



# 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, February 24, 2020

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  
[20-0279](#) Minutes from February 19, 2020.

**Attachments:** [Minutes from February 19, 2020.pdf](#)

#### 4. Public Hearings/Apearances

#### 5. Action Items

[20-0280](#) Request from FORE Development to convert two metered parking stalls on the east side of S. Morrison Street to designated parking only for the financial institution that will be located on the first floor of Gabriel Lofts, Monday through Friday from 8:00 am to 5:00 pm, be approved until such time Morrison Street is reconstructed. At that time, alternative locations to be considered.

**Attachments:** [FORE Development-metered parking stalls.pdf](#)

[20-0281](#) Resolution #2-R-20, designating the month of May, 2020 as No Mow May.

**Attachments:** [Resolution #2-R-20-No Mow May.pdf](#)

[20-0282](#) Award contract for 2020 Bridge Inspections to Westbrook Associated Engineers, Inc. in an amount not to exceed \$30,000.

**Attachments:** [Contract for 2020 Bridge Inspections-Westbrook Ass. Eng.pdf](#)

[20-0285](#) Award Contract for 2020 Bridge Dive Inspections to Collins Engineers, Inc. in an amount not to exceed \$36,098.25.

**Attachments:** [Contract for 2020 Bridge Dive Inspections.pdf](#)

[20-0289](#) Request from OMNNI Associates for a permanent street occupancy permit to install two (2) groundwater monitoring wells in Foster Street and Oneida Street for 1725 S. Oneida Street.

**Attachments:** [OMNNI Associates permanent street occ.pdf](#)

[20-0293](#) Request from Cozy Corner (111 N. Walnut Street) for a permanent street occupancy permit to place their two dumpsters in the Johnston Street right-of-way blocking the sidewalk.

**Attachments:** [Cozy Corner permanent street occupancy.pdf](#)

[20-0298](#) Request from Casey Bungert for a permanent street occupancy permit for an underground dog fence within the street terrace and sidewalk area at 1011 E. Rustic Road be denied.

**Attachments:** [Casey Bungert-1011 E. Rustic Rd.pdf](#)

## 6. Information Items

[20-0295](#) Update on Urban Forestry Catastrophic Storm Grant Program.

**Attachments:** [Urban Forestry Catastrophic Storm Grant Program.pdf](#)

[20-0297](#) Postponement of projects due to bid prices above our 2020 Budget.

**Attachments:** [Postponement of projects 2020 budget.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. Please contact Paula Vandehey at 832-6474 if you have any questions.*



# City of Appleton

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

## Meeting Minutes - Final Municipal Services Committee

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Wednesday, February 19, 2020

6:00 PM

Council Chambers, 6th Floor

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### Special

1. Call meeting to order

*Aldersperson Croatt called the meeting to order at 6:00 p.m.*

2. Roll call of membership

**Present:** 3 - Croatt, Williams and Firkus

**Excused:** 2 - Coenen and Martin

3. Approval of minutes from previous meeting

[20-0191](#)

Minutes from January 27, 2020

**Attachments:** [Minutes from January 27, 2020.pdf](#)

*Aldersperson Martin arrived at 6:02 p.m.*

Firkus moved, seconded by Williams, that the Minutes be approved. Roll Call.

**Motion carried by the following vote:**

**Aye:** 3 - Croatt, Williams and Firkus

**Excused:** 2 - Coenen and Martin

4. Public Hearings/Appearances

5. Action Items

[20-0192](#)

Request from King Brokerage Ltd. for two Designated Stalls in the Red Ramp.

**Attachments:** [King Brokerage Ltd stalls for Red Ramp.pdf](#)

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

**Aye:** 4 - Croatt, Martin, Williams and Firkus

**Excused:** 1 - Coenen

[19-1886](#)

R/B-Request to rescind approval for "The Collective" sculpture within the E. College Avenue and N. Catherine Street right-of-way.

**Attachments:** [The Collective log of public dialogue-.pdf](#)

*Item 19-1886 be held until March 9th meeting.*

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

**Aye:** 4 - Croatt, Martin, Williams and Firkus

**Excused:** 1 - Coenen

[20-0012](#)

Request from Johnson Bank to convert one 15-minute loading zone stall to a "Johnson Bank Parking Only" stall per the Downtown Purchased Parking Policy.

**Attachments:** [Johnson Bank Parking Stall.pdf](#)

**Croatt moved, seconded by Martin, that the Report Action Item be received and filed. Roll Call. Motion carried by the following vote:**

**Aye:** 4 - Croatt, Martin, Williams and Firkus

**Excused:** 1 - Coenen

## 6. Information Items

[20-0193](#)

Inspection Division Permit Summary Comparison report for January, 2020.

**Attachments:** [Inspection Division Permit Report-January, 2020.pdf](#)

## 7. Adjournment

**Martin moved, seconded by Firkus, that the meeting be adjourned at 6:19 p.m. Roll Call. Motion carried by the following vote:**

**Aye:** 4 - Croatt, Martin, Williams and Firkus

**Excused:** 1 - Coenen

February 14, 2020

Department of Public Works  
100 N Appleton Street  
Appleton, WI 54911  
Attn: Paula Vandehey

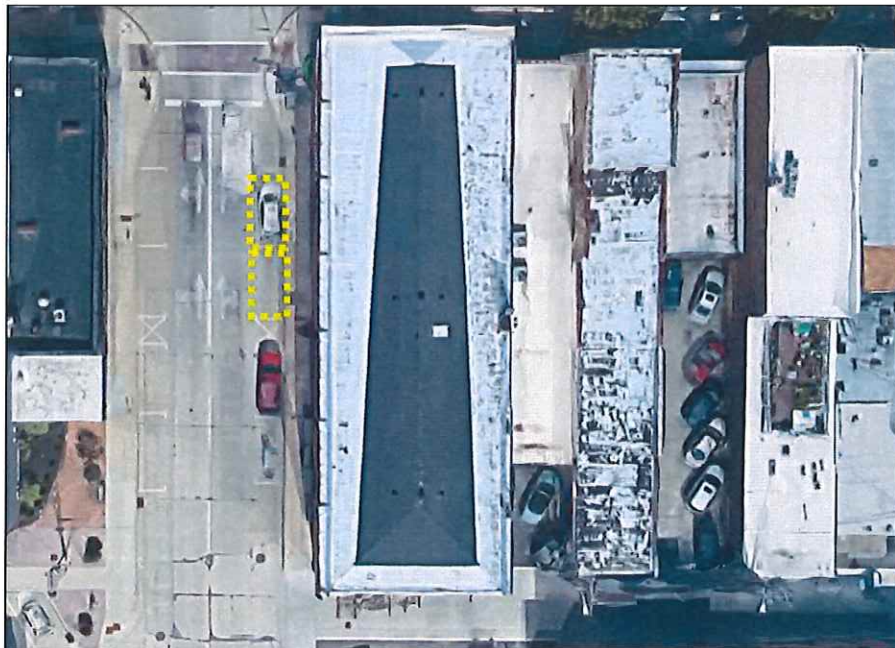
Dear Paula,

On behalf of Gabriel Lofts, LLC, we would like to pursue the leasing of two parking stalls specified on the site plan below. These stalls would be a critical component for servicing customers to a Regional Financial Institution that will be located on the first floor of the Gabriel Lofts Apartments. The spots are located right outside the Tenant's doors and will provide quick, easy access for customers to the main entrance door on College Avenue.

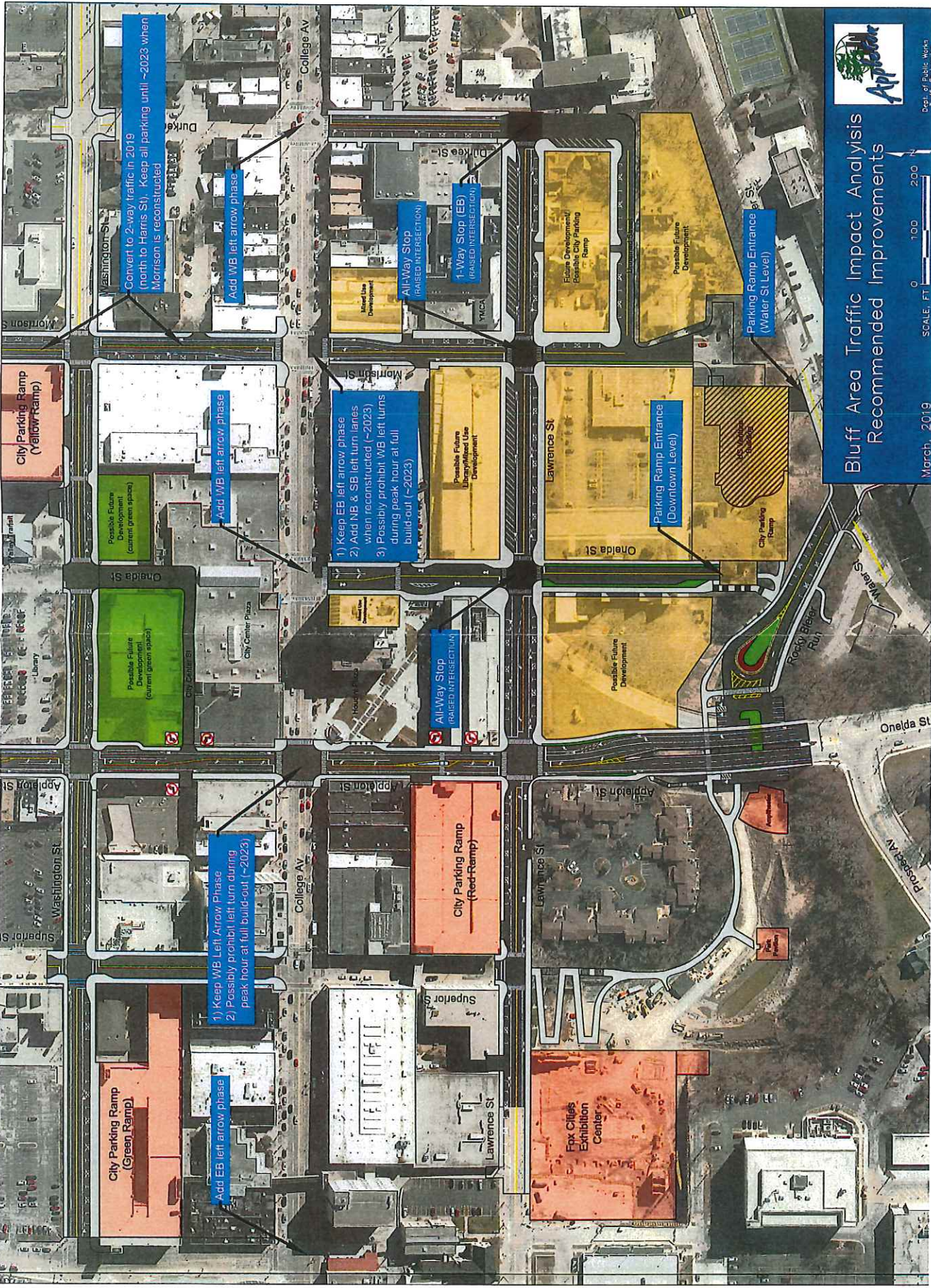
We propose these stalls would be reserved only during Tenant operation; **Monday – Friday from the hours of 8:00 a.m. to 5:00 p.m.**

Thank you for your consideration,

Paul Klister







Convert to 2-way traffic in 2019 (north to Harris St). Keep all parking until ~2023 when Morrison is reconstructed

Add WB left arrow phase

All-Way Stop (RAISED INTERSECTION)

1-Way Stop (EB) (RAISED INTERSECTION)

Parking Ramp Entrance (Water St Level)

City Parking Ramp (Yellow Ramp)

Possible Future Development (current green space)

Add WB left arrow phase

1) Keep EB left arrow phase when reconstructed (~2023)  
 2) Add NB & SB left turn lanes during peak hour at full build-out (~2023)  
 3) Possibly prohibit WB left turns during peak hour at full build-out (~2023)

All-Way Stop (RAISED INTERSECTION)

Parking Ramp Entrance (Downtown Level)

Possible Future Development (current green space)

1) Keep WB Left Arrow Phase  
 2) Possibly prohibit left turn during peak hour at full build-out (~2023)

City Parking Ramp (Red Ramp)

All-Way Stop (RAISED INTERSECTION)

Possible Future Development

City Parking Ramp (Green Ramp)

Add EB left arrow phase

City Parking Ramp (Red Ramp)

All-Way Stop (RAISED INTERSECTION)

Fox Cities Exhibition Center

# Bluff Area Traffic Impact Analysis Recommended Improvements



Scale of Public Works  
 City of Appleton

SCALE, FT 0 100 200

March, 2019



## RESOLUTION #2-R-20

Designating the month of May, 2020, as **No Mow May**

*Date: February 5, 2020*

*Submitted By: Alderperson Schultz – District 9, Alderperson Martin – District 4, Alderperson Meltzer – District 2, Alderperson Otis – District 15, Alderperson Fenton – District 6, Alderperson Firkus – District 3*

*Referred To: Municipal Services Committee*

**WHEREAS**, as a BEE CITY USA affiliate, the City of Appleton and its designated community advocacy group for pollinator awareness and engagement, Pollenablers-Fox Cities, is directed to “Develop and implement a program to create or expand pollinator-friendly habitat on public and private land, to galvanize communities to adopt sustainable pollinator-friendly land management practices, and;

**WHEREAS**, the City of Appleton is in a unique position, being both a BEE CITY USA affiliate and also hosting a BEE CITY CAMPUS, to leverage both designations to significantly increase pollinator-friendly habitat by encouraging pollinator-friendly lawn-care practices and by incentivizing its citizens to take direct and meaningful action on their own properties, and


**WHEREAS**, ideal pollinator-friendly habitat is comprised of mostly native wildflowers, grasses, vines, shrubs, and trees blooming in succession throughout the growing season, is free or nearly free of pesticides, is comprised of undisturbed spaces including leaf and brush piles, un-mown fields or field margins, fallen trees and other dead wood for nesting and overwintering; and provides connectivity between habitat areas to support pollinator movement and resilience; and

**WHEREAS**, the formative period for establishment of pollinator insect species occurs in late spring and early summer when pollinator species emerge from hibernation or suspended animation and when supporting plants emerge and blossom, offering crucial life cycle habitat and forage opportunities; and these opportunities are dramatically reduced with early spring leaf litter removal and grass mowing; now, therefore,

**BE IT RESOLVED**, that the City of Appleton and Pollenablers-Fox Cities, along with their partnering organizations, jointly recognize **No Mow May** to actively promote and educate the community about the critical period of pollinator emergence, generation of crucial pollinator-supporting habitat and early spring foraging opportunities, and;

**BE IT FURTHER RESOLVED**, that for the duration of the month of May, the City of Appleton shall suspend the enforcement of Municipal Code Chapter 12, Article III - Weeds and Wild Growth, permitting all residents to voluntarily delay lawn-care and litter removal practices until June, allowing pollinators to emerge and early flowering grasses and forbes to establish, which may result in ground-cover exceeding established ordinance height restrictions, and; that following the month of May, the City of Appleton shall not issue citations for excessive “weed” growth for an additional grace period of 2 weeks.

TO: Municipal Services Committee

FROM: Kurt W. Craanen, Inspections Supervisor   
 Paula Vandehey, Director of Public Works

SUBJECT: RESOLUTION #6-R-20 (No Mow May)

DATE: February 7, 2020

Resolution #6-R-20 would suspend enforcement of the high grass and weeds for the month of May and first two weeks of June. Things to consider when deliberating on this resolution:

- 1) **Complaints.** Our Department receives the most complaints for high grass and weeds in the months of May and June. Below is a chart with the average number of complaints by month over the last six years.

Average Weed Complaints (2014-2019)	
January	0.00
February	0.00
March	0.00
April	0.00
May	69.17
June	85.17
July	58.50
August	44.33
September	38.00
October	14.50
November	3.00
December	0.00

- 2) **Increase Cost.** Once we do begin enforcing the regulations of Section 12-57 of the Municipal Code, the grass and weeds will be very high and difficult to mow. The mowing contractor will charge considerably more to cut the vegetation. (see attached examples).
- 3) **Essential Service.** Many Appleton residents consider the City function of cutting high vegetation to be an essential service and will not understand or tolerate excessively high vegetation in residential neighborhoods. Our department will experience higher call volume and many multiple complaints on the same property.
- 4) **Noxious Weeds.** State statute 66.407 requires municipalities to destroy noxious weeds. Allowing noxious weeds to grow, in some cases, will affect neighboring property owners because noxious weeds could spread to other properties.
- 5) **Managed Natural Landscape.** Section 12-59 of the Municipal Code (attached) already permits property owners to maintain grass over eight inches, as long as the standards of the ordinance are met. Therefore, anyone who is motivated to allow grass to grow long may do this and comply with existing code.



**Sec. 12-59. Landscape maintenance.**

(a) *Purpose.* The use of wildflowers and other native plants in a managed landscape design can be economical, low-maintenance and effective in soil and water conservation. However, it is not the intent of this section to allow vegetated areas to be completely unmanaged or overgrown.

Areas that present either a direct health hazard or provide a demonstrated breeding ground for fauna known to create a safety or health hazard will not be permitted. Certain noxious weeds defined in this section are recognized indicators of neglect. The City recognizes the desirability of permitting natural vegetation within the city limits while maintaining public health and safety at the same time.

(b) *Managed natural landscaping.*

- (1) Native and naturalized plants including, but not necessarily limited to, ferns, wildflowers, grasses, shrubs and trees may be grown in a managed landscape design provided said plants were not obtained, or are not growing, in violation of any local, state or federal laws.
- (2) Nuisance weeds and noxious weeds are defined by W.S.A. §23.235 and §66.0407, respectively, as amended, and also include those weeds set forth in §12-56. Such weeds are prohibited in all cases and shall be subject to destruction under §12-59 and §12-58.
- (3) Natural landscape areas shall be set back a minimum of seven (7) feet from all property lines and driveways unless the property is abutted by a roadway, fence or similar barrier separating it from adjoining residential properties, then the natural landscaping may be planted up to the property line (inside the sidewalk).
- (4) Natural landscape areas shall be subject to §6-6 governing fire hazards. Those areas located within residential districts and containing dense plantings of tall grasses (in excess of 8") or similar light weight fuels (as determined by the Fire Department) shall be limited in area to two hundred (200) square feet, separated from other like areas according to the setback requirements in sec. (3) and set back a minimum of seven (7) feet from all structures.
- (5) This section shall not apply to properties owned by governmental entities or where federal, state or local regulations provide otherwise.

## Department of Public Works – Engineering Division

### MEMO

**TO:** Municipal Services Committee

**FROM:** Chad Weyenberg, Project Engineer

**DATE:** February 24, 2020

**RE:** Notification of Award of Contract for 2020 Bridge Inspections to Westbrook Associated Engineers, Inc., in an amount not to exceed \$30,000.

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The State of Wisconsin requires that the City inspect, record and report to the State on the condition of its bridges every two years. The Department of Public Works requested proposals from five qualified Wisconsin consulting firms. The City received two qualified proposals from Westbrook Associated Engineers, Inc. (\$26,995) and Collins Engineers, Inc. (\$30,456)

Westbrook Associated Engineers, Inc. demonstrated the related experience and personnel necessary to complete the required tasks. In addition, they also demonstrated a good project understanding and approach.

**Therefore, staff recommends award of the 2020 Bridge Inspection Services Contract to Westbrook Associated Engineers, Inc. in an amount not to exceed \$30,000.00**

## Department of Public Works – Engineering Division

### MEMO

**TO:** Municipal Services Committee

**FROM:** Chad Weyenberg, Project Engineer

**DATE:** February 24, 2020

**RE:** Notification of Award of Contract for 2020 Bridge Dive Inspections to Collins Engineers Inc., in an amount not to exceed \$36,098.25.

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The Department of Public Works is contracting with Collins Engineers Inc. in an amount not to exceed \$36,098.25 to provide bridge dive inspections for the City of Appleton in 2020. The State of Wisconsin requires the City to inspect, record and report to the State on the condition of its bridge piers and abutments every five years. This contract will authorize Collins Engineers, Inc. to provide services enabling the City to meet this requirement.

The Department of Public Works requested proposals from four qualified consulting firms located in Wisconsin. The City received one qualified proposal from Collins Engineers, Inc.

Collins Engineers Inc. performed the 2015 Bridge Dive Inspections and they continued to demonstrate the related experience and personnel necessary to complete the required tasks. In addition, they also demonstrated a good project understanding and approach.



**From:** Daniel O'Connell <Dan.Oconnell@omni.com>  
**Sent:** Tuesday, February 18, 2020 3:41 PM  
**To:** Sue Olson <Sue.Olson@Appleton.org>  
**Cc:** Keith Curran <Keith.Curran@Appleton.org>  
**Subject:** Monitoring Well Requirements for Right of Ways

Hi Sue,

Do you recall the environmental site at the South Oneida Street and Foster Avenue intersection? We are currently assisting the property owner on that corner to investigate soil and groundwater contamination. The WDNR is asking for a monitoring well in Foster Avenue. We are wondering what requirements would be necessary for installing a monitoring well and abandoning it. I assume the occupancy permit, and Common Council review as it would be planned to stay in place for about a year. I've attached a map of our proposed well locations (red dots). Please also note that the WDNR is requesting a well across South Oneida Street, in the terrace (right of way).

What requirements will be necessary for abandoning it (filling the hole and cutting)? Could we leave the steel flush mount in place? I reviewed the link below, however, it doesn't address bore holes. Would the re-concrete requirements be the same?

I've copied Keith Curran on here because he has helped us navigate the City's permitting requirements before. If neither of you can provide this information, is there someone that I can reach out to?

Thanks,

**Daniel J. O'Connell, P.G.**

ENVIRONMENTAL PROJECT MANAGER

*Licensed in WI*

Direct: 920-830-6162  
Main: 800-571-6677  
Cell: 920-279-0278











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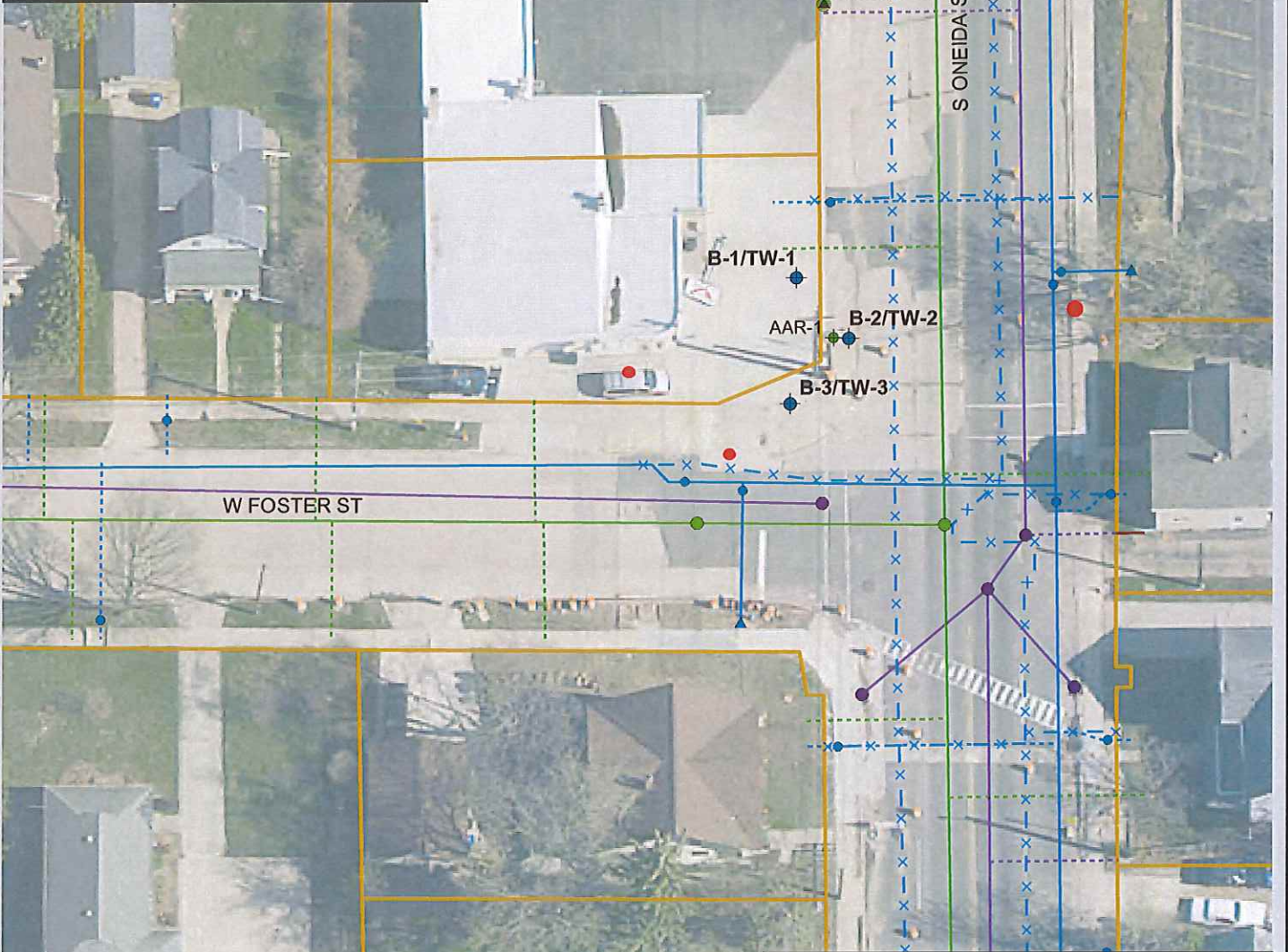
**OMNNI Associates**

a Westwood company

One Systems Drive, Appleton, WI 54914

OMNNI.com | westwoodps.com

-  Parcel (2019)
-  Soil Boring and Monitoring Well
-  Soil Boring
-  Storm Pipe
-  Storm Lateral
-  Watermain
-  Water Lateral
-  Watermain (abandoned)
-  Sanitary Main
-  Sanitary Lateral
-  Approximate Boring/Well Location



**NOTES**

- Utility mapping (GIS) from City of Appleton, 2019.
- Soil boring locations from GEI Consultants, 9/2016.
- Orthophoto from Outagamie County, 2018.

**OMNI**  
ASSOCIATES

ONE SYSTEMS DRIVE PHONE (920) 735-6900  
APPLETON, WI 54914 FAX (920) 830-6100



**S ONEIDA ST / W FOSTER ST**  
**APPROX. SOIL BORING & TEMPORARY MONITORING WELL LOCATIONS**

CITY OF APPLETON, OUTAGAMIE COUNTY, WISCONSIN

Project Manager:	SCALE: 1" = 40'
Project Engineer:	PROJECT NO. <b>N2252A19</b>
Drawn By: JCW	FIGURE NO. <b>2</b>
Checked By:	
Date: 9/3/2019	





BARBEQU



HOLZ  
SEWING  
CENTER

SEWING  
CENTER  
ENTRANCE  
HOLZ

#1 Hoffman

DAVID L. HARTER  
HARTER'S  
HARTER'S  
HARTER'S

DAVID L. HARTER

HARTER'S

HARTER'S

HARTER'S

ONE  
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TRAFFIC  
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NO  
LEFT  
TURN



## Paula Vandehey

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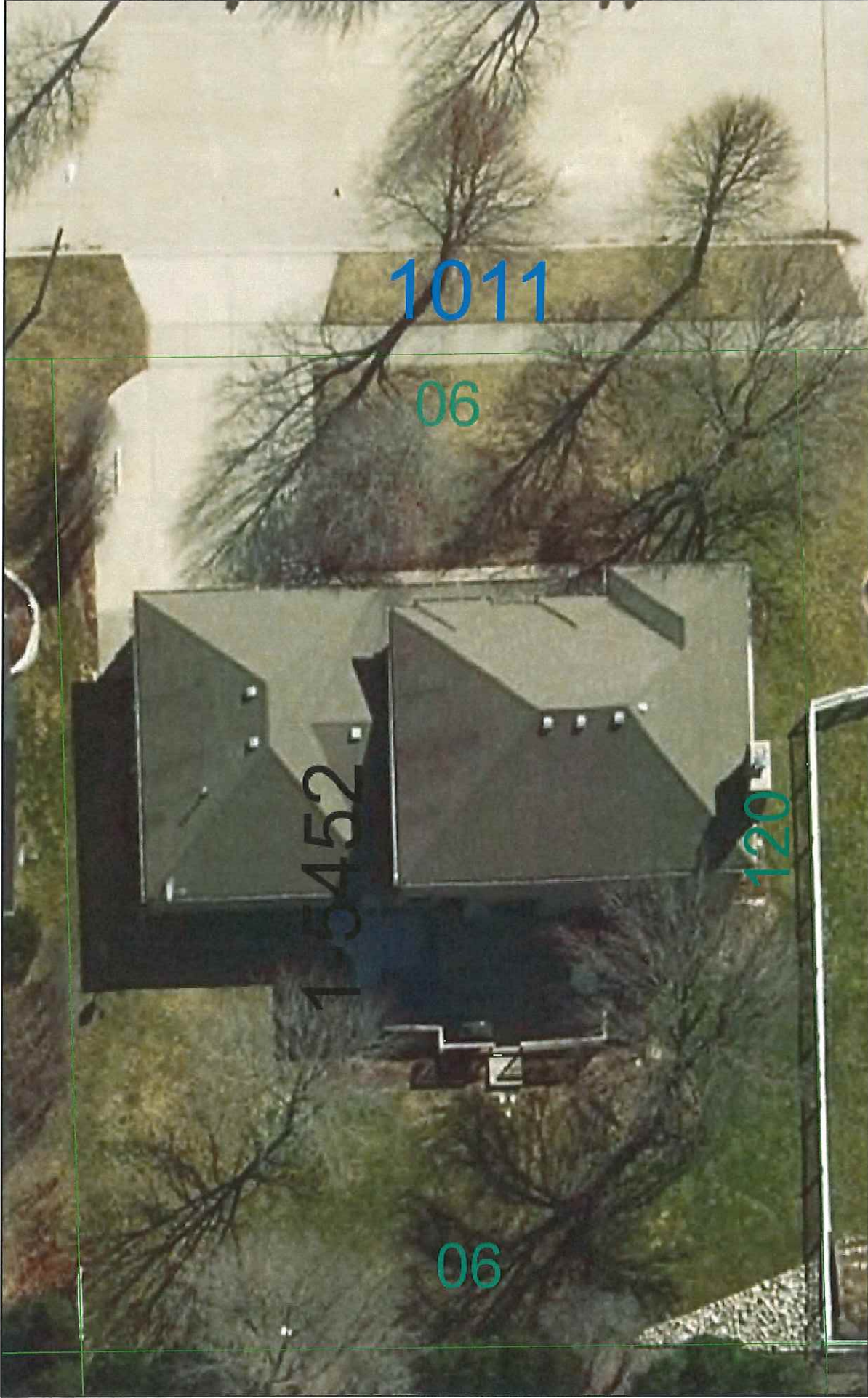
**From:** Casey <cjbungert@aol.com>  
**Sent:** Thursday, February 20, 2020 9:51 AM  
**To:** Paula Vandehey  
**Subject:** Street Occupancy Permit

Hi Paula-

My name is Casey Bungert, and I was directed to you to see about getting a street occupancy permit(hopefully that is the correct permit). I live at 1011 E Rustic Rd, Appleton WI 54911, and we moved in approximately 5yrs ago. This house came with an existing underground/hidden dog fence already installed at the home. When we got our dog we decided to have it activated so our dog could roam the property freely. However, we recently came across an issue with this fence. After this summer's storm, a tree blew down on our terrace, and sat as a hole for months. In December the city removed the remaining roots and put in dirt and seed. Not knowing that they were coming I was unable to inform them that the underground line for this electric fence ran through the terrace along the curb, so they severed the line. I had to have it repaired and unsuccessfully filed a claim. That is how I was directed to you, as I was told I'd need a permit. Yes, the fence does go under a sidewalk, but I'm unsure when this fence was installed in comparison to when the sidewalk was installed. Furthermore, this sidewalk is very rarely used. It starts on my property, and only goes down 2 properties before ending. I'm not sure of the reasons why a sidewalk was installed, nor as to why it is only limited to the 3 properties. I'm looking for direction as to what I'd need to do to obtain a permit for this fence, and if it's even a possibility to obtain the permit. Or would I have better luck just forking our more money and having the fence moved back (something I'm hoping to be able to avoid). Thank you and I look forward to hearing from you.

-Casey Bungert

Attention: This message was sent from a source external to the City of Appleton. Please use caution when opening attachments or clicking links.



2/20/2020 10:49:44 AM

 City Parcels





State of Wisconsin  
DEPARTMENT OF NATURAL RESOURCES  
101 S. Webster Street  
Box 7921  
Madison WI 53707-7921

Tony Evers, Governor  
Preston D. Cole, Secretary  
Telephone 608-266-2621  
Toll Free 1-888-936-7463  
TTY Access via relay - 711



February 5, 2020

Paula Vandehey, Director of Public Works  
City of Appleton  
100 N Appleton St.  
Appleton, WI 54911

Dear Paula:

Congratulations! We are pleased to announce additional funds have been approved to further assist with urban forestry storm damage in your community. On January 16, 2020, the Joint Finance Committee of the Wisconsin Legislature approved the Department's request to seek supplemental funding in support of the Urban Forestry Catastrophic Storm Grant Program.

The City of Appleton's total storm grant award request was \$50,000.00. Due to a high volume of grant funding requests and lack of available funding, the City of Appleton was originally awarded an Urban Forestry Catastrophic Storm Grant (20UFCS002) in the amount of \$8,428.19 in October 2019.

**The Department is now able to fund your grant request for the additional \$41,571.81, fully funding your initial grant request**

Please respond to this letter **within 10 business days of this letter's date** if you would like the full additional funding, less funding or no funding.

- YES, The City of Appleton requests the additional Urban Forestry Catastrophic Storm Grant funding in the amount of \$41,571.81.
- YES, The City of Appleton requests additional Urban Forestry Catastrophic Storm Grant funding; however, will only need \$\_\_\_\_\_.
- NO, The City of Appleton no longer seeks additional Urban Forestry Catastrophic Storm Grant funding. There will be no amendment to grant # 20UFCS002.

**Mail hard copy to:**

Wisconsin Department of Natural Resources  
Urban Forestry Grants  
518 West Somo Avenue  
Tomahawk, WI 54487

**Scan and Email:**

Scan to:  
[DNRUrbanForestryGrants@wisconsin.gov](mailto:DNRUrbanForestryGrants@wisconsin.gov)

**Urban Forestry Grant Contacts:**

Nicolle Spafford (715) 453-2188 x1274  
Chase O'Brien (608) 640-6143



## MEMO

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**TO:** Finance Committee  
Municipal Services Committee  
Utilities Committee

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

**DATE:** February 20, 2020

**SUBJECT:** **Postponement of projects due to bid prices above our 2020 Budget.**

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As the Department of Public Works has been bidding out our underground utility projects (sanitary sewer, storm sewer and watermain) the bid prices are coming in over our 2020 budget, especially the watermain unit prices. In discussions with the Finance Department, we have decided to postpone the following underground utility projects from 2020 and re-budget for them in 2021:

- Jackson Street from Calumet Street to Fremont Street
- Madison Street from Calumet Street to Taft Avenue
- Minor Street from Meade Street to Rankin Street
- Easement east of Riverview Lane from River Road to Bouten Street

By postponing the underground utility work from 2020 to 2021, we are also pushing the corresponding street paving projects from 2021 to 2022.

Please feel free to contact me if you have any questions regarding these program changes.