



City of Appleton

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

Meeting Agenda - Final Municipal Services Committee

Monday, May 7, 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

[18-0689](#) Minutes from April 23, 2018.

Attachments: [Minutes from April 23, 2018.pdf](#)

4. Public Hearings/Apearances

5. Action Items

[18-0680](#) Request from Appleton Downtown Inc. to install a second Pet Waste Station (first one located adjacent to Houdini Plaza) in the flower planter by C.U. Saloon at 409 W. College Avenue.

Attachments: [Pet Waste Station.pdf](#)

[18-0684](#) Approve intersection control change at Marshall Heights Avenue/Crossing Meadows Lane (follow up to a 6-month trial)

Attachments: [Marshall Heights Ave-Crossing Meadows Ln.pdf](#)

[18-0685](#) Approve parking changes on Commercial Street and Spring Street by Lincoln Elementary School (follow-up to a 6-month trial).

Attachments: [Commercial & Spring St -Lincoln Elementary.pdf](#)

[18-0606](#) R/B-Approve parking changes associated with the railroad quiet zone project.

Attachments: [Parking restrictions-Railroad Quiet Zone.pdf](#)
[Railroad quiet zone \(revised\).pdf](#)

Legislative History

4/23/18	Municipal Services Committee	recommended for approval
5/2/18	Common Council	referred to the Municipal Services Committee

- [18-0687](#) Approve parking changes on Winnebago Street east of Gillett Street by Appleton West High School (follow-up to a 6-month trial).

Attachments: [Winnebago St-Appleton West High School.pdf](#)

- [18-0688](#) Award P-18 Pavement contract. (bids to be opened on May 3, 2018).

[18-0690](#) **Resolution #5-R-18 Bike Corral College Ave & Appleton St**

Submitted by: Joe Martin, District 4

Date: May 2, 2018

Referred to: Municipal Services Committee

Whereas, Appleton has been recognized as a Silver Award recipient from The League of American Bicyclists, And

Whereas, Appleton has made a commitment, building biking and pedestrian infrastructure throughout our downtown, And

Whereas, Appleton has currently, 17.6 centerline-miles of bike lanes and are planning to add an additional 8.5 miles over the next five years. And

Whereas, Appleton St. design plans add bike lanes in both direction with no parking, And

Whereas, we are planning to add in the next 1-3 years: The Trolley Trestle Trail from Atlas Mill to Pullmans and the Lawe Street Trestle.

Now, Therefore, Be It Resolved that Appleton Municipal Services review location and consider relocating the bike corral to the first red meter stall, NW corner of College and Appleton. The added security feature is a traffic camera will capture this location regularly.

6. Information Items

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 call Paula Vandehey at 920-832-6474 if you have any questions.



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Meeting Minutes - Final Municipal Services Committee

Monday, April 23, 2018

4:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

Present: 4 - Konetzke, Williams, Martin and Coenen

Excused: 1 - Croatt

3. Approval of minutes from previous meeting

[18-0597](#)

Minutes from April 9, 2018.

Attachments: [Minutes from April 9, 2018.pdf](#)

Croatt moved, seconded by Martin, that the minutes be approved. Roll Call.
Motion carried by the following vote:

Aye: 4 - Konetzke, Williams, Martin and Coenen

Excused: 1 - Croatt

4. Public Hearings/Appealances

5. Action Items

[18-0599](#)

Confirm the following:

- Elect a Vice-Chairperson-Aldersperson Konetzke
- Designate a Contact Person-Director Vandehey & Chairperson Croatt
- Appointment to Board of Building Inspection-Aldersperson Coenen
- Appointment to Board of Heating Examiners-Aldersperson Coenen
- Appointment to CEA Review Committee-Aldersperson Croatt

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

Aye: 4 - Konetzke, Williams, Martin and Coenen

Excused: 1 - Croatt

18-0600

Recommendation to remove the pedestrian ramp and east stairway from the from the Oneida Street Bridge Project and approve amendment No. 3 to Patrick Engineering in an amount of \$222,060.

Attachments: [Oneida Street Bridge Project.pdf](#)

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

Aye: 4 - Konetzke, Williams, Martin and Coenen

Excused: 1 - Croatt

18-0603

Preliminary Resolution 3-P-18 for Concrete Pavement, Driveway Aprons and Sidewalk Construction be adopted and refer the matter to the Finance Committee to determine the assessment rate.

Attachments: [Preliminary Resolution 3-P-18.pdf](#)

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

Aye: 4 - Konetzke, Williams, Martin and Coenen

Excused: 1 - Croatt

18-0604

Approve parking changes on the 1500 Block of W. Washington Street (follow-up to 6-month trial).

Attachments: [Parking restriction-1500 W. Washington St.pdf](#)

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

Aye: 4 - Konetzke, Williams, Martin and Coenen

Excused: 1 - Croatt

18-0607

Approve Amendment No. 2 to the Railroad Quiet zone consulting contract in the amount of \$1,000 for a total revised not to exceed contract \$32,856.

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

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

Aye: 4 - Konetzke, Williams, Martin and Coenen

Excused: 1 - Croatt

18-0606

R/B-Approve parking change associated with the railroad quiet zone

project.

Attachments: [Parking restrictions-Railroad Quiet Zone.pdf](#)
 [Railroad quiet zone \(revised\).pdf](#)

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

Aye: 4 - Konezke, Williams, Martin and Coenen

Excused: 1 - Croatt

6. Information Items

[18-0608](#) 2018 Sustainability Annual Update.

Attachments: [2018 Sustainability Annual Update.pdf](#)
 [2018 Sustainability Summit and Exposition.pdf](#)
 [2017 GTLC Annual Report.pdf](#)
 [Sustainability Strategies Scoresheet.pdf](#)
 [Creating A Sustainable City.pdf](#)

[18-0609](#) Set Municipal Services Committee meeting date and time. Monday's @ 4:30

7. Adjournment

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

Aye: 4 - Konezke, Williams, Martin and Coenen

Excused: 1 - Croatt

Memorandum of Understanding

Between

City of Appleton Public Works Department and Creative Downtown Appleton Inc. (CDA)

This Memorandum of Understanding (MOU) sets for the terms and understanding between the City of Appleton and Creative Downtown Appleton Inc. to install and maintain a pet friendly waste station on the west end of Downtown Appleton.

Background

A Pet Friendly Downtown will better serve the needs of residents, boost visitor traffic to our central business district, and ensure that pet-loving people throughout the Fox Cities know their entire family is welcome in Downtown Appleton. As we see more and more dogs within Downtown Appleton, the waste station on the west end will provide the bags and smell proof container needed to keep downtown pet friendly across the entire district.

Purpose

This MOU will outline the responsibilities of the partnership between the City of Appleton Public Works Department, Creative Downtown Appleton Inc. (CDA) to install, and George Schroeder of C.U. Saloon to maintain the waste station.

CDA will provide the commercial grade aluminum, roll bag waste station as shown in the included graphic. Any repairs needed to the waste station will be the responsibility of CDA.

George Schroeder of C.U. Saloon will agree to empty the waste station's locked compartment four days of each week throughout the year. Monday, Wednesday, Friday and Saturday.

The City of Appleton Public Works will install the waste station in the flower planter by C.U. Saloon (409 W. College Ave).

Duration

This MOU is at-will and may be modified by mutual consent of authorized officials. This MOU shall become effective upon signature by the authorized officials and will remain in effect until modified or terminated by any one of the partners by mutual consent.

If at some time the MOU is terminated it is understood that the waste station would be removed.

Contact Information

City of Appleton
Paula Vandehey
Director of Public Works

Creative Downtown Appleton Inc.
Jennifer Stephany
Executive Director



_____ Date

_____ Date



"... 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 S. Lom, City Traffic Engineer
Date: April 26, 2018
Re: Intersection traffic control at the Marshall Heights Av / Crossing Meadows Ln intersection
Follow-up to a 6-Month Trial

As a follow-up to a citizen concern, the Traffic Section recently initiated a six-month trial period to test the installation of stop signs for northbound/southbound traffic at the intersection of Marshall Heights Avenue and Crossing Meadows Lane (it was previously uncontrolled). This is a four-legged intersection that is located west of Meade Street and north of Evergreen Drive. The land use in this general area is residential.

In our typical intersection control study, we consider traffic volumes, crash history, safe approach speeds, etc. However, the *Manual on Uniform Traffic Control Devices* also states, for the sake of consistency, that intersection control should be installed at uncontrolled intersections which are located in predominantly controlled areas (stops, yields, signals). We have interpreted this to mean that if more than 75% of the four-legged intersections in a particular area (whose boundaries are typically defined by collector or arterial roadways) are controlled, the remaining uncontrolled four-legged intersections should have an appropriate form of control added. Currently, the subject intersection was the only four-legged intersection in this area that had been uncontrolled (prior to the 6-month trial).

The critical approach speed at this intersection (northbound) is relatively low due to the presence of two large pine trees, neither of which are located in the designated vision corners. Based on policy, the measured critical approach speed indicates that stop control is appropriate for northbound/southbound traffic.

The stop control that was implemented during the trial period created a safer environment for drivers. Additionally, we received no feedback from the neighborhood. Based on this, we recommend making the change permanent.

To accomplish this, the following ordinance action is required:

1. **Create:** "Install stop signs on Marshall Heights Avenue at Crossing Meadows Lane"



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2625 E. Glendale Avenue
Appleton, WI 54911
TEL (920) 832-5580
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To: Municipal Services Committee
From: Mike Hardy, Assistant City Traffic Engineer
Date: April 27, 2018
Re: Proposed changes to parking restrictions on Commercial St and Spring St near Lincoln Elementary
Follow-Up to Six-Month Trial Period

In September of 2017, my office was contacted by the Principal and Police Liaison at Lincoln Elementary. They requested a change to the parking restrictions on Commercial Street and Spring Street along school property to better address their morning drop-offs and afternoon pick-ups. Concerns were expressed that the current situation does not provide enough curb space for this activity due to school faculty parking on the street.

In response, we implemented a six month trial of parking restriction changes that lasted from October 1st 2017 through April 1st 2018.

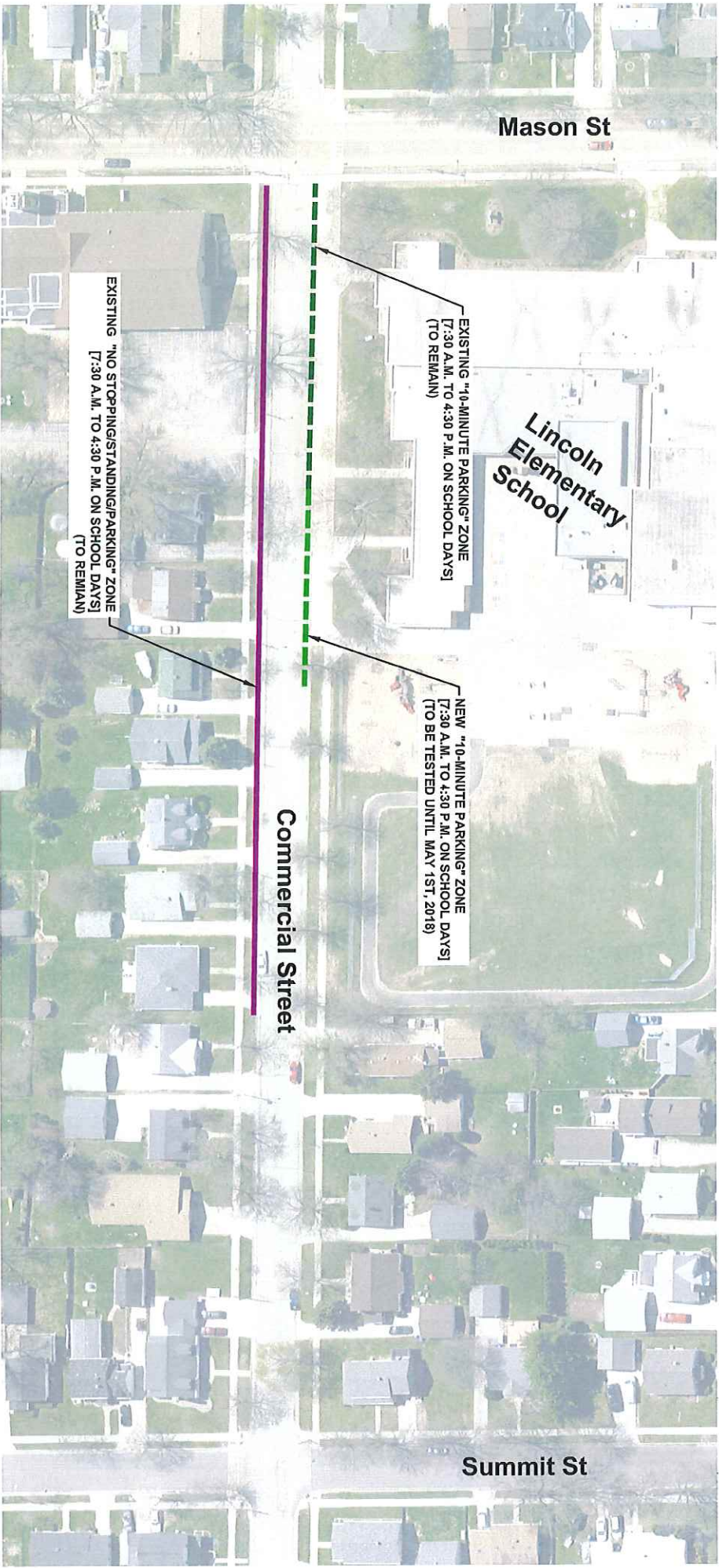
- On Commercial Street, we extended the existing *10-minute parking zone* (from 7:30 a.m. to 4:30 p.m. on school days) on the school side of the street further to the east by about 130 feet. See the Commercial Street illustration for addition detail.
- On Spring Street, we removed the existing *10-minute loading zone* (from 7:30 a.m. to 4:30 p.m. on school days) on the school side of the street, east of the existing Handicapped Parking, and replaced it with a *10-minute parking zone* (from 7:30 a.m. to 4:30 p.m. on school days). This new zone was also extended east an additional 85 feet, stopping 10 feet short of the existing fire hydrant. See the Spring Street illustration for addition detail.

The adjacent property owners and residents were mailed a notice letter about these trial changes in September of 2017. They were encouraged to provide feedback throughout the trial period. The Principal of Lincoln Elementary also went door to door at the beginning of the trial to discuss the school parking needs and requested changes.

After the trial period ended, a review of conditions was conducted with the Principal. Lincoln Elementary is happy with the changes, and supports making them permanent. We believe the trial has improved the morning drop-offs and afternoon pick-ups without any significant impacts to nearby residents with faculty parking forced a bit further to the east down the respective streets. No other feedback was received from the residents or property owners. As such we recommend making these changes permanent.

To accomplish this, the following ordinance action is required:

1. **Repeal Ord. 40-05:** "Ten minute parking on school days from 7:30 a.m. to 4:30 p.m. on the north side of Commercial Street from Mason Street to a point 208 feet east of Mason Street."
2. **Create:** "Parking be restricted to ten minutes on school days from 7:30 a.m. to 4:30 p.m., on the north side of Commercial Street from Mason Street to a point 340 feet east of Mason Street."
3. **Repeal Ord. 54-05:** "Ten-minute loading zone, from 7:30 a.m. to 4:30 p.m. on school days, on the south side of Spring Street, from a point 80 feet east of Mason Street to a point 300 feet east of Mason Street."
4. **Create:** "Parking be restricted to ten minutes on school days from 7:30 a.m. to 4:30 p.m., on the south side of Spring Street, from a point 80 feet east of Mason Street to a point 385 feet east of Mason Street."



Mason St

Lincoln
Elementary
School

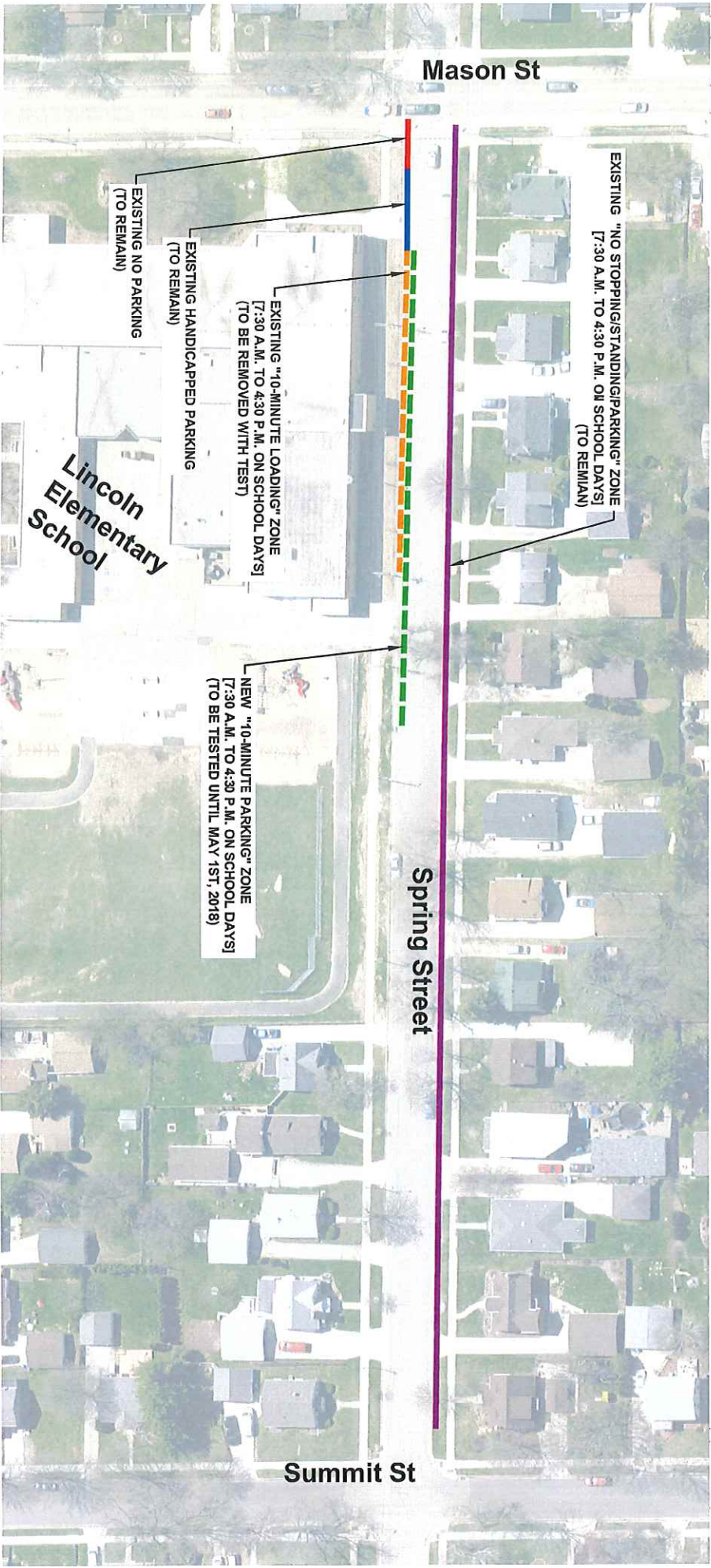
EXISTING "10-MINUTE PARKING" ZONE
[7:30 A.M. TO 4:30 P.M. ON SCHOOL DAYS]
(TO REMAIN)

NEW "10-MINUTE PARKING" ZONE
[7:30 A.M. TO 4:30 P.M. ON SCHOOL DAYS]
(TO BE TESTED UNTIL MAY 1ST, 2018)

EXISTING "NO STOPPING/STANDING/PARKING" ZONE
[7:30 A.M. TO 4:30 P.M. ON SCHOOL DAYS]
(TO REMAIN)

Commercial Street

Summit St



Mason St

EXISTING "NO STOPPING/STANDING/PARKING" ZONE
[7:30 A.M. TO 4:30 P.M. ON SCHOOL DAYS]
(TO REMAIN)

EXISTING NO PARKING
(TO REMAIN)

EXISTING HANDICAPPED PARKING
(TO REMAIN)

EXISTING "10-MINUTE LOADING" ZONE
[7:30 A.M. TO 4:30 P.M. ON SCHOOL DAYS]
(TO BE REMOVED WITH TEST)

Lincoln
Elementary
School

NEW "10-MINUTE PARKING" ZONE
[7:30 A.M. TO 4:30 P.M. ON SCHOOL DAYS]
(TO BE TESTED UNTIL MAY 1ST, 2018)

Spring Street

Summit St



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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: April 18, 2018
Re: Proposed parking restrictions related to railroad quiet zone implementation

Implementation of the railroad quiet zone on the main rail line in Appleton will be taking place during the 2018 construction season. This memo addresses the parking restrictions that are necessary at various crossings to implement the Council-approved railroad quiet zone design.

The following ordinance action is required:

1. **Create:** "Parking be prohibited on Perkins Street from a point 340 feet south of Leonard Street to a point 445 feet south of Leonard Street."
2. **Create:** "Parking be prohibited on Story Street from a point 33 feet south of Eighth Street to a point 235 feet south of Eighth Street."
3. **Create:** "Parking be prohibited on State Street from Johnston Street to a point 135 feet north of Johnston Street."
4. **Create:** "Parking be prohibited on the east side of Morrison Street from Pacific Street to a point 160 feet south of Pacific Street."
5. **Repeal Ord. 65-B-91:** "Parking be restricted to two hours from 9:00 a.m. to 5:00 p.m. excluding Saturdays, Sundays and Holidays on the north side of Lawrence from a point 222' east of the east property line of Badger Avenue to Locust Street."
6. **Repeal Ord. 112-01:** "Parking be prohibited on the north side of Lawrence Street from a point 185' east of Badger Avenue, extending 37' east."
7. **Repeal Ord. 111-01:** "Parking be restricted to two hours from 9:00 a.m. to 5:00 p.m., except Saturday, Sundays and Holidays, on the north side of Lawrence Street from Badger Avenue to a point 185' east of Badger Avenue."
8. **Create:** Parking be prohibited on the north side of Lawrence Street from Badger Avenue to a point 87 feet east of Badger Avenue."
9. **Create:** Parking be prohibited on the south side of Lawrence Street from Badger Avenue to Locust Street."



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TEL (920) 832-5580
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To: Municipal Services Committee
From: Eric Lom, City Traffic Engineer
Date: May 1, 2018
Re: Proposed parking restrictions related to railroad quiet zone implementation (Revised)

Implementation of the railroad quiet zone on the main rail line in Appleton will be taking place during the 2018 construction season. This memo addresses the parking restrictions that are necessary at various crossings to implement the Council-approved railroad quiet zone design. It has been revised to reflect changes that were requested by the Boy's and Girl's Club.

The following ordinance action is required:

1. **Create:** "Parking be prohibited on Perkins Street from a point 340 feet south of Leonard Street to a point 445 feet south of Leonard Street."
2. **Create:** "Parking be prohibited on Story Street from a point 33 feet south of Eighth Street to a point 235 feet south of Eighth Street."
3. **Create:** "Parking be prohibited on State Street from Johnston Street to a point 135 feet north of Johnston Street."
4. **Create:** "Parking be prohibited on the east side of Morrison Street from Pacific Street to a point 160 feet south of Pacific Street."
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7. **Repeal Ord. 111-01:** "Parking be restricted to two hours from 9:00 a.m. to 5:00 p.m., except Saturday, Sundays and Holidays, on the north side of Lawrence Street from Badger Avenue to a point 185' east of Badger Avenue."
8. **Create:** "Parking be prohibited on the north side of Lawrence Street from Badger Avenue to a point 87 feet east of Badger Avenue."
9. **Create:** "Parking be restricted to two hours from 9:00 a.m. to 5:00 p.m., except Saturday, Sundays and Holidays, on the north side of Lawrence Street from a point 87 feet east of Badger Avenue to a point 280 feet east of Badger Avenue."
10. **Create:** "Parking be prohibited on the south side of Lawrence Street from Badger Avenue to Locust Street."



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TEL (920) 832-5580
FAX (920) 832-5570

To: Municipal Services Committee
From: Eric Lom, City Traffic Engineer
Date: April 27, 2018
Re: Parking restriction change on Winnebago Street by Appleton West High School
Follow-Up to Six-Month Trial Period

The Traffic Section was contacted by a representative from Appleton West High school regarding a parking issue on the south side of Winnebago Street, just east of Gillette Street. They were having trouble accommodating all of the school buses that need to load and unload students in this area, which is immediately adjacent to their facility. In an effort to address this issue, they requested that a small area of “No Parking on School Days” be converted to “No Stopping/Standing/Parking except Buses, on School Days.”

Based on our review of the situation, we felt that this change would adequately address their concerns without any substantial downside. As such, we instituted a 6-month trial to test the changes.

Upon review at the end of the trial period, AASD was pleased with the effectiveness of the change. Additionally, we have received no negative feedback from the neighborhood regarding this change. As such we recommend making the change permanent.

To accomplish this, the following ordinance action is required:

1. **Repeal Ord. 98-109:** “Stopping, standing and parking be prohibited from 7:00 a.m. to 4:30 p.m. except for school bus loading, on the south side of Winnebago Street from the east right-of-way line of Badger Avenue to a point 510' east.”
2. **Create:** “Stopping, standing and parking be prohibited from 7:30 a.m. to 4:30 p.m. except for school bus loading, on the south side of Winnebago Street from Badger Avenue to a point 460 feet east of Badger Avenue.”