



MEMORANDUM

Date: August 3, 2026
To: Municipal Services Committee
From: Hilary Pattermann, Parking Utility Manager
Subject: Request to Revoke BMO Harris Bank Designated Parking Stalls – Red Ramp

The City of Appleton Parking Utility, Park Appleton, requests the revocation of BMO Harris Bank's twelve designated parking stalls within the Red Ramp due to continued non-payment of required annual fees. Under the Designated Stalls in Parking Ramps Policy (approved April 18, 2013), designated stalls may be rescinded by the Common Council if the annual fee is not paid in full by January 2 of the applicable year.

Despite repeated invoicing and follow-up communications, BMO Harris Bank has not submitted payment for Invoice No. 19069, issued December 23, 2025, for the full annual fee associated with twelve designated stalls.

- On June 1, 2026, the Parking Utility Manager issued written notice requesting payment within 30 days and advising that further action would be pursued if payment was not received.
- A subsequent notice was mailed and e-mailed on July 1, 2026 to the Branch Manager, stating that the outstanding balance would be referred to a collection agency if not paid by August 1, 2026.
- As of August 3, 2026, Invoice No. 19069 remains unpaid.

If approved by the Common Council, Park Appleton intends to pursue the following without delay:

- All designated stalls previously assigned to BMO Harris Bank within the Red Ramp are revoked.
- These stalls will be returned to general public use.
- Park Appleton staff will remove all associated designated stall signage and ensure any cones or other bank-placed markers are cleared from the area.