



# City of Appleton

100 North Appleton Street  
Appleton, WI 54911-4799  
[www.appletonwi.gov](http://www.appletonwi.gov)

## Meeting Agenda - Final Municipal Services Committee

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Monday, April 21, 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

[25-0434](#) Minutes from April 7, 2025

**Attachments:** [04-07-25 MSC Minutes.pdf](#)

### 5. Public Hearing/Appearances

### 6. Action Items

[25-0435](#) Elect Vice Chair

[25-0436](#) Set Meeting Date & Time

[25-0437](#) Designate Contact Person

[25-0438](#) Approve Long-Term Temporary Occupancy Permit for Eric Conn in Cherry Court right-of-way at 15 Cherry Court through June 27, 2025.

**Attachments:** [25-042-T\\_15 Cherry Ct.pdf](#)

[25-0439](#) Approve Long-Term Temporary Occupancy Permit for Blue Sky Contractors in College Avenue right-of-way at 318 W. College Avenue through May 31, 2025.

**Attachments:** [BLUE SKY CONTRACTORS 5-1 TO 5-31-25.pdf](#)

[25-0440](#) Approve Contract Amendment #1 with Collins Engineers for Bridge Inspections Services (Unit R-24) in the amount of \$1,139.77, for a new total contract amount not to exceed \$43,139.77.

**Attachments:** [R-24 Contract Amend 1 Bridge Inspect w Letter.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, April 7, 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

[25-0345](#)

Minutes from March 24, 2025

**Attachments:** [03-24-25 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

[25-0346](#)

Approve consulting services contract award for design and construction engineering of traffic signals at Richmond Street and Ridgeview Drive to raSmith, in an amount not to exceed \$68,855.

**Attachments:** [Design & Construction Services Award Memo\\_Traffic Signals Richmond Ridgeview.pdf](#)

Meltzer moved, seconded by Firkus, 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

[25-0347](#)

Approve contract with Star Protection and Patrol for Parking Ramp Security Services in an Amount Not to Exceed \$62,400.

**Attachments:**     [2025 Parking Ramp Security Contract Award Memo.pdf](#)

**Meltzer moved, seconded by Firkus, 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

[25-0295](#)

Approve Loading Zone request from Trout Museum of Art

**Attachments:**     [325 E College - Trout Museum Loading Zone Request.pdf](#)  
[325E College - Trout Museum Loading Zone Request with Emails thru 04-02-2025.pdf](#)

*Recommendation to approve with a 6 month evaluation period upon opening of the Trout Museum of Art.*

**Meltzer moved, seconded by Firkus, that the Report Action Item be recommended for approval with a follow-up to a six month evaluation period upon the opening of the Trout Museum of Art. 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





\* First 35 days approved 4.11.25 to 5.15.25

# PERMIT TO OCCUPY THE PUBLIC RIGHT-OF-WAY

Permit # : 25-042-T

Effective Date: 4.11.25

Expiration Date: 5.15.25

Non-Refundable Fee: 173996512

Paid (yes or no): YES \$40-

Rev. 05-2024

## Applicant Information

Name (print): Eric Conn

Company:

Address: 15 Cherry Ct

Telephone: 920-379-2631

Appleton, WI 54915

E-mail: emconn36@gmail.com

Applicant Signature:

Date: 4/7/25

## Occupancy Information

General Description/Reason: Storage container for garage contents while garage is being rebuilt.

Place on side of road in a parking area to limit any traffic obstruction.

Street Address: 15 Cherry Ct. or NE corner of Verbrick & Cherry Ct Sidewalk/roadway obstruction requested ☒ Y or ☐ N

- or -

Multiple Streets:

Date(s) From: 4/11/25

To: 6/27/25

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:

## 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:

follow page 12 - 10.A  
regarding Dumpsters / PODS

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 IRT

(Department of Public Works)

DATE:

4.8.25





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:** Storage Container on city street

**Insurance Coverage Details (if applicable):**

- Insurance Carrier: AAA
- Insurance Agent Name and Phone Number: John Zueleger, (920) 832-9285
- Policy Number: HOM701137693
- Policy Period: 09/01/2024 - 09/01/2025

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.**

Eric Conn

Name of Applicant/Organization

15 Cherry Ct.

Address

emconn36@gmail.com

Email Address

Eric Conn

Print Name



Signature

4/7/25

Date

## Raquel S. Thiel

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**From:** Mark Lahay  
**Sent:** Tuesday, April 8, 2025 8:16 AM  
**To:** Customer.Service  
**Subject:** Re: Street Occupancy Permit

approved.



**Mark A. Lahay, PE**  
Assistant City Engineer  
City of Appleton, Department of Public Works  
100 N Appleton St, Appleton, WI 54911-4702  
O: 920-832-6486 | [Mark.Lahay@Appleton.org](mailto:Mark.Lahay@Appleton.org)  
[Facebook](#) | [Appleton.org](#)

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**From:** Customer.Service <Customer.Service@appletonwi.gov>  
**Sent:** Tuesday, April 8, 2025 8:12 AM  
**To:** Mark Lahay <Mark.Lahay@AppletonWI.gov>  
**Subject:** Street Occupancy Permit

Hey Mark,

Please see request attached.

The first 35 days would be 4.11.25 to 5.15.25

If approved - I'll email Pete to get it on MSC and Council

Thank you,

Raquel Thiel  
Customer Service Specialist, Engineering  
City of Appleton, Department of Public Works  
100 N. Appleton Street, Appleton, WI 54911  
O: 920-832-6467 | [Raquel.thiel@appletonwi.gov](mailto:Raquel.thiel@appletonwi.gov)  
[Facebook](#) | [Appletonwi.gov](#)



# PERMIT TO OCCUPY THE PUBLIC RIGHT-OF-WAY

Permit # : 25-035 -TEffective Date: 3/31/25Expiration Date: 4/30/25Non-Refundable Fee: #173233212Paid (yes or no): YES - \$40.00

Rev. 05-2024

**Applicant Information**

Name (print): Oliver Booth Company: Blue Sky Contractors  
 Address: 2300 W. Everett St. Appleton WI 54914 Telephone: 920 419 9591  
 E-mail: Oliver@builditblue.net  
 Applicant Signature: Oliver Booth Date: 3/25/25

**Occupancy Information**

General Description/Reason: Need 2 spaces Bagged for a dumpster  
 Street Address: 318 V. College Ave. Appleton Sidewalk/roadway obstruction requested ☐ Y or ☒ N  
 - or -  
 Multiple Streets: \_\_\_\_\_  
 Date(s) From: 3/31 To: 4/30 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:**

- ☐ Arterial/CBD  
☐ Collector  
☐ Local

**Proposed Traffic Control:**

- ☒ City Manual Page(s) \_\_\_\_\_  
☐ State Manual Page(s) \_\_\_\_\_  
☐ Other (attach plan) \_\_\_\_\_

Approved by: \_\_\_\_\_

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

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:

**Follow the Traffic Control page regarding the Dumpster**

**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/RT  
 (Department of Public Works)

DATE: 3/26/25





# PARKING METER BAG APPLICATION

Effective Date: 3/31/25  
 Expiration Date: 4/30/25  
 Non-Refundable Fee: #173259364  
 Paid (yes or no): yes \$512.73

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 Agent: Oliver Booth  
 Address: 2300 W. Everett St. Telephone: 920-419-9591  
Appleton WI 54914 Email: Oliver@builditblue.net  
 Applicant Signature: Oliver Booth Date: 3/25/25

## OCCUPANCY INFORMATION

Reason: Dumpster for Construction Work  
 Location: 318 W. College Ave, Appleton, WI 54911  
9201 - 57 & 58  
 Meter Zone & Space#: \_\_\_\_\_  
 Date(s): 3-31 - 4/30

## (Office use only)

Amount Due: \$512.73  
 Receipt#: #173259364  
 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: 3/26/25



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: Weed 2 parking spaces Bagged for a dumpster rental

**Insurance Coverage Details (if applicable):**

- Insurance Carrier: ACORD
- Insurance Agent Name and Phone Number: Aaron Pluger 920 833 6871
- Policy Number: S 2240638
- Policy Period: 9/25/24 - 9/25/25

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>Blue Sky Contractors</u>	<u>Oliver Booth</u>
Name of Applicant/Organization	Print Name
<u>2300 W. Everett St. Appleton WI 54914</u>	<u>Oliver Booth</u>
Address	Signature
<u>Oliver@builditblue.net</u>	<u>3/25/24</u>
Email Address	Date



DEPARTMENT OF  
**PUBLIC  
WORKS**

## **MEMORANDUM**

**Date:** 4/21/2025  
**To:** Municipal Services Committee  
**From:** Pete Neuberger, Deputy Director of Public Works  
**Subject:** Approve Contract Amendment #1 with Collins Engineers for Bridge Inspections Services (Unit R-24) in the amount of \$1,139.77, for a new total contract amount not to exceed \$43,139.77.

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The Department of Public Works requests approval Contract Amendment #1 with Collins Engineers for Bridge Inspections Services (Unit R-24) in the amount of \$1,139.77, for a new total contract amount not to exceed \$43,139.77.

This approval will allow the City of Appleton to meet the federal and state mandates for bridge inspections.

The initial contract award was approved at the January 17, 2024, Common Council meeting.

April 15, 2025

**Bridge Inspections in the City of Appleton – Unit R-24 - Amendment**

Mr. Chad M. Weyenberg, P.E.  
City of Appleton Department of Public Works  
100 North Appleton Street  
Appleton, WI 54911

Dear Mr. Weyenberg:

As part of the 2024-2025 routine bridge inspections for the City of Appleton, it was determined that an additional inspection of P-44-724 is required due to a substructure SNBI rating of 4. Per the original contract, the routine inspection for this bridge was performed in 2024. Due to the rating change the bridge now requires a routine inspection at 12-month intervals. The next inspection is due May 2025.

In addition, structure B-44-490 is currently under construction. It will require a separate inspection trip since its completion was delayed and is not expected until later this year. The inspection mobilization will not coincide with the other 2025 routine inspections.

Due to the additional scope, Collins proposes an amendment in the amount of \$1,139.77.

If there are any questions regarding this submittal, please do not hesitate to contact me at (432)234-2777 / mcourtney@collinsengr.com. Our team looks forward to working with the City of Appleton on this project.

Very truly yours,

COLLINS ENGINEERS, INC.



Matthew Courtney, P.E.  
Project Manager



Mark Mutziger, P.E.  
Regional Manager



## **Consultant Contract Total Fee Computation**

Bridge Inspections (Unit R-24)  
City of Appleton, WI

Project ID	Total	Total for Contract
Number of Staff Hours	10.5	10.5
Total Labor	\$1,090.77	\$1,090.77
Direct Expenses	\$49.00	\$49.00
Total	\$1,139.77	\$1,139.77

**Summary of Staff Hours and Direct Labor Costs**  
**Bridge Inspections (Unit R-24)**  
**City of Appleton, WI**

Classification		Project Manager		Team Leader 1		Team Member 1			
Avg. Hourly Wage		\$156.56		\$129.78		\$80.34		Total Direct Labor	
Task	Activity Code	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
Inspection		0	\$0.00	3.5	\$454.23	3.5	\$281.19	7	\$735.42
Report		0	\$0.00	0.5	\$64.89	1	\$80.34	1.5	\$145.23
Mob / Demob		0	\$0.00	1	\$129.78	1	\$80.34	2	\$210.12
TOTAL:		0	\$0.00	5	\$648.90	5.5	\$441.87	10.5	\$1,090.77

**Direct Expenses by Item**  
**Bridge Inspections (Unit R-24)**  
**City of Appleton, WI**

Inspection				
Item	Unit Amount	Unit Type	Rate	Total Expenses
Mileage	70	miles	\$0.700	\$49.00
Hotel		days	\$110.000	\$0.00
Boat Rental		days	\$110.000	\$0.00
Per Diem		days	\$59.000	\$0.00
TOTAL				\$49.00

SHEET TOTAL	\$49.00
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