



City of Appleton

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

Meeting Agenda - Final Municipal Services Committee

Monday, October 12, 2020

4:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

3. Approval of minutes from previous meeting

[20-1326](#) Minutes from September 21, 2020

Attachments: [Minutes from September 21, 2020.pdf](#)

4. **Public Hearings/Apearances**

[20-1328](#) Design Hearing for the following streets in the 2022 pavement construction program:

Kimball Alley (Mason Street to Spruce Street)
Kimball Alley (Spruce Street to Summit Street)
Kimball Alley (Summit Street to Story Street)
Kimball Alley (Walnut Street to Lawrence Street)
Meade Street (Pacific Street to Commercial Street)

Attachments: [Design Hearing.pdf](#)

5. **Action Items**

[20-1329](#) Request from John Fease to have the \$50 Weed Administration Fee waived for 508 W. Wisconsin Avenue.

Attachments: [508 W. Wisconsin.pdf](#)

[20-1330](#) Approve proposed modifications to the City Owned Pedestrian Walks Policy.

Attachments: [Pedestrian Walks Policy.pdf](#)

6. **Information Items**

[20-1331](#) Six Month Trial for 2-hour parking on the west side of N. Kalata Place.

Attachments: [Kalata Place.pdf](#)

[20-1332](#) Inspection Division Permit Summary Comparison Report for September, 2020.

Attachments: [Inspections Division Report.pdf](#)

[20-1333](#) Appleton's Sidewalk Poetry Program.

Attachments: [2021 Sidewalk Poetry Program.pdf](#)

[20-1334](#) 2021 Budget Discussion.

7. Adjournment

Notice is hereby given that a quorum of the Common Council may be present during this meeting, although no Council action will be taken.

Reasonable Accommodations for Persons with Disabilities will be made upon Request and if Feasible.



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Meeting Minutes - Final Municipal Services Committee

Monday, September 21, 2020

4:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

Aldersperson Firkus called the meeting to order at 4:30 p.m.

2. Roll call of membership

Present: 5 - Firkus, Coenen, Otis, Prohaska and Wolff

3. Approval of minutes from previous meeting

20-1227 Minutes from August 24, 2020

Attachments: Minutes from August 24, 2020.pdf

**Coenen moved, seconded by Otis, that the Minutes be approved. Roll Call.
Motion carried by the following vote:**

Aye: 5 - Firkus, Coenen, Otis, Prohaska and Wolff

4. **Public Hearings/Appealances**

5. **Action Items**

20-1228 **Douglas Street**, from Commercial Street to Wisconsin Street, be reconstructed with asphalt pavement and concrete curb & gutter to a width of 31' from back of curb to back of curb, which is 2' narrower than the existing street. Existing parking provisions within the project limits will remain unchanged.

Coenen moved, seconded by Wolff, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 5 - Firkus, Coenen, Otis, Prohaska and Wolff

20-1229 **Atlantic Street**, from Oneida Street to Lawe Street, be reconstructed with concrete pavement and curb & gutter to a width of 31' from back of curb to back of curb, which is 2' narrower than the existing street.

Existing parking provisions within the project limits will remain unchanged.

Coenen moved, seconded by Otis, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 5 - Firkus, Coenen, Otis, Prohaska and Wolff

20-1230

Elsie Street, from Mason Street to Richmond Street, be reconstructed with asphalt pavement and concrete curb & gutter to a width of 31' from back of curb to back of curb, which is 2' narrower than the existing street. Existing parking provisions within the project limits will remain unchanged.

Coenen moved, seconded by Prohaska, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 5 - Firkus, Coenen, Otis, Prohaska and Wolff

20-1234

Request for a Street Occupancy Permit to place construction equipment, jersey barriers and fencing in the 300 block E. College Avenue right-of-way and the 300 block E. Johnston Street right-of-way to facilitate construction of a multi-tenant retail/residential project be approved through October 1, 2021.

Attachments: [Street Occupancy Permit-300 Block E. College Ave.pdf](#)

Amended to add requirement that contractor must work with the Dept. of Public Works prior to winter to address snow operation challenges.

Coenen moved, seconded by Otis, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 5 - Firkus, Coenen, Otis, Prohaska and Wolff

20-1246

Approve parking changes related to the Carpenter Street Reconstruction Project (Taft Avenue to Fremont Street).

Attachments: [Parking changes-Carpenter St project.pdf](#)

Coenen moved, seconded by Prohaska, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 5 - Firkus, Coenen, Otis, Prohaska and Wolff

20-1247

Approve parking changes related to the Prospect Avenue Reconstruction

Project (Haskell Street to west City Limits).

Attachments: [Parking changes-Prospect Av project .pdf](#)

Coenen moved, seconded by Wolff, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 5 - Firkus, Coenen, Otis, Prohaska and Wolff

20-1248

Approve renegotiated agreement with Outagamie County for Traffic-Related Services.

Attachments: [Agreement Outagamie Cty for Traffic-Related Services.pdf](#)

Coenen moved, seconded by Prohaska, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 5 - Firkus, Coenen, Otis, Prohaska and Wolff

20-1249

Approve the installation of STOP signs on Spring Street at Summit Street (Follow-up to Six Month Trial Period).

Attachments: [STOP signs on Spring St at Summit St.pdf](#)

Coenen moved, seconded by Otis, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 5 - Firkus, Coenen, Otis, Prohaska and Wolff

6. Information Items

20-1231

Discuss proposed changes to City Owned Pedestrian Walk Policy.

Attachments: [Changes to City Owned Pedestrian Walks Policy.pdf](#)

20-1232

Inspections Division Permit Summary Comparison Report for August, 2020.

Attachments: [Inspections Permit Summary Comparison Report-August, 2020.pdf](#)

20-1239

Discussion of street right-of-way use.

20-1240

Parking Financial Statement for August, 2020.

Attachments: [Parking Financial Statement-August 2020.pdf](#)

7. Adjournment

Coenen moved, seconded by Otis, to adjourn the meeting at 5:10 pm. Roll Call.
Motion carried by the following vote:

Aye: 5 - Firkus, Coenen, Otis, Prohaska and Wolff

MUNICIPAL SERVICES COMMITTEE – October 12, 2020
Design Hearing for 2022 Paving Projects

INTRO:

Proposed 2022 paving:

Meade Street	(Pacific St to Commercial St)
Kimball Alley (s/o College)	(Mason St to Story St)
Kimball Alley (s/o College)	(Walnut St to Lawrence St)

All streets/alleys listed above are proposed to undergo a total reconstruction. The projects to reconstruct the above listed streets/alleys will include the removal and replacement of all existing asphalt/concrete pavement, curb and gutter, stone base, driveway aprons, and spot removal and replacement of sidewalk, if applicable, within the project limits.

The pavement rating shown is based on the City's pavement rating system with values from 1 to 100 with 100 being the worst.

MEADE STREET – Pacific St to Commercial St (1180 LF) (2022 Concrete Pavt Reconstruct)

EXISTING CONDITIONS:

- Pavement rating = 39
- Existing right of way width = 60'
- Existing pavement width = 33' & 43' (boc to boc)
- Existing Pavement
 - Asphalt/Asphalt placed in 1998
 - Asphalt/Concrete placed in 1993 (Hancock – Commercial)
 - Asphalt placed in 1987
 - Asphalt placed in 1969
 - Curb & Gutter placed in 1956
 - Grade & Gravel placed in 1956
- Existing Water Main
 - 6" CIP constructed year unknown
 - 8" CIP constructed year unknown
- Existing Sanitary Sewer
 - 8", 15" Con constructed 1997
 - 10" ABS constructed 1972
 - 10" VIT constructed 1969
- Existing Storm Sewer
 - 72" Con constructed 2007
 - 12" Con constructed 1963
 - 15" Con constructed 1956
 - 18" VIT constructed 1927

PROPOSED IMPROVEMENTS

- **Underground utilities to be improved in 2021.**
- **PACIFIC ST – HANCOCK ST**
 - **New concrete pavement – 33' (back of curb to back of curb)**
 - **On-street parking would be removed along the east side**
 - **9 trees in poor condition/close proximity to the street would be removed**

- **HANCOCK ST – COMMERCIAL ST**
 - **New concrete pavement – 43' (back of curb to back of curb)**
 - **Existing parking proposed to remain unchanged**

COST ESTIMATES AND ASSESSMENTS

- **Estimated Construction Cost = \$550,000 (Paving Project)**

FEEDBACK

- **27 Properties along project limits**
- **1 questionnaire was returned**
 - **Feedback/Concerns: Concerns with business traffic disruptions during construction**

KIMBALL ALLEY – Mason St to Story St (1260 LF) (2021 & 2022 Concrete Pavt Reconstruct)

EXISTING CONDITIONS:

- Pavement rating = 33 (avg)
- Existing right of way width
 - Mason – Spruce = 20'
 - Spruce – Summit = 16'
 - Summit – Story = 20'
- Existing pavement width
 - Mason – Spruce = 16'
 - Spruce – Summit = 14'
 - Summit – Story = 20'
- Existing Pavement
 - Mason – Spruce:
 - Asphalt/Asphalt placed in 1980
 - Single Seal Coat placed in 1977
 - Spruce – Summit:
 - Single Seal Coat 1991
 - Asphalt/Asphalt placed in 1980
 - Single Seal Coat placed in 1974
 - Summit – Story:
 - Asphalt/Asphalt placed in 1963
 - Single Seal Coat placed in 1951
- Existing Storm Sewer
 - 12” CON constructed 1969
 - 12” ABS constructed 1978

PROPOSED IMPROVEMENTS

- **MASON – SPRUCE: (2021)**
 - New concrete pavement – 16' (edge of pvmnt to edge of pvmnt)
- **SPRUCE – SUMMIT: (2022)**
 - New concrete pavement – 14' (edge of pvmnt to edge of pvmnt)
- **SUMMIT – STORY: (2022)**
 - New concrete pavement – 20' (edge of pvmnt to edge of pvmnt)

COST ESTIMATES AND ASSESSMENTS

- Estimated Construction Cost = \$305,000

PUBLIC MEETING FEEDBACK

- 39 Properties along project limits
- 0 questionnaires were returned
 - Feedback/Concerns:

KIMBALL ALLEY – Walnut St to Lawrence St (670 LF) (2022 Concrete Pavt Reconstruct)

EXISTING CONDITIONS:

- Pavement rating = 48
- Existing right of way width = 20'
- Existing pavement width = 20'
- Existing Pavement
 - Concrete placed in 1958
- Existing Storm Sewer
 - 15" CON constructed 1964
 - 24" CON constructed 1981

PROPOSED IMPROVEMENTS

- **New concrete pavement – 20' (edge of pvmnt to edge of pvmnt)**

COST ESTIMATES AND ASSESSMENTS

- **Estimated Construction Cost = \$175,000**

PUBLIC MEETING FEEDBACK

- **14 Properties along project limits**
- **1 questionnaire was returned**
 - **Feedback/Concerns: parking and garbage removal during construction**

Paula Vandehey

From: Kurt Craanen
Sent: Monday, September 21, 2020 7:43 AM
To: Paula Vandehey
Subject: FW: Appeal of Assessment

Paula:

I received this email, requesting an appeal to a weed assessment.

When is the next Mun. Services meeting?

From: John Fease <jrfease@ymail.com>
Sent: Monday, September 21, 2020 7:41 AM
To: Kurt Craanen <Kurt.Craanen@Appleton.org>
Subject: Appeal of Assessment

Good morning Kurt,

This email is to initiate the appeal of the \$50 assessment for a weed violation at 508 W. Wisconsin Avenue, a property owned by Al Schmidt. A group of us sought guidance from specialists in native plants, and planted \$650 worth of very small plants in early June. We were waiting for the plants to mature before weeding in order for them to get well established and grow large enough to be easily identified before attempting to refine the bed more. The photos below show the terrace the day we planted the first time - on May 30, and the second photo was taken August 30

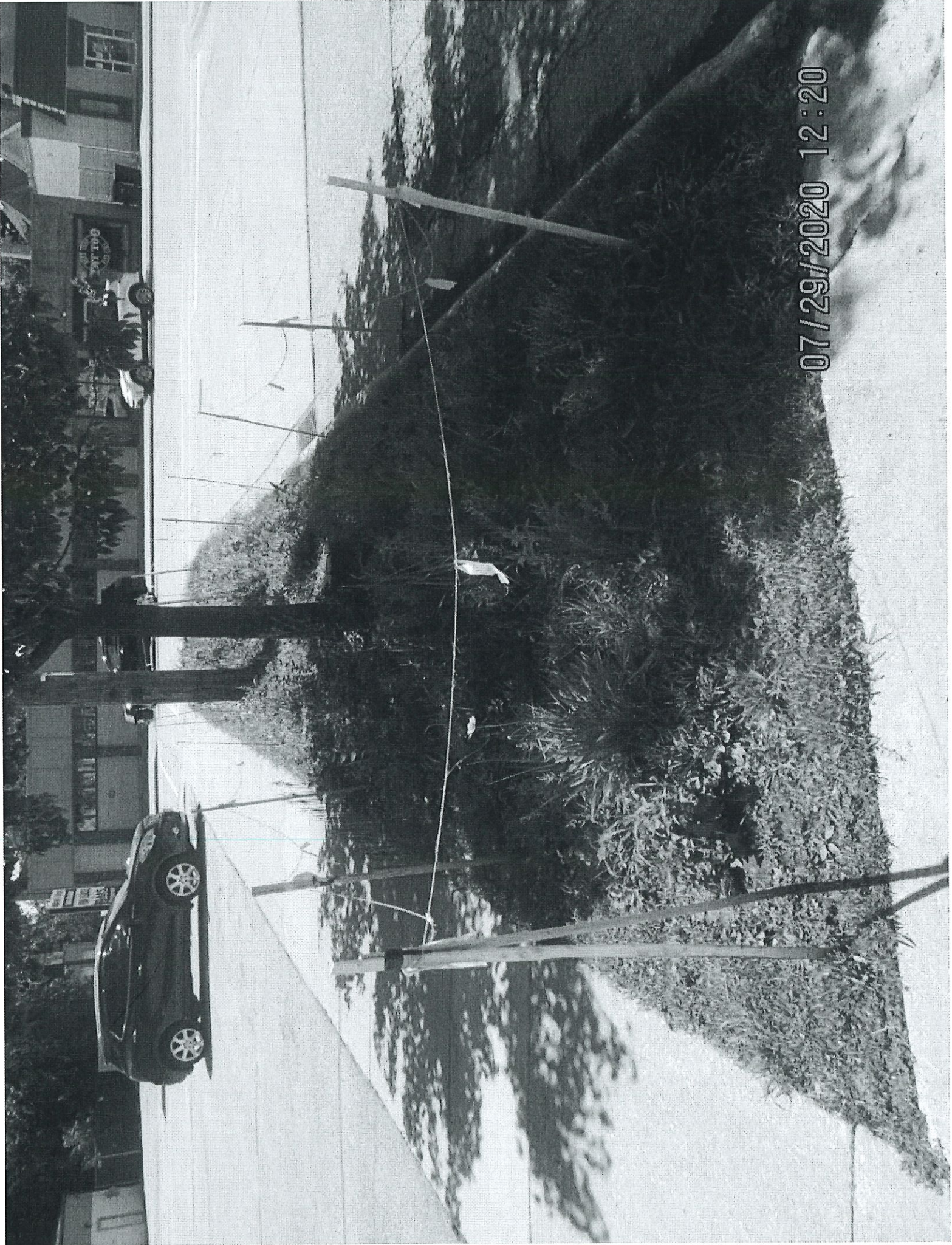
I am hoping the City of Appleton will grant us relief from the assessment.

Thank you,
John Fease





07/29/2020 12:20



07/29/2020 12:20



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

DEPARTMENT OF PUBLIC WORKS

**Engineering Division
100 North Appleton Street
Appleton, WI 54911
Phone (920) 832-6474**

September 29, 2020

Dear Property Owner:

The City of Appleton currently has pedestrian walks that connect neighborhoods throughout the City similar to the one adjacent to your property. The majority of these pedestrian connections do not have fences. However, some of the older pedestrian walks do have existing fences, and over time the fences are getting damaged due to age, weather, snow removal, etc.

The City is proposing a change to our City Owned Pedestrian Walks Policy to eliminate these fences over time. Please review the attached policy highlighting the proposed changes. The policy will be an action item on the October 12th Municipal Services Committee meeting at 4:30 p.m. in Committee Room "A", Sixth Floor at the City Center Building.

All persons are invited to express their views or concerns regarding the proposed changes. The Municipal Services Committee meeting is open to the public; however, considering the COVID-19 Health Emergency, you are strongly encouraged to share any feedback with Municipal Service Committee members via written letter, email, or phone call instead of appearing in person. Additionally, you may also share any questions, concerns, or feedback regarding the proposed changes with me via email at paula.vandehey@appleton.org.

Sincerely,

Paula Vandehey, P.E.
Director of Public Works

Attachment

C: Alderpersons



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

DEPARTMENT OF PUBLIC WORKS

Engineering Division
100 North Appleton Street
Appleton, WI 54911
(920) 832-6474

Council approved 10/20/04

CITY OF APPLETON CITY OWNED PEDESTRIAN WALKS POLICY

This policy has been developed to provide appropriate, consistent and cost-effective landscaping/fencing and pavement maintenance of City owned, non-park pedestrian walks.

Pedestrian Walk Fencing

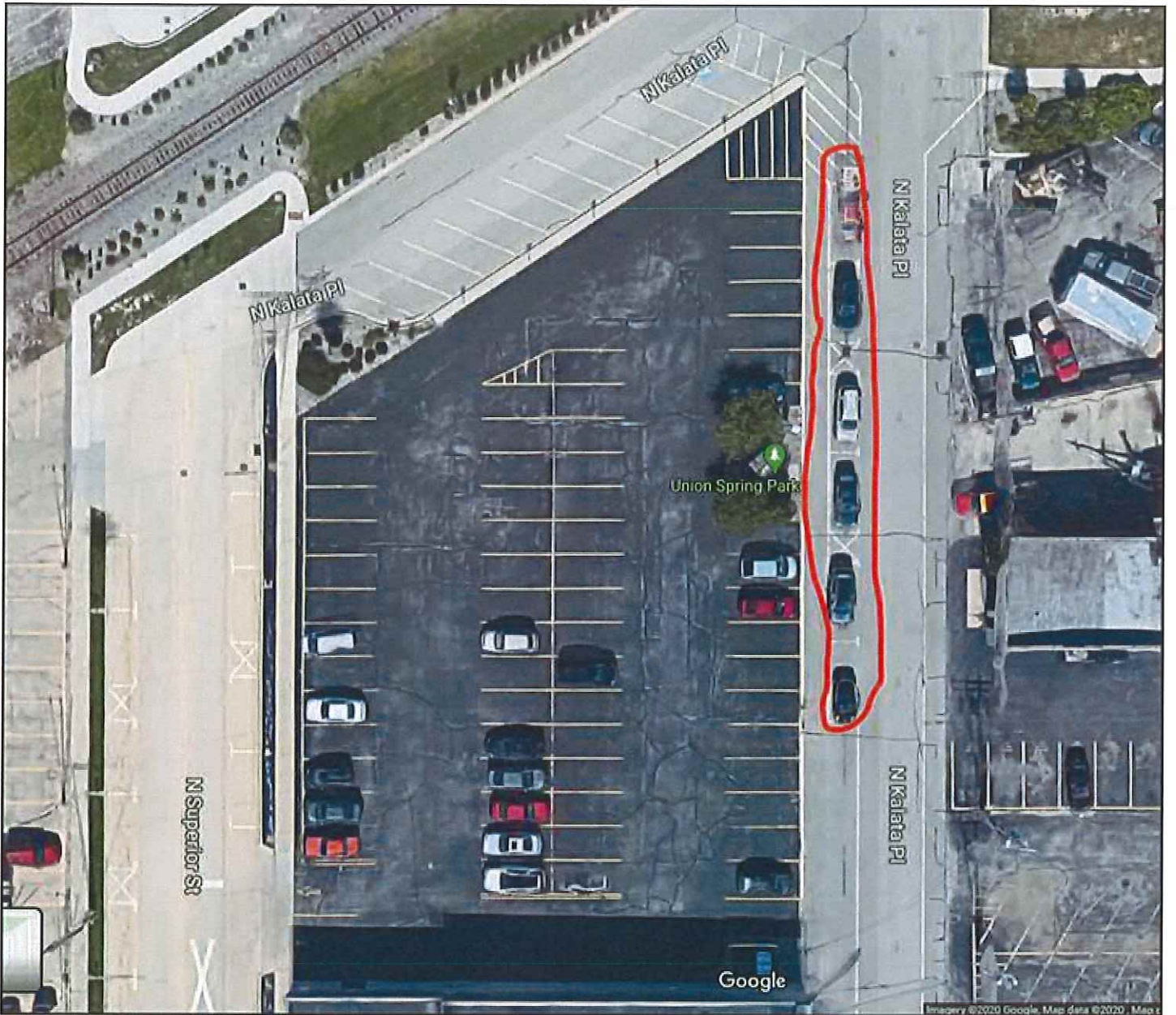
- City will maintain chain link fence that was installed by City **until such time it is beyond repair.**
- Existing city-owned fences ~~may be removed with Common Council approval~~ **will be removed once they are beyond repair.**
- **A one-time reimbursement of up to \$500 towards private landscaping/fencing will be offered to each property owner abutting the removed fence.**
- City will not maintain decorative or privacy fencing installed by property owner.
- New pedestrian walks will not have fencing unless approved by Common Council.

Pedestrian Walk Pavement Maintenance

- City will maintain walk per Sidewalk Maintenance Policy.
- City will keep pedestrian walk clear of snow and ice.
- Future pedestrian walks will be a minimum of ~~6~~ **8** feet of pavement width within a minimum ~~40~~ **16**-foot easement width to allow for proper snow removal.

Landscaping

- Park Department will not be responsible for landscaping and mowing of grass at non-park pedestrian walks except the two they currently maintain (Pacific at Opechee and Birchwood at Glendale).
- Abutting property owners will be responsible for any encroachment of landscaping into City right-of-way.





Department of Public Works Inspections Division

Permit Summary Count YTD Comparison

01/01/20 Thru 09/30/20

Report Date: 10/5/2020



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

Permit Type	Year Issued	Permit Count	Total Estimated Cost	Total Receipt Amount
BUILDING	2019	793	52,707,187	234,053.62
	2020	925	78,046,186	322,015.50
		16.65 %	48.08 %	37.58 %
DISPLAY SIGN	2019	97	480,392	3,965.00
	2020	89	439,296	3,670.00
		-8.25 %	-8.55 %	-7.44 %
ELECTRICAL	2019	560	8,579,850	130,448.71
	2020	535	7,273,258	104,052.79
		-4.46 %	-15.23 %	-20.23 %
EROSION CNTL	2019	38		4,300.00
	2020	29		3,390.00
		-23.68 %	%	-21.16 %
HEATING	2019	658	8,770,580	54,197.60
	2020	673	8,741,779	60,541.57
		2.28 %	-0.33 %	11.71 %
PLAN REVIEW	2019	94		35,990.00
	2020	90		32,367.50
		-4.26 %	%	-10.07 %
PLUMBING	2019	432	10,111,129	33,752.03
	2020	381	4,666,555	35,353.00
		-11.81 %	-53.85 %	4.74 %
SEWER	2019	147	792,731	13,179.00
	2020	188	1,137,157	19,406.40
		27.89 %	43.45 %	47.25 %
WELL	2019	2		80.00
	2020	8		280.40
		300.00 %	%	250.50 %

Department of Public Works Inspections Division

Permit Summary Count YTD Comparison

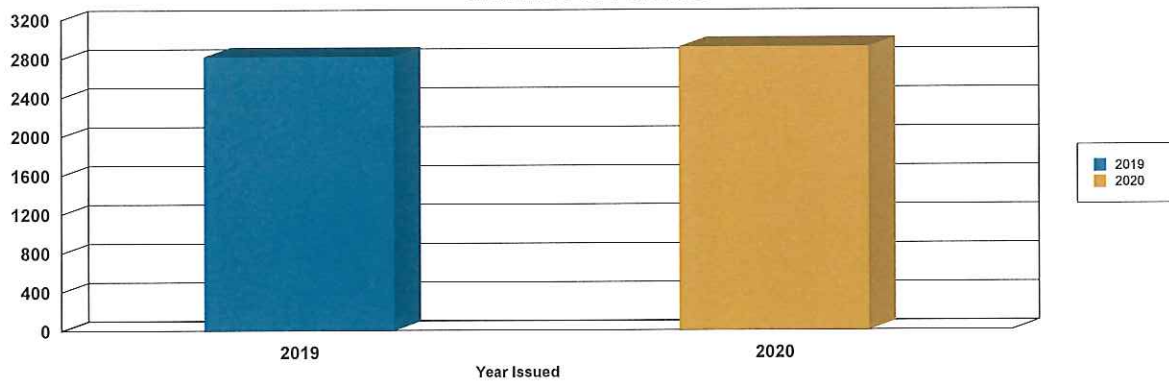
01/01/20 Thru 09/30/20

Report Date: 10/5/2020

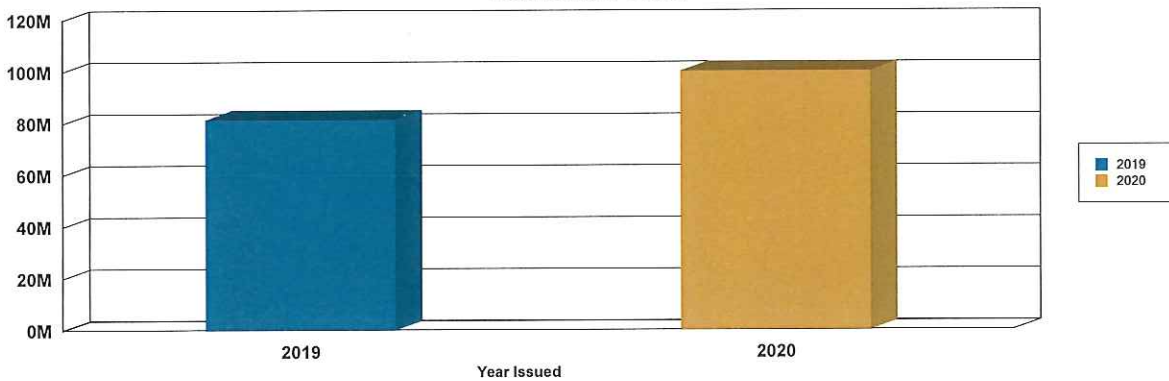


	2019	2020
Permits	2821	2918
Estimated Cost	81,441,869.00	100,304,231.00
Receipt Amount	509,965.96	581,077.16

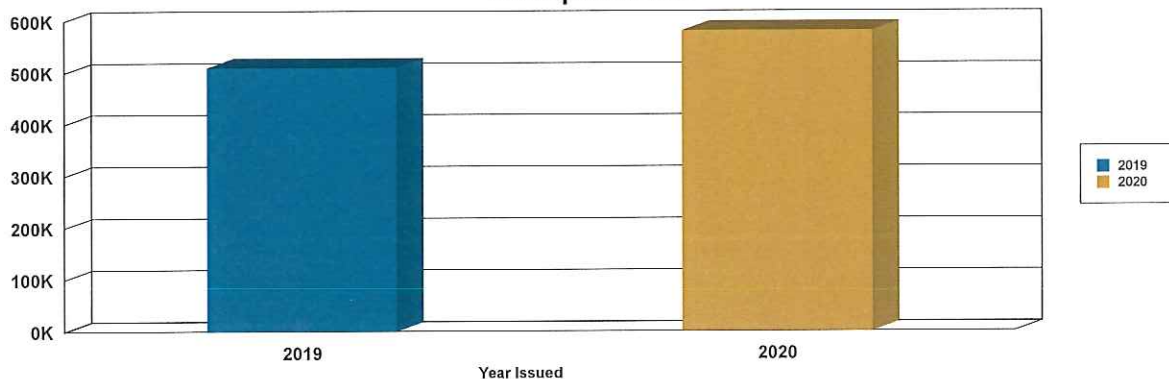
Number of Permits



Estimated Cost



Receipt Amount



Appleton's 2021 Sidewalk Poetry Program

PURPOSE

The City of Appleton's Department of Public Works is entering our seventh year of a new and exciting venture. The idea (created by Saint Paul's City Artist in Residence, Marcus Young) is to transform the city's sidewalks into an open poetry book. By using our current sidewalk maintenance program and stamping poems into sidewalk squares throughout the city, we can create everyday moments of open-air reading for our residents!

PROCESS

Sidewalk poetry is stamped in sidewalks on city-owned property (adjacent to parks, city-owned buildings, etc.) and public sidewalks in neighborhoods throughout the City. A map of all current poem locations can be found on the City's webpage.

The City is once again soliciting original poetry from Appleton residents and will select up to 5 poems to install as part of the annual Sidewalk Poetry Program. Poems must be submitted by February 19, 2021 to paula.vandehey@appleton.org. Selected poems will be announced on March 17, 2021.

GUIDELINES

- All residents of Appleton and students of the Appleton Area School District are eligible to submit their original poetry.
- Poems can be previously published or unpublished, as long as it is original work by the entrant.
- Applicants may submit one poem per year.
- Subject matter must be appropriate for the general public.
- Poems must fit within a maximum of 10 lines (including title), 35 characters per line including spaces, and 225 characters overall including spaces.
- All poems are reviewed for appropriateness for this program.