



City of Appleton

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

Meeting Agenda - Final Municipal Services Committee

Tuesday, June 7, 2016

6:30 PM

Council Chambers, 6th Floor

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

[16-891](#) Minutes from May 24, 2016

Attachments: [Minutes from May 24, 2016.pdf](#)

4. Public Hearings/Apearances

5. Action Items

[16-893](#) Request from Dan Rosenberg, 1026 W. Calumet Street for a permanent street occupancy permit to construct a landscape berm within the Garden Court street right-of-way. This request is in violation of the City's Street Terrace Policy.

Attachments: [1026 W. Calumet St.pdf](#)

[16-894](#) Award 2016-2020 Movable Bridge Inspections Contract to Collins Engineers, Inc. in an amount not to exceed \$80,000.

Attachments: [Movable Bridge Inspections Contract.pdf](#)

[16-851](#) Approve South Oneida Street Streetscape Elements Plan to include standard City-owned LED street lights from Roeland Avenue to ~~Calumet Street~~ the Skyline Bridge (except for the block from Calumet Street to Foster Street which will remain WE Energies lights).

Attachments: [S. Oneida Street Streetscape Elements.pdf](#)
[Oneida Street lighting alternatives.pdf](#)

Legislative History

5/24/16 Municipal Services held
 Committee
Item 16-581 held until June 7th meeting

- [16-913](#) Approve Intergovernmental Agreement with Outagamie County for the CTH "JJ" (Edgewood Drive) Street Reconstruction Project between Ballard Road and Lightning Drive.

Attachments: [CTH JJ-CTH E to Lightning Drive.pdf](#)

6. Information Items

- [16-895](#) Inspection Division Permit Summary Comparison Report for May, 2016.

Attachments: [Inspection Permit Summary Report May, 2016.pdf](#)

- [16-896](#) Discussion of Complete Streets Policy.

Attachments: [Complete Streets Policy.pdf](#)

7. Adjournment

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

Reasonable Accommodations for Persons with Disabilities will be made upon Request and if Feasible. Please contact Paula Vandehey at 920-832-6474 if you have any quesitons.



City of Appleton

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

Meeting Minutes - Final Municipal Services Committee

Tuesday, May 24, 2016

6:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

Present: 5 - Croatt, Coenen, Konetzke, Martin and Mann

3. Approval of minutes from previous meeting

[16-829](#)

Minutes from May 10, 2016.

Attachments: [Minutes from May 10, 2016.pdf](#)

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

Aye: 5 - Croatt, Coenen, Konetzke, Martin and Mann

4. Public Hearings/Appearances

5. Action Items

[16-859](#)

Request from Darrle Hoernke, 1827 S Madison Street, for a variance to Municipal Code 19-91(f)(5) to extend his driveway eight (8) feet into the front yard.

Attachments: [1827 S Madison variance request.pdf](#)

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

Aye: 5 - Croatt, Coenen, Konetzke, Martin and Mann

[16-830](#)

Request from Fox Valley Nursery, Inc. for a street occupancy permit to use the Prospect Avenue 1-foot terrace adjacent to Jones Park as a soils testing site for the Marigold Mile for a two year period.

Attachments: [Fox Valley Nursery.pdf](#)

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

Aye: 5 - Croatt, Coenen, Konetzke, Martin and Mann

16-851

Approve South Oneida Street Streetscape Elements Plan to include standard City-owned LED street lights from Roeland Avenue to ~~Calumet Street~~ the Skyline Bridge (except for the block from Calumet Street to Foster Street which will remain WE Energies lights).

Attachments: [S. Oneida Street Streetscape Elements.pdf](#)

Item 16-581 held until June 7th meeting

Croatt moved, seconded by Coenen, that the Report Action Item be amended. Roll Call. Martin moved, seconded by Mann that the Report Action Item be held. Roll Call. Motion carried by the following vote:

Aye: 5 - Croatt, Coenen, Konetzke, Martin and Mann

6. Information Items

16-852

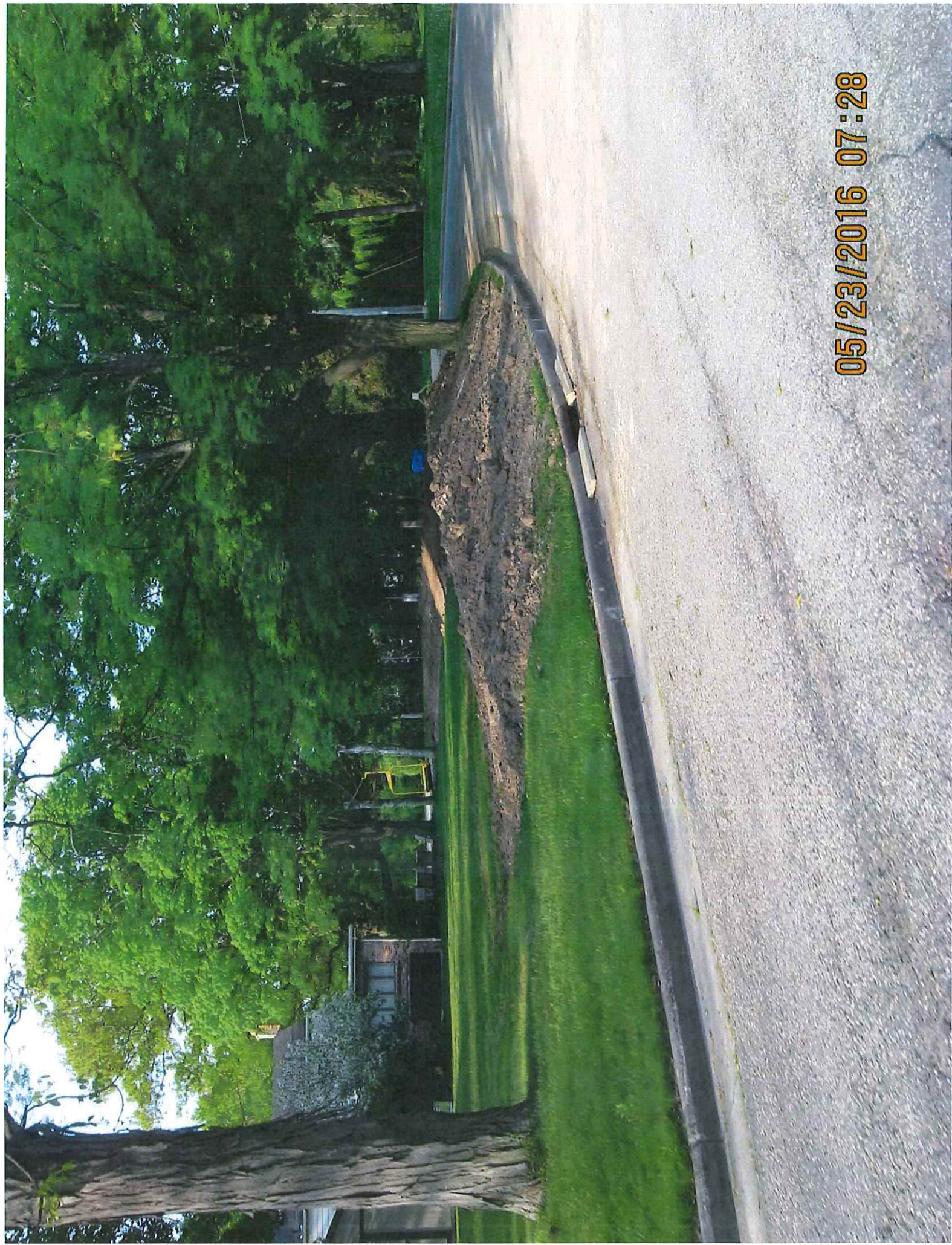
Parking Utility Condensed Income Statement for April, 2016.

Attachments: [Parking Utility Statement-Four Months ending April 20, 2016.pdf](#)

7. Adjournment

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

Aye: 5 - Croatt, Coenen, Konetzke, Martin and Mann



05/23/2016 07:28



05/23/2016 07:28



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

DEPARTMENT OF PUBLIC WORKS

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

Adopted January 1, 2011

CITY OF APPLETON
STREET TERRACE POLICY

The following conditions are **not** acceptable uses of street terraces unless a street occupancy permit request is approved by the Municipal Services Committee and Common Council:

1. Plants in excess of 3 feet in height.
2. Hedges.
3. Traffic hazards such as rocks, railroad ties, etc.
4. Loose stone, mulch or sand surfaces.
5. Vegetable gardens.
6. Trees
7. Plants within 3 feet of a fire hydrant.

All other uses of street terraces are acceptable contingent upon the following:

1. Compliant with Weed Control Ordinance.
2. Elevation flush with sidewalk.
3. City's restoration cost to work in the terrace limited to cost of typical terrace.

All Council approved exceptions to this policy require a certificate of insurance and a \$40 annual street occupancy permit.



Department of Public Works – Engineering Division

MEMO

TO: Municipal Services Committee

FROM: Chad Weyenberg, Project Engineer

DATE: June 9, 2016

RE: Notification of Award of Contract for 2016-2020 Movable Bridge Inspections to Collins Engineers, Inc., in an amount not to exceed \$80,000.

The State of Wisconsin requires that the City inspect, record and report to the State on the condition of its movable bridges every year. The Department of Public Works requested proposals from four qualified Wisconsin consulting firms. The City received two qualified proposals from AECOM Technical Services, Inc. and Collins Engineers, Inc. The Collins Engineers, Inc. proposal was just under \$10,000 less than the AECOM Technical Services, Inc. proposal.

Collins Engineers, Inc. demonstrated the related experience and personnel necessary to complete the required tasks. In addition, they also demonstrated a good project understanding and approach. Collins Engineers' team leader, Steven Miller, P.E., recently served as the City's consultant bridge engineer for the state mandated dive inspections. He provides an excellent service and a detailed understanding of the City's bridges.

Therefore, staff recommends award of the 2016-2020 Movable Bridge Inspection Services Contract to Collins Engineers, Inc. in an amount not to exceed \$80,000.00

COLLINS ENGINEERS, INC.

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT, entered on the _____ day of _____ 2016 by and between the City of Appleton, WI hereinafter called "CLIENT," and COLLINS ENGINEERS, INC., hereinafter called "COLLINS," is as follows:

The CLIENT engages COLLINS to perform professional services for a project known and described as: Moveable **Bridge Inspections in the City of Appleton (Unit BB-16)**, hereinafter called the "PROJECT." The CLIENT and COLLINS, for mutual consideration hereinafter set forth, agree as follows:

- A. COLLINS agrees to provide and perform certain professional services for CLIENT upon the PROJECT. The Scope of Services and the period during which services are to be provided are specified in **Exhibit A** to this Agreement, which is made a part hereof.
- B. The CLIENT's responsibilities shall be as set forth in **Exhibit A** to this Agreement.
- C. The CLIENT agrees to pay COLLINS as compensation for its services as set forth in **Exhibit B**.

The Standard General Terms and Conditions and the Exhibits constitute the full and complete Agreement between the parties and may be changed, amended, added to, suspended, or waived only if both parties specifically agree in writing to such amendment of the Agreement. In the event of any inconsistencies between the Standard General Terms and Conditions and any proposal, contract, purchase order, requisition, notice to proceed, or like document, the Standard General Terms and Conditions shall govern.

IN WITNESS WHEREOF, the parties hereto have accepted, made and executed this Agreement upon the terms, conditions, and provisions stated, both above and included in the STANDARD GENERAL TERMS AND CONDITIONS and EXHIBITS, which are made a part hereof, the day and year above written. Upon execution of this Agreement by CLIENT, COLLINS will proceed with the services in accordance with the provisions of this Agreement.

COLLINS ENGINEERS, INC. (COLLINS)

2149 Velp Avenue, Suite 203
Howard, WI 54303

Steven J. Miller, PE Steven J. Miller
By _____

Regional Manager
Title _____

May 31st, 2016
Date _____

CITY OF APPLETON, WI (CLIENT)

100 North Appleton Street
Appleton, WI 54911

By _____

Title _____

Date _____

EXHIBIT B
COMPENSATION

CLIENT agrees to compensate COLLINS as follows:

LUMP SUM

CLIENT shall pay COLLINS for Services set forth in EXHIBIT A, a Lump Sum amount of \$76,020.50.

The Lump Sum includes compensation for all COLLINS' services included in EXHIBIT A and incorporates COLLINS' labor, overhead, profit, Reimbursable Expenses and COLLINS' outside services, if any.

The portion of the Lump Sum amount billed for COLLINS' services will be based upon COLLINS' estimate of the proportion of the overall services actually completed during the billing period to the total Lump Sum.

S. Oneida Street Streetscape Elements

Streetscape Element	Limits
Marigold Mile	Yes, Calumet Street to McKinley Street
Street Name Signs (similar to College and Wisconsin)	Yes, with Marigold. Entire project.
Banners on Light Poles	Yes, entire project.
Median Islands colored concrete grass grass with some flowers	Yes, grass with flowers <u>if</u> we can get a MOU with Marigold Mile, LLC on 3 medians north of Calumet.
Benches (require additional r/o/w or easements)	Yes, where opportunities exist.
Street Lighting Standard Semi-decorative Decorative	HOLD this element until 3/22/2016 meeting.
Welcome to Downtown Appleton sign (Similar to W. College Ave sign by Badger Ave)	Yes, somewhere south of Skyline Bridge
Trash & Recycling Receptacles	Yes, adjacent to benches
Bike Lane Enhanced Pavement Markings	Yes, Eric will investigate viable enhancements
Upgrade Oneida Skyline Bridge Signs	Yes

Oneida Street - WE Energies Conversion to BLACK colored poles							6/1/2016
Estimated Cost per pole = \$3,000							
From	Location	To	Poles to Stay	Poles to be Removed	Other Cost		
*** Wilson St	South of Calumet St		11	12	\$0	\$4,000	
Calumet St	South of Seymour St		19	3	\$0	\$25,000	
South of Seymour St	North of Fremont St		10	2	\$0	\$10,000	
North of Fremont St	Skyline Bridge		13	15	\$0	\$30,000	
Total Project					\$0	\$69,000	

Note:

- Assumes WE Energies already absorbing the cost to relocate and replace poles due to general roadway impacts
- "Other Cost" is allowance to work with WE Energies to relocate overhead electrical services to private property owners.
- *** Black colored poles NOT available south of Wilson Street on west side of Oneida Street per WE Energies
- "Removed Poles" cost presumed to be \$0 due to dated street light lease contracts with WE Energies that have removal costs built in.

Oneida Street - Lighting Alternatives (05/23/2016)							5/23/2016
From	Location	To	Distance	Existing	Semi	Full	
North of Valley Rd	South of Calumet St		2500	Design	Decorative	Decorative	
Calumet St	South of Seymour St		1400	\$68,548.39	\$100,806.45	\$431,451.61	
South of Seymour St	North of Fremont St		750	\$38,387.10	\$56,452	\$241,613	
North of Fremont St	Skyline Bridge		1550	\$20,564.52	\$30,242	\$129,435	
Total Project			6200	\$42,500	\$62,500	\$267,500	
				\$170,000	\$250,000	\$1,070,000	

← Numbers provided to FEB 23rd MSC

The Full Decorative Option would require lights placed on both sides of the street. This would require cooperation (and possibly additional cost, to assure the WE Overhead lines are of sufficient height to allow Decorative lights under the overhead lines.

OUTAGAMIE COUNTY HIGHWAY DEPARTMENT**COUNTY / MUNICIPAL / STATE AGREEMENT**

CTH JJ - CTH E to Lightning Drive

DATE:	6/1/2016
PROJECT:	See Below
HIGHWAY:	CTH "JJ"
LIMITS:	CTH "E" to Lightning Dr
MUNICIPALITY:	City of Appleton
MUNICIPALITY:	

***** DRAFT *****

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

PROJECT DESCRIPTION:

Agreement is for engineering design, right-of-way, and construction of the project, and agreement on future maintenance by each agency. Local funds are planned for this project.

COST ESTIMATE AND PARTICIPATION

PHASE	***** ESTIMATED COST SHARE *****						
	Total Estimated Costs	Wisconsin DOT	%	Outagamie County	%	City of Appleton	%
<u>ENGINEERING:</u>	\$170,490.60	\$0	0%				
CONSULTANT DESIGN	\$170,490.60			\$85,245.30	50%	\$85,245.30	50%
PROJECT DEVELOPMENT				Paid by each agency - no cost share			
<u>RIGHT OF WAY:</u>	\$420,000.00	\$0					
HIGHWAY & INTERSECTION	\$50,000			\$50,000	100%	\$0	0%
WETLAND IN-LIEU FEE	\$70,000			\$14,000	20%	\$56,000	80%
STORMWATER POND	\$180,000			\$90,000	50%	\$90,000	50%
LIGHTNING DR EXT	\$120,000			\$0	0%	\$120,000	100%
<u>CONSTRUCTION:</u>	\$2,320,000	\$0					
HIGHWAY & INTERSECTION	\$1,600,000			\$800,000	50%	\$800,000	50%
STORMWATER POND	\$400,000			\$200,000	50%	\$200,000	50%
LIGHTNING DR EXT	\$125,000			\$0	0%	\$125,000	100%
OFFROAD MULTIMODAL	\$155,000			\$0	0%	\$155,000	100%
PEDESTRIAN EXTRAS	\$40,000			\$0	0%	\$40,000	100%
TOTAL PROJECT COST	\$2,910,490.60	\$0	0.0%	\$1,239,245.30	42.6%	\$1,671,245.30	57.4%

This request for the programming, and construction is subject to the terms and conditions that follow and is made by the undersigned under proper authority to make such request for the designated Municipality and upon acceptance by the Highway Commissioner shall constitute an agreement between the County and the Municipality unless specifically modified or amended by supplemental written agreement between the County and the Municipality.

Terms and Conditions

1. When Federal Funds are involved, the improvement will be subject to the applicable Federal Aid Highway Acts and Regulations of the Federal Highway Administration, U.S. Department of Transportation.
2. This is a joint agreement between the County and the Municipality. The Municipality will be kept informed on the project status and will have input regarding the project. This project will be administered under the County Administrative Rule 10-02.
3. If the Municipality should withdraw the project, it will pay to the County any cost that has been incurred by the county on behalf of the project.
4. The project cost in the agreement is an estimate. The Municipalities will be invoiced periodically, and agrees to pay based on actual costs incurred. Such costs may be greater or less than the estimated amount, however, the Municipalities acknowledges that costs between the time this agreement is executed and the actual time of construction can vary.
5. The County's obligation to perform under this contract shall be subject to County Board appropriation of funds sufficient to fund the County's obligations herein.
6. The County and Municipality agree and understand that the Municipality is reserving its rights to assess any and all costs incurred by the Municipality for this project. The Municipality and County hereby further agree that the Municipality has the right to assess any of its costs upon terms deemed acceptable by the Municipality subject to the following: In the event county property is assessed or subject to assessment the county reserves the right to object to the propriety and / or correctness of the assessment formula or methodology, however, such right to object does not extend to the municipality's ability to assess. The county's right to object includes the ability to challenge the assessment methodology or formula in circuit court and to pursue appeals of circuit court decisions.
7. Operations and Maintenance responsibilities of facilities built with this project are as follows:

Outagamie County will maintain the following:
 - a. Highway surface and roadway base between outside curblines
 - b. Curb & gutter along the County Trunk Highway, and within the roundabout center circle
 - c. Roadway signing and pavement marking
 - d. Median island surface or landscaping, including the center of the roundabout
City of Appleton will maintain the following:
 - a. Lightning Drive north and south of the roundabout intersection circle
 - b. All storm sewer drainage pipes, structures, and storm water pond
 - c. Off-road multimodal facilities and crossings
 - d. Signing and pavement markings symbols for dedicated bike lanes and multi-modal facilities
 - e. Mowing or landscaping outside the roadway curblines.
 - f. Overhead street lighting along the County Trunk Highway and the roundabout
 - g. Pedestrian signals and warning devices

The school driveway and the development driveways are the maintenance of each respective owner.

BY:

Dean E. Steingraber, P.E. Outagamie County Highway Commissioner Date

BY:

Signed for and in behalf of: City of Appleton Date

BY:

Signed for and in behalf of: City of Appleton Date

BY:

Signed for and in behalf of: City of Appleton Date

BY:

Signed for and in behalf of: City of Appleton Date

Department of Public Works Inspections Division

Permit Summary Count YTD Comparison

01/01/16 Thru 05/31/16

Report Date: 6/1/2016



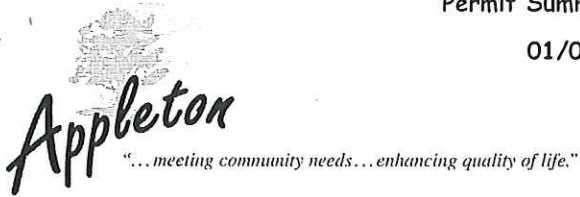
Permit Type	Year Issued	Permit Count	Total Estimated Cost	Total Receipt Amount
BUILDING				
	2015	375	49,120,261	122,359.18
	2016	325	34,340,252	148,483.44
		-13.33 %	-30.09 %	21.35 %
DISPLAY SIGN				
	2015	58	427,493	1,830.00
	2016	76	564,087	2,290.00
		31.03 %	31.95 %	25.14 %
ELECTRICAL				
	2015	348	5,426,710	58,051.28
	2016	362	2,817,686	42,497.68
		4.02 %	-48.08 %	-26.79 %
EROSION CNTL				
	2015	19		2,800.01
	2016	11		1,300.00
		-42.11 %	%	-53.57 %
HEATING				
	2015	287	6,341,092	27,902.24
	2016	288	4,806,926	27,567.41
		0.35 %	-24.19 %	-1.20 %
PLAN REVIEW				
	2015	54		18,250.00
	2016	43		12,920.00
		-20.37 %	%	-29.21 %
PLUMBING				
	2015	224	3,402,750	24,772.00
	2016	201	1,867,617	15,620.00
		-10.27 %	-45.11 %	-36.94 %
SEWER				
	2015	77	836,475	5,950.00
	2016	82	595,290	7,254.00
		6.49 %	-28.83 %	21.92 %
WELL				
	2016	1		30.00
		%	%	%

Department of Public Works Inspections Division

Permit Summary Count YTD Comparison

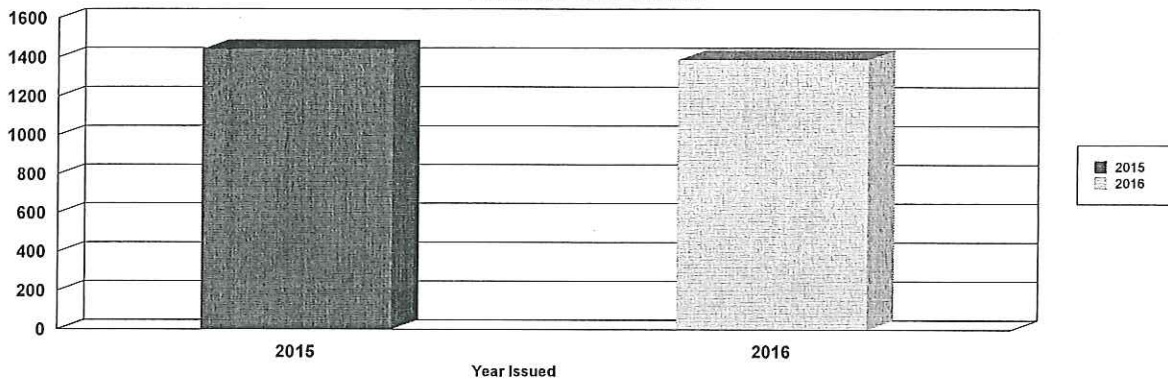
01/01/16 Thru 05/31/16

Report Date: 6/1/2016

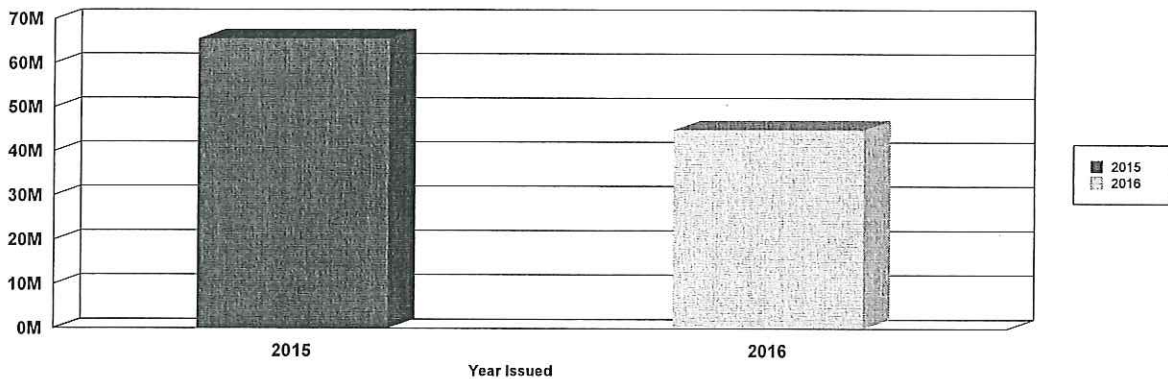


	2015	2016
Permits	1442	1389
Estimated Cost	65,554,781.00	44,991,858.00
Receipt Amount	261,914.71	257,962.53

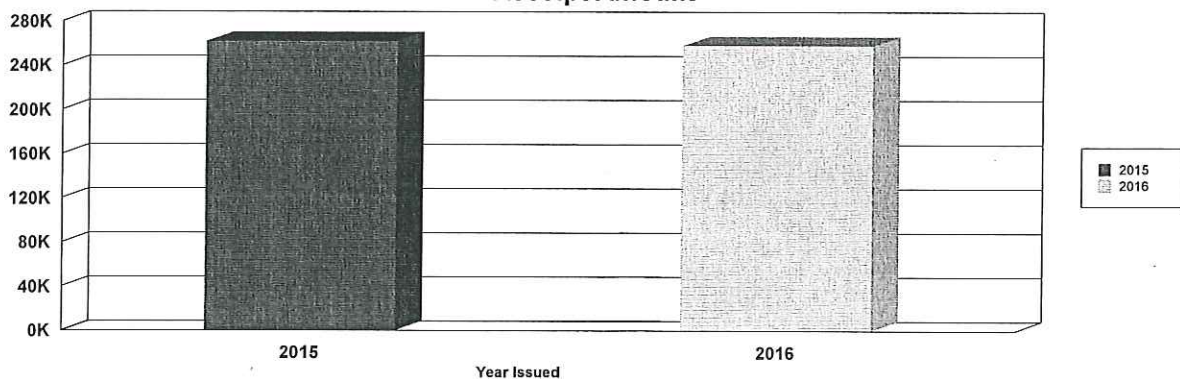
Number of Permits



Estimated Cost



Receipt Amount





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

DRAFT

**DEPARTMENT OF PUBLIC WORKS
Engineering Division
100 North Appleton Street
Appleton, WI 54911
(920) 832-6474
FAX (920) 832-6489**

Adopted _____, 2016

CITY OF APPLETON Complete Streets Policy

VISION

Appleton streets are designed and maintained to be safe, accessible, convenient and comfortable for all transportation modes, ages and abilities at all times.

INTENT

Complete Streets will help make Appleton more walkable and bikeable, support investments in transit, foster social engagement and community pride, support the local economy, and improve long-term sustainability of our community.

POLICY

This policy will provide the basis for establishing guiding principles and practices to ensure transportation improvements are planned, designed, constructed, operated and maintained for an accessible, safe, reliable, efficient, integrated, convenient and connected multimodal transportation system. The system created will promote active transportation and public health, and accommodate people of all ages and abilities.

PROJECTS AND PHASES

The City of Appleton shall approach all transportation projects as an opportunity to create safer, more accessible streets for all users. Complete Streets infrastructure improvements shall be added to the maximum extent practicable to all projects involving construction, reconstruction, expansion within the public right-of-way, retrofit of streets, bridges, or other public portions of the transportation network. This approach shall be used from the inception of the planning and design stages to final approval and implementation.

DRAFT

NETWORK

Under this policy, the City of Appleton will gradually create a network of streets to serve all users. While all modes will not receive the same type of accommodation and space on every street (due to considerations such as terrain, width of public right-of-way, typical use, etc.) these changes will greatly expand overall transportation options for residents traveling between the City of Appleton's various destinations.

EXCEPTIONS

Complete Streets principles and practices will be considered in design, construction, reconstruction, repaving, and rehabilitation projects related to streets, pedestrian walkways, bikeways and bike facilities. Any exceptions to this policy must be approved by the Municipal Services Committee and City Council. Exceptions may be granted by the Director of Public Works when any of the following conditions apply:

1. Cost of accommodation is determined to be excessively disproportionate to the need or probable use.
2. Project does not fit within the context sensitivity objectives of this policy and there is no apparent current or future need.
3. Specific users are prohibited from the corridor (such as interstate freeways or pedestrian malls).
4. Site conditions render implementation infeasible.

Any exceptions granted under the policy shall be documented.

CONTEXT SENSITIVITY

Community context will be an important factor in all transportation decision making. Transportation projects will be planned, designed and constructed in a manner that is sensitive to the existing built environment, while taking into account future anticipated transportation needs. Recognizing that Appleton is one of many communities within the Fox Valley Region, the City will selectively target its limited resources to improve alternative transportation modes which serve the principal purpose of connecting Appleton to contiguous communities and/or to major points of interest or use within the city itself.

PERFORMANCE MEASURES

The City of Appleton shall put into place performance measures that determine the success of this policy. These measures may include, but are not limited to:

- Total miles of on-street bike lanes
- Total miles of trails
- Rate of crashes, injuries and fatalities by mode
- Percent of bus stops that have ADA-compliant sidewalk access from adjacent

- neighborhoods
- Percent of active transportation mode share

IMPLEMENTATION PLAN

The City of Appleton will view Complete Streets as integral to everyday transportation decision-making practices and processes. To this end:

1. Documents. The City shall review all codes, plans, procedures, regulations, guidelines, etc. to integrate Complete Street principles.
2. Inventory. The City shall maintain a comprehensive inventory of pedestrian and bicycle facility infrastructure that will prioritize projects to eliminate gaps in the sidewalk and bikeway network.
3. Funding. The City will actively seek sources of appropriate funding to implement Complete Streets.
4. Training. The City will make training opportunities available and train pertinent City staff on the content of the Complete Streets principles and best practices for implementing the policy. The City will offer training opportunities to community stakeholders and residents to understand the importance of the Complete Streets vision.

DRAFT