



# 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, August 22, 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  
[22-1080](#) Minutes from August 8, 2022

**Attachments:** [Minutes from August 8, 2022.pdf](#)

#### 4. Public Hearings/Apearances

#### 5. Action Items

- [22-0954](#) R/B-Request from Michael Rumans, 725 W. Packard Street, for a variance to Municipal Code Section 19-91 (f) for a driveway widened more than 4 feet into the front yard.

**Attachments:** [725 W Packard St-variance.pdf](#)

**Legislative History**

7/25/22	Municipal Services Committee	held
	<i>Item #22-0954 be held until August 8th meeting</i>	
8/8/22	Municipal Services Committee	recommended for denial
8/17/22	Common Council	referred to the Municipal Services Committee

- [22-1081](#) Request from Appleton Downtown Inc. for a street occupancy permit to install permanent Edison bulb style LED light strands at the College Avenue intersections of Superior, Appleton, Oneida and Morrison.

**Attachments:** [Light request letter.pdf](#)

[22-1076](#) Approve Six Month Trial Period to Remove the Existing Two-Hour Parking Restriction (7 a.m. to 5 p.m. except Sat/Sun/Hol) on both sides of Arnold Street (from Lawe Street to Meade Street).

**Attachments:** [Approve 6 month trial Arnold St.pdf](#)

[22-1077](#) Request from Ryan Morse, 828 N. Badger Avenue, to waive the administrative fee for high weeds.

**Attachments:** [828 N Badger Ave-Weed Assessment.pdf](#)

[22-1078](#) Approve modifications to the City of Appleton Street Terrace Policy.

**Attachments:** [Street Terrace Policy Update.pdf](#)  
[Resolution 7-R-22-Street Terrace Policy \(1\).pdf](#)

## 6. Information Items

[22-1079](#) Parking Utility Monthly Revenue update for July 2022.

**Attachments:** [7-22 Monthly Financial Analysis - Parking.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

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## Meeting Minutes - Final Municipal Services Committee

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Monday, August 8, 2022

4:30 PM

Council Chambers, 6th Floor

---

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

[22-1023](#) Minutes from July 25, 2022

**Attachments:** [Minutes from July 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**

[22-0954](#) Request from Michael Rumans, 725 W. Packard Street, for a variance to Municipal Code Section 19-91 (f) for a driveway widened more than 4 feet into the front yard.

**Attachments:** [725 W Packard St-variance.pdf](#)

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

**Aye:** 4 - Firkus, Doran, Siebers and Van Zeeland

**Nay:** 1 - Thyssen

[22-1033](#) Approve Contract Amendment / Change Order No. 1 to Olde Oneida Street Bridge over the power canal Design Services Contract with the WI Department of Transportation for additional environmental requirements related to geotechnical sampling in the amount of \$20,000.00 resulting in no change to contract contingency. Overall contract increases from \$87,673.00 to \$107,673.00.

**Attachments:**     [Olde Oneida St Bridge.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

## 6. Information Items

[22-1024](#)             Inspection Division Permit Summary Comparison Report for July, 2022.

**Attachments:**     [Inspection Div. Report-July.pdf](#)

[22-1025](#)             BIRD E-Scooter Monthly Report for July, 2022

**Attachments:**     [BIRD E Scooter Report for July, 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

CITY OF APPLETON  
INSPECTION DEPARTMENT  
NOTICE OF NONCOMPLIANCE

TAX KEY: 31-5-0657-00 725 W PACKARD ST

PAGE: 1

FILE NO: 2022.0344 BUILDING NOTICE DATE: 7/13/22  
COMPLIANCE DATE BY: July 27, 2022 INSPECTOR: KURT CRAANEN

SENT TO: MICHAEL RUMANS COPIES TO:  
725 W PACKARD ST  
APPLETON WI 54914

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<u>ORDER#</u>	<u>CODE SECTION</u>	
1.0	Municipal Code Section 19-91(e)	Correction: Obtain a permit for a driveway extension.
2.0	Municipal Code Section 19-91(f)	Correction: A driveway may not be widened more than four (4) feet into the front yard. Either remove the extension or apply for a variance through the Municipal Services Committee.

CITY OF APPLETON  
INSPECTION DEPARTMENT  
NOTICE OF NONCOMPLIANCE

TAX KEY: 31-5-0657-00 725 W PACKARD ST

PAGE: 2

FILE NO: 2022.0344

BUILDING

NOTICE DATE: 7/13/22

COMPLIANCE DATE BY: July 27, 2022

INSPECTOR: KURT CRAANEN

SENT TO: MICHAEL RUMANS  
725 W PACKARD ST  
APPLETON WI

54914

COPIES TO:

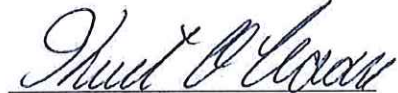
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All cited violations shall be corrected by July 27, 2022 unless an extension of time is granted in writing by the Inspector. Each day that the violation continues after the date for compliance shall constitute a separate offense subject to remedies and penalties by the authority having jurisdiction.

AVOID DELAY.

REPORT CORRECTIONS TO THE INSPECTION DIVISION AS SOON AS COMPLETED.

Inspector:



KURT CRAANEN  
Inspection Department  
100 N. Appleton St.  
Appleton, WI 54911-4799  
Telephone: (920) 832-6411

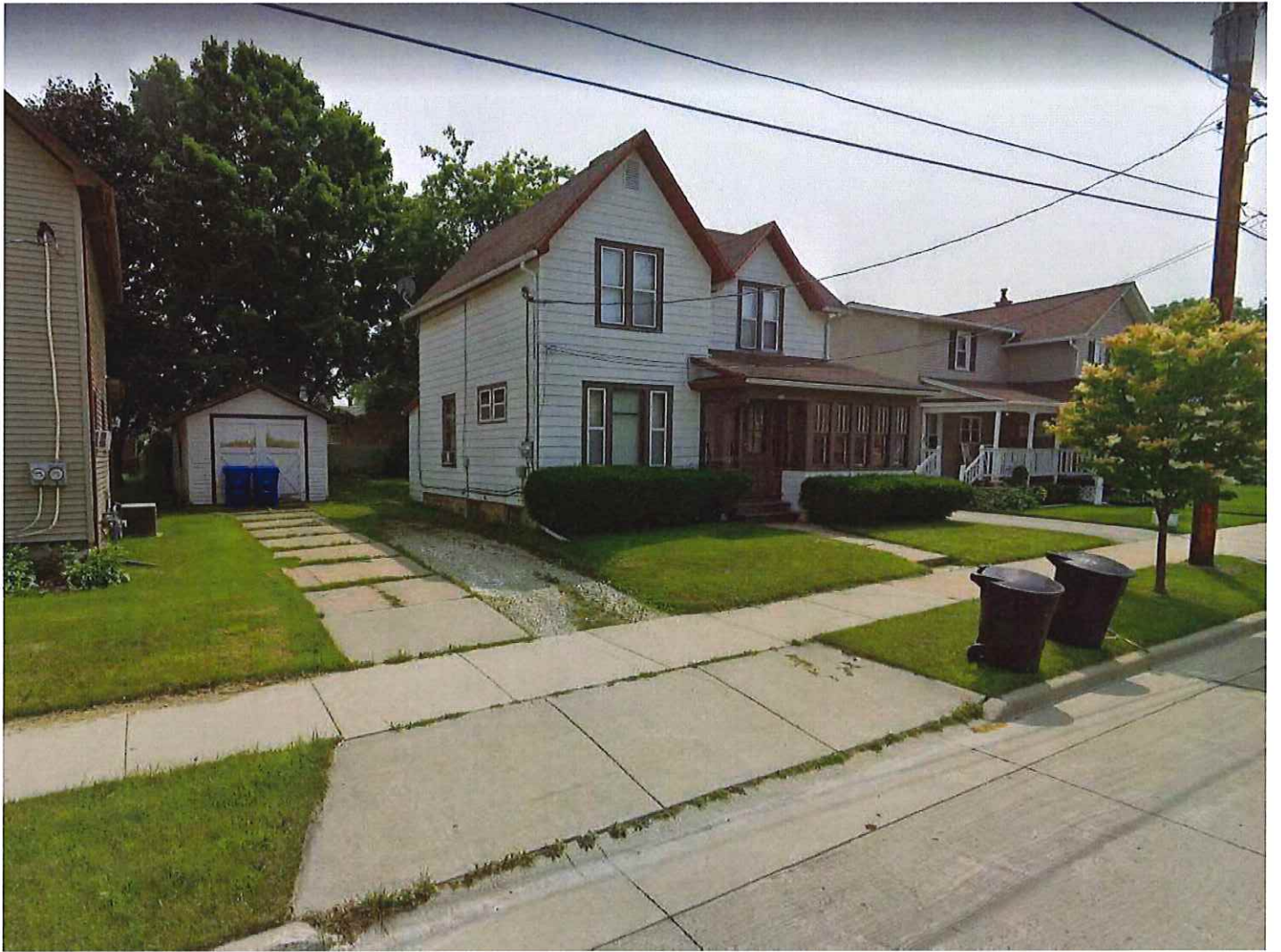
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OFFICE USE ONLY

Date of Distribution: 7/13/22

Date of Completion: \_\_\_\_\_











August 3, 2022

Dear Danielle Block, Director of Public Works:

Please accept this letter of request for permission to install Edison bulb style LED light strands on the existing guidewires used for the holiday trumpeters at the College Ave intersections of Superior, Appleton, Oneida, and Morrison under the following conditions:

1. All light strands will be purchased by Creative Downtown Appleton Inc. with no cost to the City of Appleton.
2. Installation would be donated by Boldt Construction or approved contractor as deemed necessary by the City of Appleton with no cost to the City of Appleton.
3. All light strands would be powered by light poles. As the strands would be LED, this would present a minimal expense to the City of Appleton.

Our goal would be to have the lights installed by September 30, 2022 in celebration of the momentous night 140 years ago when Henry Rogers walked out on the veranda of his newly built home and proclaimed the dawn of a new era as the first home anywhere in the world was lit by hydroelectricity and the central Edison system (at 6:36pm). What a wonderful way to honor Appleton's Hearthstone Historic House Museum and the birth of green energy!

We are requesting the opportunity to present this request to the Municipal Services committee on August 22, 2022. If additional information is required, please let us know and we will provide prior to the meeting.

Thank you for your consideration.



Jennifer Stephany  
Executive Director Appleton Downtown Inc. and Creative Downtown Appleton Inc.  
[jennifer@appletondowntown.org](mailto:jennifer@appletondowntown.org)  
920-954-9112



DEPARTMENT OF PUBLIC WORKS  
Engineering Division – Traffic Section  
2625 E. Glendale Avenue  
Appleton, WI 54911  
TEL (920) 832-5580  
FAX (920) 832-5570

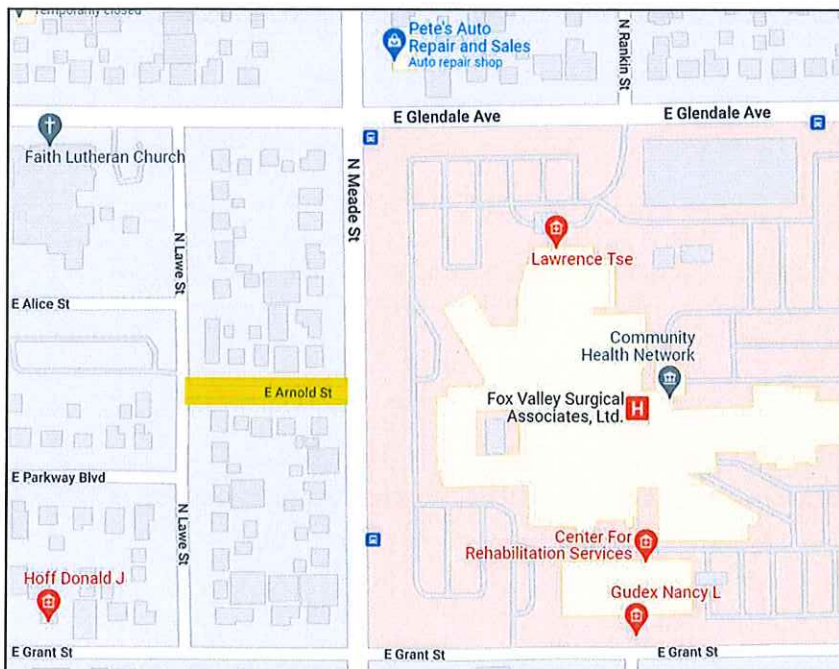
**To:** Municipal Services Committee  
**From:** Eric Lom, City Traffic Engineer  
**Date:** August 17, 2022  
**Re:** Proposed parking restriction removal on Arnold Street  
*Proposed Six-Month Trial Period*

At the request of Alderperson Croatt and residents in the area, the City's Traffic Section recently assessed the possibility of removing the existing two-hour parking restriction (7 a.m. to 5 p.m. except Sat/Sun/Hol) on both sides of Arnold Street (from Lawe Street to Meade Street). Many of the Arnold Street residents are of the opinion that the restriction is no longer needed.

The existing restriction was enacted in 2002 at the request of the neighborhood in an attempt to eliminate long-term on-street parking that was occurring. It was assumed at that time that the long-term parkers were employees from the nearby hospital. Since 2002, the hospital has constructed a parking ramp and an additional employee-only parking lot. For this reason, we believe it is reasonable to assume that the demand for long-term parking on Arnold Street may no longer exist.

Property owners on this block were surveyed by mail. We received five responses, which equates to a 62% response rate. All respondents supported the idea of removing the restriction for a six-month trial period. Based on this, we recommend moving forward with such a trial.

If approved, the signs would be removed in early September. At the end of the trial period, a recommendation would be made to the Municipal Services Committee as to whether or not the changes should be made permanent.





**DEPARTMENT OF PUBLIC WORKS**  
 Inspection Division  
 100 North Appleton Street  
 Appleton, WI 54911  
 Phone (920) 832-6411

No. 221812  
 Date Rec'd: 08/10/22

**Neighborhood Service Form**

RYAN MORSE  
 828 N BADGER AVE  
 APPLETON WI 54914

Tax Key Number(s) 31-5-0135-00		Location of Complaint 828 N BADGER AVE APPLETON WI
Map Number O51	Lot Size 5292 sq ft	

**Complaint:**

High grass and weeds

**Inspection Report:**

This complaint was investigated on August 11, 2022 by KELSY SALDIVAR and was found to be:

- in violation letter sent
- in violation hang tag left
- in violation letter and hang tag

YOU ARE HEREBY ORDERED to abate the above confirmed violation(s) of the nuisance ordinance by the following corrective action:

Cut all high grass and weeds around lot

Such correction is to be completed no later than 4:00 pm on August 18, 2022

Assessment charged: There is a minimum \$50 assessment charged for all owners who received this weed notice. Should the owner fail or refuse to complete corrective action by the time given, the City may enter upon subject property and abate the nuisance. The additional cost of such abatement will be charged to the property owner.

\*\*\*\*\*Office Use Only\*\*\*\*\*

Date Notice Mailed: August 11, 2022      Re-inspection Date: \_\_\_\_\_      Result: Uncut  
 Warrant Served: \_\_\_\_\_      Return of Officer: \_\_\_\_\_  
 Called Contractor: \_\_\_\_\_      Contractor Cut: \_\_\_\_\_









City of Appleton  
 Department of Public Works  
 Inspections Division (920) 832-6411

### Grass and Weed Violation Notice

City of Appleton has found this property to have the following violation(s):

- Grass/weeds in excess of 8 inches in length
- Brush to be rank or offensive
- Other

You (Property Owner) are in violation of Municipal Code Section 12-58; therefore, you will be charged a minimum \$50.00 fee.

Yes  
 No  
 Comments

City of Appleton hereby orders you to abate the above confirmed violation(s) by the following corrective actions:

- Cut grass/weeds in excess of 8 inches in length
- Trim rank or offensive brush

Comments

Such correction(s) are to be completed no later than 4:00 p.m. on 8/11/11 or additional action may be taken.

**Note:** Should the property owner fail or refuse to complete the corrective action, the City of Appleton may enter upon subject property and abate the nuisance. All costs of such abatement will be charged to the property owner.

Property owner will receive a bill from the City of Appleton Finance Department.

If you have further questions please call The City of Appleton Department of Public Works - Inspections Division (920) 832-6411.

The City of Appleton would like to thank you for your cooperation.  
 Inspector: ADA S Date: 8/11/11 Phone: 832-5974



Aug 11, 2022 at 9:41:51 AM

328 N Badger Ave

Appleton WI 54914

United States





Aug 11, 2022 at 9:41:55 AM

328 N Badger Ave

Appleton WI 54914

United States







© 2010 iStockphoto.com





"...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

DRAFT For Committee approval 8/22/22

CITY OF APPLETON  
STREET TERRACE POLICY

The following conditions are **not** acceptable uses of street terraces **unless a terrace occupancy permit request is approved** by the Municipal Services Committee and Common Council:

1. Plants in excess of 3 feet in height.
2. Hedges or woody plantings.
3. Traffic hazards such as rocks, railroad ties, fencing, etc.
4. Loose stone, ~~mulch~~, or sand surfaces.
5. Non-native or invasive species of vegetation with the exception of home vegetable gardens.
6. Private trees
7. Plants within 3 feet of a fire hydrant or other city/private utility surface infrastructure.

All Council approved exceptions to this policy require a certificate of insurance and a \$40 annual terrace occupancy permit which shall be valid until December 31<sup>st</sup> of the year of it is issued.

~~All~~ Other uses of street terraces are acceptable contingent upon the following and, when necessary, subject to the review and discretion of the Public Works Director:

1. Compliant with Weed Control Ordinance.
2. Ground elevation flush with sidewalk.
3. City's restoration cost to work in the terrace limited to cost of typical terrace.
4. Any private plantings or mulch in the terrace shall be fully confined within the terrace area without the aid of structural supports or fencing.
5. All private plantings shall be cut down to ground level and removed from the terrace prior to October 5th, to accommodate the City's fall leaf collection process.
6. Each property shall maintain sufficient unobstructed terrace area to accommodate fall leaf storage/collection and placement of refuse/recycling containers.



"...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: 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.



ORG	ACCOUNT DESCRIPTION	ACTUALS-2021	REV BUD-2022	ACTUALS-2022	VARIANCE-
<b>5110 Parking Administration</b>					
	TOTAL Interest Income	5,879	(11,000)	10,783	21,783
	TOTAL Other Revenues	(640)	(1,001)	(8,918)	(7,917)
	TOTAL Other Financing Sources	-	(320,375)	-	320,375
	TOTAL Salaries	98,809	104,299	45,372	(58,927)
	TOTAL Fringes	(10,348)	39,917	13,670	(26,247)
	TOTAL Training~Travel	-	-	5	5
	TOTAL Supplies	6,042	8,400	2,512	(5,888)
	TOTAL Purchased Services	107,565	116,284	62,695	(53,589)
	TOTAL Miscellaneous Expens	498,703	537,000	308,091	(228,909)
	TOTAL Debt Service	27,538	23,525	14,294	(9,231)
	TOTAL Other Financing Uses	9,300	84,300	5,425	(78,875)
	Revenues	5,239	(332,376)	1,865	334,241
	Expenses	737,609	913,725	452,064	(461,661)
	<b>TOTAL Parking Administration</b>	<b>742,848</b>	<b>581,349</b>	<b>453,929</b>	<b>(127,420)</b>
<b>5121 Meter Operations &amp; Maint</b>					
	TOTAL Charges for Services	(427,296)	(425,000)	(295,444)	129,556
	TOTAL Salaries	31,487	30,905	17,974	(12,931)
	TOTAL Fringes	12,905	13,984	8,310	(5,674)
	TOTAL Supplies	41,339	48,200	4,355	(43,845)
	TOTAL Purchased Services	38,751	31,605	21,668	(9,937)
	TOTAL Capital Outlay	(35,670)	-	-	-
	Revenues	(427,296)	(425,000)	(295,444)	129,556
	Expenses	88,812	124,694	52,307	(72,387)
	<b>TOTAL Meter Operations &amp; Maint</b>	<b>(338,484)</b>	<b>(300,306)</b>	<b>(243,137)</b>	<b>57,169</b>
<b>5122 Lot Operation &amp; Maint</b>					
	TOTAL Charges for Services	(33,860)	(30,000)	(16,685)	13,315
	TOTAL Salaries	1,091	1,093	475	(618)
	TOTAL Fringes	522	555	217	(338)
	TOTAL Supplies	-	500	-	(500)
	TOTAL Purchased Services	8,110	11,200	5,136	(6,064)
	Revenues	(33,860)	(30,000)	(16,685)	13,315
	Expenses	9,723	13,348	5,828	(7,520)
	<b>TOTAL Lot Operation &amp; Maint</b>	<b>(24,137)</b>	<b>(16,652)</b>	<b>(10,857)</b>	<b>5,795</b>
<b>5123 Ramp Operation &amp; Maint</b>					
	TOTAL Charges for Services	(1,021,108)	(1,400,000)	(737,544)	662,456
	TOTAL Other Revenues	(3,014)	-	(3,263)	(3,263)
	TOTAL Salaries	263,103	317,432	150,757	(166,675)
	TOTAL Fringes	123,081	145,141	64,535	(80,606)
	TOTAL Supplies	36,226	125,875	21,437	(104,438)
	TOTAL Purchased Services	299,232	438,640	292,303	(146,337)
	TOTAL Capital Outlay	(22,805)	526,000	155,727	(370,273)
	Revenues	(1,024,122)	(1,400,000)	(740,807)	659,193
	Expenses	698,837	1,553,088	684,759	(868,329)
	<b>TOTAL Ramp Operation &amp; Maint</b>	<b>(325,285)</b>	<b>153,088</b>	<b>(56,048)</b>	<b>(209,136)</b>
<b>5130 Ordinance Enforcement</b>					
	TOTAL Fines & Forfeitures	(249,169)	(320,000)	(183,321)	136,679
	TOTAL Other Revenues	(213)	(600)	(300)	300
	TOTAL Salaries	105,312	123,104	59,672	(63,432)
	TOTAL Fringes	43,071	45,297	26,054	(19,243)
	TOTAL Supplies	4,729	9,150	43	(9,107)
	TOTAL Purchased Services	29,452	25,175	19,909	(5,266)
	Revenues	(249,382)	(320,600)	(183,621)	136,979
	Expenses	182,564	202,726	105,678	(97,048)
	<b>TOTAL Ordinance Enforcement</b>	<b>(66,818)</b>	<b>(117,874)</b>	<b>(77,943)</b>	<b>39,931</b>
	<b>Revenues</b>	<b>(1,729,421)</b>	<b>(2,507,976)</b>	<b>(1,234,692)</b>	<b>1,273,284</b>
	<b>Expenses</b>	<b>1,717,545</b>	<b>2,807,581</b>	<b>1,300,636</b>	<b>(1,506,945)</b>
	<b>GRAND TOTAL</b>	<b>(11,876)</b>	<b>299,605</b>	<b>65,944</b>	<b>(233,661)</b>