



# City of Appleton

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

## Meeting Agenda - Final Municipal Services Committee

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Monday, May 9, 2022

4:30 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

[22-0602](#) Minutes from April 25, 2022

**Attachments:** [Minutes from April 25, 2022.pdf](#)

#### 4. Public Hearings/Apearances

#### 5. Action Items

[22-0537](#) Resolution #6-R-22 "Soldier Square Resolution"

**Attachments:** [Resolution #6-R-22.pdf](#)

**Legislative History**

4/25/22 Municipal Services held  
Committee  
*Hold until May 9th meeting*

[22-0605](#) Approve Street Occupancy Permit Requests for the Library Project along Appleton Street, Franklin Street, Oneida Street and Washington as shown on the attached traffic control plans from April, 2022 through October, 2023.

**Attachments:** [Library Project-Street Occupancy Permit.pdf](#)

[22-0606](#) Request from Creative Downtown Appleton for a Street Occupancy Permit for Street Music Week, June 13-21, 2022 in the College Avenue beautification strip between Drew Street and Badger Avenue.

**Attachments:** [Creative Downtown-Street Music Week.pdf](#)

[22-0607](#) Approve Street Occupancy Permit Request for the Lawrence University pedestrian bridge over Drew Street to close Drew Street from May 9, 2022 through September 4, 2022.

**Attachments:** [Northeast Asphalt-Street Occupancy Permit.pdf](#)

[22-0629](#) Request from Appleton Parade Committee for free parking on College Avenue from 4:30 p.m. to 6:00 p.m. on Saturday, June 11, 2022 for Cavalcade Car Show following the Flag Day Parade.

**Attachments:** [Appleton Parade request-email.pdf](#)  
[FlagDayParade Cavalcade Post.pdf](#)  
[FlagDayParade Cavalcade Staging.pdf](#)  
[2022 Cavalcade Amendment.pdf](#)

## 6. Information Items

[22-0608](#) Inspection Division Permit Summary Comparison Report for April, 2022.

**Attachments:** [Inspection Div Permit Report April, 2022.pdf](#)

[22-0610](#) BIRD e-scooter report for April 2022.

**Attachments:** [BIRD Report-April 2022.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.*



# City of Appleton

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## Meeting Minutes - Final Municipal Services Committee

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Monday, April 25, 2022

4:30 PM

Council Chambers, 6th Floor

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1. Call meeting to order

2. Roll call of membership

**Present:** 4 - Firkus, Doran, Siebers and Thyssen

3. Approval of minutes from previous meeting

[22-0529](#)

Minutes from April 11, 2022

**Attachments:** [Minutes from April 11, 2022.pdf](#)

Doran moved, seconded by Firkus, that the Minutes be recommended for approval. Roll Call. Motion carried by the following vote:

**Aye:** 4 - Firkus, Doran, Siebers and Thyssen

**Excused:** 1 - Alfheim

4. **Public Hearings/Appealances**

5. **Action Items**

[22-0530](#)

Election of Vice-Chair.

*Ald. Firkus is vice-chair*

[22-0531](#)

Election of Central Equipment Agency Board Member.

*Ald. Doran is elected to CEA.*

[22-0532](#)

Request from Kurt Redlin for a variance to Section 19-91 (c) to park his RV Camper (longer than 26 feet) in the front yard and Section 19-91 (f)(3) to extend driveway greater than twelve feet wide at 5500 N. Providence Avenue.

**Attachments:** [5500 Providence Ave.pdf](#)

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

**Aye:** 4 - Firkus, Doran, Siebers and Thyssen

**Excused:** 1 - Alfheim

[22-0537](#)

Resolution #6-R-22 "Soldier Square Resolution"

**Attachments:** [Resolution #6-R-22.pdf](#)

*Hold until May 9th meeting*

Firkus moved, seconded by Thyssen, that the Report Action Item be held. Roll Call. Motion carried by the following vote:

**Aye:** 4 - Firkus, Doran, Siebers and Thyssen

**Excused:** 1 - Alfheim

## 6. Information Items

[22-0533](#)

Designate a Contact Person

*Contact person: Public Works Director*

[22-0534](#)

Set meeting date and time

*Same day/time for future meetings.*

[22-0535](#)

Parking Utility Revenue update through March, 2022.

**Attachments:** [Parking Utility Revenue March, 2022.pdf](#)

[22-0536](#)

2021 Green Tier Legacy Community Annual Report

**Attachments:** [2021 GTLC Annual Report .pdf](#)

## 7. Adjournment

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

**Aye:** 4 - Firkus, Doran, Siebers and Thyssen

**Excused:** 1 - Alfheim

**Summary of intent for RESOLUTION #6-R-22**

**RESOLUTION #6-R-22 calls for the immediate addition of a “Revitalization of Soldier’s Square” project to the 5-year CIP and asks that the City move with reasonable speed to initiate an RFP process, once resolution is approved.**

**It does NOT identify nor request any specific sources of funding for the project.**

**RESOLUTION #6-R-22  
Adding the Revitalization of Soldier’s Square project to the 5-year CIP**

*Submitted By: Alderperson Schultz – District 9, Alderperson Del Toro – District 4*

*Date: April 20, 2022*

*Referred To: Municipal Services Committee*

**WHEREAS;** Resolution #5-R-19, passed by Common Council in January of 2020, called for the City of Appleton to commit to an effort to revitalize Soldier’s Square and recapture the former function of the hallowed space without prohibiting any future ancillary development and without unduly impacting present parking and traffic movement in the Square; and

**WHEREAS;** The passage of that resolution also approved the restoration delay and potential relocation of the Spanish-American War Memorial, currently in Pierce Park, in any foreseeable future redevelopment plans of Soldier’s Square, as well as affording the opportunity to have more recent conflicts memorialized without any direct cost to the City of Appleton, and

**WHEREAS;** the City approved and partially completed the full restoration of the Civil War memorial in Soldier’s Square in 2021, with the scheduled completion in 2022, and has acquired and possesses, in partnership with Sculpture Valley, replacement cannon and an original USS Maine plaque, essential components of a full restoration of the Spanish American War Memorial; and

**WHEREAS;** the recovery of the previously occupied space by the former parking structure has now visually separated the utilitarian garbage and recycle enclosure from the new YMACA ramp, visually positioning it and an island the heart of newly adjusted and recovered space of Soldier’s Square, and

**WHEREAS;** an evaluation of the Soldier’s Square area with City staff and stakeholders in late 2021 initiated conversations about potential improvements to the layout to create a partially revitalized Soldier’s Square which might affect only a bare minimum number of exiting parking stalls while allowing for the relocation of the Spanish-American War memorial; and

**WHEREAS;** Soldier’s Square, was meant to provide a place of solace and contemplation, where our memorials could be appreciated for their aesthetic and symbolic value beyond their intrinsic commemorative purpose, and complement the mission of the civic spaces in which they reside by connecting us and causing us to reflect on something larger than ourselves;

**NOW THEREFORE, BE IT RESOLVED;**

That “Soldier’s Square”, for the purposes of this Resolution, shall be defined as that portion of right of way approximately 80’ by 365’ in size, bounded by the following: South of College Avenue, West of Morrison Street, North of Lawrence Street, and East of Oneida Street; and

**BE IT FURTHER RESOLVED;**

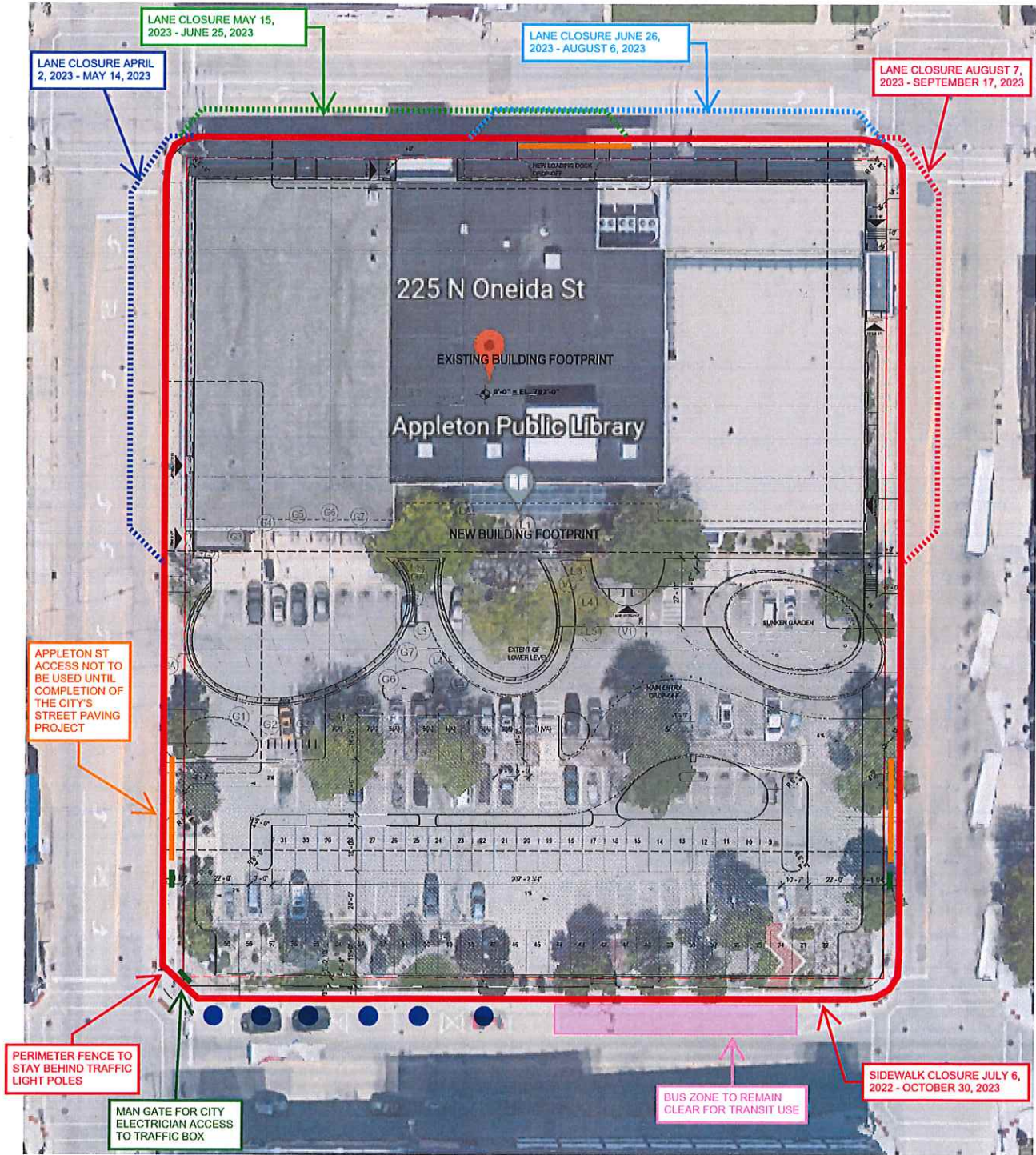
That the City of Appleton immediately add the “Revitalization of Soldiers Square” project to the 5YR CIP and move with reasonable speed to initiate the RFP process to begin the design phase for revitalizing Soldier’s Square.



# Appleton Public Library - Proposed Street & Sidewalk Closure Plans

May 2, 2022

\*\* ALL DATES ARE TENTATIVE AND SUBJECT TO CHANGE, DURATIONS SHOULD BE CLOSE \*\*



- 6' TALL PERIMETER SITE FENCE
- 30' ROLLING GATE
- 4' MAN GATE
- METERS BAGGED BY CITY OF APPLETON, NO PARKING HERE, NO PARKING SIGNAGE TBD





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): Sandra Storch
Address: 333 W College Ave
Appleton, WI 54911
Company: Creative Downtown Appleton
Telephone: 920-954-9112
FAX:
e-mail: sandy@appletondowntown.org
Applicant Signature: [Signature] Date: 4/26/2022

Occupancy Information

General Description: Free Event offered on College Ave. Solo & duo acts will perform on colored concrete
Street Address:
- or -
Street: College Ave From: 900 W College Ave To: 300 E College
Multiple Streets:

(Department use only)

Table with 3 columns: Occupancy Type, Sub-Type, Location. Includes checkboxes for Permanent, Temporary, Amenity/Annual, Blanket/Annual, Block Party, Sandwich Board, Tables/Chairs, Dumpster, POD/Container, Obstruction/Other, Sidewalk, Terrace, Roadway.

Additional Requirements

Plan/Sketch Certificate of Insurance Bond
Other:

Traffic Control Requirements

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

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.

APPROVED BY: (Department of Public Works) DATE:





# 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): Fran Letter Company: Northeast Asphalt, Inc.  
 Address: W6380 Design Drive Telephone: 920-757-2900 FAX: \_\_\_\_\_  
Greenville, WI 54942 e-mail: fletter@walbecgroup.com  
 Applicant Signature: FWL Digitally signed by FWL  
Date: 2022.04.11 16:14:05 -05'00' Date: 04/11/2022

**Occupancy Information**

General Description: Replacement of Lawrence University's pedestrian bridge over Drew Street including relocation of steam, condensate, medium voltage power, and communications packages.  
 Street Address: \_\_\_\_\_ Tax Key No.: 311050600  
 - or -  
 Street: Drew Street From: Kimball Alley To: 700' S of College Ave  
 Multiple Streets: \_\_\_\_\_

*(Department use only)*

Occupancy Type	Sub-Type	Location
<input checked="" type="checkbox"/> Permanent (\$40)	<input type="checkbox"/> Sandwich Board	<input checked="" type="checkbox"/> Sidewalk
<input type="checkbox"/> Temporary - max. 35 days (\$40)	<input type="checkbox"/> Tables / Chairs	<input checked="" type="checkbox"/> Terrace
<input type="checkbox"/> Amenity/Annual (\$40)	<input type="checkbox"/> Dumpster	<input checked="" type="checkbox"/> Roadway
<input type="checkbox"/> Blanket/Annual (\$250)	<input type="checkbox"/> POD / Container	
<input type="checkbox"/> Block Party (\$15)	<input checked="" type="checkbox"/> Obstruction / Other	

**Additional Requirements**

Plan/Sketch  Certificate of Insurance  Bond  
 Other: \_\_\_\_\_

**Traffic Control Requirements**  N/A

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

Type of Street:  Arterial/CBD  Collector  Local  
Proposed Traffic Control:  City Manual Page(s)  State Manual Page(s)  Other (attach plan)  
 Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Additional Requirements: \_\_\_\_\_

- 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.

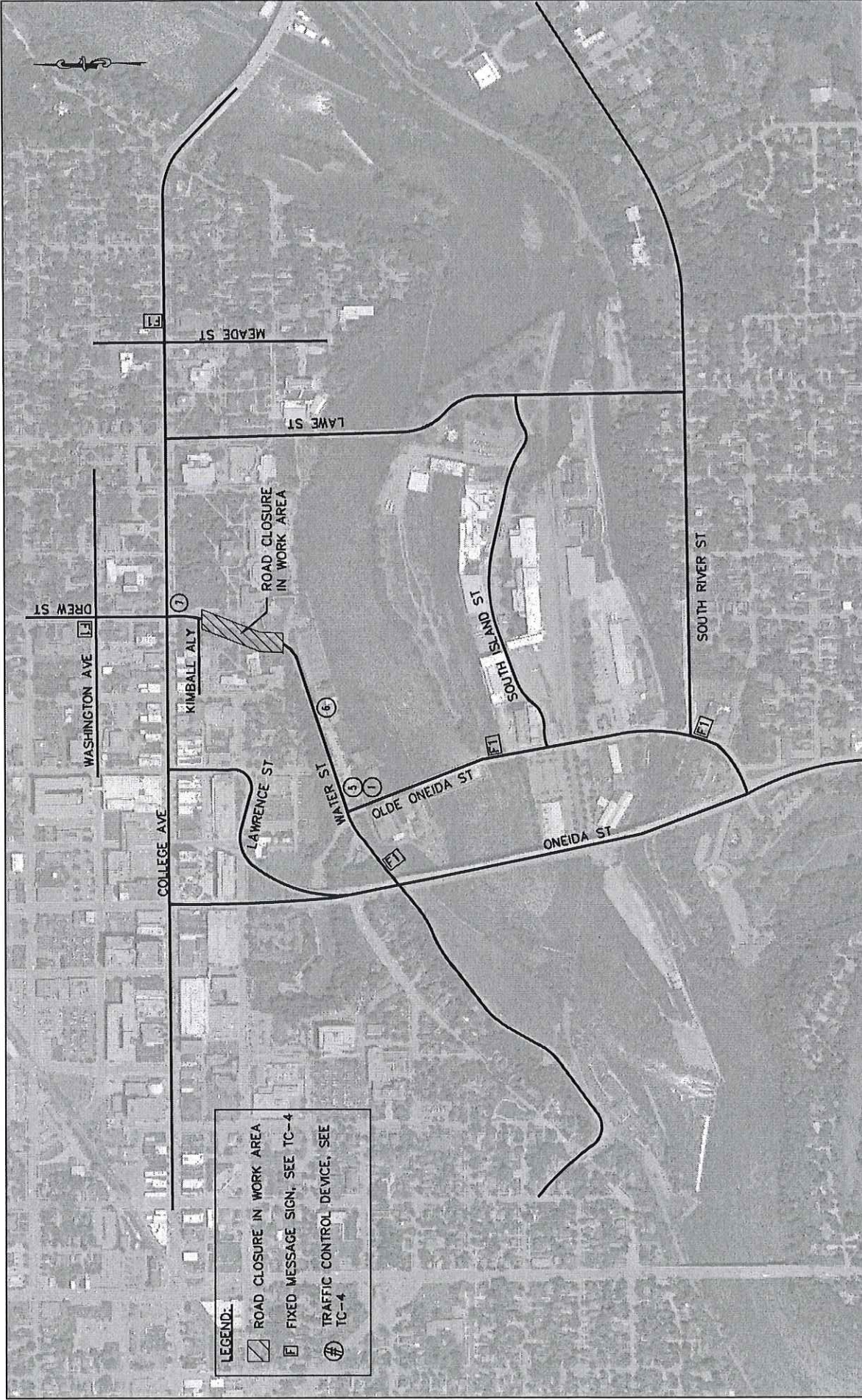
This permit is issued to the applicant upon payment of the permit fee and is expressly limited to the location and type described herein. The applicant, in exchange for receiving this permit, warrants that all street occupancies will be performed in conformity to City ordinances, standards and policies, be properly barricaded and lighted, and be performed in a safe manner. By applying for and accepting this permit, the applicant assumes full liability and/or any costs incurred by the City for corrective work required to bring the subject area into compliance with said ordinances, standards, policies and permit conditions. No occupancy shall occur prior to approval of this permit by the Department of Public Works.

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: \_\_\_\_\_ DATE: \_\_\_\_\_  
 (Department of Public Works)



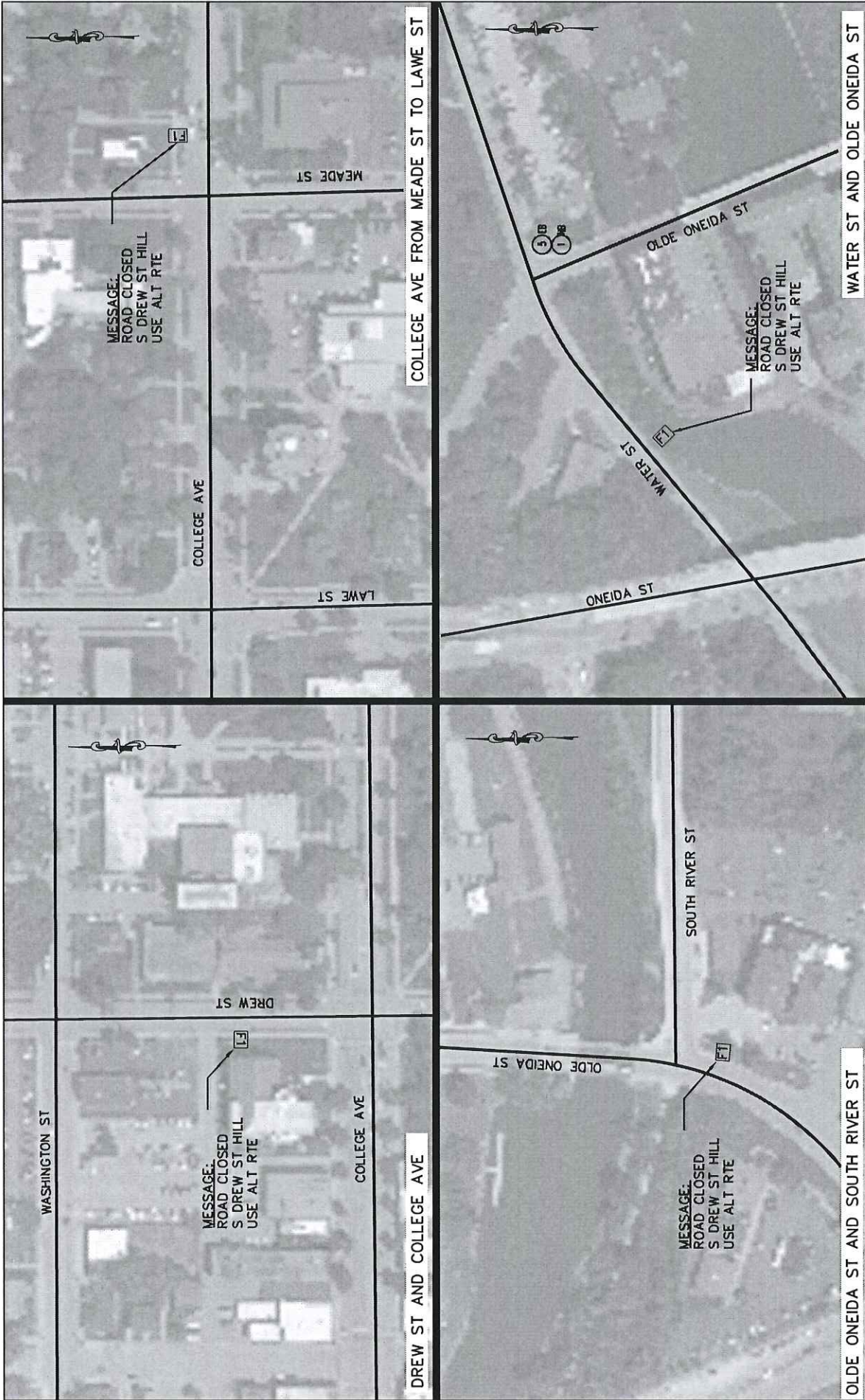




**LEGEND:**

-  ROAD CLOSURE IN WORK AREA
-  FIXED MESSAGE SIGN, SEE TC-4
-  TRAFFIC CONTROL DEVICE, SEE TC-4





FILE NAME : S:\DESIGN & CONSTRUCTION SERVICES\080-C30-LAWRENCE UNIVERSITY\DRAW STREET PED BRIDGE\030-SHEETS\PLAN\DETOUR PLAN.DWG    PLOT DATE : 4/8/2022    PLOT BY : JMJ    PLOT NAME : \_\_\_\_\_  
 COUNTY:OUTAGAMIE    ADVANCED SIGNAGE PLAN    SHEET: TC-2    E

## Cathy Kromm

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**From:** Ross Buetow  
**Sent:** Wednesday, May 4, 2022 2:44 PM  
**To:** Cathy Kromm  
**Cc:** Paula Vandehey  
**Subject:** FW: May 9 MSC: Flag Day Cavalcade Parking  
**Attachments:** FlagDayParade Cavalcade Post.pdf; FlagDayParade Cavalcade Staging.pdf; 2022 Cavalcade Amendment.pdf

Cathy,

This will need to be added to the MSC agenda. I'll stop by to discuss.

Ross

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**From:** OTIS, COREY <OTISCOREY@aasd.k12.wi.us>  
**Sent:** Wednesday, May 4, 2022 2:20 PM  
**To:** Paula Vandehey <Paula.Vandehey@Appleton.org>  
**Cc:** Mark Moderson <Mark.Moderson@Appleton.org>; Eric Stadler <estadler@trustwf.com>; Meghan Warner <Meghan@appletondowntown.org>; William Siebers <siebersw@yahoo.com>; Ross Buetow <Ross.Buetow@Appleton.org>  
**Subject:** May 9 MSC: Flag Day Cavalcade Parking

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Ms. Vandehey,

The Appleton Parade Committee recently submitted an amendment to its special event permit for **Saturday, June 11**. **This email is to request free parking on College Avenue between State St. and Durkee St.** We estimate that College Avenue will re-open to public traffic no earlier than 4:30 p.m. after the Flag Day Parade and Cavalcade (see below); paid parking typically ends at 6:00 p.m. on Saturdays. Approval of this request would extend free parking on College Avenue for a maximum of 90 minutes on June 11. We ask for our request to be added to the May 9 Municipal Services Committee meeting agenda.

The 71<sup>st</sup> Appleton Flag Day Parade begins at 2:00 p.m. on Saturday, June 11. The "Flag Day Cavalcade of Cars," a new addition to the traditional event, will directly follow the parade. Car enthusiasts are encouraged to register online, line up their vehicles in the designated staging area, and drive their cars behind the last unit of the Flag Day Parade. They will travel the parade route at parade pace (approximately 4-5 m.p.h.) and be expected to follow parade policies. Please see the [2022 Flag Day Cavalcade FAQ document](#) and [Flag Day Parade website](#) for more information.

After all Cavalcade cars complete the parade route and exit College Ave. at Drew St., the Appleton Police Department will provide participating vehicles preferred access to College Avenue, so they can park downtown Appleton for an informal auto show. (Please see the attached staging and re-entry maps.) Once all participating vehicles are in place, the Appleton Police Department will reopen College Ave. to public traffic. Enthusiasts will be encouraged to walk up and down the avenue on the sidewalks and patronize the downtown businesses, restaurants, and bars. Car owners are forbidden from "popping hoods," performing "unlawful displays of power," or impeding traffic on College Ave. Cavalcade cars stay in the parking stalls, and people stay on the sidewalk.



College Avenue parking is already free before the Flag Day Parade on June 11 and obviously unavailable during it. **We are asking the Municipal Services Committee and Common Council to extend free parking on College Avenue for 90 minutes (maximum)**. This extension will not only entice Cavalcade participants to park on College but also families and consumers to visit downtown businesses and restaurants. Parking ramps downtown will operate as normal on June 11 -- and may see more cars thanks to the Parade and Cavalcade. The Parade Committee has communicated and collaborated with the Appleton Police Department on plans for these events.

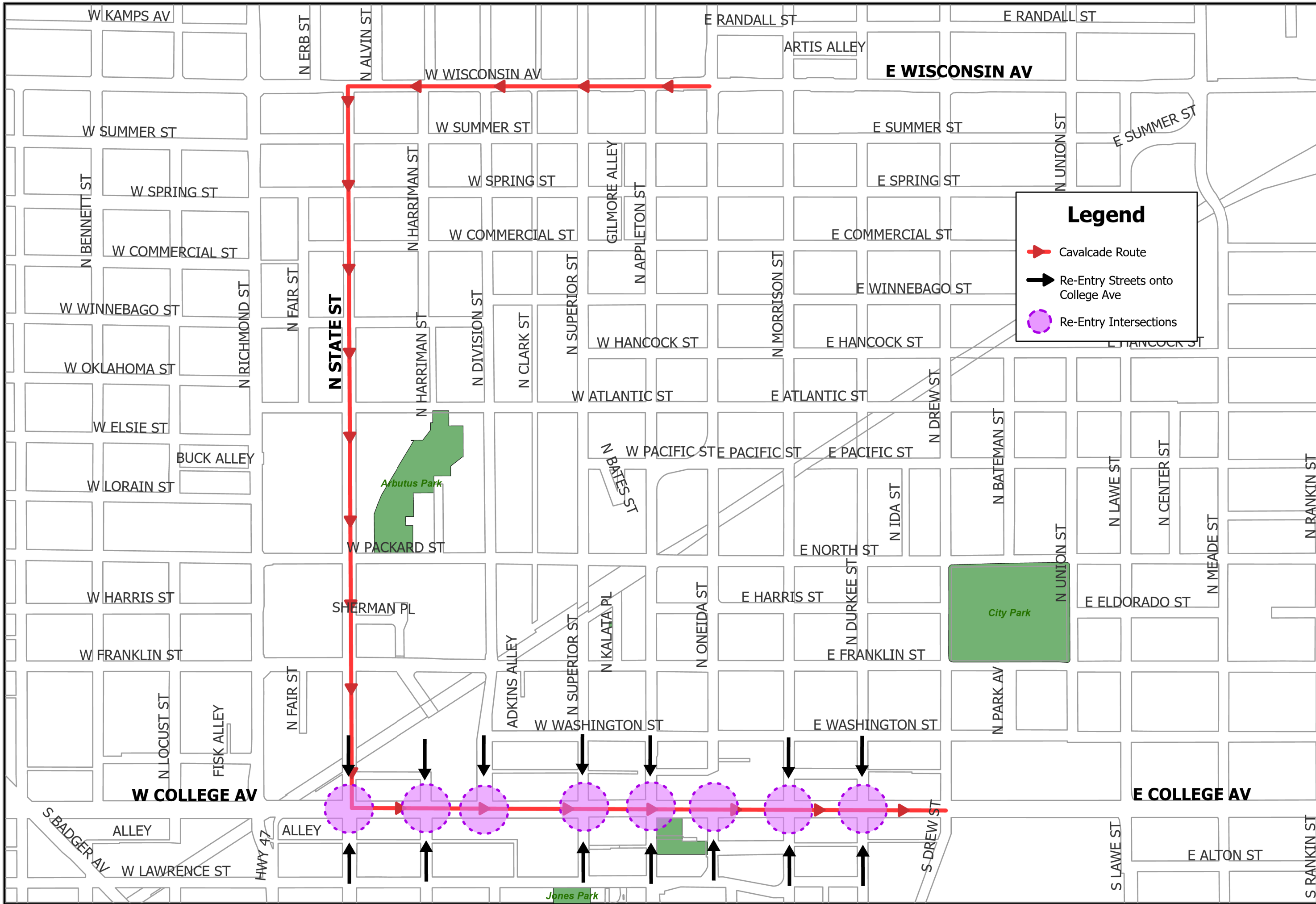
We appreciate your consideration of our request. Please reach out via email or phone (920.277.3534) with any questions or concerns.

Respectfully,




Corey Otis

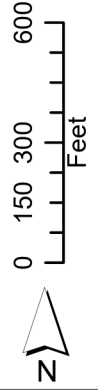
Appleton Parade Committee, Chair

Attention: This message was sent from a source external to the City of Appleton. Please use caution when opening attachments or clicking links.



**Legend**

-  Cavalcade Route
-  Re-Entry Streets onto College Ave
-  Re-Entry Intersections






**Cavalcade of Cars Show**  
 Flag Day Parade  
 6/11/2022

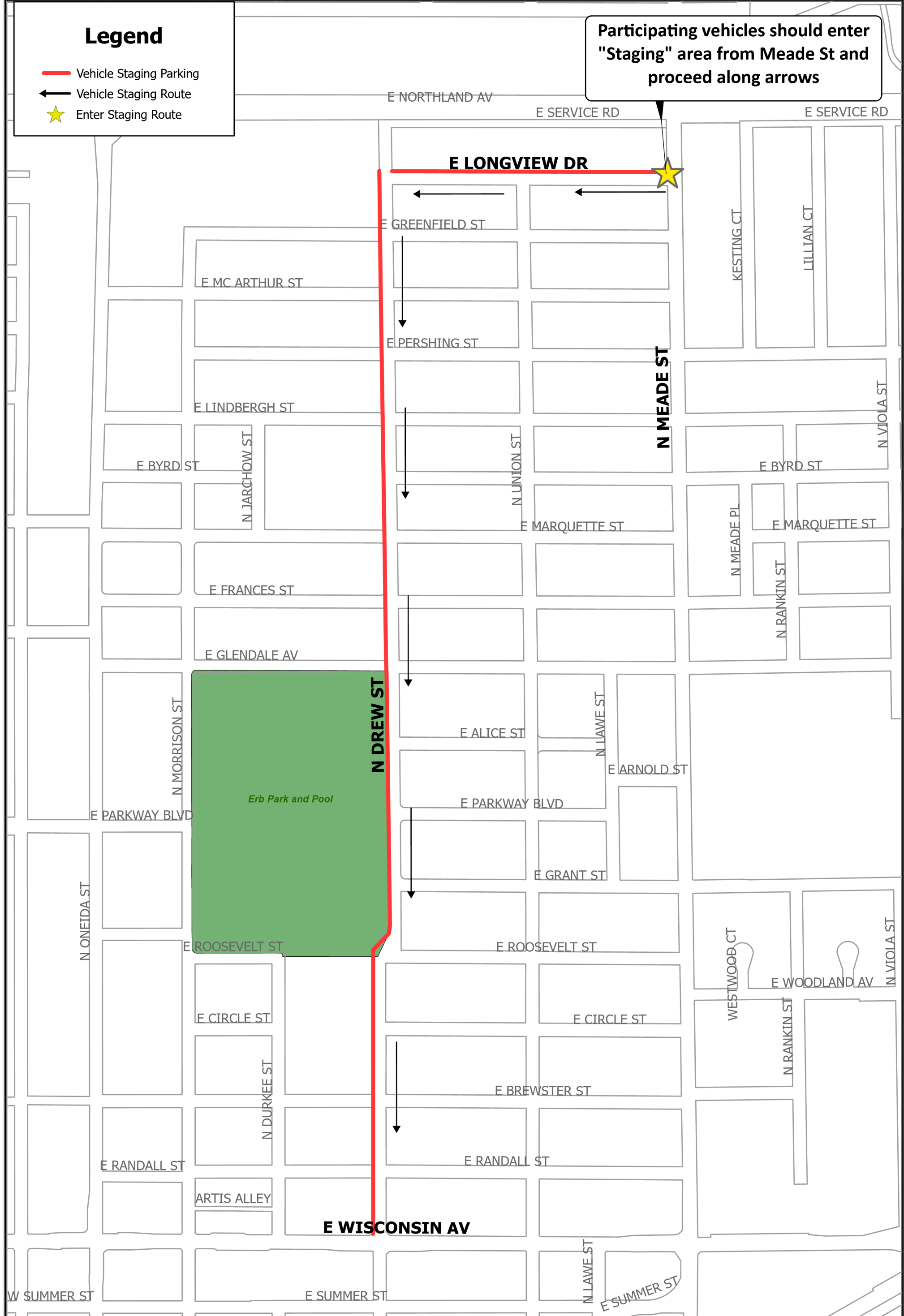
City of Appleton  
 Special Events Committee



# Legend

-  Vehicle Staging Parking
-  Vehicle Staging Route
-  Enter Staging Route

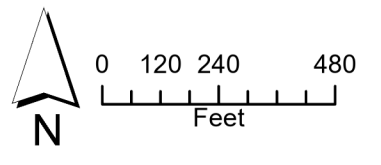
Participating vehicles should enter "Staging" area from Meade St and proceed along arrows



City of Appleton  
Special Events Committee

## Cavalcade of Cars Staging Area

Flag Day Parade  
6/11/2022





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

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April 27, 2022

City of Appleton – Clerk's Office  
Kami Lynch  
Re: Special Event Amendment – Flag Day Parade  
100 N. Appleton Street  
Appleton, WI 54911

Ms. Lynch:

Please accept this letter of request to amend our Special Event permit for the Appleton Flag Day Parade. After filling out the paperwork, I was made aware of a few changes that had been discussed previously. If you would prefer that I re-submit my application; as opposed to making the amendment, please let me know.

**Section 3 – EVENT INFORMATION**

Please see attached for the Cavalcade of Cars to immediately follow the 71st Appleton Flag Day Parade on Saturday, June 11th, 2022. Registered vehicles, led by APD and WNCY Y100, will travel the entire parade route (at parade pace). Basically, the Cavalcade is an extension of the Flag Day Parade. After the Cavalcade completes the parade route, these cars are invited to park along College Ave. Cavalcade cars will have "first dibs" on parking stalls; once cars are parked, APD will open College Ave. to normal traffic.

**EVENT END TIME**

We listed 5:00pm as the end time but we would like to change that to 7:00pm. There will be music played in Houdini Plaza post parade.

Thank you for your time and consideration.

Meghan Warner  
Event Director  
Appleton Downtown Inc.  
[meghan@appletondowntown.org](mailto:meghan@appletondowntown.org)  
(920) 954-9112



Department of Public Works Inspections Division

Permit Summary Count YTD Comparison

01/01/22 Thru 04/30/22

Report Date: 5/2/2022



Permit Type	Year Issued	Permit Count	Total Estimated Cost	Total Receipt Amount
BUILDING	2021	368	86,574,739	143,817.27
	2022	310	43,021,495	145,412.28
		-15.76 %	-50.31 %	1.11 %
DISPLAY SIGN	2021	16	75,492	760.00
	2022	59	368,774	2,440.00
		268.75 %	388.49 %	221.05 %
ELECTRICAL	2021	231	11,176,152	69,204.11
	2022	259	5,846,014	54,767.88
		12.12 %	-47.69 %	-20.86 %
EROSION CNTL	2021	21		2,651.00
	2022	15		1,710.00
		-28.57 %	%	-35.50 %
HEATING	2021	320	17,491,719	31,640.83
	2022	342	6,284,712	30,427.57
		6.88 %	-64.07 %	-3.83 %
PLAN REVIEW	2021	46		15,880.00
	2022	44		12,792.50
		-4.35 %	%	-19.44 %
PLUMBING	2021	188	1,230,222	11,885.00
	2022	243	2,865,214	17,467.00
		29.26 %	132.90 %	46.97 %
SEWER	2021	81	314,808	8,806.00
	2022	119	1,415,695	12,799.00
		46.91 %	349.70 %	45.34 %
WELL	2021	2		80.00
	2022	1		40.00
		-50.00 %	%	-50.00 %

Department of Public Works Inspections Division

Permit Summary Count YTD Comparison

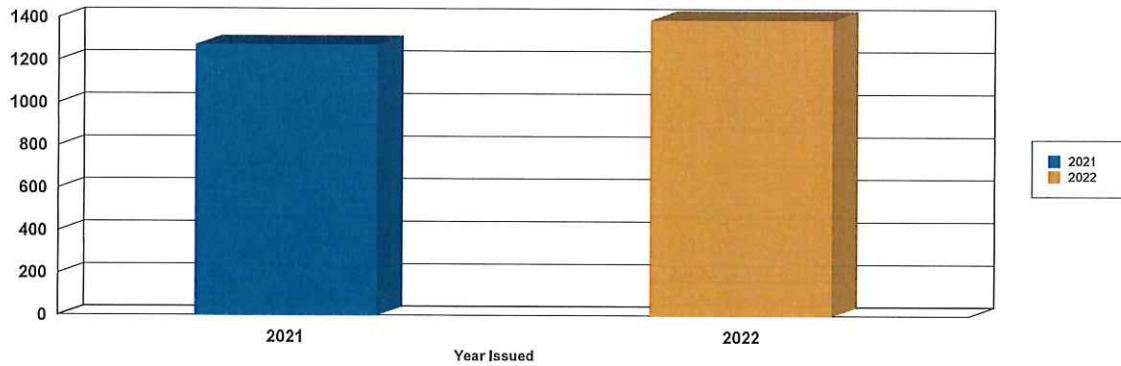
01/01/22 Thru 04/30/22

Report Date: 5/2/2022

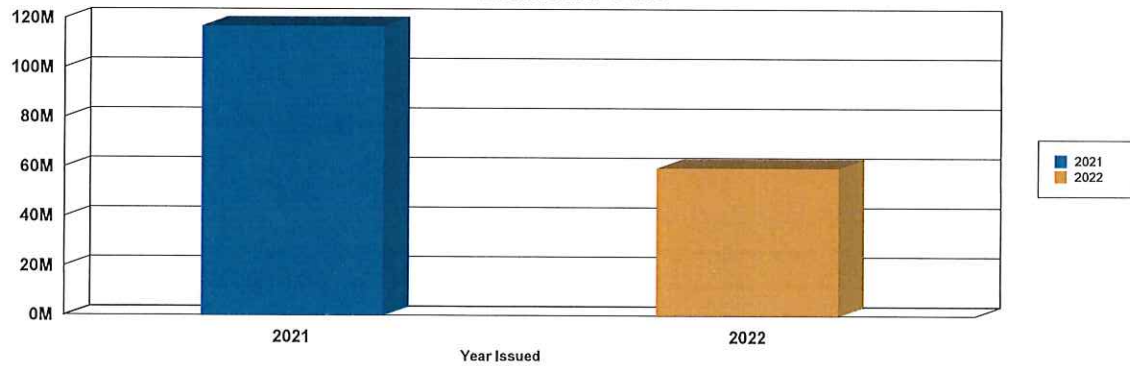


	2021	2022
Permits	1273	1392
Estimated Cost	116,863,132.00	59,801,904.00
Receipt Amount	284,724.21	277,856.23

Number of Permits



Estimated Cost



Receipt Amount

