



City of Appleton

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

Meeting Agenda - Final Municipal Services Committee

Monday, February 22, 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
[21-0188](#) Minutes from January 25, 2021

Attachments: [Minutes from January 25, 2021.pdf](#)

4. Public Hearings/Apearances

5. Action Items

- [21-0189](#) Approve Contract for 2021-2025 Movable Bridge Inspections to AECOM Technical Services, Inc. in an amount not to exceed \$95,061.

Attachments: [Contract-Movable Bridge Inspections.pdf](#)

- [21-0192](#) Request from Pollenablers-Fox Cities to designate the month of May, 2021 as No Mow May and to provide a 7 day grace period to not enforce the Weed Ordinance.

Attachments: [Pollenablers-No Mow May.pdf](#)

- [21-0193](#) Request to extend free parking in the Red Ramp for an additional 90 days, during vaccination clinic days only, as part of the community vaccination program at the Fox Cities Exhibition Center.

- [21-0209](#) Request from Tyler Mueller for a second curb cut at 70 Pheasant Court be denied based on neighboring property objection per the City of Appleton's Driveway Opening Policy.

Attachments: [70 Pheasant Ct-driveway.pdf](#)

6. Information Items

[21-0194](#) Inspection Division Permit Summary Comparison Report for January, 2021.

Attachments: [Permit Comparison-January 2021.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, January 25, 2021

4:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

Alderperson Firkus called the meeting to order at 4:36 p.m.

2. Roll call of membership

Present: 5 - Firkus, Coenen, Otis, Prohaska and Wolff

3. Approval of minutes from previous meeting

[21-0077](#) Minutes from January 20, 2021

Attachments: [Minutes from January 20, 2021.pdf](#)

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

Aye: 5 - Firkus, Coenen, Otis, Prohaska and Wolff

4. Public Hearings/Appearances

5. Action Items

[21-0078](#) Approve Resolution for Outagamie Landfill Siting Negotiation Process

Attachments: [Resolution for Outagamie Landfill.pdf](#)

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

Aye: 5 - Firkus, Coenen, Otis, Prohaska and Wolff

[21-0104](#) Request from Appleton Downtown Inc. for a Street Occupancy Permit to place ice carvings throughout the downtown for the weekend of February 19, 2021 for "Avenue of Ice."

Attachments: [ADI-Avenue of Ice.pdf](#)

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

Aye: 5 - Firkus, Coenen, Otis, Prohaska and Wolff

[21-0106](#)

Approve proposed Pedestrian Crossing License with Wisconsin Central Ltd Railroad for the Locust/Lawrence Grade Crossing.

Attachments: [Pedestrian Crossing License with WCL Railroad.pdf](#)

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

Aye: 5 - Firkus, Coenen, Otis, Prohaska and Wolff

[21-0107](#)

Approve proposed 1-year extension of the Bicycle and Pedestrian Engineering On-Call Consulting Services Contract with Alta Planning & Design in an amount not to exceed \$12,000.

Attachments: [Bicycle-Pedestrian Consulting Service.pdf](#)

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

Aye: 5 - Firkus, Coenen, Otis, Prohaska and Wolff

[21-0111](#)

Request to negotiate a sole source professional services contract with Desman Design Management for planning, design and administrative services related to the structural maintenance of the City's public parking ramps.

Attachments: [Desman Design Management.pdf](#)

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

Aye: 5 - Firkus, Coenen, Otis, Prohaska and Wolff

6. Information Items

[20-1654](#)

Annual Crash Overview 2019.

Attachments: [Annual Crash Overview 2019.pdf](#)

[21-0108](#)

Pilot for pay-by-phone app only in Soldier Square.

Attachments: [Pilot for Pay-by Phone app-Soldier Square.pdf](#)

[21-0109](#)

Annual update to the 5-Year Bike Lane and Trail Plan.

Attachments: [5 year Bike Lane-Trail Plan 1-18-21.pdf](#)

[21-0110](#)

Residents can now sign up for Snow & Ice Operations E-mail.

7. Adjournment

Prohaska moved, seconded by Wolff, that the meeting be adjourned at 5:14 p.m. Roll Call. Motion carried by the following vote:

Aye: 5 - Firkus, Coenen, Otis, Prohaska and Wolff



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

MEMO

Department of Public Works – Engineering Division

TO: Municipal Services Committee

FROM: Chad Weyenberg, Project Engineer

DATE: February 2, 2021

RE: Notification of Award of Contract for 2021-2025 Movable Bridge Inspections to AECOM in an amount not to exceed \$95,061.

The State of Wisconsin requires that the City inspect, record and report to the State on the condition of its movable bridges every year. The Department of Public Works requested proposals from three qualified Wisconsin consulting firms. The City received the following three qualified proposals from AECOM Technical Services, Inc., EXP U.S Services, Inc., and Collins Engineers, Inc.:

AECOM	\$ 95,061
Collins	\$101,216
EXP	\$108,300

AECOM Technical Services, Inc. demonstrated the related experience and personnel necessary to complete the required tasks. In addition, they also demonstrated a good project understanding and approach. The AECOM staff were members of the team that designed the bridge rehabilitation projects in 2008/09. They provided an excellent service and have a detailed understanding of the City's bridges.

Therefore, staff recommends award of the 2021-2025 Movable Bridge Inspection Services Contract to AECOM Technical Services, Inc. in an amount not to exceed \$95,061.



February 15, 2021

Dear Director VanDeHey,

Pollenablers-Fox Cities would like to initiate another season of our NoMowMay initiative under the same parameters as were established in 2020, with a minor adjustment. Last year's NoMow was well received and we anticipate even greater participation, but we did get a number of anecdotal complaints about the aggressive notifications that began in earnest on June 1st.

- No weed citations issued from May 1 through May 31, with an additional 7 day grace period to accommodate those who choose to participate the entire month, but may need a few extra days to get their lawn mowed.
- Pollenablers-Fox Cities will supply signage for both yard waste sites to direct citizens to alternate drop-off points for grass clippings.

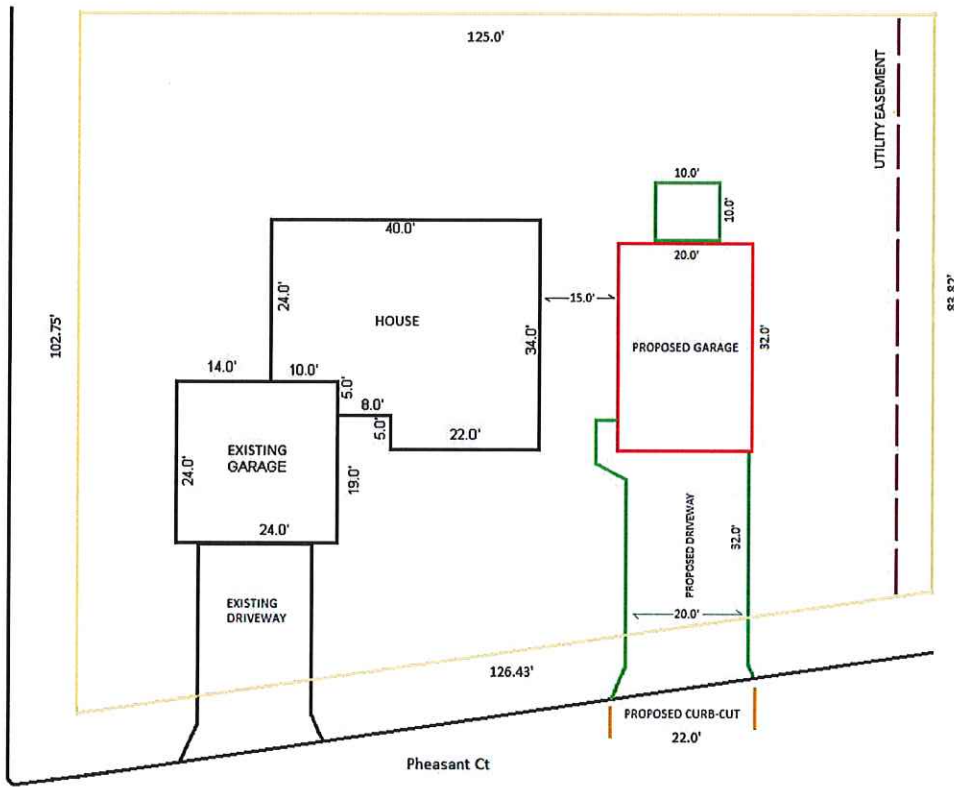
Pollenablers-Fox Cities will again coordinate with area community gardens and co-ops to offer free grass clipping collection for registered participants and we would like to better coordinate our community outreach with the City to show a mutual desire for this initiative to succeed. A united front will help the many participants who will not register and will need additional instructions at the end of May.

If instituting the grace period requires action by Council, please let us know so we can introduce a Resolution to address it.

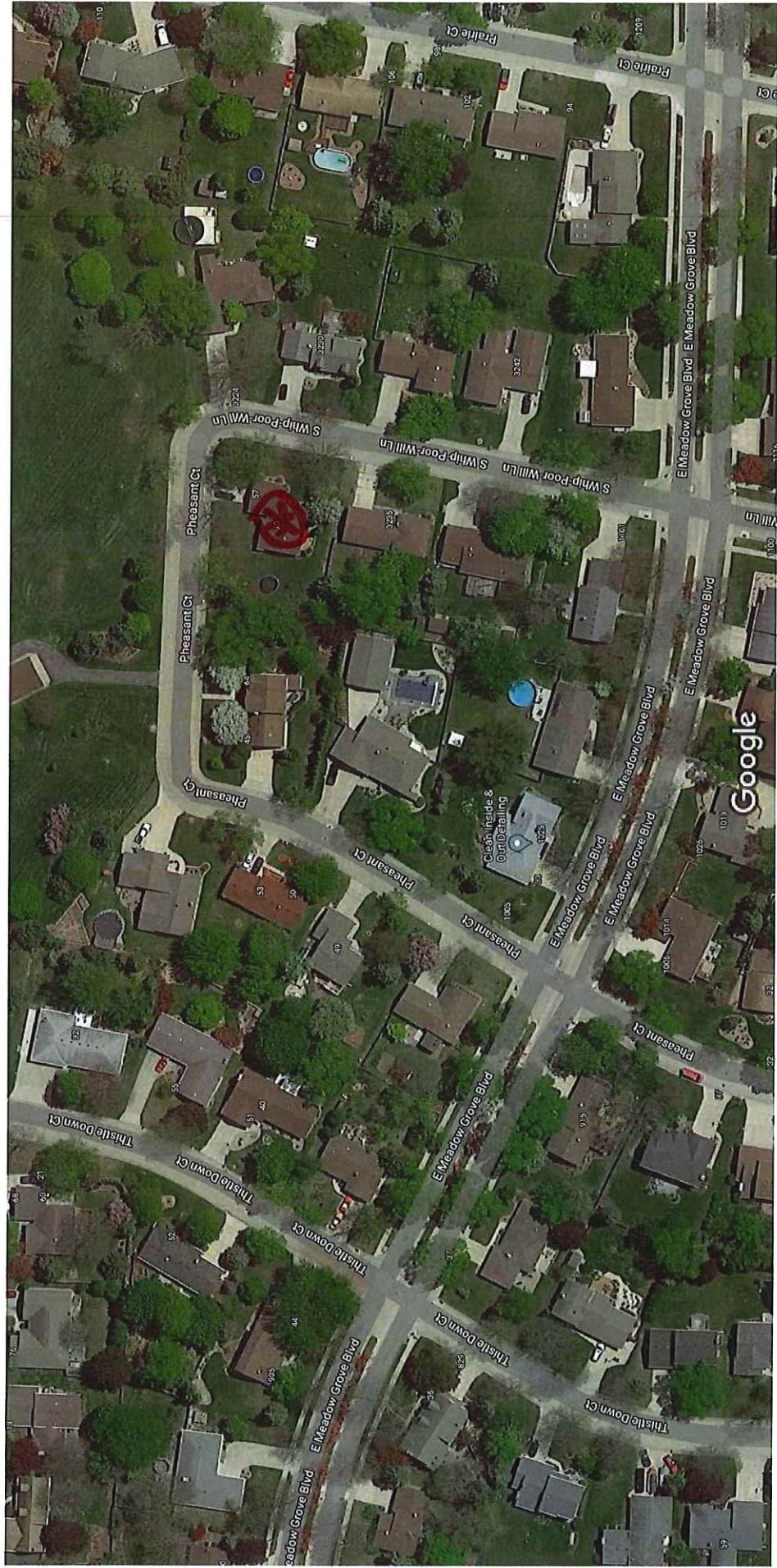
Thank you for your consideration,

Pollenablers-Fox Cities
pollenablersfoxcities@gmail.com

S Whip-Poor-Will Ln



PROPOSED GARAGE PLAN
70 PHEASANT CT



Imagery ©2021 Maxar Technologies, Map data ©2021 50 ft

View COVID-19 info



<https://www.google.com/maps/@44.23093559,-88.3896784,200m/data=!3m1!1e3>



DEPARTMENT OF PUBLIC WORKS
Engineering Division
100 North Appleton Street
Appleton, WI 54911
(920) 832-6474
FAX (920) 832-6489

Adopted October 28, 2014

CITY OF APPLETON DRIVEWAY OPENING POLICY

Permit Required

A Street Excavation Permit from the Department of Public Works is required to construct, repair, replace, or remove any sidewalk, driveway approach, carriage walk, curb and gutter, or surfacing within any public right-of-way.

Location and Dimensions

The location and dimensions of any driveway opening shall be approved by the Engineering Division prior to any building permit being issued by the Inspection Division. For developments subject to site plan review per section 23-171(b) of the Municipal Code, an approved site plan shall be considered a driveway opening approval by the Engineering Division. A Street Excavation Permit is still required prior to constructing the portion of driveway within the public right-of-way.

Anyone denied a driveway opening request administratively may appeal the decision to the Common Council through the Municipal Services Committee.

All driveways must be a minimum of 25 feet from any residential street intersection point of curvature, 100 feet from any collector or arterial street intersection, or 200 feet from any signalized intersection as defined by the property line extended to the curb, perpendicular to the road centerline.

A property owner may be granted a second curb cut if the following conditions are met:

1. A sketch showing proposed location of second driveway is submitted to the Engineering Division of the Department of Public Works.
2. The Engineering Division does not object to the request.
3. The Forestry Division does not object to the request.
4. The Inspections Division does not object to the request.

5. The two neighboring properties to each side of the requesting property do not object to the request. (Municipal Services Report, June 18, 1997)

All abandoned or partially abandoned driveways shall be closed when new driveways are constructed. Terrace areas shall be restored to provide uniformity on the street. All construction costs incurred shall be borne by the property owner, except as noted for paving projects below.

Driveways on Paving Projects

Driveways shall be subject to the requirements of the Policy for Special Assessments for the current year. (See section I.A.6)

Residential Driveways

Residential driveway aprons may not exceed 40% of the total width of the side of the property where the driveway is located, or a maximum of 40 feet, whichever is less. In addition, all residential driveways shall conform to Section 19-91 of the City's Municipal Code.

Commercial Driveways

Driveway aprons designed to accommodate truck traffic shall be 7" thick concrete and constructed using a minimum of 15' radii on the flares. (See Exhibit A)

Commercial driveways on streets with average traffic volumes greater than 10,000 vehicles per day shall be constructed with street-type entrances using a minimum of 15' radii on the flares. (See Exhibit A)

College Avenue Driveways

(Street & Sanitation Committee – August 8, 1990)

Resolution 87-R-90-Alderman Rosecky. "Be it resolved, that no curb cuts shall be allowed on College Avenue between Badger Avenue and Linwood Avenue unless approved by the Municipal Services Committee and the Common Council.

Driveways in Non-City of Appleton Streets

If a proposed driveway is located in a right-of-way that does not have City of Appleton jurisdiction (e.g., a County Highway or Town Road), the property owner must submit a copy of the driveway permit (and culvert permit, if applicable) issued by the agency having jurisdiction prior to the issuance of a driveway permit by the City.

Department of Public Works Inspections Division

Permit Summary Count YTD Comparison

01/01/21 Thru 01/31/21

Report Date: 2/3/2021



Permit Type	Year Issued	Permit Count	Total Estimated Cost	Total Receipt Amount
BUILDING	2020	36	3,627,057	27,355.00
	2021	34	53,759,177	55,030.00
		-5.56 %	1,382.17 %	101.17 %
DISPLAY SIGN	2020	6	22,500	240.00
	2021	6	21,590	400.00
		%	-4.04 %	66.67 %
ELECTRICAL	2020	55	1,277,848	12,602.14
	2021	44	851,209	7,710.04
		-20.00 %	-33.39 %	-38.82 %
EROSION CNTL	2020	3		300.00
	2021	3		450.00
		%	%	50.00 %
HEATING	2020	68	814,397	6,370.21
	2021	59	317,633	4,119.50
		-13.24 %	-61.00 %	-35.33 %
PLAN REVIEW	2020	10		3,065.00
	2021	5		2,025.00
		-50.00 %	%	-33.93 %
PLUMBING	2020	43	536,714	3,583.00
	2021	33	173,004	1,873.00
		-23.26 %	-67.77 %	-47.73 %
SEWER	2020	8	22,250	917.00
	2021	17	41,750	1,710.00
		112.50 %	87.64 %	86.48 %

Department of Public Works Inspections Division

Permit Summary Count YTD Comparison

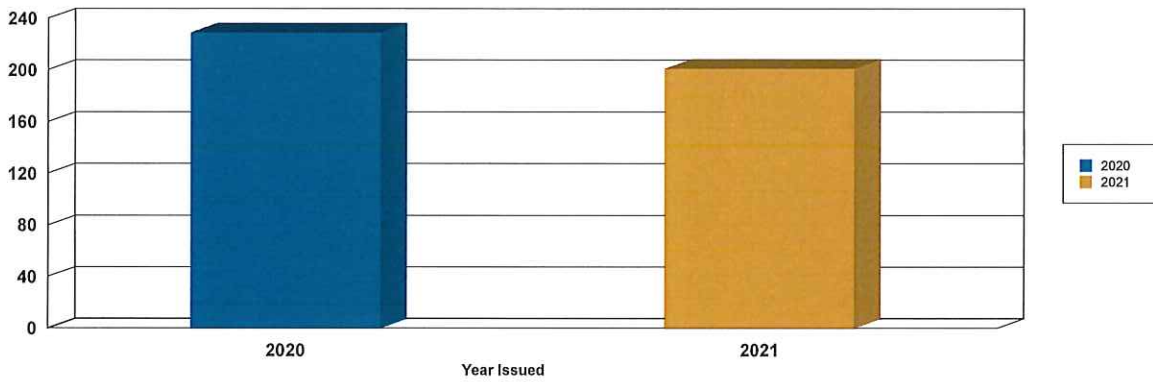
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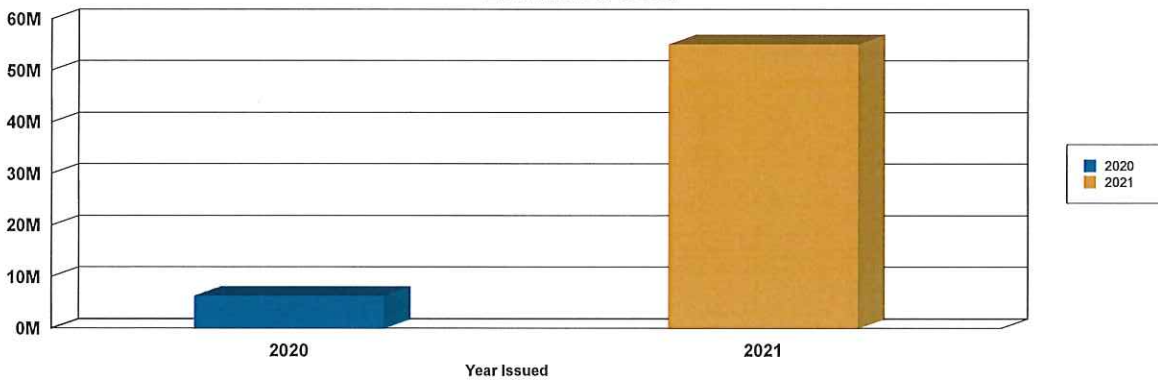


	2020	2021
Permits	229	201
Estimated Cost	6,300,766.00	55,164,363.00
Receipt Amount	54,432.35	73,317.54

Number of Permits



Estimated Cost



Receipt Amount

