



City of Appleton

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

Meeting Agenda - Final Municipal Services Committee

Tuesday, April 8, 2014

5:30 PM

Council Chambers, 6th Floor

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

14-594 Minutes from March 25, 2014.

Attachments: [Minutes from March 25, 2014.pdf](#)

4. Public Hearings/Apearances

5. Action Items

14-524 R/B-Croatt-Approve the City of Appleton Parking Ramp Usage Policy.

Attachments: [Parking Ramp Usage Policy.pdf](#)

Legislative History

3/25/14	Municipal Services Committee	recommended for approval
4/2/14	Common Council	referred to the Municipal Services Committee

Referred back by Alderperson Croatt

14-621 #9-R-14 - Spears

"WHEREAS, the Appleton Common Council has retrofit bike lanes on existing streets removing parking,

WHEREAS citizens value parking in front of their homes, schools and churches,

WHEREAS bike lane utilization declines in the winter months,

THEREFORE BE IT RESOLVED that parking in bike lanes be allowed starting from the weekend prior to and through the weekend after the holiday.

A weekend is defined as starting from Friday at 4:00 p.m. until Monday at 8:00 a.m.

Holidays are:

Thanksgiving

Christmas Eve

Christmas

New Year's Eve

New Year's Day

Easter

Super Bowl Sunday

All other parking policies will apply."

14-622 #11-R-14 - Plank

"WHEREAS, it is important to listen, recognize and rationally respond to the input of community members during the implementation process of the Bike Lane Plan;

AND WHEREAS, it is important to consider and attempt to find balance and solutions to issues that arise during the implementation process, and attempt to satisfy community wants and needs;

THEREFORE, BE IT RESOLVED that the City of Appleton implement "Courtesy Holiday Parking" on one side of the streets with bike lanes, on all holidays currently included in the City's definitions of allowed holiday parking.

Streets that meet the criteria are those currently and in the future that have segments with bike lanes where parking is prohibited, and streets with bike lanes where the total width is at least 36' feet wide."

14-623 #12-R-14 - Plank

"BE IT RESOLVED that the City of Appleton analyze removing the parking meters downtown and replacing that parking enforcement with the utilization of License Plate Reader equipment and the necessary compatible technology. Analysis shall include investigating the option of implementing smartphone technology and a review of variety of hourly parking space options to have the most cost effective and customer friendly parking possible.

Funding for the equipment and ongoing maintenance shall be budgeted in the City's 2015 General fund and the Parking Utility. Alternatives to compensate for lost revenue shall be reported to Municipal Services Committee by June 15, 2014."

14-592 Approve proposed changes to Municipal Code Chapter 15, Solid Waste & Recycling.

Attachments: [Changes to Municipal Code Chapter 15 Solid Waste & Recycling.pdf](#)

14-593 Request from Daniel Meissner, LLC for a temporary street occupancy permit to occupy the Johnston Street right-of-way to complete demolition work at 226 E. College Avenue through April 25, 2014.

Attachments: [Dan Meissner temp street occupancy.pdf](#)

- 14-600** Request from Appleton Downtown, Inc. for a Street Occupancy Permit to install and display fiber art on benches, meter posts and planter railings at College Avenue from Superior Street to Durkee Street, from June 13, 2014 through June 30, 2014.

Attachments: [Appleton Downtown Inc display fiber art.pdf](#)

- 14-601** Request from Appleton Downtown, Inc. for a Street Occupancy permit to occupy the College Avenue beautification strip from Richmond Street to Drew Street for musicians to play from noon to 1:00 p.m. each day from June 9, 2014 through June 13, 2014.

Attachments: [Appleton Downtown Inc Street Music Week.pdf](#)

- 14-605** Proposed Ordinance change to Chapter 4-231 Definitions-Family.

Attachments: [Proposed Ordinance Change to Chapter 4-231.pdf](#)

- 14-602** Proposed Ordinance change to Chapter 4-236 Definitions-Maintenance generally.

Attachments: [Proposed Ordinance Change to Chapter 4-236.pdf](#)

- 14-603** Proposed Ordinance change to Chapter 4-239 Definitions-Lighting, Ventilation and heating.

Attachments: [Proposed Ordinance Change to Chapter 4-239.pdf](#)

- 14-604** Proposed Ordinance change to Chapter 4-143 regarding maintenance for commercial buildings.

Attachments: [Proposed Ordinance Change to Chapter 4-143.pdf](#)

- 14-625** Recommendation of Award-School Flasher Control Upgrades

Attachments: [Recommendation of Award-School Flasher Control Upgrades.pdf](#)

6. Information Items

- 14-595** Inspections Division Permit Comparison Report for March, 2014.

Attachments: [Inspections Division Permit comparison March 2014.pdf](#)

- 14-596** Proposed modification to the Department of Public Works Table of Organization-Parking Division.

Attachments: [Parking Division Table of Organization.pdf](#)

7. Adjournment

Reasonable Accommodations for Persons with Disabilities will be made upon Request and if Feasible. Please contact Paula Vandehey at 832-6474 if you have any questions.



City of Appleton

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

Meeting Minutes - Final Municipal Services Committee

Tuesday, March 25, 2014

5:30 PM

Council Chambers, 6th Floor

1. Call meeting to order
2. Roll call of membership

Present: 5 - Alderperson Greg Dannecker, Alderperson Patti Coenen, Alderperson Chris Croatt, Alderperson Joe Martin and Alderperson Polly Dalton

3. Approval of minutes from previous meeting

[14-530](#)

Minutes from March 11, 2014.

Attachments: [Minutes from March 11, 2014.pdf](#)

Alderperson Coenen moved, seconded by Alderperson Croatt, that the Minutes be approved. Roll Call. Motion carried by the following vote:

Aye: 5 - Alderperson Dannecker, Alderperson Coenen, Alderperson Croatt, Alderperson Martin and Alderperson Dalton

4. Public Hearings/Appearances

5. Action Items

[14-434](#)

Installation of bike lanes on both sides of Fremont Street as follows:

Oneida St to Monroe St (total width =43')

A 6' bike lane be marked on the south side only. Other existing geometry would remain as-is.

No parking.

Monroe St to Madison St (total width=43')

- * 1-8' parking lane (north side of street)
- * 2-6' bike lanes
- * 2-11.5' travel lanes

Madison St to Kernan Av (total width=36')

- * 2-6' bike lanes
- * 2-12' travel lanes
- * No parking

Kernan Av to Walden Av (total post-reconstruction width=40')

- * 2-5' bike lanes
- * 2-11' travel lanes
- * 1-8' parking lane (south side of street)

Walden Av to Telulah Av (total post-reconstruction width=40')

- * 1-8' parking lane (north side of the street)
- * 2-5' bike lanes
- * 2-11' travel lanes

Attachments: [Fremont Street Bike Lanes.pdf](#)
[5 year Bike Lane and Trail Plan.pdf](#)
[Petition against Bike Lanes on Fremont St.pdf](#)
[2nd Petition against Bike Lanes on Fremont St.pdf](#)

Alderson Dalton was excused from the meeting at 6:19 PM.

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

Aye: 3 - Alderson Dannecker, Alderson Coenen and Alderson Martin

Nay: 1 - Alderson Croatt

Excused: 1 - Alderson Dalton

14-520

Approve Amendment No. 3 to the State/Municipal Agreement for the Prospect Avenue Bridge over Jackman Street in an amount of \$10,255.05 (City share of \$2,051.01).

Attachments: [Amendment No. 3-Bloom Companies.pdf](#)

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

Aye: 4 - Alderson Dannecker, Alderson Coenen, Alderson Croatt and Alderson Martin

Excused: 1 - Alderson Dalton

14-521

Request from Appleton Downtown Inc. for a temporary street occupancy permit for a Sidewalk Sale in the 600 W. College Avenue to 300 E. College Avenue blocks on Saturday, May 10, 2014 from 7:00 am. to 3:00 pm.

Attachments: [ADI-street occupancy-sidewalk sale.pdf](#)

Amended to include contingent upon no conflicts with adjacent businesses.

Alderson Dannecker moved, seconded by Alderson Martin, that the Report Action Item be amended to include contingent upon no conflicts with adjacent businesses. Roll Call. Motion carried by the following vote:

Aye: 4- Alderperson Dannecker, Alderperson Coenen, Alderperson Croatt and Alderperson Martin.

Excused: 1- Dalton

Alderperson Croatt moved, seconded by Alderperson Dannecker that the Report Action item be recommended for approval as amended. Roll Call. Motion carried by the following vote:

Aye: 4 - Alderperson Dannecker, Alderperson Coenen, Alderperson Croatt and Alderperson Martin

Excused: 1 - Alderperson Dalton

[14-522](#)

Request from Amanda Geller, 1023 W. Wisconsin Avenue, to have her sidewalk snow removal bill of \$75 waived.

Attachments: [Amanda Geller-snow removal.1.pdf](#)

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

Aye: 4 - Alderperson Dannecker, Alderperson Coenen, Alderperson Croatt and Alderperson Martin

Excused: 1 - Alderperson Dalton

[14-523](#)

Approve funding reallocation request of \$7,500 for replacement of three Sign Shop field laptops.

Attachments: [Funding reallocation-Sign Shop.pdf](#)

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

Aye: 4 - Alderperson Dannecker, Alderperson Coenen, Alderperson Croatt and Alderperson Martin

Excused: 1 - Alderperson Dalton

[14-524](#)

Approve the City of Appleton Parking Ramp Usage Policy.

Attachments: [Parking Ramp Usage Policy.pdf](#)

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

Aye: 4 - Alderperson Dannecker, Alderperson Coenen, Alderperson Croatt and Alderperson Martin

Excused: 1 - Alderperson Dalton

[14-525](#)

Approve proposed truck route designation changes by removing designated truck routes on Drew Street (Water Street to College

Avenue), Water Street (Olde Oneida Street to Drew Street) and Olde Oneida Street (South Island Street to Water Street).

Attachments: [Truck route changes Drew Street.pdf](#)

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

Aye: 4 - Aldersperson Dannecker, Aldersperson Coenen, Aldersperson Croatt and Aldersperson Martin

Excused: 1 - Aldersperson Dalton

[14-526](#)

Preliminary Resolution 5-P-14 for sidewalk installation on Linwood Avenue be adopted and refer the matter to the Finance Committee to determine the assessment rate.

Attachments: [Preliminary Resolution 5-P-14.pdf](#)

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

Aye: 4 - Aldersperson Dannecker, Aldersperson Coenen, Aldersperson Croatt and Aldersperson Martin

Excused: 1 - Aldersperson Dalton

[14-334](#)

Approve Amendment No. 1 to Bloom Companies for the design work on Jackman Street, Retaining Wall, Grade Separated Path and Parking Lot.

Attachments: [Amendment No. 1-Bloom Companies.pdf](#)

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

Aye: 4 - Aldersperson Dannecker, Aldersperson Coenen, Aldersperson Croatt and Aldersperson Martin

Excused: 1 - Aldersperson Dalton

6. Information Items

[14-527](#)

Speed Limit update on CTH "JJ".

[14-528](#)

Downtown recycling cart update.

[14-529](#)

Parking Utility Condensed Income Statement for February, 2014.

Attachments: [Parking Utility Income Statement February 28, 2014.pdf](#)

7. Adjournment

Alderson Coenen moved, seconded by Alderson Croatt, that the meeting be adjourned. Roll Call. Motion carried by the following vote:

Aye: 4 - Alderson Dannecker, Alderson Coenen, Alderson Croatt and Alderson Martin

Excused: 1 - Alderson Dalton



CITY OF APPLETON PARKING RAMP USAGE POLICY

This policy has been developed to clarify the acceptable uses of the City-owned parking ramps. Because of safety concerns of mixing large groups of pedestrians with vehicles, extremely limited access for emergency vehicles, and no available public bathrooms, the approved usage of the City owned ramps is reserved solely to provide for public parking. No public assembly uses will be permitted in the City-owned parking ramps unless express permission is granted by the Common Council.

Chapter 15

Solid Waste & Recycling

ARTICLE I. IN GENERAL

Reserved.....	15-1 – 15-25
---------------	--------------

ARTICLE II. STORAGE AND COLLECTION

Definitions	15-26
Authority to establish additional rules and regulations	15-27
Containers	15-28
Storage generally	15-29
Preparation of solid waste and recyclables	15-30
Placement for collection	15-31
Scavenging of solid waste or recyclables placed for collection	15-32
Collection service.....	15-33
Residences	15-33(a)
Commercial establishments	15-33(b)
Industrial waste	15-33(c)
Yard waste	15-33(d)
Brush.....	15-33(e)
Bulky overflow	15-33(f)
Grass clippings.....	15-33(g)
Toxic and hazardous waste	15-33(h)
Small dead animals	15-33(i)
Nauseous or offensive waste.....	15-33(j)
Construction debris.....	15-33(k)
Disposal of infectious material	15-33(l)
Hazardous and/or toxic waste	15-33(m)
Leaves.....	15-33(n)
Lead acid batteries.....	15-33(o)
Eligible electronic devices	15-33(p)
Fees	15-34
Penalty	15-35

ARTICLE III. RATES AND CHARGES

Definitions	15-36
Imposed	15-37
Basis	15-38
Rates	15-39
Collection.....	13-40
Lien for delinquent charges.....	15-41

*Cross reference(s)--Public works department, §2-366 et seq.; refuse disposal in parks and recreation areas, §13-80.
State law reference(s)--Solid waste, W.S.A. §289.01 et seq.; solid waste reduction, recovery and recycling, W.S.A. §287.01 et seq.

SOLID WASTE

SOLID WASTE

ARTICLE I. IN GENERAL

Secs. 15-1 – 15-25. Reserved.

Sec. 15-26. Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Approved shall mean approved by the Director of Public Works unless specifically stated otherwise.

Bundle shall mean to securely tie with string or twine.

City shall mean the City of Appleton.

Collecting and transporting service means a municipal or privately operated agency, business or service for the collecting or transporting of solid waste for disposal or recycling purposes.

Composting means the process of decaying organic matter, such as leaves, garden debris, grass clippings, raw kitchen scraps and other vegetative materials capable of natural decomposition.

County shall mean Outagamie County unless specifically stated otherwise.

Department shall mean the Department of Public Works.

Disposable bag means a one-way disposable bag made of polyethylene, or other plastic material consisting of a minimum of one and one-half (1½) mils thickness. Bags shall not exceed a volume capacity of thirty (30) gallons. Whenever the term "disposable bag" or "bag" is used in this chapter, such words will mean disposal bag as herein described.

Dwelling unit shall mean any habitable room or group of adjoining habitable rooms located within a dwelling and forming a single unit with facilities which are used or intended to be used for living, sleeping, cooking or eating of meals.

Eligible Electronic Devices shall include the following:

- (1) *Consumer computers.* High-speed data processing devices for performing logical, arithmetic, or storage functions that are marketed by the manufacturer for use by households or schools. Computers include traditional, desktop-style computers with a separate monitor and tower or box, laptop/notebook/netbook computers (any of these with a screen at least 7" in the longest

ARTICLE II. STORAGE AND COLLECTION*

SOLID WASTE

diagonal direction are also video display devices); and servers used by a household or covered school. Consumer computer does not include an automated typewriter or typesetter; or a portable hand-held calculator or device, such as a mobile phone or PDA.

- (2) *Consumer printers.* One of the following that is marketed by the manufacturer for use by households or schools: a desktop printer, including inkjet and laser printers that can be placed on a work surface; or a device that prints and has other functions, such as copying, scanning, or sending facsimiles, and that is designed to be placed on a work surface. Consumer printer does not include a calculator with printing capabilities or a label maker.
- (3) *Consumer video display devices.* Televisions or computer monitors with a tube or screen that is at least 7 inches in its longest diagonal measurement and that are marketed by the manufacturer for use by households or schools.

Computer monitor means an electronic device that is a cathode ray tube or flat panel display primarily intended to display information from a consumer computer or the Internet. Computer monitors include: CRT or flat-panel monitors used with a desktop computer; "all-in-one" desktop-style computers where the screen is integrated with the processor; laptop/notebook/netbook computers; and e-readers or other portable devices with screens of at least 7 inches in the longest diagonal direction that display information from the Internet or a processor.

Television means an electronic device, with a cathode ray tube or flat panel display, primarily intended to receive video programming via broadcast, cable, or satellite transmission or to receive video images from surveillance or similar cameras. All types of televisions with a screen of at least 7 inches in the longest diagonal direction including older box-style, CRT models; LCD displays; LED/OLED displays; plasma and rear projection.

The following are not considered consumer video display devices under the law: a television or computer monitor that is part of a motor vehicle and that is incorporated into the motor vehicle by, or for, a motor vehicle manufacturer or a franchised motor vehicle dealer (i.e., a computer monitor or television that was built into the vehicle before it was purchased); a television or computer monitor contained within

a clothes washer, clothes dryer, refrigerator, freezer, microwave oven, conventional oven or stove, dishwasher, room air conditioner, dehumidifier, or air purifier; any video display device that is not marketed for use by households or schools (such as displays in equipment only used in specific industrial/commercial settings); digital photo frames; or portable DVD players

- (4) *Computer peripherals.* Keyboards or any other devices, other than a consumer printer, that are sold exclusively for external use with a consumer computer and that provide input into or output from a consumer computer, including, for example: external CD/DVD drives; external hard drives/backup drives; external modems; flash drives/memory sticks for use with computers; game controllers (joysticks, etc.) used with a computer; keyboards; mice; projectors (LCD, LED, etc.) used with a consumer computer; scanners; speakers used with a computer; and webcams or similar cameras specifically for a computer.
- (5) *Fax Machines.*
- (6) *DVD players.*
- (7) *VCRs.*
- (8) *Digital video players/recorders.*
- (9) *Telephones with video displays.* Cellular/mobile phones, including multifunction phones such as iPhones or BlackBerries. The following are not considered telephones with video displays under WDNr regulations: corded or cordless phones (phones that plug in to a phone jack in the wall).

Litter shall include any waste or other things, substances or materials such as garbage, rubbish, used tires, manure, stones, gravel, sand, earth, grass, hay, leaves, twigs, shrubs, branches, ashes, cinders, sawdust, sweepings, dirt, glass, earthenware, wire, nails, construction waste, liquid waste, ice, snow, paper and all other debris and discarded materials of similar nature.

Overflow refuse means refuse placed for collection in a disposable bag not placed inside a polycart or mechanically dumped container.

Person shall have the definition set forth in Appleton Municipal Code §1-2.

Polycart means a plastic container issued by the City of Appleton for the storage and collection of solid waste

SOLID WASTE

or recyclables.

Premises shall mean platted lot or part thereof or unplatted lot or parcel of land or plot of land, either occupied or unoccupied by any dwelling or nondwelling structure. Premises include the following categories:

- (1) *Single-family premises.* Any housing building containing a single-family dwelling unit. For the purposes of this chapter, any housing building with less than five (5) dwelling units shall fall in this category. Each unit shall be regarded as a single-family dwelling unit.
- (2) *Multi-family premises.* All housing buildings having five (5) or more dwelling units.
- (3) *Commercial or business premises.* Any public or private place, building and/or enterprise devoted in whole or in part to a business enterprise whether non-profit or profit making in nature.
- (4) *Institutional premises.* Any institutional enterprise, including, but not limited to, hospitals, churches, schools, nursing homes, motels and homes for the aging.

Recyclables means all materials designated by the Director of Public Works for inclusion in the City recycling program.

Salvageable materials shall mean discarded material no longer of value as intended, but which is stored or retained from salvage, sale or future reuse.

Solid wastes shall be as defined in §289.01(33), Wisconsin Statutes; it includes the following categories:

- (1) *Brush* means trimmings from shrubs and trees, tree limbs less than six (6) inches in diameter and stalks from garden plants. Brush does not include stumps, root balls or logs greater than six (6) inches in diameter.
- (2) *Bulky wastes* shall mean discarded articles of such dimension as are not normally collected with domestic waste including, but not limited to, items of appliance, furniture, plumbing fixtures, windows and doors, but would be considered domestic wastes. In general, bulky wastes are those wastes too large to be placed in a disposable bag or polycart.
- (3) *Commercial wastes* shall mean wastes resulting from the operation of business enterprises including, but not limited to offices, stores,

restaurants and similar businesses.

- (4) *Construction and/or demolition waste* shall mean waste resulting from building construction, demolition, alteration, repair or remodeling, including excavated material and waste such as concrete, stone, asphalt, sold, earth, dirt and brick.
- (5) *Domestic waste* shall mean garbage, refuse, ashes and other waste including, but not limited to metal, glass, paper, wood, rags, plastic, rubber, cloth, cans, bottles, litter, and small quantities of construction and/or demolition wastes, and limited nauseous and/or offensive wastes, with the understanding that these wastes resulting from human habitation and the usual routine of housekeeping of residential units or incidental to its operation. Domestic waste does not include grass clippings, leaves, tree waste, or yard waste.
- (6) *Garbage* shall be as defined in §289.01(9), Wisconsin Statutes.
- (7) *Grass clippings* means the product of ordinary mowing and maintenance of lawns during the growing season.
- (8) *Hazardous waste* shall be as defined in Wisconsin Administrative Code NR 605.04.
- (9) *Industrial waste* shall be as defined in Wisconsin Statutes §281.01(5).
- (10) *Liquid waste* shall include drain oil, dirty or waste grease, paints, lacquers, varnishes, thinners, cleaning agents or solvents and other similar waste materials.
- (11) *Nauseous or offensive materials* are those which are unwholesome in nature or have an unpleasant smell or are otherwise nauseous or offensive, such as manure, filth, carcasses, meat, fish, entrails, hides and hide scrapings, paint, kerosene, oily or greasy substances and also object that may cause injury to any person or animal, or damage to vehicle tires such as nails, tacks, pieces of metal, wire, briar thorns, broken glass and other similar materials or substances.
- (12) *Refuse* shall mean miscellaneous combustible and noncombustible waste material resulting from housekeeping activities including, not limited to: cans, bottles, plastic, paper, ashes, glass, metals, rubber, street wastes, wood, cloth, and litter and cardboard.

SOLID WASTE

(13) *Tree waste* shall mean waste resulting from the care of trees, shrubs and brushes by pruning and/or wind and storm damage and/or trimming including branches, limbs, trunks and stumps.

(14) *Vehicle waste* shall mean waste resulting from discarded items of a vehicle, including but not limited to, tires, mufflers, exhaust pipes, engine parts, and could include whole vehicles.

(15) *Yard waste less than one inch in diameter* means all materials originating in the yard and garden which are capable of natural decomposition, exclusive of grass clippings.

Special collection tag shall mean a tag issued by the Department of Public Works for the collection of tires, appliances, overflow refuse or other materials specified by the Director.

(Ord 54-94, §1, 4-20-94; Ord 149-09, §1, 10-13-09; Ord 150-10, §1, 10-12-10)

Sec. 15-27. Authority to establish additional rules and regulations.

The Director of Public Works is authorized to establish and enforce such rules and regulations deemed necessary for refuse collection and storage.

(Ord 54-94, §1, 4-20-94)

Sec. 15-28. Containers.

(a) Owners of a single-family premises shall be provided a ~~two~~ polycarts by the City for each premise. One polycart shall be for solid waste storage and the second other shall be designated solely for the collection of recyclables. Only polycarts and bags marked with a special collection tag are permitted containers for solid waste collection for single-family residences. Recyclables shall only be disposed of in the designated polycart.

(b) Owners of multiple-family premises shall provide and maintain suitable containers having sufficient capacity to store a normal one- (1-) week accumulation or collection of garbage, ~~and refuse and~~ recycling of all units.

(c) All containers used for the collection of solid waste material or recyclables shall be structurally sound and specifically designed for the storage of solid waste or recycling material. They shall be durable, rust resistant, nonabsorbent, watertight and easily cleaned. Containers shall be made of metal, plastic or other suitable material, have adequate handles or bails to facilitate handling. Containers used for solid waste and recycling storage or collection must have properly fitting covers unless

specifically authorized by the Director of Public Works.

(d) One-way disposable bags made of polyethylene (minimum one and one-half (1½ mil)) properly secured, are acceptable containers for overflow refuse only when marked with a special collection tag.

~~(e) Containers used for recycling or overflow refuse shall weigh no more than forty-five (45) pounds when filled and shall be no less than ten (10) nor greater than thirty (30) gallon capacity.~~

~~(f) Recycling containers shall have the opening at the top of the container larger than or the same as the rest of the container to facilitate dumping and shall be marked with a recycling sticker.~~

(g) Garbage and refuse stored outside or on top of such containers will not be collected unless placed in a disposable bag and marked with a special collection tag. Bulky items such as furniture and carpets are exempted.

(h) Any container used for collection of solid waste or recyclable material shall be maintained in a clean, sanitary and structurally sound manner so as to prevent the creation of a nuisance or menace to public health and safety.

(i) The use of dumpsters for the storage or disposal of solid waste or recyclables for one-(1-) or two-(2-) family residences is prohibited; except for the temporary use of a dumpster in conjunction with an active building or razing permit, or the use of a dumpster for a period not to exceed fourteen (14) days and the household waste only.

(j) Any container deemed defective by the Director of Public Works may be removed as refuse by the City following notification to the occupant.

(k) Other types of containers conforming to the intent of this section and approved by the Director of Public Works may be used.

(Ord 54-94, §1, 4-20-94, Ord 165-02, §1, 8-27-02; Ord 3-09, §1, 1-13-09)

Sec. 15-29. Storage generally.

(a) The owner or occupant of any premises shall be responsible for the sanitary storage of all solid waste generated on those premises.

(b) Solid waste shall be stored in containers manufactured for the storage and handling as described in §15-28. Any other container shall be used only after approval by the Department of Public Works.

(c) Toxic or hazardous wastes shall be stored in

SOLID WASTE

safe locations and in separate, closed containers in accordance with applicable state and federal regulations. Said containers shall be identified in accordance with state and federal labeling requirements.

(d) Nuisance abatement. Where a nuisance is found to exist due to insufficient containers, the nuisance shall be abated pursuant to Chapter 12 of the Appleton Municipal Code.

(e) Enclosures. Premises other than single-family may be required by the Director of Public Works to construct an enclosure to visually and physically screen their solid waste storage area where said area can be seen from a single-family premise.

(f) Improperly stored solid waste shall be considered to be litter.
(Ord 54-94, §1, 4-20-94)

Sec. 15-30. Preparation of solid waste and recyclables.

(a) Domestic solid waste may be mixed and placed in a common container.

(b) Domestic waste shall be drained of all free liquid, then wrapped, packaged and/or bundled.

(c) Commercial waste must be drained and stored in approved containers.

(d) Brush must be cut into four- (4-) foot lengths and tied in bundles. Bundles shall be no larger than two (2) feet in diameter and weigh no more than forty-five (45) pounds.

(e) Wooden boxes and lumber. Material such as wooden boxes and lumber shall be broken up so it can be reasonably handled and located by one (1) person into the collection truck. Lumber shall be cut into four- (4-) foot lengths. Exposed nails shall be removed.

(f) Cardboard boxes shall be broken down and stacked in piles placed inside the recycling polycart for collection. All loose material shall be placed in similar boxes or containers, with cumulative weight not to exceed forty-five (45) pounds.

(g) Ashes shall be thoroughly cooled before being placed for collection.

(h) All refuse shall be free of jagged or sharp edges, protruding nails, broken glass, protruding screws and any other hazardous condition.

(i) Overflow refuse (tires, appliances and other solid waste designated by the City) must be marked with

a special collection tag.

(j) Recyclables, ~~except paper~~, must be cleaned and placed in a recycling container. Paper does not need to be separated from other recyclables.

(k) Grass clippings, brush, leaves, tree waste and yard waste may not be mixed with domestic or commercial wastes.

(l) Eligible Electronic Devices may not be placed for collection with either solid wastes or recyclables. They must be disposed of in a manner and at a location approved by the Wisconsin Department of Natural Resources.

(Ord 54-94, §1, 4-20-94; Ord 4-09, §1, 1-13-09; Ord 150-09, §1, 10-13-09; Ord 151-10, §1, 10-12-10)

Sec. 15-31. Placement for collection.

(a) All solid waste, recyclables, yard waste or brush must be placed for pickup by 3:00 a.m. on the day of collection, but not before 5:00 p.m. of the day preceding the regularly scheduled pickup. Containers shall be returned to the point of storage no later than midnight the day of collection.

(b) All solid waste and recyclables shall be placed at the ground level next to the curb, except as stated in paragraph (e) of this section. During the winter months, containers must still be placed at ground level next to the curb. This may be accomplished by placing the containers in the driveway, or a suitable area can be shoveled out on the street side of the boulevard.

(c) The City will not be liable for damage to any property where sanitation crews collect solid waste from other than at the curb.

(d) Business establishments shall provide access to collection sites. Those sites blocked by vehicles or other obstructions will not be collected.

(e) Solid waste frozen in the container will not be collected.

(f) Bundled brush shall be placed in stacks aligned parallel to the curb and shall not obstruct either the street (and gutters) or sidewalk. In areas where there are no sidewalks, brush shall be within three (3) feet of the curb line and placed in stacks aligned parallel to the curb line.

(g) No person, except during times permitted by the Department of Public Works, shall remove or cause to be removed, any yard waste, brush, grass clippings or other yard debris, from his premises, residence, parking lot, parking area, business property or other area onto any public street.

SOLID WASTE

(h) Recycling sites:

- (1) The Director of Public Works or his designee may establish sites within the City of Appleton as recycling sites for the deposit of certain items including, but not limited to, yard waste, glass, aluminum, plastic and motor oil.
- (2) No person shall deposit in areas designated pursuant to subsection (1), items and/or objects not specifically permitted by the Director of Public Works.
- (3) Areas established pursuant to subsection (1) shall be used by residents of the City of Appleton only, unless authorized by the Director of Public Works.

(Ord 54-94, §1, 4-20-94)

Sec. 15-32. Scavenging of solid waste or recyclables placed for collection.

Authorized personnel. It shall be unlawful for any person other than authorized City employees or persons having written authorization by the Municipal Services Committee and administered by the Director of Public Works county recycling contractors to go through, sort or take anything from any solid waste or recyclables that have been set out for the purpose of being picked up by City refuse collection personnel. Yard waste, grass clippings and brush are not included in the prohibitions set forth in this paragraph.
(Ord 166-08, §1, 11-11-08)

Sec. 15-33. Collection service.

(a) *Residences.* Residential solid waste shall be collected one (1) time per week from dwelling units according to schedule established by the Director of Public Works.

(b) *Commercial establishments.* Commercial establishments shall privately contract for collection of solid waste. For existing commercial customers of the city using 90-gallon containers, solid waste shall be collected one (1) time per week.

(c) *Industrial waste.* The City does not collect industrial waste.

(d) *Yard waste.* Yard waste will be collected separately from all other waste. Times of collection shall be pursuant to a schedule on file in the Department of Public Works.

(e) *Brush.* Brush will be collected separately from

all other waste. Times of collection shall be pursuant to a schedule on file in the Department of Public Works.

(f) *Bulky Overflow.* Bulky overflow shall be collected on the schedule on file with the Department of Public Works.

(g) *Grass clippings.* The City will not collect grass clippings.

(h) *Toxic and hazardous waste.* The City will not collect toxic and hazardous waste.

(i) *Small dead animals* shall be collected by the Department. Animals must be placed in a disposable bag.

(j) *Nauseous or offensive waste.* Liquid, manure, and other offensive or harmful waste. All liquid, hazardous or toxic waste, and certain nauseous or offensive waste shall be stored separately from all other waste in approved containers. Such containers shall be clearly labeled, rodent resistant, nuisance free, sealed and secured to prevent access by the public, or as otherwise provided in the rules of the Director and not contrary to any order from the City of Appleton Health Officer or Director of Inspections. Such waste shall be considered commercial waste, and need not be collected by the Department.

(k) *Construction debris.* Construction debris shall not be collected by the City. It shall be the responsibility of the owner and/or contractor to dispose of construction debris as provided by law.

(l) *Disposal of infectious material.* The removal of apparel, bedding or other refuse from homes or other places where highly infectious or contagious diseases have prevailed shall be performed under the supervision and direction of the City Health Officer. Waste shall be disposed of pursuant to Wisconsin Administrative Code NR 506.11.

(m) *Hazardous and/or toxic waste.* Placing or depositing any hazardous or toxic waste including, but not limited to, explosive materials such as dynamite, dynamite caps, shotgun shells, rifle cartridges, gunpowder, gasoline or other similar material in disposal bag, polycart or reusable container for collection is prohibited.

(n) *Leaves.* Leaves will be collected curbside during a fall collection period as designated by the Department of Public Works. Any person may alternatively transport leaves to a designated City recycling site for disposal. Persons so transporting leaves shall be responsible to cover or otherwise contain the leaves in a manner so as to prevent scattering or dumping

SOLID WASTE

of the leaves in transport. The Director of Public Works shall publish times the site shall be open for the disposal of leaves.

(o) *Lead acid batteries.* In this subsection, "lead acid battery" means any battery which is primarily composed of both lead and sulfuric acid, with a capacity of six (6) volts or more.

- (1) No person may place a used lead acid battery in mixed municipal solid waste.
- (2) No automotive battery retailers may dispose of a used lead acid battery except by delivery to the agent of a battery wholesaler, to a battery manufacturer for delivery to a secondary lead smelter, to a collection or recycling facility or to a secondary lead smelter.
- (3) Each battery improperly disposed under subsection (1) or (2) above shall constitute a separate violation.
- (4) Retailers and wholesalers of lead acid batteries shall provide for collection of used lead acid batteries for recycling as follows:
 - a. Any person selling lead batteries at retail shall accept at the point of transfer, in a quantity at least equal to the number of new batteries purchased, used lead acid batteries offered by customers.
 - b. Any person selling lead acid batteries at wholesale shall accept at the point of transfer, in a quantity at least equal to the number of new batteries purchased, used lead acid batteries offered by customers. Any automotive battery wholesaler accepting batteries from any automotive battery retailer shall remove batteries from the retail point of collection not less than every ninety (90) days.

(p) *Eligible Electronic Devices.* The City will not collect eligible electronic devices. Eligible Electronic Devices left on the terrace shall be removed by the property owner.

(Ord 54-94, §1, 4-20-94; Ord 128-96, §1, 12-18-96; Ord 5-09, §1, 1-13-09; Ord 151-09, §1, 10-13-09; Ord 152-10, §1, 10-12-10)

Sec. 15-34. Fees.

- (a) All charges related to the disposal of solid waste

shall be on file in the Department of Public Works. These shall include, but are not limited to, the amount to be charged for overflow bag tags, appliance tags, overflow charges, can charges or any other permit or charge pursuant to this article.

(b) Unscheduled overflow collections or brush/yard waste collections shall result in the assessment of additional fees.

(c) Additional collection and disposal fees shall be assessed to property owners who fail to properly dispose of Eligible Electronic Devices.

(Ord. 54-94, §1, 4-20-94; Ord 152-09, §1, 10-13-09; Ord 153-10, §1, 10-12-10)

Sec. 15-35. Penalty.

Any person violating any provision of this article shall forfeit not less than two hundred dollars (\$200.00) nor more than five hundred dollars (\$500.00)
(Ord 54-94, §1, 4-20-94)

SOLID WASTE

known as solid waste collection charges and such charges are hereby imposed by the provisions of this article and W.S.A. §66.0627. The solid waste collection charge imposed by this division shall apply equally to all users that each user shall pay in direct proportion to the service received.
(Ord 73-94, §1, 6-18-94)

Sec. 15-38. Basis.

The solid waste collection charges imposed by this article shall be based on the size and number of the containers at the location, according to Department of Public Works records, during the week a charge is incurred.
(Ord. 73-94, §1, 6-18-94)

ARTICLE III. RATES AND CHARGES

Sec. 15-36. Definitions.

The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Commercial user means any property used primarily for the conduct of business or for the purpose of buying or selling goods or services.

Municipal user means any facility owned and operated by the City municipal corporation or any other municipal agencies.

Operation and maintenance costs means all direct and indirect costs, exclusive of debt service costs, necessary to ensure adequate solid waste collection on a containing basis in conformance with state, federal and local requirements and to ensure optional long-term facility management.

Person means any and all persons, natural or artificial, including any individual, firm, company, municipal or private corporation, association, society, institution, enterprise, governmental agency or other entity.

Residential user means any property used primarily as a domicile or functions customarily ancillary to such purposes.
(Ord 73-94, §1, 6-18-94)

Sec. 15-37. Imposed.

It is hereby determined and declared to be necessary for the protection of the health, safety and welfare of the public to allocate all of the cost of collection to solid waste of the City to the property served. The cost of such service shall be imposed on the property served as a special charge for current services rendered and shall be

Sec. 15-39. Rates.

The solid waste collection charges imposed by this division shall be based upon the rates adopted by the Common Council. The rates shall be reviewed periodically and shall be such that they produce sufficient revenue to meet budget plans for their effective time period. Said rates shall be on file in the Office of the City Clerk.
(Ord 73-94, §1, 6-18-94; Ord 87-94, §1, 7-20-94)

Sec. 15-40. Collection.

(a) The City Department of Finance is hereby appointed as the collection agency for the City and solid waste collection charges shall be collected quarterly at the same time as water payments become due. Bills shall be prepared by the Department of Finance and sent to the owner or occupant of each premises served. The Department of Finance shall allocate the actual cost of billing and collecting.

(b) The bills for solid waste collection charges shall be mailed to the designated utility bill recipient, but this mailing shall not relieve the owner of the property from liability for rental property in the event payment is not made as required in this article. The owner of any property served which is occupied by tenants shall have the right to examine collection records of the City for the purpose of determining whether such rates and charges have been paid for such tenants, provided that such examination shall be made at the office at which the records are kept and during the hours that such office is open for business.

Sec. 15-41. Lien for delinquent charges.

(a) Solid waste collection charges shall not be payable in installments. If solid waste collection charges remain unpaid after a period of twenty (20) days from

SOLID WASTE

the date of utility bill, such bill shall become a delinquent special charge and shall become a lien as provided in W.S.A. §66.0627. Said charges shall automatically be extended upon the current or next tax roll as a delinquent tax against the property, and all proceedings in relation to the collection, return and sale of property for delinquent real estate taxes shall apply to such special charges. Unpaid charges shall be assessed a one (1) percent per month late payment charge to bills not paid within twenty (20) days of issuance.
(Ord 27-00, §1, 4-22-00)

(b) All delinquent special charges shall be subject to a ten (10) percent penalty in addition to all other charges and prior penalties or interest when the delinquent special charge is extended upon the tax roll.
(Ord. 73-94, §1, 6-18-94)

(The next page is 1045.)

*J:\Attorney\WORD\of DPW\Chapter 15 Waste recycle changes
draft.doc*

Formatted: Font: 8 pt

226
We respectfully request an extension
of the permit to occupy the MOIN at the
back of the former Conkey's Bldg. Johnston
Street to complete all of the demolition work.
This work will be complete by 4-25-14.

Daniel J. Messina



City of Appleton Public Works Department
Occupancy Permit request for Fiber Rain art installation

March 31, 2014

Please accept this letter of request for an occupancy permit for permission to install a handcrafted yarn display in the public right-of-way along College Ave between Superior St. and Durkee Street. The public art installation is called Fiber Rain and will be the second year for the exhibit.

The yarn displays have been created by community members. Some have learned how to knit by attending free workshops hosted at the Winter Farm Market or the Trout Museum of Art. All labor has been voluntary. All materials have been donated as well.

Installation will take place on June 13th by volunteers. Yarn displays will be installed on benches, meter posts, tree fences and on private property. The colorful creations will remain through June 27th, weather permitting. The installation will be fully removed by June 30th.

This type of public art installation has occurred in many cities typically as an "underground" pop up effort. The Fiber Rain coordinators partnered with ADI to insure proper communication to the downtown businesses and the City. We greatly appreciate your support in approving our occupancy permit for Fiber Rain.

ADI insurance certificate is on file with the City and Occupancy Permit fee is attached.

Thank you,

A handwritten signature in blue ink that reads "Jennifer Stephany".

Jennifer Stephany
Executive Director
Appleton Downtown Inc.



To: City of Appleton Public Works Department
From: Appleton Downtown Inc.

March 31, 2014

Please accept this letter of request for an occupancy permit for the public right of way for the colored concrete along College Ave. from Drew Street to Richmond Street – both sides of the street. Appleton Downtown Inc. is partnering with Heid Music and Feeding America to once again invite street musicians to play during the lunch hour. This special feature is a sister event to Street Music Week in Spokane that has spurred many communities to also support the cause.

Appleton Street Music Week will feature a variety of musicians (primarily solo and duo acts) on the colored concrete areas of the sidewalk along College Ave. between the time of noon and 1pm each day June 9th through the 13th. Performers will play for tips to raise money for Feeding America.

This special musical feature requires no street closures, no paid musicians and no vendors.

Attached is payment and once approved we will also send the necessary certificate of insurance.

Thank you,


Jennifer Stephany
Executive Director

STREETMUSICWEEK.COM

[NEWS](#)[ABOUT](#)[DONATE](#)[PHOTO GALLERY](#)[ARCHIVES](#)

STREET MUSIC WEEK

The 11th annual Street Music Week will take place during the noon hours of June 10-14, 2013 in downtown Spokane, WA and Appleton, WI.

Buskers of all ages are invited to use music to fight hunger. All donations go to 2nd Harvest food bank in Spokane and Feeding America Eastern Wisconsin.

[DONATE NOW!](#)

What Is Spokane Street Music Week?



Hello and welcome to the official site of Spokane Street Music Week. This is an annual event with two purposes:

1. Fill downtown Spokane with a variety of music and performance art every year during the noon hours of one business week.
2. Raise money for our 2nd Harvest Inland Northwest Food Bank.

Spokane Street Music Week is always held during the second full week of June and we just finished our 10th annual event, raising over \$11,000 for the food bank.

Food bank officials say they can purchase six pounds of food for every dollar donated. So this means that this year's Street Music donations will go on to buy 33 TONS of food!

Spokane Street Music Week has grown greatly since Doug Clark began it began as a solo act, wandering the downtown sidewalks with an acoustic guitar.

Clark, a columnist for The Spokesman-Review, raised \$503 that first year. He wrote about his experience as a busker and donated what he made to the food bank.

Noting Clark's success, an editor suggested that he do it again the following year and open it up to other performers.

He did and the event has taken off ever since. Now somewhere between 100 and 150 performers give their time and talents during Spokane Street Music Week. Over the years the event has raised more than \$20,000 to help feed the area's hungry.

DEPARTMENT OF PUBLIC WORKS


100 North Appleton Street

Appleton, WI 54911

Phone (920) 832-6474

Fax (920) 832-6489

TO: Municipal Services Committee

FROM: Kurt W. Craanen, Inspections Supervisor 
Paula Vandehey, Director of Public Works

SUBJECT: Proposed Ordinance Change to Chapter 4-231 Definitions

DATE: April 8, 2014

Below are proposed changes to Section 4-231 of the Appleton Municipal Code relating to the definition of the word family. The reason for the proposed change is to make the definition to be consistent with the current Zoning Ordinance definition. Having separate definitions could cause confusion and difficulty in enforcing code standards.

Sec. 4-231. Definitions.

(a) The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

~~**Family** means one (1) or more related individuals living, sleeping, cooking and eating together in a dwelling unit. The family may include not more than two (2) unrelated individuals, exclusive of servants.~~

Family means one (1) or more individuals not necessarily related by blood, marriage, adoption, or guardianship, living together under a common housekeeping management plan based on an intentionally structured relationship providing organization and stability.

DEPARTMENT OF PUBLIC WORKS


100 North Appleton Street

Appleton, WI 54911

Phone (920) 832-6474

Fax (920) 832-6489

TO: Municipal Services Committee

FROM: Kurt W. Craanen, Inspections Supervisor 
Paula Vandehey, Director of Public Works

SUBJECT: Proposed Ordinance Change to Chapter 4-236 Definitions

DATE: April 8, 2014

Below are proposed changes to Section 4-236 of the Municipal Code. The reason for the proposed change is to clarify the types of properties to which this section of the code applies. Also, "gutter system" is being proposed to be added to the language relating to maintenance of roof systems.

Sec. 4-236. Maintenance generally.

~~No person shall occupy as owner-occupant or let or offer to let for occupancy any commercial space or dwelling unit, or portion thereof, for the purpose of living therein which does not comply with the following requirements:~~

All residential structures and buildings, or portions thereof, shall be maintained to comply with the following requirements:

(1) Every foundation, exterior wall and roof and gutter system shall be reasonably weather tight, waterproof and rodent-proof and shall be kept in a good state of maintenance and repair.

DEPARTMENT OF PUBLIC WORKS


100 North Appleton Street

Appleton, WI 54911

Phone (920) 832-6474

Fax (920) 832-6489

TO: Municipal Services Committee

FROM: Kurt W. Craanen, Inspections Supervisor 
Paula Vandehey, Director of Public Works

SUBJECT: Proposed Ordinance Change to Chapter 4-239 Definitions

DATE: April 8, 2014

Below are proposed changes to Section 4-239(6) of the Municipal Code. The reasons for the proposed changes are to clarify the types of properties this section of the code applies to, and to amend the code section referencing the minimum allowed temperature in a dwelling unit as the Uniform Dwelling Code (UDC) has been changed and the ordinance needs to be updated.

Sec. 4-239. Lighting, ventilation and heating.

~~No person shall occupy as owner-occupant or let or offer to let for occupancy any dwelling or dwelling unit for the purpose of living therein which does not comply with the following requirements:~~

All residential dwellings, or portion thereof, shall be maintained to comply with the following requirements:

(6) Every owner or operator of any dwelling who rents, leases or lets for human habitation any dwelling unit contained within such dwelling on terms, either expressed or implied, to supply or furnish heat to the occupants thereof, shall maintain therein a minimum temperature of seventy (70) degrees Fahrenheit or in accordance with the design standards established in the Wisconsin Uniform Dwelling Code, SPS 322.07 322.40. Whenever a dwelling is heated by means of a furnace, boiler or other heating apparatus under the control of the owner or operator of the dwelling, such owner or operator, in the absence of a written contract or agreement to the contrary, shall be deemed to have contracted, undertaken or bound himself to furnish heat in accordance with provisions of this subsection to every dwelling unit which contains radiators, furnace heat duct outlets, or other heating apparatus outlets.

DEPARTMENT OF PUBLIC WORKS


100 North Appleton Street

Appleton, WI 54911

Phone (920) 832-6474

Fax (920) 832-6489

TO: Municipal Services Committee

FROM: Kurt W. Craanen, Inspections Supervisor 
Paula Vandehey, Director of Public Works

SUBJECT: Proposed Ordinance Change to Chapter 4-143

DATE: April 8, 2014

Below is proposed language to be added to Chapter 4 of the Municipal Code. The reason for the proposed language is to provide clear code language that gives the City the ability to address property maintenance issues for commercial buildings.

Section 4-143 Maintenance Generally

- (a) All commercial structures and buildings, or portions thereof, shall be maintained to comply with the following requirements:
- (1) Every foundation, exterior wall and roof and gutter system shall be reasonably weather tight, waterproof and rodent-proof and shall be kept in a good state of maintenance and repair.
 - (2) Every interior partition wall, floor and ceiling shall be capable of affording privacy, kept in a reasonably good state of repair and maintained so as to permit it to be kept in a clean and sanitary condition.
 - (3) All rainwater shall be so drained and conveyed from every roof so as not to cause dampness in the walls, ceilings or floors of any habitable room, or any bathroom, or of any toilet room.
 - (4) Every inside and outside stairway, every porch and every appurtenance thereto shall be constructed in accordance with applicable building codes; and shall be kept in sound condition and a reasonably good state of maintenance and repair.
 - (5) Every supplied plumbing fixture and water or waste pipe shall be properly installed in accordance with the Wisconsin Plumbing Code and shall be maintained in good, sanitary

working condition.

- (6) Every chimney and every supplied smoke pipe shall be adequately supported, reasonably clean and maintained in a reasonably good state of repair.
- (7) Every toilet room floor surface and bathroom floor surface shall be maintained so as to be impervious to water and so as to permit such floors to be kept in a clean and sanitary condition.
- (8) Every supply facility, piece of equipment, or utility which is required under this article shall be so constructed or installed that it will function properly and shall be maintained in reasonably good working condition.
- (9) Every parking lot, driveway and sidewalk shall be kept in good state of repair and shall be maintained in conformance with the approved site plan when applicable. Handicap accessible parking stalls shall be provided in accordance with State building code at the time maintenance and repair work is done.



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: Michael Hardy, Assistant City Traffic Engineer
Date: April 4, 2014
Re: Recommendation of Award – School Flasher Control Upgrades
CC: Jeffrey Fait, City Purchasing Manager

Project Background:

Contained in the 2014 City budget is the upgrade of the control units for 20 school zone warning flashers throughout the City. The current flasher control units, which have been deployed in the field for decades, have very limited functionality and are beginning to fail.

Because the existing units have limited functionality, they are programmed annually to flash on all weekdays during the school year, with no accommodations for special days off or early release. This results in the flashers being active when school no school children are present, which is discouraged by the Manual on Uniform Traffic Control (MUTCD) and results in reduced driver compliance. Any time programming changes would need to be made, an electrician would need to visit each and every controller in the field, which is an extremely inefficient use of their limited time.

This project would replace the existing flashers with new units that offer improved capabilities. These new units would be remotely programmed in a matter of a few minutes, allowing us to efficiently address planned or last minute changes to the school calendar. Additionally, the remote access functionality would allow for troubleshooting and automatic notification if a flasher fails, greatly improving our responsiveness and efficiency. This project will also make improvements to the flasher locations where needed for consistency, and to provide compliance with Federal Highway Administration (FHWA) standards for school zone signing.

The approved budget for this project is \$44,430, of which \$38,000 was allocated to the control unit upgrades. The Traffic Section would install and integrate the procured equipment.

Sole Source Purchase Request:

The City contacted three vendors in the region regarding the various components to receive product information. Minimum criteria were developed as part of a request for quote that was submitted to the three vendors. Only TAPCO formally responded with product literature, price and warrantee information in compliance with minimum criteria. Several meetings were held with the vendor to learn of the product capabilities, limitations and integration of components. A review of the final submission of pricing presents the following;

- 1) TAPCO system: \$31,716

With only one formal quote received, an alternative design implementing City-owned infrastructure for remote access and automatic notification was discussed with vendors. That alternative would have an estimated cost of \$56,000. The quoted TAPCO system includes a 5-year subscription to their network for remote access and automatic notification. The annual subscription rate would be approximately \$3,000 thereafter (beginning in 2019). Considering the costs associated with maintaining City-owned infrastructure for this application, the Traffic Section feels the TAPCO System is advantageous.

With our understanding of the product capabilities and the discussion above, the Traffic Section is recommending procurement of the School Flasher Control Upgrades from TAPCO of Brown Deer, Wisconsin. Per City Policy, we are requesting approval for this purchase.

Department of Public Works Inspections Division

Permit Summary Count YTD Comparison

01/01/14 Thru 03/31/14

Report Date: 4/1/2014



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

Permit Type	Year Issued	Permit Count	Total Estimated Cost	Total Receipt Amount
BUILDING	2013	123	7,543,598	31,125.00
	2014	95	7,335,719	26,576.23
		-22.76 %	-2.76 %	-14.61 %
DISPLAY SIGN	2013	26	146,295	840.00
	2014	45	241,829	1,350.00
		73.08 %	65.30 %	60.71 %
ELECTRICAL	2013	181	6,687,557	41,269.57
	2014	179	1,851,803	21,092.85
		-1.10 %	-72.31 %	-48.89 %
EROSION CNTL	2013	4		500.00
		%	%	%
HEATING	2013	176	1,118,370	10,823.66
	2014	190	3,925,913	12,122.45
		7.95 %	251.04 %	12.00 %
PLAN REVIEW	2013	17		5,150.00
	2014	20		6,140.00
		17.65 %	%	19.22 %
PLUMBING	2013	96	387,358	4,706.00
	2014	83	407,174	4,066.00
		-13.54 %	5.12 %	-13.60 %
SEWER	2013	32	172,919	2,672.00
	2014	23	66,320	1,920.00
		-28.13 %	-61.65 %	-28.14 %
WELL	2013	6		180.00
		%	%	%

Department of Public Works Inspections Division

Permit Summary Count YTD Comparison

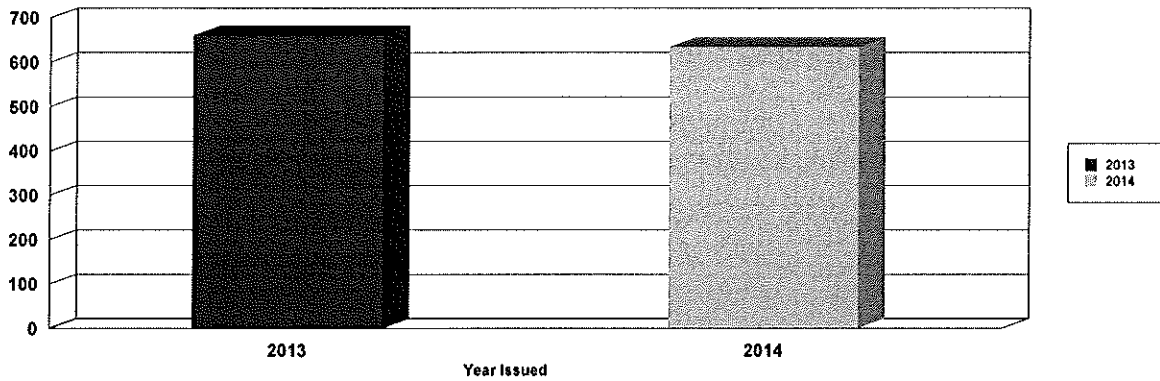
01/01/14 Thru 03/31/14

Report Date: 4/1/2014

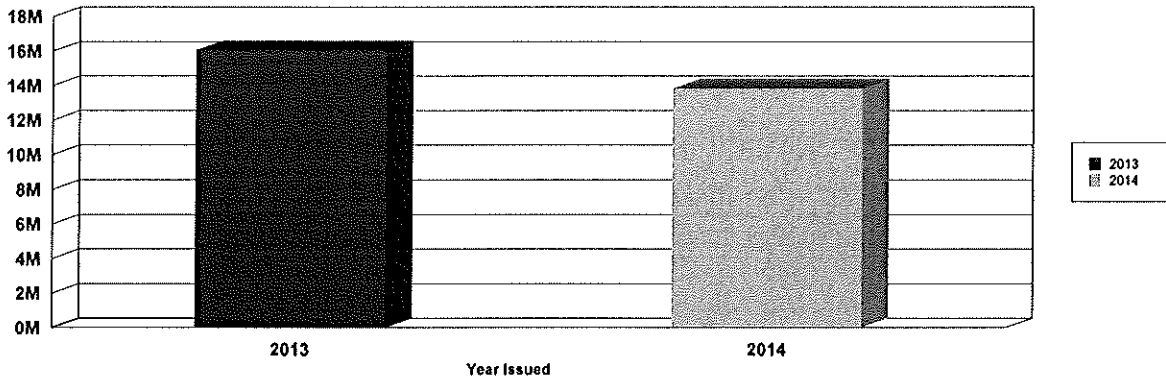


	2013	2014
Permits	661	635
Estimated Cost	16,056,097.00	13,828,758.00
Receipt Amount	97,266.23	73,267.53

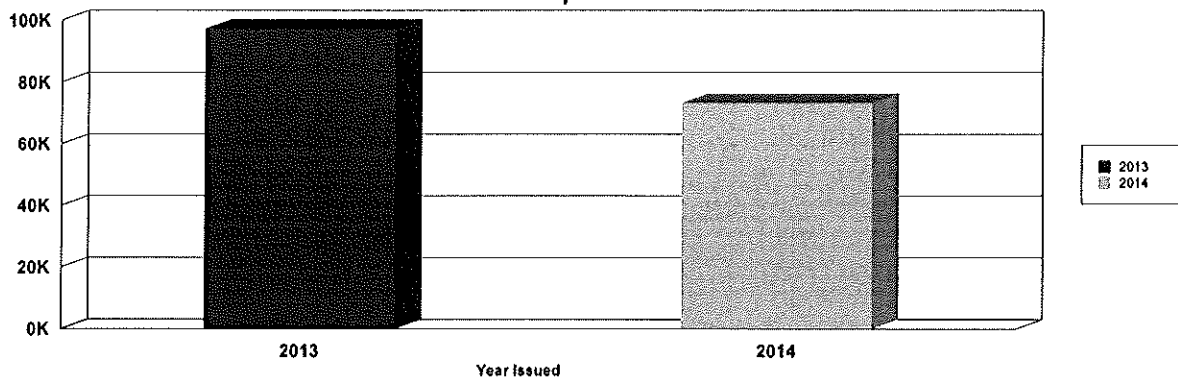
Number of Permits



Estimated Cost



Receipt Amount





MEMO

TO: Human Resources Committee
Finance Committee
Municipal Services Committee

FROM: Paula Vandehey, Director of Public Works *PAW*

DATE: April 2, 2014

SUBJECT: Approve proposed modification to the Department of Public Works Table of Organization - Parking Division

The Department of Public Works recently filled our vacant full-time Parking Attendant Position with one of our part-time Parking Ramp Cashiers. Now that the Attendant Position is filled we have turned our attention to the part-time position. An idea that developed during the staff review of filling the position was to combine two existing part-time positions (Ramp Cashier 0.4 FTE non-benefited and Parking Enforcement 0.5 FTE benefited) into one full-time combined position.

This idea is consistent with the City's Strategic Plan in the following ways:

Key Strategy # 1 – Determine and communicate City priorities and allocate resources accordingly. By combining these two positions we will create a position that has added flexibility to meet the needs of the Department and our customers. Some examples of added flexibility and improved customer service include:

- This combined position could easily and quickly transition between enforcement duties and ramp attendant duties based on the actual parking system demands. Currently, shifts are assigned for a minimum of hours, but the demand may be less depending on customer needs.
- Due to the flexible scheduling inherent to this proposed position, we could better serve the unique seasonal demands created by events at the Performing Arts Center and the Saturday morning Farmer's Market.
- This position would allow for more consistent and scheduled cleaning of the Blue Ramp (and its future replacement). Cleaning of this ramp is currently performed by Parking Operator I's as their schedules permit.

Key Strategy #4 – Attract and retain an inspired, engaged workforce. The current part-time employee that would be assigned to the proposed new combined full-time position is exactly the type of employee the Department wishes to retain. He has an excellent rapport with our customers, a strong work ethic and is very flexible with scheduling across our 6-day work week (both days and evenings).

We believe that although this concept will require additional money in salaries and benefits, the position will pay for itself with anticipated additional ticket revenue as well as improved customer service. The estimated cost comparison is as follows:

Existing:

0.5 FTE Parking Enforcement @ \$18.06	= \$18,782
0.4 FTE Parking Cashier @ \$9.37	= \$ 7,796
Insurance/Benefits	= \$ 3,338
TOTAL	= \$29,916

Proposed:

1.0 FTE Combined Position @ \$16.12	= \$33,530
Insurance/Benefits	= \$18,443
TOTAL	= \$51,973

The anticipated additional annual cost for the proposed combined position is \$22,057. However, based on our annual ticket revenue we anticipate we will also increase our revenue by approximately \$32,000. Our projected assignment of the combined position is 0.6 FTE enforcement, 0.3 FTE cashier and 0.1 FTE ramp attendant. The additional 0.1 (208 hours) of enforcement x \$152 enforcement revenue per hour = \$31,616.

Therefore, based on our expected break-even cost analysis, the improved customer service, and goal of employee retention, we recommend that the Department of Public Works Table of Organization be modified to combine two existing part-time positions into one full-time position. If approved, we would make the change effective June 2, 2014 in order to allow for scheduling changes for the new full-time position. In order to fund the position change for 2014, the following budget amendment is also required:

Salary & Fringe Benefits	\$13,698
Parking Enforcement Revenue	\$13,698

C: Sandy Behnke, Human Resources Director
 Tony Saucerman, Interim Finance Director