



City of Appleton

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

Meeting Agenda - Final Municipal Services Committee

Monday, June 23, 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

[25-0724](#) Minutes from June 9, 2025

Attachments: [06-09-25 MSC Minutes.pdf](#)

5. Public Hearing/Appealances

6. Action Items

[25-0507](#) Approve ordinance changes related to parking at 500 Block of W Johnston Street. Follow-up to a 6-month evaluation period.

Attachments: [Johnston St 500W \(post 6-Mo eval\).pdf](#)

Legislative History

5/12/25 Municipal Services Committee held
Held to next scheduled meeting.

6/9/25 Municipal Services Committee held
Held to next scheduled meeting.

[25-0725](#) Approve ordinance changes related to parking on 300 block of W Foster Street at Foster Elementary School. Follow-up to a 6-month evaluation.

Attachments: [Foster ES Bus Loading Zone \(post 6-Mo eval\).pdf](#)

[25-0727](#) Award Unit Q-25 Pavement Marking Maintenance Contract (Paint) to Crowley Construction Corporation in an amount not to exceed \$42,386.00.

Attachments: [Q-25 Pavement Marking Contract Award.pdf](#)

[25-0728](#)

Approve Long Term Temporary Occupancy Permit for Temporary Generator Exhaust Line in Superior Street Right-of-Way through December 13, 2025.

Attachments: [LTT Occupancy Permit in Superior St for 222 Bldg.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, June 9, 2025

4:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Pledge of Allegiance

3. Roll call of membership

Present: 5 - Fenton, Stancil-Martin, Meltzer, Firkus and Schultz

4. Approval of minutes from previous meeting

[25-0662](#)

Minutes from May 12, 2025

Attachments: [05-12-25 MSC Minutes.pdf](#)

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

Aye: 5 - Fenton, Stancil-Martin, Meltzer, Firkus and Schultz

5. **Public Hearing/Appearances**

6. **Action Items**

[25-0663](#)

Approve Permanent Street Occupancy Permit in College Avenue and Superior Street for 222 West College Avenue.

Attachments: [222 W College Ave Street Occupancy Memo.pdf](#)

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

Aye: 5 - Fenton, Stancil-Martin, Meltzer, Firkus and Schultz

[25-0664](#)

Approve Permanent Street Occupancy Permit to the Building for Kids Children's Museum for a Safe Walking Route in Washington Street, Appleton Street, and Oneida Street.

Attachments: [Permit to Occupy the Public ROW - Safe Route 2025 BFK APL.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, Stancil-Martin, Meltzer, Firkus and Schultz

[25-0665](#)

Approve Long Term Temporary Street Occupancy Permit for Bowl 91 (100 E College Avenue) Tables and Chairs in College Avenue Amenity Strip.

Attachments: [LTT Street Occupancy Permit Bowl 91 Tables and Chairs.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, Stancil-Martin, Meltzer, Firkus and Schultz

[25-0666](#)

Award Single-Source Design and Construction-Related Services Contract with Desman Design Management for 2026 Repair and Maintenance Program for the Red, Yellow, and Green Parking Ramps in an Amount Not to Exceed \$96,400.

Attachments: [2026 Desman Design 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: 5 - Fenton, Stancil-Martin, Meltzer, Firkus and Schultz

[25-0667](#)

Approve ordinance change to install stop signs on Edgemere Drive at Kensington Drive.

Attachments: [Edgemere-Kensington Yield to Stop Control 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, Stancil-Martin, Meltzer, Firkus and Schultz

[25-0668](#)

Approve ordinance changes for parking on Florida Av and Durkee St by Einstein Middle School (follow-up to a 6-month evaluation).

Attachments: [Florida Av 300E Einstein MS Post 6-Mo Eval 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: 5 - Fenton, Stancil-Martin, Meltzer, Firkus and Schultz

[25-0507](#)

Approve ordinance changes related to parking at 500 Block of W Johnston Street. Follow-up to a 6-month evaluation period.

Attachments: [Johnston St 500W \(post 6-Mo eval\).pdf](#)

Held to next scheduled meeting.

Schultz moved, seconded by Meltzer, that the Report Action Item be held. Roll Call. Motion carried by the following vote:

Aye: 5 - Fenton, Stancil-Martin, Meltzer, Firkus and Schultz

[25-0669](#)

Approve ordinance changes for parking at 1500 N Durkee St, by Kaleidoscope Academy (follow-up to a 6-month evaluation).

Attachments: [Parking Changes 1500 N Durkee Memo.pdf](#)

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

Aye: 5 - Fenton, Stancil-Martin, Meltzer, Firkus and Schultz

[25-0670](#)

Approve Long Term Temporary Street Occupancy Permit for Lundgaard Park Construction Entrance at Lightning Drive Sidewalk through October 17, 2025.

Attachments: [Lundgaard Park Street Occupancy Permit.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, Stancil-Martin, Meltzer, Firkus and Schultz

[25-0671](#)

Award of Unit P-25 Pavement Marking Maintenance Contract (Epoxy) to Brickline, Inc., in an amount not to exceed \$177,505.70.

Attachments: [P-25 Pavement Marking Contract Award Memo.pdf](#)

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

Aye: 5 - Fenton, Stancil-Martin, Meltzer, Firkus and Schultz

[25-0676](#)

Approve the recommendation from the Appleton Public Arts Committee regarding the request from Neo Medina and the Trout Museum of Art to paint a mural to be located inside of the Red Ramp located at 134 S. Superior Street (Tax ID #31-2-0090-00) as described in the attached documents and subject to the conditions in the attached staff memo.

Attachments: [Red Ramp Mural Public Arts Committee Recommendation 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, Stancil-Martin, Meltzer, Firkus and Schultz

[25-0672](#)

Approve ordinance changes for parking - School Route Plan for Sandy Slope Elementary School.

Attachments: [Sandy Slope SRTS Parking Changes 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, Stancil-Martin, Meltzer, Firkus and Schultz

[25-0674](#)

Wilden Portfolio Park - New Street Design Approvals.

Attachments:

[Wilden Portfolio Park Roadway Designs Memo.pdf](#)

[Wilden Portfolio Park Roadway Designs Updated Memo.pdf](#)

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

Aye: 5 - Fenton, Stancil-Martin, Meltzer, Firkus and Schultz

[25-0675](#)

Approve Long Term Temporary Street Occupancy Permit for Farm Market Dumpsters on Allen Street through October 13, 2025.

Attachments:

[Allen St Farm Market Dumpsters Occupancy Permit.pdf](#)

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

Aye: 5 - Fenton, Stancil-Martin, Meltzer, Firkus and Schultz

7. Information Items

8. Adjournment

Meltzer moved, seconded by Stancil-Martin, that the meeting be adjourned. Roll Call. Motion carried by the following vote:

Aye: 5 - Fenton, Stancil-Martin, Meltzer, Firkus and Schultz



CITY OF APPLETON

MEMORANDUM

Date: 5/6/25
To: Municipal Services Committee
From: Connor Deeg, E.I.T., Traffic Engineer
Subject: Parking changes at 500 Block of W Johnston Street
(follow-up to a 6-month evaluation)

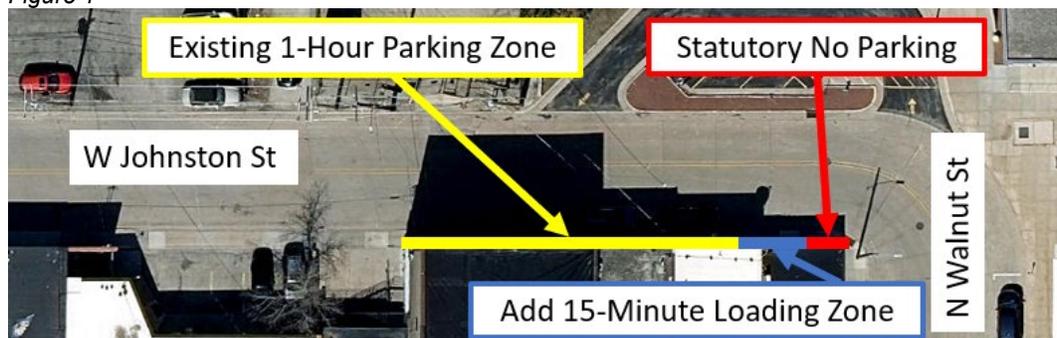
Due to a business owner's request, the City's Traffic Section recently assessed the parking on Johnston Street near where it intersects Walnut Street. Based on our initial review, there was enough space to create a loading zone where there previously was a *No Parking* zone.

We initiated an evaluation period in October of 2024. The evaluation included converting a small area from a *No Parking* zone to *15-Minute Loading* zone. See *Figure 1* below.

This arrangement has had the desired effect, and we have received positive feedback from the community. Based on this, we recommend the changes be made permanent. To accomplish this, the following ordinance changes are necessary:

1. **Create:** "Designate a 15-minute Loading Zone on the south side of Johnston Street from a point 15 feet west of Walnut Street to a point 31 feet west of Walnut Street."
2. **Create:** "Designate a One-Hour Parking zone from 9 a.m. to 5 p.m., except Sundays and Holidays, on the south side of Johnston Street from a point 31 feet west of Walnut Street to a point 60 feet west of Walnut Street."

Figure 1





CITY OF APPLETON

MEMORANDUM

Date: 6/17/25
To: Municipal Services Committee
From: Connor Deeg, E.I.T., Traffic Engineer
Subject: Approve ordinance changes related to parking on 300 block of W Foster Street at Foster Elementary School. (follow-up to a 6-month evaluation)

At the request of the AASD, the City's Traffic Section recently assessed the possibility of adding a Bus Loading Zone on Foster Street adjacent to Foster Elementary School, as the buses were having a difficult time picking up and dropping off students. Based on DPW's initial review, there was a need for creation of a Bus Loading Zone.

DPW initiated an evaluation period in December of 2024. The evaluation included converting a Passenger Loading Zone to a Bus Loading Zone. See *Figure 1* below.

This arrangement has had the desired effect, and DPW has received positive feedback from AASD. Based on this, DPW recommends the changes be made permanent. To accomplish this, the following ordinance changes are necessary:

1. **Create:** "Stopping/standing/parking be prohibited on school days from 7:30 a.m. to 4:30 p.m. on the south side of Foster Street from Wilkie Street to a point 15 feet east of Wilkie Street."
2. **Create:** "Stopping/standing/parking be prohibited, except buses, on school days from 7:30 a.m. to 4:30 p.m. on the south side of Foster Street from a point 15 feet east of Wilkie Street to a point 110 feet east of Wilkie Street."
3. **Create:** "Stopping/standing/parking be prohibited on school days from 7:30 a.m. to 4:30 p.m. on the south side of Foster Street from a point 110 feet east of Wilkie Street to a point 187 feet east of Wilkie Street."

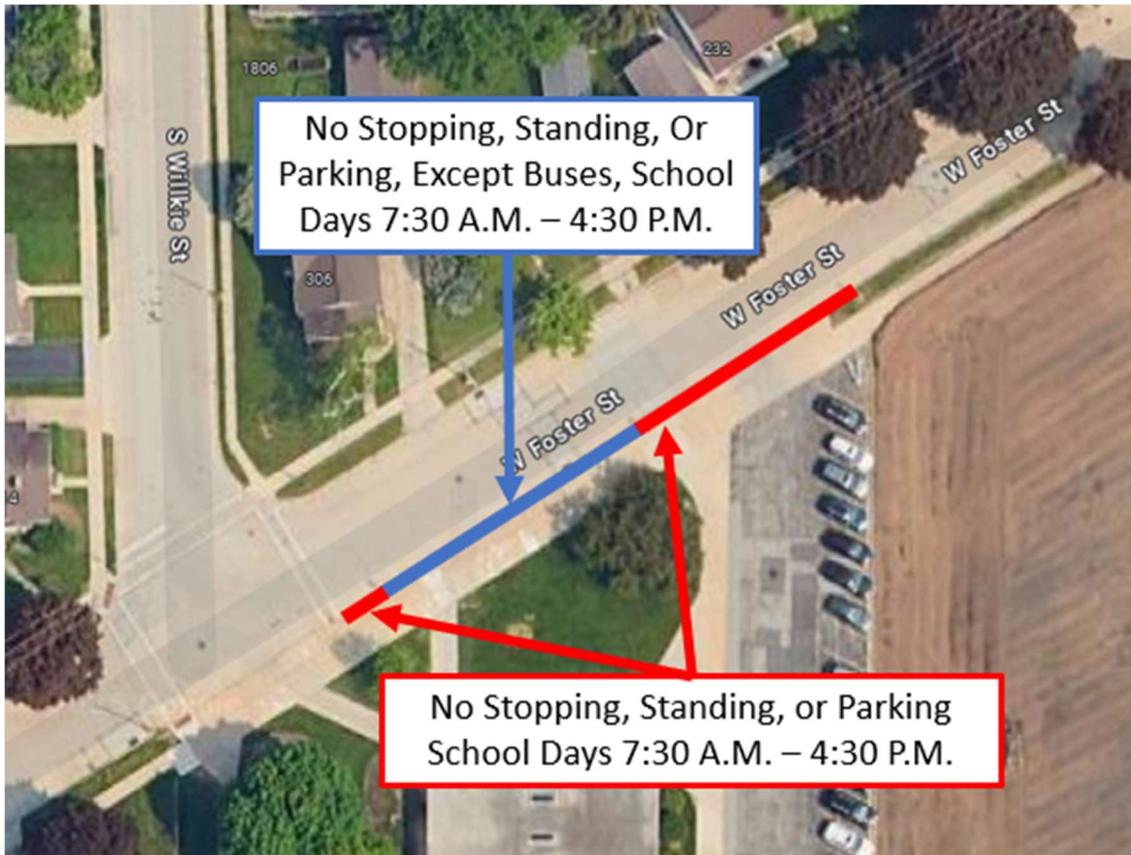


Figure 1.



CITY OF APPLETON

MEMORANDUM

Date: 06/16/2025
To: Municipal Services Committee
From: Michael Hardy, P.E., Traffic Engineer
Subject: Award of the Unit Q-25 Pavement Marking Maintenance Contract (Paint) to Crowley Construction Corporation in an amount not to exceed \$42,386.00

Quotes were opened for the *Unit Q-25 Pavement Marking Maintenance Contract* on June 16, 2025, as a means of establishing unit prices for this annual maintenance contract, which generally involves the installation and replacement transverse waterborne pavement markings throughout the City.

Quotes were solicited from five companies, but only one quote was received. Crowley Construction Corp. of Wauwatosa, Wisconsin, submitted the quote for the total amount of \$37,386.00. The unit prices contained in the quote are approximately 4% higher than last year, which is consistent with general inflation and trends in the industry. Crowley has completed this type of work for the City in recent years with excellent results.

Based on this, we recommend award of the contract to Crowley Construction Corp. in an amount not to exceed \$42,386.00 (which includes an additional \$5,000 for unanticipated work). This dollar amount is based on available budgeted funds for pavement marking maintenance, as well as pavement marking maintenance to be completed for Parking Utility.



PERMIT TO OCCUPY THE PUBLIC RIGHT-OF-WAY

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

Rev. 05-2024

Applicant Information

Name (print): Jon Morehouse Company: Hoffman Planning, Design and Construction
 Address: 122 E College Ave Suite 1G Telephone: 902-570-3829
Appleton, WI 54911 E-mail: jmorehouse@hoffman.net
 Applicant Signature: _____ Date: 6/13/25

Occupancy Information

General Description/Reason: Would like to run the exhaust for the temporary generator over the sidewalk
The best location until the permanent generator is installed without blocking more of the public right of way
 Street Address: ~~122~~ W College Ave Sidewalk/roadway obstruction requested Y or N
 - or - 222
 Multiple Streets: The exhaust would be ran overhead on the north sidewalk of Superior St
 Date(s) From: 7/12/25 To: 12/13/25 35 days or < 35 days or >
 (Requires Committee and Council Approval)

(Department use only)

Occupancy Type	Sub-Type	Location
<input type="checkbox"/> Permanent - Obstruction (\$40)	<input type="checkbox"/> Awning	<input checked="" type="checkbox"/> Sidewalk
<input checked="" type="checkbox"/> Temporary - Obstruction (\$40)	<input type="checkbox"/> Dumpster	<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 N/A Contact Traffic Division (920-832-2379) 1 business day prior to any lane closure, or 2 business days prior to a full road closure.
 Additional Requirements: _____

Type of Street:	Proposed Traffic Control:
<input type="checkbox"/> Arterial/CBD	<input type="checkbox"/> City Manual Page(s) _____
<input type="checkbox"/> Collector	<input type="checkbox"/> State Manual Page(s) _____
<input type="checkbox"/> Local	<input type="checkbox"/> Other (attach plan) _____

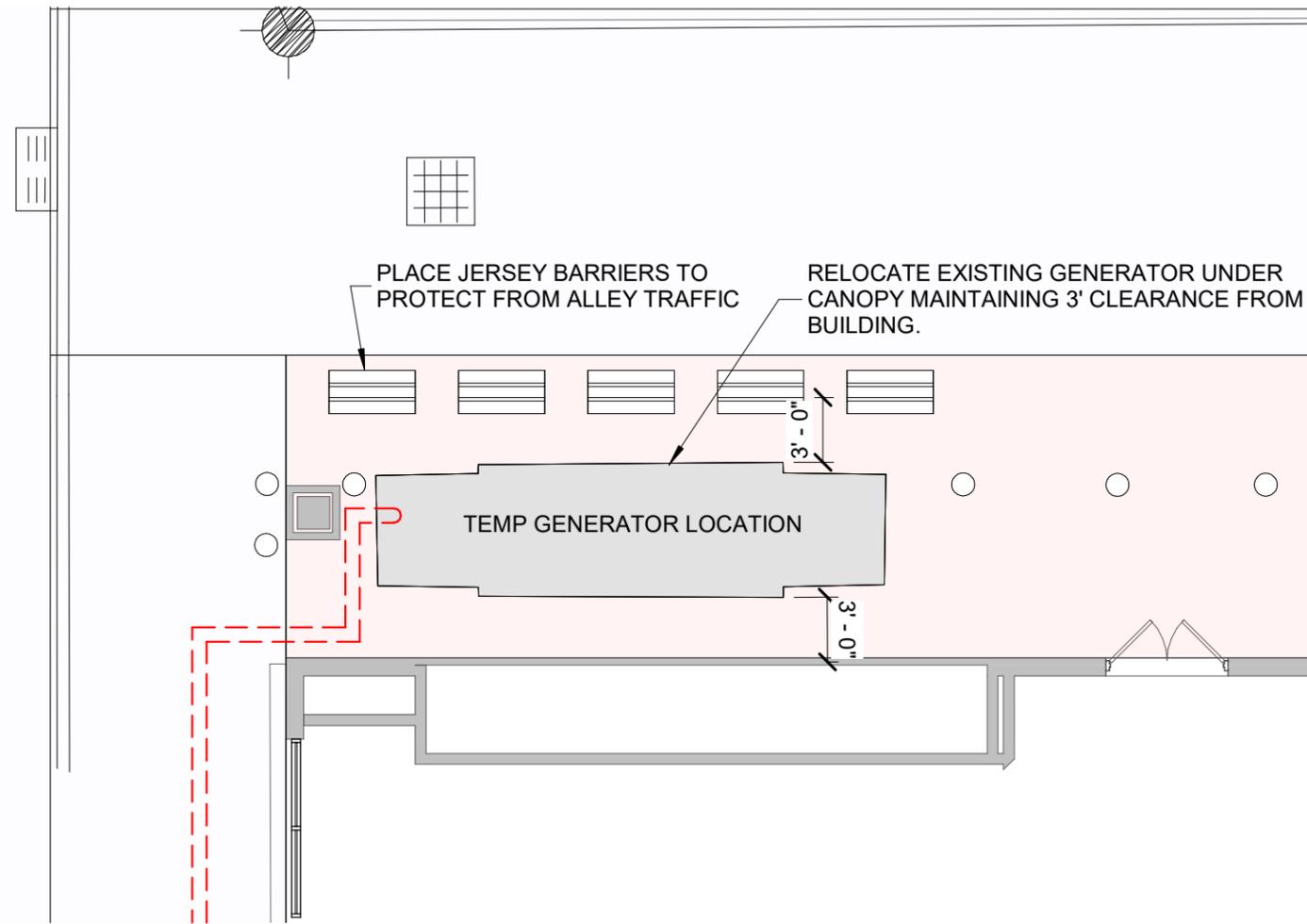
Approved by: _____ Date: _____

- This permit approval is subject to the following conditions:**
1. Permittee is responsible to obtain any further permits that may be required as part of this occupancy.
 2. Permittee shall adhere to any plan(s) that were submitted to the City of Appleton as part of this application.
 3. This permit is subject to IMMEDIATE REVOCATION and/or issuance of a MUNICIPAL CITATION if conditions of the permit are not met.
 4. This permit is subject to IMMEDIATE REVOCATION if unfavorable traffic conditions develop during the period the occupancy is permitted.
 5. **Dumpsters/PODs/Containers shall be located within 12" of face of curb.**
 - 6.

This permit is issued to the applicant upon payment of the permit fee and is expressly limited to the location and type described herein. The applicant, in exchange for receiving this permit, warrants that all street occupancies will be performed in conformity to City ordinances, standards and policies, be properly barricaded and lighted, and be performed in a safe manner. 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.

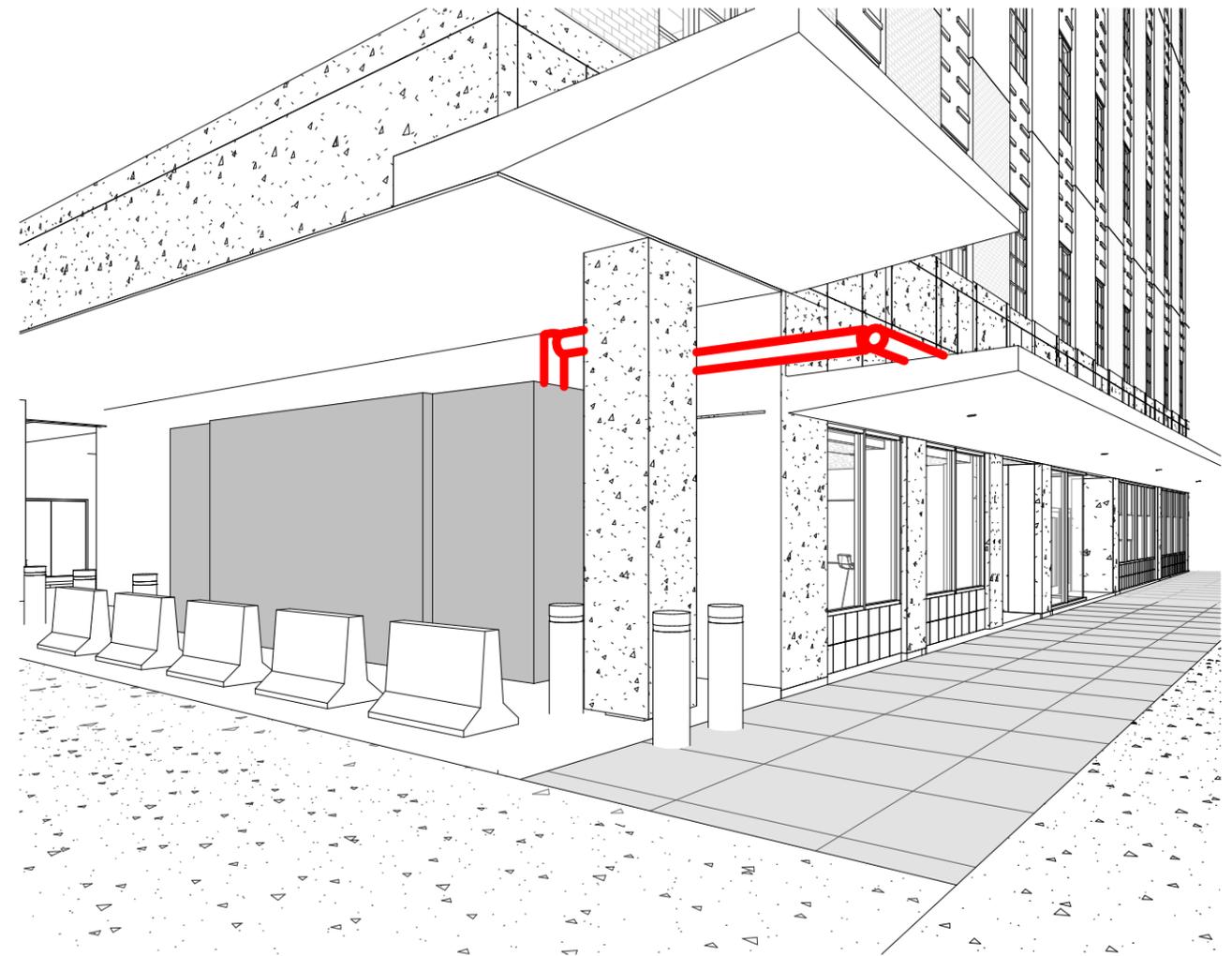
The Grantee shall guarantee at their expense, the repair or replacement of pavement, sidewalk and any other facilities within the public right-of-way damaged or destroyed by the Grantee or any sub-contractor working for them. The Grantee shall assume complete and full liability and responsibility, in 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)



PLAN VIEW

SCALE 1/8" = 1'-0"



3D VIEW

SCALE

TEMP GENERATOR