



# City of Appleton

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

## Meeting Agenda Municipal Services Committee

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Tuesday, July 7, 2015

6:30 PM

Council Chambers, 6th Floor

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

[15-1140](#) Minutes from June 23, 2015.

**Attachments:** [Minutes from 6-23-15.pdf](#)

### 4. Public Hearings/Apearances

### 5. Action Items

[15-1141](#) Request from Memorial Presbyterian Church to appeal their \$50.00 Weed Administration Fee for the vacant lot at 802 E. John Street.

**Attachments:** [Request from Memorial Presbyterian Church.pdf](#)

[15-1143](#) Award sole source contract with Walker Parking Consultants for professional services related to retrofitting the Green, Yellow and Red Parking Ramps to pay-on-exit design in an amount not to exceed \$46,500.

**Attachments:** [Award Contract with Walker Parking Consultants.pdf](#)

[15-1146](#) **Alley north of Spencer Street (Linwood Ave to Victoria St):**  
The alley north of Spencer Street, from Linwood Avenue to Victoria Street, be reconstructed with concrete pavement to a width of 10' from edge of pavement to edge of pavement, which is the same width as the existing alley.

[15-1149](#) **Alley north of Spencer Street (Spruce St to Summit St):**  
The alley north of Spencer Street, from Spruce Street to Summit Street, be reconstructed with concrete pavement to a width of 10' from edge of pavement to edge of pavement, which is the same width as the existing alley.

[15-1150](#)**Division Street (Franklin St to Atlantic St):**

Division Street, from Franklin Street to Packard Street, be reconstructed with concrete pavement and curb and gutter to a width of 39' from back of curb to back of curb, which is 2' wider than the existing street within this block. Current on-street parking would remain unchanged. Three (3') street trees along the east side of Division Street will be removed due to close proximity to the proposed street and poor condition.

[15-1151](#)**Glendale Ave (Birchwood Ave to Mason St):**

Glendale Avenue, from Birchwood Ave to Linwood Avenue, be reconstructed with concrete pavement and curb and gutter to a width of 33' from back of curb to back of curb, which is four (4') feet narrower than the existing street. Current on-street parking would remain unchanged.

Glendale Avenue, from Linwood Avenue to Mason Street, be reconstructed with concrete pavement and curb and gutter to a width of 37' from back of curb to back of curb, which is the same width as the existing street. Curb bumpouts to improve pedestrian crossings would be constructed at the intersections of Glendale Ave and Nicholas St, Glendale Ave and Outagamie Street, and Glendale Ave and Elinor Street. The north terrace between Gillet Street and Elinor Street, adjacent to Highlands Elementary School, would be reconstructed with concrete sidewalk. Current on-street parking would remain unchanged.

[15-1152](#)**Owaissa Street (Wisconsin Ave to Glendale Ave):**

Owaissa Street, from Wisconsin Avenue to Glendale Avenue, be reconstructed with concrete pavement and curb and gutter to a width of 33' from back of curb to back of curb, which is the same width as the existing street. Current on-street parking would remain unchanged.

[15-1153](#)**Bateman Street (Pacific St to Hancock St):**

Bateman Street, from Pacific Street to Atlantic Street, be reconstructed with asphalt pavement and concrete curb and gutter to a width of 28' from back of curb to back of curb, which is 1' narrower than the existing street. Bateman Street, from Pacific Street to Atlantic Street, would be narrowed by 1' along the east side to save 3 existing street trees. Current on-street parking would remain unchanged.

Bateman Street, from Atlantic Street to Hancock Street, be reconstructed with concrete pavement and curb and gutter to a width of 29' from back of curb to back of curb, which is the same width as the existing street. On-street parking would be removed from this block of Bateman to improve maneuverability for fire trucks entering and exiting from Fire Station #1.

**6. Information Items**

**7. Adjournment**

*Notice is hereby given that a quorum of the Common Council may be present during this meeting, although no Council action will be taken.*

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



# City of Appleton

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

## Meeting Minutes - Final Municipal Services Committee

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Tuesday, June 23, 2015

6:30 PM

Council Chambers, 6th Floor

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1. Call meeting to order

2. Roll call of membership

**Present:** 5 - Alderperson Dannecker, Alderperson Coenen, Alderperson Dalton,  
Alderperson Croatt and Alderperson Mann

3. Approval of minutes from previous meeting

[15-1057](#)

Minutes from June 9, 2015

**Attachments:** [Minutes from June 9, 2015.pdf](#)

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

**Aye:** 5 - Alderperson Dannecker, Alderperson Coenen, Alderperson Dalton,  
Alderperson Croatt and Alderperson Mann

4. **Public Hearings/Appealances**

[15-1056](#)

Design Hearing for the following streets in the 2017 pavement reconstruction program:

- a. Alley north of Spencer Street (Linwood Ave-Victoria St)
- b. Alley north of Spencer Street (Spruce St-Summit St)
- c. Division Street (Franklin St-Atlantic St)
- d. Glendale Avenue (Birchwood St-Mason St)
- e. Owaissa Street (Wisconsin Ave-Glendale Ave)
- f. Bateman Street (Pacific St-Hancock St)

**Attachments:** [June 16, 2015 Public Information Session.pdf](#)

5. **Action Items**

[15-1058](#)

Request from Gries Architectural Group for a permanent street occupancy permit to allow facade materials, awnings and light fixtures to extend within the College Avenue and Division Street right-of-ways

at 344 W College Avenue.

**Attachments:** [Gries Architectural Group.pdf](#)

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

Aye: 5 - Alderson Dannecker, Alderson Coenen, Alderson Dalton, Alderson Croatt and Alderson Mann

[15-1059](#)

Request from Eric Miller for a variance to Municipal Code Section 19-91 Front Yard Parking for the property at 910 N Douglas Street.

**Attachments:** [Eric Miller.pdf](#)

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

Aye: 5 - Alderson Dannecker, Alderson Coenen, Alderson Dalton, Alderson Croatt and Alderson Mann

[15-1060](#)

Anticipated Award for Unit P-15 (Epoxy Pavement Markings).

**Attachments:** [Unit P-15.pdf](#)

*Item 15-1060 amended to award contract to Brickline, Inc. in the amount of \$85,629.70 plus a \$15,000 contingency. Vote to approve item 15-1060 as amended was 5-0 to approve.*

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

Aye: 5 - Alderson Dannecker, Alderson Coenen, Alderson Dalton, Alderson Croatt and Alderson Mann

[15-1061](#)

Approve proposed six-month trial period for on-street parking changes in the area of Richmond Elementary School.

**Attachments:** [Richmond Elementary School.pdf](#)  
[Petition trail for Walden Ave.pdf](#)

*Item 15-1061 amended to eliminate the proposed No Parking on School Days on Walden Avenue and Kernan Avenue south of Dewey Street. Vote to approve item 15-1061 as amended was 3-2 to approve.*

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

Aye: 3 - Alderson Coenen, Alderson Dalton and Alderson Croatt

Nay: 2 - Alderson Dannecker and Alderson Mann

**6. Information Items**

[15-1062](#) Art wraps on traffic cabinets.

[15-1063](#) Bike counts on College Avenue Bridge

**7. Adjournment**

**Aldersperson Dannecker moved, seconded by Aldersperson Coenen, that the meeting be adjourned. Roll Call. Motion carried by the following vote:**

**Aye:** 5 - Aldersperson Dannecker, Aldersperson Coenen, Aldersperson Dalton, Aldersperson Croatt and Aldersperson Mann





05/20/2015 13:39  
802 E. John St.





05/20/2015 13:40

802 E JOHN ST.





05/20/2015 13:41  
802 E. John St.





1660 South Highway 100, Suite 424  
Minneapolis, MN 55416

Office: 952.595.9116  
Fax: 952.595.9518  
www.walkerparking.com

June 25, 2015

Ms. Paula Vandehey, P.E.  
Director of Public Works  
City of Appleton  
100 North Appleton Street  
Appleton, WI 54911

Re: *Proposal for Parking and Revenue Control Consulting  
Retrofit of Ramps to Pay-on-Exit  
Appleton, Wisconsin*

Dear Paula:

Walker Parking Consultants is pleased to submit for your review this proposal for professional services intended to result in the retrofit of the Green, Yellow and Red parking ramps to a pay-on-exit design. Benefits to pay-on-exit will include flexibility to build a more equitable fee structure, reduced queueing and potential for increased revenue.

## **PROJECT UNDERSTANDING**

We understand that each of these ramps are currently designed such that transient parkers pay a fixed fee upon entry, and park for an unlimited stay. The desire is to change to pay-on-exit, where a patron receives an encoded ticket upon entry and then pays a variable fee in the lane or on foot to exit.

We will provide expert services to understand the City's requirements and to design a system well-suited to these needs. We will then proceed to develop a specification, RFP and other bid documents, participate in the bidding process, and finally, oversee the installation. See Scope of Services, following, for a more complete description.

## **SCOPE OF SERVICES**

- 1) Data Collection
  - a) Examine available documents, including structural and electrical drawings, relevant plans and studies to help guide efficient design.
  - b) Meet with stakeholders to understand desires and concerns that may affect the new design. Consider "must-have" and "nice-to-have" options for inclusion in the bid documents.



- 2) Bidding
  - a) Prepare Specifications and Request for Proposal (RFP) documents for use by potential bidders.
  - b) Provide consultation to the City to invite qualified bidders.
  - c) Answer bidders questions in consultation with City personnel.
  - d) Provide advice for the qualification, evaluation and award of the Bid.
- 3) Contract Administration
  - a) Organize and participate in weekly construction meetings by teleconference:
    - i) Include vendor's Project Manager, City representative, others as-needed.
    - ii) Ensure timely and correct implementation of contracted services by vendor.
  - b) Provide acceptance criteria and observe final acceptance testing of system components. Provide report describing results and any needed remediation.

## **SCHEDULE**

- 1) Data Collection: July – August 2015
- 2) Bidding: September – December 2015
- 3) Contract Administration: January 2016 – March 2016

Note that this schedule is subject to change based on the begin-date and potential seasonal limitations on installation.

## **PROFESSIONAL FEE**

This is a Lump Sum fee proposal. Each task will be billed upon completion.

<b>Task</b>	<b>Proposed Fee</b>
Data Collection	\$15,500
Bidding	\$15,500
Contract Administration	\$15,500
<b>TOTAL FEE PROPOSED</b>	<b>\$46,500</b>

This total fee is inclusive of reimbursable expenses for up to six (6) trips to the City by one (1) Walker parking consultant. It is anticipated there would two (2) trips for each Task, subject to change to best suit the project's goals. It is also inclusive of all reasonable and typical expenses for photographs and renderings, document reproduction, postage and delivery costs, long distance telephone and facsimile.



**WALKER**  
PARKING CONSULTANTS

Paula Vandehey  
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Extraordinary reimbursable expenses in excess of that described, above, will be billed at 1.15 times the cost of travel and living expenses, purchase or rental of specialized equipment, photographs and renderings, document reproduction, postage and delivery costs, long distance telephone and facsimile charges, additional service consultants, and other project related expenses.

Thank you for the opportunity to be of continued service to the City of Appleton.

Sincerely Yours,

WALKER PARKING CONSULTANTS

Brian McGann, PCIP  
Parking Consultant

Phillip J. Baron  
Senior Project Manager

Enclosures: *General Conditions of Agreement for Consulting Services*  
*Standard Billing Rates for Consulting Services*

#### **AUTHORIZATION**

Trusting that this meets with your approval, we ask that you sign in the space below to acknowledge your acceptance of the terms contained herein, and to confirm your authorization for us to proceed. Please return one signed original of this agreement for our records.

#### **COMPANY NAME**

Accepted by (Signature): \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_