



City of Appleton

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

Meeting Agenda - Final Municipal Services Committee

Monday, November 21, 2022

4:30 PM

Council Chambers, 6th Floor

1. Call meeting to order
2. Roll call of membership
3. Approval of minutes from previous meeting
[22-1492](#) Minutes from November 7, 2022

Attachments: [Minutes from 11- 7-22.pdf](#)

4. Public Hearings/Apearances

5. Action Items

- [22-1502](#) Request from Greenfire Management Services, LLC for a permanent street occupancy permit for construction site perimeter fencing on Oneida Street (100 block N) and Washington Street (100 block E) for a period ending on November 1, 2023.

Attachments: [Greenfire_Washington and Oneida Sidewalk Closure_REVISED_11_08_22.pdf](#)

- [22-1500](#) Approve Department of Public Works 2023 Fee Schedules

Attachments: [2023 Fee Schedules.pdf](#)

- [22-1501](#) Approve Downtown Parking & Meter Bag Policy

Attachments: [Downtown Appleton Parking_Meter Bag Policy - Revised January 2023.pdf](#)

[22-1503](#) The Municipal Services Committee will go into closed session according to State Statute §19.85(1)(e) (deliberations or negotiations on the purchase of public properties, investing of public funds or conducting other specific public business when competitive or bargaining reasons require a closed session) for the purpose of reviewing the Landfill Siting Committee contract negotiations and reconvene into open session.

[22-1504](#) Approval of the Outagamie County Northwest Landfill Expansion Agreement contingent upon approval by all municipalities

Attachments: [Municipal Services - 2022 Landfill Expansion Tentative Agrm 11-21-2022 \(FINA](#)

6. Information Items

[22-1499](#) Parking Utility Revenue Report for October 2022

Attachments: [10-22 Monthly Financial Analysis - Parking.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.



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Meeting Minutes - Final Municipal Services Committee

Monday, November 7, 2022

4:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

Present: 3 - Doran, Siebers and Van Zeeland

Excused: 2 - Firkus and Thyssen

3. Approval of minutes from previous meeting

22-1448 Minutes from October 24, 2022

Attachments: [Minutes from 10-24-22.pdf](#)

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

Aye: 3 - Doran, Siebers and Van Zeeland

Excused: 2 - Firkus and Thyssen

4. Public Hearings/Appearances

5. Action Items

22-1454 Lease agreement for fence-31-1-6501-30-2302 E. Glenhurst Lane

Attachments: [Lease agreement for fence-2302 E Glenhurst Lane.pdf](#)

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

Aye: 3 - Doran, Siebers and Van Zeeland

Excused: 2 - Firkus and Thyssen

22-1455 **Linwood Ave**, from College Avenue to Summer Street, be reconstructed with concrete pavement and curb and gutter. The details of the proposed Linwood Avenue reconstruction project are as follows:

College Ave - Franklin St:

- New concrete pavement constructed to a width of 34' from back of curb to back of curb, which is 3' narrower than the existing street within this portion of the project.
- 1 travel lane in each direction
- Dedicated right turn lane at College Avenue for southbound traffic
- Dedicated bike lanes along both sides of the street
- On-street parking to be prohibited along both sides of the street

Franklin St - Badger Ave:

- New concrete pavement to be constructed to a width of 33' from back of curb to back of curb, which is 4' narrower than the existing street within this portion of the project.
- 1 travel lane in each direction
- Parking lane along east side of street. On-street parking to be prohibited along the west side of the street
- Traffic Calming elements to be implemented:
 - o Linwood & Franklin - narrowing curb lines
 - o Linwood & Packard - raised crosswalk
 - o Linwood & Winnebago - raised median

Badger Ave - Summer St:

- New concrete pavement to be constructed to a width of 24' from back of curb to back of curb, which is 1' narrower than the existing street within this portion of the project.
- 1 travel lane in each direction
- On-street parking to be prohibited along both sides of the street

Attachments: [Linwood Ave-email.pdf](#)

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

Aye: 3 - Doran, Siebers and Van Zeeland

Excused: 2 - Firkus and Thyssen

22-1450

The Municipal Services Committee will go into closed session according to State Statute §19.85(1)(e) (deliberations or negotiations on the purchase of public properties, investing of public funds or conducting other specific public business when competitive or bargaining reasons require a closed session) for the purpose of reviewing the Landfill Siting Committee contract negotiations and reconvene into open session.

Returned out of closed session at 5:13pm

Meeting went into Recess

Meeting Reconvened

6. Information Items

22-1453 BIRD E-Scooter Monthly Report-October 2022

Attachments: [BIRD E-Scooter-October.pdf](#)

22-1449 Inspection Division Permit Comparison Report for October 2022

Attachments: [Inspection Div Report October 2022.pdf](#)

7. Adjournment

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

Aye: 3 - Doran, Siebers and Van Zeeland

Excused: 2 - Firkus and Thyssen



| | | | |
|------------------|----------------------|----------------------------|---------------------------------|
| Owner | CITY OF APPLETON | | |
| Project Name | WASHINGTON SQUARE | Project Number | |
| Prime Contractor | GREENFIRE MANAGEMENT | Traffic Control Contractor | Warning Lites of Appleton, Inc. |
| Phone | 920-725-0757 | Sheet Number | 1 |
| | | Date | 10/28/2022 |
| Prepared By | Lance G Mauer | | |

START DATE & TIME

DURATION:

GENERAL NOTES:
 THIS TRAFFIC CONTROL PLAN IS FOR INFORMATIONAL PURPOSES ONLY. TRAFFIC CONTROL PLAN IS NOT TO SCALE. WARNING LITES OF APPLETON, INC. ASSUMES NO LIABILITY FOR LAYOUT & SETUP OF ACCEPTED TRAFFIC CONTROL PLAN. THE CITY OF APPLETON DECIDES FINAL APPROVAL OF TRAFFIC CONTROL PLAN. ADVANCED WARNING SIGNS WILL BE MOUNTED ON PORTABLE SUPPORTS. THE EXACT NUMBER, LOCATION, AND SPACING OF ALL SIGNS AND DEVICES. SHALL BE ADJUSTED TO FIT FIELD CONDITIONS AS APPROVED BY THE ENGINEER.

- LEGEND**
- ⊥ SIGN SYMBOL
 - 42" DELINEATOR CONE
 - ▨ TYPE III BARRICADE
 - ⇨ DIRECTION OF TRAFFIC



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

DEPARTMENT OF PUBLIC WORKS

Engineering Division
100 North Appleton Street
Appleton, WI 54911
TEL (920) 832-6474
FAX (920) 832-6489

(Effective January 1, 2020³)

DEPARTMENT OF PUBLIC WORKS
FEE SCHEDULES 2023

| Description | Current Fee | Taxable Yes/No | Total | Last Date Updated |
|--|---|-----------------------------------|----------------------------|----------------------|
| PERMITS | | | | |
| *Meter Bags (per bag/per day) – including loading zone meters | \$9.00 | Yes, add \$0.50 | \$9.50 | 2011 |
| Ramp Permits – monthly (Red, Yellow, Green Ramps) | \$35.00 \$40.00/ month | Yes, add \$1.93 \$2.20 | \$36.93 \$42.20 | 2020 2023 |
| Access Card Replacement (Broken) | \$3.00 | Yes, add \$0.17 | \$3.17 | |
| Lost or Stolen Permit | Pro-rated 1 st month only by ½ month | Yes, amount varies | Varies | 2011 |
| Private Directional Signs (Annual Renewal Fee) | \$20.00 | No | \$20.00 | 2004 |
| | \$10.00 | No | \$10.00 | |
| Block Party Permit | \$15.00 | No | \$15.00 | 2011 |
| Street Excavation Permit | \$100.00 or \$250.00 | No | | 2020 |
| Street Occupancy (Annual/City-wide) | \$250.00 | No | | 2011 |
| Street Occupancy (Temporary/Permanent) | \$40.00 | No | | 2011 |
| Private Small Cell Wireless – New Poles in Public ROW (one-time fee) | \$500 (1 to 5 poles) \$100 for each pole > 5 | No | | 2019 |
| Private Small Cell Wireless – Collocating on existing City Pole | Annual Fee: \$270/pole/year | No | | 2019 |
| Snow Removal Hazard Charge | \$75.00 + \$.40 per foot over 100 feet | No | | 2000 |
| Re-staking / Re-inspection Fee | \$40.00 | No | | 2011 |

*No Meter bag fee is charged for City sponsored Special events.

| Description | Current Fee | Taxable Yes/No | Total | Last Date Updated |
|--|------------------------------------|----------------|-------|-------------------|
| OPERATIONS | | | | |
| Grass Clippings | \$4.00/bag | No | | 2013 |
| | \$40.00/card | No | | 2013 |
| Appliance Site Drop-Off | Freon \$20.00 | No | | 2004 |
| | Non Freon \$15.00 | No | | 2004 |
| Overflow Tags | \$4.00/bag | No | | 2013 |
| Weight Limit Permit | \$50.00 per address | No | | |
| Tires – 18” diameter or smaller. (Limit four per household) | \$5.00/tire | No | | 2013 |
| Noncompliant Item Curbside Removal | \$250.00 | No | | 2022 |
| AUTOMATED CONTAINERS | | | | |
| 35-40 gallon garbage cart | \$0.50/week | No | | 2020 |
| 60-65 gallon garbage cart | \$1.00/week | No | | 2019 |
| 90-95 gallon garbage cart | \$1.50/week | No | | 2019 |
| Additional carts | \$1.50 per each 30 gallons | | | |
| 95 gallon recycling cart | No Charge | | | |
| 65 gallon recycling cart | No Charge | | | |
| MISCELLANEOUS | | | | |
| Sign Permit | \$40.00/Sign | No | | 2017 |
| New Elec. Contractor License | \$50.00 (Renewal: \$40.00/year) | No | | 2017 |
| New Electrical Master | \$40.00 | No | | 2017 |
| New HVAC License | \$50.00 (Renewal: \$50.00/5-years) | No | | 2009 |
| Board of Appeals | \$125.00 | No | | 2009 |
| Board of Building Inspection | \$45.00 | No | | 2009 |
| Paving Permit | \$40.00 | No | | 2017 |
| Stolen Construction Sign | \$500.00 | No | | 2022 |



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DEPARTMENT OF PUBLIC WORKS
Engineering Division
100 North Appleton Street
Appleton, WI 54911
(920) 832-6474
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January 2023

CITY OF APPLETON
DOWNTOWN PARKING & METER BAG POLICY

I. General Information

| DOWNTOWN APPLETON PARKING | | ON-STREET PARKING STALLS | RED RAMP | GREEN RAMP | YELLOW RAMP | LIBRARY PLAZA LOT |
|--------------------------------|------------------------|--|---|--|---|---|
| | | | N/E corner Superior & Lawrence | S/E corner Division & Washington | N/W corner Morrison & Washington | 200 block N. Appleton |
| Allowable Parking Hours | | 5a.m.-2a.m. | 24 hrs/day 7 days/week | 24 hrs/day 7 days/week | 24 hrs/day 7 days/week (No parking 2-5 a.m. w/o permit) | 24 hrs/day 7 days/week (No parking 2-5 a.m. w/o permit) |
| On-Duty Attendant? | | n/a | Yes (hours vary) | Yes (hours vary) | Yes (hours vary) | No |
| Parking Meters | Availability | Yes | No | No | No | Yes |
| | Parking Time Limit | Gray/Yellow : 2 hours (12 hrs n/o Wash. St.) Red : 30 minutes | n/a | n/a | n/a | 3 hours (gray) 1 hour (blue) 30 min.(red) |
| | Hours of Enforcement * | (Mon-Sat.) Gray : 9 a.m.-6 p.m. **Yellow : 8 a.m.-6 p.m. | n/a | n/a | n/a | 9 a.m.-6 p.m. (Mon-Sat.) |
| | Rates | \$1.00/hr.(gray) \$0.50/30 min.(red) \$0.25/hr.(n/o Wash. St.) | n/a | n/a | n/a | \$0.75/hr. (gray/blue) \$0.50/30 min (red) |
| Pay-On-Exit Machines | Availability | n/a | Yes | Yes | Yes | No |
| | Parking Time Limit | n/a | no time limit | no time limit | no time limit | n/a |
| | Hours of Enforcement * | n/a | 24 hours (Mon.-Sat.) | 24 hours (Mon.-Sat.) | 24 hours (Mon.-Sat.) | n/a |
| | Rates | n/a | \$3 for 0-4 hours; \$6 for > 4 hours(per day) | | | n/a |
| Parking Permits / Access Cards | Availability | n/a | Yes (card access) | Yes (card access) | Yes (card access) | No |
| | Parking Time Limit | n/a | no time limit | no time limit | no time limit | n/a |
| | Hours of Enforcement * | n/a | 24 hours (Mon.-Sat.) | 24 hours (Mon.-Sat.) | 24 hours (Mon.-Sat.) | n/a |
| | Rates | n/a | \$40/month plus tax (unlimited entries/day) | \$40/month plus tax (unlimited entries/day) | \$40/month plus tax (unlimited entries/day) | n/a |
| | Permit Renewals | n/a | No pro-rated rates during first 7 days of permit renewal period | | | n/a |

* Excluding New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.

** Yellow meters are Commercial Truck Loading-Zone-Only from 8:00 a.m. to 3:00 p.m. (Mon.-Fri.)

II. Citations

- A. Expired Meter
 - 1. First and second tickets in calendar year: \$5.00
 - 2. Third through fifth tickets: \$10.00
 - 3. All tickets after fifth: \$50.00
- B. Time Limit or Posted Restricted Parking: \$20.00
- C. Parking too close to hydrant/driveway/intersection: \$20.00
- D. 2 a.m. – 5 a.m.: \$25.00
- E. No Stopping, Standing or Parking and Special Event Restrictions: \$40.00
- F. Handicapped Parking: \$300.00

III. Meter Bags

- A. Types and Typical Uses
 - 1. Standard (red cloth) Meter Bags (sold in full-day increments only; installed and removed by Parking Staff)
 - a. Construction vehicles/dumpsters working at downtown businesses
 - b. Requests from City Departments (tax collection, elections, P&R sign-ups)
 - c. Other special circumstances approved by Committee/Council
 - 2. Temporary (plastic) Meter Bags (sold in half-day or full-day increments, can be installed by various City entities, ADI or event organizers)
 - a. Weekend Farmers Market
 - b. Special Events in the Downtown area
 - c. Various events at the Radisson Paper Valley Hotel, Copper Leaf Hotel and Performing Arts Center.
 - d. Specific requests from ADI and downtown businesses
- B. Criteria for Approval
 - 1. Meter bag requests shall be evaluated by the City Engineer or designee and shall only be issued for essential/logistical reasons, not for convenience.
 - 2. Applicants shall seek side street alternatives when possible before requesting meter bags on College Avenue.
 - 3. Unusual or non-typical requests must obtain Committee and Council approval prior to issuance.
- C. Fees
 - 1. Standard Bags: \$9.00/meter/day plus tax
 - 2. Temporary Bags: \$5.00/meter/half-day plus tax
 - 3. No meter bag fees will be charged for City Sponsored Special Events (Memorial Day Parade, Flag Day Parade, Christmas Parade, Police Week Vehicle Display)
 - 4. Requests for waiver of fees or reduced fees for non-City sponsored events must be approved in advance by Committee/Council.
- D. Enforcement: Unauthorized vehicles parked in reserved/bagged parking stalls are subject to immediate towing without warning.

IV. Pre-Paid Ramp Stickers

- A. Fee Schedule: \$3.00 (0-4 hours); \$6.00 (> 4 hours)
- B. Deduct tax for tax-exempt customers.



LEGAL SERVICES DEPARTMENT

Office of the City Attorney

100 North Appleton Street

Appleton, WI 54911

Phone: 920/832-6423

Fax: 920/832-5962

TO: Members of the Municipal Services Committee

FROM: Christopher R. Behrens, City Attorney 

DATE: November 16, 2022

RE: Tentative Outagamie County Northwest Landfill Expansion Agreement

Members of the Municipal Services Committee:

Outagamie County will soon be expanding its operations into the northwest quarter of the landfill. As part of the regulatory process for the County's expansion the County has engaged in negotiations with the Landfill Siting Committee. The committee includes representatives from the affected municipalities including City of Appleton, Village of Little Chute and Town of Grand Chute and is represented by legal counsel. This Committee appointed me as the City of Appleton's representative on the Landfill Siting Committee. The Committee has been meeting regularly and engaged in negotiations with the County for the past year.

The Committee negotiated with the County with respect to many different factors relating to the future operation of the landfill in the expanded area. While the County is required to meet certain basic operation requirements as set forth in the Wisconsin Administrative Code and elsewhere, the municipalities were able to negotiate for additional mitigation efforts above and beyond those basic requirements. Some of those include the installation of a horizontal and vertical gas collection system throughout the northwest landfill that is intended to capture most of the gases created and process them onsite for renewable energy; implementation of a perimeter odor mitigation system using some of the most current and effective technology; and continued use of a predator bird service to assist with dispersing and repelling seagulls. In addition, the municipalities negotiated a \$1.5 million grant from the County to be distributed over a 15-year period to the municipalities based upon percentage allocations to each municipality as detailed in the agreement.

This agreement was recently approved by the Landfill Siting Committee and is now being presented to the municipalities' respective governing bodies as well as to the County Board for approval. After a year's worth of work and effort by the Landfill Siting Committee as well as the County, this agreement is ready for approval.

Based upon the above, I respectfully recommend APPROVAL OF THE OUTAGAMIE COUNTY NORTHWEST LANDFILL EXPANSION AGREEMENT CONTINGENT UPON APPROVAL BY THE OUTAGAMIE COUNTY BOARD, VILLAGE OF LITTLE CHUTE AND TOWN OF GRAND CHUTE.

CRB:jljg

Citylaw: A21-0007

Christopher R. Behrens
City Attorney

Amanda K. Abshire
Deputy City Attorney

Darrin M. Glad
Assistant City Attorney

Nicholas J. Vande Castle
Assistant City Attorney

| ORG ACCOUNT DESCRIPTION | ACTUALS-2021 | REV BUD-2022 | ACTUALS-2022 | VARIANCE- |
|---|--------------------|--------------------|--------------------|--------------------|
| 5110 Parking Administration | | | | |
| TOTAL Interest Income | 5,879 | (11,000) | 22,052 | 33,052 |
| TOTAL Other Revenues | (640) | (1,001) | (8,970) | (7,969) |
| TOTAL Other Financing Sources | - | (320,375) | - | 320,375 |
| TOTAL Salaries | 98,809 | 104,299 | 65,744 | (38,555) |
| TOTAL Fringes | (10,348) | 39,917 | 19,727 | (20,190) |
| TOTAL Training~Travel | - | - | 5 | 5 |
| TOTAL Supplies | 6,042 | 8,400 | 4,801 | (3,599) |
| TOTAL Purchased Services | 107,565 | 116,284 | 92,342 | (23,942) |
| TOTAL Miscellaneous Expens | 498,703 | 537,000 | 440,130 | (96,870) |
| TOTAL Debt Service | 27,538 | 23,525 | 20,420 | (3,105) |
| TOTAL Other Financing Uses | 9,300 | 84,300 | 7,750 | (76,550) |
| Revenues | 5,239 | (332,376) | 13,082 | 345,458 |
| Expenses | 737,609 | 913,725 | 650,919 | (262,806) |
| TOTAL Parking Administration | 742,848 | 581,349 | 664,001 | 82,652 |
| 5121 Meter Operations & Maint | | | | |
| TOTAL Charges for Services | (427,296) | (425,000) | (413,614) | 11,386 |
| TOTAL Salaries | 31,487 | 30,905 | 26,134 | (4,771) |
| TOTAL Fringes | 12,905 | 13,984 | 12,315 | (1,669) |
| TOTAL Supplies | 41,339 | 48,200 | 40,453 | (7,747) |
| TOTAL Purchased Services | 38,751 | 31,605 | 35,642 | 4,037 |
| TOTAL Capital Outlay | (35,670) | - | - | - |
| Revenues | (427,296) | (425,000) | (413,614) | 11,386 |
| Expenses | 88,812 | 124,694 | 114,544 | (10,150) |
| TOTAL Meter Operations & Maint | (338,484) | (300,306) | (299,070) | 1,236 |
| 5122 Lot Operation & Maint | | | | |
| TOTAL Charges for Services | (33,860) | (30,000) | (23,465) | 6,535 |
| TOTAL Salaries | 1,091 | 1,093 | 625 | (468) |
| TOTAL Fringes | 522 | 555 | 284 | (271) |
| TOTAL Supplies | - | 500 | - | (500) |
| TOTAL Purchased Services | 8,110 | 11,200 | 7,047 | (4,153) |
| Revenues | (33,860) | (30,000) | (23,465) | 6,535 |
| Expenses | 9,723 | 13,348 | 7,956 | (5,392) |
| TOTAL Lot Operation & Maint | (24,137) | (16,652) | (15,509) | 1,143 |
| 5123 Ramp Operation & Maint | | | | |
| TOTAL Charges for Services | (1,021,108) | (1,400,000) | (989,621) | 410,379 |
| TOTAL Other Revenues | (3,014) | - | (3,367) | (3,367) |
| TOTAL Salaries | 263,103 | 317,432 | 228,117 | (89,315) |
| TOTAL Fringes | 123,081 | 145,141 | 95,429 | (49,712) |
| TOTAL Supplies | 36,226 | 125,875 | 23,303 | (102,572) |
| TOTAL Purchased Services | 299,232 | 438,640 | 367,438 | (71,202) |
| TOTAL Capital Outlay | (22,805) | 526,000 | 165,885 | (360,115) |
| Revenues | (1,024,122) | (1,400,000) | (992,988) | 407,012 |
| Expenses | 698,837 | 1,553,088 | 880,172 | (672,916) |
| TOTAL Ramp Operation & Maint | (325,285) | 153,088 | (112,816) | (265,904) |
| 5130 Ordinance Enforcement | | | | |
| TOTAL Fines & Forfeitures | (249,169) | (320,000) | (273,848) | 46,152 |
| TOTAL Other Revenues | (213) | (600) | (300) | 300 |
| TOTAL Salaries | 105,312 | 123,104 | 88,231 | (34,873) |
| TOTAL Fringes | 43,071 | 45,297 | 38,454 | (6,843) |
| TOTAL Supplies | 4,729 | 9,150 | 43 | (9,107) |
| TOTAL Purchased Services | 29,452 | 25,175 | 23,187 | (1,988) |
| Revenues | (249,382) | (320,600) | (274,148) | 46,452 |
| Expenses | 182,564 | 202,726 | 149,915 | (52,811) |
| TOTAL Ordinance Enforcement | (66,818) | (117,874) | (124,233) | (6,359) |
| Revenues | (1,729,421) | (2,507,976) | (1,691,133) | 816,843 |
| Expenses | 1,717,545 | 2,807,581 | 1,803,506 | (1,004,075) |
| GRAND TOTAL | (11,876) | 299,605 | 112,373 | (187,232) |