



City of Appleton

100 North Appleton Street
Appleton, WI 54911-4799
www.appletonwi.gov

Meeting Agenda - Final Municipal Services Committee

Monday, February 10, 2025

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

[25-0088](#) Minutes from January 20, 2025

Attachments: [01-20-25 MSC Minutes.pdf](#)

5. Public Hearing/Appearances

6. Action Items

[25-0089](#) Approve Contract Amendment #1 for the Real Estate Services contract with Right of Way Professionals, Inc. by an increase of \$3,300 for a total contact amount not to exceed \$25,560

Attachments: [Olde Oneida Bridge Memo ROW Professionals Amend1 .pdf](#)

[25-0090](#) Approve ordinance changes related to designated Prevea stalls on 100 W Washington St.

Attachments: [Prevea 100 W Washington Ordinance Changes .pdf](#)

[25-0091](#) Approve Ordinance changes related to the A-25 Cherryvale Av Reconstruction Project

Attachments: [Cherryvale Av A-25 Ordinance Changes.pdf](#)

[25-0092](#) Approve ordinance change related to new traffic signal at the Edgewood/French intersection

Attachments: [Edgewood-French Traffic Signal Ordinance Change.pdf](#)

[25-0093](#) Approve traffic ordinance changes for Lumbini Estates Subdivision

Attachments: [Lumbini Estates Ordinance Changes.pdf](#)

- [25-0094](#) Approve ordinance changes related to the B-25 Morrison St Reconstruction Project
Attachments: [Morrison St B-25 Ordinance Changes.pdf](#)
- [25-0095](#) Approve ordinance changes related to the A-25 Perkins St Reconstruction Project
Attachments: [Perkins St A-25 Ordinance Changes.pdf](#)
- [25-0096](#) Approve traffic & parking ordinance changes for Trailview Estates South 3 Subdivision
Attachments: [Trailview Estates South 3 Subdivision Ordinance Changes.pdf](#)
- [25-0097](#) Approve Sole Source Purchase of Decorative Streetlight Poles for College Avenue Bridge
Attachments: [College Ave Bridge - Purchase Decorative Streetlight Pole Replacements.pdf](#)
- [25-0098](#) Award Unit T-25 2025 Bridge Underwater Inspections Contract to Ayres Associates, Inc., in an amount not to exceed \$28,000
Attachments: [2025 Bridge Underwater Inspections Award Memo - Ayres.pdf](#)
- [25-0099](#) Approve Contract Amendment #1 for 2025 Repair and Maintenance Program for the Red, Green and Yellow Parking Garages contract with Desman Inc. by an increase of \$8,500 for a total contact amount not to exceed \$104,870
Attachments: [Desman 2025 Ramp Repairs Consultant Services Amendment Memo.pdf](#)
- [25-0100](#) Approve 2025 DPW Fee Schedule
Attachments: [2025 DPW Fee Schedule - redlined.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

Monday, January 20, 2025

4:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Pledge of Allegiance

3. Roll call of membership

Present: 4 - Fenton, Doran, Siebers and Firkus

Excused: 1 - Meltzer

4. Approval of minutes from previous meeting

[25-0015](#)

Minutes from January 6, 2025

Attachments: [01-06-25 MSC Minutes.pdf](#)

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

Aye: 4 - Fenton, Doran, Siebers and Firkus

Excused: 1 - Meltzer

5. **Public Hearing/Appearances**

6. **Action Items**

[25-0016](#)

Request to accept Wisconsin Department of Transportation Signals and ITS Standalone Program (SISP) grant in the amount of \$576,000.

Attachments: [SISP Grant Acceptance Request_RidgeviewRichmond 01-20-2025.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, Doran, Siebers and Firkus

Excused: 1 - Meltzer

[25-0017](#)

Approve Parking changes on Emmers Dr and Schaefer St by East High School (follow-up to a 6-month evaluation)

Attachments: [East HS Parking Changes on Emmers & Schaefer \(post eval\).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, Doran, Siebers and Firkus

Excused: 1 - Meltzer

[25-0018](#)

Approve Parking changes on Lightning Dr by Fire Station 6 (follow-up to a 6-month evaluation)

Attachments: [Station 6 Parking Changes on Lightning Dr \(post eval\).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, Doran, Siebers and Firkus

Excused: 1 - Meltzer

[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](#)
[Hilton Occupancy Permit Application-Condition of Approval.pdf](#)
[Hilton Skywalk Parking Signs Application-Condition of Approval.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, Doran, Siebers and Firkus

Excused: 1 - Meltzer

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, Doran, Siebers and Firkus

Excused: 1 - Meltzer



DEPARTMENT OF
**PUBLIC
WORKS**

MEMORANDUM

Date: February 10, 2025
To: Municipal Services Committee
From: Chad Weyenberg, Project Engineer
Pete Neuberger, City Engineer / Deputy Director of Public Works
Subject: Approve Contract Amendment #1 for the Real Estate Services contract with Right of Way Professionals, Inc. by an increase of \$3,300 for a total contact amount not to exceed \$25,560.

The Department of Public Works is requesting contract amendment with Right of Way Professionals, Inc. for Real Estate Services by an increase of \$3,300 for a total contact amount not to exceed \$25,560.

The consultant's proposal and original contract for real estate services Olde Oneida Street Bridge over Power Canal anticipated that two separate parcels, owned by the same owner, could be combined into one appraisal to meet WisDOT acquisition requirements. However, based on the latest WisDOT guidance, each of the same-owner parcels in question requires a separate appraisal. Therefore, one additional appraisal and one additional appraisal review are required.

Work under this contract is charged on a unit rate basis. Added costs for one appraisal at \$2,500 and one appraisal review at \$800 are needed. Sufficient funds remain in the 2025 bridge budget to cover the necessary costs.



CITY OF APPLETON

MEMORANDUM

Date: 1/23/25

To: Municipal Services Committee

From: Eric Lom, P.E., City Traffic Engineer

Subject: Ordinance changes related to designated Prevea stalls on 100 W Washington St

At its 10/2/24 meeting, the Common Council approved an agreement allowing Prevea to purchase two on-street parking stalls on the 100 block of W. Washington Street (agenda item [24-1233](#)). The following ordinance changes are necessary to implement this change.

1. **Create:** “Metered parking be designated on the south side of Washington Street from Appleton Street to a point 64 feet west of Oneida Street.”
2. **Create:** “Parking be designated as “Prevea Customer Parking Only, 7:30 a.m. to 5:00 p.m. Monday through Friday” on the south side of Washington Street from a point 25 feet west of Oneida Street to a point 64 feet west of Oneida Street.”



CITY OF APPLETON

MEMORANDUM

Date: 1/23/25

To: Municipal Services Committee

From: Eric Lom, P.E., City Traffic Engineer

Subject: Ordinance changes related to the A-25 Cherryvale Av Reconstruction Project

The Cherryvale Avenue reconstruction project (south city limits to Apple Creek) will occur during the 2025 construction season. This memo addresses the parking and traffic restrictions that are necessary to implement the Council-approved project design.

1. **Create:** "Parking be prohibited on the west side of Cherryvale Avenue from Ashbury Drive to the south city limits."
2. **Create:** "Parking be prohibited on the east side of Cherryvale Avenue from Ashbury Drive to a point 530 feet south of Ashbury Drive."



CITY OF APPLETON

MEMORANDUM

Date: 02/10/25

To: Municipal Services Committee

From: Eric Lom, P.E., City Traffic Engineer

Subject: Approve ordinance change related to new traffic signal at the Edgewood/French intersection

In conjunction with the I-41 capacity expansion project and the planned closure of the I-41/Ballard Rd interchange in 2025, a traffic signal will be constructed at the Edgewood Drive/French Road intersection in the coming months. This memo addresses the related traffic ordinance change that is necessary.

1. **Create:** "Remove existing stop signs and install a traffic signal at the Edgewood Drive (CTH JJ) / French Road intersection."



CITY OF APPLETON

MEMORANDUM

Date: 02/10/25
To: Municipal Services Committee
From: Eric Lom, P.E., City Traffic Engineer
Subject: Approve Traffic ordinance changes for Lumbini Estates Subdivision

The Lumbini Estates subdivision will be constructed in 2025. This will include the construction of Nana Lane, Saket Street, Resunga Court and a portion of Vail Lane. Outlined below are the recommended traffic-related ordinance changes associated with these added roadways.

Intersection Control

1. **Create:** "Install a stop sign on Nana Lane at Plank Road."
2. **Create:** "Install a stop sign on Resunga Court at Nana Lane."
3. **Create:** "Install a stop sign on Saket Street at Midway Road (CTH "AP")."

Parking

Per the development agreement, parking will be prohibited on one side of all streets.

1. **Create:** "Parking be prohibited on the east side of Resunga Court."
2. **Create:** "Parking be prohibited on the north side of Nana Street from Plank Road to Vail Lane."
3. **Create:** "Parking be prohibited on the east side of Saket Street from Midway Road (CTH "AP") to Nana Lane."
4. **Create:** "Parking be prohibited on the west side of Vail Lane from Nana Lane to a point 135 feet west of Solitude Lane."



CITY OF APPLETON

MEMORANDUM

Date: 02/10/25
To: Municipal Services Committee
From: Eric Lom, P.E., City Traffic Engineer
Subject: Approve Ordinance changes related to the B-25 Morrison St Reconstruction Project

The Morrison Street reconstruction project (Wisconsin Avenue to Pershing Street) will occur during the 2025 construction season. This memo addresses the parking and traffic restrictions that are necessary to implement the Council-approved project design.

1. **Create:** "Parking be prohibited on Morrison Street from a point 35 feet south of Brewster Street to a point 35 feet north of Brewster Street."
2. **Create:** "Parking be prohibited on Lindbergh Street from a point 35 feet west of Morrison Street to a point 35 feet east of Morrison Street."
3. **Create:** "Parking be prohibited on the west side of Morrison Street from Glendale Avenue to a point 110 feet north of Pershing Street."
4. **Create:** "Replace yield signs with stop signs on Morrison Street at Marquette Street."



CITY OF APPLETON

MEMORANDUM

Date: 02/10/25
To: Municipal Services Committee
From: Eric Lom, P.E., City Traffic Engineer
Subject: Approve Ordinance changes related to the A-25 Perkins St Reconstruction Project

The Perkins Street reconstruction project (Prospect Avenue to the railroad tracks) will occur during the 2025 construction season. This memo addresses the parking restrictions that are necessary to implement the Council-approved project design.

1. **Create:** "Parking be prohibited on the east side of Perkins Street from Prospect Avenue to Leonard Street."
2. **Create:** "Parking be prohibited on the west side of Perkins Street from a point 357 feet south of Leonard Street to a point 490 feet south of Leonard Street."
3. **Create:** "Parking be prohibited on the west side of Perkins Street from a point 90 feet north of Charles Street to a point 42 feet south of Charles Street."



CITY OF APPLETON

MEMORANDUM

Date: 02/10/25
To: Municipal Services Committee
From: Eric Lom, P.E., City Traffic Engineer
Subject: Approve traffic & parking ordinance changes for Trailview Estates South 3 Subdivision

The *Trailview Estates South 3* subdivision will be constructed in 2025. This will include the construction of Gladiolus Place (west of Golden Gate Drive), Gladiolus Court, and Tulip Trail (from Gardenia Drive to Gladiolus Place).

Per the development agreement, parking will be prohibited on one side Gladiolus Place and Gladiolus Court. To implement this, the following ordinance changes are necessary:

1. **Create:** "Parking be prohibited on the north side of Gladiolus Place from Golden Gate Drive to Tulip Trail."
2. **Create:** "Parking be prohibited on the north side of Gladiolus Court."



CITY OF APPLETON

MEMORANDUM

Date: 02/10/2025
To: Municipal Services Committee
From: Michael Hardy, P.E., Traffic Engineer
Pete Neuberger, P.E., City Engineer / Deputy Director of Public Works
Subject: Approve Sole Source Purchase of Decorative Streetlight Poles for College Avenue Bridge

Department of Public Works – Traffic Section recommends for approval sole source purchase of new decorative metal streetlight poles for College Avenue Bridge over the Fox River in the amount of \$88,592.00, plus shipping, from Visual Impact Lighting. Fifty percent of payment will be due at the time of order, and the remaining fifty percent will be due upon receipt of the order. The existing poles, procured through the bridge construction contract in 2009, have experienced significant rusting, resulting in reduced structural integrity and staining of the concrete bridge walls. Attempted resolution with the original pole manufacturer was ineffective, since the warranty had expired.

After extensive research, DPW Traffic Section has identified an alternative decorative metal pole manufacturer with the size and look very similar to the existing. DPW Traffic has also detailed the pole fabrication specification with the new manufacturer to best assure the rust experience does not repeat. These will replace the existing poles and arms, while the streetlight fixtures will be transferred.

This cost is within the approved 2025 budget. The poles have an eighteen-week delivery estimate from date of order. DPW Traffic will solicit bids for a separate installation contract in the summer of 2025, using appropriate 2025 maintenance funds.



SOLE SOURCE REQUEST

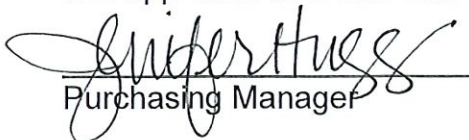
The undersigned certifies that the commodity/service shown below qualifies as a sole source request and meets one or more of the following requirements. The department has demonstrated, and the Purchasing Manager concurs that only one source exists, the price is equitable, and/or noncompetitive negotiation 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: Public Works
Product/service: Decorative metal streetlight poles for College Avenue Bridge
Vendor name: Visual Impact Lighting
Total cost: \$88,592 not to exceed \$95,000

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

2/6/2025
Date



DEPARTMENT OF
**PUBLIC
WORKS**

MEMORANDUM

Date: February 10, 2025
To: Municipal Services Committee
From: Chad Weyenberg, Project Engineer
Subject: Award Unit T-25 2025 Bridge Underwater Dive Inspections Contract to Ayres Associates, Inc., in an amount not to exceed \$28,000.

The Department of Public Works (DPW) requests approval to award 2025 Bridge Underwater Dive Inspections Contract to Ayres Associates, Inc. (Ayres), in an amount not to exceed \$28,000.

The State of Wisconsin requires the City to inspect, record and report to the State on the condition of its bridge piers and abutments every five years. This contract will authorize Ayres to provide services enabling the City to meet this requirement.

DPW requested proposals from six qualified consulting firms located in Wisconsin. The City received two qualified proposals from Ayres (\$26,700) and Collins Engineers, Inc. (\$55,312).

Ayres has performed more than 3,000 underwater inspections which gives them related experience and their personnel has the necessary team experience to complete the required tasks. In addition, they also demonstrated a good project understanding and approach.



DEPARTMENT OF
**PUBLIC
WORKS**

MEMORANDUM

Date: February 10, 2025
To: Municipal Services Committee
From: Chad Weyenberg, Project Engineer
Subject: Approve Contract Amendment #1 for 2025 Repair and Maintenance Program for the Red, Green and Yellow Parking Garages contract with Desman Inc. by an increase of \$8,500 for a total contact amount not to exceed \$104,870.

The Department of Public Works is requesting a contract amendment with Desman Inc. for the 2025 Repair and Maintenance Program for the Red, Green and Yellow Parking Garages contract by an increase of \$8,500 for a total contact amount not to exceed \$104,870.

This amendment will allow Desman and their electrical subconsultant to provide design services for the installation and electrical distribution for the addition of an electrical vehicle charging station to the lower level of the Yellow Garage. Timing will allow the work to be included in the 2025 ramp repairs project to be bid in early 2025, which includes an electrical systems component, for improved coordination and economy of scale.

To keep the project moving forward, staff is requesting this amendment now, before the design is finalized and the project goes out to bid.



CITY OF APPLETON

Department of Public Works
Engineering Division
100 N. Appleton St. Fl. 5
Appleton, WI 54911-4702
p: 920-832-6474

<https://www.appleton.org/government/public-works>

(Effective January 1, 2024 25)

DEPARTMENT OF PUBLIC WORKS FEE SCHEDULES 2025

Description	Current Fee	Taxable Yes/No	Total	Last Date Updated
PERMITS				
*Meter Bags (per bag/per day) – including loading zone meters	\$9.00	Yes, add \$0.50	\$9.50	2011
Ramp Permits – monthly (Red, Yellow, Green Ramps)	\$40.00/ month	Yes, add \$2.20	\$42.20	2023
Access Card Purchase/Replacement	\$3.00 - \$5.00	Yes, add \$0.17 \$0.28	\$3.17 \$5.28	2025
Private Directional Signs (Annual Renewal Fee)	\$20.00	No		2004
	\$10.00	No		
Block Party Permit	\$15.00	No		2011
Street Excavation Permit	\$200 or \$350	No		2024
Street Excavation Permit - Expedited Fee	\$100	No		2024
Street Occupancy (Annual/City-wide)	\$250.00	No		2011
Street Occupancy (Temporary/Permanent)	\$40.00	No		2011
Private Small Cell Wireless – New Poles in Public ROW (one-time fee)	\$500 (1 to 5 poles) \$100 for each pole > 5	No		2019
Private Small Cell Wireless – Collocating on existing City Pole	Annual Fee: \$270/pole/year	No		2019
Snow Removal Hazard Charge	\$75.00 + \$.40 per foot over 100 feet	No		2000
Re-staking / Re-inspection Fee	\$40.00	No		2011

*No Meter bag fee is charged for City sponsored Special events.



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Description	Current Fee	Taxable Yes/No	Total	Last Date Updated
OPERATIONS				
Grass Clippings Site Drop-Off	\$4.00/bag	No		2013
	\$40.00/card	No		2013
Appliance Site Drop-Off	Freon \$20.00	No		2004
	Non Freon \$15.00	No		2004
Overflow Tags Curbside Removal	\$4.00/bag	No		2013
Weight Limit Permit	\$50.00 per address	No		
Tires – 18” diameter or smaller. (Limit four per household)	\$12.00/tire	No		2024
Noncompliant Item Curbside Removal	\$250.00	No		2022
AUTOMATED CONTAINERS				
35-40 gallon garbage cart	\$0.60 - \$0.65/week	No		2024 2025
60-65 gallon garbage cart	\$1.20 - \$1.30/week	No		2024 2025
90-95 gallon garbage cart	\$1.80 - \$1.95/week	No		2024 2025
Additional carts	\$2.00 per each 30 gallons	No		2024
95 gallon recycling cart	No Charge			
65 gallon recycling cart	No Charge			
MISCELLANEOUS				
Stolen Construction Sign	\$500.00	No		2022
Administrative Fee (applied to service invoices)	3%	No		2024
Small Tools Fee (applied to applicable service invoices)	3%	No		2024