



# City of Appleton

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

## Meeting Agenda - Final Municipal Services Committee

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Monday, May 6, 2019

4:30 PM

Council Chambers, 6th Floor

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1. Call meeting to order
2. Roll call of membership
3. Approval of minutes from previous meeting

[19-0632](#) Minutes from April 22, 2019

**Attachments:** [Minutes from April 22, 2019.pdf](#)

#### 4. Public Hearings/Apearances

#### 5. Action Items

[19-0483](#) R/B-Request from Creative Sign, on behalf of Refuge Foundation for the Arts and Fox Communities Credit Union, for Street Occupancy Permits to install 4'X9' "Appleton" signs in the three (3) locations identified on S. Memorial Drive, E. College Avenue and S. Oneida Street.

**Attachments:** [Creative sign on behalf of Refuge Foundation for The Arts & Fox Communities C](#)

**Legislative History**

4/8/19	Municipal Services Committee	recommended for approval
4/17/19	Common Council	referred to the Municipal Services Committee <i>This Items was referred back to Committee by Alderperson Schultz.</i>
4/22/19	Municipal Services Committee	held <i>Hold until May 6th meeting.</i>

[19-0594](#) Request from the Fox River Academy Stormwater Representative Team for a Street Occupancy Permit to paint stormwater awareness murals on the sidewalk near Fox River Academy.

**Attachments:** [Fox River Academy-Street Occupancy Permit.pdf](#)

**Legislative History**

4/22/19	Municipal Services Committee	held <i>Hold until May 6th meeting.</i>
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[19-0637](#)

Newberry Street, from Schaefer Street to 900' east of Briarcliff Drive, be reconstructed with concrete pavement and curb and gutter to a width of 40' from back of curb to back of curb, which is the same width as the existing street.

Newberry Street will consist of 2-11' travel lanes (1 lane in each direction), 6' bike lanes along both sides of the street, and a 2.5' buffer between the travel lanes and bike lanes. On-street parking will be eliminated along the entire project length.

New 5' concrete sidewalk will be constructed along the south side of Newberry Street, from approximately 350' east of Cambridge Drive to approximately 900' east of Briarcliff Drive (city limits).

The intersection of Newberry Street and Kensington Drive will remain as an all-way stop controlled intersection.

[19-0638](#)

Harris Street, from Badger Avenue to Richmond Street, be reconstructed with asphalt pavement and concrete curb & gutter. The dimensions of the Harris Street reconstruction project are as follows:

Badger Avenue - 200' east of Badger Avenue: New asphalt pavement to be constructed to a width of 37' from back of curb to back of curb, which is 4' wider than the existing street within this portion of the project. The 4' widening will be achieved along the south curb line.

200' east of Badger Avenue - Summit Street: New asphalt pavement to be constructed to a width of 33' from back of curb to back of curb, which is the same width as the existing street within this portion of the project.

Summit Street - Richmond Street: New asphalt pavement to be constructed to a width of 31' from back of curb to back of curb, which is 2' narrower than the existing street within this portion of the project.

[19-0644](#)

Approve parking and traffic related changes associated with the Appleton Street 2-Way Conversion and Bike Lane Retrofit Project.

**Attachments:** [Approve parking and traffic related changes associated with the Appleton Street](#)

**6. Information Items**

[19-0639](#) Proposals for 2020 Budget consideration

***Attachments:*** [Proposals for 2020 Budget Consideration.pdf](#)

[19-0640](#) Inspections Division Permit Summary Comparison Report for April, 2019

***Attachments:*** [Inspections Division Permit Summary Comparison Report for April, 2019.pdf](#)

**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.*



# City of Appleton

100 North Appleton Street  
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## Meeting Minutes - Final Municipal Services Committee

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Monday, April 22, 2019

4:30 PM

Council Chambers, 6th Floor

---

1. Call meeting to order

*Aldersperson Coenen called meeting to order at 4:30 p.m.*

2. Roll call of membership

**Present:** 5 - Croatt, Coenen, Martin, Williams and Firkus

3. Approval of minutes from previous meeting

[19-0592](#) Minutes from April 8, 2019

**Attachments:** [Minutes from April 8, 2019.pdf](#)

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

**Aye:** 5 - Croatt, Coenen, Martin, Williams and Firkus

4. **Public Hearings/Apearances**

[19-0587](#) Design Hearing for the following streets in the 2021 pavement reconstruction program:

\*Harris Street from Badger Avenue to Richmond Street

\*Newberry Street from Schaefer Street to 900' east of Briarcliff Drive.

**Attachments:** [Harris St from Badger Ave to Richmond St..pdf](#)  
[Newberry St from Schaefer St to 900' east of Briarcliff Dr.pdf](#)  
[Public Info Sessions for Newberry St & Harris St.pdf](#)

5. **Action Items**

[19-0593](#) Confirm the following:

\*Elect a Vice-Chairperson-Croatt

\*Designate a contact person-Vandehey

\*Appointment to Board of Building Inspection-Williams

\*Appointment to Board of Heating Examiners-Williams

\*Appointment to CEA Review Committee-Croatt

Martin moved, seconded by Firkus, that the Report Action Item be approved. Roll Call. Motion carried by the following vote:

Aye: 5 - Croatt, Coenen, Martin, Williams and Firkus

[19-0325](#)

R/B-Approve proposed changes to the Sidewalk Maintenance Policy.

**Attachments:** [Sidewalk Maintenance Policy.pdf](#)  
[Amended Sidewalk Maintenance Policy.pdf](#)

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

Aye: 3 - Croatt, Martin and Firkus

Nay: 2 - Coenen and Williams

[19-0594](#)

Request from the Fox River Academy Stormwater Representative Team for a Street Occupancy Permit to paint stormwater awareness murals on the sidewalk near Fox River Academy.

**Attachments:** [Fox River Academy-Street Occupancy Permit.pdf](#)

*Hold until May 6th meeting.*

Martin moved, seconded by Croatt, that the Report Action Item be held. Roll Call. Motion carried by the following vote:

Aye: 5 - Croatt, Coenen, Martin, Williams and Firkus

[19-0595](#)

Preliminary Resolution 1-P-19 for Concrete Pavement, Driveway Aprons and Sidewalk Construction be adopted and refer the matter to the Finance Committee to determine the assessment rate.

**Attachments:** [Preliminary Resolution 1-P-19.pdf](#)

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

Aye: 5 - Croatt, Coenen, Martin, Williams and Firkus

[19-0596](#)

Preliminary Resolution 2-P-19 for Sidewalk Construction on Hall Avenue be adopted and refer the matter to the Finance Committee to determine the assessment rate.

**Attachments:** [Preliminary Resolution 2-P-19.pdf](#)

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

Aye: 5 - Croatt, Coenen, Martin, Williams and Firkus

[19-0597](#)

Award 2019 Asphalt Milling Contract to Northeast Asphalt in an amount not to exceed \$85,000.

**Attachments:** [2019 Asphalt milling contract-Northeast Asphalt.pdf](#)

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

Aye: 5 - Croatt, Coenen, Martin, Williams and Firkus

[19-0598](#)

Approve parking changes in the area of the Foster Elementary School (follow-up to a 6-month trial).

**Attachments:** [Parking changes -Foster Elementary School.pdf](#)

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

Aye: 5 - Croatt, Coenen, Martin, Williams and Firkus

[19-0599](#)

Approve conversion of Morrison Street (College Avenue to Harris Street) and Harris Street (Morrison Street to Oneida Street) from 1-way traffic to 2-way traffic.

**Attachments:** [Conversion of Morrison St and Harris St.pdf](#)

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

Aye: 5 - Croatt, Coenen, Martin, Williams and Firkus

[19-0600](#)

Anticipated Award for Unit P-19, Pavement Marking Contract.

**Attachments:** [Amended Unit P-19.pdf](#)

*Amend item 19-0600-Century Fence Company not to exceed \$155,000.*

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

Aye: 5 - Croatt, Coenen, Martin, Williams and Firkus

[19-0608](#)

Request from Tundraland to replace Radisson Paper Valley signage on the Superior Street Skywalk with their signage.

**Attachments:** [Tundraland signage.pdf](#)

*Amend item 19-0608 to include signage be removed at business expense at such time business leaves hotel.*

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

**Aye:** 5 - Croatt, Coenen, Martin, Williams and Firkus

[19-0483](#)

R/B-Request from Creative Sign, on behalf of Refuge Foundation for the Arts and Fox Communities Credit Union, for Street Occupancy Permits to install 4'X9' "Appleton" signs in the three (3) locations identified on S. Memorial Drive, E. College Avenue and S. Oneida Street.

**Attachments:** [Creative sign on behalf of Refuge Foundation for The Arts & Fox Communities Credit Union.pdf](#)

*Hold until May 6th meeting.*

**Croatt moved, seconded by Coenen, that the Report Action Item be held. Roll Call. Motion carried by the following vote:**

**Aye:** 5 - Croatt, Coenen, Martin, Williams and Firkus

## 6. Information Items

[19-0601](#)

Set Municipal Services Committee meeting date and time.

*4:30 on Mondays.*

[19-0602](#)

Proposed change to the Department of Public Works Table of Organization. (Action item at Human Resources Committee.)

**Attachments:** [Department of Public Works Table of Organization .pdf](#)

## 7. Adjournment

**Croatt moved, seconded by Martin, to adjourn the meeting at 6:02 p.m.. Roll Call. Motion carried by the following vote:**

**Aye:** 5 - Croatt, Coenen, Martin, Williams and Firkus

## Paula Vandehey

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**To:** Cory Chisel  
**Subject:** RE: Permitting process for City Signs

**From:** Cory Chisel <cc@refugearts.org>  
**Sent:** Thursday, April 18, 2019 10:18 AM  
**To:** Paula Vandehey <Paula.Vandehey@Appleton.org>  
**Cc:** Chad M. Doran <Chad.Doran@appleton.org>; Courtney Little <courtney@refugearts.org>; Dean Gazza <Dean.Gazza@Appleton.org>; Eric Lom <Eric.Lom@Appleton.org>; Kurt Craanen <Kurt.Craanen@Appleton.org>; Tom Flick <Tom.Flick@Appleton.org>; charvath@foxcu.org  
**Subject:** Re: Permitting process for City Signs

On behalf of Refuge Foundation For The Arts & Fox Communities Credit Union

Thank you for everyone's work on this incredible project!

Best,  
Cory Chisel



Company Inc  
 505 LAWRENCE DR. DE PERE, WI 54115  
 920.336.8900 GREENBAYSIGNS.COM

CLIENT: FOX COMM. CREDIT UNION

LOCATION: VARIOUS

DRAWN BY: CHADIX

SALESPERSON: KELLY

DATE: 4/2/19

DESIGN #: DT5055

PAGE: 1

REVISION LOG: INTL DATE DESCRIPTION

00/00/0000

**DIRECTIONAL SIGN**

QUANTITY: 5 TOTAL

SIDES: S/F

FACES: WOODEN FACES SUPPLIED

MOUNTING: DIRECT EMBEDMENT

POLES: 4" SQUARE GALVANIZED METAL

INSTRUCTION: PICK UP WOODEN FACES IN APPLETON.  
 ASSEMBLE POLES TO FACES AND  
 INSTALL. SEE LOCATION PAGE  
 FOR PLACEMENT OF SIGNS.

**COLORS:**

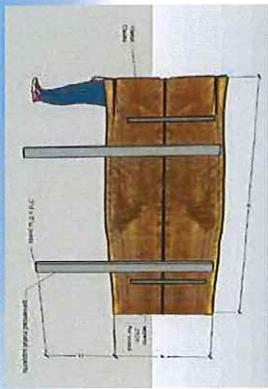
**CUSTOMER SIGNATURE FOR DESIGN APPROVAL:**

DATE

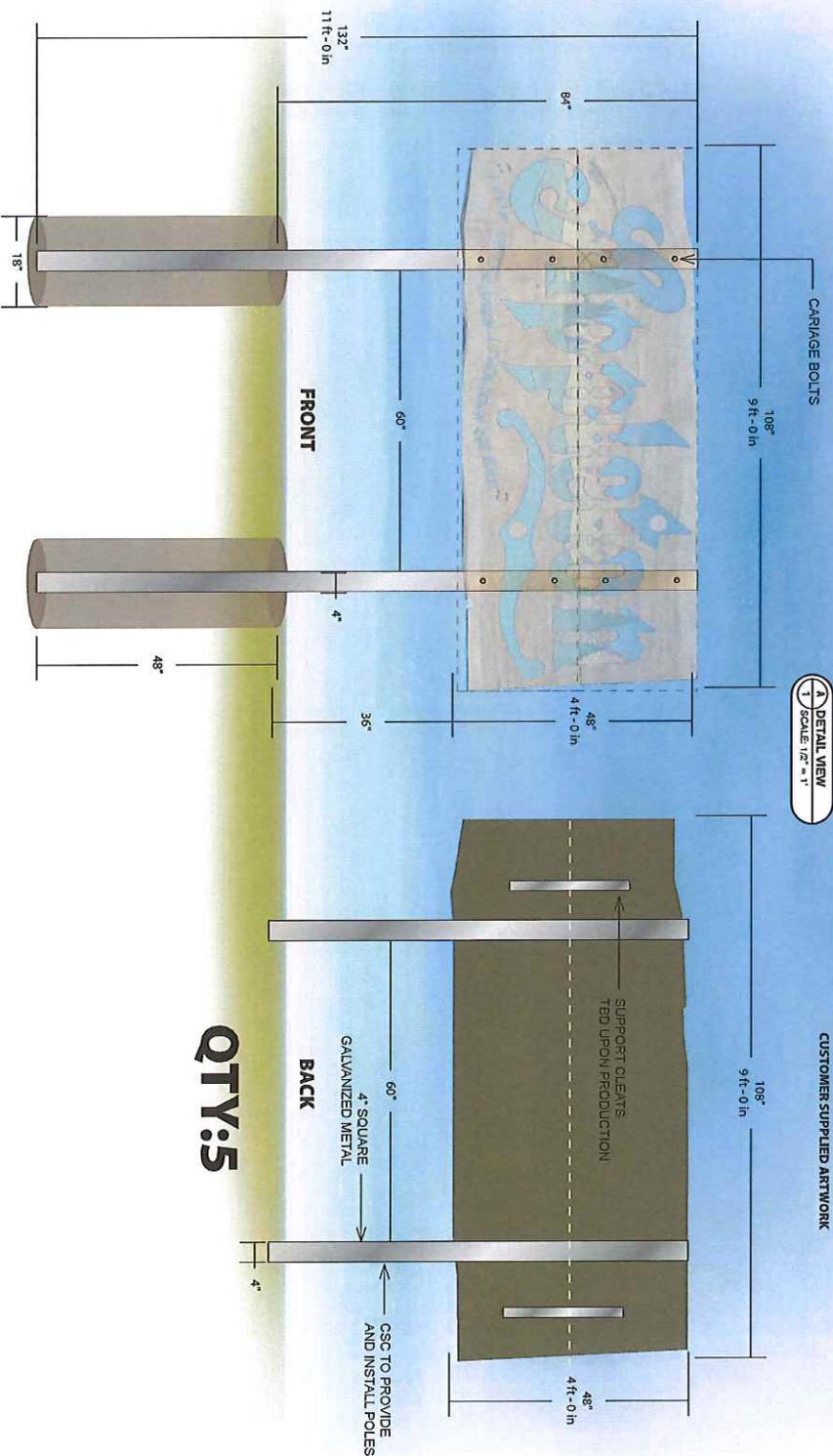
**DIRECTIONAL SIGN: OPT 1**



CUSTOMER SUPPLIED ARTWORK



CUSTOMER SUPPLIED ARTWORK



**QTY: 5**

CONCEPTUAL DRAWING ONLY - NOT FOR FABRICATION PURPOSES (SIZES ARE APPROX)

This is an original, unpublished drawing by Creative Sign Co., Inc. It is for your personal use. In conjunction with a project being planned for you by Creative Sign Co., Inc. It is not to be shown to anyone outside of your organization nor is it to be used, reproduced, copied or exhibited in any fashion. Use of this design or the salient elements of this design in any sign done by any other company, without the expressed written permission of Creative Sign Co., Inc., is forbidden by law and carries a civil forfeiture of up to 25% of the purchase price of the sign. Creative Sign will endeavor to clearly match colors, including PMS, when specified. We cannot guarantee exact matches due to varying compatibility of surface materials and paints used. All sizes and dimensions are illustrative for clients' conception of the project and are not to be understood as being exact size or exact scale.







Sue and Committee Members,

We are proposing an act to paint and design murals around storm drains located at 899 S. Fairview St. and W. Prospect Ave. in between Jefferson and Fox River Academy by the sidewalk near the art room. These murals will raise awareness for the issues involving our water use and where stormwater flows to. This was our water focus year at school and our research and projects led us to a lot of discoveries about our water resources around us. A couple of very alarming points of study dealt with plastic particles in our water and the runoff around us that creates pollution and leads to things like toxic blue-green algae. This project specifically addresses runoff and the impact humans have on this activity.

All projects have a cost and we believe that this one is worth it. The supplies we will need in order to fulfill this project comes at an approximate cost of \$300.

The proposed project has been done for years in the Madison area and has had positive results. The messages and designs have attracted people to the locations and created conversations about who did the work and the purpose for them. We have talked about this project as a class and realize that any time you paint an area it will have a visual impact on the surrounding area. These sites were chosen specifically because they are high "human" traffic areas. More natural areas were not used to avoid creating a distraction where this type of project may not fit.

We thank you in advance for your time and look forward to presenting the plan in more detail on April 22nd.

The FRA Stormwater Representative Team  
Grace Koss, Eiliya Risberg, Cai Watkins  
Mrs. Malm, Mr. Vander Loop



## Storm Drain Mural Program



(<https://countyofdane.maps.arcgis.com/apps/MapTour/index.html?appid=2ca8a2d056d0433dbab17619dd42f509>)

Unless the streets are flooding, most of us walk right past storm drains every day and don't think twice about the underground water highway they connect to. In Dane County, these storm sewer highways often travel to local waterways without being cleaned, carrying trash, soil and other pollutants to our lakes, rivers and streams. A new Storm Drain Mural Program led by the Madison Area Municipal Stormwater Partnership, Dane County and Dane Arts Mural Arts (DAMA) is using storm drains as a canvas to educate residents about stormwater pollution through art. The goal of these colorful murals is to capture the attention of those who pass by, help them understand where the stormwater that enters their storm drain flows and get them thinking about what they can do to "Keep It Clean".

Twenty murals were painted across thirteen Dane Co. communities in 2018. Half of these murals were designed with the help of local schools and afterschool groups. The students first learned about stormwater pollution and solutions and then created designs for a mural in their community. DAMA collected the student design ideas and used them to create unique storm drain murals which students helped paint. The remaining ten murals were designed by local artists.

Check out all the designs and locations on our [Storm Drain Mural Map](https://countyofdane.maps.arcgis.com/apps/MapTour/index.html?appid=2ca8a2d056d0433dbab17619dd42f509) (<https://countyofdane.maps.arcgis.com/apps/MapTour/index.html?appid=2ca8a2d056d0433dbab17619dd42f509>).

**We are no longer accepting applications for Storm Drain murals. Please check in Dec. for 2020 applications.**

We are teaming up Dane Arts Mural Arts (DAMA) to add another ten storm drain murals to the landscape in 2019. Municipalities, organizations, schools or community groups located in Dane County that are interested in having a storm drain mural painted in their community are encouraged to apply. Applicants can select from two project options:

- **Option A-** Group selects two potential mural designs from the [Storm Drain Mural Design Catalogue](https://www.yogile.com/bwo01avsxre?vsc=MWU5MWMzN#51m) (<https://www.yogile.com/bwo01avsxre?vsc=MWU5MWMzN#51m>). DAMA artists will tailor the chosen design to the specifics of the approved drain location. Group will have the option to assist with the mural painting, if interested.
- **Option B -** Group provides input and ideas that DAMA uses for a new mural design specific to approved location. Group will have the option to assist with the mural painting, if interested.



All mural supplies and painting costs are covered through this program. There is no cost to the applicant or municipality. For more information or to apply check out the [Storm Drain Mural Application](#) ([/documents/2019-Storm-Drain-Mural-Application-FINAL-fillable.pdf](#)). Applications for are due February 15th, 2019.

Ripple Effects

(<https://www.facebook.com/RippleEffectsWI>) (<mailto:info@ripple-effects.com>)

Madison Area Municipal Stormwater Partnership (MAMSWaP) / Dane County Land & Water Resources Department (<https://lwr.dane-county.gov>)

Contact Us (/Contact)



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

DEPARTMENT OF PUBLIC WORKS  
Engineering Division – Traffic Section  
2625 E. Glendale Avenue  
Appleton, WI 54911  
TEL (920) 832-5580  
FAX (920) 832-5570

**To:** Municipal Services Committee  
**From:** Eric S. Lom, City Traffic Engineer  
**Date:** May 2, 2019  
**Re:** Appleton Street 2-Way Conversion & Bike Lane Retrofit Project

For over a decade, the City of Appleton has been working to identify opportunities to improve multi-modal mobility and traffic circulation in and around its central business district. Among those efforts was the development of the City's *Downtown Appleton Mobility Plan*, which provides a framework for future investments in the transportation system. It was unanimously approved by the Common Council in August of 2016.

Among the projects identified in the plan is the conversion of Appleton Street to two-way traffic (and the addition of bike lanes) through the downtown area, which will provide a convenient, continuous north/south route through the City. There will be multiple projects occurring concurrently to make this happen, all of which should be completed by mid-October of 2019:

- South of College Av: Construction work is currently underway to completely reconstruct Appleton Street and realign the northbound bridge over Jones Park. In order to facilitate the conversion to two-way traffic, the roadway will be configured for three lanes of traffic (one lane in each direction, plus a center left turn lane). All on-street parking on the 100S block of Appleton Street will be removed to accommodate the necessary traffic lanes.
- College Av to Packard St: In order to facilitate the conversion to two-way traffic, it will be necessary to restripe the roadway for three lanes of traffic (one lane in each direction, plus a center left turn lane). While parking is currently prohibited on about 92% of this section of Appleton Street, this project requires the removal of the remaining on-street parking (a total of 10 metered stalls) to accommodate the necessary traffic lanes (see attached diagrams for details).
- Packard St to Atlantic St: While the plan calls for the addition of bike lanes on this section of Appleton Street, no changes to on-street parking are planned.

**In order to accomplish this, the following ordinance actions related to parking and traffic restrictions are required:**

- 1) **Create:** "Stopping, standing and parking be prohibited on the west side of Appleton Street from Lawrence Street to Packard Street (tow zone)."
- 2) **Create:** "Stopping, standing and parking be prohibited on the east side of Appleton Street from Lawrence Street to a point 95 feet south of College Avenue (tow zone)."
- 3) **Create:** "No stopping standing or parking, except commercial vehicles loading/unloading, 6:00 a.m. to 6:00 p.m. Monday through Friday, on the east side of College Avenue from a point 50 feet south of College Avenue to a point 95 feet south of College Avenue."
- 4) **Create:** "Stopping, standing and parking be prohibited on the east side of Appleton Street from College Avenue to a point 50 feet south of College Avenue (tow zone)."
- 5) **Create:** "No stopping standing or parking, except commercial vehicles loading/unloading, 6:00 a.m. to 6:00 p.m. Monday through Friday, on the east side of College Avenue from Washington Street to a point 75 feet south of Washington Street."

- 6) **Create:** “Stopping, standing and parking be prohibited on the east side of Appleton Street from College Avenue to a point 75 feet south of Washington Street (tow zone).”
- 7) **Create:** “Stopping, standing and parking be prohibited on the north side of Lawrence Street from Oneida Street to a point 95 feet east of Appleton Street.”
- 8) **Create:** “Stopping, standing and parking be prohibited on the south side of Lawrence Street from Appleton Street to Oneida Street (tow zone).”
- 9) **Create:** “No stopping standing or parking, except commercial vehicles loading/unloading, 6:00 a.m. to 6:00 p.m. Monday through Friday, on the north side of Lawrence Street from a point 30 feet east of Appleton Street to a point 95 feet east of Appleton Street.”
- 10) **Create:** “Stopping, standing and parking be prohibited on the north side of Lawrence Street from Oneida Street to a point 95 feet east of Appleton Street (tow zone).”
- 11) **Create:** “Stopping, standing and parking be prohibited on the east side of Appleton Street from Washington Street to Packard Street (tow zone).”
  
- 12) Make the following changes to Section 19-43 of the Appleton Municipal Code (No Left Turn Intersections):
  - a) **Remove:** “Appleton Street at Washington Street, northbound traffic.”
  - b) **Add:** “Northbound Appleton Street at the alley located between College Avenue and Washington Street.”
  - c) **Add:** “Westbound City Center Street at Appleton Street.”
  - d) **Add:** “Eastbound alley (between College Avenue and Washington Street) at Appleton Street.”
  - e) **Add:** “Westbound traffic entering Appleton Street from the private driveway located on the east side of Appleton Street, approximately 30 feet north of Lawrence Street.”



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

DEPARTMENT OF PUBLIC WORKS  
Engineering Division – Traffic Section  
2625 E. Glendale Avenue  
Appleton, WI 54911  
TEL (920) 832-5580  
FAX (920) 832-5570

April 29, 2019

Dear Appleton Street property owner/tenant,

For over a decade, the City of Appleton has been working to identify opportunities to improve multi-modal mobility and traffic circulation in and around its central business district. Among those efforts was the development of the City's *Downtown Appleton Mobility Plan*, which provides a framework for future investments in the transportation system. It was unanimously approved by the Common Council in August of 2016 (view it at <http://bit.ly/2GdOlZp> or by scanning the QR code below).

Among the projects identified in the plan is the conversion of Appleton Street to two-way traffic (and the addition of bike lanes) through the downtown area, which will provide a convenient, continuous north/south route through the City. There will be multiple projects occurring concurrently to make this happen, all of which should be completed by mid-October (see below, as well as the enclosed diagrams for more details).

- **South of College Av:** Work is currently underway to completely reconstruct Appleton Street and realign the northbound bridge over Jones Park. In order to facilitate the conversion to two-way traffic, the roadway will be configured for three lanes of traffic (one lane in each direction, plus a center left turn lane).
- **College Av to Packard St:** In order to facilitate the conversion to two-way traffic, it will be necessary to restripe the roadway for three lanes of traffic (one lane in each direction, plus a center left turn lane). While parking is currently prohibited on about 92% of this section of Appleton Street, the project will involve the removal of the remaining on-street parking (a total of 10 metered stalls).
- **Packard St to Atlantic St:** While the plan calls for the addition of bike lanes on this section of Appleton Street, no changes to on-street parking are planned.

This project will be discussed at the next meeting of the City's Municipal Services Committee (4:30 p.m. on Monday, May 6<sup>th</sup>, 6<sup>th</sup> floor of City Center Building, 100 N. Appleton St.). Please feel free to attend if you have questions or concerns.

In the meantime please look over the attached drawings and feel free to contact your alderperson (Bill Siebers, [district1@appleton.org](mailto:district1@appleton.org), 734-4204) or me ([eric.lom@appleton.org](mailto:eric.lom@appleton.org), 832-3958), with any questions or feedback.

Sincerely,

Eric S. Lom, P.E.  
City Traffic Engineer





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

## MEMO

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**TO:** Municipal Services Committee

**FROM:** Paula Vandehey, Director of Public Works *PAV*

**DATE:** May 1, 2019

**SUBJECT:** **Proposals for 2020 Budget consideration.**

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As part of the annual budget process, we review fees and services to see if we believe any adjustments should be considered. We know that the 2020 Budget is going to be an especially challenging one, so we took this annual review very seriously and request the following proposals be considered:

1. Street Excavation Permits
2. 30 Gallon Recycling Carts
3. Parking Permits
4. Commercial Recycling Program

### **Street Excavation Permits**

The current \$40 Street Excavation Permit Fee has been in place since 2011. This fee is significantly lower than many of the surrounding communities including:

- Neenah \$200
- Grand Chute \$300
- Outagamie County \$1,000

Cutting into roadways reduces the quality and longevity of roads, which is why many communities charge a significant fee for this destruction of the infrastructure. We are proposing to increase the fee to \$100. On average, we issue about 700 Street Excavation Permits per year, so the proposed rate change would equate to an additional \$42,000 in revenue.

### **30 Gallon Recycling Carts**

As part of the 2019 Budget, the Council increased the fee for the 60 gallon and 90 gallon carts. Although there was discussion of charging a \$0.50 fee/week for the 30 gallon carts it was decided at that time to keep the 30 gallon cart at no fee. (See attached document from 2019 Budget Discussions.)

Outagamie County staff recently notified us that based on the significant revenue decreases they are seeing from recycling commodities, they are proposing to increase the tipping fee as much as \$2 per ton. That fee increase will increase our tipping fee expenses by approximately \$43,000.

We are proposing to implement the \$0.50 fee/week for the 30 gallon carts as part of the 2020 Budget. The proposed fee would generate an estimated additional \$95,000 per year in revenue. If this fee is approved as part of the 2020 Budget Process, we would recommend reducing the amount transferred from General Fund to Sanitation Fund (see attached page 329 of the budget book) by \$52,000 with the remaining additional \$43,000 in revenue to cover the increased tipping fee. The \$52,000 increase to the general fund would then be available to fund other items.

### **Parking Ramp Monthly Permits**

The current Parking Ramp Monthly Permit Fee of \$30 has been in place since 2016. The permit fee is a significant reduction compared to the \$5 per day rate. We believe having a \$40 per month permit fee (equal to less than \$2 per day) is comparable to other like sized cities. The proposed Parking Ramp Monthly Permit Fee of \$35 would generate an estimated additional \$250,000 in revenue annually.

### **Commercial Recycling Program**

The Department of Public Works currently services 355 commercial recycling customers, generating \$114,000 in revenue. We are proposing to eliminate this service for the following reasons:

- The truck we use for commercial recycling is due for replacement in 2020 and the cost of a new truck is approximately \$60,000 higher than what we saved up for through CEA reserved funds.
- The Sanitation budget would be reduced by \$50,000 per year in equipment costs if we don't purchase the truck.
- We are only servicing a small percentage of all Appleton commercial businesses and there are several private contractors already providing this service in Appleton. In many cases the private haulers are collecting right next door to our customers.
- We are not aware of any local communities providing this level of service for commercial customers.
- The City currently loses approximately \$15,000 per year by providing this service and is anticipated to lose \$30,000 per year when we start making payments on the new truck, if it's purchased.

Attachments

# 2019 Sanitation Budget Fee Discussion

## Why are we considering a rate change for our carts?

- ❖ Property tax contribution of \$2,044,968 is exactly the same as it has been since 2015 and significantly less than it used to be (\$2.8 mil in 2010, \$2.6 mil in 2009, etc.)
- ❖ Without a fee increase or increase from property taxes into the Sanitation Fund, the working capital reserve will drop below 25% in 2019.
- ❖ Our diversion rate is never going to decrease unless we get behavior to change (charging different rates for the different size carts is a form of “pay-as-you-throw”)
- ❖ Landfill life at Outagamie County is limited so we need to do everything we can to extend the life so it is not a transfer station for as long as possible (rates will take a huge jump when this change occurs).
- ❖ We have 12,200 carts that are over 25 years old (warranty is 10 years). With carts costing \$50 each, we know that we are going to have to spend \$600,000 over the next few years for cart replacement.

## What are we proposing?

- ❖ See Sanitation Service Fees

## What are neighboring community's rates?

- ❖ See Sanitation Service & Fee Comparison

## SANITATION SERVICE FEES

Cart Size(s)	Residential Garbage (per week)		Commercial Garbage (per week)	
	Current	Proposed	Current	Proposed
30	\$0.00	\$0.50		
60	\$0.50	\$1.00	\$0.50	\$1.00
90	\$1.30	\$1.50	\$1.30	\$1.50
60 + 60	\$2.50	\$4.00	\$2.50	\$4.00
60 + 90	\$3.30	\$4.50	\$3.30	\$4.50
90 + 90	\$4.30	\$6.00	\$4.30	\$6.00
90 + 90 + 60			\$6.30	\$9.00
90 + 90 + 90			\$7.30	\$10.50

*Additional garbage carts = \$1.50 per 30 gallons/week*

## PRIVATE HAULER QUOTES

Cart Size(s)	Private #1	Private #2	Private #3
	Per Week	Per Week	Per Week
90	\$10.38	\$9.54	NA
2 Yard (400 gal)	\$14.77	\$21.46	\$21.92

## SANITATION SERVICE & FEE COMPARISON

Community	Garbage Carts Allowed	Service Fees	Additional Cart Fees	Free Bulk Item Collection	Extra Bags Collected
Kimberly	2	\$10/year	60 Gal = \$2.12/week	12 times per year	No
Grand Chute	2	60 or 90 Gal = \$1.45/week	60 or 90 Gal = \$1.46/week	0 times per year	No
Oshkosh	2	Included in property tax levy	\$110 cart purchase plus \$3.46/week	0 times per year	Weekly with \$10 sticker
Green Bay	1; 2 if prove hardship	Included in property tax levy	\$60 cart purchase	2 times per year (2 CY or less)	4 times per year (4 bags max)
Little Chute	1	Included in property tax levy 30 Gallon = \$1.49/week 60 Gallon = \$1.88/week 90 Gallon = \$2.27/week	N/A	12 times per year	2 times per year
Menasha	1	90 Gallon = \$1.00/week	N/A	5 items/stickers per year	Weekly with \$1 sticker
Appleton (proposed)	2	30 Gallon = \$0.50/week 60 Gallon = \$1.00/week 90 Gallon = \$1.50/week	\$300 cart purchase and \$1.50/week per 90 gallons	26 times per year	Weekly with \$4 sticker
Kaukauna	3	Included in property tax levy	Cart purchase only	12 times per year	12 times per year
Neeah	N/A - Currently manual collection	N/A - Currently manual collection	N/A - Currently manual collection	N/A - Currently manual collection	N/A - Currently manual collection

**CITY OF APPLETON 2019 BUDGET  
SPECIAL REVENUE FUNDS**

**Sanitation - Administration**

**Business Unit 2210**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
<b>Revenues</b>					
4110 Property Taxes	\$ 2,044,968	\$ 2,044,968	\$ 2,044,968	\$ 2,044,968	\$ 2,044,968
4705 General Interest	181	-	-	-	-
4710 Interest on Investments	(2,066)	6,605	20,000	20,000	15,000
4801 Charges for Serv.- Nontax	821,560	825,254	825,680	825,680	1,384,243
5005 Sale of City Property - Tax	430	491	1,000	1,000	400
5010 Misc Revenue - Nontax	25	-	-	-	-
5016 Lease Revenue	400	400	400	400	400
5030 Damage to City Property	34,677	300	-	-	-
5071 Customer Penalty	6,583	6,496	7,000	7,000	7,000
<b>Total Revenue</b>	<b>\$ 2,906,758</b>	<b>\$ 2,884,514</b>	<b>\$ 2,899,048</b>	<b>\$ 2,899,048</b>	<b>\$ 3,452,011</b>
<b>Expenses</b>					
6101 Regular Salaries	\$ 86,873	\$ 85,367	\$ 89,946	\$ 89,946	\$ 93,952
6104 Call Time	700	782	450	450	450
6105 Overtime	1,851	411	500	500	500
6108 Part-Time	24	219	-	-	-
6150 Fringes	38,014	38,570	35,175	35,175	37,613
6201 Training/Conferences	-	319	500	500	500
6301 Office Supplies	1,070	675	1,405	1,405	1,405
6303 Memberships & Licenses	190	195	195	195	195
6304 Postage/Freight	18,249	20,053	20,300	20,300	20,300
6305 Awards & Recognition	929	852	945	945	945
6320 Printing & Reproduction	3,479	4,079	4,200	4,200	4,200
6321 Clothing	695	767	750	750	750
6323 Safety Supplies	663	811	700	700	700
6324 Medical/Lab Supplies	101	101	110	110	110
6327 Miscellaneous Equipment	86	-	-	-	-
6403 Bank Services	5,053	4,217	5,400	5,400	5,280
6412 Advertising/Publication	548	1,205	700	700	1,205
6413 Utilities	49,339	48,735	54,898	54,898	57,595
6420 Facilities Charges	22,932	23,664	23,232	23,232	25,312
6424 Software support	3,981	4,931	3,900	3,900	5,100
6425 CEA Equip. Rental	31,915	25,308	26,100	26,100	31,100
6430 Health Services	20	60	50	50	50
6501 Insurance	33,240	39,577	39,680	39,680	39,930
6599 Other Contracts/Obligations	2,282	638	905	905	940
6623 Uncollectible Accounts	281	17	500	500	500
7914 Transfer Out - Capital Projects	-	-	-	-	-
<b>Total Expense</b>	<b>\$ 302,515</b>	<b>\$ 301,553</b>	<b>\$ 310,541</b>	<b>\$ 310,541</b>	<b>\$ 328,632</b>

**DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000**

**Postage/Freight**

City service invoice postage allocation	\$ 10,000
City service invoice folding/inserting	10,000
Other shipping	300
	<u>\$ 20,300</u>

Department of Public Works Inspections Division

Permit Summary Count YTD Comparison

01/01/19 Thru 04/30/19

Report Date: 5/1/2019



Permit Type	Year Issued	Permit Count	Total Estimated Cost	Total Receipt Amount
BUILDING	2018	195	26,287,597	99,391.93
	2019	230	23,204,272	107,048.97
		17.95 %	-11.73 %	7.70 %
DISPLAY SIGN	2018	49	460,537	1,949.08
	2019	41	271,765	1,640.00
		-16.33 %	-40.99 %	-15.86 %
ELECTRICAL	2018	224	3,904,078	37,829.12
	2019	209	2,959,510	28,913.47
		-6.70 %	-24.19 %	-23.57 %
EROSION CNTL	2018	11		1,500.00
	2019	19		2,200.00
		72.73 %	%	46.67 %
HEATING	2018	238	4,905,521	23,224.00
	2019	262	3,113,932	21,416.55
		10.08 %	-36.52 %	-7.78 %
PLAN REVIEW	2018	29		12,615.00
	2019	51		20,237.50
		75.86 %	%	60.42 %
PLUMBING	2018	151	1,990,319	10,282.00
	2019	165	6,876,507	11,505.00
		9.27 %	245.50 %	11.89 %
SEWER	2018	51	354,252	17,810.00
	2019	47	254,213	3,505.00
		-7.84 %	-28.24 %	-80.32 %
WELL	2018	10		400.00
	2019	1		40.00
		-90.00 %	%	-90.00 %

Department of Public Works Inspections Division

Permit Summary Count YTD Comparison

01/01/19 Thru 04/30/19

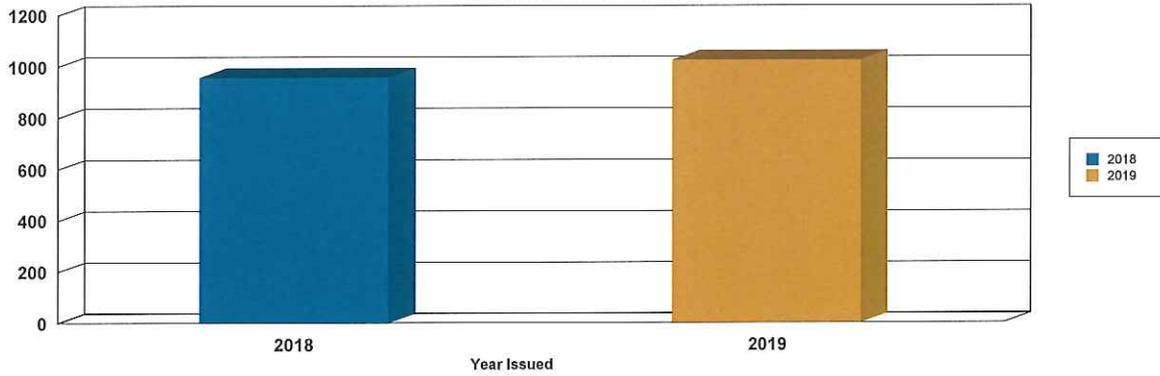
Report Date: 5/1/2019



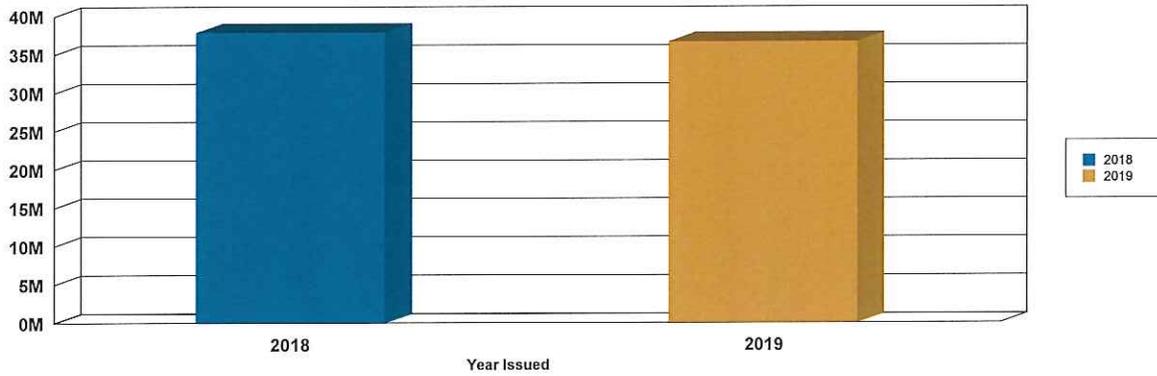
"...meeting community needs...enhancing quality of life."

	2018	2019
Permits	958	1025
Estimated Cost	37,902,304.00	36,680,199.00
Receipt Amount	205,001.13	196,506.49

Number of Permits



Estimated Cost



Receipt Amount

