



# City of Appleton

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

## Meeting Agenda - Final-revised Municipal Services Committee

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Tuesday, June 21, 2016

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

[16-997](#) Minutes from June 15, 2016.

**Attachments:** [Minutes from June 15, 2016.pdf](#)

### 4. Public Hearings/Apearances

### 5. Action Items

[16-996](#) Request from Jim Ackerman to appeal his \$50 Weed Administration Fee for 131 W. Winrowe Drive.

**Attachments:** [131 W. Winrowe Drive.pdf](#)

[16-1003](#) Approve Red Ramp Pedestrian Access Agreement with SOMA Corp.

**Attachments:** [Red Ramp Pedestrian Access Agreement.pdf](#)

[16-1004](#) Adopt City of Appleton Complete Streets Policy.

**Attachments:** [Adopt City of Appleton Complete Streets Policy.pdf](#)

[16-1008](#) Preliminary Resolution 4-P-16 for Sidewalk Construction be adopted and refer the matter to the Finance Committee to determine the assessment rate.

**Attachments:** [Resolution #4-P-16.pdf](#)

[16-1023](#) Anticipated award for P-16 Epoxy Contract.

### 6. Information Items

[16-1005](#) Railroad Quiet Zone. Discuss which option to pursue for property owner notification.

[16-1006](#) Alderperson Martins Resolution #6-R-16 to create a new Bike & Pedestrian Coordinator Position in the 2017 Budget.

**Attachments:** [Resolution #6-R-16.pdf](#)

[16-1007](#) Vote with your Butt and CARE collaboration.

**Attachments:** [Vote with your Butt and CARE collaboration.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 call Paula Vandehey at 920-832-6474 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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Wednesday, June 15, 2016

6:30 PM

Council Chambers, 6th Floor

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1. Call meeting to order

2. Roll call of membership

Present: 4 - Coenen, Konetzke, Martin and Mann

Excused: 1 - Croatt

3. Approval of minutes from previous meeting

[16-962](#)

Minutes from June 7, 2016

Attachments: [Minutes from June 7, 2016.pdf](#)

Coenen moved, seconded by Mann, that the Report Action Item be approved.

Roll Call. Motion carried by the following vote:

Aye: 4 - Coenen, Konetzke, Martin and Mann

Excused: 1 - Croatt

4. Public Hearings/Appearances

5. Action Items

[16-952](#)

Award Unit Q-16 Pavement Marking Maintenance Contract (Paint) to Crowley Construction Corp. in the amount of \$44,712.04 plus a \$5,000 contingency.

Attachments: [Unit Q-16 .pdf](#)

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

Aye: 4 - Coenen, Konetzke, Martin and Mann

Excused: 1 - Croatt

6. Information Items

7. Adjournment

Coenen moved, seconded by Mann, that the meeting be adjourned. Roll Call.

Motion carried by the following vote:

Aye: 4 - Coenen, Konezke, Martin and Mann

Excused: 1 - Croatt

> -----Original Message-----

> From: James Ackerman [mailto:jackerman.abs@gmail.com]

> Sent: Thursday, June 09, 2016 2:10 PM

> To: Kurt Craanen <Kurt.Craanen@Appleton.org>

> Subject: Appeal

>

> Kurt, I would like to appeal your \$50 assessment for sending a letter that our grass was long.

>

> Sorry, we were on vacation. We arrived home today June 9th at 12:30 and the first thing I did was cut the grass.

>

> Jim Ackerman

> 131 W Winrowe Dr

> Appleton WI 54913

>

**DEPARTMENT OF PUBLIC WORKS**

Inspection Division  
100 North Appleton Street  
Appleton, WI 54911  
Phone (920) 832-6411

No. 144176  
Date Rec'd: 06/03/16

**Neighborhood Service Form**

DONALD ACKERMAN TRUST  
131 W WINROWE DR  
APPLETON WI 54913

Tax Key Number(s) 31-6-5203-00		Location of Complaint 131 W WINROWE DR APPLETON WI
Map Number Q46	Lot Size 14639 sq ft	

**Complaint:**

CUT TALL GRASS AND WEEDS ON ENTIRE PROPERTY

**Inspection Report:**

This complaint was investigated on June 3, 2016 by BLAYNE LANSER and was found to be:

- ☐ in violation letter sent  
☐ in violation hang tag left  
☒ in violation letter and hang tag

YOU ARE HEREBY ORDERED to abate the above confirmed violation(s) of the nuisance ordinance by the following corrective action:

CUT TALL GRASS AND WEEDS ON ENTIRE PROPERTY

Such correction is to be completed no later than 4:00 pm on June 9, 2016

Assessment charged: There is a minimum \$50 assessment charged for all owners who received this weed notice. Should the owner fail or refuse to complete corrective action by the time given, the City may enter upon subject property and abate the nuisance. The additional cost of such abatement will be charged to the property owner.

\*\*\*\*\*Office Use Only\*\*\*\*\*

Date Notice Mailed: June 6, 2016 Re-inspection Date: 6/10/16 Result: Cut or Not

Warrant Served: \_\_\_\_\_

Return of Officer: Blayne Lanser

Called Contractor: \_\_\_\_\_

Contractor Cut: \_\_\_\_\_



06/03/2016 14:04



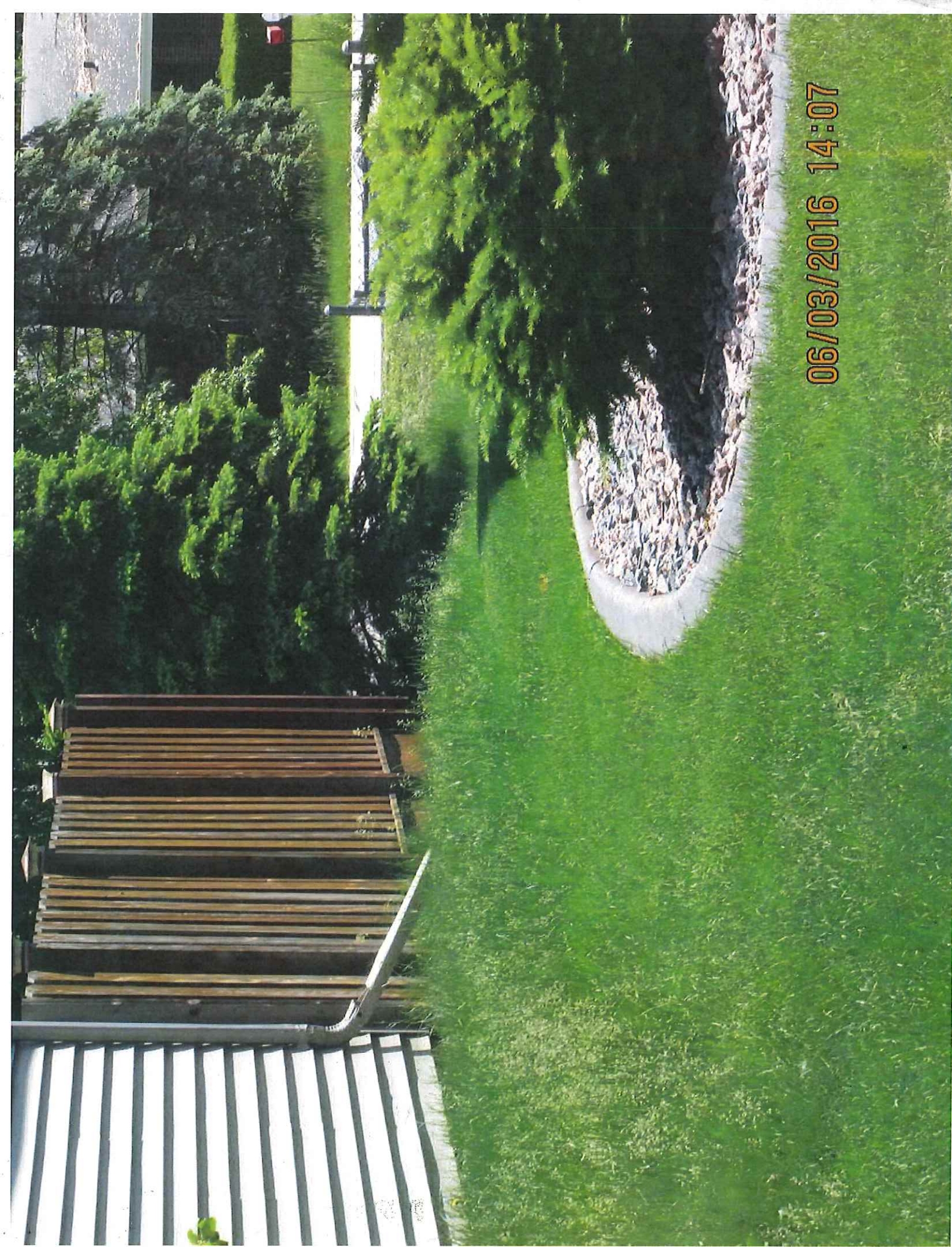


06/03/2016 14:05





06/03/2016 14:07







06/03/2015 14:05



## 2016 Weed Fee Appeals

[illegible]

**PEDESTRIAN ACCESS TO LEVEL #3  
OF THE CITY OF APPLETON  
RED RAMP fka MIDTOWN RAMP**

Agreement between the City of Appleton (the City) and SOMA Corp for the purpose of providing direct pedestrian access from 211-213 West College Avenue to the third level of the Red Parking Ramp (fka Midtown Parking Ramp), 134 South Superior Street. This Agreement is subject to and in realization of the following:

1. All costs incurred with regard to providing this pedestrian access shall be the responsibility of SOMA Corp.
2. SOMA Corp shall be aware that the Radisson Paper Valley Hotel has an existing agreement with the City whereby they can control access and parking on Levels 3, 4, and 5 of the City of Appleton's Red Parking Ramp.
3. This Agreement continues the physical access of one (1) door from 211-213 to the Red Ramp and the loss of one (1) parking space. Therefore because of the above-mentioned agreement, the Radisson Paper Valley Hotel shall be signatory to this agreement indicating their approval of the continued loss of one space and physical access via the door located on the third floor of the ramp.
4. Any additional signage or lighting shall be at the cost of SOMA Corp and shall be subject to approval by the City.
5. The location of the access is as indicated on the drawing attached hereto as Exhibit A.
6. SOMA Corp shall be responsible for meeting all applicable, City, State and Federal codes for this access.
7. SOMA Corp shall carry liability insurance coverage naming the City of Appleton as an additional insured. SOMA Corp shall maintain insurance at the level of the Insurance Requirements for City of Appleton "Large Exposure Jobs" attached hereto as Exhibit B.
8. In consideration of this agreement, SOMA Corp agrees to indemnify, defend, and save harmless the City of Appleton, and their employees, elected and appointed officials, agents, and volunteers from and against all claims, suits, damages, costs, losses and expenses in any manner resulting from, arising out of, or connected with the aforementioned pedestrian access. SOMA Corp agrees to



defend any and all action wherein the City is named a party defendant at SOMA Corp's own expense.

9. This Agreement shall run with the property so long as neither the property nor any portion thereof is licensed for the sale of alcoholic beverages. Should the property, or any portion thereof, be licensed for the sale of alcoholic beverages and the liquor license covering the property or any portion thereof is revoked or not renewed pursuant to the provisions of Sec. 9-51 et seq. of the Appleton Municipal Code, then access to the ramp, from the area licensed to sell alcoholic beverages, may be terminated by the City, at the City's discretion, until a new license is issued.
10. This Agreement in no way provides for free or discounted parking in the Red Parking Ramp.
11. This Agreement shall be recorded to document the pedestrian access as benefiting 211-213 West College Avenue.

Dated at Appleton, Wisconsin this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

[SIGNATURES BEGIN ON THE FOLLOWING PAGE]

**City of Appleton**

By: \_\_\_\_\_  
Timothy M. Hanna, Mayor

By: \_\_\_\_\_  
Kami Lynch, City Clerk

Subscribed and sworn to before me  
this \_\_\_\_ day of \_\_\_\_\_, 2016

\_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Notary Public, State of Wisconsin  
My commission is/expires: \_\_\_\_\_

Approved as to form:

\_\_\_\_\_  
James P. Walsh, City Attorney  
J:\Attorney\WORD\Agreements (General)\Red Ramp -  
Pedestrian Access Agrm - Redlined - 06-15-16.doc

[SIGNATURES CONTINUE ON THE FOLLOWING PAGE]



**SOMA Corp**

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

By: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_

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

By: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_

Subscribed and sworn to before me  
this \_\_\_\_ day of \_\_\_\_\_, 2016

\_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Notary Public, State of Wisconsin  
My commission is/expires: \_\_\_\_\_

[SIGNATURES CONTINUE ON THE FOLLOWING PAGE]

**Radisson Paper Valley Hotel**

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

By: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_

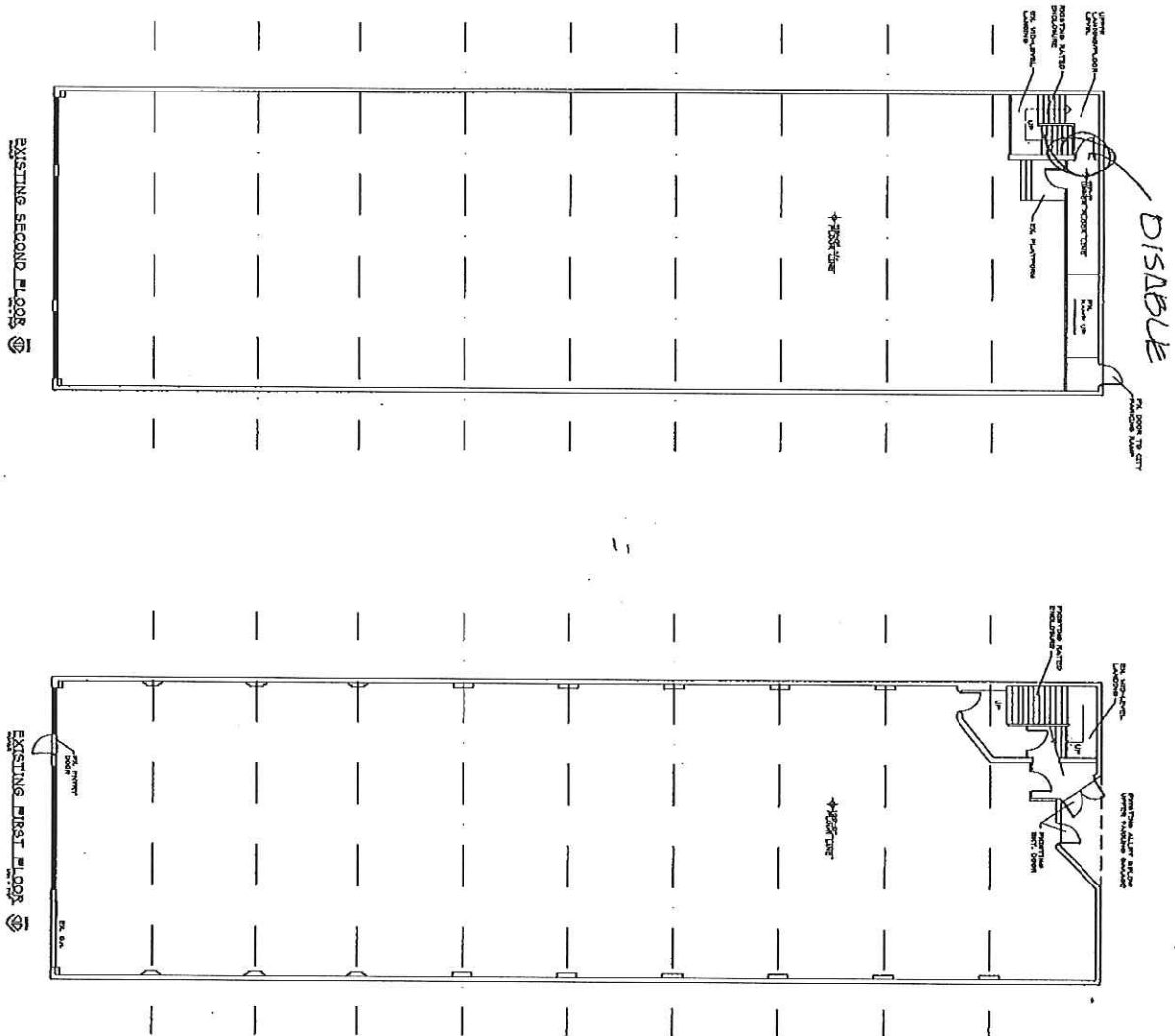
Witness: \_\_\_\_\_  
Printed Name: \_\_\_\_\_

By: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_

Subscribed and sworn to before me  
this \_\_\_\_ day of \_\_\_\_\_, 2016

\_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Notary Public, State of Wisconsin  
My commission is/expires: \_\_\_\_\_

# Exhibit A




A 1.0	DATE: 10/10/00	PROPOSED FOR, <b>211 W. COLLEGE AVE.</b> APPLETON, WISCONSIN	 671 MARCOLLA STREET KILGORE, WI 54126 TEL: 920-874-3157 FAX: 920-874-3110
	ARCH: J. M. ... D. BY: J. M. ... JOB: ... PROJ: ... MAN: ... EXP: ... SUPER: ...		



Exhibit B

**INSURANCE REQUIREMENTS  
FOR CITY OF APPLETON  
"LARGE EXPOSURE JOBS"**

It is hereby agreed and understood that the insurance required by the City of Appleton is primary coverage and that any insurance or self insurance maintained by the City of Appleton, its officers, council members, agents, employees or authorized volunteers will not contribute to a loss. All insurance shall be in full force prior to commencing work and remain in force until the entire job is completed or the length of time that is specified in the contract.

**1. GENERAL LIABILITY COVERAGE**

- A. Commercial General Liability
  - (a) \$1,000,000 general aggregate
  - (b) \$1,000,000 products - completed operations aggregate
  - (c) \$1,000,000 personal injury and advertising injury
  - (d) \$1,000,000 each occurrence limit
- B. Claims made form of coverage is not acceptable.
- C. Insurance must include:
  - (a) Premises and Operations Liability
  - (b) Blanket Contractual Liability including coverage for the joint negligence of the City of Appleton, its officers, council members, agents, employees, authorized volunteers and the named insured
  - (c) Personal Injury
  - (d) Explosion, collapse and underground coverage
  - (e) Products/Completed Operations
  - (f) The general aggregate must apply separately to this project/location

**2. BUSINESS AUTOMOBILE COVERAGE**

- A. Limits - \$250,000 each person/\$500,000 each accident for Bodily Injury and \$100,000 for Property Damage  
OR  
\$500,000 Combined Single Limit for Bodily Injury and Property Damage each accident
- B. Must cover liability for "Any Auto" - including Owned, Non-Owned and Hired Automobile Liability

3. **WORKERS COMPENSATION AND EMPLOYERS LIABILITY** - If required by Wisconsin State Statute or any Workers Compensation Statutes of a different state.

- A. Must carry coverage for Statutory Workers Compensation and Employers Liability limit of:
  - \$100,000 Each Accident
  - \$500,000 Disease Policy Limit
  - \$100,000 Disease - Each Employee

4. **UMBRELLA COVERAGE**

- A. Limits - \$2,000,000 each occurrence/\$2,000,000 aggregate
- B. Claims made coverage is not acceptable
- C. \$10,000 self-insured retention
- D. Must be no less broad than underlying coverages

5. **AIRCRAFT LIABILITY (including helicopter)** - Owned, Non-Owned, or Hired

- A. If this exposure shall exist, the limits must be at least \$5,000,000 combined single limit for bodily injury (including passenger liability) and property damage.
- B. Any liability exclusions relating to slung cargo must be deleted.

6. **BUILDER'S RISK/INSTALLATION FLOATER**

- A. City of Appleton will not assume responsibility for loss, including loss of use, for damage to property, materials, tools, equipment, and items of a similar nature which are being either used in the work being performed by the contractor or are to be installed or erected by the contractor unless coverage is specifically to be purchased by the City of Appleton and specified in the contract documents.  
If coverage is desired for this exposure, the contractor may, at his own cost, procure insurance to cover same.

7. **AUTOMOBILE POLLUTION LIABILITY (including loading and unloading)**

If you're hauling or moving pollutants or hazards materials then the City of Appleton requires additional coverage. (Please contact the Human Resources Department (920) 832-6300 for the specifics.)

- A. Limits - \$1,000,000 each occurrence  
\$2,000,000 annual aggregate
- B. Maximum deductible is \$2,500. Insured is responsible for any claims under the deductible
- C. Must cover pollutant clean up, and resulting bodily injury and property damage liability.
- D. Must cover liability for "any auto" including owned, non-owned and hired automobile liability.

8. ADDITIONAL PROVISIONS

- \* Additional Insured –  
On the General Liability Coverage, Business Automobile Coverage, Aircraft Liability, Umbrella Coverage and Automobile Pollution Liability. City of Appleton, and its officers, council members, agents, employees, and authorized volunteers shall be Additional Insureds.
- \* Endorsement -  
The Additional Insured Policy endorsement must accompany the Certificate of Insurance.
- \* Certificates of Insurance -  
A copy of the Certificate of Insurance must be on file with the City Clerk.
- \* Notice -  
NOTE: City of Appleton requires 30 day written notice of cancellation, non-renewal or material change in the insurance coverage.
- \* The insurance coverage required must be provided by an insurance carrier with the “Best” rating of “A-VII” or better. All carriers shall be admitted carriers in the State of Wisconsin.





*"...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 \_\_\_\_\_, 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.

## **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.



# REPORT OF THE FINANCE COMMITTEE

PROJECT LIMITS:

4-P-16

## SIDEWALK CONSTRUCTION

Lake Park Road from Plank Road to Northshore Boulevard

In accordance with the preliminary resolution of the Common Council dated July 6, 2016, we herewith submit our report on the assessment of benefits on the above named construction.

This report consists of the following:

Schedule A - Preliminary plans and specifications on file in the office of the Director of Public Works.

Schedule B - The total cost within the project limits in accordance with the plans and specifications in Schedule A is **\$13,605.50.**

Schedule C - Proposed Assessments. The properties included within the project limits are benefited and the work or improvements constitute an exercise of the police power. The total value of assessments is **\$13,008.20.**


Finance Committee



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

**PARKS, RECREATION & FACILITIES  
MANAGEMENT**

**Dean R. Gazza, Director**

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

TO: Parks & Recreation Committee

FROM: Dean R. Gazza, Director of Parks, Recreation and Facilities Management  
Paula Vandehey, Director of Public Works

DATE: 6/20/2016

RE: Action Item: Request Approval of Resolution #6-R-16 Submitted by Alderperson Martin on 4-20-16

Alderperson Martin submitted a resolution on April 20, 2016 to employ a shared position in 2017 between the Departments of Public Works and Parks, Recreation and Facilities Management to develop new programs, seek and apply for grants, enhance accommodations, and continue to make the City of Appleton a more bicycle and pedestrian friendly community. At the April 25, 2016 Parks and Recreation Committee meeting this resolution was referred to staff for input to be brought back at the June 20, 2016 Parks & Recreation Committee meeting.

Both the Parks, Recreation and Facilities Management Department and Public Works Department support the need for this position, but realize that there may be higher priorities for staffing not only in our own departments, but in other departments in the City.

The Department of Public Works and our department will submit a joint request as part of the 2017 budget for consideration by Mayor Hanna to include this position in the overall city budget pending the Common Council action taken on this resolution. As with any other request Mayor Hanna will balance the needs of all departments and prioritize resources accordingly.

Please feel free to contact either myself, Dean Gazza at 832-5572 or Paula Vandehey at 832-6482 with any questions.



---

favorite football team  
Packers there are others?

#cleanstreetsappleton

---

favorite warm drink  
coffee tea

#cleanstreetsappleton

---

best bar food  
Pizza wings

#cleanstreetsappleton





**RIVERVIEW®  
GARDENS**



**Press Release – FOR IMMEDIATE RELEASE**

**Contact: Kelly Nutty, Director of Resource Management  
920-378-8527, [knutty@riverviewgardens.org](mailto:knutty@riverviewgardens.org)**

**Riverview Gardens, Inc., Appleton Downtown, Inc. and City of Appleton  
Receive Collaborative Grant for Downtown Appleton CARE Project**

Appleton, WI (June 7, 2016) – Riverview Gardens, Inc. announced that it received a three-year \$272,142 collaborative grant with Appleton Downtown Inc. and the City of Appleton from the Basic Needs Giving Partnership Fund from Community Foundation for the Fox Valley Region, Inc., supported by the U.S. Venture Fund for Basic Needs, the J. J. Keller Foundation and other community partners.

The collaboration between Riverview Gardens, Appleton Downtown and the City of Appleton provides job-training and transitional employment opportunities for participants of Riverview Gardens' impactful ServiceWorks® job-training program. Downtown CARE (Clean, Assess, Refresh and Enhance) teams, consisting of ServiceWorks participants, will supplement existing cleaning services within the downtown business improvement district managed by Appleton Downtown and the City, and they receive meaningful transferable skill-based and leadership training and work opportunities. Peer-led outreach connects individuals at Jones Park and the downtown Valley Transit Center with opportunities to be part of their own solution.

"Addressing the basic needs and self-sufficiency of our marginalized community members is not only the right thing to do but it enhances the vibrancy and accessibility of our city," said Cindy Sahotsky, Riverview Gardens Executive Director. "There is dignity in work. Programs like this one help communities understand the potential of community members with barriers to stable employment. We are so grateful to the Community Foundation for this unique opportunity to address root causes."

"This project will give our community members experiencing homelessness and other barriers an opportunity to enhance their skills and help them on their road to finding stable employment and at the same time beautify our downtown through their efforts," said Mayor Tim Hanna. "This is another great collaboration for the city with our partner organizations here in Appleton and we thank the Community Foundation for seeing the value in this program."

A CARE collaboration kick-off event for local business owners and community members is scheduled for Thursday, June 30, 2016, 3-5pm at Riverview Gardens' 513 W. College Avenue building in downtown Appleton.

\*\*\*\*\*

The mission of Riverview Gardens, Inc. is to provide job training to transform a community. Appleton Downtown, Inc. (ADI) is a not-for-profit community coalition dedicated to an economically strong, safe, attractive and exciting downtown.

For more information, please contact Riverview Gardens Director of Resource Management, Kelly Nutty, at 920-378-8527 or [knutty@riverviewgardens.org](mailto:knutty@riverviewgardens.org).