



City of Appleton

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

Meeting Agenda - Final Municipal Services Committee

Monday, December 11, 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

[23-1488](#) Minutes from 11-20-2023

Attachments: [11-20-23 Meeting Minutes.pdf](#)

5. Public Hearing/Appearances

6. Action Items

[23-1251](#) Resolution #11-R-23 Overnight Parking

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

[Overnight Parking Resolution #11-R-23 Staff memo.pdf](#)

Legislative History

10/23/23 Municipal Services held
Committee

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

[23-1489](#) Approve the Department of Public Works 2024 Fee Schedules

Attachments: [2024 Fee Schedules.pdf](#)

[23-1497](#) *CRITICAL TIMING* Approve the award for 2024 Contract for Operation, Maintenance, monitoring at the Closed City of Appleton Landfill to SCS Engineers, in an amount not to exceed \$74,574.

Attachments: [Municipal Services Committee Memo Mackville 2024 award to SCS.pdf](#)

[23-1499](#) Approve the single source award for the 2024 Cap Maintenance at the Closed City of Appleton Landfill to New Paradigm Companies, LLC in an amount not to exceed \$44,000.

Attachments: [Mackville 2024 Cap Maintenance award to New Paradigm.pdf](#)

[23-1501](#) Approve the change to intersection traffic control at the Tonka St/Vine St intersection - follow up to six-month trial period.

Attachments: [Tonka St-Vine St \(UNCONTROLLED to STOP\) \(post 6-month trial\).pdf](#)

[23-1502](#) Approve the change to intersection traffic control at the Plaza Dr/Fountain Av intersection - follow up to six-month trial period.

Attachments: [Plaza Dr-Fountain Av \(YIELD to STOP\) \(post 6-month trial\).pdf](#)

[23-1503](#) Approve a parking restriction change on the 200 block of W. Prospect Av - follow up to six-month trial period.

Attachments: [200 W Prospect Av Parking Change \(post 6-month trial\).pdf](#)

[23-1476](#) Resolution #15-R-23 Parking Facility & Management Study

Attachments: [#15-R-23 Parking Facility & Management Study.pdf](#)

7. Information Items

[23-1504](#) Inspection Division Permit Summary Comparison Report for November 2023.

Attachments: [Inspections YTD Report - November 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
Appleton, WI 54911-4799
www.appleton.org

Meeting Minutes - Final Municipal Services Committee

Monday, November 20, 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

[23-1395](#)

Minutes from 11-6-2023

Attachments: [11-6-2023 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**

[23-1396](#)

Approve the roadway design parameters: **Perkins Street**, from Prospect Avenue to the RR Tracks (1,480 ft), be reconstructed with concrete pavement and curb and gutter. The details of the proposed Perkins Street reconstruction project are as follows:

- New concrete pavement constructed to a width of 31' from back of curb to back of curb, which is 9' narrower than the existing street (40') within this portion of the project.
- New 5' concrete sidewalk, where none currently exists, within the project limits.
- Curb extensions (narrowing of the pavement) at Charles St to serve as traffic calming.
- Existing on-street parking would be restricted along the east side of Perkins St, within the project limits.

Alfheim moved, seconded by Siebers, 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

[23-1397](#)

Approve the roadway design parameters: **Morrison Street**, from Glendale Avenue to Pershing Street (1,480 ft), be reconstructed with asphalt pavement and concrete curb and gutter. The details of the proposed Morrison Street reconstruction project are as follows:

- New asphalt pavement and concrete curb and gutter constructed to a width of 27' from back of curb to back of curb, which is 6' narrower than the existing street (33') within this portion of the project.
- Curb extensions (narrowing of the pavement) constructed at Marquette St to serve as traffic calming.
- Traffic calming circle constructed at the intersection with Lindbergh Street.
- Existing on-street parking would be restricted along the west side of Morrison Street, within the project limits.

Alfheim moved, seconded by Siebers, 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

[23-1398](#)

Approve request from The Boldt Company for an extension to an existing street occupancy permit for the Fox Commons City Center Plaza construction site perimeter fencing and staging on Oneida Street south of Washington Street (from E. Washington Street to N. Appleton Street) for a period ending on February 29, 2024.

Attachments: [The Boldt Company City Center Street Occupancy Permit Extension Request.pdf](#)

Siebers 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

[23-1405](#)

Resolution #12-R-23 Closure of the Whitman Yard Waste Site

Attachments: [#12-R-23 Closure of Whitman Yard Waste Site.pdf](#)

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

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

7. Information Items

[23-1399](#)

Bird E-Scooter Monthly Report - October 2023.

Attachments: [Appleton October 2023 Report.pdf](#)

8. Adjournment

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

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



Resolution#11-R-23

On-Street Overnight Parking Resolution

Submitted By: *Aldersperson Siebers – District 1*

Date: *October 18, 2023*

Referred To: *Municipal Services Committee*

Whereas, City ordinance prohibits on street parking between the hours of 2am and 5am, unless given special permission, and

Whereas, as the number of cars have multiplied over the years, leading to multi-car households, overnight parking has become a greater problem, especially in older neighborhoods where off-street parking is more limited, and

Whereas, large historic houses in central neighborhoods have been converted into apartment complexes and often do not provide adequate off-street parking, and

Whereas, the City's overnight on-street parking ordinance is not enforced consistently, thereby no longer deterring people from parking on the street during 2am and 5am,

Therefore be it resolved,

The City of Appleton follow the example of other cities in Wisconsin and allow overnight on-street parking with a monthly permit.



DEPARTMENT OF PUBLIC WORKS

100 North Appleton Street

Appleton, WI 54911

TEL (920) 832-6474

FAX (920) 832-6489

MEMO

To: Municipal Services Committee
From: Danielle Block, P.E. Director of Public Works
Appleton Police Department
Date: December 6, 2023
Re: On-Street Overnight Parking Resolution #11-R-23

The Department of Public Works (DPW) and Appleton Police Department (APD) have reviewed Resolution #11-R-23, a resolution to establish an on-street overnight parking program by permit.

Current City Municipal Code Section 19-93 restricts on-street parking from 2am to 5am, unless given permission by APD. This overnight parking request process allows for a registered vehicle to request on-street overnight parking permission up to seven days per month. There is no fee associated with the overnight parking request process.

Staff offer the following points to consider while discussing the feasibility of allowing on-street overnight parking by permit. Below these points are implications of implementing an overnight parking program that need to be considered.

• General Rules:

- On-street overnight parking would be in effect for the entire year, every day of the week, unless during a snow emergency. During a snow emergency there shall be no parking on any city street (Class III). A detailed review of the City’s Snow Emergency Classifications would need to be completed.
- On-street overnight parking would be restricted to alternate sides.
- The on-street overnight alternate side parking regulations would not replace more restrictive parking regulations. *Example:* Parking in posted “No Parking” zones, within 4 feet of a driveway, within 15 feet of a crosswalk or within 10 feet of a fire hydrant are never allowed.
 - See the attached maps illustrating routes where there are existing parking restrictions.
- Alternate side parking (overnight):
 - In effect 2am to 5am on most city streets.
 - On odd-numbered days, vehicles may park, stop or be left standing only on the side of a street having odd-numbered addresses.
 - On even-numbered days, vehicles may park, stop or be left standing only on the side of the street having even-numbered addresses.
 - All overnight parking requirements shall apply to the corresponding calendar date as of 2am. *Example:* if it is 9:00 pm on April 21, and you want to park on the street overnight, you would park on the side with the addresses that are even-numbered because April 22 is the date that the 2 am to 5am parking regulations will be in effect.
 - Alternate side parking would prompt turnover of parked cars.

- This rule would assist with ease of enforcement.
- This rule would also allow for street operations to continue or to be scheduled on half the road– sweeping and leaf collection.

• **Boundary:**

- Streets within the City limits.
- All streets would be available, with the following exceptions:
 - Metered stalls.
 - Stalls or areas within more restrictive parking regulations (i.e., no parking, 2-hour parking, etc.).
 - Again, see the attached maps for citywide parking restrictions.

- **Permit** – there are several implications related to operating and maintaining an on-street overnight parking permit program. Offering on-street overnight parking by permit only could result in fewer vehicles parked on-street overnight than if no permit were required. Those that have a need for additional parking could take advantage of the on-street overnight parking permit program. Those that do not need the additional parking space would have incentive to use private off-street parking options, avoiding permit fees.

Reducing the number of vehicles along the roadway allows for more effective and efficient City operations related to street sweeping, snow plowing, etc. It will assist with preserving the available parking spaces for those that need additional space not accommodated through off-street/private options.

Potential implications of requiring a permit to park overnight:

- The system would offer a direct point of contact with the vehicle owner.
 - Communication during snow emergencies, etc.
 - Ability to have communication during enforcement.
- A permitting system could potentially create barriers – financially and the process itself to obtain a permit.
- Requiring a permit would limit or reduce the number of vehicles parked on the street.
- There is a level of staffing to administer a permit program. Once more details of a permit system are defined, staffing levels must be evaluated.
- Price Structure:
 - A pricing structure has not yet been determined.
 - Price needs to be verified through a cost analysis. Once a determination on the permit administration and enforcement staffing levels is made, the pricing structure can be verified.
 - The ability of the Parking Utility to offset operating costs associated with the program will need to be estimated.
 - A community and market rate comparison should also be completed.
 - City public parking ramps offer monthly parking permits for \$40/month. The administrative and operational procedures currently established by the Parking Utility and DPW Operations currently support vehicles parked overnight within the ramps. Greater (or continued exclusive) use of off-street parking options (such as the ramps) in lieu of on-street parking would reduce or eliminate significant cost impacts to DPW.
- Qualifications:
 - No outstanding parking tickets.
 - Valid driver license.

- Vehicle is operable and registered.
- RVs are restricted.
- Trailers of any type shall not be parked overnight on any street unless:
 - The trailer is attached to a permitted motor vehicle.
- Open to residents and non-residents.
- Placard/Tag – consideration should be given to the requirement of a visible placard or tag. In the absence of a tag or visual indication, a permitting software will need to be readily accessible to the enforcement staff.
 - Valid only when visible and properly displayed.
 - Valid for a certain duration – i.e., one month. The card color/appearance would have to be varied.

• **Administration Staffing**

- In order to implement an on-street permit parking program, the Parking Utility would likely need additional staffing. Duties to be completed are: administration of the permits, management of the software program and modifications/recommendations to parking policies and procedures.
- In order to minimize the staffing burden, consideration should be given to expanding existing software tools or exploring new software tools to streamline data management payment processing. The City’s existing parking software PassPort offers several permit features to manage both on-street and ramp parking permits.

• **Enforcement Staffing**

- Calls related to parking violations would likely increase. A strict enforcement program to promptly cite or tow is critical to keeping City operations on schedule. Additional staffing is needed.
- In order to enforce an on-street permit parking program, the APD or Parking Utility would need additional staffing. Duties to be completed are: enforcement during the hours of 2am to 5am and the completion of citation paperwork and appeals review during the hours outside of 2am to 5am.
- In order to minimize the staffing burden, consideration should be given to expanding existing software tools or exploring new software tools to more efficiently and effectively enforce the overnight parking regulations. For example, PassPort offers an enforcement feature within the existing software to track and recognize license plates authorized within the permit system. It is possible that this software could manage both on-street parking and ramp parking.


• **Operational Impacts** – there are several areas of DPW operations that would be impacted by the introduction of on-street overnight parking. These operations would likely occur at longer intervals. There may also be a reduction in the level of service experienced by the public. For example, snow and ice may accumulate and will become packed down in parking lanes.

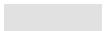
- Street Sweeping
- Leaf Collection
- Snow and Ice
 - See attached photo examples of overnight parking implications.
- Refuse
- Signage
 - Existing 2am – 5am no parking signs at the entrances to the City will need to be changed.
 - Additional or modified signage to indicate alternate sign permit only overnight parking to be added.

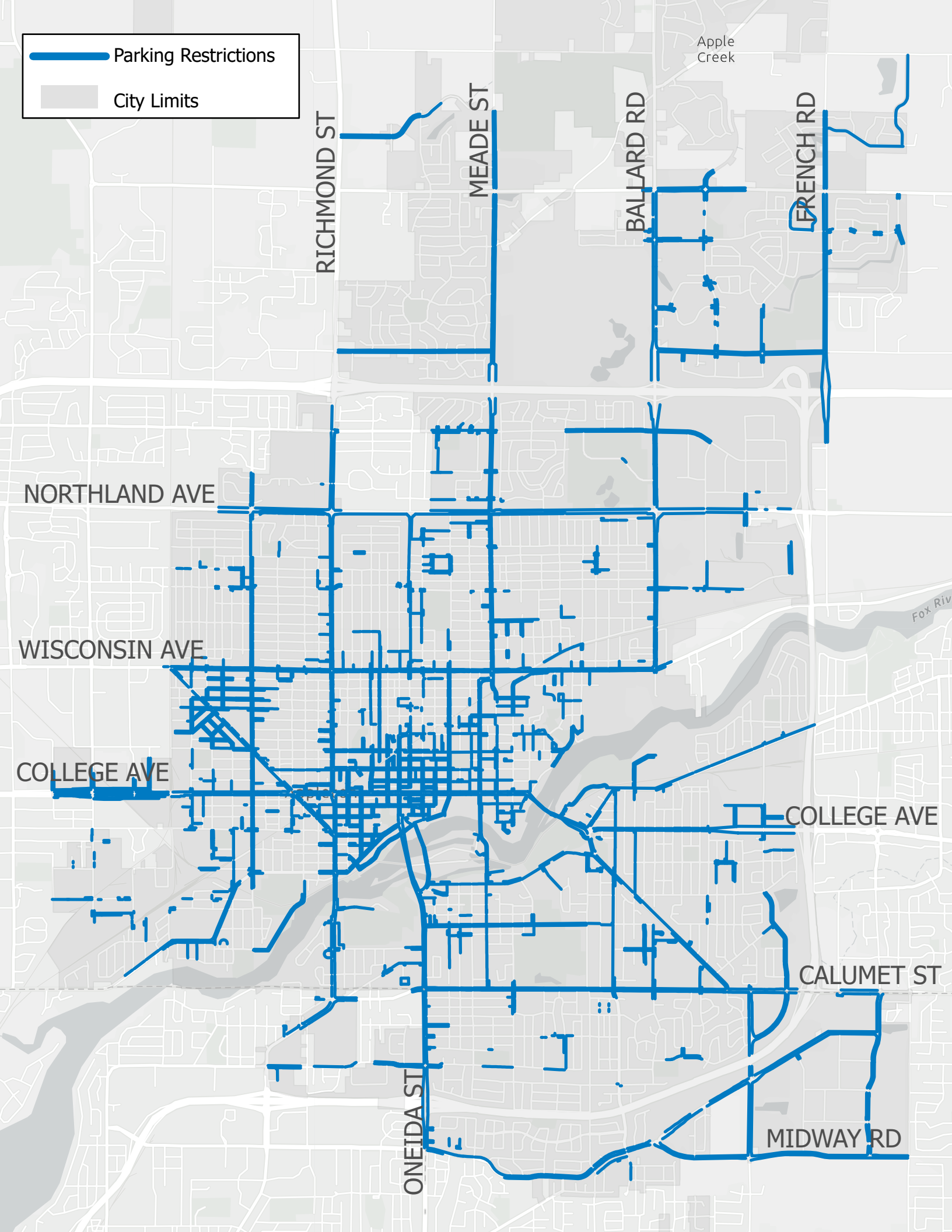
- **Engineering Impacts**

- Development of a Complete Streets Policy and Design Guide is in progress. The Policy and Design Guide will provide tools to support roadway designs for parking on both sides of the street where high on-street parking need is objectively identified, as well as tools to support limiting on-street parking to one side of the street in other instances.
 - The effort to present, discuss and adopt the revised Complete Streets Policy and Design Guide should be concluded within the first quarter of 2024.

Recognizing the implications listed above, staff is requesting additional guidance from the Municipal Services Committee. Staff recommends the item be held until further analysis can be completed based on Committee input.

 Parking Restrictions

 City Limits



Apple Creek

RICHMOND ST

MEADE ST

BALLARD RD

FRENCH RD

NORTHLAND AVE

WISCONSIN AVE

COLLEGE AVE

COLLEGE AVE

CALUMET ST

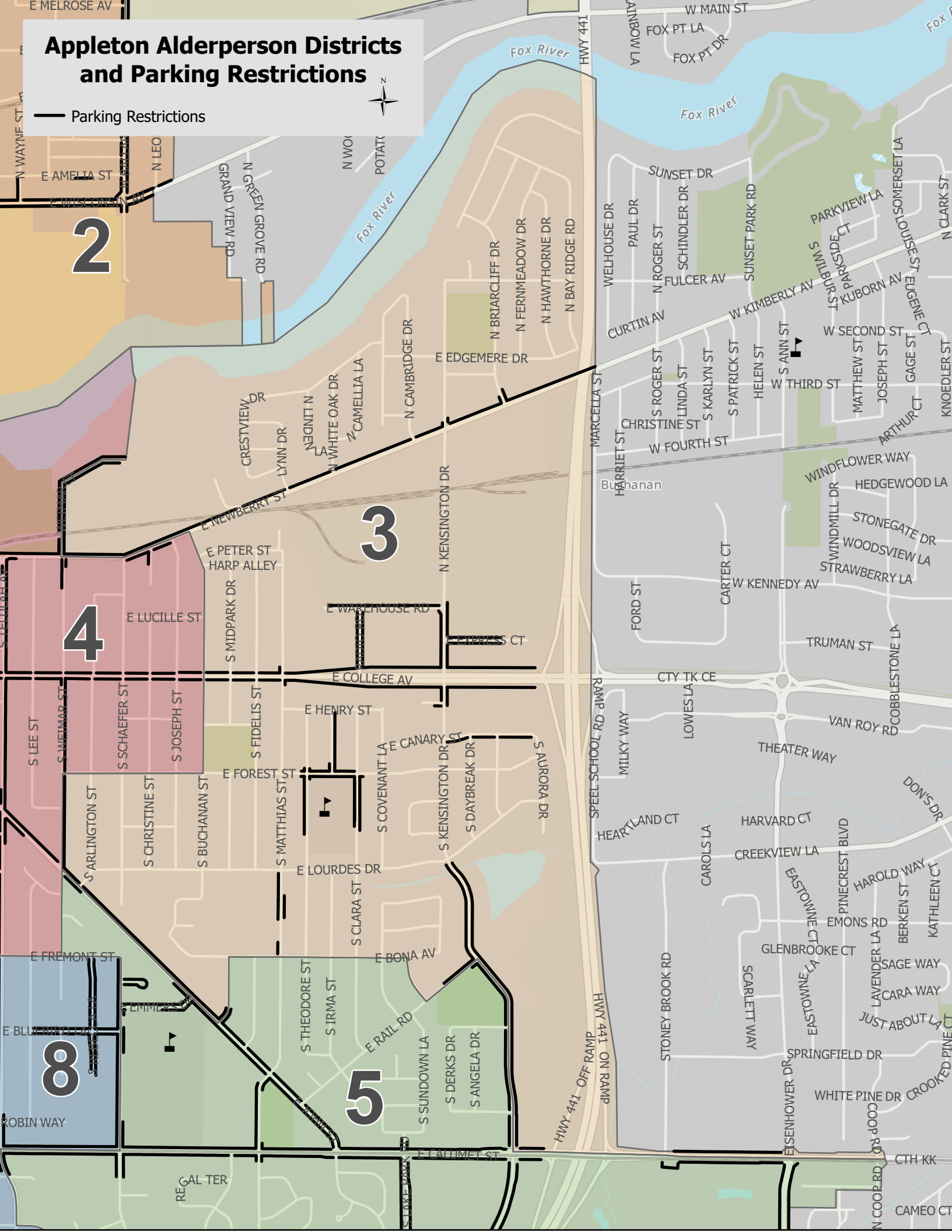
ONEIDA ST

MIDWAY RD

Fox Riv

Appleton Alderperson Districts and Parking Restrictions

— Parking Restrictions



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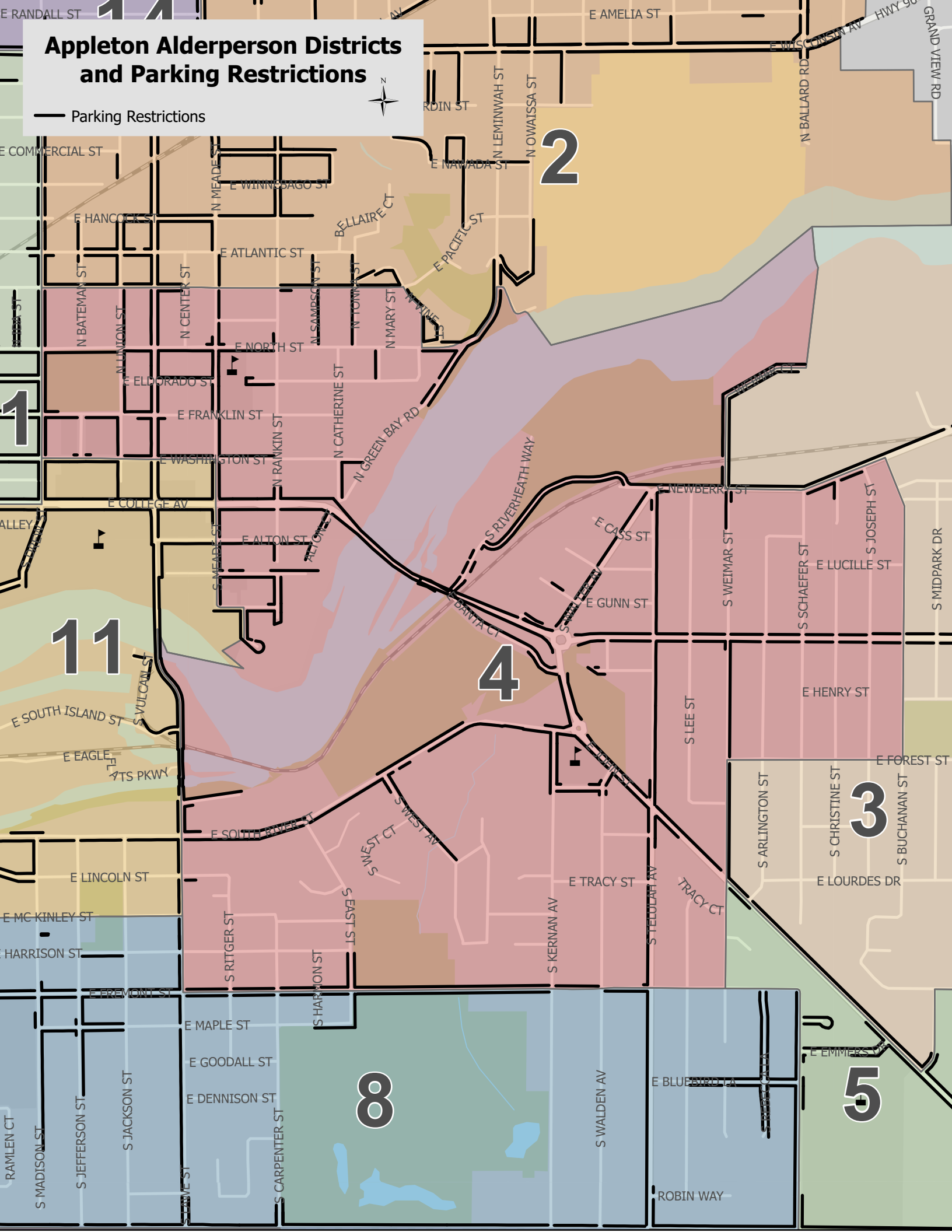
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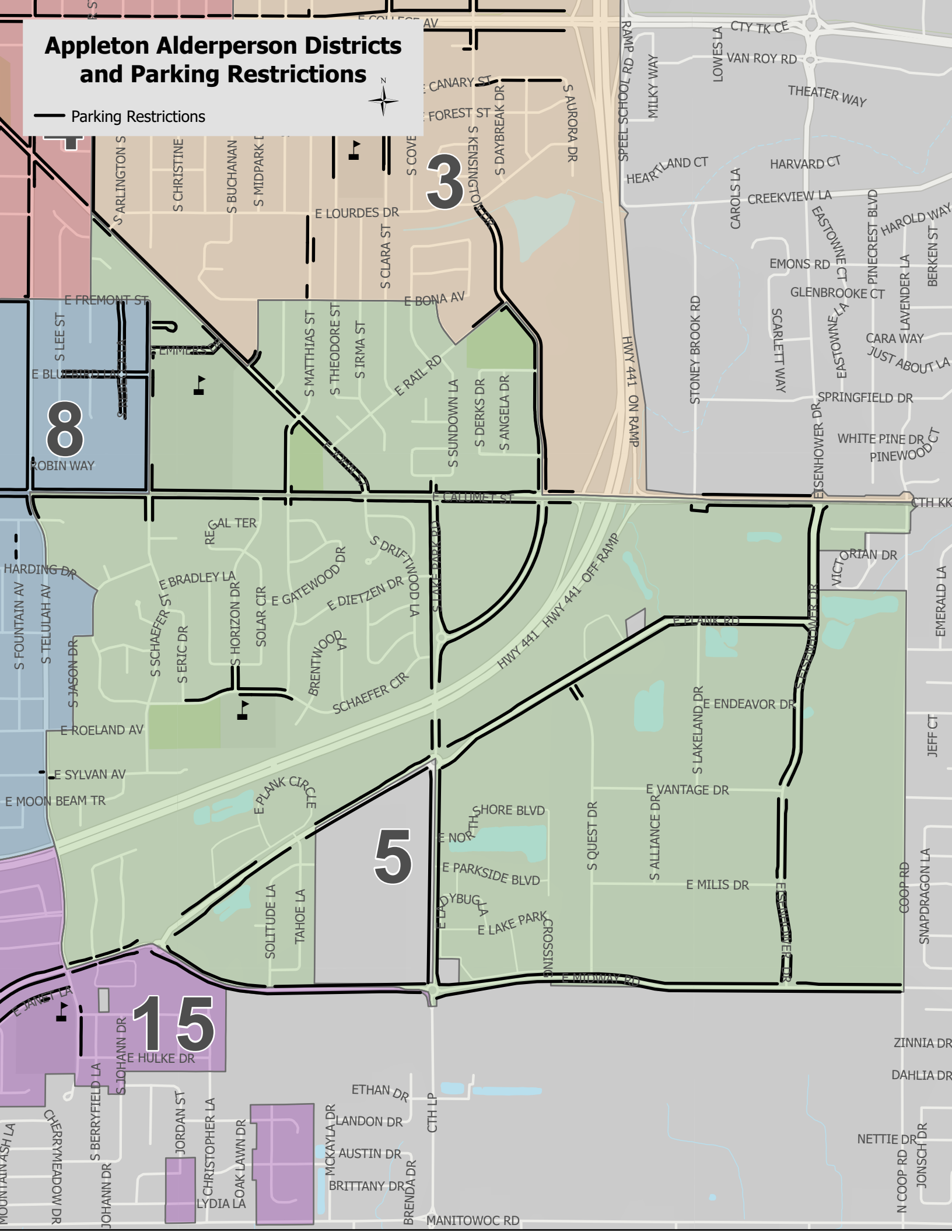
Appleton Alderperson Districts and Parking Restrictions

— Parking Restrictions



Appleton Alderperson Districts and Parking Restrictions

— Parking Restrictions



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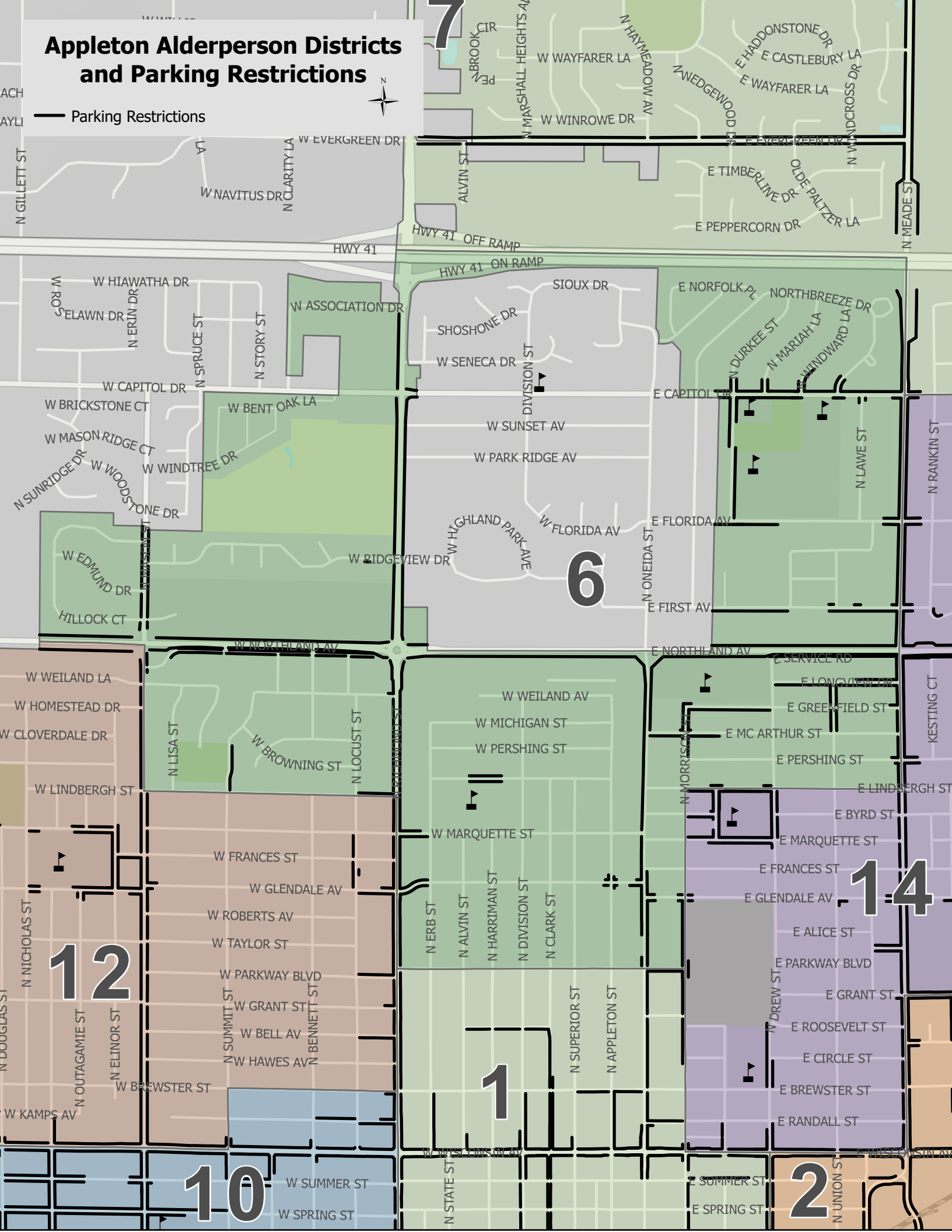
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Appleton Alderperson Districts and Parking Restrictions

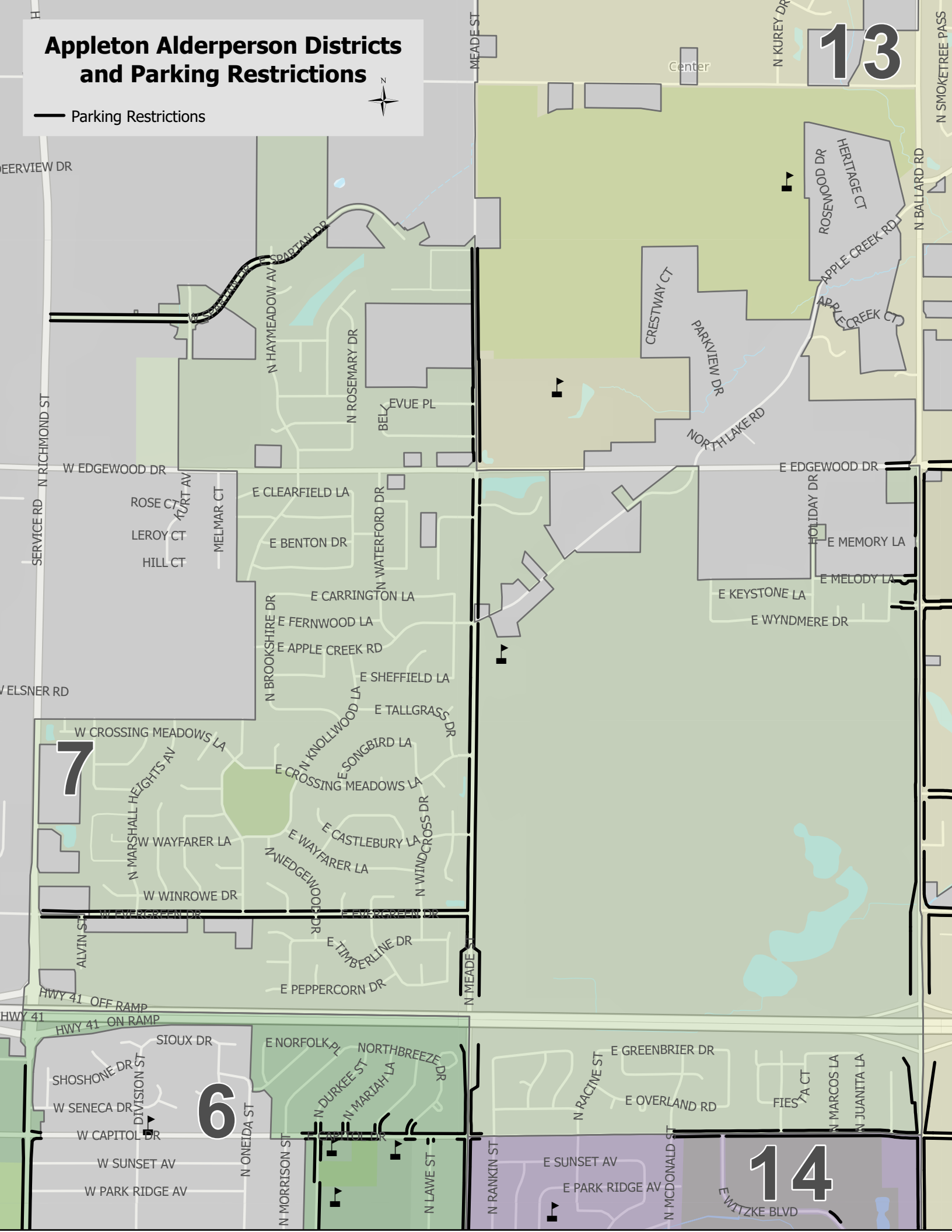


— Parking Restrictions



Appleton Alderperson Districts and Parking Restrictions

— Parking Restrictions



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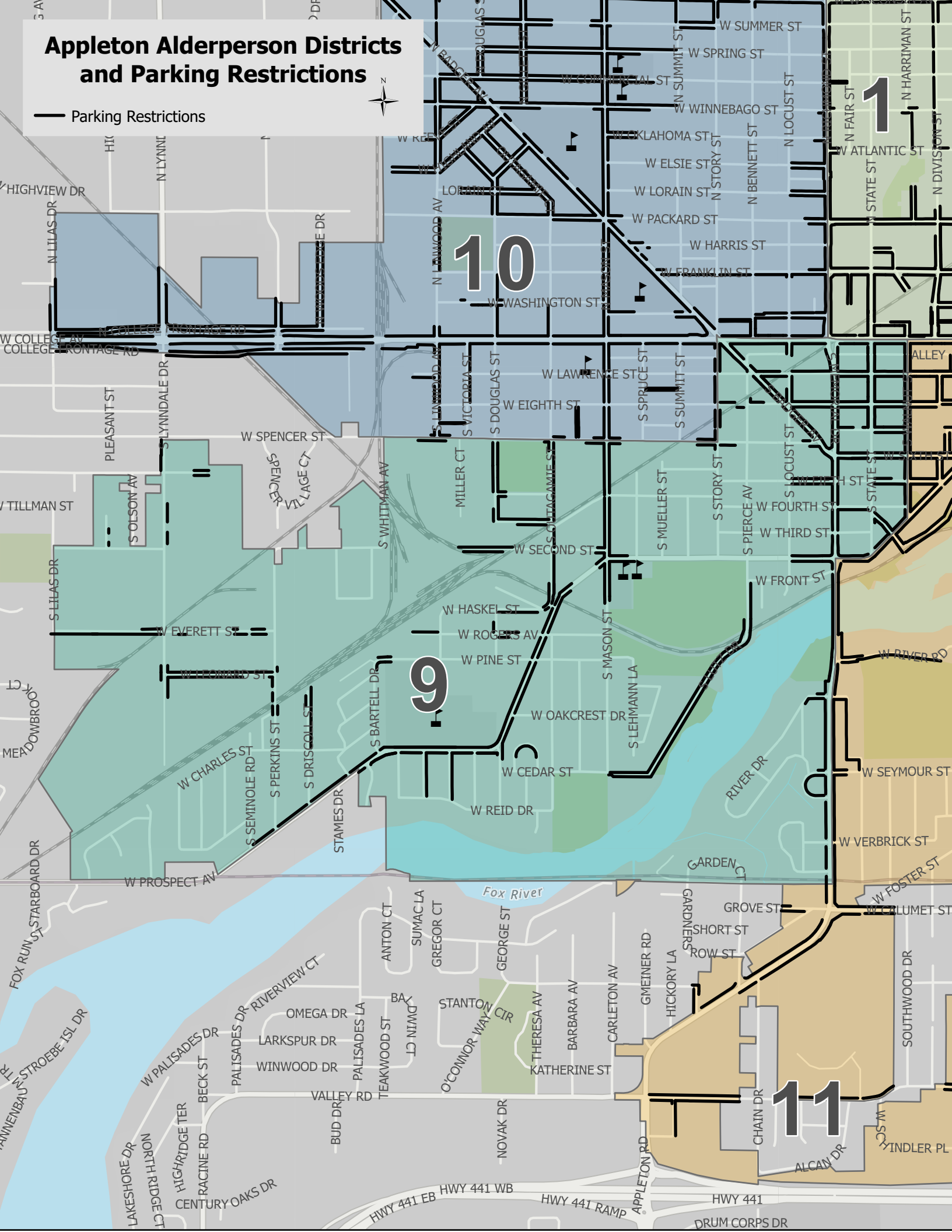
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MEADE ST, N KUREY DR, N BALLARD RD, N SMOKETREE PASS, CENTER, ROSEWOOD DR, HERITAGE CT, APPLE CREEK RD, APPLE CREEK CT, CRESTWAY CT, PARKVIEW DR, NORTHLAKE RD, E EDGWOOD DR, E EDGWOOD DR, HOLIDAY DR, E MEMORY LA, E MELODY LA, E KEystone LA, E WYNDMERE DR, E BENTON DR, N WATERFORD DR, E CLEARFIELD LA, N BROOKSHIRE DR, E CARRINGTON LA, E FERNWOOD LA, E APPLE CREEK RD, E SHEFFIELD LA, E TALLGRASS DR, W CROSSING MEADOWS LA, N MARSHALL HEIGHTS AV, W WAYFARER LA, E CASTLEBURY LA, W WEDGWOOD DR, W WINROWE DR, N WINDCROSS DR, E CROSSING MEADOWS LA, E SONGBIRD LA, E WAYFARER LA, W WEDGWOOD DR, E WEDGWOOD DR, E WINDCROSS DR, W WINROWE DR, N WINDCROSS DR, ALVIN ST, W WEDGWOOD DR, HWY 41 OFF RAMP, HWY 41 ON RAMP, SIoux DR, E NORFOLK PL, NORTHBREEZE DR, SHOSHONE DR, DIVISION ST, N DURKEE ST, N MARIAH LA, W SENECA DR, W CAPITOL DR, W SUNSET AV, W PARK RIDGE AV, N MORRISON ST, N ONEIDA ST, N LAWES ST, N RANKIN ST, N MCDONALD ST, E SUNSET AV, E PARK RIDGE AV, N RACTIVE ST, E GREENBRIER DR, E OVERLAND RD, FIES TA CT, N MARCOS LA, N JUANITA LA, E WITZKE BLVD

Appleton Alderperson Districts and Parking Restrictions

— Parking Restrictions



Appleton Alderperson Districts and Parking Restrictions

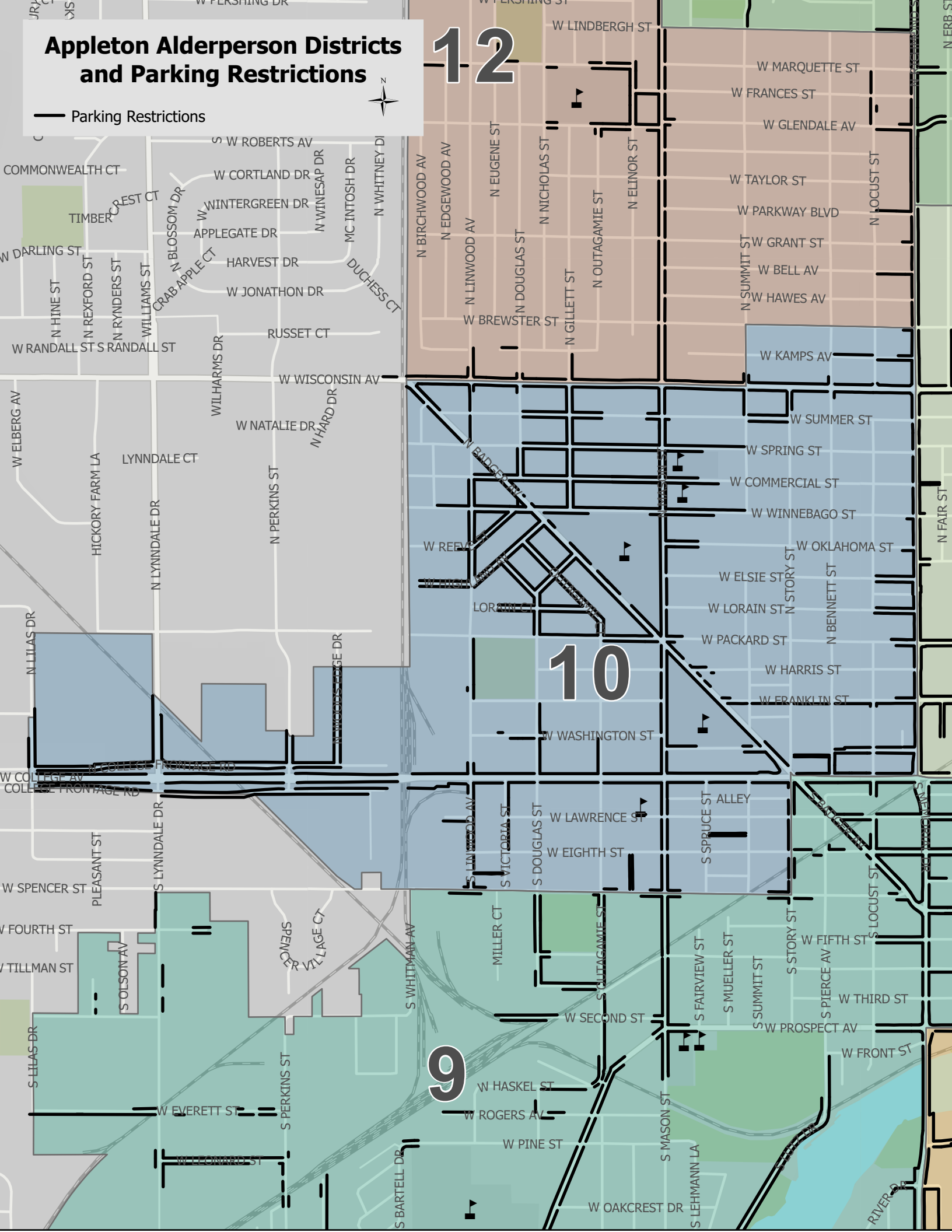
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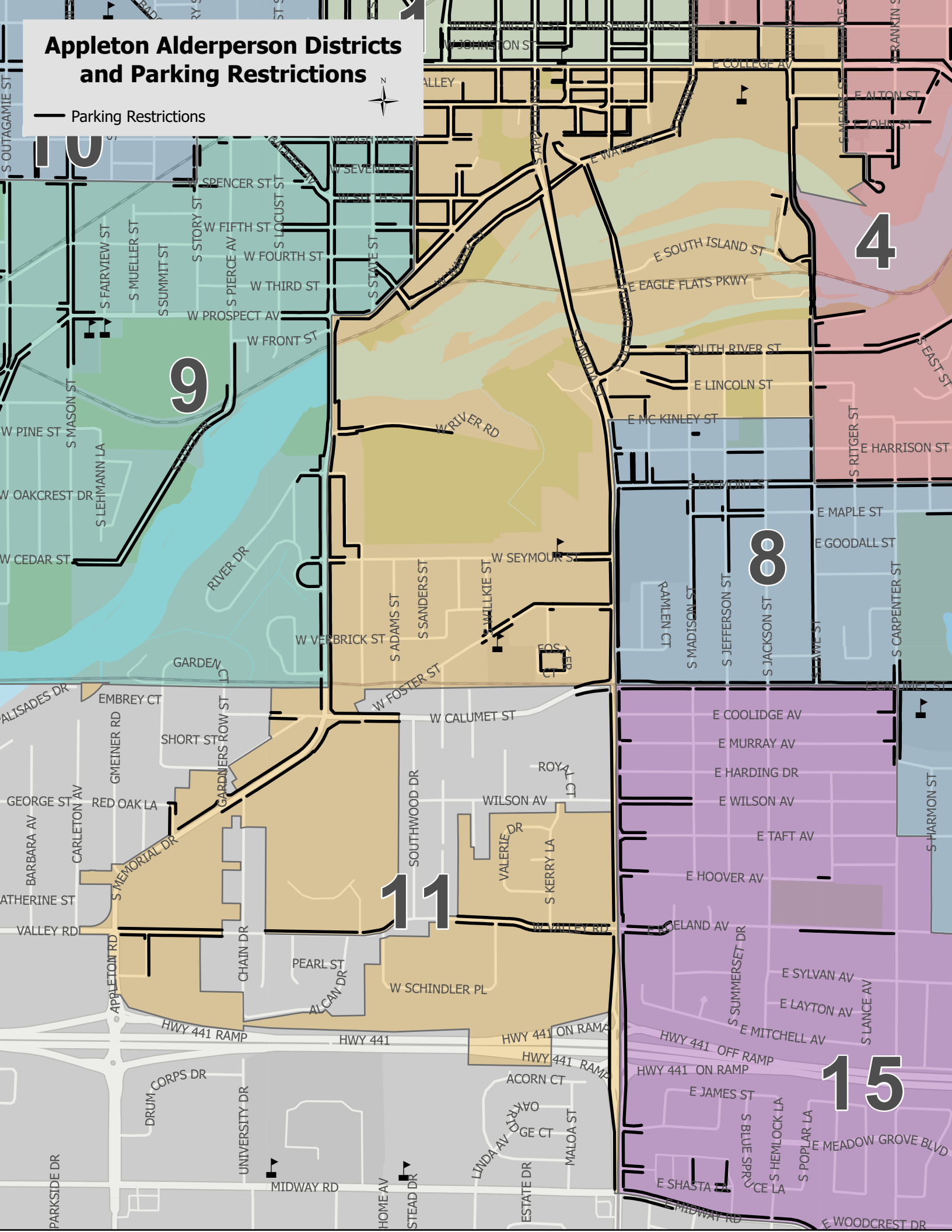
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Appleton Alderperson Districts and Parking Restrictions



— Parking Restrictions



Appleton Alderperson Districts and Parking Restrictions

— Parking Restrictions



W NORTHLAND AV

W WEILAND LA

W HOMESTEAD DR

W CLOVERDALE DR

W PERSHING ST

W LINDBERGH ST

W SERVICE RD

N DAVID ST

SERVICE RD

W WEILAND AV

N LAURIE ST

W WHITTIER DR

W BROWNING ST

N LISA ST

N RICHMOND ST

W MARQUETTE ST

W FRANCES ST

W GLENDALE AV

W ROBERTS AV

W TAYLOR ST

W PARKWAY BLVD

W GRANT ST

W BELL AV

W HAWES AV

W BREWSTER ST

W KAMPS AV

W WISCONSIN AV

W SUMMER ST

W SPRING ST

W COMMERCIAL ST

N BIRCHWOOD AV

N EDGEWOOD AV

N LINWOOD AV

N EUGENE ST

N NICHOLAS ST

N ELINOR ST

N OUTAGAMIE ST

N DOUGLAS ST

N GILLETT ST

N MASON ST

N SUMMIT ST

N LOCUST ST

N BENNETT ST

N SHARON ST

N BADGER AV

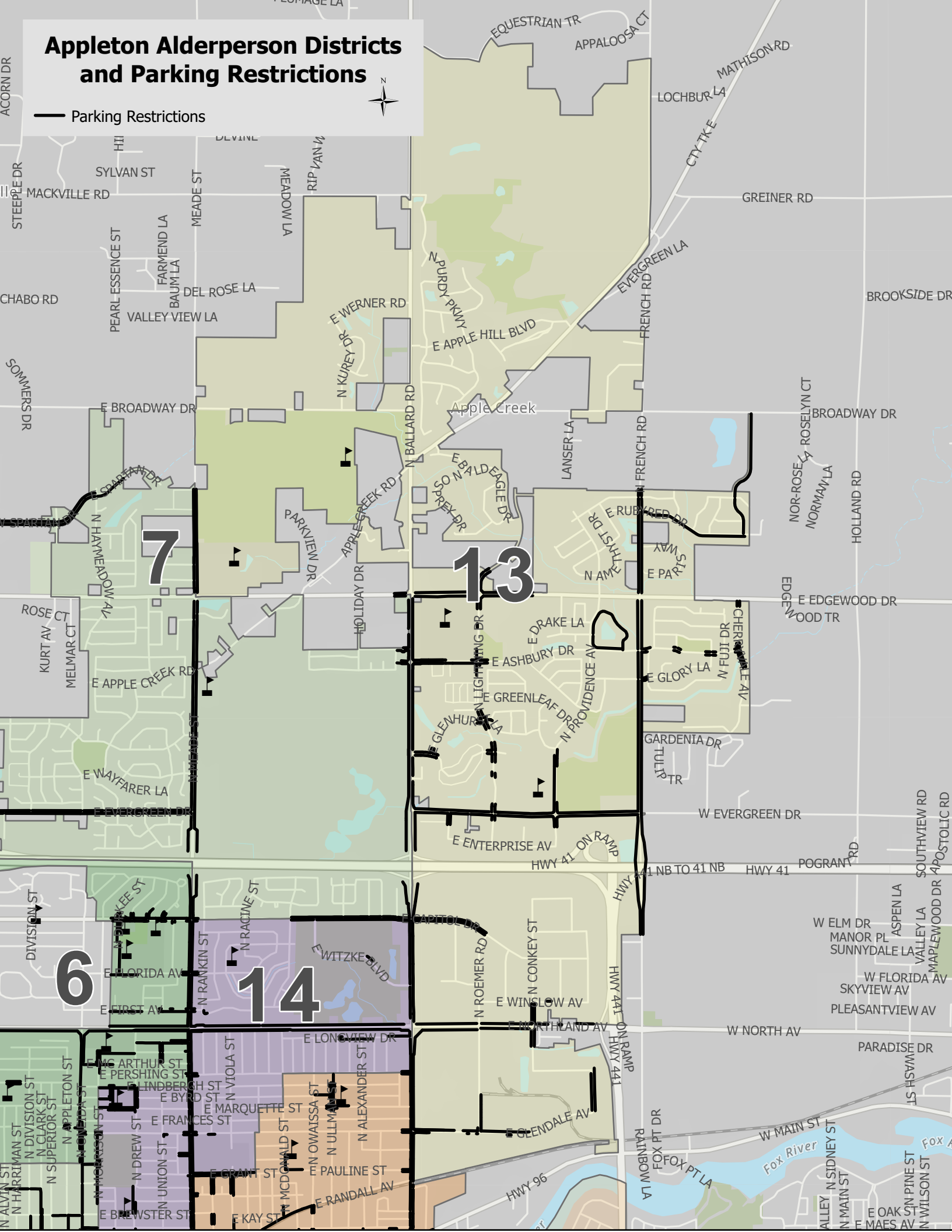
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Appleton Alderperson Districts and Parking Restrictions



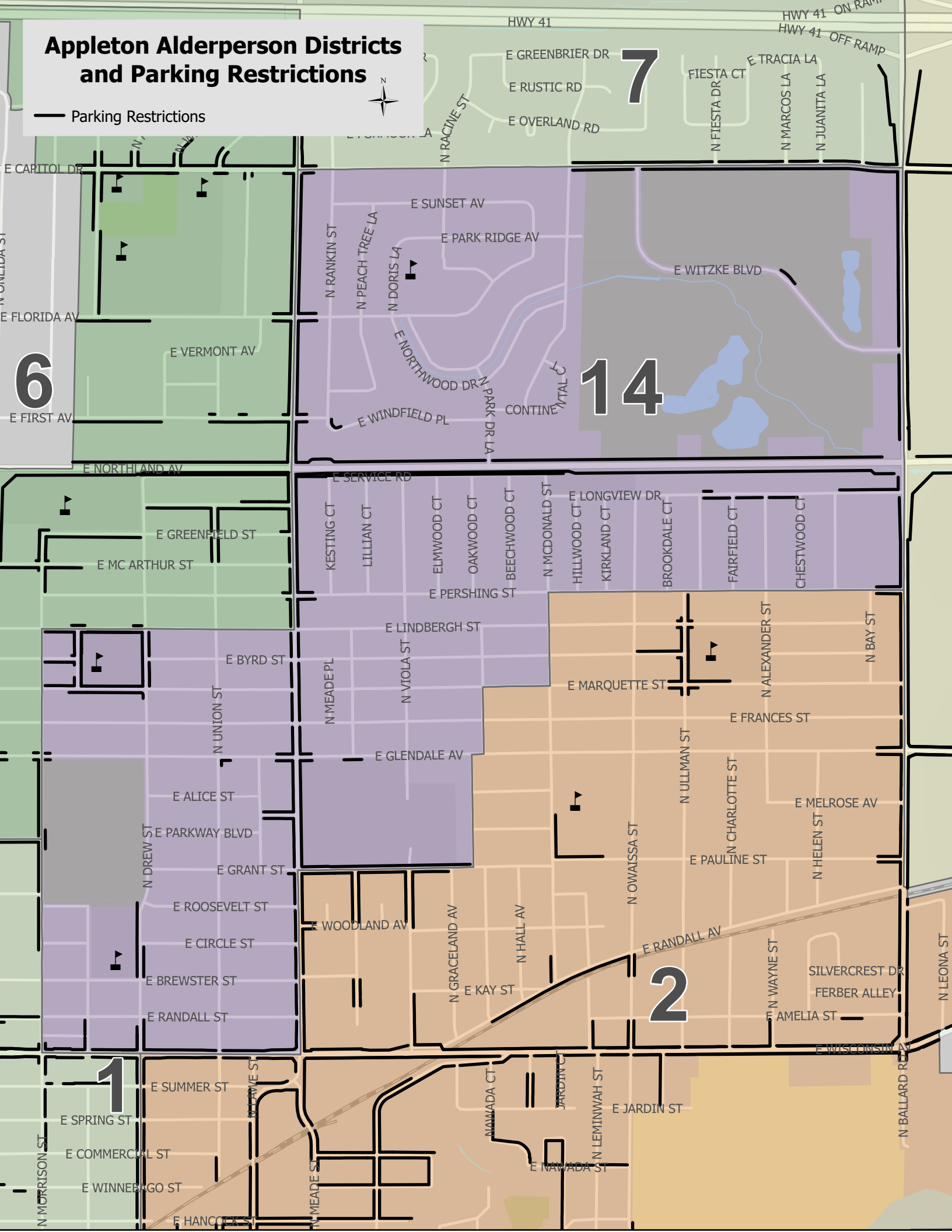
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Appleton Alderperson Districts and Parking Restrictions



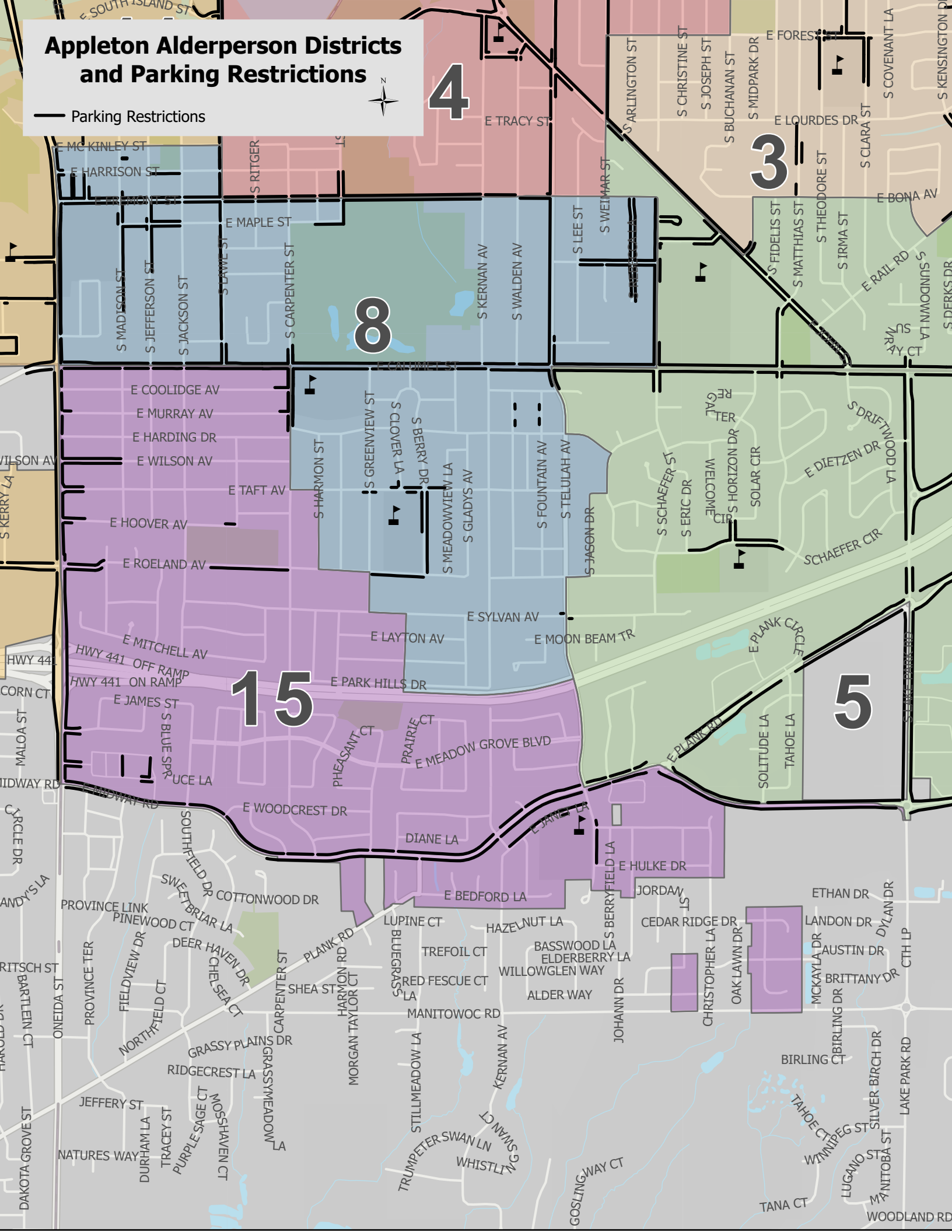
— Parking Restrictions



Appleton Alderperson Districts and Parking Restrictions



— Parking Restrictions





E/W Side Street. Cars parked entire length during event



E/W Side Street. No cars parked during event

N/S Side Street. 2 Parked cars during event



Example from another community – on-street overnight parking during a significant snow event.





DEPARTMENT OF PUBLIC WORKS

Engineering Division

100 North Appleton Street

Appleton, WI 54911

Phone: 920-832-6474

(Effective January 1, 202~~3~~4)

DEPARTMENT OF PUBLIC WORKS FEE SCHEDULES 2024

Description	Current Fee	Taxable Yes/No	Total	Last Date Updated
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)	\$40.00/ month	Yes, add \$2.20	\$42.20	2023
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 \$200 or \$250 \$350	No		2020 2024
Street Excavation Permit - Expedited Fee	\$100	No		2024
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.



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

DEPARTMENT OF PUBLIC WORKS

Engineering Division

100 North Appleton Street

Appleton, WI 54911

Phone: 920-832-6474

Description	Current Fee	Taxable Yes/No	Total	Last Date Updated
OPERATIONS				
Grass Clippings Site Drop-Off	\$4.00/bag	No		2013
	\$40.00/card	No		2013
Appliance Site Drop-Off	Freon \$20.00	No		2004
	Non Freon \$15.00	No		2004
Overflow Tags Curbside Removal	\$4.00/bag	No		2013
Weight Limit Permit	\$50.00 per address	No		
Tires – 18” diameter or smaller. (Limit four per household)	\$5.00 \$12.00/tire	No		2013 2024
Noncompliant Item Curbside Removal	\$250.00	No		2022
AUTOMATED CONTAINERS				
35-40 gallon garbage cart	\$0.50 \$0.60/week	No		2020 2024
60-65 gallon garbage cart	\$1.00 \$1.20/week	No		2019 2024
90-95 gallon garbage cart	\$1.50 \$1.80/week	No		2019 2024
Additional carts	\$1.50 -\$2.00 per each 30 gallons	No		2019 2024
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
Administrative Fee (applied to service invoices)	3%	No		2024
Small Tools Fee (applied to applicable service invoices)	3%	No		2024



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

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

To: Municipal Services Committee
From: Danielle Block, Director of Public Works
Peter Neuberger, City Engineer/Deputy Director of Public Works
Luke Vandenberg, Project Engineer
Date: November 28, 2023
Re: ***CRITICAL TIMING* Award 2024 Contract for Operation, Maintenance, Monitoring at the Closed City of Appleton Landfill to SCS Engineers, in an amount not to exceed \$74,574.**

The Department of Public Works requests award of the 2024 Contract for Operation, Maintenance, and Monitoring at the Closed City of Appleton Landfill to SCS Engineers in an amount not to exceed \$74,574. This is the ninth 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;
- 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; and
- Coordination with the Wisconsin Department of Natural Resources and the landfill cap maintenance contractor.

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 2024 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 \$74,574.

This award is listed as Critical Timing so that coverage for any necessary response at the landfill is available January 2, 2024.



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

DEPARTMENT OF PUBLIC WORKS

**Engineering Division
100 North Appleton Street
Appleton, WI 54911
TEL (920) 832-6474**

To: Municipal Services Committee
From: Danielle Block, Director of Public Works
Peter Neuberger, City Engineer/Deputy Director of Public Works
Luke Vandenberg, Project Engineer
Date: December 5, 2023
Re: **Approval of a single source award for the 2024 Cap Maintenance at the Closed City of Appleton Landfill to New Paradigm Companies, LLC in an amount not to exceed \$44,000.**

The Department of Public Works requests approval of a single source award for the 2024 Cap Maintenance at the Closed City of Appleton Landfill to New Paradigm Companies, LLC in an amount not to exceed \$44,000.

In April 2022 the Finance Department approved DPW's request to single source the cap maintenance at the Mackville Landfill. The memo also stated that DPW Engineering may request to sole source with this same contractor in 2023 and 2024. The memo and 2022 RFP submitted for that request is attached.

Work on this contract includes:

- Cutting the grass over the entire 53- acre site at least twice,
- Applying herbicide and removal of invasive species in the north ditch line,
- Repair of settled areas as directed,
- Repair of gravel road as directed,
- Reseeding and watering areas of sparse vegetation,
- Coordination with SCS Engineers and Valley Aero Modelers

New Paradigm Companies performed well in 2023, meeting the routine mowing needs, completing herbicide treatment in the north ditch, repairing areas of settlement, regrading the area of the demolished blower building, and coordination with City staff, SCS Engineers and the Valley Aero Modelers. Therefore, the Department of Public Works requests approval of a single source award for the 2024 Cap Maintenance at the Closed City of Appleton Landfill to New Paradigm Companies, LLC in an amount not to exceed \$44,000.

Department of Public Works – Engineering Division

MEMO

TO: Jeff Fait, Purchasing Manager

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

DATE: April 5, 2022

RE: Request to Sole Source contract for Mackville Landfill Cap Maintenance services with New Paradigm Contracting

The Department of Public Works is requesting approval to sole source a contract with New Paradigm Contracting to perform maintenance of the Mackville Landfill cap, in an amount not to exceed \$21,600.

The Mackville Landfill site is approximately 53 acres. Since the Mackville Landfill remediation and cap was completed in early 1996, the Operations Division of Public Works has performed maintenance of landfill cap, such as removing invasive species and sediment from the perimeter ditch, removing woody vegetation, fence maintenance and internal access road maintenance. Cutting the cap vegetation has been completed by various contractors over the years and for the past several years was included with the mowing contract bid by the Inspections Division.

In September 2021, the mowing contractor significantly damaged the landfill cap by attempting to cut the vegetation with the improper equipment under wet conditions, without notifying the City of the wet conditions or the damage. This situation, along with on-going staffing issues in the Operations Division, has forced us to reconsider how this work should best be accomplished. After careful consideration, we are recommending that moving forward the cap maintenance should be contracted separately by the Engineering Division and include all cap maintenance previously performed by the Operations Division and the Inspections Division mowing contractor.

DPW Engineering staff researched local contractors, looking for the equipment and skill set to work on a landfill site with on-going environmental monitoring, able to do the full range of work from cutting grass to ditch cleaning to gravel road maintenance. The only contractor we could find that met our requirements was new Paradigm Contracting. The owner and operator of New Paradigm Contracting is a hydrogeologist with landfill experience while working for AECOM and additional environmental work while employed with Westwood (formerly OMNNI), including work on City projects.

This contract includes both routine and non-routine work, as described in the attached RFP. Proposed pricing for cutting the cap vegetation is between the cost of the Inspections Division contract and the cost paid to Outagamie County in past years. Due to several years of limited or no maintenance in various areas of the site, DPW Engineering believes that the additional cost for quality work is needed to catch up with site maintenance. It is estimated that it may take three years to repair the health of the cap vegetation and complete the outstanding maintenance work, especially removal and control of the invasive species in the north ditch. DPW Engineering may request to sole source with this same contractor in 2023 and 2024.

CLOSED CITY OF APPLETON LANDFILL
CAP MAINTENANCE
2022 REQUEST FOR PROPOSAL

This document provides the anticipated scope of services for the 2022 Cap Maintenance work at the Closed City of Appleton Landfill (Mackville Landfill) located at W5007 Quarry Road in the Town of Center and is considered an integral part of the contract. Should the City request other tasks not specifically listed in this document, those will be negotiated on a case-by-case basis.

The landfill cap is two (2) feet of compacted clay covered with two (2) feet of rooting zone layer and 6 inches of topsoil. Original seed mix included cool season grasses.

1. Project Management

- Invoicing shall be no more frequent than once per month
- Contractor shall take direction from both the City and SCS Engineers (SCS)
- Contractor shall communicate with the City, SCS and the Valley Aero Modelers (VAM) as needed
- The City will provide Contractor a key to access the site
- Contractor shall notify the City immediately of any concerns of the condition of the site
- Contractor shall be responsible for the health and safety of its employee's and preparation of a site-specific health and safety plan
- Contractor shall follow applicable safety and environmental regulations

2. Site Inspections/Meetings

- Contractor shall attend up to 3 on site meetings per year, approximately 2 hours per meeting, including:
 - One on site kickoff meeting to walk the site with City and SCS staff to mark cap penetrations/structures/fencing/etc. to ensure they are protected during mowing operations
 - Annual Site Walk in the fall with City and SCS staff
- Site inspections/meetings may include City staff, SCS staff, DNR staff, VAM or any combination of these. If possible, the City will provide a minimum of five (5) working days' notice.

3. Scope of Services

3.1 Routine Services

- Contractor shall cut the site vegetation, including side slopes, but not areas mowed by VAM, twice a year. The mowing area is approximately 53 acres, and is generally bounded by the drainage ditch to the north, and existing fence lines on the west, south, and east sides. Refer to Figure 1 – Site Plan.
 - Contractor shall mow once between the dates of May 1 – June 15, and once between the dates of August 1 – September 15, when conditions allow (not during wet/soft conditions when rutting may occur).
 - Contractor to provide notice at least three (3) working days in advance of mowing.
 - Contractor shall provide a status update with photos of completed work to the City after each mowing event.
 - Contractor shall use a flail-type drum mower.

- Contractor shall notify the City and SCS during the same working day of ruts greater than four inches in depth.
- Contractor shall cut to a height of approximately four (4) inches.
- Contractor to trim vegetation around stick-ups/pipe penetrations.
- Contractor shall cut vegetation in a 30 ft area around blower building up to 6 times per year. Trim vegetation along edge of building.
- Contractor shall remove woody vegetation (trees, shrubs and brush) from the landfill cap as directed by either the City or SCS.
- Contractor is responsible for decontamination of Contractor's equipment.

3.2 Non-routine Services

- Contractor shall provide a plan and budget to control phragmites in the north ditch line. If funding is available, work may begin in 2022.
 - Contractor shall obtain all necessary permits for any herbicide treatment on the site. Contractor to provide records of what herbicides were used, quantity of each, and a written statement that they were applied in accordance with manufacturer directions.
- Contractor shall repair low areas on the site as budget allows and under the direction of SCS, including:
 - Providing rooting zone material
 - Providing topsoil
 - Grading areas for positive surface drainage (minimum 1% slope)
 - Seeding (WisDOT Seed Mix #20), mulching and watering until vegetation is well established
- Contractor shall repair the gravel road, including:
 - Providing material
 - Grading for positive drainage
 - Repairing washouts
 - Removing sediment buildup under driveway culvert

4. Contractor shall provide a Schedule of Prices, including

- Hourly rates for staff assigned to this project
- List of available equipment and hourly rates
- Cost per each site mowing (including cost per acre)
- Cost per each mowing around blower building that is not part of full site mowing
- Expenses (mileage, fuel surcharge)

5. Contract Attachments

- Figure 1 – Site Plan
- Insurance Requirements and Certificate
- Contractor Proposal, including
 - Statement of Qualifications
 - Any Special Conditions
 - Schedule of prices, as listed above
 - Costs for Routine Services per Section 3.1 above



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

To: Municipal Services Committee
From: Eric Lom, City Traffic Engineer
Date: December 5, 2023
Re: Change to intersection traffic control at the Tonka St/Vine St intersection
Follow-Up to Six-Month Trial Period

Based on request from Alderperson Meltzer, the Traffic Section recently reviewed the traffic control at the uncontrolled intersection of Tonka St/Vine St. We subsequently initiated a six-month trial period to change from no control to one-way stop control. This 3-legged "T" intersection is located two blocks east of Rankin Street and just north of Pacific Street. The land use in this area is primarily residential, except for Ellinor Restaurant, which is located at the intersection. Both streets are functionally classified as *local*. The roadway configuration at this location is highly unusual, with the Tonka/Vine intersection located just 20 feet from the Tonka/Pacific intersection.

In a typical intersection control study, we consider traffic volumes, crash history, safe approach speeds, etc. In this case, the entering volume of this intersection is relatively low, at an estimated 250 vehicles per day. A review of crash records indicated zero reportable crashes for the recent five-year period of 2018 through 2022. The critical approach speed for the intersection was found to be approximately 4 mph, which is primarily due to the building located in the SE quadrant (Ellinor Restaurant).

While this intersection does not meet the volume threshold for stop control, the critical approach speed is well below the standard for no control/yield control. As such, we recommend maintaining the one-way stop control that was implemented for the trial period.

To accomplish this, the following ordinance action is required:

1. **Create:** "Install a stop sign on Vine Street at Tonka Street."



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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: Eric Lom, City Traffic Engineer
Date: December 5, 2023
Re: Change to intersection traffic control at the Plaza Dr/Fountain Av intersection
Follow-Up to Six-Month Trial Period

Based on a request from a concerned citizen, the Traffic Section recently reviewed the traffic control at the intersection of Plaza Dr and Fountain Av, and subsequently initiated a six-month trial period to change from yield control to two-way stop control. This intersection is located one block west of Telulah Av and one long block south of Taft Av. The land use in this area is primarily residential. Both streets are classified as *local*.

In a typical intersection control study, we consider traffic volumes, crash history, safe approach speeds, etc. In this case, the entering volume of this intersection is relatively low, at approximately 540 vehicles per day. A review of crash records indicated zero reportable crashes for the recent five-year period of 2018 through 2022. The critical approach speed for the intersection was found to be approximately 10 mph (southbound), due primarily to the home in the northwest quadrant of the intersection.

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

To accomplish this, the following ordinance action is required:

1. **Create:** "Install stop signs on Fountain Avenue at Plaza Drive."



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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: Eric Lom, City Traffic Engineer
Date: December 5, 2023
Re: Parking restriction change on the 200 block of W. Prospect Av
Follow-Up to Six-Month Trial Period

At the request of Alderperson Alfheim, the Traffic Section reviewed the possibility of removing the existing 2-hour parking restriction on the south side of the 200 block of W. Prospect Av. She had been contacted by constituents that felt it was no longer necessary. A sixth-month evaluation period was approved by the Common Council at their 2/15/23 meeting (23-0110).

We did not receive any feedback or complaints from the public during the six-month trial period. Based on this, we recommend making the changes permanent.

To accomplish this, the following ordinance action is required:

1. **Repeal Ordinance 73-15:** "Parking be restricted to two hours from 7:00 a.m. to 7:00 p.m., except Saturdays, Sundays and holidays, on the south side of Prospect Avenue from a point 145 feet west of Oneida Street to a point 590 feet west of Oneida Street."



Resolution #15-R-23

Resolution for a downtown parking facility and management study

Submitted By: *Aldersperson Doran – District 15*

Date: *December 6, 2023*

Referred To: *Municipal Services Committee*

Whereas downtown parking is an important component to support local businesses and provide downtown visitors adequate places to park; and,

Whereas the City of Appleton Department of Public Works currently maintains and operates three parking ramps providing roughly 2,700 parking stalls for permit and hourly parking, about 700 on-street metered parking stalls, three public skywalks and two surface lots; and,

Whereas the City of Appleton Department of Public Works has a desire to optimize best practices for publicly-owned parking assets and analyze the value and condition of said assets; and,

Whereas operating municipal parking utilities are a fiscal challenge and municipalities around the country have, for a variety of reasons, sold municipally-owned parking ramps, or leased ramps and on-street parking stalls to private management companies to generate much needed one-time and on-going revenues; now

Therefore be it resolved that the Appleton Common Council directs city staff to prepare a request for proposals to develop a parking facility strategic plan, to include a study to assess the value and conditions of the city's publicly-owned parking assets, to look at best management practices and options, including the sale or lease of parts or all of the parking utility, and to develop a downtown marketing and promotional campaign.

Department of Public Works Inspections Division

Permit Summary Count YTD Comparison

01/01/23 Thru 11/30/23

Report Date: 12/4/2023

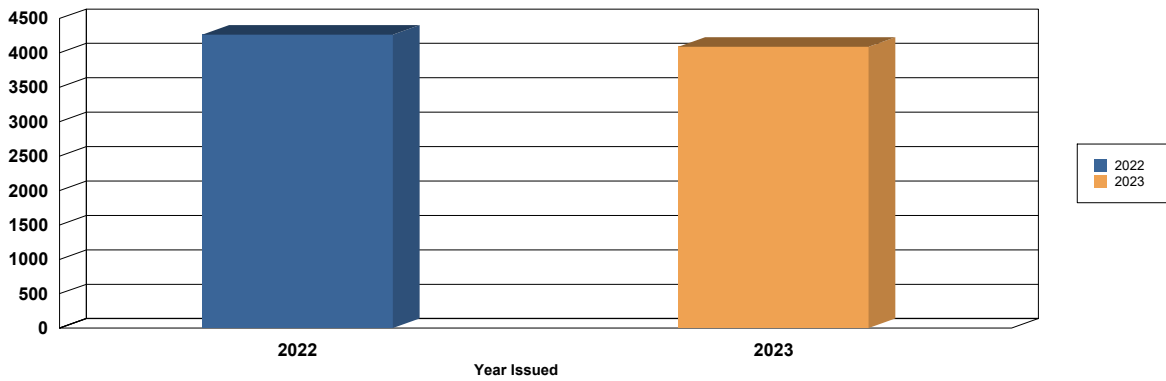


Permit Type	Year Issued	Permit Count	Total Estimated Cost	Total Receipt Amount
BUILDING				
	2022	1,081	143,311,446	517,927.99
	2023	1,084	162,132,400	533,109.39
		0.28 %	13.13 %	2.93 %
DISPLAY SIGN				
	2022	147	1,264,266	5,960.00
	2023	142	1,257,624	5,828.00
		-3.40 %	-0.53 %	-2.21 %
ELECTRICAL				
	2022	833	14,328,576	131,825.12
	2023	800	19,444,538	142,748.22
		-3.96 %	35.70 %	8.29 %
EROSION CNTL				
	2022	43		5,700.00
	2023	18		2,650.00
		-58.14 %	%	-53.51 %
HEATING				
	2022	946	14,313,278	86,772.52
	2023	884	22,880,618	92,984.70
		-6.55 %	59.86 %	7.16 %
PLAN REVIEW				
	2022	104		35,490.00
	2023	87		32,450.00
		-16.35 %	%	-8.57 %
PLUMBING				
	2022	792	7,773,951	43,540.00
	2023	667	11,523,134	43,373.40
		-15.78 %	48.23 %	-0.38 %
SEWER				
	2022	319	3,368,796	34,744.00
	2023	395	13,341,364	32,854.00
		23.82 %	296.03 %	-5.44 %
WELL				
	2022	2		80.00
	2023	14		560.00
		600.00 %	%	600.00 %

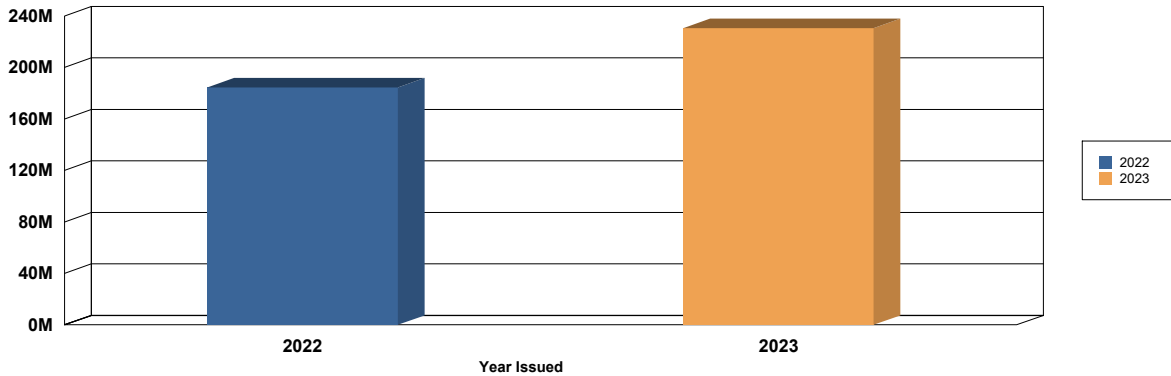


	2022	2023
Permits	4267	4091
Estimated Cost	184,360,313.00	230,579,678.00
Receipt Amount	862,039.63	886,557.71

Number of Permits



Estimated Cost



Receipt Amount

