



City of Appleton

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

Meeting Agenda - Final Municipal Services Committee

Monday, November 6, 2023

4:30 PM

Council Chambers, 6th Floor

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

[23-1337](#) Minutes from 10-23-2023

Attachments: [10-23-23 Meeting Minutes.pdf](#)

5. Public Hearing/Appealances

[23-1338](#) Design Hearing for future 2025 Paving Projects: Morrison Street (Glendale Avenue to Pershing Street) and Perkins Street (Prospect Avenue to approximately 50' north of Allen Alley RR Tracks).

Attachments: [Municipal Services Design Hearing A-25 B-25 \(Perkins St Morrison St\).pdf](#)

[Perkins St Informational Letter 10-24-23.pdf](#)

[Morrison St Informational Letter 10-24-23.pdf](#)

6. Action Items

[23-1339](#) Approve the request to award the contract for 2023 Land Acquisition Services for various locations to Vogels Buckman Appraisal Group, in an amount not to exceed \$5,500.

Attachments: [Award Memo to Municipal Services for Real Estate Acquisition 2023.pdf](#)

7. Information Items

[23-1340](#) Inspection Division Permit Summary Comparison Report for October 2023.

Attachments: [Inspections YTD Comparison Report - October 2023.pdf](#)

8. 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.



City of Appleton

100 North Appleton Street
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Meeting Minutes - Final Municipal Services Committee

Monday, October 23, 2023

4:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Pledge of Allegiance

3. Roll call of membership

Present: 5 - Van Zeeland, Alfheim, Doran, Meltzer and Siebers

4. Approval of minutes from previous meeting

[23-1261](#)

Minutes from 10-9-2023

Attachments: [10-09-23 Meeting Minutes.pdf](#)

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

Aye: 5 - Van Zeeland, Alfheim, Doran, Meltzer and Siebers

5. **Public Hearing/Appearances**

6. **Action Items**

[23-1176](#)

Request from Appleton Downtown Inc. for free ramp and meter parking on Small Business Saturday, November 25, 2023.

Attachments: [ADI Small Business Sat request.pdf](#)

Amendment to allow free meter parking only on Small Business Saturday, November 25, 2023 8:00 am to 6:00 pm on that day. 5-0 passed

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

Aye: 5 - Van Zeeland, Alfheim, Doran, Meltzer and Siebers

[23-1262](#)

Request from Appleton Downtown Inc. and Creative Downtown Appleton for a Street Occupancy Permit to host the Holiday Tree Walk in conjunction with Light Up Appleton on November 11, 2023 - permit to run from November 10, 2023 to November 12, 2023.

Attachments: [ADI - Light Up Appleton.pdf](#)

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

Aye: 5 - Van Zeeland, Alfheim, Doran, Meltzer and Siebers

[23-1263](#)

Request from Anthony Utschig for a driveway extension appeal at 519 W. Sixth Street.

Attachments: [519 6th Street Driveway Extension Request.pdf](#)

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

Aye: 1 - Siebers

Nay: 4 - Van Zeeland, Alfheim, Doran and Meltzer

Alfheim moved, seconded by Meltzer, that the Report Action Item be recommended for denial. Roll Call. Motion carried by the following vote:

Aye: 4 - Van Zeeland, Alfheim, Doran and Meltzer

Nay: 1 - Siebers

[23-1264](#)

Request from Egge Movers, Inc. to conduct a small building move from 225 N. Badger Ave to 1839 W. Winnebago Street.

Attachments: [Building Move 225 N. Badger Ave to 1839 W. Winnebago St.pdf](#)

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

Aye: 5 - Van Zeeland, Alfheim, Doran, Meltzer and Siebers

[23-1251](#)

Resolution #11-R-23 Overnight Parking

Attachments: [#11-R-23 Overnight Parking.pdf](#)

Held at committee (referred to staff for further investigation) for approximately 30 days.

This Report Action Item was held

7. Information Items

8. Adjournment

**Meltzer moved, seconded by Siebers, that the meeting be adjourned. Roll Call.
Motion carried by the following vote:**

Aye: 5 - Van Zeeland, Alfheim, Doran, Meltzer and Siebers

MUNICIPAL SERVICES COMMITTEE – November 6, 2023
Design Hearing for 2025 Paving Projects

INTRO:

Proposed 2025 paving:

Perkins St	(Prospect Ave to RR Tracks)
Morrison St	(Glendale Ave to Pershing St)

All streets listed above are proposed to undergo a total reconstruction. The projects to reconstruct the above streets will include the removal and replacement of all existing asphalt/concrete pavement, curb and gutter, stone base, driveway aprons, and spot removal and replacement of sidewalk, if applicable, within the project limits.

The pavement rating shown is based on the City's pavement rating system with values from 1 to 100 with 100 being the worst.

PERKINS STREET – Prospect Ave to RR Tracks (1480 LF) (2025 Concrete Pavt Reconstruct)

EXISTING CONDITIONS:

- Aldermanic District 9
- Traffic Counts: 1100 vpd (2013)
- No parking restrictions
- Bus Route
- Pavement rating = 41 avg
- Existing right of way width: 60'
- Existing pavement width: 40' (back of curb to back of curb)
- Existing Pavement
 - Asphalt Overlay placed in 1994
 - Concrete placed in 1959
- Existing Sidewalk
 - No sidewalk along majority of project limits
 - Approximately 330' of existing sidewalk along west side just north of Prospect Ave
- Existing Water Main
 - 12" PVC constructed 2009
- Existing Sanitary Sewer
 - 15" CON constructed 1957
- Existing Storm Sewer
 - 15" CON constructed 1958
- Existing Trees
 - West Side: Total # of trees = 10
 - Remove due to condition: 5
 - Save if narrow road width: 4
 - East Side: Total # of trees = 5
 - Remove due to condition: 5

PROPOSED IMPROVEMENTS

- **Underground utilities to be improved in 2024**
- **New concrete pavement – 31' (back of curb to back of curb)**
- **New concrete sidewalk (where none currently exists) constructed along both sides of Perkins, within the project limits**
- **Curb extensions (narrowing the pavement) at Charles St to serve as a traffic calming measure and provide enhanced pedestrian crossing safety**
- **On-street parking would be permitted along the west side only. On-street parking would be prohibited along the east side of Perkins, within the project limits.**
- **10 trees in poor condition would be removed within the project limits**
- **4 existing terrace trees saved by proposed narrowing (west side)**

COST ESTIMATE

- **Estimated Construction Cost (at 31') = \$730,000**
- **Estimated Construction Cost (at 40') = \$890,000**

FEEDBACK

- **33 Properties along project limits**
- **2 questionnaires were returned**
 - **Feedback/Concerns: new sidewalk not wanted/needed, concerns over narrowing and loss of parking, concerns over the number of trucks using Perkins (not a truck route)**

EXISTING CONDITIONS:

- Aldermanic District 6&14
- Traffic Counts:
 - Marquette St – Lindbergh St: 201 vpd (2002)
 - Lindbergh St – Pershing St: 419 vpd (2002)
- No parking restrictions
- Pavement rating = 23 avg
- Existing right of way width: 60'
- Existing pavement width: 33' (back of curb to back of curb)
 - Proposed width of Morrison (Wisconsin – Glendale): 33' (boc-boc) (shifted 1' to the east from Brewster to Glendale)
- Existing Pavement
 - Asphalt Overlay placed in 1996
 - Asphalt placed in 1974, 1976
 - Concrete curb & gutter placed in 1949, 1953
- Existing Water Main
 - 6" CIP constructed 1943, 1952
- Existing Sanitary Sewer
 - 8" CIPP (liner) constructed 2011
 - 8", 12" CON constructed 1942, 1952
- Existing Storm Sewer
 - 12", 15" CON constructed 1948, 1949
- Existing Trees
 - West Side: Total # of trees = 12
 - Remove due to condition: 8
 - East Side: Total # of trees = 9
 - Remove due to condition: 3

PROPOSED IMPROVEMENTS

- **Underground utilities to be improved in 2024**
- **New concrete curb & gutter and asphalt pavement – 27' (back of curb to back of curb)**
- **Curb extensions (narrowing the pavement) at Marquette St to serve as a traffic calming measure and provide enhanced pedestrian crossing safety**
- **Traffic calming circle at the intersection with Lindbergh St**
- **On-street parking would be permitted along the east side only. On-street parking would be prohibited along the west side of Morrison, within the project limits.**
- **11 trees in poor condition would be removed within the project limits**

COST ESTIMATES AND ASSESSMENTS

- **Estimated Construction Cost (at 27') = \$465,000**
- **Estimated Construction Cost (at 33') = \$550,000**

FEEDBACK

- **29 Properties along project limits**
- **0 questionnaires were returned**
 - **Feedback/Concerns:**



DEPARTMENT OF PUBLIC WORKS

Engineering Division

100 North Appleton Street

Appleton, WI 54911

Phone: 920-832-6474

October 24, 2023

Dear Property Owner:

The City of Appleton is proposing to reconstruct the pavement on Perkins Street, from Prospect Avenue to approximately 50' north of Allen Alley (RR Tracks), in 2025.

The Municipal Services Committee of the Common Council will conduct a formal design hearing regarding the proposed reconstruction of Perkins Street. At this meeting, the Committee will consider feedback from the public regarding the proposed design after the Engineering Division has presented its proposal to the Committee. The design hearing for Perkins Street is scheduled for Monday November 6th at 4:30 p.m. in Committee Room "A", Sixth Floor at the City Center Building.

The Committee will then meet again on Monday November 20th, at 4:30 p.m. to vote on the proposed street design that would then go to the full Common Council on December 6th, 2023.

A copy of the proposed plans for Perkins Street can be previewed on the city website at the following link: <http://www.appleton.org/government/public-works/project-information>

The current design option calls for replacing the existing pavement as follows:

- New concrete pavement would be constructed at 31' wide from back of curb to back of curb. The proposed 31' wide street is 9' narrower than the existing street within this portion of the project.
- New concrete sidewalk, where none currently exists, would be constructed along both sides of Perkins Street, within the project limits.
- Curb extensions (narrowing the pavement) would be incorporated at Charles Street to serve as a traffic calming measure and to provide enhanced pedestrian crossing safety.
- All existing driveway aprons within the project limits would be removed and replaced with new concrete aprons.
- Sanitary sewer, storm sewer, and water main will be reconstructed, if necessary, in 2024.
- 10 existing terrace trees in poor condition would be removed within the proposed project limits. 4 existing terrace trees (west side) would be saved by narrowing the roadway.

- Existing on-street parking would be permitted along the west side only. On-street parking would be restricted along the east side of Perkins Street, within the project limits.

If new sidewalk is approved by the common council in the areas where none currently exists, sidewalk assessments would be levied as part of the project. Actual assessment rates will be determined as we get closer to the project.

All persons interested are invited to express your views or concerns regarding the proposed reconstruction of Perkins Street. The Municipal Services Committee meeting is open to the public. Additionally, we have enclosed with this letter, a questionnaire that you can fill out and mail back to the Department of Public Works. If you are unable to attend the meeting(s), feel free to contact me at 920-832-6484 or email at Jason.brown@appleton.org with any questions or comments.

Sincerely,

Jason Brown, P.E.
Project Engineer

Enclosure

c: Alderperson Alex Schultz

CITY OF APPLETON - DEPARTMENT OF PUBLIC WORKS

PROJECT QUESTIONNAIRE

PERKINS STREET – Prospect Avenue to RR Tracks

Name: _____ Property Owner _____

Address: _____ Tenant _____

_____ Business Owner _____

Email: _____

Phone: _____

The following discussion pertains to the project under consideration:

1. Have you experienced any parking problems in your neighborhood?

Yes _____ No _____ Comments _____

2. Have you experienced street flooding in your neighborhood?

Yes _____ No _____ Comments _____

3. Have you experienced an overactive sump pump or sidewalk icing on your property?

Yes _____ No _____ Comments _____

4. Have you experienced sanitary sewer backup in your basement?

Yes _____ No _____

If yes, state how often and what was the problem. _____

5. During the course of this project, you will be blocked out of your driveway for possibly 4 to 6 weeks. Do you or do you know of anyone within the project limits who has special needs that may require certain access requirements during the construction?

Yes _____ No _____

If yes, please state your concerns: _____

6. My primary concern regarding the proposed project is:

Thank you.

ATTN: JASON BROWN
CITY OF APPLETON
DEPARTMENT OF PUBLIC WORKS
100 NORTH APPLETON STREET
APPLETON, WI 54911



DEPARTMENT OF PUBLIC WORKS

Engineering Division

100 North Appleton Street

Appleton, WI 54911

Phone: 920-832-6474

October 24, 2023

Dear Property Owner:

The City of Appleton is proposing to reconstruct the pavement on Morrison Street, from Glendale Avenue to Pershing Street, in 2025.

The Municipal Services Committee of the Common Council will conduct a formal design hearing regarding the proposed reconstruction of Morrison Street. At this meeting, the Committee will consider feedback from the public regarding the proposed design after the Engineering Division has presented its proposal to the Committee. The design hearing for Morrison Street is scheduled for Monday November 6th at 4:30 p.m. in Committee Room "A", Sixth Floor at the City Center Building.

The Committee will then meet again on Monday November 20th, at 4:30 p.m. to vote on the proposed street design that would then go to the full Common Council on December 6th, 2023.

A copy of the proposed plans for Morrison Street can be previewed on the city website at the following link: <http://www.appleton.org/government/public-works/project-information>

The current design option calls for replacing the existing pavement as follows:

- New concrete curb & gutter would be constructed at 27' wide from back of curb to back of curb, with asphalt pavement placed between the curb & gutter. The proposed 27' wide street is 6' narrower than the existing street within this portion of the project.
- Curb extensions (narrowing the pavement) would be incorporated at Marquette Street to serve as a traffic calming measure and to provide enhanced pedestrian crossing safety.
- Traffic calming circle would be constructed at the intersection with Lindbergh Street.
- All existing driveway aprons within the project limits would be removed and replaced with new concrete aprons.
- Sanitary sewer, storm sewer, and water main will be reconstructed, if necessary, in 2024.
- 11 existing terrace trees in poor condition would be removed within the proposed project limits.

- Existing on-street parking would be permitted along the east side only. On-street parking would be restricted along the west side of Morrison Street, within the project limits.

All persons interested are invited to express your views or concerns regarding the proposed reconstruction of Morrison Street. The Municipal Services Committee meeting is open to the public. Additionally, we have enclosed with this letter, a questionnaire that you can fill out and mail back to the Department of Public Works. If you are unable to attend the meeting(s), feel free to contact me at 920-832-6484 or email at Jason.brown@appleton.org with any questions or comments.

Sincerely,

Jason Brown, P.E.
Project Engineer

Enclosure

c: Alderperson Christopher Croatt

CITY OF APPLETON - DEPARTMENT OF PUBLIC WORKS

PROJECT QUESTIONNAIRE

MORRISON STREET – Glendale Avenue to Pershing Street

Name: _____ Property Owner _____

Address: _____ Tenant _____

_____ Business Owner _____

Email: _____

Phone: _____

The following discussion pertains to the project under consideration:

1. Have you experienced any parking problems in your neighborhood?

Yes _____ No _____ Comments _____

2. Have you experienced street flooding in your neighborhood?

Yes _____ No _____ Comments _____

3. Have you experienced an overactive sump pump or sidewalk icing on your property?

Yes _____ No _____ Comments _____

4. Have you experienced sanitary sewer backup in your basement?

Yes _____ No _____

If yes, state how often and what was the problem. _____

5. During the course of this project, you will be blocked out of your driveway for possibly 4 to 6 weeks. Do you or do you know of anyone within the project limits who has special needs that may require certain access requirements during the construction?

Yes _____ No _____

If yes, please state your concerns: _____

6. My primary concern regarding the proposed project is:

Thank you.

ATTN: JASON BROWN
CITY OF APPLETON
DEPARTMENT OF PUBLIC WORKS
100 NORTH APPLETON STREET
APPLETON, WI 54911

Department of Public Works – Engineering Division

MEMO

TO: Municipal Services Committee

FROM: Mark Lahay, Assistant City Engineer

DATE: November 6, 2023

RE: Award of Contract for 2023 Land Acquisition Services for various locations to Vogels Buckman Appraisal Group, in an amount not to exceed \$5,500.

The Department of Public Works is recommending to contract with Vogels Buckman Appraisal Group, in an amount not to exceed \$5,500 to provide appraisal reports for various projects in the City which are scheduled for construction in 2024.

The Department of Public Works requested proposals from several qualified consulting firms located in Wisconsin. The City received two qualified proposals from Vogels Buckman and Steiro Appraisal Services.

Quotes received from the firms were as follows:

Vogels Buckman = \$5,500

Steiro = \$7,750

Department of Public Works Inspections Division

Permit Summary Count YTD Comparison

01/01/23 Thru 10/31/23

Report Date: 11/2/2023

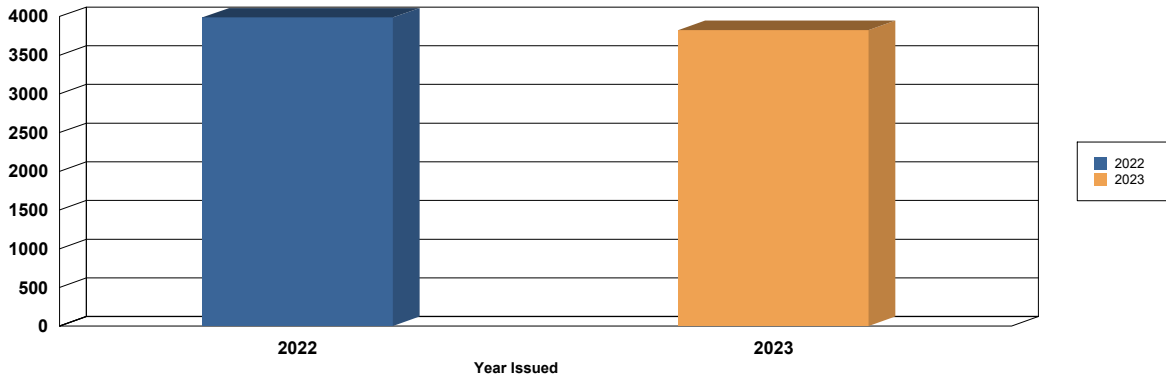


Permit Type	Year Issued	Permit Count	Total Estimated Cost	Total Receipt Amount
BUILDING	2022	1,005	139,885,194	506,291.99
	2023	1,023	155,885,412	519,005.39
		1.79 %	11.44 %	2.51 %
DISPLAY SIGN	2022	141	1,193,494	5,720.00
	2023	142	1,257,624	5,828.00
		0.71 %	5.37 %	1.89 %
ELECTRICAL	2022	784	12,095,017	120,473.34
	2023	762	19,066,238	137,995.56
		-2.81 %	57.64 %	14.54 %
EROSION CNTL	2022	40		5,300.00
	2023	18		2,650.00
		-55.00 %	%	-50.00 %
HEATING	2022	874	13,322,522	79,693.29
	2023	795	21,038,211	82,607.00
		-9.04 %	57.91 %	3.66 %
PLAN REVIEW	2022	98		33,255.00
	2023	80		31,080.00
		-18.37 %	%	-6.54 %
PLUMBING	2022	738	7,244,612	40,594.00
	2023	622	10,227,034	39,248.00
		-15.72 %	41.17 %	-3.32 %
SEWER	2022	306	3,300,916	33,747.00
	2023	371	13,235,147	30,354.00
		21.24 %	300.95 %	-10.05 %
WELL	2022	2		80.00
	2023	13		520.00
		550.00 %	%	550.00 %

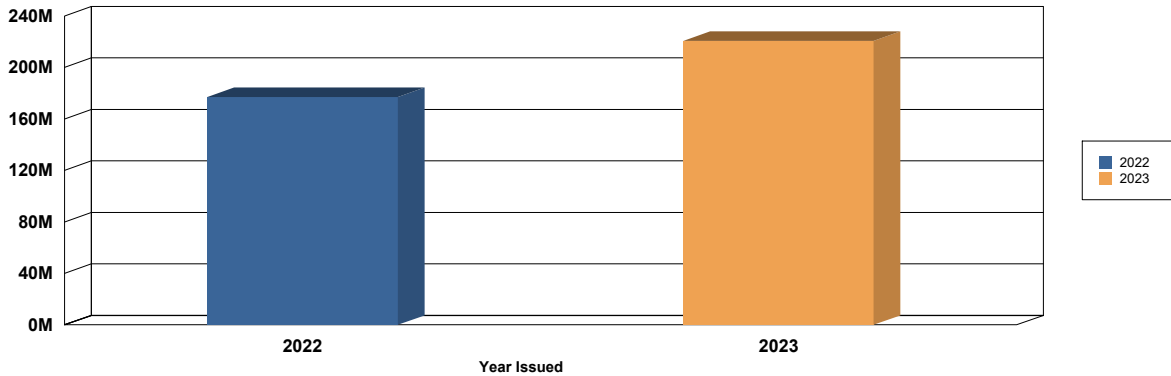


	2022	2023
Permits	3988	3826
Estimated Cost	177,041,755.00	220,709,666.00
Receipt Amount	825,154.62	849,287.95

Number of Permits



Estimated Cost



Receipt Amount

