



# City of Appleton

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

## Meeting Agenda - Final Municipal Services Committee

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Tuesday, October 25, 2016

6:30 PM

Council Chambers, 6th Floor

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1. Call meeting to order
2. Roll call of membership
3. Approval of minutes from previous meeting  
[16-1632](#) Minutes from October 11, 2016

**Attachments:** [Minutes from October 11, 2016.pdf](#)

### 4. Public Hearings/Apearances

### 5. Action Items

- [16-1633](#) Approve Sidewalk Painting Policy

**Attachments:** [Sidewalk Painting Policy.pdf](#)

- [16-1634](#) Approve Permanent Street Occupancy Permit for Fox Cities Exhibition Center sheeting tie backs in the Lawrence Street, Elm Street and Eighth Street right-of-way at 355 W. Lawrence Street.

- [16-1635](#) Approve Drone Removal Policy.

**Attachments:** [Drone Removal Policy.pdf](#)

- [16-1636](#) Eighth Street (Elm Street to 210' east of Elm Street) be reconstructed with concrete pavement at a width of 25 feet from back of curb to back of curb. Parking to be prohibited along both sides of Eighth Street within these project limits.

[16-1637](#) Elm Street (Eighth Street to Lawrence Street) be reconstructed with concrete pavement at widths of 38 feet and 44 feet from back of curb to back of curb. New concrete sidewalk be constructed along both side of Elm Street at a width of 8 feet. Parking to be prohibited along both sides of Elm Street within these project limits. Decorative street lights and colored concrete to be included where feasible as part of streetscape elements.

[16-1638](#) Lawrence Street (Elm Street to Appleton Street) be reconstructed with concrete pavement at a width of 35 feet from back of curb to back of curb, with one travel lane in each direction and bike lanes along both sides of the roadway. Where available, on-street parallel parking be provided along the north side of Lawrence Street. New concrete sidewalk be constructed along both sides of Lawrence Street at a width varying from 7 feet to 10 feet. Decorative street lights, colored concrete, plantings and benches to be included where feasible as part of streetscape elements.

[16-1671](#) Proposed parking change on N. Gillett Street.

**Attachments:** [Proposed parking change on N. Gillett Street.pdf](#)

[16-1673](#) Proposed parking change on W. Summer Street.

**Attachments:** [Proposed parking change on W. Summer Street.pdf](#)

## **6. Information Items**

[16-1639](#) Parking Utility Condensed Income Statement for September, 2016.

**Attachments:** [Parking Utility Condensed Income Statement-September 2016.pdf](#)

[16-1640](#) Discussion of 2017 Executive Budget.

[16-1641](#) Document from Alta on health benefits of walking and biking.

**Attachments:** [Health Benefits of Walking & Biking.pdf](#)

[16-1650](#) Change Order No. 1 to Baycom, Inc. contract for 5 additional portable radios, a subscriber license, hardware, computer mics and battery backup. Delete from contract 95 antennas and 4 mobile radios resulting in a decrease of contingency from \$12,478 to \$10,670.21. No change to the overall not to exceed contract amount of \$137,265.32.

**Attachments:** [Baycom Inc..pdf](#)

## 7. Adjournment

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

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



# City of Appleton

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## Meeting Minutes - Final Municipal Services Committee

---

Tuesday, October 11, 2016

6:30 PM

Council Chambers, 6th Floor

---

1. Call meeting to order

2. Roll call of membership

**Present:** 3 - Coenen, Konetzke and Mann

**Excused:** 2 - Croatt and Martin

3. Approval of minutes from previous meeting

[16-1570](#)

Minutes from September 27, 2016.

**Attachments:** [Minutes from September 27, 2016.pdf](#)

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

**Aye:** 3 - Coenen, Konetzke and Mann

**Excused:** 2 - Croatt and Martin

4. Public Hearings/Appearances

5. Action Items

[16-1588](#)

Request from Greg Barber to appeal for the \$50 Weed Administration Fee for 1101 W. Wisconsin Avenue.

**Attachments:** [Greg Barber appeal.pdf](#)

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

**Aye:** 3 - Coenen, Konetzke and Mann

**Excused:** 2 - Croatt and Martin

[16-1571](#)

Request from Appleton Downtown Inc. for a street occupancy permit for City Center Street on Farm Market Saturdays until 2:00 p.m. from November 5, 2016 through May 27, 2017.

**Attachments:** [Appleton Downtown Inc. Street Occupancy Permit.pdf](#)

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

Aye: 3 - Coenen, Konetzke and Mann

Excused: 2 - Croatt and Martin

**16-1573**

Request from Appleton Downtown Inc. to purchase one day hang tags at a rate of \$2 \$3 plus tax per day for 29 Saturdays of indoor Farmers Market valid until 2:00 p.m. Council approved rate is \$5 plus tax per day.

*Item 16-1573 amended to increase fee from \$2 to \$3.*

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

Aye: 3 - Coenen, Konetzke and Mann

Excused: 2 - Croatt and Martin

**16-1578**

Create a policy to charge people a fee based on City staff time, equipment and materials for removing drones from trees.

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

Aye: 3 - Coenen, Konetzke and Mann

Excused: 2 - Croatt and Martin

**16-1417**

\* CRITICAL TIMING\* Catherine Street, from Washington Street to North Street, be reconstructed with asphalt pavement and concrete curb & gutter to a width of 31' from back of curb to back of curb, which is 2' narrower than the existing street. ~~New concrete sidewalk would be constructed along the east side of Catherine Street from Franklin Street to Eldorado Street.~~ Existing parking provisions within the project limits will remain unchanged.

*Item 16-1417 amended to strike "New Concrete sidewalk would be constructed along the east side of Catherine Street from Franklin Street to Eldorado Street."*

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

Aye: 3 - Coenen, Konetzke and Mann

Excused: 2 - Croatt and Martin

[16-1579](#)

Support Outagamie County's proposed speed limit change on CTH JJ between Lightning Drive and French Road from the existing 55 MPH to 45 MPH.

**Attachments:**     [CTH JJ existing 55 MPH to 45 MPH.pdf](#)

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

Aye: 3 - Coenen, Konetzke and Mann

Excused: 2 - Croatt and Martin

## 6. Information Items

[16-1580](#)

2016 Sidewalk Poetry Map

[16-1581](#)

2017 Budget Questions

[16-1582](#)

Inspection Division Permit Summary Comparison Report for September, 2016.

**Attachments:**     [Inspection Division Permit Summary.pdf](#)

## 7. Adjournment

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

Aye: 3 - Coenen, Konetzke and Mann

Excused: 2 - Croatt and Martin





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

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Effective Date:

## **CITY OF APPLETON SIDEWALK PAINTING POLICY**

The objective of this policy is to establish the guidelines in which sidewalks may be painted in Appleton. This policy does not apply to sidewalk painting for utility locates or for temporary sidewalk chalk. Requests for painting sidewalks and trails within City Parks and other City-owned property shall be directed to the Parks, Recreation & Facilities Management Director.

### **GUIDELINES**

1. Sidewalk painting requires a Street Occupancy Permit through the Department of Public Works and associated fee as established by Council.
2. The responsible party for the requesting organization must sign the Street Occupancy Permit Application Form.
3. The Department of Public Works shall be provided a map of the proposed sidewalk to be painted, name and type of painting material, symbol and maintenance plan as part of the application process.
4. Symbol shall not exceed a size of 8" x 8".
5. No advertising may be part of the symbol painted on the sidewalk.
6. Any symbols not maintained will be left to fade.

### **APPEAL PROCESS**

Anyone denied a Street Occupancy Permit for painting sidewalks may appeal the decision to the Common Council through the Municipal Services Committee.

### **ENFORCEMENT**

This Policy will be enforced by City staff. Any organization or individual not following the guidelines established above may lose the right for said sidewalk painting within the street right-of-way.

Paula,

Please see inquiry we received from some neighborhood leaders. I suspect we may want some input on spray painting the sidewalks? Any immediate thoughts, concerns, etc...? Thanks.

Matt

**From:** Leah Olson [<mailto:leah@wholefamilyacupuncture.com>]

**Sent:** Wednesday, September 28, 2016 6:57 PM

**To:** [lhinch@ecwrpc.org](mailto:lhinch@ecwrpc.org); Andrew Dane <[adane@sehinc.com](mailto:adane@sehinc.com)>; Matthew Rehbein <[Matthew.Rehbein@Appleton.org](mailto:Matthew.Rehbein@Appleton.org)>; Vered Meltzer <[District2@Appleton.org](mailto:District2@Appleton.org)>; James Donnellan <[DONNELLANJAMES@asds.k12.wi.us](mailto:DONNELLANJAMES@asds.k12.wi.us)>; HEURKENS, CHARLES <[HEURKENSCHARLE@asds.k12.wi.us](mailto:HEURKENSCHARLE@asds.k12.wi.us)>

**Subject:** Safe Walks to Edison Elementary

Hello everyone,

I'm contacting you with an idea for our neighborhood from Edison Elementary principal Jim Donnellan and Edison teacher Chuck Heurkens. Their idea is to create a lightbulb stencil that we can spray paint onto sidewalk blocks to mark out designated safe routes from the Historic City Park and Peabody Park neighborhoods to Edison Elementary. We're borrowing the idea from the spray painted foxes along the sidewalk that runs from Lawe Street and College Avenue down to the biking/walking trail along the river.

The purpose of the marked routes is twofold. First, it would identify safe routes to school for families with young children. Second, we think this would be a fun way to tie our neighborhoods together and encourage families to get outside and visit an important green space in our neighborhood. I love the idea--it's a bit like following the yellow brick road to the neighborhood playground.

In some ways this is a very simple, inexpensive project. However, we realize that there are many different people who may need to give feedback and permission. I'm hoping all of you can think this over and let Jim, Chuck and myself know what our next steps should be.

Thanks very much for your help!  
Leah Olson





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

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Effective Date:

## **CITY OF APPLETON DRONE REMOVAL POLICY**

The objective of this policy is to establish the guidelines on how drones will be removed from City property, including from park and terrace trees.

### **GUIDELINES**

1. City staff shall not remove drones from private property.
2. City staff will remove drones from City of Appleton's park and terrace trees, and all other City owned property, at the request of the drone's owner so long as the City, in the City's sole discretion, is able to safely remove the drone and the removal will not cause damage to any City property, including vegetation.
3. The drone's owner must reimburse the City based on actual costs of the time, labor, vehicles and equipment used by the City to remove the drone. Payment must be received by the City within fourteen (14) calendar days of the date the invoice was mailed to the owner. An estimate of the cost to remove the drone may be provided to the drone's owner upon request.
4. The drone's owner must sign an indemnification agreement provided by the City prior to the City removing the drone.
5. The Department of Public Works shall respond to a request to remove a drone as soon as feasible based on other assigned work tasks during normal working hours.
6. A drone stuck on City owned property, including in a park or terrace tree, which requires equipment to remove must not be removed without the assistance of the City of Appleton unless the owner has first obtained permission from the Department of Public Works and/or the Parks, Recreation and Facilities Management Department, depending upon the location of the drone.
7. If the owner of the drone is not present at the time the drone is removed, the drone shall be stored at the Department of Public Works and available for pick-up during normal business hours. If the drone is not picked up within fourteen (14) calendar days of the date the drone is removed, the drone shall become City property.
8. This policy in its entirety shall also apply to any other non-City owned property that needs to be removed from City property, including park and terrace trees.



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

DEPARTMENT OF PUBLIC WORKS  
Engineering Division – Traffic Section  
2625 E. Glendale Avenue  
Appleton, WI 54911  
TEL (920) 832-5580  
FAX (920) 832-5570

**To:** Municipal Services Committee  
**From:** Eric Lom, City Traffic Engineer  
**Date:** October 20, 2016  
**Re:** Proposed parking change on N. Gillett Street (Summer St to Wisconsin Avenue)  
*Follow-Up to Six-Month Trial Period*

In response to a request from Alderperson Christine Williams, the City's Traffic Section assessed the possibility of expanding the existing two-hour zone parking zone in the area of Appleton West High School to include the block of N. Gillett Street that falls between Summer Street and Wisconsin Avenue. Alderperson Williams had received a number of complaints that students had been parking on both sides of this block on school days.

Property owners on this block were surveyed by mail and, based on the feedback received, two-hour parking restrictions were posted for a 6-month trial period.

This arrangement appears to have had the desired effect, and we have not received any feedback from the community. Based on this, we recommend the changes be made permanent.

**To accomplish this, the following ordinance action is required:**

1. **Create:** "Parking be restricted to two hours from 7:00 a.m. to 4:00 p.m. on school days on Gillett Street from Summer Street to Wisconsin Avenue."



**DEPARTMENT OF PUBLIC WORKS**  
**Engineering Division – Traffic Section**  
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Appleton, WI 54911  
TEL (920) 832-5580  
FAX (920) 832-5570

**To:** Municipal Services Committee  
**From:** Eric Lom, City Traffic Engineer  
**Date:** October 20, 2016  
**Re:** Proposed parking change on W. Summer Street (1300W – 1500W blocks)  
*Follow-Up to Six-Month Trial Period*

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In response to a request from Alderperson Christine Williams, the City's Traffic Section assessed the possibility of expanding the existing two-hour zone parking zone in the area of Appleton West High School to include the 1300 – 1500 blocks of W. Summer Street. Alderperson Williams had received a number of complaints that students had been parking on both sides of this block on school days.

Property owners on this block were surveyed by mail and, based on the feedback received, two-hour parking restrictions were posted for a 6-month trial period.

This arrangement appears to have had the desired effect, and we have not received any feedback from the community. Based on this, we recommend the changes be made permanent.

**To accomplish this, the following ordinance action is required:**

1. **Create:** "Parking be restricted to two hours from 7:00 a.m. to 4:00 p.m. on School Days on Summer Street from Douglas Street to a point 308 feet east of Gillett Street."

City of Appleton  
Parking Utility  
Condensed Income Statement  
For the Nine Months Ending September 30, 2016

September Current Year	September Prior Year	Change From Prior Year	Description	Prior Year YTD Actual	Current Year YTD Actual	Full Year Amended Budget	(Over) Under Budget
<b>Revenues</b>							
29,172	35,301	6,129-	Fines & Forfeitures	368,290	319,431	490,000	170,569
47,589	36,838	10,751	Street Meters	421,588	378,824	498,000	119,176
61,026	34,454	26,572	Short-Term Parking	390,466	374,829	680,950	306,121
63,631	45,466	18,165	Permit Parking	789,728	806,205	845,000	38,795
759	1,426	667-	Meter Hoods	11,932	11,996	10,000	1,996-
0	0	0	Other Charges for Service	0	0	0	0
200	2,785	2,585-	Other Revenues	3,921	2,818	601	2,217-
202,377	156,270	46,107	Total Revenues	1,985,925	1,894,103	2,524,551	630,448
<b>Expenditures</b>							
51,200	54,424	3,224-	Labor & Benefits	496,326	489,962	696,821	206,859
10,812	10,080	732	Supplies & Expenses	75,867	32,549	94,650	62,101
39,654	20,851	18,803	Purchased Services	337,505	291,436	764,912	473,476
4,599	3,952	647	Fixed Charges	47,765	48,986	67,190	18,204
40,465	39,728	737	Miscellaneous Expense	357,552	364,185	500,000	135,815
146,730	129,035	17,695	Total Operating Expense	1,315,015	1,227,118	2,123,573	896,455
55,647	27,235	28,412	Operating Income (Loss)	670,910	666,985	400,978	266,007-
<b>Other Revenues</b>							
155	2,020	1,865-	Interest Income	10,550	14,503	25,000	10,497
155	2,020	1,865-	Total Other Revenues	10,550	14,503	25,000	10,497
<b>Other Expenses</b>							
6,014	36,160	30,146-	Capital Expenditures	119,506	337,631	529,959	192,328
775	775	0	Other Financing Uses	1,206,975	1,406,975	1,409,300	2,325
6,789	36,935	30,146-	Total Other Expense	1,326,481	1,744,606	1,939,259	194,653
49,013	7,680-	56,693	Change in Fund Equity	645,021-	1,063,118-	1,513,281-	450,163-



# Health Benefits of Walking & Biking

## CURRENT U.S. HEALTH STATISTICS

## HEALTH BENEFITS



**80%** of Americans **DO NOT ACHIEVE** the recommended 150 minutes per week of **MODERATE EXERCISE**.

(CDC, 2013)



Residents of **WALKABLE COMMUNITIES** are **2x** as **LIKELY TO MEET PHYSICAL ACTIVITY GUIDELINES** compared to those who do not live in walkable neighborhoods.

(Frank, 2005)



**CARDIOVASCULAR DISEASES** are the **#1 CAUSE OF DEATH** in the United States.

(Mozaffarain, D. et al, 2014)



**20 MINUTES WALKING OR BIKING** each day is associated with

**21% LOWER RISK OF HEART FAILURE FOR MEN** and **29% LOWER RISK FOR WOMEN.**

(Rahman, 2014 and 2015)



**1,630** Americans **DIE EVERY DAY FROM CANCER**, mainly that of the lung, breast and colon.

(American Cancer Society, 2016)



**MODERATE EXERCISE** for 30-60 minutes a day **REDUCES THE RISK OF LUNG, BREAST AND COLON CANCER** by a minimum of **20%.**

(National Cancer Institute, 2009)



**61%** of American adults 65 years or older **HAVE AT LEAST ONE ACTIVITY-BASED LIMITATION.**

(CDC, 2015b)



**PHYSICAL ACTIVITY HELPS PREVENT OR DELAY ARTHRITIS, OSTEOPOROSIS AND DIABETES**, while helping to maintain balance, mental cognition, and independence.

(National Institute on Aging, 2015)



**86%** of workers in the United States **DRIVE OR RIDE IN A PRIVATE VEHICLE TO COMMUTE**, sitting on average for 26 minutes each way.

(U.S. Census Bureau, 2013)



**PEOPLE WHO BIKE BURN** an average of **540 CALORIES PER HOUR** and **PEOPLE WHO WALK BURN** an average of **280 CALORIES PER HOUR.**

(De Geus, 2007 and CDC, 2015c)

## CURRENT U.S. HEALTH STATISTICS

## HEALTH BENEFITS

### Mental Health



**1 in 5** Americans report their **STRESS LEVELS AS EXTREME.**

(American Psychological Association, 2011)



**BIKE COMMUTERS REPORT LOWER STRESS LEVELS** compared to auto commuters.

(New Economics Foundation, 2011)



**50%** of Americans will **DEVELOP AT LEAST ONE MENTAL ILLNESS** during their lifetime.

(CDC, 2011)



**30 MINUTES OF WALKING** per day can **REDUCE ANXIETY AND THE RISK OF DEPRESSION.**

(Sharma, 2006)

### Environmental Health



**ASTHMA IS THE LEADING CHRONIC DISEASE IN CHILDREN** and the number one reason for missed school days.

(CDC, 2015a)



A minimum of **20 MINUTES OF PHYSICAL ACTIVITY, 3X WEEK, STRENGTHENS THE LUNGS**, including those of individuals living with asthma.

(PubMed Health, 2014)



Exposure to **TRAFFIC EMISSIONS** is linked to exacerbation of **ASTHMA, REDUCED LUNG FUNCTION, ADVERSE BIRTH OUTCOMES** and childhood **CANCERS.**

(CDC, 2009)



**IF 8% MORE CHILDREN LIVING WITHIN 2 MILES OF A SCHOOL WERE TO WALK OR BIKE TO SCHOOL**, the air pollution reduced from not taking a car would be **EQUIVALENT TO REMOVING 60,000 CARS FROM THE ROAD** for one year, nationally.

(Pedrosa, 2008, SRTS)



**40% OF ALL TRIPS** in the U.S. are **TWO MILES OR LESS**, and two-thirds of them happen in cars.

(NHTS, 2009)



**BIKING 2 MILES**, rather than driving, **AVOIDS EMITTING 2 lbs OF POLLUTANTS**, which would take 1.5 months for one tree to sequester.

(EPA, 2000 and NC State, 2001)

\* For more information, please contact Chris Saleeba of our Healthy Communities Group at [chrissaleeba@altaplanning.com](mailto:chrissaleeba@altaplanning.com).

## References

- American Cancer Society (2016). Cancer Facts & Figures 2016. <http://www.cancer.org/acs/groups/content/@research/documents/document/acspc-047079.pdf>
- American Psychological Association (2011). Stress in America: Our Health at Risk. <https://www.apa.org/news/press/releases/stress/2011/final-2011.pdf>
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**Appendix A - Change Request Form**

<b>Project Change:</b> Appleton DPW MotoTrbo Digital UHF Radio System	<b>New or Current Sales Order Reflecting Change:</b> GO-05199-V0V1 GO-05752-V9D3
<b>Company Name:</b> Appleton DPW	<b>Baycom Employee:</b> Al Koivisto
<b>Customer Requesting Change:</b> Bruce Brazee	<b>Date:</b> 10/6/2016
<b>Contact Info (e-mail or phone):</b> bruce.brazee@appleton.org	<b>Total Equipment and Labor Cost:</b> \$ 1,807.79

**Reason for Change:**

Add 5 portable radios, Add 1 Trbonet subscriber license, Add mobile install hardware.  
Add Battery Backup, Add 5 computer mics. Delete 95 GPS antennas from original order.  
Delete 4 mobile radios from original order.

Will change require Additional labor (check one)?

Yes

☒ No

If yes, estimate how much labor and the rate:

Will change will require new product to be ordered (check one)?

☒ Yes

☐ No

Change will require a return of previously ordered product (check one)?

☒ Yes

☐ No

Change will require timeline of project to shift?

☐ Yes

☒ No

Detailed description of change requested and impact on timeline and cost:

Add 5 XPR7550e portable radios and 4 remote speaker mics. \$ 2,971.30

Add 1 Additional Trbonet subscriber license \$ 88.32

Add 121 ignition sense kits for mobile radios - \$ 1,220.00

Add 121 RF antenna jumper kits for mobile radios - \$1,281.00

Add Battery Backup Solution Option \$860.00

Add 5 Logitech Computer Microphones \$ 130.00

Delete (95) PMAN4001A GPS Antennas less - \$2,649.55

Delete 4 XPR5550e mobile radios and antennas less - \$ 2,093.28

**Customer Printed Full Name:**

Bruce Brazee

**Title:**

Fleet Operations Manager

**Account Executive/Shareholder:**

Al Koivisto

**Title:**

Communications Consultant