



City of Appleton

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

Meeting Agenda - Final-revised Municipal Services Committee

Monday, October 21, 2024

4:30 PM

Council Chambers, 6th Floor

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

[24-1361](#) Minutes from 10-07-2024

Attachments: [10-07-24 MSC Minutes.pdf](#)

5. Public Hearing/Appealances

6. Action Items

[24-1362](#) Boldt LU/Trout College/Drew Occupancy Permit Extension/Modification through 6/1/2025. Kimball Street Occupancy Permit Extension Through 8/4/2025.

Attachments: [Permit to Occupy the Public Right-of-Way_2024.11.22-2025.08.04.pdf](#)

7. Information Items

24-1377 2025 Public Works Department Budget Discussion

8. 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

100 North Appleton Street
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Meeting Minutes - Final-revised Municipal Services Committee

Monday, October 7, 2024

4:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Pledge of Allegiance

3. Roll call of membership

Present: 4 - Fenton, Meltzer, Siebers and Firkus

Excused: 1 - Doran

4. Approval of minutes from previous meeting

[24-1310](#)

Minutes from 09-23-2024

Attachments: [09-23-24 MSC Minutes.pdf](#)

**Firkus moved, seconded by Meltzer, that the Minutes be approved. Roll Call.
Motion carried by the following vote:**

Aye: 4 - Fenton, Meltzer, Siebers and Firkus

Excused: 1 - Doran

[24-1316](#)

Minutes from 10-02-2024

Attachments: [10-02-2024 MSC Minutes.pdf](#)

**Firkus moved, seconded by Meltzer, that the Minutes be approved. Roll Call.
Motion carried by the following vote:**

Aye: 4 - Fenton, Meltzer, Siebers and Firkus

Excused: 1 - Doran

5. Public Hearing/Appearances

6. Action Items

[24-1311](#)

Approve Alexander Street Asphalt Reconstruction Design.

Attachments: [Alexander St Design Approval Memo MSC 10-07-2024.pdf](#)

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

Aye: 4 - Fenton, Meltzer, Siebers and Firkus

Excused: 1 - Doran

[24-1312](#)

Approve Bell Avenue Asphalt Reconstruction Design.

Attachments: [Bell Ave Design Approval Memo MSC 10-07-2024.pdf](#)

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

Aye: 4 - Fenton, Meltzer, Siebers and Firkus

Excused: 1 - Doran

[24-1313](#)

Approve Bellaire Court Asphalt Reconstruction Design.

Attachments: [Bellaire Court Design Approval Memo MSC 10-07-2024.pdf](#)
[10-07-2024 MSC DPW Q&A 2026 Reconst St.pdf](#)
[Bellaire Reconstruct Kim Reilly Email.pdf](#)
[Bellaire Reconstruct Kyle Tripp Email.pdf](#)
[Bellaire Reconstruct Marisa Meister Email.pdf](#)
[Bellaire Reconstruct Mary Gerlach Email.pdf](#)
[Bellaire Reconstruct Timothy Watson Email.pdf](#)

Meltzer moved, seconded by Fenton, that the Report Action Item be held. Roll Call. Motion failed by the following vote:

Aye: 2 - Fenton and Meltzer

Nay: 2 - Siebers and Firkus

Excused: 1 - Doran

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

Aye: 3 - Fenton, Siebers and Firkus

Nay: 1 - Meltzer

Excused: 1 - Doran

[24-1314](#)

Approve Melrose Avenue Asphalt Reconstruction Design.

Attachments: [Melrose Ave Design Approval Memo MSC 10-07-2024.pdf](#)

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

Aye: 4 - Fenton, Meltzer, Siebers and Firkus

Excused: 1 - Doran

[24-1315](#)

Approve Long-Term Temporary Occupancy Permit Extension on College Avenue and on Drew Street to Boldt for Lawrence University/Trout Museum Construction Project Through November 22, 2024.

Attachments: [24-049-T_REV1.pdf](#)

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

Aye: 4 - Fenton, Meltzer, Siebers and Firkus

Excused: 1 - Doran

7. Information Items

8. Adjournment

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

Aye: 4 - Fenton, Meltzer, Siebers and Firkus

Excused: 1 - Doran



PERMIT TO OCCUPY THE PUBLIC RIGHT-OF-WAY

Permit # : _____
 Effective Date: _____
 Expiration Date: _____
 Non-Refundable Fee: _____
 Paid (yes or no): _____

Rev. 10-05-2023

Applicant Information

Name (print): _____ Company: _____
 Address: _____ Telephone: _____
 _____ E-mail: _____
Applicant Signature: _____ **Date:** _____

Occupancy Information

General Description: College Ave parking lane, sidewalk, and bike lane remain closed with sidewalk routed into street until 6/1/25. Drew Street hill opens to two-way traffic with barrier on west side of street until 6/1/25. Kimball Alley remains closed until 8/4/25.

Street Address: _____ Sidewalk/roadway obstruction requested Y or N
 - or -
 Multiple Streets: _____

Date(s) From: _____ To: _____ 35 days or < 35 days or >
 (Requires Committee and Council Approval)

(Department use only)

Occupancy Type

Sub-Type

Location

Permanent - Obstruction (\$40)	Awning	Sandwich Board	Sidewalk
Temporary - Obstruction (\$40)	Dumpster	Table / Chairs	Terrace
Amenity/Annual (\$40)	Sign		Roadway
Blanket/Annual (\$250)	Obstruction / Other		
Block Party (\$15)	POD / Container		

Additional Requirements

Plan/Sketch Certificate of Insurance Bond
 Other : _____

Traffic Control Requirements

N/A

Type of Street:

Proposed Traffic Control:

Arterial/CBD City Manual Page(s) _____
 Collector State Manual Page(s) _____
 Local Other (attach plan) _____

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: _____

Approved by: _____

Date: _____

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: _____
 (Department of Public Works)

DATE: _____