



City of Appleton

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

Meeting Agenda - Final Municipal Services Committee

Monday, March 24, 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

[25-0290](#) Minutes from March 10, 2025

Attachments: [03-10-25 MSC Minutes.pdf](#)

5. Public Hearing/Appearances

6. Action Items

[25-0291](#) Approve Long-Term Temporary Occupancy Permit for Holton Brothers, Inc. in College Avenue right-of-way at 222 W. College Avenue through June 19, 2025.

Attachments: [LTT Ocupancy 222 W College Holton Bros 25-032-T.pdf](#)

[25-0292](#) Approve Long-Term Temporary Occupancy Permit for Hoffman Planning, Design, and Construction in College Avenue and Superior Street rights-of-way at 222 W. College Avenue through October 31, 2025.

Attachments: [LTT Ocupancy 222 W College Hoffman.pdf](#)

[25-0293](#) Approve Long-Term Temporary Occupancy Permit for Blue Sky Contractors. in Washington Avenue right-of-way at 115 E. Washington Avenue through May 30, 2025.

Attachments: [LTT Ocupancy 115 E Washington Blue Sky 25-027-T.pdf](#)

[25-0294](#) Approve Parking changes on Durkee Street by Einstein Middle School (follow-up to a 6-month evaluation).

Attachments: [Einstein MS Parking Changes on Durkee Street - Post Eval.pdf](#)

[25-0295](#)

Approve Loading Zone request from Trout Museum of Art

Attachments: [325 E College - Trout Museum Loading Zone Request.pdf](#)

[25-0296](#)

Approve easement release of rights for relocation of the water main and sanitary sewer along the north side of I-41 near 3001 E Enterprise Avenue.

Attachments: [I-41 Water San Easement Release of Rights.pdf](#)

[25-0297](#)

Approve 2025 DPW Parking Utility Strategic Planning and Marketing Study to Walker Consultants in an amount not to exceed \$200,000, contingent upon 2024 DPW budget carryover approval.

Attachments: [2025 DPW Parking Strategic Plan Market Wayfind Study Award Memo.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, March 10, 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, Meltzer, Siebers and Firkus

Excused: 1 - Doran

4. Approval of minutes from previous meeting

[25-0229](#)

Minutes from February 24, 2025

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

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

Aye: 4 - Fenton, Meltzer, Siebers and Firkus

Excused: 1 - Doran

5. **Public Hearing/Appearances**

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_03-10-2025.pdf](#)

Siebers moved, seconded by Meltzer, 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 Meltzer, 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 # : 25-032-T
Effective Date: 3-24-25
Expiration Date: 04-27-25
Non-Refundable Fee: 40.00
Paid (yes or no): 17241700

Rev. 05-2024

Applicant Information

Name (print): Michael Lemple Company: Holton Brothers Inc
Address: 1257 Terminal Rd Telephone: 262-377-7887
Grafton, WI 53024 E-mail: mike@holtonbrothers.com
Applicant Signature: Michael Lemple Date: 3-10-25

Occupancy Information

General Description/Reason: Sidewalk canopy in front of 222 W. College to combine with the existing awning and create a debris catch for work being done
Street Address: 222 W. College Sidewalk/roadway obstruction requested Y or N
Multiple Streets: Both ~~Appleton~~ ^{Superior} and College Side of Building
Date(s) From: 3-24-25 To: 2-3 mos. 35 days or < 35 days or >
(Requires Committee and Council Approval)

(Department use only)

Occupancy Type

06-19-25
Sub-Type

Location

- | | | | |
|--|---|---|--|
| <input type="checkbox"/> Permanent - Obstruction (\$40) | <input type="checkbox"/> Awning | <input type="checkbox"/> Sandwich Board | <input checked="" type="checkbox"/> Sidewalk |
| <input checked="" type="checkbox"/> Temporary - Obstruction (\$40) | <input type="checkbox"/> Dumpster | <input type="checkbox"/> Tables/Chairs | <input type="checkbox"/> Terrace |
| <input type="checkbox"/> Amenity/Annual (\$40) | <input type="checkbox"/> Sign | | <input type="checkbox"/> Roadway |
| <input type="checkbox"/> Blanket/Annual (\$250) | <input checked="" type="checkbox"/> Obstruction / Other | | |
| <input type="checkbox"/> Block Party (\$15) | <input type="checkbox"/> POD / Container | | |

Additional Requirements

Plan/Sketch Certificate of Insurance Bond Committee and Council Approval
Other : _____ 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) _____

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:

Need appropriate sidewalk closure signs

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. 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: Mark Lahay/ CS DATE: 03/19/25
(Department of Public Works)



HOLD HARMLESS, INDEMNIFICATION, AND DEFENSE AGREEMENT AND STATEMENT OF INSURANCE COVERAGE

The Applicant and/or the Organization agrees to indemnify, defend, and hold harmless the City of Appleton and its officers, officials, employees, and agents from and against any and all liability, loss, damage, expenses, and costs, including attorney fees, arising out of the activities performed as described below. This obligation applies to the extent caused by any negligent act or omission of the applicant/organization, anyone directly or indirectly employed by them, or anyone for whose acts they may be liable, except to the extent caused by the sole negligence or willful misconduct of the City.

Proposed Activities: Exterior Facade Repair to 222 W. College Ave

Insurance Coverage Details (if applicable):

- Insurance Carrier: Liberty Mutual
- Insurance Agent Name and Phone Number: Horton Group 708-845-3917
- Policy Number: 07292873-24
- Policy Period: 7-1-24 7-1-25

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 requirements of the City of Appleton. I hereby certify that I, or the company I represent, have insurance in the amounts required to obtain this permit/license and have provided the name of my insurance carrier, the policy number, and the policy period above. Further, I agree to:

1. Maintain appropriate insurance coverage for the duration of this permit/license.
2. Indemnify against any and all liability, loss, damage, and expenses, including attorney 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 or anyone directly or indirectly employed by them, which may arise from the use of City right-of-way or property under this permit or license.

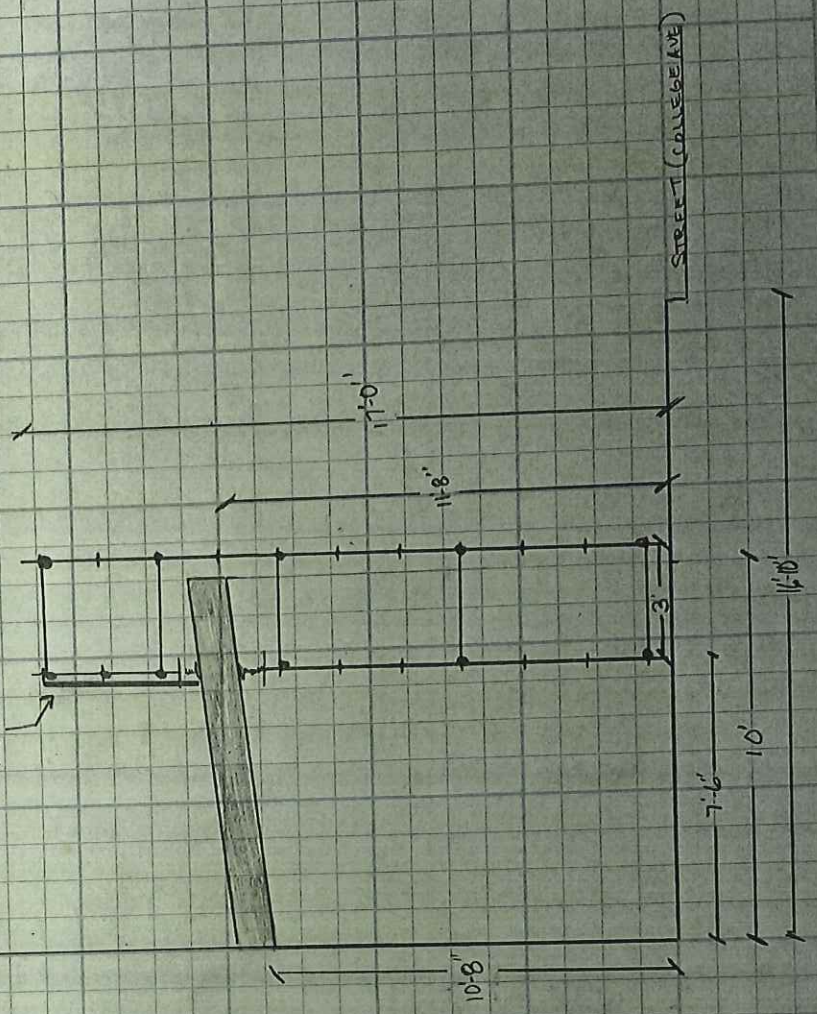
I certify that this application, and all information and documentation provided therein, is true and accurate.

<u>Horton Brothers Inc</u>	<u>Michael Lempe</u>
Name of Applicant/Organization	Print Name
<u>1257 Terminal Rd. Grafton, WI 53024</u>	<u>Michael Lempe</u>
Address	Signature
<u>mike@hortonbrothers.com</u>	<u>3-10-25</u>
Email Address	Date

SOUTH ELEVATION



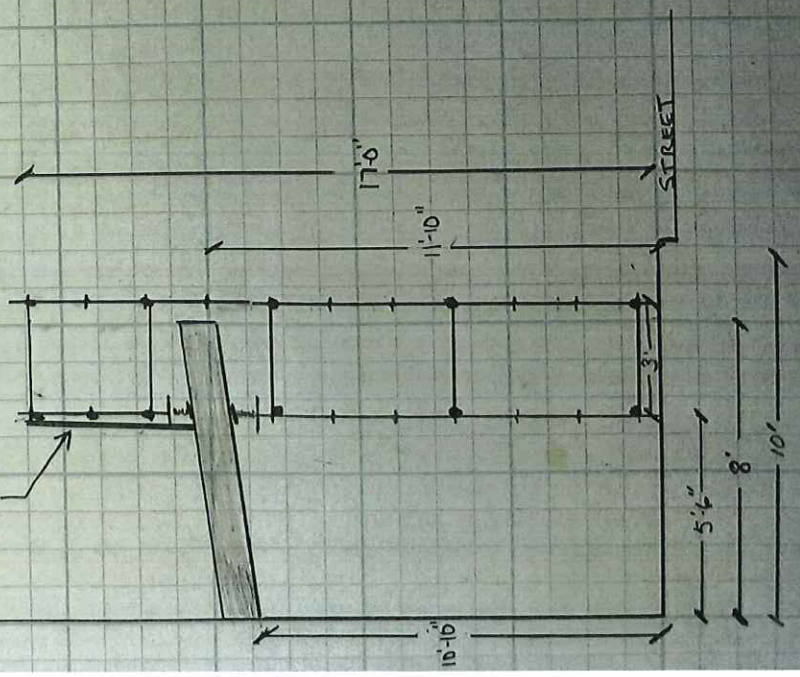
Plywood or NETTING



WEST ELEVATION



Plywood or NETTING





PERMIT TO OCCUPY THE PUBLIC RIGHT-OF-WAY

Permit # : _____
Effective Date: 3/24/25
Expiration Date: 5/2/25
Non-Refundable Fee: 8244-0001
Paid (yes or no): YES \$40.00

Rev. 05-2024

Applicant Information

Name (print): Ryan Schleih Company: Hoffman Planning , design and Construction
Address: 122 E. College Ave, suite 1G Telephone: 9205857623
E-mail: rschleih@hoffman.net
Applicant Signature: Ryan Schleih Date: 3/10/2025

Occupancy Information

General Description/Reason: Construction of Plaza, dumpster, unloading area +
Temp Fence install at Plaza Construction area Entrance
Street Address: 222 west College Ave Sidewalk/roadway obstruction requested Y or N
- or -
Multiple Streets: _____
Date(s) From: ~~3/24/25~~ 5/2/2025 To: 10/31/25 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 Date: _____
 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 (920-832-2379) 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. **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: _____ DATE: _____
(Department of Public Works)



PARKING METER BAG APPLICATION

Effective Date: 3/24/25

Expiration Date: 5/2/25

Non-Refundable Fee: 1993.95

Paid (yes or no): _____

Rev. 09-2024

**NOTE: Fee is \$9.00 per day plus tax and is non-refundable.
THIS FEE WILL BE CHARGED FOR EVERY DAY THE METER BAG IS RESERVED.**
(excluding Sundays and City of Appleton Observed Holidays)

APPLICANT INFORMATION

Company Name: Hoffman Planning, Design and Construction

Agent: Ryan Schleih

Address: 122 East College Ave Suite 1G, Appleton

Telephone: 920.585.7623

Email: rschleih@hoffman.net

Applicant Signature: Ryan Schleih

Date: 3/10/2025

OCCUPANCY INFORMATION

Reason: Construction of Plaza area/ dumpster/ unloading zone.

Location: 222 West College Ave and Superior St

Meter Zone & Space#: 9201; space 46,47,48,49 and 194,195

Date(s): March 24th till October 31, 2025

(Office use only)

Amount Due: 1993.95

Receipt#: _____

Initials: TR

This request is subject to the following conditions:

- 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.
- Requests shall be evaluated by the City Engineer or designee and shall only be issued for essential/logistical reasons, not for convenience.
- Applicants shall seek side street alternatives when possible before requesting meter bags on College Avenue.
- No meter bag fees will be charged for City Sponsored Special Events (Memorial Day Parade, Flag Day Parade, Christmas Parade, Police Week Vehicle Display).
- Requests for waiver of fees or reduced fees for non-City sponsored events must be approved in advance by Committee and Council.
- Unauthorized vehicles parked in reserved/bagged parking stalls are subject to immediate towing without warning.

APPROVED BY: _____
(Department of Public Works)

DATE: _____



HOLD HARMLESS, INDEMNIFICATION, AND DEFENSE AGREEMENT AND STATEMENT OF INSURANCE COVERAGE

The Applicant and/or the Organization agrees to indemnify, defend, and hold harmless the City of Appleton and its officers, officials, employees, and agents from and against any and all liability, loss, damage, expenses, and costs, including attorney fees, arising out of the activities performed as described below. This obligation applies to the extent caused by any negligent act or omission of the applicant/organization, anyone directly or indirectly employed by them, or anyone for whose acts they may be liable, except to the extent caused by the sole negligence or willful misconduct of the City.

Proposed Activities: Construction

Insurance Coverage Details (if applicable):

- Insurance Carrier: The Continental Insurance Company
- Insurance Agent Name and Phone Number: James Kraker 612-205-3993
- Policy Number: 7011816017
- Policy Period: 12/31/2024 - 12/31/2025

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 requirements of the City of Appleton. I hereby certify that I, or the company I represent, have insurance in the amounts required to obtain this permit/license and have provided the name of my insurance carrier, the policy number, and the policy period above. Further, I agree to:

1. Maintain appropriate insurance coverage for the duration of this permit/license.
2. Indemnify against any and all liability, loss, damage, and expenses, including attorney 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 or anyone directly or indirectly employed by 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.

Hoffman Planning, Design & Construction, Inc.

Name of Applicant/Organization

122 E. College Avenue, Suite 1G, Appleton, WI 54911

Address

ggerbers@hoffman.net

Email Address

Greg Gerbers

Print Name

Greg Gerbers

Signature

3/12/25

Date

Digitally signed by Greg Gerbers
DN: cn=Greg Gerbers, o=Hoffman Planning, Design & Construction, Inc., c=WI, email=ggerbers@hoffman.net
Reason: I am the author of this document
Location:
Date: 2025.03.12 16:07:54-0500
Full CPE Entry Number: 154.00

From: Michael Hardy <Michael.Hardy@AppletonWI.gov>
Sent: Tuesday, March 18, 2025 9:18 AM
To: Mark Lahay <Mark.Lahay@AppletonWI.gov>; Peter Neuberger <Peter.Neuberger@AppletonWI.gov>
Cc: Customer.Service <Customer.Service@appletonwi.gov>; Lindsey R. Smith <Lindsey.Smith@AppletonWI.gov>; Eric Lom <Eric.Lom@AppletonWI.gov>; Connor M. Deeg <Connor.Deeg@AppletonWI.gov>; Victoria L. Drehmel <Victoria.Drehmel@AppletonWI.gov>; Daniel J. Meissner <Daniel.Meissner@AppletonWI.gov>
Subject: RE: Street Occ & Meter Bags for College Ave

Mark/Pete:

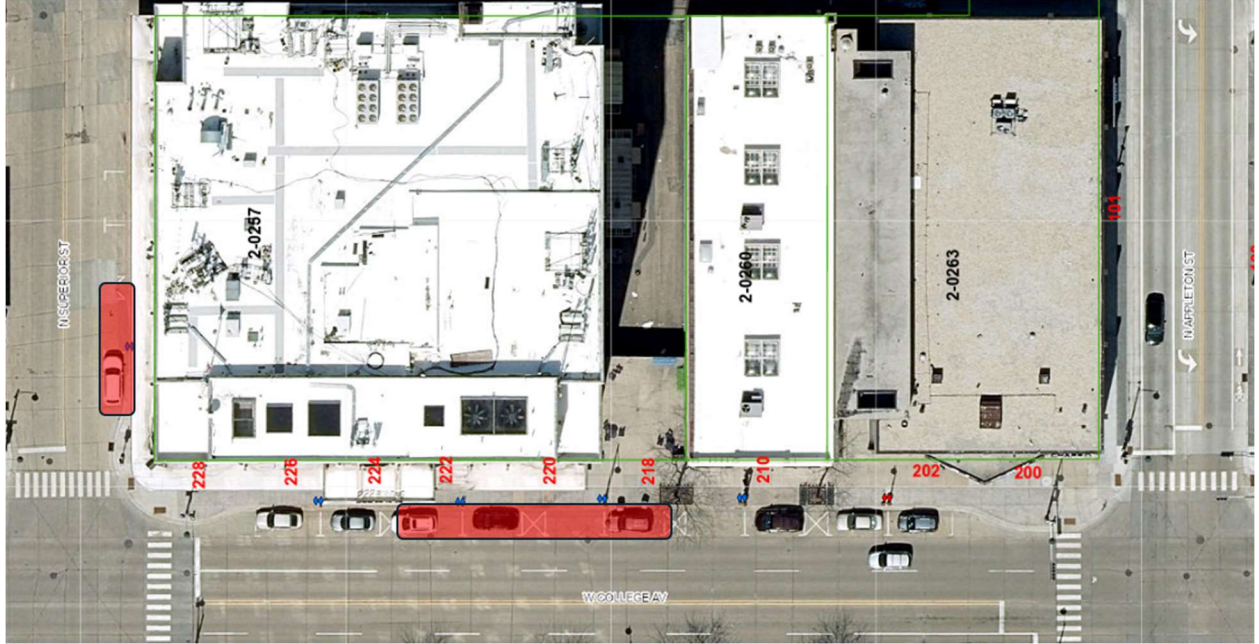
I spoke with Hoffman, permit is both Parking stalls AND fence (attached plan) for duration noted.
Here terms discussed:

Fence:

- Sidewalk to remain open, maintain minimum 5-ft clear between planter and fence (including fence stands). Fence stands need to be marked/guarded to mitigate trip hazard.
- Fence will need to be pulled back for any special events DPW deems necessary (for sure Mile of Music, L2C & Oktoberfest)

Parking Stalls:

- Any dumpsters to be marked by delineators with reflective material. Do not infringe on the bike lane.
- All bagged parking stalls (pic below) shall be cleared and vacated for any special events DPW deems necessary (for sure Memorial Day Parade, Flag Day Parade, Mile of Music, L2C & Oktoberfest)



Thanks,

Mike

LEGEND

- LIGHT POLE
- POWER POLE
- GUY
- ⊕ ELECTRIC METER
- ELECTRICAL BOX
- ⊕ ELECTRIC OUTLETS
- ⊕ GAS METER
- ⊕ GAS VALVE
- ⊕ TELEPHONE PEDESTAL
- ⊕ TELEPHONE MANHOLE
- ⊕ SANITARY MANHOLE
- ⊕ WATER MANHOLE
- ⊕ STORM MANHOLE
- ⊕ UTILITY MANHOLE
- ⊕ CATCH BASIN
- ⊕ CATCH BASIN
- ⊕ CATCH BASIN
- ⊕ WATER VALVE
- ⊕ HYDRANT
- ⊕ IRRIGATION BOX
- ⊕ MAILBOX
- ⊕ FENCE
- ⊕ SANITARY SEWER
- ⊕ STORM SEWER
- ⊕ POWER OVERHEAD
- ⊕ BURIED ELECTRIC
- ⊕ BURIED GAS
- ⊕ BURIED TELEPHONE
- ⊕ WATERMAIN
- ⊕ FIBER OPTICS
- ⊕ EDGE OF BITUMINOUS
- ⊕ VENT PIPE
- ⊕ BIRDHOUSE
- ⊕ BASKETBALL HOOP
- ⊕ FLAG POLE
- ⊕ SIGN
- ⊕ DECIDUOUS TREE
- ⊕ CONIFEROUS TREE
- ⊕ BUSH/SHRUB
- ⊕ CONTOUR LINE
- ⊕ PLAY EQUIPMENT
- ⊕ VERTICAL PIPE
- ⊕ BENCH
- ⊕ ROCKS
- ⊕ CONTROL POINT
- 3/4" IRON BAR FOUND
- 1-1/2" IRON PIPE FOUND
- 2" IRON PIPE FOUND
- ⊕ CHISELED 'X' FOUND

UNDERGROUND UTILITIES

THESE RECORD DRAWINGS HAVE BEEN PREPARED IN PART, ON THE BASIS OF INFORMATION COMPILED AND FURNISHED BY OTHERS. THE SURVEYOR AND ARCHITECT WILL NOT BE HELD RESPONSIBLE FOR ANY ERRORS OR OMISSIONS WHICH HAVE BEEN INCORPORATED INTO THIS DOCUMENT AS A RESULT.

SOME UTILITIES HAVE BEEN LOCATED BY MAPS PROVIDED BY OTHERS-LOCATIONS ARE APPROXIMATE.
 FIELD VERIFY SANITARY AND STORM SEWER PIPE SIZES AND THEIR LOCATIONS.

UNDERGROUND UTILITIES SHOWN ON THIS MAP ARE BASED IN PART ON MARKINGS BY DIGGERS HOTLINE. (TICKET# 20241819338, 20241819346)

DESCRIPTION

BEING LOT 5, LOT 6, AND A PART OF LOT 7, BLOCK 26, 2nd WARD PLAT (ASSESSORS MAP OF THE CITY OF APPLETON) LOCATED IN THE NE1/4 OF THE SW1/4 AND GOVERNMENT LOT 3, ALL IN SECTION 26 TOWNSHIP 21 NORTH RANGE 17 EAST, CITY OF APPLETON, OUTAGAMIE COUNTY, WISCONSIN.

PROJECT SITE ADDRESS:
 222 W COLLEGE AVENUE
 APPLETON WI 54911

BENCHMARKS

ELEVATIONS BASED ON NAVD 88 USING WISGEIOD 18:
 BENCHMARK# 1
 INTERIOR FFE OF SOUTH LOBBY OF 222 BUILDING
 ELEVATION: 786.17

SURVEY CONTROL POINTS

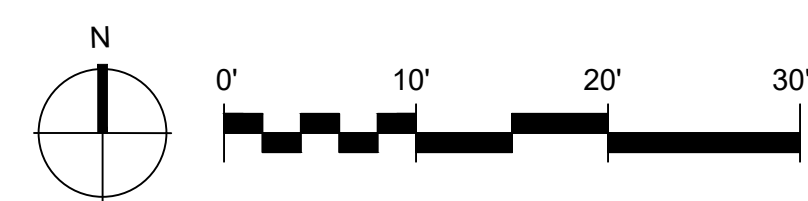
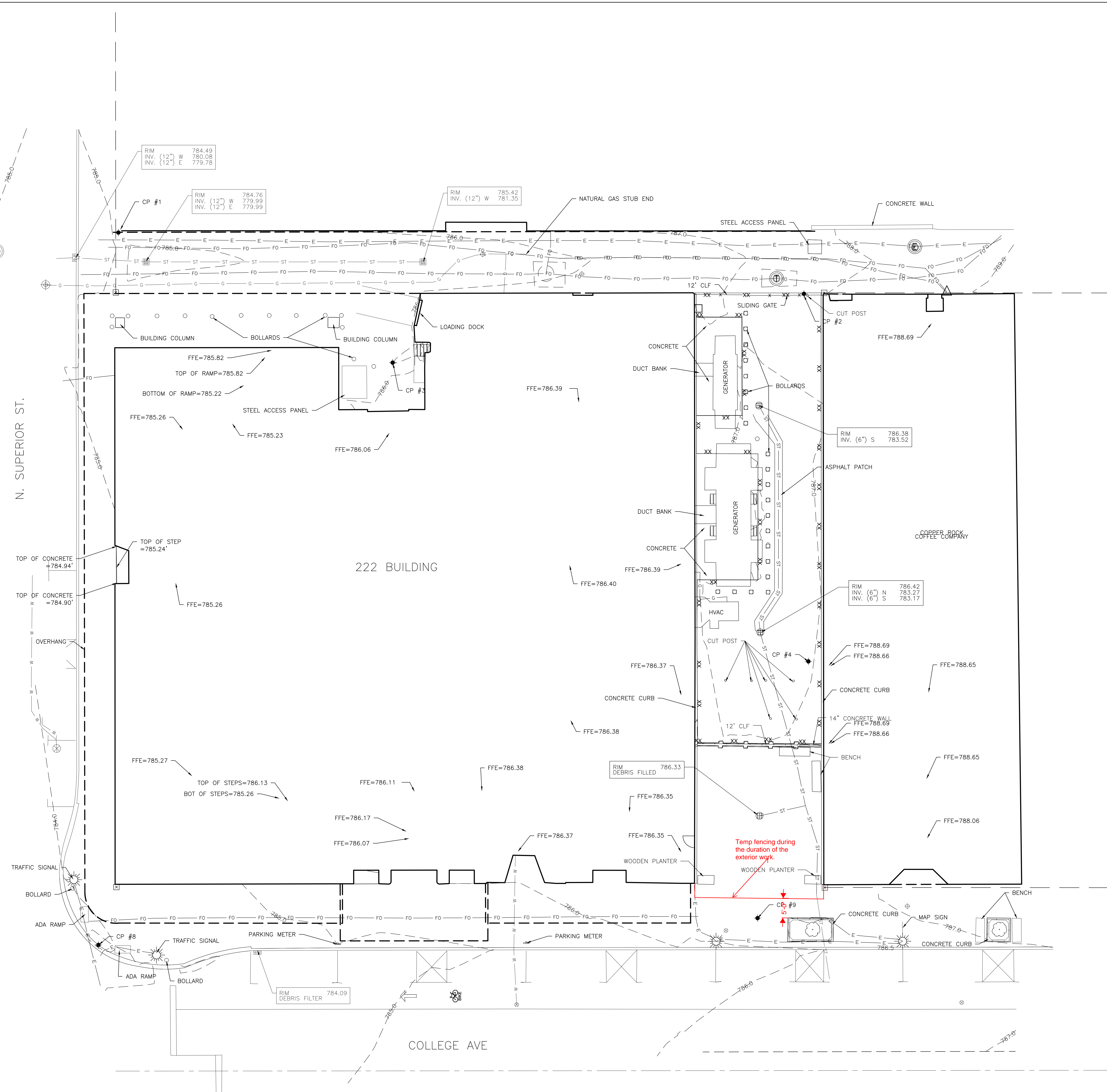
COORDINATE SYSTEM BASED ON: NAD83 (2011) WITH OUTAGAMIE COUNTY COORDINATES USING WISCORS

CP #2 - MAG NAIL
 N: 562433.238
 E: 827120.330
 Z: 787.70

CP #4 - MAG NAIL
 N: 562339.798
 E: 827121.458
 Z: 786.93

CP #8 - MAG NAIL
 N: 562267.72
 E: 826940.93
 Z: 784.17

CP #9 - MAG NAIL
 N: 562274.54
 E: 827106.54
 Z: 786.44





*FIRST 35 DAYS APPROVED 3.17.25 +0 4.25.25

PERMIT TO OCCUPY THE PUBLIC RIGHT-OF-WAY

Permit #: 25-027-T

Effective Date: 3.17.25

Expiration Date: 4.25.25

Non-Refundable Fee: #172247229

Paid (yes or no): YES

Rev. 05-2024

Applicant Information

Name (print): Codi Skaar
Address: 2300 W. Everett St.
Appleton, WI 54914

Company: Blue Sky Contractors, LLC
Telephone: 920-733-1250
E-mail: codi@builditblue.net

Applicant Signature: Codi Skaar

Digitally signed by Codi Skaar...

Date: 3.6.25

Occupancy Information

General Description/Reason: Dumpster placement for new pizzeria buildout at 115 E. Washington St.
Location is corner of E. Washington and Oneida St.

Street Address: 115 E. Washington St. Sidewalk/roadway obstruction requested [] Y or [] N

Multiple Streets: Oneida St.

Date(s) From: 3.17.25 To: 4.25.25 35 days or < [] 35 days or > [x]
(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 [x] Bond [] Committee and Council Approval
Other: [] 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.
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. 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: Mark Lahay/RT
(Department of Public Works)

DATE: 3/7/25



PARKING METER BAG APPLICATION

Effective Date: 3/17/25

Expiration Date: 3/21/25

Non-Refundable Fee: 172616552

Paid (yes or no): YES

Rev. 09-2024

NOTE: Fee is \$9.00 per day plus tax and is non-refundable.
THIS FEE WILL BE CHARGED FOR EVERY DAY THE METER BAG IS RESERVED.
(excluding Sundays and City of Appleton Observed Holidays)

APPLICANT INFORMATION

Company Name: Blue Sky Contractors, LLC

Agent: JaTame Schabo

Address: 2300 W. Everett St.

Telephone: 920-733-1250

Appleton, WI 54914

Email: jatame@builditblue.net

Applicant Signature: *JaTame Schabo*

Date: 3/13/25

OCCUPANCY INFORMATION

Reason: Concrete Pour for new pizzeria

Location: 115 E. Washington St. Appleton

Meter Zone & Space#: 1 needed 9201 - 345

Date(s): March 17-21, 2025

(Office use only)

Amount Due: \$47.48

Receipt#: 172616552

Initials: RT

This request is subject to the following conditions:

1. 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.
2. Requests shall be evaluated by the City Engineer or designee and shall only be issued for essential/logistical reasons, not for convenience.
3. Applicants shall seek side street alternatives when possible before requesting meter bags on College Avenue.
4. No meter bag fees will be charged for City Sponsored Special Events (Memorial Day Parade, Flag Day Parade, Christmas Parade, Police Week Vehicle Display).
5. Requests for waiver of fees or reduced fees for non-City sponsored events must be approved in advance by Committee and Council.
6. Unauthorized vehicles parked in reserved/bagged parking stalls are subject to immediate towing without warning.

APPROVED BY: Mark Lahay/RT
(Department of Public Works)

DATE: 3/13/25



PARKING METER BAG APPLICATION

Effective Date: 3/17/25

Expiration Date: 4/18/25

Non-Refundable Fee: 172616552

Paid (yes or no): YES

Rev. 09-2024

NOTE: Fee is \$9.00 per day plus tax and is non-refundable.
THIS FEE WILL BE CHARGED FOR EVERY DAY THE METER BAG IS RESERVED.
(excluding Sundays and City of Appleton Observed Holidays)

APPLICANT INFORMATION

Company Name: Blue Sky Contractors, LLC

Agent: JaTame Schabo

Address: 2300 W. Everett St.

Telephone: 920-733-1250

Appleton, WI 54914

Email: jatame@builditblue.net

Applicant Signature: *JaTame Schabo*

Date: 3/13/25

OCCUPANCY INFORMATION

Reason: Dumpster for new pizzeria

Location: 115 E. Washington St.

Meter Zone & Space#: 2 needed 9201 - 343 & 344

Date(s): March 17-April 18, 2025

(Office use only)

Amount Due: \$550.71

Receipt#: 172616552

Initials: RT

This request is subject to the following conditions:

1. 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.
2. Requests shall be evaluated by the City Engineer or designee and shall only be issued for essential/logistical reasons, not for convenience.
3. Applicants shall seek side street alternatives when possible before requesting meter bags on College Avenue.
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6. Unauthorized vehicles parked in reserved/bagged parking stalls are subject to immediate towing without warning.

APPROVED BY: MARK LAHAY / RT
(Department of Public Works)

DATE: 3/13/25



APPROVAL FROM MSC & COUNCIL:

PARKING METER BAG APPLICATION

Effective Date: 4/19/25

Expiration Date: 5/30/25

Non-Refundable Fee: _____

Paid (yes or no): _____

Rev. 09-2024

**NOTE: Fee is \$9.00 per day plus tax and is non-refundable.
THIS FEE WILL BE CHARGED FOR EVERY DAY THE METER BAG IS RESERVED.**
(excluding Sundays and City of Appleton Observed Holidays)

APPLICANT INFORMATION

Company Name: Blue Sky Contractors, LLC

Agent: JaTame Schabo

Address: 2300 W. Everett St.

Telephone: 920-733-1250

Appleton WI 54914

Email: jatame@builditblue.net

Applicant Signature: *JaTame Schabo*

Date: 3/13/25

OCCUPANCY INFORMATION

Reason: Dumpster placement new pizzeria

Location: 115 E. Washington St. Appleton

Meter Zone & Space#: 2 needed 9201- 343 & 344

Date(s): April 19-May 30, 2025

(Office use only)

Amount Due: \$664.65

Receipt#: _____

Initials: _____

This request is subject to the following conditions:

1. 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.
2. Requests shall be evaluated by the City Engineer or designee and shall only be issued for essential/logistical reasons, not for convenience.
3. Applicants shall seek side street alternatives when possible before requesting meter bags on College Avenue.
4. No meter bag fees will be charged for City Sponsored Special Events (Memorial Day Parade, Flag Day Parade, Christmas Parade, Police Week Vehicle Display).
5. Requests for waiver of fees or reduced fees for non-City sponsored events must be approved in advance by Committee and Council.
6. Unauthorized vehicles parked in reserved/bagged parking stalls are subject to immediate towing without warning.

APPROVED BY: _____
(Department of Public Works)

DATE: _____



E Washington St

BAG ON THREE STALLS

TENENANT SPACE

N Oneida St

Google



Step 1: Select Payments

Step 2: Review and Submit

Step 3: Confirmation and Receipt

Step 3: Confirmation and Receipt

Result: Payment Authorized

Confirmation Number: 172247229

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
Public Works Fees payment of \$40.00	\$40.00

Subtotal:	\$40.00
Convenience Fee:	\$1.50
Total Payment:	\$41.50

Customer Information

First Name: JaTame
 Last Name: Schabo
 Address Line 1: 2300 W. Everett St.
 Address Line 2:
 City: Appleton
 State: Wisconsin
 Zip Code: 54914
 Phone Number: 920-733-1250
 Email Address: jatame@buildtblue.net

Payment Information

Payment Date: 03/06/2025
 Card Type: Visa
 Card Number: *****4588

Print

Thank you for your payment!

This service has been provided by [City of Appleton Public Works, WI](#) and [Point & Pay](#). We value your business. Please keep this receipt for future reference.

You have made a payment to [City of Appleton Public Works, WI](#) . The City of Appleton thanks you for your payment. For questions about your account, please call 920-832-6474

Name: JaTame Schabo
Address: 2300 W. Everett St., Appleton WI, US, 54914
Contact: 9207331250
Comments:

Payment ID: 172616552
Date: 03/13/25 02:01 PM
Subtotal: \$598.19
Fee: \$18.00
Total: \$616.19
Method: Credit Card(*****4588)

Item Purchased	Transaction Description	Account	Amount
Meter Bags	City of Appleton		\$598.19

Signature: _____ **Date:** ____/____/____

By signing this receipt you agree to the terms and conditions of this service.

You will see one line item on your credit or debit card statement indicating the amount you paid and will be identified as *City of Appleton* . If you have any questions about the charges please call 1-888-891-6064.

[Print Receipt](#) [Close Window](#)



CITY OF APPLETON

MEMORANDUM

Date: 03/14/2025
To: Municipal Services Committee
From: Michael Hardy, P.E., Traffic Engineer
Subject: Parking changes on Durkee Street by Einstein Middle School
(follow-up to a 6-month evaluation)

At the request of the AASD, the City's Traffic Section recently assessed the possibility of making a change to on-street parking along the east side of Durkee Street, adjacent to Einstein Middle School, as a means of improving operations related to additional student attendance with sixth grade transitioning from elementary to middle schools at the start of 2024-2025 school year. Based on our evaluation, we initiated a sixth month in September 2024.

The evaluation generally included removing a portion of the *No Stopping/Standing/Parking* zone (7:30 a.m. to 4:30 p.m. on school days) and replacing it with *Passenger Loading Zone* (7:30 a.m. to 4:30 p.m. on school days) on the east side of Durkee Street between the pick-up/drop-off loop driveways.

This arrangement has had the desired effect, and we have not received any feedback from the community. Based on this, we recommend the changes be made permanent. To accomplish this, the following ordinance changes are necessary:

1. **Repeal Ord. 13-04:** "Stopping, standing and parking be prohibited on school days from 7:30 a.m. to 4:30 p.m. on the east side of Durkee Street from Florida Avenue to a point 520 feet south of Capitol Drive."
2. **Create:** "Stopping/standing/parking be prohibited on school days from 7:30 a.m. to 4:30 p.m. on the east side of Durkee Street from Florida Avenue to a point 170 feet north of Florida Avenue."
3. **Create:** "No Parking/Passenger Loading Zone/No Unoccupied Vehicles from 7:30 a.m. to 4:30 p.m. on school days on east side of Durkee Street a point 170 feet north of Florida Avenue to a point 422 feet north of Florida Avenue."

4. **Create:** "Stopping/standing/parking be prohibited on school days from 7:30 a.m. to 4:30 p.m. on the east side of Durkee Street from a point 422 feet north of Florida Avenue to a point 535 feet south of Capitol Drive."

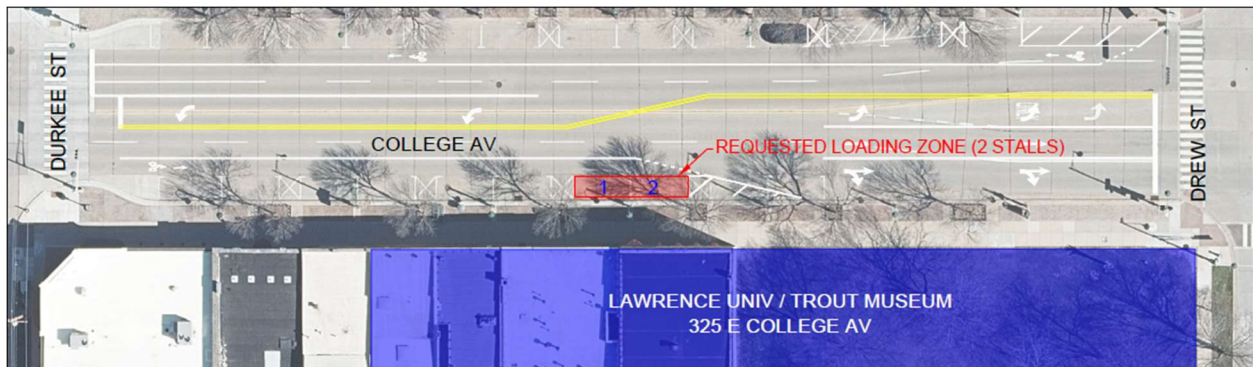


CITY OF APPLETON

MEMORANDUM

Date: 3/10/25
To: Municipal Services Committee
From: Eric Lom, P.E., City Traffic Engineer
Subject: Loading Zone request from Trout Museum of Art (300E College Av)

The new Lawrence University (LU) / Trout Museum of Art (TMA) building, located on the 300 block of E. College Avenue, is scheduled to be completed in August of this year. At 100,000 total square feet, it will house the TMA, LU academic space, and 46 market rate apartments. The future occupants have requested the creation of a loading zone on the south side of College Avenue, roughly centered on their new building (see sketch below).



Given the size and use of the building, we believe the creation of a loading zone would serve the greater good by safely and efficiently facilitating TMA's customers and buses, as well as a wide variety of food and package deliveries throughout the day and night. Additionally, we find the request complies with the requirements in the City's *Downtown Loading Zone Policy* (attached for reference).

To accomplish this, the following ordinance changes are necessary.

1. **Create:** "Metered parking be established on the south side of College Avenue from Durkee Street to a point 185 feet east of Durkee Street."
2. **Create:** "No Parking/15-Minute Loading Zone be established on the south side of College Avenue from a point 185 feet east of Durkee Street to a point 180 feet west of Drew Street."

Effective Date: January 1, 2007

CITY OF APPLETON DOWNTOWN LOADING ZONE POLICY

The objective of this policy is to establish the guidelines in which loading zones (15 minute parking or less) may be considered in downtown Appleton.

PROCEDURE

All requests for loading zones 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 owner requesting the loading zone.
2. Number of stalls requested for loading zone.
3. Drawing showing location of proposed loading zone stall(s).
4. Purpose for requesting loading zone.

APPROVAL CRITERIA

1. No more than a total of 10% of the parking stalls of any block (i.e. both sides of the 200 West College Avenue block) shall be signed as loading zones, purchased parking and valet parking.
2. Loading zones are not business specific.
3. Approval for a loading zone may be rescinded by the Common Council if property owner fails to use the space for its intended purpose or if the loading zone negatively impacts other downtown businesses.
4. All loading zones in existence as of December 31, 2006 shall remain without regard to the maximum percentage criteria listed in item 1 above, and as long as the need for said loading zone exists.

ENFORCEMENT

The loading zone area will be enforced by City staff. Any vehicles parked within the loading zone area beyond the posted time limit are subject to enforcement.



DEPARTMENT OF
**PUBLIC
WORKS**

MEMORANDUM

Date: 3/24/25
To: Municipal Services Committee
From: Pete Neuberger, City Engineer / Deputy Director of Public Works
Mark Lahay, Assistant City Engineer
Subject: Approve easement release of rights for relocation of the water main and sanitary sewer along the north side of I-41 near 3001 E Enterprise Avenue.

The Department of Public Works is requesting approval of the Utility Easement Release of Rights for I-41 near 3001 E Enterprise Avenue, authorizing City staff to sign and return to WisDOT the DT1541 and DT1660 forms for Sewer and Water, as requested by WisDOT to keep the I-41 project on its current schedule.

This is in connection with the I-41 mainline project between Ballard Road and STH 441 which is scheduled for 2027 construction. Currently, the City has a water main and sanitary sewer in an easement just outside of the DOT's right of way along the north side I-41 in the vicinity of 3001 E Enterprise Avenue. The water main and sanitary sewer needs to be relocated due to the widening of I-41. DOT will fully reimburse the City for this water main and sanitary sewer relocation.

The new location for the water main and sanitary sewer will be within a portion of the DOT's new right-of-way. Because the DOT's new right-of-way will encompass the area where the City has an easement, the City needs to release its rights to this easement.

WisDOT guidance states: "Pursuant to Wisconsin Guide to Utility Coordination 11.4 and 11.5, when a utility company has an interest in the land being acquired for a highway, it will be necessary to acquire that land interest to provide clear title and ownership of the highway. This will be accomplished by the release of rights document(s). The interests conveyed will be only the areas defined by the Transportation Project Plat and legal descriptions provided."



CITY OF APPLETON

MEMORANDUM

Date: 3/24/2025

To: Municipal Services Committee

From: Laura Jungwirth, P.E., Director of Public Works
Pete Neuberger, P.E., City Engineer / Deputy Director of Public Works

Subject: Approve 2025 DPW Parking Utility Strategic Planning and Marketing Study to Walker Consultants in an amount not to exceed \$200,000, contingent upon 2024 DPW budget carryover approval

The Department of Public Works (DPW) is requesting approval of the 2025 DPW Parking Utility Strategic Planning and Marketing Study to Walker Consultants (Walker) in an amount not to exceed \$200,000, contingent upon 2024 DPW budget carryover approval.

In February 2025, DPW issued a Request for Proposals to three experienced consultants to provide a comprehensive study and report that includes the following:

- Analysis of existing downtown parking supply and conditions.
- Analysis of future development trends and necessary parking supply.
- 20-year projection of public parking supply needs, including recommendation on location, layout and capacity of any recommended additional parking facilities, with budget-level cost estimates.
- Evaluation of and recommendations for DPW staffing, equipment, and policies based on current and 20-year projection of public parking user needs, with budget-level cost estimates.
- Evaluation of and recommendations for DPW marketing strategies and a wayfinding plan, based on current and 20-year projection of public parking user needs, with budget-level cost estimates.
- Evaluation of and recommendations for public EV charging stations based on current and 20-year projection of public parking user needs, with budget-level cost estimates.
- Executive summary containing all key discussion points from the study's research, analysis, conclusion, and recommendation phases

DPW received qualified proposals from two consultants, Walker Consultants (Walker) and Desman, Inc. (Desman).

A DPW review team consisting of Director Jungwirth, Deputy Director Neuberger, and Parking Utility Manager Glaser evaluated the proposals based on Firm Experience, Project Team, Project Understanding and Approach, Project Schedule, and Cost.

As DPW staff had anticipated and based on the stellar reputations enjoyed by both firms within the parking industry, both proposals demonstrated excellent experience with similar projects, possess qualified project team members and leadership, and contain a solid understanding of core concepts and considerations important to DPW Parking Utility,

The Walker proposal emerged as the superior proposal within the following key areas:

- Deeper understanding of current Appleton conditions, which was likely influenced by Walker’s experience developing the 2015 Appleton Downtown Parking Study
- A more comprehensive and clearly defined approach that better aligned with DPW expectations and needs in every phase of work, including
 - Data Collection / Stakeholder Engagement
 - Analysis of Current and Projected Conditions
 - Evaluation of Parking Technology Options
 - Financial Analysis
 - Greater flexibility in offering additional optional deliverables, including the following tasks of interest to DPW:
 - Digital Parking Management
 - Implementation Support – Wayfinding Signage
 - Implementation Support – Parking Utility Operations

Walker’s more comprehensive approach was reflected in significantly greater Staff Hours (470 vs 212) attributed to the project, and a subsequently higher base Cost (\$95,143 vs \$46,705) compared to Desman. To facilitate an analogous comparison of cost effectiveness, the review team compiled an overall score for each proposal expressed in terms of Price (\$) per Technical Point per Staff Hour, which resulted in the following relative scores, where lower cost demonstrates greater cost effectiveness:

Walker: \$2.10
Desman: \$3.05

After determining the higher scoring proposal, DPW developed an award recommendation to Walker Consultants in a total amount not to exceed \$200,000 apportioned as follows:

Strategic Planning and Marketing	\$95,143
Digital Parking Management	Not to exceed \$40,000
Implementation Support	Not to exceed \$64,857
Available budget:	\$200,000 (contingent upon 2024 carryover approval)