

July 6, 2021

Submitted to: Municipal Services and Director of Public Works: Paula Vandehey
From: Creative Downtown Appleton Inc. (CDA)

Request to install outdoor LED string light strands on the planter perimeter railings for the remainder of the summer season. Lights would be wrapped around the railings.

Planters are located between Badger/Story and Drew Street, north and south sides of the street.

We request to have the power set on a timer to limit the hours from dusk to 1am. (Farm market uses planter power and would need it active Saturdays in the a.m.)

Expenses: CDA will cover all expenses related to the purchase, install and maintenance of the light.

Installation and removal: CDA will coordinate installation of the lights. We will source a team of volunteers to complete the install. The lights will be removed by a date agreed upon with the Department of Public Works and stored by CDA for the winter.

Repair/Maintenance: CDA will be responsible for replacement of any damaged strands.

Ownership and Insurance: the lights will be owned by CDA and included within our liability insurance policy. We will work with the City on requirements to provided needed certificate of insurance.