



# City of Appleton

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

## Meeting Agenda - Final Municipal Services Committee

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Monday, May 23, 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

**22-0720** Minutes May 9, 2022

Attachments: Minutes 5-9-22.pdf

#### 4. Public Hearings/Apearances

[22-0722](#) Transportation Utility Presentation by Elhers/raSmith

#### 5. Action Items

[22-0721](#) Approve modifications to Sidewalk Installation Policy.

Attachments: [Sidewalk Installation Policy.pdf](#)

[22-0723](#) Anticipated award for Unit Q-22 Pavement Marking Contract (Paint). Bids to be opened Monday, May 23, 2022.

[22-0537](#) Resolution #6-R-22 "Soldier Square Resolution"

Attachments: [Resolution #6-R-22.pdf](#)

[Memo #6-R-22.pdf](#)

#### Legislative History

4/25/22	Municipal Services Committee	held
	<i>Hold until May 9th meeting</i>	
5/9/22	Municipal Services Committee	recommended for denial
5/18/22	Common Council	referred to the Municipal Services Committee

#### 6. Information Items

[22-0724](#) Discussion regarding creation of Transportation Utility and next steps.

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.*



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## Meeting Minutes - Final Municipal Services Committee

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Monday, May 9, 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

[22-0602](#)

Minutes from April 25, 2022

**Attachments:** [Minutes from April 25, 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**

[22-0537](#)

Resolution #6-R-22 "Soldier Square Resolution"

**Attachments:** [Resolution #6-R-22.pdf](#)

[Memo #6-R-22.pdf](#)

**Doran moved, seconded by Siebers, 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

[22-0605](#)

Approve Street Occupancy Permit Requests for the Library Project along Appleton Street, Franklin Street, Oneida Street and Washington as shown on the attached traffic control plans from April, 2022 through October, 2023.

**Attachments:** [Library Project-Street Occupancy Permit.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

[22-0606](#)

Request from Creative Downtown Appleton for a Street Occupancy Permit for Street Music Week, June 13-21, 2022 in the College Avenue beautification strip between Drew Street and Badger Avenue.

**Attachments:** [Creative Downtown-Street Music Week.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

[22-0607](#)

Approve Street Occupancy Permit Request for the Lawrence University pedestrian bridge over Drew Street to close Drew Street from May 9, 2022 through September 4, 2022.

**Attachments:** [Northeast Asphalt-Street Occupancy Permit.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

[22-0629](#)

Request from Appleton Parade Committee for free parking on College Avenue from 4:30 p.m. to 6:00 p.m. on Saturday, June 11, 2022 for Cavalcade Car Show following the Flag Day Parade.

**Attachments:** [Appleton Parade request-email.pdf](#)  
[FlagDayParade Cavalcade Post.pdf](#)  
[FlagDayParade Cavalcade Staging.pdf](#)  
[2022 Cavalcade Amendment.pdf](#)

Van Zeeland moved, seconded by Doran, 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

[22-0608](#)

Inspection Division Permit Summary Comparison Report for April, 2022.

**Attachments:** [Inspection Div Permit Report April, 2022.pdf](#)

[22-0610](#)

BIRD e-scooter report for April 2022.

**Attachments:**     [BIRD Report-April 2022.pdf](#)

7.     Adjournment

**Van Zeeland moved, seconded by Thyssen, 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.”

Approved 3/20/13 ~~6/01/22~~

## CITY OF APPLETON SIDEWALK INSTALLATION POLICY

This policy has been developed to provide pedestrian safety and convenience throughout the City of Appleton. Providing a walkable city also promotes a sense of community, provides for safe recreation and exercise, and reduces traffic congestion, pollution, and noise.

### I. NEW SUBDIVISIONS

Property owners in new subdivisions will be notified at time the occupancy permit is issued that they have six months to install sidewalk.

**Sidewalks, not previously installed by property owner within six months of occupancy, will be installed under city contract, with the cost of installation assessed to the property owner per the Special Assessment Policy.**

**At locations where sidewalks are required to be wider than 5 feet (i.e., sidepaths), the installation of sidewalks will be performed under City contract at the time of concrete street paving, with the cost of installation assessed to the property owner per the Special Assessment Policy.**

Vacant lots will have sidewalk installed as part of the Concrete Street Paving Program.

### II. ESTABLISHED NEIGHBORHOODS (PRIOR TO 1992)

Sidewalks shall be installed when one of the following conditions is met:

#### A. Arterial & Collector Streets

Sidewalks shall be installed on both sides of all arterial and collector streets in accordance with the Five-Year Sidewalk Plan adopted by Common Council.

#### B. Local Streets

1. Sidewalks shall be installed along any residential property when a specific need is demonstrated and approved by Common Council.

2. Sidewalks shall be installed along the one side of any residential block in which sidewalks exist along 50% of that side of that block.

3. Sidewalks shall be installed on all streets, within ½ mile, leading directly to

elementary and middle schools and other major pedestrian generators as demonstrated and approved by the Common Council. The city will work with the School Districts to provide safe walking routes.

4. Sidewalk shall be considered for installation, where they currently don't exist, when streets are reconstructed.

### **III. EXISTING SIDEWALK**

No existing sidewalk may be removed or abandoned without Common Council approval.

### **IV. ANNEXED AREAS**

Sidewalks shall be installed in newly annexed areas at the time the streets are constructed to urban sections.

### **V. NEW NON-RESIDENTIAL SITE PLANS**

Sidewalks shall be installed by the site owner in conjunction with the facility construction on non-residential properties.

### **VI. INDUSTRIAL PARKS**

Sidewalks shall not be required within a City of Appleton Industrial Park unless a specific pedestrian need is demonstrated.

### **VII. CITY PARKS**

Sidewalks or alternative pedestrian pathways shall be installed along or within City Parks where there is a demonstrated need and subject to review by Park and Recreation Committee and subsequent consideration by Municipal Services Committee and final approval by the Common Council.

### **VIII. MISCELLANEOUS ISSUES**

Sidewalks shall be installed along all blocks that lead to all-way stop controlled and signal controlled intersections.

### **IX. CHANGES TO POLICY**

This policy shall not be revoked or substantively modified unless ~~approved by the Common Council.~~

- ~~A. The city published notice of the initial Committee meeting (date, time and location) at which action may be taken to revoke or modify the policy.~~
- ~~B. Such notice shall expressly notify the public that the policy will be reviewed at the meeting.~~
- ~~C. The notice shall be published in the AppleSource or at least twice in the local newspaper in an ad not smaller than 4 inches by 4 inches (including a weekday edition and a weekend edition) within 7 days immediately preceding the meeting.~~
- ~~D. Any revocation of/or modification to the policy must be approved by the Common Council.~~

**Summary of intent for RESOLUTION #6-R-22**

**RESOLUTION #6-R-22 calls for the immediate addition of a “Revitalization of Soldier’s Square” project to the 5-year CIP and asks that the City move with reasonable speed to initiate an RFP process, once resolution is approved.**

**It does NOT identify nor request any specific sources of funding for the project.**

**RESOLUTION #6-R-22  
Adding the Revitalization of Soldier’s Square project to the 5-year CIP**

*Submitted By: Alderperson Schultz – District 9, Alderperson Del Toro – District 4*

*Date: April 20, 2022*

*Referred To: Municipal Services Committee*

**WHEREAS;** Resolution #5-R-19, passed by Common Council in January of 2020, called for the City of Appleton to commit to an effort to revitalize Soldier’s Square and recapture the former function of the hallowed space without prohibiting any future ancillary development and without unduly impacting present parking and traffic movement in the Square; and

**WHEREAS;** The passage of that resolution also approved the restoration delay and potential relocation of the Spanish-American War Memorial, currently in Pierce Park, in any foreseeable future redevelopment plans of Soldier’s Square, as well as affording the opportunity to have more recent conflicts memorialized without any direct cost to the City of Appleton, and

**WHEREAS;** the City approved and partially completed the full restoration of the Civil War memorial in Soldier’s Square in 2021, with the scheduled completion in 2022, and has acquired and possesses, in partnership with Sculpture Valley, replacement cannon and an original USS Maine plaque, essential components of a full restoration of the Spanish American War Memorial; and

**WHEREAS;** the recovery of the previously occupied space by the former parking structure has now visually separated the utilitarian garbage and recycle enclosure from the new YMACA ramp, visually positioning it and an island the heart of newly adjusted and recovered space of Soldier’s Square, and

**WHEREAS;** an evaluation of the Soldier’s Square area with City staff and stakeholders in late 2021 initiated conversations about potential improvements to the layout to create a partially revitalized Soldier’s Square which might affect only a bare minimum number of exiting parking stalls while allowing for the relocation of the Spanish-American War memorial; and

**WHEREAS;** Soldier’s Square, was meant to provide a place of solace and contemplation, where our memorials could be appreciated for their aesthetic and symbolic value beyond their intrinsic commemorative purpose, and complement the mission of the civic spaces in which they reside by connecting us and causing us to reflect on something larger than ourselves;

**NOW THEREFORE, BE IT RESOLVED;**

That “Soldier’s Square”, for the purposes of this Resolution, shall be defined as that portion of right of way approximately 80’ by 365’ in size, bounded by the following: South of College Avenue, West of Morrison Street, North of Lawrence Street, and East of Oneida Street; and

**BE IT FURTHER RESOLVED;**

That the City of Appleton immediately add the “Revitalization of Soldiers Square” project to the 5YR CIP and move with reasonable speed to initiate the RFP process to begin the design phase for revitalizing Soldier’s Square.



## MEMO

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**TO:** Municipal Services Committee

**FROM:** Paula Vandehey, Director of Public Works

**DATE:** May 3, 2022

**SUBJECT:** **Resolution #6-R-22 regarding Soldiers Square.**

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City staff was directed to develop estimates for a possible short-term Soldiers Square Plan (Option 1) and a possible long-term Soldiers Square Plan (Option 3). Below are rough estimates and assumptions for each potential option. A more refined cost estimate will be developed after Council approves a design through the public design hearing process.

### Possible Short-Term Plan (Option 1)

#### Assumptions:

- YMCA installs sidewalk adjacent to new parking ramp as part of their project.
- Cost estimate includes a combination of grass area and colored/stamped concrete.

#### Cost Estimate:

- \$25,000

### Possible Long-Term Plan (Option 3)

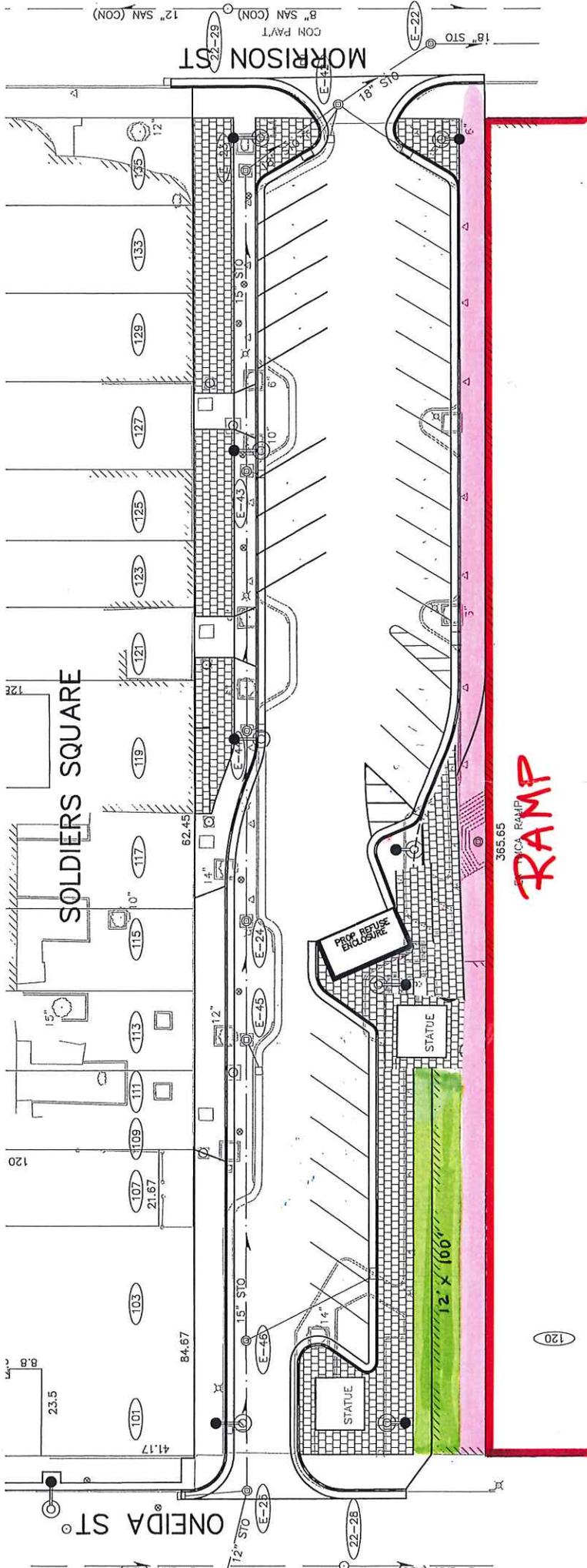
#### Assumptions:

- Cost estimate does not include bricks as staff does not support the use of bricks as a pavement/sidewalk surface within a street right-of-way. Other options such as a brick wall could be considered (see attached example).
- Cost estimate does not include relocating other monuments to this site.
- Cost estimate includes a combination of grass area and colored/stamped concrete.
- Cost estimate includes construction of new dumpster enclosure.

#### Cost Estimate:

- \$210,000

Attachments

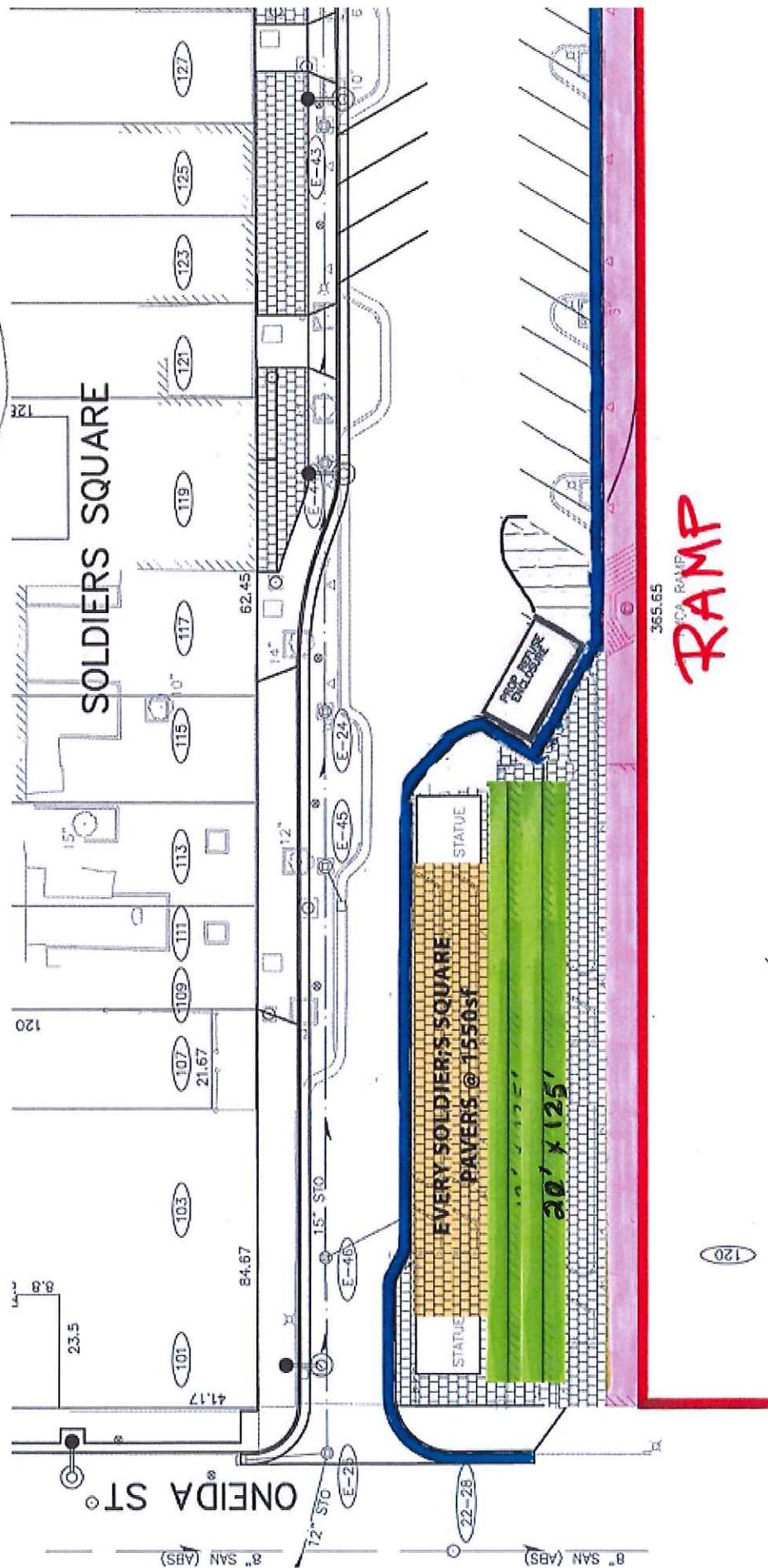


Currently  
32 stalls

**RAMP**

Option 1 (0 lost stalls)

currently 32 stalls



Option 3 (11 lost stalls)

