



City of Appleton

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

Meeting Agenda - Final Municipal Services Committee

Monday, September 23, 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
[24-1231](#) Minutes from September 9, 2024

Attachments: [09-09-24 MSC Minutes.pdf](#)

5. Public Hearing/Appearences

- [24-1230](#) Design Hearing for future 2026 Paving Projects: Alexander Street (Melrose Ave to Glendale Ave), Melrose Avenue (Alexander St to Ballard Rd), Bell Avenue (Summit St to Richmond St), and Bellaire Court (Atlantic St to cul de sac).

Attachments: [09-23-2024 Municipal Services Design Hearing Reconst Streets - Alexander M](#)

6. Action Items

- [24-1232](#) Approve Utility Easement Release of Rights for Richmond St/I-41.

Attachments: [I-41 Richmond St Sewer Water Release of Rights Memo MSC 09-23-204.pdf](#)

[DT2245 City of Appleton SEWR 1130-64-77 1130-63-21 615.pdf](#)

[DT2245 City of Appleton WATR 1130-64-77 1130-63-21 616.pdf](#)

- [24-1233](#) Request by Prevea Health to Purchase Two On-street Parking Stalls on South Side of Washington Street West of Oneida Street.

Attachments: [On-Street Parking Stall Purchase Request Prevea Health Memo MSC 09-23-20](#)

- [24-1051](#) Variance Request for Driveway Extension - 3039 N. Ballard Rd

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

Legislative History

8/12/24	Municipal Services Committee	recommended for approval <i>Staff's recommendation to deny the variance was recommended for approval.</i>
8/21/24	Common Council	referred to the Municipal Services Committee
9/9/24	Municipal Services Committee	held <i>Held to next scheduled meeting.</i>

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

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

Meeting Minutes - Final Municipal Services Committee

Monday, September 9, 2024

4:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Pledge of Allegiance

3. Roll call of membership

Present: 3 - Fenton, Meltzer and Firkus

Excused: 2 - Doran and Siebers

4. Approval of minutes from previous meeting

[24-1191](#)

Minutes from August 26, 2024

Attachments: [08-26-24 MSC Minutes.pdf](#)

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

Aye: 3 - Fenton, Meltzer and Firkus

Excused: 2 - Doran and Siebers

5. **Public Hearing/Appearances**

6. **Action Items**

[24-1051](#)

Variance Request for Driveway Extension - 3039 N. Ballard Rd

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

Held to next scheduled meeting.

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

Aye: 3 - Fenton, Meltzer and Firkus

Excused: 2 - Doran and Siebers

[24-1192](#)

Approve ordinance changes for Parking changes on Badger Av by Wilson Middle School (follow-up to a 6-month evaluation)

Attachments: [Wilson MS Parking Changes on Badger Av \(post eval\).pdf](#)

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

Aye: 3 - Fenton, Meltzer and Firkus

Excused: 2 - Doran and Siebers

[24-1193](#)

Approve change to intersection control at Douglas St / Harris St. (Proposed 2-way stop)

Attachments: [Douglas-Harris \(Uncontrolled to Stop\).pdf](#)

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

Aye: 3 - Fenton, Meltzer and Firkus

Excused: 2 - Doran and Siebers

[24-1194](#)

Approve ordinance changes for Parking changes on Clara St by Johnston Elementary School (Follow-up to a 6-month evaluation)

Attachments: [Johnston ES Parking Changes on Clara Street \(post eval\).pdf](#)

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

Aye: 3 - Fenton, Meltzer and Firkus

Excused: 2 - Doran and Siebers

7. Information Items

8. Adjournment

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

Aye: 3 - Fenton, Meltzer and Firkus

Excused: 2 - Doran and Siebers

MUNICIPAL SERVICES COMMITTEE – September 23, 2024
Design Hearing for 2026 Paving Projects

INTRO:

Proposed 2026 paving:

Alexander St	(Melrose Ave to Glendale Ave)
Melrose Ave	(Alexander St to Ballard Rd)
Bell Ave	(Summit St to Richmond St)
Bellaire Ct	(Atlantic St – cds)

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

ALEXANDER STREET & MELROSE AVE – Glendale Ave to Ballard Rd (1675 LF) (2026 Asphalt Pavt Reconstruct)

EXISTING CONDITIONS:

- Aldermanic District 2
- Traffic Counts: n/a
- No parking restrictions
- Pavement rating = 35 avg
- Existing right of way width: 60'
- Existing pavement width: 32' (face of curb to face of curb)
- Existing Pavement
 - Asphalt Overlay placed in 1992
 - Asphalt placed in 1961, 1968
 - Curb & Gutter placed in 1960, 1967
- Existing Water Main
 - 8" PVC constructed 2021
 - 6" CIP constructed 1953, 1956
- Existing Sanitary Sewer
 - 8", 10" CON constructed 1952, 1953, 1956
- Existing Storm Sewer
 - 12", 15", 21" CON constructed 1957, 1960

PRELIMINARY PROPOSED IMPROVEMENTS

- **Underground utilities to be improved in 2025**
- **New asphalt pavement and concrete c&g – 26' (face of curb to face of curb)**
 - **Complete Streets designation: Residential Smart Local**
- **On-street parking would be prohibited along the west side of Alexander St and south side of Melrose Ave.**
- **6 trees in poor condition/ash would be removed within the project limits (4 west/south) (2 east/north)**
- **8 existing terrace trees saved by proposed narrowing (4 west/south) (4 east/south)**

COST ESTIMATE

- **Estimated Construction Cost (at 26') = \$548,000**
- **Estimated Construction Cost (at 32') = \$648,000**

PROPERTY OWNER/RESIDENT FEEDBACK

- **34 Properties along project limits**
- **0 questionnaires returned (as of 9/18)**
 - **Feedback/Concerns: no feedback as of 9/18**

BELL AVENUE – Summit St to Richmond St (1725 LF) (2026 Asphalt Pavt Reconstruct)

EXISTING CONDITIONS:

- Aldermanic District 12
- Traffic Counts:
 - Summit – Bennet 325 vpd (2002)
 - Bennet – Richmond 449 vpd (2005)
- Parking restrictions
 - Time limited restrictions (7a -7p) south side, between Locust & Richmond
- Pavement rating = 38 avg
- Existing right of way width: 50'
- Existing pavement width: 29' (face of curb to face of curb)
- Existing Pavement
 - Asphalt Overlay placed in 1992 (Summit – Bennet)
 - Asphalt place in 1994 (Bennet – Richmond)
 - Asphalt placed in 1955, 1970
 - Concrete curb & gutter placed in 1954
- Existing Water Main
 - 6" CIP constructed 1940, 1953
- Existing Sanitary Sewer
 - 10" CON constructed 1938
 - 10" VIT constructed 1938, 1939
- Existing Storm Sewer
 - 12" PVC constructed 1985

PRELIMINARY PROPOSED IMPROVEMENTS

- **Underground utilities to be improved in 2025**
- **New asphalt pavement and concrete c&g – 26' (face of curb to face of curb)**
 - **Complete Streets designation: Residential Smart Local**
- **On-street parking would be prohibited along the south side of Bell St within the project limits.**
- **2 existing terrace trees saved by proposed narrowing (north)**

COST ESTIMATES AND ASSESSMENTS

- **Estimated Construction Cost (at 26') = \$564,000**
- **Estimated Construction Cost (at 29') = \$616,000**

PROPERTY OWNER/RESIDENT FEEDBACK

- **27 Properties along project limits**
- **0 questionnaires returned (as of 9/18)**
 - **Feedback/Concerns: access to driveway during construction for residents with mobility issues/elderly**

BELLAIRE COURT – Atlantic St to cul de sac (1400 LF) (2026 Asphalt Pavt Reconstruct)

EXISTING CONDITIONS:

- Aldermanic District 2
- Traffic Counts: n/a
- No parking restrictions
- Pavement rating = 36 avg
- Existing right of way width: 50'
- Existing pavement width: 27' (face of curb to face of curb)
- Existing Pavement
 - Asphalt placed in 1989
 - Low Grade Asphalt placed in 1952
 - Concrete curb & gutter placed in 1951
- Existing Water Main
 - 4", 6" CIP constructed 1922
- Existing Sanitary Sewer
 - 8" ABS TRUSS constructed 1977
 - 8" VIT constructed 1922
- Existing Storm Sewer
 - 12", 15" CON constructed 1951, 1966

PRELIMINARY PROPOSED IMPROVEMENTS

- **Underground utilities to be improved in 2025**
- **New asphalt pavement and concrete c&g – 26' (face of curb to face of curb)**
 - **Complete Streets designation: Residential Smart Local**
- **On-street parking would be permitted along one side of the street only.**
- **18 trees in poor condition/ash would be removed within the project limits.**
- **6 existing terrace trees saved by proposed narrowing.**

COST ESTIMATES AND ASSESSMENTS

- **Estimated Construction Cost (at 26') = \$458,000**
- **Estimated Construction Cost (at 27') = \$472,000**

PROPERTY OWNER/RESIDENT FEEDBACK

- **37 Properties along project limits**
- **0 questionnaires returned (as of 9/18)**
 - **Feedback/Concerns: question(s) about the number of trees being removed and the location of those trees**



DEPARTMENT OF
**PUBLIC
WORKS**

MEMORANDUM

Date: 9/22/24
To: Municipal Services Committee
From: **Pete Neuberger, Deputy Director of Public Works**
Mark Lahay, Assistant City Engineer
Subject: Approve Utility Easement Release of Rights for Richmond St/I-41

The Department of Public Works is requesting approval of the Utility Easement Release of Rights for Richmond St/I-41. Once approved, City Staff intend to sign and return to WisDOT the DT2245 Sewer, and DT2245 Water documents, as requested by WisDOT to keep the I-41 project on its current schedule.

This is in connection with the Richmond Street / I-41 interchange project which is scheduled for 2026 construction.

WisDOT guidance states: “Pursuant to Wisconsin Guide to Utility Coordination 11.4 and 11.5, when a utility company has an interest in the land being acquired for a highway, it will be necessary to acquire that land interest to provide clear title and ownership of the highway. This will be accomplished by the release of rights document(s). The interests conveyed will be only the areas defined by the Transportation Project Plat and legal descriptions provided.”

STATEMENT OF NON-REIMBURSEMENT BY UTILITY

Wisconsin Department of Transportation
DT2245 11/2016

Referencing the project identified below, **City of Appleton**, (COMPANY) a public utility company, a quasi utility, cooperative or municipal utility will not be requesting compensation for the relocation of their facilities.

Project Description Title: APPLETON - DE PERE Limits: RICHMOND ST (WIS 47) INTCHG Highway: IH 41 County: OUTAGAMIE	Project ID(s) Design: 1130-63-01 Construction: 1130-64-77 Right of Way: 1130-63-21 UA No.: 615 Utility: 1130-63-21
Facility Type: Sewer	

COMPANY reserves the right to request compensation from the Wisconsin Department of Transportation, (DEPARTMENT) for compensable utility relocations on this project if: relocation costs increase, accommodating changes to the project plan, or accommodating changes to the relocation plans of other utility companies. If the COMPANY subsequently requests compensation and the DEPARTMENT agrees to payment on this project, the DEPARTMENT and COMPANY are required to execute an agreement. It is expressly understood and agreed that any work by COMPANY prior to execution of an agreement between COMPANY and the DEPARTMENT shall be at COMPANY sole expense.

COMPANY

City of Appleton

(Company Name)

(Authorized Signature)

(Date)

(Title)

(Print Name)

(Authorized Signature)

(Date)

(Title)

(Print Name)

STATEMENT OF NON-REIMBURSEMENT BY UTILITY

Wisconsin Department of Transportation
DT2245 11/2016

Referencing the project identified below, **City of Appleton**, (COMPANY) a public utility company, a quasi utility, cooperative or municipal utility will not be requesting compensation for the relocation of their facilities.

Project Description Title: APPLETON - DE PERE Limits: RICHMOND ST (WIS 47) INTCHG Highway: IH 41 County: OUTAGAMIE	Project ID(s) Design: 1130-63-01 Construction: 1130-64-77 Right of Way: 1130-63-21 UA No.: 616 Utility: 1130-63-21
Facility Type: Water	

COMPANY reserves the right to request compensation from the Wisconsin Department of Transportation, (DEPARTMENT) for compensable utility relocations on this project if: relocation costs increase, accommodating changes to the project plan, or accommodating changes to the relocation plans of other utility companies. If the COMPANY subsequently requests compensation and the DEPARTMENT agrees to payment on this project, the DEPARTMENT and COMPANY are required to execute an agreement. It is expressly understood and agreed that any work by COMPANY prior to execution of an agreement between COMPANY and the DEPARTMENT shall be at COMPANY sole expense.

COMPANY

City of Appleton

(Company Name)

(Authorized Signature)

(Date)

(Title)

(Print Name)

(Authorized Signature)

(Date)

(Title)

(Print Name)



DEPARTMENT OF
**PUBLIC
WORKS**

MEMORANDUM

Date: 9/23/24
To: Municipal Services Committee
From: Pete Neuberger, Deputy Director of Public Works
Subject: Request by Prevea Health to Purchase Two On-street Parking Stalls on South Side of Washington Street West of Oneida Street.

The Department of Public Works has received a request from Prevea Health to purchase two (2) on-street parking stalls on the south side of Washinton Street immediately west of Oneida Street.

The request identified the following need: “We are requesting these spots for our patients. We will be seeing Physical Therapy patients at our new clinic located at 10 East College Ave, Suite 10. Physical Therapy patients often have trouble walking long distances, so our hope is to reserve [on-street parking stalls] as close as possible.”

Per the Downtown Purchased Parking Policy (October 2012), requests meeting the policy criteria below are subject to review and approval by Municipal Services Committee and Common Council.

APPROVAL CRITERIA

1. No purchased parking will be approved for College Avenue.
2. No more than a total of 10% of the parking stalls of any block (i.e. both sides of the 200 East Washington Street block) shall be signed as purchased parking, valet parking and loading zones.
3. Shared use of purchased parking amongst businesses is strongly encouraged.
4. Approval for purchased parking may be rescinded by the Common Council if property owner fails to use the space for its intended purpose, if the purchased parking negatively impacts other downtown businesses, or property owner fails to pay monthly fee.
5. Owner will be charged to remove parking meter(s) and install sign(s) for the approved purchased parking. Owner will also be charged to re-install meter(s) if stall(s) are reverted back to metered parking.
6. Approval is non-transferable if ownership changes.

Per DPW staff review this (100 West) block of Washington Street includes 16 on-street parking stalls, none of which are currently purchased or reserved for valet parking or loading zones. Rounded to the nearest whole number of stalls, two stalls are currently available for purchase per the above criteria.

DEPARTMENT OF COMMUNITY DEVELOPMENT

100 North Appleton Street

Appleton, WI 54911

Phone (920) 832-6411

TO: Municipal Services Committee

FROM: Kurt W. Craanen, Inspections Supervisor

SUBJECT: Variance Request for Driveway Extension – 3039 N. Ballard Rd.

DATE: August 12, 2024

On August 1, 2024, Inspections Division of Community Development Department received a complaint about pavement installed in the front yard of a residential property at 3039 N. Ballard Rd. The City responded and found that a 15' x 15' slab was installed, three (3) feet from the sidewalk.

Section 19-91(f)(3) of the Municipal Code requires a permit for driveway extension and limits driveway extensions into the front yard to four (4) feet. This installation is in violation of this section of the Municipal Code.

Contact was made with the owner, Micheal Strege, who stated that this slab was not a parking space, but a "turn around" so he and his wife do not need to back onto Ballard Road.

Section 19-91(g) of the Municipal Code states that appeals shall be filed with the Inspection Supervisor and heard by the Municipal Services Committee.

The Department of Community Development recommends to deny the appeal to allow a driveway extension 15' into the front yard.

From: michael strege <mb_strege@yahoo.com>

Sent: Wednesday, August 7, 2024 11:01 AM

To: Kurt Craanen <Kurt.Craanen@Appleton.org>

Subject: Driveway Extension /Request for Variance

This request for the extension is for usage as a turnaround only to Ballard Rd. When we lived in Tennessee my wife was involved in a car accident causing her fear/ anxiety when backing out of our driveway. This is my soul purpose for this turnaround, safety for my wife and grandchildren of driving age. Dimensions from turnaround to sidewalk taper 3ft. 3in. , 6ft. slab to sidewalk. Full Size of Slab 15x15 I have noticed on Ballard Rd. south an apartment complex with parking close to the sidewalk and roadway. Also other businesses on Ballard with the same parking features, that are close to the road. Of course with an apartment complex, vehicles are parked at all times of the day and night.

Michael B. Strege

