



City of Appleton

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

Meeting Agenda - Final Municipal Services Committee

Monday, July 24, 2017

4:30 PM

Council Chambers, 6th Floor

1. Call meeting to order
2. Roll call of membership
3. Approval of minutes from previous meeting

[17-1099](#) Minutes from July 10, 2017.

Attachments: [Minutes from July 10, 2017.pdf](#)

4. Public Hearings/Apearances

5. Action Items

[17-1098](#) Alley south of Franklin Street from Summit Street to Story Street, be reconstructed with concrete pavement to its current width, varying from 13' to 15' from edge of pavement to edge of pavement.

[17-1100](#) Center Street from North Street to Atlantic Street, be reconstructed with asphalt pavement and concrete curb & gutter to a width of 31', which is 2' narrower than the existing street. Existing parking proposed to remain unchanged.

[17-1101](#) Roosevelt Street from Morrison Street to Durkee Street, be reconstructed with asphalt pavement and concrete curb & gutter to its current width of 37 feet. The street to be shifted 2' to the north to save 5 existing street trees along the south side of the street. Existing parking proposed to remain unchanged.

[17-1102](#) Telulah Avenue from Calumet Street to Marion Street, be reconstructed with concrete pavement to a width of 40.5' from back of curb to back of curb. Project will include two travel lanes (one in each direction), bike lanes along both sides of Telulah Avenue, and a parking lane along the east side of Telulah Avenue. Parking to be prohibited along the west side of Telulah Avenue within the project limits. The west terrace width to be 5' to accommodate the planting of new trees, with the east terrace width to be 4.5'.

[17-1103](#) Request from Chad Wilson to have the \$50 Weed Administration Fee waived for 1530 E. Calumet Street.

Attachments: [1530 E Calumet Street Weed Ordinance.pdf](#)

[17-1104](#) Approve installation of one street light on Providence Avenue, north of Lightning Drive, at an installation cost of \$3,187.94.

Attachments: [Lighting at Providence and Lightning.pdf](#)

[17-1105](#) Approve Inter-Governmental Agreement with Outagamie County for traffic signal installation and associated improvements at the Northland Avenue (CTH OO)/Conkey Street intersection.

Attachments: [Northland Ave-Conkey Street Intersection.pdf](#)

[17-1106](#) Request from Tundraland to place a mobile showroom in the street right-of-way during Mile of Music, August 3-August 6, 2017.

Attachments: [Tundraland memo and map.pdf](#)

[17-1121](#) Approve Amendment No. 1 to the Collins Engineers, Inc. Contract for the Bridge Rehabilitation Reports to perform additional LRFD loading analysis as requested by WISDOT and to update the South Island Street Bridge Rehab Report in an amount not to exceed \$7,600 (revised contract amount of \$33,696.81)

Attachments: [Bridge Rehabilitation Report.pdf](#)

6. Information Items

[17-1107](#) Proposed modification to the Department of Public Works Table of Organization-Engineering Division.

Attachments: [Table of Organization.pdf](#)

[17-1108](#) Parking Utility Condensed Income Statement for June, 2017.

Attachments: [Parking Utility June 2017.pdf](#)

[17-1109](#) Valley Road bike lanes and other street modifications from west of Memorial Drive to Chain Drive.

7. Adjournment

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

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



City of Appleton

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Meeting Minutes - Final Municipal Services Committee

Monday, July 10, 2017

4:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

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

3. Approval of minutes from previous meeting

[17-988](#)

Minutes from June 21, 2017

Attachments: [Minutes from June 21, 2017.pdf](#)

Martin moved, seconded by Dannecker, that the Report Action Item be approved. Roll Call. Motion carried by the following vote:

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

4. **Public Hearings/Appearances**

[17-989](#)

Design Hearing for the following streets in the 2019 pavement reconstruction program:

- a. Alley south of Franklin Street from Summit Street to Story Street
- b. Center Street from North Street to Atlantic Street
- c. Roosevelt Street from Morrison Street to Durkee Street
- d. Telulah Avenue from Calumet Street to John Street

Attachments: [Design Hearing-2019 pavement reconstruction program.pdf](#)

5. **Action Items**

[17-990](#)

Approve proposed change to Section 9-262 of Municipal Code related to sidewalk cafes.

Attachments: [Proposed change to Section 9-262.pdf](#)

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

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

[17-991](#)

Approve Discontinuance of Locust Street at the CN Railroad Crossing Number 179 919F.

Attachments: [Discontinuance of Locust St at the CN Railroad crossing.pdf](#)

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

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

[17-992](#)

Approve Amendment No. 1 to Patrick Engineering for additional services related to the Oneida Street Bridge over Jones Park for roadway, parking lot, pedestrian ramp and shared use path design in the amount of \$125,000 for a revised not to exceed contract amount of \$353,861.

Attachments: [Patrick Engineering.pdf](#)

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

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

[17-1031](#)

Request to approve functional classification change for portions of Conkey Street and Capitol Drive.

Attachments: [Conkey St and Capitol Dr.pdf](#)

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

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

6. Information Items

[17-993](#)

2017 Sidewalk Poem locations.

Attachments: [2017 Poem Locations.pdf](#)

[17-1024](#)

Inspection Division Permit Summary Comparison Report for June, 2017.

Attachments: [INSP.Div.Permits Summary.pdf](#)

[17-689](#)

Resolution #9-R-17

May 3, 2017

Submitted by: Alderperson Meltzer - District 2

Referred to: Municipal Services Committee

Whereas the residents in neighborhoods along Lawe Street between College Avenue and Hancock Street are concerned about truck traffic in the area, and

Whereas alternate truck routing has been used in the past when Lawe Street was under construction, Therefore be it resolved that the city explore the feasibility of an alternate truck route.

Presentation of information gathered to date by Traffic Engineer Lom.

Attachments: [Lawe Street Traffic Volume Data.pdf](#)

Konetzke left at 5:00.

7. Adjournment

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

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



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

No. 160716
 Date Rec'd: 06/01/17

Neighborhood Service Form

ALAN WILSON
 116 W HARRIS ST
 APPLETON WI 54911

Tax Key Number(s) 31-4-1572-00		Location of Complaint 1530 E CALUMET ST APPLETON WI
Map Number T54	Lot Size 7440 sq ft	

Complaint:

Grass and weeds over eight inches.

Inspection Report:

This complaint was investigated on June 2, 2017 by BLAYNE LANSER and was found to be:

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

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

Cut all tall grass and weeds in back yard.

JUN 22 2017 RD

Such correction is to be completed no later than 4:00 pm on June 9, 2017

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

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

Date Notice Mailed: June 5, 2017 Re-inspection Date: 6/21/17 Result: Uncut (cut)
 Warrant Served: _____ Return of Officer: Blayne Lanser
 Called Contractor: _____ Contractor Cut: _____

1530

06/02/2017 14:25



06/02/2017 14:18



06/02/2017 14:17



We Energies
 800 S. Lynndale Dr.
 Appleton, WI 54914

www.we-energies.com

July 10, 2017

Mr. Mike Hardy
 Assistant Traffic Engineer
 2625 E. Glendale Ave.
 Appleton, WI 54911-8688

Subject: Work Request 4078080; Lighting at Providence & Edgewood Dr.

Dear Mr. Hardy:

A work order for Night Aura® Outdoor Lighting, provided by We Energies, is detailed on subsequent pages of this letter. The upfront charge for this work, which expires 90 days from the date of this letter, is \$3,187.94, and does not include site restoration. The initial net change to monthly charges will increase by \$13.21, which is subject to future rate changes as approved by the Public Service Commission of Wisconsin.

- Luminaires are controlled to provide dusk to dawn operation.
- Normal maintenance is performed by the Company upon notification.
- All fixtures are warranted until removed. Non-Standard poles and conductors are warranted for 15 years.
- For installation, removal and maintenance, the customer shall locate private underground facilities and grant or obtain, without expense to We Energies: access to property, necessary permissions, easements, ordinance satisfaction and permits.
- Termination or change requests after installation and prior to conclusion of the Initial Term shall result in customer charges. Monthly rates for fixtures on the LED rate are reduced after Initial Term.
- A complete list of applicable Lighting Tariff terms & conditions are available at www.we-energies.com.
- We Energies does not guarantee this installation meets AASHTO or the Illuminating Engineering Society's minimum recommended standards for lighting.

Please sign all of the enclosed documents and return them, along with payment for the upfront charge (check made payable to We Energies) in the enclosed envelope. Material will be ordered after all authorizations and payment have been received and this order will be released to construction for scheduling after all contingencies have been met. If you have any questions, please call me at (920) 380-3406.

Sincerely,

Lisa Rupiper, Energy Services Consultant

By signing this letter, you authorize us to do this work and acknowledge acceptance of the Rates and Conditions of the specified tariffs as approved by the Public Service Commission of Wisconsin.

By: _____

Date: _____

Print Name: _____

Title: _____



STANDARD WIRE KEY
 S 6DX
 So 6DXID (IN DUCT)
 F18 336AL
 ABDN ABANDON

CONTINGENCIES & COMMENTS:
 DIGGERS HOTLINE: MISS DIG REQUIRED.
 WE ENERGIES WILL NOT RESTORE
 WE ENERGIES WILL NOT HAUL SPOIL
 CUSTOMER IS REQUIRED TO LOCATE ALL
 PRIVATE UNDERGROUND FACILITIES PRIOR
 TO INSTALLATION.
 WE ENERGIES IS NOT RESPONSIBLE FOR
 ROOT DAMAGE

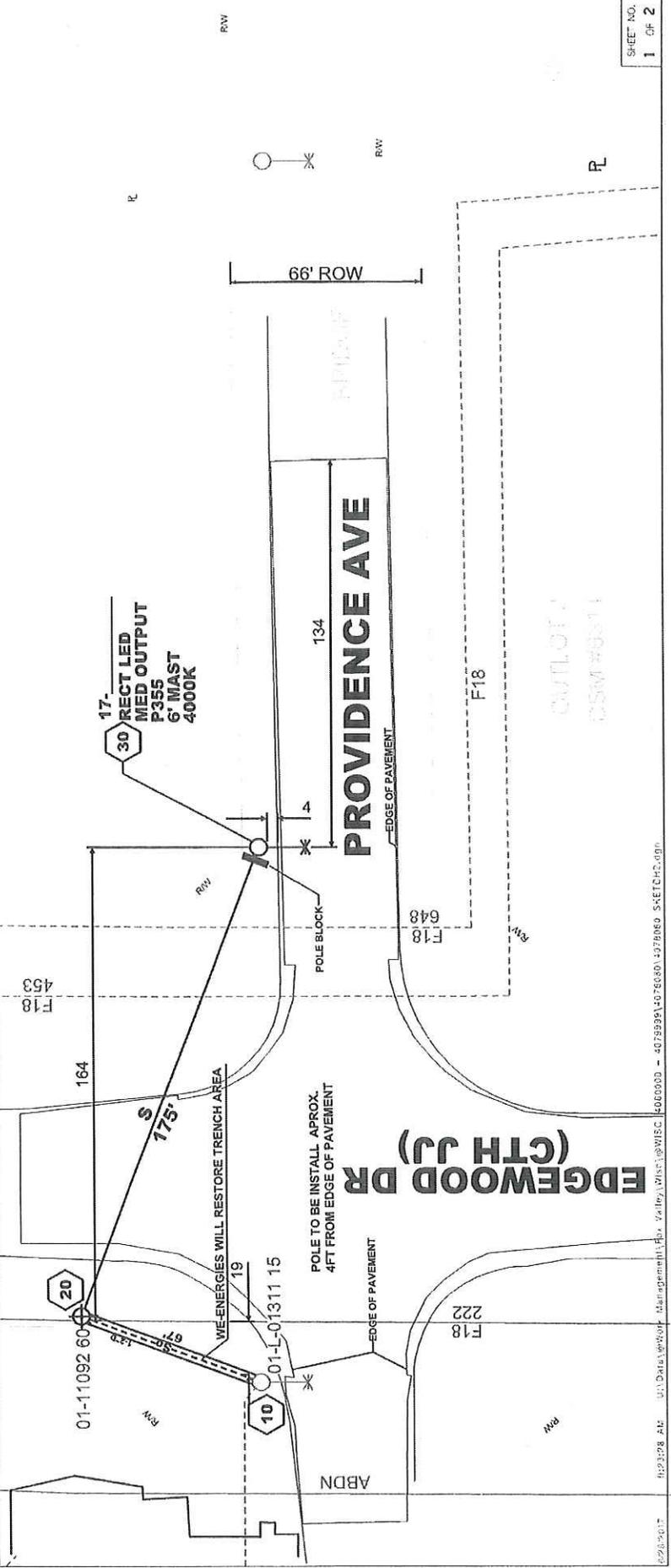
CUSTOMER HAS REVIEWED AND APPROVES SKETCH
 CUSTOMER'S SIGNATURE OF APPROVAL _____ DATE _____
 JOB INFO:
 SECTION / TOWN / RANGE: SE1/4 SEC7, T21N, R18E
 SITE VISIT COMPLETED BY:
 JOB OWNER: LISA RUPPER 920-380-3406

MAIN CONTACTS
 CONTRACTOR/BUILDER:
 PLUMBER/HVAC:
 ELECTRICIAN:
 CUSTOMER: MIKE HARDY 920-832-6478

COMMON INFORMATION
 STAKING REQUIREMENTS:
 SURVEYOR STAKED
 DESIGNER NOT NEEDED
 RESTORE PRIVATE PROPERTY: WE ENERGIES CUSTOMER
 WORK IS APPROX. 97 FT. DIRECTION WEST OF CL OF
 N. PROVIDENCE AVE. NEAREST CROSS STREET
 (AS SHOWN ON 2017.06.28 PLAN SET)

ELECTRIC INFORMATION
 OPER MAP # 3885-9056-04 FEDERLINE # FAH163
 CATV JOINT USE # _____ TEL. JOINT USE # _____
PROPOSED GAS SERVICE INFORMATION
 MTR SIZE: _____ MTR TYPE: _____ PRES: EPV
 SERV PIPE SIZE: _____ MATERIAL: RELIGHT
 MTR LOC: _____ FT. _____ OF _____ CORNER CURB VLV
 CONSTRUCTION TYPE: _____ TE IN PIPING

RAILROAD PERMITTING/FLAGGING REQUIRED YES NO RR NAME _____
CORROSION CONTACT: _____ PHONE # _____
 PREPARED BY: KENYA JENKINS
 E-MAIL: KENYA.JENKINS@WEENERGIES.COM
 OFFICE #: 412-221-3464 CELL #: 262-424-6888
 PAGER #: _____ IO #: 26057
 PROJECT ID: _____ CCS #: _____
 DATE PREPARED: 6/28/2017 DATE REVISED: _____
 WORK DESCRIPTION: INSTALL NONSTD STREET LIGHT



**INTER-GOVERNMENTAL AGREEMENT
FOR HIGHWAY IMPROVEMENT PROJECTS**

Description: Northland Avenue (CTH "OO") / Conkey Street Intersection

The City of Appleton, through its undersigned duly authorized officers or officials hereby request Outagamie County to initiate and affect the highway improvements, pursuant to the 3030 E. Goodland Drive Agreement.

PROPOSED IMPROVEMENTS:

Make the following improvements to the Northland Avenue (CTH "OO") / Conkey Street intersection in 2018:

- 1) modification of the median islands on the east and west legs
- 2) extension/widening of the north and south leg approaches
- 3) installation of a traffic signal and associated street lighting

TERMS AND CONDITIONS:

1. Outagamie County will be the lead agency for this project.
2. The City will assume ownership of the traffic signal.
3. All plans and specifications for the improvements will be provided for City of Appleton's review and approval.
4. The City of Appleton will conduct the necessary public hearings.
5. The project cost in the agreement is an estimate. The City will be invoiced periodically based on actual costs incurred.

COST ESTIMATE AND PARTICIPATION

	Total Estimated Cost	City of Appleton	Outagamie County
City Engineering, Labor, Equipment & Other	40,000	10,000	30,000
Traffic Signal Installation & Roadway Modifications	263,946	0	263,946
Pedestrian Modifications (Sidewalk, Pedestrian Signals, Crosswalk Markings)	6,000	6,000	0
Street Lighting Outside of Intersection	28,000	28,000	0
Sanitary Sewer Adjustments	2,500	2,500	0
TOTALS	340,446	46,500	293,946

This request is subject to the terms and conditions listed above, and is made by the undersigned under proper authority to make such request and upon acceptance by Outagamie County shall constitute agreement between City of Appleton and Outagamie County.

Signed on behalf of
Outagamie County

Signed on behalf of
City of Appleton

Dean Steingraber
Highway Commissioner

Timothy Hanna
Mayor

Date

Kami Lynch
City Clerk

Date

Tony Saucerman
Finance Director

Date

Jim Walsh
City Attorney

Date

Paula Vandehey

From: Mike Van Thull <mike@willemsmarketing.com>
Sent: Thursday, July 13, 2017 2:02 PM
To: Paula Vandehey
Subject: Mile of Music

Paula,

Tundraland would like to place a mobile showroom outside the PAC lobby as close to the College Avenue corner and Division Street as possible during the Mile of Music (August 3rd through the 6th). I have received permission from the PAC, but I am assuming I need your approval also. There would still be plenty of access to get in and out of the lobby and walking space on the sidewalk.

Please let me know what I need to do to make this happen.

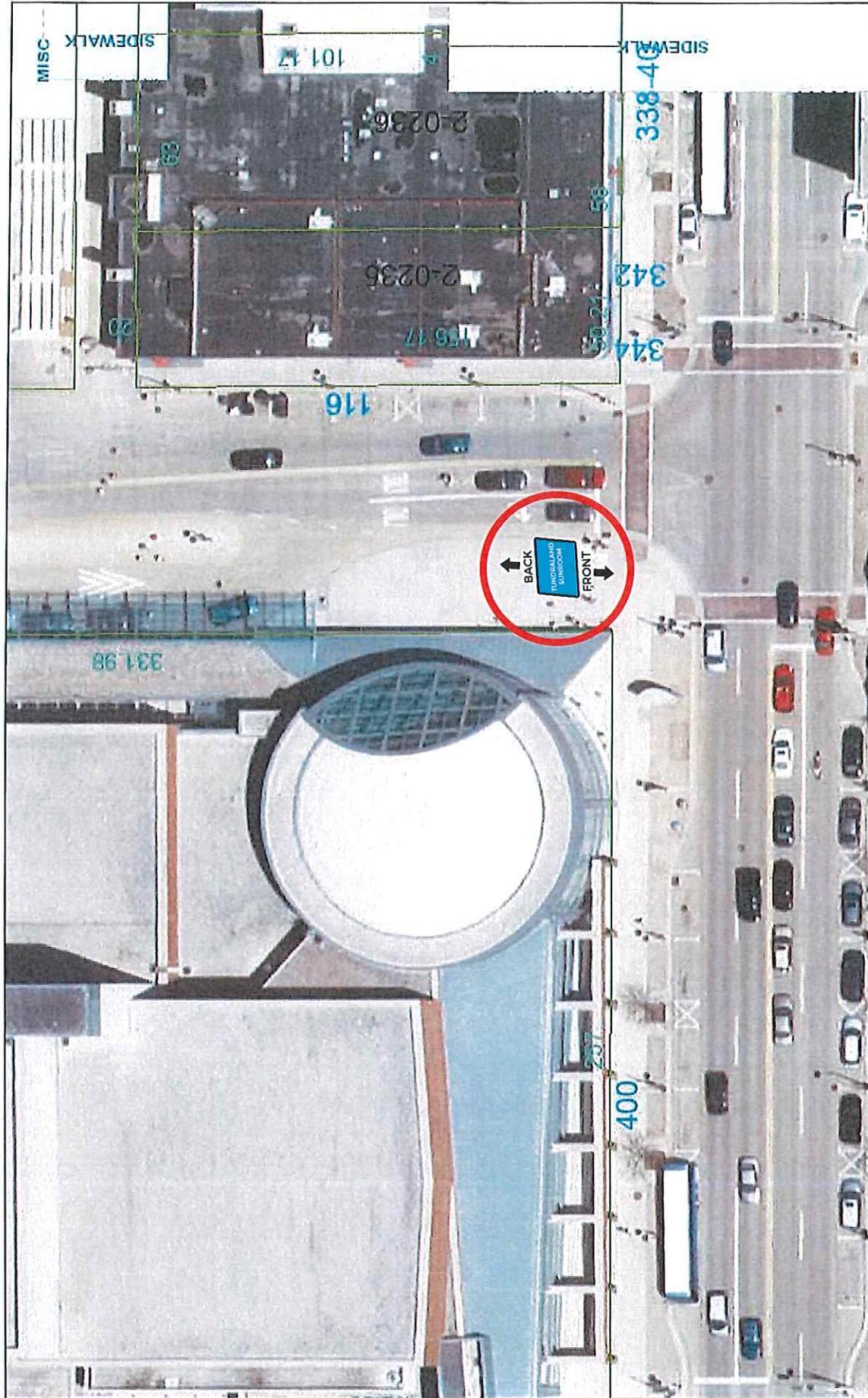
Thanks!

Mike
Mike Van Thull
Willems Marketing & Events
120 N. Morrison St., Suite 200
Appleton, WI 54911
(920) 750-5014
mike@willemsmarketing.com



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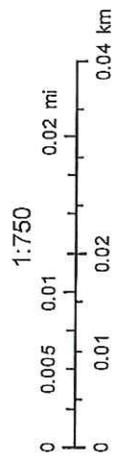
ArcGIS Web Map



July 13, 2017

City Parcels

Easements





July 12, 2017

Bridge Rehabilitation Reports for Local Bridge Program Funding-Amendment #1

Mr. Chad M. Weyenberg, P.E.
City of Appleton Department of Public Works
100 North Appleton Street
Appleton, WI 54911

Dear Mr. Weyenberg:

As you are aware, the application for bridge replacement funding for the South Island Bridge over Powerr Canal, Bridge P44-729 was recently denied by WisDOT. WisDOT's denial was based on an error in the WisDOT Highway Structure Information System (HSIS) which changed the sufficiency rating of the bridge to a value greater than 50. The error as well as WisDOT's denial has resulted in the necessity of revising a previously developed bridge rehabilitation report.

As part of these revisions it is necessary to analyze the existing bridge foundations to assure they have the capacity to withstand current LRFD loading requirements. The existing South Island Street Bridge was designed with H20 loads (i.e. 2 axle 20 ton trucks) vs. the new requirements (HL 93 which are 3 axle 36 ton trucks + a lane load). Additional changes to the report will also be necessary to revise the report and drawings to now justify the rehabilitation instead of replacement.

Collins cost to provide the work described above are \$7,600, and a copy of the estimate of costs is provided for your information. If you should have any questions regarding this submittal, please do not hesitate to contact me at (920)434-9857/smiller@collinsengr.com.

Very truly yours,

COLLINS ENGINEERS, INC.

Steven J. Miller
Steven J. Miller, P.E.
Regional Manager

SJM:
Enclosure

CONTRACT CHANGE ORDER & CONTRACT AMENDMENT

Change Order No. 1

Date 07/19/17

Contract No. _____ for the following public work : Unit BB-17 Bridge Rehabilitation Reports

between Collins Engineers, Inc. and the City of Appleton dated 11/18/17 (Council approval) is hereby changed in the following particular wit:

Item No.	Account No.	Current Contract Amount	Current Contingency	C.O. Amount (+/-)	Contingency (+/-)	New Contract Total	New Contingency Total
1	4240.6404.3510	\$26,096.81	\$0.00	\$7,600.00	\$0.00	\$33,696.81	\$0.00
2							
3							
4							
5							
6							
7							
8							
9							
10							
Total		\$26,096.81	\$0.00	\$7,600.00	\$0.00	\$33,696.81	\$0.00

Reason for Change: Revisions to South Island Street bridge rehabilitation report as required by the Wisconsin DOT.

The Contract Time will be (increased/decreased / unchanged) by this Change Order: 0 Days

The Date of Completion as of the date of this Change Order therefore is: N/A

Municipal Services Committee Agenda Dat 07/24/17

Date approved by Council: _____



MEMO

TO: Municipal Services Committee
Human Resources Committee

FROM: Paula Vandehey, Director of Public Works

DATE: July 11, 2017

SUBJECT: Proposed Modification to the Department of Public Works Table of Organization – Engineering Division.

The Department of Public Works continues to evolve with our ever changing workforce. We have been implementing our Succession Plan to prepare for retirements, create career development opportunities, and meet the challenges of the ever changing workforce.

The Department of Public Works Managerial Accounting Coordinator is planning to retire within the next three years. This position is overloaded with staff supervision and backfilling at the 5th Floor Customer Service Desk. The front desk staff is comprised of 2 full-time and 2 part-time employees tasked with serving the Inspections, Engineering and Parking Divisions of Public Works as well as phone calls and walk-in customers for the Health Department, Community and Economic Development Department, and Assessors Office. The 5th Floor Customer Service staff serve a high volume of customers and require a wide breadth of knowledge to do so successfully.

We recently hired a new Assessment Technician that has a lot of potential and desire for career growth. This new hire, along with a modification to our Table of Organization, provides us an opportunity to address the following challenges:

1. Improved day-to-day oversight of the 5th Floor Customer Service staff.
2. Additional coverage of the 5th Floor Customer Service area by staff at a more appropriate pay grade (currently additional coverage is provided by Engineers, Supervisors, Engineering Technicians, and the Managerial Accounting Coordinator).
3. Frees up time for the Managerial Accounting Coordinator to assist with the implementation of the Tyler Munis System, which the Finance Department is hoping can continue through project completion.
4. Career Development opportunity for the Special Assessment Technician.

The proposed creation of a Lead Clerical position will have an estimated \$2,000 financial impact to the Department of Public Work's budget. The Department would cover these costs by reducing seasonal hires and/or using vacant salary dollars.

Therefore, I request approval of the proposed modification to the Department of Public Works Table of Organization – creating a Lead Clerical Position and moving clerical staff under the supervision of the Assistant City Engineer Position.

Attachment

C: Tony Saucerman, Finance Director
Sandy Behnke, Human Resources Director
Bev Matheys, Managerial Accountant Coordinator
Mark Lahay, Assistant City Engineer

1.0 - DIRECTOR OF
PUBLIC WORKS

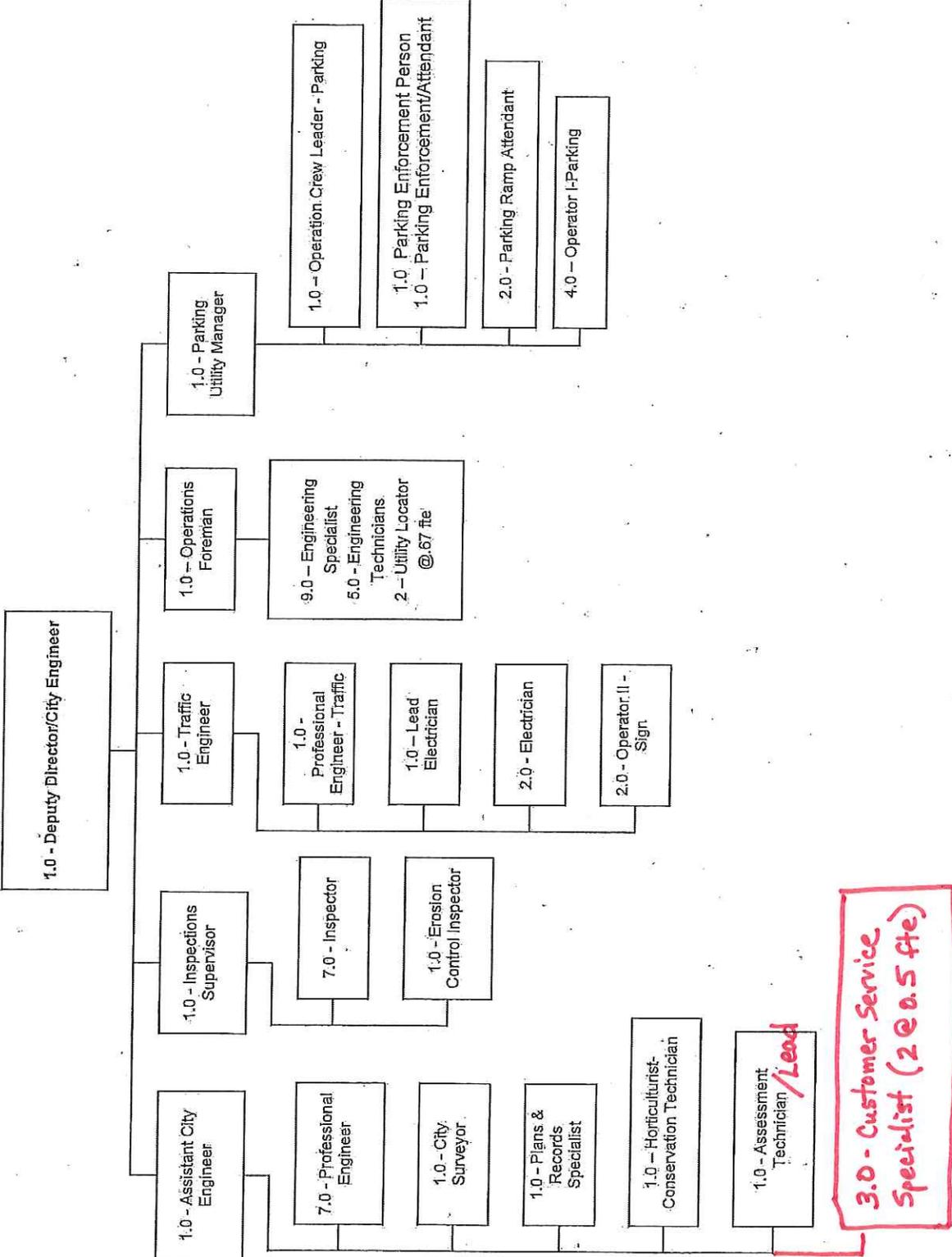
1.0 - Deputy Director/
City Engineer

1.0 - Deputy
Director
Operations

1.0 - Managerial
Accounting Coordinator

~~3.0 - Customer Service
Specialist (2 @ .5 fte)~~

Approved 1-1-15



Approved 11/1/17

City of Appleton
Parking Utility
Condensed Income Statement
For the Six Months Ending June 30, 2017

June Current Year	June Prior Year	Change From Prior Year	Description	Prior Year YTD Actual	Current Year YTD Actual	Full Year Amended Budget	(Over) Under Budget
Revenues							
36,174	32,438	3,736	Fines & Forfeitures	233,969	196,217	505,500	309,283
46,374	48,036	1,662-	Street Meters	251,567	236,715	509,000	272,285
67,241	33,807	33,434	Short-Term Parking	253,211	381,798	684,000	302,202
75,800	44,415	31,385	Permit Parking	686,198	793,168	870,000	76,832
423	840	417-	Meter Hoods	6,121	8,416	14,000	5,584
0	0	0	Other Charges for Service	0	0	0	0
138	64	74	Other Revenues	2,584	802	601	201-
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226,150	159,600	66,550	Total Revenues	1,433,650	1,617,116	2,583,101	965,985
Expenditures							
57,318	80,185	22,867-	Labor & Benefits	335,415	325,106	755,755	430,649
1,465	674	791	Supplies & Expenses	17,166	29,035	84,150	55,115
24,560	27,356	2,796-	Purchased Services	202,056	201,215	601,375	400,160
5,291	4,599	692	Fixed Charges	34,189	38,140	75,490	37,350
45,020	40,465	4,555	Miscellaneous Expense	242,790	270,120	562,890	292,770
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133,654	153,279	19,625-	Total Operating Expense	831,616	863,616	2,079,660	1,216,044
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92,496	6,321	86,175	Operating Income (Loss)	602,034	753,500	503,441	250,059-
Other Revenues							
0	6,998	6,998-	Interest Income	14,303	8,660	25,000	16,340
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0	6,998	6,998-	Total Other Revenues	14,303	8,660	25,000	16,340
Other Expenses							
0	310	310-	Capital Expenditures	25,770	22,848	182,153	159,305
775	775	0	Other Financing Uses	4,650	4,650	1,209,300	1,204,650
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775	1,085	310-	Total Other Expense	30,420	27,498	1,391,453	1,363,955
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91,721	12,234	79,487	Change in Fund Equity	585,917	734,662	863,012-	1,597,674-
=====	=====	=====		=====	=====	=====	=====