



# City of Appleton

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

## Meeting Agenda - Final-revised Municipal Services Committee

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Monday, July 11, 2022

4:30 PM

Council Chambers, 6th Floor

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1. Call meeting to order
2. Roll call of membership
3. Approval of minutes from previous meeting

[22-0848](#) Minutes from June 20, 2022

**Attachments:** [Minutes from June 20, 2022.pdf](#)

#### 4. Public Hearings/Apearances

#### 5. Action Items

[22-0849](#) Award of contract for 2022 Parking Ramp Planning and Design Services to Desman Design Management in the amount of \$36,560.00 with a 9.4% contingency of \$3,440.00 for a project total not to exceed \$40,000.00

**Attachments:** [2022 Parking Ramp Planning.pdf](#)

[22-0853](#) Approve Memorandum of Understanding between the City of Appleton and Fox Cities Chamber of Commerce for Amenity Peninsula Beautification at the Green Parking Ramp

#### 6. Information Items

[22-0850](#) Status update-Resolution #7-R-22-Modifications to Street Terrace Policy

**Attachments:** [Resolution #7-R-22-Street Terrace Policy.pdf](#)

#### 7. 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  
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## Meeting Minutes - Final Municipal Services Committee

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Monday, June 20, 2022

4:30 PM

Council Chambers, 6th Floor

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1. Call meeting to order

2. Roll call of membership

**Present:** 5 - Firkus, Doran, Siebers, Thyssen and Van Zeeland

3. Approval of minutes from previous meeting

[22-0805](#) Minutes from June 6, 2022

**Attachments:** [Minutes from June 6, 2022.pdf](#)

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

**Aye:** 5 - Firkus, Doran, Siebers, Thyssen and Van Zeeland

4. **Public Hearings/Appearances**

5. **Action Items**

[22-0757](#) Request from Appleton Downtown Inc. for a waiver to allow for dumpsters to be placed within city-owned property without the required dumpster enclosure.

**Attachments:** [ADI-waiver for dumpsters.pdf](#)  
[ADI-Waiver to allow dumpsters Memo.pdf](#)

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

**Aye:** 5 - Firkus, Doran, Siebers, Thyssen and Van Zeeland

[22-0806](#) Creation of a Transportation Utility.

**Attachments:** [Transportation Utility.pdf](#)

*Hold to first scheduled meeting in January 2023.*

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

Aye: 5 - Firkus, Doran, Siebers, Thyssen and Van Zeeland

[22-0801](#)

Request from Park Central/TLC Sign for a permanent street occupancy permit to install a 20' X 6'8" building mounted sign in the College Avenue right-of-way at 318 W. College Avenue.

**Attachments:** [Park Central-permanent street occ.pdf](#)

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

Aye: 5 - Firkus, Doran, Siebers, Thyssen and Van Zeeland

[22-0802](#)

Request from Appleton Downtown Inc. for a street occupancy permit to host a Sidewalk Sale on Saturday, August 6, 2022 from 10:00 am to 6:00 pm (during Mile of Music) on the College Avenue beautification strip from 600 W. College Avenue to 300 E. College Avenue.

**Attachments:** [ADI-Sidewalk Sale.pdf](#)

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

Aye: 5 - Firkus, Doran, Siebers, Thyssen and Van Zeeland

[22-0803](#)

Approve conversion of one metered stall to a handicap-accessible stall on the 300 block of N. Morrison Street.

**Attachments:** [300 Block of N. Morrison-handicap stall.pdf](#)  
[Handicap-accessible stall 130 E Franklin St-email.pdf](#)

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

Aye: 5 - Firkus, Doran, Siebers, Thyssen and Van Zeeland

[22-0804](#)

Request to award Unit P-22 Pavement Marking Maintenance Contract (Epoxy) to Century Fence Company in an amount not to exceed \$75,376.05.

**Attachments:** [Unit PP Pavement Marking.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 - Firkus, Doran, Siebers, Thyssen and Van Zeeland

## 6. Information Items

## 7. Adjournment

Thyssen moved, seconded by Van Zeeland, that the meeting be adjourned.  
Roll Call. Motion carried by the following vote:

Aye: 5 - Firkus, Doran, Siebers, Thyssen and Van Zeeland



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

**DEPARTMENT OF PUBLIC WORKS**

**Engineering Division**  
**100 North Appleton Street**  
**Appleton, WI 54911**  
**TEL (920) 832-6474**  
**FAX (920) 832-6489**

**MEMO**

**TO:** Municipal Services Committee

**FROM:** Ross Buetow, Deputy Director of Public Works

**SUBJECT:** Award of Professional Services Contract for Parking Ramp Planning and Design

**DATE:** June 29, 2022

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In February of 2021, the Common Council authorized a sole source professional services agreement with Desman Design Management ("Desman") for planning, design and administrative services related to the structural maintenance of the City's public parking ramps. This agreement was authorized for a five-year period, subject to continued satisfactory performance.

In 2019, prior to this agreement, Desman completed a comprehensive structural condition analysis of all three of the City's parking ramps, which included detailed descriptions of the structural condition of each ramp as well as general recommendations for short and long-term maintenance and repairs. Desman was selected to provide these services through a competitive RFP process and the quality of their final report was outstanding.

For 2022, we have asked Desman to provide a proposed scope of services and fee structure to update their 2019 condition report, including a physical inspection of all three of the city's ramps. This updated report will provide short and long term recommended maintenance activities for all ramps, along with estimated costs to assist in our budgeting process. Desman's proposed fee for these services is \$36,560.00

There is currently \$40,000 allocated in the approved 2022 Parking budget for consulting services.

Therefore, we recommend award of contract for 2022 Parking Ramp Planning and Design Services to Desman Design Management in the amount of \$36,560 with a 9.4% contingency of \$3,440.00 for a project total not to exceed \$40,000.00

Thank you for your consideration.



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## MEMO

TO: Municipal Services Committee

FROM: Ross Buetow, Deputy Director of Public Works

SUBJECT: Status Update – Resolution #7-R-22 – Modifications to Street Terrace Policy

DATE: June 29, 2022

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Department of Public Works staff is currently reviewing and discussing various elements included in Resolution #7-R-22 submitted by Alderperson Del Toro, District 4.

As part of our review, we will explore the potential benefits as well as any possible unintended consequences of the proposed changes. Part of our review will also include any potential safety or maintenance concerns or conflicts with City use of, and operations within the terrace area. We will also include other appropriate City departments in our review process.

We also want to provide Director of Public Works Danielle Block an opportunity to participate in the process upon her arrival to the City.

We will report out at a future meeting with our findings and recommendations.

Thank you.

**#7-R-22**

**Street Terrace Policy Modifications**

*Submitted By:* Alderperson Del Toro, District 4

*Date:* June 15, 2022

*Referred To:* Department of Public Works

Whereas the city's current Street Terrace Policy prohibits planting: Plants in excess of 3 ft, Hedges, Vegetable gardens, plants within three feet of a hydrant, traffic hazards like loose stone, railroad ties, mulch and sand surfaces; and

Whereas the city's current Street Terrace Policy requires, that property owners comply with the city's weed ordinance, maintain an elevation flush with the sidewalk and that the city's restoration cost to the terrace is limited to the cost of a typical terrace; and

Whereas the city's current Street Terrace Policy requires, a \$40 annual permit and proof of insurance. And;

Whereas Street Terraces are currently occupied throughout the city without requesting formal permission, and;

Whereas Appleton's street terraces provide opportunities for communities to build gardens, beautify our streets, provide fresh food to homes in need, help control and reduce storm water runoff and provide good environmental resources for our city's biodiversity.

Therefore be it resolved that home owners who wish to develop these terraces may do so by registering the use of their terrace free of charge with the municipal department on a yearly basis. And must still be adhering to safety standards which include:

- Prohibiting planting any vegetation in excess of 48 inches in non-corner lots and 36 inches in corner lots,
- Prohibiting plants within three feet of fire hydrants
- Prohibiting traffic hazards like loose stone, or railroad ties.
- Prohibiting the planting of trees not approved by the Forestry Department,
- Prohibiting the planting of invasive and non-native species
- If terraces remain unoccupied they must continue to adhere to the city's weed ordinance and registration is not required.

Acceptable uses of terrace include the use of these spaces for

- vegetable gardens,
- the use of mulch to maintain weeds in control,
- planting native flora

Failure to register the occupied terrace may result in a city fine. The city will first issue a warning to any reported terraces that are delinquent and the property manager will have 2

weeks from the date of issue of the notice to resolve or appeal. Fines will be strictly enforced every two weeks until the problem terrace is restored to acceptable conditions. Fines will be \$40 every two weeks until the problem is resolved. If the terrace is not remediated within 6 weeks the city will mow the terrace and restore it at the expense of the property owner.