



# City of Appleton

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

## Meeting Agenda - Final-revised Common Council

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Wednesday, December 6, 2017

7:00 PM

Council Chambers

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- 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
  - [17-1880](#) Common Council Meeting Minutes of November 15, 2017
  - Attachments:** [CC Minutes 11-15-17.pdf](#)
- H. BUSINESS PRESENTED BY THE MAYOR
  - [17-1886](#) Rotary Club Proclamation
  - [17-1887](#) Appointment of Election Inspectors for the 2018-2019 Election Term
  - Attachments:** [Election Inspectors 2018-2019 Term- DP Add.pdf](#)
- I. PUBLIC HEARINGS
  - [17-1711](#) Public Hearing of Proposed Street Vacation - 100 block of S. Locust
  - Attachments:** [Public Hearing - S Locust.pdf](#)
- J. SPECIAL RESOLUTIONS
  - [17-1714](#) Final Resolution for South Locust Street to be vacated and discontinued
  - Attachments:** [Locust Street RR Xing - Final Resolution.pdf](#)

## K. ESTABLISH ORDER OF THE DAY

## L. COMMITTEE REPORTS

## 1. MINUTES OF THE MUNICIPAL SERVICES COMMITTEE

[17-1842](#)

Alvin Street, from Evergreen Drive to cul-de-sac, be reconstructed with concrete pavement and curb and gutter to a width of 33' from back of curb to back of curb. New 5' sidewalk to be constructed along entire length of project.

**Attachments:** [Alvin Street from Evergreen Dr to cul-de-sac.pdf](#)

**Legislative History**

11/20/17	Municipal Services Committee	recommended for approval
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[17-1843](#)

Evergreen Drive, from Alvin Street to Haymeadow Avenue, be reconstructed with concrete pavement and curb and gutter to a width of 38' from back of curb to back of curb. In addition:

- a. Bike lanes to be incorporated as part of the project.
- b. New 5' wide concrete sidewalk to be constructed 3' north of the south right-of-way of Evergreen Drive.
- c. New 10' wide concrete sidewalk/trail to be constructed 4' south of the north right-of-way of Evergreen Drive.

**Attachments:** [Evergreen Drive Questions and Responses.pdf](#)

**Legislative History**

11/20/17	Municipal Services Committee	recommended for approval
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[17-1856](#)

Approve permanent street occupancy permit for Blue Sky Contractors to place a dumpster in the alley south of 423 W. College Avenue for the period beginning November 27, 2017 through February 23, 2018 for interior remodeling.

**Attachments:** [423 W College Avenue-Street Occupany.pdf](#)

**Legislative History**

11/20/17	Municipal Services Committee	recommended for approval
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[17-1860](#)

Approve Amendment No. 2 to Patrick Engineering for additional services related to the Oneida Street Bridge over Jones Park for lighting design and additional sewer design.

**Attachments:** [Amendment No. 2 Patrick Engineering.pdf](#)

**Legislative History**

11/20/17	Municipal Services Committee	recommended for approval
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**2. MINUTES OF THE SAFETY AND LICENSING COMMITTEE**

**3. MINUTES OF THE CITY PLAN COMMISSION**

**4. MINUTES OF THE PARKS AND RECREATION COMMITTEE**

[17-1728](#)

Action Item: Approve J Restaurant Patio Premise to Lease Space in Vulcan Heritage Park for 2018-2020

**Attachments:** [2017 Supple Lease Renewal.doc](#)

**Legislative History**

11/20/17	Parks and Recreation Committee	recommended for approval
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[17-1750](#)

Request Approval of the Proposed 2018 Reid Golf Course Rates and Policy

**Attachments:** [2018 Golf Rates Memo.doc](#)

[2018 Golf Rates Policy-Redline.pdf](#)

[2018 Golf Rates Policy-Draft.doc](#)

**Legislative History**

11/20/17	Parks and Recreation Committee	recommended for approval
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[17-1852](#)

Action: Request Approval of Aquatics Special Event Policy

**Attachments:** [2017 Pool Special Event Policy.doc](#)

[Aquatic Special Event Policy \(11-20-17\).docx](#)

**Legislative History**

11/20/17	Parks and Recreation Committee	recommended for approval
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*Amend to add the word "may" by Alderperson Spears, seconded by Alderperson Dvorchek to sell concessions 4-0*

- [17-1855](#) Action Item: Approve Basil's Pub and Provisions Request to Lease Space in Houdini Plaza for 2018-2022

**Attachments:** [2017 Bazils Lease Renewal.doc](#)

**Legislative History**

11/20/17	Parks and Recreation Committee	recommended for approval
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**5. MINUTES OF THE FINANCE COMMITTEE**

- [17-1778](#) Request to award the Appleton Wastewater Treatment Iron Salt Room Rehabilitation Project to August Winter & Sons, Inc. Construction in the amount of \$398,575 with a 15% contingency of \$59,786 for a project total not to exceed \$458,361 (this item also appears on the Utilities Committee agenda as an informational item).

**Attachments:** [AWWTP Iron Salt Room Rehab Contract.pdf](#)

**6. MINUTES OF THE COMMUNITY AND ECONOMIC DEVELOPMENT COMMITTEE**

- [17-1863](#) Request approval of contract with MCC, Inc. for soils relocation within Southpoint Commerce Park in an amount not to exceed \$33,111.47 under the terms outlined in the proposal dated October 26, 2017

**Attachments:** [Soil Relocation in Southpoint Memo 11-20-17.pdf](#)  
[Southpoint Eisenhower Stockpile Relocation RFP 10-13-2017.pdf](#)  
[MCC Proposal 10-26-17.pdf](#)

**Legislative History**

11/29/17	Community & Economic Development Committee	recommended for approval
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**7. MINUTES OF THE UTILITIES COMMITTEE**

**8. MINUTES OF THE HUMAN RESOURCES & INFORMATION TECHNOLOGY COMMITTEE**

**9. MINUTES OF THE FOX CITIES TRANSIT COMMISSION**

**10. MINUTES OF THE BOARD OF HEALTH**

**M. CONSOLIDATED ACTION ITEMS**

**N. ITEMS HELD**



[17-1837](#)

## CONSOLIDATED ACTION ITEMS:

[17-1754](#) Municipal Services Committee - recommended for denial 11/20/17[17-1716](#) Board of Health - recommended for approval 11/08/17[17-1740](#) Community & Economic Development Committee - recommended for denial 11/29/17[17-1754](#)

R/B- Approve Article V of Chapter 7 of the Municipal Code relating to Health in All Policies.

**Attachments:** [Article V of Chapter 7.pdf](#)**Legislative History**

11/6/17	Municipal Services Committee	recommended for approval
11/15/17	Common Council	referred to the Municipal Services Committee
11/20/17	Municipal Services Committee	recommended for approval
11/20/17	Municipal Services Committee	recommended for denial

[17-1740](#)

## Health in All Policies Ordinance

**Attachments:** [HiAP Ordinance - Official Form \(Clean\) - 10-31-2017.pdf](#)[HealthinAllPolicies LOS ECWRPC.pdf](#)[HealthinAllPolicies LOS ThedaCare.pdf](#)[HealthinAllPolicies LOS United Way.pdf](#)**Legislative History**

11/8/17	Community & Economic Development Committee	recommended for denial
<i>Baker moved, seconded by Williams, that the Report Action Item be recommended for approval. Roll Call. Motion failed by the following vote: Aye: 2 - Coenen and Baker, Nay: 3 - Baranowski, Reed and Williams</i>		
<i>Baranowski moved, seconded by Williams to recommend the ordinance for denial. Roll Call. Motion Carried 3/2.</i>		
11/15/17	Common Council	referred to the Community & Economic Development Committee
11/29/17	Community & Economic Development Committee	recommended for denial
<i>Baker moved, seconded by Coenen, that the Report Action Item be recommended for approval. Roll Call. Motion failed by the following vote: Aye: 1 - Baker, Nay: 3 - Coenen, Reed and Williams</i>		

[17-1716](#)

## Health in All Policies Ordinance

**Attachments:** [HiAP Ordinance-Official Form.pdf](#)**Legislative History**

11/8/17	Board of Health	recommended for approval
11/15/17	Common Council	referred to the Board of Health

## O. ORDINANCES

[17-1884](#)

Ordinance 84-17

*Attachments:* [Ordinance going to Council 12-6-17.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

## S. CLOSED SESSION

[17-1892](#)

The Common Council may convene into closed session pursuant to State Statute §19.85(1)(e) for the purpose of deliberating the purchasing of public properties and/or investing of public funds in certain property located in downtown Appleton and then will reconvene into open session.

## T. ADJOURN

Kami Lynch, City Clerk

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



# City of Appleton

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

## Meeting Minutes - Final Common Council

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Wednesday, November 15, 2017

7:00 PM

Council Chambers

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A. CALL TO ORDER

*The meeting was called to order by Council President Croatt at 7:00 p.m.*

B. INVOCATION

*The Invocation was offered by Alderperson Meltzer*

C. PLEDGE OF ALLEGIANCE TO THE FLAG

D. ROLL CALL OF ALDERPERSONS

**Present:** 13 - Alderperson Kathleen Plank, Alderperson William Siebers, Alderperson Curt Konetzke, Alderperson Ed Baranowski, Alderperson Patti Coenen, Alderperson Kyle Lobner, Alderperson Matt Reed, Alderperson Vered Meltzer, Alderperson Joe Martin, Alderperson Cathy Spears, Alderperson Chris Croatt, Alderperson Keir Dvorachek and Alderperson Bob Baker

**Excused:** 3 - Alderperson Greg Dannecker, Alderperson Christine Williams and Mayor Timothy Hanna

E. ROLL CALL OF OFFICERS AND DEPARTMENT HEADS

*City Attorney Walsh, Deputy City Attorney Behrens, City Clerk Lynch, Director of Community & Economic Development Harkness, Health Officer Eggebrecht, Library Director Rortvedt, Director of Parks, Recreation & Facilities Gazza, Police Chief Thomas, Deputy Director of Public Works Buetow, Valley Transit General Manager Mc Donald*

*The following were excused:*

*Director of Finance Saucerman*

*Fire Chief Vander Wyst*

*Director of Human Resources Matz*

*Information Technology Director Fox*

*Director of Utilities Shaw*

F. PUBLIC PARTICIPATION

*The following spoke during Public Participation:*

*Pat Exarhos, N4298 Meade Street Re: Item 17-1724*

G. APPROVAL OF PREVIOUS COUNCIL MEETING MINUTES

[17-1836](#)

November 1, 2017 Common Council meeting minutes

**Attachments:**     [CC Minutes 11-1-17.pdf](#)

**Aldersperson Konetzke moved, seconded by Aldersperson Meltzer, that the Minutes be approved. Roll Call. Motion carried by the following vote:**

**Aye:** 12 - Aldersperson Kathleen Plank, Aldersperson William Siebers, Aldersperson Curt Konetzke, Aldersperson Ed Baranowski, Aldersperson Patti Coenen, Aldersperson Kyle Lobner, Aldersperson Matt Reed, Aldersperson Vered Meltzer, Aldersperson Joe Martin, Aldersperson Cathy Spears, Aldersperson Chris Croatt and Aldersperson Keir Dvorachek

**Excused:** 3 - Aldersperson Greg Dannecker, Aldersperson Christine Williams and Mayor Timothy Hanna

**Abstained:** 1 - Aldersperson Bob Baker

[17-1838](#)

November 8, 2017 Common Council Budget Adoption minutes

**Attachments:**     [CC Minutes 11-8-17 Budget Adoption.pdf](#)

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

**Aye:** 13 - Aldersperson Kathleen Plank, Aldersperson William Siebers, Aldersperson Curt Konetzke, Aldersperson Ed Baranowski, Aldersperson Patti Coenen, Aldersperson Kyle Lobner, Aldersperson Matt Reed, Aldersperson Vered Meltzer, Aldersperson Joe Martin, Aldersperson Cathy Spears, Aldersperson Chris Croatt, Aldersperson Keir Dvorachek and Aldersperson Bob Baker

**Excused:** 3 - Aldersperson Greg Dannecker, Aldersperson Christine Williams and Mayor Timothy Hanna

H. BUSINESS PRESENTED BY THE MAYOR

I. PUBLIC HEARINGS

[17-1694](#)

Public Hearing - Official Map Amendment to delete stormwater pond at Kensington Drive and Express Court

**Attachments:**     [Public Hearing - Delete Stormwater Pond\\_Kensington.pdf](#)

*No one spoke during the Public Hearing*

[17-1840](#)

Public Hearing on Special Resolution 5-P-17; Northland Avenue Frontage Road & Sidewalk

**Attachments:**     [5-P-17 Northland Ave Public Hearing Notice.pdf](#)

*The following spoke during the public hearing:  
Steven Lee, 1207 W Northland Ave*

## J. SPECIAL RESOLUTIONS

[17-1715](#)

Resolution 5-P-17 Northland Ave Frontage Road and Sidewalk Construction

**Attachments:** [5-P-17 Northland Ave Frontage Rd Sidewalk Final Resolution.pdf](#)**Aldersperson Baranowski moved, seconded by Aldersperson Lobner, that the Resolution be approved. Roll Call. Motion carried by the following vote:****Aye:** 13 - Aldersperson Kathleen Plank, Aldersperson William Siebers, Aldersperson Curt Konetzke, Aldersperson Ed Baranowski, Aldersperson Patti Coenen, Aldersperson Kyle Lobner, Aldersperson Matt Reed, Aldersperson Vered Meltzer, Aldersperson Joe Martin, Aldersperson Cathy Spears, Aldersperson Chris Croatt, Aldersperson Keir Dvorachek and Aldersperson Bob Baker**Excused:** 3 - Aldersperson Greg Dannecker, Aldersperson Christine Williams and Mayor Timothy Hanna

## K. ESTABLISH ORDER OF THE DAY

[17-1837](#)

CONSOLIDATED ACTION ITEMS:

[17-1754](#) Municipal Services Committee - recommended for approval[17-1716](#) Board of Health - recommended for approval[17-1740](#) Community & Economic Development Committee - recommended for denial*Each of the consolidated action items were referred back to the respective Committees by Aldersperson Coenen.*[17-1739](#)

Request to approve 2018-2019PY Community Development Block Grant (CDBG) Community Partner Allocation Recommendations

**Attachments:** [Alloc Recs Memo to CEDC 11-8-17.pdf](#)  
[2018 CDBG Simple Summary of Recommendations.pdf](#)  
[2018 CDBG Summary of Recommendations.pdf](#)  
[2018 CDBG Advisory Board Membership.pdf](#)**Aldersperson Baranowski moved, seconded by Aldersperson Lobner, that the CDGB Allocation Recommendations be approved. Roll Call. Motion carried by the following vote:****Aye:** 13 - Aldersperson Kathleen Plank, Aldersperson William Siebers, Aldersperson Curt Konetzke, Aldersperson Ed Baranowski, Aldersperson Patti Coenen, Aldersperson Kyle Lobner, Aldersperson Matt Reed, Aldersperson Vered Meltzer, Aldersperson Joe Martin, Aldersperson Cathy Spears, Aldersperson Chris Croatt, Aldersperson Keir Dvorachek and Aldersperson Bob Baker**Excused:** 3 - Aldersperson Greg Dannecker, Aldersperson Christine Williams and Mayor Timothy Hanna

[17-1724](#)

## Request for Proposal - Mixed Use Library Project

**Attachments:** [ApprovedLibraryRFP\(withdatechange11-3-2017\).pdf](#)

**Aldersonperson Lobner moved, seconded by Aldersonperson Baranowski, that the Request for Proposals be approved. Roll Call. Motion carried by the following vote:**

**Aye:** 13 - Aldersonperson Kathleen Plank, Aldersonperson William Siebers, Aldersonperson Curt Konetzke, Aldersonperson Ed Baranowski, Aldersonperson Patti Coenen, Aldersonperson Kyle Lobner, Aldersonperson Matt Reed, Aldersonperson Vered Meltzer, Aldersonperson Joe Martin, Aldersonperson Cathy Spears, Aldersonperson Chris Croatt, Aldersonperson Keir Dvorachek and Aldersonperson Bob Baker

**Excused:** 3 - Aldersonperson Greg Dannecker, Aldersonperson Christine Williams and Mayor Timothy Hanna

[17-1664](#)

Request to enter into intergovernmental Agreement with Appleton Area School District to borrow short term cash in an amount not to exceed \$17,500,000 from time to time as needed. The note shall be dated as of date of issuance, shall bear interest at the rate of 2% above the average Federal Funds rate from its dated date until paid; and shall mature no later than June 30, 2018. Interest on the note shall be paid at maturity or redemption.

**Attachments:** [2017-2018 Mater Note Agreement.pdf](#)  
[AASD 2017-2018 Bond Council Letter.pdf](#)

**Aldersonperson Baranowski moved, seconded by Aldersonperson Martin, that the Intergovernmental Agreement be approved. Roll Call. Motion carried by the following vote:**

**Aye:** 13 - Aldersonperson Kathleen Plank, Aldersonperson William Siebers, Aldersonperson Curt Konetzke, Aldersonperson Ed Baranowski, Aldersonperson Patti Coenen, Aldersonperson Kyle Lobner, Aldersonperson Matt Reed, Aldersonperson Vered Meltzer, Aldersonperson Joe Martin, Aldersonperson Cathy Spears, Aldersonperson Chris Croatt, Aldersonperson Keir Dvorachek and Aldersonperson Bob Baker

**Excused:** 3 - Aldersonperson Greg Dannecker, Aldersonperson Christine Williams and Mayor Timothy Hanna

## L. COMMITTEE REPORTS

### Balance of the action items on the agenda.

**Aldersonperson Baranowski moved, Aldersonperson Dvorachek seconded, to approve the balance of the agenda. The motion carried by the following vote:**

**Aye:** 13 - Alderperson Kathleen Plank, Alderperson William Siebers, Alderperson Curt Konetzke, Alderperson Ed Baranowski, Alderperson Patti Coenen, Alderperson Kyle Lobner, Alderperson Matt Reed, Alderperson Vered Meltzer, Alderperson Joe Martin, Alderperson Cathy Spears, Alderperson Chris Croatt, Alderperson Keir Dvorachek and Alderperson Bob Baker

**Excused:** 3 - Alderperson Greg Dannecker, Alderperson Christine Williams and Mayor Timothy Hanna

## 1. MINUTES OF THE MUNICIPAL SERVICES COMMITTEE

[17-589](#)

Approve Intergovernmental Agreement with the Town of Grand Chute for Lanser Lane and the Green Grove Plat contingent upon Council approved budget adjustment.

**Attachments:** [Lanser Lane-Green Grove Plat.pdf](#)

**This Report Action Item was approved**

[17-1755](#)

Request from Appleton Downtown Inc. to purchase one day hang tags at a rate of \$3 plus tax per day for 31 Saturdays of indoor Farmers Market valid until 2:00 p.m. Council approved rate is \$5 plus tax per day.

**Attachments:** [ADI reduce price of hang tags.pdf](#)

**This Report Action Item was approved.**

[17-1756](#)

Request to not plant a replacement tree at 1424 N. Racine Street as part of the 2017 Fall Tree Planting Program.

**Attachments:** [Photo-1424 N Racine St.pdf](#)

**This Report Action Item was approved.**

[17-1759](#)

Approval to delay RFP process for one year and negotiate the 2018 Materials Testing Contract (M-18) with the OMNNI Associates, Inc. without an RFP process.

**Attachments:** [2018 Materials Testing Contract M-18.pdf](#)

**This Report Action Item was approved.**

## 2. MINUTES OF THE SAFETY AND LICENSING COMMITTEE

[17-1684](#)

Resolution #22-R-17; Resolution regarding The Social Station and Alcohol Consumption

**Attachments:**    [Resolution #22-R-17 Social Station.pdf](#)  
[22-R-17; Alcohol Consumption on the Social Station MEMO to SL\\_.pdf](#)

*This item was held in Committee. No action was taken on the item.*

**This Report Action Item was held**

[17-1798](#)

Operator's Licenses

**Attachments:**    [Operator's Licenses for 11-15-2017 S&L.pdf](#)

**This Report Action Item was approved.**

### **3. MINUTES OF THE CITY PLAN COMMISSION**

[17-1676](#)

Request to approve Amendment to the City of Appleton Official Map to remove lands previously identified for a future stormwater pond generally located at the northeast corner of Kensington Drive and Express Court (part of Tax Id #31-4-5568-00) as shown on the attached maps

**Attachments:**    [StaffReport\\_KensingtonDrExpressCt\\_OfficialMapAmendment\\_For10-24-17.pdf](#)

**This Report Action Item was approved.**

### **4. MINUTES OF THE PARKS AND RECREATION COMMITTEE**

[17-1854](#)

Approve purchase of 1434 E. Northland Ave for \$140,000 and 1424 E. Northland Ave for \$100,000

**This Report Action Item was approved.**

### **5. MINUTES OF THE FINANCE COMMITTEE**



[17-1725](#)

Request to approve payment to von Briesen & Roper, S.C. for real estate services performed under the "Hourly Services" provision of the Phase III agreement related to the construction of the Fox Cities Exhibition Center and approve the following related 2017 Budget adjustment:

**Exhibition Center Capital Projects Fund**

Consulting Services	+\$384
Debt Proceeds/Room Tax	+\$384

to provide funding for real estate services related to the construction of the Fox Cities Exhibition Center.

**Attachments:**     [von Briesen 10-10-17 Bill Phase III.pdf](#)

**This Report Action Item was approved.**

[17-1775](#)

Request the approval of Guaranteed Maximum Price Amendment to Miron Construction for the Fox Cities Exhibition Center for a total contract not to exceed \$29,287,381.

**Attachments:**     [2017 Expo Center GMP\\_.pdf](#)

**This Report Action Item was approved.**

[17-1777](#)

Request to reject bid from Miron Construction, The Boldt Company, and Radtke Contractors, Inc for the Jones Park Renovation Phase I Project.

**Attachments:**     [2017 Jones Park Renovation Phase I \(Reject Bids2\).pdf](#)

**This Report Action Item was approved.**

## **6. MINUTES OF THE COMMUNITY AND ECONOMIC DEVELOPMENT COMMITTEE**

[17-1736](#)

Request to approve Substantial Amendment to 2017PY NAMI Fox Valley Community Development Block Grant (CDBG) Contract

**Attachments:**     [NAMI ReAllocation Recs Memo to CEDC.pdf](#)

**This Report Action Item was approved.**

[17-1738](#)

Request to approve Substantial Amendments to the Community Development Block Grant (CDBG) Citizen Participation Plan (CPP) incorporating the Affirmatively Furthering Fair Housing (AFFH) mandate

**Attachments:**    [CPP Amendment CEDC memo.pdf](#)  
[Citizen Participation Plan- draft with markups.pdf](#)  
[Citizen Participation Plan- Final 10-6-17.pdf](#)  
[HUD CPD AFFH Memo.pdf](#)

This Report Action Item was approved.

## **7. MINUTES OF THE UTILITIES COMMITTEE**

[17-1746](#)

Approve Memorandum of Agreement with Wisconsin Department of Transportation for WIS 441/Oneida Street Stormwater Pond.

**Attachments:**    [Util Memo Memorandum of Understanding 441 Pond Approval 11-01-2017 final.pdf](#)  
[FINAL WIS 441 Pond #5 MOA.pdf](#)

This Report Action Item was approved.

## **8. MINUTES OF THE HUMAN RESOURCES & INFORMATION TECHNOLOGY COMMITTEE**

## **9. MINUTES OF THE FOX CITIES TRANSIT COMMISSION**

## **10. MINUTES OF THE BOARD OF HEALTH**

## **M. CONSOLIDATED ACTION ITEMS**

[17-1754](#)

Approve Article V of Chapter 7 of the Municipal Code relating to Health in All Policies.

**Attachments:**    [Article V of Chapter 7 of the Municipal Code.pdf](#)

This Report Action Item was referred to the Municipal Services Committee

[17-1716](#)

Health in All Policies Ordinance

**Attachments:**    [HiAP Ordinance-Official Form.pdf](#)

This Report Action Item was referred to the Board of Health

[17-1740](#)

Health in All Policies Ordinance

**Attachments:** [HiAP Ordinance - Official Form \(Clean\) - 10-31-2017.pdf](#)**This Report Action Item was referred to the Community & Economic Development Committee**

N. ITEMS HELD

O. ORDINANCES

P. LICENSE APPLICATIONS AND COMMUNICATIONS REFERRED TO COMMITTEES OF JURISDICTION

Q. RESOLUTIONS SUBMITTED BY ALDERPERSONS REFERRED TO COMMITTEES OF JURISDICTION

R. OTHER COUNCIL BUSINESS

R. OTHER COUNCIL BUSINESS

[17-1833](#)

Convene into Committee of the Whole

**Aldersperson Lobner moved, seconded by Aldersperson Plank, that the Council suspend the Rules to convene into Committee of the Whole acting as the Valley Transit Commission. Roll Call. Motion carried by the following vote:****Aye:** 13 - Aldersperson Kathleen Plank, Aldersperson William Siebers, Aldersperson Curt Konetzke, Aldersperson Ed Baranowski, Aldersperson Patti Coenen, Aldersperson Kyle Lobner, Aldersperson Matt Reed, Aldersperson Vered Meltzer, Aldersperson Joe Martin, Aldersperson Cathy Spears, Aldersperson Chris Croatt, Aldersperson Keir Dvorachek and Aldersperson Bob Baker**Excused:** 3 - Aldersperson Greg Dannecker, Aldersperson Christine Williams and Mayor Timothy Hanna[17-1766](#)

Approval to award HVAC Replacement Project Contract to Energy Control and Design

**Attachments:** [2017 Valley Transit HVAC replacement award.pdf](#)**Aldersperson Lobner moved, seconded by Aldersperson Konetzke, that the Contract be approved. Roll Call. Motion carried by the following vote:****Aye:** 13 - Aldersperson Kathleen Plank, Aldersperson William Siebers, Aldersperson Curt Konetzke, Aldersperson Ed Baranowski, Aldersperson Patti Coenen, Aldersperson Kyle Lobner, Aldersperson Matt Reed, Aldersperson Vered Meltzer, Aldersperson Joe Martin, Aldersperson Cathy Spears, Aldersperson Chris Croatt, Aldersperson Keir Dvorachek and Aldersperson Bob Baker

**Excused:** 3 - Alderperson Greg Dannecker, Alderperson Christine Williams and Mayor Timothy Hanna

17-1834

Reconvene to Common Council

**Alderperson Konetzke moved, seconded by Alderperson Dvorachek, that they reconvene to the Common Council. Roll Call. Motion carried by the following vote:**

**Aye:** 13 - Alderperson Kathleen Plank, Alderperson William Siebers, Alderperson Curt Konetzke, Alderperson Ed Baranowski, Alderperson Patti Coenen, Alderperson Kyle Lobner, Alderperson Matt Reed, Alderperson Vered Meltzer, Alderperson Joe Martin, Alderperson Cathy Spears, Alderperson Chris Croatt, Alderperson Keir Dvorachek and Alderperson Bob Baker

**Excused:** 3 - Alderperson Greg Dannecker, Alderperson Christine Williams and Mayor Timothy Hanna

17-1835

Report of the Committee of the Whole

**Alderperson Baranowski moved, seconded by Alderperson Baker, that the Report of the Committee of the Whole be approved. Roll Call. Motion carried by the following vote:**

**Aye:** 13 - Alderperson Kathleen Plank, Alderperson William Siebers, Alderperson Curt Konetzke, Alderperson Ed Baranowski, Alderperson Patti Coenen, Alderperson Kyle Lobner, Alderperson Matt Reed, Alderperson Vered Meltzer, Alderperson Joe Martin, Alderperson Cathy Spears, Alderperson Chris Croatt, Alderperson Keir Dvorachek and Alderperson Bob Baker

**Excused:** 3 - Alderperson Greg Dannecker, Alderperson Christine Williams and Mayor Timothy Hanna

S. ADJOURN

**Alderperson Baranowski moved, seconded by Alderperson Martin, that the meeting be adjourned at 7:25 p.m. Roll Call. Motion carried by the following vote:**

**Aye:** 13 - Alderperson Kathleen Plank, Alderperson William Siebers, Alderperson Curt Konetzke, Alderperson Ed Baranowski, Alderperson Patti Coenen, Alderperson Kyle Lobner, Alderperson Matt Reed, Alderperson Vered Meltzer, Alderperson Joe Martin, Alderperson Cathy Spears, Alderperson Chris Croatt, Alderperson Keir Dvorachek and Alderperson Bob Baker

**Excused:** 3 - Alderperson Greg Dannecker, Alderperson Christine Williams and Mayor Timothy Hanna

Kami Lynch, City Clerk

## **Election Inspectors; 2018-2019 Election Term**

\*All individuals listed are unaffiliated unless otherwise noted\*

*I, Timothy M. Hanna, Mayor of the City of Appleton nominate the following individuals to serve as Election Inspectors in and for the City of Appleton for the 2018-2019 Election Term:*

Alford, Anita  
Anthony, Jill  
Arndt, Erin  
Azzi, Jane  
Barber, Leland  
Bartel, Elaine  
Bartel, Tom  
Becker, Judith  
Benner, Irene  
Best, Barbara  
Beyer, Joyce  
Bissing-Olson, Mary  
Bondy, Lowell  
Bondy, Robert  
Bosch, Barbara  
Bowers, Nancy  
Bremer, Anne  
Brooks, Patricia  
Burrows, Marcella  
Burton, Jerry  
Casey, Meg  
Casey, Patrick  
Chariton, Jane  
Chen, Hsiao  
Chitek, Pam  
Ciske, Pam  
Cleary, John  
Corry, Fran  
Day, Carlarae  
Day, Timothy  
DeSalvo, David  
Diersen, Mary  
Diersen, William  
Dlugopolski, Thomas

Duerkop, Sharon  
Ebel, John  
Evans, David  
Evans, Mark  
Fairchild, Mary  
Fargen, Fran  
Feller, Kathy  
Femal, Amanda  
Fonder, Karen  
Fonder, Mark  
Forbeck, James  
Frye, Frances  
Fuhrmann, Craig  
Fuhrmann, Jean  
Gabriel, Mark  
Gallagher, Richard  
Garrity, Joan  
Garvey, Therese  
Gavelek, John  
Gehring, Sandra  
Gerlach, Mary  
Gile, Barb  
Gill, Cathie  
Gralewicz, Renee  
Graves, Jane  
Guilbeault, Nancy  
Guilbeault, Willaim  
Hart, Deb  
Harvey, Leslee  
Harvey, William  
Hebbe, Judy  
Hebeler, Paula  
Hebeler, Richard  
Heinrich, Jayne

Hirby, Pat  
Holdorf, Pam  
Holewinski, Lorraine  
Hughes, Jim  
Jackson, Anne  
Jahnke, Margaret  
Janus, Judith  
Jenkins, Robert  
Johnson, Cheryl  
Kaeser, Tom  
Kain, Diana  
*Kassor, Connie -Democrat*  
Kaufman, Karl  
Kindel, Margit  
Kiley, Mary  
King, Steven  
King, Terry  
Kirkeide, Jane  
Klein, Mary  
Klein-March, Carolyn  
Klimaszewski, Jackie  
Knight, Carol  
Knoll-Learman, Joyce  
Koleske, Jerry  
Kosinski, Virginia  
Krampien, Penny  
Kreider, Robert  
Kreider, Rose  
Krejcha, Jerry  
Krupka, Mary Ann  
Lallensack, Jill  
Lange, Sandra  
Lay, Samantha  
Lenz, Carol

Lichtenberg, Sharon  
Loomans, LuAnn  
Loosen, Kevin  
Luebben, Lorraine  
Luebke, Char  
Lutzow, Mary  
Mahan, Marsha  
McCormick, Brenda  
McCulloch, Laurie  
Milheiser, Patricia  
Miller, Barbara  
Miller, Louise  
Miller, Marilee  
Mueller, Elaine  
Murphy, Esther  
Nibbe, Jeanette  
Nibbe, Ken  
Nussbaum, Audrey  
Olson, Ann  
Paisar, Cheri  
Park, Jim  
Patrick, Frances  
Pekarske, Michael  
Pelegrin, Beth  
Pelegrin, Rick  
Peterson, Linda  
Peterson, Pamela  
Peterson, Thomas  
Phillips, Medith  
Pingel, Bill  
Plank, Carol  
Pohl, John  
Prahl, Dennis  
Price, Kelley  
Raimer, Jan  
Reissman, Cheryl  
Remter, Betty  
Rhode, Norma  
Ritzke, Sandy  
Rotzel, Victoria  
Sartorelli, Mark  
Schauland, Jeanne  
Schemm, Mary  
Schoen, Ginny  
Schoenbohm, Leah  
Schroeder, Caroline

Schuette, Clarence  
Schultz, Renee  
Schuyler, Suzanne  
Siebers, Bruce  
Siebers, Susan  
Skorr, Amanda  
Smith, Carol Jean  
Smith, Janet  
Snell, Arthur  
Sommers, Joan  
Staedt, Paula  
Stanek, Donna  
Stanek, Bob  
Stead, Christine  
Steffan, Peter  
Stewart, Alan  
Stoeger, Sandy  
Stoeger, Tom  
Strand, Vicki  
Stratton, Bob  
Talamanco, Ginny  
Tate, Patricia  
Terbest, Kelly  
Theimer, Cheryl  
Thiede, Adel  
Thiel, Gary  
Thomas, Joyce  
Thompson, John  
Towner, Susan  
Tubbs, Michele  
Van Boxtel, Dennis  
Van Boxtel, Kathy  
Van Linn, Delaine  
Vander Heiden, Paul  
Vandermolen, Lynne  
Wacker, Mary  
Washington, Deborah  
Whitely, Cynthia  
Wiegand, Debbie  
Wiler, Verena  
Williams, Mary  
Wirkes, Audrey  
Wirth, Cindy  
Wirth, Marlene  
Wisniewski, Teresa  
Wood, Dawn

Wuerger, Stephen  
Yukel, Tami  
Zak, Beverly  
Zwieg, Linda

**NOTICE OF PROPOSED STREET VACATION**

(Pursuant to Section 66.1003, Wisconsin Statutes-2013-2014)

Notice is hereby given that a written resolution has been filed with the Common Council of the City of Appleton for the discontinuance of:

**LEGAL DESCRIPTION:**

A strip of land 62 feet in width and 34.6 feet in length along its centerline:

Bounded on the East and West by the C.N. Railway-Wisconsin Central Limited;

Bounded on the North by South Locust Street;

Bounded on the South by the North line of West Lawrence Street, being located in the Southeast Quarter(SE ¼) of the Southeast Quarter(SE ¼), of Section Twenty-Seven(27), Township Twenty-One (21) North, Range Seventeen (17) East, City of Appleton, Outagamie County, Wisconsin, containing 2,146 square feet of land m/l and being further described by:

Commencing at the Southeast corner of said Section 27;

Thence N.00°17'14"W. 862.40 feet, along the East line of the SE ¼ of said Section 27;

Thence S.89°56'24"W. 435.86 feet, to the Northeast corner of South Locust Street and West Lawrence Street and being the point of beginning;

Thence continue S.89°56'24"W. 62.00 feet, along the North line of West Lawrence Street to the West line of South Locust Street;

Thence N.00°05'54"W. 14.50 feet, along the West line of South Locust Street, to a point 20 feet Northerly of the center of the main track of the C.N. Railway-Wisconsin Central Limited, as measured at a right angle to said track;

Thence N.56°56'24"E. 73.89 feet, parallel to the main track of the C.N. Railway-Wisconsin Central Limited to the East line of South Locust Street;

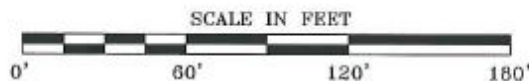
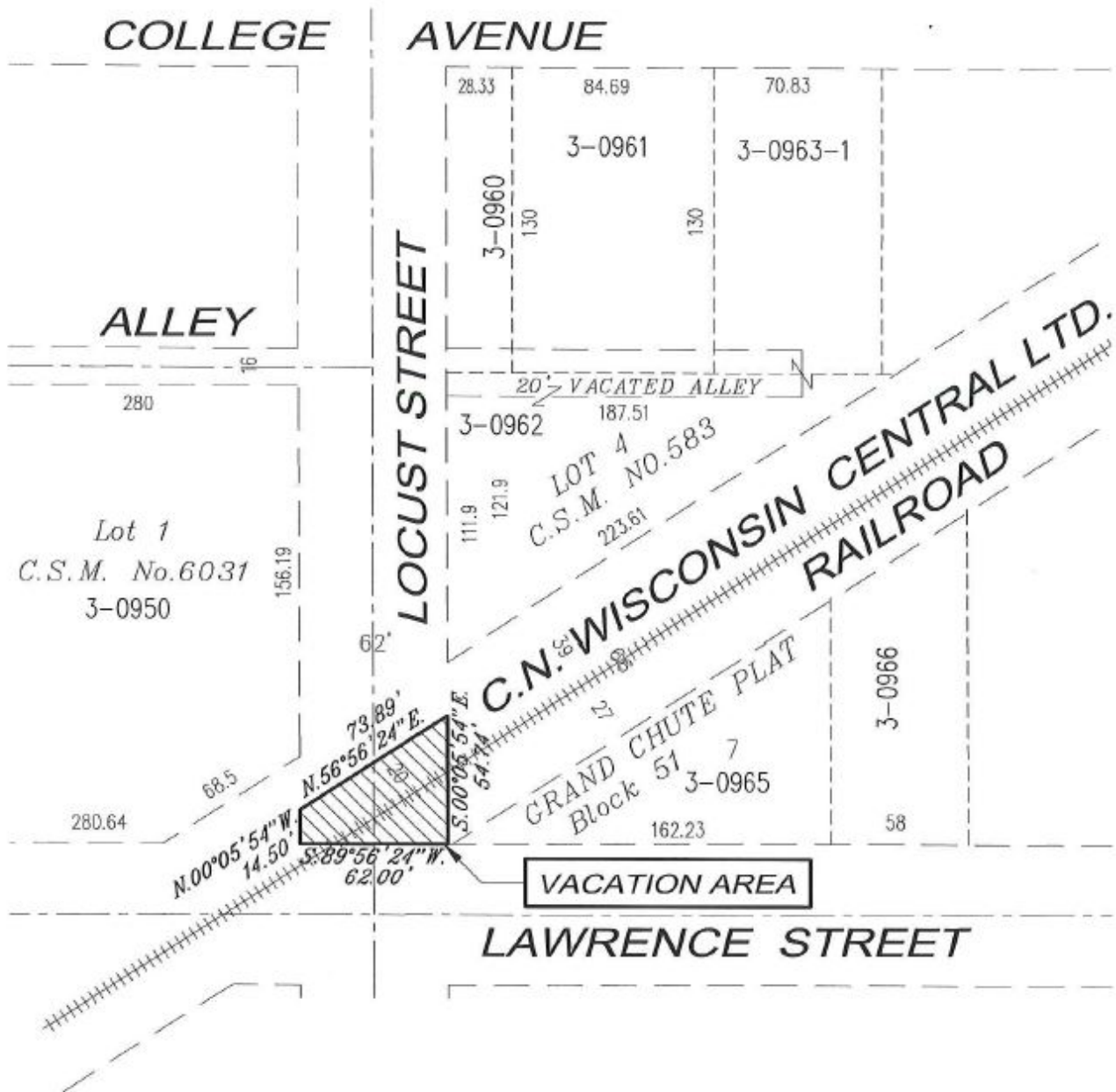
Thence S.00°05'54"E. 54.74 feet, along the East line of South Locust Street to the Northeast corner of West Lawrence Street and South Locust Street and the point of beginning.

**COMMON DESCRIPTION:**

Railroad crossing in the 100 block of South Locust Street

# EXHIBIT

## LOCUST STREET VACATION



**CITY OF APPLETON**

DEPT. OF PUBLIC WORKS

ENGINEERING DIVISION

APPLETON, WISCONSIN. DWN. BY: TMK

11:Acad/Vac and Ded/Railroad at Locust Superior Eighth 042111



Notice is further given that a hearing of said resolution will be held at a regular meeting of the Common Council to be held at 7:00 p.m. or as soon thereafter as can be heard, on Wednesday, December 6, 2017, in the Council Chambers at the City Hall in said City of Appleton.

By Order of the Common Council.

October 11, 2017

KAMI LYNCH  
City Clerk

RUN: October 17, 2017  
October 24, 2017  
October 31, 2017

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

## ***FINAL RESOLUTION***

***WHEREAS***, the public interest requires that a portion of South Locust Street that has not previously been vacated, be vacated and discontinued; and

***WHEREAS***, notice was given when and where the resolution would be acted on, as required by law; and

***WHEREAS***, hearing was had on said Resolution on the 6<sup>th</sup> day of December, 2017, at City Hall, in and for the City of Appleton, Wisconsin.

***BE IT RESOLVED***, that the Common Council of the City of Appleton, Wisconsin, hereby determines that the public interest requires that:

### **LEGAL DESCRIPTION**

#### **SOUTH LOCUST STREET AT C.N. WISCONSIN CENTRAL LTD. RAILROAD CROSSING**

A strip of land 62 feet in width and 34.6 feet in length along its centerline:  
Bounded on the East and West by the C.N. Railway-Wisconsin Central Limited;  
Bounded on the North by South Locust Street;  
Bounded on the South by the North line of West Lawrence Street, being located in the Southeast Quarter (SE ¼) of the Southeast Quarter (SE ¼), of Section Twenty-Seven (27), Township Twenty-One (21) North, Range Seventeen (17) East, City of Appleton, Outagamie County, Wisconsin, containing 2,146 square feet of land m/l and being further described by:

Commencing at the Southeast corner of said Section 27;  
Thence N.00°17'14"W. 862.40 feet, along the East line of the SE ¼ of said Section 27;  
Thence S.89°56'24"W. 435.86 feet, to the Northeast corner of South Locust Street and West Lawrence Street and being the point of beginning;  
Thence continue S.89°56'24"W. 62.00 feet, along the North line of West Lawrence Street to the West line of South Locust Street;  
Thence N.00°05'54"W. 14.50 feet, along the West line of South Locust Street, to a point 20 feet Northerly of the center of the main track of the C.N. Railway-Wisconsin Central Limited, as measured at a right angle to said track;  
Thence N.56°56'24"E. 73.89 feet, parallel to the main track of the C.N. Railway-Wisconsin Central Limited to the East line of South Locust Street;  
Thence S.00°05'54"E. 54.74 feet, along the East line of South Locust Street to the Northeast corner of West Lawrence Street and South Locust Street and the point of beginning.

### **COMMON DESCRIPTION:**

Railroad crossing in the 100 block of South Locust Street

***FURTHER RESOLVED***, that the City Clerk of the City of Appleton be authorized and directed to give notice required by §66.1003 of the Wisconsin Statutes.

***FURTHER RESOLVED***, that according to §66.1005, Wisconsin Statutes, upon vacation and discontinuance of said portion of South Locust Street, title to the above-described area shall belong to the adjoining property owners of this vacated street area and shall acquire an ownership interest in the entire area being vacated.

---

Date

---

Christopher W. Croatt, Chair  
Municipal Services Committee

November 08, 2017

Via e-mail to:

Paula Vandehey [Paula.Vandehey@Appleton.org](mailto:Paula.Vandehey@Appleton.org)

Cc:

Karen Harkness, Community Development (Appleton)	<a href="mailto:Karen.Harkness@Appleton.org">Karen.Harkness@Appleton.org</a> >
Kathleen Plank District 7 alderperson (Appleton)	<a href="mailto:District7@appleton.org">District7@appleton.org</a>
Robert Buckingham, Community development (Grand Chute)	<a href="mailto:Robert.Buckingham@grandchute.net">Robert.Buckingham@grandchute.net</a> >
Patrick Connor (Newmark Grubb Pfefferle)	<a href="mailto:PatrickC@ngpwi.com">PatrickC@ngpwi.com</a> >

Re: Alvin Street

Dear Paula,

The undersigned property owners (and others) have been very interested in the pending changes in the Alvin Street/Evergreen neighborhood. We are excited to see that the area is likely one of the next major re-development points along the I-41 corridor.

Your department has communicated with the Owners in the area about some of the changes necessary to urbanize the area. These include widening Evergreen, looping water, creating a detention area to receive runoff from the Evergreen work, The city will be running a water line through the church property but not a sewer line.

We are very supportive of the concept presented to the Utilities Committee on November 7 (McMahon Fixture X Alternative 5) which shows detention pond "A" serving the potential commercial development in the area. We believe that common detention makes the most sense to open up the area to the highest and best commercial uses.

We are pleased that Appleton is taking the lead on this work. We understand its importance and complexities in light of the boundary agreement and patchwork of City and Town boundaries that exist at this point and the differing land uses.

A few months ago Patrick Connor's team at Newmark Grubb Pfefferle approached the commercial land owners, Pathways Church, and other owners and proposed acting jointly to promote the commercial potential of the properties in the area. This makes a lot of sense given that there could be well over 12 acres of commercial land encompassing the entire Alvin Street I-41 corner and beyond to the east. Much of that land is currently listed for sale through Newmark Grubb Pfefferle and Patrick believes that eventually all the commercially viable landowners will cooperate for the common good as it is quite clear that the highest and best use of the land as commercial land value will exceed any other type of value, even including the existing buildings along Alvin Street. We believe that if the commercial landowners all act individually, the re-development and land values would be at risk for everyone.

In short the commercial owners are willing to act together as much as possible to see the re-development proceed with a common vision. We believe this is also in the best interest of the City of

Appleton since the landowners, the City and the Town of Grand Chute all need to be communicating. If we commercial owners can speak with one voice it makes everything easier. We hope that regardless of whether a parcel is currently in the City or Town; whether it has frontage on Alvin, Evergreen or Richmond; whether it is currently commercially zoned or not that we are all part of the discussion of what the best vision for the future is whether that is one year from now or 20 years from now.

We understand the need for the infrastructure work discussed above as some of the conditions precedent to the re-development of the area and we support that work being accomplished as soon as possible.

We have been informed that additional work is being planned and has been budgeted for Alvin Street its self. This work has been described as the "urbanization " of Alvin Street and includes a concrete surface, curb and gutter, sidewalks and wider surface. We believe the "urbanization" of Alvin Street should be postponed until such time that market forces have made the vision for the commercial properties clearer. Our reasons are as follows:



- The Alvin Street right of way (ROW) could become archaic if a single user purchases the entire corner. Alvin Street would, in that case, be a public street totally surrounded by a single private user. Perhaps Alvin Street could be moved east to the outer boundary of the commercial areas.
- Market forces could require that the commercial land is planned under a PUD type plan which could make the current Alvin Street ROW an impediment its self or could require the removal or reconfiguration of the then urbanized street.
- There is no need for urbanization for the current use of the street. There is very little vehicular traffic and no foot traffic. Sidewalks or bike lanes would go no where and have no users.

Overall, we believe that any money and effort spent on Alvin Street should be done in context of the greater vision for the commercial use of that area. At this time it is premature to assume that anyone knows what that greater future precisely is. Eventually developers will come forward and the vision will become clearer. Given the current state of development in the area we believe a lead development concept would happen sooner rather than later.

In the meantime we believe that planning for common detention is important and that it is important for taxpayer dollars planned for Alvin Street's urbanization are not spent until everything is clear.



Sincerely,

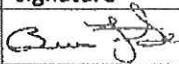
Map#	PIN	municipality	owner	Street address	signature
A	318450000	Appleton	Pathways Church	311 W. Evergreen	
B	101052800	Grand Chute	J. Pukall Liv Trust	3811 N Alvin Street	✓
C	101052801	Grand Chute	James F Beer	3800 N Richmond Street	✓
D	316560101	Appleton	North Richmond Partners	3925 N. Alvin Street	
E	316560102	Appleton	AVE 68 LLC	3900 N Richmond Street	
F	316560100	Appleton	North Richmond Partners	3962 N Richmond Street	✓
G	101052406	Grand Chute	T&G Property Holdings, LLC	3992 N Richmond Street	✓
H	101052700	Grand Chute	Duwayne Johnson Irrevoc Trust	107 W Evergreen Dr	

SIGNED REVISED COPY TO READ PAGE 1, 2ND PARAGRAPH, 3RD LINE:  
"AND INSTALLING A WATER LINE ON THE PATHWAYS PROPERTY"





Sincerely,

Map#	PIN	municipality	owner	Street address	signature
A	316450000	Appleton	Pathways Church	311 W. Evergreen	
B	101052800	Grand Chute	J. Pukall Liv Trust	3811 N Alvin Street	
C	101052801	Grand Chute	James F Baer	3800 N Richmond Street	
D	316560101	Appleton	North Richmond Partners	3925 N. Alvin Street	
E	316560102	Appleton	AVE 66 LLC	3900 N Richmond Street	
F	316560100	Appleton	North Richmond Partners	3962 N Richmond Street	
G	101052406	Grand Chute	T&G Property Holdings, LLC	3992 N Richmond Street	
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B	101052800	Grand Chute	J. Pukall Liv Trust <i>Alex Kiehl Agent for</i>	3811 N Alvin Street	<i>AK</i>
C	101052801	Grand Chute	James F Baer	3800 N Richmond Street	<i>James Baer</i>
D	316560101	Appleton	North Richmond Partners	3925 N. Alvin Street	
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F	316560100	Appleton	North Richmond Partners	3962 N Richmond Street	
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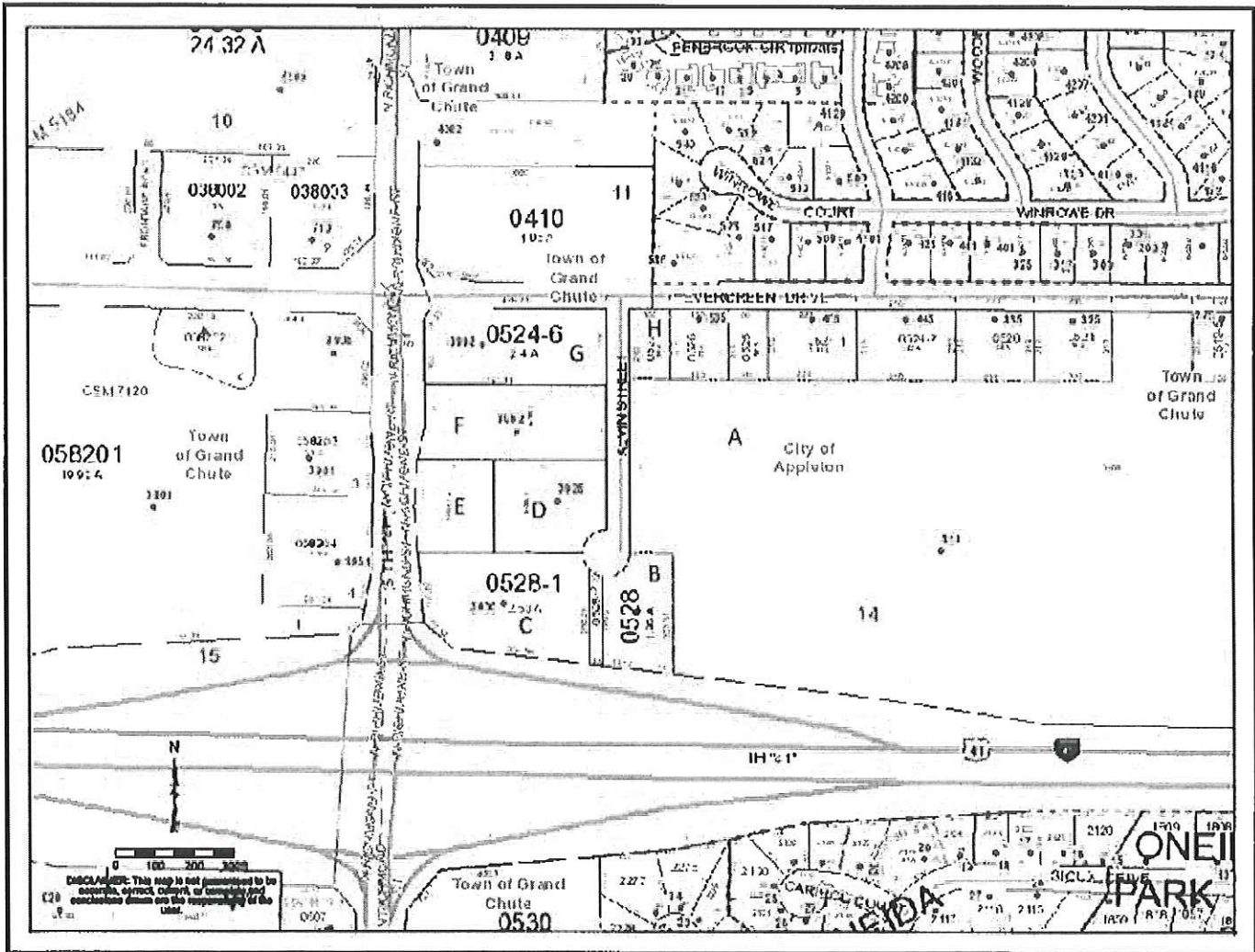


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G	101052406	Grand Chute	T&G Property Holdings, LLC	3992 N Richmond Street	
H	101052700	Grand Chute	Duwayne Johnson Irrevoc Trust	107 W Evergreen Dr.	





## Evergreen Drive Questions and Responses

11/17 19 Appleton DPW

**Wouldn't this be a trail to nowhere?** Simply put, no. The proposed trail would serve as an important connection between the existing trail network to the east (Apple Creek Trail, Meade Street trail, Ballard Road trail, etc.), and the existing/proposed trails located to the west, in Grand Chute. It would also serve as an important multi-modal transportation link allowing the neighborhoods to the east of Richmond Street to safely and conveniently access the existing/proposed commercial areas located west of Richmond Street.

**How does the width of the proposed road compare to our older "standard" collector streets?** Until recently, when collector roadways like Evergreen Drive were urbanized in Appleton, they were built at a width of 37 feet, which is fairly standard from community to community. This design standard was intended to allow for safe passage of two-way traffic, while also allowing additional space for delivery vehicles, refuse trucks, etc. The proposed design for this section of Evergreen Drive would be built to a nearly identical width of 38 feet, but the space would be used much differently, and it would provide much safer and more comfortable bicycle and pedestrian accommodations.

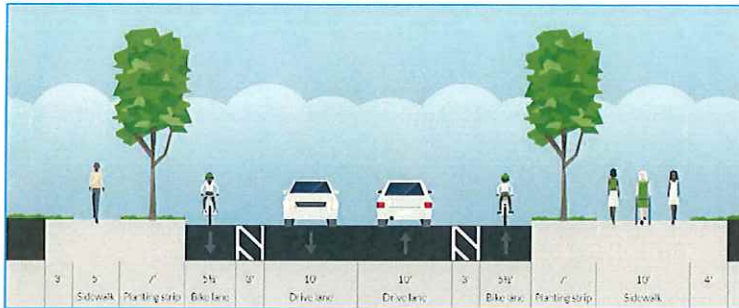


Figure 1 Proposed Typical Cross Section for Evergreen Dr

**Would widening the roadway increase speeds?** While it is true that wider lanes tend to result in increased traffic speeds, the proposed design will actually *narrow* the marked automobile lanes from the existing 12 feet to the proposed 10 feet. This type of best practice has consistently been shown to reduce speeds and increase safety throughout the country.

**How will property owners access their properties during construction?** While providing access during construction often presents challenges, we have a long history of successfully working closely with property owners to minimize the impact. This project would be no different.

**Why is a 10-foot trail better than a 5-foot sidewalk?** Due to their relatively narrow width, "standard" 5-foot sidewalks are not conducive to higher volumes of pedestrian traffic. In fact, pedestrians walking in pairs are not able to pass oncoming pedestrians without forming a single-file line or leaving the sidewalk altogether, resulting in a much less desirable experience. This is further complicated when pedestrians are mixed with strollers, wheelchairs, small children on bicycles, roller bladers, skateboarders, etc.

**Would a 5-foot sidewalk on the north side of Evergreen Drive be constructed further from the north property line than a 10-foot trail?** No. Throughout the city, sidewalks and trails are constructed at the property line, except in very rare cases. In this case, our proposed design shows us taking the unusual step of constructing the trail at a 4-foot offset from the property line in an effort to minimize its impact on adjacent properties. If a 5-foot sidewalk were constructed instead of a 10-foot trail, it would also be located at a 4-foot offset from the property line.

**What about the proposed sidewalk on the south side of Evergreen Drive?** Again, our proposal includes taking the unusual step of constructing the sidewalk three feet from the property line in order to minimize impact to landscaping in that area.

**What is the plan for the section of Evergreen Drive that falls between Haymeadow Avenue and Meade Street?** The City of Appleton's *Trail Master Plan* and *5-Year Bike Lane and Trail Plan* clearly identify this portion of Evergreen Drive as a critical link in the overall trail network. As such, our *preferred* solution would involve:

- widening the existing north sidewalk to 10 feet
- designating bike lanes on the roadway
- installation of an improved pedestrian crossing across Meade Street

Unfortunately, however, the existing sidewalk has substantial remaining useful life, and it is cost prohibitive to widen the sidewalk at this time due to utility conflicts. As such, we anticipate our proposed design will include:

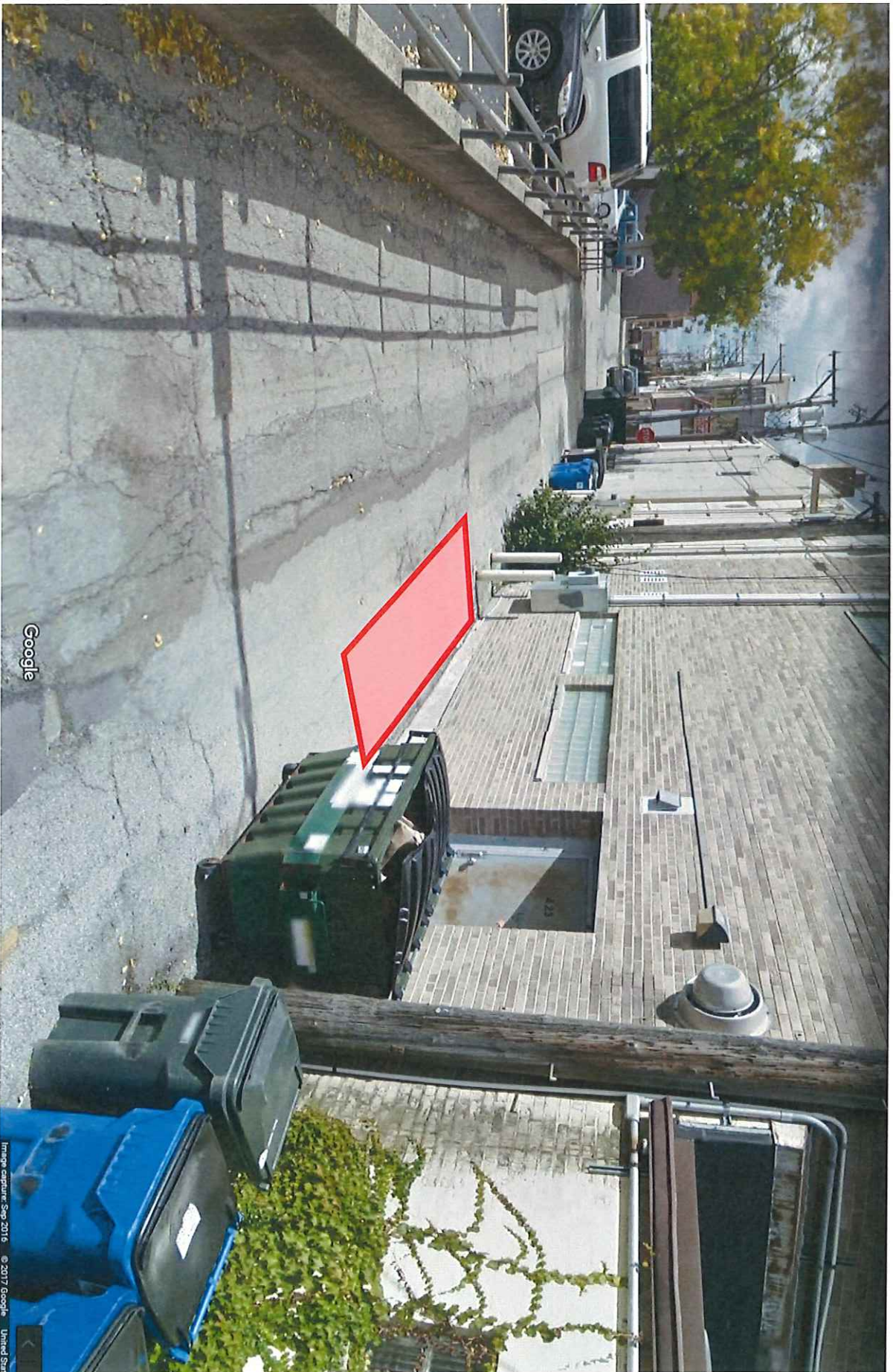
- designation of bike lanes on the roadway (which would eliminate parking)
- installation of an improved pedestrian crossing across Meade Street (leaving the existing sidewalks as-is for the time being). The sidewalk would be widened at some future date when the roadway is reconstructed (>15 years)

Any proposed changes on this portion of Evergreen Drive would be presented to the affected property owners and considered by the City Council in mid-2018. If approved, implementation would occur concurrent with the urbanization project (west of Haymeadow Avenue) in 2019.

**Why have bike lanes in addition to a trail?** While trails provide a comfortable and safe facility for pedestrians and other low-speed users, the addition of higher-speed adult bikers on trails is often problematic due to the large difference in speed between users, as well as the unpredictable movements of younger users. For this reason, moving the higher-speed bicyclists to the roadway provides a safer, more comfortable environment for *all* users. While this type of configuration is often not possible due to space constraints, it is relatively easily achievable on this portion of Evergreen Drive as a part of the proposed urbanization project.

**Could a trail be constructed on Apple Creek Road instead of Evergreen Drive?** It is critically important that bicycle and pedestrian facilities serve both recreational users *and* commuter users. As such, our planning process recognized the need to provide *direct* connections between destinations whenever possible. Evergreen Drive is clearly the most direct connection between the Apple Creek Trail and the existing/proposed trail system and commercial areas to the west.





Google





November 16, 2017

Mr. Chad Weyenberg, P.E.  
Project Manager  
City of Appleton DPW  
100 North Appleton Street  
Appleton, WI 54911-4799

Subject: Amendment No. 2 to Oneida Street Bridge Over Jones Park Agreement  
Proposal for Lighting Design and Additional Sewer Design

Dear Mr. Weyenberg:

Patrick Engineering Inc. (Patrick) is pleased to submit this proposal to the City of Appleton (City) for the design, plan preparation, estimating, and bid document preparation services for the additional work included in the Oneida Street Bridge over Jones Park project. This proposal is submitted in accordance with the City's request, and is based on meetings and conversations held between the City and Patrick.

#### **PROJECT UNDERSTANDING**

As part of the Oneida Street Bridge over Jones Park project and the Jones Park Redevelopment project, the City of Appleton proposes to: (1) provide lighting for the ramping structure and adjacent staircases from the parking lot landing to the Oneida Street landing on the north side of the northbound Oneida Street bridge and (2) provide new sanitary and storm sewer connections to the private lines located within the Church parking lot.

#### **PROPOSED SCOPE OF SERVICES**

Patrick proposes the following Scope of Services for the Amendment to this Project.

##### **Lighting Design**

Patrick will provide lighting photometrics, wire sizing, electrical design, conduit layout, pole base structural attachment design and detailing, and all items necessary to complete the lighting design for the ramping structure and adjacent staircases. All lights will be included with the roadway plans and bid documents, and installed by the contractor. The lighting shall be a combination of poles and recessed wall lighting. The pole manufacturer and style will be selected by the City and provided to Patrick. No more than three recessed light options will be provided by Patrick for selection by the City. Recessed lighting shall shine down on the path and not outward.

The poles and light fixtures shall be:

- (1) Taller Trail pole/Fixture: Candela Series  
Pole: SPR4N-16-LBC4C-BK/TX (16 foot pole)  
Fixture: CAND1-CN1-40W42LED4K-R-PC-C-RLE3-240-BK/TX (Type 3 Distribution)
- (2) Shorter Trail Pole/Fixture: Candela Series  
Pole: SPR4N-10-LBC4C-BK/TX (10 foot pole – preferred, 8 foot if clearance issues)  
Fixture: CAND2-40W42LED4K-R-PC-C-RR5-240-BK/TX (Distribution optional)



**(3) Recessed Wall Light**

Patrick to provide up to three options. LED rated for exterior is required.

The City shall be responsible for light layout and design of lighting units along the Rocky Bleier Run, parking lot, and trail system throughout the plan limits, "excluding" the ramping structure and staircases. This includes the plan layout (bases and conduits), wire sizing, details and specifications to be provided to Patrick to be incorporated in the bid documents.

Patrick shall be responsible for light layout and design of lighting units along the ramping structure and staircases. This includes the plan layout (recessed boxes, anchor bolt locations, and conduits), wire sizing, details and specifications to be incorporated in the bid documents. Patrick will design all connections back to the City of Appleton cabinet to be placed at a location to be determined near the parking lot entrance.

Patrick will provide up to two preliminary lighting layout alternatives including renderings/modeling to assist in layout selection by the City.

**Sanitary Sewer Lateral and Private Storm Lateral Relay Design**

An existing 10-inch sanitary sewer that originates in the Church parking lot located east of Oneida Street and north of Rocky Bleier Run will be in conflict with a proposed retaining wall and will require a relay. Patrick will provide design to relocate/relay the existing 10-inch sanitary sewer lateral. The sanitary sewer relocation/relay will include approximately 125 feet of new 10-inch sanitary sewer, one sanitary manhole, and construction details for connection to an existing sanitary manhole. The sanitary sewer and manhole specifications will be in accordance with City standards.

An existing private storm sewer that originates in the Church parking lot located east of Oneida Street and north of Rocky Bleier Run will be in conflict with a proposed retaining wall and will require a relay. Patrick will provide design for a temporary connection of the storm sewer. The private storm sewer relocation/relay will include approximately 100 feet of temporary storm sewer, no more than three pipe elbows, and construction details for a connection to a new storm sewer manhole.

**B-44-082 Structural Repair Design**

The most recent inspection report for the southbound Oneida Street Bridge over Jones Park identified areas of spalling and cracking that require repair. Patrick will visit the site, verify the location of the spalled and cracked areas, and take measurements for repair. Patrick will prepare construction details, include miscellaneous quantities, and prepare special provisions (if required) for the repairs to be included in the final plans and bid documents.

**ASSUMPTIONS AND EXCLUSIONS**

The following assumptions and/or exclusions were made by Patrick during the preparation of this proposal:

1. Design and coordination for security lighting, cameras, and appurtenances is not included in this Scope of Services.





**SCHEDULE**

All services included in this amendment will begin immediately. There shall be no change to the project schedule as a result of this amendment.

**PROPOSED FEE**

We propose to perform the engineering services detailed above for Actual Cost Not To Exceed \$14,360.

Thank you for this opportunity to provide additional engineering services to the City. If you would like to discuss this proposal in further detail, please feel free to contact me at (920) 321-2350.

Sincerely,

**PATRICK ENGINEERING INC.**

A handwritten signature in black ink, appearing to read "Rowland Hoslet", written over a horizontal line.

Rowland Hoslet, PE  
Director of Engineering Services

**Proposal To Provide Professional Engineering Services  
Oneida Street Bridge Over Jones Park Improvements  
Amendment No. 2**

**Project Budget**

Classification	Project Manager		Project Engineer		Electrical Engineer		Staff Structure Engineer		Surveyor / CAD Tech			
Avg. Hourly Wage	\$170.00		\$105.00		\$145.00		\$105.00		\$95.00		Total Direct Labor	
Task	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
Design Services												
Ramp/Stair Lighting Design					46	\$6,670.00	8	\$840.00	30	\$2,850.00	84	\$10,360.00
Sanitary / Storm Sewer Lateral Relay Design			8	\$840.00					6	\$570.00	14	\$1,410.00
Structural Repair Design							8	\$840.00	6	\$570.00	14	\$1,410.00
Plans, Special Provisions, and Estimate Preparation	4	\$680.00	2	\$210.00	2	\$290.00					8	\$1,180.00
DESIGN SERVICES COST ESTIMATE TOTAL:	4	\$680.00	10	\$1,050.00	48	\$6,960.00	16	\$1,680.00	42	\$3,990.00	120	\$14,360.00

AMENDMENT NO. 2 TOTAL:											120	\$14,360.00
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*"...meeting community needs...enhancing quality of life."*

**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](mailto:dean.gazza@appleton.org)

TO: Parks & Recreation Committee

FROM: Dean R. Gazza, Director of Parks, Recreation and Facilities Management

DATE: 11/6/2017

RE: Action Item: Approve J Restaurant Patio Premise to Lease Space in Vulcan Heritage Park for 2018–2020.

In 2006, the City of Appleton executed a three-year agreement with the Supple Restaurant Group for the use of the patio area at Vulcan Heritage Park. The agreement was renewed for additional three-year terms in 2009, 2012 and 2015. The 2015 agreement expired in October, 2017 and the Supple Restaurant Group has requested renewal of the agreement for use of the Vulcan Heritage Park patio for another three years.

The following identifies the basic components of an agreement reached with the Supple Restaurant Group based on the previous agreements:

- The Supple Restaurant Group will lease the patio area immediately west of Fratello's Riverfront Restaurant for a three-year period, 2018 – 2020.
- The Supple Restaurant Group will lease the area beginning April 1 and ending the last Sunday of October.
- Annual compensation for the lease will be as follows:
  - 2018 - \$3,075 per year.
  - 2019 - \$3,150 per year.
  - 2020 - \$3,225 per year.
- Food and beverage service will be limited to the "patio" area of the leased area only.
- The Supple Restaurant Group will provide food and beverage service that meets all applicable licenses and permits.
- The Supple Restaurant Group will provide trained wait staff during all food service hours.
- The Supple Restaurant Group will allow the general public to use the patio area during regular serving hours.

- The service of the food and beverage will be from 11:00 A.M. to 11:00 P.M. Extension of these hours may be granted by written permission from the Parks, Recreation and Facilities Management Department for special events.
- The Supple Restaurant Group will provide all furniture for the patio. The furniture theme shall be consistent with the current park amenities.
- The Supple Restaurant Group will be solely responsible for the furniture.
- The Supple Restaurant Group will maintain the area immediately surrounding the patio on a daily basis. Immediate surrounding area shall include parking lot, walkways, planters, turf areas, etc. on a daily basis. Maintenance activities shall include waste and litter disposal, walkway cleaning, general site inspection, and daily plant care consistent with standards established by the Parks, Recreation and Facilities Management Department.
- Either party has fifteen (15) days from written notice to correct a violation of the agreement. If the violation is not corrected after fifteen (15) days, either party shall have the right to terminate the agreement.
- All signs shall meet applicable zoning ordinances and cannot promote alcohol and tobacco or contain morally questionable or overly suggestive themes.

The 2015-2017 agreement with the Supple Restaurant Group included annual payments of \$3,000 to the City of Appleton. The proposed 2018-2020 lease agreement includes an increase in the annual payments to \$3,075 and increases \$75.00 each of the following two years.

This request will appear on the Parks and Recreation Committee agenda as an action item on Monday, November 6, 2017.

This lease has been mutually beneficial. The Supple's, in addition to their lease payment, continue to work with the City to continually improve the space and assist with outdoor maintenance tasks. We have found this partnership very positive.

Please contact me at 832-5572 or [dean.gazza@appleton.org](mailto:dean.gazza@appleton.org) with any questions or concerns.



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

**PARKS, RECREATION & FACILITIES  
MANAGEMENT**

1819 E. Witzke Boulevard  
Appleton, Wisconsin 54911-8401  
(920) 832-3915 FAX (920) 993-3103  
[tom.flick@appleton.org](mailto:tom.flick@appleton.org)

## Memorandum

**To:** Parks and Recreation Committee  
**From:** Tom Flick, Parks, Recreation and Facilities Management Department  
**Date:** November 6, 2017  
**Re:** Proposed 2018 Golf Rates

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Attached is the proposed 2018 Reid Golf Course Rates Policy that outlines the daily fees and pass rates for 2018. The 2018 Reid Golf Course Rates Policy is consistent with the policy adopted by the Committee and Council for 2017, with some minor adjustments in fees and the administration of passes.

The proposed rates show sales tax included along with net increases and decreases. The policy includes the addition of a Junior Associate Pass, reduction in the Adult Annual Pass and Weekend 9-Hole Green Fee, and an increase in the Senior Annual Pass.

The proposed 2018 Reid Golf Course Rate Policy includes an incentive for golfers to purchase a 2019 pass in the fall of 2018 and be able to use the pass for the remainder of 2018 and the entire 2019 golf season. The policy continues to include a Discount Card that provides a 15% discount on daily fees.

The proposed 2018 Reid Golf Course Rates Policy will be presented to the Parks and Recreation Committee as an action item on Monday, November 6, 2017. This policy is being presented for approval at this time to begin planning for the 2018 season.

Please feel free to contact me at (920) 832-3915 or [tom.flick@appleton.org](mailto:tom.flick@appleton.org) if you need additional information or have questions.



CITY OF APPLETON POLICY		TITLE: 201 <del>8</del> 7 REID GOLF COURSE RATES POLICY
ISSUE DATE: Day of Council Adoption	LAST UPDATE: December 2008, October 2009, December 2010, December 2011, September 2012, September 2013, August 2014 October 2015, <del>November 2016</del>	TEXT NAME: <del>K:\Parks\Administration\Policies\Golf Policies-2008-2010\Golf Rates-2010 J:\Department\Administration\Policies\ Golf Course</del>
POLICY SOURCE: Parks and Recreation Department		TOTAL PAGES: <del>53</del>
Reviewed by Attorney's Office Date:	Parks and Recreation Committee Approval Date: <del>November 21, 2016</del>	Council Approval Date:

#### **I. PURPOSE:**

The Appleton Parks, Recreation and Facilities Management Department operates Reid Golf Course to maintain open space and provide for the recreational needs of the Community. The adoption of the rates outlined in this policy provides additional recreational opportunities to the members of the public. In addition, these rates shall provide revenues to meet operational, administrative and debt service expenses. The policy also contains procedures regarding refunds and coupon/pass upgrades that will provide additional golf opportunities, secure additional revenues for the City of Appleton and increase customer satisfaction.

#### **II. POLICY:**

It is the policy of the City of Appleton to establish daily green fees, discount cards and annual pass rates to meet changing community and participant interests and secure revenues to meet operational, administrative and debt service needs of the golf course. All daily green fees, discount cards and annual pass rates shall be established by the Parks, Recreation and Facilities Management Department and presented to the Parks and Recreation Committee and Council for annual review and adoption. Special and/or seasonal rates shall be established by the Parks, Recreation and Facilities Management Department to address current market conditions, changing competition, local and national trends, seasonal opportunities, golf course conditions, etc.

#### **III. DEFINITIONS:**

1. Discount Card – Provides discounts on specifically identified rates/services/products
2. Weekday – Monday through Friday
3. Weekend – Saturday, Sunday and holidays
4. Dependent - Child age 18 and under, for family passes only
5. Junior – Age 18 and under
6. ~~Junior Associate – Age 19 to 24 Traditional College Student – Student must provide valid college/university identification and be 24 years of age or younger.~~
7. Associate – Age ~~25~~19 to 40

8. Adult – Age 41 to 61
9. Senior – Age 62 and up
10. Family – All persons currently residing at the same address who are directly related (mother, father, son, daughter), or are foster children. Families are limited to two adults and the dependents and/or foster children.
11. Guest Round – A free round of golf provided to a guest of Annual pass holder.
12. New Pass Holder – individual and/or family who have not purchased an annual pass the previous year.
13. Business Pass – Pass purchased by businesses and companies for use by employees, business guests, etc. The Business Pass includes a foursome for one tee time and two carts per day.

#### **IV. DISCUSSION:**

1. Weekday daily fees will be charged Monday through Friday, except holidays.
2. Weekend daily fees will be charged Saturdays, Sundays and all holidays.
- ~~3. The cost of an additional nine holes will be the difference between the 9 hole and the 18 hole rate after the completion of 9 holes.~~
- ~~4.3.~~ A Weekday Pass:
  - a. Is available for 9-hole or 18-hole play.
  - b. Can be used anytime Monday through Thursday and Fridays from 6:00 am to 11:00 am.
  - c. Can be used for league play Monday through Friday.
  - d. Cannot be used for tournaments, outings and/or special events.
- ~~5.4.~~ An Associate, Junior Associate, Adult, and Family Annual Pass:
  - a. Is available for 9-hole or 18-hole play.
  - b. Can be used anytime Monday through Sunday and holidays based on availability.
  - c. Can be used for league play Monday through Friday.
  - d. Can be used for tournaments, outings and/or special events.
- ~~6.5.~~ A Junior Annual Pass:
  - a. Is available for 9-hole or 18-hole play.
  - b. Can be used anytime Monday through Thursday and Fridays from 6:00 am – 3:00 pm and Friday Twilight.
  - c. Can be used Saturdays, Sundays and holidays after 2:00 PM
  - d. Can be used for tournaments, outings and special events.
- ~~7.6.~~ A ~~Junior Traditional College Student~~ Summer Pass:
  - a. Is available for 9 or 18 hole play.
  - b. Can be used from Memorial Day to Labor Day only. (May ~~28~~<sup>29</sup> to September ~~34~~<sup>30</sup>, 201~~8~~<sup>7</sup>)
  - c. Can be used Monday through Friday from 6:00 am to 3:00 pm.
  - d. Can be used Saturdays, Sundays and holidays after 2:00 PM.
  - e. Cannot be used for tournaments, outings, and/or special events.
- ~~8.7.~~ A New Pass Holder (Weekday or Annual) can purchase a 201~~8~~<sup>7</sup> pass at the end of 201~~8~~<sup>6</sup> and the pass can be used for the remainder of the 201~~8~~<sup>6</sup> golf season and the entire 201~~8~~<sup>7</sup> golf season. The use of the Weekday and/or Annual Pass for the remainder of the 201~~8~~<sup>6</sup> golf season will be consistent with #4, #5 and #6 above.
- ~~9.8.~~ The Discount Card ~~are available for Adults, Seniors, Juniors and College students:~~
  - a. Provides a 15% discount on all regular green fees.
  - b. Cannot be used for tournaments, outings and/or special events.



- ~~10.9.~~ Discount Cards, Special, Weekday and Annual Passes cannot be transferred to another individual.
- ~~11.10.~~ The Family Annual Pass provides the benefits listed in #5 above to the pass holder and family members. An adult family member must accompany a minor child/children when a Family Annual Pass is used.
- ~~12.11.~~ The Business Pass allows the company and/or business to schedule one (1) foursome for one tee time per day during the golf season and also includes two (2) carts. The company and/or business must schedule the tee time for the foursome with the Pro Shop office at least 24 hours before the tee time by the designated business representative(s). The Business Pass cannot be used for league play, outings and tournaments.
- ~~13.12.~~ The Guest Rounds provided to annual pass holders can only be used when the guest is accompanied by the pass holder. Junior guest passes are only redeemable for juniors.
- ~~14.13.~~ The Guest Rounds are good for either 9-hole or 18-hole rounds. All guest passes are redeemable based on which golf pass was purchased, annual vs. weekday. Monday through Friday.
- ~~15.14.~~ All Discount Cards, Coupon Books, Weekday and Annual Passes expire at the end of the season for which they were purchased.
- ~~16.15.~~ Twilight rates allow for unlimited play from the established start time until the course closes.
- ~~17.16.~~ There will be no refunds issued for passes or discount cards. Exceptions may be granted in hardship cases by the Parks and Recreation Committee and City Council.

**REID GOLF COURSE – 2018 Fees**

Daily Fees	2014 Fees	2015 Fees Plus Tax	2016 Fees Tax Included	2017 Fees Tax Included	2018	Net Change
<b>WEEKDAY DAILY FEES</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>Net</b>
Adult 9	\$16.00	\$16.00	\$17.00	\$17.00	<u>\$17.00</u>	\$0
Adult 18	\$26.50	\$26.50	\$28.00	\$28.00	<u>\$28.00</u>	\$0
Senior 9	\$14.00	\$14.00	\$15.00	\$15.00	<u>\$15.00</u>	\$0
Senior 18	\$23.00	\$23.00	\$24.00	\$24.00	<u>\$24.00</u>	\$0
Junior with restrictions 18 & Under M-F 7-3 Sat & Sun 2-close	-	-	\$10.00	\$10.00	<u>\$10.00</u>	\$0
Additional 9 (Adult)	<u>\$10.50</u>	<u>\$10.50</u>	<u>\$11.00</u>	<u>\$11.00</u>		\$0
Additional 9 (Jr./Sr.)	<u>\$8.50</u>	<u>\$8.50</u>	<u>\$9.00</u>	<u>\$9.00</u>		\$0
<b>WEEKEND DAILY FEES</b>						
Adult/Junior/Senior 9	\$18.50	\$18.50	\$19.50	\$19.50	<u>\$19.00</u>	<del>(\$1.50)</del> \$0
Adult/Junior/Senior 18	\$29.50	\$29.50	\$31.00	\$31.00	<u>\$31.00</u>	\$0
Additional 9 Weekend	<u>\$11.00</u>	<u>\$11.00</u>	<u>\$11.50</u>	<u>\$11.50</u>		\$0
<b>REPLAY RATES</b>						
Walking	-	-	\$15.00	\$15.00	<u>\$15.00</u>	\$0
Riding	-	-	\$25.00	\$25.00	<u>\$25.00</u>	\$0
<b>TWILIGHT (unlimited golf)</b>						
Walking	\$9.00	\$9.00	\$9.50	\$11.00	<u>\$11.00</u>	<del>\$1.50</del>
Riding	-	\$17.00	\$18.50	\$22.00	<u>\$22.00</u>	<del>\$3.50</del>
<b>SUPER TWILIGHT Fri, Sat &amp; Sun 3-5</b>						
9 Holes – walking	-	-	\$15.00	\$15.00	<u>\$15.00</u>	\$0
18 Holes – walking	-	-	\$24.00	\$24.00	<u>\$24.00</u>	\$0
<b>One-Time Purchase Passes, Cards, etc.</b>			<b>5% Sales Tax Not Included</b>	<b>Advertised 5% Sales Tax Included</b>		
<b>DISCOUNT CARDS</b>						
Juniors /College Students	<u>\$15.00</u>	<u>\$15.00</u>	<u>\$15.00</u>	<u>\$15.75</u>		\$0
Adults/Seniors	\$30.00	\$30.00	\$30.00	\$31.50	<u>\$31.50</u>	\$0
<b>SPECIALS</b>						
Junior /College Summer Pass	\$200	\$175	\$150	\$150.00	<u>\$150.00</u>	<del>\$0(\$7.14)</del>
<b>WEEKDAY PASSES (Monday-Friday Only)</b>						
Junior	<u>\$250</u>	<u>\$225</u>	<u>\$175</u>	<u>\$175.00</u>		<del>(\$8.33)</del>
Adult	\$775	\$775	\$775	\$815	<u>\$815</u>	<del>\$01.25</del>
Senior	\$625	\$625	\$625	\$660	<u>\$660</u>	<del>\$03.75</del>
<b>ANNUAL PASSES</b>						
Junior	\$325	\$300	\$200	\$200	<u>\$200</u>	<del>\$0(\$9.52)</del>
Junior Associate	-	-	-	-	<u>\$350</u>	-
Associate	\$700	\$700	\$700	\$735	<u>\$735</u>	\$0
Adult	\$1050	\$1050	\$1050	\$1105	<u>\$1050</u>	<del>(\$65)\$2.50</del>
Senior	\$750	\$750	\$750	\$790	<u>\$800</u>	<del>\$102.50</del>
Family	\$1100	\$1100	\$1100	\$1155	<u>\$1155</u>	\$0
Business	\$2500	\$2500	\$2500	\$2625	<u>\$2625</u>	\$0

**Returning Pass Holder Loyalties**

**2012 Pass Sales**      \*      \$25 discount if purchased before April 1  
                             \*\*      \$50 discount if purchased before April 1  
                             \*\*\*      \$100 discount if purchased before April 1  
                             \*\*\*\*      \$150 discount if purchased before April 1

**2014 Pass Sales**      2013 pass holders received a \$100 discount on a 2014 pass.

**2015 Pass Sales** - New Pass Holders-Purchase 2015 pass in 2014. Good for remainder of 2014 and all of 2015

- Returning Pass Holders from 2014 – Purchase 2015 pass before March 15 and receive three (3) guest passes. Guest pass is good anytime for a 9 hole or 18-hole round.

**2016 Pass Sales** – Same as 2015 promotions

-Sales tax included on all green fees

**2017 Pass Sales**

-Purchase pass in 2016 and play remainder of year with next years pass

-Returning Pass Holders receive 3 free guest passes

-5% off 2 passes, 10% off 3 passes in March

**2018 Pass Sales**

-Returning Pass Holders receive 3 free guest passes and 3 free drink tickets associated with guest passes

-Pass Holders receive packet including merchandise coupons and yardage book

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<b>CITY OF APPLETON POLICY</b>		<b>TITLE: 2018 REID GOLF COURSE RATES POLICY</b>
<b>ISSUE DATE:</b> Day of Council Adoption	<b>LAST UPDATE:</b> December 2008, October 2009, December 2010, December 2011, September 2012, September 2013, August 2014 October 2015, November 2016	<b>TEXT NAME:</b> J:\Department\Administration\Policies\ Golf Course
<b>POLICY SOURCE:</b> Parks and Recreation Department		<b>TOTAL PAGES: 4</b>
<b>Reviewed by Attorney's Office Date:</b>	<b>Parks and Recreation Committee Approval Date:</b>	<b>Council Approval Date:</b>

### **I. PURPOSE:**

The Appleton Parks, Recreation and Facilities Management Department operates Reid Golf Course to maintain open space and provide for the recreational needs of the Community. The adoption of the rates outlined in this policy provides additional recreational opportunities to the members of the public. In addition, these rates shall provide revenues to meet operational, administrative and debt service expenses. The policy also contains procedures regarding refunds and coupon/pass upgrades that will provide additional golf opportunities, secure additional revenues for the City of Appleton and increase customer satisfaction.

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### **III. DEFINITIONS:**

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4. Dependent - Child age 18 and under, for family passes only
5. Junior – Age 18 and under
6. Junior Associate – Age 19 to 24
7. Associate – Age 25 to 40
8. Adult – Age 41 to 61
9. Senior – Age 62 and up

10. Family – All persons currently residing at the same address who are directly related (mother, father, son, daughter), or are foster children. Families are limited to two adults and the dependents and/or foster children.
11. Guest Round – A free round of golf provided to a guest of Annual pass holder.
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#### **IV. DISCUSSION:**

1. Weekday daily fees will be charged Monday through Friday, except holidays.
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3. A Weekday Pass:
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  - c. Can be used for league play Monday through Friday.
  - d. Cannot be used for tournaments, outings and/or special events.
4. An Associate, Junior Associate, Adult, and Family Annual Pass:
  - a. Is available for 9-hole or 18-hole play.
  - b. Can be used anytime Monday through Sunday and holidays based on availability.
  - c. Can be used for league play Monday through Friday.
  - d. Can be used for tournaments, outings and/or special events.
5. A Junior Annual Pass:
  - a. Is available for 9-hole or 18-hole play.
  - b. Can be used anytime Monday through Thursday and Fridays from 6:00 am – 3:00 pm and Friday Twilight.
  - c. Can be used Saturdays, Sundays and holidays after 2:00 PM
  - d. Can be used for tournaments, outings and special events.
6. A Junior Summer Pass:
  - a. Is available for 9 or 18 hole play.
  - b. Can be used from Memorial Day to Labor Day only. (May 28 to September 3, 2018)
  - c. Can be used Monday through Friday from 6:00 am to 3:00 pm.
  - d. Can be used Saturdays, Sundays and holidays after 2:00 PM.
  - e. Cannot be used for tournaments, outings, and/or special events.
7. A New Pass Holder (Weekday or Annual) can purchase a 2019 pass at the end of 2018 and the pass can be used for the remainder of the 2018 golf season and the entire 2019 golf season. The use of the Weekday and/or Annual Pass for the remainder of the 2018 golf season will be consistent with #4, #5 and #6 above.
8. The Discount Card is available:
  - a. Provides a 15% discount on all regular green fees.
  - b. Cannot be used for tournaments, outings and/or special events.
9. Discount Cards, Special, Weekday and Annual Passes cannot be transferred to another individual.

10. The Family Annual Pass provides the benefits listed in #5 above to the pass holder and family members. An adult family member must accompany a minor child/children when a Family Annual Pass is used.
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14. All Discount Cards, Coupon Books, Weekday and Annual Passes expire at the end of the season for which they were purchased.
15. Twilight rates allow for unlimited play from the established start time until the course closes.
16. There will be no refunds issued for passes or discount cards. Exceptions may be granted in hardship cases by the Parks and Recreation Committee and City Council.

### REID GOLF COURSE – 2018 Proposed Fees

<b>WEEKDAY DAILY FEES</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>Net</b>
Adult 9	\$16.00	\$16.00	\$17.00	\$17.00	\$17.00	\$0
Adult 18	\$26.50	\$26.50	\$28.00	\$28.00	\$28.00	\$0
Senior 9	\$14.00	\$14.00	\$15.00	\$15.00	\$15.00	\$0
Senior 18	\$23.00	\$23.00	\$24.00	\$24.00	\$24.00	\$0
Junior w/ restrictions	-	-	\$10.00	\$10.00	\$10.00	\$0
<b>WEEKEND DAILY FEES</b>						
Adult/Junior/Senior 9	\$18.50	\$18.50	\$19.50	\$19.50	\$19.00	(\$ .50)
Adult/Junior/Senior 18	\$29.50	\$29.50	\$31.00	\$31.00	\$31.00	\$0
<b>REPLAY RATES</b>						
Walking	-	-	\$15.00	\$15.00	\$15.00	\$0
Riding	-	-	\$25.00	\$25.00	\$25.00	\$0
<b>TWILIGHT (unlimited golf)</b>						
Walking	\$9.00	\$9.00	\$9.50	\$11.00	\$11.00	\$0
Riding	-	\$17.00	\$18.50	\$22.00	\$22.00	\$0
<b>SUPER TWILIGHT Fri, Sat &amp; Sun 3-5</b>						
9 Holes – walking	-	-	\$15.00	\$15.00	\$15.00	\$0
18 Holes – walking	-	-	\$24.00	\$24.00	\$24.00	\$0
<b>DISCOUNT CARDS</b>						
Adults/Seniors	\$30.00	\$30.00	\$30.00	\$31.50	\$31.50	\$0
<b>SPECIALS</b>						
Junior Summer Pass	\$200	\$175	\$150	\$150	\$150	\$0
<b>WEEKDAY PASSES (Monday-Friday Only)</b>						
Junior	\$250	\$225	\$175	\$175	\$175	\$0
Adult	\$775	\$775	\$775	\$815	\$815	\$0
Senior	\$625	\$625	\$625	\$660	\$660	\$0
<b>ANNUAL PASSES</b>						
Junior	\$325	\$300	\$200	\$200	\$200	\$0
Junior Associate	-	-	-	-	\$350	-
Associate	\$700	\$700	\$700	\$735	\$735	\$0
Adult	\$1050	\$1050	\$1050	\$1105	\$1050	(\$65)
Senior	\$750	\$750	\$750	\$790	\$800	\$10
Family	\$1100	\$1100	\$1100	\$1155	\$1155	\$0
Business	\$2500	\$2500	\$2500	\$2625	\$2625	\$0

\*\*Tax included on daily fees beginning in 2016 and Annual Passes in 2017\*\*

#### Returning Pass Holder Loyalties

**2014 Pass Sales** 2013 pass holders received a \$100 discount on a 2014 pass.

**2015 Pass Sales** - New Pass Holders-Purchase 2015 pass in 2014. Good for remainder of 2014 and all of 2015

- Returning Pass Holders from 2014 – Purchase 2015 pass before March 15 and receive three (3) guest passes. Guest pass is good anytime for a 9 hole or 18-hole round.

**2016 Pass Sales** – Same as 2015 promotions

-Sales tax included on all green fees

#### **2017 Pass Sales**

-Purchase pass in 2016 and play remainder of year with next years pass

-Returning Pass Holders receive 3 free guest passes

-5% off 2 passes, 10% off 3 passes in March

#### **2018 Pass Sales**

-Returning Pass Holders receive 3 free guest passes and 3 free drink tickets.

-Pass Holders receive packet including merchandise coupons and yardage book.



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

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**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](mailto:dean.gazza@appleton.org)

**To:** Parks and Recreation Committee

**From:** Dean R. Gazza, Director of Parks, Recreation and Facilities Management

**Date:** November 20, 2017

**Re:** Action: Request Approval of the Aquatic Special Event Policy

---

Please find attached the proposed policy for Aquatic Special Events.

Currently there is not an approved policy to administer the requests to use Mead and Erb Pools for Special Events. The purpose of this policy is to provide a procedure to equitably regulate space and administer user fees for Special Events at Mead and Erb pools. With the opening of the new Erb Pool, requests have been received to use the facility on multiple weekends and we anticipate more requests. Traditionally, Erb Pool was used for swim meets on two weekends throughout the summer and no requests to use Mead Pool.

The proposed policy regulates rental of pool facilities for Special Events to a maximum of two full day/weekend events and two half-day Special Events. Rental fees include the costs for lifeguards and management staff, City staff set up and take down, miscellaneous supplies, utilities and chemicals, and recovery of lost revenue.

Please feel free to contact me at 832-5572 with any questions, or by email at [dean.gazza@appleton.org](mailto:dean.gazza@appleton.org).



<b>CITY OF APPLETON POLICY</b>		<b>TITLE: AQUATIC SPECIAL EVENT POLICY</b>
<b>ISSUE DATE:</b> Day of Council Adoption	<b>LAST UPDATE:</b> October 31, 2017	<b>TEXT NAME:</b> J:\Recreation\Administration\ Policies\Aquatic Policies
<b>POLICY SOURCE:</b> Appleton Parks, Recreation & Facilities Management Department	<b>AUDIENCE:</b> The Public and Employees	<b>TOTAL PAGES:</b> 7
<b>Reviewed by Legal Services</b> Date: November 8, 2017	<b>Parks and Recreation Committee</b> Approval Date:	<b>Council Approval Date:</b>

## **I. PURPOSE**

The purpose of this policy is to provide a procedure to equitably regulate space and administer user fees for special events which occur at city owned pool facilities by private and/or non-profit groups or organizations other than the City of Appleton.

## **II. POLICY**

It is the policy of the city of Appleton to allow for the city's pool facilities to be rented pursuant to the terms of this policy.

## **III. DISCUSSION**

It is recognized that special events of all sizes often bring benefits to the community. At the same time, the City must have sufficient notice prior to a special event so that the City can evaluate the potential impact the event might have on resources of City departments, City owned properties and facilities, and ultimately on the public. Because events have unique characteristics with different potential impacts on City services, the issuance of a license is considered on a case-by-case basis and in accordance with this policy.

For licensing purposes there are three categories of special events: (i) Small Events, which are events with an anticipated attendance of under 1,000 people, (ii) Large Events, which are events with an anticipated attendance of between 1,000 and 5,000 people, and (iii) Significant Events, which are events with an anticipated attendance of over 5,000 people. Events may take place on one day or for multiple days.

The event category plus the number of days the event will occur will determine (i) the fee for the event, (ii) the license application deadline, and (iii) any other minimum resources required for the event.

#### IV. DEFINITIONS

***Anticipated attendance*** means an objective estimate made by an applicant of the total number of people who will attend a special event.

***Applicant*** means the person applying for the special event license.

***Days*** means calendar days.

***Event category*** means the size of the event, either a Small Event, Large Event or Significant Event.

***Large Event*** means a special event with an anticipated attendance of between 1,000 and 5,000 people.

***License*** means the license issued by the City Clerk to the applicant for the special event.

***Multiple day event*** means a special event that occurs on more than one day, where the days are consecutive or at a consistent interval (e.g., an event occurring on a consecutive Saturday and Sunday or an event occurring every other Tuesday), at the same start and end time and at the same location. One special event license will be issued for a multiple day event.

***Normal and ordinary use*** means the way City owned property should normally and ordinarily be used, as established by the department that of jurisdiction (e.g., a ball diamond complex's normal and ordinary use is for baseball/softball games, a public streets normal and ordinary use is for vehicular traffic, a sidewalks normal and ordinary use is for pedestrian use). Whether an event is considered within the normal and ordinary use of the property is determined by the City department that maintains jurisdiction over the property.

***Significant event*** means a special event with an anticipated attendance of over 5,000 people.

***Single day event*** means a special event that does not meet the definition of a multiple day event.

***Small event*** means a special event with an anticipated attendance of under 1,000 people.

Special event or event means any planned occurrence in the public right-of-way or on public property including, but not limited to, parades, gatherings, festivals and athletic events, which are not within the normal and ordinary use of that place or which, by the nature of the event, may have a greater impact on City services or resources than would have occurred had the event not taken place. Whether the event is considered within the normal and ordinary use of the public facility or property shall be determined by the City department that maintains jurisdiction over the property. A special event may be a single day event or a multiple day event. Special Event License Application Form or application means the application available from the City Clerk that must be approved by the City Clerk on the recommendation of the Special Events Committee in order to obtain a license to hold a special event. Special Events Committee or Committee means the committee comprised of City employees representing the following City departments: Community and Economic Development, Health, Human Resources, Fire, Legal Services, Parks, Recreation and Facility Management, Police, Public Works and Valley Transit.

## V. PROCEDURE

### A. Management of Facilities

1. Erb and Mead Pools shall be managed and maintained by the Appleton Parks, Recreation and Facilities Management Department (“APRFMD”) for the benefit of the citizens of Appleton and the general public. Use shall be governed by the health and safety codes and statutes of the State of Wisconsin.
2. APRFMD reserves the right to deny special events which conflict with existing programs, use of the facilities for an event that the facilities were not intended, or which would cause undue hardship on the facility and/or surrounding area.
3. A maximum of two (2) full day/weekend multiple day special events and two (2) half day multiple day special events that, when scheduled would interfere with regularly scheduled public swimming opportunities at Erb and Mead Pools between June 1 and August 31 may be allowed. Full day and/or half day multiple day special events will not be allowed Monday-Friday due to regular scheduled programming with the exception of a one week break around the 4<sup>th</sup> of July that swim lessons is not held.

### B. Use of Facilities

1. If an event is determined to be a special event by the APRFMD, all applicants must complete a City of Appleton Special Event Application and obtain approval from the City of Appleton Special Event Committee for the event to occur. The applicant is responsible for all required fees during the special event application process.
2. Use of the pool facilities by private individuals or organizations for financial gain must be approved by the Common Council, by way of the Parks and Recreation Committee.
3. The sale of food or beverages will not be allowed within the confines of Erb and Mead Pools. The sale of food and beverages must occur outside of the fenced confines of the pool in an approved area by APRFMD i.e. park pavilions or suitable service area. All pertinent permits must be obtained prior to the sale of food or beverages in any City owned park property.
4. APRFMD will be allowed to sell concessions during any special event from the pool concession stand. This concession stand is not available for rental to any outside group during a special event.
5. Organizations and/or groups shall be responsible for the daily clean-up of pool and park facilities as well as securing any personal or City-owned equipment at the conclusion of each day. Any additional clean-up or special services requested shall be charged to the user for actual cost plus a 15% administrative fee.
6. Organizations and/or groups whom are renting Erb Pool shall have access to the following rooms at the facility: men’s and women’s locker rooms, designated storage area on southwest area of maintenance building, multi-purpose room (oasis) and cabana, and 50-meter pool.

7. The following areas at Erb Pool are **NOT** included in the rental of the facility during Special Events: manager/guard office, concession stand, mechanical room, APRFMD equipment storage rooms, leisure pool and water slides.
8. Organizations and/or groups may sell clothing, souvenirs, sporting goods, etc. within the facility.
9. Organizations and/or groups may not charge for parking within the confinements of the park unless approved by the Common Council by way of the Parks and Recreation Committee.
10. Organizations and/or groups are in charge of maintaining parking lots and informing visitors when lots are full and to direct them to on street parking in approved areas surrounding the park and neighborhood.

C. Rental of Pool Facilities

1. The time of rentals for Special Events must be within the following hours:

Erb Pool: 7:00 a.m. – 10:30 p.m.

Mead Pool: 7:00 a.m. –10:30 p.m.

Rental requests for hours beyond these times require approval from the Common Council by way of the Parks and Recreation Committee. Pursuant to City of Appleton ordinance, all Special Event attendees are required to exit the park by 11:00 p.m.

2. Special Event rentals shall either be a full day or half day rental. Half day rentals shall occur between the hours of 7:00 am and conclude by 1:00 pm. Full day rentals shall occur between the hours of 7:00 am and conclude by 10:30 pm.
3. The special event rental fee shall include the following: All APRFMD personnel (facility managers, lifeguards, facilities management) costs, cleaning and toiletry supplies, utilities, and use of pool. APRFMD will appoint a facility manager who will be responsible for opening the facility and will remain on site for the duration of the rental. All lifeguards supplied by the APRFMD for the special event will be determined by the Department of Agriculture, Trade and Consumer Protection 76.23. Keys for the aquatic facilities will not be given out to renters.
4. Alcoholic beverages are not allowed in any pool facilities.
5. The use of amplified sound must be requested at the time of reservation and approved by the Director of APRFMD or his/her designee. All amplified sound must be shut down by 9:00 p.m. It is the responsibility of the renter to keep the amplified sound at levels that meet the Health Department regulations.
6. Organizations and/or groups shall have a responsible contact person 18 years of age or older on the premises throughout the duration of their event. The renter must agree to replace or pay for the repair/replacement of any items damaged by persons in their party during their event. The renter also agrees to pay for additional maintenance costs associated with more than normal facility maintenance caused by the rental party.

7. The City reserves the right to request a certificate of insurance from the renter of the pool facility.
8. The renter of the pool facility must agree to indemnify, defend and hold harmless the City of Appleton, and its employees, officials, and agents from any and all liability from claims of bodily injury, property damage, or any other nature whatsoever arising out of the use of the pool facility.

D. Facility Reservation and Fees

1. Reservations for the rental of Erb and/or Mead Pool can be made up to 12 months in advance. Renters have thirty (30) days after rental of the facility to reserve any and all facilities associated with the Special Event for the following year. For 2018, renters from 2016 will be given first opportunity to schedule a Special Event since no events were allowed in 2017 due to park and pool construction.
2. All applications for use of an aquatic facility for a special event must be made at least sixty (60) business days prior to the reservation date requested. Applications not made before this time period will be charged an additional \$25.00 for the reservation or may be denied.
3. Organizations/groups that have reserved pool facilities for special events shall have thirty (30) days after the date of the special event to reserve the facility for the next year. After thirty (30) days, APRFMD will make the facility available to other interested parties.
4. A deposit of \$500 must be made at the time of the reservation for each Special Event. Event organizers will be billed upon conclusion of the event and have the \$500 deposit applied to their account balance. Organizers will be billed according to the Special Event Reservation Fees part of this policy.
5. An increase of 3% per hour will occur each consecutive year from the inception of this policy to account for rising costs of personnel, goods, and supplies that the APRFMD incurs.
6. In case of cancellation of the rental by the APRFMD due to inclement weather, mechanical problems, water contamination prior to the event, etc., APRFMD will attempt to reschedule the rental or issue a full refund of all fees paid.

E. Payment Considerations

1. Failure of the renting party to comply with the rental policy will void the rental and result in the loss of all fees, and may result in the renting party being charged back for all services associated with the rental.
2. Non-profit organizations within the city limits of Appleton that host a multiple full-day special event at Erb or Mead Pool shall receive a 50% discount on their event. These events shall be categorized as a large or significant event depending on the anticipated attendance.

F. Miscellaneous Provisions

1. Additional charges will be assessed to the responsible party for any damage or cleaning required after the end of the reservation. Charges assessed will be based on the current APRFMD rate.
2. A violation of this policy or the terms of use attached to the reservation form may result in denial of future reservation requests.
3. No additions, alterations, or changes to park grounds or a pool facility are allowed at any time except with the prior written approval by the Department Director or designee.
4. There is one rental per facility allowed at any given time.

G. Pool Rental Information and Closing Checklist

1. No signs are to be posted at any of the driveways, roads, or entrances to the pools unless otherwise approved by the Director of APRFMD or designee.
2. No wires, ropes, string, cords, ribbons, signs or poles may be strung from any part of the pool.
3. No staples, duct tape, nails, tacks, or screws may be used on any walls within the pool.
4. Tables, chairs and other furniture from the pool reservation areas may not be moved for any reason outside of the designated reservation space.
5. Renters will remove all food, decorations and other items at the conclusion of the rental.
6. Swim equipment (i.e. lane lines, timing devices, etc.) shall be stored in designated areas approved by the Department Director or designee.



**SPECIAL EVENT RENTAL FEES**

<b>FACILITY</b>	<b>All rental fees include the following: Lifeguards and management staff, City of Appleton equipment set-up and take down, and miscellaneous supplies</b>	<b>FULL DAY 7:00 a.m. to 10:30 p.m.</b>	<b>HALF DAY 7:00 a.m. to 1:00 p.m.</b>
SPECIAL EVENT – ERB POOL		<b><i>*\$5,150 Per Full Day</i></b>	<b><i>\$775 Per Half Day</i></b>
SPECIAL EVENT – MEAD POOL		<b><i>*\$2,875 Per Full Day</i></b>	<b><i>\$775 Per Half Day</i></b>
SPECIAL SERVICES	Actual Cost +15%		

*\* Non-profit organizations within the city limits of Appleton that host a multiple full-day special event at Erb or Mead Pool shall receive a 50% discount on their event. These events shall be categorized as a large or significant event depending on the anticipated attendance.*



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

**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](mailto:dean.gazza@appleton.org)

TO: Parks & Recreation Committee

FROM: Dean R. Gazza, Director of Parks, Recreation and Facilities Management

DATE: 11/20/2017

RE: Action Item: Approve Basil's Pub and Provisions Request to Lease Space in Houdini Plaza for 2018–2022.

In 2005, the Parks and Recreation Committee and City Council approved a lease agreement with Mark Behnke, owner of Basil's Pub and Provisions, to use space in Houdini Plaza for an outdoor seating/serving area. The most recent lease expires on December 31, 2017. Mr. Behnke is requesting to continue this lease for another five year period.

The new lease will be: \$4,100 (2018), \$4,200 (2019), \$4,300 (2020), \$4,400 (2021) and \$4,500 (2022).

Major components of this lease include:

- Food and beverage service shall be limited to the Leased Premise only between 11:00 A.M. and 12:00 A.M. Monday thru Friday and Sunday; and, between 9:00 A.M. and 12:00 a.m. Saturday.
- Basil's Pub and Provisions will provide food and beverage service that meets all applicable licenses and permits.
- Basil's Pub and Provisions will obtain all applicable licenses and approvals for the service of food and beverage in the leased area.
- Basil's Pub and Provisions will provide trained wait staff during all food service hours.
- Basil's Pub and Provisions will provide all furniture for the leased area.
- Basil's Pub and Provisions will be solely responsible for the furniture.
- Basil's Pub and Provisions will provide the fencing necessary to separate the leased area from the remainder of Houdini Plaza.
- Basil's Pub and Provisions will maintain the leased area on a daily basis.
- Basil's Pub and Provisions will address daily maintenance issues in Houdini Plaza directly related to the activities related to the leased area. Maintenance issues shall include, but are not limited to, waste and litter disposal, walkway cleaning, and general site inspection consistent with standards established by the Parks, Recreation and Facilities Management Department.

In addition to additional revenue for the Parks, Recreation and Facilities Management Department, Mr. Behnke has met the requirements of this lease and we experienced no significant issues over these last five years. He has been a great partner in helping us monitor and maintain this area of the plaza. I therefore recommend the renewal of this lease.

Please feel free to contact me at 832-5572 with any questions, or by email at [dean.gazza@appleton.org](mailto:dean.gazza@appleton.org).



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

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Department of Utilities  
Wastewater Treatment Plant  
2006 E Newberry Street  
Appleton, WI 54915-3128  
920-832-5945 tel.  
920-832-5949 fax

**To:** Chairperson Kathy Plank and Members of the Finance Committee

**From:** Utilities Deputy Director, Chris Stempa

**cc:** Chris Shaw, Utilities Director; Robert Kennedy Wastewater Plant Operations Supervisor; Kelli Rindt, Enterprise Fund Accounting Manager

**Date:** November 16, 2017

**Re:** *Award Appleton Wastewater Treatment Iron Salt Room Rehabilitation Project to August Winter & Sons Inc. Construction in the amount of \$398,575 with a 15% contingency of \$59,786 for a project total not to exceed \$458,361*

---

**BACKGROUND:**

Phosphorus treatment is a requirement to meet Wisconsin Pollution Discharge Elimination System (WPDES) permit limits for phosphorus. The Appleton Wastewater Treatment Plant (AWWTP) relies upon metal salts (e.g. iron salts) to remove phosphorus from wastewater at strategic points of application within the treatment train. Iron salts in the form of ferric chloride and spent pickle liquor (diluted ferrous sulfate) are the primary chemicals used at this time. These chemicals are corrosive in nature (i.e., acidic) and stored in four 5,000 gallon fiberglass reinforced plastic (FRP) tanks inside the existing F2-Building. The mechanical, electrical, and structural components within the existing chemical storage room were constructed as part of the early 1990's AWWTP upgrades project.

Evidence of significant deterioration has been observed in the FRP tanks, conveyance pipe fittings, and isolated areas of the underlying secondary containment pit liner. This project will rehabilitate the existing chemical storage room after 22 years of continuous use. It will also incorporate improvements to the chemical feed system that will allow for precision chemical dosing necessary to consistently achieve future low-level phosphorus limits.

**PROPOSALS:**

On November 16, 2017 the City reviewed contractor quotes and verified that that all three contractors met submittal requirements. The following table identifies the contractor bids:

Company	Bid Price
August Winter & Sons Inc.	\$398,575
J.F. Ahern	\$406,888
Reeke-Marold-Company	\$430,000

The bid received from August Winter & Sons Inc. was the least cost and within the capital improvement project construction budget (\$500,0000). August Winter & Sons has satisfactorily completed project work for the City of Appleton in the past.

**RECOMMENDATION:**

I am requesting award of the Appleton Wastewater Treatment Iron Salt Room Rehabilitation Project to August Winter & Sons Inc. in the amount of \$398,575 with a 15% contingency of \$59,786 for a project total not to exceed \$458,361.

If you have any questions or require additional information regarding this contract award or project please contact Chris Stempa at 920-832-5945.



# MEMORANDUM

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TO: Community and Economic Development Committee

FROM: Matt Rehbein, Economic Development Specialist

DATE: November 20, 2017

RE: Proposal to Relocate Clay Fill in the Southpoint Commerce Park

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The City has approximately 3,000 cubic yards of clay in the Southpoint Commerce Park, located at the highly visible intersection of Vantage Drive & Eisenhower Road. This clay stockpile accumulated as the result of infrastructure projects by the City over numerous years. In consideration of future sales and marketing efforts, we would like to relocate or dispose of this soil. The Community and Economic Development Department (CEDD) has \$19,500 in the 2017 TIF #6 Budget to complete this project.

A Request For Proposals (RFP) was prepared by Community and Economic Development and Department of Public Works Staff and sent to four (4) contractors on October 13, 2017 (attached). One proposal was received in response to the RFP. Current workload was cited by two of the firms that chose not to respond.

MCC, Inc. submitted a proposal (attached) to complete the work for a lump sum fee of \$33,111.47. In preparing the budget for this work in 2016, it was anticipated this work would be completed as part of a 2017 DPW contract, resulting in some cost savings. The DPW project did not proceed, so this became a “standalone” project. Replacing sidewalk and meeting City erosion control standards comprise approximately 1/3 of the proposed cost of this project.

Staff from CEDD and DPW reviewed the qualifications, project experience, scope of work, cost and timing of the proposal and determined it does meet the requirements of the RFP. Unspent funds remain in the TIF #6 Budget from the electrical and gas installation in 2017 that are sufficient to cover the proposed cost of this project.

Staff Recommendation:

Community and Economic Development Staff is authorized to execute the contract for soils relocation with MCC, Inc. in an amount not to exceed \$33,111.47 under the terms outlined in the proposal dated October 26, 2017 **BE APPROVED**.



**CITY OF APPLETON**

**DEPARTMENT OF COMMUNITY AND  
ECONOMIC DEVELOPMENT**

**REQUEST FOR PROPOSALS**

**SOIL PILE RELOCATION  
IN  
SOUTHPOINT COMMERCE PARK**

**October 13<sup>th</sup>, 2017**

**Contract Scope for  
SOIL PILE RELOCATION in  
SOUTHPOINT COMMERCE PARK**

The City of Appleton Department of Community and Economic Development is seeking proposals from earthwork contractors to relocate a soil stockpile near the northwest corner of Eisenhower Drive and Vantage Drive to an existing soil stockpile location near the east side of Quest Drive approximately 450 feet north of Midway Road, along with associated work to comply with City of Appleton erosion control requirements.

**SITE DESCRIPTIONS**

The proposed work involves three sites. Site 1 is the location of the existing soil stockpile to be relocated by the Contractor. Site 2 is the location to which the soil is to be relocated by the Contractor. Site 3 is the location of a stockpile of topsoil on the east side of Eisenhower Drive approximately 300 feet north of Site 1 that the Contractor shall spread onto Site 1 after the pile has been moved.

**Site 1**

A map of Site 1 is included as Exhibit A. Site 1 is owned by the City of Appleton. It contains an existing soil stockpile consisting of approximately 3,000 cubic yards of clay with a total footprint of approximately 28,200 square feet. The stockpile is surrounded by a thin crushed stone pad placed by contractors who have borrowed from the stockpile over time. A vegetated grass buffer surrounds the stone pad.

**Site 2**

A map of Site 2 is included as Exhibit B. Site 2 is owned by the City of Appleton. It contains an existing soil stockpile consisting primarily of clay with a total volume of approximately 2,500 cubic yards and a footprint of approximately 34,000 square feet. Existing and proposed contours are shown on Exhibit B to define the approximate size and shape of the enlarged pile to be created by the contractor using the relocated soils. A vegetated grass buffer surrounds the stockpile area.

**Site 3**

A map of Site 3 is included as Exhibit C. It contains an existing soil stockpile consisting of approximately 450 cubic yards of topsoil with a total footprint of approximately 4,100 square feet. The stockpile is covered by thick vegetation and is surrounded a vegetated grass buffer.

**SCOPE OF WORK**

**Site 1**

1. Prior to start of work, install a tracking pad at the location shown on Exhibit A.
2. Install Type D-HR inlet protection on all storm sewer curb inlets within 500' downslope of the tracking pad.
3. Do not disturb the vegetated buffer.

4. Protect the existing concrete curb/pavement from damage. Repair or replace to the City's satisfaction any concrete curb/pavement damaged during performance of the work.
5. Remove the entire soil stockpile by loading soil onto on-road haul vehicles. Approximate stockpile limits for removal are shown on Exhibit A. Approximate finish grade after stockpile removal shall be as follows: West side of existing pile: 802.5, south side of pile 802.5, east side of pile 801, north side of pile 800.
6. Transport soil using on-road haul vehicles on public right-of-way to Site 2. The Contractor may, at his option and expense, transport some or all of the soil to an offsite location provided by the Contractor in lieu of Site 2.
7. After stockpile removal on Site 1, smooth and grade to provide positive drainage of Site 1 in preparation of receiving topsoil.
8. Uniformly spread topsoil obtained from Site 3 across the entire disturbed area of Site 1, at approximately 4" depth.
9. Furnish and Install Seed Mix #1, along with a cover crop of Seed Mix #4 and fertilizer, per Section 3.10 of City Specifications over the entire disturbed area.
10. Furnish and Install Mulching for Construction Sites per Section 3.9 of City Specifications over the entire seeded area.
11. If work on the site stops for more than two weeks prior to completion of Items 8 through 10, apply Soil Stabilizer Type B (PAM) to any disturbed surfaces.
12. Keep road surfaces clean of any tracked soil. Clean any tracked soil from road surface by end of each work day.
13. Remove temporary erosion control after work is complete.

#### **Site 2**

1. Prior to start of work, install a tracking pad at the location shown on Exhibit B.
2. Install Type D-HR inlet protection on all storm sewer curb inlets within 500' downslope of the tracking pad.
3. Do not disturb the vegetated buffer.
4. Place soil transported from Site 1 approximately per the proposed contours shown on Exhibit B, staying within the footprint of the existing stockpile. Approximate footprint shown on Exhibit B is 21,000 SF.
5. After placing all soil transported from Site 1, smooth any areas disturbed by hauling or placement of soil.
6. Furnish and Install Seed Mix #1, along with a cover crop of Seed Mix #4 and fertilizer, per Section 3.10 of City Specifications over the entire disturbed area.
7. Furnish and Install Mulching for Construction Sites per Section 3.9 of City Specifications over the entire seeded area.
8. If work on the site stops for more than two weeks prior to completion of Items 5 through 7, apply Soil Stabilizer Type B (PAM) to any disturbed surfaces.
9. Keep road surfaces clean of any tracked soil. Clean any tracked soil from road surface by end of each work day.
10. Remove temporary erosion control after work is complete.

#### **Site 3**

1. Prior to start of work, install a tracking pad at the location shown on Exhibit C.
2. Install Type D-HR inlet protection on all storm sewer curb inlets within 500' downslope of the tracking pad.
3. Do not disturb the vegetated buffer except as necessary to run construction equipment between the tracking pad and the topsoil stockpile.

4. Protect the existing concrete curb/pavement from damage. Repair or replace to the City's satisfaction any concrete curb/pavement damaged during performance of the work.
5. Remove 350 CY of stockpiled stockpile by loading soil onto on-road haul vehicles.
6. Transport topsoil using on-road haul vehicles on public right-of-way to Site 1.
7. Uniformly spread topsoil obtained from Site 3 across the entire disturbed area of Site 1, to an approximate depth of 4".
8. Smooth site after removal of entire stockpile
9. Furnish and Install Seed Mix #1, along with a cover crop of Seed Mix #4 and fertilizer, per Section 3.10 of City Specifications over the entire disturbed area.
10. Furnish and Install Mulching for Construction Sites per Section 3.9 of City Specifications over the entire seeded area.
11. If work on the site stops for more than two weeks prior to completion of Items 7 through 10, apply Soil Stabilizer Type B (PAM) to any disturbed surfaces.
12. Keep road surfaces clean of any tracked soil. Clean any tracked soil from road surface by end of each work day.
13. Remove temporary erosion control after work is complete.

#### PROJECT SCHEDULE

1. Completed Proposals are due by 3:00 p.m. on Monday, October 26th , 2017 to:

Matt Rehbein  
City of Appleton  
Department of Community/Economic Development  
100 N. Appleton Street  
Appleton, WI 54911

2. All work shall be completed by May 1, 2018.

#### ITEMS TO BE PROVIDED BY OWNER

Owner will apply for and obtain City of Appleton Erosion Control Permit at Owner's cost.

#### APPLICABLE SPECIFICATIONS

All work shall be performed in compliance with City of Appleton Erosion Control Specifications, available for downloading here:

<http://www.appleton.org/government/public-works/admin-engineering/projects-open-for-bid>

Click on the link "2016 2016 Standard Specifications for Construction"

#### INSURANCE REQUIREMENTS

Contractor shall submit a Certificate of Insurance meeting requirements of the attached Exhibit E Small Exposure Jobs within 5 business days of bid acceptance by City of Appleton.

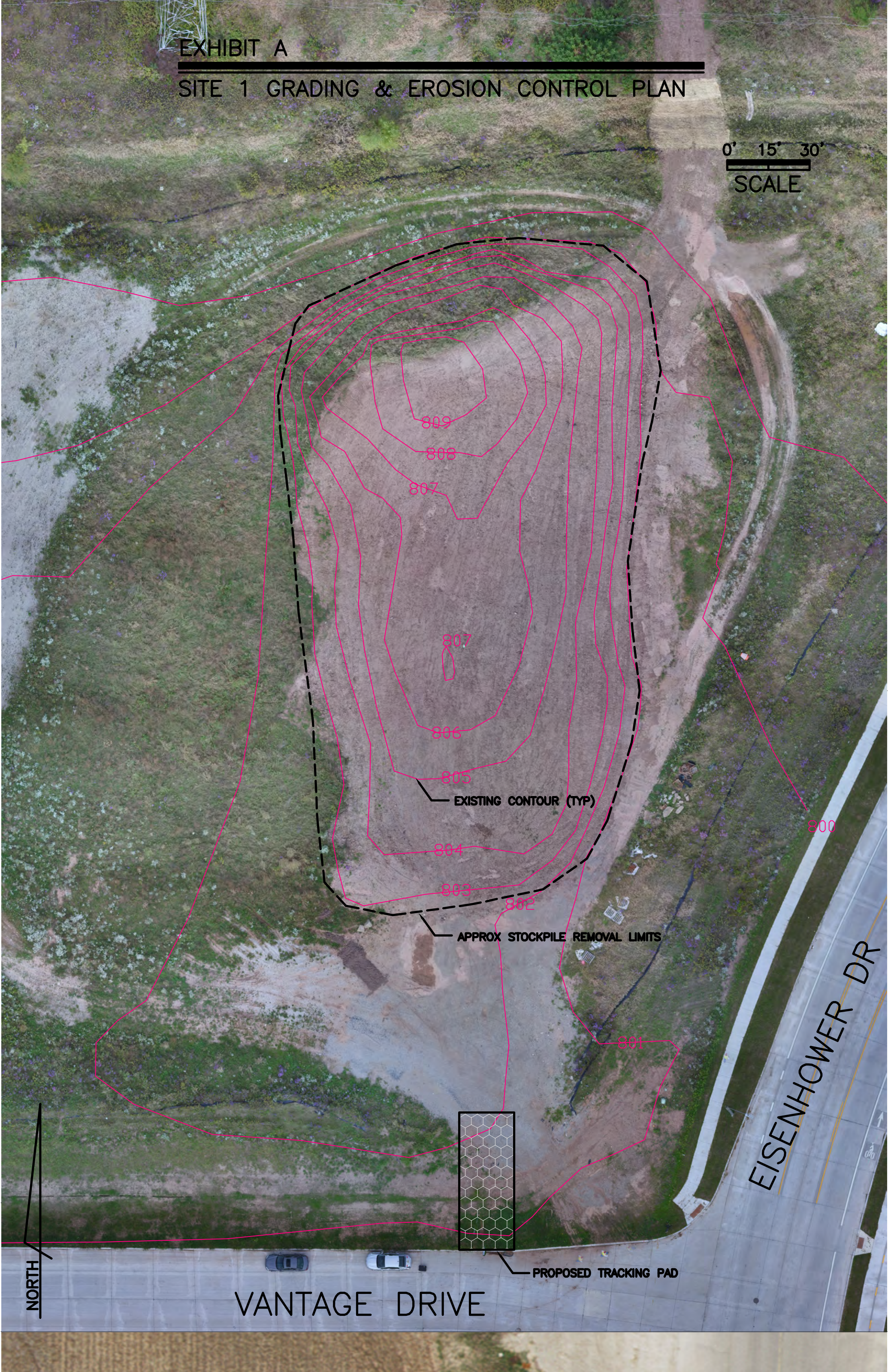
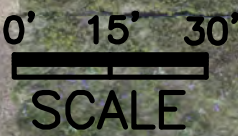
ADDITIONAL INFORMATION

Please direct any questions to Matt Rehbein at (920) 832-6463 or [matthew.rehbein@appleton.org](mailto:matthew.rehbein@appleton.org).  
We look forward to hearing from you.



EXHIBIT A

SITE 1 GRADING & EROSION CONTROL PLAN



NORTH

VANTAGE DRIVE

EISENHOWER DR



PROPOSED TRACKING PAD

EXISTING CONTOUR (TYP)

APPROX STOCKPILE REMOVAL LIMITS



QUEST DRIVE

PROPOSED TRACKING PAD



820

820

4:1 TYP

840

EXHIBIT B  
SITE 2 GRADING & EROSION CONTROL PLAN

0' 15' 30'  
SCALE

NORTH

PROPOSED CONTOUR (TYP)

EXISTING CONTOUR (TYP)

824

826

828

830

832

834

835

824

826

828

820

245



415.35

5

80

EISENHOWER DRIVE



PROPOSED TRACKING PAD

0' 15' 30'

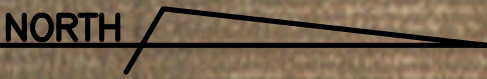
SCALE

EXISTING CONTOUR (TYP)

EXISTING TOPSOIL STOCKPILE

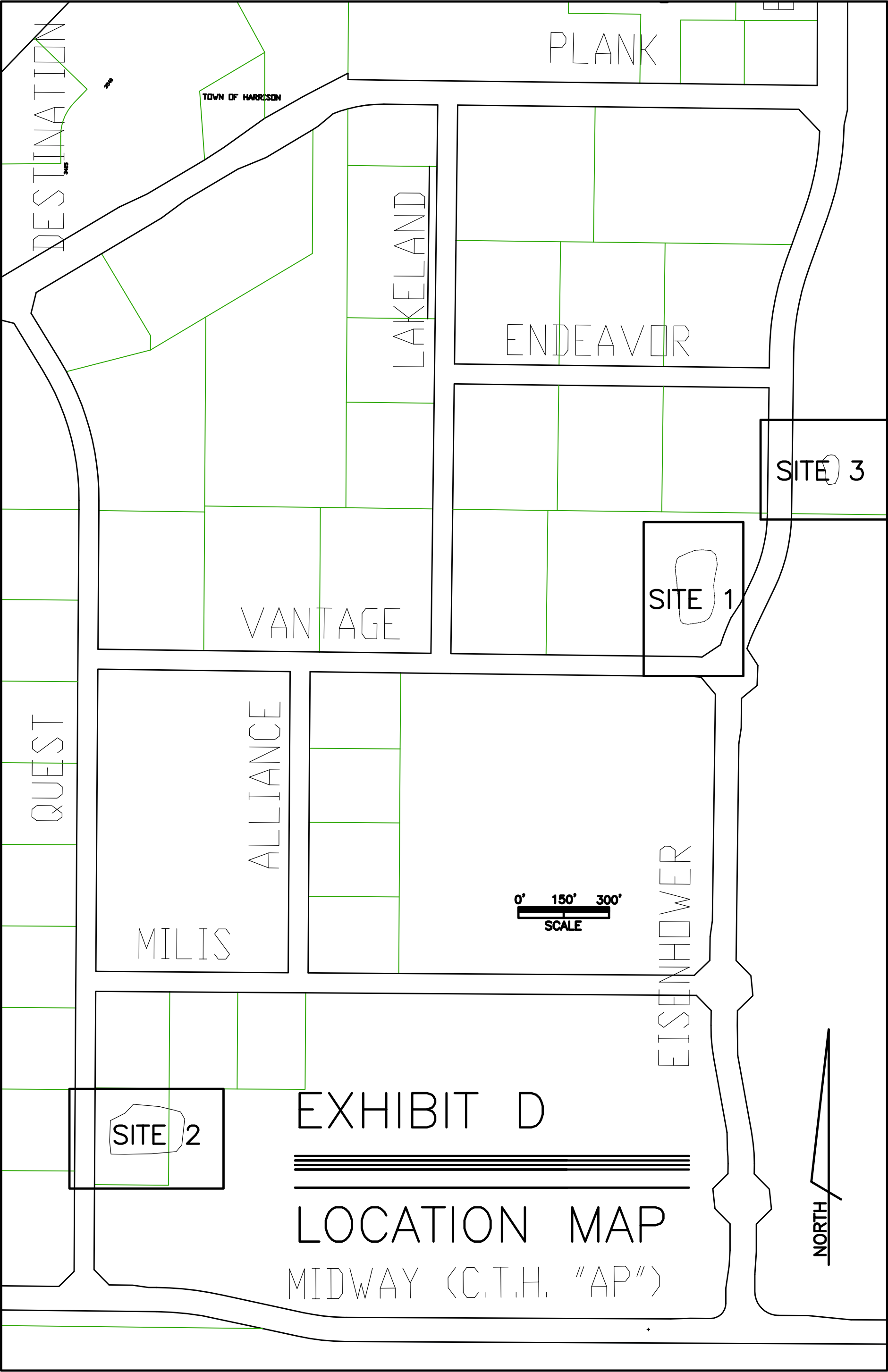
EXHIBIT C

SITE 3 GRADING & EROSION CONTROL PLAN



NORTH





**EXHIBIT E**  
**CITY OF APPLETON**  
**INSURANCE REQUIREMENTS**  
**SMALL EXPOSURE JOBS**

The Contractor shall not commence work on contract until proof of insurance required has been provided to the applicable department before the contract or purchase order is considered for approval by the City of Appleton.

It is hereby agreed and understood that the insurance required by the City of Appleton is primary coverage and that any insurance or self insurance maintained by the City of Appleton, its officers, council members, agents, employees or authorized volunteers will not contribute to a loss. All insurance shall be in full force prior to commencing work and remain in force until the entire job is completed and the length of time that is specified, if any, in the contract or listed below whichever is longer.

**1. INSURANCE REQUIREMENTS FOR CONTRACTOR—LIABILITY**

- A. Commercial General Liability coverage at least as broad as Insurance Services Office Commercial General Liability Form, including coverage for Products Liability, Completed Operations, Contractual Liability, and Explosion, Collapse, Underground coverage with the following minimum limits and coverage:
1. Each Occurrence limit \$1,000,000
  2. Personal and Advertising Injury limit \$1,000,000
  3. General aggregate limit (other than Products—Completed Operations) **per project** \$2,000,000
  4. Products—Completed Operations aggregate \$2,000,000
  5. Fire Damage limit — any one fire \$50,000
  6. Medical Expense limit — any one person \$5,000
  7. Watercraft Liability, (Protection & Indemnity coverage) **“if”** the project work includes the use of, or operation of any watercraft, then Watercraft Liability insurance must be in force with a limit of \$1,000,000 per occurrence for Bodily Injury and Property Damage.
  8. Products – Completed Operations coverage must be carried for two years after acceptance of completed work.
- B. Automobile Liability coverage at least as broad as Insurance Services Office Business Automobile Form, with minimum limits of \$1,000,000 combined single limit per accident for Bodily Injury and Property Damage, provided on a Symbol #1– “Any Auto” basis.
- C. Workers’ Compensation as required by the State of Wisconsin, and Employers Liability insurance with sufficient limits to meet underlying Umbrella Liability insurance requirements. If applicable for the work coverage must include Maritime (Jones Act) or Longshoremen’s and Harbor Workers Act coverage.
- D. Also, see requirements under Section 3.

## 2. **INSURANCE REQUIREMENTS FOR SUBCONTRACTOR**

All subcontractors shall be required to obtain Commercial General Liability (if applicable Watercraft liability), Automobile Liability, Workers' Compensation and Employers Liability, (if applicable Aircraft liability) insurance. This insurance shall be as broad and with the same limits as those required per Contractor requirements, excluding Umbrella Liability, contained in Section 1 above.

## 3. **APPLICABLE TO CONTRACTORS / SUBCONTRACTORS**

- A. **Primary and Non-Contributory requirement – all insurance must be primary and non-contributory to any insurance or self-insurance carried by City of Appleton.**
- B. Acceptability of Insurers - Insurance is to be placed with insurers who have an *A.M. Best* rating of no less than A- and a Financial Size Category of no less than Class VI, and who are authorized as an admitted insurance company in the state of Wisconsin.
- C. Additional Insured Requirements – The following must be named as **additional insureds** on all Liability Policies for liability arising out of project work - City of Appleton, **and its officers, council members, agents, employees and authorized volunteers. On the Commercial General Liability Policy, the additional insured coverage must be ISO form CG 20 10 07 04 and also include Products – Completed Operations equivalent to ISO form CG 20 37 07 04 or their equivalents for a minimum of 2 years after acceptance of work. This does not apply to Workers Compensation Policies.**
- D. Certificates of Insurance acceptable to the City of Appleton shall be submitted prior to commencement of the work to the applicable department. **In addition form CG 20 10 07 04 for ongoing work exposure and form CG 20 37 07 04 for products-completed operations exposure must also be provided or its equivalent.** These certificates shall contain a provision that coverage afforded under the policies will not be canceled or non renewed until at least 30 days' prior written notice has been given to the City of Appleton.

<u>Item</u>	<u>Description</u>	<u>Qty./</u>	<u>Unit</u>	<u>Total/\$</u>
1.	Relocate soil and related work per Request for Proposals	1	lump sum	<u>\$ 33,111.47</u>

Bidder Name : MCC, Inc  
Mailing Address: PO Box 1137  
Physical Address: 2600 N. Roemer  
City, State, Zip: Appleton, WI 54912  
Print Name: Joyce A. Murphy Stearns  
Title: Vice - President  
Telephone: 920-749-3360  
Fax: 920-380-9459  
E-mail: doug.vanhandel@murphyinc.org

SIGNED:

Joyce A. Murphy Stearns





P.O. Box 1137  
 2600 Roemer Road  
 Appleton, WI 54912-1137  
 Phone: 920-749-3360  
 Fax: 920-380-9459

<b>To:</b>	CITY OF APPLETON FINANCE DEPT	<b>Contact:</b>	Matt Rebein
<b>Address:</b>	P.O. BOX 2428 APPLETON, WI 54912-2428	<b>Phone:</b>	(920) 739-6135
		<b>Fax:</b>	(920) 832-6044
<b>Project Name:</b>	Appleton - Soil Pile Relocation	<b>Bid Number:</b>	DVH7407
<b>Project Location:</b>	Southpoint Commerce Park, Appleton, WI	<b>Bid Date:</b>	10/26/2017

Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
1	<b>Soil Pile Relocation</b> -Place Tracking Pads & Inlet Protection In Sites 1,2,3 -Remove Soil Pile From Site 1 And Place Fill On Site 2 -Remove Topsoil Pile From Site 3 And Place On Site 1 -Seed, Fertilize And Mulch Sites 1,2,3 -Remove Tracking Pads From Sites 1,2,3 -Re-place Three Sidewalk Panels At Site 3	1.00	LS	\$33,111.47	\$33,111.47

**Total Bid Price: \$33,111.47**

**Notes:**

- Should the buyer order any change in the work to be performed as outlined in this proposal, the Contractor reserves the right to adjust the total price accordingly.
- It is agreed that the estimate of quantities contained within this proposal are approximate and that final payment will be based on the actual measured quantities furnished, times the unit price provided.
- Acceptance of this proposal shall only be valid upon credit approval, and returning the signed and dated copy to us within 10 days.

**Payment Terms:**

**Payment Terms: Payment Due Upon Completion**

**CONSTRUCTION LIEN**

AS REQUIRED BY THE WISCONSIN CONSTRUCTION LIEN LAW, MCC, INC. HEREBY NOTIFIES OWNER THAT PERSONS OR COMPANIES FURNISHING LABOR OR MATERIALS FOR THE CONSTRUCTION ON OWNER'S LAND MAY HAVE LIEN RIGHTS ON THAT LAND AND ON THE BUILDINGS ON THAT LAND IF THEY ARE NOT PAID FOR SUCH LABOR OR MATERIALS. THOSE ENTITLED TO LIEN RIGHTS, IN ADDITION TO MCC, INC. ARE THOSE WHO CONTRACT DIRECTLY WITH THE OWNER OR THOSE WHO GIVE THE OWNER NOTICE WITHIN 60 DAYS AFTER THEY FIRST FURNISH LABOR OR MATERIALS FOR THE CONSTRUCTION. ACCORDINGLY, OWNER PROBABLY WILL RECEIVE NOTICES FROM THOSE WHO FURNISH LABOR OR MATERIALS FOR THE CONSTRUCTION, AND SHOULD GIVE A COPY OF EACH NOTICE RECEIVED TO HIS MORTGAGE LENDER IF ANY, TO SEE THAT ALL POTENTIAL LIEN CLAIMANTS ARE DULY PAID.

**CONTINGENCY**

PERFORMANCE OF THIS CONTRACT IS CONTINGENT UPON STRIKES, LABOR TROUBLE, ACCIDENTS AND OTHER CAUSES OF LIKE CHARACTER BEYOND OUR CONTROL.

**CREDIT**

IF THE AMOUNT OF THIS CONTRACT IS NOT PAID IN ACCORDANCE WITH THE TERMS STATED THEREIN, A FINANCE CHARGE OF 1 1/2% PER MONTH SHALL BE CHARGED ON THE UNPAID BALANCE.

OWNER OR CONTRACTOR AGREES IF THIS CONTRACT IS NOT PAID AS AGREED, TO PAY ALL COLLECTION COSTS IN ADDITION TO THE FOREGOING, A REASONABLE ATTORNEY'S FEE OR IF SUIT SHALL BE BROUGHT TO COLLECT ANY PRINCIPAL OR INTEREST ON THIS CONTRACT. THE UNDERSIGNED PROMISES TO PAY IN ADDITION THE COURT COSTS PROVIDED BY LAW, A REASONABLE SUM AS ATTORNEY'S FEES. FOR VALUE RECEIVED EACH AND EVERY PARTY WHO SIGNS AND ENDORSES FOR OWNER OR CONTRACTOR OR BECOMES LIABLE EITHER NOW OR HEREAFTER FOR THE PAYMENT OF THIS CONTRACT SEVERALLY WAIVES PRESENTMENT, DEMAND, PROTEST, AND NOTICE OR NON-PAYMENT HEREOF. BINDS HIMSELF HEREON NOT-WITHSTANDING ANY EXTENSION THAT MAY BE MADE TO ANY PARTY LIABLE ON THIS NOTE. IF NOT PAID WHEN DUE, THEN THE ABOVE PROVISIONS CONCERNING ATTORNEY'S FEES SHALL BECOME APPLICABLE.

EXCAVATOR TO FURNISH AND INSTALL COMPACTED GRAVEL BASE WITHIN .1' (ONE-TENTH OF A FOOT) IN ALL ASPHALT AREAS.

**ACCEPTED:**

The above prices, specifications and conditions are satisfactory and hereby accepted.

**Buyer:** \_\_\_\_\_**Signature:** \_\_\_\_\_**Date of Acceptance:** \_\_\_\_\_**CONFIRMED:****MCC, INC.****Authorized Signature:** 

**Estimator:** Doug Van Handel  
(920) 749-3360 [doug.vanhandel@murphyinc.org](mailto:doug.vanhandel@murphyinc.org)



November 14, 2017

Common Council  
City of Appleton  
100 N. Appleton Street  
Appleton, WI 54911

Dear Council Members,

On behalf of ThedaCare health system, I am writing to express our support for the Health in All Policies approach under consideration by the Common Council.

We look to the City of Appleton as a partner in improving health in the community. We do so because more than 80% of what creates health has little to do with what happens inside our hospital and clinic walls. Health is created in our homes, workplaces, schools, places of worship, recreational spaces, city streets, and more. It happens every day in places that you help create. Having access to well-lit streets encourages walking. Having streets marked for biking increases biking to work. Community policing reduces violence in communities. Proper sanitation prevents disease outbreaks. Transportation keeps the elderly from isolation and depression. The list goes on and this ordinance will further engage key stakeholders and those within our community that don't have voice to work together.

As partners in community health, we encourage you to go the next step in your already strong progression of health improvement efforts. We encourage you to adopt a Health in All Policies Ordinance. Doing so will break down more barriers and identify opportunities to help stem the tide of chronic disease, lessen health inequality and inequity, impact environmental conditions and encourage optimal health for Appleton citizens. The potential benefits are innumerable! This vote will help solidify Appleton's reputation as a forward-thinking, responsible, collaborative community with the health and well-being of its citizens the primary goal.

Appleton is an amazing place to call home because our community leaders do "the right thing" for their citizens. A Health in All Policy approach is one of those "right things."

Thank you for your leadership.



Paula Morgen  
Director of Community Health





United Way Fox Cities

15 November 2017

City of Appleton  
Common Council  
c/o Kami L. Lynch, City Clerk

Dear Common Council Members,

I'm sorry I'm unable to be at your council meeting this evening, therefore, I am writing in support of the effort to create the Health in All Policies ordinance in the City of Appleton.

The proposed ordinance would be a huge step forward in creating a culture of health in Appleton. It provides an important framework in the City, and more importantly in the community, for how we view our responsibility in building a better Appleton for everyone.

Research clearly shows that the social determinant of health, the physical environment and neighborhoods, economic stability, community support, and other factors together improve the population health of a community. (See attached.) The health in all policies approach considers the importance of addressing multiple factors when setting policy. Implementing health in all policies will require input from a variety of stakeholders and great collaboration; two things that we should want when trying to set policies that impact the entire community.

This ordinance will help create a mechanism to address health disparities at the systems, policy and structural levels leading to better health outcomes. United Way Fox Cities has and will continue to work to improve the lives of all residents. We would welcome the opportunity to work with the City of Appleton to implement health in all policies.

Thank you for your leadership and commitment to the City of Appleton.

Sincerely yours,

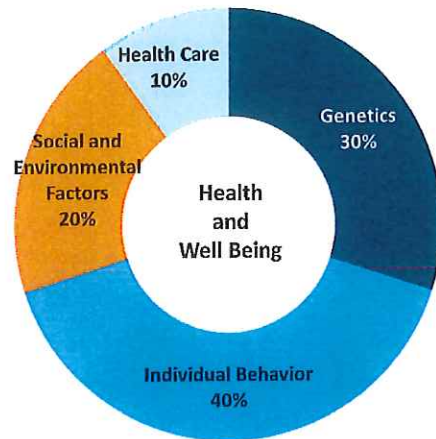
A handwritten signature in blue ink, appearing to read "Peter C. Kelly".

Peter C. Kelly  
President & C.E.O.

Attachments

Figure 1

## Impact of Different Factors on Risk of Premature Death



SOURCE: Schroeder, SA. (2007). We Can Do Better — Improving the Health of the American People. *NEJM*. 357:1221-8.



Figure 2

## Social Determinants of Health

Economic Stability	Neighborhood and Physical Environment	Education	Food	Community and Social Context	Health Care System
Employment	Housing	Literacy	Hunger	Social integration	Health coverage
Income	Transportation	Language	Access to healthy options	Support systems	Provider availability
Expenses	Safety	Early childhood education		Community engagement	Provider linguistic and cultural competency
Debt	Parks	Vocational training		Discrimination	
Medical bills	Playgrounds	Higher education			
Support	Walkability				Quality of care
<b>Health Outcomes</b> Mortality, Morbidity, Life Expectancy, Health Care Expenditures, Health Status, Functional Limitations					



Source: Heiman and Artiga, *Beyond Health Care: The Role of the Social Determinants in Promoting Health and Health Equity*, 4 November, 2015, The Henry J. Kaiser Family Foundation

November 14, 2017

RE: Resolution 17-1716, Health in All Policies Ordinance

Dear City of Appleton Common Council,

East Central WI Regional Planning Commission (ECWRPC) expresses our support for the City of Appleton's Health in All Policies Ordinance. With the rise of chronic disease and health disparities, ECWRPC recognizes the importance of including health considerations into the decision-making process to ensure all policies improve the health outcomes for every community member. As the Metropolitan Planning Organization for Appleton (Fox Cities) and Oshkosh, the Commission continues to incorporate health and equity into transportation and land use planning.

The City of Appleton has taken various steps to incorporate health into its comprehensive plan, adopted a Trails Master Plan, created a large multi-modal network, and has a wonderful parks system to enhance the overall health and quality of life for the community. One recent example is with the College Avenue Corridor; ECWRPC worked with the City of Appleton, Outagamie County, the towns of Grand Chute and Greenville, and other related partners on the Federal Highway Administration's Health in Transportation Corridor Planning Framework (the Framework). The College Avenue corridor was one of five case studies to participate in a case study related to the Framework. This tool provides a scaleable framework for incorporating health considerations into corridor planning activities. The City of Appleton had been working with various internal departments to ensure that the development along this corridor would have a positive impact for community health.

In addition to this Corridor Study, the City of Appleton also worked with Edison Elementary School to adopt a sidewalk painting policy. This policy encourages and allows more students at Edison Elementary School to walk and bike to school and be more physically active.

We would like to applaud the City of Appleton for taking the next step in ensuring positive health outcomes for its community members and for its inclusive and comprehensive vision for policy making at the local level.

Sincerely,



Melissa A. Kraemer Badtke, Principal Transportation Planner

cc: Eric Fowle, Executive Director  
Kim Biedermann, Regional Bicycle and Pedestrian Coordinator





## HEALTH IN ALL POLICIES

### **Creating a healthier, more vibrant and equitable Appleton**

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#### **What is Health in All Policies?**

Health in All Policies is a collaborative approach to improving the health of all people by incorporating health considerations into decision-making across sectors and policy areas.

#### **Why we need Health in All Policies:**

Health in All Policies is a response to a variety of complex and often inextricably linked problems such as chronic illness epidemics, growing inequality and health inequities, rising healthcare costs, an aging population, climate change and related threats to our natural resources, and lack of efficient strategies for achieving governmental goals with shrinking resources. Addressing these complex problems requires innovative solutions, a new policy paradigm, and structures that break down siloed nature of government to advance trans-disciplinary and intersectional thinking.

#### **How do we know that Health in All Policies works?**

Public health professionals have known for a long time that we need to consider the environment and circumstances in which we live to help ensure optimal health. Appleton and other local, state and national governments worldwide have been using a Health in All Policies approach (even before it had a name) in order to devise creative solutions to seemingly intractable health problems. Public health worked with public works agencies to build sewage and sanitation systems that reduced infectious disease and simultaneously reduced rodent populations and prevented flooding. Public health also worked with transportation agencies to introduce seat belts, safer road designs, and other innovations that together have led to major declines in rates of automobile crash deaths. Health in All Policies applies the lessons learned from those experiences to today's key health challenges.

## **We're all so stressed out and busy already—why should other city departments and agencies get involved in health when that's the job of the Appleton Health Department?**

Of course, the Health Department has a big role to play. But we've known for a long time that community environments have a huge impact on health—even more than the effect of medical care. In the Health Department, we don't have the expertise or authority to change those environments. We can only do this with all departments working together. We all have a role to play in creating healthy environments to solve some of our most pressing health problems. If we work together, we can find solutions that will be win-wins and move us all toward shared goals. For example, we know that building bike and pedestrian infrastructure creates more jobs, decreases air pollution and greenhouse gas emissions, and increases physical activity which improves both health and academic performance for students. And we know that "farm-to-fork" activities help to protect agricultural lands, support local economies, and increase healthy eating. Leadership and innovation aren't always easy, but we owe it to the people we serve to work together to find the best ways to solve complex problems, and Health in All Policies is one strategy that will help us do this.

## **Won't Health in All Policies be expensive? Why should other city departments and agencies spend their precious resources on issues outside their purview?**

We can't afford *not* to use a Health in All Policies approach. These days, social and environmental problems are so complex that lasting solutions require everyone in government to work together. The consequences of city planning, sanitation, transportation, or food systems policies can include lifelong effects on the health of the whole communities. In part, siloed approaches got us into this problem in the first place, and the poorest communities have borne the brunt of this inefficient approach. We can do better. By investing the time and creativity now to consider how health will be impacted, we can prevent expensive problems from happening in the first place. It is not only in our best interest to consider how all policies affect health, but it is our job.

## **Aren't these health problems really just the result of people making bad decisions?**

People in the United States have always believed in the idea of opportunity, but some people don't have many opportunities for health. It makes sense that it's easier to exercise if you have a safe park or playground nearby, or nice, well-lit sidewalks to walk on. Government does have a role in protecting and serving its people, especially when it's hard for people to do something by themselves. One way Appleton is already affording all people opportunities for health is by building safe places to play, like Erb Pool, inviting in new food sources, like Downtown Appleton farmers' markets and creating safer routes to work and school. Using a Health in All Policies approach gives all government agencies the opportunity to think big-picture about how their work will have lasting impacts, and to find the best possible solutions that serve everyone.



## SOCIAL DETERMINANTS OF HEALTH AND EQUITY

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At its core, Health in All Policies represents an approach to addressing the social determinants of health, which are the key drivers of health outcomes and health inequities. It is founded in the recognition that public health practitioners must work with partners in the many realms that influence the social determinants of health, which are largely outside the purview of public health agencies.

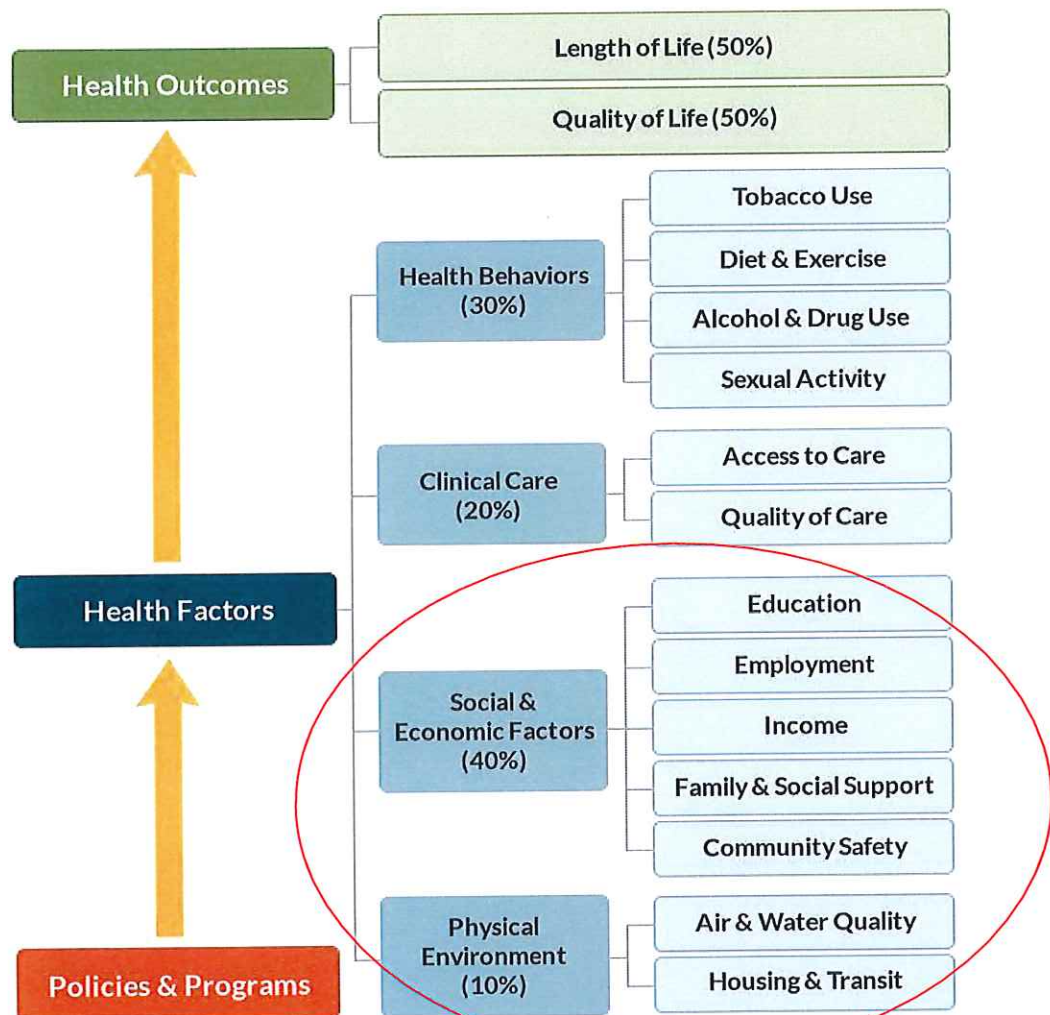
Health is influenced by the interaction of many factors including:

- Genetics, biology, individual behavior;
- Access and barriers to health care; and
- Social, economic, service, and physical (natural and built) environments.

While clinical care is vitally important, only a small portion (20%) of overall health and longevity can be attributed to clinical care. Social, physical, and economic environments and conditions, collectively referred to as the “social determinants of health”, have a far greater impact on how long and how well people live than medical care. The interaction between health, social factors, and environmental factors is complex.



# What Shapes Health?



**AN ORDINANCE CREATING ARTICLE V OF CHAPTER 7 OF THE MUNICIPAL CODE OF THE CITY OF APPLETON, RELATING TO HEALTH IN ALL POLICIES.**

(Name of Committee Generated From – XX-XX-XX (Date))

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

**Section 1:** That Article V of Chapter 7 of the Municipal Code of the City of Appleton, relating to health in all policies, is hereby created to read as follows:

**Art. V. HEALTH IN ALL POLICIES**

**Sec. 7-200. Findings.**

(a) Health starts where we live, learn, work and play, and everyday decisions within the City of Appleton can promote greater health and equity.

(b) All Appleton residents should have the opportunity to make the choices that allow them to live a long, healthy life, regardless of their job, neighborhood of residence, level of education, immigration status, sexual orientation, ethnic background or religion.

(c) Good health enhances quality of life, improves workforce productivity, increases the capacity for learning, strengthens families and communities, supports environmental sustainability and helps reduce overall economic and social insecurity.

(d) In the city of Appleton, those at greatest risk for poor health outcomes are low-income residents, who have a shorter life expectancy than other city residents.

(e) Appleton residents are primarily affected by heart disease, cancer and stroke.

(f) Recognizing the presence of critical health disparities in the community and the opportunity to intervene on health outcomes, the City has developed and defined public health broadly in the City Comprehensive Plan.

(g) Health in All Policies is fundamentally about creating systems-level change both within City departments and in the community.

(h) In developing strategies to address health disparities, it is important to recognize that at its heart, promoting equity is not just about providing more services.

(i) It is also about how services are developed, prioritized and delivered.

(j) The Health in All Policies strategy guides the City of Appleton on how to address the social determinants of health, or the root causes of current health disparities in the development, prioritization and delivery of these services and policies.

**Sec. 7-201. Definitions.**

The definitions in this section apply throughout this ordinance unless the context

clearly requires otherwise:

(a) ***Health in All Policies (HiAP)*** is both a process and a goal.

- (1) The goal of HiAP is to address inequities at the systems, policy and structural levels to eliminate the resulting health disparities.
- (2) At the root of HiAP is an approach to improving health of all people by incorporating health considerations into collaborative decision-making across sectors, agencies, and departments. HiAP brings city departments and community groups together to identify ways in which all policies can take health outcomes into consideration. The HiAP process places health at the center of all work, and through discussion and compromise, gains stakeholder buy-in from all agencies, groups, and departments.
- (3) Health in All Policies works to create a new policy and organizing framework within city government and beyond in the community. It emphasizes the consequences of public policies, plans, and programs on health determinants, and aims to improve health outcomes at all levels of government within the city and those agencies responsible for serving Appleton residents.
- (4) Stakeholder engagement is essential for ensuring that Health in All Policies is responsive to community needs. Community-based knowledge provides important information about opportunities and barriers for health and insight into the ways in which policies may impede or promote health.

(b) ***Health*** is not simply the absence of disease, but the state of complete physical, mental, cultural and social well-being. HiAP is based on the premise that good health is fundamental for a strong economy and vibrant society, and that health outcomes are largely dependent on the social determinants of health, which in turn are shaped by decisions made within the health sector and internally and externally outside of the health sector.

(c) ***Health equity*** refers to efforts to ensure that all people have full and equal access to opportunities that enable them to lead healthy lives, while respecting differences that include but are not limited to culture, language, race, gender, sexuality, economic status, citizenship, ability, age and religion.

- (1) Health equity entails focused societal efforts to address avoidable inequalities by equalizing the conditions for health for all groups, especially for those who have experienced socioeconomic disadvantage or historical injustices.
- (2) These communities include, but are not limited to women, people of color, low-income individuals and families, individuals who have been incarcerated, individuals with disabilities, individuals with mental health conditions, youth and young adults, seniors, immigrants and refugees, individuals who are limited-English proficient (LEP), and lesbian, gay, bisexual, transgender, questioning, intersex and asexual (LGBTQIA)

communities, or combinations of these populations.

(d) ***Health disparities*** are differences of presence of disease, health outcomes, or access to care among distinct segments of the populations, including differences that occur by race or ethnicity, gender identity, sexual orientation, education or income, immigration status, age, disability or functional impairment, or geographic location, or the combination of any of these factors.

(e) ***Health inequities*** are health disparities resulting from factors that are systemic and avoidable and, therefore, considered unjust or unfair.

(f) ***Determinants of health equity include*** the social, economic, geographic, political, institutional and physical environmental conditions that lead to the creation of a fair and just society.

(g) ***Social determinants of health*** refer to everything outside of direct health care services, such as the condition in the environment in which people are born, live, learn, work, play, worship, and age that affect a wide range of health, functioning, and quality of life outcomes and risks. The social determinants of health include, but are not limited to:

- (1) The availability of resources to meet our daily needs (e.g., safe housing, access to healthy and affordable food).
- (2) Access to educational, economic, and job opportunities that lead to sustainable employment.
- (3) Neighborhood safety and communities free of crime, violence, and social disorder (e.g., presence of trash and other forms of blight); and
- (4) Accessible built environments that promote health and safety, including improved pedestrian, bicycle, and automobile safety, parks and green space, and healthy school siting.
- (5) Social norms and attitudes (e.g., discrimination and racism), socioeconomic conditions (e.g., concentrated poverty and the chronically stressful conditions that accompany it).

(h) ***Toxic stress*** refers to prolonged and repeated exposure to multiple negative factors, especially in early childhood. Contributing factors include, but are not limited to, racial profiling, poor air quality, residential segregation and economic insecurity. Toxic stress has known physical and mental health impacts and contributes to a host of chronic conditions such as heart disease and diabetes. Toxic stress has also been shown to have negative intergenerational health effects. Toxic stress does not refer to individual stressful events, but rather the unrelieved accumulation of these events over one's life.

#### **Sec. 7-203. Health in All Policies implementation.**

To effectively implement and maintain Health in All Policies, the City shall:



(a) Utilize health equity practices to City actions and endeavor to integrate these practices into the city's strategic, operational and business plans; management and reporting systems for accountability and performance; and budgets in order to eliminate inequities and create opportunities for all people and neighborhoods;

(b) Use the Health in All Policies Strategy Document as a guide for implementing Health in All Policies in the City. The strategy document will outline the vision, mission and goals, and identify a timeline as well as process to reach these goals. The strategy document will be a living plan that is designed to grow over time as progress is made and the needs of the community and city change;

(c) Establish the Interdepartmental Health in All Policies Team. The Interdepartmental Team will be comprised of representatives from departments within the City and are responsible for:

- (1) Selecting health and health equity indicators for each department to track as a way of prioritizing goals and measuring progress aligned with existing City guiding documents including, but not limited to the Comprehensive Plan and Green Tier Charter;
- (2) Attending regularly scheduled Interdepartmental Team meetings led by the Mayor's Office;
- (3) Reporting to the Interdepartmental Team on progress and challenges from his or her respective department;
- (4) Working with his or her respective department to integrate and track health equity indicators for his or her department;
- (5) Committing to attending ongoing health equity training, such as health equity impact assessments; and
- (6) Assisting with the writing of the Tri-Annual HiAP Report and provide a report to committees.

(d) Design and publish a tri-annual report on the status of health and health equity in the city of Appleton and progress of HiAP implementation for the Common Council, City staff, community organizations, residents, businesses, and other governmental agencies within the city.

- (1) Implementation will be measured based on health and health equity indicators selected by the Interdepartmental HiAP Team.
- (2) In addition to reporting on indicators, the Tri-Annual Report will include any updates to the HiAP strategy document.

(e) Develop and implement an ongoing community engagement plan to work directly with stakeholders throughout the process of the HiAP strategy development and implementation to ensure that perspectives are consistently understood, considered, and reflected in decisions.

The goal is to partner with stakeholders in each aspect of decision making in order to develop and implement collaborative solutions.

**Section 2:** Severability. If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this ordinance is for any reason held to be unconstitutional or invalid, such a decision shall not affect the validity of the remaining portions of this ordinance. The Common Council hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause or phrase of this ordinance irrespective of the unconstitutionality or invalidity of any section, subsection, subdivision, paragraph, sentence, clause or phrase.

**Section 3:** This ordinance becomes effective 30 days after its final passage and publication.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Timothy M. Hanna, Mayor  
City Law: A17-0793

\_\_\_\_\_  
Kami Lynch, City Clerk

**AN ORDINANCE CREATING ARTICLE V OF CHAPTER 7 OF THE MUNICIPAL CODE OF THE CITY OF APPLETON, RELATING TO HEALTH IN ALL POLICIES.**

(Name of Committee Generated From – XX-XX-XX (Date))

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

**Section 1:** That Article V of Chapter 7 of the Municipal Code of the City of Appleton, relating to health in all policies, is hereby created to read as follows:

**Art. V. HEALTH IN ALL POLICIES**

**Sec. 7-200. Findings.**

(a) Health starts where we live, learn, work and play, and everyday decisions within the City of Appleton can promote greater health and equity.

(b) All Appleton residents should have the opportunity to make the choices that allow them to live a long, healthy life, regardless of their job, neighborhood of residence, level of education, immigration status, sexual orientation, ethnic background or religion.

(c) Good health enhances quality of life, improves workforce productivity, increases the capacity for learning, strengthens families and communities, supports environmental sustainability and helps reduce overall economic and social insecurity.

(d) In the city of Appleton, those at greatest risk for poor health outcomes are low-income residents, who have a shorter life expectancy than other city residents.

(e) Appleton residents are primarily affected by heart disease, cancer and stroke.

(f) Recognizing the presence of critical health disparities in the community and the opportunity to intervene on health outcomes, the City has developed and defined public health broadly in the City Comprehensive Plan.

(g) Health in All Policies is fundamentally about creating systems-level change both within City departments and in the community.

(h) In developing strategies to address health disparities, it is important to recognize that at its heart, promoting equity is not just about providing more services.

(i) It is also about how services are developed, prioritized and delivered.

(j) The Health in All Policies strategy guides the City of Appleton on how to address the social determinants of health, or the root causes of current health disparities in the development, prioritization and delivery of these services and policies.

**Sec. 7-201. Definitions.**

The definitions in this section apply throughout this ordinance unless the context

clearly requires otherwise:

(a) ***Health in All Policies (HiAP)*** is both a process and a goal.

- (1) The goal of HiAP is to address inequities at the systems, policy and structural levels to eliminate the resulting health disparities.
- (2) At the root of HiAP is an approach to improving health of all people by incorporating health considerations into collaborative decision-making across sectors, agencies, and departments. HiAP brings city departments and community groups together to identify ways in which all policies can take health outcomes into consideration. The HiAP process places health at the center of all work, and through discussion and compromise, gains stakeholder buy-in from all agencies, groups, and departments.
- (3) Health in All Policies works to create a new policy and organizing framework within city government and beyond in the community. It emphasizes the consequences of public policies, plans, and programs on health determinants, and aims to improve health outcomes at all levels of government within the city and those agencies responsible for serving Appleton residents.
- (4) Stakeholder engagement is essential for ensuring that Health in All Policies is responsive to community needs. Community-based knowledge provides important information about opportunities and barriers for health and insight into the ways in which policies may impede or promote health.

(b) ***Health*** is not simply the absence of disease, but the state of complete physical, mental, cultural and social well-being. HiAP is based on the premise that good health is fundamental for a strong economy and vibrant society, and that health outcomes are largely dependent on the social determinants of health, which in turn are shaped by decisions made within the health sector and internally and externally outside of the health sector.

(c) ***Health equity*** refers to efforts to ensure that all people have full and equal access to opportunities that enable them to lead healthy lives, while respecting differences that include but are not limited to culture, language, race, gender, sexuality, economic status, citizenship, ability, age and religion.

- (1) Health equity entails focused societal efforts to address avoidable inequalities by equalizing the conditions for health for all groups, especially for those who have experienced socioeconomic disadvantage or historical injustices.
- (2) These communities include, but are not limited to women, people of color, low-income individuals and families, individuals who have been incarcerated, individuals with disabilities, individuals with mental health conditions, youth and young adults, seniors, immigrants and refugees, individuals who are limited-English proficient (LEP), and lesbian, gay, bisexual, transgender, questioning, intersex and asexual (LGBTQIA)

communities, or combinations of these populations.

(d) ***Health disparities*** are differences of presence of disease, health outcomes, or access to care among distinct segments of the populations, including differences that occur by race or ethnicity, gender identity, sexual orientation, education or income, immigration status, age, disability or functional impairment, or geographic location, or the combination of any of these factors.

(e) ***Health inequities*** are health disparities resulting from factors that are systemic and avoidable and, therefore, considered unjust or unfair.

(f) ***Determinants of health equity include*** the social, economic, geographic, political, institutional and physical environmental conditions that lead to the creation of a fair and just society.

(g) ***Social determinants of health*** refer to everything outside of direct health care services, such as the condition in the environment in which people are born, live, learn, work, play, worship, and age that affect a wide range of health, functioning, and quality of life outcomes and risks. The social determinants of health include, but are not limited to:

- (1) The availability of resources to meet our daily needs (e.g., safe housing, access to healthy and affordable food).
- (2) Access to educational, economic, and job opportunities that lead to sustainable employment.
- (3) Neighborhood safety and communities free of crime, violence, and social disorder (e.g., presence of trash and other forms of blight); and
- (4) Accessible built environments that promote health and safety, including improved pedestrian, bicycle, and automobile safety, parks and green space, and healthy school siting.
- (5) Social norms and attitudes (e.g., discrimination and racism), socioeconomic conditions (e.g., concentrated poverty and the chronically stressful conditions that accompany it).

(h) ***Toxic stress*** refers to prolonged and repeated exposure to multiple negative factors, especially in early childhood. Contributing factors include, but are not limited to, racial profiling, poor air quality, residential segregation and economic insecurity. Toxic stress has known physical and mental health impacts and contributes to a host of chronic conditions such as heart disease and diabetes. Toxic stress has also been shown to have negative intergenerational health effects. Toxic stress does not refer to individual stressful events, but rather the unrelieved accumulation of these events over one's life.

### **Sec. 7-203. Health in All Policies implementation.**

To effectively implement and maintain Health in All Policies, the City shall:



(a) Utilize health equity practices to City actions and endeavor to integrate these practices into the city's strategic, operational and business plans; management and reporting systems for accountability and performance; and budgets in order to eliminate inequities and create opportunities for all people and neighborhoods;

(b) Use the Health in All Policies Strategy Document as a guide for implementing Health in All Policies in the City. The strategy document will outline the vision, mission and goals, and identify a timeline as well as process to reach these goals. The strategy document will be a living plan that is designed to grow over time as progress is made and the needs of the community and city change;

(c) Establish the Interdepartmental Health in All Policies Team. The Interdepartmental Team will be comprised of representatives from departments within the City and are responsible for:

- (1) Selecting health and health equity indicators for each department to track as a way of prioritizing goals and measuring progress aligned with existing City guiding documents including, but not limited to the Comprehensive Plan and Green Tier Charter;
- (2) Attending regularly scheduled Interdepartmental Team meetings led by the Mayor's Office;
- (3) Reporting to the Interdepartmental Team on progress and challenges from his or her respective department;
- (4) Working with his or her respective department to integrate and track health equity indicators for his or her department;
- (5) Committing to attending ongoing health equity training, such as health equity impact assessments; and
- (6) Assisting with the writing of the Tri-Annual HiAP Report and provide a report to committees.

(d) Design and publish a tri-annual report on the status of health and health equity in the city of Appleton and progress of HiAP implementation for the Common Council, City staff, community organizations, residents, businesses, and other governmental agencies within the city.

- (1) Implementation will be measured based on health and health equity indicators selected by the Interdepartmental HiAP Team.
- (2) In addition to reporting on indicators, the Tri-Annual Report will include any updates to the HiAP strategy document.

(e) Develop and implement an ongoing community engagement plan to work directly with stakeholders throughout the process of the HiAP strategy development and implementation to ensure that perspectives are consistently understood, considered, and reflected in decisions.

The goal is to partner with stakeholders in each aspect of decision making in order to develop and implement collaborative solutions.

**Section 2:** Severability. If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this ordinance is for any reason held to be unconstitutional or invalid, such a decision shall not affect the validity of the remaining portions of this ordinance. The Common Council hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause or phrase of this ordinance irrespective of the unconstitutionality or invalidity of any section, subsection, subdivision, paragraph, sentence, clause or phrase.

**Section 3:** This ordinance becomes effective 30 days after its final passage and publication.

Dated: \_\_\_\_\_

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Timothy M. Hanna, Mayor  
City Law: A17-0793

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Kami Lynch, City Clerk

November 14, 2017

RE: Resolution 17-1716, Health in All Policies Ordinance

Dear City of Appleton Common Council,

East Central WI Regional Planning Commission (ECWRPC) expresses our support for the City of Appleton's Health in All Policies Ordinance. With the rise of chronic disease and health disparities, ECWRPC recognizes the importance of including health considerations into the decision-making process to ensure all policies improve the health outcomes for every community member. As the Metropolitan Planning Organization for Appleton (Fox Cities) and Oshkosh, the Commission continues to incorporate health and equity into transportation and land use planning.

The City of Appleton has taken various steps to incorporate health into its comprehensive plan, adopted a Trails Master Plan, created a large multi-modal network, and has a wonderful parks system to enhance the overall health and quality of life for the community. One recent example is with the College Avenue Corridor; ECWRPC worked with the City of Appleton, Outagamie County, the towns of Grand Chute and Greenville, and other related partners on the Federal Highway Administration's Health in Transportation Corridor Planning Framework (the Framework). The College Avenue corridor was one of five case studies to participate in a case study related to the Framework. This tool provides a scaleable framework for incorporating health considerations into corridor planning activities. The City of Appleton had been working with various internal departments to ensure that the development along this corridor would have a positive impact for community health.

In addition to this Corridor Study, the City of Appleton also worked with Edison Elementary School to adopt a sidewalk painting policy. This policy encourages and allows more students at Edison Elementary School to walk and bike to school and be more physically active.

We would like to applaud the City of Appleton for taking the next step in ensuring positive health outcomes for its community members and for its inclusive and comprehensive vision for policy making at the local level.

Sincerely,



Melissa A. Kraemer Badtke, Principal Transportation Planner

cc: Eric Fowle, Executive Director

Kim Biedermann, Regional Bicycle and Pedestrian Coordinator



November 14, 2017

Common Council  
City of Appleton  
100 N. Appleton Street  
Appleton, WI 54911

Dear Council Members,

On behalf of ThedaCare health system, I am writing to express our support for the Health in All Policies approach under consideration by the Common Council.

We look to the City of Appleton as a partner in improving health in the community. We do so because more than 80% of what creates health has little to do with what happens inside our hospital and clinic walls. Health is created in our homes, workplaces, schools, places of worship, recreational spaces, city streets, and more. It happens every day in places that you help create. Having access to well-lit streets encourages walking. Having streets marked for biking increases biking to work. Community policing reduces violence in communities. Proper sanitation prevents disease outbreaks. Transportation keeps the elderly from isolation and depression. The list goes on and this ordinance will further engage key stakeholders and those within our community that don't have voice to work together.

As partners in community health, we encourage you to go the next step in your already strong progression of health improvement efforts. We encourage you to adopt a Health in All Policies Ordinance. Doing so will break down more barriers and identify opportunities to help stem the tide of chronic disease, lessen health inequality and inequity, impact environmental conditions and encourage optimal health for Appleton citizens. The potential benefits are innumerable! This vote will help solidify Appleton's reputation as a forward-thinking, responsible, collaborative community with the health and well-being of its citizens the primary goal.

Appleton is an amazing place to call home because our community leaders do "the right thing" for their citizens. A Health in All Policy approach is one of those "right things."

Thank you for your leadership.



Paula Morgen  
Director of Community Health



United Way Fox Cities

15 November 2017

City of Appleton  
Common Council  
c/o Kami L. Lynch, City Clerk

Dear Common Council Members,

I'm sorry I'm unable to be at your council meeting this evening, therefore, I am writing in support of the effort to create the Health in All Policies ordinance in the City of Appleton.

The proposed ordinance would be a huge step forward in creating a culture of health in Appleton. It provides an important framework in the City, and more importantly in the community, for how we view our responsibility in building a better Appleton for everyone.

Research clearly shows that the social determinant of health, the physical environment and neighborhoods, economic stability, community support, and other factors together improve the population health of a community. (See attached.) The health in all policies approach considers the importance of addressing multiple factors when setting policy. Implementing health in all policies will require input from a variety of stakeholders and great collaboration; two things that we should want when trying to set policies that impact the entire community.

This ordinance will help create a mechanism to address health disparities at the systems, policy and structural levels leading to better health outcomes. United Way Fox Cities has and will continue to work to improve the lives of all residents. We would welcome the opportunity to work with the City of Appleton to implement health in all policies.

Thank you for your leadership and commitment to the City of Appleton.

Sincerely yours,

A handwritten signature in blue ink, appearing to read "Peter C. Kelly", written over a light blue horizontal line.

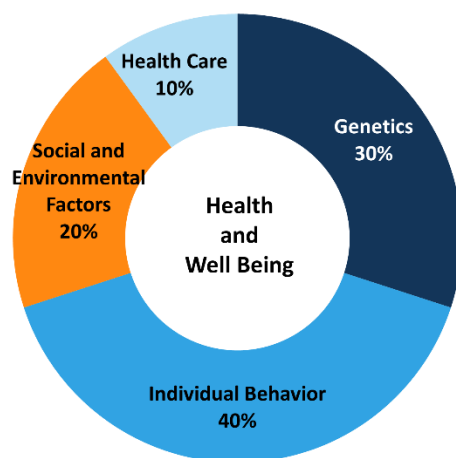
Peter C. Kelly  
President & C.E.O.

Attachments



Figure 1

## Impact of Different Factors on Risk of Premature Death



SOURCE: Schroeder, SA. (2007). We Can Do Better — Improving the Health of the American People. *NEJM*. 357:1221-8.



Figure 2

## Social Determinants of Health

Economic Stability	Neighborhood and Physical Environment	Education	Food	Community and Social Context	Health Care System
Employment	Housing	Literacy	Hunger	Social integration	Health coverage
Income	Transportation	Language	Access to healthy options	Support systems	Provider availability
Expenses	Safety	Early childhood education		Community engagement	Provider linguistic and cultural competency
Debt	Parks	Vocational training		Discrimination	Quality of care
Medical bills	Playgrounds	Higher education			
Support	Walkability				
<b>Health Outcomes</b> Mortality, Morbidity, Life Expectancy, Health Care Expenditures, Health Status, Functional Limitations					



Source: Heiman and Artiga, *Beyond Heal Care: The Role of the Social Determinants in Promoting Health and Health Equity*, 4 November, 2015, The Henry J. Kaiser Family Foundation

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(Name of Committee Generated From – XX-XX-XX (Date))

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(b) Use the Health in All Policies Strategy Document as a guide for implementing Health in All Policies in the City. The strategy document will outline the vision, mission and goals, and identify a timeline as well as process to reach these goals. The strategy document will be a living plan that is designed to grow over time as progress is made and the needs of the community and city change;

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**Section 3:** This ordinance becomes effective 30 days after its final passage and publication.

Dated: \_\_\_\_\_

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Timothy M. Hanna, Mayor  
City Law: A17-0793

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Kami Lynch, City Clerk

**AN ORDINANCE AMENDING SECTION 16-37 CHAPTER 16 OF THE MUNICIPAL CODE OF THE CITY OF APPLETON AND THE OFFICIAL MAP WHICH IS A PART THEREOF, BY MAKING THE FOLLOWING CHANGES IN THE OFFICIAL MAP AS NOW PROVIDED.**

(City Plan Commission 11/15/2017)

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

**Section 1:** That Section 16-37 of Chapter 16 of the Municipal Code of the City of Appleton and the Official Map, which is a part thereof, is amended by making the following change:

To remove lands previously identified for a future stormwater pond at the northeast corner of the intersection of Express Court and Kensington Drive from the official map.

**LEGAL DESCRIPTION:**

A part of Lot One (1) of Certified Survey Map No. 2086, recorded in Volume 11 on Page 2086 of Certified Survey Maps as Document No. 1142153 in the Outagamie County Register of Deeds Office, being located in Government Lot 4, Section 29, T.21N., R.18E., City of Appleton, Outagamie County, Wisconsin, containing 87,745 square feet of land m/l and being further described as follows:

Commencing at the Southeast corner of Lot 1 of said Certified Survey Map 2086;  
Thence S.88°26'10"W. 232.00 feet, along the South line of said Lot 1 to the point of beginning;  
Thence continue S.88°26'10"W. 235.00 feet, to a vision corner;  
Thence N.42°37'54"W. 30.51 feet, along said vision corner to the East line of Kensington Drive;  
Thence N.01°41'00"W. 322.00 feet, along the East line of said Kensington Drive;  
Thence N.88°26'10"E. 255.00 feet;  
Thence S.01°41'00"E. 345.00 feet, to the point of beginning.

**COMMON DESCRIPTION:**

Lands generally at the northeast corner of the intersection of Express Court and Kensington Drive and characterized by parcel number 31-4-5568-00

**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 Director of Community and Economic Development is authorized and directed to make the necessary changes to the Official Zoning Map in accordance with this Ordinance.