



City of Appleton

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

Meeting Agenda - Final-revised Municipal Services Committee

Monday, July 20, 2020

4:30 PM

Council Chambers, 6th Floor

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

[20-0923](#) Minutes from July 6, 2020

Attachments: [Minutes from July 6, 2020.pdf](#)

4. Public Hearings/Apearances

5. Action Items

[20-0924](#) Request from Park Central for a Street Occupancy Permit for balconies to extend into the alley right-of-way 5'-8" with the minimum clearance of 14 feet at 318 W College Avenue.

Attachments: [318 W College Ave-Street Occupancy Permit.pdf](#)

[20-0925](#) Request from Friends of Hearthstone, Inc. to Vinyl wrap the traffic control box at the corner of S. Memorial Drive and W. Prospect Avenue be approved subject to the conditions outlined by the Appleton Public Art Committee.

Attachments: [Friends of Hearthstone-Vinyl wrap traffic control box.pdf](#)

[20-0926](#) Approve State/Municipal Agreement for the design and construction of the Olde Oneida Street Bridge over the Power Canal.

Attachments: [Agreement-Olde Oneida St Bridge.pdf](#)

[20-0927](#) Request from Jason Bruehl, 2907 E. Rail Road, for a variance to Municipal Code 19-91(f)(3) to extend driveway 15 feet.

Attachments: [2907 E Rail Road-driveway variance.pdf](#)

[20-0928](#) Request from The Marigold Mile to expand their Street Occupancy permit to install a 2nd sign at a 45 degree angle from the existing sign at the corner of S. Oneida Street and S. Olde Oneida Street.

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

[20-0929](#) Request from Jaymie Holtz to have the \$50 Weed Administration Fee waived for 3522 N. Mariah Lane.

Attachments: [3522 N Mariah Lane-Weed Admin. Fee waived.pdf](#)

[20-0959](#) Approve the installation of STOP signs on Boyd Court at Plank Road.

Attachments: [Boyd Plank \(uncontrolled-to-stop\) \(003\).pdf](#)

[20-0960](#) Approve the installation of STOP signs on Esther Street at Christine Street.

Attachments: [Christine-Esther intersection.pdf](#)

6. Information Items

[20-0930](#) Inspections Division Permit Summary Comparison Report for June, 2020.

Attachments: [Inspection Div. Permit Summary Report June, 2020.pdf](#)

[20-0931](#) 2019 Mid-Year Performance Reviews.

Attachments: [Performance Indicators 7-16-20.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.



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Meeting Minutes - Final Municipal Services Committee

Monday, July 6, 2020

4:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

Aldersperson Firkus called the meeting to order at 4:30 p.m.

2. Roll call of membership

Present: 5 - Firkus, Coenen, Otis, Prohaska and Wolff

3. Approval of minutes from previous meeting

[20-0831](#)

Minutes from June 22, 2020

Attachments: [June 22, 2020.pdf](#)

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

Aye: 5 - Firkus, Coenen, Otis, Prohaska and Wolff

4. Public Hearings/Appealances

5. Action Items

[20-0833](#)

Request from Nadine Van Lieshout on behalf of the Marigold Mile for a Street Occupancy Permit to place small signs within the Marigold Mile planting areas during 2020 as a fund raising opportunity.

Attachments: [Marigold Mile Signage.pdf](#)

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

Aye: 5 - Firkus, Coenen, Otis, Prohaska and Wolff

[20-0834](#)

Request from Nadine Van Lieshout for a street occupancy permit to create a butterfly habitat in the terrace area in front of the mural at the corner of Jackman Street and Water Street contingent upon all installation, maintenance and watering being the responsibility of Nadine Van Lieshout or other volunteers, and not the responsibility of the City of Appleton.

Attachments: [Plantings by mural.pdf](#)

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

Aye: 5 - Firkus, Coenen, Otis, Prohaska and Wolff

[20-0835](#)

Request from Leyton Burk, 4721 N. Meade Street, for a variance to Municipal Code 19-91(f)(3) to extend driveway 16 feet.

Attachments: [4731 N. Meade St.pdf](#)

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

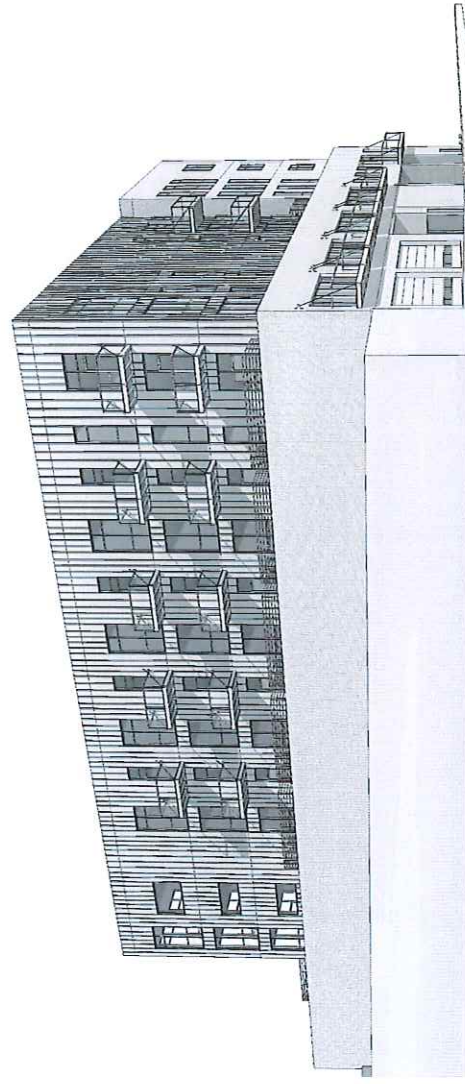
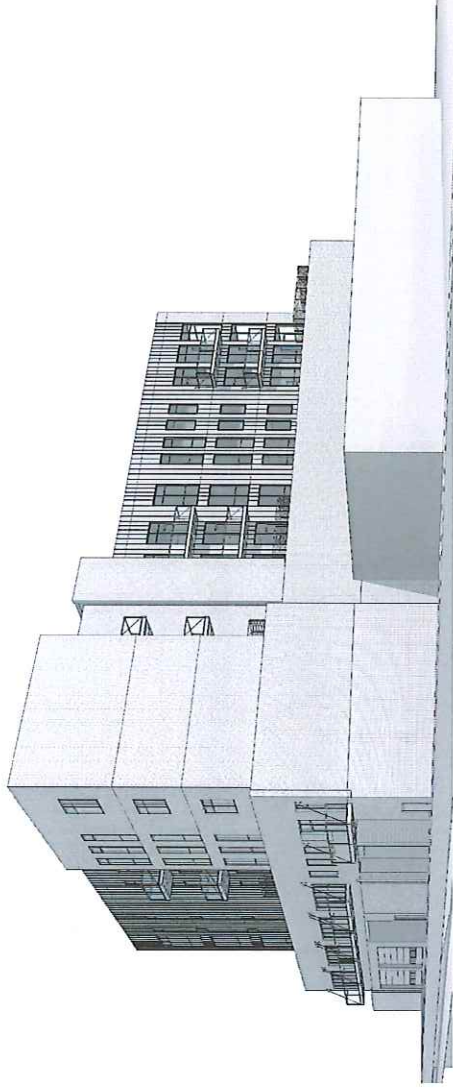
Aye: 5 - Firkus, Coenen, Otis, Prohaska and Wolff

6. Information Items

7. Adjournment

Otis moved, seconded by Prohaska, that the meeting be adjourned at 4:39p.m. Roll Call. Motion carried by the following vote:

Aye: 5 - Firkus, Coenen, Otis, Prohaska and Wolff



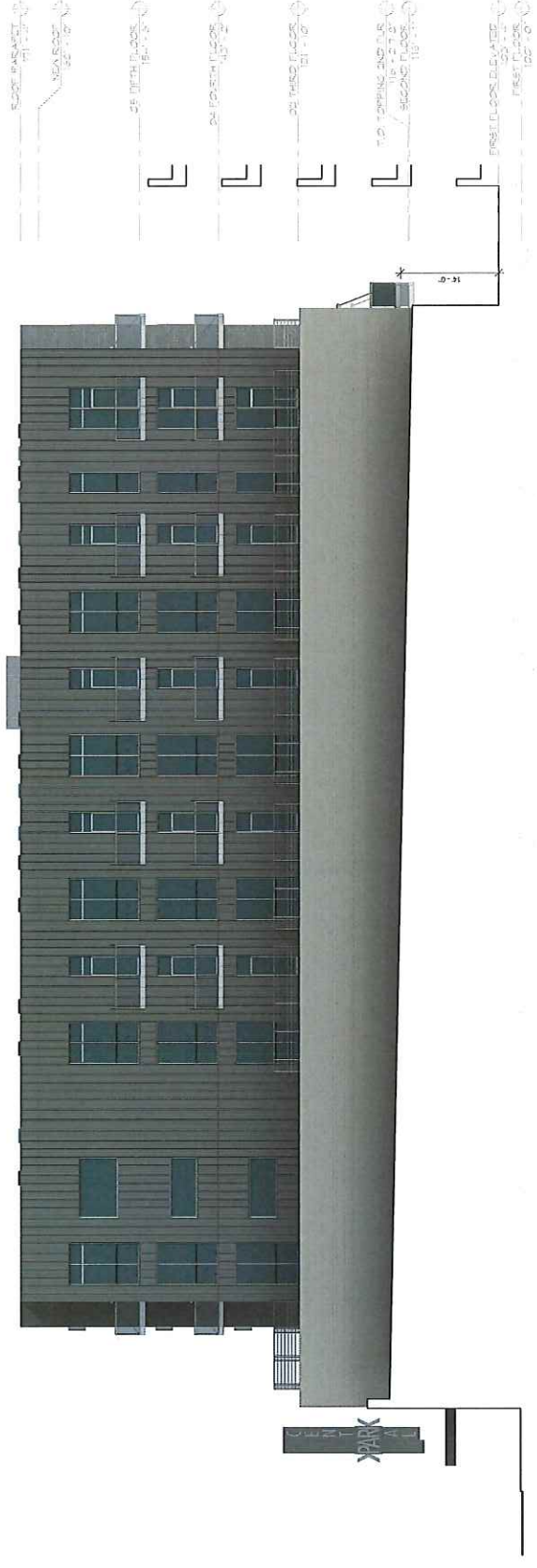
PARK CENTRAL
SCHEMATIC DESIGN

PEDESTRIAN PERSPECTIVES

SCALE:



Gries
Architectural Group Inc.
07/05/2020



PARK CENTRAL
SCHEMATIC DESIGN

EAST ELEVATION

SCALE: 1/8" = 1'-0"



MEMORANDUM

“...meeting community needs...enhancing quality of life.”

TO: Paula Vandehey – Director of Public Works

FROM: Jessica Titel, Principal Planner

DATE: July 7, 2020

RE: Friends of Hearthstone, Inc. – Request to Vinyl Wrap Traffic Control Box –
Corner of S. Memorial Drive and W. Prospect Avenue

The Appleton Public Art Committee met on July 7, 2020 and recommended approval of the proposed installation of vinyl wrap on the traffic control box in the public right-of-way adjacent to Hearthstone Museum on the northwest corner of the property at 625 W. Prospect Avenue (Tax Id #31-3-0332-00) as shown on the attached maps and **subject to the following conditions:**

1. An agreement between the applicant and the City will be prepared by the City's Legal Services Department and shall be executed prior to installation. This agreement will memorialize the expectations of the parties including the location of the art, installation and insurance requirements, maintenance, liability, indemnification, and the like.
2. The vendor/contractor installing the vinyl wrap shall provide proof of minimum liability insurance to meet City requirements, prior to installation.
3. The applicant shall coordinate with the Department of Public Works for the specifications and application of the wrap.
4. Upon completion of the installation, the applicant shall provide certification from the contractor that the artwork was installed according to specifications.
5. The vendor that will be installing the wrap shall be approved by the Department of Public Works.
6. If/When components of the structure are replaced, the applicant will be responsible for replacing the wrap, if desired and approved by the Department of Public Works. The wrap can be removed at any time at the discretion of the Department of Public Works.

Per the Art in Public Places Policy, the recommendation from the Appleton Public Art Committee is forwarded to the committee of jurisdiction, in this case, the Municipal Services Committee. Please place this item on the agenda for the July 20, 2020 Municipal Services Committee agenda. Their recommendation would then be forwarded to the Common Council for final consideration on August 5, 2020.

The Staff Report prepared for the Public Art Committee is attached as reference.



REPORT TO PUBLIC ARTS COMMITTEE

Appleton Public Arts Committee Meeting Date: July 7, 2020

Municipal Services Committee Date: July 20, 2020

Common Council Meeting Date: August 5, 2020

Item: Hearthstone Museum – Traffic Control Box

Case Manager: Jessica Titel

GENERAL INFORMATION

Applicant: George Schroeder – Friends of Hearthstone, Inc.

Address/Parcel: Traffic control box in the public right-of-way adjacent to Hearthstone Museum - 625 West Prospect Avenue

Applicant's Request: Applicant is requesting to cover the existing traffic control box with a vinyl wrap.

PROJECT DETAILS

Brief Description of Project and Location: The work would comprise of vinyl wrapping of the traffic control box located at Hearthstone Historic House Museum using graphics that make the box resemble a stone pillar. The stone pillar image would be based on photographs of the original rusticated dolomite foundation at Hearthstone, enhanced to give it a three dimensional effect. The wrap image would also feature a "bronze plaque" on the street side with text saying "Hearthstone Est. 1882."

The applicant has chosen to work with a vendor that is approved by the Department of Public Works and shall continue to work with DPW to coordinate the installation.

Reason for Choosing the Proposed Location: The traffic box is existing. The applicant would like to cover the structure to compliment the architecture and character of the historic museum. The attached narrative provides more detail on the rationale for the proposal.

Description of How the Work is Installed/Anchored/Attached: The vinyl will be adhered to the traffic control box in a manner approved by the Department of Public Works.

Timeline and Duration of Installation: Installation dates to be determined. The vinyl is expected to remain on the traffic control box as long as the traffic control box remains in this location. If/When components of the structure are replaced, the applicant understands it will be their responsibility to replace the wrap, if desired and approved by the Department of Public Works.

Maintenance and Cost: The vinyl will require minimal maintenance. Any replacement of the vinyl will be the responsibility of the applicant. A public art agreement will be prepared by the City's Legal Services Department and will need to be executed prior to installation.

Associated Signage: The wrap image will feature a “bronze plaque” on the street side with text saying, “Hearthstone Est. 1882.”

Appleton Comprehensive Plan 2010-2030: The City of Appleton *Comprehensive Plan 2010-2030* illustrates the importance of the arts community to Appleton and encourages the expansion and promotion of placemaking and arts in the City. The proposed public art project is consistent with the following goals and objectives of the *Comprehensive Plan 2010-2030*.

Chapter 3 – Community Vision #12: Creative place making and public art enhance the public realm and contribute to a vibrant economy.

Goal 7 – Agricultural, Natural, and Cultural Resources

Appleton will continue to protect and enhance its environmental quality and important natural resources, preserve historic sites, and support cultural opportunities for community residents.

Objective 8.3: Continue and expand efforts to preserve, restore, and interpret important features of Appleton's rich history

Policy 8.3.4: Improve on-site marking and interpretive signage for Appleton's historic sites.

RECOMMENDATION

Based upon the guidelines outlined in the Art in Public Places Policy, staff recommends that the proposed wrapping of the traffic control box within the public right-of-way adjacent to 625 W. Prospect Avenue, as shown on the attached maps, **BE APPROVED** subject to the following conditions:

1. An agreement between the applicant and the City will be prepared by the City's Legal Services Department and shall be executed prior to installation. This agreement will memorialize the expectations of the parties including the location of the art, installation and insurance requirements, maintenance, liability, indemnification, and the like.
2. The vendor/contractor installing the vinyl wrap shall provide proof of minimum liability insurance to meet City requirements, prior to installation.
3. The applicant shall coordinate with the Department of Public Works for the specifications and application of the wrap.
4. Upon completion of the installation, the applicant shall provide certification from the contractor that the artwork was installed according to specifications.
5. The vendor that will be installing the wrap shall be approved by the Department of Public Works.
6. If/When components of the structure are replaced, the applicant will be responsible for replacing the wrap, if desired and approved by the Department of Public Works. The wrap can be removed at any time at the discretion of the Department of Public Works.

Public Art Committee
Hearthstone Museum - Traffic Control Box
625 W. Prospect Avenue

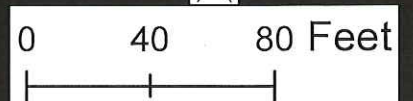
Subject Area

W PROSPECT AV

W FRONT ST



7-6-20



Public Art Application Submittal Requirements Materials

"Hearthstone Est. 1882"

Brief description of the proposed artwork

The work would comprise vinyl wrapping of the traffic control box located at Hearthstone Historic House Museum using graphics that make the box resemble a stone pillar. The graphics would be designed by in-house staff (specifically, a graphics design professional who is Hearthstone's Marketing and Development Director). The stone pillar image would be based on photographs of the original rusticated dolomite foundation at Hearthstone, enhanced to give a three dimensional effect. The wrap image would also feature a "bronze plaque" on the street side with text saying "Hearthstone Est. 1882" or something similar.

Photos/sketches of proposed work

Please see attached.

Site plan/location map showing location of proposed work

Please see attached.

Reason for choosing the proposed location

Hearthstone Historic House Museum, owned and operated by Friends of Hearthstone, Inc. (a 501 (c) 3 non-profit organization), is located in a beautiful 138 year old residence that is on the National Register of Historic Places for its technological, historic, architectural, and artistic significance. The building is not only renowned as the first residence in the world to be lit with an Edison central station, it is a stunning example of Queen Anne Victorian Style architecture, designed by a leading architect of the day, with breathtaking, fully restored interiors.

The exterior of Hearthstone is currently undergoing a three year, \$500,000 top-down restoration that the museum is financing entirely through its own fundraising efforts.

Substantial work, all done to Department of the Interior / National Park Service standards for historic structures, has already been completed. This includes restoring four 25 foot historic chimneys, installing a new roof, and installing a new rain water control system. In July, the museum will begin another \$200,000 in restoration work focusing on the millwork and storm windows.

In addition, new landscaping work has been completed. This includes installation of 2500 square feet of lawn, rebuilding of historic brick walkways, and a replanted memorial garden. All of this landscaping work has been accomplished with the help of Outagamie County Master Gardeners, McCain Foods, Fox Communities Credit Union, and Thrivent Financial, among others. These efforts have cost well in excess of \$29,700 in materials and labor. This year we will add a historically appropriate outbuilding, professionally designed to match Hearthstone's exteriors, as well as improvements to the historical plantings around the house.

One anachronism in our restored exterior is the traffic control box that is located at Hearthstone on the northwest corner of the property (southeast corner of Prospect Avenue and Memorial Drive). Its stainless steel exterior is in glaring counterpoint to the historical work we are doing. Friends of Hearthstone, Inc. would like to disguise the box by wrapping it in vinyl, much like a vehicle is wrapped. The end result would not be unlike the other control boxes, scattered throughout downtown Appleton, that feature wraps representing student art.

Description of how the work is installed/anchored/attached

The wrap will be conventionally adhered to the control box.

Installation specifications provided by a structural engineer

Not applicable as there are no structural elements.

Timeline and duration of installation

Once approval is granted, the wrap will be produced within two weeks and installed as soon as possible after that.

The wrap will last from 3-5 years to as many as 10 years. Friends of Hearthstone, Inc. will replace the wrap at its expense when replacement becomes necessary.

How the artwork will be maintained (including any costs associated with the maintenance and who will be responsible for those costs)

The wrapping will be hand washed using mild detergent on a regular basis (just as if the wrap was installed on a vehicle). Friends of Hearthstone, Inc. will be responsible for the cleaning and any other maintenance costs. These costs will be minimal (common materials and volunteer labor will be used).

Description of any associated signage

None



Hearthstone
Est. 1882



**STATE/MUNICIPAL AGREEMENT
FOR A STATE- LET LOCAL
BRIDGE PROJECT**

Program Name: Local Bridge

Sub-program #: 205

Cycle: 2020-2025

Date: MAY 19, 2020

I.D.: 4984-01-78/79

Road Name: OLDE ONEIDA STREET

Bridge ID: P-44-0723

Location: SOUTH MILL RACE BRIDGE AND
APPROACHES

Limits: SOUTH ISLAND STREET – EAST WATER
STREET

County: OUTAGAMIE

Project Length: 218 FT

Facility Owner: CITY OF APPLETON

Project Sponsor: CITY OF APPLETON

Construction scheduled for State Fiscal Year: 2025

The signatory, City of Appleton, hereinafter called the Municipality, through its undersigned duly authorized officers or officials, hereby requests the State of Wisconsin Department of Transportation, hereinafter called the State, to initiate and effect the highway, street or local bridge improvement hereinafter described.

The authority for the Municipality to enter into this agreement with the State is provided by Sections 86.25(1), (2), and (3) and Section 66.0301 of the Statutes.

NEEDS AND ESTIMATE SUMMARY:

All components of the project must be defined in the environmental document if any portion of the project is federally funded. The Municipality agrees to complete all participating and any non-participating work included in this improvement consistent with the environmental document. No work on final engineering and design may occur prior to approval of the environmental document.

Funding is limited to the minimum eligible project scope necessary for a safe and effective facility per WisDOT Performance-Based Practical Design policy. The funding for the project for both structure and approach is limited to:

- replacement or rehabilitation of the existing facility,
- or, meeting minimum bridge standards as outlined in the WisDOT Facilities Development Manual (FDM) or applicable TRANS code,
- or, an approved justification based on engineering principles that exceed either Performance-Based Practical Design or the FDM.

The Municipality may elect to construct alternative designs but approved Local Bridge Improvement Assistance Program (s84.18(2)(e)) funding will be limited to a maximum of 80 percent of the cost of the minimum eligible scope of the project.

TABLE A

	Existing Facility – Current structure and condition	Proposed Improvement – Approved scope	Notes:
Type of facility	Bridge		
Bridge ID	P-44-0723		
Structure passes over	South Mill Race		
Clear bridge width	36 FT	36 FT	
Bridge length	133 FT	138 FT	
Total length of approach work		80 FT	
Number of spans	4	3	
Special safety issues	No		
Sidewalk	Yes	Yes	
Sidewalk along approach	Yes	Yes	
Bicycle / pedestrian improvements required		Yes	
Improvement type as indicated on project application		Replacement – existing alignment	
Acquisition of right-of-way		Yes	Minimal anticipated, less than 0.5 acre of temporary limited easements.
Approach width and type	36 FT	36 FT wide, Concrete	
Approach shoulder width and type		6 FT wide, Concrete	
Bridge rail		Yes	
Beam guard		Yes	

Non-participating work, additional notes:

Describe non-participating work included in the project and other work necessary to completely finish the project that will be undertaken independently by the Municipality. Please note that non-participating components of a project/contract are considered part of the overall project and will be subject to applicable federal requirements:

A municipality may elect to design a bridge or elements that exceed the current Performance-Based Practical Design policy, or that exceed minimum bridge standards as outlined in the WisDOT Facilities Development Manual (FDM) or applicable TRANS code, or are not justified as necessary based on current engineering principles. All costs for these features will be paid for 100% by the Municipality.

None identified at this time.

The Municipality agrees to the following 2020-2025 Local Bridge Program project funding conditions:

Project Design costs are funded with up to 80% state/federal funding up to a funding limit of \$350,691. The Municipality agrees to provide the remaining 20% and any funds in excess of the \$350,691 state/federal funding limit. **Any real estate, railroad, or utility costs are 100% locally funded.**

Project Construction costs are funded with up to 80% state/federal funding up to a funding limit of \$1,640,658. The Municipality agrees to provide the remaining 20% and any funds in excess of the \$1,640,658 state/federal funding limit. **Any real estate, railroad, or utility costs are 100% locally funded.**

Non-participating costs are 100% the responsibility of the Municipality. Any work performed by the Municipality prior to federal authorization is not eligible for federal funding. The Municipality will be notified by the State that the project is authorized and available for charging.

This project is currently scheduled in State Fiscal Year 2025. In accordance with the State's sunset policy for Local Bridge Program projects, the subject 2020-2025 Local Bridge Program improvement must be constructed and in final acceptance within six years from the start of State Fiscal Year 2021, or by June 30, 2026. Extensions may be available upon approval of a written request by or on behalf of the Municipality to State per WisDOT Change Management policy. The written request shall explain the reasons for project implementation delay and revised timeline for project completion.

The dollar amounts shown in the Summary of Costs Table below are estimates. The final Municipal share is dependent on the final federal/state participation, and actual costs will be used in the final division of cost for billing and reimbursement.

In no event shall federal or State funding exceed the estimate in the Summary of Costs table, unless such increase is approved in writing by the State through the State's Change Management policy prior to the Municipality incurring the increased costs.

Additional funds will not be approved for projects where increased costs are due to changes outside of the project scope that were identified in the original application or the most recent State Municipal Agreement (SMA) (whichever is most current). Exceptions to this policy will be allowed when the change is necessary based on safety, conformance with applicable minimum federal and state standards, projected traffic needs, or other factors as determined by WisDOT.

**TABLE B
SUMMARY OF COSTS**

PHASE	Total Est. Project Cost	Federal / State Funds	%	Municipal Funds	%
ID 4984-01-78					
Design	\$ 410,164	\$ 328,131	80%	\$ 82,033	20% + BAL
State Review	\$ 28,200	\$ 22,560	80%	\$ 5,640	20% + BAL
<i>Project total</i>	\$ 438,364	\$ 350,691		\$ 87,673	
ID 4984-01-79					
Participating Construction	\$ 1,781,073	\$ 1,424,858	80%	\$ 356,215	20% + BAL
Construction Engineering	\$249,350	\$ 199,480	80%	\$ 49,870	20% + BAL
Non-Participating Construction	\$ 0	\$ 0	0%	\$ 0	100%
State Review	\$20,400	\$ 16,320	80%	\$ 4,080	20% + BAL
<i>Project total</i>	\$2,050,823	\$1,640,658		\$ 410,165	
Total Est. Cost Distribution	\$ 2,489,187	\$ 1,991,349		\$ 497,838	

*Design ID 4984-01-78 federal/state funding is limited to \$ 350,691.

*Construction ID 4984-01-79 federal/state funding is limited to \$ 1,640,658.

This request is subject to the terms and conditions that follow (pages 4 – 9) and is made by the undersigned under proper authority to make such request for the designated Municipality and upon signature by the State and delivery to the Municipality shall constitute agreement between the Municipality and the State. No term or provision of neither the State/Municipal Agreement nor any of its attachments may be changed, waived or terminated orally but only by an instrument in writing executed by both parties to the State/Municipal Agreement.

Signed for and in behalf of: City of Appleton (please sign in blue ink.)	
Name (print)	Title
Signature	Date
Signed for and in behalf of the State (please sign in blue ink.)	
Name (print)	Title
Signature	Date

GENERAL TERMS AND CONDITIONS:

1. All projects must be in an approved Transportation Improvement Program (TIP) or State Transportation Improvement Program (STIP) prior to requesting authorization.
2. Work prior to federal authorization is ineligible for federal or state funding.
3. The Municipality, throughout the entire project, commits to comply with and promote all applicable federal and state laws and regulations that include, but are not limited to, the following:
 - a. Environmental requirements, including but not limited to those set forth in the 23 U.S.C. 139 and National Environmental Policy Act (42 U.S.C. 4321 et seq.)
 - b. Equal protection guaranteed under the U.S. Constitution, WI Constitution, Title VI of the Civil Rights Act and Wis. Stat. 16.765. The municipality agrees to comply with and promote applicable federal and state laws, executive orders, regulations, and implementing requirements intended to provide for the fair and equitable treatment of individuals and the fair and equitable delivery of services to the public. In addition, the Municipality agrees not to engage in any illegal discrimination in violation of applicable federal or state laws and regulations. This includes but is not limited to Title VI of the Civil Rights Act of 1964 which provides that "no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance." The Municipality agrees that public funds, which are collected in a nondiscriminatory manner, should not be used in ways that subsidize, promote, or perpetuate illegal discrimination based on prohibited factors such as race, color, national origin, sex, age, physical or mental disability, sexual orientation, or retaliation.
 - c. Prevailing wage requirements, including but not limited to 23 U.S.C 113.
 - d. Buy America Provision and its equivalent state statutes, set forth in 23 U.S.C. 313 and Wis. Stat. 16.754.
 - e. Competitive bidding and confidentiality requirements set forth in 23 U.S.C 112 and Wis. Stat. 84.06. This includes the sharing of financial data prior to the conclusion of the competitive bid period.
 - f. All applicable Disadvantaged Business Enterprise (DBE) requirements that the State specifies.
 - g. Federal statutes that govern the Highway Bridge Replacement and Rehabilitation Program, including but not limited to 23 U.S.C. 144.

- h. State statutes that govern the Local Bridge Program, including but not limited to Wis. Stat. 84.18.
- i. Bridge approaches funding policy. The Federal Highway Administration (FHWA) and Wis. Stat. 84.18(2)(e) limit bridge approach costs to only those approach costs that are necessary to render the bridge serviceable (to reach the attainable touchdown points using current standards). On a program level, FHWA has determined that, on average, bridge approach costs should amount to no more than 10% of the cost for constructing the bridge, and the municipality should be prepared to offer a justification of costs for any bridge project where the approach costs exceed that percentage.
- j. State administrative rule that implements Local Bridge Program: Ch. Trans 213.

STATE RESPONSIBILITIES AND REQUIREMENTS:

4. Funding of each project phase is subject to inclusion in Wisconsin's approved 2018-2022 Local Bridge Program. Federal/state financing will be limited to participation in the costs of the following items, as applicable to the project:
 - a. The grading, base, pavement, and curb and gutter, sidewalk, and replacement of disturbed driveways in kind.
 - b. The substructure, superstructure, grading, base, pavement, and other related bridge and approach items.
 - c. Storm sewer mains necessary for the surface water drainage.
 - d. Catch basins and inlets for surface water drainage of the improvement, with connections to the storm sewer main.
 - e. Construction engineering incident to inspection and supervision of actual construction work (except for inspection, staking, and testing of sanitary sewer and water main).
 - f. Signing and pavement marking.
 - g. New installations or alteration of street lighting and traffic signals or devices.
 - h. Landscaping.
 - i. Preliminary engineering and design.
 - j. State review services.
5. State is authorized by Wis. Stat. 84.18(6) to exercise whole supervision and control over the construction of the project. The work will be administered by the State and may include items not eligible for federal/state participation.
6. As the work progresses, the State will bill the Municipality for work completed which is not chargeable to federal/state funds. Upon completion of the project, a final audit will be made to determine the final division of costs subject to project funding limits in the Summary of Costs Table. If reviews or audits show any of the work to be ineligible for federal/state funding, the Municipality will be responsible for any withdrawn costs associated with the ineligible work.

MUNICIPAL RESPONSIBILITIES AND REQUIREMENTS:

7. Work necessary to complete the 2020-2025 Local Bridge Program improvement project to be financed entirely by the Municipality or other utility or facility owner includes the items listed below.

- a. New installations of or alteration of sanitary sewers and connections, water, gas, electric, telephone, telegraph, fire or police alarm facilities, parking meters, and similar utilities.
 - b. Damages to abutting property after project completion due to change in street or sidewalk widths, grades or drainage.
 - c. Detour routes and haul roads. The municipality is responsible for determining the detour route.
 - d. Conditioning, if required and maintenance of detour routes.
 - e. Repair of damages to roads or streets caused by reason of their use in hauling materials incident to the improvement.
 - f. All work related to underground storage tanks and contaminated soils.
 - g. Street and bridge width in excess of standards.
 - h. Real estate for the improvement.
 - i. Other 100% Municipality funded items: None identified at this time
8. This line intentionally left blank.
9. FHWA limits bridge approach costs to only those approach costs that are necessary to render the bridge serviceable (to reach the attainable touchdown points using current standards). On a program level, FHWA has determined that, on average, bridge approach costs should amount to no more than 10% of the cost for constructing the bridge, and the Municipality should be prepared to offer a justification of costs for any bridge project where the approach costs exceed that percentage.
10. The construction of the subject improvement will be in accordance with the appropriate standards unless an exception to standards is granted by State prior to construction. The entire cost of the construction project, not constructed to standards, will be the responsibility of the Municipality unless such exception is granted.
11. Work to be performed by the Municipality without federal/state funding participation, necessary to ensure a complete improvement acceptable to the Federal Highway Administration and/or the State may be done in a manner at the election of the Municipality but must be coordinated with all other work undertaken during construction.
12. The Municipality is responsible for financing administrative expenses related to Municipal project responsibilities.
13. The Municipality will include in all contracts executed by them a provision obligating the contractor not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in Wis. Stat. 51.01 (5), sexual orientation as defined in Wis. Stat. 111.32 (13m), or national origin.
14. The Municipality will pay to the State all costs incurred by the State in connection with the improvement that exceed federal/state financing limits or are ineligible for federal/state financing. To guarantee the Municipality's foregoing agreements to pay the State, the Municipality, through its above duly authorized officers or officials, agrees and authorizes the State to set off and withhold the required reimbursement amount as determined by the State from any moneys otherwise due and payable by the State to the Municipality.
- 15. In accordance with the State's sunset policy for Local Bridge Program projects, the subject 2020-2025 Local Bridge Program improvement must be constructed and in final acceptance within six years from the start of State Fiscal Year 2021, or by June 30, 2026 Extensions may be available upon approval of a written request by or on behalf of the Municipality to State. The written request shall explain the reasons for project implementation delay and revised timeline for project completion.**

16. If the Municipality should withdraw the project, it will reimburse the State for any costs incurred by the State on behalf of the project.

17. The Municipality will at its own cost and expense:

- a. Maintain all portions of the project that lie within its jurisdiction (to include, but not limited to, cleaning storm sewers, removing debris from sumps or inlets, and regular maintenance of the catch basins, curb and gutter, sidewalks and parking lanes [including snow and ice removal]) for such maintenance in a manner consistent with reasonable industry standards, and will make ample provision for such maintenance each year.
- b. Regulate [or prohibit] parking at all times in the vicinity of the proposed improvements during their construction.
- c. Regulate [or prohibit] all parking at locations where and when the pavement area usually occupied by parked vehicles will be needed to carry active traffic in the street.
- d. Assume general responsibility for all public information and public relations for the project and to make fitting announcement to the press and such outlets as would generally alert the affected property owners and the community of the nature, extent, and timing of the project and arrangements for handling traffic within and around the projects.
- e. Provide complete plans, specifications, and estimates to State upon request.
- f. Provide relocation orders and real estate plats to State upon request.
- g. Use the *WisDOT Utility Accommodation Policy*, unless it adopts a policy that has equal or more restrictive controls.
- h. Provide maintenance and energy for lighting.
- i. Provide proper care and maintenance of all landscaping elements of the project including replacement of any plant materials damaged by disease, drought, vandalism or other cause.

18. It is further agreed by the Municipality that:

- a. The Municipality assumes full responsibility for the design, installation, testing and operation of any sanitary sewer and water main infrastructure within the improvement project and relieves the state and all of its employees from liability for all suits, actions, or claims resulting from the sanitary sewer and water main construction under this agreement.
- b. The Municipality assumes full responsibility for the plans and special provisions provided by their designer or anyone hired, contracted or otherwise engaged by the Municipality. The Municipality is responsible for any expense or cost resulting from any error or omission in such plans or special provisions. The Municipality will reimburse State if State incurs any cost or expense in order to correct or otherwise remedy such error or omission or consequences of such error or omission.
- c. The Municipality will be 100% responsible for all costs associated with utility issues involving the contractor, including costs related to utility delays.
- d. All signs and traffic control devices and other protective structures erected on or in connection with the project including such of these as are installed at the sole cost and expense of the Municipality or by others, will be in conformity with such *Manual of Uniform Traffic Control Devices* as may be adopted by the American Association of State Highway and Transportation Officials, approved by the State, and concurred with by the FHWA.
- e. The right-of-way available or provided for the project will be held and maintained inviolate for public highway or street purposes. Those signs prohibited under federal highway regulations, posters, billboards, roadside stands, or other private installations prohibited by federal or State highway regulations will not be permitted within the right-of-way limits of the project. The Municipality, within

its jurisdictional limits, will remove or cause to be removed from the right-of-way of the project all private installations of whatever nature which may be or cause an obstruction or interfere with the free flow of traffic, or which may be or cause a hazard to traffic, or which impair the usefulness of the project and all other encroachments which may be required to be removed by the State at its own election or at the request of the FHWA, and that now such installations will be permitted to be erected or maintained in the future.

- f. The Municipality is responsible for any damage caused by legally hauled loads, including permitted Oversize and Overweight loads. The contractor is responsible for any damage caused to haul roads if they do not obey size and weight laws, use properly equipped and maintained vehicles, and do not prevent spilling of materials onto the haul road (*WisDOT Standard Specifications* 618.1, 108.7, 107.8). The local maintaining authority can impose special or seasonal weight limitations as defined in Wis. Stat. 349.16, but this should not be used for the sole purpose of preventing hauling on the road.

The bid item 618.0100 Maintenance and Repair of Haul Roads (project) is ineligible for federal funding on local program projects as per the State/Municipal Agreement. The repair of damages as a result of hauling materials for the project is the responsibility of the Municipality as specified in the State/Municipal Agreement Terms and Conditions under "Municipal Responsibilities and Requirements."

LEGAL RELATIONSHIPS:

19. The State shall not be liable to the Municipality for damages or delays resulting from work by third parties. The State also shall be exempt from liability to the Municipality for damages or delays resulting from injunctions or other restraining orders obtained by third parties.
20. The State will not be liable to any third party for injuries or damages resulting from work under or for the Project. The Municipality and the Municipality's surety shall indemnify and save harmless the State, its officers and employees, from all suits, actions or claims of any character brought because of any injuries or damages received or sustained by any person, persons or property on account of the operations of the Municipality and its sureties; or on account of or in consequence of any neglect in safeguarding the work; or because of any act or omission, neglect or misconduct of the Municipality or its sureties; or because of any claims or amounts recovered for any infringement by the Municipality and its sureties of patent, trademark or copyright; or from any claims or amounts arising or recovered under the Worker's Compensation Act, relating to the employees of the Municipality and its sureties; or any other law, ordinance, order or decree relating to the Municipality's operations.
21. Contract modification: This State/Municipal Agreement can only be modified by written instruments duly executed by both parties. No term or provision of neither this State/Municipal Agreement nor any of its attachments may be changed, waived or terminated orally.
22. Binding effects: All terms of this State/Municipal Agreement shall be binding upon and inure to the benefits of the legal representatives, successors and executors. No rights under this State/Municipal Agreement may be transferred to a third party. This State/Municipal Agreement creates no third-party enforcement rights.
23. Choice of law and forum: This State/Municipal Agreement shall be interpreted and enforced in accordance with the laws of the State of Wisconsin. The parties hereby expressly agree that the terms contained herein and in any deed executed pursuant to this State/Municipal Agreement are enforceable by an action in the Circuit Court of Dane County, Wisconsin.

PROJECT FUNDING CONDITIONS

24. Non-appropriation of funds: With respect to any payment required to be made by the State under this State/Municipal Agreement, the parties acknowledge the State's authority to make such payment is contingent upon appropriation of funds and required legislative approval sufficient for such purpose by the Legislature. If such funds are not so appropriated, either the Municipality or the State may terminate this State/Municipal Agreement after providing written notice not less than thirty (30) days before termination.

25. Maintenance of records: During the term of performance of this State/Municipal Agreement, and for a period not less than three years from the date of final payment to the Municipality, records and accounts pertaining to the performance of this State/Municipal Agreement are to be kept available for inspection and audit by representatives of the State. The State reserves the right to audit and inspect such records and accounts at any time. The Municipality shall provide appropriate accommodations for such audit and inspection.

In the event that any litigation, claim or audit is initiated prior to the expiration of said records maintenance period, the records shall be retained until such litigation, claim or audit involving the records is complete.

26. The Municipality agrees to the following 2020-2025 Local Bridge Program project funding conditions:

- a. **ID 4984-01-78:** Design is funded with 80% state/federal funding up to a funding limit of \$350,691, where applicable when the Municipality agrees to provide the remaining 20% and any funds in excess of the \$350,691 state/federal funding limit. This phase includes plan development and state review. The work includes project review, approval of required reports and documents and processing the final Plan, Specification & Estimate (PS&E) document for award of the contract. Costs for this phase include an estimated amount for state review activities, to be funded 80% with state/federal funding and 20% by the Municipality.
- b. Real estate acquisition is 100% the responsibility of the Municipality.
- c. Any railroad items are 100% the responsibility of the Municipality.
- d. Utility items are 100% the responsibility of the Municipality.
- e. **ID 4984-01-79:** Construction
 - i. Costs for construction, engineering, and state review are funded with 80% state/federal funding up to a funding limit of \$1,640,658, when the Municipality agrees to provide the remaining 20%, and any funds in excess of the \$1,640,658 state/federal funding limit.
 - ii. Non-participating costs for are funded 100% by the Municipality. Costs include construction delivery.

Paula Vandehey

From: Kurt Craanen
Sent: Wednesday, July 8, 2020 10:03 AM
To: Paula Vandehey
Subject: FW: 2901 rail road
Attachments: DrivewayDrawing2907.pdf; 2907_drive_4.jpg; 2907_drive_1.jpg; 2907_drive_3.jpg; 2907_drive_2.jpg

Paula:

Can you place 2901 Rail Road on the agenda of the next Municipal Services Committee?

Driveway extension that is 15 feet wide. 12 wide is max.

From: Jason Bruehl <jabruehl920@gmail.com>
Sent: Tuesday, July 7, 2020 9:03 PM
To: Kurt Craanen <Kurt.Craanen@Appleton.org>
Subject: Re: 2901 rail road

Hi Kurt,

Sorry for the delay in getting this information back to you.

I have enclosed a map of the driveway extension project to this email. The map shows the driveway extension wrapping around the west side of the house and eventually creating a small patio area in the backyard. The extension/patio does not go past the backplane of the house.

Description of the project:

We are replacing our existing driveway. It cracked, buckling and our apron was replaced prior to our ownership with a poorly done asphalt job. We would like to add an extension to the west side of our replaced driveway. This extension will wrap around our garage and provide us with an additional parking space. We are a three vehicle family who also frequently has family in from out of town.

As part of this extension, we will also have a patio poured on the backyard side of our fence for our use. The areas of the property where the extension and the patio will be poured are difficult to grow grass in due to tree coverage. These areas are currently large dirt patches.

Code Variance:

This driveway extension will have to be extended 15 ft off the existing driveway. We have to do this due to the unusual design of our garage. The garage that is attached to the house is an "A" frame and the roof extends further out than a normal, more standard garage. We need the 15' extension to get around the garage.

I have attached pictures to this email which show the garage and the area where the extension will be poured. The middle point on the left cone is 12' off the driveway and the middle point on the right cone is 15' off the driveway.

Please let me know if you have any additional questions. Thank you for your time - Jason Bruehl

On Wed, Jun 3, 2020 at 2:34 PM Kurt Craanen <Kurt.Craanen@appleton.org> wrote:

Google Maps 2907 E Rail Rd



Image capture: Jul 2019 © 2020 Google

Appleton, Wisconsin

Google

Street View



ROCKWHITE

CONSTRUCTION MATERIALS

CSG A CONSTRUCTION SUPPLY GROUP COMPANY



BRAND
Styrofoam
Insulation

Jason Bruehl 540-1565

2907 E. Rail Rd

Appleton, WI 54915

Requesting 819SF

Contact City of Appleton Building Department

832-6474

- Need Permission

\$300/Permit

Home

Garage

Existing
D. Way

WALK

Apron

3x10

15x16'6"

Fence

12'6"x14'6"

10'9"x11

0 to 15'4" x 29'3"
Soft Curve

St. Paul

651-647-0950

St. Cloud

320-251-5060

Eagan

651-686-5036

Elk River

763-441-2004

Duluth

218-628-2231

Brainerd

218-829-1929

Rochester

507-282-2421

Mankato

507-388-1973

Bismarck

701-222-3010

Minot

701-839-0509

Fargo

701-282-9255

Sioux Falls

605-339-1977

Appleton

920-730-7340

Green Bay

920-432-6438

Wausau

715-355-7551

Milwaukee

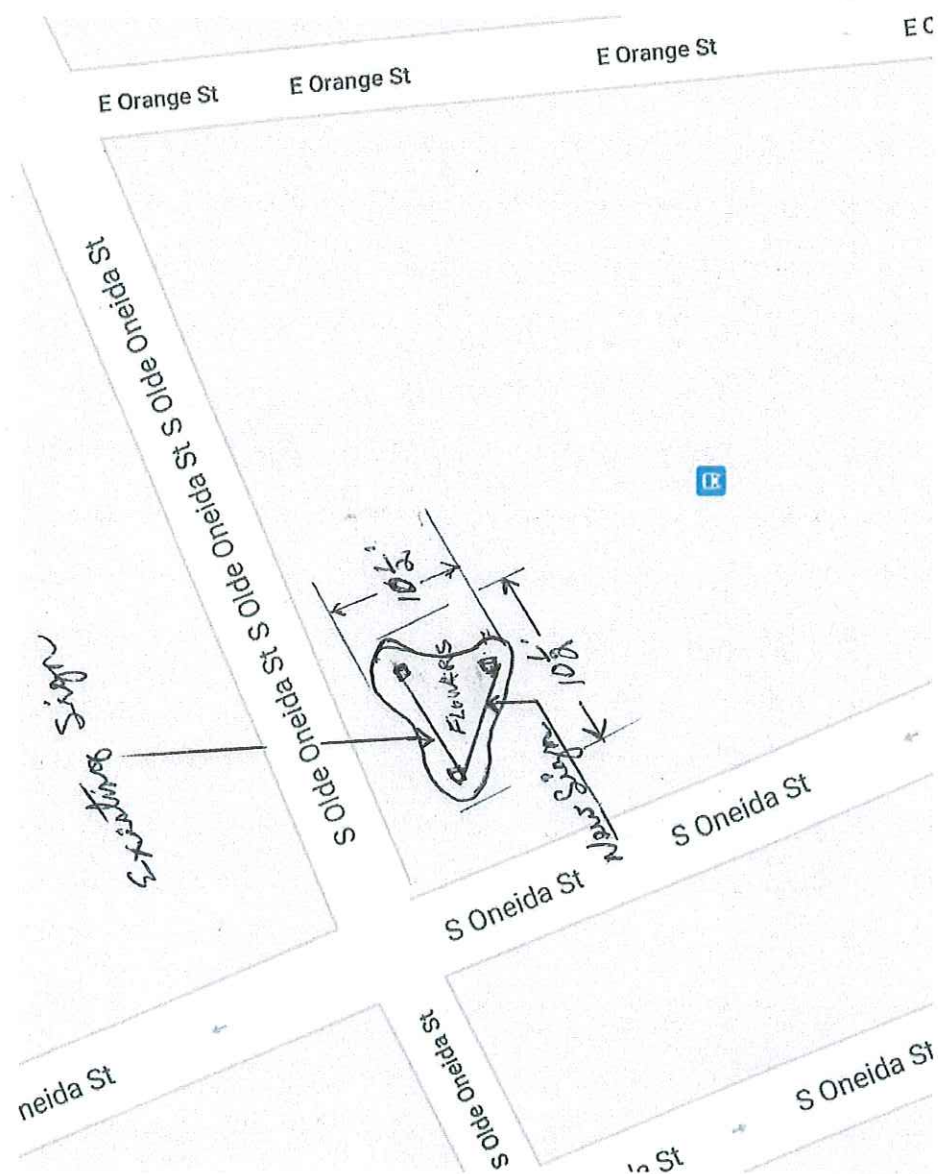
262-785-4646

Madison

608-222-1220

BrockWhite.com





Same Dimensions
 Added opposite sign
 Added post installed
 as a match opposite sign
 Added sign
 Same Dimensions
 Added sign to heavy beam

Current sign to
 be copied facing
 other side to the
 South facing traffic



City of Appleton
100 North Appleton Street, Appleton WI 54911
Phone: (920) 832-6411 Fax: (920) 832-6464

Permit No.: _____
Key No.: _____
Receipt No.: _____
Date: _____

SIGN PERMIT

A separate permit is required for each proposed sign.

Permit Fee: ☐ Penalty Fee

Site Address: corner of S. Oneida St. and Old Oneida St.
Business Name: The Marigold Mile

☐ Single Tenant
☐ Multi- Tenant

Type of Sign		
<input checked="" type="checkbox"/> Ground Sign	<input type="checkbox"/> Awning Sign	<input type="checkbox"/> Changeable Copy Sign (No animation)
<input type="checkbox"/> Wall Mounted Sign	<input type="checkbox"/> Temporary Sign (Sandwich, Etc.)	<input type="checkbox"/> Painted Wall Sign
<input type="checkbox"/> Projecting Sign	<input type="checkbox"/> Canopy Sign	<input type="checkbox"/> Other
<input type="checkbox"/> Window Sign	<input type="checkbox"/> Portable Sign	

Zoning District		
<input checked="" type="checkbox"/> C2- General Commercial	<input type="checkbox"/> M1- Industrial Park	<input type="checkbox"/> PI- Public Institution
<input type="checkbox"/> CO- Commercial Office	<input type="checkbox"/> M2- General Industrial	<input type="checkbox"/> P- Park District
<input type="checkbox"/> AG- Agriculture		<input type="checkbox"/> CBD- Central Business District

Dimensions/Other Information	
Width of Sign: <u>82"</u>	Height of Sign: <u>40"</u>
Height Above Normal Grade: <u>6'</u>	Underclearance: <u>36"</u>
Projecting into ROW: <u>Existing</u>	Distance to Side Lot Line (5' Min): <u>—</u>
Setback from R-O-W: <u>Existing</u>	Setback from Driveway: <u>—</u>
Design Exception (Sec. 23-529):	Material: <u>Wood posts / corrugated and aluminum</u>

WALL SIGN DETAILS (Wall/Painted Signs Only)					
	Proposed Size Width x Height (ft)	Proposed Area of Sign (sq. ft.)	Existing Size Width x Height (ft)	Existing Area of Sign (sq. ft.)	Area of Entire Wall
Wall North	X		X		
Wall East	X		X		
Wall West	X		X		
Wall South	X		X		

Electrical Information of Sign			
<input type="checkbox"/> Internal	<input type="checkbox"/> Florescent	<input type="checkbox"/> LED	<input type="checkbox"/> Message Center
<input type="checkbox"/> External	<input type="checkbox"/> Incandescent	<input type="checkbox"/> Electronic	<input type="checkbox"/> Neon

UL Design No:	Electrical Contractor:
---------------	------------------------

Office Information	
BZA Variance Date:	Street Occupancy Permit No.:

Sign Contractor	Contractor Address	Contractor Phone	Contractor Email

Applicant hereby agrees to comply with all laws and regulations of the State of Wisconsin and of the Ordinances of the City of Appleton. Applicant further agrees in consideration of the issuance of the permit to save the City of Appleton harmless for any injury or damage caused by reason of the erection or maintenance of the sign or signboard. If any sign erected pursuant to the permit occupies public street right-of-way, it is subject to all of the provisions of Wis. State. 60.045, but without charge or bond. This permit as applied for is granted subject to revocation when any law or regulation of the State of Wisconsin or the Ordinance of the City of Appleton is violated or when inspection reveals that the sign or signboard creates a hazard. Permit fee is nonrefundable.

Name of Applicant: <u>Todd Shackleton</u>	Phone: <u>920-841-2213</u>
Address: <u>P.O. Box 2842</u>	Inspector Approval:

app. WI 54912
white- office

yellow- applicant

Paula Vandehey

To: Kurt Craanen
Subject: RE: Appeal of Grass and Weed Assessment Charge

From: Jaymie Holtz <jaymie.holtz@yahoo.com>
Sent: Wednesday, July 8, 2020 1:34 PM
To: Kurt Craanen <Kurt.Craanen@Appleton.org>
Subject: Appeal of Grass and Weed Assessment Charge

Kurt,

I would like to appeal the grass and weed assessment charge I received on Monday, June 29, 2020.

Thank you,

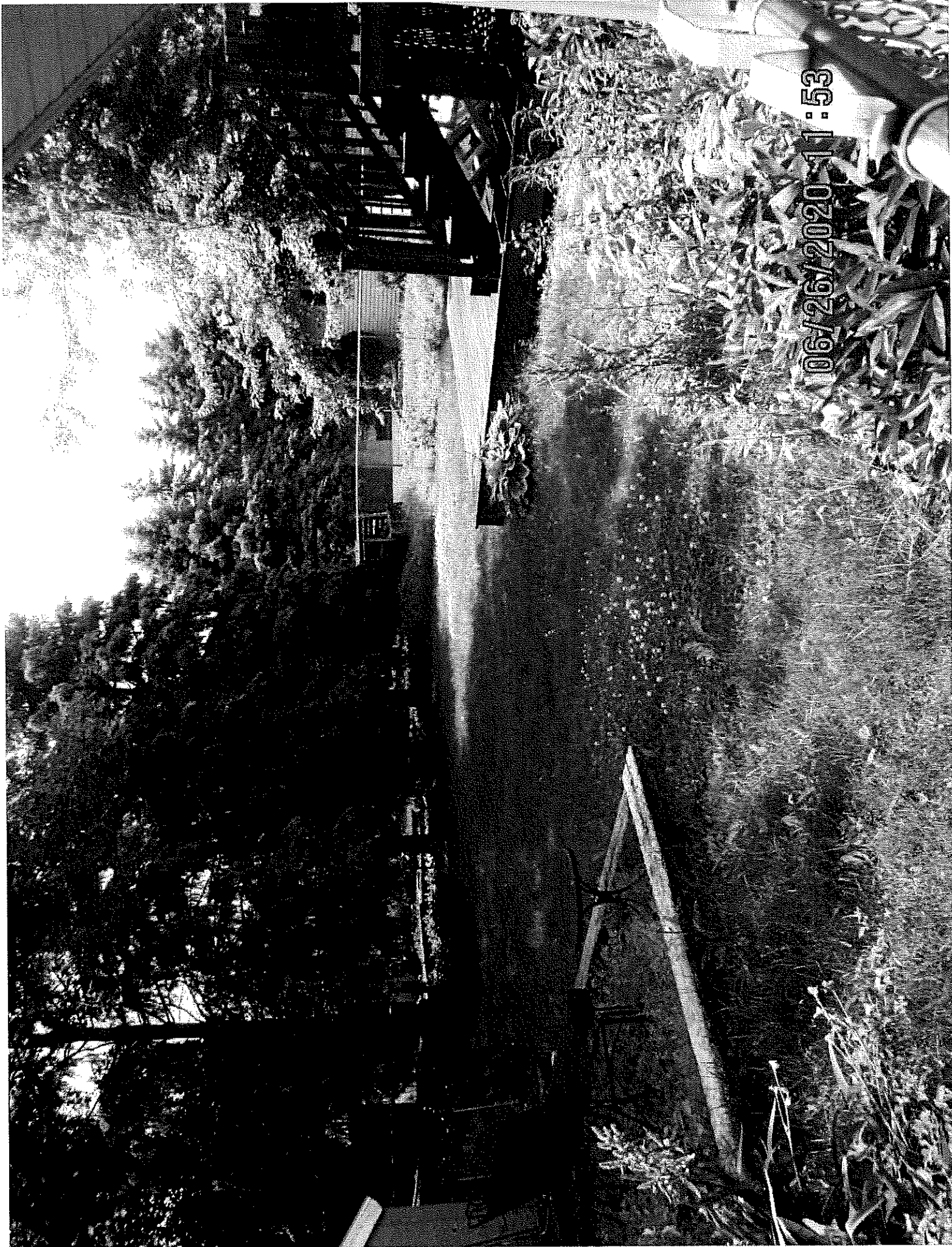
Jaymie Holtz
3522 N Mariah Lane, Appleton, WI 54911

Attention: This message was sent from a source external to the City of Appleton. Please use caution when opening attachments or clicking links.

06/26/2020 11:53



06/26/2020 11:53



Weed Fee Appeals

ADDRESS	Complaint Received	Compliance Date	Re-inspection Date	Cut	Warrant Posted	Fee	Council Action
12 Ramlen Court	24-May-17	29-May-17	31-May-17	Yes	N/A	\$50	Denied
1530 E. Calumet Street	1-Jun-17	9-Jun-17	21-Jun-17	Yes	N/A	\$50	Denied
6-6201-05, Flintrock	11-Aug-17	21-Aug-17	28-Aug-17	Yes	N/A	\$50	Denied
6-6200-91, Haymeadow	11-Aug-17	21-Aug-17	28-Aug-17	Yes	N/A	\$50	Denied
6-6202-21, Haymeadow	11-Aug-17	21-Aug-17	28-Aug-17	Yes	N/A	\$50	Denied
6-6202-27, Haymeadow	11-Aug-17	21-Aug-17	28-Aug-17	No	29-Aug-17	\$160	Denied
31-1-7509-03, Cherryvale	18-Oct-17	28-Oct-17	31-Oct-17	No	7-Nov-17	\$160	Denied
214 E. Winnebago Street	28-May-19	7-Jun-19	10-Jun-19	No	10-Jun-19	\$160	Denied
3522 N. Mariah Lane	26-Jun-20	6-Jul-20				\$50	



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

To: Municipal Services Committee
From: Mike Hardy, Assistant City Traffic Engineer
Date: June 25, 2020
Re: Intersection traffic control at the Boyd/Plank intersection
Follow-up to a Six-Month Trial Period

Based on our annual crash records analysis, the Traffic Section reviewed the traffic control at the intersection of Boyd Court and Plank Road, and subsequently initiated a six-month trial period to change from uncontrolled to stop control. This is a three-legged intersection that is located three blocks west of Kernan Avenue, and one block south of Midway Road. The land use in the area of this intersection is residential.

In a typical intersection control study, we consider traffic volumes, crash history, safe approach speeds, etc. In this case, the estimated entering volume of this intersection is moderate, at approximately 2150 vehicles per day (estimated). A recent Wisconsin DOT count of Plank Road was 2100 vehicles per day. The traffic count for Boyd Court is estimated to be 50 vehicles per day. A review of crash records indicated zero crashes for the recent five-year period of 2015 through 2019. The critical approach speed for the intersection was found to be below 10 mph. Both streets are classified as *local*.

While this intersection does not meet the volume threshold for stop control, the critical approach speed is below the standard. As such, we recommend maintaining the stop control that was implemented for the trial period.

To accomplish this, the following ordinance action is required:

1. **Create:** “Install stop signs on Boyd Court at Plank Road.”

Cathy Kromm

From: Paula Vandehey
Sent: Thursday, July 16, 2020 3:01 PM
To: Cathy Kromm
Cc: Eric Lom
Subject: FW: 7/20 MSC Agenda Items
Attachments: Boyd & Plank (uncontrolled-to-stop).docx; Christine & Esther (uncontrolled-to-stop).docx; Kenilworth & Woodland (uncontrolled-to-yield).docx

Cathy,

Do you have time to amend agenda to include these items?

Paula

From: Eric Lom <Eric.Lom@Appleton.org>
Sent: Thursday, July 16, 2020 2:59 PM
To: Paula Vandehey <Paula.Vandehey@Appleton.org>
Cc: Michael Hardy <Michael.Hardy@Appleton.org>; Jamie Griesbach <Jamie.Griesbach@appleton.org>
Subject: 7/20 MSC Agenda Items

See attached. Let me know if you have any questions.

E

Eric S. Lom, P.E.
City Traffic Engineer
City of Appleton | DPW Traffic Section
920.832.5580



Department of Public Works Inspections Division

Permit Summary Count YTD Comparison

01/01/20 Thru 06/30/20

Report Date: 7/8/2020



Permit Type	Year Issued	Permit Count	Total Estimated Cost	Total Receipt Amount
BUILDING	2019	503	39,160,417	167,168.17
	2020	530	50,549,825	179,969.50
		5.37 %	29.08 %	7.66 %
DISPLAY SIGN	2019	61	347,041	2,445.00
	2020	50	258,004	2,110.00
		-18.03 %	-25.66 %	-13.70 %
ELECTRICAL	2019	349	6,491,990	59,215.65
	2020	327	4,736,020	70,116.02
		-6.30 %	-27.05 %	18.41 %
EROSION CNTL	2019	24		2,800.00
	2020	18		2,050.00
		-25.00 %	%	-26.79 %
HEATING	2019	428	4,952,745	34,929.86
	2020	429	4,773,566	37,132.31
		0.23 %	-3.62 %	6.31 %
PLAN REVIEW	2019	63		24,245.00
	2020	54		20,470.00
		-14.29 %	%	-15.57 %
PLUMBING	2019	308	7,781,082	17,996.03
	2020	243	2,612,030	17,120.80
		-21.10 %	-66.43 %	-4.86 %
SEWER	2019	87	422,088	7,715.00
	2020	115	843,141	11,685.40
		32.18 %	99.75 %	51.46 %
WELL	2019	1		40.00
	2020	8		280.40
		700.00 %	%	601.00 %

Department of Public Works Inspections Division

Permit Summary Count YTD Comparison

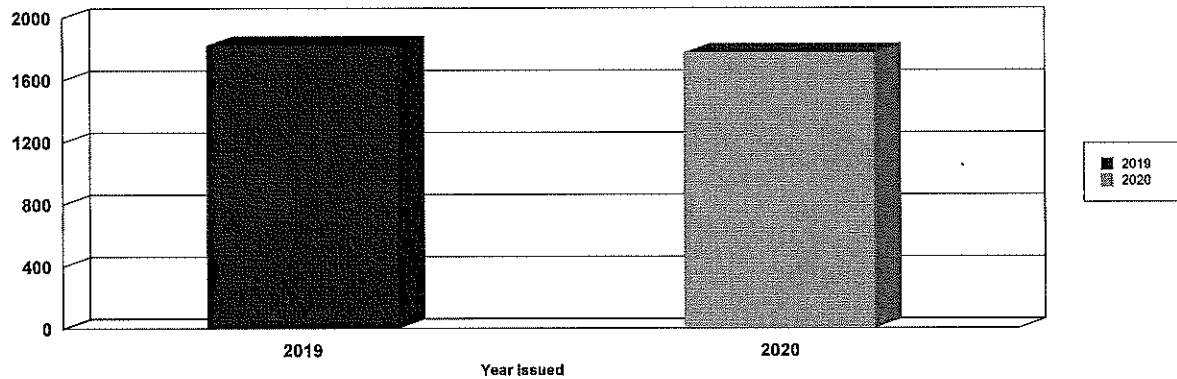
01/01/20 Thru 06/30/20

Report Date: 7/8/2020

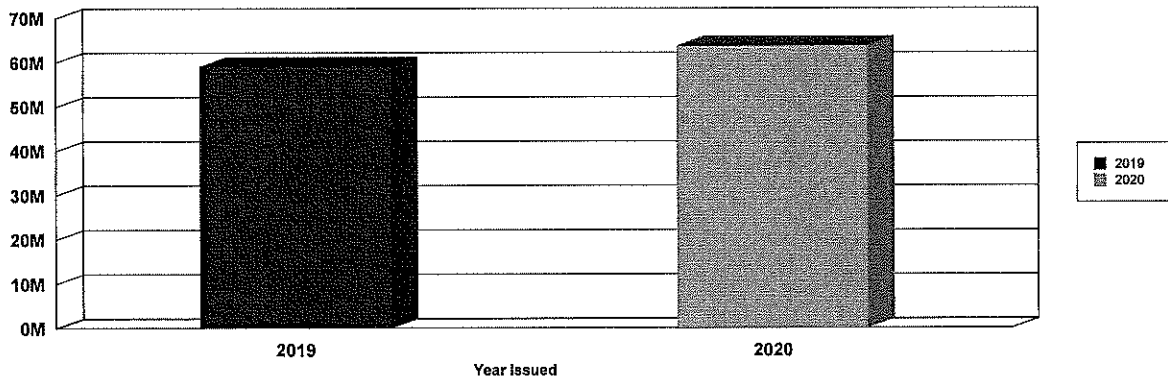


	2019	2020
Permits	1824	1774
Estimated Cost	59,155,363.00	63,772,586.00
Receipt Amount	316,554.71	340,934.43

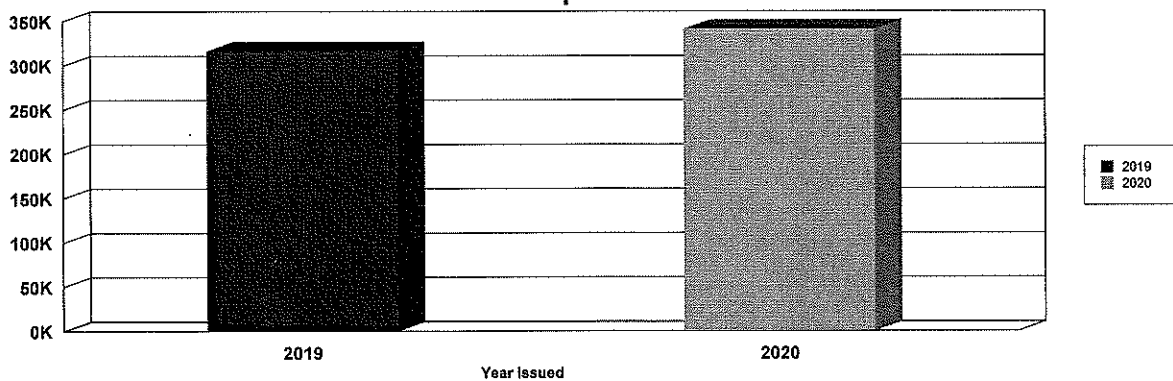
Number of Permits



Estimated Cost



Receipt Amount



DEPARTMENT OF PUBLIC WORKS

MID-YEAR REVIEW

All figures through June 30, 2020

PUBLIC WORKS DEPARTMENT	
Administrative Services	Business Unit 17011

Significant 2020 Events:

Performance Data:

Client Benefits/Impacts	Actual 2016	Actual 2017	Actual 2018	Actual 2019	Target 2020	Actual 2020
Ordinance compliance						
Construction permits sold	690	840	765	710	750	337
Recovery of project costs						
# of assessment bills prepared	1,210	1,142	1,180	1,137	1,150	116
Compliance with city regulations						
# of site plans reviewed	33	29	32	27	35	16
Strategic Outcomes						
Consistent and current information						
Policies reviewed and updated	8	7	3	6	5	2
% of customers with a positive						
perception of Public Works	New Measure --->	N/A	74%	78%	100%	78%
Work Process Output						
Service provided						
# of agenda items prepared	200	207	212	222	200	124
Improvements/additions to infrastructure						
\$ of projects bid	\$14,321,893	\$19,943,755	\$11,223,161	\$26,850,076	\$24,451,000	\$19,586,178

DEPARTMENT OF PUBLIC WORKS

MID-YEAR REVIEW

All figures through June 30, 2020

PUBLIC WORKS DEPARTMENT						
Concrete Reconstruction			Business Unit 17014			

Significant 2020 Events:

Performance Data:

Client Benefits/Impacts	Actual 2016	Actual 2017	Actual 2018	Actual 2019	Target 2020	Actual 2020
Condition of roadway surfaces (scale 100-0, 0 best)						
Average condition rating	19.46	18.96	18.37	18.04	18.00	18.10
Miles of street under minimum ride ability	6.90	5.91	4.47	3.95	4.00	4.20
Strategic Outcomes						
Improvement to street system						
Total miles of streets	343	344	345	347	345	346
Total miles in concrete	238	241	242	236*	242	244
% of total miles reconstructed (concrete to concrete)	0.50%	0.72%	0.690%	0.400%	0.500%	0.150%
Work Process Outputs						
Restoration of roadway surfaces						
Miles of streets reconstructed (asphalt or concrete to concrete)	4.04	2.47	2.38	1.37	1.70	0.53
Expansion of street system						
Miles of new grade & gravel streets	0.00	0.64	0.27	1.54	2.00	0.57

* Corrected how this is calculated for consistency in both Concrete and Asphalt

DEPARTMENT OF PUBLIC WORKS

MID-YEAR REVIEW

All figures through June 30, 2020

PUBLIC WORKS DEPARTMENT						
Sidewalk Construction					Business Unit 1701	

Significant 2020 Events:

Performance Data:

Client Benefits/Impacts	Actual 2016	Actual 2017	Actual 2018	Actual 2019	Target 2020	Actual 2020
Safe pedestrian walkways						
# of defective sidewalk related accidents	0	0	0	0	0	0
Miles of Sidewalk	445	450	453	454	455	454
Strategic Outcomes						
Minimize liability						
# of insurance claims from defective sidewalks	0	0	0	0	0	0
Work Process Outputs						
Defective sidewalks						
Miles of green dot	3.25	6.1	3.46	4.66	2.5	1.5
Request for replacement						
Miles	0	0	0	0	0	0
Expansion of pedestrian walkways						
Miles of new sidewalks	2.54	5.17*	2.8	2.43	1.50	0.25

* Includes Eisenhower Drive, Edgewood Drive and Northland Avenue sidewalks that were installed under other Business Units.

DEPARTMENT OF PUBLIC WORKS

MID-YEAR REVIEW

All figures through June 30, 2020

PUBLIC WORKS DEPARTMENT

Asphalt Reconstruction

Business Unit 17016

Significant 2020 Events:

Performance Data:

Client Benefits/Impacts	Actual 2016	Actual 2017	Actual 2018	Actual 2019	Target 2020	Actual 2020
Condition of roadway surfaces (scale 100-0, 0 best)						
Average condition rating	21.90	21.11	19.59	18.52	19.00	18.54
Miles under minimum rideability	19.85	18.65	16.34	14.84	16.00	14.91
Strategic Outcomes						
Improvement to street system						
Total miles of streets in city	343	344	345	347	345	346
Total miles in asphalt	94	93	94	103*	94	93
% of total miles reconstructed	0.49%	0.24%	0.490%	0.270%	0.50%	0.000%
Work Process Outputs						
Restoration of roadway surfaces						
Miles of streets reconstructed	1.69	0.83	1.69	0.92	1.70	0.00

* Corrected how this is calculated for consistency in both Concrete and Asphalt

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MID-YEAR REVIEW

All figures through June 30, 2020

PUBLIC WORKS DEPARTMENT	
Traffic Control and Maintenance	Business Unit 17022

Significant 2020 Events:

- Completed construction of enhanced pedestrian crossing with push-button RRFB system at Richmond St/Parkway Av intersection
- Completed signal safety enhancements at Mason St/Wisconsin Av intersection
- Completed construction of enhanced pedestrian crossing with push-button RRFB system at Lawe St trail crossing

Performance Data:

Client Benefits/Impacts	Actual 2016	Actual 2017	Actual 2018	Actual 2019	Target 2020	Actual 2020
Safe, reliable traffic control devices						
# of changes to traffic controls	4	11	12	20	15	10
# of changes to parking restrictions	50	19	51	60	42	11
% of signs installed or replaced	2.52%	2.75%	4.66%	2.06%	2.50%	1.88%
Intersections in the City						
# of controlled intersections	1,419	1,422	1,504	1,450	1,455	1,460
# of uncontrolled intersections	698	690	638	694	705	684
Strategic Outcomes						
Effective traffic control devices						
# of accidents per street mile	4.13	4.01	4.05	4.42	3.75	1.49
Efficient use of staff						
# of signals maintained for other municipalities	25	26	26	29	29	29
Work Process Outputs						
Service provided						
# of traffic control signs & signals repaired from knockdowns	36 Signals 101 Signs	16 Signals 199 Signs	36 Signals 56 Signs	51 Signals 62 Signs	35 Signals 65 Signs	18 Signals 42 Signs
Respond to system demands						
# of responses for traffic & parking related changes	63	52	58	53	60	18

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All figures through June 30, 2020

PUBLIC WORKS DEPARTMENT		
Street Lighting		Business Unit 17023

Significant 2020 Events:

Performance Data:

Client Benefits/Impacts	Actual 2016	Actual 2017	Actual 2018	Actual 2019	Target 2020	Actual 2020
Cost of street lighting						
Avg monthly cost of power/light	\$15.33	\$16.03	\$15.00	\$13.76	\$14.90	\$12.56
Strategic Outcomes						
Safety provided by street lighting						
Number of street lights in the system	8,624	8,759	8,787	8,903	8,905	8,903
City owned	1,005	1,147	1,250	1,301	1130	1,301
Utility owned	7,619	7,612	7,537	7,602	7,775	7,602
Work Process Output						
Responses to unsafe lighting conditions						
Number of street lights repaired because of accidents, acts of nature, or equipment failures	58	35	36	34	35	16

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MID-YEAR REVIEW

All figures through June 30, 2020

PUBLIC WORKS DEPARTMENT	
Municipal Services Building Administration	Business Unit 17031

Significant 2020 Events:

* The number of purchase orders generated has seen an increase due to new Tyler Munis system.

Performance Data:

Client Benefits/Impacts	Actual 2016	Actual 2017	Actual 2018	Actual 2019	Target 2020	Actual 2020
Assure safe working conditions						
# of in-house safety training programs conducted	33	35	40	28	35	8
# of equipment/vehicle accidents	34	33	43	37	28	11
Preventable	22	24	25	27	18	6
Non-preventable	12	9	18	10	9	5
# of employee injury accidents	9	17	7	14	6	9
Annual # of violations found during monthly building inspections	66	37	45	51	35	23
Strategic Outcomes						
Safeguard Assets						
\$ adjustments of inventory at year end	\$653	\$1,940	\$60	\$3,008	\$1,000	NA
Turnover ratio of inventory/Annual	0.85	0.77	0.62	0.64	0.88	NA
# of work days lost due to injuries	14	51	4	10	15	0
Work Process Outputs						
Efficient purchasing and inventory management						
# of purchase orders generated	552	517	442	449	525	776
\$ value of items issued from inventory	\$550,475	\$476,409	\$376,523	\$396,233	\$490,000	\$208,462
# of shipments received	7,476	7,268	6,876	7,192	7,200	3,864

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All figures through June 30, 2020

PUBLIC WORKS DEPARTMENT		
Street Repair		Business Unit 17032

Significant 2020 Events:

Performance Data:

Client Benefits/Impacts	Actual 2016	Actual 2017	Actual 2018	Actual 2019	Target 2020	Actual 2020
Safety of event participants						
# of civic events supported	3	4	4	4	4	0
Strategic Outcomes						
Preventive maintenance						
Total miles of streets serviced	343	344	344	344	344	344
# of hazardous sidewalk locations						
repaired	122	124	156	99	100	53
Miles of asphalt streets resurfaced	<1.0	1.8	<1.0	3.7	<1.1	<1
Work Process Outputs						
Repair materials						
Tons of cold patch asphalt applied	100	150	216	250	200	125
Cubic yards of concrete used for repair	53.5	21.25	78	336	75	0
Pounds of crack filler applied	47,250	47,250	27,000	15,750	30,000	18,000

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All figures through June 30, 2020

PUBLIC WORKS DEPARTMENT		
Snow and Ice Control		Business Unit 17033

Significant 2020 Events:

Performance Data:

Client Benefits/Impacts	Actual 2016	Actual 2017	Actual 2018	Actual 2019	Target 2020	Actual 2020
Timely service provided						
# of major plowing events	8	13	10	18	8	6
# of minor plow/salt events	20	15	19	25	20	10
# of days hauling designated priority snow routes	27	6	11	23	20	13
Strategic Outcomes						
Efficiency of program						
# of citizen contacts	115	54	87	138	70	41
# of miles of sidewalks cleared by Contractor	17.6	18	18.15	18.5	18.2	18.5
City crews	13.7	15.3	16.6	16.7	16.6	16.7
\$ contracted to clear sidewalks	\$189,535	\$154,940	\$209,830	\$346,095	\$175,000	\$135,003
Work Process Outputs						
Volume of work done						
# tons of salt used	3,575	3,979	4,034	5,994	4,000	1,588
# miles of streets maintained	343	344	344	347	345	347
# miles of sidewalk maintained	31.30	33.30	34.77	35.20	34.80	35.2

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All figures through June 30, 2020

PUBLIC WORKS DEPARTMENT
<div>Forestry Services</div> <div style="text-align: right;">Business Unit 17034</div>

Significant 2020 Events:

Performance Data:

Client Benefits/Impacts	Actual 2016	Actual 2017	Actual 2018	Actual 2019	Target 2020	Actual 2020
Safe, healthy and attractive urban forest						
# of trees on City Streets	30,956	30,855	30,733	30,470	31,000	31,000
Strategic Outcomes						
Satisfied community						
% of planting spaces in new subdivisions planted on annual basis	100%	100%	100%	100%	100%	100%
% of customers who accept new trees on new and/or reconstructed streets	100%	100%	100%	100%	100%	100%
Street tree to Arborist ratio	4,114 to 1	4,114 to 1	4,097 to 1	4,062 to 1	4,266 to 1	4226 to 1
Diverse urban forest						
# of tree species with more than 1,000	9	9	9	9	9	9
Work Process Outputs						
% of trees < 6" diameter pruned annually	50%	50%	50%	50%	50%	50%
Pruning cycle of trees > 6" diameter	8 years	8 years	8.5 years	9 years	8 years	9 years
# of Ash trees replaced	305	143	188	203	300	125
Total number of tree species on streets	34**	42	42	42	42	42
Treat all City properties w/ Gypsy Moth egg mass counts of > 500 egg masses/acre	100%	100%	100%	100%	100%	100%

** An incorrect number was used for this output in 2016.

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MID-YEAR REVIEW

All figures through June 30, 2020

PUBLIC WORKS DEPARTMENT	
Inspections/Licensing	Business Unit 17036 (15520)

Significant 2020 Events:

Performance Data:

Client Benefits/Impacts	Actual 2016	Actual 2017	Actual 2018	Actual 2019	Target 2020	Actual 2020
Customer knowledge of ordinances						
Customer generated violation reports	1,371	1,304	1,105	1,053	1,000	421
Effectiveness of plan review						
# of onsite consultations prior to plan submittal	57	43	106	62	70	24
Strategic Outcomes						
Availability of service						
Average Plan Review Approval	6.1 Days	7.8 Days	7.6 Days	6.7 Days	6.0 Days	5.5 Days
Consistency of information						
# of policies/ordinances reviewed/updated	2/2	2/2	1/2	4/2	2/2	0/2
Work Process Outputs						
Availability of service						
# of inspections performed	8,372	8,284	7,935	7,726	9,000	3,486
# of re-inspections performed	725	504	525	517	500	170
# of notices issued	941	839	797	1,181	1,000	293
# of permits issued	3,785	3,587	3,528	3,680	3,500	1,777
# of plans reviewed	263	222	242	187	225	240

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MID-YEAR REVIEW

All figures through June 30, 2020

SPECIAL REVENUE FUNDS		
Sanitation - Administration		Business Unit 2210

Significant 2020 Events:

Covid-19 has impacted the operation of the yard sites

Performance Data:

Client Benefits/Impacts	Actual 2016	Actual 2017	Actual 2018	Actual 2019	Target 2020	Actual 2020
Public information						
# of information announcements/ brochures	20	17	18	18	17	7
Strategic Outcomes						
Consistency of information						
# of policies reviewed	1	1	1	1	1	2
Quality of service						
# of contacts received	2,089	2,303	1,039	394	2,400	220
Work Process Outputs						
Changes in customer service						
# of policies changed	1	0	1	1	1	1

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MID-YEAR REVIEW

All figures through June 30, 2020

SPECIAL REVENUE FUNDS

Sanitation - Recycling

Business Unit 2221

Significant 2020 Events:

No longer bill for chipping for Facilities / Park and Recreation.

Site hours decreased 343 hours between both sites due to Covid - 19. Site was closed for 5 weeks, March 27 - April 27.

Increase in residential recycling tonnage due to more residents working from home also help increase diversion rate.

Performance Data:

Client Benefits/Impacts	Actual 2016	Actual 2017	Actual 2018	Actual 2019	Target 2020	Actual 2020
Convenient access to drop-off centers						
# of hrs/year yard waste sites are open	3,128	3,101	3,085	3,163	3,100	1,046
Cost effective commercial recycling						
Cost/ton - co-mingled	\$131.01	\$158.00	\$176.95	\$256.81	N/A	N/A
Strategic Outcomes						
Sources of additional revenue						
# of commercial recycling customers	352	353	350	370	N/A	N/A
\$ of revenue from chipper rental	\$1,836	\$1,715	\$4,788	\$7,679	\$1,750	N/A
# of violations from Outagamie County Landfill	0	0	0	0	0	0
Work Process Outputs						
Material diverted from the landfill						
Diversion Rate	23.9%	23.6%	23.1%	22.5%	22.0%	24.2%
Tons of material collected						
Residential - co-mingled	6,340	6,065	5,863	5,662	6,000	3,006
Commercial - total	452	383	348	355	N/A	N/A
Hours chipping material	753	787	735	950	700	526
Yardwaste sites:						
Avg. # of users of the sites weekday (peak)	700	700	700	700	700	700
Avg. # of users of the sites weekend (peak)	900	900	1000	1000	1000	1000

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SPECIAL REVENUE FUNDS

Sanitation - Solid Waste Collection

Business Unit 2223

Significant 2020 Events:

Experienced an increase in refuse tonnage, likely due to Covid 19.

Increase in cost per ton of automated and overflow services due to landfill tipping fee increase and updated equipment rental rates.

Performance Data:

Client Benefits/Impacts	Actual 2016	Actual 2017	Actual 2018	Actual 2019	Target 2020	Actual 2020
Service area						
# of automated stops/day	5,145	5,149	5,153	5,157	5,160	5,163
Additional services provided						
# of special collections						
Storm	0	1	0	1	0	0
Move Outs	52	53	44	50	50	18
Bulky Overflow	26	26	26	26	26	13
Strategic Outcomes						
Additional revenue sources						
Cost effective service provided						
Cost/ton of overflow collections	\$153.19	\$157.42	\$160.00	\$205.28	\$164.00	\$242.43
Cost/ton of residential automated pickup	\$87.57	\$89.14	\$89.72	\$114.08	\$94.00	\$124.50
Work Process Outputs						
City cleanliness & public health benefits						
# of tons of refuse collected	20,209	19,692	19,493	19,462	21,250	9,433

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MID-YEAR REVIEW

All figures through June 30, 2020

SPECIAL REVENUE FUNDS

Sanitation - Landfill Maintenance

Business Unit 2230

Significant 2020 Events:

Performance Data:

Client Benefits/Impacts	Actual 2016	Actual 2017	Actual 2018	Actual 2019	Target 2020	Actual 2020
Safety of the surrounding environment						
# of private wells showing impact from landfill	0	0	0	0	0	0
Strategic Outcomes						
Preventive maintenance						
# of DNR non-compliance notices rec'd	0	0	0	0	0	0
# of maintenance projects	0	0	2	19	2	1
Work Process Outputs						
Regulatory compliance						
Reporting to the DNR	1	1	2	2	2	1
Corrective actions generated from quarterly inspections	3	3	22	10	2	1

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MID-YEAR REVIEW

All figures through June 30, 2020

PARKING UTILITY
<div>Administration</div> <div style="text-align: right;">Business Unit 5110</div>

Significant 2020 Events:

COVID-19 shut down many downtown businesses for at least 2 months, some are still not open, including PAC.

Performance Data:

Client Benefits/Impacts	Actual 2016	Actual 2017	Actual 2018	Actual 2019	Target 2020	Actual 2020
Effective rate structure policy						
% change in operating revenue received	-2.83%	13.50%	-3.86%	24.93%	-1.40%	-28.97%
Community events supported	12	12	3	12	12	0
Strategic Outcomes						
Efficiency of operations						
% change in operating costs	-6.38%	-1.40%	11.10%	6.85%	5.40%	45.27%
Work Process Outputs						
Expansion of customer base						
YTD avg active permit total/permit stalls	2,497 / 2,317	2,562 / 2,350	2,545 / 2,350	2488 / 2022	2600 / 2053	2400 / 2053
# of daily meter bags sold	1,997	2,514	1,274	3,597	1,900	209

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MID-YEAR REVIEW

All figures through June 30, 2020

PARKING UTILITY

Operations and Maintenance

Business Unit 5120

Significant 2020 Events:

COVID-19 shut down many downtown businesses for at least 2 months, some are still not open, including PAC.

Performance Data:

Client Benefits/Impacts	Actual 2016	Actual 2017	Actual 2018	Actual 2019	Target 2020	Actual 2020
Reliability of the system						
# of broken meters reported	107	77	53	30	25	2
% fixed within 24 hours	99%	99%	100%	40%	100%	100%
Strategic Outcomes						
Efficiency of staff management						
Maintenance staff size to # of metered stalls	2 / 951	2 / 864	2 / 848	2 / 714	2 / 714	2 / 714
Maintenance staff size to # of unmetered stalls	3 / 3,132	4 / 3,132	5 / 3,142	5 / 2,805	5 / 2,805	5 / 2,805
Structural inspections performed	4	0	0	3	0	0
Stalls monitored by pay machines	34	34	34	34	34	34
Work Process Outputs						
Customer services provided						
# of meter batteries changed	830	864	848	714	700	700
Power flushes/ramp	2	2	1	2	2	1
# of facility property damages reported	21	33	12	25	20	9
# of broken gate arms reported/repared	7	26	6	11	5	2

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MID-YEAR REVIEW

All figures through June 30, 2020

PARKING UTILITY
<div>Enforcement</div> <div>Business Unit 5130</div>

Significant 2020 Events:

COVID-19 shut down many downtown businesses for at least 2 months, some are still not open, including PAC.
 2019 DOT changed the ability to access license plate information for sending out letters. We continue to look up only large \$ citations. We are working to switch over the PassPort OpsMan. Anticipate transition by the end of the year.

Performance Data:

Client Benefits/Impacts	Actual 2016	Actual 2017	Actual 2018	Actual 2019	Target 2020	Actual 2020
Customer Service						
Meter stall turnover						
# of citations/metered stalls/month	0.9	1.0	0.5	1.7	1.5	0.9
Strategic Outcomes						
Effectiveness as a revenue source						
Average # of days to pay tickets	65	62	36	43	50	51
# of notices sent	8,508	8,906	8,559	4,922	9,800	774
# of state suspensions sent	2,134	2,123	1,941	1,308	2,000	299
Work Process Outputs						
Enforcement provided - Parking Staff						
# of citations issued	12,729	12,990	13,729	14,390	13,000	4,017
# of meter violations issued	10,691	10,764	10,071	11,168	10,500	2,580
# of citations reviewed by Parking Manager	672	610	707	802	750	189

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MID-YEAR REVIEW**

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CENTRAL EQUIPMENT AGENCY		
Replacement Fund		Business Unit 4320

Performance Data:

Client Benefits/Impacts	Actual 2016	Actual 2017	Actual 2018	Actual 2019	Target 2020	Actual 2020
Cost effective service - # of vehicles:						
Retained an additional year	26	30	30	38	50	50
Replaced early	0	0	0	0	0	0

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MID-YEAR REVIEW**

All figures through June 30, 2020

CENTRAL EQUIPMENT AGENCY		
Administration		Business Unit 6110

Significant 2020 Events:

Obtained CEA Review Committee approval for the change of three pieces of equipment in the CEA Fleet
Worked with the PD to down size (6) units to provide funding to upgrade (2) units to SUV's in 2021.

Performance Data:

Client Benefits/Impacts	Actual 2016	Actual 2017	Actual 2018	Actual 2019	Target 2020	Actual 2020
Cost Effective Service						
Overhead Rate	\$74.07	\$75.78	\$77.14	\$81.58	\$80.68	\$80.68
Billable hours	17,654	17,773	18,906	18,178	18,100	10,435
Strategic Outcomes						
Operational requirements of users						
Size of authorized fleet/actual	412	413	409	413	399	414
Consistent and current information						
# of policies reviewed/revised	1	1	0	1	0	0
Work Process Outputs						
Customer Service						
Requests for changes to the fleet	7	12	9	11	10	3

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MID-YEAR REVIEW

All figures through June 30, 2020

Maintenance	CENTRAL EQUIPMENT AGENCY	Business Unit 6121
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Significant 2020 Events:

Converted four leaf pushers to the new "pin and Loop" hitch style on our new single axle Patrol trucks

Performance Data:

Client Benefits/Impacts	Actual 2016	Actual 2017	Actual 2018	Actual 2019	Target 2020	Actual 2020
Response to customer needs						
# of vehicles not available for use within 24 hours	86	120	85	108	65	57
Equipment available for operational readiness						
# of emergency breakdown hours	334	325	250	408	275	155
# of service calls	218	210	173	244	200	82
Strategic Outcomes						
Safe reliable maintenance program						
Preventive maintenance hours	9,105	9,275	11,406	9,827	9,400	5,867
Corrective downtime hours	8,170	8,497	7,500	8,351	7,800	4,568
Accidents caused by mechanical failure	0	0	1	0	0	0
Work Process Outputs						
Service Performed						
# of seasonal changeovers performed	112	135	101	129	130	48