



City of Appleton

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

Meeting Agenda - Final Municipal Services Committee

Monday, May 22, 2023

4:30 PM

Council Chambers, 6th Floor

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

[23-0595](#) Minutes from May 8, 2023

Attachments: [5-8-23 Meeting Minutes.pdf](#)

5. Public Hearing/Appealances

6. Action Items

[23-0586](#) Approve the three-party engineering design services contract between the City of Appleton, Wisconsin DOT and Ayres Associates Inc. for the design of Lawe Street (College Avenue to Wisconsin Ave). Compensation for authorized services for this contract shall not exceed \$439,934.38 with the WisDOT responsible for \$339,441 and the City responsible for \$100,493.38. Funding cap determined by the previously approved State/Municipal Agreement for a State-LET Urbanized Area STP-Urban Program Project.

Attachments: [Three Party Design Engineering Services Contract COA WisDOT Ayres 4984](#)

[23-0587](#) Approve the Local Highway Bridge Inspection Agreement between Outagamie County and City of Appleton to delineate local bridges that are the responsibility of the City to inspection in order to comply with the National Bridge Inspection Standards, Code of Federal Regulations Title 23, Part 650, Subpart C.

Attachments: [Local Bridge Inspection Agreement - City of Appleton.pdf](#)

[23-0588](#) Request from JoAnn Fidika at 1619 E. Pauline Street for a Terrace Occupancy Permit to keep an existing 3' fence in the street terrace along N. Wilmer Avenue.

Attachments: [2023.05.16 1619 Pauline Terrace Occupancy Permit.pdf](#)

[23-0589](#) Request from Mud & Prints for a Street Occupancy Permit to place overhead Edison lights above the sidewalk and beautification strip at 311 E. College Avenue.

Attachments: [2023.05.17 MudandPrints Permit to Occupy.pdf](#)

[23-0590](#) Request from Appleton Downtown Inc. for a street occupancy permit to host a Sidewalk Sale every third Friday from June to August 2023 (June 16, July 21, August 18, 2023) on the College Avenue beautification strip from 900 W. College Avenue to 300 E. College Avenue.

Attachments: [ADI Ltr to City re Permit to Occupy Downtown Creates Sidewalk Sale 5.18.23.pr](#)

[23-0592](#) Request from Appleton Downtown Inc. for a street occupancy permit to host a Sidewalk Sale on Friday, August 4, Saturday August 5 and Sunday August 6, 2023 from 10:00 am to 6:00 pm (during Mile of Music) on the College Avenue beautification strip from 900 W. College Avenue to 300 E. College Avenue.

Attachments: [ADI Ltr to City re Permit to Occupy MOM Sidewalk Sales 5.18.23.pdf](#)

[23-0593](#) Request from KJL Properties for a permanent street occupancy permit to allow trucks and trailers to occupy the western end of W. Reeve Street during loading and unloading for 1843 W. Reeve Street.

Attachments: [2023.05.18 1843 W Reeve Street Permanent Street Occupancy Permit.pdf](#)

7. Information Items

[23-0594](#) Glendale Avenue Maintenance Project

Attachments: [2023.05.17 Glendale Maintenance Memo.pdf](#)

8. 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.

**We are currently experiencing intermittent issues/outages with our audio/video equipment. Meeting live streams and recordings are operational but unreliable at times. This is due to delays in receiving necessary system hardware components. We continue to look for solutions in the interim and we hope to have these issues resolved soon.*



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Meeting Minutes - Final Municipal Services Committee

Monday, May 8, 2023

4:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Pledge of Allegiance

3. Roll call of membership

Present: 4 - Van Zeeland, Doran, Meltzer and Siebers

Excused: 1 - Alfheim

4. Approval of minutes from previous meeting

[23-0514](#)

Minutes from April 24, 2023.

Attachments: [Meeting Minutes 4-24-23.pdf](#)

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

Aye: 4 - Van Zeeland, Doran, Meltzer and Siebers

Excused: 1 - Alfheim

5. **Public Hearing/Appearances**

6. **Action Items**

[23-0412](#)

Anticipated Award of Unit CC-23 College Ave Lane Reconfiguration
Pavement Marking Contract. Held from April 24, 2023 meeting.
Memo to be distributed at meeting.

Attachments: [Unit CC-23 Memo.pdf](#)

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

Aye: 4 - Van Zeeland, Doran, Meltzer and Siebers

Excused: 1 - Alfheim

[23-0507](#)

Request from Rachel Coloma, 3320 N Lawe Street, to have her sidewalk snow removal assessment of \$75 waived.

Attachments: [Rachel Coloma - 3320 N Lawe Street Sidewalk Snow Removal Assessment.pdf](#)

Siebers moved, seconded by Doran, that the Report Action Item be recommended for denial. Roll Call. Motion carried by the following vote:

Aye: 3 - Van Zeeland, Doran and Siebers

Nay: 1 - Meltzer

Excused: 1 - Alfheim

[23-0508](#)

Approve request from Creative Downtown Appleton, Inc. and Appleton Downtown, Inc. to install a parklet on the north side of Washington Street (NW corner of Washington Street and Appleton Street) at parking stall #289 per the On-Street Parklet Policy.

Attachments: [CDA ADI Parklet Request 2023.pdf](#)

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

Aye: 4 - Van Zeeland, Doran, Meltzer and Siebers

Excused: 1 - Alfheim

7. Information Items

[23-0509](#)

Bird E-Scooter Monthly Report - April 2023.

Attachments: [April 2023 Bird Scooter Report.pdf](#)

[23-0510](#)

City of Appleton Parking Utility 2022 Annual Report.

Attachments: [2022 Parking Utility Annual Report.pdf](#)

[23-0511](#)

Parking Utility Monthly Revenue update for April 2023.

Attachments: [April 2023 YTD Parking Revenues.pdf](#)

[23-0513](#)

Inspections Division Permit Summary Comparison Report for April 2023.

Attachments: [April 2023 Inspections YTD Summary.pdf](#)

8. Adjournment

**Siebers moved, seconded by Meltzer, that the meeting be adjourned. Roll Call.
Motion carried by the following vote:**

Aye: 4 - Van Zeeland, Doran, Meltzer and Siebers

Excused: 1 - Alfheim

THREE PARTY DESIGN ENGINEERING SERVICES CONTRACT
SIGNATURE PAGES

ENGINEERING SERVICES CONTRACT

BETWEEN THE WISCONSIN DEPARTMENT OF TRANSPORTATION,

CITY OF APPLETON (MUNICIPALITY)

AND AYRES ASSOCIATES INC (CONSULTANT) FOR

Project ID 4984-24-74
C Appleton, Lawe Street
College Avenue to Wisconsin Ave
Local Street, Outagamie County

This CONTRACT made and entered into by and between the DEPARTMENT, MUNICIPALITY and the CONSULTANT provides for those SERVICES described in the Scope of Services and Special Provisions and is generally for the purpose of providing the SERVICES solicited by the MUNICIPALITY in the City of Appleton Engineering Notice of Interest (NOI) dated February 1, 2023 and for topographic survey, environmental analysis and documentation, design reports, utility coordination, agency coordination, preliminary and final roadway plans, and PS&E documents. This Qualification Based Selection was made based on the CONSULTANT'S Notice of Interest response and any interviews conducted.

The DEPARTMENT and MUNICIPALITY deem it advisable to engage the CONSULTANT to provide certain engineering SERVICES and has authority to contract for these SERVICES under sec. 84.01(13), Wis. Stats.

The DEPARTMENT REPRESENTATIVE is: Michael Cohen, PE; NE Region Project Manager; 944 Vanderperren Way, Green Bay, WI 54304; Michael.Cohen@dot.wi.gov; (920) 360-1476.

The MUNICIPALITY REPRESENTATIVE is: Mark A Lahay, PE; Assistant City Engineer; 100 N Appleton Street, Appleton, WI 54911; Mark.Lahay@Appleton.org; (920) 832-6486.

The CONSULTANT REPRESENTATIVE is: Troy Robillard, PE; Project Manager; 3376 Packerland Drive; Ashwaubenon, WI 54115; RobillardT@AyresAssociates.com; (920) 498-1200.

The CONSULTANT SERVICES will be performed for the DEPARTMENT's Northeast Region office located in Green Bay, WI and will be completed by May 1, 2026. Deliver PROJECT DOCUMENTS to 944 Vanderperren Way, Green Bay, WI 54304, unless other directions are given by the DEPARTMENT.

Compensation for all SERVICES provided by the CONSULTANT under the terms of the CONTRACT will be from the:

DEPARTMENT MUNICIPALITY

For topographic survey, environmental analysis and documentation, design reports, utility and agency coordination, preliminary and final roadway design and PS&E documents, actual costs to the CONSULTANT up to \$366,895.93, plus a fixed fee of \$23,994.46, not to exceed \$390,890.39.

For subsurface investigation subcontracted to ECS Midwest, LLC, the CONSULTANT'S actual cost to ECS Midwest, LLC not to exceed \$6,951.00 for units delivered based on their proposal dated March 24, 2023.

THREE PARTY DESIGN ENGINEERING SERVICES CONTRACT
SIGNATURE PAGES

Item Description	Quantity	Unit Type	Unit Cost Rate	Totals
Mobilization	1	Trip	\$525.00	\$525.00
Standard Penetration Test Borings (0' to 40')	80	Foot	\$18.00	\$1,440.00
Boring Abandonment	80	Foot	\$5.25	\$420.00
Pavement Patch	8	Each	\$77.00	\$616.00
Utility Clearance and Coordination	4	Hour	\$100.00	\$400.00
Traffic Control Signs and Cones	1	Day	\$110.00	\$110.00
Traffic Control 2-Person Flag Crew	1	Day	\$1,250.00	\$1,250.00
City of Appleton Street Excavation Permit Fee	1	Each	\$250.00	\$250.00
Laboratory Testing and Boring Log Preparation	6	Hour	\$65.00	\$390.00
Report Preparation – Staff Geotechnical Engineer	12	Hour	\$100.00	\$1,200.00
Report Preparation – Senior Geotechnical Engineer	2	Hour	\$175.00	\$350.00

For Archaeological and Historical investigations subcontracted to UWM Cultural Resource Management, the CONSULTANT'S actual cost to UWM Cultural Resource Management not to exceed \$32,912.99 based on their proposal dated March 23, 2023.

For title searches subcontracted to Dominion Title & Exchange Services, the CONSULTANT'S actual cost to Dominion Title & Exchange Services not to exceed \$9,180.00 for units delivered based on their proposal dated March 30, 2023.

Item Description	Quantity	Unit Type	Unit Cost Rate	Totals
100-year Title Search Report	12	Each	\$200.00	\$2,400.00
Standard Letter Reports	66	Each	\$85.00	\$5,610.00
Title Search Updates	78	Each	\$15.00	\$1,170.00

Compensation for all SERVICES provided by the CONSULTANT under the terms of the CONTRACT shall be for an amount not to exceed \$439,934.38.

The CONSULTANT does and will comply with the laws and regulations relating to the profession of engineering and will provide the desired engineering SERVICES.

This CONTRACT incorporates and the parties agree to all of the standard provisions of the Three Party Design Engineering Services Contract, dated July 1, 2015 and referenced in Procedure 8-15-1 of the State of Wisconsin Department of Transportation Facilities Development Manual. CONSULTANT acknowledges receipt of a copy of these standard provisions.

This CONTRACT incorporates all of the MANUALS defined in the CONTRACT.

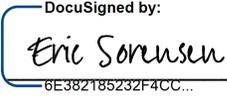
The parties also agree to all of the Special Provisions which are annexed and made a part of this CONTRACT, consisting of 8 pages.

THREE PARTY DESIGN ENGINEERING SERVICES CONTRACT
SIGNATURE PAGES

Nothing in this CONTRACT accords any third party beneficiary rights whatsoever on any non-party that may be enforced by any non-party to this contract.

For the CONSULTANT

For the DEPARTMENT

By:  _____
6E382185232F4CC...

By: _____

Title: Vice President _____

Contract Manager, WisDOT

Date: 08 May 2023 _____

Date: _____

For the MUNICIPALITY

By: _____

Title: Director of Public works _____

Date: _____

Project ID 4984-24-74
C Appleton, Lawe Street
College Avenue to Wisconsin Avenue
Local Street, Outagamie County

THREE PARTY DESIGN CONTRACT SPECIAL PROVISIONS

The following are recommended special provisions for the design contract to be inserted behind the standard provisions.

VI. SPECIAL PROVISIONS

SCOPE OF SERVICES

A. DESIGN REPORTS

(1) Other Reports:

Prepare the following engineering reports/analyses as directed by the MUNICIPALITY:

- Pavement Design Report as set forth in the MANUAL
- Stormwater Spreadsheets
- Design Study Report
- Transportation Management Plan, Type 2
- Soil Report

B. ENVIRONMENTAL DOCUMENTATION

Execute a disclosure statement as required by 40 CFR 1506.5(c).

Prepare a Categorical Exclusion Checklist (CEC) Environmental document for the PROJECT as specified in the MANUAL and Chapter TRANS 400, Wisconsin Administrative Code. Furnish the required number to the MUNICIPALITY for approval.

Prepare an environmental document that evaluates reasonable alternatives to the PROJECT and consider other reasonable actions or activities that may achieve the same or similar goals of the proposed highway PROJECT, including other or additional transportation alternatives and intermodal opportunities and the alternative of taking no action. Evaluate alternative courses of action based upon a balanced consideration of the environment, public comments, and the need for safe and efficient transportation consistent with local, state, and national environmental goals. Prepare environmental documents that are concise and emphasize significant environmental issues and plausible alternatives. Comply with requirements specified in the MANUAL and TRANS 400, Wisconsin Administrative Code. In the event of a conflict between the MANUAL and TRANS 400, Wisconsin Administrative Code, the administrative rule supersedes.

(1) Historical and Archaeological Surveys and Studies:

- (a) Identify the Area of Potential Effect for the PROJECT. Conduct a reconnaissance survey as specified in the MANUAL. Submit the results of the archaeological and historical reconnaissance and evaluation studies to the region project manager. Obtain recommendations from SHPO, the

historian and the Project Manager regarding historical/architectural reconnaissance surveys. Obtain recommendations from the archaeologist, Bureau of Environment and the Project Manager prior to conducting evaluation studies when further work is needed.

- (b) Prepare a report as required in the "Guidelines for Preparation of Formal Report on Archaeological Materials or Sites" in accordance with the MANUAL. Document the results of the reconnaissance survey for architecture/history using the "Architecture/History Survey Form".
- (2) Hazardous Materials/Contamination Assessments
- (a) Conduct a Phase I investigation for the PROJECT in accordance with the MANUAL.
 - (b) Obtain direction from the Project Manager and the Region environmental coordinator prior to conducting further evaluation studies when Phase 1 indicates further work is needed.
 - (c) The MUNICIPALITY acknowledges that the CONSULTANT is not, by virtue of this CONTRACT, the owner or generator of any waste materials generated as a result of the Hazardous Materials/ Contamination Assessments services performed by the CONSULTANT under this CONTRACT. Dispose of investigative waste in accordance with the MANUAL.
- (3) Native American Coordination
- (a) Prepare an email notification and submit to the DEPARTMENT for review and approval. The emails will be sent out by the DEPARTMENT.

C. AGENCY COORDINATION

- (1) Section 401 and 402 Certifications:
- Evaluate the effects of the PROJECT on water quality, in accordance with the provisions of the Clean Water Act and Chapter TRANS 400, Wisconsin Administrative Code and the MANUAL; and prepare the necessary application.
- (2) US Fish and Wildlife Service Coordination:
- (a) Coordinate with the US Fish and Wildlife Service for potential impacts to endangered and threatened species.

D. RAILROAD/ UTILITY INVOLVEMENTS

- (1) Utility Coordination
- Perform all utility coordination in accordance with:
- a) The WisDOT "Guide to Utility Coordination" for non-TRANS 220 projects.

- (2) Transmit final utility related documents to the DEPARTMENT a minimum of 30 days prior to the final PS&E submittal date. This submittal shall include the following information:
 - a) Utility Status Report
 - b) Utility related special provisions
 - c) Plans specific to utility related items, including general notes, plan and profile, cross sections, and bridge sheets.
 - d) One utility coordination meeting
 - e) All agreement documents, including any utility conveyances, lump sum agreement, and audit agreements.
 - f) Approved work plans by the MUNICIPALITY
- (3) The CONSULTANT will survey new utilities after their relocation and prior to construction, to confirm their moves matched their proposed work plans.
- (4) The CONSULTANT will perform a railroad crossing report, and coordinate the PROJECT improvements with CN Railroad and the DEPARTMENT.

E. PUBLIC INVOLVEMENT

- (1) Public Involvement Meetings:
 - (a) Conduct or assist the MUNICIPALITY in holding one public involvement meeting and explain to the public concepts and probable impacts of this PROJECT.
 - (b) Prepare all exhibits and supplementary handout material and provide the equipment necessary to conduct the public involvement meeting.
 - (c) Prepare a summary report after the public involvement meeting.
 - (d) Discuss with the MUNICIPALITY the comments received and recommend the possible disposition of these comments and suggestions after the public involvement meeting.
 - (e) Make all the necessary arrangements for scheduling the public involvement meeting and provide notices and press releases for the MUNICIPALITY'S use.
 - (f) Provide the MUNICIPALITY with copies of all public involvement correspondence and file notes.
 - (g) Coordinate meeting schedules with the MUNICIPALITY'S representative.
 - (h) Prepare a Public Involvement Plan (PIP) for the PROJECT.

- (i) Attend two Municipal Services Committee meetings for MUNICIPALITY's approval of the design at an approximate 30% design level.
- (2) Project Mailings:

The MUNICIPALITY shall provide a mailing list for the public involvement meeting. The CONSULTANT is responsible for sending out letters for the public involvement meeting.

F. MEETINGS

- (1) Hold an Operational Planning Meeting to discuss the organization and processing of the Services under this CONTRACT.
- (2) A 30%, 60% and 90% Review meeting shall be at the City of Appleton public works building with the MUNICIPALITY and the DEPARTMENT.
- (3) Two project coordination meetings are anticipated to be held with City of Appleton's staff to discuss project improvements.
- (4) Attend the pre-construction conference as scheduled by the DEPARTMENT.

G. SURVEYS

- (1) Perform full topographic survey in the following areas along the PROJECT:
 - a. Perform full topo for approximately 4,200 lineal feet of roadway along Lawe Street in the City of Appleton at 50-foot intervals going to the lesser of, 50 feet on either side of centerline of Lawe Street or to building faces, and 100 feet down the centerline of side streets.
 - b. Set a minimum of 4 horizontal control points using conventional methods and 8 vertical benchmarks with digital level.
 - c. Measure and dip all storm structures within topographical limits and one beyond if applicable.
- (2) Diggers Hotline will be used to have underground utilities located. These utilities will be surveyed at the flagged/painted locations. The CONSULTANT is not liable for errors performed by Diggers Hotline for the location of existing utilities.
- (3) The CONSULTANT will create a 360-degree view of the existing roadway, for documentation of pictures along the project corridor.

H. SOILS AND SUBSURFACE INVESTIGATIONS

- (1) Perform 8 borings to a depth of 10 feet below the existing grade, to determine the existing pavement structure, including base courses and shoulders, in order to determine quantities and qualities of materials available for project needs.
- (2) The CONSULTANT shall backfill all boreholes and monitoring wells per the April 20, 1992, guidelines titled "Wisconsin Department of Transportation Geotechnical Section - Drilled Borehole and Monitoring Well Abandonment Procedures". Spoil

material from boring samples shall be disposed of such that the surrounding environment is not adversely impacted, including any nearby streams.

- (3) Perform subsurface investigations to analyze project geotechnical concerns and provide full detailed recommendations. The soils shall be classified by pedological means to provide pavement design parameters.

I. ROAD PLANS

Section II C (9) in the Standard Provision of the CONTRACT is amended to include the following plans:

Pavement Marking, and Permanent Signing Plan
Pedestrian Detour
Vehicular Detour
Lighting Plans (College Ave to North Street)
Storm Sewer Plans (for inlets and laterals)

- (1) The CONSULTANT will do a storm sewer plan for inlets/leads/laterals along the project corridor. The MUNICIPALITY will be designing the storm sewer main, that will be replaced prior to construction.
- (2) The CONSULTANT will analyze existing street lighting levels along the PROJECT and give recommendations for lighting. The CONSULTANT shall design lighting plans for Lawe Street, between College Avenue and North Street.
- (3) The CONSULTANT will evaluate three different typical sections along Lawe Street, and pedestrian enhancements at the North Street and Washington Street intersections.
- (4) The CONSULTANT shall submit 30%, 60% and 90% plans to the DEPARTMENT and the MUNICIPALITY for review and comment. Included in each of the plan submittals will be an estimated project cost and an estimate of the road builders' quantities.

J. TRANSPORTATION PROJECT PLATS

- (1) The CONSULTANT shall prepare a transportation project plat for the PROJECT in accordance with the MANUAL. The plat is estimated to be 12 fee parcels, 66 TLE's and confined to five transportation project plat sheets and/or temporary limited easement (TLE) exhibits, and one plat title sheet.
 - (a) Prepare the transportation project plat sheet showing coordinates on all section corners and on all main line and side road survey line/reference line PI's.
 - (b) All coordinate information will be referenced to the Wisconsin County Coordinate Reference System (English) NAD 1983, (2011) adjustment.
 - (c) Show all newly monumented right-of-way points and reestablished right-of-way points with the size and kind noted (e.x. 1" I.P.) in accordance with the MANUALS.

- (d) Show all recovered monuments with the size and kind noted in accordance with the MANUALS.
 - (e) Note on the plat existing property lines along with CSM's, subdivisions, assessor plats, county plats, and condominium plats, plats of survey and other surveys of record.
 - (f) Assign a note or table to transportation project plat to include the historical basis for dimensioning the existing highway right-of-way; include intersecting roads.
 - (g) Show the bearing and distance along the section line to the adjacent quarter corner or section corner whenever the mainline reference line and the right-of-way lines cross a section line. Note on the plat the type and coordinates of the section corner.
- (2) The CONSULTANT will provide up to 12 full title searches, and 12 title updates. In addition, the CONSULTANT will provide up to 66 current deed of record with utilities for TLE parcels.
 - (3) Provide right-of-way descriptions for all individual parcels of land and interests to be acquired as right-of-way for the PROJECT. Write descriptions in accordance with the MANUALS.
 - (4) The CONSULTANT shall temporary stake proposed right of way for appraisals, and monument the new right-of-way points with a 1" by 24" iron pipe, as depicted on the transportation project plat, prior to construction.
 - (5) The CONSULTANT shall be responsible for all revisions to the transportation project plat and right-of-way descriptions, unless specifically excluded by the CONTRACT. All amendments or revisions to the recorded transportation project plat shall be made in accordance with the transportation project plat guidelines.

K. TRAFFIC

- (1) The CONSULTANT will collect 12-hour vehicle turning movement counts at the following locations:
 - Lawe Street & College Avenue
 - Lawe Street & Wisconsin Avenue
- (2) CONSULTANT will perform a project crash review of the PROJECT corridor.
- (3) CONSULTANT will perform operational analysis for the following:
 - Lane assignment of Lawe Street approaching College Avenue. This includes analyzing southbound queuing for determining turn bay lengths and analyze the cross-section with or without dedicated bike lanes.
 - South of Wisconsin Avenue, analyze the southbound 2 lane to 1 lane transition through the existing S-curve. Analysis will include lane assignment of southbound Meade Street at Wisconsin Avenue, and an

option to relocate E Summer St to intersect Lawe St at a 90-degree angle.

L. SERVICES PROVIDED BY THE MUNICIPALITY

The MUNICIPALITY will provide to the CONSULTANT the following for the PROJECT:

- (1) As-built plans, if available
- (2) Publish the press release and provide the mailing list for the public involvement meeting
- (3) Traffic control for soil boring operations.
- (4) Traffic forecasts through ECWRPC
- (5) Traffic signal timings

PROSECUTION AND PROGRESS

- (1) The MUNICIPALITY shall report on the progress of the PROJECT as stipulated in the contract agreement. Standard benchmarks, consistent with DEPARTMENT'S internal staff benchmarks, will be reported monthly to the DEPARTMENT. The actual start, projected or actual finish date, and percent of work complete will be included for all relevant benchmarks on any project report required for delivery to DEPARTMENT staff. The report can be delivered in electronic format consistent with current DEPARTMENT standards (Microsoft Project), or on paper.
- (2) The CONSULTANT proposes to sublet these services to
 - Engineering Consulting Services (ECS) for soils investigation
 - University of Milwaukee – Cultural Resource Management for historical and archaeological surveys
 - Dominion Title & Exchange Services for title searches
- (3) The following items of work will be completed and submitted to the MUNICIPALITY by the indicated dates, if CONSULTANT has received the Notice to Proceed by June 1, 2023.

Report Title	Date
Survey	6/2023
Operational Planning Meeting	8/2023
30% Plans	12/2023
Section 106 submittal	1/2024
Public Involvement Meeting	3/2024
Environment Document Submittal	5/2024
Design Study Report Submittal	7/2024
60% Plans	7/2024
Preliminary Plat	8/2024
Final Plat	10/2024
90% Plans	4/2025
Finals PS&E Submittal	8/1/2025
LET date	12/9/2025
Preconstruction Meeting	4/2026

Certificate Of Completion

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Subject: Complete with DocuSign: 49842474-1400045926-202305-C.pdf	
Source Envelope:	
Document Pages: 11	Signatures: 1
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Brenda Veeseer
Time Zone: (UTC-06:00) Central Time (US & Canada)	4822 Madison Yards Way
	Madison, WI 53705
	brenda.veeser@dot.wi.gov
	IP Address: 165.189.255.43

Record Tracking

Status: Original	Holder: Brenda Veeseer	Location: DocuSign
5/8/2023 7:25:01 AM	brenda.veeser@dot.wi.gov	
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Wisconsin Department of Transportation	Location: DocuSign

Signer Events

Eric Sorensen
sorensene@ayresassociates.com
Vice President
Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:

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Signature Adoption: Pre-selected Style
Using IP Address: 184.105.30.18

Timestamp

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Viewed: 5/8/2023 8:23:59 AM
Signed: 5/8/2023 8:32:37 AM

Electronic Record and Signature Disclosure:

Accepted: 5/8/2023 8:23:59 AM
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Danielle Block
danielle.block@appleton.org
Director of Public Works
Security Level: Email, Account Authentication (None)

Sent: 5/8/2023 8:32:39 AM
Viewed: 5/8/2023 9:23:15 AM

Electronic Record and Signature Disclosure:

Accepted: 5/8/2023 9:23:15 AM
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CAU Consultant SG

Signing Group: CAU Consultant SG
Security Level: Email, Account Authentication (None)

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure		
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ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Wisconsin Department of Transportation (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through your DocuSign, Inc. (DocuSign) Express user account. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the 'I agree' button at the bottom of this document.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. For such copies, as long as you are an authorized user of the DocuSign system you will have the ability to download and print any documents we send to you through your DocuSign user account for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign 'Withdraw Consent' form on the signing page of your DocuSign account. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use your DocuSign Express user account to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through your DocuSign user account all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Wisconsin Department of Transportation:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: david.esse@dot.wi.gov

To advise Wisconsin Department of Transportation of your new e-mail address

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at david.esse@dot.wi.gov and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

In addition, you must notify DocuSign, Inc to arrange for your new email address to be reflected in your DocuSign account by following the process for changing e-mail in DocuSign.

To request paper copies from Wisconsin Department of Transportation

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an e-mail to david.esse@dot.wi.gov and in the body of such request you must state your e-mail address, full name, US Postal address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Wisconsin Department of Transportation

To inform us that you no longer want to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your DocuSign account, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an e-mail to david.esse@dot.wi.gov and in the body of such request you must state your e-mail, full name, IS Postal Address, telephone number, and account number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

Operating Systems:	Windows2000? or WindowsXP?
Browsers (for SENDERS):	Internet Explorer 6.0? or above
Browsers (for SIGNERS):	Internet Explorer 6.0?, Mozilla FireFox 1.0, NetScape 7.2 (or above)
Email:	Access to a valid email account
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	<ul style="list-style-type: none"> •Allow per session cookies •Users accessing the internet behind a Proxy Server must enable HTTP 1.1 settings via proxy connection

** These minimum requirements are subject to change. If these requirements change, we will provide you with an email message at the email address we have on file for you at that time providing you with the revised hardware and software requirements, at which time you will have the right to withdraw your consent.

Acknowledging your access and consent to receive materials electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the 'I agree' button below.

By checking the 'I Agree' box, I confirm that:

- I can access and read this Electronic CONSENT TO ELECTRONIC RECEIPT OF ELECTRONIC RECORD AND SIGNATURE DISCLOSURES document; and
- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and
- Until or unless I notify Wisconsin Department of Transportation as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by Wisconsin Department of Transportation during the course of my relationship with you.

**BRIDGE INSPECTION AGREEMENT BETWEEN
OUTAGAMIE COUNTY
AND
CITY OF APPLETON**

THIS AGREEMENT, made and entered into by and between the City of Appleton, hereinafter referred to as the CITY, and the Outagamie County Highway Department, hereinafter referred to as the COUNTY regarding the National Bridge Inspection Standards (NBIS) responsibilities.

WITNESSETH:

WHEREAS, the COUNTY is responsible for the inspection of all local highway bridges including county and municipality (city, villages, townships, etc.) highways, roadways, and streets,

WHEREAS, the CITY is the owner of local highway bridges on CITY roads or streets within their jurisdiction,

WHEREAS, the Wisconsin SIM and NBIS sets forth standards, methods and procedures that enable local highway bridge owners to comply with the NBIS,

WHEREAS, bridge inspections are requirement of the NBIS and the SIM, and

WHEREAS, the parties wish to enter into this agreement to establish uniform bridge inspection guidelines in accordance with NBIS.

NOW THEREFORE, in consideration of these facts and the promises of the parties, the parties hereto agree as follows:

SECTION 1: DEFINITIONS

Wherever in this agreement the following terms are used, they will have the meaning here given:

CITY means a Wisconsin municipality with jurisdiction over local highway bridges.

FHWA means the Federal Highway Administration.

LOCAL HIGHWAY BRIDGES mean those bridges within the corporate limits of the City of Appleton as identified in Exhibit 1 and Exhibit 2 attached hereto and incorporated herein by reference.

NBIS means the National Bridge Inspection Standards, Code of Federal Regulations Title 23, Part 650, Subpart C.

SIM means the Wisconsin Structures Inspection Manual.

HSIS means WisDOT's Highway Structures Inventory System.

SECTION 2: PURPOSE

The purpose of this agreement is to define the CITY's responsibilities in complying with the NBIS, which, in part requires that every bridge have a safety inspection completed on specific intervals.

**BRIDGE INSPECTION AGREEMENT BETWEEN
OUTAGAMIE COUNTY
AND
CITY OF APPLETON**

SECTION 3: SCOPE OF LOCAL HIGHWAY BRIDGE OWNER RESPONSIBILITIES AND SCHEDULE FOR COMPLETION

1. Bridge Safety Inspection

All local highway bridges shall be inspected by the CITY or their consultant in compliance with the procedures set forth in the SIM manual. This requires in part, that each type of required inspection is completed by a WisDOT certified bridge inspection Team Leader with the required training for the inspection type; the inspections be completed within the specified inspection time interval for each given bridge; and the reports to be submitted in WisDOT's HSIS following the procedures and timeframes set out in the SIM. Inspections will periodically undergo a Quality Control check by the COUNTY Program Manager.

2. Bridge Inspection Activities

All local highway bridges requiring special inspection activity types shall be completed by the CITY or their consultant in compliance with the procedures in the SIM manual.

SECTION 4: COUNTY RESPONSIBILITIES

- 1. The COUNTY will periodically perform Quality Control checks by the COUNTY inspection Program Manager.**

IN WITNESS WHEREOF, the CITY and the COUNTY hereto have caused this agreement to be executed by their proper officials thereunto duly authorized as of the dates below indicated.

EXECUTED by the CITY this _____ day of _____, 2023.

Name

Title

EXECUTED by the COUNTY this _____ day of _____, 2023.

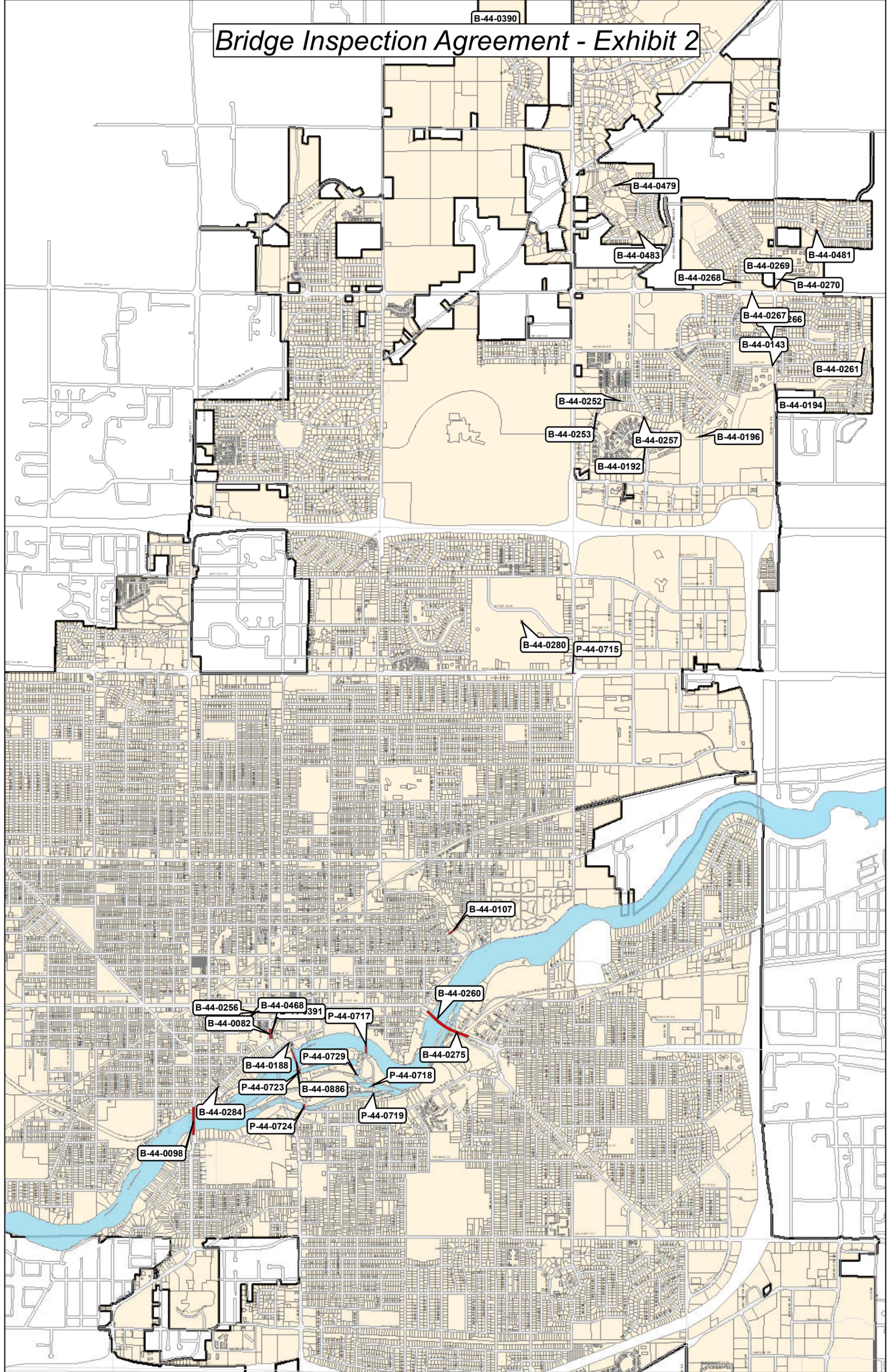
Name

Title

EXHIBIT 1

sid	city no.	on	under
B440082	17	APPLETON ST SBL	JONES PARK RD
B440098	1	STH 47-MEMORIAL DR	FOX RIVER
B440107	13	PACIFIC ST	PEABODY PARK ROAD
B440143	24	Glory Lane	French Road Ditch
B440188	2	OLDE ONEIDA ST	NORTH MILLRACE
B440192	30	LIGHTNING DRIVE	AAL Tributary
B440194	21	FRENCH ROAD	APPLE CREEK
B440196	35	PROVIDENCE RD	APPLE CREEK
B440252	29	GLENHURST LANE (East)	TRIBUTARY TO APPLE CREEK
B440253	28	GLENHURST LANE (West)	TRIBUTARY TO APPLE CREEK
B440256	19	PEDESTRIAN WALKWAY	SUPERIOR STREET
B440257	25	LIGHTNING DRIVE	Apple Creek
B440260	12	COLLEGE AVE	FOX RIVER
B440261	31	Cherryvale Avenue	Apple Creek
B440266	32	ASHBURY DRIVE	French Rd Swale
B440267	34	CTH JJ	Apple Creek
B440268	22	PROVIDENCE AVE	APPLE CREEK CHANNEL
B440269	21	FRENCH ROAD	Apple Creek Channel
B440270	37	SALM RD	APPLE CREEK CHANNEL
B440275	11	BANTA CT	FOX RIVER POWER CANAL
B440280	38	Memorial Park Walkway	Apple Creek
B440284	14	PROSPECT AVE	JACKMAN ST
B440390	33	WERNER RD	UNNAMED STREAM
B440391	17	Appleton Street	Entrance to Jones Park
B440468	40	PEDESTRIAN BRIDGE	LAWRENCE ST
B440479	44	OSPREY LANE	APPLE CREEK
B440481	47	Rubyred Drive	Apple Creek Northeast
B440483	48	E Harrier Lane	Apple Creek
B440886	3	OLDE ONEIDA ST	FOX RIVER
P440715	42	CTH E BALLARD RD	DRAINAGE WAY
P440717	8	LAWE ST	FOX RIVER
P440718	9	LAWE ST	POWER CANAL
P440719	10	LAWE ST	NAVIGATION CANAL
P440723	4	OLDE ONEIDA ST	SOUTH CANAL
P440724	5	OLDE ONEIDA ST	NAVIGATION CANAL
P440729	7	S ISLAND ST	Power Canal

Bridge Inspection Agreement - Exhibit 2





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: May 17, 2023
Re: 1619 Pauline Street – Terrace Occupancy Permit

The resident at 1619 E. Pauline Street has applied for a Terrace Occupancy Permit to allow for an existing private 3' fence to remain in the right-of-way/street terrace. See the attached site photo.

The recently updated City Street Terrace Policy allows requests to be made for consideration by the Municipal Services Committee and Common Council. Any approved terrace occupancy permits require insurance and payment of an annual terrace occupancy permit fee, which is valid until December 31 of the year it is issued.

Staff recommends approval of the Terrace Occupancy Permit. All required documentation has been submitted by the resident.



PERMIT TO OCCUPY THE PUBLIC RIGHT-OF-WAY

Permit #: Effective Date: 5/15/23 Expiration Date: Fee: 40.00 Paid (yes or no):

Rev. 04-10-15

Applicant Information

Name (print): Jo Ann Fidika Company: Address: 1619 E. Pauline St. Telephone: 920-574-0471 FAX: Appleton, WI e-mail: zorrafid@gmail.com Applicant Signature: [Signature] Date: 5/15/23

Occupancy Information

General Description: 3' fence in set back Street Address: Tax Key No.: 31-1-2375-00 - or- Street: From: To: Multiple Streets:

(Department use only)

Table with columns: Occupancy Type, Sub-Type, Location. Includes checkboxes for Permanent, Temporary, Amenity/Annual, Blanket/Annual, Block Party, Sandwich Board, Tables/Chairs, Dumpster, POD/Container, Obstruction/Other, Sidewalk, Terrace, Roadway.

Additional Requirements

Plan/Sketch Certificate of Insurance OR Waiver Bond Other:

Traffic Control Requirements

Type of Street: Proposed Traffic Control: City Manual Page(s) State Manual Page(s) Other (attach plan) Approved by: Date: Contact Traffic Division (832-2379) 1 business day prior to any lane closure, or 2 business days prior to a full road closure. Additional Requirements:

This permit approval is subject to the following conditions:

- 1. Permittee is responsible to obtain any further permits that may be required as part of this occupancy. 2. Permittee shall adhere to any plan(s) that were submitted to the City of Appleton as part of this application. 3. This permit is subject to IMMEDIATE REVOCATION and/or issuance of a MUNICIPAL CITATION if conditions of the permit are not met. 4. This permit is subject to IMMEDIATE REVOCATION if unfavorable traffic conditions develop during the period the occupancy is permitted. 5. 6.

This permit is issued to the applicant upon payment of the permit fee and is expressly limited to the location and type described herein. The applicant, in exchange for receiving this permit, warrants that all street occupancies will be performed in conformity to City ordinances, standards and policies, be properly barricaded and lighted, and be performed in a safe manner.

The Grantee shall guarantee at their expense, the repair or replacement of pavement, sidewalk and any other facilities within the public right-of-way damaged or destroyed by the Grantee or any sub-contractor working for them.

APPROVED BY: (Department of Public Works) DATE:





PERMIT TO OCCUPY THE PUBLIC RIGHT-OF-WAY

Permit #: _____
 Effective Date: _____
 Expiration Date: _____
 Fee: _____
 Paid (yes or no): _____

Rev. 04-10-15

Applicant Information

Name (print): Linda Schwager Company: Mud and Prints Inc
 Address: 311 E. College Ave Telephone: 920-277-1599 FAX: _____
Appleton e-mail: linda@mudandprints.com
 Applicant Signature: [Signature] Date: 5/18/23

Occupancy Information

General Description: lights overhead - solar, at least 10' above sidewalk
at east building corner across sidewalk; amenity strip attached to city-owned light pole
 and rack:
 Street Address: 311 E. College Ave Tax Key No.: #1854013
 - or -
 Street: _____ From: June To: Oct
 Multiple Streets: _____

(Department use only)

Occupancy Type

- Permanent (\$40)
- Temporary - max. 35 days (\$40)
- Amenity/Annual (\$40)
- Blanket/Annual (\$250)
- Block Party (\$15)

Sub-Type

- Sandwich Board
- Tables / Chairs
- Dumpster
- POD / Container
- Obstruction / Other

Location

- Sidewalk over head
- Terrace
- Roadway

Additional Requirements

- Plan/Sketch
- Certificate of Insurance
- Bond
- Other: _____

Traffic Control Requirements

N/A

Type of Street: _____ Proposed Traffic Control: _____

- Arterial/CBD
- Collector
- Local
- City Manual Page(s)
- State Manual Page(s)
- Other (attach plan)

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

Additional Requirements: _____

Approved by: _____

Date: _____

This permit approval is subject to the following conditions:

1. Permittee is responsible to obtain any further permits that may be required as part of this occupancy.
2. Permittee shall adhere to any plan(s) that were submitted to the City of Appleton as part of this application.
3. This permit is subject to IMMEDIATE REVOCATION and/or issuance of a MUNICIPAL CITATION if conditions of the permit are not met.
4. This permit is subject to IMMEDIATE REVOCATION if unfavorable traffic conditions develop during the period the occupancy is permitted.
5. _____
6. _____

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

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

APPROVED BY: _____

(Department of Public Works)

DATE: _____

May 18, 2023

Danielle L. Block
City Of Appleton
100 N. Appleton Street
Appleton, WI 54911

Dear Ms. Block,

Appleton Downtown, Inc., along with Creative Downtown Appleton, Inc., would like to host a sidewalk sale again this year during Downtown Creates on every third Friday from June through August 2023. The dates for these events are:

- Friday, June 16, 2023
- Friday, July 21, 2023
- Friday, August 18, 2023

We are requesting a Sidewalk Occupancy Permit to cover the amenity strip from 900 W. College Avenue through 300 E. College Avenue. Stores will set up in the amenity strip beginning at 10:00 a.m. and will remove goods and supplies shortly after 8:00 p.m. We will not require any street closures for the sidewalk sales.

Thank you for your consideration.

Sincerely,



Meghan Petters
Administrative & Events Assistant
Appleton Downtown, Inc.

May 18, 2023

Danielle L. Block
City Of Appleton
100 N. Appleton Street
Appleton, WI 54911

Dear Ms. Block,

At the request of Willems Marketing, Mile of Music and the downtown businesses, Appleton Downtown Inc., along with Creative Downtown Appleton Inc., would like to host a sidewalk sale again this year, during Mile 10 on:

- Friday, August 4, 2023
- Saturday, August 5, 2023
- Sunday, August 6, 2023

We are requesting a Sidewalk Occupancy Permit to cover the amenity strip from 900 W. College Avenue through 300 E. College Avenue. Stores will set up in the amenity strip beginning at 10:00 a.m. and will remove goods and supplies shortly after 6:00 p.m. We will not require any street closures for the sidewalk sales.

Thank you for your consideration.

Sincerely,



Meghan Petters
Administrative & Events Assistant
Appleton Downtown, Inc.



PERMIT TO OCCUPY THE PUBLIC RIGHT-OF-WAY

Permit #: _____
 Effective Date: 5/12/23
 Expiration Date: _____
 Fee: 40.00
 Paid (yes or no): yes

Rev. 04-10-15

Applicant Information

Name (print): Lee Robbert Company: KJL Properties
 Address: 2601 W. Second St. Telephone: 920-954-0466 FAX: 920-954-9158
Appleton, WI 54914 e-mail: lrobbertepelletamerica.com
 Applicant Signature: [Signature] Date: 5-11-23

Occupancy Information

General Description: Warehousing, Tenents Recycling, move dock down
 Street Address: 1843 W. Reeve St. Appleton, WI 54914 Tax Key No.: 315146202
 - or -
 Street: _____ From: _____ To: _____
 Multiple Streets: _____

(Department use only)

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

Additional Requirements

Plan/Sketch Certificate of Insurance Bond
 Other: _____

Traffic Control Requirements

Type of Street: Arterial/CBD Collector Local
 Proposed Traffic Control: City Manual Page(s) _____
 State Manual Page(s) _____
 Other (attach plan)
 N/A Contact Traffic Division (832-2379) 1 business day prior to any lane closure, or 2 business days prior to a full road closure.
 Additional Requirements: _____

Approved by: _____

Date: _____

This permit approval is subject to the following conditions:

1. Permittee is responsible to obtain any further permits that may be required as part of this occupancy.
2. Permittee shall adhere to any plan(s) that were submitted to the City of Appleton as part of this application.
3. This permit is subject to IMMEDIATE REVOCATION and/or issuance of a MUNICIPAL CITATION if conditions of the permit are not met.
4. This permit is subject to IMMEDIATE REVOCATION if unfavorable traffic conditions develop during the period the occupancy is permitted.
5. _____
6. _____

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

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

APPROVED BY: _____

(Department of Public Works)

DATE: _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/17/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER R & R Insurance Services, Inc N14 W23900 Stone Ridge Drive Waukesha WI 53188	CONTACT NAME: Patricia Selle
	PHONE (A/C, No, Ext): (920) 931-3267 FAX (A/C, No): (920) 931-3267
INSURED Pellet America Corporation 2601 W 2nd St Appleton WI 54914-4414	E-MAIL ADDRESS: Patti.Selle@rrins.com
	INSURER(S) AFFORDING COVERAGE INSURER A: Encova Insurance NAIC # 13331 INSURER B: First Dakota Indemnity Company 10351 INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES

CERTIFICATE NUMBER: 22/23

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			5000501932 AI PNC #CG2001 (04-13) Blkt AI #CGWVG0031 (08-17) Blkt WOS #CGWVN0003 (11-18)	5/15/2022	5/15/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			5000501932 Blkt AI #CACWVG0014 (04-17) Blkt WOS #CACWVG0007 (04-17)	5/15/2022	5/15/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Underinsured motorist combined sir \$ 1,000,000
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			5000517099	5/15/2022	5/15/2023	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WC020-0063884-2022A Marlyn Robbert is excluded.	5/15/2022	5/15/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

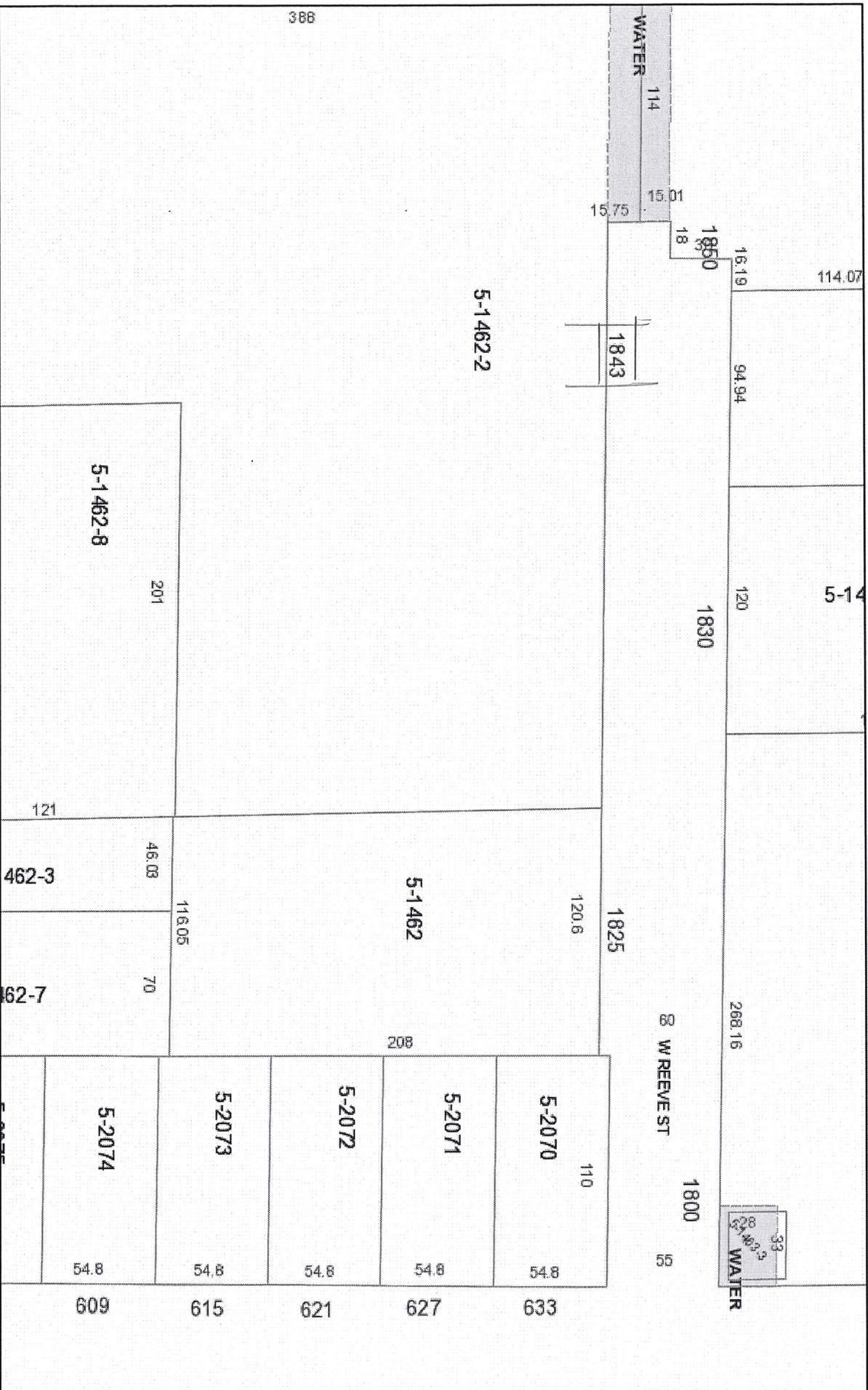
CERTIFICATE HOLDER

CANCELLATION

City of Appleton 100 North Appleton St Appleton, WI 54911	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Anthony Sartori/PV731
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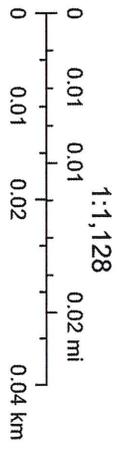
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ArcGIS Web Map



5/18/2023, 8:59:42 AM

-  City Limits
-  City Parcels
-  Easements

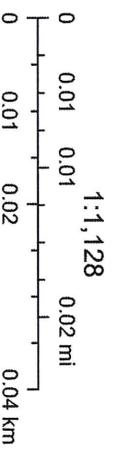


ArcGIS Web Map



5/18/2023, 9:06:01 AM

-  City Limits
-  City Parcels
-  Easements





DEPARTMENT OF PUBLIC WORKS

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MEMO

To: Municipal Services Committee
From: Danielle Block, P.E. Director of Public Works
Date: May 17, 2023
Re: Maintenance – Asphalt Resurfacing – Glendale Avenue (Meade Street to Ballard Road)

DPW Engineering staff has evaluated the 2023 asphalt bid prices and scope of work for the program year. Pricing for asphalt material came in under the engineering estimates for the 2023 asphalt surface work. With this pricing, there are projected available funds within the 4240 account estimated at \$295,000. The Department continues to meet the need and scoped asphalt projects for 2023, but has identified available funds to complete additional asphalt maintenance during the 2023 construction season.

Priority Asphalt Maintenance Project:

Glendale Avenue from Meade Street to Ballard Road is in need of immediate repair. The total reconstruction of Glendale Avenue is programmed for complete concrete reconstruction in 2029 (assuming funding is available). The total reconstruction project scope is extensive, and staff identified that more immediate attention to the Glendale Avenue corridor is necessary.

Prior to complete concrete reconstruction, staff is recommending a mill and overlay of Glendale Avenue from Meade Street to Ballard Road. More specifically, the existing asphalt surface will be milled down 1.5” and replaced with a 1.5” mat of new asphalt. The mill and overlay will occur on the entire width of the roadway. The majority of this maintenance project will be completed in-house by the Street Division. The total reconstruction of Glendale will remain in the Capital Improvement Plan, this maintenance project is intended to extend the service life of the roadway and provide an acceptable driving surface up until total reconstruction.

The cost of the project is estimated at \$155,000. There are existing funds allocated to asphalt in the 4240 account to cover the cost of this maintenance project plus contingencies. No budget adjustment or modifications are required to move forward with this maintenance work. Staff will begin planning for construction and scheduling the work. Notification to local residents will occur prior to the start of construction with an estimated timeline.

Please reach out to Danielle Block, Director of Public Works if you have any questions on the proposed maintenance project scope.