



# City of Appleton

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

## Meeting Minutes - Final Municipal Services Committee

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Monday, July 12, 2021

4:30 PM

Council Chambers, 6th Floor

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1. Call meeting to order

*Aldersperson Prohaska called the meeting to order at 4:31 p.m.*

2. Roll call of membership

**Present:** 4 - Prohaska, Doran, Fenton and Siebers

**Excused:** 1 - Firkus

3. Approval of minutes from previous meeting

[21-0970](#)

Minutes from June 21, 2021

**Attachments:** [Meeting Minutes from June 21, 2021.pdf](#)

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

**Aye:** 4 - Prohaska, Doran, Fenton and Siebers

**Excused:** 1 - Firkus

4. **Public Hearings/Appealances**

5. **Action Items**

[21-0863](#)

**Alvin Street**, from Wisconsin Avenue to Marquette Street, be reconstructed with asphalt pavement and concrete curb & gutter to a width of 31' from back of curb to back of curb, which is 2' narrower than the existing street. Existing parking provisions within the project limits will remain unchanged.

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

**Aye:** 4 - Prohaska, Doran, Fenton and Siebers

**Excused:** 1 - Firkus

[21-0872](#)

Approve update to Municipal Code Section 4-141 regarding prohibited accessory buildings.

**Attachments:** [Municipal Code 4-141.pdf](#)

Doran moved, seconded by Prohaska, that the Report Action Item be held until July 26th meeting. Roll Call. Motion carried by the following vote:

**Aye:** 4 - Prohaska, Doran, Fenton and Siebers

**Excused:** 1 - Firkus

[21-0873](#)

Approve update to Municipal Code Section 4-392 related to electrical work by a home owner.

**Attachments:** [Municipal Code 4-392.pdf](#)

Fenton moved, seconded by Siebers, that the Report Action Item be held until July 26th meeting. Roll Call. Motion carried by the following vote:

**Aye:** 4 - Prohaska, Doran, Fenton and Siebers

**Excused:** 1 - Firkus

[21-0971](#)

Request from Appleton Downtown Inc. for a street occupancy permit to host a Sidewalk Sale on Saturday, August 7, 2021 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 during M.O.M.pdf](#)

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

**Aye:** 4 - Prohaska, Doran, Fenton and Siebers

**Excused:** 1 - Firkus

[21-0972](#)

Approve Department of Public Works Modified Operations Plan effective April 1, 2022.

**Attachments:** [Proposed Modified Operations Plan for DPW.pdf](#)

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

**Aye:** 4 - Prohaska, Doran, Fenton and Siebers

**Excused:** 1 - Firkus

[21-0973](#)

Request from Creative Downtown Appleton Inc. for a street occupancy permit to install outdoor LED string lights on the College Avenue planter

railings, from Badger Avenue to Drew Street, for the remainder of the 2021 summer season.

**Attachments:** [Request from CDA to install LED lights.pdf](#)

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

**Aye:** 4 - Prohaska, Doran, Fenton and Siebers

**Excused:** 1 - Firkus

[21-0974](#)

Request from Creative Downtown Appleton Inc. for a street occupancy permit to place an on-street parklet in parking stalls STN 102 and STN 104 on the east side of the 100 N. State Street block from August 1, 2021 through September 30, 2021. This would be a pilot program in hopes of developing a full Parklet Policy for future consideration.

**Attachments:** [Request from CDA for a parklet pilot program.pdf](#)

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

**Aye:** 4 - Prohaska, Doran, Fenton and Siebers

**Excused:** 1 - Firkus

[21-0975](#)

Approve parking restriction changes on the 300 block of N. Kalata Place. Follow-up to six month trial period.

**Attachments:** [Parking Restriction Change on the 300 block of N. Kalata Place.pdf](#)

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

**Aye:** 4 - Prohaska, Doran, Fenton and Siebers

**Excused:** 1 - Firkus

[21-0976](#)

Approve reducing the speed limit on French Road from CTH JJ to the north City limits from 45 MPH to 35 MPH.

**Attachments:** [Speed Limit Change on French Road.pdf](#)

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

**Aye:** 4 - Prohaska, Doran, Fenton and Siebers

**Excused:** 1 - Firkus

[21-0977](#)

Approve removal of traffic signal and installation of all-way stop control at

the intersection of Lawrence Street and Walnut Street. Follow-up to six month trial period.

**Attachments:** [Traffic Signal Removal Test.pdf](#)

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

**Aye:** 4 - Prohaska, Doran, Fenton and Siebers

**Excused:** 1 - Firkus

[21-0978](#)

Approve parking restriction changes on N. Jarchow Street and E. Lindbergh Street near Franklin Elementary School. Follow-up to six month trial period.

**Attachments:** [Parking Restriction changes near Franklin Elementary School.pdf](#)

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

**Aye:** 4 - Prohaska, Doran, Fenton and Siebers

**Excused:** 1 - Firkus

[21-0979](#)

Approve proposed traffic control for Phase 2 of the North Edgewood Estates Subdivision.

**Attachments:** [Proposed traffic control for Phase 2 of the North Edgewood Estates Subdivision.pdf](#)

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

**Aye:** 4 - Prohaska, Doran, Fenton and Siebers

**Excused:** 1 - Firkus

[21-0980](#)

Approve Six Month Trial Period to convert existing commercial truck loading zone to standard 15-minute loading zone for the first three parking stalls on the southside of College Avenue east of Appleton Street.

**Attachments:** [Six Month Trial Period to Convert Loading Zones.pdf](#)

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

**Aye:** 4 - Prohaska, Doran, Fenton and Siebers

**Excused:** 1 - Firkus



[21-0981](#)

Request from Postmaster Ryan Schultz for a street occupancy permit to relocate the USPS collection box during the Zuelke Building construction project in the Oneida Street right-of-way at 103 W. College Avenue.

**Attachments:** [Request to Relocate USPS Collection Box.pdf](#)

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

Aye: 4 - Prohaska, Doran, Fenton and Siebers

Excused: 1 - Firkus

## 6. Information Items

[21-0982](#)

Inspection Division Permit Summary Comparison Report for June, 2021.

**Attachments:** [Inspections Division Permit Summary Count YTD.pdf](#)

[21-0983](#)

BIRD e-scooter Report

**Attachments:** [BIRD E-Scooter report.pdf](#)  
[Avg Daily PROW and Total Rides.pdf](#)

[21-0984](#)

Request to Over-Hire- Public Works HVAC Inspector.

**Attachments:** [Request to Over Hire- PW HVAC Inspector.pdf](#)

## 7. Adjournment

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

Aye: 4 - Prohaska, Doran, Fenton and Siebers

Excused: 1 - Firkus