



City of Appleton

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

Meeting Agenda - Final Municipal Services Committee

Wednesday, March 15, 2017

6:00 PM

Council Chambers, 6th Floor

1. Call meeting to order
2. Roll call of membership
3. Approval of minutes from previous meeting
[17-299](#) Minutes from February 23, 2017

Attachments: [Minutes from February 23, 2017.pdf](#)

4. Public Hearings/Apearances

5. Action Items

- [17-298](#) Request from Miron Construction for a Street Occupancy Permit to place two construction trailers in the Morrison Street right-of-way for the Erb Pool Construction Project from March 20, 2017 through June 12, 2017.

Attachments: [Miron Street Occupancy Permit.pdf](#)

- [17-301](#) Award of 2017 Digital Orthophoto Imaging Project (3-inch Resolution) to Ayres Associates, Inc. in the amount of \$32,900.00 with a 15% contingency of \$4,935.00 for a project total not to exceed \$37,835.00 with extensions to be negotiated annually for up to 10 years based upon approved funding and Council authorization.

Attachments: [Award of 2017 Digital Orthophoto Imaging Project.pdf](#)

- [17-307](#) Install YIELD signs on Haddonstone Drive at Castelbury Lane.

Attachments: [Intersection Haddonstone Drive-Castlebury Lane.pdf](#)

- [17-308](#) Install STOP signs on Terraview Drive at Castlebury Lane.

Attachments: [Intersection Terraview Drive-Castlebury Lane.pdf](#)

- [17-309](#) Proposed parking ordinance changes on Pauline Street, east of McDonald Street.

Attachments: [Parking ordinance changes Pauline St-east of Mc Donald St.pdf](#)

- [17-311](#) Approve Amendment No. 1 to SCS Engineers Closed Landfill Monitoring Contract for additional services related to landfill telemetry system repair costs in the amount of \$2,760 for a revised not to exceed contract amount of \$72,900.

Attachments: [Closed City of Appleton Landfill.pdf](#)

- [17-330](#) Request from St. Elizabeth Hospital to not have the Marigold Mile adjacent to the hospital owned property.

Attachments: [St Elizabeth Hospital to not have Marigolds.pdf](#)

6. Information Items

- [17-312](#) Inspection Division Permit Summary Comparison Report for February, 2017.

Attachments: [Inspection Division Permit Summary February 2017.pdf](#)

- [17-313](#) Water Depth signs

Attachments: [Water Depth Signs.pdf](#)

- [17-314](#) CTH JJ Project Schedule

Attachments: [County JJ Project Schedule.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

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

Meeting Minutes - Final Municipal Services Committee

Thursday, February 23, 2017

5:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

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

3. Approval of minutes from previous meeting

[17-194](#)

Minutes from January 24, 2017

Attachments: [Minutes from January 24, 2107.pdf](#)

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

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

4. Public Hearings/Apearances

5. Action Items

[17-195](#)

Approve proposed changes to Section 15-33 of Municipal Code related to solid waste at residential properties.

Attachments: [Section 15-33.pdf](#)

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

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

[17-196](#)

Approved proposed change to Section 16-10 of Municipal Code related to snow removal from driveway aprons.

Attachments: [Section 16-10.pdf](#)

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

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

17-197

Preliminary Resolution 2-P-17 for Concrete Pavement, Driveway Aprons and Sidewalk Construction be adopted and refer the matter to the Finance Committee to determine the assessment rate.

Attachments: [Resolution 2-P-17.pdf](#)

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

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

17-198

Request from Jennifer Morales from Mr. Taco for a street occupancy permit to place tables and chairs in the "terrace area" at 106 S. State Street.

Attachments: [Mr. Taco.pdf](#)

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

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

17-199

Request from Lori Locy for a refund of the \$35 reinspection fee for electrical reinspection at 1739 N. Alvin Street.

Attachments: [Lori Locy refund.pdf](#)

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

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

6. Information Items

17-200

Discussion of Northland Avenue sidewalk project included in 2017 Budget.

17-217

Letter from Mr. Tim Plamann regarding the Christmas Parade Space Reservation Policy.

Attachments: [Tim Plamann letter.pdf](#)

17-201

Recycling Diversion Rate for 2016.

Attachments: [Recycling Diversion Rate 2016.pdf](#)

17-202

Inspection Division Permit Summary Report for January, 2017.

Attachments: [Inspection Division Permit Summary January 2017.pdf](#)

[17-203](#)

2016 Year End Performance Indicators

Attachments: [2016 Year End Performance Indicators.pdf](#)

7. Adjournment

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

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

Cc: Steven J. Schrage <Steven.Schrage@Appleton.org>; Grant Daigle <Grant.Daigle@Miron-Construction.com>

Subject: Miron Erb park

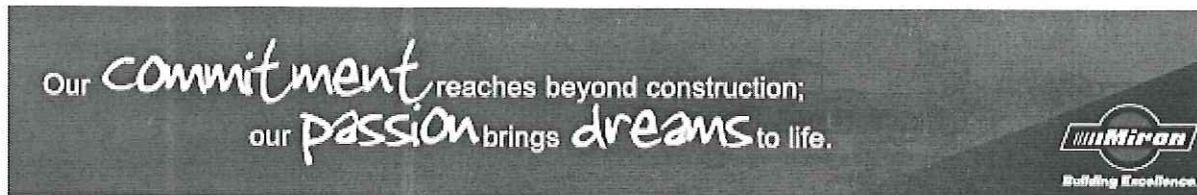
Ross,
I'm contacting you about putting Miron construction trailers in the road for period of time. I would place them on Morrison St by E. Parkway BLV Right by entrance to Erb park. I would place them in the street roughly around 3-20-17 until 6-12-17 roughly. I enclosed a site plan with mark ups where I would like to place these trailers in the road with measurements of how much road I would take and how much would be left for traffic. Let me know your thoughts.

Thank you,

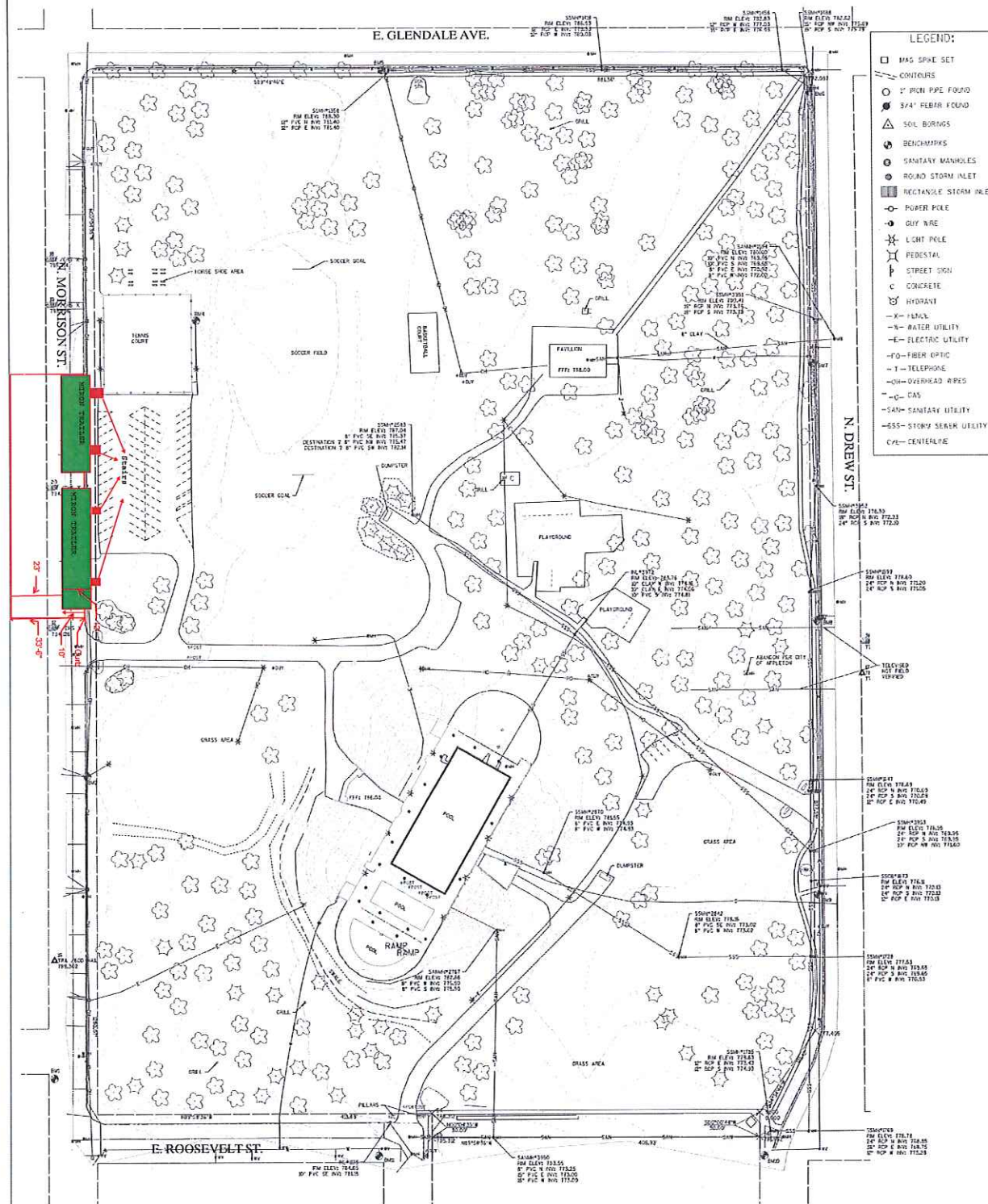
Have a great day!!

Barry Miller, LEED Green Associate
Project Superintendent, Civil
barry.miller@miron-construction.com

Miron Construction Co., Inc.
PH 920.969.7645



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SM	ELEVATION	DEP
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DATE	ELEVATION	DESCRIPTION
1	1213.8	TOP W/TH. BELOW TOP NUT IN COR. POSTWHEEL & WIPERDRIVE.
2	1214.1	NO SPRING IN BEAM AREA. ACCESS FROM HOUSING & P.D. HOUSING.
3	1214.2	CONCRETE 1/2" LIGHT POLY. BARE IN COR. 12" FROM CURB.
4	1214.6	TOP W/TH. BELOW TOP NUT SOUTH OF HOUSING & SHOCKABSORBER.
5	1214.15	TOP W/TH. BELOW TOP NUT IN COR. POSTWHEEL & WIPERDRIVE.
6	1214.95	TOP W/TH. BELOW TOP NUT W/STIFFNESS IN ATTACHMENT STUD & BUSHING.
7	1215.0	TOP W/TH. BELOW TOP NUT HISTORY OF INTERFERENCE STUD & BUSHING.
8	1215.0	TOP W/TH. BELOW TOP NUT ATTITUDE OF ATTACHMENT STUD & BUSHING.
9	1215.5	TOP W/TH. BELOW TOP NUT IN COR. HOUSING & SHOCK.
10	1216.25	TOP W/TH. BELOW TOP NUT IN COR. POSTWHEEL & SHOCK.

MANUAL CHECK TOP OF ASSEMBLY

Time	5000000	10000000
EM1	567674.3	828037.8
EM2	568346.9	826079.9
EM4	568610.0	828215.7
EM5	568316.0	828448.9
EM6	568336.7	826576.6
EM7	568551.4	828977.5
EM8	568235.3	828982.4
EM9	568796.6	826882.9
EM10	568755.8	828916.6
EM11	567576.6	826435.3

VERTICAL SAFETY OF ATHLETES

REV.	DATE	DESCRIPTION
ONE	5/27/85	ONE SYSTEKS DRIVE
TWO	7/24/80	5400 N
THREE	12/1/80	5400 N
FOUR	12/1/80	5400 N
FIVE	12/1/80	5400 N
SIX	12/1/80	5400 N
SEVEN	12/1/80	5400 N
EIGHT	12/1/80	5400 N
NINE	12/1/80	5400 N
TEN	12/1/80	5400 N
ELEVEN	12/1/80	5400 N
TWELVE	12/1/80	5400 N
THIRTEEN	12/1/80	5400 N
FOURTEEN	12/1/80	5400 N
FIFTEEN	12/1/80	5400 N
SIXTEEN	12/1/80	5400 N
SEVENTEEN	12/1/80	5400 N
EIGHTEEN	12/1/80	5400 N
NINETEEN	12/1/80	5400 N
TWENTY	12/1/80	5400 N
ONE	5/27/85	ONE SYSTEKS DRIVE
TWO	7/24/80	5400 N
THREE	12/1/80	5400 N
FOUR	12/1/80	5400 N
FIVE	12/1/80	5400 N
SIX	12/1/80	5400 N
SEVEN	12/1/80	5400 N
EIGHT	12/1/80	5400 N
NINE	12/1/80	5400 N
TEN	12/1/80	5400 N
ELEVEN	12/1/80	5400 N
TWELVE	12/1/80	5400 N
THIRTEEN	12/1/80	5400 N
FOURTEEN	12/1/80	5400 N
FIFTEEN	12/1/80	5400 N
SIXTEEN	12/1/80	5400 N
SEVENTEEN	12/1/80	5400 N
EIGHTEEN	12/1/80	5400 N
NINETEEN	12/1/80	5400 N
TWENTY	12/1/80	5400 N

PROJECT MANAGER: DAY
 PROJ NO: 3334815
 DATE: 02/28/76
 DRAWING NO.
C1.0

**CITY OF APPLETON
ERB PARK AND POOL
1800 N. MORRISON ST.
DIRECTOR OF PARKS, RECREATION AND FACILITIES**





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

DEPARTMENT OF PUBLIC WORKS - Engineering Division
MEMO

TO: Members of the Municipal Services Committee
FROM: Ross Buetow, Deputy Director of Public Works / City Engineer
SUBJECT: Award of 2017 Digital Orthophoto Imaging Project
DATE: March 6, 2017

In response to a request for proposals issued by our office, we received one response for 2017 Digital Orthophoto Imaging Services. The proposal was opened on Friday March 3, 2017. Below is a summary of the firms that were invited to propose:

Ayres Associates, Inc.	-	\$32,900.00
Quantum Spatial	-	Teamed with Ayres (see fee above)
Pictometry Imagery/Eagle View	-	Declined to submit
Sanborn Map Company, Inc	-	Declined to submit

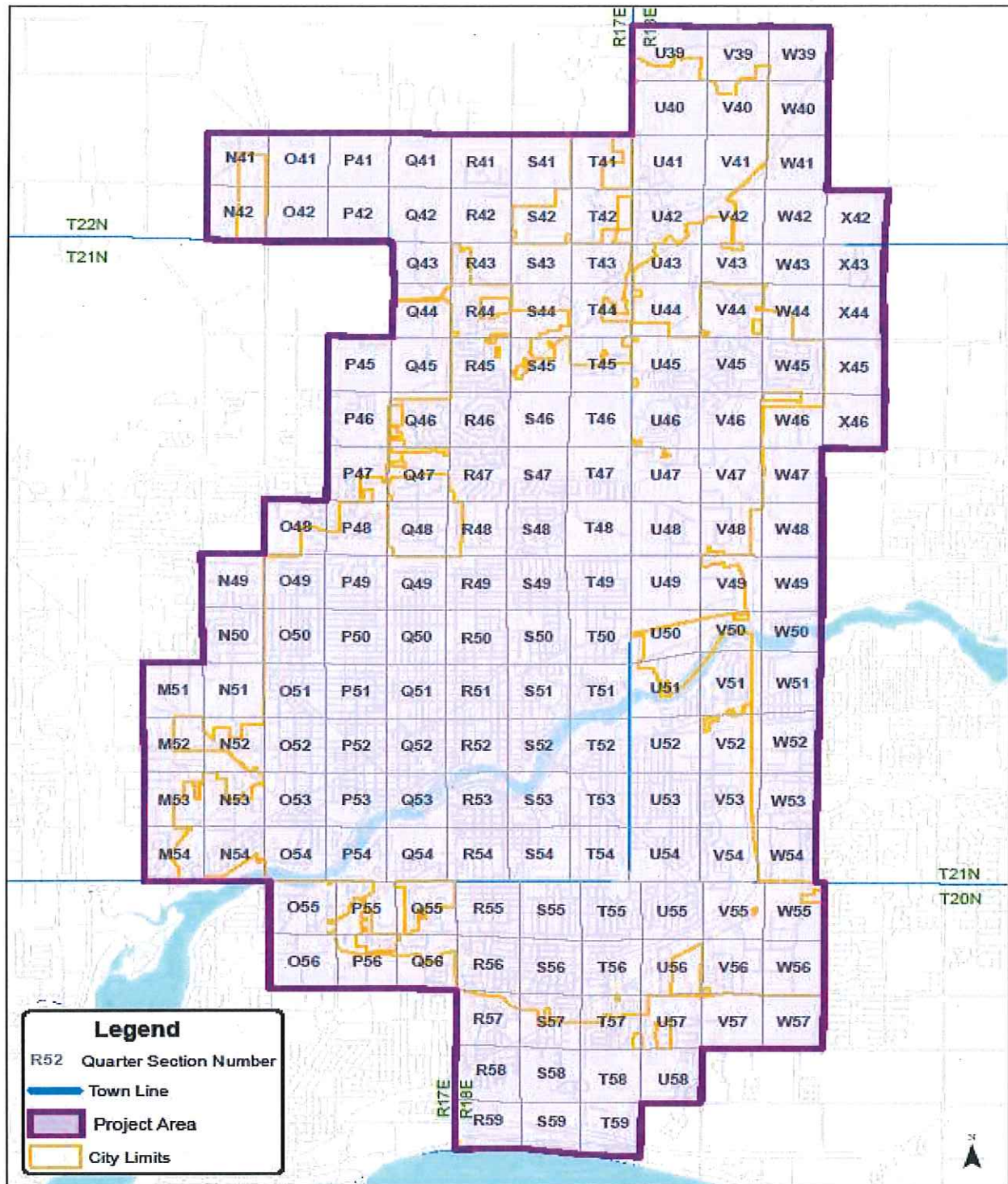
For our 2017 project, we are requesting approval of all necessary field work including flights, ground control and digital aerial photography for complete updates to our existing digital orthoimages for all of Appleton (see attached Exhibit 1). In addition to the field work described above, the selected firm will also be responsible for processing, rectifying and assembling all of the individual digital aerial images into seamless digital orthophotos matched to our existing quarter-section grid (173 Total). For this project, we asked prospective firms to provide pricing for both 6-inch and 3-inch resolution imagery. The pricing listed above reflects the higher quality/higher resolution 3-inch option.

We have worked with both Ayres Associates and Quantum Spatial on similar past projects. Their respective staff members have completed many similar projects for other municipalities and governmental agencies and their proposal demonstrates that their firms are highly qualified to provide the requested services. The proposed fee is also very consistent with fees we have paid on similar past projects.

Therefore, we hereby request award of the 2017 Digital Orthophoto Imaging Services contract to Ayres Associates, Inc. in the amount of \$32,900.00 with a 15% contingency of \$4,935.00 for a project total not to exceed \$37,835.00, with extensions to be negotiated annually for up to 10 years based upon approved funding and Council authorization. Our approved 2017 budget for this project is \$55,000.00.

Thank you for your consideration.

EXHIBIT 1



PROPOSAL: CITY OF APPLETON, WI - DIGITAL ORTHOPHOTO IMAGING

March 3, 2017

BASE PROPOSAL:

Qty.

Unit

Total/\$

Furnish all materials, labor equipment and transportation to provide 6-inch resolution orthophoto imagery in accordance with the attached request for proposals and associated project specifications:

1

Lump Sum

\$22,900.00

ALTERNATE PROPOSAL:

Qty.

Unit

Total/\$

Furnish all materials, labor equipment and transportation to provide 3-inch resolution orthophoto imagery in accordance with the attached request for proposals and associated project specifications:

1

Lump Sum

\$32,900.00

BIDDER: Ayres Associates Inc

MAILING ADDRESS: 5201 E. Terrace Drive, Suite 200

PHYSICAL ADDRESS: 5201 E. Terrace Drive, Suite 200

CITY, STATE, ZIP: Madison, WI, 53718

BY:

Jason B. Krueger

PRINT: Jason B. Krueger

TITLE: Manager - Aerial Mapping

TELEPHONE: 608-443-1230

FAX: _____

DATE: 03/02/2017



"... 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: February 28, 2017
Re: Intersection traffic control at the Haddonstone Drive / Castlebury Lane intersection

As a follow-up to a citizen concern, the Traffic Section recently initiated a six-month trial period to test the installation of yield signs at the intersection of Haddonstone Drive and Castlebury Lane (it had previously been uncontrolled). This is a four-legged intersection that is located about four blocks west of Meade Street, and approximately two blocks north of Evergreen Drive. The land use in the area of this intersection is residential.

In a typical intersection control study, we consider traffic volumes, crash history, safe approach speeds, etc. In this case, the estimated entering volume of this intersection is quite low, at approximately 300 vehicles per day. No crash records were found for the recent five-year period of 2012 through 2016. The critical approach speed for the intersection was found to be approximately 10 mph. Both streets are classified as *local*.

More relevant, however, is that the *Manual on Uniform Traffic Control Devices*, for the sake of consistency, states that intersection control should be installed at uncontrolled intersections which are located in predominantly controlled areas (stops, yields, signals). We have interpreted this to mean that if more than 75% of the four-legged intersections in a particular area (whose boundaries are typically defined by collector or arterial roadways) are controlled, the remaining uncontrolled four-legged intersections should have an appropriate form of control added. While there are several uncontrolled T-intersections in the vicinity, this subject intersection is the only four-legged intersection in this area that remains uncontrolled.

Based on the above, I recommend *yield* control be implemented at this location on a permanent basis.

To accomplish this, the following ordinance action is required:

1. **Create:** "Install yield signs on Haddonstone Drive at Castlebury Lane."



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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, Traffic Engineer
Date: February 28, 2017
Re: Intersection traffic control at the Terraview Drive / Castlebury Lane intersection

As a part of a normal review, the Traffic Section recently reviewed the traffic control at the intersection of Terraview Drive and Castlebury Lane, and subsequently initiated a six-month trial period to change from no control to two-way stop control. This intersection is located one block west of Meade Street and two blocks north of Evergreen Drive. The land use in this area is residential.

In a typical intersection control study, we consider traffic volumes, crash history, safe approach speeds, etc. In this case, the estimated entering volume of this intersection is fairly low, at approximately 600 vehicles per day. No crash records were found for the recent five-year period of 2012 through 2016. The critical approach speed for the intersection was found to be approximately 10 mph. Both streets are classified as *local*.

While this intersection does not meet the crash or volume thresholds identified above, the critical approach speed is low and its close proximity to Meade Street presents challenges for drivers. As such, we recommend installing two-way stop control.

Aerial Photo, Intersection of Terraview Drive & Castlebury Lane



To accomplish this, the following ordinance action is required:

1. **Create:** "Install Stop signs on Terraview Drive at Castlebury Lane."



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: Michael Hardy, Assistant City Traffic Engineer
Date: March 1, 2017
Re: Parking ordinance changes – Pauline Street, east of McDonald, by St. Francis Xavier Elementary School

The Traffic Section was contacted by the Principal of St. Francis Xavier Elementary School, McDonald Street Campus, requesting the removal of the restricted parking area on the north side of Pauline Street, east of McDonald Street. In a letter to our department, the school indicated this area was used for bus loading in the past, but the restriction would no longer be needed. The school has an interest to restore normal parking on Pauline Street for staff and visitors.

The City removed the signs for the parking restriction back in September 2016 to evaluate the change. We have received no feedback from the neighborhood against the change. The Traffic Section sees no safety concerns with this and recommends permanent removal of the parking restriction on Pauline Street to accommodate the school's interests.

To accomplish this, the following ordinance action is required:

1. **Repeal Ord. 128-C-86:** "Parking be prohibited during school hours on the north side of Pauline Street from 135' east of the east right-of-way line of McDonald Street extending 100' east."

SCS ENGINEERS

March 1, 2017
File No. 25211281.20

Ms. Sue Olson
City of Appleton
100 N Appleton Street
Appleton, WI 54911-4702

Subject: Landfill Telemetry System Repair Costs Related to Power Surge
Closed City of Appleton Landfill

Dear Ms. Olson:

Per your request, SCS Engineers (SCS) is submitting this letter as a summary of out-of-scope costs incurred to assess and repair damage to the City of Appleton Closed Landfill telemetry system. The damage was caused by an apparent power surge through the WE Energies electrical line that supplies power to the landfill gas collection system and telemetry system control panel. The following is a summary of work scope and costs related to the repairs.

The scope of work included:

- Correspondence with the City Engineer and City Electrician to assess the cause and degree of damages.
- SCS technician time spent working with the City Electrician to evaluate the specific damages to the telemetry system and re-start the landfill blower.
- Telemetry system subcontractor labor and parts cost to repair damages to the system.

The cost for the telemetry system damage assessment and repair is listed below:

Item	Cost
SCS labor and expenses	\$ 1,405
Subcontractor labor, parts and expenses	\$ 1,355
Total Cost	\$ 2,760



Ms. Sue Olson
March 1, 2017
Page 2

If you have any questions, please contact me at tkarwoski@scsengineers.com or call me at 608.216.7369.

Sincerely,

A handwritten signature in cursive script, reading "Thomas J. Karwoski".

Thomas J. Karwoski, PG
Project Manager
SCS ENGINEERS

TK/lmh/RL

I:\2811\Correspondence-Client\Olson_Additional O&M Costs_170301.docx



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

MEMO

TO: Municipal Services Committee

FROM: Paula Vandehey, Director of Public Works

DATE: March 8, 2017

SUBJECT: Request from St. Elizabeth Hospital to not have the marigold mile adjacent to hospital owned property.

In November, 2015 the City Council approved the S. Oneida Street reconstruction design including the following:

"Marigold Mile: The proposed plan includes a 1' strip between the back of curb and the sidewalk for planting the marigolds along Oneida Street from Calumet Street to McKinley Street."

City staff recently received a request from St. Elizabeth Hospital to not have the marigold mile adjacent to hospital owned property, and to instead, have the 1' strip paved with concrete. (See attached map). Rob Johnson, Manager of Facilities, will be in attendance to explain their request.



March 6, 2017

— Marigold Mile

xxx Request to not have Marigold Mile

Department of Public Works Inspections Division

Permit Summary Count YTD Comparison

01/01/17 Thru 02/28/17

Report Date: 3/1/2017



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Permit Type	Year Issued	Permit Count	Total Estimated Cost	Total Receipt Amount
BUILDING	2016	61	16,493,905	34,601.80
	2017	77	6,713,115	27,230.00
		26.23 %	-59.30 %	-21.30 %
DISPLAY SIGN	2016	42	442,183	1,260.00
	2017	10	82,015	325.00
		-76.19 %	-81.45 %	-74.21 %
ELECTRICAL	2016	109	1,600,802	18,807.82
	2017	111	867,116	14,698.19
		1.83 %	-45.83 %	-21.85 %
EROSION CNTL	2016	1		150.00
		%	%	%
HEATING	2016	133	2,396,876	13,800.59
	2017	119	4,869,799	10,172.15
		-10.53 %	103.17 %	-26.29 %
PLAN REVIEW	2016	14		5,150.00
	2017	16		4,113.50
		14.29 %	%	-20.13 %
PLUMBING	2016	74	941,791	5,844.00
	2017	86	637,331	6,334.85
		16.22 %	-32.33 %	8.40 %
SEWER	2016	20	238,300	3,097.00
	2017	20	50,000	1,830.00
		%	-79.02 %	-40.91 %

Department of Public Works Inspections Division

Permit Summary Count YTD Comparison

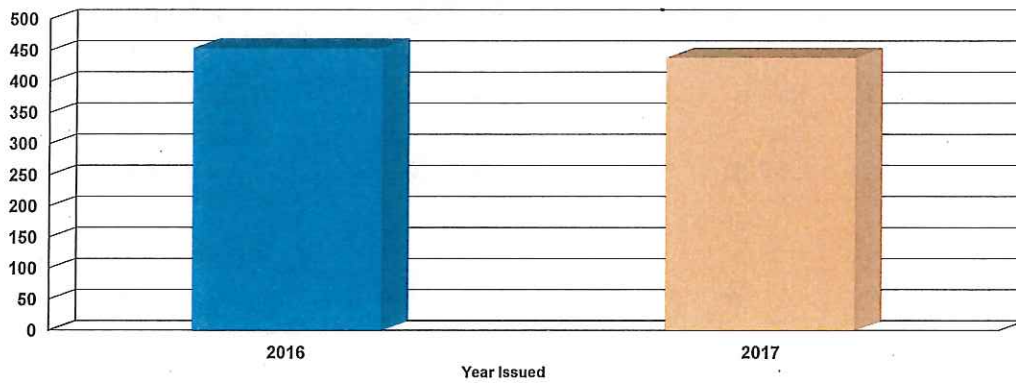
01/01/17 Thru 02/28/17

Report Date: 3/1/2017

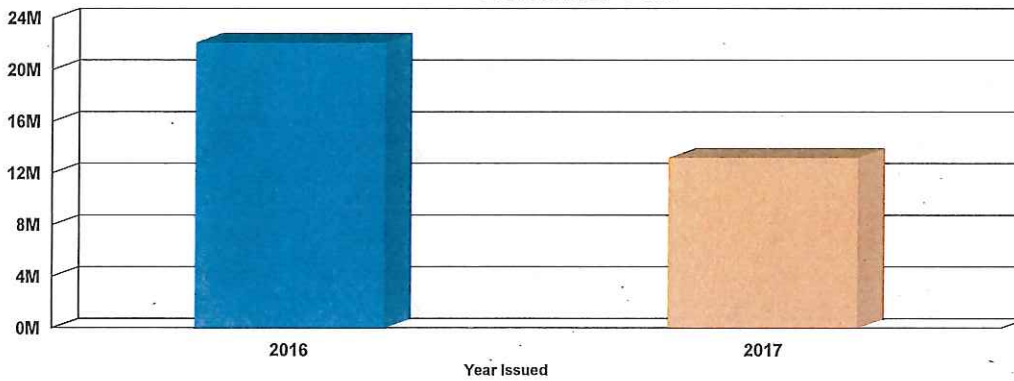


	2016	2017
Permits	454	439
Estimated Cost	22,113,857.00	13,219,376.00
Receipt Amount	82,711.21	64,703.69

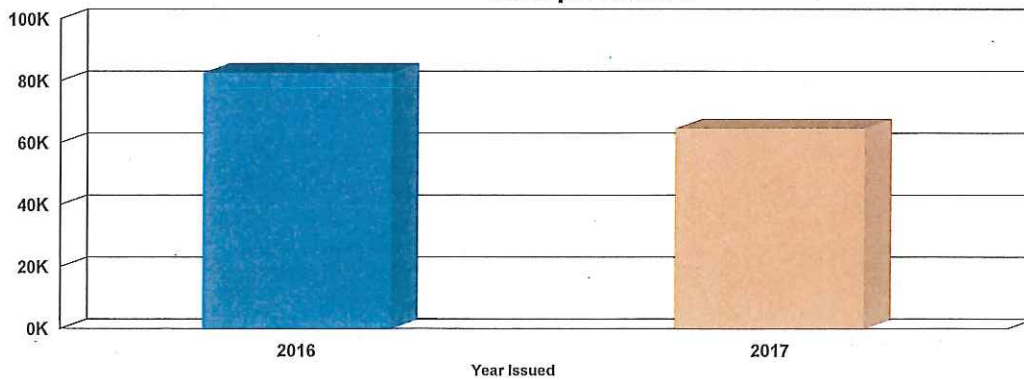
Number of Permits



Estimated Cost



Receipt Amount





2



- Now through early April – Utility relocations – expect daytime restrictions on County JJ.
- Early April to early May – Outagamie County will construct new stormwater pond. Possible daytime restrictions on County JJ.
- Early May to June 8 – Outagamie County will close the intersection of County JJ & Lightning Drive to reconstruct the intersection and approaches. County JJ through traffic will be detoured via Ballard Rd, I-41 and County N. Access will be maintained to the Appleton North HS driveway on County JJ for AM arrival and PM dismissal. There may be lane restrictions and daytime closures west of the school driveway.
- June 8 to early July – Outagamie County will close and reconstruct the remaining segment of County JJ from the school driveway west to Ballard Road. No access will be possible from County JJ.
- Early July to August 15 – Private contractor will move in to place concrete pavement, curb & gutter, and sidewalks.
- August 15 to early September – Outagamie County will finish construction and landscaping. All roadways are planned to open for the Labor Day weekend and be open for the first day of school. Daytime lane closures may occur after the road is open for final landscaping activities.