



City of Appleton

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

Meeting Agenda - Final Common Council

Wednesday, June 19, 2024

7:00 PM

Council Chambers

- A. CALL TO ORDER
- B. INVOCATION
- C. PLEDGE OF ALLEGIANCE TO THE FLAG
- D. ROLL CALL OF ALDERPERSONS
- E. ROLL CALL OF OFFICERS AND DEPARTMENT HEADS
- F. APPROVAL OF PREVIOUS COUNCIL MEETING MINUTES

[24-0785](#) Common Council Meeting Minutes of June 5, 2024

Attachments: [CC Minutes 6-5-24.pdf](#)

- G. BUSINESS PRESENTED BY THE MAYOR

[24-0816](#) Refugee Day Proclamation

Attachments: [Refugee Day 2024.pdf](#)

[24-0817](#) AZCO Recognition - Yellow Ramp Skywalk Improvements

[24-0818](#) Victim Services Officer - Facility K9 Overview

[24-0819](#) Confirmation of Appointments

Attachments: [June 19 2024 Council Appointments Memo.pdf](#)

- H. PUBLIC PARTICIPATION
- I. PUBLIC HEARINGS

[24-0673](#) Public Hearing for Rezoning 4-24 841 W. Lawrence Street from C-2 General Commercial District to R-2 Two-Family District

Attachments: [RZ #4-24 Notice of Public Hearing.pdf](#)

J. SPECIAL RESOLUTIONS

K. ESTABLISH ORDER OF THE DAY

L. COMMITTEE REPORTS

1. MINUTES OF THE MUNICIPAL SERVICES COMMITTEE

[24-0750](#) Approve the updated roadway design parameters for planned 2025 street reconstruction: 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:

- ELIMINATE previously approved curb extensions (narrowing of the pavement) at Marquette St to serve as traffic calming.
- 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. UNCHANGED from previous design approval.
- Traffic calming circle constructed at the intersection with Lindbergh Street. UNCHANGED from previous design approval.
- Existing on-street parking would be restricted along the west side of Morrison Street, within the project limits. UNCHANGED from previous design approval.

DPW staff recommend the above change based on the new Complete Streets Design Guide standards, which were adopted after the referenced design recommendation was made at November 20, 2023 Municipal Services Committee.

Attachments: [1 Morrison St Informational Letter \(Modified Design Proposal\) 05-29-24.pdf](#)

Legislative History

6/10/24	Municipal Services Committee	recommended for approval
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[24-0752](#) Approve the request from J.H. Findorff & Son Inc for a street occupancy permit for the Fox Commons City Center Plaza construction material loading, partial closure of College Avenue on Mondays and Wednesdays starting July 1, 2024 through November 15, 2024.

Attachments: [2 J.H Findorff & Son Inc 7-1-24 to 11-15-24.pdf](#)

Legislative History

6/10/24 Municipal Services recommended for approval
Committee

[24-0753](#) Approve the request from Appleton Downtown Inc. for a street occupancy permit to host a Sidewalk Sale on Friday August 2, Saturday August 3 and Sunday August 4, 2024 from 10:00am to 6:00 pm (during Mile of Music) on the College Avenue beautification strip from 900 W. College Avenue to 300 E. College Avenue.

Attachments: [3 Appleton Downton Inc and Mile of Music - 8-2 to 8-4-24.pdf](#)

Legislative History

6/10/24 Municipal Services recommended for approval
Committee

[24-0755](#) Approve the permanent street occupancy permit for brick veneer extending no more than 4-inches into the right-of-way at Jack's Apple Pub located at 535 W. College Avenue.

Attachments: [5 Jacks ApplePub - Brick Veneer.pdf](#)

Legislative History

6/10/24 Municipal Services recommended for approval
Committee

[24-0756](#) Approve the permanent street occupancy permit for building awning projecting 4-feet maximum into the right-of-way with a minimum clearance of 10-feet at Jack's Apple Pub located at 535 W. College Avenue.

Attachments: [6 Jacks ApplePub - Awning.pdf](#)

Legislative History

6/10/24 Municipal Services recommended for approval
Committee

[24-0757](#) Approve the temporary street occupancy permit for a sidewalk closure related to building façade improvement at Jack's Apple Pub located at 535 W. College Avenue.

Attachments: [7 Jacks ApplePub-Mason Doctor Sidewalk Closure.pdf](#)

Legislative History

6/10/24 Municipal Services recommended for approval
Committee

[24-0758](#) Approve the award of Service Contract for Traffic Signal Control and Management Software.

Attachments: [8 SISP Contract Award.pdf](#)

Legislative History

6/10/24 Municipal Services recommended for approval
Committee

[24-0759](#) Approve the award of the Unit Q-24 Pavement Marking Maintenance Contract (Paint).

Attachments: [9 Q-24 Pavement Marking Contract Award.pdf](#)

Legislative History

6/10/24 Municipal Services recommended for approval
Committee

[24-0760](#) Continue negotiations with Bird Rides for a 2024 Memorandum of Understanding.

Attachments: [10 2024 Bird MOU Recommendation.pdf](#)

Legislative History

6/10/24 Municipal Services recommended for approval
Committee
Meltzer moved, seconded by Firkus a motion to direct staff to discontinue negotiations with Bird Scooter (or any other commercial short term scooter rental company) for 2024.

[24-0761](#) Create an ordinance prohibiting short-term rental of electric scooters to the general public.

Legislative History

6/10/24 Municipal Services recommended for approval
Committee

2. MINUTES OF THE SAFETY AND LICENSING COMMITTEE

[24-0743](#) Fire Department Automatic Aid Agreement with the Village of Fox Crossing Fire Department.

Attachments: [AFD_Auto_Aid_Fox_Crossing_2024.pdf](#)

Legislative History

6/12/24 Safety and Licensing recommended for approval
Committee

[24-0748](#) 2024-2025 Late Alcohol License Renewal applications, contingent upon approval from all departments by 12:00 p.m. on June 28, 2024

Attachments: [Late 2024-25 Alcohol License Renewals.pdf](#)

Legislative History

6/12/24 Safety and Licensing recommended for approval
Committee

- [24-0749](#) 2024-2025 Late Cigarette, Tobacco, and Vapor Product License Renewals
Attachments: [2024-2025 Late C.T.V Renewals.pdf](#)
Legislative History
6/12/24 Safety and Licensing Committee recommended for approval
- [24-0663](#) Taxicab Company License Renewal Application for Dynasty Limousine Service LLC, Owner, Diana Wolters, 1900 Vandenberg Ln, Kaukauna, WI 54130.
Attachments: [Dynasty Limousine Service LLC - Taxicab Co Renewal.pdf](#)
Legislative History
6/12/24 Safety and Licensing Committee recommended for approval
- [24-0683](#) Class "B" Beer and "Class B" Liquor License application for Mauthe Ventures LLC d/b/a No Idea Bar, Jennifer Mauthe, Agent, located at 109 W College Ave, contingent upon approval from the Health department.
Attachments: [Mauthe Ventures LLC No Idea Bar App Redacted.pdf](#)
Legislative History
6/12/24 Safety and Licensing Committee recommended for approval
- [24-0684](#) Class "B" Beer and "Class B" Liquor License application for Mauthe Ventures LLC d/b/a Basil's Pub & Provisions, Jennifer Mauthe, Agent, located at 109 W College Ave, contingent upon approval from the Health department.
Attachments: [Mauthe Ventures LLC Basil's Pub App Redacted.pdf](#)
Legislative History
6/12/24 Safety and Licensing Committee recommended for approval
- [24-0685](#) Class "B" Beer and Reserve "Class B" Liquor License application for Mauthe Ventures LLC d/b/a Olde Town Tavern, Jennifer Mauthe, Agent, located at 107 W College Ave, contingent upon approval from the Health department.
Attachments: [Mauthe Ventures LLC Olde Town Tavern App Redacted.pdf](#)
Legislative History
6/12/24 Safety and Licensing Committee recommended for approval
- [24-0699](#) Salvage Dealer Renewal application for Mr C's Motorcycles LLC, Janet Ristau, Applicant, located at 724 S. Outagamie St, contingent upon approval from the Inspections department.
Attachments: [Mr. Cs Motorcycles LLC 2024 Renewal Redacted.pdf](#)
Legislative History

6/12/24 Safety and Licensing Committee recommended for approval

[24-0702](#)

Pet Store renewal application for Just Pets, Craig Weborg, Applicant, located at 2009 N. Richmond St, contingent upon approval from the Inspection and Community Development departments.

Attachments: [Just Pets 2024 Renewal Redacted.pdf](#)

Legislative History

6/12/24 Safety and Licensing Committee recommended for approval

[24-0704](#)

Class "B" Beer and "Class B" Liquor Temporary Premises Amendment application for S C Carrow Corp d/b/a Rookies Sports Bar & Grill, Steven C. Carrow, Agent, located at 325 N. Appleton St, from 11 a.m. to 2 a.m., August 1-4, 2024 for Mile of Music Event, contingent upon approval from the Health Department.

Attachments: [Rookies Sports Bar Temp Premise Amend. for 8.2024.pdf](#)

Legislative History

6/12/24 Safety and Licensing Committee recommended for approval

[24-0708](#)

Taxicab Company License Application for Z's Overflow LLC d/b/a Phoenix Transportation, Owner, Zonea Mims, 1280 S. Van Dyke Rd. #3, Appleton, WI 54914, contingent upon approval from the Inspections department.

Attachments: [Z's Overflow LLC - Taxicab Co Application.pdf](#)

Legislative History

6/12/24 Safety and Licensing Committee recommended for approval

[24-0751](#)

Pet Store renewal application for Fish Cave LLC, Ton Vang, Applicant, located at 2110 S Memorial Dr, contingent upon approval from the Inspection and Community Development departments.

Attachments: [Fish Cave LLC Renewal 2024 Redacted.pdf](#)

Legislative History

6/12/24 Safety and Licensing Committee recommended for approval

3. MINUTES OF THE CITY PLAN COMMISSION

[24-0632](#) Request to approve Rezoning #4-24 for the subject parcel located at 841 West Lawrence Street (Tax Id #31-3-0899-01), including to the centerline of the adjacent railroad line and the adjacent one-half (1/2) right-of-way of West Lawrence Street, South Badger Avenue and South Pierce Avenue, as shown on the attached maps, from C-2 General Commercial District to R-2 Two-Family District

Attachments: [StaffReport_841WLawrenceSt_Rezoning_For05-22-24.pdf](#)

Legislative History

5/22/24 City Plan Commission recommended for approval
Proceeds to Council on June 19, 2024.

[24-0739](#) Request to approve the wetland restriction modification for Lots 90 - 97 of North Edgewood Estates 3 (Tax Id #31-1-7612-20, #31-1-7612-21, #31-1-7612-22, #31-1-7612-23, #31-1-7612-24, #31-1-7612-25, #31-1-7612-26, and #31-1-7612-27) as requested and shown on the attached documents and subject to the condition in the attached memo

Attachments: [StaffMemo_NorthEdgewoodEstates3_RestrictionModification_For06-12-24.pdf](#)

[AffidavitOfCorrection_NorthEdgewoodEstates3_RestrictionModification.pdf](#)

[WetlandDelineationMap_NorthEdgewoodEstates3_RestrictionModification.pdf](#)

[RecordedPlat2021_NorthEdgewoodEstates3_RestrictionModification.pdf](#)

Legislative History

6/12/24 City Plan Commission recommended for approval

[24-0740](#) Resolution #2024-03 - Supporting and Approving of the New Appleton (Fox Cities) Metropolitan Planning Organization (MPO) Policy Board Structure and Re-designation Agreement

Attachments: [MPOPolicyBoardStructure+RedesignationAgreement_Memo_6-5-24.pdf](#)

[Resolution_NewAppleton\(FoxCities\)MPOPolicyBoardStructure+RedesignationA](#)

Legislative History

6/12/24 City Plan Commission recommended for approval

4. MINUTES OF THE PARKS AND RECREATION COMMITTEE

[24-0341](#) Resolution #4-R-24 Sustainable Use of Pesticides

Attachments: [#4-R-23 Sustainable Use of Pesticides.pdf](#)

[Memo RE 4.R.24 Sustainable Use of Pesticides Response.pdf](#)

Legislative History

6/10/24 Parks and Recreation Committee recommended for approval

6/10/24 Municipal Services Committee held

Hold to next scheduled meeting.

6/10/24 Parks and Recreation amended
Committee
Amend #4-R-24 by Substitution as follows: Parks & Recreation Department will gather information regarding the types of turf management chemical pesticides purchased moving forward, how they were used, and report back to committee at the end of the summer.

[24-0701](#) Request to Approve an amendment to the Houdini Plaza Lease Agreement

Attachments: [Houdini Plaza Lease Agreement Memo.pdf](#)

Legislative History

6/10/24 Parks and Recreation recommended for approval
Committee

[24-0767](#) Adopt the Proposed Revised Agreements for Stormwater Ponds at Memorial Park and Reid Golf Course

Attachments: [Reid and Memorial Park Stormwater Pond Agreements Memo.pdf](#)
[Memorial Park Stormwater Agreement - Amended - CLEAN - 05-30-2024.pdf](#)
[Memorial Park Stormwater Agreement - Amended - REDLINE - 05-30-2024.pdf](#)
[Reid Stormwater Pond Agreement - Amended - CLEAN - 05-30-2024.pdf](#)
[Reid Stormwater Pond Agreement - Amended - REDLINED - 05-30-2024.pdf](#)
[2024 Stormwater Pond Market Value Analysis.pdf](#)

Legislative History

6/10/24 Parks and Recreation recommended for approval
Committee

[24-0768](#) Adopt Resolution #2024-02 for the Wisconsin DNR IRA Urban Forestry Grant

Attachments: [WI DNR IRA Urban Forestry Grant Memo.pdf](#)

Legislative History

6/10/24 Parks and Recreation recommended for approval
Committee

[24-0776](#) Approve updated Park Pavilions and Special Areas Policy

Attachments: [Park Pavilions and Special Areas Memo.pdf](#)
[2024 Pavilion Special Areas Policy - Redline - 6-5-2024 1.pdf](#)

Legislative History

6/10/24 Parks and Recreation recommended for approval
Committee

5. MINUTES OF THE FINANCE COMMITTEE

[24-0779](#) Request from the Appleton Police Department to paint a mural to be located on the east-facing concrete wall, between the lower garage and the upper parking deck, located at 222 S. Walnut Street as described in the attached documents and subject to the conditions in the attached staff memo.

Attachments: [PDMural_PublicArtsCommitteeRecommendation.pdf](#)

Legislative History

6/10/24 Finance Committee recommended for approval

[24-0780](#) Request to apply for a Safe Drinking Water Loan and to approve a Resolution declaring official intent to reimburse expenditures for loan disbursement payments.

Attachments: [Memo Resolution Intent to Reimburse.pdf](#)

[Resolution 2024-04 - Intent to Reimburse.pdf](#)

Legislative History

6/10/24 Finance Committee recommended for approval

[24-0781](#) Request to award AWWTP Mix Liquor Channel Blower Replacement Project Base Bid Plus Alternative to Sabel Mechanical, in the amount of \$392,100 with 15% contingency of \$58,815 for a project total not to exceed \$450,915.

Attachments: [BidAward_ML_Channel_Blower_Sabel_Contract.pdf](#)

[AWWTP ML Blower Replacement Recommendation Bid Tab.pdf](#)

Legislative History

6/10/24 Finance Committee recommended for approval

[24-0782](#) Request to award the 2024 Lutz Park Trail and Shoreline Development Project contract to Vinton Construction Company in the amount of \$496,345.35 with a 20% contingency of \$99,269 for a project not to exceed \$595,614.35.

Attachments: [Lutz Park Trail and Shoreline Project Finance Memo.pdf](#)

Legislative History

6/10/24 Finance Committee recommended for approval

6. MINUTES OF THE COMMUNITY AND ECONOMIC DEVELOPMENT COMMITTEE

[24-0688](#) Request to approve the 2023 Consolidated Annual Performance and Evaluation Report (CAPER) for the Community Development Block Grant (CDBG) Program

Attachments: [CAPER Memo to CDC 6-12-24.pdf](#)

[Appleton_2023PY_CDBG_CAPER_Draft_For_Public_Comment_05-17-24.pdf](#)

Legislative History

6/12/24 Community Development Committee recommended for approval

[24-0689](#)

Request to approve the REVISED 2024-2025PY (Program Year) Community Development Block Grant (CDBG) allocations as specified in the attached documents

Attachments: [CDBG 2024PY Final Allocation Memo to CDC_6-12-24.pdf](#)

[Exhibit1_CDBG_Final_Allocations_Project_Descriptions_6-12-24.pdf](#)

Legislative History

6/12/24 Community Development recommended for approval
Committee

A typo was noticed by staff in the attachment titled, "Exhibit 1_CDBG_Final Allocations_Project Descriptions". The corrected document is now attached with the date 6-12-24.

[24-0770](#)

Request to approve a waiver to the Declaration of Covenants and Restrictions, Item 4.B for Southpoint Commerce Park allowing maximum lot coverage over 70% located at 3351 S. Eisenhower Drive (Tax Id #31-9-5714-01) subject to the conditions in the attached memo

Attachments: [Waiver Request Encapsys Memo to CDC_6-12-24.pdf](#)

[Waiver Request Email From Boldt Encapsys_5-28-24.pdf](#)

[Subject Area Map Encapsys Southpoint Commerce Park.pdf](#)

[SPCP Covenants.pdf](#)

Legislative History

6/12/24 Community Development recommended for approval
Committee

7. MINUTES OF THE UTILITIES COMMITTEE

[24-0745](#)

Request Approval of the Electronic Compliance Maintenance Annual Report (eCMAR) for 2023 and Request the following Resolution be presented to Common Council for approval:

Whereas, the City of Appleton manages, operates, and maintains a sewer collection system and wastewater treatment plant; and

Whereas, treatment efforts produce a liquid effluent and a biosolids that are returned to the environment; and

Whereas, the State of Wisconsin evaluates wastewater utilities throughout the State of Wisconsin through an electronic Compliance Maintenance Annual Report (eCMAR); and

Whereas, Appleton received a score of 4.0 GPA; and

Whereas, the State of Wisconsin requests the Common Council pass a resolution accepting the eCMAR report;

Now, therefore, be it resolved by the City Council that the City of Appleton:

Article 1. Continue supporting the treatment and maintenance programs at the utility

Article 2. Continue planning efforts that will address and promote long term performance results at the facility.

Attachments: [2023 eCMAR Validated.pdf](#)

Legislative History

6/11/24 Utilities Committee recommended for approval

[24-0746](#)

Adopt the Proposed Revised Agreements for Stormwater Ponds at Memorial Park and Reid Golf Course

Attachments: [Reid and Memorial Park Stormwater Pond Agreements.pdf](#)

[0821 - Memorial Park Stormwater Agrm - Amended - REDLINE - 05-30-2024.pc](#)

[0821 - Memorial Park Stormwater Agrm - Amended - CLEAN - 05-30-2024.pdf](#)

[0820 - Reid Stormwater Pond Agrm - Amended - REDLINED - 05-30-2024.pdf](#)

[0820 - Reid Stormwater Pond Agrm - Amended - CLEAN - 05-30-2024.pdf](#)

Legislative History

6/11/24 Utilities Committee recommended for approval

[24-0765](#) Amend 2024A Stormwater Management Plan Review contract with Brown and Caldwell by an increase of \$25,000 for a total contract amount not to exceed \$75,000.

Attachments: [2024A Stormwater Plan Review amendment #1 UC Memo.pdf](#)

Legislative History

6/11/24 Utilities Committee recommended for approval

8. MINUTES OF THE HUMAN RESOURCES & INFORMATION TECHNOLOGY COMMITTEE

[24-0729](#) Request to add 1.0 FTE Environmental Health Technician Position.

Attachments: [Health Re-org 2024 Memo.pdf](#)

[Health Re-org 2024 JD.pdf](#)

[Health TO Update TO.pdf](#)

[OperationsSupervisorHealth.pdf](#)

Legislative History

6/12/24 Human Resources & Information Technology Committee recommended for approval

[24-0730](#) Request to Increase Public Health Nursing FTE from 4.0 to 4.1.

Attachments: [Nursing TO Change 2024.pdf](#)

Legislative History

6/12/24 Human Resources & Information Technology Committee recommended for approval

[24-0731](#) Request to Approve Metafile Conversion for \$43,571.

Attachments: [2024 Request to Approve \\$43,571 for Metafile Conversion.pdf](#)

Legislative History

6/12/24 Human Resources & Information Technology Committee recommended for approval

[24-0742](#) Police Department Table of Organization Modification Request and Addition of Police Officer Position.

Attachments: [APD Reorg Memo 2024.pdf](#)

[APD reorg TO 2024.pdf](#)

[APD Reorg Traffic Report.pdf](#)

Legislative History

6/12/24 Human Resources & Information Technology Committee recommended for approval

9. MINUTES OF THE FOX CITIES TRANSIT COMMISSION

[24-0773](#) Approve Resolution No. 2024-03 Supporting and Approving of the New Appleton (Fox Cities) MPO Policy Board Structure and Redesignation Agreement

Attachments: [Resolution Memo.pdf](#)
[COA Resolution No 2024-03.pdf](#)

Legislative History

6/11/24 Fox Cities Transit Commission recommended for approval
Melissa Kraemer Badtke, Executive Director/MPO Director of East Central Wisconsin Regional Planning Commission presented.

10. MINUTES OF THE BOARD OF HEALTH

[24-0722](#) Policy Review: N204 Tuberculosis Screening

Attachments: [POL_N204_TuberculosisScreening_06.05.2024.pdf](#)

Legislative History

6/12/24 Board of Health recommended for approval
Presented by Deputy Director, Sonja Jensen.

Werth moved, seconded by Alderperson Jones, that Policy N204 Tuberculosis Screening be recommended for approval. Motion carried by the following vote:

M. CONSOLIDATED ACTION ITEMS

[24-0815](#) Consolidated Action Items:

24-0740 City Plan Commission (Resolution 2024-03) *recommended for approval*

24-0773 Fox Cities Transit Commission (Resolution 2024-03) *recommended for approval*

N. ITEMS HELD

[24-0585](#) Resolution #5-R-24 Increasing the Wheel Tax

Attachments: [#5-R-24 Resolution to Increase the Wheel Tax.pdf](#)
[DPW Wheel Tax Res Memo.pdf](#)

Legislative History

5/6/24 Finance Committee held
Move to hold until next finance committee meeting 5/20/24.

5/20/24 Finance Committee recommended for denial

6/5/24 Common Council held

O. ORDINANCES

[24-0807](#) Ordinances #92-24 to #95-24 (Responsible Bidder Policy)

Attachments: [Ordinances to Council 6-19-24.pdf](#)

P. LICENSE APPLICATIONS AND COMMUNICATIONS REFERRED TO COMMITTEES OF JURISDICTION

Q. RESOLUTIONS SUBMITTED BY ALDERPERSONS REFERRED TO COMMITTEES OF JURISDICTION

R. OTHER COUNCIL BUSINESS

S. ADJOURN

Kami Lynch, City Clerk

Reasonable accommodations for persons with disabilities will be made upon request and if feasible.

Remote meeting attendance may be permitted pursuant to Section 2-29 of the Appleton Municipal Code and Rules of Council.



City of Appleton

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

Meeting Minutes - Final Common Council

Wednesday, June 5, 2024

7:00 PM

Council Chambers

A. CALL TO ORDER

The meeting was called to order by Mayor Woodford at 7:00 p.m.

B. INVOCATION

The Invocation was offered by Alderperson Wolff.

C. PLEDGE OF ALLEGIANCE TO THE FLAG

D. ROLL CALL OF ALDERPERSONS

Present: 14 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Martyn Smith, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Patti Heffernan, Alderperson Alex Schultz, Alderperson Vaya Jones, Alderperson Kristin Alfheim, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt, Alderperson Chad Doran and Mayor Jake Woodford

Excused: 2 - Alderperson Brad Firkus and Alderperson Patrick Hayden

E. ROLL CALL OF OFFICERS AND DEPARTMENT HEADS

All Departments were represented.

F. APPROVAL OF PREVIOUS COUNCIL MEETING MINUTES

[24-0694](#)

Common Council Meeting Minutes of May 15, 2024

Attachments: [CC Minutes 5-15-24.pdf](#)

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

Aye: 13 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Martyn Smith, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Patti Heffernan, Alderperson Alex Schultz, Alderperson Vaya Jones, Alderperson Kristin Alfheim, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt and Alderperson Chad Doran

Excused: 2 - Alderperson Brad Firkus and Alderperson Patrick Hayden

Abstained: 1 - Mayor Jake Woodford

G. BUSINESS PRESENTED BY THE MAYOR

[24-0711](#)

Proclamations:

- Pride Month
- Scleroderma Awareness Month
- CPR AED Awareness Week
- Gun Violence Awareness Day
- Juneteenth Celebration

Attachments:

[Pride Month 2024.pdf](#)

[Scleroderma Awareness Month Proclamation 2024.pdf](#)

[CPR AED Awareness Week 2024.pdf](#)

[Gun Violence Awareness Day 2024.pdf](#)

[Juneteenth Celebration 2024.pdf](#)

H. PUBLIC PARTICIPATION

The following spoke regarding Item 24-0585 Wheel Tax Increase:

- Debra Blank, 2623 E Sundance Dr.
- Walter Blank, 2623 E Sundance Dr.

The following spoke regarding Item 24-0669 ARPA Allocations:

- Barb Tengesdal, 233 E Wayfarer Lane
- Oliver Zornow, 1009 N Oneida St.
- Lisa Strandberg, 605 E Hancock St.
- Alicia Bushman, 6623 Longview Drive

I. PUBLIC HEARINGS

[24-0604](#)

Public Hearing for Rezoning #3-24 Emerald Valley Estates 8th Addition from AG Agricultural District to R-1B Single-Family District

Attachments:

[RZ #3-24 Notice of Public Hearing.pdf](#)

The public hearing was held. No one spoke during the hearing.

J. SPECIAL RESOLUTIONS

K. ESTABLISH ORDER OF THE DAY

[24-0630](#)

Request to approve Special Use Permit #3-24 to establish a wholesale facility located at 1800 West College Avenue (Tax Id #31-5-1739-01), as shown on the attached maps and per attached plan of operation, to run with the land subject to the conditions in the attached staff report and approve attached Resolution (2/3 vote of Common Council required for approval)

Attachments: [StaffReport_1800WCollegeAve_SUP_For5-22-24.pdf](#)

Aldersperson Fenton moved, seconded by Aldersperson Van Zeeland, that the Special Use Permit be approved. Roll Call. Motion carried by the following vote:

Aye: 13 - Aldersperson William Siebers, Aldersperson Vered Meltzer, Aldersperson Martyn Smith, Aldersperson Katie Van Zeeland, Aldersperson Denise Fenton, Aldersperson Patti Heffernan, Aldersperson Alex Schultz, Aldersperson Vaya Jones, Aldersperson Kristin Alfheim, Aldersperson Nate Wolff, Aldersperson Sheri Hartzheim, Aldersperson Christopher Croatt and Aldersperson Chad Doran

Excused: 2 - Aldersperson Brad Firkus and Aldersperson Patrick Hayden

Abstained: 1 - Mayor Jake Woodford

[24-0585](#)

Resolution #5-R-24 Increasing the Wheel Tax

Attachments: [#5-R-24 Resolution to Increase the Wheel Tax.pdf](#)
[DPW Wheel Tax Res Memo.pdf](#)

A motion and a second was made to approve the item through a notwithstanding vote. There was no vote on this motion as there was a subsequent motion to hold the item at Council.

Aldersperson Van Zeeland moved, seconded by Aldersperson Siebers, that the Resolution be held until the next Council Meeting on June 19th. Roll Call. Motion carried by the following vote:

Aye: 10 - Aldersperson William Siebers, Aldersperson Martyn Smith, Aldersperson Katie Van Zeeland, Aldersperson Denise Fenton, Aldersperson Patti Heffernan, Aldersperson Vaya Jones, Aldersperson Kristin Alfheim, Aldersperson Sheri Hartzheim, Aldersperson Christopher Croatt and Aldersperson Chad Doran

Nay: 3 - Aldersperson Vered Meltzer, Aldersperson Alex Schultz and Aldersperson Nate Wolff

Excused: 2 - Aldersperson Brad Firkus and Aldersperson Patrick Hayden

Abstained: 1 - Mayor Jake Woodford

[24-0669](#)

Request to approve the following ARPA non-profit grant award recommendations:

Mental Health, Community Wellness, and Violence Prevention:

NEW Mental Health Connection	\$100,000
World Relief	\$ 50,000
Boys and Girls Club of the Fox Valley	\$100,000
Pillars, Inc.	\$120,000
Valley Packaging Industries	\$130,000

Early Childhood Development, Childcare, and Family Support:

Us 2 Behavioral Health Care	\$250,000
YMCA of the Fox Cities	\$250,000
Building for Kids	\$250,000
First 5 Fox Valley	\$750,000

Attachments: [ARPA Non-Profit Grant Funding Recommendations Finance Memo.pdf](#)
[ARPA Non-profit Grant Finance Memo Exhibit A.pdf](#)

Alderson Croatt moved, seconded by Alderson Meltzer, that the ARPA grant award recommendations be approved. Roll Call. Motion carried by the following vote:

Aye: 11 - Alderson William Siebers, Alderson Vered Meltzer, Alderson Martyn Smith, Alderson Katie Van Zeeland, Alderson Denise Fenton, Alderson Patti Heffernan, Alderson Alex Schultz, Alderson Vaya Jones, Alderson Kristin Alfheim, Alderson Nate Wolff and Alderson Christopher Croatt

Nay: 2 - Alderson Sheri Hartzheim and Alderson Chad Doran

Excused: 2 - Alderson Brad Firkus and Alderson Patrick Hayden

Abstained: 1 - Mayor Jake Woodford

[24-0664](#)

Resolution #6-R-24 establishing an Ordinance for a Responsible Bidder Policy

Attachments: [#6-R-24 Responsible Bidder Ordinance.pdf](#)

Alderson Fenton moved, seconded by Alderson Alfheim, that the Resolution be approved. Roll Call. Motion carried by the following vote:

Aye: 12 - Alderson William Siebers, Alderson Vered Meltzer, Alderson Martyn Smith, Alderson Katie Van Zeeland, Alderson Denise Fenton, Alderson Patti Heffernan, Alderson Alex Schultz, Alderson Vaya Jones, Alderson Kristin Alfheim, Alderson Nate Wolff, Alderson Sheri Hartzheim and Alderson Christopher Croatt

Nay: 1 - Alderson Chad Doran

Excused: 2 - Alderperson Brad Firkus and Alderperson Patrick Hayden

Abstained: 1 - Mayor Jake Woodford

L. COMMITTEE REPORTS

Balance of the action items on the agenda.

Alderperson Fenton moved, Alderperson Van Zeeland seconded, to approve the balance of the agenda. The motion carried by the following vote:

Aye: 13 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Martyn Smith, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Patti Heffernan, Alderperson Alex Schultz, Alderperson Vaya Jones, Alderperson Kristin Alfheim, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt and Alderperson Chad Doran

Excused: 2 - Alderperson Brad Firkus and Alderperson Patrick Hayden

Abstained: 1 - Mayor Jake Woodford

1. MINUTES OF THE MUNICIPAL SERVICES COMMITTEE

[24-0657](#)

Approve the recommendation from the Appleton Public Arts Committee regarding the request from Neo Medina and the Trout Museum of Art to paint a mural to be located inside of the Red Ramp located at 134 S. Superior Street (Tax ID #31-2-0090-00) as described in the attached documents and subject to the conditions in the attached staff memo.

Attachments: [MuniServicesMemo_RedRampMural_PublicArtsCommitteeRecommendation.pdf](#)

This Report Action Item was approved.

[24-0658](#)

Approve the request from the Commodore Club for a street occupancy permit to place tables and chairs in the College Avenue beautification strip at 231 E. College Avenue.

Attachments: [Commodore Club Tables and Chairs Permit.pdf](#)

This Report Action Item was approved.

[24-0659](#)

Approve the request to award Unit P-24 Pavement Marking Maintenance Contract (Epoxy) to Century Traffic, Inc. in an amount not to exceed \$178,195.90.

Attachments: [P-24 Pavement Marking Contract Award.pdf](#)

This Report Action Item was approved.

[24-0660](#) Approve the proposed parking change on Second Street (2500W).
Follow-up to a six-month evaluation period

Attachments: [2nd Street by Lynndale Dr Post 6-Mo Eval \(new NP\).pdf](#)

This Report Action Item was approved.

[24-0661](#) Approve the request from The Trout Museum of Art for a permanent street occupancy permit for an overhang to extend into the College Avenue right of way 4 feet, with a minimum 11 foot clearance.

Attachments: [Trout Permanent Occupancy.pdf](#)

2. MINUTES OF THE SAFETY AND LICENSING COMMITTEE

[24-0612](#) Class "B" Beer & "Class B" Liquor License Change of Agent for First Uskana LLC d/b/a Angels Restaurant, New Agent, Arben Hajdini, located at 1401 E John St.

Attachments: [Angels Restaurant Change of Agent_Redacted.pdf](#)

This Report Action Item was approved.

[24-0613](#) "Class C" Wine License application for Ivory Rose Bridal Boutique Inc., Marissa Knuth, Agent, located at 103 E. College Ave, Suite 103, contingent upon approval from the Health, Inspections, and Police Departments.

Attachments: [Ivory Rose Bridal Boutique Application_Redacted.pdf](#)

This Report Action Item was approved.

[24-0615](#) "Class A" Liquor License application for FKG Oil Company d/b/a Kensington MotoMart, Anne Marie Stichman, Agent, located at 320 S. Kensington Dr., contingent upon approval from the Inspections Department.

Attachments: [Kensington Motomart Application_Redacted.pdf](#)

This Report Action Item was approved.

[24-0616](#) "Class A" Liquor License application for FKG Oil Company d/b/a Ballard MotoMart, Jason Mazanec, Agent, located at 2838 N. Ballard Rd., contingent upon approval from the Inspections Department.

Attachments: [Ballard Motomart Application_Redacted.pdf](#)

This Report Action Item was approved.

[24-0617](#)

"Class A" Liquor License application for FKG Oil Company d/b/a Badger MotoMart, Lynda Jean Nabbefeld, Agent, located at 1850 W. Wisconsin Ave., contingent upon approval from the Finance and Inspections Departments.

Attachments: [Badger Motomart Application_Redacted.pdf](#)

This Report Action Item was approved.

[24-0618](#)

"Class A" Liquor License application for FKG Oil Company d/b/a Appleton MotoMart, Lori Endries, Agent, located at 3400 E. Calumet St., contingent upon approval from the Inspections Department.

Attachments: [Appleton Motomart Application_Redacted.pdf](#)

This Report Action Item was approved.

[24-0619](#)

Class "B" Beer & "Class B" Liquor License Change of Agent for Apollon II LLC d/b/a Apollon, New Agent, Kelly-Jo St. Aubin, located at 207 N. Appleton St.

Attachments: [Apollon Change of Agent Redacted.pdf](#)

This Report Action Item was approved.

[24-0620](#)

Class "B" Beer & Reserve "Class B" Liquor License Change of Agent for Das Ventures Inc. d/b/a Appleton Beer Factory, New Agent, Benjamin Fogle, located at 603 W. College Ave.

Attachments: [Appleton Beer Factory Change of Agent Redacted.pdf](#)

This Report Action Item was approved.

[24-0633](#)

Taxicab Company License Renewal Application for LIR Transportation LLC, d/b/a Fox Valley Cab, Owner, Igor Leykin, 719 W Frances St., contingent upon approval from the Inspections department.

Attachments: [LIR Transportation LLC - Taxicab Co Renewal.pdf](#)

This Report Action Item was approved.

[24-0643](#)

Class "A" Beer & "Class A" Liquor License Change of Agent for Target Corporation d/b/a Target Store T-1248, New Agent, Nicolas Bedolla, located at 1800 S Kensington Dr.

Attachments: [Target 1248 Change of Agent Redacted.pdf](#)

This Report Action Item was approved.

[24-0644](#)

Class "B" Beer & "Class B" Liquor License Change of Agent for Lawrence University of Wisconsin d/b/a Viking Room, New Agent, Dakota McKee, located at 615 E. College Ave.

Attachments: [Lawrence University Change of Agent Redacted.pdf](#)

This Report Action Item was approved.

[24-0645](#)

2024-2025 Alcohol License Renewal applications, contingent upon approval from all departments by 12:00 p.m. on June 28, 2024

Attachments: [2024-25 Alcohol License Renewals.pdf](#)

This Report Action Item was approved.

[24-0652](#)

Class "B" Beer and "Class B" Liquor Temporary Premises Amendment application for Mill City Public House LLC d/b/a Mill City Public House, Russell Leary, Agent, located at 1103 W College Ave, on July 4th 2024 for Ribfest Event, contingent upon approval from the Inspections and Health Departments.

Attachments: [Mill City Public House Temp Premise Amendment 5.6.24.pdf](#)

This Report Action Item was approved.

[24-0653](#)

Pet Store renewal application for HSA Corporation d/b/a Pet Supplies Plus, Angela Detlaan, Applicant, located at 702 W Northland Ave., contingent upon approval from the Inspections department.

Attachments: [Pet Supplies Plus 2024 Renewal Redacted.pdf](#)

This Report Action Item was approved.

[24-0654](#)

2024-2025 Cigarette, Tobacco, and Vapor Product License Renewals

Attachments: [2024 Cigarette-Tobacco-Vapor Licenses S&L File.pdf](#)

This Report Action Item was approved.

3. MINUTES OF THE CITY PLAN COMMISSION

[24-0528](#)

Request to approve Rezoning #3-24 for the subject area generally located west of Providence Avenue and Aquamarine Avenue and north of Jasper Lane for the 8th Addition to Emerald Valley (part of Tax Id #31-1-7600-00), as shown on the attached maps, from AG Agricultural District to R-1B Single-Family District

Attachments: [StaffReport_8thAddEmeraldValley_Rezoning_For5-8-24.pdf](#)

This Report Action Item was approved.

[24-0529](#)

Request to approve the 8th, 9th and 10th Additions to Emerald Valley Preliminary Plat as shown on the attached maps and subject to the conditions in the attached staff report

Attachments: [StaffReport_8-9-10AddEmeraldValley_PreliminaryPlat_For5-8-24.pdf](#)

This Report Action Item was approved.

[24-0628](#)

Request to approve Special Use Permit #2-24 to establish a bar/cocktail lounge with alcohol sales and service in association with a coffeehouse located at 823 West College Avenue (Tax Id #31-3-0943-00), as shown on the attached maps and per attached plan of operation, to run with the land subject to the conditions in the attached staff report and approve attached Resolution (2/3 vote of Common Council required for approval)

Attachments: [StaffReport_823WCollegeAv_SUP_For5-22-24.pdf](#)

This Report Action Item was approved.

4. MINUTES OF THE PARKS AND RECREATION COMMITTEE

[24-0674](#)

Adopt the Proposed Revised Scheig Center and Gardens Rental and Fee Policy

Attachments: [Scheig Center and Gardens Rental and Fee Policy Memo.pdf](#)
[Scheig Center and Gardens Rental and Fee Policy - CLEAN.pdf](#)
[Scheig Center and Gardens Rental and Fee Policy - REDLINED.pdf](#)

This Report Action Item was approved.

5. MINUTES OF THE FINANCE COMMITTEE

[24-0548](#)

Approve the Sole Source Purchase of Fire Apparatus request from Appleton Fire Department.

Attachments: [04-23-24_Sole_Source_Apparatus_Purchase.pdf](#)
 [Appleton Estimate 3195 for PUC engine.pdf](#)

This Report Action Item was approved.

[24-0666](#)

CEA Review Committee Report

Attachments: [CEA Review Committee Minutes 5-6-24.pdf](#)

This Report Action Item was approved.

[24-0667](#)

Request to approve Contract Amendment and Change Order No. 1 to contract 21-24 for H-23 Lightning Drive Extension Phase 1 for excavation below subgrade and extra stone base, in the amount of \$77,508.00 resulting in a decrease in contingency from \$116,000.00 to \$92,934.82. Overall contract increases from \$1,544,853.12 to \$1,622,361.12.

Attachments: [H-23 Change Order 1 Contract Amend Memo.pdf](#)
 [H-23 Change Order 1.pdf](#)

This Report Action Item was approved.

[24-0668](#)

Request to approve the following 2024 Budget amendments:

General Fund- Fire

Donations	+ \$17,651.09
Other Misc Supplies	+ \$17,651.09

To record donation from Theodore Lang Trust (2/3 vote of Council required)

General Fund - Police

Donations	+ \$17,651.09
Other Misc Supplies	+ \$17,651.09

To record donation from Theodore Lang Trust (2/3 vote of Council required)

This Report Action Item was approved.

6. MINUTES OF THE COMMUNITY AND ECONOMIC DEVELOPMENT COMMITTEE

7. MINUTES OF THE UTILITIES COMMITTEE

[24-0651](#)

Request to Award Single Source Contract with Brown & Caldwell for Badger Ave Design and Modeling Support, and for DPW Staff Software Training, in an amount not to exceed \$41,400.

Attachments: [Award Memo Util Cmte BC Badger Ave Modeling and Software Training 05-14-2024 Final.pdf](#)

This Report Action Item was approved.

[24-0655](#)

Award Unit F-24 Sanitary & Storm Sewer Cleaning and Televising to Green Bay Pipe & TV, LLC in an amount not to exceed \$250,000.

Attachments: [F-24 Award Funding BidTab Forms.pdf](#)

This Report Action Item was approved.

8. **MINUTES OF THE HUMAN RESOURCES & INFORMATION TECHNOLOGY COMMITTEE**

9. **MINUTES OF THE FOX CITIES TRANSIT COMMISSION**

10. **MINUTES OF THE BOARD OF HEALTH**

M. CONSOLIDATED ACTION ITEMS

N. ITEMS HELD

O. ORDINANCES

[24-0693](#)

Ordinances #32-24 - #91-24

Attachments: [Ordinances to Council 6-5-24.pdf](#)

Aldersperson Hartzheim moved, seconded by Aldersperson Van Zeeland, that the Ordinances be approved. Roll Call. Motion carried by the following vote:

Aye: 13 - Aldersperson William Siebers, Aldersperson Vered Meltzer, Aldersperson Martyn Smith, Aldersperson Katie Van Zeeland, Aldersperson Denise Fenton, Aldersperson Patti Heffernan, Aldersperson Alex Schultz, Aldersperson Vaya Jones, Aldersperson Kristin Alfheim, Aldersperson Nate Wolff, Aldersperson Sheri Hartzheim, Aldersperson Christopher Croatt and Aldersperson Chad Doran

Excused: 2 - Aldersperson Brad Firkus and Aldersperson Patrick Hayden

Abstained: 1 - Mayor Jake Woodford

P. LICENSE APPLICATIONS AND COMMUNICATIONS REFERRED TO COMMITTEES OF JURISDICTION

Q. RESOLUTIONS SUBMITTED BY ALDERPERSONS REFERRED TO COMMITTEES OF JURISDICTION

[24-0766](#)

Resolution #7-R-24 To Rescind the No Mow May Ordinance Language

Attachments: [#7-R-24 Rescind No Mow May.pdf](#)

R. OTHER COUNCIL BUSINESS

S. ADJOURN

Alderson Hartzheim moved, seconded by Alderson Fenton, that the meeting be adjourned at 8:06 p.m. Roll Call. Motion carried by the following vote:

Aye: 13 - Alderson William Siebers, Alderson Vered Meltzer, Alderson Martyn Smith, Alderson Katie Van Zeeland, Alderson Denise Fenton, Alderson Patti Heffernan, Alderson Alex Schultz, Alderson Vaya Jones, Alderson Kristin Alfheim, Alderson Nate Wolff, Alderson Sheri Hartzheim, Alderson Christopher Croatt and Alderson Chad Doran

Excused: 2 - Alderson Brad Firkus and Alderson Patrick Hayden

Abstained: 1 - Mayor Jake Woodford

Kami Lynch, City Clerk

PROCLAMATION



Office of the Mayor

WHEREAS, refugees are men, women, and children from all parts of the world who are forced to flee their homelands because of war, human rights crises, and fear of persecution or death due to race, religion, nationality, political opinion, or membership in a social group; and

WHEREAS, World Refugee Day, a global observance that honors all refugees and raises awareness of their strength and courage and serves as a time to acknowledge the hardships refugees have encountered, the new lives they have built, and the positive effect they have on our local communities; and

WHEREAS, World Refugee Day was first celebrated on June 20, 2001, to commemorate the 50th anniversary of the 1951 Convention Relating to the Status of Refugees, and

WHEREAS, the City of Appleton values its strong collaborative relationship with World Relief Fox Valley, the resettlement agency bringing refugees to settle in our community, which provides vital services to newly arrived refugees with access to basic necessities, and the journey to belonging while helping them become all they want to be through culturally relevant learning opportunities; and

WHEREAS, the City of Appleton facilitates the Fox Valley Refugee Resettlement team and provides immediate health care screenings for all Appleton refugees, and our staff strives to better understand and serve our refugee communities.

NOW THEREFORE, BE IT RESOLVED, THAT I, JACOB A. WOODFORD, Mayor of the City of Appleton, Wisconsin, do hereby proclaim June 20, 2024, as

Refugee Day

in Appleton and encourage all residents to take pride in our longstanding role as a community that welcomes and supports refugees, and to join me in honoring refugees by recognizing the hardships they have encountered, the new lives they have built, and the positive contributions they make to our City.



Signed and sealed this 14th day of May 2024.

JACOB A. WOODFORD
MAYOR OF APPLETON



CITY OF APPLETON

Date: June 19, 2024
To: Members of the Common Council
From: Mayor Jacob A. Woodford
Subject: Confirmation of Appointments

It is with pleasure that I present the following recommendations for your confirmation at the June 19, 2024, Common Council meeting.

Advisory Panel on Sustainability and Climate Resilience – Appointment

Andrew Gilsdorf

Term Ends December 2024

Andy is a biologist and environmental restoration specialist with a diverse background spanning public and private sectors. With a Bachelor of Science from UW Madison, he has worked in various capacities including fisheries management in Alaska and Wisconsin, small streams ecology with the Wisconsin Department of Natural Resources, starting and running a native plant nursery and managing restoration projects across the Midwest. He is currently supervising field crews for the Green Bay Conservation Corps which is tasked with managing invasive species, along with installing and maintaining native plantings throughout city parks. Professional skills include invasive species control, native plant identification and establishment, pollinator habitat consulting and project planning and management. Andy's passion for conservation and extensive experience makes them an asset in the field of sustainability and climate resilience.

Appleton Redevelopment Authority Exhibition Center Advisory Committee – Appointment

Nadine Miller

Term Ends January 2026

Nadine has been an Appleton resident for 33 years with experience serving on boards for local nonprofits. Her work history includes nearly 30 years in communications with Land O'Lakes in Minneapolis. Prior to that, she worked for the UW-Madison division of Extension. Most recently, Nadine has served on the Outagamie County board for 8 years, the last 4 chairing the Finance Committee.

NOTICE OF PUBLIC HEARING

#4-24

RE: Proposed Zone Change

A public hearing will be held in the Council Chambers, City Hall, Appleton, Wisconsin, on Wednesday, June 19, 2024, at 7:00 P.M., or as soon thereafter as can be heard, to consider the following proposed zone change:

Rezoning #4-24: A rezoning request has been initiated by Timothy Hales of Timber Investments LLC, owner and applicant, in the matter of amending Chapter 23 (Zoning Ordinance) of the Municipal Code of the City of Appleton for the below-described real estate, which is currently zoned C-2 General Commercial District. The owner/applicant proposes to rezone the property to R-2 Two-Family District. The R-2 district is intended to provide for and maintain residential areas characterized by single-family detached and two- (2-) family dwelling units. Increased densities and the introduction of two- (2-) family housing types are intended to provide for greater housing options for owners and renters while maintaining the basic qualities of a moderately dense residential neighborhood.

Legal Description:

GRAND CHUTE PLAT 3WD AS 484D121 OF LOT 1 BLK 47, CITY OF APPLETON, OUTAGAMIE COUNTY, WISCONSIN. INCLUDING TO THE CENTERLINE OF THE ADJACENT RAILROAD LINE AND INCLUDING THE ADJACENT ONE-HALF (1/2) RIGHT-OF-WAY OF WEST LAWRENCE STREET, SOUTH BADGER AVENUE AND SOUTH PIERCE AVENUE.

May 23, 2024

RUN: May 28, 2024
June 4, 2024

KAMI LYNCH
City Clerk



CITY OF APPLETON

Department of Public Works

Engineering Division

100 N. Appleton St. Fl. 5

Appleton, WI 54911

p: 920-832-6474

<https://www.appleton.org/government/public-works>

May 29, 2024

Dear Property Owner:

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

On November 6, 2023, the Municipal Services Committee of the Common Council conducted a formal design hearing regarding the proposed reconstruction of Morrison Street and on November 20, 2023, the Municipal Services Committee approved the design of Morrison Street, as proposed by city staff. The Common Council then approved the proposed design on December 6, 2023.

The proposed design for Morrison Street from Glendale Avenue to Pershing Street was approved by the Common Council 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.
- 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.

Upon further review of the proposed Morrison Street reconstruction project and based on the recent adoption of the City of Appleton's Complete Streets Design Guide, city staff has determined that the proposed curb extensions at Marquette Street are no longer necessary. The other design elements will remain as approved previously.

With the change in the original design proposal, city staff will present this modified Morrison Street design to the Municipal Services Committee for approval on June 10, 2024. The Municipal Services Committee meets at 4:30 in Committee Room "A" on the sixth floor of the City Center Building.

The Municipal Services Committee meeting is open to the public. If you are unable to attend the meeting and have any questions or comments, feel free to contact me at 832-6484 or email at Jason.brown@appleton.org.

Sincerely,

Jason Brown, P.E
Project Engineer

Enclosure
C: Alderperson



PERMIT TO OCCUPY THE PUBLIC RIGHT-OF-WAY

Permit # : _____
Effective Date: _____
Expiration Date: _____
Non-Refundable Fee: \$40.00
Paid (yes or no): yes/157136545

Rev. 10-05-2023

Applicant Information

Name (print): Ethan Buechel Company: J.H. Findorff & Son Inc
Address: 226890 Harrier Avenue Telephone: 715-323-3337
Wausau, WI, 54401 E-mail: ebuechel@findorff.com

Applicant Signature: Ethan Buechel Digitally signed by Ethan Buechel DN: cn=US, email=ebuechel@findorff.com, o=J.H. Findorff & Son Inc, cn=Ethan Buechel Date: 2024.05.22 08:48:27-0800' Date: 5/22/2024

Occupancy Information

General Description: Regular partial closure of College Avenue for material loading in to Fox Commons.
M-W starting July 1 - November 15

Street Address: 10E College Ave Sidewalk/roadway obstruction requested Y or N
- or -

Multiple Streets: _____

Date(s) From: 7/1/2024 To: 11/15/2024 35 days or < 35 days or >
(Requires Committee and Council Approval)

(Department use only)

Occupancy Type

- Permanent - Obstruction (\$40)
- Temporary - Obstruction (\$40)
- Amenity/Annual (\$40)
- Blanket/Annual (\$250)
- Block Party (\$15)

Sub-Type

- Awning
- Dumpster
- Sign
- Obstruction / Other
- POD / Container

Location

- Sidewalk
- Terrace
- Roadway

Additional Requirements

- Plan/Sketch
- Certificate of Insurance
- Bond
- Other : _____

Traffic Control Requirements

Type of Street: _____ Proposed Traffic Control: N/A
 Arterial/CBD City Manual Page(s) _____
 Collector State Manual Page(s) _____
 Local Other (attach plan)

Contact Traffic Division 920-832-2379) 1 business day prior to any lane closure, or 2 business days prior to a full road closure. Additional Requirements:

- TCP will be permitted Monday, Tuesday, Wednesday of each week, 5:30AM-2PM. After 2PM each of these days, all traffic control is clear of the driving/bike lanes and the sidewalk is reopened.
- On Monday and Tuesday afternoon (2PM), traffic control devices will be stored in the bagged parking stalls, and advanced signs turned from traffic or removed.
- On Wednesday afternoon (2PM), all traffic control and advanced signs are removed from College Avenue and stored offsite. The meter stalls are cleared, and bags removed. Everything remains clear of College Av ROW until the next Monday AM.
- A noise variance may be pursued through the Health Department.
- I believe this will avoid most, if not all, special events during the timeframe above. If an event does arise, you will need to accommodate and adapt schedule.

Approved by: MICHAEL HARAY Date: 5/20/24

This permit approval is subject to the following conditions:

1. Permittee is responsible to obtain any further permits that may be required as part of this occupancy.
2. Permittee shall adhere to any plan(s) that were submitted to the City of Appleton as part of this application.
3. This permit is subject to IMMEDIATE REVOCATION and/or issuance of a MUNICIPAL CITATION if conditions of the permit are not met.
4. This permit is subject to IMMEDIATE REVOCATION if unfavorable traffic conditions develop during the period the occupancy is permitted.
- 5.
- 6.

This permit is issued to the applicant upon payment of the permit fee and is expressly limited to the location and type described herein. The applicant, in exchange for receiving this permit, warrants that all street occupancies will be performed in conformity to City ordinances, standards and policies, be properly barricaded and lighted, and be performed in a safe manner. By applying for and accepting this permit, the applicant assumes full liability and/or any costs incurred by the City for corrective work required to bring the subject area into compliance with said ordinances, standards, policies and permit conditions. No occupancy shall occur prior to approval of this permit by the Department of Public Works.

The Grantee shall guarantee at their expense, the repair or replacement of pavement, sidewalk and any other facilities within the public right-of-way damaged or destroyed by the Grantee or any sub-contractor working for them. The Grantee shall assume complete and full liability and responsibility, in accordance with existing ordinances and policies, in the event of injury or damage to persons or property resulting from their facilities within the public right-of-way.

APPROVED BY: _____ DATE: _____
(Department of Public Works)



TRAFFIC CONTROL NOTES:
 ESTIMATED TIMEFRAME IS JULY 1ST - NOVEMBER 15TH
 TCP WILL BE PERMITTED MONDAY, TUESDAY, WEDNESDAY OF EACH WEEK 5:30AM - 2:00 PM
 AFTER 2:00 PM EACH OF THESE DAYS, ALL TRAFFIC CONTROL SHALL BE CLEAR OF THE DRIVING/BIKE LANES
 AND THE SIDEWALK IS TO BE REOPENED.
 ON MONDAY & TUESDAY AFTERNOON(2PM), TRAFFIC CONTROL DEVICES WILL BE STORED IN THE BAGGED PARKING
 STALLS, AND ADVANCED SIGNS TURNED FROM TRAFFIC OR REMOVED.
 ON WEDNESDAY AFTERNOON(2PM) ALL TRAFFIC CONTROL AND ADVANCE WARNING SIGNS SHALL BE REMOVED FROM
 COLLEGE AVE AND STORED OFF-SITE. THE METER STALLS SHALL BE CLEARED AND METER BAGS REMOVED.
 EVERYTHING REMAINS CLEAR OF COLLEGE AVE ROW UNTIL THE FOLLOWING MONDAY AM START

GENERAL NOTES:
 THIS TRAFFIC CONTROL PLAN IS FOR INFORMATIONAL PURPOSES ONLY.
 TRAFFIC CONTROL PLAN IS NOT TO SCALE.
 WARNING LITES OF APPLETON, INC. ASSUMES NO LIABILITY FOR LAYOUT
 & SETUP OF ACCEPTED TRAFFIC CONTROL PLAN.
 THE CITY OF APPLETON DECIDES FINAL APPROVAL OF TRAFFIC CONTROL PLAN.
 ADVANCED WARNING SIGNS WILL BE MOUNTED ON PORTABLE SUPPORTS.
 THE EXACT NUMBER, LOCATION, AND SPACING OF ALL SIGNS AND DEVICES.
 SHALL BE ADJUSTED TO FIT FIELD CONDITIONS AS APPROVED BY THE ENGINEER.

- LEGEND**
- SIGN SYMBOL
 - CHANNELIZER DRUM
 - TYPE III BARRICADE
 - DIRECTION OF TRAFFIC
 - 42" DELINEATOR CONE

START DATE & TIME	ESTIMATED JULY 1ST TO NOVEMBER 15TH
DURATION:	

OWNER	CITY OF APPLETON	
PROJECT NAME	City Center Plaza	PROJECT NUMBER
		N/A
PRIME CONTRACTOR	FINDORFF	TRAFFIC CONTROL CONTRACTOR
		Warning Lites of Appleton, Inc.
PHONE	920-725-0757	SHEET NUMBER
		1
DATE	05/17/2024	
PREPARED BY	Lance G Mael	



DEPARTMENT OF PUBLIC WORKS
METER BAG APPLICATION

Fee is \$9.00 per day plus tax or any part thereof.

THIS FEE WILL BE CHARGED FOR EVERY DAY THE METER BAG IS RESERVED
(excluding Sundays and City Observed Holidays).

NOTE: Meter bags shall not be used on red meters. If a red meter is found bagged, the bag will be removed and the vehicle will be ticketed.

Company Name

Agent.....

Company Address.....

Phone Number | Email

Reason

Location

Required

Meter Zone & Space#.....

Date(s).....

(Department use only)

Amount Due.....
(\$9.00 per bag per day plus tax)

Approved by
Department of Public Works Representative

Today's Date.....

CAUTION: This email originated from outside of Findorff's email system. Do not click on links or open attachments unless you were expecting this email. If you have questions or concerns please contact the IT Help Desk at (414) 977-4357.

Hi Ethan,

Following up with acknowledgment of game plan from today's meeting.

- Attached Boldt TCP, page 1, will be edited/tweaked to make it Findorff's TCP for Permanent Occupancy Permit. Sidewalk will be detoured to the south side of College between the Appleton Street and east crossing at Oneida Street. Local access to businesses shall be maintained.
- Estimated timeframe is July 1, 2024 thru November 15, 2024.
- TCP will be permitted Monday, Tuesday, Wednesday of each week, 5:30AM-2PM. After 2PM each of these days, all traffic control is clear of the driving/bike lanes and the sidewalk is reopened.
- On Monday and Tuesday afternoon (2PM), traffic control devices will be stored in the bagged parking stalls, and advanced signs turned from traffic or removed.
- On Wednesday afternoon (2PM), all traffic control and advanced signs are removed from College Avenue and stored offsite. The meter stalls are cleared, and bags removed. Everything remains clear of College Av ROW until the next Monday AM.
- A noise variance may be pursued through the Health Department.
- I believe this will avoid most, if not all, special events during the timeframe above. If an event does arise, you will need to accommodate and adapt schedule.

Please acknowledge if I have summarized this correctly. Look forward to your revised TCP.



Michael Hardy, P.E., PTOE
Traffic Engineer
City of Appleton, Department of Public Works – Traffic Section
2625 E. Glendale Av, Appleton, WI 54911-8688
O: 920-832-5580 | michael.hardy@appleton.org
[Facebook](#) | [Appleton.org](#)

-----Original Appointment-----

From: Ethan Buechel <ebuechel@findorff.com>

Sent: Friday, April 12, 2024 7:01 AM

To: Michael Hardy

Subject: Accepted: LU Fox Commons/Findorff - 3rd Floor Material Access

Statement of Insurance Coverage

Insurance Coverage:

Insurance Carrier: Phoenix Insurance Company
Insurance Agent Name and Phone Number: Willis Tower Watson Midwest, Inc. (952) 842-7000
Policy Number: VTC2N-CO-7W348078-PHX-23
Policy Period: 10/1/23-10/1/24

Bond Coverage:


* Bond Carrier: N/A
* Bond Agent Name and Phone Number: N/A
* Bond Number: NA
* Bond Period: NA

I confirm that I have the authority to sign and certify the information contained herein as the permittee/licensee or duly authorized representative of the entity obtaining this permit/license.

I have reviewed and understand the insurance and bonding requirements of the City of Appleton. I hereby certify that I, or the company I represent have insurance and a bond in the amounts required to obtain this permit/license. I have named the City of Appleton as an additional insured for purposes of this permit/license and have provided the name of my insurance and bond carriers, the policy numbers and policy periods above.

Further, I agree to maintain appropriate insurance coverage for the duration of this permit/license and to indemnify against any and all liability, loss, damage and expenses and costs including attorneys' fees arising out of the activities performed as described herein, caused in whole or in part by any negligent act or omission of the applicant, anyone directly or indirectly employed by any of them, which may arise from the use of city right of way or property under this permit or license.

I certify that this application, and all information and documentation provided therein, is true and accurate.

Company Name: J.H. Findorff & Son, Inc.
Print Name: Katie Bader
Signature: 
Date: 2/21/24

** Bonds are required for the following types of work only:*

- Plumbing in the public right-of-way: \$5,000.00 Permit Bond (Code Section 4-265)*
- Demolition of Buildings: \$5,000.00 Permit Bond (Code Section 4-188(a)(2))*
- Sewer lateral sealing in the public right-of-way: \$5,000.00 Permit Bond (Code Section 4-188(c))*
- Moving of Buildings: \$5,000.00 Permit Bond (Code Section 4-207(5))*
- Cement Finisher's License: \$5,000.00 License Bond (Municipal Code Section 9-33)*
- Excavation or place facilities in the public right-of-way: \$5,000.00 Permit Bond (Code Section 16-110)*



PERMIT TO OCCUPY THE PUBLIC RIGHT-OF-WAY

Permit # : _____
 Effective Date: _____
 Expiration Date: _____
 Non-Refundable Fee: \$40.00
 Paid (yes or no): yes / 6893-0003

Rev. 10-05-2023

Applicant Information

Name (print): Carissa Hackel Company: Appleton Downtown, Inc. & Creative Downtown Appleton
 Address: 333 W. College Ave., Suite 100 Telephone: 920-954-9112
Appleton, WI 54911 E-mail: carissa@appletondowntown.org
 Applicant Signature: *Carissa Hackel* Date: 5/20/2024

Occupancy Information

General Description: ADI, along w/ Mile of Music & Creative Downtown Appleton, will host sidewalk sales for Downtown businesses on College Ave. 8/2/2024-8/4/2024. Sales will be 10am-6pm
 Street Address: _____ Sidewalk/roadway obstruction requested Y or N
 - or -
 Multiple Streets: 900 W. College Avenue through 300 E. College Avenue
 Date(s) From: 8/2/2024 To: 8/4/2024 35 days or < 35 days or >
 (Requires Committee and Council Approval)

(Department use only)

Occupancy Type

- Permanent - Obstruction (\$40)
- Temporary - Obstruction (\$40)
- Amenity/Annual (\$40)
- Blanket/Annual (\$250)
- Block Party (\$15)

Sub-Type

- Awning
- Dumpster
- Sign
- Obstruction / Other
- POD / Container

Location

- Sidewalk
- Terrace
- Roadway

Additional Requirements

- Plan/Sketch
- Certificate of Insurance
- Bond
- Other : _____

Traffic Control Requirements

N/A Contact Traffic Division (832-2379) 1 business day prior to any lane closure, or 2 business days prior to a full road closure.
 Additional Requirements: _____
 Type of Street: _____ Proposed Traffic Control: _____
 Arterial/CBD City Manual Page(s) _____
 Collector State Manual Page(s) _____
 Local Other (attach plan) _____
 Approved by: _____ Date: _____

This permit approval is subject to the following conditions:

1. Permittee is responsible to obtain any further permits that may be required as part of this occupancy.
2. Permittee shall adhere to any plan(s) that were submitted to the City of Appleton as part of this application.
3. This permit is subject to IMMEDIATE REVOCATION and/or issuance of a MUNICIPAL CITATION if conditions of the permit are not met.
4. This permit is subject to IMMEDIATE REVOCATION if unfavorable traffic conditions develop during the period the occupancy is permitted.
- 5.
- 6.

This permit is issued to the applicant upon payment of the permit fee and is expressly limited to the location and type described herein. The applicant, in exchange for receiving this permit, warrants that all street occupancies will be performed in conformity to City ordinances, standards and policies, be properly barricaded and lighted, and be performed in a safe manner. By applying for and accepting this permit, the applicant assumes full liability and/or any costs incurred by the City for corrective work required to bring the subject area into compliance with said ordinances, standards, policies and permit conditions. No occupancy shall occur prior to approval of this permit by the Department of Public Works.

The Grantee shall guarantee at their expense, the repair or replacement of pavement, sidewalk and any other facilities within the public right-of-way damaged or destroyed by the Grantee or any sub-contractor working for them. The Grantee shall assume complete and full liability and responsibility, in accordance with existing ordinances and policies, in the event of injury or damage to persons or property resulting from their facilities within the public right-of-way.

APPROVED BY: _____ DATE: _____
 (Department of Public Works)

May 15, 2024

Danielle L. Block
City Of Appleton
100 N. Appleton Street
Appleton, WI 54911

Dear Ms. Block,

At the request of Willems Marketing, Mile of Music and the downtown businesses, Appleton Downtown Inc., along with Creative Downtown Appleton Inc., would like to host a sidewalk sale again this year, during Mile 11 on:

- Friday, August 2, 2024
- Saturday, August 3, 2024
- Sunday, August 4, 2024

We are requesting a Sidewalk Occupancy Permit to cover the amenity strip from 900 W. College Avenue through 300 E. College Avenue. Stores will set up in the amenity strip beginning at 10:00 a.m. and will remove goods and supplies shortly after 6:00 p.m. We will not require any street closures for the sidewalk sales.

Thank you for your consideration.

Sincerely,



Carissa Hackel
Events Director
Appleton Downtown, Inc.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/17/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER THZ Insurance Group 114 S. Main St. PO Box 6 Seymour, WI 541650006	CONTACT NAME:		
	PHONE (A/C No. Ext): (920) 833-6871	FAX (A/C, No): (920) 833-6870	
	E-MAIL ADDRESS: info@thzins.com		
INSURER(S) AFFORDING COVERAGE		NAIC #	
INSURED Appleton Downtown Inc PO Box 2272 Appleton, WI 54912	INSURER A: Secura Insurance	22543	
	INSURER B: The Hartford	HARTF1	
	INSURER C:		
	INSURER D:		
	INSURER E:		
	INSURER F:		

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		CP3301626	04/15/2024	04/15/2025	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 500,000
							MED EXP (Any one person)	\$ 10,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10000			CU3301635	04/15/2024	04/15/2025	EACH OCCURRENCE	\$ 1,000,000
							AGGREGATE	\$ 1,000,000
								\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	83WEAC9T18	04/15/2024	04/15/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER	
							E.L. EACH ACCIDENT	\$ 100,000
							E.L. DISEASE - EA EMPLOYEE	\$ 100,000
							E.L. DISEASE - POLICY LIMIT	\$ 500,000
A	Directors & Officers Liability			CP3301626	04/15/2024	04/15/2025	Per Occurrence	\$1,000,000
A	Liquor Liability			CP3301626	04/15/2024	04/15/2025	Per Occurrence	\$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

City of Appleton as additional insured - when required by contract per form CGT1000

Commercial Umbrella follows forms of underlying policies.

CERTIFICATE HOLDER**CANCELLATION**

City of Appleton
100 N Appleton St
Appleton, WI 54911

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2015 ACORD CORPORATION. All rights reserved.



PERMIT TO OCCUPY THE PUBLIC RIGHT-OF-WAY

Permit # : _____
Effective Date: _____
Expiration Date: _____
Non-Refundable Fee: **\$40.00**
Paid (yes or no): yes/6852-0003

Rev. 05-2024

Applicant Information

Name (print): John C Greiner Company: Jack's Apple Pub
Address: 535 W College Ave Telephone: 920-585-6815
Appleton, WI 54911 E-mail: milkeyway9@aol.com
Applicant Signature: [Signature] Date: 5/14/2024

Occupancy Information

General Description/Reason: Brick Veneer and Awning
Street Address: 535 W College Ave Sidewalk/roadway obstruction requested Y or N
- or -
Multiple Streets: State St.
Date(s) From: TBD To: _____ 35 days or < 35 days or >
(Requires Committee and Council Approval)

Occupancy Type

- Permanent - Obstruction (\$40)
- Temporary - Obstruction (\$40)
- Amenity/Annual (\$40)
- Blanket/Annual (\$250)
- Block Party (\$15)

Sub-Type

- Awning
- Dumpster
- Sign
- Obstruction / Other **Brick Veneer**
- POD / Container

Location

- Sidewalk
- Terrace
- Roadway

Additional Requirements

Plan/Sketch Certificate of Insurance Bond Committee and Council Approval
 Other: Plan by Appleton Awning Date: _____

Traffic Control Requirements

Type of Street: Arterial/CBD Collector Local
Proposed Traffic Control: N/A City Manual Page(s) _____
 State Manual Page(s) _____
 Other (attach plan) _____

Contact Traffic Division (920-832-2379) 1 business day prior to any lane closure, or 2 business days prior to a full road closure.
Additional Requirements: _____

Approved by: _____ Date: _____

This permit approval is subject to the following conditions:

1. Permittee is responsible to obtain any further permits that may be required as part of this occupancy.
2. Permittee shall adhere to any plan(s) that were submitted to the City of Appleton as part of this application.
3. This permit is subject to IMMEDIATE REVOCATION and/or issuance of a MUNICIPAL CITATION if conditions of the permit are not met.
4. This permit is subject to IMMEDIATE REVOCATION if unfavorable traffic conditions develop during the period the occupancy is permitted.
5. **Dumpsters/PODs/Containers shall be located within 12" of face of curb.**
- 6.

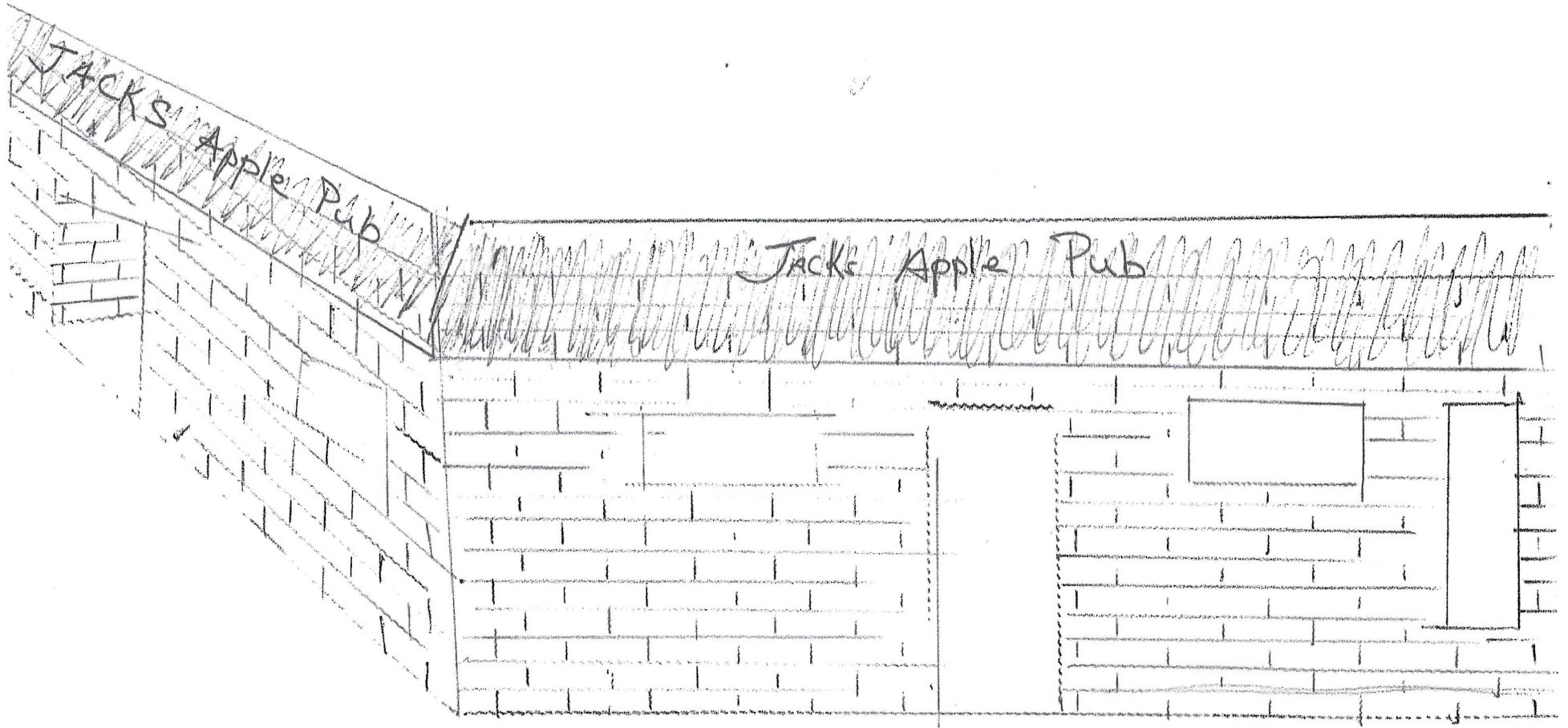
This permit is issued to the applicant upon payment of the permit fee and is expressly limited to the location and type described herein. The applicant, in exchange for receiving this permit, warrants that all street occupancies will be performed in conformity to City ordinances, standards and policies, be properly barricaded and lighted, and be performed in a safe manner. By applying for and accepting this permit, the applicant assumes full liability and/or any costs incurred by the City for corrective work required to bring the subject area into compliance with said ordinances, standards, policies and permit conditions. No occupancy shall occur prior to approval of this permit by the Department of Public Works.

The Grantee shall guarantee at their expense, the repair or replacement of pavement, sidewalk and any other facilities within the public right-of-way damaged or destroyed by the Grantee or any sub-contractor working for them. The Grantee shall assume complete and full liability and responsibility, in accordance with existing ordinances and policies, in the event of injury or damage to persons or property resulting from their facilities within the public right-of-way.

APPROVED BY: _____
(Department of Public Works)

DATE: _____

Jack's Apple Pub
535 W College Ave
Appleton, WI 54911



Brick is 4 inch thick.

Removing current brick on front facing College Avenue, Replacing with new brick 10 feet high, to the bottom of awning.

Brick facing State Street 10 feet high to the bottom of awning.



Edit with Acrobat

44.	52.				
41.					
11.					

57.

10.					
9.					
8.					
7.					

57.

SEVENTH

57.

57.

57.

57.

57.

57.

College Ave

Block 53

Plywood barricades
4 feet tall.

Apple
Pub

State Street side
closed off first for
approx 2-3 weeks
then College Avenue
side for 2-3 weeks.

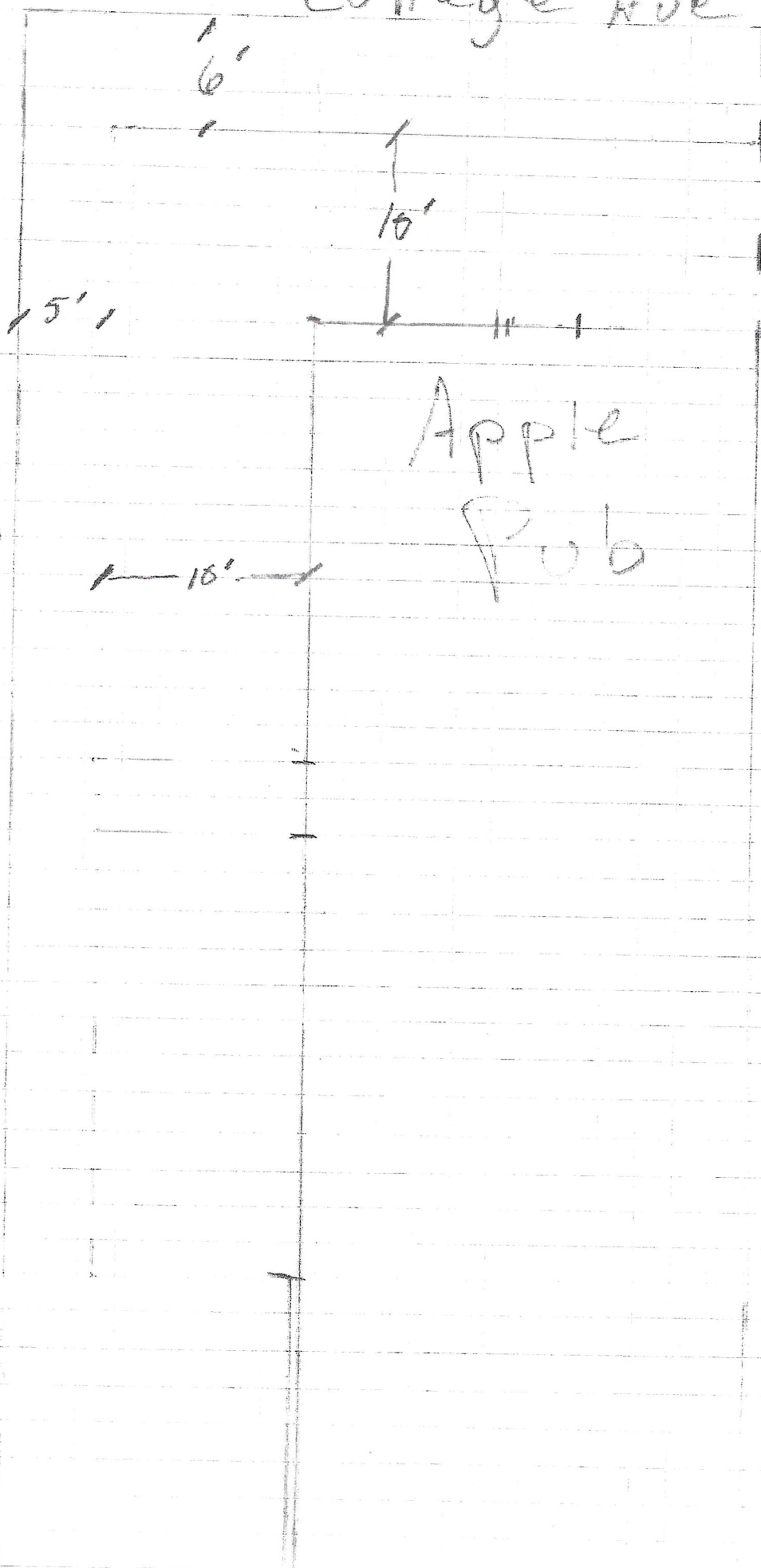
state st.

Mason Doctor
W2918 Schmidt Rd
Brillion, WI 54110

920-202-4021

masondoctor.repairs@gmail.com

Kevin Schuh





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/16/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Monday & Associates, Inc 2500 N. Richmond Street Appleton, WI 54911	CONTACT NAME: Connor Mattson PHONE (A/C, No. Ext): (920)731-2018 E-MAIL ADDRESS: cmattson@mondayantassociates.com	FAX (A/C, No):	
	INSURER(S) AFFORDING COVERAGE		NAIC #
INSURED Jack's Apple Pub, LLC 2201 Badger Rd Kaukauna, WI 54130	INSURER A : Badger Mutual Insurance Company		
	INSURER B :		
	INSURER C :		
	INSURER D :		
	INSURER E :		
	INSURER F :		

COVERAGES

CERTIFICATE NUMBER: 00014228-28099

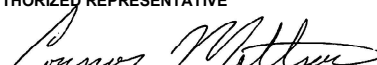
REVISION NUMBER: 3

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		00765-61227	08/01/2023	08/01/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPI/OP AGG \$ 2,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			00765-61227	08/01/2023	08/01/2024	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	00765-61227	08/01/2023	08/01/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Workers Comp: Jack Greiner**CERTIFICATE HOLDER****CANCELLATION**

City of Appleton 100 North Appleton St Appleton, WI 54911	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE  (CMA)

© 1988-2015 ACORD CORPORATION. All rights reserved.



PERMIT TO OCCUPY THE PUBLIC RIGHT-OF-WAY

Permit # : _____
Effective Date: _____
Expiration Date: _____
Non-Refundable Fee: **\$40.00**
Paid (yes or no): yes/6852-0003

Rev. 05-2024

Applicant Information

Name (print): John C Greiner Company: Jack's Apple Pub
Address: 535 W College Ave Telephone: 920-585-6815
Appleton, WI 54911 E-mail: milkeyway9@aol.com
Applicant Signature: [Signature] Date: 5/14/2024

Occupancy Information

General Description/Reason: Brick Veneer and Awning
Street Address: 535 W College Ave Sidewalk/roadway obstruction requested Y or N
- or -
Multiple Streets: State St.
Date(s) From: TBD To: _____ 35 days or < 35 days or >
(Requires Committee and Council Approval)

Occupancy Type

- Permanent - Obstruction (\$40)
- Temporary - Obstruction (\$40)
- Amenity/Annual (\$40)
- Blanket/Annual (\$250)
- Block Party (\$15)

Sub-Type

- Awning
- Dumpster
- Sign
- Obstruction / Other
- POD / Container

Location

- Sidewalk
- Terrace
- Roadway

Additional Requirements

- Plan/Sketch
- Certificate of Insurance
- Bond
- Committee and Council Approval
- Other: plan by Appleton Awning Date: _____

Traffic Control Requirements

Type of Street: _____ Proposed Traffic Control: N/A
 Arterial/CBD City Manual Page(s) _____
 Collector State Manual Page(s) _____
 Local Other (attach plan) _____

Contact Traffic Division (920-832-2379) 1 business day prior to any lane closure, or 2 business days prior to a full road closure.
Additional Requirements: _____

Approved by: _____ Date: _____

This permit approval is subject to the following conditions:

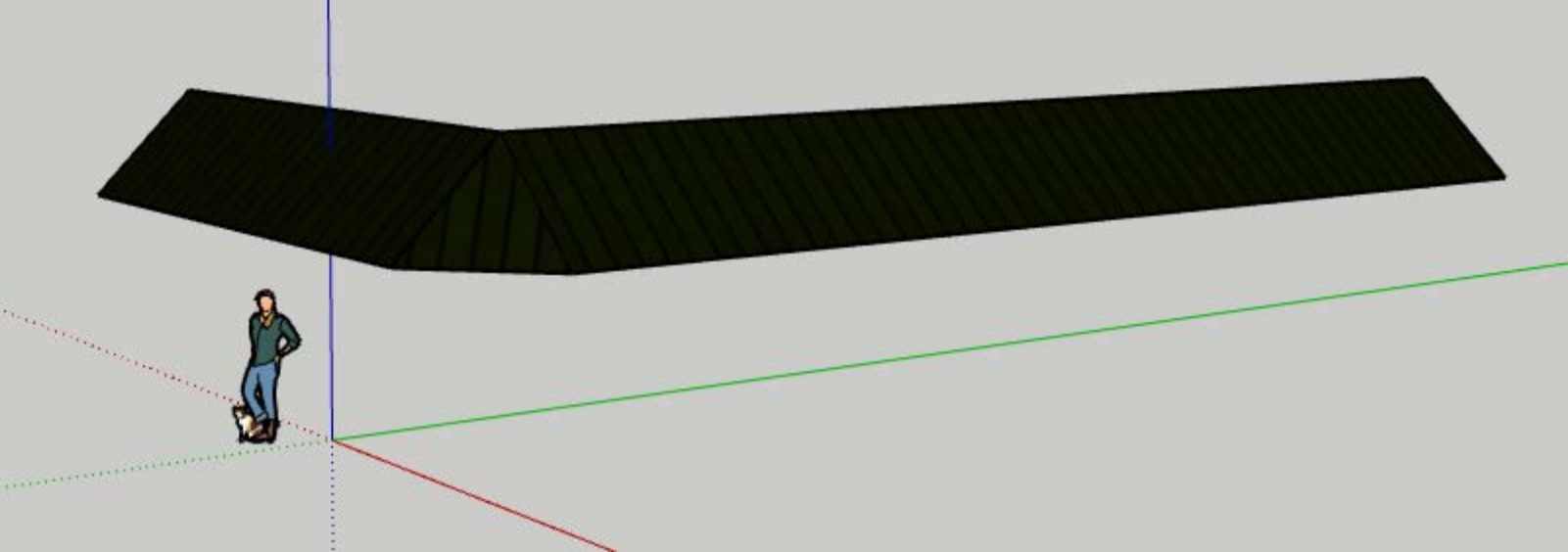
1. Permittee is responsible to obtain any further permits that may be required as part of this occupancy.
2. Permittee shall adhere to any plan(s) that were submitted to the City of Appleton as part of this application.
3. This permit is subject to IMMEDIATE REVOCATION and/or issuance of a MUNICIPAL CITATION if conditions of the permit are not met.
4. This permit is subject to IMMEDIATE REVOCATION if unfavorable traffic conditions develop during the period the occupancy is permitted.
5. **Dumpsters/PODs/Containers shall be located within 12" of face of curb.**
- 6.

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The Grantee shall guarantee at their expense, the repair or replacement of pavement, sidewalk and any other facilities within the public right-of-way damaged or destroyed by the Grantee or any sub-contractor working for them. The Grantee shall assume complete and full liability and responsibility, in accordance with existing ordinances and policies, in the event of injury or damage to persons or property resulting from their facilities within the public right-of-way.

APPROVED BY: _____
(Department of Public Works)

DATE: _____



From: milkeyway9@aol.com
To: Diana A. Santiago
Subject: Fw: Dimensions and Representation of Awning
Date: Friday, May 17, 2024 8:10:44 AM
Attachments: [Rough Model of Standing Seam Metal Awning Design.PNG](#)

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

----- Forwarded Message -----

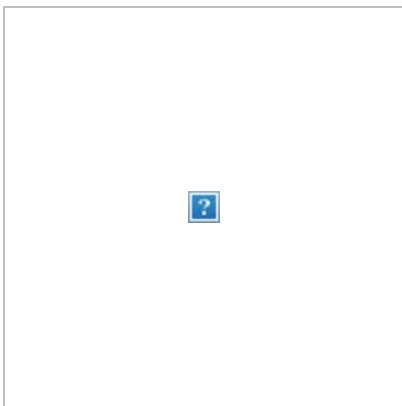
From: Vinson Buman <vinson@appletonawning.com>
To: "milkeyway9@aol.com" <milkeyway9@aol.com>
Sent: Thursday, May 16, 2024 at 03:33:41 PM CDT
Subject: Dimensions and Representation of Awning

Hi Jack,

Here is the information requested. See the picture attached for a reference on my idea of the awning. The bottom of the awning will need to be mounted a minimum of 10' off the ground per Appleton requirements. I will have to verify the height of the awning again since it was originally figured at mounting 9' off the ground when I met with your contractor. Currently we are looking at a 4' high x 4' out from the building. It may need to decrease to 3' high. I will have to verify on the building with what is mounted there on the side with power/ac lines. Length across the front was 23' 10" and the side was around 48'10" to cover the one window closest to the south of the door. Let me know if I can assist any further. Hopefully the City will allow what is proposed here! Have a good day!

Thank you,

Vinson Buman



*3052 W Elberg Ave
Appleton, Wisconsin 54914
Office: 920-733-4701
Direct: 920-560-3044
www.appletonawning.com*

***** CONFIDENTIALITY NOTICE *****

**This transmission may contain confidential information.
If you have received this transmission in error, please notify the sender immediately and**

College Ave

Block 53

Plywood barricades
4 feet tall.

Apple
Pub

State Street side
closed off first for
approx 2-3 weeks
then College Avenue
side for 2-3 weeks.

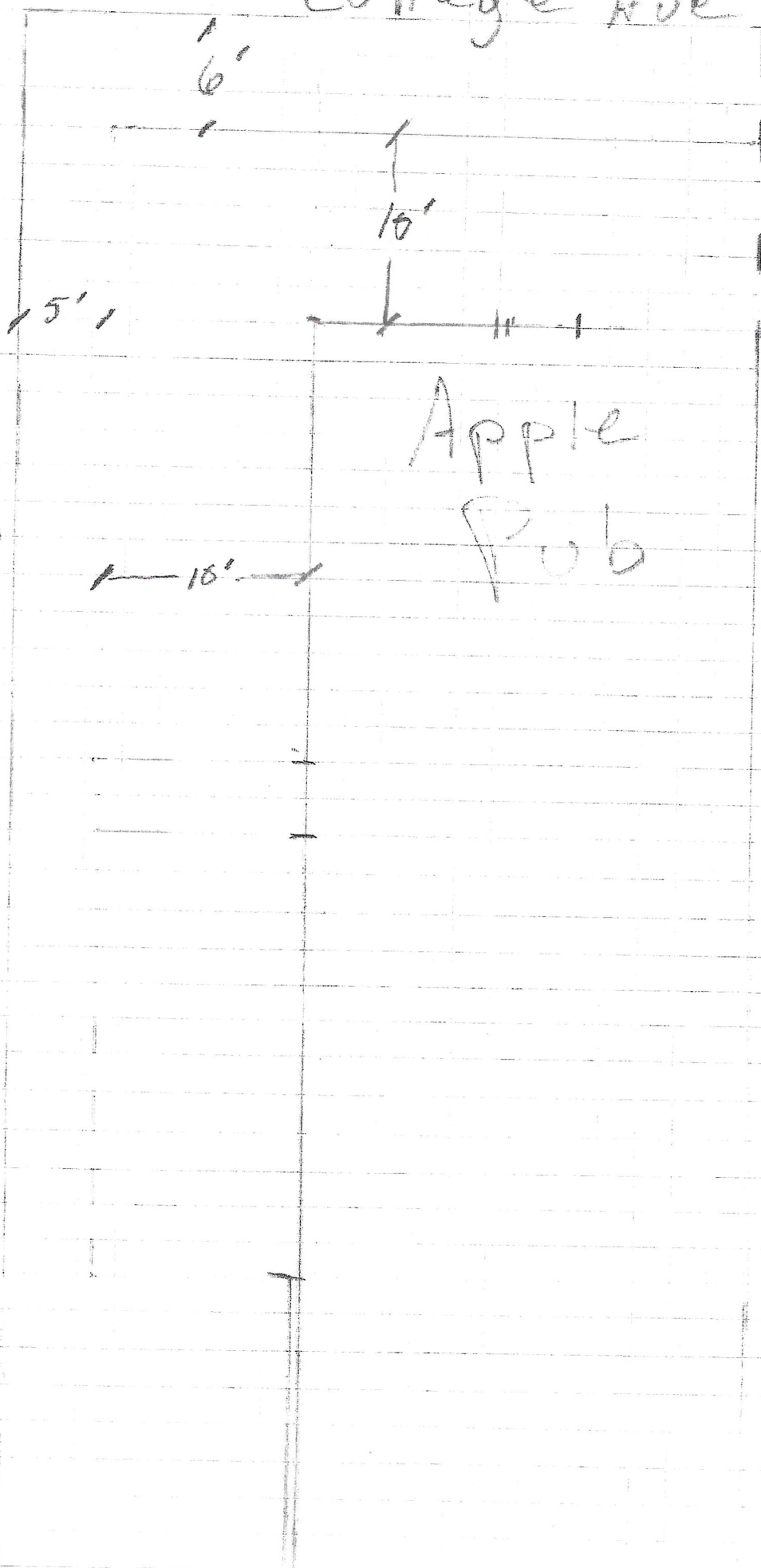
state st.

Mason Doctor
W2918 Schmidt Rd
Brillion, WI 54110

920-202-4021

masondoctor.repairs@gmail.com

Kevin Schuh





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/16/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Monday & Associates, Inc 2500 N. Richmond Street Appleton, WI 54911	CONTACT NAME: Connor Mattson PHONE (A/C, No. Ext): (920)731-2018 E-MAIL ADDRESS: cmattson@mondayantassociates.com	FAX (A/C, No):	
	INSURER(S) AFFORDING COVERAGE		NAIC #
INSURED Jack's Apple Pub, LLC 2201 Badger Rd Kaukauna, WI 54130	INSURER A : Badger Mutual Insurance Company		
	INSURER B :		
	INSURER C :		
	INSURER D :		
	INSURER E :		
	INSURER F :		

COVERAGES

CERTIFICATE NUMBER: 00014228-28099

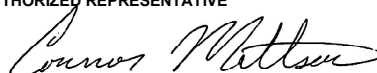
REVISION NUMBER: 3

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		00765-61227	08/01/2023	08/01/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPI/OP AGG \$ 2,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			00765-61227	08/01/2023	08/01/2024	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	00765-61227	08/01/2023	08/01/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Workers Comp: Jack Greiner**CERTIFICATE HOLDER****CANCELLATION**

City of Appleton 100 North Appleton St Appleton, WI 54911	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE  (CMA)

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PERMIT TO OCCUPY THE PUBLIC RIGHT-OF-WAY

Permit # :
Effective Date:
Expiration Date:
Non-Refundable Fee:
Paid (yes or no):

Rev. 05-2024

Applicant Information

Name (print): John C. Greiner Company: Jack's Apple Pub
Address: 535 W College Ave Telephone: 920-585-6815
Appleton, WI 54911 E-mail: milkeyway9@aol.com
Applicant Signature: John C Greiner Date: 5/14/2024

Occupancy Information

General Description/Reason: Temporary sidewalk closure
Street Address: 535 W College Ave Sidewalk/roadway obstruction requested [X] Y or [] N
Multiple Streets: and State Street
Date(s) From: TBD To: 35 days or < [X] 35 days or > [] (Requires Committee and Council Approval)

Occupancy Type

- Permanent - Obstruction (\$40)
Temporary - Obstruction (\$40)
Amenity/Annual (\$40)
Blanket/Annual (\$250)
Block Party (\$15)

Sub-Type

- Awning
Dumpster
Sign
Obstruction / Other
POD / Container

Location

- Sandwich Board
Table / Chairs
Sidewalk
Terrace
Roadway

Additional Requirements

[X] Plan/Sketch [X] Certificate of Insurance [] Bond [] Committee and Council Approval
Other : Date:

Traffic Control Requirements

Type of Street: Local [X] Proposed Traffic Control: Other (attach plan) [X]
Contact Traffic Division (920-832-2379) 1 business day prior to any lane closure, or 2 business days prior to a full road closure.

Approved by: Date:

This permit approval is subject to the following conditions:

- 1. Permittee is responsible to obtain any further permits that may be required as part of this occupancy.
2. Permittee shall adhere to any plan(s) that were submitted to the City of Appleton as part of this application.
3. This permit is subject to IMMEDIATE REVOCATION and/or issuance of a MUNICIPAL CITATION if conditions of the permit are not met.
4. This permit is subject to IMMEDIATE REVOCATION if unfavorable traffic conditions develop during the period the occupancy is permitted.
5. Dumpsters/PODs/Containers shall be located within 12" of face of curb.
6.

This permit is issued to the applicant upon payment of the permit fee and is expressly limited to the location and type described herein. The applicant, in exchange for receiving this permit, warrants that all street occupancies will be performed in conformity to City ordinances, standards and policies, be properly barricaded and lighted, and be performed in a safe manner.

The Grantee shall guarantee at their expense, the repair or replacement of pavement, sidewalk and any other facilities within the public right-of-way damaged or destroyed by the Grantee or any sub-contractor working for them.

APPROVED BY:

(Department of Public Works)

DATE:

DEPARTMENT OF PUBLIC WORKS

METER BAG APPLICATION

Fee is \$9.00 per day plus tax or any part thereof.

THIS FEE WILL BE CHARGED FOR EVERY DAY THE METER BAG IS RESERVED
(excluding Sundays and City Observed Holidays).

NOTE: Meter bags shall not be used on red meters. If a red meter is found bagged, the bag will be removed and the vehicle will be ticketed.

Company Name Jack's Apple Pub

Agent John Greiner

Company Address 535 W College Ave Appleton, WI 54911

Phone Number | Email milkeyway9@aol.com

Reason Construction project

Location State Street - 2 stalls

Meter Zone & Space#

Date(s) TBD

Amount Due
(\$9.00 per bag per day plus tax)

Approved by
Department of Public Works Representative

Today's Date

Statement of Insurance Coverage

Insurance Coverage:

Insurance Carrier: acvity
Insurance Agent Name and Phone Number: Pat H. Ademino - 920-734-3110
Policy Number: 207221
Policy Period: 10-23-23 - 10-23-24

Bond Coverage:

* Bond Carrier: N/A
* Bond Agent Name and Phone Number: _____
* Bond Number: _____
* Bond Period: _____

I confirm that I have the authority to sign and certify the information contained herein as the permittee/licensee or duly authorized representative of the entity obtaining this permit/license.

I have reviewed and understand the insurance and bonding requirements of the City of Appleton. I hereby certify that I, or the company I represent have insurance and a bond in the amounts required to obtain this permit/license. I have named the City of Appleton as an additional insured for purposes of this permit/license and have provided the name of my insurance and bond carriers, the policy numbers and policy periods above.

Further, I agree to maintain appropriate insurance coverage for the duration of this permit/license and to indemnify against any and all liability, loss, damage and expenses and costs including attorneys' fees arising out of the activities performed as described herein, caused in whole or in part by any negligent act or omission of the applicant, anyone directly or indirectly employed by any of them, which may arise from the use of city right of way or property under this permit or license.

I certify that this application, and all information and documentation provided therein, is true and accurate.

Company Name: Mason Doctor
Print Name: Kevin Schuh
Signature: [Signature]
Date: 5/13/24

* Bonds are required for the following types of work only:

- Plumbing in the public right-of-way: \$5,000.00 Permit Bond (Code Section 4-265)
- Demolition of Buildings: \$5,000.00 Permit Bond (Code Section 4-188(a)(2))
- Sewer lateral sealing in the public right-of-way: \$5,000.00 Permit Bond (Code Section 4-188(c))
- Moving of Buildings: \$5,000.00 Permit Bond (Code Section 4-207(5))
- Cement Finisher's License: \$5,000.00 License Bond (Municipal Code Section 9-33)
- Excavation or place facilities in the public right-of-way: \$5,000.00 Permit Bond (Code Section 16-110)



CITY OF APPLETON

MEMORANDUM

Date: 06/05/2024
To: Municipal Services Committee
From: Michael Hardy, P.E., Traffic Engineer
Subject: Recommended award of Service Contract for Traffic Signal Control and Management Software

We recommend for approval the implementation of a service contract for new Econolite brand traffic signal control and management software with Traffic Control Corporation in the amount of \$103,400.00, plus a contingency of \$5,000 only to be utilized as needed. Traffic Control Corporation is the exclusive vendor for Econolite in Wisconsin. This sole source service contract will be for the procurement, licensing, and integration of new software for twenty-one (21) intersections along state highways within city limits.

Twenty-one new intersection controllers will be separately purchased from Wisconsin Department of Transportation (WisDOT) procurement contract #510465. The total amount of this purchase order will be \$86,343.00.

This is related to the *WisDOT Signals and ITS Standalone Program (SISP)* grant that the Municipal Services Committee and Finance Committee approved for acceptance on March 25, 2024. The City's local match of the \$220,750.00 grant award is 10% (\$22,075.00).

The combined cost of the service contract and purchase order will be \$189,743.00, which is within budget. The procurement of the Econolite brand software has been detailed throughout the grant process. Written approval for sole source procurement of Econolite software was formally received from WisDOT on March 13, 2024.



CITY OF APPLETON

MEMORANDUM

Date: 06/05/2024
To: Municipal Services Committee
From: Michael Hardy, P.E., Traffic Engineer
Subject: Recommended award of the Unit Q-24 Pavement Marking Maintenance Contract (Paint)

Quotes were opened for the *Unit Q-24 Pavement Marking Maintenance Contract* on June 04, 2024, as a means of establishing unit prices for this annual maintenance contract, which generally involves the installation and replacement of durable epoxy longitudinal and transverse pavement markings throughout the City.

Quotes were solicited from five companies, but only one quote was received. Crowley Construction Corp. of Wauwatosa, Wisconsin, submitted the quote in the total amount of \$49,143.69. The unit prices contained in the quote are approximately 4% higher than last year, which is consistent with general inflation and trends in the industry. Crowley has completed this type of work for the city in recent years with excellent results.

Based on this, we recommend award of the contract to Crowley Construction Corp. in an amount not to exceed \$54,143.69 (which includes an additional \$5,000 for unanticipated work). This dollar amount is based on available budgeted funds for pavement marking maintenance, as well as pavement marking maintenance to be completed for the Parking Utility.



CITY OF APPLETON

MEMORANDUM

Date: 5/23/2024
To: Municipal Services Committee
From: Danielle Block, P.E. Director of Public Works
Subject: 2024 Bird Memorandum of Understanding (MOU)

Based on feedback and analysis through the spring of 2024, DPW staff does not recommend continuing negotiations with Bird Rides for a 2024 MOU agreement.

Staff feels it is necessary to explore the creation a dockless mobility program based on findings from the past three years of City pilot programs. The concept will take time to develop and provide enhanced structure and features for a City Dockless Mobility Program.

If the Committee chooses not to enter into an agreement with Bird Rides, the City is allowed by State statute to restrict or prohibit dockless mobility systems. Wis. State Statute:

349.237 Authority to regulate electric scooters. The governing body of any municipality or county may, by ordinance, regulate the rental and operation of electric scooters in a manner consistent with the regulation of bicycles in the municipality or county, except that the governing body of any municipality or county may do any of following:

- (1) Restrict or prohibit the operation of electric scooters on any roadway under its jurisdiction having a speed limit of more than 25 miles per hour.
- (2) Restrict or prohibit the operation of electric scooters on any sidewalk or bicycle way under its jurisdiction.
- (3) Establish requirements for and limitations on the parking of electric scooters on roadways, sidewalks, bicycle lanes, or bicycle ways under its jurisdiction.
- (4) Restrict or prohibit the short-term commercial rental of electric scooters to the general public.

**AGREEMENT FOR AUTOMATIC ASSISTANCE
FOR STRUCTURE FIRES
VILLAGE OF FOX CROSSING AND CITY OF APPLETON**

THIS AGREEMENT entered into on the date specified below, by and between the Village of Fox Crossing ("Fox Crossing") and the City of Appleton ("Appleton"), each of which are Wisconsin municipal corporations; and each acting herein through their duly authorized officials.

WHEREAS the governing officials of the governmental entities set forth above, political subdivisions of the State of Wisconsin and the United States of America, desire to secure for each entity the benefits of assistance in the protection of life and property from fire and other disasters:

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

1. In consideration for each party's automatic assistance to the other upon the occurrence of a structure fire in any portion of the designated area where this Agreement for Automatic Assistance is in effect, a predetermined number of firefighting equipment and personnel of the parties shall be dispatched to such point where the structure fire exists in order to assist in the protection of life and property subject to the conditions hereinafter stated.

Details as to amounts and types of assistance to be dispatched, methods of dispatching and communications, training programs and procedures and areas to be assisted will be developed by the Chief of the Fox Crossing Fire Department and the Chief of the Appleton Fire Department. These details will be stipulated in a Memorandum of Understanding and signed by the Chiefs of both departments. Said Memorandum of Understanding may be revised, modified, or amended in writing at any time by a signed mutual agreement of the Fire Chiefs as conditions may warrant.
2. Any dispatch of equipment and personnel pursuant to this Agreement shall be sent unless such amount of assistance is unavailable due to emergency conditions and/or hazardous situations confronting either party's forces at the time of need for assistance under this Agreement.
3. Each party to this Agreement waives all claims against the other party for compensation for any loss, damage, personal injury, or death occurring as a consequence of the performance of this Agreement.
4. Neither party shall be reimbursed by the other for costs incurred pursuant to this Agreement. Personnel who are assigned, designated, or ordered by their governing body to perform duties, pursuant to this Agreement, shall receive the same salary, pension, and all other compensation and rights for

the performance of such duties, including injury or death benefits, and Worker's Compensation benefits, as though the service had been rendered within the limits of the entity where he or she is regularly employed. Moreover, all medical expenses; wage and disability payments; pension payments; damage to equipment and clothing; and expenses of travel; food; and lodging shall be paid by the entity in which the employee in question is regularly employed.

5. All equipment used by each party's fire department in carrying out this Agreement will, during the time response services are being performed, remain owned by the respective fire department; and all personnel acting for the party's fire department under this Agreement will, during the time response services are required, be firefighters of the fire department of the party where they are regularly employed.
6. At all times while equipment and personnel of either party's fire department are traveling to, from, or within the geographical limits of the other party in accordance with the terms of this Agreement, such personnel and equipment shall be deemed to be employed or used, as the case may be, in the full line and cause of duty of the party which regularly employs such personnel and equipment. Further, such equipment and personnel shall be deemed to be engaged in a governmental function of its governmental entity.
7. In the event that any individual performing duties subject to this Agreement shall be cited as a defendant party to any state or federal civil lawsuit, arising out of his or her official acts while performing duties pursuant to the terms of this Agreement, such individual shall be entitled to the same benefits that he or she would be entitled to receive had such civil action arisen out of an official act within the scope of his or her duties as a member of the department where regularly employed and occurred within the jurisdiction of the governmental entity where regularly employed. The benefits described in this paragraph shall be supplied by the party where the individual is regularly employed.
8. It is agreed by and between the parties hereto that any party hereto shall have the right to terminate this Agreement upon ninety (90) days written notice to the other party hereto.
9. It is understood and agreed that if the parties have heretofore entered into any similar agreement for automatic aid, the conditions and obligations of this Agreement shall take precedence over any conditions and obligations in any other agreements related to mutual assistance between the parties.
10. Each party agrees that if legal action is brought under this Agreement, exclusive venue shall lie in the county where the emergency condition

and/or hazardous situations occurred.


11. In case one or more of the provisions contained in this Agreement shall be for any reason held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision thereof and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.
12. Neither party hereto waives or releases any of the liability immunities, limitations, or damages limitations available under Section 893.80 Wisconsin Statutes despite any provisions herein, if any, to the contrary.
13. Effective date of this Agreement shall be on the last date of the signature of any party hereto.

EXECUTED by the Village of Fox Crossing and the City of Appleton, each respective governmental entity acting by and through its duly authorized official in the manner required by each entity or otherwise as required by law.

Village of Fox Crossing

By: 
Dale Youngquist, Village President
Date: 5-28-24

Fox Crossing Fire Department


Todd Sweeney, Fire Chief
Date: 5-28-24

[SIGNATURES CONTINUE ON THE FOLLOWING PAGE]

City of Appleton

By: _____
Jacob A. Woodford, Mayor

Date: _____

Approved as to form:

Christopher R. Behrens, City Attorney

Date: _____

CityLaw: A22-0078.dg

By: _____
Kami Lynch, City Clerk

Date: _____

Appleton Fire Department

Jeremy Hansen, Fire Chief

Date: _____

2024-2025 RENEWALS

CLASS "A" FERMENTED MALT BEVERAGE & "CLASS A" LIQUOR (CIDER ONLY) LICENSE

<u>NAME</u>	<u>TRADE NAME</u>	<u>ADDRESS</u>
Van Zeeland Oil Co Inc Ryan Van Zeeland, Agent, 33 Meadowbrook Ct, Appleton WI 54914	Valley Mobil	2661 S Oneida St

CLASS "A" FERMENTED MALT BEVERAGE & "CLASS A" LIQUOR LICENSE

<u>NAME</u>	<u>TRADE NAME</u>	<u>ADDRESS</u>
Thapa Petroleum LLC Ganesh Thapa, Agent, 1131 W Commercial St, Appleton WI 54914	Appleton Clark	1200 W Wisconsin Ave

CLASS "B" FERMENTED MALT BEVERAGE LICENSE

<u>NAME</u>	<u>TRADE NAME</u>	<u>ADDRESS</u>
Fox Valley Athletics LLC L. Eric Schaefer, Agent, 1139 Honey Creek Cr, Oshkosh WI 54904		1620 E Witzke Blvd-Jones Bldg
United Sports Association for Youth Inc Eric Gebhard, Agent, 828 Jefferson St, Algoma WI 54201	USA Sports Complex	3300 E Evergreen Dr

CLASS "B" FERMENTED MALT BEVERAGE LICENSE AND "CLASS C" WINE LICENSE

<u>NAME</u>	<u>TRADE NAME</u>	<u>ADDRESS</u>
Waam Enterprises LLC William J Wetzel Jr, Agent, 2800 Schaefer Cr, Appleton WI 54915	ACOCA	500 W College Ave
Ototo LLC Lor Lee, Agent, 3518 S Barker Ln, Appleton WI 54915	Ototo Ramen	205 N Richmond St

CLASS "B" FERMENTED MALT BEVERAGE & "CLASS B" LIQUOR LICENSE

<u>NAME</u>	<u>TRADE NAME</u>	<u>ADDRESS</u>
Antojitos Mexicanos LLC Fernando Almanza, Agent, 580 Cornrow Ln, Combined Locks WI 54113	Antojitos Mexicanos	204 E College Ave

Behnke Enterprises Inc Mark Behnke, Agent, 1820 N Douglas St, Appleton WI 54914	Bazil's Pub	109 W College Ave
Camelot of Appleton LLC Brian M. Striegel, Agent, 802 E College Ave, Appleton WI 54911	Camelot	1700 E Wisconsin Ave
SG Petroleums LLC Suyash Goel, Agent, 2811 E Newberry St, Appleton WI 54915	Friends & Neighbors	148 S Walter Ave
The Original Music Collaborative LLC David G Willems, Agent, 59 S Meadows Dr, Appleton WI 54915	Gibson Community Music Hall	211 W College Ave
Hideout Bar LLC Amanda K. Ernst, Agent, 75 Paulina St, Clintonville WI 54929	Hideout Bar	2828 N Ballard Rd
Sony's Bistro LLC Synona Meyer, Agent, 1342 N Lake Ct, Appleton WI 54913	Meade Street Bistro	2729 N Meade St
Behnke Enterprises Inc Mark Behnke, Agent, 1820 N Douglas St, Appleton WI 54914	No Idea Bar	109 W College Ave
Supple Fondue LLC John F. Supple III, Agent, 4244 S Shady Ln, Oshkosh WI 54902	The Melting Pot	2295 W College Ave

**CLASS "B" FERMENTED MALT BEVERAGE & RESERVE "CLASS B" LIQUOR
LICENSE**

<u>NAME</u>	<u>TRADE NAME</u>	<u>ADDRESS</u>
Blazin Wings Inc Kimberly M Lutzewitz, Agent, W6983 Center Valley Rd, Shiocton WI 54170	Buffalo Wild Wings	3201 E Calumet St
Foster Cocktail Company LLC Patrick Frawley, Agent, 803 W Winnebago St, Appleton WI 54914	Commodore Club	231 & 233 E College Ave
C-Vine Lounge LLC Conrado Lopez Mendez, Agent, 1789 Sanctuary Ct #63, Appleton WI 54914	C-Vine Lounge	531 W College Ave
J Restaurant LLC Jay Patrick Supple, Agent, 4716 Bay View Ln, Oshkosh WI 54902	Fratellos Waterfront Restaurant	501 W Water St
Behnke Enterprises Inc Mark Behnke, Agent, 1820 N Douglas St, Appleton WI 54914	Olde Town Tavern	107 W College Ave

June 5, 2024

KAMI LYNCH
CITY CLERK

2024-2025 Late Cigarette/Tobacco/Electronic Vaping Device Renewals

TRADE NAME	BUSINESS NAME	ADDRESS
APPLETON CLARK	THAPA PETROLEUM LLC	1200 W WISCONSIN AVE
GOOD NATURE EVAPOR	GOOD NATURE EVAPOR LLC	420 E NORTHLAND AVE STE E
ONEIDA BP	ONEIDA ST MINI MART LLC	1306 S ONEIDA ST
SMOKIN GLASS	SMOKIN GLASS LLC	1107 W WISCONSIN AVE



Application for Taxicab/Limousine Company License

CASH OR CHECK ONLY!

Original Application

Renewal License

in 2-24

FEES ARE NON-REFUNDABLE

Fee Per Each Individual

Date Recv'd 5 / 15 / 24

Vehicle (CLLSE) \$30.00

Total \$ 97.00

Investigation Fee

(CLLPIF) \$7.00

Receipt #: 6829-8

LICENSE PERIOD IS FROM

July 1st – June 30th

Note: please allow 3 weeks for application processing

SECTION 1 – APPLICANT INFORMATION Answer all questions completely. Please PRINT clearly.

Company Name <u>Dynasty Limousine Service LLC</u>			
Business Address <u>1900 Vandenberg Ln</u>	City <u>Kaunakona</u>	State <u>WI</u>	Zip Code <u>59130</u>
Company Email Address [REQUIRED] <u>Diana@dynastylimousine.net</u>	Company Phone Number [REQUIRED] <u>920-954-9111</u>	<input checked="" type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation	
Business Owners Name <u>Diana Wolters</u>	Date of Birth	Gender <u>F</u>	
Business Owner Phone Number	Business Owner Email Address		
License Number	State Licensed <u>WI</u>		

SECTION 2 - COMPANY HISTORY

Is the company currently licensed in any other municipality? YES NO

If Yes, what municipality? _____

Has the company ever been denied a license by any municipality? YES NO

If Yes, please explain: _____

Have any of the owners ever been convicted of a crime? YES NO

If Yes, please explain: _____

Describe the basic operations of the company:
Luxury charter transportation

If the business is located in the City limits, Municipal Code requires that off-street parking is provided for. If applicable, what provisions have been made for off street parking?
N/A

SECTION 3 – VEHICLES TO BE OPERATED - Attach additional sheets if necessary

Vehicle Number	Capacity	Make/Model	DOT License Plate #
<u>11</u>	<u>5</u>	<u>Cadillac Escalade</u>	<u>APA 7701</u>
<u>12</u>	<u>5</u>	<u>Cadillac Escalade</u>	<u>ADP 2679</u>
<u>10</u>	<u>14</u>	<u>Freightliner Sprinter</u>	<u>Dusty 10</u>

SECTION 4 – INSURANCE NOTICE

Insurance Carrier <u>Forge</u>	Insurance Agent Name <u>Amy Kustrich</u>
Insurance Agent Phone Number	Insurance Agent Email Address
Policy Number	Policy Period <u>9-7-23 – 9-7-24</u>

Form
AB-200

Alcohol Beverage License Application

For Municipal Use Only	
Municipality	City of Appleton
License Period	2024 - 2025

License(s) Requested: (up to two boxes may be checked)

- Class "A" Beer \$ _____ Class "B" Beer \$ 100
 "Class A" Liquor \$ _____ "Class B" Liquor \$ 500
 "Class A" Liquor (cider only) \$ _____ Reserve "Class B" Liquor \$ _____
 "Class C" Liquor (wine only) \$ _____

Fees	
License Fees	\$ <u>600</u>
Background Check Fee	\$ <u>0</u>
Publication Fee	\$ <u>60</u>
Total Fees	\$ <u>660</u>

Part A: Premises/Business Information

1. Legal Business Name (individual name if sole proprietorship) MAUTHE VENTURES LLC.			
2. Business Trade Name or DBA NO IDEA BAR			
3. FEIN		4. Wisconsin Seller's Permit Number 456-1031723179-04	
5. Entity Type (check one) <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Limited Liability Company <input type="checkbox"/> Corporation <input type="checkbox"/> Nonprofit Organization			
6. State of Organization WI		7. Date of Organization 05/03/2024	8. Wisconsin DFI Registration Number M132105
9. Premises Address 109 W. COLLEGE AVE.			
10. City APPLETON		11. State WI	12. Zip Code 54911
13. County Outagamie	14. Governing Municipality: <input checked="" type="checkbox"/> City <input type="checkbox"/> Town <input type="checkbox"/> Village of: <u>APPLETON</u>		15. Aldermanic District
16. Premises Phone (920) 954-1707	17. Premises Email E		18. Website WWW.BAZILSPUB.COM
19. Premises Description - Describe the building or buildings where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary. 109 WEST COLLEGE AVENUE-2,300 SQ. FT. BASEMENT BAR AREA-1,000 SQ. FT. STORAGE. TO COMPLY WITH STIPULATIONS OF SPECIAL USE PERMIT #14-05			
20. Mailing Address (if different from premises address)			
21. City		22. State	23. Zip Code

Part B: Questions

1. Has the business (sole proprietorship, partnership, limited liability company, or corporation) been convicted of violating federal or state laws or local ordinances? Exclude traffic offenses unless related to alcohol beverages. Yes No

If yes, list the details of violation below. Attach additional sheets if necessary.

Law/Ordinance Violated	Location	Trial Date
Penalty Imposed	Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Law/Ordinance Violated	Location	Trial Date
Penalty Imposed	Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No	

2. Are charges for any offenses pending against the business? Exclude traffic offenses unless related to alcohol . . . Yes No beverages.
 If yes, describe the nature and status of pending charges using the space below. Attach additional sheets as needed.

3. Is the applicant business or any of its officers, directors, members, agent, employees, owners, or other related individuals or entities a restricted investor with any interest in an alcohol beverage producer or distributor? . . . Yes No
 If yes, provide the name of the restricted investor and describe the nature of the interest.

4. Is the applicant business owned by another business entity? Yes No
 If yes, provide the name(s) and FEIN(s) of the business entity owners below. Attach additional sheets as needed.

4a. Name of Business Entity	4b. Business Entity FEIN
-----------------------------	--------------------------

5. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit proof of completion. Yes No
 6. Is the applicant business indebted to any wholesaler beyond 15 days for beer or 30 days for liquor/wine? Yes No
 7. Does the applicant business owe past due municipal property taxes, assessments, or other fees? Yes No

Part C: Individual Information

List the name, title, and phone number for each person or entity holding the following positions in the applicant business or businesses listed in Part B, Question 4: sole proprietor, all officers, directors, and agent of a corporation or nonprofit organization, all partners of a partnership, and all members, managers, and agent of a limited liability company. Attach additional sheets if necessary.


Include Form AB-100 for each person listed below. Corporations and LLCs must appoint an agent by including Form AB-101.

Last Name	First Name	Title	Phone
MAUTHE	BENJAMIN	OWNER	
MAUTHE	JENNIFER	OWNER	

Part D: Attestation

One of the following must sign and attest to this application:
 • sole proprietor • one general partner of a partnership • one corporate officer • one member of an LLC

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name MAUTHE	First Name BENJAMIN	M.I. R
Title OWNER	Email	Phone
Signature 		Date 05/08/24

Part E: For Clerk Use Only

Date Application Was Filed With Clerk	License Number	Date License Granted	Date License Issued
Signature of Clerk/Deputy Clerk		Date Provisional License Issued (if applicable)	



City of Appleton

Alcohol License Questionnaire

1. Name of Applicant: Benjamin R Mauthe

2. Name of Business: Mauthe Ventures LLC DBA No Idea Bar

(Check Applicable Box(s) to identify primary business activity)

- Restaurant
- Tavern/Night Club/Wine Bar
- Microbrewery/Brewpub
- Painting/Craft Studio
- Other (describe) _____

3. Address of Business: 109 W. College Ave

4. Have you or any member of your organization ever been convicted of a misdemeanor or ordinance violation? Yes X No _____

AND/OR been convicted of a felony? Yes _____ No X

If yes to either question, please explain in detail below:

DUI - 2007 - Two weeks house arrest - Fine - Oshkosh
DUI - 2001 - Fine - Kaukauna

5. List all partners, shareholders or investors of your business. Include full name, middle initial and date of birth. Please use additional sheets if necessary.

<u>Benjamin</u>	<u>R</u>	<u>Mauthe</u>	
First name	M.I.	Last name	Date of Birth
			/ /

6. Name of person/corporation you are buying the premise and equipment from?

Name: Mark E. Behnke Behnke Enterprises
 First name Middle Initial Last name

Address: 109 W. College Ave Appleton WI 54911
 City State ZIP

7. What was the previous name and primary nature of the business operating at this location?

Name: No Idea Bar

(Check Applicable Box(s) to identify primary business activity)

- Restaurant
- Tavern/Night Club/Wine Bar
- Microbrewery/Brewpub
- Painting/Craft Studio
- Other (describe) _____

8. Was this premise licensed for alcohol sales/consumption during the past license year?

Yes X If yes, please contact the Community and Economic Development Department at 832-6468 about obtaining a copy of an existing Special Use Permit and related requirements that may run with property.

No _____ If no, please contact the Community and Economic Development Department at 832-6468 about obtaining a Special Use Permit. A Special Use Permit may be required for your business activity prior to the issuance of a Liquor License, pursuant to the City of Appleton Zoning Ordinance.

9. If alcohol sales were a previous use in this building, when did the operation cease?

_____ months ago.

10. Seating capacity: Inside 100 Outside _____

11. Operating hours (Inside the building): 4:00pm - 2:00am TH-SU
Operating hours (Outdoor seating areas): _____

12. Employees/Staff

Number of floor personnel 30 Number of door checkers 2

13. In general, state the size and operational details of the proposed establishment:

a. Gross floor building area of the premises to be licensed: 2,300 square feet.

b. Gross outdoor seating areas of the premises to be licensed: _____ square feet.

c. Below, identify the operational details of the proposed establishment:

Beyonce R. A. ...
Signature

5-9-24
Date

Alcohol Beverage Appointment of Agent

Agent Type <i>(check one)</i>	
<input checked="" type="checkbox"/> Original (no fee)	<input type="checkbox"/> Successor (\$10 fee for municipal licensees only)

Part A: Business Information	
1. Legal Business Name (individual name if sole proprietor) MAUTHE VENTURES LLC.	
2. Business Trade Name or DBA NO IDEA BAR	
3. Entity Type <i>(check one)</i> <input checked="" type="checkbox"/> Limited Liability Company <input type="checkbox"/> Corporation <input type="checkbox"/> Nonprofit Organization	
4. Alcohol Beverage Business Authorization <i>(check one)</i> <input checked="" type="checkbox"/> Municipal Retail License <input type="checkbox"/> State Permit	5. If successor agent, provide State Permit or Municipal Retail License Number
6. Describe the reason for appointing a successor agent, if successor is checked above.	


Part B: Agent Information			
1. Last Name MAUTHE	2. First Name JENNIFER	3. M.I. M	
4. Email		5. Phone	
6. Home Address 3824 N. MILLWOOD DRIVE			
7. City APPLETON	8. State WI	9. Zip Code 54913	10. Age
11. Drivers License/State ID Number		12. Drivers License/State ID State of Issuance	

Part C: Agent Questions	
1. Have you satisfied the responsible beverage server training requirement? Submit proof of completion.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. Have you completed Form AB-100, <i>Alcohol Beverage Individual Questionnaire</i> ? Submit a completed Form AB-100 with this form.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. Have you been a Wisconsin resident for at least 90 continuous days? See instructions for exceptions.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Continued →

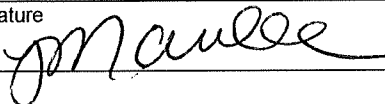
Part D: Business Attestation

READ CAREFULLY BEFORE SIGNING: I, the **Undersigned**, authorize the above-named individual to act for the above-named corporation, nonprofit organization, or limited liability company with full authority and control of the premises and of all alcohol beverage activities on such premises. I certify that I am authorized by the above-named entity to authorize this individual to act on behalf of the entity. If I am appointing a successor agent, I rescind all previous agent appointments for this premises. Further, I understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name MAUTHE		First Name BENJAMIN	M.I. R
Title OWNER	Email	Phone	
Signature 		Date 05/08/24	

Part E: Agent Attestation

READ CAREFULLY BEFORE SIGNING: I, the **Agent**, hereby accept this appointment as agent for the above-named corporation, nonprofit organization, or limited liability company and assume full responsibility for the conduct of all alcohol beverage activities on the premises for the above-named business. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name MAUTHE		First Name JENNIFER	M.I. M
Signature 		Date 05/08/24	

Form
AB-200

Alcohol Beverage License Application

For Municipal Use Only
Municipality City of Appleton
License Period 2024-2025

License(s) Requested: (up to two boxes may be checked)

- Class "A" Beer \$ _____ Class "B" Beer \$ 100
 "Class A" Liquor \$ _____ "Class B" Liquor \$ 500
 "Class A" Liquor (cider only) \$ _____ Reserve "Class B" Liquor \$ _____
 "Class C" Liquor (wine only) \$ _____

Fees	
License Fees	\$ <u>600</u>
Background Check Fee	\$ <u>0</u>
Publication Fee	\$ <u>60</u>
Total Fees	\$ <u>660</u>

Part A: Premises/Business Information			
1. Legal Business Name (individual name if sole proprietorship) MAUTHE VENTURES LLC.			
2. Business Trade Name or DBA BAZIL'S PUB AND PROVISIONS			
3. FEIN		4. Wisconsin Seller's Permit Number 456-1031723179-04	
5. Entity Type (check one) <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Limited Liability Company <input type="checkbox"/> Corporation <input type="checkbox"/> Nonprofit Organization			
6. State of Organization WI		7. Date of Organization 05/03/2024	8. Wisconsin DFI Registration Number M132105
9. Premises Address 109 W. COLLEGE AVE.			
10. City APPLETON		11. State WI	12. Zip Code 54911
13. County Outagamie	14. Governing Municipality: <input checked="" type="checkbox"/> City <input type="checkbox"/> Town <input type="checkbox"/> Village of: APPLETON		15. Aldermanic District
16. Premises Phone (920) 954-1707	17. Premises Email		18. Website WWW.BAZILSPUB.COM
19. Premises Description - Describe the building or buildings where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary. 109 W. COLLEGE AVENUE-2,000 SQ. FT. FIRST FLOOR BAR-700 SQ. FT. ON SECOND FLOOR FOR STORAGE-60x20 SQ.FT. PATIO TO COMPLY WITH STIPULATIONS OF SPECIAL USE PERMITS #14-05 AND #6-13.			
20. Mailing Address (if different from premises address)			
21. City		22. State	23. Zip Code

Part B: Questions			
1. Has the business (sole proprietorship, partnership, limited liability company, or corporation) been convicted of violating federal or state laws or local ordinances? Exclude traffic offenses unless related to alcohol beverages. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, list the details of violation below. Attach additional sheets if necessary.			
Law/Ordinance Violated	Location		Trial Date
Penalty Imposed		Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Law/Ordinance Violated	Location		Trial Date
Penalty Imposed		Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No	

2. Are charges for any offenses pending against the business? Exclude traffic offenses unless related to alcohol . . . Yes No beverages.
 If yes, describe the nature and status of pending charges using the space below. Attach additional sheets as needed.

3. Is the applicant business or any of its officers, directors, members, agent, employees, owners, or other related individuals or entities a restricted investor with any interest in an alcohol beverage producer or distributor? . . . Yes No
 If yes, provide the name of the restricted investor and describe the nature of the interest.

4. Is the applicant business owned by another business entity? Yes No
 If yes, provide the name(s) and FEIN(s) of the business entity owners below. Attach additional sheets as needed.

4a. Name of Business Entity	4b. Business Entity FEIN
-----------------------------	--------------------------

5. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit proof of completion. Yes No
 6. Is the applicant business indebted to any wholesaler beyond 15 days for beer or 30 days for liquor/wine? Yes No
 7. Does the applicant business owe past due municipal property taxes, assessments, or other fees? Yes No

Part C: Individual Information

List the name, title, and phone number for each person or entity holding the following positions in the applicant business or businesses listed in Part B, Question 4: sole proprietor, all officers, directors, and agent of a corporation or nonprofit organization, all partners of a partnership, and all members, managers, and agent of a limited liability company. Attach additional sheets if necessary.

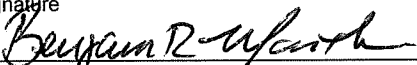
Include Form AB-100 for each person listed below. Corporations and LLCs must appoint an agent by including Form AB-101.

Last Name	First Name	Title	Phone
MAUTHE	BENJAMIN	OWNER	
MAUTHE	JENNIFER	OWNER	

Part D: Attestation

One of the following must sign and attest to this application:
 • sole proprietor • one general partner of a partnership • one corporate officer • one member of an LLC

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name MAUTHE	First Name BENJAMIN	M.I. R
Title OWNER	Email	Phone
Signature 	Date 05/08/24	

Part E: For Clerk Use Only

Date Application Was Filed With Clerk	License Number	Date License Granted	Date License Issued
Signature of Clerk/Deputy Clerk		Date Provisional License Issued (if applicable)	



City of Appleton

Alcohol License Questionnaire

1. Name of Applicant: Benjamin R. Mauthe

2. Name of Business: Mauthe Ventures LLC DBA Bazil's Pub and Provisions

(Check Applicable Box(s) to identify primary business activity)

- Restaurant
- Tavern/Night Club/Wine Bar
- Microbrewery/Brewpub
- Painting/Craft Studio
- Other (describe) _____

3. Address of Business: 109 W. College Ave

4. Have you or any member of your organization ever been convicted of a misdemeanor or ordinance violation? Yes X No _____

AND/OR been convicted of a felony? Yes _____ No X

If yes to either question, please explain in detail below:

DUI 2007 - Two weeks house arrest + Fined - Oshkosh
DUI 2001 - Fined - Kaukauna

5. List all partners, shareholders or investors of your business. Include full name, middle initial and date of birth. Please use additional sheets if necessary.

<u>Benjamin R</u>		<u>Mauthe</u>	<u>01/12/1982</u>
First name	M.I.	Last name	Date of Birth
First name	M.I.	Last name	Date of Birth
First name	M.I.	Last name	Date of Birth
First name	M.I.	Last name	Date of Birth

6. Name of person/corporation you are buying the premise and equipment from?

Name: Mark e. Behnke Behnke Enterprises

Address: 109 W. College Ave Appleton WI 54911

7. What was the previous name and primary nature of the business operating at this location?

Name: Bazil's Pub and Provisions

(Check Applicable Box(s) to identify primary business activity)

- Restaurant
- Tavern/Night Club/Wine Bar
- Microbrewery/Brewpub
- Painting/Craft Studio
- Other (describe) _____

8. Was this premise licensed for alcohol sales/consumption during the past license year?

Yes If yes, please contact the Community and Economic Development Department at 832-6468 about obtaining a copy of an existing Special Use Permit and related requirements that may run with property.

No _____ If no, please contact the Community and Economic Development Department at 832-6468 about obtaining a Special Use Permit. A Special Use Permit may be required for your business activity prior to the issuance of a Liquor License, pursuant to the City of Appleton Zoning Ordinance.

9. If alcohol sales were a previous use in this building, when did the operation cease?

_____ months ago.

10. Seating capacity: Inside 100 Outside 40

11. Operating hours (Inside the building): 11:00AM - 2:00AM 7/days/week
Operating hours (Outdoor seating areas): 11:00 AM - Midnight 7days/week

12. Employees/Staff

Number of floor personnel 30 Number of door checkers 2

13. In general, state the size and operational details of the proposed establishment:

a. Gross floor building area of the premises to be licensed: 2,000 square feet.

b. Gross outdoor seating areas of the premises to be licensed: 60x20 square feet.

c. Below, identify the operational details of the proposed establishment:

Benjamin R. Fawcett
Signature

5-9-24
Date

Alcohol Beverage Appointment of Agent

Agent Type (check one)	
<input checked="" type="checkbox"/> Original (no fee)	<input type="checkbox"/> Successor (\$10 fee for municipal licensees only)

Part A: Business Information	
1. Legal Business Name (individual name if sole proprietor) MAUTHE VENTURES LLC.	
2. Business Trade Name or DBA BAZIL'S PUB AND PROVISIONS	
3. Entity Type (check one) <input checked="" type="checkbox"/> Limited Liability Company <input type="checkbox"/> Corporation <input type="checkbox"/> Nonprofit Organization	
4. Alcohol Beverage Business Authorization (check one) <input checked="" type="checkbox"/> Municipal Retail License <input type="checkbox"/> State Permit	5. If successor agent, provide State Permit or Municipal Retail License Number
6. Describe the reason for appointing a successor agent, if successor is checked above.	

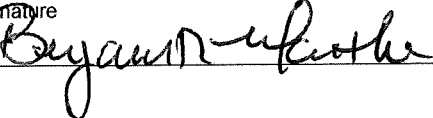
Part B: Agent Information				
1. Last Name MAUTHE	2. First Name JENNIFER	3. M.I. M		
4. Email BMAUTHE82@GMAIL.COM			5. Phone -	
6. Home Address 3824 N. MILLWOOD DRIVE				
7. City APPLETON	8. State WI	9. Zip Code 54913	10. Age	
11. Drivers License/State ID Number			12. Drivers License/State ID State of Issuance	

Part C: Agent Questions	
1. Have you satisfied the responsible beverage server training requirement? Submit proof of completion.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. Have you completed Form AB-100, <i>Alcohol Beverage Individual Questionnaire</i> ? Submit a completed Form AB-100 with this form.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. Have you been a Wisconsin resident for at least 90 continuous days? See instructions for exceptions.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Continued →


Part D: Business Attestation

READ CAREFULLY BEFORE SIGNING: I, the **Undersigned**, authorize the above-named individual to act for the above-named corporation, nonprofit organization, or limited liability company with full authority and control of the premises and of all alcohol beverage activities on such premises. I certify that I am authorized by the above-named entity to authorize this individual to act on behalf of the entity. If I am appointing a successor agent, I rescind all previous agent appointments for this premises. Further, I understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name MAUTHE		First Name BENJAMIN	M.I. R
Title OWNER	Email	Phone 9	
Signature 		Date 05/08/24	

Part E: Agent Attestation

READ CAREFULLY BEFORE SIGNING: I, the **Agent**, hereby accept this appointment as agent for the above-named corporation, nonprofit organization, or limited liability company and assume full responsibility for the conduct of all alcohol beverage activities on the premises for the above-named business. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name MAUTHE		First Name JENNIFER	M.I. M
Signature 		Date 05/08/24	

Form
AB-200

Alcohol Beverage License Application

For Municipal Use Only	
Municipality	City of Appleton
License Period	2024 - 2025

License(s) Requested: (up to two boxes may be checked)

- Class "A" Beer \$ _____
 Class "B" Beer \$ 100
 "Class A" Liquor \$ _____
 "Class B" Liquor \$ _____
 "Class A" Liquor (cider only) \$ _____
 Reserve "Class B" Liquor \$ 10,500
 "Class C" Liquor (wine only) \$ _____

Fees	
License Fees	\$ <u>10,600</u>
Background Check Fee	\$ <u>14</u>
Publication Fee	\$ <u>60</u>
Total Fees	\$ <u>10,674</u>

Part A: Premises/Business Information

1. Legal Business Name (individual name if sole proprietorship) MAUTHE VENTURES LLC.			
2. Business Trade Name or DBA OLDE TOWN TAVERN			
3. FEIN		4. Wisconsin Seller's Permit Number 456-1031723179-04	
5. Entity Type (check one) <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Limited Liability Company <input type="checkbox"/> Corporation <input type="checkbox"/> Nonprofit Organization			
6. State of Organization WI		7. Date of Organization 05/03/2024	8. Wisconsin DFI Registration Number M132105
9. Premises Address 107 W. COLLEGE AVE.			
10. City APPLETON		11. State WI	12. Zip Code 54911
13. County Outagamie	14. Governing Municipality: <input checked="" type="checkbox"/> City <input type="checkbox"/> Town <input type="checkbox"/> Village of: <u>APPLETON</u>		15. Aldermanic District
16. Premises Phone (920) 954-1707	17. Premises Email		18. Website WWW.BAZILSPUB.COM
19. Premises Description - Describe the building or buildings where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary. 107 WEST COLLEGE AVENUE-1,500 SQ. FT. FIRST FLOOR BAR, DINING ROOM AND STORAGE IN BASEMENT-TO COMPLY WITH STIPULATIONS OF SPECIAL USE PERMIT #14-95.			
20. Mailing Address (if different from premises address)			
21. City		22. State	23. Zip Code

Part B: Questions

1. Has the business (sole proprietorship, partnership, limited liability company, or corporation) been convicted of violating federal or state laws or local ordinances? Exclude traffic offenses unless related to alcohol beverages. Yes No

If yes, list the details of violation below. Attach additional sheets if necessary.

Law/Ordinance Violated	Location	Trial Date
Penalty Imposed	Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Law/Ordinance Violated	Location	Trial Date
Penalty Imposed	Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No	

2. Are charges for any offenses pending against the business? Exclude traffic offenses unless related to alcohol . . . Yes No beverages.
 If yes, describe the nature and status of pending charges using the space below. Attach additional sheets as needed.

3. Is the applicant business or any of its officers, directors, members, agent, employees, owners, or other related individuals or entities a restricted investor with any interest in an alcohol beverage producer or distributor? . . . Yes No
 If yes, provide the name of the restricted investor and describe the nature of the interest.

4. Is the applicant business owned by another business entity? Yes No
 If yes, provide the name(s) and FEIN(s) of the business entity owners below. Attach additional sheets as needed.

4a. Name of Business Entity	4b. Business Entity FEIN
-----------------------------	--------------------------

5. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit proof of completion. Yes No
 6. Is the applicant business indebted to any wholesaler beyond 15 days for beer or 30 days for liquor/wine?. Yes No
 7. Does the applicant business owe past due municipal property taxes, assessments, or other fees? Yes No

Part C: Individual Information

List the name, title, and phone number for each person or entity holding the following positions in the applicant business or businesses listed in Part B, Question 4: sole proprietor, all officers, directors, and agent of a corporation or nonprofit organization, all partners of a partnership, and all members, managers, and agent of a limited liability company. Attach additional sheets if necessary.


Include Form AB-100 for each person listed below. Corporations and LLCs must appoint an agent by including Form AB-101.

Last Name	First Name	Title	Phone
MAUTHE	BENJAMIN	OWNER	(920) 851-9009
MAUTHE	JENNIFER	OWNER	(920) 585-8042

Part D: Attestation

One of the following must sign and attest to this application:
 • sole proprietor • one general partner of a partnership • one corporate officer • one member of an LLC

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name MAUTHE	First Name BENJAMIN	M.I. R
Title OWNER	Email	Phone
Signature 		Date 05/08/24

Part E: For Clerk Use Only

Date Application Was Filed With Clerk	License Number	Date License Granted	Date License Issued
Signature of Clerk/Deputy Clerk		Date Provisional License Issued (if applicable)	



City of Appleton Alcohol License Questionnaire

1. Name of Applicant: Benjamin R. Mauthe

2. Name of Business: Mauthe Ventures LLC DBA Old Town Tavern

(Check Applicable Box(s) to identify primary business activity)

- Restaurant
- Tavern/Night Club/Wine Bar
- Microbrewery/Brewpub
- Painting/Craft Studio
- Other (describe) _____

3. Address of Business: 107 W. College Ave

4. Have you or any member of your organization ever been convicted of a misdemeanor or ordinance violation? Yes X No _____

AND/OR been convicted of a felony? Yes _____ No X

If yes to either question, please explain in detail below:

DUI - 2007 - Two weeks house arrest - Fine - Obhkosh
DUI - 2001 - Fine - Kaukauna

5. List all partners, shareholders or investors of your business. Include full name, middle initial and date of birth. Please use additional sheets if necessary.

<u>Benjamin R</u>		<u>Mauthe</u>	<u>01/12/1982</u>
First name	M.I.	Last name	Date of Birth
First name	M.I.	Last name	Date of Birth
First name	M.I.	Last name	Date of Birth
First name	M.I.	Last name	Date of Birth

6. Name of person/corporation you are buying the premise and equipment from?

Name: Mark E. Behnke Behnke Enterprises
First name Middle Initial Last name

Address: 109 W College Ave Appleton WI 54911
City State ZIP

7. What was the previous name and primary nature of the business operating at this location?

Name: Olde Town Tavern

(Check Applicable Box(s) to identify primary business activity)

- Restaurant
 Tavern/Night Club/Wine Bar
 Microbrewery/Brewpub
 Painting/Craft Studio
 Other (describe) _____

8. Was this premise licensed for alcohol sales/consumption during the past license year?

Yes If yes, please contact the Community and Economic Development Department at 832-6468 about obtaining a copy of an existing Special Use Permit and related requirements that may run with property.

No _____ If no, please contact the Community and Economic Development Department at 832-6468 about obtaining a Special Use Permit. A Special Use Permit may be required for your business activity prior to the issuance of a Liquor License, pursuant to the City of Appleton Zoning Ordinance.

9. If alcohol sales were a previous use in this building, when did the operation cease?

_____ months ago.

10. Seating capacity: Inside 80 Outside 40

11. Operating hours (Inside the building): 4:00pm - 2:00am Th - Sa
Operating hours (Outdoor seating areas): 11:00 AM - Midnight

12. Employees/Staff

Number of floor personnel 30 Number of door checkers 2

13. In general, state the size and operational details of the proposed establishment:

a. Gross floor building area of the premises to be licensed: 1,500 square feet.

b. Gross outdoor seating areas of the premises to be licensed: 60x20 square feet.

c. Below, identify the operational details of the proposed establishment:

Benjamin R. Pawlke
Signature

5-9-24
Date

Agent Type (check one)	
<input checked="" type="checkbox"/> Original (no fee)	<input type="checkbox"/> Successor (\$10 fee for municipal licensees only)

Part A: Business Information	
1. Legal Business Name (individual name if sole proprietor) MAUTHE VENTURES LLC.	
2. Business Trade Name or DBA OLDE TOWN TAVERN	
3. Entity Type (check one) <input checked="" type="checkbox"/> Limited Liability Company <input type="checkbox"/> Corporation <input type="checkbox"/> Nonprofit Organization	
4. Alcohol Beverage Business Authorization (check one) <input checked="" type="checkbox"/> Municipal Retail License <input type="checkbox"/> State Permit	5. If successor agent, provide State Permit or Municipal Retail License Number
6. Describe the reason for appointing a successor agent, if successor is checked above.	

Part B: Agent Information			
1. Last Name MAUTHE	2. First Name JENNIFER	3. M.I. M	
4. Email		5. Phone	
6. Home Address 3824 N. MILLWOOD DRIVE			
7. City APPLETON	8. State WI	9. Zip Code 54913	10. Age
11. Drivers License/State ID Number		12. Drivers License/State ID State of Issuance	

Part C: Agent Questions	
1. Have you satisfied the responsible beverage server training requirement? Submit proof of completion.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. Have you completed Form AB-100, Alcohol Beverage Individual Questionnaire? Submit a completed Form AB-100 with this form.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. Have you been a Wisconsin resident for at least 90 continuous days? See instructions for exceptions.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Continued →

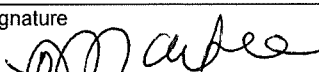
Part D: Business Attestation

READ CAREFULLY BEFORE SIGNING: I, the **Undersigned**, authorize the above-named individual to act for the above-named corporation, nonprofit organization, or limited liability company with full authority and control of the premises and of all alcohol beverage activities on such premises. I certify that I am authorized by the above-named entity to authorize this individual to act on behalf of the entity. If I am appointing a successor agent, I rescind all previous agent appointments for this premises. Further, I understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name MAUTHE		First Name BENJAMIN		M.I. R
Title OWNER	Email		Phone	
Signature			Date 05/08/24	

Part E: Agent Attestation

READ CAREFULLY BEFORE SIGNING: I, the **Agent**, hereby accept this appointment as agent for the above-named corporation, nonprofit organization, or limited liability company and assume full responsibility for the conduct of all alcohol beverage activities on the premises for the above-named business. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name MAUTHE		First Name JENNIFER		M.I. M
Signature 			Date 05/08/24	



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

APPLICATION for SALVAGE DEALER'S LICENSE

FEES ARE NON-REFUNDABLE		Date Recv'd <u>5/22/24</u>
License Fee - Local	\$200.00	Acct. CLSALV
License Fee - Out of City	\$ 75.00	Acct. CLSALV
Investigation Fee	+ 7.00	Acct. CLCPIF
Total Amount Paid	<u>207</u>	Receipt <u>6882-2</u>
License period July 1 to June 30		

Please allow 4 weeks for processing

SECTION 1 – BUSINESS INFORMATION – Answer all questions completely. Please PRINT clearly

Business Name Mr C's Motorcycles, LLC

Business Street Address 724 S. Outagamie St City Appleton State WI Zip 54914

Business Telephone Number 920-205-7821

SECTION 2 – APPLICANT INFORMATION

Name Janet Ristau

Home Street Address 716 Woodland Dr City Kaukauna State WI Zip 54130

Date of Birth _____ Male Female Telephone Number _____

SECTION 3 – CORPORATION INFORMATION – List names, addresses and dates of birth of all officers.

President	Last <u>Ristau</u>	First <u>Janet</u>	Middle Initial <u>L</u>	Date of Birth _____	Male <input type="checkbox"/>	Female <input checked="" type="checkbox"/>
Address	<u>716 Woodland Dr</u>		City <u>Kaukauna</u>	State <u>WI</u>	Zip <u>54130</u>	
Vice President	Last <u>Egelseer</u>	First <u>Eric</u>	Middle Initial <u>E</u>	Date of Birth _____	Male <input checked="" type="checkbox"/>	Female <input type="checkbox"/>
Address	<u>12 Ramlenct</u>		City <u>Appleton</u>	State <u>WI</u>	Zip <u>54915</u>	
Secretary	Last <u>Ristau</u>	First <u>Daniel</u>	Middle Initial <u>S</u>	Date of Birth _____	Male <input checked="" type="checkbox"/>	Female <input type="checkbox"/>
Address	<u>926 Manor PL</u>		City <u>Little Chute</u>	State <u>WI</u>	Zip <u>54140</u>	
Treasurer	Last <u>Ristau</u>	First <u>Glenn</u>	Middle Initial <u>A</u>	Date of Birth _____	Male <input checked="" type="checkbox"/>	Female <input type="checkbox"/>
Address	<u>420 Green Haven Lane</u>		City <u>Kaukauna</u>	State <u>WI</u>	Zip <u>54130</u>	

SECTION 4 – PENALTY NOTICE

I certify that I am familiar with Section 9.386 of the Municipal Code of the City of Appleton and agree that any license granted under this application may be suspended for cause at any time by the Common Council.
Under penalty of law, I swear that the information provided in this application is true and correct to the best of my knowledge and belief.

Signature of Applicant: Janet Ristau

FOR OFFICE USE ONLY

Dept.	Approve	Deny	By	Reason
Police				
Fire				
City Sealer				
Inspection				
S&L	Council	Date Issued	Exp. Date	License Number



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.....enhancing quality of life"

APPLICATION for the Operation of a PET STORE/KENNEL

FEES ARE NON-REFUNDABLE		Date Rec'd <u>5/21/24</u>
See SECTION 5 for Fee Schedule, CASH OR CHECK ONLY		
License Fee - Initial	\$ _____	Acct. Code: CLPETK
License Fee - Renewal	\$ <u>75</u>	Acct. Code: CLPETK
Investigation Fee	+ \$ 7.00	Acct. Code: CLCPIF
Total Amount Paid	\$ <u>82</u>	Receipt <u>6904-3</u>
License period July 1 to June 30		

PLEASE ALLOW 4 WEEKS FOR PROCESSING

SECTION 1 – BUSINESS LOCATION – Answer all questions completely. Please PRINT clearly

NOTE: The location of a Kennel or Pet Store is subject to applicable zoning and other regulations.

Business Name <u>Just Pets</u>			
Business Street Address <u>2009 N. Richmond St.</u>	City <u>Appleton</u>	State <u>WI</u>	Zip <u>54911</u>
Business Telephone Number <u>920-133-6788</u>			

SECTION 2 – APPLICANT INFORMATION

Name <u>Craig Weberg</u>			
Home Street Address <u>N8803 Kernan Ave</u>	City <u>Menasha</u>	State <u>WI</u>	Zip <u>54952</u>
Date of Birth	Male <input checked="" type="checkbox"/>	Female	Telephone Number

SECTION 3 – SERVICES TO BE PROVIDED

Please check the type(s) of services your establishment will offer:

<input checked="" type="checkbox"/> Live animals	<input type="checkbox"/> Pet Food
<input checked="" type="checkbox"/> Pet Accessories	<input checked="" type="checkbox"/> Fish
<input type="checkbox"/> Other	

SECTION 4 – PENALTY NOTICE

Having knowledge of all governmental laws, rules or regulations governing the keeping or protection of animals, I hereby certify that the information provided in this application is true and correct to the best of my knowledge and belief.

Signature of Applicant: *Craig Weberg*

SECTION 5 – FEE SCHEDULE **all fees include the \$7 Investigation fee** CASH OR CHECK ONLY

Pet Store License	Initial Fee - \$97.00	Renewal Fee - <u>\$82.00</u>
Kennel License	1-10 animals - \$62.00	11-25 animals - \$137.00
	26-50 animals - \$262.00	More than 50 animals - \$5.00 per animal with a minimum of \$287.00

FOR OFFICE USE ONLY

Dept.	Approve	Deny	By	Reason
Police				
Fire				
City Sealer				
Inspection				
Community Development				
S&L	Council	Date Issued	Exp. Date	
				License Number

04-23-21

Return application to: City Clerk, 100 North Appleton Street, Appleton, WI 54911-4799



Alcohol License Premises Amendment Request Form

CASH OR CHECK ONLY!

Please allow 4 weeks for application processing

FEES ARE NON-REFUNDABLE

Date Recv'd 5 / 10 / 24

License Fee - \$10.00/event
(CLCAGP)

Total \$ 10.00

Receipt #: 6803-5

SECTION 1 - ESTABLISHMENT INFORMATION

Name of Establishment <u>Rookie's Sports Bar & Grill</u>	Establishment Phone Number <u>920-830-1904</u>
Address of Establishment <u>325 N. Appleton ST</u>	
Agent Name <u>Steve Carrow</u>	Agent Phone Number (Required)

SECTION 2 - PREMISES AMENDMENT - *A drawing/diagram of the proposed area must be submitted with this application*

Is this Premises Amendment Permanent? YES NO

Please describe the change in Premises: Setting up a Tent, Portable Hand Sinks, Port-A-Pottys & a Beverage Trailer in the grass lot North of Rookie's as well as parking Lot

If temporary, please specify the reason for the amendment: Mile of Music

If temporary, please list the date(s) and time(s) that this premises amendment will be utilized: August 1-4 2024 11AM-2AM

SECTION 3 - PENALTY NOTICE

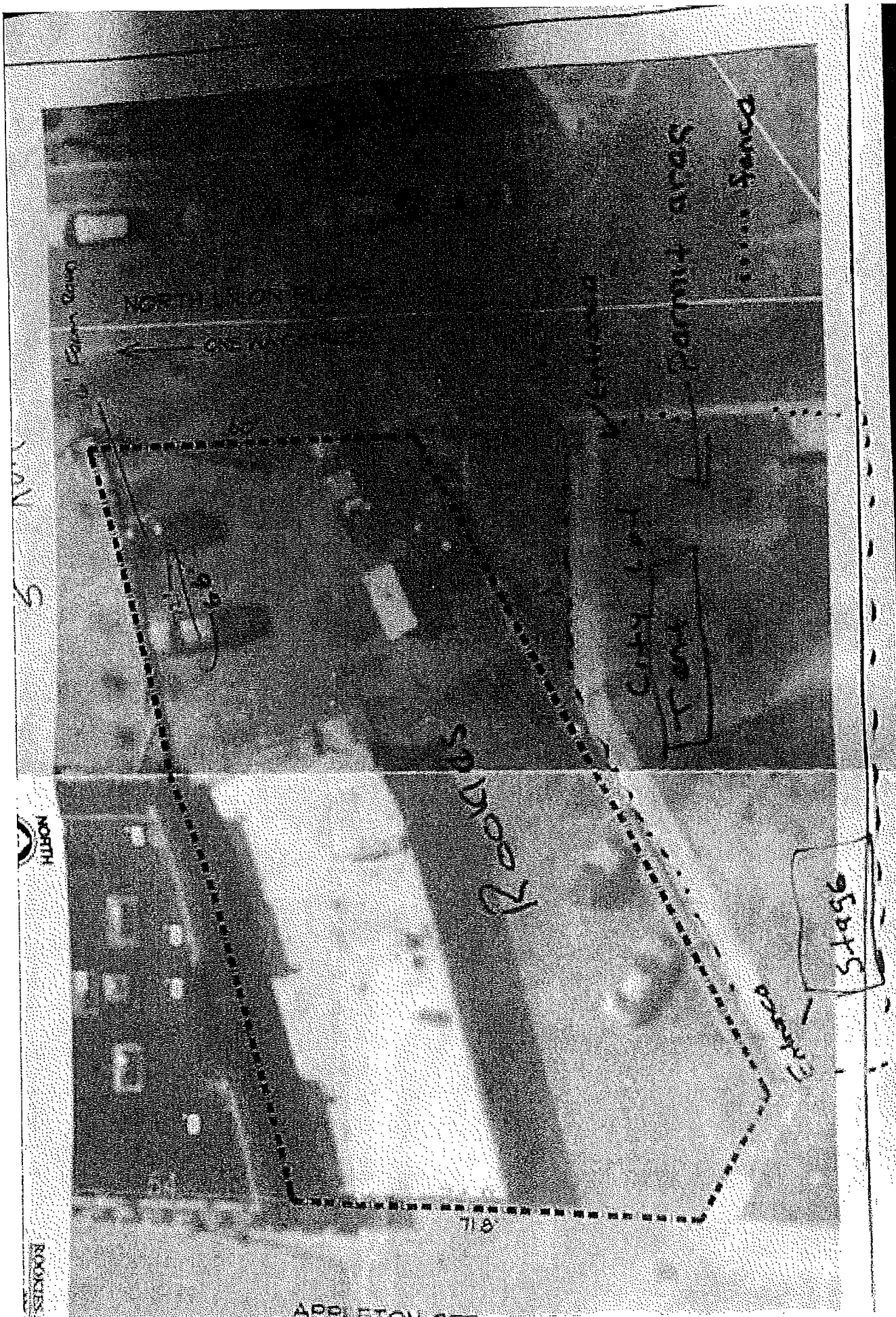
I certify that I am familiar with Section 9-52 of the Municipal Code of the City of Appleton and agree that any license granted under this application may be suspended for cause at any time by the Common Council.

Under penalty of law, I swear that the information provided in this application is true and correct to the best of my knowledge and belief.

Signature of Applicant: [Signature] Date: 05/10/2024

FOR OFFICE USE ONLY

Department	Approve	Deny	Staff Member	Reason
Police				
Fire				
Health				
Community Development				
Inspections				
Finance				
Safety and Licensing Date:	Recommendation:		Common Council Date:	Recommendation:
Date sent for Review	Date Approved	Date Issued	Expiration Date	License Number
___/___/___	___/___/___	___/___/___	___/___/___	



5
N

95075

95075

95075

ROOM 2

95075

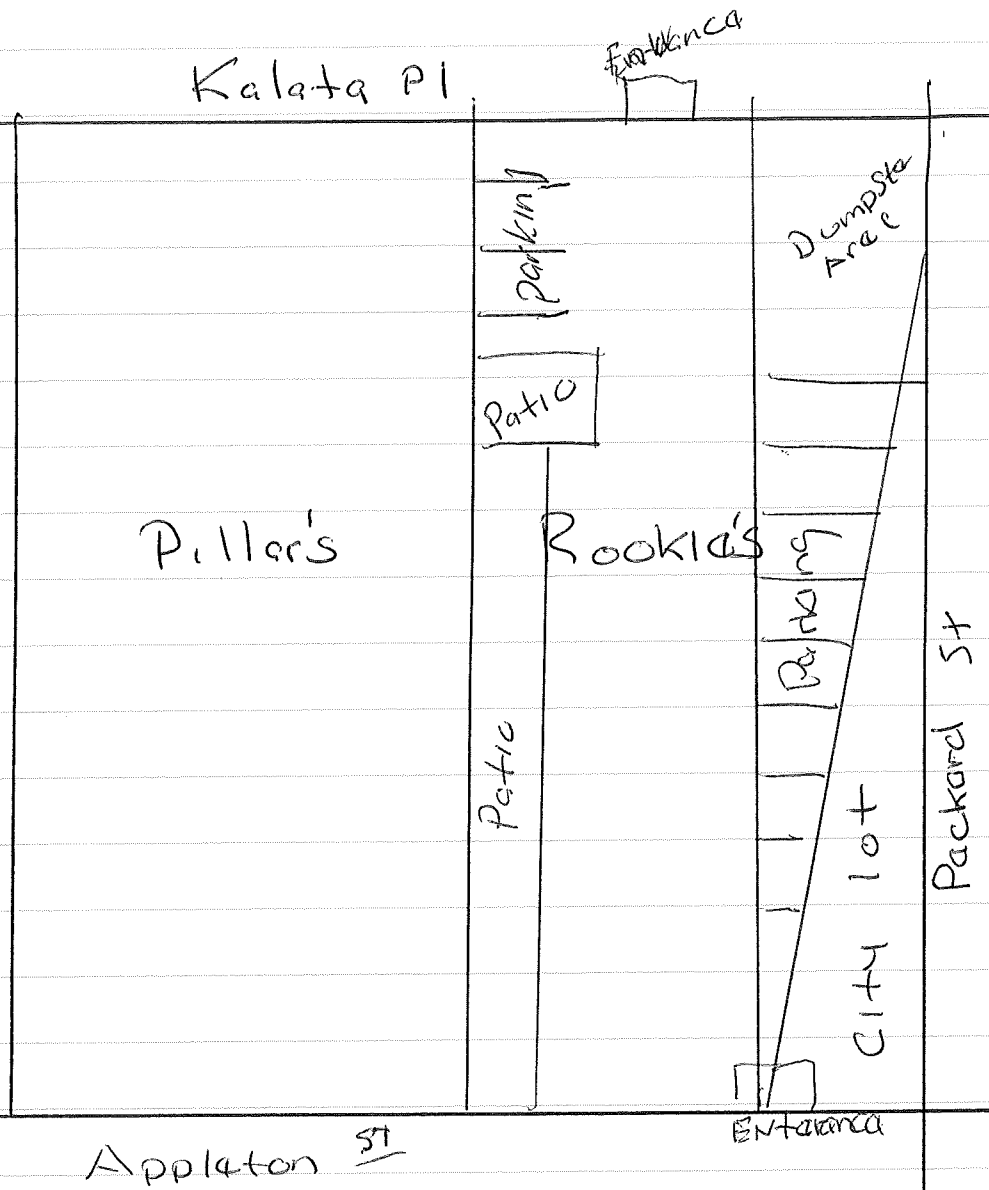
718

HILTON

ROCKIES

ADDITIONAL

325 W. Appleton St
Rookies Sports Bar & Grill



Permit for Rookies
parking lot and City
lot, parking lot and
city lot will be fenced
in.



Application for Taxicab/Limousine Company License CASH OR CHECK ONLY!

Original Application
 Renewal License
 # _____

FEES ARE NON-REFUNDABLE

Fee Per Each Individual Vehicle (CLLTSE) \$30.00
 Investigation Fee (CLLPF) \$7.00

Date Recv'd MAY 30 2024
 Total \$ 67.00
 Receipt #: 6889-5

LICENSE PERIOD IS FROM
 July 1st – June 30th

Note: please allow 3 weeks for application processing

SECTION 1 – APPLICANT INFORMATION Answer all questions completely. Please PRINT clearly.

Company Name: Z's Overflow, LLC dba Phoenix Transportation

Business Address: 1280 S. Van Dyke Rd. # 3 City: Appleton State: WI Zip Code: 54914

Company Email Address [REQUIRED]: zoverflowllc@gmail.com Company Phone Number [REQUIRED]: (414) 520-4526

Business Owners Name: Zonea Mims Date of Birth: _____ Gender: F

Business Owner Phone Number: _____ Business Owner Email Address: _____

Driver's License Number: _____ State Licensed: Wisconsin

SECTION 2 - COMPANY HISTORY

Is the company currently licensed in any other municipality? YES NO

If Yes, what municipality? _____

Has the company ever been denied a license by any municipality? YES NO

If Yes, please explain: _____

Have any of the owners ever been convicted of a crime? YES NO

If Yes, please explain: _____

Describe the basic operations of the company:
Taxi & limosene service

If the business is located in the City limits, Municipal Code requires that off-street parking is provided for. If applicable, what provisions have been made for off street parking?
Business has private parking lot.

SECTION 3 – VEHICLES TO BE OPERATED - Attach additional sheets if necessary

Vehicle Number	Capacity	Make/Model	DOT License Plate #
<u>2CTWDGBGXKR607133</u>	<u>4</u>	<u>Dodge Caravan</u>	<u>AUR-9532</u>
<u>2CTWDGBG5JR363499</u>	<u>4</u>	<u>Dodge Caravan</u>	<u>4SP-2296</u>

SECTION 4 – INSURANCE NOTICE

Insurance Carrier: Prime Insurance Company Insurance Agent Name: Doreen Janssen

Insurance Agent Phone Number: _____ Insurance Agent Email Address: _____

Policy Number: _____ Policy Period: 01/24/24 - 01/24/25

I confirm that I have the authority to sign and certify the information contained herein as the permittee/licensee, or duly authorized representative of the entity obtaining this permit/license. I have reviewed and understand the insurance requirements of the City of Appleton. I hereby certify that I, or the company I represent, have insurance in the amounts required to obtain this permit/license, have named the City of Appleton as an additional insured for purposes of this permit/license and have provided the name of my insurance carrier, the policy number, and policy period above. Further, I agree to maintain appropriate insurance coverage for the duration of this permit/license and to indemnify, defend and hold harmless the City of Appleton and its officers, officials, employees and agents from and against any and all liability, loss, damage, expenses, costs, including attorney's fees arising out of the activities performed as described herein, caused in whole or in part by any negligent act or omission of the applicant, anyone directly or indirectly employed by any of them, which may arise from the use of city right-of-way or property under this permit or license.

I certify that this application, and all information and documentation provided therein, is true and accurate.

Applicant's Signature Zoneo Ngano

FOR OFFICE USE ONLY

Department	Approve	Deny	Date of Recommendation	Staff Member
Risk Management				
Police				
Fire				
Inspection				
Safety and Licensing				
Common Council				

COI on File? YES NO	Denial Reasoning	Date Issued	Expiration Date	License Number
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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
5/30/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Ansay & Associates, LLC. 4351 W College Ave Suite 310 Appleton WI 54914	CONTACT NAME: Doreen Janssen
	PHONE (A/C, No, Ext) _____ FAX (A/C, No): 920-560-7078 E-MAIL ADDRESS: C. _____
INSURER(S) AFFORDING COVERAGE	
INSURER A : Scottsdale Insurance Co	NAIC # 41297
INSURER B : Prime Insurance Company	
INSURER C : BCS Insurance Company	38245
INSURER D :	
INSURER E :	
INSURER F :	

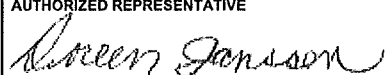
INSURED ZSOVERF-01
 Z's Overflow LLC
 1280 S. Van Dyke Rd Ste 3
 Appleton WI 54914

COVERAGES **CERTIFICATE NUMBER:** 1919649073 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS			
A	GENERAL LIABILITY			C	1/11/2024	1/11/2025	EACH OCCURRENCE \$ 1,000,000			
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000			
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 5,000			
	GEN'L AGGREGATE LIMIT APPLIES PER:									PERSONAL & ADV INJURY \$ 1,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC									GENERAL AGGREGATE \$ 2,000,000
B	AUTOMOBILE LIABILITY				1/24/2024	1/24/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000			
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$			
	<input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per accident) \$			
	<input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident) \$			
	UMBRELLA LIAB						EACH OCCURRENCE \$			
	EXCESS LIAB						AGGREGATE \$			
	DED						RETENTION \$			
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			N/A			WC STATUTORY LIMITS			
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						OTH-ER			
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. EACH ACCIDENT \$			
							E.L. DISEASE - EA EMPLOYEE \$			
A	Cyber Professional				6/15/2023	6/15/2024	Cyber Coverage 1,000,000			
					1/11/2024	1/11/2025	Professional 1,000,000			

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 2019 Dodge Caravan 2C7WDGBGXR607133
 2018 Dodge Caravan 2C7WDGBG5JR363499

CERTIFICATE HOLDER City of Appleton	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 



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

APPLICATION for the Operation of a PET STORE/KENNEL

FEES ARE NON-REFUNDABLE		Date Rec'd <u>6/3/24</u>
See SECTION 5 for Fee Schedule, CASH OR CHECK ONLY		
License Fee - Initial	\$ _____	Acct. Code: CLPETK
License Fee - Renewal	\$ <u>75</u>	Acct. Code: CLPETK
Investigation Fee	+ \$7.00	Acct. Code: CLCPIF
Total Amount Paid	\$ <u>82</u>	Receipt <u>6932-4</u>
License period July 1 to June 30		

PLEASE ALLOW 4 WEEKS FOR PROCESSING

SECTION 1 – BUSINESS LOCATION – Answer all questions completely. Please PRINT clearly

NOTE: The location of a Kennel or Pet Store is subject to applicable zoning and other regulations.

Business Name <u>FISH CAVE LLC</u>			
Business Street Address <u>2110 S MEMORIAL DR</u>	City <u>APPLETON</u>	State <u>WI</u>	Zip <u>54915</u>
Business Telephone Number <u>414-234-3526</u>			

SECTION 2 – APPLICANT INFORMATION

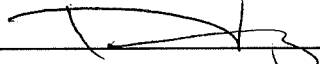
Name <u>TON VANU</u>			
Home Street Address <u>1503 E COOLIDGE AVE</u>	City <u>APPLETON</u>	State <u>WI</u>	Zip <u>54915</u>
Date of Birth	Male <input checked="" type="checkbox"/>	Female	Telephone Number

SECTION 3 – SERVICES TO BE PROVIDED

Please check the type(s) of services your establishment will offer:		
<input checked="" type="checkbox"/> Live animals	<input checked="" type="checkbox"/> Pet Food	
<input checked="" type="checkbox"/> Pet Accessories	<input checked="" type="checkbox"/> Fish	<input type="checkbox"/> Other

SECTION 4 – PENALTY NOTICE

Having knowledge of all governmental laws, rules or regulations governing the keeping or protection of animals, I hereby certify that the information provided in this application is true and correct to the best of my knowledge and belief.

Signature of Applicant: 

SECTION 5 – FEE SCHEDULE **all fees include the \$7 Investigation fee** CASH OR CHECK ONLY

Pet Store License	Initial Fee - \$97.00	Renewal Fee - \$82.00
Kennel License	1-10 animals - \$62.00	11-25 animals - \$137.00
	26-50 animals - \$262.00	More than 50 animals - \$5.00 per animal with a minimum of \$287.00

FOR OFFICE USE ONLY

Dept.	Approve	Deny	By	Reason
Police				
Fire				
City Sealer				
Inspection				
Community Development				
S&L	Council	Date Issued	Exp. Date	
				License Number

04-23-21

Return application to: City Clerk, 100 North Appleton Street, Appleton, WI 54911-4799



CITY OF APPLETON

MEMORANDUM

Date: May 22, 2024
To: Plan Commission
From: David Kress, Deputy Director of Community Development
Subject: Rezoning #4-24 – 841 West Lawrence Street

GENERAL INFORMATION

Owner/Applicant: Timber Investments, LLC c/o Timothy Hales

Address/Parcel Number: 841 W. Lawrence Street (Parcel #31-3-0899-01)

Petitioner's Request: The applicant proposes to rezone the subject parcel from C-2 General Commercial District to R-2 Two-Family District. The applicant is proposing to convert the building back into a two-family dwelling.

Plan Commission Informal Hearing Meeting Date: May 22, 2024

Common Council Public Hearing Meeting Date: June 19, 2024

BACKGROUND

According to the 1877 Appleton City Directory, this property was used as a residence at that time. The 1978 Historic Appleton Building Survey identified the use of the property as a two-family dwelling. According to Assessor's Office and building permit records, the building started being used for commercial purposes (office and storage) in the 1980s.

STAFF ANALYSIS

Project Summary: The applicant is proposing to convert the existing structure into a two-family, upper/lower duplex.

Existing Site Conditions: The subject parcel is approximately 9,067 square feet in size and contains a principal structure that was initially built for residential use. The property also contains a detached garage with a curb cut on Pierce Avenue.

Surrounding Zoning and Land Use: The surrounding area is under the jurisdiction of the City of Appleton (north, south, east, and west). The uses are generally residential and commercial in nature.

North: C-2 General Commercial District and CBD Central Business District. The adjacent land uses to the north are currently institutional and commercial.

South: R-1C Central City Residential District. The adjacent land uses to the south are currently single-family residential and railroad right-of-way.

East: R-1C Central City Residential District and C-2 General Commercial District. The adjacent land uses to the east are currently single-family residential and vacant land.

West: R-1C Central City Residential District. The adjacent land uses to the west are currently single-family residential.

Appleton Comprehensive Plan 2010-2030: Community Development staff has reviewed this proposal and determined it is compatible with the goals and objectives found in the City's *Comprehensive Plan 2010-2030*. Listed below are related excerpts from the City's *Comprehensive Plan 2010-2030*.

Goal 1 – Community Growth

Appleton will continue to provide opportunities for residential, commercial, and industrial growth, including appropriate redevelopment sites within the downtown and existing neighborhoods, and greenfield development sites at the City's edge.

Goal 3 – Housing Quality, Variety, and Affordability

Appleton will provide a variety of rental and ownership housing choices in a range of prices affordable to community residents, and ensure that existing housing is adequately maintained in terms of physical quality and market viability.

OBJECTIVE 5.3 Housing and Neighborhoods:

Provide a range of housing options that meet the needs and appeal to all segments of the community and allows residents to age in place.

OBJECTIVE 10.5 Land Use:

Support the continued redevelopment and revitalization of land uses adjacent to Appleton's key transportation corridors and downtown.

Proposed Zoning Classification: The R-2 Two-Family District is intended to provide for and maintain residential areas characterized by single-family detached and two-family dwelling units. Increased densities and the introduction of two-family housing types are intended to provide for greater housing options for owners and renters while maintaining the basic qualities of a moderately dense residential neighborhood. Per Section 23-95(g) of the Municipal Code, the development standards for the R-2 District are listed below:

- (1) Two-family dwellings (duplex) and other uses.
 - a. Minimum lot area, Single-family dwelling (detached): 6,000 square feet.
 - b. Minimum lot area, Two-family dwellings (two-story duplex): 7,000 square feet.
 - c. Minimum lot area, Two-family dwellings (single-story duplex): 9,000 square feet.
 - d. Minimum lot area, All other uses: 7,000 square feet.
 - e. Minimum lot width, Single-family dwelling: 50 feet.
 - f. Minimum lot width, All other uses: 70 feet.
 - g. Minimum front lot line setback: 20 feet (25 feet minimum on arterial street).
 - h. Minimum rear lot line setback: 25 feet.
 - i. Minimum side lot line setback: 6 feet.
 - j. Maximum lot coverage: 60%.

- k. Maximum building height: 35 feet.

Standards for Zoning Map Amendments: Per Section 23-65(d)(3) of the Municipal Code, all recommendations for Official Zoning Map amendments shall be consistent with the adopted plans, goals, and policies of the City and with the intent of the Zoning Ordinance. It would appear the criteria established has been satisfied. Related excerpts are listed below.

- a. Prior to making a recommendation on a proposed rezoning, the Plan Commission shall make a finding to determine if the following conditions exist. No rezoning of land shall be approved prior to finding at least one of the following:
 - 1. The request for a zone change is in conformance with the Comprehensive Plan for the City of Appleton. *The rezoning request is in conformance with the Comprehensive Plan 2010-2030 goals and objectives stated above and the Future Land Use Map, which identifies this area with a future Mixed Use designation.*
 - 2. A study submitted by the applicant that indicates that there has been an increase in the demand for land in the requested zoning district, and as a result, the supply of land within the City mapped as such on the Official Zoning Map is inadequate to meet the demands for such development. *College North Neighborhood Plan – Chapter 4: Market Study 2020-2030: The average annual housing need is about 301 units per the market study. The zoning map amendment (C-2 General Commercial District to R-2 Two-family residential District) will help to meet the demand for housing in Appleton as specified in the market study.*
 - 3. Proposed amendments cannot be accommodated by sites already zoned in the City due to lack of transportation, utilities or other development constraints, or the market to be served by the proposed use cannot be effectively served by the location of the existing zoning district(s).
 - 4. There is an error in the code text or zoning map as enacted.
- b. In addition to the findings required to be made by subsection (a), findings shall be made by the Plan Commission on each of the following matters based on the evidence presented:
 - 1. The adequacy of public facilities such as transportation, utilities and other required public services to serve the proposed site. *The subject area is served by existing infrastructure, and the transportation network should be able to accommodate the proposed rezoning.*
 - 2. The effect of the proposed rezoning on surrounding uses. *Single-family and two-family residential uses are already located in this area of the City. Therefore, the proposed rezoning request is unlikely to create adverse impacts for the surrounding uses.*

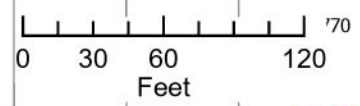
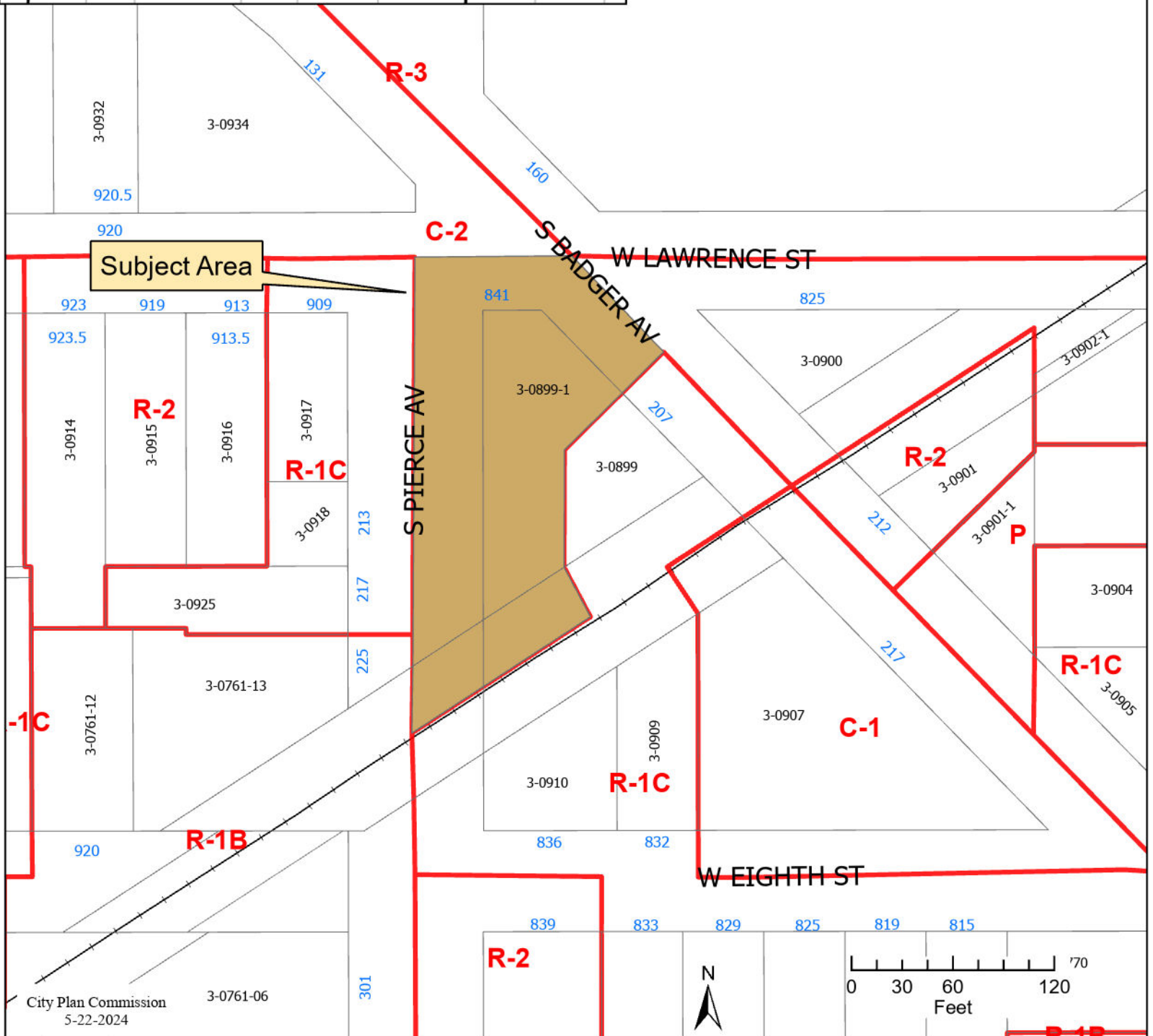
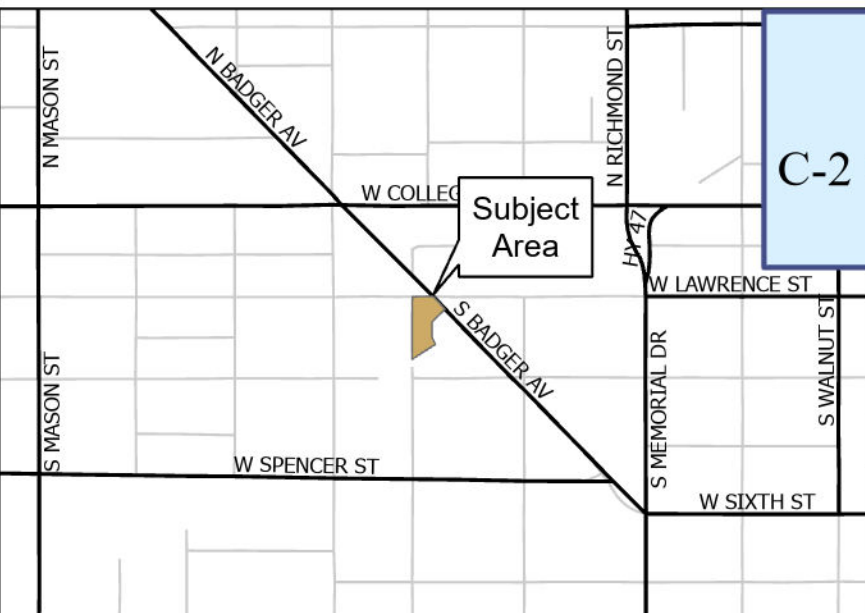
Technical Review Group (TRG) Report: This item appeared on the April 30, 2024 TRG agenda. No negative comments were received from participating departments.

RECOMMENDATION

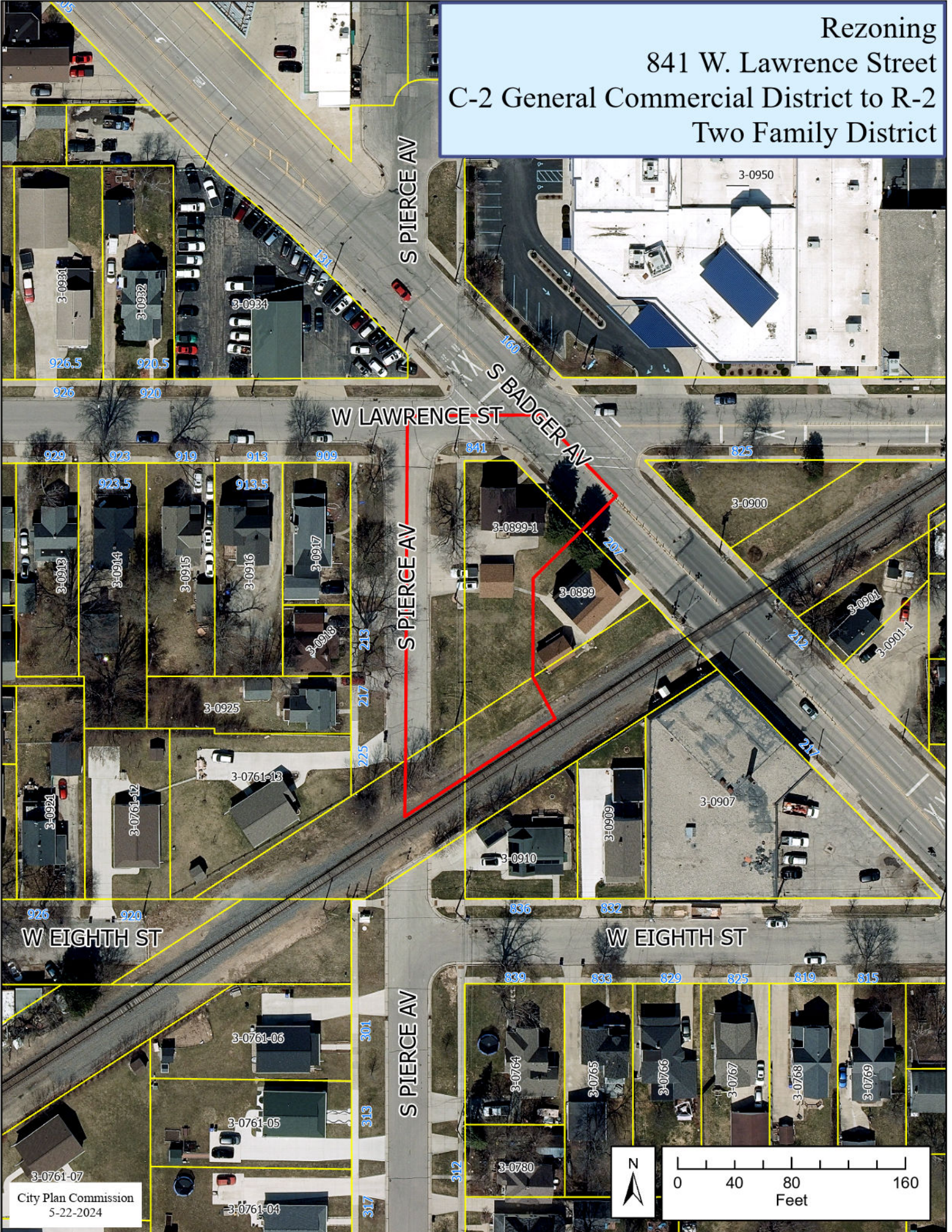
Staff recommends, based upon the standards for zoning map amendments as required by Section 23-65(d)(3) of the Zoning Ordinance, that Rezoning #4-24 to rezone the subject property at 841

West Lawrence Street (Parcel #31-3-0899-01) from C-2 General Commercial District to R-2 Two-Family District, including to the centerline of existing adjacent street and railroad right-of-way, as shown on the attached maps, **BE APPROVED**.

Rezoning 841 W. Lawrence Street C-2 General Commercial District to R-2 Two Family District



Rezoning
841 W. Lawrence Street
C-2 General Commercial District to R-2
Two Family District



Rezoning #4-24

841 W. Lawrence Street

Parcel #31-3-0899-01

LEGAL DESCRIPTION:

GRAND CHUTE PLAT 3WD AS 484D121 OF LOT 1 BLK 47, CITY OF APPLETON, OUTAGAMIE COUNTY, WISCONSIN. INCLUDING TO THE CENTERLINE OF THE ADJACENT RAILROAD LINE AND INCLUDING THE ADJACENT ONE-HALF (1/2) RIGHT-OF-WAY OF WEST LAWRENCE STREET, SOUTH BADGER AVENUE AND SOUTH PIERCE AVENUE.



CITY OF APPLETON

MEMORANDUM

Date: June 12, 2024
To: Plan Commission
From: David Kress, Deputy Director of Community Development
Subject: Restriction Modification – North Edgewood Estates 3

The North Edgewood Estates 3 Final Plat was approved by the Common Council on October 20, 2021. The subdivision plat was recorded with the Outagamie County Register of Deeds on November 30, 2021. This plat identified a wetland protected area on Lots 90-97 along Yosemite Lane.

The engineering firm that prepared the plat recently shared a draft Affidavit of Correction, which seeks to modify the wetland restrictions. The firm also provided an updated wetland delineation showing the 2018 delineation compared to the 2023 delineation. Both documents are attached. Also, attached for reference is a copy of the recorded plat.

Per the Wisconsin Platting Manual, an Affidavit of Correction is the instrument needed to complete a restriction modification (including restrictions related to environmentally sensitive areas). Pursuant to Wisconsin Statutes §236.295(2)(a), each affidavit correcting a plat that changes restrictions for public benefit must be approved by the governing body of the municipality in which the subdivision is located. The requested restriction modification appears before Plan Commission and Common Council, since that is the manner in which the plat was originally approved.

RECOMMENDATION:

The wetland restriction modification for Lots 90-97 of North Edgewood Estates 3 (Tax Id #31-1-7612-20, #31-1-7612-21, #31-1-7612-22, #31-1-7612-23, #31-1-7612-24, #31-1-7612-25, #31-1-7612-26, and #31-1-7612-27), as requested and shown on the attached maps, **BE APPROVED** subject to the following condition:

1. To formalize the restriction modification, the owner/agent is responsible for completing and recording an appropriate correction instrument with the Outagamie County Register of Deeds.

Wetland Protected Area Exhibit

Part of Lots 90, 91, 92, 93, 94, 95, 96 and 97, North Edgewood Estates 3, being part of the Northwest 1/4 of the Southwest 1/4 and part of the Northeast 1/4 of the Southwest 1/4 all located in of Section 05, Township 21 North, Range 18 East, City of Appleton, Outagamie County, Wisconsin

Wetland Protected Area Setback Exhibit:

Setback shown is per City of Appleton protective area in City of Appleton Code 20-312(f)

Wetland Protected Area Exhibit:

The following requirements apply as excerpted from City of Appleton Municipal Code 20-312(f):

(3) The following requirements shall be met:

- a. Impervious surfaces shall be kept out of the protective area entirely or [as may be approved by the City of Appleton] to the maximum extent practicable.
- b. Where land disturbing construction activity occurs within a protective area, and where no impervious surface is present, adequate sod or self-sustaining native vegetative cover of seventy percent (70%) or greater shall be established and maintained. The self-sustaining vegetative cover shall be sufficient to provide for bank stability, maintenance of fish habitat and filtering of pollutants from upslope overland flow areas under sheet flow conditions. [Subject to the issuance of all applicable permit], nonvegetative materials, such as rock riprap, may be employed on the bank as necessary to prevent erosion, such as on steep slopes or where high velocity flows occur.
- c. Best management practices such as filter strips, treatment swales, or wet detention basins, that are designed to control pollutants from nonpoint sources may be located in the protective area.

(5) Protective areas do not apply to:

- d. Post-construction sites from which runoff does not enter the surface water, including wetlands, without first being treated by a [Stormwater Management Practice that has been approved by the City of Appleton], except to the extent that vegetative ground cover is necessary to maintain bank stability.

Disclaimer

The attached maps are a representation of current conditions and regulations, this Affidavit is a documentation of an updated wetland delineation. Per the City's current interpretation of City of Appleton code 17.12(b)(2) dimensioned location of these lines is required. Due to changing nature of environmental conditions and regulatory nature of wetlands, flood plain and ordinary high water mark these dimensions should only act as a guide and actual field conditions and/or legislative regulations are held over dimensions shown on this map.

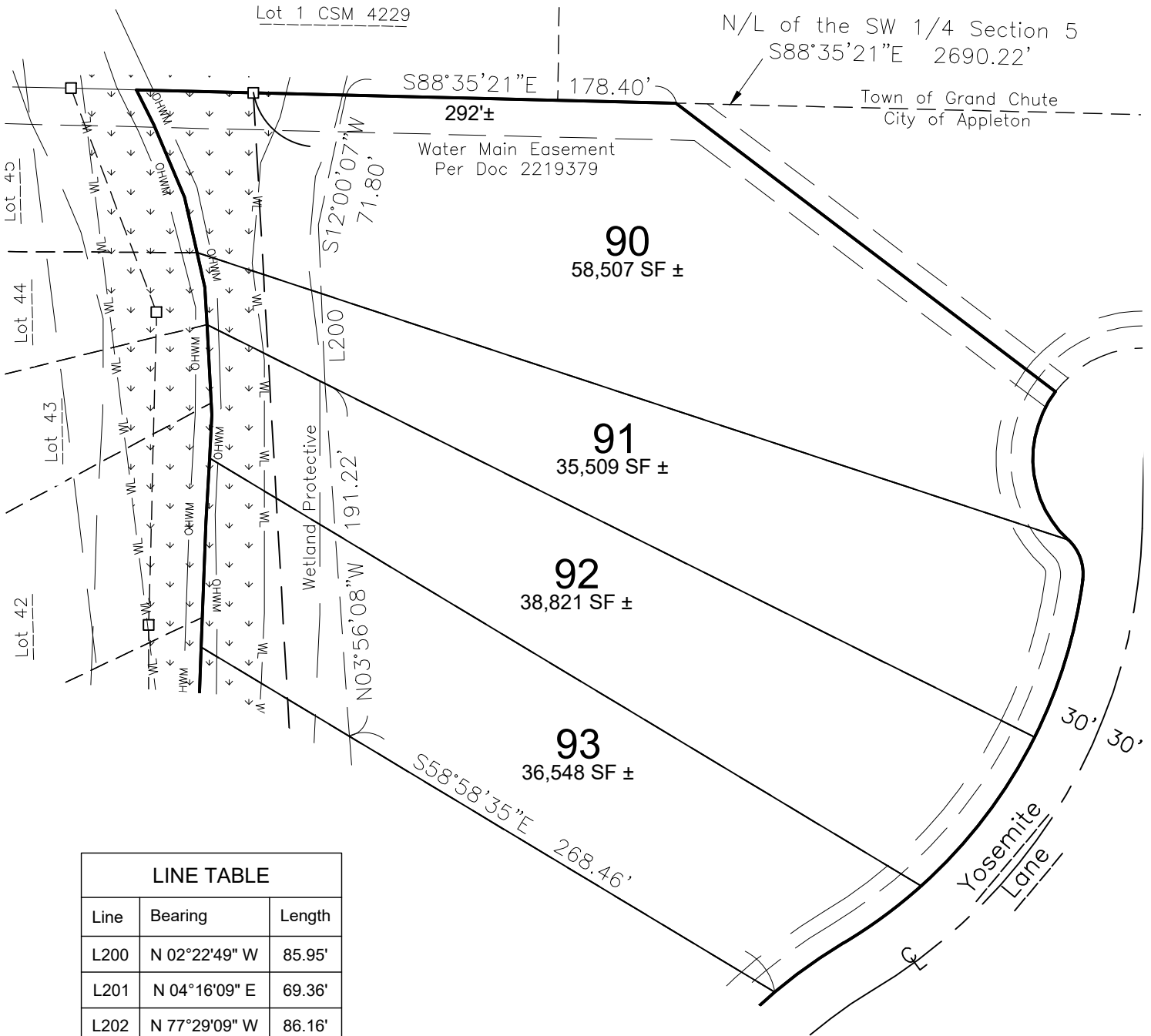


**DAVEL ENGINEERING &
ENVIRONMENTAL, INC.**
Civil Engineers and Land Surveyors

1164 Province Terrace, Menasha, WI 54952
Ph: 920-991-1866 Fax: 920-441-0804
www.davel.pro

File: 7910Exhibit.dwg
Date: 05/02/2024
Drafted By: Jim
Sheet: 2 of 4

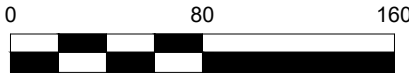
Wetland Protected Area Exhibit



LINE TABLE		
Line	Bearing	Length
L200	N 02°22'49" W	85.95'
L201	N 04°16'09" E	69.36'
L202	N 77°29'09" W	86.16'



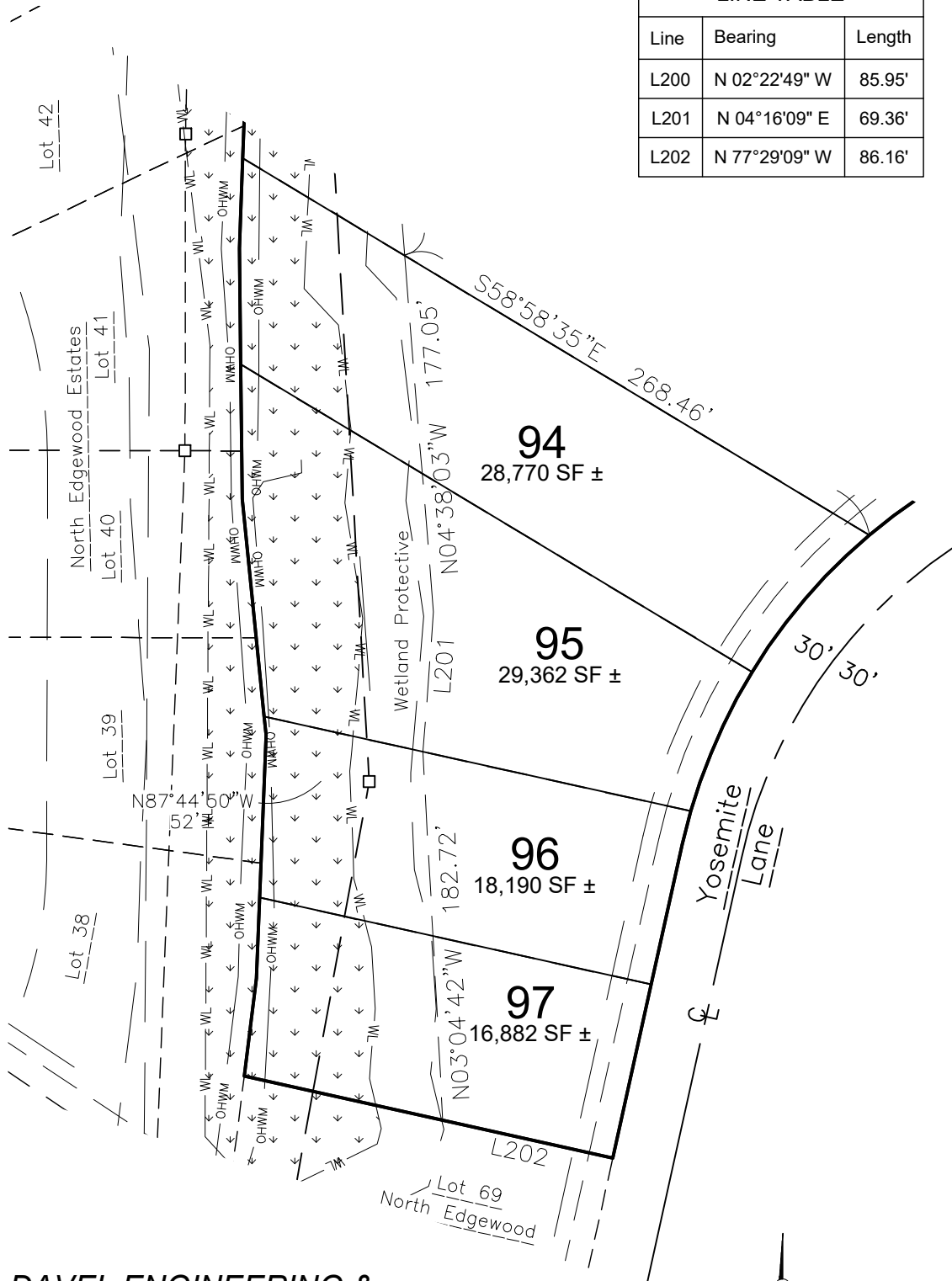
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Wetland Protected Area Exhibit

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 Drafted By: Jim
 Sheet: 4 of 4

Wetland Delineation Map - 2023/2024

North Edgewood Lots

Part of Sec. 5, T21N, R18E, Town of Grand Chute, Outagamie County, WI

For: Robert Buckingham

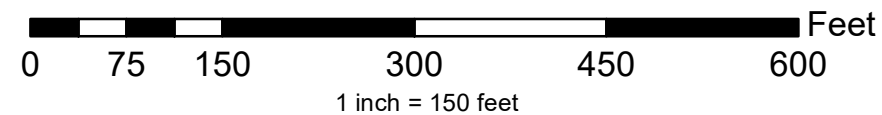
May 2023 Aerial Image



DAVEL ENGINEERING & ENVIRONMENTAL, INC.

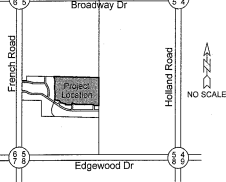
CIVIL ENGINEERING CONSULTANTS

1811 Racine Street Menasha, WI 54952
 Ph: 920-991-1866 Fax: 920-830-9595
 www.davel.pro



LOCATION MAP

SEC 5, T 21 N, R 18 E,
City of Appleton
Outagamie County, WI

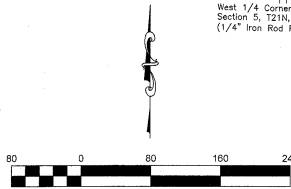


North Edgewood Estates 3

Part of Lot 3, Certified Survey Map 7488, being part of the Northwest 1/4 of the Southwest 1/4 and part of the Northeast 1/4 of the Southwest 1/4 all located in Section 05, Township 21 North, Range 18 East, City of Appleton, Outagamie County, Wisconsin

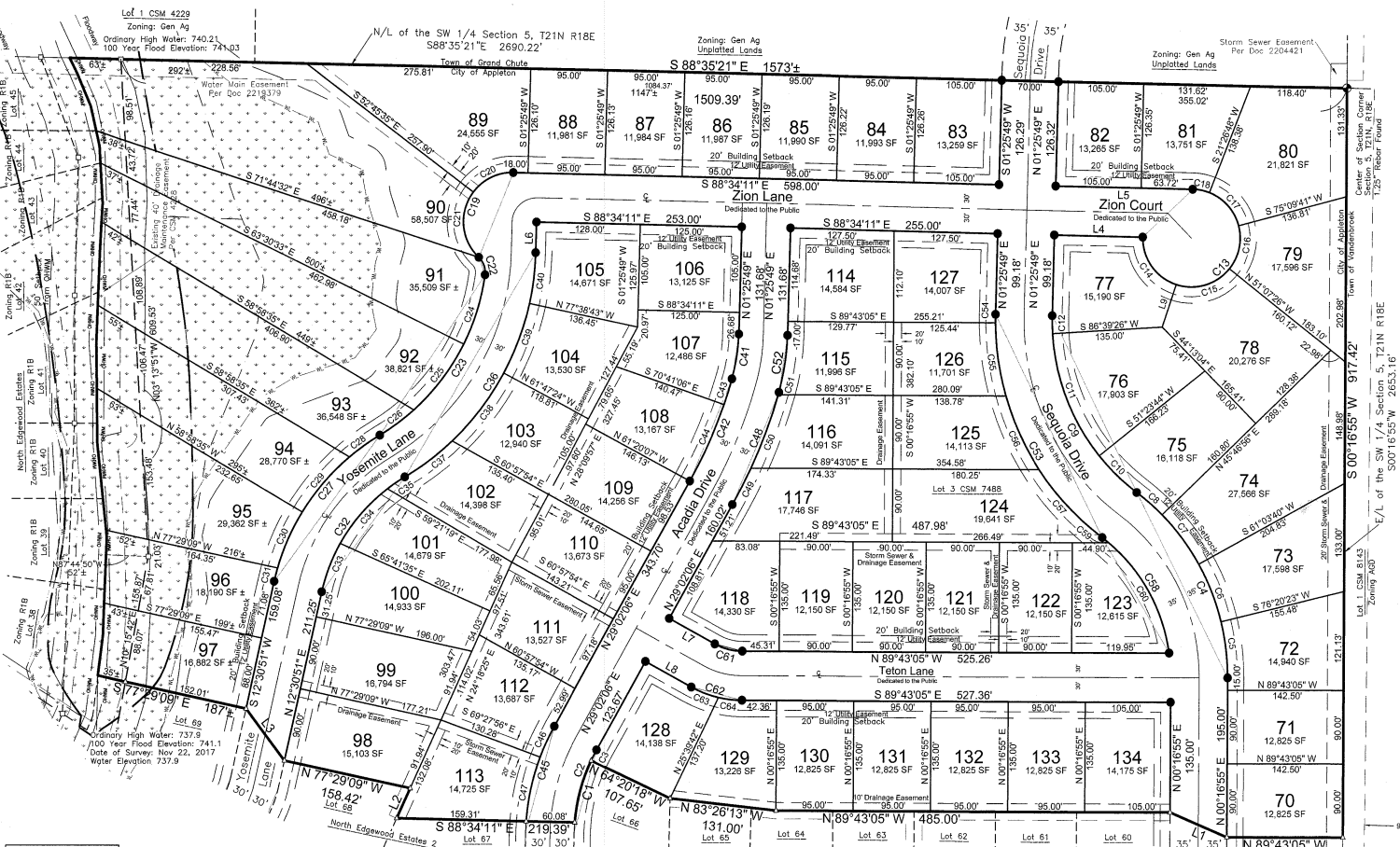
Document #: **2255392**
Date: 11-30-2021 Time: 9:33 AM
Pages: 3 File: 50040
County: OUTAGAMIE COUNTY State: WI
Garrett A. Van Camp
GARRETT A. VAN CAMP, REGISTER OF DEEDS
Returns via RETURN TO FILE FILE
Cabinet: D Pages 143-145

There are no objections to this plat with respect to s. 236.15, 236.16, 236.20 and 236.21 (1) and (2), Wis. Stats. as provided by s. 236.12, Wis. Stats.
Certified November 18, 2021
Renee M. Doney
Department of Administration



Bearings are referenced to the North line of the Southwest 1/4, Section 05, T21N, R18E, bearing S88°35'21"E, base on the Outagamie County Coordinate System.

- Notes:**
- All linear measurements have been made to the nearest one hundredth of a foot.
 - All bearings are computed and measured to the nearest second.
 - Lots 90-97 are subject to additional restrictions related to floodplain and wetlands. The wetland setback line as shown is the most restrictive setback. Impervious surfaces, including, but not limited to: buildings, patios, and sidewalks, are not allowed within the wetland protective setback area. Impervious surfaces may be allowed within the wetland protective setback area and outside the wetlands and floodway under the following conditions:
 - Runoff from the impervious surface is made to drain away from the wetland so that it enters the City storm sewer.
 - Written approval has been granted by Wisconsin Department of Natural Resources and submitted to City of Appleton Department of Public works for concurrence, to allow a lesser specified setback to the wetland, according to Maximum Extent Practicable (MEP) consideration.
 - All elevation shown on map are per City of Appleton Datum based on NGVD 88.
 - Any land below the ordinary high water mark of a lake or a navigable stream is subject to the public trust in navigable waters that is established under article IX, section 1, of the state constitution
 - Ordinary High Water Mark (OWHM) was determined at the time of the initial survey of the property by Steve Swanson of Outagamie County Development and Land Services Department.
 - The 20' Drainage and Maintenance Easement along the Navigable Stream is granted to the City of Appleton.
 - Maintenance of all Drainage Easements within the land division or serving this Subdivision are the sole responsibility of the lot owners for the purpose of conveying and managing stormwater through the plat.
 - Upon failure of the property owners to perform maintenance of the drainage ways, the City of Appleton retains the right to perform maintenance and/or repairs. The payment of the maintenance and repairs shall be assessed among the property owners of this subdivision in an equal amount or where the cause can be specifically identified then the payment shall be assessed to the specific property owner(s).
 - Robured Drive right of way provides public access that meeting the requirements of Wisconsin Statute s.236.16(3) to the watercourse that bounds the subdivision.



LINE TABLE

Line	Bearing	Length
L1	S 66°31'11" E	76.16
L2	N 24°18'25" E	40.14
L3	S 36°28'44" E	79.51
L4	S 89°34'11" E	108.72
L5	S 88°34'11" E	168.72
L6	N 01°25'49" E	37.57
L7	N 60°57'54" W	64.39
L8	S 60°57'54" E	64.39
L9	N 18°19'30" E	54.92

LEGEND

- ▲ 1.25" Rebar Found
- ▲ 1.3" O.D. Iron Pipe Found
- 1/2" x 30" Steel Rebar @ 4.30lbs/LF SET
- 3/4" x 24" Steel Rebar @ 4.50lbs/LF SET
- SF Lot area in square feet
- Floodway Limits
- Floodplain Limits

WISCONSIN
JAMES R. SEHLOFF
S-2822
APPLETON
NOV 18 2021
James R. Sehloff, Register of Deeds

File: 5641Final3.dwg
Date: 11/05/2021
Drafted By: Jim
Sheet: 1 of 3
Revision Date: Nov 05, 2021

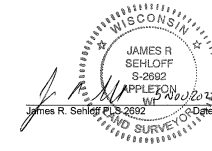
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www.davel.com

90' Transmission Easement (per V892, P. 209)

South 1/4 Corner
Section 5, T21N, R18E
0.75" Iron Rod Found

North Edgewood Estates 3

Part of Lot 3, Certified Survey Map 7488, being part of the Northwest 1/4 of the Southwest 1/4 and part of the Northeast 1/4 of the Southwest 1/4 all located in of Section 05, Township 21 North, Range 18 East, City of Appleton, Outagamie County, Wisconsin



Bearings are referenced to the North line of the Southwest 1/4, Section 05, T21N, R18E, bearing S88°35'21"E, base on the Outagamie County Coordinate System.

These exhibits are a representation of current conditions and regulations, at the time of plotting. Per the City's current interpretation of City of Appleton code 17.12(b)(2) dimensioned location of these lines is required. Due to changing nature of environmental conditions and regulatory nature of wetlands, flood plain and ordinary high water mark these dimensions should only act as a guide and actual field conditions and/or legislative regulations are held over dimensions shown on this map.

Shoreland Zoning Setback Exhibit:

Construction or placement of structures is prohibited within the shoreland setback area. The following requirements apply as excerpted from Appleton Municipal Cod Sec. 23-754:

- (a) There shall be established a shoreland setback area of at least fifty (50) feet from the ordinary high water mark.
- (c) A person who owns shoreland property that contains vegetation, shall maintain that vegetation in a vegetative buffer zone along the entire shoreline of the property and extending thirty-five (35) inland from the ordinary high water mark of a navigable water.
- (d) If the vegetation in a vegetative buffer zone contains invasive species or dead or diseased vegetation the owner of the shoreland property may remove the vegetation, except that if the owner removes all of the vegetation in the vegetative buffer zone, the owner shall establish a vegetative buffer zone with new vegetation.
- (e) The person who is required to maintain or establish a vegetative buffer zone under paragraph (c) above, may remove all of the vegetation in a part of that zone in order to establish a viewing or access corridor that is no more than thirty (30) feet wide for every one hundred (100) feet of shoreland frontage and that extends no more than thirty-five (35) feet inland from the ordinary high water mark.

Wetland Protected Area Setback Exhibit:

Setback shown is per City of Appleton protective area in City of Appleton Code 20-312(f)

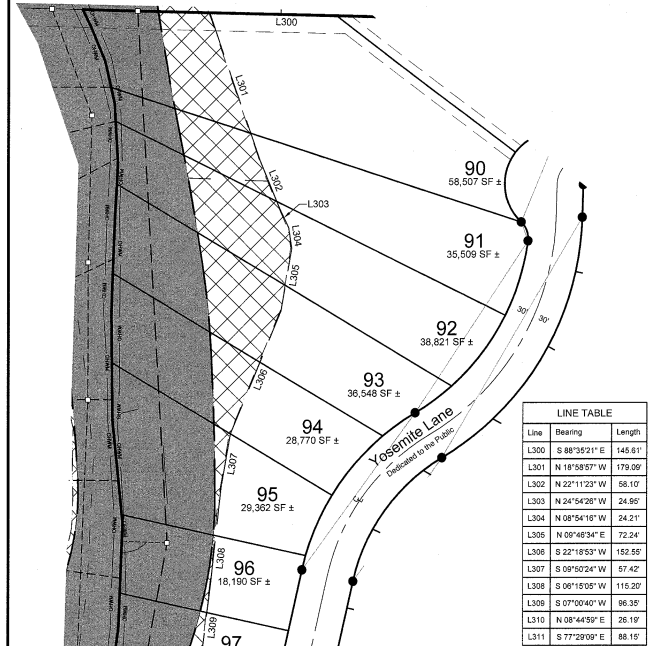
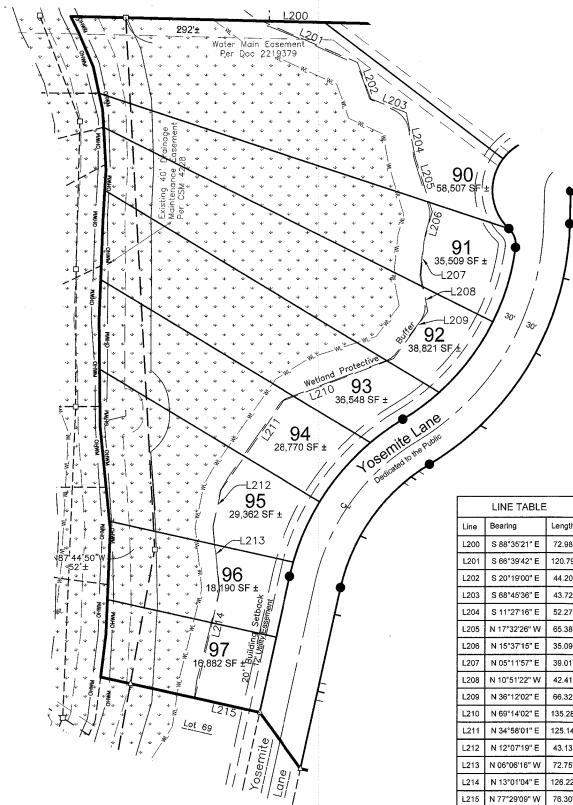
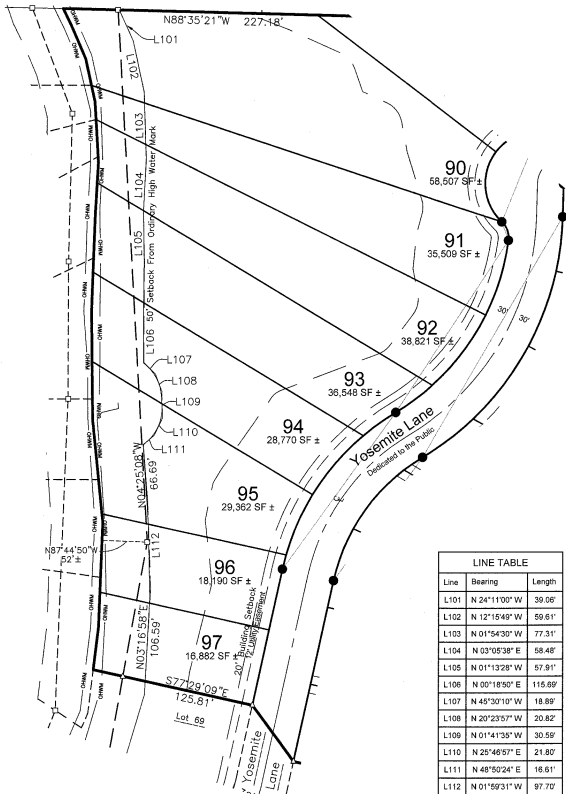
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 - b. Where land disturbing construction activity occurs within a protective area, and where no impervious surface is present, adequate sod or self-sustaining native vegetative cover of seventy percent (70%) or greater shall be established and maintained. The self-sustaining vegetative cover shall be sufficient to provide for bank stability, maintenance of fish habitat and filtering of pollutants from upslope overland flow areas under sheet flow conditions. [Subject to the issuance of all applicable permit], nonvegetative materials, such as rock riprap, may be employed on the bank as necessary to prevent erosion, such as on steep slopes or where high velocity flows occur.
 - c. Best management practices such as filter strips, treatment swales, or wet detention basins, that are designed to control pollutants from nonpoint sources may be located in the protective area.
- (5) Protective areas do not apply to:
 - d. Post-construction sites from which runoff does not enter the surface water, including wetlands, without first being treated by a [Stormwater Management Practice that has been approved by the City of Appleton], except to the extent that vegetative ground cover is necessary to maintain bank stability.

Flood Plain Area Exhibit:

Floodplain is shown per FEMA Conditional Letter of Map Revision [CLOMR] 19-05-0161R, dated May 23, 2019, and is subject to change based on the pending FEMA Letter of Map Revision [LOMR] after FEMA-approved proposed fill placement by developer is complete. The floodplain is regulated by City of Appleton Municipal Code Chapter 23 Article X (Floodplain Zoning). A City of Appleton floodplain zoning official map revision is pending, dependent upon issuance of a FEMA LOMR. The following activities are prohibited within the floodplain unless a City of Appleton Floodplain permit has been issued authorizing the activity: grading, placement of fill material, and/or the placement or construction of any structures that occupy volume above the existing ground surface.



LEGEND

- Floodway Area
- Floodplain Area
- Meets & Bounds linework

There are no objections to this plat with respect to s. 236.15, 236.16, 236.20 and 236.21 (1) and (2), Wis. Stats. as provided by s. 236.12, Wis. Stats.

Certified November 18, 2021
Ronald M. Doney
 Department of Administration

File: 5641Final3.dwg
 Date: 11/05/2021
 Drafted By: Jim
 Sheet: 2 of 3
 Revision Date: Nov 05, 2021
DAVEL ENGINEERING & ENVIRONMENTAL, INC.
 Civil Engineers and Land Surveyors
 1164 Province Terrace, Menasha, WI 54952
 Ph: 920-991-1888 Fax: 920-441-0804
 www.davel.pro

North Edgewood Estates 3

Part of Lot 3, Certified Survey Map 7488, being part of the Northwest 1/4 of the Southwest 1/4 and part of the Northeast 1/4 of the Southwest 1/4 all located in of Section 05, Township 21 North, Range 18 East, City of Appleton, Outagamie County, Wisconsin

There are no objections to this plat with respect to s. 236.15, 236.16, 236.20 and 236.21 (1) and (2), Wis. Stats. as provided by s. 236.12, Wis. Stats.

Certified November 18, 2021

Renée M. Dowdy
Department of Administration

Surveyor's Certificate

I, James R. Seihoff, Professional Land Surveyor, hereby certify: That in full compliance with the provisions of Chapter 236 of the Wisconsin Statutes and the subdivision regulations of the City of Appleton, and under the direction of North Edgewood Estates Development, LLC, owner of said land, I have surveyed divided and mapped North Edgewood Estates 3; that such plat correctly represents all exterior boundaries and the subdivision of said land; and that this land is part of Lot 3 of CSMA 7488, being part of the Northwest 1/4 of the Southwest 1/4 and part of Northeast 1/4 of the Southwest 1/4, Section 5, Township 21 North, Range 18 East, City of Appleton, Outagamie County, Wisconsin, containing 1,350.518 Square Feet (31.0036 Acres) of land more or less, including all lands between the meander line and the centerline of a tributary of Apple Creek, described as follows:

Commencing at the South 1/4 Corner of Section 5; thence, along said East line of the Southwest 1/4, N00°16'55"E, 1735.73 feet to the Northeast Corner of North Edgewood Estates 2 said point being the point of beginning, thence, along the North line of said North Edgewood Estates 2, N89°43'05"W, 142.50 feet to the East right of way line of Sequoia Drive; thence, continuing along said North line, N69°31'11"W, 76.16 feet to the West right of way line of said Sequoia Drive; thence, continuing along said North line, N89°43'05"W, 485.00 feet, thence, continuing along said North line, N83°26'13"W, 131.00 feet; thence, continuing along said North line, N64°20'18"W, 107.65 feet to the Northwest corner of Lot 09 of said North Edgewood Estates 2; thence, along the West line of said Lot 09, 78.70 feet along the arc of a curve to the left with a radius of 220.00 feet and a chord of 78.29 feet which bears S14°57'35"W; thence, continuing along said North line of North Edgewood Estates 2, N69°31'11"W, 219.39 feet; thence, continuing along said North line, N24°18'29"E, 40.14 feet, thence, continuing along said North line, N77°29'09"W, 158.42 feet to the East right of way of Yosemite Lane; thence, continuing along said North line, N38°28'44"W, 79.51 feet to the West right of way line of said Yosemite Lane; thence, continuing along said North line, N77°29'09"W, 152.01 feet to a meander point being S77°29'09"E, 35 feet more or less from the centerline of a tributary of Apple Creek; thence, along a meander line N10°15'42"E, 155.87 feet to a meander point being N87°44'50"W, 52 feet more or less from said centerline of a tributary of Apple Creek; thence along said meander line, N03°13'51"W 609.53 feet to a meander point on the North line of the Southwest 1/4 being N88°35'21"W, 63 feet more or less from said centerline of a tributary of Apple Creek; thence, along said North line S89°35'21"E, 1599.39 feet to the Center of said Section 5; thence, along said East line of the Southwest 1/4, S00°16'55"W, 917.42 feet to the point of beginning, subject to all easements, and restrictions of record.

Owner's Certificate

North Edgewood Estates Development, LLC, a limited liability company duly organized and existing under and by virtue of the laws of the State of Wisconsin, as the property owner, does hereby certify that said limited liability company caused the land described on this plat to be surveyed, divided, mapped and dedicated as represented on this plat.

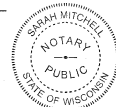
North Edgewood Estates Development, LLC, does further certify that this plat is required by s. 236.10 or s. 236.12 to be submitted to the following for approval or objection:

City of Appleton
Department of Administration

Dated this 23rd day of November, 2021

In the presence of: North Edgewood Estates Development, LLC.

Kurt Coenen
Kurt Coenen



State of Wisconsin)

Calumet County) ss

Personally came before me this 23rd day of November, 2021, the above the property owner(s) to me known to be the persons who executed the foregoing instrument and acknowledge the same.

Deborah Mitchell
Notary Public, Wisconsin My Commission Expires 12/31/24

Drainage Maintenance and Storm Sewer Easement Provisions

An easement for Drainage and Storm Sewer is hereby granted by

North Edgewood Estates Development, LLC, Grantor, to:

THE CITY OF APPLETON, Grantee.

- Purpose: The purpose of this easement is for the Grantee to access, install, regrade, replace, relocate, operate, maintain, resize and repair storm sewer and associated appurtenances. Grantee does hereby agree to compensate Grantor fully for any damage caused directly or indirectly from said maintenance, repair, replacement or relocation of said storm sewer, and associated appurtenances that occur outside of the easement area. Trees, bushes, branches and roots may be trimmed or removed so as not to interfere with grantee's use of the easement area.
- Access: Grantee or its agents shall have the right to enter the grantor's land for the purpose of exercising its rights in the easement area.
- Buildings or Other Structures: Buildings or any other type of structure shall not be placed over Grantee's facilities or in, upon or over the property within the lines marked "Drainage & Storm Sewer Easement".
- Elevation: The grantor agrees that the elevation of the existing ground surface within the easement area will not be altered without the written consent of grantee.
- Restoration: Grantee agrees that it will restore subsurface materials on grantor's land, as nearly as is reasonably possible, to the prior existing condition when conducting all future maintenance, resizing or repair activities. Grantor shall be responsible for all surface restoration. Grantee shall not be required to restore or compensate for any improvements or improved surfaces such as, but not limited to, curb and gutter, hard pavements, sidewalks, structures, trees, shrubs and landscaping, disturbed as a result of the maintenance activities described herein.
- Notification: Grantee agrees that it shall give timely notice to the Grantor of routine maintenance work. Grantee and Grantor agree to cooperate in good faith to minimize interference or disruption to the normal facility operations. Grantee shall provide advance notice to Grantor (except in emergency situations, in which event notice shall be provided as soon as is practical) of any activity with a reasonable likelihood of interfering or disrupting the operation Grantor's facility, and to conduct such activities at mutually agreeable times.

7. This grant of easement shall be binding upon and inure to the benefit of the heirs, successors and assigns of all parties hereto.

North Edgewood Estates Development, LLC.

Kurt Coenen
Kurt Coenen, Managing Member

This Final Plat is contained wholly within the property described in the following recorded instruments:

The property owner of record: Recording Information: Parcel Number(s):
North Edgewood Estates Development, LLC. Doc No. 21864656 part of 31-1-7610-00

CURVE TABLE

Curve	Radius	Chord Direction	Chord Length	Arc Length	Central Angle	Tangent Bearing-in	Tangent Bearing-out
C1	220.00	N 14°57'35" E	78.29	78.70	20°29'00"	N 04°42'39" E	N 25°12'30" E
C2	220.00	N 16°52'22" E	92.70	93.40	24°19'28"	N 04°42'39" E	N 29°02'06" E
C3	220.00	N 27°07'18" E	14.69	14.69	3°49'30"	N 25°12'30" E	N 29°02'06" E
C4	285.00	N 26°10'04" W	253.89	263.13	52°53'56"	N 00°16'55" E	N 82°37'02" W
C5	285.00	N 06°41'21" W	69.18	69.35	13°56'31"	N 00°16'55" E	N 13°39'37" W
C6	285.00	N 21°17'59" W	75.78	76.00	15°16'44"	N 13°39'37" W	N 28°56'20" W
C7	285.00	N 36°34'43" W	75.78	76.00	15°16'44"	N 28°56'20" W	N 44°13'04" W
C8	285.00	N 49°25'03" W	41.74	41.78	9°23'57"	N 44°13'04" W	N 52°37'02" W
C9	285.00	N 25°35'36" W	240.81	249.98	54°02'51"	N 52°37'02" W	N 01°25'49" E
C10	285.00	N 45°36'39" W	64.65	64.81	14°00'46"	N 52°37'02" W	N 38°36'18" W
C11	285.00	N 20°58'25" W	160.53	163.06	35°19'42"	N 38°36'18" W	N 03°20'34" W
C12	285.00	N 00°57'23" W	22.07	22.08	4°46'23"	N 03°20'34" W	N 01°25'49" E
C13	60.00	S 46°25'49" W	84.85	282.74	270°00'01"	S 88°34'12" E	N 01°25'49" E
C14	60.00	S 35°09'21" W	71.62	76.63	73°10'19"	S 11°44'30" E	S 01°25'49" W
C15	60.00	N 73°40'02" E	68.30	72.66	69°22'56"	N 38°52'34" E	S 11°44'30" E
C16	60.00	N 12°01'01" E	54.21	56.25	53°42'53"	N 14°50'19" W	N 38°52'34" E
C17	60.00	N 41°41'46" W	54.21	56.25	53°42'53"	N 68°33'12" W	N 14°50'19" W
C18	60.00	N 78°33'42" W	20.85	20.96	20°00'59"	N 68°33'12" W	N 68°33'12" W
C19	60.00	N 22°12'33" E	112.19	144.98	138°28'32"	N 47°00'43" W	S 88°34'11" E
C20	60.00	N 64°20'07" E	54.66	56.75	54°11'24"	N 37°14'25" E	S 88°34'11" E
C21	60.00	N 04°53'09" W	80.49	88.23	84°15'07"	N 47°00'43" W	N 37°14'25" E
C22	25.00	N 19°46'38" W	22.91	23.80	54°32'30"	N 07°31'47" E	N 47°00'43" W
C23	270.00	N 33°20'17" E	235.10	243.24	51°37'01"	N 59°08'48" E	N 07°31'47" E
C24	270.00	N 17°50'37" E	88.99	89.39	18°57'40"	N 28°29'27" E	N 07°31'47" E
C25	270.00	N 37°11'30" E	101.19	101.80	21°36'06"	N 48°05'33" E	N 28°29'27" E
C26	270.00	N 53°37'11" E	52.01	52.09	11°03'15"	N 59°08'48" E	N 48°05'33" E
C27	280.00	N 35°49'47" E	221.66	227.89	46°37'57"	N 12°30'51" E	N 59°08'48" E
C28	280.00	N 54°27'35" E	45.78	45.81	9°22'25"	N 46°46'23" E	N 59°08'48" E
C29	280.00	N 40°36'11" E	89.24	89.63	18°20'24"	N 31°25'59" E	N 46°46'23" E
C30	280.00	N 23°42'21" E	75.30	75.52	15°27'16"	N 15°58'43" E	N 31°25'59" E
C31	280.00	N 14°14'41" E	16.93	16.93	3°27'52"	N 12°30'51" E	N 15°58'43" E
C32	220.00	N 35°49'47" E	174.15	179.06	46°37'57"	N 12°30'51" E	N 59°08'48" E
C33	220.00	N 20°49'31" E	63.61	63.64	16°37'33"	N 12°30'51" E	N 29°08'24" E
C34	220.00	N 40°47'29" E	88.86	89.48	23°18'11"	N 09°08'24" E	N 52°28'35" E
C35	220.00	N 55°47'41" E	25.73	25.74	6°42'13"	N 52°28'35" E	N 59°08'48" E
C36	330.00	N 30°17'18" E	318.54	332.42	57°42'59"	N 59°08'48" E	N 01°25'49" E
C37	330.00	N 52°46'35" E	73.23	73.38	12°44'25"	N 59°08'48" E	N 49°24'23" E
C38	330.00	N 37°18'30" E	104.36	104.80	15°11'41"	N 46°24'23" E	N 28°12'36" E
C39	330.00	N 20°16'57" E	91.03	91.32	15°51'16"	N 28°12'36" E	N 12°21'17" E
C40	330.00	N 06°53'30" E	82.83	82.92	10°55'20"	N 12°21'17" E	N 01°25'49" E
C41	220.00	N 08°41'50" E	55.66	55.81	14°32'01"	N 15°57'50" W	N 01°25'49" E
C42	595.00	S 22°29'58" W	135.44	135.74	13°04'15"	S 15°57'50" W	S 29°02'06" W
C43	595.00	S 17°32'37" W	32.81	32.81	3°09'34"	S 15°57'50" W	S 19°07'25" W
C44	595.00	S 24°04'45" W	102.80	102.93	9°54'41"	S 19°07'25" W	S 29°02'06" W
C45	280.00	N 16°31'16" E	121.34	122.31	25°01'39"	N 04°00'27" E	N 29°02'06" E
C46	280.00	S 24°47'05" W	41.50	41.54	8°30'01"	S 20°32'04" W	S 29°02'06" W
C47	280.00	N 12°16'15" E	80.49	80.77	16°31'38"	N 04°00'27" E	S 20°32'04" W
C48	655.00	N 22°29'58" E	145.10	149.43	13°05'05"	N 29°02'30" E	N 15°57'50" E
C49	655.00	N 28°49'45" E	50.42	50.43	4°24'41"	N 29°02'06" E	N 24°37'24" E
C50	655.00	N 20°25'31" E	95.89	95.99	8°23'35"	N 24°37'24" E	N 16°13'49" E
C51	655.00	N 16°50'50" E	3.04	3.04	0°15'59"	N 16°13'49" E	N 15°57'50" E
C52	280.00	N 08°41'50" E	70.84	71.03	14°32'01"	N 15°57'50" W	N 01°25'49" E
C53	335.00	N 25°35'36" W	304.42	316.01	54°02'51"	N 52°37'02" W	N 01°25'49" E
C54	335.00	N 03°12'33" E	10.38	10.38	1°46'31"	N 03°20'42" W	N 01°25'49" E
C55	335.00	N 08°08'59" W	90.98	91.27	15°38'34"	N 15°57'16" W	N 03°20'42" W
C56	335.00	N 24°27'36" W	99.10	99.48	17°05'40"	N 32°57'58" W	N 15°57'16" W
C57	335.00	N 42°47'29" W	114.34	114.90	19°39'58"	N 52°37'02" W	N 32°57'58" W
C58	215.00	N 30°10'41" W	184.13	188.40	44°52'41"	N 07°44'21" W	N 52°37'02" W
C59	215.00	N 11°13'48" W	10.41	10.41	2°46'27"	N 49°50'34" W	N 52°37'02" W
C60	215.00	N 28°47'28" W	154.46	157.99	42°06'14"	N 07°44'21" W	N 49°50'34" W
C61	70.00	S 75°20'30" E	34.78	35.13	28°45'11"	S 60°57'54" E	S 89°43'05" E
C62	130.00	S 75°20'30" E	64.56	65.24	28°49'17"	S 60°57'51" E	S 89°43'05" E
C63	130.00	S 68°53'11" E	35.83	35.99	15°50'33"	S 60°57'54" E	S 78°48'27" E
C64	130.00	S 83°15'48" E	29.23	29.29	12°54'38"	S 78°48'27" E	S 89°43'05" E

Given under my hand this 23rd day of November, 2021

James R. Seihoff, Wisconsin Professional Land Surveyor No. S-2692

Utility Easement Provisions

An easement for electric, natural gas, and communications service is hereby granted by

North Edgewood Estates Development, LLC, Grantor, to:

Wisconsin Electric Power Company and Wisconsin Gas, LLC, Wisconsin corporations doing business as We Energies, Grantee, SBC, Grantee, and Time Warner Cable, Grantee

their respective successors and assigns, to construct, install, operate, repair, maintain and replace from time to time, facilities used in connection with overhead and underground transmission and distribution of electricity and electric energy, natural gas, telephone and cable TV facilities for such purposes as the same is now or may hereafter be used, all in, over, under, across, along and upon the property shown within those areas on the plat designated as "Utility Easement Areas" and the property designated on the plat for streets and alleys, whether public or private, together with the right to install service connections upon, across within and beneath the surface of each lot to serve improvements, theron, or on adjacent lots; also the right to trim or cut down trees, brush and roots as may be reasonably required incident to the rights herein given, and the right to enter upon the subdivided property for all such purposes. The Grantee agrees to restore or cause to have restored, the property, as nearly as is reasonably possible, to the condition existing prior to such entry by the Grantee or its agents. This restoration, however, does not apply to the initial installation of said underground and/or above ground electric facilities, natural gas facilities, or telephone and cable TV facilities or to any trees, brush or roots which may be removed at any time pursuant to the rights herein granted. Structures shall not be placed over Grantee's facilities or in, upon or over the property within the lines marked "Utility Easement Areas" without the prior written consent of Grantee. After installation of any such facilities, the grade of the subdivided property shall not be altered by more than four inches without written consent of grantee.

The grant of easement shall be binding upon and inure to the benefit of the heirs, successors and assigns of all parties hereto.

North Edgewood Estates Development, LLC.

Kurt Coenen
Kurt Coenen, Managing Member Date 11/23/2021

Treasurer's Certificate

We, being the duly elected, qualified and acting Treasurer(s) of the City of Appleton and Outagamie County, do hereby certify that in accordance with the records in our office, there are no unredemmed tax sales and unpaid taxes, or special assessments on any of the land included in this plat.

Debra A. Ruppberg
Debra A. Ruppberg, Deputy City Treasurer Date 11/29/2021

Debra A. Ruppberg
Debra A. Ruppberg, Deputy City Treasurer Date 11/29/2021

City of Appleton Approval

Resolved, that the plat of North Edgewood Estates 3, in the City of Appleton, Outagamie County, North Edgewood Estates Development, LLC, owners, is hereby approved by the Common Council of the City of Appleton.

Debra A. Ruppberg
Debra A. Ruppberg, Deputy City Treasurer Date 11/29/2021

I hereby certify that the foregoing is a copy of a resolution adopted by the Common Council of the City of Appleton.

Debra A. Ruppberg
Debra A. Ruppberg, Deputy City Treasurer Date 11/24/2021

File: 5641Final3.dwg

Date: 11/05/2021
Drafted By: Jim
Sheet: 3 of 3

Revision Date: Nov 05, 2021





CITY OF APPLETON

MEMORANDUM

Date: June 5, 2024
To: Appleton City Plan Commission
Fox Cities Transit Commission
From: Kara Homan, AICP, Director of Community Development
Ronald McDonald, General Manager, Valley Transit
Subject: Resolution Related to Appleton MPO Redesignation in Accordance with Federal Code

We write to inform you about the proposed redesignation of the Appleton (Fox Cities) Metropolitan Planning Organization (MPO) in accordance with federal code. This redesignation carries benefits for the City of Appleton and our peer municipalities within the Appleton/Fox Cities metro compared to the current governance structure.

The Appleton (Fox Cities) MPO plays a crucial role in transportation planning and decision-making within our region, as it relates to programming and prioritizing projects to receive federal transportation funding. The current structure of the MPO has the East Central Wisconsin Regional Planning Commission (ECWRPC) board of commissioners serving as the MPO policy board. The current board is comprised of [representatives](#) from throughout a 10-county region, with a significant minority of representatives from within the Appleton/Fox Cities metro. As a result of a review by the Federal Highway Administration (FHWA), it has been recently determined that this structure is non-compliant with federal requirements. Earlier this year, staff from the ECWRPC met with representatives of municipalities within the MPO area and discussed options for moving forward to ensure compliance with federal law. As a result of this work, a new governance model and redesignation of the MPO is being sought, per the attached resolution and exhibits.

The proposed MPO redesignation will ensure compliance with federal code, continued access to federal transportation planning and funding, and ensure the MPO policy board will have a governance model that is representative of governments within the metropolitan area. The new model balances board composition based on community population size with the need to have all municipal voices at the table to continue our long-standing tradition of collaborative regional cooperation. The new model also ensures a representative of Valley Transit serves as a voting member on the new MPO board, in accordance with federal law.

To effectuate this proposed redesignation and policy board change, the attached resolution is required to be adopted by municipalities within the MPO area, representing at least 75% of the population of the metro, including an affirmative vote of the largest city (e.g. the City of Appleton). The corresponding redesignation agreement would then be effectuating after the adoption thresholds are met.

RECOMMENDATION

As such, Valley Transit and Community Development staff recommend **APPROVAL** of the attached proposed Resolution 2024-03 SUPPORTING AND APPROVING OF THE NEW APPLETON (FOX CITIES) MPO POLICY BOARD STRUCTURE AND REDESIGNATION AGREEMENT, as presented.

RESOLUTION NO. 2024-03

SUPPORTING AND APPROVING OF THE NEW APPLETON (FOX CITIES) MPO POLICY BOARD STRUCTURE AND REDESIGNATION AGREEMENT

WHEREAS, the Federal Aid Highway Act of 1962 requires a continuing, comprehensive transportation planning process carried out cooperatively by the State and local communities of each urban area of more than 50,000 population in order to qualify transportation projects for federal aid, and;

WHEREAS, East Central WI Regional Planning Commission (ECWRPC) was designated as the Appleton (Fox Cities) Metropolitan Planning Organization (MPO) by Wisconsin's Governor in January, 1974, and;

WHEREAS, due to a population in excess of 200,000 following the 2010 U.S. Census, the Appleton (Fox Cities) Urban area was designated by the federal government as a Transportation Management Area (TMA) in 2012, and;

WHEREAS, the ECWRPC Board, consisting of elected and appointed officials from member counties within East Central's 10 county region, has served as the Policy Board for the Appleton (Fox Cities) MPO since 1974, and;

WHEREAS, the Commission identified the creation of a separate Appleton (Fox Cities) MPO Policy Board within their 2020 Strategic Plan, and;

WHEREAS, a change to the Appleton (Fox Cities) MPO Policy Board was identified as necessary by ECWRPC, Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) to ensure that local elected officials representing 75% of the affected population serve on the MPO Policy Board, consistent with federal requirements as outlined in 23 CFR 450.310, and;

WHEREAS, the City of Appleton is located within the Appleton (Fox Cities) Metropolitan Planning Organization, and;

WHEREAS, a new Appleton (Fox Cities) MPO Policy Board structure has been developed by ECWRPC staff, in coordination with FHWA, FTA, WISDOT, and local impacted communities, which is outlined in the Table 1, and;

WHEREAS, the main functions of the Appleton (Fox Cities) MPO Policy Board shall be to provide policy guidance throughout the transportation planning process, review and approve the Metropolitan Transportation Plan (MTP), Congestion Management Process, Transportation Improvement Program (TIP), the Unified Planning Work Program (UPWP), and promote the implementation of the TIP and UPWP, and;

WHEREAS, approval of each governing body of the municipalities and counties located within the Appleton (Fox Cities) Metropolitan Planning Area is necessary to demonstrate local support for the formal request that the Governor redesignate the Appleton (Fox Cities) MPO Policy Board structure as outlined in the attached table, and;

WHEREAS, each local unit of government located within the Appleton (Fox Cities) Metropolitan Planning Area will be party to the formal redesignation agreement (attached) between the Governor, ECWRPC, and the local units of government, and so;

NOW, THEREFORE, BE IT RESOLVED BY the City of Appleton Common Council

Section 1: *That the City of Appleton supports and approves of the new structure of the Appleton (Fox Cities) Metropolitan Planning Organization (MPO) Policy Board, as reflected in the attached table, and;*

Section 2: *That the City of Appleton agrees to participate in the Appleton (Fox Cities) MPO Policy Board meetings, to ensure a continuing, comprehensive, and cooperative transportation planning process for the Appleton (Fox Cities) Metropolitan Planning Area, and;*

Section 3: *That the City of Appleton agrees to the provisions outlined in the attached redesignation agreement, which is hereby incorporated by reference and made a part hereof.*

Submitted By: East Central Wisconsin Regional Planning Commission

Adopted this _____ day of June, 2024.

Jacob A. Woodford, Mayor

Attest: Kami Lynch, City Clerk

APPLETON (FOX CITIES) METROPOLITAN PLANNING ORGANIZATION

Updated 2/22 with adjusted MPA boundary populations

Member Jurisdiction	2020 Census		Policy Board Structure	
	Population within MPA Boundary	Population %	> 5,000 populaton = 1 vote; Additional vote(s) for each increment of 25K pop	
			Voting Seats	Advisory Seats
City of Appleton	75,913	30%	4	
Outagamie - 63,168				
Calumet - 11,304				
Winnebago - 1,441				
City of Neenah	27,319	11%	2	
Town of Grand Chute	23,650	9%	1	
Village of Fox Crossing	18,974	7%	1	
City of Kaukauna	17,094	7%	1	
City of Menasha	18,268	7%	1	
Winnebago - 15,261				
Calumet - 3,007				
Village of Greenville	12,118	5%	1	
Village of Harrison	12,091	5%	1	
Village of Little Chute	11,619	5%	1	
Village of Kimberly	7,320	3%	1	
Town of Buchanan	6,823	3%	1	
Town of Neenah	3,702	1%		1
Village of Combined Locks	3,634	1%		1
Town of Clayton	3,487	1%		1
Village of Sherwood	3,271	1%		1
Town of Center	1,859	1%		1
Town of Vandebroek	1,627	1%		1
Town of Freedom	1,353	1%		1
Town of Kaukauna	1,020	0%		1
Town of Vinland	1,202	0%		1
Town of Ellington	945	0%		1
Village of Wrightstown	292	0%		1
Town of Woodville	149	0%		1
MUNICIPALITY TOTALS	253,730	100%	15	12
			Min. 1 vote; Additional vote(s) for each increment of 100,000 population	
COUNTIES				
Outagamie County	152,522	60%	2	
Winnebago County	71,386	28%	1	
Calumet County	29,822	12%	1	
COUNTY TOTALS	253,730	100%	4	0
REQUIRED MAJOR MODES OF TRANSPORTATION				
WISDOT			1	
Valley Transit			1	
Appleton International Airport			1	
MAJOR MODES TOTALS			3	0
REQUIRED NON-VOTING MEMBERS				
FHWA				1
FTA				1
MPO Director				1
REQUIRED NON-VOTING MEMBER TOTALS			0	3
GRAND TOTAL POLICY BOARD SEATS			22	15
% of pop w/direct representation			91.1%	

**AN AGREEMENT REDESIGNATING THE METROPOLITAN PLANNING
ORGANIZATION POLICY BOARD STRUCTURE FOR THE APPLETON (FOX CITIES)
URBANIZED AREA**

Introduction

The parties to this Agreement (hereinafter the "Signatories") hereby agree to the redesignation of East Central Wisconsin Regional Planning Commission arising out of the need to address actions recommended by the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) pertaining to the organization and structure of the existing Metropolitan Planning Organization's Policy Board.

WHEREAS, The Metropolitan Planning Organization (MPO) for the Appleton (Fox Cities) Urban Area is charged, under Title 23 U.S.C., Section 134, as the organization responsible for cooperative transportation planning and decision making for the Appleton (Fox Cities) Metropolitan Planning Area, and;

WHEREAS, the Metropolitan Planning Area consists of the City of Appleton, the Appleton Urban Area, and all or portions of the contiguous cities, villages, and towns which are or are likely to become urbanized within a 20-year period as shown on the attached map and agreed to by the MPO and the Governor, and;

WHEREAS, the responsibilities of the Metropolitan Planning Organization include:

1. Carrying out a cooperative, continuous, and comprehensive planning process for making transportation investment decisions in the metropolitan area with program oversight from the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), and the Wisconsin Department of Transportation (WisDOT).
2. Preparing and maintaining a Metropolitan Transportation Plan.
3. Preparing and implementing an annual unified planning work program.
4. Preparing a transportation improvement program to provide for transportation investments to meet metropolitan transportation needs.
5. Preparing and maintaining the Congestion Management Process, the Public Participation Process and the Title VI plan.
6. Establishing operating rules and procedures.
7. Working in cooperation with Valley Transit.
8. Other duties as required to comply with State and Federal regulations, and;

WHEREAS, the Appleton (Fox Cities) Urban Area was created through an agreement between the Governor and East Central Wisconsin Regional Planning Commission (ECWRPC), effective January 15, 1974 designating the MPO for the Appleton (Fox Cities) Urban Area in accordance with federal law. East Central Wisconsin Regional

Planning Commission assumed the responsibility to conduct transportation planning and programming for the Appleton (Fox Cities) Urban area, and;

WHEREAS, the Appleton (Fox Cities) MPO Policy Board membership and voting structure was identified by ECWRPC, Federal Highway Administration, and Federal Transit Administration as requiring adjustments to ensure compliance with federal requirements, and;

WHEREAS, federal law allows for the redesignation of the Metropolitan Planning Organization by agreement between the Governor and units of general-purpose local government that together represent at least 75 percent of the population within the Planning Area, including the largest incorporated city, and;

WHEREAS, a redesignation process to implement the necessary changes was initiated by ECWRPC, in partnership with FHWA, FTA, and WisDOT, in late 2023. On March 28, 2024, the East Central WI Regional Planning Commission Board took the first step in the process and approved a resolution in support of engaging the local impacted communities on the structure and membership of the Appleton (Fox Cities) MPO Policy Board to bring it into compliance with federal requirements, as outlined in 23 CFR 450.310, and;

WHEREAS, a Redesignation Agreement cannot be amended without the consent of all the Signatories, and so;

NOW, THEREFORE, IT IS MUTUALLY AGREED:

That the revised structure of the Appleton (Fox Cities) Metropolitan Planning Organization's Policy Board is described below.

B. Composition of the Appleton (Fox Cities) MPO Policy Board

The members of the Appleton (Fox Cities) Metropolitan Planning Organization Policy Board are appointed by the Wisconsin Department of Transportation, Valley Transit, City of Appleton, Outagamie, Calumet and Winnebago Counties, small villages, cities and towns within the Metropolitan Planning Area in recognition of their respective roles as the owners and operators of the major modes of transportation serving the Metropolitan Planning Area. Each appointee to the Policy Board shall reside within the Metropolitan Planning Area and shall serve until their successor is appointed. As of September 3, 2024, the Metropolitan Planning Organization Policy Board for the Appleton (Fox Cities) Urbanized Area and Appleton (Fox Cities) Metropolitan Planning Area consist of the following members:

(INSERT NEW POLICY BOARD STRUCTURE)

In addition, all appointments must be in accordance with Title 23, United States Code, Section 134, Paragraph (d)(2) that indicates the voting membership of the Policy Board shall consist of:

- a. Local elected officials;
- b. Officials of public agencies that administer or operate major modes of transportation in the metropolitan area; and
- c. Appropriate State officials.

When each of the appointing authorities is making an appointment under condition (b) above, the MPO also accepts members in good standing that come from local boards and commissions with a focus on transportation or land use, including mayoral representatives, or representatives of the chief executive officer of any city, village, or town in the MPO Planning area with said focus.

Policy board members representing any local government jurisdiction or collective group of local government jurisdictions (such as Cities, Villages, or Towns) must be selected by the elected officials of the local government jurisdiction(s) they represent.

C. Future Changes to the Policy Board Composition

The composition of the Appleton (Fox Cities) MPO Policy Board will be reviewed following each decennial U.S. Census to ensure appropriate and proportional representation.

Revising the composition of the Policy Board (e.g. adding membership, the number or requirements of members appointed by each appointing authority) or expansion of the metropolitan planning area boundary does not necessarily require redesignation of the MPO.

A change to the Appleton (Fox Cities) MPO Policy Board can be made following the notification of the appointing authorities, all the local units of government in the MPO Planning Area, a public hearing on the proposed changes, and ratification by those units of government with 75 percent of the population in the planning area, including the City of Appleton as the largest incorporated city.

D. Designation of Fiscal Agent

East Central Wisconsin Regional Planning Commission shall be designated to serve as the fiscal agent for the Appleton (Fox Cities) Metropolitan Planning Organization.

1. Location. MPO staff will be provided by the East Central WI Regional Planning Commission
2. Matching Contribution. Outagamie, Calumet and Winnebago Counties shall be responsible for providing the local matching contributions, through their annual levy contribution to ECWRPC.

E. Initial Plan Updates

Subject to state and federal laws and fiscal constraint, to maintain consistency and continuity in the region planning efforts to-date the existing planning documents of the

previous MPOs are adopted, including the fiscally constrained TIPs, as the starting point for future updates, and prioritizing projects currently.

F. Effective Date and Conditions of the Agreement

1. This agreement is effective on **September 3, 2024** after obtaining signatures of approval by the Governor and representatives of units of government with 75 percent of the population in the MPO Planning Area, including Appleton as the largest incorporated city.
2. This agreement supersedes and voids the designation agreement entered into by the Governor and East Central Wisconsin Regional Planning Commission dated January 15, 1974.

G. Amendments

Any changes to the Redesignation Agreement shall be enacted by a written amendment executed by all signatories.

H. Non-Discrimination

In the performance of the services under this Agreement, the parties shall not discriminate against any employee or applicant because of race, religion, marital status, age, color, sex, handicap, national origin, or ancestry, income level, or source of income, arrest record or conviction record, less than honorable discharge, physical appearance, sexual orientation, political beliefs, or student status. The parties further agree not to discriminate against any subcontractor or person who offers to subcontract on this contract because of race, color, age, disability, sex or national origin.

WITNESS WHEREOF, the parties have caused this to be executed by individuals and officers duly authorized on the dates noted below.

Resolution #4-R-24
Sustainable and responsible use of chemical pesticides

Submitted By: *Ald. Del Toro - District 4, Ald. Meltzer - District 2, Ald. Schultz - District 9*

Date: *March 20, 2024*

Referred To: *Staff*

Resolution Summary: The city of Appleton strives to be a good environmental steward and provide safe public places. As such the city has a responsibility to limit the use of known dangerous chemical pesticides in city-owned and managed spaces. This resolution identifies a living document list of chemical pesticides that will no longer be used by the city to manage pests and vegetation. This resolution also recognizes that these chemicals are commonly used by city-hired contractors, as such this resolution aims to limit what chemical pesticides contractors can use in city owned or managed properties. Finally this resolution provides an exception mechanism for extenuating circumstances, whereby the city must request

Whereas, the city of Appleton seeks to be a good environmental stewards and provide safe public spaces for the community, and

Whereas, the effects of pesticides (insecticides and herbicides) extend into human and environmental health, and are broadly documented in the scientific literature, and

Whereas, the city currently uses pesticides that that are potentially harmful to human and environmental health in managing city-owned properties and

Whereas, the city currently contracts with parties that commonly use know pesticides that are potentially harmful to human and environmental health

Therefore let it be resolved that the city recognizes that attached list (the attachment) of chemical pesticides as potentially harmful to human and/or environmental health. The city recognizes this list as a living document with allowable future additions or deletions to the list citing sufficient scientific evidence.

Therefore let it be further resolved that the city will no longer purchase or use chemical pesticides on the attachment list.

Therefore let it be further resolved, that the city will no longer contract services that include the use of the potentially dangerous chemical herbicides listed in the attachment that can potentially negatively impact the community's health and environment.

Therefore let it be further resolved, that the city will publicly release information regarding the chemical pesticides are used in city-owned property.

Therefore let it be further resolved, that exceptions to the ordinance may be formally requested by city staff and considered for approval by the city's board of health on a case-by-case basis. If approval is granted by the board of health the city must clearly communicate the use of chemical pesticides to the community users of public spaces.

Attachment List:

Chemical Compound	Toxicity to Human and/or Environment	Documented Effects
Atrazine	Human	Carcinogen, reproductive effects
1,3-Dichloropropene	Human	Carcinogen, respiratory side effects
2,4-D	Human	Skin rash, liver and kidney function, increased risk of cancer

Chlorpyrifos	Human and Environment	Hormonal disruptions, aquatic life
Glyphosate	Human and Environment	Non-Hodgkin's Lymphoma, kidney disease, nonselective impacts on invertebrates
Methomyl	Human and Environment	Nervous system effects, effects on many species including birds, mammals and fish
Metolachlor	Human and Environment	Liver function, Toxic to freshwater fish
Neonicotinoids	Human and Environment	Hormonal imbalance and toxic to pollinators
Paraquat	Human	Parkinson's Disease, multiple organ failure lung scaring
Pyrethroid	Human and Environment	Autism, cognitive deficiencies, Parkinson's Disease, toxic to pollinators and fish

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CITY OF APPLETON

Office of the Mayor
Jacob A. Woodford
100 N Appleton St
Appleton, WI 54911
p: 920.832.6400
f: 920.832.5962
Mayor@appleton.org

MEMORANDUM

Date: May 17, 2024

To: Municipal Services and Parks & Recreation Committee; Common Council

From: Mayor Jake Woodford

Subject: Staff Response to Resolution 4-R-24 Sustainable Use of Pesticides

Enclosed you will find a compilation of staff responses to Resolution 4-R-24. As you will find across the 125 pages of analysis and information provided, this resolution stands to adversely affect the City's management of public land across the community. Furthermore, you will find that the City's existing policies and practices related to use of pesticides take great care to comply with product specifications, and in many cases, meet or exceed the strict standards of numerous local, state, and federal agencies and environmental NGOs.

The City of Appleton prides itself on being a leader in reducing environmental impact and carefully stewarding the community's resources. Any suggestion that the use of pesticides and herbicides by the City is not handled with the utmost attention to mitigating adverse effects on the people, flora, and fauna of our community does not take into account the information provided in this report. While we agree that minimizing use of chemicals that, used carelessly and inconsistently with product specifications, can and do harm the natural environment, the City of Appleton stands behind our processes and practices, which seek to avoid such harm in our community.

It is evident that further education for our Common Council on this matter would be beneficial – as evidenced by the substantial investment of legislative and administrative time demanded to research and discuss this subject over the last couple of years. Pursuant to this objective, staff has organized an opportunity for alders to join our experts in the field to learn more about our management practices in particularly sensitive areas of the City. All alders are strongly encouraged to participate in this opportunity.

In summary, staff recommend **denial** of Resolution 4-R-24, as its scope and implications are significant and not supported by best practices.

While there is a great deal of material in this report, please do take the time to review it carefully, as it required significant time and effort to assemble. As always, we are available to answer any questions that arise as you review and consider.



DEPARTMENT OF
**PUBLIC
WORKS**

MEMORANDUM

Date: May 15, 2024
To: Municipal Services and Parks & Rec Committee
From: Danielle Block, PE Director of Public Works
Peter Neuberger, PE Deputy Director of Public Works
Subject: DPW Comments Resolution 4-R-24 Sustainable Use of Pesticides

The resolution is likely to have a significant detrimental effect on the City's ability to perform certain operations within the public right-of-way. Chemical herbicides are a very important tool, among several others, that the Department of Public Works (DPW) staff and contractors use appropriately, responsibly, and after careful consideration to establish and maintain many acres of sustainable, cost-effective native plant communities in Appleton. These native plant communities represent a wealth of biodiversity, including populations of pollinators.

Here are factors to consider:

- Emerald Ash Borer treatments. EAB is an existential threat to all ash trees in the City that are not chemically inoculated against infestation. The City has an extensive program for inoculating ash trees within the public right-of-way and other City properties using an injected liquid insecticide.
- Wasp nest insecticide. When performing pruning, limbing, and tree removal work on terrace trees, City staff occasionally encounter the nests of wasps and other stinging insects. The safest and most cost-effective way to significantly reduce the threat of employee injury is to spray the nest with an appropriate insecticide. Alternative methods involving extensive Personal Protective Equipment (PPE) and physical removal of nests, which are often at great height, are available but are considered less safe and less cost-effective.

The above two examples in this section demonstrate the significant potential for the arrival, on occasion, of invasive species that quickly multiply to have a devastating ecological impact. Properly used pesticide sprays are often the best, most cost-effective, quickly deployable, and proven first line of defense toward eliminating or mitigating these impacts. This draft could delay or otherwise limit implementation of these tools.

- The City maintains an inventory of 94 stormwater management sites including ponds, biofilters, and channels. This number is expected to grow in the future. The City uses a variety of spray herbicides to control invasive species populations at these sites, often to maintain and improve native landscaping that provides excellent habitat for pollinators and other diverse species. Alternative methods of control such as spot mowing and hand

pulling are already employed when deemed appropriate based on species, scale, and other factors. Elimination of herbicide use such as Glyphosate and 2,4-D at these areas has the potential to greatly increase the expense of maintaining and initially establishing these areas, depending on site conditions.

- City staff and contractors have significant expertise in the regulations and practices for avoiding overuse and misuse of proposed prohibited chemical applications within rights-of-way and other areas. Broad restrictions on use of chemicals within this context could limit access to valuable tools that City staff currently employ effectively to provide high levels of services enjoyed by its citizens in a responsible and cost-effective manner.
- EPA guidance such as that found on the EPA website for Introduction to Pesticide Labels, states, “Unlike most other types of product labels, pesticide labels are legally enforceable, and all of them carry the statement: ‘It is a violation of Federal law to use this product in a manner inconsistent with its labeling.’ In other words, “the label is the law.” This information provides a good example of the existing protections already provided by EPA regulations for proper use of pesticides, which are product specific.
- The State of Wisconsin through DATCAP ACTCP 29.50 currently regulates pesticides similarly:
 - ATCP 29.50(1)(a)[Negligent use. No person may do any of the following:] Use or direct the use of a pesticide in a negligent manner, or in a manner inconsistent with the pesticide label.
 - ATCP 29.50(2)(2) Overspray and drift.
 - (a) No person may use or direct the use of a pesticide in a manner that results in pesticide overspray or significant pesticide drift. This paragraph does not apply to mosquito control applications, made by, or under the direction of, a governmental entity for public health purposes, that use proper mosquito control application methods.
 - (b) The application of pesticide outside the target application site is presumed to be the result of pesticide drift unless there is evidence of pesticide overspray.
 - (c) Pesticide drift is significant, under par. (a), if there is credible evidence that it has moved outside the target application site in any of the following amounts:
 - 1. Amounts that cause actual harm to persons, property, or the environment.
 - 2. Amounts that could potentially harm persons, property, or the environment under any reasonably foreseeable circumstances, regardless of whether an actual exposure or harm has occurred.

March 15, 2024

Peter Neuberger - Deputy Director of Public Works
CITY OF APPLETON
100 North Appleton Street – Floor 5
Appleton, WI 54911
Peter.Neuberger@Appleton.org

RE: Glyphosate Use

Dear Mr. Neuberger:

Per your request, NES Ecological Services (NES) – A Division of Robert E. Lee & Associates, Inc. has assembled the below information to help clarify the reason for utilizing glyphosate for maintaining natural areas throughout the City of Appleton.

Glyphosate is a widely used chemical available for over-the-counter purchase by any individual wanting to buy it. Homeowners often use the non-selective herbicide to treat weeds in their driveways, sidewalks and mulch beds. NES ecologists use the chemical to help control and eradicate invasive, herbaceous and woody perennial species that degrade native plantings. Target species include but are not limited to reed canary grass (*Phalaris arundinacea*), giant reed grass (*Phragmites australis*), wild parsnip (*Pastinaca sativa*), spotted knapweed (*Centaurea stoebe*), thistle (*Cirsium spp.*) and common buckthorn (*Rhamnus cathartica*). Wisconsin Department of Natural Resource (WDNR) staff also use glyphosate to help control these and other species within State Natural Areas and Parks. Since the WDNR is applying within public spaces, the agency asked Dr. Mark Renz (University of Wisconsin Professor and Extension Weed Specialist) to provide his professional opinion on the use and general safety of glyphosate (see attached correspondence letter). WDNR staff have relied on Dr. Renz's opinion to continue their use of the chemical. The agency has also developed a chemical fact sheet to help educate the public.

In addition to the WDNR, other agencies, municipalities and non-profit groups that allow and, in some cases, require the use of glyphosate to control invasive species include:

- U.S. Fish and Wildlife Service
- Wisconsin Department of Transportation
- City of Green Bay
- City of Oshkosh
- Village of Bellevue
- Door County Land Conservation Department
- Baird Creek Preservation Foundation
- Door County Land Trust
- The Nature Conservancy
- University of Wisconsin Green Bay

The above groups are either existing NES clients or organizations that have requested bids to control invasive species using chemicals. These are just a small subset of groups throughout Northeast Wisconsin that allow the use, and in some cases require the use, of chemicals such as glyphosate to control certain invasive species.

Our ecologists are very aware of the damage herbicides pose to the environment, especially if used incorrectly including at a rate higher than recommended on the label. Our staff's goal is to utilize the least amount of chemical possible to achieve control. These actions benefit both the environment and overall costs since less chemical is utilized. Unlike large scale farming operations and golf courses, our herbicide applications are very target specific with herbicide applied using primarily backpack sprayers. In cases where invasive plant density is very low, hand wicking of individual plants is conducted. The NES team is highly skilled at plant identification which helps ensure that desirable plants are not negatively impacted during the herbicide work. NES applicators are certified and licensed in the appropriate categories, such as Forestry, Right-of-Way & Natural Areas and Aquatic & Mosquito as required by Wisconsin state law and we have the required business license, all of which are listed below.

NES: Business License (93-015942-012926)

Wisconsin Pest Control Pollutant Discharge Permit (WPDES) for Aquatic Plants, Algae, and Pathogens (WI-0064556-2-01)

Individual Licenses

Full-time Staff

Nick Kintopf (Certification #106026)

- Category 5.0 – Aquatic & Mosquito
- Category 6.0 – Right-of-Way & Natural Areas

Thomas Gerbyshak (Certification #090718)

- Category 5.0 – Aquatic & Mosquito
- Category 6.0 – Right-of-Way & Natural Areas

Mark Linder II (Certification #78465)

- Category 5.0 – Aquatic & Mosquito
- Category 6.0 – Right-of-Way & Natural Areas

Shannon McClusky (Certification #103584)

- Category 2.0 - Forestry
- Category 5.0 – Aquatic & Mosquito
- Category 6.0 – Right-of-Way & Natural Areas

Steven Essex (Certification #111197)

- Category 5.0 – Aquatic & Mosquito
- Category 6.0 – Right-of-Way & Natural Areas

Ian Mueller (Certification #112155)

- Category 5.0 – Aquatic & Mosquito
- Category 6.0 – Right-of-Way & Natural Areas

Dustin Sablich (Certification #111931)

- Category 5.0 – Aquatic & Mosquito
- Category 6.0 – Right-of-Way & Natural Areas

Noelle Vallee (Certification #300211)

- Category 5.0 – Aquatic & Mosquito
- Category 6.0 – Right-of-Way & Natural Areas

Seasonal Staff**Wess Willette** (Certification #300291)

- Category 5.0 – Aquatic & Mosquito
- Category 6.0 – Right-of-Way & Natural Areas

Alex Summernote (Certification #116784)

- Category 1.1 – Field & Vegetable Crops
- Category 5.0 – Aquatic & Mosquito
- Category 6.0 – Right-of-Way & Natural Areas

Kailey Bauldry (Certification #118663)

- Category 5.0 – Aquatic & Mosquito
- Category 6.0 – Right-of-Way & Natural Areas

Not all species require the use of chemicals for successful control. If certain annual or biennial species are present such as Sweet Clover (*Melilotus alba/Melilotus officinale*), Bull thistle (*Cirsium vulgare*), wild carrot (*Daucus carota*), NES staff will either hand pull plants or mow the populations. These actions will destroy the plant and prevent reproduction while reducing chemical use. Prescribed burning is also utilized to setback many of the undesirable species found within native plantings; however, some of the species initially mentioned such as reed canary grass and *Phragmites* have such robust root systems that mowing and burning do not reduce their populations as well as chemicals do. In addition to the above non-chemical management options, NES has utilized bio-control to reduce invasive plant populations. Unfortunately, there are very limited and approved bio-control options available. However, NES has successfully used beetles to control purple loosestrife (*Lythrum salicaria*) and we are working to expand the possible use of other insects to control spotted knapweed and leafy spurge (*Euphorbia esula*). Although we use alternative methods as much as possible, some species are controlled more effectively using chemicals such as glyphosate. Alternative methods are often times less successful and are more costly. If certain species are not controlled with chemicals and allowed to spread, the desired native species found within the stormwater plantings will be outcompeted. The loss of native plant diversity and density then directly impacts wildlife species including pollinators.

Please call me if you have any questions or need any further information.

Sincerely,

NES ECOLOGICAL SERVICES – A DIVISION OF ROBERT E. LEE & ASSOCIATES, INC.



James Havel
Division Manager
Senior Ecologist
jhavel@releeinc.com

JRH/jrh

ENC.



January 19, 2020

WI DNR Pesticide Use Advisory Team

This Pesticide Assessment was conducted at the request of the Wisconsin Department of Natural Resources (WI DNR). The Department Pesticide Use Team requested that Dr. Mark Renz (University of Wisconsin Professor and Extension Weed Specialist) review and summarize aspects of active ingredients commonly used for unwanted plant control in forests and natural areas and provide his **professional opinion** on the risks and value of this active ingredient compared to other commonly used practices. For more detailed information about this active ingredient, please consult the [US Environmental Pesticide Agency](#) or [National Pesticide Information Center](#). Pesticide labels are the law and must be followed.

Per your request, I am providing information to consider when determining if glyphosate should continue to be listed as a general pesticide for use on Wisconsin Department of Natural Resources lands. My comments are related to the specific assessment considerations that you wanted me to consider. All of my toxicological information is taken directly from the US EPA or the National Pesticide Information Center unless otherwise noted. I have listed links to these resources at the end of this letter.

Glyphosate is a non-selective herbicide providing control of a range of broadleaf and grass weeds and brush in agriculture, forestry, industrial, lawn, garden, and aquatic environments. It is applied to foliage of plants that are actively growing and directly to cut surfaces. It has been registered for use since 1974 and is currently the most widely used pesticide in the world. It is used by Wisconsin DNR for agricultural weed control, maintaining bare ground areas (rights of way/parking lot), and for invasive plant control (aquatic and terrestrial). While alternatives exist to this product its effectiveness on a wide range of species (especially perennials) in combination with its limited bioavailability after application make this an herbicide with high utility. It is also inexpensive. Many (> 200) different products are available which use three main formulations: technical grade glyphosate (acid), glyphosate isopropylamine, and glyphosate ammonium salts. Of these, the isopropylamine salt is most commonly used in formulated products.



Assessment Considerations

1. What are the human health risks (applicator and the public)? Glyphosate has been found to have low acute toxicity to animals and humans. Studies have found acute toxicity (dermal, when ingested, inhalation) were similar or safer than caffeine. Chronic toxicity has been widely debated. Data, from animal toxicity implicate it to be potentially a carcinogen but the majority of research shows no linkage between glyphosate and cancer. The USEPA recently (2017) re-evaluated data and determined that glyphosate is “not likely to be carcinogenic to humans.” Other country/regional pesticide agencies agree with this decision (e.g. European Union) but an international agency has classified it as a probable carcinogen (International Agency for Research on Cancer=IARC). A recent meta-analysis (2019) found a link between glyphosate exposure and increased risk to non-hodgkins lymphoma (Zhang et al. 2019). While this study agrees with IARC’s classification they only used data from individuals who had high levels of glyphosate exposure in their analysis. Other reports have shown that these high exposures are consistent with individuals who do not wear protective equipment recommended on the label (Acquavella et al. 2004). While research continues to evaluate the risk of cancer from glyphosate exposure the current body of scientific information does not suggest health risks to applicators or the public if applied following the restrictions of the label and using the recommended personal protection equipment.
2. What are the potential negative environmental impacts and risks?
 - **Environmental fate:** Glyphosate persists in the environment to varying degrees based on the environment. In soil, this molecule degrades by microbes with half-lives between 2 to 197 days depending on soil type, with typical half-life of 47 days. Longer persistence in soil is observed under anaerobic conditions. Glyphosate adsorbs tightly to the soil and is not bio-available in soil. Glyphosate breaks down in water with half-lives between 1-91 days. Longer persistence in water is associated with binding to sediments under anaerobic conditions. The primary pathway for glyphosate degradation is from microbes which products AMPA and glyoxylic acid. These are further degraded to carbon dioxide. Glyphosate and degradates have low potential to leach and contaminate groundwater due to its high affinity to soil/organic matter. Potential for surface water contamination is present from aquatic uses of



glyphosate but due to dilution and safety to wildlife it is unlikely to have any impacts. Volatilization of glyphosate is not expected due to its physical properties.

- **Risk to organisms:** glyphosate is practically non-toxic or slightly toxic to birds, freshwater fish, invertebrates, and estuary and marine organisms and practically non-toxic to honeybees and earthworms. Some formulated products that contain the surfactant POEA known as MON 0818 which is moderately toxic to very highly toxic to freshwater fish and frogs therefore these products contain the statement "This pesticide is toxic to fish" on the label and those products are not registered for use in aquatic systems. Formulations are available for aquatic environments that do not contain this surfactant. It is believed that terrestrial applications will be bound to the soil or organic matter or diluted to a degree if transported via surface water and not pose a risk to these species. Using buffer strips and limiting spray drift could further limit this impact.

In summary this product is widely used in Wisconsin and does persist in the environment but is rarely bio-available due to its high affinity to soils and organic matter. While widely studied, the current body of knowledge does not suggest that applicators or citizens are at risk from its use if label directions are followed (PPE and restricted entry intervals). While some wildlife are sensitive to formulations that contain the surfactant POEA, these products are only registered in areas that will limit exposure of these sensitive species. Given these facts and the limited use by WI DNR compared to nearby lands (agriculture) I am confident that, if the label is followed, limited to no impacts to the environment will occur due to WI DNR use.

3. How effective is the proposed pesticide for the proposed target(s)? Glyphosate based herbicides are effective on a wide range of species. Due to its wide use in agriculture and urban environments and cost in combination with limited bioavailability make it an effective and flexible tool for WI DNR land managers compared to other products.
4. What is the specificity of the proposed pesticide to the proposed target(s)? Glyphosate is a non-selective herbicide that can be applied to foliage or directed to the stem. Its main use in natural areas is to control unwanted perennial and annual vegetation. Often applications are



used to prepare a location for restoration events where desirable plants are established shortly after application.

5. Is there a need for a maximum application site frequency and/or area other than specified on the product label? No.
6. Is there another pesticide and/or Integrated Pest Management (IPM) technique that should be considered in-lieu of the proposed pesticide? Several other products exist that will provide similar results, but they often have a higher cost, environmental concerns, and/or greater non-target impacts. Details would be site and species specific. Other techniques to be considered include removal, grazing, burning, and repeated mowing. These techniques have positive and negative attributes which would need to be considered compared to herbicide use but most often these non-chemical treatments either result in a large amount of disturbance (removal) or need to be repeated multiple times to obtain similar levels of success as the use of glyphosate.
7. Other Considerations:None.

<http://npic.orst.edu/factsheets/archive/glyphotech.html>

<https://www.regulations.gov/contentStreamer?documentId=EPA-HQ-OPP-2009-0361-2344&contentType=pdf>

Acquavella JF, Alexander BH, Mandel JS, Gustin C, Baker B, Chapman P, and Bleeke M. 2004. Glyphosate biomonitoring for farmers and their families: results from the Farm Family Exposure Study. *Journal of Environmental Health Perspective*. 2004 Mar; 112: 321–326.

Zhang L, Rana I, Shaffer R, Taioli E., and Sheppard L. 2019. Exposure to glyphosate-based herbicides and risk for non-Hodgkin lymphoma: A meta-analysis and supporting evidence. *Mutation Research/Reviews in Mutation Research* 781:186-206.

Feel free to contact me if you have any specific questions with regards to this information.



Sincerely,

A handwritten signature in blue ink, appearing to be 'M. Renz', written over a horizontal line.

Mark Renz PhD
Extension Weed Scientist
Agronomy Dept., University of Wisconsin-Madison
email: mrenz@wisc.edu
Office: 608 263-7437

GLYPHOSATE CHEMICAL FACT SHEET

Formulations

Glyphosate is a commonly used herbicide that is used in both aquatic and terrestrial sites. It was first registered with the U.S. EPA for use in 1974 and is currently under registration review. An interim registration review decision was released in 2020. Different formulations of glyphosate are available, including isopropylamine salt of glyphosate and potassium glyphosate. It is labeled for control of emergent vegetation using direct foliar application. Commercial formulations approved for aquatic use in Wisconsin include AquaPro®, Imitator®, GlyphoMate® and Roundup® Custom for Aquatic & Terrestrial Use.* Most glyphosate-based products are solely intended for terrestrial use and are highly toxic to aquatic life. The use of glyphosate-based herbicides in aquatic environments that are not approved for aquatic use is a violation of federal and state pesticide laws.

Aquatic Use and Considerations

Glyphosate is a systemic herbicide (i.e., it moves throughout the plant tissue). It is a WSSA Group 9 herbicide, meaning that the mechanism of action is by inhibiting enolpyruvyl shikimate-3-phosphate synthase, an important enzyme needed for multiple plant processes including growth. Following treatment, plants will gradually wilt, appear yellow, and decompose in approximately two to seven days. It may take up to 30 days for effects to become apparent on woody species.

It is important to note that repeated use of herbicides in the same WSSA group (i.e., with the same mechanism of action) can lead to herbicide-resistant plants, even in aquatic

environments. In order to reduce the risk of developing resistant genotypes, avoid using the same type of herbicides year after year, and utilize effective integrated pest management strategies as part of any long-term control program.

Glyphosate is only effective on plants that are actively growing above the water. It will not be effective on submerged aquatic plants, nor will it control regrowth from seed. Glyphosate treatments may not be as effective if applied when plants are growing poorly, which may occur due to drought stress, disease, or insect damage.

To avoid drift, application is not recommended when winds exceed 5 mph. In addition, excessive speed or pressure during application may allow spray to drift and must be avoided. Care must be used when applying glyphosate to prevent injury or death to nontarget plants. Broadcast spray treatment can be ineffective if surrounding nontarget plants are killed since the target species can rapidly recolonize the newly cleared area.

An alternative method of glyphosate application for small stands is painting cut stems with glyphosate using a wick-type applicator. This method is effective, albeit time intensive. The herbicide will travel from the cut stem down into the roots and kill the remaining portion of the plant. With some species, such as non-native phragmites (*Phragmites australis* subsp. *australis*), it is important to remove the cut vegetation to avoid re-rooting from the cut material that is not treated with herbicide.

Unless the glyphosate product used includes a pre-mixed surfactant, chemical applicators must mix a surfactant approved for aquatic sites with glyphosate before application. A surfactant helps the herbicide “stick” to the plant surfaces and increases the rate of

* Product names are provided solely for your reference and should not be considered exhaustive nor endorsements.

absorption. Not all surfactants are approved for use in aquatic environments, and some may be toxic to aquatic organisms; the surfactant labels must be carefully read and followed.

Application should be avoided when heavy rain is predicted within six hours, as rainfall may wash herbicide off plant exterior.

Glyphosate is labeled to control invasive reed canary grass (*Phalaris arundinacea*), cattails (*Typha* spp.), purple loosestrife (*Lythrum salicaria*) and non-native phragmites (*Phragmites australis* subsp. *australis*)[†]. Glyphosate is also labeled to control native waterlilies (*Nymphaea* spp. & *Nuphar* spp.)[†].

Post-Treatment Water Use Restrictions

Most aquatic forms of glyphosate have no post-treatment restrictions on water use for swimming, irrigation, or fishing. However, potable water intakes within one-half of a mile of application must be turned off for 48 hours after treatment or until glyphosate levels reach below 0.7 parts per million.[†]

Herbicide Degradation, Persistence and Trace Contaminants

Glyphosate is primarily broken down by microbes. The half-life of glyphosate (the time it takes for half of the active ingredient to degrade) is between 3 and 133 days, depending on environmental conditions. Glyphosate disappears quickly from the water column due to water dispersal and sediment binding. It adsorbs strongly to sediment particles, so leaching into groundwater is unlikely. The primary breakdown product of glyphosate is aminomethylphosphonic acid (AMPA), which is also degraded by microbes and is immobile once bound to sediment. However, AMPA is much more persistent in sediment than glyphosate; its half-life ranges from 119 to 958 days.

[†] May vary by formulation, application rate, and/or product. Every product label must be carefully reviewed and followed by the user.

Impacts on Fish and Other Aquatic Organisms

Since the mechanism of action involves an enzyme that isn't found in animals, glyphosate has low toxicity to animals. Glyphosate is rated practically non-toxic to slightly toxic to freshwater fish, freshwater invertebrates and birds. However, some formulations of glyphosate may be moderately toxic to fish due to the presence of an inert ingredient. As with all herbicide applications, it is important to read and follow all label instructions to prevent adverse environmental impacts.

Human Health

Most glyphosate-related health concerns for humans involve applicator exposure, exposure through drift and surfactant exposure. Some adverse effects from direct contact with the herbicide include temporary symptoms of dermatitis, eye ailments, headaches, dizziness and nausea. Wear proper personal protective equipment and follow label instructions while handling.

The U.S. EPA has determined that glyphosate does not pose any long-term health risks to humans when used according to label directions and established tolerance levels.

For Additional Information

U.S. Environmental Protection Agency (EPA)
Office of Pesticide Programs
epa.gov/pesticides

Wisconsin Department of Agriculture, Trade,
and Consumer Protection
datcp.wi.gov/Pages/Programs_Services/ACMOOverview.aspx

Wisconsin Department of Natural Resources
608-266-2621
dnr.wi.gov/lakes/plants

Wisconsin Department of Health Services
dhs.wisconsin.gov

National Pesticide Information Center
1-800-858-7378
npic.orst.edu





Pesticide Regulation

Prepared by: Ethan Lauer, Staff Attorney

A pesticide is any substance designed, intended, or labeled for use in controlling pests or as a plant regulator, defoliant, or desiccant. The term pesticide generally includes such substances as herbicides, insecticides, fungicides, and rodenticides. Pesticides are regulated by both federal and state law, but generally not by local ordinance in Wisconsin. Applicable federal and state regulations include requirements related to labeling, application, and amount of residue allowable on food intended for human or animal consumption.

FEDERAL REGULATION

Pesticides are regulated at the federal level primarily by two laws: the Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA); and the Federal Food, Drug, and Cosmetic Act (FFDCA). The U.S. Environmental Protection Agency (EPA) administers both laws.

FIFRA

Under FIFRA, a person generally may not sell or distribute a pesticide within the United States unless it has been registered in accordance with the act, although EPA may grant exceptions to this restriction for certain experimental or emergency uses. EPA must review each registration every 15 years.¹

In addition to satisfying requirements relating to efficacy and labeling, a pesticide proposed for use by the general public must also be found by EPA to perform its intended function without unreasonable adverse effects on the environment. Under the act, “unreasonable adverse effects on the environment” means: (1) any unreasonable risk to humans or the environment, taking into account economic, social, and environmental costs and benefits; or (2) a human dietary risk from pesticide residues in or on any food.²

If EPA determines that a pesticide may cause unreasonable adverse effects on the environment if used without additional restrictions, it must classify the pesticide as a restricted use pesticide. These pesticides are not available for use by the general public. Commercial application of restricted use pesticides may require protective gear and special training by the applicator.³

A further registration prerequisite applies if a pesticide is intended to be used on food, animal feed, or food or feed crops, or if its intended use could reasonably be expected to result in pesticide residue remaining on such food or feed. In such cases, the pesticide may not be registered unless the EPA has issued a tolerance under FFDCA.⁴

FFDCA

Under FFDCA, EPA must establish a tolerance for any pesticide chemical residue on or in food. A food that bears or contains a residue in a quantity that exceeds the limits of a tolerance is considered adulterated and therefore may not be manufactured or introduced into interstate commerce.⁵

The tolerance is the maximum safe amount of residue that may be present. Under the act, “safe” means that EPA has determined that there is a reasonable certainty that no harm will result from aggregate exposure to the pesticide chemical residue, including all anticipated dietary exposures and all other exposures for which there is reliable information. EPA may establish a tolerance on its own initiative or in response to a petition.⁶

STATE REGULATION

States may not allow the sale and use of a pesticide that is prohibited by FIFRA and may not create labeling or packaging requirements that are in addition to or different from those imposed by FIFRA. Beyond those limitations, however, a state generally is allowed to regulate the sale and use of pesticides.⁷

Wisconsin has enacted certain restrictions, such as an annual licensing requirement for producers and distributors of pesticides. The Department of Agriculture, Trade, and Consumer Protection (DATCP) has prohibited the use of certain pesticides, established special use permits for others, and created a landscape pesticide registry through which a person may receive notification of a pending commercial application of pesticides to neighboring lawns. The Department of Natural Resources regulates the use of certain pesticides that could constitute a serious hazard to wild animals.⁸

LOCAL REGULATION

Units of local government in Wisconsin presently have very limited authority to impose their own pesticide regulations because of state law. When a pesticide applicator in 1985 challenged an ordinance of the Town of Casey (Washburn County) that required a town permit for aerial spraying of pesticides on private lands, the U.S. Supreme Court held that FIFRA did not preempt local regulation of pesticides. A change in state law in 1993, however, explicitly preempted most local regulation.⁹

The relevant state law enumerates the following nine actions that a local government may take by ordinance:

- Regulate pesticide use on property which the political subdivision owns.
- Zone areas with respect to pesticide manufacturing, distribution, and disposal.
- Implement any regulation of pesticides that the political subdivision is required by federal law or other state laws to implement.
- Implement a cooperative agreement with EPA regarding enforcement of FIFRA and training and certifying applicators under that law.
- Prohibit conduct that is prohibited under specified provisions of state pesticide law or under FIFRA.
- Require that, when notification of pesticide use is required by state or federal law, notification of that use be given to the political subdivision.
- Set standards for fire prevention in the storage of a pesticide that poses a fire hazard.
- Regulate pesticides pursuant to a storm water management program that is consistent with a specified federal regulation.
- Regulate the storage, treatment, or disposal of solid waste containing pesticides, pesticide containers, or pesticide residues.¹⁰

In addition, the state law has been judicially interpreted as not preempting local regulation of the fertilizer component of a product that is both a pesticide and a fertilizer.¹¹

¹ 7 U.S.C. s. 136a (a), (b), (c) (5), and (g) (1) (A); 40 C.F.R. s. 152.15.

² 7 U.S.C. ss. 136 (bb) and 136a (d) (1) (B).

³ 7 U.S.C. s. 136a (d) (1) (c); 40 C.F.R. s. 152.160 (b).

⁴ 40 C.F.R. s. 152.112 (g).

⁵ 21 U.S.C. ss. 331 (a) and (g) and 342 (a) (2) (B).

⁶ 21 U.S.C. s. 346a (a) (1), (b) (1), and (b) (2) (A) (ii).

⁷ 7 U.S.C. s. 136v.

⁸ ss. 94.68 (1) (intro.) and 94.685 (1), Stats.; ss. ATCP 29.56 (6), 30.05, and 30.10, Wis. Adm. Code.

⁹ s. 94.701 (3) (a), Stats.; *Wisconsin Pub. Intervenor v. Mortier*, 501 U.S. 597 (1991).

¹⁰ s. 94.701 (3) (b) and (c), Stats.

¹¹ s. 94.701 (3) (b), Stats.; *Croplife America, Inc. v. City of Madison*, 432 F.3d 732 (7th Cir. 2005).



CITY OF APPLETON

Department of Public Health
100 North Appleton Street
Appleton, WI 54911
p: 920.832.6429
f: 920.832.5853
www.appleton.org/health

MEMORANDUM

Date: May 15, 2024
To: Municipal Services and Parks & Rec Committee
From: Charles E Sepers, Jr., PhD, MPH, Health Officer/Director Department of Public Health
Subject: Department of Public Health Comments on 4-R-24 Sustainable Use of Pesticides

The application of lawncare chemicals in the form of herbicides and pesticides is a highly regulated activity at both the State and Federal levels through rigorous regulation and enforcement. Based on a cursory review of these regulations and enforcement activity, combined with the vast infrastructure around oversight—including the Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA) Scientific Advisory Panel—the Appleton Health Department does not recommend additional regulation at the municipal level through resolution or related ordinance.

Attached you will find the citations and associated statutes and regulations placed on this issue at the State and Federal level.

Recommended action: The Appleton Health Department does not recommend the adoption of Resolution 4-R-24 Sustainable Use of Pesticides

Pesticide Drift/Overspray Defined

Drift is movement of pesticide in air currents or by diffusion onto property beyond the boundaries of the target area; it may occur either as solid or liquid particles or as vapors. Pesticide drift, like overspray, often implies a lack of due care on the part of the applicator. You are responsible for confining pesticide applications to the target area, and for taking precautions to prevent unwanted exposure to persons or to property of others.

By Wisconsin law (ATCP 29), significant pesticide drift is considered negligent, and you can be prosecuted for the results of drift that goes off-site. Significant pesticide drift is an amount which:

- Is readily visible, or
- Moves to areas outside the target area and either causes actual harm or could conceivably cause harm to persons, property, or the environment.

The available scientific information about the pesticide also will be used to determine its effects on persons, property, and the environment. By prohibiting "significant" pesticide drift, the WDATCP does not condone, encourage, or give advance authorization to lesser forms of drift as being legitimate side effects of pesticide applications. **The WDATCP investigates all complaints of pesticide drift, and, where drift can be proven, takes some form of enforcement or corrective action: Under ATCP 29, the WDATCP is directed to seek equivalent enforcement sanctions for pesticide overspray and drift violations in cases involving human exposure.**

Groundwater Protection Rules

Wisconsin has multi-agency approach to groundwater protection. ATCP 31 establishes the WDATCP's regulatory program for the prevention and control of groundwater contamination. The rule creates two guidelines to limit the presence of pesticides in groundwater: enforcement standards (ES; the maximum levels allowed in groundwater) and preventive action limits (PAL; set at a percentage of the enforcement standard). When contamination approaches the PAL, the party responsible must implement connective measures to prevent further contamination. Groundwater in which an ES is exceeded is unsafe for human consumption.

The DNR also has rules to govern groundwater protection. Chapter NR 140 establishes groundwater quality standards for substances detected in or having a reasonable probability of entering the state's groundwater. Many of the substances for which the DNR has established public health groundwater standards are pesticide active ingredients.

Landlords Responsibilities/Tenant Protection

Often landlords or their employees apply pesticides in rental housing to get rid of bedbugs, cockroaches, or other pests. Landlords or their employees do not need to be certified and licensed to apply pesticides, if all of the following apply:

- They make applications to property they own
- Do not accept payment for the application
- Use only general use (over-the-counter) pesticides

The label is the law.

You are responsible for reading the pesticide product label and following all the instructions for use – where to apply the product, how much to apply, how often to apply it, and what pests to use it on. If you assign an employee to apply the pesticide, you are responsible for educating them on the label requirements and ensuring that those requirements are followed."

Wisconsin law requires that you leave the following written information for your tenants when making an application to their residential structure:

- Name and address of the person who applied the pesticide.

- Telephone number where residents can get more information.
- What was applied (brand name, product name or common chemical name).
- Amount applied.
- Post-application precautions, such as time before re-entry to the treated area.
- If such a re-entry time is listed on the label, you must also post a warning sign at each entrance to the treated area.
- Date, starting and ending time of the application.
- Notice that a copy of the label is available on request.
- Specific description of where you applied the pesticide. For example, do not say “kitchen.” Say “behind the stove and under the sink.”

These requirements only apply to applications of a pesticide, other than a germicide, sanitizer, or disinfectant, to a residential structure where the pesticide applicator does not reside.

Landscape applications are not covered by these requirements in ATCP 29.55(3). To receive advanced notice of commercial for hire landscape pesticide applications, please see DATCP's landscape registry.

FIFRA Scientific Advisory Panel

The Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA) Scientific Advisory Panel (SAP) is composed of biologists, statisticians, toxicologists and other experts who provide independent scientific advice to the EPA on a wide-range of health and safety issues related to pesticides.

As the nation’s primary pesticide regulatory agency, EPA makes decisions on a wide-range of pesticide uses in the United States. These decisions require that EPA review scientific data on risks that pesticides pose to wildlife, farm workers, pesticide applicators, and the general public through diet and exposure in homes, schools, parks, pools and golf courses.

The scientific data involved in these decisions is complex, so to make the best decisions possible, EPA often seeks technical advice from outside the Agency by consulting the members of the FIFRA SAP.

Federal Pesticide Regulations and Laws

The Code of Federal Regulations (CFR) is a codification of rules published in the Federal Register (the official daily publication for rules) by the Executive departments and agencies of the Federal Government. The CFR is divided into 50 titles that represent broad areas subject to Federal regulation. The CFR may be searched on line at: <http://www.ecfr.gov/>

Commercial Driver's License (CDL) Standards, Code of Federal Regulations, Title 49, part 383.

Comprehensive Environmental Response Compensation and Liability Act (CERCLA), Code of Federal Regulations, Title 40, parts 300-302. For information on CERCLA, call 800-424-9346.

Federal Insecticide, Fungicide and Rodenticide Act (FIFRA), Code of Federal Regulations, Title 40, parts 152-186. For information on FIFRA check the website at: <https://www3.epa.gov/>

Hazard Communication Standard (HCS), Code of Federal Regulations, Title 29, part 1910.1200. For information on HCS, check the website at: <https://www.osha.gov/index.html> or call OSHA's office at 800-321-6742.

Hazardous Materials Transportation and Training, Code of Federal Regulations, Title 49, parts 171-177. For information on hazardous material transportation or training requirements, check the website at: <https://www.fmcsa.dot.gov/regulations/hazardous-materials> or call 855-368-4200.

Resource Conservation and Recovery Act (RCRA), Code of Federal Regulations, Title 40, parts 260-281. For information on RCRA, check the website at: <https://www.epa.gov/rcra>

Superfund Amendments and Reauthorization Act (SARA), Code of Federal Regulations, Title 40, parts 350-372. For information on SARA, check the website at: <https://www.epa.gov/superfund> or call 800-424-9346.

Worker Protection Standard (WPS) for Agricultural Pesticides, Code of Federal Regulations, Title 40, part 170. Search EPA's website for more info on the WPS.

Copies of the above laws and rules are available from: U.S. Government Printing Office. Purchase on line at: <https://bookstore.gpo.gov/> or call (toll-free) 866-512-1800 or email at: ContactCenter@gpo.gov

State of Wisconsin Pesticide Regulations and Laws

An online version of the Wisconsin Statutes and Wisconsin Administrative Codes is available at: <http://docs.legis.wisconsin.gov/>

Wisconsin Department of Agriculture, Trade and Consumer Protection:

Wisconsin Pesticide Law. (Wisconsin Statutes, Sections 94.67-94.715).

Wisconsin Groundwater Law. (Wisconsin Statutes, Chapter 160).

Pesticide Use and Control. (Wisconsin Administrative Code, Chapter ATPC 29).

Pesticide Product Restrictions. (Wisconsin Administrative Code, Chapter ATPC 30).

Groundwater Protection Program. (Wisconsin Administrative Code, Chapter ATPC 31).

Fertilizer and Pesticide Bulk Storage. (Wisconsin Administrative Code, Chapter ATPC 33).

Copies of the above laws and rules are available from: Wisconsin Department of Agriculture, Trade and Consumer Protection, 2811 Agriculture Drive, P.O. Box 8911, Madison, WI 53708-8911. Phone 608-224-4500.

Wisconsin Department of Natural Resources:

Use of Pesticides on Land and Water, Areas of the State of Wisconsin. (Wisconsin Administrative Code, Chapter NR 80).

Aquatic Plant Management (Wisconsin Administrative Code, Chapter NR 107).

Groundwater Quality. (Wisconsin Administrative Code, Chapter NR 140).

Hazardous Waste Management. (Wisconsin Administrative Code, Chapter NR 600 series).

Wisconsin Spill Law. (Wisconsin Statutes, Chapter 292.11).

Hazardous Substance Discharge Notification and Source Confirmation Requirements.
(Wisconsin Administrative Code, Chapter NR 706).

Use of Pesticides to Control Wild Animals (Wisconsin Statutes, Sections 29.29, 29.596, and 29.60).

Copies of the above laws and rules are available online from: Wisconsin Department of Administration, Document Sales Unit.

Wisconsin Emergency Management:

Wisconsin SARA Law. (Wisconsin Statutes, sections 166.20 - 166.22).

Copy of this law is available from: Wisconsin Emergency Management, 2400 Wright St., Madison, WI 53707. Phone: 608-242-3232.

Wisconsin Department of Transportation:

Wisconsin Commercial Driver's License Law. (Wisconsin Act 105).

For a copy of the CDL manual, see contact info for Wisconsin Department of Transportation in Appendix A.



CITY OF APPLETON

Department of Parks & Recreation

1819 East Witzke Blvd.

Appleton, WI 54911

p: 920-832-5905

f: 920-993-3103

www.appletonparkandrec.org

MEMORANDUM

Date: May 16, 2024
To: Municipal Services and Parks & Recreation Committee
From: Dean Gazza, Director of Parks & Recreation
Subject: Parks & Recreation Comments Resolution 4-R-24 Sustainable Use of Pesticides

Upon discussing the proposed resolution further, our department believes the necessary laws and enforcement already exist for the safe use of pesticides and herbicides selected by staff for use. Our department follows the laws through certifications and training. We believe this resolution would conflict with current policies and would have a significant impact on providing the level of turf management we recommend based on our understanding of the public's expectations.

Below are further issues to be considered:

- Chemicals must be applied in accordance with the instructions provided. When doing properly it is considered safe.
- The department maintains over 600 acres of turf including facilities, parks and numerous boulevards, triangles and other misc. areas which would be affected by this resolution. The lack of pesticides and herbicides would require alternative means and labor which would not be cost effective nor feasible.
- We have numerous miles of fencing which requires maintenance to keep invasives from growing into the fence line and damaging the fences.
- The department maintains over 1.2 million square feet at over 70 locations requiring various degrees of pest control. There are no feasible alternative means and pest damage can be considerable including mice, ants, hornets, spiders, etc.
- The department has a Turf Management policy that the Common Council approved. This policy specifies the level of turf management necessary to meet the expectations of our Community. In many areas such as downtown parks, ball diamonds, sidewalks, fence lines, etc. require a greater level of management and use of herbicides and pesticides. To meet expectations without the use of chemicals would require substantially more labor resulting in significantly increased budget.
- Reid Golf Course could lose substantial revenue if not for the excellent playing conditions provided. This includes areas affected by this resolution.
- Hiring of part-time labor is difficult and the cost is increasing. In addition, students only can work a limited period between mid-May to mid-August leaving considerable needs

in the spring and fall. The restrictive use of herbicides and pesticides would require significantly more labor for trimming, weeding, etc.

- Based on the studies completed, if applied per the instructions, there are no health risks. When signage is posted on public property, the public should be considered educated enough to understand they need to avoid.
- There are no benefits to our department that we can determine at this time. When applied correctly we meet the public's expectations that ensure the parkland is maintained for its intended usage.



WEED B GON®

PLUS CRABGRASS CONTROL
READY-TO-SPRAY₂

CON CONTROL DEL ZACATE MANO DE CANGREJO LISTO PARA ROCIAR₂



KILLS CRABGRASS, DANDELIONS
AND OTHER COMMON LAWN WEEDS

KILLS WEEDS TO THE ROOTS

TREATS UP TO 5,000 SQ FT

FOR HOME USE ONLY

KEEP OUT OF REACH OF CHILDREN

CAUTION STOP! READ THE ENTIRE LABEL FIRST. OBSERVE ALL PRECAUTIONS AND FOLLOW DIRECTIONS CAREFULLY.

MANTENER FUERA DEL ALCANCE DE LOS NIÑOS

PRECAUCIÓN ¡ALTO! LEA PRIMERO TODA LA ETIQUETA. OBSERVE TODOS LOS AVISOS DE PRECAUCIÓN Y SIGA ATENTAMENTE LAS INSTRUCCIONES.

Active Ingredient:

2,4-D, dimethylamine salt	6.42%
Quinclorac	2.13%
Dicamba, dimethylamine salt	0.60%
Other Ingredients:	90.85%
TOTAL	100.00%



LB49980

This Product Contains:
0.456 lb 2,4-dichlorophenoxyacetic acid equivalent per gallon or 5.33%
0.182 lb 3,7-dichloro-8-quinolinecarboxylic acid per gallon or 2.13%
0.043 lb 3,6-dichloro-o-anisic acid equivalent per gallon or 0.50%
Isomer Specific By AOAC Methods.

WON'T HARM THE LAWN GUARANTEED*

NET CONTENTS/CONTENIDO NETO
32 fl oz (1 quart) / 946 ml

*WHEN USED AS DIRECTED

PRECAUTIONARY STATEMENTS

HAZARDS TO HUMANS AND DOMESTIC ANIMALS

CAUTION: Causes moderate eye irritation. Avoid contact with eyes, skin or clothing. Harmful if swallowed. When using this product, wear long-sleeved shirt, long pants, socks, shoes and rubber gloves. Wash thoroughly with soap and water after handling and before eating, drinking, chewing gum or using tobacco. After using this product, rinse gloves before removing, remove clothing and launder separately before reuse, and promptly and thoroughly wash hands and exposed skin with soap and water. Remove saturated clothing as soon as possible and shower.

User Safety Recommendations - Users should wash hands before eating, drinking, chewing gum, using tobacco or using the toilet. • Users should remove clothing/PPE immediately if pesticide gets inside. Then wash thoroughly and put on clean clothing. If pesticide gets on skin, wash immediately with soap and water. • Users should remove PPE immediately after handling this product. Wash the outside of gloves before removing. As soon as possible, wash thoroughly and change into clean clothing.

FIRST AID

IF IN EYES

Hold eye open and rinse slowly and gently with water for 15 to 20 minutes. Remove contact lenses, if present, after the first five minutes, then continue rinsing eye. Call a poison control center or doctor for treatment advice.

IF SWALLOWED

Call a poison control center or doctor immediately for treatment advice. Have person sip a glass of water if able to swallow. Do not induce vomiting unless told to by a poison control center or doctor. Do not give anything to an unconscious person.

Have the product container or label with you when calling a poison control center or doctor, or going for treatment. You may also contact 1-800-225-2883 for emergency medical treatment advice.

ENVIRONMENTAL HAZARDS

This pesticide is toxic to fish and aquatic invertebrates. To protect the environment, do not allow pesticide to enter or run off into storm drains, drainage ditches, gutters or surface waters. Applying this product in calm weather when rain is not predicted for the next 24 hours will help to ensure that wind or rain does not blow or wash pesticide off the treatment area. Rinsing application equipment over the treated area will help avoid run off to water bodies or drainage systems.

This chemical has properties and characteristics associated with chemicals detected in groundwater. The use of this chemical in areas where soils are permeable, particularly where the water table is shallow, may result in groundwater contamination. Application around a cistern or well may result in contamination of drinking water or groundwater.

STORAGE AND DISPOSAL

PESTICIDE STORAGE

Keep from freezing. Store in original container in a locked storage area inaccessible to children and pets.

PESTICIDE DISPOSAL & CONTAINER HANDLING

Nonrefillable container. Do not reuse or refill this container.
If empty: Place in trash or offer for recycling if available.
If partly filled: Call your local solid waste agency for disposal instructions. Never place unused product down any indoor or outdoor drain.

NOTICE: To the extent consistent with applicable law, buyer assumes all risks of use, storage or handling of this product not in accordance with label directions.



If for any reason you, the consumer, are not satisfied with this product, mail us proof of purchase to obtain a full refund of your purchase price.

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Sold by **The ORTHO Group**
P.O. Box 190, Marysville, OH 43040
EPA Reg. No. 2217-896-239
EPA Est. No. 239-1A-31, 239-MS-1M, 85652-OH-1W
Superscript is first letter of lot number.



Questions & Comments
Call 1-800-225-2883
or visit our website
at www.ortho.com



LB9411

OPEN RESEALABLE LABEL FOR DIRECTIONS
(ARMED LA FENOTRIN RESEALABLE PAK (LA5 INSTRUCTIONS))



WEED B GON®

PLUS CRABGRASS CONTROL
READY-TO-SPRAY²

LAWN FRIENDLY WEED CONTROL*

- ⚡ Kills 200+ weeds*
- 📏 Treats up to 5,000 sq ft
- 🌱 Kills weeds to the roots
- ☔ Rainproof in 1 hour
- 🕒 Results with 1 application



WHAT IT DOES: WHERE TO USE: WHEN TO USE:



Kills major broadleaf and troublesome grass weeds including dandelion, chickweed and clover as well as crabgrass and foxtail. (See inside for complete list.)



Kills the weeds not the lawn when used as directed
For use on grasses including: Bermudagrass, Buffalograss, Fescues, Kentucky Bluegrass, Ryegrass, Zoysiagrass.



Apply when daytime temperatures are below 90 °F
Do not apply above 85 °F for Bermudagrass.
* when used as directed

📞 **Questions & Comments Call 1-800-225-2883**
or visit our website at www.ortho.com 📄



If for any reason you, the consumer, are not satisfied with this product, mail us proof of purchase to obtain a full refund of your purchase price.

FPO

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EPA Reg. No. 239-1A-3, 239-MS-1M, 85652-OH-1W
Superscript is first letter of lot number.

*see inside booklet for a complete list of weeds controlled



LB9411

DIRECTIONS FOR USE

It is a violation of Federal law to use this product in a manner inconsistent with its labeling.

READ ENTIRE LABEL BEFORE USE.

SHAKE WELL BEFORE USING.

Use Restrictions:

• For residential lawn use only. • Do not apply this product in a way that will contact any person or pet, either directly or through drift. Keep people and pets out of the area during application. • Do not allow people or pets to enter the treated area until sprays have dried. • Do not use on Bahiagrass, Bentgrass (colonial and creeping), Carpetgrass, Centipede grass, Dichondra, Gardens (including vegetables, fruit trees, vines and berries), Ornamental plants (flowers, trees, groundcovers, landscape beds and shrubs), Seashore Paspalum, St. Augustine grass, and turfgrass species that are not listed on this label. • Do not use clippings from the treated areas as mulch or compost around flowers, ornamentals, trees, or in vegetable gardens. • Do not spray exposed roots of ornamentals and trees.



SPRAY DRIFT MANAGEMENT

It is the responsibility of the applicator to avoid spray drift at the application site. Do not allow the herbicide solution to mist, drip, drift, or splash onto desirable broadleaf plants, as small amounts of this product can damage sensitive plants near the treated area. If desirable plants are accidentally sprayed, immediately rinsing leaves with water may reduce or eliminate plant damage.

Use Precautions:

• Apply when weeds are young and actively growing. • Delay mowing 2 days before and until 2 days after the application of this product. • If the lawn is dry, water 24 hours before using this product. • Do not water lawn within 24 hours of treatment. • Certain hard-to-kill weeds may need to be spot treated in 21 days. • For new lawns, apply only when grass has reached a height of at least 2 inches. • Bare spots may be seeded 4 weeks after application. • Spray when air temperatures are cooler than 90 °F. • Avoid applications during the spring transition of the warm season grasses and during periods of extremely high temperatures. • Avoid application to Bermudagrass when daytime temperatures exceed 85 °F. • Application to Bermudagrass may cause temporary yellowing or discoloration but full recovery can be expected. • Use on established lawns.

HOW IT WORKS

Ortho® Weed B Gon® Plus Crabgrass Control Ready-To-Spray₂ contains three proven weed killers that target lawn weeds and crabgrass. This herbicide enters the lawn weeds through their leaves and moves throughout the plant to provide control. And lawns listed on this label will not be harmed when used as directed.

WHERE TO USE

This product can be applied to residential lawns with the following turfgrass types:

LAWNS TO BE TREATED:

Cool Season Turfgrass (Northern Lawns)

Kentucky bluegrass; Ryegrass, perennial and annual; Tall fescue; Fine fescues.

Warm Season Turfgrass (Southern Lawns)

Bermudagrass¹, common and hybrid; Zoysiagrass; Buffalograss.

¹Application to Bermudagrass may cause temporary yellowing or discoloration but full recovery can be expected. Do not apply to Bermudagrass when daytime temperatures exceed 85 °F.

DO NOT apply Ortho® Weed B Gon® Plus Crabgrass Control Ready-To-Spray₂ to the following:

Bahiagrass; Bentgrass; Carpetgrass; Centipede grass; Dichondra; Gardens including vegetables, fruit trees, vines and berries; Ornamental plants (flowers, trees, groundcovers, landscape beds and shrubs); Seashore paspalum; St. Augustine grass; Turfgrass species that are not listed on this label.

HOW MUCH TO USE

Entire Lawn Treatments: This container covers 5,000 sq.ft. Measure the size of your yard. If the area to be treated is larger than 5,000 sq.ft., you may need to buy more containers. Over-application or rates above those specified on this label can cause turf injury.

Limitations: The maximum application rate is 6.4 fl oz of product per 1,000 sq ft per application (1.0 lb 2,4-D acid equivalent per acre per application). Do not apply more than 2 applications per year. The second application may be made no sooner than 21 days after the first application. The maximum seasonal rate is 12.8 fl oz of product per 1,000 sq ft (2.0 lb 2,4-D acid equivalent per acre).

WHEN TO USE

Apply this product when weeds are small and actively growing in the spring or fall.

Crabgrass, large & smooth – Apply in the spring before crabgrass is 4 inches tall or when crabgrass is first noticeable in the lawn. Make a second application after 3 weeks for dense weed populations.

HOW TO USE

CONNECT	<ul style="list-style-type: none">• Connect sprayer to garden hose.• Turn on water. <p>User Tip: Start at the farthest point in your yard and work back.</p>
SPRAY	<ul style="list-style-type: none">• To BEGIN spraying, slide switch to "ON".• Spray only until the surface of the lawn is wet. Spray evenly.
FINISH	<ul style="list-style-type: none">• To STOP spraying, slide switch to "OFF".• Turn off water.• Relieve water pressure by sliding switch to "WATER".• After water slows to a drip, slide switch back to "OFF".• Disconnect sprayer from garden hose.

GRASS AND BROADLEAF WEEDS CONTROLLED

GRASS WEEDS: Crabgrass, large and smooth; Foxtail, green, yellow and giant; Signalgrass, broadleaf.

BROADLEAF WEEDS: Annual yellow sweetclover; Aster; Austrian fieldress; Bedstraw; Beggaricks; Betony, Florida; Bindweed, field; Bird vetch; Bitter wintergrass; Bittergrass, hairy; Bitterweed; Black-eyed Susan; Black medic; Black mustard; Blackseed plantain; Blessed thistle; Bloodflower milkweed; Blue lettuce; Blue vervain; Bracted plantain; Brassbuttons; Bristly ox-tongue; Broadleaf dock; Broadleaf plantain; Broomweed; Buckhorn; Buckhorn plantain; Bulbous buttercup; Bull thistle; Bullnettle; Burdock; Burdock; Burning nettle; Burweed; Buttercup; Buttonweed; Canada thistle; Carolina geranium; Carpetweed; Catchweed bedstraw; Catnip; Catsear; Chickweed, common; Chickweed, mouseear; Chicory; Cinquefoil; Clover, crimson; Clover, hop; Clover, red; Clover, strawberry; Clover, sweet; Clover, white; Cockle; Cocklebur; Common mullein; Creeping Jenny (Creeping Charlie); Cudweed; Curly dock; Daisy, English; Daisy fleabane; Daisy, oxeye; Dandelion; Dichondra; Dogbane; Dogfennel; Dollarweed; False dandelion; False flax; False sunflower; Fiddleneck; Florida pusley; Frenchweed; Galinsoga; Goathead; Goldenrod; Ground ivy; Gumweed; Hairy fleabane; Hawkweed; Heald; Heartleaf drymary; Heathaster; Hedge bindweed; Hedge mustard; Hemp; Henbit; Hoary cress; Hoary plantain; Hoary vervain; Horsenettle; Jimsonweed; Knawel; Knotweed; Kochia; Lambsquarters; Lespedeza; Mallow; Matchweed; Mexicanweed; Milk vetch; Morning glory; Mouseear hawkweed; Mugwort; Musk thistle; Mustard; Narrowleaf

(Continued) 3

GRASSES AND BROADLEAF WEEDS CONTROLLED (Continued)

plantain; Narrowleaf vetch; Nettle; Orange hawkweed; Oriental cocklebur; Oxalis; Parsley-piert; Parsnip; Peardwort; Pennycress; Pennywort; Peppergrass; Pepperweed; Pigweed; Pineywoods bedstraw; Plains coreopsis (tickseed); Plantain; Poison ivy; Poison oak; Pokeweed; Poorjoe; Prairie sunflower; Prickly lettuce; Prickly sida; Prostrate knotweed; Prostrate pigweed; Prostrate spurge; Prostrate vervain; Puncturevine; Purslane, common; Ragweed; Red sorrel; Redroot pigweed; Redstem filaree; Rough cinquefoil; Rough fleabane; Russian pigweed; Russian thistle; Scarlet pimpernel; Scotch thistle; Sheep sorrel; Shepherdspurse; Slender plantain; Smallflower galinsoga; Smooth dock; Smooth pigweed; Sorrel; Sowthistle; Spanishneedles; Speedwell; Spiny amaranth; Spiny cocklebur; Spiny sowthistle; Spotted catsear; Spotted spurge; Spurweed; Stinging nettle; Strawberry; India mock; Tall nettle; Tall vervain; Tansy ragwort; Tansy mustard; Tanweed; Thistle; Trailing crownvetch; Tumble mustard; Tumble pigweed; Velvetleaf; Venice mallow; Virginia buttonweed; Virginia creeper; Virginia pepperweed; Wavyleaf bullthistle; Western clematis; Western salsify; White mustard; Wild aster; Wild buckwheat; Wild carrot; Wild four-o'clock; Wild garlic; Wild geranium; Wild lettuce; Wild marigold; Wild mustard; Wild onion; Wild parsnip; Wild radish; Wild rape; Wild strawberry; Wild sweet potato; Wild vetch; Wild violet; Woodsorrel; Woolly croton; Woolly morningglory; Woolly plantain; Wormseed; Yarrow; Yellow rocket; Yellowflower pepperweed.

PRECAUTIONARY STATEMENTS

HAZARDS TO HUMANS AND DOMESTIC ANIMALS

CAUTION: Causes moderate eye irritation. Avoid contact with eyes, skin or clothing. Harmful if swallowed. When using this product, wear long-sleeved shirt, long pants, socks, shoes and rubber gloves. Wash thoroughly with soap and water after handling and before eating, drinking, chewing gum or using tobacco. After using this product, rinse gloves before removing, remove clothing and launder separately before reuse, and promptly and thoroughly wash hands and exposed skin with soap and water. Remove saturated clothing as soon as possible and shower.

User Safety Recommendations • Users should wash hands before eating, drinking, chewing gum, using tobacco or using the toilet. • Users should remove clothing/PPE immediately if pesticide gets inside. Then wash thoroughly and put on clean clothing. If pesticide gets on skin, wash immediately with soap and water. • Users should remove PPE immediately after handling this product. Wash the outside of gloves before removing. As soon as possible, wash thoroughly and change into clean clothing.

FIRST AID

IF IN EYES	Hold eye open and rinse slowly and gently with water for 15 to 20 minutes. Remove contact lenses, if present, after the first five minutes, then continue rinsing eye. Call a poison control center or doctor for treatment advice.
IF SWALLOWED	Call a poison control center or doctor immediately for treatment advice. Have person sip a glass of water if able to swallow. Do not induce vomiting unless told to by a poison control center or doctor. Do not give anything to an unconscious person.
Have the product container or label with you when calling a poison control center or doctor, or going for treatment. You may also contact 1-800-225-2883 for emergency medical treatment advice.	

ENVIRONMENTAL HAZARDS

This pesticide is toxic to fish and aquatic invertebrates. To protect the environment, do not allow pesticide to enter or run off into storm drains, drainage ditches, gutters or surface waters. Applying this product in calm weather when rain is not predicted for the next 24 hours will help to ensure that wind or rain does not blow or wash pesticide off the treatment area. Rinsing application equipment over the treated area will help avoid run off to water bodies or drainage systems.

This chemical has properties and characteristics associated with chemicals detected in groundwater. The use of this chemical in areas where soils are permeable, particularly where the water table is shallow, may result in groundwater contamination. Application around a cistern or well may result in contamination of drinking water or groundwater.

STORAGE AND DISPOSAL

PESTICIDE STORAGE	Keep from freezing. Store in original container in a locked storage area inaccessible to children and pets.
PESTICIDE DISPOSAL & CONTAINER HANDLING	Nonrefillable container. Do not reuse or refill this container. If empty: Place in trash or offer for recycling if available. If partly filled: Call your local solid waste agency for disposal instructions. Never place unused product down any indoor or outdoor drain.

NOTICE: To the extent consistent with applicable law, buyer assumes all risks of use, storage or handling of this product not in accordance with label directions.



If for any reason you, the consumer, are not satisfied with this product, mail us proof of purchase to obtain a full refund of your purchase price.

MODO DE EMPLEO

Se considera una violación a la ley federal usar este producto con otros fines que los indicados en la etiqueta.

LEA TODA LA ETIQUETA ANTES DE USAR EL PRODUCTO.

AGITE BIEN ANTES DE USAR.

Restricciones de uso:

* Para uso en céspedes domésticos, únicamente. * No aplique este producto de forma que entre en contacto con ninguna persona o mascota, ya sea directamente o al ser arrastrado por el viento. Durante la aplicación, mantenga alejados del área a las personas y a las mascotas. * No permita que las personas ni las mascotas entren a las áreas tratadas sino hasta que el rocíoado se haya secado. * No use este producto en céspedes de grama bahía, Bent grass (colonial y rastreo), alfombra, cémpes, oreja de ratón, huertos (incluidos de hortalizas, árboles frutales, enredaderas y bayas), plantas ornamentales (flores, árboles, cubiertas vegetales, macizos de jardín y arbustos), césped del mar, San Agustín y otras especies de césped que no están enumeradas en esta etiqueta. * No utilice las briznas de las áreas tratadas como mantillo o composta alrededor de flores, plantas ornamentales, árboles o en huertos de hortalizas. * No roce las raíces expuestas de árboles y plantas ornamentales.

CONTROL DEL ROCIADO PARA EVITAR SU DISPERSION

La persona encargada de aplicar el producto es responsable de evitar su dispersión en el lugar de aplicación. No permita que la solución herbicida se disperse al ser rebuzada, ni que gotee, sea arrastrado o salpique a otras plantas de hoja ancha, ya que pequeñas cantidades de este producto pueden dañar las plantas delicadas que se encuentran cerca de la zona tratada. Si rocía accidentalmente las plantas que desea conservar, lavar las hojas inmediatamente con agua puede reducir o evitar el daño a las plantas.

Precauciones de uso:

* Aplique este producto cuando las malezas sean pequeñas y estén en crecimiento activo. * Postergue el corte de césped para 2 días antes y hasta 2 días después de la aplicación de este producto. * Si el césped está seco, riegue 24 horas antes de usar este producto. * No riegue el césped en las 24 horas luego del tratamiento. * Es posible que haya que tratar de manera localizada ciertas malezas difíciles de eliminar en 21 días. * Para los céspedes nuevos, aplique el producto únicamente cuando hayan alcanzado una altura de por lo menos 2 pulgadas (5.08 cm). * Pueden sembrarse semillas en las áreas descubiertas 4 semanas después de la aplicación. * Rocíe cuando la temperatura del aire no pase de los 90 °F (32 °C). * Evite llevar a cabo aplicaciones durante la transición de los céspedes para climas cálidos hacia la primavera y durante los periodos de temperaturas extremadamente altas. * Evite aplicar al césped Bermuda cuando las temperaturas diurnas superen los 85 °F (29 °C). * La aplicación en el césped Bermuda puede causar amarillamiento o decoloración temporal, pero se puede esperar la recuperación completa. * Aplique a céspedes establecidos.

CÓMO FUNCIONA

Ortho® Weed B Gon® con control del zacate mano de cangrejo listo para rociar, contiene tres herbicidas comprobados dirigidos a las malezas de céspedes y el zacate mano de cangrejo. Este herbicida entra en la maleza del césped a través de las hojas y se mueve a lo largo de la planta para proporcionar control. Y los céspedes indicados en esta etiqueta no se verán perjudicados cuando se use según las indicaciones.

DÓNDE USARLO

Este producto puede aplicarse en jardines residenciales con los siguientes tipos de céspedes:

CÉSPEDES A TRATAR:

Césped para climas fríos (céspedes del norte)

Césped azul de Kentucky; raigrás, tanto anual como perenne; cañuela alta; cañuelas finas.

Césped para climas cálidos (céspedes del sur)

Bermuda¹, común e híbrido; zoysia; búfalo.

¹La aplicación en el césped Bermuda puede causar amarillamiento o decoloración temporal, pero se puede esperar la recuperación completa. No aplique el producto a césped Bermuda cuando las temperaturas diurnas superen los 85 °F (29 °C).

NO aplique Ortho® Weed B Gon® con control del zacate mano de cangrejo listo para rociar, a lo siguiente: césped bahía; césped agrostis; césped alfombra; césped ciempiés; dicondra; jardines que incluyen hortalizas, árboles frutales, parras y bayas; plantas ornamentales (flores, árboles, cubiertas vegetales, macizos de jardín y arbustos); césped del mar; césped San Agustín; especies de césped que no están enumeradas en esta etiqueta.

CUÁNTO USAR

Tratamientos para prados enteros: este envase alcanza para tratar 5,000 pies² (465 m²). Mida el tamaño de su patio. Si el área a tratar es mayor de 5,000 pies² (465 m²), quizás tenga que comprar más producto.

Aplique de más o en proporciones por encima de las especificadas en esta etiqueta puede dañar el césped.

Límites: La cantidad máxima de aplicación es de 6.4 onzas líquidas (189 ml) de producto por cada 1,000 pies² (93 m²), por aplicación (el equivalente de 1.0 lb [0.45 kg] de ácido 2,4-D por acre, por aplicación). No exceda 2 aplicaciones por año. La segunda aplicación puede hacerse no antes de 21 días después de la primera. La cantidad máxima de aplicación por temporada es de 12.8 onzas líquidas (379 ml) de producto por cada 1,000 pies² (93 m²) (el equivalente de 2.0 lb [0.91 kg] de ácido 2,4-D por acre).

CUÁNDO USARLO

Aplique este producto cuando las malezas sean pequeñas y estén en crecimiento activo en la primavera o el otoño. Zacate mano de cangrejo, tanto de hoja ancha como de hoja lisa: Aplique el producto en la primavera, antes de que el zacate mano de cangrejo alcance las 4 pulgadas (10 cm) de altura o en cuanto sea visible en el césped. Aplique de nuevo a las tres semanas para las poblaciones densas de maleza.

CÓMO USARLO

CONECTE	<ul style="list-style-type: none">• Conecte el rociador a la manguera.• Abra la llave del agua. Consejo para el usuario: Empiece en el lugar más alejado del jardín y avance en dirección al lugar de inicio.
ROCÍE	<ul style="list-style-type: none">• Para EMPEZAR a rociar, deslice el interruptor a la posición de "ON" (abierto).• Rocíe solo hasta humedecer la superficie del césped. Rocíe uniformemente.
TERMINE	<ul style="list-style-type: none">• Para TERMINAR de rociar, deslice el interruptor a la posición de "OFF" (cerrado).• Cierre la llave del agua.• Alivie la presión del agua deslizando el interruptor a la posición de "WATER" (regar).• Una vez que el flujo del agua se reduzca a un mero goteo, deslice de nuevo el interruptor a la posición de "OFF" (cerrado).• Desconecte el rociador de la manguera.

AVISOS DE PRECAUCIÓN

RIESGOS PARA LOS HUMANOS Y LOS ANIMALES DOMÉSTICOS

PRECAUCIÓN: Causa irritación moderada en los ojos. Evite el contacto con los ojos, la piel o la ropa. Dañino si se ingiere. Vista una camisa de manga larga, pantalones largos, medias o calcetines, zapatos y guantes de hule al usar este producto.

Lávese bien con agua y jabón después de manipular el producto y antes de comer, beber, masticar chicle o consumir tabaco. Al terminar de usar este producto, enjuague los guantes antes de quitárselos, quítese la ropa y lávela por separado antes de volver a usarla, y de inmediato lávese bien las manos y la piel expuesta con agua y jabón. Quite la ropa empapada de producto lo antes posible y dúchese o báñese.

Recomendaciones de seguridad para el usuario • El usuario debe lavarse las manos antes de comer, beber, masticar chicle, consumir tabaco o usar el baño. • El usuario debe quitarse la ropa o el EPI de inmediato si le cae dentro pesticida, para luego lavarse bien y ponerse ropa limpia. Si el pesticida entra en contacto con la piel, lávese de inmediato con agua y jabón. • El usuario debe quitarse el EPI de inmediato después de manipular este producto. Lave los guantes por fuera antes de quitárselos. Tan pronto como pueda, lávese bien y póngase ropa limpia.

PRIMEROS AUXILIOS

SI ENTRA EN LOS OJOS	Mantenga el ojo abierto y enjuáguelo lentamente y con cuidado con agua por 15 a 20 minutos. Retire los lentes de contacto, de haberlos, después de transcurridos los primeros 5 minutos, y continúe enjuagando el ojo. Llame a un centro de control de envenenamientos o a un médico para recibir instrucciones de tratamiento.
SI SE INGIERE	Llame inmediatamente al centro de control de envenenamientos o a al médico para obtener recomendaciones de tratamiento. Haga que la persona tome sorbos de un vaso con agua, si puede tragar. No induzca el vómito a menos que así lo indique un centro de control de envenenamientos o el médico. No le dé nada a una persona que haya perdido el conocimiento.

Tenga el envase o la etiqueta del producto con usted cuando llame al centro de control de envenenamientos o al médico, o al acudir a recibir tratamiento. También puede llamar al 1-800-225-2883 para obtener información sobre el tratamiento médico de emergencia.

RIESGOS MEDIOAMBIENTALES

Este pesticida es tóxico para los peces y los invertebrados acuáticos. Para proteger el medio ambiente, no permita que el pesticida caiga o se escurra hacia drenajes pluviales, cunetas de desagüe, canaletas o aguas superficiales. Aplicar este producto con un clima tranquilo, cuando no se pronostiquen lluvias durante las próximas 24 horas, ayudará a asegurar que ni el viento ni la lluvia soplen o arrastren el pesticida lejos del área tratada. Enjuagar el equipo usado para la aplicación sobre el área tratada ayudará a evitar escurremientos hacia cuerpos de agua o sistemas de drenaje.

Este producto químico tiene propiedades y características que se asocian con sustancias detectadas en aguas del subsuelo. El uso de este producto químico en áreas donde la tierra es permeable, en particular donde el manto freático está cerca de la superficie, puede acarrear la contaminación del agua del subsuelo. La aplicación alrededor de una cisterna o pozo puede ocasionar la contaminación del agua para beber o de la del subsuelo.

ALMACENAMIENTO Y ELIMINACIÓN

ALMACENAMIENTO DEL PESTICIDA	Evite que se congele. Almacene en su envase original, en un área de almacenamiento cerrada bajo llave a la que no tengan acceso los niños ni las mascotas.
ELIMINACIÓN DEL PESTICIDA Y MANEJO DEL ENVASE	Este envase no se puede rellenar. No vuelva a usar ni llenar este envase. Si está vacío: Tirelo a la basura o recíclolo, de ser posible. Si está parcialmente lleno: Llame a la agencia de control de desechos sólidos local para solicitar instrucciones sobre cómo eliminarlo. Nunca elimine el producto no utilizado en drenajes internos o externos.

AVISO: En la medida contemplada por las leyes correspondientes, el comprador asume todos los riesgos de uso, almacenamiento o manejo de este producto si no se siguen las instrucciones de la etiqueta.



Si por alguna razón usted, el consumidor, no está satisfecho con este producto, envíenos por correo el comprobante de compra para obtener un reembolso completo de su precio de compra.



ACTIVE INGREDIENTS:

Triclopyr BEE, butoxyethyl ester	7.72%
Sulfentrazone	0.66%
2,4-D, 2-ethylhexyl ester	29.32%
Dicamba acid	2.22%

OTHER INGREDIENTS:	60.08%
TOTAL	100.00%

THIS PRODUCT CONTAINS:

- 0.50 lb 3,5, 6-trichloro-2-pyridinyloxyacetic acid per gallon or 5.55%.
 - 0.06 lb N-[2,4-dichloro-5-[4-(difluoromethyl)-4,5-dihydro-3-methyl-5-oxo-1H-1,2,4-triazol-1-yl]phenyl] methanesulfonamide per gallon or 0.66%.
 - 1.75 lbs 2,4-dichlorophenoxyacetic acid equivalent per gallon or 19.44%.
 - 0.20 lb 3,6-dichloro-o-anisic acid equivalent per gallon or 2.22%.
- Isomer specific by AOAC Methods.

**KEEP OUT OF REACH OF CHILDREN
CAUTION**

Use this product only in accordance with its labeling and with the Worker Protection Standard, 40 CFR part 170.

Not for sale, distribution or use in Nassau or Suffolk Counties in New York State.

Shake well before using



READ THE ENTIRE LABEL FIRST. OBSERVE ALL PRECAUTIONS AND FOLLOW DIRECTIONS CAREFULLY.

PRECAUTIONARY STATEMENTS

Hazards to Human and Domestic Animals

CAUTION: Harmful if swallowed. Prolonged or frequently repeated skin contact may cause allergic reactions in some individuals.

Personal Protective Equipment

Some materials that are chemical-resistant to this product are barrier laminate, nitrile rubber, neoprene rubber, and Viton. If you want more options, follow the instructions for category A on an EPA chemical-resistance category selection chart.

All mixers, loaders, applicators and other handlers must wear:

- long-sleeved shirt and long pants,
- shoes and socks, plus
- chemical-resistant gloves (except for applicators using ground boom equipment) and
- chemical-resistant apron when mixing or loading, cleaning up spills or equipment, or otherwise exposed to the concentrate.

When handlers use closed systems or enclosed cabs in a manner that meets the requirements listed in the Worker Protection Standard (WPS) for agricultural pesticides [40 CFR 170.240 (d)(4-6)], the handler PPE requirements may be reduced or modified as specified in the WPS.

User Safety Requirements

Follow manufacturer's instructions for cleaning/maintaining PPE. If no such instructions for washables exist, use detergent and hot water. Keep and wash PPE separately from other laundry.

User Safety Recommendations

- Users should wash thoroughly with soap and water after handling and before eating, drinking, chewing gum, using tobacco, or using the toilet.
- Users should remove clothing/PPE immediately if pesticide gets inside. Then wash thoroughly and put on clean clothing. If pesticide gets on skin, wash immediately with soap and water.
- Users should remove PPE immediately after handling this product. Wash the outside of gloves before removing. As soon as possible, wash thoroughly and change into clean clothing.

First Aid	
If swallowed:	<ul style="list-style-type: none"> • Call a poison control center or doctor immediately for treatment advice. • Have person sip a glass of water if able to swallow. • Do not induce vomiting unless told to by a poison control center or doctor. • Do not give anything to an unconscious person.
Have the product container or label with you when calling a poison control center or doctor or going for treatment. You may also contact 1-877-800-5556 for emergency medical information.	

Environmental Hazards

This pesticide is toxic to fish and aquatic invertebrates. Do not apply directly to water, to areas where surface water is present, or to intertidal areas below the mean high water mark. Drift and runoff may be hazardous to aquatic organisms in water adjacent to treated areas. Do not contaminate water when disposing of equipment wash waters or rinsate.

These chemicals (triclopyr, 2,4-D and dicamba) have properties and characteristics associated with chemicals detected in groundwater. The use of these chemicals in areas where soils are permeable, particularly where the water table is shallow, may result in groundwater contamination. Application around a cistern or well may result in contamination of drinking water or groundwater.

DIRECTIONS FOR USE

It is a violation of Federal law to use this product in a manner inconsistent with its labeling.

Do not apply this product in a way that will contact workers or other persons, either directly or through drift. Only protected handlers may be in the area during application. For any requirements specific to your State or Tribe, consult the agency responsible for pesticide regulation.

Agricultural Use Requirements

Use this product only in accordance with its labeling and with the Worker Protection Standard, 40 CFR part 170.

This standard contains requirements for the protection of agricultural workers on farms, forests, nurseries, and greenhouses, and handlers of agricultural pesticides. It contains requirements for training, decontamination, notification, and emergency assistance. It also contains specific instructions and exceptions pertaining to the statements on this label about personal protective equipment and restricted-entry interval. The requirements in this box only apply to uses of this product that are covered by the Worker Protection Standard.

Do not enter or allow worker entry into treated areas during the restricted entry interval (REI) of 24 hours.

PPE required for early entry to treated areas that is permitted under the Worker Protection Standard and that involves contact with anything that has been treated, such as plants, soil, or water is:

- coveralls,
- chemical-resistant gloves made of any water-proof material,
- chemical-resistant footwear plus socks,
- protective eyewear, and
- chemical-resistant headgear if overhead exposure is expected

Non-Agricultural Use Requirements

The requirements in this box apply to uses of this product that are NOT within the scope of the Worker Protection Standard for agricultural pesticides (40 CFR Part 170). The WPS applies when this product is used to produce agricultural plants on farms, forests, nurseries, or greenhouses.

Reentry Statement: Do not enter or allow people (or pets) to enter the treated area until sprays have dried.

1. Product Description

Designed for turfgrass applications, TZone™ SE Broadleaf Herbicide for Tough Weeds contains four active ingredients:

1. Triclopyr provides broad-spectrum weed control for some of the tough broadleaf weeds such as wild violet, ground ivy, oxalis and wild blackberry.
2. Sulfentrazone causes rapid desiccation and yellowing of the plant tissue on emerged, susceptible weeds. Sulfentrazone is in the aryl triazolone family and inhibits protoporphyrinogen oxidase (Protox), a pivotal enzyme in chlorophyll production. Without this

key enzyme, a build-up of peroxide-like compounds occurs, thus causing the plant cell membranes of weeds to rupture. Sulfentrazone provides post emergent weed control for common weed species in turfgrass such as spurge and thistles and suppression of yellow nutsedge.

3. 2,4-D is an auxin-type herbicide, a class of plant growth regulators. It is absorbed through the leaves and is translocated to the growing points of the plant, causing weed stems to curl and twist, leaf cupping and withering, and eventual plant death.
4. Dicamba is absorbed through the leaves and roots and has multiples modes of actions for hard-to-kill broadleaf weeds.

Combining these herbicides provides a very wide spectrum of weed control for tough and susceptible weeds.

TZone SE Broadleaf Herbicide for Tough Weeds controls weeds by affecting multiple sites within the broadleaf weeds. The symptoms of susceptible broadleaf weeds include leaf and stem curl or twisting, and weed yellowing.

TZone SE Broadleaf Herbicide for Tough Weeds offers these advantages:

- Excellent postemergent activity with proven performance for some of the toughest broadleaf weeds in turfgrass.
- This product exhibits improved cool-weather performance.
- Sulfentrazone combinations provide rapid and effective weed control for common and troublesome (tough) weed species in turfgrass, including: dandelion, spurge and white clover.
- The speed of action (rate of weed phytotoxicity [yellowing]) and the early weed symptoms are features of sulfentrazone. Often, the weed injury symptoms can be noticed within hours of the application and plant death can occur within 10 to 14 days.
- The combination of these 4 active ingredients provides effective weed control for common and troublesome weed species in turfgrass, such as wild violets, henbit and clover.
- Triclopyr combinations broaden the weed control spectrum to include many woody and hard-to-control species.
- This product is rainfast in as little as 3 hours.

2. Spray Preparation And Tank Mixes

TZone SE Broadleaf Herbicide for Tough Weeds is an aqueous suspo-emulsion (SE) that can be diluted with water or liquid fertilizer to form a stable emulsion. Aqueous suspo-emulsions are non-flammable and offer good miscibility with water.

Mixing with water:

Add one-half the required amount of water to the spray tank, then add this product slowly with agitation, and complete filling the tank with water. Mix thoroughly and continue agitation while spraying. When this product is left standing for extended periods of time, re-agitate to assure uniformity of the spray mixture.

Do not use tank additives that alter the pH of the spray solution below pH 5 or above pH 8. Buffer the spray solution to alter the pH range as appropriate.

Mixing with liquid fertilizers:

Use suitable sources and rates of fertilizer based upon recommendations of your fertilizer supplier or State Extension Service Specialist.

Verify physical compatibility with a jar test: Always perform a jar test for compatibility before large scale mixing. The jar test can be conducted by mixing all components in a small container in proportionate quantities. If the mixture separates after standing and can be mixed readily by shaking, then the mixture can be used and applied with spray equipment providing continuous agitation. If large flakes, sludge, gels or other precipitates form, or if a separate oily layer or oil globules appear, then the herbicide and the liquid fertilizer must not be prepared as a tank mixture.

Liquid fertilizers are either solutions (true fluids) or suspensions. Physical compatibility of this product is adequate with liquid nitrogen solutions. Mixing this product with suspensions or N-P-K solutions may not be satisfactory (may be marginal) without pre-mixing this product with water. Pre-mixing this product with 2 parts water will ensure that the emulsifiers are activated enabling the herbicide to be suspended in the fertilizer.

Adjuvants and spray additives:

Adjuvants (such as surfactants, spreaders, spreader-stickers, spray thickeners, foaming agents, activators, detergents, and drift reducing agents) combined with this product can damage the leaf tissue of turfgrass. If any discoloration or cosmetic effects are objectionable or would be unacceptable, then adjuvant(s) combined with this product would not be recommended. Do not use adjuvants and spray additive tank-mix combinations, unless your experience indicates that the tank mixture will not result in turf injury.

3. Ground Equipment

Spray distribution: The accuracy and uniformity of the herbicide distribution is the sole responsibility of the applicator. Power sprayers fitted with a boom or spray wand/gun may be used for broadcast applications and spot treatments. Boom sprayers equipped with appropriate nozzles, tips, and screens are suitable for broadcast applications. For best spray distribution and coverage, select a spray volume and delivery system that will ensure accurate and uniform coverage.

Spray volumes of 10 to 220 gallons per acre with spray pressures adjusted to between 20 to 40 psi. Use higher spray volumes for dense weed populations (up to 220 gallons per acre or 5 gallons per 1,000 square feet).

- Calibration and proper application are essential when using this product.
- Over-application or rates above those specified on this label can cause turf injury.
- Hand-held technique: Wands fitted with flat fan nozzle tips may be used with the appropriate technique. Flat fan nozzles should not be waved in a back-and-forth motion, or in a side-to-side motion, or in a swinging arm motion. Instead, the nozzle should be held stationary at the proper height. Side-to-side motion results in uneven coverage.

Hand operated sprayers including backpack sprayers, compression sprayers are appropriate for small turfgrass areas.

After using this product, clean sprayer with soap or detergent and water, or an approved spray tank cleaner and rinse thoroughly before applying other pesticides.

4. Spray Drift Management

When this product is used in “commercial sod production”, the following Best Management Practices for reducing spray drift apply.

A variety of factors including weather conditions (e.g., wind direction, wind speed, temperature, relative humidity) and method of ground application can influence pesticide drift. The applicator must evaluate all factors and make appropriate adjustments when applying this product.

Droplet Size

When applying sprays that contain 2,4-D as the sole active ingredient, or when applying sprays that contain 2,4-D mixed with active ingredients that require a Coarse or coarser spray, apply only as a Coarse or coarser spray (ASAE standard 572) or a volume mean diameter of 385 microns or greater for spinning atomizer nozzles.

When applying sprays that contain 2,4-D mixed with other active ingredients that require a Medium or more fine spray, apply only as a Medium or coarser spray (ASAE standard 572) or a volume mean diameter of 300 microns or greater for spinning atomizer nozzles.

Wind Speed

Do not apply at wind speeds greater than 15 mph. Only apply this product if the wind direction favors on-target deposition and there are not sensitive areas (including, but not limited to, bodies of water, known habitat for nontarget species, nontarget crops) within 250 feet downwind. If applying a Medium spray, leave one swath unsprayed at the downwind edge of the treated field.

Temperature Inversions

If applying at wind speeds less than 3 mph, the applicator must determine if: a) conditions of temperature inversion exist, or b) stable atmospheric conditions exist at or below nozzle height. Do not make applications into areas of temperature inversions or stable atmospheric conditions.

Susceptible Plants

Do not apply under circumstances where spray drift may occur to food, forage, or other plantings that might be damaged or crops thereof rendered unfit for sale, use or consumption. Susceptible crops include, but are not limited to, cotton, okra, flowers, grapes (in growing stage), fruit trees (foliage), soybeans (vegetative stage), ornamentals, sunflowers, tomatoes, beans, and other vegetables, or tobacco. Small amounts of spray drift that might not be visible may injure susceptible broadleaf plants.

2,4-D esters may volatilize during conditions of low humidity and high temperatures. Do not apply during conditions of low humidity and high temperatures.

Other State and Local Requirements

Applicators must follow all state and local pesticide drift requirements regarding application of 2,4-D herbicides. Where states have more stringent regulations, they must be observed.

Equipment

All ground application equipment must be properly maintained and calibrated using appropriate carriers or surrogates. Additional requirements for ground boom application: Do not apply with a nozzle height greater than 4 feet above the crop canopy.

5. Where To Use

This product provides broadleaf weed control in the following sites:

- **Ornamental Turfgrass sites:**
 - **Residential/domestic sites** are defined as turfgrass established around areas associated with the household or home life including, but not limited to apartment complexes, condominiums, and patient care areas of nursing homes, mental institutions, hospitals, or convalescent homes.
 - **Ornamental Turf sites** include turfgrass established around residences, parks, streets, retail outlets, cemeteries, industrial and institutional buildings, recreation areas, fairgrounds, areas adjacent to athletic fields and paved areas.
 - **Institutional sites** are defined as turf areas around properties or facilities providing a service to public or private organizations including, but not limited to hospitals, nursing homes, schools, museums, libraries, sport facilities, golf courses (fairways and roughs), and office buildings.
- **Non-cropland sites:** include farmyards, fencerows or fence lines, highway rights-of-way (principal, interstate, county, private, and unpaved roads); roadsides, road shoulders, road embankments, dividers and medians; municipal, state and federal lands; airports and military installations.
- **Agricultural site:** Commercial sod production.

Prohibitions of Sites:

- Do not apply to any body of water such as lakes, streams, rivers, ponds, reservoirs, estuaries (salt water bays), or wetlands (swamps, bogs, potholes, or marshes). Do not apply to any shorelines (non-cropland sites adjacent to the edges of a body of water) for lakes, streams, rivers, ponds, reservoirs, or estuaries (salt water bays).
- Do not apply to agricultural irrigation water or irrigation ditch banks or canals.
- Do not apply to greens and tees established on golf courses.

Prohibitions:

- Do not apply this product to St Augustinegrass, creeping bentgrass, carpetgrass, dichondra, legumes, and lawns where desirable clovers are present.
- Do not broadcast apply this product when temperatures are above 85°F, some injury may be expected with spot treatments when air temperatures exceed 85°F.
- For ground application only; aerial applications are not permitted.
- Chemigation: Do not apply this product through any type of irrigation.
- Do not harvest sod within 3 months of the last application.
- Do not allow livestock to graze on any areas treated with this product.
- Do not apply this product to bare ground or paved surfaces.

State Restrictions:

Arizona: The state of Arizona has not approved this product for use on sod farms.

New York: Only one application per year of this product is allowed. This product is not allowed to be sold, distributed or used in Nassau or Suffolk Counties.

California: Make broadcast applications only between March 1 and September 1. If troublesome weeds appear during other times of the year, a spot application can be made. While irrigation is necessary and important for plant growth, apply irrigation water efficiently so that no more than 125% of the net irrigation requirement is applied for any irrigation event. Apply efficient irrigations for six months following application of sulfentrazone containing products. Do not apply product to bare ground.

Use of this product in certain portions of California, Oregon, and Washington is subject to the January 22, 2004 Order for injunctive relief in *Washington Toxics Coalition et al v. EPA C01-0123C (WD WA)* For further information please refer to EPA Web Site <http://www.epa.gov/espp/litstatus/wtc/index.htm>

6. How Much To Use

Use Rates and Spray Volumes:

Generally, the lower application rates within the specified range will provide satisfactory control of sensitive weed species. The higher application rates within the specified range will be required for dense infestations of perennial weeds, for adverse/extreme environmental conditions, or for weeds hardened off or more mature.

Table 1. Use Rates For Ornamental Turfgrass, Sod Farms, and Non-Cropland		
Species	Rate	Spray Volume
Cool-season Turf		
Kentucky bluegrass, annual bluegrass, annual ryegrass perennial ryegrass, tall fescue, red or fine leaf fescues	3.25 to 4 Pints/Acre (1.2 to 1.5 fl.oz./ 1,000 sq.ft.)	10 to 220 Gallons/Acre (0.25 to 5.0 Gallons/ 1,000 sq.ft.)
Warm-season Turf (Dormant Turf)		
Hybrid Bermudagrass, common Bermudagrass, zoysiagrass, and bahiagrass	2 to 2.25 Pints/Acre (0.75 to 0.83 fl.oz./ 1,000 sq.ft.)	10 to 220 Gallons/Acre (0.25 to 5.0 Gallons/ 1,000 sq.ft.)
<p>Dormant turf: This product may be applied to fully dormant bermudagrass, fully dormant zoysiagrass and fully dormant bahiagrass.</p> <p>Note: Do not apply to above listed warm-season turfgrass unless turf injury can be tolerated. It is impossible to test all environmental conditions for the listed warm-season turfgrass. We suggest testing this product on a small area and observe the treated area for 30 days to determine the acceptability of turf discoloration.</p> <p>Do not apply this product to warm-season turfgrass during spring green-up or in the fall during the transition period between active growth and dormancy.</p> <p>This product should only be applied to turfgrass species that are listed in Table 1 unless trial use indicates that the turf species not listed is tolerant to this product.</p>		

Turfgrass tolerance:

- Turfgrass tolerance to this product may vary, and temporary turfgrass yellowing may occur on listed warm-season turfgrass (see Table 1).
- Tolerant turf species listed on this label may exhibit temporary turf injury. The best tolerance occurs under optimal conditions for the turfgrass. Adverse environmental conditions may reduce the selectivity on the turfgrass. Injury may occur under marginal conditions (e.g. low temperatures and drought stress) or under extreme conditions (e.g. high temperatures and high humidity). To avoid turf injury, use only on turfgrass that is reasonably free of stress from diseases, insects, excess heat or cold, drought or excess rainfall/irrigation, shaded areas, low soil pH, nematodes, improper mowing or improper applications of fertilizer and pesticides. Under any of these stress conditions, to the extent consistent with applicable law, any turf damage caused by the use of this product is beyond the control of PBI/Gordon Corporation and all risk is assumed by the buyer and/or user.
- Certain spray tank additives (adjuvants, wetting agents, and surfactants), liquid fertilizers, and tank mixtures containing emulsifiable concentrates may reduce the selectivity on the turfgrass. Use adjuvants and spray additives or tank-mix combinations only when your experience indicates that the tank mixture will not result in objectionable turf injury.

Limitations on broadcast treatments for ornamental turfgrass, sod farms, and non-cropland:

The maximum application rate is 4.0 pints of product per acre per application (0.88 lb 2,4-D ae, 0.25 lb triclopyr ae, and 0.10 lb dicamba ae per acre per application). The maximum number of broadcast applications is limited to 2 per year. The minimum interval between applications is 21 days for sod farms and 30 days for non-cropland. The maximum seasonal rate is 8.0 pints of product per acre (1.75 lb 2,4-D ae, 0.50 lb triclopyr ae, and 0.20 lb dicamba ae per acre).

Spot Treatment with Hand Operated Sprayers (including backpack sprayers and pump-up type sprayers):

- Apply any time the emerged broadleaf weeds are actively growing.
- Calibration and proper application are essential when using this product.
- Uniform applications are essential when using this product. Over application or rates above those specified on this label including excessive overlaps of this product can cause turf injury.
- Hand-held techniques: Wands fitted with flat fan nozzle tips may be used with the appropriate technique. Flat fan nozzles should not be waved in a back-and-forth motion, or in a side-to-side motion, or in a swinging arm motion. Instead, the nozzle should be held stationary at the proper height. Side-to-side motion results in uneven coverage.
- Follow-up applications as spot treatments at a 30 day interval are advised for more mature weeds, for dense infestations, and for adverse environmental conditions.

LIMITED WARRANTY AND DISCLAIMER

IMPORTANT: Read this LIMITED WARRANTY AND DISCLAIMER before buying or using this product. By opening and using this product, buyer and all users agree to accept the terms of this LIMITED WARRANTY AND DISCLAIMER in their entirety and without exception. If the terms are not acceptable, return this product unopened immediately to the point of purchase, and the purchase price will be refunded in full.

It is impossible to eliminate all risks inherently associated with use of this product. Damage to the treated article, ineffectiveness, or other unintended consequences can result from use of the product under abnormal conditions such as weather, presence of other materials, or the manner of use or application, etc. Such factors and conditions are beyond the control of the manufacturer, and **BY PURCHASING AND USING THIS PRODUCT THE BUYER AND ALL USERS OF THIS PRODUCT AGREE TO ACCEPT ALL SUCH RISKS.** Buyer and all users further agree to assume all risks of loss or damage from the use of the product in any manner that is not explicitly set forth in or that is inconsistent with label instructions, warnings and cautions.

The manufacturer warrants only that this product conforms to the chemical description given on the label, and that the product is reasonably suited for the labeled use when applied according to the Directions for Use, subject to the inherent risks described below. **TO THE EXTENT CONSISTENT WITH APPLICABLE LAW, THE MANUFACTURER NEITHER MAKES NOR INTENDS ANY OTHER EXPRESS OR IMPLIED WARRANTIES, INCLUDING ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, WHICH ARE HEREBY EXPRESSLY DISCLAIMED.**

THE EXCLUSIVE REMEDY OF BUYER AND ALL USERS OF THIS PRODUCT, AND THE EXCLUSIVE LIABILITY OF THE MANUFACTURER, FOR ANY AND ALL LOSSES, DAMAGES, OR INJURIES RESULTING FROM THE USE OR HANDLING OF THIS PRODUCT, WHETHER OR NOT BASED IN CONTRACT, NEGLIGENCE, STRICT LIABILITY IN TORT OR OTHERWISE, SHALL BE LIMITED, AT THE MANUFACTURER'S OPTION, TO REPLACEMENT OF OR THE REPAYMENT OF THE PURCHASE PRICE FOR THE QUANTITY OF PRODUCT WITH RESPECT TO WHICH DAMAGES ARE CLAIMED. TO THE EXTENT CONSISTENT WITH APPLICABLE LAW, IN NO CASE SHALL THE MANUFACTURER BE LIABLE FOR INCIDENTAL, CONSEQUENTIAL, OR SPECIAL DAMAGES RESULTING FROM THE USE OR HANDLING OF THIS PRODUCT. The Manufacturer must be promptly notified in writing of any claims, whether based in contract, tort, negligence, strict liability, or otherwise, to be eligible to receive either remedy stated above.

The terms of this LIMITED WARRANTY AND DISCLAIMER cannot be varied by any written or verbal statements or agreements at the point of sale or elsewhere. No employee or agent of the manufacturer or seller is authorized to vary or exceed the terms of this Limited Warranty and Disclaimer in any manner.

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836/1-2019 AP080113
EPA REG. NO. 2217-976



**MANUFACTURED BY
PBI/GORDON CORPORATION
P.O. BOX 860350
SHAWNEE, KANSAS 66286
PBIgordonTurf.com**

ATTENTION: This specimen label is provided for informational use only. This product may not yet be available for sale in your state or area. The information found in this label may differ from the information found on the product label you are using. Always follow the instructions for use and precautions on the label of the product you are using.

Area Treated: _____ Date: _____

Time Started: _____ Time Completed: _____

Targeted Pest/Disease: _____

Pesticides/Fertilizers:	EPA Reg. Number:	Rate/M:	Amount/Tank:
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1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

Sprayer: _____

Gallons per Acre: _____	Speed: _____	Nozzles: _____
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Fertilizer Spreader: _____

Width of Spread: _____	Setting: _____	N/M: _____
------------------------	----------------	------------

Weather Conditions: _____

Temperature: _____	Humidity: _____	Wind: _____
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Amount of Product Used:

Application Notes:

Applicator: _____

Supervisor: _____

CITY OF APPLETON POLICY		TITLE: TURF MANAGEMENT PLAN	
ISSUE DATE: 10/20/99 Day of Council Adoption	LAST UPDATE: 10/20/99, 01/16/08	TEXT NAME: J:Park\Administration\Policies\Turf Management Policy	
POLICY SOURCE: Parks and Recreation Department		TOTAL PAGES: 5	
Reviewed by Attorney's Office Date: 3/6/19	Parks and Recreation Committee Approval Date: 4/8/19	Council Approval Date: 4/17/2019	

I. **Purpose**

It is the purpose of this policy to define acceptable policies and procedures for the management of turf in parks and other City of Appleton property maintained by the Parks and Recreation Department.

II. **Policy**

It is the policy of the City of Appleton Parks and Recreation Department to provide turf management practices and procedures for City parks and properties that meet the needs of users and current DNR regulation NR 151 requirements for stormwater management.

III. **Definitions**

1. Pesticides - chemicals used to manage pests such as insects, rodents and turf diseases.
2. Herbicides - chemicals used to eradicate plants such as weeds and grasses.
3. Selective Herbicides - chemicals designed to eradicate specific plants, such as broad leaf weeds, while not harming the other plant species that share common turf areas.
4. Non-selective herbicides -chemicals designed to eradicate all "green" plant life.
5. Slow-release fertilizer – fertilizer formulated to release its nutrients over a 2-3 month period of time.
6. Fast-release fertilizer - formulated to release its nutrients quickly. This quick release of nutrients provides immediate nutrients to the turf.
7. Category A Areas - parks, recreation facilities and other city properties that will have a 15% or less tolerance for weeds. These areas include athletic fields where quality turf is critical to player safety and fair play or turf areas around facilities that receive high public use or visibility.
8. Category B Areas - parks, recreation facilities and other city properties that will have a 16-40% tolerance for weeds. Included in this category are areas where turf

quality and appearance is important, but not critical. Examples of these areas include boulevards and triangles that serve as entrances to the City, along major streets and arterials, etc.

9. Category C areas - parks, recreation facilities and other city properties that will have a tolerance for weeds of greater than 40%.
10. Hard Surface Areas - sidewalks/walkways, trails, parking lots, tennis courts, basketball courts, etc. in parks or on other City property the Parks and Recreation Department maintains.
11. Properly trained staff - employee who has obtained a Pesticide Application Certification.

IV. Discussion

This plan attempts to set standards for turf quality and establish acceptable policies and procedures that will maintain turf quality and control and/or reduce the need for chemical treatment of turf areas. This can be accomplished primarily by:

1. Giving preference to non-chemical means of trimming or controlling weeds.
2. Placing mulching rings around trees to lessen the need for string trimming and herbicide use.
3. Utilizing spot application method of herbicides versus broadcast application.
4. Applying selective herbicides on an as needed basis instead of yearly.
5. Reducing the number of areas that have received occasional herbicide application in the past.
6. Proper mowing and fertilization techniques.
7. Better education of maintenance staff that used herbicides.
8. Exploring, testing, and implementing alternative methods of turf management particularly methods designed to reduce the use of herbicides.

IV. Policies and Procedures

1. The Parks and Recreation Department shall only provide managed turf areas in those areas and locations that require that are identified in Categories A, B, and C.
2. Natural areas shall be developed and maintained wherever that level of service is appropriate.
3. All NR 151 requirements shall be followed before the application of any fertilizer, including soil testing, development of a comprehensive turf management plan for each park, facility and/or property.
4. The controlled use of selective and non-selective herbicides shall be applied using the following policies and procedures.
 - A. The application of herbicides will only be considered when the quality of turf for an area does not meet the established standards and all other methods to improve the turf quality are ineffective or cost prohibitive.
 - B. Only properly trained staff or someone under their direction shall apply any herbicide. ATCP 29.26(2.a)

- C. The application of any herbicide will follow the directions on the product label.
 - D. Spray patterns for non-selective herbicides will not exceed 6" around any object or on either side of a fence line when using non-selective herbicides (exception for softball/baseball warning track area).
 - E. Herbicide applications for broadleaf control will be applied in fall with a systemic herbicide which will be absorbed into the plant within 24 hours.
 - F. The application of herbicides on athletic fields will be scheduled when the fields are not scheduled for use for a minimum of 24 hours.
 - G. Herbicides will not be used on hard surfaces in close proximity to storm sewers.
 - H. Only a vinegar, soap and water mixture will be used around playground equipment.
 - I. Spot application as opposed to broadcast application will be used whenever feasible.
 - J. Caution will be used when applying herbicides along waterways, rivers, etc.
5. The controlled use of fertilizers shall be applied using the following policies and procedures.
- A. Fertilizers will be used when establishing or re-establishing new turf areas (sodding may be suggested more frequently).
 - B. The amount of fertilizer applied to parks, athletic fields or other City properties will be determined by soil testing results and standards identified in Wisconsin DNR Technical Standard #1100 and other accepted turf management practices.
 - C. Fertilizers will be swept off or removed from paved areas.
 - D. A mixture of slow and fast release types of fertilizer will generally be used (slow release only may have a greater tendency to run-off in late fall or early spring and needs a higher ground temperature to be most effective).
 - E. Fertilizers will usually be applied in the fall.
 - F. If necessary, only fast release fertilizers will be used in close proximity to water (less chance of run-off).
6. Other general turf management policies and procedures will include:
- A. Preference will be given to non-chemical means of controlling turf growth around trees, posts, under fences, etc.
 - B. As time permits, park maintenance crews will place mulch rings around trees thus reducing the need for string trimming or herbicide use.
 - C. Mower heights will be set at 2-1/2" – 3".
 - D. A frequent mowing schedule is preferred, ideally never trimming more than 1/3 off the grass plant. Proper mowing will eliminate 60-70% of potential weed problems.
 - E. Whenever possible, mulching mowers will be used.
7. All hard surface areas will have a Category A classification if the following conditions exist:

- A. Undesirable weeds that grow in cracks can create an unsafe surface for users.
- B. Untreated weeds in hard surface cracks can lead to surface damage and follow - up repair.
- C. Application of herbicides in hard surface areas is scheduled to prevent or minimize any public contact. If contact were to occur it would be limited to footwear of those walking over the sprayed area.

City of Appleton
Parks and Recreation Department
Classifications of Parks and Other City Properties

Category A

- All Fire Stations
- Appleton Parks and Recreation Department Office
- Athletic Fields in City Parks
- College Avenue and Memorial Drive Triangle
- Erb Pool
- Hadzi Square
- Houdini Plaza
- Library
- Mead Pool
- Municipal Service Building
- Police Department
- Reid Golf Course
- Scheig Center
- Valley Transit Operations Facility
- Wastewater Treatment Plant Office Area
- Water Treatment Plant Office Area

Category B

- Highview Trail
- Lake Park Rd.
- Meadow Grove Boulevard
- Memorial Drive
- Midway Road
- Northland Avenue Boulevards
- Park Hill Drive
- Providence Trail
- Richmond and Glendale Triangle
- S. Oneida Street
- S. Richmond and W. College Avenue Boulevard
- Wastewater Treatment Plant (Excluding office area)
- Water Treatment Plant (Excluding office area)
- Woodward Way Segment of Newberry Trail

Category C

- All Parks
- Other City properties not mentioned above



PARKS & GROUNDS OPERATIONS MANUAL

Appleton Parks, Recreation, & Facilities Management Department

11/14/22

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Purpose

This park maintenance operations manual was developed by the City of Appleton Parks, Recreation, & Facilities Department to outline the processes and frequencies used to maintain over 637 acres of parkland, 32 designated parks, 22 shelters, 21 restrooms, 29 playgrounds, 17 baseball/softball fields, 3 soccer fields, 7 general purpose fields, 15 tennis courts, 11 basketball courts, 8 pickleball courts, 3 volleyball courts, 2 aquatic centers, 5 ice skating/hockey areas, 2 disc golf courses, 86 acres of boulevard islands and 13.2 miles of trails. In order to standardize the operations, the development of this manual uses *the mode system* as recognized by the National Recreation and Park Association. This manual conforms to the maintenance standards set forth by the National Recreation and Park Association.

This manual has been prepared as a guide to the City of Appleton's Parks, Recreation, and Facilities Maintenance staff. It serves as general direction for the area and frequency of maintenance for our parks, grounds, facilities, and equipment.

It is the employee's responsibility to contact their immediate supervisor for instruction on circumstances not covered in this manual. It is also the employee's responsibility to take notice of safety conditions at each park, facility, play unit, ball field, pool, tennis court or on each piece of equipment and take immediate action to secure against accident or injury until the hazard can be corrected or eliminated.

Quality of Work

The City of Appleton is unique in the myriad inspections and surveys it performs: Goose survey for park goose dropping cleanup, sledding hill inspection for safety, monthly and annual recreational trail inspection, playground safety inspection, and a general park evaluation. The evaluations or inspections will be completed by the Grounds Manager or designee (Grounds Technician, Grounds Coordinator, etc.). They shall be completed, and kept on file in the office of Parks, Recreation, and Facilities. These forms are found in the appendix section.

Introduction to Modes

The Appleton Parks, Recreation, and Facilities Department has adopted the Park Maintenance Standards of the National Recreation and Park Association. These standards use modes to classify the means of maintaining parks, and the associated maintenance frequency. Each mode is broken into fourteen elements. Every park or accompanied facilities may not contain all elements of each mode. Below is the general mode designations (1-6) and element descriptions.

Mode I- Entails state of the art maintenance applied to a high usage, diverse landscape such as high traffic urban areas to include public squares, malls, or high coverage parks.

Mode II- Entails high level maintenance associated with well-developed park areas with reasonably high usage.

Mode III- Entails moderate level maintenance associated with moderate or low development of parks, moderate or low levels of usage.

Mode IV- Entails low level of maintenance associated with undeveloped or remote parks with low usage.

Mode V- Entails minimum level maintenance for natural areas associated with possible recreation.

Mode VI- Entails maintenance of minimum level for undeveloped properties.

Element Description

- | | |
|-------------------------------|--|
| 1. Turf Care | mowing, aeration, reseeding or sodding, weed control |
| 2. Fertilizer | fertilization of turf, trees, shrubs or floral plantings |
| 3. Irrigation | automated or manual watering of turf, trees, shrubs or floral plantings |
| 4. Litter Control | pick-up and disposal of trash, receptacles service and cleaning |
| 5. Pruning | growth control of trees, shrubs and floral plantings |
| 6. Disease and Insect Control | prevention, correction and management of disease and/or insects in turf, trees, shrubs, floral plantings or buildings either by chemical or cultural methods |
| 7. Snow Removal | removal of snow and ice from roadways, parking areas and walkways |
| 8. Lighting | cleaning, lamp replacement and maintenance of security, field, accent, or walkway lights |
| 9. Surfaces | sweeping, cleaning, washing and maintenance of walkways, floors or play surfaces |
| 10. Repairs | maintenance required from inspection, schedule, or vandalism to facilities or equipment |
| 11. Inspection | visual and physical examination of a park, facility, equipment or component of the aforementioned to insure compliance, safety, and proper operation |
| 12. Floral Planting | watering, fertilizing, disease control, pruning, weeding, planting or removal of ornamental or flowering plants |
| 13. Restrooms | cleaning, sweeping, washing and stocking restrooms |
| 14. Special Features | maintenance of equipment or facilities such as fountains, drinking fountains, sculptures, speaker systems, flag poles, goals, nets, screens, and parking |

Mode I

State-of-the-art maintenance applied to a high quality diverse landscape. Usually associated with high traffic urban areas such as public squares, malls governmental grounds or high visitation parks.

1. *Turf Care* – Grass height maintained according to species and variety of grass. Mowed at least once every five working days but may be as often as once every three working days. Aeration as required, not less than

four times per year. Reseeding or sodding as needed. Weed control should be practiced so that no more than one percent of the surface has weeds present.

2. *Fertilizer* – Adequate fertilization applied to plant species according to their optimum requirements. Application rates and times should ensure an even supply of nutrients for the entire year. Nitrogen, phosphorus and potassium percentages should follow local recommendations for storm water management. Trees, shrubs and flowers should be fertilized according to their individual requirements of nutrients for optimum growth. Unusually long or short growing season may modify the requirement slightly. Must meet NR 151.

3. *Irrigation* – Electric automatic commonly used. Some manual systems could be considered adequate under plentiful rainfall circumstances and adequate staffing. Frequency of use follows rainfall, temperature, seasonal length and demands of plant material.

4. *Litter control* – Minimum of once per day, 7 days per week. Extremely high visitation may increase the frequency. Receptacles should be plentiful enough to hold all trash generated between servicing without normally overflowing.

5. *Pruning* – Frequency dictated primarily by species and variety of trees and shrubs. Length of growing season and design concept are also controlling factor as are clipped hedges versus natural style. Timing usually scheduled to coincide with low demand periods or to take advantage of special growing characteristics such as pruning after flowering.

6. *Disease and Insect Control* – Control program may use any of three philosophies: 1) Preventative; a scheduled chemical or cultural program designed to prevent significant damage. 2) Corrective; application of chemical or mechanical controls designed to eliminate observed problems. 3) Integrated pest management (IPM); Integrated Pest Management is an effective and environmentally sensitive approach to pest management that relies on a combination of common-sense practices. IPM programs use current, comprehensive information on the life cycles of pests and their interaction with the environment. This information, in combination with available pest control methods, is used to manage pest damage by the most economical means, and with the least possible hazard to people, property, and the environment, withholding any controls until such time as pests demonstrate damage to plant materials or become a demonstrated irritant in the case of flies, mosquitoes, gnats, etc. At this maintenance level the controlling objective is to not have the public notice any problems. It is anticipated at Mode I that problems will either be prevented or observed at a very early stage and corrected immediately.

7. *Snow removal* – Snow removal starts the same day as accumulation of ½ inch of snow is present. At no time will snow be permitted to cover transportation or parking surfaces later than noon of the day after the snow stops. Applications of snow/ice melting compounds and/or gravel are appropriate to reduce the danger of injury due to falls.

8. *Lighting* – Maintenance should preserve the original design. Damaged systems should be repaired as quickly as they are discovered. Bulb replacement should be done during the first working day after the outage is reported.

9. *Surfaces* – Sweeping, cleaning and washing of surfaces needs to be done so that at no time does an accumulation of sand, dirt and leaves distract from the appearance or safety of the area. Repainting or restaining of structures should occur when weather or wear deteriorate the appearance of the covering. Wood surfaces requiring oiling should be done a minimum of four times per year. Stains to surfaces should be

taken off within five working days. Graffiti should be washed off or painted over the next working day after reported. Vandalized surfaces should be returned to their original condition within five working days.

10. Repairs – Repairs to all elements of the design should be done immediately upon discovery provided replacement parts and technicians are available to accomplish the job. When disruption to the public might be major and the repair is not considered critical, repairs may be postponed to a time period which is least disruptive.

11. Inspection – These areas should be done daily by a member of the staff.

12. Floral plantings – Normally extensive or unusual floral plantings are part of the design. These may include ground level beds, planters or hanging baskets. Often multiple plantings are scheduled, usually at least two blooming cycles per year. Some designs may call for a more frequent rotation of bloom. Maximum care of watering, fertilizing, disease control, disbudding and weeding is necessary. Weeding flowers and shrubs is done a minimum of once per week. The desired standard is essentially weed free.

13. Restrooms – Not always a part of the design but where required will normally receive no less than once per day servicing. Especially high traffic areas may require multiple servicing or a person assigned as an attendant.

14. Special features – Features such as fountains, drinking fountains, sculptures, speaker systems, structural art, flag poles or parking and crowd control devices may be part of the integral design. Maintenance requirements can vary drastically but for this mode it should be to the highest possible order.

Mode II

High level maintenance – Associated with well-developed park areas with reasonably high visitation.

1. Turf care – Grass cut every 5-7 working days. Reseeding or sodding when bare spots are present. Weed control practiced when weeds present visible problem or when weeds represent 5 percent of the turf surface. Some pre-emergent products may be utilized at this level.

2. Fertilizer – Adequate fertilizer level to ensure that all plant materials are healthy and growing vigorously. Amounts depend on species, length of growing season, soils and rainfall. Distribution should ensure an even supply of nutrients for the entire year. Nitrogen, phosphorus and potassium percentage should follow local recommendations for storm water management.

3. Irrigation – Some type of irrigation system is available. Frequency of use follows rainfall, temperature, seasonal length, and demands of plant material.

4. Litter control – Minimum of once per day, five days a week. Off-site movement of trash dependent on size of containers and use by the public. High use may dictate once per day cleaning or more. Containers are serviced a minimum of once a month during summer and cleaned before being put away for winter.

5. Pruning – Usually done at least once per season unless species planted dictate more frequent attention. Sculptured hedges or high growth species may dictate a more frequent requirement than most trees and shrubs in natural growth style plantings.

6. *Diseases and disease control* – Usually done when disease or insects are inflicting noticeable damage, reducing vigor or plant materials or could be considered a nuisance to the public. Some preventative measures may be utilized such as systemic chemical treatments. Cultural prevention of disease problems can reduce time spent in this category. Some minor problems may be tolerated at this level.
7. *Snow removal* – Snow removed by the end the business day following a snowfall greater than 1”. Gravel and/or snow melt may be utilized to reduce ice accumulation.
8. *Lighting* – Bulb replacement should be done during the first working day after the outage is reported.
9. *Surfaces* – Should be cleaned, repaired, repainted or replaced when appearance has noticeably deteriorated.
10. *Repairs* – Should be done whenever safety, function, or appearance is in question.
11. *Inspection* – Inspection by some staff member at least once a day when regular staff is scheduled.
12. *Floral plantings* – Some sort of floral planting present. Normally no more complex than two rotations of bloom per year. Care cycle usually at least once per week except watering may be more frequent. Health and vigor dictate cycle of fertilization and disease control. Beds essentially kept weed free.
13. *Restrooms* – When present, should be maintained at least once per day if they are open for public use. High use may dictate two servicings or more per day. Servicing frequency should ensure an adequate supply of paper and that restrooms are reasonably clean and free from offensive odors.
14. *Special features* – Should be maintained for safety, function and high quality appearance as per established design.

Mode III

Moderate level maintenance – Associated with locations with moderate to low levels of development, moderate to low levels of visitation or with agencies that because of budget restrictions, can't afford a high intensity of maintenance.

1. *Turf care* – Cut once every 10 working days. Normally not aerated unless turf quality indicates a need, or in anticipation of an application of fertilizer. Reseeding or re-sodding done only when major bare spots appear. Weed control measure normally used when 50 percent of small areas are weed infested or general turf quality is low in 15 percent or more of the surface area.
2. *Fertilizer* – Applied only when turf vigor seems to be low. Low level application done on a once per year basis. Rate suggested is one-half the level recommended for species and variety.
3. *Irrigation* – Dependent on climate. Rainfall locations above 25 inches a year usually rely on natural rainfall with the possible addition of portable irrigation during period of drought. Where manual servicing is required two to three times per week operation would be the norm. This is a general statement.
4. *Litter control* – Minimum service of two to three times per week. High use may dictate higher levels during warm season.

5. *Pruning* – When required for health or reasonable appearance. With most tree and shrub species this would not be more frequent than once every two or three years.
6. *Disease and Insect Control* – Done only on epidemic or serious complaint basis. Control measures may be put into effect when the health or survival of the plant material is threatened or where public's comfort is concerned.
7. *Snow removal* – Snow removal done based on local ordinance requirements but generally accomplished within 24 hours of the snow ending. Some cross walks or surfaces may not be cleared at all.
8. *Lighting* – Replacement or repair of fixtures when report filed or when noticed by employees, generally within 1 day.
9. *Surfaces* – Cleaned on complaint basis. Repaired or replaced as budget allows.
10. *Repairs* – Should be done whenever safety or function is in question.
11. *Inspections* – Once per week.
12. *Floral planting* – Only perennials or flowering trees or shrubs.
13. *Restrooms* – When present, serviced a minimum of 5 times per week. Seldom more than once each day.
14. *Special features* – Minimum allowable maintenance for features present with function and safety in mind.

Mode IV

Moderately low level – Usually associated with low level of development, low visitation, undeveloped areas or remote parks.

1. *Turf care* – Low frequency mowing schedule based on species. Low growing grasses may not be mowed. High grasses may receive periodic mowing to aid public use or reduce fire danger. Weed control limited to legal requirement of noxious weeds and meet NR 40 rule.
2. *Fertilizer* – Not fertilized.
3. *Irrigation* – No irrigation.
4. *Litter control* – Once per week or less. Complaint may increase level above one servicing.
5. *Pruning* – No regular trimming. Safety or damage from weather may dictate actual work schedule.
6. *Disease and Insect Control* – None except where epidemic and epidemic condition threatens the resource or public.
7. *Snow removal* – None except where major access ways or active parking areas dictate the need for removal.

8. *Lighting* – Replacement or repair of fixtures generally within 3-5 days of being reported or noticed.
9. *Surfaces* – Replaced or repaired when safety is a concern and when budget is available.
10. *Repairs* – Should be done when safety or function is in question.
11. *Inspections* – Once per month.
12. *Floral plantings* – None, may have wildflowers, perennials, flowering trees or shrubs in place.
13. *Restrooms* – When present, five times per week.
14. *Special features* – Minimum maintenance to allow safe use.

Mode V

High visitation natural areas – Usually associated with large urban or regional parks. Size and use frequency may dictate resident maintenance staff. Road, pathway or trail systems relatively well- developed. Other facilities at strategic locations such as entries, trail heads, building complexes and parking lots.

1. *Turf care* – Normally not mowed but grassed parking lots, approaches to buildings or road shoulders, may be cut to reduce fire danger. Weed control on noxious weeds meeting NR 40 specifications.
2. *Fertilizer* – None.
3. *Irrigation* – None.
4. *Litter control* – Based on visitation, may be more than once per day if crowds dictate that level.
5. *Pruning* – Only done for safety.
6. *Disease and Insect Control* – Done only to ensure safety or when problem seriously discourages public use.
7. *Snow removal* – One day service on roads and parking areas.
8. *Lighting* – Replacement or repair of fixtures generally within 3-5 days of being reported or noticed.
9. *Surfaces* – Cleaned on complaint. Repaired or replaced when budget will permit.
10. *Repairs* – Done when safety or function impaired. Should have same year service on poor appearance.
11. *Inspections* – Once per day when staff is available.

12. *Floral plantings* – None introduced except at special locations such as interpretive buildings, headquarters, etc. Once per week service on these designs. Flowering trees and shrubs, wildflowers, present but demand no regular maintenance.

13. *Restrooms* – Frequency geared to visitor level. Once a day is common routine but for some locations and reasons frequency may be more often.

14. *Special features* – Repaired whenever safety or functions are a concern. Appearance corrected in the current budget year.

Mode VI

Minimum maintenance level – Low visitation natural area or large urban parks that are undeveloped.

1. *Turf care* – Not mowed. Weed control only if legal requirements demand it.

2. *Fertilizer* – Not fertilized.

3. *Irrigation* – No irrigation.

4. *Litter control* – On demand or complaint basis.

5. *Pruning* – No pruning unless safety is involved.

6. *Disease and Insect Control* – No control except in epidemic or safety situations.

7. *Snow removal* – Snow removal only on strategic roads and parking lots. Accomplished within 36 hours after snow ends.

8. *Lighting* – Replacement on complaint basis.

9. *Surfaces* – Serviced when safety is a concern.

10. *Repairs* – Should be done when safety or function is in question.

11. *Inspections* – Once per year.

12. *Floral plantings* – None.

13. *Restrooms* – Service based on need.

14. *Special features* – Service based on lowest acceptable frequency for feature. Safety and function interruption a concern when either seems significant.

Alicia Park – Neighborhood Park

	Turf Care	Fertilize	Irrigate	Litter	Pruning	Snow	Lighting	Surfaces	Repairs	Inspection	Plantings	Restrooms	Special Features
Amphitheater													
Ball Fields													
Basketball Court													
Disc Golf													
Drinking Water										2			2
Fences													
General Lawn	3	3	4	2	3		2	2	1	3	2		
Parking Lot				2		6	2	2	2	4			
Pavilion/Shelter				2			2	2	1	2		1	
Picnic Tables/Benches									1	2			
Playgrounds*				2			2	2	1	2			
Restrooms**				1			2	2	1	2		2	
Shrubs			4	2	3					3	2		
Sidewalks													
Soccer													
Special Feature***			4	2	3					3	2		2
Swimming Pool													
Tennis (Lit/Unlit)													
Trails				2			2	2	1	3			
Trees			3		3				2	6			
Volleyball													

*ADA Compliant

**Not ADA Compliant

***Alice Memorial Planting

Appleton Memorial Park – Community Park

	Turf Care	Fertilize	Irrigate	Litter	Pruning	Snow	Lighting	Surfaces	Repairs	Inspection	Plantings	Restrooms	Special Features
Amphitheater				2			2	2	1	2			
Ball Fields	1	1	1-2	1			1	1	1	1			
Basketball Court													
Disc Golf													
Drinking Water										2			2
Fences									1	1			
General Lawn	3	3	4	2	3		2	2	1	3			
Ice Rink						1	2			2			
Parking Lot				2		5	2	2	2	4			
Pavilion/Shelter				2			2	2	1	2		1	
Picnic Tables/Benches									1	2			
Playgrounds*				2			2	2	1	2	2		
Restrooms*				1			2	2	1	2		2	
Shrubs			4	2	3					3	2		
Sidewalks						2	2	2	1-2	3			
Sledding Hills				2			2			2			
Soccer	1	1	2	1			1	1	1	1			
Special Feature													
Swimming Pools													
Tennis (Lit/Unlit)													
Trails				2		5	2	2	2	3	4		
Trees			3		3				2	6			
Volleyball													

*ADA Compliant

Arbutus Park – Neighborhood Park

	Turf Care	Fertilize	Irrigate	Litter	Pruning	Snow	Lighting	Surfaces	Repairs	Inspection	Plantings	Restrooms	Special Features
Amphitheater													
Ball Field													
Basketball Court													
Disc Golf													
Drinking Water													
Fences													
General Lawn	3	3	4	2	3		2	2	1	3	2		
Parking Lot													
Pavilion/Shelter													
Picnic Tables/Benches									1	2			
Playground*				2			2	2	1	2			
Restrooms													
Shrubs			4	2	3								
Sidewalks						2	2	2	1-2	3			
Soccer													
Special Feature													
Swimming Pools													
Tennis (Lit/Unlit)													
Trails													
Trees			3		3				2	6			
Volleyball													

*ADA Compliant

City Park-Neighborhood Park

	Turf Care	Fertilize	Irrigate	Litter	Pruning	Snow	Lighting	Surfaces	Repairs	Inspection	Plantings	Restrooms	Special Features
Amphitheater													
Ball Field													
Basketball Court													
Disc Golf													
Drinking Water										2			2
Fences													
General Lawn	3	3	4	2	3		2	2	1	3	2		
Parking Lot													
Pavilion/Shelter				2			2	2	1	2		1	
Picnic Tables/Benches									1	2			
Playground*				2			2	2	1	2			
Restrooms*				1			2	2	1	2		2	
Shrubs			4	2	3					3	2		
Sidewalks						2	2	2	1-2	3			
Soccer													
Special Feature**			4	2	3		2	2	1	2	2		2
Swimming Pools													
Tennis													
Trails													
Trees			3		3				2	6			
Volleyball													

*ADA Compliant

**Water Fountain/Appleton Plaza Planting

Colony Oaks Park-Neighborhood Park

	Turf Care	Fertilize	Irrigate	Litter	Pruning	Snow	Lighting	Surfaces	Repairs	Inspection	Plantings	Restrooms	Special Features
Amphitheater													
Ball Field													
Basketball Court				2				1	1	2			
Disc Golf													
Drinking Water										2			2
Fences									1-2	2			
General Lawn	3	3	4	2	3		2	2	1	3	2		
Parking Lot													
Pavilion/Shelter				2			2	2	1	2		1	
Picnic Tables/Benches									1	2			
Playground*				2			2	2	1	2			
Restrooms**				1			2	2	1	2		2	
Shrubs			4	2	3					3	2		
Sidewalks							2	2	1-2	3			
Soccer													
Special Feature													
Swimming Pools													
Tennis (Unlit)				2					2	1-2	2		
Trails													
Trees			3		3					2	6		
Volleyball				2				2	2	2			

*ADA Compliant

**Not ADA Compliant

Derks Park-Neighborhood Park

	Turf Care	Fertilize	Irrigate	Litter	Pruning	Snow	Lighting	Surfaces	Repairs	Inspection	Plantings	Restrooms	Special Features
Amphitheater													
Ball Field													
Basketball Court													
Disc Golf													
Drinking Water										2			2
Fences													
General Lawn	3	3	4	2	3		2	2	1	3	2		
Parking Lot													
Pavilion/Shelter				2			2	2	1	1		1	
Picnic Tables/Benches									1	2			
Playground*				2			2	2	1	2			
Restrooms*				1			2	2	1	2		2	
Shrubs			4	2	3					3	2		
Sidewalks						2	2	2	1-2	3			
Soccer													
Special Feature													
Swimming Pools													
Tennis (Lit/Unlit)													
Trails													
Trees			3		3				2		6		
Volleyball													

*ADA Compliant

Einstein Park-Neighborhood Park

	Turf Care	Fertilize	Irrigate	Litter	Pruning	Snow	Lighting	Surfaces	Repairs	Inspection	Plantings	Restrooms	Special Features
Amphitheater													
Ball Field	1	1	5	1				1	1	1			
Basketball Court				2				1	1	2			
Disc Golf													
Drinking Water													
Fences									1	1			
General Lawn	3	3	4	2	3		2	2	1	3			
Parking Lot				2				2	2	4			
Pavilion/Shelter													
Picnic Tables/Benches									1	2			
Playground*				2			2	2	1	2			
Restrooms													
Shrubs													
Sidewalks							2	2	1-2	3			
Soccer													
Special Feature													
Swimming Pools													
Tennis (Unlit)				2				2	1-2	2			
Trails													
Trees			3		3				2	6			
Volleyball													

*Not ADA Compliant

Ellen Kort Peace Park-Neighborhood Park

	Turf Care	Fertilize	Irrigate	Litter	Pruning	Snow	Lighting	Surfaces	Repairs	Inspection	Plantings	Restrooms	Special Features
Amphitheater													
Ball Field													
Basketball Court													
Disc Golf													
Drinking Water													
Fences													
General Lawn	3	3	4	2	3		2	2	1	3			
Parking Lot													
Pavilion/Shelter													
Picnic Tables/Benches									1	2			
Playground*													
Restrooms													
Shrubs													
Sidewalks							2	2	1-2	3			
Soccer													
Special Feature													
Swimming Pools													
Tennis (Unlit)													
Trails													
Trees													
Volleyball													

*Not ADA Compliant

Erb Park-Community Park

	Turf Care	Fertilize	Irrigate	Litter	Pruning	Snow	Lighting	Surfaces	Repairs	Inspection	Plantings	Restrooms	Special Features
Amphitheater													
Ball Field													
Basketball Court				2				1	1	2			
Disc Golf													
Drinking Water										2			2
Fences									1	1			
General Lawn	3	3	4	2	3		2	2	1	3	2		
Ice Rink						1	2			2			
Parking Lot				2	5	2	2	2	4				
Pavilion/Shelter				2		2	2	1	2		1		
Picnic Tables/Benches									1	2			
Playground*				2			2	2	1	2			
Restrooms**				1			2	2	1	2		2	
Shrubs			4	2	3					3	2		
Sidewalks						2	2	2	1-2	3			
Soccer	2	2	4										
Sledding Hills							2	2		2			
Special Feature													
Swimming Pools				1			1	1	1	1		1	
Tennis*** (Lit/Unlit)				2			2	2	1-2	2			
Trails				2		5	2	2	2	3			
Trees			3		3				2	6			
Volleyball													

*ADA Compliant

**Not ADA Compliant

***One Lit/One Unlit

Erb Pool

	Turf Care	Fertilize	Irrigate	Litter	Pruning	Snow	Lighting	Surfaces	Repairs	Inspection	Plantings	Restrooms	Special Features
Amphitheater													
Ball Field													
Basketball Court													
Disc Golf													
Drinking Water									2				2
Fences									1	1			
General Lawn	1	1	1								1		
Ice Rink													
Parking Lot				2		5	2	2	2	4			
Pavilion/Shelter													
Picnic Tables/Benches									1	2			
Playground													
Restrooms*				1			2	2	1	1		1	
Shrubs													
Sidewalks							2	2	1-2	2			
Soccer													
Sledding Hills													
Special Feature													
Swimming Pools							1	1	1	1			
Tennis (Lit/Unlit)													
Trails													
Trees													
Volleyball													

*ADA Compliant

Green Meadows Park-Neighborhood Park

	Turf Care	Fertilize	Irrigate	Litter	Pruning	Snow	Lighting	Surfaces	Repairs	Inspection	Plantings	Restrooms	Special Features
Amphitheater													
Ball Field													
Basketball Court				2				2	1	2			
Disc Golf													
Drinking Water										2			2
Fences													
General Lawn	3	3	4	2	3		2	2	1	3	2		
Parking Lot													
Pavilion/Shelter				2			2	2	1	3	2		
Picnic Tables/Benches									1	2			
Playground*				2			2	2	1	2	2		
Restrooms**				1			2	2	1	2		2	
Shrubs			4	2	3					3	2		
Sidewalks							2	2	1-2	3			
Soccer	2	2											
Special Feature													
Swimming Pools													
Tennis (Unlit)				2				2	1-2	3			
Trails													
Trees			3		3				2	6			
Volleyball													

*ADA Compliant

**Not ADA Compliant

Highview Park-Neighborhood Park

	Turf Care	Fertilize	Irrigate	Litter	Pruning	Snow	Lighting	Surfaces	Repairs	Inspection	Plantings	Restrooms	Special Features
Amphitheater													
Ball Field													
Basketball Court				2				2	1-2	2			
Disc Golf													
Drinking Water										2			2
Fences													
General Lawn	3	3	4	2	3		2	2	1	3	2		
Ice Rink						1							
Parking Lot													
Pavilion/Shelter				2			2	2	1	2		1	
Picnic Tables/Benches									1	2			
Playground*				2			2	2	1	2			
Restrooms*				1			2	2	1-2			2	
Shrubs			4	2	3					3	2		
Sidewalks						2	2	2	1-2	2			
Soccer	2	2											
Special Feature													
Swimming Pools													
Tennis (Lit/Unlit)				2				2	1-2	3			
Trails													
Trees			3		3				2	6			
Volleyball													

*ADA Compliant

Hoover Park-Neighborhood Park

	Turf Care	Fertilize	Irrigate	Litter	Pruning	Snow	Lighting	Surfaces	Repairs	Inspection	Plantings	Restrooms	Special Features
Amphitheater													
Ball Fields	1	1	4	1				1	1	2			
Basketball Court													
Disc Golf													
Drinking Water										2			2
Fences									1	1			
General Lawn	3	3	4	2	3		2	2	1	3			
Parking Lot													
Pavilion/Shelter				2			2	2	1	2		1	
Picnic Tables/Benches									1	2			
Playground*				2			2	2	1	2			
Restrooms*				1			2	2	1	2			
Shrubs			4	2	3					3	2		
Sidewalks							2	2	1-2	3			
Soccer	2	2	4										
Special Feature													
Swimming Pools													
Tennis (Lit/Unlit)													
Trails													
Trees			3		3				2	6			
Volleyball													

*ADA Compliant

Houdini Plaza-Special Event Area

	Turf Care	Fertilize	Irrigate	Litter	Pruning	Snow	Lighting	Surfaces	Repairs	Inspection	Plantings	Restrooms	Special Features
Amphitheater													
Ball Field													
Basketball Court													
Disc Golf													
Drinking Water													
Fences													
General Lawn	2	2	3	2	3	2	2	2	1-2	2	2		
Parking Lot													
Pavilion/Shelter													
Picnic Tables/Benches									1	2			
Playground													
Restrooms													
Shrubs			3	2	2								
Sidewalks						2	2	2	1-2	2			
Soccer													
Special Feature*									1	2			
Swimming Pools													
Tennis (Lit/Unlit)													
Trails													
Trees			3		3				2	4			
Volleyball													

*Gates

Jaycee Park-Neighborhood Park

	Turf Care	Fertilize	Irrigate	Litter	Pruning	Snow	Lighting	Surfaces	Repairs	Inspection	Plantings	Restrooms	Special Features
Amphitheater													
Ball Field	1	1	4	1				1	1	1			
Basketball Court				2				1	1	2			
Disc Golf													
Drinking Water									2				2
Fences									1	1			
General Lawn	3	3	4	2	3		2	2	1	3			
Parking Lot													
Pavilion/Shelter				2			2	2	1	2		1	
Picnic Tables/Benches									1	2			
Playground*				2			2	2	2	2		2	
Restrooms**				1			2	2	1	2		2	
Shrubs			4	2	3					3	2		
Sidewalks						2	2	2	1-2	3			
Soccer													
Special Feature													
Swimming Pools													
Tennis (Lit/Unlit)													
Trails													
Trees			3		3				2	6			
Volleyball				2				2	2	2			

*ADA Compliant

**Not ADA Compliant

Jones Park-Neighborhood Park

	Turf Care	Fertilize	Irrigate	Litter	Pruning	Snow	Lighting	Surfaces	Repairs	Inspection	Plantings	Restrooms	Special Features
Amphitheater				2			2					2	
Ball Field													
Basketball Court													
Disc Golf													
Drinking Water									2				2
Fences													
General Lawn	3	3	4	2	3		2	2	1	3			
Hockey Rink						1	2			2			
Ice Rink						1	2						
Parking Lot				2		5	2	2	2	4			
Pavilion/Shelter				2			2	2	1	2			
Picnic Tables/Benches									1	2			
Playground*				2			2	2	1	2			
Restrooms**				1			2	2	1-2	3			
Shrubs			4	2	3					3	2		
Sidewalks													
Soccer													
Special Feature													
Swimming Pools													
Tennis (Lit/Unlit)													
Trails													
Trees			3		3				2	6			
Volleyball													

*ADA Compliant **Not ADA Compliant

Kiwanis Park-Neighborhood Park

	Turf Care	Fertilize	Irrigate	Litter	Pruning	Snow	Lighting	Surfaces	Repairs	Inspection	Plantings	Restrooms	Special Features
Amphitheater													
Ball Field	1	1	4	1				1	1	1			
Basketball Court								2	1	1			
Disc Golf									2				2
Drinking Water													
Fences									1	1			
General Lawn	3	3	4	2	3		2	2	1	3			
Parking Lot													
Pavilion/Shelter				2			2	2	1	2		1	
Picnic Tables/Benches									1	2			
Playground*				2			2	2	1	2			
Restrooms*				1			2	2	1	2			
Shrubs			4	2	3								
Sidewalks							2	2	1-2	3			
Soccer	2	2											
Special Feature													
Swimming Pools													
Tennis (Lit/Unlit)													
Trails													
Trees			3		3			2	6				
Volleyball													

*ADA Compliant

Linwood Park-Neighborhood Park

	Turf Care	Fertilize	Irrigate	Litter	Pruning	Snow	Lighting	Surfaces	Repairs	Inspection	Plantings	Restrooms	Special Features
Amphitheater													
Ball Field	1	1	4	1				1	1	1			
Basketball Court				2				1	1	2			
Disc Golf													
Drinking Water									2				2
Fences									1	1			
General Lawn	3	3	4	2	3		2	2	1	3			
Parking Lot				2			2	2	2	4			
Pavilion/Shelter				2			2	2	1	2		1	
Picnic Tables/Benches									1	2			
Playground*				2			2	2	1	2			
Restrooms*				1			2	2	1	2		2	
Shrubs			4	2	3					3	2		
Sidewalks						2	2	2	1-2	3			
Soccer													
Special Feature													
Swimming Pools													
Tennis (Lit)				2			2	2	1-2	2			
Trails													
Trees			3		3				2	6			
Volleyball													

*ADA Compliant

Lions Park-Neighborhood Park

	Turf Care	Fertilize	Irrigate	Litter	Pruning	Snow	Lighting	Surfaces	Repairs	Inspection	Plantings	Restrooms	Special Features
Amphitheater													
Ball Field	1	1	4	1				1	1	1			
Basketball Court													
Disc Golf													
Drinking Water									2				2
Fences									1	1			
General Lawn	3	3	4	2	3		2	2	1	3			
Parking Lot													
Pavilion/Shelter				2			2	2	1	2			
Picnic Tables/Benches									1	2			
Playground*				2			2	2	1	2			
Restrooms**				1			2	2	1	2			
Shrubs													
Sidewalks							2	2	1-2	3			
Soccer													
Special Feature													
Swimming Pools													
Tennis (Lit/Unlit)													
Trails													
Trees			3		3				2	6			
Volleyball													

*ADA Compliant

**Not ADA Compliant

Lutz Park-Neighborhood Park

	Turf Care	Fertilize	Irrigate	Litter	Pruning	Snow	Lighting	Surfaces	Repairs	Inspection	Plantings	Restrooms	Special Features
Amphitheater													
Ball Field													
Basketball Court													
Boat Launch				2			2	2	1	2			
Disc Golf													
Drinking Water									2				2
Fences													
Fishing Pier				2				2	1	2			
Gazebo				2			2	2	1	2			
General Lawn	3	3	4	2	3		2	2	1	3			
Parking Lot				2			2	2	2	4			
Pavilion/Shelter				2			2	2	1	2		1	
Picnic Tables/Benches									1	2			
Playground*				2			2	2	1	2			
Restrooms*				1			2	2	1	2			
Shrubs			4	2	3								
Sidewalks							2	2	1-2	3			
Soccer													
Special Feature													
Swimming Pools													
Tennis (Lit/Unlit)													
Trails							1	2	2				
Trees			3	3				2	6				
Volleyball													

*ADA Compliant

Mead Park-Neighborhood Park

	Turf Care	Fertilize	Irrigate	Litter	Pruning	Snow	Lighting	Surfaces	Repairs	Inspection	Plantings	Restrooms	Special Features
Amphitheater													
Ball Field													
Basketball Court													
Disc Golf													
Drinking Water													
Fences									1	3			
General Lawn	3	3	4	2	3		2	2	1	3			
Parking Lot				2			2	2	2	4			
Pavilion/Shelter													
Picnic Tables/Benches									1	2			
Playground*				2			2	2	1	2			
Restrooms													
Shrubs			4	2	3								
Sidewalks							2	2	1-2	3			
Soccer													
Special Feature													
Swimming Pools													
Tennis (Lit/Unlit)													
Trails													
Trees			3		3				2	6			
Volleyball													

*ADA Compliant

Mead Pool

	Turf Care	Fertilize	Irrigate	Litter	Pruning	Snow	Lighting	Surfaces	Repairs	Inspection	Plantings	Restrooms	Special Features
Amphitheater													
Ball Field													
Basketball Court													
Disc Golf													
Drinking Water									2				2
Fences									1	1			
General Lawn	2	2	3	1	3		2	2	1	3			
Parking Lot				2			2	2	1	2			
Pavilion/Shelter				1			2	2	1	2		1	
Picnic Tables/Benches									1	2			
Playground*				1			2	2	1	2			
Restrooms**				1			2	2	1	1		1	
Shrubs			3	1	2								
Sidewalks							2	2	1-2	2			
Soccer													
Special Feature													
Swimming Pools							1	1	1	1			
Tennis (Lit/Unlit)													
Trails													
Trees			3		3				2	5			
Volleyball				1				2	2	2			

*Not ADA Compliant

**ADA Compliant

Peabody Park-Neighborhood Park

	Turf Care	Fertilize	Irrigate	Litter	Pruning	Snow	Lighting	Surfaces	Repairs	Inspection	Plantings	Restrooms	Special Features
Amphitheater													
Ball Field													
Basketball Court				2				1	1	2			
Disc Golf													
Drinking Water									2				2
Fences													
General Lawn	3	3	4	2	3		2	2	1	3			
Parking Lot													
Pavilion/Shelter				2			2	2	1	3			
Picnic Tables/Benches									1	2			
Playground*				2			2	2	1	2			
Restrooms**				1			2	2	1	2		2	
Shrubs			4	2	3					3	2		
Sidewalks							2	2	1-2	3			
Soccer													
Special Feature													
Swimming Pools													
Tennis (Lit/Unlit)													
Trails				2				2	2	3			
Trees			3		3				2		6		
Volleyball													

*ADA Compliant

** Not ADA Compliant

Pierce Park-Community Park

	Turf Care	Fertilize	Irrigate	Litter	Pruning	Snow	Lighting	Surfaces	Repairs	Inspection	Plantings	Restrooms	Special Features
Amphitheater													
Ball Field	1	1	4	1				1	1	1			
Basketball Court				2				1	1	2			
Disc Golf	3	3		2	3				2	2			
Drinking Water													
Fences													
Gazebo				2			2	2	1	2			
General Lawn	3	3	4	2	3		2	2	1	3	2		
Parking Lot				2		4	2	2	2	4			
Pavilion/Shelter				2			2	2	1	2		1	
Picnic Tables/Benches									1	2			
Playground*				2			2	2	1-2	2			
Restrooms*				1			2	2	1	2			
Shrubs			4	2	3								
Sidewalks						2	2	2	1-2	3			
Soccer	3	3		2						2			
Special Feature**	3	3	4	2					2	3			
Stage							2	2	1	1			
Ice Rinks						2	1	2	2				
Tennis (Unlit)				2				2	1-2	2			
Trails				2		5	2	2	2	3	4		
Trees			3		3			2	6				
Volleyball													

*ADA Compliant **Monuments Southeast Corner of Park
Providence Park-Neighborhood Park

	Turf Care	Fertilize	Irrigate	Litter	Pruning	Snow	Lighting	Surfaces	Repairs	Inspection	Plantings	Restrooms	Special Features
Amphitheater													
Ball Field													
Basketball Court													
Disc Golf													
Drinking Water													
Fences													
General Lawn	3	3	4	2	3		2	2	1	3			
Parking Lot													
Pavilion/Shelter													
Picnic Tables/Benches									1	2			
Playground*				2			2	2	1	2			
Restrooms													
Shrubs													
Sidewalks							2	2	1-2	2			
Soccer													
Special Feature													
Swimming Pools													
Tennis (Lit/Unlit)													
Trails								2	2				
Trees			3		3				2	6			
Volleyball													

*ADA Compliant

Schaefer Park-Neighborhood Park

	Turf Care	Fertilize	Irrigate	Litter	Pruning	Snow	Lighting	Surfaces	Repairs	Inspection	Plantings	Restrooms	Special Features
Amphitheater													
Ball Field													
Basketball Court				2				1	1	2			
Disc Golf													
Drinking Water									2				2
Fences													
General Lawn	3	3	4	2	3		2	2	1	3			
Parking Lot													
Pavilion/Shelter				2			2	2	1	2		1	
Picnic Tables/Benches									1	2			
Playground*				2			2	2	1	3			
Restrooms**				1			2	2	1	2			
Shrubs			4	2	3								
Sidewalks						2	2	2	1-2	3			
Soccer													
Special Feature													
Swimming Pools													
Tennis (Lit/Unlit)													
Trails				2			2	2	2	3			
Trees			3		3			2	6				
Volleyball													

*ADA Compliant

**Not ADA Compliant

Summit Park-Neighborhood Park

	Turf Care	Fertilize	Irrigate	Litter	Pruning	Snow	Lighting	Surfaces	Repairs	Inspection	Plantings	Restrooms	Special Features
Amphitheater													
Ball Field													
Basketball Court				2				1	1	2			
Disc Golf													
Drinking Water													
Fences									1	1			
General Lawn	3	3	4	2	3		2	2	1	3			
Parking Lot													
Pavilion/Shelter													
Picnic Tables/Benches									1	2			
Playground*				2			2	2	1	2			
Restrooms													
Shrubs			4	2	3					3	2		
Sidewalks						2	2	2	1-2	3			
Soccer	2	2						2	1	3			
Special Feature													
Swimming Pools													
Tennis (Unlit)				2				2	1-2	3			
Trails													
Trees			3		3				2	6			
Volleyball													

*ADA Compliant

Telulah Park-Community Park

	Turf Care	Fertilize	Irrigate	Litter	Pruning	Snow	Lighting	Surfaces	Repairs	Inspection	Plantings	Restrooms	Special Features
Amphitheater													
Ball Field	1	1	4	1				1	1	1			
Basketball Court													
Disc Golf	3	3		2	3				2	2			
Drinking Water									2				2
Fences									1	1			
General Lawn	3	3	4	2	3		2	2	1	3	2		
Parking Lot				2		5	2	2	2	4			
Pavilion/Shelters				2			2	2	1	2		1	
Picnic Tables/Benches									1	2			
Playground*				2			2	2	1-2	2			
Restrooms*				1			2	2	1	2			
Shrubs			4	2	3								
Sidewalks						2	2	2	1-2	3			
Soccer	2	2	4	2				2	1	2			
Skate Board Park	2	2		2			2	1	1	1			
Swimming Pools													
Tennis (Lit/Unlit)													
Trails				2		5	2	2	2	3	4		
Trees			3		3				2	6			
Pickleball				1			2	1	1	1	2		

*ADA Compliant

Union Springs – Neighborhood Park

	Turf Care	Fertilize	Irrigate	Litter	Pruning	Snow	Lighting	Surfaces	Repairs	Inspection	Plantings	Restrooms	Special Features
Amphitheater													
Ball Field													
Basketball Court													
Disc Golf													
Drinking Water													
Fences													
General Lawn				2									
Parking Lot													
Pavilion/Shelters													
Picnic Tables/Benches								1	2				
Playground													
Restrooms													
Shrubs													
Sidewalks													
Soccer													
Special Feature*													
Swimming Pools													
Tennis (Lit/Unlit)													
Trails													
Trees													
Volleyball													

*Monument, Working Well (Drinking Water), Flower Planting

Veterans Park-Neighborhood

	Turf Care	Fertilize	Irrigate	Litter	Pruning	Snow	Lighting	Surfaces	Repairs	Inspection	Plantings	Restrooms	Special Features
Amphitheater													
Ball Field													
Basketball Court													
Disc Golf													
Drinking Water													
Fences													
General Lawn	3	3	4	2	3		2	2	1	3			
Parking Lot				2			2	2	2	4			
Pavilion/Shelter													
Picnic Tables/Benches									1	2			
Playground*				2			2	2	1	2			
Restrooms													
Shrubs			4	2	3								
Sidewalks						2	2	2	1-2	3			
Soccer													
Special Feature**				2	3				2	3			
Swimming Pools													
Tennis (Lit/Unlit)													
Trails													
Trees			3		3				2	6			
Volleyball													

*ADA Compliant

**Monument Northeast Area of Park

Vosters Park-Neighborhood

	Turf Care	Fertilize	Irrigate	Litter	Pruning	Snow	Lighting	Surfaces	Repairs	Inspection	Plantings	Restrooms	Special Features
Amphitheater													
Ball Field													
Basketball Court													
Disc Golf													
Drinking Water													
Fences													
General Lawn	3	3	4	2	3		2	2	1	3			
Parking Lot													
Pavilion/Shelter													
Picnic Tables/Benches									1	2			
Playground*				2			2	2	1	2			
Restrooms													
Shrubs													
Sidewalks													
Soccer													
Special Feature													
Swimming Pools													
Tennis (Lit/Unlit)													
Trails**				2	3			2	1	3			
Trees			3		3				2	6			
Volleyball													

*ADA Compliant

**Boardwalk through Woods

Vulcan Heritage Park-Neighborhood Park

	Turf Care	Fertilize	Irrigate	Litter	Pruning	Snow	Lighting	Surfaces	Repairs	Inspection	Plantings	Restrooms	Special Features
Amphitheater													
Ball Field													
Basketball Court													
Disc Golf													
Drinking Water													
Fences									1-2	2			
General Lawn	3	3	4	2	3		2	2	1	3	2		
Parking Lot				2		3	2	2	2	4			
Pavilion/Shelter													
Picnic Tables/Benches									1	2			
Playground													
Restrooms													
Shrubs													
Sidewalks						2	2	2	1-2	3			
Soccer													
Special Feature*									1-2	2			
Swimming Pools													
Tennis (Lit/Unlit)													
Trails													
Trees			3		3				2	6			
Volleyball													

*Informative Signage

Woodland Park-Neighborhood Park

	Turf Care	Fertilize	Irrigate	Litter	Pruning	Snow	Lighting	Surfaces	Repairs	Inspection	Plantings	Restrooms	Special Features
Amphitheater													
Ball Field	1	1	4	1				1	1	1			
Basketball Court													
Disc Golf													
Drinking Water													
Fences													
General Lawn	3	3	4	2	3		2	2	1	3			
Parking Lot													
Pavilion/Shelter				2			2	2	1	2			
Picnic Tables/Benches									1	2			
Playground*				2			2	2	1	2			
Restrooms													
Shrubs			4	2	3								
Sidewalks						2	2	2	1-2	3			
Soccer													
Special Feature													
Swimming Pools													
Tennis (Lit/Unlit)													
Trails													
Trees			3		3				2	6			
Volleyball													

*Not ADA Compliant

Boulevards/Terraces/Roundabouts

	Turf Care	Fertilize	Irrigate	Litter	Pruning	Snow	Lighting	Surfaces	Repairs	Inspection	Plantings	Restrooms	Special Features
Amphitheater													
Ball Field													
Basketball Court													
Disc Golf													
Drinking Water													
Fences													
General Lawn	3	3	4	3	3		2	2	2	4			
Parking Lot													
Pavilion/Shelter													
Picnic Tables/Benches									1	2			
Playground													
Restrooms													
Shrubs			4	3	4								
Sidewalks							2	2	2	3			
Soccer													
Special Feature													
Swimming Pools													
Tennis (Lit/Unlit)													
Trails													
Trees			3		3				2	6			
Volleyball													

Trails-North Island, Newberry, CE Trail, Highview, Applecreek, Providence

	Turf Care	Fertilize	Irrigate	Litter	Pruning	Snow	Lighting	Surfaces	Repairs	Inspection	Plantings	Restrooms	Special Features
Amphitheater													
Ball Field													
Basketball Court													
Disc Golf													
Drinking Water													
Fences									1	2			
General Lawn	3	3	4	2	3	5	2	2	1	2			
Parking Lot				2		5	2	2	1	2			
Pavilion/Shelter													
Picnic Tables/Benches									1	2			
Playground													
Restrooms													
Shrubs			4	2	3					3	2		
Sidewalks						5		2	1-2	3			
Soccer													
Special Feature													
Swimming Pools													
Tennis (Lit/Unlit)													
Trails													
Trees			3		3			2	6				
Volleyball													

Future Park Developments – Lundgaard Park

	Turf Care	Fertilize	Irrigate	Litter	Pruning	Snow	Lighting	Surfaces	Repairs	Inspection	Plantings	Restrooms	Special Features
Amphitheater													
Ball Field													
Basketball Court													
Disc Golf													
Drinking Water													
Fences													
General Lawn	3	3	4	2	3				2	3			
Parking Lot													
Pavilion/Shelter													
Picnic Tables/Benches													
Playground													
Restrooms													
Shrubs													
Sidewalks						2	2	2	2	3			
Soccer													
Special Feature													
Swimming Pools													
Tennis (Lit/Unlit)													
Trails													
Trees			3		3				2	6			
Volleyball													

Municipal Sites – MSB, Fire Stations 1-6, Water Towers, Hadzi Sculpture, Library, Police Department, Wastewater, Water Treatment, Valley Transit

	Turf Care	Fertilize	Irrigate	Litter	Pruning	Snow	Lighting	Surfaces	Repairs	Inspection	Plantings	Restrooms	Special Features
Amphitheater													
Ball Field													
Basketball Court													
Disc Golf													
Drinking Water													
Fences									1-2	2			
General Lawn	2	2	3	2	2	2	2	2	1-2	2	2		
Parking Lot				2	2	2	2	2	1-2	2	2		
Pavilion/Shelter													
Picnic Tables/Benches									1	2			
Playground													
Restrooms													
Shrubs		3	3	2	2					2			
Sidewalks						2	2	2	1-2	2			
Soccer													
Special Feature													
Swimming Pools													
Tennis (Lit/Unlit)													
Trails													
Trees		3	3	2	2				1-2	2			
Volleyball													

MAINTENANCE STANDARDS FOR PARKS

I. ATHLETIC FACILITIES: COMPETITIVE/RECREATIONAL FIELDS

A. Turf

1. Turf has a healthy dense stand of grass and coverage is no less than 95% of playable area.
2. Appropriate grass for cool seasons is Kentucky Blue Grass, turf type fescues and perennial rye grasses.
3. Play area has a uniform surface and well-drained.
4. Turf is mowed at the appropriate height for the type of grass used, the time of the season, and the type of field use.
5. Turf is free of any litter or debris picked up with each mowing.
6. Inspected for depressions and trip hazards and corrected as needed.
7. Weeds in turf 15% or less.

B. Skinned Infields

1. Infields have a uniform surface and are free of lips, holes and trip hazards.
2. Infields are well drained with no standing water areas.
3. Infields have proper soil consistency for intended usage.
4. Infields are free of weeds and grass.
5. Infields are free of rocks, dirt clods, and debris.
6. Bases and plates are properly installed, level, and are at the proper distances and anchored in accordance with manufacturer's specifications and league requirements.

C. Soccer Goals

1. Goals are inspected (2 times a year), painted and rust free.
2. Goals are properly installed and anchored.
3. Goal frames show no excessive bending.
4. Nets are in good condition secured to goals and free of holes, tears, and fraying which would allow a soccer ball to pass.

D. Bleachers

1. Hardware is intact and inspected once a year.
2. Bracing is tightly connected.
3. Seating surface is clean, smooth, free of protrusions, and have no exposed sharp edges or pointed corners.
4. Bleachers areas have clean trash receptacle present and are in good condition.

E. Lights

1. Electrical systems and components are operational and in compliance with appropriate building codes.
2. 90% of lamps for each field are operational.
3. No electrical conducting wires are exposed.
4. Ballast boxes and components are properly installed and secured.
5. Lights provide uniform coverage on facilities and fixtures are adjusted to eliminate dark or blind areas.

F. Fencing

1. Fencing material is chain link and is the appropriate gauge wire for specified use.
2. Fencing material is properly secured to support rails.
3. Support rails are properly connected and straight.
4. Fencing is free of holes and protrusions.
5. Fabric is straight and free of bending or sagging.
6. Gates and latches are operational.

G. Restrooms

1. Restrooms are clean, sanitary, odor free and properly stocked with paper products.
2. Lights and ventilation systems are operational.
3. Toilets, water faucets, stall doors, and hand air dryers are operational.
4. Restrooms are free of graffiti.
5. Restroom doors are properly marked according to gender.
6. Restrooms have clean trash receptacles.
7. Restroom doors and locks are operational.
8. Restrooms are in compliance with requirements of the Americans with Disabilities Act. Note: Some facilities are not ADA compliant, but have been identified and future plans are in place to make them compliant.

H. Irrigation (turf/landscape)

1. Irrigation system is fully operational with complete uniform coverage.
2. System is free of leaks.
3. Heads are installed according to intended use.
4. Heads are properly adjusted with rotations and arcs set to reduce water runoff.
5. Systems are set to run at specific times to minimized water evaporation and waste.

II. PLAYGROUNDS

A. Play Equipment

1. Play equipment and surrounding play areas meet American Society for Testing and The National Playground Safety Institute standards.
2. Play equipment and hardware is intact.
3. Play equipment is free of graffiti.
4. Age appropriateness for the play equipment is noted with proper signage.
5. Damage is reported immediately and repaired or secured within 24 hours.

B. Surfacing

1. Fall surface is clean, level, and free of litter and debris.
2. Fall surface meets ASTM and National Playground Safety Institute standards.
3. Fall surface is well drained.
4. Rubber cushion surfaces are free of holes and tears.
5. Rubber cushion surfaces are secure to the base material and curbing.

C. Borders

1. Playground borders are well defined and intact.
2. Playground borders meet ASTM and National Playground Safety Institute standards.

D. Decks

1. Planks are intact, smooth, structurally sound, free of splinters, and have no cracks greater than ¼ inch.
2. Nails, bolts, or screws are flush with the surface.
3. Planks are level with no excessive warping.

E. Benches

1. Slats are smooth and structurally sound.
2. Hardware is intact and structurally sound.
3. Nails, bolts, or screws are flush with the surface. Seats and backing are smooth with no protrusions and have no exposed sharp edges or pointed corners.

III. SHELTER FACILITIES

A. Shelters

1. Shelters comply with the Americans with Disabilities Act requirements.
2. Shelters are clean, sanitary, and free of graffiti.
3. Lights and electrical plugs are operational and comply with current building codes.
4. Shelters are structurally sound, cleaning painted with no rotten lumber or rusted metal and no loose siding or loose shingles.
5. Water fountains and hose bibs are operational.
6. Signage with reservation and rules information and emergency telephone numbers are in a noticeable location.
7. Grounds around shelters are mowed, trimmed and free of litter, debris, and hazards.
8. Vegetation around shelters is trimmed back to reduce hazards and not impede entry and regress.
9. Shelter pad clean, washed swept/blown off when necessary.

B. Tables

1. Tables are clean, free of rust, mildew, and graffiti.
2. Table hardware is intact.
3. Table frames are intact and slats are properly secured.
4. Table seats and tops are smooth with no protrusions and have to exposed sharp edges or pointed corners.

C. Trash Receptacles

1. Receptacles are clean.
2. Receptacles are painted and free of damage or missing parts.
3. Area around trash receptacles is clean and free of trash and debris.
4. Adequate number of receptacles to handle size of party.

D. Restrooms

1. Restrooms are clean, sanitary, odor free and properly stocked with paper products.
2. Lights and ventilation systems are operational.
3. Toilets, water faucets, stall doors, and hand air dryers are operational.
4. Restrooms are free of graffiti.
5. Restroom doors are properly marked according to gender.

6. Restrooms have clean trash receptacles.
7. Restroom doors and locks are operational.
8. Restrooms are in compliance with requirements of the Americans with Disabilities Act. Note: some facilities are not ADA compliant, but have been identified and future plans are in place to make compliant.

IV. TENNIS COURTS

A. Surfacing

1. Surface is smooth, level, and well drained with no standing water.
2. Surface is free of large cracks, holes and trip hazards.
3. Surface is painted and striped in accordance with the United States Tennis Association court specifications.
4. Worn painted surfaces do not exceed 25% of total court surface.
5. Surface is free of litter, debris, gravel and graffiti.

B. Nets

1. Nets are free from tears and frays.
2. Nets are properly installed and secured to support poles.
3. Nets have center straps installed at the regulated height and are anchored to the court.
4. Support poles have hardware intact, properly anchored, and installed.

C. Lights

1. Electrical systems and components are operational and in compliance with appropriate building codes.
2. 90% of lamps for each court are operational.
3. Timers are properly set for specific hours of operation.
4. No electrical wires are exposed.
5. Ballast boxes and components are properly installed and secured.
6. Lighting controls with operation instructions and information are conveniently located for easy access.
7. Lights to give uniform coverage on facilities and fixtures are adjusted to eliminate dark or blind spots.

D. Fencing

1. Fencing material is chain link and is the appropriate gauge wire for specified use.
2. Fencing material is properly secured to support rails.
3. Support rails are properly connected and straight.
4. Fencing is free of holes, protrusions, and catch points.
5. Fabric is straight and free of bending or sagging.
6. Gates and latches are operational.
7. Windscreens are tightly secured to the fencing and are free of tears and holes.

V. BASKETBALL COURTS

A. Surfacing

1. Surface is smooth, level, and well drained with no standing water.
2. Surface is free of large cracks, holes, and trip hazards.
3. Surface is painted and striped as per court specifications.
4. Worn painted surfaces do not exceed 20% of total court surface.
5. Surface is free of litter, debris, gravel, and graffiti.

B. Goals and Backboards

1. Goals and backboards are level with hardware intact.
2. Goals and backboards are painted.
3. Nylon nets are properly hung and not torn or tattered.
4. Support poles are secure in the ground and straight.

C. Lights

1. Electrical systems and components are operational and in compliance with appropriate building codes.
2. 90% of lamps for each court are operational.
3. Timers are properly set for specific hours of operation.
4. No electrical wires are exposed.
5. Ballast boxes and components are properly installed and secured.
6. Lighting controls with operation instructions and information is conveniently located for easy access.
7. Lights to provide uniform coverage on facilities and fixtures are adjusted to eliminate dark or blind areas.

VI. SAND VOLLEYBALL COURTS

A. Nets

1. Nets are free from holes and are not torn or tattered.
2. Nets are hung tightly at the specified height.
3. Nets are securely attached to the supports poles.
4. Support poles to have hardware intact, properly anchored and installed.

B. Surface

1. Court surface is loose sand.
2. Surface is smooth with good drainage and no standing water.
3. Surface is free of weeds, grass, litter, and debris.
4. Surrounding areas are swept or raked back into the pit monthly. (April - September)

C. Borders

1. Borders are well defined and intact.

VII. PARKS: GENERAL STANDARDS

A. Grounds

1. Grounds are mowed and trimmed.
2. Park is free of litter, debris, and hazards.
3. Parking lots are clean, striped (if applicable), repaired or patched annually.

B. Drinking Fountains

1. Fountains are accessible and operational.
2. Fountains are in appropriate locations.
3. Fountains are in compliance with the Americans with Disabilities Act.
4. Fountains are installed on solid surfaces and free of standing water and debris.

C. Signage

1. Park identification signs and poles are secure, straight and properly installed in a noticeable location.
2. Handicap parking signs are secure, visible, and code compliant.
3. Park rules are secure and in a noticeable location.
4. Restroom signs are secure and visible.
5. Signs are clean, painted, and free of protrusions.

D. Ornamental Plants

1. Plants are healthy.
2. Plant beds are free of litter, debris, and weeds.
3. Plant selection is appropriate for season and area usage.

E. Walkways/Trails

1. Walkways have a uniform surface and are level with the ground and free of trip hazards.
2. Walkways are free of litter and debris.
3. Walkways meet the Americans with Disabilities Act requirements.
4. Walkways have unobstructed accessibility, i.e. free from low and protruding limbs, guide wires, etc.
5. Walkways are clear of weeds and grass growth in cracks and expansion joints.
6. Walkways (high use areas) are neatly edged.

F. Trash Receptacles (throughout parks)

1. Receptacles are clean.
2. Area around trash receptacles is clean and free of trash and debris.
3. Concrete receptacles are intact and free of cracks or damage.
4. Dumpsters are screened. Initiative is underway to screen all.

G. Ornamental Steel Fencing

1. Hardware is intact.
2. Fences are properly installed and anchored.
3. Support rails are properly connected and straight.
4. Bolts or screws are flush with the surface with no exposed sharp points.
5. Fencing is free of rust and properly painted.
6. Fence is straight with no excessive bends.

7. Gates and latches are operational.
8. On a monthly basis clear cobwebs from the iron railings. (End of April, May, June, July, August)

H. Chain Link Fencing

1. Fencing material is chain link and is the appropriate gauge wire for specified use.
2. Hardware is intact.
3. Fences are properly installed and anchored.
4. Support rails are properly connected and straight.
5. Bolts or screws are flush with the surface with no exposed sharp points.

I. Wood Fencing

1. Fences are intact, structurally sound, and free of deterioration.
2. Nails, bolts, or screws are flush with the surface with no exposed sharp points.
3. Fences have no excessive cracks or splintering.

J. Lights: Security and Exterior Facility Lights

1. 90% of security and facility lights are operational.
2. No electrical wires are exposed.
3. Lights comply with current building codes.
4. Electrical components are operational, properly installed, and secured.

K. Bridges/Boardwalks

1. Bridges have a uniform surface and are free of trip hazards.
2. Lumber is structurally sound, free of cracking, deterioration, and splintering.
3. Bridges comply with the Americans with Disabilities Act requirements.
4. Bridges have handrails intact and are properly installed and anchored.
5. Bridges are free of litter and debris.
6. Visually inspected biannually and inspected annually according to Manufacture's recommendations.

L. Athletic Practice Areas

1. Athletic practice areas are free of litter and debris.
2. Areas are mowed at the appropriate height and are trimmed.
3. Areas have a uniform surface and are well drained.
4. Areas have clean trash receptacles present that are in good condition.
5. Soccer goals are properly installed and anchored.
6. Soccer goal frames show no excessive bending.
7. Soccer nets are in good condition and free of holes, tears, and fraying which would allow a soccer ball to pass.
8. Baseball backstops are properly installed, anchored, and in good sound condition.
9. Supports poles and railings are straight and properly connected.
10. Backstop fencing is chain link and is the appropriate gauge wire.
11. Backstop fencing is properly installed to support rails and is free of bending and sagging.
12. Backstop fencing is free of holes or protrusions.
13. Bleacher hardware is intact.
14. Bleacher bracing is tightly connected.
15. Bleacher seating surface is clean, smooth, and free of protrusions and have no

exposed sharp edges or pointed corners.

M. Irrigation (turf/landscape)

1. Irrigation system is fully operational with complete uniform coverage.
2. System is free of leaks.
3. Heads are installed according to intended use.
4. Heads are properly adjusted with rotations and arcs set to reduce water runoff.
5. Systems are set to run at specific times to minimized water evaporation and waste.

N. Picnic Units

1. Table tops are clean, free of rust, mildew, and graffiti.
2. Table hardware is intact.
3. Table frames are intact and slats are properly secured.
4. Table seats and top are smooth with no protrusions and have no exposed sharp edges or pointed corners.
5. Trash receptacles are clean.

O. Benches

1. Hardware is intact and structurally sound.
2. Nails, bolts, or screws are flush with the surface.
3. Seats and backing are smooth with no protrusions and have no exposed sharp edges or pointed corners.

P. Special Features

1. Fountains, clean of debris and operational
2. Sledding hills, clean of debris
3. Trellises, secure and sound
4. Flags & Banners, not faded

VIII. MAINTENANCE SCHEDULE FOR POOLS

The Appleton Parks, Recreation, & Facilities Management Department is responsible for the safe operation of two outdoor pools, plus accompanied wading pools/areas. The outdoor pools are open to the public from June through August for open, family, lap swim, swim lessons and a variety of special events.

Full-time building's staff Aquatic Facility Operators are responsible for the maintenance of the outdoor pool operation. Staff members order and maintain the pool supplies, conduct water testing, and inventory pool chemicals along with daily inspection of the pools to address safety issues. When inclement weather is imminent, the full-time recreation staff checks on smooth running of the pool: machines are running, electricity is going to the building, phones are in working order. Summer seasonal staff assists in the pool operation in the areas of: cleaning of the facility, daily inspections to ensure a safe environment for the public, and filter back washing operations. Aquatic staff fills out monthly water quality reports as required by City of Appleton's Health Department.

Maintenance duties for outdoor pools at Erb and Mead Pools:

A. Deck

1. Clear of debris and water (garbage and damage from storms).
2. Clear of unlevel surface (cracks, heaving concrete).
3. Clear of slippery surface (check to see if etching is required).
4. Instruct seasonal staff to power wash when necessary.
5. Clear of glass objects.
6. Lockers are operating and pins replaced if necessary.

B. Pool

1. Water is clear of debris (leaves, peeling paint, storm conditions/vandalism issues).
2. Buoys are in working condition and stored properly.
3. Ladders are properly secured to pool and non-slippery.
4. Check for water clarity, temperature, and chemical balance.
5. Drain covers are secure and covered.
6. Gutters are clean, clear and in good shape. Check edges at for weakness/sharp edges near deck.
7. Check stops and deck of flume slide-railing secure, steps slippery, deck slippery.
8. Make sure stop button at top of slide is covered from public.
9. Steps are not slippery and are in good condition.

C. Locker Room

1. Areas are clean and clear of algae.
2. Floors are not slippery.
3. Drains clean and clear of debris.
4. Lockers are operating properly and pins/keys replaced if necessary.
5. Toilets are clean and are working properly.
6. Shower stalls are clean and hot water is available and water pressure is good.
7. Locker is free of glass or sharp objects.

D. Recreational Equipment and Play Structure

1. Ladders to boards are not slippery; the fulcrum is in the forward position.
2. Rails to the boards are clean and secured.
3. Play structures are clean, in good condition and not slippery.
4. Inspection of flume slides is made for cracks in seams, and water pressure is working well.
5. Foam pad is in place.
6. Non-movable parts on play features are secure.
7. Stands for lessons have bolts in them and are properly secured.

E. Chemical Storage Area

1. Check to see chemicals are stored properly.
2. Check to see if chemicals are in good supply.
3. Check to see if posted signs are legible and in good condition.
4. Check for leaks and suspicious odors.
5. Material Safety Data Sheets (MSDS) are up to date.

F. Office Area/Miscellaneous

1. Check for maintenance notes from lifeguard staff.
2. Doors and windows are secured, clear of debris or vandalism.
3. Check biohazard bags and remove them.
4. Sidewalk, steps leading to pool facility are clear of debris/signs of vandalism.

G. Park Area

1. Garbage arrangements are made for storage facility.
2. Crews pick up recycled bags on weekly basis.
3. Grass area is mowed on regular basis.
4. Islands on deck are maintained.

PARK, RECREATION, OPEN SPACE & GREENWAY GUIDELINES

Based upon the Regional Park and Open Space Plan developed by NRPA in 1995, these sites were classified into different types: community, neighborhood, natural resource area, mini-park, greenways, sports complexes, and school park sites.

Community park sites typically range in size from 25 to 99 acres and attract users on a citywide basis. These should be provided within two miles of each resident of an urban area having a population greater than 7,500 persons. There are a total of four community parks existing within the City, which are listed in Table 2 (p. 20).

Neighborhood park sites are generally less than 25 acres in area. The service radii for these parks are 0.5 miles. There are a total of 25 neighborhood parks existing within the City and listed in Table 2 (p. 20). Both types of parks generally attract users from a small service area and are provided primarily to meet the outdoor recreation demand of residential areas. Several of these parks combine with school sites in order to meet the outdoor recreation needs to not only the neighborhood, but also the adjacent school as well. It should also be noted that there are neighborhood parks that may serve other purposes within the park system.

Other park sites include plazas, special use, trails or mini-parks areas.

TABLE 2

Parkland Classification Inventory

Community Parks (322.3 acres)

This type of park serves a broader purpose with a focus on meeting community-based recreation needs, as well as preserving unique landscapes and open spaces.

Appleton Memorial (139.0 acres)
Erb (27.8 acres)
Pierce (36.2 acres)

Telulah (39.3 acres)
Youth Sports Complex (80 acres)

Neighborhood Parks (176.9 acres)

This type of park serves as the recreational and social focus of the neighborhood. The focus is on informal active and passive recreation.

Alicia (12.0 acres)
Arbutus (3.4 acres)
City (8.0 acres)

Colony Oaks (7.9 acres)
Derks (9.1 acres)
Einstein (6.6 acres)

Ellen Kort (3.3 acres)
Green Meadow (5.6 acres)
Highview (12.6 acres)
Hoover (11.6 acres)
Jaycee (4.0 acres)
Jones (5.8 acres)
Kiwanis (7.8 acres)
Linwood (9.5 acres)
Lions (4.4 acres)
Lundgaard (5.2 acres)
Lutz (2.7 acres)

Mead (8.5 acres)
Peabody (16.2 acres)
Providence (3.3 acres)
Pioneer (.5)
Schaefer (6.5 acres)
Summit (4.5 acres)
Veterans (2.0 acres)
Vosters (5.1 acres)
Vulcan Heritage (2.1 acres)
Woodland (8.7 acres)

Other Parks (108.6 acres)

This type of park serves as special use recreational and those areas other than parks noted above.

Houdini Plaza (1.0 acres)
Reid Golf Course (107.5 acres)
Union Springs (0.1 acres)

Trails (29.5 acres)

Apple Creek Trail (10.4 acres)
North Island Trail (1.4 acres)
Providence Trail (4.6 acres)
Newberry Trail (10.7 acres)
Highview Trail (2.4 acres)


Total Park Acreage to date (11/14/22): 637 acres

PARK FACILITIES

A detailed inventory of existing park and open space facilities was completed for the City of Appleton. The quantity of various outdoor recreation facilities provided at the park sites in the city is present in Table.

TABLE 3

Park & Facility Inventory

	Acreage	Fee- Resident	Fee-Non-resident	Baseball/Softball/Miracle League Fields	Soccer Fields	Tennis Courts *=Lighted	Basketball Courts *=Lighted	Playground Equipment	Picnic Pavilion *w/food prep area	Restrooms	Drinking Water	Off Street Parking	Wading Pool Area	Volleyball *in pool area	Disc Golf Course				
																			
Community Parks																			
Appleton Memorial																			
1620 Witzke Blvd. Erb	139.0	\$60.00	\$120.00	8				X	*X	X	X	X							
1800 N. Morrison St. Pierce	27.8	\$65.00	\$130.00			2, 2*	X	X	*X	X	X	X	X	X					
1035 W. Prospect St. Telulah	38.2	\$90.00	\$180.00	X		3	X	X	*X	X	X	X							X
1300 E. Newberry St. Derks	27.0	\$75.00	\$150.00	X	1			X	*2	X	X	X							X
Neighborhood Parks																			
Alicia																			
1301 W. Cedar St. Arbutus	12.0	\$50.00	\$100.00					X	X	X	X	X							
431 W. Atlantic St. City	3.4							X											
500 E. Franklin St. Colony Oaks	8.0	\$50.00	\$100.00					X	X	X	X								
801 N. Briarcliff Dr. Einstein	7.9	\$50.00	\$100.00			1	X	X	x	X	X			X					
3220 E. Guyette St.	9.1	\$50.00	\$100.00					X	*X	X	X								
3200 N. Durkee St.	6.6			X		2	X	X				X							

Ellen Kort																			
337 W. Water St	3.3																		
Green Meadows																			
65 Pheasant Ct.	5.6	\$50.00	\$100.00			1	1	X	x	X	X								
Highview																			
110 W. Wayfarer Ln.	11.7	\$50.00	\$100.00			1	1	X	*X	X	X								
Hoover																			
600 E. Roeland Ave.	11.6	\$50.00	\$100.00	2	1			X	x	X	X								
Jaycee																			
1200 S. Jefferson St.	3.8	\$50.00	\$100.00	X				X	X	x	X	X						X	
Jones																			
301 W. Lawrence St.	5.8	\$60.00	\$120.00					X	*X	X	X	X							
Kiwanis																			
2315 N. Nicholas St.	6.4	\$50.00	\$100.00	X				X	X	*X	X	X							
Linwood																			
401 N. Douglas St.	9.5	\$50.00	\$100.00	X		1*	1*	X	X	X	X								
Lions																			
1920 S. Matthias St.	4.4	\$50.00	\$100.00	X				X	X	X	X								
Lutz																			
1320 S. Lutz St.	2.7							X		X	X	X							
Mead																			
1430 E. John St.	8.5							X			X	X	X	X					
Peabody																			
601 N. Green Bay Rd.	16.2	\$50.00	\$100.00					X	X	*X	X	X							
Pioneer																			
420 W. Prospect Ave	.52																		
Providence																			
4620 Providence Ave.	2.7							X											
Schaefer																			
610 S. Buchanan St.	6.5	\$50.00	\$100.00					X	X	*X	X	X							
Summit																			
2423 N. Summit St.	5.5					2	X	X											
Union Springs																			
313 N. Kalata Place	0.01																		
Veterans																			
1201 S. Memorial Dr.	2.0							X											
Vosters																			
4200 E. Ashbury Dr.	5.1							X											
Vulcan Heritage																			
535 W. Water St.	2.05																X		
Woodland																			
1815 Schaefer Circle	17.2			X				X	X							X			

Ground Maintenance Schedule

TASK	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Aeration/Aerify												
Baseball fields end of season												
Baseball fields marking												
Baseball fields prep												
Edging (walks, curbs)												
Equipment maintenance												
Fence maintenance		AS	NEEDED									
Fertilization												
Broadleaf weed spraying												
Weed mowing												
Flower maintenance												
Flower orders												
Flower planting (annuals)												
Athletic field renovation												
Football fields												
Goose survey/sweep walks												
Ice rinks												
Flower Bed Installation												
Flower Bed Removal												
Flower Bed Cleanup												
Mowing Trimming												
Over seeding/slit seeding												
Park Clean up												
Playground Inspection												
Park Safety Inspection												
Pre-emergent application												
Snow Equipment Setup												
Shelter Power Washing												
Shrub Planting												
Shrub Maint Corrective												
Snow Plowing & Salting												
Soccer field maintenance												
Soccer fields line												
Soccer fields renovation												
Table maintenance												
Tennis nets setup/removal												
Wash trash cans												
Water annual flowers												
Water seed												
Wind screens set/removal												
Winterization Irrigation												

APPENDIX

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MOWING INVENTORY –PARK AREAS

The City is broken in to three sections consisting of the North, Southwest and Southeast Section. This allocation allows for the most efficient use of staff and equipment resources. Below are the three sections and allocations as of 11/1/15.

#1 North Section

Base: Park Garage

Park Coordinators: Austen Doherty, Jim Kinderman, 5 Seasonals, 1 LTE

Equipment: 536-16' Toro, 548- 11' Toro Mower, 535 Toro mower, 538 60" Kubota, 5530 & 5527 Toro surfers, 598 Kubota Weed Tractor, 510 ¾ ton pickup, 458 ¾ pickup, 582 Kubota UTV, 5312&5314 Trailers, 2-21" push mowers, 2 blowers, 4 string trimmers

PARKS(5-7 day cycle)

HIGHVIEW
KIWANIS
PROVIDENCE PARK
ERB
PEABODY
AMP
SUMMITT
VOSTERS
FIREMANS (Future)

B&T's(7-10 day cycle)

NORTHLAND AVE East
NORTHLAND AVE West
NORTHWOOD DITCH DRIVE
RANDALL AVE
BALLARD 41 OVERPASS
BALLARD RD "OO" TO GLENDALE
BALLARD RD EVERGREEN TO JJ
ERB & MICHIGAN
OVERLAND CT. AND CIRCLE
RICHMOND & GLENDALE
APPLETON & WIELAND
MEADE & WISCONSIN
LAWE & SUMMER
WISCONSIN & RANKIN HILL
RANKIN ST PATHWAY
RANDALL,HALL & KAY
RANDALL,VIOLA & WISCONSIN
MEADE ST & 41
GLENDALE & SANDRA
EVERGREEN & MEADE

OTHERS(5-7 day cycle-weekly)

MUNICIPAL SERVICE BLDG
PARK OFFICE AREA
FIRE STATION #6
HIGHVIEW TRAIL
Water Towers
BALLARD TOWER
LILAC TOWER
ONIEDA TOWER
LINDBERGH TOWER
GLENDALE TOWER
Lift Stations
CANYON COURT
MOSS ROSE
HAYMEADOW
Trails
HIGHVIEW TRAIL
PROVIDENCE
APPLE CREEK

MEADE ST EVERGREEN TO APPLECREEK
MEADE & CROSSING MEADOWS
MEADE & APPLE CREEK
MEADE & JJ S.E. BY POND
TIMBERLINE CT
MILLWOOD CT
PINEWILD CT
PEPPERCORN DR
TILLBURY CT
BALSAM CT
WOODBURY CT
MIDFIELD CT
TERRAVIEW DR.
BUNTING CT.
BIRCHWOOD & GLENDALE
SUNCASTLE CT.

INCLINE WAY MEDIAN (PURDY)
APPLEHILL BLVD. (PURDY) PONDS 1B,5,6,G1,HIGH I
PURDY CUL DE SACS
SMOKETREE PASS
SILVERLEAF CT. CUL DE SAC
NORTHEAST ASPHALT AREA
ASSOCIATION & RICHMOND
JJ AND LIGHTNING R-ABOUT
EVERGREEN AND GATEWAY R-ABOUT*
EVERGREEN & LIGHRTNING R-ABOUT*
FRENCH RD WEST SIDE FROM TRAILTO ASHBURY
EVERGREEN & PROVIDENCE R-ABOUT
EVERGREEN & FRENCH R- ABOUT
210 W. EDGEWOOD*
LIGHTNING BRIDGE*
PROVIDENCE BRIDGE*
FRENCH BRIDGE*
CHERRYVALE BRIDGE*

#2 Southwest Section

BASE: Prospect Garage

Park Coordinators: : Mike Wilson, Justin Klapa, 2 Seasonals

EQUIPMENT: 540 11' Toro, 524 Truck, 501 Truck, 542 Polar Track Toro, 5315-Trailer, 2 push mowers, 2 blowers, 3 string trimmers, 5526 JD Surfer

PARKS(5-7 Day cycle)

B&T's(7-10 day cycle)

OTHERS(5-7 day cycle)

PIERCE
LUTZ
ALICIA
LINWOOD
JONES
ARBUTUS
VETERANS
HERITAGE
JEFFERSON SCHOOL
PIONEER
ELLEN KORT

WEST COLLEGE AVE
ONEIDA SKYLINE
MEMORIAL DRIVE
BADGER & DOUGLAS
WASHINGTON SQUARE
BADGER & PACKARD
PIERCE AVE GUARDRAIL
PACKARD & SUPERIOR (RR TRACKS)
OUTAGAMIE & PROSPECT
PROSPECT & DOUGLAS GUARD RAILS
HYCREST & CEDAR
DRISCOLL ST DEAD END
RIVER DR CIRCLE
CALUMET & FOSTER ST
NORTH & ONEIDA (RR TRACKS)
PROSPECT BRIDGE GUARD RAILS
PROSPECT- ELM & FIFTH
ONEIDA ,PACIFIC & APPLETON
JACKMAN ST(under Prospect Bridge)
ATLANTIC & DURKEE
UNION & WINNEBAGO
DREW & HANCOCK
SUMMITT & PACKARD ALLEY
JONES PARK STAIRS TO SKYLINE
KIMBALL & WATER ST STAIRS
P.A.C. LOT Near Tracks Only
OLDE ONEIDA & WATER S.W. CORNER
COLLEGE AVE. MEDIANS
ONIEDA & FRANKLIN (Behind Transfer Center)
PROSPECT & ELM RESVIOUR
PROSPECT HILL TOPS (WATER PLANT)
MEMORIAL DRIVE & FRONT ST.
BADGER PROSPECT AND MEMORIAL
MEMORIAL 441 ROUND ABOUT

VALLEY TRANSIT
POLICE DEPT
LIBRARY
HOUDINI PLAZA
COLLEGE & MEMORIAL
HADZI SCULPTURE AREA

LIFT STATIONS

EVERETT ST.

TRAILS

LUTZ TRAIL

#3 Southeast Section

BASE: Golf Course Maintenance Facility

Park Coordinators: Dan Lamers, Brian VerVoort, 5 SEASONALS

EQUIPMENT: 537-16' Toro, 1-36" Out Front John Deere, 506-3/4 ton truck, 522 3/4 truck, 5314 trailer, 2 push mowers, 2 blowers, 4 string trimmers, 540- 11' Toro, 5528& 5526 JD Surfer

PARKS(5 - 7 day cycle)

GREEN MEADOWS
COLONY OAKS
JAYCEE
HOOVER
CITY
LIONS
TELULAH
DERKS
MEAD
SCHAEFER

B&T'S(7-10 day cycle)

EAST COLLEGE AVE BRIDGE
COLLEGE & WALTER ROUNDABOUT
MEADOWGROVE BLVD
PARK HILLS ROW
PARK HILLS WALKWAY
TELULAH BRIDGE
MIDWAY RD
NORTH ISLAND & VULCAN
MADISON ST DEAD END
EAST SOUTH RIVER - 1
EAST SOUTH RIVER - 2
ARBOR LN CIRCLE
NEWBERRY & NEWBERRY CT
WHITE OAK & CRESTVIEW DR
PETER & MATTHIAS-CE TRAIL
SCHAEFER PARK WALKWAY
ROELAND & KERNAN WALKWAY
SCHAEFER ST CIRCLE
NORTH ISLAND TRAIL
WEIMAR ST CUL DE SAC
GRISHABER CT CIRCLE
GLORIA CT.
COVENANT LN
BRENTWOOD LN
EASTWOOD CT.
ROBIN CREST CT.
PARTRIDGE CT & PRAIRIE CT ISLANDS
RAINBOW CT
SCARLET OAK LN & WHITE BIRCH CT
JAMES, HEMLOCK & HACKBERRY
BOB-O-LINK & THISTLEDOWN CT
SYCAMORE LN & MEADOWGROVE
ONEIDA & 441 NORTH BLVD
NORTHWOOD & VINE

OTHER(5-7 day cycle)

MEAD POOL
WAVERLY PLANT
NEW WATER PLANT
WASTE WATER PLANT

WATER TOWERS

MATHIAS TOWER

TRAILS

NEWBERRY
NORTH ISLAND
CE

MITCHELL & LANCE
TAFT ST WALKWAY
CATHERINE ST LIFT STATION
SOUTH ISLAND & LAWE(POWER BLDG)
BRIARCLIFF ST (ACCESS TO FOX RIVER)
BAYRIDGE & EDGEMERE CORNER
CE TRAIL
BRENTWOOD CIR
REEF CT CUL DE SAC
WEIMAR ST CUL DE SAC(OFF BLUEBIRD)
LAKE PARK & KENSINGTONTERRACE, MEDIAN & ROUNDABOUT
NEWBERRY TRAIL
SCHINDLERS PLACE
EISENHOWER, CALUMET TO MIDWAY
CE TRAIL AND MEDIANS TO 441
LAKE PARK & PLANK R-ABOUT
LAKE PARK & MIDWAY R-ABOUT
MIDWAY & MIDWAY & PLANK R-ABOUT
EISENHOWER TO COOP ON KK NORTH TERRACE
LAWE ST. & NEWBERRY ST. EAGLE FLATS



MOWING INVENTORY – NON-PARK AREAS

	Non-Park Area	Square Feet	Acreage	Mowing Frequency	Mowing Time	Year Obtained
1	Municipal Services Building	87,120.00	2.00	1X WEEK	5 hours	1985
5	Northland Ave.	14,000.00	0.32	3X MONTH	3 hours	1985
6	Northwood Ditch Drive	304,920.00	7.00	1X WEEK	3.5 hours	1985
7	Randall Ave.	217,800.00	5.00	2-3X MONTH	3.5 hours	1985
8	West College Ave.	174,240.00	4.00	3X MONTH	8 hours	1989-90
9	Oneida Skyline	16,000.00	0.37	3X MONTH	2 hours	1985
10	Memorial Drive Meridian	87,120.00	2.00	1X WEEK	3 hours	1985
11	East College Ave. Bridge	130,680.00	3.00	3X MONTH	3 hours	1985
12	Meadow grove Blvd.	17,950.00	0.41	1X WEEK	4x2 emp	1989
13	Park Hills Row	65,340.00	1.50	1X WEEK	4x2 emp	1992
14	Park Hills Walkway	20,000.00	0.46	1X WEEK	2 hours	1992
15	Telulah Bridge	22,740.00	0.52	3X MONTH	3 hours	1992
16	Midway Road	108,900.00	2.50	3X MONTH	6x2 emp	1995
17	WAT Lindberg Tower	17,115.00	0.39	1X WEEK	.75 hours	1991
19	WAT Lake Pumping Station	18,400.00	0.42	1X WEEK	1 hour	1991
20	WAT Oneida Street Tower	18,760.00	0.43	1X WEEK	.75 hours	1991
22	WAT Matthias Street Tower	12,000.00	0.28	1X WEEK	.75 hours	1991
23	WAT Walnut Street Office	400.00	0.009	1X WEEK	.5 hours	1991
24	WAT Elm to Water ROW - Right Hill	87,120.00	2.00	1X MONTH	3.5 hours	1991
25	WAT Walnut to Water ROW - Left Hill	Total of Both Hills Listed Above				1991
26	WAT Lilac Street Tower	7,200.00	0.17	1X WEEK	.75 hours	1991
27	Police Department	23,360.00	0.54	1X WEEK	2 hours	1985
28	Library	2,383.00	0.05	1X WEEK	.5 hours	1985
29	VTC	50.00	0.001	1X WEEK	.25 hours	1993
30	Ballard & Hwy. 41 Overpass	65,340.00	1.50	3X MONTH	5 hours	1997
31	Overland Court & Circle	3,024.00	0.07	3X MONTH	.5 hours	1990
32	Northland Ave. "00" Medians	8,000.00	0.18	3X MONTH	1 hour	1996
33	Richmond & Glendale	3,200.00	0.07	3X MONTH	.5 hours	1985
34	Glendale & Birchwood	3,400.00	0.08	3X MONTH	.5 hours	1985
35	Badger & Douglas	5,300.00	0.12	3X MONTH	1 hour	1985
36	Linwood & Reeve	4,000.00	0.09	3X MONTH	.5 hours	1985
37	Badger & Packard	4,400.00	0.10	3X MONTH	.5 hours	1985
38	Pierce Ave.	2,000.00	0.05	3X MONTH	.5 hours	1985
39	Packard & Superior (Blvd. To RR Tracks)	3,500.00	0.08	3X MONTH	.5 hours	1985
40	College & Memorial	2,800.00	0.06	3X MONTH	.5 hours	1985
41	Outagamie & Prospect	2,800.00	0.06	3X MONTH	.5 hours	1985
42	Prospect & Douglas Guardrails	1,950.00	0.04	3X MONTH	.5 hours	1985
43	Hycrest & Cedar	600.00	0.01	3X MONTH	.5 hours	1985

44	Driscoll Street Dead-end	600.00	0.01	3X MONTH	.5 hours	1985
45	River Drive Circle	1,500.00	0.03	3X MONTH	.5 hours	1985
46	Calumet & Foster St.	1,800.00	0.04	3X MONTH	.5 hours	1985
47	North & Oneida (Blvds. & Along Tracks)	1,200.00	0.03	3X MONTH	.25 hours	1985
48	Prospect Bridge Guardrails	1,300.00	0.03	3X MONTH	.25 hours	1985
49	Prospect, Elm & Fifth	10,500.00	0.24	3X MONTH	.5 hours	1985
50	Oneida, Pacific & Appleton	10,240.00	0.24	3X MONTH	1 hour	1985
51	Jackman St. - Under Prospect Bridge	930.00	0.02	3X MONTH	.5 hours	1985
52	Atlantic & Durkee	4,400.00	0.10	3X MONTH	.5 hours	1985
53	Union & Winnebago	200.00	0.005	3X MONTH	.5 hours	1985
54	Drew & Hancock	5,200.00	0.12	3X MONTH	.5 hours	1985
55	Meade & Wisconsin	12,000.00	0.28	3X MONTH	.5 hours	1985
56	Lawe & Summer	800.00	0.02	3X MONTH	.5 hours	1985
57	North Island & Vulcan St.	11,550.00	0.27	3X MONTH	.5 hours	1985
58	Madison St. Dead End	130.00	0.003	3X MONTH	.5 hours	1985
59	East South River	3,850.00	0.09	3X MONTH	.5 hours	1985
60	College Ave. & Walter Ave.	4,100.00	0.09	3X MONTH	.5 hours	1996
61	East South River 2	2,460.00	0.06	3X MONTH	.5 hours	1985
62	Oneida Skyline Median Strips	7,000.00	0.16	1X WEEK	.5 hours	1985
63	Arbor Lane Circle	400.00	0.01	3X MONTH	.5 hours	1985
64	Newberry & Newberry Court	11,700.00	0.27	3X MONTH	.5 hours	1985
65	White Oak & Crestview Dr.	6,700.00	0.15	3X MONTH	.5 hours	1985
66	Peter & Matthias	1,500.00	0.03	3X MONTH	.5 hours	1985
67	Schaefer Park Walkway	1,200.00	0.02	3X YEAR	.5 hours	1985
68	Schaefer Street Circle	415.00	0.01	3X MONTH	.5 hours	1985
69	Calumet & Matthias	19,475.00	0.45	3X MONTH	.5 hours	1985
70	Weimar St. Cul-de-Sac	314.00	0.007	3X MONTH	.5 hours	1985
71	Grishaber Ct. Circle	415.00	0.01	3X MONTH	.5 hours	1985
72	Gloria & Schaefer Street	415.00	0.01	3X MONTH	.5 hours	1985
73	Covenant St. Cul-de-Sac	415.00	0.01	3X MONTH	.5 hours	1985
74	Brentwood Lane	415.00	0.01	3X MONTH	.5 hours	1994
75	Eastwood & Schaefer Circle	346.00	0.008	3X MONTH	.5 hours	1985
76	Schaefer St. & Schaefer Circle	960.00	0.02	3X MONTH	.5 hours	1985
77	Partridge Ct. & Prairie Ct. Islands	800.00	0.02	3X MONTH	.5 hours	1985
78	Rainbow Court	1,300.00	0.03	3X MONTH	.5 hours	1985
79	Scarlet Oak Ln. & White Birch Court	180.00	0.004	3X MONTH	.5 hours	1985
80	James St. & Hemlock & Hackberry	300.00	0.007	3X MONTH	.5 hours	1985
81	Bob-O-Link Lane & Thistledown Court	150.00	0.003	3X MONTH	.5 hours	1985
82	Sycamore Ln. & Meadowgrove Blvd.	50.00	0.001	3X MONTH	.5 hours	1985
83	441 North Blvd.	1,000.00	0.023	3X MONTH	.5 hours	1985
84	North, Wood, & Vine	600.00	0.014	3X MONTH	.5 hours	1985
85	Mitchell & Lance	240.00	0.006	3X MONTH	.5 hours	1985
86	Taft Street	1,500.00	0.30	3X YEAR	.5 hours	1985
87	Catherine St. Lift Station	3,000.00	0.07		.5 hours	1985
88	Wisconsin & Rankin St. Hill	6,500.00	0.15	4X YEAR	5x2 emp	1985
89	Path on Rankin Street	2,046.00	0.05	3X MONTH	.5 hours	1985
90	Randall, Hall & Kay	2,900.00	0.07	3X MONTH	.5 hours	1985
91	Randall, Viola, & Wisconsin	600.00	0.014	3X MONTH	.5 hours	1985

92	McDonald Street	450.00	0.01	3X MONTH	.5 hours	1985
93	Ullman St.	450.00	0.01	3X MONTH	.5 hours	1985
94	Kenilworth St.	415.00	0.01	3X MONTH	.5 hours	1985
95	Wayne St.	40.00	0.001	3X MONTH	.5 hours	1985
96	North Meade & "41"	20,000.00	0.46	3X MONTH	3 hours	1985
97	Glendale & Sandra	1,100.00	0.03	3X MONTH	.5 hours	1985
98	Evergreen & Meade St.	800.00	0.04	3X MONTH	.5 hours	2000
99	Meade & Crossingmeadows	600	0.05	3X MONTH	.5 hours	2000
100	Meade & Applecreek	600.00	0.05	3X MONTH	.5 hours	2000
101	Timberline Ct.	400	0.03	3X MONTH	.25 hours	2000
102	Millwood Dr.	400	0.03	3X MONTH	.25 hours	2000
103	Pinewild Ct.	400	0.03	3X MONTH	.25 hours	2000
104	Peppercorn Dr.	400	0.03	3X MONTH	.25 hours	2000
105	Tilbury Ct.	400	0.03	3X MONTH	.25 hours	2000
106	Balsam Ct.	400	0.03	3X MONTH	.25 hours	2000
107	Woodbury Ct.	400	0.03	3X MONTH	.25 hours	2000
108	Midfield Ct.	400	0.03	3X MONTH	.25 hours	2000
109	Highview Trail	50,000	1.30	1xWeek	4 hours	2000
110	Summitt & Packard	1000	0.03	3x Month	.5 hours	2000
111	South Island & Lawe(power building)	10,000	0.25	3x Month	.5 hours	1991
112	Briarcliff St. (access to fox river)	5,000	0.15	3x Month	.5 hours	1992
113	Bay ridge& Edgemere corner	2,000	0.10	3x Month	.5 hours	1999
114	Kensington Dr. (radio rd.)	5,000	0.15	3x Month	.5 hours	1994
115	Brentwood cr.	2000	0.10	3x month	.5 hours	1999
116	Jones Park stairs under skyline	2000	0.10	3x month	.5 hours	1990
117	Kimball & Water St. stairs	2000	0.10	3x month	.5 hours	1990
118	Reef ct. Cul de sac	1000	0.08	3x month	.5 hours	1999
119	Weimar St. Cul-de-Sac (off bluebird In.)	1000	0.08	3x month	.5 hours	1995
120	Erb & Michigan	5000	0.18	3x month	.5 hours	1985
121	Ballard Rd. "00" to Glendale	20,000	0.45	3x month	2 hours	1985
122	Ballard Rd. Evergreen to "JJ"	106,000	2.25	3x month	6 hours	2001
123	Lake Park Drive & Median	40,000	0.50	3x month	3 hours	2001
124	Wastewater Plant		8.80	4x month		
125	Water Treatment Plant		10.40	4x month		
126	Fire Station #6		3.35	4x month		
127	Ballard Water Tower		3.42	4x month		
	Total	2,329,563.00	54.04			



CONTRACTED MOWING LOCATIONS

Location	Description	Acreage
Northeast Business Park	1 Lot – Weed Cutting	2.3
Southpoint Commerce Park	17 Lots & Narrow Strip of Land around the Plank Road Detention Pond	51.5
Various City Locations	Right-of-Ways/Ditches	5

Contracted Snow Locations

Location	Description	Square Feet
Valley Transit	Parking Lot	63,500 Sq. Ft.
Transit Center	Sidewalks	10,700 Sq. Ft.
Police Department	Parking Lot	34,200 Sq. Ft.
Library	Parking Lot	35,000 Sq Ft.

OPENING/CLEANING CREW ROUTES

NORTH PARK CLEAN UP (SUMMER)

SOUTH PARK CLEAN UP (SUMMER)

Opening Route (Pavilions)

Cleaning Route

Opening Route (Pavilions)

Cleaning Route

1. Appleton Memorial
2. Einstein
3. Erb
4. Kiwanis
5. Linwood
6. Jones

1. Jones
2. City*
3. Peabody
4. Arbutus
5. Heritage
6. Veterans
7. Linwood
8. Kiwanis
9. Summit
10. Erb
11. Einstein
12. Appleton Memorial

1. Peabody
2. Jaycee
3. Telulah
4. Colony Oaks
5. Schaefer
6. Lions
7. Green Meadows
8. Hoover

1. Hoover
2. Green Meadows
3. Woodland
4. Lions
5. Derks*
6. Schaefer
7. Colony Oaks
8. Telulah
9. Mead (and concession restroom)
10. Jaycee
11. Union Springs (water test/litter)
12. Newberry Trail (trash barrels/

- 13. Highview *
- 14. Providence
- 15. Vosters
- 16. Highview/
Apple Creek Trail

- litter)
- 13. North Island Trail
(trash barrels/litter)



SNOW REMOVAL ROUTES

The city is broken into three sections of plow and shoveling routes. These routes allow for the most efficient use of staff and equipment resources. Below are the three sections and allocations as of 11/11/11.

#1 PLOW ROUTE – NORTH- F&G Garage

Green is early route when 4 plows are out

1. PRFMD lots
2. Fire Station #6- Lightning Drive
3. Fire Station #4- Greenfield and Meade Street
4. Fire Station #1- Drew Street
5. Ice Arena parking lot
6. Appleton Memorial Park
 - Parking lots - West lot first priority (Scheig lot). **Do not plow Scheig walkways with regular blade.**
 - East lot (Ice Arena overflow parking)
 - Road to pond
 - Pond (when ice is safe)
 - Roadway to ball complex
7. Erb Park
 - Morrison St. parking lot. (**North section of lot only**).
 - Ice Rink
 - Filter room roadway off Durkee St. **Fire access only.**
8. Highview Park- Ice Rink
9. Moss Rose Lane Lift Station
10. Canyon Court Lift Station
11. Ballard Road Water Tower
12. Purdy parkway Lift Station.
13. Northeast Asphalt Office lot- Mackville
14. Facilities and Grounds Center- Stockades and Roads
15. Peabody boat ramp

#2 PLOW ROUTE – SOUTHEAST- GOLF

1. Waste Water Treatment Plant (Salt Steep Grades)
2. Fire Station #2 Matthias Street
2. Golf Course
 - Clubhouse parking lot
 - Maintenance garage lot and roadways
3. Telulah Park
 - Roadways and Lots
 - Boathouse roadway
4. Mead Pool
 - Filter room road and Lot
 - Fire access to front of bath house
5. Matthias Street water Tower
6. South Island Lift Station
7. N.I.T boat ramp

#3 PLOW ROUTE- SOUTHWEST- MELVIN

1. Fire Station #5- Brewster Street
2. Fire Station #3- Grove Street
3. Vulcan Heritage Park - Parking Lots.
4. Waverly Water Intake Plant
5. Pierce Park- Road ways
 - Walk Trails
 - East Parking Lot
 - Around Pavilion and Restroom Building
6. Jones Park- Roadways- Hockey and Small Ice rinks
7. Oneida Street Water Tower
8. Kiwanis Park Lift Station
9. Everett Street Lift station.
10. Lutz Park- Boat Ramp for Fire Dept

HAND SHOVELING ROUTE

1. F&G - Office walk ways & Garage entrance doors
2. PD32 - Crosswalks - entrances
3. LIB32 - Crosswalks - entrances - fire escape stairs
4. HOU32 - Houdini Plaza - bench areas – walkways
5. Vul/Her32 - Sidewalks
6. CAV33 - Hand shovel park area near Thrivent and Copper Rock
7. JON32 - Jones walkways - warming shelter entrances - stairways - crosswalks - hockey rink
8. ARB32 - Packard St. sidewalk and stairway
9. CTY - Appleton Plaza
10. GLF - Club House Entrance
11. PEA - Side walk on Pacific and Vine
12. ERB - Skate shelter and bathhouse entrance doors
13. HIV - Shovel access to pavilion maintenance room door
14. Scheig - Shovel all entrances clear.

WEEKEND SNOW REMOVAL

BASE: MELVIN St. Sidewalk Route #4

541 Vplow/Blower/Broom (1 Employee)

501 Shoveler (1 Employee)

1. Police Dept.- Walkways & Entrances to Building Dr.
2. Library- Walkways & Entrances
3. Houdini Plaza- Walkways & Driveways
4. Hadzi- Sidewalk
5. City Park- Sidewalks Rink
6. Jones Park- Lawrence St. Walks & Ramps/Rink
7. Heritage Park- Walkways

BASE: Golf Course Plow Route #6

506 Plow/Salter (1 Employee)

1. Fire Station #1 Drew St.
2. Fire Station #2 Matthias St.
3. Waste Water Plant- Lots & Roads (Salt Steep Grades)
4. Jones- Road and Rinks
5. Golf- Clubhouse & Maint. Lot

Base: F&G Garage Plow Route #5

458 Plow/Salter (1 employee)

1. Fire Station #6 Lightning
2. Fire Station #4 Greenfield St.
3. Ice Arena- Parking Lot
4. AMP- West Lot & Road to Pavilion
5. Erb- North Lot & Bathhouse Road &
6. F&C- Parking Lots

Base: Melvin St. Plow Route #7

510 Plow (1 Employee)

1. Fire Station #5 Brewster St.
2. Fire Station #3 Grove St.
3. Pierce Park- Lots and roadways
4. Heritage Park- Roadways & Lots
5. Waverly Intake Plant- Lots

2013-2014 SNOW REMOVAL ROUTE Sidewalk Route #1
BASE: GOLF COURSE MAINTENANCE FACILITY

EQUIPMENT

506 Plow/Salter
542 Toro Broom
549 Toro 360 Steer Blower/Plow/Broom
1503 Skid Steer

SIDEWALK BLOWING/SWEEPING ROUTE

1. MEA32 - Sidewalk from College to property line - Henry St. to John St.
2. TEL32 - Newberry & Telulah to Weimar Ct.
3. B&T33 - Newberry St. East side of gas station to Newberry Ct.
4. B&T33 - Newberry St. Service Master to first house east
5. B&T33 - Newberry St. Bridge over 441 North Sidewalk
6. B&T33 - Newberry St. to Matthias Ct. WATCH OUT FOR RAILROAD TRACK TIES
7. B&T33 - Peter St. west to trail between apartments. Trail north to Newberry St.
8. SHA32 - Park sidewalks - Buchanan St. - Forest St. - Fidelis St.
9. B&T - Lourdes and Kensington storm water pond sidewalk ****NEW****
10. Derks32 - Sidewalk from corner of Guyette St & Derks St. and Kensington walk.
11. LEO32 - Matthias /Calumet/John St. sidewalks.
12. WOO32 - All park sidewalks leading to school parking lot.
13. GLF130 - Course sidewalks Kernan Ave. to Calumet St.
Fremont St. - Clubhouse walks
14. JAC32 - All park sidewalks.
15. NIT 33 - North Island Trail- Lawe St. to Olde Oneida St.
16. NST33 - South River entrance to Telulah Park to Woodward Trail (CE).
17. NST33 - Northside walk on College Ave. Trail to 441
18. B&T33 - South sidewalk on College Ave. Matthias to Radio Rd

2013-2014 SNOW REMOVAL ROUTE Sidewalk Route #2
BASE: Facilities and Grounds Operations Center

EQUIPMENT (at F&G Garage)

458 Plow/ Salter
548 Toro Broom
543 Toro Blower
524 Plow
581 Kubota Utility Vehicle Plow
598 Plow 1 Ton
597 Salter Truck
1515 Utilities Plow

SIDEWALK BLOWING/SWEEPING ROUTE

1. F&G - Sidewalks around building - Ballard Road sidewalk.
Northwest fire escape.
2. AMP - Capitol Drive sidewalk park property. Witzke Blvd. Sidewalk.
3. ERB - Playground walkway - sidewalk from Drew & Glendale to pavilion. All perimeter sidewalks.
4. ARB - Packard St, Atlantic St. and Road through park.*** **Garfield Place Sidewalk*****
5. LIN - Linwood Park sidewalk
6. SUM - Summit Sidewalks (Include the south side entrance)
7. HIV - All Highview Park sidewalks.
8. HVT - Highview Trail, Crossing Meadows to Meade Street
9. JJ Rnd - JJ Round a Bout.
10. Fireman's Park - Lightning- Ashbury
11. PRV - Providence Trail, Trails heads at Stargaze and Fall Creek.
- Greenleaf trail entrance.
12. PRV - Providence Park outside walks only.
13. VOS - Vosters Park all sidewalks and Lift Station
14. AMP - Walkway from AMP pavilion to Ice Arena lot.

2018-2019 SNOW REMOVAL ROUTE
Sidewalk Route #3
BASE: MELVIN ST. GARAGE

EQUIPMENT (at Melvin St. Garage)

501 Fuel truck
535 Toro Broom
510 Plow
541 Toro Polar Track

SIDEWALK BLOWING/SWEEPING ROUTE

1. PRC32 - Prospect St. sidewalk. Mason St. to Pierce Ave.
2. PRC32 - Pierce Ave
3. LTZ - Lutz Trail to park lot
4. PD32 - All Police Department walkways and entrances
5. JON32 - Lawrence St. sidewalk
6. LIB32 - All library walkways and entrances
7. CTY - All City sidewalks (**Stay off playground surfacing!**)
8. HOU32 - Houdini Plaza area including island on Oneida St.
9. HAZ33 - Hadzi sidewalk along Lawrence St. & Lawrence and Oneida Island.
10. B&T32 -Oneida St. railroad crossing east and west side of Oneida St.
, Oneida & Pacific, south side of street from
Oneida to Appleton St. Also island on Appleton St.
11. B&T33 Atlantic & Durkee railroad tracks to southeast corner
12. B&T33 -Packard St. north side from Appleton St. to Oneida St.
13. B&T33 -Superior and Packard - from railroad track on Superior to Appleton St.
14. B&T33 -Crosswalks. East side of Clark St. at Packard St. 30 feet north.
Sidewalk on north side of Packard from Clark to Superior St. then 30 feet north on West walk
on Superior.
15. JON32 - Jones Rinks- Sweep and blow rinks.
16. PIO - Pioneer Park Sidewalks
16. VUL/HER32- Walkways.
17. Melvin St. - parking lot.

HAND SHOVELING ROUTE

1. F&C - Office walkways and garage entrance doors
2. PD32 - Crosswalks - entrances
3. LIB32 - Crosswalks - entrances - fire escape stairs
4. HOU32 - Houdini Plaza - bench areas – walkways
5. Vul/Her32- Sidewalks
6. CAV33 - Hand shovel parklet
7. JON32 - Jones walkways - warming shelter entrances - stairways - crosswalks - hockey rink
8. ARB32 - Packard St. sidewalk and stairway
9. CTY - Appleton Plaza
10. GLF - Club House Entrance
11. PEA - Side walk on Pacific and Vine
12. B&T - Atlantic and Sampson Street Ravine sidewalk
13. ERB - Skate shelter entrance doors
14. HIV - Shovel access to pavilion maintenance room door
15. Scheig - Shovel all entrance doors

WEEKEND SNOW REMOVAL

BASE: MELVIN St. Sidewalk Route #4

541 Vplow/Blower/Broom (1 Employee)
501 Shoveler (1 Employee)

1. Police Dept.- Walkways & Entrances to Building
2. Library- Walkways & Entrances
3. Houdini Plaza- Walkways & Driveways
4. Hadzi- Sidewalk
5. City Park- Sidewalks
6. Jones Park- Lawrence St. Walks & Ramps/Rink
7. Heritage Park- Walkways

BASE: Golf Course Plow Route #5

506 Plow/Salter (1 Employee)

1. Fire Station #1 Drew St.
2. Fire Station #2 Matthias St.
3. Waste Water Plant- Lots & Roads (Salt Steep Grades)
4. Houdini Plaza
5. Jones- Road and Rinks
6. Golf- Clubhouse & Maint. Lot

Base: F&C Garage Plow Route#4

458 Plow/Salter (1employee)

1. Fire Station #6 Lightning Dr.
2. Fire Station #4 Greenfield St.
3. Ice Arena- Parking Lot
4. AMP- West Lot & Road to Pavilion
5. Erb- West Lot & Bathhouse Road & Rink
6. F&C- Parking Lots

Base: Melvin St. Plow Route #6

510 Plow (1 Employee)

1. Fire Station#5 Brewster St.
2. Fire Station #3 Grove St.
3. Pierce Park- Lots and roadways
4. Heritage Park- Roadways & Lots
5. Waverly Intake Plant- Lots

Acknowledgments

I would like to thank and acknowledge all the staff involved in the compilation of this manual. Without their continued input this plan would not be possible;

Greg Hoekstra: Grounds Manager

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Jason Leicht: Grounds Technician

Jim Kinderman: Grounds Coordinator

Mike Wilson: Grounds Coordinator

Justin Klapa: Grounds Coordinator

Jim Pedersen: Grounds Technician

Marty Schingen: Grounds Technician

Brian VerVoort: Grounds Coordinator

Dan Lamers: Grounds Coordinator



CITY OF APPLETON

Department of Parks & Recreation

1819 East Witzke Blvd.

Appleton, WI 54911

p: 920-832-5905

f: 920-993-3103

www.appletonparkandrec.org

TO: Parks & Recreation Committee

FROM: Dean Gazza

DATE: 5/23/2024

RE: Action: Approve an amendment to the Houdini Plaza Lease Agreement transferring the tenant from Behnke Properties to Mauthe Ventures LLC effective upon sale of tenant's property

Behnke Properties currently leases space within Houdini Plaza for outside seating and is selling Basil's Pub on 7/1/2024. The new owner, Mauthe Ventures LLC, requests to continue this lease per Section 12 of the current lease which allows for such transfer upon approval.

The lease has been beneficial to the City of Appleton and the community. The lease is \$4,700 and increases \$100 annually through 2027. We have a similar lease at Vulcan Heritage Park.

Our department recommends transfer to Mauthe Ventures LLC. Please feel free to contact myself at dean.gazza@appleton.org.



CITY OF APPLETON

Department of Parks & Recreation
1819 East Witzke Blvd.
Appleton, WI 54911
p: 920-832-3919
f: 920-993-3103
www.appleton.org

TO: Parks and Recreation Committee

FROM: Dean R. Gazza

DATE: June 10, 2024

RE: Action: Adopt the Proposed Revised Agreements for Stormwater Ponds at Memorial Park and Reid Golf Course

The Parks and Recreation Department and the Stormwater Utility have reviewed the agreements for stormwater ponds at Memorial Park and Reid Golf Course. Reviews are completed to ensure the agreements remain current and reflect market values. The following changes are being proposed upon review.

1. Annual market value reviews and determined rent will be memorialized as an information item at the Parks and Recreation as well as the Utilities Committees. The adopted annual budget will approve the annual rent. An addendum will not be approved by Common Council.

Attached for review is the current market rent analysis completed by the City Assessor. The following will be the 2025 rent.

Reid Golf Course:	\$22,680.00
Memorial Park North Pond:	\$22,932.00
Memorial Park South Pond:	\$22,050.00

Our department requests approval of the updates which will go into effect June 20, 2024.

Please contact me at 832-5572 or at dean.gazza@appleton.org with any questions.

AGREEMENT FOR STORMWATER PONDS AT MEMORIAL PARK

I. PARTIES

- 1.1 **City of Appleton's Parks and Recreation Department**, with its principal place of business at 1819 East Witzke Boulevard, Appleton, WI 54911 (hereinafter "City").
- 1.2 The **Stormwater Utility**, with its principal place of business at 100 North Appleton Street, Appleton, WI 54911 (hereinafter the "the Utility").
- 1.3 Together, the City and the Utility may be referred to as "the parties".

II. RECITALS

WHEREAS,

- 2.1 The Utility is responsible for the operations that oversee the collection, distribution, treatment, and dissipation of stormwater that accumulates within the City of Appleton; and
- 2.2 The Utility has previously erected two stormwater ponds at Memorial Park; and
- 2.3 The Parties desire to continue to work together to allow the operation of stormwater ponds within Memorial Park; and
- 2.4 The Parties desire to have the Common Council's approval of an arrangement whereby the Utility reimburses City for continued use of said stormwater ponds.

III. THE AGREEMENT

NOW, THEREFORE, in consideration of the fulfillment of the obligations of the parties hereinafter set forth and for other good and valuable consideration, the receipt of which is hereby acknowledged, IT IS MUTUALLY AGREED AND PROMISED, by and between the City and the Utility, as follows:

- 3.1 The Utility will provide payment to the City for the annual use of the Appleton Memorial Park North Pond in the amount of \$21,294.
- 3.2 The Utility will provide payment to the City for the annual use of the Appleton Memorial Park South Pond in the amount of \$20,475.

- 3.3 The Parties agree that market values and rates of return will be reviewed prior to June 1st to determine the applicable rent for the next budget year. This value (herein “annual rent”) shall be memorialized as an information item at the Park and Recreation as well as the Utilities Committees. The adopted annual budget will approve the annual rent.
- 3.4 The annual rent shall be paid by the Stormwater Utility by October 1st of each year.
- 3.5 This Agreement shall remain in effect until Common Council modifies the Agreement. Any amendments or addendums shall be memorialized in writing.
- 3.6 This Agreement became effective on August 2, 2023, the date of approval by the Common Council, as set forth within the attached meeting minutes.

IN WITNESS WHEREOF, the parties have caused the forgoing instrument to be executed on the day and year of the last signature below.

on behalf of
PARKS AND RECREATION DEPARTMENT

on behalf of the
STORMWATER UTILITY

By: _____
Dean Gazza, Director of Parks and Recreation

By: _____
Peter Neuberger, Interim Director of Public Works

CITY OF APPLETON

By: _____
Jacob A. Woodford, Mayor

By: _____
Kami Lynch, City Clerk

Approved as to form:

Countersigned pursuant to §62.09(10), Wis. Stats.

Christopher R. Behrens, City Attorney

Jeri A. Ohman, Director of Finance

CityLaw A22-0821.aka

AGREEMENT FOR STORMWATER PONDS AT MEMORIAL PARK

I. PARTIES

- 1.1 **City of Appleton's Parks, ~~and Recreation, and Facilities Management~~ Department**, with its principal place of business at 1819 East Witzke Boulevard, Appleton, WI 54911 (hereinafter "City").
- 1.2 The **Stormwater Utility**, with its principal place of business at 100 North Appleton Street, Appleton, WI 54911 (hereinafter the "the Utility").
- 1.3 Together, the City and the Utility may be referred to as "the parties".

II. RECITALS

WHEREAS,

- 2.1 The Utility is responsible for the operations that oversee the collection, distribution, treatment, and dissipation of stormwater that accumulates within the City of Appleton; and
- 2.2 The Utility has previously erected two stormwater ponds at Memorial Park; and
- 2.3 The Parties desire to continue to work together to allow the operation of stormwater ponds within Memorial Park; and
- 2.4 The Parties desire to have the Common Council's approval of an arrangement whereby the Utility reimburses ~~PRFM~~ City for continued use of said stormwater ponds.

III. THE AGREEMENT

NOW, THEREFORE, in consideration of the fulfillment of the obligations of the parties hereinafter set forth and for other good and valuable consideration, the receipt of which is hereby acknowledged, IT IS MUTUALLY AGREED AND PROMISED, by and between the City and the Utility, as follows:

- 3.1 The Utility will provide payment to the City for the annual use of the Appleton Memorial Park North Pond in the amount of \$21,294.
- 3.2 The Utility will provide payment to the City for the annual use of the Appleton Memorial Park South Pond in the amount of \$20,475.

~~3.3~~ — The Parties agree that market values and rates of return will be reviewed prior to June 1st to determine the applicable rent for the next budget year. This value (herein “annual rent”) shall be ~~documented~~ memorialized as an information item at the Park and Recreation as well as the Utilities Committees. The adopted annual budget will approve the annual rent. via an addendum to this Agreement and approved by Common Council.

3.3

3.4 The annual rent shall be paid by the Stormwater Utility by October 1st of each year.

3.5 This Agreement shall remain in effect until Common Council modifies the Agreement. Any amendments or addendums shall be memorialized in writing.

3.6 This Agreement became effective on August 2, 2023, the date of approval by the Common Council, as set forth within the attached meeting minutes.

IN WITNESS WHEREOF, the parties have caused the forgoing instrument to be executed on the day and year of the last signature below.

on behalf of
**PARKS, AND RECREATION and FACILITIES
MANAGEMENT DEPARTMENT**

on behalf of the
STORMWATER UTILITY

By: _____
Dean Gazza, Director of Parks, ~~and~~
Recreation and Facilities Management

By: _____
~~Danielle Block~~ Peter Neuberger, Interim
Director of Public Works

CITY OF APPLETON

By: _____
Jacob A. Woodford, Mayor

By: _____
Kami Lynch, City Clerk

Approved as to form:

Countersigned pursuant to §62.09(10), Wis.
Stats.

Christopher R. Behrens, City Attorney

Jeri A. Ohman, Director of Finance

CityLaw A22-0821.aka

REID GOLF COURSE AND STORMWATER UTILITY AGREEMENT FOR STORMWATER POND

I. PARTIES

- 1.1 **Reid Golf Course**, a City of Appleton municipal golf course with its principal place of business at 1100 East Fremont Street, Appleton, WI 54915 (hereinafter “Reid”).
- 1.2 The **Stormwater Utility**, a Wisconsin municipal utility with its principal place of business at 100 North Appleton Street, Appleton, WI 54911 (hereinafter the “the Utility”).
- 1.3 Together, Reid and the Utility may be referred to as “the parties”.

II. RECITALS

WHEREAS,

- 2.1 The Utility is responsible for the operations that oversee the collection, distribution, treatment, and dissipation of stormwater that accumulates within the City of Appleton; and
- 2.2 The Utility has previously erected a stormwater pond at Reid; and
- 2.3 The Parties desire to continue to work together to allow the operation of a stormwater pond within Reid; and
- 2.4 The Parties desire to have the Common Council’s approval of an arrangement whereby the Utility annually reimburses Reid Golf Course for continued use of the stormwater pond.

III. THE AGREEMENT

NOW, THEREFORE, in consideration of the fulfillment of the obligations of the parties hereinafter set forth and for other good and valuable consideration, the receipt of which is hereby acknowledged, IT IS MUTUALLY AGREED AND PROMISED, by and between Reid and the Utility, as follows:

- 3.1 The Utility will provide payment to Reid for the annual use of the stormwater pond in the amount of \$21,060.

- 3.2 The Parties agree that market values and rates of return will be reviewed prior to June 1st to determine the applicable rent for the next budget year. This value (herein “annual rent”) shall be memorialized as an information item at the Parks and Recreation as well as the Utilities Committees. The adopted annual budget will approve of the annual rent.
- 3.3 The annual rent shall be paid by the Stormwater Utility by October 1st of each year.
- 3.4 This Agreement shall remain in effect until Common Council modifies the Agreement. Any amendments or addendums shall be memorialized in writing.
- 3.5 This Agreement became effective on August 2, 2023, the date of approval by the Common Council, as set forth within the attached meeting minutes.

IN WITNESS WHEREOF, the parties have caused the forgoing instrument to be executed on the day and year of the last signature below.

on behalf of
REID GOLF COURSE

on behalf of the
STORMWATER UTILITY

By: _____
Dean Gazza, Director of Parks and Recreation

By: _____
Peter Neuberger, Interim Director of Public Works

CITY OF APPLETON

By: _____
Jacob A. Woodford, Mayor

By: _____
Kami Lynch, City Clerk

Approved as to form:

Countersigned pursuant to §62.09(10), Wis. Stats.

Christopher R. Behrens, City Attorney

Jeri A. Ohman, Director of Finance

CityLaw A22-0820.aka

REID GOLF COURSE AND STORMWATER UTILITY AGREEMENT FOR STORMWATER POND

I. PARTIES

- 1.1 **Reid Golf Course**, a City of Appleton municipal golf course with its principal place of business at 1100 East Fremont Street, Appleton, WI 54915 (hereinafter “Reid”).
- 1.2 The **Stormwater Utility**, a Wisconsin municipal utility with its principal place of business at 100 North Appleton Street, Appleton, WI 54911 (hereinafter the “the Utility”).
- 1.3 Together, Reid and the Utility may be referred to as “the parties”.

II. RECITALS

WHEREAS,

- 2.1 The Utility is responsible for the operations that oversee the collection, distribution, treatment, and dissipation of stormwater that accumulates within the City of Appleton; and
- 2.2 The Utility has previously erected a stormwater pond at Reid; and
- 2.3 The Parties desire to continue to work together to allow the operation of a stormwater pond within Reid; and
- 2.4 The Parties desire to have the Common Council’s approval of an arrangement whereby the Utility annually reimburses Reid Golf Course for continued use of the stormwater pond.

III. THE AGREEMENT

NOW, THEREFORE, in consideration of the fulfillment of the obligations of the parties hereinafter set forth and for other good and valuable consideration, the receipt of which is hereby acknowledged, IT IS MUTUALLY AGREED AND PROMISED, by and between Reid and the Utility, as follows:

- 3.1 The Utility will provide payment to Reid for the annual use of the stormwater pond in the amount of \$21,060.

- 3.2 The Parties agree that market values and rates of return will be reviewed prior to June 1st to determine the applicable rent for the next budget year. This value (herein “annual rent”) shall be memorialized as an information item at the Parks and Recreation documents, as well as the Utilities Committees. The adopted annual budget will approve of the annual rent-an addendum to this Agreement and approved by Common Council.
- 3.3 The annual rent shall be paid by the Stormwater Utility by October 1st of each year.
- 3.4 This Agreement shall remain in effect until Common Council modifies the Agreement. Any amendments or addendums shall be memorialized in writing.
- 3.5 This Agreement became effective on August 2, 2023, the date of approval by the Common Council, as set forth within the attached meeting minutes.

IN WITNESS WHEREOF, the parties have caused the forgoing instrument to be executed on the day and year of the last signature below.

on behalf of
REID GOLF COURSE

on behalf of the
STORMWATER UTILITY

By: _____
Dean Gazza, Director of Parks, and
Recreation and Facilities Management

By: _____
~~Danielle Block~~ Peter Neuberger, Interim
Director of Public Works

CITY OF APPLETON

By: _____
Jacob A. Woodford, Mayor

By: _____
Kami Lynch, City Clerk

Approved as to form:

Countersigned pursuant to §62.09(10), Wis. Stats.

Christopher R. Behrens, City Attorney
CityLaw A22-0820.aka

Jeri A. Ohman, Director of Finance

TO: Kelly Rindt, Enterprise Account Manager

FROM: Matthew Tooke, City Assessor

DATE: May 13th, 2024

RE: Market Rent for pond area at Reid Golf Course and Memorial Park

At your request, I have estimated a current market rent for the pond areas on the following parcels:

31-4-0920-00 containing 7.2 acres of Reid Golf Course pond area with an overall parcel size of 95.89 ac.

31-1-6535-01 containing 7.28 acres of Memorial Park pond area with an overall parcel size of 93.58 ac.

31-1-6532-01 containing 7 acres of Memorial Park pond area with an overall parcel size of 46.01 ac.

The subject parcels are located in good established locations, have public utilities readily available, and are considered buildable. They are zoned Public Institutional allowing for variety of uses including assisted living facilities. If sold for redevelopment, rezoning to residential and/or light commercial could be a possibility upon request due to similar surrounding uses.

For purposes of this analysis, the parcels are being valued in the “before” condition using their overall parcel sizes. This valuation methodology is described further in the Reid Golf Course Enterprise Agreement. Also, both parties agree that one rental rate will be established for all the parcels.

Recent comparable sales of large vacant parcels from Oshkosh to Green Bay were analyzed. Due to its good location and many potential uses, the subject would likely sell at \$45,000/acre.

A rate of return on investment (ROR) also needs to be established to determine market rent. The City Stormwater utility is a low-risk tenant, however interest rates have been higher the last 18 mos. For these reasons a rate of return (ROR) of 7% will be used.

Market value of \$45,000/acre x .07 Rate of Return = \$3,150/acre rent



CITY OF APPLETON

Department of Parks & Recreation

1819 East Witzke Blvd.

Appleton, WI 54911

p: 920-832-5905

f: 920-993-3103

www.appletonparkandrec.org

TO: Parks & Recreation Committee

FROM: Dean R. Gazza, Director of Parks & Recreation Department

DATE: 06/10/2024

RE: Action Item: Request Adoption of Resolution #2024-02 for the Wisconsin DNR IRA Urban Forestry Grant.

This request is to approve the adoption of resolution #2024-02 for the Wisconsin DNR IRA Urban Forestry Grant. We would like to apply for this grant in order to replace dead ash trees, increase the tree canopy, and incorporate food forests within the grant boundaries. The grant boundaries include all the disadvantaged census blocks within the Appleton City limits.

We are asking for a total of 2,470 trees to be planted within the grant boundaries. The total grant amount that we are requesting is \$395,000. This is a zero-match grant, and the City will have no financial obligation if the grant was awarded. The administration and oversight of the grant will be a joint effort between Parks & Recreation and Forestry Departments.

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

RESOLUTION #2024-02

2024 WI DNR IRA Urban Forestry Grant

WHEREAS, the applicant, City of Appleton, is interested in obtaining a grant from Wisconsin Department of Natural Resources for the purpose of funding urban and community forestry projects specified in Ch. NR 47, Wis. Adm. Code;

WHEREAS, the applicant attests to the validity and veracity of the statements and representations contained in the grant application; and

WHEREAS, the applicant requests a grant agreement to carry out the project;

NOW, THEREFORE, BE IT RESOLVED, the applicant, City of Appleton, will comply with all local, state, and federal rules, regulations and ordinances relating to this project and the agreement.

BE IT FURTHER RESOLVED, the applicant will budget a sum sufficient to fully and satisfactorily complete the project and hereby authorizes and empowers the Director of the Parks and Recreation Department, its official or employee, to act on its behalf to:

1. Sign and submit the grant application
2. Sign a grant agreement between applicant and the DNR
3. Submit interim and/or final reports to the DNR to satisfy the grant agreement
4. Submit grant reimbursement request to the DNR
5. Sign and submit other required documentation

Adopted this 19th day of June, 2024.

I hereby certify that the foregoing resolution was duly adopted by the City of Appleton Common Council at a legal meeting on the day of June 19, 2024.

	Director of Parks and Recreation	6/19/2024
Authorized Signature	Title	Date Certified



CITY OF APPLETON

Department of Parks & Recreation

1819 East Witzke Blvd.

Appleton, WI 54911

p: 920-832-3919

f: 920-993-3103

www.appleton.org

TO: Parks & Recreation Committee

FROM: Dean R. Gazza

DATE: June 10, 2024

RE: Action: Approve updated Park Pavilions and Special Areas – Rental and Fee Schedule

The policy was updated to the department's updated name. In addition, the policy was updated to assist persons who are renting pavilions for special events. On a couple occasions, renters reserved the pavilion without having their special event policy completed. They had assumed that once the rental process was completed they were approved for the event. This policy change will insure both processes are completed together to insure they have all necessary approvals to make their event successful.

Please contact me at 832-5572 or at dean.gazza@appleton.org with any questions.

CITY OF APPLETON POLICY		TITLE: PARK PAVILIONS AND SPECIAL AREAS – RENTAL AND FEE SCHEDULE	
ISSUE DATE: November 5, 2014 Day of Council Adoption	LAST UPDATE: November 2, 2022 <u>June 24, 2024</u>		
POLICY SOURCE: Parks & Recreation and Facilities Management Department		TOTAL PAGES: 6	
Reviewed by Attorney’s Office Date:	Parks and Recreation Committee Approval Date: <u>June 24, 2024</u>	Council Approval Date: <u>July 17, 2024</u>	

I. Purpose

To provide a policy to authorize the Parks ~~&~~ Recreation ~~and Facilities Management~~ Department to equitably administer rules and regulations, policies, fees and charges, and manage the use of pavilions, Lutz Park boat launch, and special areas for personal and/or community events. The Parks ~~&~~ Recreation ~~and Facilities Management~~ Department also recognizes that parks and open spaces allow for many quality of life uses for individuals, organizations and groups and bring certain benefits to the community. In addition, the Parks ~~&~~ Recreation ~~and Facilities Management~~ Department is aware that parks and facilities have certain use limitations due to size, available facilities, and location.

II. Policy

This policy authorizes the Parks ~~&~~ Recreation ~~and Facilities Management~~ Department to charge fees for the use of park pavilions, Lutz Park boat launch, and special areas within the rate schedule established by the Parks and Recreation Committee and City Council. The Parks ~~&~~ Recreation ~~and Facilities Management~~ Department has also established normal and ordinary use guidelines for the preservation of the public’s health, safety and welfare, and to promote the responsible use of publicly owned property and facilities. To effectively manage, protect facilities, and promote wise use of natural resources, this policy authorizes the Parks ~~&~~ Recreation ~~and Facilities Management~~ Director and/or designees to:

1. Cancel and/or relocate any reservation that potentially threatens the integrity of the park and/or facility due to misrepresentation of information on the Facility Reservation Agreement, or if conditions of the facility or grounds would potentially create an unsafe situation.
2. Limit the number of weekend reservations for facilities for anyone or any group, organization or individuals that would dominate the use of a facility and/or restrict equal opportunities to reserve facilities by members of the public at large.
3. Deny any facility reservation application if the expected attendance would exceed the safe capacity of the facility so as to endanger public health and ~~safety, or~~ safety or compromise the condition of facilities and/or natural resources.
4. Enforce park rules, regulations, and policies.
5. Require insurance coverage with limits established by the City Risk Manager, for activities or events that are beyond the scope of the “normal and ordinary use limits” established by the Parks ~~&~~ Recreation ~~and Facilities Management~~ Department and listed in the “Fee Schedule” at the end of this policy.

III. Definitions

- **Area Schools** - All elementary and secondary schools, both public and private, within the corporate boundaries of the City of Appleton.

- ~~Exchange of Money~~ – The sale of food, beverage and other associated products at an event or program that is held in a city park and/or special area specifically reserved for that event or program.
- **Facility Reservation Policies and Procedures** - These policies and procedures are stated on the back of the Facility Reservation Agreement that explain reservations, cancellation/refund procedures, alcohol policies and damage policies.
- **Late Reservation** - Request for a reservation of city park facility and/or special area that is received less than five (5) business days before the reservation date.
- **Normal and Ordinary Use of City of Appleton Parks** - Is defined as parks and facilities being used in a manner that is consistent with the intent of the park and/or facility. (For example, the ball diamond complex is used for softball/baseball games, tournaments, etc. Pavilions are used for family gatherings, company picnics, etc.)
- **Normal and Ordinary Use Guidelines** – The recommended number of individuals allowed per facility reservation agreement as listed in the Fee Schedule.
- **Park Rules & Regulations** - Regulations formulated by the City Council and published by the Parks ~~&~~ Recreation ~~and Facilities Management~~ Department. These rules and regulations are included with every Facility Reservation Agreement packet.
- **Pavilion/Park Capacities** - Maximum number of people that are allowed to be within a pavilion and/or park, and is established and published by the Parks ~~&~~ Recreation ~~and Facilities Management~~ Department.
- **Processing Fee** - Fee charged to process a refund and/or cancellation request that is received before the reservation date.
- **Special Event** - Any planned occurrence on the public right-of-way or public premises including, but not limited to, parades, gatherings, festivals and athletic events which is not within the normal and ordinary use of that public premises or place or which by nature of the event, may have a greater impact on City services or resources than would have occurred had the event not taken place. Whether the event is considered within the normal, ordinary, or intended use of a public park and/or special area within a park shall be determined by the Parks ~~&~~ Recreation, ~~and Facilities Management~~ Department.
- **Event Fee** – Fee charged for the rental of any pavilion and/or special area that is determined to be special event.

IV. Discussion

This policy defines how park pavilions, the Lutz Park boat landing, and special use areas shall be reserved by individuals, organizations and/or groups for normal and ordinary use of the facility. The policy shall also define the fee (s) charged to these individuals, organizations and/or groups for their reservation request if the facility use is required to follow the Special Events Policy.

V. Reservations:

1. All groups, individuals and organizations reserving park pavilions and special areas will be charged in accordance with the established rate schedule, including but not limited to: reservation fee; ~~exchange of money permit~~; tent permit; tent inspection fee; late registration; special event fee for facility.
2. Area schools using the park pavilions Monday through Friday as part of normal classroom activities will not be charged a rental fee but may be required to obtain a Special Event License.
3. The reservation of park pavilions and/or facilities that exceed the normal and ordinary use shall follow the procedures identified in the Special Events Policy and will be required to pay all fees required under the Special Events Policy, including a separate “Event Fee” of \$50.00 as listed in the Fee Schedule on the last page of this policy.
4. For Special Events, a park pavilion and/or special area will not be considered reserved until the special event permit is issued. The Parks & Recreation Department will hold

the reservation for a pavilion for up to 30-days while the special event application is being reviewed. After 30-days the pavilion will be available to other interested parties if a special event permit is not obtained.

- 4.5. Organizations/groups that have reserved park pavilions and/or special areas for special events shall have thirty (30) days after the date of the special event to reserve the park pavilion and/or special use areas for the same weekend and/or date for the following year. After thirty (30) days, the Parks & Recreation and Facilities Management Department will make the pavilion available to other interested parties.
- 5.6. All other reservations for park pavilions or facilities are on a first-come, first-served basis and may be made no more than one (1) year in advance.
- 6.7. The Parks & Recreation and Facilities Management Department reserves the right to require a security deposit for any reservation based on the type of event, number of participants, use of facility, etc. The amount of the security deposit will be based on factors listed earlier. The security deposit will be returned within 10-14 business days after the event if all conditions of the reservation request were met, including, but not limited to: facility clean-up; proper vacation of the facilities; removal of personal equipment/supplies/etc.; and leaving the facility (s) in a clean and orderly condition.
- 7.8. All applications for facility reservations must be made at least five (5) business days in advance of the reservation date. Applications not made before this time period will be charged an additional \$10.00 for each reservation.
- 8.9. Groups and/or organizations may be required to reserve multiple pavilions and/or special areas if the Parks & Recreation and Facilities Management Department determines the event or activity warrants the additional reservations.
- 9.10. The fee schedule noted in this policy shall become effective November 15, 2022 , and shall remain in effect until it is modified, changed, and/or repealed. The remainder of the policy will be effective upon adoption by the City Council.

Cancellation/Refunds:

- A full refund of the rental fee will be made if the reservation is cancelled more than 90 days in advance of the event. A full refund of the rental fee for a cancellation at a park pavilion or facility less than 90 days in advance of the event will be made only if the facility can be rented to another party for the date canceled. Refunds are subject to a \$10.00 processing fee.
- A full refund of the rental fee will be made if the reservation is cancelled by the Parks & Recreation and Facilities Management Department due to park closings, construction activities, etc. These refunds are not subject to the \$10.00 processing fee.

Lutz Park Launch Fees:

1. Permits will be required of all persons launching any watercraft from a trailer or similar device at the Lutz Park boat launch facility.
2. Daily launch permits are available through a self-registration system at Lutz Park. Permit receipts shall be torn off boat launch fee envelopes and placed on the vehicle dashboard. Vehicles not displaying permit receipts properly may be ticketed.
3. Annual boat launch permits shall be affixed to the rear axle of the boat trailer or similar device in a visible location.

FEE SCHEDULE

<u>Pavilion</u>	<i>Current Fees (per day)</i>		<u>Normal and Ordinary Use Limits</u>
	<u>Resident</u>	<u>Non-Resident</u>	
Alicia	\$50.00	\$100.00	Not to exceed 120 individuals per facility reservation agreement
AMP - Pavilion	\$60.00	\$120.00	Not to exceed 120 individuals per facility reservation agreement
AMP - Amphitheater	\$45.00	\$90.00	
City	\$50.00	\$100.00	Not to exceed 120 individuals per facility reservation agreement
Colony Oaks	\$50.00	\$100.00	Not to exceed 120 individuals per facility reservation agreement
Derks	\$50.00	\$100.00	Not to exceed 120 individuals per facility reservation agreement
Erb	\$80.00	\$160.00	Up to 200 individuals per facility reservation agreement
Green Meadows	\$50.00	\$100.00	Not to exceed 120 individuals per facility reservation agreement
Highview	\$50.00	\$100.00	Not to exceed 120 individuals per facility reservation agreement
Hoover	\$50.00	\$100.00	Not to exceed 120 individuals per facility reservation agreement
Jaycee	\$50.00	\$100.00	Not to exceed 120 individuals per facility reservation agreement
Kiwanis	\$50.00	\$100.00	Not to exceed 120 individuals per facility reservation agreement
Linwood	\$50.00	\$100.00	Not to exceed 120 individuals per facility reservation agreement
Lions	\$50.00	\$100.00	Not to exceed 120 individuals per facility reservation agreement
Peabody	\$50.00	\$100.00	Not to exceed 120 individuals per facility reservation agreement
Pierce	\$125.00	\$250.00	Up to 500 individuals per facility reservation agreement
Schaefer	\$50.00	\$100.00	Not to exceed 120 individuals per facility reservation agreement
Telulah (Large)	\$100.00	\$200.00	Up to 200 individuals per facility reservation agreement

Special Areas	Fees
AMP – Events Ground	\$100.00 per day
Other Fees	
Exchange of Money Permit	\$25.00 per day
Tent Permit	\$15.00 per tent, per day
Fire Inspection (for tents)	\$25.00 per event
Late Reservation	\$10.00
Processing Fee	\$10.00
Boat Landing	
Daily Fee	\$5.00
Annual Resident	\$15.00
Annual - Non Resident	\$35.00
Special Event Fee	\$50.00 per event



CITY OF APPLETON

MEMORANDUM

Date: June 5, 2024
To: Jeri Ohman, Director of Finance
From: Lily Paul, Economic Development Specialist
Subject: Police Department Mural Request

The Appleton Public Arts Committee met on June 5, 2024 and recommended approval of the request from the Appleton Police Department to paint a mural on the east facing wall, between the upper and lower garage of the police station, located at 222 S. Walnut Street (Tax Id #31-3-0840-00) **as described in the attached documents and subject to the following conditions:**

1. An agreement between the applicant and the City will be prepared by the City's Legal Services Department and shall be executed prior to installation. This agreement will memorialize the expectations of the parties including the location of the art, installation and insurance requirements, maintenance, liability, indemnification, and the like.
2. Per the Art in Public Places Policy, any artwork signage shall meet the parameters set forth in Zoning Code Section 23-531(e), which allows each artwork one plaque/sign not to exceed nine square feet in size.
3. Police Department will work with artist to determine the final placement of the mural prior to beginning the installation.
4. The applicant shall coordinate with the Police Department regarding blocking applicable parking spaces and creating a designated area for the work to occur.
5. Applicant shall apply an anti-graffiti coating upon completion of the mural.
6. Mural will be completed between in or around July 15 and July 17, 2024 (weather permitting).

Per the Art in Public Places Policy, the recommendation from the Appleton Public Arts Committee is forwarded to the committee of jurisdiction, in this case, the Finance Committee, for the purposes of facilities management. Please place this item on the agenda for the June 10, 2024 Finance Committee meeting. Their recommendation would then be forwarded to the Common Council for consideration on June 19, 2024.

The staff memo prepared for the Public Arts Committee is attached as reference.



CITY OF APPLETON

MEMORANDUM

Date: June 5, 2024
To: Public Arts Committee
From: Lily Paul, Economic Development Specialist, Community Development
Subject: Police Department Garage Mural

GENERAL INFORMATION

Owner: City of Appleton

Applicant: McKenzy Wagner, Appleton Police Department

Address/Parcel Number: 222 S. Walnut Street (Parcel #31-3-0840-00)

Petitioner's Request: Applicant is requesting to paint a mural on the east facing wall of the Appleton Police Department's garage. The mural will be located between the lower and upper garages. The mural will be painted by Appleton Area School District students under artist instruction/supervision.

Appleton Public Arts Committee Meeting Date: June 5, 2024

Finance Committee Meeting Date: June 10, 2024 (For the purposes of facilities management)

Common Council Meeting Date: June 19, 2024

PROJECT DETAILS

Project Summary: Applicant is requesting to paint a mural on the east facing wall of the Police Department Garage. The mural will be between the lower garage and upper deck of the garage. The mural will be painted by Appleton Area School District students with artist Irineo Medina as a positive engagement experience. The theme of the mural is "It Takes All of Us" and will feature that quote to serve as a reminder of the collective effort needed to foster a safer and stronger society.

Reason for Choosing the Proposed Location: The mural will be visible from S. Elm Street, and the location was chosen as an opportunity to transform dead space into a vibrant and meaningful asset to the neighborhood. Also, this emphasizes the opportunity for AASD students to participate and experience positive engagement with the Police Department.

Description of How the Work is Installed/Anchored/Attached: Mural will be painted with top level exterior paint. An anti-graffiti coating can be applied after the mural is complete.

Timeline and Duration of Installation: With an expected start date of July 15, this mural project is set to be completed over the course of three days. The collaborative effort begins with two days dedicated to involvement from Appleton Area School District students, who will contribute to the creation process under the guidance of artist Irineo Medina. On the final day, the artist will conduct any necessary touch-ups to ensure the mural's completion and polish the final product.

Maintenance and Cost: The applicant will apply an anti-graffiti coating to the mural. The cost of the project is being supported through American Rescue Plan Act dollars.

Associated Signage: Per the Art in Public Places Policy, any artwork signage shall meet the parameters set forth in Zoning Code Section 23-531(e), which allows each artwork one plaque/sign not to exceed nine square feet in size. Any proposed signs and their placement shall be approved by the Police Department.

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

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

Chapter 14 – Downtown Plan

- *Strategy 1.4 Install sculpture, murals, and other art in public locations throughout the downtown.*
- *Strategy 2.1 Maintain and strengthen the vitality of the arts and entertainment niche.*

RECOMMENDATION

Based upon the guidelines outlined in the Art in Public Places Policy, staff recommends that the proposed mural, located on the Police Department Garage, as described in the attached documents, **BE APPROVED** subject to the following conditions:

1. An agreement between the applicant and the City will be prepared by the City's Legal Services Department and shall be executed prior to installation. This agreement will memorialize the expectations of the parties including the location of the art, installation and insurance requirements, maintenance, liability, indemnification, and the like.
2. Per the Art in Public Places Policy, any artwork signage shall meet the parameters set forth in Zoning Code Section 23-531(e), which allows each artwork one plaque/sign not to exceed nine square feet in size.
3. Police Department will work with artist to determine the final placement of the mural prior to beginning the installation.
4. The applicant shall coordinate with the Police Department regarding blocking applicable parking spaces and creating a designated area for the work to occur.
5. Applicant shall apply an anti-graffiti coating upon completion of the mural.
6. Mural will be completed between in or around July 15 and July 17, 2024 (weather permitting).



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

POLICE DEPARTMENT

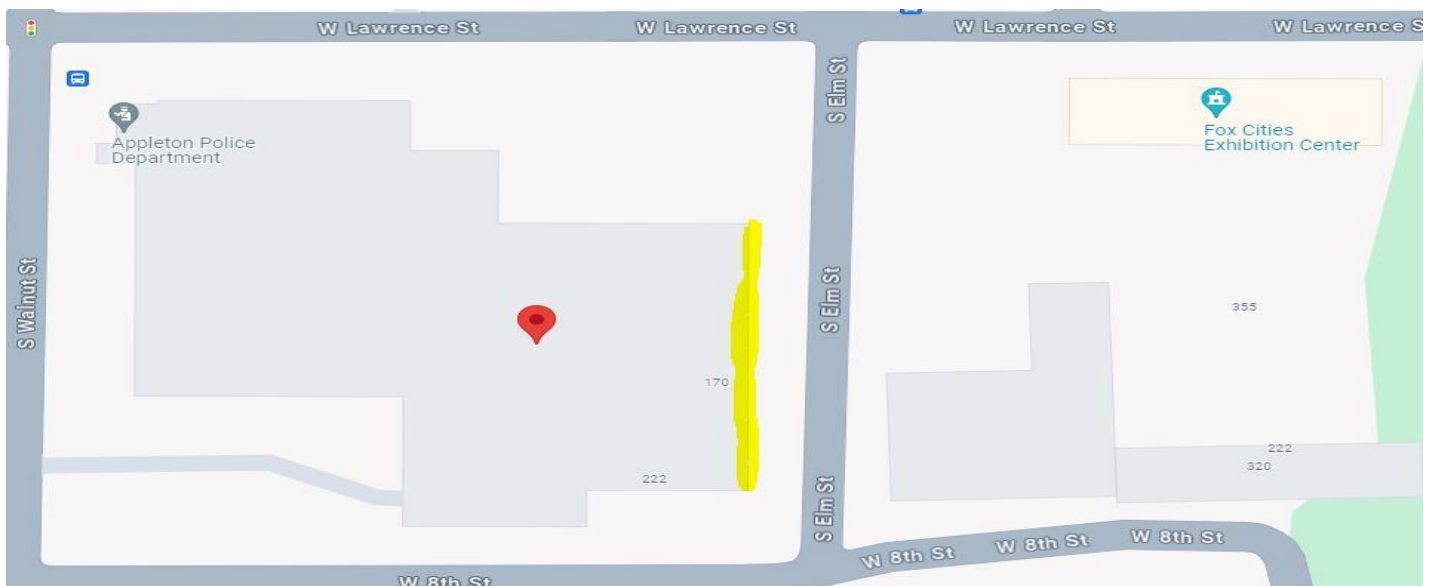
222 South Walnut Street • Appleton, WI 54911-5899

(920) 832-5500 • Fax: (920) 832-5553

<http://www.appleton.org/police>

Public Art Application

- The mural on the police department's east-facing concrete wall, between the lower garage and the upper parking deck, portrays a powerful message of unity. Two hands, positioned on opposite ends of the wall, symbolize collaboration within the community. In the center, the quote "It Takes All of Us" serves as a reminder of the collective effort needed to foster a safer and stronger society. This artwork stands as a beacon of inclusivity and teamwork, reflecting the department's commitment to working hand in hand with the community.





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

POLICE DEPARTMENT

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- The decision to place the mural on the east-facing concrete wall between the lower garage and upper parking deck of the police department was deliberate and strategic. Recognizing the importance of community outreach, the location was chosen as an opportunity to transform dead space into a vibrant and meaningful asset for the neighborhood. By utilizing this otherwise underutilized area, the mural serves as an opportunity for positive engagement. This project embodies the department's commitment to proactive initiatives that foster connection and enhance the community landscape.
- Since this mural will be painted directly onto the existing structure, there is no need for additional securing measures. The artwork will seamlessly integrate into the surface, becoming a permanent fixture.
- With a relatively short predicted timeline, this mural project is set to be completed over the course of three days. The collaborative effort begins with two days dedicated to involvement from Appleton Area School District students, who will contribute to the creation process under the guidance of the artist. On the final day, the artist will conduct any necessary touch-ups to ensure the mural's completion and polish the final product.
- Thanks to the use of high-quality materials and a durable top coating, this mural project is designed to be low maintenance. With proper care and attention to detail during the installation process, the need for ongoing maintenance is minimized.



DEPARTMENT OF
**PUBLIC
WORKS**

MEMORANDUM

Date: June 10, 2024
To: Finance Committee
From: Pete Neuberger, Deputy Director of Public Works
Jeri Ohman, Director of Finance
Subject: Request to apply for a Safe Drinking Water Loan and to approve a Resolution declaring official intent to reimburse expenditures for loan disbursement payments.

The Wisconsin Department of Natural Resources Safe Drinking Water Loan Program (SDWLP) has made funding available for state fiscal year 2025 to municipalities to assist property owners with costs associated with the replacement of private lead service lines (LSL's). This funding will be made available to municipalities in the form of a loan, with a percentage of the loans issued qualifying for principal forgiveness (PF).

The SDWLP Priority Evaluation Ranking Formula (PERF) is used to determine projects that are eligible for PF funding and standard loan funding. The PERF is based on several factors including census tract data. The City of Appleton currently has some census tracts within the city limits, that may qualify for the PF program. The Department of Public Works requests to apply for this program to secure funding to replace LSL's in designated census track areas, and will only accept funding if PF loans are awarded.

As a condition of the SDWLP loan application, a resolution must be passed that ensures the monies received from the SDWLP loan will be used to reimburse the costs of the project.

Therefore, staff recommend approval to apply for a Safe Drinking Water Loan and approval of the Resolution Declaring Official Intent to Reimburse Expenditures from Loan Disbursement Payments.

RESOLUTION NO. #2024-04
COMMON COUNCIL
OF THE
CITY OF APPLETON, WISCONSIN

June 19, 2024

**RESOLUTION DECLARING OFFICIAL INTENT TO
REIMBURSE EXPENDITURES FROM LOAN
DISBURSEMENT PAYMENTS**

TO THE CITY OF APPLETON COMMON COUNCIL

WHEREAS, the City of Appleton (the "Municipality") plans to undertake a project to replace private lead service water lines servicing City of Appleton customers (the "Project");

WHEREAS, the Municipality has applied to the Safe Drinking Water Loan Program (the "SDWLP") for financial assistance in the form of a loan made by the SDWLP to the Municipality of which all the principal will be forgiven at the time loan disbursements are made to the Municipality;

WHEREAS, the Municipality expects to finance the Project entirely using the funds made available through the SDWLP;

WHEREAS, because the loan funds will not be disbursed prior to completion of work, the Municipality must provide interim financing to cover the costs of the Project incurred prior to receipt of the disbursements of the loan; and

WHEREAS, it is necessary, desirable, and in the best interests of the Municipality to advance moneys from its funds on hand on an interim basis to pay the costs of the Project until the loan funds are issued.

NOW THEREFORE, BE IT RESOLVED by the Common Council of the Municipality, that:

Section 1. Expenditure of Funds. The Municipality shall make expenditures as needed from its funds on hand to pay the costs of the Project until Loan disbursements become available.

Section 2. Declaration of Official Intent. The Municipality hereby officially declares its intent to reimburse said expenditures with disbursements of the Loan, the principal amount of which is not expected to exceed \$550,000.

Section 3. Unavailability of Long-Term Funds. No funds for payment of the Project from sources other than the Loan are, or are reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside by the Municipality pursuant to its budget or financial policies.

Section 4. Application of Resolution. Before the date that is 60 days prior to the date of this resolution, no payments have been made by the Municipality for the expenditures to be reimbursed relating to the Project, other than for preliminary expenditures that are incurred prior to commencement of construction, rehabilitation, or acquisition of the Project, and these preliminary expenditures do not exceed 20% of the aggregate issue price of that portion of the borrowing or borrowings that finance or are reasonably expected to finance the Project. The term "**preliminary expenditures**" means architectural, engineering, surveying, soil testing, bond issuance, and similar costs that are incurred prior to commencement of acquisition, construction, or rehabilitation of a project, other than land acquisition, site preparation, and similar costs incident to commencement of construction.

Section 5. Expiration of Resolution. The borrowing from which an expenditure for the Project is to be reimbursed will be issued within 18 months following the later of (i) the date of the expenditure, or (ii) the date on which the Project is placed in service, but no later than 3 years after the date of the expenditure.

Section 6. Public Availability of Official Intent Resolution. This Resolution shall be made available for public inspection at City Hall within 30 days of its approval in compliance with applicable State law governing the availability of records of official acts and shall remain available for public inspection until the Loan is disbursed.

Section 7. Effective Date. This Resolution shall be effective upon its adoption and approval.

Adopted: June 19, 2024

Approved June __, 2024

Signed: _____
Jake Woodford, Mayor

Kami Lynch, City Clerk



DEPARTMENT OF
UTILITIES

Department of Utilities
Wastewater Treatment Plant
2006 East Newberry Street
Appleton, WI 54915
p: 920-832-5945
f: 920-832-5949

www.appleton.org/government/utilities

MEMORANDUM

Date: May 31, 2024
To: Chairperson Brad Firkus and Members of the Finance Committee
From: Chris Stempa, Utilities Director
CC: Ryan Rice, Utilities Deputy Director
Kelli Rindt, Enterprise Account Manager
Subject: **Finance Committee Action: Award “AWWTP Mix Liquor Channel Blower Replacement Project” Base Bid Plus Alternative to Sabel Mechanical, in the amount of \$392,100 with 15% contingency of \$58,815 for a project total not to exceed \$450,915**

BACKGROUND:

The Appleton Wastewater Treatment Plant (AWWTP) operates two early 1990's vintage positive displacement rotary lobe blowers which supply low-pressure air to a network of submerged diffusers located within the mixed liquor channel. These diffusers are designed to create turbulence within flow and keep solids in suspension. The channel aeration blower equipment was commissioned as part of a major upgrade project in the early 1990's and has proven to be reliable for over 30 years of operation. However, it has reached its useful life and one of the blowers now requires replacement. The 2024 CIP identified \$600,000 in total funding that will implement a project that would replace existing aeration equipment with present-day blower technology.

BIDS

The bidding documents were formulated with two different blower equipment options. The Base Bid work consisted of providing new two (2) dual lobe positive displacement blowers, piping, insulation, and controls. The alternate bid Alternate Bid also consisted of the same Base Bid work but specified two (2) trilobe positive displacement blowers instead of the dual lobe positive displacement blowers. The trilobe blowers are more energy efficient option compared to the positive displacement blowers and include an integral prefilter that is intended to extend useful life. However, these units do come with a higher upfront cost than the dual lobe blowers.

On May 30, 2024, the city opened and reviewed the bids from four contractors which are summarized in the Table 1. Each bid met the submittal requirements with Sabel Mechanical being the least cost responsible bidder regardless of the award scenario (Base Bid or Base Bid plus Alternative). Sabel Mechanical has successfully completed project work for the Department of Utilities in the past.

Table 1: ML Channel Blower Replacement Project Bid Tab Summary

Company	August Winter & Sons	Rhode Brothers, Inc.	Sabel Mechanical	Staab Construction Corporation
Base Bid	\$385,400	\$384,000	\$355,000	\$393,000
Alt Bid	\$38,200	\$35,000	\$37,100	\$30,000
Base Bid+Alt	\$423,600	\$419,000	\$392,100	\$423,000

RECOMMENDATION:

I am requesting an award of the “AWWTP Mix Liquor Replacement Project” base bid plus the alternate to Sabel Mechanical in the amount of \$392,100 with 15% contingency of \$58,815 for a project total not to exceed \$450,915.

If you have any questions or require additional information regarding this project, please contact Chris Stempa at 920-832-5945.

Encl: Bid Tab and Recommendation



June 4, 2024

Chris Stempa
City of Appleton Department of Utilities
2006 East Newberry Street
Appleton, WI 54915

Re: City of Appleton Department of Utilities
Wastewater Treatment Plant
MLSS Channel Blowers Replacement Project
Notice of Award
McM. No. A0005-09-23-00509

Dear Chris,

On Thursday, May 30, 2024, bids were received via QuestCDN.com for the above referenced project. Four (4) bids were received, ranging in price from \$355,000.00 to \$393,000.00 for the Base Bid and \$392,100.00 to \$423,600.00 for the Alternate Bid (bid tabulation enclosed).

The City has selected to utilize the Alternate Bid Trilobe Blower due to the fact that it is more energy efficient and has more features. Based upon the bids received, we recommend awarding Contract A0005-09-23-00509 to the low bidder, Sabel Mechanical, in the amount of \$392,100.00.

If you agree with our recommendation, please date and sign the enclosed Notices of Award, and return all copies to our office for incorporation into the Contract Documents.

If you have any questions, please feel free to contact me.

Respectfully,

McMahon Associates, Inc.

Chad T. Olsen, P.E., BCEES
Vice President / Senior Water & Wastewater Project Manager

CTO:jlh

Enclosure: Notice of Award (3 copies)
Bid Tab



BID TABULATION

Owner:	City of Appleton Department of Utilities
Project Name:	Wastewater Treatment Plant MLSS Channel Blowers Replacement Project
Contract No.	A0005-09-23-00509
Bid Date:	May 30, 2024
Bid Time:	Received until 1:45 p.m., Opened at 2:00 p.m.
Project Manager:	Chad T. Olsen, P.E.

Contract No. A0005-09-23-00509	SABEL MECHANICAL W3150 County Road H Fond du Lac, WI 54937	Rohde Brothers, Inc. W5745 Woodchuck Lane PO Box 409 Plymouth, WI 53073
BASE BID #1	\$355,000.00	\$384,000.00
ALTERNATE BID #1	\$37,100.00 (\$392,100.00)	\$419,000.00
Bid Security - 5%	Yes	Yes
Addenda - #1	Yes	Yes

Contract No. A0005-09-23-00509	August Winter & Sons, Inc. 2323 North Roemer Road PO Box 1896 Appleton, WI 54912-1896	Staab Construction Corporation 1800 Laemle Avenue Marshfield, WI 54449
BASE BID #1	\$385,400.00	\$393,000.00
ALTERNATE BID #1	\$38,200.00 (\$423,600.00)	\$423,000.00
Bid Security - 5%	Yes	Yes
Addenda - #1	Yes	Yes



CITY OF APPLETON

Department of Parks & Recreation

1819 East Witzke Blvd.

Appleton, WI 54911

p: 920-832-3919

f: 920-993-3103

www.appleton.org

TO: Finance Committee

FROM: Dean R. Gazza

DATE: June 10, 2024

RE: Action: Award the 2024 Lutz Park Trail and Shoreline Development Project contract to Vinton Construction Company in the amount of \$496,345.35 with a contingency of \$99,269 for a project not to exceed \$595,614.35.

The 2024 CIP includes \$900,000 for the Lutz Park Trail and Shoreline Development Project. Work includes a new multi-modal trail along Lutz Drive, LED lighting throughout the park, shoreline stabilization, and ADA improvements to the canoe/kayak launch and observation deck. Construction is anticipated to be completed by October 2024.

The bids were received as follows:

Vinton Construction Company	\$496,345.35
Lunda Construction	\$579,000.00
Highway Landscapers	\$631,666.80

Our consulting engineer AECOM has written the City of Appleton a formal letter of recommendation to award the contract to Vinton Construction Company. Therefore, the Parks and Recreation Department recommends awarding the contract to Vinton Construction Company in the amount of \$496,345.35 with a contingency of \$99,269 for a project not to exceed \$595,614.35.

Please contact me at 832-5572 or at dean.gazza@appleton.org with any questions.



CITY OF APPLETON

MEMORANDUM

Date: June 12, 2024
To: Community Development Committee
From: Olivia Galyon, Community Development Specialist
Subject: 2023 Consolidated Annual Performance and Evaluation Report (CAPER)

The City of Appleton has prepared its 2023 Consolidated Annual Performance and Evaluation Report (CAPER) as required by the U.S. Department of Housing and Urban Development (HUD). The CAPER discusses Community Development Block Grant (CDBG) activities undertaken by the City of Appleton during the 2023 Program Year (April 1, 2023 - March 31, 2024).

The CAPER was available May 17 to June 3, 2024 for public comment. No comments were received.

Comments on the CAPER will also be accepted during a public hearing that will be held during the June 12, 2024 CDC meeting. The primary function of this hearing is to obtain citizen comments on the submission.

The City considers all public input received before preparing its final submission, in addition to providing HUD with a summary of such comments as they relate to the 2023 CAPER. The CAPER is due to HUD by June 29, 2024.

A copy of the CAPER may be found online at <https://www.appleton.org/government/community-and-economic-development/grants-administration/community-development-block-grant-cdbg/cdbg-documents> or a copy is available for viewing at the first floor Customer Service area at City Hall.

Staff requests that CEDC approve the 2023 CAPER.

If you have any questions, please contact me at (920) 832-6469 or email at: olivia.galyon@appleton.org. Thank you!

CR-05 - Goals and Outcomes

Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)

This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

The primary goal of the City of Appleton's Community Development Block Grant (CDBG) program is *to develop a viable urban community through the provision of decent housing, suitable living environments, and economic opportunities*, namely for low- and moderate-income persons. The City received a 1% increase in its CDBG funding from the previous year, with a total allocation of \$573,200. The City kicked off the allocation process with its allocations to ongoing City projects and programs, and City Departments. During the competitive external application process for non-profit subrecipients, the City received three applications for non-public service programs and six applications for public service programs. Each of these applications represented priority areas from Appleton's 2020-2024 Consolidated Plan, including providing public services for youth, small business development, fair housing services, affordable housing options, supportive services for homelessness, and housing rehabilitation. In total, Appleton was able to provide \$358,391 in non-public services assistance and \$85,980 in public-services assistance, in addition to the \$128,829 spent on City-projects and initiatives. Nearly 87% of the total award benefitted low-and moderate-income individuals and families in the City of Appleton.

City of Appleton's Homeowner Rehabilitation Loan Program (HRLP): This funding enabled Appleton's Housing Coordinator to assist with rehabilitation of 16 housing units, with one duplex, for 15 total households. These households are all low- to moderate-income homeowners and the rehabilitation efforts help keep the housing decent, safe, and sanitary, and up to code compliance and lead safety standards.

Appleton Housing Authority: CDBG funding provided for Homebuyer Assistance during PY2021 and 2022 was expended during PY2023. This program provides income-qualified, first-time homebuyers in Appleton with downpayment and rehabilitation assistance, as well as homeowner counseling. The Housing Authority expended \$41,170 during the 2023PY, fulfilling their 2022 allocation.

Boys and Girls Club of the Fox Valley: funding to provide street outreach services to homeless youth. Boys and Girls Club experienced staff turn-over that led to them terminating the project in August of 2023, and remitting the remaining funding to the City of Appleton. Boys and Girls Club was able to serve 11 clients during the time the program was active.

Habitat for Humanity of the Greater Fox Cities Area: funding to acquire and renovate three properties for three low- and moderate-income households to buy under their affordable homeownership program. Thus far, Habitat has acquired three properties, completed renovations on one property, and have selected families for two of the houses.

LEAVEN: funding to assist with emergency payments to stabilize households and avoid homelessness. LEAVEN provided short-term rental assistance to 37 households in Appleton, with an average assistance payment of \$335.

Metropolitan Milwaukee Fair Housing Council (MMFHC): MMFHC's satellite office, the Fair Housing Center of Northeast Wisconsin (FHCNW), is a yearly recipient of CDBG dollars to conduct required Fair Housing services on behalf of the City of Appleton. MMFHC received \$25,000 to provide fair housing services.

Pillars: funding to provide homelessness prevention and diversion services which assisted 13 households consisting of 42 total people through a case management program that offers both financial assistance and life-skills building.

Rebuilding Together Fox Valley: funding to provide households in Appleton with home modifications and repairs at no-cost to the low income households, who otherwise do not qualify for loans and cannot afford the repairs on their own. RTFV was able to provide repairs and modifications to 16 households, with a total of 146 different modifications and repairs completed.

Salvation Army of the Fox Cities: funding to provide short-term rental assistance and case management services, to help households retain their current housing and improve other, non-housing outcomes through, such as employment status improvements. SAFC was able to provide assistance to five households, consisting of 15 total people.

Wisconsin Women's Business Initiative Corporation (WWBIC): funding to provide economic development services to small businesses in the City of Appleton. During the 2023PY, WWBIC served 23 clients, with 15 of those clients low- and moderate-income. Additionally, through their business development efforts, WWBIC was able to assist in the creation of 3 (2 LMI) full time equivalent (FTE) jobs, and retain 32 (26 LMI) FTE jobs, and 32 (21 LMI) part time jobs, representing 67 total jobs created or retained.

CDBG-CV: In addition, **Pillars** is still expending their remaining CDBG-CV funding for their Winter Shelter Overflow Program, which provides motel rooms to households experiencing homelessness when their shelter is full during the months of October through April, as well as their Seven Days of Service Program, which allows them to keep their Adult Shelter open through the weekends. Pillars was able to serve 379 clients between these two projects. Pillars expended \$143,900.15 in CDBG-CV dollars this program year.

Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee's program year goals.

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Acquisition for new housing	Affordable Housing	CDBG: \$	Homeowner Housing Added	Household Housing Unit	5	5	100.00%			
Administration	Administration	CDBG: \$	Other	Other	5	5	100.00%			
Economic Development	Non-Housing Community Development	CDBG: \$19259 / CDBG-CV1: \$	Businesses assisted	Businesses Assisted	4	4	100.00%			
Economic Development	Non-Housing Community Development	CDBG: \$19259 / CDBG-CV1: \$	Other	Other	0	0		18	23	127.78%
Homebuyer assistance	Affordable Housing	CDBG: \$	Homeowner Housing Rehabilitated	Household Housing Unit	0	0				
Homebuyer assistance	Affordable Housing	CDBG: \$	Direct Financial Assistance to Homebuyers	Households Assisted	25	9	36.00%			
Improve & maintain housing stock	Affordable Housing Non-Homeless Special Needs	CDBG: \$	Homeowner Housing Rehabilitated	Household Housing Unit	180	97	53.89%	33	40	121.21%

Neighborhood Revitalization	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	6000	0	0.00%			
Public facilities improvement	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	1300	78	6.00%			
Public services	Homeless Non-Homeless Special Needs	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	200	435	217.50%	0	0	
Public services	Homeless Non-Homeless Special Needs	CDBG: \$	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	0	0		106	484	456.60%
Public services	Homeless Non-Homeless Special Needs	CDBG: \$	Homeless Person Overnight Shelter	Persons Assisted	1591	1023	64.30%			
Rental rehabilitation	Affordable Housing	CDBG: \$	Rental units rehabilitated	Household Housing Unit	0	0				

Table 1 - Accomplishments – Program Year & Strategic Plan to Date

Assess how the jurisdiction’s use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.

CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted).

91.520(a)

	CDBG
White	360
Black or African American	110
Asian	25
American Indian or American Native	18
Native Hawaiian or Other Pacific Islander	10
Total	523
Hispanic	56
Not Hispanic	525

Table 2 – Table of assistance to racial and ethnic populations by source of funds

Narrative

Note that an additional 58 clients who identified as multi-racial or another race were served through various CDBG programs, but could not be included due to the preset categories of this chart.

CR-15 - Resources and Investments 91.520(a)

Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	public - federal	990,546	784,810
Other	public - federal	188,892	143,900

Table 3 - Resources Made Available

Narrative

All of the 2023 program year subrecipients utilized several other funding sources for successful implementation of their programs and activities. The City of Appleton gives preference to CDBG applicants who can demonstrate well-established budgets utilizing various funding sources.

The resources directly reflected in this report include: CDBG grant awards and program income generated from the Appleton Housing Authority and the City's Housing Rehabilitation Loan Program.

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description

Table 4 – Identify the geographic distribution and location of investments

Narrative

The vast majority of the activities funded during the CDBG 2023 program year were City-wide, serving any qualifying low- and moderate-income resident who resided in the City of Appleton. There were not specific geographic areas targeted for investment during the 2023 program year.

Leveraging

Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.

While the City of Appleton does not implement a match requirement associated with CDBG funding, no activity or program operated solely with CDBG funding. Many of the 2022 CDBG subrecipients and CDBG-CV subrecipients utilized several other funding resources for the successful implementation of their programs.

CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	0	0
Number of Non-Homeless households to be provided affordable housing units	33	40
Number of Special-Needs households to be provided affordable housing units	0	0
Total	33	40

Table 5 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	0	0
Number of households supported through The Production of New Units	0	0
Number of households supported through Rehab of Existing Units	30	31
Number of households supported through Acquisition of Existing Units	3	9
Total	33	40

Table 6 – Number of Households Supported

Discuss the difference between goals and outcomes and problems encountered in meeting these goals.

The City exceeded its goal to provide assistance to 33 households during the 2023 program year, and served 40 households. This included 2 households assisted by Habitat for Humanity (3 housing units acquired, one awaiting family selection), 15 households assisted through the City's HRLP, 16 households assisted by RTFV, and 6 households assisted in acquisition by the AHA.

Discuss how these outcomes will impact future annual action plans.

Appleton continues to recognize housing affordability as a major challenge to residents in our community, with the City prioritizing programs that respond to housing needs, for both rehabilitation efforts and homelessness services and prevention efforts. We are meeting our goals for the number of households to assist for both rehabilitation and homeless services and plan to continue investments into these vital services for Appleton's residents.

Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.

Number of Households Served	CDBG Actual	HOME Actual
Extremely Low-income	331	0
Low-income	78	0
Moderate-income	27	0
Total	436	0

Table 7 – Number of Households Served

Narrative Information

All of the City of Appleton's CDBG-funded activities for the 2023 program year, with the exception of the administrative activities, benefited low- to moderate-income persons and households.

CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)

Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

City of Appleton employs a Coordinated Entry Specialist who has regular interactions with persons experiencing homelessness and works to get clients onto the prioritization list that agencies pull clients from. This staff person has regular communication with service providers in Appleton and is funded through a variety of funding sources including CDBG. This staff position has been immensely helpful to increase the City's capacity to assist homelessness service organizations and provide residents with connections to necessary resources.

Pillars, Inc. employs a Street Outreach Team that connects with individuals who are unsheltered or staying in a place not meant for human habitation. The Street Outreach workers, while not financially supported through CDBG funding, connect with people and build rapport to ultimately offer mainstream resources. City of Appleton also provides CDBG-CV funding for winter Motel Vouchers to ensure that individuals and families experiencing homelessness had a safe, temporary place to stay, until a more permanent housing solution was identified. Pillars is responsible for the administration of the Motel Voucher program.

LEAVEN, Inc. utilizes an intake process that identifies people experiencing homelessness and assesses their situation to determine the best course of action. Depending on their ability to maintain housing, they are referred to a local/regional shelter or are assisted with securing permanent, affordable housing. Occasionally, and under extenuating circumstances, LEAVEN will assist with a short-term motel stay to get the household off the streets.

Additionally, **Salvation Army, Pillars, LEAVEN, City of Appleton**, and many other organizations in the area participate in Coordinated Entry to identify residents in need of housing services and are members of the Fox Cities Housing Coalition, which provides an opportunity for service providers to strengthen their connections and service provision.

Addressing the emergency shelter and transitional housing needs of homeless persons

The City of Appleton continued as the fiscal administrator for the Fox Cities Continuum of Care Rapid Re-Housing programs and the State of Wisconsin Emergency Homeless and Housing programs, serving as the lead agency and administering funds to Pillars Inc, Salvation Army of the Fox Cities, Harbor House, and ADVOCAP. Pillars and Salvation Army both received 2023 CDBG Entitlement funding and Pillars received CDBG-CV funding, in an effort to maintain housing units and programs addressing the needs of individuals and families experiencing homelessness in the Appleton community.

LEAVEN collaborated closely with staff from local shelters and transitional programs to address the needs of people experiencing homelessness. COTS and Christine Ann Domestic Abuse Services offer part-time, onsite services in the LEAVEN Community Resource Center, and proposals to expand and offer a satellite office near-downtown Appleton are being considered. In addition to efforts to connect clients to programs and services externally, LEAVEN receives referrals and coordinates efforts to secure housing or provide financial assistance for a motel stay to households experiencing homelessness.

Pillars Inc operated two emergency shelters and a resource center, providing temporary shelter to both households with and without children. The Adult and Family Shelter served as a 24-hour shelter for households with and without children who were experiencing literal homelessness. The Adult Shelter served as a nighttime shelter only for households without children. Both shelters provided case management, access to supportive housing, and referrals to mainstream and specialized resources based on client need. Additionally, Pillars offered supportive housing programming to households experiencing homelessness, including households with children, household without children, survivors of domestic violence, veterans, and chronic homelessness.

Salvation Army of the Fox Cities' Housing Retention Program, previously funded by CDBG funding, offered up to 18 months of financial support and case management for families who were at-risk of becoming homeless. The assistance and case management allowed households to maintain their current housing while stabilizing their situation and preventing homelessness.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs

While all 2023PY CBDG subrecipients focused their programs and efforts on serving low- and moderate-income families and individuals, several community agencies focused on preventing families and individuals from experiencing homelessness.

LEAVEN's financial assistance helped maintain and secure housing, thereby preventing homelessness in most instances. LEAVEN's resource coordination connected clients to programs and services that addressed both short and long-term barriers to housing and economic stability.

Salvation Army of the Fox Cities' Housing Retention Program, previously funded by CDBG funding, offered up to 18 months of financial support and case management to families who are at-risk of becoming homeless. This assistance and case management allowed households to maintain their current housing while stabilizing their situation and preventing homelessness.

The Prevention and Diversion Program at **Pillars, Inc.**, previously funded by CDBG funding, is a case

management program that offered security deposits and rental assistance on a short-term basis for households imminently at risk of becoming homeless throughout the 2023 program year. The program provided coaching, advocacy, support, and connection with clients as a means to further their journey toward healthy interdependence. By following a strengths-based, client-centered approach, Pillars was able to prevent these households from becoming homeless and entering a shelter.

Rebuilding Together Fox Valley played an important role in preventing homelessness by assisting low-income homeowners in addressing critical home modifications and repairs that impacted the health and safety of occupancy. To qualify to receive services from Rebuilding Together, homeowners must have a household income that is below 80 percent of the county median income, and do not qualify for other community assistance programs. When forced to make decisions between providing necessities to the household, such as food, healthcare, etc- and repairing their home, homeowners defer the necessary home maintenance just to survive another month. The condition of the home continues to deteriorate month after month, until the home becomes a health and/or safety hazard.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

The City of Appleton collaborated with several CDBG subrecipient organizations through the Fox Cities Housing Coalition, ensuring that a continuum of care strategy was implemented and executed appropriately in the community. Reports and local data indicate that individuals and families experiencing chronic homelessness in the Appleton community continued to be a concern. As a result, the City of Appleton worked closely with partners, including Pillars, Salvation Army, Habitat for Humanity, Rebuilding Together Fox Valley, LEAVEN, and ADVOCAP, to incorporate additional permanent supportive housing options into the community, which included successfully retaining additional federal funding to this cause.

LEAVEN's High-Risk Prevention Program addressed the needs of individuals imminently at-risk of homelessness because of the magnitude of their crisis or their chronic inability to meet their own basic needs. Case plans were written, goals were established, and expectations were set to promote self-sufficiency and prevent future episodes of homelessness. LEAVEN often partnered with other agencies, such as Fox Valley Veterans Council, Pillars, St. Vincent de Paul, Neenah-Menasha Emergency Society, Appleton Alliance Church, and other local churches to assist at higher levels to reduce a household's length of homelessness if not entirely.

Pillars, Inc. With the return of funding from the ADVOCAP contact, Pillars was able to continue with both their Winter Overflow Shelter Program and their 7 Days of Service Program, which allowed Pillars to increase shelter capacity from October to April, utilizing motel rooms as well as increasing their Adult

Shelter housing to be open 24/7 during the winter months.

CR-30 - Public Housing 91.220(h); 91.320(j)

Actions taken to address the needs of public housing

While the City of Appleton worked closely with the Appleton Housing Authority to address issues related to affordable housing, no portion of the 2023 CDBG funds were directly used to create or address needs of their public housing stock.

Actions taken to encourage public housing residents to become more involved in management and participate in homeownership

The **Appleton Housing Authority's** Homebuyer Program markets to other AHA programs, including the Family Self-Sufficiency and Public Housing Family programs. The Homebuyer Program Manager worked with the Family Self-Sufficiency Program Support Specialist to provide pre-purchase goal planning for program participants.

Actions taken to provide assistance to troubled PHAs

The Appleton Housing Authority was not designated as a trouble housing authority.

CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)

Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)

The **City of Appleton** worked closely with developers and homeowners that encountered barrier to affordable housing and guided them through any administrative channels they could utilize to overcome those barriers. Additionally, the Mayor's office set up a **Housing Development Task Force** to assess potential City-policy updates that could be made to improve the housing development approval process and how the City can be proactive in achieving its development and housing availability goals in the coming years.

The **Housing Rehab Loan Program** helped property owners to maintain their homes so they could continue to live in the home most affordable to them. Many of the assisted homeowners had satisfied their mortgage, or had a low mortgage payment. With increased rent and an extremely competitive rental market, for most, homeownership is a better option for long-term affordability and stability. The City was able to assist 15 households this program year through the Housing Rehab Loan Program.

Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)

Pillars maintains more than 140 affordable housing units in their housing portfolio, and oftentimes include significant supportive services as a condition of the rental lease agreement. This includes units to serve young adults suffering from mental health issues, units to serve chronically homeless households, and several SRO properties primarily serving clients who are currently homeless. Additionally, Pillars will accommodate any reasonable request for accommodations as necessary.

Rebuilding Together Fox Valley is the only agency in the area that provides home repairs at no cost to the homeowner. Many homeowners do not have the financial capacity or credit worthiness to afford loans to pay for expensive and extensive home repairs. RTFV makes it possible for low-income homeowners, primarily elderly, disabled, and veterans, to live in a safe and healthy home. RTFV helped preserve the stock of affordable housing available to low-income homeowners and homebuyers before the homes became a health and safety hazard.

Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)

In all instances of affordable housing rehabilitation projects, including the **Appleton Housing Authority**, **Rebuilding Together Fox Valley**, **Habitat for Humanity**, and the **City of Appleton's Housing Rehabilitation Loan Program**, the units were inspected under multiple assessments, including lead risk. If lead hazards did exist, the organization was required to address the hazards as part of the rehabilitation, and at project completion, conduct clearance tests to ensure the unit was lead safe.

The **Appleton Housing Authority** Homebuyer Program Manager holds a certificate for Housing Quality Standards (HQS) inspection. Prior to purchase, all homes received an HQS inspection. Additionally, the AHA contracts with licensed lead clearing companies to test for lead presence in the homes. If lead hazards were identified, remediation was included in the rehabilitation component of the program. 80% of the households that were assisted with AHA Homeowner Rehabilitation during the 2023PY required remediation of lead hazards.

Pillars ensures that all units meet HQS requirements and provides necessary lead remediation services prior to tenant move-in.

Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)

The **Appleton Housing Authority** and **Habitat for Humanity** each provided mechanisms for breaking the cycle of poverty through their affordable homeownership programs. Obtaining a mortgage and affordable home for many low- to moderate-income families provides some stability with a lower cost of living and community investment. Additionally, Habitat offered supportive services to all families including job coaching, budget counseling, and provided access to education.

LEAVEN's Community Resource Center was specifically created to help clients transition from crisis management to self-sufficiency, and reduce the number of poverty-level families in the Appleton community. The Center incorporates an innovative service delivery model, ensuring the ability to address client challenges in a more comprehensive and systemic way. LEAVEN's community partners share the belief that together, a greater social change can be created than would be possible by an individual organization working alone. The Center's integrated support system provided a more holistic approach, inspiring people to improve their lives, realize their potential, and envision a better future for themselves and their families.

The safe, decent and affordable housing provided by **Pillars** helped households in poverty create a more stable life, and gain access to resources such as education, budgeting, employment and health and wellness. Clients were encouraged to collaborate with program case managers to generate goals and work plans toward achieving self sufficiency.

Rebuilding Together Fox Valley alleviated the expenses of home repairs for 16 households by providing services at no cost to the homeowner. This allowed the household to redirect their money to other essential needs.

Actions taken to develop institutional structure. 91.220(k); 91.320(j)

Public institutions, non-profit organizations, and private companies comprise the institutional structure that supports the City of Appleton's community development activities, specifically as they relate to CDBG. The City of Appleton, as the major public sector component, served as the lead fiscal and administrative agent for all community development grant programs, including the Community

Development Block Grant (CDBG) program, Continuum of Care/Permanent Supportive Housing program (COC PSH), and the Emergency Housing and Homeless program (EHH). The Community and Economic Development and Finance Departments worked together to administer these grants.

Through an active membership of the Fox Cities Housing Coalition- which is comprised of nonprofit and supportive service agencies in the community- the City of Appleton continued to encourage open lines of communication and discussion regarding community development needs in the area. Nearly all subrecipients funded during the 2023PY are active members of the Fox Cities Housing Coalition, which helps to coordinate and maintain the institutional structure of the community's continuum of care.

Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)

The Fox Cities Housing Coalition continued to coordinate efforts between public and private housing providers and social service agencies. Each member agency in the Coalition worked to ensure that all individuals- whether homeless, imminently at-risk of homelessness, or in need of affordable housing, or services- were provided the shelter and support necessary. This network ensures efficiency and effectiveness among the programs offered in the community, and makes every effort to eliminate duplication or redundancy.

Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)

The following impediments to fair housing were identified through the Metropolitan Milwaukee Fair Housing Council's research and interviews in 2019. City of Appleton is working to update the analysis of impediments plan during the year of 2024.

The City of Appleton contracted with the Metropolitan Milwaukee Fair Housing Council's satellite office, the Fair Housing Center of Northeast Wisconsin (FHCNW) to conduct various fair housing program activities during the 2022-2023 contract year. These activities included:

Fair housing complaint intake, case management, and investigative services. FHCNW conducted intake of fair housing complaints from a total of five (5) individuals in the City of Appleton. All complainants were provided with technical assistance as to their rights under federal, state, and local fair housing laws. FHCNW provides investigative services on a case-by-case basis in response to complaints, as well as additional case management services to complainants and formal referrals to administrative enforcement agencies when warranted.

Information and referral services. FHCNW provided informational and referral services to 30 individuals with non-fair housing inquiries, including but not limited to topics such as tenant rights, subsidized housing, lease-related questions, repair concerns and evictions. Referrals were made to organizations such as the Tenant Resource Center, the State of Wisconsin Department of Agriculture, Trade and

Consumer Protection, and Legal Action of Wisconsin.

Technical assistance. MMFCH provided five (5) individuals with technical assistance during the 2023 program year. This technical assistance focused on protections and obligations under federal, state, and local fair housing laws.

Fair housing presentations. FHCNW conducted three (3) fair housing presentations to 83 individuals in the City of Appleton, covering topics such as the protected classes and prohibited practices under federal, state, and local fair housing laws, contemporary forms of housing discrimination, and remedies to individuals who may have experienced illegal discrimination.

Fair housing training. A fair housing training seminar for owners and managers of rental property in the City of Appleton was hosted on March 21, 2024. Two (2) individuals attended this training

Interagency meetings. FHCNW consistently participated in the local Fox Cities Housing Coalition, as well as the Appleton-based Multicultural Communications Committee. FHCNW attended six (6) FCHC meetings, and seven (7) Multicultural Communications Committee meetings. During these meetings, staff takes the opportunity to recruit volunteers, disseminate fair housing information, learn about housing trends and concerns observed by other professionals in the area, and build relationships with other organizations.

Distribution of fair housing materials. Throughout the grant year, FHCNW distributed fair housing education materials that describe the protected classes and prohibited practices. A total of 2,833 fair housing information materials were disbursed between 13 organizations and agencies.

Impediment 1: Private market housing discrimination	Housing discrimination complaint data verifies that discrimination is occurring based on many different protected classes
Impediment 2: Affordable housing location	The location of affordable housing can contribute to segregation or integration, as well as the access a person has to opportunities such as education or employment
Impediment 3: Lack of affordable, accessible housing	
Impediment 4: Private market refusal to permit accommodations/modifications	
Impediment 5: Lending discrimination and disparities	Persons of color received a disproportionately low share of loan originations
Impediment 6: Critical shortage of affordable rental housing and limited housing assistance	

Table 8 - 2019 Appleton Analysis of Impediments to Fair Housing Results

CR-40 - Monitoring 91.220 and 91.230

Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements

Ensuring that CDBG funds are utilized efficiently and effectively is continuous throughout each program year. The procedures associated with monitoring activities and assuring that the activities are meeting objectives and goals set forth in the 2020-2024 Consolidated Plan are initiated during the annual application process.

During Fall 2022, applications were received and reviewed for eligibility by staff in the City of Appleton's Community and Economic Development Department. An Advisory Board, comprised of City Council members, City Committee members, and community agency members with experience in grant awarding were responsible for identifying which eligible activities proposed met the greatest need in the community. Recommendations by the Advisory Board were then approved by the City of Appleton's Community and Economic Development Committee, and then the City Council.

Meeting high priority needs and objectives, as identified in the 2020-2024 Consolidated Plan, was emphasized to both applicants and reviewers, magnifying the importance the City of Appleton places on community-identified needs and priorities.

Throughout the 2023 CDBG program year, awarded subrecipients submitted accomplishment reports and payment requests documenting the progress made by their activities. These reports and requests were used by City of Appleton staff to track activity accomplishments, expenditure accuracy, and record keeping. Sufficient documentation, reasonable expenses, and qualifying activities were evaluated. Failure to submit, or identified discrepancies in any of these areas, also triggered additional technical assistance and/or monitoring

Citizen Participation Plan 91.105(d); 91.115(d)

Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.

Citizens were provided with two separate opportunities for public comment: a 15-day public comment period and a public hearing at a regularly-scheduled meeting of the City of Appleton's Community and

Economic Development Committee. The public comment period was open May 17, 2024 to June 3, 2024, and the public hearing was held during the June 12, 2024, Community and Economic Development Committee meeting. Comments and views of citizens were taken into account and included within the CAPER, as appropriate.

CR-45 - CDBG 91.520(c)

Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.

There are no planned changes to Appleton's program objectives at this time.

Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?

No

[BEDI grantees] Describe accomplishments and program outcomes during the last year.

CR-45 - CDBG 91.520(c)

Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.

There are no planned changes to Appleton's program objectives at this time.

Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?

No

[BEDI grantees] Describe accomplishments and program outcomes during the last year.

CR-58 – Section 3

Identify the number of individuals assisted and the types of assistance provided

Total Labor Hours	CDBG	HOME	ESG	HOPWA	HTF
Total Number of Activities	0	0	0	0	0
Total Labor Hours					
Total Section 3 Worker Hours					
Total Targeted Section 3 Worker Hours					

Table 9 – Total Labor Hours

Qualitative Efforts - Number of Activities by Program	CDBG	HOME	ESG	HOPWA	HTF
Outreach efforts to generate job applicants who are Public Housing Targeted Workers					
Outreach efforts to generate job applicants who are Other Funding Targeted Workers.					
Direct, on-the job training (including apprenticeships).					
Indirect training such as arranging for, contracting for, or paying tuition for, off-site training.					
Technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance, coaching).					
Outreach efforts to identify and secure bids from Section 3 business concerns.					
Technical assistance to help Section 3 business concerns understand and bid on contracts.					
Division of contracts into smaller jobs to facilitate participation by Section 3 business concerns.					
Provided or connected residents with assistance in seeking employment including: drafting resumes, preparing for interviews, finding job opportunities, connecting residents to job placement services.					
Held one or more job fairs.					
Provided or connected residents with supportive services that can provide direct services or referrals.					
Provided or connected residents with supportive services that provide one or more of the following: work readiness health screenings, interview clothing, uniforms, test fees, transportation.					
Assisted residents with finding child care.					
Assisted residents to apply for, or attend community college or a four year educational institution.					
Assisted residents to apply for, or attend vocational/technical training.					
Assisted residents to obtain financial literacy training and/or coaching.					
Bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns.					
Provided or connected residents with training on computer use or online technologies.					
Promoting the use of a business registry designed to create opportunities for disadvantaged and small businesses.					
Outreach, engagement, or referrals with the state one-stop system, as designed in Section 121(e)(2) of the Workforce Innovation and Opportunity Act.					

Other.					
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Table 10 – Qualitative Efforts - Number of Activities by Program

Narrative



CITY OF APPLETON

MEMORANDUM

Date: June 12, 2024
To: Community Development Committee
From: Olivia Galyon, Community Development Specialist
Subject: CDBG 2024PY Final Allocation Recommendations

The City of Appleton's Community Development Block Grant (CDBG) award for the 2024 program year was announced by the U.S. Department of Housing and Urban Development (HUD). The City of Appleton was awarded \$590,504 for the 2024 program year, which is \$13,604 higher than the anticipated FY2024 allocation of \$576,900.

The 2024 preliminary awards were approved in November and December 2023 (City awards) and February 2024 (External awards). The CDBG Advisory Board was responsible for the preliminary recommendations regarding external applications. Their recommendations were carried forward to Community Development Committee and Common Council for approval.

As a result of the higher total award than anticipated, staff recommends increasing the final award allocation for four of the CDBG projects to split the remaining \$13,604 available for allocation. The following staff recommendations are based on the decisions made by the CDBG Advisory Board.

Staff recommends the following increases in allocations:

1. Increase the Public Service Allocation by \$2,025 to a total award of \$88,575 for the Community Resource Navigator position.

The Public Services category cannot exceed 15% of the total allocation. This increase to \$88,575 will keep the total public service allocation below the 15% cap while providing for the position's needs. This entire increase will go to the only public service project for the 2024PY, the City's Community Resource Navigator position.

2. Raise the final award allocations to three external partners that were not fully funded by a total increase of \$11,579.

After the public service increase, \$11,579 remains available for reallocation. Staff proposes that this funding be split between Habitat for Humanity, Rebuilding Together, and Wisconsin Women's Business Initiative Corporation (WWBIC), who each received a partial award during the preliminary award approval process. An increase of 5.4% per applicant was applied to each project. The results are noted below:

\$7,150 increase to Habitat for Humanity

\$3,630 increase to Rebuilding Together Fox Valley

\$799 increase to WWBIC

The final award recommendations are as follows:

Project	Original Request	Preliminary Award	Proposed Final Award	% Increase	\$ Increase
<i>City Projects</i>					
Fair Housing Services	\$25,000	\$25,000	\$25,000	--	--
The Neighborhood Grant Program	\$40,000	\$40,000	\$40,000	--	--
CDBG Program Admin	\$75,000	\$75,000	\$75,000	--	--
Appleton Housing Authority	\$50,000	\$50,000	\$50,000	--	--
Homeowner Rehab Loan Program	\$0	\$0	\$0	--	--
<i>Public Service Projects</i>					
Community Resource Navigator – PD/Health	\$86,550	\$86,550	\$88,575	2.3%	\$2,025
<i>City Project Total:</i>		\$276,550	\$278,575	0.73%	\$2,025
<i>External Projects</i>					
Greater Fox Cities Area Habitat for Humanity	\$231,000	\$132,000	\$139,150	5.4%	\$7,150
Rebuilding Together Fox Valley	\$100,000	\$67,000	\$70,630	5.4%	\$3,630
Pillars	\$56,000	\$56,000	\$56,000	--	--
Salvation Army Fox Cities	\$30,625	\$30,625	\$30,625	--	--
WWBIC	100,000	\$14,725	\$15,524	5.4%	\$799
<i>External Project Total:</i>		\$300,350	\$311,929	3.85%	\$11,579
Full Allocation Total:			\$590,504		

Project Name	Organization	Description	Funding Recommendation
Fair Housing Services	Metropolitan Milwaukee Fair Housing Council (MMFHC)	MMFHC's satellite office, Fair Housing Center of Northeast Wisconsin (FHCNW) will provide complaint intake, referrals, fair housing trainings and seminars, and educational materials. Fair housing is a required component of CBDG funding.	\$25,000
The Neighborhood Grant Program	City of Appleton – Community Development Dept.	Provides CBDG funding to City of Appleton registered neighborhoods pursuing eligible CBDG-projects for neighborhood improvements	\$40,000
CDBG Program Administration	City of Appleton – Community Development Dept.	Funds for staff involved in program administration, planning, reporting, and project activities	\$75,000
Homebuyer Assistance Program	Appleton Housing Authority	AHA will assist 6 households with downpayment assistance and will conduct rehabilitation to meet housing quality standards as needed	\$50,000
Homeowner Rehabilitation Loan Program	City of Appleton – Community Development Dept.	HRLP provides zero-interest loans to low-and moderate-income homeowners for rehabilitation, including bringing homes up to code, lead remediation, and housing quality standards	\$0
Community Resource Navigator	City of Appleton – Police and Health Depts.	Community Resource Navigator will respond to calls related to homelessness and mental health crises, and provide assistance as needed	\$88,575
Habitat Acquisition and Renovation	Habitat for Humanity of the Greater Fox Cities	Acquisition and necessary renovation of three properties to bring them up to code and quality standards and sell to low-and moderate-income households in Appleton	\$139,150
Safe and Healthy Housing	Rebuilding Together Fox Valley	No-cost renovations to improve the physical conditions, quality of life, and health and safety of vulnerable residents who do not otherwise qualify for loans or assistance	\$70,630
PAFS Fire Suppression System	Pillars	Replace dry fire suppression system at Pillars Adult and Family Shelter, which served 396 households in past 12 months	\$56,000
Parking/Alley Repaving	Salvation Army Fox Cities	Repave the alley and two small parking lots for 11 tenants and housing services staff.	\$30,625
Micro-entrepreneur Development	Wisconsin Women's Business Initiative Corporation (WWBIC)	Provide business training and counseling to small businesses, create 5 Full Time Equivalent (FTE) jobs, retaining 5 FTE jobs	\$15,524



CITY OF APPLETON

MEMORANDUM

Date: June 12, 2024
To: Community Development Committee
From: Lily Paul, Economic Development Specialist, Community Development
Subject: Waiver to the Declaration of Covenants and Restrictions for Southpoint Commerce Park – Encapsys LLC – 3351 S. Eisenhower Drive

GENERAL INFORMATION

Owner: F Street Appleton 1, LLC

Applicant: Roger Schregardus, Boldt

Address/Parcel Number: 3351 S. Eisenhower Drive (Tax Id #31-9-5714-01)

Petitioner's Request: Applicant is requesting a waiver to the Declaration of Covenants and Restrictions for Southpoint Commerce Park to allow for lot coverage over 70% per Section 4. B of the Deed Restrictions and Covenants.

Community Development Committee Meeting Date: June 12, 2024

Common Council Meeting Date: June 19, 2024

PROJECT DETAILS

Project Summary: F Street Development has purchased over ~77 acres of Southpoint Commerce Park and built three manufacturing/industrial/warehousing buildings ranging between 220,000 sf and 250,000 sf. Phase One of their development is the site in question. The 220,000 sf building was built to suit for a tenant that no longer occupies the building. The new tenant, Encapsys LLC can utilize most of the updates but is requesting an indoor dock containment on the northwest corner of the existing building. This would be a building addition of 3,312 sf. With the addition, the lot coverage for the site will be over the allowed 70% maximum as specified in Section 4. B of the Declaration of Covenants and Restrictions for Southpoint Commerce Park. Maximum lot coverage for M-1 Industrial Park District is 90% and would be a new requirement for lot coverage for this site.

RECOMMENDATION

A waiver allowing maximum lot coverage over 70% per the terms of the Declaration of Covenants and Restriction, Item 4. B, **BE APPROVED** subject to the following conditions:

1. M-1 Industrial Park District maximum lot coverage restrictions are being met.
2. Prior to construction, applicant must obtain proper Building and Stormwater permits.

2525 N Roemer Rd
Appleton, WI 54911

From: Roger Schregardus
Sent: Tuesday, May 28, 2024 10:36 AM
To: Kara J. Homan <Kara.Homan@AppletonWI.gov>
Subject: RE: Encapsys space on F-Street Appleton building on Milis/Eisenhower

Kara,

I understand that I need to submit a request to you for this additional pavement information.

1. We are looking at adding a 3,312 sqft building addition onto the NW corner of the existing building. In addition, we will have about 4,600 sqft of new asphalt from the existing to the west overhead door side.
2. From the existing building site that we have. We understand that:
 - a. Original total parcel area is 636,346 sqft. It was reduced to 539,926 sqft when the property line was moved in 3-1-2022
 - b. Existing building footprint is 218,360 sqft
 - c. Original paved/gravel is 205,805 sqft. It was reduced to 171,553 sqft when the property line was moved in 3-1-2022
 - d. Original landscape area is 212,181 sqft. It was reduced to 150,013 sqft when the property line was moved in 3-1-2022
3. See attached for proposed site.
4. Almost half of the new impervious area is from the roof, which is cleaner water. The new asphalt area is less than 3% additional of the current area. From what I can tell, the site ratio of new impervious vs pervious is at 72.2%. $(218360+171,533) / 539926 = 0.72216$. Adding this building addition and new asphalt will put it at 73.7% ratio.

Please let me know if you have any questions, or if you want to discuss this project further.

Thank you for your time,

Roger Schregardus
Technical Services

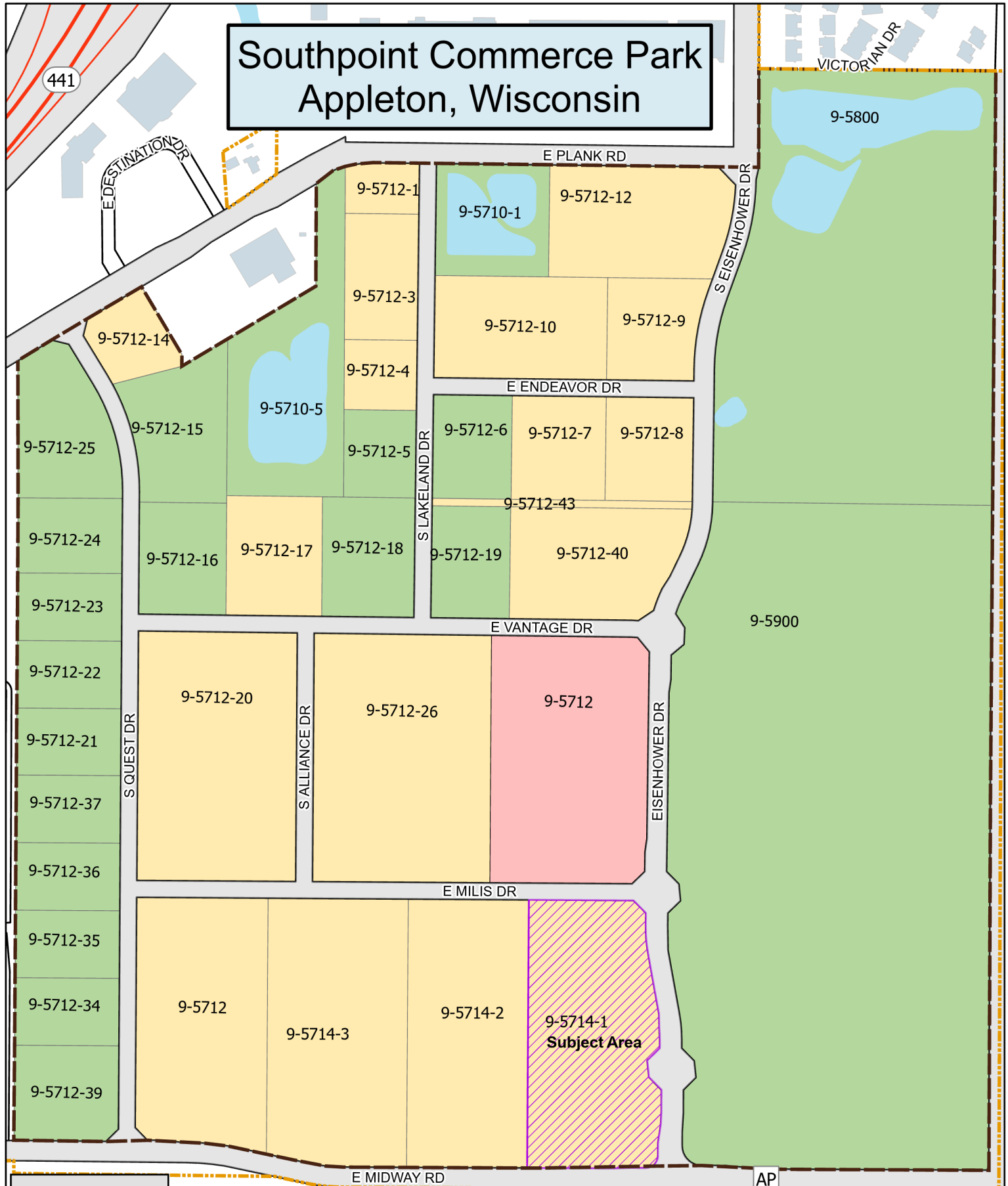
BOLDT.
BUILD BOLDLY

920.948.7975 | **Cell/Text**
roger.schregardus@boldt.com

2525 N Roemer Rd
Appleton, WI 54911

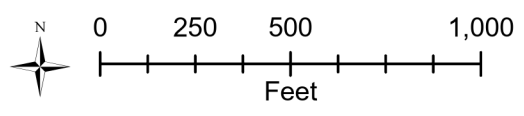
From: Jessica L. Titel <Jessica.Titel@Appleton.org>
Sent: Tuesday, April 23, 2024 3:44 PM
To: Roger Schregardus <Roger.Schregardus@boldt.com>
Cc: Mike VanDyke <Mike.VanDyke@Milliken.com>; Kevin Lex <Kevin.Lex@boldt.com>; Kara J. Homan

Southpoint Commerce Park Appleton, Wisconsin



Legend

- City Limits
- Park Boundary
- For Sale (City Owned)
- Privately Owned Parcels
- Under Contract
- Subject Area



Prepared by City of Appleton
Comm. & Econ. Dev. Dept. 6/2024

N COOP RD

S O U T H  P O I N T
C O M M E R C E P A R K
Appleton's Newest Business Opportunity

DECLARATION OF COVENANTS AND RESTRICTIONS

APPLICABLE TO ALL PROPERTIES SOLD IN
SOUTHPOINT COMMERCE PARK PLATS NO. 1, 2 & 3

This conveyance is made subject to the following conditions, covenants, and understandings, which shall be binding upon the vendee and his/her heirs, successors, and assigns:

1. ***Setbacks:***

- A. *Front Yard:* No building shall be constructed on the site nearer than forty (40) feet of the right-of-way of any public street. In the case of corner lots, both forty (40) foot setbacks will apply.
- B. *Side and Rear Yards:* Minimum side and rear yards shall be twenty-five (25) feet.

2. ***Land Use:***

Restrictions on Use. The Restricted Parcel shall be developed and used solely for the following purpose and for no other purpose:

- 1. Manufacturing;
- 2. Research, development and testing laboratories;
- 3. Wholesaling, warehousing and distribution;
- 4. Office operations only if they are an integral part of and a necessary adjunct to a permitted use;
- 5. Retail sales of products manufactured on site and clearly an accessory use to the primary use of the site and provided on premises sales are limited in floor area to no more than (10) percent of the total gross floor area occupied by the permitted or special use;
- 6. Other land uses may be considered for approval by the Community Development Committee if a determination is made that the project fits the development objectives of the City.

3. ***Nuisance Factors and Hazards***

- A. In order to protect the interests of all Tenants, no operation shall be conducted which emits offensive or objectionable noise, vibration, smoke, odors, dust, or gases. Precautions should be taken in all research and other approved operations for radiation, radioactivity, fire, and explosion hazards.
- B. No fuel or chemical in-ground or outdoor storage shall be allowed in the Park.

4. ***Building Standards***

- A. Any building erected shall be at least 7,500 square feet in area and have a gross floor area equal to at least 10 percent of the land area.
- B. The maximum ratio of building area (footprint) to total parcel size shall in no event exceed forty (40) percent, exclusive of parking and loading areas. The building footprint, all parking, driveways, and loading areas, when combined, may not exceed seventy (70) percent of the total Parcel size.
- C. Buildings shall be designed by an Architect or Engineer. Complete architectural design must be given to all façades of all buildings with all sides and rear elevations being given architectural treatment compatible with the front elevation of the building.
- D. This Industrial Park encourages a variety of architectural styles. However, it is intended that a basic harmony of architecture prevail among the buildings so that no one structure detract from the attractiveness of the overall development.
- E. The front elevation of the building, any elevation facing a street, and externally visible opaque surfaces shall be a minimum of 75% of materials 1-5 (provided, however, that such list shall not be deemed to exclude the use of other accent or exterior trim materials, glass and glazing, and earth berms). The side and rear building elevations that do not face any street shall be a minimum of 25% of materials (1-5). Exception to this requirement would be limited to (1) expandable building side with prior approval from the Site Plan Review Committee.
 - 1. Brick;
 - 2. Architectural precast concrete panels (surface finish to be painted, stained, or exposed aggregate). When using concrete panels as an exterior surface the architect should be careful to avoid a monolithic or monotonous appearance and the use of various textures, colors and accents will be encouraged.
 - 3. Decorative face concrete block. When using decorative face concrete block as an exterior surface the architect should be careful to avoid a monolithic or monotonous appearance and the use of different types and textures (split face, fluted, scored or striated) to provide variety and relief will be encouraged.

4. Cut stone;
5. Exterior insulation and finish systems (EFIS);
6. Metal panels may be used only in combination with one of the approved materials. Any metal siding proposed for use shall be entirely coated with a color fast, abrasion and corrosion resistant, long life (minimum of 20 years) finish that is resistant to chemicals, withstands temperature extremes, and has a low permeability. Any material utilized to attach the metal siding to the building shall be concealed or the utilization of shadow panels or semi-concealed fastener panels with fasteners painted to match the panels shall be required.
7. Other building materials being developed and to be developed by the construction industry. The use of such materials will be reviewed by the Site Plan Review Committee on a case-by-case basis.

- F. Building materials will be selected for their ability to present a visual statement of a building or structure's strength, attractiveness, and permanence. The building materials used shall be harmonious with the natural environment and with the general character of other buildings and structures in the Park.
- G. Metal trim materials may be used when in keeping with the architectural and aesthetic character of the building or structure.
- H. The Community Development Committee will approve ancillary structures. Approval may be granted only if such structures are necessary to the principal use of the building site, are in architectural and aesthetic conformance with other buildings or structures on the site, are properly screened, meet all requirements of these covenants and are otherwise satisfactory to the Community Development Committee at its sole discretion.

5. ***Landscaping:***

- A. ***Landscape Plan:*** The landscaping upon any building site or lot shall be carried out in accordance with a detailed landscaping plan, which has been reviewed and approved in writing by the City's Site Plan Review Committee. The landscape plan shall include, but not be limited to, plant location, common and botanical names of plant material, planting size, root condition, and quantity of all plant material. The plan shall show all ground cover and mulch areas, landscape and construction materials, and construction details.
- B. ***Landscaping Methods:*** Landscaping may include grading, earth berms, seeding, sodding, raised planters, architectural decorative walls or fencing, trees and shrubs, ground cover and other landscape materials including permanent sprinkler systems, fountains, storm run-off retention ponds, reflective ponds, and landscape lighting.

- C. *Plant Material*: Selected plant material should provide for a variety of shade trees, evergreen trees, and shrubs, ornamental trees and shrubs and ground covers. Plant material selection shall take into consideration the following:
1. Disease and insect resistance;
 2. Hardiness to the area;
 3. The ability to provide seasonal interest;
 4. Future maintenance considerations;
 5. Ability of plant material to accomplish its intended purpose in each placement.
- D. *Time for Completion*: All landscaping shall be completed within ninety (90) days following occupancy, or as soon thereafter as weather will allow if such period occurs within winter months.
- E. *Maintenance*: The owner shall be responsible for maintaining all landscaping as approved on the original plan for his site. Any variation or changes to the landscape plan must be reviewed and approved in writing by the Community Development Department. Landscaped areas, materials, fixtures, and improvements shall be maintained by the owner of the building site, or by such owner's long-term lessee(s) in good condition at all times. Such maintenance shall include watering, mowing, trimming, pruning, spraying, fertilizing, repairing, replacement of dead plantings, planting, transplanting, dusting, treating, and other common landscape maintenance activities necessary to keep the building site landscaping in a healthy state of growth and visually attractive in appearance.

If the owner or the owner's assigns fail to maintain the landscaping and site per the approved landscaping plan in this section, the City of Appleton or its Agent may seek an inspection warrant to enter the site and conduct such maintenance and to seek full reimbursement.

6. ***Utility Controls***

All utilities lines shall be located underground where feasible except for high voltage lines. In the event high voltage lines are required, rear locations nearest and parallel with rear lot lines shall be encouraged.

7. ***Parking, Loading***

Off-street parking and loading areas shall be provided on each building site and shall be of sufficient size to accommodate all planned or anticipated parking and loading needs of all site occupants and visitors and comply with the City's Zoning Ordinance regarding parking standards.

1. All truck maneuvering must be confined within the boundaries of the property.
2. All parking, driveways, and loading areas shall be paved.
3. Parking shall be permitted within the minimum front yard setback area; however, it shall be located no closer than fifteen (15) feet to the public right-of-way line. Parking shall be setback a minimum of 6' from the side property line.

Truck loading and receiving areas shall occur in the rear of any buildings or structures on any Lot. Truck loading and receiving areas shall be permitted on the side of such building if sufficient visual screening is installed to screen the dock area from the street.

Truck loading and receiving is normally not permitted in the front of such building unless dictated by the site conditions and only if fully screened from the street. In that event, the Community Development Committee shall review and approve the location of the loading dock. The Community Development Committee may assign this review of plans to the Community Development Department.

8. ***Outdoor Storage:***

No outside storage of any kind shall be permitted unless such stored materials are visually screened from all streets and adjoining properties with a suitable fence, vegetation, berm, or combination thereof approved by the Site Plan Review Committee. Screening shall be attractive in appearance and in keeping with the architectural quality of the main structure. Said storage shall be limited to behind the front line of the building on the property, and within the building setback lines. All refuse containers must be enclosed by a fence of solid material such as will provide a suitable visual screen. No waste material or refuse may be dumped or permitted to remain on any part of the property outside of the buildings. All storage areas shall be paved.

9. ***Roof Mounted Equipment:***

Roof mounted equipment shall be so located and/or screened, and painted to minimize visibility from the street and adjacent owners.

10. ***Signs:***

Identification signs shall be permitted to promote only the name and/or trademark of the owner or tenant of the parcel on which the sign is placed. The signs shall not advertise business services. Signs, lighting, etc., are to be indicated on the final site plan submitted to the Site Plan Review Committee for review.

1. Ground signs must be set back a minimum of 10 feet from the right-of-way line and must be of a low profile design subject to approval by the Committee.
2. Signs may not be of unusual size or shape when compared to the improvements situated on the site on which the sign is located.

3. Signs may not be installed above the roofline of a building.
4. Pole signs are prohibited.
5. Signs may not contain or utilize any flashing, blinking, intermittent or moving light as source of illumination.
6. No signs shall be located in or painted on any window.
7. Building signs must comply with the City Sign Code.

11. ***Maintenance Responsibilities:***

- A. Each owner shall keep its property, all contiguous street right-of-way to the edge of the pavement, and all drainage and easement areas in a well -maintained, safe, clean, and attractive condition at all times. Such maintenance includes, but is not limited to the following:
 1. The removal of all litter, trash, refuse, and wastes;
 2. Compliance with the City's noxious weed control ordinance, including the mowing of all grass areas to a height not over 4";
 3. The maintenance of exterior lighting, signs, and mechanical facilities;
 4. The keeping of all exterior building surfaces in a cleaned, well-maintained condition;
 5. The maintenance of all drainage ways including the removal of all debris, weeds, and silt.
- B. The owner of any undeveloped lands shall maintain said lands free of rubbish, noxious weeds, and mosquito breeding pond conditions.

12. ***Site Plan Review:***

Before commencing the construction or alterations of any buildings, additions, enclosures, fences, loading docks, parking facilities, storage yards, or any other structures or permanent improvements on or to the real estate conveyed hereby, the owner shall first submit its building plans, specifications, site and landscape plans, elevations of all sides of the building, samples of materials proposed for all external surfaces including colors and textures, and an artist's rendering of the project or a scale model to the Site Plan Review Committee in accordance with Section 23-171 of the City Zoning Code. Renderings should show adjacent buildings, landscaping, screening, signs etc.

13. ***Repurchase Rights:***

Failure to Build: In the event the owner of land purchased from the City of Appleton does not commence construction of a building within one (1) year after the date of purchase, the City has the option to repurchase said property. The City shall pay the following repurchase price: the sum of the original purchase price and all special assessments which may have been paid by the buyer or levied against the property after the date of purchase minus the sum of any unpaid property taxes, pro-ration of the current years property taxes to date of closing, title insurance policy premium, real estate commission paid at time of original closing, and any liens and encumbrances on the property of a definite or ascertainable amount. Further, repurchase price shall be adjusted by the amount equal to the amount of an option fee for that year had the property been under option between the City and the Buyer. Conveyance shall be by warranty deed.

Resale of Vacant Land: In the event the owner of land purchased from the City of Appleton elects to sell any portion thereof, which is vacant, the property shall first be offered, in writing, to the City of Appleton. The City of Appleton shall have sixty (60) days from date of receipt of such offer to accept or reject repurchase of the property unless an extension of time may be mutually agreed upon and set forth in writing. The purchase price shall be computed as in the paragraph above (Failure to Build). Conveyance shall be by warranty deed. The seller shall furnish a title insurance policy at the seller's expense. In the event the City does not elect to repurchase the property, the owner may sell the land, but these Declarations of Covenants and Restrictions shall run with the land and be binding on the subsequent owner.

14. ***Subdivision of Lots:***

After a lot has been purchased, such lot shall not be further subdivided without the written consent of the Community Development Committee. No owner may sell, lease or rent less than all of the lot without the prior written consent of the Community Development Committee. The Community Development Committee may delegate this approval authority to the Community Development Department. The foregoing prohibition shall not apply to occupancy leases of space in a building made in the ordinary course of business.

15. ***Waiver of Notice:***

All land sold before major assessable improvements are completed in the business park site shall be subject to the purchaser's waiving notice of assessments and hearings, and such waiver shall be part of the negotiations.

16. ***Variances:***

Notwithstanding anything contained herein to the contrary, the City of Appleton expressly reserves the right at any time to authorize in writing variances from the strict applications of these covenants and restrictions, or any one or more of them, where the circumstances, in its sole and exclusive judgment, justifies the granting of same.

17. ***Enforcement:***

The Community Development Committee has the responsibility to ensure compliance with the covenants and restrictions through any and all lawful means. In the event that the owner fails to perform in accordance with these covenants and restrictions, the Common Council, upon recommendation of the Community Development Committee, may take whatever corrective measures it deems appropriate and assess the cost thereof against the property in the same manner as a special charge. The Common Council shall give at least thirty (30) days notice to the vendee of any violation and the steps required to correct it prior to taking any action to cure such violation.

18. ***Invalidation:***

The invalidation of any one of the covenants or restrictions herein set forth or the failure to enforce any of said covenants and restrictions at the time of its violation shall in no way affect any of the other covenants or restrictions nor be deemed a waiver of the right to enforce the same thereafter.

19. ***Term:***

Each lot shall be conveyed subject to the covenants and restrictions set forth herein, all of which are to run with the land and shall be binding on all parties and all persons claiming them for a period of thirty (30) years from the date of this Declaration of Covenants and Restrictions is recorded, after which time said covenants and restrictions as are then in force and effect shall be automatically renewed for successive periods of ten (10) years each, unless an instrument terminating such covenants and restrictions is recorded with the Outagamie County Register of Deeds by the Common Council as evidenced by a resolution duly adopted by a majority of all members of the Common Council.

Compliance Maintenance Annual Report

Appleton Wastewater Treatment Facility

Last Updated: Reporting For:
6/5/2024 **2023**

Influent Flow and Loading

1. Monthly Average Flows and BOD Loadings

1.1 Verify the following monthly flows and BOD loadings to your facility.

Influent No. 701	Influent Monthly Average Flow, MGD	x	Influent Monthly Average BOD Concentration mg/L	x	8.34	=	Influent Monthly Average BOD Loading, lbs/day
January	12.4197	x	186	x	8.34	=	19,214
February	11.8564	x	232	x	8.34	=	22,941
March	23.0642	x	164	x	8.34	=	31,546
April	21.0397	x	134	x	8.34	=	23,513
May	13.7232	x	162	x	8.34	=	18,484
June	9.7060	x	339	x	8.34	=	27,441
July	8.4748	x	373	x	8.34	=	26,328
August	9.5365	x	316	x	8.34	=	25,093
September	8.2893	x	388	x	8.34	=	26,789
October	10.7871	x	395	x	8.34	=	35,536
November	11.2347	x	333	x	8.34	=	31,154
December	10.9977	x	311	x	8.34	=	28,525

2. Maximum Monthly Design Flow and Design BOD Loading

2.1 Verify the design flow and loading for your facility.

Design	Design Factor	x	%	=	% of Design
Max Month Design Flow, MGD	24.2	x	90	=	21.78
		x	100	=	24.2
Design BOD, lbs/day	40900	x	90	=	36810
		x	100	=	40900

2.2 Verify the number of times the flow and BOD exceeded 90% or 100% of design, points earned, and score:

	Months of Influent	Number of times flow was greater than 90% of	Number of times flow was greater than 100% of	Number of times BOD was greater than 90% of design	Number of times BOD was greater than 100% of design
January	1	0	0	0	0
February	1	0	0	0	0
March	1	1	0	0	0
April	1	0	0	0	0
May	1	0	0	0	0
June	1	0	0	0	0
July	1	0	0	0	0
August	1	0	0	0	0
September	1	0	0	0	0
October	1	0	0	0	0
November	1	0	0	0	0
December	1	0	0	0	0
Points per each		2	1	3	2
Exceedances		1	0	0	0
Points		2	0	0	0
Total Number of Points					2

2

Compliance Maintenance Annual Report

Appleton Wastewater Treatment Facility

Last Updated: Reporting For:
6/5/2024 2023

3. Flow Meter

3.1 Was the influent flow meter calibrated in the last year?

- Yes Enter last calibration date (MM/DD/YYYY)

2023-05-26

- No

If No, please explain:

NA

4. Sewer Use Ordinance

4.1 Did your community have a sewer use ordinance that limited or prohibited the discharge of excessive conventional pollutants ((C)BOD, SS, or pH) or toxic substances to the sewer from industries, commercial users, hauled waste, or residences?

- Yes

- No

If No, please explain:

NA

4.2 Was it necessary to enforce the ordinance?

- Yes

- No

If Yes, please explain:

Infractions occurred that exceeded the industrial limits for pH. All industries demonstrated a return to compliance for these infractions. The AWWTP did not experience an upset as a result of the discharges.
An industry failed to self-monitor for zinc and copper for the month of May 2023. Self-monitoring sample for June exceeded 40 CFR sample compliance limits in addition to local limits for copper. Steps were taken to prevent compliance issues in the future.

5. Septage Receiving

5.1 Did you have requests to receive septage at your facility?

- | Septic Tanks | Holding Tanks | Grease Traps |
|-------------------------------------|--------------------------------------|-------------------------------------|
| <input type="radio"/> Yes | <input checked="" type="radio"/> Yes | <input type="radio"/> Yes |
| <input checked="" type="radio"/> No | <input type="radio"/> No | <input checked="" type="radio"/> No |

5.2 Did you receive septage at your facility? If yes, indicate volume in gallons.

Septic Tanks
 Yes gallons

- No

Holding Tanks
 Yes gallons

- No

Grease Traps
 Yes gallons

- No

5.2.1 If yes to any of the above, please explain if plant performance is affected when receiving any of these wastes.

Plant performance is not affected by these discharges.

6. Pretreatment

6.1 Did your facility experience operational problems, permit violations, biosolids quality concerns, or hazardous situations in the sewer system or treatment plant that were attributable to commercial or industrial discharges in the last year?

- Yes

Compliance Maintenance Annual Report

Appleton Wastewater Treatment Facility

Last Updated: Reporting For:
6/5/2024 **2023**

<p><input checked="" type="radio"/> No</p> <p>If yes, describe the situation and your community's response.</p> <div style="border: 1px solid black; padding: 2px;">NA</div>
<p>6.2 Did your facility accept hauled industrial wastes, landfill leachate, etc.?</p> <p><input checked="" type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p>If yes, describe the types of wastes received and any procedures or other restrictions that were in place to protect the facility from the discharge of hauled industrial wastes.</p> <div style="border: 1px solid black; padding: 2px;">AWWTP receives food processing wastes and landfill leachate. All wastes are tested prior to acceptance. Acceptance is based on toxicity and loading potential. Once waste has been screened and approved by AWWTP staff, it is discharged to the headworks or digestion for treatment.</div>

Total Points Generated	2
Score (100 - Total Points Generated)	98
Section Grade	A

Compliance Maintenance Annual Report

Appleton Wastewater Treatment Facility

Last Updated: Reporting For:
6/5/2024 **2023**

Effluent Quality and Plant Performance (BOD/CBOD)

1. Effluent (C)BOD Results

1.1 Verify the following monthly average effluent values, exceedances, and points for BOD or CBOD

Outfall No. 001	Monthly Average Limit (mg/L)	90% of Permit Limit > 10 (mg/L)	Effluent Monthly Average (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance	90% Permit Limit Exceedance
January	25	22.5	5	1	0	0
February	25	22.5	8	1	0	0
March	25	22.5	8	1	0	0
April	25	22.5	4	1	0	0
May	25	22.5	5	1	0	0
June	25	22.5	5	1	0	0
July	25	22.5	4	1	0	0
August	25	22.5	4	1	0	0
September	25	22.5	5	1	0	0
October	25	22.5	6	1	0	0
November	25	22.5	7	1	0	0
December	25	22.5	5	1	0	0

* Equals limit if limit is <= 10

Months of discharge/yr	12		
Points per each exceedance with 12 months of discharge		7	3
Exceedances		0	0
Points		0	0
Total number of points			0

0

NOTE: For systems that discharge intermittently to state waters, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge. Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is $12/6 = 2.0$

1.2 If any violations occurred, what action was taken to regain compliance?

NA

2. Flow Meter Calibration

2.1 Was the effluent flow meter calibrated in the last year?

Yes Enter last calibration date (MM/DD/YYYY)

No

If No, please explain:

Our effluent outfall wasn't designed for installation of a flowmeter. Influent flow is used in place of an effluent flowmeter.

3. Treatment Problems

3.1 What problems, if any, were experienced over the last year that threatened treatment?

None

4. Other Monitoring and Limits

4.1 At any time in the past year was there an exceedance of a permit limit for any other pollutants such as chlorides, pH, residual chlorine, fecal coliform, or metals?

Yes

Compliance Maintenance Annual Report

Appleton Wastewater Treatment Facility

Last Updated: Reporting For:
6/5/2024 **2023**

<p><input checked="" type="radio"/> No If Yes, please explain: <input type="text" value="NA"/></p> <p>4.2 At any time in the past year was there a failure of an effluent acute or chronic whole effluent toxicity (WET) test? <input type="radio"/> Yes <input checked="" type="radio"/> No If Yes, please explain: <input type="text" value="NA"/></p> <p>4.3 If the biomonitoring (WET) test did not pass, were steps taken to identify and/or reduce source(s) of toxicity? <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/A Please explain unless not applicable: <input type="text" value="NA"/></p>

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Appleton Wastewater Treatment Facility

Last Updated: Reporting For:
6/5/2024 **2023**

Effluent Quality and Plant Performance (Total Suspended Solids)

1. Effluent Total Suspended Solids Results

1.1 Verify the following monthly average effluent values, exceedances, and points for TSS:

Outfall No. 001	Monthly Average Limit (mg/L)	90% of Permit Limit >10 (mg/L)	Effluent Monthly Average (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance	90% Permit Limit Exceedance
January	30	27	2	1	0	0
February	30	27	4	1	0	0
March	30	27	4	1	0	0
April	30	27	3	1	0	0
May	30	27	2	1	0	0
June	30	27	2	1	0	0
July	30	27	1	1	0	0
August	30	27	2	1	0	0
September	30	27	3	1	0	0
October	30	27	4	1	0	0
November	30	27	5	1	0	0
December	30	27	3	1	0	0
* Equals limit if limit is <= 10						
Months of Discharge/yr				12		
Points per each exceedance with 12 months of discharge:					7	3
Exceedances					0	0
Points					0	0
Total Number of Points						0

0

NOTE: For systems that discharge intermittently to state waters, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge.

Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is $12/6 = 2.0$

1.2 If any violations occurred, what action was taken to regain compliance?

NA

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Appleton Wastewater Treatment Facility

Last Updated: Reporting For:
6/5/2024 **2023**

Effluent Quality and Plant Performance (Ammonia - NH3)

1. Effluent Ammonia Results

1.1 Verify the following monthly and weekly average effluent values, exceedances and points for ammonia

Outfall No. 001	Monthly Average NH3 Limit (mg/L)	Weekly Average NH3 Limit (mg/L)	Effluent Monthly Average NH3 (mg/L)	Monthly Permit Limit Exceedance	Effluent Weekly Average for Week 1	Effluent Weekly Average for Week 2	Effluent Weekly Average for Week 3	Effluent Weekly Average for Week 4	Weekly Permit Limit Exceedance
January	10	28	.215	0	.224	.131	.227	.227	0
February	10	28	1.107	0	.629	.753	1.653	1.394	0
March	10	28	1.755	0	1.346	2.119	2.026	1.544	0
April	11	29	.527	0	.494	.721	.629	.384	0
May	11		.99	0					0
June	4.4	11	1.654	0	3.034	2.02	1.741	.246	0
July	4.4	11	.661	0	.283	.409	.426	1.626	0
August	4.4	11	1.068	0	1.767	1.8	.501	.554	0
September	4.4	11	.785	0	.527	.921	.426	1.306	0
October	18		.946	0					0
November	18		1.183	0					0
December	18		2.265	0					0
Points per each exceedance of Monthly average:									10
Exceedances, Monthly:									0
Points:									0
Points per each exceedance of weekly average (when there is no monthly average):									2.5
Exceedances, Weekly:									0
Points:									0
Total Number of Points									0

0

NOTE: Limit exceedances are considered for monthly OR weekly averages but not both. When a monthly average limit exists it will be used to determine exceedances and generate points. This will be true even if a weekly limit also exists. When a weekly average limit exists and a monthly limit does not exist, the weekly limit will be used to determine exceedances and generate points.

1.2 If any violations occurred, what action was taken to regain compliance?

NA

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Effluent Quality and Plant Performance (Phosphorus)

1. Effluent Phosphorus Results

1.1 Verify the following monthly average effluent values, exceedances, and points for Phosphorus

Outfall No. 001	Monthly Average phosphorus Limit (mg/L)	Effluent Monthly Average phosphorus (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance
January	1	0.098	1	0
February	1	0.139	1	0
March	1	0.133	1	0
April	1	0.122	1	0
May	1	0.153	1	0
June	1	0.227	1	0
July	1	0.273	1	0
August	1	0.308	1	0
September	1	0.396	1	0
October	1	0.268	1	0
November	1	0.233	1	0
December	1	0.286	1	0
Months of Discharge/yr			12	
Points per each exceedance with 12 months of discharge:				10
Exceedances				0
Total Number of Points				0

0

NOTE: For systems that discharge intermittently to waters of the state, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge.

Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is $12/6 = 2.0$

1.2 If any violations occurred, what action was taken to regain compliance?

NA

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Outfall No. 010 - Biosolids- Compost Class A

Parameter	80% of Limit	H.Q. Limit	Ceiling Limit	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	80% Value	High Quality	Ceiling
Arsenic		41	75									1.81					0	0
Cadmium		39	85									.159					0	0
Copper		1500	4300									35.8					0	0
Lead		300	840									7.08					0	0
Mercury		17	57									.049					0	0
Molybdenum	60		75									2.51				0		0
Nickel	336		420									9.98				0		0
Selenium	80		100									.863				0		0
Zinc		2800	7500									89.6					0	0

Outfall No. 003 - Cake Sludge

Parameter	80% of Limit	H.Q. Limit	Ceiling Limit	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	80% Value	High Quality	Ceiling
Arsenic		41	75	<7.82		<4.22		<6.53	2.07			5.95		<9.28			0	0
Cadmium		39	85	<.185		.172		.341	.096			<.194		<.219			0	0
Copper		1500	4300	58		63		57	46			59		83			0	0
Lead		300	840	6.18		4.31		3.56	2.15			4.221		4.82			0	0
Mercury		17	57	<.121		<.109		.269	<.116			<.138		.144			0	0
Molybdenum	60		75	2.62		5.26		4.4	4.81			7.09		5.4		0		0
Nickel	336		420	9.67		11		11	10			12		14		0		0
Selenium	80		100	<6.88		<3.71		<5.75	1.64			<7.3		<8.17		0		0
Zinc		2800	7500	112		112		114	110			121		173			0	0

0

3.1.1 Number of times any of the metals exceeded the high quality limits OR 80% of the limit for molybdenum, nickel, or selenium = 0

Exceedence Points

- 0 (0 Points)
- 1-2 (10 Points)
- > 2 (15 Points)

3.1.2 If you exceeded the high quality limits, did you cumulatively track the metals loading at each land application site? (check applicable box)

- Yes
- No (10 points)
- N/A - Did not exceed limits or no HQ limit applies (0 points)
- N/A - Did not land apply biosolids until limit was met (0 points)

3.1.3 Number of times any of the metals exceeded the ceiling limits = 0

Exceedence Points

- 0 (0 Points)
- 1 (10 Points)
- > 1 (15 Points)

3.1.4 Were biosolids land applied which exceeded the ceiling limit?

- Yes (20 Points)
- No (0 Points)

3.1.5 If any metal limit (high quality or ceiling) was exceeded at any time, what action was taken? Has the source of the metals been identified?

NA

4. Pathogen Control (per outfall):

4.1 Verify the following information. If any information is incorrect, use the Report Issue button under the Options header in the left-side menu.

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Outfall Number:	003
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	01/01/2023 - 02/28/2023
Density:	35,646
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	No
Process:	Anaerobic Digestion
Process Description:	Anaerobic digestion with a 21-day HRT. *The higher than normal fecals are related to the polymer release to digestion and dewatering Raw and TWAS, this material was not anaerobically digested from 12/26/22 to 1/12/23. However, WDNR considers this a class B biosolids for land Application. All biosolids from this event has been separated, Land Applied, and tracked on nutrient management sheets and site maps.

Outfall Number:	003
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	03/01/2023 - 04/30/2023
Density:	15,989
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	Yes
Process:	Anaerobic Digestion
Process Description:	Anaerobic digestion with a 21-day HRT.

Outfall Number:	003
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	05/01/2023 - 06/30/2023
Density:	14,494
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	Yes
Process:	Anaerobic Digestion
Process Description:	Anaerobic digestion with a 21-day HRT.

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Outfall Number:	003
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	07/01/2023 - 08/31/2023
Density:	11,384
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	Yes
Process:	Anaerobic Digestion
Process Description:	Anaerobic Digestion with a 21-day HRT

Outfall Number:	003
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	09/01/2023 - 10/31/2023
Density:	12,938
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	Yes
Process:	Anaerobic Digestion
Process Description:	Anaerobic Digestion with a 21-Day HRT

Outfall Number:	003
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	11/01/2023 - 12/31/2023
Density:	7,523
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	Yes
Process:	Anaerobic Digestion
Process Description:	Anaerobic Digestion with a 21-Day HRT

Outfall Number:	010
Biosolids Class:	A
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	04/01/2023 - 06/30/2023
Density:	57
Sample Concentration Amount:	MPN/G TS
Requirement Met:	Yes
Land Applied:	Yes
Process:	Composting
Process Description:	The Composting material maintained a temperature of 55 degrees C or higher for 15 days or longer. During this period, a minimum of 5 windrow turns occurred.

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Outfall Number:	010
Biosolids Class:	A
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	07/01/2023 - 09/30/2023
Density:	0
Sample Concentration Amount:	MPN/G TS
Requirement Met:	Yes
Land Applied:	Yes
Process:	Composting
Process Description:	The Composting material maintained a temperature of 55 degrees C or higher for 15 days or longer. During this period, a minimum of 5 windrow turns occurred.

Outfall Number:	010
Biosolids Class:	A
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	10/01/2023 - 12/31/2023
Density:	2
Sample Concentration Amount:	MPN/G TS
Requirement Met:	Yes
Land Applied:	Yes
Process:	Composting
Process Description:	The Composting material maintained a temperature of 55 degrees C or higher for 15 days or longer. During this period, a minimum of 5 windrow turns occurred.

0

4.2 If exceeded Class B limit or did not meet the process criteria at the time of land application.

4.2.1 Was the limit exceeded or the process criteria not met at the time of land application?

Yes (40 Points)

No

If yes, what action was taken?

NA

5. Vector Attraction Reduction (per outfall):

5.1 Verify the following information. If any of the information is incorrect, use the Report Issue button under the Options header in the left-side menu.

Outfall Number:	003
Method Date:	01/29/2023
Option Used To Satisfy Requirement:	Incorporation when land apply
Requirement Met:	Yes
Land Applied:	No
Limit (if applicable):	
Results (if applicable):	

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Outfall Number:	003
Method Date:	03/28/2023
Option Used To Satisfy Requirement:	Volatile Solids Reduction
Requirement Met:	Yes
Land Applied:	Yes
Limit (if applicable):	>= 38
Results (if applicable):	47.2

Outfall Number:	003
Method Date:	05/30/2023
Option Used To Satisfy Requirement:	Volatile Solids Reduction
Requirement Met:	Yes
Land Applied:	Yes
Limit (if applicable):	>= 38
Results (if applicable):	44.5

Outfall Number:	003
Method Date:	07/25/2023
Option Used To Satisfy Requirement:	Volatile Solids Reduction
Requirement Met:	Yes
Land Applied:	Yes
Limit (if applicable):	>= 38
Results (if applicable):	45.1

Outfall Number:	003
Method Date:	09/26/2023
Option Used To Satisfy Requirement:	Volatile Solids Reduction
Requirement Met:	Yes
Land Applied:	Yes
Limit (if applicable):	>= 38
Results (if applicable):	39.1

Outfall Number:	003
Method Date:	11/28/2023
Option Used To Satisfy Requirement:	Volatile Solids Reduction
Requirement Met:	Yes
Land Applied:	Yes
Limit (if applicable):	>= 38
Results (if applicable):	41.7

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Outfall Number:	010		
Method Date:	06/30/2023		
Option Used To Satisfy Requirement:	Aerobic Composting Process		
Requirement Met:	Yes		
Land Applied:	Yes		
Limit (if applicable):			
Results (if applicable):			
Outfall Number:	010		
Method Date:	09/30/2023		
Option Used To Satisfy Requirement:	Aerobic Composting Process		
Requirement Met:	Yes		
Land Applied:	Yes		
Limit (if applicable):			
Results (if applicable):			
Outfall Number:	010		
Method Date:	12/31/2023		
Option Used To Satisfy Requirement:	Aerobic Composting Process		
Requirement Met:	Yes		
Land Applied:	Yes		
Limit (if applicable):			
Results (if applicable):			
<p>5.2 Was the limit exceeded or the process criteria not met at the time of land application?</p> <p><input type="radio"/> Yes (40 Points)</p> <p><input checked="" type="radio"/> No</p> <p>If yes, what action was taken?</p> <div style="border: 1px solid black; padding: 2px; width: 80%;">NA</div>			
<p>6. Biosolids Storage</p> <p>6.1 How many days of actual, current biosolids storage capacity did your wastewater treatment facility have either on-site or off-site?</p> <p><input checked="" type="radio"/> >= 180 days (0 Points)</p> <p><input type="radio"/> 150 - 179 days (10 Points)</p> <p><input type="radio"/> 120 - 149 days (20 Points)</p> <p><input type="radio"/> 90 - 119 days (30 Points)</p> <p><input type="radio"/> < 90 days (40 Points)</p> <p><input type="radio"/> N/A (0 Points)</p> <p>6.2 If you checked N/A above, explain why.</p> <div style="border: 1px solid black; padding: 2px; width: 80%;">NA</div>			
<p>7. Issues</p> <p>7.1 Describe any outstanding biosolids issues with treatment, use or overall management:</p>			

0

0

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On December 26, 2022, the AWWTP experienced an interruption of the anaerobic digestion process due to polymer entering the digesters. As a result, on December 27, 2022, the anaerobic digestion process was bypassed with approval from the Wisconsin DNR. The bypassing continued into early January 2023. Environmental Programs Coordinator Brian Kreski, subsequently requested approval to land apply the primary/secondary dewatered sludge in his January 11, 2023 letter to Barti Oumarou.

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Staffing and Preventative Maintenance (All Treatment Plants)

<p>1. Plant Staffing</p> <p>1.1 Was your wastewater treatment plant adequately staffed last year?</p> <ul style="list-style-type: none">● Yes○ No <p>If No, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>Could use more help/staff for:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>1.2 Did your wastewater staff have adequate time to properly operate and maintain the plant and fulfill all wastewater management tasks including recordkeeping?</p> <ul style="list-style-type: none">● Yes○ No <p>If No, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
<p>2. Preventative Maintenance</p> <p>2.1 Did your plant have a documented AND implemented plan for preventative maintenance on major equipment items?</p> <ul style="list-style-type: none">● Yes (Continue with question 2) <input type="checkbox"/><input type="checkbox"/>○ No (40 points) <input type="checkbox"/><input type="checkbox"/> <p>If No, please explain, then go to question 3:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>2.2 Did this preventative maintenance program depict frequency of intervals, types of lubrication, and other tasks necessary for each piece of equipment?</p> <ul style="list-style-type: none">● Yes○ No (10 points) <p>2.3 Were these preventative maintenance tasks, as well as major equipment repairs, recorded and filed so future maintenance problems can be assessed properly?</p> <ul style="list-style-type: none">● Yes<ul style="list-style-type: none">○ Paper file system○ Computer system● Both paper and computer system○ No (10 points)	0
<p>3. O&M Manual</p> <p>3.1 Does your plant have a detailed O&M and Manufacturer Equipment Manuals that can be used as a reference when needed?</p> <ul style="list-style-type: none">● Yes○ No	
<p>4. Overall Maintenance /Repairs</p> <p>4.1 Rate the overall maintenance of your wastewater plant.</p> <ul style="list-style-type: none">○ Excellent● Very good○ Good○ Fair○ Poor <p>Describe your rating:</p>	

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Operation/maintenance staff are knowledgeable and dedicated to repairing immediate needs, while also planning ahead for future maintenance and capital improvement projects.
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Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Operator Certification and Education

1. Operator-In-Charge

1.1 Did you have a designated operator-in-charge during the report year?

- Yes (0 points)
- No (20 points)

Name:

Certification No:

0

2. Certification Requirements

2.1 In accordance with Chapter NR 114.56 and 114.57, Wisconsin Administrative Code, what level and subclass(es) were required for the operator-in-charge (OIC) to operate the wastewater treatment plant and what level and subclass(es) were held by the operator-in-charge?

Sub Class	SubClass Description	WWTP	OIC		
		Advanced	OIT	Basic	Advanced
A1	Suspended Growth Processes	X			X
A2	Attached Growth Processes				
A3	Recirculating Media Filters				
A4	Ponds, Lagoons and Natural				
A5	Anaerobic Treatment Of Liquid				
B	Solids Separation	X			X
C	Biological Solids/Sludges	X			X
P	Total Phosphorus	X			X
N	Total Nitrogen				
D	Disinfection	X			X
L	Laboratory	X			X
U	Unique Treatment Systems				
SS	Sanitary Sewage Collection	X	NA	X	NA

0

2.2 Was the operator-in-charge certified at the appropriate level and subclass(es) to operate this plant? (Note: Certification in subclass SS is required 5 years after permit reissuance.)

- Yes (0 points)
- No (20 points)

2.3 For wastewater treatment facilities with a registered or certified laboratory, is at least one operator that works in the laboratory certified at the basic level in the laboratory (L) subclass?

- Yes
- No
- N/A – Wastewater treatment facility does not have a registered or certified laboratory

2.4 For wastewater treatment facilities that own and operate a sanitary sewage collection system, has at least one operator been designated the OIC for sanitary sewage collection system and certified at the basic level in the sanitary sewage collection system (SS) subclass?

- Yes
- No
- N/A – Owner of the Wastewater treatment facility does not own and operate a sanitary sewage collection system

3. Succession Planning

3.1 In the event of the loss of your designated operator-in-charge, did you have a contingency plan to ensure the continued proper operation and maintenance of the plant that includes one or more of the following options (check all that apply)?

- One or more additional certified operators on staff

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<input type="checkbox"/> An arrangement with another certified operator <input type="checkbox"/> An arrangement with another community with a certified operator <input type="checkbox"/> An operator on staff who has an operator-in-training certificate for your plant and is expected to be certified within one year <input type="checkbox"/> A consultant to serve as your certified operator <input type="checkbox"/> None of the above (20 points) If "None of the above" is selected, please explain: <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>	0
---	---

<p>4. Continuing Education Credits</p> <p>4.1 If you had a designated operator-in-charge, was the operator-in-charge earning Continuing Education Credits at the following rates?</p> <p>OIT and Basic Certification:</p> <ul style="list-style-type: none"> <input type="radio"/> Averaging 6 or more CECs per year. <input type="radio"/> Averaging less than 6 CECs per year. <p>Advanced Certification:</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> Averaging 8 or more CECs per year. <input type="radio"/> Averaging less than 8 CECs per year. 	
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Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Financial Management

1. Provider of Financial Information Name: <input type="text" value="Kelli Rindt"/> Telephone: <input type="text" value="(920) 832-6316"/> (XXX) XXX-XXXX E-Mail Address (optional): <input type="text" value="kelli.rindt@appleton.org"/>		
2. Treatment Works Operating Revenues 2.1 Are User Charges or other revenues sufficient to cover O&M expenses for your wastewater treatment plant AND/OR collection system ? ● Yes (0 points) <input type="checkbox"/> <input type="checkbox"/> ○ No (40 points) If No, please explain: <input type="text" value="NA"/> 2.2 When was the User Charge System or other revenue source(s) last reviewed and/or revised? Year: <input type="text" value="2023"/> ● 0-2 years ago (0 points) <input type="checkbox"/> <input type="checkbox"/> ○ 3 or more years ago (20 points) <input type="checkbox"/> <input type="checkbox"/> ○ N/A (private facility) 2.3 Did you have a special account (e.g., CWFPP required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment plant and/or collection system? ● Yes (0 points) ○ No (40 points)		0
REPLACEMENT FUNDS [PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 3]		
3. Equipment Replacement Funds 3.1 When was the Equipment Replacement Fund last reviewed and/or revised? Year: <input type="text" value="2023"/> ● 1-2 years ago (0 points) <input type="checkbox"/> <input type="checkbox"/> ○ 3 or more years ago (20 points) <input type="checkbox"/> <input type="checkbox"/> ○ N/A If N/A, please explain: <input type="text" value="NA"/>		
3.2 Equipment Replacement Fund Activity		
3.2.1 Ending Balance Reported on Last Year's CMAR	\$ <input type="text" value="3,609,022.60"/>	
3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)	\$ <input type="text" value="0.00"/>	
3.2.3 Adjusted January 1st Beginning Balance	\$ <input type="text" value="3,609,022.60"/>	
3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)	\$ <input type="text" value="156,275.48"/>	
	+ \$ <input type="text" value="156,275.48"/>	

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3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below*) -

\$ 0.00

3.2.6 Ending Balance as of December 31st for CMAR Reporting Year

\$ 3,765,298.08

All Sources: This ending balance should include all Equipment Replacement Funds whether held in a bank account(s), certificate(s) of deposit, etc.

3.2.6.1 Indicate adjustments, equipment purchases, and/or major repairs from 3.2.5 above.

NA

3.3 What amount should be in your Replacement Fund?

\$ 2,898,917.00

0

Please note: If you had a CWFPP loan, this amount was originally based on the Financial Assistance Agreement (FAA) and should be regularly updated as needed. Further calculation instructions and an example can be found by clicking the SectionInstructions link under Info header in the left-side menu.

3.3.1 Is the December 31 Ending Balance in your Replacement Fund above, (#3.2.6) equal to, or greater than the amount that should be in it (#3.3)?

- Yes
- No

If No, please explain.

NA

4. Future Planning

4.1 During the next ten years, will you be involved in formal planning for upgrading, rehabilitating, or new construction of your treatment facility or collection system?

- Yes - If Yes, please provide major project information, if not already listed below.
- No

Project #	Project Description	Estimated Cost	Approximate Construction Year
1	Lift Station Upgrades	\$1,657,500	2024
2	Sludge Storage Building Addition	\$2,060,284	2024
3	Grit System And Raw Sludge Pump	\$618,021	2024
4	Heat Exchanger	\$4,133,358	2024
5	Belt Filter Press Upgrades And Replacement	\$9,238,894	2024
6	Chemical System Upgrades	\$225,000	2024
7	Final Clarifier Underdrain Replacement	\$433,473	2024
8	Aeration Process Upgrades	\$600,000	2024
9	Primary Clarifier #1-4 Rebuild	\$1,000,000	2024
10	SCADA Instrumentation	\$30,000	2024
11	IT Wireless Access/Network Upgrades	\$1,700,000	2024
12	HVAC Upgrades-Current Year	\$3,447,242	2024
13	Lighting Upgrades-Current Year	\$162,121	2024
14	Electrical Distribution Upgrades	\$273,634	2024
15	Green Energy Electrical Upgrades	\$863,123	2024
16	MCC Controls Upgrades-Current Year	\$159,420	2024
17	Elevator Replacement	\$350,000	2024
18	Building Renovations	\$54,790	2024
19	Administrative Building Improvements	\$130,836	2024
20	Hardscape Replacements-Current Year	\$332,273	2024

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21	Lift Station Upgrades	\$1,700,000	2025
22	Multi-year Roof Replacement	\$525,000	2025
23	Multi-year HVAC Upgrades	\$2,650,000	2025
24	Multi-year MCC Controls Upgrades	\$7,700,000	2025
25	Multi-year F1 Building Renovations	\$1,250,000	2025
26	Receiving Station Upgrades	\$900,000	2026
27	Bisulfite Bulk Tank Replacement	\$160,000	2026
28	Multi-year Lighting Upgrades	\$150,000	2026
29	Elevator Replacement	\$400,000	2026
30	Multi-year Hardscape Replacements	\$600,000	2026
31	Elevator Replacement	\$350,000	2027
32	M-Building Equipment Upgrades	\$1,600,000	2028
33	Elevator Replacement	\$350,000	2028

5. Financial Management General Comments

None

ENERGY EFFICIENCY AND USE

6. Collection System

6.1 Energy Usage

6.1.1 Enter the monthly energy usage from the different energy sources:

COLLECTION SYSTEM PUMPAGE: Total Power Consumed

Number of Municipally Owned Pump/Lift Stations:

	Electricity Consumed (kWh)	Natural Gas Consumed (therms)
January	27,709	315
February	26,867	151
March	33,770	113
April	29,062	29
May	17,497	12
June	13,439	5
July	12,775	14
August	12,562	8
September	12,529	7
October	13,569	32
November	23,207	31
December	22,058	262
Total	245,044	979
Average	20,420	82

6.1.2 Comments:

None

6.2 Energy Related Processes and Equipment

6.2.1 Indicate equipment and practices utilized at your pump/lift stations (Check all that apply):

Comminution or Screening

Extended Shaft Pumps

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Appleton Wastewater Treatment Facility

Last Updated: Reporting For:
6/5/2024 2023

- Flow Metering and Recording
- Pneumatic Pumping
- SCADA System
- Self-Priming Pumps
- Submersible Pumps
- Variable Speed Drives
- Other:

6.2.2 Comments:

None

6.3 Has an Energy Study been performed for your pump/lift stations?

No

Yes

Year:

2009

By Whom:

Donohue & Associates, McMahon Engineers

Describe and Comment:

In the last five years the following lift stations have been reviewed and new designs, some including new energy efficient pumps, VFDs, etc., have been completed through construction projects: Briarcliff, Midway Rd, North Edgewood. Maintaining a lift station inventory that is energy efficient is a City of Appleton objective.

6.4 Future Energy Related Equipment

6.4.1 What energy efficient equipment or practices do you have planned for the future for your pump/lift stations?

Future lift station pump and motor upgrades will replace less efficient equipment with more energy efficient pumps and motors.

7. Treatment Facility

7.1 Energy Usage

7.1.1 Enter the monthly energy usage from the different energy sources:

Compliance Maintenance Annual Report

Appleton Wastewater Treatment Facility

Last Updated: Reporting For:
6/5/2024 **2023**

TREATMENT PLANT: Total Power Consumed/Month

	Electricity Consumed (kWh)	Total Influent Flow (MG)	Electricity Consumed/Flow (kWh/MG)	Total Influent BOD (1000 lbs)	Electricity Consumed/Total Influent BOD (kWh/1000lbs)	Natural Gas Consumed (therms)
January	852,267	385.01	2,214	595.63	1,431	29,228
February	815,733	331.98	2,457	642.35	1,270	33,981
March	914,249	714.99	1,279	977.93	935	6,173
April	859,984	631.19	1,362	705.39	1,219	3,043
May	802,752	425.42	1,887	573.00	1,401	8,119
June	817,797	291.18	2,809	823.23	993	2,399
July	853,199	262.72	3,248	816.17	1,045	1,726
August	982,858	295.63	3,325	777.88	1,264	185
September	868,800	248.68	3,494	803.67	1,081	43
October	917,390	334.40	2,743	1,101.62	833	8,480
November	902,695	337.04	2,678	934.62	966	1,004
December	899,200	340.93	2,637	884.28	1,017	1,641
Total	10,486,924	4,599.17		9,635.77		96,022
Average	873,910	383.26	2,511	802.98	1,121	8,002

7.1.2 Comments:

None

7.2 Energy Related Processes and Equipment

7.2.1 Indicate equipment and practices utilized at your treatment facility (Check all that apply):

- Aerobic Digestion
- Anaerobic Digestion
- Biological Phosphorus Removal
- Coarse Bubble Diffusers
- Dissolved O2 Monitoring and Aeration Control
- Effluent Pumping
- Fine Bubble Diffusers
- Influent Pumping
- Mechanical Sludge Processing
- Nitrification
- SCADA System
- UV Disinfection
- Variable Speed Drives
- Other:

7.2.2 Comments:

Effluent pumping is an as-needed process dependent on WWTP inflow and river levels.

7.3 Future Energy Related Equipment

7.3.1 What energy efficient equipment or practices do you have planned for the future for your treatment facility?

Compliance Maintenance Annual Report

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Last Updated: Reporting For:
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Equipment replacement with energy efficient pumps and motors as well optimization of process controls.
Biogas boiler heating system optimization to increase biogas utilization and heating system efficiency.

8. Biogas Generation

8.1 Do you generate/produce biogas at your facility?

No

Yes

If Yes, how is the biogas used (Check all that apply):

Flared Off

Building Heat

Process Heat

Generate Electricity

Other:

9. Energy Efficiency Study

9.1 Has an Energy Study been performed for your treatment facility?

No

Yes

Entire facility

Year:

By Whom:

Describe and Comment:

Every project has an energy component. The City reviews projects by completing a conditions assessment followed by a review of alternatives. The City chooses the alternative with the least overall project cost (operating and capital). A number of projects resulted in decreased energy usage. As part of the plant electrical distribution project, two buildings currently heated by electricity will be converted to hot water heating.

Part of the facility

Year:

By Whom:

Describe and Comment:

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Appleton Wastewater Treatment Facility

Last Updated: Reporting For:
6/5/2024 2023

Sanitary Sewer Collection Systems

1. Capacity, Management, Operation, and Maintenance (CMOM) Program

1.1 Do you have a CMOM program that is being implemented?

- Yes
- No

If No, explain:

1.2 Do you have a CMOM program that contains all the applicable components and items according to Wisc. Adm Code NR 210.23 (4)?

- Yes
- No (30 points)
- N/A

If No or N/A, explain:

1.3 Does your CMOM program contain the following components and items? (check the components and items that apply)

- Goals [NR 210.23 (4)(a)]

Describe the major goals you had for your collection system last year:

Major Goals: Reconstruction is performed based on existing condition and expected useful life of sanitary sewer infrastructure. Budget constraints limit the amount of sewer infrastructure that can be replaced annually to an amount less than which meets our reconstruction criteria. In 2023, \$1,532,995 was budgeted for sewer reconstruction and \$1,057,550 was budgeted for maintenance.

Specific 2023 goals included System cleaning: 30.25%; televising and root control: 10.32%; Spot Repairs/Defect Corrections: 13; Trouble call responses: 32; Blockages removed: 3; Cross connections identified: 18; protruding taps removed: 0; General reduction in I/I through clear water inspection program. These goals are consistent with the 2023 budget for the collection system.

Did you accomplish them?

- Yes
- No

If No, explain:

- Organization [NR 210.23 (4) (b)]

Does this chapter of your CMOM include:

- Organizational structure and positions (eg. organizational chart and position descriptions)
- Internal and external lines of communication responsibilities
- Person(s) responsible for reporting overflow events to the department and the public

- Legal Authority [NR 210.23 (4) (c)]

What is the legally binding document that regulates the use of your sewer system?

Sewer Use Ordinance

If you have a Sewer Use Ordinance or other similar document, when was it last reviewed and revised? (MM/DD/YYYY)

2020-11-03

Does your sewer use ordinance or other legally binding document address the following:

- Private property inflow and infiltration
- New sewer and building sewer design, construction, installation, testing and inspection
- Rehabilitated sewer and lift station installation, testing and inspection

Compliance Maintenance Annual Report

Appleton Wastewater Treatment Facility

Last Updated: Reporting For:
6/5/2024 **2023**

Sewage flows satellite system and large private users are monitored and controlled, as necessary
 Fat, oil and grease control
 Enforcement procedures for sewer use non-compliance
 Operation and Maintenance [NR 210.23 (4) (d)]
 Does your operation and maintenance program and equipment include the following:
 Equipment and replacement part inventories
 Up-to-date sewer system map
 A management system (computer database and/or file system) for collection system information for O&M activities, investigation and rehabilitation
 A description of routine operation and maintenance activities (see question 2 below)
 Capacity assessment program
 Basement back assessment and correction
 Regular O&M training
 Design and Performance Provisions [NR 210.23 (4) (e)]
 What standards and procedures are established for the design, construction, and inspection of the sewer collection system, including building sewers and interceptor sewers on private property?
 State Plumbing Code, DNR NR 110 Standards and/or local Municipal Code Requirements
 Construction, Inspection, and Testing
 Others:

Overflow Emergency Response Plan [NR 210.23 (4) (f)]
 Does your emergency response capability include:
 Responsible personnel communication procedures
 Response order, timing and clean-up
 Public notification protocols
 Training
 Emergency operation protocols and implementation procedures
 Annual Self-Auditing of your CMOM Program [NR 210.23 (5)]
 Special Studies Last Year (check only those that apply):
 Infiltration/Inflow (I/I) Analysis
 Sewer System Evaluation Survey (SSES)
 Sewer Evaluation and Capacity Management Plan (SECAP)
 Lift Station Evaluation Report
 Others:

0

2. Operation and Maintenance

2.1 Did your sanitary sewer collection system maintenance program include the following maintenance activities? Complete all that apply and indicate the amount maintained.

Cleaning	30.25	% of system/year
Root removal	0.10	% of system/year
Flow monitoring	0.00	% of system/year
Smoke testing	0.00	% of system/year
Sewer line televising	10.20	% of system/year
Manhole inspections	11.70	% of system/year

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Last Updated: Reporting For:
6/5/2024 **2023**

Lift station O&M	<input type="text" value="12.00"/>	# per L.S./year
Manhole rehabilitation	<input type="text" value="0.13"/>	% of manholes rehabbed
Mainline rehabilitation	<input type="text" value="0.21"/>	% of sewer lines rehabbed
Private sewer inspections	<input type="text" value="0.74"/>	% of system/year
Private sewer I/I removal	<input type="text" value="0.04"/>	% of private services
River or water crossings	<input type="text" value="0.00"/>	% of pipe crossings evaluated or maintained
Please include additional comments about your sanitary sewer collection system below:		
<input type="text" value="No additional comments."/>		

3. Performance Indicators

3.1 Provide the following collection system and flow information for the past year.

<input type="text" value="21.60"/>	Total actual amount of precipitation last year in inches
<input type="text" value="32.00"/>	Annual average precipitation (for your location)
<input type="text" value="334.00"/>	Miles of sanitary sewer
<input type="text" value="14.00"/>	Number of lift stations
<input type="text" value="1.00"/>	Number of lift station failures
<input type="text" value="0.00"/>	Number of sewer pipe failures
<input type="text" value="32.00"/>	Number of basement backup occurrences
<input type="text" value="32.00"/>	Number of complaints
<input type="text" value="12.60"/>	Average daily flow in MGD (if available)
<input type="text" value="23.10"/>	Peak monthly flow in MGD (if available)
<input type="text" value="63.41"/>	Peak hourly flow in MGD (if available)

3.2 Performance ratios for the past year:

<input type="text" value="0.07"/>	Lift station failures (failures/year)
<input type="text" value="0.00"/>	Sewer pipe failures (pipe failures/sewer mile/yr)
<input type="text" value="0.00"/>	Sanitary sewer overflows (number/sewer mile/yr)
<input type="text" value="0.10"/>	Basement backups (number/sewer mile)
<input type="text" value="0.10"/>	Complaints (number/sewer mile)
<input type="text" value="1.8"/>	Peaking factor ratio (Peak Monthly:Annual Daily Avg)
<input type="text" value="5.0"/>	Peaking factor ratio (Peak Hourly:Annual Daily Avg)

4. Overflows

LIST OF SANITARY SEWER (SSO) AND TREATMENT FACILITY (TFO) OVERFLOWS REPORTED **

Date	Location	Cause	Estimated Volume
None reported			

** If there were any SSOs or TFOs that are not listed above, please contact the DNR and stop work on this section until corrected.

5. Infiltration / Inflow (I/I)

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Last Updated: Reporting For:
6/5/2024 **2023**

5.1 Was infiltration/inflow (I/I) significant in your community last year?

- Yes
- No

If Yes, please describe:

Rain events in March and April increased influent flows above the average daily flow for the year.

5.2 Has infiltration/inflow and resultant high flows affected performance or created problems in your collection system, lift stations, or treatment plant at any time in the past year?

- Yes
- No

If Yes, please describe:

5.3 Explain any infiltration/inflow (I/I) changes this year from previous years:

None

5.4 What is being done to address infiltration/inflow in your collection system?

The following activities are being performed to address inflow/infiltration:

- a. 738 manhole Inspections
- b. 8 manholes rehabilitated
- c. 34.1 miles of sanitary mains televised
- d. 0.70 miles of sewer pipe rehabilitated
- e. 60 sanitary manhole seals installed
- f. 11 laterals replaced
- g. 18 basement inspections in conjunction with plumbing inspections and water meter maintenance, to identify and eliminate illegal clear water connections to the sanitary system. 18 violations were found or corrected.

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Appleton Wastewater Treatment Facility

Last Updated: Reporting For:
6/5/2024 **2023**

Grading Summary

WPDES No: 0023221

SECTIONS	LETTER GRADE	GRADE POINTS	WEIGHTING FACTORS	SECTION POINTS
Influent	A	4	3	12
BOD/CBOD	A	4	10	40
TSS	A	4	5	20
Ammonia	A	4	5	20
Phosphorus	A	4	3	12
Biosolids	A	4	5	20
Staffing/PM	A	4	1	4
OpCert	A	4	1	4
Financial	A	4	1	4
Collection	A	4	3	12
TOTALS			37	148
GRADE POINT AVERAGE (GPA) = 4.00				

Notes:

- A = Voluntary Range (Response Optional)
- B = Voluntary Range (Response Optional)
- C = Recommendation Range (Response Required)
- D = Action Range (Response Required)
- F = Action Range (Response Required)

Compliance Maintenance Annual Report

Appleton Wastewater Treatment Facility

Last Updated: Reporting For:
6/5/2024 2023

Resolution or Owner's Statement

Name of Governing
Body or Owner:

Date of Resolution or
Action Taken:

Resolution Number:

Date of Submittal:

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO SPECIFIC CMAR SECTIONS (Optional for grade A or B. Required for grade C, D, or F):

Influent Flow and Loadings: Grade = A

Effluent Quality: BOD: Grade = A

Effluent Quality: TSS: Grade = A

Effluent Quality: Ammonia: Grade = A

Effluent Quality: Phosphorus: Grade = A

Biosolids Quality and Management: Grade = A

Staffing: Grade = A

Operator Certification: Grade = A

Financial Management: Grade = A

Collection Systems: Grade = A

(Regardless of grade, response required for Collection Systems if SSOs were reported)

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO THE OVERALL GRADE POINT AVERAGE AND ANY GENERAL COMMENTS

(Optional for G.P.A. greater than or equal to 3.00, required for G.P.A. less than 3.00)

G.P.A. = 4.00



CITY OF APPLETON

Department of Parks & Recreation

1819 East Witzke Blvd.

Appleton, WI 54911

p: 920-832-3919

f: 920-993-3103

www.appleton.org

TO: Parks and Recreation Committee

FROM: Dean R. Gazza

DATE: June 10, 2024

RE: Action: Adopt the Proposed Revised Agreements for Stormwater Ponds at Memorial Park and Reid Golf Course

The Parks and Recreation Department and the Stormwater Utility have reviewed the agreements for stormwater ponds at Memorial Park and Reid Golf Course. Reviews are completed to ensure the agreements remain current and reflect market values. The following changes are being proposed upon review.

1. Annual market value reviews and determined rent will be memorialized as an information item at the Parks and Recreation as well as the Utilities Committees. The adopted annual budget will approve the annual rent. An addendum will not be approved by Common Council.

Attached for review is the current market rent analysis completed by the City Assessor. The following will be the 2025 rent.

Reid Golf Course:	\$22,680.00
Memorial Park North Pond:	\$22,932.00
Memorial Park South Pond:	\$22,050.00

Our department requests approval of the updates which will go into effect June 20, 2024.

Please contact me at 832-5572 or at dean.gazza@appleton.org with any questions.

AGREEMENT FOR STORMWATER PONDS AT MEMORIAL PARK

I. PARTIES

- 1.1 **City of Appleton's Parks, ~~and Recreation, and Facilities Management~~ Department**, with its principal place of business at 1819 East Witzke Boulevard, Appleton, WI 54911 (hereinafter "City").
- 1.2 The **Stormwater Utility**, with its principal place of business at 100 North Appleton Street, Appleton, WI 54911 (hereinafter the "the Utility").
- 1.3 Together, the City and the Utility may be referred to as "the parties".

II. RECITALS

WHEREAS,

- 2.1 The Utility is responsible for the operations that oversee the collection, distribution, treatment, and dissipation of stormwater that accumulates within the City of Appleton; and
- 2.2 The Utility has previously erected two stormwater ponds at Memorial Park; and
- 2.3 The Parties desire to continue to work together to allow the operation of stormwater ponds within Memorial Park; and
- 2.4 The Parties desire to have the Common Council's approval of an arrangement whereby the Utility reimburses ~~PRFM~~ City for continued use of said stormwater ponds.

III. THE AGREEMENT

NOW, THEREFORE, in consideration of the fulfillment of the obligations of the parties hereinafter set forth and for other good and valuable consideration, the receipt of which is hereby acknowledged, IT IS MUTUALLY AGREED AND PROMISED, by and between the City and the Utility, as follows:

- 3.1 The Utility will provide payment to the City for the annual use of the Appleton Memorial Park North Pond in the amount of \$21,294.
- 3.2 The Utility will provide payment to the City for the annual use of the Appleton Memorial Park South Pond in the amount of \$20,475.

~~3.3~~ — The Parties agree that market values and rates of return will be reviewed prior to June 1st to determine the applicable rent for the next budget year. This value (herein “annual rent”) shall be ~~documented~~ memorialized as an information item at the Park and Recreation as well as the Utilities Committees. The adopted annual budget will approve the annual rent. via an addendum to this Agreement and approved by Common Council.

3.3

3.4 The annual rent shall be paid by the Stormwater Utility by October 1st of each year.

3.5 This Agreement shall remain in effect until Common Council modifies the Agreement. Any amendments or addendums shall be memorialized in writing.

3.6 This Agreement became effective on August 2, 2023, the date of approval by the Common Council, as set forth within the attached meeting minutes.

IN WITNESS WHEREOF, the parties have caused the forgoing instrument to be executed on the day and year of the last signature below.

on behalf of
**PARKS, AND RECREATION and FACILITIES
MANAGEMENT DEPARTMENT**

on behalf of the
STORMWATER UTILITY

By: _____
Dean Gazza, Director of Parks, ~~and~~
Recreation and Facilities Management

By: _____
~~Danielle Block~~ Peter Neuberger, Interim
Director of Public Works

CITY OF APPLETON

By: _____
Jacob A. Woodford, Mayor

By: _____
Kami Lynch, City Clerk

Approved as to form:

Countersigned pursuant to §62.09(10), Wis.
Stats.

Christopher R. Behrens, City Attorney

Jeri A. Ohman, Director of Finance

CityLaw A22-0821.aka

AGREEMENT FOR STORMWATER PONDS AT MEMORIAL PARK

I. PARTIES

- 1.1 **City of Appleton's Parks and Recreation Department**, with its principal place of business at 1819 East Witzke Boulevard, Appleton, WI 54911 (hereinafter "City").
- 1.2 The **Stormwater Utility**, with its principal place of business at 100 North Appleton Street, Appleton, WI 54911 (hereinafter the "the Utility").
- 1.3 Together, the City and the Utility may be referred to as "the parties".

II. RECITALS

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- 2.3 The Parties desire to continue to work together to allow the operation of stormwater ponds within Memorial Park; and
- 2.4 The Parties desire to have the Common Council's approval of an arrangement whereby the Utility reimburses City for continued use of said stormwater ponds.

III. THE AGREEMENT

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- 3.4 The annual rent shall be paid by the Stormwater Utility by October 1st of each year.
- 3.5 This Agreement shall remain in effect until Common Council modifies the Agreement. Any amendments or addendums shall be memorialized in writing.
- 3.6 This Agreement became effective on August 2, 2023, the date of approval by the Common Council, as set forth within the attached meeting minutes.

IN WITNESS WHEREOF, the parties have caused the forgoing instrument to be executed on the day and year of the last signature below.

on behalf of
PARKS AND RECREATION DEPARTMENT

on behalf of the
STORMWATER UTILITY

By: _____
 Dean Gazza, Director of Parks and Recreation

By: _____
 Peter Neuberger, Interim Director of Public Works

CITY OF APPLETON

By: _____
 Jacob A. Woodford, Mayor

By: _____
 Kami Lynch, City Clerk

Approved as to form:

Countersigned pursuant to §62.09(10), Wis. Stats.

 Christopher R. Behrens, City Attorney

 Jeri A. Ohman, Director of Finance

CityLaw A22-0821.aka

REID GOLF COURSE AND STORMWATER UTILITY AGREEMENT FOR STORMWATER POND

I. PARTIES

- 1.1 **Reid Golf Course**, a City of Appleton municipal golf course with its principal place of business at 1100 East Fremont Street, Appleton, WI 54915 (hereinafter “Reid”).
- 1.2 The **Stormwater Utility**, a Wisconsin municipal utility with its principal place of business at 100 North Appleton Street, Appleton, WI 54911 (hereinafter the “the Utility”).
- 1.3 Together, Reid and the Utility may be referred to as “the parties”.

II. RECITALS

WHEREAS,

- 2.1 The Utility is responsible for the operations that oversee the collection, distribution, treatment, and dissipation of stormwater that accumulates within the City of Appleton; and
- 2.2 The Utility has previously erected a stormwater pond at Reid; and
- 2.3 The Parties desire to continue to work together to allow the operation of a stormwater pond within Reid; and
- 2.4 The Parties desire to have the Common Council’s approval of an arrangement whereby the Utility annually reimburses Reid Golf Course for continued use of the stormwater pond.

III. THE AGREEMENT

NOW, THEREFORE, in consideration of the fulfillment of the obligations of the parties hereinafter set forth and for other good and valuable consideration, the receipt of which is hereby acknowledged, IT IS MUTUALLY AGREED AND PROMISED, by and between Reid and the Utility, as follows:

- 3.1 The Utility will provide payment to Reid for the annual use of the stormwater pond in the amount of \$21,060.

- 3.2 The Parties agree that market values and rates of return will be reviewed prior to June 1st to determine the applicable rent for the next budget year. This value (herein “annual rent”) shall be memorialized as an information item at the Parks and Recreation documents, as well as the Utilities Committees. The adopted annual budget will approve of the annual rent-an addendum to this Agreement and approved by Common Council.
- 3.3 The annual rent shall be paid by the Stormwater Utility by October 1st of each year.
- 3.4 This Agreement shall remain in effect until Common Council modifies the Agreement. Any amendments or addendums shall be memorialized in writing.
- 3.5 This Agreement became effective on August 2, 2023, the date of approval by the Common Council, as set forth within the attached meeting minutes.

IN WITNESS WHEREOF, the parties have caused the forgoing instrument to be executed on the day and year of the last signature below.

on behalf of
REID GOLF COURSE

on behalf of the
STORMWATER UTILITY

By: _____
Dean Gazza, Director of Parks, and
Recreation and Facilities Management

By: _____
~~Danielle Block~~ Peter Neuberger, Interim
Director of Public Works

CITY OF APPLETON

By: _____
Jacob A. Woodford, Mayor

By: _____
Kami Lynch, City Clerk

Approved as to form:

Countersigned pursuant to §62.09(10), Wis. Stats.

Christopher R. Behrens, City Attorney
CityLaw A22-0820.aka

Jeri A. Ohman, Director of Finance

REID GOLF COURSE AND STORMWATER UTILITY AGREEMENT FOR STORMWATER POND

I. PARTIES

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- 3.3 The annual rent shall be paid by the Stormwater Utility by October 1st of each year.
- 3.4 This Agreement shall remain in effect until Common Council modifies the Agreement. Any amendments or addendums shall be memorialized in writing.
- 3.5 This Agreement became effective on August 2, 2023, the date of approval by the Common Council, as set forth within the attached meeting minutes.

IN WITNESS WHEREOF, the parties have caused the forgoing instrument to be executed on the day and year of the last signature below.

on behalf of
REID GOLF COURSE

on behalf of the
STORMWATER UTILITY

By: _____
Dean Gazza, Director of Parks and Recreation

By: _____
Peter Neuberger, Interim Director of Public Works

CITY OF APPLETON

By: _____
Jacob A. Woodford, Mayor

By: _____
Kami Lynch, City Clerk

Approved as to form:

Countersigned pursuant to §62.09(10), Wis. Stats.

Christopher R. Behrens, City Attorney

Jeri A. Ohman, Director of Finance

CityLaw A22-0820.aka



DEPARTMENT OF
**PUBLIC
WORKS**

MEMORANDUM

Date: June 5, 2024

To: Utilities Committee

From: Pete Neuberger, Deputy Director of Public Works/City Engineer

Subject: Amend 2024A Stormwater Management Plan Review contract with Brown and Caldwell by an increase of \$25,000 for a total contact amount not to exceed \$75,000.

The Department of Public Works is requesting an amendment to the contract with Brown and Caldwell (BC) for 2024 Stormwater Management Plan Reviews by an increase of \$25,000 for a total contact amount not to exceed \$75,000.

Due to the number of stormwater management plans submitted in 2024, the number of plans expected to be submitted yet this summer and the coordination needed for larger projects, the original contact amount of \$50,000 is anticipated to be expended within the next two months.

Work under this contract is charged on an hourly basis and is therefore only used as needed. In order to keep projects moving forward, staff is requesting this amendment now, before the current contract is completely spent. Other contract terms would remain unchanged.



CITY OF APPLETON

MEMORANDUM

Date: 5/29/2024
To: Human Resources/Information Technology Committee
From: Charles E Sepers, Jr, PhD, MPH, Health Officer/Director, Department of Public Health
Subject: Request to a 1.0 FTE Environmental Health Technician Position

This memo outlines the need to add a 1.0 full-time equivalent (FTE) position for an environmental health technician to our table of organization. The primary responsibility of this new role will be to enforce codes related to unlicensed tourist rooming houses within the City of Appleton.

Background

The City of Appleton currently faces a significant issue with hundreds of unlicensed tourist rooming houses operating without proper oversight. This lack of regulation not only poses health and safety risks but also results in substantial lost revenue for the city. Addressing this issue through enhanced code enforcement is crucial for ensuring compliance, safeguarding public health, and increasing revenue streams. Further, increased enforcement of the City's Municipal Code will ensure a level playing field for all tourist rooming house and traditional lodging operators.

Financial impact

The overall budgetary impact of adding this 1.0 FTE position is expected to be neutral, as all costs, including salary and fringe, would be offset by license fees issued to unlicensed operators.

Projected fee revenue:

- The addition of an Environmental Health Technician is expected to generate approximately \$112,000 in increased fee revenue from the licensing and enforcement activities.

Room tax revenue:

- Collaborating with the Fox Valley Convention and Visitors Bureau's by Pam Seidl, we anticipate that this initiative will lead to an increase in room tax revenue by about \$384,000, based on data from 2023. This projection is grounded in the increased compliance and proper licensing of tourist rooming houses.

- Increased room tax revenue projections are based on data supplied by Granicus in a Host Compliance software demonstration. These assumptions are 1) that the median nightly rate for tourist rooming houses is \$112, 2) tourist rooming houses maintain a 46% average occupancy rate, and 3) there were 347 listings identified at the time of the demonstration, of which only 88 were licensed.

Anticipated costs:

- The position has been placed on paygrade 6, with salary and fringe totalling \$87,532:
 - Hourly \$27.90
 - Salary \$58,032
 - Fringe \$29,500 – family health and dental, FICA, Medicare, and retirement
- The purchase of annual software license, Host Compliance, to identify Tourist Rooming House listing addresses at \$9,903.
- Annual CEA costs related to adding an additional vehicle to the Department of Public Health fleet would incur an annual cost of about \$1,796.
- Annual cost for a cell phone at \$249.
- The total estimated cost of adding this position and purchasing the software is \$99,480. This would result in a net revenue of collected fees to about \$12,520, plus an estimated \$384,000 in room tax revenue.

Justification for the new position

1. Enhanced code enforcement:

- The new environmental health technician will focus on identifying and bringing unlicensed tourist rooming houses into compliance. This role is essential for addressing the current gap in enforcement and ensuring all properties meet the required health and safety standards.

2. Revenue generation:

- The projected increase in fee and room tax revenue justifies the cost of adding this position. The additional revenue will significantly outweigh the salary and benefits of the new FTE, making it a financially sound investment.

3. Public health and safety:

- Proper regulation and licensing of tourist rooming houses are vital for protecting public health and safety. The environmental health technician will ensure these properties adhere to necessary codes and regulations, mitigating potential health risks for residents and visitors.

Conclusion

Adding a 1.0 FTE environmental health technician to our table of organization is a necessary and strategic step to enhance code enforcement for unlicensed tourist rooming houses in

Appleton. This position will not only generate significant revenue but also improve public health and safety. Staff recommend moving forward with the approval and recruitment for this critical role.



CITY OF APPLETON
Creation Date: May 21, 2024

Environmental Health Technician

Class Code:
120-8 (CC-5)

Bargaining Unit: Non-Union Exempt

SALARY RANGE

NATURE OF WORK:

The Environmental Health Technician (EHT) promotes public health by conducting inspections and ensuring compliance with health and environmental regulations. The main responsibilities include inspecting Tourist Rooming Houses (TRHs) and conducting consumer protection inspections. This position does not require a Registered Sanitarian (RS) certification but plays a critical role in supporting the city's public health objectives. The incumbent works under the general direction of the Operations Supervisor – Health.

JOB FUNCTIONS:

ESSENTIAL JOB FUNCTIONS (Tier 1 - Front Line and Program Support Responsibilities)

Domain 1: Data Analytics and Assessment Skills

- Collects and analyzes environmental health data, interprets results, and makes recommendations for corrective actions.
- Assists in the evaluation of environmental health programs and initiatives.
- Provides technical assistance and regulatory compliance advice to individuals, groups, and organizations regarding public health and environmental issues.

Domain 2: Policy Development and Program Planning Skills

- Assists in coordinating environmental public health activities with other agencies and jurisdictions.
- Collaborates in the development of consumer protection best management practices and regulations.
- Assists in the implementation and evaluation of long and short-range policies and programs for environmental public health in Appleton.

Domain 3: Communication Skills

- Delivers targeted, culturally-appropriate information to help individuals and groups understand public health policies and regulations.

Domain 4: Health Equity Skills

- Utilizes appropriate methods for interacting with individuals from diverse cultural, socioeconomic, educational, and racial backgrounds.
- Adheres to ethical principles and department policies in the collection, maintenance, use, and dissemination of data and information.

Domain 5: Community Partnership Skills

- Assists in educating the public on environmental health/consumer protection issues and the importance of public health regulations.
- Contributes to community health assessment and health improvement planning activities as needed.

Domain 6: Public Health Sciences Skills

- Conducts routine inspections of TRHs and consumer protection sites to ensure compliance with local and state public health and environmental codes, regulations, and policies.
- Provides health education and technical assistance to TRH operators and other stakeholders regarding compliance with health regulations.
- Assists in identifying health and environmental hazards in various settings, including indoor and outdoor air quality issues.
- Responds to public complaints regarding environmental health and consumer protection issues and assists in initiating corrective actions as required.
- Collects pool water and other environmental samples for laboratory analysis to ensure compliance with health standards.
- Participates in response efforts for foodborne and waterborne illness outbreaks and other public health emergencies.
- Contributes to quality improvement and performance management activities within the Health Department.

Domain 7: Management and Finance Skills

- Assists in activities that contribute to budget development and efficient use of resources.

Domain 8: Leadership and Systems Thinking Skills

- Demonstrates knowledge of applicable professional guidelines and federal and state laws and regulations.
- Adheres to Occupational Safety and Health Administration (OSHA) standards and other safety regulations during routine assignments and public health emergencies.

- Pursues ongoing professional growth and development through education and participation in professional committees and work groups.

OTHER JOB FUNCTIONS

- Assists public health outbreak responses through contact tracing and data analytics, providing essential support during public health emergencies.
- Maintains regular punctual and predictable attendance.

REQUIREMENTS OF WORK:

Education:

Associate's Degree in Environmental Health or related field, Bachelors preferred or at least 2 years of full-time equivalent experience in the fields of environmental and public health. **Certifications:**

- National Incident Management System (NIMS)/Incident Command System (ICS) 100, 200, 700.a, and 800 certification within six (6) months of employment.

Licenses:

- Possess and maintain a valid Wisconsin driver's license.

Knowledge, Skills, and Abilities:

- Knowledge of public health principles and experience in applying these in the context of community health initiatives and emergency response operations.
- Knowledge of laws, ordinance and regulations governing TRH & consumer protection non licensed inspection activities.
- Knowledge of investigative rules, policies and procedures relating to program non-compliance.
- Knowledge of the legal process, collection of evidence and case documentation.
- Ability to investigate complaints and resolve them or, if necessary, initiate appropriate legal action.
- Ability to communicate effectively, both orally and in writing, with individuals within and outside the organization.
- Ability to read verbal and non-verbal cues, enhancing the assessment of stakeholder honesty and intent.
- Skilled in employing tactical communication strategies to engage effectively, elicit information, and build trust across diverse groups, ensuring transparent and productive interactions.
- Ability to prepare, maintain, and manage accurate and detailed records.
- Proficient in using computer hardware and software related to inspection processes and recordkeeping.

- Ability to prioritize work and work under limited supervision in completing job assignments.

SUPPLEMENTAL INFORMATION:

JOB TASK ANALYSIS:

Job Analysis/Requirements

Job Title: Environmental Health Technician

Reviewed Date: May 23, 2024

Revised Date:

Physical Demands

Activity	N - Never	O - Occasionally (1-33%)	F - Frequently (34-66%)	C - Constantly (>67%)
Sitting				X
Walking			X	
Standing			X	
Bending		X		
Climbing (stairs)		X		
Climbing (ladders)				X
Kneeling		X		
Crouching		X		
Crawling		X		
Twisting (neck)		X		
Twisting (waist)		X		
Repetitive hand movement				X
Reaching (above shoulder)		X		
Reaching (below shoulder)				X
Repetitive foot movement			X	
Lifting				
- Light (max. 10 lbs)			X	

- Moderate (max. 25 lbs)			X	
- Heavy-moderate (max. 45 lbs)		X		
- Heavy (max. 65 lbs)	X			
Carrying				
- Light (max. 10 lbs)			X	
- Moderate (max. 25 lbs)			X	
- Heavy-moderate (max. 45 lbs)		X		
- Heavy (max. 65 lbs)	X			
Pushing/Pulling			X	
- Max. weight 25 lbs			X	
Balancing		X		
Stooping		X		
Repetitive twisting/pressure involving wrists or hands		X		

Visual and Communication Requirements

Requirement	Yes	No
General visual concentration	X	
Specific vision abilities		
- Close vision	X	
- Distant vision	X	
- Color vision	X	
- Peripheral vision	X	
- Depth perception	X	
- Ability to adjust focus	X	
Hearing		
- Ability to hear communication clearly	X	
- Ability to distinguish basic sounds	X	
- Ability to distinguish basic colors	X	

- Ability to distinguish basic shades	X	
Speaking		
- Speak clearly in English	X	
- Speak clearly in Spanish		
- Speak clearly in Hmong		
- Speak clearly in Other		

Working Conditions

Condition	N - Never	O - Occasionally (1-33%)	F - Frequently (34-66%)	C - Constantly (>67%)
Temperature between 90-100 degrees	X			
Temperature below 55 degrees		X		
Temperature above 100 degrees	X			
Wetness		X		
Humidity		X		
Noise				X
Vibration			X	
Fumes				X
Gases				X
Dust			X	
Mists			X	
Odors				X
Explosives		X		
Hazardous chemicals		X		
Toxic chemicals		X		
Radiation	X			
Poor ventilation		X		
Work on uneven/slippery ground		X		

Work at heights (greater than 25 feet)	X			
Operation of crane, truck, or motor vehicle				X

Activity Level

Activity Level	
Sedentary	
Light	
Light/Medium	
Medium	X
Heavy	

Work Hours

Hours/Day	8
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Days/Week

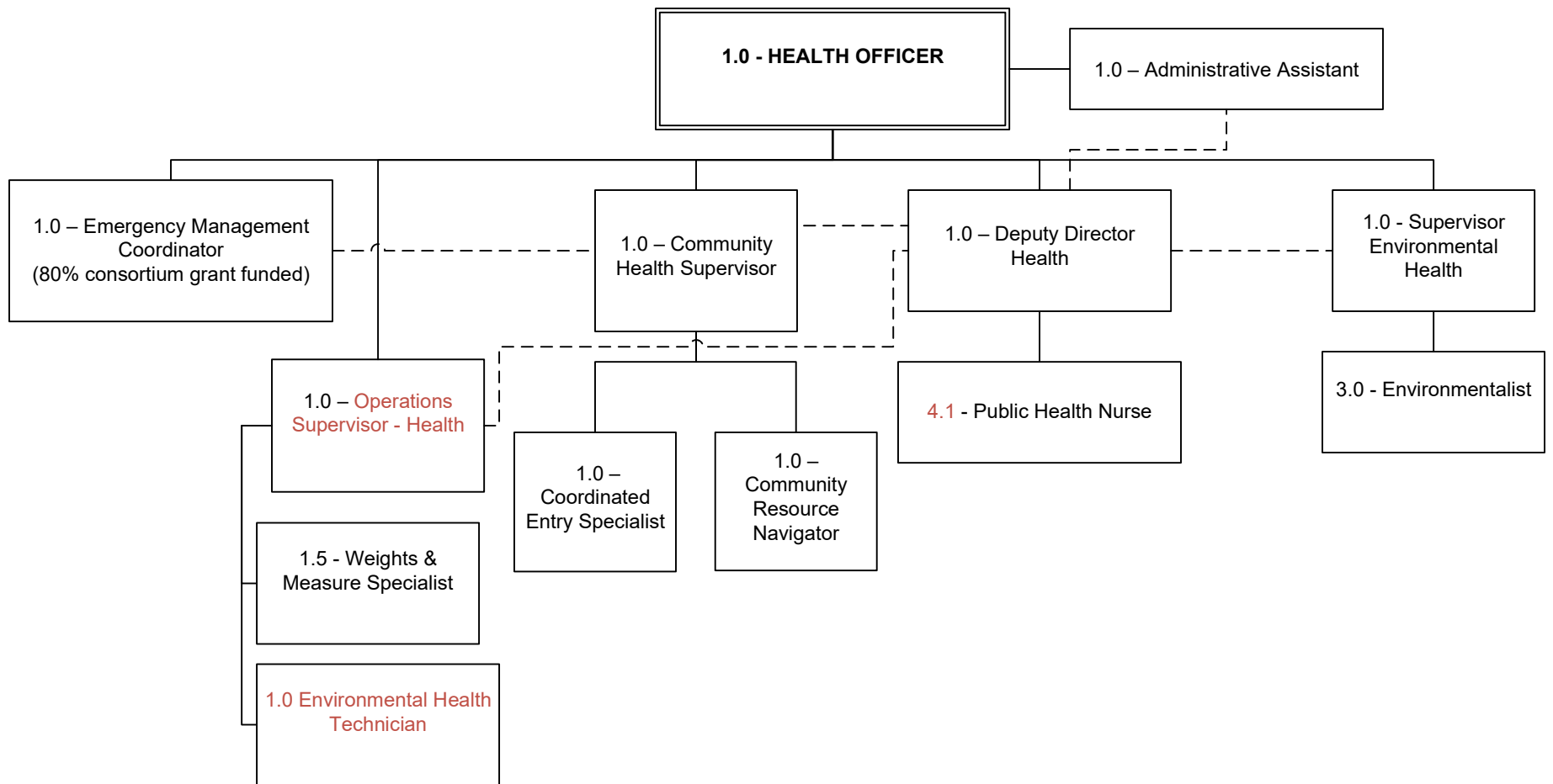
Days/Week	5
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Overtime

Overtime	Occasional
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Travel

Travel	Yes
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Draft: 05/31/2024



City Sealer Operations Supervisor - Health

Class Code: 180-8 (CC-2)

Bargaining Unit: Non-Union Exempt

CITY OF APPLETON
Revision Date: Apr 18 Mar 16, 2024

SALARY RANGE

\$29.71 - \$44.56 Hourly
\$61,796.80 - \$92,684.80 Annually

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NATURE OF WORK:

The Operations Supervisor - Health, acting as the City Sealer of Weights and Measures, is responsible for administering, managing, and operating the Weights and Measures inspection programs in Appleton and the East Central Weights and Measures consortium contracted municipalities. This position develops and maintains timely inspection programs to ensure compliance with the State Weights and Measures Law mandates. The role involves directing Weights and Measures inspectors to conduct inspections, tests, and enforcement actions on weighing and measuring equipment, price scanning systems, as well as on bulk and prepackaged consumer products to ensure accurate weight, measurement, or count, correct labeling, proper price representations, and fair-trade practices.

Additionally, the Operations Supervisor - Health expands these duties to function as a regulatory operations manager, enhancing departmental operations through Quality Improvement (QI) and Continuous Improvement (CI) strategies. The position is also critical in leading the department's Public Health Accreditation Board (PHAB) accreditation efforts and managing and overseeing consumer protection programs, including those not requiring state-mandated licensed personnel, ensuring safe and compliant services under city regulations.

The incumbent supports public health responses through contact tracing and data analytics and serves as a backup safety officer within the Incident Command Structure (ICS), ensuring emergency response operations are conducted safely and effectively. The Operations Supervisor - Health operates under the general direction of the City Health Officer and is expected to personally conduct inspections and tests regularly while fostering a culture of continuous improvement and operational excellence within the department. As City Sealer of the Weights and Measures Section, this staff position is responsible for the administration, management and operation of the Weights and Measures (W&M) inspection programs in Appleton and the East Central W&M consortium contracted municipalities. The City Sealer must develop timely inspection programs to ensure compliance with mandates of State Weights and Measures Law. The work involves directing Weights and Measures Inspectors to conduct inspections, tests and enforcement actions on weighing and measuring equipment, price

scanning systems, as well as on bulk and prepackaged consumer products to ensure accurate weight, measure or count, correct labeling, proper price representations, and fair trade practices. The City Sealer also personally conducts the aforementioned on a regular basis. The incumbent works under the general direction of the City Health Officer.

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JOB FUNCTIONS:

ESSENTIAL JOB FUNCTIONS (Tier 2 – Program Management and Supervisory Responsibilities)

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Domain 1: Data Analytics and Assessment Skills

- Leads program evaluation efforts, regularly assessing the effectiveness of consumer protection programs. Implements continuous improvements to enhance service delivery and compliance, ensuring effective responses to consumer needs and regulatory requirements.
- Identifies potential licensees for consumer protection programs by utilizing specialized software to analyze data and identify potential licensees, ensuring comprehensive coverage and compliance with city regulations through data-driven approaches.
- Regularly operates computer-based inspection recordkeeping and reporting systems in field applications.
- Leads initiatives to embed QI and CI methodologies within departmental practices, aiming to enhance operational outcomes and foster a culture of excellence and innovation.
- Regularly assesses the skill levels and capabilities of the workforce to identify gaps and areas for improvement. Utilizes data-driven approaches to tailor training and development programs that meet the specific needs of the health department and its community objectives.

Domain 2: Policy Development and Program Planning Skills

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- Directs and administers the objectives of the Weights and Measures Section, Develops and refines comprehensive inspection programs, with a strengthened focus on consumer protection, ensuring compliance with mandates and timely responses to issues. Prioritizes the creation of consumer-oriented policies and programs that enhance transparency and fairness in trade practices, develops comprehensive inspection programs to reflect and provide for annual inspection of business establishments, as well as respond to timely issues.

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• Ensures that all workforce development initiatives are designed to meet or exceed PHAB accreditation standards. Works closely with the accreditation coordinator to integrate workforce development efforts with overall departmental goals and accreditation processes.

Domain 3: Communication Skills

• Documents compliance issues and consults with legal representatives for case development.

• Testifies in court concerning violations of laws and regulations.

• Creates and publishes consumer information, presents speeches and programs to public, prepares press releases and interviews with the area media with supervisory verification.

• Investigates consumer complaints, including testing, interviewing and negotiating settlements and restitution where necessary.

• Initiates warning letters, citations, or civil actions on violations.

• Prepares and maintains records to be submitted to State and local authorities for all programs.

Domain 4: Health Equity Skills

• Works to eliminate any disparities in how weights and measures regulations are enforced across different socioeconomic and cultural groups. This might include translating consumer protection information into multiple languages and ensuring that information about how to report violations is accessible to everyone, regardless of literacy level or language proficiency.

• Ensures that consumer protection efforts are equitably distributed and sensitive to the needs of diverse populations. Advocates for policies that reduce health disparities and barriers that might prevent equal access to fair and transparent health services.

~~• Assembles the Section budget and closely monitors all expenditures.~~

~~• Administers Weights and Measures fee systems, monitors and keeps rates current.~~

Domain 5: Community Partnership Skills

• Develop relationships with area municipalities that will result in Weights and Measures Contracts, and maintain programs in a positive manner with contracted cities and villages.

Domain 6: Public Health Sciences Skills

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• Guides and participates in the preparation, documentation, and processes necessary for achieving and maintaining PHAB accreditation.

• Provides staff with training and resources on up-to-date consumer protection laws, ethical practices, and effective communication techniques. Cultivates a team of well-informed professionals committed to upholding high consumer rights and service excellence standards.

Domain 7: Management and Finance Skills

• Assembles the Section budget and closely monitors all expenditures.

• Administers Weights and Measures fee systems, monitors and keeps rates current.

• Manages and oversees consumer protection programs, ensuring safe and compliant services under city regulations. Focuses on programs that do not require state-mandated licensed personnel, maintaining a high standard of public health and safety.

• Develops and implements policies and procedures for consumer protection areas within the department, including Weights and Measures. Ensures all practices meet current regulatory and safety standards, adapting to legislative changes and public health needs.

Domain 8: Leadership and Systems Thinking Skills

• Trains staff in Weights and Measures inspection testing and enforcement techniques, procedures, practices, and guidelines. Makes assignments to, ~~instructs and~~ instructs and evaluates Weights and Measures staff performance.

• Cultivates an organizational culture that values lifelong learning and continuous improvement. Encourages staff engagement in professional development activities and integrates learning opportunities into regular staff activities and performance evaluations.

• Plans and coordinates inspection work assignments and scheduling. Coordinates travel and field work within the assignment area.

• Inspects and tests devices to identify their accuracy in determining the weight or measure of a commodity in a commercial transaction. Such devices include, but are not limited to, scales of all varieties ranging from precision gold scales to large capacity truck scales, metering devices such as gas pumps, taxi meters, cordage meters and timing devices such as coin-operated laundry dryer timers.

• Evaluates Weights and Measures products labeling and trade practice codes on temporary and transient sales.

• Operates specialized and highly technical measuring standards to evaluate commercial weighing and measuring devices, and pre-measured commodities.

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• Regularly operates computer-based inspection recordkeeping and reporting systems in field applications.

~~• Provides oversight to Health Department inspectors and clerical staff acting as "mystery shoppers" in making sample purchases of products and services.~~

~~• Investigates consumer complaints, including testing, interviewing and negotiating settlements and restitution where necessary.~~

~~• Initiates warning letters, citations or civil actions on violations.~~

~~• Prepares and maintains records to be submitted to State and local authorities for all programs.~~

~~• Documents compliance issues and consults with legal representatives for case development.~~

~~• Testifies in court concerning violations of laws and regulations.~~

~~• Creates and publishes consumer information, presents speeches and programs to public, prepares press releases and interviews with the area media with supervisory verification.~~

~~• Maintains regular punctual and predictable attendance.~~

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OTHER JOB FUNCTIONS

• Develops and supervises preventive measures designed to forestall unintended violation of weights and measure laws.

• Supervises merchants and vendors in proper usage, maintenance and application of weighing and measuring devices, package materials and product labeling.

• Screens quantity declarations and legal methods of sale of commodities in all printed advertisements distributed and/or affecting the City.

• Inspects, repairs and consults for area government agencies.

• Advises buyers and sellers as to their rights and duties under the weights and measures laws.

~~• Assists public health outbreak emergency responses through contact tracing and data analytics, providing essential support during public health emergencies. Serves as a backup safety officer within the Incident Command Structure (ICS), contributing to the safety and effectiveness of emergency response operations.~~

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- Maintains regular punctual and predictable attendance.

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REQUIREMENTS OF WORK:

Education:

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Associates • Bachelor's degree in Business Administration or related field, must fulfill State Bureau of Weights and Measures requirements, and prior experience in inspecting weighing and measuring devices, or any equivalent combination of experience and training training which provides the following knowledge, abilities and skills:

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Certifications:

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- National Incident Management System (NIMS)/Incident Command System (ICS) (100, 200, 300, 700, and 800) certification within six (6) months of employment.

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- Handbook 44 general code certification through the State of Wisconsin within one (1) year of employment.

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- Retail Motor Fuel Device (RMFD), Small/Medium/Heavy Capacity Retail Scale, and Uniform Price Scanning (UPC) certification through the State of Wisconsin within one (1) year of employment

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Licenses:

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- Possess and maintain a valid Wisconsin driver's license.

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Knowledge, Skills and Abilities:

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- Knowledge of the construction and operation of weighing and measuring devices and of weighing and measuring standards.

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- Knowledge of project management theories and practices, including strategic planning, resource allocation, and effective leadership.

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- Knowledge of quality improvement and continuous improvement theories and their practical application within public health and regulatory settings.

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- Ability to implement process enhancements to improve efficiency, accuracy, and compliance

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• Knowledge of public health principles and experience in applying these in the context of community health initiatives and emergency response operations.

- Knowledge of laws, ordinance and regulations governing weights, scales and measures.

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- Knowledge of investigative rules, policies and procedures relating to program non-compliance.

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- Knowledge of the legal process, collection of evidence and case documentation.
- Ability to investigate complaints and resolve them or, if necessary, initiate appropriate legal action.

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- Ability to communicate effectively, both orally and in writing, with individuals within and outside the organization.

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• Ability to read verbal and non-verbal cues, enhancing the assessment of stakeholder honesty and intent.

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• Skilled in employing tactical communication strategies to engage effectively, elicit information, and build trust across diverse groups, ensuring transparent and productive interactions.

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• Ability to prepare and maintain accurate records.

- Ability to inspect and test commercial weighing and measuring devices to determine suitability, condition and accuracy of each device or standard.

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• Ability to prepare, maintain, and manage accurate and detailed records.

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• Proficient in using computer hardware and software related to inspection processes and recordkeeping. Ability to use computer hardware and software related to the inspection processes and record keeping.

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- Ability to prioritize work and work under limited supervision in completing job assignments.

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• Possess and maintain a valid Wisconsin driver's license.

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SUPPLEMENTAL INFORMATION:

COMPETENCIES

- Communication
- Staff Development (mentoring)
- Motivate
- Problem Solving
- Adaptability/Flexibility

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To learn more about these competencies click [here](#).

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JOB TASK ANALYSIS:

Job Analysis/Requirements

Job Title: Operations Supervisor - Health

Reviewed Date: April 2008

Revised Date: May 23, 2024

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Physical Demands

<u>Activity</u>	<u>N - Never</u>	<u>O - Occasionally (1-33%)</u>	<u>F - Frequently (34-66%)</u>	<u>C - Constantly (>67%)</u>
<u>Sitting</u>				X
<u>Walking</u>			X	
<u>Standing</u>			X	
<u>Bending</u>		X		
<u>Climbing (stairs)</u>		X		
<u>Climbing (ladders)</u>				X
<u>Kneeling</u>		X		
<u>Crouching</u>		X		
<u>Crawling</u>		X		
<u>Twisting (neck)</u>		X		

<u>Twisting (waist)</u>		<u>X</u>		
<u>Repetitive hand movement</u>				<u>X</u>
<u>Reaching (above shoulder)</u>		<u>X</u>		
<u>Reaching (below shoulder)</u>				<u>X</u>
<u>Repetitive foot movement</u>			<u>X</u>	
<u>Lifting</u>				
- <u>Light (max. 10 lbs)</u>			<u>X</u>	
- <u>Moderate (max. 25 lbs)</u>			<u>X</u>	
- <u>Heavy-moderate (max. 45 lbs)</u>		<u>X</u>		
- <u>Heavy (max. 65 lbs)</u>	<u>X</u>			
<u>Carrying</u>				
- <u>Light (max. 10 lbs)</u>			<u>X</u>	
- <u>Moderate (max. 25 lbs)</u>			<u>X</u>	
- <u>Heavy-moderate (max. 45 lbs)</u>		<u>X</u>		
- <u>Heavy (max. 65 lbs)</u>	<u>X</u>			
<u>Pushing/Pulling</u>			<u>X</u>	
- <u>Max. weight 25 lbs.</u>			<u>X</u>	
<u>Balancing</u>		<u>X</u>		
<u>Stooping</u>		<u>X</u>		
<u>Repetitive twisting/pressure involving wrists or hands</u>		<u>X</u>		

Visual and Communication Requirements

<u>Requirement</u>	<u>Yes</u>	<u>No</u>
<u>General visual concentration</u>	<u>X</u>	
<u>Specific vision abilities</u>		
- <u>Close vision</u>	<u>X</u>	
- <u>Distant vision</u>	<u>X</u>	
- <u>Color vision</u>	<u>X</u>	

- <u>Peripheral vision</u>	X	
- <u>Depth perception</u>	X	
- <u>Ability to adjust focus</u>	X	
<u>Hearing</u>		
- <u>Ability to hear communication clearly</u>	X	
- <u>Ability to distinguish basic sounds</u>	X	
- <u>Ability to distinguish basic colors</u>	X	
- <u>Ability to distinguish basic shades</u>	X	
<u>Speaking</u>		
- <u>Speak clearly in English</u>	X	
- <u>Speak clearly in Spanish</u>		
- <u>Speak clearly in Hmong</u>		
- <u>Speak clearly in Other</u>		

Working Conditions

<u>Condition</u>	<u>N - Never</u>	<u>O - Occasionally (1-33%)</u>	<u>F - Frequently (34-66%)</u>	<u>C - Constantly (>67%)</u>
<u>Temperature between 90-100 degrees</u>	X			
<u>Temperature below 55 degrees</u>	X			
<u>Temperature above 100 degrees</u>	X			
<u>Wetness</u>		X		
<u>Humidity</u>		X		
<u>Noise</u>				X
<u>Vibration</u>			X	
<u>Fumes</u>				X
<u>Gases</u>				X
<u>Dust</u>			X	
<u>Mists</u>			X	
<u>Odors</u>				X

<u>Explosives</u>		<u>X</u>		
<u>Hazardous chemicals</u>		<u>X</u>		
<u>Toxic chemicals</u>		<u>X</u>		
<u>Radiation</u>	<u>X</u>			
<u>Poor ventilation</u>		<u>X</u>		
<u>Work on uneven/slippy ground</u>		<u>X</u>		
<u>Work at heights (greater than 25 feet)</u>	<u>X</u>			
<u>Operation of crane, truck, or motor vehicle</u>				<u>X</u>

Activity Level

<u>Activity Level</u>	
<u>Sedentary</u>	
<u>Light</u>	
<u>Light/Medium</u>	
<u>Medium</u>	<u>X</u>
<u>Heavy</u>	

Work Hours

<u>Hours/Day</u>	<u>8</u>
-------------------------	-----------------

Days/Week

<u>Days/Week</u>	<u>5</u>
-------------------------	-----------------

Overtime

<u>Overtime</u>	<u>Occasional</u>
------------------------	--------------------------

Travel

<u>Travel</u>	<u>Yes</u>
----------------------	-------------------

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JOB ANALYSIS/REQUIREMENTS

JOB TITLE : City Sealer
REVISED DATE: April 2008
REVIEW DATE: December 2010

N = Never
O = Occasionally: 1 to 33% of the time on job
F = Frequently: 34 to 66% of the time on job
C = Constantly: More than 67% of the time on job

PHYSICAL DEMANDS	N	O	F	C
tanding	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
alking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ifting: Light - max. 10 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ifting: Moderate - max. 25 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ifting: Heavy to moderate - max 45 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ifting: Heavy - max. 65 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
arrying est. wt. 25	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ustling est. wt. 25	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
uffling est. wt. 25	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
uffling hand over hand	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
limbing stairs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
limbing: use of legs and arms	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
alancing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
looping	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
neeling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
peated bending	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
rawing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
eaching: high low level	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
epetitive finger movement	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ayuse hands for grasping	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ayuse hands for manipulation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ayuse hands for twisting of wrist	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ayuse hands for flex/ ext. of wrist	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ayuse hands for reaching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ayuse hands for overhead work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
epetitive twisting or pressure involving wrists or hands	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
oth hands required	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
oth legs required	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ility of rapid mental-muscular coordination simultaneously	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
al communication: speaks clearly in <input type="checkbox"/> Spanish <input checked="" type="checkbox"/> English <input type="checkbox"/> Hmong <input type="checkbox"/> Other:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
earing-conversation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ense visual concentration	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
pecific visual requirements	Near:	<input checked="" type="checkbox"/>	Far:	<input type="checkbox"/>
epth perception	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
olor vision: Distinguish basic shades	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
olor vision: Distinguish basic colors	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
peration of crane, truck or motor vehicle	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
ther:				
WORKING CONDITIONS	N	O	F	C
utside	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
lternating between Outside and Inside	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ist between 90 - 100 degrees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ist over 100 degrees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
old below 55 degrees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
emperature changes: <input type="checkbox"/> excessive <input type="checkbox"/> frequent	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
etness	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ry atmospheric conditions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
onfined spaces	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ights (list maximum: 25 Feet)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
onstant noise above 85 decibels	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ermitent noise above 85 decibels	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ibration	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
oxes: <input type="checkbox"/> Irritant <input type="checkbox"/> Toxic	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ust: More than nuisance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ases: Types: Liquid Petroleum, Gasoline and Solvents	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
hemicals: Types: Paper Chemicals (corrosive)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
rease and oils: Types: Grease and Automotive Lubricants (testing meters in our test trailer)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
orking with machinery with moving parts	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
orking with moving vehicles (testing meters on fuel oil and lubricant trucks)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
orking with ladders/scaffolding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
orking below ground	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
orking with hands in water	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
orking alone	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ork intensity: <input type="checkbox"/> sedentary <input type="checkbox"/> light <input type="checkbox"/> light/medium <input type="checkbox"/> medium <input type="checkbox"/> heavy Hours/day: 5 Days/week: 40 Days overtime: weak/occasional				

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CITY OF APPLETON

MEMORANDUM

Date: 5/29/2024
To: Human Resources/Information Technology Committee
From: Charles E Sepers, Jr, PhD, MPH, Health Officer/Director, Department of Public Health
Sonja Jensen, BSN, RN, Deputy Director/Nursing Supervisor,
Department of Public Health
Subject: Request to Increase Public Health Nursing FTE from 4.0 to 4.1

This memorandum seeks to justify the necessity for increasing the Full-Time Equivalent (FTE) for public health nursing within the City of Appleton Health Department from 4.0 to 4.1. The primary drivers for this request are a significant influx of latent tuberculosis infection (LTBI) cases linked to the arrival of a large number of refugees in Wisconsin's Northeast region and a noticeable rise in the utilization of the Pre Natal-Care Coordination (PNCC) program by Appleton residents.

Rationale

Increase in LTBI Cases:

- **Background:** With the anticipated arrival of a substantial number of refugees to Wisconsin's Northeast region, we are expecting a proportional increase in LTBI cases. Refugees often come from regions with higher tuberculosis prevalence, necessitating rigorous screening and management to prevent active TB cases.
- **Impact:** Addressing LTBI requires dedicated nursing hours for screening, diagnosis, patient education, and follow-up. An increase in .1 FTE will enable us to manage the additional caseload without compromising the quality of care provided to other residents.

Rising Demand for PNCC Program:

- **Background:** The PNCC program has seen a marked increase in participation among Appleton residents. This program is crucial for providing comprehensive prenatal care coordination to pregnant women and those that have just given birth, particularly those at higher risk.
- **Impact:** The surge in demand requires additional nursing resources to ensure timely and effective prenatal care coordination, thereby improving maternal and infant health outcomes. Without the increase in FTE, service levels will need to be reduced, or a waitlist created to manage caseloads with current staff.

Financial impact

The overall budgetary impact of adding this additional .1 FTE will be neutral, as all costs, including salary and fringe, would be moved from the Part-Time Wages line item from the Public Health Nursing budget.

Conclusion

The proposed increase in public health nursing FTE is a strategic response to emerging public health needs. It will enable the City of Appleton Health Department to maintain high-quality care standards and effectively address the challenges posed by a projected increase in LTBI prevalence and the rising demand for the PNCC program. Staff recommend the approval of this budget-neutral request to ensure that our department can continue to meet the community's health needs efficiently and effectively.



DEPARTMENT OF
**INFORMATION
TECHNOLOGY**

MEMORANDUM

Date: June 12, 2024

To: HR/IT Committee, Common Council

From: Corey Popp, I.T. Director

Subject: Request to Approve \$43,571 for Metafile Conversion

I am seeking approval to spend up to \$43,571 to migrate documents currently archived in the City of Appleton's legacy document storage system (a.k.a. "Metafile") to the Tyler ERP Content Management computer system (a.k.a. "TCM").

The on-premise Metafile system has been running in the City for approximately 20 years. It stores 214 gigabytes of archived digital documents for the Human Resources, Police, Finance, and other City departments. TCM natively stores document images related to the ERP general ledger (e.g. checks, invoices). This migration consolidates all document archiving to a single system, TCM.

Following the conversion, the Metafile system will be shut down, resulting in an annual decrease of nearly \$25,000 in I.T.'s Software Support expense starting in 2025. TCM is already in production, and the City will incur no additional expense following the migration.

The conversion will be funded using dollars already allocated to IT from the 2021 Excess General Fund and currently set aside in the I.T. Department's 2024 Operations Consulting budget.

A breakdown of the project's costs appears below.

Supplier	Description	Cost	Funding Source
Metafile	Base Migration Fee	\$15,000	I.T. Operations Budget
Metafile	214 GB x \$115/GB volume fee	\$24,610	I.T. Operations Budget
	10% contingency	\$3,961	I.T. Operations Budget
Total		\$43,571	



POLICE DEPARTMENT

222 South Walnut Street • Appleton, WI 54911-5899
(920) 832-5500 • Fax (920) 832-5553
<http://www.appleton.org/police>

To: Alderperson Jones, Human Resources Committee Chairperson
Alderperson Croatt, Safety and Licensing Committee Chairperson

From: Chief Polly Olson

Date: June 12, 2024

Subject: Police Department Table of Organization Modification Request and
Addition of Police Officer Position

I have continued to review processes, programs, and our organizational structure and I am presenting the following recommendation for modifications to the Police Department's Table of Organization.

1. Unit Title Change – Rename **Investigations and Support Services** to **Investigations and Community Resource**.
2. Move the Community Resource Unit (CRU) from under the supervision of the Captain of the Downtown District to the Captain of Investigations and Community Resource Unit.
3. Move the Officer (Operations Coordinator) position from the supervision of the Community Resource Unit (CRU) Lieutenant to the Captain of the Downtown District.
4. Move the supervision of the Lieutenant (Professional Development) from the Captain of Investigation and Community Resource Unit to the Captain of the Downtown District.
5. Move the supervision of the Crime Analyst position from the Captain of Investigations and Community Resource Unit to the Investigative Services Unit Lieutenant.
6. Eliminate the 1.0 FTE **Professional Development Administrative Specialist** position and create 1.0 FTE Officer (**Traffic Safety Officer**).

Police Department Table of Organization Modification Request Details

- Unit Title Change – Rename **Investigations and Support Services** to **Investigations and Community Resource**. This is a title change to describe the duties of the unit and positions more accurately. This change reflects the elimination of the Support Services Unit.

The Community Resource Unit supports both patrol operations and investigations. These officers predominately wear plain clothes/soft uniforms and work a Monday – Friday schedule. This aligns better with the Investigations branch of the Table of Organization.

- The Officer (Operations Coordinator) was previously assigned to the downtown district Captain. This position was reassigned to the Community Resource Unit (CRU), however, after evaluating this move, it is a better fit reporting directly to the previously assigned Captain.
- The Lieutenant (Support Services) was eliminated at the end of 2023 due to a retirement. The Lieutenant (Professional Development) was placed under the Captain of Investigations and Support Services and was paired with the Professional Development Administrative Specialist. With the recent elimination of the Professional Development Administrative Specialist position, it makes sense to move the Lieutenant (Professional Development) to the Downtown District Captain.
- The Crime Analyst mainly reports directly to the Investigative Services Lieutenant. I recommend a change to the Table of Organization to accurately reflect this.
- Eliminate the 1.0 FTE **Professional Development Administrative Specialist** position to 1.0 FTE **Traffic Safety Officer**. Traffic safety remains a top priority for the Police Department and the community. Recent surveys reflect concerns with speeding, aggressive driving, and preventable traffic crashes. The addition of 1 traffic safety officer in 2023 has been a great success. Our current Traffic Safety Officer handles:
 - Crashes – the traffic safety officer will self-dispatch to crashes freeing up patrol officers so they may perform other work, respond to calls, etc.
 - Operating while intoxicated investigations – the traffic safety officer will take over the investigation of alcohol and drug related driving incidents when possible, freeing up patrol officers to be available for calls for service.
 - Presentations – conducts training and offers educational presentations for staff and the public.
 - Develops content for our social media pages with tips to increase safer driving.
 - Addresses complaints received online through our website.
 - Produces monthly traffic report (see attached).

The addition of a Traffic Safety Officer to the Traffic Safety Unit would allow the officers to increase their saturation while addressing specific traffic concerns. For example, addressing driving behaviors on College Ave. can be challenging. A second traffic officer will allow for creative enforcement tactics to enforce traffic violations more effectively and safely in our high-volume traffic areas. I also anticipate the expanded ability of traffic officers to work with neighborhood patrol officers on targeted complaint-driven enforcement.

The elimination of the Professional Development Administrative Specialist requires the distribution of critical tasks to others in the department. My staff has expressed a willingness and desire to rise to the challenge required of the increased workload. The duties related to this position have been reassigned. We will continually assess to ensure the workload is equitable.

The financial impact with the conversion of 1.0 FTE Professional Development Administrative Specialist to a Police Officer is an annual maximum difference of \$22,611. This is taking into consideration the potential increase in the cost of the health plan from a single to a family plan.

Professional Development Administrative Specialist

Hourly \$30.02

Salary \$62,441

Fringe \$17,407 – Single health & dental, FICA, Medicare, and Retirement

TOTAL \$79,848

Police Officer

Hourly \$33.46

Salary \$66,831

Fringe \$35,628 – Family health & dental, FICA, Medicare, and Retirement

TOTAL \$102,459

If the position was filled in 2024, vacant salary dollars would be sufficient to pay for the traffic officer position.

Thank you for considering this recommendation.

Chief Polly Olson

1.0 - POLICE CHIEF

1.0 – Executive Assistant to Chief

1.0 – Assistant Police Chief

1.0 - Fiscal Resources Manager

1.0 - Administrative Support Specialist

1.0 - Administrative Services Supervisor

1.0 – Lead Admin Support Specialist
9.0 - Administrative Support Specialist

1.0 – Lead Communication Specialist
4.0 - Communication Specialist

Downtown & OPS
1.0 - Captain

6.0 – Lieutenant
29.0 – Officer

1.0 – Lieutenant (Professional Development)

1.0 – Officer (Operations Coordinator)

1.0 – Lead CSO
*12 - CSO

Northern/Southern District
1.0 - Captain

5.0 - Lieutenant
30.0 – Officer

TSU
1.0 – Lieutenant
2.0 - Officer

Investigations and Community Resources
1.0 - Captain

SRO
1.0 – Lieutenant
12.0 – School Resource Officer

CRU
1.0 – Lieutenant
4.0 – Officer
1.0 – Police Community Engagement Specialist

ISU
1.0 – Lieutenant
10.0 – Officers
1.0 – Crime Analyst
ID Unit
2.0 – Forensic Evidence Specialist
1.0 – Lead Forensic Evidence Specialist

Special Investigations Unit
1.0 – Lieutenant
5.0 - Officer

Support Services
1.0 – Lieutenant
4.0 – Professional Development Administrative Specialist

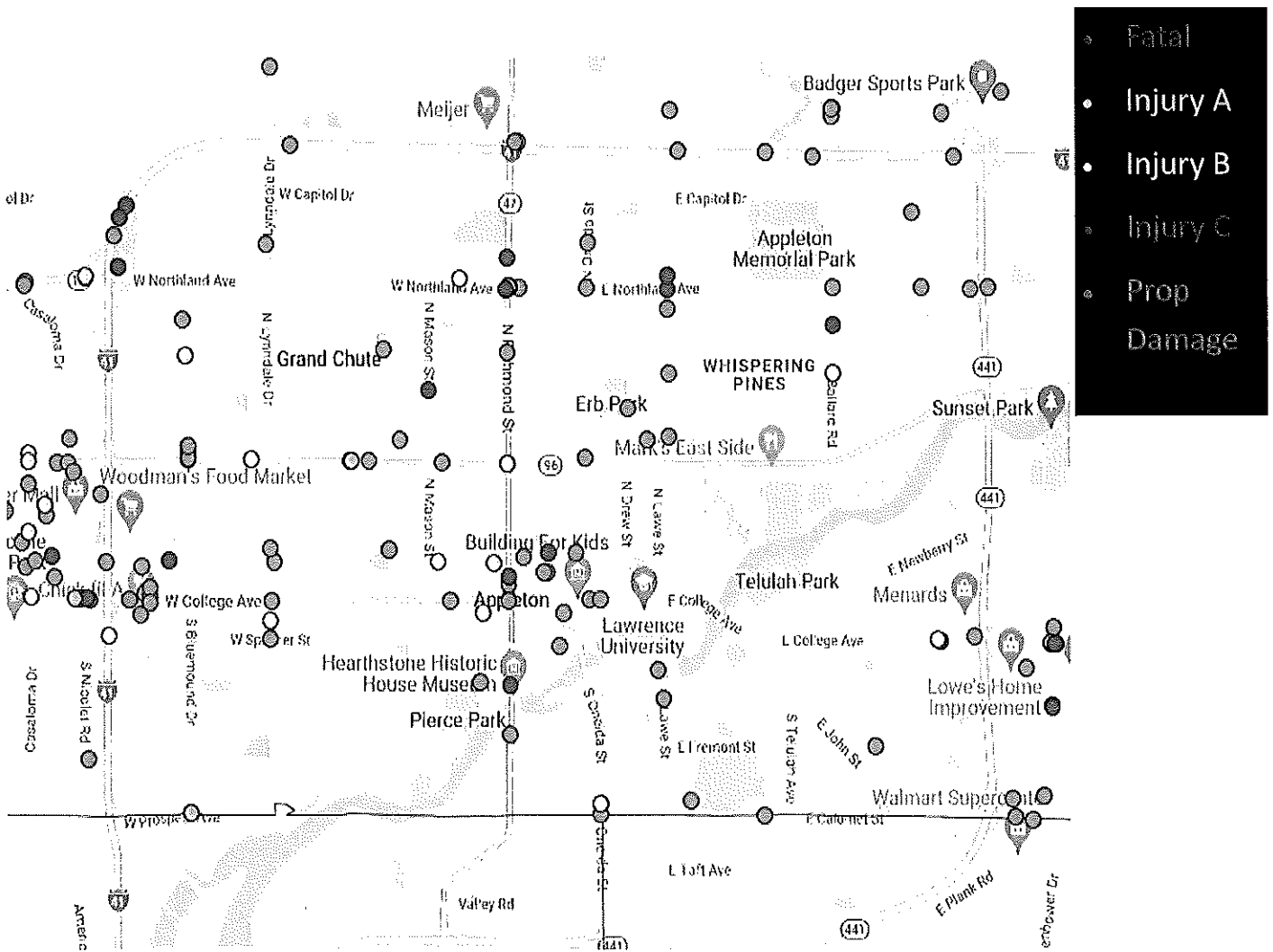
Draft 05/31/2024



Traffic Safety Plan

Traffic complaints are the #1 complaint made to the Appleton Police Department and City Alderpersons. The police department is committed to safe travels for motorists, pedestrians and bicyclists. With a goal of reducing traffic crashes, property damage, injury and death on Appleton's roadways, the police department will use a data driven approach for traffic enforcement. Data analytics from crash data, citizen complaints and speed studies will be used to identify traffic emphasis areas. Each month's report will be posted on the police department's website and will be presented at each month's Safety and Licensing Committee Meeting.

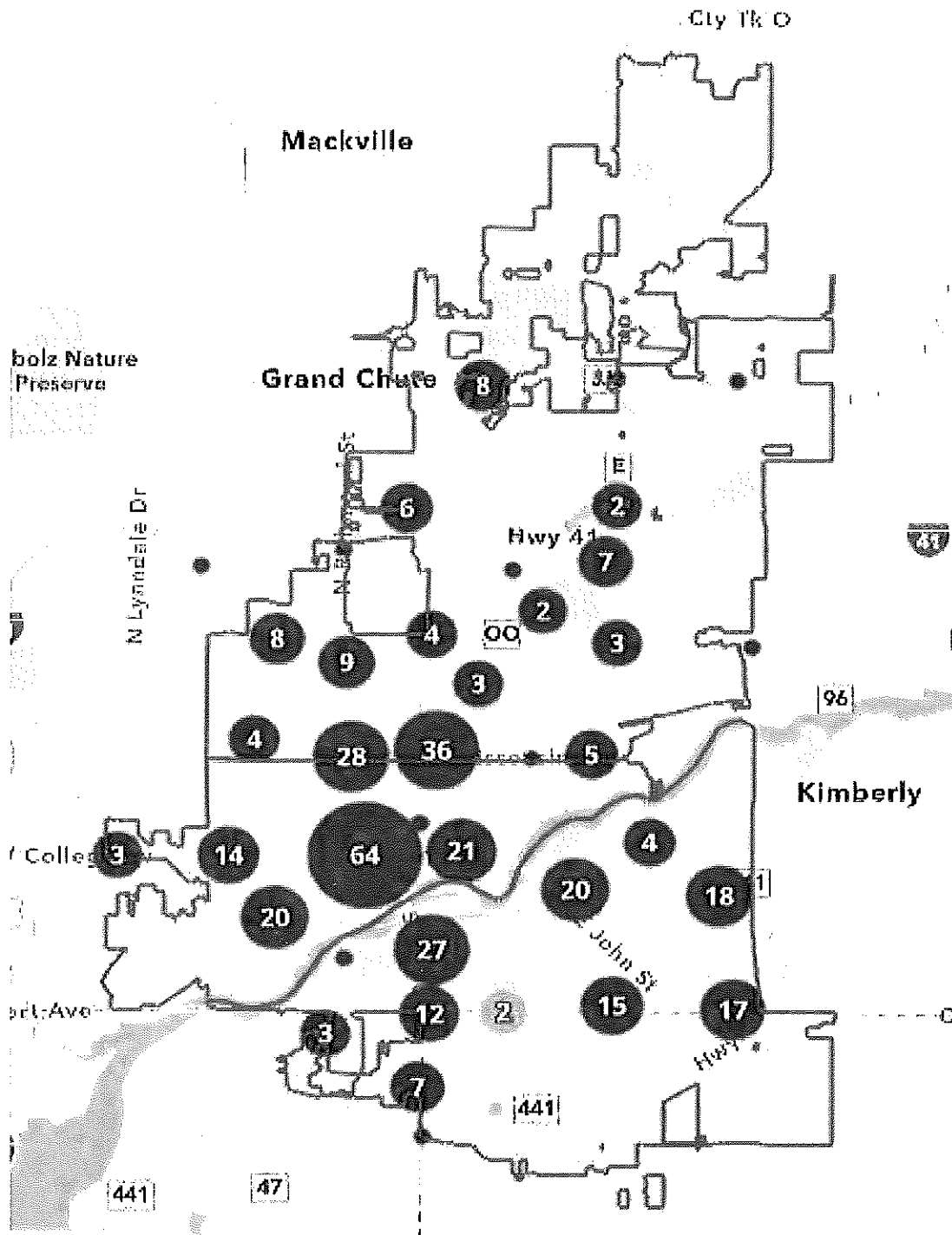
April 2024 CRASH DATA



Accidents: 119

APPLETON POLICE DEPARTMENT TRAFFIC SAFETY PLAN

April 2024 Traffic Stop/Traffic Safety Data



Traffic Stops: 978

Citations: 486

Traffic Safety: 195

Warnings: 556

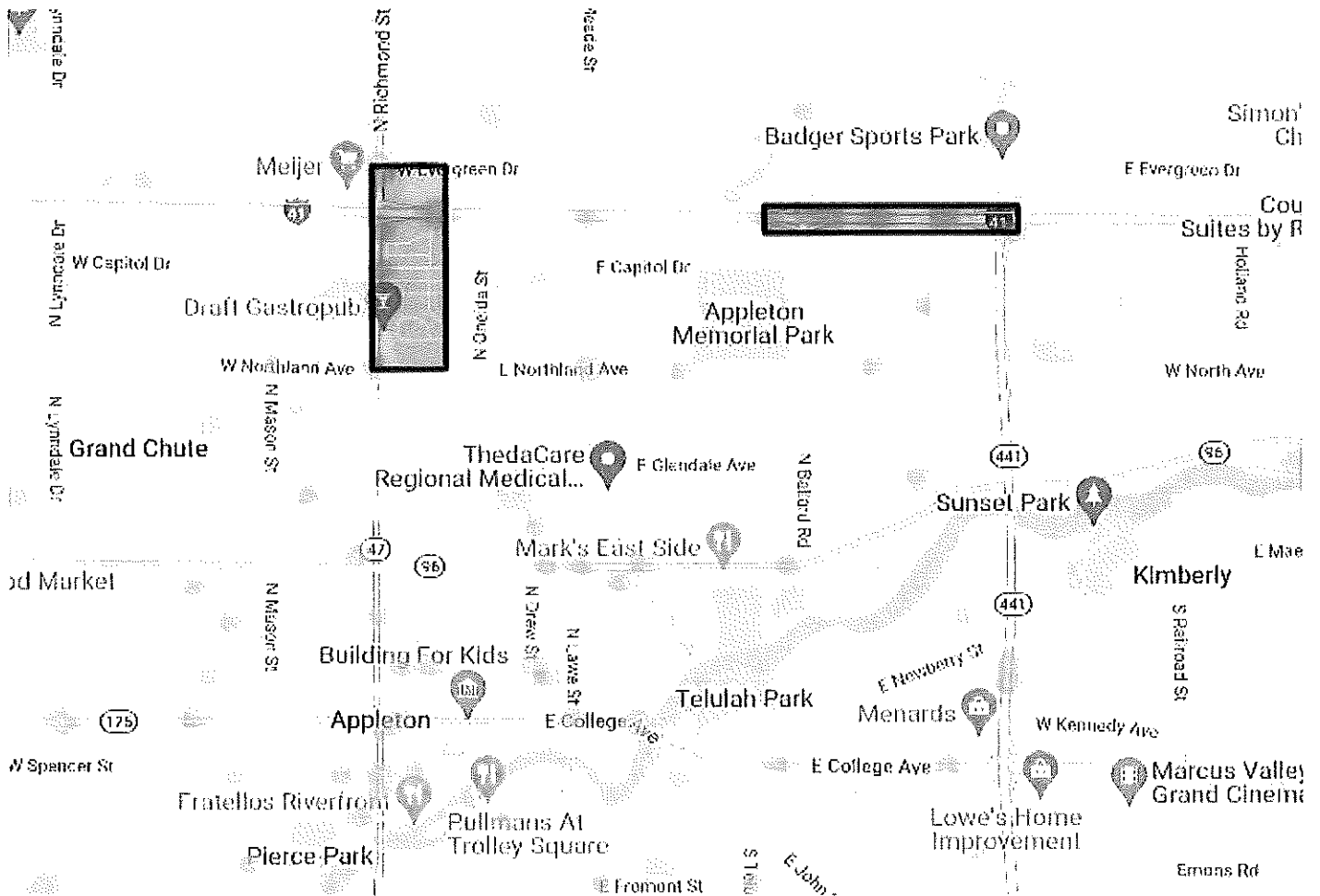
OWI: 22

APPLETON POLICE DEPARTMENT TRAFFIC SAFETY PLAN

UPCOMING TRAFFIC TASK FORCE DEPLOYMENTS

- OWI Grant— Every Monday —Saturday

Significant Crash Predictive Analysis



**NORTHERN DISTRICT FROM
HWY 41 at Richmond to Hwy
441.**

APPLETON POLICE DEPARTMENT TRAFFIC SAFETY PLAN

SPEED STUDY DATA

Street	Between	Direction	Posted Speed	% Exceeding 10 MPH
Capitol Dr	E Witzke Blvd & N McDonald St	EB & WB	25	6.5
Carpenter St	E Taft Ave & E Roeland Ave	NB & SB	25	2.5
E Capitol Dr	N Rankin St & N Racine St	EB & WB	25	3.8
Homestead Dr	N Linwood Dr & N Nicholas St	EB & WB	25	6.3
N Linwood Ave	W Winnebago St & Reeve St	NB & SB	25	3.9
N Linwood Ave	W Franklin St & W Packard St	NB & SB	25	5.7
E Northland Ave	N Ballard Rd & N Meade St	WB	45	1.0
Glendale Ave	Summit St & Bennett St	EB & WB	25	5.0
Roeland Ave	S Carpenter St & S Jackson St	EB & WB	25	5.5
Taft Av	Jackson St & Jefferson St	EB & WB	25	10.4
Weiland Ln	N Linwood Dr & N Meade St	EB & WB	25	7.3
Providence Ave	E Ashbury & E Glory	NB & SB	25	25.7
1600 W Glendale Ave	N Douglas & N Nicholas	EB & WB	25	2.0
Franklin & Meade		EB & WB	25	1.0
Rankin & North		EB & WB	25	1.3
Sixth St	S Memorial & W Prospect Ave	EB & WB	25	1.5

APPLETON POLICE DEPARTMENT TRAFFIC SAFETY PLAN

SPEED STUDY DATA

Street	Between	Direction	Posted Speed	% Exceeding 10 MPH
Pershing St	Oakwood & Beechwood	EB & WB	25	17.7%
Schaefer St	Bradley Ln & Schaefer Cir	NB & SB	25	3.1%

APPLETON POLICE DEPARTMENT TRAFFIC SAFETY PLAN

TRAFFIC COMPLAINTS

District	Location	Complaint
South	Appleton East	Vehicles speeding and vehicles with defective exhausts. Multiple complaints received. Particularly during lunch hour and school start and release times.
Downtown	College Ave Between Richmond & John	Vehicles speeding, defective exhausts, racing,
South	Calumet St. Between Oneida & Carpenter	Vehicles speeding
Downtown	Rankin St. Between College & Wisconsin Ave	Excessive speeding
Downtown	Badger Ave from Wisconsin to College	Vehicles Speeding and violating school zone.
North	Hwy 41 & HWY 441	Traffic Congestion/ Reckless Driving/ Inattentive Driving
Downtown	Jones Park	Large vehicle gatherings, with excessive speeds and noise. Racing has also been reported
South	Kensington south of Calumet	Vehicles conducting illegal U-turns
North	Evergreen between Richmond & Meade	Vehicles speeding
South	Kensington & Forest	Vehicles speeding in school zone
South	Lawe St. & E South River	Vehicles speeding NB and SB Lawe St. Hill.
Downtown	Pine St. Between Prospect & Douglas	Vehicles speeding. Trucks violating posted no truck route.
North	Appleton North	Vehicles speeding, particularly during lunch hour and school start and release times.
North	Capitol & Windward	Vehicles speeding
South	Taft & Clover	Vehicles disregarding school crossing guard.

District	Location	Complaint
South	Roundabout College & John	Vehicles speeding and committing various violations at / in roundabout
North	Ashbury & Providence	Vehicles Speeding & Violating Stop Sign
North	Richmond & Ridgeview	Vehicles Speeding north from roundabout at Richmond & Northland.
South	Memorial & River	Vehicles failing to yield to pedestrians in crosswalk
South	S Lawe St. (North of Newberry Trail)	Vehicles failing to yield to pedestrians in crosswalk
Downtown	Columbus Elementary	Vehicles failing to yield for children / pedestrians
North	N Drew St. Between Roosevelt & Glendale	Vehicles speeding
North	Ferber & Einstein	Severe traffic congestion (Specifically at school pick & drop off times)
South	John & Telulah	Vehicles speeding
North	Kaleidoscope Academy	Vehicles failing to yield for pedestrians. Particularly before & after school
Downtown	Richmond & Packard	Semi Trucks driving off of truck route
Downtown	Prospect & Driscoll	Vehicles Speeding



CITY OF APPLETON

MEMORANDUM

Date: June 5, 2024
To: Appleton City Plan Commission
Fox Cities Transit Commission
From: Kara Homan, AICP, Director of Community Development
Ronald McDonald, General Manager, Valley Transit
Subject: Resolution Related to Appleton MPO Redesignation in Accordance with
Federal Code

We write to inform you about the proposed redesignation of the Appleton (Fox Cities) Metropolitan Planning Organization (MPO) in accordance with federal code. This redesignation carries benefits for the City of Appleton and our peer municipalities within the Appleton/Fox Cities metro compared to the current governance structure.

The Appleton (Fox Cities) MPO plays a crucial role in transportation planning and decision-making within our region, as it relates to programming and prioritizing projects to receive federal transportation funding. The current structure of the MPO has the East Central Wisconsin Regional Planning Commission (ECWRPC) board of commissioners serving as the MPO policy board. The current board is comprised of [representatives](#) from throughout a 10-county region, with a significant minority of representatives from within the Appleton/Fox Cities metro. As a result of a review by the Federal Highway Administration (FHWA), it has been recently determined that this structure is non-compliant with federal requirements. Earlier this year, staff from the ECWRPC met with representatives of municipalities within the MPO area and discussed options for moving forward to ensure compliance with federal law. As a result of this work, a new governance model and redesignation of the MPO is being sought, per the attached resolution and exhibits.

The proposed MPO redesignation will ensure compliance with federal code, continued access to federal transportation planning and funding, and ensure the MPO policy board will have a governance model that is representative of governments within the metropolitan area. The new model balances board composition based on community population size with the need to have all municipal voices at the table to continue our long-standing tradition of collaborative regional cooperation. The new model also ensures a representative of Valley Transit serves as a voting member on the new MPO board, in accordance with federal law.

To effectuate this proposed redesignation and policy board change, the attached resolution is required to be adopted by municipalities within the MPO area, representing at least 75% of the population of the metro, including an affirmative vote of the largest city (e.g. the City of Appleton). The corresponding redesignation agreement would then be effectuating after the adoption thresholds are met.

RECOMMENDATION

As such, Valley Transit and Community Development staff recommend **APPROVAL** of the attached proposed Resolution 2024-03 SUPPORTING AND APPROVING OF THE NEW APPLETON (FOX CITIES) MPO POLICY BOARD STRUCTURE AND REDESIGNATION AGREEMENT, as presented.

RESOLUTION NO. 2024-03

SUPPORTING AND APPROVING OF THE NEW APPLETON (FOX CITIES) MPO POLICY BOARD STRUCTURE AND REDESIGNATION AGREEMENT

WHEREAS, the Federal Aid Highway Act of 1962 requires a continuing, comprehensive transportation planning process carried out cooperatively by the State and local communities of each urban area of more than 50,000 population in order to qualify transportation projects for federal aid, and;

WHEREAS, East Central WI Regional Planning Commission (ECWRPC) was designated as the Appleton (Fox Cities) Metropolitan Planning Organization (MPO) by Wisconsin's Governor in January, 1974, and;

WHEREAS, due to a population in excess of 200,000 following the 2010 U.S. Census, the Appleton (Fox Cities) Urban area was designated by the federal government as a Transportation Management Area (TMA) in 2012, and;

WHEREAS, the ECWRPC Board, consisting of elected and appointed officials from member counties within East Central's 10 county region, has served as the Policy Board for the Appleton (Fox Cities) MPO since 1974, and;

WHEREAS, the Commission identified the creation of a separate Appleton (Fox Cities) MPO Policy Board within their 2020 Strategic Plan, and;

WHEREAS, a change to the Appleton (Fox Cities) MPO Policy Board was identified as necessary by ECWRPC, Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) to ensure that local elected officials representing 75% of the affected population serve on the MPO Policy Board, consistent with federal requirements as outlined in 23 CFR 450.310, and;

WHEREAS, the City of Appleton is located within the Appleton (Fox Cities) Metropolitan Planning Organization, and;

WHEREAS, a new Appleton (Fox Cities) MPO Policy Board structure has been developed by ECWRPC staff, in coordination with FHWA, FTA, WISDOT, and local impacted communities, which is outlined in the Table 1, and;

WHEREAS, the main functions of the Appleton (Fox Cities) MPO Policy Board shall be to provide policy guidance throughout the transportation planning process, review and approve the Metropolitan Transportation Plan (MTP), Congestion Management Process, Transportation Improvement Program (TIP), the Unified Planning Work Program (UPWP), and promote the implementation of the TIP and UPWP, and;

WHEREAS, approval of each governing body of the municipalities and counties located within the Appleton (Fox Cities) Metropolitan Planning Area is necessary to demonstrate local support for the formal request that the Governor redesignate the Appleton (Fox Cities) MPO Policy Board structure as outlined in the attached table, and;

WHEREAS, each local unit of government located within the Appleton (Fox Cities) Metropolitan Planning Area will be party to the formal redesignation agreement (attached) between the Governor, ECWRPC, and the local units of government, and so;

NOW, THEREFORE, BE IT RESOLVED BY the City of Appleton Common Council

Section 1: *That the City of Appleton supports and approves of the new structure of the Appleton (Fox Cities) Metropolitan Planning Organization (MPO) Policy Board, as reflected in the attached table, and;*

Section 2: *That the City of Appleton agrees to participate in the Appleton (Fox Cities) MPO Policy Board meetings, to ensure a continuing, comprehensive, and cooperative transportation planning process for the Appleton (Fox Cities) Metropolitan Planning Area, and;*

Section 3: *That the City of Appleton agrees to the provisions outlined in the attached redesignation agreement, which is hereby incorporated by reference and made a part hereof.*

Submitted By: East Central Wisconsin Regional Planning Commission

Adopted this _____ day of June, 2024.

Jacob A. Woodford, Mayor

Attest: Kami Lynch, City Clerk

APPLETON (FOX CITIES) METROPOLITAN PLANNING ORGANIZATION

Updated 2/22 with adjusted MPA boundary populations

Member Jurisdiction	2020 Census		Policy Board Structure	
	Population within MPA Boundary	Population %	> 5,000 populaton = 1 vote; Additional vote(s) for each increment of 25K pop	
			Voting Seats	Advisory Seats
City of Appleton	75,913	30%	4	
Outagamie - 63,168				
Calumet - 11,304				
Winnebago - 1,441				
City of Neenah	27,319	11%	2	
Town of Grand Chute	23,650	9%	1	
Village of Fox Crossing	18,974	7%	1	
City of Kaukauna	17,094	7%	1	
City of Menasha	18,268	7%	1	
Winnebago - 15,261				
Calumet - 3,007				
Village of Greenville	12,118	5%	1	
Village of Harrison	12,091	5%	1	
Village of Little Chute	11,619	5%	1	
Village of Kimberly	7,320	3%	1	
Town of Buchanan	6,823	3%	1	
Town of Neenah	3,702	1%		1
Village of Combined Locks	3,634	1%		1
Town of Clayton	3,487	1%		1
Village of Sherwood	3,271	1%		1
Town of Center	1,859	1%		1
Town of Vandebroek	1,627	1%		1
Town of Freedom	1,353	1%		1
Town of Kaukauna	1,020	0%		1
Town of Vinland	1,202	0%		1
Town of Ellington	945	0%		1
Village of Wrightstown	292	0%		1
Town of Woodville	149	0%		1
MUNICIPALITY TOTALS	253,730	100%	15	12
			Min. 1 vote; Additional vote(s) for each increment of 100,000 population	
COUNTIES				
Outagamie County	152,522	60%	2	
Winnebago County	71,386	28%	1	
Calumet County	29,822	12%	1	
COUNTY TOTALS	253,730	100%	4	0
REQUIRED MAJOR MODES OF TRANSPORTATION				
WISDOT			1	
Valley Transit			1	
Appleton International Airport			1	
MAJOR MODES TOTALS			3	0
REQUIRED NON-VOTING MEMBERS				
FHWA				1
FTA				1
MPO Director				1
REQUIRED NON-VOTING MEMBER TOTALS			0	3
GRAND TOTAL POLICY BOARD SEATS			22	15
% of pop w/direct representation			91.1%	

**AN AGREEMENT REDESIGNATING THE METROPOLITAN PLANNING
ORGANIZATION POLICY BOARD STRUCTURE FOR THE APPLETON (FOX CITIES)
URBANIZED AREA**

Introduction

The parties to this Agreement (hereinafter the "Signatories") hereby agree to the redesignation of East Central Wisconsin Regional Planning Commission arising out of the need to address actions recommended by the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) pertaining to the organization and structure of the existing Metropolitan Planning Organization's Policy Board.

WHEREAS, The Metropolitan Planning Organization (MPO) for the Appleton (Fox Cities) Urban Area is charged, under Title 23 U.S.C., Section 134, as the organization responsible for cooperative transportation planning and decision making for the Appleton (Fox Cities) Metropolitan Planning Area, and;

WHEREAS, the Metropolitan Planning Area consists of the City of Appleton, the Appleton Urban Area, and all or portions of the contiguous cities, villages, and towns which are or are likely to become urbanized within a 20-year period as shown on the attached map and agreed to by the MPO and the Governor, and;

WHEREAS, the responsibilities of the Metropolitan Planning Organization include:

1. Carrying out a cooperative, continuous, and comprehensive planning process for making transportation investment decisions in the metropolitan area with program oversight from the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), and the Wisconsin Department of Transportation (WisDOT).
2. Preparing and maintaining a Metropolitan Transportation Plan.
3. Preparing and implementing an annual unified planning work program.
4. Preparing a transportation improvement program to provide for transportation investments to meet metropolitan transportation needs.
5. Preparing and maintaining the Congestion Management Process, the Public Participation Process and the Title VI plan.
6. Establishing operating rules and procedures.
7. Working in cooperation with Valley Transit.
8. Other duties as required to comply with State and Federal regulations, and;

WHEREAS, the Appleton (Fox Cities) Urban Area was created through an agreement between the Governor and East Central Wisconsin Regional Planning Commission (ECWRPC), effective January 15, 1974 designating the MPO for the Appleton (Fox Cities) Urban Area in accordance with federal law. East Central Wisconsin Regional

Planning Commission assumed the responsibility to conduct transportation planning and programming for the Appleton (Fox Cities) Urban area, and;

WHEREAS, the Appleton (Fox Cities) MPO Policy Board membership and voting structure was identified by ECWRPC, Federal Highway Administration, and Federal Transit Administration as requiring adjustments to ensure compliance with federal requirements, and;

WHEREAS, federal law allows for the redesignation of the Metropolitan Planning Organization by agreement between the Governor and units of general-purpose local government that together represent at least 75 percent of the population within the Planning Area, including the largest incorporated city, and;

WHEREAS, a redesignation process to implement the necessary changes was initiated by ECWRPC, in partnership with FHWA, FTA, and WisDOT, in late 2023. On March 28, 2024, the East Central WI Regional Planning Commission Board took the first step in the process and approved a resolution in support of engaging the local impacted communities on the structure and membership of the Appleton (Fox Cities) MPO Policy Board to bring it into compliance with federal requirements, as outlined in 23 CFR 450.310, and;

WHEREAS, a Redesignation Agreement cannot be amended without the consent of all the Signatories, and so;

NOW, THEREFORE, IT IS MUTUALLY AGREED:

That the revised structure of the Appleton (Fox Cities) Metropolitan Planning Organization's Policy Board is described below.

B. Composition of the Appleton (Fox Cities) MPO Policy Board

The members of the Appleton (Fox Cities) Metropolitan Planning Organization Policy Board are appointed by the Wisconsin Department of Transportation, Valley Transit, City of Appleton, Outagamie, Calumet and Winnebago Counties, small villages, cities and towns within the Metropolitan Planning Area in recognition of their respective roles as the owners and operators of the major modes of transportation serving the Metropolitan Planning Area. Each appointee to the Policy Board shall reside within the Metropolitan Planning Area and shall serve until their successor is appointed. As of September 3, 2024, the Metropolitan Planning Organization Policy Board for the Appleton (Fox Cities) Urbanized Area and Appleton (Fox Cities) Metropolitan Planning Area consist of the following members:

(INSERT NEW POLICY BOARD STRUCTURE)

In addition, all appointments must be in accordance with Title 23, United States Code, Section 134, Paragraph (d)(2) that indicates the voting membership of the Policy Board shall consist of:

- a. Local elected officials;
- b. Officials of public agencies that administer or operate major modes of transportation in the metropolitan area; and
- c. Appropriate State officials.

When each of the appointing authorities is making an appointment under condition (b) above, the MPO also accepts members in good standing that come from local boards and commissions with a focus on transportation or land use, including mayoral representatives, or representatives of the chief executive officer of any city, village, or town in the MPO Planning area with said focus.

Policy board members representing any local government jurisdiction or collective group of local government jurisdictions (such as Cities, Villages, or Towns) must be selected by the elected officials of the local government jurisdiction(s) they represent.

C. Future Changes to the Policy Board Composition

The composition of the Appleton (Fox Cities) MPO Policy Board will be reviewed following each decennial U.S. Census to ensure appropriate and proportional representation.

Revising the composition of the Policy Board (e.g. adding membership, the number or requirements of members appointed by each appointing authority) or expansion of the metropolitan planning area boundary does not necessarily require redesignation of the MPO.

A change to the Appleton (Fox Cities) MPO Policy Board can be made following the notification of the appointing authorities, all the local units of government in the MPO Planning Area, a public hearing on the proposed changes, and ratification by those units of government with 75 percent of the population in the planning area, including the City of Appleton as the largest incorporated city.

D. Designation of Fiscal Agent

East Central Wisconsin Regional Planning Commission shall be designated to serve as the fiscal agent for the Appleton (Fox Cities) Metropolitan Planning Organization.

1. Location. MPO staff will be provided by the East Central WI Regional Planning Commission
2. Matching Contribution. Outagamie, Calumet and Winnebago Counties shall be responsible for providing the local matching contributions, through their annual levy contribution to ECWRPC.

E. Initial Plan Updates

Subject to state and federal laws and fiscal constraint, to maintain consistency and continuity in the region planning efforts to-date the existing planning documents of the

previous MPOs are adopted, including the fiscally constrained TIPs, as the starting point for future updates, and prioritizing projects currently.

F. Effective Date and Conditions of the Agreement

1. This agreement is effective on **September 3, 2024** after obtaining signatures of approval by the Governor and representatives of units of government with 75 percent of the population in the MPO Planning Area, including Appleton as the largest incorporated city.
2. This agreement supersedes and voids the designation agreement entered into by the Governor and East Central Wisconsin Regional Planning Commission dated January 15, 1974.

G. Amendments

Any changes to the Redesignation Agreement shall be enacted by a written amendment executed by all signatories.

H. Non-Discrimination

In the performance of the services under this Agreement, the parties shall not discriminate against any employee or applicant because of race, religion, marital status, age, color, sex, handicap, national origin, or ancestry, income level, or source of income, arrest record or conviction record, less than honorable discharge, physical appearance, sexual orientation, political beliefs, or student status. The parties further agree not to discriminate against any subcontractor or person who offers to subcontract on this contract because of race, color, age, disability, sex or national origin.

WITNESS WHEREOF, the parties have caused this to be executed by individuals and officers duly authorized on the dates noted below.



Title: Tuberculosis Screening				
Policy #: N204				
Creation Date:	10/2003	Last Approved Date:	Reviewed Annually	
Description:	Policy on Tuberculosis Screening			
PHAB Domain/ Standard/ Measure (LINK):	Domain 2 (Investigate, diagnose, and address health problems and hazards affecting the population), Standard 2.1 (Anticipate, prevent, and mitigate health threats through surveillance and investigation of health problems and environmental hazards.) Measure 2.1.4 A (Maintain protocols for investigation of public health issues)			
Statutory Authority/ Evidence Base/ Links:	Wis. Stat. ch. 252 Communicable Diseases Wis. Admin. Code Ch. DHS 145 Control of Communicable Diseases			
Author(s)/ Reviewer(s):	Julie Erickson, Sonja Jensen, Becky Lindberg, Katie Schink-Pawlowski			
Policy Approval Tracking				
Created/ Reviewed/ Revised Date	Legal Services Approval Date	Board of Health Approval Date	Council Approval Date	Health Officer or Designee Signature (Name/Title)
Revised 5/13/24	6/5/24			

Purpose

To eliminate the spread of active tuberculosis (TB) disease by early identification and testing.

Policy

Provide TB screening or linkage to a medical provider for TB screening for residents with an identified exposure to TB, or through the Appleton fee for service TB skin test program. Includes education to



DEPARTMENT OF
**PUBLIC
HEALTH**

Appleton Health Department Policies

client(s) on latent tuberculosis and treatment options, when applicable. An attempt by a public health nurse will be made to collaborate in offering treatment for latent tuberculosis in accordance with [medication regimens](#) recommended by the WI State TB Program or CDC/American Thoracic Society (ATS) current guidelines.

Attachments

Medical Authorization for TB Skin Test Administration

Testing and Treatment of Latent Tuberculosis Infection in the United States: [Clinical Recommendations](#)

Official American Thoracic Society/Infectious Diseases Society of American/Centers for Disease Control and Prevention Clinical Practice Guidelines: Diagnosis of Tuberculosis in Adults and Children <https://www.idsociety.org/practice-guideline/diagnosis-of-tb-in-adults-and-children/>



CITY OF APPLETON

Health Department
100 North Appleton Street
Appleton, WI 54911
p: 920.832.6429
f: 920.832.5853
www.appleton.org/health

Medical Authorization

Administration of Tuberculin

Medical authorization is hereby granted to the Appleton Health Department to order and administer purified protein derivative (5TU) using the Mantoux Tuberculin Skin Test method as part of the department's comprehensive tuberculosis control activities.

This authorization is limited to the following conditions:

1. This procedure shall be performed by a public health nurse under the direction of the nursing supervisor. Such personnel shall receive training prior to performing control activities.
2. The performance of this procedure shall be strictly adherent to a written policy and procedure (N103). Current CDC, DPH TB Program and Public Health Guidelines relevant to this activity will be followed.
3. The purified protein derivative (5TU) shall be ordered from a pharmacy. Dosage per test is 0.1 ml of tuberculin.
4. Any adverse incidents or conditions resulting from the administration of tuberculin under this authorization shall be reported to me, in writing, not to exceed 30 days after the nursing supervisor becomes aware of it.

This order shall be reviewed for renewal annually.

Lee Marie Vogel, M.D.
Medical Advisor

Date

Charles E Sepers, Jr, PhD, MPH
Health Officer

Date

Resolution #5-R-24

Resolution Increasing the Wheel Tax

Submitted By: *Aldersperson Wolff – District 12; Co-signed by: Aldersperson Firkus – District 3*

Date: *May 1, 2024*

Referred To: *Finance Committee*

Summary:

An increase to the wheel tax

WHEREAS, the City of Appleton recognizes the importance of addressing maintaining road ways, and

WHEREAS, inflation has increased the cost of construction and labor, and

WHEREAS, our citizens do not want to see special assessments come back.

NOW, THEREFORE, BE IT RESOLVED, the City of Appleton will raise the wheel tax by \$10 beginning 120 days after the passage by the Common Council.



CITY OF APPLETON

MEMORANDUM

Date: May 15, 2024
To: Finance Committee
From: Danielle L. Block, PE Director of Public Works
Subject: Wheel Tax Questions

During the last Finance Committee Meeting, Resolution #5-R-24 Increasing the Wheel Tax was discussed. Below is background information and answers to the questions raised.

- What is the estimated amount of revenue we expect if the tax is increased?
 - o We have approximately 64,540 vehicles under the Wheel Tax
 - o The increase would generate approximately \$645,400 in additional revenue.
 - o In 2023, the City collected \$1,279,821 in wheel tax.
- What projects could be funded with the increased revenue?
 - o The funds can only be used on road **reconstruction**.
 - o 2023 Estimates for Reconstruction:
 - Total asphalt reconstruction = \$1.7M/Mile
 - Total concrete reconstruction = \$2.6M/Mile
 - o Typically less than 1% of City streets are reconstructed on an annual basis. This fact, coupled with new streets added annually to the system, results in no overall reduction in our Citywide street maintenance costs.
- What else is being looked at to fund projects – are we increasing other revenues or cutting other expenses?
 - o Sources of revenue:
 - Exploration of a transportation utility has been put on hold.
 - Property Tax
 - Wheel Tax
 - General Transportation Aids
 - Borrowed Funds
 - Federal & State Grants
 - TIF
 - o Typical reconstruction program annually exceeds the revenue of the Wheel Tax and is supplemented by the sources of revenue listed above.
- What are the restrictions of what we can/can't do with the funds?
 - o Sec. 18-86 "...used solely for assisting with existing road construction replacement."
 - o No new subdivisions, new concrete or asphalt roads.
- Can we alter/change the vehicles that the tax is assessed on?
 - o Current Municipal Code states:
 - All vehicles exempted by Wis. State Statutes Ch. 341 from payment of a state vehicle registration fee.
 - All vehicles registered by the State of WI under 341.26 for a fee of five dollars.
 - A vehicle that is a replacement for a vehicle that has a current registration.

92-24

AN ORDINANCE AMENDING CHAPTER 23 OF THE MUNICIPAL CODE OF THE CITY OF APPLETON AND THE OFFICIAL ZONING MAP WHICH IS A PART THEREOF, BY MAKING THE FOLLOWING CHANGES IN THE DISTRICT AS NOW PROVIDED.

(City Plan Commission 6-19-2024)

The Common Council of the City of Appleton does ordain as follows:

Section 1: That Zoning Ordinance, Chapter 23 of the Municipal Code of the City of Appleton and the Official Zoning Map, which is a part thereof, is amended by making the following changes:

To rezone lands located at 841 West Lawrence Street (Tax Id #31-3-0899-01), including to the centerline of the adjacent railroad line and including to the centerline of the adjacent right-of-way of West Lawrence Street, South Badger Avenue and South Pierce Avenue, from C-2 General Commercial District to R-2 Two-Family District. (Rezoning #4-24 – 841 West Lawrence Street, Timothy Hales of Timber Investments LLC, owner and applicant)

LEGAL DESCRIPTION:

GRAND CHUTE PLAT 3WD AS 484D121 OF LOT 1 BLK 47, CITY OF APPLETON, OUTAGAMIE COUNTY, WISCONSIN. INCLUDING TO THE CENTERLINE OF THE ADJACENT RAILROAD LINE AND INCLUDING THE ADJACENT ONE-HALF (1/2) RIGHT-OF-WAY OF WEST LAWRENCE STREET, SOUTH BADGER AVENUE AND SOUTH PIERCE AVENUE.

COMMON DESCRIPTION:

841 West Lawrence Street (Tax Id #31-3-0899-01), including to the centerline of the adjacent railroad line and including to the centerline of the adjacent street right-of-way

Section 2: This Ordinance shall be in full force and effect from and after its passage and publication, and upon its passage and publication the Director of Community Development is authorized and directed to make the necessary changes to the Official Zoning Map in accordance with this Ordinance.

93-24

AN ORDINANCE AMENDING SECTION 19-86 OF CHAPTER 19 OF THE MUNICIPAL CODE OF THE CITY OF APPLETON, RELATING TO PARKING RESTRICTIONS.
(Municipal Services Committee 6-5-2024)

The Common Council of the City of Appleton does ordain as follows:

Section 1: That Section 19-86 of Chapter 19 of the Municipal Code of the City of Appleton, relating to parking restrictions, is hereby created as follows. This ordinance supersedes and repeals any conflicting ordinance regarding parking in the designated area.

Parking be prohibited from 7:00 a.m. to 5:00 p.m., except Saturdays, Sundays, and holidays, on the north side of Second Street from Lynndale Drive to a point 175 feet west of Lynndale Drive.

Section 2: This ordinance shall be in full force and effect from and after its passage and publication, and upon its passage and publication, the Traffic Engineer is authorized and directed to make the necessary changes in the Parking District Map in accordance with this Ordinance.

94-24

AN ORDINANCE AMENDING SECTION 19-86 OF CHAPTER 19 OF THE MUNICIPAL CODE OF THE CITY OF APPLETON, RELATING TO PARKING RESTRICTIONS.
(Municipal Services Committee 6-5-2024)

The Common Council of the City of Appleton does ordain as follows:

Section 1: That Section 19-86 of Chapter 19 of the Municipal Code of the City of Appleton, relating to parking restrictions, is hereby created as follows. This ordinance supersedes and repeals any conflicting ordinance regarding parking in the designated area.

Parking be prohibited from 7:00 a.m. to 5:00 p.m., except Saturdays, Sundays, and

holidays, on the west side of Lynndale Drive from Second Street to a point 35 feet north of Second Street.

Section 2: This ordinance shall be in full force and effect from and after its passage and publication, and upon its passage and publication, the Traffic Engineer is authorized and directed to make the necessary changes in the Parking District Map in accordance with this Ordinance.

95-24

AN ORDINANCE CREATING ARTICLE VII OF CHAPTER 2 OF THE MUNICIPAL CODE OF THE CITY OF APPLETON, RELATING TO RESPONSIBLE BIDDER.

(Finance Committee – 6-5-2024)

The Common Council of the City of Appleton does ordain as follows:

Section 1: That Article VII of Chapter 2 of the Municipal Code of the City of Appleton, relating to responsible bidder, is hereby created to read as follows:

ARTICLE VII. RESPONSIBLE BIDDER.

Sec. 2-575. Responsible bidder.

(a) ***Purpose.*** Pursuant to Wis. Stat. § 66.0901, whenever the City contracts for public works, the contract must be awarded to the lowest responsible bidder. Whether a bidder is “responsible” is a determination requiring the exercise of City discretion. This ordinance is intended to ensure that submitted bids are reviewed by the City and its departments, officials or employees under reasonably consistent responsible bidder criteria when exercising its discretion.

(b) ***Definitions.***

(1) ***Contractor*** means a person, corporation, partnership, or any other business entity that performs work on a public works contract as a general contractor, prime contractor, or subcontractor at any tier.

(2) ***Public Works Contract*** means any contract subject to Wis. Stat. § 62.15 for the construction, execution, repair, remodeling, or improvement of any public work or building, or for the furnishing of supplies or material of any kind, where the estimated cost of such work will exceed the threshold amount set forth in Wis. Stat. § 62.15(1) for contracts that shall be let to the lowest

responsible bidder.

- (3) **Registered Apprenticeship Program** means an apprenticeship program that is currently registered with either a State or federal government entity and that has a graduated apprentices to journey person job classification system process as well as a bona fide training program.

(c) **Responsible Bidder Criteria.** To be considered a responsible bidder by the City for purposes of being awarded a public works contract, all the following criteria must be met:

- (1) The contractor must maintain a permanent place of business.
- (2) The contractor must be authorized to do business in the State of Wisconsin.
- (3) The contractor and any agent, partner, employee, and/or officer of the contractor must not be debarred, suspended, proposed for debarment, or declared ineligible from contracting with any unit of federal, state, or local government.
- (4) The contractor, must follow the provisions of Section 2000e of Chapter 21, Title 42 of the United States Code, and Federal Executive Order No. 11246, as amended by Executive Order No. 11375 (known as the Equal Opportunity provisions).
- (5) The contractor must have adequate and appropriate:
 - a. General liability insurance;
 - b. Automobile insurance, except when a licensed motor vehicle is not used in the performance of the contract; and
 - c. Worker's compensation and unemployment insurance, except when the contractor does not have employees.
- (6) For all projects undertaken within the past five (5) years in any jurisdiction in which state or federal prevailing wage laws apply, the contractor must have complied with all provisions of such laws. This provision is intended to include projects that are federally funded or otherwise subject to federal Davis-Bacon-related laws.
- (7) If determined to be appropriate in the discretion of the Director of the Department of Public Works at the time a Request for Bids or Request for Quotes is issued where the public works contract exceeds one million dollars, the contractor must participate in a Class A Registered Apprenticeship Program.

- (8) The contractor must have a written substance abuse prevention program that meets the requirements of Wis. Stat. § 103.503.
- (9) The contractor must have, and diligently maintain, a written safety program.
- (10) The employees who will perform work on the project for the contractor must be properly classified as employees or independent contractors under all applicable laws.
- (11) If the contractor has been the subject of any order or judgment from any state or federal agency or court concerning an employment practice, the contractor must provide copies of the investigation, order, or judgement for the City to consider as a factor in determining whether the contractor is a responsible bidder. The contractor may be disqualified for failing to provide the required documentation.
- (12) The contractor's employees who will perform work on the project must be covered under a current worker's compensation policy and must be properly classified under such policy.
- (13) The contractor must be in compliance with all laws regarding health insurance coverage for employees.
- (14) The contractor must possess all applicable professional and trade licenses required for performing the public works contract.
- (15) The contractor must have adequate financial resources to complete the public works contract, and to complete all other work the bidder is presently under contract to complete.
- (16) The contractor must be bondable for the terms of the proposed public works contract.

(d) ***Exemptions.***

- (1) This ordinance does not apply to public construction if the materials for the project are donated or if the labor for the project is provided by volunteers, pursuant to Wis. Stats. § 62.15(1).
- (2) This ordinance does not apply for public emergencies, when damage or threatened damage creates a public emergency as determined by the governing body pursuant to Wis. Stats. § 62.15(1b).
- (3) *No Restriction on Discretion.* If information is discovered or comes into the possession of the City or a City department, official, and/or employee responsible for awarding the public works contract, and if such information

calls into question the contractor's abilities or competence to faithfully and responsibly comply with the terms of a public works contract, and such information is considered to be both credible and verifiable, then that information shall be considered in determining whether the contractor is a responsible bidder.

Section 2: All ordinances or parts thereof in conflict with the provisions of this ordinance are hereby repealed to the extent of such conflict, and this ordinance shall be in effect from and after its passage and publication.

Section 3: Effective date. This ordinance shall take effect on and after its passage and publication.