



City of Appleton

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

Meeting Agenda - Final Municipal Services Committee

Monday, January 22, 2024

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

[24-0062](#) Minutes from January 8, 2024.

Attachments: [01-08-2024 Meeting Minutes-Revised.pdf](#)

5. Public Hearing/Appealances

6. Action Items

[24-0063](#) Approve request from The Boldt Company for a street occupancy permit for the Fox Commons City Center Plaza construction site access point along Washington Street for a period ending on July 1, 2024.

Attachments: [Permanent Boldt - Fox Commons - 2-08-24 to 7-01-24.pdf](#)

[24-0064](#) Approve request from Appleton Downtown Inc. and Creative Downtown Appleton, Inc. for a street occupancy permit to place ice carving throughout the downtown beautification strips for the weekend of February 23, 2024 and will remain up until they melt.

Attachments: [Creative ADI Ave of Ice Permit to Occupy 2024.pdf](#)

[24-0065](#) Approve the 2024 Sole Source Purchase Request related to Various Traffic Equipment and Technologies.

Attachments: [Sole Source Purchase Request - Traffic Equipment \(2024\).pdf](#)

[24-0066](#) Approve the award of single source contract with Star Protection and Patrol for 2024 Parking Ramp Security Services in an amount not to exceed \$57,000.00.

Attachments: [2024 Award Memo Star Protection and Patrol Security Services at Parking Ram](#)

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.



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



PERMIT TO OCCUPY THE PUBLIC RIGHT-OF-WAY

Permit # : _____
Effective Date: 2/08/2024
Expiration Date: 7/01/2024
Non-Refundable Fee: \$40.00
Paid (yes or no): yes/149546002/extended

Rev. 10-05-2023

Applicant Information

Name (print): Bryce Barrone Company: Boldt
Address: 2525 N Roemer Rd Telephone: (920)841-4743
E-mail: bryce.barrone@boldt.com
Applicant Signature: Bryce Barrone Digitally signed by Bryce Barrone
DN: c=US, e=bryce.barrone@boldt.com, O=Boldt, OU=Project Engineer, CN=Bryce Barrone
Date: 2024.01.17 11:24:44-0800 Date: 01/17/2024

Occupancy Information

General Description: Three parking meter location so that we can get semis into our laydown area for the Fox Commons. Being used by all companies in Fox Commons buildout. Meters are 337-339.
Street Address: W Washington St between Appleton & Oneida Sidewalk/roadway obstruction requested Y or N
- or -
Multiple Streets: _____
Date(s) From: 2/08/24 To: 7/01/24 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

Meter area

Additional Requirements

- Plan/Sketch
- Certificate of Insurance
- Bond
- Other : _____

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: _____
 Arterial/CBD City Manual Page(s) _____
 Collector State Manual Page(s) _____
 Local Other (attach plan) _____

7. Meters must be open to the public on Tuesday, March 18 - Friday March 22 AND Monday, March 25 - Friday, March 29, 2024

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. Meter bags will be removed on Saturdays and Sundays. Parking must be available to the general public on Saturdays and Sundays.
6. All vehicles must pull in and pull out maneuvering within the job site. No backing out.

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: _____
(Department of Public Works)

DATE: _____

**STREET VIEW OF
ROADWAY OPEN
TO TRAFFIC FOR
DRIVE-THRU**

**BOLDT TO ADD SIGNS ON FENCE
DIRECTING PEDESTRIANS TO USE
APPLETON STREET FOR CITY
CENTER BUILDING ACCESS**

**ROAD
CLOSED**

**8' RETRO-REFLECTIVE
BARRICADE RAILS AND ROAD
CLOSED SIGN
TO BE ATTACHED TO
FENCE**

Owner	CITY OF APPLETON		
Project Name	City Center Plaza	Project Number	N/A
Prime Contractor	Boldt Companies	Traffic Control Contractor	Warning Lites of Appleton, Inc.
Phone	920-725-0757	Sheet Number	1
Prepared By	Lance G Mauel		
		Date	08/06/2023



START DATE & TIME

DURATION:

GENERAL NOTES:

THIS TRAFFIC CONTROL PLAN IS FOR INFORMATIONAL PURPOSES ONLY. TRAFFIC CONTROL PLAN IS NOT TO SCALE. WARNING LITES OF APPLETON, INC. ASSUMES NO LIABILITY FOR LAYOUT & SETUP OF ACCEPTED TRAFFIC CONTROL PLAN. THE CITY OF APPLETON DESIRES THE FINAL APPROVAL OF TRAFFIC CONTROL PLAN. ADVANCED WARNING SIGNS WILL BE MOUNTED ON PORTABLE SUPPORTS. THE EXACT NUMBER, LOCATION, AND SPACING OF ALL SIGNS AND DEVICES SHALL BE ADJUSTED TO FIT FIELD CONDITIONS AS APPROVED BY THE ENGINEER.

LEGEND	
+	SIGN SYMBOL
○	CHANNELIZER DRUM
⚡	TYPE III BARRICADE
⇨	DIRECTION OF TRAFFIC
■	42" DELINEATOR CONE

**STREET VIEW OF FENCE
OPEN TO ALLOW ACCESS
TO DRIVE-THRU**



WHEN ROAD IS OPEN, PROVIDE SIGN INDICATING "ROAD OPEN TO DRIVE UP WINDOW". VERIFY MESSAGE WITH CITY FINANCE DEPARTMENT

BOLDT TO ADD SIGNS ON FENCE DIRECTING PEDESTRIANS TO USE APPLETON STREET FOR CITY CENTER BUILDING ACCESS

Owner	CITY OF APPLETON		
Project Name	City Center Plaza	Project Number	N/A
Prime Contractor	Boldt Companies	Traffic Control Contractor	Warning Lites of Appleton, Inc.
Phone	920-725-0757	Sheet Number	2
Prepared By	Lance G Mauel		
		Date	08/06/2023

START DATE & TIME

DURATION:

GENERAL NOTES:
 THIS TRAFFIC CONTROL PLAN IS FOR INFORMATIONAL PURPOSES ONLY. TRAFFIC CONTROL PLAN IS NOT TO SCALE. WARNING LITES OF APPLETON, INC. ASSUMES NO LIABILITY FOR LAYOUT & SETUP OF ACCEPTED TRAFFIC CONTROL PLAN. THE CITY OF APPLETON DECIDES FINAL APPROVAL OF TRAFFIC CONTROL PLAN. ADVANCED WARNING SIGNS WILL BE MOUNTED ON PORTABLE SUPPORTS. THE EXACT NUMBER, LOCATION, AND SPACING OF ALL SIGNS AND DEVICES SHALL BE ADJUSTED TO FIT FIELD CONDITIONS AS APPROVED BY THE ENGINEER.

LEGEND

- SIGN SYMBOL
- CHANNELIZER DRUM
- ▨ TYPE III BARRICADE
- ⇒ DIRECTION OF TRAFFIC
- 42" DELINEATOR CONE

Construction Site Access Point - Use of Sidewalk and bagging of associated meters.



<p>Warning Lites OF APPLETON, INC. "SAFETY IS OUR BUSINESS"</p> <p>920-725-0757 www.warningliteswi.com</p>		Owner CITY OF APPLETON			
		Project Name City Center Plaza		Project Number N/A	
START DATE & TIME DURATION:		GENERAL NOTES: THIS TRAFFIC CONTROL PLAN IS FOR INFORMATIONAL PURPOSES ONLY. TRAFFIC CONTROL PLAN IS NOT TO SCALE. WARNING LITES OF APPLETON, INC. ASSUMES NO LIABILITY FOR LAYOUT & SETUP OF ACCEPTED TRAFFIC CONTROL PLAN. THE CITY OF APPLETON DIRECTOR'S FINAL APPROVAL OF TRAFFIC CONTROL PLAN. ADVANCED WARNING SIGNS WILL BE MOUNTED ON PORTABLE SUPPORTS. THE EXACT NUMBER, LOCATION, AND SPACING OF ALL SIGNS AND DEVICES, SHALL BE ADJUSTED TO FIT FIELD CONDITIONS AS APPROVED BY THE ENGINEER.			
		LEGEND			
		SIGN SYMBOL		42" DELINEATOR CONE	
		CHANNELIZER DRUM			
		TYPE III BARRICADE			
		DIRECTION OF TRAFFIC			
		Prime Contractor Boldt Companies		Traffic Control Contractor Warning Lites of Appleton, Inc.	
		Phone 920-725-0757		Sheet Number 3	
		Prepared By Lance G Maue		Date 08/06/2023	

DEPARTMENT OF PUBLIC WORKS

METER BAG APPLICATION

Fee is \$9.00 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

Agent.....

Company Address.....

Phone Number

Reason

Location

Meter
Zone & Space#.....

Date(s).....

(Department use only)

Amount Due.....
(\$9.00 per bag per day plus tax)

Approved by
Department of Public Works Representative

Today's Date.....

- o With the exception of weekends (both Saturday and Sunday)
- o Holidays
- o In-person Absentee voting dates for the Spring Election
 - Tuesday, March 18 – Friday, March 22
 - Monday, March 25 – Friday, March 29

BOLDT- Meter Bag Summary

AS OF: 1/15/2024

TOTAL BAG DAYS =

276

Rate = \$9.00/day + tax

\$ 2,620.62

DATE	Washington St by Fox Commons		
	ZONE 9201 - 337	ZONE 9201 - 338	ZONE 9201 - 339
2/8/24	Y	Y	Y
2/9/24	Y	Y	Y
2/10/24	SATURDAY	SATURDAY	SATURDAY
2/11/24	SUNDAY	SUNDAY	SUNDAY
2/12/24	Y	Y	Y
2/13/24	Y	Y	Y
2/14/24	Y	Y	Y
2/15/24	Y	Y	Y
2/16/24	Y	Y	Y
2/17/24	SATURDAY	SATURDAY	SATURDAY
2/18/24	SUNDAY	SUNDAY	SUNDAY
2/19/24	Y	Y	Y
2/20/24	Y	Y	Y
2/21/24	Y	Y	Y
2/22/24	Y	Y	Y
2/23/24	Y	Y	Y
2/24/24	SATURDAY	SATURDAY	SATURDAY
2/25/24	SUNDAY	SUNDAY	SUNDAY
2/26/24	Y	Y	Y
2/27/24	Y	Y	Y
2/28/24	Y	Y	Y
2/29/24	Y	Y	Y
3/1/24	Y	Y	Y
3/2/24	SATURDAY	SATURDAY	SATURDAY
3/3/24	SUNDAY	SUNDAY	SUNDAY
3/4/24	Y	Y	Y
3/5/24	Y	Y	Y
3/6/24	Y	Y	Y
3/7/24	Y	Y	Y
3/8/24	Y	Y	Y
3/9/24	SATURDAY	SATURDAY	SATURDAY
3/10/24	SUNDAY	SUNDAY	SUNDAY
3/11/24	Y	Y	Y
3/12/24	Y	Y	Y
3/13/24	Y	Y	Y
3/14/24	Y	Y	Y
3/15/24	Y	Y	Y
3/16/24	SATURDAY	SATURDAY	SATURDAY
3/17/24	SUNDAY	SUNDAY	SUNDAY
3/18/24	ABSENTEE VOTING	ABSENTEE VOTING	ABSENTEE VOTING
3/19/24	ABSENTEE VOTING	ABSENTEE VOTING	ABSENTEE VOTING
3/20/24	ABSENTEE VOTING	ABSENTEE VOTING	ABSENTEE VOTING
3/21/24	ABSENTEE VOTING	ABSENTEE VOTING	ABSENTEE VOTING
3/22/24	ABSENTEE VOTING	ABSENTEE VOTING	ABSENTEE VOTING
3/23/24	SATURDAY	SATURDAY	SATURDAY
3/24/24	SUNDAY	SUNDAY	SUNDAY
3/25/24	ABSENTEE VOTING	ABSENTEE VOTING	ABSENTEE VOTING
3/26/24	ABSENTEE VOTING	ABSENTEE VOTING	ABSENTEE VOTING
3/27/24	ABSENTEE VOTING	ABSENTEE VOTING	ABSENTEE VOTING
3/28/24	ABSENTEE VOTING	ABSENTEE VOTING	ABSENTEE VOTING
3/29/24	ABSENTEE VOTING	ABSENTEE VOTING	ABSENTEE VOTING
3/30/24	SATURDAY	SATURDAY	SATURDAY
3/31/24	SUNDAY	SUNDAY	SUNDAY
4/1/24	Y	Y	Y
4/2/24	Y	Y	Y
4/3/24	Y	Y	Y
4/4/24	Y	Y	Y
4/5/24	Y	Y	Y
4/6/24	SATURDAY	SATURDAY	SATURDAY
4/7/24	SUNDAY	SUNDAY	SUNDAY
4/8/24	Y	Y	Y
4/9/24	Y	Y	Y
4/10/24	Y	Y	Y
4/11/24	Y	Y	Y
4/12/24	Y	Y	Y
4/13/24	SATURDAY	SATURDAY	SATURDAY
4/14/24	SUNDAY	SUNDAY	SUNDAY
4/15/24	Y	Y	Y

4/16/24	Y	Y	Y
4/17/24	Y	Y	Y
4/18/24	Y	Y	Y
4/19/24	Y	Y	Y
4/20/24	SATURDAY	SATURDAY	SATURDAY
4/21/24	SUNDAY	SUNDAY	SUNDAY
4/22/24	Y	Y	Y
4/23/24	Y	Y	Y
4/24/24	Y	Y	Y
4/25/24	Y	Y	Y
4/26/24	Y	Y	Y
4/27/24	SATURDAY	SATURDAY	SATURDAY
4/28/24	SUNDAY	SUNDAY	SUNDAY
4/29/24	Y	Y	Y
4/30/24	Y	Y	Y
5/1/24	Y	Y	Y
5/2/24	Y	Y	Y
5/3/24	Y	Y	Y
5/4/24	SATURDAY	SATURDAY	SATURDAY
5/5/24	SUNDAY	SUNDAY	SUNDAY
5/6/24	Y	Y	Y
5/7/24	Y	Y	Y
5/8/24	Y	Y	Y
5/9/24	Y	Y	Y
5/10/24	Y	Y	Y
5/11/24	SATURDAY	SATURDAY	SATURDAY
5/12/24	SUNDAY	SUNDAY	SUNDAY
5/13/24	Y	Y	Y
5/14/24	Y	Y	Y
5/15/24	Y	Y	Y
5/16/24	Y	Y	Y
5/17/24	Y	Y	Y
5/18/24	SATURDAY	SATURDAY	SATURDAY
5/19/24	SUNDAY	SUNDAY	SUNDAY
5/20/24	Y	Y	Y
5/21/24	Y	Y	Y
5/22/24	Y	Y	Y
5/23/24	Y	Y	Y
5/24/24	Y	Y	Y
5/25/24	SATURDAY	SATURDAY	SATURDAY
5/26/24	SUNDAY	SUNDAY	SUNDAY
5/27/24	Memorial Day	Memorial Day	Memorial Day
5/28/24	Y	Y	Y
5/29/24	Y	Y	Y
5/30/24	Y	Y	Y
5/31/24	Y	Y	Y
6/1/24	SATURDAY	SATURDAY	SATURDAY
6/2/24	SUNDAY	SUNDAY	SUNDAY
6/3/24	Y	Y	Y
6/4/24	Y	Y	Y
6/5/24	Y	Y	Y
6/6/24	Y	Y	Y
6/7/24	Y	Y	Y
6/8/24	SATURDAY	SATURDAY	SATURDAY
6/9/24	SUNDAY	SUNDAY	SUNDAY
6/10/24	Y	Y	Y
6/11/24	Y	Y	Y
6/12/24	Y	Y	Y
6/13/24	Y	Y	Y
6/14/24	Y	Y	Y
6/15/24	SATURDAY	SATURDAY	SATURDAY
6/16/24	SUNDAY	SUNDAY	SUNDAY
6/17/24	Y	Y	Y
6/18/24	Y	Y	Y
6/19/24	Y	Y	Y
6/20/24	Y	Y	Y
6/21/24	Y	Y	Y
6/22/24	SATURDAY	SATURDAY	SATURDAY
6/23/24	SUNDAY	SUNDAY	SUNDAY
6/24/24	Y	Y	Y
6/25/24	Y	Y	Y
6/26/24	Y	Y	Y
6/27/24	Y	Y	Y
6/28/24	Y	Y	Y
6/29/24	SATURDAY	SATURDAY	SATURDAY
6/30/24	SUNDAY	SUNDAY	SUNDAY
7/1/24	Y	Y	Y

January 2, 2024

Danielle L. Block
City of Appleton – Public Works
100 N. Appleton Street
Appleton, WI 54911

Dear Ms. Block,

Appleton Downtown, Inc., along with Creative Downtown Appleton, Inc., will once again be hosting Avenue of Ice in 2024. Downtown businesses are invited to sponsor an ice carving, which will be displayed on the colored, stamped, amenity strip adjacent to the sidewalk, in front of their business locations. Carvings will begin to be displayed on February 23, 2024 and will remain up until they melt.

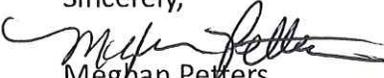
As we have done in previous years, we would like to work with your department to place planters within the amenity strip of College Avenue to display the ice carvings. My office will provide you with a complete list of the participating businesses and their locations prior to February 23rd.

The ice carvings will be created and placed on the planters by Krystal Kleer Ice Carvings. Should you need additional information from Krystal Kleer, their contact information is as follows:

Paul Salmon
920-470-9491
krystalkleerice@gmail.com

Enclosed please find our Permit to Occupy the Public Right-of-Way application and fee to cover the amenity strip from 900 W. College Avenue through 300 E. College Avenue. We further request access and use of the landscape power, if necessary. We will not require any street closures. Please feel free to contact our Events Director, Carissa Hackel, if additional information is needed.

Thank you for your consideration.

Sincerely,

Meghan Petters
Administrative & Events Assistant
Appleton Downtown, Inc.



PERMIT TO OCCUPY THE PUBLIC RIGHT-OF-WAY

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

Rev. 10-05-2023

Applicant Information

Name (print): _____ Company: _____
 Address: _____ Telephone: _____
 _____ E-mail: _____
Applicant Signature: _____ **Date:** _____

Occupancy Information

General Description: _____

Street Address: _____ Sidewalk/roadway obstruction requested Y or N

- or -
Multiple Streets: _____

Date(s) From: _____ To: _____ 35 days or < 35 days or >
(Requires Committee and Council Approval)

(Department use only)

<u>Occupancy Type</u>	<u>Sub-Type</u>	<u>Location</u>
Permanent - Obstruction (\$40)	Awning	Sidewalk
Temporary - Obstruction (\$40)	Dumpster	Terrace
Amenity/Annual (\$40)	Sign	Roadway
Blanket/Annual (\$250)	Obstruction / Other	
Block Party (\$15)	POD / Container	

Additional Requirements

Plan/Sketch Certificate of Insurance Bond
 Other : _____

Traffic Control Requirements N/A

Type of Street: *Proposed Traffic Control:*
 Arterial/CBD City Manual Page(s) _____
 Collector State Manual Page(s) _____
 Local Other (attach plan) _____

Contact Traffic Division (832-2379) 1 business day prior to any lane closure, or 2 business days prior to a full road closure.
Additional Requirements:

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.
- 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)



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/18/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Truyma Haase Zahn Insurance Group 114 S Main St PO Box 6 Seymour, WI 54165	CONTACT NAME: PHONE (A/C No. Ext): (920) 833-6871 FAX (A/C, No): (920) 833-6870 E-MAIL ADDRESS: info@thzins.com																				
	<table border="1"> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A:</td> <td>Secura Insurance</td> <td>22543</td> </tr> <tr> <td>INSURER B:</td> <td>The Hartford</td> <td>HARTF1</td> </tr> <tr> <td>INSURER C:</td> <td></td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	Secura Insurance	22543	INSURER B:	The Hartford	HARTF1	INSURER C:			INSURER D:			INSURER E:			INSURER F:	
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INSURED Appleton Downtown Inc PO Box 2272 Appleton, WI 54912																					

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		CP3301626	04/15/2023	04/15/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10000			CU3301635	04/15/2023	04/15/2024	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	83WECAC9T18	04/15/2023	04/15/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Directors & Officers Liability			CP3301626	4/15/2023	4/15/2024	Per Occurrence \$1,000,000
A	Liquor Liability			CP3301626	4/15/2023	4/15/2024	Per Occurrence \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

City of Appleton as additional insured - when required by contract per form CGT1000

Commercial Umbrella follows forms of underlying policies.

CERTIFICATE HOLDER**CANCELLATION**

City of Appleton 100 N Appleton St Appleton, WI 54911	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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“... meeting community needs ... enhancing quality of life.”

DEPARTMENT OF PUBLIC WORKS
Engineering Division – Traffic Section
2625 E. Glendale Avenue
Appleton, WI 54911
TEL (920) 832-5580
FAX (920) 832-5570

To: Municipal Services Committee
From: Michael Hardy, Assistant City Traffic Engineer
Date: January 17, 2024
Re: 2024 Sole Source Purchase Request – Various Traffic Equipment & Technologies
CC: Jenifer Huss, City Purchasing Manager

This sole source purchase request is reassessed and presented annually as required by the City Procurement Policy. It was last approved for calendar year 2023.

Background:

Traffic Signal and Control Equipment

Within the traffic signal control industry, there is a tremendous amount of proprietary functionality and limited interoperability. The number of vendors servicing traffic signal equipment is also very limited. For example, Traffic and Parking Control Company, Inc. (TAPCO), located in Elm Grove, Wisconsin, is the exclusive vendor in Wisconsin for Siemens traffic signal cabinet and control equipment, which the City of Appleton uses. TAPCO is also the exclusive state vendor for Eberle Design Inc. (EDI) cabinet equipment, Iteris video detection systems, and other support equipment used in traffic signal control systems. Because TAPCO is designated as the exclusive rights vendor in the state by these manufacturers, they have exclusive knowledge for set-up, testing and servicing, beyond that which the City is capable of performing. There are other vendors in nearby states that carry these product lines, but their manufacturer-vendor relationships do not allow overlap with each other. Thus, the City cannot, for example, do business with Brown Traffic Products, Inc., which is TAPCO's equivalent in Illinois and Minnesota.

Due to the above circumstances, it is common in the traffic industry that complete traffic signal control assemblies are sole-source purchased as complete, functional systems. Another unfortunate reality is that each manufacturer's equipment has its own proprietary firmware and controls, which makes it nearly impossible to competitively procure comparable equipment. In this situation, TAPCO or TCC will assemble the cabinet, controller, vehicle detection equipment and any other integrated equipment, and perform functional testing prior to shipment and installation. The advantage to this approach is it helps manage compatibility issues and puts responsibility on the sole source vendor to assure complete functionality of the system. The disadvantage is that procured equipment is not competitively bid in a formal process. The other common application in the traffic industry is that specifications are written to accept only one manufacturer's products. This gives the illusion of being competitive, but often only one vendor can meet the required specifications.

In 2023, there were some big changes related to the traffic controller and software the city uses. Siemens was acquired by a company called Yunex. Yunex then changed their distribution to a new vendor named Mobotrex. Several other product lines we use (Iteris, EDI, Polara) also transitioned from TAPCO to Mobotrex.

Traffic Signal Preventative Maintenance

Preventative maintenance is a service that is currently sole sourced. The current sole source vendor, TAPCO, has strong familiarity with our equipment since they are exclusive rights vendor in the state by the MMU manufacturer the City currently uses. Having considered this, we feel this is a reasonable cost and the best decision for the City at this time.

Decorative Street Lighting Equipment

Specific items that apply are decorative lighting components involving steel poles, concrete poles, arms and fixtures. One large contributing factor is the City has standardized on a specific appearance and quality using Stresscrete, King and Visco brand. While there are other decorative brands on the market simulating a comparable look, the quality of these off-brands has been much lower, leading to increased maintenance costs and decreased life. To meet the City purchasing policy, we have been competitively bidding these decorative lighting brands through the electrical supply chains. While this gives the appearance of competitive bidding, it actually amounts to a mark-up on a product we ultimately know we are going to purchase. Having considered the above, we feel sole source offers the best value of the City's time and resources.

LED Street Lighting

We have standardized on products from Cooper and Philips as the preferred fixtures. To comply with the City's purchasing policy, we would have to competitively bid these two brands thru the electrical supply chains. While this would give the appearance of competitive bidding, it would actually amount to a mark-up on the product. Based on this, we feel sole source offers the best value of the City's time and resources. We have established a relationship with the manufacturers and have been advised we can purchase from them directly. Where these two products are competitive with each other, we would be able to compare costs direct from the manufacturers which would meet the competitive spirit of the policy. However, three products would be needed to satisfy the policy as written. Having considered the above discussion, we feel a sole source exception offers the best value of the City's time and resources.

Summary:

The City Traffic Section continues to pursue equipment and services to help improve competition in our purchases. We often have alternative vendors bring us equipment to familiarize with and test for compatibility. When we evaluate comparable products, we try to take a holistic approach, considering additional software, training, stocking, etc. We also stay in touch routinely with our counterparts in the traffic industry, like WisDOT, City of Green Bay, and Milwaukee County to help evaluate pricing when and where sole sourcing is performed. This helps communicate between agencies on acceptance of alternative products. We also pursue alternative procurement options when available through the WisDOT procurement contract. Where equipment is consistent with WisDOT procurement contracts, a price match is pursued.

The following is the Traffic Section's current list of equipment and services we feel it is in the City's best interest to sole source for procurement:

Signal Controller and Control Software:

- Yunex (Mobotrex)
- Econolite (TTC)

Signal Control Cabinets:

- Mobotrex
- Econolite (TTC)

Signal Control Malfunction Management Unit:

- Eberle Design, Inc. (Mobotrex)
- Reno A & E (TTC)

Loop Detector Amplifiers:

- Eberle Design, Inc. (Mobotrex)
- Reno A & E (TTC)

Video Detection Systems:

- Iteris, Inc. (Mobotrex)
- Econolite (TTC)

Radar Detection Systems:

- MS Sedco / Intersector. (TAPCO)
- Wavetronix (TTC)
- Iteris, Inc. (Mobotrex)

Pedestrian Pushbuttons:

- Polara (Mobotrex)

Preemption:

- GTT (TTC)

Wireless Radio Communications:

- Encom Wireless (Mobotrex)

Radar Speed Signs:

- Information Display Company
- TAPCO
- Carmanah (Mobotrex)

Field Network Switch:

- Comnet (TAPCO)
- Antaira. (Mobotrex)

Traffic Signal Preventative Maintenance:

- TAPCO

Concrete Poles & Arms:

- Stresscrete / King Luminaire (Visual Impact Lighting, LLC)

Steel Poles & Arms:

- Visco (Commercial Lighting)
- Spring City (Visual Impact Lighting, LLC)
- Structura Inc.
- Candela Series (Spectrum Lighting)

LED Fixtures:

- Stresscrete / King Luminaire (Visual Impact Lighting, LLC)
- Beacon Viper
- Candela Series (Spectrum Lighting)
- Gardco

LED Street Light Fixtures:

- Philips (Neher Electric, TAPCO)
- Cooper Lighting (Neher Electric, TAPCO)

Traffic Cameras:

- Avigilon
- Axis (Hunter Security)
- Costar (Mobotrex)

School Zone Flasher & RRFB Controls:

- (TAPCO)
- Carmanah (Mobotrex)
- RTC

Department of Public Works – Engineering Division

MEMO

TO: Municipal Services Committee

FROM: Danielle Block, Director of Public Works
Pete Neuberger, Deputy Director/City Engineer

DATE: January 22, 2024

RE: Award of Single Source Contract with Star Protection and Patrol for 2024 Parking Ramp Security Services in an Amount Not to Exceed \$57,000.

The Department of Public Works is requesting approval to single source contract with Star Protection and Patrol for 2024 Parking Ramp Security Services in an Amount Not to Exceed \$57,000.

Star Protection and Patrol (Star) currently provides security services at Valley Transit's Transit Center as well as Appleton's three parking ramps under an agreement administered by Valley Transit. Under that agreement, Star has provided their services at City parking ramps for approximately 2 hours per day.

DPW has identified a need for increased contracted security services at parking ramps in 2024 to help reduce the incidence of vandalism and other unauthorized behavior that may impact customer experiences as well as Parking Utility staff and financial resources. The approved 2024 Parking Utility Operations and Maintenance Budget includes \$57,000 for such services.

Based on Star's excellent performance and customer service throughout 2023, DPW negotiated a single source contract with Star that includes the following scope of services for 2024:

- Patrol services at all publicly accessible levels of Yellow, Red, and Green Ramps, including stairwells.
- Patrol services for 40 hours per week, consisting of 8 hours per day (11:30pm through 7:30am), 5 days per week.
- Compensation rate of \$27.40 per hour, including patrol vehicle and other incidentals.