



# 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, November 11, 2024

4:30 PM

Council Chambers, 6th Floor

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

[24-1447](#) Minutes from 10-21-2024

**Attachments:** [10-21-24 MSC Minutes.pdf](#)

### 5. Public Hearing/Appearances

### 6. Action Items

[24-1448](#) Receive and file the College Avenue Lane Reconfiguration Status Update for Reporting Period #2 (August 2023 - July 2024)

**Attachments:** [College Avenue Lane Reconfiguration Reporting Period #2.pdf](#)

[24-1449](#) Award Single-Source Design and Construction-Related Services Contract with Desman Design Management for 2025 Repair and Maintenance Program for the Red, Yellow, and Green Parking Ramps in an Amount Not to Exceed \$96,370.

**Attachments:** [Desman 2025 Ramp Repairs Consultant Services 11-11-2024.pdf](#)

[24-1450](#) Approve Long-Term Temporary Occupancy Permit in College Avenue for Dumpster in Parking Lane at 213 E. College Ave, from 11/28/2024 through 1/31/2025.

**Attachments:** [LTT Occupancy\\_213 E College\\_24-207-T.pdf](#)

[24-1451](#) Approve Amendment #1 for 2024 Materials Testing Contract (M-24) with Westwood Professional Services with an increase of \$100,000, for a new total contract amount not to exceed \$200,000.

**Attachments:** [M-24 Contract Amend 1\\_11-11-2024.pdf](#)

[24-1452](#) Recommended award of Service Contract for Traffic Signal Control and Management Software Expansion with Traffic Control Corporation in the amount of \$102,210.00, plus a contingency of \$5,000.

**Attachments:** [ARPA Econolite Phase2 Service Contract Award.pdf](#)

[24-1474](#) Approve Mosaic Family Health Inc. Purchased Parking in Yellow Ramp.

**Attachments:** [1019 - Mosaic - Yellow Ramp Designated Parking Stalls - 11-8-2024 - Updated](#)

**7. Information Items**

**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  
Appleton, WI 54911-4799  
www.appleton.org

## Meeting Minutes - Final Municipal Services Committee

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Monday, October 21, 2024

4:30 PM

Council Chambers, 6th Floor

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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

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

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

**Meltzer moved, seconded by Siebers, 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**

[24-1362](#) 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](#)

**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

**7. Information Items**

[24-1377](#) 2025 Public Works Department Budget Discussion

**8. Adjournment**

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

**Aye:** 4 - Fenton, Meltzer, Siebers and Firkus

**Excused:** 1 - Doran



DEPARTMENT OF  
**PUBLIC  
WORKS**

## MEMORANDUM

**To:** Municipal Services Committee  
**From:** Laura Jungwirth, P.E. Director of Public Works  
**Date:** November 6, 2024  
**Subject:** College Avenue Lane Reconfiguration Reporting Period #2

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In the Spring of 2023, the Municipal Services Committee and Common Council approved the College Avenue Lane Reconfiguration 18-month pilot project, and construction was completed in July 2023. Throughout the project, staff reports are intended to be provided every six months following completion of the lane reconfiguration. An update for the initial reporting period was presented to the Municipal Services Committee on February 26, 2024.

The following metrics were provided as possible measurements of success of the project.

- Quantitative Data:
  - Traffic Counts
  - Bike/Pedestrian/Scooter Counts
  - Crashes
  - Vehicle Speeds
  - Total Roadway Closures due to Aggressive Driving
  - Parking Meter Revenue along College Avenue
  
- Qualitative Data:
  - Business/Community Member Feedback
  - APD/AFD Feedback

On Monday, November 11<sup>th</sup>, staff will provide a presentation to the Municipal Services Committee reporting on the above metrics. The presentation materials and dashboard will be posted to the City's website following the presentation at [www.smartstreetsappleton.com](http://www.smartstreetsappleton.com)

### Next Steps:

- 11/11/2024 – Reporting Period #2 Presentation to Municipal Services Committee.
- Week of 11/11/2024 (approximately) – Posting of Reporting Period #2 documents to website.
- Fall 2024 – Collect Testimonials and begin assembly of Project Showcase.
- Fall 2024/Winter 2025 – Continue Data Collection, Project Showcase and Project Wrap-Up.
- Spring 2025 – Reporting Period #3 (Final) Presentation to Municipal Services Committee and final consideration regarding approval of the project.



DEPARTMENT OF  
**PUBLIC  
WORKS**

**MEMORANDUM**

**Date:** November 11, 2024  
**To:** Municipal Services Committee  
**From:** Pete Neuberger, Deputy Director of Public Works/City Engineer  
**Subject:** Award Single-Source Design and Construction-Related Services Contract with Desman Design Management for 2025 Repair and Maintenance Program for the Red, Yellow, and Green Parking Ramps in an Amount Not to Exceed \$96,370.

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The Department of Public Works is requesting approval for the award of the Single-Source Design and Construction-Related Services Contract with Desman Design Management for 2025 Repair and Maintenance Program for the Red, Yellow, and Green Parking Ramps in an Amount Not to Exceed \$96,370.

In February of 2021, the Common Council authorized a sole source professional services agreement with Desman Design Management (“Desman”) for planning, design and administrative services related to the structural maintenance of the City’s public parking ramps. This agreement was authorized for a five-year period, subject to continued satisfactory performance by Desman.

Desman completed a comprehensive update to their original 2019 structural condition analysis of all three of the City’s parking ramps. The update included detailed descriptions of the structural condition of each ramp as well as general recommendations for short and long-term maintenance and repair needs. Accordingly, DPW developed a five-year Capital Improvement Plan to pursue recommended maintenance.

Per single-source contract authorizations provided at the April 10, 2023, Municipal Services Committee and April 19, 2023, Common Council meetings, DPW contracted with Desman to complete plans and specifications for 2023 and 2024 repairs in City parking ramps. Throughout 2023 and 2024, Desman provided these services to the satisfaction of DPW staff.

The 2024 Parking Utility budget includes \$100,000 for ramp structural repairs consulting services. Based on the Desman structural condition analysis and subsequent observations and discussions with DPW and Desman staff, DPW solicited and received a single-source proposal from Desman to provide consulting services for 2025 ramp structural/electrical repairs and preventive maintenance design and construction related services work.



## SOLE SOURCE REQUEST

The undersigned certifies that the commodity/service shown below qualifies as a sole source request and meets one or more of the following requirements. The department has demonstrated, and the Purchasing Manager concurs that only one source exists, the price is equitable, and/or noncompetitive negotiation is in the best interests of the City.

- Unique, proprietary, or one-of-a-kind:** Specific commodity/service is required and available from only one source, giving the City a superior and necessary benefit that cannot be obtained from other sources.
- Inadequate competition:** Purchasing solicitation (bid, proposal, or quote) did not result in any qualified vendor responses and competition is determined to be inadequate.
- Health or Safety Concern:** When a health or safety concern exists that is *not* an immediate threat but needs to be addressed in a period that does not allow for formal competitive procurement procedures.
- Continuity of design:** Consistency with current commodity or service.
- Emergency procurement:** A risk of human suffering or substantial damage to real or personal property exists requiring immediate attention.
- Cooperative purchase:** Purchase from another governmental unit contract or state approved purchasing association.
- Other:** Description provided below

### PROPOSED DETAILS

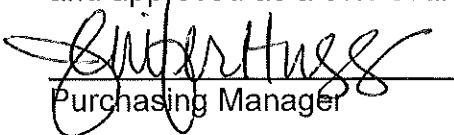
Requesting dept: Department of Public Works

Product/service: 2025 Repair and Maintenance Program

Vendor name: Desman Design Management

Total cost: Total not to exceed \$96,370

Justification and price quotation provided by the department, for the items to be considered and approved as a sole source purchase attached for review.

  
Purchasing Manager

11/5/24  
Date



# PERMIT TO OCCUPY THE PUBLIC RIGHT-OF-WAY

Permit # : 24-207-T  
Effective Date: 10/28/24  
Expiration Date: 12/2/24  
Non-Refundable Fee: 40.00  
Paid (yes or no): YES 164616168

Rev. 05-2024

### Applicant Information

Name (print): Chad Reichelt Company: CR Structures Group Inc  
Address: 327 Randolph Drive Suite A Telephone: 920-277-3153  
Appleton, WI 54913 E-mail: chad@crstructures.com  
Applicant Signature:  Date: 10-21-2024

### Occupancy Information

General Description/Reason: Demolition and construction - Interior Remodel at 213 East College Ave.   
Locate a 30 Yard roll off dumpster in the parking lane for construction and demolition debris.  
Street Address: 213 East College Ave Sidewalk/roadway obstruction requested  Y or  N  
- or -  
Multiple Streets: \_\_\_\_\_  
Date(s) From: 10/24/24 To: 1/31/25 35 days or <  35 days or >   
(Requires Committee and Council Approval)

### (Department use only)

#### Occupancy Type

- Permanent - Obstruction (\$40)
- Temporary - Obstruction (\$40)
- Amenity/Annual (\$40)
- Blanket/Annual (\$250)
- Block Party (\$15)

#### Sub-Type

- Awning
- Dumpster
- Sign
- Obstruction / Other
- POD / Container

#### Location

- Sidewalk
- Terrace
- Roadway

### Additional Requirements

Plan/Sketch  Certificate of Insurance  Bond  Committee and Council Approval  
 Other : \_\_\_\_\_ Date: \_\_\_\_\_

### Traffic Control Requirements

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

Contact Traffic Division (920-832-2379) 1 business day prior to any lane closure, or 2 business days prior to a full road closure.  
Additional Requirements:

**PLEASE SEE PAGES 8 & 9**

Approved by: MIKE HARDY Date: 10/21/24

### 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. **Dumpsters/PODs/Containers shall be located within 12" of face of curb.**
- 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: Pete Neuberger / RT DATE: 10/24/24  
(Department of Public Works)





Step 1: Select Payments

Step 2: Review and Submit

Step 3: Confirmation and Receipt

## Step 3: Confirmation and Receipt

# Result: Payment Authorized

## Confirmation Number: 164616168

Your payment has been authorized successfully and payment will be processed.

The City of Appleton thanks you for your payment. For questions about your account, please call 920-832-6474 Thank you for using our bill payment services.

Please save or print a copy of this receipt for record keeping purposes.

### My Bills

Description	Amount
Street Occupancy payment of \$40.00 on PermitDescription TM	\$40.00

### Customer Information

First Name: Luke  
Last Name: Heimlich  
Address Line 1: 327 Randolph Drive  
Address Line 2: Suite A  
City: APPLETON  
State: Wisconsin  
Zip Code: 54913  
Phone Number: 9202773153  
Email Address: CHAD@CRSTRUCTURES.COM

Subtotal:	\$40.00
Convenience Fee:	\$1.50
<b>Total Payment:</b>	<b>\$41.50</b>

## Payment Information

Payment Date: 10/21/2024

Card Type: MasterCard

Card Number: \*\*\*\*\*5925

Print

**DEPARTMENT OF PUBLIC WORKS**  
**METER BAG APPLICATION**

Fee is \$9.00 per day plus tax or any part thereof.

**THIS FEE WILL BE CHARGED FOR EVERY DAY THE METER BAG IS RESERVED**  
(excluding Sundays and City Observed Holidays).

**NOTE:** Meter bags shall not be used on red meters. If a red meter is found bagged, the bag will be removed and the vehicle will be ticketed.

Company Name **CR Structures Group Inc**  
Agent **Chad Reichelt**  
Company Address **327 Randolph Drive Suite A**  
Phone Number | Email **920-277-3153 chad@crstructures.com**  
Reason **Dumpster**  
Location **213 East College Ave**

**\*Required\*** Meter Zone & Space# **9201 158-161**  
Date(s) **10-25-2024 through 01-31-2025**

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**(Department use only)** Amount Due **\$2962.44 #7555-0004**  
(\$9.00 per bag per day plus tax)  
Approved by **Pete Neuberger / RT**  
Department of Public Works Representative  
Today's Date **10/24/24**

CR STRUCTURES GROUP

DATE 10/28/24 - 1/31/25

TOTAL BAG DAYS =

312

Rate = \$9.00/day + tax

\$ 2,962.44

DATE	DAY	North side of College			
		Zone 9201 - 158	Zone 9201 - 159	Zone 9201 - 160	Zone 9201 - 161
10/28/24	Monday	Y	Y	Y	Y
10/29/24	Tuesday	Y	Y	Y	Y
10/30/24	Wednesday	Y	Y	Y	Y
10/31/24	Thursday	Y	Y	Y	Y
11/1/24	Friday	Y	Y	Y	Y
11/2/24	Saturday	Y	Y	Y	Y
11/3/24	Sunday	SUNDAY	SUNDAY	MONDAY	TUESDAY
11/4/24	Monday	Y	Y	Y	Y
11/5/24	Tuesday	Y	Y	Y	Y
11/6/24	Wednesday	Y	Y	Y	Y
11/7/24	Thursday	Y	Y	Y	Y
11/8/24	Friday	Y	Y	Y	Y
11/9/24	Saturday	Y	Y	Y	Y
11/10/24	Sunday	SUNDAY	SUNDAY	MONDAY	TUESDAY
11/11/24	Monday	Y	Y	Y	Y
11/12/24	Tuesday	Y	Y	Y	Y
11/13/24	Wednesday	Y	Y	Y	Y
11/14/24	Thursday	Y	Y	Y	Y
11/15/24	Friday	Y	Y	Y	Y
11/16/24	Saturday	Y	Y	Y	Y
11/17/24	Sunday	SUNDAY	SUNDAY	MONDAY	TUESDAY
11/18/24	Monday	Y	Y	Y	Y
11/19/24	Tuesday	Y	Y	Y	Y
11/20/24	Wednesday	Y	Y	Y	Y
11/21/24	Thursday	Y	Y	Y	Y
11/22/24	Friday	Y	Y	Y	Y
11/23/24	Saturday	Y	Y	Y	Y
11/24/24	Sunday	SUNDAY	SUNDAY	MONDAY	TUESDAY
11/25/24	Monday	Y	Y	Y	Y
11/26/24	Tuesday	Y	Y	Y	Y
11/27/24	Wednesday	Y	Y	Y	Y
11/28/24	Thursday	HOLIDAY	HOLIDAY	HOLIDAY	HOLIDAY
11/29/24	Friday	HOLIDAY	HOLIDAY	HOLIDAY	HOLIDAY
11/30/24	Saturday	Y	Y	Y	Y
12/1/24	Sunday	SUNDAY	SUNDAY	MONDAY	TUESDAY
12/2/24	Monday	Y	Y	Y	Y
12/3/24	Tuesday	Y	Y	Y	Y
12/4/24	Wednesday	Y	Y	Y	Y
12/5/24	Thursday	Y	Y	Y	Y
12/6/24	Friday	Y	Y	Y	Y
12/7/24	Saturday	Y	Y	Y	Y
12/8/24	Sunday	SUNDAY	SUNDAY	MONDAY	TUESDAY
12/9/24	Monday	Y	Y	Y	Y
12/10/24	Tuesday	Y	Y	Y	Y
12/11/24	Wednesday	Y	Y	Y	Y
12/12/24	Thursday	Y	Y	Y	Y
12/13/24	Friday	Y	Y	Y	Y
12/14/24	Saturday	Y	Y	Y	Y
12/15/24	Sunday	SUNDAY	SUNDAY	MONDAY	TUESDAY
12/16/24	Monday	Y	Y	Y	Y
12/17/24	Tuesday	Y	Y	Y	Y
12/18/24	Wednesday	Y	Y	Y	Y
12/19/24	Thursday	Y	Y	Y	Y
12/20/24	Friday	Y	Y	Y	Y
12/21/24	Saturday	Y	Y	Y	Y
12/22/24	Sunday	SUNDAY	SUNDAY	MONDAY	TUESDAY
12/23/24	Monday	Y	Y	Y	Y
12/24/24	Tuesday	HOLIDAY	HOLIDAY	HOLIDAY	HOLIDAY
12/25/24	Wednesday	HOLIDAY	HOLIDAY	HOLIDAY	HOLIDAY
12/26/24	Thursday	Y	Y	Y	Y
12/27/24	Friday	Y	Y	Y	Y
12/28/24	Saturday	Y	Y	Y	Y
12/29/24	Sunday	SUNDAY	SUNDAY	MONDAY	TUESDAY
12/30/24	Monday	Y	Y	Y	Y
12/31/24	Tuesday	Y	Y	Y	Y
1/1/25	Wednesday	HOLIDAY	HOLIDAY	HOLIDAY	HOLIDAY
1/2/25	Thursday	Y	Y	Y	Y
1/3/25	Friday	Y	Y	Y	Y
1/4/25	Saturday	Y	Y	Y	Y
1/5/25	Sunday	SUNDAY	SUNDAY	MONDAY	TUESDAY
1/6/25	Monday	Y	Y	Y	Y
1/7/25	Tuesday	Y	Y	Y	Y
1/8/25	Wednesday	Y	Y	Y	Y
1/9/25	Thursday	Y	Y	Y	Y
1/10/25	Friday	Y	Y	Y	Y
1/11/25	Saturday	Y	Y	Y	Y
1/12/25	Sunday	SUNDAY	SUNDAY	MONDAY	TUESDAY
1/13/25	Monday	Y	Y	Y	Y
1/14/25	Tuesday	Y	Y	Y	Y
1/15/25	Wednesday	Y	Y	Y	Y
1/16/25	Thursday	Y	Y	Y	Y
1/17/25	Friday	Y	Y	Y	Y
1/18/25	Saturday	Y	Y	Y	Y
1/19/25	Sunday	SUNDAY	SUNDAY	MONDAY	TUESDAY
1/20/25	Monday	Y	Y	Y	Y
1/21/25	Tuesday	Y	Y	Y	Y
1/22/25	Wednesday	Y	Y	Y	Y
1/23/25	Thursday	Y	Y	Y	Y
1/24/25	Friday	Y	Y	Y	Y
1/25/25	Saturday	Y	Y	Y	Y
1/26/25	Sunday	SUNDAY	SUNDAY	MONDAY	TUESDAY
1/27/25	Monday	Y	Y	Y	Y
1/28/25	Tuesday	Y	Y	Y	Y
1/29/25	Wednesday	Y	Y	Y	Y
1/30/25	Thursday	Y	Y	Y	Y
1/31/25	Friday	Y	Y	Y	Y





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/21/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Family Insurance Center, LLC 2595 Development Dr, Ste 130 Green Bay, WI 54311	<b>CONTACT NAME:</b> Tina Mickelson <b>PHONE (A/C. No. Ext):</b> (920) 494-7036 <b>E-MAIL ADDRESS:</b> tmickelson@familyinsctr.com	<b>FAX (A/C. No.):</b>	
	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
<b>INSURED</b> CR Structures Group, Inc 327 Randolph Dr. Unit A Appleton, WI 54913	<b>INSURER A:</b> Western National Mutual Insurance Company		15377
	<b>INSURER B:</b> Hiscox Insurance Company Inc.		10200
	<b>INSURER C:</b>		
	<b>INSURER D:</b>		
	<b>INSURER E:</b>		
<b>INSURER F:</b>			

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		CPP 1348165	07/15/2024	07/15/2025	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
							MED EXP (Any one person)	\$ 5,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
A	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10000			UMB 1057892	07/15/2024	07/15/2025	EACH OCCURRENCE	\$ 5,000,000
							AGGREGATE	\$ 5,000,000
								\$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A			WCV 1041552	07/15/2024	07/15/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER	
							E.L. EACH ACCIDENT	\$ 500,000
							E.L. DISEASE - EA EMPLOYEE	\$ 500,000
							E.L. DISEASE - POLICY LIMIT	\$ 500,000
B	Professional Liab			ANE5460575	08/08/2024	08/08/2025	Each Occurance	1,000,000
							Aggregate	1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

City of Appleton as AI.

**CERTIFICATE HOLDER****CANCELLATION**
 City of Appleton  
 100 North Appleton Street  
 Appleton, WI 54911

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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**From:** [Customer.Service](#)  
**To:** [Raquel S. Thiel](#)  
**Subject:** RE: FW: 213 East College Ave  
**Date:** Friday, October 25, 2024 7:11:11 AM

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**From:** Peter Neuberger <Peter.Neuberger@Appleton.org>  
**Sent:** Thursday, October 24, 2024 5:38 PM  
**To:** Michael Hardy <Michael.Hardy@Appleton.org>; Customer.Service <Customer.Service@Appleton.org>  
**Cc:** traffic.engineering@appleton.org; Daniel J. Meissner <Daniel.Meissner@Appleton.org>; Victoria L. Drehmel <Victoria.Drehmel@AppletonWI.gov>  
**Subject:** Re: FW: 213 East College Ave

All,

I agree with Mike's conditions.

-Please let the applicant know the following:

-DPW will issue a temporary occupancy permit for the first 35 days( I believe that is 10/28 through 12/2). The remaining days must go to MSC for approval as long-term temporary. The MSC date is 11/11/2024.

-OK to issue corresponding meter bags for the requested dates, assuming they will get the extended Occupancy approval and fees are paid.

thanks,

Pete

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**From:** Michael Hardy <[Michael.Hardy@Appleton.org](mailto:Michael.Hardy@Appleton.org)>  
**Sent:** Monday, October 21, 2024 12:39 PM  
**To:** Customer.Service <[Customer.Service@Appleton.org](mailto:Customer.Service@Appleton.org)>  
**Cc:** [traffic.engineering@appleton.org](mailto:traffic.engineering@appleton.org) <[traffic.engineering@appleton.org](mailto:traffic.engineering@appleton.org)>; Peter Neuberger <[Peter.Neuberger@Appleton.org](mailto:Peter.Neuberger@Appleton.org)>; Daniel J. Meissner <[Daniel.Meissner@Appleton.org](mailto:Daniel.Meissner@Appleton.org)>; Victoria L. Drehmel <[Victoria.Drehmel@AppletonWI.gov](mailto:Victoria.Drehmel@AppletonWI.gov)>  
**Subject:** FW: FW: 213 East College Ave

DPW-CS,

Based on CR Structures response of only needing parking lane, here would be my conditions based on Pete's concurrence....

- Dumpster shall NOT infringe on the bicycle lane.

Dumpster shall be marked with retroreflective tape per our section 10 of our traffic control manual.

- Dumpster shall vacate College Avenue (not permitted) on both Monday November 25, 2024 and Tuesday, November 26, 2024 due to Christmas Parade.

Based on start date and duration, both temporary and permanent occupancy permit will be needed. I would ask them to acknowledge these terms.

Thanks,

**MIKE**





DEPARTMENT OF  
**PUBLIC  
WORKS**

## MEMORANDUM

**Date:** November 11, 2024  
**To:** Municipal Services Committee  
**From:** Pete Neuberger, Deputy Director of Public Works/City Engineer  
**Subject:** Approve Amendment #1 for 2024 Materials Testing Contract (M-24) with Westwood Professional Services with an increase of \$100,000, for a new total contract amount not to exceed \$200,000.

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The Department of Public Works requests approval of amendment #1 for 2024 Materials Testing Contract (M-24) with Westwood Professional Services with an increase of \$100,000, for a new total contract amount not to exceed \$200,000. Contract Funding is available within the individual 2024 DPW project accounts for the respective DPW projects.

The Department of Public Works is requesting an additional \$100,000 of funding for the 2024 Materials Testing Contract due to testing and response needs exceeding previously anticipated amounts. Anticipated remaining tasks include:

- Construction related services and review for the proposed Thrivent Development.
- Continued support for the H-23 Lightning Drive extension project.
- Meeting all railroad permitting requirements for the proposed utility crossings on Lawe Street and Badger Avenue.
- Materials testing for repairs at Green Ramp.
- Continued support for the Mackville Quarry site and re-establishment of the permitted compost pad.

In January 2024, DPW solicited proposals from twelve firms to provide construction materials testing and related environmental services. DPW received two proposals, and recommended award to Westwood using a quality-based selection process. Contract award was approved at the February 12, 2024, Municipal Services Committee meeting and the February 21, 2024, Common Council meeting.

M-24 Amendment #1

11/11/2024

Page 2 of 2

The award memo indicated the following:

- funding for this work is included in each individual project budget.
- expenditures will be based on services actually performed and may be less than the awarded amount.
- a contract amendment will be brought to committee if additional funding is necessary.
- the RFP stated: “With satisfactory performance by the selected consultant services may be negotiated with the selected consultant and approved by the Common Council on a yearly basis for an additional 4 years.”

Based on Westwood’s excellent performance to date, DPW staff continue to anticipate contracting with Westwood Infrastructure, Inc. for services through 2028, subject to future Municipal Services Committee and Common Council approvals at the appropriate times.



# CITY OF APPLETON

## MEMORANDUM

**Date:** 11/04/2024  
**To:** Municipal Services Committee  
**From:** Michael Hardy, P.E., Traffic Engineer  
**Subject:** Recommended Award of Service Contract for Traffic Signal Control and Management Software Expansion

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We recommend for approval the implementation of a service contract for the expansion of Econolite brand traffic signal control and management software with Traffic Control Corporation in the amount of \$102,210.00, plus a contingency of \$5,000, only to be utilized if needed. Traffic Control Corporation is the exclusive vendor for Econolite in Wisconsin. This sole source service contract will be for the procurement, licensing, and software integration of the remaining sixty-one (61) intersections throughout the city.

This new contract will continue what a prior contract already began. On June 10, 2024, the Municipal Services Committee approved a similar contract for the initial procurement, licensing, and integration of new software for twenty-one (21) intersections along state highways within city limits using state grant funds. These service contracts were split in the interest of cost savings, timing and different funding sources.

On January 22, 2024, the Finance Committee approved the *Federal American Rescue Plan Act* (ARPA) fund designation in the amount of \$360,000 for Traffic Signal Control Safety Enhancements, to upgrade controllers and software at the remaining sixty-one (61) intersections throughout the city.

Sixty-one new intersection controllers will be separately purchased through Wisconsin Department of Transportation (WisDOT) procurement contract #510465. The total amount of this purchase order will be \$257,550.00.

The combined cost of the service contract and purchase order will be \$359,760.00, which is within budget. The procurement of the Econolite brand software has been detailed throughout the grant approval process. Written approval for sole source procurement of Econolite controllers and software was formally received from the federal grant management consultant on March 19, 2024.

# MEMORANDUM OF UNDERSTANDING

## AGREEMENT BETWEEN THE CITY OF APPLETON AND MOSAIC FAMILY HEALTH, INC REGARDING DESIGNATED PARKING SPACES WITHIN THE CITY OF APPLETON'S YELLOW RAMP

### I. THE PARTIES

- 1.01 The City of Appleton, a Wisconsin municipal corporation, doing business at 100 North Appleton Street, Appleton, WI 54911 ("City").
- 1.02 Mosaic Family Health, Inc., with its clinic located within Fox Commons at 100 N. Oneida St., Appleton, WI 54911 ("Mosaic").

### II. THE RECITALS

#### **WHEREAS,**

- 2.01 The City, through its parking utility, owns and operates a parking ramp located at 130 East Washington Avenue and currently known as the Yellow Ramp wherein individuals may park in the ramp for a fee ("Yellow Ramp").
- 2.02 Mosaic operates a medical clinic providing various medical services to its patients.
- 2.03 The City has a long-standing policy addressing the procedure when a business desires to have designated parking stalls within a City ramp. The Designated Stalls In Parking Ramps Policy ("Policy") is attached hereto as Exhibit A and incorporated herein by reference.
- 2.04 Mosaic desires to acquire designated parking stalls within the Yellow Ramp consistent with the Policy's material terms and conditions but allowing for some flexibility as, over a period of time, Mosaic assesses the use of said stalls to determine the optimal number of designated stalls to best serve its patients.
- 2.05 Mosaic and the City ("Parties") agree that it is mutually beneficial to memorialize their mutual understanding to allow Mosaic flexibility as it evaluates parking use to determine the optimal number of designated stalls while working within the parameters of the Policy.

### III. THE AGREEMENT

#### ***NOW, THEREFORE, it is agreed between the Parties as follows:***

- 3.01 The recitals are hereby made a part of the Agreement.

- 3.02 Mosaic anticipates requesting five (5) designated parking stalls within the Yellow Ramp. The location of these stalls will be determined by the City in accordance with the Policy but are anticipated to be located on the third floor of the Yellow Ramp starting at the Southwest corner and working toward the Northwest corner as depicted in Exhibit B.
- 3.03 The Policy indicates “Business must agree in writing to guarantee the purchase of the designated stalls for a minimum of three (3) consecutive years” and the Parties agree to that for the first three years of this agreement (“initial period”). If Mosaic adds additional designated stalls, payment for those stalls shall be guaranteed for the balance of the initial period.
- 3.04 The Policy indicates “The annual fee shall be 2 times the Permit fee, per stall, paid in total for the entire year no later than January 2<sup>nd</sup> of that year.” The payment/fee covers the cost of the designation of stalls only. Access to the ramp via monthly permit or daily ticket with payment upon exit is still required. The permit fee is established annually through the City’s Parking Utility Fee Schedule (with the City reserving the right to adjust permit fees as needed subject to Common Council approval). The City agrees that the initial fee shall be prorated based on the remaining portion of the calendar year for the stalls designated for Mosaic. Thereafter, the annual fee and payment structure set forth in the Policy shall apply to those stalls.
- 3.05 The City reserves the right to revoke this Agreement and approval for designated stalls in accordance with the Policy.
- 3.06 In the event that any part of this Agreement is found to be illegal, that part shall be stricken, and the Agreement interpreted as if that part did not exist.
- 3.07 This Agreement may be executed in counterparts, either by original signature or verified electronic signature, each of which shall be deemed an original, but such counterparts shall together constitute but one and the same agreement. The headings in this Agreement are inserted for convenience of reference only and shall not constitute a part hereof.
- 3.08 The Agreement may be supplemented or amended only by written instrument executed by the Parties.

**SIGNATURES APPEAR ON THE FOLLOWING PAGE**

**IN WITNESS WHEREOF**, the Parties have caused the forgoing instrument to be executed on the day and year of the last signature below.

**MOSAIC FAMILY HEALTH, INC.**

By: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

**CITY OF APPLETON**

By: \_\_\_\_\_  
Laura Jungwirth, Public Works Director

Approved as to form:

\_\_\_\_\_  
Christopher R. Behrens, City Attorney

A23-1019.crb.aka | revised November 8, 2024 -CB

April 18, 2013

**CITY OF APPLETON  
DESIGNATED STALLS IN PARKING RAMPS  
POLICY**

The objective of this policy is to establish the guidelines in which businesses requesting to have designated stalls in city-owned parking ramps for their business may be considered in downtown Appleton.

**PROCEDURE**

All requests from businesses to have designated stalls in city-owned parking ramps shall be submitted to the Department of Public Works to be reviewed against the criteria set forth in this policy. Requests not meeting the criteria shall be denied administratively. Requests meeting the criteria shall be forwarded to the Municipal Services Committee and Common Council for consideration.

All submittals shall contain the following information:

1. Name of business and business representative requesting the designated stalls.
2. Name of parking ramp request is for.
3. Number of stalls requested to be designated.
4. Drawing showing location of proposed designated parking stalls.
5. Purpose for requesting designated parking stalls.
6. Period of time requesting designated parking stalls.

**APPROVAL CRITERIA**

1. No more than a total of 5% of the total number of stalls in any parking ramp shall have designated parking stalls, leaving at least 95% open to the general public and permit customers.
2. Requests will be addressed on a first-come first-served basis.
3. Designated stalls will be located on Level 3 and above, unless otherwise approved by Council.
4. Business must agree in writing to guarantee the purchase of the designated stalls for a minimum of three (3) consecutive years.
5. Business will be charged costs associated with City staff fabricating and installing designated signs.
6. Approval for designated stalls may be rescinded by the Common Council if business fails to use the space for its intended purpose or the business fails to pay annual fee.
7. Approval is non-transferable to another business.

**ENFORCEMENT**

The designated parking stalls will be enforced by City staff on a complaint only basis.

**PURCHASED PARKING FEE**

1. The annual fee shall be 2 times the Permit fee, per stall, paid in total for the entire year no later than January 2<sup>nd</sup> of that year.
2. Rates are subject to change annually by the Common Council.

