



# City of Appleton

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

## Meeting Agenda - Final Common Council

---

Wednesday, February 15, 2023

7:00 PM

Council Chambers

---

- A. CALL TO ORDER
- B. INVOCATION
- C. PLEDGE OF ALLEGIANCE TO THE FLAG
- D. ROLL CALL OF ALDERPERSONS
- E. ROLL CALL OF OFFICERS AND DEPARTMENT HEADS
- F. APPROVAL OF PREVIOUS COUNCIL MEETING MINUTES

[23-0134](#) Common Council Meeting Minutes of February 1, 2023

**Attachments:** [CC Minutes 2-1-23.pdf](#)

- G. BUSINESS PRESENTED BY THE MAYOR

[23-0140](#) Wastewater Plant Update

[23-0141](#) Ellen Kort Peace Park/Trout Museum of Art Update

[23-0142](#) PBS WI - Hometown Stories Presentation  
- March 15th 6:30 p.m. Council Chambers

- H. PUBLIC PARTICIPATION
- I. PUBLIC HEARINGS
- J. SPECIAL RESOLUTIONS
- K. ESTABLISH ORDER OF THE DAY
- L. COMMITTEE REPORTS



**1. MINUTES OF THE MUNICIPAL SERVICES COMMITTEE**

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

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

**Legislative History**

2/6/23            Municipal Services            recommended for denial  
Committee

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

**Attachments:** [4984-24-74.75 C APPLETON, LAWE ST, COLLEGE AVE - WISCONSIN AVE \( Lawe St-College Ave to Wisconsin Ave-Cost summary.pdf](#)

**Legislative History**

2/6/23            Municipal Services            recommended for approval  
Committee

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

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

**Legislative History**

2/6/23            Municipal Services            recommended for approval  
Committee  
*Amend to just include Prospect and not Fifth at this time. Siebers/Firkus on amendment. 5-0 approved.*

**2. MINUTES OF THE SAFETY AND LICENSING COMMITTEE****3. MINUTES OF THE CITY PLAN COMMISSION****4. MINUTES OF THE PARKS AND RECREATION COMMITTEE**

[23-0097](#) Action Item: WI JAM, LLC requests permission to hold a ticketed private Special Event in Jones Parks on June 3, 2023 for SOL Dance and on July 8, 2023 for Sky Dance

**Attachments:** [WIJam Jones Park Special Event.docx](#)

**Legislative History**

2/6/23            Parks and Recreation            recommended for approval  
Committee



- [23-0105](#) Action Item: Select Winning Photos Received From The "Images That Define Appleton" Photo Contest To Be Placed In The Welcome Tower In Houdini Plaza

**Attachments:** [Images that Define Appleton.pdf](#)

**Legislative History**

2/6/23 Parks and Recreation recommended for approval  
Committee

## 5. MINUTES OF THE FINANCE COMMITTEE

- [23-0061](#) Request to sole source contract to Parker Coatings for Fire Station #1 rig room floor epoxy in the amount of \$40,674 with a 10% contingency of \$4,068, for a project total not to exceed \$44,742.

**Attachments:** [Floor Coating Sole Source.pdf](#)

[Sole source request form.pdf](#)

**Legislative History**

1/23/23 Finance Committee held  
*Motion to hold for 2 weeks or to next scheduled meeting.*

2/6/23 Finance Committee recommended for approval

- [23-0120](#) Request to award the 2023 V-Building Painting Project contract to SDS Painting Co, Inc. in the amount of \$86,330 with a contingency of \$10,000 for a project total not to exceed \$96,330.

**Attachments:** [2023 AWWTP V-Building Painting Project.pdf](#)

**Legislative History**

2/6/23 Finance Committee recommended for approval

- [23-0121](#) Request to award the 2023 Telulah Park Hardscapes Reconstruction Project contract to Northeast Asphalt, Inc., in the amount of \$166,499.50 with a contingency of \$32,000 for a project total not to exceed \$198,499.50.

**Attachments:** [2023 Telulah Park Hardscape Renovation Project.pdf](#)

**Legislative History**

2/6/23 Finance Committee recommended for approval

- [23-0122](#) Request to award the 2023 Water Plant Park Hardscapes Reconstruction Project contract to Northeast Asphalt, Inc., in the amount of \$522,443.10 with a 15% contingency of \$78,366.47 for a project total not to exceed \$600,809.57.

**Attachments:** [2023 Water Plant Hardscape Renovation Project.pdf](#)

**Legislative History**



2/6/23 Finance Committee recommended for approval

[23-0124](#)

Request to award Unit W-23 Sewer & Watermain Reconstruction No. 1 to Superior Sewer & Water, Inc. in the amount of \$2,222,221 with a 3.4% contingency of \$75,000 for a project total not to exceed \$2,297,221 .

**Attachments:** [Award of Contract Unit W-23.pdf](#)

**Legislative History**

2/6/23 Finance Committee recommended for approval

[23-0127](#)

Request to approve the following 2022 Budget amendment:

**General Fund - Police**

Donation	+\$12,374
Other Contract & Obligations	+\$12,374

to record funds from Community Foundation for the Fox Valley Region, for the Appleton Police K9 Program to reimburse veterinary expenses.

**Attachments:** [2022 K9 Budget Adjustment.pdf](#)

**Legislative History**

2/6/23 Finance Committee recommended for approval

[23-0128](#)

Request to approve the following 2022 Budget amendment:

**Police Grants Fund**

Federal Grants	+\$ 14,891
State Grants	+\$126,786
Local Grants	+\$ 5,499
Overtime	+\$104,102
Training	+\$ 7,443
Protective Clothing	+\$ 591
Equipment	+\$ 35,040

to record additional grant funds awarded during 2022 for various police initiatives

**Attachments:** [2022 Grant budget adjustment.pdf](#)

**Legislative History**

2/6/23 Finance Committee recommended for approval

## **6. MINUTES OF THE COMMUNITY AND ECONOMIC DEVELOPMENT COMMITTEE**



**7. MINUTES OF THE UTILITIES COMMITTEE****8. MINUTES OF THE HUMAN RESOURCES & INFORMATION TECHNOLOGY COMMITTEE**

[23-0096](#) Request to Approve APD TO Adjustment.

**Attachments:** [Operations Coord move to CRU.pdf](#)  
[Police Approved 11-15-22 DRAFT.pdf](#)

**Legislative History**

2/8/23	Human Resources & Information Technology Committee	recommended for approval
--------	--	--------------------------

[23-0118](#) Request to Approve Legal Services TO Adjustment.

**Attachments:** [HR-IT - Reorganization Memo 2-2-23.pdf](#)  
[Legal Services Draft 1-19-23.pdf](#)  
[City Clerk Deputy Dir Admin Services 2023.pdf](#)  
[Administrative Services Lead 2023.pdf](#)  
[Elections Clerk 2023 \(002\).pdf](#)

**Legislative History**

2/8/23	Human Resources & Information Technology Committee	recommended for approval
--------	--	--------------------------

[23-0125](#) Request to Approve Public Health TO Adjustment.

**Attachments:** [PHN Memo.pdf](#)  
[PHN TO.pdf](#)

**Legislative History**

2/8/23	Human Resources & Information Technology Committee	recommended for approval
--------	--	--------------------------

**9. MINUTES OF THE FOX CITIES TRANSIT COMMISSION****10. MINUTES OF THE BOARD OF HEALTH****M. CONSOLIDATED ACTION ITEMS****N. ITEMS HELD**



## O. ORDINANCES

[23-0130](#) Ordinance #12-23

**Attachments:** [Ordinances to Council 2-15-23.pdf](#)

P. LICENSE APPLICATIONS AND COMMUNICATIONS REFERRED TO  
COMMITTEES OF JURISDICTIONQ. RESOLUTIONS SUBMITTED BY ALDERPERSONS REFERRED TO COMMITTEES  
OF JURISDICTION

## R. OTHER COUNCIL BUSINESS

## S. ADJOURN

Kami Lynch, City Clerk

*Reasonable accommodations for persons with disabilities will be made upon request and if feasible.*

*Remote meeting attendance may be permitted pursuant to Section 2-29 of the Appleton Municipal Code and Rules of Council.*





# City of Appleton

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

## Meeting Minutes - Final Common Council

---

Wednesday, February 1, 2023

7:00 PM

Council Chambers

---

**Due to equipment failure, there is currently no audio/video available for this meeting.**

A. CALL TO ORDER

*The meeting was called to order by Mayor Woodford at 7:00 p.m.*

B. INVOCATION

*The Invocation was offered by Alderperson Meltzer.*

C. PLEDGE OF ALLEGIANCE TO THE FLAG

D. ROLL CALL OF ALDERPERSONS

**Present:** 16 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Israel Del Toro, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Maiyoua Thao, Alderperson Joss Thyssen, Alderperson Alex Schultz, Alderperson Vaya Jones, Alderperson Kristin Alfheim, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt, Alderperson Chad Doran and Mayor Jake Woodford

E. ROLL CALL OF OFFICERS AND DEPARTMENT HEADS

*All Departments were represented.*

F. APPROVAL OF PREVIOUS COUNCIL MEETING MINUTES

[23-0081](#)

Common Council Meeting Minutes of January 18, 2023

**Attachments:** [CC Minutes 1-18-23.pdf](#)

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

**Aye:** 15 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Israel Del Toro, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Maiyoua Thao, Alderperson Joss Thyssen, Alderperson Alex Schultz, Alderperson Vaya Jones, Alderperson Kristin Alfheim, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt and Alderperson Chad Doran



**Abstained:** 1 - Mayor Jake Woodford

## G. BUSINESS PRESENTED BY THE MAYOR

[23-0090](#)

Proclamations:

- Burn Awareness Week
- Transit Equity Day
- Black History Month
- Career & Technical Education Month
- Gun Violence Survivor Week

**Attachments:**    [Burn Awareness Week Proclamation.pdf](#)  
[Transit Equity Day Proclamation.pdf](#)  
[Black History Month Proclamation.pdf](#)  
[Career and Technical Education Month Proclamation.pdf](#)  
[Gun Violence Survivor Week Proclamation.pdf](#)

## H. PUBLIC PARTICIPATION

*There was no one signed up to speak during Public Participation.*

## I. PUBLIC HEARINGS

[23-0033](#)

Public Hearing for Subdivision Ordinance Text Amendments - Sections: 17-3; 17-4; 17-29; 17-30; 17-31; 17-32; 17-33; 17-34; and 17-35

**Attachments:**    [TA 5-22 Notice of Public Hearing Subdivision Ordinance.pdf](#)

*The Public Hearing was held. No one spoke during the hearing.*

[22-1530](#)

Public Hearing for the Street Vacation of portions of Appleton Street, Pacific Street, & Oneida Street

**Attachments:**    [Public Hearing - SV AppletonPacificOneida.pdf](#)

*The Public Hearing was held. No one spoke during the hearing.*

## J. SPECIAL RESOLUTIONS



[23-0034](#)

Final Resolution for the Street Vacation of portions of Appleton Street, Pacific Street, & Oneida Street

**Attachments:**     [SV AppletonPacificOneida - Final Resolution \(with exhibits\).pdf](#)

**Aldersperson Hartzheim moved, seconded by Aldersperson Croatt, that the Resolution be approved. Roll Call. Motion carried by the following vote:**

**Aye:** 15 - Aldersperson William Siebers, Aldersperson Vered Meltzer, Aldersperson Brad Firkus, Aldersperson Israel Del Toro, Aldersperson Katie Van Zeeland, Aldersperson Denise Fenton, Aldersperson Maiyoua Thao, Aldersperson Joss Thyssen, Aldersperson Alex Schultz, Aldersperson Vaya Jones, Aldersperson Kristin Alfheim, Aldersperson Nate Wolff, Aldersperson Sheri Hartzheim, Aldersperson Christopher Croatt and Aldersperson Chad Doran

**Abstained:** 1 - Mayor Jake Woodford

#### K. ESTABLISH ORDER OF THE DAY

[23-0068](#)

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

**Attachments:**     [Maple Hills 12-7-2022 Final Permit Application.pdf](#)

**Aldersperson Hartzheim moved, seconded by Aldersperson Thao, that the Street Occupancy Permit be approved. Roll Call. Motion carried by the following vote:**

**Aye:** 15 - Aldersperson William Siebers, Aldersperson Vered Meltzer, Aldersperson Brad Firkus, Aldersperson Israel Del Toro, Aldersperson Katie Van Zeeland, Aldersperson Denise Fenton, Aldersperson Maiyoua Thao, Aldersperson Joss Thyssen, Aldersperson Alex Schultz, Aldersperson Vaya Jones, Aldersperson Kristin Alfheim, Aldersperson Nate Wolff, Aldersperson Sheri Hartzheim, Aldersperson Christopher Croatt and Aldersperson Chad Doran

**Abstained:** 1 - Mayor Jake Woodford

[23-0069](#)

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

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

**Aldersperson Wolff moved, seconded by Aldersperson Hartzheim, that the Municipal Code change be approved. Roll Call. Motion carried by the following vote:**



**Aye:** 15 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Israel Del Toro, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Maiyoua Thao, Alderperson Joss Thyssen, Alderperson Alex Schultz, Alderperson Vaya Jones, Alderperson Kristin Alfheim, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt and Alderperson Chad Doran

**Abstained:** 1 - Mayor Jake Woodford

[23-0051](#)

Authorization to Apply and Accept Rebuilding American Infrastructure with Sustainability and Equity (RAISE) discretionary grant

**Attachments:** [2023 RAISE Appleton Council Resolution.0117.pdf](#)  
[Conceptual Streetfront and Busway Rendering.pdf](#)

**Alderperson Van Zeeland moved, seconded by Alderperson Fenton, that the RAISE grant application and acceptance be approved. Roll Call. Motion carried by the following vote:**

**Aye:** 15 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Israel Del Toro, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Maiyoua Thao, Alderperson Joss Thyssen, Alderperson Alex Schultz, Alderperson Vaya Jones, Alderperson Kristin Alfheim, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt and Alderperson Chad Doran

**Abstained:** 1 - Mayor Jake Woodford

[23-0076](#)

Authorization to Utilize Stafford Rosenbaum LLP as legal counsel for the Transit Center Joint Development project

**Alderperson Hartzheim moved, seconded by Alderperson Alfheim, that the legal counsel authorization be approved. Roll Call. Motion carried by the following vote:**

**Aye:** 15 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Israel Del Toro, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Maiyoua Thao, Alderperson Joss Thyssen, Alderperson Alex Schultz, Alderperson Vaya Jones, Alderperson Kristin Alfheim, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt and Alderperson Chad Doran

**Abstained:** 1 - Mayor Jake Woodford

## L. COMMITTEE REPORTS

### Balance of the action items on the agenda.

**Alderperson Hartzheim moved, Alderperson Meltzer seconded, to approve the balance of the agenda. The motion carried by the following vote:**



**Aye:** 15 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Israel Del Toro, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Maiyoua Thao, Alderperson Joss Thyssen, Alderperson Alex Schultz, Alderperson Vaya Jones, Alderperson Kristin Alfheim, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt and Alderperson Chad Doran

**Abstained:** 1 - Mayor Jake Woodford

## 1. MINUTES OF THE MUNICIPAL SERVICES COMMITTEE

[23-0071](#)

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

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

This Report Action Item was approved.

[23-0074](#)

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

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

This Report Action Item was approved.

## 2. MINUTES OF THE SAFETY AND LICENSING COMMITTEE

[23-0086](#)

Request to Purchase a Red Wave Threat ID Spectrometer.

**Attachments:** [2023.01.18 - Request to Purchase Red Wave Threat ID Spectrometer.pdf](#)

This Report Action Item was approved.

[23-0087](#)

Intent to Apply for FEMA's Assistance to Firefighter's Grant for Cardiac Monitors.

**Attachments:** [Intent to Apply - Cardiac Monitors - 01.18.2023.pdf](#)

This Report Action Item was approved.



[23-0080](#)

Class "A" Beer and "Class A" Liquor License Change of Agent application for Aldi Inc d/b/a Aldi #68, Chris R Subert, New Agent, located at 116 N Linwood Ave.

**Attachments:** [Chris R Subert S&L.pdf](#)

This Report Action Item was approved.

[23-0031](#)

Class "B" Beer License application for El Guadalajara Mexican Restaurant LLC d/b/a El Guadalajara Mexican Restaurant, Lucelia Guzman, agent, located at 1003B W Northland Ave, contingent upon approval from the Community Development and Inspections departments.

**Attachments:** [El Guadalajara Mexican Restaurant.pdf](#)

This Report Action Item was approved.

### **3. MINUTES OF THE CITY PLAN COMMISSION**

[23-0011](#)

Request to approve text amendments to Chapter 17 Subdivision Ordinance of the Municipal Code relating to Sec. 17-3 General Provisions, Sec. 17-4 Preplatting Requirements, Sec. 17-29 Dedication of Public Sites and Open Spaces, Sec. 17-30 Identification of Dedicated Areas, Sec. 17-31 Reservation of Road Widths, Sec. 17-32 Reservation of Public Sites, Sec. 17-33 Private Reservations, Sec. 17-34 Right of Refusal, and Sec. 17-35 Accomplishment of Dedication, as identified in the attached document

**Attachments:** [StaffReport\\_TextAmendment\\_ParklandAndTrails\\_For01-11-23.pdf](#)  
[FINAL 2022 Fee in Lieu Baker Tilly.pdf](#)

This Report Action Item was approved.

### **4. MINUTES OF THE PARKS AND RECREATION COMMITTEE**

### **5. MINUTES OF THE FINANCE COMMITTEE**

[23-0072](#)

Request to award ARPA Affordable Housing grant funds to RISE Apartments, LLC for a grant total not to exceed \$1,000,000.

**Attachments:** [Memo ARPA Housing Grant Award 1.pdf](#)

This Report Action Item was approved.

### **6. MINUTES OF THE COMMUNITY AND ECONOMIC DEVELOPMENT COMMITTEE**



**7. MINUTES OF THE UTILITIES COMMITTEE****8. MINUTES OF THE HUMAN RESOURCES & INFORMATION TECHNOLOGY COMMITTEE****9. MINUTES OF THE FOX CITIES TRANSIT COMMISSION**[23-0050](#)

Authorization to Award Computer Aided Dispatch and Automated Vehicle Location (CAD/AVL) Software Contract to GMV

**Attachments:** [Award Recommendation GMV.pdf](#)

This Report Action Item was approved.

**10. MINUTES OF THE BOARD OF HEALTH****M. CONSOLIDATED ACTION ITEMS****N. ITEMS HELD****O. ORDINANCES**[23-0082](#)

Ordinances #3-23 to #11-23

**Attachments:** [Ordinances to Council 2-1-23.pdf](#)

**Aldersperson Hartzheim moved, seconded by Aldersperson Fenton, that the Ordinances be approved. Roll Call. Motion carried by the following vote:**

**Aye:** 15 - Aldersperson William Siebers, Aldersperson Vered Meltzer, Aldersperson Brad Firkus, Aldersperson Israel Del Toro, Aldersperson Katie Van Zeeland, Aldersperson Denise Fenton, Aldersperson Maiyoua Thao, Aldersperson Joss Thyssen, Aldersperson Alex Schultz, Aldersperson Vaya Jones, Aldersperson Kristin Alfheim, Aldersperson Nate Wolff, Aldersperson Sheri Hartzheim, Aldersperson Christopher Croatt and Aldersperson Chad Doran

**Abstained:** 1 - Mayor Jake Woodford

**P. LICENSE APPLICATIONS AND COMMUNICATIONS REFERRED TO COMMITTEES OF JURISDICTION****Q. RESOLUTIONS SUBMITTED BY ALDERPERSONS REFERRED TO COMMITTEES OF JURISDICTION****R. OTHER COUNCIL BUSINESS**



**S. ADJOURN**

**Aldersperson Hartzheim moved, seconded by Aldersperson Del Toro, that the meeting be adjourned at 7:34 p.m. Roll Call. Motion carried by the following vote:**

**Aye:** 15 - Aldersperson William Siebers, Aldersperson Vered Meltzer, Aldersperson Brad Firkus, Aldersperson Israel Del Toro, Aldersperson Katie Van Zeeland, Aldersperson Denise Fenton, Aldersperson Maiyoua Thao, Aldersperson Joss Thyssen, Aldersperson Alex Schultz, Aldersperson Vaya Jones, Aldersperson Kristin Alfheim, Aldersperson Nate Wolff, Aldersperson Sheri Hartzheim, Aldersperson Christopher Croatt and Aldersperson Chad Doran

**Abstained:** 1 - Mayor Jake Woodford

Kami Lynch, City Clerk



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





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





Dec 28, 2022 at 8:57:07 AM  
1300 Edmund Dr W  
Appleton WI 54914  
United States





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





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





Dec 28, 2022 at 9:11:47 AM  
1300 Edmund Dr W  
Appleton WI 54914  
United States





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





## 2022/2023 Snow Events - Neglected Sidewalk Program

Current Date & Time:

Friday, January 27, 2023 9:42 AM

Event No.	START of Snow Event	END of Snow Event	Time since END of most recent Snow Event (Hours)	Is 36-hour Criteria met?	BEGIN Accepting NEW Complaints (CSR's)	STOP Accepting NEW Complaints (CSR's)
	Date / Time	Date / Time			Date Time	Date Time
1	Thursday, December 15, 2022 1:00 AM	Thursday, December 15, 2022 5:00 AM	20.00	NO. New snowfall has occurred within 36 hrs.	NO	-
2	Friday, December 16, 2022 1:00 AM	Saturday, December 17, 2022 12:00 PM	36.58	YES	Monday, Dec. 19, 2022 12:00AM	Monday, Dec. 19, 2022 12:35AM
3	Monday, December 19, 2022 12:35 AM	Tuesday, December 20, 2022 7:45 AM	39.00	YES	Wednesday, Dec. 21, 2022 7:45PM	Wednesday, Dec. 21, 2022 10:45PM
4	Wednesday, December 21, 2022 10:45 PM	Friday, December 23, 2022 10:45 PM	290.25	YES	Sunday, Dec. 25, 2022 10:45AM	Thursday, Jan. 5, 2023 1:00AM
5	Thursday, January 5, 2023 1:00 AM	Thursday, January 5, 2023 8:00 PM	316.50	YES	Saturday, Jan. 7, 2023 8:00AM	Thursday, Jan. 19, 2023 12:30AM
6	Thursday, January 19, 2023 12:30 AM	Thursday, January 19, 2023 10:00 AM	156.00	YES	Friday, Jan. 20, 2023 10:00PM	Wednesday, Jan. 25, 2023 10:00PM
7	Wednesday, January 25, 2023 10:00 PM	Thursday, January 26, 2023 11:00 AM	22.71	NO. 36-hour period not met yet.	NO	-
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						



Pgm -AMS1145  
User-PADGETRR  
Wsid-PW03

Customer Request Sheet

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

Request - 227558 HASN'T SHOVELED YET THIS YEAR

Dept/Div- DPW SDW

Type- 1 SIDEWALKS

Sub type- 5 SNOW-WAITING FOR BILLING

Location-

Str addr- 1300 W EDMUND DR

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

Rental- N

Requestor- ANONYMOUS

Phone #1 -

Phone #2 -

cell phon-

fax phon-

needs wo -

called back- 00/00/00

Assigned to- 4948 M SCOTT HART

Request notes-

12/20/22 IN ANOTHER SNOW EVENT, HOLD FOR 36 HOURS.

12/21/22 IN ANOTHER SNOW EVENT, HOLD FOR 36 HOURS.

12/28/22 NOT CLEAR; INSPECTOR SHOVEL/SALTED. PP

1/12/23 ASSESSMENT \$118.50

Other calls at location

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





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

**Program Name: STP-Urban**

**Population Group: 200,000-500,000**

**Sub-program #: 206**

**Cycle: BIL 2023-2026**

**Date: January 25, 2023**

**I.D.: 4984-24-74/75**

**Roadway Name: Lawe Street**

**Limits: College Avenue to Wisconsin Avenue**

**County: Outagamie**

**Roadway Length: 0.8 MILES**

**Functional Classification: Collector**

**Project Sponsor: City of Appleton**

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

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

**NEEDS AND ESTIMATE SUMMARY:**

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

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

Proposed Improvement - Nature of work: **The proposed improvement is an urban reconstruction for 0.65 miles of concrete pavement with a pavement width of 42 feet. The proposed roadway is to include bike lanes on the street, curb and gutter, street lighting, pavement marking, signing and 5-foot sidewalks on both sides of the road. There will be extensive grading, and less than ½ acre of strip right-of-way will be acquired. Railroad crossing improvements to be determined.**

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



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

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

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

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

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

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

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

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

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

#### SUMMARY OF COSTS

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



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

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

### GENERAL TERMS AND CONDITIONS:

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



## STATE RESPONSIBILITIES AND REQUIREMENTS:

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

## MUNICIPAL RESPONSIBILITIES AND REQUIREMENTS:

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



g. All work related to underground storage tanks and contaminated soils.

h. Street and bridge width in excess of standards, in accordance with the current *WisDOT Facilities Development Manual*.

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



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

16. It is further agreed by the Municipality that:

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

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



## LEGAL RELATIONSHIPS:

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

## PROJECT FUNDING CONDITIONS

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

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

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



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

[End of Document]



**LAWE STREET - College Ave to Wisconsin Ave**

**SUMMARY OF COSTS**

Phase	Total Est Project Cost	Federal / State Funds	%	Municipal Funds	%	Funding Year
<b>ID 4984-24-74</b>						
Design	\$500,000	\$328,788	66%	\$171,212	34%	2023/24
State Review	\$16,200	\$10,653	66%	\$5,547	34%	2024
<b>Project Total</b>	<b>\$516,200</b>	<b>\$339,441</b>		<b>\$176,759</b>		
<b>ID 4984-24-75</b>						
Participating Construction (pavement, sidewalk, storm sewer etc)	\$3,297,087	\$2,168,083	66%	\$1,129,004	34%	2026
Construction Engineering	\$414,698	\$272,695	66%	\$142,003	34%	2026
Non-Participating Construction (adjust san mh, water valves etc)	\$20,500	\$0	0%	\$20,500	100%	2026
State Review	\$20,400	\$13,415	66%	\$6,985	34%	2026
<b>Project Total</b>	<b>\$3,752,685</b>	<b>\$2,454,193</b>		<b>\$1,298,492</b>		
<b>City Construction in year prior to street construction</b>						
Real Estate Acquisition	\$200,000	\$0	0%	\$200,000	100%	2025
City Water Main Reconstruction	\$715,000	\$0	0%	\$715,000	100%	2025
City Sanitary Sewer Reconstruction	\$185,000	\$0	0%	\$185,000	100%	2025
<b>Total Est Cost Distribution</b>	<b>\$5,368,885</b>	<b>\$2,793,634</b>		<b>\$2,575,251</b>		

\*\* Note: Federal/State funds are capped at the amounts shown above. If actual project costs are higher, the extra cost will be the responsibility of the Municipality.





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

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

---

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

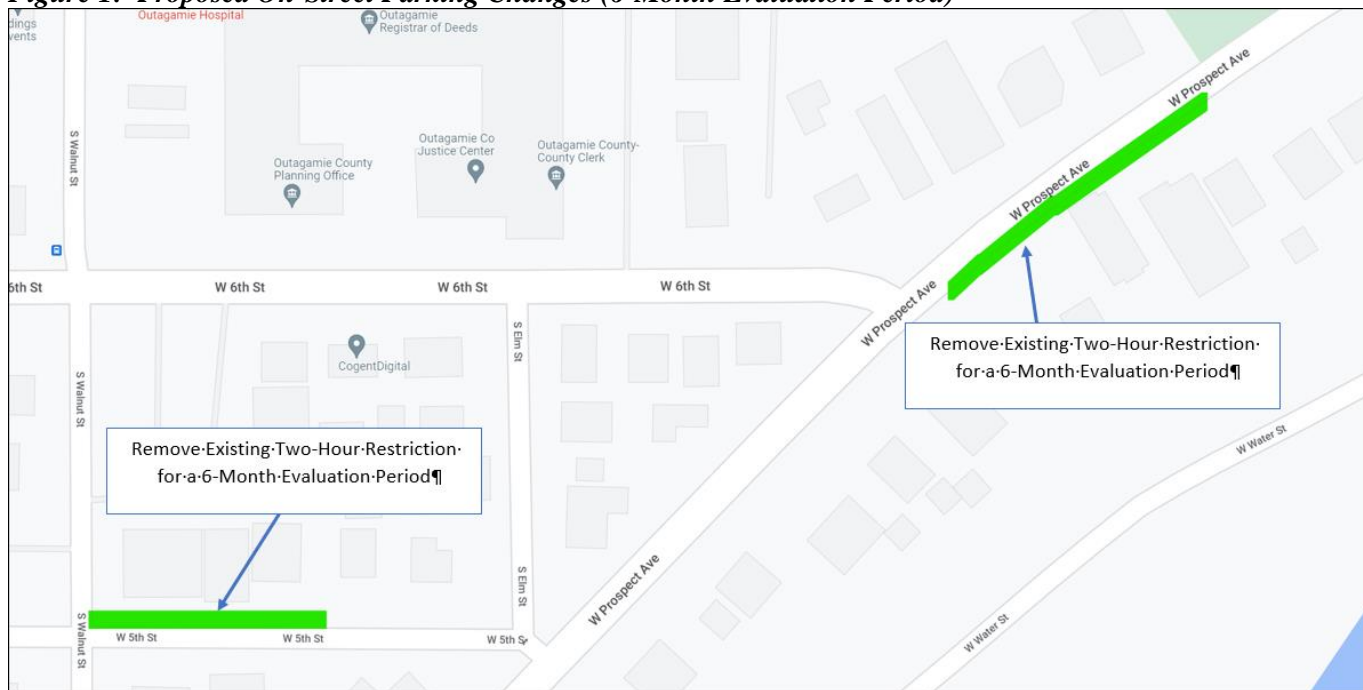
1. The north side of Fifth Street (from Walnut Street to Elm Street): This block is 32 feet wide, which is typical of most residential streets in this area. The existing parking configuration consists of a *No Parking* restriction on the entire south side of the block and a two-hour restriction on most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

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

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



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







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

**PARKS, RECREATION & FACILITIES  
MANAGEMENT**

**Dean R. Gazza, Director**

1819 East Witzke Boulevard  
Appleton, Wisconsin 54911-8401  
(920) 832-5572 FAX (920) 993-3103  
Email - [dean.gazza@appleton.org](mailto:dean.gazza@appleton.org)

TO: Parks & Recreation Committee

FROM: Dean R. Gazza

DATE: 02-06-23

RE: Action Item: WI JAM, LLC requests permission to hold a ticketed private Special Event in Jones Park on June 3, 2023 for SOL Dance and on July 8, 2023 for Sky Dance

Last year the Parks & Recreation Committee approved the updated Jones Park Rental Policy which requires permission from the Parks & Recreation Committee for any private Special Events in Jones Park.

WI JAM, LLC is requesting to host a Special Event in Jones Park for the second year. It is an American-Indie Rock Musical Festival with an anticipated turnout of 700-1,000 people. Because they are charging attendees a fee to attend the event, the Committee will need to approve both SOL Dance and Sky Dance.

They are aware of the rules and regulations of the parks and agree to abide by them. We are also allowing them to extend their music until 10:00 p.m. The Parks, Recreation & Facilities Management Department supports their request as their event had no problems or issues last year.

WI JAM, LLC requests permission to allow both SOL Dance on June 3, 2023 and Sky Dance on July 8, 2023 to be held at Jones Park.





# MEMORANDUM

“...meeting community needs...enhancing quality of life.”

TO: Dean Gazza, Director of Parks, Rec, Facilities and Grounds

FROM: Jessica Titel, Principal Planner

DATE: February 1, 2023

RE: Select Winning Photos Received From the “Images That Define Appleton” Photo Contest to be Placed in the Welcome Tower in Houdini Plaza

The Appleton Public Arts Committee met on February 1, 2023 and reviewed the 37 eligible photos entered in the Houdini Welcome Tower Photo Contest. The Appleton Public Arts Committee selected the following top 12 and 2 alternate photos and recommends these top 12 photos to be displayed in the tower with the 2 alternates available to be displayed if necessary.

Houdini Welcome Tower Photo Contest			
Final Art Committee Photo Selections			
	Photo Number	Contestant Name	
Winning Photos	1	2A	Dallas Denoo
	2	3A	Jenny Fletcher
	3	6	Jamie Sheridan
	4	9	Nestor Cisneros
	5	11	Tammy Carey
	6	12B	Maggy Isham-Gelina
	7	13B	Jeff Kraus
	8	14A	Emily Fochs
	9	15	Madelyn Mayer
	10	17A	Eryn Lemmert
	11	21A	Keely Nelson
	12	22A	Addison Thomson
Alternates	13	7	Ryan Platta
	14	13A	Jeff Kraus



Per the Art in Public Places Policy, the recommendation from the Appleton Public Arts Committee is forwarded to the committee of jurisdiction, in this case, the Parks and Recreation Committee. Please place this item on the agenda for the February 6, 2023 Parks and Rec Committee agenda. Their recommendation would then be forwarded to the Common Council for final consideration on February 15, 2023.

The memo prepared for the Public Art Committee and the winning photos are attached for reference.





# MEMORANDUM

---

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

TO: Appleton Public Arts Committee (APAC)

FROM: Jessica Titel, Principal Planner

DATE: January 23, 2023

RE: Houdini Welcome Tower Photo Contest - Contest Winner Selection

---

The City has received a fantastic response to the Houdini Welcome Tower Photo Contest. We appreciate the efforts of each contestant. It is very encouraging to see such a wonderful community response.

A total of 37 eligible photos were entered into the contest. The Arts Committee is tasked with choosing 12 photos to be displayed in the Houdini Plaza Welcome Tower. We also ask that you choose two alternatives. In the event that one of the twelve chosen photos are not able to provide a high-resolution photo suitable for printing and display in the tower, one of the alternates will be displayed instead.

As a reminder, the theme of the contest was IMAGES THAT DEFINE APPLETON. The contest was open to residents of the City of Appleton. The full contest rules are also attached for reference.

Attached is a document that contains each photo that was submitted for the contest. With each entry, the contestant has provided a description of where the photo was taken and how the image defines Appleton from their viewpoint. The names of each contestant were removed, and each photo has been given a number. The photos with an "A" or "B" after the number indicate those photos were submitted by the same contestant. Each contestant was allowed to submit up to two photos. The contest rules stated that only one photo from each contestant can be chosen.

You will also notice there are two sets of images. One set for contestants age 18 and over and one set for contestants age 17 and younger.

As you make your selections, please keep in mind that the images will be viewed from a distance and should be legible/identifiable when displayed in the tower. The images will also need to be cropped to square size for the display. Not every contestant has cropped their photo.

Staff would recommend that each Arts Committee member come to the meeting with a ranking of all the photos. This will expedite the selection process. A score sheet has been provided.

## **APPLETON PUBLIC ARTS COMMITTEE ACTION:**

1. Choose the 12 photos to be displayed in the tower.
2. Choose the 2 alternate photos.



## **IMAGES THAT DEFINE APPLETON - Houdini Tower Photo Contest Entries**

### **18 and Over Category**

#### **Photo #1A**

**Description of where photo was taken:** Fox River Trail

**Describe how the photo defines Appleton:** The beauty of the season.





**Photo #1B**

**Description of where photo was taken:** Fox River Trail

**Describe how the photo defines Appleton:** Wildlife in the city.





# Top 12 Selection by Public Arts Committee

18 and Over Category

## Photo #2A

**Description of where photo was taken:** This image was taken on State Street

**Describe how the photo defines Appleton:** Mile of Music, of course!





**Photo #2B**

**Description of where photo was taken:** Along the Fox River near the locks.

**Describe how the photo defines Appleton:** I think the river and the locks are such a staple of this beautiful city.





# Top 12 Selection by Public Arts Committee

18 and Over Category

## **Photo #3A**

**Description of where photo was taken:** Fox Trot Trail on the Fox River.

**Describe how the photo defines Appleton:** Beautiful view of the downtown skyline.





**Photo #3B**

**Description of where photo was taken:** Downtown Ice Sculpture

**Describe how the photo defines Appleton:** All the fun activities Downtown Appleton Inc puts onto bring people to Appleton.





## 18 and Over Category

### Photo #4

Description of where photo was taken: Appleton farmers market

Describe how the photo defines Appleton: The farmers market brings the community together and families





**Photo #5**

Description of where photo was taken: Erb Park

Describe how the photo defines Appleton: Relaxing, fun, and outdoorsy.





# Top 12 Selection by Public Arts Committee

## 18 and Over Category

### Photo #6

**Description of where photo was taken:** Bridge on the Fox River With Sunset Left of Lawrence Memorial Chapel

**Describe how the photo defines Appleton:** Appleton is a growing walk friendly city with picturesque views along the Fox River where its rich history (as seen in this photo where a new bridge was built atop an old railroad trestle) is preserved and blends with new development surrounding the stunning campus of Lawrence University.





# Alternate Photo Selection by Public Arts Committee

## 18 and Over Category

### Photo #7

**Description of where photo was taken:** Fall Berries with First English Lutheran Church in the Background.

**Describe how the photo defines Appleton:** City Park Architecture





### **Photo #8A**

**Description of where photo was taken:** Lawrence Chapel

**Describe how the photo defines Appleton:** This photo showcases the spire of Lawrence Chapel, a beloved landmark in Appleton's downtown area. Lawrence university exists in the heart of Appleton, and the school contributes to key elements of the city's culture: music and art. As an institution, it embodies not only Appleton's rich history, but the future of it's citizens as well, bringing people from around the world into it's fold as students and residents.

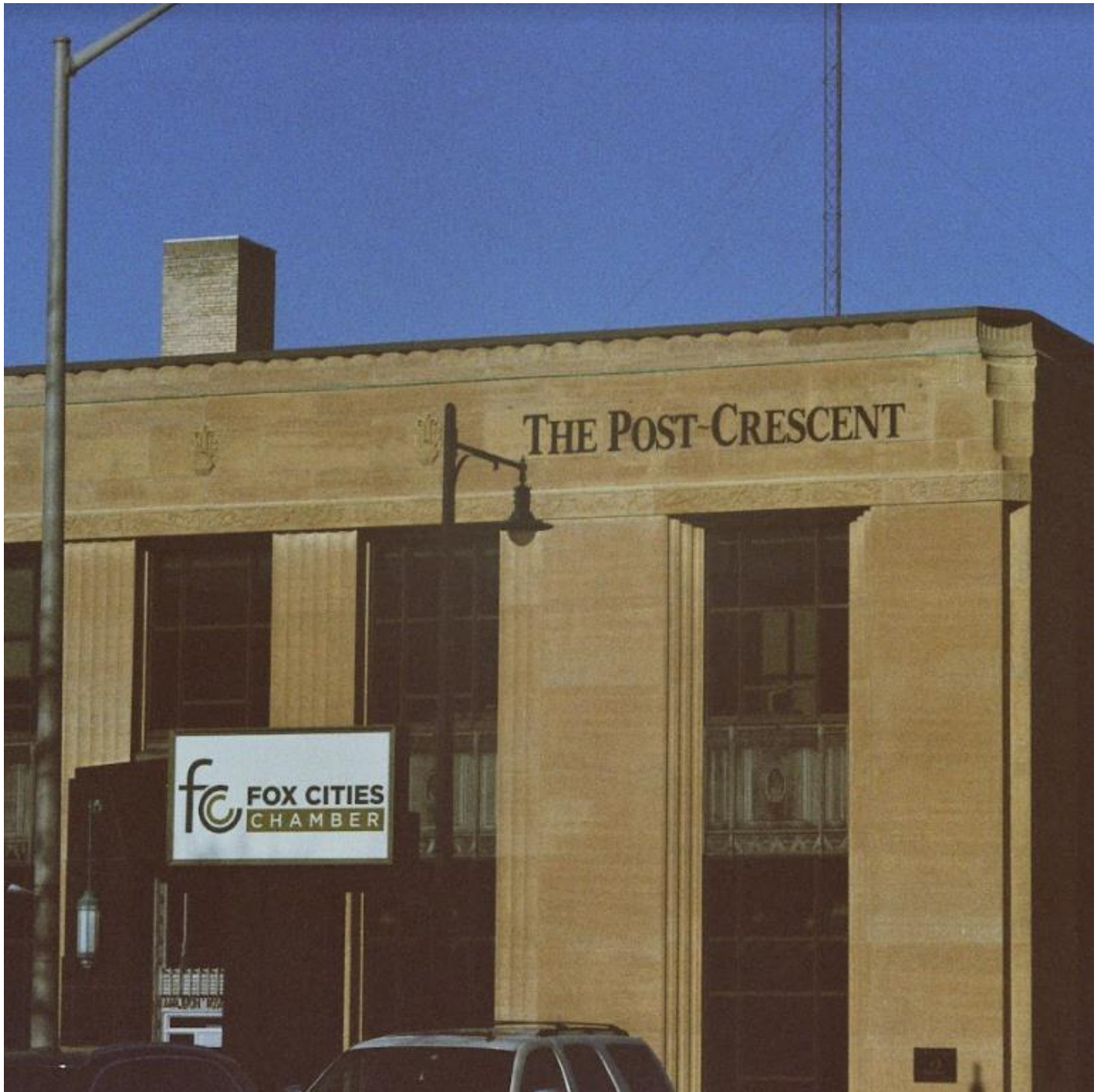




### **Photo #8B**

**Description of where photo was taken:** The Post Crescent

**Describe how the photo defines Appleton:** The Post Crescent is unmistakably a major player in the history and culture of Appleton. Many local businesses and events benefit from the advertising and awareness it provides, and residents would be worse off without this vital source of local news; as important as national news sources are, equally important are the small papers that inform the people of what is going on right in their backyards and neighborhoods.





# Top 12 Selection by Public Arts Committee

18 and Over Category

## Photo #9

**Description of where photo was taken:** The flats

**Describe how the photo defines Appleton:** Myself, new to Appleton, learning about the Fox River paper mills and its central location to the building of a thriving town was the inspiration.





## 18 and Over Category

### **Photo #10**

**Description of where photo was taken:** This photo was taken on the walking bridge between the Metamorphosis Sculpture and Eagle Point Senior Living.

**Describe how the photo defines Appleton:** Appleton has a lot of hidden beautiful places for people to walk around and explore. This photo of this bridge captures the joys of walking along the fox river on a beautiful fall day.





# Top 12 Selection by Public Arts Committee

## 18 and Over Category

### Photo #11

**Description of where photo was taken:** Downtown Appleton 51st Christmas Parade

**Describe how the photo defines Appleton:** I love Appleton and our downtown. I walked in the parade with my two daughters for Unity Dance Academy. I think this photo defines Appleton by bringing everyone together while supporting so many businesses, schools, all walks of life, and much more. The turn out for the parade seemed bigger than ever too! You could feel the sense of community. So many smiling faces shining brighter after the last couple years people struggled during the pandemic. This photo IS Appleton— “One Great Place”.





## 18 and Over Category

### **Photo #12A**

**Description of where photo was taken:** Cleo's

**Describe how the photo defines Appleton:** Everyone knows Cleo's for its iconic multi-holiday decor that is up 365 days a year. Everyone has a story from Cleo's. The night I was downtown taking this photo, a gentleman came up to me and told me about how often he would come to Cleo's when he was younger and how it was his favorite cocktail lounge downtown Appleton. Downtown Appleton defines itself as one great place because almost every business in the area is committed to being somewhere the community can have an amazing time and have a story for later. Cleo's is an iconic downtown Appleton location. Wherever life takes me, I will always remember Cleo's and how happy I felt whenever I was there.





# Top 12 Selection by Public Arts Committee

## 18 and Over Category

### **Photo #12B**

**Description of where photo was taken:** Cleo's

**Describe how the photo defines Appleton:** Everyone knows Cleo's for its iconic multi-holiday decor that is up 365 days a year. Everyone has a story from Cleo's. The night I was downtown taking this photo, a gentleman came up to me and told me about how often he would come to Cleo's when he was younger and how it was his favorite cocktail lounge downtown Appleton. Downtown Appleton defines itself as one great place because almost every business in the area is committed to being somewhere the community can have an amazing time and have a story for later. Cleo's is an iconic downtown Appleton location. Wherever life takes me, I will always remember Cleo's and how happy I felt whenever I was there.





# Alternate Photo Selection by Public Arts Committee

## 18 and Over Category

### **Photo #13A**

**Description of where photo was taken:** Appleton Swing Bridge crosses the Fox River just downstream of Appleton lock #3.

**Describe how the photo defines Appleton:** This beautiful swing bridge was built back in 1929 and still in use today.





# Top 12 Selection by Public Arts Committee

18 and Over Category

## **Photo #13B**

**Description of where photo was taken:** Lawrence University campus during peak fall color.

**Describe how the photo defines Appleton:** Lawrence University was founded in 1847 and has had an economic and cultural impact on Appleton.





# Top 12 Selection by Public Arts Committee

18 and Over Category

## **Photo #14A**

**Description of where photo was taken:** Lawrence University

**Describe how the photo defines Appleton:** It captures the iconic Lawrence University Main Hall, and also the changing seasons.





**Photo #14B**

**Description of where photo was taken:** Near Lawe Street on the Fox River

**Describe how the photo defines Appleton:** It depicts the abundance of wildlife in Appleton, especially along the Fox River.





# Top 12 Selection by Public Arts Committee

17 and Under Category

## **Photo #15**

**Description of where photo was taken:** Outside City Center Plaza, downtown Appleton

**Describe how the photo defines Appleton:** Iconic outdoor art located on College Avenue.





**Photo #16**

**Description of where photo was taken:** This photo was taken by Tempest Coffee Collective.

**Describe how the photo defines Appleton:** This photo defines Appleton because our city is full of all kinds of nature and also interesting architecture, particularly bridges.





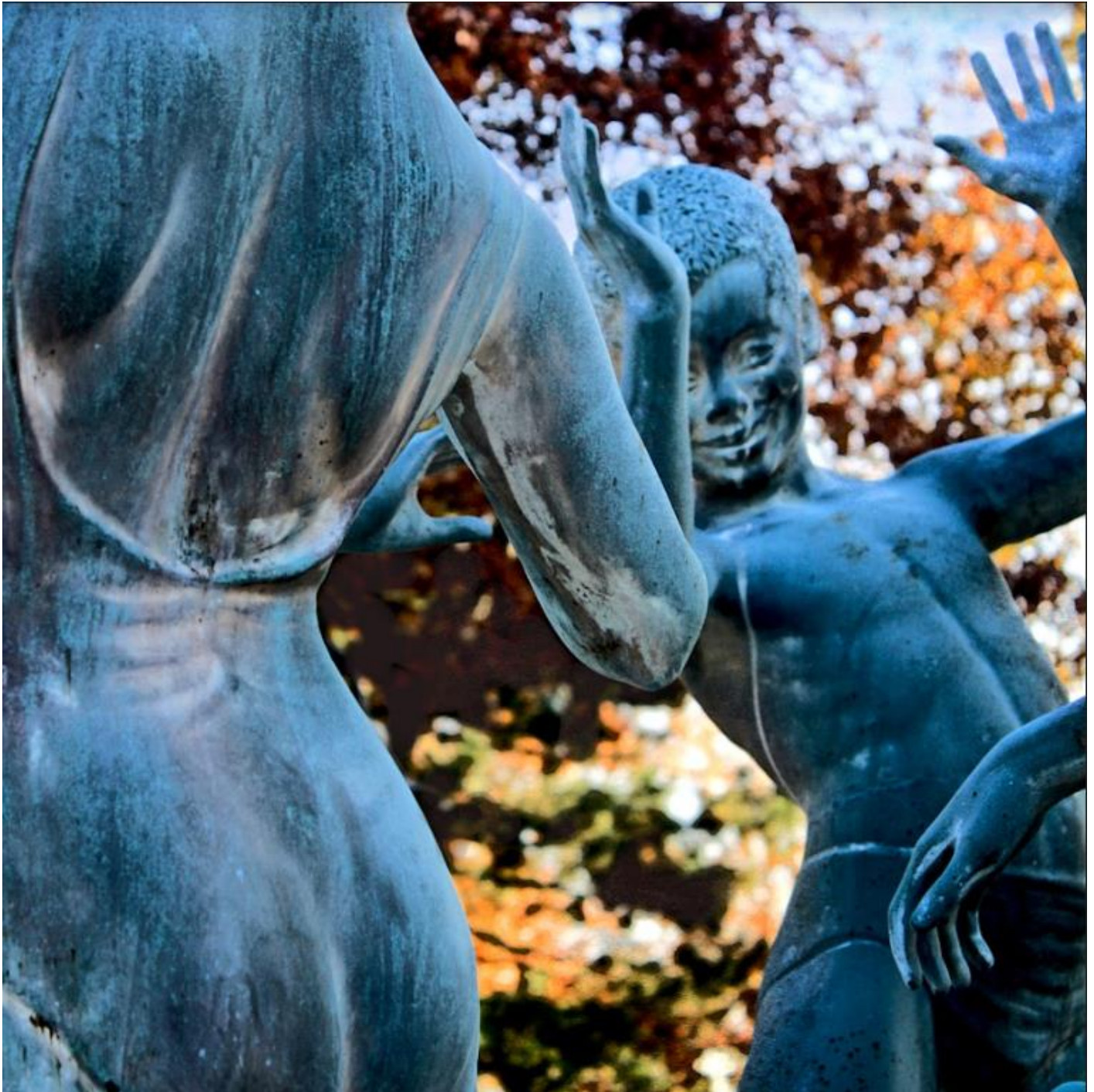
# Top 12 Selection by Public Arts Committee

17 and Under Category

## **Photo #17A**

**Description of where photo was taken:** The photo was taken at the "Ring Dance" fountain in City Park.

**Describe how the photo defines Appleton:** This photo defines Appleton by representing our local spirit of joy and a unique path. Not only is this fountain iconic to our citizens but the meaning behind the sculpture defines a great importance in Appleton. This photo shows the joy and smiles of the dancers, this reflects the soul of our city; the engraving which is also a part of this city park attraction is one regarding the "dance" which is life. I believe that this photo defines the joy and community present in our city and reflects how our city must pave its own way and create its own dance in order to keep thriving.





### **Photo #17B**

**Description of where photo was taken:** This photo was taken outside of Lawless Coffee and across from The Fire in downtown Appleton.

**Describe how the photo defines Appleton:** This photo defines Appleton because it depicts what I believe to be the true heart of Appleton: the people. Appleton is a lot of things, it has a unique spirit, a marvelous history, an iconic river, and an overall bright future, but this only exists because of the community and people which reside in our city. As much as Appleton is a physical location, Appleton is the way it is because of the citizens; our unique fabric of identities, interests and experiences gives the city the opportunity to thrive. This photograph, while not revealing a specific identity, shows an inhabitant of Appleton. The photo illustrates one individual but moreover speaks to symbolize every citizen and their importance in the composition of our community and city.





**Photo #18A**

**Description of where photo was taken:** Pierce Park

**Describe how the photo defines Appleton:** Appleton should be remembered by their past and what land we live on now. Whose beautiful land that took and not honoring them for it. Native Americans used the Fox River for a passage way and as a community we should remember our land's history.





**Photo #18B**

**Description of where photo was taken:** Soldier's Square

**Describe how the photo defines Appleton:** The community should remember those who fought to protect us. Though our modern day buildings are unique, I feel like showing support to those who served for us is more important.

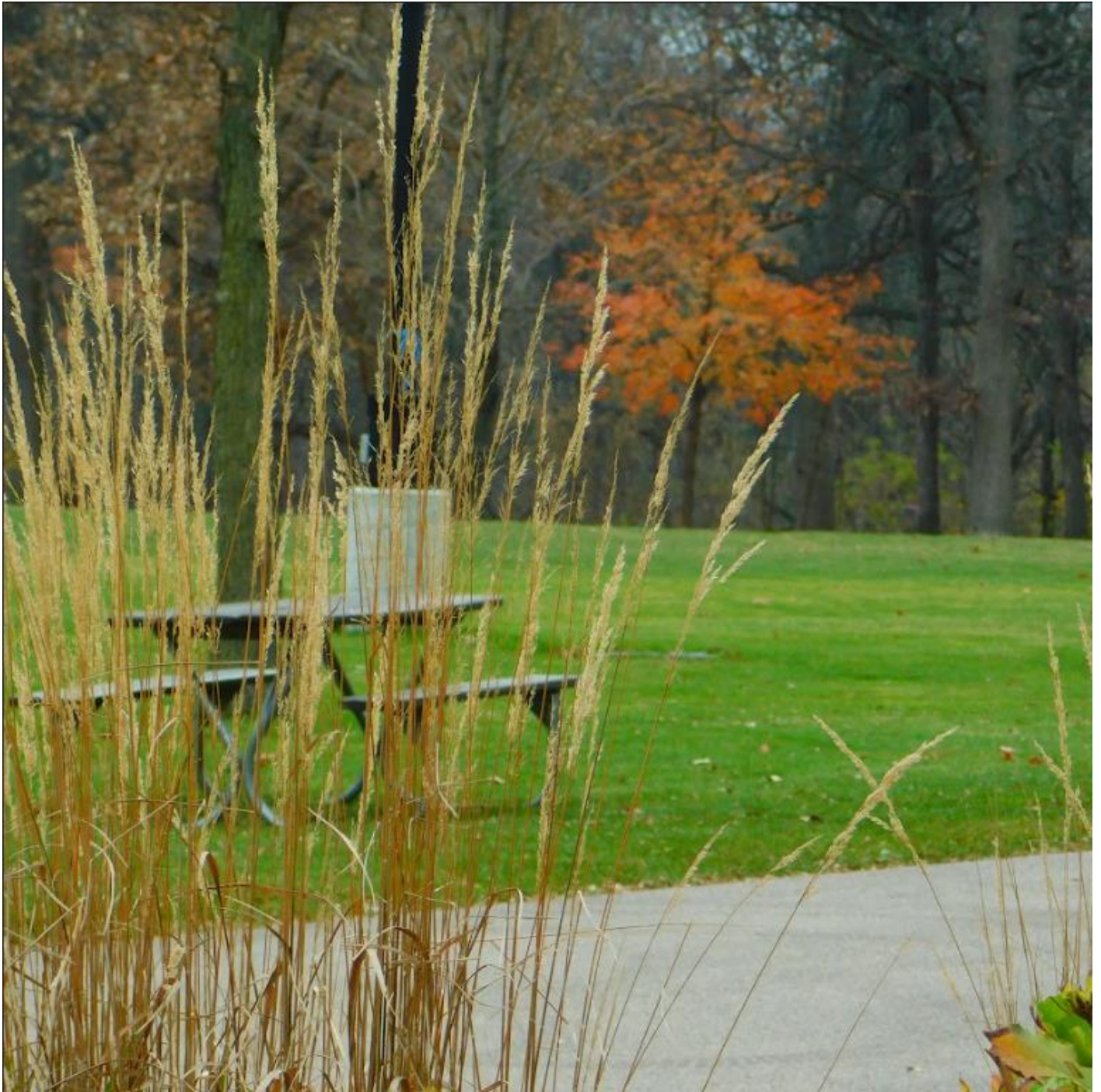




**Photo #19A**

**Description of where photo was taken:** Near parking lot at Pierce Park.

**Describe how the photo defines Appleton:** This photo showcases the natural beauty of Appleton at one of its many parks.





## 17 and Under Category

### **Photo #19B**

**Description of where photo was taken:** Downtown, next to the PAC.

**Describe how the photo defines Appleton:** Downtown is the heart of Appleton and this photo captures the vibrant colors that occur there every fall.





**Photo #20A**

**Description of where photo was taken:** Fox River by River Tyme Bistro

**Describe how the photo defines Appleton:** Appleton has so many beautiful natural places. The Fox River is a place many people know of and enjoy visiting in all seasons. Along with many local businesses with a river view, which is a bonus.





**Photo #20B**

**Description of where photo was taken:** Fox River by Tempest Coffee

**Describe how the photo defines Appleton:** The fox river is such a vital part of Appleton. It provides home for wildlife and it won't be destroyed, because of its beauty and many uses. It is a place to go to feel connected to nature without having to really leave the city at all.





# Top 12 Selection by Public Arts Committee

17 and Under Category

## **Photo #21A**

**Description of where photo was taken:** Outside the PAC

**Describe how the photo defines Appleton:** This image captures the reflections of the windows outside the PAC. Appleton is a city of the arts and the downtown is where lots of the community's art takes place. I'm sure that every person in Appleton is aware of the PAC and the events that bring our community together.





**Photo #21B**

**Description of where photo was taken:** Outside the PAC, on College Avenue

**Describe how the photo defines Appleton:** This photo captures one of the main places of artistic expression in Appleton, the PAC. Appleton is a city of the arts and downtown is where lots of the community art takes place. Also in the window you can see the top of a church (Saint Joseph Catholic Church) nearby. The architecture of the church on College Ave is one of my favorite things to look at when downtown.





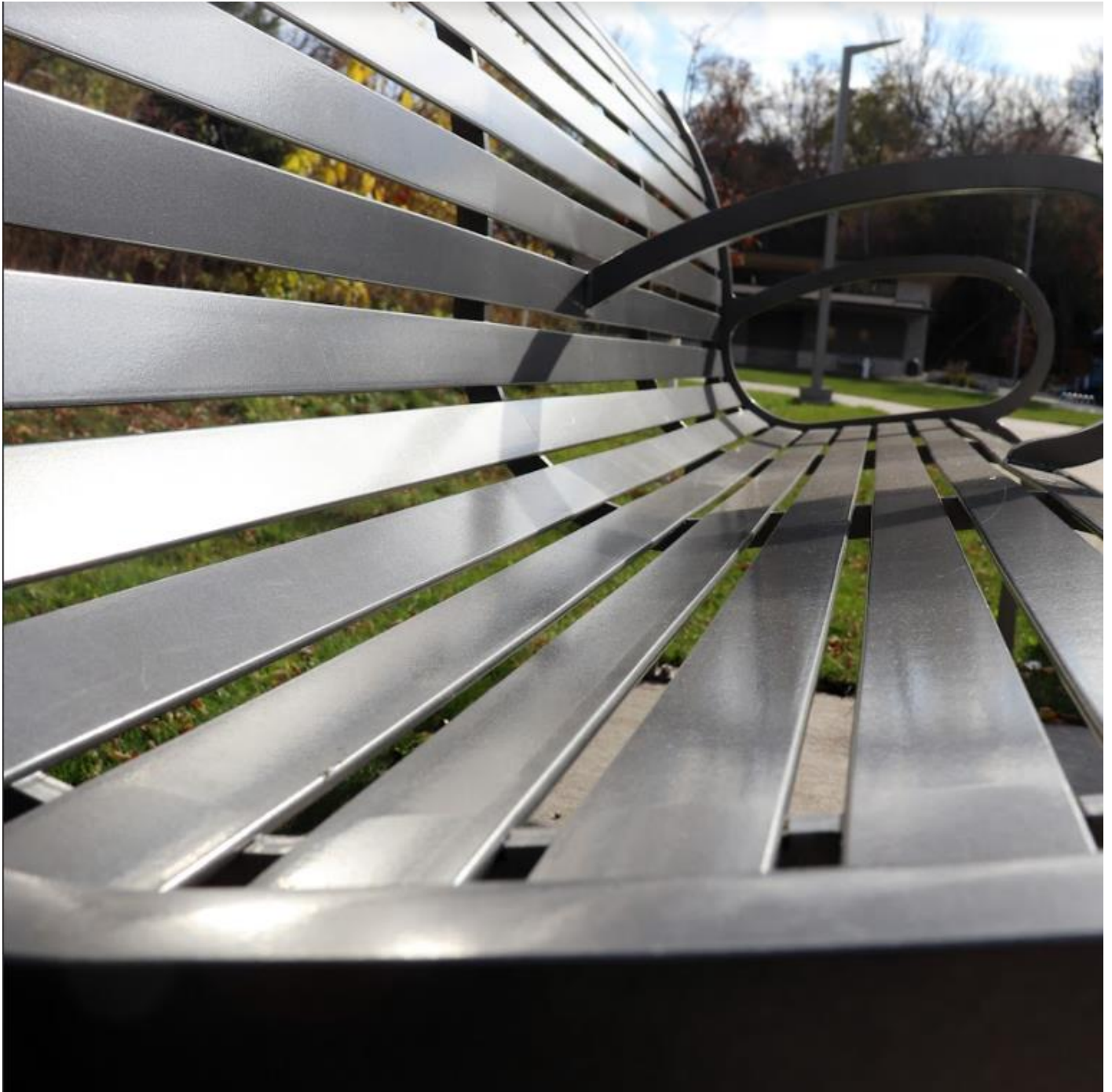
# Top 12 Selection by Public Arts Committee

17 and Under Category

## **Photo #22A**

**Description of where photo was taken:** My picture was taken in the gorgeous Jones Park.

**Describe how the photo defines Appleton:** My photo defines Appleton because there are some many fun activities to do in Jones Park, from kids that play on the playground to the concerts that are held there often.

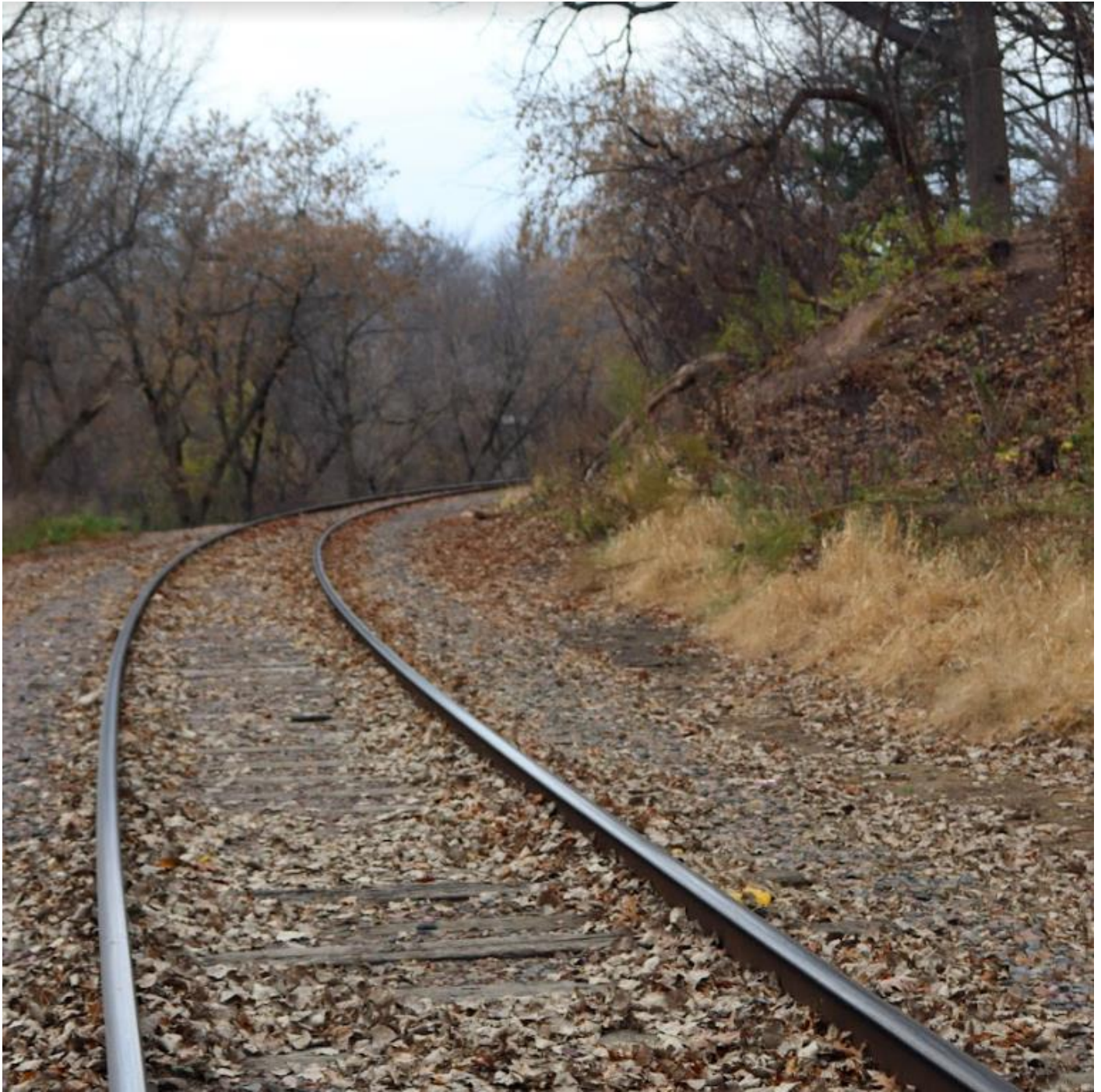




**Photo #22B**

**Description of where photo was taken:** Train tracks that run throughout Appleton.

**Describe how the photo defines Appleton:** My photo defines Appleton through the fact that you can find and follow train tracks all throughout the city of Appleton.





**Photo #23A**

**Description of where photo was taken:** The intersection by Bagelicious and the City Center

**Describe how the photo defines Appleton:** Downtown Appleton and the shops there are the most iconic part of Appleton, in my opinion.





## 17 and Under Category

### Photo #23B

**Description of where photo was taken:** The intersection by Bagelicious and the City Center

**Describe how the photo defines Appleton:** Displays downtown Appleton as the other picture submitted.





# Houdini Welcome Tower Photo Contest - Score Sheet

	Photo Number - 18 and Over Category						
Rank	Beu	Catherine	Claire	Elyse-Krista	Kim Kolbe-Ritzow	Kim Riesterer	Luis
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							

	Photo Number - 17 and Under Category						
Rank	Beu	Catherine	Claire	Elyse-Krista	Kim Kolbe-Ritzow	Kim Riesterer	Luis
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							





## Houdini Plaza Welcome Tower Photo Contest Rules

The City of Appleton Public Art Committee will be holding a photo contest to select the new images that will be displayed in the Houdini Plaza Welcome Tower! Below are the contest details and rules.

### Contest Theme – IMAGES THAT DEFINE APPLETON:

Contestants will submit images from around the City of Appleton that represent the city from their viewpoint. These images could be iconic places, structures or monuments that are unique to the City, such as the locks, riverfront, paper mills or other historic industry, bridges, downtown, parks, trails, etc. Images could also represent the cultural arts, performing arts and showcase the diversity in our community.

**NEW THIS YEAR!** New to the photo contest this year, will be two entry categories.....one category for contestants ages 18 and over and another category for those 17 and under. We encourage our younger residents to submit photos that showcase their talents and viewpoints!

### Term:

Submissions for the Houdini Welcome Tower Photo Contest need to be received by December 2, 2022 at 4:00 PM. By submitting an entry, each contestant agrees to the rules of the contest.

### Who May Enter:

The contest is open to all City of Appleton residents. Photographers of all abilities and ages are encouraged to submit entries. A winning entry from photographers under the age of 18 will require a release signed by a parent or guardian. City of Appleton employees are not eligible to enter.

### What to Enter:

- The winning photos will be reproduced on translucent mylar at 43"x43" size (see image of Houdini Tower).
- **All submissions must be cropped to square.** The images are large format and viewed from afar. Please consider the final image cropping and resolution when submitting your photo.
- Please keep each contest submission photo to under 5MB.
- If selected, you will be required to submit a high-resolution photo of minimum 150 dpi at full scale.
- City of Appleton residents of all ages are eligible to enter.
- Images are required to be taken within the City of Appleton.





Minor adjustments, including spotting, dodging and burning, sharpening, contrast and slight color adjustment or the digital equivalents, are acceptable for all categories. If the judges determine that a photographer has significantly altered his or her photo, they reserve the right to disqualify it. Watermarks are unacceptable.

For a photo in which a person is recognizable, you must secure a model release from the subject or, in the case of a minor, the subject's parent or guardian and provide it with your submission. A form is available on the City's website.

Photos that violate or infringe upon another person's rights, including but not limited to copyright, are not eligible.

Photos that contain sexually explicit, nude, obscene, violent or other objectionable or inappropriate content, as determined by the City of Appleton in its sole discretion, are ineligible for this contest.

Please note: the reproduction process on a clear mylar cling applied to an acrylic sheet may unintentionally alter the colors of your original photo.

#### **How to Enter:**

- Complete entry form and photo upload available on the City's website by following this link: [INSERT LINK]
- We will not accept photographs submitted in person or through the mail. Submit no more than two photographs per contestant (Please note, only one photo will be selected per contestant). Contact information provided will only be used to contact the contest winners and to keep contest entrants informed of the contest selection process.
- Photo submitted with entry form shall be no larger than 5MB. Winners will be asked to submit a high-resolution file.
- Digital photographs should be taken at the highest resolution possible – specifically, a minimum of 150 dpi. Photographs must be in a .png, .jpg or .gif format and cropped to square.
- Contestants certify that the photograph is unique and original and does not infringe upon any copyright or the rights of any person.

#### **Entry Deadline:**

All entries must be received no later than 4:00 PM on December 2, 2022. Only entries submitted via the online entry form will be accepted.

#### **Photo Selection:**

The Appleton Public Arts Committee will select and recommend 12 photographs for display in the Houdini Plaza Welcome Tower. The Common Council will confirm the Committee selections and they will be displayed for a minimum of 6 months.



**Photo Release:**

By submitting your photograph for this contest, you recognize the City may use your photo for other City purposes (website, brochures, facebook, etc).

**You retain your rights to your photograph; however, by entering the contest, you grant the City of Appleton (and those authorized by the City) a royalty-free, perpetual, non-exclusive license to publicly display, distribute, reproduce and create derivative works of the entries, in whole or in part, in any media now existing or later developed, for any City of Appleton purpose, including, but not limited to, website, publications, social media, etc.** Any photograph reproduced will include a photographer credit as feasible. City of Appleton will not be required to pay any additional consideration or seek any additional approval in connection with such uses.

**Questions?**

Email [Jessica.Titel@appleton.org](mailto:Jessica.Titel@appleton.org) or (920) 832-6476.





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

**PARKS, RECREATION & FACILITIES  
MANAGEMENT**

**Dean R. Gazza, Director**

1819 East Witzke Boulevard  
Appleton, Wisconsin 54911-8401  
(920) 832-5572 FAX (920) 993-3103  
Email - [dean.gazza@appleton.org](mailto:dean.gazza@appleton.org)

**To:** Finance Committee

**From:** Dean R. Gazza, Director of Parks, Recreation and Facilities Management

**Date:** January 23, 2023

**Re:** Action: Request to sole source contract to Parker Coatings for Fire Station #1 rig room floor epoxy for a fee of \$40,674 with a contingency of 10% for a project total not to exceed \$44,742.

---

For 2023, the Facilities Management Division is planning to replace the existing Fire Station #1 rig room floor epoxy. The existing epoxy floor is worn, with areas of cracking, and pieces of epoxy chipping. The existing epoxy floor was installed in 1997. The average life expectancy for a high traffic and industrial grade epoxy floor is 25 years.

This memo is a request to sole source a contract to Parker Coatings. In 2021, Parker Coatings replaced the existing Fire Station #1 mechanic shop epoxy floor. The mechanic shop floor borders the rig room floor. Sole sourcing to Parker Coatings will allow for a consistent epoxy texture and color between the mechanic shop and rig room. Furthermore, the epoxy floor system is an industrial grade with chemical and high wear resistance.

This expense is planned to be funded by the 2023 Facilities Maintenance operations budget. It is the recommendation of the Parks, Recreation & Facilities Management Department to execute a contract with Parker Coatings in the amount of \$40,674 with a 10% contingency for a project total not to exceed \$44,742.

Please feel free to contact me at 832-5572 with any questions, or by email at [dean.gazza@appleton.org](mailto:dean.gazza@appleton.org).





## SOLE SOURCE REQUEST

The undersigned certifies that the commodity/service shown below qualifies as a sole source request and meets one or more of the following requirements. The department has demonstrated, and the Purchasing Manager concurs that only one source exists, the price is equitable, and/or noncompetitive negotiation is in the best interests of the City.

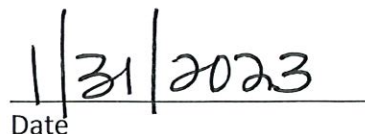
- ☐ **Unique, proprietary, or one-of-a-kind:** Specific commodity/service is required and available from only one source, giving the City a superior and necessary benefit that cannot be obtained from other sources.
- ☐ **Inadequate competition:** Purchasing solicitation (bid, proposal, or quote) did not result in any qualified vendor responses and competition is determined to be inadequate.
- ☐ **Health or Safety Concern:** When a health or safety concern exists that is **not** an immediate threat but needs to be addressed in a period that does not allow for formal competitive procurement procedures.
- ☒ **Continuity of design:** Consistency with current commodity or service.
- ☐ **Emergency procurement:** A risk of human suffering or substantial damage to real or personal property exists requiring immediate attention.
- ☐ **Cooperative purchase:** Purchase from another governmental unit contract or state approved purchasing association.
- ☒ **Other:** Description provided below.

The mechanic shop floor bordering the rig room floor was replaced by Parker Coatings. Each floor coating company has their own proprietary epoxy product. Due to cost, product exclusivity, warranty, and quality, Parker Coatings provides the best overall value.

PROPOSED DETAILS
Requesting dept: Facilities
Product/service: Floor epoxy replacement @ Fire Station #1
Vendor name: Parker Coatings, Inc.
Total cost: \$40,674 with a 10% contingency, not to exceed \$44,742

Justification and price quotation provided by the department, for the items to be considered and approved as a sole source purchase attached for review.

  
Purchasing Manager

  
Date





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

**PARKS, RECREATION & FACILITIES  
MANAGEMENT**

**Dean R. Gazza, Director**

1819 East Witzke Boulevard  
Appleton, Wisconsin 54911-8401  
(920) 832-5572 FAX (920) 993-3103  
Email - [dean.gazza@appleton.org](mailto:dean.gazza@appleton.org)

TO: Finance Committee

FROM: Dean R. Gazza

DATE: 2/6/2023

RE: Action: Award the City of Appleton's "2023 V-Building Painting Project" contract to SDS Painting Co, Inc. in the amount of \$86,330.00 with a contingency of \$10,000 for a project total not to exceed \$96,330.00.

The 2023 AWWTP Operational Budget includes \$100,000 to paint various areas at the Appleton Wastewater Plant (AWWTP). The project will include painting various areas within the V-Building at AWWTP. The recommendations for painting were determined as part of the 2022 facility inspections.

The bids were received as follows:

<b>SDS Painting Co., Inc. (low bid)</b>	<b>\$86,330.00</b>
M. V. Klinger Painting Co., Inc.	\$120,610.00
Davis Painting Co.	DNB
Omni Glass and Paint	DNB

\* Did Not Bid (DNB)

Our consulting engineer has written the City of Appleton a formal letter of recommendation to award the contract to SDS Painting Co, Inc. The Parks, Recreation, and Facilities Management Department has also reviewed the bids and is in agreement with the engineer's recommendation. Therefore, we recommend awarding the contract to SDS Painting Co, Inc. in the amount of \$86,330.00 plus a contingency of \$10,000 only to be utilized as needed.

Please contact me at 832-5572 or at [dean.gazza@appleton.org](mailto:dean.gazza@appleton.org) with any questions.





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

**PARKS, RECREATION & FACILITIES  
MANAGEMENT**

**Dean R. Gazza, Director**

1819 East Witzke Boulevard  
Appleton, Wisconsin 54911-8401  
(920) 832-5572 FAX (920) 993-3103  
Email - [dean.gazza@appleton.org](mailto:dean.gazza@appleton.org)

TO: Finance Committee

FROM: Dean R. Gazza

DATE: 2/6/2023

RE: Action: Award the City of Appleton's "2023 Telulah Park Hardscapes Reconstruction Project" contract to Northeast Asphalt, Inc., in the amount of \$166,499.50 with a contingency of \$32,000 for a project total not to exceed \$198,499.50.

The 2023 Capital Improvement Plan includes \$250,000 to repair hardscapes at Telulah Park. The project will include reconstructing the trail going down the hill and connecting to the lower parking lot and the hardscapes around the pavilions. The project will also address several of the site ADA concerns that were documented in the 2021 ADA audit. The ADA items will include, but are not limited to; ADA issues around the pavilions, a new ADA grilling area, new accessible route to the playground, and accessibility issues with the current trail. The recommendations for repairs were determined by our consulting engineer after a hardscape audit was completed at the site. The contingency amount was based on the structural issues in the trail that are indicating possible subgrade issues, along with known contaminated soils on that site which may be encountered during construction.

The bids were received as follows:

<b>Northeast Asphalt, Inc. (low bid)</b>	<b>\$166,499.50</b>
MCC Inc.	\$177,639.25
Vinton Construction Co.	\$194,023.15

Our consulting engineer has written the City of Appleton a formal letter of recommendation to award the contract to Northeast Asphalt, Inc. The Parks, Recreation, and Facilities Management Department has also reviewed the bids and is in agreement with the engineer's recommendation. Therefore, we recommend awarding the contract to Northeast Asphalt, Inc. in the amount of \$166,499.50 plus a contingency of \$32,000 only to be utilized as needed.



Please contact me at 832-5572 or at [dean.gazza@appleton.org](mailto:dean.gazza@appleton.org) with any questions.





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

**PARKS, RECREATION & FACILITIES  
MANAGEMENT**

**Dean R. Gazza, Director**

1819 East Witzke Boulevard  
Appleton, Wisconsin 54911-8401  
(920) 832-5572 FAX (920) 993-3103  
Email - [dean.gazza@appleton.org](mailto:dean.gazza@appleton.org)

TO: Finance Committee

FROM: Dean R. Gazza

DATE: 2/6/2023

RE: Action: Award the City of Appleton's "2023 Water Plant Park Hardscapes Reconstruction Project" contract to Northeast Asphalt, Inc., in the amount of \$522,443.10 with a contingency of 15% for a project total not to exceed \$600,809.57.

The 2023 Capital Improvement Plan includes \$725,000 to repair the hardscapes at the Appleton Water Plant. The project will include reconstructing the parking lot, the front entrance and exit roads, the west side road, and improvements to the stormwater management system. The recommendations for repairs were determined by our consulting engineer after a hardscape audit was completed at the site.

The bids were received as follows:

<b>Northeast Asphalt, Inc. (low bid)</b>	<b>\$522,443.10</b>
MCC Inc.	\$528,514.39
Vinton Construction Co.	\$561,262.39

Our consulting engineer has written the City of Appleton a formal letter of recommendation to award the contract to Northeast Asphalt, Inc. The Parks, Recreation, and Facilities Management Department has also reviewed the bids and is in agreement with the engineer's recommendation. Therefore, we recommend awarding the contract to Northeast Asphalt, Inc. in the amount of \$522,443.10 plus a contingency of 15% only to be utilized as needed.

Please contact me at 832-5572 or at [dean.gazza@appleton.org](mailto:dean.gazza@appleton.org) with any questions.



**CITY OF APPLETON**  
**Department of Public Works**  
**MEMORANDUM**

---

**TO:** ☒ **Finance Committee**  
☐ **Municipal Services Committee**  
☐ **Utilities Committee**

**SUBJECT: Award of Contract**

---

**The Department of Public Works recommends that the following described work:**

Unit W-23 Sewer & Water Reconstruction No. 1

---

**Be awarded to:**

Name: Superior Sewer and Water Inc.

Address: 1801 Deer Trail Court

Luxemburg, WI 54217

---

**In the amount of :** \$2,222,221.00

**With a 3.4 % contingency of :** \$75,000.00

**For a project total not to exceed :** \$2,297,221.00

**\*\* OR \*\***

**In an amount Not To Exceed :** \_\_\_\_\_

Budget: \$2,134,962.00

Estimate: \$2,200,000.00

Committee Date: 02/06/23

Council Date: 02/15/23



Bid Tabulation

W-23 Sewer and Water Reconstruction No. 1

01/30/2023 01:45 PM CST

Bid Item	Item Description	Quantity	Unit	Superior Sewer and Water Inc		Kruczek Construction Inc.		Dorner Inc.		Jossart Brothers, Inc.	
				Unit Price	Item Total	Unit Price	Item Total	Unit Price	Item Total	Unit Price	Item Total
1	12" Water Main	1650	lin. ft.	\$137.00	\$226,050.00	\$124.00	\$204,600.00	\$148.00	\$244,200.00	\$150.00	\$247,500.00
2	8" Water Main	2825	lin. ft.	\$109.00	\$307,925.00	\$96.00	\$271,200.00	\$125.00	\$353,125.00	\$122.00	\$344,650.00
3	6" Water Main	10	lin. ft.	\$345.00	\$3,450.00	\$335.00	\$3,350.00	\$262.00	\$2,620.00	\$110.00	\$1,100.00
4	6" Hydrant Lead	50	lin. ft.	\$87.00	\$4,350.00	\$120.00	\$6,000.00	\$97.00	\$4,850.00	\$110.00	\$5,500.00
5	Hydrant	8	each	\$5,375.00	\$43,000.00	\$6,400.00	\$51,200.00	\$6,053.00	\$48,424.00	\$5,650.00	\$45,200.00
6	12" Gate Valve	11	each	\$4,543.00	\$49,973.00	\$5,250.00	\$57,750.00	\$5,060.00	\$55,660.00	\$5,150.00	\$56,650.00
7	8" Gate Valve	10	each	\$2,610.00	\$26,100.00	\$2,925.00	\$29,250.00	\$2,851.00	\$28,510.00	\$2,875.00	\$28,750.00
8	6" Gate Valve	9	each	\$1,890.00	\$17,010.00	\$2,050.00	\$18,450.00	\$2,018.00	\$18,162.00	\$2,000.00	\$18,000.00
9	12" Bend	5	each	\$1,167.00	\$5,835.00	\$900.00	\$4,500.00	\$1,012.00	\$5,060.00	\$900.00	\$4,500.00
10	8" Bend	19	each	\$688.00	\$13,072.00	\$460.00	\$8,740.00	\$548.00	\$10,412.00	\$500.00	\$9,500.00
11	6" Bend	2	each	\$461.00	\$922.00	\$330.00	\$660.00	\$408.00	\$816.00	\$330.00	\$660.00
12	4" Bend	2	each	\$357.00	\$714.00	\$230.00	\$460.00	\$313.00	\$626.00	\$230.00	\$460.00
13	8"x8" Cross	1	each	\$1,250.00	\$1,250.00	\$890.00	\$890.00	\$1,019.00	\$1,019.00	\$875.00	\$875.00
14	12"x12" Tee	4	each	\$1,750.00	\$7,000.00	\$1,460.00	\$5,840.00	\$1,620.00	\$6,480.00	\$1,450.00	\$5,800.00
15	12"x8" Tee	2	each	\$1,400.00	\$2,800.00	\$1,175.00	\$2,350.00	\$1,337.00	\$2,674.00	\$1,175.00	\$2,350.00
16	12"x6" Tee	3	each	\$1,345.00	\$4,035.00	\$1,225.00	\$3,675.00	\$1,165.00	\$3,495.00	\$1,100.00	\$3,300.00
17	12"x4" Tee	1	each	\$1,250.00	\$1,250.00	\$1,075.00	\$1,075.00	\$1,192.00	\$1,192.00	\$1,075.00	\$1,075.00
18	8"x6" Tee	5	each	\$895.00	\$4,475.00	\$650.00	\$3,250.00	\$770.00	\$3,850.00	\$650.00	\$3,250.00
19	12"x8" Reducer	1	each	\$870.00	\$870.00	\$608.00	\$608.00	\$730.00	\$730.00	\$600.00	\$600.00
20	8"x6" Reducer	5	each	\$512.00	\$2,560.00	\$365.00	\$1,825.00	\$461.00	\$2,305.00	\$375.00	\$1,875.00
21	4" Service	10	lin. ft.	\$108.00	\$1,080.00	\$212.00	\$2,120.00	\$128.00	\$1,280.00	\$100.00	\$1,000.00
22	1" Service	700	lin. ft.	\$99.00	\$69,300.00	\$101.00	\$70,700.00	\$89.00	\$62,300.00	\$130.00	\$91,000.00
23	Service Connection	70	each	\$200.00	\$14,000.00	\$375.00	\$26,250.00	\$445.00	\$31,150.00	\$600.00	\$42,000.00
24	Curb Stop	40	each	\$275.00	\$11,000.00	\$270.00	\$10,800.00	\$227.00	\$9,080.00	\$175.00	\$7,000.00
25	Curb Box	75	each	\$216.00	\$16,200.00	\$320.00	\$24,000.00	\$411.00	\$30,825.00	\$400.00	\$30,000.00
26	MJ Cap/Plug	1	each	\$515.00	\$515.00	\$286.50	\$286.50	\$411.00	\$411.00	\$800.00	\$800.00
27	Cut/Cap Watermain	23	each	\$510.00	\$11,730.00	\$1,000.00	\$23,000.00	\$1,020.00	\$23,460.00	\$1,000.00	\$23,000.00
28	12" Sanitary Sewer	1125	lin. ft.	\$136.00	\$153,000.00	\$102.00	\$114,750.00	\$146.00	\$164,250.00	\$145.00	\$163,125.00
29	10" Sanitary Sewer	25	lin. ft.	\$200.00	\$5,000.00	\$166.00	\$4,150.00	\$255.00	\$6,375.00	\$140.00	\$3,500.00
30	8" Sanitary Sewer	2550	lin. ft.	\$130.00	\$331,500.00	\$91.75	\$233,962.50	\$142.00	\$362,100.00	\$130.00	\$331,500.00
31	4"/6" Sanitary Lateral	2250	lin. ft.	\$100.00	\$225,000.00	\$91.00	\$204,750.00	\$98.00	\$220,500.00	\$113.00	\$254,250.00
32	4" Sanitary Lateral (Trenchless)	700	lin. ft.	\$5.10	\$3,570.00	\$5.00	\$3,500.00	\$5.30	\$3,710.00	\$5.25	\$3,675.00
33	Reconnect Sanitary Lateral	115	each	\$225.00	\$25,875.00	\$303.00	\$34,845.00	\$373.00	\$42,895.00	\$300.00	\$34,500.00
34	Abandon Sanitary Lateral	5	each	\$25.00	\$125.00	\$1,180.00	\$5,900.00	\$492.00	\$2,460.00	\$2,000.00	\$10,000.00
35	In-Home Lateral Connection	11	each	\$3,100.00	\$34,100.00	\$3,000.00	\$33,000.00	\$3,167.00	\$34,837.00	\$3,150.00	\$34,650.00
36	4' Dia. Sanitary MH	65	vert. ft.	\$433.00	\$28,145.00	\$519.00	\$33,735.00	\$573.00	\$37,245.00	\$510.00	\$33,150.00
37	Sanitary MH Casting	8	each	\$1,270.00	\$10,160.00	\$964.00	\$7,712.00	\$583.00	\$4,664.00	\$940.00	\$7,520.00
38	38"x60" H.E. Storm Sewer	700	lin. ft.	\$248.00	\$173,600.00	\$287.00	\$200,900.00	\$285.00	\$199,500.00	\$303.00	\$212,100.00
39	36" Storm Sewer	55	lin. ft.	\$177.00	\$9,735.00	\$285.00	\$15,675.00	\$386.00	\$21,230.00	\$250.00	\$13,750.00
40	21" Storm Sewer	100	lin. ft.	\$121.00	\$12,100.00	\$153.50	\$15,350.00	\$180.00	\$18,000.00	\$125.00	\$12,500.00
41	18" Storm Sewer	50	lin. ft.	\$107.00	\$5,350.00	\$119.00	\$5,950.00	\$121.00	\$6,050.00	\$115.00	\$5,750.00
42	15" Storm Sewer	10	lin. ft.	\$123.00	\$1,230.00	\$223.00	\$2,230.00	\$175.00	\$1,750.00	\$110.00	\$1,100.00
43	12" Storm Sewer	1000	lin. ft.	\$110.00	\$110,000.00	\$74.50	\$74,500.00	\$109.00	\$109,000.00	\$104.00	\$104,000.00
44	6" Storm Lateral	600	lin. ft.	\$74.00	\$44,400.00	\$46.50	\$27,900.00	\$54.00	\$32,400.00	\$104.00	\$62,400.00
45	Reconnect Storm Lateral	30	each	\$100.00	\$3,000.00	\$275.00	\$8,250.00	\$410.00	\$12,300.00	\$250.00	\$7,500.00
46	8' Dia. Storm MH	39	vert. ft.	\$1,235.00	\$48,165.00	\$1,375.00	\$53,625.00	\$1,600.00	\$62,400.00	\$1,400.00	\$54,600.00
47	5' Dia. Storm MH	48	vert. ft.	\$533.00	\$25,584.00	\$447.00	\$21,456.00	\$820.00	\$39,360.00	\$820.00	\$39,360.00
48	4' Dia. Storm MH	73	vert. ft.	\$504.00	\$36,792.00	\$636.00	\$46,428.00	\$683.00	\$49,859.00	\$590.00	\$43,070.00
49	Storm MH Casting	21	each	\$786.00	\$16,506.00	\$527.00	\$11,067.00	\$562.00	\$11,802.00	\$520.00	\$10,920.00
50	Type "D-M" Inlet Protection	63	each	\$122.00	\$7,686.00	\$100.00	\$6,300.00	\$121.00	\$7,623.00	\$100.00	\$6,300.00
51	Type "C" Inlet	2	each	\$2,089.00	\$4,178.00	\$3,200.00	\$6,400.00	\$2,929.00	\$5,858.00	\$3,000.00	\$6,000.00
52	10" Inlet Lead	225	lin. ft.	\$69.00	\$15,525.00	\$98.50	\$22,162.50	\$91.00	\$20,475.00	\$115.00	\$25,875.00
53	7" Concrete Ped. Ramp	20	sq. yd.	\$82.00	\$1,640.00	\$91.00	\$1,820.00	\$85.50	\$1,710.00	\$85.00	\$1,700.00
54	5" Concrete Apron	40	sq. yd.	\$73.00	\$2,920.00	\$81.00	\$3,240.00	\$76.00	\$3,040.00	\$75.60	\$3,024.00
55	4" Concrete Sidewalk	50	sq. yd.	\$72.00	\$3,600.00	\$81.00	\$4,050.00	\$75.00	\$3,750.00	\$74.50	\$3,725.00
56	7" 3-Day H.E. Concrete Pavement	25	sq. yd.	\$86.00	\$2,150.00	\$98.00	\$2,450.00	\$89.70	\$2,242.50	\$89.25	\$2,231.25
57	8" 3-Day H.E. Concrete Pavement	125	sq. yd.	\$91.00	\$11,375.00	\$100.00	\$12,500.00	\$95.00	\$11,875.00	\$94.50	\$11,812.50
58	Concrete Curb & Gutter	50	lin. ft.	\$81.00	\$4,050.00	\$91.00	\$4,550.00	\$84.50	\$4,225.00	\$84.00	\$4,200.00
59	Truncated Dome	8	sq. ft.	\$40.00	\$320.00	\$50.00	\$400.00	\$42.20	\$337.60	\$42.00	\$336.00
60	Temp. Traffic Control	1	l.s.	\$16,457.75	\$16,457.75	\$165,850.00	\$165,850.00	\$22,670.00	\$22,670.00	\$17,500.00	\$17,500.00
61	Flowable Fill	25	cu. yd.	\$84.00	\$2,100.00	\$100.00	\$2,500.00	\$87.00	\$2,175.00	\$125.00	\$3,125.00
62	Extra Stone Bedding	25	cu. yd.	\$0.01	\$0.25	\$20.50	\$512.50	\$26.00	\$650.00	\$30.00	\$750.00
63	Furnish & Install Sump Pit	1	each	\$306.00	\$306.00	\$300.00	\$300.00	\$317.00	\$317.00	\$315.00	\$315.00
64	Install/Replace Floor Drain	1	each	\$204.00	\$204.00	\$200.00	\$200.00	\$211.00	\$211.00	\$210.00	\$210.00
65	In-Home Sanitary Connection > 2.5 Ft. Deep	1	each	\$306.00	\$306.00	\$300.00	\$300.00	\$317.00	\$317.00	\$315.00	\$315.00
Total Bid:				\$2,222,221.00		\$2,226,000.00		\$2,482,879.10		\$2,506,733.75	



Bid Tabulation  
W-23 Sewer and Water Reconstruction No. 1  
01/30/2023 01:45 PM CST

Bid Item	Item Description	Quantity	Unit	David Tenor Corporation		Carl Bowers & Sons Const Co.		PTS Contractors, Inc	
				Unit Price	Item Total	Unit Price	Item Total	Unit Price	Item Total
1	12" Water Main	1650	lin. ft.	\$155.00	\$255,750.00	\$148.00	\$244,200.00	\$140.00	\$231,000.00
2	8" Water Main	2825	lin. ft.	\$125.00	\$353,125.00	\$120.00	\$339,000.00	\$123.00	\$347,475.00
3	6" Water Main	10	lin. ft.	\$345.00	\$3,450.00	\$235.00	\$2,350.00	\$245.00	\$2,450.00
4	6" Hydrant Lead	50	lin. ft.	\$115.00	\$5,750.00	\$115.00	\$5,750.00	\$108.00	\$5,400.00
5	Hydrant	8	each	\$5,100.00	\$40,800.00	\$6,000.00	\$48,000.00	\$5,600.00	\$44,800.00
6	12" Gate Valve	11	each	\$3,950.00	\$43,450.00	\$5,000.00	\$55,000.00	\$4,650.00	\$51,150.00
7	8" Gate Valve	10	each	\$2,220.00	\$22,200.00	\$2,900.00	\$29,000.00	\$2,600.00	\$26,000.00
8	6" Gate Valve	9	each	\$1,575.00	\$14,175.00	\$2,000.00	\$18,000.00	\$1,850.00	\$16,650.00
9	12" Bend	5	each	\$790.00	\$3,950.00	\$900.00	\$4,500.00	\$875.00	\$4,375.00
10	8" Bend	19	each	\$430.00	\$8,170.00	\$500.00	\$9,500.00	\$490.00	\$9,310.00
11	6" Bend	2	each	\$330.00	\$660.00	\$400.00	\$800.00	\$380.00	\$760.00
12	4" Bend	2	each	\$250.00	\$500.00	\$300.00	\$600.00	\$290.00	\$580.00
13	8"x8" Cross	1	each	\$830.00	\$830.00	\$900.00	\$900.00	\$888.00	\$888.00
14	12"x12" Tee	4	each	\$1,230.00	\$4,920.00	\$1,450.00	\$5,800.00	\$1,410.00	\$5,640.00
15	12"x8" Tee	2	each	\$1,015.00	\$2,030.00	\$1,200.00	\$2,400.00	\$1,170.00	\$2,340.00
16	12"x6" Tee	3	each	\$870.00	\$2,610.00	\$1,050.00	\$3,150.00	\$1,030.00	\$3,090.00
17	12"x4" Tee	1	each	\$910.00	\$910.00	\$1,100.00	\$1,100.00	\$1,080.00	\$1,080.00
18	8"x6" Tee	5	each	\$585.00	\$2,925.00	\$650.00	\$3,250.00	\$650.00	\$3,250.00
19	12"x8" Reducer	1	each	\$530.00	\$530.00	\$600.00	\$600.00	\$612.00	\$612.00
20	8"x6" Reducer	5	each	\$375.00	\$1,875.00	\$400.00	\$2,000.00	\$407.00	\$2,035.00
21	4" Service	10	lin. ft.	\$130.00	\$1,300.00	\$130.00	\$1,300.00	\$113.00	\$1,130.00
22	1" Service	700	lin. ft.	\$102.00	\$71,400.00	\$120.00	\$84,000.00	\$150.00	\$105,000.00
23	Service Connection	70	each	\$900.00	\$63,000.00	\$450.00	\$31,500.00	\$400.00	\$28,000.00
24	Curb Stop	40	each	\$160.00	\$6,400.00	\$300.00	\$12,000.00	\$204.00	\$8,160.00
25	Curb Box	75	each	\$325.00	\$24,375.00	\$400.00	\$30,000.00	\$300.00	\$22,500.00
26	MJ Cap/Plug	1	each	\$400.00	\$400.00	\$350.00	\$350.00	\$1,155.00	\$1,155.00
27	Cut/Cap Watermain	23	each	\$1,000.00	\$23,000.00	\$800.00	\$18,400.00	\$1,465.00	\$33,695.00
28	12" Sanitary Sewer	1125	lin. ft.	\$132.00	\$148,500.00	\$152.00	\$171,000.00	\$135.00	\$151,875.00
29	10" Sanitary Sewer	25	lin. ft.	\$175.00	\$4,375.00	\$145.00	\$3,625.00	\$196.00	\$4,900.00
30	8" Sanitary Sewer	2550	lin. ft.	\$134.00	\$341,700.00	\$135.00	\$344,250.00	\$121.00	\$308,550.00
31	4"/6" Sanitary Lateral	2250	lin. ft.	\$105.00	\$236,250.00	\$121.00	\$272,250.00	\$162.00	\$364,500.00
32	4" Sanitary Lateral (Trenchless)	700	lin. ft.	\$10.30	\$7,210.00	\$5.50	\$3,850.00	\$6.00	\$4,200.00
33	Reconnect Sanitary Lateral	115	each	\$700.00	\$80,500.00	\$400.00	\$46,000.00	\$385.00	\$44,275.00
34	Abandon Sanitary Lateral	5	each	\$1,250.00	\$6,250.00	\$800.00	\$4,000.00	\$303.00	\$1,515.00
35	In-Home Lateral Connection	11	each	\$3,100.00	\$34,100.00	\$3,300.00	\$36,300.00	\$3,290.00	\$36,190.00
36	4' Dia. Sanitary MH	65	vert. ft.	\$590.00	\$38,350.00	\$550.00	\$35,750.00	\$535.00	\$34,775.00
37	Sanitary MH Casting	8	each	\$950.00	\$7,600.00	\$1,000.00	\$8,000.00	\$1,150.00	\$9,200.00
38	38"x60" H.E. Storm Sewer	700	lin. ft.	\$244.00	\$170,800.00	\$342.00	\$239,400.00	\$320.00	\$224,000.00
39	36" Storm Sewer	55	lin. ft.	\$295.00	\$16,225.00	\$330.00	\$18,150.00	\$335.00	\$18,425.00
40	21" Storm Sewer	100	lin. ft.	\$180.00	\$18,000.00	\$122.00	\$12,200.00	\$165.00	\$16,500.00
41	18" Storm Sewer	50	lin. ft.	\$180.00	\$9,000.00	\$113.00	\$5,650.00	\$135.00	\$6,750.00
42	15" Storm Sewer	10	lin. ft.	\$195.00	\$1,950.00	\$110.00	\$1,100.00	\$130.00	\$1,300.00
43	12" Storm Sewer	1000	lin. ft.	\$120.00	\$120,000.00	\$106.00	\$106,000.00	\$92.00	\$92,000.00
44	6" Storm Lateral	600	lin. ft.	\$110.00	\$66,000.00	\$73.00	\$43,800.00	\$98.00	\$58,800.00
45	Reconnect Storm Lateral	30	each	\$400.00	\$12,000.00	\$250.00	\$7,500.00	\$400.00	\$12,000.00
46	8' Dia. Storm MH	39	vert. ft.	\$1,700.00	\$66,300.00	\$1,600.00	\$62,400.00	\$1,650.00	\$64,350.00
47	5' Dia. Storm MH	48	vert. ft.	\$830.00	\$39,840.00	\$750.00	\$36,000.00	\$616.00	\$29,568.00
48	4' Dia. Storm MH	73	vert. ft.	\$670.00	\$48,910.00	\$600.00	\$43,800.00	\$610.00	\$44,530.00
49	Storm MH Casting	21	each	\$475.00	\$9,975.00	\$600.00	\$12,600.00	\$775.00	\$16,275.00
50	Type "D-M" Inlet Protection	63	each	\$125.00	\$7,875.00	\$100.00	\$6,300.00	\$132.00	\$8,316.00
51	Type "C" Inlet	2	each	\$75.00	\$150.00	\$3,000.00	\$6,000.00	\$1,720.00	\$3,440.00
52	10" Inlet Lead	225	lin. ft.	\$105.00	\$23,625.00	\$100.00	\$22,500.00	\$92.00	\$20,700.00
53	7" Concrete Ped. Ramp	20	sq. yd.	\$83.50	\$1,670.00	\$81.00	\$1,620.00	\$86.00	\$1,720.00
54	5" Concrete Apron	40	sq. yd.	\$74.25	\$2,970.00	\$72.00	\$2,880.00	\$76.00	\$3,040.00
55	4" Concrete Sidewalk	50	sq. yd.	\$73.10	\$3,655.00	\$71.00	\$3,550.00	\$75.00	\$3,750.00
56	7" 3-Day H.E. Concrete Pavement	25	sq. yd.	\$87.55	\$2,188.75	\$85.00	\$2,125.00	\$90.00	\$2,250.00
57	8" 3-Day H.E. Concrete Pavement	125	sq. yd.	\$92.70	\$11,587.50	\$90.00	\$11,250.00	\$95.00	\$11,875.00
58	Concrete Curb & Gutter	50	lin. ft.	\$82.50	\$4,125.00	\$80.00	\$4,000.00	\$85.00	\$4,250.00
59	Truncated Dome	8	sq. ft.	\$42.00	\$336.00	\$40.00	\$320.00	\$42.00	\$336.00
60	Temp. Traffic Control	1	I.S.	\$17,650.00	\$17,650.00	\$16,450.00	\$16,450.00	\$209,745.00	\$209,745.00
61	Flowable Fill	25	cu. yd.	\$112.00	\$2,800.00	\$150.00	\$3,750.00	\$82.00	\$2,050.00
62	Extra Stone Bedding	25	cu. yd.	\$16.00	\$400.00	\$25.00	\$625.00	\$21.00	\$525.00
63	Furnish & Install Sump Pit	1	each	\$775.00	\$775.00	\$300.00	\$300.00	\$320.00	\$320.00
64	Install/Replace Floor Drain	1	each	\$115.00	\$115.00	\$200.00	\$200.00	\$215.00	\$215.00
65	In-Home Sanitary Connection > 2.5 Ft. Deep	1	each	\$275.00	\$275.00	\$300.00	\$300.00	\$320.00	\$320.00
Total Bid:				\$2,522,517.25		\$2,549,245.00		\$2,775,855.00	





## MEMORANDUM

TO: Finance Committee

FROM: Sue Ann Teer, Fiscal Resource Manager

Date: January 18, 2023

Subject: **The following 2022 Budget adjustment be approved for the reimbursement of K9 expenses.**

K9 Donation	-\$12,374
Other contracts and obligations	+\$12,374

The Canine Program has been an integral part of police operations since 2005. Currently we have four canines primarily assigned to patrol and one canine companion. It is imperative that canines maintain good health and receive regular check-ups. In 2022, two of the canines had significant medical expenses that will be covered by the *Appleton Police K9 Program* through the *Community Foundation Fox Valley Region*. In addition, we purchased day boxes for the K9 squads, the AceK9 Watch Dog service and Kanine Visual Pro.

We are requesting a 2022 budget adjustment for the reimbursement of K9 expenses.





## MEMORANDUM

TO: Finance Committee

FROM: Sue Ann Teer, Fiscal Resource Manager

Date: January 18, 2022

Re: **2022 budget adjustments be approved for Law Enforcement Grants**

Miscellaneous Federal Aids	-\$ 14,891
Miscellaneous State Aids	-\$126,786
Miscellaneous Local Aids	-\$ 5,499
Grant Overtime	+\$104,102
Grant Training	+\$ 7,443
Protective Vests	+\$ 591
Miscellaneous Equipment Grant	+\$ 35,040

The Wisconsin Department of Transportation (DOT) awarded grants funds in 2022 for traffic enforcement initiatives that are allocated by Outagamie County to municipalities. Appleton budgeted \$90,000 for traffic and drug enforcement however this amount was exceeded by an additional \$62,830 in grant funding for Speed, Seatbelt and Alcohol enforcement. Appleton was also awarded the DOT Pedestrian/Bike grant for \$7,803, drug task enforcement grants for \$33,469 in collaboration with Lake Winnebago Area Metropolitan Enforcement Group (LWAM) and U.S. Marshall, Leadership in Police Organization and Crisis Intervention Partners training grants for \$7,443, and equipment grants through CVMIC and DOJ for \$35,631. Total grant adjustments are \$147,176.

Grant funding for law enforcement has increased significantly since 2020 providing innovative ways of dealing with crime and the prevention of crime to provide a safer community for our residents and visitors. In addition, Appleton has acquired critical equipment that would not have been purchased without grant funding. As grants become more accessible, we will continue to explore funding to support our initiatives and initiatives of the interdisciplinary teams we work with.

We are requesting a 2022 budget adjustment for the grant awards.





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

## POLICE DEPARTMENT

---

222 South Walnut Street • Appleton, WI 54911-5899  
(920) 832-5500 • Fax (920) 832-5553  
<http://www.appleton.org/police>

To: Alderperson Fenton, Human Resources Committee Chairperson  
Alderperson Croatt, Safety and Licensing Committee Chairperson

From: Chief Polly Olson

Date: January 19, 2023

Subject: Informational Item – Safety and Licensing Committee  
Action Item – HR/IT

We constantly review processes, programs, and our organizational structure to make sure we are delivering excellent police services in the most efficient way. I want to inform you of the following change we will be making.

The department will be moving supervision and oversight of the Operations Coordinator from the Patrol Captain to the Lieutenant of the Community Resource Unit.

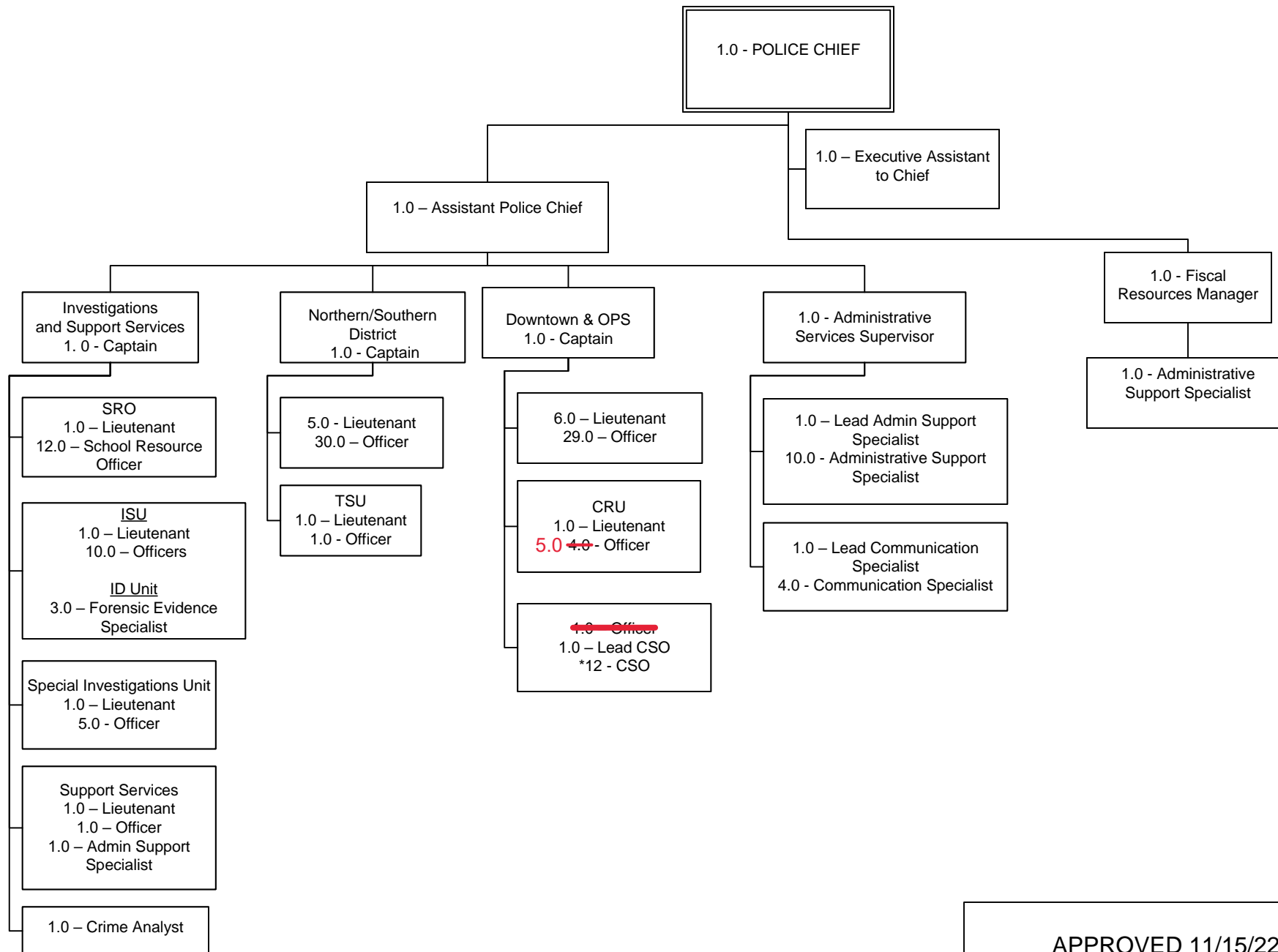
We have learned the work being done by the Operations Coordinator better aligns with the mission and vision of the Community Resource Unit. This unit is currently comprised of the Community Liaison Officer, the Victim Services Officer, Behavioral Health Officer, Threat Assessment Officer and our imbedded Clinical Therapist. Lt. Meghan Cash is the assigned supervisor.

There will be no financial impact associated with this move.

We will constantly review programs, processes, and our organizational structure. We also know that it takes time for changes to take hold so that we can truly determine if the anticipated benefits outweigh the unintended consequences. I will review the impact of any change that is approved and report back to the Council if there are any concerns.

Chief Polly Olson





APPROVED 11/15/22





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

## **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 Human Resources/IT Committee

**FROM:** Christopher R. Behrens, City Attorney 

**DATE:** February 2, 2023

**RE:** Legal Services Reorganization

---

After careful consideration, I am pleased to bring forward a recommendation to reorganize the Legal Services Department into the Legal and Administrative Services Department.

As a backdrop to this recommendation, some historical context may be helpful. Prior to 2011, the City Clerk functioned as a department head with the City Clerk's Office being a stand-alone department. In 2011, the position of City Clerk was changed from an elected position to an appointed position and that department was merged into the City Attorney's Office to become a single department known as Legal Services.

Over the past three years while overseeing the Legal Services Department, I've had the opportunity to work more closely with the City Clerk and her staff and better understand the functions of that division of Legal Services and the roles within it. What is being brought forward for approval includes modifications to the table of organization as well as modifications to certain positions including the City Clerk to better recognize the level of responsibility of that position. These proposals are the culmination of over a year's worth work and consideration between me, the City Clerk and the Human Resources Director.

Table of Organization: Legal Services would be known as Legal and Administrative Services to better recognize the two divisions of the department and the role of the Clerk's staff.

City Clerk: The City Clerk's title would be expanded to City Clerk-Deputy Director of Administrative Services and the City Clerk position would be placed in Grade 13 along with other department deputy directors. (I'm especially supportive of this move considering this position was at the department director level just over 10 years ago and the responsibilities are substantially the same.)

Deputy Clerk: The Deputy Clerk position title will change to Administrative Services Lead with one of the responsibilities being appointed as deputy clerk. The title change better reflects this position's new role of overseeing and guiding the day-to-day work of the department's two Administrative Support Specialists.

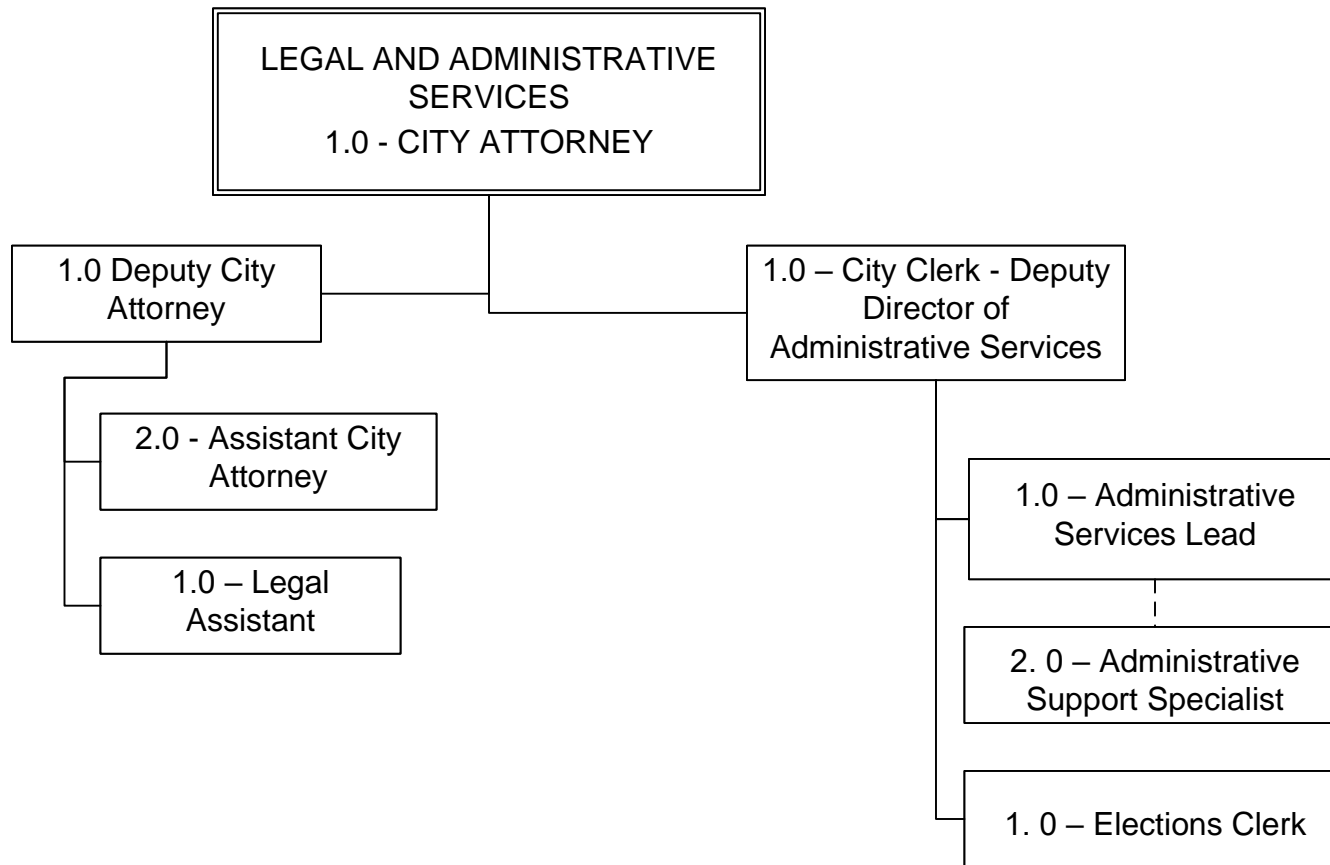


Elections Clerk: One of the (currently 3) Administrative Support Specialist positions will be redesignated as the Elections Clerk. This was a position in the past, but was converted to the more general position; however, it has become clear that the dynamics of elections have changed and the amount of time focused preparing for each election as well as post-election work has increased. After reviewing the work performed by this position along with the direction it provides and supervision of volunteers, it was reclassified from a Grade 5 to Grade 6. The position will still provide administrative support, just to a lesser extent than was originally anticipated.

Fiscal Impact: The fiscal impact of these changes is anticipated to be nominal. The Administrative Services Lead would be compensated an additional one dollar per hour which is consistent with compensation paid to others acting in lead positions in the City. The current Elections Clerk's compensation would increase by \$1.32 per hour to meet the minimum pay range in the new pay grade. The current City Clerk-Deputy Director of Administrative Services would be elevated from Grade 11 to Grade 13 but since her current compensation falls within Grade 13 parameters, an immediate adjustment is not required; however, the grade change allows for greater future earning opportunity.

**Based upon the above, I am respectfully requesting that the Council APPROVE THE CHANGES TO THE LEGAL SERVICES TABLE OF ORGANIZATION.**





DRAFT 1/19/23





# City Clerk – Deputy Director of Administrative Services

Class Code:  
110-4 (CC-2)

Bargaining Unit: Non-Union Exempt

CITY OF APPLETON  
Revision Date: January 10, 2023

## **SALARY RANGE**

\$81,024.00 - \$121,536.00 Annually

## **NATURE OF WORK:**

This is an appointed management position of the Administrative Services division of the Legal and Administrative Services Department. The Clerk, as an officer of the City, is responsible for numerous functions associated with that office as enumerated in sec. 62.09(11) of the Wisconsin State Statutes. In addition, the Clerk is responsible for managing the division's daily internal and external services including election planning, ensuring compliance with State and Federal election laws, financial management, records administration, coordination and distribution of meeting agendas, attending Common Council meetings and recording of meeting minutes, managing various statutorily required publication requirements and managing general administrative services delivered by staff

Work involves supervising subordinate department staff, hiring and training part-time election staff, preparation and administration of division's portion of the operational budget, and providing support to City Departments. The incumbent works under the general direction of the City Attorney.

## **JOB FUNCTIONS:**

### **ESSENTIAL JOB FUNCTIONS**

- Plans, organizes, assigns and supervises work of Administrative Services Division staff to ensure various internal and external services are carried out effectively including election administration, administration of various licenses and permit applications and issuance, coordination, publication and distribution of meeting agendas, administering legal publications on behalf of other departments.
- Administers personnel activities for division staff including employee goal setting, performance evaluations, disciplinary actions and facilitating employee growth and development.



- Oversees and directs the planning and conduct of all elections including hiring, training and supervising election workers, entering agreements to secure polling places, monitoring changes in State and Federal election laws and certifying the election results.
- Responsible for evaluating and determining election equipment used and the selection of voting locations to ensure compliance with State and Federal election laws as well as determining the level of staffing and supplies required.
- Responsible for overseeing the voter registration process within the City of Appleton and the maintenance of related records in compliance with State and Federal election laws.
- Attends all Common Council meetings, administers the electronic voting system, and keeps records of the Council proceedings.
- Coordinates and is a participating member of a Redistricting Committee comprised of staff and elected officials to review Census information and recommend adjustments to election district boundaries.
- Attends all meetings of the Safety and Licensing Committee and other committee meetings as required.
- Coordinates the Board of Review meetings to satisfy statutory timing requirements regarding meetings and hearings, receives training to ensure the Board complies with State mandated requirements, provides training to other Board members, , acts as a voting member of the Board and ensures that various statutory procedural requirements are satisfied by the Board throughout the meeting cycle.
- Establishes, directs and manages the system used for maintenance of records as the official record keeper of all City records.
- Responsible for determining the administrative process and issuing of multiple types of municipal licenses. Establishes the administrative process for the application, review, issuance and administration of over 30 different licenses issued by the City.
- Responsible for administering the granting and issuance of alcohol licenses. Advises applicants on permitted activities under each license type and manages the demerit point system for alcohol license holders. Reviews state statutes and recommends modifications to the municipal code to adhere to changing state alcohol laws.
- Oversees the operations of the Mail/Copy Center
- Coordinates the preparation and publication of the City's legal notices for various City departments.
- Advises regarding open meeting/open record requirements according to Wisconsin Statutes. Evaluates when there could be potential quorums (or quorum issues) of the Boards/Commissions/Committees of the City, Drafts and posts Quorum Notices as appropriate.
- Administers oaths and affirmations to elected officials.
- Administers the process for collecting competitive bids for public works projects and bidder pre-qualification record keeping.
- Acts as liaison between the public and other government officials, conducts media interviews and attends other public events.
- Responsible for the care and custody of the corporate seal.
- Maintains regular punctual and predictable attendance, works extra hours as required including, but not limited to, attending Common Council meeting sand committee meetings as required, and election administration.

#### **OTHER JOB FUNCTIONS**

- Coordinates document maintenance and storage and oversees maintenance of storage area.



- Serves on advisory committees and attends regularly scheduled Deputy Director meetings.
- Prepares, presents and maintains the Administrative Services division budget and coordinates with the City Attorney to develop and maintain the Legal Services Department budget.

## **REQUIREMENTS OF WORK:**

A Bachelor's degree in Business, Public Administration, Records Management or related field is preferred. WMCA Wisconsin Certified Municipal Clerk, IIMC Certified Municipal Clerk, WMCA Wisconsin Certified Professional Clerk, or IIMC Master Municipal Clerk certification desirable, with at least six years' experience also preferred; or any combination of experience and training which provides the following knowledge, abilities and skills.

- Thorough knowledge of election laws and procedures and ability to monitor and respond to changes in the law.
- Ability to forecast and strategically plan for anticipated voter turnout and absentee ballot requests by securing adequate personnel and resources to administer each election.
- Thorough knowledge of state statutes and Appleton Municipal Code relating to the administration of City government.
- Thorough knowledge of parliamentary procedures, committee work and council proceedings.
- Good management skills including the ability to train, supervise, motivate and evaluate staff and coordinate all functions performed by them.
- Strong leadership skills including the ability to plan, recommend and support major and minor changes within the department and the city.
- Ability to offer budgetary documentation within the guidelines of the city structure; ability to prepare, support and defend the recommended operating budget of the department's division.
- Ability to coordinate the updating and maintenance of various files and records.
- Ability to work under pressure and meet strict deadlines.
- Ability to communicate effectively, both orally and in writing, with personnel at various levels within and outside the organization including news media and outside agencies.
- Skill in dealing with the public and department personnel and establish effective working relationships with the public, news media, city officials, outside agencies and others.
- Skill in the preparation and interpretation of complex oral and written communications.
- Possess and maintain a valid Wisconsin driver license.

## **SUPPLEMENTAL INFORMATION:**

### **COMPETENCIES**

Communication  
Staff Development (mentoring)  
Motivate  
Problem Solving  
Adaptability/Flexibility

To learn more about these competencies click [here](#)









CITY OF APPLETON  
Revision Date: September, 2022

# Administrative Services Lead

Class Code:  
110-2 (CC-3)

Bargaining Unit: Non-union Non-Exempt

## SALARY RANGE

\$21.66 - \$32.50 Hourly  
\$45,052.80 - \$67,600.00 Annually

## NATURE OF WORK:

Work involves assisting the City Clerk in carrying out all functions of the office and performing administrative responsibilities in a prompt, efficient, and lawful manner. The Administrative Services Lead will also serve as the Deputy City Clerk and will act as City Clerk in the event of their absence. Work requires the exercise of initiative, independent judgment, and discretion in handling delegated administrative details and the performance of various clerical duties. Work is reviewed in a general manner on the basis of results obtained with limited supervision. Work requires a high attention to detail and meeting stringent legal and procedural deadlines. Decision making is based on the office staff as a whole and impact to other departments vs. independent position.

This position is distinguished from other administrative positions by the incumbent's need to maintain confidentiality along with the application of in-depth knowledge of legal requirements, problem solving processes and procedures necessary to support the functions and operations of the Clerk's Office.

## JOB FUNCTIONS:

### ESSENTIAL JOB FUNCTIONS

- Assist the City Clerk in prioritizing of job responsibilities to meet deadlines.
- Schedule daily office coverage to ensure effective operations and to minimize overtime.
- Provide effective direction, instruction and guidance regarding workload priorities.
- Use excellent customer service skills; establish and maintain effective working relationships with other employees, officials, and members of the general public.
- Monitor and oversee expenditures of the City Clerk's budget, utilizing Tyler Munis and related programs, excluding the Administration budget.
- Assist in charge backs for inter-department billing.
- Coordinate election, license related and other information to update and maintain on the City Clerk web page.
- Administrator for Granicus recording and Legistar agenda/minute management system including training and system set-up; coordinating with other departments for agenda/minute creation, troubleshooting and assistance as necessary.
- Coordinate with City Clerk to create, draft and finalize City Council meeting agenda, coordinate assembly of meeting packets to City Council members, City departments and the public.
- Create notices and arrange for official publication and posting of notices regarding City meetings and public hearings; distribute follow ups on Council actions and directions to staff; distribute and file documents following Council action.
- Finalize and maintain record of resolutions, ordinances and minutes pursuant to Wis.Stats., and arrange respective signatures.



- Assist City Clerk in organizing and administering the filing of campaign financing statements and reporting; monitor and review filings to ensure they are complete and in compliance.
- Assist the City Clerk and Elections Clerk in conducting City elections; assist in performing pre-election support functions including instructions to candidates and candidate requirements.
- Conduct election activity - including election tasks in WisVote such as voter registration, absentee ballot requests/processing, address validation, e-poll book set-up, poll book printing, and results entry; create and publish respective notices; test equipment, prepare election supplies/forms; and certify results as required in absence of the City Clerk.
- Coordinate and oversee the activities in the Mail/Copy Center and operate all equipment in the mail/copy center.
- Provide information by telephone, email, fax or in writing to department, council members, the media and the general public relating to all types of City documents and processes.
- Promptly and accurately process amendments/changes/corrections to agendas, minutes and reports.
- Custodian of records providing document retrieval and research
- Assist the City Clerk in updating the Official City Directory.
- Assist with budget preparation for the City Clerk office.
- Act for the City Clerk in that individual's absence.
- Process Tax Exempt forms and file summary with the State.
- Process Corporate Boundary Map and send for recording in each County.
- Create and process legal publication of all City documents requiring publication. Advise City staff on publication requirements and assist with preparation of documents.
- Provides back up support to the City Clerk, City Council and all other administrative staff – able to provide back up for staff in other departments regarding meeting agendas, minutes and videos.
- Schedule Board of Review appointments and mailing required notices.
- Schedule Special Committee/Council meetings.
- Maintain professionalism, cultivate an atmosphere of teamwork and support the organization's code of conduct.
- Oversee coordination of workflow for various City applications for consideration including but not limited to annexations, rezonings, special use permits, etc.
- Anticipate upcoming needs, departmental and procedural challenges and design solutions to meet those needs. Supervise staff workflow along with, and in the absence of, the City Clerk.
- Keep a proceedings book of council meetings and publish council proceedings.
- Maintain an awareness of constantly changing laws, rules, and regulations governing all aspects of office administrative operations.
- Maintain regular regular punctual and predictable attendance, work overtime and extra hours as required.

## **OTHER JOB FUNCTIONS**

- Other tasks as assigned

## **REQUIREMENTS OF WORK:**

Extensive experience in responsible administrative and clerical work; graduation from high school; plus additional training of at least three to five years of progressively responsible administrative experience involving the development and maintenance of detailed and complex records and legal documents, the meeting of critical deadlines and the interpretation of laws, regulations and other legal requirements; or an equivalent combination of training and experience; business or technical school; certification as a Wisconsin Certified Municipal Clerk (WCMC) from the Wisconsin Municipal Clerk's Association or a Certified Municipal Clerk (CMC) from the International Institute of Municipal Clerks preferred, or any equivalent combination of experience and training which provides the following knowledge, abilities and skills:

- Extensive knowledge of Wisconsin Statutes, City Ordinances and procedures and activities regarding duties and responsibilities of the Office of the City Clerk.
- Knowledge of parliamentary procedures, committee work and council proceedings.
- Knowledge of rules and procedures governing the notice and conduct of public hearings.



- Strong ability to develop, prepare, and maintain general principles, practices, methods and techniques applicable to maintaining City-wide records management systems.
- Knowledge of Municipal Code provisions related to the operations of the City Clerk's function and matters which come before the Council and its committees.
- Ability to communicate effectively, both verbally and in writing.
- Thorough knowledge and skill in the operation of varied software programs, computers and other standard office equipment.
- Ability to understand and carry out moderately complex oral and written instructions.
- Ability to take meeting notes at a rate sufficient to perform duties of the job.
- Ability to work with customers in an effective and calm manner.
- Ability to exercise sound independent judgment in accordance with laws and regulations and to apply these to work problems.
- Ability to monitor and oversee the City Clerk's office budget.
- Ability to establish and maintain effective working relationships with City staff, elected officials, other public and private organizations, and the public and to deal with public relations problems courteously and tactfully.
- Exercise tact and diplomacy in interpersonal dealings which are difficult, highly sensitive and confidential.
- Ability to meet critical deadlines while maintaining sufficient flexibility to meet other office needs.
- Prepare clear and concise meeting documentation and other written correspondence and reports.
- Knowledge of bid advertising and opening procedures.
- Current license as a Notary Public issued by the State of Wisconsin or compliance within six months.

## **SUPPLEMENTAL INFORMATION:**

### **COMPETENCIES**

Communication

Self-directed/Autonomous/Accountable

Problem Solving

Technical/Professional/Strategic Skills

Creative/Innovative

Adaptability/Flexibility

To learn more about these competencies click [here](#)

## **JOB TASK ANALYSIS:**



# JOB ANALYSIS/REQUIREMENTS

**JOB TITLE:** Deputy City Clerk

**REVISED DATE:** December 2007

**REVIEW DATE:** January 2014

## A. PHYSICAL DEMANDS

1. Standing
2. Walking
3. Sitting
4. Lifting: Light - max. 10 lbs.
5. Lifting: Moderate - max. 25 lbs.
6. Lifting: Heavy to moderate - max 45 lbs.
7. Lifting: Heavy - max. 65 lbs.
8. Carrying est. wt. max. 25 lbs.
9. Pushing est. wt. max.
10. Pulling est. wt. max.
11. Pulling hand over hand
12. Climbing stairs
13. Climbing, use of legs and arms
14. Balancing
15. Stooping
16. Kneeling
17. Repeated bending
18. Crawling
19. Reaching: ☒ high ☐ low ☐ level
20. Repetitive finger movement
21. May use hands for grasping
22. May use hands for manipulation
23. May use hands for twisting of wrist
24. May use hands for flex/ext. of wrist
25. May use hands for reaching
26. May use hands for overhead work
27. Repetitive twisting or pressure involving wrists or hands
28. Both hands required
29. Both legs required
30. Ability of rapid mental/muscular coordination simultaneously
31. Oral communication: speaks clearly in ☐ Spanish ☒ English  
☐ Hmong ☐ Other:
32. Hearing-conversation
33. Intense visual concentration
34. Specific visual requirements
35. Depth perception
36. Color vision: Distinguish basic shades
37. Color vision: Distinguish basic colors
38. Operation of crane, truck or motor vehicle
39. Other:

*N = Never*

*O = Occasionally: 1 to 33% of the time on job*

*F = Frequently: 34 to 66% of the time on job*

*C = Constantly: More than 67% of the time on job*

	N	O	F	C
1. Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Lifting: Light - max. 10 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Lifting: Moderate - max. 25 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Lifting: Heavy to moderate - max 45 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Lifting: Heavy - max. 65 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Carrying est. wt. <u>max. 25 lbs.</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Pushing est. wt. <u>max.</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Pulling est. wt. <u>max.</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Pulling hand over hand	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Climbing stairs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Climbing, use of legs and arms	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Balancing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Stooping	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Kneeling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Repeated bending	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Crawling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Reaching: <input checked="" type="checkbox"/> high <input type="checkbox"/> low <input type="checkbox"/> level	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20. Repetitive finger movement	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
21. May use hands for grasping	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. May use hands for manipulation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. May use hands for twisting of wrist	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. May use hands for flex/ext. of wrist	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. May use hands for reaching	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
26. May use hands for overhead work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27. Repetitive twisting or pressure involving wrists or hands	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28. Both hands required	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
29. Both legs required	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
30. Ability of rapid mental/muscular coordination simultaneously	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31. Oral communication: speaks clearly in <input type="checkbox"/> Spanish <input checked="" type="checkbox"/> English <input type="checkbox"/> Hmong <input type="checkbox"/> Other: <u>          </u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
32. Hearing-conversation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
33. Intense visual concentration	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34. Specific visual requirements	Near: <input checked="" type="checkbox"/>		Far: <input checked="" type="checkbox"/>	
35. Depth perception	Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>	
36. Color vision: Distinguish basic shades	Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>	
37. Color vision: Distinguish basic colors	Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>	
38. Operation of crane, truck or motor vehicle	Yes <input type="checkbox"/>		No <input checked="" type="checkbox"/>	
39. Other: <u>          </u>				

## B. WORKING CONDITIONS

1. Outside
2. Alternating between Outside and Inside
3. Heat between 90-100 degrees  
Heat over 100 degrees
4. Cold below 55 degrees
5. Temperature changes: ☐ excessive ☐ frequent
6. Wetness
7. Dry atmospheric conditions
8. Confined spaces
9. Heights (list maximum: 6)
10. Constant noise above 85 decibels
11. Intermittent noise above 85 decibels
12. Vibration
13. Fumes: ☐ Irritant ☐ Toxic

	N	O	F	C
1. Outside	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Alternating between Outside and Inside	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Heat between 90-100 degrees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heat over 100 degrees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Cold below 55 degrees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Temperature changes: <input type="checkbox"/> excessive <input type="checkbox"/> frequent	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Wetness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Dry atmospheric conditions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Confined spaces	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Heights (list maximum: <u>6</u> )	N	O	F	C
10. Constant noise above 85 decibels	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Intermittent noise above 85 decibels	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Vibration	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Fumes: <input type="checkbox"/> Irritant <input type="checkbox"/> Toxic	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>





CITY OF APPLETON  
Revision Date: September 2022

# Elections Clerk

Class Code:  
110-3 (CC-3)

Bargaining Unit: Non-union Non-Exempt

## SALARY RANGE

\$22.91 - \$32.07 Hourly

## NATURE OF WORK:

This position is responsible for clerical and elections work which involves complex work methods and problems.

Work involves performing a wide variety of administrative and clerical duties in handling the City's Elections requiring the application of discretion, initiative and independent judgment in the interpretation of policies, procedures and regulations. Work involves preparation, coordination and maintenance of the entire election process. Work is performed under limited supervision and reviewed in a general manner upon completion for adherence to established policies and procedures.

## JOB FUNCTIONS:

### ESSENTIAL JOB FUNCTIONS

- Coordinates pre-election preparation, maintains election records and history files, assures adequate inventory and proper distribution of election supplies, prepares reference materials pertinent to each type of election, and assures accurate and timely input of post-election data.
- Directs and oversees assistance provided by Administrative Support Specialists regarding pre-election preparations, post-election preparations and voter maintenance tasks.
- Recruits, directs, assigns and supervises Inspectors, Election Registration Officials and Special Voting Deputies; maintains election worker history files; manages appointments, tracks training certification hours and calculates payroll figures.
- Remains aware of changes in Wisconsin State Statutes and Federal Voting Assistance Program regarding election laws/procedures and pending changes in legislation; assists with the development and implementation of any necessary changes in procedure as a result; updates instruction/processes, assists with the development and presentation of election training materials with City Clerk.
- Facilitates voter registration and management through the WISVOTE System, including all new registrations, changes and deletions both in electronic and hard copy formats through a variety of processes including those directed or initiated by the Wisconsin Elections Commission.
- Manages inactive voters including felon, death, HAVA matches.
- Assists in coordinating the absentee voting process for in-office absentee voting. Processes, batches, and directs the fulfillment of mail, military and overseas absentee ballot requests each requiring specific applications and complex recording and tracking procedures; prepares write-in absentee ballots as necessary.
- Facilitates Special Voting Deputy schedules and visits consistent with State law.
- Maintains thorough knowledge of the election equipment; completes pre-election testing of all equipment and sets up for in-person absentee voting.
- Completes all reports related to election administration and voter data in WisVote.
- Completes election reconciliation following each election.
- Assists with the completion of post-election audits.
- Gathers and organizes information for election related record requests.



- Provides election day support for voters and poll workers.
- Coordinates election night returns; secures ballots; prepares reporting forms; organizes and reviews election returns for accuracy.
- Conducts post-election activity including records votes; cancels outstanding ballots; completes required 190 reporting; ballot reporting in CRM; and voter statistics.
- Assists with coordination of election related activities with outside community organizations.
- Coordinates use of 15 polling locations, equips sites with materials needed to conduct elections and coordinates the on-site storage of equipment and supplies.
- Coordinates with City Clerk and Administrative Services Lead to prepare election related information for the City Clerk website.
- Prepares nomination papers and assists municipal candidates in the completion and filing of ballot access forms.
- Assists the City Clerk in ballot ordering and layout review.
- Manages and updates address, ward and district combinations in WisVote.
- Coordinates with GIS to provide accurate and detailed maps for citizens and candidates with Ward and District boundaries.
- Composes and types a wide variety of internal and external correspondence.
- Enters data into computer programs and edits for accuracy.
- Maintains a detailed record and filing system.
- Maintains a detailed calendar for the destruction of election records and performs such activities when applicable.
- Answers inquiries from visitors and callers.
- Maintains regular punctual and predictable attendance, works overtime and extra hours as required.

#### **OTHER JOB FUNCTIONS**

- Provides backup for other clerical staff - specifically answering telephone inquiries, front counter greeting, processing bartender and other license applications, cash receipting, assisting with mail/copy functions of the Mail/Copy Center.
- Aids City Clerk and Administrative Services Lead with special projects and report distribution when necessary or in their absence.

## **REQUIREMENTS OF WORK:**

Considerable experience in responsible clerical/administrative work; graduation from high school, plus additional training of at least one to two years of college, business or technical school; or any equivalent combination of experience and training which provides the following knowledge, abilities and skills:

- Extensive knowledge of State election laws and procedures and activities pertaining to the office of the City Clerk.
- Knowledge of departmental rules, regulations, procedures and functions.
- Ability to recruit, train and supervise seasonal election personnel.
- Ability to work accurately under pressure and meet strict deadlines.
- Ability to understand and effectively carry out oral and written instructions.
- Ability to make decisions in accordance with laws and regulations and to apply these to work problems.
- Ability to prepare effective correspondence on routine matters and compile data for reports.
- Ability to clearly convey laws and procedures to members of the public.
- Ability to establish and maintain effective working relationships with other employees and the public and to deal with public relations problems courteously and tactfully.
- Skill in operation of computers and computer software, WisVote voter management site, electronic voter tabulating equipment, and other standard office equipment.

## **SUPPLEMENTAL INFORMATION:**



## **COMPETENCIES**

Communication

Self-directed/Autonomous/Accountable

Problem Solving

Technical/Professional/Strategic Skills

Creative/Innovative

To learn more about these competencies click [here](#)

## **JOB TASK ANALYSIS:**



# JOB ANALYSIS/REQUIREMENTS

JOB TITLE: **Elections Clerk**

REVISED DATE: October 2007

REVIEW DATE: October 2007

N = Never

O - Occasionally: 1 to 33% of the time on job

F - Frequently: 34 to 66% of the time on job

C = Constantly: More than 67% of the time on job

## A. PHYSICAL DEMANDS

	N	O	F	C
1. Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Sitting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Lifting: Light - max. 10 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Lifting: Moderate - max. 25 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Lifting: Heavy to moderate - max 45 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Lifting: Heavy - max. 65 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Carrying est. wt. <u>50 lbs.</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Pushing est. wt. <u>150 lbs.</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Pulling est. wt. <u>150 lbs.</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Pulling hand over hand	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Climbing stairs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Climbing, use of legs and arms	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Balancing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Stooping	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16. Kneeling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Repeated bending	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Crawling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Reaching: <input checked="" type="checkbox"/> high <input checked="" type="checkbox"/> low <input checked="" type="checkbox"/> level	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Repetitive finger movement	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. May use hands for grasping	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. May use hands for manipulation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. May use hands for twisting of wrist	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. May use hands for flex/ext. of wrist	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. May use hands for reaching	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
26. May use hands for overhead work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27. Repetitive twisting or pressure involving wrists or hands	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28. Both hands required	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29. Both legs required	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
30. Ability of rapid mental/muscular coordination simultaneously	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31. Oral communication: speaks clearly in <input type="checkbox"/> Spanish <input type="checkbox"/> English <input type="checkbox"/> Hmong <input type="checkbox"/> Other: <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32. Hearing-conversation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
33. Intense visual concentration	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34. Specific visual requirements	Near: <input type="checkbox"/>	<input type="checkbox"/>	Far: <input type="checkbox"/>	<input type="checkbox"/>
35. Depth perception	Yes <input checked="" type="checkbox"/>	<input type="checkbox"/>	No <input type="checkbox"/>	<input type="checkbox"/>
36. Color vision: Distinguish basic shades	Yes <input checked="" type="checkbox"/>	<input type="checkbox"/>	No <input type="checkbox"/>	<input type="checkbox"/>
37. Color vision: Distinguish basic colors	Yes <input checked="" type="checkbox"/>	<input type="checkbox"/>	No <input type="checkbox"/>	<input type="checkbox"/>
38. Operation of crane, truck or motor vehicle	Yes <input type="checkbox"/>	<input type="checkbox"/>	No <input checked="" type="checkbox"/>	<input type="checkbox"/>
39. Other: <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## B. WORKING CONDITIONS

	N	O	F	C
1. Outside	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Alternating between Outside and Inside	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Heat between 90 - 100 degrees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heat over 100 degrees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Cold below 55 degrees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Temperature changes: <input type="checkbox"/> excessive <input type="checkbox"/> frequent	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Wetness	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Dry atmospheric conditions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Confined spaces	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Heights (list maximum: <input type="text"/> )	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Constant noise above 85 decibels	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Intermittent noise above 85 decibels	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>





**APPLETON  
HEALTH DEPARTMENT**

**ADDRESS**

100 N APPLETON STREET  
APPLETON, WI 54911-4799

**PHONE**

920.832.6499

**FAX**

920.832.5853

**WEBSITE**

WWW.APPLETON.ORG

---

January 23, 2023

To: Human Resources Committee  
City of Appleton Common Council

From: Charles E. Sepers, Jr., Ph.D., M.P.H., Health Officer/Director

Subject: Authorization to increase the Public Health Nurse FTE from 3.9 to 4.0.

At current, the Health Department Deputy Director spends 1-2 days per week (0.2–0.4 FTE) performing the role of the intake public health nurse. The addition of the 0.1 FTE position would allow the Deputy Director to focus more time on critical administration needs, including grants management and compliance. Additionally, increasing the current position from 0.9 FTE to 1.0 FTE would allow for the recruitment of experienced candidates.

For the reasons identified above, the Health Department requests authorization to add an additional 0.1 FTE to be added to the Public Health Nursing Table of Organization.

For analysis purposes, the addition of the 0.1 FTE at the salary midpoint would incur an additional salary and fringe cost of \$10,272. This portion of the position would be funded for the next 5 years using secured grant funding and will not impact the general funds budget.

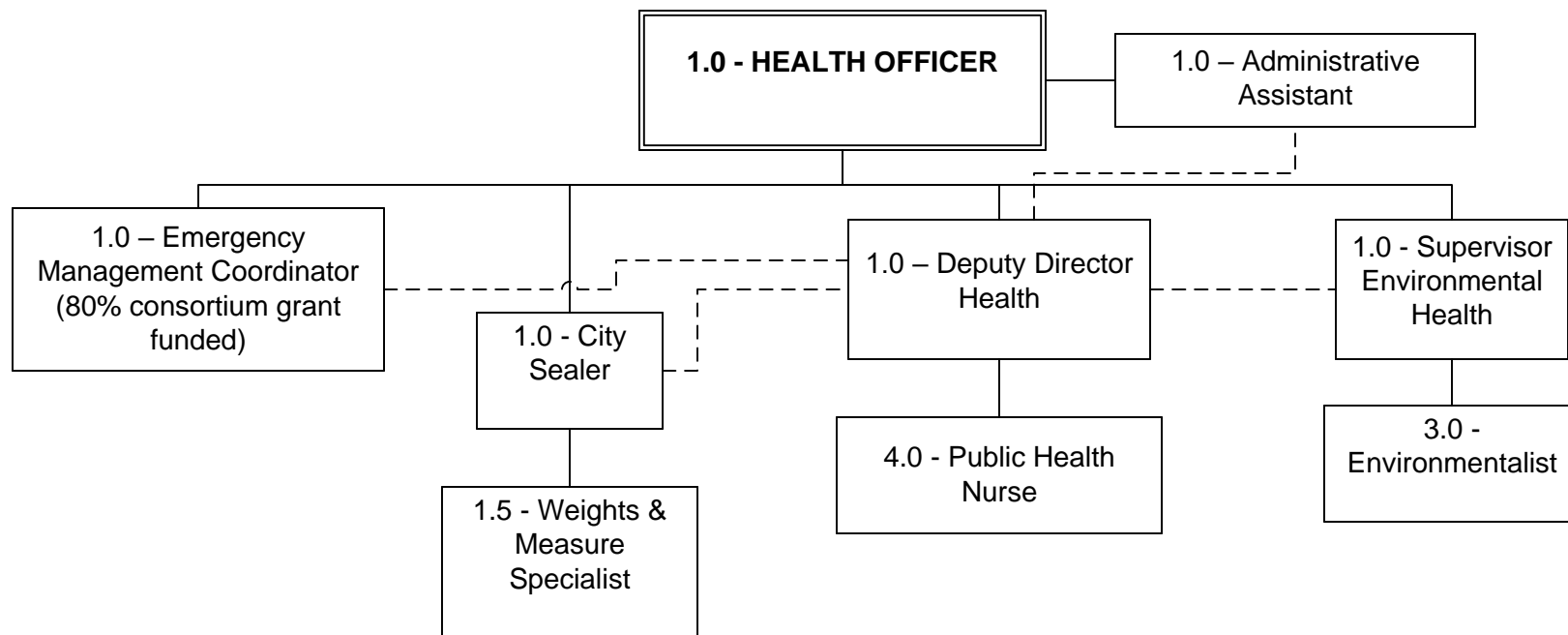
**Recommendation:**

Authorization to modify the Health Department's Table of Organization by adding 0.1 FTE to the Public Health Nurse category.

Respectfully submitted by,

Charles E. Sepers, Jr., Ph.D., M.P.H.





DRAFT 1/24/2023



12-23

**AN ORDINANCE AMENDING SECTION 19-91 OF CHAPTER 19 OF THE MUNICIPAL CODE OF THE CITY OF APPLETON, RELATING TO PARKING IN FRONT AND SIDE YARD IN RESIDENTIAL DISTRICT; PARKING ON TERRACES.**

(Municipal Services Committee – 2-1-2023)

The Common Council of the City of Appleton does ordain as follows:

**Section 1:** That Section 19-91 of Chapter 19 of the Municipal Code of the City of Appleton, relating to parking in front and side yard in residential district; parking on terraces, is hereby amended to read as follows:

**Sec. 19-91.    Parking in front and side yard in residential district; parking on terraces.**

(a)    ***Purpose.*** The purpose of this section is to clearly define acceptable areas for parking vehicles within the front yard or side yard, as defined in Chapter 23, of private properties in order to address off-street parking issues and maintain the acceptable appearance of City neighborhoods.

(b)    ***Residential driveway.*** Residential driveway means that area leading directly from the street to a garage, carport, or rear yard parking area.

(c)    ***Front yard.*** No person shall park or store any motor vehicle, or recreational vehicle of 26 feet or less, i.e., a “camping trailer”, “fifth-wheel trailer”, “motor home” or “recreational vehicle” as those terms are defined by §340.01, Stats., as well as boat trailers and boats, utilities trailers, trailered snowmobiles, trailered jet-ski(s) or fishing shanties in the front yard of any residential district except upon a residential driveway and shall be subject to temporary recreational vehicle parking restrictions set forth in §19-92. No recreational vehicle or boat greater than 26 feet in length may be parked or stored in the front yard of any residential district. Any vehicle parked in the front yard, shall be parked within the driveway area in such a manner as to maintain all wheels on the driveway surface, and shall neither obstruct the sidewalk nor extend onto the driveway apron. Carriage style driveways with a minimum of 2-foot wide strips paved with concrete, asphalt or brick and maintained grass medians in accordance with Sec. 12-59(c)(3) are permitted.

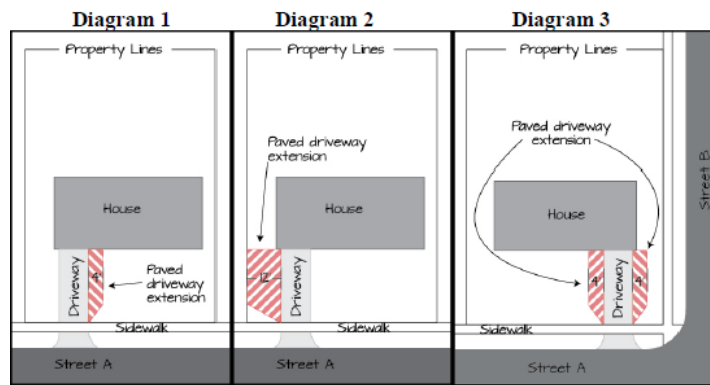
(d)    ***Side yard.*** No person shall park or store any motor vehicle, “camping trailer”, “fifth-wheel trailer”, “motor home” or “recreational vehicle” as those terms are defined by §340.01, Stats., as well as boat trailers and trailered boats, pick-up camper tops, utilities trailers, trailered snowmobiles, trailered jet-ski(s) or fishing shanties in the side yard of any residential district unless it is parked on a hard surface and subject to the requirements of this section, including the requirement for a permit for the installation of said hard surface.



(e) **Permits.** The Inspections Supervisor shall issue a driveway extension permit or a side yard parking pad permit upon the filing of a proper application, which shall be on a form furnished by the Director and shall describe the nature of the work, material to be used, measurements, plans and/or specifications of the proposed extension as well as such other information as may be required for inspection. Permits shall be issued prior to the start of the work. Fees for this permit shall be kept on file with the City Clerk.

(f) Extensions to the driveway surface, beyond the area previously described in section (d), are permissible provided all of the following apply:

- (1) The property owner has obtained appropriate driveway extension permit; and,
- (2) Both the extension and driveway are paved as provided in sec. (d) above; and,
- (3) The extension is no greater than twelve (12) feet wide on the side nearest the side lot (See Diagram 2) and no greater than four (4) feet wide in front yard closest to the dwelling (see Diagram 1). Extensions to driveways on corner lots may extend no more than four (4) feet on both sides of the driveway (See Diagram 3); and,



- (4) The paved area is no longer than the length of the driveway, extending from the edge of the City's right-of-way to a carport, rear yard parking area or garage. For the purpose of creating a parking pad, the paved area may extend along the side of the principal structure on the property and may extend to the rear plane of said structure; and,
- (5) Driveway extensions shall be flared at an angle from the sidewalk per Diagrams 1, 2, and 3 above;
- (6) This section shall not apply toward paved circular driveways.
- (7) The paved area shall meet any other requirements of the Municipal Code including, but not limited to, zoning requirements and the Driveway



## Installation Policy.

(g) Appeals to the requirements of this section shall be filed with the Inspections Supervisor and heard by the Municipal Services Committee. In hearing and deciding appeals, the Committee shall have the power to grant relief from the terms of this section only where there are unusual and practical difficulties or undue hardships due to an irregular shape of the lot, topographical, or other conditions present, as contrasted with merely granting an advantage or convenience. Decisions of the Committee shall be consistent with the purpose and intent of this section.

(h) Relief granted by the Municipal Services Committee, pursuant to (g) above, shall run with the land.

(i) ***Penalty.***

- (1) *First offense parking forfeiture.* Any person to whom a ticket has been issued for a violation of this section shall incur a forfeiture of forty-five dollars (\$45.00), which may be satisfied by paying twenty dollars (\$20.00) within fifteen (15) days of the date of the ticket. The procedures in Sec. 19-90(i), (k), and (l) apply to first offenses of this section.
- (2) *Second and subsequent violations of this section.* Any person who violates any provision of this section more than one time in a twelve (12) month period shall be subject to a penalty as provided in Sec. 1-16 of the Municipal Code.

**Section 2:** This ordinance shall be in full force and effect from and after its passage and publication.