



City of Appleton

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

Meeting Agenda - Final Municipal Services Committee

Monday, March 12, 2018

4:30 PM

Council Chambers, 6th Floor

1. Call meeting to order
2. Roll call of membership
3. Approval of minutes from previous meeting
[18-0371](#) Minutes from February 26, 2018.

Attachments: [March 12, 2018.pdf](#)

4. Public Hearings/Apearances

5. Action Items

- [18-0372](#) Approve Amendment No. 1 to OMNNI Associates, Inc. for additional services related to the Banta Court stairs and Jackman Street retaining wall in an amount of \$2,300 for a revised not to exceed contract of \$65,000.

Attachments: [Amendment No. 1 to OMNNI Associates Inc..pdf](#)

- [18-0373](#) Approve proposed Six-Month Trial Period for parking changes on streets near Erb Park.

Attachments: [Proposed parking change near Erb Park.pdf](#)

6. Information Items

- [18-0374](#) Inspection Division Permit Summary Comparison Report for February, 2018.

Attachments: [Inspectin Division Permit Summary .pdf](#)

- [18-0375](#) City of Appleton Parking Utility 2017 Annual Report.

Attachments: [Parking Utility 2017 Annual Report.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.



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Meeting Minutes - Final Municipal Services Committee

Monday, February 26, 2018

4:30 PM

Council Chambers, 6th Floor

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

[18-0261](#)

Minutes from February 12, 2018

Attachments: [Minutes from February 12, 2018.pdf](#)

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

Aye: 4 - Croatt, Konetzke, Martin and Dannecker

Excused: 1 - Coenen

4. **Public Hearings/Apearances**

5. **Action Items**

[18-0262](#)

Recommendation to accept the Downtown Appleton Parking Study Update.

Attachments: [Recommendation to accept the Downtown Appleton Parking Study Update.pdf](#)
[Building for Kids.pdf](#)

Dannecker 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

[18-0263](#)

Approve Intergovernmental Agreement with the Town of Grand Chute for the Evergreen Drive and Alvin Street Reconstruction Project.

Attachments: [City of Appleton-Town of Grand Chute-Evergreen Dr and Alvin St Agreement.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

[18-0264](#)

Award 2018 Bridge Inspections Services Contract to Collins Engineers, Inc. in an amount not to exceed \$30,000.

Attachments: [Notification of Award of Contract for 2018 Bridge Insps to Collins Engineers.pdf](#)

Dannecker moved, seconded by Konetzke, 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

[18-0265](#)

Approve sole source purchase request for Railroad Quiet Zone Equipment.

Attachments: [Sole Source Purchase Request-Railroad Quiet Zone Channelized Delineators.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

[18-0266](#)

Approve recommended change to intersection control at Charles Street/Driscoll Street intersection.

Attachments: [Intersection Traffic Control at the Driscoll Street-Chales Street Intersection.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

[18-0267](#)

Approve recommended parking changes on Capitol Drive, east of Durkee Street near Classical Charter School.

Attachments: [Parking Ordinance Changes-Capitol Dr., east of Durkee St.pdf](#)

Dannecker moved, seconded by Konetzke, 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

[18-0268](#)

Approve artwork for decorative "Marigold Mile" street name signs on S. Oneida Street.

Attachments: [Oneida Street-Marigold Mile-Artwork for Street Name Signs.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

6. Information Items

[18-0269](#)

Letter from Richard Abb regarding the proposal for Bluff Site.

Attachments: [Proposal for Bluff Site.pdf](#)

[18-0270](#)

Update on Northland/Richmond Roundabout.

[18-0271](#)

Discussion of idea to have reduced parking permits for hybrid/low emissions vehicles.

Attachments: [Discussion of idea to have reduced parking permits for hybrid low emission vehicles.pdf](#)

[18-0272](#)

Update on seasonal employees for summer 2018.

[18-0273](#)

Annual updates to 5-year Bike Lane and Trail Plan.

Attachments: [5 year Bike Lane and Trail Plan-Map.pdf](#)

7. Adjournment

Konetzke 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

AMENDMENT TO SERVICES AGREEMENT

This Amendment, Number 1, to the PROFESSIONAL SERVICES AGREEMENT, dated December 21, 2017 (the Agreement), between City of Appleton(Client) and OMNNI Associates, Inc. (Consultant) is made effective as of the 27th day of February, 2018.

1. Consultant shall perform the following Services:

Prepare Additional plan details and specifications to repair erosion at stair structure S10, Banta Court stairs and deterioration of concrete on retaining wall RW08 at the corner of Jackman and Water Streets.

3. Consultant shall perform the Services and deliver the related Documents (if any) according to the following schedule:

These plan details will be included in the plan set to repair box culvert P-44-715 at the corner of Ballard Road and Northland Avenue. This work will be completed in March 2018.

4. In return for the performance of the foregoing obligations, Client shall pay to Consultant a lump sum amount of \$ 2,300.00, which increases the total contract amount to \$65,000.00.
5. Except to the extent modified herein, all terms and conditions of the Agreement shall continue in full force and effect.

CLIENT:
City of Appleton

CONSULTANT:

OMNNI Associates, Inc.

By: _____
(Signature)

Name: Paula Vandehey

Title: Director of Public Works

Date: _____

By: Phillip T. Roberts
(Signature)

Name: Phillip T. Roberts

Title: Engineering Services Manager

Date: 2/28/18



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

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

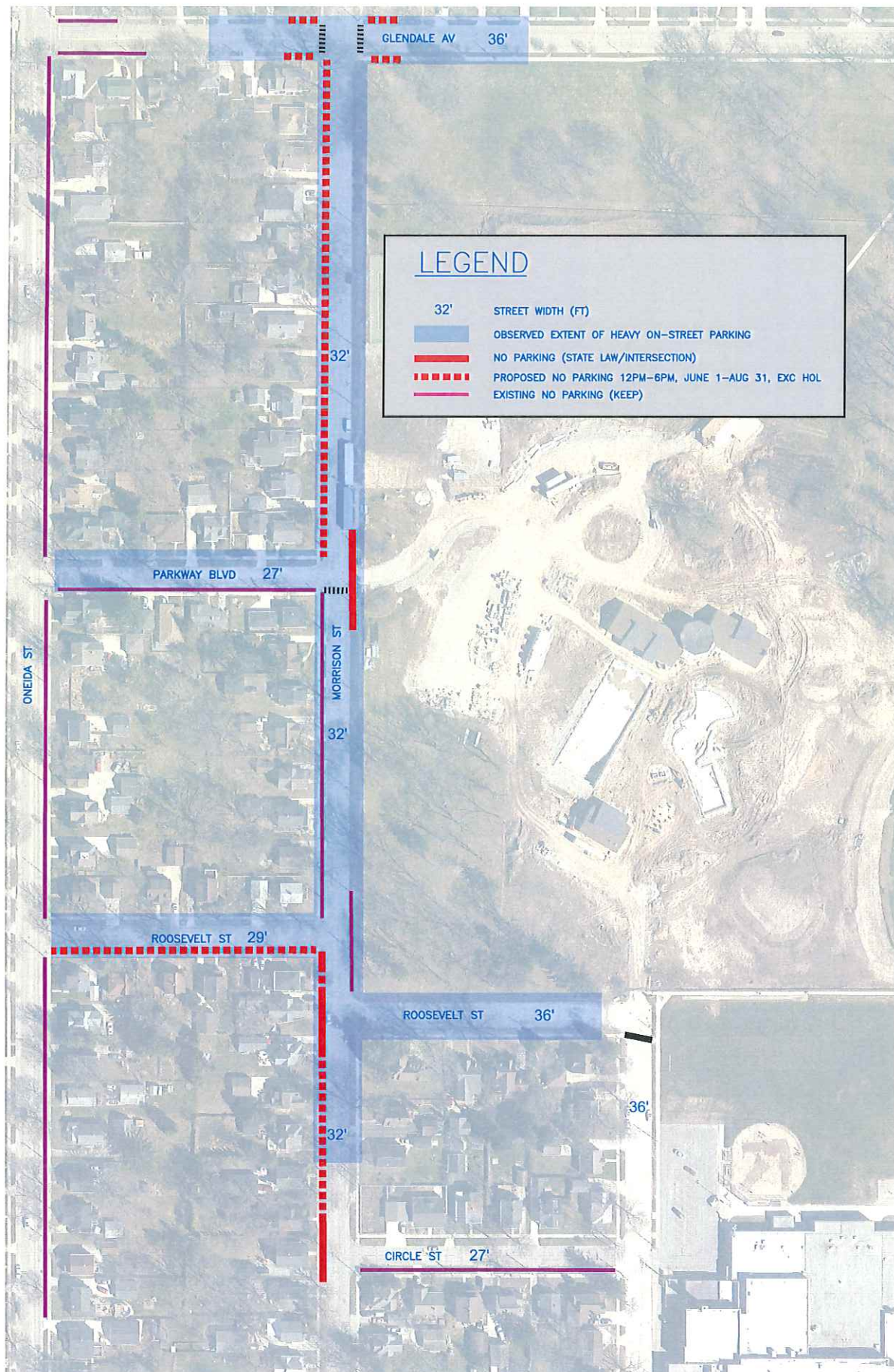
To: Municipal Services Committee
From: Eric Lom, City Traffic Engineer
Date: March 7, 2018
Re: Proposed parking change near Erb Park
Proposed Six-Month Trial Period

Over the course of last summer, my office received numerous concerns about traffic safety issues associated with the opening of the new Erb Park Pool. The popularity of the pool led to a significant increase in traffic and parking on the streets located along the west side of the park. The combination of the increased traffic and bumper-to-bumper on-street parking on both sides of some of the streets in this area made two-way traffic difficult, and some blocks were almost impassable for city buses and larger emergency vehicles. While wider roads like Glendale Avenue (36 feet) are designed to better handle this combination of parking and traffic, roads like Morrison Street (32 feet) and 100 E. Roosevelt Street (28 feet) are not.

In an effort to address these issues last summer, temporary *No Parking* signs (on wood stakes) were installed in various locations. These signs were temporary in nature and were intended to address the immediate safety concerns until decisions could be made regarding a long-term solution.

Based on our review, the attached map shows the parking restrictions we believe would represent the best blend of safety and convenience for the neighborhood. These restrictions would be marked with conventional signs and posts.

Affected residents received a mailing outlining this proposal and an invitation to the March 12th Municipal Services Committee meeting. As of Wednesday, March 7, only one property owner contacted my office. She was in favor of the proposed plan.



Department of Public Works Inspections Division

Permit Summary Count YTD Comparison

01/01/18 Thru 02/28/18

Report Date: 3/1/2018



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

Permit Type	Year Issued	Permit Count	Total Estimated Cost	Total Receipt Amount
BUILDING				
	2017	78	6,737,115	27,470.00
	2018	72	15,736,564	50,982.00
		-7.69 %	133.58 %	85.59 %
DISPLAY SIGN				
	2017	11	169,015	365.00
	2018	20	276,886	800.00
		81.82 %	63.82 %	119.18 %
ELECTRICAL				
	2017	111	862,616	14,698.19
	2018	106	2,126,626	19,102.87
		-4.50 %	146.53 %	29.97 %
EROSION CNTL				
	2017	6		610.00
		%	%	%
HEATING				
	2017	125	4,898,463	10,454.15
	2018	126	2,086,046	11,221.55
		0.80 %	-57.41 %	7.34 %
PLAN REVIEW				
	2017	17		4,348.50
	2018	12		3,650.00
		-29.41 %	%	-16.06 %
PLUMBING				
	2017	88	659,139	6,524.85
	2018	59	710,970	3,746.00
		-32.95 %	7.86 %	-42.59 %
SEWER				
	2017	21	52,500	1,880.00
	2018	25	159,588	3,343.00
		19.05 %	203.98 %	77.82 %
WELL				
	2018	4		160.00
		%	%	%

Department of Public Works Inspections Division

Permit Summary Count YTD Comparison

01/01/18 Thru 02/28/18

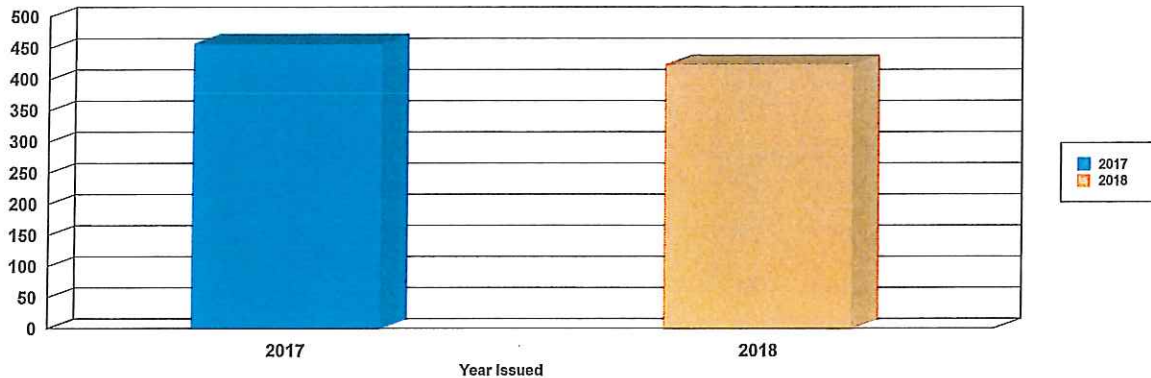
Report Date: 3/1/2018



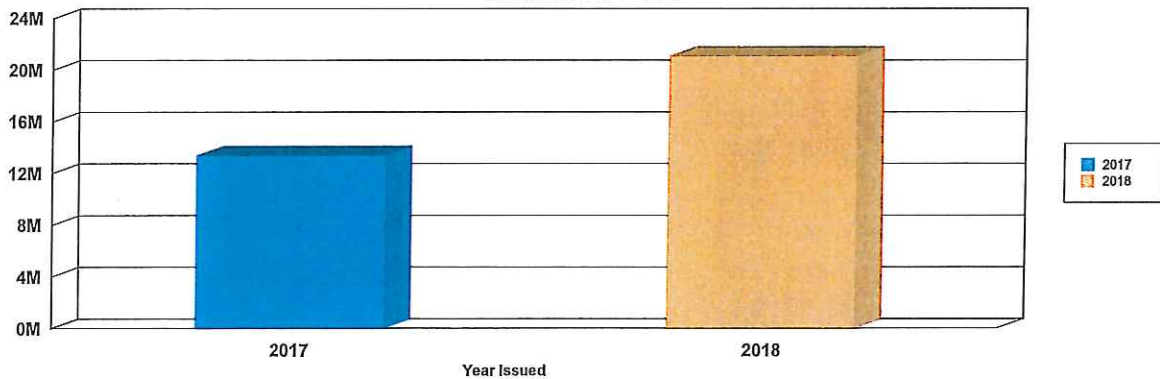
"...meeting community needs...enhancing quality of life."

	2017	2018
Permits	457	424
Estimated Cost	13,378,848.00	21,096,680.00
Receipt Amount	66,350.69	93,005.42

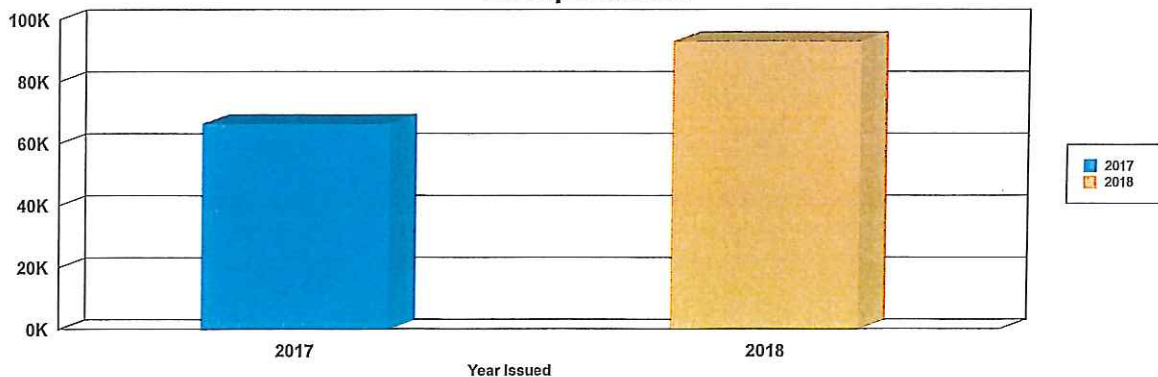
Number of Permits



Estimated Cost



Receipt Amount



City of Appleton Parking Utility

2017 Annual Report

VISION: Providing Excellence in Downtown Parking



**PARK & PLAY
THE DOWNTOWN WAY**

Parking Utility Guiding Principals

- Maintain the small town, walkable form that has evolved over decades of purposeful planning.
- Support a park once, pedestrian friendly vision that improves connectivity for visitors, residents and employees.
- Provide a customer-friendly experience centered on convenience, access and fairness.
- Help facilitate and encourage a diverse economy.
- Maintain a responsibility to optimize public investment in parking infrastructure.



Parking Inventory



Off-street meter parking stalls	=	175
On-street meter parking stalls	=	784
Ramp parking stalls	=	3,212
Motorcycle / Moped stalls	=	32
TOTAL PUBLIC PARKING STALLS = 4,203		

**PARK & PLAY
THE DOWNTOWN WAY**

Accomplishments in 2015

1. Reduced meter hours from 9:00 am – 9:00 pm to 9:00 am – 6:00 pm, Monday through Saturday, with Sundays remaining free.
2. Changed on-street meter limit from 2 hours to 12 hours and the rate from \$0.75/hour to \$0.20/hour for all on-street meters north of Washington Street.

Accomplishments in 2016

1. Implemented new pay-on-exit parking system in the Green, Yellow and Red Parking Ramps. System includes credit card and validation capabilities. Rate structure as follows:
 - \$1.00 < 2 hours
 - \$2.00 2-3 hours
 - \$3.00 3-4 hours
 - \$5.00 > 4 hours
2. Implemented new ramp permit rates as follows:
 - \$30/month all ramps except Blue Ramp
 - \$35/month Blue Ramp

Accomplishments in 2017




1. Purchased a new enforcement vehicle to more efficiently enforce parking time zones throughout the City.
2. Implemented Passport parking meter pay-by-phone app.
3. Installed additional signage in the Red Ramp and Green Ramp, and created a second exit lane in the Green Ramp to reduce exiting times from these ramps after major events.
4. Implemented Special Event Parking in the Green Ramp for major PAC events.

Upcoming Changes in 2018

1. Upgrade Red Ramp lights to LED fixtures.
2. Replace all three elevators in Red Ramp.

**PARK & PLAY
THE DOWNTOWN WAY**

Parking Statistics

			
Year	Number of Permit Holders	Number of Meter Citations Issued	Number of Downtown Special Events
2015	2,581	12,463	11
2016	2,497	10,691	12
2017	2,562	10,764	12

Financial Overview

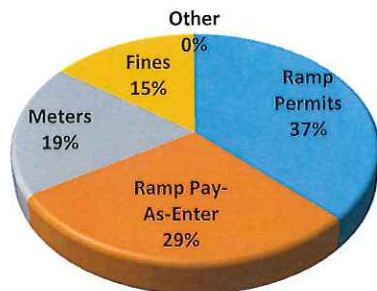
REVENUES

Ramp Permits	\$1,001,715
Ramp Pay-As-Enter	\$774,234
Meters	\$508,407
Fines	\$396,684
Other	\$1,517
TOTAL:	\$2,682,557

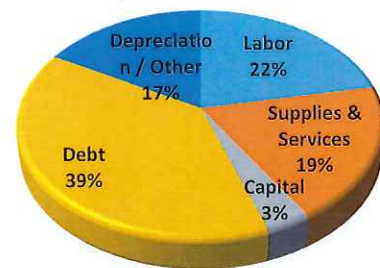
EXPENSES

Labor	\$707,623
Supplies & Services	\$620,817
Capital	\$112,213
Debt	\$1,239,300
Depreciation / Other	\$540,240
TOTAL:	\$3,220,193

REVENUES



EXPENSES



**PARK & PLAY
THE DOWNTOWN WAY**