



City of Appleton

100 North Appleton Street
Appleton, WI 54911-4799
www.appleton.org

Meeting Minutes - Final-revised Municipal Services Committee

Monday, January 8, 2024

4:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Pledge of Allegiance

3. Roll call of membership

Present: 5 - Van Zeeland, Alfheim, Doran, Meltzer and Siebers

4. Approval of minutes from previous meeting

[24-0025](#)

Minutes from December 11, 2023.

Attachments: [12-11-2023 Meeting Minutes.pdf](#)

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

Aye: 5 - Van Zeeland, Alfheim, Doran, Meltzer and Siebers

5. **Public Hearing/Appearances**

6. **Action Items**

[23-1405](#)

Resolution #12-R-23 Closure of the Whitman Yard Waste Site

Attachments: [#12-R-23 Closure of Whitman Yard Waste Site.pdf](#)

[Whitman Site Resolution Staff Memo.pdf](#)

[Yard Site Community Comparison.pdf](#)

Hold until 2/12 or next scheduled meeting thereafter.

**Doran moved, seconded by Alfheim, that the Report Action Item be held. Roll
Call. Motion carried by the following vote:**

Aye: 4 - Van Zeeland, Alfheim, Doran and Meltzer

Nay: 1 - Siebers

[24-0026](#)

Approve the Department of Public Works Glendale Avenue Yard Waste Site Policy

Attachments: [Glendale Avenue Yard Waste Site Policy MSC Jan 2024.pdf](#)

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

Aye: 5 - Van Zeeland, Alfheim, Doran, Meltzer and Siebers

[23-1476](#)

Resolution #15-R-23 Parking Facility & Management Study

Attachments: [#15-R-23 Parking Facility & Management Study.pdf](#)

[15-R-23 Parking Facility Management Study Amended.pdf](#)

Motion to recommend approval by substitution removing "including the sale or lease of parts or all of the parking utility" from the final paragraph.

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

Aye: 3 - Van Zeeland, Alfheim and Meltzer

Nay: 2 - Doran and Siebers

[24-0027](#)

Approve the award of the 2024 Bridge Consulting Services to Collins Engineers, Inc., in an amount not to exceed \$26,190.00.

Attachments: [Collins 2024 Bridge Consulting MSC Award Memo 01-08-24.pdf](#)

A motion was made to recommend approval on the balance of the agenda. 5-0

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

Aye: 5 - Van Zeeland, Alfheim, Doran, Meltzer and Siebers

[24-0028](#)

Approve the award of the 2024 Bridge Inspections Services (Unit R-24) to Collins Engineers, Inc., in an amount not to exceed \$42,000.00.

Attachments: [Collins 2024 Bridge Inspections MSC Award Memo 01-08-24.pdf](#)

[24-0029](#)

Approve Amendment No. 1 to the Three-Party Engineering Design Services Contract between the city of Appleton, Wisconsin DOT and Ayres Associates Inc. for the design of Lawe Street (College Avenue to Wisconsin Avenue) by an amount not to exceed \$33,451.95.

Attachments: [Lawe Street Ayres Associates Design Amendment Muni Services Memo 01-03-2024.pdf](#)
[Lawe Street Amendment.pdf](#)

[24-0030](#)

Approve the single-source award for the Design and Construction-Related Services Contract with Desman Design Management for 2024 Repair and Maintenance Program for the Red, Yellow, and Green Parking Ramps in an amount not to exceed \$68,200.00.

Attachments: [Desman 2024 Ramp Repairs Consultant Services MSC Memo 01-02-2024.pdf](#)

7. Information Items

[24-0031](#)

Inspection Division Permit Summary Comparison Report for December 2023.

Attachments: [Inspections YTD Report - December 2023.pdf](#)

8. Adjournment

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

Aye: 5 - Van Zeeland, Alfheim, Doran, Meltzer and Siebers