



City of Appleton

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

Meeting Agenda - Final-revised Common Council

Wednesday, April 5, 2017

7:00 PM

Council Chambers

- A. CALL TO ORDER
- B. INVOCATION
- C. PLEDGE OF ALLEGIANCE TO THE FLAG
- D. ROLL CALL OF ALDERPERSONS
- E. ROLL CALL OF OFFICERS AND DEPARTMENT HEADS
- F. PUBLIC PARTICIPATION
- G. APPROVAL OF PREVIOUS COUNCIL MEETING MINUTES
- H. BUSINESS PRESENTED BY THE MAYOR

[17-419](#) Presentation of Autism Awareness Month and Day Proclamation

[17-394](#) Presentation of Appleton North High School Girls Basketball Day Proclamation

[17-413](#) Presentation of Arbor Day Proclamation

[17-393](#) Announcement of the winning poems for the 2017 Sidewalk Poetry Program

[17-414](#) Appointment of Peter Stueck to the Board of Review

Attachments: [APPT TO BD OF REVIEW PETER STUECK BIO EXPIRED TERM 040517.pdf](#)

- I. PUBLIC HEARINGS

[17-395](#) Public Hearing: Resolution 2-P-17 Concrete Pavement, Sidewalk Construction & Driveway Aprons

Attachments: [2-P-17 Public Hearing Notice.pdf](#)

- J. SPECIAL RESOLUTIONS

[17-415](#) Resolution 2-P-17 Concrete Paving

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

K. ESTABLISH ORDER OF THE DAY

L. COMMITTEE REPORTS

1. MINUTES OF THE MUNICIPAL SERVICES COMMITTEE

[17-376](#) Approve sidewalk installation on the south side of the Northland Avenue south service road from Mason Street to Locust Street except at 1225 W. Northland Avenue where the sidewalk will be installed along the Northland Avenue right-of-way line.

Attachments: [Sidewalk installation from Mason St-Locust St..pdf](#)
[James Baumbach-memo.pdf](#)
[David & Dianne Dexter memo.pdf](#)

Legislative History

3/21/17	Municipal Services Committee	recommended for approval
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[17-377](#) Award parking meter pay-by-phone services to Passport for a \$2,500 initial set-up fee and merchant processing fees of 2.9% plus \$0.30 per transaction.

Attachments: [Award parking meter pay-by-phone services to Passport.pdf](#)

Legislative History

3/21/17	Municipal Services Committee	recommended for approval
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[17-378](#) Request from Aric & Molly Hanseter to be waived from the \$100 Residential Refuse Cart Exchange Fee.

Attachments: [Aric & Molly Hanseter-wavied fee.pdf](#)

Legislative History

3/21/17	Municipal Services Committee	recommended for denial
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[17-379](#) Approve Permanent Street Occupancy Permit for the Fox Cities Exhibition Center Skywalk to be constructed in the right-of-way of the 300 block of W. Lawrence Street.

Attachments: [Fox Cities Exhibition Center Skywalk.pdf](#)

Legislative History

3/21/17 Municipal Services recommended for approval
Committee

[17-388](#)

Request from ENVIRO forensics for a permanent street occupancy permit to install monitoring wells in Meade Street right-of-way to monitor ground water at the Luvata Site at 908 N. Lawe Street.

Attachments: [ENVIRO Forensics.pdf](#)

Legislative History

3/21/17 Municipal Services recommended for approval
Committee

2. MINUTES OF THE SAFETY AND LICENSING COMMITTEE

[17-340](#)

Secondhand Article License Renewal application of The Attique Resale, James A. Boylan, Applicant, 415 N. Oneida St., contingent upon approval from all departments.

Legislative History

3/22/17 Safety and Licensing recommended for approval
Committee

[17-359](#)

Operator's Licenses

Attachments: [Operator's Licenses for 3-22-17 S & L.pdf](#)

Legislative History

3/22/17 Safety and Licensing recommended for approval
Committee

3. MINUTES OF THE CITY PLAN COMMISSION

[17-355](#)

Request to approve the Affidavit of Correction for White Hawk Meadows III Extraterritorial Final Plat located in the Town of Grand Chute, as shown on the attached maps and documents

Attachments: [StaffReport_AffidavitofCorrectionWhiteHawkMeadowsIIIFinalPlat.pdf](#)

Legislative History

3/20/17 City Plan Commission recommended for approval

4. MINUTES OF THE PARKS AND RECREATION COMMITTEE

5. MINUTES OF THE FINANCE COMMITTEE

[17-328](#)

Resolution introduced by Alderperson Jirschele at the March 1, 2017 Common Council meeting relating to Reid Municipal Golf Course:

Resolution #3-R-17

Jeff Jirschele, Alderperson, District 15

WHEREAS, Reid Municipal Golf Course in the City of Appleton has become a traditional feature of Appleton and has been recognized as such by the Appleton Common Council through commitments to its survival and growth, and

WHEREAS, Reid Municipal Golf Course has become a multi-feature, revenue-producing asset to the city, offering not only recreational opportunities but options to serve the city collaboratively through projects such as detention pond construction, cell tower emplacements, and future possibilities such as winter walking trails, and

WHEREAS, Reid Municipal Golf Course has begun a program of renovation and refurbishment, and has embarked on new construction and business processes aimed at increasing its capabilities and attraction as a top level golf course and multi-use, multi-season attraction within the city, in addition to increasing its long-term benefits to the city in areas such as tourism, economic development, sustainability through conservation of green space and habitat for wildlife, improved health/recreational opportunities and community building, and

WHEREAS, long-term debt is stifling Reid Municipal Golf Course's capacity to invest in itself and accelerate its ability to improve itself in a timely and productive manner aligned with its strategic plans to grow its potential to serve the city,

BE IT RESOLVED, that the city relieve Reid Municipal Golf Course of all its long-standing debt consisting of two loans within the enterprise fund established to administrate its operations.

Legislative History

3/7/17	Finance Committee	held
3/21/17	Finance Committee	recommended for denial
		<i>Martin made motion to approve, failed for lack of a second</i>

- [17-384](#) Request to approve elevator services contract for inspections and maintenance services to Otis Elevator for \$49,140.

Attachments: [2017 Elevator Maintenance Repair Services.pdf](#)

Legislative History

3/21/17 Finance Committee recommended for approval

- [17-385](#) Request to approve HVAC services contract to Energy Control and Design for \$126,675.31 for HVAC maintenance and \$42,846.44 for HVAC Controls maintenance.

Attachments: [2017 HVAC Maintenance Repair Services.pdf](#)

Legislative History

3/21/17 Finance Committee recommended for approval

- [17-386](#) Request to award Unit C-17 sidewalk sawcutting to ASTI Sawing, Inc. in an amount not to exceed \$30,000.

Attachments: [Award of Contract Unit C-17.pdf](#)

Legislative History

3/21/17 Finance Committee recommended for approval

6. MINUTES OF THE COMMUNITY AND ECONOMIC DEVELOPMENT COMMITTEE

7. MINUTES OF THE UTILITIES COMMITTEE

- [17-366](#) Award Organic Recycling Contractor Services to Hsu Growing Supply for an initial term ending December 31, 2020 for a total not to exceed contract cost of \$315,000.

Attachments: [170306 UC Memo - Hsu Contract.pdf](#)

Legislative History

3/21/17 Utilities Committee recommended for approval

- [17-367](#) Request to file Water Leak Policy with the Public Service Commission of Wisconsin.

Attachments: [Water Leak Policy.pdf](#)

Legislative History

3/21/17 Utilities Committee recommended for approval

- [17-368](#) Approve City of Appleton Water Usage Monitoring Procedure.

Attachments: [Water Usage Monitoring Procedure.pdf](#)

Legislative History

3/21/17

Utilities Committee

recommended for approval

8. MINUTES OF THE HUMAN RESOURCES & INFORMATION TECHNOLOGY COMMITTEE[17-304](#)

Request to move the Diversity Coordinator position to report directly to the Mayor.

Attachments: [Diversity Coordinator Mayor memo.pdf](#)

[Diversity Coordinator job description.pdf](#)

Legislative History

3/6/17

Human Resources & Information Technology Committee

held

Hold until March 20, 2017 Human Resources & Information Technology Committee meeting

3/20/17

Human Resources & Information Technology Committee

recommended for approval

[17-374](#)

Request to award Heartland Business Systems the contract to purchase and implement a Meraki wireless environment within City buildings and Houdini Park.

Attachments: [Wireless Memo.pdf](#)

Legislative History

3/20/17

Human Resources & Information Technology Committee

recommended for approval

9. MINUTES OF THE FOX CITIES TRANSIT COMMISSION**10. MINUTES OF THE BOARD OF HEALTH****M. CONSOLIDATED ACTION ITEMS****N. ITEMS HELD****O. ORDINANCES**[17-403](#)

Ordinances 27-17 to 30-17

Attachments: [Ordinances going to Council 4-5-17.pdf](#)

P. LICENSE APPLICATIONS AND COMMUNICATIONS REFERRED TO COMMITTEES OF JURISDICTION

- Q. RESOLUTIONS SUBMITTED BY ALDERPERSONS REFERRED TO COMMITTEES OF JURISDICTION
- R. OTHER COUNCIL BUSINESS

Reconsideration of:

[16-1536](#)

Resolution #R-11-16 - Chickens

Attachments: [Resolution #R-11-16 - Chickens.pdf](#)

[VERSION A - Original DRAFT Mar 2017.pdf](#)

[Chicken Permit Application DRAFT.pdf](#)

Legislative History

10/12/16	Board of Health	presented
11/9/16	Board of Health	presented
12/14/16	Board of Health	held
1/11/17	Board of Health	held
2/8/17	Board of Health	presented
3/8/17	Board of Health	recommended for denial
3/15/17	Common Council	approved

- S. ADJOURN

Kami Lynch, City Clerk

Reasonable accommodations for persons with disabilities will be made upon request and if feasible.



"...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
email: mayor@appleton.org

March 31, 2017

Members of the Common Council:

The following is being presented for your confirmation at the April 5 Council meeting:

BOARD OF REVIEW

Appointment of one (1) member to fill the expired term of Eleanor Maloney:

PETER STUECK

1-year term to expire April 2018

Appleton resident Peter Stueck, a Licensed Realtor/Broker since 2003, has been a Designated Broker for Keller Williams Fox Cities since 2015 and has held the position of Managing Director for KW Commercial since 2016. He has also been a member of the Wisconsin Realtors Association Board of Directors since 2016.

Mr. Stueck served as a member of the Appleton City Council from 2005-2015 and as an Outagamie County Supervisor since 2008. During his time on the City Council and as a County Supervisor, Peter has been a member of numerous committees by appointment of the Mayor of Appleton and the Outagamie County Executive.

It is with pleasure that I make this recommendation.

Sincerely,

TIMOTHY M. HANNA
Mayor of Appleton

NOTICE OF PUBLIC HEARING ON SPECIAL ASSESSMENTS

(Preliminary Resolution 2-P-17)

PLEASE TAKE NOTICE THAT the Common Council hereby declares its intention to exercise its powers under Section 66.0703, Wisconsin Statutes, to levy special assessments upon property within the following described area for benefits conferred upon such property by improvement of the following area.

CONCRETE PAVEMENT, SIDEWALK CONSTRUCTION AND DRIVEWAY APRONS

Ashford Court from Celtic Crossing to Cul-de-sac

The assessment area consists of all property fronting upon both sides of the named streets from intersection to intersection or point to point described herewith including the full width of said intersection of said limits.

The Report of the Finance Committee showing preliminary and/or Final Plans and Specifications, estimated cost of improvements, schedule of proposed assessments is on file in the Department of Public Works, Fifth Floor, 100 North Appleton Street, Appleton, WI 54911. Please call 832-5592 to discuss specific questions or amounts to be assessed to your property or to view said documents, Monday through Friday, between the hours of 7:30 A.M. to 3:00 P.M.

You are further notified that the Common Council will hear all persons interested or their agents or attorneys concerning matters contained in the preliminary resolution authorizing such improvements and assessments at a regular meeting of the Common Council to be held on **April 5, 2017, at 7:00 P.M.** or as soon thereafter as can be heard, in the Council Chambers at the City Hall, 100 North Appleton Street, Appleton, Wisconsin. All objections will be considered at said hearing and thereafter the amount of the assessments will be finally determined.

March 22, 2017

RUN: March 24, 2017

KAMI LYNCH
City Clerk

REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES WILL BE MADE UPON REQUEST AND IF FEASIBLE.

RESOLUTION 2-P-17

**FINAL RESOLUTION DECLARING INTENT TO EXERCISE SPECIAL ASSESSMENT POWERS
UNDER SECTION 66.0703 (7) (a), WISCONSIN STATUTES OF 2011-2012.**

WHEREAS, the Common Council of the City of Appleton, Wisconsin, held a Public Hearing at the Council Chambers in the City Hall at 7:00 P.M. on the 5th day of April, 2017, for the purpose of hearing all interested persons concerning the proposed improvements and construction in the following streets or portion of streets:

CONCRETE PAVEMENT, SIDEWALK CONSTRUCTION AND DRIVEWAY APRONS

Ashford Court from Celtic Crossing to Cul-de-sac

And has heard all person desiring an audience at such hearing.

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Appleton as follows:

1. That the report of the Finance Committee pertaining to the construction of the above described public improvements including plans and specifications therefor, is hereby adopted and approved.
2. That the Finance Committee is directed to advertise for bids to carry out the work of such improvement in accordance with the report of the Finance Committee.
3. That payment for said improvements be made by assessing the cost to the property benefited as indicated in said report.
4. The schedule of proposed assessments made under the police power and the amount assessed against each parcel are true and correct and are hereby confirmed.
5. That the assessment for all projects included on said report are hereby combined as a single assessments but any interested property owner shall be entitled to object to each assessment separately or both assessments jointly for any purpose or purposes.
6. The assessment against any parcel may be paid to the Finance Department on receipt of Special Assessment Notice by one of the following:
 - a. In cash, or if entered on the Tax Roll.
 - b. One installment, if the assessment is \$1000 or less.
 - c. In five equal installments, if the assessment is greater than \$1000;Deferred payment will bear an interest at the rate of 6.25% per annum on the unpaid balance.
7. The City Clerk is directed to publish this resolution in the Appleton Post Crescent, the Official Newspaper of the City.
8. The Clerk is further directed to mail a copy of this resolution to every affected property owner whose name appears on the assessment roll and whose post office address is known or can with diligence be ascertained.

S/TIMOTHY M. HANNA (Mayor)

Adopted: April 5, 2017

Published: April 10, 2017

Attest: Kami L. Lynch (City Clerk)



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

DEPARTMENT OF PUBLIC WORKS

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

March 10, 2017

Dear Property Owner:

The City of Appleton is proposing to construct sidewalk along the south side of the Northland Avenue south service road from Mason Street to Locust Street in 2017.

The Department of Public Works will present this design to the Municipal Services Committee on Tuesday, March 21 at 6:30 p.m. in Committee Room "A", Sixth Floor, City Center Building, 100 N Appleton Street.

You are invited to attend this meeting to view and comment on the plans of the proposed construction. The proposed sidewalk design would then go to the full Common Council on April 5, 2017.

If you are unable to attend this meeting, feel free to contact me at 832-6486 or email at Mark.Lahay@appleton.org with any questions or comments. You can view the proposed plans on the City's website at the following site: <http://www.appleton.org/government/public-works/admin-engineering/project-information/northland-avenue-sidewalk-construction-mason-st-to-locust-st>.

Sincerely,

Mark A. Lahay, P.E.
Assistant City Engineer

c: Alderperson

From: Jim Baumbach [mailto:wtw0bl@new.rr.com]
Sent: Tuesday, March 21, 2017 7:18 AM
To: Mark Lahay <Mark.Lahay@Appleton.org>
Subject: Sidewalks Along Northland Ave. Service Road

To the Department of Public Works:

Tonight (March 21, 2017) a meeting will be held with the Municipal Services Committee to discuss the proposed construction of a sidewalk along the south side of Northland Avenue service road.

I would like to propose an alternative to the intended plan. The service road enters from Mason St. and ends in a cul-de-sac. Since the entrance to this section of the service road is about a third of a block south of the intersection of Mason St. and Northland Ave., access to the properties along this portion of the street is severely limited especially for any businesses at the end of the cul-de-sac.

Many businesses have left the property which is adjacent to my own due to poor accessibility. The land has been for sale for many years even before the unfortunate fire that destroyed the only commercial building at this end. The land lies empty and I have offered up my own property to J. Ross & Associates, Commercial Property Management to create an incentive for potential buyers.

Due to the dead end of this street, the city is losing significant tax revenue on this land.

Please consider this alternative for the purpose of improving access to this service road and encourage more development of commercial interests.

Thank you,

Sincerely,

James Baumbach
1127 W. Northland Ave.
Appleton, WI 54914

Telephone: 920 257-4764

Paula Vandehey

From: Mark Lahay
Sent: Tuesday, March 21, 2017 2:12 PM
To: Paula Vandehey
Subject: FW: NORTHLAND AVENUE SERVICE ROAD SIDEWALK

Mark A. Lahay, PE
Assistant City Engineer
City of Appleton
Department of Public Works
920-832-6486
Mark.lahay@appleton.org

From: Dianne Dexter [mailto:diannedexter@earthlink.net]
Sent: Tuesday, March 21, 2017 11:35 AM
To: Mark Lahay <Mark.Lahay@Appleton.org>
Subject: NORTHLAND AVENUE SERVICE ROAD SIDEWALK

Mark -

We are unable to attend the Municipal Services meeting this evening. We want you to know we are VERY HAPPY with the proposal to add the sidewalks from Mason to Locust along the Service Road. This is an area that we drive or walk in almost daily and it would be an excellent addition for the safety of both drivers and pedestrians. We are so excited about the possibility of not needing to walk in the road!

Thank-you!

David and Dianne Dexter
1016 W Browning St - District 12

(920) 734-5103

diannedexter@earthlink.net



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

MEMO

TO: Municipal Services Committee

FROM: Paula Vandehey, Director of Public Works *PAV*

DATE: March 15, 2017

SUBJECT: Award parking meter pay-by-phone services to Passport.

In 2014 the City of Appleton hired Walker Parking Consultants to perform a Downtown Parking Study. The Final Report included recommendations for improvement in areas of technology, enforcement, demand management and planning. To date we have accomplished many of the recommendations including the following:

1. Reduced meter hours from 9:00 am – 9:00 pm to 9:00 am – 6:00 pm, Monday through Saturday, with Sundays remaining free.
2. Changed on-street meter limit from 2 hours to 12 hours and the rate from \$0.75/hour to \$0.20/hour for all on-street meters north of Washington Street.
3. Implemented new pay-on-exit parking system in the Green, Yellow and Red Parking ramps, including credit card and validation capabilities with new fee structure.
4. Implemented new ramp permit fee rates of \$35/month in the Blue Ramp and \$30/month in all other ramps.

The next recommendation on our list to implement is the parking meter pay-by-phone program. This parking option provides features such as paying for parking without using coins, extending parking for up to the time limit without going back to the meter, and providing a text message that the meter time is expiring.

The City solicited proposals from six different companies and received proposals from three of them (ParkMobile, Passport and Meter Feeder). Both ParkMobile and Passport scored very high with the review team. Because both companies are very capable of providing the services we requested the determining factors came down to the following:

- Passport is the provider that the cities of Green Bay, Fond Du Lac, Racine, Hudson and Wisconsin Dells currently use.
- Passport's reports appear to be more user friendly.
- Digital Wallet feature allows all merchant processing savings to be passed on to the City.
- Passport seems like a better fit for communities the size of Appleton.

Therefore, we recommend awarding the parking meter pay-by-phone services to Passport for a \$2,500 initial set-up fee and merchant processing fees of 2.9% plus \$0.30 per transaction.

From: Aric Hanseter [mailto:aric.hanseter@gmail.com]
Sent: Wednesday, March 08, 2017 3:01 PM
To: Carrie Minges <Carrie.Minges@Appleton.org>
Subject: Request to Waive Garbage Can Fee

Hello Carrie,

My wife Molly and I recently moved to our new residence at 50 Crestview Drive in Appleton this past June. At that time, I had chosen the appropriate garbage can size for our then family of three. In August, we learned that my wife was pregnant, and shortly after that we were expecting twin girls - an unforeseen, but exciting discovery.

That said, we are hoping to take a proactive approach to obtaining a larger (95 gal.) garbage can to support what will soon be a family of 5 (the girls are due April 6th). As we had no way to predict that our family would nearly double in such a short period of time... I would like to request that the \$100 fee please be waived. This would go a long way in helping us to overcome the financial burden of raising two infants at the same time. Your consideration is very much appreciated!

We are very excited to welcome our new daughters home very soon, and we wish you all the best!

Kind regards,

Aric & Molly Hanseter
50 Crestview Dr
Appleton, WI 54915
920-419-1262



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DEPARTMENT OF PUBLIC WORKS

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

Effective Date: August 1, 2013

CITY OF APPLETON **RESIDENTIAL REFUSE CART EXCHANGE/ADDITION POLICY**

The objective of this policy is to establish the guidelines in which residential properties will be allowed to exchange or add a second refuse cart.

PROCEDURE

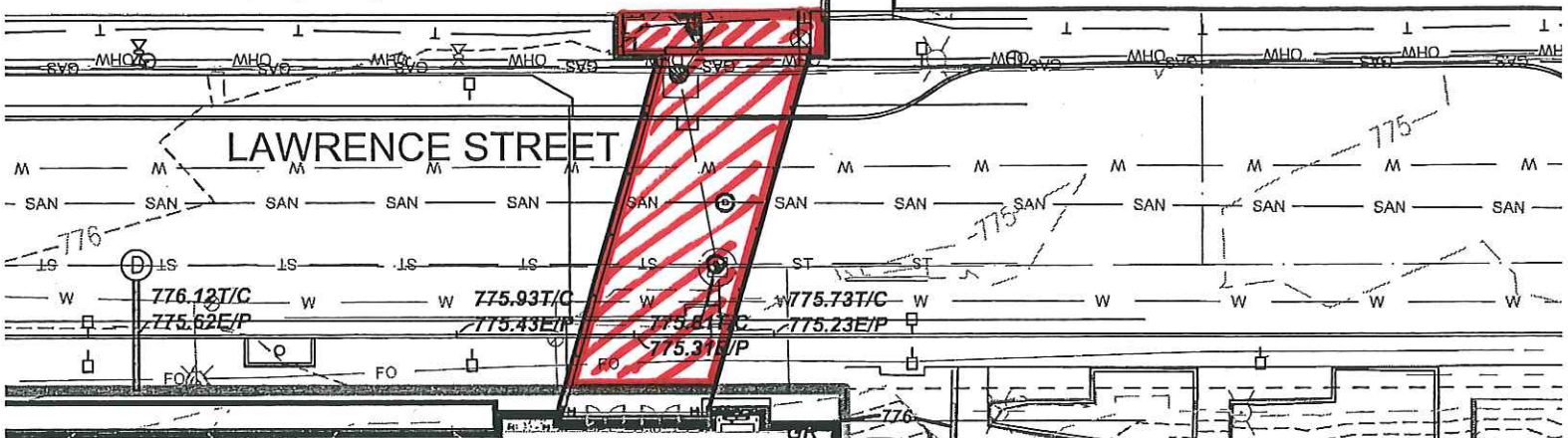
All requests to exchange or to add a second residential refuse cart shall be submitted to the Department of Public Works – Municipal Services Building to be reviewed against the criteria set forth in this policy.

APPROVAL CRITERIA

1. Requesting party must be the owner of the residentially zoned property of four (4) living units or less.
2. The owner's request shall include which unit(s) to assign the carts for billing purposes.
3. Total number of refuse carts must be two (2) or less per single family address.
4. Multi-unit buildings (2 to 4 units, with all units in the same building), must have at least as many recycling carts as refuse carts.
5. Payment of \$100 for each additional cart shall be received by the Department prior to additional carts being issued.
6. The appropriate weekly fee (per the Common Council approved Public Works Fee Schedule) shall be charged by the City of Appleton.
7. Exchange fees will not apply for carts exchanged for routine maintenance or repair.
8. Lost or damaged carts due to property owner neglect may be subject to a \$100 replacement fee.
9. For cart exchanges, a \$100 payment shall be received by the Department prior to cart exchange if cart was exchanged within past 24 months.

Hotel

1
N



**PROPOSED
BUILDING**
FFE=780.00
LOWER LEVEL = 745.00

FCEC

JURAL PLANS
' GRADING

**PROPOSED
OFTOP COURTYARD**

GR
776.00

GR
745.00

GR
745.00

DOOR
745.00

DOOR

JONES
PARK

739



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From: Kyle Heimstead

Sent: Tuesday, February 28, 2017 12:45 PM

To: Keith Curran (keith.curran@appleton.org); 'mark.lahay@appleton.org'; 'mary.schlimm@appleton.org'

Subject: City of Appleton Right-of-Way Permit

Keith, Mark and Mary,

EnviroForensics is proposing some work within the road right-of-way of N. Meade St. between E. Hancock St. and E. Winnebago St. during April 2017. I have discussed an approved traffic control plan with Michael Hardy. Attached is a memo, figure with the proposed locations of the groundwater monitoring wells, soil boring locations and approved traffic control plan. Also attached is the Permit to Excavate in the Public Right-Of-Way and Permit to Occupy the Public Right-of-Way. I am having the Certificate of Liability Insurance and Right-of-Way Bond updated and will send those over as soon as I receive them.

If there is anything else, let me know!

Best Regards,

Kyle Heimstead

Staff Geologist

EnviroForensics | N16 W23390 Stone Ridge Drive, Suite G | Waukesha, WI 53188

P. 209.390.9814 | C. 612.210.3374 | F. 262.510.0460

www.enviroforensics.com

Turning Environmental Liabilities Into Assets®

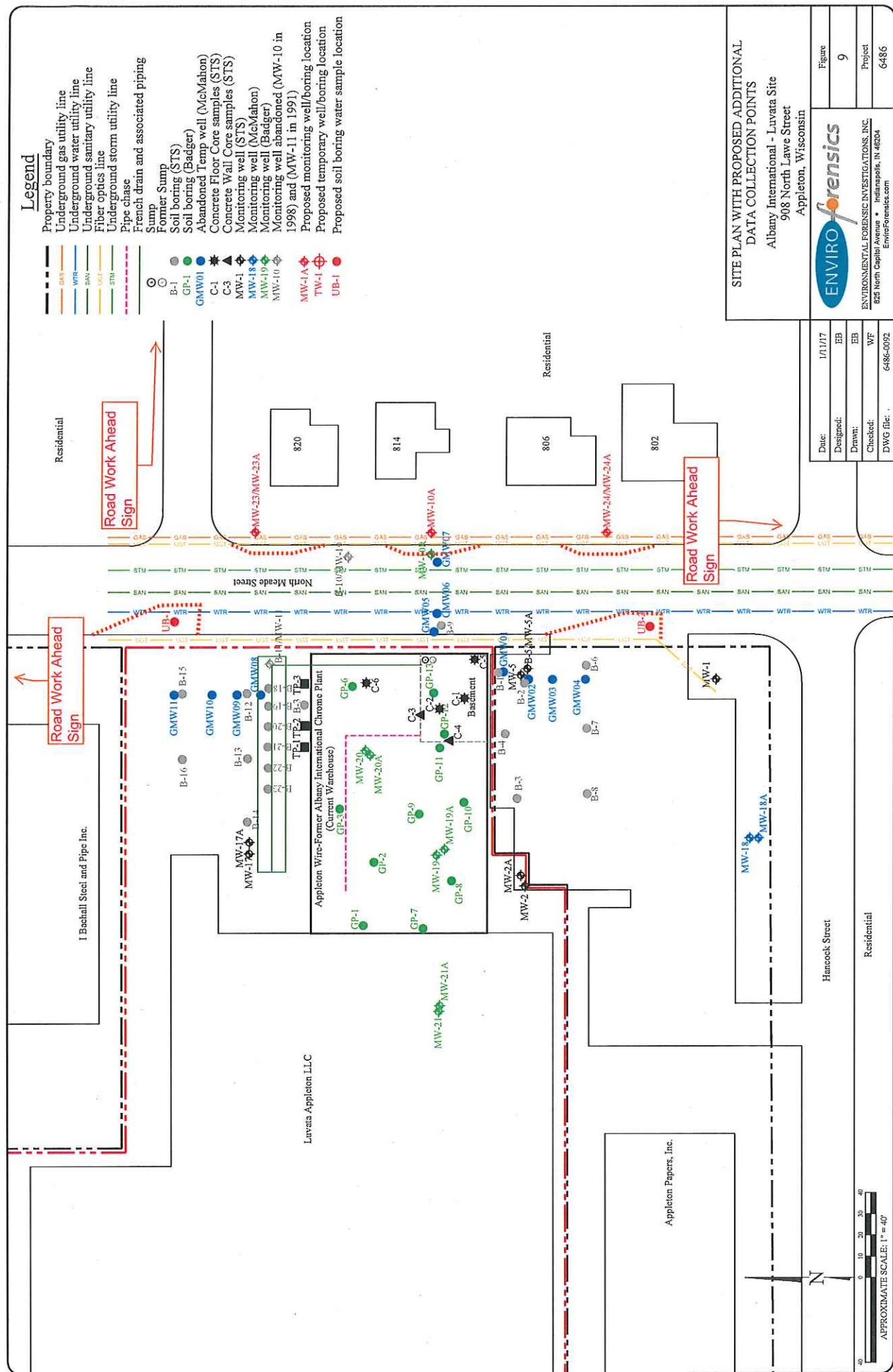


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Operator's Licenses for 3/22/17 S & L

Approved

Justice T. Alford	920 E. Sylvan Avenue
Brittney J. Bohlen	711 E. Harding Drive
William P. Breen	1060 Westfield Lane, Neenah
Derek J. Buechel	530 ½ Durkee Street
Priscilla K. Fischer	1 Daniel Drive, Hilbert
Jason J. Gwenzel	88 Spencer Village Court
Vicki L. Hough	1200 E. Northland Avenue, #3
Cori J. Hartzheim	1025 ½ E. North Street
Fox A. Lancour	1900 E. Newberry Street
Lindsey A. Nolan	419 E. Atlantic Street
Adam K. Plier	607 W. 7 th Street
Markus C. Revilla-Saiz	221 E. Howard Street, Portage
ShyAnne L. Skenandore	1193 Valley Road, #1
Pobtsuas T. Thoj	1710 S. Thompson Drive, Madison
Danny M. Vang	1521 W. Kamps Avenue, #1
Cory M. Veltus	1009 Forestedge Drive, Kaukauna



REPORT TO CITY PLAN COMMISSION

Plan Commission Meeting Date: March 20, 2017

Common Council Meeting Date: April 5, 2017

Item: Affidavit of Correction - Extraterritorial Plat White Hawk Meadows III Subdivision/Identification as a Buildable Lot

Case Manager: Jeff Towne

GENERAL INFORMATION

Owner/Applicant: Town of Grand Chute - owner; David Schmalz, McMahon Engineers/Architects - applicant

Location: East of North Lynndale Drive (C.T.H. "A"), Town of Grand Chute

Petitioner's Request: The applicant is submitting an Affidavit of Correction to identify Outlot 32 as a buildable lot.

BACKGROUND

The Final Plat of White Hawk Meadows III was approved by the Common Council, the Town of Grand Chute and Outagamie County in 2012. It was recorded with the Outagamie County Register of Deeds on February 20, 2012. On the plat, Outlot 32 has no public sewer or water available and no public right-of-way access. This request does not alter the boundaries of the plat.

The Affidavit of Correction states that Outlot 32 is currently served by public water and sanitary sewer. The Affidavit of Correction also states that Outlot 32 has been determined to be a buildable lot by the Wisconsin Department of Administration Plat Review. The Affidavit states that Outlot 32 and the adjacent lot to the south (Lot 4, CSM 4941) are both owned by the Town of Grand Chute and will be used for Town purposes.

The Affidavit of Correction is the tool in which to properly and accurately record the changes to the White Hawk Meadows III Extraterritorial Subdivision Plat. If approved, the owner/applicant is required to record the Affidavit in the Outagamie County Register of Deeds' Office. A copy of the document is attached. City and other jurisdictions will affix signatures prior to recordation by the applicant.

STAFF ANALYSIS

Surrounding zoning and land uses: The surrounding area is under the jurisdiction of the Town of Grand Chute. The uses are generally of a residential nature.

Affidavit of Correction - White Hawk Meadows III
March 20, 2017
Page 2

2010-2030 Comprehensive Plan: The Community Development staff has reviewed the City's 2010-2030 Comprehensive Plan and determined this proposed subdivision is outside the City of Appleton's growth area.

Technical Review Group Report (TRG): This item was referred to the Technical Review Group on February 28, 2017 for comments. No negative comments were received from participating departments.

RECOMMENDATION

Based on the above, staff recommends that the Affidavit of Correction for the Final Plat – White Hawk Meadows III located in the Town of Grand Chute, as shown on the attached maps and documents, **BE APPROVED**.

Affidavit of Correction
White Hawk Meadows III Subdivision
Town of Grand Chute

BARLEY WAY

W BARLEY WAY

NOELLE LA

SOPHIA LA

BULL RUSH DR

WHITE HAWK DR

Subject Area

GRAND CHUTE BLVD

N WHITE HAWK DR

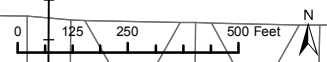
N LYNDALE DR

TOWNELAKES AV

HWY 41



City Plan Commission
03-20-2017



Jeff Towne

From: Karen Harkness
Sent: Wednesday, February 15, 2017 10:06 AM
To: Matthew Rehbein; Monica Stage; David Kress; Don Harp; Jeff Towne
Subject: FW: Affidavit of Correct to allow building on Outlot 32 White Hawk Meadows III for the Town of Grand Chute
Attachments: transmittal for Affidavit of Correction White Hawk III.PDF; Affidavit of Correction Outlot 32 White Hawk III.PDF; Plat Restriction Release Guide.pdf; White Hawk Meadows III Final Plat - recorded 02-20-2012.pdf; CSM 4941.pdf

Karen Harkness
Director of Community and Economic Development
100 N. Appleton St.
Appleton, Wisconsin 54911

Phone: 920-832-6408
Cell: 920-209-9520
Email: Karen.Harkness@appleton.org



From: Dave Schmalz [mailto:DSchmalz@mcmgrp.com]
Sent: Wednesday, February 15, 2017 7:26 AM
To: Roach, Timothy P. <Timothy.Roach@outagamie.org>; Robert L. Buckingham <Robert.Buckingham@grandchute.net>; Karen Harkness <Karen.Harkness@Appleton.org>
Subject: Affidavit of Correct to allow building on Outlot 32 White Hawk Meadows III for the Town of Grand Chute

Tim, Bob and Karen,

I am sending you this e-mail at the request of the Town of Grand Chute. The Town of Grand Chute has purchased Outlot 32 of White Hawk Meadows III. This Outlot is directly north of Town Property being lot 4 CSM 4941 which is north of the Town Hall. Outlot 32 and lot 4 CSM 4941 will be part of a new Grand Chute Park. An Affidavit of Correction to the final plat is required to allow buildings on Outlot 32. The review and approving authorities have to approve this affidavit per WI statute. I have included letters from the Town of Grand Chute for sewer service and WDOA Plat Section for lot size approval in the Affidavit.

I have attached:

- 1.A letter of transmittal.
- 2.The Affidavit of Correction. Each required signature is on a separate page.
3. A Plat Restriction Release Guide form from the WDOA Plat Section.
- 4.White Hawk III final plat.
- 5.CSM 4941.

Please review the attachments and let me know what you need to approve the Affidavit. If you want paper copies, a form filled out, and/or a fee please let me know. I will meet with you and attend any required meeting to have the Affidavit Approved.

Please advise.

Thank you for your help. I appreciate it.

David Schmalz

VP Land Surveyor

McMAHON

ENGINEERS ARCHITECTS

The McMAHON Way...*Values. Culture. Relationships.*

1445 McMAHON DRIVE NEENAH, WI 54956

920.751.4200 EXT 240 MCMGRP.COM

920.450.2678 Cell Phone

dschmalz@mcmgrp.com

Confidentiality Statement

THE INFORMATION CONTAINED IN THIS E-MAIL IS INTENDED FOR PERSONAL AND CONFIDENTIAL USE OF THE DESIGNATED RECIPIENT(S) NAMED ABOVE. This message may be a client communication, and as such is privileged and confidential. If the reader(s) of this message is not the intended recipient(s) or agent(s) responsible for delivering it to the intended recipient(s), you are hereby notified that you have received this message in error, and that any review, dissemination, distribution, or copying of this message is strictly prohibited. If you have received this communication in error, please notify us by telephone and delete the original message. Thank you.

TRANSMITTAL

PROJECT: Town of Grand Chute DATE: February 13, 2017
SUBJECT: White Hawk Meadows III McM. No. G0006-9-16-00106.03
Outlot 32
PURPOSE: For Your Examination & Approval VIA: Mail

TO:

NAME, COMPANY & ADDRESS

City of Appleton
Community Development
100 North Appleton Street
Appleton, WI 54911

Outagamie County
Zoning Department
410 South Walnut Street
Appleton, WI 54911

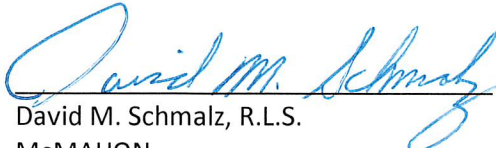
Town of Grand Chute
1900 West Grand Chute Boulevard
Grand Chute, WI 54913

DESCRIPTION OF CONTENTS:

QTY	DATED	TITLE
1		Affidavit of Correction

REMARKS: The Town of Grand Chute is requesting approval of this Affidavit of Correction to allow buildings to be built on Outlot 32, White Hawk Meadows III.
Please contact me with any questions.

FROM:


David M. Schmalz, R.L.S.
McMAHON
1445 McMahon Drive / P.O. Box 1025
Neenah, WI 54956 / 54957-1025

E-MAIL: dschmalz@mcmgrp.com
PHONE: 920.751.4200

DOCUMENT NO.

AFFIDAVIT OF CORRECTION

STATE OF WISCONSIN)
COUNTY OF Winnebago) ss

I, David M. Schmalz, Wisconsin Professional Land Surveyor No. S-1284, employed by McMahon Associates, Inc. d/b/a McMahon hereby certify that White Hawk Meadows III as recorded in Cabinet L, Pages 43-44 as Document No. 1936518 in the Outagamie County Register of Deeds office and prepared by James R. Sehloff, Wisconsin Professional Land Surveyor No. S-2692 is to be amended to include the following revision:

On the aforementioned plat, Outlot 32 has no public sewer or water available and no public Right-of-Way access.

That attached hereto and marked as Exhibit "A", is a true and correct copy of a letter from Thomas Marquardt, Director of Public Works for the Town of Grand Chute which states that Outlot 32 is currently served by public water and sanitary sewer.

That Attached hereto and marked Exhibit "B" is a true and correct copy of a letter from Don Sime, Wisconsin Professional Land Surveyor No. S-2634, Wisconsin Department of Administration, Plat Review that Outlot 32 is a buildable lot.

That said Outlot 32 and the adjacent property to the south, being Lot 4 of Outagamie County Certified Map No. 4941, are both owned by the Town of Grand Chute and the Town's plan for these properties is for Town purposes. See attached Exhibit "C"

David M. Schmalz FEB. 13, 2017
David M. Schmalz Date
P.L.S. #S-1284

State of Wisconsin)
Winnebago County) ss

Personally came before me on this 13th day of February, 2017, the above named David M. Schmalz to me known to be the person who executed the afore said affidavit and acknowledged the same.

Corey W. Kalkofen
Notary Public Corey W. Kalkofen
Winnebago County, Wisconsin

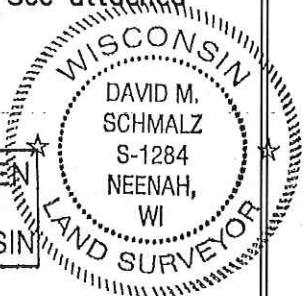
My Commission Expires November 30th 2018

THIS SPACE RESERVED FOR RECORDING DATA

RETURN TO:

McMAHON
C/O DAVE SCHMALZ
1445 McMAHON DRIVE
P.O. BOX 1025
NEENAH, WI 54957-1025
PHONE (920)-751-4200

COREY W. KALKOFEN
NOTARY PUBLIC
STATE OF WISCONSIN



McMAHON
ENGINEERS ARCHITECTS

1445 McMAHON DRIVE NEENAH, WI 54956
Mailing: P.O. BOX 1025 NEENAH, WI 54957-1025
Tel: (920) 751-4200 Fax: (920) 751-4284
www.mcmgrp.com

THIS INSTRUMENT WAS DRAFTED BY:
David M. Schmalz, McMahon

SHEET 1 OF 7

TOWN OF GRAND CHUTE APPROVAL

Resolved, that this Affidavit of Correction in the Town of Grand Chute, is hereby approved by the Town Board of the Town of Grand Chute, Outagamie County, Wisconsin.

Town Chairperson
David A. Schowalter

Date

Town Clerk,
Karen L. Weinschrott

Date

OUTAGAMIE COUNTY APPROVAL

This Affidavit of Correction in the Town of Grand Chute, is hereby approved by Outagamie County, Wisconsin.

Authorized County Representative Date

Printed Name
Authorized County Representative

McMAHON
ENGINEERS ARCHITECTS

1445 McMAHON DRIVE NEENAH, WI 54956
Mailing: P.O. BOX 1025 NEENAH, WI 54957-1025
Tel: (920) 751-4200 Fax: (920) 751-4284
www.mcmgrp.com

THIS INSTRUMENT WAS DRAFTED BY:
David M. Schmalz, McMahon

SHEET 3 OF 7

CITY OF APPLETON COMMON COUNCIL APPROVAL

Resolved that this Affidavit Of Correction in the Town of Grand Chute, Town of Grand Chute, Owner, is hereby approved by the City of Appleton Common Council.

Date: _____

Approved: Timothy Hanna, Mayor

Date: _____

Signed: _____
Timothy Hanna, Mayor

CLERK'S APPROVAL

I hereby certify that the foregoing is a copy of a resolution adopted by the City of Appleton Common Council.

Kami Lynch, City Clerk



DEPARTMENT OF PUBLIC WORKS

1900 W. Grand Chute Blvd, Grand Chute, WI 54913

PH. 920-832-1581 • FAX 920-832-6036

www.grandchute.net

To Whom It May Concern,

This letter is to provide confirmation that Outlot 32 of White Hawk Meadows III is served by municipal water from Grand Chute Sanitary District # 1 and by municipal sanitary sewer from Grand Chute Sanitary District # 2. The property is further described below:

Property being located in part of the Southeast $\frac{1}{4}$ of the Southeast $\frac{1}{4}$, part of the Southwest $\frac{1}{4}$ of the Southeast $\frac{1}{4}$ and part of the Northeast $\frac{1}{4}$ of the Southeast $\frac{1}{4}$ of Section 9, T21N-R17E, Town of Grand Chute, Outagamie County, Wisconsin, more specifically described as Outlot 32 of the recorded plat of "White Hawk Meadows III", Cabinet L, pp. 43-44, Document No. 1936518, Outagamie County Records. Tax Key Parcel #102-532600.

Sincerely,

Thomas Marquardt
Director of Public Works
Town of Grand Chute

EXHIBIT A



WISCONSIN DEPARTMENT OF
ADMINISTRATION

SCOTT WALKER
GOVERNOR
SCOTT A. NEITZEL
SECRETARY

Plat Review

101 E Wilson St FL 9, Madison WI 53703
PO Box 1645, Madison WI 53701
(608) 266-3200 Fax: (608) 264-6104 TTY: (608) 267-9629
E-mail: plat.review@wi.gov
<http://doa.wi.gov> search keyword = subdivision

February 9, 2017

DAVID M. SCHMALZ
MCMAHON
1445 MCMAHON DRIVE
NEENAH WI 54957-1025

Subject: OUTLOT 32 WHITE HAWK MEADOWS III
SE 1/4 S9 T21N R17E
TOWN OF GRAND CHUTE, OUTAGAMIE COUNTY

Dear Mr. Schmalz:

You have requested the opinion of the department to determine if Outlot 32 White Hawk Meadows III meets the minimum requirements for a buildable lot within a platted subdivision according to state statute.

Chapter 236 of the Wisconsin Statutes contains the minimum requirements for a buildable lot; specifically, the parcel must meet the width and area requirements of s. 236.16 (1), Wis. Stats. which calls for a minimum average width of 50' and a minimum area of 6,000 square feet. These minimums may be reduced by local ordinance when the parcel is served by public sewer. Outlot 32 has a minimum width of approximately 660 feet, and an area of 553,300 square feet. In addition, you have provided the department with verification from the Town of Grand Chute that Outlot 32 is served with water from the Grand Chute Sanitary District #1, and is served with public sewer from Grand Chute Sanitary District #2.

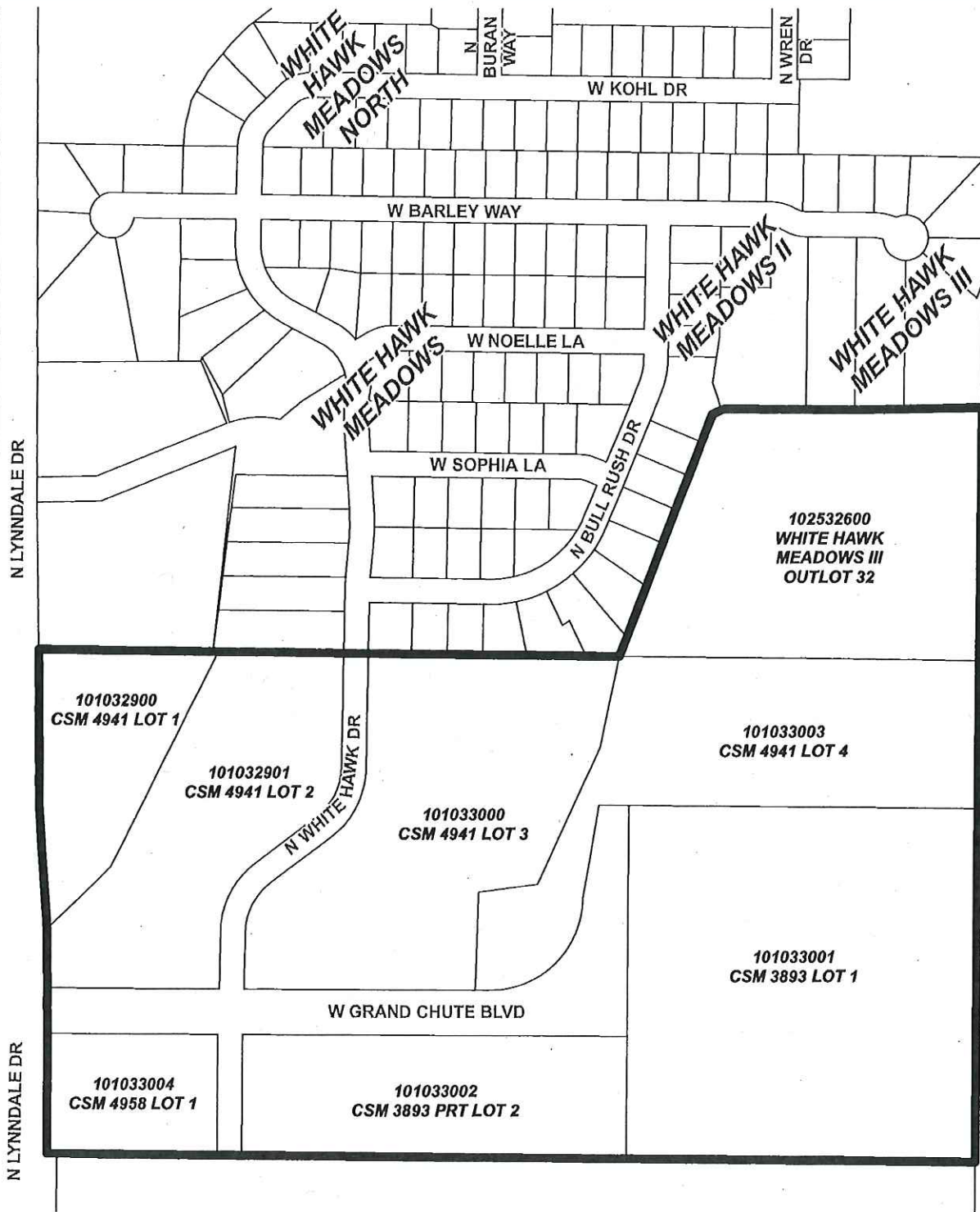
The parcel must also be provided with access to a public street per s. 236.20 (4) (d), Wis. Stats. While Outlot 32 does not have direct access to a public street, in an affidavit provided to the department and to be recorded with the Outagamie County Register of Deeds you have stated that Outlot 32 is to be used in conjunction with the adjacent Lot 4 Certified Survey Map 4941 to create a public park. Lot 4 does have direct access to a public street (W. Grand Chute Boulevard), and as such will provide street access to Outlot 32.

It is therefore the opinion of the department that the requirements of s. 236.16 (1) and s. 236.20 (4) (d), Wis. Stats. as applied to Outlot 32 have been met. Please contact me if you have questions regarding this opinion or if I may be of further service.




Regards,

Don Sime, PLS
Plat Review
Phone: (608) 266-3200

EXHIBIT B



Mapped Features

-  Grand Chute Owned Parcels
-  Parcel Line
-  Railroad Centerline



0 400
Feet

Source: Outagamie County, 2015-16.

Disclaimer: The property lines, right-of-way lines, and other property information on this drawing were developed or obtained as part of the County Geographic Information System or through the County property tax mapping function. McMAHON does not guarantee this information to be correct, current, or complete. The property and right-of-way information are only intended for use as a general reference and are not intended or suitable for site-specific uses. Any use to the contrary of the above stated uses is the responsibility of the user and such use is at the user's own risk.



EXHIBIT C

McMAHON
ENGINEERS ARCHITECTS

FIGURE 1
GRAND CHUTE OWNED PARCELS
TOWN OF GRAND CHUTE
OUTAGAMIE COUNTY, WISCONSIN

RESTRICTION RELEASES

PURPOSE

Restriction releases are required whenever dividing or redividing land necessitates that a restriction or easement be terminated or relocated, or when the restriction or easement is no longer in force.

On recorded subdivision plats such releases must be executed, in writing, by whomever has the right of enforcement (i.e. government bodies, public/private utilities, homeowners associations, subdivider).

The approving authorities and objecting agencies that had plat review jurisdiction for the recorded plat, and/or the public utilities or other entities having the right to service the affected area may need to release the restriction or easement.

Frequently, subdivisions redivide or replat land in a recorded plat. Before Plat Review certifies no objection to the proposed subdivision, easements and restrictions from the previous plat which are not shown on the new plat must be released in writing by the public body, public utility, or other public or private entity having the right of enforcement.

Examples of Restrictions/Easements that may be released

- Public utility/water/sewer easements
- Stormwater drainage easements
- Lot restricted to mound type septic system
- Ingress/egress easement
- Various environmental preservation easements or restrictions
- Highway setback
- Emergency access easement
- Restricted access to public street
- No building on outlot restriction

RESTRICTION RELEASES

PROCEDURE

As an example, the procedure for releasing an outlot building restriction is outlined below. Note that most releases are handled locally. Plat Review is only involved in outlot releases and mound restriction waivers; however, the procedure for releasing other types of restrictions or easements is similar.

To release a "building restriction" on an outlot, s. 236.13 (6), Wis. Stats., provides that to be buildable, the outlot must comply with all requirements imposed by statute, administrative rule and local ordinances with respect to building sites (see example in this section).

A written request for release must be submitted to Plat Review. The request must include:

- any required soils information;
- the name and location of the recorded plat;
- the name, address and phone number of the person requesting the release;
- the Department of Commerce review fee.

Plat Review will then:

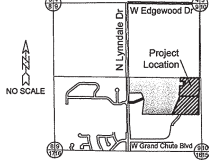
- **Send copies to the District Wastewater Specialist and all other objecting agencies who previously reviewed the plat.** They review the request and recommend or oppose releasing the restriction.
- **Determine if the outlot complies with s.236.15 and s.236.20, Stats.,** minimum layout standards and requirements for a building site.
- **Send a letter to all interested parties officially releasing the restriction** after receiving notice from the Wastewater Specialist, and from any other objecting authorities, recommending that the restriction be released.

The written release is then incorporated into a Correction Instrument under s. 236.295, Wis. Stats. This action gives notice to the public that the restriction on the recorded plat is no longer in effect.

Per s. 236.295, Wis. Stats. the Register of Deeds adds a note to the recorded subdivision plat or Certified Survey Map that references recording data for the correction instrument.

LOCATION MAP

SEC 9, T21 N, R17 E,
TOWN OF GRAND CHUTE
OUTAGAMIE COUNTY, WI



NOTES

- All linear measurements have been made to the nearest one hundredth of a foot.
- All angular measurements have been made to the nearest 20 seconds and computed to the nearest half seconds.
- Floodplain information from FIRM 55067C12D & 55067C16D with an effective date of July 22, 2012.
- The vacated Wren Drive shown on this map was vacated per Town of Grand Chute resolution, series of R-21-2011 dated Sept 20, 2011 and recorded in the Outagamie County register of deeds on Sept 26, 2011 as Document No. 1921888.

LEGEND

- 1/2" Rebar Found
- 3/4" Rebar Found
- 1" Iron Pipe Found
- 1/2" x 18" Steel Rebar @ 4.30lbs/LF SET
- All other corners
- 3/4" x 18" Steel Rebar @ 1.50lbs/LF SET
- SF Lot areas in square feet

Owner:
Rubble Development, LLC
425 Haddonstone Drive
Appleton, Wisconsin 54915
1-920-213-0300

White Hawk Meadows III

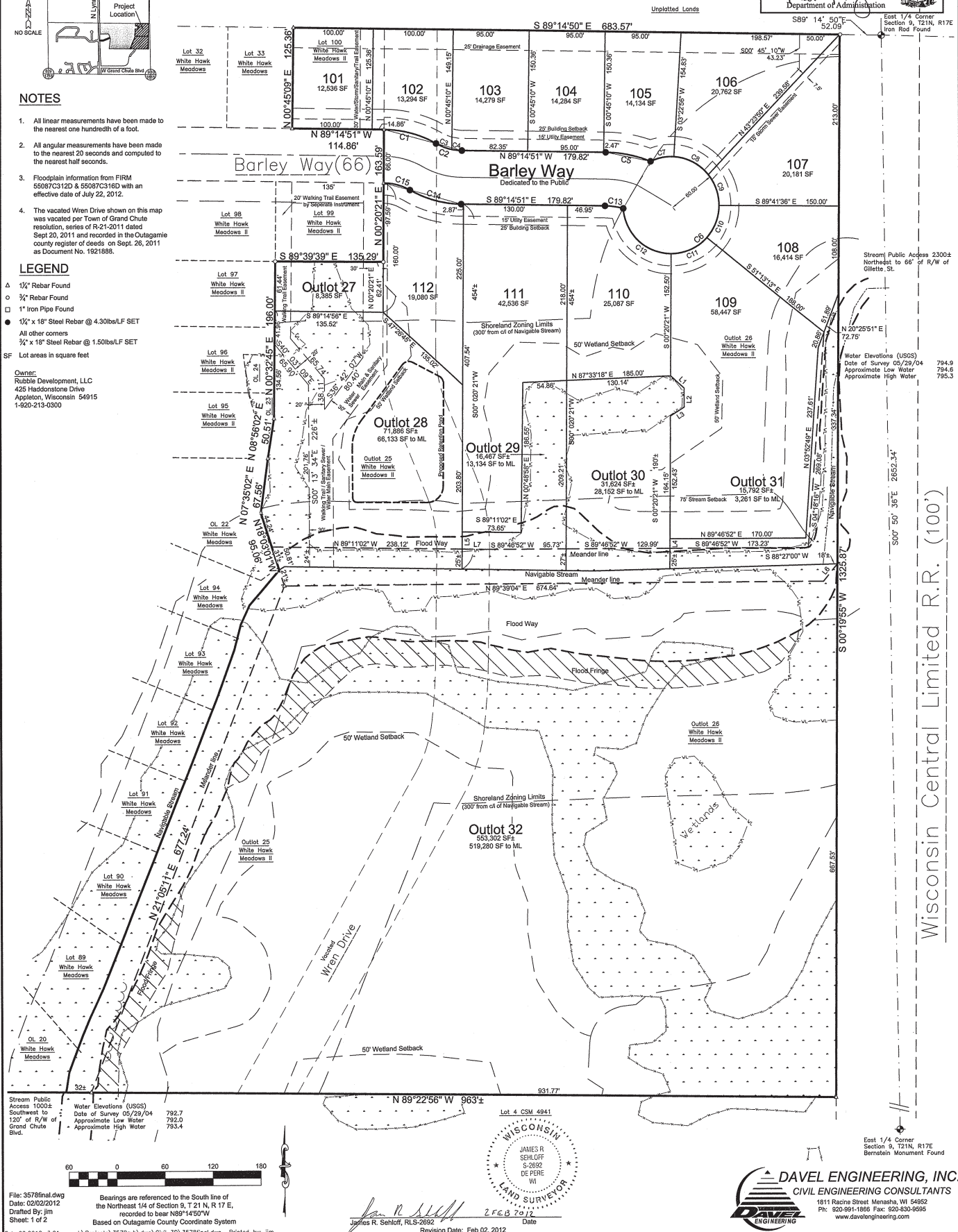
All of Lot 100, Outlot 25, Outlot 28 and all of Vacated Wren Drive, all being part of White Hawk Meadows II, located in the Northeast 1/4 of the Southeast 1/4 of Section 09, Township 21 North, Range 17 East, Town of Grand Chute, Outagamie County, Wisconsin

There are no objections to this plat with respect to Secs. 236.15, 236.16, 236.20 and 236.21(1) and (2), Wis. Stats. as provided by s. 236.12, Wis. Stats.

Certified February 02, 2012

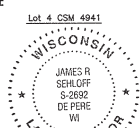
Ben H. DePue

Department of Administration



Wisconsin Central Limited R.R. (100')

File: 3578final.dwg
Date: 02/02/2012
Drafted By: jm
Sheet: 1 of 2
Based on Outagamie County Coordinate System
Printed by: jm
Revision Date: Feb 02, 2012



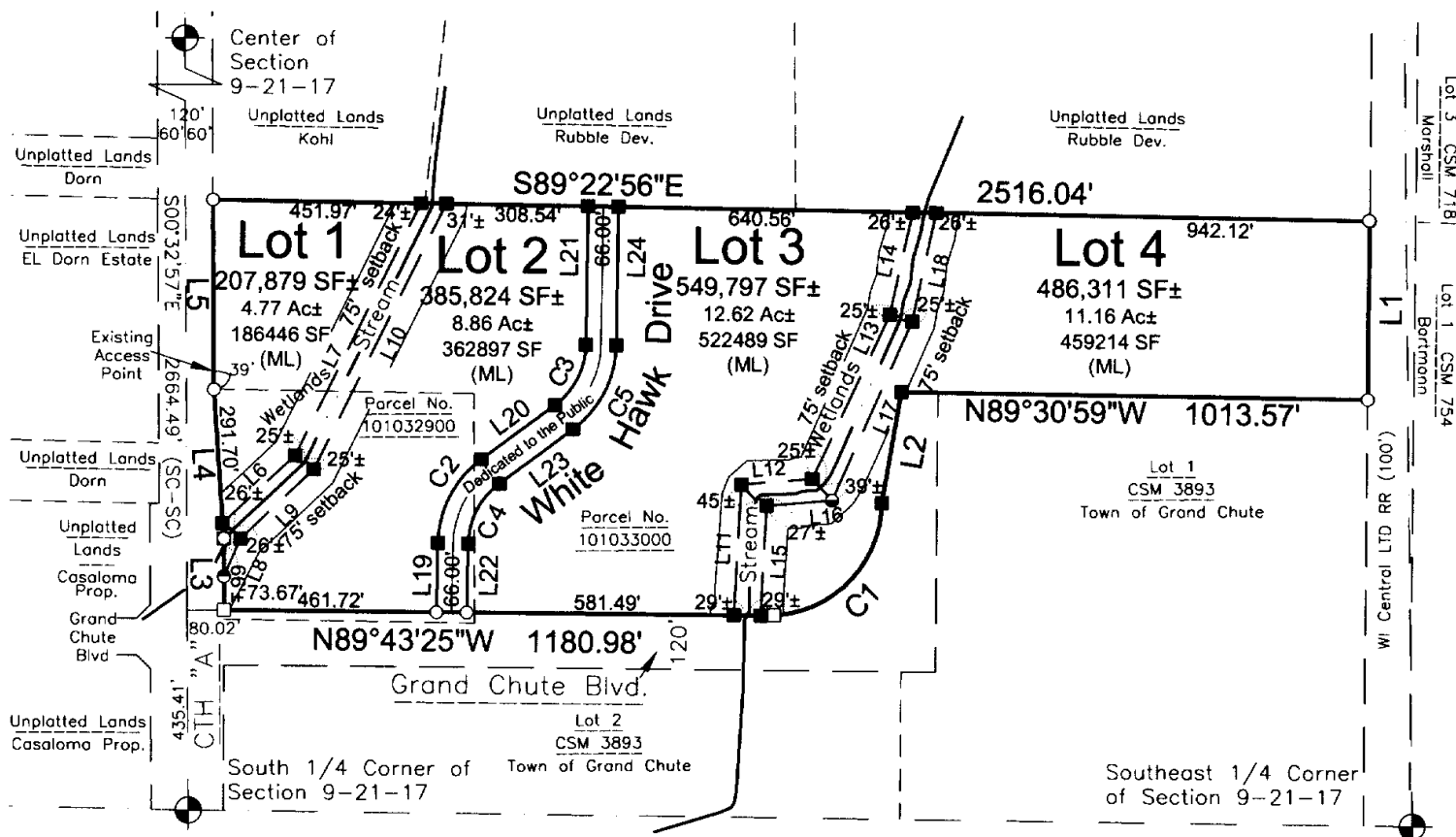
DAVEL ENGINEERING, INC.
CIVIL ENGINEERING CONSULTANTS
1811 Racine Street, Menasha, WI 54952
Ph: 920-991-1856 Fax: 920-830-8698
www.davelengineering.com

Document Number **1637094** Filed **HCMiller** this 27 day of October, 2004 at 2:00 p.m. in Volume 28 of Certified **Stock No. 26273** Survey Maps on page 4941 being Certified Survey Map Number 4941.

Janice Flenz
Janice Flenz, Register of Deeds

Certified Survey Map No. 4941 Page 4941 (Three Pages)

Part of Lots 1 and 2 of CSM 3307 being in part of the Southeast 1/4 of the Southeast 1/4 and part of the Southwest 1/4 of the Southeast 1/4 of Section 9, Township 21 North, Range 17 East, Town of Grand Chute, Outagamie County, Wisconsin.



CURVE TABLE

Curve	Radius	Arc Length	Central Angle	Chord Length	Chord Direction	Tangent Bearing-In	Tangent Bearing-Out
C1	248.00'	389.55'	89°59'54"	350.72'	S45°16'35"W	S00°16'38"W	N 89°43'28" W
C2	233.00'	212.36'	52°13'17"	205.09'	N27°04'05"E	N00°57'26"E	N 53°10'43" E
C3	167.00'	153.20'	52°33'39"	147.88'	S26°53'53"W	S00°37'04"W	S 53°10'43" W
C4	167.00'	152.21'	52°13'17"	147.00'	N27°04'05"E	N00°57'26"E	N 53°10'43" E
C5	233.00'	213.74'	52°33'39"	206.33'	S26°53'53"W	S00°37'04"W	S 53°10'43" W

LEGEND

- 1"ID x 24" Iron Pipe @ 1.68lbs/LF SET
- RR Spike Set
- 3/4" Rebar Found
- 1" Iron Pipe Found
- RR Spike Found
- Government Corner
- SF Square Feet
- Ac Acres
- ML Meander Line

Access Restriction:
All lots are hereby restricted access to CTH "A" unless by permit or by existing access points shown.

Line Table

Line	Bearing	Length
L1	S00°19'15"W	392.70'
L2	S09°40'04"W	246.52'
L3	N00°33'01"W	156.01'
L4	N04°04'25"W	325.44'
L5	N00°33'01"W	414.78'
L6	S46°37'56"W	215.05'
L7	S26°05'31"W	615.95'
L8	S23°25'42"W	89.30'
L9	S46°15'52"W	219.50'
L10	S26°05'31"W	648.67'
L11	S03°00'01"W	285.60'
L12	S85°15'13"W	154.55'
L13	S24°52'48"W	397.54'
L14	N12°05'32"E	230.79'
L15	S02°50'32"W	239.17'
L16	S84°55'12"W	142.91'
L17	S23°38'04"W	429.44'
L18	S12°07'12"W	244.54'
L19	N00°57'26"E	150.96'
L20	N53°10'43"E	199.25'
L21	N00°37'04"E	303.96'
L22	N00°57'26"E	150.18'
L23	N53°10'43"E	199.25'
L24	N00°37'04"E	303.96'

Scale: 1" = 400'



Bearings are referenced to the West line of the Southeast 1/4 of Section 9, T22N, R17E, Recorded to bear N00°32'57"W



Davel Engineering, Inc.
Civil Engineers and
Land Surveyors
1811 Racine Street
Menasha, Wisconsin
Ph. 920-991-1866, Fax 920-830-9595

Survey for:
Town of Grand Chute
1900 W. Grand Chute Blvd
Town of Grand Chute, WI 54913

File: 2721csm.dwg
Date: 09/16/2004
Drafted By: wil
Sheet: 1 of 3



Stock No. 26273

Page 4941 (Three Pages)

Certified Survey Map No. 4941

Surveyor's Certificate

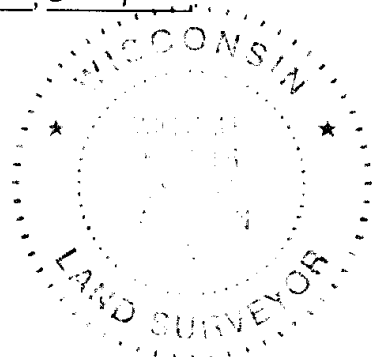
I, William F. Kottler, registered land surveyor, hereby certify: That in full compliance with the provisions of Chapter 236 of the Wisconsin Statutes and the subdivision regulations of the Town of Grand Chute and Outagamie County, and under the direction of Town of Grand Chute, owners of said land, I have surveyed divided and mapped this Certified Survey Map; that such map correctly represents all exterior boundaries and the subdivision of the land surveyed; and that this land is located in part of Lots 1 and 2 of CSM 3307, being part of the Southeast 1/4 of the Southeast 1/4 of Section 9, and the Southwest 1/4 of the Southeast 1/4 of Section 9, Township 21 North, Range 17 East, Town of Grand Chute, Outagamie County, Wisconsin, containing 1,697,101 SqFt (38.9601 Acres) of land described as follows:

Commencing at the South 1/4 corner of said Section 9; thence along the West line of the Southeast 1/4 of said Section 9, N00°32'57"W, 435.41 feet; thence N89°27'03"E, 80.02 feet to the easterly right-of-way of CTH "A" being the point of beginning; thence along said right-of-way, N00°33'01"W, 156.01 feet; thence continuing along said right-of-way N04°04'25"W, 325.44 feet; thence continuing along said right-of-way N00°33'01"W, 414.78 feet; thence N89°34'04"W, 2516.04 feet; thence S00°19'15"W, 392.70 feet; thence N89°30'59"W, 1013.57 feet; thence S09°40'04"W, 246.52 feet; thence 389.55 feet along the arc of a curve to the right with a radius of 248.00 feet and a chord of 350.72 feet that bears S45°16'35"W; thence N89°43'25"W, 1180.98 feet to the point of beginning, subject to all easements, and restrictions of record.

S89°22'56"E

Given under my hand this 8th day of October, 2004

William F. Kottler, Wisconsin Registered Land Surveyor No. S-2348



Owner's Certificate of Dedication

As owner, and in full compliance with s.80.01(5), I acknowledge that title to described lands was taken by the Town of Grand Chute recorded in the Outagamie County Register of Deeds office as Document No. 1308886 and Document No. 1308885. I hereby certify, as Authorized Representative for the Town of Grand Chute, that I caused the land described on this plat to be surveyed, divided, mapped and dedicated as represented on this certified survey map.

Dated this 27th day of October, 2004.

Town of Grand Chute, Authorized Representative

State of Wisconsin)

_____ County) SS

Personally came before me this 27th day of October, 2004, the above named Town of Grand Chute Authorized Representative to me known to be the same person who executed the foregoing instruments and acknowledged the same.

My commission expires July 15, 2008

Notary Public, Wisconsin



Stock No. 26273

Page 4941 (Three Pages)

Certified Survey Map No. 4941

Town Board Approval Certificate

Resolved, that this Certified Survey Map, in the Town of Grand Chute is hereby approved by the town board.

Michael J. Munn
Town Chair

10/27/04
Date

Judith A. Christoph
Town Clerk

10-26-04
Date

Treasurer's Certificate

We, being the duly elected, qualified and acting Treasurer's of the Town of Grand Chute and Outagamie County, do hereby certify that in accordance with the records in our office, there are no unredeemed tax sales and unpaid taxes, or special assessments on and of the land included in this Certified Survey Map.

Linda J. Munn
Town Treasurer

10-26-04
Date

Leah Dewa
County Treasurer Deputy

10-27-04
Date

County Planning Agency Approval Certificate

Resolved, that this certified survey map in the Town of Grand Chute, is hereby approved by the Outagamie County Planning Department.

David Johnson
Authorized signature

10-27-2004
Date

This Certified Survey Map is contained wholly within the property described in the following recorded instruments:

Owners of record:
Town of Grand Chute
Town of Grand Chute

Recording Information:
Doc. No. 1308886
Doc. No. 1308885

Parcel Number(s):
101032900
101033000



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Date: 09/10/2004
Drafted By: wil
Sheet: 3 of 3



**PARKS, RECREATION & FACILITIES
MANAGEMENT**

Dean R. Gazza, Director

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

TO: Finance Committee

FROM: Dean R. Gazza

DATE: 3/21/2017

RE: Request to issue Elevator Services Contract to Otis Elevator for \$49,140.00 for elevator inspection and maintenance services.

On February 16, 2017 we accepted proposals for elevator inspection, maintenance and repair services. Two companies responded to the RFP. The inventory of facilities' elevators include 16 elevators, two lifts, two escalators, and one drum freight elevator. Of this equipment, the parking division manages the seven elevators at the City parking ramps. A mandatory pre-proposal conference and facility walk-through was conducted on February 6, 2017. The proposals were evaluated and scored by the Facilities Manager, Records and Plans Specialist and myself. The categories rated were ability to perform, description of firm and team, customer service, references and fees. The bids were received as follows:

	<u>Annual Cost</u>	<u>Rating (Possible 100)</u>
Otis Elevator	\$49,140.00	92
Schindler Elevator	\$53,900.00	90

In addition, the company will be utilized for various corrective and emergency maintenance needs through the term of this contract per the hourly rates provided below. Any work over \$25,000 will require three proposals, but any work under this amount will be sole-sourced as a result of being awarded this contract.

	<u>Standard Hourly Service Rate</u>	<u>Off-Hour/Holiday & Sunday</u>
Otis Elevator	\$192.00	\$192.00
Schindler Elevator	\$185.00	\$314.50/\$340.00

Based on our evaluations, PRFMD recommends awarding the contract to Otis Elevator. Otis Elevator has done much work for the City and has an excellent reputation with the City and their other customers. They held the contract for the last ten years and have done a good job. The contract proposed is a five-year contract with one additional two-year option at the discretion of the City. Otis Elevator has proposed to honor their annual cost throughout the entire term with zero price increases. Upon approval, the contract will be effective May 1, 2017.

Please feel free to contact me at 832-5572 or at dean.gazza@appleton.org with any questions. Thank you.



**PARKS, RECREATION & FACILITIES
MANAGEMENT**

Dean R. Gazza, Director

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

TO: Finance Committee

FROM: Dean R. Gazza

DATE: 3/21/2017

RE: Request to issue HVAC Services Contract to Energy Control and Design for \$126,675.31 for HVAC maintenance and \$42,846.44 for HVAC Controls maintenance.

On February 16, 2017 we accepted proposals for HVAC maintenance and repair services. Three companies responded to the RFP. Inventories of equipment were provided and a mandatory pre-proposal conference and facility walk-through was conducted on January 31, 2017. The proposals were evaluated and scored by the Facilities Manager, Projects Manager, Records & Plans Specialist and myself. The categories rated were ability to perform, description of firm and team, customer service, references and fees. [Note that the HVAC Controls are proprietary, thus only one contractor could meet the requirements of the request for proposal.] The bids were received as follows:

	<u>HVAC Services</u>	<u>HVAC Controls</u>	<u>Rating (Possible 100)</u>
August Winter	\$147,592.00	Did not meet specs	72
Bassett Mechanical	\$142,272.00	Did not meet specs	46
Energy Control & Design	\$126,675.31	\$42,846.44	78

In addition, the company will be utilized for various corrective and emergency maintenance needs through the term of this contract per the hourly rates provided below. Any work over \$25,000 will require three proposals, but any work under this amount will be sole-sourced as result of being awarded this contract.

	<u>Standard Hourly Service Rate</u>	<u>Off-Hour/Holiday</u>
August Winter	\$98.00	\$138.00
Bassett Mechanical	\$117.00	\$175.50
Energy Control & Design	\$94.50	\$124.50

Based on our evaluations, PRFMD recommends awarding the contract to Energy Control & Design. Energy Control & Design has done much work for the City and has an excellent reputation with the City and their other customers. They held the contract for the last ten years and have done a good job. The contract proposed is a five-year contract with one additional two-year option at the discretion of the City. Annual increases not to exceed 3%. Upon approval, the contract will be effective May 1, 2017.

Please feel free to contact me at 832-5572 or at dean.gazza@appleton.org with any questions. Thank you.

CITY OF APPLETON
Department of Public Works
MEMORANDUM

TO: ☒ **Finance Committee**
☐ **Municipal Services Committee**
☐ **Utilities Committee**

SUBJECT: Award of Contract

The Department of Public Works recommends that the following described work:

C-17 Sidewalk Sawcutting

Be awarded to:

Name: ASTI Sawing, Inc.
Address: 7454 HWY 18-151
Barneveld, WI 53507

In the amount of : _____

With a _____ % contingency of : _____

For a project total not to exceed : _____

**** OR ****

In an amount Not To Exceed : \$30,000.00

Budget: \$30,000.00
Estimate: _____
Committee Date: 03/21/17
Council Date: 04/05/17

BID TABULATION - Unit C-17
SIDEWALK SAWCUTTING
MARCH 13, 2017

ITEM	DESCRIPTION	Quantity	Units	ASTI Sawing, Inc.	
				Unit Price	Total
1.	Sawcut Sidewalk	1,700	Inch-ft.	\$14.80	\$25,160.00

TOTAL BID: \$25,160.00



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Department of Utilities
Wastewater Treatment Plant
2006 E Newberry Street
Appleton, WI 54915
920-832-5945 tel.
920-832-5949 fax

TO: Chairperson Greg Dannecker and Members of the Utilities Committee

FROM: Environmental Programs Coordinator Brian Kreski

DATE: March 3, 2017

RE: *Award Organic Recycling Contractor Services to Hsu Growing Supply for an initial term ending December 31, 2020 for a total not to exceed contract cost of \$315,000.*

BACKGROUND:

The Appleton Wastewater Treatment Plant (AWWTP) has operated a biosolids compost facility since the fall of 2010. Since its conception, the AWWTP has successfully contracted Hsu Growing Supply (Hsu) for compost processing services. Year-end 2016 marked the end of the third different contract term with Hsu. As such, the AWWTP is required to once again seek competitive quotes for "Organic Recycling Contractor Services" that include all labor and equipment, and ancillary devices required to mix and process raw compost feedstocks (e.g. biosolids, leaves, and ground brush) to a desired end-product that meets WDNR regulatory standards and nationally recognized US Compost Council Seal of Testing Assurance quality standards.

RFQ PROCESS AND QUOTE RESULTS:

The Organic Recycling Contractor Services request for quote (RFQ) was completed on March 1, 2017. Hsu's was the only firm of six with who was responsive to the RFQ. Reasons provided by the non-responsive firms included the inability to meet necessary qualifications, the inability to be competitive based on process frequency and distance to mobilize equipment, and/or the services requested were outside of their corporate business model. The quote tabulation is listed below in Table 1. Firms were asked to quote on specific processing volumes which were based on past project experience to provide resolution on economy-of-scale. The compost program budget and contract award amount (over four years) is based on processing three "batches" of material annually for a total of 16,000 cubic yards (5,333 yards per batch).

Table 1: Organic Recycling Contractor Services Quotes

Company	Required Quote (by quarter) Compost Processing			Alternate Quotes	
	2,500 YD	5,000 YD	10,000 YD	Stockpiling 3,500 YD	Screening 1,000 YD
Hsu Growing Supply	\$19,125	\$26,250	\$42,500	\$12,075	-
Purple Cow Organics, LLC	DNQ				-
Veolia	DNQ				-
Soil Solutions	DNQ				-
Synagro Technologies	DNQ				-
Vandenberg Trucking	DNQ				-

Note: Fuel surcharges would apply.

RECOMMENDATION:

I recommend contract award of Organic Recycling Contractor Services to Hsu for an initial term ending December 31, 2020 for a total not to exceed \$315,000. If you have any questions regarding this project please contact Brian Kreski at 920-832-2316.



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DEPARTMENT OF PUBLIC WORKS

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

Revised Date: March 9, 2017

WATER LEAK POLICY

BEFORE THE METER

It is the sole responsibility of the property owner to maintain their water service and to ensure it is in proper working order and free of leaks. Water losses (leaks) that occur between the City connection (curb stop) and the water meter shall be the responsibility of the customer or the owner of the property.

Once a leak has been identified, the Water Utility will issue the property owner a 30 day notice to repair the water service unless the leak presents a risk to the public's health, safety or welfare. If the service is not repaired within the 30 days, the property owner will receive a 10 day final notice to repair the water service. If the service has not been repaired after the 10 days, the water service will be disconnected per Wisconsin Public Service Commission (PSC) Code 185.37 until the proper repairs have been made. The Water Utility may grant an extension for good cause provided the leak does not pose a risk to the public's health, safety or welfare.

Water loss incurred after expiration of the 30 day notice may be subject to water loss charges. The charges will be determined based on an estimated water loss calculation performed by the Water Utility and will be billed at the current filed rates.

AFTER THE METER

Water losses (leaks) that occur on the premises, which are registered by the water meter, shall be the responsibility of the customer or the owner of the property. It is the sole responsibility of the customer to monitor their metered water and prevent leakage in all piping and fixtures on the premises at and beyond the metering point. The Utility shall inform each customer once per year of this responsibility and to inform them that any leaks or other losses of water registered by the meter will be billed at the filed rates.

Prior to requesting a bill adjustment for consideration, the following conditions shall be met:

1. Property shall be a residential property with 3 living units or less (100# accounts).
2. Customer shall contact the Water Utility to schedule a one (1) hour appointment for a water meter technician to help identify or verify the possible leak(s). This will include an in-house inspection as well as reviewing the consumption history for the property.
3. The meter shall be tested by Water Utility personnel and witnessed by the customer at the Water Utility test lab.
4. Customer may be required to submit the claim of loss and/or damage to the customer's property insurer e.g. homeowner's insurance and, if denied, provide the City written evidence of the denial.
5. The excess water volume for the billing period shall be at least three (3) times the average usage over the previous four quarters, but not less than a 10,000 gallon increase.
6. Customer shall provide a written request to the Water Utility for a bill adjustment, explaining the details of the loss and justification for the water bill adjustment. Pictures will be required for any sewer credit requests to verify the water did not enter the sewer system. Written request shall be received by the Water Utility within 120 days of the bill date in question.

If all of the above conditions have been met, the Utilities Committee may consider whether a bill adjustment is appropriate. Since any credit(s) issued will directly impact all of the Water Utility customers, consideration may be based on whether or not the leak may have resulted from neglect or carelessness of the owner, agent or tenant.

- A. Per PSC 185.35, the Water Utility may adjust the rate charged per gallon but is not allowed to adjust the metered consumption. Therefore, a billing adjustment can be made down to the lowest City of Appleton customer rate on file with the Water Utility for the entire excess water volume.
- B. Per PSC 185.36(6), no water bill adjustment shall be made for water supplied after the customer has been notified of the excessive usage. Notifications may include receipt of a water bill showing excessive water usage, notice by the Water Utility of a high consumption, or other notice.
- C. The Water Utility may provide an extended payment plan, if desired by the customer.

WATER USAGE MONITORING PROCEDURE

Updated March 9, 2017

The Public Service Commission (PSC) does not require a Utility to monitor or notify for high water usage or significant changes in consumption. Therefore, it is the sole responsibility of each customer to monitor their metered water on their premises, at and beyond the metering point.

The Appleton Water Utility values the importance of providing good customer service and may assist with monitoring for significant increases in consumption and large leaks that have potential to present a risk to the public's health, safety or welfare. Monitoring and notification of customer usage by the Utility is not guaranteed and is dependent upon several factors including, but not limited to, availability of staff, equipment and technology.

The Utility may monitor for significant increases in consumption utilizing available meter technology. The following parameters are recommended guidelines when monitoring for abnormally high consumption:

- #100 accounts (residential) - 30 gallons/hour for at least 120 consecutive hours
- #200 accounts (commercial) – 100 gallons/hour for at least 168 consecutive hours
- #300 accounts (industrial) – not monitored
- #400 accounts (public authority) – 100 gallons/hour for at least 168 consecutive hours
- #600 accounts (apartment bldgs.) - 100 gallons/hour for at least 168 consecutive hours

If a significant change in consumption has been identified by the Utility, the following process may be followed:

- Mail, email or text a high consumption notice to the customer to notify them of the increased water usage.
 - Utility may assist the customer in identifying the source of the increased water usage. This may include a phone conversation or up to a one (1) hour appointment at their property.
- Utility may visit the property if the leak is substantial and staff determines there may be the potential to present a risk to the public's health, safety or welfare (over 250 gal/hour).
 - If the Utility is not able to make contact with the customer, staff will leave a notice at the property advising the customer of the detected high consumption and asking for them to contact the Utility.
 - If no response within 48 hours, the Utility may turn the water off at the curb box until the customer requests the water to be turned back on.

This procedure is intended only to provide guidelines regarding the Utility's monitoring of, and response to, increased water usage. This procedure shall not be construed as making any promises, warranties, representations or the like to any property owner regarding the monitoring of water usage, nor is it intended in any way to relieve property owners of the ultimate responsibility to monitor water use on their property.




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OFFICE OF THE MAYOR

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

MEMORANDUM

TO: Members of the Human Resources & Information Technology Committee

FROM: Mayor Timothy M. Hanna 

DATE: March 6, 2017

SUBJECT: Relocation of Diversity and Inclusion Coordinator position

Diversity and inclusion continues to grow in importance at a national, state and local level, and the need for inclusion and respect is more critical than ever before. The City has recognized the need to proactively support diversity and inclusion in both our organization and in the community. Our vision is to be a community that is known as welcoming, inclusive and respectful to all residents, businesses and visitors.

In recent months, we have worked to fill our Diversity and Inclusion Coordinator position. During that recruitment process, we re-visited our expectations and scope of responsibilities for the position. We recognize that this is a City-wide position that serves all internal departments and external communities. We want the person in the position to be strategic, visionary, politically-savvy, a strong decision-maker and an excellent communicator, which are competencies that we expect of employees at the highest level of the organization. We expect the person to be proactive in building internal capacity in all City departments, while reacting to the external communities' needs as they arise.

Because this position is considered Non-Exempt under the Fair Labor Standards Act (FLSA), the person in the position is expected to fulfill these duties within the confines of a 40-hour work week. Often these hours are consumed in reacting to immediate needs that emerge, to the detriment of long-range strategic planning and proactive development of our organization to meet our vision of being a welcoming and inclusive community.

In recognition of the need for the position to be both strategic and flexible to meet City-wide needs, I am proposing to move the position to the Mayor's Office, and increase the responsibilities to give the position strategic oversight of internal and external diversity efforts,

March 6, 2017

Page 2

including development and administration of policies, communication, and training as they relate to diversity and inclusion. We expect these additional responsibilities will change the position to 'Exempt' status under FLSA, which will allow the position more flexibility to be both proactive and strategic, while still meeting the needs of the community when they emerge. We anticipate these added responsibilities may move the position to another classification category under the City's Compensation Plan once it has been reviewed by our external Compensation Consultant.

We expect these changes to yield the following benefits:

- The position will be more strategic, proactive, and deliberate in our approach to meet internal and external needs.
- The position will have oversight for all diversity and inclusion policies and communication, allowing for better coordination and a unified message from the City.
- By increasing the responsibilities, the position may be classified as 'Exempt', which will allow the candidate to have the ability to proactively build our internal capacity, while responding to diversity and inclusion needs without being restricted by FLSA hour limitations.
- The position will fulfill the key objectives of the City's Strategic and Comprehensive Plans.

Thank you for your consideration of these changes. Should you have questions, please let me know.

CURRENT JOB DESCRIPTION

Diversity and Inclusion Coordinator

Class Code:
200-10 (CC-3)

Bargaining Unit: Non-union Non-Exempt

CITY OF APPLETON
Revision Date: Oct 1, 2016

SALARY RANGE

\$21.87 - \$32.80 Hourly
\$45,489.60 - \$68,224.00 Annually

NATURE OF WORK:

The Diversity and Inclusion Coordinator position directly contributes to the economic development of the City of Appleton by effectively promoting a welcoming and inclusive environment within City departments and for local business, their employees and customers. The Diversity and Inclusion Coordinator positively and proactively addresses the issues from our growing diverse community. The Diversity and Inclusion Coordinator promotes access to City services and an understanding of resident rights and responsibilities while mediating potential barriers to access. This position is responsible for coordinating the support for diversity initiatives in all City departments. Work involves developing internal and external training programs on cultural diversity issues, establishing effective relations with diverse communities, and attracting qualified diverse candidates to position openings within the City. The Diversity and Inclusion Coordinator works under the general supervision of the Director of Community and Economic Development.

JOB FUNCTIONS:

ESSENTIAL JOB FUNCTIONS

- Serves as a resource of knowledge and facilitates connections within the community to meet internal and external diversity and inclusion needs.
- Actively interacts with all City departments to support initiatives to promote diversity and inclusion within City departments.
- Establishes effective relations with members of diverse communities.
- Develops and recommends methods for attracting and retaining qualified diverse candidates for employment both for the City of Appleton and for Appleton businesses.
- Develops and implements internal and community education programs about diversity and inclusion issues through presentations, community awareness, prevention education and events.
- Represents the City of Appleton on various committees and boards as it relates to diversity.
- Develops and implements community education programs about diversity issues through presentations, community awareness, prevention education and events.
- Assists in developing practices and procedures designed to enhance interaction between employees and members of diverse communities.
- Prepares necessary reports, as required.
- Facilitates Interpreter contracts and program.

- Maintains regular punctual and predictable attendance, works a flexible schedule based on business needs.

OTHER JOB FUNCTIONS

- Creates, supports and facilitates programs and practices that create a sense of inclusion for all employees and residents regardless of race, ethnicity, gender, socio-economic status, nationality, citizenship status, religion, sexual orientation, gender expression, ability, age, or marital status.
- Works on special projects as assigned.

REQUIREMENTS OF WORK:

Requires graduation from high school supplemented by certification, experience or course work pertaining to cultural diversity issues, or any equivalent combination of experience or training which provides the following knowledge, abilities, and skills:

- Knowledge of diverse groups.
- Knowledge of modern office equipment, including the use of personal computers.
- Ability to maintain effective working relationships with other employees and the public and to deal with the public in a courteous and tactful manner.
- Ability to understand and follow moderately complex oral and written instructions.
- Ability to communicate orally and in writing in an effective and efficient manner.
- Ability to prepare clear and comprehensive reports.
- Ability to demonstrate sensitivity to internal employees, as well as members of the community.
- Ability to exhibit good judgment in resolving conflicts among individuals and groups.
- Fluency in Spanish or Hmong is a plus.
- Possess and maintain a valid Wisconsin driver's license.

SUPPLEMENTAL INFORMATION:**COMPETENCIES**

Communication

Self-directed/Autonomous/Accountable

Problem Solving

Technical/Professional/Strategic Skills

Creative/Innovative

To learn more about these competencies click [here](#)

Diversity & Inclusion Coordinator

Class Code:
100-3 (CC-3)

Bargaining Unit: Non-Union Exempt

CITY OF APPLETON
Revision Date: May 21, 2014

SALARY RANGE

\$25.36 - \$38.04 Hourly
\$52,748.80 - \$79,123.20 Annually

NATURE OF WORK:

Reporting to the Mayor, this position is responsible for providing strategic advice to department directors and staff on diversity related issues especially as they pertain to policy. This position consults and assists department directors in developing and integrating diversity goals and strategies into all business and planning processes and practices. The incumbent is expected to coordinate diversity & inclusion efforts throughout the City, with the ultimate goal of creating and fostering a culture of respect and dignity within the organization and the community. This position maintains positive relationships with departments within the organization and between the City and the public.

JOB FUNCTIONS:

ESSENTIAL JOB FUNCTIONS

- Develops, implements and monitors a strategic, comprehensive diversity plan for the organization that identifies core initiatives with mission, vision and value statements.
- Develops, implements and monitors programs that promote diversity within the organization in support of the City's strategic plan.
- Develops and implements programs that promote diversity within the business community that support both the City's strategic plan and Comprehensive Plan.
- Develops training and initiatives to educate employees, managers and the community on how to recognize, accommodate and appreciate individual differences and how these can be bridged back to assist in meeting business and community needs.
- Develops effective working relationships with key stakeholders, elected officials, community groups, businesses and City departments to foster collaboration.
- Assists with the prompt follow up of requests and questions from staff, elected officials, businesses and community members.
- Provides strategic advice to department directors and staff on diversity-related issues.
- Consults with department leaders on developing and integrating diversity goals, objectives, and strategies and develops plans to meet the established goals.

- Develops metrics for measuring the effectiveness of organizational diversity initiatives implemented and prepares quarterly reports to department directors and City Council on the value of the initiatives.
- Provides advice, guidance, and support on equality and diversity issues to community members, businesses, and City employees.
- Assesses community needs and promotes community cohesion.
- Develops systems for reporting any incidents of discrimination.
- Maintains regular punctual and predictable attendance, works extra hours as required.

OTHER JOB FUNCTIONS

- Monitors internal and external diversity trends and legal developments impacting policy and updates policy and practices accordingly.
- Analyzes employee and community opinion surveys and other culture audits and recommends strategic modifications to diversity plans, programs and policies.
- Represents the City and serves as subject matter expert on diversity-related issues for departments and at conferences, professional associations, and business meetings.
- Serves as a liaison with community groups and other relevant organizations.
- Raises awareness in schools, colleges and the wider community.
- Deals with conflict within the community or the organization on cultural and diversity issues.
- Coordinates Interpreter Contracts and Programs

REQUIREMENTS OF WORK:

Bachelor's degree in Business Administration, Human Resources Management, Public Relations, or related field, five to seven years diversity or human resources experience including implementation of training materials and diversity initiatives with two years management level experience, or equivalent combination of experience and training which provides the following knowledge, abilities, and skills:

- Certified Diversity Professional (CDP), Certified Diversity Executive (CDE) or Cornell Certified Diversity Professional (CCDP) or other related diversity certification preferred.
- Ability to develop and maintain effective and positive working relationships with external and internal customers, including citizens and visitors, elected officials, and City employees.
- Ability to build the trust of community groups and internal staff
- Demonstrated ability to think strategically and implement solutions.
- Must possess strong negotiation, conflict resolution and persuasion skills.

- Must be able to be flexible across all levels within the organization and meet changing needs.
- Knowledge of governmental policies, processes and procedures.
- Ability to communicate effectively, in oral and written form, to diverse groups and individuals.
- Superior presentation skills.
- Positive "can-do" attitude.
- Ability to work effectively under tight deadlines and manage projects independently.
- Excellent people skills and an upbeat enthusiastic attitude.
- Strong organizational skills and keen attention to detail.
- Ability to speak and read Spanish or Hmong a plus.
- Ability to demonstrate and promote cultural sensitivity.
- Ability to demonstrate cultural competencies and behaviors in all interactions.
- Possess and maintain a valid Wisconsin driver's license.

SUPPLEMENTAL INFORMATION:

COMPETENCIES

Communication

Self-directed/Autonomous

Problem Solving

Technical Skills

Creative/Innovative

To learn more about these competencies click [here](#)



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Information Technology Department
100 N. Appleton Street
Appleton, WI 54911

MEMO

To: Alderperson Konetzke and Members of the HR / IT Committee
From: Dean J. Fox, Information Technology Director
Date: 3/16/17

Re: Request to award Heartland Business Systems the contract to purchase and implement a Meraki wireless environment within City Buildings and Houdini Park.

The CIP budget of \$75,000 includes funding to replace the wireless infrastructure within all City buildings excluding the Waste Treatment and Water Filtration plants.

An RFP went out in late December for a new wireless system to replace the existing Motorola wireless network.

The responses were as follows:

- Meraki solution by Heartland \$34,497 (4 Year support)
- Meraki solution by Core BTS \$29,884.57 (1 Year support)
- Meraki solution by CC&N \$33,921.61 (4 Year support, non MDM)
- Cisco solution by Heartland \$51,303.45 (1 Year support, minimal MDM)
- Cisco solution by Core BTS \$63,978.83 (1 Year Support)
- Ruckus solution by ESG \$56,663.09 (1 Year Support)
- Extreme solution by Capital Data \$51,410.75 (1 Year Support)

In addition to the internal wireless, I request additional funding to put Meraki wireless access points in Houdini Park out of this CIP budget as a pilot hot spot, that additional cost will be \$4,917 for a project total of \$39,414 with a 10% contingency request of \$3,940 for a total project not to exceed \$43,143.

The evaluation team requests your consideration and approval of a contract with Heartland Business Systems for the Meraki Wireless solution they've proposed. This solution will cover 4 years of support and warranty on the equipment and a yearly subscription fee for end point device management for security purposes of approximately \$1,800 per year. After 4 years we would then begin support through the operational budget.

If you have any questions regarding this recommendation please contact Dean Fox.

27-17

AN ORDINANCE AMENDING SECTION 19-5 OF CHAPTER 19 OF THE MUNICIPAL CODE OF THE CITY OF APPLETON, RELATING TO THE ERECTION OF OFFICIAL TRAFFIC SIGNS AND SIGNALS.

(Municipal Services Committee 3-15-2017)

The Common Council of the City of Appleton does ordain as follows:

Section 1: That Section 19-5 of Chapter 19 of the Municipal Code of the City of Appleton, relating to the erection of official traffic signs and signals, is hereby created/amended as follows:

INSTALL YIELD SIGNS ON:

Haddonstone Drive at Castlebury Lane

Section 2: This Ordinance shall be in full force and effect from and after its passage and publication, and upon its passage and publication, the Traffic Engineer is authorized and directed to erect and maintain the appropriate standard traffic signs, signals and markings, giving notice of the provisions of this Ordinance.

28-17

AN ORDINANCE AMENDING SECTION 19-5 OF CHAPTER 19 OF THE MUNICIPAL CODE OF THE CITY OF APPLETON, RELATING TO THE ERECTION OF OFFICIAL TRAFFIC SIGNS AND SIGNALS.

(Municipal Services Committee 3-15-2017)

The Common Council of the City of Appleton does ordain as follows:

Section 1: That Section 19-5 of Chapter 19 of the Municipal Code of the City of Appleton, relating to the erection of official traffic signs and signals, is hereby created/amended as follows:

INSTALL STOP SIGNS ON:

Terraview Drive at Castlebury Lane

Section 2: This Ordinance shall be in full force and effect from and after its passage and

publication, and upon its passage and publication, the Traffic Engineer is authorized and directed to erect and maintain the appropriate standard traffic signs, signals and markings, giving notice of the provisions of this Ordinance.

29-17

AN ORDINANCE AMENDING SECTION 19-86 OF CHAPTER 19 OF THE MUNICIPAL CODE OF THE CITY OF APPLETON, RELATING TO PARKING RESTRICTIONS.

(Municipal Services Committee 3-15-2017)

The Common Council of the City of Appleton does ordain as follows:

Section 1: That Section 19-86 of Chapter 19 of the Municipal Code of the City of Appleton, relating to parking restrictions, is hereby repealed:

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.”

Section 2: This ordinance shall be in full force and effect from and after its passage and publication, and upon its passage and publication, the Traffic Engineer is authorized and directed to make the necessary changes in the Parking District Map in accordance with this Ordinance.

30-17

AN ORDINANCE CREATING SECTION 3-52(e) OF CHAPTER 3 OF THE MUNICIPAL CODE OF THE CITY OF APPLETON, RELATING TO RESTRICTED SPECIES.

(Board of Health – 3-15-2017)

The Common Council of the City of Appleton does ordain as follows:

Section 1: That Section 3-52(e) of Chapter 3 of the Municipal Code of the City of Appleton, relating to restricted species, is hereby created to read as follows:

Sec. 3-52. Restricted species.

- (e) Upon obtaining a permit issued by the Health Department, and

subject to the Rules and Regulations for hen keeping, up to four (4) chicken hens may be maintained by the permit holder. The Rules and Regulations for chicken hen keeping shall be on file in the Health Department. The permit will allow up to four (4) chicken hens at all one- (1-) and two- (2-) family dwellings.

Section 2: This ordinance shall be in full force and effect from and after its passage and publication.

REFERRAL LETTER

***TO THE MAYOR, MEMBERS
OF THE COMMON COUNCIL
AND CITY STAFF:***

September 22, 2016

At the regular meeting of the Common Council held September 21, 2016 the following items of business were referred to the respective Committees/Boards/Commissions.

Kami Lynch
City Clerk

RESOLUTIONS SUBMITTED BY ALDERPERSONS

R-11-16

Submitted by Alderperson Meltzer

Whereas there are many benefits to keeping chickens which will improve both the health and quality of life of Appleton residents, and

Whereas keeping chickens is allowed in many cities throughout the country and has been proven compatible with an urban environment,

Therefore be it resolved that the City of Appleton allow the keeping of up to four (4) hens at all single family and two family dwellings, following a permitting process including neighborhood notification and inspection of coop, and other guidelines as determined appropriate by the City.

Referred to the Board of Health

CHICKEN KEEPING

RULES AND REGULATIONS

Incorporated into Sec. 3-52 and adopted
pursuant to Sec. 7-28, Appleton Municipal Code

In conjunction with the adoption of Sec. 3-52(d), the following rules, regulations and restrictions are hereby adopted:

1. Persons desiring to keep chickens within the City of Appleton shall obtain an annual permit from the Health Department. Fees for said permits shall be on file with the Health Department. Before a permit is issued, the applicant must provide a plan on the form provided by the City that includes a detailed diagram of the coop location including distances from nearby structures on neighboring properties, coop design and materials plan, a plan to dispose of manure in a safe and adequate manner and comply with Wisconsin Department of Agriculture, Trade and Consumer Protection's premises registration program. Upon receiving a completed application, the Health Department will notify all property owners immediately abutting the property where the chickens will be kept, including those properties diagonally abutting the subject property, including properties located across an alley but not including properties located across a street. Property owners written objections must be received within 14 working days and contain the name, address, phone number and reason for the objection.
2. Upon receipt of written objection, the application shall be denied by the Health Officer. The applicant may appeal this decision to the Board of Health per APPEALS Section ten (10) below.
3. The keeping of up to 4 chickens, with a permit is allowed on single family or two family dwellings only. Permits will not be allowed on commercial or mixed-use occupancies.
4. The term "chicken" used throughout these regulations shall exclusively mean a female gallinaceous bird or hen of any age (including chicks). The term "chicken" does not include roosters or other kinds of fowl, including but not limited to, ducks, quail, grouse pheasant, turkeys, peacocks, emus, ostriches or the like.

5. Property Requirements

- a. Written permission from the property owner is required if the permit applicant does not own the property where chickens will be kept.
- b. Chickens shall not be kept or maintained upon a vacant lot, inside a residential dwelling unit including basements, porches, garages, sheds or similar storage structures.
- c. A coop shall be located in the rear yard of the license holder's residence. For purposes of these regulations, "rear yard" shall be defined by the Zoning Code Chapter 23.
- d. Coop and chicken run placement shall be at a minimum of, but not limited to, a three (3) foot setback from side and rear yard lot lines. If not attached to accessory structure such as detached garage or shed, coop placement must be a minimum of 10 feet from any structure on the parcel. In addition, coops shall not be closer than twenty-five feet to a residential dwelling, church, school or business on an abutting lot.

6. Coop Design

- a. All chickens shall be kept and maintained within a ventilated and roofed coop in compliance with any applicable city codes.
- b. The coop's structural floor area shall be no less than three (3) square feet per bird, and the height of the coop shall not exceed eight (8) linear feet as measured vertically from the coop's grade level to the outside highest point of the coop.
- c. All coops, including an attached chicken run enclosure, shall be enclosed with wire netting or equivalent material that prevents chickens from escaping the coop and predators from entering the coop.
- d. Coops shall be built in a workmanlike manner with quality materials and shall be moisture resistant.
- e. All coop floors shall be composed of a hard, cleanable surface, e.g., painted or sealed wood, linoleum, hard plastic, and shall be resistant to rodents, therefore, a dirt floor is not acceptable.
- f. Coops shall be entirely removed from the property within thirty (30) days of a previously issued permit expiring and not being renewed.

7. Conditions for Keeping and Sanitation

- a. Not more than four (4) chickens may be kept on a property.
- b. Chickens shall be kept or maintained within a coop or attached chicken run enclosure at all times and be provided with adequate water, feed and shelter.
- c. Deceased chickens shall be disposed of immediately in a safe manner, which may include trash disposal after placing the deceased chicken in a sealed bag.
- d. ***Unusual illness or death of chickens shall be immediately reported to the Health Department.***
- e. Offsite sale of eggs is prohibited except as otherwise permitted by the State of Wisconsin and USDA.
- f. Coops and chicken runs shall be cleaned of hen droppings, uneaten feed, feathers and other waste as necessary to ensure the birds health and minimize odor and other nuisances.
- g. Feed shall be stored in containers which make the feed inaccessible to rodents, vermin, wild birds and predators.
- h. Culling of chickens kept pursuant to a permit, on the permit holder's property, is permissible.

8. Permits and Fees

- a. Permits shall be issued on an annual basis and expire on December 31st.
- b. Permits shall not be transferrable and license application fees shall not be prorated or refundable.
- c. The Health Officer, or designee thereof, is authorized to issue a permit pursuant to this section upon the applicant satisfying all requirements set forth herein and upon confirmation from Health and/or the Building Inspections Department that all set back requirements are met and all work requiring permits has been completed.

9. Enforcement

- a. Permits for the keeping of chickens are issued by the Health Department. The Health Department, Police Department and Inspections Division of the Public Works Department shall also have jurisdiction to investigate and enforce any failure to comply with these requirements. These departments may issue compliance orders and citations pursuant to these requirements and the municipal code section under which they are adopted, other sections of the municipal code that may apply and state law.

- b. Violations of these requirements may also constitute a public nuisance under the City of Appleton Municipal Code and Wisconsin Statutes.
- c. In addition to any other penalties imposed, any actual costs incurred by the City resulting from the abatement of a nuisance or other violation of these rules and regulations shall be collected by the City as a debt from the owner, occupant or person causing, permitting or maintaining the nuisance and, if notice to abate the nuisance or violation has been given to the owner, such cost shall be assessed against the real estate as a special charge.
- d. In addition to issuing citations for violations, the City shall have the right to suspend or revoke any permit issued pursuant to this section for violations of ordinances, laws or requirements regulating activity and for other good cause.

10. APPEALS

- a. Any person aggrieved by the denial of a permit or by suspension or revocation of a permit by the Health Officer, or by any temporary suspension or any other order may appeal any such order to the Board of Health within thirty (30) days of denial, suspension or revocation of a permit or issuance of the order. The Board of Health shall provide the appellant a hearing or opportunity for hearing on the matter and may either suspend or continue any such order pending determination of appeal. The Board of Health shall make and keep a record of all proceedings related to any such appeal and the record and actions of the Board of Health shall be subject to review by certiorari by court of record.

11. Severability

- a. If any section of these rules and regulations is found to be unconstitutional or otherwise invalid, the validity of the remaining sections shall not be affected.



HEALTH DEPARTMENT - 100 N Appleton St, Appleton WI 54911

Telephone: 920-832-6429 Fax: 920-832-5853

CHICKEN PERMIT APPLICATION

Effective Date XXXX

PLEASE PRINT

Date of Application: _____ Anticipated Start Date _____

Applicant Information:

Name: _____ Number of Hens: _____

Applicant Address: _____ Person in Charge of coop: _____

City/State/ZIP: _____ Property Owner Name, if Rental Property: _____

Telephone #: _____ Property Owner Address, if Rental Property: _____

E-mail Address: _____ City/State/ZIP _____

Provide a plan that includes a detailed diagram of the coop location, including setbacks and distances from nearby structures on neighboring properties; a coop design and materials plan; a plan to dispose of manure in a safe and adequate manner. Applicant must comply with the Wisconsin Dept. of Agriculture, Trade and Consumer Protection's Livestock Premises Registration Program and provide the premises number to the Health Department.*

What is your Livestock Premises Registration number? * _____

Livestock Premises Registration forms may be obtained by calling (888) 808-1910

Will the Coop be provided with Electricity? _____ YES _____ NO

Do you have an Electrical Permit? _____ YES _____ NO

Will Coop size be 50 square feet or larger? _____ YES _____ NO

Do you have a Building Permit? _____ YES _____ NO

The Building and Electrical Inspectors can be reached at: 920-832-6411

How many animals do you currently have on the premises? _____

<u>Activity Code</u>	<u>Permit Description</u>	<u>Fee</u>
	Chicken Keeping Preinspection Fee:	\$145.00
	Chicken Keeping Permit	\$59.00
NOTE:	Preinspection Fee Is Non-Refundable	<u>Total Amount Due \$</u>

Name of Applicant (Print) _____

Signature of Applicant _____ Date _____

Drivers License Number _____

MAKE CHECK OR MONEY ORDER PAYABLE TO
SUBMIT APPLICATION AND FEE TO

CITY OF APPLETON
APPLETON HEALTH DEPT.
100 N APPLETON ST
APPLETON WI 54911-4799

OFFICE USE		
Inspector Signature _____	Date _____	
Start Date _____		
Establishment Number (COA#) _____		
License Year _____	Expires June 30, Year _____	Assigned Inspector _____
Amount Paid \$ _____	Check # _____	Account Name: _____