



# City of Appleton

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

## Meeting Agenda - Final Municipal Services Committee

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Wednesday, January 17, 2018

6:45 PM

Council Chambers, 6th Floor

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### SPECIAL MEETING

1. Call meeting to order
2. Roll call of membership
3. Approval of minutes from previous meeting  
[18-0028](#) Minutes from December 11, 2017

**Attachments:** [Minutes from December 11, 2017.pdf](#)

#### 4. Public Hearings/Apearances

#### 5. Action Items

- [18-0029](#) Approve Amendment No. 2 to SRF Consulting Group, Inc. for additional services related to the Railroad Quiet Zone Feasibility & Implementation Plan in an amount of \$3,000 for a revised not to exceed contract of \$31,856.

**Attachments:** [Railroad Quiet Zone.pdf](#)

#### 6. Information Items

- [18-0030](#) Inspection Division Permit Summary Comparison Report for December, 2017.

**Attachments:** [Inspection Permit Comparison Report-December 2017.pdf](#)

#### 7. Adjournment

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

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





# City of Appleton

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

## Meeting Minutes - Final Municipal Services Committee

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Monday, December 11, 2017

4:30 PM

Council Chambers, 6th Floor

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1. Call meeting to order

2. Roll call of membership

**Present:** 4 - Croatt, Konetzke, Martin and Dannecker

**Excused:** 1 - Coenen

3. Approval of minutes from previous meeting

[17-1932](#) Minutes from November 20, 2017.

**Attachments:** [Minutes from November 20, 2017.pdf](#)

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

**Aye:** 4 - Croatt, Konetzke, Martin and Dannecker

**Excused:** 1 - Coenen

4. **Public Hearings/Appealances**

5. **Action Items**

[17-1936](#) Award 2018 Materials Testing Contract (M-18), to OMNNI Associates, Inc. in an amount not to exceed \$100,000.

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

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

**Aye:** 4 - Croatt, Konetzke, Martin and Dannecker

**Excused:** 1 - Coenen

[17-1937](#) Award 2018 Contract for Operation, Maintenance, Monitoring and Capital Improvements at the Closed City of Appleton Landfill to SCS Engineers in an amount not to exceed \$126,823.

**Attachments:** [2018 Contract for Operation, Maintenance, Monitoring and Capitol Improvements.pdf](#)

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

**Aye:** 4 - Croatt, Konetzke, Martin and Dannecker

**Excused:** 1 - Coenen

[17-1940](#)

Request from Emerald Valley Estates LLC to have the \$160 Warrant Fee waived for parcel 31-1-7509-03 located on Cherryvale Avenue.

**Attachments:** [Emerald Valley Estates LLC wave weed fee.pdf](#)  
[Emerald Valley Estates LLC extra attachment .pdf](#)

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

**Aye:** 4 - Croatt, Konetzke, Martin and Dannecker

**Excused:** 1 - Coenen

[17-1941](#)

Award Contract for design services for the Roemer Road Box Culvert, Ballard Road Box Culvert and Glenhurst Lane Bridge to OMNNI Associates in an amount not to exceed \$62,700.

**Attachments:** [Roemer Rd & Ballard RdBox Culvert.pdf](#)

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

**Aye:** 4 - Croatt, Konetzke, Martin and Dannecker

**Excused:** 1 - Coenen

[17-1943](#)

Approve traffic-related ordinance changes for the Lawrence Street/Elm Street/Eighth Street Reconstruction Project.

**Attachments:** [Lawrence, Elm, Eighth Street.pdf](#)

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

**Aye:** 4 - Croatt, Konetzke, Martin and Dannecker

**Excused:** 1 - Coenen

[17-1947](#)

Approve 2018 Sole Source Purchasing Request for various traffic equipment and technologies.

**Attachments:** [2018 Sole Source Purchasing traffic equipment.pdf](#)

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

Aye: 4 - Croatt, Konetzke, Martin and Dannecker

Excused: 1 - Coenen

[17-1987](#)

Request from Images Bar for a permanent street occupancy permit to construct an addition 5" into the S. Oneida Street right-of-way at 1200 S. Oneida Street.

**Attachments:** [1200 S Oneida St-Permanent Street Occ.pdf](#)

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

Aye: 4 - Croatt, Konetzke, Martin and Dannecker

Excused: 1 - Coenen

## 6. Information Items

[17-1948](#)

Inspection Division Permit Summary Report for November, 2017.

**Attachments:** [Inspection Div Permit Summary Report Nov 2017.pdf](#)

[17-1944](#)

Parking Utility Condensed Income Statement for November, 2017.

**Attachments:** [Parking Utility Income Statement November 2017.pdf](#)

[17-1945](#)

DPW Great Ideas Implemented in 2017 List.

**Attachments:** [Great Ideas Implemented in 2017.pdf](#)

[17-1946](#)

2018 Sidewalk Poetry Program.

**Attachments:** [2018 Sidewalk Poetry Program.pdf](#)

## 7. Adjournment

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

Aye: 4 - Croatt, Konetzke, Martin and Dannecker

Excused: 1 - Coenen



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

**To:** Municipal Services Committee  
**From:** Eric Lom, City Traffic Engineer  
**Date:** December 12, 2017  
**Re:** Amendment to the scope of services & contract amount for the Railroad Quiet Zone Feasibility & Implementation Plan consulting services contract

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The Department of Public Works is proposing to amend the scope of services & contract amount for the Railroad Quiet Zone Feasibility & Implementation Plan consulting services contract with SRF Consulting Group, Inc.

The scope additions would include the following:

- Analyze possible changes to supplemental safety measures (SSMs) at approximately five crossings and their effect on the City's Quiet Zone Application.
- Prepare and submit an amendment to the City's Quiet Zone Application. Work with FRA representatives as necessary.

This amendment will allow the consultant to work with City staff to address potential SSM changes that may be necessary based on new information that has been identified during the SSM design process.

In February of 2016, a contract with SRF Consulting Group, Inc., was approved in the amount not to exceed \$27,356 (which was subsequently amended to \$28,856). In order to allow for completion of the additional services outlined above, we request that the contract be amended to an amount not to exceed \$31,856 (an addition of \$3000).





SRF PROJECT NAME:	RR Quiet Zone Feasibility Study and Implementation Plan
SRF PROJECT NO.:	9138.00
SRF CLIENT NAME:	City of Appleton
CLIENT AWARD NO.	16-186

## AMENDMENT NO. 2

This Amendment No. 2 (the "Amendment") is issued under Agreement 16-186 (the "Agreement") dated February 24, 2016, between the City of Appleton and SRF Consulting Group, Inc.; who are the parties.

- I. This Amendment shall have on the date that all required signatures are obtained.
- II. This Amendment No. 2 is subject to all applicable provisions of the referenced Agreement, which is incorporated herein by reference and any additional terms and conditions expressly set forth in the Amendment. Upon execution by the parties, this Amendment is hereby incorporated by reference into the Agreement.

### ARTICLE 1: SCOPE OF SERVICES AND COMPENSATION ADJUSTMENT

1.1 SERVICES. SRF shall complete the following tasks:

- (a) Prepare and submit an amendment to the Quiet Zone Application documenting the substitution and/or addition of channelization devices in place of non-traversable medians at multiple crossings in the proposed quiet zone. This will include revisions to the Application text, proposed improvement layouts, and a recalculation of existing and final risk levels in the corridor.
- (b) Additional coordination with project stakeholders as needed.

1.2 COMPENSATION ADJUSTMENT. In consideration for the changes necessary to complete the Services required by this Amendment, the Client agrees to pay SRF on an hourly basis for a maximum amount to exceed **\$3,000.00** (the "Amendment Price").

1.3 MAXIMUM PAYMENT. **\$31,856.00** (the "Total Contract Price").

### ARTICLE 2: INCORPORATION OF ATTACHMENTS.

2.1 By this reference, the following attachments constitute a part of this Agreement:

ATTACHMENT 1: Client Email

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**ARTICLE 3: ENTIRE AGREEMENT.**

The Original Agreement, any and all other previous amendments are incorporated into this Amendment by reference. Except as amended herein, the terms and conditions of the Original Agreement and any previous amendment remain in full force and effect.

The parties hereto have executed this Agreement on the day and year indicated below. The Client and SRF have duly executed this Agreement, effective from this instrument to be executed the day and year mentioned below.

**SRF CONSULTING GROUP, INC.**

WITNESS

x 

(Signature)

NAME: CHRISTOPHER RYAN

(Type or Print)

TITLE:

DATE:

x 

(Signature)

NAME: PAUL MARTENS

Type or Print

TITLE: CFO

DATE:

x 

(Signature)

NAME: ANDREW MIELKE

(Type or Print)

TITLE: PRINCIPAL

DATE:

**CITY OF APPLETON**

WITNESS

x  
(Signature)

NAME:

(Type or Print)

TITLE:

DATE:

x  
(Signature)

NAME: TIMOTHY M. HANNA

(Type or Print)

TITLE: MAYOR

DATE:

ADDITIONAL SIGNATURES PAGE 3





CONTINUED

**CITY OF APPLETON**

**WITNESS**

X  
(Signature)

NAME:  
(Type or Print)

TITLE:

DATE:

**WITNESS**

X  
(Signature)

NAME:  
(Type or Print)

TITLE:

DATE:

X  
(Signature)

NAME: KAMI LYNCH  
(Type or Print)

TITLE: CITY CLERK

DATE:

X  
(Signature)

NAME: JAMES P. WALSH  
(Type or Print)

TITLE: CITY ATTORNEY

DATE:

## ATTACHMENT 1

**From:** Eric Lom  
**To:** [Christopher Ryan](#)  
**Subject:** Contract Amendment  
**Date:** Wednesday, December 13, 2017 10:31:07 AM  
**Attachments:** [image001.png](#)

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Chris,

Following up on our conversation last week...

As I mentioned, I'm currently working through the design details for each of the SSM locations that were identified in the QZ application. Somewhat unsurprisingly, this has turned up some issues we had not anticipated. They are as follows:

- Second Street: We may need to shorten the east island, if possible, due to the need for large trucks to move into and out of the parking lot located on the SE quad of the crossing.
- Outagamie/Melvin: We may need to eliminate (or severely shorten) the south island if possible. The business located on the SE quad of the crossing generates a fair amount of trucking that accesses the property from the north. Because of the disjointed street network in this area, the only other way they would be able to access the property is to come SB on Mason Street. This is not an option, however, due to the low-clearance RR bridge on Mason Street.
- Atlantic Street: As we discussed, this street is now up for reconstruction in 2022. For this reason, I'd like to use "QuickCurb" instead of a median island in the interim period (we would want to replace the "QuickCurb" and install median islands in conjunction with the reconstruction project in 2022).
- Lawe Street: Same issue as Atlantic Street. However, at this crossing, we have the added issue of how to deal with the very large access on the SW quad. The QZ application says we'll "install curb and gutter" through that area. I'm wondering if we could install "QuickCurb" or similar in the interim period between 2018 and 2022).
- Appleton/Packard: Here's a situation where we could add some "Quick Curb" in an effort to offset some of the losses I've described above. We could extend it from 76' to 100' on the west leg, if necessary. We could also add a short 15' piece on the east leg if necessary.

Hopefully the info above gives you a good initial sense of what I'm hoping you can work through for us. It will be somewhat iterative for sure, and I'm sure we'll need to discuss how small we're willing to let our "cushion" get.

My plan is to take a contract amendment through our process, which would give us an approval on January 17<sup>th</sup> if all goes well. Can you put together a scope and a cost estimate for us to discuss?

Thanks in advance. Let me know if you think we need to discuss further.

Eric

Eric S. Lom, P.E.

# Department of Public Works Inspections Division

## Permit Summary Count YTD Comparison

01/01/17 Thru 12/31/17

Report Date: 1/2/2018



Permit Type	Year Issued	Permit Count	Total Estimated Cost	Total Receipt Amount
<b>BUILDING</b>				
	2016	981	95,985,951	329,557.63
	2017	935	175,479,022	303,909.11
		-4.69 %	82.82 %	-7.78 %
<b>DISPLAY SIGN</b>				
	2016	171	1,243,645	5,160.00
	2017	116	683,084	4,850.94
		-32.16 %	-45.07 %	-5.99 %
<b>ELECTRICAL</b>				
	2016	962	14,687,093	146,232.98
	2017	839	13,590,672	132,048.34
		-12.79 %	-7.47 %	-9.70 %
<b>EROSION CNTL</b>				
	2016	49		6,010.00
	2017	48		5,960.00
		-2.04 %	%	-0.83 %
<b>HEATING</b>				
	2016	773	14,824,872	65,341.04
	2017	820	19,710,621	69,081.00
		6.08 %	32.96 %	5.72 %
<b>PLAN REVIEW</b>				
	2016	121		41,405.85
	2017	125		42,815.50
		3.31 %	%	3.40 %
<b>PLUMBING</b>				
	2016	501	6,695,006	46,463.01
	2017	501	6,093,181	47,436.38
		%	-8.99 %	2.09 %
<b>SEWER</b>				
	2016	223	1,851,415	18,415.01
	2017	202	1,904,898	22,567.95
		-9.42 %	2.89 %	22.55 %
<b>WELL</b>				
	2016	4		120.00
	2017	1		40.00
		-75.00 %	%	-66.67 %

# Department of Public Works Inspections Division

## Permit Summary Count YTD Comparison

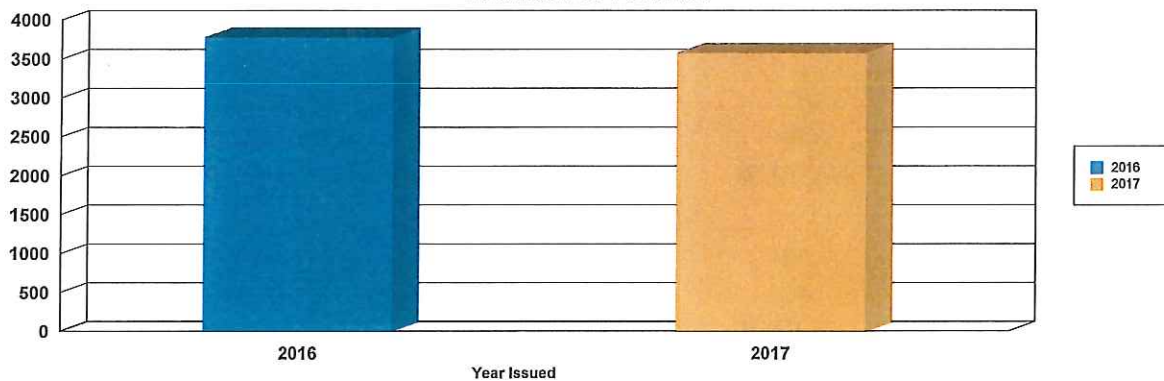
01/01/17 Thru 12/31/17

Report Date: 1/2/2018

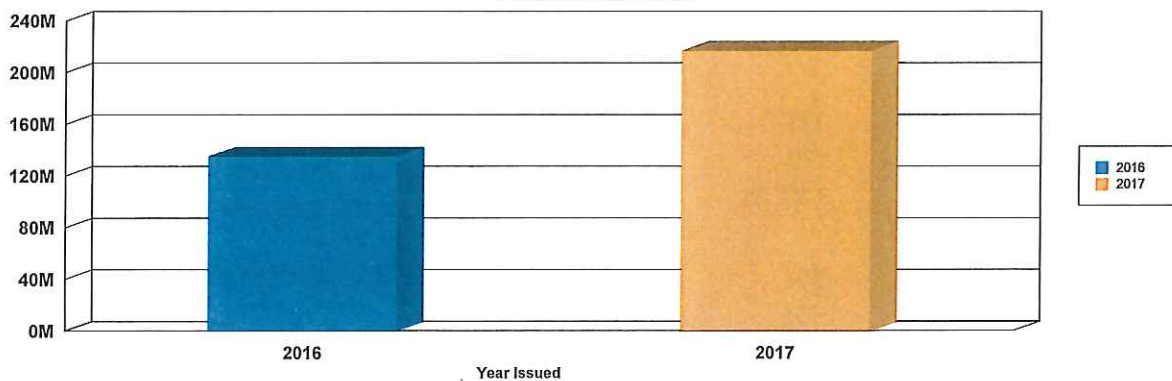


	2016	2017
<b>Permits</b>	<b>3785</b>	<b>3587</b>
<b>Estimated Cost</b>	<b>135,287,982.00</b>	<b>217,461,478.00</b>
<b>Receipt Amount</b>	<b>658,705.52</b>	<b>628,709.22</b>

Number of Permits



Estimated Cost



Receipt Amount

