



City of Appleton

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

Meeting Agenda - Final Municipal Services Committee

Monday, August 26, 2024

4:30 PM

Council Chambers, 6th Floor

1. Call meeting to order
2. Pledge of Allegiance
3. Roll call of membership
4. Approval of minutes from previous meeting
[24-1132](#) Minutes from August 12, 2024

Attachments: [08-12-2024 MSC Minutes.pdf](#)

5. Public Hearing/Appearances

6. Action Items

- [24-1133](#) Approve Lawe Street Concrete Reconstruction Design

Attachments: [Lawe Street Design Approval Memo.pdf](#)

[Lawe St Supplemental Info.pdf](#)

[Lawe St MSC Design Approval Notice 8-14-24.pdf](#)

- [24-1134](#) Grant application request for new traffic signal at the Richmond Street (STH 47) / Ridgeview Drive intersection

Attachments: [MSC STH 47 Ridgeview SISP grant application request.pdf](#)

- [24-1135](#) Approve an ordinance updating Municipal Code Chapter 15, Article III, Rates and Charges

Attachments: [Memo Refuse Fee Ordinance Update 2024.pdf](#)

[Refuse Can Change to Ords.pdf](#)

- [24-1154](#) Fee Waiver Request - 311 N Superior Street

Attachments: [311 N. Superior St Memo.pdf](#)

[311 N Superior Photos.pdf](#)

[24-1157](#)

Approve sole source contract with Traffic and Parking Control Co., Inc. (TAPCO) for TIBA ramp access software cloud migration, upgrade of ramp access credit card readers, and added Pay-On-Foot equipment, in an amount not to exceed \$221,209.00.

Attachments: [MSC Award Memo Sole Source Tapco TIBA Ramp System Upgrades.pdf](#)
[TAPCO TIBA sole source approval memo Finance Purchase Mgr 08-22-2024.pdf](#)

7. Information Items

8. Adjournment

Notice is hereby given that a quorum of the Common Council may be present during this meeting, although no Council action will be taken.

Reasonable Accommodations for Persons with Disabilities will be made upon Request and if Feasible.



City of Appleton

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Meeting Minutes - Final Municipal Services Committee

Monday, August 12, 2024

4:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Pledge of Allegiance

3. Roll call of membership

Present: 4 - Fenton, Meltzer, Siebers and Firkus

Excused: 1 - Doran

4. Approval of minutes from previous meeting

[24-1035](#) Minutes from July 22, 2024

Attachments: [07-22-2024 MSC Minutes.pdf](#)

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

Aye: 4 - Fenton, Meltzer, Siebers and Firkus

Excused: 1 - Doran

5. **Public Hearing/Appearances**

6. **Action Items**

[24-1036](#) Approve Boldt Permanent Street Occupancy Permit and Sign Permit for 5 Awnings in College Avenue Right-of-Way Associated with the Fox Commons Project

Attachments: [Location 1 Awning Applications.pdf](#)
[Location 2 Awning Applications.pdf](#)
[Location 3 Awning Applications.pdf](#)
[Location 4 Awning Applications.pdf](#)
[Main Entrance Awning Applications.pdf](#)

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

Aye: 4 - Fenton, Meltzer, Siebers and Firkus

Excused: 1 - Doran

[24-1037](#)

Approve Findorff Long Term Temporary Street Occupancy Permit in Oneida Street and City Center Street for Fox Commons Construction

Attachments: [J.H Findorff - City Center St - long term permit 9-6-24.pdf](#)

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

Aye: 4 - Fenton, Meltzer, Siebers and Firkus

Excused: 1 - Doran

[24-1038](#)

Approve RODAC Long Term Temporary Street Occupancy Permit for dumpster within Morrison Street parking lane north of College Ave through 11/15/2024

Attachments: [RODAC - long-term occupancy permit 9-14-24.pdf](#)

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

Aye: 4 - Fenton, Meltzer, Siebers and Firkus

Excused: 1 - Doran

[24-1039](#)

Award of Contract for Land Acquisition Services for Lawe Street reconstruction to Moss & Associates, in an amount not to exceed \$217,000

Attachments: [MSC Memo Land Acquisition services Lawe St 08-12-2024.pdf](#)

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

Aye: 4 - Fenton, Meltzer, Siebers and Firkus

Excused: 1 - Doran

[24-1040](#)

Approve ordinance change to Install a stop sign on Catherine Street at North Street

Attachments: [Catherine-North \(Yield to Stop\).pdf](#)

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

Aye: 4 - Fenton, Meltzer, Siebers and Firkus

Excused: 1 - Doran

[24-1041](#)

Approve ordinance change to Install a stop sign on the north leg of Mary Street at North Street (for southbound traffic)

Attachments: [Mary-North \(north leg\) \(Uncontrolled to Stop\).pdf](#)

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

Aye: 4 - Fenton, Meltzer, Siebers and Firkus

Excused: 1 - Doran

[24-1042](#)

Approve ordinance change to Install a stop sign on the south leg of Mary Street at North Street (for northbound traffic)

Attachments: [Mary-North \(south leg\) \(Uncontrolled to Stop\).pdf](#)

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

Aye: 4 - Fenton, Meltzer, Siebers and Firkus

Excused: 1 - Doran

[24-1044](#)

Approve ordinance changes for Parking changes on Mason St by Jefferson ES (follow-up to a 6-month evaluation)

Attachments: [Mason St 1000S - Jefferson ES Parking Changes.pdf](#)

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

Aye: 4 - Fenton, Meltzer, Siebers and Firkus

Excused: 1 - Doran

[24-1045](#)

Approve ordinance changes to Install a stop sign on Tonka Street at North Street

Attachments: [North-Tonka \(Uncontrolled to Stop\).pdf](#)

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

Aye: 4 - Fenton, Meltzer, Siebers and Firkus

Excused: 1 - Doran

[24-1046](#)

Approve street vacation for a 50' x 70' area of Sampson Street south of E. Winnebago Street

Attachments: [Sampson Vacation Combined.pdf](#)

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

Aye: 4 - Fenton, Meltzer, Siebers and Firkus

Excused: 1 - Doran

[24-1050](#)

Amendment Request - Service Contract for Traffic Signal Control and Management Software

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

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

Aye: 4 - Fenton, Meltzer, Siebers and Firkus

Excused: 1 - Doran

[24-1051](#)

Variance Request for Driveway Extension - 3039 N. Ballard Rd

Attachments: [3039 N Ballard Rd Drive Extension Variance Request Memo.pdf](#)

Staff's recommendation to deny the variance was recommended for approval.

Siebers moved, seconded by Firkus, to recommend approval of Inspections Division recommendation, which is to deny the Variance request. Roll Call. Motion carried by the following vote:

Aye: 4 - Fenton, Meltzer, Siebers and Firkus

Excused: 1 - Doran

7. Information Items

[24-1047](#)

Coop Rd/Midway Rd (CTH AP) intersection control (proposed all-way stop) per Calumet County

Attachments: [Coop-Midway All-Way Stop Info Memo.pdf](#)

8. Adjournment

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

Aye: 4 - Fenton, Meltzer, Siebers and Firkus

Excused: 1 - Doran



DEPARTMENT OF
**PUBLIC
WORKS**

MEMORANDUM

Date: 08/26/2024
To: Municipal Services Committee
From: Pete Neuberger, Deputy Director of Public Works
Subject: Approve Lawe Street Concrete Reconstruction Design

The Department of Public Works (DPW) requests approval of the design parameters for Lawe Street between College Avenue and Wisconsin Avenue as follows:

Lawe St is to be reconstructed with concrete pavement and curb and gutter between College Avenue and Spring Street; remove and replace the existing pavement markings between Spring Street and Wisconsin Avenue. Design parameters include:

College Ave to Washington St:

- New concrete pavement constructed to a width of 40' from face of curb to face of curb, which is 1'-4' wider than the existing street within this portion of the project.
- 1 travel lane in each direction
- Dedicated right turn lane at College Avenue for southbound traffic
- Dedicated bike lanes along both sides of the street
- On-street parking to be prohibited along both sides of the street which is unchanged from existing conditions

Washington St to Franklin St:

- New concrete pavement to be constructed to a width of 32' from face of curb to face of curb, which is 4' narrower than the existing street within this portion of the project.
- 1 travel lane in each direction
- Dedicated bike lanes along both sides of the street
- On-street parking to be prohibited along both sides of the street which is unchanged from existing conditions

Franklin St to Spring St:

- New concrete pavement to be constructed to a width of 32' from face of curb to face of curb, which is the same width as the existing street within this portion of the project.
- 1 travel lane in each direction
- Dedicated bike lanes along both sides of the street
- On-street parking to be prohibited along both sides of the street which is unchanged from existing conditions

Lawe Street Design Approval

08-26-2024

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- Traffic Calming elements to be implemented:
 - Lawe & North – raised median
 - Lawe & Pacific – raised median

Spring St to Wisconsin Ave:

- Remove existing pavement marking and restripe as follows:
 - 1 travel lane in each direction
 - Dedicated bike lanes along both sides of the street
 - Dedicated left turn lanes at Meade Street and Wisconsin Avenue
 - Existing on-street parking to remain unchanged within this portion of the project

MUNICIPAL SERVICES COMMITTEE – August 26, 2024
Supplemental Project Information: 2026 Lawe Street Reconstruction

INTRODUCTION:

Proposed 2026 paving:

Lawe St (College Ave to Wisconsin Ave)

Lawe St is proposed to undergo a total reconstruction. The reconstruction of Lawe Street, from College Ave to Spring St, will include the removal and replacement of all existing asphalt/concrete pavement, curb and gutter, stone base, driveway aprons, and sidewalk. This project will also include removal and restriping of the existing pavement marking from Spring Street to Wisconsin Avenue.

LAWE STREET – College Ave to Wisconsin Ave (4300 LF) (2026 Concrete Pavt Reconstruct)

EXISTING CONDITIONS:

- Aldermanic District 2, 4, 11
- Traffic Counts:
 - College – Franklin 8929 vpd (2019)
 - Franklin – Pacific 7650 vpd (2019)
 - Pacific – Atlantic 5996 vpd (2017)
 - Atlantic – Spring 6400 vpd (2016)
- Parking restricted along both sides of the street within project limits
- Bus Route
- Existing right of way width: 60' Typical
- Existing pavement width:
 - College – Washington: 39' & 36' (face-of-curb to face-of-curb)
 - Washington – Franklin: 36' (face-of-curb to face-of-curb)
 - Franklin – Spring: 32' (face-of-curb to face-of-curb)
- Existing Pavement
 - Concrete placed in 1973
 - Asphalt placed in 1945
- Existing Water Main
 - 6", 8" CIP constructed year unknown
- Existing Sanitary Sewer
 - College – Hancock: 8" ABS TRUSS constructed 1972
 - Hancock – Spring: 18" x 26" CON constructed 1889
- Existing Storm Sewer
 - 18" PVC constructed 2002
 - 12", 15", 21", 27" CON constructed 1965
 - 12" CON constructed 1963
 - 15" CON constructed 1960

PROPOSED IMPROVEMENTS

- **Underground utilities to be improved in 2025**
- **College Ave – Washington St**
 - **New concrete pavement – 40' (face-to-face) (1'-4' wider than existing, 39' & 36')**
 - **1 travel lane in each direction**
 - **Dedicated left turn lane at College Ave**
 - **Remove and replace concrete sidewalk and driveway aprons**
 - **Bike lanes along both sides of the street**
 - **On-street parking would be restricted along both sides of the street**
 - **6 trees removed due to proximity/grading work needed (3 east/3 west)**

- **Washington St – Franklin St**
 - **New concrete pavement – 32' (face-to-face) (4' narrower than existing, 36')**
 - **1 travel lane in each direction**
 - **Remove and replace concrete sidewalk and driveway aprons**
 - **Bike lanes along both sides of the street**
 - **On-street parking would be restricted along both sides of the street**
 - **3 trees removed due to poor condition (2 east/1 west) and 1 tree removed due to proximity/grading work needed (east)**
- **Franklin St – Spring St**
 - **New concrete pavement – 32' (face-to-face) (same width as existing)**
 - **1 travel lane in each direction**
 - **Raised medians for enhanced pedestrian crossing safety and traffic calming at North Street and Pacific Street**
 - **Remove and replace concrete sidewalk and driveway aprons**
 - **Bike lanes along both sides of the street**
 - **On-street parking would be restricted along both sides of the street**
 - **21 trees removed due to poor condition (4 east/17 west), 10 trees removed due to proximity/grading work needed (7 east/3 west), and 1 ash tree to be removed (west side)**
- **Spring St – Wisconsin Ave**
 - **Remove existing pavement marking and restripe as follows:**
 - **1 travel lane in each direction**
 - **Bike lanes along both sides of street**
 - **Dedicated left turn lanes at Meade St and Wisconsin Ave**
 - **Existing on-street parking would remain unchanged**

COST ESTIMATE

- **Estimated Construction Cost = \$4.4 Million**



CITY OF APPLETON

Department of Public Works

Engineering Division

100 N. Appleton St. Fl. 5

Appleton, WI 54911-4702

p: 920-832-6474

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

August 14, 2024

Dear Property Owner/Resident:

The City of Appleton is proposing to reconstruct the pavement on Lawe Street, from College Avenue to Spring Street, in 2026.

On Monday August 26th, the Municipal Services Committee of the Common Council will conduct a formal vote on the proposed design of Lawe Street, as was presented at the public information meeting that took place on March 18, 2024. At the August 26th Municipal Services Committee meeting, the Committee will be presented the proposed Lawe Street design by the City's engineering consultant, Ayres Associates. The Committee will then vote on the proposed Lawe Street design. The August 26th meeting will be held at 4:30 p.m. in Committee Room "A", Sixth Floor at the City Center Building.

The proposed street design for Lawe Street would then go to the full Common Council on September 4th, 2024.

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

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

College Ave – Washington St

- New concrete pavement would be constructed at 40' wide from face of curb to face of curb. The proposed 40' wide street is 1-4' wider than the existing street (39' & 36').
 - o 1 thru lane in each direction
 - o Dedicated left turn lane at College Ave
 - o Bike lanes along both sides of the street
 - o On-street parking would be restricted.

Washington St – Franklin St

- New concrete pavement would be constructed at 32' wide from face of curb to face of curb. The proposed 32' wide street is 4' narrower than the existing street (36').
 - o 1 thru lane in each direction
 - o Bike lanes along both sides of the street
 - o On-street parking would be restricted.

Franklin St – Spring St

- New concrete pavement would be constructed at 32' wide from face of curb to face of curb. The proposed 32' wide street is the same width as the existing street.
 - o 1 thru lane in each direction
 - o Bike lanes along both sides of the street
 - o Raised medians for pedestrian crossings would be constructed at North St & Pacific St.
 - o On-street parking would be restricted.

- All existing sidewalk and driveway aprons within the project limits would be removed and replaced with new concrete sidewalk and driveway aprons.
- Sanitary sewer and water main will be reconstructed, if necessary, in 2025.

The Municipal Services Committee meeting is open to the public. If you have any questions or comments, feel free to contact me at 920-832-6484 or email at Jason.brown@appleton.org.

Sincerely,

Jason Brown, P.E.
Project Engineer

c: Alderpersons



CITY OF APPLETON

MEMORANDUM

Date: 08/20/2024
To: Municipal Services Committee
From: Michael Hardy, P.E., Traffic Engineer
Subject: Grant application request for new traffic signal at the Richmond Street (STH 47) / Ridgeview Drive intersection

The Department of Public Works (DPW) is requesting authorization to apply for grant funds through the Wisconsin Department of Transportation (WisDOT) *Safety and ITS Standalone Program* (SISP). Our grant application is to install a new permanent traffic signal (and make related improvements) at the intersection of State Trunk Highway (STH) 47 (Richmond Street) and Ridgeview Drive. The total estimated project cost is \$640,000, of which the local cost share would be 10% (\$64,000). Any real estate acquisition would be City's responsibility, separate from the SISP program (\$25,000). The deadline for this grant application submission is September 20th.

DPW is pursuing a 50/50 local cost share agreement with the Town of Grand Chute to split the local cost share (\$64,000 plus ~\$25,000 for real estate). The City would take the lead on this project, as most of this intersection falls within city limits. DPW has included \$75,000 in our 2025 proposed budget to front the consultant-supported design. Construction and real estate costs would be included in DPW's 2026 proposed budget.

Based on ongoing complaints, the Traffic Section reviewed the operations of the Richmond Street (STH 47) / Ridgeview Drive intersection. The complaints include the prevalence of crashes, long waits on Ridgeview Drive, difficult sight lines for northbound/southbound left turns, and challenges crossing Richmond Street for bicyclists and pedestrians.

Our review determined the traffic volumes are approaching the warrant thresholds, and the crash warrant was met in 2021. The recent development in the Town to the east is a contributing factor. Once the remaining green space in that area is developed, we anticipate the volume threshold will be met.

The scope of the proposed project will include a new permanent traffic signal, geometric improvements to sidewalks to achieve compliance with standards, and aligned left turn lanes for optimal visibility and safety.

Perhaps more pressing, WisDOT will be implementing a temporary traffic signal (with overhead span wire) at this intersection in April 2025 to mitigate traffic rerouting for the I-41 & Ballard Road interchange closure. We feel the temporary traffic signal will establish a precedent and

SISP Grant App
08/20/2024
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expectation by the public that traffic signal control should remain. We also feel this temporary signal will induce additional traffic on Ridgeview Drive, resulting in additional signal warrants being met. WisDOT has agreed to keep their temporary signal in operation through the summer of 2026 to allow for construction of this new, permanent signal.



CITY OF APPLETON

Finance Department
100 N Appleton St
Appleton, WI 54911
p: 920-832-6442
f: 920-832-6317
www.appleton.org

MEMORANDUM

Date: August 21, 2024
To: Chairperson Denise Fenton and Members of the Municipal Service Committee
From: Kelli Rindt, Enterprise Fund Accounting Manager
Subject: **Approve an ordinance updating Municipal Code Chapter 15, Article III, Rates and Charges**

The Finance Department requests approval of an ordinance updating Municipal Code Chapter 15, Article III Rate and Charges. Strike and bold language of the proposed updates are shown on the attached document. The change updates the billing cycle from weekly to quarterly as necessitated by the upcoming implementation of the Utility Billing module within the City's Enterprise Resource Planning (ERP) system.

Currently refuse charges are assessed on a weekly basis. The ERP system requires all services to be billed on a quarterly basis. Refuse charges will be pro-rated when customers change refuse container sizes and move in or move out from the property.

If approved, the ordinance with this update will become effective upon the later of October 1, 2024 or the actual implementation date of the Utility Billing module within the City's Enterprise Resource Planning (ERP) system.

If you have any questions or require additional information regarding this project, please contact me at 920-832-6316.

Sec. 15-38. Basis.

The solid waste collection charges imposed by this article shall be based on the size and number of the containers at the location, according to Department of Public Works records, during the ~~week-quarter a~~the charge is incurred.

Sec. 15-38. Basis.

The solid waste collection charges imposed by this article shall be based on the size and number of the containers at the location, according to Department of Public Works records, during the quarter the charge is incurred.

DEPARTMENT OF COMMUNITY DEVELOPMENT

100 North Appleton Street
Appleton, WI 54911
Phone (920) 832-6411

TO: Municipal Services Committee

FROM: Peter Neuberger, Deputy Director of Public Works / City Engineer
Kurt W. Craanen, Inspections Supervisor

SUBJECT: Fee Waiver Request – 311 N Superior St.

DATE: August 26, 2024

The owner of 311 N. Superior St. is requesting a waiver of the \$160 administrative fee for violation of 12-58 of the Municipal Code.

A notice was sent to the owner on June 13, 2024. A warrant was obtained and posted on the property on July 3, 2024. The owner cut the grass before the City's contractor got to the site.

The Department of Community Development recommends denial of the appeal to waive the \$160 administrative fee for high weeds.



ECONOMIC AND COMMUNITY DEVELOPMENT DEPARTMENT
 Inspection Division
 100 North Appleton Street
 Appleton, WI 54911
 Phone (920) 832-6411

No. 240872
 Date Rec'd: 06/12/24

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

Neighborhood Service Form

311 SUPERIOR LLC
 123 HIGHLAND CT
 NEENAH WI 54956

Tax Key Number(s) 31-2-0641-00		Location of Complaint 311 N SUPERIOR ST APPLETON WI
Map Number Q52	Lot Size 22380 sq ft	

Complaint:

Long weeds on property.

Inspection Report:

This complaint was investigated on June 13, 2024 by CADEN KERRIGAN and was found to be:

- in violation letter sent
- in violation hang tag left
- in violation letter and hang tag

YOU ARE HEREBY ORDERED to abate the above confirmed violation(s) of the nuisance ordinance by the following corrective action:

Please cut all long grass and weeds to be under 8 inches.

Such correction is to be completed no later than 4:00 pm on June 23, 2024

Assessment charged: There is a minimum \$50 assessment charged for all owners who received this weed notice. Should the owner fail or refuse to complete corrective action by the time given, the City may enter upon subject property and abate the nuisance. The additional cost of such abatement will be charged to the property owner.

*****Office Use Only*****

Date Notice Mailed: June 13, 2024 Re-inspection Date: _____ Result: Uncut

Warrant Served: _____ Return of Officer: _____

Called Contractor: _____ Contractor Cut: _____

SPECIAL INSPECTION WARRANT

STATE OF WISCONSIN)
) ss
COUNTY OF OUTAGAMIE)

THE STATE OF WISCONSIN, to the Sheriff or any constable or any peace officer of said County:

WHEREAS, City of Appleton Inspector, CADEN KERRIGAN, has this day complained in writing to the said court upon oath that on the July 3, 2024, in said County, in and upon certain premises in the City of Appleton and more particularly described as follows:

LOCATION: 311 N SUPERIOR ST
APPLETON WI
LEGAL OWNER: 311 SUPERIOR LLC
TAX KEY: 31-2-0641-00

THERE NOW EXISTS a necessity to enter upon, inspect, remove in compliance with sections 12-30(17) and 12-32(c) of the ordinances of the City of Appleton. The affiant prays that a Special Inspection Warrant be issued for the purpose to inspect and remove items from the premise :

"to cut or remove the accumulation or growth of weeds, grass, brush, or other rank or offensive vegetation", which has grown to a height beyond that allowed by the 12-58(b) of the Appleton Municipal Code.

NOW THEREFORE, in the name of the State of Wisconsin, you are commanded forthwith to enter the said premises for said purposes.

Dated this 3 day of July, 2024.

By: [Signature]

ENDORSEMENT ON WARRANT

Received by me on July 3rd, 2024, at 1:23 o'clock P.M.

[Signature]
CADEN KERRIGAN
City of Appleton, Inspector

AFFIDAVIT FOR SPECIAL INSPECTION WARRANT

STATE OF WISCONSIN)
COUNTY OF OUTAGAMIE) ss

CADEN KERRIGAN, being duly sworn, says that on July 3, 2024 in said County, in and upon certain premises in the City of Appleton, and more particularly described as follows:

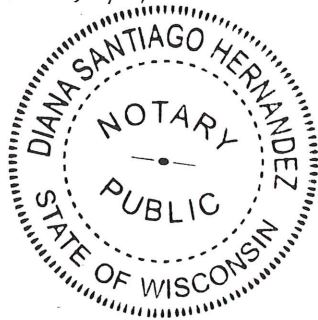
LOCATION: 311 N SUPERIOR ST
APPLETON WI
LEGAL OWNER: 311 SUPERIOR LLC
TAX KEY: 31-2-0641-00

There now exists a necessity to determine if said premise complies with Chapter 12 of the Municipal Code of the City of Appleton. The facts tending to establish the grounds for issuing a Special Inspection Warrant are as follows:

- 1. That she/he is employed by the City of Appleton in the Department of Public Works - Inspection Division, as an inspector.
2. That the City of Appleton Department of Public Works - Inspection Division has the powers and duties enumerated in Wisconsin Statutes §66.0517 concerning weed control. Additionally, the City of Appleton has adopted §12-58(b) of the Appleton Municipal Code relating to long grass.
3. On June 13, 2024 affiant personally observed a violation of the Appleton Municipal Code, §12-58 relating to the Department's authority to control accumulations of growth of weeds, grass, brush or other rank or offensive vegetation which has grown to a height beyond that allowed by the §12-58(b) of the Appleton Municipal Code.
4. On June 13, 2024 a notice was sent to the above named property owner. See Exhibit 1 attached hereto and incorporated herein by reference.
5. On July 1, 2024 the affiant observed that the premises described above still does not comply with §12-58(b), Appleton Municipal Code.

Wherefore, your affiant, CADEN KERRIGAN, on behalf of the City of Appleton Department of Public Works - Inspection Division, prays that a Special Inspection Warrant be issued to enter upon said premises for said purpose.

Dated this July 3, 2024



A handwritten signature in black ink that reads "Caden Kerrigan".

CADEN KERRIGAN
City of Appleton, Inspector

Subscribed and sworn to before me this 3 day of July, 2024

Diana Santiago Hernandez

Notary Public, State of Wisconsin
My commission is permanent/expires 2/28/27.

Work Order for Cutting of Nuisance Grass or Weeds

Parcel No. _____

CSR No. _____

Date Issued: _____

Work Order No. 24- _____

Location: _____

Instructions: _____

FOR CITY USE ONLY

Date Inspected: _____

Cut Not Cut

Inspected By: _____

Hand Cutting Required

Area Cut (up to 10,000 sq ft)

- Vacant** parcel less than or equal to 7,200 sq ft (\$65.00 per parcel)
- Vacant** parcel larger than 7,200 sq.ft. but less than or equal to 10,000 sq ft (\$85.00 per parcel)
- Parcel with **structure** less than or equal to 7,200 sq ft (\$65.00 per parcel)
- Parcel with **structure** larger than 7,200 sq ft but less than or equal to 10,000 sq ft (\$95.00 per parcel)
- All parcels greater than 10,000 sq ft** (\$55.00 per 5,000 sq ft)

Plus: _____ additional 5,000 sq ft areas

Areas Cut by Hand (sq ft)

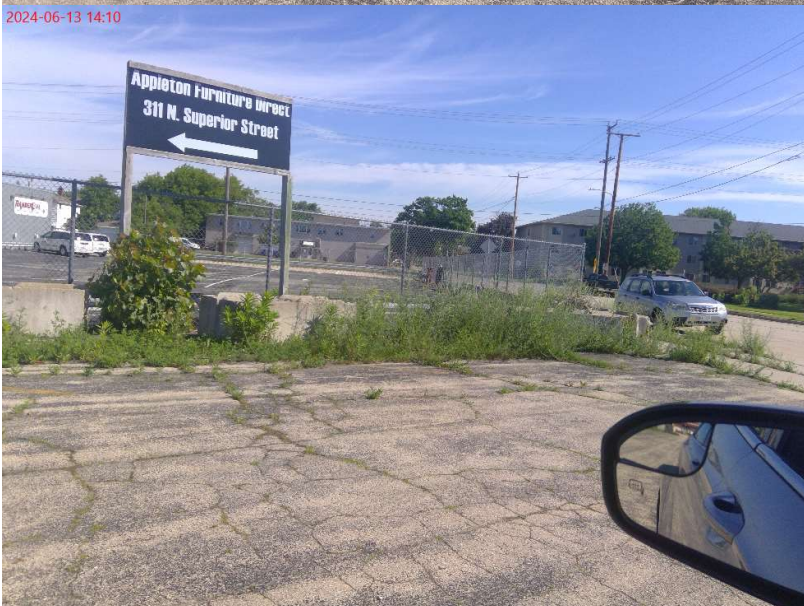
- Level One**-Up to one person-hour of hand labor (\$45.00 lump sum)
- Level Two**-Greater than one but less than or equal to two person-hours of hand labor (\$90.00 lump sum)
- Level Three**-Greater than two but less than or equal to three person-hours of hand labor \$135.00 lump sum)

TOTAL: _____ **Sq. Ft.**

2024-06-13 14:09



2024-06-13 14:10



2024-07-03 15:38





DEPARTMENT OF
**PUBLIC
WORKS**

MEMORANDUM

Date: 08/26/2024
To: Finance Committee
From: Pete Neuberger, Deputy Director of Public Works
Subject: Approve sole source contract with Traffic and Parking Control Co., Inc. (TAPCO) for TIBA ramp access software cloud migration, upgrade of ramp access credit card readers, and added Pay-On-Foot equipment, in an amount not to exceed \$221,209.00.

The Department of Public Works (DPW) is requesting approval of a single-source contract with Traffic and Parking Control Co., Inc. (TAPCO) for TIBA ramp access software cloud migration, upgrade of ramp access credit card readers, and added Pay-On-Foot equipment, in an amount not to exceed \$221,209.00.

To maintain continuity with DPW's current equipment, software, ramp user databases, and staff training, DPW wishes to continue using the TIBA product line, as distributed in our region solely by TAPCO. A copy of the Sole Source Authorization form issued by the Finance Purchasing Manager is attached for reference.

The system elements being replaced are marginally functional for now but is nearing obsolescence. The desktop PC-based software represents older technology that is difficult to troubleshoot and support, and staff have already experienced significant functionality issues when staff desktop computers have been replaced in the past. The proposed cloud-based software platform complies with IT Department's strategy to employ cloud-based software solutions where such alternatives to on-premise operations exist.

The ramp card readers being replaced are functional for now but will be obsolete at the end of 2025, per credit card industry protocols. Additionally, the magnetic stripe technology is challenging for users in a line of exiting vehicles because it is slow and can be difficult for some users to properly swipe from a vehicle. The proposed "chip and tap" readers are much faster and will support a far more positive customer experience, especially when exiting ramps during periods of high use.

The 2024 Parking Utility operations budget includes funding sufficient for this request.



SOLE SOURCE REQUEST

The undersigned certifies that the commodity/service shown below qualifies as a sole source request and meets one or more of the following requirements. The department has demonstrated, and the Purchasing Manager concurs that only one source exists, the price is equitable, and/or noncompetitive negotiation is in the best interests of the City.

- Unique, proprietary, or one-of-a-kind:** Specific commodity/service is required and available from only one source, giving the City a superior and necessary benefit that cannot be obtained from other sources.
- Inadequate competition:** Purchasing solicitation (bid, proposal, or quote) did not result in any qualified vendor responses and competition is determined to be inadequate.
- Health or Safety Concern:** When a health or safety concern exists that is *not* an immediate threat but needs to be addressed in a period that does not allow for formal competitive procurement procedures.
- Continuity of design:** Consistency with current commodity or service.
- Emergency procurement:** A risk of human suffering or substantial damage to real or personal property exists requiring immediate attention.
- Cooperative purchase:** Purchase from another governmental unit contract or state approved purchasing association.
- Other:** Description provided below

PROPOSED DETAILS

Requesting dept: DPW
Product/service: Parking System Migration
Vendor name: TAPCO
Total cost: \$221,209

Justification and price quotation provided by the department, for the items to be considered and approved as a sole source purchase attached for review.



Purchasing Manager

0/22/24

Date