



City of Appleton

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

Meeting Agenda - Final Municipal Services Committee

Monday, February 12, 2024

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

[24-0148](#) Minutes from 01-22-2024

Attachments: [01-22-24 MSC Minutes.pdf](#)

5. Public Hearing/Appealances

6. Action Items

[24-0149](#) Preliminary Resolution 1-P-24 for Concrete Pavement, Driveway Aprons and Sidewalk Construction be adopted and refer the matter to the Finance Committee to determine the assessment rate.

Attachments: [1-P-24 Concrete Paving Sidewalks and Aprons.pdf](#)

[24-0150](#) Preliminary Resolution 2-P-24 for Sanitary Laterals, Storm Laterals and Storm Main Construction be adopted and refer the matter to the Finance Committee to determine the assessment rate.

Attachments: [2-P-24 Sanitary Laterals, Storm Laterals, Storm Main.pdf](#)

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

Attachments: [#12-R-23 Closure of Whitman Yard Waste Site.pdf](#)
[Whitman Site Resolution Staff Memo.pdf](#)
[Yard Site Community Comparison.pdf](#)
[2024.02.07 Whitman Site Resolution Memo_Final.pdf](#)

Legislative History

11/20/23	Municipal Services Committee	held
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1/8/24 Municipal Services held
 Committee
Hold until 2/12 or next scheduled meeting thereafter.

[24-0151](#) Award 2024 Materials Testing and Contaminated Soils Contract (M-24) to Westwood Infrastructure, Inc. in an amount not to exceed \$100,000.

Attachments: [M-24 Contract Award Memo.pdf](#)

[24-0152](#) ALTA Planning + Design Complete Streets Study Update

Attachments: [Complete Streets Policy Update \(2-12-24 MSC\).pdf](#)

7. Information Items

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.



City of Appleton

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

Meeting Minutes - Final Municipal Services Committee

Monday, January 22, 2024

4:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Pledge of Allegiance

3. Roll call of membership

Present: 5 - Van Zeeland, Alfheim, Doran, Meltzer and Siebers

4. Approval of minutes from previous meeting

[24-0062](#)

Minutes from January 8, 2024.

Attachments: [01-08-2024 Meeting Minutes-Revised.pdf](#)

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

Aye: 5 - Van Zeeland, Alfheim, Doran, Meltzer and Siebers

5. **Public Hearing/Appearances**

6. **Action Items**

[24-0063](#)

Approve request from The Boldt Company for a street occupancy permit for the Fox Commons City Center Plaza construction site access point along Washington Street for a period ending on July 1, 2024.

Attachments: [Permanent Boldt - Fox Commons - 2-08-24 to 7-01-24.pdf](#)

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

Aye: 5 - Van Zeeland, Alfheim, Doran, Meltzer and Siebers

[24-0064](#)

Approve request from Appleton Downtown Inc. and Creative Downtown Appleton, Inc. for a street occupancy permit to place ice carving throughout the downtown beautification strips for the weekend of February 23, 2024 and will remain up until they melt.

Attachments: [Creative ADI Ave of Ice Permit to Occupy 2024.pdf](#)

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

Aye: 5 - Van Zeeland, Alfheim, Doran, Meltzer and Siebers

[24-0065](#)

Approve the 2024 Sole Source Purchase Request related to Various Traffic Equipment and Technologies.

Attachments: [Sole Source Purchase Request - Traffic Equipment \(2024\).pdf](#)

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

Aye: 5 - Van Zeeland, Alfheim, Doran, Meltzer and Siebers

[24-0066](#)

Approve the award of single source contract with Star Protection and Patrol for 2024 Parking Ramp Security Services in an amount not to exceed \$57,000.00.

Attachments: [2024 Award Memo Star Protection and Patrol Security Services at Parking Ramps.pdf](#)

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

Aye: 5 - Van Zeeland, Alfheim, Doran, Meltzer and Siebers

7. Information Items

8. Adjournment

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

Aye: 5 - Van Zeeland, Alfheim, Doran, Meltzer and Siebers

CONCRETE PAVEMENT, DRIVEWAY APRONS, SIDEWALK CONSTRUCTION

RESOLUTION 1-P-24

PRELIMINARY RESOLUTION DECLARING INTENT TO EXERCISE SPECIAL ASSESSMENT POWERS UNDER SECTION 66.0703 (7) (a), WISCONSIN STATUTES OF 2011-2012.

RESOLVED, by the Common Council of the City of Appleton, Wisconsin:

1. The Common Council hereby declares its intention to exercise its powers under Section 66.0703, Wisconsin Statutes, to levy special assessments upon property within the following described area for benefits conferred upon such property by improvement of the following area.

CONCRETE PAVEMENT, SIDEWALK CONSTRUCTION AND DRIVEWAY APRONS

- Amethyst Dr (Bluetopaz Dr to Aquamarine Dr)
- Clearfield Ct (cul-de-sac only)

2. The total amount assessed against such property shall not exceed the total cost of the improvements. The Common Council determines that such improvements shall be made under the police power and the amount assessed against each parcel shall be on a cost per front foot, area or unit cost basis.

3. The assessments against any parcel may be paid to the Finance Department on receipt of Special Assessment Notice by one of the following:

- a. In cash, or if entered on the Tax Roll;
- b. One installment, if the assessment is \$1000 or less;
- c. In five equal annual installments, if the assessment is greater than \$1000;

Deferred payments shall bear an interest at the prime rate plus 3% per annum on the unpaid balance.

4. The Finance Committee is directed to prepare a report consisting of:

- a. Preliminary plans and specifications for said improvements.
- b. An estimate of the entire cost of the proposed street improvements.
- c. A schedule of proposed assessments showing the properties that are benefited by the work or improvements.

Upon completing such report, the Finance Committee is directed to file a copy thereof in the office of the City Clerk for public inspection.

5. Upon receiving the report of the Finance Committee, the City Clerk is directed to give notice of a public hearing on such report as specified in Section 66.0703 (7) (a), Wisconsin Statutes. The hearing shall be held at the Council Chambers in the City Hall at a time set by the City Clerk in accordance with Section 66.0703 (7) (a), Wisconsin Statutes.

Jake Woodford (Mayor)

Adopted: March 6, 2024

Attest: Kami L. Lynch (City Clerk)

SANITARY LATERALS, STORM LATERALS AND STORM MAIN

RESOLUTION 2-P-24

PRELIMINARY RESOLUTION DECLARING INTENT TO EXERCISE SPECIAL ASSESSMENT POWERS UNDER SECTION 66.0703 (7) (a), WISCONSIN STATUTES OF 2011-2012.

RESOLVED, by the Common Council of the City of Appleton, Wisconsin:

1. The Common Council hereby declares its intention to exercise its powers under Section 66.0703, Wisconsin Statutes, to levy special assessments upon property within the following described area for benefits conferred upon such property by improvement of the following area.

SANITARY LATERALS, STORM LATERALS AND STORM MAIN

- Perkins St (Prospect to n/o Charles St)
- Morrison St (Wisconsin Ave to Pershing St)

2. The total amount assessed against such property shall not exceed the total cost of the improvements. The Common Council determines that such improvements shall be made under the police power and the amount assessed against each parcel shall be on a cost per front foot, area or unit cost basis.

3. The assessments against any parcel may be paid to the Finance Department on receipt of Special Assessment Notice by one of the following:

- a. In cash, or if entered on the Tax Roll;
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Jake Woodford (Mayor)

Adopted: March 6, 2024

Attest: Kami L. Lynch (City Clerk)

Resolution#12-R-23

Resolution to Close Whitman Yard Waste Site

Submitted By: *Aldersperson Doran – District 15*

Date: *November 15, 2023*

Referred To: *Municipal Services Committee*

Whereas the City of Appleton is one of the only communities to provide two yard waste sites for residents; and

Whereas the services offered at the Whitman yard waste site are a duplicate of services offered at the Glendale yard waste site and the Outagamie County solid waste and recycling center; and

Whereas the closure of the Whitman site is able to be absorbed at the Glendale yard waste site with no loss in service to residents; and

Whereas closing the Whitman site will save the city more than \$50,000 each year in operational costs; and

Whereas closure of the Whitman site can alleviate storage issues for both materials and equipment for the Department of Public Works immediately and in the future, while also providing additional savings in lower fuel costs and efficiencies in productivity and time savings for operations;

Now Therefore Be It Resolved that the Appleton Common Council directs the Department of Public Works and relevant city departments to execute the closure of the Whitman yard waste site through the 2025 budget process, and carry out necessary steps in 2024 to effect this change in the 2025 budget.



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

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

To: Municipal Services Committee
From: Danielle Block, Director of Public Works
Nate Loper, Deputy Director of Public Works
Date: January 3, 2024
Re: Resolution #12-R-23 Closure of the Whitman Yard Site

The City of Appleton Public Works Department currently provides the following services to assist residents with disposing of various yard waste materials.

- **Curbside Collection**
 - Spring yard waste collection – Collect bagged and bundled yard waste (plants, grass, leaves, and branches) from the terrace. We provide 4 consecutive rounds of collection. Free of charge.
 - Fall leaf collection – Collect bulk leaves from the terrace or roadway (depending on the zone), as well as bagged and bundled yard waste (plants, grass, leaves, and branches) from the terrace. We provide 3 to 4 rounds of collection. Free of charge.
 - Christmas tree collection – Collect trees from the terrace during one week each January. Free of charge.
- **Glendale Yard Site**
 - Open Year-Round Friday, Saturday, Sunday and Monday. Hours: 8am to 5:45pm Summer and 8am to 4:45pm Winter
 - Branches, brush, leaves, grass, yard waste, oil, appliances, tires, and single stream recycling. Charges apply to certain items based on fee schedule.
 - Site is approximately 3 acres.
 - Staffed to monitor site during open hours.
- **Whitman Yard Site**
 - Open Seasonally Friday, Saturday, Sunday and Monday (closed Thanksgiving to April 1). Hours 8am – 5:45pm.
 - Branches, brush, leaves, grass, yard waste, and oil. Charges apply to certain items based on fee schedule.
 - Site is approximately 3 acres.
 - Staffed to monitor site during open hours.

- **Is there a way to reduce costs/duplication without major consequences – alternating days of service so the County and one of the Appleton sites are open daily?**
 - Public Works staff proposes the following schedule for consideration. This would keep both sites open with a modified schedule to better accommodate customer schedules. This would provide a free option for yard waste disposal, 7 days per week in the summer, and be cost neutral to taxpayers and customers. The proposed schedule also helps DPW address the challenges we face with staffing 2 sites on weekends, especially with one site being at a remote location. The winter schedule would be more in line with other municipalities, and allows for this employee to assist with other operations. We currently average 12-15 customers per day on winter weekends.

SUMMER HOURS (April to Thanksgiving)

	<u>Sun</u>	<u>Mon</u>	<u>Tue</u>	<u>Wed</u>	<u>Thu</u>	<u>Fri</u>	<u>Sat</u>
Glendale	9-6	9-6	X	X	X	9-6	9-6
Whitman	X	X	9-6	9-6	9-6	9-6	X

WINTER HOURS (Thanksgiving through March)

	<u>Sun</u>	<u>Mon</u>	<u>Tue</u>	<u>Wed</u>	<u>Thu</u>	<u>Fri</u>	<u>Sat</u>
Glendale	X	9-4:30	9-4:30	9-4:30	9-4:30	9-4:30	X
Whitman	X	X	X	X	X	X	X

CLEAN WOOD
BLACK DUMPSTERS

Dimensional Lumber Pallet Wood
No Painted Wood *No Stained Wood*
No Glued Wood (OSB/Plywood) *No Pressure-Treated Wood*

CONSTRUCTION & DEMOLITION
ORANGE DUMPSTERS

Countertops Toilets & Sinks
 Drywall (Unpainted) Formica & Laminate
 Stained Wood Windows
 Painted Wood Glued Wood (OSB/Plywood)
No Carpet

METAL
DARK GREY DUMPSTERS

Cast Iron Gutters
 Swing Sets Bed Frames
 Bicycles Metal Lawn Furniture
 Car Parts (No Fluids, No Plastics)
 Small Appliances (Toasters, Blenders, Vacuums)
No Carpet *No Large Appliances*
No Electronics

POLYSTYRENE FOAM
"THE FOAM DOME"

Expandable Polystyrene (CLEAN Hard, White Packaging Foam)
 Food Packaging Foam (CLEAN Egg Cartons, Takeout Containers, Cups)
No Foam Board Insulation *No Packaging Peanuts*
No Flexible Foam *No Foam Cushions*
No Tape, Staples, Cardboard *No Dirty or Wet Foam*

RECYCLING
BLUE DUMPSTERS

Paper (Cardboard, Newspaper, Books) *No Plastic Bags*
 Plastics (Bottles, Jugs, Containers) *No Plastic Films/Wraps*
 Metal Cans & Bottles *No Trash*
 Glass Bottles & Jars *No Styrofoam*

RIGID PLASTICS
GREEN DUMPSTERS

5 Gallon Buckets Plastic Crates
 Plastic Laundry Hampers Plastic Totes
 Kiddie Pools (No Inflatable Pools) Plastic Lawn Furniture
No Power Wheels *No Tarps*
No Vinyl Siding *No Car Parts*
No Drain Tile *No Landscaping Edging*

FURNITURE
BROWN DUMPSTERS

Chairs Tables Couches *No Carpet*

MATTRESSES & BOX SPRINGS
PURPLE DUMPSTERS

No Metal *No Wood* *No Rigid Plastics* *No Carpet*

TRASH
RED DUMPSTERS

Household Trash Clothes Food Waste Carpet
No Recycling *No Appliances* *No Electronics*
No Scrap Metal *No Tires* *No Yard Waste*



Outagamie County
RECYCLING & SOLID WASTE

RESOURCE RECOVERY PARK
SERVICE GUIDE



Welcome to our Resource Recovery Park!

We allow customers the ease of use to safely unload their materials in source separated bins. Source separation allows for higher recovery rates of valuable resources. This creates longer term landfill airspace for our municipalities in Outagamie County.

YOU DO NOT HAVE TO LIVE IN OUTAGAMIE COUNTY TO USE OUR DROP-OFF SITE!

We welcome all residents to use our Resource Recovery Park.



SCAN THIS CODE WITH YOUR SMARTPHONE TO USE OUR WASTE WIZARD WEBSITE TOOL!



RESOURCE RECOVERY PARK

SERVICE GUIDE

YOU DO NOT HAVE TO LIVE IN OUTAGAMIE COUNTY TO USE OUR DROP-OFF SITE!

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ELECTRONICS DROP-OFF

- | | | |
|----------|----------|-------------|
| TVs | Monitors | Computers |
| Printers | VCRs | DVD Players |
| Copiers | Stereos | |

Other items as applicable. Fees may apply.

NON-FREON CONTAINING APPLIANCES

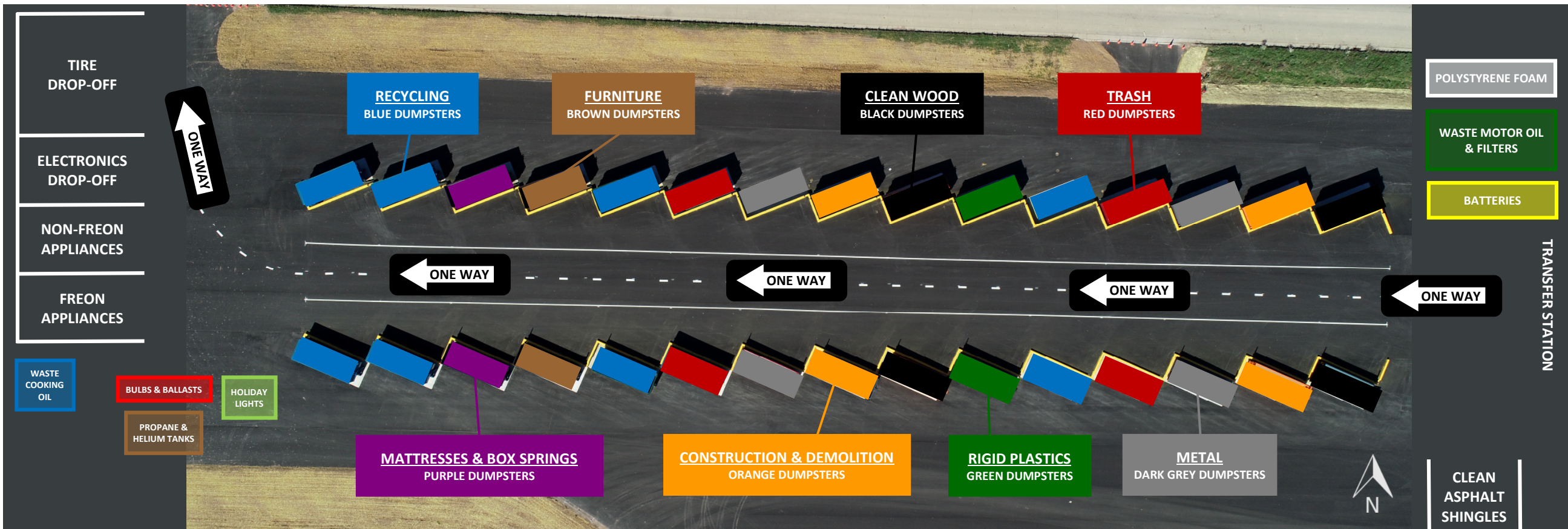
- | | |
|--------------|------------------|
| Stoves/Ovens | Microwaves |
| Dryers | Washing Machines |
| Dishwashers | Water Heaters |

Other items as applicable. Fees may apply.

FREON CONTAINING APPLIANCES

- | | |
|------------------|------------|
| Fridges | Freezers |
| Dehumidifiers | Ice Makers |
| Air Conditioners | |

Other items as applicable. Fees may apply.



2024 Rates Outagamie County Recycling & Solid Waste

Material	Rate	Unit
Garbage (household, commercial, business)	\$ 56.00	Per Ton
Garbage – Out of County Rate (does not apply to waste from Brown, Outagamie or Winnebago Counties)	\$ 58.00	Per Ton
Construction & Demolition Waste <i>Landfill Disposal</i> (drywall, toilets/sinks, vinyl siding, windows, treated/stained/painted wood)	\$ 56.00	Per Ton
Construction & Demolition Waste <i>Transfer Station Disposal</i> *dump trailers less than 10yds* (drywall, toilets/sinks, vinyl siding, windows, treated/stained/painted wood)	\$ 86.00	Per Ton
Clean Asphalt Shingles, Drywall, Vinyl Siding <i>No cedar shake, wood, metal, trash, or household garbage</i>	\$ 35.00	Per Ton
Yard Waste (leaves, garden/grass clippings, straw/hay, brush & tree limbs < 6" diameter)	\$ 36.00	Per Ton
Aggregate (asphalt, brick & base, concrete, granite, gravel, pavers, stone/rock)	\$ 5.00	Per Ton
Non-Freon Appliances (dryer, microwave, stove, washer, water heater)	\$ 20.00	Each
Freon Appliances (A/C, dehumidifier, bubbler, freezer, refrigerator, water cooler)	\$ 20.00	Each
All Mattresses and Box Springs	\$ 5.00	Each
Tires - All sizes	\$ 12.00	Each
Tires - 5 or more	\$ 425.00	Per Ton
Fluorescent Bulbs - All sizes (Households Only)	\$ 1.00	Each
Television/Monitor - All sizes	\$ 30.00	Each
Computer Tower, Laptop, Game Console, Printer/Scanner/Fax Machine	\$ 5.00	Each
DVD/VCR, Cable Box, Keyboard/Speakers/Cords, Cell Phones	Free of Charge	-
Propane Tank - 20lb. (empty)	\$ 5.00	Each
Propane Tank - 1lb. (empty)	Free of Charge	-
Waste Oil/Filters / Cooking Oil (General Public Only / 10 Gal Maximum)	Free of Charge	-
Batteries - (rechargeable, vehicle) (Alkaline or single use batteries may be disposed of in trash).	Free of Charge	-
Soil/Dirt	\$ 56.00	Per Ton
Sod	\$ 56.00	Per Ton
Contaminated Soil, Auto Shredder Fluff, Foundry Sand, Grits/Screenings, Incinerator Ash, Pit Waste, Septic Tank *pending approval*	\$ 56.00	Per Ton
Call (920) 832-2031 for disposal instructions		
Wastewater Treatment Plant Sludge *pending approval*	\$ 65.00	Per Ton
Call (920) 832-2031 for disposal instructions		
Non-Friable Asbestos	\$ 70.00	Per Ton
Call (920) 832-2031 for disposal instructions	\$ 30.00	<i>min. charge</i>
Friable Asbestos	\$ 370.00	Per Ton
Call (920) 832-2031 for disposal instructions	\$ 30.00	<i>min. charge</i>

All weighed vehicles over 720 lbs. are prorated at \$56/Ton with a \$20.00 minimum charge

**MEMORANDUM OF UNDERSTANDING
FOR
APPLETON YARD WASTE SITES**

This Memorandum of Understanding is meant to document the agreement for the Town of Grand Chute's use of the City of Appleton's two yard waste sites. Following are the terms of this agreement:

- Annual payment to the City of Appleton of \$55,000 in 2019 with a 3% increase thereafter.
- Appleton yard waste sites will accept yard waste from Grand Chute residents including grass clippings, branches and brush. Branches and brush will be free of charge. Grass clippings will be charged at the current City of Appleton rate for that year (\$4 per bag in 2019).
- Appleton yard waste sites will not accept garbage, appliances, tires, antifreeze, batteries, etc. from Grand Chute residents.

This Memorandum of Understanding may be terminated by either party prior to each parties' annual budget adoption.

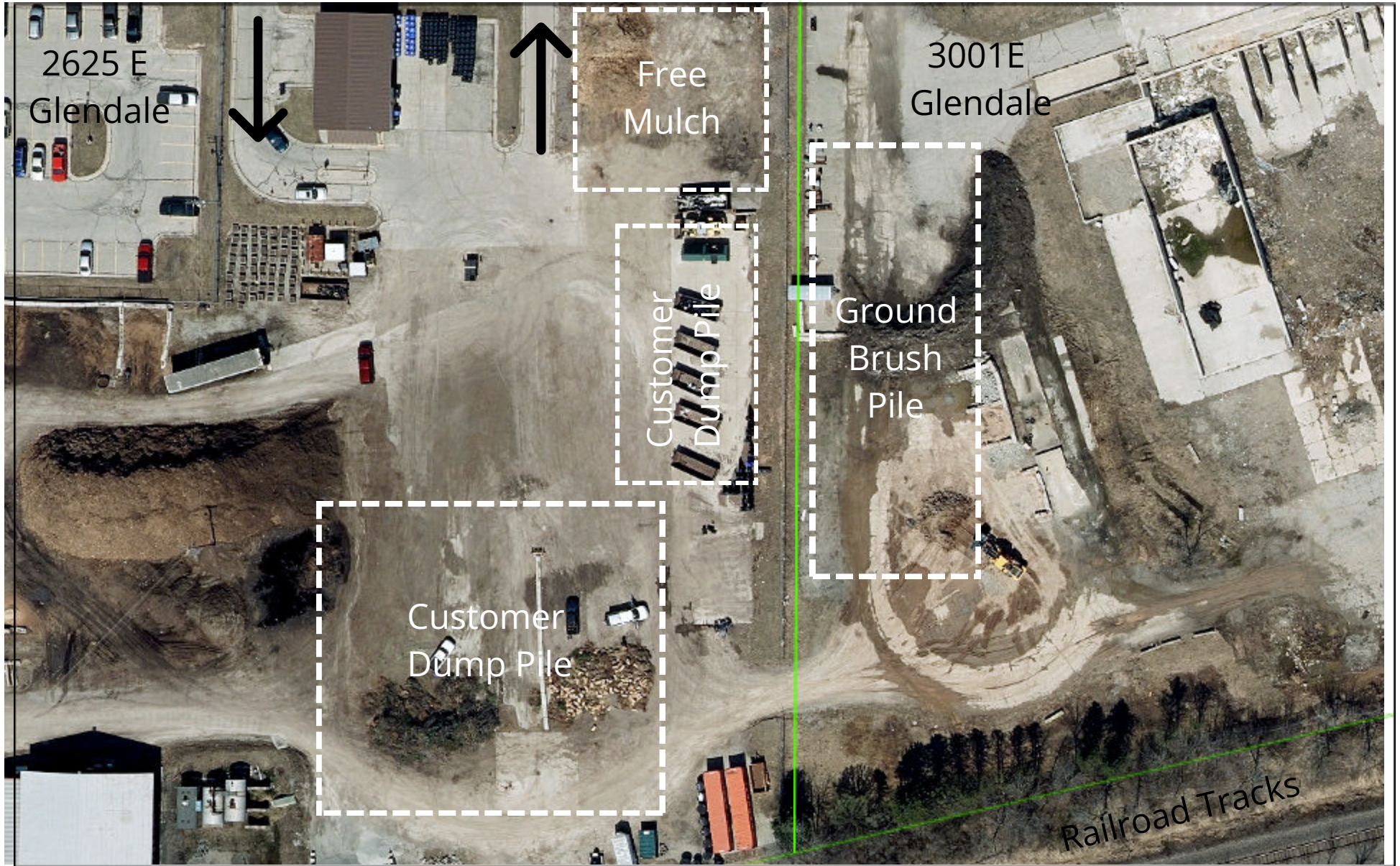
By: *Katie Schwartz*
Katie Schwartz, Director of Public Works
Town of Grand Chute

Date: 2-8-2019

By: *Paula Vandehey*
Paula A. Vandehey, Director of Public Works
City of Appleton

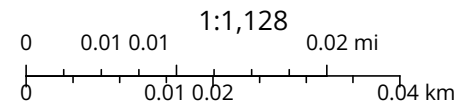
Date: 2-8-2019

Glendale Yard Site

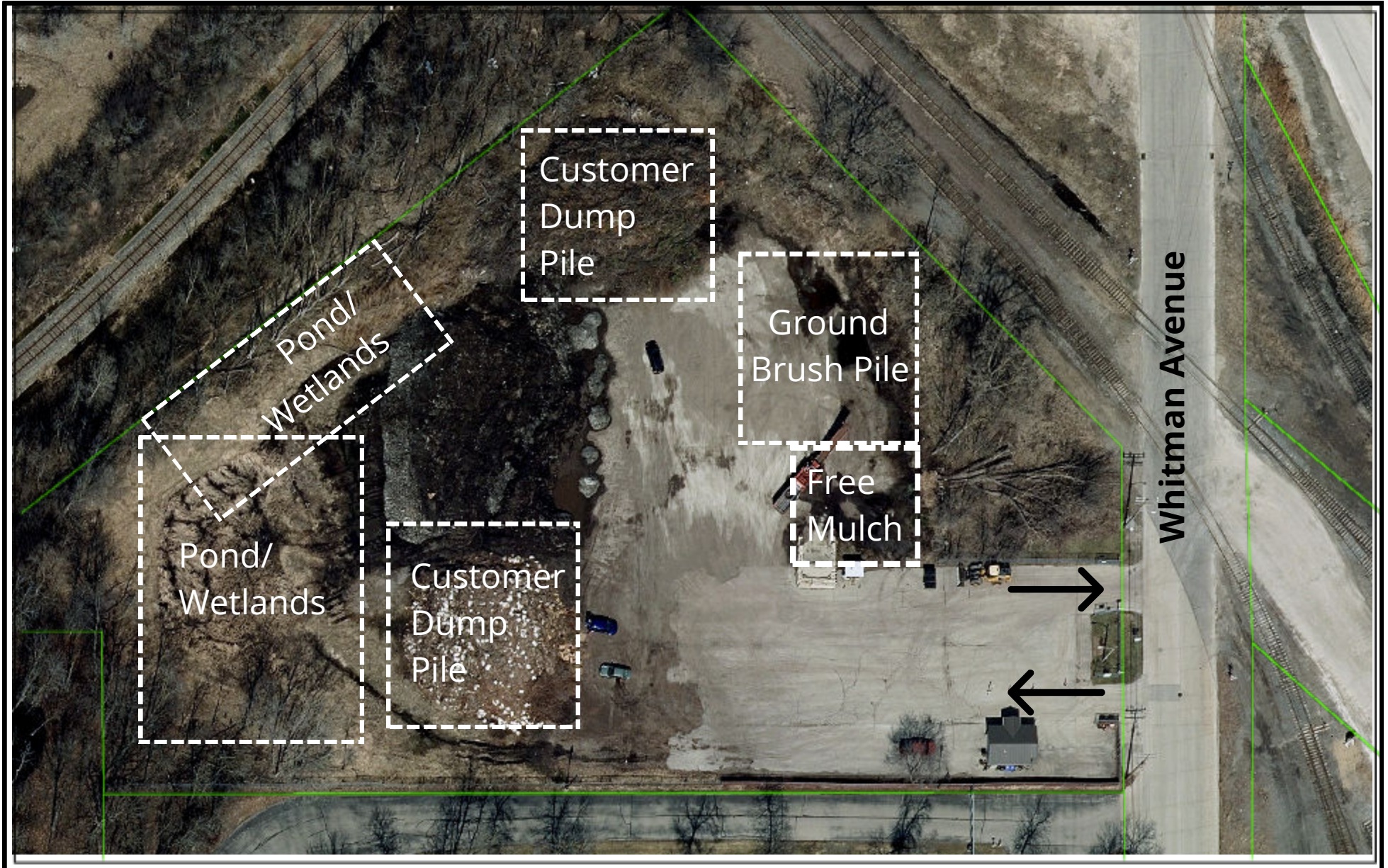


12/12/2023, 2:32:25 PM

 City Parcels

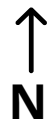
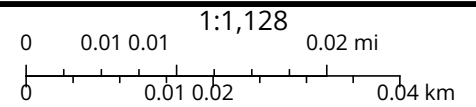


Whitman Yard Site



12/12/2023, 2:51:50 PM

 City Parcels



Community	Yard Waste Site	Days Open - Summer	Days Open - Winter	Distance from Site to Landfill
Appleton - Current	Yes	Fri, Sat, Sun, Mon	Fri, Sat, Sun, Mon	3 miles
Appleton - Proposed	Yes	Fri, Sat, Sun, Mon at Glendale, Tues, Wed, Thur and Fri at Whitman.	Mon - Fri at Glendale. Whitman closed.	3 miles
Eau Claire	Yes	Mon, Wed and Saturday.	Closed	6 miles
Grand Chute	Partners with Appleton	Appleton site hours	Appleton site hours	3 miles
Kimberly	Yes	7 days/week. No attendant on site.	7 days/week. No attendant on site.	3 miles
LaCrosse	Yes	Mon, Tues, Sat and Sunday.	Closed	10 miles
Little Chute	Yes	7 days/week. No attendant on site.	7 days/week. No attendant on site.	2 miles
Manitowoc	No. County operated site only.	NA	NA	NA
Menasha	Yes	Mon - Fri (full day) and Sat morning.	Mon - Fri	10 miles
Neenah	Yes	Mon - Fri (full day) and Sat morning.	Mon - Fri	8 miles
Oshkosh	Yes	7 days/week.	Mon - Fri	7 miles
Sheboygan	Yes	Mon - Sat	Mon - Sat	3 miles
Stevens Point	Yes	Tues, Thur, Sat	Tues, Thur, Sat	10 miles
Waupaca	No. Residents directed to County site.	NA	NA	NA
Wausau	Yes	Wed, Fri, Sat, Sunday.	Closed	29 miles



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

To: Municipal Services Committee
From: Danielle Block, Director of Public Works
Date: February 7, 2024
Re: **Recommendation** Resolution #12-R-23 Closure of the Whitman Yard Site

The Public Works Department continued correspondence with the Town of Grand Chute regarding the resolution to close the Whitman Yard Site. Through a meeting with the Town Administrator and the Town Director of Public Works, they confirmed, again, that a closure of the Whitman Yard Site would prompt the need to renegotiate the existing Memorandum of Understanding (MOU). While they were unable to comment on a specific dollar amount, they expressed a desire to calculate the loss of service, acreage, and impact to their residents. This impact would likely result in a decrease of the contribution amount.

Based on staff's analysis to date and the risks associated with the MOU renegotiation, staff does not recommend approval of Resolution #12-R-23 at this time. Staff will continue to maximize efficiencies in the operation of both City Yard Waste Sites.



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

To: Municipal Services Committee
From: Danielle Block, Director of Public Works
Peter Neuberger, City Engineer/Deputy Director of Public Works
Luke Vandenberg, Project Engineer
Date: February 5, 2024
Re: **Award of 2024 Materials Testing and Contaminated Soils Contract (M-24) to Westwood Infrastructure, Inc. in an amount not to exceed \$100,000.**

The Department of Public Works recommends award of the 2024 Materials Testing and Contaminated Soils Contract (M-24) to Westwood Infrastructure, Inc. in an amount not to exceed \$100,000.

In January 2024 a Request for Proposals (RFP) was sent to twelve consulting firms. Five declined, five did not respond, and two proposals were received. The two firms submitting proposals were ECS Midwest, LLC and Westwood Infrastructure, Inc. Proposals were evaluated by Luke Vandenberg, Project Engineer and Sue Olson, Project Engineer.

Work under this contract includes the following:

- Material testing for concrete, asphalt, and soils,
- Contaminated material response, analysis, and permitting,
- Emergency response to illicit discharges,
- Styrene testing for cast in place pipe (CIPP),
- Performing environmental investigations,
- Performing geotechnical investigations

A quality-based selection process was used to review the Technical Proposal of the RFP.

Westwood's technical proposal stood out in the following areas:

- Clear understanding of all contract requirements,
- A complete proposal, addressing all information requested in the RFP,
- Licensed, experienced staff assigned to the project.
- Multiple staff available for coverage at all times,
- Recent relevant experience in all required project tasks,
- Demonstrated cost savings for recent City projects,
- Shortest response time (15-30 minutes) in case of encountering contaminated materials or an illicit discharge; and
- Established relationships with the DNR

The RFP requested a separate Compensation Proposal. The compensation proposals can only be used as a guideline for estimating a contract amount, as the actual testing needed during the year is unknown at this time. Funding for this work is included in each individual budget (concrete, asphalt, sidewalk, sanitary, storm and water). Expenditures will be for services actually performed and may be less than the awarded amount. A contract amendment will be brought to committee if additional funding is necessary.

The Request for Proposals specifically states: “*With satisfactory performance by the selected consultant services may be negotiated with the selected consultant and approved by the Common Council on a yearly basis for an additional 4 years.*” Therefore, if approved, and with satisfactory performance by the consultant, DPW staff anticipates contracting with Westwood Infrastructure, Inc. for these services through 2028, subject to Municipal Services Committee and Common Council approval at the appropriate times.



"... 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: Danielle Block, P.E., Director of Public Works
Eric Lom, P.E., City Traffic Engineer
Date: February 7, 2024
Re: Complete Streets Study Update

Background & Current Status:

The Municipal Services Committee last received a Complete Streets Study update from staff and consultants at the 8/7/23 committee meeting. At the 2/12/24 meeting of the Municipal Services Committee, the project team will be presenting an update on recent progress, along with a brief overview of the draft policy framework.

Staff is continuing to refine the related documents and work through several remaining technical and implementation issues, including Fire Code coordination and the identification of existing policies that could be affected. We anticipate posting the draft documents on the city website on or about 2/26/24.

Next Steps:

- 2/26/24 (approx.) - posting of draft documents on the city website
- 2/29/24 (6:00 p.m.): Online Open House. Promotion of this meeting will be starting the week of 2/12/24
- Late March/April: Action item at Municipal Services Committee