



City of Appleton

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

Meeting Agenda - Final Municipal Services Committee

Monday, June 11, 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

[18-0883](#) Minutes from May 21, 2018

Attachments: [Minutes from May 21, 2018.pdf](#)

4. Public Hearings/Apearances

[18-0885](#) Jennifer Stephany from Appleton Downtown Inc. regarding downtown maintenance and upcoming creative projects.

5. Action Items

[18-0755](#) Request from Mr. Paul Hess for a variance to Municipal Code Section 19-92 (c) to park his RV Camper (longer than 26 feet) in the front yard at 3621 N. Meadowsweet Lane.

Attachments: [Paul Hess variance.pdf](#)

Legislative History

5/21/18 Municipal Services held
 Committee
 Held until June 11, 2018 meeting.

[18-0788](#)**R/B Resolution #7-R-18 Snow Emergencies**

Submitted by: William Siebers, District 1

Date: May 16, 2018

Referred to: Municipal Services Committee

Whereas, there are only 218 days left until winter, And

Whereas, the best time to deal with a problem is before circumstances force our hand, And

Whereas, with all winters we will once again need to deal with winter storms, which includes calling snow emergencies, And

Whereas, snow emergencies are exactly that, emergencies, And

Whereas, these emergencies are called to promote the most efficient removal of snow from our streets, and also to promote safety, And

Whereas, as common as it is to have snow storms in the winter it is also common for people to ignore the parking ban during the snow emergency, And

Whereas, the fine for parking on the street during the snow emergency is the same as a normal parking ticket and not likely a deterrent as we would hope,

Therefore, the fine for parking on the street during a snow emergency be more reflective of the seriousness of the situation and be increased.

Attachments: [Research by Alderperson Siebers.pdf](#)

Legislative History

5/21/18 Municipal Services referred
 Committee

Refer to staff report back June 11, 2018 meeting.

[18-0886](#)

Request from Tundraland to place a mobile showroom in the Division Street right-of-way during Mile of Music, August 1-August 5, 2018.

Attachments: [Street Occupancy Permit-Tundraland.pdf](#)

[18-0887](#)

Prospect Avenue, from Seminole Road to Outagamie Street, be reconstructed with concrete pavement and curb and gutter. The dimensions of the Prospect Avenue reconstruction project are as follows:

Seminole Road - Hillcrest Drive: New concrete pavement to be constructed to a width of 37' from back of curb to back of curb, which is 3' narrower than the existing street within this portion of the project.

Hillcrest Drive - Carver Lane: New concrete pavement to be constructed to a width of 45' from back of curb to back of curb, which is 5' wider than the existing street within this portion of the project.

Carver Lane - Outagamie Street: New concrete pavement to be constructed to a width of 37' from back of curb to back of curb, which is the same width as the existing street within this portion of the project.

New 5' concrete sidewalk will be constructed along the south side of Prospect Avenue, between Sunny Slope Court and Hillcrest Drive. Prospect Avenue will consist of 1 travel lane in each direction, bike lanes along both sides of the street, and a two-way left turn lane between Hillcrest Drive and Carver lane (adjacent to Xavier High School). On-street parking will be eliminated along the entire project length.

The intersection of Haskell Street, Outagamie Street, and Prospect Avenue will be reconstructed and geometrically modified to provide a more standard T-intersection configuration. A dedicated left turn lane along Prospect Avenue will also be incorporated at this intersection as part of this reconstruction project.

[18-0888](#)

Erb Street, from Michigan Street to 100' north of Michigan Street, be reconstructed with asphalt pavement and concrete curb & gutter to a width of 27' from back of curb to back of curb, which is 1' wider than the existing street. Existing parking provisions within the project limits will remain unchanged.

[18-0889](#)

Harriet Street, from Walter Avenue to Telulah Avenue, be reconstructed with asphalt pavement and concrete curb & gutter to a width of 31' from back of curb to back of curb, which is 2' narrower than the existing street. Existing parking provisions within the project limits will remain unchanged.

[18-0890](#)

Henry Street, from Warner Street to Telulah Avenue, be reconstructed with asphalt pavement and concrete curb & gutter. The dimensions of the Henry Street reconstruction project are as follows:

175' west of Warner St - Warner St: New asphalt pavement to be constructed to a width of 29' from back of curb to back of curb, which is the same width as the existing street within this portion of the project.

Warner St - Telulah Ave: New asphalt pavement to be constructed to a width of 33' from back of curb to back of curb, which is the same width as the existing street within this portion of the project.

New concrete sidewalk would be constructed along the north side of Henry Street from 175' west of Warner Street to Warner Street, and along the south side of Henry Street from 175' west of Warner Street to Telulah Avenue. Existing parking provisions within the project limits will remain unchanged.

Attachments: [Sidewalks on Warner & Henry Street.pdf](#)

[18-0891](#)

Warner Street, from College Avenue to Henry Street, be reconstructed with asphalt pavement and concrete curb & gutter to a width of 33' from back of curb to back of curb, which is the same width as the existing street. Existing parking provisions within the project limits will remain unchanged. New concrete sidewalk would be constructed along the west side of Warner Street within the project limits.

[18-0892](#)

Anticipated award for Unit Q-18, Pavement Marking Contract (paint).

[18-0893](#)

Request to approve Spartan Drive Relocation Order.

Attachments: [Spartan Drive Relocation Order .pdf](#)

6. Information Items

[18-0894](#)

Inspections Division Permit Summary Comparison Report for May, 2018.

Attachments: [Inspections Division Permit for May, 2018.pdf](#)

[18-0895](#) Proposed refuse cart fee changes for 2019 Budget.

Attachments: [2019 Sanitation Budget Fee Discussion.pdf](#)

[Sanitation Service Fees.pdf](#)

[Sanitation Fee Comparison.pdf](#)

[18-0896](#) Proposed Parking Utility rate increases for 2019 Budget.

[18-0897](#) Request to over hire DPW Managerial Accounting Coordinator.

Attachments: [Request to over hire DPW Managerial Account Coordinator.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 832-6474 if you have any questions.



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Meeting Minutes - Final Municipal Services Committee

Monday, May 21, 2018

4:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

Present: 3 - Coenen, Konetzke and Martin

Excused: 1 - Croatt

Absent: 1 - Williams

3. Approval of minutes from previous meeting

18-0748

Minutes from May 7, 2018.

Attachments: Minutes from May 7, 2018.pdf

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

Aye: 3 - Coenen, Konetzke and Martin

Excused: 1 - Croatt

Absent: 1 - Williams

4. Public Hearings/Appearances

5. Action Items

18-0749

Design Hearing for the following streets in the 2020 pavement reconstruction program:

- a. Prospect Avenue (Seminole Dr-Haskell St)
- b. Erb Street (Michigan St-130' n/o Michigan St)
- c. Harriet Street (Walter Ave-Telulah Ave)
- d. Henry Street (Warner St-Telulah Ave)
- e. Warner Street (College Ave-Henry St)

Attachments: [Public Information Session May 15, 2018.pdf](#)
 [Why Sidewalks on Prospect Ave.pdf](#)
 [Why Sidewalks on Warner & Henry Streets.pdf](#)

Held until June 11, 2018 meeting.

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

Aye: 3 - Coenen, Konetzke and Martin

Excused: 1 - Croatt

Absent: 1 - Williams

18-0750

Request from Appleton Downtown Inc. for street occupancy permits for College Avenue (600 W. College Avenue to 300 E. College Avenue) as follows:

- a. June 15, 2018-Hidden Textures in the beautification strip area only (noon to 9:00 p.m.)
- b. July 20, 2018-Chalk on the Town in the sidewalk area only (noon to 9:00 p.m.)
- c. August 17, 2018-Paint on the Town in the beautification strip area only (noon to 9:00 p.m.)
- d. September 21, 2018 -Parking Day in the beautification strip area only (noon to 9:00 p.m.)

Attachments: [Art on the Town.pdf](#)

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

Aye: 3 - Coenen, Konetzke and Martin

Excused: 1 - Croatt

Absent: 1 - Williams

18-0751

Request from Appleton Downtown Inc. for a street occupancy permit to host a Sidewalk Sale on Saturday, August 4, 2018 from 10:00 a.m. to 6:00 p.m. (during Mile of Music) on the beautification strip from 600 W. College Avenue to 300 E. College Avenue.

Attachments: [ADI-Sidewalk Sale.pdf](#)

Coenen moved, seconded by Martin, that the Report Action Item be

recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 3 - Coenen, Konetzke and Martin

Excused: 1 - Croatt

Absent: 1 - Williams

18-0752

Request from Appleton Downtown Inc. for a street occupancy permit for International Make Music Day on Thursday, June 21, 2018 in the beautification strip area only (noon to 9:00 p.m.) from 600 W. College Avenue to 300 E. College Avenue.

Attachments: Make Music Day.pdf

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

Aye: 3 - Coenen, Konetzke and Martin

Excused: 1 - Croatt

Absent: 1 - Williams

18-0753

Request from Appleton Downtown Inc. for a street occupancy permit for Street Music Week, June 11-15, 2018 in the beautification strip area only (noon-1:00 p.m.) from 600 W. College Avenue to 300 E. College Avenue.

Attachments: Street Music Day.pdf

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

Aye: 3 - Coenen, Konetzke and Martin

Excused: 1 - Croatt

Absent: 1 - Williams

18-0755

Request from Mr. Paul Hess for a variance to Municipal Code Section 19-92 (c) to park his RV Camper (longer than 26 feet) in the front yard at 3621 N. Meadowsweet Lane.

Attachments: Paul Hess variance.pdf

Held until June 11, 2018 meeting.

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

Aye: 3 - Coenen, Konetzke and Martin

Excused: 1 - Croatt

Absent: 1 - Williams

18-0764

Request from Creative Sign Company for a permanent street occupancy permit to install two signs that extend 6 feet in College Avenue and Appleton Street right-of-way at 100 W. College Avenue be approved with a minimum clearance of 10 feet.

Attachments: [Creative Sign Company-100 W. College Ave.pdf](#)

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

Aye: 3 - Coenen, Konetzke and Martin

Excused: 1 - Croatt

Absent: 1 - Williams

18-0788

R/B Resolution #7-R-18 Snow Emergencies

Submitted by: William Siebers, District 1

Date: May 16, 2018

Referred to: Municipal Services Committee

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Therefore, the fine for parking on the street during a snow emergency be more reflective of the seriousness of the situation and be increased.

Refer to staff report back June 11, 2018 meeting.

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

Aye: 3 - Coenen, Konetzke and Martin

Excused: 1 - Croatt

Absent: 1 - Williams

6. Information Items

18-0758 Wisconsin Active Together-recognition award.

Attachments: Wisconsin Active Together.pdf

7. Adjournment

Martin moved, seconded by Coenen, that the meeting be adjourned. Roll Call.

Motion carried by the following vote:

Aye: 3 - Coenen, Konetzke and Martin

Excused: 1 - Croatt

Absent: 1 - Williams

54911

Phone Number:

(920) 738-0892

Fax Number:

Not answered

Comments/Questions:

Dear Mr. Craanen,

In response to our phone conversation, I am submitting a formal request for a variance for parking our camper at Meadowsweet Lane. Due to physical disabilities, keeping the camper on the premises is a safer option for access.

Thank you for your consideration in this matter.

Sincerely,

Paul C. Hess

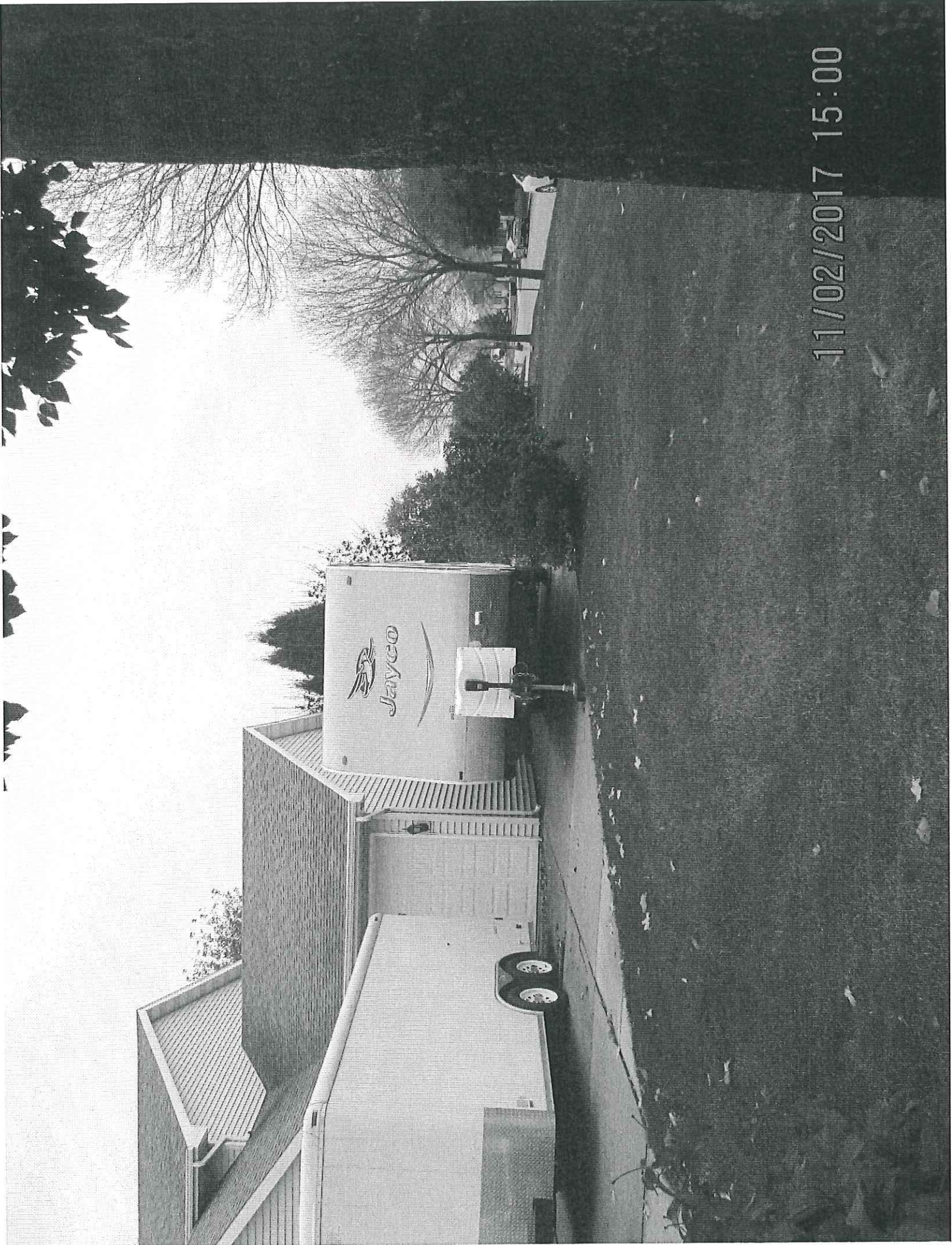
Home phone: 920-738-0892

Thank you,
Appleton, WI

This is an automated message generated by the Vision Content Management System™. Please do not reply directly to this email.



11/02/2017 15:00



11/02/2017 15:00

TRAFFIC AND VEHICLES

Municipal Services Committee.

- (6) This section shall not apply toward paved circular driveways.
- (7) The paved area shall meet any other requirements of the Municipal Code including, but not limited to, zoning requirements and the Driveway Installation Policy.

(g) Appeals to the requirements of this section shall be filed with the Inspections Supervisor and heard by the Municipal Services Committee. In hearing and deciding appeals, the Committee shall have the power to grant relief from the terms of this section only where there are unusual and practical difficulties or undue hardships due to an irregular shape of the lot, topographical, or other conditions present, as contrasted with merely granting an advantage or convenience. Decisions of the Committee shall be consistent with the purpose and intent of this section.

(h) Relief granted by the Municipal Services Committee, pursuant to (g) above, shall run with the land. (Ord 85-15, §1, 10-27-15)

(i) Any person who shall violate any provision of this chapter shall be subject to a penalty as provided in §1-16 of the Municipal Code.

(Code 1965, §10.04(2); Ord 179-02, §1, 8-27-02, Ord 16-05, §1, 2-22-05; Ord 126-06, §1, 10-10-06; Ord 156-10, §1, 10-26-10; Ord 157-10, §1, 10-26-10; Ord 159-10, §1, 11-9-10, Ord 144-11, §1, 6-7-11)

Cross reference(s) - Citation for violation of certain ordinances, §1-17; schedule of deposits for citation, §1-18.

Sec. 19-92. Recreational and commercial vehicle parking and storage in residential district.

(a) **Definitions.** For the purposes of this section, certain terms shall have the meanings ascribed to them in this section, unless the context clearly indicates otherwise.

Recreational vehicle means a "camping trailer", "fifth-wheel trailer", "motor home" or "recreational vehicle" as those terms are defined by §340.01, Stats. It also includes trailers and boats, pick-up camper tops, utilities trailers, trailered snowmobiles, trailered jet-ski(s) or fishing shanties.

(b) When associated with residential dwellings:

(1) The outdoor storage of a commercial vehicle or commercial trailer shall be restricted to a vehicle or trailer owned or leased by the occupant(s) of the lot upon which the vehicles are stored.

(2) The enclosed parking or storage of not more than one (1) commercial or service vehicle rated at Class A – D may be permitted within an attached garage, attached carport, detached garage, and/or detached carport, provided that such vehicle is used by the occupant(s) of the lot upon which the vehicle is parked or stored.

(3) The outdoor parking or storage of not more than one (1) commercial or service vehicle rated at Class A – D or school bus, may be permitted, provided that such vehicle is parked or stored in the side yard and/or rear yard only and used by the occupant(s) of the lot upon which the vehicle is parked or stored.

(4) **Recreational vehicle storage.** The outdoor storage of not more than one (1) recreational vehicle in areas other than those addressed in §19-91 may be permitted provided:

- a. Such recreational vehicle is owned or leased by the occupant(s) of the lot upon which the recreational vehicle is stored.
- b. Such recreational vehicle shall not be used for business, living, sleeping, or housekeeping purposes.
- c. Such recreational vehicle shall not be permanently connected to sewer lines, water lines, or electricity.
- d. Such recreational vehicle shall not be used for the storage of goods, materials or equipment not normally a part of or essential to the immediate use in that vehicle or trailer.

(c) **Recreational vehicle parking in front yard.** Unoccupied recreational vehicles of 26 feet in length or less as defined in §19-92 may be parked in a front yard driveway.

(Code 1965, §11.15(3)(c); Ord 32-92, §1, 3-18-92; Ord 174-93, §1, 10-19-93; Ord 131-96, §1, 12-18-96; Ord 145-11, §1, 6-7-11)

	Normal Parking Fine	Fine during snow emergency	
Wausau		\$100	
Madison		\$60	
Janesville	\$30	\$50	It is my understanding that when 2 inches of snow falls those parking on the street are restricted to a certain side of the street. Then when the snow is cleared from the other side of the street, those parking on the street have an hour to move their cars to the plowed side.
Green Bay		\$35	
Kenosha	\$30	\$30	
Eau Claire	\$15	\$30	
Menasha	\$25	\$25	
Waukesha	\$20	\$20	
Appleton	\$20	\$20	
Neenah	\$20	\$20	
Kaukauna	\$10	\$10	

What I found interesting in regard to overnight parking is that it isn't just large cities, like Milwaukee and Madison, that allow overnight parking with the purchase of the monthly permit, but smaller cities have this arrangement.

Research by Alderperson Siebers 6/6/18



PERMIT TO OCCUPY THE PUBLIC RIGHT-OF-WAY

Permit # : _____
Effective Date: _____
Expiration Date: _____
Fee: _____
Paid (yes or no): _____

Rev. 04-10-15

Applicant Information

Name (print): Mike Van Thun Company: Mile of Music (Williams Marketing)
Address: 120 N Morrison St Telephone: 920-750-5014 FAX: N/A
Suite 200 e-mail: mike@williamsmarketing.com
Applicant Signature: Michael J. Van Thun Date: 5-17-18

Occupancy Information

General Description: Place TundraLand mobile showroom (8'W x 16'L) on Division St.
outside the PAC lobby doors and close to College Avenue corner
Street Address: 400 W. College Avenue (PAC) Tax Key No.: _____
- or -
Street: Division Street From: 8-1-18 To: 8-5-18
Multiple Streets: _____

(Department use only)

Occupancy Type

- ☐ Permanent (\$40)
☐ Temporary - max. 35 days (\$40)
☐ Amenity/Annual (\$40)
☐ Blanket/Annual (\$250)
☐ Block Party (\$15)

Sub-Type

- ☐ Sandwich Board
☐ Tables / Chairs
☐ Dumpster
☐ POD / Container
☐ Obstruction / Other

Location

- ☐ Sidewalk
☐ Terrace
☐ Roadway

Additional Requirements

- ☐ Plan/Sketch ☐ Certificate of Insurance ☐ Bond
☐ Other : _____

Traffic Control Requirements

☐ N/A

Type of Street:

Proposed Traffic Control:

- ☐ Arterial/CBD
☐ Collector
☐ Local

- ☐ City Manual Page(s) _____
☐ State Manual Page(s) _____
☐ Other (attach plan) _____

- ☐ Contact Traffic Division (832-2379) 1 business day prior to any lane closure, or 2 business days prior to a full road closure.
Additional Requirements: _____

Approved by: _____

Date: _____

This permit approval is subject to the following conditions:

1. Permittee is responsible to obtain any further permits that may be required as part of this occupancy.
2. Permittee shall adhere to any plan(s) that were submitted to the City of Appleton as part of this application.
3. This permit is subject to IMMEDIATE REVOCATION and/or issuance of a MUNICIPAL CITATION if conditions of the permit are not met.
4. This permit is subject to IMMEDIATE REVOCATION if unfavorable traffic conditions develop during the period the occupancy is permitted.
- 5.
- 6.

This permit is issued to the applicant upon payment of the permit fee and is expressly limited to the location and type described herein. The applicant, in exchange for receiving this permit, warrants that all street occupancies will be performed in conformity to City ordinances, standards and policies, be properly barricaded and lighted, and be performed in a safe manner. By applying for and accepting this permit, the applicant assumes full liability and/or any costs incurred by the City for corrective work required to bring the subject area into compliance with said ordinances, standards, policies and permit conditions. No occupancy shall occur prior to approval of this permit by the Department of Public Works.

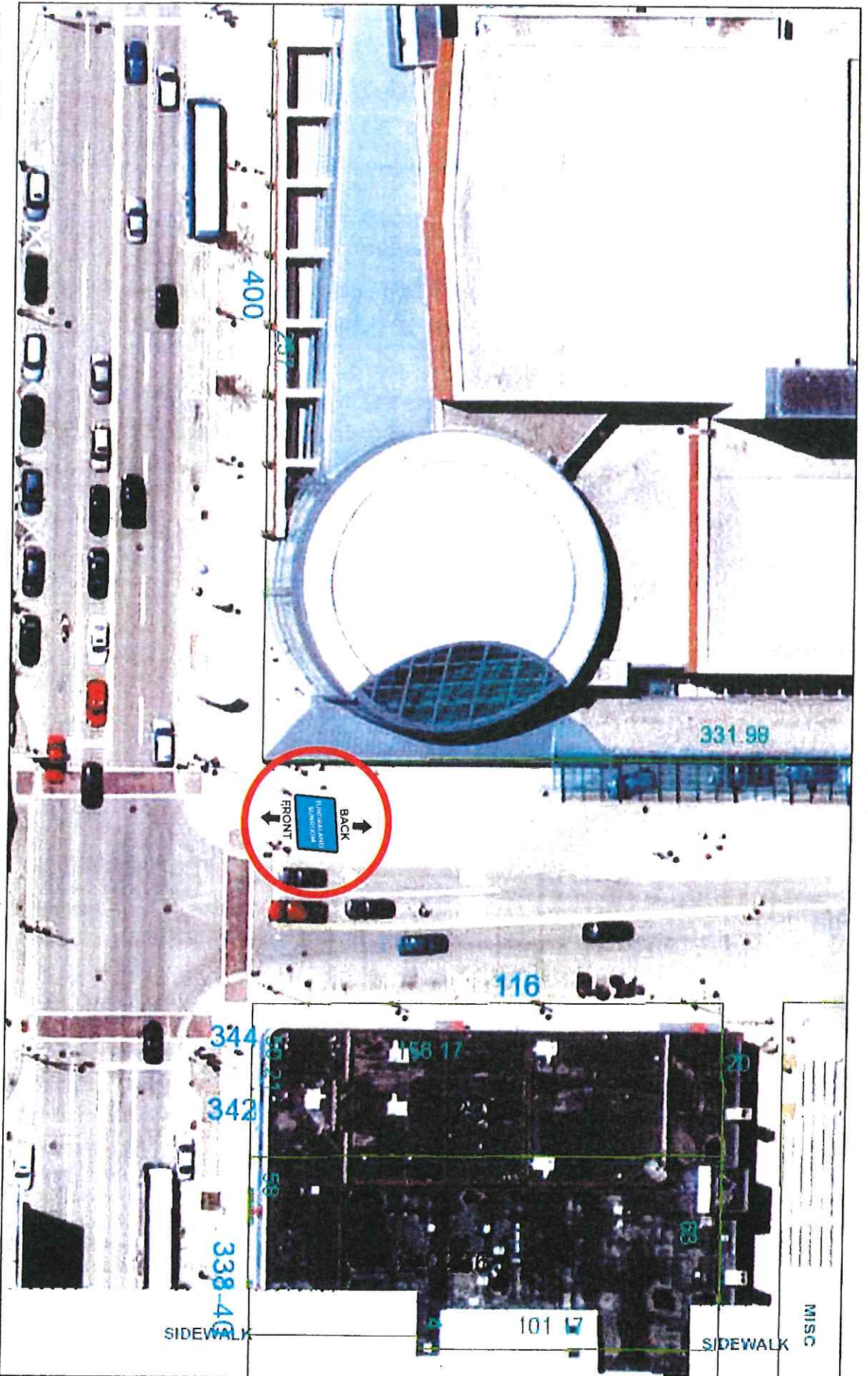
The Grantee shall guarantee at their expense, the repair or replacement of pavement, sidewalk and any other facilities within the public right-of-way damaged or destroyed by the Grantee or any sub-contractor working for them. The Grantee shall assume complete and full liability and responsibility, in accordance with existing ordinances and policies, in the event of injury or damage to persons or property resulting from their facilities within the public right-of-way.

APPROVED BY: _____

(Department of Public Works)

DATE: _____

ArcGIS Web Map



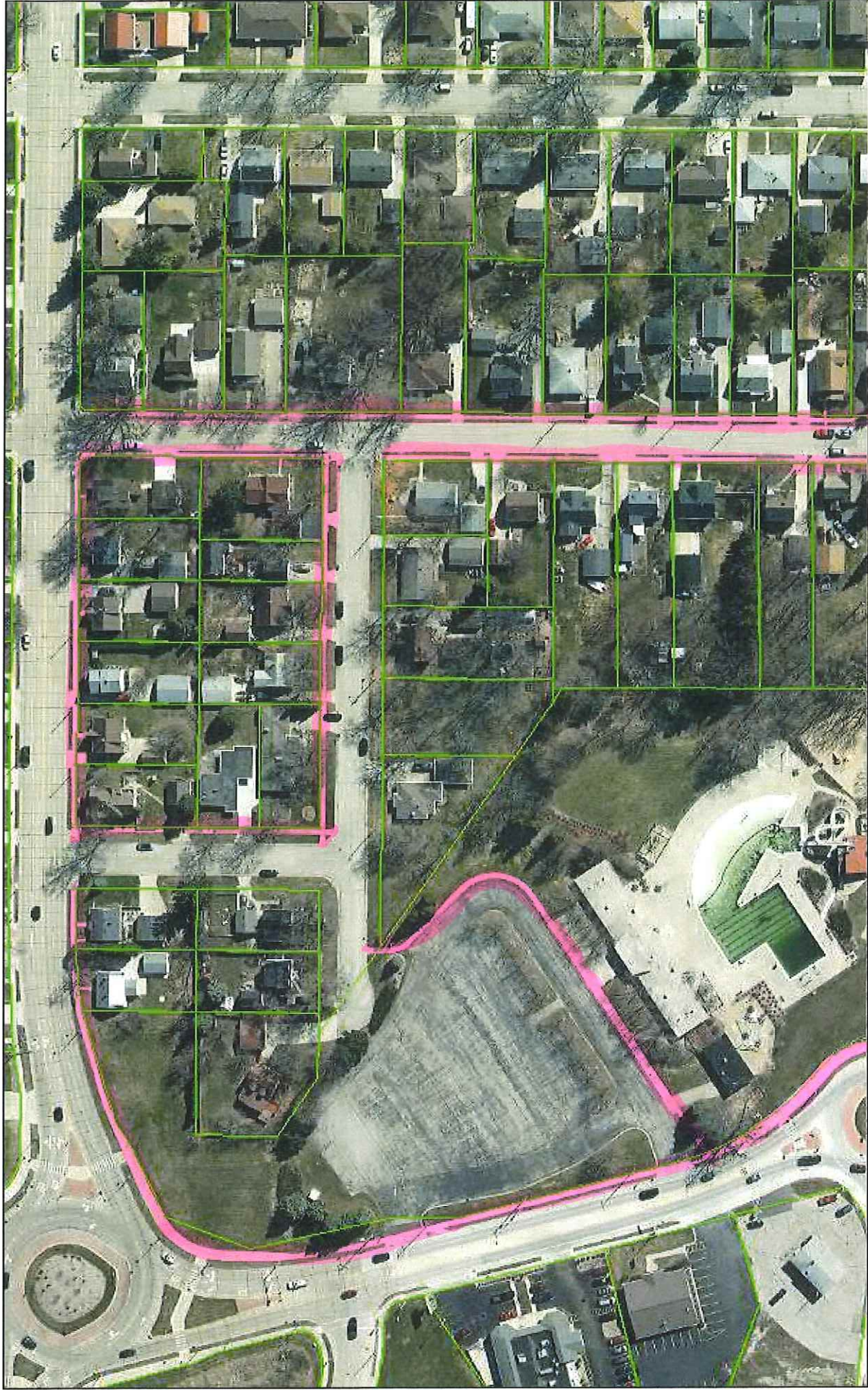
July 13, 2017

City Parcels

Easements

1:750
0 0.005 0.01 0.02 mi
0 0.01 0.02 km

ArcGIS Web Map



May 31, 2018

City Parcels

1:2,257



Why Sidewalks on Warner & Henry Streets?

GENERAL

- Sidewalk Installation Policy
 - First adopted in 1992: *"To provide pedestrian safety and convenience throughout the City of Appleton. Providing a walkable city also promotes a sense of community, provides for safe recreation and exercise, reduces traffic congestion, pollution and noise."*
 - For neighborhoods established prior to 1992: *"Sidewalk shall be considered for installation, where they currently don't exist when streets are reconstructed."*
- Complete Streets Policy
 - First adopted in 2016: *"Appleton streets are designed and maintained to be safe, accessible, convenient and comfortable for all transportation modes, ages and abilities at all times."*
 - Projects Section states: *"The City of Appleton shall approach all transportation projects as an opportunity to create safer, more accessible streets for all users."*
 - Network Section states: *"Under this policy, the City of Appleton will gradually create a network of streets to serve all users."*
- Comprehensive Plan - Transportation Chapter
 - Walking Section states: *"Both on a national and local scale, there is an increasing interest in making walking a viable form of transportation within a community... Appleton has developed a pedestrian friendly network of sidewalks and paths through most of its neighborhoods. This system is expanding through new sidewalks in developing parts of the community and through the efforts to expand the path systems."*
- Creating a Sustainable City Plan
 - Implementing the On-Street Bike Lane Plan, expanding the sidewalk network and trail system are mentioned throughout the Sustainability Master Plan.
- Health in All Policies
 - First adopted in 2017: *"Health in All Policies is a collaborative approach to improving the health of all people by incorporating health consideration into decision-making across sectors and policy areas."*
 - Social Determinates of Health Section states: *"Accessible built environments that promote health and safety, including improved pedestrian, bicycle, and automobile safety, parks and green space, and health school siting."*

SPECIFIC

- Leads to Mead Pool and connects with existing sidewalk through Mead Pool.
- Sidewalks exist on the other neighborhood streets
- Connectivity to future connection to John Street

RELOCATION ORDER

The City of Appleton, Outagamie/Calumet/Winnebago Counties, Wisconsin, by its Common Council and for its Relocation Order hereby resolves as follows:

1. That this Resolution is a Relocation Order in accordance with subsection 32.05(1), Wisconsin Statutes, for the purpose of the within-described public improvement project and it is also a determination of necessity for that project in accordance with subsection 32.07(2), Wisconsin Statutes;
2. That the City of Appleton hereby determines that it is necessary and of public purpose to construct the street officially mapped as Spartan Drive and the associated stormwater pond to serve the street near the city of Appleton, Wisconsin.
3. That said roadway and associated stormwater pond will be built within the areas marked on the scale drawing, which is attached to this Relocation Order as Exhibit "A" and incorporated herein;
4. That the legal descriptions for the acquisition of property necessary for this project are contained in Exhibits "B" and "C", under the heading "Legal Description for Acquisition", which are also incorporated herein;
5. That the City of Appleton will also acquire Temporary Limited Easements for the areas described in the "Legal Description for Temporary Limited Easement" in Exhibits "D" and "E", which are also incorporated herein.

Passed and approved this _____ day of June, 2018.

I hereby certify that on this _____ day of June, 2018, that the within Relocation Order was adopted by a vote of _____ ayes and _____ nays by the Common Council for the City of Appleton, Wisconsin.

APPROVED:

ATTEST:

Timothy M. Hanna, Mayor

Kami Lynch, City Clerk

Subscribed and sworn to before me
this ____ day of _____, 2018.

Jamie L. Griesbach
Notary Public, State of Wisconsin
My commission expires: 11/11/2021

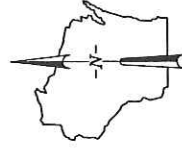
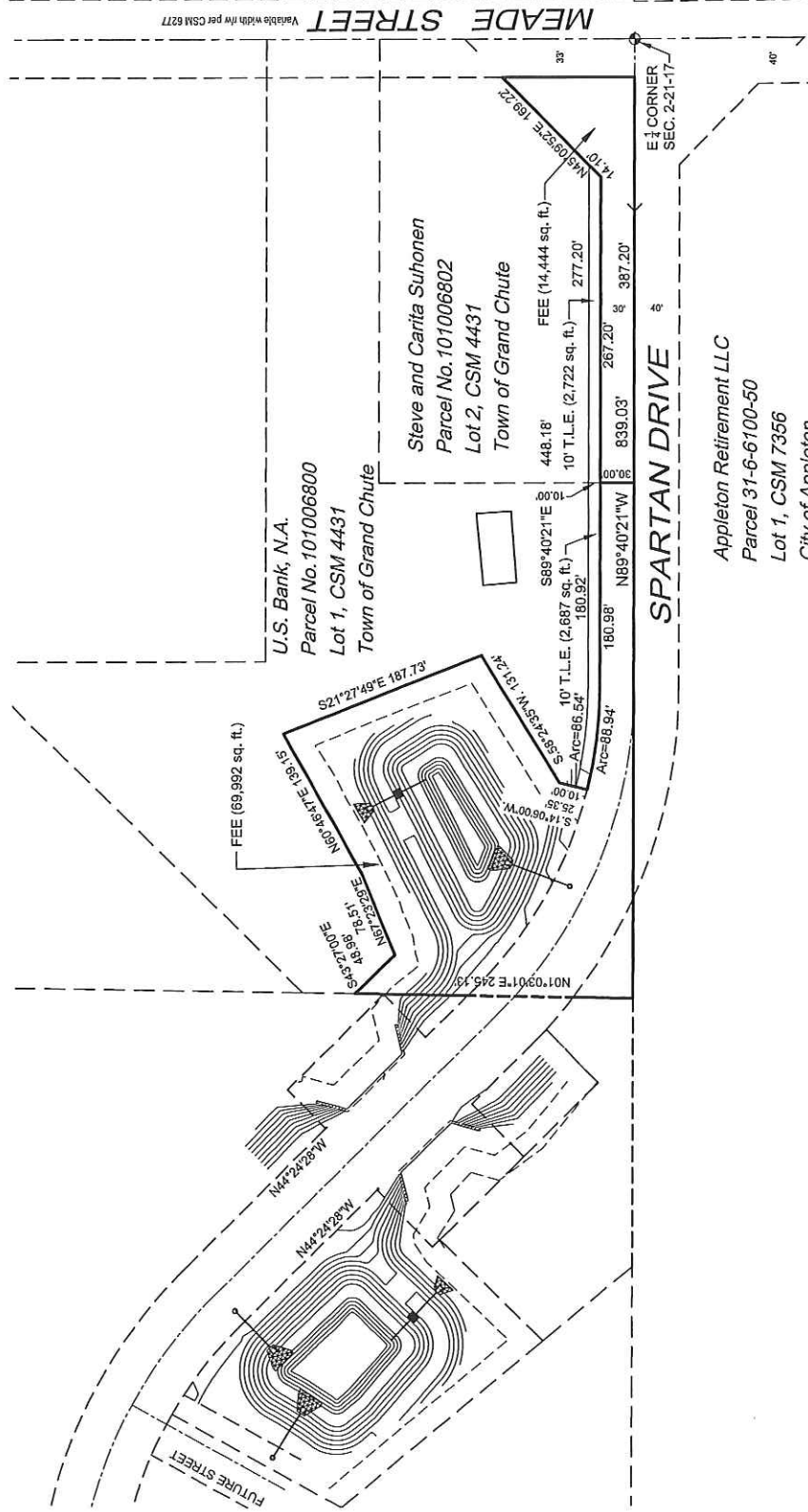
This instrument was drafted by:
James P. Walsh, Appleton City Attorney
City Law: A17-0648

Record and return to:

City of Appleton – City Attorney's Office
100 North Appleton Street
Appleton, WI 54911-4799

EXHIBIT "A"

Part of Lot 1 and 2 of Certified Survey Map No. 4431, located in the Fractional Northeast 1/4 of Section 2, Township 21 North, Range 17 East, Town of Grand Chute, Outagamie County, Wisconsin.



CITY OF APPLETON
DEPT. OF PUBLIC WORKS
ENGINEERING DIVISION
100 NORTH APPLETON STREET
APPLETON, WI 54911
920-832-6474 DRAFTED BY: T. KROMM

EXHIBIT B

Legal Description for Acquisition

U.S. Bank, N.A.

PARCEL: 101006800

Owner: U.S. Bank, N.A.

Fee Simple Interest

All those lands of the owner within the following described traverse: Being a part of Lot 1 of Certified Survey Map No. 4431, located in and being a part of the Southeast $\frac{1}{4}$ of the Fractional Northeast $\frac{1}{4}$ of Section 2, Township 21 North, Range 17 East, Town of Grand Chute, Outagamie County, Wisconsin, containing 69,992 Square Feet (1.607 Acres) of land and described as follows:

Commencing at the East $\frac{1}{4}$ corner of said Section 2 and being the point of beginning;

Thence North $89^{\circ}40'21''$ West 839.03 feet along the South line of the Fractional NE $\frac{1}{4}$ of said Section 2 and being coincident with the South line of Lot 1 and 2 of said Certified Survey Map No. 4431;

Thence North $01^{\circ}03'01''$ East 245.13 feet being coincident with the West line of said Lot 1;

Thence South $43^{\circ}27'00''$ East 48.98 feet;

Thence North $67^{\circ}23'29''$ East 78.51 feet;

Thence North $60^{\circ}46'47''$ East 139.15 feet;

Thence South $21^{\circ}27'49''$ East 187.73 feet;

Thence South $58^{\circ}24'35''$ West 131.24 feet;

Thence South $14^{\circ}06'00''$ West 25.35 feet;

Thence Southeasterly 88.94 feet along the arc of a curve to the left having a radius of 370.00 feet and the chord of which bears South $82^{\circ}47'12''$ East 88.73 feet;

Thence South $89^{\circ}40'21''$ East 448.18 feet;

Thence North $45^{\circ}09'52''$ East 169.22 feet to the East line of the Fractional NE $\frac{1}{4}$ of said Section 2;

Thence South $00^{\circ}00'05''$ West 150.00 feet coincident to the East line of the Fractional NE $\frac{1}{4}$ of said Section 2 to the Point of Beginning.

EXHIBIT C

Legal Description for Acquisition Steve and Carita Suhonen

PARCEL: 101006802

Owner: Carita and Steve Suhonen

Fee Simple Interest

All those lands of the owner within the following described traverse: Being a part of Lot 2 of Certified Survey Map No. 4431, located in and being a part of the Southeast $\frac{1}{4}$ of the Fractional Northeast $\frac{1}{4}$ of Section 2, Township 21 North, Range 17 East, Town of Grand Chute, Outagamie County, Wisconsin, containing 14,444 Square Feet (0.332 Acres of land) and described as follows:

Commencing at the East $\frac{1}{4}$ corner of said Section 2 and being the point of beginning;

Thence North $89^{\circ}40'21''$ West 839.03 feet along the South line of the Fractional NE $\frac{1}{4}$ of said Section 2 and being coincident with the South line of Lot 1 and 2 of said Certified Survey Map No. 4431;

Thence North $01^{\circ}03'01''$ East 245.13 feet being coincident with the West line of said Lot 1;

Thence South $43^{\circ}27'00''$ East 48.98 feet;

Thence North $67^{\circ}23'29''$ East 78.51 feet;

Thence North $60^{\circ}46'47''$ East 139.15 feet;

Thence South $21^{\circ}27'49''$ East 187.73 feet;

Thence South $58^{\circ}24'35''$ West 131.24 feet;

Thence South $14^{\circ}06'00''$ West 25.35 feet;

Thence Southeasterly 88.94 feet along the arc of a curve to the left having a radius of 370.00 feet and the chord of which bears South $82^{\circ}47'12''$ East 88.73 feet;

Thence South $89^{\circ}40'21''$ East 448.18 feet;

Thence North $45^{\circ}09'52''$ East 169.22 feet to the East line of the Fractional NE $\frac{1}{4}$ of said Section 2;

Thence South $00^{\circ}00'05''$ West 150.00 feet coincident to the East line of the Fractional NE $\frac{1}{4}$ of said Section 2 to the Point of Beginning.

EXHIBIT D

Legal Description for Temporary Limited Easement U.S. Bank, N.A.

PARCEL: 101006800

Owner: U.S. Bank, N.A.

Temporary Limited Easement:

A part of Lot 1 of Certified Survey Map No. 4431, located in and being a part of the Southeast $\frac{1}{4}$ of the Fractional Northeast $\frac{1}{4}$ of Section 2, Township 21 North, Range 17 East, Town of Grand Chute, Outagamie County, Wisconsin, containing 2,687 Square Feet (0.0617 Acres) of land and described as follows:

Commencing at the East $\frac{1}{4}$ corner of said Section 2;

Thence North $89^{\circ}40'21''$ West 387.20 feet along the South line of the Fractional NE $\frac{1}{4}$ of said Section 2 and being coincident with the South line of Lot 1 and 2 of said Certified Survey Map No. 4431;

Thence North $00^{\circ}00'05''$ East 30.00 feet to the Point of Beginning;

Thence North $89^{\circ}40'21''$ West 180.98 feet;

Thence Northwesterly 88.94 feet along the arc of a curve to the right having a radius of 370.00 feet and the chord of which bears North $82^{\circ}47'12''$ West 88.73 feet;

Thence North $14^{\circ}06'00''$ East 10.00 feet;

Thence Southeasterly 86.54 feet along the arc of a curve to the left having a radius of 360.00 feet and the chord of which bears South $82^{\circ}47'09''$ East 86.33 feet;

Thence South $89^{\circ}40'21''$ East 180.92 feet;

Thence South $00^{\circ}00'05''$ West 10.00 feet to the Point of Beginning.

EXHIBIT E

Legal Description for Temporary Limited Easement Steve and Carita Suhonen

PARCEL: 101006802

Owner: Carita and Steve Suhonen

Temporary Limited Easement

A part of Lot 2 of Certified Survey Map No. 4431, located in and being a part of the Southeast $\frac{1}{4}$ of the Fractional Northeast $\frac{1}{4}$ of Section 2, Township 21 North, Range 17 East, Town of Grand Chute, Outagamie County, Wisconsin, containing 2,722 Square Feet (0.0624 Acres of land) and described as follows:

Commencing at the East $\frac{1}{4}$ corner of said Section 2;

Thence North $89^{\circ}40'21''$ West 387.20 feet along the South line of the Fractional NE $\frac{1}{4}$ of said Section 2 and being coincident with the South line of said Lot 2;

Thence North $00^{\circ}00'05''$ East 30.00 feet coincident with the West line of said Lot 2 to the Point of Beginning;

Thence continue North $00^{\circ}00'05''$ East 10.00 feet;

Thence South $89^{\circ}40'21''$ East 277.20 feet;

Thence South $45^{\circ}09'52''$ West 14.10 feet;

Thence North $89^{\circ}40'21''$ West 267.20 feet to the Point of Beginning.

Department of Public Works Inspections Division

Permit Summary Count YTD Comparison

01/01/18 Thru 05/31/18

Report Date: 6/1/2018



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

Permit Type	Year Issued	Permit Count	Total Estimated Cost	Total Receipt Amount
BUILDING	2017	363	33,974,753	114,479.60
	2018	322	28,091,893	111,117.93
		-11.29 %	-17.32 %	-2.94 %
DISPLAY SIGN	2017	50	391,412	1,900.00
	2018	67	595,907	2,669.08
		34.00 %	52.25 %	40.48 %
ELECTRICAL	2017	318	4,850,182	55,297.85
	2018	288	4,848,267	48,014.34
		-9.43 %	-0.04 %	-13.17 %
EROSION CNTL	2017	20		2,660.00
	2018	14		1,850.00
		-30.00 %	%	-30.45 %
HEATING	2017	331	8,732,608	28,983.13
	2018	308	5,422,323	29,580.91
		-6.95 %	-37.91 %	2.06 %
PLAN REVIEW	2017	57		17,378.50
	2018	35		15,385.00
		-38.60 %	%	-11.47 %
PLUMBING	2017	247	2,361,665	19,621.85
	2018	180	2,290,671	12,113.00
		-27.13 %	-3.01 %	-38.27 %
SEWER	2017	75	1,060,500	9,933.61
	2018	64	401,363	19,074.00
		-14.67 %	-62.15 %	92.01 %
WELL	2017	1		40.00
	2018	10		400.00
		900.00 %	%	900.00 %

Department of Public Works Inspections Division

Permit Summary Count YTD Comparison

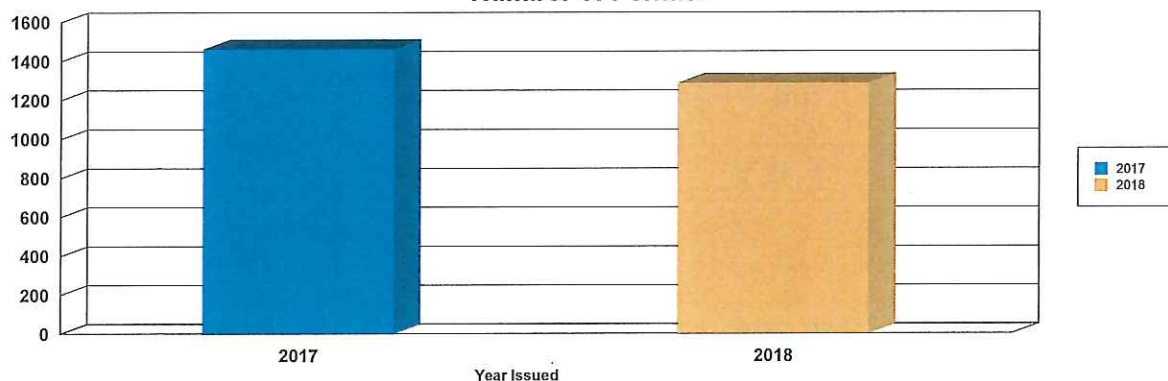
01/01/18 Thru 05/31/18

Report Date: 6/1/2018

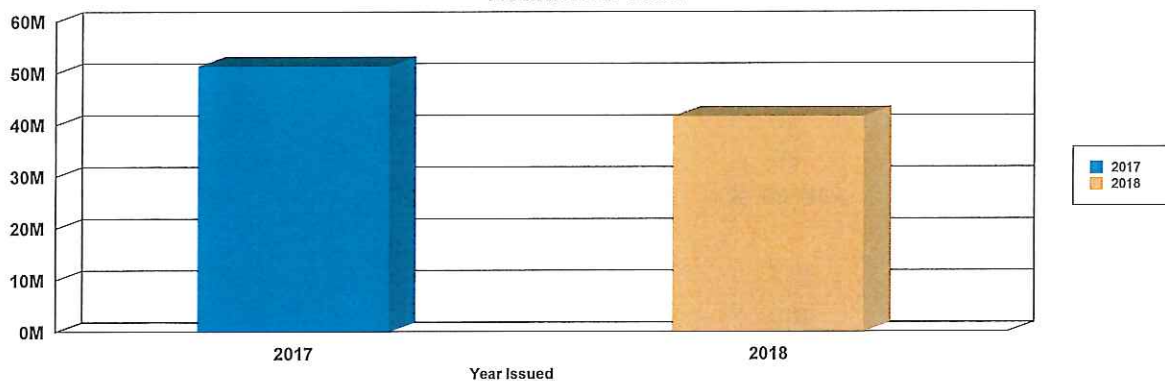


	2017	2018
Permits	1462	1288
Estimated Cost	51,371,120.00	41,650,424.00
Receipt Amount	250,294.54	240,204.26

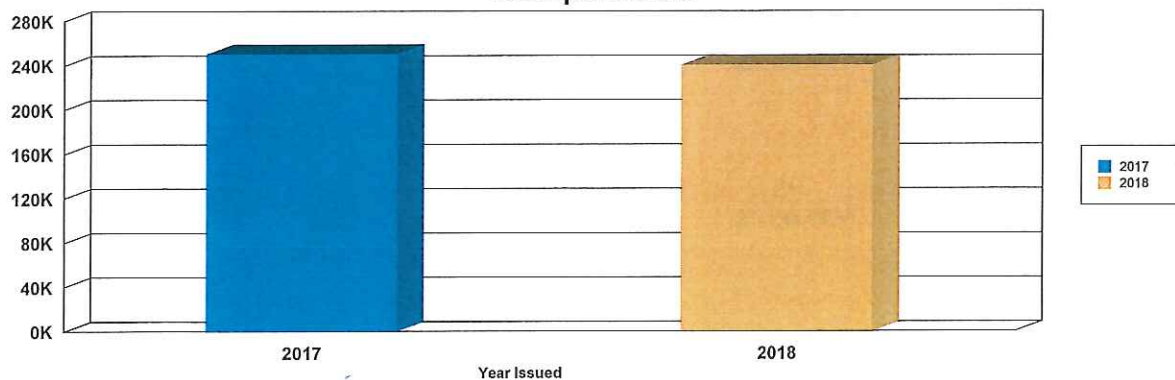
Number of Permits



Estimated Cost



Receipt Amount



2019 Sanitation Budget Fee Discussion

Why are we considering a rate change for our carts?

- ❖ Property tax contribution of \$2,044,968 is exactly the same as it has been since 2015 and significantly less than it used to be (\$2.8 mil in 2010, \$2.6 mil in 2009, etc.)
- ❖ Without a fee increase or increase from property taxes into the Sanitation Fund, the working capital reserve will drop below 25% in 2019.
- ❖ Our diversion rate is never going to decrease unless we get behavior to change (charging different rates for the different size carts is a form of “pay-as-you-throw”)
- ❖ Landfill life at Outagamie County is limited so we need to do everything we can to extend the life so it is not a transfer station for as long as possible (rates will take a huge jump when this change occurs).
- ❖ We have 12,200 carts that are over 25 years old (warranty is 10 years). With carts costing \$50 each, we know that we are going to have to spend \$600,000 over the next few years for cart replacement.

What are we proposing?

- ❖ See Sanitation Service Fees

What are neighboring community's rates?

- ❖ See Sanitation Service & Fee Comparison

SANITATION SERVICE FEES

Cart Size(s)	Residential Garbage (per week)		Commercial Garbage (per week)	
	Current	Proposed	Current	Proposed
30	\$0.00	\$0.50		
60	\$0.50	\$1.00	\$0.50	\$1.00
90	\$1.30	\$1.50	\$1.30	\$1.50
60 + 60	\$2.50	\$4.00	\$2.50	\$4.00
60 + 90	\$3.30	\$4.50	\$3.30	\$4.50
90 + 90	\$4.30	\$6.00	\$4.30	\$6.00
90 + 90 + 60			\$6.30	\$9.00
90 + 90 + 90			\$7.30	\$10.50

Additional garbage carts = \$1.50 per 30 gallons/week

PRIVATE HAULER QUOTES

Cart Size(s)	Private #1	Private #2	Private #3
	Per Week	Per Week	Per Week
90	\$10.38	\$9.54	NA
2 Yard (400 gal)	\$14.77	\$21.46	\$21.92

SANITATION SERVICE & FEE COMPARISON

Community	Garbage Carts Allowed	Service Fees	Additional Cart Fees	Free Bulk Item Collection	Extra Bags Collected
Kimberly	2	\$10/year	60 Gal = \$2.12/week	12 times per year	No
Grand Chute	2	60 or 90 Gal = \$1.46/week	60 or 90 Gal = \$1.46/week	0 times per year	No
Oakkosh	2	Included in property tax levy	\$110 cart purchase plus \$3.46/week	0 times per year	Weekly with \$10 sticker
Green Bay	1; 2 if prove hardship	Included in property tax levy	\$60 cart purchase	2 times per year (2 CY or less)	4 times per year (4 bags max)
Little Chute	1	30 Gallon = \$1.49/week 60 Gallon = \$1.88/week 90 Gallon = \$2.27/week	N/A	12 times per year	2 times per year
Menasha	1	90 Gallon = \$1.00/week	N/A	5 items/stickers per year	Weekly with \$1 sticker
Appleton (proposed)	2	30 Gallon = \$0.50/week 60 Gallon = \$1.00/week 90 Gallon = \$1.50/week	\$100 cart purchase and \$1.50/week per 30 gallons	26 times per year	Weekly with \$4 sticker
Kaukauna	3	Included in property tax levy	Cart purchase only	12 times per year	12 times per year
Neenah	N/A - Currently manual collection	N/A - Currently manual collection	N/A - Currently manual collection	N/A - Currently manual collection	N/A - Currently manual collection



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

MEMO

TO: Human Resources Committee
Municipal Services Committee

FROM: Paula Vandehey, Director of Public Works *PAW*

DATE: June 1, 2018

SUBJECT: Request to Over Hire – DPW Managerial Accounting Coordinator.

The current DPW Managerial Accounting Coordinator will be retiring on September 6, 2018. The position is critical in the Department of Public Work's table of organization. The incumbent has 25+ years of experience of which the last eight have been spent in the current position.

The position responsibilities include financial reporting, internal accounting, management information, inventory and purchasing systems and billing functions for the Department of Public Works. The work involves preparation of the departmental budget, developing and implementing administrative controls and preparing cost of service analyses. Additional job functions include monitoring and approving invoices, purchase orders, contractor payments and authorizations.

In order for a successful transition of the position's successor, I feel the City would benefit from having the incumbent transfer her significant knowledge over a one month over hire period. The financial impact for this proposal is approximately \$7,000. The proposed funding to cover this cost will be to utilize vacant salary dollars. Therefore, no budget adjustment is being requested.