



City of Appleton

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

Meeting Agenda - Final Municipal Services Committee

Monday, May 24, 2021

4:30 PM

Council Chambers, 6th Floor

1. Call meeting to order
2. Roll call of membership
3. Approval of minutes from previous meeting

[21-0716](#) Minutes from May 20, 2021.

Attachments: [Minutes from May 10, 2021.pdf](#)

4. Public Hearings/Apearances

5. Action Items

[21-0657](#) Request from Mike Krejcarek, 717 N. Richmond Street, for a variance to Municipal Code 19-91 (f)(5) to extend driveway 10 feet into greater front yard.

Attachments: [717 N Richmond St.pdf](#)

[21-0717](#) Request from Miller Electric for a permanent street occupancy permit to install an overhead pipe bridge structure and associated piers in the Douglas Street right-of-way at 702 S. Douglas Street be approved contingent on

-Minimum overhead clearance of 17'-5"

-Minimum sidewalk clearance of 4' for ADA compliance

Attachments: [Miller Electric-Douglas Street.pdf](#)

[21-0718](#) Request from Hoffman Planning, Design & Construction to modify the permanent street occupancy permit for the YMCA Ramp footings and foundations to extend into the right-of-way as follows:

- Oneida Street-5 feet (no change)
- Lawrence Street-7 feet
- Morrison Street-7 feet
- Soldiers Square-8 feet

Attachments: [YMCA Ramp footings.pdf](#)

[21-0725](#) Request from Appleton Downtown Inc. for a street occupancy permit for Street Music Week, June 14-18, 2021 in the College Avenue beautification strip between Drew Street and Badger Avenue.

Attachments: [ADI-Street Music Week.pdf](#)

6. Information Items

[21-0726](#) City of Appleton Parking Utility 2020 Annual Report.

Attachments: [Parking Utility 2020 Annual Report.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.



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Meeting Minutes - Final Municipal Services Committee

Monday, May 10, 2021

4:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

Aldersperson Firkus called the meeting to order at 4:30 p.m.

Present: 5 - Firkus, Prohaska, Doran, Fenton and Siebers

3. Approval of minutes from previous meeting

[21-0616](#) Minutes from May 5, 2021

Attachments: [Minutes from May 5, 2021.pdf](#)

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

Aye: 5 - Firkus, Prohaska, Doran, Fenton and Siebers

4. **Public Hearings/Appearances**

5. **Action Items**

[21-0608](#) Request for a permanent street occupancy permit for landscape islands to extend into the S. Frontage Road right-of-way no more than 27 feet at 2245 W. College Avenue.

Attachments: [Permanent Street Occupancy 2255 W College Ave.pdf](#)

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

Aye: 5 - Firkus, Prohaska, Doran, Fenton and Siebers

[21-0609](#) Approve E. Kimball Street and Oak Street Vacation as shown on Exhibit "A".

Attachments: [Kimball St-Oak Street Vacation.pdf](#)

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

Aye: 5 - Firkus, Prohaska, Doran, Fenton and Siebers

6. Information Items

[21-0611](#)

Modification to Salary Administration Policy regarding Assigned Shift Change. (Action item at Human Resources Committee)

Attachments: [Salary change-Assigned Shift Change.pdf](#)

[21-0612](#)

Modification to the Department of Public Works Table of Organization-Parking Utility. (Action Item at Human Resources Committee)

Attachments: [Parking Utility Table of Organization.pdf](#)

[21-0613](#)

No Mow May information

[21-0614](#)

BIRD Launch

Attachments: [BIRD Launch.pdf](#)

[21-0615](#)

Inspections Division Permit Summary Comparison Report for April, 2021.

Attachments: [Inspection Div Permit-April, 2021.pdf](#)

7. Adjournment

Prohaska moved, seconded by Doran, that the meeting be adjourned at 4:42 p.m.. Roll Call. Motion carried by the following vote:

Aye: 5 - Firkus, Prohaska, Doran, Fenton and Siebers

Paula Vandehey

From: Mike Krejcarek <dad.kman@sbcglobal.net>
Sent: Thursday, April 29, 2021 8:49 PM
To: Kurt Craanen
Subject: Re:

The home at 717 north Richmond street is a 2 story, 4 bedroom home with a Single car garage and parking for One car. Without this variance the driveway would have to move towards the west to make room for 3 vehicles and it would be in direct line with a power pole making this a hazard.

With the variance of the extra 6 feet, the driveway will be 2 ft from the pole Not causing a hazard.

I am asking for a variance of 6 extra feet of concrete to go towards the house, but it will still be 15 feet away from the house. There will be 33 ft from the rear lot line and 21 ft from the neighbors lot line to the west.

This should cause no inconvenience to an any neighbors. It will improve the appearance of the property and the neighborhood. The total driveway when completed will be 28x22 ft.

This would give a total of 10 foot wide driveway towards the house, which is enough to park a car or truck. This extra 6 feet would keep the driveway centrally located on the lot for a future garage build.

This expansion would allow vehicles to not have to park on the street and will not clutter up the street which is very important in the winter and in fall for plowing and leaf collection.

There will be room for garbage pickup with the vehicles safely in the driveway.

Thank you for your consideration.
The Krejcarek Family

This will not cost the city of Appleton any money and will increase my tax basis.

On Thursday, April 29, 2021, 7:30:38 AM PDT, Kurt Craanen <kurt.craanen@appleton.org> wrote:

If I were you I would write me a short summary of the project and why you need this. Then it makes things easy for Paula to put on the agenda.

From: Mike Krejcarek <dad.kman@sbcglobal.net>
Sent: Thursday, April 29, 2021 9:29 AM
To: Kurt Craanen <Kurt.Craanen@Appleton.org>
Subject: Re:

Yes is it good enough or do I need to change something???

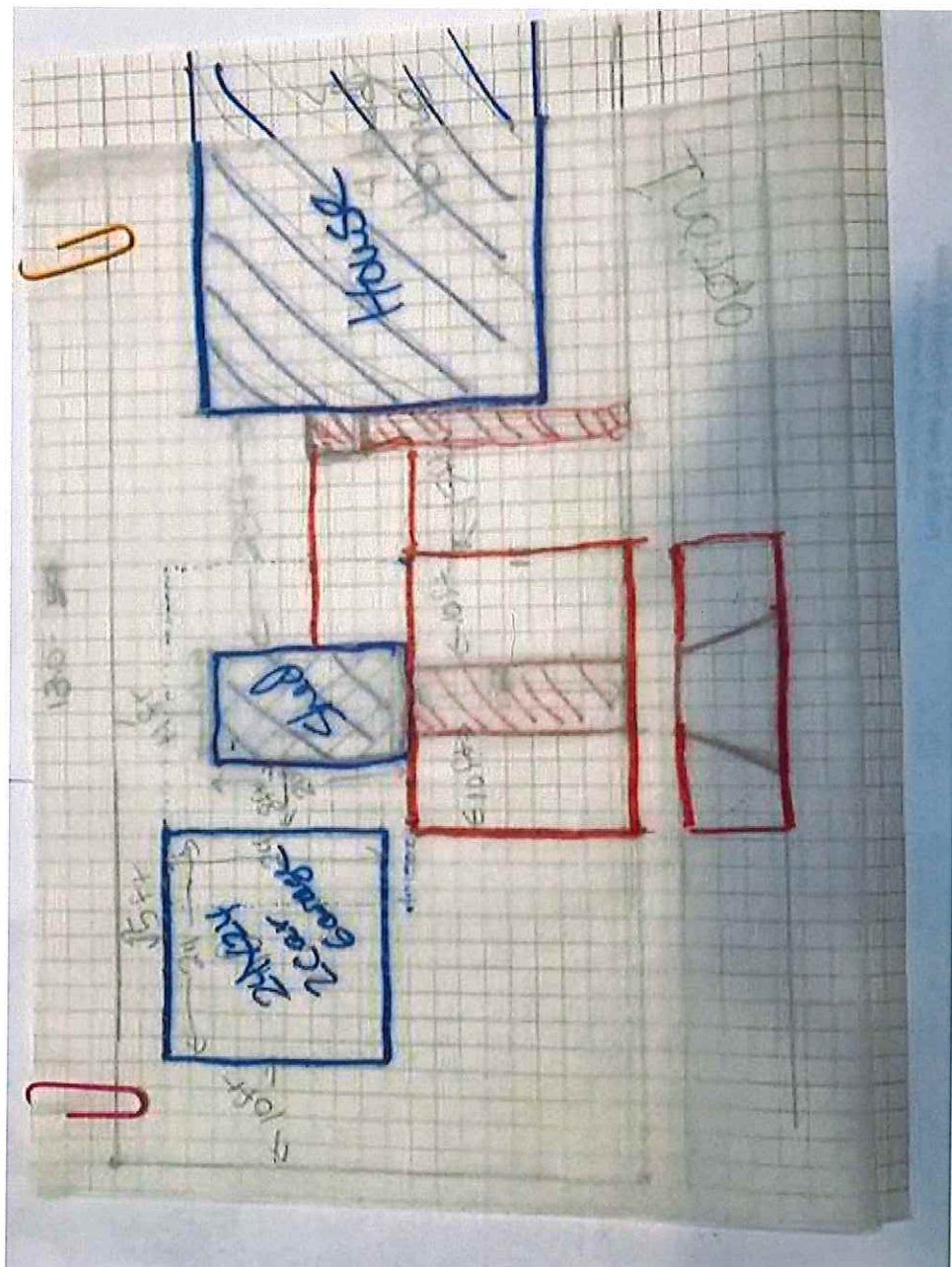
Sent from my iPhone

If we put down blacktop or gravel instead of cement will we need to go through this process ?

Sent from my iPhone

From: Nancy Krejcarek
To: cory krejcarek



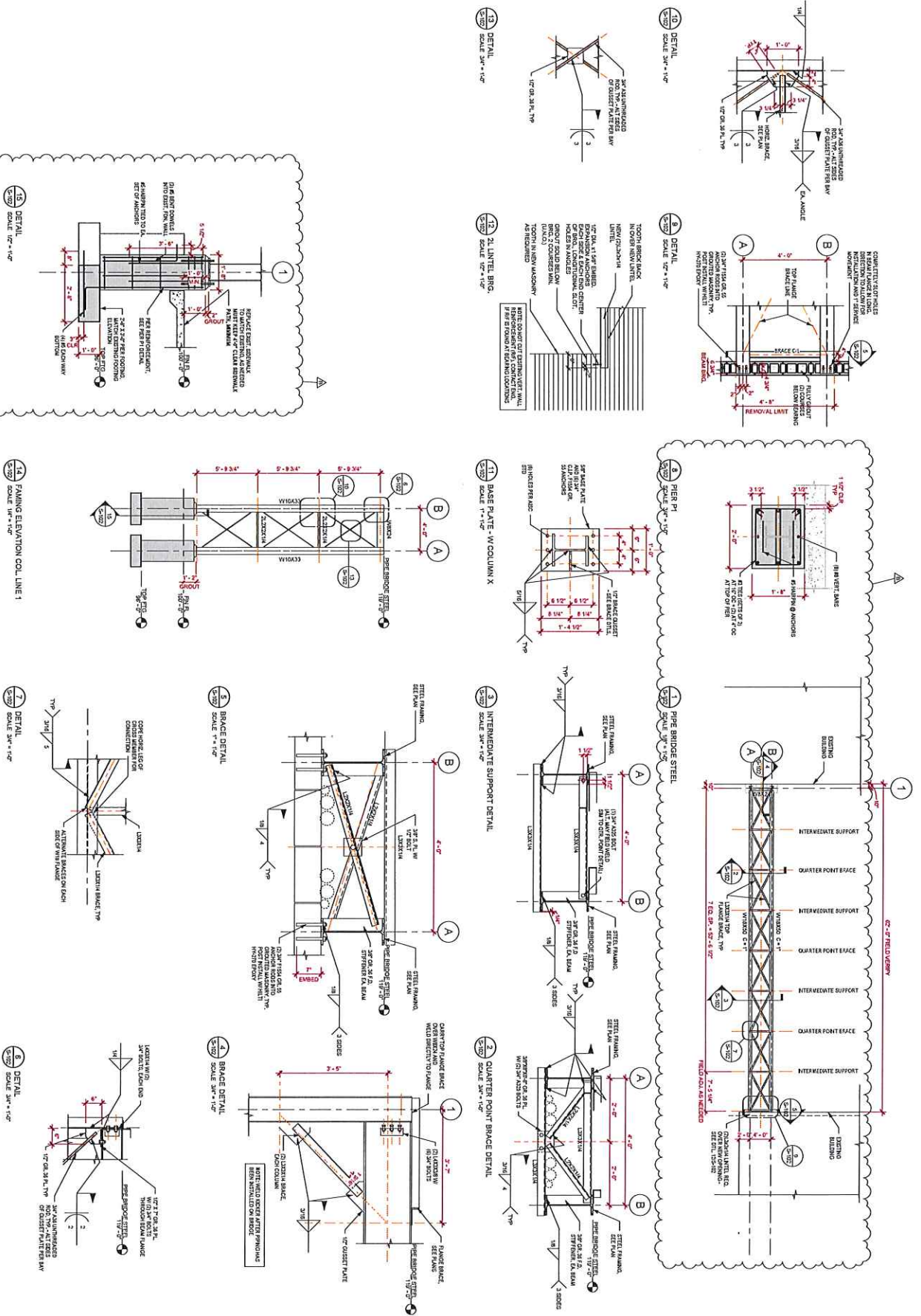




1 PIPE BRIDGE LOCATION PLAN
SCALE 1/8" = 1'-0"

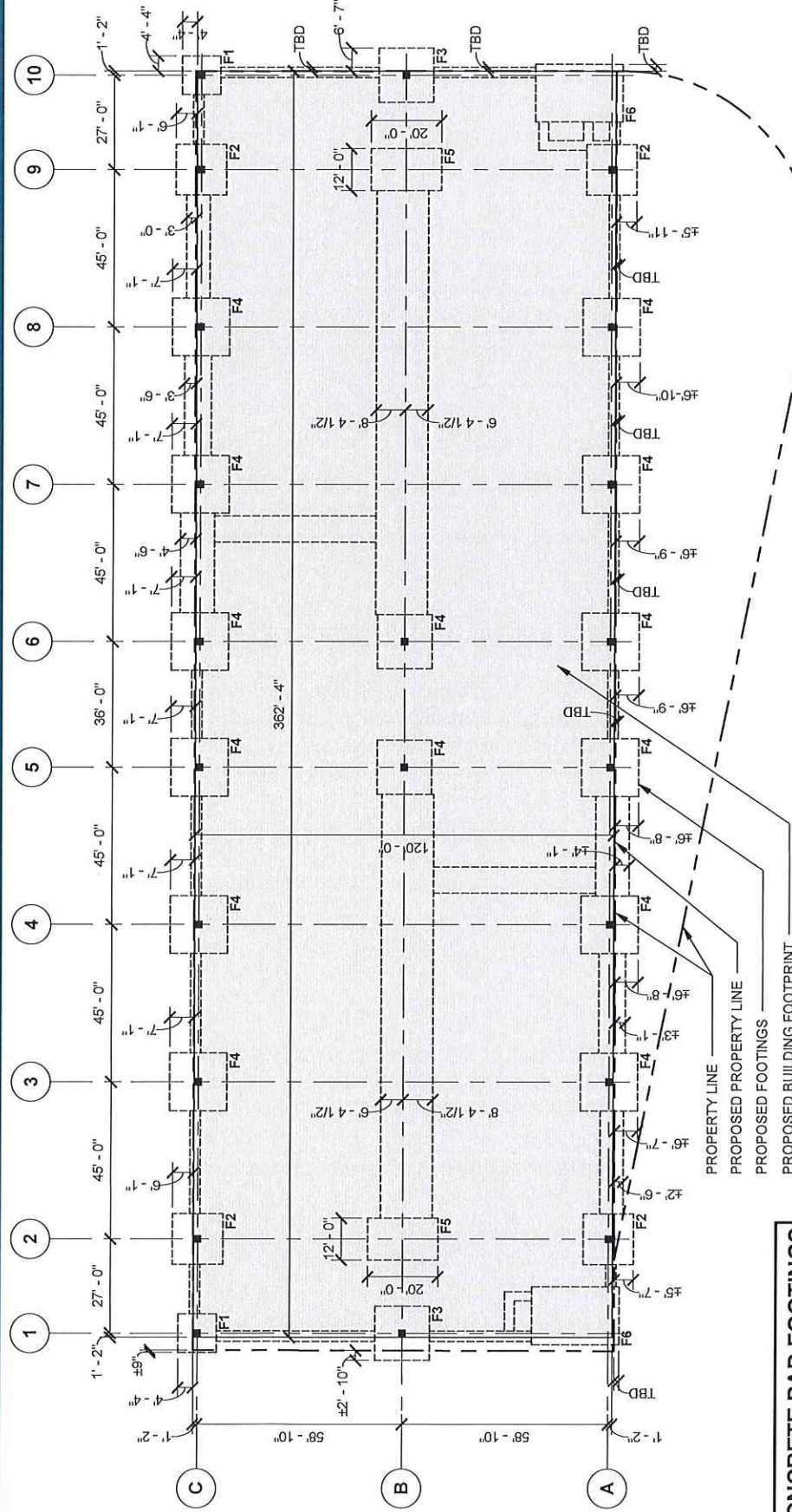


Safety: A way of life



NOT FOR CONSTRUCTION

<p>S-102</p>	<p>PIPE BRIDGE MILLER ELECTRIC APPLETON, WI FRAMING PLAN AND DETAILS</p>	<p>www.theboldtcompany.com</p> <p>BOLDT Technical Services</p> <p>2525 North Bremer Road PO Box 413 Appleton, WI 54912-0419 920-735-5311</p>												
<p>Project Number: 102587-100</p> <p>Drawn By: RAC</p> <p>Checked By: NO</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>No.</th> <th>Description</th> <th>Date</th> </tr> <tr> <td>1</td> <td>ISSUED FOR CITY</td> <td>10-13-2021</td> </tr> <tr> <td>2</td> <td>ISSUED FOR CITY</td> <td>10-20-2021</td> </tr> <tr> <td>3</td> <td>ISSUED FOR CITY</td> <td>10-20-2021</td> </tr> </table>	No.	Description	Date	1	ISSUED FOR CITY	10-13-2021	2	ISSUED FOR CITY	10-20-2021	3	ISSUED FOR CITY	10-20-2021	
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CONCRETE PAD FOOTINGS		
MARK	LENGTH	WIDTH THICKNESS
F1	11'-0"	2'-2"
F2	14'-6"	2'-8"
F3	15'-6"	2'-10"
F4	16'-6"	3'-0"
F5		3'-0"
F6		2'-0"

SQUARE FOOTINGS



YMCA Ramp - footings diagram

Project # 21866
18-May-2021

DG-01



PERMIT TO OCCUPY THE PUBLIC RIGHT-OF-WAY

Permit #: Effective Date: Expiration Date: Fee: Paid (yes or no):

Rev. 04-10-15

Applicant Information

Name (print): Djuanna Hugdahl & Michael Pittman Company: Creative Downtown Appleton/ADI & Heid Music
Address: 333 W. College Avenue, Ste. 100 Telephone: 954-9112 ADI 734-1969 Heid FAX:
Appleton, WI 54911 e-mail: djuanna@appletondowntown.org
Applicant Signature: Djuanna Hugdahl Date: 5-17-21

Occupancy Information

General Description: Street Music Week/ Make Music: musicians performing in beautification areas, collecting funds for Feeding American and promoting music opportunities.
Beginning Monday, June 14 through Monday, June 21 Setup 11:30 a.m., end time 1 p.m., with exception to Monday, June 21...end time 6 p.m. wrap up
Street Address: Tax Key No.:
- or -
Street: College Avenue - From: Walnut Street To: Laws Street
Multiple Streets:

(Department use only)

Occupancy Type

- Permanent (\$40)
Temporary - max. 35 days (\$40)
Amenity/Annual (\$40)
Blanket/Annual (\$250)
Block Party (\$15)

Sub-Type

- Sandwich Board
Tables / Chairs & musical instruments
Dumpster
POD / Container
Obstruction / Other

Location

- Sidewalk
Terrace
Roadway

Additional Requirements

- Plan/Sketch
Certificate of Insurance on file with City
Bond
Other:

Traffic Control Requirements

Type of Street: Arterial/CBD, Collector, Local
Proposed Traffic Control: City Manual Page(s), State Manual Page(s), Other (attach plan)

Contact Traffic Division (832-2379) 1 business day prior to any lane closure, or 2 business days prior to a full road closure.
Additional Requirements:

Approved by: Date:

This permit approval is subject to the following conditions:

- 1. Permittee is responsible to obtain any further permits that may be required as part of this occupancy.
2. Permittee shall adhere to any plan(s) that were submitted to the City of Appleton as part of this application.
3. This permit is subject to IMMEDIATE REVOCATION and/or issuance of a MUNICIPAL CITATION if conditions of the permit are not met.
4. This permit is subject to IMMEDIATE REVOCATION if unfavorable traffic conditions develop during the period the occupancy is permitted.
5.
6.

This permit is issued to the applicant upon payment of the permit fee and is expressly limited to the location and type described herein. The applicant, in exchange for receiving this permit, warrants that all street occupancies will be performed in conformity to City ordinances, standards and policies, be properly barricaded and lighted, and be performed in a safe manner.

The Grantee shall guarantee at their expense, the repair or replacement of pavement, sidewalk and any other facilities within the public right-of-way damaged or destroyed by the Grantee or any sub-contractor working for them. The Grantee shall assume complete and full liability and responsibility, in accordance with existing ordinances and policies, in the event of injury or damage to persons or property resulting from their facilities within the public right-of-way.

APPROVED BY: (Department of Public Works) DATE:

Insurance and Bond Coverage:

Insurance Carrier: _____

Insurance Agent Name and Phone Number: _____

Policy Number: _____

Policy Period: _____

* Bond Carrier: N/A

* Bond Agent Name and Phone Number: N/A

* Bond Number: N/A

* Bond Period: N/A

I confirm that I have the authority to sign and certify the information contained herein as the permittee/licensee or duly authorized representative of the entity obtaining this permit/license. I have reviewed and understand the insurance and bonding requirements of the City of Appleton. I hereby certify that I, or the company I represent have insurance and a bond in the amounts required to obtain this permit/license. I have named the City of Appleton as an additional insured for purposes of this permit/license and have provided the name of my insurance and bond carriers, the policy numbers and policy periods above. Further, I agree to maintain appropriate insurance coverage for the duration of this permit/license and to indemnify against any and all liability, loss, damage and expenses and costs including attorneys' fees arising out of the activities performed as described herein, caused in whole or in part by any negligent act or omission of the applicant, anyone directly or indirectly employed by any of them, which may arise from the use of city right of way or property under this permit or license.

I certify that this application, and all information and documentation provided therein, is true and accurate.

Company Name: Creative Downtown Appleton / ADI

Print Name: Djuanna Hngdahl

Signature: Djuanna Hngdahl

Date: 5.18.21

*** Bonds are required for the following types of work only:**

- Plumbing in the public right-of-way: \$5,000.00 Permit Bond (Municipal Code ARTICLE V. DIVISION 1. Sec. 4-265.)
- Sewer lateral sealing in the public right-of-way: \$5,000.00 Permit Bond (Municipal Code ARTICLE III. DIVISION 3. Sec. 4-188. (a)(2))
- Moving of Buildings: \$5,000.00 Permit Bond (Municipal Code ARTICLE III. DIVISION 4. Sec. 4-207. (5))
- Cement Finisher's License: \$5,000.00 License Bond (Municipal Code ARTICLE II. Sec. 9-33. (c)(1))

City of Appleton Parking Utility

2020 Annual Report

VISION: Providing Excellence in Downtown Parking



**PARK & PLAY
THE DOWNTOWN WAY**

Parking Utility Guiding Principals

- Maintain the small town, walkable form that has evolved over decades of purposeful planning.
- Support a park once, pedestrian friendly vision that improves connectivity for visitors, residents and employees.
- Provide a customer-friendly experience centered on convenience, access and fairness.
- Help facilitate and encourage a diverse economy.
- Maintain a responsibility to optimize public investment in parking infrastructure.



Parking Inventory



Off-street meter parking stalls	=	94
On-street meter parking stalls	=	784
Ramp parking stalls	=	2,775
Motorcycle / Moped stalls	=	32
TOTAL PUBLIC PARKING STALLS	=	3,685

**PARK & PLAY
THE DOWNTOWN WAY**

Accomplishments in 2015

1. Reduced meter hours from 9:00 am – 9:00 pm to 9:00 am – 6:00 pm, Monday through Saturday, with Sundays remaining free.
2. Changed on-street meter limit from 2 hours to 12 hours and the rate from \$0.75/hour to \$0.20/hour for all on-street meters north of Washington Street.

Accomplishments in 2016

1. Implemented new pay-on-exit parking system in the Green, Yellow and Red Parking Ramps. System includes credit card and validation capabilities.
2. Implemented new ramp permit rates as follows:
 - \$30/month all ramps except Blue Ramp and \$35/month Blue Ramp

Accomplishments in 2017

1. Purchased a new enforcement vehicle to enforce parking time zones throughout the City.
2. Implemented Passport parking meter pay-by-phone app.
3. Installed additional signage in the Red Ramp and Green Ramp, and created a second exit lane in the Green Ramp to reduce exiting times from these ramps after major events.
4. Implemented Special Event Parking in the Green Ramp for major PAC events.

Accomplishments in 2018

1. Upgraded Red Ramp lights to LED fixtures.

Accomplishments in 2019

1. Upgraded Yellow Ramp lights to LED fixtures.
2. Replaced elevators in Red Ramp and Yellow Ramp.
3. Demolished Blue Ramp.
4. Created motorcycle and bicycle parking area in Green Ramp.
5. Accept credit card payments for monthly permits.
6. Implemented new ramp rates as follows:
 - \$2.00 < 3 hours, \$3.00 3-4 hours, and \$5.00 > 4 hours
7. Implemented new meter rates as follows:
 - \$1.00 per hour gray meters
 - \$0.50 per hour red meters (30 minutes)
 - \$0.25 per hour meters north of Washington Street

Accomplishments in 2020

1. Implemented \$35/month ramp permit fee.
2. Implemented PassPort Citation software.
3. Implemented online payment option for parking card holders and businesses.

Upcoming Changes in 2021

1. Upgrade Green Ramp lights to LED fixtures.
2. Replace stairwell in Green Ramp.

**PARK & PLAY
THE DOWNTOWN WAY**

2020 Financial Overview

REVENUES

Ramp Permits	\$ 720,397
Ramp pay-as-exit	\$ 243,749
Meters	\$ 316,757
Fines	\$ 221,764
Other	\$ <u>53,551</u>
TOTAL	\$1,556,218

EXPENSES

Labor	\$ 725,739
Supplies & Services	\$ 613,702
Capital	\$ 13,985
Debt	\$ 0
Depreciation / Other	\$ <u>572,584</u>
TOTAL	\$1,926,010

Parking Statistics

Number of Permit Holders:

2015	2,581
2016	2,497
2017	2,562
2018	2,404
2019	2,488
2020	1,863

Number of Citations Issued:

2015	12,463
2016	10,691
2017	10,764
2018	10,071
2019	10,168
2020	10,799



Green Ramp Motorcycle and Bicycle Parking Area

**PARK & PLAY
THE DOWNTOWN WAY**