



# City of Appleton

100 North Appleton Street  
Appleton, WI 54911-4799  
[www.appleton.org](http://www.appleton.org)

## Meeting Agenda - Final Municipal Services Committee

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Monday, February 6, 2023

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  
[23-0093](#) Minutes from January 23, 2023

**Attachments:** [Minutes from 1-23-23.pdf](#)

#### 4. Public Hearings/Apearances

#### 5. Action Items

- [23-0092](#) Approve State/Municipal Agreement for a State-LET Urbanized Area STP-Urban Program Project, Lawe Street (College Avenue to Wisconsin Avenue).

**Attachments:** [4984-24-74.75 C APPLETON, LAWE ST, COLLEGE AVE - WISCONSIN AVE C](#)

- [23-0091](#) Request from Elizabeth Hoffmann, 1300 W Edmund Drive, to have her sidewalk snow removal assessment of \$118.50 waived.

**Attachments:** [1300 Edmund Snow Appeal.pdf](#)

- [23-0110](#) Fifth St/Prospect Av Proposed 6-Month Parking Trial.

**Attachments:** [Fifth St & Prospect Av Parking Changes \(proposed 6-month trial\).docx](#)

#### 6. Information Items

- [23-0111](#) Inspections Division Permit Summary Comparison Report for January 2023.

**Attachments:** [Inspection Permit Report January 2023.pdf](#)

[23-0114](#) Status Update - Resolution #10-R-22 - Alternate Lawe Street Truck Route.

**Attachments:** [2023.02.06 Lawe St Truck Route Update Memo 10-R-22.pdf](#)

[23-0116](#) Parking Utility - Passport 2022 Year in Review.

**Attachments:** [Appleton, WI - 2022 Year in Review Passport Parking Utility.pdf](#)

[23-0115](#) Status Update - College Avenue Lane Reconfiguration.

**Attachments:** [2023.02.06 College Avenue Lane Reconfiguration Status Update.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  
Appleton, WI 54911-4799  
www.appleton.org

## Meeting Minutes - Final Municipal Services Committee

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Monday, January 23, 2023

4:30 PM

Council Chambers, 6th Floor

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1. Call meeting to order

2. Roll call of membership

**Present:** 5 - Firkus, Doran, Siebers, Thyssen and Van Zeeland

3. Approval of minutes from previous meeting

23-0067

Minutes from January 9th and January 18th.

**Attachments:** Minutes 1-9-23.pdf

Minutes 1-18-23.pdf

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

**Aye:** 5 - Firkus, Doran, Siebers, Thyssen and Van Zeeland

4. **Public Hearings/Appealances**

5. **Action Items**

23-0068

Request from TC Energy for a permanent street occupancy permit for gas pipeline markers along the utility easement within Maple Hills Subdivision.

**Attachments:** Maple Hills 12-7-2022 Final Permit Application.pdf

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

**Aye:** 5 - Firkus, Doran, Siebers, Thyssen and Van Zeeland

23-0069

Approve proposed change to Municipal Code 19-91, Parking in front and side yard in residential district; parking on terraces.

**Attachments:** [Municipal code19-91memo.pdf](#)

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

Aye: 5 - Firkus, Doran, Siebers, Thyssen and Van Zeeland

23-0071

Request from The 513 Appleton LLC/Bela Development LLC for a permanent street occupancy permit for a building awning project into College Avenue right of way.

**Attachments:** [Permanent street occ-513 Appleton LLC.pdf](#)

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

Aye: 5 - Firkus, Doran, Siebers, Thyssen and Van Zeeland

23-0074

Request from Appleton Downtown, Inc. for a street occupancy permit to place ice carvings throughout the downtown beautification strips for the weekend of February 17, 2023 for "Avenue of Ice"

**Attachments:** [Letter for Avenue of Ice sidewalk Occupancy.pdf](#)

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

Aye: 5 - Firkus, Doran, Siebers, Thyssen and Van Zeeland

## 6. Information Items

23-0070

College Avenue Lane Reconfiguration Presentation.

**Attachments:** [College Avenue Lane Reconfiguration.pdf](#)

[2023.01.23 College Avenue Lane Reconfiguration REV1.pdf](#)

[2023.01.23 MSC College Av Lane Reconfiguration Presentation REV2.pdf](#)

## 7. Adjournment

Van Zeeland moved, seconded by Thyssen, that the meeting be adjourned. Roll Call. Motion carried by the following vote:

Aye: 5 - Firkus, Doran, Siebers, Thyssen and Van Zeeland



**STATE/MUNICIPAL AGREEMENT  
FOR A STATE- LET URBANIZED  
AREA STP-URBAN PROGRAM  
PROJECT**

**Program Name: STP-Urban**  
**Population Group: 200,000-500,000**  
**Sub-program #: 206**  
**Cycle: BIL 2023-2026**

**Date: January 25, 2023**  
**I.D.: 4984-24-74/75**  
**Roadway Name: Lawe Street**  
**Limits: College Avenue to Wisconsin Avenue**  
**County: Outagamie**  
**Roadway Length: 0.8 MILES**  
**Functional Classification: Collector**  
**Project Sponsor: City of Appleton**

The signatory, **City of Appleton**, hereinafter called the Municipality, through its undersigned duly authorized officers or officials, hereby requests the State of Wisconsin Department of Transportation, hereinafter called the State, to initiate and effect the highway or street improvement hereinafter described.

The authority for the Municipality to enter into this agreement with the State is provided by Sections 86.25(1), (2), and (3) and Section 66.0301 of the Statutes.

**NEEDS AND ESTIMATE SUMMARY:**

All components of the project must be defined in the environmental document if any portion of the project is federally funded. The Municipality agrees to complete all participating and any non-participating work included in this improvement consistent with the environmental document. No work on final engineering and design may occur prior to approval of the environmental document.

Existing Facility - Describe and give reason for request: **The year of last improvement is 1973. The road consists of an urban cross section with two lanes of concrete pavement. The pavement has a rating of 1 and is cracking and experiencing joint failure. The road has curb and gutter and existing sidewalk. The existing pavement is cracked and deteriorated to a point that requires complete reconstruction. There is a railroad facility at the north end of the project.**

Proposed Improvement - Nature of work: **The proposed improvement is an urban reconstruction for 0.65 miles of concrete pavement with a pavement width of 42 feet. The proposed roadway is to include bike lanes on the street, curb and gutter, street lighting, pavement marking, signing and 5-foot sidewalks on both sides of the road. There will be extensive grading, and less than 1/2 acre of strip right-of-way will be acquired. Railroad crossing improvements to be determined.**

Describe non-participating work included in the project and other work necessary to completely finish the project that will be undertaken independently by the Municipality. Please note that non-participating components of a project/contract are considered part of the overall project and will be subject to applicable federal requirements: **Maintenance and repair of haul roads, adjustments to water main and sanitary sewer facilities (if applicable) and roadway widths exceeding WisDOT standards.**

The Municipality agrees to the following **BIL 2023-2026** Urbanized Area project funding conditions:

Project ID **4984-24-74** design costs are funded with up to 80% federal funding up to a funding limit of **\$339,441**. The Municipality agrees to provide the remaining 20% and any funds in excess of the **\$339,441** federal funding limit.

Non-participating design costs which include real estate, railroad and compensable utility costs are 100% the responsibility of the Municipality. Any work performed by the Municipality prior to federal authorization is not eligible for federal funding. The Municipality will be notified by the State that the project is authorized and available for charging.

Project ID **4984-24-75** construction costs are funded with up to 80% federal funding up to a funding limit of **\$2,454,193**. The Municipality agrees to provide the remaining 20% and any funds in excess of the **\$2,454,193** federal funding limit.

Non-participating construction costs which include, but is not limited to, relocation/adjustments to water and sanitary sewer facilities and maintenance and repair of haul roads are 100% the responsibility of the Municipality. Any work performed by the Municipality prior to federal authorization is not eligible for federal funding. The Municipality will be notified by the State that the project is authorized and available for charging.

This project is currently scheduled in State Fiscal Year **2026**. Sunset date: **June 30, 2031**.

Sunset Date is determined based on the date a project is scheduled to be authorized. Sunset date is calculated as six years from the beginning of the state fiscal year (SFY) in which a project is initially scheduled.

Extensions may be available upon approval of a written request by or on behalf of the Municipality to State. The written request shall explain the reasons for project implementation delay and revised timeline for project completion.

The dollar amounts shown in the Summary of Costs Table below are estimates. The final Municipal share is dependent on the final federal participation, and actual costs will be used in the final division of cost for billing and reimbursement. In no event shall federal or State funding exceed the estimate of **\$2,793,634** in the Summary of Costs Table, unless such increase is approved in writing by the State through the State's Change Management Policy prior to the Municipality incurring the increased costs.

### SUMMARY OF COSTS

PHASE	Total Est. Project Cost	Federal / State Funds	%	Municipal Funds	%
<b>ID 4984-24-74</b>					
Design	\$ 500,000	\$ 328,788	80%*	\$ 171,212	20% + BAL
State Review	\$ 16,200	\$ 10,653	80%*	\$ 5,547	20% + BAL
<i>Project total</i>	\$ 516,200	\$ 339,441		\$ 176,759	
<b>ID 4984-24-75</b>					
Participating Construction	\$ 3,297,087	\$ 2,168,083	80%*	\$ 1,129,004	20% + BAL
Construction Engineering	\$ 414,698	\$ 272,695	80%*	\$ 142,003	20% + BAL
Non-Participating Construction	\$ 20,500		0%	\$ 20,500	100%
State Review	\$ 20,400	\$ 13,415	80%*	\$ 6,985	20% + BAL
<i>Project total</i>	\$ 3,752,685	\$ 2,454,193		\$ 1,298,492	
<b>Total Est. Cost Distribution</b>	\$ 4,268,885	\$ 2,793,634		\$ 1,475,251	

\*Design ID **4984-24-74** federal/state funding is limited to \$ **339,441**

\*Construction ID **4984-24-75** federal/state funding is limited to \$ **2,454,193**

This request is subject to the terms and conditions that follow (pages 3 – 8) and is made by the undersigned under proper authority to make such request for the designated Municipality and upon signature by the State and delivery to the Municipality shall constitute agreement between the Municipality and the State. No term or provision of neither the State/Municipal Agreement nor any of its attachments may be changed, waived or terminated orally but only by an instrument in writing executed by both parties to the State/Municipal Agreement.

Signatures certify the content has not been altered by the municipality. Signed for and in behalf of: <b>City of Appleton</b> (please sign in blue ink.)		
Name	Title	Date
Signed for and in behalf of the <b>State</b> :		
Name	Title	Date

**GENERAL TERMS AND CONDITIONS:**

1. All projects must be in an approved Transportation Improvement Program (TIP) or State Transportation Improvement Program (STIP) prior to requesting authorization.
2. Work prior to federal authorization is ineligible for federal funding.
3. The Municipality, throughout the entire project, commits to comply with and promote all applicable federal and state laws and regulations that include, but are not limited to, the following:
  - a. Environmental requirements, including but not limited to those set forth in the 23 U.S.C. 139 and National Environmental Policy Act (42 U.S.C. 4321 et seq.)
  - b. Equal protection guaranteed under the U.S. Constitution, WI Constitution, Title VI of the Civil Rights Act and Wis. Stat. 16.765. The municipality agrees to comply with and promote applicable Federal and State laws, Executive Orders, regulations, and implementing requirements intended to provide for the fair and equitable treatment of individuals and the fair and equitable delivery of services to the public. In addition the Municipality agrees not to engage in any illegal discrimination in violation of applicable Federal or State laws and regulations. This includes but is not limited to Title VI of the Civil Rights Act of 1964 which provides that “no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” The Municipality agrees that public funds, which are collected in a nondiscriminatory manner, should not be used in ways that subsidize, promote, or perpetuate illegal discrimination based on prohibited factors such as race, color, national origin, sex, age, physical or mental disability, sexual orientation, or retaliation.
  - c. Prevailing wage requirements, including but not limited to 23 U.S.C 113.
  - d. Buy America Provision and its equivalent state statutes, set forth in 23 U.S.C. 313 and Wis. Stat. 16.754.
  - e. Competitive bidding and confidentiality requirements set forth in 23 U.S.C 112 and Wis. Stat. 84.06. This includes the sharing of financial data prior to the conclusion of the competitive bid period.
  - f. All applicable Disadvantaged Business Enterprise (DBE) requirements that the State specifies.
  - g. Federal statutes that govern the Surface Transportation Program (STP), including but not limited to 23 U.S.C. 133.
  - h. General requirements for administering federal and state aid set forth in Wis. Stat. 84.03.

## STATE RESPONSIBILITIES AND REQUIREMENTS:

4. Funding of each project phase is subject to inclusion in Wisconsin's approved BIL 2023-2026 Urbanized Area STP-Urban program. Federal funding will be limited to participation in the costs of the following items, as applicable to the project:
  - a. The grading, base, pavement, and curb and gutter, sidewalk, and replacement of disturbed driveways in kind.
  - b. The substructure, superstructure, grading, base, pavement, and other related bridge and approach items.
  - c. Storm sewer mains necessary for the surface water drainage.
  - d. Catch basins and inlets for surface water drainage of the improvement, with connections to the storm sewer main.
  - e. Construction engineering incident to inspection and supervision of actual construction work (except for inspection, staking, and testing of sanitary sewer and water main).
  - f. Signing and pavement marking.
  - g. New installations or alteration of street lighting and traffic signals or devices.
  - h. Landscaping.
  - i. Preliminary engineering and design.
  - j. State review services.
5. The work will be administered by the State and may include items not eligible for federal participation.
6. As the work progresses, the State will bill the Municipality for work completed which is not chargeable to federal funds. Upon completion of the project, a final audit will be made to determine the final division of costs subject to project funding limits in the Summary of Costs Table. If reviews or audits show any of the work to be ineligible for federal funding, the Municipality will be responsible for any withdrawn costs associated with the ineligible work.

## MUNICIPAL RESPONSIBILITIES AND REQUIREMENTS:

7. Work necessary to complete the BIL 2023-2026 Urbanized Area STP-Urban improvement project to be financed entirely by the Municipality or other utility or facility owner includes the items listed below.
  - a. New installations of or alteration of sanitary sewers and connections, water, gas, electric, telephone, telegraph, fire or police alarm facilities, parking meters, and similar utilities.
  - b. Damages to abutting property after project completion due to change in street or sidewalk widths, grades or drainage.
  - c. Detour routes and haul roads. The municipality is responsible for determining the detour route.
  - d. Conditioning, if required and maintenance of detour routes.
  - e. Real estate for the improvement.
  - f. Repair of damages to roads or streets caused by reason of their use in hauling materials incident to the improvement.

- g. All work related to underground storage tanks and contaminated soils.
  - h. Street and bridge width in excess of standards, in accordance with the current *WisDOT Facilities Development Manual*.
8. The construction of the subject improvement will be in accordance with the appropriate standards unless an exception to standards is granted by State prior to construction. The entire cost of the construction project, not constructed to standards, will be the responsibility of the Municipality unless such exception is granted.
  9. Work to be performed by the Municipality without federal funding participation necessary to ensure a complete improvement acceptable to the Federal Highway Administration and/or the State may be done in a manner at the election of the Municipality but must be coordinated with all other work undertaken during construction.
  10. The Municipality is responsible for financing administrative expenses related to Municipal project responsibilities.
  11. The Municipality will include in all contracts executed by them a provision obligating the contractor not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in Wis. Stat. 51.01 (5), sexual orientation as defined in Wis. Stat. 111.32 (13m), or national origin.
  12. The Municipality will pay to the State all costs incurred by the State in connection with the improvement that exceed federal financing commitments or are ineligible for federal financing. To guarantee the Municipality's foregoing agreements to pay the State, the Municipality, through its above duly authorized officers or officials, agrees and authorizes the State to set off and withhold the required reimbursement amount as determined by the State from any moneys otherwise due and payable by the State to the Municipality.
  13. In accordance with the State's sunset policy for STP Program projects, the subject FFY 2023-2026 STP Program improvement must be constructed and in final acceptance within six years from the beginning of the state fiscal year (SFY) in which a project is initially scheduled. Extensions may be available upon approval of a written request by or on behalf of the Municipality to State. The written request shall explain the reasons for project implementation delay and revised timeline for project completion.
  14. If the Municipality should withdraw the project, it will reimburse the State for any costs incurred by the State on behalf of the project.
  15. The Municipality will at its own cost and expense:
    - a. Maintain all portions of the project that lie within its jurisdiction (to include, but not limited to, cleaning storm sewers, removing debris from sumps or inlets, and regular maintenance of the catch basins, curb and gutter, sidewalks and parking lanes [including snow and ice removal]) for such maintenance in a manner consistent with reasonable industry standards, and will make ample provision for such maintenance each year.
    - b. Regulate [or prohibit] parking at all times in the vicinity of the proposed improvements during construction.
    - c. Regulate [or prohibit] all parking at locations where and when the pavement area usually occupied by parked vehicles will be needed to carry active traffic in the street.
    - d. Assume general responsibility for all public information and public relations for the project and to make fitting announcement to the press and such outlets as would generally alert the affected property owners and the community of the nature, extent, and timing of the project and arrangements for handling traffic within and around the project.
    - e. Provide complete plans, specifications, and estimates to State upon request.
    - f. Provide relocation orders and real estate plats to State upon request.

- g. Use the *WisDOT Utility Accommodation Policy* unless it adopts a policy, which has equal or more restrictive controls.
- h. Provide maintenance and energy for lighting.
- i. Provide proper care and maintenance of all landscaping elements of the project including replacement of any plant materials damaged by disease, drought, vandalism or other cause.

16. It is further agreed by the Municipality that:

- a. The Municipality assumes full responsibility for the design, installation, testing and operation of any sanitary sewer and water main infrastructure within the improvement project and relieves the state and all of its employees from liability for all suits, actions, or claims resulting from the sanitary sewer and water main construction under this agreement.
- b. The Municipality assumes full responsibility for the plans and special provisions provided by their designer or anyone hired, contracted or otherwise engaged by the Municipality. The Municipality is responsible for any expense or cost resulting from any error or omission in such plans or special provisions. The Municipality will reimburse State if State incurs any cost or expense in order to correct or otherwise remedy such error or omission or consequences of such error or omission.
- c. The Municipality will be 100% responsible for all costs associated with utility issues involving the contractor, including costs related to utility delays.
- d. All signs and traffic control devices and other protective structures erected on or in connection with the project including such of these as are installed at the sole cost and expense of the Municipality or by others, will be in conformity with such *Manual of Uniform Traffic Control Devices* as may be adopted by the American Association of State Highway and Transportation Officials, approved by the State, and concurred with by the Federal Highway Administration.
- e. The right-of-way available or provided for the project will be held and maintained inviolate for public highway or street purposes. Those signs prohibited under federal aid highway regulations, posters, billboards, roadside stands, or other private installations prohibited by Federal or State highway regulations will not be permitted within the right-of-way limits of the project. The Municipality, within its jurisdictional limits, will remove or cause to be removed from the right-of-way of the project all private installations of whatever nature which may be or cause an obstruction or interfere with the free flow of traffic, or which may be or cause a hazard to traffic, or which impair the usefulness of the project and all other encroachments which may be required to be removed by the State at its own election or at the request of the Federal Highway Administration, and that no such installations will be permitted to be erected or maintained in the future.
- f. The Municipality is responsible for any damage caused by legally hauled loads, including permitted oversize and overweight loads. The contractor is responsible for any damage caused to haul roads if they do not obey size and weight laws, use properly equipped and maintained vehicles, and do not prevent spilling of materials onto the haul road (*WisDOT Standard Specifications* 618.1, 108.7, 107.8). The local maintaining authority can impose special or seasonal weight limitations as defined in Wis. Stat. 349.16, but this should not be used for the sole purpose of preventing hauling on the road.

The bid item 618.0100 Maintenance and Repair of Haul Roads (project) is ineligible for federal funding on local program projects as per the State/Municipal Agreement. The repair of damages as a result of hauling materials for the project is the responsibility of the Municipality as specified in the State/Municipal Agreement Terms and Conditions under Municipal Responsibilities and Requirements.

## LEGAL RELATIONSHIPS:

17. The State shall not be liable to the Municipality for damages or delays resulting from work by third parties. The State also shall be exempt from liability to the Municipality for damages or delays resulting from injunctions or other restraining orders obtained by third parties.
18. The State will not be liable to any third party for injuries or damages resulting from work under or for the Project. The Municipality and the Municipality's surety shall indemnify and save harmless the State, its officers and employees, from all suits, actions or claims of any character brought because of any injuries or damages received or sustained by any person, persons or property on account of the operations of the Municipality and its sureties; or on account of or in consequence of any neglect in safeguarding the work; or because of any act or omission, neglect or misconduct of the Municipality or its sureties; or because of any claims or amounts recovered for any infringement by the Municipality and its sureties of patent, trademark or copyright; or from any claims or amounts arising or recovered under the Worker's Compensation Act, relating to the employees of the Municipality and its sureties; or any other law, ordinance, order or decree relating to the Municipality's operations.
19. Contract modification: This State/Municipal Agreement can only be modified by written instruments duly executed by both parties. No term or provision of either this State/Municipal Agreement or any of its attachments may be changed, waived or terminated orally.
20. Binding effects: All terms of this State/Municipal Agreement shall be binding upon and inure to the benefits of the legal representatives, successors and executors. No rights under this State/Municipal Agreement may be transferred to a third party. This State/Municipal Agreement creates no third-party enforcement rights.
21. Choice of law and forum: This State/Municipal Agreement shall be interpreted and enforced in accordance with the laws of the State of Wisconsin. The Parties hereby expressly agree that the terms contained herein and in any deed executed pursuant to this State/Municipal Agreement are enforceable by an action in the Circuit Court of Dane County, Wisconsin.

## PROJECT FUNDING CONDITIONS

22. Non-appropriation of funds: With respect to any payment required to be made by the State under this State/Municipal Agreement, the parties acknowledge the State's authority to make such payment is contingent upon appropriation of funds and required legislative approval sufficient for such purpose by the Legislature. If such funds are not so appropriated, either the Municipality or the State may terminate this State/Municipal Agreement after providing written notice not less than thirty (30) days before termination.
23. Maintenance of Records: During the term of performance of this State/Municipal Agreement, and for a period not less than three years from the date of final payment to the Municipality, records and accounts pertaining to the performance of this State/Municipal Agreement are to be kept available for inspection and audit by representatives of the Department. The Department reserves the right to audit and inspect such records and accounts at any time. The Municipality shall provide appropriate accommodations for such audit and inspection.

In the event that any litigation, claim or audit is initiated prior to the expiration of said records maintenance period, the records shall be retained until such litigation, claim or audit involving the records is complete.

24. The Municipality agrees to the following BIL 2023-2026 Urbanized Area STP-Urban project funding conditions:
  - a. **ID 4984-24-74:** Design is funded with 80% federal funding up to a funding limit of **\$339,441**, where applicable when the Municipality agrees to provide the remaining 20% and any funds in excess of the **\$339,441** state/federal funding limit. This phase includes plan development and state review. The work includes project review, approval of required reports and documents and processing the final Plan, Specification & Estimate (PS&E) document for award of the contract. Costs for this phase include an estimated amount for state review activities, to be funded 80% with federal funding and 20% by the Municipality.

- b. Real estate is funded 100% by the Municipality. Real estate acquisition is 100% the responsibility of the Municipality.
- c. Utility items are funded 100% by the Municipality.
- d. ID **4984-24-75**: Construction:
  - i. Costs for items such as grading, gravel, asphalt, curb & gutter, sidewalk, traffic control, etc. are funded with 80% federal funding up to a funding limit of **\$2,454,193**, when the Municipality agrees to provide the remaining 20%, and any funds in excess of the **\$2,454,193** federal funding limit.
  - ii. Non-participating costs for water and sanitary facilities, utilities, maintenance and repair of haul roads and detours are funded 100% by the Municipality. Costs include construction delivery.
  - iii. Costs for this phase include an estimated amount for state review activities, to be funded 80% with federal funding and 20% by the Municipality.

[End of Document]

Dec 28, 2022 at 8:52:38 AM  
1301 Edmund Dr W  
Appleton WI 54914  
United States



Dec 28, 2022 at 8:52:44 AM  
1301 Edmund Dr W  
Appleton WI 54914  
United States



Dec 23, 2022 at 8:57:07 AM

1300 Edmund Dr W

Appleton WI 54914

United States



Dec 28, 2022 at 9:10:10 AM  
1301 Edmund Dr W  
Appleton WI 54914  
United States



Dec 28, 2022 at 9:10:12 AM  
1301 Edmund Dr W  
Appleton WI 54914  
United States



Dec 28, 2022 at 9:11:47 AM

1300 Edmund Dr W

Appleton WI 54914

United States



Dec 28, 2022 at 9:11:50 AM  
1300 Edmund Dr W  
Appleton WI 54914  
United States





Pgm -AMS1145 Customer Request Sheet  
User-PADGETRR  
Wsid-PW03

Page- 1  
Date- 1/27/23  
Time- 8:35:04

Request - 227558 HASN'T SHOVELED YET THIS YEAR

Dept/Div- DPW SDW

Type- 1 SIDEWALKS

Sub type- 5 SNOW-WAITING FOR BILLING

Location-

Str addr- 1300 W EDMUND DR

Parcel- 31-5-4616-00 HOFFMAN ELIZABETH  
1300 W EDMUND DR APPLETON WI 54914

Rental- N

Requestor- ANONYMOUS

Phone #1 -  
Phone #2 -  
cell phon-  
fax phon-

needs wo -  
called back- 00/00/00

Assigned to- 4948 M SCOTT HART

-----  
Request notes-

12/20/22 IN ANOTHER SNOW EVENT, HOLD FOR 36 HOURS.  
12/21/22 IN ANOTHER SNOW EVENT, HOLD FOR 36 HOURS.  
12/28/22 NOT CLEAR; INSPECTOR SHOVEL/SALTED. PP  
1/12/23 ASSESSMENT \$118.50

----- Other calls at location -----

Date	Desc	Dept/Div	Requestor	Status	Request
01/26/23	SIDEWALK SNOW	DPW SDW	ANON	12:24:35 CLOSED	228196
01/24/23	SIDEWALK SNOW	DPW SDW	ANON	8:37:29 CLOSED	228137
01/23/23	NOT SHOVELING AT ALL	DPW SDW	ANONYMOUS	12:33:28 HELD	228122
12/27/22	NOT SHOVELING SIDEWALK	DPW SDW	ANONYMOUS	10:10:52 CLOSED	227657
12/27/22	SIDEWALK SNOW	DPW SDW	ANON	14:06:56 CLOSED	227667



“... 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 Lom, P.E., City Traffic Engineer  
**Date:** January 6, 2023  
**Re:** Possible 6-month evaluation for parking changes on Prospect Av (300W) & Fifth St (400W)

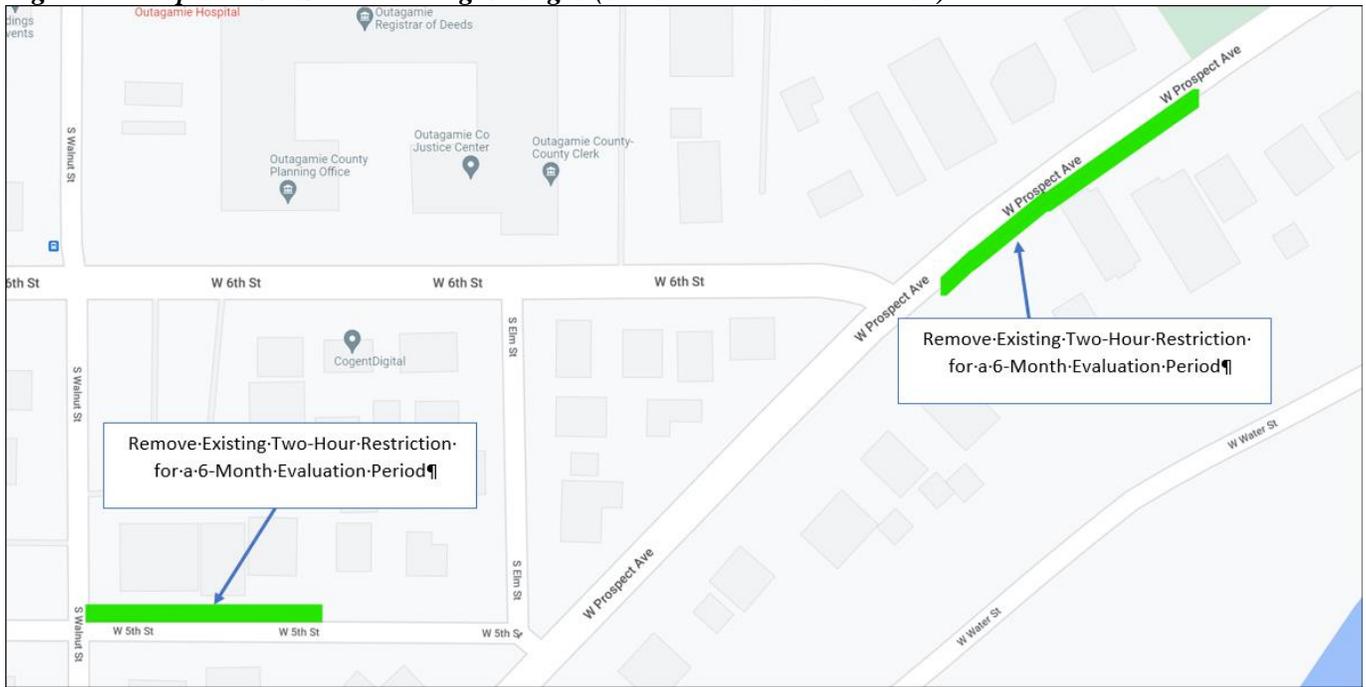
In response to concerns raised by Alderperson Kristin Alfheim and a number of her constituents, the City’s Traffic Section recently assessed the possibility of removing existing two-hour parking restrictions in the two locations described below (and shown in green on Figure 1):

1. The north side of Fifth Street (from Walnut Street to Elm Street): This block is 32 feet wide, which is typical of most residential streets in this area. The existing parking configuration consists of a *No Parking* restriction on the entire south side of the block and a two-hour restriction on most of the north side of the block. According to City records, the two-hour restriction on the north side was created in 2013 at the request of the neighborhood and the previous alderperson. We would not anticipate any public safety concerns if this restriction were eliminated.
2. The south side of Prospect Avenue, east of Sixth Street: This block is 52 feet wide. The existing configuration prohibits parking on the majority of both sides, with the exception of a ~280’ section on the south side which is posted with a two-hour restriction. According to City records, parking was restricted to two hours on the south side in 1980 in conjunction with a roadway reconstruction project. We would not anticipate any public safety concerns if this restriction were eliminated.

Based on the totality of the information, we are supportive of approving Alderperson Alfheim’s request for a six-month evaluation period to eliminate the two-hour restrictions discussed above. At the end of the evaluation period, we would conduct a review and make a recommendation, which would subsequently be brought to the Municipal Services Committee and Common Council for final action.

Letters were mailed to all affected properties advising them of this request and inviting comments and/or participation in the 2/6/23 Municipal Services Committee meeting.

**Figure 1: Proposed On-Street Parking Changes (6-Month Evaluation Period)**



Department of Public Works Inspections Division

Permit Summary Count YTD Comparison

01/01/23 Thru 01/31/23

Report Date: 2/1/2023



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

Permit Type	Year Issued	Permit Count	Total Estimated Cost	Total Receipt Amount
BUILDING	2022	47	16,747,826	44,613.08
	2023	48	6,596,922	31,081.59
		2.13 %	-60.61 %	-30.33 %
DISPLAY SIGN	2022	5	30,486	200.00
	2023	30	294,564	1,200.00
		500.00 %	866.23 %	500.00 %
ELECTRICAL	2022	53	1,175,609	10,461.10
	2023	55	896,076	6,996.61
		3.77 %	-23.78 %	-33.12 %
EROSION CNTL	2022	3		260.00
	2023	2		200.00
		-33.33 %	%	-23.08 %
HEATING	2022	87	694,458	6,789.07
	2023	59	388,100	4,827.16
		-32.18 %	-44.11 %	-28.90 %
PLAN REVIEW	2022	9		2,660.00
	2023	15		5,212.50
		66.67 %	%	95.96 %
PLUMBING	2022	61	514,189	4,113.00
	2023	44	346,175	2,946.00
		-27.87 %	-32.68 %	-28.37 %
SEWER	2022	30	242,150	3,821.00
	2023	15	99,717	1,612.00
		-50.00 %	-58.82 %	-57.81 %

Department of Public Works Inspections Division

Permit Summary Count YTD Comparison

01/01/23 Thru 01/31/23

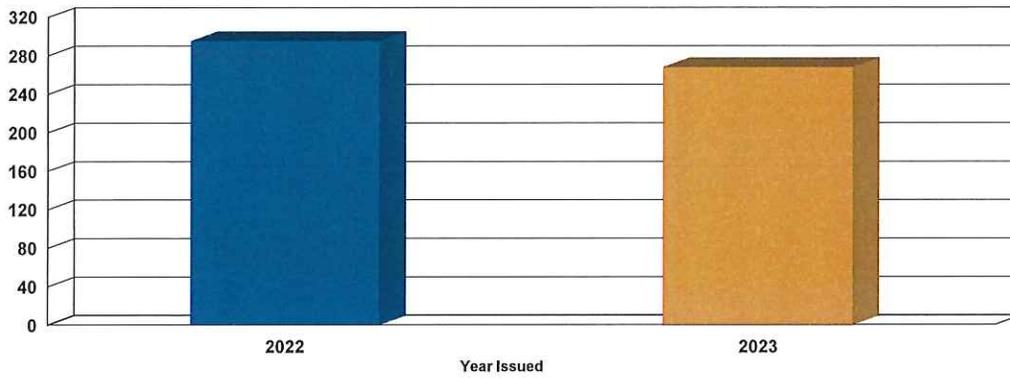
Report Date: 2/1/2023



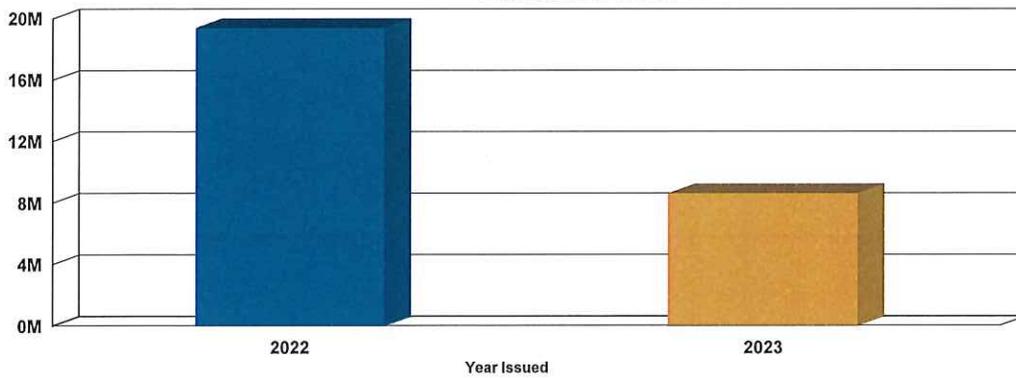
"...meeting community needs...enhancing quality of life."

	2022	2023
Permits	295	268
Estimated Cost	19,404,718.00	8,621,554.00
Receipt Amount	72,917.25	54,075.86

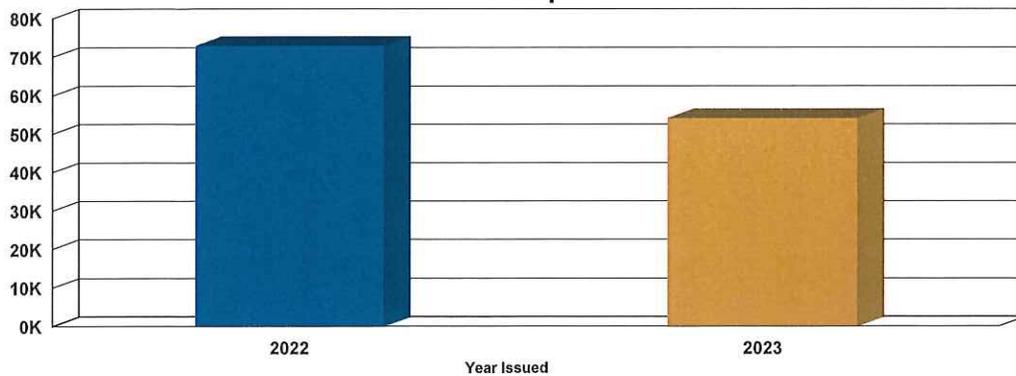
Number of Permits



Estimated Cost



Receipt Amount





**DEPARTMENT OF PUBLIC WORKS**

**100 North Appleton Street**

**Appleton, WI 54911**

**TEL (920) 832-6474**

**FAX (920) 832-6489**

**MEMO**

**To:** Municipal Services Committee  
**From:** Danielle Block, P.E. Director of Public Works  
**Date:** January 27, 2023  
**Re:** Status Update – Resolution #10-R-22 – Alternate Lawe Street Truck Route

---

Department of Public Works staff has reviewed and discussed various elements included in Resolution #10-R-22 submitted by Alderperson Meltzer, District 2 and Alderperson Del Toro, District 4.

As part of our analysis, we will explore removing the Truck Route designation from Lawe Street between College Avenue and Hancock Street and finding an alternate route for truck traffic to travel north and south. This analysis will occur at the early stages of the Lawe Street reconstruction design. The design of Lawe Street will be completed by an external consultant under the Wisconsin Department of Transportation STP-Urban BIL project 4984-24-74/75.

We anticipate the design project will be awarded to a consultant in the summer of 2023, with preliminary design beginning shortly thereafter. The analysis of the truck route will be a collaborative effort between City Staff and the selected design consultant.

We will report out at a future meeting in 2023 with our findings and recommendations.

Thank you.

**#10-R-22**  
**Alternate Lawe Street Truck Route**

*Date:* August 3, 2022

*Submitted By:* Ald. Meltzer, District 2, & Ald. Del Toro, District 4

*Referred To:* Department of Public Works

Whereas large commercial trucks on Lawe Street have long been a problem for the neighborhood both as a nuisance and a safety issue, causing damage to road conditions and home infrastructure; and

Whereas amenities, such as bike lanes, and safe walkable street crossings add value to neighborhoods, but inner city truck routes, impose a burden on neighborhoods; and

Whereas Lawe Street is scheduled for surface reconstruction in 2025, underground work in 2024, and design and planning 2023; and

Whereas large commercial truck traffic will have to be re-routed during the reconstruction work on Lawe Street, this provides an opportunity to make permanent changes as well as explore options to save on cost of materials;

THEREFORE BE IT RESOLVED that when the redesign comes up prior to Lawe Street's reconstruction, staff will explore removing the Truck Route designation from Lawe Street between College Avenue and Hancock Street, and finding an alternate route for truck traffic to travel north and south.

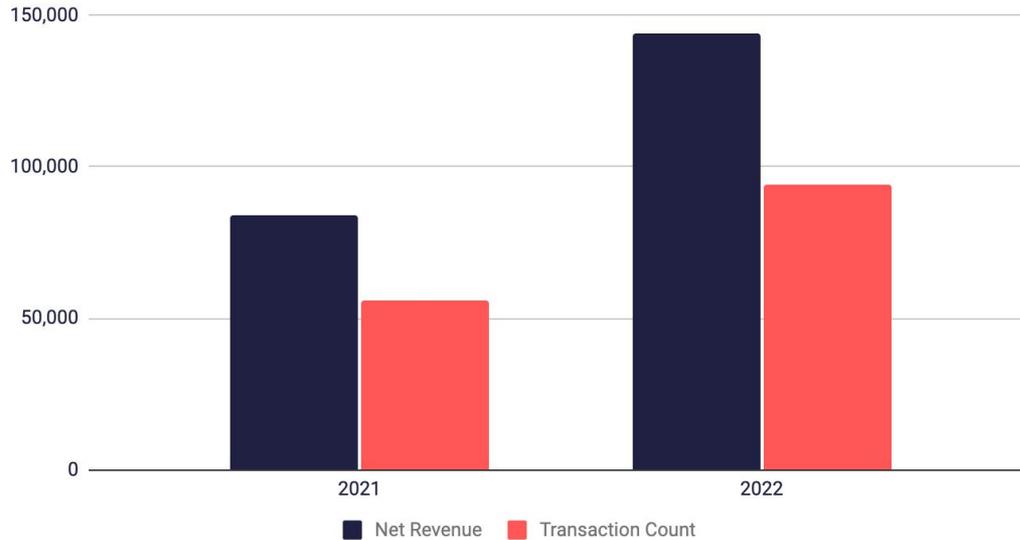


# 2022 Year in Review

Appleton, WI

# Parking Success: Year Over Year Review

Parking: Net Revenue and Transaction Count



2021

2022

55,693  
Total Transaction Count

93,951  
Total Transaction Count

\$84,178  
Total Parking Revenue

\$144,248  
Total Parking Revenue

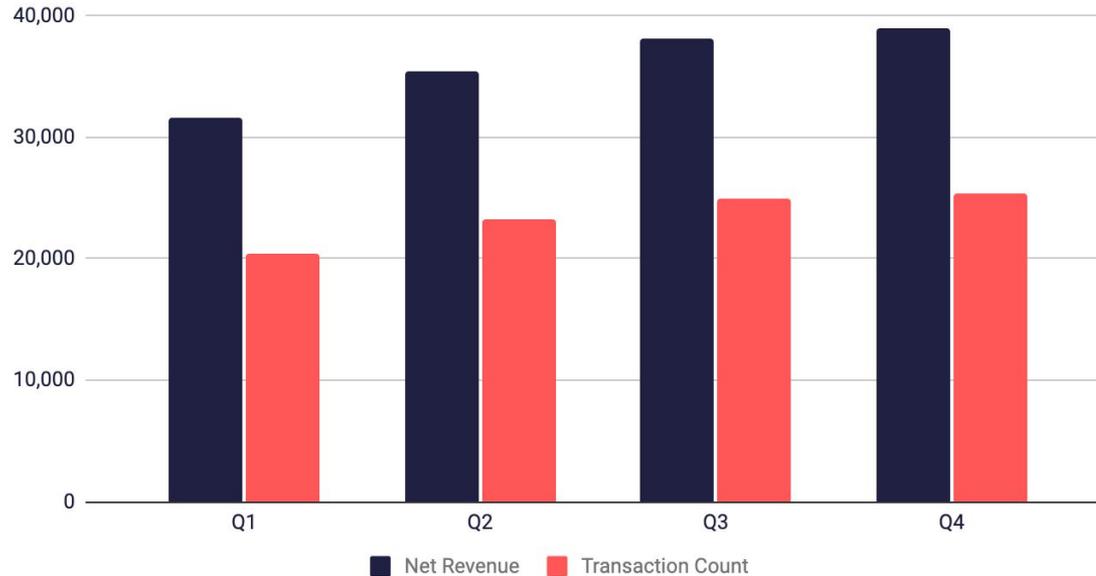
71%

Year over Year Change (Revenue)



# Parking Success: 2022 Quarterly Review

Parking: Net Revenue and Transaction Count



**Q4**  
Highest Net Revenue Quarter

**8%**  
Average Transaction Increase  
Quarter over Quarter



**Passport Benchmark**

Average Revenue Per  
Transaction  
**\$3.76**

**Variation**

**\$1.68**

**Analysis**

Average revenue per transaction can inform pricing policies to ensure pricing is optimized across your parking operation

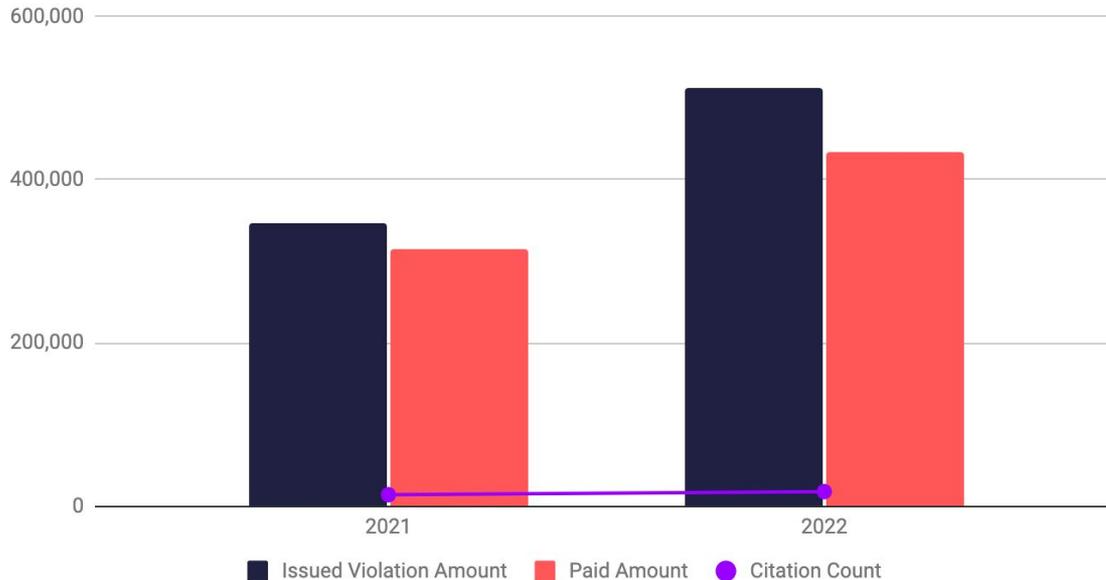
Average Duration  
Per Transaction  
**1hr 56 m**

**1h 44m**

Average duration per transaction can inform pricing policies to ensure turnover is reducing congestion and helping business

# Enforcement Success: Year Over Year Review

Citation Count, Issued Violation Amount and Paid Amount



2021

2022

13,806

Total Citations Issued

17,592

Total Citations Issued

\$314,403

Total Paid Citation Revenue

\$432,891

Total Paid Citation Revenue

91%

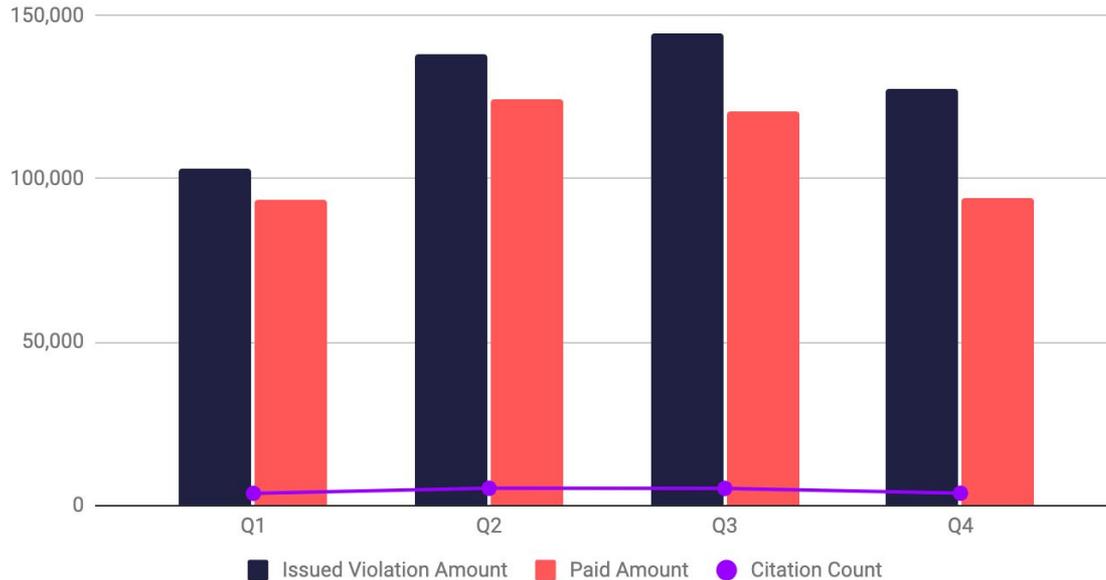
Paid Citation Yield

84%

Paid Citation Yield

# Enforcement Success: 2022 Quarterly Review

## Citation Count, Issued Violation Amount and Paid Amount



**Q2**  
Highest Paid Citation Revenue  
Quarter

**3%**  
Average Paid Citation Increase  
Quarter over Quarter

## Passport Benchmark

Collectable Citation  
Rate  
**93%**

**94%**

Collectable citation rate is the percentage of citations that aren't dismissed or voided and can be collected on

Citations Paid  
(90 Days)  
**72%**

**98%**

Percentage of citations paid within 90 days can help inform and optimize collections policies

Average Day To Paid  
**15**

**17**

Average day to paid can help determine escalation policies and influence efficiencies for collections

## Analysis

THANK YOU





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**MEMO**

**To:** Municipal Services Committee  
**From:** Danielle Block, P.E. Director of Public Works  
**Date:** February 1, 2023  
**Re:** Status Update – College Avenue Lane Reconfiguration

Information regarding the proposed lane reconfiguration for College Avenue has been uploaded to the City's website. The information can be found within the Public Work Department portion of the website: <https://www.appleton.org/government/public-works/project-information>. A quick link has also been added to the City's homepage for easy navigation. Listed below are the materials currently available:

**2023 College Avenue Lane Reconfiguration**

**Committee Materials:**

[Municipal Services Committee Public Presentation](#)  
[Project Display](#)

**Videos:**

4 to 3 lane conversion explanation <https://youtu.be/qC5gKfbWR48>  
AM Peak <https://youtu.be/ACmB1JnmeqY>  
PM Peak <https://youtu.be/oUkb87Q-iTQ>  
PM Peak College/Richmond <https://youtu.be/FAFErcXC8u4>  
PM Peak College/Richmond Sensitivity Check <https://youtu.be/wq6TF9iJDxY>

**Research:**

[US Department of Transportation Federal Highway Administration \(FHWA\) Roadway Reconfiguration Fact Sheet](#)  
[AARP Road Diets – A Livability Fact Sheet](#)  
[FHWA Road Diet FAQ](#)  
[FHWA Debunking Road Diet Myths](#)  
[FHWA Road Diets' Economic Impacts](#)

**Case Studies:**

[FHWA Road Diet Case Studies](#)  
[FHWA Success in Stewardship](#)  
[City of Seattle Department of Transportation Stone Way N Rechannelization: Before and After Study](#)

The College Avenue Lane Reconfiguration topic will be listed on the Municipal Services Committee Agenda for February 6<sup>th</sup> and 20<sup>th</sup>. Additional outreach with local business owners, stakeholders and community members will occur throughout the month of February.

Thank you.