



City of Appleton

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

Meeting Agenda - Final Municipal Services Committee

Monday, December 6, 2021

4:30 PM

Council Chambers, 6th Floor

1. Call meeting to order
2. Roll call of membership
3. Approval of minutes from previous meeting
[21-1665](#) Minutes from November 22, 2021

Attachments: [Minutes from November 22, 2021.pdf](#)

4. Public Hearings/Apearances

5. Action Items

- [21-1578](#) Proposed changes to Municipal Code Section 9, Division 3-Central Business District Street Vendors.

Attachments: [Municipal Code Section 9 Division 3 changes.pdf](#)

Legislative History

11/8/21	Municipal Services Committee	recommended for approval
11/17/21	Common Council	referred to the Municipal Services Committee
11/22/21	Municipal Services Committee	held

[21-1696](#)

Lawrence Street, from Appleton Street to Durkee Street, be reconstructed with concrete pavement and curb and gutter. The details of the proposed Lawrence Street reconstruction project are as follows:

Appleton St - Oneida St:

- New concrete pavement constructed to a width of 58' from back of curb to back of curb, which is 22' wider than the existing street within this portion of the project.
- 1 travel lane in each direction
- Dedicated left turn lane at Appleton Street for westbound traffic
- Dedicated bike lanes along both sides of the street
- Parallel on-street parking along both sides of the street
- Proposed streetscape elements per Downtown Streetscape Design Guide
- Raised intersection @ Oneida Street

Oneida St - Morrison St:

- New concrete pavement to be constructed to a width of 50' from back of curb to back of curb, which is 9' wider than the existing street within this portion of the project.
- 1 travel lane in each direction
- Dedicated bike lanes along both sides of the street
- Parallel on-street parking along both sides of the street
- Proposed streetscape elements per Downtown Streetscape Design Guide
- Raised intersection @ Morrison Street

Morrison St - Durkee St:

- New concrete pavement to be constructed to a width of 55' from back of curb to back of curb, which is 14' wider than the existing street within this portion of the project.
- 1 travel lane in each direction
- Dedicated bike lanes along both sides of the street
- Back-in angled parking along the north side of the street
- Parallel on-street parking along the south side of the street
- Proposed streetscape elements per Downtown Streetscape Design Guide
- Raised intersection @ Durkee Street

[21-1697](#)

Oneida Street, from Lawrence Street to College Avenue, be reconstructed with concrete pavement and curb & gutter. The details of the proposed Lawrence Street reconstruction project are as follows:

- New concrete pavement to be constructed to a width of 38' from back of curb to back of curb, which is 4' narrower than the existing street within this portion of the project.
- 1 travel lane in each direction
- Parallel on-street parking along both sides of the street
- 2 marked mid-block crosswalks
- Proposed streetscape elements per Downtown Streetscape Design Guide

[21-1698](#)

Morrison Street, from Lawrence Street to Washington Street, be reconstructed with concrete pavement and curb and gutter. The details of the proposed Morrison Street reconstruction project are as follows:

Lawrence St - College Ave:

- New concrete pavement constructed to a width of 38' from back of curb to back of curb, which is 4' narrower than the existing street within this portion of the project.
- 1 travel lane in each direction
- Shared bike lanes
- Parallel on-street parking along both sides of the street
- Proposed streetscape elements per Downtown Streetscape Design Guide
- 2 marked mid-block crosswalks

College Ave -Washington St:

- New concrete pavement constructed to a width of 38' from back of curb to back of curb, which is 4' narrower than the existing street within this portion of the project.
- 1 travel lane in each direction
- Shared bike lanes
- Parallel on-street parking along both sides of the street
- Proposed streetscape elements per Downtown Streetscape Design Guide
- 1 marked mid-block crosswalk

[21-1699](#)

Durkee Street, from 200' south of Lawrence Street to Washington Street, be reconstructed with concrete pavement and curb and gutter. The details of the proposed Durkee Street reconstruction project are as follows:

200' south of Lawrence St - Lawrence St:

- New concrete pavement constructed to a width of 38' from back of curb to back of curb, which is the same width as the existing street within this portion of the project.
- New concrete sidewalk extended to the south limits of the project along the east side of the street
- 1 travel lane in each direction
- Parallel on-street parking along both sides of the street
- Proposed streetscape elements per Downtown Streetscape Design Guide
- Cul-de-sac at south end of the block

Lawrence St - College Ave:

- New concrete pavement constructed to a width of 38' from back of curb to back of curb, which is 5' wider than the existing street within this portion of the project.
- 1 travel lane in each direction
- Shared bike lanes
- Parallel on-street parking along both sides of the street
- Proposed streetscape elements per Downtown Streetscape Design Guide

College Ave -Washington St:

- New concrete pavement constructed to a width of 38' from back of curb to back of curb, which is 7' narrower than the existing street within this portion of the project.
- 1 travel lane in each direction
- Shared bike lanes
- Parallel on-street parking along both sides of the street
- Proposed streetscape elements per Downtown Streetscape Design Guide
- 1 marked mid-block crosswalk

[21-1666](#)

Approve Department of Public Works 2022 Fee Schedules.

Attachments: [Dept. of Public Works 2022 Fee Schedule.pdf](#)

- [21-1667](#) Approve proposed changes to Municipal Code Chapter 15 Solid Waste and Recycling to correspond with operational changes previously approved at Council.
- Attachments:** [Changes to Municipal Code Chapter 15.pdf](#)
- [21-1668](#) Award 2022 Contract for Operation, Maintenance, Monitoring and Passive Vent Improvements at the Closed City of Appleton Landfill to SCS Engineers, in an amount not to exceed \$218,393.
- Attachments:** [2022 Contract for Operations, Maint-Closed Appleton Landfill .pdf](#)
- [21-1689](#) Request from AT&T for a permanent street occupancy permit to install a 5.5' x 5.5' x 3' utility cabinet in the Henry Street right-of-way near Buchanan Street.
- Attachments:** [AT&T permanent street occ.-Henry Street.pdf](#)
- [21-1691](#) Approve changes to City of Appleton Brush Collection Policy.
- Attachments:** [Brush Collection Policy.pdf](#)
- [21-1692](#) Approve changes to City of Appleton Annual Leaf Collection Policy.
- Attachments:** [Annual Leaf Collection Policy.pdf](#)
- [21-1693](#) Approve 2022 Sole Source Purchase Request for various traffic equipment and technologies.
- Attachments:** [2022 Sole Source Purchase Request.pdf](#)

6. Information Items

- [21-1690](#) Inspections Division Permit Summary Comparison Report for November, 2021.
- Attachments:** [Inspections Division Permit Summary.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, November 22, 2021

4:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

Present: 4 - Siebers, Firkus, Prohaska and Fenton

Excused: 1 - Doran

3. Approval of minutes from previous meeting

[21-1629](#) Minutes from November 8, 2021

Attachments: [Minutes from November 8, 2021.pdf](#)

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

Aye: 4 - Siebers, Firkus, Prohaska and Fenton

Excused: 1 - Doran

4. **Public Hearings/Appearances**

[21-1633](#) Design Hearing for future Paving Projects:

- Lawrence Street from Appleton Street to Durkee Street
- Oneida Street from Lawrence Street to College Avenue
- Morrison Street from Lawrence Street to Washington Street
- Durkee Street from south of Lawrence Street to Washington Street

Attachments: [Design Hearing for future Paving Projects.pdf](#)

[Map-future Paving Projects.pdf](#)

[Reverse angle parking.pdf](#)

5. **Action Items**

[21-1635](#) Approve second amendment to the 2021 Materials Testing Contract (M-21) with Westwood Infrastructure, Inc. from an amount not to exceed \$175,000 to an amount not to exceed \$229,000.

Attachments: [2021 Materials Testing Contract \(M-21\).pdf](#)

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

Aye: 4 - Siebers, Firkus, Prohaska and Fenton

Excused: 1 - Doran

[21-1636](#)

Award of 2022 Materials Testing Contract (M-22) to Westwood Infrastructure, Inc. in an amount not to exceed \$100,000.

Attachments: [2022 Materials Testing Contract \(M-22\).pdf](#)

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

Aye: 4 - Siebers, Firkus, Prohaska and Fenton

Excused: 1 - Doran

[21-1637](#)

Approve installation of STOP signs on Pine Street at Outagamie Street. (Follow-up to six-month trial period.)

Attachments: [STOP signs on Pine St to Outagamie St.pdf](#)

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

Aye: 4 - Siebers, Firkus, Prohaska and Fenton

Excused: 1 - Doran

[21-1578](#)

Proposed changes to Municipal Code Section 9, Division 3-Central Business District Street Vendors.

Attachments: [Municipal Code Section 9 Division 3 changes.pdf](#)

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

Aye: 4 - Siebers, Firkus, Prohaska and Fenton

Excused: 1 - Doran

[21-1580](#)

Approve 15 MPH speed limit designation on Washington Street from Story Street to Bennett Street.

Attachments: [800 W. Washington Speed Limit.pdf](#)

Prohaska moved, seconded by Siebers, that the Report Action Item be

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

Aye: 4 - Siebers, Firkus, Prohaska and Fenton

Excused: 1 - Doran

6. Information Items

7. Adjournment

Siebers moved, seconded by Prohaska, that the meeting be adjourned at 5:16 p.m. Roll Call. Motion carried by the following vote:

Aye: 4 - Siebers, Firkus, Prohaska and Fenton

Excused: 1 - Doran



MEMO

TO: Municipal Services Committee

FROM: Karen Harkness, Director of Community and Economic Development
Paula Vandehey, Director of Public Works

DATE: October 25, 2021

SUBJECT: Proposed changes to Municipal Code Section 9, Division 3 – Central Business District Street Vendors.

City staff met to discuss issues that have arisen regarding food trucks within the City's Central Business District. The areas of concern include:

1. The number of licenses allowed for on-street food trucks
2. Where the on-street food trucks are allowed to park

The number of licenses allowed for on-street food trucks

When this ordinance was originally developed, the demand for food trucks was not well-defined so we arbitrarily picked four (4) as a manageable number to start the program. This maximum has not created any challenges until this year. For the first time, all four permits are issued with several other food trucks also applying for CBD permits.

If the number of permits is not increased, we will need a method to determine which of the applicants would be issued the limited number of permits.

Where the on-street food trucks are allowed to park

The current ordinance language includes:

"No sales shall be made within fifty (50) feet of the main entrance of any business selling same or similar products during the hours said business is open for the sale of said products, unless written permission is granted by said business and such documentation is placed on file with the Department of Public Works."

The City Attorney's Office has concerns with this language as it is difficult to define "same or similar product" so they are recommending that this language be deleted altogether.

Therefore, City staff is recommending that the following two section of Municipal Code Chapter 9, Article XI, Division 3 Central Business District Street Vendors be amended as follows:

Section 9-628 (d) *No more than ~~four (4)~~ **eight (8)** Licenses may be issues for on-street units.*

Section 9-640 (i) *No sales shall be made within ~~fifty (50)~~ feet of the main entrance of any business selling same or similar products during the hours said business is open for the sale of said products, unless written permission is granted by said business and such documentation is placed on file with the Department of Public Works.*

The reasons for the above recommendations include:

- Whether the products of two businesses are the same or similar is difficult to enforce and also potentially places the City in an undesirable position of regulating competition between businesses.
- Many of the restaurants downtown are not open during the same hours as the food trucks are downtown.
- Food trucks have been a part of the vibrancy and vitality of downtown for many years.
- Food trucks can be a progression in entrepreneurship. (Food carts to food trucks to brick and mortar)

C: Chris Behrens, City Attorney
Steve Kihl, Environmental Health Supervisor
Todd Freeman, Police Captain

DIVISION 3. CENTRAL BUSINESS DISTRICT STREET VENDORS

Sec. 9-626. Purpose.

It is the intent of the Common Council to control and regulate the use of streets and sidewalks to the end that the safe use of sidewalks by pedestrians and roads by vehicles is ensured and the health, safety and general welfare of the public is protected and maintained. Consistent with this policy, the purpose of these regulations is to assure the safe and orderly performance of selling on streets and sidewalks within the Central Business District.
(Ord 73-12, §1, 8-21-12)

Sec. 9-627. Definitions.

The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Amenity strip shall mean the area between the curb and the defined pedestrian right-of-way along College Avenue between Richmond Street and Drew Street. On all other streets, amenity strip shall mean a minimum four- (4-) foot width between the curb and an eight- (8-) foot pedestrian right-of-way.

CBD street vendor means any person who sells or offers for sale any goods, wares, merchandise, or services for sale in the CBD (Central Business District) from any mobile unit which is propelled by human power, including mobile food establishments.

Mobile food establishment means a restaurant or retail food establishment where food is served or sold from a movable vehicle, push cart, or trailer which periodically or continuously changes location and requires a service base to accommodate the unit for servicing, cleaning, inspection and maintenance or except as specified in the Wisconsin Food Code. Mobile food establishment does not include a vehicle which is used solely to transport or deliver food or a common carrier regulated by the state or federal government.

Mobile sidewalk/amenity strip unit shall mean a pushcart or other device which is on wheels and of sufficiently lightweight construction that it can be moved from place to place by one (1) adult person without any auxiliary power. The device shall not be motorized so as to move on its own power.

On-street unit shall mean any vehicle or pedal-powered unit that is readily movable, and designed and equipped to prepare, serve, or sell food.

Vehicle shall mean any motor vehicle as defined by Wis.

Stats. §340.01(35) or trailer as defined by Wis. Stats. §340.01(71).
(Ord 25-05, §1, 4-12-05; Ord 3-12, §1, 1-10-12; Ord 73-12, §1, 8-21-12)

Sec. 9-628. License and Street Occupancy Permit required.

(a) No CBD street vendor shall vend, sell or dispose of or offer to vend, sell or dispose of goods, wares or merchandise, produce or any other thing at any place whatsoever within the CBD without first obtaining a license as set forth in this division. Licensees may obtain no more than two (2) Street Occupancy Permits for any portion of the Central Business District west of Appleton Street; and no more than two (2) Street Occupancy Permits for any portion of the Central Business District east of Appleton Street.

(b) No more than eight (8) Street Occupancy Permits for mobile sidewalk/amenity strip units shall be issued between Appleton Street and Richmond Street. No more than eight (8) Street Occupancy Permits for mobile sidewalk/amenity strip units shall be issued between Appleton Street and Drew Street on College Avenue. This shall include all vendors using such units, whether vending goods or food.

(c) No more than two (2) Street Occupancy Permits for mobile sidewalk/amenity strip units shall be issued per block. One (1) block shall be defined to mean the area between intersections on a single side of the street.

(d) No more than ~~four~~ ^{eight (8)} (4) Licenses may be issued for on-street units.
(Ord 25-05, §1, 4-12-05; Ord 76-11, §1, 4-12-11; Ord 3-12, §1, 1-10-12; Ord 73-12, §1, 8-21-12)

Sec. 9-629. Liability insurance.

To hold a Street Occupancy Permit, the permit holder must have in force liability insurance and must agree to indemnify, defend and hold the City, its employees and agents harmless against all claims, liability, loss, damage, or expense incurred by the City as a result of any injury to or death of any person or damage to property caused by or resulting from the activities for which the permit is granted. As evidence of liability insurance, the permit holder shall furnish a Certificate of Insurance, on a form acceptable to the City, evidencing the existence of adequate liability insurance naming the City of Appleton, its employees and agents as additional insureds in an amount not less than one million dollars (\$1,000,000). Whenever such policy is cancelled, not renewed, or materially changed the insurer and the permit holder shall notify the City of Appleton by certified mail.
(Ord 25-05, §1, 4-12-05; 76-11, §1, 4-12-11; Ord 3-12, §1, 1-10-12; Ord 73-12, §1, 8-21-12)

sale of said products, unless written permission is granted by said business and such documentation is placed on file with the Department of Public Works.

- (4) Once a vendor is licensed, and a Street Occupancy Permit has been obtained, the change of use of those businesses in buildings within the fifty (50) feet limitation noted above shall not affect an existing license nor the timely renewal of the same.

(k) All persons conducting business on a sidewalk or amenity strip must pick up any paper, cardboard, wood or plastic containers, wrappers, or any litter in any form that is deposited by any person on the sidewalk or street within twenty-five (25) feet of the place of conducting business. Each person conducting business on a sidewalk or amenity strip under the provisions of this division shall carry a suitable container for placement of such litter by customers or other persons.

(l) Vendors shall maintain their sales location in a clean, hazard-free condition, and shall not discharge materials onto the sidewalk, gutters or storm drain. All liquid residue must be cleaned up, or in the alternative, protective matting may be placed on the amenity strip to absorb any liquid residue. Said matting must be removed when the vendor closes for the day.

(m) No person may make any loud unreasonable noise of any kind by vocalization or otherwise for the purpose of advertising or attracting attention to his or her wares.

(n) No person shall conduct business as defined herein at a location other than that designated on his or her Street Occupancy Permit/License.

(o) No permitted mobile sidewalk/amenity strip units shall be left unattended on a sidewalk or amenity strip nor remain on the sidewalk or amenity strip between 4:00 a.m. and 8 a.m.

(Ord 3-12, §1, 1-10-12; Ord 73-12, §1, 8-21-12)

Sec. 9-640. Vending of products from vehicles or other on-street unit in the public streets.

(a) No food shall be sold from a vehicle other or on-street unit in any public street in the City of Appleton except in compliance with the requirements of this section and §9-639 above.

(b) Any vehicle or other on-street unit used for vending food in any public street must be designed and constructed specifically for the purpose of vending the product or products to be vended.

(c) Each such vehicle or other on-street unit used for

vending food shall be licensed for such use by the Department of Health.

(d) If such vehicle or other on-street unit is a motor vehicle, it must have valid license plates and registration as provided by Chapter 341 of the Wisconsin Statutes.

(e) A vehicle or other on-street unit which is operated for the purpose of selling food from the unit in the public streets shall be operated only by a person who shall have obtained a license under this division.

(f) In addition, the operator or the owner of any motor vehicle shall furnish proof of current insurance issued by an insurance company authorized to do business in the State of Wisconsin and shall maintain such insurance as a condition of licensing under this division. The insurance shall provide coverage for bodily injury, including accidental death, as well as for claims for property damage which may arise from the operations under the license. The policy limits of such insurance shall be the same as those required in §9-629 above.

(g) Amplified music or other sounds from any vehicle used for the purpose of vending products in the public streets shall comply with the applicable requirements of Chapter 12, Article IV of this code pertaining to noise.

(h) No sales shall be made from a vehicle except from the curbside of said vehicle.

~~(i) No sales shall be made within fifty (50) feet of the main entrance of any business selling same or similar products during the hours said business is open for the sale of said products, unless written permission is granted by said business and such documentation is placed on file with the Department of Public Works.~~

(j) No vehicle may violate any traffic or parking statute or ordinance when stopping to make sales. This includes plugging parking meters, if applicable and not remaining in a location for a longer period of time than the meter allows. Meter bags will not be issued to license holders under this article.

(k) No on-street unit may park adjacent to a sidewalk café or an establishment with a Street Occupancy Permit for tables and chairs when the tables and chairs are present on the amenity strip.

(Ord 3-12, §1, 1-10-12; Ord 73-12, §1, 8-21-12)

Editor's Note: Chapter 9, Division 3 was repealed and recreated via ordinance 3-12 adopted by the Common Council on January 1, 2012, published January 9, 2012 and became effective January 10, 2012.

Editor's Note: Chapter 9, Division 3 was repealed and recreated via ordinance 73-12 adopted by the Common Council on August 15, 2012, published August 20, 2012 and became effective August 21, 2012.



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

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

(Effective January 1, 2020~~2~~)

DEPARTMENT OF PUBLIC WORKS FEE SCHEDULES 2022

Description	Current Fee	Taxable Yes/No	Total	Last Date Updated
MAPS				
City Map	Free			
Quarter Section Set	\$175.00	No		2001
Quarter Section Sheet	Free	No		2002
PERMITS				
*Meter Bags (per bag/per day) – including loading zone meters	\$9.00	Yes, add \$0.50	\$9.50	2011
Ramp Permits – monthly (Red, Yellow, Green Ramps)	\$35.00 / month	Yes, add \$1.93	\$36.93	2020
Access Card Replacement (Broken)	\$3.00	Yes, add \$0.17	\$3.17	
Lost or Stolen Permit	Pro-rated 1 st month only by ½ month	Yes, amount varies	Varies	2011
Private Directional Signs (Annual Renewal Fee)	\$20.00	No	\$20.00	2004
	\$10.00	No	\$10.00	
Block Party Permit	\$15.00	No	\$15.00	2011
Street Excavation Permit	\$100.00 or \$250.00	No		2020
Street Occupancy (Annual/City-wide)	\$250.00	No		2011
Street Occupancy (Temporary/Permanent)	\$40.00	No		2011
Private Small Cell Wireless – New Poles in Public ROW (one-time fee)	\$500 (1 to 5 poles) \$100 for each pole > 5	No		2019
Private Small Cell Wireless – Collocating on existing City Pole	Annual Fee: \$270/pole/year	No		2019
Snow Removal Hazard Charge	\$75.00 + \$.40 per foot over 100 feet	No		2000
Re-staking / Re-inspection Fee	\$40.00	No		2011

*No Meter bag fee is charged for City sponsored Special events.

Description	Current Fee	Taxable Yes/No	Total	Last Date Updated
OPERATIONS				
Grass Clippings	\$4.00/bag	No		2013
	\$40.00/card	No		2013
Appliance Tags (Curbside PU)				
Freon	\$25.00	No		2004
Non Freon	\$20.00	No		2004
Appliance Site Drop-Off	Freon	No		2004
	Non Freon	No		2004
Overflow Tags	\$4.00/bag	No		2013
Overflow Move In/Out (Curbside Pick-up)	\$75.00	No		2013
Weight Limit Permit	\$50.00 per address	No		
Tires – 18” diameter or smaller. (Limit four per household)	\$5.00/tire	No		2013
Noncompliant Brush Removal (Curbside Pickup)	\$75.00	No		2011
Noncompliant Overflow Item Curbside Removal (Curbside Pickup)	\$75.00- \$250.00	No		2011 2022
Noncompliant Electronics Collection (Curbside Pickup)	\$75.00	No		2011
AUTOMATED CONTAINERS				
35-40 gallon garbage cart	\$0.50/week	No		2020
60-65 gallon garbage cart	\$1.00/week	No		2019
90-95 gallon garbage cart	\$1.50/week	No		2019
Additional carts	\$1.50 per each 30 gallons			
95 gallon recycling cart	No Charge			
65 gallon recycling cart	No Charge			
MISCELLANEOUS				
Sign Permit	\$40.00/Sign	No		2017
New Elec. Contractor License	\$50.00 (Renewal: \$40.00/year)	No		2017
New Electrical Master	\$40.00	No		2017
New HVAC License	\$50.00 (Renewal: \$50.00/5-years)	No		2009
Board of Appeals	\$125.00	No		2009
Board of Building Inspection	\$45.00	No		2009
Paving Permit	\$40.00	No		2017
Stolen Construction Sign	\$500.00	No		2022

Sec. 15-26. Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Approved shall mean approved by the Director of Public Works unless specifically stated otherwise.

Bundle shall mean to securely tie with string or twine.

City shall mean the City of Appleton.

Collecting and transporting service means a municipal or privately operated agency, business or service for the collecting or transporting of solid waste for disposal or recycling purposes.

Composting means the process of decaying organic matter, such as leaves, garden debris, grass clippings, raw kitchen scraps and other vegetative materials capable of natural decomposition.

County shall mean Outagamie County unless specifically stated otherwise.

Department shall mean the Department of Public Works.

Disposable bag means a one-way disposable bag made of polyethylene, or other plastic material consisting of a minimum of one and one-half (1½) mils thickness. Bags shall not exceed a volume capacity of thirty (30) gallons. Whenever the term “disposable bag” or “bag” is used in this chapter, such words will mean disposal bag as herein described.

Dwelling unit shall mean any habitable room or group of adjoining habitable rooms located within a dwelling and forming a single unit with facilities which are used or intended to be used for living, sleeping, cooking or eating of meals.

Eligible Electronic Devices shall include the following:

- (1) *Consumer computers.* High-speed data processing devices for performing logical, arithmetic, or storage functions that are marketed by the manufacturer for use by households or schools. Computers include traditional, desktop-style computers with a separate monitor and tower or box, laptop/notebook/netbook computers (any of these with a screen at least 7” in the longest diagonal direction are also video display devices); and servers used by a household or covered school. Consumer computer does **not** include an automated typewriter or typesetter; or a portable hand-held calculator or device, ~~such as a mobile phone or PDA.~~
- (2) *Consumer printers.* One of the following that is marketed by the manufacturer for use by households or schools: a desktop printer, including inkjet and laser printers that can be placed on a work surface; or a device that prints and has other functions, such as copying, scanning, or sending facsimiles, and that is designed to be placed on a work surface. Consumer printer does **not** include a calculator with printing capabilities or a label maker.
- (3) *Consumer video display devices.* Televisions or computer monitors with a tube or screen that is at least 7 inches in its longest diagonal measurement and that are marketed by the manufacturer for use by households or schools.

Computer monitor means an electronic device that is a cathode ray tube or flat panel display primarily intended to display information from a consumer computer or the Internet. Computer monitors include: CRT or flat-panel monitors used with a desktop computer; “all-in-one” desktop-style computers where the screen is integrated with the processor; laptop/notebook/netbook computers; and e-readers or other portable devices with screens of at least 7 inches in the longest diagonal direction that display information from the Internet or a processor.

Television means an electronic device, with a cathode ray tube or flat panel display, primarily intended to receive video programming via broadcast, cable, or satellite transmission or to receive video images from surveillance or similar cameras. All types of televisions with a screen of at least 7 inches in the longest diagonal direction including older box-style, CRT models; LCD displays; LED/OLED displays; plasma and rear projection.

The following are **not** considered consumer video display devices under the law: a television or computer monitor that is part of a motor vehicle and that is incorporated into the motor vehicle by, or for, a motor vehicle manufacturer or a franchised motor vehicle dealer (i.e., a computer monitor or television that was built into the vehicle before it was purchased); a television or computer monitor contained within a clothes washer, clothes dryer, refrigerator, freezer, microwave oven, conventional oven or stove, dishwasher, room air conditioner, dehumidifier, or air purifier; any video display device that is not marketed for use by households or schools (such as displays in equipment only used in specific industrial/commercial settings); digital photo frames; or portable DVD players

- (4) *Computer peripherals.* Keyboards or any other devices, other than a consumer printer, that are sold exclusively for external use with a consumer computer and that provide input into or output from a consumer computer, including, for example: external CD/DVD drives; external hard drives/backup drives; external modems; flash drives/memory sticks for use with computers; game controllers (joysticks, etc.) used with a computer; keyboards; mice; projectors (LCD, LED, etc.) used with a consumer computer; scanners; speakers used with a computer; and webcams or similar cameras specifically for a computer.
- (5) *Fax Machines.*
- (6) *DVD players.*
- (7) *VCRs.*
- (8) *Digital video players/recorders.*
- (9) *Telephones with video displays.* Cellular/mobile phones, including multifunction phones such as iPhones or BlackBerries. The following are **not** considered telephones with video displays under WDNR regulations: corded or cordless phones (phones that plug in to a phone jack in the wall).

Litter shall include any waste or other things, substances or materials such as garbage, rubbish, used tires, manure, stones, gravel, sand, earth, grass, hay, leaves, twigs, shrubs, branches, ashes, cinders, sawdust, sweepings, dirt, glass, earthenware, wire, nails, construction waste, liquid waste, ice, snow, paper and all other debris and discarded materials of similar nature.

Overflow refuse means refuse placed for collection in a disposable bag not placed inside a polycart or mechanically dumped container.

Person shall have the definition set forth in Appleton Municipal Code §1-2.

Polycart means a plastic container issued by the City of Appleton for the storage and collection of solid waste or recyclables.

Premises shall mean platted lot or part thereof or unplatted lot or parcel of land or plot of land, either occupied or unoccupied by any dwelling or nondwelling structure. Premises include the following categories:

- (1) *Residential, Single-family premises.* Any housing building containing a single-family dwelling unit. For the purposes of this chapter, any housing building with less than five (5) dwelling units shall fall in this category. Each unit shall be regarded as a single-family dwelling unit.
- (2) *Multi-family premises.* All housing buildings having five (5) or more dwelling units.

- (3) *Commercial or business premises.* Any public or private place, building and/or enterprise devoted in whole or in part to a business enterprise whether non-profit or profit making in nature.
- (4) *Institutional premises.* Any institutional enterprise, including, but not limited to, hospitals, churches, schools, nursing homes, motels and homes for the aging.

Recyclables means all materials designated by the Director of Public Works for inclusion in the City recycling program.

Salvageable materials shall mean discarded material no longer of value as intended, but which is stored or retained from salvage, sale or future reuse.

Solid wastes shall be as defined in §289.01(33), Wisconsin Statutes; it includes the following categories:

- (1) *Brush* means trimmings from shrubs and trees, tree limbs less than six (6) inches in diameter and stalks from garden plants. Brush does not include stumps, root balls or logs greater than six (6) inches in diameter.
- (2) *Bulky wastes* shall mean discarded articles of such dimension as are not normally collected with domestic waste including, but not limited to, ~~items of applicant, furniture, plumbing fixtures, windows and doors~~small rugs, and tires, but would be considered domestic wastes. In general, bulky wastes are those wastes too large to be placed in a disposable bag or polycart, and approved by the director.
- (3) *Commercial wastes* shall mean wastes resulting from the operation of business enterprises including, but not limited to offices, stores, restaurants and similar businesses.
- (4) *Construction and/or demolition waste* shall mean waste resulting from building construction, demolition, alteration, repair or remodeling, including excavated material and waste such as concrete, stone, asphalt, soil, earth, dirt and brick.
- (5) *Domestic waste* shall mean garbage, refuse, ashes and other waste including, but not limited to metal, glass, paper, wood, rags, plastic, rubber, cloth, cans, bottles, litter, and small quantities of construction and/or demolition wastes, and limited nauseous and/or offensive wastes, with the understanding that these wastes resulting from human habitation and the usual routine of housekeeping of residential units or incidental to its operation. Domestic waste does not include grass clippings, leaves, tree waste, or yard waste.
- (6) *Garbage* shall be as defined in §289.01(9), Wisconsin Statutes.
- (7) *Grass clippings* means the product of ordinary mowing and maintenance of lawns during the growing season.
- (8) *Hazardous waste* shall be as defined in Wisconsin Administrative Code NR 605.04.
- (9) *Industrial waste* shall be as defined in Wisconsin Statutes §281.01(5).
- (10) *Liquid waste* shall include drain oil, dirty or waste grease, paints, lacquers, varnishes, thinners, cleaning agents or solvents and other similar waste materials.
- (11) *Nauseous or offensive materials* are those which are unwholesome in nature or have an unpleasant smell or are otherwise nauseous or offensive, such as manure, filth, carcasses, meat, fish, entrails, hides and hide scrapings, paint, kerosene, oily or greasy substances and also object that may cause injury to any person or animal, or damage to vehicle tires such as nails, tacks, pieces of metal, wire, briar thorns, broken glass and other similar materials or substances.
- (12) *Refuse* shall mean miscellaneous combustible and noncombustible waste material resulting from housekeeping activities including, not limited to, ashes, glass, metals, rubber, street wastes, wood, cloth and litter.

(13) *Tree waste* shall mean waste resulting from the care of trees, shrubs and brushes by pruning and/or wind and storm damage and/or trimming including branches, limbs, trunks and stumps.

(14) *Vehicle waste* shall mean waste resulting from discarded items of a vehicle, including but not limited to, tires, mufflers, exhaust pipes, engine parts, and could include whole vehicles.

(15) *Yard waste less than one inch in diameter* means all materials originating in the yard and garden which are capable of natural decomposition, exclusive of grass clippings.

Special collection tag shall mean a tag issued by the Department of Public Works for the collection of tires, appliances, overflow refuse or other materials specified by the Director.

Sec. 15-28. Containers.

(a) Owners of a single-family premise shall be provided polycarts by the City for each premise. One polycart shall be for solid waste storage and the other shall be designated solely for the collection of recyclables. Only polycarts and bags marked with a special collection tag are permitted containers for solid waste collection for single-family residences. Recyclables shall only be disposed of in the designated polycart.

(b) Owners of multiple-family premises shall provide and maintain suitable containers having sufficient capacity to store a normal one- (1-) week accumulation or collection of garbage, refuse and recycling of all units.

(c) All containers used for the collection of solid waste material or recyclables shall be structurally sound and specifically designed for the storage of solid waste or recycling material. They shall be durable, rust resistant, nonabsorbent, watertight and easily cleaned. ~~Containers shall be made of metal, plastic or other suitable material, have adequate handles or bails to facilitate handling.~~ Containers used for solid waste and recycling storage or collection must have properly fitting covers unless specifically authorized by the Director of Public Works.

(d) One-way disposable bags made of polyethylene (minimum one and one-half (1½) mil)) properly secured, are acceptable containers for overflow refuse only when marked with a special collection tag.

(e) Garbage and refuse stored outside or on top of such containers will not be collected unless placed in a disposable bag and marked with a special collection tag. Bulky items such as furniture and carpets are exempted.

(f) Any container used for collection of solid waste or recyclable material shall be maintained in a clean, sanitary and structurally sound manner so as to prevent the creation of a nuisance or menace to public health and safety.

(g) The use of dumpsters for the storage or disposal of solid waste or recyclables for one-(1-) or two-(2-) family residences is prohibited; except for the temporary use of a dumpster in conjunction with an active building or razing permit, or the use of a dumpster for a period not to exceed fourteen (14) days and the household waste only.

(h) Any container deemed defective by the Director of Public Works may be removed as refuse by the City following notification to the occupant.

(i) Other types of containers conforming to the intent of this section and approved by the Director of Public Works may be used.

Sec. 15-30. Preparation of solid waste and recyclables.

- (a) Domestic solid waste may be mixed and placed in a common container.
- (b) Domestic waste shall be drained of all free liquid, then wrapped, packaged and/or bundled.
- (c) Commercial waste must be drained and stored in approved containers.
- (d) Brush must be cut into four- (4-) foot lengths and tied in bundles. Bundles shall be no larger than two (2) feet in diameter and weigh no more than forty-five (45) pounds. Max branch diameter is three (3) inches.
- ~~(e) Wooden boxes and lumber. Material such as wooden boxes and lumber shall be broken up so it can be reasonably handled and located by one (1) person into the collection truck. Lumber shall be cut into four- (4-) foot lengths. Exposed nails shall be removed.~~
- ~~(f) Cardboard boxes shall be broken down and placed inside the recycling polycart for collection. All loose material shall be placed in similar boxes or containers, with cumulative weight not to exceed forty-five (45) pounds.~~
- (g) Ashes shall be thoroughly cooled before being placed for collection.
- (h) All refuse shall be free of jagged or sharp edges, protruding nails, broken glass, protruding screws and any other hazardous condition.
- (i) Overflow refuse (tires, ~~appliances~~ and other solid waste designated by the City) must be marked with a special collection tag.
- (j) Recyclables must be cleaned and placed in a recycling container. Paper does not need to be separated from other recyclables.
- (k) Grass clippings, brush, leaves, tree waste and yard waste may not be mixed with domestic or commercial wastes.
- (l) Eligible Electronic Devices may not be placed for collection with either solid wastes or recyclables. They must be disposed of in a manner and at a location approved by the Wisconsin Department of Natural Resources.

Sec. 15-31. Placement for collection.

(a) All solid waste, recyclables, yard waste or brush must be placed for pickup by 3:00 a.m. on the day of collection, but not before 5:00 p.m. of the day preceding the regularly scheduled pickup. Containers shall be returned to the point of storage no later than midnight the day of collection.

(b) All solid waste and recyclables shall be placed at the ground level next to the curb, ~~except as stated in paragraph (e) of this section.~~ During the winter months, containers must still be placed at ground level next to the curb. This may be accomplished by placing the containers in the driveway, or a suitable area can be shoveled out on the street side of the boulevard.

(c) The City will not be liable for damage to any property where sanitation crews collect solid waste from other than at the curb.

(d) Business establishments shall provide access to collection sites. Those sites blocked by vehicles or other obstructions will not be collected.

(e) Solid waste frozen in the container will not be collected.

(f) Bundled brush shall be placed in stacks aligned parallel to the curb and shall not obstruct either the street (and gutters) or sidewalk. In areas where there are no sidewalks, brush shall be within three (3) feet of the curb line and placed in stacks aligned parallel to the curb line.

(g) No person, except during times permitted by the Department of Public Works, shall remove or cause to be removed, any yard waste, brush, grass clippings or other yard debris, from his premises, residence, parking lot, parking area, business property or other area onto any public street.

(h) Recycling sites:

- (1) The Director of Public Works or his designee may establish sites within the City of Appleton as recycling sites for the deposit of certain items including, but not limited to, yard waste, glass, aluminum, plastic and motor oil.
- (2) No person shall deposit in areas designated pursuant to subsection (1), items and/or objects not specifically permitted by the Director of Public Works.
- (3) Areas established pursuant to subsection (1) shall be used by residents of the City of Appleton only, unless authorized by the Director of Public Works.

Sec. 15-33. Collection service.

(a) *Residences.* Residential solid waste shall be collected one (1) time per week, and recycling every two (2) weeks, from dwelling units according to schedule established by the Director of Public Works. Solid waste set out for collection must originate at the residence being serviced; waste set out for collection that originated at a different property will not be collected.
(Ord 24-17, §1, 3-21-17)

(b) *Commercial establishments.* Commercial establishments shall privately contract for collection of solid waste and recycling. For existing commercial customers of the city using 90-gallon containers, solid waste shall be collected one (1) time per week.

(c) *Industrial waste.* The City does not collect industrial waste.

(d) *Yard waste.* Residential ~~Y~~ard waste will be collected separately from all other waste. Times of collection shall be pursuant to a schedule on file in the Department of Public Works.

(e) *Brush.* Residential ~~B~~rush will be collected separately from all other waste. Times of collection shall be pursuant to a schedule on file in the Department of Public Works.

(f) *Bulky Overflow.* Residential ~~B~~ulky overflow shall be collected on the schedule on file with the Department of Public Works.

(g) *Grass clippings.* The City will not collect grass clippings.

(h) *Toxic and hazardous waste.* The City will not collect toxic and hazardous waste.

(i) *Small dead animals* shall be collected by the Department. Animals must be placed in a disposable bag.

(j) *Nauseous or offensive waste.* Liquid, manure, and other offensive or harmful waste. All liquid, hazardous or toxic waste and certain nauseous or offensive waste shall be stored separately from all other waste in approved containers. Such containers shall be clearly labeled, rodent resistant, nuisance free, sealed and secured to prevent access by the public, or as otherwise provided in the rules of the Director and not contrary to any order from the City of Appleton Health Officer or Director of Inspections. Such waste shall be considered commercial waste, and need not be collected by the Department.

(k) *Construction debris.* Construction debris shall not be collected by the City. It shall be the responsibility of the owner and/or contractor to dispose of construction debris as provided by law.

(l) *Disposal of infectious material.* The removal of apparel, bedding or other refuse from homes or other places where highly infectious or contagious diseases have prevailed shall be performed under the supervision and direction of the City Health Officer. Waste shall be disposed of pursuant to Wisconsin Administrative Code NR 506.11.

(m) *Hazardous and/or toxic waste.* Placing or depositing any hazardous or toxic waste including, but not limited to, explosive materials such as dynamite, dynamite caps, shotgun shells, rifle cartridges, gunpowder, gasoline or other similar material in disposal bag, polycart or reusable container for collection is prohibited.

(n) *Leaves.* Leaves will be collected curbside during a fall collection period as designated by the Department of Public Works. Any person may alternatively transport leaves to a designated City recycling site for disposal. Persons so transporting leaves shall be responsible to cover or otherwise contain the leaves in a manner so as to prevent scattering or dumping of the leaves in transport. The Director of Public Works shall publish times the site shall be open for the disposal of leaves.

(o) *Lead acid batteries.* In this subsection, "lead acid battery" means any battery which is primarily composed of both lead and sulfuric acid, with a capacity of six (6) volts or more.

- (1) No person may place a used lead acid battery in mixed municipal solid waste.
- (2) No automotive battery retailers may dispose of a used lead acid battery except by delivery to the agent of a battery wholesaler, to a battery manufacturer for delivery to a secondary lead smelter, to a collection or recycling facility or to a secondary lead smelter.
- (3) Each battery improperly disposed under subsection (1) or (2) above shall constitute a separate violation.
- (4) Retailers and wholesalers of lead acid batteries shall provide for collection of used lead acid batteries for recycling as follows:
 - a. Any person selling lead batteries at retail shall accept at the point of transfer, in a quantity at least equal to the number of new batteries purchased, used lead acid batteries offered by customers.
 - b. Any person selling lead acid batteries at wholesale shall accept at the point of transfer, in a quantity at least equal to the number of new batteries purchased, used lead acid batteries offered by customers. Any automotive battery wholesaler accepting batteries from any automotive battery retailer shall remove batteries from the retail point of collection not less than every ninety (90) days.

(p) *Eligible Electronic Devices.* The City will not collect eligible electronic devices. Eligible Electronic Devices left on the terrace shall be removed by the property owner.

Sec. 15-34. Fees.

(a) All charges related to the disposal of solid waste shall be on file in the Department of Public Works. These shall include, but are not limited to, the amount to be charged for overflow bag tags, ~~tires-appliance tags, overflow charges,~~ can charges or any other permit or charge pursuant to this article.

(b) Unscheduled overflow collections or brush/yard waste collections shall result in the assessment of additional fees.

(c) Additional collection and disposal fees shall be assessed to property owners who fail to properly dispose of Eligible Electronic Devices.

Sec. 15-35. Penalty.

Any person violating any provision of this article shall forfeit not less than two hundred and fifty dollars (~~\$200~~250.00) nor more than five hundred dollars (\$500.00)



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

Department of Public Works – Engineering Division

MEMO

TO: Municipal Services Committee

FROM: Paula Vandehey, Director of Public Works
Sue Olson, Staff Engineer

SUBJECT: *CRITICAL TIMING* Award 2022 Contract for Operation, Maintenance, Monitoring and Passive Vent Improvements at the Closed City of Appleton Landfill to SCS Engineers, in an amount not to exceed \$218,393.

DATE: December 1, 2021

The Department of Public Works requests award of the 2022 Contract for Operation, Maintenance, Monitoring and Passive Vent Improvements at the Closed City of Appleton Landfill to SCS Engineers in an amount not to exceed \$218,393. This is the seventh year of a ten (10) year contract as approved in December 2015.

Work on this contract includes:

- The monthly operation and monitoring of the landfill, including the necessary reporting to WDNR,
- Regular maintenance of the site, wells, and gas system,
- Routine scheduled replacement of one monitoring well or leachate well,
- Assistance with review of any changes proposed by the Valley Aero Modelers, who currently lease the site, and any proposals or concerns related to the Mackville quarry site,
- Quarterly surface emission monitoring,
- Project management and construction oversight of passive vent improvements and construction documentation report,
- Construction of passive vent improvements,
- Additional gas system monitoring,
- Coordination with the Wisconsin Department of Natural Resources regarding the gas system and construction

Per the memo dated December 1, 2015 for the award of the 2016 contract requesting contract extensions through 2025, the 2015 RFP process associated with that award, and satisfactory performance by the consultant, the Department of Public Works recommends awarding the 2022 Contract for Operation, Maintenance, Monitoring and Passive Vent Improvements at the Closed City of Appleton landfill to SCS Engineers in an amount not to exceed \$218,393.

This award is listed as Critical Timing so that coverage for any necessary response at the landfill is available January 2, 2022.

NOTE:
CONTRACTOR MUST OBTAIN PERMISSION FROM AFFECTED PROPERTY OWNERS FOR ANY CONSTRUCTION RELATED ACTIVITY THAT MAY ENCROACH ON ADJACENT PRIVATE PROPERTY.

NOTE:
CONTRACTOR IS CAUTIONED THAT THE ONE CALL SYSTEM MAY OR MAY NOT LOCATE SERVICE LINES. CONTRACTOR IS RESPONSIBLE TO IDENTIFY ALL UNDERGROUND UTILITIES INCLUDING SERVICE LINES.

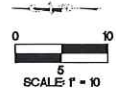
TRAFFIC CONTROL:
USE TRAFFIC CONTROL SHEET 17 OF THE WORKZONE SAFETY HANDBOOK.

524
S BUCHANAN ST

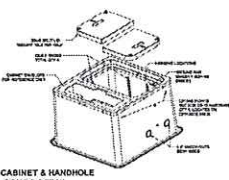
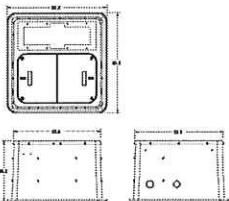
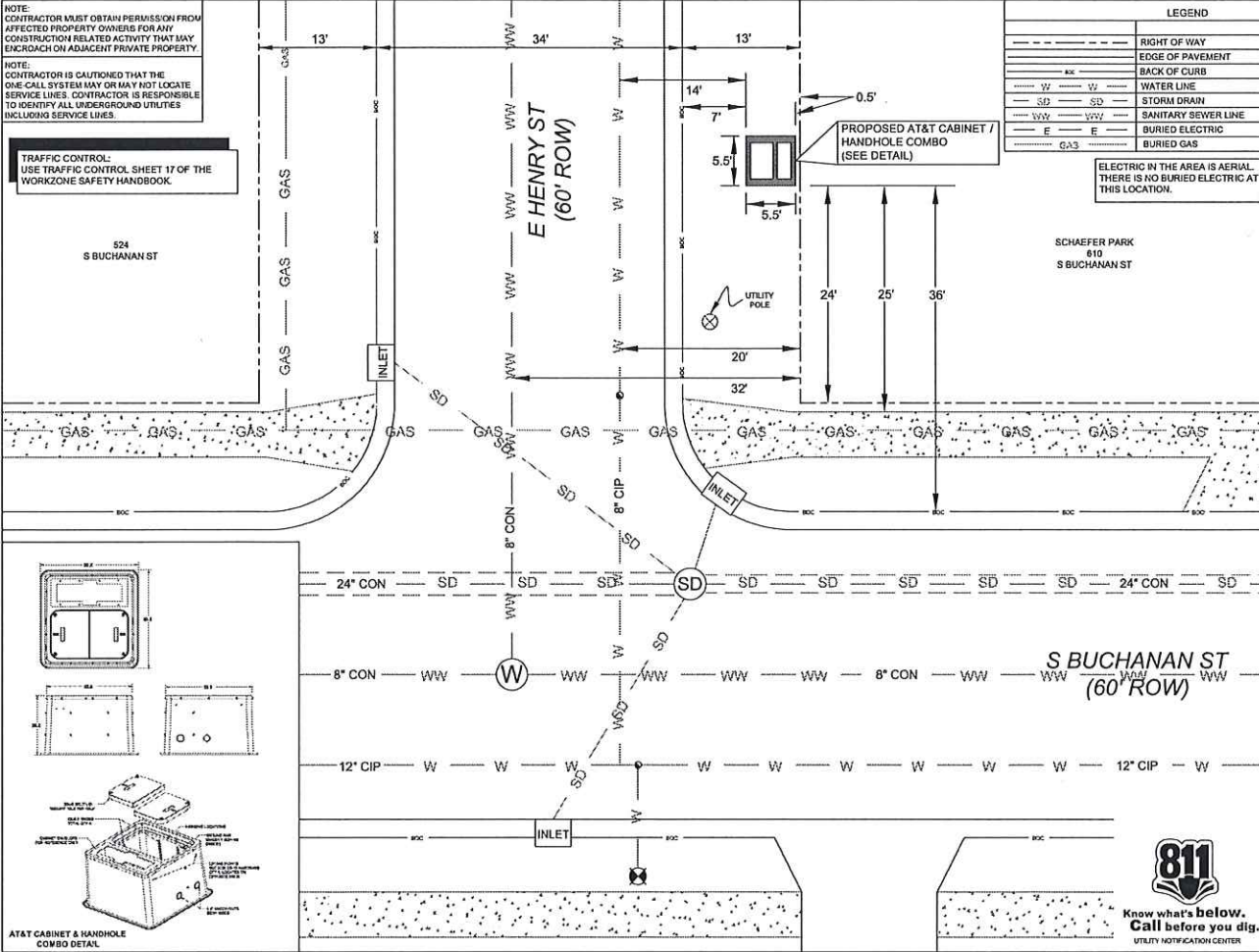
E HENRY ST
(60' ROW)

SCHAEFER PARK
810
S BUCHANAN ST

LEGEND	
---	RIGHT OF WAY
---	EDGE OF PAVEMENT
---	BACK OF CURB
---	WATER LINE
---	STORM DRAIN
---	SANITARY SEWER LINE
---	BURIED ELECTRIC
---	BURIED GAS



ELECTRIC IN THE AREA IS AERIAL. THERE IS NO BURIED ELECTRIC AT THIS LOCATION.



610 S BUCHANAN ST
5.5' X 5.5' AT&T CABINET INSTALLATION
CONSTRUCTION PLANS, UTILITY ALIGNMENT

at&t
COMMUNICATION SERVICES

811
Know what's below.
Call before you dig.
UTILITY NOTIFICATION CENTER

DATE: 11/30/2021
SHEET: 1

CITY OF APPLETON OCCUPANCY PERMIT



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March 2, 2012

Effective January 1, 2022

CITY OF APPLETON BRUSH COLLECTION POLICY

STANDARD BRUSH COLLECTION

The standard yard waste, branch and brush collection occurs twice per year in the spring and fall. **In spring**, yard debris, grass clippings, twigs, branches and brush are collected during four consecutive weeks. The actual dates of collection are announced annually based on weather conditions. During this collection, items must be placed inside containers, lawn and leaf paper bags, or tied in bundles and placed on the terrace area. **Branches and brush must be cut into 4-foot lengths and bagged or bundled, not to exceed 45 pounds. Maximum branch diameter is 3".**

In fall, leaves, yard debris, flowers, twigs, branches and brush are collected beginning the second week of October at scheduled intervals into November. During this collection, items may be placed in the street gutter in low piles as not to interfere with traffic and children. **The city will be phasing into a new leaf collection process. Properties in the new vacuum collection areas shall rake leaves onto the terrace (not in the street gutter) and properly bag and bundle all other yard debris separate from the leaves.**

MAJOR CITY-WIDE STORM

The determination to collect yard debris following a major city-wide storm will be made by the Mayor. The determination will be based on the severity and widespread extent of the storm.

LOCALIZED STORM

The decision to collect yard debris following a localized storm will be made jointly by the Chairman of the Municipal Services Committee, the Director of Public Works and the Deputy Director of Operations. No individual request for service will be provided without their collective approval.



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March 26, 2012

Effective January 1, 2022

CITY OF APPLETON ANNUAL LEAF COLLECTION POLICY

The City of Appleton performs an annual leaf collection on city streets in the fall of the year. Details of the Leaf Collection Program are as follows:

WHAT: The following items may be placed in the street gutter **will be collected** during the fall of the year: leaves, twigs, grass clippings, flowers and other small yard and garden waste. Branches and large brush must be cut down to 4-foot lengths and **bagged or** bundled, not to exceed 45 pounds. ~~At no time may other debris or refuse be placed in the gutter according to the City of Appleton Ordinance.~~ **Maximum branch diameter is 3 inches.**

WHEN: The City will start collecting leaves during the second week in October continuing into November, weather dependent. The specific dates for collection will be announced in the ~~Fall/Winter edition of the City~~ **annual Public Works** Guide and on the web page. If inclement weather prevents the city from completing the cycle, residents are responsible for leaf and yard waste disposal.

Rake leaves for collection starting October 1 and ending November 11. After November 11, leaves and yard waste may be brought to the two city drop-off sites. If a bonus collection round is determined, details of the bonus round will be provided on the city web page.

WHERE: Heavy Equipment Process Areas:

The following items may be placed in the street gutter during leaf collection: leaves, twigs, grass clippings, flowers and other small yard and garden waste. Branches and large brush must be cut down to 4-foot lengths. At no time may other debris or refuse be placed in the gutter according to the City of Appleton Ordinance.

Vacuum Process Areas:

All leaves shall be raked to terrace area (not in street gutter). All twigs, grass clippings, flowers and other small yard and garden waste shall be properly bagged or bundled.

Rake leaves into the gutter or edge of pavement starting October 1 and ending November 11. After November 11, leaves and yard waste may be brought to the two city drop-off sites. Residents of the following streets are encouraged to bring their leaves to the East Glendale Avenue or the Whitman Avenue drop-off sites:

1. Wisconsin Avenue
2. College Avenue
3. Newberry Street
4. Calumet Street
5. Mason Street (north of Prospect Avenue)
6. Richmond Street/Memorial Drive
7. Oneida Street
8. Lawe Street (College Avenue to Wisconsin Avenue)
9. Meade Street
10. Ballard Road

Leaves on these streets will be pushed into piles on side streets as often as possible, but due to heavy traffic, residents may wish to transport their leaves rather than rake them into the gutter.

HOW: Keep piles low and away from corners as not to interfere with traffic and children.

NOTE: ~~The City of Appleton will not collect bags or cans of leaves placed on the curb during this time.~~



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

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

To: Municipal Services Committee
From: Michael Hardy, Assistant City Traffic Engineer
Date: December 2, 2021
Re: 2022 Sole Source Purchase Request – Various Traffic Equipment & Technologies
CC: Jeffrey Fait, City Purchasing Manager

This sole source purchase request is reassessed and presented annually as required in the City Procurement Policy. It was last approved for calendar year 2021.

Background:

Traffic Signal and Control Equipment

Within the traffic signal control industry, there is a tremendous amount of proprietary functionality and limited interoperability. The number of vendors servicing traffic signal equipment is also very limited. For example, Traffic and Parking Control Company, Inc. (TAPCO), located in Elm Grove, Wisconsin, is the exclusive vendor in Wisconsin for Siemens signal cabinet and control equipment, which the City of Appleton uses. TAPCO is also the exclusive state vendor for Eberle Design Inc. (EDI) cabinet equipment, Iteris video detection systems, and other support equipment used in traffic signal control systems. Because TAPCO is designated as the exclusive rights vendor in the state by these manufacturers, they have exclusive knowledge for set-up, testing and servicing, beyond that which the City is capable of performing. There are other vendors in nearby states that carry these product lines, but their manufacturer-vendor relationships do not allow overlap with each other. Thus, the City cannot, for example, do business with Brown Traffic Products, Inc., which is TAPCO's equivalent in Illinois and Minnesota.

The next closest vendor that provides comparable products and services is a company called Traffic Control Corporation (TCC), with service currently provided out of Illinois and Minnesota. TCC's exclusive manufacturer-vendor relationship is very similar to TAPCO, with cabinets and control systems manufactured by both Econolite and Reno Traffic Products. Also, because TCC is the exclusive vendor for these product lines, they have exclusive knowledge for set-up, testing and servicing.

Due to the above circumstances, it is common in the traffic industry that complete traffic signal control assemblies are sole-source purchased as complete, functional systems. Another unfortunate reality is that each manufacturer's equipment has its own proprietary firmware and controls, which makes it nearly impossible to competitively procure comparable equipment. In this situation, TAPCO or TCC will assemble the cabinet, controller, vehicle detection equipment and any other integrated equipment, and perform functional testing prior to shipment and installation. The advantage to this approach is it helps manage compatibility issues and puts responsibility on the sole source vendor to assure complete functionality of the system. The disadvantage is that procured equipment is not competitively bid in a formal process. The other common application in the traffic industry is that specifications are written to accept only one manufacturer's products. This gives the illusion of being competitive, but often only one vendor can meet the required specifications. There has been some implementation of equipment from both TAPCO and TCC, but the experiences are limited, along with the success stories. Here too, the City would need to stock significant additional equipment due to limited experience with compatibilities and functionality.

The good news is there are standards making gradual progress in the traffic control industry. The National Electrical Manufacturer's Association (NEMA) has developed standards that provide requirements for equipment interoperability. For example, the City has accepted NEMA, TS2, Type 1 specification for our traffic signal control cabinets. This provides control over how the cabinets are configured and how the control equipment is connected and integrated into the control functionality. The National Transportation Communications for Intelligent Transportation Systems (ITS) Protocol (NTCIP) is the next level of standards under development at the federal level, intended to limit the proprietary firmware and controls in the traffic industry.

In 2019, the northeast region of Wisconsin DOT (WisDOT) made a complete transition from Siemens to Econolite traffic signal controllers and traffic management software. Over the last several years, WisDOT began accepting Econolite products at the request of other DOT regions. As they became more familiar with the Econolite product and software, it became more and more favored by State traffic engineers due to their increased functionality and reliability. The City has started to take notice of Econolite with our more recent frustrations with Siemens control software and their seeming lack of effort to address their shortcomings in a timely manner. Our office in the process of discussions with Traffic Control Corporation to learn more about the Econolite controller and software. We intend to conduct reference checks with their clients who recently transitioned from Siemens to Econolite to learn more. For this reason, we are adding Econolite controllers and software to the sole source purchase list.

Traffic Signal Preventative Maintenance

Preventative maintenance is another item that is currently sole sourced. A key component in preventative maintenance is performing a diagnostic test on a device called the Malfunction Management Unit (MMU). Performing this service annually is common practice in the traffic signal industry to discourage legal action against the City for negligence if a signal malfunction is the suspected cause in a traffic incident. To date, the City has decided it is not in our best interest to perform this testing on our own. To replicate this service the City would have to purchase expensive test equipment, software and training. The current sole source vendor, TAPCO, has strong familiarity with our equipment since they are exclusive rights vendor in the state by the MMU manufacturer the City currently uses. Having considered this, we feel this is a reasonable cost and the best decision for the City at this time.

Decorative Street Lighting Equipment

Recent experiences have prompted the addition of decorative street lighting equipment to this sole source request. Specific items that apply are decorative lighting components involving steel poles, concrete poles, arms and fixtures. One large contributing factor is the City has standardized on a specific appearance and quality using Stresscrete, King and Visco brands products for applications across the City, most notably College Avenue and Wisconsin Avenue. While there are other decorative brands on the market simulating a comparable look, the quality of these off-brands has been much lower, leading to increased maintenance costs and decreased life. When bidding this equipment in the past, we have specified a specific product or approved equal. To meet the City purchasing policy, we have been competitively bidding these decorative lighting brands through the electrical supply chains. It is our opinion, while this looks competitive and meets the spirit of the purchasing policy, it actually amounts to a mark-up on a product we ultimately know we are going to purchase. Having considered the above, we feel sole source offers the best value of the City's time and resources.

In 2017, we added a new pole, arm and fixture line in conjunction with the new Fox Cities Exposition Center (FCEC). The architect and project team of the FCEC has selected a unique lighting assembly to match the look and appeal of the building. We are adding this to the sole source list as we feel this will be a similar situation to the other decorative lighting equipment.

In 2018, we added another pole, arm and fixture line in conjunction with the Parks, Recreation, Facilities & Grounds expansion of trail lighting throughout the City. DPW is installing trail facilities with several upcoming projects, and will match the unique lighting assembly already selected for the trail system throughout the City. We are adding this to the sole source list as we feel this will be a similar situation to the other decorative lighting equipment.

In 2022, we add another pole, arm, and fixture line (K595 & K820 Series) for the City's central business district streets. These were product selected in the City's recently completed Downtown Streetscape Design Guide. We are adding this to the sole source list as we feel this will be a similar situation to the other decorative lighting equipment.

LED Street Lighting

Recent experiences have prompted the addition of LED street lighting equipment to this sole source request. Specific items that apply are both standard and decorative LED street lighting fixtures. In 2010, the City authored a specification and released a bid to replace standard fixtures with LED fixture in the central business district. That experience evaluated products from eight (8) different manufacturers. As a result of that experience, we have identified products from Cooper and Philips as the preferred fixtures for future applications. To comply with the City's purchasing policy in future purchases, we would have to competitively bid these two brands thru the electrical supply chains. In our opinion, while this appears competitive and meets the spirit of the purchasing policy, it really amounts to a mark-up on a product we ultimately know we are going to purchase. We have established a relationship with the manufacturers and have been advised we can purchase from them directly. Where these two products are competitive with each other, we would be able to compare costs direct from the manufacturers which would meet the competitive spirit of the policy. However, three products would be needed to satisfy the policy as written. Having considered the above discussion, we feel a sole source exception offers the best value of the City's time and resources.

Camera & Video Encoders

When the traffic camera program began its deployment in 2010, Pelco brand pan-tilt-zoom cameras were procured in accordance with City Policy, where at least three quotes were received. In light of the switch to Avigilon video management software by the City in 2013 and the increase in failures of recent Pelco brand cameras, the Traffic Section has transitioned to both AXIS and Avigilon brand cameras. Avigilon cameras can be purchased in accordance with City Policy as they are readily available through multiple suppliers. However, Lappen Security is a local vender certified to provide technical support with Avigilon projects. For this reason, they are being added to the sole source purchase list. Axis brand cameras can also be purchased in accordance with City Policy as they are readily available through multiply suppliers. However, in 2019 the City established a positive relationship with a local Axis supplier named Hunter Security. They are serving in a unique support role with integrating Axis into the City's Avigilon video management software. They are a certified, high ranking dealer for Axis brand cameras and, as such, are able to offer the maximum discount permitted by the manufacturer. Their support has proven to be valuable resource to the City. For this reason, they are being added to the sole source purchase list.

School Zone Flashers

In 2014 the City procured a new school flasher control system. Criteria specified in that procurement was the ability for remote access to set the flasher schedules and troubleshoot in case of maintenance. The product is called DirecTime, which has its own proprietary web enabled service for remote access. The DirecTime product, installed at all school zone flashers across the City, is exclusively manufactured by Traffic and Parking Control Company, Inc. (TAPCO). In the event additional locations or replacement units are necessary, it is in our opinion that sole sourcing the DirecTime product line is the best value of the City's time and resources.

Summary:

The City Traffic Section continues to pursue equipment and services to help improve competition in our purchases. We often have alternative vendors bring us equipment to familiarize with and test for compatibility. When we evaluate comparable products, we try to take a holistic approach, considering additional software, training, stocking, etc. We also stay in touch routinely with our counterparts in the traffic industry, like WisDOT, City of Green Bay, and Milwaukee County to help evaluate pricing when and where sole sourcing is performed. This, too, helps communicate between agencies on acceptance of alternative products. We also pursue alternative procurement options when available through the WisDOT procurement contract. Where equipment is consistent with WisDOT procurement contracts, a price match is pursued.

The following is the Traffic Section's current list of equipment and services we feel it is in the City's best interest to sole source for procurement:

Traffic Signal and Control Equipment

Signal Controller and Control Software:

- Siemens (TAPCO)
- Econolite (TTC)

Signal Control Cabinets:

- Mobotrex (TAPCO)
- Econolite (TTC)

Signal Control Malfunction Management Unit:

- Eberle Design, Inc. (TAPCO)
- Reno A & E (TTC)

Loop Detector Amplifiers:

- Eberle Design, Inc. (TAPCO)
- Reno A & E (TTC)

Video Detection Systems

- Iteris, Inc. (TAPCO)
- Econolite (TTC)

Radar Detection Systems

- MS Sedco / Intersector. (TAPCO)
- Wavetronix (TTC)
- Iteris, Inc. (TAPCO)

Preemption:

- GTT (TTC)

Wireless Radio Communications:

- Encom Wireless (TAPCO)

Control Cabinet Integration Set-up and Testing:

- TAPCO
- TTC

Radar Speed Signs

- Information Display Company
- TAPCO

Traffic Signal Preventative Maintenance

Traffic Signal Preventative Maintenance:

- TAPCO

Decorative Street Lighting Equipment

Concrete Poles & Arms

- Stresscrete / King Luminaire (Visual Impact Lighting, LLC)

Steel Poles & Arms

- Visco (Commercial Lighting)
- Spring City (Visual Impact Lighting, LLC)
- Structura Inc.
- Candela Series (Spectrum Lighting)

LED Fixtures

- Stresscrete / King Luminaire (Visual Impact Lighting, LLC)
- Beacon Viper
- Candela Series (Spectrum Lighting)
- Gardco

Conventional LED Street Lighting

LED Street Light Fixtures

- Philips (Spectrum Lighting, TAPCO)
- Cooper Lighting (Enterprise Lighting, TAPCO)

Traffic Cameras

- Avigilon
- Axis (Hunter Security)

Warning Flashers & RRFB

School Zone Flasher & RRFB Controls

- (TAPCO)

ALPR Traffic Cameras

- Genetec (Systems Technologies)

Department of Public Works Inspections Division

Permit Summary Count YTD Comparison

01/01/21 Thru 11/30/21

Report Date: 12/1/2021



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

Permit Type	Year Issued	Permit Count	Total Estimated Cost	Total Receipt Amount
BUILDING	2020	1,063	80,984,844	350,709.50
	2021	1,123	146,810,626	329,959.28
		5.64 %	81.28 %	-5.92 %
DISPLAY SIGN	2020	103	533,176	4,230.00
	2021	93	626,928	3,840.00
		-9.71 %	17.58 %	-9.22 %
ELECTRICAL	2020	654	8,253,439	116,721.32
	2021	699	21,387,794	171,066.07
		6.88 %	159.14 %	46.56 %
EROSION CNTL	2020	37		4,540.00
	2021	47		5,542.00
		27.03 %	%	22.07 %
HEATING	2020	821	11,565,147	75,566.79
	2021	949	26,641,245	87,090.61
		15.59 %	130.36 %	15.25 %
PLAN REVIEW	2020	102		32,707.50
	2021	111		39,722.50
		8.82 %	%	21.45 %
PLUMBING	2020	462	5,532,404	40,530.00
	2021	547	10,821,727	50,050.00
		18.40 %	95.61 %	23.49 %
SEWER	2020	241	1,878,211	25,288.40
	2021	257	1,838,665	26,991.99
		6.64 %	-2.11 %	6.74 %
WELL	2020	11		400.40
	2021	6		240.00
		-45.45 %	%	-40.06 %

Department of Public Works Inspections Division

Permit Summary Count YTD Comparison

01/01/21 Thru 11/30/21

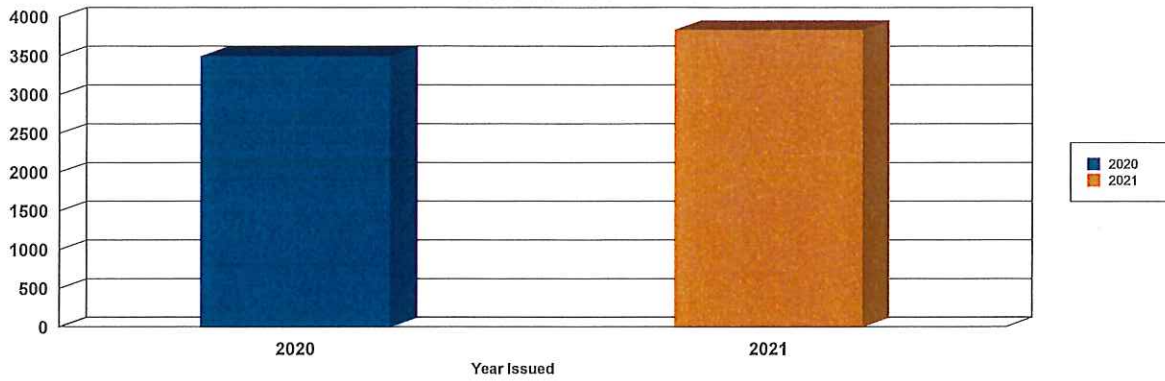
Report Date: 12/1/2021



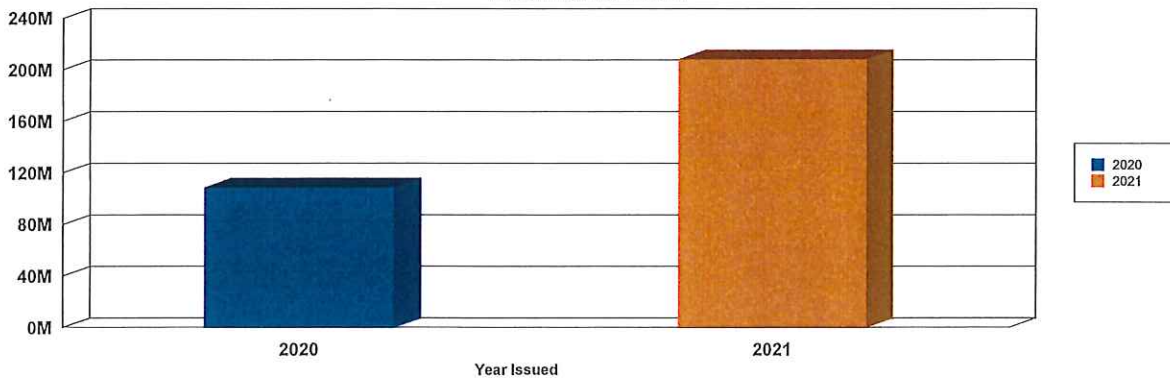
"...meeting community needs...enhancing quality of life."

	2020	2021
Permits	3494	3832
Estimated Cost	108,747,221.00	208,126,985.00
Receipt Amount	650,693.91	714,502.45

Number of Permits



Estimated Cost



Receipt Amount

