



City of Appleton

225 N. Oneida Street
Appleton WI, 54911

Meeting Agenda - Final Library Board

Tuesday, August 16, 2016

4:30 PM

225 N. Oneida Street

1. Call meeting to order
2. Roll call of membership
3. Approval of minutes from previous meeting
[16-1250](#) July 19, 2016 Meeting Minutes

Attachments: [July 19 2016 Meeting Minutes.pdf](#)

4. Public Participation & Communications

- A. [16-1251](#) City of Appleton Library Board Appointment - Rebecca Kellner

Attachments: [APPOINTMENT TO LIBRARY BD BIO EXPIRED TERM REBECCA KELLNER](#)

5. Establish Order of the Day

6. Action Items

- A. [16-1288](#) July 2016 Bill Register

Attachments: [July Bill Register.PDF](#)

[July Expenses.PDF](#)

[July Revenue.PDF](#)

- B. [16-1289](#) August Budget Amendment

Attachments: [August 2016 Budget Amendment.pdf](#)

- C. [16-1290](#) Report of the Personnel and Policy Committee

Attachments: [Personnel & Policy Committee Meeting Minutes 7-25-2016.pdf](#)

[Childrens Room Appropriate Use August 2016 markup.pdf](#)

[Security August 2016 AMENDED redline.pdf](#)

7. Information Items**A. Director's Report**

- i. [16-1291](#) Mobility Study Update

Attachments: [Appleton's Downtown Mobility Plan.pdf](#)

- ii. [16-1292](#) Financial Report format update

- iii. [16-1310](#) Pay for Performance and Compensation Plan Review

Attachments: [Pay for Performance and Compensation Plan HR Memo.pdf](#)

B. President's Report

- i. [16-1293](#) Board of Trustee Committee Updates
- Nominating Committee Appointments
- Updated Committee Appointments

- ii. [16-1294](#) Downtown Comprehensive Plan update

- iii. [16-1299](#) Building Study Update

- iv. [16-1295](#) Trustee trainings

C. Assistant Director's Report

- i. [16-1296](#) Hiring Process updates

8. Recent & Upcoming Programs

- A. [16-1297](#) Recent and upcoming programs
- RISE
 - Latino Fest Celebration
 - Incredible India
 - Fox Trot Trail
 - PBS Get Up and Go Day
 - Mile of Music at APL
 - Summer Library Program wrap up

Closed Session

The Board may meet in Closed Session pursuant to WI statute 19.85(f)(c) to discuss personnel matters and then resume meeting in open session.

9. 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.



City of Appleton

225 N. Oneida Street
Appleton WI, 54911

Meeting Minutes Library Board

Tuesday, July 19, 2016

4:30 PM

225 N. Oneida Street

1. Call meeting to order

President Scheuerman called the meeting to order at 4:30 pm

2. Roll call of membership

Others Present: Travis Bartels, Jessica Brittnacher, Tina Krueger, Tanya Misselt, Michael Nitz, Jan Quinlan, Colleen Rortvedt, Tasha Saecker, Emily Truman, Maureen Ward

Present: 6 - Bergman, Hietpas, Scheuerman, Bloedow, Brault Pagel and Looker

Excused: 3 - Schneider, Peterson and Dannecker

3. Approval of minutes from previous meeting

[16-1119](#)

June 14, 2016 Meeting Minutes

Attachments: [June 14 2016 Meeting Minutes.pdf](#)

Hietpas moved, seconded by Bergman, that the June 14, 2016 Meeting Minutes be approved. Voice Vote. Motion Carried. (6-0)

4. Public Appearances and Communications

5. Establish Order of the Day

6. Action Items

A. [16-1120](#)

Bill Register - June 2016

Attachments: [June Bill Register.pdf](#)
[June Revenues.pdf](#)
[June Expenses.pdf](#)

Looker moved, seconded by Bergman, that the June 2016 Bill Register be approved. Voice Vote. Motion Carried. (6-0)

B. [16-1122](#) Report of the Finance Committee

Attachments: [July 12 2016 Finance Committee Meeting Minutes.pdf](#)

Looker moved, seconded by Bloedow, that the Report of the Finance Committee including the July 12, 2016 Meeting Minutes, proposed 2017 Budget, 2017 Budget Narrative, 2017 Hispanic Outreach Specialist Addition and 2017 Budget CIPs be approved. Voice Vote. Motion Carried. (6-0)

i. [16-1134](#) 2017 Library Budget

Attachments: [2017 Budget FINAL.pdf](#)
[2017 Library Budget Narrative.pdf](#)

ii. [16-1135](#) 2017 Library Budget Addition

Attachments: [2017 Hispanic Outreach Specialist Addition.pdf](#)

iii. [16-1136](#) 2017 Library Budget CIPs

Attachments: [2017 Building Envelope CIP.pdf](#)
[2017 HVAC Systems CIP.pdf](#)
[2017 Interior Finishes and Furniture CIP.pdf](#)
[2017 Lighting Upgrades CIP.pdf](#)
[2017 Roof Replacement CIP.pdf](#)
[2017 Safety & Security CIP.pdf](#)

7. Information Items**A. Director's Report****i. [16-1123](#) Impact of upcoming changes to FLSA minimum wage and overtime standards**

Attachments: [FLSA Impact June 2016.pdf](#)
[FLSA FINAL RULE.pdf](#)

ii. [16-1124](#) Mobility Study update

Attachments: [Downtown Appleton Mobility Study.pdf](#)

iii. [16-1125](#) Board updates

B. President's Report

- i. [16-1126](#) Downtown Comprehensive Plan update
- ii. [16-1127](#) Building Study update
- iii. [16-1128](#) Trustee trainings

C. Assistant Director's Report

- i. [16-1129](#) Hiring Process updates
- ii. [16-1130](#) Public Library System Redesign Project
- iii. [16-1131](#) Statistics - March 2016, April 2016, May 2016

Attachments: [MARCH 2016.pdf](#)
 [APRIL 2016.pdf](#)
 [MAY 2016.pdf](#)

D. Recent and upcoming programs

- i. [16-1132](#)
 - Dr. Who program
 - Reach Out and Read Book Fair
 - Children's Parade
 - Elephant and Piggie
 - Infosoup at Pride Fest
 - Summer Outdoor Films Collaboration

E. Friends Report

- i. [16-1133](#) Strategic Plan update

8. Adjournment

Bloedow moved, seconded by Hietpas that the meeting be adjourned. Voice Vote. Motion Carried. (6-0)
The meeting adjourned at 6:13 pm



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

OFFICE OF THE MAYOR

Timothy M. Hanna
100 North Appleton Street
Appleton, Wisconsin 54911-4799
(920) 832-6400 FAX (920) 832-5962
e-mail: mayor@appleton.org

July 29, 2016

Members of the Common Council:

The following is being presented for your confirmation at the August 3, Council meeting:

LIBRARY BOARD

Appointment of one (1) member to fill the expired term previously vacated by Terry Bergen:

REBECCA KELLNER

3-year term to expire June 2019

Appleton resident Rebecca Kellner holds the position of HR Consultant, VP & Compliance Officer for Associated Financial Group, LLC. She is passionate about helping clients simplify the complicated and advises employers on complex issues involving leaves of absences, accommodations, and discrimination. She also partners with clients on a proactive basis, such as with early intervention of claims and management training and is a regular speaker on a variety of HR and leadership topics.

While in private practice, Rebecca focused on defending workers' compensation claims and handling Medicare-related issues arising from those claims. Previously, she interned with the Equal Employment Opportunity Commission and for a plaintiff's employment law firm.

Rebecca received her Bachelor of Business Administration degree from the University of Wisconsin-Eau Claire, where she majored in Human Resources Management. She graduated from Marquette University Law School. She holds her SPHR and SHRM-SCP designations, as well as her Associate in Risk Management (ARM) designation.

It is with pleasure that I make this recommendation.

Sincerely,

TIMOTHY M. HANNA
Mayor of Appleton

		Explanation					
Doc	G/L						
y	Number	Date	Alpha Name	-Remark-	Amount	Account	
V	367092	07/21/16	APPLETON EDUCATION FOUNDATION	nobel conference	325.00	16010 6201	
J	220	07/19/16	OFFICEMAX CT*IN#075467	POST IT NOTES	54.49	16010 6301	
J	910	07/19/16	AMAZON MKTPLACE PMTS	CHAIR FEET	25.98-	16010 6301	
J	911	07/19/16	AMAZON MKTPLACE PMTS	CHAIR FEET	12.99-	16010 6301	
J	917	07/19/16	AMAZON MKTPLACE PMTS	CHAIR FEET	25.98-	16010 6301	
J	920	07/19/16	AMAZON MKTPLACE PMTS	CHAIR FEET	12.99-	16010 6301	
J	945	07/19/16	OFFICEMAX CT*IN#884168	FILES/STICKY NOTES	122.17	16010 6301	
J	1321	07/19/16	OFFICEMAX CT*IN#808906	TAPE & PAPER CLIPS	173.76	16010 6301	
V	366691	07/05/16	VOLUNTEER CENTER OF EAST CENTR	membership	295.00	16010 6303	00003951
J	135	07/19/16	ERBERT AND GERBERTS	LIBBY MEAL	30.63	16010 6307	00003951
J	244	07/19/16	KWIK TRIP 74300007435	MOVIE & POPCORN	9.00	16010 6307	00003951
J	971	07/19/16	FESTIVAL FOODS	CHIPS	5.00	16010 6307	00003951
J	1135	07/19/16	MANDERFIELD HOME BAKER	CAKE - PAULA	55.00	16010 6307	
J	1139	07/19/16	KWIK TRIP 74300007435	MOVIE & POPCORN	9.00	16010 6307	00003951
V	366682	07/05/16	SAM'S CLUB	supplies	89.53	16010 6307	
E	122981	07/12/16	7/16 AT&T BILL		214.19	16010 6413 7	
E	123066	07/25/16	6/16 LONG DISTANCE		11.42	16010 6413 7	

5010					1,316.25		
					=====		
J	693	07/19/16	AEP CONNECTIONS, LLC	AEP CONN	50.00	16021 6201	
J	22	07/19/16	INTERSTATE BOOKS4SCHOO	BABYTALK/TEDD BEAR	19.25	16021 6301	00003952
J	181	07/19/16	DOLLAR TREE	SWIM NOODLES	13.00	16021 6301	
J	376	07/19/16	ALL ABOUT BOOKS, LLC	MOUSE PAINT	14.25	16021 6301	00003952
J	493	07/19/16	SSI*SCHOOL SPECIALTY	JUMP ROPES	494.00	16021 6301	00003954
J	702	07/19/16	SCHOLASTIC INC. KEY 6	BABY BOOK SERIES	88.77	16021 6301	00003952
J	731	07/19/16	ALL ABOUT BOOKS, LLC	CHUNKIES	123.50	16021 6301	00003952
J	745	07/19/16	SCHOLASTIC INC. KEY 6	MOO/ROR CLASS/BILLIN	302.00	16021 6301	00003952
J	759	07/19/16	ALL ABOUT BOOKS, LLC	PRIMARY CARE ASSOC	126.68	16021 6301	00003952
J	840	07/19/16	SCHOLASTIC INC. KEY 6		515.75	16021 6301	00003952
J	1021	07/19/16	INTERSTATE BOOKS4SCHOO	OLD MACDONALD	58.50	16021 6301	00003952
J	1035	07/19/16	PAYPAL *STARBRIGHTB	ERROR	87.02-	16021 6301	00003952
J	1038	07/19/16	SCHOLASTIC INC. KEY 6		307.50	16021 6301	00003952
J	1042	07/19/16	INTERSTATE BOOKS4SCHOO	BOARD GAME	20.00	16021 6301	00003952
J	1045	07/19/16	PAYPAL *STARBRIGHTB	ERROR	87.02	16021 6301	00003952
J	1133	07/19/16	SCHOLASTIC INC. KEY 6	SMILE/PEEK/BABY NAPS	34.70	16021 6301	00003952

DocTy	Document Number	G/L Date	Explanation Alpha Name	-Remark-	Amount	Account	
PU	1252	07/19/16	INTERSTATE BOOKS4SCHOO		46.00	16021 6301	00003952
PU	1267	07/19/16	HOBBY-LOBBY #0193	CANVAS FOR ELL	98.67	16021 6301	00003955
PU	1315	07/19/16	AMAZON.COM	ELL PROGRAM	4.99	16021 6301	00003955
PU	1337	07/19/16	SCHOLASTIC INC. KEY 6		254.30	16021 6301	00003952
PV	367305	07/29/16	FCR GROUP LLC	newsletter	50.00	16021 6301	00003951
16021					2,621.86		
PV	367210	07/27/16	OUTAGAMIE WAUPACA LIBRARY SYST circ card covers		75.00	16023 6301	
PV	367211	07/27/16	OUTAGAMIE WAUPACA LIBRARY SYST postage		1.77	16023 6301	
16023					76.77		
JE	123061	07/25/16	7/14 PR TRAVEL REIMBURSEMENTS	SANDBERG	115.56	16024 6201	
PU	72	07/19/16	EXTENDEDSTAY #9841	ALA CONF. HOTEL	400.52	16024 6201	
PU	499	07/19/16	PAYPAL *FOXVALLEYWA	BREAKFAST	24.00	16024 6201	00003951
PU	947	07/19/16	FOX CITIES CHAMBER OF	CULTIVATE 2016	65.00	16024 6201	
PU	23	07/19/16	AMAZON MKTPLACE PMTS	TSLP PRIZE	16.18	16024 6301	00003951
PU	247	07/19/16	AMAZON MKTPLACE PMTS	TSLP PRIZE	9.99	16024 6301	00003951
PU	259	07/19/16	AMAZON.COM	TSLP PRIZE	5.39	16024 6301	00003951
PU	1023	07/19/16	TARGET 00002386	GIFT CARDS	100.00	16024 6301	00003951
PU	1200	07/19/16	HOT TOPIC 0070	TSLP PRIZES	75.00	16024 6301	00003951
PU	1217	07/19/16	TOM'S DRIVE IN- WI	TSLP PRIZES	30.00	16024 6301	00003951
PU	1048	07/19/16	PAYPAL *BISECTHOST	MINECRAFT HOST	166.33	16024 6599	00003951
16024					1,007.97		
PU	456	07/19/16	UFIRST *LAUNDRY SVCS	RUGS/TOWELS	57.49	16031 6306	
PU	1105	07/19/16	UFIRST *LAUNDRY SVCS	RUGS/TOWELS	57.49	16031 6306	
PU	1118	07/19/16	UFIRST *LAUNDRY SVCS	RUGS/TOWELS	57.49	16031 6306	
PU	1311	07/19/16	TARTAN SUPPLY CO INC	TP & TOWEL	1,188.81	16031 6306	
PU	1331	07/19/16	TARTAN SUPPLY CO INC	TP & TOWEL	1,188.81	16031 6306	
PU	311	07/19/16	AMAZON.COM	COIN COUNTER	200.97	16031 6327	
JE	123077	07/25/16	RECYCLING JUNE	231657	160.00	16031 6407	
PV	367221	07/27/16	WE ENERGIES	4835-258-176	11,549.66	16031 6413 1	
PV	367221	07/27/16	WE ENERGIES	5229-670-389	953.96	16031 6413 2	
PU	960	07/19/16	ALIEXPRESS	CHAIR FEET	113.72	16031 6418	
16031					15,528.40		
PU	248	07/19/16	AMAZON MKTPLACE PMTS	3 USB	36.01	16032 6301	

DocDocument	G/L	Explanation				
Ty Number	Date	Alpha Name	-Remark-	Amount	Account	
PU	1143 07/19/16	DEMCO INC	DVD CASE & TAPE	714.28	16032	6301
PV	366678 07/05/16	OUTAGAMIE WAUPACA LIBRARY SYST	receipt paper	45.00	16032	6301
PU	18 07/19/16	BAKER-TAYLOR		57.52	16032	6315
PU	24 07/19/16	INGRAM LIBRARY SERVICE		641.30	16032	6315
PU	33 07/19/16	RECORDED BOOKS		266.62	16032	6315
PU	34 07/19/16	RECORDED BOOKS		64.60	16032	6315
PU	45 07/19/16	RECORDED BOOKS		113.80	16032	6315
PU	60 07/19/16	RECORDED BOOKS		384.20	16032	6315
PU	76 07/19/16	JIM GILL MUSIC AND		33.50	16032	6315
PU	105 07/19/16	INGRAM LIBRARY SERVICE		2,023.65	16032	6315
PU	147 07/19/16	AMAZON MKTPLACE PMTS		15.64	16032	6315
PU	164 07/19/16	BAKER-TAYLOR		42.23	16032	6315
PU	167 07/19/16	THOMSON WEST*TC		790.39	16032	6315
PU	171 07/19/16	THOMSON WEST*TC		334.50	16032	6315
PU	172 07/19/16	BAKER-TAYLOR		57.52	16032	6315
PU	174 07/19/16	BAKER-TAYLOR		28.76	16032	6315
PU	202 07/19/16	MIDWEST TAPE LLC		1,652.65	16032	6315
PU	236 07/19/16	AMAZON MKTPLACE PMTS		4.49	16032	6315
PU	246 07/19/16	AMAZON MKTPLACE PMTS		67.87	16032	6315
PU	252 07/19/16	AMAZON MKTPLACE PMTS		24.99	16032	6315
PU	263 07/19/16	AMAZON MKTPLACE PMTS		7.93	16032	6315
PU	268 07/19/16	AMAZON MKTPLACE PMTS		62.40	16032	6315
PU	273 07/19/16	AMERLIBASSOC-BRIGHTKEY		32.25	16032	6315
PU	276 07/19/16	INGRAM LIBRARY SERVICE		444.26	16032	6315
PU	293 07/19/16	INGRAM LIBRARY SERVICE		453.18	16032	6315
PU	324 07/19/16	AMAZON MKTPLACE PMTS		19.89	16032	6315
PU	327 07/19/16	GAN*GANNETTWMEDIAADV		14.99	16032	6315
PU	384 07/19/16	HOUCHEN BINDERY LTD		29.45	16032	6315
PU	394 07/19/16	AMAZON MKTPLACE PMTS		12.98	16032	6315
PU	395 07/19/16	INGRAM LIBRARY SERVICE		710.48	16032	6315
PU	480 07/19/16	INGRAM LIBRARY SERVICE		1,563.35	16032	6315
PU	485 07/19/16	MIDWEST TAPE LLC		69.98	16032	6315
PU	492 07/19/16	AMAZON.COM	GENEALOGY BOOKS	32.03	16032	6315
PU	507 07/19/16	AMAZON MKTPLACE PMTS	THE CRITICAL COMPONE	68.94	16032	6315
PU	509 07/19/16	AMAZON MKTPLACE PMTS	THE WI TRAVELERS COM	4.00	16032	6315

DocDocument		G/L		Explanation		Amount	Account
Ty	Number	Date	Alpha Name	-Remark-			
PU	533	07/19/16	MIDWEST TAPE LLC			1,547.52	16032 6315
PU	541	07/19/16	STATE BAR OF WISCONSIN			73.40	16032 6315
PU	555	07/19/16	AMAZON MKTPLACE PMTS	IN THEIR WORDS		47.94	16032 6315
PU	560	07/19/16	AMAZON MKTPLACE PMTS	THE SCORPIO ILLUSION		5.46	16032 6315
PU	567	07/19/16	INGRAM LIBRARY SERVICE			312.31	16032 6315
PU	572	07/19/16	AMAZON MKTPLACE PMTS	BLADE OF THE IMMORTA		7.27	16032 6315
PU	583	07/19/16	AMAZON MKTPLACE PMTS			7.59	16032 6315
PU	584	07/19/16	AMAZON MKTPLACE PMTS			3.79	16032 6315
PU	585	07/19/16	AMAZON MKTPLACE PMTS			59.47	16032 6315
PU	589	07/19/16	AMAZON MKTPLACE PMTS			21.64	16032 6315
PU	600	07/19/16	AMAZON MKTPLACE PMTS	LAND OF THE BIG RED		9.99	16032 6315
PU	602	07/19/16	OVERDRIVE DIST			10,639.64	16032 6315
PU	611	07/19/16	INGRAM LIBRARY SERVICE			684.86	16032 6315
PU	618	07/19/16	INGRAM LIBRARY SERVICE			1,224.06	16032 6315
PU	621	07/19/16	AMAZON MKTPLACE PMTS	CAROLINA MOON		5.47	16032 6315
PU	645	07/19/16	INGRAM LIBRARY SERVICE			349.97	16032 6315
PU	662	07/19/16	WISCONSIN TAXPAYERS AL			21.95	16032 6315
PU	687	07/19/16	CHICAGO TRIB SUBSCRIPT			280.28	16032 6315
PU	721	07/19/16	STATE BAR OF WISCONSIN			73.40	16032 6315
PU	746	07/19/16	INGRAM LIBRARY SERVICE			1,065.72	16032 6315
PU	757	07/19/16	INGRAM LIBRARY SERVICE			657.73	16032 6315
PU	761	07/19/16	BAKER-TAYLOR			27.20	16032 6315
PU	762	07/19/16	RECORDED BOOKS	TALL TAIL AUDIO		36.54	16032 6315
PU	765	07/19/16	MANCOMM			129.45	16032 6315
PU	768	07/19/16	OVERDRIVE DIST			1,906.97	16032 6315
PU	771	07/19/16	RECORDED BOOKS			105.19	16032 6315
PU	804	07/19/16	MIDWEST TAPE LLC	MATERIALS		854.28	16032 6315
PU	822	07/19/16	INGRAM LIBRARY SERVICE			1,110.72	16032 6315
PU	823	07/19/16	BAKER-TAYLOR	MATERIALS		27.20	16032 6315
PU	836	07/19/16	BAKER-TAYLOR	MATERIALS		28.76	16032 6315
PU	838	07/19/16	BAKER-TAYLOR			41.56	16032 6315
PU	839	07/19/16	AMAZON MKTPLACE PMTS	THE CONFIRMATION		15.31	16032 6315
PU	883	07/19/16	AMAZON MKTPLACE PMTS	BOOK CREDIT		.45-	16032 6315
PU	890	07/19/16	AMAZON MKTPLACE PMTS	CRANDOLIN		11.10	16032 6315
PU	893	07/19/16	AMAZON.COM	BANG BANG		18.19	16032 6315

DocDocument		G/L		Explanation		Amount	Account
Ty	Number	Date	Alpha Name	-Remark-			
PU	912	07/19/16	AMAZON MKTPLACE PMTS	ROSE RENT/SUPER HOUS		76.89	16032 6315
PU	914	07/19/16	AMAZON MKTPLACE PMTS	FOLKS, AIN'T NORMAL		9.17	16032 6315
PU	915	07/19/16	AMAZON MKTPLACE PMTS	MARTHA ARGERICH		19.99	16032 6315
PU	919	07/19/16	AMAZON MKTPLACE PMTS	BLADE OF IMMORTAL		15.19	16032 6315
PU	921	07/19/16	AMAZON MKTPLACE PMTS	SAALA KHADOOS		16.39	16032 6315
PU	925	07/19/16	AMAZON MKTPLACE PMTS	BRUNSWICK GARDENS		5.49	16032 6315
PU	927	07/19/16	AMAZON MKTPLACE PMTS	HUNGRY CITY		14.67	16032 6315
PU	934	07/19/16	AMAZON MKTPLACE PMTS	NYOKA & THE TIGERMEN		19.94	16032 6315
PU	941	07/19/16	INGRAM LIBRARY SERVICE			399.74	16032 6315
PU	951	07/19/16	AMAZON MKTPLACE PMTS			7.44-	16032 6315
PU	953	07/19/16	AMAZON MKTPLACE PMTS	CCC CHRONICLES		43.94	16032 6315
PU	958	07/19/16	AMAZON MKTPLACE PMTS	BLADE OF IMMORTAL		17.17	16032 6315
PU	965	07/19/16	AMAZON MKTPLACE PMTS	THEY CAME TO WORK IN		28.99	16032 6315
PU	966	07/19/16	AMAZON MKTPLACE PMTS	TENDER AT THE BONE		8.99	16032 6315
PU	1024	07/19/16	FINDAWAY	LAUNCHPAD CIRC BUNDL		837.83	16032 6315
PU	1034	07/19/16	ALLDATA CORP #8601	RENEWAL		1,500.00	16032 6315
PU	1067	07/19/16	INGRAM LIBRARY SERVICE			611.36	16032 6315
PU	1077	07/19/16	MIDWEST TAPE LLC	MATERIALS		1,966.82	16032 6315
PU	1160	07/19/16	BAKER-TAYLOR	BOOKS		33.57	16032 6315
PU	1161	07/19/16	AMAZON MKTPLACE PMTS	BOOK REFUND		12.95-	16032 6315
PU	1165	07/19/16	AMAZON MKTPLACE PMTS	FOREVER COOL		28.98	16032 6315
PU	1170	07/19/16	C2ER	COLI PRINT		165.00	16032 6315
PU	1202	07/19/16	INGRAM LIBRARY SERVICE			394.01	16032 6315
PU	1206	07/19/16	AMAZON MKTPLACE PMTS	SUPERCHARGED STORY		55.00	16032 6315
PU	1208	07/19/16	AMAZON.COM	MALIK/MASON/DON'T AS		42.94	16032 6315
PU	1212	07/19/16	INGRAM LIBRARY SERVICE			883.76	16032 6315
PU	1214	07/19/16	INGRAM LIBRARY SERVICE			2,476.49	16032 6315
PU	1226	07/19/16	AMAZON MKTPLACE PMTS	SHALL BE NEAR TO YOU		5.32	16032 6315
PU	1231	07/19/16	INGRAM LIBRARY SERVICE			535.35	16032 6315
PU	1264	07/19/16	STATE BAR OF WISCONSIN	STATE BAR		82.83	16032 6315
PU	1278	07/19/16	AMAZON MKTPLACE PMTS	WALK OUT WALK ON		11.53	16032 6315
PU	1280	07/19/16	AMAZON MKTPLACE PMTS	LOST YRS OF MERLIN		4.00	16032 6315
PU	1283	07/19/16	AMAZON MKTPLACE PMTS	ASTERIX OMNIBUS		23.88	16032 6315
PU	1295	07/19/16	BAKER-TAYLOR	BOOKS		71.96	16032 6315
PU	1300	07/19/16	INTERSTATE BOOKS4SCHOO	BOOKS		18.00	16032 6315

DocTy	Document Number	G/L Date	Explanation Alpha Name	-Remark-	Amount	Account
PU	1304	07/19/16	AMAZON MKTPLACE PMTS	BOOK REFUND	22.94-	16032 6315
PV	366791	07/08/16	OSOL, AMY	lost and paid	19.00	16032 6315
PV	367010	07/18/16	KIMBERLY PUBLIC LIBRARY	L&P	5.50	16032 6315
PV	367038	07/20/16	WOMEN MAGAZINE	magazine	16.00	16032 6315
PV	367124	07/21/16	SHAWANO CITY-COUNTY LIBRARY	l&p	18.00	16032 6315
PV	367143	07/21/16	WAUPACA AREA PUBLIC LIBRARY	l&p	14.00	16032 6315
PV	367149	07/21/16	LAMAIDE, RICHARD	l&p	57.00	16032 6315
PV	367150	07/21/16	SEIDL, CASEY	L&P	16.00	16032 6315
PV	367151	07/21/16	STILLSON, BENJAMIN	l&p	15.00	16032 6315
16032					42,879.47	
PU	92	07/19/16	IN *CAPITAL COMPUTER L	LIBRARY PRINTING	43.95	16033 6301
PU	94	07/19/16	OFFICEMAX CT*IN#105875	LIBRARY PRINTING	252.10	16033 6301
PU	375	07/19/16	CDW GOVERNMENT	CANNON TONER	110.82	16033 6301
PU	503	07/19/16	CDW GOVERNMENT	DELL TONER	225.62	16033 6301
PU	523	07/19/16	CDW GOVERNMENT	CANNON INK	164.23	16033 6301
PU	1191	07/19/16	CDW GOVERNMENT	CANON TONER	110.82	16033 6301
PU	142	07/19/16	DMI* DELL HLTHCR/PTR	INTEL CORE PROCESSOR	4,615.55	16033 6327
PU	1121	07/19/16	CDW GOVERNMENT	SCANNER AND CABLE	215.91	16033 6327
PU	1168	07/19/16	CDW GOVERNMENT	3-YR REPAIR	315.80	16033 6327
PU	1180	07/19/16	CDW GOVERNMENT	3-YR WARRANTY	51.88	16033 6327
PU	213	07/19/16	DMI* DELL HLTHCR/PTR	EXT ON SERVER MAINT.	448.19	16033 6418
PU	1129	07/19/16	RICOH USA, INC	PUBLIC COPIER & YRLY	878.95	16033 6418
PV	366781	07/08/16	HEARTLAND BUSINESS SYSTEMS	renewal	239.40	16033 6418
PU	1167	07/19/16	CDW GOVERNMENT	ADOBE SOFTWARE	3,986.85	16033 6815
16033					11,660.07	
					75,090.79	

For the Seven Months Ending July 31, 2016

Description	Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Month of July	Current YTD Actual As Of July	Percent of Amended Budget
IB LIBRARY						
16010 Administration - Library						
6101 Regular Salaries	312,482.82	342,648	351,800	23,905.98	177,612.22	50
6105 Overtime	2.59-	0	0	.00	.00	0
6107 Temp. Full - Time	.00	0	0	.00	801.47	0
6108 Part-Time	6,367.07	10,422	10,422	534.80	3,955.46	38
6110 Other Compensation	50.00	0	0	.00	.00	0
6115 Vacation Pay	33,929.52	0	0	3,743.62	14,441.71	0
6150 Fringes	115,621.31	119,068	119,068	9,962.25	67,430.94	57
6201 Training/Conferences	2,401.93	4,055	7,555	325.00	6,120.21	81
6206 Parking Permits	2,133.00	2,124	2,124	.00	2,188.00	103
6301 Office Supplies	3,003.45	4,500	4,500	272.48	1,905.24	42
6303 Memberships & Licenses	3,365.00	1,995	1,995	.00	2,737.00	137
6305 Awards & Recognition	845.77	850	850	.00	853.64	100
6307 Food & Provisions	1,374.23	1,135	1,135	144.53	388.60	34
6320.1 City Copy Charges	.00	0	0	.00	20.00	0
6320.2 Outside Printing	54.25	100	100	.00	.00	0
6324 Medical/Lab Supplies	114.44	100	100	.00	.00	0
6412 Advertising	1,240.21	1,250	1,250	.00	127.92	10
6413.7 Telephone	2,718.59	2,685	2,685	225.61	1,580.32	59
6413.8 Cellular Phones	944.14	1,085	1,085	.00	407.35	38
6418 Equip Repairs & Maint	.00	500	500	.00	.00	0
6599 Other Contracts/Obligations	3,300.00	4,000	4,000	.00	2,825.00	71
00003951 Friends of Appleton Library	.00	0	0	.00	463.00	0
6301 Office Supplies	.00	0	0	295.00	295.00	0
6303 Memberships & Licenses	.00	0	0	.00	210.00	0
6305 Awards & Recognition	.00	0	1,000	53.63	143.25	14
6307 Food & Provisions	.00	0	4,750	.00	330.00	7
6599 Other Contracts/Obligations	.00	0	4,750	.00	330.00	7
16010 Administration - Library	489,943.14	496,517	514,919	39,462.90	284,836.33	
16021 Children's Services						
6101 Regular Salaries	342,146.82	355,034	363,385	25,133.72	187,140.60	52
6105 Overtime	287.03	0	0	.00	60.78	0
6108 Part-Time	36,489.77	30,605	30,605	3,931.28	25,761.18	84
6114 Sick Pay	2,529.80	0	0	.00	.00	0
6115 Vacation Pay	29,694.70	0	0	1,637.48	16,231.55	0
6150 Fringes	128,875.44	130,748	130,748	8,404.39	65,924.29	50
6201 Training/Conferences	4,271.91	3,570	3,570	50.00	1,083.62	30
6206 Parking Permits	2,604.00	2,604	2,604	.00	2,772.00	106
6301 Office Supplies	5,675.82	2,730	2,730	13.00	969.72	36
6327 Miscellaneous Equipment	130.42	250	250	.00	49.92	20
6599 Other Contracts/Obligations	1,000.00	1,000	1,000	.00	1,000.00	100
00003951 Friends of Appleton Library	.00	0	0	.00	60.00	0
6201 Training/Conferences	.00	0	3,000	50.00	636.39	21
6301 Office Supplies	.00	0	10,000	.00	1,002.50	10
6599 Other Contracts/Obligations	.00	0	10,000	.00	1,002.50	10
00003952 Reach Out & Read - United Way	.00	0	0	1,911.20	5,206.07	0
6301 Office Supplies	.00	0	90,150	.00	.00	0
6599 Other Contracts/Obligations	.00	0	90,150	.00	.00	0
00003954 Ready to Read - Appleton	.00	0	0	494.00	1,524.00	0
6301 Office Supplies	.00	0	0	494.00	1,524.00	0
00003955 ELL	.00	0	1,800	.00	.00	0
6108 Part-Time	.00	0	7,700	103.66	2,415.56	31
6301 Office Supplies	.00	0	7,700	103.66	2,415.56	31
16021 Children's Services	553,705.71	526,541	647,542	41,728.73	311,838.18	
16023 Public Services						
6101 Regular Salaries	411,575.76	471,847	476,350	26,256.55	231,458.26	49
6108 Part-Time	102,497.67	86,349	86,349	5,849.75	61,444.83	71
6114 Sick Pay	7,369.43	0	0	.00	1,046.10	0
6115 Vacation Pay	53,816.95	0	0	6,015.02	33,682.63	0
6150 Fringes	172,650.25	177,154	177,154	11,352.18	96,565.46	55
6201 Training/Conferences	1,295.96	1,835	1,835	.00	917.52	50
6206 Parking Permits	3,456.00	3,456	3,456	.00	4,212.00	122

For the Seven Months Ending July 31, 2016

Description	Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Month of July	Current YTD Actual As Of July	Percent of Amended Budget
6301 Office Supplies	3,511.49	3,950	3,950	76.77	706.32	18
6327 Miscellaneous Equipment	.00	500	500	.00	.00	0
6418 Equip Repairs & Maint	1,390.00	3,250	3,250	.00	3,170.00	98
16023 Public Services	757,563.51	748,341	752,844	49,550.27	433,203.12	
16024 Community Partnerships						
6101 Regular Salaries	291,171.34	341,224	346,611	22,555.33	177,268.72	51
6108 Part-Time	3,484.48	4,389	4,389	758.60	5,371.96	122
6115 Vacation Pay	38,977.75	0	0	4,675.87	15,761.78	0
6150 Fringes	102,523.72	110,645	110,645	9,816.01	67,615.93	61
6201 Training/Conferences	3,095.16	3,570	3,570	581.08	2,271.28	64
6206 Parking Permits	1,788.00	2,364	2,364	.00	2,016.00	85
6301 Office Supplies	1,640.72	2,250	2,250	.00	520.43	23
00003951 Friends of Appleton Library						
6201 Training/Conferences	.00	0	0	24.00	24.00	0
6301 Office Supplies	.00	0	3,000	236.56	1,524.75	51
6599 Other Contracts/Obligations	.00	0	10,000	166.33	1,086.32	11
16024 Community Partnerships	442,681.17	464,442	482,829	38,813.78	273,461.17	
16031 Building Operations						
6101 Regular Salaries	78,545.02	105,913	106,246	5,448.38	47,550.27	45
6105 Overtime	206.29	0	0	308.13	934.55	0
6108 Part-Time	3,478.42	5,952	5,952	162.61	2,827.90	48
6114 Sick Pay	.00	0	0	1,520.02	5,049.14	0
6115 Vacation Pay	9,028.92	0	0	1,138.84	5,826.77	0
6150 Fringes	38,814.05	54,173	54,173	3,396.44	24,345.18	45
6201 Training/Conferences	.00	200	200	.00	617.52	309
6206 Parking Permits	864.00	864	864	.00	972.00	113
6301 Office Supplies	.00	0	0	.00	45.84	0
6306 Building Maint./Janitorial	7,899.90	7,344	7,344	2,550.09	6,139.23	84
6308 Landscape Supplies	25.03	50	50	.00	.00	0
6309.2 Tools & Instruments	.00	50	50	.00	.00	0
6311 Paint & Supplies	67.08	100	100	.00	.00	0
6323 Safety Supplies	18.17	100	100	.00	.00	0
6327 Miscellaneous Equipment	903.31	250	250	200.97	395.85	158
6407 Collection Services	2,687.00	2,420	2,420	160.00	1,659.00	69
6413.1 Electric	109,161.14	98,538	98,538	11,549.66	59,704.05	61
6413.2 Gas	23,168.93	35,479	35,479	953.96	15,119.63	43
6413.3 Water	4,871.40	5,154	5,154	.00	2,513.05	49
6413.4 Waste Disposal/Collecti	2,028.32	2,155	2,155	.00	1,048.84	49
6413.6 Stormwater	2,444.49	2,643	2,643	.00	1,205.68	46
6416 Build Repairs & Maint.	1,838.94	5,000	5,000	.00	643.04	13
6418 Equip Repairs & Maint	481.55	400	400	113.72	232.66	58
6420 Facilities charges	158,430.47	186,199	186,199	.00	52,946.59	28
16031 Building Operations	444,962.43	512,984	513,317	27,502.82	229,776.79	
16032 Material Management						
6101 Regular Salaries	446,575.02	507,415	513,572	28,606.41	242,343.11	47
6107 Temp. Full-Time	1,795.08	0	0	1,063.20	7,088.30	0
6108 Part-Time	90,333.78	66,274	66,274	8,643.63	51,758.05	78
6110 Other Compensation	.00	0	0	.00	150.00	0
6114 Sick Pay	26.13	0	0	.00	.00	0
6115 Vacation Pay	60,413.73	0	0	3,622.43	29,055.71	0
6150 Fringes	158,665.78	171,509	171,509	11,355.44	93,521.15	55
6201 Training/Conferences	2,766.56	2,550	2,550	.00	902.52	35
6206 Parking Permits	4,896.00	4,896	4,896	.00	5,184.00	106
6301 Office Supplies	23,409.55	37,400	37,400	795.29	11,177.85	30
6306 Building Maint./Janitorial	7.73	0	0	.00	.00	0
6315 Books & Library Materials	625,865.47	578,185	604,558	42,084.18	289,826.65	48
6599 Other Contracts/Obligations	61,778.00	62,397	62,397	.00	62,396.00	100
00003951 Friends of Appleton Library						

For the Seven Months Ending July 31, 2016

Description	Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Month of July	Current YTD Actual As Of July	Percent of Amended Budget
6315 Books & Library Materials	.00	0	300	.00	.00	0
16032 Material Management	1,476,532.83	1,430,626	1,463,456	96,170.58	793,403.34	
16033 Network Services						
6101 Regular Salaries	78,781.44	94,494	96,408	6,840.12	50,217.11	52
6110 Other Compensation	.00	0	0	.00	100.00	0
6115 Vacation Pay	5,075.84	0	0	670.28	4,595.77	0
6150 Fringes	31,497.29	35,938	35,938	2,797.98	20,437.87	57
6201 Training/Conferences	.00	2,000	2,000	.00	617.52	31
6206 Parking Permits	576.00	576	576	.00	648.00	113
6301 Office Supplies	7,138.42	7,650	7,650	907.54	3,367.57	44
6327 Miscellaneous Equipment	45,918.23	66,000	66,000	5,199.14	19,807.88	30
6418 Equip Repairs & Maint	68,369.26	59,900	59,900	1,566.54	49,536.06	83
6815 Software Acquisition	9,027.07	8,250	8,250	3,986.85	6,201.88	75
16033 Network Services	246,383.55	274,808	276,722	21,968.45	155,529.66	
LIB LIBRARY	4,411,772.34	4,454,259	4,651,629	315,197.53	2,482,048.59	

For the Seven Months Ending July 31, 2016

Description	Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Month of July	Current YTD Actual As Of July	Percent of Amended Budget
LIB LIBRARY						
16010 Administration - Library						
4232 Library Grants & Aids	1,101,454.00	1,095,759	1,095,759	.00	623,185.00	57
4801 Charges for Serv.- Nontax	63,832.39	79,000	79,000	4,190.90	35,152.17	45
5015 Rental of City Property	30,000.00	30,000	30,000	.00	10,000.00	33
5020 Donations & Memorials	1,296.90	0	0	.00	1,154.81	0
5035 Other Reimbursements	56,507.48	0	24,500	40.18-	24,613.77	100
00003951 Friends of Appleton Library						
5035	.00	0	18,050	.00	47,251.61	262
16010 Administration - Library	1,253,090.77	1,204,759	1,247,309	4,150.72	741,357.36	
16021 Children's Services						
5035 Other Reimbursements	15,000.00	15,000	0	.00	.00	0
00003951 Friends of Appleton Library						
5035	.00	0	7,000	77,694.00-	19,455.04	278
00003952 Reach Out & Read - United Way						
5035	.00	0	90,150	77,694.00	77,694.00	86
00003953 Ready to Read - Comm Fdn						
5035	.00	0	15,000	.00	15,000.00	100
00003955 ELL						
5035	.00	0	9,500	.00	9,500.00	100
16021 Children's Services	15,000.00	15,000	121,650	.00	121,649.04	
16024 Community Partnerships						
5035 Other Reimbursements	.00	300	300	2.10	2.10	1
00003950 Library Public Use Printers						
5035	340.60	0	0	4.80	132.25	0
00003951 Friends of Appleton Library						
5035	.00	0	7,000	.00	7,000.00	100
16024 Community Partnerships	340.60	300	7,300	6.90	7,134.35	
16031 Building Operations						
5001 Fees & Commissions	1,458.74	1,500	1,500	2.75	717.52	48
16031 Building Operations	1,458.74	1,500	1,500	2.75	717.52	
16032 Material Management						
5035 Other Reimbursements	30,734.67	0	0	922.69	14,564.25	0
00003950 Library Public Use Printers						
5035	124.14	0	0	.00	.00	0
16032 Material Management	30,858.81	0	0	922.69	14,564.25	
16033 Network Services						
5035 Other Reimbursements	21.00	17,000	17,000	.00	.00	0
00003950 Library Public Use Printers						
5035	20,666.67	0	0	1,391.08	12,601.61	0
16033 Network Services	20,687.67	17,000	17,000	1,391.08	12,601.61	
LIB LIBRARY	1,321,436.59	1,238,559	1,394,759	6,474.14	898,024.13	

CITY OF APPLETON
Budget Amendment Request
Budget Year: 2016

[illegible]

For the purpose of:

- Distribution of lost & paid reimbursements to materials management to purchase new materials

Requested by:

Department Head

Date _____

Approved by:

Budget Entry (BE) No. _____

Anthony Saucerman, Finance Director

Date _____

Timothy M. Hanna, Mayor

Date

Reported to Finance Committee:

Date _____

BUDGET TRANSFER POLICY:

Transfers of \$15,000 or less between programs within a department and new appropriations of \$15,000 or less funded by grants, user fees, or other non-tax revenues require approval of the Mayor and the Finance Director.

The following items also require approval of the Finance Committee and two thirds of the Common Council:

- Any intradepartmental transfers or new appropriations of greater than \$15,000;
- Any interdepartmental transfers or interfund transfers;
- Any new appropriations funded by debt or current year tax levy;
- Any transfers from the reserve for contingencies;
- Use of funds budgeted for a particular capital project for any other purpose.

In no case may funds budgeted for personnel expense be used to supplement supplies and expense budgets

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City of Appleton

225 N. Oneida Street
Appleton WI, 54911

Meeting Minutes Library Board

Monday, July 25, 2016

11:00 AM

225 N. Oneida Street

Personnel & Policy Committee

1. Call meeting to order

Chairperson John Peterson called the meeting to order at 11:03 am.

2. Roll call of membership

Others Present: Colleen Rortvedt, Emily Truman

Present: 3 - Bergman, Hietpas and Peterson

Others : 1 - Scheuerman

3. Action Items

A. [16-1153](#) APL Children's Room Appropriate Use Policy

Attachments: [Childrens Room Appropriate Use August 2016 markup.pdf](#)

Peterson moved, seconded by Bergman, that the APL Children's Room Appropriate Use Policy be approved. Voice Vote. Motion Carried. (3-0)

B. [16-1154](#) APL Security Policy

Attachments: [Security Policy August 2016 draft redline.pdf](#)

Bergman moved, seconded by Hietpas, that the APL Security Policy be approved as amended. Voice Vote. Motion Carried. (3-0)

Closed Session

Bergman moved, seconded by Hietpas that the Committee go into Closed Session pursuant to WI statute 19.85(f)(c) to discuss personnel matters. Voice Vote. Motion Carried. (3-0)

Roll call was taken.

The Committee went into Closed Session at 11:27 am.

Hietpas moved, seconded by Bergman that the Committee reconvene in Open Session. Voice Vote. Motion Carried. (3-0)

Roll call was taken.

The Committee reconvened in Open Session at 12:10 pm.

C. [16-1155](#)

Library Director's 2016 mid-year performance review

Bergman moved, seconded by Hietpas, that the Personnel and Policy Committee's recommendation to accept the 2016 mid-year performance evaluation of the Library Director be approved. Voice Vote. Motion Carried. (3-0)

4. Adjournment

Bergman moved, seconded by Hietpas that the meeting be adjourned. Voice Vote. Motion Carried. (3-0)
The meeting adjourned at 12:13 pm.

Children's Room Appropriate Use Policy

Purpose

~~The mission of Children's Services is: "To enrich the lives of children and help them develop a love of learning. Children's Services provides access to quality children's materials and makes information and cultural opportunities available to children and people involved in children's lives."~~ The Appleton Public Library welcomes people of all ages to use its facilities and services. In an effort to ensure the safety and well-being of children, ~~ensure use of Children's Services consistent with their mission~~ and maintain an atmosphere of constructive library use, the following policy regarding appropriate use of the Children's Room is adopted.

Policy

1. The materials, services and equipment in the Appleton Public Library Children's room are intended for the use of children, their parents and caregivers, and others needing children's materials and services for some specific purpose. All other patrons are asked to use the adult areas of the library.
2. Appropriate use of the Children's room includes:
 - a. Use by children birth to age 14.
 - b. Use by a parent or caregiver while attending a child in the library. Parents and caregivers should generally be with the child in their care and assisting the child in using library resources.
 - c. Use by a teacher, day care provider, researcher, etc. in developing curricula or other resources related to children's literature or materials.
 - d. Use by a patron over age 14 when materials suitable to the patron's particular needs are not available in the adult areas of the Library.
 - e. Tour groups, visiting librarians, library volunteers, teachers, city officials, trades people, or others visiting the Children's area for business-related purposes.
3. Use of materials and/or computers that are openly available for viewing must be appropriate for all children using the area. Material that is not appropriate includes but may not be limited to sexualized nudity and/or extreme violence toward fantasy characters, human-like characters or recognizable animals. Loud, running violent commentary and/or use of profane language is also not appropriate in Children's Services.
43. Staff is authorized to enforce this policy, and may request that any persons using the children's area inappropriately leave the area.

04/03; 7/16

Appleton Public Library Security Policy

Purpose

The purpose of this policy is to maintain a safe and secure environment for the library staff and the public in accordance with the library's Rules of Conduct Policy.

Policy

1. The Library will monitor public behavior using staff and security equipment, subject to provisions of Wis.Stat. § 43.30 and the Library's Privacy Policy.
2. Inappropriate behavior of any library patron will be addressed with a response proportionate to the severity of the behavior.
3. Enforcement of this policy is the responsibility of all Library staff.
 - a. All staff members are expected to deal with any inappropriate behavior problems they encounter.
 - b. Any-All staff members have the right to ask others-other staff members, security and/or the police for assistance and should provide assistance when requested.
 - c. Any-All staff members may contact the Appleton Police Department ("APD") at any time to preserve his or her own safety, the safety of Library users or for assistance in enforcing this policy and preserving the library environment as defined by the policies adopted by the Library Board of Trustees ("library board").
 - d. Supervisors, professional librarians and monitors-Operations Clerks are expected to have a greater awareness of this policy and exhibit a willingness to step in and serve as a resource in helping other staff deal with problems.
 - e. Library staff who have acted in their best judgment in confronting a person-on-addressing violations of library policies and any other law, rule or regulation will be supported by their supervisor, the librarian in charge and the administration.
4. Response to Problems-Inappropriate Behavior:
 - a. Any staff member observing serious-criminal-behaviorClass 1 behavior, as defined in Section 5(a) below, such as assault, robbery, child pornography, child endangerment, etc., should-must contact the APDPolice immediately, followed by contacting the librarian in charge or their supervisor.

- b. ~~While evictions from the library are covered under 5.c. below, the~~ Library Board delegates authority to ~~ban-restrict~~ people from the Library for an extended period of time to the Library Director and Assistant Library Director. If the Director and Assistant Director are unavailable, a Section Supervisor may ~~ban-restrict~~ an individual for up to fourteen (14) consecutive days.
- c. The library board may also restrict individuals ~~may be banned-restricted~~ from entering the library for the following time periods:
 - i. ~~for a~~ specified limited time,
 - ii. ~~Indefinitely~~, pending some specified legal condition or ruling, or
 - iii. ~~Permanently~~.
- d. The length of the ~~ban-restriction~~ will depend on the following factors, as applicable, though other factors may be ~~relevant-considered~~ in specific cases:
 - i. Severity of offense,
 - ii. Prior and/or ~~Repeated~~ offenses,
 - iii. Likelihood of possible continued offenses, and/or
 - iv. Safety of library staff and patrons
- e. When an individual receives a library restriction~~is banned~~, that person and the ~~Police~~APD will ~~must~~ be notified within 2 business days~~24-hours~~ of the restriction in writing by the Library Director or designee, and the information will be made available to Library staff. Should a ~~banned restricted~~ individual return to the library in violation of the ~~ban~~restriction, staff should contact the ~~Police~~APD.
- f. Any staff member may stop someone from using equipment if the use violates rules or policy, or may contact a supervisor, as the situation warrants. Supervisors or ~~a~~Administration may bar patrons from using the equipment for a period of time or permanently.
- g. Any staff member may issue a verbal warning or may refer a problem to a monitor, supervisor or the librarian in charge, ~~unless it involves a Class 1 offense pursuant to sections 5(a) herein, in which case the APD must be contacted.~~
- h. Any staff member may evict a patron for violations of library rules or policies. Eviction will generally be from the library **building** as a whole, not just an area, and is generally for the balance of the day. In the case of juvenile patrons, staff may contact their parents or guardians.
- i. ~~Any~~All staff members ~~is~~are authorized to request identification from library users as necessary and appropriate for safety and security, or when library rules have been violated. Refusal to identify oneself under these circumstances may be grounds for contacting the ~~Police~~APD.

- j. All ~~S~~staff members have the right to take photographs of patrons as needed to identify them for security purposes.
- ik. Library staff will communicate disciplinary actions with one another, including reports to the supervisor, operations staff or librarian in charge. Disciplinary actions beyond verbal warnings ~~should~~ must be documented by library staff.

5. Classes of behavior and responses:

- a. Class 1 - ~~S~~erious danger or overt criminal behavior, including but not limited to:

- i. ~~F~~ighting or combative behavior,
- ~~ii. alcohol or drug intoxication~~
- ~~iii. possession of weapons~~
- ~~iv.~~ii. ~~E~~xhibitionism,
- ~~v.~~iii. ~~I~~inappropriate, overt, and/or unwelcome sexual behavior,
- ~~vi.~~iv. ~~T~~hreats,
- ~~vii.~~v. ~~R~~efusal to leave when asked,
- ~~viii.~~vi. ~~P~~hysical abuse,
- ~~ix.~~ ~~S~~talking,
- ~~x.~~vii. ~~possession of alcohol, except as part of an approved program~~
- ~~xi.~~viii. ~~P~~ossession of illegal drugs,
- ~~xii.~~ix. ~~C~~hild pornography,
- ~~xiii.~~x. ~~T~~heft, including theft of library materials,
- ~~xiv.~~xi. ~~V~~vandalism.

Staff response ~~will~~ must include calling the ~~p~~PoliceAPD and may result in the patron being immediately evicted and/or ~~banned~~ a restriction from the library.

- b. Class 2 - ~~P~~otentially serious behavior, including:

- i. Alcohol or drug intoxication,
- ii. ~~-~~Possession of weapons,
- iii. ~~-~~Possession of alcohol, except as part of an approved program,
- ~~i.~~iv. ~~V~~erbal abuse of staff or other patrons,
- ~~ii.~~v. ~~L~~oitering in a manner that interferes with others,
- ~~iii.~~vi. ~~E~~xcessively emotional, hostile, threatening or uncontrolled behavior,
- ~~iv.~~vii. ~~U~~se of loud profanity, obscenity or obscene gestures,
- ~~v.~~viii. ~~I~~ntentional entry into restricted areas of the building,
- ~~vi.~~ix. ~~P~~anhandling,
- ~~vii.~~x. ~~I~~ntrusive behavior, including staring at or following staff or patrons with the intent to annoy, harass them, violate privacy, or interfere with staff performance of duties or patrons use of the library.

Staff response will vary according to the severity of the disruption or threat, ranging from a warning ~~through to~~ calling the ~~p~~PoliceAPD- to immediate eviction and/or ~~banning~~ a restriction from the library.

c. Class 3 - ~~a~~Annoying or disruptive behavior, including:

- i. Bodily hygiene which is so offensive that it is a nuisance to patrons and staff,=
- ii. ~~I~~Loudness and/or talking in monologues,
- iii. ~~M~~onopolizing the time of Library staff,
- iv. ~~I~~inappropriate public displays of affection,
- v. ~~b~~Blocking the ~~I~~Library entry or sidewalk in front of the building,
- vi. ~~I~~Loud profanity or obscenity in front of the building or in the parking lot,
- vii. ~~O~~ther violations of the Rules of Conduct Policy

Staff response will vary according to the severity of the disruption, ranging from tolerance to warning. In severe or repeated cases, eviction, calling the ~~p~~PoliceAPD or ~~banning a library restriction~~ may follow.

~~6. The Library staff will communicate disciplinary actions with one another, including reports to the supervisor, monitor or librarian in charge. Disciplinary actions beyond verbal warnings should be documented by Library staff.~~

6. Appeals

Individuals who are restricted from the library may appeal their restriction by contacting the library director via library administration at 920-832-6170. The library director will respond to the reconsideration request within fourteen (14) regular business days by orally or written. If the person is dissatisfied with the decision of the library director, he/she may appeal to the library board within fourteen (14) regular business days after notification of the decision.

The library board will reconsider the decision at its next regularly scheduled meeting, allowing for fourteen (14) calendar days review time by the library board. The person appealing the decision shall be notified of the date, time and location the library board will hear the matter, and may appear at the board meeting to be heard. The person may be required to be accompanied or escorted to the meeting. Should the person requesting the appeal be unable to appear in person, he/she may ask the library board to consider the merits of the request based on a written statement.

The library board shall base its reconsideration on whether the decision conforms to this policy, and the matter will be heard and voted on in accordance with the library board's bylaws. The decision of the library board shall be final.

-5/02; 4/05; 6/07; 8/16

Downtown Appleton Mobility Plan – DRAFT

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Introduction

City centers across the nation are experiencing revival and renaissance. Demographic and market studies consistently show that in a 21st century economy, people want livable, walkable neighborhoods. A combination of transportation strategies is needed to accommodate these shifting attitudes.

Study Area

The study area is bound by the following streets:

- WIS 47 (Richmond Street / Memorial Drive) to the west
- Atlantic Street to the north
- Lawe Street to the east
- Fox River to the south

This area is approximately 0.92 miles wide and 0.7 miles high, resulting in an overall study area of approximately 0.64 square miles. For a larger map of the study area, see Exhibit 1.

Purpose of the Study

The purpose of the Downtown Appleton Mobility Study is to determine and evaluate strategies that would improve multi-modal mobility and traffic circulation in downtown Appleton. The study included an evaluation and analysis of existing and projected conditions, an evaluation of alternative transportation modes (bicycle, pedestrian) and recommendations for future projects.

The results of the study, documented in this Mobility Plan, are intended to set the stage for reconfiguring the transportation network in downtown Appleton. The proposed transportation network provides convenient access to valuable community resources such as employment centers, parks, the Fox River, cultural and entertainment attractions and civic uses. A well-designed multi-modal transportation network supports community health and well-being and promotes a strong economy.

Mobility is about more than just vehicular traffic. One-third of the population does not drive.



Existing Conditions

Traffic flows well through downtown Appleton, even during peak hours. The study area is also already generally a pleasant place to bike and walk.

Vehicles

Traffic operations were analyzed for existing conditions (2015) and projected year 2036 no-build conditions. The 2036 no-build analysis looks at traffic operations in 2035 with no changes to the transportation system other than signal timing improvements.

Average Daily Traffic

Average Annual Daily Traffic (AADT) data was provided by the City of Appleton. The data included AADT counts from 2010 – 2015 along major routes within the study limits. Additional AADT data available from the Wisconsin Department of Transportation (WisDOT) for major routes (College Avenue, Richmond Street, etc.) in the study area was also referenced. See Exhibit 2 for a map of AADT in the study area.

Intersection Turning Movement Counts

The City of Appleton provided turning movement counts for six intersections in the study area. To supplement this data, turning movement traffic counts were conducted in November and December 2015. The counts were completed for the PM peak period from 3-6 PM. The PM peak hour was determined to be the controlling period for traffic operations by city staff. For a list of all intersections where traffic counts were conducted, see Appendix A.

Traffic Forecasting

The 2036 traffic forecasts were based on the AADT and intersection turning movement count data described previously. This information was provided to the East Central Wisconsin Regional Planning Commission (ECWRPC). ECWRPC used the regional travel demand model to predict future traffic growth. For additional information on the traffic forecasting process, see Appendix B.

Traffic Operations

Traffic operations for existing conditions and 2036 future conditions were analyzed using the Highway Capacity Manual (HCM) method in Synchro traffic modeling software

for all stop-controlled intersections and Synchro methodology for all signalized intersections. The intersection Level of Service (LOS) of all analyzed intersections can be seen on Exhibit 3. If any specific movement at any of the intersections operates at LOS E or worse, it is noted on the exhibit. Traffic modeling results for the existing conditions analysis and 2036 no-build analysis can be found in Appendix C.

LOS is based on the average control delay per vehicle. Control delay is the increased time of travel for a vehicle approaching and passing through a controlled intersection, compared with a free-flow vehicle if it were not required to slow or stop at the intersection. This delay is made up of a number of factors that relate to control, geometrics, and traffic flow. LOS is an indicator of driver discomfort, frustration, fuel consumption, and increased travel time.

Traffic congestion is minimal in downtown Appleton. Vehicles typically experience less than 20 seconds of delay at the majority of intersections during the PM peak hour.

LOS is assigned a letter "grade" from A through F. LOS A indicates operations with very low control delay while LOS F describes operations with extremely high average control delay. The LOS criteria for stop controlled (unsignalized) intersections is shown in Table 1 and the LOS for signalized intersections is shown in Table 2.

Table 1: Unsignalized Intersection Level of Service Criteria

Level of Service	Average Control Delay (sec/veh)
A	0-10
B	> 10 - 15
C	> 15 - 25
D	> 25 - 35
E	> 35 - 50
F	> 50

Source: Highway Capacity Manual

Table 2: Signalized Intersection Level of Service Criteria

Level of Service	Average Control Delay (sec/veh)
A	0-10
B	> 10 - 20
C	> 20 - 35
D	> 35 - 55
E	> 55 - 80
F	> 80

Source: Highway Capacity Manual

Pedestrians

Every trip begins and ends with walking.

To reach your vehicle, bike, or transit stop, one must walk. Pedestrian comfort and safety is critical to achieving a balanced, multi-modal transportation system.

The majority of the streets within the study area include continuous sidewalks on both sides. See Exhibit 4 for a map showing gaps in the sidewalk system. Where sidewalks do exist, some are aging and are in need of maintenance and repair. For those in wheelchairs or pushing strollers, most intersections within the study area include curb ramps. However, many of the existing curb ramps do not meet the current requirements of the Americans with Disabilities Accessibility (ADA) Guidelines. For example, detectable warnings are not present at many intersections.

Portions of the study area have terraces between the sidewalk and the curb, often including mature street trees. These areas are the places where walking is the most pleasant. Pedestrians have physical separation from moving traffic and have the benefit of shade. In other parts of the study area, the sidewalk is immediately adjacent to the curb. This creates a less appealing walking environment, particularly on the streets with heavier traffic volumes, such as Richmond Street.

The most significant pedestrian safety problems are at intersections.

With a nearly continuous sidewalk network, Downtown Appleton's most significant pedestrian safety problems are at intersections. Pedestrian crossings are most difficult on busier streets such as Richmond Street, particularly in locations where there are no traffic signals. In locations with more than one lane in the same direction, such as the midblock crosswalk located on Appleton Street between Lawrence Street and College Avenue, pedestrians are exposed to the multiple-threat condition. This is when a car in one lane stops for a pedestrian, and the vehicle in the adjacent lane does not stop. This is a high-risk condition for

pedestrians, particularly if vehicles stop close to the pedestrian, blocking the traffic in the adjacent lane from the pedestrian's view.

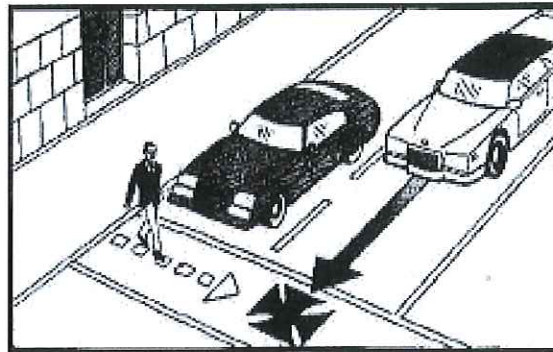


Figure 2: Multiple Threat Condition

A multiple-threat condition exists when a car in one lane stops for a pedestrian but a vehicle in the adjacent lane does not.

The study area has many unmarked crosswalks. Marked crosswalks are helpful in indicating preferred pedestrian crossing locations, to alert drivers to often-used pedestrian crossings, and to designate crosswalks on school walking routes. For the marked crosswalks that do exist, many are between six and ten feet in width. Wider crosswalks of ten to fifteen feet are more easily seen by drivers. Further, where marked crosswalks do exist, most consist of two parallel lines rather than high visibility crosswalks with transverse stripes, even in locations near schools where there is an increased need to draw driver's attention to the need to watch out for pedestrians.

The intersections of Lawrence and Morrison Streets and Lawrence and Oneida Streets have been observed to be problematic to pedestrians. Both are areas where there is high pedestrian demand and where the intersection geometry is complex.

There are also a number of existing plans and policies that address pedestrian and bicycle transportation in downtown Appleton. For a summary of these plans and their applicability to multi-modal mobility, see Appendix D.

Bicycles

Many streets in the study area are good for bicycling. However, they rarely have destinations people want to go to.

For the most part, downtown Appleton is a pleasant place to bike even though there are few designated bicycle facilities within the study area. See Exhibit 5 for a map of existing bicycle facilities in the study area. The street network is generally gridded, offering multiple route options. Major challenges in the study area include:

- College Avenue, where many destinations are located, is suitable only for enthused and confident bicyclists.

- Bicyclists are frequently observed riding on sidewalks in the study area, even when it is not allowed (College Avenue).
- Connections to the Fox River are lacking.
- There are few bicycle parking racks in the study area.

A Level of Traffic Stress analysis was performed to categorize study area streets based on how attractive they were to different categories of bicycle riders. A summary of this analysis can be found in Appendix E. The majority of the streets within the study area are comfortable for biking. While these streets do not contain many of the destinations people bike to, they do contain schools and homes. Efforts to make Appleton more bikeable will be made easier by the large number of streets already suited for most bicyclists.

Safety

Crash data for the five year period from 2010 through 2014 was reviewed to determine locations where vehicle, pedestrian or bicycle crashes occurred in downtown Appleton. Data was obtained from the Wisconsin Traffic Operations and Safety (TOPS) Laboratory.

Vehicles

Crash diagrams (see Appendix F) were prepared if an intersection had more than 20 crashes in the five year analysis period or if the intersection crash rate was greater than 1.0 crash per million entering vehicles. The following four intersections met these criteria:

- College Avenue and Appleton Street
- College Avenue and Drew Street
- Franklin Street and Superior Street
- Franklin Street and Morrison Street

Bicycles and Pedestrians

There were 70 pedestrian and bicycle crashes in downtown Appleton between 2010 and 2014. See Appendix F for more information. The following trends were noted:

- The intersection of College Avenue and Richmond Street has the highest number of crashes for both bicyclists and pedestrians.
- There were many pedestrian and bicycle crashes on College Avenue.
- Drew Street was the location of several bicycle and pedestrian crashes.
- The intersection of Richmond Street and Franklin Street was the location of several bicycle crashes.
- There was roughly the same number of bicycle and pedestrian crashes in the study area between 2010 and 2014.

Issues

The main issue in the study area is confusing northbound routing.

Identifying mobility issues in the study area was one of the first steps in the study. The issues identified and described below form the basis for the need for the study. The identification of issues was a joint effort between the study team, city staff, stakeholders and the public.

Northbound Routing

The existing northbound route through downtown Appleton requires misdirection for motorists and can be confusing. See Exhibit 6 for a map of the existing northbound route. In 1987, The City Center Plaza (originally The Avenue Mall) opened in downtown Appleton on the north side of College Avenue between Appleton Street and Morrison Street. Construction of the mall effectively severed a piece of the grid roadway network in downtown Appleton by removing a one-block portion of Oneida Street between College Avenue and Washington Street. Instead of a grid of two-way streets, northbound and southbound traffic through the middle of downtown Appleton was re-routed onto one-way streets.



Figure 3: Northbound Route
The route northbound traffic coming from the Oneida Street bridge takes to / through downtown Appleton is indirect and confusing.

Northbound traffic experienced the greatest traffic disruption. One of the main routes into downtown Appleton from the south is via the Oneida Street bridge over the Fox River. Currently, drivers proceed over the bridge and are then routed east along Lawrence Street before turning north along Morrison Street. North of College Avenue, the routing becomes more confusing. In the past, a splitter island at the Morrison Street and Harris Street intersection directed traffic west on Harris Street and then north on Oneida Street out of the downtown area. The splitter island was removed several years ago and traffic now follows whichever route it chooses, though Harris Street is still the marked route. This is confusing to drivers and leads traffic through residential neighborhoods north of downtown.

Southbound traffic follows Appleton Street through the downtown area. North of downtown, southbound traffic generally approaches from Oneida Street and is then redirected to Appleton Street just north of Pacific Street. Appleton Street transitions to a one-way street south of Washington Street.

Confusing Intersections

Several intersections in the downtown area were identified by city staff as confusing and/or unconventional.

Six of the seven intersections identified as confusing intersections are located on the city's one-way northbound route.

Field reviews of each intersection were completed and vehicular, bicycle and pedestrian issues were noted. The unconventional intersections include:

1. Oneida Street and Lawrence Street
2. Morrison Street and Lawrence Street
3. Morrison Street and Harris Street
4. Oneida Street and Harris Street
5. Oneida Street and North Street
6. Oneida Street and Pacific Street
7. State Street and Jackman Street

Details on each intersection can be found in Appendix G.



Figure 4: Oneida Street and Lawrence Street Intersection
The Oneida Street and Lawrence Street intersection is one of the most confusing in downtown Appleton.

Railroad Crossings

As part of an agreement with Canadian National Railroad, the City must close one at-grade railroad crossing somewhere within the city limits. Through a separate study, the City has identified two potential at-grade crossings located in the downtown study area which are being considered for closure. The crossing locations, which are described in more detail in Appendix H, are located at Oneida Street and Morrison Street.



Figure 5: Oneida Street Railroad Crossing



Figure 6: Morrison Street Railroad Crossing

Truck Routing

Existing truck routes through the downtown area are shown on Exhibit 7. Contrary to driver expectancy, the signed truck routes do not take drivers down College Avenue, instead redirecting eastbound/westbound traffic to Lawrence Street and Washington Street. Northbound and southbound routing is also confusing with truck routes that abruptly end and no truck route entering or exiting the downtown area to the north.

Loading Zones

The location and availability of loading zones is a very important issue to business owners in the downtown area. The marked loading zones noted on Exhibit 7 were noted during a December 2015 field review.

Abundance of On-street Parking

A Downtown Parking Study was completed by Walker Parking Consultants in February 2015. The plan analyzed existing parking conditions and proposed recommendations for changing parking facilities and policy in the future. The Blue Ramp (City Center ramp) will be removed from service within 5 years. The Soldier Square Ramp, operated by the YMCA and not city owned, is nearing the end of its useful life.

Current weekday peak parking conditions at 11 AM are 65% occupancy. Weekday evening parking conditions at 7 PM are 33% occupancy. On-street occupancy was measured at 42%. The study projects future parking supply given a variety of scenarios.

In each scenario, even with a new expo center, new library and other organic growth, an oversupply of parking is projected.

This oversupply also assumes closure of the Blue Ramp and the Soldier Square/YMCA ramp.



Figure 7: Washington Street Parking
Unoccupied on-street parking on Washington Street on a Saturday afternoon.

The parking oversupply is relevant to the mobility study for the following reasons:

- In order to provide bicycle facilities on some downtown streets, it may be necessary to reconfigure on-street parking in select locations. The oversupply of parking indicates that this is feasible from a parking utilization perspective.
- In order to encourage use of municipal and private parking ramps, it is necessary to have good pedestrian connections from those ramps to destinations throughout downtown. Parking in a ramp and walking a few blocks to a nearby destination should not be a significant inconvenience for users.

Unwarranted Traffic Signals

There are two traffic signals in the study area that do not meet traffic signal warrants.

There is not enough vehicular traffic or pedestrians passing through the intersection to justify the traffic signal from an engineering perspective.

The signals are located at the following intersections:

- Franklin Street and Superior Street
- Franklin Street and Oneida Street

See Appendix I for more information.



Figure 8: Franklin Street and Oneida Street Intersection
The existing traffic signal at the Franklin Street and Oneida Street intersection is not warranted.

Low Levels of Traffic Congestion

Most communities would consider low levels of traffic congestion to be a positive attribute. While this is true, very low levels of traffic congestion in a downtown area can also be an indicator of a lower level of economic activity. Existing traffic congestion in downtown Appleton, especially off College Avenue, is low and is predicted to remain that way through 2036 under the no-build scenario.

A well designed transportation system is needed to shape transportation demand and serve the economic future.

Access to the Fox River

One of the major challenges in downtown Appleton for vehicles, pedestrians and bicyclists is connecting to the Fox River. Close to the river, the streets stray from the grid pattern characteristic of most of the study area. In part due to topography challenges, relatively few streets connect to the river. Pedestrian desire lines have been trampled into the ground in some locations, indicating demand for more connections to the water. Vehicular access to the river is limited to Water Street which can only be accessed from two points in the downtown area – Drew Street and Jackman Street.



Figure 9: Pedestrian Trail to Water Street
A pedestrian trail trampled in the grass. The trail leads from the Water Street and Old Oneida Street intersection up the bluff.

Crosswalks

Downtown Appleton's most significant pedestrian safety problems are at intersections. The study area has many unmarked crosswalks. Marked crosswalks are helpful in indicating preferred pedestrian crossing locations, to alert drivers to often-used pedestrian crossings, and to designate crosswalks on school walking routes. For the marked crosswalks that do exist, many are between six and ten feet in width. Wider crosswalks of ten to fifteen feet are more easily seen by drivers. Further, where marked crosswalks do exist, most consist of two parallel lines rather than high visibility crosswalks with transverse stripes, even in locations near schools where there is an increased need to draw driver's attention to the need to watch out for pedestrians. High visibility crosswalks are most beneficial at unsignalized intersections.



Figure 10: Downtown Area Crosswalk
Crosswalks in the downtown area lack visibility.

Bicycle Access to Destinations

Although the majority of the streets in the study area are already comfortable for biking, there are rarely destinations on these streets that people want to get to. In the study area, a large majority of the destinations are on College Avenue. Biking is not allowed on College Avenue sidewalks. This fact, combined with the lack of designated bicycle facilities, amount of traffic on College Avenue, and frequent parking turnover make biking on this road undesirable for most cyclists.

Bicycle Parking

One of the most common obstacles for people using their bicycles is the lack of secure bicycle parking facilities when they arrive at their destination. Providing bicycle parking encourages people to use their bicycles and also benefits non-cyclists because bicycles are less likely to be locked to trees, benches, light posts and railings. This can cause damage to the street furniture and can result in bicycles blocking the sidewalk.



Figure 11: College Avenue Terrace
Bicycle parking is scarce in the study area, especially on College Avenue where there are many destinations.

Alternatives Considered

All alternatives seek to address the issues identified in the “Issues” section.

Traffic

Three alternatives were considered to improve traffic operations in downtown Appleton. These alternatives are described in more detail below. A fourth concept, which included a set of one-way pairs using Appleton Street and Oneida Street, was not studied because it necessitated removing a portion of the City Center Plaza and reconnecting Oneida Street. Studying the feasibility of this alternative from a structural standpoint was not supported by the Municipal Services Committee and therefore this concept was not studied.

Bicycle and pedestrian alternatives are described in detail following the description of traffic alternatives.

Alternative 1: Maintain Northbound Routing

Alternative 1 does not include any changes to northbound routing through downtown Appleton. Traffic entering the study area from the Oneida Street bridge would continue to follow one-way Lawrence Street to Morrison Street. There

would be no major changes to the confusing intersections identified along the current northbound route.

This alternative would include the following changes:

- Removal of the traffic signals at the Franklin Street and Superior Street and Franklin Street and Oneida Street intersections. Both intersections would be replaced with two-way stop control on the Superior Street and Oneida Street.
- Updated signal timing at all intersections in the study area to reduce delay.
- Designating College Avenue as a truck route in the study area.

This alternative would provide minimal traffic benefits to downtown Appleton.

Alternative 2: Two-way Appleton Street

Alternative 2 would convert Appleton Street to two-way traffic throughout the study area and make it the main north/south route into and through downtown.

This alternative would include the following changes:

- Converting the following one-way streets to two-way traffic :
 - Appleton Street between Prospect Avenue and Washington Street
 - Lawrence Street between Appleton Street and Durkee Street

Figure 12: Two-way Appleton Street
This rendering depicts the 100 block of Appleton Street between College Avenue and Lawrence Street (looking south towards Lawrence Street) after conversion from one-way southbound traffic to two-way traffic.



- Morrison Street between Lawrence Street and Harris Street
- Harris Street between Oneida Street and Morrison Street
- Durkee Street between Lawrence Street and College Avenue
- Reconstructing the northbound Oneida Street bridge over Jones Park to realign the roadway toward Appleton Street.
- Removing the curved portion of Oneida Street between Prospect Avenue and Lawrence Street.
- Removing Allen Street and extending Oneida Street south of Lawrence Street. The land south of Lawrence Street in this area is referred to as the bluff site and has redevelopment potential.
- Designating Appleton Street as the main north/south route to/through downtown
- Removal of the traffic signals at the Franklin Street and Superior Street and Franklin Street and Oneida Street intersections. Both intersections would be replaced with two-way stop control on Superior Street and Oneida Street.
- Removal of the traffic signal at Lawrence Street and Oneida Street. The intersection would be converted to two-way stop control on Oneida Street.
- Removal of the traffic signal at Lawrence Street and Morrison Street. The intersection would be converted to four-way stop control. Four-way stop control is recommended to improve pedestrian safety as this intersection is adjacent to the YMCA.
- Updated signal timing at all intersections in the study area to reduce delay.
- Designating College Avenue as a truck route in the study area.
- Converting the Harris Street and Morrison Street intersection from four-way stop to two-way stop on Harris Street.
- Converting the Harris Street and Oneida Street intersection from three-way stop to two-way stop on Harris Street and reconstructing the southeast quadrant of the intersection to remove the diverter.

This alternative addresses confusing northbound routing and the intersections associated with it. However, it will

also increase traffic congestion on Appleton Street and streets that intersect Appleton Street. On-street parking will also be removed on several streets to accommodate bicycle facilities. Consultant staff completed a PM peak hour traffic analysis and sensitivity analysis and City staff completed an AM peak hour traffic analysis and sensitivity analysis. For more details on the PM peak hour traffic analysis performed, see Appendix J.

Alternative 3: College Avenue Road Diet

A road diet typically involves converting an existing 4-lane, undivided roadway to a 3-lane segment consisting of two through lanes and a center, two-way left turn lane. This configuration, along with bicycle lanes and parking on both sides of the street, is proposed for Alternative 3. Road diets are known to reduce crashes (improve safety) and improve mobility and access for all road users. Road diets are also relatively low cost as they typically do not involve complete roadway reconstruction.

This alternative would not make any changes to northbound routing through downtown Appleton. Traffic entering the study area from the Oneida Street bridge would continue to follow one-way Lawrence Street to Morrison Street. There would be no major changes to the confusing intersections identified along the current northbound route.

The traffic analysis completed for the study showed that a road diet on College Avenue resulted in too much congestion on the roadway, even if Appleton Street was still one-way southbound. Significant queuing occurred at the signalized intersections along College Avenue resulting in very high LOS and near-gridlock conditions during the PM peak hour.

The College Avenue Road Diet alternative was dropped from further consideration due to unacceptable traffic operations on College Avenue.

See Appendix K for more information on the traffic analysis.

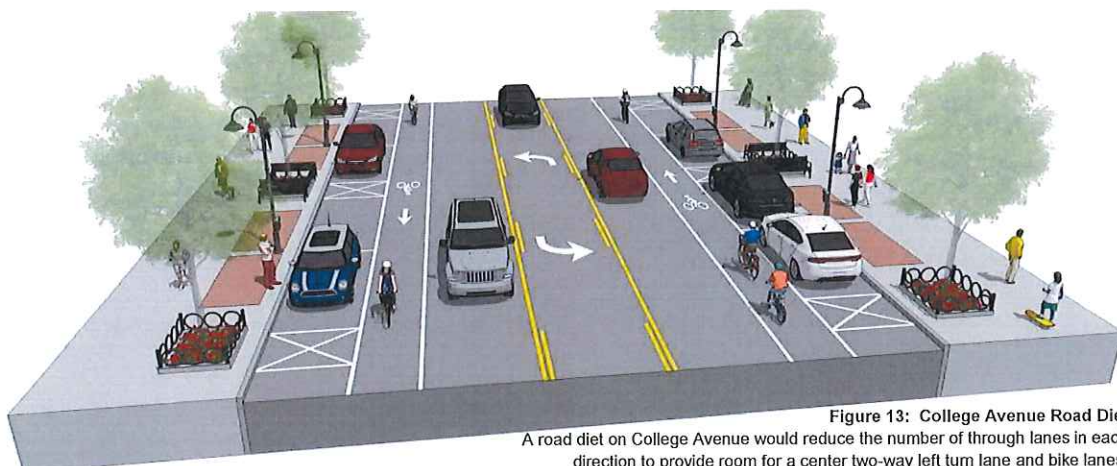


Figure 13: College Avenue Road Diet
A road diet on College Avenue would reduce the number of through lanes in each direction to provide room for a center two-way left turn lane and bike lanes.
AECOM

Pedestrian Facilities

This section provides a brief overview of pedestrian facilities and treatments considered for downtown Appleton.



Figure 14: Sidewalk

A sidewalk is a dedicated space for pedestrians adjacent to a street. Most streets in Downtown Appleton have sidewalks. A 5-foot sidewalk is typical in residential neighborhoods; in commercial areas, sidewalks can be much wider than 5 feet to accommodate additional pedestrian traffic and street furniture.



Figure 15: Slow Street

Slow streets are designed for very low speed use by giving pedestrians and bicyclists priority while limiting motor vehicle speeds. Slow streets are known by a variety of names including play streets, low speed streets, and "woonerfs" after their Dutch name. The streets are generally at sidewalk level, without curbs. Motor vehicles are allowed to use the street to gain access to homes, businesses, or parking, but at very low speeds. Often the street is designed with chicanes or street furniture that forces vehicles to meander and move at a very slow pace. Many European countries have turned other lower volume residential streets into slower streets using a variety of treatments.



Figure 16: Raised Intersection

Raised intersections elevate an entire intersection to the level of the curb and sidewalk, essentially creating a large speed table. Like raised crosswalks, raised intersections encourage motorists to yield to pedestrians because the raised intersection increases pedestrian visibility and forces motorists to slow down before going over the speed table. The crosswalks on each approach to a raised intersection are also elevated to enable pedestrians to cross the road at the same level as the sidewalk, eliminating the need for curb ramps. Raised intersections may use standard paving materials such as concrete or asphalt, or may use materials such as brick or other pavers to further differentiate the space.



Figure 17: Crosswalk: Marked

Marked crosswalks emphasize and designate the part of an intersection where drivers can expect pedestrians to cross. They also define the pedestrian crossing area where they otherwise would not exist such as a mid-block crossing. Motorists must always yield the right of way to pedestrians in any crosswalk except at a signalized intersection where pedestrians follow the appropriate signal. Crosswalks may be marked with two parallel lines ("standard") or with wide bars that run in the direction of traffic ("continental," shown here). Continental crosswalks are more visible to motorists than standard crosswalks.



Figure 18: Crosswalk: Unmarked

In Wisconsin, unmarked crosswalks are the continuation from a sidewalk on one side of the street to the other side of the street. Motorist must always yield the right of way to pedestrians in any unmarked or marked crosswalk except at a signalized intersection where pedestrians follow the appropriate signal.



Figure 19: Pedestrian Hybrid Beacon ("HAWK")

A pedestrian hybrid beacon is an overhead warning device, used at locations that are unusually hazardous or where pedestrians or bicyclists should be expected to cross throughout the day or where pedestrian crossing activity would not be readily apparent. The beacon is dark until activated by a pedestrian or bicyclist. When activated, the beacon displays a yellow signal followed by a red signal to drivers and a "walk" signal to pedestrians. Criteria for installation are available in the MUTCD.



Figure 20: Rectangular Rapid Flashing Beacons (RRFBs)

Rectangular Rapid Flashing Beacons (RRFBs) are attached to pedestrian crossing warning signs (mounted street-side as shown), or are overhead, and are pedestrian activated or automated by sensors. The beacon remains dark until activated by a pedestrian; when activated, the beacon flashes yellow strobe lights to indicate to drivers that a pedestrian is present and they should yield to the pedestrian.



Figure 21: Median Refuge Island

A median refuge island is a protected area in the center of a street that allows pedestrians to cross one direction of traffic at a time. This makes finding gaps in traffic easier on busy two-way streets.



Figure 22: Pedestrian Bump-out / Curb Extension

Curb extensions reduce the effective street crossing distance for pedestrians by narrowing the streets. They also have a minor impact on reducing traffic speeds by narrowing the street. Curb extensions can also provide space for bicycle racks, benches, or other amenities.



Figure 23: Raised Crosswalk

Raised crosswalks are elevated from the street level, typically to the level of the curb and sidewalk. Raised crosswalks are essentially speed tables with a flat top that is wide enough for a crosswalk. Raised crosswalks encourage motorists to yield to pedestrians because the raised crosswalk increases pedestrian visibility and forces motorists to slow down before going over the speed table. Raised crosswalks may eliminate the need for pedestrian ramps at intersections. Street drainage must be carefully considered when retrofitting raised crosswalks.



Figure 24: Wayfinding Signs

Wayfinding signs and maps can help pedestrians navigate areas with lots of major activity centers. Wayfinding signs can be placed at key intersections and decision points.



Figure 25: Pedestrian Lighting

Standard street lights often do not provide adequate lighting of pedestrian areas including sidewalks. In areas with significant pedestrian use, anticipated pedestrian use, or concerns about safety, pedestrian-scale lighting should be installed. Pedestrian-scale lighting focuses light on pedestrian areas including sidewalks and shared use paths, often using light fixtures that are lower to the ground than traditional street lights. Pedestrian-scale lighting often uses decorative poles that can enhance the aesthetics of a street, or provide a historic appearance in historic areas.

Photo source: NACTO



Figure 26: Street Furniture and Amenities
Street furniture such as benches or other seating platforms should be considered in areas of high pedestrian activity, or where such activity is desirable. Providing spaces for pedestrians to gather and socialize can add significantly to the appeal and vitality of a streetscape. In addition to benches, items including water fountains, trash and recycling receptacles and public art should be considered.

The study area includes numerous land uses: residential streets, commercial and retail areas, and Lawrence University. Pedestrian access is critical in all of these areas to allow people access to businesses and homes, to transit, and to provide transportation and recreation options. In general, downtown Appleton has a complete pedestrian network. However, there are gaps in the pedestrian system, and areas in which pedestrian accommodations could be enhanced.

Bicycle Facilities

This section provides a brief overview of bicycle facilities and treatments considered for downtown Appleton.



Figure 27: Bike Lane – Standard
Standard bike lanes are signed and marked with pavement markings to designate space for bicyclists outside of the travel lanes to minimize conflicts on busier streets. Bike lanes typically operate in the same direction as motor vehicle traffic. Bike lanes are best suited for two-way arterial and collector streets where there is enough width to accommodate a bike lane in both directions. On one-way streets, they may be located on either the right or the left side of the roadway.
Preferred Width: 5 feet plus gutter pan; 6 feet with integral curb and gutter; 6+ feet next to parking
Minimum Width: 4 feet plus gutter pan; 5 feet with integral curb and gutter; 5+ feet next to parking



Figure 28: Bike Lane – Buffered
Buffered bike lanes are standard bike lanes that include a painted buffer on one or both sides of the bike lane. This buffer provides increased separation between a bike lane and a motor vehicle travel lane or a parking lane. A typical bike lane and buffer combination is a 5 foot bike lane and a 2-3 foot buffer. A buffer next to travel lane ensures that motorists give bicyclists the minimum 3-foot clearance when passing. A buffer next to parked cars helps to keep bicyclists from riding in an area where car doors may open into their paths.



Figure 29: Bike Lane – Separated
Separated bike lanes, sometimes called "cycle tracks" or "protected bike lanes," separate the bike lane from travel lanes with a vertical element such as curbs, bollards, pavement elevation, parked cars, or planters. While separated bike lanes increase bicyclists' sense of comfort, they still have conflict points at intersections and driveways, where turning traffic crosses them. Separated bike lanes may be placed at street level, sidewalk level, or an intermediate level, and may include vertical or rolled curbs.
Preferred Width: 6.5 feet plus gutter pan (one way); 10+ feet plus gutter pan (two-way)
Minimum Width: 5 feet plus gutter pan (one-way); 8 feet plus gutter pan (two-way)



Figure 30: Bike Lane – Climbing

A climbing lane provides a bicycle lane or buffered bicycle lane in the uphill direction on a hill, and shared lane markings in the downhill direction. This is often done where there is not room to fit a bicycle lane on each side of the street; providing a bicycle lane uphill allows slow moving bicyclists to move out of the travel lane. Bicyclists traveling downhill are often moving much closer to the speed of motor vehicles, and shared lane markings help position bicyclists in the most appropriate location to ride while also providing a visual cue to motorists that bicyclists have a right to use the street.



Figure 31: Bike Lane – Contraflow

Counter-flow bike lanes are signed and marked lanes that accommodate bicycle travel on one-way streets in the opposite direction of motor vehicle traffic. Counter-flow bike lanes may be conventional bike lanes, buffered bike lanes, or fully separated bike lanes.



Figure 32: Bike Lane – Advisory

Many lower-traffic roads are too narrow to provide exclusive space for two standard-width bicycle lanes and two standard-width travel lanes. For lower volume, lower speed roads, advisory bike lanes (ABLs) have been developed as an alternative to a shared lane marking treatment to separate bicyclists from automobile traffic. These roads are marked to provide two separate standard width bicycle lanes on either side of a single shared (un-laned) motor vehicle travel space essentially creating a three-lane cross section. Roadway centerlines are not present. Parking lanes may be provided outside the advisory bike lanes.



Figure 33: Bicycle Boulevard (Neighborhood Greenway)

A bicycle boulevard is a street with low motorized traffic volumes and speeds designated to provide priority to bicyclists and neighborhood motor vehicle traffic. Bicycle boulevards may simply have signs and shared lane markings, or may include traffic calming elements including speed humps, traffic circles, chicanes, or traffic diverters. Bicycle boulevards benefit neighborhoods by reducing cut-through traffic and speeding without limiting access by residents. Recommendations for bicycle boulevards in this plan do not include guidance for specific treatments.



Figure 34: Shared Lane Marking (Sharrow)

Shared lane markings, sometimes called sharrows, are used on streets where bicyclists and motor vehicles share the same travel lane. The sharrow helps position bicyclists in the most appropriate location to ride. It also provides a visual cue to motorists that bicyclists have a right to use the street.

Shared lane markings are suitable for low-volume local and collector streets where there is insufficient right-of-way for bike lanes or where traffic volumes and speeds are low enough that a bike lane is not warranted. Shared lane markings should not be considered a replacement for bicycle lanes. The "Bicycles May Use Full Lane" sign (MUTCD R4-11) is commonly used in conjunction with shared lane markings and is recommended for the City of Appleton.

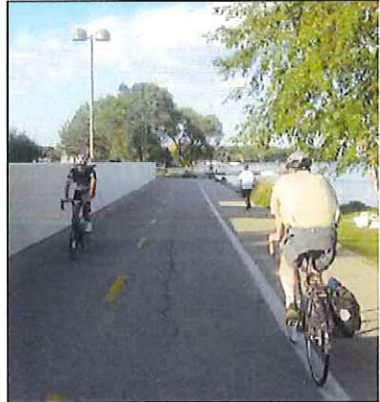


Figure 35: Shared-Use Path

A shared use path is an off-street bicycle and pedestrian facility that is physically separated from motor vehicle traffic. Typically shared use paths are located in an independent right-of-way such as in a park, stream valley greenway, along a utility corridor, or an abandoned railroad corridor. Shared-use paths are used by other non-motorized users including pedestrians, skaters, wheelchair users, joggers, and sometimes equestrians.

Consideration should be given to providing a smooth path surface for users. When concrete is used, joints should be saw cut. Asphalt is also an acceptable surface material.

Intersection Treatments and Bicycle Signage



Figure 36: Colored Pavement
Green colored pavement may be used to increase the visibility of bicycle facilities. Colored pavement may be used to highlight an entire bicycle corridor, but is most useful to highlight bicycle facilities in conflict areas – through intersections, across driveways, or crossing highway ramps.



Figure 37: Bike Box
A bike box is a designated area at the front of a traffic lane at a signalized intersection. Bike boxes provide bicyclists with a location to wait for a green signal that puts them in a location visible to motor vehicle traffic also stopped at the intersection. Bike boxes can facilitate left turns for bicyclists and can reduce the likelihood of “right-hook” crashes with turning vehicles. Bike boxes can also benefit pedestrians as they reduce vehicle encroachment in crosswalks. Installation of bike boxes also requires installation of “No Turn on Red” signs.



Figure 38: Bike Signal
Bicycle signals are traffic signals that govern bicycle movements at an intersection. Bicycle signals may be used when bicycles, pedestrians, and motor vehicles have different movement cycles.



Figure 39: Wayfinding Signs
Wayfinding signs indicate the direction and distance to specific destinations for bicyclists. Wayfinding signs can be used to enhance bicycle facilities including bike lanes, bike boulevards, and shared use paths. Signs can help bicyclists navigate the bicycle network and can be placed at key intersections to guide users to specific destinations. They can include the distance to those locations and approximate travel time as well.

For bicycle facility design guidance, refer to:

- AASHTO Guide for the Development of Bicycle Facilities, 4th Edition (<https://bookstore.transportation.org/>)
- Manual on Uniform Traffic Control Devices (<http://mutcd.fhwa.dot.gov/>)
- NACTO Urban Bikeway Design Guide (<http://nacto.org/publication/urban-bikeway-design-guide/>)
- Wisconsin Bicycle Facility Design Guide (<http://wisconsin.gov/Documents/projects/multimodal/bike/facility.pdf>)

Stakeholder / Public Involvement

The study team sought input from the community through a stakeholders group, public meetings, social media and meetings with key stakeholders.

Throughout the planning process, community involvement played a critical role in shaping the overall project approach and vision of the Mobility Plan. Interested persons were provided the opportunity to participate in a variety of involvement activities including a stakeholders group, public meetings, reading and commenting on social media, and attending city government meetings. This section provides a summary of each activity.

Stakeholder Group

A stakeholders group, consisting of representatives from various organizations / entities in the study area, was formed in January 2016. This group met three times during the study to provide input and ideas to the study team. A list of groups / individuals who participated in the stakeholders meetings can be seen in Table 3.

A list of meeting dates and the purpose of each meeting is noted below. A copy of the minutes, which include the comments submitted by each stakeholder, can be found in Appendix L.

- **February 3, 2016 – Meeting 1**
 - The purpose of the meeting was to educate the stakeholders on the purpose and need for the study and the issues identified by the study team. Feedback was sought on existing mobility issues and ideas for improvements.
- **March 21, 2016 – Meeting 2**
 - The purpose of the meeting was to gather feedback on traffic, bicycle and pedestrian improvement ideas.
- **July 6, 2016 – Meeting 3**
 - The purpose of the meeting was to review the draft recommended improvements prior to the July 12, 2016 Municipal Services Committee meeting.

Table 3: Stakeholders Meeting Attendees

Organization	Representative
History Museum	Nicholas Hoffman
Valley Transit	Dan Sandmeier
Appleton Mayor's Office	Chad Doran
Lawrence University	Jake Woodford
YMCA	Danielle Englebert
Appleton Community and Economic Development	Monica Stage
Appleton Police Department	Todd Freeman, Larry Potter
Appleton Library	Colleen Rortvedt, Jessica Brittnacher
Appleton Downtown, Inc.	Jennifer Stephany, John Peterson
Appleton Mayor's Office	Tim Hanna
Appleton Area School District	Joe Sargent
Alderperson – District 4	Joe Martin
Alderperson – District 2	Vered Meltzer
Alderperson – District 11	Patti Coenen
Appleton Health Department	Kurt Eggebrecht
League of Women Voters	Jeanne Roberts, Penny Robinson
East Central Wisconsin Regional Planning Commission	Melissa Kraemer Badtke
Alderperson – District 1	William Siebers

All entities listed attended at least one meeting.

Public Involvement Meeting

A public involvement meeting was held on Thursday, April 7, 2016. The purpose of the meeting was to educate the public on the purpose of the study, the issues identified by the project team, and gather their thoughts on traffic, bicycle and pedestrian improvement alternative ideas. The meeting included a formal presentation, a question / answer session, and time for attendees to speak individually with members of the project team.

Sixty people in addition to the study team signed in at the public meeting.

Three news media outlets, FOX, CBS and ABC, featured stories about the public meeting and the study on their newscasts. For more information, see the meeting minutes in Appendix M.



Figure 40: April 7, 2016 Public Meeting

Twenty people submitted comment forms at the meeting. A few representative comments are shown below.

- ✓ Like the idea of 2-way Appleton Street, but concerned about loss of on-street parking.
- ✓ Too much emphasis on bicycle accommodations.
- ✓ Like staircase from bluff site to Water St.
- ✓ 2-way Appleton solves northbound routing problem.

Social Media

The public involvement meeting was advertised using social media via the Appleton City Hall Facebook page. Prior to the meeting, four separate posts about the study were posted to the page. Each post contained a link to an article about the study. For a copy of each article, see Appendix N.

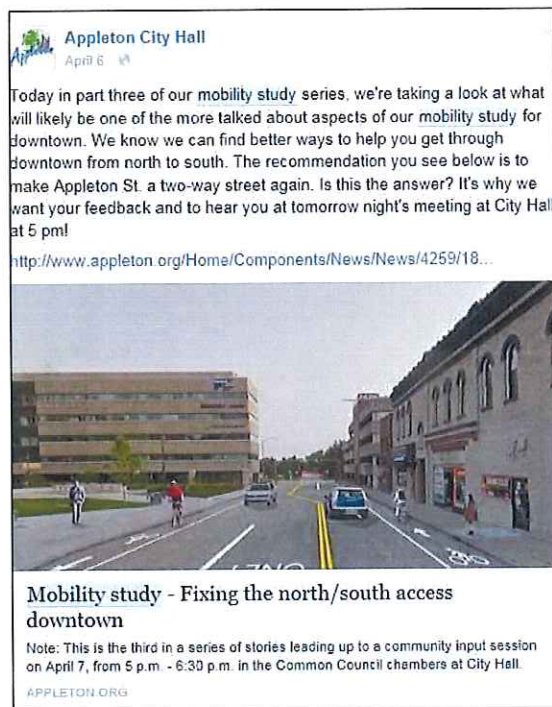


Figure 41: Facebook post discussing the study

The outreach via Facebook was very successful. Four days of posts reached approximately 20,400 people and resulted in 2,246 clicks to the website stories from Facebook. The posts received 589 likes/shares.

In addition to Facebook, city staff live-tweeted updates from the public involvement meeting via Twitter.

Municipal Services Committee Meetings

The mobility study was discussed at the Municipal Services Committee meeting on July 12, 2016. The meeting included a lengthy presentation about the study and a map showing draft improvement recommendations in the core downtown area.

This meeting was open to the public. Approximately 25 people attended the meeting and 18 people provided verbal comments following the presentation.

Most attendees were supportive of the draft recommendations.

Key concerns included:

- Need for loading zone in the 100 block of Appleton Street.
- Concern over the recommendation for bike lanes on Lawe Street and conflicts with vehicles and truck traffic.
- Need for education for bicyclists and drivers.

For more information, see the meeting minutes in Appendix O.

Other Meetings

Members of the study team also held separate meetings with representatives from the following organizations:

- YMCA – Tuesday, June 28, 2016
- Appleton Downtown, Inc. – Tuesday, June 28, 2016

Recommended Improvements

The recommendations improve northbound routing by eliminating one-way streets in the downtown area. A significant number of bicycle and pedestrian improvements help to improve mobility for multiple transportation modes.

Recommended improvements in the core downtown area bound by Superior Street to the west, Washington Street to the north, Drew Street to the east and Water Street to the south are shown on the Recommended Improvements Map in Exhibit 8. The map should be printed full size (36" x 48") for maximum readability.

Traffic Recommendations

Alternative 2: Two-way Appleton Street is recommended.

This alternative is recommended because it:

- Creates a direct northbound route to/through downtown Appleton by converting Appleton Street from one-way to two-way traffic. Appleton Street is already two-way north of Washington Street.
- Improves several confusing intersections by eliminating one-way streets.
- Provides an opportunity for additional economic development on the bluff site by creating a larger redevelopment parcel west of Trinity Church through the removal of Oneida Street south of Lawrence Street.
- Removes unwarranted traffic signals on Franklin Street to reduce delay.
- Creates direct truck routes through the study area.
- Best utilizes the existing right of way to improve mobility for all modes of transportation by including numerous bicycle facilities.

The specific changes recommended as part of this alternative are described in detail on the next several pages.

Convert One-way Streets to Two-way Streets

The following streets are proposed to be converted from one-way streets to two-way streets:

- Appleton Street between Prospect Avenue and Washington Street
 - The typical section north of Lawrence Street should include one through lane in each direction, left turn lanes at intersections and bike lanes. Lane widths vary depending on the available right of way.
 - South of Lawrence Street, two through lanes approach the intersection from the Oneida Street bridge. One lane should be designated as a right turn only lane at Lawrence Street and the other as a through lane to Appleton Street.
 - Restrict left turns at the following locations to maintain traffic flow or improve safety:
 - Left turns out of the private parking ramp in the northeast quadrant of the Appleton Street and Lawrence Street intersection. This ramp currently only has access to southbound Appleton Street. This modification would switch access to northbound Appleton Street.
 - Northbound left turns into the Red Ramp from Appleton Street.
 - Northbound left turns into the alley north of College Avenue from Appleton Street.
 - Left turns from the City Center Alley.
 - Left turns from the alley north of College Avenue.
 - When the Blue Ramp is removed, remove access to Appleton Street at this location and create a loading/parking zone.
- Lawrence Street between Appleton Street and Durkee Street
 - This section of Lawrence Street will need to be reconstructed to achieve the desired configuration. Additional right of way is proposed to be acquired from the south side of the street to provide one through lane in each direction, bike lanes, parking and a median.

- Morrison Street between Lawrence Street and Harris Street
 - The typical section should include one through lane in each direction, bike lanes and parking on one side of the street. A loading zone is provided near the YMCA.
- Harris Street between Oneida Street and Morrison Street
 - The typical section should include one through lane in each direction and parking on one side of the street. See Exhibit 9 for more details.
- Durkee Street between Lawrence Street and College Avenue
 - The typical section should include one through lane in each direction, bike lanes and parking on one side of the street. To achieve this configuration within the existing right of way, the existing terrace on the east side of the street will be removed.

See Exhibit 8 for a detailed map of improvements and the recommended typical section for each street. With regard to the prioritization of traffic improvements, reconstruction of the Oneida Street bridge and conversion of Appleton Street from one-way to two-way traffic south of Washington Street should be the first priority. This project is the impetus for the other one-way to two-way conversions and the entire downtown mobility plan.

Reconstruct the Oneida Street Bridge

The northbound Oneida Street bridge over Jones Park will need to be reconstructed and realigned to provide a direct connection to Appleton Street. The bridge was constructed in 1980 and rehabilitated in 2009. In 2014, the bridge had a sufficiency rating of 85.5, meaning it is still in good condition. It should be noted that construction of a new bridge would likely impact Jones Park, a Section 4(f) resource.

After the bridge is reconstructed, the portion of Oneida Street between Prospect Avenue and Lawrence Street should be removed. Removing this portion of Oneida

Street creates a large parcel of land for potential future development.

Remove Traffic Signals

Four traffic signals will be removed to decrease delay and improve mobility.

Remove traffic signals at the following intersections:

- Franklin Street and Superior Street. Install two-way stop control on Superior Street. Consider pedestrian refuge islands on Franklin Street as described in Appendix P.
- Franklin Street and Oneida Street. Install two-way stop control on Oneida Street. Consider pedestrian refuge islands on Franklin Street as described in Appendix P.
- Lawrence Street and Oneida Street. Install two-way stop control on Oneida Street. If a south leg of Oneida Street is not constructed in conjunction with potential redevelopment on the bluff site, stop control would be one-way on Oneida Street.
- Lawrence Street and Morrison Street. Install four-way stop control and create a raised intersection. This configuration will promote a safe environment for pedestrians adjacent to the entrance to the YMCA.

Reconstruct Lawrence Street

As noted previously, Lawrence Street will be reconstructed to accommodate 2-way traffic. Lawrence Street should also be realigned between Oneida Street and Morrison Street to remove the existing curve. Consider removing Allen Street and extending Oneida Street south of Lawrence Street in conjunction with any redevelopment of the bluff site.

Additional right of way is proposed to be acquired to provide one through lane in each direction, bike lanes, parking and a median. Raised intersections are

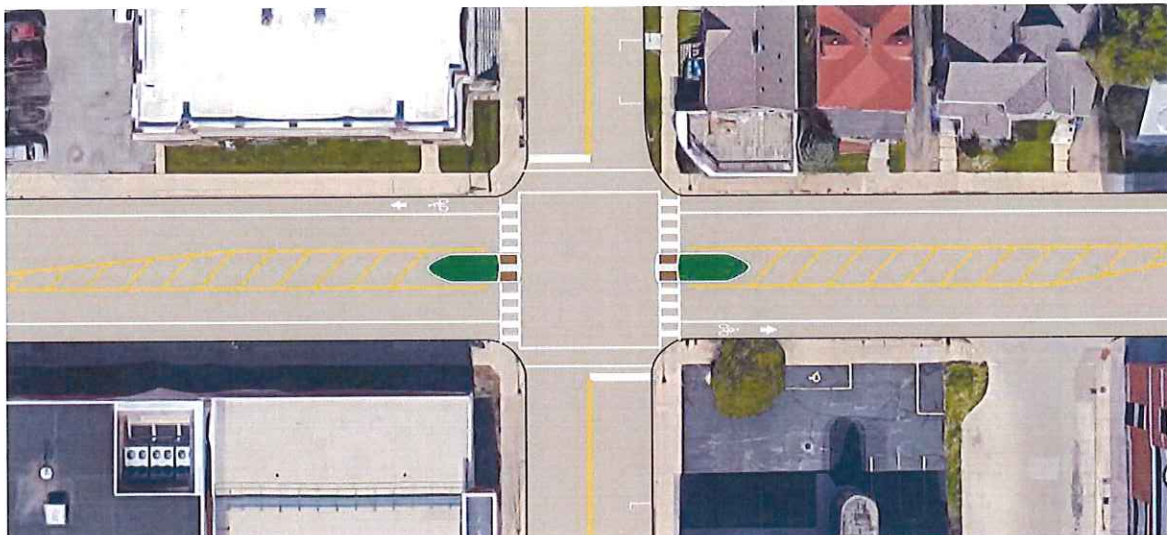


Figure 42: Franklin Street and Oneida Street Intersection
Conceptual image showing pedestrian refuge islands on Franklin Street.

recommended at the Morrison Street and Durkee Street intersections to promote pedestrian safety in the area surrounding the YMCA.

Modify Truck Routes

Truck routes through the downtown study area should be designated as follows:

- College Avenue between Richmond Street and Lawe Street
- Franklin Street between Richmond Street and Appleton Street
- Appleton Street between Lawrence Street and Franklin Street
- Oneida Street between the Fox River and Lawrence Street

Designate College Avenue a truck route.

This designation removes truck routes from the following locations:

- Lawrence Street between Memorial Drive and Morrison Street
- Morrison Street between Lawrence Street and Washington Street
- Washington Street between Division Street and Morrison Street.
- Division Street between Washington Street and Franklin Street

See Exhibit 7 for a map of existing truck routes and Exhibit 10 for a map of proposed truck routes. It should be noted that truck turns to/from College Avenue to Appleton Street will be very difficult and should only be attempted during off peak hours. Large vehicles will need the entire intersection area to complete turning movements.

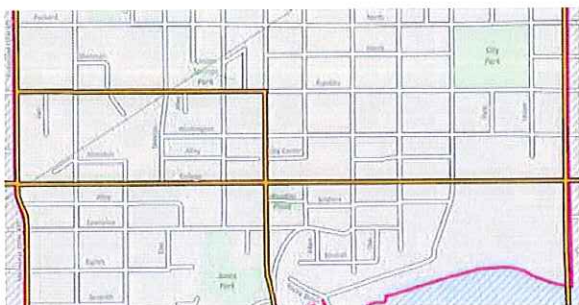


Figure 43: Proposed Truck Routes
Proposed truck routes on College Avenue, Appleton Street and Franklin Street.

Maintain Oneida Street Railroad Crossing

The Oneida Street railroad crossing is important for mobility in the study area and should not be removed.

- Oneida Street provides access to a large senior/low income apartment building immediately north of the railroad tracks. A Salvation Army building is located south of the railroad tracks on North Street. If the railroad crossing was removed, it would require residents living in the apartment building who visit the Salvation Army to

take a longer route, which may be difficult for seniors or those with limited mobility.

- Valley Transit uses Oneida Street for Route 5. This route includes a stop across the street from the senior/low income apartment building.
- The dead-end streets created by closing the railroad crossing would make access to the multiple commercial businesses in this area difficult.
- Oneida Street between Washington Avenue and Pacific Street is an alternate, parallel route to Appleton Street. Maintaining this link will improve mobility and reduce congestion on Appleton Street.

Reconstruct the Appleton Street / Oneida Street / Pacific Street Intersection

Designating Appleton Street as the main northbound route to/through downtown Appleton will increase traffic on Appleton Street. The existing intersection of Appleton Street / Oneida Street / Pacific Street was identified as a confusing intersection. Oneida Street access to Pacific Street is one way northbound and controlled with a yield sign, however vehicles typically do not yield as they should. An increase in traffic on Appleton Street will decrease the number of gaps for vehicles entering from Oneida Street which could become a safety issue. If a safety or operations issue develops, this intersection should be reconstructed to address this issue. City staff have created concept sketches for potential improvements to this intersection.

Pedestrian Recommendations

Every street is intended to provide for comfortable and safe pedestrian travel. This section contains recommendations related to pedestrian facilities in downtown Appleton, although most of the policy-related recommendations are applicable citywide and not just in the study area.

Sidewalks and Lighting

- Add sidewalks along any streets without sidewalks when they are next reconstructed; if reconstruction is more than ten years away, consider installing sidewalks as a standalone project. Dead-end streets may only require installation of a sidewalk on one side of the street, although sidewalks on both sides are recommended if buildings front on both sides of the street. Streets without sidewalks are displayed on Exhibit 4. The following streets should be a priority for sidewalk installation:
 - North Street between Oneida Street and Morrison Street
 - Pacific Street between Morrison Street and Durkee Street (crossing the railroad tracks)
 - Fourth Street between State Street and Walnut Street
 - Prospect Avenue between State Street and Sixth Street
- Ensure that adequate pedestrian lighting exists throughout the study area. Pedestrians do not feel

comfortable walking in poorly lit areas, and often will choose to avoid these areas. Pedestrian lighting should be present in all commercial areas of the study area, and along other corridors where pedestrians are expected or desired.

Crosswalks and Curb Ramps

- Crosswalks should be wider and marked with higher visibility markings than has traditionally been used in the study area. The following guidance should be used:
 - Crosswalks in the study area should be a minimum of eight feet wide.
 - High visibility continental or ladder markings should be used at stop controlled or uncontrolled crossings of collector and arterial streets (such as Appleton Street and College Avenue). Continental or ladder markings should be used at all intersections near schools, the library, the transit center, the YMCA, Lawrence University, parking ramps and other areas with significant pedestrian volumes. The Federal Highway Administration document *Designing Sidewalks and Trails for Access* recommends continental markings for all crosswalks due to the increased visibility of the markings.
 - Where transverse lines are used to mark crosswalks, each line should be a minimum of 12 inches wide.

Continental Crosswalk



Ladder Crosswalk



Figure 44: Typical Crosswalk Marking Styles

- Continue to ensure that ADA-compliant curb ramps are provided at all crosswalks (marked and unmarked). In general, this can be accomplished when the adjacent roadway is being resurfaced or reconstructed, although curb ramp retrofits may be warranted at select locations.

Pathways and Access to the River

- Provide a grand staircase or walkway from the corner of Olde Oneida Street and Water Street up the bluff to Kimball Street (currently the Fox Banquets property). Such a staircase could serve as a significant attraction downtown with lookouts or terraces cut into the hillside. This staircase

should be integrated with any redevelopment of the Trinity Lutheran Church / Fox Banquets properties and should be clearly and easily accessible from Soldiers Square and College Avenue. The staircase should including a bike runnel—a small ramp at the edge of the stairway that allows bicyclists to wheel their bicycles up and down the stairs. The final design should meet Americans with Disabilities Act (ADA) requirements by including a path; the path location should be proximate to the staircase itself. It may be desirable from a grade perspective to provide the path from the west end of Kimball Street to Rocky Bleier Run; this path would provide an accessible route as well as bicycle access to the riverfront.



Figure 45: Existing Conditions – Location of Proposed Staircase



Figure 46: Conceptual Rendering of Staircase (Actual design to be determined)

- Provide a wide shared use path from Lawrence Street through Jones Park to Rocky Bleier Run. This path should be ADA compliant, and should integrate with any redevelopment of the park.
- Consider providing a ramp in the existing City easement/property from Prospect Avenue to Water Street approximately where Elm Street intersects with Prospect Avenue. The ramp should comply with ADA requirements and should include lighting and regular landings for resting points. It may be feasible for the ramp to bridge over Water Street to provide a direct connection to the park on the south side of the street.

Bicycle Recommendations

The City adopted the City of Appleton On-Street Bike Lane Plan in September 2010. This document presents many recommendations for the study area, as well as the rest of the city. This document builds upon those recommendations, but this document is not intended to fully supplant the 2010 Plan. The 2010 Plan should be consulted for connections outside of the study area, as well as specific bicycle parking recommendations.

The proposed bicycle facilities create a comprehensive bicycle network for downtown Appleton. It is recognized that some projects may require years or even decades of planning, community discussion, and financial preparation before they can be realized. Many of these projects are also driven by opportunities; when a street is resurfaced or reconstructed, a much greater opportunity exists for incorporating a bikeway at a modest cost, but the bikeway improvement must be delayed for the roadway work. However, some projects represent very minor changes to existing infrastructure and can be implemented quickly and at little cost. It is also important to recognize that some network links are more critical than others. To this end, recommendations have been categorized into short, medium, and long term projects. See Appendix Q for a list of improvements included in each category and a map showing the location of each recommended improvement. An ultimate buildout map can also be seen in Exhibit 11.

- Short Term Improvements (0-3 years)
 - The timeframe for short term projects is roughly 0–3 years. These recommendations are typically expected to be less intrusive and less expensive such as adding shared lane markings to a street, or adding bicycle lanes with minimal impacts on parking. A few short term projects present some challenges and may be more expensive, but have been included because of the importance of the connection they create in the network.
- Medium Term Improvements (4-10 years)
 - The medium term includes projects that would be expected to be completed within 4–10 years. These projects tend to be more challenging than short term projects and likely require further study and more significant funding.
- Long Term Improvements (10+ years)
 - Projects in the long term category constitute useful connections in the bicycle network but are not likely candidates for implementation for ten years or more. The majority of these projects require significant reconstruction of a street or bridge in order to be achieved.



Figure 47: Bike Lanes

Regardless of the time horizon, these recommendations are meant to inform future decision making by the City. Any discussions of specific transportation investments ought to include consideration of cycling facilities, whether they appear as a recommendation in this plan or not. Such decisions should be informed by the contents of this plan but not restricted by it.

Table 4 displays the total centerline mileage of each type of recommended facility (i.e. bike lanes on both sides of a two-way street are only counted as one mile in Table 4). This table does not reflect facilities recommended in previous plans including the shared use paths near the riverfront.

Table 4: Centerline Miles of Recommended Bicycle Facilities by Facility Type

Facility Type	Miles
Bicycle Boulevard	1.42
Buffered Bike Lane	0.42
Bike Lane	5.26
Climbing Lane	0.32
Shared Lane Marking	2.20
Slow Street	0.07
Signed Route	0.43
Shared Use Path	0.62
Grand Total	10.74

Ultimate Buildout

The full bicycle facility recommendations are displayed on the Exhibit 11. This map reflects the ultimate buildout of facilities, and displays facilities that are recommended in previous plans. The facilities shown on this map should not be considered a limiting factor to adding bicycle facilities. Every time a street is resurfaced or reconstructed within the study area, the City should consider if it is appropriate and feasible to add a bicycle facility or treatment; this is particularly true further in the future as the conditions considered for this study change.



Figure 48: Packard Street – Existing Conditions



Figure 49: Packard Street – Proposed Buffered Bike Lane

Minimum Width Facilities

Design guidance for streets and bicycle facilities generally includes minimum recommended widths for driving, bicycle, and parking lanes. While it is acceptable to use minimum width facilities, using a minimum width facility adjacent to another minimum width facility can be problematic. For example, a 10 foot wide driving lane may be desirable to provide space for other uses such as bicycling or parking, and to calm traffic speeds. However, providing a 10 foot travel lane adjacent to a minimum width bike lane (four feet, not including gutter pan), can result in very uncomfortable situations for bicyclists, particularly if on-street parking is also provided. Whenever possible, bicycle lanes wider than the minimum should be provided; in particular, the combined width of a bicycle lane plus an on-street parking lane should be 14.5 feet. This helps prevent “dooring” crashes in which parked motorists open their car door into a bicyclist in a bike lane.

Bicycle Parking

One of the most common obstacles for people using their bicycles is the lack of secure bicycle parking facilities when they arrive at their destination. Providing bicycle parking encourages people to use their bicycles for transportation, but it also benefits non-cyclists:

- Bicycle parking is good for business. Economic development studies have found that people on bikes are more likely to make repeat trips to their local businesses, and to spend more money per month than those who drive.¹
- Bicycle parking is much more space-efficient than automobile parking. Every customer arriving on a bike leaves a car parking space free for someone else.

¹ Darren Flusche, “Bicycling Means Business: The Economic Benefits of Bicycle Infrastructure,” (Advocacy Advance, 2012)

- Providing bicycle parking gives a more orderly appearance to the streetscape. When bike racks are not present, people will lock their bikes to trees, benches, light posts, and railings. This causes damage to the street furniture and can result in bicycles blocking the sidewalk. Well-designed bicycle parking keeps bikes upright and out of the pedestrian right-of-way.

For additional bicycle parking recommendations, including information on acceptable bicycle racks for short and long term storage and policy recommendations, see Appendix R.



Figure 50: Saris brand Circle Dock Bike Rack

Other Considerations

Transit

Given the proposed changes to the transportation network in downtown Appleton, there will be impacts to existing Valley Transit routes. Many of the changes will be beneficial to transit riders as cities with grid systems and an abundance of 2-way streets offer the most options for routes and riders.

There are no transit stops shown on the proposed improvements map in Exhibit 8. This study did not include coordination with Valley Transit to determine where stops are needed and the type of accommodation desired. City staff should work with Valley Transit to determine the best way to incorporate transit routes and stops in to the proposed transportation network.



Figure 51: Valley Transit bus with bike racks

A method for improving transit operations is Transit Signal Priority (TSP). TSP works by allowing individual buses to communicate with the traffic signal controller at an

intersection it's approaching. If intersection conditions allow, the traffic signal phasing can be altered to prioritize the bus movement by extending the bus phase or shortening conflicting phases to bring up the bus phase sooner.

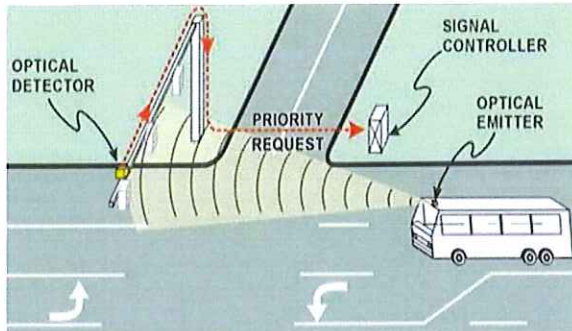


Figure 52: Transit Signal Priority (TSP)

Photo source: Streetsblog.org

The positive aspects of implementing TSP include reduction in bus travel times and improvement of on-time reliability. The negative aspect of TSP is the benefit is marginal for corridors with low traffic signal density and minimal recurring congestion. The College Avenue corridor has high signal density. While some recurring congestion is present, it's not to a degree where TSP would have a sizeable benefit. If the City wishes to pursue TSP, additional study to explore costs and benefits is recommended.

Loading Zones

The presence and availability of loading zones is very important to downtown business owners. Of particular concern during the study was the removal of parking and loading zones from the 100 and 200 blocks of Appleton Street. New loading zones are proposed on Oneida Street and Appleton Street and additional parking areas are proposed on Lawrence Street where none currently exist to help mitigate this concern. The Appleton Street loading zone and portions of the Oneida Street loading zone would not be available until after the Blue Ramp and YMCA ramp were removed. City staff should continue to work with downtown businesses to determine the most suitable locations for loading zones. One suggestion being considered is creating a loading zone on the west side of Houdini Plaza. It should be noted that Houdini Plaza may be considered a Section 4(f) resource.

Development / Land Use Changes in the Study Area

Many portions of the study area are poised for redevelopment. Anticipated changes include a new expo center on Lawrence Street, a new library (location unknown), potential redevelopment of the bluff site and other organic growth. These changes were considered as part of the study and a traffic modeling sensitivity analysis was done to reflect potential build conditions with 20 percent more traffic. The proposed improvements, which create a 2-way grid system for the majority of the downtown area, will also help alleviate congestion due to the availability of alternate routes.

If significant redevelopment is proposed for a specific site downtown, a traffic impact analysis (TIA) should be completed once details about the development are known. Given the limited right of way available in the downtown area, it is likely any development would need to use the existing or planned roadway system.

Cost Estimates

These planning-level costs should only be used as very rough figures for long-range budgeting for projects – actual budgets should be developed based on specific project scopes, engineering plans, and competitive bids.

Roadway Cost Estimates

Planning level roadway cost estimates will be developed for the reconstruction of Appleton Street (south of Washington Street) and the Oneida Street bridge prior to the final report submittal. This area was selected because it is most likely the first major section to be constructed and the impetus for construction on surrounding streets.

Bicycle Facility Cost Estimates

Developing accurate cost estimates for bikeways included in a plan is challenging for a number of reasons. Estimating costs for any project is a challenge, until the actual project is scoped and designed. Estimating bikeway costs that are part of a roadway project is especially vexing since it often is impossible to estimate what portion of the total cost of a larger roadway project should be attributed to bicycling when the bikeway is incidental to the overall project. Often that requires comparing the cost of the same project without a bikeway with the additional cost to add the bikeway. In most cases, that marginal cost for the bikeway is small since the fixed costs are already associated with the larger project and adding more to a project takes advantage of the economies of scale of the larger roadway project.

This plan provides planning-level cost estimates as a range for the recommended bikeway types to provide an order of magnitude for the potential costs involved. These planning-level costs should only be used as very rough figures for long-range budgeting for projects – actual budgets should be developed based on specific project scopes, engineering plans, and competitive bids. The cost assumptions are based on regional and national-level data for bikeway construction projects. Table 5 provides a range of facility costs for the recommended bikeways for this plan while Table 6 provides the recommended system mileage and a computation of the costs based on the per mile costs and the mileage.

Table 5: Planning Level Cost Estimates for Bicycle Facilities (per mile)

Facility Type (Action)	Low Estimate per Mile	High Estimate per Mile
Signed Route (Add Signs)	\$3,000	\$5,000
Shared Lane Marking (Add Markings and Signs)	\$10,000	\$15,000
Bike Lane – Paint (Add Striping and Signs)	\$10,000	\$20,000
Bike Lane – Thermoplastic (Add Striping and Signs)	\$20,000	\$40,000
Bike Lane (Widen Road and Add Signs)	\$200,000	\$350,000
Climbing Lane – Paint (Add Striping and Signs)	\$10,000	\$20,000
Buffered Bike Lane	\$30,000	\$40,000
Bicycle Boulevard (Add traffic calming, Markings and Signs)	\$5,000	\$100,000
Shared Use Path (Construct New)	\$300,000	\$500,000

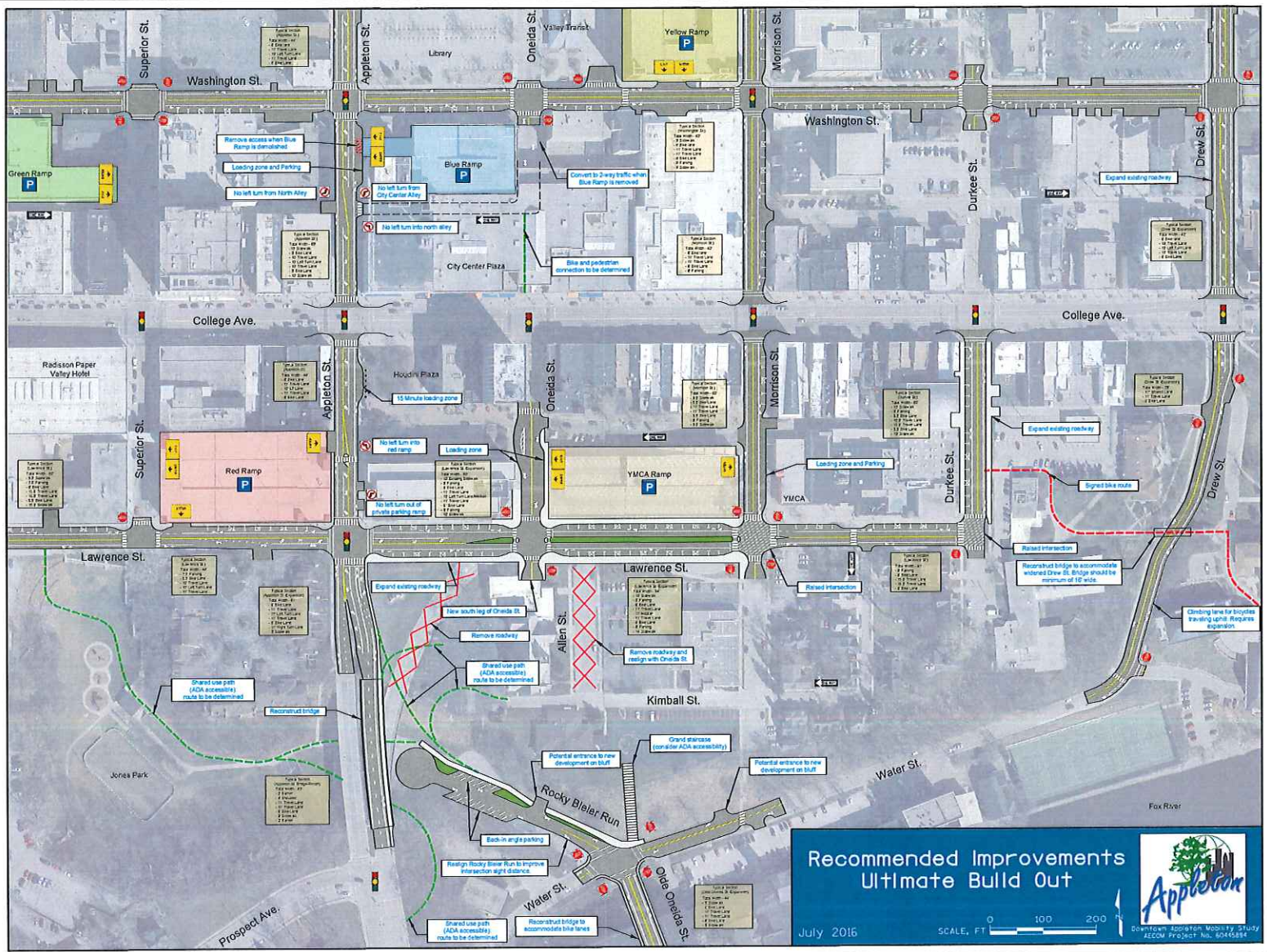
Table 6: Total Planning Level Estimated Costs by Facility Type

Facility Type	Miles	Low Estimate	High Estimate
Signed Route	0.43	\$2,000	\$3,000
Shared Lane Marking	2.20	\$15,000	\$22,000
Bike Lane	5.26	\$43,000	\$64,000
Climbing Lane	0.32	\$4,000	\$7,000
Buffered Bike Lane	0.42	\$13,000	\$17,000
Bicycle Boulevard	1.42	\$8,000	\$142,000
Slow Street*	0.07	\$100,000	\$200,000
Shared Use Path	0.62	\$61,000	\$101,000
Total	10.74	\$388,000	\$791,000

Notes: The cost for building a Slow Street is approximately the same as a standard street reconstruction. A single cost for providing bike lanes is provided regardless of if street widening will be required or not.

Exhibit 8

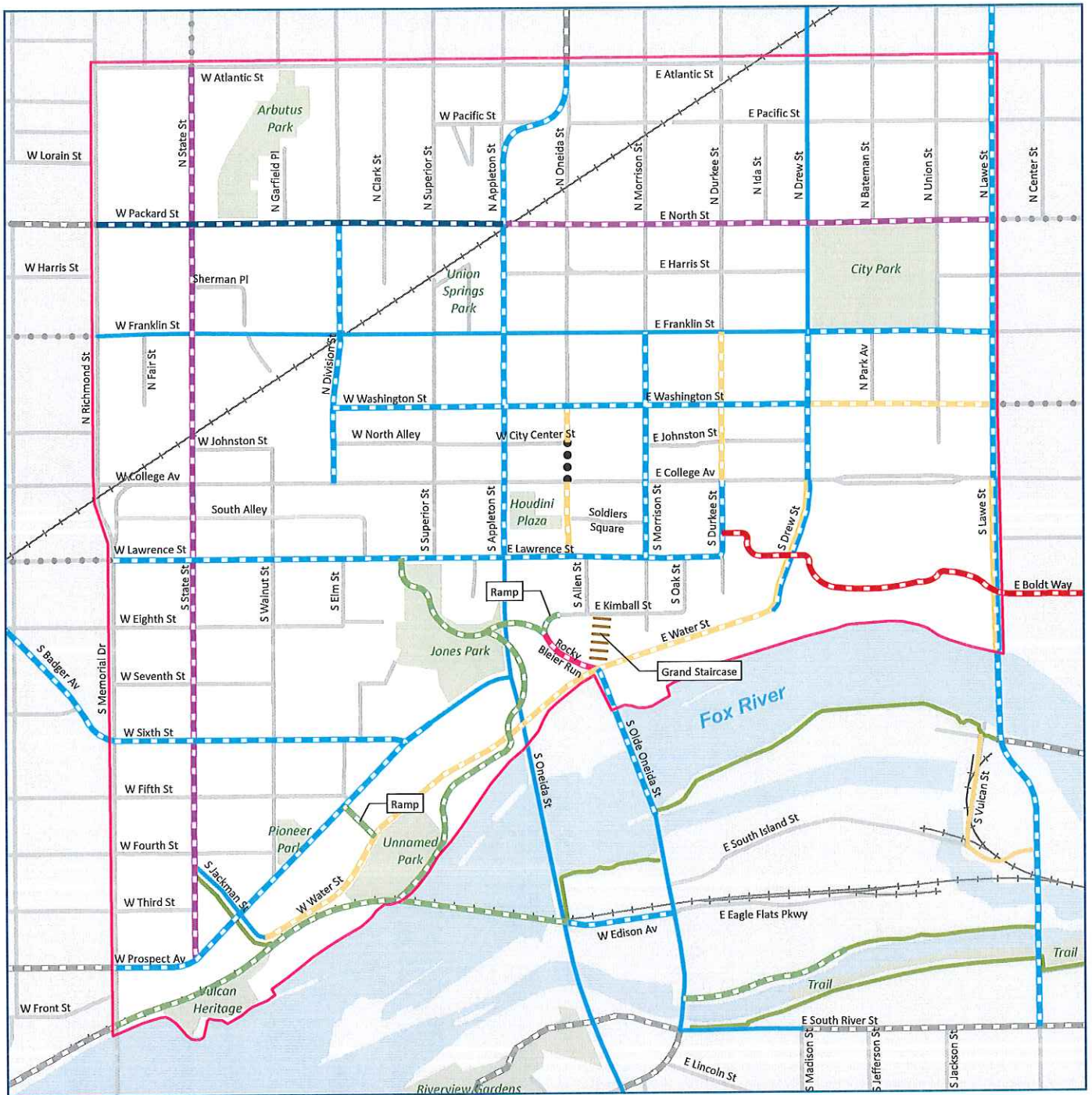
Recommended Improvements



Appendix Q

Bicycle Recommendations

Downtown Appleton Mobility Study



Proposed Bicycle Facilities - Ultimate Build Out

July 2016

Legend

- Study Area
- Park
- Water

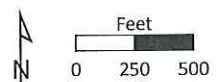
Existing Bicycle Facilities

- Bike Lane
- Shared Lane Marking
- Shared Use Path

Proposed Bicycle Facilities

- Buffered Bike Lane
- Bike Lane
- Climbing Lane
- Shared Lane Marking
- Shared Use Path
- Slow Street
- Bicycle Boulevard
- Signed Route
- Shared Use Path
- To Be Determined

- Bike Lane (2010 Plan)
- Signed Route (2010 Plan)



Bicycle Facility Recommendations: Short Term (0 – 3 Years)

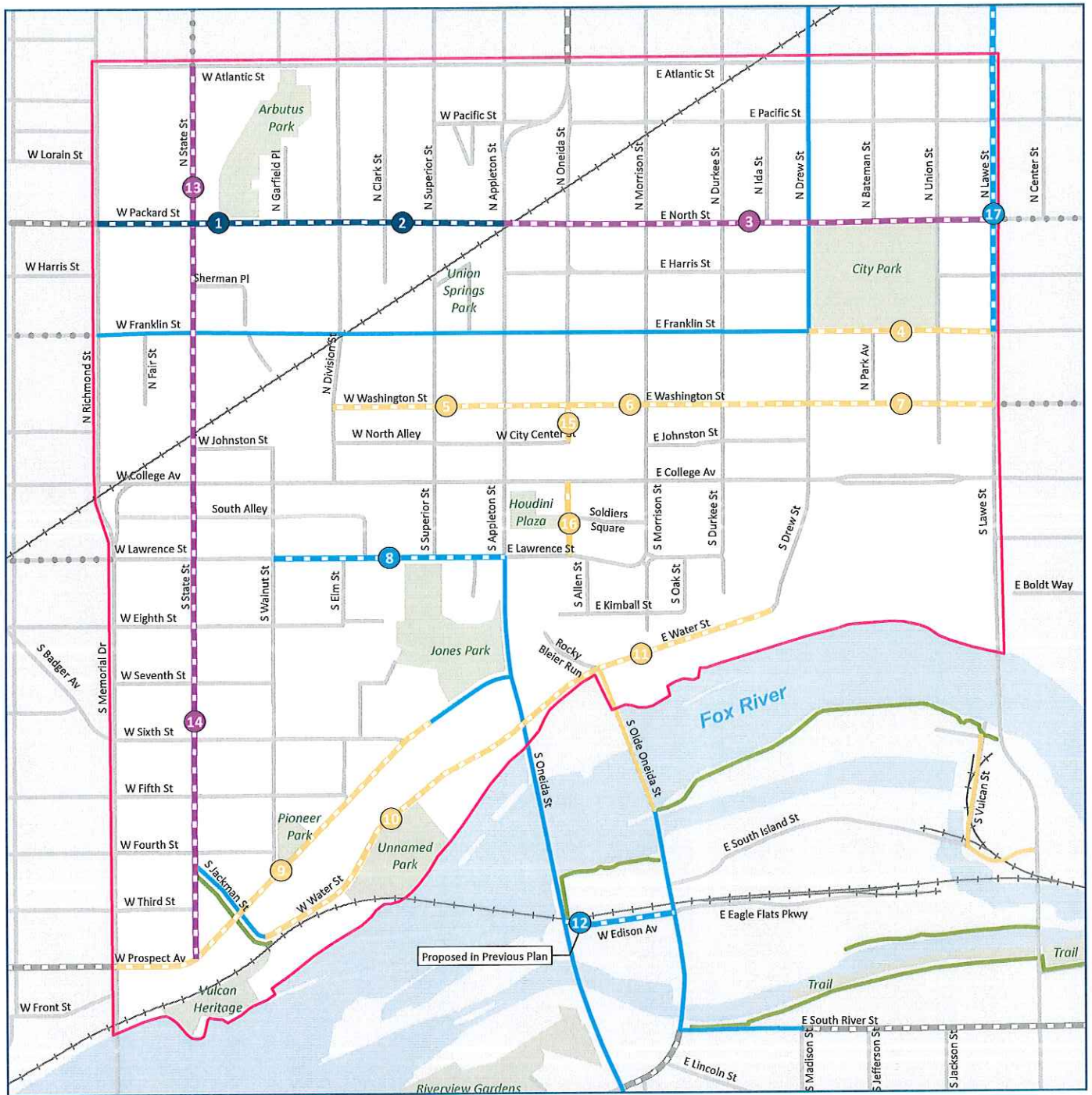
Table 2 displays recommended bicycle facility recommendations for implementation in the short term. These recommendations focus on building out the bicycle network in the study area at low cost and providing facilities or treatments with little impact on parking.

Table 1: Bicycle facilities recommended for implementation in the short term (0 – 3 years).

ID	Street	From	To	Miles	Facility	Action	Notes
1	W Packard St	N Richmond St	N Division St	0.25	Buffered Bike Lane	Road Diet	Requires road diet from four lanes to two lanes
2	W Packard St	N Division St	N Appleton St	0.17	Buffered Bike Lane	Parking Removal	Requires parking removal on one side of street; provide buffered lane on side with parking, standard lane on side without parking
3	E North St	N Appleton St	N Lawe St	0.50	Bike Blvd	Retrofit	
4	E Franklin St	N Drew St	N Lawe St	0.19	SLM*	Retrofit	Provide SLMs until bike lanes can be provided
5	W Washington St	N Division St	N Appleton St	0.18	SLM	Retrofit	Curb bump outs limit feasibility of bike lanes; provide shared lane markings in short term
6	E Washington St	N Appleton St	N Drew St	0.31	SLM	Retrofit	Curb bump outs limit feasibility of bike lanes; provide shared lane markings in short term
7	E Washington St	N Drew St	N Lawe St	0.19	SLM	Retrofit	
8	W Lawrence St	S Walnut Street	S Appleton St	0.24	Bike Lane	Parking Removal	Requires parking removal on one side of the street
9	W Prospect Ave	S Memorial Dr	Existing bike lanes	0.43	SLM	Retrofit	Provide SLMs until bike lanes can be provided
10	W Water St	S Jackman St	S Olde Oneida St	0.35	SLM	Retrofit	
11	E Water St	S Olde Oneida St	S Drew St	0.28	SLM	Retrofit	
12	W Edison Ave	S Oneida St	S Olde Oneida St	0.12	Bike Lane	Parking Removal	Not in study area, requires removal of parking on both sides of the street
13	N State St	W College Ave	W Atlantic Ave	0.43	Bike Blvd	Retrofit	
14	S State St	W Prospect Ave	W College Ave	0.49	Bike Blvd	Retrofit	
15	N Oneida St	W Washington St	W City Center St	0.04	SLM	Retrofit	
16	S Oneida St	E College Ave	E Lawrence St	0.08	SLM	Retrofit	

* SLM: Shared Lane Marking

Downtown Appleton Mobility Study



Proposed Bicycle Facilities - Short Term (0 - 3 Years)

July 2016

Legend

- Study Area
- Park
- Water

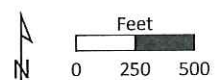
Existing Bicycle Facilities

- Bike Lane
- Shared Lane Marking
- Shared Use Path

Proposed Bicycle Facilities

- Buffered Bike Lane
- Bike Lane
- Climbing Lane
- Shared Lane Marking
- Shared Use Path
- Slow Street
- Bicycle Boulevard
- Signed Route
- Shared Use Path
- To Be Determined

- Bike Lane (2010 Plan)
- Signed Route (2010 Plan)



Bicycle Facility Recommendations: Medium Term (4 – 10 Years)

Table 3 displays bicycle facilities and treatments to be implemented in the medium term. These recommendations will be more challenging to carry out than short term recommendations, either because they require more parking removal, which can be controversial, or require street widening, which is expensive. Projects requiring street widening should be implemented when the street requires reconstruction for maintenance reasons; this will minimize the project cost.

Table 2: Bicycle facilities recommended for implementation in the medium term (4 – 10 years).

ID	Street	From	To	Miles	Facility	Action	Notes
17	N Lawe St	E Spring St	E Franklin St	0.50	Bike Lane	Retrofit	
18	E Franklin St	N Drew St	N Lawe St	0.19	Bike Lane	Parking Removal	Requires parking removal on one side of street
19	W Lawrence St	S Memorial Dr	S Walnut St	0.16	Bike Lane	Parking Removal	Requires parking removal on one side of street
20	E Lawrence St	S Appleton St	S Durkee St	0.24	Bike Lane	Parking Removal	Dependent on one- to two-way conversion, requires parking removal on one side of street
21	Jones Park Path	W Lawrence St	Rocky Bleier Run	0.20	Shared Use Path	Retrofit	Path should meet ADA grade requirements
22	E Kimball St Path	E Kimball St	Rocky Bleier Run	0.03	Shared Use Path/Ramp	Retrofit	Path/ramp should meet ADA grade requirements
23	Rocky Bleier Run	Jones Park	E Water St	0.07	Slow Street	Reconstruct	Reconstruct as curbless slow street open to all modes
24	N Badger Ave	W Washington St	W College Ave	0.08	Bike Lane	Road Diet	Not in study area
25	S Badger Ave	W College Ave	S Memorial Dr	0.37	Bike Lane	Road Diet	Not in study area
26	W Sixth St	S Memorial Dr	W Prospect Ave	0.30	Bike Lane	Parking Removal	Requires parking removal on both sides of street or widening
27	W Prospect Ave	W Sixth St	Exist. bike lanes	0.03	Bike Lane	Widening	Requires widening
28	Lawrence Bike Route	S Durkee St	S Meade St / E Boldt Way	0.43	Signed Route	Retrofit	Signed route through Lawrence University; will require facility upgrades on west end
29	N Division St	W College Ave	W Packard St	0.27	Bike Lane	Parking Removal	Requires parking removal on one side of street
30	N Oneida St	W Pacific St	W Atlantic St	0.07	Bike Lane	Widening	Dependent on one- to two-way conversion
31	N Appleton St	W College Ave	W Pacific St	0.39	Bike Lane	Parking Removal	Dependent on one- to two-way conversion, requires parking removal on both sides of street
32	S Appleton St	W Lawrence St	W College Ave	0.08	Bike Lane	Parking Removal	Dependent on one- to two-way conversion, requires parking removal on both sides of street
33	N Durkee St	E Franklin St	E College Ave	0.15	SLM	Retrofit	Implement when bike lanes are implemented on S Durkee St
34	S Durkee St	E Lawrence St	E College Ave	0.08	Bike Lane	Parking Removal	Dependent on one- to two-way conversion, requires parking removal on one side of street
35	N Drew St	E College Ave	W Franklin St	0.16	Bike Lane	Widening	Constrained environment, requires widening at intersections/turn lanes
36	S Drew St	E Water St	E College Ave	0.14	Climbing Lane	Widening	Climbing lane uphill; SLMs downhill; may require widening
37	N Meade St	E Wisconsin Ave	E Summer St	0.05	Bike Lane	Widening	Not in study area
38	E Summer St	N Meade St	N Lawe St	0.09	Bike Lane	Widening	Not in study area
39	N Lawe St	E College Ave	E Spring St	0.02	Bike Lane	Widening	Not in study area
40	N Lawe St	E Franklin St	E College Ave	0.15	Bike Lane	Widening	Requires widening
41	S Lawe St	E College Ave	North side of Fox River Bridge	0.18	Climbing Lane	Widening	Climbing lane uphill; SLMs downhill; may require widening

Downtown Appleton Mobility Study



Proposed Bicycle Facilities - Medium Term (4 - 10 Years)

July 2016



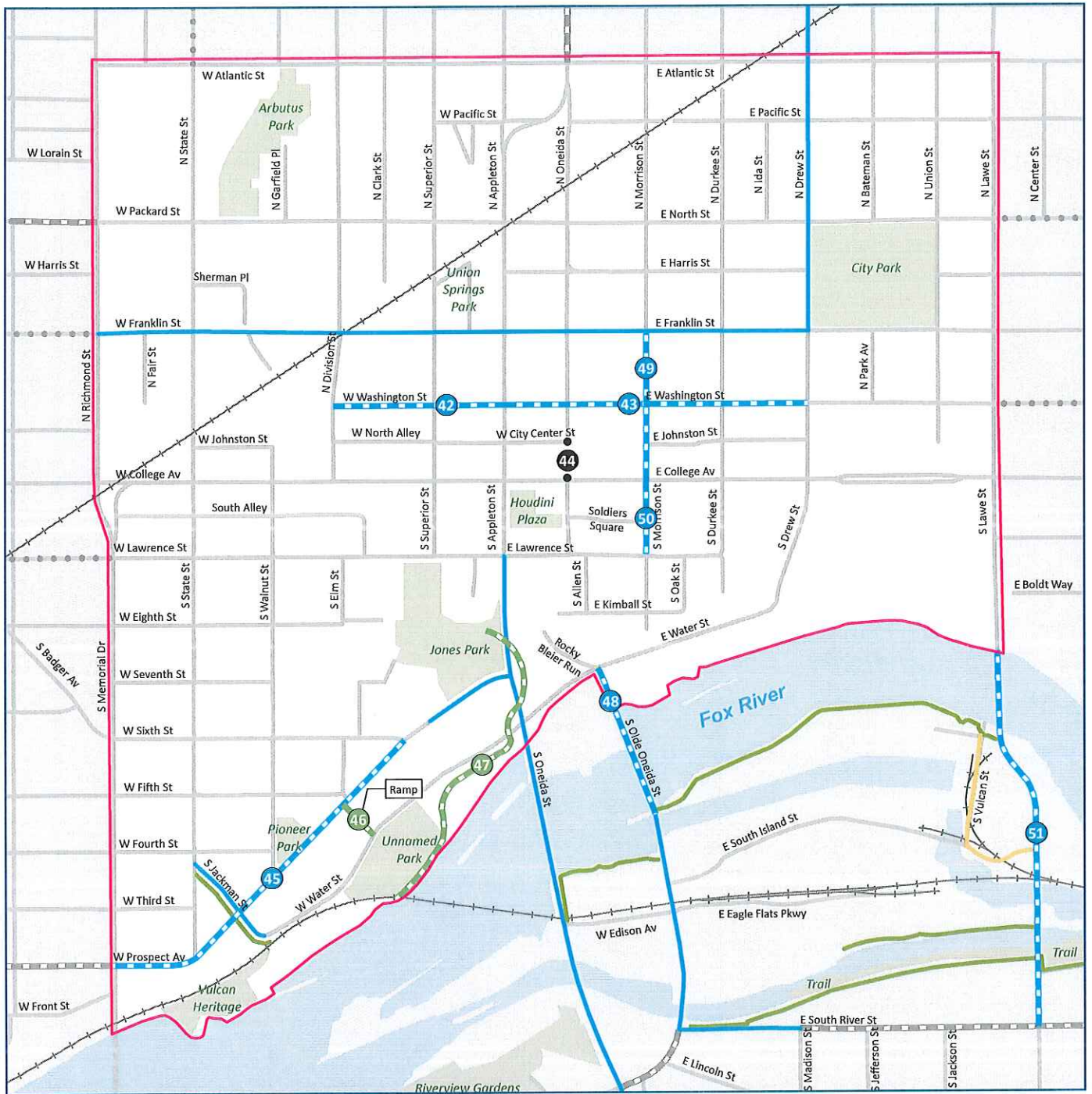
Bicycle Facility Recommendations: Long Term (10+ Years)

Table 4 displays recommendations for bicycle facilities to be implemented in the long term. These projects require significant changes to existing infrastructure such as bridge or street widening, or removal of pedestrian bump outs that were recently installed. The map displaying the long term recommendations also displays a number of shared use paths that were recommended by previous plans; these paths are still recommended, but are not detailed in Table 4.

Table 3: Bicycle facilities recommended for implementation in the long term (10+ years).

ID	Street	From	To	Miles	Facility	Action	Notes
42	W Washington St	N Division St	N Appleton St	0.18	Bike Lane	Parking Removal	Remove curb bump outs on the side with parking removed
43	E Washington St	N Appleton St	N Drew St	0.31	Bike Lane	Parking Removal	Remove curb bump outs on the side with parking removed
44	N Oneida St	W City Center St	W College Ave	0.04	TBD	TBD	Bicycle and pedestrian facility and access to be determined
45	W Prospect Ave	S Memorial Dr	W Sixth St	0.39	Bike Lane	Widening	Constrained environment, requires widening
46	Prospect-Water Ramp	W Prospect Ave	W Water St	0.04	Shared Use Path/Ramp	Retrofit	Path/ramp should meet ADA grade requirements
47	Riverfront Path	Jones Park	Trestle Path	0.35	Shared Use Path	Retrofit	
48	S Olde Oneida St	E Water St	North Island Trail	0.16	Bike Lane	Widening	Requires widening; maintain shared lane markings until bike lanes installed
49	N Morrison St	E Franklin St	E College Ave	0.15	Bike Lane	Parking Removal	Remove curb bump outs on the side with parking removed
50	S Morrison St	E College Ave	E Lawrence Ave	0.08	Bike Lane	Parking Removal	Remove curb bump outs on the side with parking removed
51	S Lawe St	North side of Fox River Bridge	E South River St	0.40	Bike Lane	Widening	Bridges will require widening; a face-to-face width of 34 feet will allow for 6 foot integral bike lanes and 11 foot travel lanes

Downtown Appleton Mobility Study



Proposed Bicycle Facilities - Long Term (10+ Years)

July 2016

Legend

- Study Area
- Park
- Water

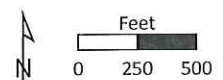
Existing Bicycle Facilities

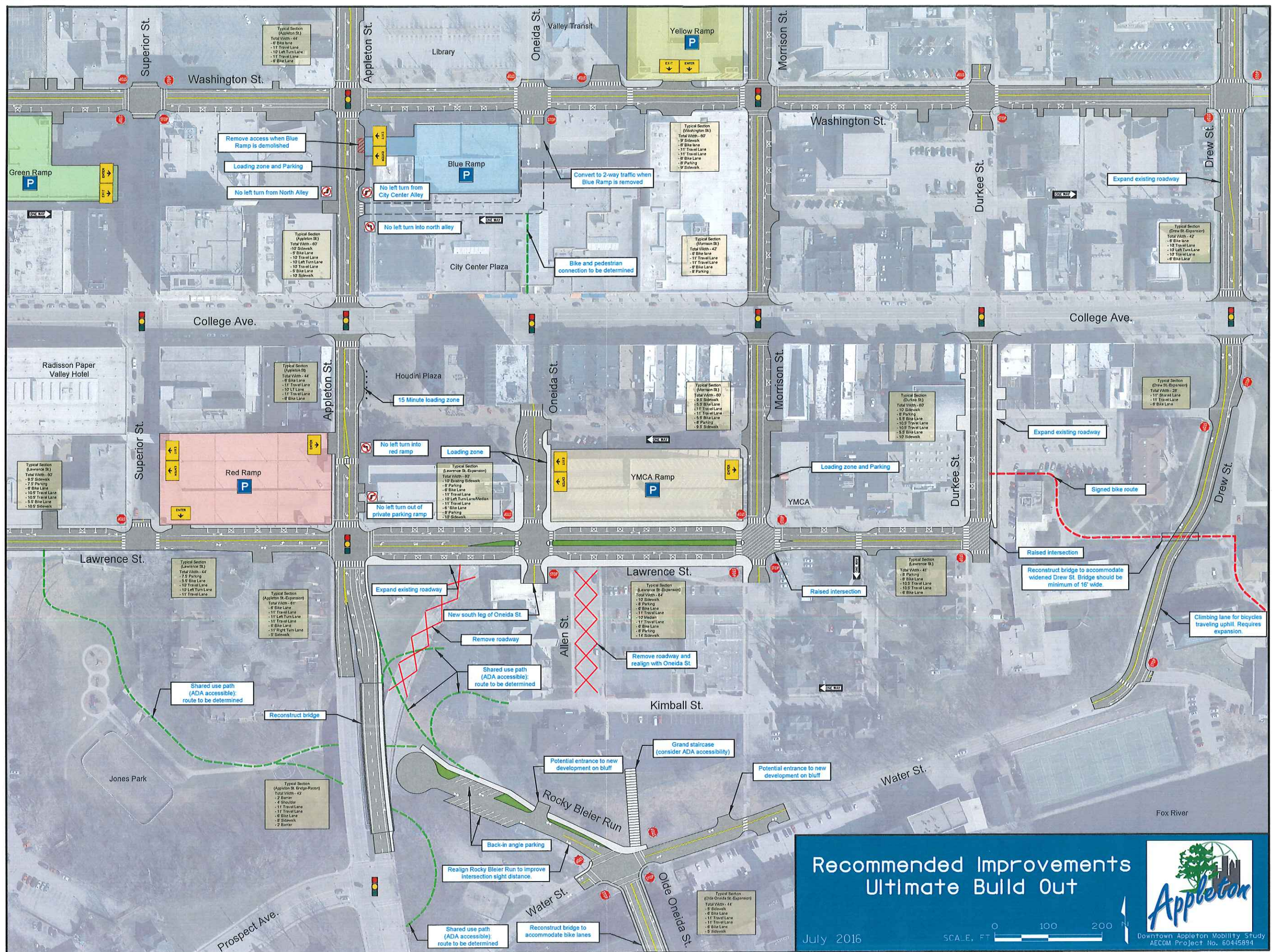
- Bike Lane
- Shared Lane Marking
- Shared Use Path

Proposed Bicycle Facilities

- Buffered Bike Lane
- Bike Lane
- Climbing Lane
- Shared Lane Marking
- Shared Use Path
- Slow Street
- Bicycle Boulevard
- Signed Route
- Shared Use Path
- To Be Determined

- Bike Lane (2010 Plan)
- Signed Route (2010 Plan)





City of Appleton

City of Appleton

To: Chairperson Konetzke and Human Resources Committee Members
From: Sandy Behnke
CC: Common Council
Date: August 5, 2016
Re: Pay for Performance and Compensation Plan Review

The City adopted an open-range pay plan structure and supporting policies in 2013 that extended pay-for-performance to all staff (except the Police, Fire, and Valley Transit union employees). The City adjusted the pay structure in 2014-16, and a market review in October 2015 confirmed the plan remains competitive.

As part of the 2012 consulting study, which provided the foundation for our plan, the Mayor appointed an advisory compensation committee of department directors (Public Works, Finance, Utilities, Fire, Library, Facilities and HR) to assist with the project. This committee has met periodically since 2012 to review the functioning of the plan, and they have recommended we review the functioning of the pay-for-performance elements of our policy to make sure we are getting the desired results.

Specifically, we agree a well-functioning policy and pay plan requires the following:

- Accurate, efficient performance measurement with decent standards
- Standards are applied fairly
- Consistent application across departments and divisions
- Plan is funded appropriately
- Plan is Market Competitive
- Pay and recognition/performance are timely
- Plan provides for flexibility to meet staffing, market and internal demands

The advisory committee wants to make certain we are doing well on all seven points. We also have a specific concern that the current structure may need to be modified so that progression to a market-rate occurs quickly enough. Additionally, we want to look at whether or not the effort and time expended to complete performance reviews affects the outcome for entry-level employees.

Therefore, we will be reviewing the functioning of our plan in the third quarter of this fiscal year to see what adjustments, if any, we would recommend you consider.

In the project, we proposes that we:

Develop an alternative budgeting and timing process for performance reviews and awards that incorporates any cost-of-living adjustment (i.e., one raise; probably effective in 2018).

Explore cost options for shortening the front half of the pay structure to deal with the issue of taking too long to go from minimum to control point (market estimate).

Explore removing entry level positions from pay for performance plan

Explore developing behavioral anchored rating scales

Evaluate the current rating system and evaluation method.

Explore total rewards management

We will engage the compensation consultant at a rate of \$200/hour with a not to exceed \$5,000 to make some recommendations on the project items listed. The Human Resources budget includes monies for consulting services that will be allocated to this project.

If you have any questions regarding the project, please contact me directly.