



# City of Appleton

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

## Meeting Agenda - Final Municipal Services Committee

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Monday, March 10, 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

[25-0229](#) Minutes from February 24, 2025

**Attachments:** [02-24-25 MSC Minutes.pdf](#)

### 5. Public Hearing/Apearances

### 6. Action Items

[25-0230](#) Award 2025 Sanitary Flow Monitoring Services Contract to raSmith in an amount not to exceed \$36,000.

**Attachments:** [2025 Sanitary Flow Monitoring Services Contract Award Memo MSC 03-10-202](#)

### 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, February 24, 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

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

4. Approval of minutes from previous meeting

[25-0165](#)

Minutes from February 10, 2025

**Attachments:** [02-10-25 MSC Minutes.pdf](#)

**Siebers 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**

[25-0173](#)

Approve College Avenue Lane Reconfiguration

**Attachments:** [College Avenue Lane Reconfiguration Final Report.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

[25-0100](#)

Approve 2025 DPW Fee Schedule

**Attachments:** [2025 DPW Fee Schedule - redlined.pdf](#)

[Revised 2025 Fee Schedules - redlined.pdf](#)

**Firkus moved, seconded by Siebers, 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

[25-0166](#)

Approve Contract Amendment / Change Order No. 2 to the Olde Oneida Street Bridge over the power canal Design Services Contract with the Wisconsin Department of Transportation in the amount of \$12,614.13 and a total contract amount not to exceed 120,287.13

**Attachments:** [DOT Olde Oneida Bridge Design CO2 Memo.pdf](#)

**Firkus moved, seconded by Siebers, 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

[25-0167](#)

Preliminary Resolution 1-P-25 for Sanitary Laterals, Storm Laterals and Storm Main Construction be adopted and refer the matter to the Finance Committee to determine the assessment rate

**Attachments:** [1-P-25 Sanitary Laterals, Storm Laterals, Storm Main.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

[25-0168](#)

Preliminary Resolution 2-P-25 for Concrete Pavement, Driveway Aprons and Sidewalk Construction be adopted and refer the matter to the Finance Committee to determine the assessment rate

**Attachments:** [2-P-25 Concrete Paving Sidewalks and Aprons.pdf](#)

**Firkus moved, seconded by Siebers, 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

[25-0169](#)

Parking changes related to Glendale/Meade safety improvements

**Attachments:** [Glendale-Meade Lane Use Parking Changes Memo MSC 02-24-2025.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

[25-0170](#)

Approve Single Source Design and Construction Related Services Contract with AECOM Technical Services, Inc. for Olde Oneida Street Bascule Bridge in an amount not to exceed \$308,787

**Attachments:** [AECOM Olde Oneida Bascule w Sole Source Memo.pdf](#)

**Firkus 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

**7. Information Items**

**8. Adjournment**

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

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



DEPARTMENT OF  
**PUBLIC  
WORKS**

**MEMORANDUM**

**Date: 03/10/2025**  
**To: Municipal Services Committee, Finance Committee**  
**From: Mark Lahay, Assistant City Engineer**  
**Pete Neuberger, City Engineer / Deputy Director of Public Works**  
**Subject: Award 2025 Sanitary Flow Monitoring Services Contract to raSmith, Inc. in an amount not to exceed \$36,000.**

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The Department of Public Works (DPW) is requesting award of the 2025 Sanitary Flow Monitoring Services Contract to raSmith, Inc (raSmith) in an amount not to exceed \$36,000.

DPW operates and maintains three primary sanitary sewer trunk lines that collect wastewater from the north side of Appleton. These sewers convey flow south along Meade Street, Ballard Road, and French Road to the Appleton Wastewater Treatment Plant.

Significant north side development has occurred over the past 30 years, and significantly more is planned. DPW desires to perform the requested sanitary sewer flow monitoring to compare actual pipe flows against the flows predicted by DPW standard design capacity calculations for these trunk lines. The data provided by this contract will be used to project future pipe flows to verify sufficient pipe capacity exists to meet future needs.

DPW issued a "Request for Proposals" to three qualified engineering firms to perform the requested work, and received one proposal, from raSmith. DPW staff determined the proposal meets the project requirements at a reasonable cost. Sufficient 2025 DPW Wastewater funds are available to cover the contract cost.