



# City of Appleton

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

## Meeting Minutes - Final Municipal Services Committee

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Monday, March 24, 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

**Present:** 4 - Fenton, Meltzer, Siebers and Firkus

**Excused:** 1 - Doran

4. Approval of minutes from previous meeting

[25-0290](#)

Minutes from March 10, 2025

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

**Siebers moved, seconded by Meltzer, 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

[25-0291](#)

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 Ocuancy\\_222 W College\\_Holton Bros\\_25-032-T.pdf](#)

**Siebers 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

[25-0292](#)

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](#)

Firkus moved, seconded by Siebers, 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

[25-0293](#)

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](#)

Firkus moved, seconded by Siebers, 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

[25-0294](#)

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](#)

Firkus moved, seconded by Siebers, 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](#)

*Held until April 7, 2025 Committee Meeting.*

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

**Aye:** 4 - Fenton, Meltzer, Siebers and Firkus

**Excused:** 1 - Doran

[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](#)

**Siebers 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

[25-0297](#)

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](#)

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

**Aye:** 3 - Fenton, Meltzer and Firkus

**Nay:** 1 - Siebers

**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