



City of Appleton

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

Meeting Agenda - Final-revised Municipal Services Committee

Wednesday, June 21, 2017

5:45 PM

Council Chambers, 6th Floor

SPECIAL

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

[17-912](#) Minutes from June 12, 2017

Attachments: [Minutes from June 12, 2017.pdf](#)

4. Public Hearings/Appealances

5. Action Items

[17-913](#) Request from B.A.B.E.S., Inc. to appeal the staff denial for a Temporary Honorary Street Name Sign for "DR. G. MANNS WAY" to be installed for their July 14, 2017 Founder's Day Celebration.

Attachments: [Request from B.A.B.E.S-Temporary Street Name Sign.pdf](#)

[17-936](#) Award sole source parking structure concept design & estimating services contract to Walker Parking Consultants.

Attachments: [Walker Parking Consultants.pdf](#)

6. Information Items

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

100 North Appleton Street
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Meeting Minutes - Draft Municipal Services Committee

Monday, June 12, 2017

4:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

Present: 5 - Croatt, Coenen, Konetzke, Martin and Dannecker

3. Approval of minutes from previous meeting

[17-849](#)

Minutes from May 22, 2017

Attachments: [Minutes from May 22, 2017.pdf](#)

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

Aye: 5 - Croatt, Coenen, Konetzke, Martin and Dannecker

4. Public Hearings/Appealances

5. Action Items

[17-783](#)

Recommend award of Unit Q-17 Pavement Marking Contract (Paint) to Crowley Construction Corp. in the amount of \$44,918.45 plus a \$5,000 contingency for a project total not to exceed \$49,918.45.

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

Aye: 5 - Croatt, Coenen, Konetzke, Martin and Dannecker

[17-850](#)

Request from Christensen Heating & Air Conditioning for a Street Occupancy Permit to install a sign that extends up to three (3) feet into the Wisconsin Avenue Street right-of-way with a minimum clearance of 12 feet.

Attachments: [Christiansen Heating and Air Conditioning.pdf](#)

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

Aye: 5 - Croatt, Coenen, Konetzke, Martin and Dannecker

[17-851](#)

Request from Kevin Pullen, 2600-2602 S. Horizon Drive, for a variance to Municipal Code 19-91 (f)(5) to extend his driveway 4' 9" into the front yard of both sides of the duplex.

Attachments: [Kevin Pullen-2600 S Horizon Drive.pdf](#)

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

Aye: 5 - Croatt, Coenen, Konetzke, Martin and Dannecker

[17-858](#)

Request from Lawrence University to move a house from 122 N. Union Street to 229 N. Union Street be approved contingent upon an approved moving route.

Attachments: [Building permit-122 N Union St to 229 N Union St.pdf](#)

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

Aye: 5 - Croatt, Coenen, Konetzke, Martin and Dannecker

[17-859](#)

Request from Jill Gauger to have the \$50 Weed Administration Fee waived for 12 Ramlen Court.

Attachments: [12 Ramlen Court weed assessment.pdf](#)

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

Aye: 5 - Croatt, Coenen, Konetzke, Martin and Dannecker

[17-860](#)

Install all-way stop control at the Walnut Street/Eighth Street intersection.

Attachments: [Intersection traffic at Walnut St. and Eighth Street.pdf](#)

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

Aye: 5 - Croatt, Coenen, Konetzke, Martin and Dannecker

[17-852](#)

Approve proposed parking changes near Lincoln Elementary School to create a dedicated parking spot for the crossing guard.

Attachments: [Lincoln Elementary.pdf](#)

Dannecker moved, seconded by Croatt, that the Report Action Item be

recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 5 - Croatt, Coenen, Konetzke, Martin and Dannecker

[17-853](#)

Approve proposed parking changes on Oklahoma Street, east of Mason Street.

Attachments: [Parking changes Oklahoma Street, east of Mason St.pdf](#)

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

Aye: 5 - Croatt, Coenen, Konetzke, Martin and Dannecker

[17-855](#)

Approve proposed parking changes on Capitol Drive near Edna Ferber Elementary School.

Attachments: [Ferber Elementary.pdf](#)

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

Aye: 5 - Croatt, Coenen, Konetzke, Martin and Dannecker

[17-856](#)

Approve proposed parking restriction on the north side of North Street at Durkee Street.

Attachments: [Parking restriction North St. to Durkee St.pdf](#)

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

Aye: 5 - Croatt, Coenen, Konetzke, Martin and Dannecker

6. Information Items

[17-861](#)

Contractor meeting held on June 6, 2017 for the STH 47 (Richmond) and CTH OO (Northland) Intersection Project.

Attachments: [Intersection project STH 47 and CTH OO.pdf](#)

[17-863](#)

Inspection Division Permit Summary Comparison Report for May, 2017.

Attachments: [Inspection Permit Summary Comparison Report for May 2017.pdf](#)

[17-882](#)

Parking meter pay-by-phone update.

Attachments: [Parking meter pay-by-phone update.pdf](#)

[17-866](#)

Discussion of proposed change to sidewalk cafe ordinance.

Attachments: [Proposed change to sidewalk cafe ordinance.pdf](#)

[17-868](#)

Evergreen Drive/Alvin Street upcoming project.

7. Adjournment

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

Aye: 5 - Croatt, Coenen, Konetzke, Martin and Dannecker



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

Effective Date:

CITY OF APPLETON

Temporary Honorary Street Name Policy

The objective of this policy is to establish the guidelines in which temporary honorary street names may be used in the City of Appleton.

GUIDELINES

1. Requests must be submitted to the Department of Public Works for consideration at least 45 days prior to the date such signage is desired to be installed.
2. Requests must be tied to an event or date of a historically significant community event.
3. Costs of all signage and associated installation shall be at the sole expense of the requesting party.
4. Approved Temporary Honorary Signs shall be brown with white lettering.
5. Approved Temporary Honorary Signs shall be designed and installed by the Department of Public Works directly below the official street name sign.
6. Approved Temporary Honorary Signs shall be installed for not longer than 30 days.
7. Does not impact official emergency response records in any manner.
8. Address numbering will not be permitted as part of the Temporary Honorary Signs.

APPEAL PROCESS

Anyone denied a Temporary Honorary Street Name may appeal the decision to the Common Council through the Municipal Services Committee.

To: Ms. Paula Van de Hey, Department of Public Works

From: Elder M. Williams, Executive Director

Monday, June 12, 2017

REQUEST: Temporary Honorary Street Name

B.A.B.E.S., Inc. Child Abuse Prevention Program has served the Fox Valley since 1997. Our founder, Dr. G. Manns, put her heart and soul into establishing and developing this non-profit agency. She spent many days and nights working on grants, conducting meetings, planning events and hosting dignitaries at the facility located at 1331 East Wisconsin Avenue.

As a member of her team, I was able to watch the process, as well as contribute to the cause with my time, talents and treasures. I now find myself working in the role that was left vacant by her untimely passing in January of 2013.

For many years, I thought we should find a way to honor this visionary. I pondered seeking a street name change some years ago (while she was still alive), but never moved forward with the idea. Now that the honorary street name policy is in effect, this would be a great alternative to changing the name of the street.

To that end, please accept this brief correspondence as my request (on the behalf of B.A.B.E.S., Inc.) to post a honorary street name sign at the corner of Wisconsin and Owaissa (southeast corner) to honor our founder.

In celebration of 20 years of service to our community and to celebrate Dr. Manns' legacy, we are planning a FOUNDER'S DAY Celebration for Friday, July 14, 2017, and would love to be able to unveil the new street sign during the event.

If approved, we'd like to have the sign read ***DR. G. MANNS WAY***.

Thank you for your time and consideration of our request.

You may reach me at B.A.B.E.S., Inc. Monday – Thursday from 11:30 A.M. – 9:00 P.M. The number is 920.733.6886. My e-mail address is execdir@babeshelp.org.

Paula Vandehey

From: Elder M. Williams <execdir@babeshelp.org>
Sent: Monday, June 12, 2017 9:48 PM
To: Paula Vandehey
Cc: Chad M. Doran
Subject: RE: Honorary Street Name Request

Hi Paula,

Thank you for getting back to me today. Yes, I'd like to appeal your decision.

I apologize that my request did not include enough historical significance. Here are a few additional points to consider:

- Dr. Manns founded both Appleton Sanctuary Outreach Ministries Church and B.A.B.E.S., Inc. Child Abuse Prevention Program in the Fox Valley; 1992 and 1997 respectively.
- B.A.B.E.S., Inc. is celebrating **20 years of service** to the community this year. All of our services and programs are provided **FREE** to the community. For 20 years, we've been able to continue this service and not charge the parents.
- Dr. Manns' birthday is July 16th. This "FOUNDER'S DAY" celebration would be an opportunity for us to highlight our services, the legacy of Dr. Manns (her vision, compassion, creativity, and ability to establish meaningful programming in our city), and bring awareness to the B.A.B.E.S. program.
- The mission and vision of child abuse prevention continues despite her untimely death.
- There is **NO OTHER PROGRAM OR SERVICE LIKE BA.B.E.S., INC.** in the state of Wisconsin, with the exception of B.A.B.E.S. New London.
- Dr. Manns lead the effort to establish B.A.B.E.S. in New London.
- Dr. Manns was a member of Toward Community Unity in Diversity
- Dr. Manns hosted the first African Community conversation with local law enforcement (back with Rick Meyers was APD Chief)
- Dr. Manns hosted Judge Butler at B.A.B.E.S. when he ran for office (I think it was for the senate)
- Dr. Manns wrote a book entitled, "Once I was a Smiling Child" and Congresswoman Gwendolyn Moore wrote the foreword for that book
- Dr. Manns was a board member of Harbor House Domestic Abuse Shelter
- Dr. Manns sat on the East Central Wisconsin Planning Commission
- Dr. Manns was a member of the Concerned Black Citizens committee, which worked with law enforcement in the area.
- Dr. Manns conducted training sessions and held discussions for/with law enforcement concerning diversity issues

Thank you for taking time to review the application again. I submit to you the historical significance of the founding of both B.A.B.E.S., Inc. and Appleton Sanctuary, coupled with all the community advocacy work that Dr. Manns engaged in supports our request to recognize this servant who sacrificed so much for our community. She cared for people, cared about people, and made it her life's work to SERVE people.

I respectfully request that you consider this request in light of the life that we lost on January 08, 2013. If she had not moved forward with the vision of B.A.B.E.S., Inc. so many children and their parents would not have the help that we provide.

When you have some time, please advise as to the next steps for our project. Our Founder's Day celebration is scheduled for July 14th. At that time, we will have a proclamation from the Mayor's office, and hopefully unveil a temporary honorary street sign named in honor of Dr. G. Manns.

Sincerely,

Elder M. Williams
Executive Director
B.A.B.E.S., Inc.
Child Abuse Prevention Program

920.733.6886
www.babeshelp.org

Monday - Thursday, 11:30 A.M. - 9:00 P.M.

Like us on **Facebook**: <https://www.facebook.com/BABESHelp>

Follow us on **Twitter**: @babeshelp

Subscribe to our **YouTube** Channel: B.A.B.E.S., Inc. Appleton

Crowd Funding site: <https://www.youcaring.com/babesincchildabusepreventionprogram-708345>

Are you an Amazon shopper? Support B.A.B.E.S. by using Amazon Smile:
<https://smile.amazon.com/ch/39-1887276>



Walker Parking Consultants
1660 S. Highway 100, Suite 545
Minneapolis, MN 55416

Voice: 952.595.9116
www.walkerparking.com

June 19, 2017

Paula Vandehey
Department of Public Works
City of Appleton
100 North Appleton Street
Appleton, WI 549121

Re: *Bluff Site Proposal*
Parking Structure Concept Design Services
Appleton, Wisconsin

Dear Ms. Vandehey:

We are delighted to have the opportunity to provide this proposal for the potential Bluff Site project in Appleton, Wisconsin. This proposal outlines our project understanding, the scope of services we plan to provide as well as the fees for the conceptual parking design services for the potential project. Walker Parking Consultants in partnership with Hoffman Planning, Design & Construction will provide the outlined services directly to the City of Appleton and work with your professional team to provide support to meet the City of Appleton's parking study goals.

PROJECT UNDERSTANDING

Our understanding of the overall project is a potential office building constructed over a parking ramp. The complex will integrate with the City of Appleton's downtown redevelopment goals. The initial phase of the work is a "fit study" intended to determine how much parking can be developed on the site with property lines, setback, and geotechnical constraints. There may be several options to consider as the site is "right sized" for potential parking and the office building. The project site is located between Lawrence Street, Oneida Street, Water Street, and Morrison Street.

We assume that Walker will be the prime consultant and contract directly with the City. Hoffman will be responsible for project management, architectural design, and project coordination of the design team. Hoffman will contract with and work directly for Walker in this initial phase of the project. The parking ramp goal is 1,000 parking spaces.

Following are assumptions made in preparing this proposal:

1. Walker will be the prime consultant and contract directly with the City
2. Hoffman's contract will be with Walker
3. The City will provide any available geotechnical, zoning, setback, topographical, and survey information
4. Provisions for office on top of the parking ramp

5. Cast-in-place post-tensioned construction is assumed.

SCOPE OF SERVICES

Walker and Hoffman will provide conceptual design and estimating services identified below for the proposed project.

- Review scope of the project and the site with the design team, and determine project requirements including budget and milestone schedule dates
- Develop conceptual parking options to serve as basis for Schematic Design and following phases of the project
- Attend one public project presentation meeting and one design team meeting
- Coordinate with the entire team, local jurisdictions, other design consultants and others as needed to complete the work
- Provide a Conceptual Design deliverable
- Prepare conceptual estimates for up to 2 conceptual design options and one final estimate for chosen option
- Prepare a development schedule for design, bidding and construction of the parking ramp

I. DELIVERABLES

- A. Conceptual layout of site plan
- B. Conceptual layout of parking structure
- C. Conceptual budget for parking structure development

PROFESSIONAL COMPENSATION

We propose to provide the services on a Not-to-Exceed basis per standard hourly rates including expenses based on the scope above to a maximum of \$36,900 plus reimbursable expenses of \$1,500 for a total cost of **\$38,400**. This includes all labor, travel and reimbursables.

Our expenses will be in accordance invoiced at cost. We have included two (2) trips within our fee. Reimbursable expenses shall be 1.0 times the actual cost of the following: transportation and subsistence of principals and employees when traveling, telephone charges and limited printing in connection with the work.

Authorized additional services shall be based on our standard hourly rate schedule.

SCHEDULE

Our team's work will commence immediately upon the execution of a city-issued contract. The completion of our work will be expedited as quickly as possible.

If you have any questions, please feel free to contact me at 612-281-3020 or by e-mail at Terry.Hakkola@walkerparking.com. We look forward to working with you and the entire group



Ms. Paula Vandehey
June 19, 2017
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as your partner to move this project forward!

Sincerely,

WALKER PARKING CONSULTANTS

A handwritten signature in blue ink, appearing to read "Terrence A. Hakkola", is written over the printed name.

Terrence A. Hakkola, P.E.
Vice President

Enclosures: *General Conditions of Agreement for Design Services*
Standard Billing Rates

AUTHORIZATION

Trusting that this meets with your approval, we ask that you sign in the space below to acknowledge your acceptance of the terms contained herein, and to confirm your authorization for us to proceed. Please return one signed original of this agreement for our records with a city-issued contract.

CITY OF APPLETON

Accepted by (Signature): _____

Printed Name: _____

Title: _____

Date: _____

SERVICES

Walker Parking Consultants ("WALKER") will provide the CLIENT ("CITY OF APPLETON") professional services that are limited to the work described in the attached letter ("the services"). Any additional services requested will be provided at our standard hourly rates or for a mutually agreed lump sum fee. The services are provided solely in accordance with written information and documents supplied by the CLIENT, and are limited to and furnished solely for the specific use disclosed to us in writing by the CLIENT. No third-party beneficiary is contemplated. All documents prepared or provided by WALKER are its instruments of service, and any use for modifications or extensions of this work, for new projects, or for completion of this project by others without WALKER's specific written consent will be at CLIENT's sole risk.

PAYMENT FOR SERVICES

Reimbursable expenses will be billed at 1.0 times the cost of travel and living expenses. Payment is due upon receipt of invoice. If for any reason the CLIENT does not pay WALKER within One hundred and twenty (120) days of date of invoice, WALKER may, at its option, suspend or withhold services.

STANDARD OF CARE

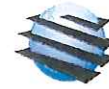
WALKER will perform the services in accordance with generally accepted standards of the profession using applicable building codes in effect at time of execution of this Agreement. WALKER's liability caused by its acts, errors or omissions shall be limited to \$1,000,000.

PERIOD OF SERVICE

In the event that no contract administration phase services are to be provided by WALKER, services shall be complete the earlier of (1) the date when final documents are accepted by the CLIENT or (2) thirty days after final documents are delivered to the CLIENT. If contract administration phase services are provided by WALKER, services shall be complete upon the receipt of record drawings from Walker and all outstanding parking issues have been resolved.

STANDARD BILLING RATES

BASIC SERVICES



WALKER
PARKING CONSULTANTS

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PRINCIPALS

Principal \$245.00

PROJECT MANAGEMENT

Senior Project Manager \$235.00

Project Manager \$200.00

PARKING CONSULTANTS

Parking Consultant \$200.00

RESTORATION CONSULTANTS

Restoration Consultant \$200.00

DESIGN

Senior Engineer / Senior Architect \$195.00

Engineer / Architect \$170.00

Designer \$160.00

TECHNICAL

Senior Technician \$145.00

Technician \$130.00

SUPPORT

Business Manager \$ 105.00