

Final Report

Targeted Runoff Management Grant Program and Urban Nonpoint
Source and Storm Water Management Grant Program

Form 3400-189 (R 11/05)

Page 1

Notice: This final report is authorized by ss. 281.65 and 281.66, Wis. Stats., and chs. NR 153 and NR 155, Wis. Adm. Code. Personally identifiable information collected will be used for program administration and may be made available to requesters as required under Wisconsin's Open Records Law [ss. 19.31-19.39, Wis. Stats.].

Instructions: The grant agreement requires grantees to submit a Final Report 60 days after the end date listed in the grant agreement. This Final Report form must be used in conjunction with the "FINAL REPORT INSTRUCTIONS." The instructions detail how to complete and submit the report to DNR.

1. Grant Type

- ☐ Agricultural - Targeted Runoff Management Grant
- ☐ Urban - Targeted Runoff Management Grant
- ☒ Construction - Urban Nonpoint Source & Storm Water Management Grant
- ☐ Planning - Urban Nonpoint Source & Storm Water Management Grant

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BUREAU OF WATERSHED MGMT

2. Grantee & Project Information

Project Name	Grant Number
Valley Transit Biofiltration Devices	USC-LF01-44201-06A
Governmental Unit Name	Governmental Unit Type (city, village, town, etc.)
City of Appleton	City
Watershed Name	Watershed Code
Fox River/Appleton	LF04
DNR Water Management Unit (River System) Name	Water Body Identification Code (WBIC) (if applicable)
Lower Fox	117900

s. 303(d) Waterbody? ☒ Yes ☐ No

What pollutant(s) were addressed by the project?

Total suspended solids, nutrients, grease and oil/floatable, and metals

For each project site location provide the following: (attach additional sheets if necessary)

Location:		A	B	C	D	E
Minor Civil Division Name		Outagamie County, City of Appleton				
PLSS	Town	21N				
	Range	17E				
	Section	33				
	Quarter	NE				
	Quarter-Quarter	SE				
Latitude		44D15'20"N				
Longitude		88D26'10"W				
Property Owner(s)	Name	City of Appleton				
	Mailing address	City of Appleton, 100 N. Appleton Street, Appleton, WI 54911				
Site address (if different than mailing address)		801 S. Whitman Avenue, Appleton				

3. Summary of Results

A. Performance Standards and Prohibitions and Other Water Resources Management Priorities

For grants issued in calendar year 2006 or later, complete Tables A and B (following) consistent with the entries on your grant application.
For grants issued prior to calendar year 2006, complete Tables A and B, *to the best of your knowledge*, consistent with the entries on your grant application.

Table A. Performance Standards and Prohibitions (per ch. NR 151, Wis. Adm. Code, effective October 1, 2002)

Performance Standard or Prohibition	Units of Measure	Quantity	Measurement Method Used
Sheet, rill and wind erosion	Acres meeting T		
Manure Storage Facilities: New Construction/Alterations	Number of facilities		
	Number of animal units		
Manure Storage Facilities: Closure	Number of facilities		
Manure Storage Facilities: Failing/Leaking Facilities	Number of facilities		
	Number of animal units		
Clean Water Diversions in WQMA	Pollutant load reduction		
	Number of farms with diversions		
	Number animal units		
Nutrient Management on Agricultural Land	Acres planned		
Prohibition: Manure Storage Overflow	Number of facilities		
	Number of animal units		
Prohibition: Unconfined Manure Pile in WQMA	Number of farms		
Prohibition: Direct Runoff From Feedlot/Stored Manure	Pollutant load reduction		
	Number of facilities		
	Number of animal units		
Prohibition: Unlimited Livestock Access	Feet of bank protected		
	Number of farms		
Urban: 20-40% Reduction in Total Suspended Solids (TSS)	Pounds TSS reduced	329	WinSLAMM vs 9.2.5
	% TSS reduction	80	

Table B. Other Water Resources Management Priorities

I. Agricultural Areas	Units of Measure	Quantity	Measurement Method Used
Buffers	Feet of bank protected		
	Number of farms		
Streambank	Tons of bank erosion reduced		
	Feet of bank protected		
Other (specify)			
II. Developed Urban Areas	Units of Measure	Quantity	Measurement Method Used
Urban: 20-40% Reduction in TSS	Pounds TSS reduced		
	% TSS reduction		
Infiltration	% Pre-development stay-on volume		
	Cubic feet stay-on volume		
Peak flow discharge	Change in cubic feet per second		
Protective areas	Feet of bank protected		
Fueling & maintenance areas	Oily sheen presence		
Streambank	Tons of bank erosion reduced		
	Feet of bank protected		
Other (specify)			
III. Planning	Units of Measure	Quantity	Measurement Method Used
Quantify how implementation of the planning project decreased storm water impacts on state waters (i.e., storm water plan, I & E plan, etc.)	Municipalities planned for		
	Acres planned for		
Document/track progress made in implementing the planning product (i.e., ordinance, utility district evaluation/formation, storm water management plan information & education, etc.)	Municipalities planned for		
	Acres planned for		
Other (specify)			

B. Project Results Narrative

1. Project Accomplishments

a. Post Project summary - This project reduces TSS, nutrients, and metals in runoff from the Valley Transit Maintenance Facility parking and driveway areas prior to discharge to the Fox River. Two biofiltration devices and associated storm sewers, as approved by WDNR, were installed in Fall of 2006 to serve the southeast parking area and northwest driveway areas of the site.

b. Using SLAMM version 9.2.5, the project removes 329 pounds (0.2 tons) per year (80%) of TSS removal for the tributary area.

2. These devices represent the first biofiltration units installed and operated by the City of Appleton. Through onsite observation and discussions with the contractor, the City has developed a better understanding of how these devices function and are constructed. This project prepares the way for the City to further utilize these types of devices for meeting its stormwater quality goals.

3. The Pollution Prevention I & E program during the grant period included: In both 2006 and 2007, city staff participated in the planning, advertising, and event days for the special Household Hazardous Waste Clean Sweep Program. The program was sponsored by a state grant and included Calumet, Winnebago and Outagamie counties as well as the cities of Appleton and Menasha and the Town of Menasha. Brochures and information were distributed by various city departments and at polling places. The Health Department talked about the event on Hmong radio. In 2006 an alderperson participated on collection day. In 2007 the Department of Public Works provided a staff person to assist on collection day. In 2007 a small business brochure was also developed and distributed.

The AppleSource newsletter is printed and mailed twice a year. The city has done this for many years and expects to continue. It includes information for residents regarding proper trash and recycling activities, general household hazardous waste information, and proper yard waste handling.

In 2007 the city hired consultants to prepare the Pollution Prevention Program as required in Section 2.6 of the NR 216 Permit. One consultant is preparing five individual site Stormwater Management Plans (Section 2.6.6) and another consultant is preparing the remainder of the document. In addition to Public Works staff, the individual site stormwater plans include other city departments such as Fire and Park and Recreation. Stormwater training for staff in these departments is included in the scope of services. Most of the Operations Foremen have been involved in the plan development to date and have had the opportunity to think through current policies and procedures and their effectiveness toward pollution prevention.

Staff training has occurred for five individual site Stormwater Management Plans that were prepared in 2005 for Public Works Operations, the Utilities Department (Water Plant and Wastewater Plant), and Valley Transit.

The city believes that staff training is the first step in Pollution Prevention Education. It is important for the city to not only provide correct verbal and written information to the community, but also to demonstrate proper pollution prevention techniques in daily work. The city will continue to build on the steps already taken as it continues to implement an on-going pollution prevention education program.

A Turf Management Policy that covers most city owned properties and includes nutrient management has been in place since 1999. An updated policy is being presented to the Appleton Parks and Recreation Committee on December 12th for anticipated adoption by the Common Council in early 2008.

Stormwater permits are tracked on an Excel spreadsheet which show the project name, the date of the submittal, iterations of review comments, status of conditions of approval, and general comments. The Permit Tracking spreadsheet was developed similar to the Site Plan Log used by the city and is a work in progress. The system also includes pages for subdivision development. The stormwater permit spreadsheet tracks back to January 1, 2004, the effective date of the ordinance. Older data is entered into the spreadsheet as time allows.

Samples of documents referenced in Item 3 above are included in the hard copy submittal of this report. Also included with the hard copy submittal are photographs of biofilter installation and the site after construction.

4. Satisfaction of Notice Requirements (if applicable)

If cost sharing for this project was offered under a formal notice to achieve compliance with performance standards or prohibitions, provide information for each notice in the table below.

Notice Information				Notice Satisfaction Information		
Notice Type	Issue Date	From (Name)	To (Name)	Satisfied?		Date Letter Sent
				Yes	No	
				<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	

5. Summary of Project Challenges

One major challenge was finding certified compost suitable for the engineered soil filter bed. At the time of construction, sources of this material were very limited in Northeast Wisconsin. Ultimately, a source was found in Waupaca. The City hopes more local sources of certified compost become available as more of these types of projects are constructed. Another challenge was inconsistent settling of the engineered soil and mulch. After initial material placement, the surface of the devices settled more in some locations than others, creating unintended variation in the devices' surface. Additional material was added after this settlement to correct the problem. This situation highlights the fact that there is a fine line between over-compacting the material, which can lead to failure of the filter bed, and under-consolidation. Future projects will benefit by continued experience with these types of projects with the City and contractors. The city would not change how our part of the project was done:

The city would recommend the following to other municipalities: Pay very close attention to the placement and consolidation of the engineered soil. If the contractor is inexperienced with this type of construction, err on the side of undercompaction but be prepared to address settlement of material after initial placement.

6. Additional Information about the Project (optional)

The City has continued to monitor these devices throughout 2007 to verify they are functioning properly. Observations made during and after rainfall events suggest these devices are functioning as designed, with water levels receding in what appears to be an appropriate time frame. The southeast device is in a highly visible area, so it is under constant observation by Valley Transit staff using the parking area.

The final reimbursible costs totaled less than 50% of the grant amount because much of the project costs included as grant-eligible were for parking lot regrading and asphalt restoration associated with tipping the site toward the biofilter to get the runoff to the device. The DNR technical review of the plans resulted in the statement that such costs were not reimbursible.

7. Planning Product (UNPS&SW - Planning Projects only)

☐ Check here if a printed copy of the planning product (e.g., plans, ordinances, analyses) was sent to your DNR Regional Nonpoint Source Coordinator.

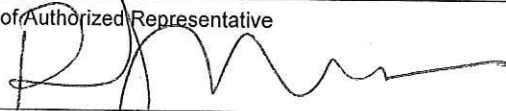
Name of Document	Date(s) effective	Date Submitted to NPS Coordinator
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8. Grantee Certification:

☒ Check here to certify that, to the best of your knowledge, the information contained in this report is correct and true.

Type or print Name and Title of Authorized Representative certifying here.

Pete Neuberger, Project Engineer

Signature of Authorized Representative	Date
	12/12/2007









FINAL REPORT
GRANT NUMBER USC-LF01-44201-06A
VALLEY TRANSIT MAINTENANCE FACILITY
BIOFILTRATION DEVICES
CITY OF APPLETON

ITEM 3.B.3

Included:

Photographs and as-built plan

Pollution Prevention I & E Program

1. Fall-Winter 2007 AppleSource newsletter
2. Department of Public Works - Mission brochure
3. Household Hazardous Waste spring 2007 special program brochure

Nutrient Management Plan

1. Copy of current City of Appleton Turf Management Plan (2007 Draft Update)
2. Email from Bill Lecker, Director of Parks and Recreation
3. Turf Nutrient Management Plan Checklist

Stormwater Permit Tracking System

1. Spreadsheet for 2007 site development projects
2. Spreadsheet explanation

Which items are considered hazardous?



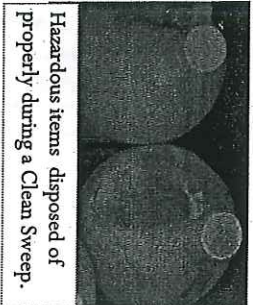
Just a small sampling of hazardous household items.

Any product that is out-of-date or otherwise not in use has the potential to be labeled "hazardous". These items are typically found in your basement, garage, under the kitchen sink, craft area, workshop, etc. Look for words on the label such as:

**CAUTION • WARNING • DANGER •
POISON • FLAMMABLE •
COMBUSTIBLE • CORROSIVE**

How can I properly dispose of these items?

Residents of the City of Appleton and the City and Town of Menasha are able to dispose of most of these items for free during the special Household Hazardous



Hazardous items disposed of properly during a Clean Sweep.

Waste Clean Sweep, to be held **April 20, 2007 from 2-6 p.m. & April 21 from 9 a.m. to noon** at the Town of Menasha Fire Department on Valley Road. Residents can make an appointment by calling 920-832-5277, ext. 3. It's free, it's easy and convenient! If you are unable to attend this event, contact your respective county to get information on other options available for the proper disposal of your household hazardous waste. See the back of this brochure for contact information.

Acceptable Materials

See the front of this brochure for a listing of the types of household hazardous waste that can be disposed of at a Clean Sweep, provided they are in containers 5 gallons in size or less.

If the items you wish to dispose are not listed on the front of this brochure or if you are unsure if the items are hazardous or dangerous, please call your county office listed on the back of this brochure.

Unacceptable Materials

The following items require special handling and cannot be accepted at a Clean Sweep. For proper disposal of these items, please contact your county office.

- Explosives
- Radioactive Material (such as smoke detectors)
- Compressed Gas Tanks
- Ammunition

What about latex paint?

Because latex paint is not considered a hazardous waste, disposal of leftover latex paint through a household hazardous waste program is an unnecessary



expense that diverts disposal funds away from materials that really ARE hazardous. For information on how to properly dispose of latex paint, go to http://www.datcp.state.wi.us/arm/agriculture/pest-fert/pesticides/clean-sweep/pdf/arm_pub_150.pdf

How can I dispose of my computer and fluorescent bulbs?

Computer components, monitors and fluorescent bulbs can be disposed of at a Clean Sweep for a small fee as follows:

- Computer monitors—\$0.17/lb
- Computer components—\$0.17/lb
- 4-foot fluorescent bulbs—\$0.25 each
- 8-foot fluorescent bulbs—\$0.35 each

Program Participation Guidelines

This program is available to households in the City of Appleton and the City and Town of Menasha.

- Participants are asked to keep individual materials in their separate containers. Above all, **DO NOT MIX!**
- Containers must be 5 gallons in size or less.
- When transporting to the collection site, place materials in a cardboard box. Materials must be brought in containers that can be left at the site.
- Because of the ratio of participants to volunteers, participants in this program must schedule an appointment by calling 920-832-5277 and selecting option #3.

Clean Sweep for Businesses

Qualifying businesses may be eligible to participate in the Clean Sweep program. Please inquire with your county office listed on the back of this brochure.

Why participate in this event?

While household hazardous wastes make up only a small percentage of household waste, they are still considered a serious problem. The following list is just a few reasons why you should participate in a Clean Sweep:

1. When disposed of improperly, household hazardous wastes can threaten the quality of our drinking water, increase the threat of algae bloom, and threaten the safety of sanitation workers (if discarded in the trash, these items may ignite or explode in the collection truck).
2. Household hazardous wastes left around the house and garage pose an accidental poison risk to children and pets.
3. Since many of the items brought to a Clean Sweep are recycled, you can feel good that you have turned these items from trash into something that can be used again.

When our health and environment are at stake, it is important for each of us to take responsibility for the products we use. You can start by bringing your household hazardous waste to the Clean Sweep on April 20-21, 2007.

Did you know...

- Safer alternative products are available in stores? Recipes for making your own can also be found in books available in most libraries.
- You can reduce your risk by buying household hazardous products only in the quantity you need for the specific task at hand?

This special Clean Sweep Program is sponsored by:

Calumet County
UW Extension

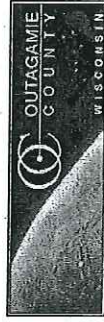
206 Court Street, Chilton 53014
920-849-1450, Opt. 3 or 6
<http://calumet.uwex.edu/>



Winnebago County Recycling
105 W County Road Y
Oshkosh 54901
920-232-1850
www.co.winnebago.wi.us/solid_waste/HazMat.htm

Outagamie County
Department of Solid Waste

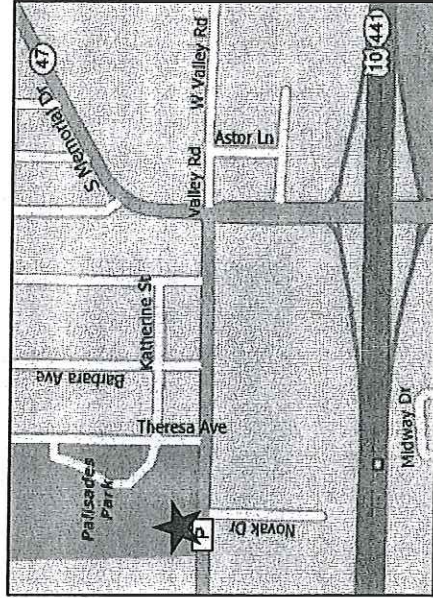
1419 Holland Road
Appleton 54911
920-832-5277



www.co.outagamie.wi.us/sw/mainpage.html

Grant funding provided by the Department of Agriculture, Trade, and Consumer Protection

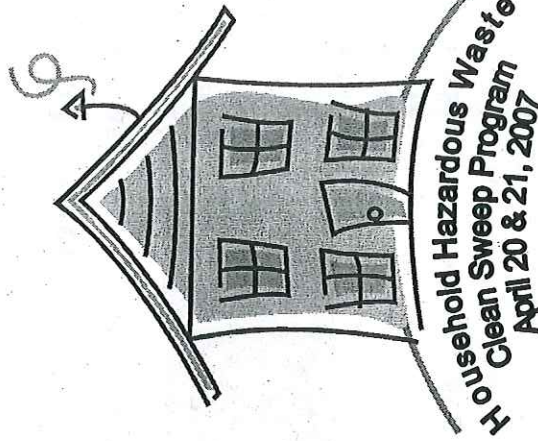
A PARTNERSHIP OF CALUMET, OUTAGAMIE AND WINNEBAGO COUNTIES



THE CLEAN SWEEP WILL BE HELD AT THE TOWN OF MENASHA FIRE DEPARTMENT AT 1000 VALLEY ROAD (HWY P), SOUTHWEST OF PALISADES PARK

How Can I Get Free Disposal of...

Solvents • Pesticides & Herbicides • Rodent Baits & Poisons • Lead/Oil Based Paints • Spray Paints • Dioxin Materials • Household & Vehicle Batteries • Gasoline • Waste Oil • Antifreeze • Other Hazardous Waste



Household Hazardous Waste Clean Sweep Program
April 20 & 21, 2007

FOR RESIDENTS OF:

THE CITY OF APPLETON AND
THE CITY AND TOWN OF MENASHA



The City of Appleton Bi-Annual Newsletter

Also available on our website at
www.appleton.org

Fall/Winter 2007

Volume XVIII, No. 2

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City Hall is located at 100 North Appleton Street on the corner of College Avenue and North Appleton Street. Cashiers and Information are available on the first floor, with offices located on the fifth and sixth floors.

City Hall Offices are open Monday-Friday, 8 A.M. to 4:30 P.M. (Non-City Hall office hours vary.)

For **General Information** call (920) 832-6173. For the City of Appleton **JOBLINE** call (920) 832-5568.

Common Council Meetings are held at City Hall on the first and third Wednesday of every month at 7 P.M.

2008 Budget

Copies of the 2008 Budget will be available for review by the public on October 4 in the Finance Department (6th floor of City Hall) and at the Appleton Public Library. There will also be an Executive Summary of the budget posted on the Finance Department's web page by October 12 (<http://www.appleton.org/departments/finance>).

Finance Committee review will be on Saturday, October 27, with a public hearing on Wednesday evening, November 7. Budget adoption will be on Wednesday evening, November 14 and will include a public participation period.

Please take the opportunity to review the budget when it becomes available and to contact your Alderperson, City staff or the Mayor with any questions or comments.

my.appleton.org

The City's new website, my.appleton.org, provides visitors with property information for all parcels within the city. It provides lot sizes, assessed values, taxes, sale prices, building data, garbage collection date, district information and much more. Additional information will continue to be added. You can reach this site from a link off the City's home page (<http://www.appleton.org>) or directly at <http://my.appleton.org/>. For assistance with this website please call the City Assessor's Office at 832-5850.

Property Tax Payments

Tax bills will be sent in mid-December for the 2007 tax year. For your convenience, taxes can be paid by the following methods:

- **U.S. Mail**, to P.O. Box 2519, Appleton, WI 54912-2519. Include a payment stub for the installment being paid. Need a receipt? Include a self-addressed, stamped envelope and we will mail your receipt within two weeks as well as any applicable refund.
- **Night Deposit Box or Lobby Deposit Box**, located at 100 N. Appleton Street.
- **Drive-Up Windows or Lobby**, 100 N. Appleton Street. Windows are open Monday – Friday, 8 A.M. to 4:30 P.M. *Note: There may be long lines and delays during peak times.*
- **Credit Card** via the Internet ONLY. Visit the City's website at www.appleton.org for a link to www.officialpayments.com. Official Payments, the service provider, charges a nominal fee for this service of which the City of Appleton does not receive any portion.

City Hall will be closed the following days: Monday, December 24; Tuesday, December 25; and Tuesday, January 1. Tax payment questions? Please call 832-6442.

CDBG Program Applications for 2008

Applications for the 2008 Community Development Block Grant (CDBG) Program are now available. The federal CDBG Program provides assistance for local entities to develop viable urban communities through provision of decent housing, suitable living environments and economic opportunities. Application/instruction packets can be found online at www.appleton.org/departments/finance/cdbg or in the City's Finance Department. For more information, visit the website above or email sarah.higgins@appleton.org.

NOTICE: Although the information published in *APPLESource* is accurate at the time of printing, some information may be subject to change. Please check *APPLESource* on the City of Appleton website at www.appleton.org for any changes or updates and for Public Service Announcements.



Printed on Recycled Paper



Solid Waste Disposal/Collections

■ **GARBAGE COLLECTION** is done weekly from City-supplied automated containers. **Place your automated container out for collection the night before your scheduled collection day (between 5:00 P.M. and 3:00 A.M.) with the handle facing your house. Do not place your container within 5 feet of any object on the terrace or park your vehicles in front of your container.** Containers should be returned to their point of storage no later than midnight the day of collection. No solid waste, recyclables, yard waste or brush shall be placed at the curb for collection before 5:00 P.M. the day preceding the regularly scheduled pickup. **Any bags that cause the lid not to close on automated refuse containers are considered overflow refuse.**

If your automated container is too small, too large or needs repair, call 832-5580.



■ **OVERFLOW REFUSE** is defined as garbage or trash that would normally fit into the City-supplied automated containers. Because garbage container charges are based on volume, bagged garbage or trash that doesn't fit in your automated container must be marked with a disposal tag. One tag (\$2) must be attached to each 30-gallon refuse bag and put out for regular refuse collection. Bags should weigh less than 45 pounds. Put overflow refuse approximately 4-5 feet from garbage containers. If you are moving or just cleaning out, you may request a special collection for \$20. Call 832-5580 for details.

Free Overflow Weeks September 24-28 and January 7-11

During these weeks on your regular garbage day, City crews will pick up overflow refuse as described above at no charge. One truck will come for automated cans and another for overflow. Recycling is collected according to the usual schedule and is not part of this collection. Appliances and tires always require a tag for collection.

■ **BULKY OVERFLOW** includes items that are too large to fit into automated containers. They are picked up weekly on regular garbage collection days. These items include furniture, toilets, bikes, grills (propane tanks removed), lawnmowers (gas and oil removed) and televisions. No sticker is required. **Appliances and tires are the exception and always require tags for pickup.** Questions about bulky waste? Call 832-5580.

■ **MAJOR APPLIANCES** require a disposal tag and are picked up on your regular garbage day. Tags for refrigerators, freezers, air conditioners and dehumidifiers cost \$25. Tags for stoves, ovens, dishwashers, washing machines, clothes dryers, furnaces, water heaters, microwave ovens and other major appliances are \$20. The disposal charge is reduced when appliances are brought

continued on next column →

to the Municipal Service Building Customer Service Center located at the Yard Waste Site. See the Yard Waste Drop-off Sites article on page 4 for drop-off fees.

■ **TIRES** are picked up curbside each week on your regular garbage day. **A tag is required.** Tire tags cost \$1 each for tires 16" and smaller and \$4 each for tires larger than 16". There is a limit of 4 tires per household. Tires can also be brought to the Glendale Avenue Yard Waste Site. Fees are charged.

Free Tire Week September 15-23



During this week tires can be brought to the Glendale Avenue or Whitman Avenue Yard Waste Site for no charge. There is a limit of 4 tires per household.

■ **CARPET** is collected curbside each week on your regular garbage day. Carpet needs to be cut down to 4-foot widths, rolled up to weigh less than 45 pounds and should be tied or taped. No tag is required. Carpeting removed by a contractor should be disposed of by the contractor.

■ **LUMBER** is collected curbside each week on your regular garbage day. Lumber should be cut to 4-foot lengths, bundled to weigh less than 45 pounds and any nails or large staples should be pounded over or removed. No tag is required.

■ **CONSTRUCTION MATERIALS** generated by a contractor should be disposed of by the contractor. Work done by the homeowner may be set out curbside in compliance with the specifications for overflow materials (see left-hand column). If you are unable to meet the restrictions for placing items curbside, they can be taken to the Outagamie County Landfill (832-5277) or the Glendale Avenue Yard Waste Site (see page 4 for fees).

■ **GRASS CLIPPINGS** are **not** collected curbside. They may be taken to the Glendale Avenue or the Whitman Avenue drop-off sites for \$2 per bag.

■ **YARD WASTE, BRANCHES and BRUSH COLLECTION** - Curbside pickup is offered



in the spring and fall during designated weeks. **At all other times, branches and brush should be taken to one of the two yard waste sites free of charge. Curbside yard waste collection is for branches, brush and woody garden debris.** This collection is different from leaf collection. (See page 6 for leaf collection and soft garden debris information.)

Yard Waste, Branches and Brush Curbside Pickup October 1-5

During this week curbside pickup will occur on the day following your regular garbage day. If your regular garbage day is Friday, October 5, place the yard waste out on Monday, October 1. **Yard waste must be in containers, Kraft paper bags or tied in bundles.** Containers

continued on next page →

should have handles, be 33 gallons or less and weigh less than 45 pounds. Kraft bags can be purchased at most hardware stores. Branches and brush must be cut to 4-foot lengths and bundled with twine. Bundles should be less than 2 feet around and weigh less than 45 pounds. **Please DO NOT use plastic bags, boxes, tarps or 55-gallon fiber barrels or their liners.** In the event of a major storm, storm pickup information will be distributed through Public Service Announcements on the TV, radio and in *The Post-Crescent*. The decision for storm pickup is determined on a storm-by-storm basis and is determined by evaluating the severity and widespread extent of the damage.

■ **HAZARDOUS WASTE - CLEAN SWEEP** - Some items are too hazardous for landfills and require special disposal through the Outagamie County "Clean Sweep" Program. These hazardous materials include pesticides, herbicides, rodent baits, acids and alkalines, lead-based paints, computers, batteries and some cleaning materials. A fee is charged for computer components; there is no charge for other items. This program is limited to households only and **an appointment is required**. For further information, call Outagamie County at 832-5277 or check their website at www.co.outagamie.wi.us.

■ **PAINT** - Latex-based paint cans can be put in your automated container after lids are removed and the paint has dried out. If you want to speed up the drying process, add sand or cat litter to the paint. Any oil-based paint or paint containing lead should be turned in to the "Clean Sweep" Program.

■ **MEDICAL SHARPS** - Under Wisconsin law, sharps must be treated before disposal. Sharps users are encouraged to take their used or discarded unused sharps to a registered "sharps collection station" located at Appleton Medical Center and St. Elizabeth Hospital emergency rooms and Consumer Prescription Center.

■ **APPLIANCE TAGS, PUNCH TICKETS and RECYCLING STICKERS** are available at:

All Appleton Fire Stations

#1-700 N. Drew St.	#4-724 E. Greenfield St.
#2-1801 S. Matthias St.	#5-1701 W. Brewster St.
#3-801 W. Grove St.	#6-4930 N. Lightning Dr.
City Hall Cashier	100 N. Appleton St.
Valley Transit	801 S. Whitman Ave.
Municipal Service Bldg.	2625 E. Glendale Ave.
Ace Hardware	500 E. Northland Ave.
Kitz & Pfeil Hardware	1800 S. Lawe St.
Van's Northside Hardware	1415 N. Richmond St.



Please Note: City Hall and all non-critical emergency facilities will be **closed** on these dates:

Thanksgiving	Thursday & Friday	Nov. 22 & 23
Christmas	Monday & Tuesday	Dec. 24 & 25
New Year's	Tuesday	Jan. 1

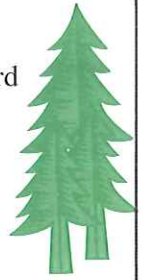
Tree for a Tree

Bring your Christmas trees to the Glendale Yard Waste Site at 2625 E. Glendale Avenue during the following scheduled times and participate in Appleton's annual "Tree for a Tree" program:

January 2 – January 12

Monday–Friday 7 A.M.– 5:45 P.M.

Saturday 9 A.M.– 4:45 P.M.



Participation is restricted to City of Appleton residents.

One coupon, redeemable in the spring for a White Spruce seedling, is given for each tree brought in (no limit). Exchange dates will be announced in *The Post-Crescent*, on *WHBY* radio, and in the next issue of *APPLESource*.

Christmas trees are chipped for use as landscaping material that is available to Appleton residents.

For residents not participating in the program, trees will be collected curbside on the regular refuse day during the week of **January 14-18**. In case of bad weather, collection of trees may be extended into the following week until skipped areas have been collected. After that, trees must be brought to the Municipal Service Building Yard Waste Drop-Off Site, or held until the brush collection in April. Please do not use plastic tree bags.

RESIDENTIAL HOLIDAY REFUSE COLLECTION SCHEDULE					
If your regular refuse collection day is:			Your holiday refuse collection day is:		
THANKSGIVING					
Thursday	Nov	22	Wednesday	Nov	21
Friday	Nov	23	Monday	Nov	26
CHRISTMAS					
Mon.-Tue.	Dec	24, 25	Wednesday	Dec	26
Wed.-Thu.	Dec	26, 27	Thursday	Dec	27
NEW YEARS					
Tuesday	Jan	1	Wednesday	Jan	2

Pay Your Parking Tickets Online

Coming soon, take advantage of the convenience and flexibility of credit card payments for paying your parking citations. The City has partnered with Official Payments Corporation to offer individuals the opportunity to pay their parking tickets directly on the Internet. Go to www.appleton.org and look for the link to online payments. There will be a nominal convenience fee charged by Official Payments Corporation to process the payment, of which the City of Appleton does not receive any portion.



Yard Waste Drop-Off Sites

Municipal Service Bldg, 2625 E. Glendale Ave.

Through September 23	Mon. - Fri. 7 A.M.-7:45 P.M. Sat. & Sun. 9 A.M.-4:45 P.M.
Sept. 24 through Nov. 17	Mon. - Fri. 7 A.M.-5:45 P.M. Sat. & Sun. 9 A.M.-4:45 P.M.
Nov. 18 through Mar. 30	Mon. - Fri. 7 A.M.-5:45 P.M. Saturday 9 A.M.-4:45 P.M. CLOSED SUNDAYS

North of Valley Transit, 801 S. Whitman Ave.

Through September 23	Mon. - Fri. Noon -7:45 P.M. Sat. & Sun. 9 A.M.-4:45 P.M.
Sept. 24 through Nov. 17	Mon. - Fri. 10 A.M.-5:45 P.M. Sat. & Sun. 9 A.M.-4:45 P.M.
Nov. 18 through Mar. 30	CLOSED

Both sites accept grass clippings, brush, yard waste and motor oil. Both sites have chipped mulching material available to residents at no cost. Site attendants are available to answer questions.

The Municipal Service Building Yard Waste Site is a full customer service center and is available to all city of Appleton residents (non-commercial only). In addition to the items above, antifreeze, metal, appliances, concrete, tires, car batteries and refuse can be brought to the Glendale Avenue site during operating hours. See the site attendant before dropping off items. Please tarp or secure loads taken to the yard waste sites. **Please be prepared to show proof of residency. No debris accepted from contractors.**

DROP-OFF FEES:

Grass Clippings	\$2 per bag, \$20 for a punch card (does not include raked-up dead grass in the spring)
Branches & Brush	Free
Oil	Free (10 gallon limit)
Antifreeze, Car Batteries	Free
Freon Appliances	\$20
Non-Freon Appliances	\$15
Concrete	\$5-1st load/\$3-ea. additional load
Tires 16" or less	\$1 each (limit 4)
Tires over 16"	\$4 each (limit 4)
Refuse-one vehicle	\$10 (minimum charge)
Refuse-one vehicle w/trailer	\$20

The yard waste sites **DO NOT** accept **DIRT, SOD, PROPANE TANKS or HAZARDOUS WASTE**. For disposal of these items, please call Outagamie County at 832-5277. Both sites will be closed on City-observed holidays (see page 3 for dates). Questions? Call 832-5580.

The Proper Way to Recycle

Recycling is picked up every other week on your regular refuse day (see collection schedule on page 5). **Recycling is mandatory.** Recyclable items include *clean* newsprint, magazines, books, junk mail, envelopes of all kinds, cardboard, fiberboard, glass bottles and jars, #1 and #2 plastics, metal cans and non-pesticide aerosol cans.

PLEASE NOTE:

- Keep paper and cardboard separate from other recyclables. Place paper items into paper bags, cardboard boxes or other containers that are between 15 and 33 gallons, have exterior handles and are marked with a recycling sticker. **DO NOT USE PLASTIC BAGS.** Note: shredded paper can be placed in paper bags or cardboard boxes that are weighted down with heavier material such as magazines. Boxes must be flattened and cut down to not exceed 3' x 3' and bundled no more than 1' high. **Gift wrap and coated packing paper used by moving companies are not recyclable.**
- Recyclable glass, plastic and metal may be put out loose in a container *separate from the paper*. The container should be between 15 and 33 gallons, have exterior handles and be marked with a recycling sticker. **DO NOT USE PLASTIC BAGS.**
- The tops of #1 and #2 plastics must be smaller than the base (no butter tubs, yogurt containers, etc.). Lids should be removed.

For other ideas and information, visit the Outagamie County website at www.co.outagamie.wi.us (click on "Recycling/Hazardous") or call 832-5277.



Mailbox Placement

Proper mailbox placement is important for City crews as well as Post Office mail carriers. Snowplows, street sweepers and garbage trucks can damage mailboxes that extend over the road. Please check your mailbox to make sure that it is in compliance with Post Office guidelines. Mailboxes should be installed at a height of 42"- 48" from the road surface to the bottom of the mailbox or point of mail entry, and set back 8" from the front face of the curb or road edge to the mailbox door. Where there is no curb, the height of the mailbox should be 48" from the top of the ground to the bottom of the mailbox.

The City of Appleton will not be responsible for any mailbox damaged in the course of City operations that does not meet the above requirements.



City Auction Items on the Internet

The City now offers used and surplus equipment on the eBay Internet auction site. To view or bid on City items, simply go to www.appleton.org. Once there, click on the "Surplus items" link under the "City Interests" section.

Residential Recycling Pickup Schedules

Recycling is collected every other week on the day of your regular refuse pickup. The map shows regular pickup days and designates recycling areas #1 and #2. If your recycling day falls on a holiday check the Holiday Refuse Collection Schedule on page 3 for specific dates. Holiday weeks are designated with an (H).

Recycling will occur on the weeks shown below:

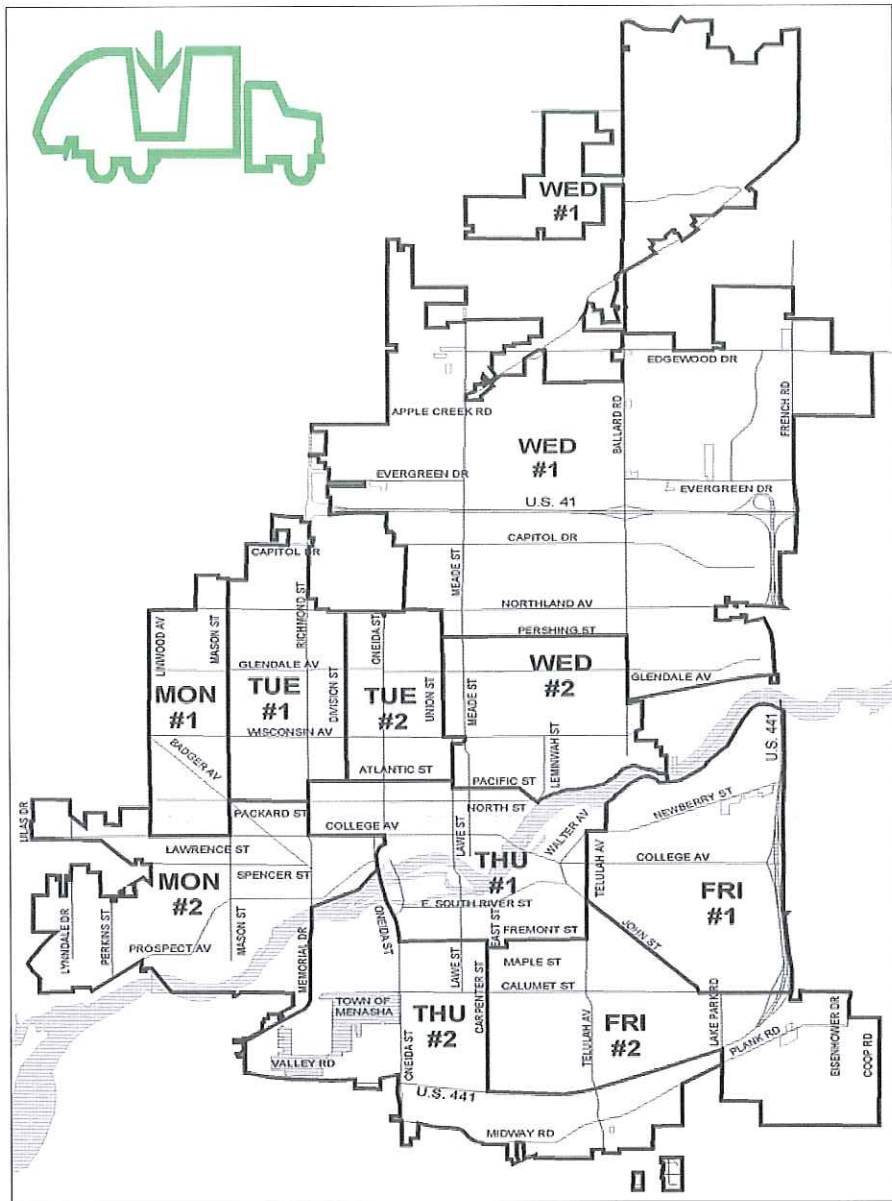
AREA #1

Sept 3-7 (H)	Dec 24-28 (H)
Sept 17-21	Jan 7-11
Oct 1-5	Jan 21-25
Oct 15-19	Feb 4-8
Oct 29-Nov 2	Feb 18-22
Nov 12-16	Mar 3-7
Nov 26-30	Mar 17-21
Dec 10-14	Mar 31-Apr 4

AREA #2

Sept 10-14	Dec 31-Jan 4 (H)
Sept 24-28	Jan 14-18
Oct 8-12	Jan 28-Feb 1
Oct 22-26	Feb 11-15
Nov 5-9	Feb 25-29
Nov 19-23 (H)	Mar 10-14
Dec 3-7	Mar 24-28
Dec 17-21	Apr 7-11

Be sure to have recyclables out the night BEFORE your collection day! For questions on recycling, please call Waste Management at 1-800-621-8884 or the Municipal Service Building at 832-5580.



Water Hydrant Flushing

The Public Works Department has scheduled hydrant flushing for September 10-28. The flushing will occur Monday-Friday between 6:30 A.M. and 4:30 P.M.

If you see crews working in your area, please try to use as little, or if possible **no water** for an hour. If you find discoloration in your system, stop using the water, wait about an hour, and draw off the discolored water **through a cold-water tap**. Questions? Please call 832-5580.

New Water Regulations

New water regulations have recently been enacted by the U.S. Environmental Protection Agency that will force many utilities to increase their level of treatment. Com-

continued on next column →

pliance schedules and details regarding these regulations can be viewed at the Utility website (<http://www.appleton.org/departments/utilities/water/index.shtml>). Appleton's Water Utility is well positioned for compliance with these new regulations and continues to work hard to ensure you have a safe, high-quality water supply. Questions? Please call 997-4200 or email michael.buettner@appleton.org.

Library Activities/Programs

The Appleton Public Library offers a wide variety of fall and winter activities and programs guaranteed to please! For more information on programs, plus additional offerings, please visit the Library's website at www.apl.org.

The Library's **Fall Used Book Sale** will be held on Friday and Saturday, **November 16-17**. Mark your calendar!

2007 Leaf Collection



Leaf collection is for non-woody yard waste such as leaves, grass clippings and other small yard and garden waste (to dispose of larger yard waste, see page 2). Leaf collection on city streets will begin **October 8** (see map dates), with collection at approximately 2-week intervals. If weather prevents collections, we will maintain our original schedule and attempt to cover the skipped areas at the end of each workday. No area will be skipped for two consecutive collections.

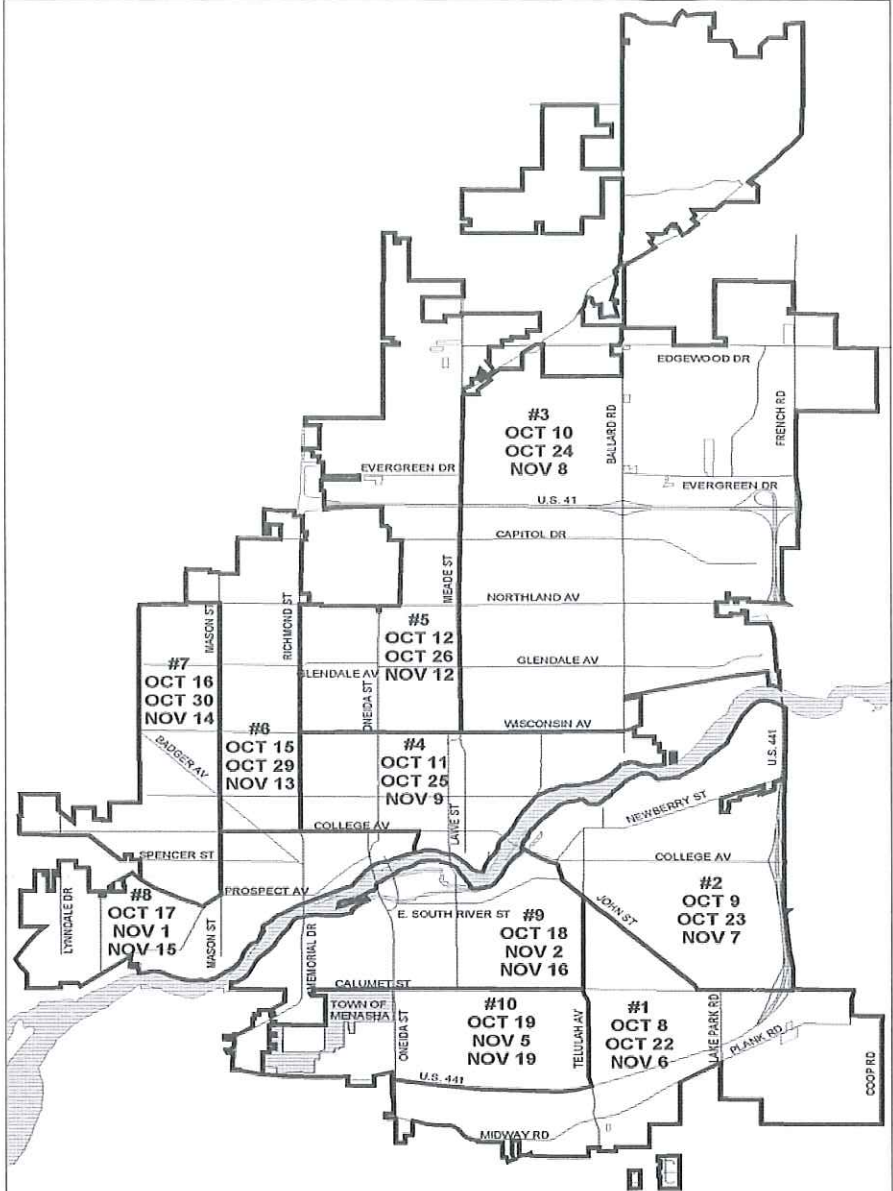
Because of safety concerns, there will be no collection on Wednesday, October 31.

Rake leaves and small yard and garden debris into the gutter or to the edge of the pavement **beginning October 6 and ending November 18. DO NOT RAKE LEAVES INTO THE GUTTER AT ANY OTHER TIME.** During leaf collection City crews will collect leaves from the street gutter only. No bags or containers will be collected. Leaves on the following streets will be pushed into piles on side streets as often as possible, but due to heavy traffic, residents are encouraged to transport leaves to the yard waste sites rather than raking them into the gutter.

**Ballard Rd. Calumet St. College Ave.
Meade St. Newberry St. Oneida St.
Lowe St. (from College Ave. to Wisconsin Ave.)
Mason St. (north of Prospect Ave.)
Richmond St./Memorial Dr.
Wisconsin Ave.**

Because it is crucial to our leaf collection operations to be able to work during the night, **starting October 22 the Police Department will not grant permission for overnight parking in areas that are affected by leaf collection. Vehicles that are illegally parked overnight (between 2 A.M. and 5 A.M.) will be subject to ticketing and/or towing.**

There will be one additional non-scheduled pass through the city after November 20, *weather permitting*. Snow may prevent us from doing this additional leaf collection so if you are concerned about remaining leaves, you may wish to transport them to the yard waste site. Questions? Call the Municipal Service Building at 832-5580.



Thinking of Starting a Business?

The next sessions of the E-Seed, a 12-week entrepreneurship training series, will begin in September 2007 and February 2008. For more information contact Monica Klaeser at 832-3943 or by email at monica.klaeser@appleton.org.

Neighborhood Pride Program

This program honors Appleton homeowners who have meticulously maintained or have made

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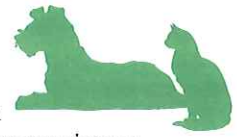


significant exterior improvements to their property. Nominations must be **received on or before November 15** for the December 2007 Awards and are available at the City Hall Information Desk, Parks and Recreation office, Public Library or can be submitted on-line at www.appleton.org.

Presidential Primary Election

The Presidential Primary Election and Spring Primary (if needed) will be held on Tuesday, February 19. Questions on where to vote? Visit our website at www.appleton.org or call the City Clerk's Office at 832-6447.

Animal Licenses are Required for Cats and Dogs



All cats and dogs must be licensed and rabies vaccinated by age 5 months. Animals 5 months and older that are new to the city must be licensed within 30 days of residing in the city. No person or household shall keep more than six (6) animals, the maximum number of dogs being three (3), the maximum number of rabbits being two (2). **Licenses must be renewed each year.** The current license fees are:

January 1 through March 31

With additional late fee (see note below)

Spayed/Neutered - \$6

Spayed/Neutered - \$11

Unaltered - \$11

Unaltered - \$16

Please note: a late fee of \$5 per animal (see above amounts) will be added to fee amounts if owners have not licensed their animal/s (age 5 months that have resided in the city for more than 30 days) by the March 31 deadline.

After July 1, license fees may be prorated. For prorated fee information, and/or other animal license questions, please contact the Appleton Police Department at 832-6414.

City of Appleton - Mail In Application for Dog/Cat License

Owner Name: _____ County in which you live: _____

Address: _____ Phone: _____

Animal Name: _____ Breed: _____ Cat: Long Hair ☐ Medium ☐ Short ☐

Color: _____ Sex: M ☐ F ☐ / Neutered ☐ Spayed ☐ Unaltered ☐

Date of Rabies Shot: _____ Year of Expiration: _____

Veterinary Clinic: _____ Clinic Phone #: _____

Neutered/Spayed Pet \$6 Unaltered Pet \$11 (add \$5 late fee if applicable - see above)

Complete application and mail with valid rabies certificate, proof of sterilization, and check (do not send cash).

Make checks payable to City of Appleton. For more than one pet, make additional copies of this form. Enclose a self-addressed, stamped envelope. Rabies certificates, proof of sterilization documents and your license/s will be returned.

For more information contact the Appleton Police Department at 832-6414 or visit our website at:

www.appleton.org/police/forms/animallicense.pdf

MAIL APPLICATIONS TO: Appleton Police Department, 222 S. Walnut Street, Appleton, WI 54911-5899, Attn: Animal Control

Immunization Clinics



Clinics are held on the 1st floor of City Hall. **Please call 832-6429 to make an appointment.** You must be a city of Appleton resident to attend and children under 18 years of age must be with a parent or guardian. Bring your child's shot record with you when you come to the clinic. A \$2 per shot donation is requested; however, no one is refused service if unable to donate.

Fall 2007: Flu Shots are recommended for all children 6-59 months and high-risk children 4-18 years. **Call 832-6429 to schedule an appointment or contact your child's doctor.**

School Age & Adult Clinic Tuesday PM

Oct	9	Jan	8
Nov	13	Feb	12
Dec	11	Mar	11

Interpreter Assisted Clinic Spanish, Hmong & Other Wednesday AM & PM

Oct	10	Jan	9
Nov	14	Feb	13
Dec	12	Mar	12

Infant Clinic Thursday AM & PM

Oct	11	Jan	10
Nov	15	Feb	14
Dec	13	Mar	13

Parks and Recreation Information

The Parks and Recreation Department Winter/Spring Activity Guide, which contains a complete listing of facilities and recreation program opportunities, will be available in November on our website at www.appleton.org (Parks and Recreation link) and for pick-up at the City Hall Information Desk, 2nd Floor Studios, Appleton Parks and Recreation Department, West, North, and East Pools and the Appleton Public Library.

Citizen's Police Academy



The Citizen's Police Academy will begin its fall session Monday, September 17 and its spring session Monday, February 11. The Academy, which meets 11 consecutive Monday evenings from 6:30 P.M. to 9:30 P.M., offers a blend of demonstrations, lectures, tours, ridealongs and interactive activities.

Applications are now being accepted and are available at the Appleton Police Department, by calling 832-5865 or by email at anne.strauch@appleton.org. There is no charge, however citizens must be 17 years of age to apply. Class size is limited and registration is required.



APPLESource
Fall/Winter 2007 Issue
100 N. Appleton Street
Appleton, WI 54911-4799

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

APPLESource is published two times a year and mailed to all City of Appleton residents and businesses.

It is also available on our website at www.appleton.org

Editor: Nancy Kohlman, Secretary to the Mayor

Telephone 920.832.6400, Fax 920.832.5962

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POSTAL PATRON

Appleton Fire Department

Fire Prevention Week - This year's Fire Prevention Week (October 7-13) theme, "Practice Your Escape" reminds people to be prepared for an emergency - make and practice a plan to get out of the house should a fire start.

The Appleton Fire Department encourages residents to create plans if they don't already have one and practice it once it is created. To learn more about creating a home escape plan, and to find hints, tips and suggestions to keep your home and family safe from fire, check our website at www.appleton.org/departments/fire.

Change Clocks, Change Smoke Detector Batteries - A family's chance of surviving a home fire doubles when there are working smoke detectors in the home. Remember: when you **change your clocks on November 4** - **change your smoke detector batteries**.



Homeowner Rehabilitation Loans

The Community Development Department operates a deferred repayment rehabilitation loan program for low- to moderate-income homeowners (e.g., family of four with income less than \$54,300/year). Applications from eligible households will be accepted from **October 1, 2007 through November 2, 2007** for work to be done in 2008. Additional program and qualifying information is available on the website at www.appleton.org.

continued on next column →

Applications will be available after October 1 on the website, in the Community Development Department and on the 1st floor of City Hall. Questions? Call 832-6468.

Your Transportation Solution

Valley Transit is your transportation solution for License to Cruise and Octoberfest, held in downtown Appleton on Friday and Saturday, September 28-29. **Free rides to Friday's License To Cruise will be offered on all Valley Transit routes after 3:45 p.m.** courtesy of Teamsters Local No. 563. On Saturday, Valley Transit will be offering reduced-fare rides, including service from designated Park and Ride locations. For further information visit our website at www.appleton.org/vt or call 832-5800.

Consider Valley Transit for your holiday shopping. With 3 routes serving the Fox River Mall area, holiday shopping couldn't be more convenient. No need to worry about parking when you use Valley Transit. Visit our website (www.appleton.org/vt) or call 832-5800 for the most up-to-date information on routes serving the Fox River Mall area and other special holiday promotions.



PLEASE NOTE: Although every attempt is made to deliver this newsletter solely to city of Appleton residents, residents outside of the city of Appleton may receive this newsletter in error, but are **not** eligible for services provided by the City of Appleton.



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

Memorandum

To: Parks and Recreation Committee

From: William N. Lecker, Parks and Recreation Department

Date: December 7, 2007

Re: Turf Management Policy

Attached is a revised draft of the Turf Management Policy. The Turf Management Policy was adopted by the Council in 1999 to address questions and concerns raised about the use of herbicides to control broadleaf weeds. The revised policy includes adjustments to reflect current turf management practices, changes in city properties under management by the Parks and Recreation Department and current stormwater management regulations.

The Turf Management Policy will be included as an information item on the Parks and Recreation Committee agenda for its meeting on Wednesday, December 12, 2007. The policy and revisions will be reviewed by the Parks and Recreation Department staff and questions, comments and questions will be solicited from the Committee. Revisions will be made to the policy based on the feedback received from the Committee and a final policy will be presented to the Parks and Recreation Committee in January 2008 for adoption.

Please contact me at 920-832-5905 with questions or concerns.

Your review of this policy is greatly appreciated.

CITY OF APPLETON POLICY		TITLE: TURF MANAGEMENT PLAN
ISSUE DATE: 10/20/99 Day of Council Adoption	LAST UPDATE:	TEXT NAME: F:\Common\Policies\Turf Management Policy
POLICY SOURCE: Parks and Recreation Department		TOTAL PAGES: 5
Reviewed by Attorney's Office Date:	Parks and Recreation Committee Approval Date: 10/14/99	Council Approval Date: 10/20/99

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 other City properties that meet standards established for certain facilities, expectation 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.

V. Policies and Procedures

1. The Parks and Recreation Department shall only provide managed turf areas in those areas and locations that require that level of service.
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 shall apply any herbicide.

- 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 early fall with a systemic herbicide which will be absorbed into the plant within 24 hours. Spring applications are discouraged because of the public use of parks and other City properties.
 - 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. Herbicides will not be used near any park 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.
 - K. A plan for applying herbicides in parks will be presented to the Parks and Recreation Committee as an information item before the plan is implemented.
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 accepted turf management practices and existing turf conditions.
 - 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 only (late August through mid-September, slow/fast mixture; late October, fast release preferred).
 - 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. Public exposure to spot herbicide treatment is typically very minimal, usually limited to footwear.

**City of Appleton
Parks and Recreation Department**

Classifications of Parks and Other City Properties

Category A

- Reid Golf Course
- Athletic fields in City Parks
- Appleton Parks and Recreation Department Office
- Houdini Plaza
- Hadzi Square
- Mead Pool
- College Avenue and Memorial Drive Triangle
- Fire Station #6
- Police Department
- Municipal Service Building
- Valley Transit Operations Facility
- Water Treatment Plant Office Area
- WasteWater Treatment Plant Office Area

Category B

- S. Oneida Street
- Memorial Drive
- Meadow Grove Boulevard
- Midway Road
- Northland Avenue Boulevards
- Park Hill Drive
- Richmond and Glendale Triangle
- S. Richmond and W. College Avenue Boulevard
- Highview Trail
- Providence Trail
- Woodward Way segment of Newberry Trail
- Water Treatment Plant (Excluding office area)
- WasteWater Treatment Plant (Excluding office area)

Category C

- All Parks
- Other City properties not mentioned above

From: Bill Lecker
To: Olson, Sue
Date: 6/6/2007 8:08 AM
Subject: Stormwater Information

Sue,

The Parks and Recreation Department has adopted a Turf Management Policy that is used to manage the various turf areas that are the responsibility of the Department. Based on current and future storm water regulations and requirements, this policy will be updated and presented to the Parks and Recreation Committee and City Council for approval by the end of 2007. The revised policy will include updates that include things such as soil testing requirements, reporting requirements, etc. The Parks and Recreation Department will also include funding in its 2008 Operations budget requests to address these requirements. Those Operations budgets will be submitted to the Mayor and the Finance Department on July 6, 2007, with final adoption scheduled for November 14, 2007.

Please contact me with questions or concerns related to this information.

Sincerely,

William N. Lecker
Parks and Recreation Director
Appleton Parks and Recreation Department
1819 Witzke Boulevard
Appleton, WI 54911
(920) 832-3915
Fax (920) 832-5950

TURF NUTRIENT MANAGEMENT PLAN CHECKLIST

For purposes of complying with Standard 1100 (NR 151.13(1)(b)3 and NR 151.14)

Date Plan Submitted: _____ Years NM plan is written for _____ Initial Plan or Updated Plan (circle one)

Name, address, & phone number of NM planner	Business name, address & phone for which the plan is written
Nutrient management planner's qualification 1-Certified sports turf manager; 2-Certified golf course superintendent; 3-BS degree in turf and grounds management; 4-Equivalent experience or training	Properties for which plan is written:

Standard 1100 Turf Nutrient Management Requirements

	Yes	No	Comments
1. Narrative			
a. Is a short description of the site, its uses, and general management included?	<input type="checkbox"/>	<input type="checkbox"/>	
b. Different use types are designated and defined (athletic fields, fairways, etc)?	<input type="checkbox"/>	<input type="checkbox"/>	
c. Dominant turf species are identified?	<input type="checkbox"/>	<input type="checkbox"/>	
2. Maps			
a. Is a map of the property included with the plan?	<input type="checkbox"/>	<input type="checkbox"/>	
b. Is a map with sensitive areas identified included (wells, water resources, impervious surfaces, etc)? Are the soil sampling locations shown?	<input type="checkbox"/>	<input type="checkbox"/>	
c. Is a map with use areas identified included (athletic fields, fairways, etc)?	<input type="checkbox"/>	<input type="checkbox"/>	
d. Is a property drainage map and soil survey map included?	<input type="checkbox"/>	<input type="checkbox"/>	
3. Soil Samples/Tests			
a. Have soils been sampled and analyzed on areas receiving fertilizer applications?	<input type="checkbox"/>	<input type="checkbox"/>	
b. Have soil samples been collected in accordance with UWEX publication A2166?	<input type="checkbox"/>	<input type="checkbox"/>	
c. Have soil samples been analyzed at a laboratory?	<input type="checkbox"/>	<input type="checkbox"/>	
Which soil test was used? Bray P1 or Mehlich III			
d. Are representative areas defined and soil types identified?	<input type="checkbox"/>	<input type="checkbox"/>	
4. Written Plan Components			
a. Are nutrient recommendations consistent with UWEX publication A2303?	<input type="checkbox"/>	<input type="checkbox"/>	
b. Are product types, rates and application sites identified in the plan?	<input type="checkbox"/>	<input type="checkbox"/>	
c. Does the plan identify a re-establishment plan for areas of disease, winter kill, etc?	<input type="checkbox"/>	<input type="checkbox"/>	
d. Does the plan identify erosion control measures that will be taken on newly seeded areas and bare ground areas?	<input type="checkbox"/>	<input type="checkbox"/>	
e. Has a schedule been set for fertilizer application equipment calibration?	<input type="checkbox"/>	<input type="checkbox"/>	
5. Records - Are date, rate, product, location and applicator being documented?			
	<input type="checkbox"/>	<input type="checkbox"/>	

I certify that the nutrient management plan represented by this checklist complies with NR 151.13(1)(b)3 and/or NR 151.14.

Signature of qualified nutrient management planner _____

STORMWATER PERMIT TRACKING SYSTEM FOR CITY OF APPLETON

The Permit Tracking spreadsheet was developed similar to the Site Plan Log used by the city and is a work in progress. The system also includes pages for subdivision development. The stormwater permit spreadsheet tracks back to January 1, 2004, the effective date of the ordinance. Older data is entered into the spreadsheet as time allows.

Agreements are processed and recorded through the City of Appleton Attorney's office. Recorded copies are eventually provided for the engineering file. The attorney's office actively pursues finalizing and recording of the agreements.

Standard contingencies include as-built survey data and certification of the effectiveness of the stormwater practices installed. Therefore, none of this data is available for 2007 projects that are still under construction.

Stormwater Permits for Site Plans												
2007												
	Credit on City-Wide Plan	Work		Original Submittal			Revisions Submitted	Consultant Response	Approval date	Agreement Recorded	Contingencies Met	Comments
		Order #	Description	Mn	Day	Yr						
1		55889	APPLETREE CONNECTIONS	3	30	2007	n/a	4/23/2007	5/1/2007			
2		53027	BADGER SPORTS PARK	1	29	2007	3/29/2007 5/4/2007	4/23/2007 5/14/2007	5/18/2007			Review stopped for first submittal due to major revisions by developer
3		52541	BALLARD WOODLAND LLC	1	19	2007	2/21/2007 3/29/2007 4/30/2007	2/12/2007 3/23/2007 4/23/2007 5/2/2007	5/9/2007			
4		56460	CALUMET LAND GROUP	4	12	2007	5/7/2007 6/4/2007	4/24/2007 5/14/2007	6/18/2007			
5		57697	CVS PHARMACY	5	9	2007	6/15/2007	5/23/2007 6/21/2007	6/29/2007			Construction will not begin until 2008 due to existing lease agreements with tenants
6		52020	DEWITT DEVELOPMENT COMMERCE COURT	1	5	2007	1/23/2007	1/15/2007 1/31/2007	2/13/2007			
7	?	53501	EAGLE SUPPLY	2	8	2007		3/8/2007				
8	?	53479	LAWRENCE UNIV CAMPUS CENTER	2	7	2007	3/30/2007 5/15/2007 6/22/2007	3/8/2007 4/19/2007 5/28/2007 7/2/2007	7/5/2007			
9		60245	LUTZ PARK	7	13	2007		8/2/2007				
10	?	56161	MOTOMART - WISC AND BADGER	4	6	2007	5/7/2007 5/25/2007 6/15/2007 6/25/2007	4/23/2007 5/17/2007 6/6/2007 6/22/2007 7/2/2007	7/5/2007			
11	?	55549	SHADE TODAY	3	21	2007	6/25/2007	3/28/2007 7/2/2007				
12		54568	2500 ENTERPRISE	2	28	2007	3/19/2007	3/8/2007	4/9/2007			
13	x	61443	VALLEY FAIR MALL REDEVELOPMENT	8	16	2007		9/6/2007 10/16/2007				
14		61937	AIRGAS OUTDOOR STORAGE	8	28	2007	9/13/2007 10/4/2007	9/7/2007 10/2/2007 10/9/2007	10/12/2007			
15		62490	DOLCE PROPERTY	9	5	2007		9/12/2007 11/1/2007				
16		61686	APPLETON WEST HS OFFSITE PARKING LOT	8	22	2007		9/12/2007 11/1/2007				
17		62608	EVERGREEN SUITES	9	14	2007	10/25/2007	10/18/2007 11/5/2007	11/8/2007			
18		63443	DEPT OF MOTOR VEHICLES	10	3	2007	10/25/2007	10/23/2007 1/5/2007				
19		63511	SCHINDLER PLACE ESTATES	10	5	2007		11/1/2007				
20		63442	SHOPKO EXPRESS	10	3	2007						
21			APPLETON HYDRAULIC COMPONENTS	10	31	2007		11/7/2007				