



# 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, August 11, 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

[25-0918](#) Minutes from July 21, 2025

**Attachments:** [07-21-25 MSC Minutes.pdf](#)

### 5. Public Hearing/Appearances

### 6. Action Items

[25-0919](#) Approve Oklahoma Street Asphalt Reconstruction Design.

**Attachments:** [Oklahoma Street Design Memo.pdf](#)

[25-0920](#) Approve Long Term Temporary Occupancy Permit 25-104-T for a construction dumpster in Public Right-of-Way at 100 W Lawrence Street through November 1, 2025.

**Attachments:** [Occupancy Permit 25-104-T Lawrence St.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

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Monday, July 21, 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

[25-0854](#) Minutes from July 7, 2025.

**Attachments:** [07-07-25 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**

[25-0855](#) Design Hearing for future 2027 Paving Project: Oklahoma Street (Mason St. to Richmond St.)

**Attachments:** [Design Hearing B-27 \(Oklahoma St\).pdf](#)

6. **Action Items**

[25-0859](#) Approve Glenmore Park Plat new street design parameters

**Attachments:** [Glenmore Park Plat Road Designs.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

[25-0860](#)

Approve Mission Ridge North Plat new street design parameters

**Attachments:** [Mission Ridge North Plat Road Designs.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[25-0861](#)

Approve I-41 STH47/Meade Street State Municipal Finance Agreement

**Attachments:** [IH 41 Richmond Street Interchange SMFA.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[25-0862](#)

Approve I-41 STH47/Meade Street State Municipal Maintenance Agreement

**Attachments:** [IH 41 Richmond Street Interchange SMMA.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[25-0866](#)

Approve Vacation of a Portion of N. Oneida Street Right-of-Way and All of Unnamed Historic Alley Right-of-Way as shown on Exhibit "A" .

**Attachments:** [Exhibit A Vacate N Oneida St and Alley.pdf](#)**Firkus moved, seconded by Stancil-Martin, 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[25-0863](#)

Request to revise permanent street occupancy permit #17-018-P

**Attachments:** [Edison ES Revised Permanent Street Occupancy Permit.pdf](#)**Stancil-Martin 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[25-0864](#)

Approve Ordinance changes related to the A-25/A-26 Baldeagle Drive Paving Projects

**Attachments:** [Baldeagle Dr A-25 & A-26 Ordinance Changes.pdf](#)**Schultz 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

[25-0865](#)

Approve Ordinance changes related to the A-25 Providence Av Paving Project

**Attachments:** [Providence Av A-25 Ordinance Changes.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

[25-0880](#)

Intermunicipal Agreement between the City of Appleton and the Town of Grand Chute for the Construction of New Traffic Signal and Related Roadway Improvements at the Richmond and Ridgeview Intersection

**Attachments:** [Intermunicipal Agreement - Richmond and Ridgeview Signal.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

**7. Information Items**

**8. Adjournment**

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

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



DEPARTMENT OF  
**PUBLIC  
WORKS**

**MEMORANDUM**

**Date:** 08/11/2025  
**To:** Municipal Services Committee  
**From:** Laura Jungwirth, Director of Public Works  
Pete Neuberger, Deputy Director of Public Works / City Engineer  
**Subject:** Approve Oklahoma Street Asphalt Reconstruction Design

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The Department of Public Works (DPW) requests approval of the design parameters for Oklahoma Street between Mason Street and Richmond Street as follows:

Oklahoma Street is to be reconstructed with asphalt pavement and concrete curb and gutter between Mason Street and Richmond Street. Design parameters include:

- New asphalt pavement and concrete curb and gutter constructed to a width of 26' from face of curb to face of curb, which is 6' narrower than the existing street within this portion of the project.
- On-street parking to be permitted on one side of Oklahoma Street only, within project limits.
- 5-foot concrete sidewalks on both sides (no change compared to existing parameters).



**PERMIT TO OCCUPY  
 THE  
 PUBLIC RIGHT-OF-WAY**

Permit # : 25-104-T  
 Effective Date: 6.16.25  
 Expiration Date: 7.28.25  
 Non-Refundable Fee: 17709937  
 Paid (yes or no): yes

Rev. 05-2024

**Applicant Information**

Name (print): Dennis Somers Company: KVG Building Corp  
 Address: 802 N 109th Street Telephone: 414-255-5456  
Wauwatosa, WI 53226 E-mail: dsomers@kvgbuilding.com  
 Applicant Signature: Dennis Somers Date: 6/16/2025

**Occupancy Information**

General Description/Reason: Temporary, dumpster, and no traffic control as we will position in the loading zone  
 Street Address: 100 West Lawrence Street Sidewalk/roadway obstruction requested  Y or  N  
 - or -  
 Multiple Streets: \_\_\_\_\_  
 Date(s) From: 6/16/25 To: 11/1/25 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  
 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:  Arterial/CBD  Collector  Local  
 Proposed Traffic Control:  City Manual Page(s) \_\_\_\_\_  
 State Manual Page(s) \_\_\_\_\_  
 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: Mark Lahay / RT DATE: 6/16/25  
 (Department of Public Works)

**\*First 35 days approved**  
DocuSign Envelope ID: E5196A42-52E0-45FF-B1B5-3075867C7A90



# PARKING METER BAG APPLICATION

Effective Date: 6.16.25  
Expiration Date: 7.26.25  
Non-Refundable Fee: 177709751  
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: KVG Building Corp Agent: Dennis Somers  
Address: 802 N 109th street Telephone: 414-255-5456  
Wauwatosa, WI 53226 Email: dsomers@kvgbuilding.com  
Applicant Signature: Dennis Somers Date: 6/16/20  
DocuSigned by: 0317806987C649E...

### OCCUPANCY INFORMATION

Reason: Construction to 100 W Lawrence St, 5th floor  
Location: 100 W Lawrence Street, Appleton WI  
Meter Zone & Space#: Zone 9201, Spaces 245,244,470,469  
Date(s): 6/16/25 - 11/1/25

(Office use only)  
Amount Due: \$1329.20  
Receipt#: #177709751  
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 DATE: 6/16/25  
(Department of Public Works)



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:** Interior Alterations

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

- Insurance Carrier: Secura Supreme Ins. Co.
- Insurance Agent Name and Phone Number: Zach Kaiser 920-694-6540
- Policy Number: 341 97 99
- Policy Period: 11/15/24 - 11/15/25

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.**

KVG Building Corporation  
Name of Applicant/Organization

802 N 109th Street, Wauwatosa Wi 53226  
Address

dsomers@kvgbuilding.com  
Email Address

Dennis Somers  
Print Name

DocuSigned by:  
Dennis Somers  
Signature

6/16/25  
Date