



# 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, January 6, 2025

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

[24-1612](#) Minutes from December 9, 2024

**Attachments:** [12-09-24 MSC Minutes.pdf](#)

5. **Public Hearing/Appealances**

6. **Action Items**

[24-1613](#) Award 2025 Illicit Discharge Detection and Elimination Ongoing Field Screening Services Contract to Westwood Infrastructure, Inc. in an amount not to exceed \$35,000

**Attachments:** [MSC Award Memo 2025 IDDE Field Screening Services 01-06-2024.pdf](#)

[24-1614](#) Award M-25 2025 Materials Testing & Contaminated Soils Contract to Westwood Infrastructure, Inc. in an amount not to exceed \$100,000

**Attachments:** [MSC M-25 Contract Award Memo 01-06-2025.pdf](#)

[24-1615](#) Approve Long Term Temporary Occupancy Permit to Integrity Environmental Services for dumpster in parking lane of Superior St north of College Ave, from 2/6/2025 through 11/30/2025.

**Attachments:** [MSC LTT Occupancy Permit Integrity Enviro Superior St Dumpster 01-06-2025.pdf](#)

[24-1616](#) Approve Hilton Appleton Paper Valley Permanent Occupancy Permit and Sign Permit

**Attachments:** [Hilton Occupancy Permit Application.pdf](#)

[Hilton Skywalk Parking Signs Application.pdf](#)

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.*



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## Meeting Minutes - Final Municipal Services Committee

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Monday, December 9, 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:** 5 - Fenton, Doran, Meltzer, Siebers and Firkus

4. Approval of minutes from previous meeting

[24-1561](#)

Minutes from November 11, 2024

**Attachments:** [11-11-24 MSC Minutes.pdf](#)

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

**Aye:** 5 - Fenton, Doran, Meltzer, Siebers and Firkus

5. **Public Hearing/Appearances**

6. **Action Items**

[24-1562](#)

Approve 2025 Morrison Street Asphalt Reconstruction Traffic Calming Design Changes.

**Attachments:** [Morrison St Design Changes 12-09-2024 .pdf](#)

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

**Aye:** 5 - Fenton, Doran, Meltzer, Siebers and Firkus

[24-1563](#)

Award 2025 Contract for Operation, Maintenance, and Monitoring at the Closed City of Appleton Landfill to SCS Engineers, in an amount not to exceed \$76,361.

**Attachments:** [Award 2025 SCS Mackville 12-09-2024 .pdf](#)

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

**Aye:** 5 - Fenton, Doran, Meltzer, Siebers and Firkus

[24-1564](#)

2025 Sole Source Purchase Request - Various Traffic Equipment & Technologies

**Attachments:** [Sole Source Purchase Request - Traffic Equipment 2025.pdf](#)

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

**Aye:** 5 - Fenton, Doran, Meltzer, Siebers and Firkus

**7. Information Items**

**8. Adjournment**

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

**Aye:** 5 - Fenton, Doran, Meltzer, Siebers and Firkus



DEPARTMENT OF  
**PUBLIC  
WORKS**

## MEMORANDUM

**Date:** January 6, 2025  
**To:** Municipal Services Committee  
**From:** Laura Jungwirth, Director of Public Works  
Peter Neuberger, City Engineer/Deputy Director of Public Works  
Luke Vandenberg, Project Engineer  
**Subject:** Award 2025 Illicit Discharge Detection and Elimination Ongoing Field Screening Services Contract to Westwood Infrastructure, Inc. in an amount not to exceed \$35,000

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The Department of Public Works recommends award of the 2025 Illicit Discharge Detection and Elimination Ongoing Field Screening Services Contract to Westwood Infrastructure, Inc. (Westwood) in an amount not to exceed \$35,000.

Work under this contract includes the following:

- Field screening of stormwater outfalls.
- NR216 Reporting in accordance with WPDES General MS4 Stormwater Permit.
- Review of the current (2020) Ongoing Field Screening Program to be consistent and in compliance with the 2025 MS4 Stormwater Permit, which is expected to be issued later in 2025.
- Response and tracking of Illicit Discharges.

In March 2024 DPW issued a Request for Proposals (RFP) to five consultants. Two proposals were received. The RFP and 2024 award memo stated: *“with satisfactory performance by the consultant, Ongoing Illicit Discharge Field Screening services may be negotiated with the selected consultant on a yearly basis for up to four additional years (through 2028).”*

Based on the continued quality of work by Westwood throughout 2024, DPW recommends award of the 2025 contact to Westwood for the second year of approval.



DEPARTMENT OF  
**PUBLIC  
WORKS**

**MEMORANDUM**

**Date:** January 6, 2025  
**To:** Municipal Services Committee  
**From:** Laura Jungwirth, Director of Public Works  
Peter Neuberger, City Engineer/Deputy Director of Public Works  
Luke Vandenberg, Project Engineer  
**Subject:** Award M-25 2025 Materials Testing & Contaminated Soils Contract to Westwood Infrastructure, Inc. in an amount not to exceed \$100,000

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The Department of Public Works recommends award of the M-25 2025 Materials Testing & Contaminated Soils Contract to Westwood Infrastructure, Inc., (Westwood) in an amount not to exceed \$100,000.

In January 2024, DPW issued a Request for Proposals (RFP) to twelve consulting firms. Two proposals were received, and the Common Council approved DPW's recommendation to contract with Westwood for 2024 Materials Testing & Contaminated Soils consulting services. The 2024 award memo and Request for Proposals 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 the consistently high quality of work during 2024, staff recommends awarding to Westwood the 2025 contract as the second year of the approval.

Work under this contract includes the following primary tasks:

- Material testing for concrete, asphalt, and soils
- Contaminated material response, analysis, and permitting
- Styrene testing for cast in place pipe (CIPP)
- Environmental investigations
- Geotechnical investigations

Although the proposal included unit cost data, the actual work needed during the year is unknown at this time. Funding for this work is included in each individual budget (concrete, asphalt, sidewalk, sanitary, storm and water). Expenditures will be for actual services performed and may be less than the awarded amount. A contract amendment will be brought to committee at the appropriate time if additional funding is necessary.



PERMIT TO OCCUPY THE PUBLIC RIGHT-OF-WAY

Permit #: Effective Date: 1/2/25 Expiration Date: 2/22/25 Non-Refundable Fee: 40.00 Paid (yes or no): 167882484

Rev. 05-2024

Applicant Information

Name (print): Tony Balthazor Company: Integrity Environmental Services INC Address: 1821 Dolphin Drive Telephone: 262-777-1861 Waukesha WI 53186 E-mail: tbalthazor.ies@gmail.com Applicant Signature: Date: 12-13-2024

Occupancy Information

General Description/Reason: Dumpster placement in a metered parking lane Construction Street Address: 222 W. College Ave Appleton WI Sidewalk/roadway obstruction requested Y or N Multiple Streets: loading zone at Superior street and College avenue Date(s) From: 1/2/25 To: 11/30/25 35 days or < 35 days or >

(Department use only)

Occupancy Type

Sub-Type

Location

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

Additional Requirements

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

Traffic Control Requirements

N/A

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:

Type of Street: Arterial/CBD Collector Local Proposed Traffic Control: City Manual Page(s) 12 State Manual Page(s) Other (attach plan)

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. 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.

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: DATE: (Department of Public Works)

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 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 Integrity Environmental

Agent Tony Balharzor

Company Address 1821 Dolphin Drive

Phone Number 262-777-1861

Reason Construction

Location 222 W. College Ave. parking space is on Superior Street

\*REQUIRED\*

Meter Zone & Space# 196 Loading zone south of Johnston St Alley

Date(s) 12-25-2-22-25

(Department use only)

Amount Due \$ 427.28 Recp 167882484 (\$9.00 per bag per day plus tax)

Approved by Department of Public Works Representative

Today's Date 12/17/24



**Insurance and Bond Coverage:**

Insurance Carrier: KNI Insurance

Insurance Agent Name and Phone Number: ~~William~~ Jeff Knuese 262-970-9221

Policy Number: 12EMP2302200

Policy Period: 11-8-24 to 11-8-2025

\* Bond Carrier: \_\_\_\_\_

\* Bond Agent Name and Phone Number: \_\_\_\_\_

\* Bond Number: \_\_\_\_\_

\* Bond Period: \_\_\_\_\_

I confirm that I have the authority to sign and certify the information contained herein as the permittee/licensee or duly authorized representative of the entity obtaining this permit/license. I have reviewed and understand the insurance and bonding requirements of the City of Appleton. I hereby certify that I, or the company I represent have insurance and a bond in the amounts required to obtain this permit/license. I have named the City of Appleton as an additional insured for purposes of this permit/license and have provided the name of my insurance and bond carriers, the policy numbers and policy periods above. Further, I agree to maintain appropriate insurance coverage for the duration of this permit/license and to indemnify against any and all liability, loss, damage and expenses and costs including attorneys' fees arising out of the activities performed as described herein, caused in whole or in part by any negligent act or omission of the applicant, anyone directly or indirectly employed by any of them, which may arise from the use of city right of way or property under this permit or license.

I certify that this application, and all information and documentation provided therein, is true and accurate.

Company Name: Integrity Environmental

Print Name: Tony Balthazor

Signature: 

Date: 12-17-24

\* Bonds are required for the following types of work only:

- Plumbing in the public right-of-way: \$5,000.00 Performance Bond (Code Section 4-265)
- Sewer lateral sealing in the public right-of-way: \$5,000.00 Performance Bond (Code Section 4-188(c))
- Moving of Buildings: \$2,000.00 Performance Bond (Code Section 4-207(5))
- Cement Finisher's License: \$2,000.00 Performance Bond (Municipal Code Section 9-33)



PERMIT TO OCCUPY THE PUBLIC RIGHT-OF-WAY

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

Rev. 05-2024

Applicant Information

Name (print): Linda Garvey Company: Hilton Appleton Paper Valley Address: 333 W.College Ave Telephone: 920-733-8000 x 1660 Applicant Signature: Linda Garvey Date: 12-11-24

Occupancy Information

General Description/Reason: Directional Signage on Superior St. skywalk pointing to public parking and hotel entrance Street Address: Superior St. side of 333 W. College Ave Sidewalk/roadway obstruction requested Y or N Date(s) From: 2/1/25 To: 35 days or < 35 days or >

(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: Sandwich Board, Tables/Chairs, Sidewalk, Terrace, Roadway

Additional Requirements

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

Traffic Control Requirements

Type of Street: Arterial/CBD, Collector, Local Proposed Traffic Control: City Manual Page(s), State Manual Page(s), 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.

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.

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: DATE: (Department of Public Works)

**City of Appleton**  
**100 North Appleton Street, Appleton WI 54911**  
**Phone: (920) 832-6411 Fax: (920) 832-6464**

Permit No.:	_____
Key No.:	_____
Receipt No.:	_____
Date:	_____

## SIGN PERMIT

A separate permit is required for each proposed sign.

Permit Fee:	<input type="checkbox"/> Penalty Fee
Estimated Cost:	<b>\$2,350</b>

Site Address: 333 W. College Ave.

Single Tenant

Business Name: Hilton Paper Valley Hotel

Multi- Tenant

Type of Sign		
<input type="checkbox"/> Ground Sign	<input type="checkbox"/> Awning Sign	<input type="checkbox"/> Changeable Copy Sign (No animation)
<input checked="" type="checkbox"/> Wall Mounted Sign (2)	<input type="checkbox"/> Temporary Sign (Sandwich, Etc.)	<input type="checkbox"/> Painted Wall Sign
<input type="checkbox"/> Projecting Sign	<input type="checkbox"/> Canopy Sign	<input type="checkbox"/> Other
<input type="checkbox"/> Window Sign	<input type="checkbox"/> Portable Sign	

Zoning District		
<input type="checkbox"/> C2- General Commercial	<input type="checkbox"/> M1- Industrial Park	<input type="checkbox"/> PI- Public Institution
<input type="checkbox"/> CO- Commercial Office	<input type="checkbox"/> M2- General Industrial	<input type="checkbox"/> P- Park District
<input type="checkbox"/> AG- Agriculture		<input type="checkbox"/> CBD- Central Business District

Dimensions/Other Information	
Width of Sign: 96	Height of Sign: 48
Height Above Normal Grade:	Underclearance:
Projecting into ROW:	Distance to Side Lot Line (5' Min):
Setback from R-O-W:	Setback from Driveway:
Design Exception (Sec. 23-529):	Material: ACM Panels

WALL SIGN DETAILS (Wall/Painted Signs Only)					
	Proposed Size Width x Height (ft)	Proposed Area of Sign (sq. ft.)	Existing Size Width x Height (ft)	Existing Area of Sign (sq. ft.)	Area of Entire Wall
Wall North	96 X 48	32	X	64sqft ish	370sqft
Wall East	X		X		
Wall West	X		X		
Wall South	96 X 48	32	X	64sqft ish	370sqft

Electrical Information of Sign N/A			
<input type="checkbox"/> Internal	<input type="checkbox"/> Florescent	<input type="checkbox"/> LED	<input type="checkbox"/> Message Center
<input type="checkbox"/> External	<input type="checkbox"/> Incandescent	<input type="checkbox"/> Electronic	<input type="checkbox"/> Neon

<b>UL Design No:</b>	<b>Electrical Contractor:</b>
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Office Information	
BZA Variance Date:	Street Occupancy Permit No.:

Sign Contractor	Contractor Address	Contractor Phone	Contractor Email
Fastsigns of Appleton	135 S. Casaloma Dr.	920.954.9778	ariele.mcgin@fastsigns.com

Applicant hereby agrees to comply with all laws and regulations of the State of Wisconsin and of the Ordinances of the City of Appleton. Applicant further agrees in consideration of the issuance of the permit to save the City of Appleton harmless for any injury or damage caused by reason of the erection or maintenance of the sign or signboard. If any sign erected pursuant to the permit occupies public street right-of-way, it is subject to all of the provisions of Wis. State. 60.045, but without charge or bond. This permit as applied for is granted subject to revocation when any law or regulation of the State of Wisconsin or the Ordinance of the City of Appleton is violated or when inspection reveals that the sign or signboard creates a hazard. Permit fee is nonrefundable.

Name of Applicant: <b>Ariele McGinn</b>	Phone: <b>920.954.9778</b>
Address: <b>135 S. Casaloma Dr.</b>	Inspector Approval:

white- office

yellow- applicant

Quantity  
**1**

SKYWALK PANEL SIGN

Client:	HILTON
Contact:	Linda Garvey
Date:	3.21.23
Sales:	Ariele McGinn
Designer:	Becky Knuth
File:	150428 Hilton Parking
Revision:	5

**JOB SPECIFICATIONS**

POLYMETAL SIGN

- Digital Print
- IJ40C Standard Gloss Vinyl
- 8520 Premium Matte Laminate
- 3mil polymetal

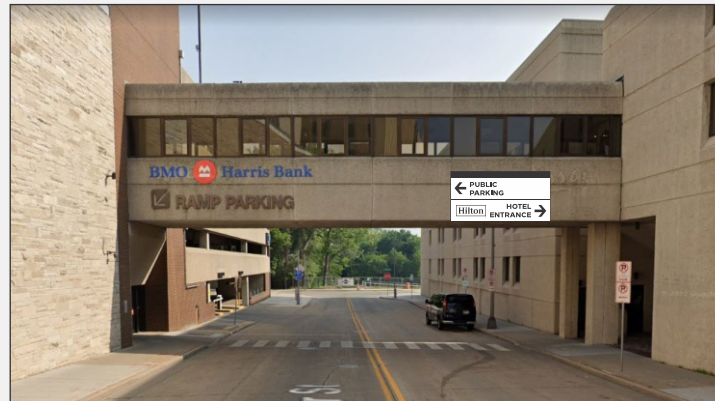
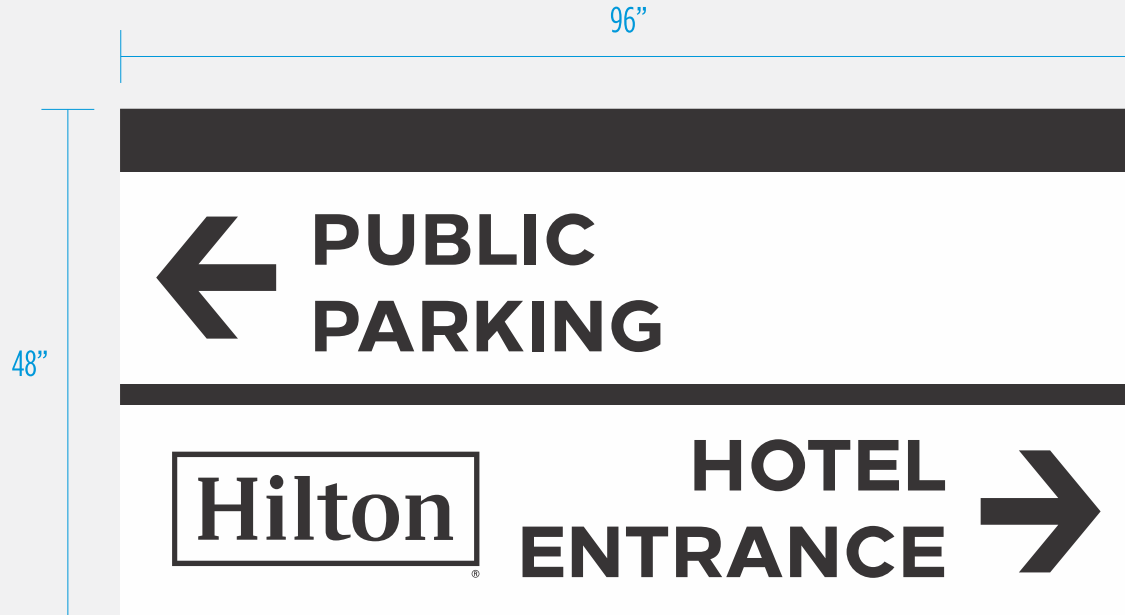
Job Spot Colors:

<input type="checkbox"/> PMS	<input type="checkbox"/> PMS
<input type="checkbox"/> PMS	<input type="checkbox"/> PMS
<input type="checkbox"/> PMS	<input type="checkbox"/> PMS

Other requirements: [Installation](#)

Square Footage:

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Quantity

1

# SKYWALK PANEL SIGN

Client:	HILTON
Contact:	Linda Garvey
Date:	3.21.23
Sales:	Ariele McGinn
Designer:	Becky Knuth
File:	150428 Hilton Parking
Revision:	5

## JOB SPECIFICATIONS

### POLYMETAL SIGN

- Digital Print
- IJ40C Standard Gloss Vinyl
- 8520 Premium Matte Laminate
- 3mil polymetal

Job Spot Colors:

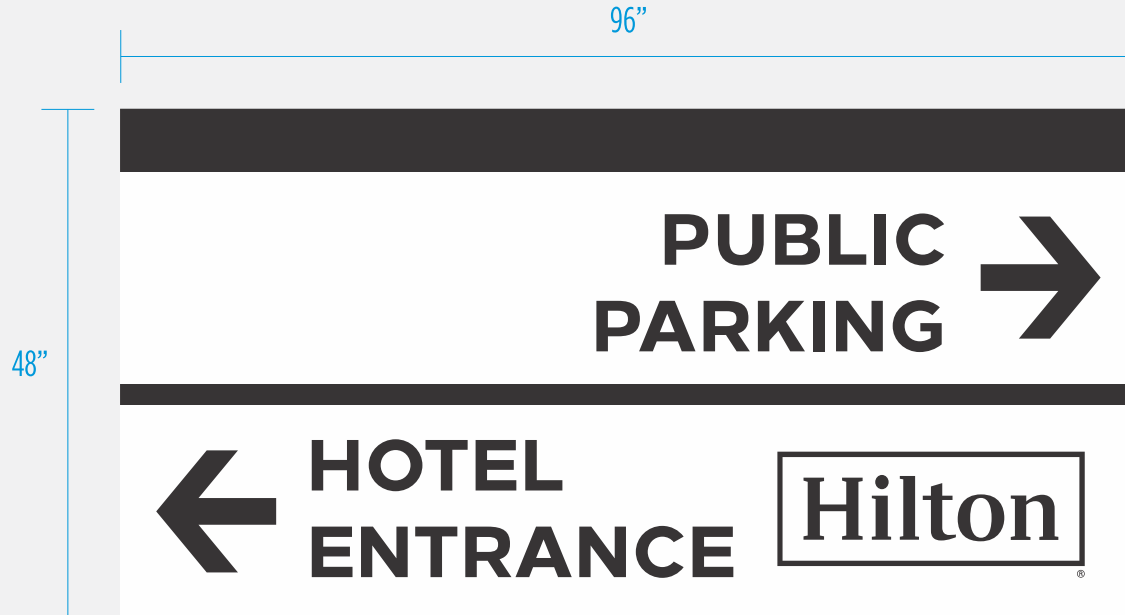
<input type="checkbox"/> PMS	<input type="checkbox"/> PMS
<input type="checkbox"/> PMS	<input type="checkbox"/> PMS
<input type="checkbox"/> PMS	<input type="checkbox"/> PMS

Other requirements: [Installation](#)

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