



City of Appleton

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

Meeting Agenda - Final-revised Finance Committee

Monday, August 20, 2018

5:30 PM

Council Chambers, 6th Floor

1. Call meeting to order
2. Roll call of membership
3. Approval of minutes from previous meeting

[18-1224](#) August 6, 2018 Finance Committee minutes

Attachments: [MeetingMinutes06-Aug-2018-03-51-11.pdf](#)

4. Public Hearings/Apearances

5. Action Items

[18-1195](#) Request to award contract to Commercial Horizons for design and engineering services for the Appleton Public Library for a contract of \$347,000

Attachments: [2018 Library Architect and Engineer.pdf](#)

Legislative History

8/6/18 Finance Committee recommended for approval

8/15/18 Common Council referred to the Finance Committee

Motion by Alderperson Croatt, seconded by Alderperson Plank to hold this item until the next Council meeting. After some discussion, Plank withdrew her second. Alderperson Coenen then seconded the Motion to hold.

Roll Call.

Motion to hold failed 3/12 with Alderpersons Williams, Coenen, & Croatt voting Aye.

This item was then referred back to the Finance Committee by Alderperson Baranowski.

[18-1242](#) Request to approve the 2019 Special Assessment Policy.

Attachments: [2019 Special Assessment Policy.pdf](#)

[18-1244](#) Request to approve accepting the Home Depot grant in the amount of \$13,200.

Attachments: [2018 Home Depot Grant.pdf](#)

[18-1267](#) Request to award contract to AAR Advanced Asbestos for remediation of asbestos and lead for the Blue Ramp Demolition for a contract of \$28,640 and a contingency of 15% for a contract not-to-exceed \$32,936

Attachments: [2018 Blue Ramp Remediation.pdf](#)

[18-1022](#) Request to approve contract for Granicus services for next three years

Attachments: [2018 Granicus Contract Renewal 3yr.pdf](#)

[WI Appleton Renewal Q-23670 2018JULY23.pdf](#)

[REVISED Granicus Renewal 2018 August 16..pdf](#)

Legislative History

7/9/18 Finance Committee held

7/23/18 Finance Committee held

Second meeting in Aug

[18-1270](#) Request to approve \$5,000 contribution to the League of Wisconsin Municipalities to support their "Close the Dark Store Loopholes" campaign. Funding would come from general fund balance.

Attachments: [League Dark Store Campaign 2018.pdf](#)

[18-1258](#) The Finance Committee will go into closed session according to State Statute §19.85(1)(e) for the purpose of discussions of real estate negotiations regarding the Appleton Public Library project and pursuant to §19.85(1)(e) for the investment of public funds concerning the Fox Cities Exhibition Center invoices and reconvene into open session.

6. Information Items

[18-1246](#) Change Order No. 1 to contract 1-18 for Unit T-18 Sewer and Water Reconstruction No. 1 for an additional quantities of 1" water service in the amount of \$19,500.00 resulting in a decrease to contingency from \$73,888.88 to \$54,388.88. No change to overall contract amount.

Attachments: [Unit T-18 Change Order No.1.pdf](#)

[18-1248](#)

Discussion of Street Snow Removal Assessments.

Attachments: [Street Snow Removal Assessments.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.

Questions on agenda contact Director Saucerman at 920-832-6440.



City of Appleton

100 North Appleton Street
Appleton, WI 54911-4799
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Meeting Minutes Finance Committee

Monday, August 6, 2018

5:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

Meeting called to order at 5:30pm.

2. Roll call of membership

Present: 5 - Alderperson Plank, Alderperson Lobner, Alderperson Siebers, Alderperson Croatt and Alderperson Baranowski

3. Approval of minutes from previous meeting

[18-1188](#)

Minutes from July 23, 2018 Finance Committee meeting

Attachments: [MeetingMinutes23-Jul-2018-12-10-26.pdf](#)

Alderperson Siebers moved, seconded by Alderperson Baranowski, that the Minutes be approved. Roll Call. Motion carried by the following vote:

Aye: 5 - Alderperson Plank, Alderperson Lobner, Alderperson Siebers, Alderperson Croatt and Alderperson Baranowski

4. Public Hearings/Apearances

[18-1189](#)

Brad Viegut, Robert W. Baird and Company, on the 2018 General Obligation Notes, Stormwater and Wastewater System Revenue Bond issues.

Attachments: [prs financing plan appleton finance committee.08.06.18 .pdf](#)

This Appearance was presented

5. Action Items

[18-1192](#)

Request for Finance Director to sell \$13,840,000 of General Obligation Notes

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

Aye: 5 - Alderperson Plank, Alderperson Lobner, Alderperson Siebers, Alderperson Croatt and Alderperson Baranowski

[18-1193](#)

Request for Finance Director to sell \$3,000,000 of Stormwater Revenue Bonds

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

Aye: 5 - Alderperson Plank, Alderperson Lobner, Alderperson Siebers, Alderperson Croatt and Alderperson Baranowski

[18-1194](#)

Request for Finance Director to sell \$5,345,000 of Wastewater Revenue Refunding Bonds

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

Aye: 5 - Alderperson Plank, Alderperson Lobner, Alderperson Siebers, Alderperson Croatt and Alderperson Baranowski

[18-1190](#)

Request to award contract for the AWTF Chemical Systems Upgrade project to August Winter and Sons in the amount of \$698,500 with a 15% contingency of \$104,775 for a project total not to exceed \$803,275

Attachments: [Chemical Systems Upgrade Phase 1 Construction 07-31-18.pdf](#)

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

Aye: 5 - Alderperson Plank, Alderperson Lobner, Alderperson Siebers, Alderperson Croatt and Alderperson Baranowski

[18-1191](#)

Request to approve Rocky Bleier Run/Water Street amended Relocation Order

Attachments: [AMENDED Relocation Order \(08-01-2018\) 2.pdf](#)

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

Aye: 5 - Alderperson Plank, Alderperson Lobner, Alderperson Siebers, Alderperson Croatt and Alderperson Baranowski

[18-1195](#)

Request to award contract to Commercial Horizons for design and engineering services for the Appleton Public Library for a contract of \$347,000

Attachments: [2018 Library Architect and Engineer.pdf](#)

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

Aye: 5 - Alderson Plank, Alderson Lobner, Alderson Siebers, Alderson Croatt and Alderson Baranowski

6. Information Items

[18-1197](#)

The following 2018 Budget adjustments were approved by the Mayor and Finance Director in accordance with Policy:

Reid Golf Course Fund

Donations	+ \$1,478
Miscellaneous Equipment	+ \$1,478

to record donation received from the Law and Ness families for memorial benches at the golf course

General Fund - Parks & Recreation Department

Donations	+ \$950
Miscellaneous Equipment	+ \$950

to record donation received from the Edith Kolbe family for a memorial bench

This Presentation was received and filed

[18-1198](#)

Contract 6-17 was awarded to Vinton Construction for \$4,989,020 with a contingency of \$249,450 for Unit A-17 Concrete Paving. Change orders were approved totaling \$45,000. Final contract amount is \$5,034,020 with a contingency of \$204,450. Payments issued to date total \$4,927,437.58. Request final payment of \$8,702.22.

This Presentation was received and filed

[18-1199](#)

Contract 71-17 was awarded to Great Lakes TV & Seal Inc for \$216,198 for Sewer Spot Repairs, Protruding Tap and Mineral Deposit Removal. No change orders. Payments issued to date total \$25,771.60. Request final payment of \$135,715.36

This Presentation was received and filed

[18-1200](#)

Contract 18-18 was awarded to Miron Construction for \$30,030 with a contingency of \$3,003 for Valley Transit Maintenance Pit Repair. Change orders were approved totaling \$6,503.31. Final contract amount is \$36,533.31. Payments issued to date total \$29,279.24. Request final payment of \$6,503.31.

This Presentation was received and filed

7. Adjournment

Aldersperson Croatt moved, seconded by Aldersperson Baranowski, that the meeting be adjourned. Roll Call. Motion carried by the following vote:

Aye: 5 - Aldersperson Plank, Aldersperson Lobner, Aldersperson Siebers, Aldersperson Croatt and Aldersperson Baranowski



"...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

TO: Finance Committee

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

DATE: 8/6/2018

RE: Action Item: Award contract to Commercial Horizons for design and engineering services for the Appleton Public Library for a contract of \$347,000.

On April 9, 2018 and April 17, 2018 the City Council and the Library Board, respectively, voted to support the city's efforts to include the library's needs as identified in a mixed use development with Commercial Horizons towards the development of a mixed-use library project on the current site of the Soldier's Square Parking Ramp. The Commercial Horizons team consists of OPN Architects (library consultant), EUA Architects (architect) and Miron Construction (general contractor).

This memo requests to award a contract to Commercial Horizons to provide the following services for the continued planning towards the library and a temporary parking solution during the phasing of construction. The 2018 Capital Improvement Plan includes \$500,000 in funding for the library.

This contract includes:

- Site development and building coordination for the new library.
- Programming and public outreach for the new library.
- Library schematic design.
- Site development for a temporary parking solution.
- Topographic & schematic parking lot layouts for temporary parking.

The Commercial Horizon team continues to demonstrate an understanding and approach to the library project that demonstrates their depth of experience and knowledge in library and mixed use design and construction and recommend awarding this contract so planning for the library can continue.

Please feel free to contact me at 832-5572 with any questions, or by email at dean.gazza@appleton.org.

cc: Mayor Timothy M. Hanna

CITY OF APPLETON, WI
POLICY FOR SPECIAL ASSESSMENTS 2019

I. STREET CONSTRUCTION AND RECONSTRUCTION

ADOPTED 9/06/17

A. General Information

CONCRETE PAVEMENT		R-1 Zoning		R-2 Zoning		All Other Zoning**	
		New	Rural to Urban Conversion	New	Rural to Urban Conversion	New	Rural to Urban Conversion
	Max. Width	33'	33'	33'	33'	49'	49'
	Max. Thickness	7"	7"	7"	7"	9"	9"
	Assessed at (%)	75%	75%	100%	100%	100%	100%
	Multiple Frontage Reduction	Yes*	Yes*	Yes*	Yes*	None	None
Base Assessment Rate		Calculated on an individual street basis using actual bid prices					
(Y=Assessed N=Not Assessed)		New Concrete		Rural to Urban Conversion		Direct Assessments (in addition to Base Rate)	
Construction Items							
Administrative Fees		Y		Y		-	
Property Owner Notification		Y		Y		-	
Concrete Pavement		Y		Y		-	
Curb & Gutter (Integral)		Y		Y		-	
Sawcutting		Y		Y		-	
Fine Grading		Y		Y		-	
Seed & Mulch/Sod		Y		Y		-	
Terrace Restoration		Y		Y		-	
Concrete Driveway Apron		Y		N *		Per bid price	
Trees		Y		Y		\$0.75 \$1.00/front foot	
Miscellaneous Asphalt		N		N		-	
Asphalt - Milling		N		N		-	
Curb & Gutter (miscellaneous)		N		N		-	
Geotextile Fabric		N		N		-	
Stone Base		N		N		-	
Unclassified Excavation		N		N		-	
Erosion Control		N		N		-	
Adjust MH/Inlet Tops		N		N		-	
Asphalt - Miscellaneous		N		N		-	
Asphalt Transitions		N		N		-	
Curb Thimbles		N		N		-	
Drill-in Tie Bars/Dowels		N		N		-	
Driveway Closure		N		N		-	
Inlet Leads		N		N		-	
Manhole / Inlet Reconstruction		N		N		-	
Manhole/Inlet Castings		N		N		-	
MH Chimney Seals		N		N		-	
Pavement Marking		N		N		-	
PVC Pipe for sump pumps		N		N		-	
Reinforcing Rods		N		N		-	
Removal - Asphalt		N		N		-	
Removal - C&G		N		N		-	
Removal - Concrete		N		N		-	
Removal - DW Aprons (Conc. & Asp.)		N		N		-	
Removal - Sidewalk		N		N		-	
Repair work from permits		N		N		-	
Repair work from Utility Permits		N		N		-	
Traffic Signals		N		N		-	

* See Calculation Guidelines

** Residential Use Properties to be Assessed as R-2

ASPHALT PAVEMENT (Not including New Subdivisions)		R-1 Zoning		R-2 Zoning		All Other Zoning**	
		After G&G	Rural to Urban Conversion	After G&G	Rural to Urban Conversion	After G&G	Rural to Urban Conversion
	Max. Width	33'	33'	33'	33'	49'	49'
	Max. Thickness	3"	3"	3"	3"	6"	6"
	Assessed at (%)	25%	0%	25%	0%	25%	0%
	Multiple Frontage Reduction	Yes*	Yes*	Yes*	Yes*	None	None
	Base Assessment Rate	Calculated on an individual street basis using actual bid prices					
(Y=Assessed N=Not Assessed)							
Construction Items		Asphalt following G&G		Rural to Urban Conversion		Asphalt Reconstruct / Overlay	Direct Assessments (in addition to Base Rate)
Administrative Fees		Y		Y		N	-
Property Owner Notification		Y		Y		N	-
Asphalt Pavement		Y		Y		N	-
Milling		N		Y		N	-
Sawcutting		N		Y		N	-
Curb & Gutter (New/repair)		N		Y		N	-
Fine Grading		Y		Y		N	-
Seed & Mulch/Sod		N		Y		N	-
Terrace Restoration		N		Y		N	-
Concrete Driveway Apron		N		N *		N *	per bid price
Asphalt (miscellaneous)		N		N		N	-
Geotextile Fabric		N		N		N	-
Stone Base		N		N		N	-
Trees		N		N		N	-
Unclassified Excavation		N		N		N	-
Erosion Control		N		N		N	-
Adjust MH/Inlet Tops		N		N		N	-
Curb Thimbles		N		N		N	-
Drill-in Tie Bars/Dowels		N		N		N	-
Driveway Closure		N		N		N	-
Inlet Leads		N		N		N	-
Manhole / Inlet Reconstruction		N		N		N	-
Manhole/Inlet Castings		N		N		N	-
MH Chimney Seals		N		N		N	-
Pavement Marking		N		N		N	-
Removal - Asphalt		N		N		N	-
Removal - C&G		N		N		N	-
Removal - Concrete		N		N		N	-
Removal - DW Aprons (Conc. & Asp.)		N		N		N	-
Removal - Sidewalk		N		N		N	-
Repair work from permits		N		N		N	-
Repair work from Utility Projects		N		N		N	-
Traffic Signals		N		N		N	-

* See Calculation Guidelines

** Residential Use Properties to be Assessed as R-2

GRADING & GRAVELING (not including New Subdivisions)		R-1 Zoning		R-2 Zoning		All Other Zoning**	
		New Street	Rural to Urban Conversion	New Street	Rural to Urban Conversion	New Street	Rural to Urban Conversion
	Max. Width	35'	35'	35'	35'	51'	51'
	Max. Thickness	-	-	-	-	-	-
	Assessed at (%)	100%	0%	100%	0%	100%	0%
	Multiple Frontage Reduction	Yes*	Yes*	Yes*	Yes*	None	None
	Base assessment Rate	Calculated on an individual street basis based upon bid prices					
(Y=Assessed N=Not Assessed) Construction Items		New Street		Rural to Urban Conversion		Direct Assessments (in addition to Base Rate)	
Administrative Fees		Y		N		-	
Property Owner Notification		Y		N		-	
Fine Grading		Y		N		-	
Seed & Mulch/Sod		Y		N		-	
Erosion Control		Y		N		-	
Sawcutting		Y		N		-	
Unclassified Excavation		Y		N		-	
Stone Base		Y		N		-	
Geotextile Fabric		Y		N		-	
Removal - Asphalt		Y		N		-	
Removal - C&G		Y		N		-	
Removal - Concrete		Y		N		-	
Removal - Sidewalk		Y		N		-	
Miscellaneous Asphalt		N		N		-	
Miscellaneous Curb & Gutter		N		N		-	
Adjust MH/Inlet Tops		N		N		-	
Street Lighting		Y		N		-	
Traffic Signals		N		N		-	

* See Calculation Guidelines

** Residential Use Properties to be Assessed as R-2

B. Calculation Guidelines – Street Construction and Reconstruction

1. Assessments will be levied according to the front foot dimensions of abutting property except as noted.
2. The assessment rate will be the portion (%) of assessable construction costs in accordance with the charts above. Assessments will be reduced proportionately for pavements constructed less than the maximum widths.
3. Public owned property, including lands under the jurisdiction of the Board of Education, Parks and Recreation Committee and other branches of city, churches and private schools and other exempt properties will be assessed 100% of the "all other zoning" assessment rate

regardless of the zoning. (BPW 2/2/94) All county, state and federal governments will be exempt from assessment charges. (City Attorney 1/23/14)

4. The assessment rate for alley pavement will be based on the full width of the pavement.
5. The City assumes the entire cost of permanent pavement for all intersections on new construction in areas platted prior to 1/1/04 or after 12/31/14.
6. Driveway approaches shall be constructed at property owner's expense when:
 - a. When permanent street surfaces are constructed.
 - b. Where a street has been permanently improved, driveway approaches shall be installed within six months of the completion of the adjacent structure.
 - c. When ordered installed by the Common Council.
 - d. When a property owner requests approach to be widened, rebuilt or closed.
7. The costs of closing unused driveway openings that are closed in conjunction with the paving program are not directly assessed to the property owner.

Any driveway approach without improved surface shall be paved with a permanent surface in conjunction with a street-paving project. The cost will be assessed to the property.
(S&S 3/3/93 and MSC 9/3/97)

8. The cost of the initial asphalt surface application on a new subdivision gravel street will be billed at the time of official street opening.
9. All asphalt maintenance exclusive of the initial application will be done as general maintenance and at no cost to the abutting property.
10. Assessments for asphalt pavements that are constructed without curb and gutter (City standard) will be calculated by dividing total project cost by assessable frontage.
11. Assessments for trees ~~to be installed on new street paving~~ will be included with paving assessments.
12. If one person owns an entire block as one parcel and the block is zoned R-1 or R-2, the shortest side shall be assessed in full. The remaining sides shall receive up to a 120' discount.
13. On paving projects where there are other contributing sources of funding such as federal, state, or from other units of government, the City rates will be applied. If projected revenue (using the City rates) exceeds the City's share of project costs, then assessment rates will be reduced proportionately so that revenue equals City share of project cost. "City share" of project cost will include, in addition to normal construction costs, items such as right-of-way acquisition, relocation costs, consultant cost, all Department of Transportation administrative and review costs, and any other fees charged by the other participating units of government.
(BPW 1/7/97)
14. When the long side of a corner lot falls on the "bulb" or "mouse ear", the assessment shall be calculated as follows:
 - a. Determine a rate per foot by dividing the lump sum per lot charge by the actual footage of the long side.

- b. The first 120 feet will be charged 25% of the rate calculated in “a” above. The balance of the frontage will be assessed at 100% of the rate calculated in “a” above. (BPW 1/21/98)
15. The requesting property owner, where permitted, shall pay all additional cost for indented parking.
16. When additional pavement width is required to accommodate on street bike lanes, the extra width beyond what would be required for a standard street design, will not be assessed.
17. Assessments will only be levied on partial or total street reconstruction for those streets that do not meet current City Street or Drainage standards prior to their reconstruction.
18. Calculation Guidelines:
- a. On multiple frontage lots zoned R-1 or R-2, the shortest side will be assessed at 100% of the assessment rate. On the other sides, the first 120 feet of each side will be assessed at 25% (R-2, 50%) of the assessment rate. The balance of the frontage will be assessed at 100% of the assessment rate.
 - b. On lots having multiple frontages, there will be NO assessment for the frontage to which access is legally precluded or fronts on a naturally occurring access barrier such as a steep incline.
 - c. On inside corner or multiple frontage lots, the side or sides precluded from access are not included in the assessment frontage determination.
 - d. On multiple frontage lots where all sides have equal frontage, the side to be considered the short side is the “Addressed” side.
 - e. On cul-de-sac lots, the abutting property owner shall be responsible for cul-de-sac pavement, overbuild costs including the straightaway portion of the affected property. The assessment will be calculated using total assessable cost divided by the number of properties fully or partially abutting the “bulb” according to the number of originally platted lots.
 - f. On “mouse ear” lots, defined as abutting lots to a widening in the road around a curve but not including lots on a cul-de-sac, the front foot dimensions for assessment calculation will be determined by dividing the square footage of the property by the average depth of the lots in the block.
 - g. For work abutting only part of a parcel’s total frontage, assessments will be calculated based on the partial frontage. The balance will be assessed as work is completed along the remaining frontage.
 - h. Definition of “addressed” side: The street with the house number.
 - i. No corner lot exception will be provided for combined properties that did not meet the corner lot criteria prior to their combination.
19. The Wheel Tax is used for reconstructed asphalt and concrete streets only. Not for rural to urban conversion to concrete pavement.
20. Portions of projects funded by TIF and IPLF are not assessable.

II. SIDEWALKS

A. General Information

SIDEWALKS (Not including New subdivisions)		R-1 Zoning		R-2 Zoning		All Other Zoning**	
		New	Recon.	New	Recon.	New	Recon.
	Max. Width	5'	5'	5'	5'	5'	5'
	Max. Thickness	5"	5"	5"	5"	7"	7"
	Assessed at (%)	100%	125%	100%	125%	100%	125%
	Multiple Frontage Reduction	Yes*	Yes*	Yes*	Yes*	None	None
	Base Assessment Rate	Calculated annually based upon the average bid prices for the sidewalk reconstruction, concrete paving reconstruction and asphalt paving reconstruction contracts.					
(Y=Assessed N =Not Assessed) Construction Items		New and Reconstruction not meeting replacement criteria		Reconstruction meeting replacement criteria		Individual Rates (if not included in current Rate above)	
Administrative Fees		Y		N		-	
Property Owner Notification		Y		N		-	
Concrete Sidewalk		Y		N		-	
Seed & Mulch (max. of 18" on each side of walk)		Y		N		-	
Terrace Restoration		Y		N		-	
Sawcutting		N		N		-	
Fine Grading		N		N		-	
Miscellaneous Asphalt		N		N		-	
Stone Base		N		N		-	
Driveway Aprons - Removal and Replacement		Y		n/a		-	
Unclassified Excavation		N		N		-	
Erosion Control		N		N		-	
Drill-in Tie Bars/Dowels/Rebar		N		N		-	
Removal - Sidewalk		N		N		-	

* See Calculation Guidelines

** Residential Use Properties to be Assessed as R-2

B. Calculation Guidelines - Sidewalks

1. Assessments will be levied according to the front foot dimensions of abutting property, except as noted.
2. Sidewalks on right-of-ways 60 feet or more will be a minimum of 5 feet wide. Sidewalks on right-of ways less than 60 feet will be a minimum of 4 feet.
3. There will be no assessment for sidewalk that meets the replacement criteria as defined in the Sidewalk Maintenance Policy.
4. Assessments will be levied when sidewalks not meeting replacement criteria are replaced at the property owner's request

5. Service walks between the curb and sidewalk will be assessed to the property owner when installed on new subdivision streets.
6. The extra expense of installing a sidewalk beyond the City's standard width or in an unusual manner at the request of the owner will be charged to the abutting property owner.
7. Public owned property, including lands under the jurisdiction of the Board of Education, Parks and Recreation Committee and other branches of city, state or county governments, churches and private schools and other exempt properties will be assessed 100% of the assessment rate regardless of the zoning.
8. To figure credit for useful life (20 years) of sidewalk: credit = divide age of sidewalk by 20. If less than 1.0, multiply that number by the current assessment rate.
9. For City contract installation, sidewalk assessments shall include a 6% administration fee.
10. Calculation Guidelines:
 - a. On multiple frontage lots zoned R-1 or R-2, the shortest side will be assessed at 100% of the assessment rate. On the other sides, the first 120 feet of each side will be assessed at 25% (R-2, 50%) of the assessment rate. The balance of the frontage will be assessed at 100% of the assessment rate.
 - b. On inside corner lots where all sides have equal footage, the side to be considered the short side is the "Addressed" side.
 - c. On lots having multiple frontages, there will be NO assessment for the frontage to which access is legally precluded or fronts on a naturally occurring access barrier such as a steep incline.
 - d. On inside corner or multiple frontage lots, the side or sides precluded from access is not included in the assessment frontage determination.
 - e. For work abutting only part of a parcel's total frontage, assessments will be calculated based on the partial frontage. The balance will be assessed as work is completed along the remaining frontage.
 - f. Definition of "addressed" side: The street with the house number.

III. SANITARY SEWER

A. General Information

SANITARY SEWER (not including New Subdivisions)		R-1 Zoning		R-2 Zoning		All Other Zoning**	
		New	Recon.	New	Recon.	New	Recon.
	Max. Size (Diameter)	12"	12"	12"	12"	12"	12"
	Max. Depth	16'	16'	16'	16'	16'	16'
	% Assessed (Main/Laterals)	33%/50%	0%/50%	33%/50%	0%/50%	33%/50%	0%/50%
	Multiple Frontage Reduction	Yes*	N/A	Yes*	N/A	Yes*	N/A
	Current (33% main) Rate	Actual Cost	N/A	Actual Cost	N/A	Actual Cost	N/A
(Y=Assessed N =Not Assessed)		New		Reconstruction		Individual Rates (if not included in current Rate above)	
Construction Items							
Administrative Fees		Y		N		-	
Property Owner Notification		Y		N		-	
Sanitary area assessment		Y		N		-	
Sanitary Sewer Main		Y		N		-	
Sanitary Manholes		Y		N		-	
Drop Manholes		Y		N		-	
Manhole Castings		Y		N		-	
Sanitary Laterals (50% Rate)		Y		Y		4" = \$52.00 >4" = Actual Cost	
Private Lateral Televising		Y-N		Y-N		Actual Cost	
Lateral Connections		Y		N		-	
Pipe Bedding		Y		N		-	
Pipe Backfill Material		Y		N		-	
Terrace Restoration		Y		N		-	
Seed & Mulch		Y		N		-	
Pavement Restoration		N		N		-	
Sawcutting		N		N		-	
Asphalt removal		N		N		-	
Concrete Removal		N		N		-	
Sidewalk Removal		N		N		-	
Erosion Control		N		N		-	

* See Calculation Guidelines

** Residential Use Properties to be Assessed as R-2

B. Calculation Guidelines – Sanitary Sewer

- Assessments will be levied according to the front foot dimensions of abutting property, except as noted. The assessment rate for new sanitary sewers will be determined on the basis of actual construction cost up to and including 12" sanitary sewer main and manholes. The assessment rate for new construction in an existing area will be based upon the rates shown in the chart above.
- Area assessment, where applicable, will be levied in accordance with Section 18-116 of the Municipal Code of the City of Appleton.

3. Any lot or parcel within the corporate limits which has not paid a sanitary sewer assessment when the main was installed will, at the time the lateral permit is taken out, be required to pay a connection fee with the lateral permit fee. Payment of a connection fee must be made in full prior to connecting. The connection fee, equivalent to the front foot assessment and area assessment, will be based on the assessment rates the year the main was installed.
4. When utilities are installed in a street where one side is within the corporate limits but remains undeveloped, assessments will be levied for the utilities that benefit the parcel. The area assessment for sanitary sewer is calculated using a nominal lot depth of 120 feet. The balance of the area assessment will be assessed when the property is developed and charged a connection fee in lieu of assessments.
5. On sanitary relay, where existing laterals meet the sanitary lateral policy and are not re-laid, the cost of reconnecting (including short sections of connecting pipe, usually within the trench area) is absorbed by the City and not assessed to the property owner.
6. Calculation Guidelines (see chart for applicability):
 - a. On multiple frontage lots zoned R-1 or R-2, the shortest side will be assessed at 100% of the assessment rate. On the other sides, the first 120 feet for each side will be assessed at 0% of the assessment. The balance of the frontage will be assessed at 100% of the assessment rate.
 - b. On multiple frontage lots where all sides have equal frontage, the side to be considered the short side is the "Addressed" side.
 - c. Where sewer exists across an entire parcel frontage, but sewer construction only occurs along part of a parcel's total frontage, assessments will be calculated based on the partial frontage. The balance will be assessed as work is completed along the remaining frontage. Where sewer exists along only a portion of the parcel frontage, the entire frontage will be assessed.
 - d. Assessment for construction of sanitary sewer will be levied against all abutting property frontage regardless if laterals are present, provided that the property is not legally precluded from connecting to the sewer. Amount of assessment will be calculated according to existing policy.
 - e. Cost of sewer and manhole construction deeper than 16 feet shall be borne by the city except where extra depth is required for development of adjacent property.
 - f. No corner lot exception will be provided for combined properties that did not meet the corner lot criteria prior to their combination.
 - g. For cul-de-sac lots, the assessable footage for each lot shall be the sum of frontages for all lots fully or partially abutting a cul-de-sac divided by the number of lots.
 - h. Assessable footage for sewers constructed within easements shall be equal to the centerline length of easement falling within the property. Assessments will be levied to only those properties with lateral connections to the easement sewer. The easement length will be considered as "frontage" for purposes of calculating multiple-frontage reductions (see 6a. above).
 - i. Sanitary main reconstruction will be borne by the Wastewater Utility.

IV. SANITARY SEWER LATERALS

A. General Definition

1. For new development funded by the City, the total cost of lateral installation will be assessed to the property.
2. The assessment rate for reconstruction of laterals and construction of new laterals in existing streets will be based upon the rates shown in the chart from Section III above.

B. Calculation Guidelines

1. Assessments for laterals will be based on the unit cost per foot as indicated in the chart in section III.A applied to the length of the lateral between the sanitary sewer and the property line. The length of lateral assessed shall not exceed $\frac{1}{2}$ the street right-of-way width.
2. Assessments for laterals within cul-de-sacs will be based on the actual length of lateral installed, but shall not exceed the right-of-way radius for the cul-de-sac bulb.
3. Assessments for laterals connected to sewers within easements will be based on actual length of lateral installed, but not to exceed $\frac{1}{2}$ the right-of-way width of the street for which the property is addressed.
4. Total Lateral Replacement Program Calculation Guidelines (Pilot Project for 2019 Carpenter Street):
 - a. For properties electing to participate: No assessments will be levied for the portion of private lateral replaced within the public right-of-way. Property owners will be assessed 50% of the actual cost for lateral replacement on private property. **Property owners will also be assessed 100% of the actual cost of private lateral televising in conjunction with this program.**
 - b. For properties declining to participate: City will only replace the portion of lateral within the public right-of-way. Property owners will be assessed 100% of the actual cost.

V. STORMWATER FACILITIES

A. General Information

STORM SEWER (not including New Subdivisions)		R-1 Zoning		R-2 Zoning		All Other Zoning**	
		New	Recon.	New	Recon.	New	Recon.
	Max. Size (Diameter)	-	-	-	-	15"	15"
	Max. Depth	-	-	-	-	10'	10'
	% Assessed (Main/Laterals)	0% / 0% ⁺	0% / 0% ⁺	0% / 0% ⁺	0% / 0% ⁺	33%/50%	33%/50%
	Corner Lot Reduction	Yes*	Yes*	Yes*	Yes*	None	None
	Current Rate	Actual Cost	\$32.00 \$36.00	Actual Cost	\$32.00 \$36.00	Actual Cost	\$32.00 \$36.00
(Y=Assessed N =Not Assessed) Construction Items		New		Reconstruction		Individual Rates (if not included in current Rate above)	
Administrative Fees		Y		Y		-	
Property Owner Notification		Y		Y		-	
Regional Stormwater Facilities (built prior to 1/1/02)		Y		Y		See rates Pg. 21	
Regional Stormwater Facilities (built between 1/1/02 and 3/1/06)		Y		Y		See rates Pg. 21	
Regional Stormwater Facilities (built after 3/1/06)		N		N		-	
Locally Water Quality Practices		N		N		-	
Storm Sewer Main		Y		Y		-	
Storm Manholes		Y		Y		-	
Inlets		Y		Y		-	
Inlet Leads		Y		Y		-	
Drop Manholes		Y		Y		-	
Manhole Castings		Y		Y		-	
Storm Laterals		Y		Y		6" = \$31.00 8" = \$37.00 10" = \$40.00 12" = \$43.00 Greater than 12" actual cost	
Lateral Connections		N		N		-	
Pipe Bedding		Y		Y		-	
Pipe Backfill Material		Y		Y		-	
Terrace Restoration		Y		Y		-	
Seed & Mulch		Y		Y		-	
Pavement Restoration		N		N		-	
Sawcutting		N		N		-	
Asphalt removal		N		N		-	
Concrete Removal		N		N		-	
Sidewalk Removal		N		N		-	
Erosion Control		N		N		-	

* See Calculation Guidelines

** Residential Use Properties to be Assessed as R-2

⁺ See Section V.B.3.b. for exceptions

B. Calculation Guidelines – Stormwater Facilities

1. Stormwater facilities shall be installed as needed to serve properties contributing to the need for, and benefiting from, such facilities. Storm main shall be installed to serve all properties on arterial streets prior to total reconstruction of the pavement.
2. Assessable stormwater facilities under this section include storm sewer, mains and piping, manholes, inlets and inlet leads. Assessments shall also include overhead, property acquisition and financing costs attributable to the facilities.
3. Assessments for storm sewer will be levied according to the front foot dimensions of abutting property.
 - a. R-1, R-2, zoning
The cost of (re) constructing or relining in existing streets will be borne by the Stormwater Utility.
 - b. The cost of constructing or reconstructing storm sewers, mini-sewers or other drainage facilities in existing developed areas zoned R-1 and R-2 annexed after January 1, 1999 will be fully assessable to the abutting property owners.
 - c. All Other Zoning
The assessment rate for storm sewer (re) construction or relining in existing streets will be 33% of the actual construction cost, up to and including 15" storm main (not deeper than 10'), manholes, inlets and inlet leads. Credit will be given for the remaining useful life of a reconstructed or relined sewer based on current cost of construction. For this purpose, the useful life of storm sewer will be 75 years.
4. Assessments for new developments will be based on the actual construction costs of facilities required by the subdivision and charged on a per lot basis. To calculate an equivalent lot cost for parkland, school properties or other atypical lots, use the average size of a new development lot that abuts the parkland, school property or atypical lot. Example, if a lot is 10,000 square feet and parkland, school property or atypical lot is 100,000 square feet; the charge for that land would be equivalent to 10 lots.
5. Any lot or parcel zoned other than R-1 or R-2, within the corporate limits which has not paid a storm sewer assessment when the main was installed will, at the time the lateral permit is taken out, be required to pay a connection fee with the lateral permit fee. This will be effective the same date as the initial Special Assessment policy for storm sewers. The connection fee, equivalent to the front foot and area assessment, will be based on the assessment rates the year the main was installed.
6. Public owned property, including lands under the jurisdiction of the Board of Education, Parks and Recreation Committee and other branches of city, state or county governments, churches and private schools and other exempt properties will be assessed 100% of the assessment rate regardless of the zoning.
7. Calculation Guidelines – (See chart for applicability):
 - a. On multiple frontage lots zoned R-1 or R-2, the shortest side will be assessed at 100% of the assessment rate. On the other sides, the first 120 feet of each side will be assessed at 0% of the assessment rate. The balance of the frontage will be assessed at 100% of the assessment rate.
 - b. On multiple frontage lots where all sides have equal frontage, the side to be considered the short side is the “Addressed” side.

- c. At the completion of the improvements, where sewer exists across an entire parcel frontage, but sewer construction only occurs along part of a parcel's total frontage, assessments will be calculated based on the partial frontage. The balance will be assessed as work is completed along the remaining frontage. Where sewer exists along only a portion of the parcel frontage, the entire frontage will be assessed.
- d. Assessment for reconstruction or relining of storm sewer will be levied only when the work affects the main to which the property is connected. Amount of assessment will be calculated according to the existing policy.
- e. No corner lot exception will be provided for combined properties that did not meet the corner lot criteria prior to the combination.
- f. New Development - 100% of actual construction costs of facilities required by the development plus area assessment.
- g. For cul-de-sac lots, the assessable footage for each lot shall be the sum of frontages for all lots fully or partially abutting a cul-de-sac divided by the number of lots.
- h. Assessable footage for sewers (re)constructed within Easements shall be equal to the centerline length of easement falling within the property. Assessments will be levied to only those properties with lateral connections to the easement sewer. The easement length will be considered as "frontage" for purposes of calculating multiple-frontage reductions (see 7a. above).
- i. Rural to urban conversion shall be assessed as new.**

VI. STORM SEWER LATERALS

A. General Information

- 1. For new development funded by the City, the total cost of lateral installation will be assessed to the property.
- 2. The assessment rate for reconstruction of laterals and construction of new laterals in existing developed streets will be 50% of the actual construction cost.
- 3. Street Reconstruction:
 - a. Arterial Streets – Prior to total reconstruction of a street, storm laterals shall be installed to all properties that are not yet served.
 - b. Non-arterial Streets – Prior to total reconstruction of a street, storm laterals shall be installed to all properties not zoned R-1 or R-2. In addition, laterals shall be installed to residential properties based on needs identified under the mini-sewer and rehabilitation programs.

B. Calculation Guidelines

- 1. Assessments for laterals will be based on the unit cost per foot as indicated in the chart in section V.A applied to the length of the lateral between the storm sewer and the property line. The length of lateral assessed shall not exceed $\frac{1}{2}$ the street right-of-way width.
- 2. Assessments for laterals within cul-de-sacs will be based on the actual length of lateral installed, but shall not exceed the right-of-way radius for the cul-de-sac bulb.
- 3. The cost of installing new laterals to properties zoned R-1 or R-2 will be borne by the Stormwater Utility unless the property was annexed after January 1, 1999.
- 4. Assessments for laterals connected to sewers within easements will be based on actual length of lateral installed, but not to exceed $\frac{1}{2}$ the right-of-way width of the street for which the property is addressed.

VII. WATERMAINS AND SERVICES

A. General Information

WATER MAIN (not including New Subdivisions)		R-1,R-2,R-3 Zoning		C-1, C-2 Zoning		All Other Zoning**	
		New	Recon.	New	Recon.	New	Recon.
	Max. Size (Diameter)	8"	8"	12"	12"	16"	16"
	Max. Depth	-	-	-	-	-	-
	Assessed at (%)	100%	0%*	100%	0%*	100%	0%*
	Multiple Frontage Reduction	Yes*	Yes*	Yes*	Yes*	None	None
	Current Rate	Actual Cost	Actual Cost	Actual Cost	Actual Cost	Actual Cost	Actual Cost

(Y=Assessed N =Not Assessed)

Construction Items

	New	Reconstruction	Individual Rates (if not included in current Rate above)
Administrative Fees	Y	N*	-
Property Owner Notification	Y	N*	-
Local Water Main	Y	N*	-
Transmission Main	N*	N*	-
Valves	Y	N*	-
Hydrants	Y	N*	-
Hydrant Leads	Y	N*	-
1"- 1 1/4" Water Service (Including connection) In New Street(s)	Y	N*	Actual Cost
1"- 1 1/4" Water Service (Including connection) In Existing Street(s)	Y	N*	Actual Cost
1 1/2" - 2" Water Service (Including connection) In New Street(s)	Y	N*	Actual Cost
1 1/2" - 2" Water Service (Including connection) In Existing Street(s)	Y	N*	Actual Cost
Pipe Bedding	Y	N*	-
Pipe Backfill Material	Y	N*	-
Terrace Restoration	Y	N*	-
Seed & Mulch	Y	N*	-
Pavement Restoration	N	N	-
Sawcutting	N	N	-
Asphalt removal	N	N	-
Concrete Removal	N	N	-
Sidewalk Removal	N	N	-
Erosion Control	Y	N	-

* See Calculation Guidelines

** Residential Use Properties to be Assessed as R-2

B. Calculation Guidelines – Water Mains and Services

- Assessments will be levied according to the front foot dimensions of abutting property, except as noted. The assessment rate will be determined on the basis of actual construction cost required by the city for development:
 - R-1, R-2 and R-3 zoning. All costs to construct water main up to and including 8" main, hydrants and valves.
 - C-1 and C-2 zoning. All costs to construct water main up to and including 12" main, hydrants and valves.

- c. Other zoning. All costs to construct water main up to and including 16" main, hydrants and valves.
 - d. Water main installed for transmission use shall not be assessed, except if no other main is available for service. The property shall be assessed at the rate of the year the main was installed based on zoning at the time of connection.
 - e. All costs to furnish and install hydrants, including leads and valves shall be assessed.
 - f. In-kind water main reconstruction, including hydrants and leads, is not assessed.
 - g. All additional costs to upgrade a water main, including additional valving due to a service and/or fire line, when requested, shall be borne by the property owner.
 - h. New, and/or additional water main(s) installed for circulation and/or looping in a developed area shall not be assessed, except in case of B1.d.
2. Permission to connect to the City water main prior to annexation must be obtained from the Common Council through the Utilities Committee.
 3. Any lot or parcel within the corporate limits which has not paid a water main assessment when the main was installed will, at the time the water lateral permit is taken out, be required to pay the connection fee with the lateral permit fee. Payment of a connection fee must be made in full prior to connecting. The connection fee, equivalent to the front foot water main assessment, will be based on the assessment rate the year the main was installed. Payment for connection fees may be made in accordance with Section XI.
 4. New Service Installation. The property owner or developer per Schedule Cz-1 (attached) shall pay all installation costs from the main through and including the curb shut-off.
 5. Replacement of Service. All additional cost to upgrade a service (example, 1" copper to 4" service line) shall be borne by the property owner or developer per Schedule X-2 (Attached).
 6. Public owned property, including lands under the jurisdiction of the Board of Education, Parks and Recreation Committee and other branches of city & county governments, churches and private schools and other exempt properties will be assessed 100% of the C-1, C-2 assessment rate regardless of the zoning.
 7. Calculation Guidelines (see chart for applicability):
 - a. On multiple frontage lots zoned R-1, R-2 or R-3, the shortest side will be assessed at 100% of the assessment rate. On the other sides, the first 120 feet of each side will be assessed at 0% of the assessment rate. The balance of the frontage will be assessed at 100% of the assessment rate.
 - b. No corner lot exception will be provided for combined properties that did not meet the corner lot criteria prior to their combination.
 - c. Where water main exists across an entire parcel frontage, but construction only occurs along part of a parcel's total frontage, assessments will be calculated based on the partial frontage. The balance will be assessed as work is completed along the remaining frontage. Where water main exists along only a portion of the parcel frontage, the entire frontage will be assessed.
 - d. On multiple frontage lots where all sides have equal frontage, the side to be considered the short side is the "Addressed" side.
 - e. For cul-de-sac lots, the assessable footage for each lot shall be the sum of frontages for all lots fully or partially abutting a cul-de-sac divided by the number of lots.

- f. Assessable footage for water mains (re)constructed within Easements shall be equal to the centerline length of easement falling within the property. Assessments will be levied to only those properties with service connections to the easement main. The easement length will be considered as "frontage" for purposes of calculating multiple-frontage reductions (see 7a. above).
- g. Assessments for water services will be based on the unit cost per foot as indicated in the chart in section VII.A applied to the length of the service between the main and the property line. The length of water service assessed shall not exceed ½ the street right-of-way width.
- h. Assessments for water services within cul-de-sacs will be based on the actual length of service installed, but shall not exceed the right-of-way radius for the cul-de-sac bulb.
- i. Assessments for laterals connected to watermain within easements will be based on actual length of lateral installed, but not to exceed ½ the right-of-way width of the street for which the property is addressed.

VIII. STREET LIGHTING

A. Calculation Guidelines

1. Assessments for non-decorative streetlights will be levied according to the front foot dimensions of abutting property except as noted.
2. Assessments will be levied at the time of and in conjunction with the initial street light installation.
3. The assessment rate will be based on the actual cost of installation.
4. The assessment rate for replacement of existing streetlights will be based upon the additional cost of enhanced features beyond standard street light requirements.

B. Assessment Exceptions:

- a. On multiple frontage lots zoned R-1, R-2 or R-3, the shortest side will be assessed at 100% of the assessment rate. On the other sides, the first 120 feet of each side will be assessed at 0% of the assessment rate. The balance of the frontage will be assessed at 100% of the assessment rate.
- b. On inside corner or multiple frontage lots, the side or sides precluded from access is not included in the assessment frontage.

IX. NEW SUBDIVISIONS

A. General Information

NEW SUBDIVISION DEVELOPMENT		Subdivisions Platted prior to 1/1/04 or after 12/31/14	Subdivisions Platted between 1/1/04 and 12/31/14
	Funding Mechanisms	Private Contracts / City Funds (Assessable)	Private Contracts /Standby Lines of Credit
	Development Agreement Required?	No	Yes
	Assessed at (%)	100%	100%
	Assessment Rates	Actual Costs Incurred.	Actual Costs Incurred.
Construction Items		(Y=City Funded/Assessable D=Developer Financed)	(Y=City Funded/Escrow Draws D=Developer Financed)
		Platted Prior to 1/1/04	Platted After 12/31/14
City Administrative Fees		Y	Y
Area Assessment - Sanitary		Y	Y
Park Fees		Y	D
Regional Stormwater Facilities		Y	Y
Sewer Televising		Y	Y
Temporary Asphalt Pavement		Y	Y
Concrete Pavement ⁺		Y	Y
Sidewalks		Y	Y
Boulevard Trees		Y	Y
Street Name Signs		Y	Y
Traffic Control Signs		Y	Y
Sanitary Sewer		D	D
Sanitary Overbuild		D	D
Storm Sewer		D	D
Storm Overbuild		D	D
Water Main		D	D
Water Main Overbuild		D	D
Sanitary Laterals		D	D
Storm Laterals		D	D
Water Services		D	D
Rear-yard Drains		D	D
Grading & Graveling (Right-of-way)		D	D
Lot Grading		D	D
Private Utilities (Gas, Electric, Telephone, Cable TV)		D	D
Seed & Mulch (Right-of-way)		D	D
Seed & Mulch (Lot areas)		D	D
Street Lights		D	D
Erosion Control		D	D

* See Calculation Guidelines

⁺ See Section IX.B.2 for exceptions

B. Calculation Guidelines – New subdivisions

1. The City does not provide funding for New Subdivisions platted between January 1, 2004 and December 31, 2014 except as indicated in the chart above. Escrow accounts or

irrevocable lines of credit will be required of developers for all items administered or installed by the City.

2. For subdivisions platted prior to 1/1/04 or after 12/31/14, assessments for concrete pavement shall be levied in accordance with Section I.A. of this policy.
3. Engineering fees for new subdivision developments shall be included in assessments. Included shall be preparation of plans and specifications, consultant fees, material testing fees, field survey, inspection and assessment preparation.
4. Individual lots within but not part of a new development when funded by the city shall be assessed at the current city interest rate.
5. Extraordinary sanitary sewer construction costs not to be assessed include pipes larger than 12" and depths greater than 16' when project funded by the city.
6. Typical residential street lighting will consist of 100-watt sodium vapor lamps on a wooden pole, mounted 30 feet high, spaced 250 to 300 feet apart.
7. The effective date for interest to begin accumulating on new subdivision developments will be the date of invoice. This includes all city utilities and street work.
8. Storm sewer area assessment for regional facilities built prior to 3-1-2006 shall be based on the cost of storm sewer needed to serve the subdivision and the share of downstream trunk main.

X. SPECIAL CHARGES

A. General definition

1. Special charges shall accrue interest starting 30 days following the invoice date. Interest shall accrue at the same rate as for special assessments. (Board of Public Works, June 6, 1990).

XI. METHOD OF PAYMENT

A. General Definition

1. Lump sum payment to be paid at due date.
2. One installment if the assessment is \$1000 or less.
3. Five equal annual installments if the assessment is greater than \$1000.
4. Deferred payments will bear an interest at the rate of prime plus 3.00% per annum on the unpaid balance.
5. Separate current year special assessment bills may be combined to establish eligibility for the \$1000 limit for installment payment options. Finance Department must be notified prior to November 1.

XII. APPEAL PROCESS

1. If the governing body decides to reconsider and reopen any assessment, the body may, after giving a public notice as required for the initial assessment, and after a public hearing, amend, cancel or confirm the prior assessment. Any request for a change to the first assessment, must be made within 30 days of the passage of the original final resolution. The Clerk shall publish a notice of any resolution changing the assessment, as was done with the original assessment.

XIII. MISCELLANEOUS

1. Deferred payment of special assessments is not permitted. (See WI Statutes Chapter 74.)
2. Any construction project where right-of-way acquisition would contribute to 25% or more of the assessment rate shall be brought to the Board of Public Works for review and establishment of an appropriate assessment rate. In establishing this rate, the Board will consider assessment rates for similar projects and any other information it considers relevant.

XIV. REFERENCED ITEMS

1/17/83 Street and Sanitation Committee #3

The following policy concerning sump pump discharges adopted, "When streets are paved where storm sewer laterals exist, curb openings for sump pump discharges or surface drainage shall not be allowed."

7/06/83 Street and Sanitation Committee #6

Most of this information has been put in Appendix IX Stormwater/Clear Water Discharges

3/03/93 Street and Sanitation Committee #10

Any driveway adjacent to a street paving project that is not used will be closed with curb and gutter and will have the terrace reseeded in conjunction with the street paving. The cost of this work is to be included with the assessment for curb and gutter on the project.

Any driveway aprons without improved surfaces shall be either paved with permanent surface or abandoned and closed in conjunction with a street paving project. The cost of either option will be assessed to the property.

2/02/94 Board of Public Works Report - This was adopted as part of the assessment policy.

"Publicly owned property, including lands under the jurisdiction of the Board of Education, Park Board, Water Department and other branches of city, state or county governments, and churches and private schools be assessed 100% of the assessment rate.

11/16/94 Municipal Services Committee #2 - "Resolved, that when a property asks for a second curb cut, the two neighboring properties to each side of the requesting property be notified and asked if they have any problems with the curb cut. If any of the four (4) properties are against the second curb cut, the request must be brought to Municipal Services Committee and Council for approval, thus all neighbors have an avenue for input."

1/18/95 Board of Public Works #3 - The Board reaffirms its previous recommendation that: The special assessment policy for stormwater that recovers 75% of costs from new developers and 40% from existing benefiting owners be approved. Existing is defined as that

a building permit has been issued at the time of adoption of the policy by the Common Council.

1/17/96 Board of Public Works – This was adopted with the assessment policy.

Sidewalks B.2 – The assessment rate for reconstruction of sidewalks will be 125% of the rate of new sidewalks.

9/03/97 Municipal Services Committee – Amended Driveway Opening Policy “Any driveway adjacent to a street reconstruction project that is not used will be permanently paved or closed with curb and gutter and will have terrace reseeded in conjunction with the street work.

3/03/99 Board of Public Works – “Resolved, that the repair and replacement of existing sidewalks in the green dot program be paid by the general fund after green dot has gone through the City once. All hazardous sidewalks as defined by City criteria will be replaced at City cost.”

5/15/13 Board of Public Works – Prime plus 3% will be the rate set for the 5-year payment option.

XV. **2016** SPECIAL ASSESSMENT RATES

Sanitary Sewer Laterals Reconstruction	4"	\$52.00/ft
	> 4"	actual cost
Storm Sewer Reconstruction up to & including 15" main:		\$36.00/ft
Storm Sewer Laterals Reconstruction	6"	\$31.00/ft
	8"	\$37.00/ft
	10"	\$40.00/ft
	12"	\$43.00/ft
	> 12"	actual cost
New Water Main - Zoning R1, R2, R3	up to & including 8" main:	actual cost
Zoning C1, C2	up to & including 12" main:	actual cost
Other Zoning	up to & including 16" main:	actual cost

Rates for previous Stormwater Detention Basins (Cost per ERU's)

SE Basin	75% of cost	\$173.25
	40% of cost	92.40

AAL Basin	75% of cost	\$430.20
	40% of cost	229.44

Meade Pond	\$797.04
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Holland Pond	\$345.78
--------------	----------

Ashbury Pond	\$593.76
--------------	----------

Mud Creek South Pond	\$815.00 (2002 basin rate)
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Cost for 2003 basins \$860.00
 Southpoint Commerce Park Pond North (K2a), Plank Road West

Cost for 2004 basins \$915.00
 Southpoint Commerce Park Pond South (K2B)

Cost for 2005 basins \$1,104.00
 Plank Road Northwest Pond

Sheet No.1 of 1
Schedule No.Cz-1
Amendment No. 60

Public Service Commission of Wisconsin
Appleton Water Department

WATER LATERAL INSTALLATION CHARGE

Subdivision developers shall be responsible, where the main extension has been approved by the utility, for the water service lateral installation costs from the main through the curb stop and box.

When the cost of a utility main extension is to be collected through assessment by the municipality, the actual average water lateral installation costs from the main through the curb stop and box shall be included in the assessment of the appropriate properties.

The initial water service lateral(s), not installed as part of a subdivision development or an assessable utility extension, will be installed from the main through the curb stop and box by the utility, for which the actual cost will be made.

EFFECTIVE: May 1, 2001
PSCW AUTHORIZATION: 190-WR-108
RATE FILE

Public Service Commission of Wisconsin
Appleton Water Department

WATER LATERAL INSTALLATION CHARGE

Water mains will be extended for new customers on the following basis:

- A. Where the cost of the extension is to immediately be collected through assessment by the municipality against the abutting property, the procedure set for under Wis. Stat. 66.0703 will apply, and no additional customer contribution to the utility will be required.
- B. Where the municipality is unwilling or unable to make a special assessment, the extension will be made on a customer-financed basis as follows:
 - 1. The applicant(s) will advance as a contribution in aid of construction, the total amount equivalent to that which would have been assessed for all property under (A).
 - 2. Part of the contribution required in (1) will be refundable. When additional customers are connected to the extended main within ten years of the date of completion, contributions in aid of construction will be collected equal to the amount, which would have been assessed under (A) for the abutting property being served. This amount will be refunded to the original contributor(s). In no case will the contributions received from additional customers exceed the proportionate amount, which would have been required under (A) or will it exceed the total assessable cost of the original extension.
- C. When a customer connects to a transmission main or connecting loop installed at utility expense within 10 years of the date of completion, there will be a contribution required of an amount equivalent to that which would have been assessed under A.

EFFECTIVE: May 1, 2001
PSCW AUTHORIZATION: 190-WR-108



"...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

To: Finance Committee

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

Date: August 20, 2018

Re: Action: Accept Grant from Home Depot for \$13,200

The City of Appleton was awarded a grant from The Home Depot Foundation for \$13,200 to complete kitchen and restroom renovations at Fire Station #3. In addition, Home Depot will be providing the labor to complete the work. Our staff will be providing a limited amount of labor also.

This grant was initiated by a resident, Melissa Brown, who brought her preschool class on a field trip to Fire Station #3. While there she noticed that the kitchen and other areas needed some updating. She was aware that Home Depot partnered with local non-profits to help their communities.

Ms. Brown recognizes that the men and women of our Fire Department commit their lives to keeping the citizens of Appleton safe and recognizes that some of these staff have also served in our military. The grant helps provide a "home away from home" as they spend much time at the fire stations.

Our capital improvement budget includes updates to fire station kitchens and bathrooms so this grant will offset future capital expenditures in the capital improvement plan.

Please feel free to contact me at 832-5572 with any questions, or by email at dean.gazza@appleton.org.



"...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

TO: Finance Committee

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

DATE: 8/20/2018

RE: Action Item: Award contract to AAR Advanced Asbestos for remediation of asbestos and lead for the Blue Ramp Demolition for a contract of \$28,640 and a contingency of 15% for a contract not-to-exceed \$32,936.

The 2018 Capital Improvement budget allocated monies for the demolition of the Blue Ramp. In preparation of demolition, the Department of Natural Resources requires hazardous materials be remediated. This contract is to remediate asbestos and lead.

AAR Advanced Asbestos	- \$28,640
Asbestos Removal	- \$29,897

After careful review our team recommends awarding a contract to AAR Advanced Asbestos for \$28,640. Contingency will be utilized for hazardous materials not visibly present during the survey. Please feel free to contact me at 832-5572 with any questions, or by email at dean.gazza@appleton.org.



Quote Number: Q-23670
Quote Prepared On: 5/8/2018
Quote Valid Through: 6/30/2018
Payment Terms: Net 30
Currency: USD

Granicus Contact:
Name: Peter Dieterich
Phone: 720-613-8873
Email: peter.dieterich@granicus.com

The Agreement shall commence on the date this document is signed and continue for 3 years.

YEAR ONE ANNUAL SUBSCRIPTION FEE

Product Name	Invoice Schedule	Quantity	Annual Total
VoteCast Station for Meeting Efficiency Suite (ME)	Annual	1 Each	\$14,226.72
VoteCast Display for Meeting Efficiency Suite (ME)	Annual	1 Each	\$385.20
Meeting Efficiency Suite	Annual	1 Each	\$3,210.00
Granicus Remote Administration	Annual	1 Each	\$1,284.00
Template - Sectioned View Page	Annual	1	\$346.68
Government Transparency Managed Services Hardware (GT)	Annual	1 Each	\$1,284.00
Open Platform Suite	Annual	1 Each	\$1,527.96
Government Transparency Suite	Annual	1 Each	\$2,568.00
VoteCast Station for Meeting Efficiency Suite (ME)	Annual	1 Each	\$1,271.16
Granicus Encoding Appliance Hardware (Managed)	Annual	1 Each	\$1,284.00
Legistar	Annual	1 Each	\$12,198.00
VoteCast Package for Meeting Efficiency Suite (7 seats)	Annual	1 Each	\$0.00
		TOTAL	\$39,585.72



FUTURE YEAR PRICING

[illegible]

Product Name	Product Description
VoteCast Station for Meeting Efficiency Suite (ME)	
VoteCast Display for Meeting Efficiency Suite (ME)	
Meeting Efficiency Suite	<p>Meeting Efficiency is a hybrid Software-as-a-Service (SaaS) and Hardware-as-a-Service (HaaS) solution that enables government organizations to simplify the in-meeting management and post-meeting minutes creation processes of the clerk's office. By leveraging this solution, the client will be able to streamline meeting data capture and minutes production, reducing staff efforts and decreasing time to get minutes published. During a meeting, record roll calls, motions, votes, notes, and speakers, all indexed with video. Use the index points to quickly edit minutes, templates to format in Microsoft Word or HTML, and publish online with the click of a button. Meeting Efficiency includes:</p> <ul style="list-style-type: none"> • Unlimited user accounts • Unlimited meeting bodies • Unlimited storage of minutes documents • Access to one Granicus platform site • Access to the LiveManager software application for recording information during meetings • Access to the Word Add-in software component for minutes formatting in MS Word if desired • One MS Word or HTML minutes template (additional templates can be purchased if needed)
Granicus Remote Administration	
Template - Sectioned View Page	

Product Name	Product Description
Government Transparency Managed Services Hardware (GT)	The managed equipment solution offers an encoding appliance that is fully managed and maintained by Granicus.
Open Platform Suite	Open Platform is access to MediaManager, upload of archives, ability to post agendas/documents, and index of archives. These are able to be published and accessible through a searchable viewpage.
Government Transparency Suite	Government Transparency are the live in-meeting functions. Streaming of an event, pushing of documents, indexing of event, creation of minutes.
VoteCast Station for Meeting Efficiency Suite (ME)	
Granicus Encoding Appliance Hardware (Managed)	
Legistar	<p>Legistar is a Software-as-a-Service (SaaS) solution that enables government organizations to automate the entire Legislative process of the clerk's office. By leveraging Legistar, the client will be able to easily manage the entire legislative process from drafting files, through assignment to various departments, to final approval. Legistar includes:</p> <ul style="list-style-type: none"> • Unlimited user accounts • Unlimited meeting bodies and meeting types • Unlimited data storage and retention • Configuration services for one meeting body\type • One Legistar database • One InSite web portal • Design services for one agenda report template • Design services for one minute's report template
VoteCast Package for Meeting Efficiency Suite (7 seats)	

TERMS AND CONDITIONS

- Link to State & Local Terms: https://granicus.com/pdfs/Master_Subscription_Agreement.pdf
- Upon the effective date, this Agreement shall supersede and replace any previous agreement between the parties. All prior agreements between the parties are hereby void and of no force and effect.
- Payment terms: net 30
- Any lapse in payment may result in suspension of service and will require the payment of a setup fee to reinstate the subscription.
- This quote is exclusive of applicable state, local, and federal taxes, which, if any, will be included in the invoice. It is the responsibility of **Appleton, WI** to provide applicable exemption certificate(s).
- If submitting a Purchase Order instead of signing the quote, please include the following language: All pricing, terms and conditions of quote Q-23670 are incorporated into this Purchase Order by reference.



AGREEMENT AND ACCEPTANCE

Appleton, WI

Signature: _____

Name: _____

Title: _____

Date: _____

Billing Information

Name: _____

Phone: _____

Email: _____

Address: _____

Cover Letter

Dear Ms. Lynch,

Thank you for your continued partnership with Granicus as we are excited to continue to support Appleton's legislative management solutions.

At Granicus, we recognize that a great product is only part of what keeps our clients satisfied. We also take full responsibility for maintaining and monitoring the technology that powers your solution. This allows cities to do more in less time, and with less staff by using efficient cloud-based interaction within your department and externally to residents.

Attached, you will find a summary of your current services with Granicus as well as the proposed and updated Master Subscription Agreement. Please see the contract by clicking on the hyperlink located on page 3 of the attached quote.

This continuation of services includes the following solutions:

- Legistar— Legislative management solution
- Meeting Efficiency Suite—Hybrid software and hardware solution to simplifying minutes and recordings
- Government Transparency Suite— Granicus video and streaming solution
- Granicus Encoding Hardware— Leased encoder hardware necessary to convert video to streaming
- VoteCast Digital Voting Systems (Hardware and Software components) — Software and hardware program that provides paperless access to the agenda and supporting materials

Please contact me directly should you have any questions relating to this documentation. As always, thank you for your time and relationship with Granicus.

Most Sincerely,
Peter Dieterich

Granicus Proposal for Appleton, WI

Granicus Contact

Name: Peter Dieterich

Phone: 720-613-8873

Email: peter.dieterich@granicus.com

Proposal Details

Quote Number: Q-23670

Prepared On: 7/23/2018

Valid Through: 8/31/2018

Pricing

Payment Terms: Net 30

Currency: USD

The Agreement shall commence on the date this document is signed and continue for 3 years.

Annual Fees for Renewing Subscriptions			
Solution	Billing Frequency	Quantity/Unit	Annual Fee
VoteCast Station for Meeting Efficiency Suite (ME)	Annual	1 Each	\$13,960.80
VoteCast Display for Meeting Efficiency Suite (ME)	Annual	1 Each	\$378.00
Meeting Efficiency Suite	Annual	1 Each	\$3,150.00
Granicus Remote Administration	Annual	1 Each	\$1,260.00
Template - Sectioned View Page	Annual	1	\$340.20
Government Transparency Managed Services Hardware (GT)	Annual	1 Each	\$1,260.00
Open Platform Suite	Annual	1 Each	\$1,499.40
Government Transparency Suite	Annual	1 Each	\$2,520.00
VoteCast Station for Meeting Efficiency Suite (ME)	Annual	1 Each	\$1,247.40
Granicus Encoding Appliance Hardware (Managed)	Annual	1 Each	\$1,260.00
Legistar	Annual	1 Each	\$11,970.00
VoteCast Package for Meeting Efficiency Suite (7 seats)	Annual	1 Each	\$0.00
SUBTOTAL:			\$38,845.80

Remaining Period(s)		
Solution	Year 1	Year 2
VoteCast Station for Meeting Efficiency Suite (ME)	\$14,658.84	\$15,391.78
VoteCast Display for Meeting Efficiency Suite (ME)	\$396.90	\$416.75
Meeting Efficiency Suite	\$3,307.50	\$3,472.88
Granicus Remote Administration	\$1,323.00	\$1,389.15
Template - Sectioned View Page	\$357.21	\$375.07
Government Transparency Managed Services Hardware (GT)	\$1,323.00	\$1,389.15
Open Platform Suite	\$1,574.37	\$1,653.09
Government Transparency Suite	\$2,646.00	\$2,778.30
VoteCast Station for Meeting Efficiency Suite (ME)	\$1,309.77	\$1,375.26
Granicus Encoding Appliance Hardware (Managed)	\$1,323.00	\$1,389.15
Legistar	\$12,568.50	\$13,196.93
VoteCast Package for Meeting Efficiency Suite (7 seats)	\$0.00	\$0.00
TOTAL:	\$40,788.09	\$42,827.49

Product Descriptions	
Name	Description
Meeting Efficiency Suite	<p>Meeting Efficiency is a hybrid Software-as-a-Service (SaaS) and Hardware-as-a-Service (HaaS) solution that enables government organizations to simplify the in-meeting management and post-meeting minutes creation processes of the clerk's office. By leveraging this solution, the client will be able to streamline meeting data capture and minutes production, reducing staff efforts and decreasing time to get minutes published. During a meeting, record roll calls, motions, votes, notes, and speakers, all indexed with video. Use the index points to quickly edit minutes, templates to format in Microsoft Word or HTML, and publish online with the click of a button. Meeting Efficiency includes:</p> <ul style="list-style-type: none"> • Unlimited user accounts • Unlimited meeting bodies • Unlimited storage of minutes documents • Access to one Granicus platform site • Access to the LiveManager software application for recording information during meetings • Access to the Word Add-in software component for minutes formatting in MS Word if desired • One MS Word or HTML minutes template (additional templates can be purchased if needed)
Government Transparency Managed Services Hardware (GT)	The managed equipment solution offers an encoding appliance that is fully managed and maintained by Granicus.
Open Platform Suite	Open Platform is access to MediaManager, upload of archives, ability to post agendas/ documents, and index of archives. These are able to be published and accessible through a searchable viewpage.
Government Transparency Suite	Government Transparency are the live in-meeting functions. Streaming of an event, pushing of documents, indexing of event, creation of minutes.
Legistar	<p>Legistar is a Software-as-a-Service (SaaS) solution that enables government organizations to automate the entire Legislative process of the clerk's office. By leveraging Legistar, the client will be able to easily manage the entire legislative process from drafting files, through assignment to various departments, to final approval. Legistar includes:</p> <ul style="list-style-type: none"> • Unlimited user accounts • Unlimited meeting bodies and meeting types • Unlimited data storage and retention • Configuration services for one meeting body\type • One Legistar database • One InSite web portal • Design services for one agenda report template • Design services for one minute's report template

Terms and Conditions

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- Any lapse in payment may result in suspension of service and will require the payment of a setup fee to reinstate the subscription.
- If submitting a Purchase Order, please include the following language: All pricing, terms and conditions of quote Q-23670 dated 7/23/2018 are incorporated into this Purchase Order by reference.

Agreement and Acceptance

By signing this document, the undersigned certifies they have authority to enter the agreement. The undersigned also understands the services and terms.

Appleton, WI	Billing Information
Signature:	Name:
Name:	Phone:
Title:	Email:
Date:	Address:



Granicus Video

A complete video solution for government

Granicus Video enables organizations to build a content-rich library of live and archived public meeting webcasts and records without hassle, enabling agencies to reach a broader audience and further meet modern transparency demands.

With easy-to-use media management tools, agencies can schedule and broadcast live webcasts while simultaneously recording and archiving the live content to unlimited storage. Agendas can be imported prior to each meeting, allowing for video to be indexed in real-time, which eliminates hours of follow up work after an event has ended. After the meeting, publish a full and integrated public record which links the agenda directly to the video.

Empowered citizens can browse published agendas and supporting documents or save time

by performing keyword searches to jump directly to specific topics, making it easier for viewers to find the information they're most interested in. Citizens can also subscribe to agendas or keyword searches to get real-time notifications when new, relevant content becomes available.

Opt in to HD video for an enhanced viewing experience or further enable accessibility and ensure ADA compliance by adding closed-captioning services. Agencies can monitor and analyze public interest through visitor and viewership reports, which break down visitor statistics, including most-popular content, number of views, length of time on site, and more to better understand the viewing audience.



Live event streaming



Archive videos with unlimited storage



Searchable, indexed content



Publish a complete public record



Closed captioning add-on for ADA compliance



Reports to analyze public participation



Legistar

Customize the entire legislative and agenda management workflow

Reach new levels of automation with a complete legislative solution that manages decisions and automates the workflow of legislative items from introduction to final passage. Extensive configurability sets Legistar apart from the rest with unlimited workflow sequences that can be customized to cater to an unlimited number of users, records and managing bodies. Legistar automates legislation drafting and agenda creation with a built-in, customizable workflow that tracks each item throughout the approval process.

A single piece of legislation can flow through dozens of agendas and drafts

before more than a handful of boards until it's agreed upon, all too often getting lost and rewritten in the process. Easily create new documents for meeting agendas in Legistar or Microsoft Word, then digitally organize them to automatically associate the files to the correct workflow.

The program automates agenda creation and meeting execution with tools to streamline minutes, voting, full reporting and publishing to a citizen-facing web portal for boosted transparency. From drafting files, through assignment to various departments, to final approval, Legistar reduces workloads and creates a more efficient method for managing



Eliminate manual workflows



Automate a customizable legislative workflow



Automate agenda material compilation and approval



Integration to manage documents with Microsoft Word



Track progress and generate reports



Unlimited workflow sequences, users and records



Minutes

Modernize and simplify meeting minutes creation

Granicus Minutes reduces labor, and streamlines minutes creation by electronically capturing roll-call, agenda items, speakers, motions, votes, and notes through a simple interface. When a meeting ends, the tool transfers captured content to a minutes document, allowing users to finalize minutes quickly and easily in Microsoft Word.

With content 75-80% complete at the time the meeting ends, Minutes saves

staff countless hours in their post-meeting workflow.

Minutes can also integrate with other Granicus products to further streamline the meeting process. Import agendas directly from agenda management systems, digitally capture vote results with VoteCast, and publish minutes alongside indexed meeting recordings using Granicus Video.



Digitally capture meeting content



Record motions, votes and notes



Save time in post-meeting workflow



Finalize minutes in Microsoft Word



Publish PDF or HTML minutes

Cover Letter

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- Legistar— Legislative management solution
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Most Sincerely,
Peter Dieterich

Granicus Proposal for Appleton, WI

Granicus Contact

Name: Peter Dieterich

Phone: 720-613-8873

Email: peter.dieterich@granicus.com

Proposal Details

Quote Number: Q-23670

Prepared On: 8/16/2018

Valid Through: 9/14/2018

Pricing

Payment Terms: Net 30

Currency: USD

Period of Performance: The agreement will commence on the date of signature and continue in full force and effect for 36 months.

Annual Fees for Renewing Subscriptions			
Solution	Billing Frequency	Quantity/Unit	Annual Fee
VoteCast Station for Meeting Efficiency Suite (ME)	Annual	1 Each	\$13,694.88
VoteCast Display for Meeting Efficiency Suite (ME)	Annual	1 Each	\$370.80
Meeting Efficiency Suite	Annual	1 Each	\$3,090.00
Granicus Remote Administration	Annual	1 Each	\$1,236.00
Template - Sectioned View Page	Annual	1	\$333.72
Government Transparency Managed Services Hardware (GT)	Annual	1 Each	\$1,236.00
Open Platform Suite	Annual	1 Each	\$1,470.84
Government Transparency Suite	Annual	1 Each	\$2,472.00
VoteCast Station for Meeting Efficiency Suite (ME)	Annual	1 Each	\$1,223.64
Granicus Encoding Appliance Hardware (Managed)	Annual	1 Each	\$1,236.00
Legistar	Annual	1 Each	\$11,742.00
VoteCast Package for Meeting Efficiency Suite (7 seats)	Annual	1 Each	\$0.00
SUBTOTAL:			\$38,105.88

Remaining Period(s)		
Solution	Term 2	Term 3
VoteCast Station for Meeting Efficiency Suite (ME)	\$14,105.73	\$14,528.90
VoteCast Display for Meeting Efficiency Suite (ME)	\$381.92	\$393.38
Meeting Efficiency Suite	\$3,182.70	\$3,278.18
Granicus Remote Administration	\$1,273.08	\$1,311.27
Template - Sectioned View Page	\$343.73	\$354.04
Government Transparency Managed Services Hardware (GT)	\$1,273.08	\$1,311.27
Open Platform Suite	\$1,514.97	\$1,560.41
Government Transparency Suite	\$2,546.16	\$2,622.54
VoteCast Station for Meeting Efficiency Suite (ME)	\$1,260.35	\$1,298.16
Granicus Encoding Appliance Hardware (Managed)	\$1,273.08	\$1,311.27
Legistar	\$12,094.26	\$12,457.09
VoteCast Package for Meeting Efficiency Suite (7 seats)	\$0.00	\$0.00
TOTAL:	\$39,249.06	\$40,426.53

Product Descriptions	
Name	Description
Meeting Efficiency Suite	<p>Meeting Efficiency is a hybrid Software-as-a-Service (SaaS) and Hardware-as-a-Service (HaaS) solution that enables government organizations to simplify the in-meeting management and post-meeting minutes creation processes of the clerk's office. By leveraging this solution, the client will be able to streamline meeting data capture and minutes production, reducing staff efforts and decreasing time to get minutes published. During a meeting, record roll calls, motions, votes, notes, and speakers, all indexed with video. Use the index points to quickly edit minutes, templates to format in Microsoft Word or HTML, and publish online with the click of a button. Meeting Efficiency includes:</p> <ul style="list-style-type: none"> • Unlimited user accounts • Unlimited meeting bodies • Unlimited storage of minutes documents • Access to one Granicus platform site • Access to the LiveManager software application for recording information during meetings • Access to the Word Add-in software component for minutes formatting in MS Word if desired • One MS Word or HTML minutes template (additional templates can be purchased if needed)
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Agreement and Acceptance

By signing this document, the undersigned certifies they have authority to enter the agreement. The undersigned also understands the services and terms.

Appleton, WI	Billing Information
Signature:	Name:
Name:	Phone:
Title:	Email:
Date:	Address:



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Closed captioning add-on for ADA compliance



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Digitally capture meeting content



Record motions, votes and notes



Save time in post-meeting workflow



Finalize minutes in Microsoft Word

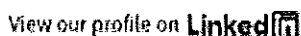


Publish PDF or HTML minutes

League of Wisconsin Municipalities

Capitol Buzz

August 15, 2018

Witynski@lwm-info.orgwww.lwm-info.org

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E-Newsletters](#)

In an advisory referendum, West Allis voters loudly demand legislators close the so-called dark store loophole

WEST ALLIS - Local voters in Tuesday's primary election stood solidly behind West Allis officials in wanting the state legislature to close the so-called dark store loophole that has resulted in big-box stores getting drastic reductions in their property tax assessments in many communities.

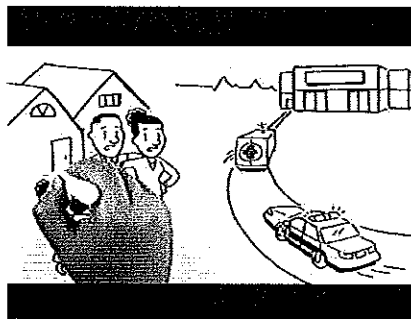
The result is a shift of the tax burden onto other property taxpayers.

In the advisory referendum, 7,128 West Allis voters urged the state legislature to close the dark store loophole, according to unofficial results. Only 734 voted "no." That's 91 percent in favor of closing the so-called loophole.

"It was pretty convincing," Mayor Dan Devine said of the wide margin. "I hope this strong message sent by voters resonates with the legislature and the governor."

Alderman Tom Lajsic, who serves as the city's common council president, added: "I think it sends a loud message to state legislators, even though our West Allis legislators have been supportive of opposing dark stores." Read the story [here...](#)

Click [here](#) to watch the Dark Store Loopholes Video



League Produces Video Explaining Why Dark Store and Walgreens Loopholes Must be Closed

The League has worked with the Wisconsin Counties Association and the Wisconsin Towns Association to produce a [whiteboard video](#) explaining the dark store and Walgreens loopholes.

Check it out on the League's YouTube Channel [here](#).

Ways your community can make use of this video include:

- + Post the video to your website**
- + Show the video at a governing body meeting**
- + Show the video at your Rotary, Neighborhood Association, Kiwanis, Elks, etc. meeting**
- + Show the video as part of a legislative candidate forum**
(see the August, *The Municipality* magazine, pg. 7 for more on how to host a forum.)
- + Sit down with your local editorial board and watch the video together**
Provide the local impact of the loopholes on an average homeowner in your municipality.
- + Post the video to social media** (and tag the League and Wisconsin Counties Association so that we can amplify your voice) (The Towns Association is not on social media.)



League's Close the Dark Store Loopholes Campaign Up and Running

Take a look at the newly launched "[Close the Dark Store Loopholes](#)" website. You can take action and contact your Legislators directly through the "[Act](#)" buttons.

Please also engage on the "Close the Dark Store Loopholes" Facebook page [here](#). You can comment, like, share and tag the page in your own posts. Go directly to the first ad [here](#).

DOR releases 2018 Final Equalized Values

Today, the Department of Revenue (DOR) posted its final 2018 Equalized Values, Tax Incremental District (TID) Values, Net New Construction Report, and County Apportionment Report.



Demand that lawmakers close the Dark Store Loopholes, which increase property taxes on homeowners & small businesses!

Do you think your property taxes are too high? Lawyers and lobbyists have rigged the Wisconsin property tax system by using the Dark Store Loopholes to lower taxes on wealthy and powerful big box retailers and to raise property taxes on Wisconsin homeowners and small businesses.

There is broad bipartisan support for dark store reform in the Legislature, but it hasn't even been allowed to come up for a vote.

Before anyone asks you for your vote this fall, ask them where they stand on closing the Dark Store Loopholes!

FACT

Dark Store Loopholes allow big box retailers to avoid paying their fair share of property taxes.

ACT

Ask Lawmakers to **CLOSE** the Dark Store Loopholes! >

FACT

Wisconsin homeowners already pay a too-high 68% of property taxes, and may soon pay an even bigger share.

ACT

Ask Lawmakers to **CLOSE** the Dark Store Loopholes! >

FACT

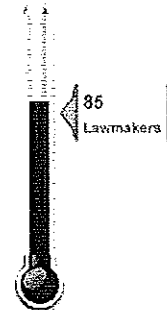
Big box retailers use more municipal services like police & fire, but soon will pay even less for them.

ACT

Ask Lawmakers to **CLOSE** the Dark Store Loopholes! >

Closing the Dark Store Loopholes has broad bipartisan support, but

Legislation to Close the Dark Store Loopholes already has broad bipartisan support amongst lawmakers!



See All Legislative Supporters >

CONTRACT AMENDMENT AND CHANGE ORDER

Change Order No.

One

Date

08/06/18

Contract No. 1-18 for the following public work : T-18 Sewer & Water Reconstruction No. 1

between Kruczek Construction Inc. and the City of Appleton dated 02/07/18 is hereby changed in the following particular wit:

Item No.	Account No.	Current Contract Amount	Current Contingency	C.O. Amount (+/-)	Contingency (+/-)	New Contract Total	New Contingency Total
1	5371.6809.5.3602	\$534,552.84	\$26,727.64	\$19,500.00	-\$19,500.00	\$554,052.84	\$7,227.64
2	5431.6809.3.3606	\$559,692.83	\$27,984.64	\$0.00	\$0.00	\$559,692.83	\$27,984.64
3	5230.6809.4.3009	\$383,532.10	\$19,176.60	\$0.00	\$0.00	\$383,532.10	\$19,176.60
4						\$0.00	\$0.00
5						\$0.00	\$0.00
6						\$0.00	\$0.00
7						\$0.00	\$0.00
8						\$0.00	\$0.00
9						\$0.00	\$0.00
10						\$0.00	\$0.00
Total		\$1,477,777.77	\$73,888.88	\$19,500.00	-\$19,500.00	\$1,497,277.77	\$54,388.88

Reason for Change:

Additional 325' of 1" water service due to the existing water services being deep and directly over the sanitary laterals on Telulah Avenue between Bluebird Lane and Robin Way (East Side only). The existing 1" water service had to be relayed from the main to the curb stop instead of transferring the water service from the old main to the new main. The total additional costs to relay these water services is 325' of 1" water service @\$60/per ft. Therefore 325' X \$60/ft = \$19,500.00.

The Contract Time will be (unchanged) by this Change Order:

0 Days

The Date of Completion as of the date of this Change Order therefore is:

150

Finance Committee Agenda Date: 08/20/16

Date approved by Council:



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

MEMO

TO: Finance Committee

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

DATE: August 15, 2018

SUBJECT: Discussion of Street Snow Removal Assessments

Attached is a copy of the Snow Removal Policy that was first approved by Council in 1990, and most recently updated by Council in 2017. This past year, the following questions have been raised regarding this special assessment:

- **What is the concept behind the policy?** The idea is that these property owners are receiving a higher level of service than other property owners, and therefore, should pay for that additional service.
- **What streets are assessed?** The streets listed on the attached policy are assessed annually.
- **What properties are assessed?** All the properties along the streets listed in the policy except those zoned residentially. In 2017 there was a total of 617 parcels assessed.
- **Does the rate vary depending on how often the snow is removed from a particular street?** No.
- **What is the assessment rate?**
 - \$0.80 per lineal foot for streets per year
 - \$0.50 per lineal foot for alleys per year

This rate has not increased since 1990!!

- **Should the rate be different for streets that are a higher priority, and therefore snow removal occurs sooner along those streets (i.e. the downtown snow is removed before Wisconsin Avenue)?** This would be a policy decision of the Finance Committee and Common Council.
- **What is the downside of eliminating this special assessment?** The downside would be the loss of the \$61,600 of revenue annually.

Attachment



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

DEPARTMENT OF PUBLIC WORKS
Engineering Division
100 North Appleton Street
Appleton, WI 54911
(920) 832-6474
FAX (920) 832-6489

Council Approved: 2-1-2017

CITY OF APPLETON SNOW REMOVAL POLICY

The following policy be adopted to be in effect until revised or superseded.

A. Snow shall be removed from the roadways and alleys according to the following list:

LOCATION	FROM	TO	CLASS
S. Allen Street	E. Lawrence Street	E. Kimball Street	A
N. & S. Appleton Street	W. Prospect Avenue	W. Pacific Street	A
E. & W. College Ave.	N. Drew Street	N. Story Street	A
N. Division Street	W. College Avenue	railroad tracks	A
N. & S. Durkee Street	s/o E. Lawrence Street	E. Franklin Street	A
W. Eighth Street (N/side)	S. Walnut Street	S. Elm Street	A
S. Elm Street	W. Eighth Street	W. Lawrence Street	A
E. & W. Harris Street	N. Morrison Street	N. Appleton Street	A
E. Johnston Street	N. Durkee Street	N. Morrison Street	A
E. Kimball Street	Morrison Street	S. Allen Street	A
E. & W. Lawrence Street	S. Morrison Street	S. Memorial Drive	A
S. Memorial Drive	Fox River	W. College Avenue	A
N. & S. Morrison Street	E. Lawrence Street	E. Franklin Street	A
N. Morrison Street	E. Franklin Street	E. Harris Street	A
S. Morrison Street	E. Lawrence Street	E. Kimball Street	A
S. Oneida Street	Olde Oneida Street	E. Roeland Avenue	A
S. Oneida Street	E. Lawrence Street	E. College Avenue	A
N. Oneida Street	s/o Washington Street	E. Pacific Street	A
N. Richmond Street	W. College Avenue	W. Marquette Street	A

LOCATION	FROM	TO	CLASS
N. Richmond Street	W. Marquette Street	W. Northland Avenue	A
N. Richmond Street	W. Northland Avenue	Ridgeview Drive	A
W. Sixth Street (N/side)	S. Walnut Street	S. Elm Street	A
Soldiers Square	S. Morrison Street	S. Oneida Street	A
N. & S. State Street	railroad tracks	W. Lawrence Street	A
N. & S. Superior Street	W. Lawrence Street	railroad tracks	A
N. & S. Walnut Street	W. Eighth Street	W. Johnston Street	A
E. & W. Washington St	N. Drew Street	N. Division Street	A
E. & W. Wisconsin Ave	Rankin Street	N. Badger Avenue	A

The following are the charges for street snow removal:

80 cents per lineal foot with the following exceptions.

50 cents per lineal foot for alleys.

- B. All other streets are removed based on need and staff availability. The priority 2 & 3 snow removal lists are on file at the Municipal Services Building.
- C. Snow Plowing and Removal from any City Parking Lot shall be charged to Parking Meter Account based upon actual cost.
- D. Where snow is removed at the election of the City, no charge shall be made for property zoned and used residentially.