



City of Appleton

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

Meeting Agenda - Final-revised Municipal Services Committee

Monday, December 12, 2022

4:30 PM

Council Chambers, 6th Floor

1. Call meeting to order
2. Roll call of membership
3. Approval of minutes from previous meeting
[22-1539](#) Minutes from November 21, 2022

Attachments: [Minutes from November 21, 2022.pdf](#)

4. Public Hearings/Apearances

5. Action Items

- [22-1540](#) *CRITICAL TIMING* Award 2023 Contract for Operation, Maintenance, Monitoring and Passive Vent Improvements at the Closed City of Appleton Landfill to SCS Engineers, in an amount not to exceed \$150,395.

Attachments: [Mackville 2023 award to SCS.pdf](#)

- [22-1541](#) Approval of a single source award for the 2023 Cap Maintenance at the Closed City of Appleton Landfill to New Paradigm Companies, LLC in an amount not to exceed \$38,400.

Attachments: [Mackville 2023 award to New Paradigm to MS.pdf](#)

- [22-1542](#) Request from Pfefferle Management Companies for a permanent street occupancy permit for a construction dumpster on Superior Street (Meter #197) for a period ending on January 31, 2023.

Attachments: [2022.12.12 Street Occ Pfefferle.pdf](#)

[22-1575](#) Request from Westwood for a street occupancy permit for a groundwater monitoring well to be placed in EB E Franklin Street (50' east of the N Oneida St and E Franklin St intersection) through December 31, 2023.

Attachments: [Proposed Boring Locations.pdf](#)

[22-1582](#) Approve Master Professional Services Agreement with Westwood Professional Services, Inc. through December 31, 2027. Scope of services and compensation for professional services under this master agreement are subject to future committee and Council approval. (A copy of the proposed agreement will be distributed prior to the meeting).

[22-1601](#) Approve partial street vacations at the intersection of Appleton Street/Pacific Street/Oneida Street as shown on Exhibit "A".

Attachments: [Exhibit A - Appleton-Pacific-Oneida Partial Street Vacations.pdf](#)

6. Information Items

[22-1543](#) Inspection Division Permit Summary thru 11-30-22

Attachments: [Inspection Div Permit Summary thru 11-30-22.pdf](#)

[22-1578](#) Bird E-Scooter Monthly Report - November 2022.

Attachments: [BIRD scooter monthly report-November 2022.pdf](#)

7. 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.



City of Appleton

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

Meeting Minutes - Final Municipal Services Committee

Monday, November 21, 2022

4:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

Present: 4 - Firkus, Doran, Siebers and Thyssen

Excused: 1 - Van Zeeland

3. Approval of minutes from previous meeting

22-1492

Minutes from November 7, 2022

Attachments: Minutes from 11-7-22.pdf

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

Aye: 3 - Doran, Siebers and Van Zeeland

Excused: 1 - Thyssen

Abstained: 1 - Firkus

4. **Public Hearings/Appealances**

5. **Action Items**

22-1502

Request from Greenfire Management Services, LLC for a permanent street occupancy permit for construction site perimeter fencing on Oneida Street (100 block N) and Washington Street (100 block E) for a period ending on November 1, 2023.

Attachments: Greenfire Washington and Oneida Sidewalk Closure REVISED 11 08 22.pdf

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

Aye: 4 - Firkus, Doran, Siebers and Thyssen

Excused: 1 - Van Zeeland

22-1500

Approve Department of Public Works 2023 Fee Schedules

Attachments: 2023 Fee Schedules.pdf**Firkus moved, seconded by Thyssen, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:****Aye:** 4 - Firkus, Doran, Siebers and Thyssen**Excused:** 1 - Van Zeeland22-1501

Approve Downtown Parking & Meter Bag Policy

Attachments: Downtown Appleton Parking Meter Bag Policy - Revised January 2023.pdf**Firkus moved, seconded by Thyssen, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:****Aye:** 4 - Firkus, Doran, Siebers and Thyssen**Excused:** 1 - Van Zeeland22-1503

The Municipal Services Committee will go into closed session according to State Statute §19.85(1)(e) (deliberations or negotiations on the purchase of public properties, investing of public funds or conducting other specific public business when competitive or bargaining reasons require a closed session) for the purpose of reviewing the Landfill Siting Committee contract negotiations and reconvene into open session.

*Meeting went into Recess**Meeting Reconvened**Motion to rise and report out of closed session at 5:15. Approved 4-0***Firkus moved, seconded by Thyssen, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:****Aye:** 4 - Firkus, Doran, Siebers and Thyssen**Excused:** 1 - Van Zeeland22-1504

Approval of the Outagamie County Northwest Landfill Expansion Agreement contingent upon approval by all municipalities

Attachments: [Municipal Services - 2022 Landfill Expansion Tentative Agrm 11-21-2022 \(FINAL\).pdf](#)
[Landfill Expansion Agrm - Nov 2022.pdf](#)

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

Aye: 4 - Firkus, Doran, Siebers and Thyssen

Excused: 1 - Van Zeeland

6. Information Items

22-1499 Parking Utility Revenue Report for October 2022

Attachments: [10-22 Monthly Financial Analysis - Parking.pdf](#)

7. Adjournment

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

Aye: 4 - Firkus, Doran, Siebers and Thyssen

Excused: 1 - Van Zeeland

Department of Public Works – Engineering Division

MEMO

TO: Municipal Services Committee

FROM: Danielle Block, Director of Public Works
Ross Buetow, City Engineer/Deputy Director of Public Works
Sue Olson, Staff Engineer

SUBJECT: *CRITICAL TIMING* Award 2023 Contract for Operation, Maintenance, Monitoring and Passive Vent Improvements at the Closed City of Appleton Landfill to SCS Engineers, in an amount not to exceed \$150,395.

DATE: December 2, 2022

The Department of Public Works requests award of the 2023 Contract for Operation, Maintenance, Monitoring and Passive Vent Improvements at the Closed City of Appleton Landfill to SCS Engineers in an amount not to exceed \$150,395. This is the eighth year of a ten (10) year contract as approved in December 2015.

Work on this contract includes:

- The monthly operation and monitoring of the landfill, including the necessary reporting to WDNR,
- Regular maintenance of the site, wells, and gas system,
- Routine scheduled replacement of one monitoring well or leachate well,
- Assistance with review of any changes proposed by the Valley Aero Modelers, who currently lease the site, and any proposals or concerns related to the Mackville quarry site,
- Project management and completion of permit requirements imposed by the Wisconsin Department of Natural Resources for the 2022 passive vent improvements, such as additional surface emission monitoring and reporting,
- Removal of the on-site building, gas blower and flair system, and control cabinet
- Coordination with the Wisconsin Department of Natural Resources and the landfill cap maintenance contractor

Per the memo dated December 1, 2015 for the award of the 2016 contract requesting contract extensions through 2025, the 2015 RFP process associated with that award, and satisfactory performance by the consultant, the Department of Public Works recommends awarding the 2023 Contract for Operation, Maintenance, Monitoring and Passive Vent Improvements at the Closed City of Appleton landfill to SCS Engineers in an amount not to exceed \$150,395.

This award is listed as Critical Timing so that coverage for any necessary response at the landfill is available January 2, 2023.

Department of Public Works – Engineering Division

MEMO

TO: Municipal Services Committee

FROM: Danielle Block, Director of Public Works
Ross Buetow, City Engineer/Deputy Director of Public Works
Sue Olson, Staff Engineer

SUBJECT: Approval of a single source award for the 2023 Cap Maintenance at the Closed City of Appleton Landfill to New Paradigm Companies, LLC in an amount not to exceed \$38,400.

DATE: December 2, 2022

The Department of Public Works requests approval of a single source award for the 2023 Cap Maintenance at the Closed City of Appleton Landfill to New Paradigm Companies, LLC in an amount not to exceed \$38,400.

In April 2022 the Finance Department approved DPW's request to single source the cap maintenance at the Mackville Landfill. The memo submitted for that request is attached.

Work on this contract includes:

- Cutting the grass over the entire 53- acre site at least twice,
- Cutting the grass around the gas blower/flair building up to 6 times, depending on when the building is removed,
- Applying herbicide and removal of invasive species in the north ditch line,
- Repair of settled areas per DNR 2022 inspection report,
- Repair of gravel road,
- Reseeding and watering areas of sparse vegetation
- Coordination with SCS Engineers and Valley Aero Modelers

New Paradigm Companies performed well in 2022, meeting the routine mowing needs, completing the first round of herbicide treatment in the north ditch, repair of a large area of settlement and coordination with the City, SCS Engineers and the Valley Aero Modelers. Therefore, the Department of Public Works requests approval of a single source award for the 2023 Cap Maintenance at the Closed City of Appleton Landfill to New Paradigm Companies, LLC in an amount not to exceed \$38,400.

Department of Public Works – Engineering Division

MEMO

TO: Jeff Fait, Purchasing Manager

FROM: Paula Vandehey, Director of Public Works
Sue Olson, Staff Engineer

DATE: April 5, 2022

RE: Request to Sole Source contract for Mackville Landfill Cap Maintenance services with New Paradigm Contracting

The Department of Public Works is requesting approval to sole source a contract with New Paradigm Contracting to perform maintenance of the Mackville Landfill cap, in an amount not to exceed \$21,600.

The Mackville Landfill site is approximately 53 acres. Since the Mackville Landfill remediation and cap was completed in early 1996, the Operations Division of Public Works has performed maintenance of landfill cap, such as removing invasive species and sediment from the perimeter ditch, removing woody vegetation, fence maintenance and internal access road maintenance. Cutting the cap vegetation has been completed by various contractors over the years and for the past several years was included with the mowing contract bid by the Inspections Division.

In September 2021, the mowing contractor significantly damaged the landfill cap by attempting to cut the vegetation with the improper equipment under wet conditions, without notifying the City of the wet conditions or the damage. This situation, along with on-going staffing issues in the Operations Division, has forced us to reconsider how this work should best be accomplished. After careful consideration, we are recommending that moving forward the cap maintenance should be contracted separately by the Engineering Division and include all cap maintenance previously performed by the Operations Division and the Inspections Division mowing contractor.

DPW Engineering staff researched local contractors, looking for the equipment and skill set to work on a landfill site with on-going environmental monitoring, able to do the full range of work from cutting grass to ditch cleaning to gravel road maintenance. The only contractor we could find that met our requirements was new Paradigm Contracting. The owner and operator of New Paradigm Contracting is a hydrogeologist with landfill experience while working for AECOM and additional environmental work while employed with Westwood (formerly OMNNI), including work on City projects.

This contract includes both routine and non-routine work, as described in the attached RFP. Proposed pricing for cutting the cap vegetation is between the cost of the Inspections Division contract and the cost paid to Outagamie County in past years. Due to several years of limited or no maintenance in various areas of the site, DPW Engineering believes that the additional cost for

quality work is needed to catch up with site maintenance. It is estimated that it may take three years to repair the health of the cap vegetation and complete the outstanding maintenance work, especially removal and control of the invasive species in the north ditch. DPW Engineering may request to sole source with this same contractor in 2023 and 2024.

CLOSED CITY OF APPLETON LANDFILL
CAP MAINTENANCE
2022 REQUEST FOR PROPOSAL

This document provides the anticipated scope of services for the 2022 Cap Maintenance work at the Closed City of Appleton Landfill (Mackville Landfill) located at W5007 Quarry Road in the Town of Center and is considered an integral part of the contract. Should the City request other tasks not specifically listed in this document, those will be negotiated on a case-by-case basis.

The landfill cap is two (2) feet of compacted clay covered with two (2) feet of rooting zone layer and 6 inches of topsoil. Original seed mix included cool season grasses.

1. Project Management

- Invoicing shall be no more frequent than once per month
- Contractor shall take direction from both the City and SCS Engineers (SCS)
- Contractor shall communicate with the City, SCS and the Valley Aero Modelers (VAM) as needed
- The City will provide Contractor a key to access the site
- Contractor shall notify the City immediately of any concerns of the condition of the site
- Contractor shall be responsible for the health and safety of its employee's and preparation of a site-specific health and safety plan
- Contractor shall follow applicable safety and environmental regulations

2. Site Inspections/Meetings

- Contractor shall attend up to 3 on site meetings per year, approximately 2 hours per meeting, including:
 - One on site kickoff meeting to walk the site with City and SCS staff to mark cap penetrations/structures/fencing/etc. to ensure they are protected during mowing operations
 - Annual Site Walk in the fall with City and SCS staff
- Site inspections/meetings may include City staff, SCS staff, DNR staff, VAM or any combination of these. If possible, the City will provide a minimum of five (5) working days' notice.

3. Scope of Services

3.1 Routine Services

- Contractor shall cut the site vegetation, including side slopes, but not areas mowed by VAM, twice a year. The mowing area is approximately 53 acres, and is generally bounded by the drainage ditch to the north, and existing fence lines on the west, south, and east sides. Refer to Figure 1 – Site Plan.
 - Contractor shall mow once between the dates of May 1 – June 15, and once between the dates of August 1 – September 15, when conditions allow (not during wet/soft conditions when rutting may occur).
 - Contractor to provide notice at least three (3) working days in advance of mowing.
 - Contractor shall provide a status update with photos of completed work to the City after each mowing event.
 - Contractor shall use a flail-type drum mower.

- Contractor shall notify the City and SCS during the same working day of ruts greater than four inches in depth.
- Contractor shall cut to a height of approximately four (4) inches.
- Contractor to trim vegetation around stick-ups/pipe penetrations.
- Contractor shall cut vegetation in a 30 ft area around blower building up to 6 times per year. Trim vegetation along edge of building.
- Contractor shall remove woody vegetation (trees, shrubs and brush) from the landfill cap as directed by either the City or SCS.
- Contractor is responsible for decontamination of Contractor's equipment.

3.2 Non-routine Services

- Contractor shall provide a plan and budget to control phragmites in the north ditch line. If funding is available, work may begin in 2022.
 - Contractor shall obtain all necessary permits for any herbicide treatment on the site. Contractor to provide records of what herbicides were used, quantity of each, and a written statement that they were applied in accordance with manufacturer directions.
- Contractor shall repair low areas on the site as budget allows and under the direction of SCS, including:
 - Providing rooting zone material
 - Providing topsoil
 - Grading areas for positive surface drainage (minimum 1% slope)
 - Seeding (WisDOT Seed Mix #20), mulching and watering until vegetation is well established
- Contractor shall repair the gravel road, including:
 - Providing material
 - Grading for positive drainage
 - Repairing washouts
 - Removing sediment buildup under driveway culvert

4. Contractor shall provide a Schedule of Prices, including

- Hourly rates for staff assigned to this project
- List of available equipment and hourly rates
- Cost per each site mowing (including cost per acre)
- Cost per each mowing around blower building that is not part of full site mowing
- Expenses (mileage, fuel surcharge)

5. Contract Attachments

- Figure 1 – Site Plan
- Insurance Requirements and Certificate
- Contractor Proposal, including
 - Statement of Qualifications
 - Any Special Conditions
 - Schedule of prices, as listed above
 - Costs for Routine Services per Section 3.1 above



PERMIT TO OCCUPY THE PUBLIC RIGHT-OF-WAY

EXTENDED Permit #: 22-154-T
12/5/22 Effective Date: 10-31-22
1/31/23 Expiration Date: 12-4-22
Included Fee: 40.00
PER D.B. Paid (yes or no): 4124-0007

Rev. 04-10-15

Applicant Information
Name (print): BRANON M. SELISSAN
Address: 200 E. WASHINGTON ST
Company: Pfeifferle Companies
Telephone: 920 730 4260
e-mail: bselissen@pfeifferle.biz
Date: 10-19-2022

Occupancy Information
General Description: Construction Dumpsters for Remodel Project
Street Address:
Street: From: 10-31-2022 To: 12-4-2022

(Department use only)
Occupancy Type: Permanent (\$40), Temporary - max. 35 days (\$40)
Sub-Type: Dumpster
Location: Roadway

Additional Requirements
Plan/Sketch, Certificate of Insurance, Bond, Other

Traffic Control Requirements
Type of Street: Arterial/CBD, Collector, Local
Proposed Traffic Control: City Manual, State Manual, Other
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.

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.

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.

APPROVED BY: [Signature] DATE: 10/20/22
(Department of Public Works)

New COT

DEPARTMENT OF PUBLIC WORKS

METER BAG APPLICATION

Fee is \$9.00 per bag per day plus tax or any part thereof. THIS FEE WILL BE CHARGED FOR EVERY DAY THE METER BAG IS RESERVED (excluding Sundays and Holidays).

NOTE: 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.

Company Name Pfefferle Management

Applicants Name Brandon M. Selissen

Address 200 E WASHINGTON ST Ste 21A

Telephone Number 920 730 4280 EXTENDED

Type of Work Dumpsters 1 DUMPSTER

Meter # (s) 196-197 Zone 9201 S 197

Time Period 10-31-2022 - 12-04-2022 12/5/22-1/31/23

Amount Due 9 x 2 x 28 \$531.72 \$436.77

(\$9.00 per bag per day plus tax) Recp-4243-0004

Approved by Mark DeHay JAR Department of Public Works Representative

Today's Date 10-20-22

Recp 4124-0004

Westwood

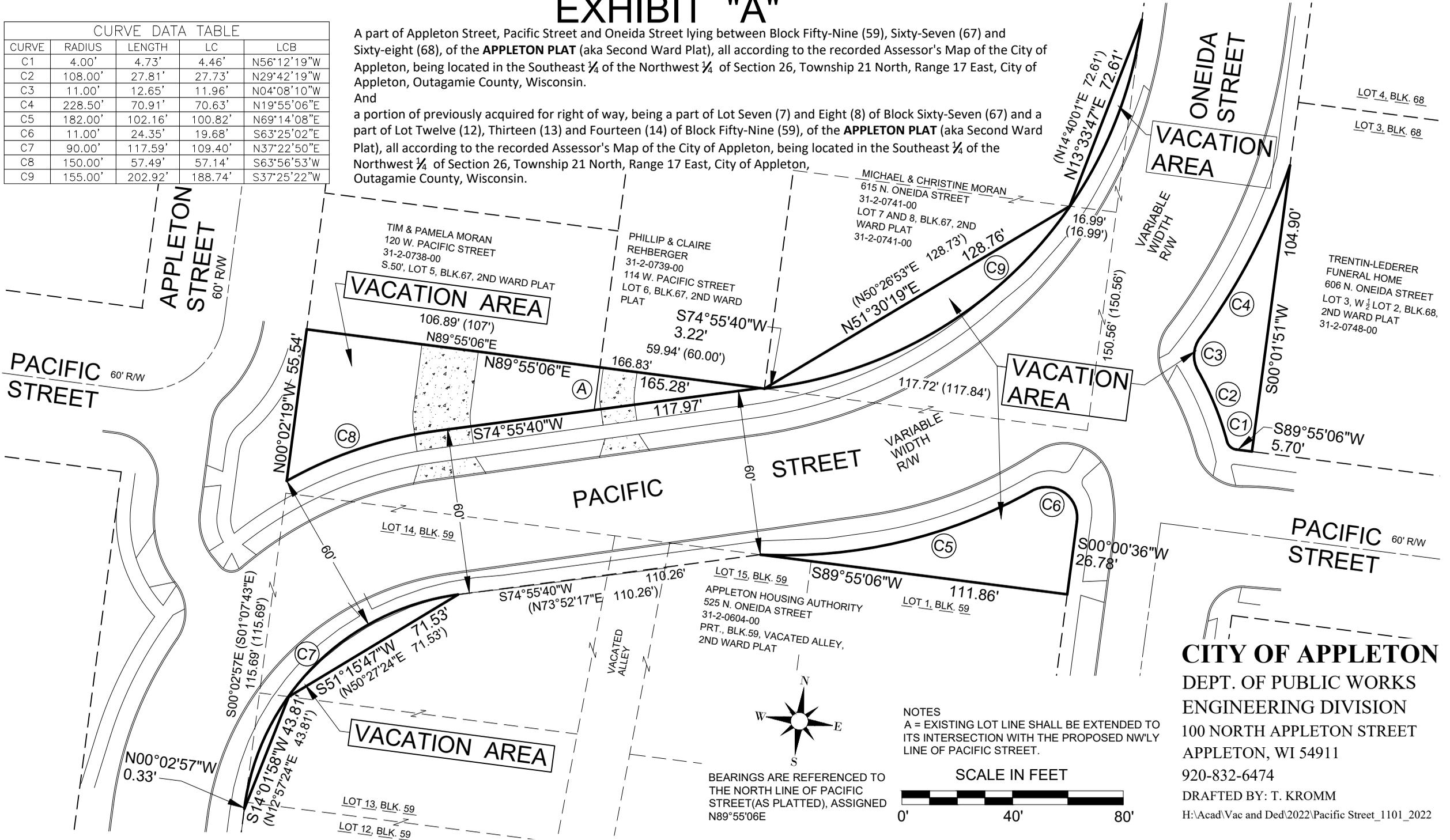


EXHIBIT "A"

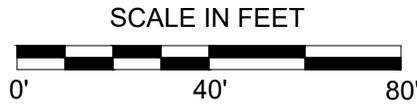
CURVE DATA TABLE				
CURVE	RADIUS	LENGTH	LC	LCB
C1	4.00'	4.73'	4.46'	N56°12'19"W
C2	108.00'	27.81'	27.73'	N29°42'19"W
C3	11.00'	12.65'	11.96'	N04°08'10"W
C4	228.50'	70.91'	70.63'	N19°55'06"E
C5	182.00'	102.16'	100.82'	N69°14'08"E
C6	11.00'	24.35'	19.68'	S63°25'02"E
C7	90.00'	117.59'	109.40'	N37°22'50"E
C8	150.00'	57.49'	57.14'	S63°56'53"W
C9	155.00'	202.92'	188.74'	S37°25'22"W

A part of Appleton Street, Pacific Street and Oneida Street lying between Block Fifty-Nine (59), Sixty-Seven (67) and Sixty-eight (68), of the **APPLETON PLAT** (aka Second Ward Plat), all according to the recorded Assessor's Map of the City of Appleton, being located in the Southeast ¼ of the Northwest ¼ of Section 26, Township 21 North, Range 17 East, City of Appleton, Outagamie County, Wisconsin.

And a portion of previously acquired for right of way, being a part of Lot Seven (7) and Eight (8) of Block Sixty-Seven (67) and a part of Lot Twelve (12), Thirteen (13) and Fourteen (14) of Block Fifty-Nine (59), of the **APPLETON PLAT** (aka Second Ward Plat), all according to the recorded Assessor's Map of the City of Appleton, being located in the Southeast ¼ of the Northwest ¼ of Section 26, Township 21 North, Range 17 East, City of Appleton, Outagamie County, Wisconsin.



NOTES
 A = EXISTING LOT LINE SHALL BE EXTENDED TO ITS INTERSECTION WITH THE PROPOSED NWLY LINE OF PACIFIC STREET.



CITY OF APPLETON
 DEPT. OF PUBLIC WORKS
 ENGINEERING DIVISION
 100 NORTH APPLETON STREET
 APPLETON, WI 54911
 920-832-6474
 DRAFTED BY: T. KROMM
 H:\Acad\Vac and Ded\2022\Pacific Street_1101_2022

Department of Public Works Inspections Division

Permit Summary Count YTD Comparison

01/01/22 Thru 11/30/22

Report Date: 12/1/2022



"...meeting community needs...enhancing quality of life."

Permit Type	Year Issued	Permit Count	Total Estimated Cost	Total Receipt Amount
BUILDING	2021	1,125	147,170,626	349,686.78
	2022	1,078	143,129,946	517,127.99
		-4.18 %	-2.75 %	47.88 %
DISPLAY SIGN	2021	93	626,928	3,840.00
	2022	147	1,264,266	5,924.00
		58.06 %	101.66 %	54.27 %
ELECTRICAL	2021	699	21,387,794	171,066.07
	2022	833	14,328,576	131,825.12
		19.17 %	-33.01 %	-22.94 %
EROSION CNTL	2021	47		5,542.00
	2022	42		5,510.00
		-10.64 %	%	-0.58 %
HEATING	2021	951	26,645,545	87,177.11
	2022	944	14,280,388	86,530.02
		-0.74 %	-46.41 %	-0.74 %
PLAN REVIEW	2021	108		38,757.50
	2022	108		36,477.50
		%	%	-5.88 %
PLUMBING	2021	547	10,821,727	50,050.00
	2022	795	7,787,376	43,620.00
		45.34 %	-28.04 %	-12.85 %
SEWER	2021	257	1,838,665	26,991.99
	2022	320	3,369,996	34,864.00
		24.51 %	83.28 %	29.16 %
WELL	2021	6		240.00
	2022	2		80.00
		-66.67 %	%	-66.67 %

Department of Public Works Inspections Division

Permit Summary Count YTD Comparison

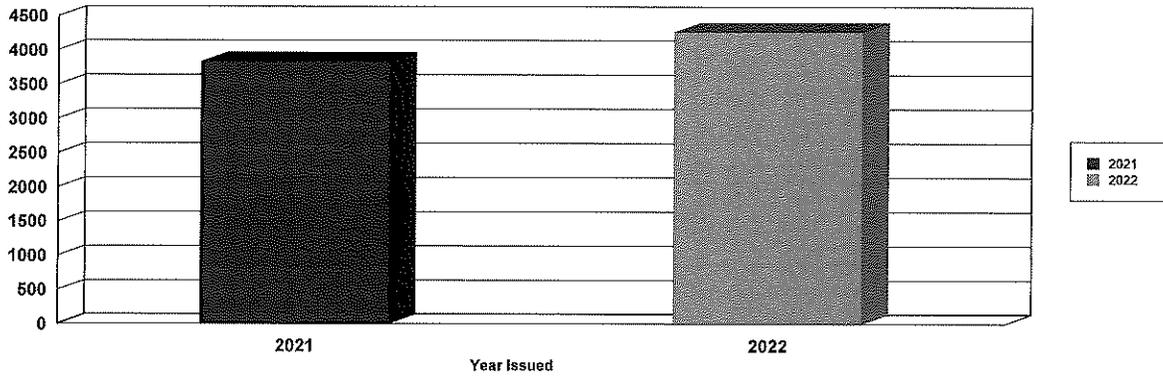
01/01/22 Thru 11/30/22

Report Date: 12/1/2022

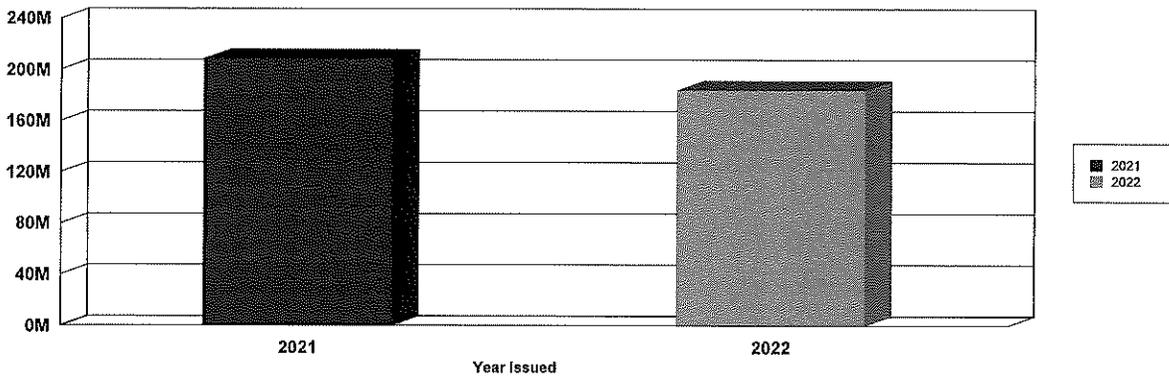


	2021	2022
Permits	3833	4269
Estimated Cost	208,491,285.00	184,160,548.00
Receipt Amount	733,351.45	861,958.63

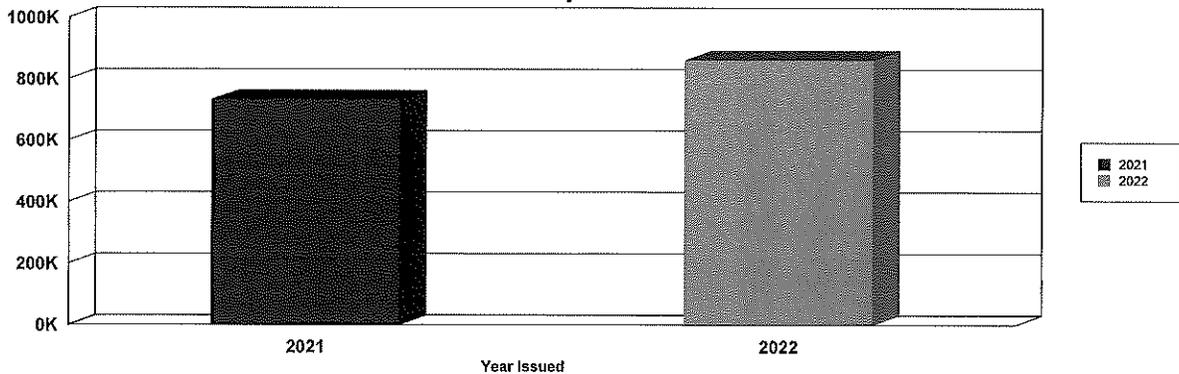
Number of Permits



Estimated Cost



Receipt Amount



City of Appleton
 BIRD E-Scooter Pilot Community Feedback
 Month of November 2022

COMPLAINTS RECEIVED BY CITY

	APRIL	MAY	JUNE	JULY	AUGUST	SEPT	OCT	NOV	DEC
Improper Parking	2	1	1	0	0	1	2	1	
Improper Street Riding	1	2	1	0	0	0	0	0	
Scooters are Unsafe	2	4	2	3	3	0	0	1	
Scooters are Unsightly	0	0	1	0	0	0	0	0	
Sidewalk Riding on College	3	4	0	0	0	0	0	0	
Other	1	3	2	1	1	2	0	2	
TOTAL	9	17	7	6	4	3	2	4	

REPORTED ACCIDENTS

	APRIL	MAY	JUNE	JULY	AUGUST	SEPT	OCT	NOV	DEC
Accidents	1	3	2	4	3	0	0	0	