



City of Appleton

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

Meeting Agenda - 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
4. Approval of minutes from previous meeting

[24-1191](#) Minutes from August 26, 2024

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

5. Public Hearing/Apearances

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](#)

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 |

[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](#)

[24-1193](#) Approve change to intersection control at Douglas St / Harris St. (Proposed 2-way stop)

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

[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](#)

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.



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Meeting Minutes - 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

Present: 5 - Fenton, Doran, Meltzer, Siebers and Firkus

4. Approval of minutes from previous meeting

[24-1132](#)

Minutes from August 12, 2024

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

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

Aye: 5 - Fenton, Doran, Meltzer, Siebers and Firkus

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](#)

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

Aye: 5 - Fenton, Doran, Meltzer, Siebers and Firkus

[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](#)

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

Aye: 5 - Fenton, Doran, Meltzer, Siebers and Firkus

[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](#)

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

Aye: 5 - Fenton, Doran, Meltzer, Siebers and Firkus

[24-1154](#)

Fee Waiver Request - 311 N Superior Street

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

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

Aye: 5 - Fenton, Doran, Meltzer, Siebers and Firkus

[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](#)

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

Aye: 5 - Fenton, Doran, Meltzer, Siebers and Firkus

7. Information Items

8. Adjournment

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

Aye: 5 - Fenton, Doran, Meltzer, Siebers and Firkus

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





CITY OF APPLETON

MEMORANDUM

Date: 8/29/24
To: Municipal Services Committee
From: Eric Lom, P.E., City Traffic Engineer
Subject: Parking changes on Badger Av by Wilson Middle School
(follow-up to a 6-month evaluation)

At the request of the AASD, the City's Traffic Section recently assessed the possibility of making a change to on-street parking along the west side of Badger Avenue, adjacent to Wilson Middle School, as a means of improving traffic safety and operations related to their new building addition. Based on our evaluation, we initiated an evaluation period to coincide with the end of the 2023-2024 school year.

The evaluation generally included moving the existing *15-Minute Parking* zone (7:30 a.m. to 4:30 p.m. on school days) further south to be compatible with the school's post-addition design.

This arrangement has had the desired effect, and we have not received any feedback from the community. Based on this, we recommend the changes be made permanent. To accomplish this, the following ordinance changes are necessary:

1. **Repeal Ord. 40-10:** "No Parking/Passenger Loading Zone/No Unoccupied Vehicles from 7:30 a.m. to 4:30 p.m. on school days on the southwest side of Badger Avenue from a point 195 feet southeast of Mason Street to a point 565 feet southeast of Mason Street as measured along the centerline of Badger Avenue."
2. **Repeal Ord. 41-10:** "15-Minute parking from 7:30 a.m. to 4:30 p.m. on school days on the southwest side of Badger Avenue from Franklin Street a point 565 feet southwest of Mason Street as measured along the centerline of Badger Avenue."
3. **Repeal Ord. 42-10:** "No Parking/Passenger Loading Zone/No Unoccupied Vehicles from 7:30 a.m. to 4:30 p.m. on school days on the southwest side of Badger Avenue from Franklin Street to Washington Street."
4. **Create:** "No Parking/Passenger Loading Zone/No Unoccupied Vehicles from 7:30 a.m. to 4:30 p.m. on school days on the southwest side of Badger Avenue from a point 195

feet southeast of Mason Street to a point 100 feet northwest of Franklin Street as measured along the centerline of Badger Avenue.”

5. **Create:** “Stopping/standing/parking be prohibited on the southwest side of Badger Avenue from a point 100 feet northwest of Franklin Street to a point 15 feet southeast of Franklin Street as measured along the centerline of Badger Avenue.”
6. **Create:** “Designate 15-Minute parking from 7:30 a.m. to 4:30 p.m. on school days on the southwest side of Badger Avenue from a point 15 feet southeast of Franklin Street to a point 130 feet southeast of Franklin Street as measured along the centerline of Badger Avenue.”
7. **Create:** “No Parking/Passenger Loading Zone/No Unoccupied Vehicles from 7:30 a.m. to 4:30 p.m. on school days on the southwest side of Badger Avenue from Washington Street to a point 130 feet southeast of Franklin Street as measured along the centerline of Badger Avenue.”



CITY OF APPLETON

MEMORANDUM

Date: 8/29/24
To: Municipal Services Committee
From: Eric Lom, P.E., City Traffic Engineer
Subject: Douglas St / Harris St intersection control change (proposed 2-way stop)

Based on several citizen complaints, the Traffic Section recently reviewed the traffic control at the uncontrolled intersection of Douglas Street / Harris Street. This four-legged intersection is located one block east of Linwood Avenue and three blocks north of College Avenue. The land use in this area is primarily residential. Both streets are functionally classified as *Local*. The west leg of the intersection – which is slightly offset – is an entrance to Linwood Park.

In a typical intersection control study, we consider traffic volumes, crash history, safe approach speeds, etc. In this case, the entering volume of this intersection is relatively low (~600 vehicles per day). A review of crash records indicated zero reportable crashes for the past five years. The critical approach speed for the intersection was found to be approximately 9 mph, which is due to homes located in the NE and SE quadrants, as well as vegetation located in the NW and SW quadrants.

While this intersection does not meet the traffic volume or crash frequency thresholds for stop control, the critical approach speed (sight lines) is below the standard for no control/yield control. As such, we recommend implementing two-way stop control. To accomplish this, the following ordinance action is required:

1. **Create:** “Install stop signs on Harris Street at Douglas Street.”



CITY OF APPLETON

MEMORANDUM

Date: 09/04/24
To: Municipal Services Committee
From: Michael Hardy, P.E., Traffic Engineer
Subject: Parking changes on Clara Street by Johnston Elementary School
(follow-up to a 6-month evaluation)

At the request of the AASD, the City's Traffic Section recently assessed the possibility of making a change to on-street parking along the west side of Clara Street, adjacent to Johnston Elementary School, as a means of improving traffic safety and operations related to the 4K Program. Based on our review, we initiated a six month evaluation to coincide with the remainder of the 2023-2024 school year.

The evaluation involved creating a small *10-Minute Parking* zone (7:30 a.m. to 4:30 p.m. on school days) within the existing passenger loading zone along the west side of Clara Street. With the 4K program, several of the parents will exit their vehicles and walk their kids to the school door. The new *10-Minute Parking* allows parents to legally exit the vehicle when they might otherwise be issued a citation when it's designated a Passenger Loading Zone / No Unoccupied Vehicles.

This change has had the desired effect, and we have not received any feedback from the community. Based on this, we recommend the changes be made permanent. To accomplish this, the following ordinance changes are necessary:

1. **Repeal Ord. 8-16:** "Parking be prohibited on school days from 7:30 a.m. to 4:30 p.m., except displaying handicapped license plates or Wisconsin handicapped permit, on the west side of Clara Street from a point 50 feet south of Forest Street to a point 215 south of Forest Street."
2. **Repeal Ord. 9-16:** "Parking be prohibited on school days from 7:30 a.m. to 4:30 p.m., on the west side of Clara Street from a point 215 feet south of Forest Street to a point 500 south of Forest Street."

3. **Create:** “No Parking/Passenger Loading Zone/No Unoccupied Vehicles from 7:30 a.m. to 4:30 p.m. on school days on the west side of Clara Street from a point 50 feet south of Forest Street to a point 105 feet south of Forest Street.”
4. **Create:** “Designate 10-Minute parking from 7:30 a.m. to 4:30 p.m. on school days, except displaying handicapped license plates or Wisconsin handicapped permit, on the west side of Clara Street from a point 105 feet south of Forest Street to a point 215 feet south of Forest Street.”
5. **Create:** “No Parking/Passenger Loading Zone/No Unoccupied Vehicles from 7:30 a.m. to 4:30 p.m. on school days on the west side of Clara Street from a point 215 feet south of Forest Street to a point 480 feet south of Forest Street.”