



# City of Appleton

100 North Appleton Street  
Appleton, WI 54911-4799  
[www.appleton.org](http://www.appleton.org)

## Meeting Agenda - Final Municipal Services Committee

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Tuesday, April 25, 2017

6:30 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

[17-596](#) Minutes from April 11, 2017

**Attachments:** [Minutes from April 11, 2017.pdf](#)

### 4. Public Hearings/Apearances

### 5. Action Items

[17-588](#) Request from Appleton Area School District AP Coordinator to reduce or waive the parking fees (\$5) for students taking the AP Exam at the Radisson Paper Valley Hotel.

**Attachments:** [Appleton Area School District AP Coordinator.pdf](#)

[17-589](#) Approve Intergovernmental Agreement with the Town of Grand Chute for Lanser Road and the Green Grove Plat contingent upon Council approved budget adjustment.

**Attachments:** [Intergovernmental Agreement Lanser Lane and Green Grove Plat.pdf](#)

[17-590](#) Request from Appleton Downtown Inc. for a street occupancy permit to host a Sidewalk Sale on Saturday, May 13, 2017 from 10:00 a.m. to 2:00 p.m. (in conjunction with Sole Burner 5K) on the beautification strip from 600 W. College Avenue to 300 E. College Avenue.

**Attachments:** [ADI-Sidewalk Sale-May 13, 2017.pdf](#)

[17-591](#)

Request from Appleton Downtown Inc. for a street occupancy permit to host a Sidewalk Sale on Saturday, August 5, 2017 from 10:00 a.m. to 6:00 p.m. (during Mile of Music) on the beautification strip from 600 W. College Avenue to 300 E. College Avenue.

**Attachments:** [ADI-Sidewalk Sale-August 5, 2017.pdf](#)

[17-592](#)

Request from Appleton Downtown Inc. for street occupancy permits for College Avenue (600 W. College Avenue to 300 E. College Avenue) as follows:

- a. May 19, 2017-Celebrate Culture in the beautification strip area only (1:00 p.m. to 9:00 p.m.)
- b. June 16, 2017-Hidden Textures in the beautification strip area only (1:00 p.m. to 9:00 p.m.)
- c. July 21, 2017-Chalk on the Town in the sidewalk area only (1:00 p.m. to 9:00 p.m.)
- d. August 18, 2017-Paint on the Town in the beautification strip area only (1:00 p.m. to 9:00 p.m.)
- e. September 15, 2017-Park-ing Day in the beautification strip area only (1:00 p.m. to 9:00 p.m.)

**Attachments:** [ADI Sidewalk Occupancy Permit various events.pdf](#)

[17-594](#)

Confirm the following:

- Elect Vice-Chairperson
- Designate a Contact person
- Appointment to Board of Building Inspector
- Appointment to Board of Heating Examiners
- Appointment to CEA Review Committee

## **6. Information Items**

[17-595](#)

Set Municipal Services meeting date and time

[17-593](#)

Inspections Division Permit Summary Comparison Report for March, 2017.

**Attachments:** [Inspections Division Permit Summary Comparison Report for March 2017.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 920-832-6474 if you have any questions.*



# City of Appleton

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## Meeting Minutes - Final Municipal Services Committee

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Tuesday, April 11, 2017

6:30 PM

Council Chambers, 6th Floor

---

1. Call meeting to order

2. Roll call of membership

**Present:** 4 - Croatt, Coenen, Martin and Mann

**Excused:** 1 - Konetzke

3. Approval of minutes from previous meeting

[17-373](#)

Minutes from March 15, 2017.

**Attachments:** [Minutes from March 21, 2017.pdf](#)

Martin moved, seconded by Mann, that the Minutes be approved. Roll Call.  
Motion carried by the following vote:

**Aye:** 4 - Croatt, Coenen, Martin and Mann

**Excused:** 1 - Konetzke

4. Public Hearings/Appearances

5. Action Items

[17-440](#)

Approve replacing colored crosswalks (across College Avenue at the intersections of State, Walnut, Division, Superior, Oneida, Morrison and Durkee) with standard concrete and continental style crosswalk markings.

**Attachments:** [College Avenue Crosswalks and Pavement Markings.pdf](#)

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

**Aye:** 4 - Croatt, Coenen, Martin and Mann

**Excused:** 1 - Konetzke

[17-442](#)

Approve Inter-Governmental Agreements with the City of Menasha for initial street light installation costs and on-going maintenance and

electrical power costs for street lights on Midway Road.

**Attachments:** [Street Lighting in the City of Menasha-Midway Rd at Oneida St.pdf](#)

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

Aye: 4 - Croatt, Coenen, Martin and Mann

Excused: 1 - Konetzke

**17-445**

Anticipated award for P-17 Pavement Marking (Epoxy) Contract.

*Item 17-445 amended to award pavement marking contract to Brickline, Inc. in an amount not to exceed \$135,000. Motion by Coenen, 2nd by Martin. Amendment approved 4-0.*

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

Aye: 4 - Croatt, Coenen, Martin and Mann

Excused: 1 - Konetzke

**6. Information Items**

**17-381**

Presentation of Department of Public Work's 2017 Strategic Plan.

**Attachments:** [Department of Public Works 2017 Strategic Plan.pdf](#)

**17-446**

City of Appleton Parking Utility 2016 Annual Report.

**Attachments:** [City of Appleton Parkin Utility 2016 Annual Report.pdf](#)

**17-448**

Road Report demonstration.

**7. Adjournment**

Martin moved, seconded by Coenen, that the meeting be adjourned. Roll Call. Motion carried by the following vote:

Aye: 4 - Croatt, Coenen, Martin and Mann

Excused: 1 - Konetzke

April 18, 2017

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

Dear Ms. Vandehey,

I am writing to request a reduction in parking fees for Appleton students who are taking their advance placement (AP) tests at the Radisson Paper Valley. Ideally, such reduction would start this spring and continue for the next five years.

Each spring, high school students from all over Appleton gather to take their AP tests, which allow them to get college credit for taking more challenging high school courses. We have tried many different locations throughout the area, but have been very happy with how accommodating the Radisson Paper Valley has been to the rather unique needs of this event. The only hitch is the parking. Downtown, being centrally located, is fantastic, but there is nowhere to park without paying. Although parking fees are reasonable, we do not want to discourage any students from taking these tests for any reason.

It would be very helpful if parking fees for these bright, young students could be waived or reduced for the next five years. It would be one less thing to worry about on what is often a very stressful experience.

If you have any questions or concerns, please don't hesitate to contact me. Thank you for your attention to this matter.

Sincerely,

A handwritten signature in cursive script, appearing to read 'Cassie Guilbeault'.

Cassie Guilbeault  
Appleton Area School District AP Coordinator

# **CITY OF APPLETON/TOWN OF GRAND CHUTE**

## **Lanser Lane and Green Grove Plat**

### **INTERGOVERNMENTAL AGREEMENT**

**FOR PULVERIZING, ASPHALT PAVING & STORM SEWER PROJECT**

**DATE:** April 6, 2017

**PROJECT TITLE:** Lanser Lane and  
Green Grove Plat

The Town of Grand Chute, hereinafter called the "Town", through its undersigned duly authorized officers or officials, hereby enters into an agreement with the City of Appleton, through its Public Works Department, hereinafter called the "City", to pulverize, asphalt pave and install storm sewer in the Green Grove Plat and asphalt reclamation on Lanser Lane.

### **PROPOSED IMPROVEMENT**

Pulverize, asphalt pave and install storm sewer in the Green Grove Plat and asphalt reclamation on Lanser Lane in 2017.

### **COST ESTIMATE AND PARTICIPATION**

<b>PROJECT</b>	<b>TOWN SHARE</b>	<b>CITY SHARE</b>
Lanser Road		
Pavement		\$ 2,626.25
Green Grove Plat		
Storm Sewer	\$ 531,570.72	\$ 6,924.84
Pavement	\$ 426,807.29	\$ 37,562.64
<b>TOTAL COST</b>		\$ 47,113.73

### **TERMS AND CONDITIONS:**

1. The Town of Grand Chute will be the lead agency for this project.
2. All plans and specifications for the improvements will be provided for City of Appleton's records.
3. The project cost in the agreement is a fixed amount for the City of Appleton.

**City of Appleton**

Attest:

Printed Name:

By:

Timothy M. Hanna, Mayor

Attest:

Printed Name:

By:

Kami Scofield, City Clerk

Provision has been made to pay the liability  
that will accrue under this contract.

Approved as to form:

Anthony D. Saucerman, Finance Director

James P. Walsh, City Attorney

**Town of Grand Chute**

Attest:

Printed Name:

By:

David A. Schowalter, Town Chairman

Attest:

Printed Name:

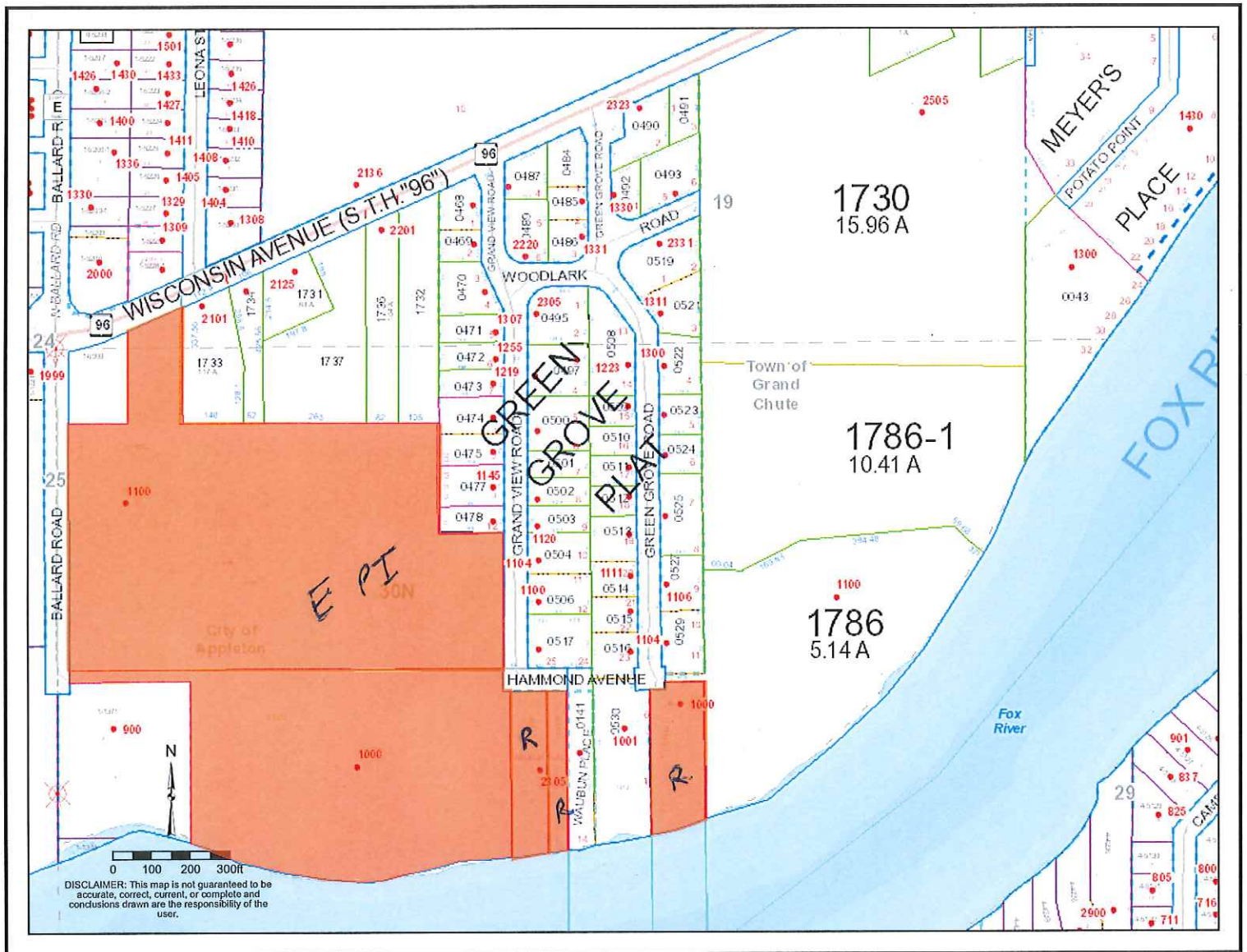
By:

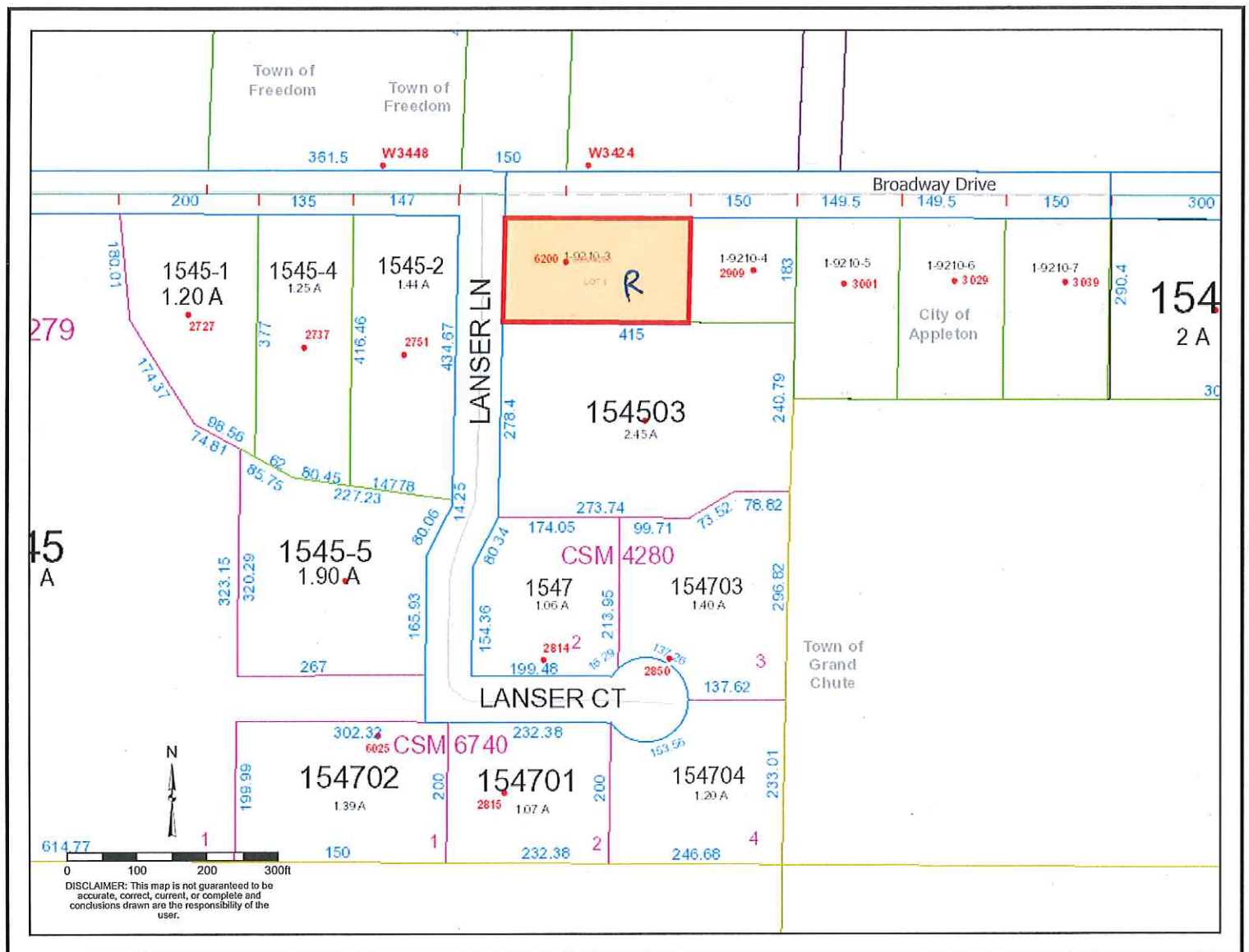
Karen L. Weinschrott, Town Clerk

Approved as to form:

Charles D. Koehler  
Attorney for the Town of Grand Chute







March 23, 2017

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

Dear Ms. VandeHey,

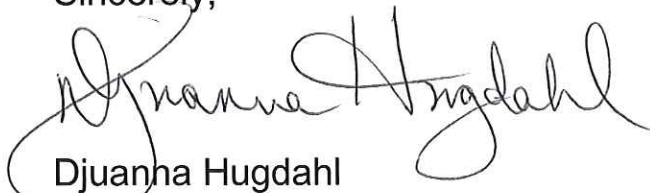
At the request of the American Cancer Society in regards to their special event of the Sole Burner 5K; held on May 13, Downtown Appleton would like to host a Sidewalk Sale that day from 10 a.m. until 2 p.m.

We are requesting a Sidewalk Occupancy Permit to cover the amenity strip from the 600 W. College Avenue block through 300 E. College Avenue block, on behalf of the businesses.

Stores will set up in the amenity strip beginning at 9 a.m. and will remove goods and supplies by 3 p.m. We will not require any street closure.

Thank you for your consideration.

Sincerely,



Djuanna Hugdahl  
Event Coordinator  
Appleton Downtown Inc.

Cc: City Clerk office



April 10, 2017

Paula VandeHey, Director  
City Of Appleton – Department of Public Works  
100 N. Appleton Street  
Appleton, WI 54911

Dear Ms. VandeHey,

At the request of Willems Marketing, Mile of Music 5 and the downtown businesses; ADI, along with Creative Downtown Appleton Inc. would like to host a Sidewalk Sale on Saturday, August 5 from 10 a.m. to 6 p.m. The Sidewalk Sale would occur alongside the Downtown Appleton Farm Market.

We are requesting a Sidewalk Occupancy Permit to cover the amenity strip from the 600 W. College Avenue through 300 E. College Avenue.

Stores will set up in the amenity strip beginning at 10 a.m. and will remove goods and supplies shortly after 6 p.m. We will not require any street closures for the Sidewalk Sale.

Thank you for your consideration.

Sincerely,



Djuanna Hugdahl  
Event Coordinator  
Appleton Downtown Inc.

January 18, 2017

Ms. Paula VandeHey  
Director of Public Works - City Of Appleton  
100 N. Appleton St.  
Appleton, WI 54911

Dear Ms. VandeHey:

As a special feature of "Art on the Town", Creative Downtown Appleton Inc. would like to offer the following different themes and are requesting a Sidewalk Occupancy Permit to cover the sidewalk area. Listed below are the different dates and themes for 2017:

May 19 – "Celebrate Culture" – working with the Appleton Public Library

June 16 – "Hidden Textures"

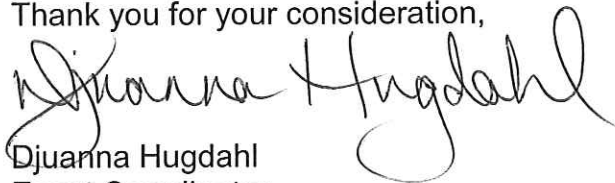
July 21 – "Chalk on the Town" – Businesses and individuals reserve a square or two of sidewalk, chalking begins at 1 p.m. and ends by 9 p.m. Businesses will have the first rights to sidewalk in front of their building.

August 18 - "Paint on the Town" – Businesses and individuals will paint on easels outside of participating venues, encouraging individuals to add to the painting.

September 15 – "Park-ing Day" – We are hoping to work with the Food Truck Rally again and possibly offering some additional seating that night.

We are requesting a Sidewalk Occupancy Permit to cover the sidewalk area from 600 W. College Avenue through 300 E. College Avenue in downtown, from 1-9 p.m.

Thank you for your consideration,



Djuanna Hugdahl  
Event Coordinator  
Appleton Downtown Inc.  
[djuanna@appleondowntown.org](mailto:djuanna@appleondowntown.org)

# Department of Public Works Inspections Division

## Permit Summary Count YTD Comparison

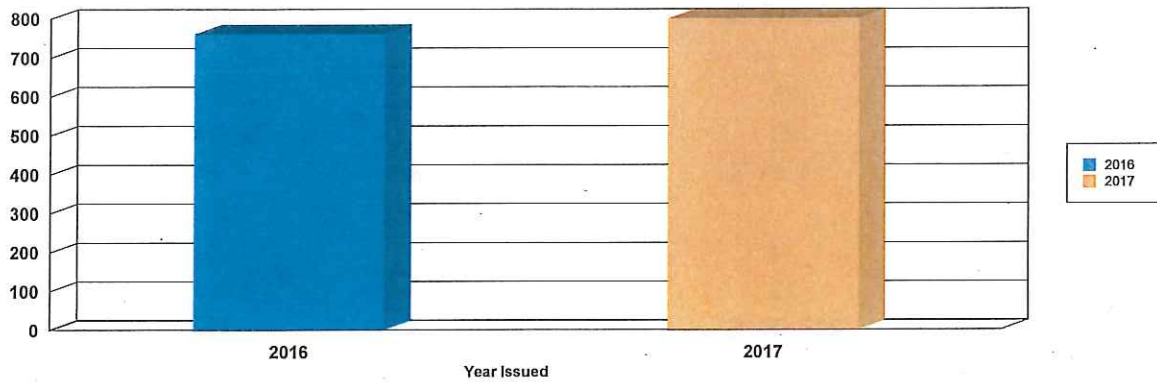
01/01/17 Thru 03/31/17

Report Date: 4/2/2017

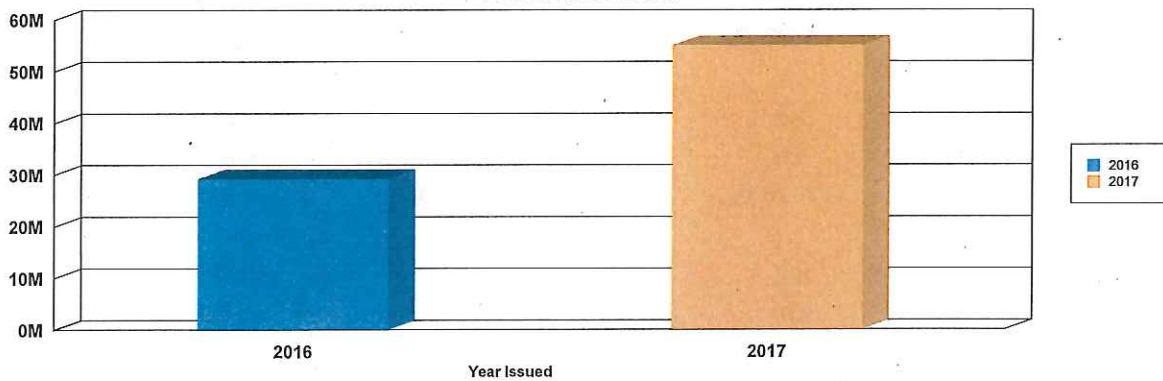


	2016	2017
Permits	761	800
Estimated Cost	29,202,775.00	55,002,936.00
Receipt Amount	130,379.24	127,193.22

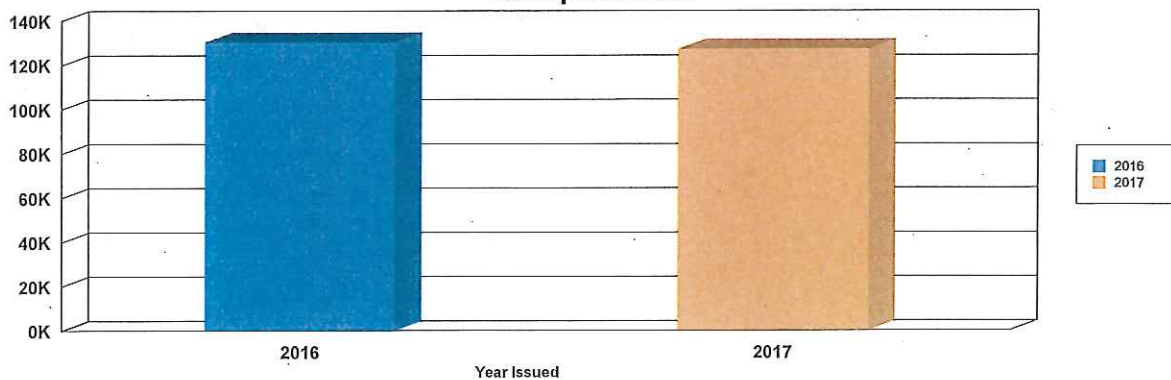
Number of Permits



Estimated Cost



Receipt Amount



# Department of Public Works Inspections Division

## Permit Summary Count YTD Comparison

01/01/17 Thru 03/31/17

Report Date: 4/2/2017



"...meeting community needs...enhancing quality of life."

Permit Type	Year Issued	Permit Count	Total Estimated Cost	Total Receipt Amount
BUILDING	2016	119	20,461,463	53,400.63
	2017	170	46,752,316	59,764.60
		42.86 %	128.49 %	11.92 %
DISPLAY SIGN	2016	52	474,956	1,560.00
	2017	15	120,715	525.00
		-71.15 %	-74.58 %	-66.35 %
ELECTRICAL	2016	186	2,034,453	27,190.77
	2017	195	1,472,339	26,221.14
		4.84 %	-27.63 %	-3.57 %
EROSION CNTL	2016	4		550.00
	2017	13		1,610.00
		225.00 %	%	192.73 %
HEATING	2016	199	4,250,424	21,376.84
	2017	191	5,435,164	15,705.13
		-4.02 %	27.87 %	-26.53 %
PLAN REVIEW	2016	30		9,505.00
	2017	26		9,123.50
		-13.33 %	%	-4.01 %
PLUMBING	2016	126	1,486,079	11,979.00
	2017	154	1,130,102	10,959.85
		22.22 %	-23.95 %	-8.51 %
SEWER	2016	44	495,400	4,787.00
	2017	36	92,300	3,284.00
		-18.18 %	-81.37 %	-31.40 %
WELL	2016	1		30.00
		%	%	%