



# City of Appleton

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

## Meeting Agenda - Final Municipal Services Committee

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Monday, June 26, 2023

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  
[23-0758](#) Meeting Minutes from June 12, 2023

**Attachments:** [6-12-23 Meeting Minutes.pdf](#)

### 5. Public Hearing/Appearances

### 6. Action Items

- [23-0759](#) Request from Rise Apartments LLC for a Permanent Street Occupancy Permit to install a 3' deep building awning 10' above the sidewalk grade in the W. Harris Street and N. Oneida Street right of way at 113 W. Harris Street.

**Attachments:** [2023.06.21\\_Rise Perm Street Occ Permit Application.pdf](#)

### 7. Information Items

- [23-0760](#) College Avenue Lane Reconfiguration Project Update

## 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.*

*\*We are currently experiencing intermittent issues/outages with our audio/video equipment. Meeting live streams and recordings are operational but unreliable at times. This is due to delays in receiving necessary system hardware components. We continue to look for solutions in the interim and we hope to have these issues resolved soon.*



# City of Appleton

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## Meeting Minutes - Final Municipal Services Committee

---

Monday, June 12, 2023

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

[23-0658](#)

Minutes from May 22, 2023

**Attachments:** [5-22-23 Meeting Minutes.pdf](#)

**Meltzer moved, seconded by Siebers, 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**

[23-0659](#)

Anticipated award of Unit P-23 Pavement Marking Contract (Epoxy).  
Quotes to be opened Thursday, June 8, 2023. ***Memo distributed at  
meeting.***

**Attachments:** [Unit P-23 Contract Award.pdf](#)

**Siebers moved, seconded by Meltzer, 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

[23-0660](#)

Anticipated award of Unit Q-23 Pavement Marking Contract (Paint). Quotes to be opened Thursday, June 8, 2023. ***Memo distributed at meeting.***

**Attachments:** [Unit Q-23 Contract Award.pdf](#)

**Siebers 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

[23-0661](#)

Approve new parking restriction on the 2500-2700 block of N Roemer Road (adjacent The Boldt Company). Follow-Up to Six-Month Trial Period.

**Attachments:** [2500-2700 N Roemer Road Parking Change \(Boldt\)\(post 6-month trial\).pdf](#)

**Siebers 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

[23-0663](#)

Approve parking and traffic-related ordinance changes related to the A-23 Bluff Street Reconstruction Project.

**Attachments:** [Bluff Site A-23 Ordinance Changes.pdf](#)

**Siebers moved, seconded by Meltzer, 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

[23-0665](#)

Approve parking ordinance change related to the College Avenue 4-to-3 Lane Conversion Project.

**Attachments:** [College Av 4-to-3 Lane Conversion \(CC-23\) Parking Change \(002\).pdf](#)

**Siebers 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

[23-0666](#)

Approve change to intersection traffic control at the Homestead Drive/Linwood Avenue intersection.

**Attachments:** [Homestead Dr - Linwood Av \(2-way stop control reversal\).pdf](#)

**Alfheim moved, seconded by Meltzer, 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

[23-0667](#)

Approve parking change on S. Driscoll Street (1300S/1400S/1500S block). Follow-Up to Six-Month Trial Period.

**Attachments:** [S Driscoll St \(post 6-month trial\).pdf](#)

*Staff requested this item be withdrawn with no objection from the committee.*

## 7. Information Items

[23-0668](#)

Bird E-Scooter Monthly Report - May 2023.

**Attachments:** [Appleton May 2023 Bird Report.pdf](#)

[23-0669](#)

Parking Utility Monthly Revenue Update for May 2023.

**Attachments:** [May 2023 YTD Parking Revenues.pdf](#)

[23-0670](#)

Inspections Division Permit Summary Comparison Report for May 2023.

**Attachments:** [May 2023 Inspections Report.pdf](#)

## 8. Adjournment

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

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

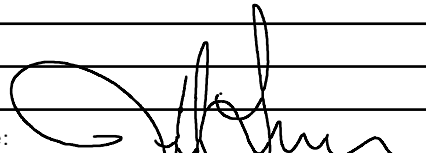


# PERMIT TO OCCUPY THE PUBLIC RIGHT-OF-WAY

Permit #: \_\_\_\_\_  
 Effective Date: \_\_\_\_\_  
 Expiration Date: \_\_\_\_\_  
 Fee: \_\_\_\_\_  
 Paid (yes or no): \_\_\_\_\_

Rev. 04-10-15

### Applicant Information

Name (print): \_\_\_\_\_ Company: \_\_\_\_\_  
 Address: \_\_\_\_\_ Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_  
 \_\_\_\_\_ e-mail: \_\_\_\_\_  
 Applicant Signature:  Date: \_\_\_\_\_

### Occupancy Information

General Description: \_\_\_\_\_  
 Street Address: \_\_\_\_\_ Tax Key No.: \_\_\_\_\_  
 - or -  
 Street: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
 Multiple Streets: \_\_\_\_\_

(Department use only)

Occupancy Type	Sub-Type	Location
<input type="checkbox"/> Permanent (\$40)	<input type="checkbox"/> Sandwich Board	<input type="checkbox"/> Sidewalk
<input type="checkbox"/> Temporary - max. 35 days (\$40)	<input type="checkbox"/> Tables / Chairs	<input type="checkbox"/> Terrace
<input type="checkbox"/> Amenity/Annual (\$40)	<input type="checkbox"/> Dumpster	<input type="checkbox"/> Roadway
<input type="checkbox"/> Blanket/Annual (\$250)	<input type="checkbox"/> POD / Container	
<input type="checkbox"/> Block Party (\$15)	Obstruction / Other	

### Additional Requirements

Plan/Sketch  Certificate of Insurance  Bond  
 Other: \_\_\_\_\_

### Traffic Control Requirements

N/A  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: \_\_\_\_\_

Type of Street:	Proposed Traffic Control:
<input type="checkbox"/> Arterial/CBD	<input checked="" type="checkbox"/> City Manual Page(s)
<input type="checkbox"/> Collector	<input type="checkbox"/> State Manual Page(s)
<input type="checkbox"/> Local	<input type="checkbox"/> Other (attach plan)

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

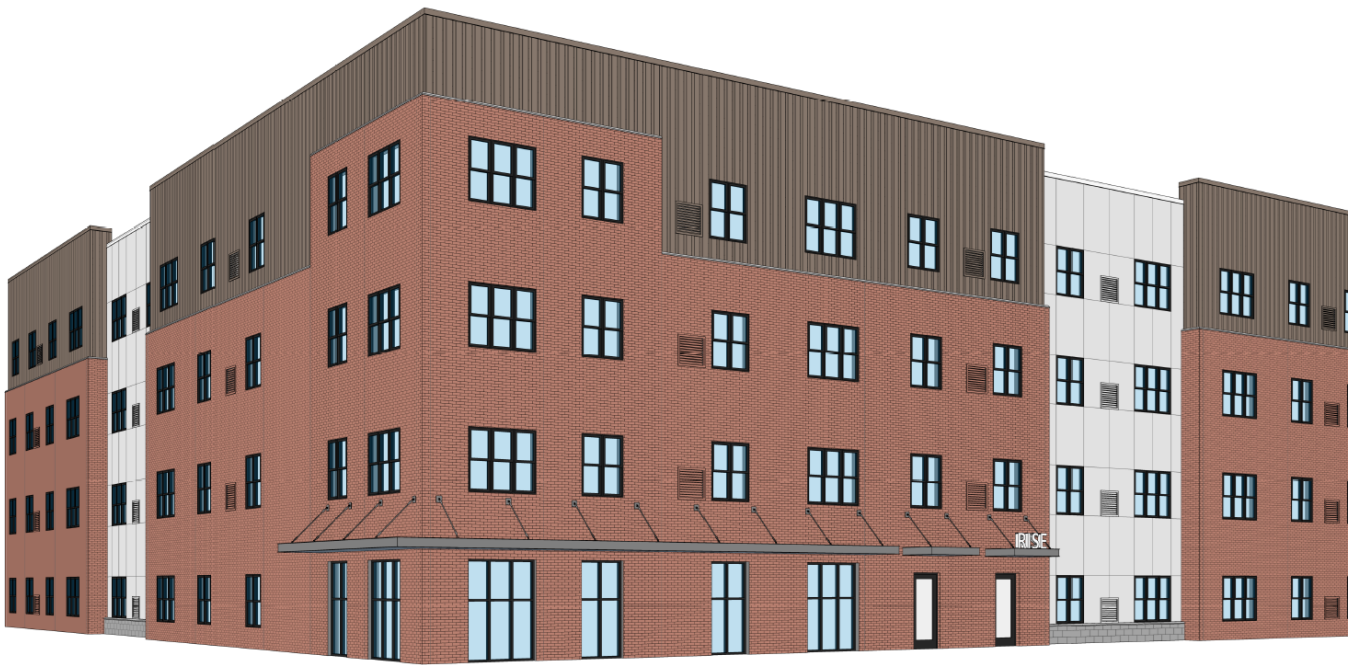
### This permit approval is subject to the following conditions:

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.
- 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)



PERSPECTIVE VIEW

W. HARRIS STREET

3' DEEP PROJECTING AWNING,  
BOTTOM IS 10' ABOVE GRADE

CURB INLET  
RIM=785.96  
SE 12" CONC=782.70

CURB INLET  
RIM=785.06  
NE 12" CONC=782.57  
SE 12" CONC=782.66  
SW 8" TRUSS=783.16

STOP LINE

PROJECTION OVER PROP. LINE

68.09'

1.62'

389° 13' 39" W 165.31'

22.07'

2'

PROJECTION OVER  
PROP. LINE

**PROPOSED MID-RISE BUILDING**  
12,521 SF  
FF= 789.00  
ARCH FF=100.00

CURB INLET  
RIM=785.82  
NW 12" PVC=782.92

STORM MH  
RIM=786.08  
NE 12" PVC=  
S 12" PVC=7

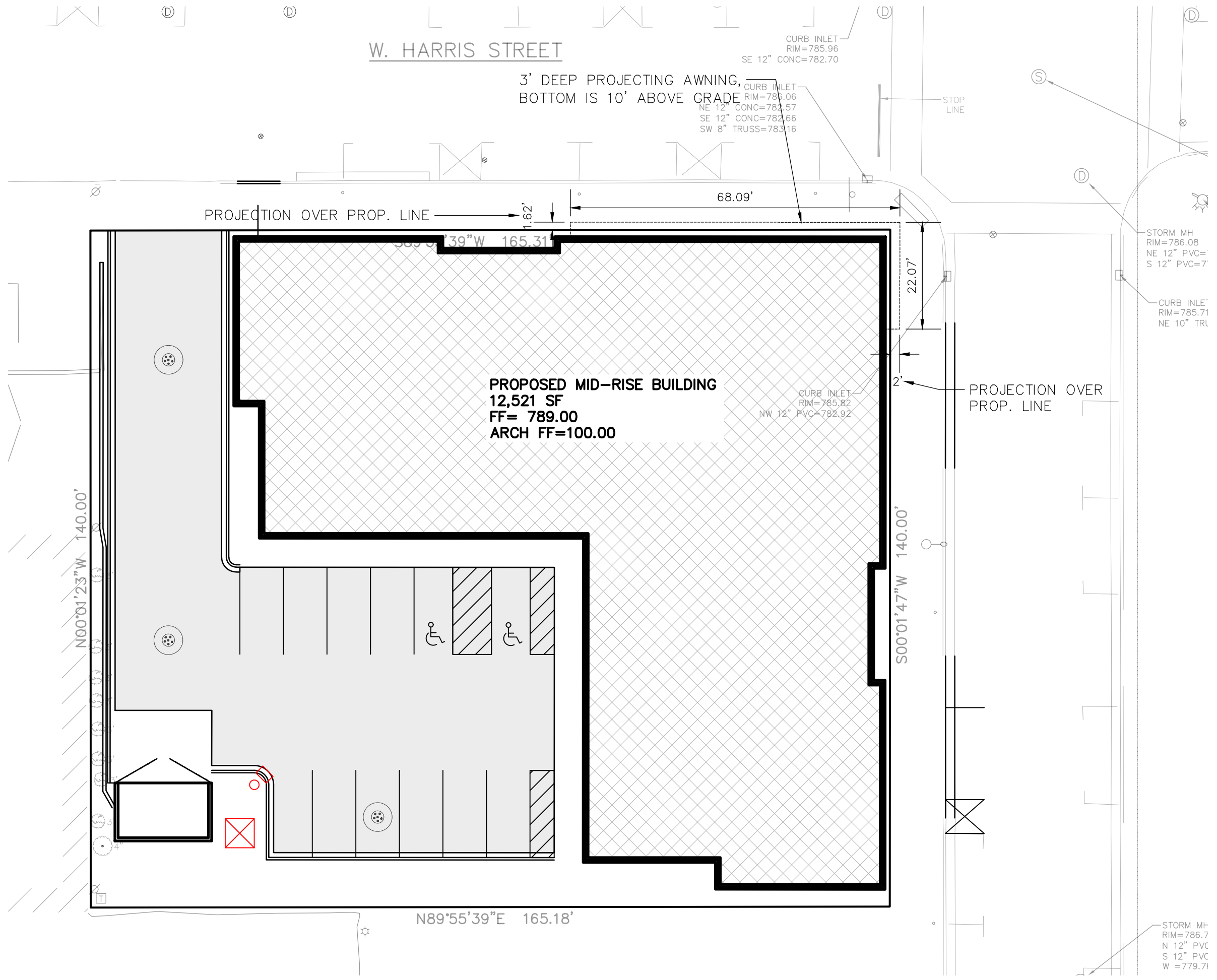
CURB INLET  
RIM=785.71  
NE 10" TR

N00°01'23"W 140.00'

S00°01'47"W 140.00'

N89°55'39"E 165.18'

STORM MH  
RIM=786.7  
N 12" PVC  
S 12" PVC  
W =779.71







# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/24/2023

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 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).

<b>PRODUCER</b> M3 Insurance Solutions 828 John Nolan Drive Madison, WI 53173	<b>CONTACT NAME:</b> <b>PHONE (A/C. No. Ext):</b> <b>E-MAIL ADDRESS:</b>	<b>FAX (A/C. No):</b>
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> Rise Apartments LLC 229 E Washington Street Appleton, WI 54911	<b>INSURER A:</b> Auto-Owners Insurance Company	
	<b>INSURER B:</b>	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

**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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			4641075	05/30/2023	05/30/2024	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			4641075	05/30/2023	05/30/2024	EACH OCCURRENCE \$ 3,000,000 AGGREGATE \$ 3,000,000 Products/Completed O \$ 3,000,000
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

RE: 113 W Harris St, Appleton, WI 54911

FBB Tax Credit Investment, LLC, First Business Bank and its successors and assigns are listed as an additional insured on the general liability. Terrorism is included. 30 day notice of cancellation applies.

**CERTIFICATE HOLDER****CANCELLATION**

FBB Tax Credit Investment, LLC, First Business Bank attn: Brian Hagen 401 Charmany Drive Madison, WI 53719	<b>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</b>  AUTHORIZED REPRESENTATIVE
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# EVIDENCE OF PROPERTY INSURANCE

DATE (MM/DD/YYYY)

05/24/2023

THIS EVIDENCE OF PROPERTY INSURANCE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE ADDITIONAL INTEREST NAMED BELOW. THIS EVIDENCE OF PROPERTY INSURANCE DOES NOT AMMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

AGENCY M3 Insurance Solutions 828 John Nolan Drive Madison, WI 53713		PHONE (A/C, No, Ext):	COMPANY Liberty Mutual Insurance		
FAX (A/C, No):		E-MAIL ADDRESS:			
CODE: AGENCY CUSTOMER ID #:		SUB CODE:			
INSURED Rise Apartments LLC 229 E Washington Street Appleton, WI 54911		LOAN NUMBER	POLICY NUMBER 66205488BMO1Q3		
		EFFECTIVE DATE 05/30/2023	EXPIRATION DATE 05/30/2024	<input type="checkbox"/> CONTINUED UNTIL TERMINATED IF CHECKED	
THIS REPLACES PRIOR EVIDENCE DATED:					

## PROPERTY INFORMATION

### LOCATION/DESCRIPTION

RE: 113 W Harris St, Appleton, WI 54911

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 EVIDENCE OF PROPERTY INSURANCE 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.

## COVERAGE INFORMATION

COVERAGE/PERILS/FORMS	AMOUNT OF INSURANCE	DEDUCTIBLE
Builder's Risk	9,668,596	10,000
Property in Transit and at Storage Locations	500,000	10,000
Soft Costs	500,000	10 Days
Earthquake	9,668,596	25,000
Flood	5,000,000	25,000
Rental Income	572,640	10 Days
Sewer Backup	50,000	10,000

## REMARKS (Including Special Conditions)

Debris Removal of Covered Property: \$250,000  
 Ordinance or Law: Undamaged Portion: \$9,668,596  
 Ordinance or Law - Demolition and Increased Cost of Construction: \$50,000  
 Wind and Hail: Included  
 Coinsurance is Waived  
 Permission to Occupy: 60 days  
 30 day notice of cancellation applies. Replacement cost.

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL \_\_\_\_\_ DAYS WRITTEN NOTICE TO THE ADDITIONAL INTEREST NAMED BELOW, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

## ADDITIONAL INTEREST

NAME AND ADDRESS FBB Tax Credit Investment, LLC First Business Bank attn: Brian Hagen 401 Charmany Drive Madison, WI 53719	<input type="checkbox"/> MORTGAGEE	<input checked="" type="checkbox"/> ADDITIONAL INSURED
	<input type="checkbox"/> LOSS PAYEE	
	LOAN #	
AUTHORIZED REPRESENTATIVE		