



City of Appleton

100 North Appleton Street
Appleton, WI 54911-4799
www.appleton.org

Meeting Agenda - Final-revised Common Council

Wednesday, December 6, 2023

7:00 PM

Council Chambers

- A. CALL TO ORDER
- B. INVOCATION
- C. PLEDGE OF ALLEGIANCE TO THE FLAG
- D. ROLL CALL OF ALDERPERSONS
- E. ROLL CALL OF OFFICERS AND DEPARTMENT HEADS
- F. APPROVAL OF PREVIOUS COUNCIL MEETING MINUTES
[23-1420](#) Common Council Meeting Minutes of November 15, 2023
Attachments: [CC Minutes 11-15-23.pdf](#)
- G. BUSINESS PRESENTED BY THE MAYOR
[23-1421](#) Appointment of Election Inspectors for the 2024-2025 Election Cycle
Attachments: [Election Inspector Nomination Listing 2024-2025.pdf](#)
- H. PUBLIC PARTICIPATION
- I. PUBLIC HEARINGS
- J. SPECIAL RESOLUTIONS
- K. ESTABLISH ORDER OF THE DAY
- L. COMMITTEE REPORTS
- 1. **MINUTES OF THE MUNICIPAL SERVICES COMMITTEE**

[23-1396](#)

Approve the roadway design parameters: **Perkins Street**, from Prospect Avenue to the RR Tracks (1,480 ft), be reconstructed with concrete pavement and curb and gutter. The details of the proposed Perkins Street reconstruction project are as follows:

- New concrete pavement constructed to a width of 31' from back of curb to back of curb, which is 9' narrower than the existing street (40') within this portion of the project.
- New 5' concrete sidewalk, where none currently exists, within the project limits.
- Curb extensions (narrowing of the pavement) at Charles St to serve as traffic calming.
- Existing on-street parking would be restricted along the east side of Perkins St, within the project limits.

Legislative History

11/20/23	Municipal Services Committee	recommended for approval
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[23-1397](#)

Approve the roadway design parameters: **Morrison Street**, from Glendale Avenue to Pershing Street (1,480 ft), be reconstructed with asphalt pavement and concrete curb and gutter. The details of the proposed Morrison Street reconstruction project are as follows:

- New asphalt pavement and concrete curb and gutter constructed to a width of 27' from back of curb to back of curb, which is 6' narrower than the existing street (33') within this portion of the project.
- Curb extensions (narrowing of the pavement) constructed at Marquette St to serve as traffic calming.
- Traffic calming circle constructed at the intersection with Lindbergh Street.
- Existing on-street parking would be restricted along the west side of Morrison Street, within the project limits.

Legislative History

11/20/23	Municipal Services Committee	recommended for approval
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[23-1398](#)

Approve request from The Boldt Company for an extension to an existing street occupancy permit for the Fox Commons City Center Plaza construction site perimeter fencing and staging on Oneida Street south of Washington Street (from E. Washington Street to N. Appleton Street) for a period ending on February 29, 2024.

Attachments: [The Boldt Company City Center Street Occupancy Permit Extension Request.p](#)

Legislative History

11/20/23 Municipal Services recommended for approval
 Committee

2. MINUTES OF THE SAFETY AND LICENSING COMMITTEE

3. MINUTES OF THE CITY PLAN COMMISSION

4. MINUTES OF THE PARKS AND RECREATION COMMITTEE

5. MINUTES OF THE FINANCE COMMITTEE

[23-1403](#)

Request to approve the 2024 Special Assessment Policy as presented, and Amethyst Drive Concrete Project (Blue Topaz to Aquamarine) be subject to the 2023 Special Assessment Policy.

Attachments: [2024 Assessment Policy - DRAFT 11-14-23.pdf](#)

[Memo - DPW 2024 Special Assessment Policy.pdf](#)

Legislative History

11/20/23 Finance Committee recommended for approval

[23-1437](#)

Request to approve Resolution #2023-06 to Accept Interest-free Loan from WI Department of Revenue (DOR) and Decrease the 2023 Tax Levy

Attachments: [Resolution 2023-06.pdf](#)

[C. Appleton Sec. 70.57\(4\)\(d\) Loan Explanation - V2.pdf](#)

[2023 Tax Rate Analysis.pdf](#)

6. MINUTES OF THE COMMUNITY AND ECONOMIC DEVELOPMENT COMMITTEE

7. MINUTES OF THE UTILITIES COMMITTEE

8. MINUTES OF THE HUMAN RESOURCES & INFORMATION TECHNOLOGY COMMITTEE

9. MINUTES OF THE FOX CITIES TRANSIT COMMISSION

10. MINUTES OF THE BOARD OF HEALTH

M. CONSOLIDATED ACTION ITEMS

N. ITEMS HELD

O. ORDINANCES

P. LICENSE APPLICATIONS AND COMMUNICATIONS REFERRED TO COMMITTEES OF JURISDICTION

Q. RESOLUTIONS SUBMITTED BY ALDERPERSONS REFERRED TO COMMITTEES OF JURISDICTION

R. OTHER COUNCIL BUSINESS

S. CLOSED SESSION

[23-1422](#)

The Common Council will go into closed session according to State Statute §19.85(1)(e) for the purposes of deliberating or negotiating the purchasing of public properties and the investing of public funds, regarding the U.S. Venture development project and then reconvene into open session.

T. ADJOURN

Kami Lynch, City Clerk

Reasonable accommodations for persons with disabilities will be made upon request and if feasible.

Remote meeting attendance may be permitted pursuant to Section 2-29 of the Appleton Municipal Code and Rules of Council.



City of Appleton

100 North Appleton Street
Appleton, WI 54911-4799
www.appleton.org

Meeting Minutes - Final Common Council

Wednesday, November 15, 2023

7:00 PM

Council Chambers

A. CALL TO ORDER

The meeting was called to order by Mayor Woodford at 7:00 p.m.

B. INVOCATION

The Invocation was offered by Alderperson Hartzheim.

C. PLEDGE OF ALLEGIANCE TO THE FLAG

D. ROLL CALL OF ALDERPERSONS

Present: 14 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Patrick Hayden, Alderperson Joss Thyssen, Alderperson Alex Schultz, Alderperson Kristin Alfheim, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt, Alderperson Chad Doran and Mayor Jake Woodford

Excused: 2 - Alderperson Israel Del Toro and Alderperson Vaya Jones

E. ROLL CALL OF OFFICERS AND DEPARTMENT HEADS

All Departments were represented.

F. APPROVAL OF PREVIOUS COUNCIL MEETING MINUTES

[23-1391](#)

Common Council Meeting Minutes of November 1, 2023

Attachments: [CC Minutes 11-1-23.pdf](#)

Alderperson Hartzheim moved, seconded by Alderperson Fenton, that the Minutes be approved. Roll Call. Motion carried by the following vote:

Aye: 13 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Patrick Hayden, Alderperson Joss Thyssen, Alderperson Alex Schultz, Alderperson Kristin Alfheim, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt and Alderperson Chad Doran

Excused: 2 - Alderperson Israel Del Toro and Alderperson Vaya Jones

Abstained: 1 - Mayor Jake Woodford

[23-1392](#)

Common Council Meeting Minutes of Budget Adoption on November 8, 2023

Attachments: [CC Minutes 11-9-23 Budget Adoption.pdf](#)

Aldersperson Hartzheim moved, seconded by Aldersperson Fenton, that the Minutes be approved. Roll Call. Motion carried by the following vote:

Aye: 13 - Aldersperson William Siebers, Aldersperson Vered Meltzer, Aldersperson Brad Firkus, Aldersperson Katie Van Zeeland, Aldersperson Denise Fenton, Aldersperson Patrick Hayden, Aldersperson Joss Thyssen, Aldersperson Alex Schultz, Aldersperson Kristin Alfheim, Aldersperson Nate Wolff, Aldersperson Sheri Hartzheim, Aldersperson Christopher Croatt and Aldersperson Chad Doran

Excused: 2 - Aldersperson Israel Del Toro and Aldersperson Vaya Jones

Abstained: 1 - Mayor Jake Woodford

G. BUSINESS PRESENTED BY THE MAYOR

H. PUBLIC PARTICIPATION

I. PUBLIC HEARINGS

[23-1209](#)

Public Hearing for Comprehensive Plan Map Amendment #2-23 St. Therese Congregation from Public/Institutional Land Use to Mixed-Use Land Use

Attachments: [Public Hearing Notice Comp Plan Amend #2-23.pdf](#)

The Public Hearing was held, no one spoke during the hearing.

[23-1210](#)

Public Hearing for Rezoning #8-23 St. Therese Congregation from PD/C-O Planned Development Overlay #17-02/Commercial Office District to C-1 Neighborhood Mixed Use District

Attachments: [RZ #8-23 Notice of Public Hearing.pdf](#)

The Public Hearing was held, no one spoke during the hearing.

J. SPECIAL RESOLUTIONS

K. ESTABLISH ORDER OF THE DAY

[23-1318](#)

Class "B" Beer and "Class B" Liquor License application for KMG Capitol Centre, LLC Michael Gonnering, Agent, located at 725 W Capitol Drive, contingent on approval from all departments.

Attachments: [Capitol Centre.pdf](#)

Aldersperson Croatt moved, seconded by Aldersperson Hartzheim, that the License be approved. Roll Call. Motion carried by the following vote:

Aye: 13 - Aldersperson William Siebers, Aldersperson Vered Meltzer, Aldersperson Brad Firkus, Aldersperson Katie Van Zeeland, Aldersperson Denise Fenton, Aldersperson Patrick Hayden, Aldersperson Joss Thyssen, Aldersperson Alex Schultz, Aldersperson Kristin Alfheim, Aldersperson Nate Wolff, Aldersperson Sheri Hartzheim, Aldersperson Christopher Croatt and Aldersperson Chad Doran

Excused: 2 - Aldersperson Israel Del Toro and Aldersperson Vaya Jones

Abstained: 1 - Mayor Jake Woodford

L. COMMITTEE REPORTS

Balance of the action items on the agenda.

Aldersperson Fenton moved, Aldersperson Schultz seconded, to approve the balance of the agenda. The motion carried by the following vote:

Aye: 13 - Aldersperson William Siebers, Aldersperson Vered Meltzer, Aldersperson Brad Firkus, Aldersperson Katie Van Zeeland, Aldersperson Denise Fenton, Aldersperson Patrick Hayden, Aldersperson Joss Thyssen, Aldersperson Alex Schultz, Aldersperson Kristin Alfheim, Aldersperson Nate Wolff, Aldersperson Sheri Hartzheim, Aldersperson Christopher Croatt and Aldersperson Chad Doran

Excused: 2 - Aldersperson Israel Del Toro and Aldersperson Vaya Jones

Abstained: 1 - Mayor Jake Woodford

1. MINUTES OF THE MUNICIPAL SERVICES COMMITTEE

[23-1339](#)

Approve the request to award the contract for 2023 Land Acquisition Services for various locations to Vogels Buckman Appraisal Group, in an amount not to exceed \$5,500.

Attachments: [Award Memo to Municipal Services for Real Estate Acquisition 2023.pdf](#)

This Report Action Item was approved

2. MINUTES OF THE SAFETY AND LICENSING COMMITTEE

3. MINUTES OF THE CITY PLAN COMMISSION

[23-1170](#)

Request to approve Comprehensive Plan 2010-2030 Future Land Use Map Amendment #2-23 for the subject parcel located at 213 E. Wisconsin Avenue (Tax Id #31-6-0313-00) from future Public/Institutional land use designation to future Mixed-Use land use designation as shown on the attached map and approve the attached Resolution

Attachments: [StaffReport_St.Therease_CompPlan+Rezoning_For10-11-23.pdf](#)
[MemotoCouncil_CompPlanAmend#2-23andRezoning#8-23_For11-15-23.pdf](#)

This Report Action Item was approved.

[23-1172](#)

Request to approve Rezoning #8-23 for the subject parcel located at 213 E. Wisconsin Avenue (Tax Id #31-6-0313-00), including to the center line of the adjacent right-of-way, as shown on the attached maps, from PD/C-O Planned Development Overlay #17-02/Commercial Office District to C-1 Neighborhood Mixed Use District

Attachments: [StaffReport_St.Therease_CompPlan+Rezoning_For10-11-23.pdf](#)
[MemotoCouncil_CompPlanAmend#2-23andRezoning#8-23_For11-15-23.pdf](#)

This Report Action Item was approved.

4. MINUTES OF THE PARKS AND RECREATION COMMITTEE

[23-1343](#)

Reid Golf Course 2024 Rate Policy

Attachments: [2024 Reid Rates Policy.docx](#)
[Reid Rate Policy 2024 DRAFT.docx](#)
[Reid Rate Policy 2024 REDLINE.docx](#)

This Report Action Item was approved.

5. MINUTES OF THE FINANCE COMMITTEE

[23-1346](#)

Request to award Health Department Furniture Remodel to Nordon Business Environments in the amount of \$250,887.34.

Attachments: [2023 Health Department Furniture Sole Source.pdf](#)

This Report Action Item was approved.

[23-1358](#)

Request to accept 2022 WIPPI Energy Efficiency Grant in the amount of \$72,564 for the Appleton Water Treatment Plant Kathabar Replacement Project.

Attachments: [2023 WIPPI EE Grant Award.pdf](#)

This Report Action Item was approved.

6. MINUTES OF THE COMMUNITY AND ECONOMIC DEVELOPMENT COMMITTEE

7. MINUTES OF THE UTILITIES COMMITTEE

[23-1336](#)

Approval to single source and award 2023D Stormwater Consulting Services contract with raSmith for Construction Related Services for Unit H-23 Lightning Drive Phase 1 in an amount not to exceed \$80,510.

Attachments: [2023D Single Source H-23 CRS raS award util memo.pdf](#)

This Report Action Item was approved.

[23-1357](#)

Authorization to opt-out of 3M and Du Pont PFAS class action settlements.

Attachments: [PFAS - Memo to Utilities Committee - 11-03-2023.pdf](#)

This Report Action Item was approved.

8. MINUTES OF THE HUMAN RESOURCES & INFORMATION TECHNOLOGY COMMITTEE

[23-1366](#)

Request to Over hire Executive Assistant to the Police Chief.

Attachments: [Exec Asst SL.pdf](#)

This Report Action Item was approved.

[23-1367](#)

Request to Approve the APPA 2024 - 2026 Contract Changes.

Attachments: [Appleton Professional Police Association TA 10 24 23.pdf](#)
[APPA 2020.pdf](#)

This Report Action Item was approved.

9. MINUTES OF THE FOX CITIES TRANSIT COMMISSION

10. MINUTES OF THE BOARD OF HEALTH

M. CONSOLIDATED ACTION ITEMS

N. ITEMS HELD

O. ORDINANCES

[23-1393](#) Ordinances #156-23 and #157-23

Attachments: [Ordinances to Council 11-15-23.pdf](#)

Aldersperson Hartzheim moved, seconded by Aldersperson Schultz, that the Ordinances be approved. Roll Call. Motion carried by the following vote:

Aye: 13 - Aldersperson William Siebers, Aldersperson Vered Meltzer, Aldersperson Brad Firkus, Aldersperson Katie Van Zeeland, Aldersperson Denise Fenton, Aldersperson Patrick Hayden, Aldersperson Joss Thyssen, Aldersperson Alex Schultz, Aldersperson Kristin Alfheim, Aldersperson Nate Wolff, Aldersperson Sheri Hartzheim, Aldersperson Christopher Croatt and Aldersperson Chad Doran

Excused: 2 - Aldersperson Israel Del Toro and Aldersperson Vaya Jones

Abstained: 1 - Mayor Jake Woodford

P. LICENSE APPLICATIONS AND COMMUNICATIONS REFERRED TO COMMITTEES OF JURISDICTION

Q. RESOLUTIONS SUBMITTED BY ALDERPERSONS REFERRED TO COMMITTEES OF JURISDICTION

[23-1405](#) Resolution #R-12-23 Closure of the Whitman Yard Waste Site

Attachments: [#12-R-23 Closure of Whitman Yard Waste Site.pdf](#)

[23-1407](#) Resolution #13-R-23 To Use ARPA Funding for Flock License Plate Reading Cameras for APD

Attachments: [#13-R-23 ARPA Funds for Flock License Cameras for APD.pdf](#)

[23-1408](#) Resolution #14-R-23 Changing the Timeline for Budget Delivery to the Common Council

Attachments: [#14-R-23 Change Budget Delivery to Council Timeline.pdf](#)

R. OTHER COUNCIL BUSINESS

[23-1390](#) Reconsideration of Item# 23-1246 Approval of Alderperson Salaries

Alderperson Fenton moved, seconded by Alderperson Van Zeeland, that the Item be reconsidered. Roll Call. Motion carried by the following vote:

Aye: 7 - Alderperson Vered Meltzer, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Alex Schultz, Alderperson Nate Wolff, Alderperson Sheri Hartzheim and Alderperson Chad Doran

Nay: 6 - Alderperson William Siebers, Alderperson Brad Firkus, Alderperson Patrick Hayden, Alderperson Joss Thyssen, Alderperson Kristin Alfheim and Alderperson Christopher Croatt

Excused: 2 - Alderperson Israel Del Toro and Alderperson Vaya Jones

Abstained: 1 - Mayor Jake Woodford

[23-1246](#) Approval of Alderperson Salaries.

Attachments: [HR-IT - Alderperson Raises Deadlines.pdf](#)
[Alderperson Compensation Survey.pdf](#)
[Elected Alderperson Salaries.pdf](#)
[Salary Info. Distributed by Alder Van Zeeland.pdf](#)

Alderperson Doran moved, seconded by Alderperson Hartzheim, that the Alderperson Salaries be amended to remove the parking pass, and increase the monthly salary by \$20. Roll Call. Motion failed by the following vote:

Aye: 4 - Alderperson Patrick Hayden, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt and Alderperson Chad Doran

Nay: 9 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Joss Thyssen, Alderperson Alex Schultz, Alderperson Kristin Alfheim and Alderperson Nate Wolff

Excused: 2 - Alderperson Israel Del Toro and Alderperson Vaya Jones

Abstained: 1 - Mayor Jake Woodford

Alderperson Fenton moved, seconded by Alderperson Schultz, that the Alderperson Salaries be approved (as they came out of Committee- no increase). Roll Call. Motion carried by the following vote:

Aye: 13 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Patrick Hayden, Alderperson Joss Thyssen, Alderperson Alex Schultz, Alderperson Kristin Alfheim, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt and Alderperson Chad Doran

Excused: 2 - Alderperson Israel Del Toro and Alderperson Vaya Jones

Abstained: 1 - Mayor Jake Woodford

S. ADJOURN

Alderperson Hartzheim moved, seconded by Alderperson Wolff, that the meeting be adjourned at 7:25 p.m. Roll Call. Motion carried by the following vote:

Aye: 13 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Patrick Hayden, Alderperson Joss Thyssen, Alderperson Alex Schultz, Alderperson Kristin Alfheim, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt and Alderperson Chad Doran

Excused: 2 - Alderperson Israel Del Toro and Alderperson Vaya Jones

Abstained: 1 - Mayor Jake Woodford

Kami Lynch, City Clerk

Election Inspector Appointments for 2024-2025

The following individuals are nominated to serve as Election Inspectors in and for the City of Appleton for the 2024-2025 Election Cycle:

Democratic Election Inspectors

Biesik	Heather
Biringer	Gene
Clementi	Donna
Coakley	Christiana
Gerwe	Michael
Giese	Fredric
Glidden	Maja
Holtman	Gretchen Marie
Kane	Emma
Lewis	Cassidy
Mattingly	Gabe
McCulloch	Laurel
McKee	Charles
Mullaney	Tim
Riester	Jeffrey
Werner	Pauline
Wolslegel	Christian

Republican Election Inspectors

Affeldt	Ken
Bachman	Susan
Bachman	Richard
Bartels	Warren
Bell	Laura
Bohnert	Michele
Bourin	Mitchell
Brouillard	Linda
Burgert	Kathleen
Campbell	Barry
Campbell	Susan
Clark	Christine
Cooke	Christine
Dalessandro	Nick
Davey	Dennis
Erickson	Caroline
Ertl	Gary
Frost	Tana
Gasmen	Maudie
Gehl	Donna
Gilboa	David
Herman	Julie
Janke	Michael
Kempen	Barbara
Kempen	David
Kichefske	Gricelda
Klitzke	Kyle
Klitzke	Andrea
Kox	Jeremy
Kox	Megan
Kramer	Robert
Krenger	Todd
Kroes	Carl
Krummel	Greg
Kurland	James
Letendre	Jesse
Lintner	James
Lintner	Lynne
Mancl	Mary
Mischka	Kathy
Ninivaggi	Jennifer
Parker	Daniel
Randerson	Patrick
Ray	Tina
Recker	Crystal
Rolain	Amy
Rose	Noreen
Sajbel	Michael
Schumacher	John
Simon	Lori

Republican Election Inspectors (continued)

Spice	Jethro
Treichel	Donna
Treichel	Joan
Truyman	Deborah
Truyman	Richard
Ulness	Pam
Van Boxtel	Gerald
Welch	Alex
White	Nancy
Wilke	David

Unaffiliated Election Inspectors

Abraham	Mary	Gentrup	Carmelyn
Alsabah	Patricia	Gerlach	Mary
Amich	Steve	Gibbon	Jayne
Arndt	Erin	Gile	Barbara
Balliet	Andrew	Gill	Mary
Baron	Scott	Gralewicz	Renee
Bartel	Elaine	Graves	Jane
Bauman	Andrea	Gretzinger	Daniel
Baumann	Shelley	Gross	Teresa
Bjornerud	Marcia	Guest	Madeline
Boardman	Julian	Hantel	Gretchen
Bonnell	Carol	Hartzheim	Sheri
Bremer	Anne	Hash	Linda
Brooks	Patricia	Hayden	David
Brown	Charles	Heinrich	Jayne
Brunner	Andrea	Heiting	Mary
Brux	Nancy	Holdorf	Pamela
Budde	Matthew	Huntinton	Sally
Casey	Margaret	Immekus	Janice
Casey	Patrick	Jackson	Audrey
Caveny	Thomas	Jahnke	Margaret
Ciske	Pamela	Jandl	Richard
Cline	Brenda	Jansen	Martin
Coakley	James	Jepson	Debra
Cooney	Paul	Juneau	Lawrence
Corry	Frances	Kachur	Daniel
Cramer	Elizabeth	Kamm	Sherrie
Daly	Eileen	Kaufman	Karl
Delie	Kim	Kay	Amy
DeRuyter	Katie	Keller	John
DeVries	Kathleen	Kellner	Rebecca
Dobrinska	Megan	Kenevan	Jeannine
Dorn	Karen	King	Steven
Dreher	Deborah	Klawikowski	Eugene
Dreier	Jann	Klein	Mary
Driessen	Lynn	Klein-Marsh	Carolyn
Duerkop	Sharon	Kolstad	Kevin
Emery	Anissa	Koschnik	Mary
Evans	Mark	Krueger	Nancy
Ewing	Kathryn	Kurath	Jane
Fairchild	Mary	Kurth	Sandra
Faltynski	Jean	Lee	Thomas
Fargen	Frances	Loomans	LuAnn
Farina	Marcel	Loosen	Kevin
Farrell	Anna	Mahnke	Ruth
Femal	Amanda	Mahnke	William
Fero	Ann	Mares	Mary
Flom	Richard	Mattingly	Dana
Floodstrand	Cynthia	McGrath	Maureen
Freitag	Karen	Merritt	Amy
Frey	William	Merry	Barbara
Frye	Frances	Milan	Richard
Funk	Jesse	Miller	Sharon
Gadzik	Michael	Moyle	Anthony
Gain	Ann	Muinde	Laura
		Murphy	Esther

Unaffiliated Election Inspectors (continued)

Nichols	Stephen	Vandermolen	Lynne
Oates	John	Vogt	Jerry
Orth	Kathleen	Wacker	Mary
Peikert	Kay	Waller	George
Peot	Sharon	Wallis	Sharon
Peterson	Timothy	Washatka	Dawn
Peterson	Pamela	Watson	Ellen
Peterson	Thomas	West	Maija
Phillip	Gay	Wiegand	Debra
Phillips	Medith	Wilz	Nap
Pietz	Leon	Wirth	Cindy
Pingel	William	Wirth	Marlene
Pohl	John	Wise	Nancy
Putnam	Amy	Wise	Robert
Putzer	Diane	Wisniewski	Teresa
Ray	Rebecca	Witzeling	Zoe
Reed	Marlyce	Wolslegel	Milissa
Reilly	John	Wood	Dawn
Remter	Betty	Wright	David
Ritzke	Sandy	Wuerger	Stephen
Roarty	Timothy	Yukel	Tami
Ross	Jennifer	Zwieg	Linda
Rotzel	Victoria		
Salentine-Juneau	Sarah		
Salm	Phillip		
Saunders	Julie		
Sawall	Julie		
Schauland	Jeanne		
Scheffler	Mark		
Schroeder	Caroline		
Schuette	Clarence		
Schultz	James		
Shapiro	Carol		
Sheffler	Linda		
Siebers	Bruce		
Siebers	Susan		
Siracusa	Stephen		
Sjostrom	Tyler		
Skorr	Amanda		
Smit	Mary		
Speering	Linda		
Squier	Julia		
Staedt	Paula		
Strauss	Joseph		
Talamanco	Virginia		
Thiel	John		
Thompson	John		
Towner	Susan		
Tubbs	Michele		
Uberoi	Arti		
Van Boxtel	Dennis		
Van Boxtel	Kathleen		
Van Hout	Pamela		
Van Linn	Patti		
VanderHeiden	Paul		



PERMIT TO OCCUPY THE PUBLIC RIGHT-OF-WAY

Permit #: 23-153-PEffective Date: 10/06/23Expiration Date: 02/29/2024Fee: 40.00Paid (yes or no): YES

Rev. 04-10-15

Applicant Information

Name (print): The Boldt Company Company: The Boldt Company
 Address: 2525 N Roemer Road Telephone: 920-639-9991 FAX: _____
Appleton WI 54912-0419 e-mail: BLH@boldt.com
 Applicant Signature: [Signature] Date: 9/5/2023

Occupancy Information

General Description: Closure of Oneida Street south of Washington street during construction activities on Fox Commons (City Center) building.
Closure is subject to special agreement regarding road opening monthly for bill payment

Street Address: _____ Tax Key No.: _____
 - or -

Street: Oneida Street From: 10/06/2023 To: 12/31/2023

Multiple Streets: E Washington St to N Appleton St

**Back to MSC 11/20 and Council 12/6
 extending- 1/1/2024 to 2/29/2024.**

(Department use only)

Occupancy Type	Sub-Type	Location
<input checked="" type="checkbox"/> Permanent (\$40)	<input type="checkbox"/> Sandwich Board	<input checked="" type="checkbox"/> Sidewalk
<input type="checkbox"/> Temporary - max. 35 days (\$40)	<input type="checkbox"/> Tables / Chairs	<input checked="" type="checkbox"/> Terrace
<input type="checkbox"/> Amenity/Annual (\$40)	<input type="checkbox"/> Dumpster	<input checked="" type="checkbox"/> Roadway
<input type="checkbox"/> Blanket/Annual (\$250)	<input type="checkbox"/> POD / Container	
<input type="checkbox"/> Block Party (\$15)	<input checked="" type="checkbox"/> Obstruction / Other	

Additional Requirements

Plan/Sketch Certificate of Insurance Bond
 Other:

Traffic Control Requirements

N/A Contact Traffic Division (832-2379) 1 business day prior to any lane closure, or 2 business days prior to a full road closure.

Type of Street: Arterial/CBD Collector Local
 Proposed Traffic Control: City Manual Page(s) State Manual Page(s) Other (attach plan)

Approved by: Mike Hardy Date: 8/17/23

Additional Requirements:

Attached

This permit approval is subject to the following conditions:

1. Permittee is responsible to obtain any further permits that may be required as part of this occupancy.
2. Permittee shall adhere to any plan(s) that were submitted to the City of Appleton as part of this application.
3. This permit is subject to IMMEDIATE REVOCATION and/or issuance of a MUNICIPAL CITATION if conditions of the permit are not met.
4. This permit is subject to IMMEDIATE REVOCATION if unfavorable traffic conditions develop during the period the occupancy is permitted.
5. Meter Bag charges - attached.
6. Permittee shall open Oneida Street/City Center Street for access to the City Finance window on Oct. 19-20, 30-31, 2023, Nov. 1, 17-20, 2023 and Dec. 11-31, 2023.
7. Permittee shall open Oneida Street/City Center Street for access to the City Finance window on additional 2024 dates - attached.

This permit is issued to the applicant upon payment of the permit fee and is expressly limited to the location and type described herein. The applicant, in exchange for receiving this permit, warrants that all street occupancies will be performed in conformity to City ordinances, standards and policies, be properly barricaded and lighted, and be performed in a safe manner. By applying for and accepting this permit, the applicant assumes full liability and/or any costs incurred by the City for corrective work required to bring the subject area into compliance with said ordinances, standards, policies and permit conditions. No occupancy shall occur prior to approval of this permit by the Department of Public Works.

The Grantee shall guarantee at their expense, the repair or replacement of pavement, sidewalk and any other facilities within the public right-of-way damaged or destroyed by the Grantee or any sub-contractor working for them. The Grantee shall assume complete and full liability and responsibility, in accordance with existing ordinances and policies, in the event of injury or damage to persons or property resulting from their facilities within the public right-of-way.

APPROVED BY: _____
 (Department of Public Works)

DATE: _____

**Request for Permanent
Street Occupancy Permit**

September 5, 2023

City of Appleton
Danielle Block
100 N Appleton St 5th Floor
Appleton, WI 54911

RE: Street Occupancy Permit

To whom it may concern,

As the General Contractor of Fox Commons City Center Plaza, 100 W College Ave. Appleton, WI 54911 we would like the City of Appleton to consider The Boldt Company's request to close Oneida Street south of Washington street (from E Washington St. to N Appleton St.) during construction activities on Fox Commons (City Center) building. Closure is subject to a special agreement regarding road opening monthly for bill payment.

This closure would be in effect from 10/06/2023 to 12/31/2023

- A copy of the certificate of Insurance or release form is attached.
- The \$40.00 permit fee is attached/has been paid.

Any additional information may be obtained by contacting Brad Hechimovich at (920) 639-9991

Sincerely,



Brad Hechimovich – Sr Project Manager, The Boldt Company



Additional Dates to open the Oneida Street/City Center Street alley are listed on the permanent occ. application. And attached sheets within this application.

**CITY OF APPLETON
OFFICE OF THE MAYOR**

FOR IMMEDIATE RELEASE

August 17th, 2023

City of Appleton Announces Construction Project Impacting City Center Access

APPLETON, Wis., August 17th, 2023 - The City of Appleton announces updates on the Fox Commons construction project that is expected to commence on or around August 22. However, this project will have temporary impacts on access to certain areas. The project is part of the city's continuous efforts for the vitality of downtown Appleton and create a better experience for the residents and visitors.

Starting on or around August 22, the demolition phase of the project will commence, followed by subsequent renovations. Key Information:

- **Start Date of Demolition:** The construction staging and demolition activities are estimated to begin on or around August 22. During this phase, certain access points will be temporarily closed for safety reasons.
- **Impact to Oneida St / Alley to Finance Customer Service window:** During the demolition phase, the alley will be closed at least through October, with the exception of days surrounding utility due dates. The alley will be open: September 18th-20th, October 19th-20th, and October 30th-November 1st.
- **Impact on Interior Access:** The City Center Plaza (CCP) will be closed to public traffic, as all fire doors leading into CCP will be closed. This closure will prohibit any access to or through CCP, including the interior access from the Yellow Ramp to City Center West (CCW), which includes City Hall. We apologize for any inconvenience caused and assure you that this measure is essential to maintain a safe and secure construction zone.
- **Walkway Accessibility:** Pedestrian access through City Center West (CCW) will remain available throughout the construction period. We anticipate that there will be no impacts to the CCW entrances adjacent to Appleton Street and College Avenue sidewalks.

The city is committed to minimizing disruptions and completing the construction project efficiently. As the project progresses, more updates would be shared.

###

MEDIA CONTACT:

Andy Anaam
Communications & Public Engagement Manager
920-832-6400
anindita.anaam@appleton.org
<https://www.appleton.org/>

**STREET VIEW OF
ROADWAY OPEN
TO TRAFFIC FOR
DRIVE-THRU**

**BOLDT TO ADD SIGNS ON FENCE
DIRECTING PEDESTRIANS TO USE
APPLETON STREET FOR CITY
CENTER BUILDING ACCESS**

**ROAD
CLOSED**

**8' RETRO-REFLECTIVE
BARRICADE RAILS AND ROAD
CLOSED SIGN
TO BE ATTACHED TO
FENCE**

Owner	CITY OF APPLETON		
Project Name	City Center Plaza	Project Number	N/A
Prime Contractor	Boldt Companies	Traffic Control Contractor	Warning Lites of Appleton, Inc.
Phone	920-725-0757	Sheet Number	1
Prepared By	Lance G Mauel		
		Date	08/06/2023



START DATE & TIME	
DURATION:	

GENERAL NOTES:
 THIS TRAFFIC CONTROL PLAN IS FOR INFORMATIONAL PURPOSES ONLY. TRAFFIC CONTROL PLAN IS NOT TO SCALE. WARNING LITES OF APPLETON, INC. ASSUMES NO LIABILITY FOR LAYOUT & SETUP OF ACCEPTED TRAFFIC CONTROL PLAN.
 THE CITY OF APPLETON DESIRES THE FINAL APPROVAL OF TRAFFIC CONTROL PLAN. ADVANCED WARNING SIGNS WILL BE MOUNTED ON PORTABLE SUPPORTS. THE EXACT NUMBER, LOCATION, AND SPACING OF ALL SIGNS AND DEVICES SHALL BE ADJUSTED TO FIT FIELD CONDITIONS AS APPROVED BY THE ENGINEER.

LEGEND	42" DELINEATOR CONE
SIGN SYMBOL	
CHANNELIZER DRUM	
TYPE III BARRICADE	
DIRECTION OF TRAFFIC	

**STREET VIEW OF FENCE
OPEN TO ALLOW ACCESS
TO DRIVE-THRU**



WHEN ROAD IS OPEN, PROVIDE SIGN INDICATING "ROAD OPEN TO DRIVE UP WINDOW". VERIFY MESSAGE WITH CITY FINANCE DEPARTMENT

BOLDT TO ADD SIGNS ON FENCE DIRECTING PEDESTRIANS TO USE APPLETON STREET FOR CITY CENTER BUILDING ACCESS

Owner	CITY OF APPLETON	
Project Name	City Center Plaza	Project Number N/A
Prime Contractor	Boldt Companies	Traffic Control Contractor Warning Lites of Appleton, Inc.
Phone 920-725-0757	Sheet Number 2	Date 08/06/2023
Prepared By	Lance G Mauel	

Warning Lites
OF APPLETON, INC.
"SAFETY IS OUR BUSINESS"
1-820-725-0757
www.warningliteswi.com

START DATE & TIME

DURATION:

GENERAL NOTES:
THIS TRAFFIC CONTROL PLAN IS FOR INFORMATIONAL PURPOSES ONLY. TRAFFIC CONTROL PLAN IS NOT TO SCALE. WARNING LITES OF APPLETON, INC. ASSUMES NO LIABILITY FOR LAYOUT & SETUP OF ACCEPTED TRAFFIC CONTROL PLAN. THE CITY OF APPLETON DECIDES FINAL APPROVAL OF TRAFFIC CONTROL PLAN. ADVANCED WARNING SIGNS WILL BE MOUNTED ON PORTABLE SUPPORTS. THE EXACT NUMBER, LOCATION, AND SPACING OF ALL SIGNS AND DEVICES SHALL BE ADJUSTED TO FIT FIELD CONDITIONS AS APPROVED BY THE ENGINEER.

LEGEND

- SIGN SYMBOL
- CHANNELIZER DRUM
- ▨ TYPE III BARRICADE
- ⇒ DIRECTION OF TRAFFIC
- 42" DELINEATOR CONE



Owner	CITY OF APPLETON	
Project Name	City Center Plaza	Project Number N/A
Prime Contractor	Boldt Companies	Traffic Control Contractor Warning Lites of Appleton, Inc.
Phone 920-725-0757	Sheet Number 3	Date 08/06/2023
Prepared By	Lance G Mauel	

Warning Lites
OF APPLETON, INC.
"SAFETY IS OUR BUSINESS"
1-920-725-0757
www.warningliteswi.com

START DATE & TIME

DURATION:

GENERAL NOTES:
THIS TRAFFIC CONTROL PLAN IS FOR INFORMATIONAL PURPOSES ONLY. TRAFFIC CONTROL PLAN IS NOT TO SCALE. WARNING LITES OF APPLETON, INC. ASSUMES NO LIABILITY FOR LAYOUT & SETUP OF ACCEPTED TRAFFIC CONTROL PLAN. THE CITY OF APPLETON DIRECTOR'S FINAL APPROVAL OF TRAFFIC CONTROL PLAN. ADVANCED WARNING SIGNS WILL BE MOUNTED ON PORTABLE SUPPORTS. THE EXACT NUMBER, LOCATION, AND SPACING OF ALL SIGNS AND DEVICES SHALL BE ADJUSTED TO FIT FIELD CONDITIONS AS APPROVED BY THE ENGINEER.

LEGEND

- 🚧 SIGN SYMBOL
- 🚧 CHANNELIZER DRUM
- 🚧 TYPE III BARRICADE
- ➡ DIRECTION OF TRAFFIC
- 🚧 42" DELINEATOR CONE

DEPARTMENT OF PUBLIC WORKS

METER BAG APPLICATION

Fee is \$9.00 per day plus tax or any part thereof. **THIS FEE WILL BE CHARGED FOR EVERY DAY THE METER BAG IS RESERVED** (excluding Sundays and Holidays).

NOTE: Meter bags shall not be used on red meters. If a red meter is found bagged, the bag will be removed and the vehicle will be ticketed.

Company Name **The Boldt Company**

Agent **Brad Hechimovich**

Company Address **2525 N Roemer Road, Appleton WI 54912-0419**

Phone Number **920-639-9991**

Reason **Road closure and construction activities**

Location **Oneida Street south of E Washington Street**

Meter Zone & Space# **9201 - ONN205, ONN206, ONN207, ONN208 | ONN104, ONN106, ONN102**

Date(s) **09/01/2023 TO 10/05/23 (until perm. permit approved -then 12/31/23)**

(Department use only)

Amount Due **\$4,449.99 (explanation attached)** PAID - 5580-0001

(\$9.00 per bag per day plus tax)

Approved by 

Department of Public Works Representative

Today's Date **09/01/23**

TOTAL BAG DAYS = 444 Rate = \$9.00/day + tax \$ 4,449.99

DATE	Oneida Street (WEST side s/o Washington Street)				Oneida Street (EAST side s/o Washington Street)		
	ONN205	ONN206	ONN207	ONN208	ONN104	ONN106	ONN102
8/29/23	Y	Y	Y	Y	These meters are occupied by Greenfire through 11/1/2023		
8/30/23	Y	Y	Y	Y			
8/31/23	Y	Y	Y	Y			
9/1/23	-	-	-	-			
9/2/23	Y	Y	Y	Y			
9/3/23	SUNDAY HOLIDAY						
9/4/23	SUNDAY HOLIDAY						
9/5/23	Y	Y	Y	Y			
9/6/23	Y	Y	Y	Y			
9/7/23	Y	Y	Y	Y			
9/8/23	-	-	-	-			
9/9/23	Y	Y	Y	Y			
9/10/23	SUNDAY						
9/11/23	Y	Y	Y	Y			
9/12/23	Y	Y	Y	Y			
9/13/23	Y	Y	Y	Y			
9/14/23	Y	Y	Y	Y			
9/15/23	-	-	-	-			
9/16/23	Y	Y	Y	Y			
9/17/23	SUNDAY						
9/18/23	Y	Y	Y	Y			
9/19/23	Y	Y	Y	Y			
9/20/23	Y	Y	Y	Y			
9/21/23	Y	Y	Y	Y			
9/22/23	-	-	-	-			
9/23/23	Y	Y	Y	Y			
9/24/23	SUNDAY						
9/25/23	Y	Y	Y	Y			
9/26/23	-	-	-	-			
9/27/23	-	-	-	-			
9/28/23	Y	Y	Y	Y			
9/29/23	-	-	-	-			
9/30/23	Y	Y	Y	Y			
10/1/23	SUNDAY						
10/2/23	Y	Y	Y	Y			
10/3/23	Y	Y	Y	Y			
10/4/23	Y	Y	Y	Y			
10/5/23	Y	Y	Y	Y			
10/6/23	-	-	-	-			
10/7/23	Y	Y	Y	Y			
10/8/23	SUNDAY						
10/9/23	Y	Y	Y	Y			
10/10/23	Y	Y	Y	Y			
10/11/23	Y	Y	Y	Y			
10/12/23	-	-	-	-			
10/13/23	-	-	-	-			
10/14/23	Y	Y	Y	Y			
10/15/23	SUNDAY						
10/16/23	Y	Y	Y	Y			
10/17/23	Y	Y	Y	Y			
10/18/23	Y	Y	Y	Y			
10/19/23	Y	Y	Y	Y			
10/20/23	-	-	-	-			
10/21/23	Y	Y	Y	Y			
10/22/23	SUNDAY						
10/23/23	Y	Y	Y	Y			
10/24/23	-	-	-	-			
10/25/23	-	-	-	-			
10/26/23	Y	Y	Y	Y			
10/27/23	-	-	-	-			
10/28/23	Y	Y	Y	Y			
10/29/23	SUNDAY						
10/30/23	Y	Y	Y	Y			
10/31/23	Y	Y	Y	Y			
11/1/23	-	-	-	-			
11/2/23	Y	Y	Y	Y	Y	Y	Y
11/3/23	-	-	-	-	-	-	-
11/4/23	Y	Y	Y	Y	Y	Y	Y
11/5/23	SUNDAY						
11/6/23	Y	Y	Y	Y	Y	Y	Y
11/7/23	Y	Y	Y	Y	Y	Y	Y
11/8/23	Y	Y	Y	Y	Y	Y	Y
11/9/23	Y	Y	Y	Y	Y	Y	Y
11/10/23	-	-	-	-	-	-	-
11/11/23	Y	Y	Y	Y	Y	Y	Y
11/12/23	SUNDAY						
11/13/23	Y	Y	Y	Y	Y	Y	Y
11/14/23	Y	Y	Y	Y	Y	Y	Y
11/15/23	Y	Y	Y	Y	Y	Y	Y
11/16/23	Y	Y	Y	Y	Y	Y	Y
11/17/23	-	-	-	-	-	-	-
11/18/23	Y	Y	Y	Y	Y	Y	Y
11/19/23	SUNDAY						
11/20/23	Y	Y	Y	Y	Y	Y	Y
11/21/23	Y	Y	Y	Y	Y	Y	Y
11/22/23	Y	Y	Y	Y	Y	Y	Y
11/23/23	HOLIDAY						
11/24/23	-	-	-	-	-	-	-
11/25/23	Y	Y	Y	Y	Y	Y	Y
11/26/23	SUNDAY						
11/27/23	Y	Y	Y	Y	Y	Y	Y
11/28/23	Y	Y	Y	Y	Y	Y	Y
11/29/23	Y	Y	Y	Y	Y	Y	Y
11/30/23	Y	Y	Y	Y	Y	Y	Y
12/1/23	-	-	-	-	-	-	-
12/2/23	Y	Y	Y	Y	Y	Y	Y
12/3/23	SUNDAY						
12/4/23	Y	Y	Y	Y	Y	Y	Y
12/5/23	Y	Y	Y	Y	Y	Y	Y
12/6/23	Y	Y	Y	Y	Y	Y	Y
12/7/23	Y	Y	Y	Y	Y	Y	Y
12/8/23	-	-	-	-	-	-	-
12/9/23	Y	Y	Y	Y	Y	Y	Y
12/10/23	SUNDAY						
12/11/23	Y	Y	Y	Y	Y	Y	Y
12/12/23	Y	Y	Y	Y	Y	Y	Y
12/13/23	Y	Y	Y	Y	Y	Y	Y
12/14/23	Y	Y	Y	Y	Y	Y	Y
12/15/23	-	-	-	-	-	-	-
12/16/23	Y	Y	Y	Y	Y	Y	Y
12/17/23	SUNDAY						
12/18/23	Y	Y	Y	Y	Y	Y	Y
12/19/23	Y	Y	Y	Y	Y	Y	Y
12/20/23	Y	Y	Y	Y	Y	Y	Y
12/21/23	Y	Y	Y	Y	Y	Y	Y
12/22/23	-	-	-	-	-	-	-
12/23/23	Y	Y	Y	Y	Y	Y	Y
12/24/23	SUNDAY HOLIDAY						
12/25/23	SUNDAY HOLIDAY						
12/26/23	Y	Y	Y	Y	Y	Y	Y
12/27/23	Y	Y	Y	Y	Y	Y	Y
12/28/23	Y	Y	Y	Y	Y	Y	Y
12/29/23	-	-	-	-	-	-	-
12/30/23	Y	Y	Y	Y	Y	Y	Y
12/31/23	SUNDAY						
	81	81	81	81	40	40	40

Permit Extension Required Dates of Oneida Street/City Center Alley Open for access to Finance Window:

January 2, 2024

January 3, 2024

January 19 – February 6, 2024

February 19, 2024

February 20, 2024

DEPARTMENT OF PUBLIC WORKS

METER BAG APPLICATION

Fee is \$9.00 per day plus tax or any part thereof. **THIS FEE WILL BE CHARGED FOR EVERY DAY THE METER BAG IS RESERVED** (excluding Sundays and Holidays).

NOTE: Meter bags shall not be used on red meters. If a red meter is found bagged, the bag will be removed and the vehicle will be ticketed.

Company Name

Agent.....

Company Address.....

Phone Number

Reason

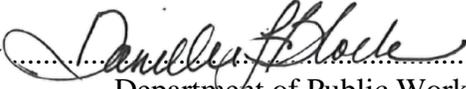
Location

Meter
Zone & Space#.....

Date(s).....

(Department use only)

Amount Due.....
(\$9.00 per bag per day plus tax)

Approved by 

Department of Public Works Representative

Today's Date.....

City Centre/Fox Commons Development - Meter Bag Summary (2023)

AS OF: 8/29/2023

TOTAL BAG DAYS =

357

Rate = \$9.00/day + tax

\$

3,389.72

DATE	Oneida Street (WEST side s/o Washington Street)				Oneida Street (EAST side s/o Washington Street)		
	ONN205	ONN206	ONN207	ONN208	ONN104	ONN106	ONN102
1/1/24							
1/2/24	Y	Y	Y	Y	Y	Y	Y
1/3/24	Y	Y	Y	Y	Y	Y	Y
1/4/24	Y	Y	Y	Y	Y	Y	Y
1/5/24	Y	Y	Y	Y	Y	Y	Y
1/6/24	Y	Y	Y	Y	Y	Y	Y
1/7/24							
1/8/24	Y	Y	Y	Y	Y	Y	Y
1/9/24	Y	Y	Y	Y	Y	Y	Y
1/10/24	Y	Y	Y	Y	Y	Y	Y
1/11/24	Y	Y	Y	Y	Y	Y	Y
1/12/24	Y	Y	Y	Y	Y	Y	Y
1/13/24	Y	Y	Y	Y	Y	Y	Y
1/14/24							
1/15/24	Y	Y	Y	Y	Y	Y	Y
1/16/24	Y	Y	Y	Y	Y	Y	Y
1/17/24	Y	Y	Y	Y	Y	Y	Y
1/18/24	Y	Y	Y	Y	Y	Y	Y
1/19/24	Y	Y	Y	Y	Y	Y	Y
1/20/24	Y	Y	Y	Y	Y	Y	Y
1/21/24							
1/22/24	Y	Y	Y	Y	Y	Y	Y
1/23/24	Y	Y	Y	Y	Y	Y	Y
1/24/24	Y	Y	Y	Y	Y	Y	Y
1/25/24	Y	Y	Y	Y	Y	Y	Y
1/26/24	Y	Y	Y	Y	Y	Y	Y
1/27/24	Y	Y	Y	Y	Y	Y	Y
1/28/24							
1/29/24	Y	Y	Y	Y	Y	Y	Y
1/30/24	Y	Y	Y	Y	Y	Y	Y
1/31/24	Y	Y	Y	Y	Y	Y	Y
2/1/24	Y	Y	Y	Y	Y	Y	Y
2/2/24	Y	Y	Y	Y	Y	Y	Y
2/3/24	Y	Y	Y	Y	Y	Y	Y
2/4/24							
2/5/24	Y	Y	Y	Y	Y	Y	Y
2/6/24	Y	Y	Y	Y	Y	Y	Y
2/7/24	Y	Y	Y	Y	Y	Y	Y
2/8/24	Y	Y	Y	Y	Y	Y	Y
2/9/24	Y	Y	Y	Y	Y	Y	Y
2/10/24	Y	Y	Y	Y	Y	Y	Y
2/11/24							
2/12/24	Y	Y	Y	Y	Y	Y	Y
2/13/24	Y	Y	Y	Y	Y	Y	Y
2/14/24	Y	Y	Y	Y	Y	Y	Y
2/15/24	Y	Y	Y	Y	Y	Y	Y
2/16/24	Y	Y	Y	Y	Y	Y	Y
2/17/24	Y	Y	Y	Y	Y	Y	Y
2/18/24							
2/19/24	Y	Y	Y	Y	Y	Y	Y
2/20/24	Y	Y	Y	Y	Y	Y	Y
2/21/24	Y	Y	Y	Y	Y	Y	Y
2/22/24	Y	Y	Y	Y	Y	Y	Y
2/23/24	Y	Y	Y	Y	Y	Y	Y
2/24/24	Y	Y	Y	Y	Y	Y	Y
2/25/24							
2/26/24	Y	Y	Y	Y	Y	Y	Y
2/27/24	Y	Y	Y	Y	Y	Y	Y
2/28/24	Y	Y	Y	Y	Y	Y	Y
2/29/24	Y	Y	Y	Y	Y	Y	Y
	51	51	51	51	51	51	51

**CITY OF APPLETON, WI
POLICY FOR SPECIAL ASSESSMENTS 2024**

I. STREET CONSTRUCTION AND RECONSTRUCTION

ADOPTED X/XX/23

A. General Information

CONCRETE PAVEMENT		R-1 Zoning		R-2 Zoning		All Other Zoning**	
		New	Rural to Urban Conversion	New	Rural to Urban Conversion	New	Rural to Urban Conversion
	Max. Width	33'	33'	33'	33'	49'	49'
	Max. Thickness	7"	7"	7"	7"	9"	9"
	Assessed at (%)	75% 100%	75% 100%	100%	100%	100%	100%
	Multiple Frontage Reduction	Yes*	Yes*	Yes*	Yes*	None	None
	Base Assessment Rate	Calculated on an individual street basis using actual bid prices					
(Y=Assessed N=Not Assessed)		New Concrete		Rural to Urban Conversion		Direct Assessments (in addition to Base Rate)	
Construction Items							
Administrative Fees (6%)		Y		Y		-	
Property Owner Notification		Y		Y		-	
Concrete Pavement		Y		Y		-	
Curb & Gutter (Integral)		Y		Y		-	
Sawcutting		Y		Y		-	
Fine Grading		Y		Y		-	
Seed & Mulch/Sod		Y		Y		-	
Terrace Restoration		Y		Y		-	
Concrete Driveway Apron		Y		N *		Per bid price	
Trees		Y		Y		\$1.50/front foot	
Miscellaneous Asphalt		N		N		-	
Asphalt - Milling		N		N		-	
Curb & Gutter (miscellaneous)		N		N		-	
Geotextile Fabric		N		N		-	
Stone Base		N		N		-	
Unclassified Excavation		N		N		-	
Erosion Control		N		N		-	
Adjust MH/Inlet Tops		N		N		-	
Asphalt - Miscellaneous		N		N		-	
Asphalt Transitions		N		N		-	
Curb Thimbles		N		N		-	
Drill-in Tie Bars/Dowels		N		N		-	
Driveway Closure		N		N		-	
Inlet Leads		N		N		-	
Maintenance Hole / Inlet Reconstruction		N		N		-	
Maintenance Hole/Inlet Castings		N		N		-	
MH Chimney Seals		N		N		-	
Pavement Marking		N		N		-	
PVC Pipe for sump pumps		N		N		-	
Reinforcing Rods		N		N		-	
Removal - Asphalt		N		N		-	
Removal - C&G		N		N		-	
Removal - Concrete		N		N		-	
Removal - DW Aprons (Conc. & Asp.)		N		N		-	
Removal - Sidewalk		N		N		-	
Repair work from permits		N		N		-	
Repair work from Utility Permits		N		N		-	
Traffic Signals		N		N		-	

* See Calculation Guidelines

** Residential Use Properties to be Assessed as R-2

ASPHALT PAVEMENT (Not including New Subdivisions)		R-1 Zoning		R-2 Zoning		All Other Zoning**	
		After G&G	Rural to Urban Conversion	After G&G	Rural to Urban Conversion	After G&G	Rural to Urban Conversion
	Max. Width	33'	33'	33'	33'	49'	49'
	Max. Thickness	3"	3"	3"	3"	6"	6"
	Assessed at (%)	25%	0%	25%	0%	25%	0%
	Multiple Frontage Reduction	Yes*	Yes*	Yes*	Yes*	None	None
Base Assessment Rate	Calculated on an individual street basis using actual bid prices						

(Y=Assessed N=Not Assessed)				
Construction Items	Asphalt following G&G	Rural to Urban Conversion	Asphalt Reconstruct / Overlay	Direct Assessments (in addition to Base Rate)
Administrative Fees (6%)	Y	Y	N	-
Property Owner Notification	Y	Y	N	-
Asphalt Pavement	Y	Y	N	-
Milling	N	Y	N	-
Sawcutting	N	Y	N	-
Curb & Gutter (New/repair)	N	Y	N	-
Fine Grading	Y	Y	N	-
Seed & Mulch/Sod	N	Y	N	-
Terrace Restoration	N	Y	N	-
Concrete Driveway Apron	N	N *	N *	per bid price
Asphalt (miscellaneous)	N	N	N	-
Geotextile Fabric	N	N	N	-
Stone Base	N	N	N	-
Trees	N	N	N	-
Unclassified Excavation	N	N	N	-
Erosion Control	N	N	N	-
Adjust MH/Inlet Tops	N	N	N	-
Curb Thimbles	N	N	N	-
Drill-in Tie Bars/Dowels	N	N	N	-
Driveway Closure	N	N	N	-
Inlet Leads	N	N	N	-
Maintenance Hole / Inlet Reconstruction	N	N	N	-
Maintenance Hole/Inlet Castings	N	N	N	-
MH Chimney Seals	N	N	N	-
Pavement Marking	N	N	N	-
Removal - Asphalt	N	N	N	-
Removal - C&G	N	N	N	-
Removal - Concrete	N	N	N	-
Removal - DW Aprons (Conc. & Asp.)	N	N	N	-
Removal - Sidewalk	N	N	N	-
Repair work from permits	N	N	N	-
Repair work from Utility Projects	N	N	N	-
Traffic Signals	N	N	N	-

* See Calculation Guidelines

** Residential Use Properties to be Assessed as R-2

GRADING & GRAVELING (not including New Subdivisions)	R-1 Zoning		R-2 Zoning		All Other Zoning**		
	New Street	Rural to Urban Conversion	New Street	Rural to Urban Conversion	New Street	Rural to Urban Conversion	
Max. Width	35'	35'	35'	35'	51'	51'	
Max. Thickness	-	-	-	-	-	-	
Assessed at (%)	100%	0%	100%	0%	100%	0%	
Multiple Frontage Reduction	Yes*	Yes*	Yes*	Yes*	None	None	
Base assessment Rate	Calculated on an individual street basis based upon bid prices						
(Y=Assessed N=Not Assessed)							
Construction Items		New Street		Rural to Urban Conversion		Direct Assessments (in addition to Base Rate)	
Administrative Fees (6%)		Y		N		-	
Property Owner Notification		Y		N		-	
Fine Grading		Y		N		-	
Seed & Mulch/Sod		Y		N		-	
Erosion Control		Y		N		-	
Sawcutting		Y		N		-	
Unclassified Excavation		Y		N		-	
Stone Base		Y		N		-	
Geotextile Fabric		Y		N		-	
Removal - Asphalt		Y		N		-	
Removal - C&G		Y		N		-	
Removal - Concrete		Y		N		-	
Removal - Sidewalk		Y		N		-	
Miscellaneous Asphalt		N		N		-	
Miscellaneous Curb & Gutter		N		N		-	
Adjust MH/Inlet Tops		N		N		-	
Street Lighting		Y		N		-	
Traffic Signals		N		N		-	

* See Calculation Guidelines

** Residential Use Properties to be Assessed as R-2

B. Calculation Guidelines – Street Construction and Reconstruction

1. Assessments will be levied according to the front foot dimensions of abutting property except as noted.
2. The assessment rate will be the portion (%) of assessable construction costs in accordance with the charts above. Assessments will be reduced proportionately for pavements constructed less than the maximum widths.
3. Public owned property, including lands under the jurisdiction of the Board of Education, Parks and Recreation Committee and other branches of city, churches and private schools and other exempt properties will be assessed 100% of the “all other zoning” assessment rate regardless of the zoning. (BPW 2/2/94) All county, state and federal governments will be exempt from assessment charges. (City Attorney 1/23/14)

4. The assessment rate for alley pavement will be based on the full width of the pavement.
5. The City assumes the entire cost of permanent pavement for all intersections on new construction in areas platted prior to 1/1/04 or after 12/31/14.
6. Driveway approaches shall be constructed at property owner's expense:
 - a. When permanent street surfaces are constructed.
 - b. Where a street has been permanently improved, driveway approaches shall be installed within six months of the completion of the adjacent structure.
 - c. When ordered to be installed by the Common Council.
 - d. When a property owner requests approach to be widened, rebuilt or closed.
7. The costs of closing unused driveway openings that are closed in conjunction with the paving program are not directly assessed to the property owner.

Any driveway approach without improved surface shall be paved with a permanent surface in conjunction with a street-paving project. The cost will be assessed to the property.
(S&S 3/3/93 and MSC 9/3/97)

8. The cost of the initial asphalt surface application on a new subdivision gravel street will be billed at the time of official street opening.
9. All asphalt maintenance exclusive of the initial application will be done as general maintenance and at no cost to the abutting property.
10. Assessments for asphalt pavements that are constructed without curb and gutter (City standard) will be calculated by dividing total project cost by assessable frontage.
11. Assessments for trees will be included with paving assessments.
12. If one person owns an entire block as one parcel and the block is zoned R-1 or R-2, the shortest side shall be assessed in full. The remaining sides shall receive up to a 120' discount.
13. On paving projects where there are other contributing sources of funding such as federal, state, or from other units of government, the City rates will be applied. If projected revenue (using the City rates) exceeds the City's share of project costs, then assessment rates will be reduced proportionately so that revenue equals City share of project cost. "City share" of project cost will include, in addition to normal construction costs, items such as right-of-way acquisition, relocation costs, consultant cost, all Department of Transportation administrative and review costs, and any other fees charged by the other participating units of government.
(BPW 1/7/97)
14. When the long side of a corner lot falls on the "bulb" or "mouse ear", the assessment shall be calculated as follows:
 - a. Determine a rate per foot by dividing the lump sum per lot charge by the actual footage of the long side.
 - b. The first 120 feet will be charged 25% of the rate calculated in "a" above. The balance of the frontage will be assessed at 100% of the rate calculated in "a" above. (BPW 1/21/98)

15. The requesting property owner, where permitted, shall pay all additional cost for indented parking.
16. When additional pavement width is required to accommodate on street bike lanes, the extra width beyond what would be required for a standard street design, will not be assessed.
17. Assessments will only be levied on partial or total street reconstruction for those streets that do not meet current City Street or Drainage standards prior to their reconstruction.
18. Calculation Guidelines:
 - a. On multiple frontage lots zoned R-1 or R-2, the shortest side will be assessed at 100% of the assessment rate. On the other sides, the first 120 feet of each side will be assessed at 25% (R-2, 50%) of the assessment rate. The balance of the frontage will be assessed at 100% of the assessment rate.
 - b. On lots having multiple frontages, there will be NO assessment for the frontage to which access is legally precluded or fronts on a naturally occurring access barrier such as a steep incline.
 - c. On inside corner or multiple frontage lots, the side or sides precluded from access are not included in the assessment frontage determination.
 - d. On multiple frontage lots where all sides have equal frontage, the side to be considered the short side is the “Addressed” side.
 - e. On cul-de-sac lots, the abutting property owner shall be responsible for cul-de-sac pavement, overbuild costs including the straightaway portion of the affected property. The assessment will be calculated using total assessable cost divided by the number of properties fully or partially abutting the “bulb” according to the number of originally platted lots.
 - f. On “mouse ear” lots, defined as abutting lots to a widening in the road around a curve but not including lots on a cul-de-sac, the front foot dimensions for assessment calculation will be determined by dividing the square footage of the property by the average depth of the lots in the block.
 - g. For work abutting only part of a parcel’s total frontage, assessments will be calculated based on the partial frontage. The balance will be assessed as work is completed along the remaining frontage.
 - h. Definition of “addressed” side: The street with the house number.
 - i. No corner lot exception will be provided for combined properties that did not meet the corner lot criteria prior to their combination.
19. The Wheel Tax is used only for sidewalk replacement, reconstructed asphalt and **reconstructed** concrete streets. Not for rural to urban conversion **of asphalt replacement** to concrete pavement.
20. Portions of projects funded by TIF and IPLF are not assessable.

II. SIDEWALKS

A. General Information

		R-1 Zoning		R-2 Zoning		All Other Zoning**	
		New	Recon.	New	Recon.	New	Recon.
SIDEWALKS (Not including New subdivisions)	Max. Width	5'	5'	5'	5'	5'	5'
	Max. Thickness	5"	5"	5"	5"	7"	7"
	Assessed at (%)	100%	125%	100%	125%	100%	125%
	Multiple Frontage Reduction	Yes*	Yes*	Yes*	Yes*	None	None
	Base Assessment Rate	Calculated annually based upon the average bid prices for the sidewalk reconstruction, concrete paving reconstruction and asphalt paving reconstruction contracts.					
(Y=Assessed N =Not Assessed)							
Construction Items		New and Reconstruction not meeting replacement criteria		Reconstruction meeting replacement criteria		Individual Rates (if not included in current Rate above)	
Administrative Fees (6%)		Y		N		-	
Property Owner Notification		Y		N		-	
Concrete Sidewalk		Y		N		-	
Seed & Mulch (max. of 18" on each side of walk)		Y		N		-	
Terrace Restoration		Y		N		-	
Sawcutting		N		N		-	
Fine Grading		N		N		-	
Miscellaneous Asphalt		N		N		-	
Stone Base		N		N		-	
Driveway Aprons - Removal and Replacement		Y		n/a		-	
Unclassified Excavation		N		N		-	
Erosion Control		N		N		-	
Drill-in Tie Bars/Dowels/Rebar		N		N		-	
Removal - Sidewalk		N		N		-	

* See Calculation Guidelines

** Residential Use Properties to be Assessed as R-2

B. Calculation Guidelines - Sidewalks

1. Assessments will be levied according to the front foot dimensions of abutting property, except as noted.
2. Sidewalks on right-of-ways 60 feet or more will be a minimum of 5 feet wide. Sidewalks on right-of ways less than 60 feet will be a minimum of 4 feet.
3. There will be no assessment for sidewalk that meets the replacement criteria as defined in the Sidewalk Maintenance Policy.
4. Assessments will be levied when sidewalks not meeting replacement criteria are replaced at the property owner's request.

5. Service walks between the curb and sidewalk will be assessed to the property owner when installed on new subdivision streets.
6. The extra expense of installing a sidewalk beyond the City's standard width or in an unusual manner at the request of the owner will be charged to the abutting property owner.
7. Public owned property, including lands under the jurisdiction of the Board of Education, Parks and Recreation Committee and other branches of city, state or county governments, churches and private schools and other exempt properties will be assessed 100% of the assessment rate regardless of the zoning.
8. To figure credit for useful life (20 years) of sidewalk: credit = divide age of sidewalk by 20. If less than 1.0, multiply that number by the current assessment rate.
9. For City contract installation, sidewalk assessments shall include a 6% administration fee.
10. Calculation Guidelines:
 - a. On multiple frontage lots zoned R-1 or R-2, the shortest side will be assessed at 100% of the assessment rate. On the other sides, the first 120 feet of each side will be assessed at 25% (R-2, 50%) of the assessment rate. The balance of the frontage will be assessed at 100% of the assessment rate.
 - b. On inside corner lots where all sides have equal footage, the side to be considered the short side is the "Addressed" side.
 - c. On lots having multiple frontages, there will be NO assessment for the frontage to which access is legally precluded or fronts on a naturally occurring access barrier such as a steep incline.
 - d. On inside corner or multiple frontage lots, the side or sides precluded from access is not included in the assessment frontage determination.
 - e. For work abutting only part of a parcel's total frontage, assessments will be calculated based on the partial frontage. The balance will be assessed as work is completed along the remaining frontage.
 - f. Definition of "addressed" side: The street with the house number.

III. SANITARY SEWER

A. General Information

SANITARY SEWER (not including New Subdivisions)		R-1 Zoning		R-2 Zoning		All Other Zoning**	
		New	Recon.	New	Recon.	New	Recon.
	Max. Size (Diameter)	12"	12"	12"	12"	12"	12"
	Max. Depth	16'	16'	16'	16'	16'	16'
	% Assessed (Main/Laterals)	33%/50%	0%/50%	33%/50%	0%/50%	33%/50%	0%/50%
	Multiple Frontage Reduction	Yes*	N/A	Yes*	N/A	Yes*	N/A
	Current (33% main) Rate	Actual Cost	N/A	Actual Cost	N/A	Actual Cost	N/A
(Y=Assessed N =Not Assessed)		New		Reconstruction		Individual Rates (if not included in current Rate above)	
Construction Items		New		Reconstruction		Individual Rates (if not included in current Rate above)	
Administrative Fees (6%)		Y		N		-	
Property Owner Notification		Y		N		-	
Sanitary area assessment		Y		N		-	
Sanitary Sewer Main		Y		N		-	
Sanitary Maintenance Holes		Y		N		-	
Drop Maintenance Holes		Y		N		-	
Maintenance Hole Castings		Y		N		-	
Sanitary Laterals (50% Rate)		Y		Y		4" and 6"= \$52.00 > 6" = Actual Cost	
Private Lateral Televising		N		N		-	
Lateral Connections		Y		N		-	
Pipe Bedding		Y		N		-	
Pipe Backfill Material		Y		N		-	
Terrace Restoration		Y		N		-	
Seed & Mulch		Y		N		-	
Pavement Restoration		N		N		-	
Sawcutting		N		N		-	
Asphalt removal		N		N		-	
Concrete Removal		N		N		-	
Sidewalk Removal		N		N		-	
Erosion Control		N		N		-	

* See Calculation Guidelines

** Residential Use Properties to be Assessed as R-2

B. Calculation Guidelines – Sanitary Sewer

1. Assessments will be levied according to the front foot dimensions of abutting property, except as noted. The assessment rate for new sanitary sewers will be determined on the basis of actual construction cost up to and including 12” sanitary sewer main and maintenance holes. The assessment rate for new construction in an existing area will be based upon the rates shown in the chart above.
2. Area assessment, where applicable, will be levied in accordance with Section 18-116 of the Municipal Code of the City of Appleton.

3. Any lot or parcel within the corporate limits which has not paid a sanitary sewer assessment when the main was installed will, at the time the lateral permit is taken out, be required to pay a connection fee with the lateral permit fee. Payment of a connection fee must be made in full prior to connecting. The connection fee, equivalent to the front foot assessment and area assessment, will be based on the assessment rates the year the main was installed.
4. When utilities are installed in a street where one side is within the corporate limits but remains undeveloped, assessments will be levied for the utilities that benefit the parcel. The area assessment for sanitary sewer is calculated using a nominal lot depth of 120 feet. The balance of the area assessment will be assessed when the property is developed and charged a connection fee in lieu of assessments.
5. On sanitary relay, where existing laterals meet the sanitary lateral policy and are not re-laid, the cost of reconnecting (including short sections of connecting pipe, usually within the trench area) is absorbed by the City and not assessed to the property owner.
6. Calculation Guidelines (see chart for applicability):
 - a. On multiple frontage lots zoned R-1 or R-2, the shortest side will be assessed at 100% of the assessment rate. On the other sides, the first 120 feet for each side will be assessed at 0% of the assessment. The balance of the frontage will be assessed at 100% of the assessment rate.
 - b. On multiple frontage lots where all sides have equal frontage, the side to be considered the short side is the “Addressed” side.
 - c. Where sewer exists across an entire parcel frontage, but sewer construction only occurs along part of a parcel’s total frontage, assessments will be calculated based on the partial frontage. The balance will be assessed as work is completed along the remaining frontage. Where sewer exists along only a portion of the parcel frontage, the entire frontage will be assessed.
 - d. Assessment for construction of sanitary sewer will be levied against all abutting property frontage regardless if laterals are present, provided that the property is not legally precluded from connecting to the sewer. Amount of assessment will be calculated according to existing policy.
 - e. Cost of sewer and maintenance hole construction deeper than 16 feet shall be borne by the city except where extra depth is required for development of adjacent property.
 - f. No corner lot exception will be provided for combined properties that did not meet the corner lot criteria prior to their combination.
 - g. For cul-de-sac lots, the assessable footage for each lot shall be the sum of frontages for all lots fully or partially abutting a cul-de-sac divided by the number of lots.
 - h. Assessable footage for sewers constructed within easements shall be equal to the centerline length of easement falling within the property. Assessments will be levied to only those properties with lateral connections to the easement sewer. The easement length will be considered as “frontage” for purposes of calculating multiple-frontage reductions (see 6a. above).
 - i. Sanitary main reconstruction will be borne by the Wastewater Utility.

IV. SANITARY SEWER LATERALS

A. General Definition

1. For new development funded by the City, the total cost of lateral installation will be assessed to the property.
2. The assessment rate for reconstruction of laterals and construction of new laterals in existing streets will be based upon the rates shown in the chart from Section III above.

B. Calculation Guidelines

1. Assessments for laterals will be based on the unit cost per foot as indicated in the chart in section III.A applied to the length of the lateral between the sanitary sewer and the property line. The length of lateral assessed shall not exceed $\frac{1}{2}$ the street right-of-way width.
2. Assessments for laterals within cul-de-sacs will be based on the actual length of lateral installed, but shall not exceed the right-of-way radius for the cul-de-sac bulb.
3. Assessments for laterals connected to sewers within easements will be based on actual length of lateral installed, but not to exceed $\frac{1}{2}$ the right-of-way width of the street for which the property is addressed.
4. Total Lateral Replacement Program Calculation Guidelines:
 - a. For properties electing to participate: No assessments will be levied for the portion of private lateral replaced within the public right-of-way. Property owners will be assessed 50% of the actual cost for lateral replacement on private property.
 - b. For properties declining to participate: City will only replace the portion of lateral within the public right-of-way. Property owners will be assessed 100% of the actual cost.

V. **STORMWATER FACILITIES**

A. General Information

STORM SEWER (not including New Subdivisions)		R-1 Zoning		R-2 Zoning		All Other Zoning**	
		New	Recon.	New	Recon.	New	Recon.
	Max. Size (Diameter)	-	-	-	-	15"	15"
	Max. Depth	-	-	-	-	10'	10'
	% Assessed (Main/Laterals)	0% / 0% ⁺	0% / 0% ⁺	0% / 0% ⁺	0% / 0% ⁺	33%/50%	33%/50%
	Corner Lot Reduction	Yes*	Yes*	Yes*	Yes*	None	None
	Current Rate	Actual Cost	\$36.00	Actual Cost	\$36.00	Actual Cost	\$36.00
(Y=Assessed N =Not Assessed)							
Construction Items		New	Reconstruction	Individual Rates (if not included in current Rate above)			
Administrative Fees (6%)		Y	Y	-			
Property Owner Notification		Y	Y	-			
Regional Stormwater Facilities (built prior to 1/1/02)		Y	Y	See rates Pg. 21			
Regional Stormwater Facilities (built between 1/1/02 and 3/1/06)		Y	Y	See rates Pg. 21			
Regional Stormwater Facilities (built after 3/1/06)		N	N	-			
Local Water Quality Practices		N	N	-			
Storm Sewer Main		Y	Y	-			
Storm Maintenance Holes		Y	Y	-			
Inlets		Y	Y	-			
Inlet Leads		Y	Y	-			
Drop Maintenance Holes		Y	Y	-			
Maintenance Hole Castings		Y	Y	-			
Storm Laterals		Y	Y	6" = \$33.00 8" = \$44.00 10" = \$47.00 12" = \$51.00 Greater than 12" actual cost			
Lateral Connections		N	N	-			
Pipe Bedding		Y	Y	-			
Pipe Backfill Material		Y	Y	-			
Terrace Restoration		Y	Y	-			
Seed & Mulch		Y	Y	-			
Pavement Restoration		N	N	-			
Sawcutting		N	N	-			
Asphalt removal		N	N	-			
Concrete Removal		N	N	-			
Sidewalk Removal		N	N	-			
Erosion Control		N	N	-			

* See Calculation Guidelines

** Residential Use Properties to be Assessed as R-2

⁺ See Section V.B.3.b. for exceptions

B. Calculation Guidelines – Stormwater Facilities

1. Stormwater facilities shall be installed as needed to serve properties contributing to the need for, and benefiting from, such facilities. Storm main shall be installed to serve all properties on arterial streets prior to total reconstruction of the pavement.
2. Assessable stormwater facilities under this section include storm sewer, mains and piping, maintenance holes, inlets and inlet leads. Assessments shall also include overhead, property acquisition and financing costs attributable to the facilities.
3. Assessments for storm sewer will be levied according to the front foot dimensions of abutting property.
 - a. R-1, R-2, zoning
The cost of (re) constructing or relining in existing streets will be borne by the Stormwater Utility.
 - b. The cost of constructing or reconstructing storm sewers, mini-sewers or other drainage facilities in existing developed areas zoned R-1 and R-2 annexed after January 1, 1999 will be fully assessable to the abutting property owners.
 - c. All Other Zoning
The assessment rate for storm sewer (re) construction or relining in existing streets will be 33% of the actual construction cost, up to and including 15" storm main (not deeper than 10'), maintenance holes, inlets and inlet leads. Credit will be given for the remaining useful life of a reconstructed or relined sewer based on current cost of construction. For this purpose, the useful life of storm sewer will be 75 years.
4. Assessments for new developments will be based on the actual construction costs of facilities required by the subdivision and charged on a per lot basis. To calculate an equivalent lot cost for parkland, school properties or other atypical lots, use the average size of a new development lot that abuts the parkland, school property or atypical lot. Example, if a lot is 10,000 square feet and parkland, school property or atypical lot is 100,000 square feet; the charge for that land would be equivalent to 10 lots.
5. Any lot or parcel zoned other than R-1 or R-2, within the corporate limits which has not paid a storm sewer assessment when the main was installed will, at the time the lateral permit is taken out, be required to pay a connection fee with the lateral permit fee. This will be effective the same date as the initial Special Assessment policy for storm sewers. The connection fee, equivalent to the front foot and area assessment, will be based on the assessment rates the year the main was installed.
6. Public owned property, including lands under the jurisdiction of the Board of Education, Parks and Recreation Committee and other branches of city, state or county governments, churches and private schools and other exempt properties will be assessed 100% of the assessment rate regardless of the zoning.
7. Calculation Guidelines – (See chart for applicability):
 - a. On multiple frontage lots zoned R-1 or R-2, the shortest side will be assessed at 100% of the assessment rate. On the other sides, the first 120 feet of each side will be assessed at 0% of the assessment rate. The balance of the frontage will be assessed at 100% of the assessment rate.
 - b. On multiple frontage lots where all sides have equal frontage, the side to be considered the short side is the “Addressed” side.

- c. At the completion of the improvements, where sewer exists across an entire parcel frontage, but sewer construction only occurs along part of a parcel's total frontage, assessments will be calculated based on the partial frontage. The balance will be assessed as work is completed along the remaining frontage. Where sewer exists along only a portion of the parcel frontage, the entire frontage will be assessed.
- d. Assessment for reconstruction or relining of storm sewer will be levied only when the work affects the main to which the property is connected. Amount of assessment will be calculated according to the existing policy.
- e. No corner lot exception will be provided for combined properties that did not meet the corner lot criteria prior to the combination.
- f. New Development - 100% of actual construction costs of facilities required by the development plus area assessment.
- g. For cul-de-sac lots, the assessable footage for each lot shall be the sum of frontages for all lots fully or partially abutting a cul-de-sac divided by the number of lots.
- h. Assessable footage for sewers (re)constructed within Easements shall be equal to the centerline length of easement falling within the property. Assessments will be levied to only those properties with lateral connections to the easement sewer. The easement length will be considered as "frontage" for purposes of calculating multiple-frontage reductions (see 7a. above).
- i. Rural to urban conversion shall be assessed as new.

VI. STORM SEWER LATERALS

A. General Information

1. For new development funded by the City, the total cost of lateral installation will be assessed to the property.
2. The assessment rate for reconstruction of laterals and construction of new laterals in existing developed streets will be 50% of the actual construction cost.
3. Street Reconstruction:
 - a. Prior to total reconstruction, at locations where existing storm sewers are being replaced or new storm sewers are being installed, storm laterals shall be installed to all properties that are not yet served.

B. Calculation Guidelines

1. Assessments for laterals will be based on the unit cost per foot as indicated in the chart in section V.A applied to the length of the lateral between the storm sewer and the property line. The length of lateral assessed shall not exceed $\frac{1}{2}$ the street right-of-way width.
2. Assessments for laterals within cul-de-sacs will be based on the actual length of lateral installed, but shall not exceed the right-of-way radius for the cul-de-sac bulb.
3. The cost of installing new laterals to properties zoned R-1 or R-2 will be borne by the Stormwater Utility unless the property was annexed after January 1, 1999.
4. Assessments for laterals connected to sewers within easements will be based on actual length of lateral installed, but not to exceed $\frac{1}{2}$ the right-of-way width of the street for which the property is addressed.

VII. WATERMAINS AND SERVICES

A. General Information

WATER MAIN (not including New Subdivisions)		R-1,R-2,R-3 Zoning		C-1, C-2 Zoning		All Other Zoning**	
		New	Recon.	New	Recon.	New	Recon.
	Max. Size (Diameter)	8"	8"	12"	12"	16"	16"
	Max. Depth	-	-	-	-	-	-
	Assessed at (%)	100%	0%*	100%	0%*	100%	0%*
	Multiple Frontage Reduction	Yes*	Yes*	Yes*	Yes*	None	None
Current Rate	Actual Cost	Actual Cost	Actual Cost	Actual Cost	Actual Cost	Actual Cost	

(Y=Assessed N =Not Assessed)	New	Reconstruction	Individual Rates (if not included in current Rate above)
Construction Items			
Administrative Fees (6%)	Y	N*	-
Property Owner Notification	Y	N*	-
Local Water Main	Y	N*	-
Transmission Main	N*	N*	-
Valves	Y	N*	-
Hydrants	Y	N*	-
Hydrant Leads	Y	N*	-
1"- 1 1/4" Water Service (Including connection) In New Street(s)	Y	N*	Actual Cost
1"- 1 1/4" Water Service (Including connection) In Existing Street(s)	Y	N*	Actual Cost
1 1/2" - 2" Water Service (Including connection) In New Street(s)	Y	N*	Actual Cost
1 1/2" - 2" Water Service (Including connection) In Existing Street(s)	Y	N*	Actual Cost
Pipe Bedding	Y	N*	-
Pipe Backfill Material	Y	N*	-
Terrace Restoration	Y	N*	-
Seed & Mulch	Y	N*	-
Pavement Restoration	N	N	-
Sawcutting	N	N	-
Asphalt removal	N	N	-
Concrete Removal	N	N	-
Sidewalk Removal	N	N	-
Erosion Control	Y	N	-

* See Calculation Guidelines

** Residential Use Properties to be Assessed as R-2

B. Calculation Guidelines – Water Mains and Services

1. Assessments will be levied according to the front foot dimensions of abutting property, except as noted. The assessment rate will be determined on the basis of actual construction cost required by the city for development:
 - a. R-1, R-2 and R-3 zoning. All costs to construct water main up to and including 8” main, hydrants and valves.
 - b. C-1 and C-2 zoning. All costs to construct water main up to and including 12” main, hydrants and valves.
 - c. Other zoning. All costs to construct water main up to and including 16” main, hydrants and valves.

- d. Water main installed for transmission use shall not be assessed, except if no other main is available for service. The property shall be assessed at the rate of the year the main was installed based on zoning at the time of connection.
 - e. All costs to furnish and install hydrants, including leads and valves shall be assessed.
 - f. In-kind water main reconstruction, including hydrants and leads, is not assessed.
 - g. All additional costs to upgrade a water main, including additional valving due to a service and/or fire line, when requested, shall be borne by the property owner.
 - h. New, and/or additional water main(s) installed for circulation and/or looping in a developed area shall not be assessed, except in case of B1.d.
2. Permission to connect to the City water main prior to annexation must be obtained from the Common Council through the Utilities Committee.
 3. Any lot or parcel within the corporate limits which has not paid a water main assessment when the main was installed will, at the time the water lateral permit is taken out, be required to pay the connection fee with the lateral permit fee. Payment of a connection fee must be made in full prior to connecting. The connection fee, equivalent to the front foot water main assessment, will be based on the assessment rate the year the main was installed. Payment for connection fees may be made in accordance with Section XI.
 4. New Service Installation. The property owner or developer per Schedule Cz-1 (attached) shall pay all installation costs from the main through and including the curb shut-off.
 5. Replacement of Service. All additional cost to upgrade a service (example, 1” copper to 4” service line) shall be borne by the property owner or developer.
 6. Public owned property, including lands under the jurisdiction of the Board of Education, Parks and Recreation Committee and other branches of city & county governments, churches and private schools and other exempt properties will be assessed 100% of the C-1, C-2 assessment rate regardless of the zoning.
 7. Calculation Guidelines (see chart for applicability):
 - a. On multiple frontage lots zoned R-1, R-2 or R-3, the shortest side will be assessed at 100% of the assessment rate. On the other sides, the first 120 feet of each side will be assessed at 0% of the assessment rate. The balance of the frontage will be assessed at 100% of the assessment rate.
 - b. No corner lot exception will be provided for combined properties that did not meet the corner lot criteria prior to their combination.
 - c. Where water main exists across an entire parcel frontage, but construction only occurs along part of a parcel’s total frontage, assessments will be calculated based on the partial frontage. The balance will be assessed as work is completed along the remaining frontage. Where water main exists along only a portion of the parcel frontage, the entire frontage will be assessed.
 - d. On multiple frontage lots where all sides have equal frontage, the side to be considered the short side is the “Addressed” side.
 - e. For cul-de-sac lots, the assessable footage for each lot shall be the sum of frontages for all lots fully or partially abutting a cul-de-sac divided by the number of lots.
 - f. Assessable footage for water mains (re)constructed within Easements shall be equal to the centerline length of easement falling within the property. Assessments will be levied to only those properties with service connections to the easement main. The easement length will be considered as “frontage” for purposes of calculating multiple-frontage reductions (see 7a. above).

- g. Assessments for water services will be based on the unit cost per foot as indicated in the chart in section VII.A applied to the length of the service between the main and the property line. The length of water service assessed shall not exceed ½ the street right-of-way width.
- h. Assessments for water services within cul-de-sacs will be based on the actual length of service installed, but shall not exceed the right-of-way radius for the cul-de-sac bulb.
- i. Assessments for laterals connected to watermain within easements will be based on actual length of lateral installed, but not to exceed ½ the right-of-way width of the street for which the property is addressed.

VIII. STREET LIGHTING

A. Calculation Guidelines

- 1. Assessments for non-decorative streetlights will be levied according to the front foot dimensions of abutting property except as noted.
- 2. Assessments will be levied at the time of and in conjunction with the initial street light installation.
- 3. The assessment rate will be based on the actual cost of installation.
- 4. The assessment rate for replacement of existing streetlights will be based upon the additional cost of enhanced features beyond standard street light requirements.

Decorative lighting beyond these standards will be based on the additional cost to install equipment, along with the annual charge to power the decorative street lighting. On-going annual special assessments will be reviewed to determine the lighting charge based on current utility company approved rates.

B. Assessment Exceptions:

- a. On multiple frontage lots zoned R-1, R-2 or R-3, the shortest side will be assessed at 100% of the assessment rate. On the other sides, the first 120 feet of each side will be assessed at 0% of the assessment rate. The balance of the frontage will be assessed at 100% of the assessment rate.
- b. On inside corner or multiple frontage lots, the side or sides precluded from access is not included in the assessment frontage.

IX. NEW SUBDIVISIONS

A. General Information

NEW SUBDIVISION DEVELOPMENT		Subdivisions Platted prior to 1/1/04 or after 12/31/14	Subdivisions Platted between 1/1/04 and 12/31/14	
	Funding Mechanisms	Private Contracts / City Funds (Assessable)	Private Contracts /Standby Lines of Credit	
	Development Agreement Required?	No	Yes	
	Assessed at (%)	100%	100%	
	Assessment Rates	Actual Costs Incurred.	Actual Costs Incurred.	
Construction Items		(Y=City Funded/Assessable D=Developer Financed)	(Y=City Funded/Escrow Draws D=Developer Financed)	
		Platted Prior to 1/1/04	Platted After 12/31/14	
City Administrative Fees (6%)		Y	Y	Y
Area Assessment - Sanitary		Y	Y	Y
Regional Stormwater Facilities		Y	Y	Y
Sewer Televising		Y	Y	Y
Temporary Asphalt Pavement		Y	Y	Y
Concrete Pavement ⁺		Y	Y	D
Sidewalks		Y	Y	D
Boulevard Trees		Y	Y	D
Street Name Signs		Y	Y	Y
Traffic Control Signs		Y	Y	Y
Sanitary Sewer		D	D	D
Sanitary Overbuild		D	D	D
Storm Sewer		D	D	D
Storm Overbuild		D	D	D
Water Main		D	D	D
Water Main Overbuild		D	D	D
Sanitary Laterals		D	D	D
Storm Laterals		D	D	D
Water Services		D	D	D
Rear-yard Drains		D	D	D
Grading & Graveling (Right-of-way)		D	D	D
Lot Grading		D	D	D
Private Utilities (Gas, Electric, Telephone, Cable TV)		D	D	D
Seed & Mulch (Right-of-way)		D	D	D
Seed & Mulch (Lot areas)		D	D	D
Street Lights		D	D	D
Erosion Control		D	D	D

* See Calculation Guidelines

⁺ See Section IX.B.2 for exceptions

B. Calculation Guidelines – New subdivisions

1. The City does not provide funding for New Subdivisions platted between January 1, 2004 and December 31, 2014 except as indicated in the chart above. Escrow accounts or

irrevocable lines of credit will be required of developers for all items administered or installed by the City.

2. For subdivisions platted prior to 1/1/04 or after 12/31/14, assessments for concrete pavement shall be levied in accordance with Section I.A. of this policy.
3. Engineering fees for new subdivision developments shall be included in assessments. Included shall be preparation of plans and specifications, consultant fees, material testing fees, field survey, inspection and assessment preparation.
4. Individual lots within but not part of a new development when funded by the city shall be assessed at the current city interest rate.
5. Extraordinary sanitary sewer construction costs not to be assessed include pipes larger than 12" and depths greater than 16' when project funded by the city.
6. Typical residential street lighting will consist of LED cut-off style fixture, mounted 30-foot high on a wooden pole, spaced anywhere from 250 to 300 feet apart. Decorative lighting beyond these standards will have on-going annual special assessments per development agreements.
7. The effective date for interest to begin accumulating on new subdivision developments will be the date of invoice. This includes all city utilities and street work.
8. Storm sewer area assessment for regional facilities built prior to 3-1-2006 shall be based on the cost of storm sewer needed to serve the subdivision and the share of downstream trunk main.

X. SPECIAL CHARGES

A. General definition

1. Special charges shall accrue interest starting 30 days following the invoice date. Interest shall accrue at the same rate as for special assessments. (Board of Public Works, June 6, 1990).

XI. METHOD OF PAYMENT

A. General Definition

1. Lump sum payment to be paid at due date.
2. One installment if the assessment is \$1000 or less.
3. Five equal annual installments if the assessment is greater than \$1000.
4. Deferred payments will bear an interest at the rate of prime plus 3.00% per annum on the unpaid balance.
5. Separate current year special assessment bills may be combined to establish eligibility for the \$1000 limit for installment payment options. Finance Department must be notified prior to November 1.

XII. APPEAL PROCESS

1. If the governing body decides to reconsider and reopen any assessment, the body may, after giving a public notice as required for the initial assessment, and after a public hearing, amend, cancel or confirm the prior assessment. Any request for a change to the first assessment, must be made within 30 days of the passage of the original final resolution. The Clerk shall publish a notice of any resolution changing the assessment, as was done with the original assessment.

XIII. MISCELLANEOUS

1. Deferred payment of special assessments is not permitted. (See WI Statutes Chapter 74.)
2. Any construction project where right-of-way acquisition would contribute to 25% or more of the assessment rate shall be brought to the Finance Committee for review and establishment of an appropriate assessment rate. In establishing this rate, the Board will consider assessment rates for similar projects and any other information it considers relevant.

XIV. REFERENCED ITEMS

1/17/83 Street and Sanitation Committee #3

The following policy concerning sump pump discharges adopted, “When streets are paved where storm sewer laterals exist, curb openings for sump pump discharges or surface drainage shall not be allowed.”

7/06/83 Street and Sanitation Committee #6

Most of this information has been put in Appendix IX Stormwater/Clear Water Discharges

3/03/93 Street and Sanitation Committee #10

Any driveway adjacent to a street paving project that is not used will be closed with curb and gutter and will have the terrace reseeded in conjunction with the street paving. The cost of this work is to be included with the assessment for curb and gutter on the project.

Any driveway aprons without improved surfaces shall be either paved with permanent surface or abandoned and closed in conjunction with a street paving project. The cost of either option will be assessed to the property.

2/02/94 Board of Public Works Report - This was adopted as part of the assessment policy.

“Publicly owned property, including lands under the jurisdiction of the Board of Education, Park Board, Water Department and other branches of city, state or county governments, and churches and private schools be assessed 100% of the assessment rate.

~~11/16/94 Municipal Services Committee #2 – “Resolved, that when a property asks for a second curb cut, the two neighboring properties to each side of the requesting property be notified and asked if they have any problems with the curb cut. If any of the four (4) properties are against the second curb cut, the request must be brought to Municipal Services Committee and Council for approval, thus all neighbors have an avenue for input.”~~

1/18/95 Board of Public Works #3 - The Board reaffirms its previous recommendation that: The special assessment policy for stormwater that recovers 75% of costs from new developers and 40% from existing benefiting owners be approved. Existing is defined as that a building permit has been issued at the time of adoption of the policy by the Common Council.

1/17/96 Board of Public Works – This was adopted with the assessment policy.
Sidewalks B.2 – The assessment rate for reconstruction of sidewalks will be 125% of the rate of new sidewalks.

9/03/97 Municipal Services Committee – Amended Driveway Opening Policy “Any driveway adjacent to a street reconstruction project that is not used will be permanently paved or closed with curb and gutter and will have terrace reseeded in conjunction with the street work.

3/03/99 Board of Public Works – “Resolved, that the repair and replacement of existing sidewalks in the green dot program be paid by the general fund after green dot has gone through the City once. All hazardous sidewalks as defined by City criteria will be replaced at City cost.”

5/15/13 Board of Public Works – Prime plus 3% will be the rate set for the 5-year payment option.

~~XV. SPECIAL ASSESSMENT RATES~~

~~Sanitary Sewer Laterals Reconstruction 4" and 6" \$52.00/ft
> 6" actual cost~~

~~Storm Sewer Reconstruction up to & including 15" main: \$36.00/ft~~

~~Storm Sewer Laterals Reconstruction 6" \$31.00/ft
8" \$37.00/ft
10" \$40.00/ft
12" \$43.00/ft
> 12" actual cost~~

~~New Water Main Zoning R1, R2, R3 up to & including 8" main: actual cost
Zoning C1, C2 up to & including 12" main: actual cost
Other Zoning up to & including 16" main: actual cost~~

XV. Rates for ~~previous~~ Stormwater Detention Basins (Cost per ERU’s)

SE Basin	75% of cost	\$173.25
AAL Basin	75% of cost	\$430.20
Meade Pond		\$797.04
Holland Pond		\$345.78

Ashbury Pond	\$593.76
Mud Creek South Pond	\$815.00 (2002 basin rate)
Cost for 2003 basins	\$860.00
Southpoint Commerce Park Pond North (K2a), Plank Road West	
Cost for 2004 basins	\$915.00
Southpoint Commerce Park Pond South (K2B)	
Cost for 2005 basins	\$1,104.00
Plank Road Northwest Pond	

Sheet No. 1 of 1
Schedule No. Cz-1
Amendment No. 64

RATE FILE
 Public Service Commission of Wisconsin
 Appleton Water Department

WATER LATERAL INSTALLATION CHARGE
--

Subdivision developers shall be responsible, where the main extension has been approved by the utility, for the water service lateral installation costs from the main through the curb stop and box.

When the cost of a utility main extension is to be collected through assessment by the municipality, the actual average water lateral installation costs from the main through the curb stop and box shall be included in the assessment of the appropriate properties.

The initial water service lateral(s), not installed as part of a subdivision development or an assessable utility extension, will be installed from the main through the curb stop and box by the utility, for which the actual cost will be charged.

Billing: Same as Schedule Mg-1.

EFFECTIVE: December 30, 2010
 PSCW AUTHORIZATION: 190-WR-112



"... meeting community needs ... enhancing quality of life."

DEPARTMENT OF PUBLIC WORKS
Engineering Division
100 North Appleton Street
Appleton, WI 54911
TEL (920) 832-6474

To: Finance Committee
From: Danielle Block, Director of Public Works
Date: November 14, 2023
Re: 2024 Special Assessment Policy

In line with the 2024 Budget, the Department of Public Works recommends the following updates to the City Special Assessment Policy:

- Several language updates for clarification.
 - Clarifying that administrative fees are 6%.
 - Clarifying use of Wheel Tax dollars.
 - Clarifying the additional cost of decorative street lighting will be based on the additional cost to install equipment, along with the annual charge to power the decorative street lighting. On-going special assessments will be reviewed to determine the lighting charge based on current utility company approved rates.
 - Removed language that is no longer current or stated elsewhere in the policy.
- One proposed change to the policy, which was approved via the 2024 Budget Adoption process.
 - Under I. A. Street Construction and Reconstruction Concrete Pavement R-1 Zoning, the assessment rate for assessable items changed from 75% to 100%.

As a reminder, the proposed change is being prompted by a more equitable capture of costs associated with roadway projects. R-1, R-2, and all other zoning is assessed at the same rate for every other type of infrastructure improvement. This change will make the assessment for concrete construction in line with other improvements.

During 2024 Budget discussions, there were concerns brought forward to staff regarding a previously scheduled 2023 street construction project, Amethyst Drive (Blue Topaz to Aquamarine). This project was bid in 2023, as part of the A-23 project. Based on bid prices and the 2023 budget, the Amethyst Drive project was delayed. The project will be rebid in 2024. Property owners along this corridor would have received preliminary estimates and gone through the Special Assessment Public Hearing in the Spring of 2023. In recognition of the project delay and the timing of the change in policy, staff recommends that Amethyst Drive (Blue Topaz to Aquamarine) be subject to the 2023 Special Assessment policy, whereby the concrete road would be assessed back to R-1 zoned properties at 75%.

Staff recommends approval of the 2024 Special Assessment Policy as presented and Amethyst Drive Concrete Project (Blue Topaz to Aquamarine) be subject to the 2023 Special Assessment Policy.

Thank you for your consideration.

Resolution #2023-06

Resolution to Accept Interest-free Loan from WI Department of Revenue (DOR) and Decrease 2023 Tax Levy

Whereas, the Department of Revenue (DOR) has verified an error exists in the 2023 Tax Increment District (TID) values for the City of Appleton. The error is a result of values that were unintentionally updated in DOR's valuation system prior to certifying values on August 15, 2023. The impact of this error is greater in the Winnebago County portion of the City due to the relatively small tax base in Winnebago County; and,

Whereas, State law (sec. 70.57 (4)(d) Wis. Stats.) authorizes DOR to issue a zero-interest loan to a taxation district to offset property taxes that would otherwise be imposed resulting from certain errors made by DOR, when the amount of the error is 7.5% or more of the taxation district's prior year equalized value. For the City of Appleton, the impact of the error as a percent of the 2022 equalized value is 13.62% in Winnebago County; and,

Whereas, DOR is proposing an interest-free loan to address the Winnebago County portion of the City of Appleton to be repaid in 2025. If the City of Appleton opts to take the loan payment, the loan amount will be \$60,000; and,

Whereas, DOR explains that the loan process will avoid a fluctuation in tax bills in 2023 and 2024 due to the valuation error and, consequently, taxpayers will be held harmless from the impact of the DOR valuation error.

NOW THEREFORE BE IT RESOLVED, that the Director of Finance be authorized to accept an interest-free loan in the amount of \$60,000 from the DOR to be repaid in 2025 and reduce the 2023 tax levy by \$60,000 to an amount of \$54,700,887.

Explanation of the Loan Process Under sec. 70.57 (4)(d) Wis. Stats. City of Appleton, Winnebago County

November 29, 2023

Background

The Department of Revenue (DOR) has verified an error exists in the 2023 Tax Increment District (TID) values for the City of Appleton. The error is a result of values that were unintentionally updated in DOR's valuation system prior to certifying values on August 15, 2023. The impact of this error is greater in the Winnebago County portion of the City than in the Outagamie County portion due to the relatively small tax base in Winnebago County.

The error resulted in a total overstated TID increment of \$13,500,900 for TID 7 in Winnebago County. Information on the Outagamie County TID values can be found on the first tab of the attached analysis.

State law (sec. 70.57 (1)(d) Wis. Stats.) outlines a process to correct errors discovered after values are certified on August 15. This process requires DOR to apply a correction to the values in the following year, making the taxpayers whole over a two-year period. DOR will apply a correction to all TID values in 2024.

State law (sec. 70.57 (4)(d) Wis. Stats.) also authorizes DOR to issue a zero-interest loan to a taxation district to offset property taxes that would otherwise be imposed resulting from certain errors made by DOR, when the amount of the error is 7.5% or more of the taxation district's prior year equalized Value. For the City of Appleton, the impact of the error as a percent of the 2022 equalized value is 2.7% in Outagamie County and 13.62% in Winnebago County.

DOR is proposing an interest-free loan to address the Winnebago County portion of the City of Appleton. Due to statutory requirements, the Outagamie County portion of the City is not eligible for a loan payment. If the City of Appleton opts to take the loan payment, the loan amount will be determined once the City determines this year's levy. We have estimated a loan amount of \$60,000.

Loan Process – City of Appleton, Winnebago County

- **2023** – DOR will issue a loan payment to the City to reduce the City's local levy imposed within the Winnebago County portion. The loan amount plus the City's local levy will equal the total amount needed for the City's 2024 budget.
- **2024** – Consistent with the provisions of sec. 70.57 (4) (d), the City will be required to collect the loan amount from property owners on the 2024 property tax bills. Note, this process does not impact levy limits. The City's starting point for the 2024 levy will include the total 2023 levy that would have been imposed, absent the loan.
- **2025** – The collected loan amount will be remitted to the Department of Revenue as repayment in 2025

Summary

The loan process avoids a fluctuation in tax bills in 2023 and 2024 due to the valuation error. Consequently, taxpayers will be held harmless from the impact of the valuation error. The total collected tax increment for 2023 and 2024 will be consistent with prior years. Note, changes in tax bills for individual parcels will still occur due to factors aside from the error, such as changes to assessed values, levies, and apportionment of levies of overlying taxing jurisdictions (county, school, and tech college).

2023 Tax Rates - Winnebago County / Menasha School District

The first chart below lists the mill rates and resulting property tax amounts if the correct values were used. Below that are the two options available: (1) no action is taken; and (2) acceptance of the interest-free loan. The 2024 and 2025 scenarios assume the same property values and tax levy information as 2023 for comparison purposes.

If the TID values were correct:

	<u>Mill Rate (1)</u>		<u>Taxes (2)</u>
2023	23.2947	\$	5,824

	With no Action		
	<u>Mill Rate (1)</u>		<u>Taxes (2)</u>
2023	24.1583	\$	6,040
2024	22.4239	\$	5,606
2025	23.2947	\$	5,824

	With Loan		
	<u>Mill Rate (1)</u>		<u>Taxes (2)</u>
2023	23.3372	\$	5,834
2024	23.3077	\$	5,827
2025	23.2947	\$	5,824

(1) - Mill rates shown do not include State Credits

(2) - Property tax amounts based on \$250,000 assessed value