



# City of Appleton

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

## Meeting Agenda - Final Municipal Services Committee

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Monday, September 11, 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  
[23-1088](#) Minutes from August 21, 2023

**Attachments:** [08-21-23 Meeting Minutes.pdf](#)

### 5. Public Hearing/Appearances

### 6. Action Items

- [23-1087](#) Request from The Boldt Company for a permanent street occupancy permit for the Fox Commons City Center Plaza construction site perimeter fencing and staging on Oneida Street south of Washington Street (from E Washington Street to N. Appleton Street) for a period ending on December 31, 2023.

**Attachments:** [Boldt City Center Perm Road Closure Permit.pdf](#)

### 7. Information Items

- [23-1089](#) Inspection Division Permit Summary Comparison Report for August 2023.

**Attachments:** [Permit YTD Summary 8.31.23.pdf](#)

- [23-1090](#) Bird E-Scooter Monthly Report - August 2023.

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

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.*



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Appleton, WI 54911-4799  
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## Meeting Minutes - Final Municipal Services Committee

---

Monday, August 21, 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

[23-1016](#)

Meeting minutes from August 7, 2023

**Attachments:** [08-07-23 Meeting Minutes.pdf](#)

**Siebers moved, seconded by Meltzer, 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**

[23-1011](#)

Request to approve Wisconsin Department of Transportation Signals and ITS Standalone Program Grant Application in the amount of \$220,750

**Attachments:** [SISP Grant Application Request.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

[23-1014](#)

Approve Appleton Police Department request for Community Service Van Parking Only in the 200 block of S. Elm Street.

**Attachments:** [Municipal Services memo for CSO van parking in 200blk of S. Elm.pdf](#)

**Alfheim moved, seconded by Siebers, 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

[23-1015](#)

Approve new streetlight installation at 1617/1625 W. Weiland Lane in the amount of \$4,673.49.

**Attachments:** [1600 W Weiland Ln \(Add Streetlight\).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

**7. Information Items**

[23-1017](#)

Parking Utility Monthly Revenue update for May, June and July 2023.

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

**8. Adjournment**

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

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

**Request for Permanent  
Street Occupancy Permit**

September 5, 2023

City of Appleton  
Danielle Block  
100 N Appleton St 5<sup>th</sup> Floor  
Appleton, WI 54911

RE: Street Occupancy Permit

To whom it may concern,

As the General Contractor of Fox Commons City Center Plaza, 100 W College Ave. Appleton, WI 54911 we would like the City of Appleton to consider The Boldt Company's request to close Oneida Street south of Washington street (from E Washington St. to N Appleton St.) during construction activities on Fox Commons (City Center) building. Closure is subject to a special agreement regarding road opening monthly for bill payment.

This closure would be in effect from 10/06/2023 to 12/31/2023

- A copy of the certificate of Insurance or release form is attached.
- The \$40.00 permit fee is attached/has been paid.

Any additional information may be obtained by contacting Brad Hechimovich at (920) 639-9991

Sincerely,



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Brad Hechimovich – Sr Project Manager, The Boldt Company



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)

Table with 3 columns: Occupancy Type, Sub-Type, Location. Includes checkboxes for Permanent, Temporary, Amenity/Annual, Blanket/Annual, Block Party, Sandwich Board, Tables/Chairs, Dumpster, POD/Container, Obstruction/Other, Sidewalk, Terrace, Roadway.

Additional Requirements

Plan/Sketch Certificate of Insurance Bond Other:

Traffic Control Requirements

Type of Street: Proposed Traffic Control: 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: 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 Bag charges - attached. 6. Permittee shall open Oneida Street/City Center Street for access to the City Finance window on Oct. 19-20, 30-31, 2023, Nov. 1, 17-20, 2023 and Dec. 11-31, 2023.

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: (Department of Public Works) DATE:



Additional Dates to open the Oneida Street/City Center Street alley are listed on the permanent occ. application.



**CITY OF APPLETON  
OFFICE OF THE MAYOR**

**FOR IMMEDIATE RELEASE**

**August 17th, 2023**

**City of Appleton Announces Construction Project Impacting City Center Access**

APPLETON, Wis., August 17th, 2023 - The City of Appleton announces updates on the Fox Commons construction project that is expected to commence on or around August 22. However, this project will have temporary impacts on access to certain areas. The project is part of the city's continuous efforts for the vitality of downtown Appleton and create a better experience for the residents and visitors.

Starting on or around August 22, the demolition phase of the project will commence, followed by subsequent renovations. Key Information:

- **Start Date of Demolition:** The construction staging and demolition activities are estimated to begin on or around August 22. During this phase, certain access points will be temporarily closed for safety reasons.
- **Impact to Oneida St / Alley to Finance Customer Service window:** During the demolition phase, the alley will be closed at least through October, with the exception of days surrounding utility due dates. The alley will be open: September 18<sup>th</sup>-20<sup>th</sup>, October 19<sup>th</sup>-20<sup>th</sup>, and October 30<sup>th</sup>-November 1<sup>st</sup>.
- **Impact on Interior Access:** The City Center Plaza (CCP) will be closed to public traffic, as all fire doors leading into CCP will be closed. This closure will prohibit any access to or through CCP, including the interior access from the Yellow Ramp to City Center West (CCW), which includes City Hall. We apologize for any inconvenience caused and assure you that this measure is essential to maintain a safe and secure construction zone.
- **Walkway Accessibility:** Pedestrian access through City Center West (CCW) will remain available throughout the construction period. We anticipate that there will be no impacts to the CCW entrances adjacent to Appleton Street and College Avenue sidewalks.

The city is committed to minimizing disruptions and completing the construction project efficiently. As the project progresses, more updates would be shared.

###

**MEDIA CONTACT:**

Andy Anaam  
Communications & Public Engagement Manager  
920-832-6400  
[anindita.anaam@appleton.org](mailto:anindita.anaam@appleton.org)  
<https://www.appleton.org/>



**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**

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

Owner	<b>CITY OF APPLETON</b>		
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
		Date	08/06/2023
Prepared By	Lance G Mauel		



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

**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 Date 08/06/2023

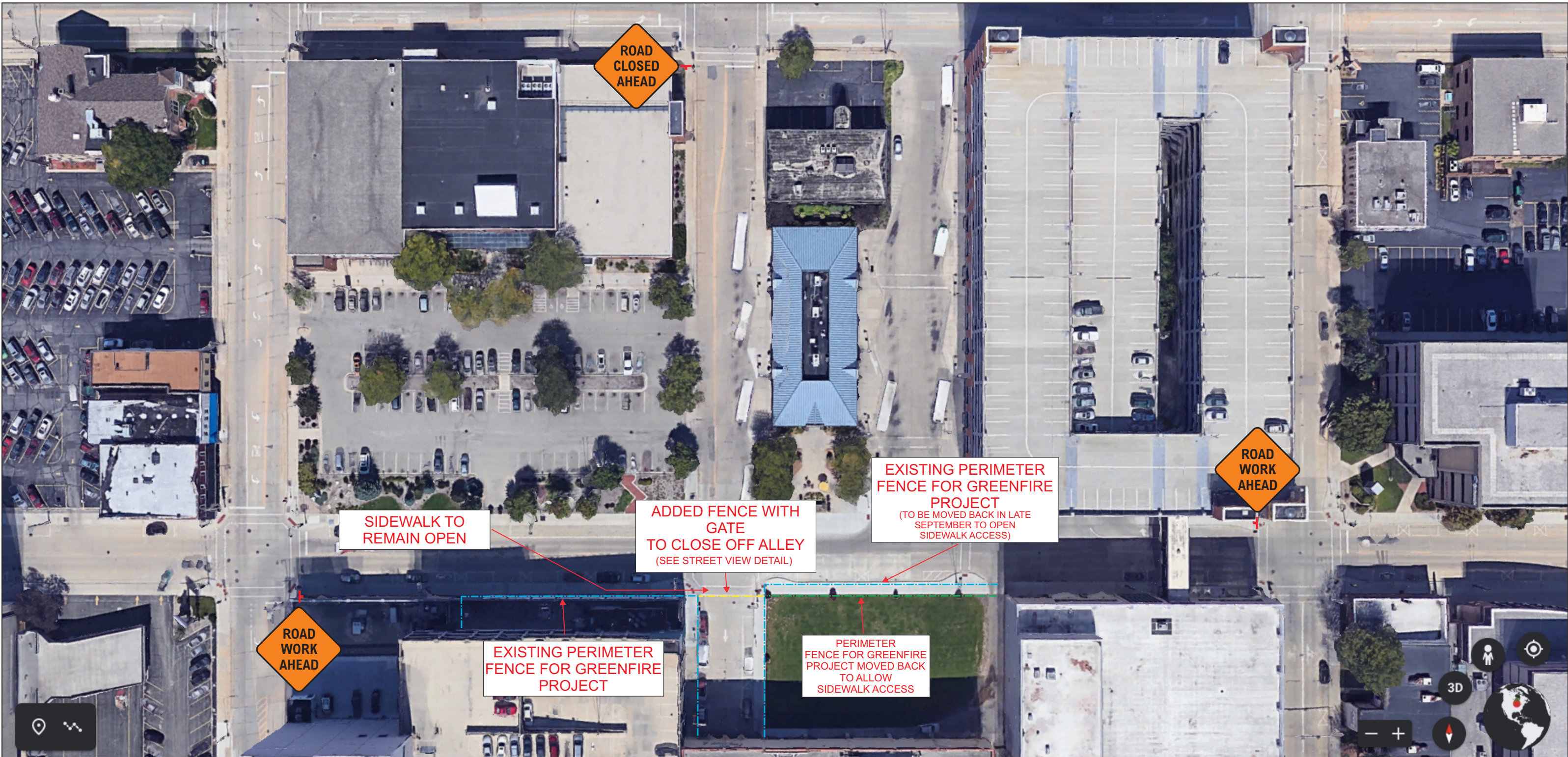
Prepared By Lance G Mauel



START DATE & TIME  
  
DURATION:

**GENERAL NOTES:**  
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- LEGEND**
- SIGN SYMBOL
  - 42" DELINEATOR CONE
  - CHANNELIZER DRUM
  - TYPE III BARRICADE
  - DIRECTION OF TRAFFIC



START DATE & TIME

DURATION:

**GENERAL NOTES:**

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- LEGEND**
- SIGN SYMBOL
  - CHANNELIZER DRUM
  - TYPE III BARRICADE
  - DIRECTION OF TRAFFIC
  - 42" DELINEATOR CONE

Owner		<b>CITY OF APPLETON</b>	
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	3
Prepared By	Lance G Mauel	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)*

PAID - 5580-0001

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

Approved by ..... 

Department of Public Works Representative

Today's Date.....

TOTAL BAG DAYS = **444** Rate = \$9.00/day + tax \$ **4,449.99**

DATE	Oneida Street (WEST side s/o Washington Street)				Oneida Street (EAST side s/o Washington Street)		
	ONN205	ONN206	ONN207	ONN208	ONN104	ONN106	ONN102
8/29/23	Y	Y	Y	Y	These meters are occupied by Greenfire through 11/17/2023		
8/30/23	Y	Y	Y	Y			
8/31/23	Y	Y	Y	Y			
9/1/23	Y	Y	Y	Y			
9/2/23	-	-	-	-			
9/3/23	Y	Y	Y	Y			
9/4/23	SUNDAY HOLIDAY						
9/5/23	Y	Y	Y	Y			
9/6/23	Y	Y	Y	Y			
9/7/23	Y	Y	Y	Y			
9/8/23	-	-	-	-			
9/9/23	Y	Y	Y	Y			
9/10/23	SUNDAY						
9/11/23	Y	Y	Y	Y			
9/12/23	Y	Y	Y	Y			
9/13/23	Y	Y	Y	Y			
9/14/23	Y	Y	Y	Y			
9/15/23	-	-	-	-			
9/16/23	Y	Y	Y	Y			
9/17/23	SUNDAY						
9/18/23	Y	Y	Y	Y			
9/19/23	Y	Y	Y	Y			
9/20/23	Y	Y	Y	Y			
9/21/23	Y	Y	Y	Y			
9/22/23	-	-	-	-			
9/23/23	Y	Y	Y	Y			
9/24/23	SUNDAY						
9/25/23	Y	Y	Y	Y			
9/26/23	-	-	-	-			
9/27/23	-	-	-	-			
9/28/23	Y	Y	Y	Y			
9/29/23	-	-	-	-			
9/30/23	Y	Y	Y	Y			
10/1/23	SUNDAY						
10/2/23	Y	Y	Y	Y			
10/3/23	Y	Y	Y	Y			
10/4/23	Y	Y	Y	Y			
10/5/23	Y	Y	Y	Y			
10/6/23	-	-	-	-			
10/7/23	Y	Y	Y	Y			
10/8/23	SUNDAY						
10/9/23	Y	Y	Y	Y			
10/10/23	Y	Y	Y	Y			
10/11/23	Y	Y	Y	Y			
10/12/23	-	-	-	-			
10/13/23	-	-	-	-			
10/14/23	Y	Y	Y	Y			
10/15/23	SUNDAY						
10/16/23	Y	Y	Y	Y			
10/17/23	Y	Y	Y	Y			
10/18/23	Y	Y	Y	Y			
10/19/23	Y	Y	Y	Y			
10/20/23	-	-	-	-			
10/21/23	Y	Y	Y	Y			
10/22/23	SUNDAY						
10/23/23	Y	Y	Y	Y			
10/24/23	-	-	-	-			
10/25/23	-	-	-	-			
10/26/23	Y	Y	Y	Y			
10/27/23	-	-	-	-			
10/28/23	Y	Y	Y	Y			
10/29/23	SUNDAY						
10/30/23	Y	Y	Y	Y			
10/31/23	Y	Y	Y	Y			
11/1/23	-	-	-	-			
11/2/23	Y	Y	Y	Y	Y	Y	Y
11/3/23	-	-	-	-	-	-	-
11/4/23	Y	Y	Y	Y	Y	Y	Y
11/5/23	SUNDAY						
11/6/23	Y	Y	Y	Y	Y	Y	Y
11/7/23	Y	Y	Y	Y	Y	Y	Y
11/8/23	Y	Y	Y	Y	Y	Y	Y
11/9/23	Y	Y	Y	Y	Y	Y	Y
11/10/23	-	-	-	-	-	-	-
11/11/23	Y	Y	Y	Y	Y	Y	Y
11/12/23	SUNDAY						
11/13/23	Y	Y	Y	Y	Y	Y	Y
11/14/23	Y	Y	Y	Y	Y	Y	Y
11/15/23	Y	Y	Y	Y	Y	Y	Y
11/16/23	-	-	-	-	-	-	-
11/17/23	-	-	-	-	-	-	-
11/18/23	Y	Y	Y	Y	Y	Y	Y
11/19/23	SUNDAY						
11/20/23	Y	Y	Y	Y	Y	Y	Y
11/21/23	Y	Y	Y	Y	Y	Y	Y
11/22/23	Y	Y	Y	Y	Y	Y	Y
11/23/23	HOLIDAY						
11/24/23	-	-	-	-	-	-	-
11/25/23	Y	Y	Y	Y	Y	Y	Y
11/26/23	SUNDAY						
11/27/23	Y	Y	Y	Y	Y	Y	Y
11/28/23	Y	Y	Y	Y	Y	Y	Y
11/29/23	Y	Y	Y	Y	Y	Y	Y
11/30/23	Y	Y	Y	Y	Y	Y	Y
12/1/23	-	-	-	-	-	-	-
12/2/23	Y	Y	Y	Y	Y	Y	Y
12/3/23	SUNDAY						
12/4/23	Y	Y	Y	Y	Y	Y	Y
12/5/23	Y	Y	Y	Y	Y	Y	Y
12/6/23	Y	Y	Y	Y	Y	Y	Y
12/7/23	Y	Y	Y	Y	Y	Y	Y
12/8/23	-	-	-	-	-	-	-
12/9/23	Y	Y	Y	Y	Y	Y	Y
12/10/23	SUNDAY						
12/11/23	Y	Y	Y	Y	Y	Y	Y
12/12/23	Y	Y	Y	Y	Y	Y	Y
12/13/23	Y	Y	Y	Y	Y	Y	Y
12/14/23	Y	Y	Y	Y	Y	Y	Y
12/15/23	-	-	-	-	-	-	-
12/16/23	Y	Y	Y	Y	Y	Y	Y
12/17/23	SUNDAY						
12/18/23	Y	Y	Y	Y	Y	Y	Y
12/19/23	Y	Y	Y	Y	Y	Y	Y
12/20/23	Y	Y	Y	Y	Y	Y	Y
12/21/23	Y	Y	Y	Y	Y	Y	Y
12/22/23	-	-	-	-	-	-	-
12/23/23	Y	Y	Y	Y	Y	Y	Y
12/24/23	SUNDAY HOLIDAY						
12/25/23	HOLIDAY						
12/26/23	Y	Y	Y	Y	Y	Y	Y
12/27/23	Y	Y	Y	Y	Y	Y	Y
12/28/23	Y	Y	Y	Y	Y	Y	Y
12/29/23	-	-	-	-	-	-	-
12/30/23	Y	Y	Y	Y	Y	Y	Y
12/31/23	SUNDAY						
	81	81	81	81	40	40	40

Department of Public Works Inspections Division

Permit Summary Count YTD Comparison

01/01/23 Thru 08/31/23

Report Date: 8/31/2023

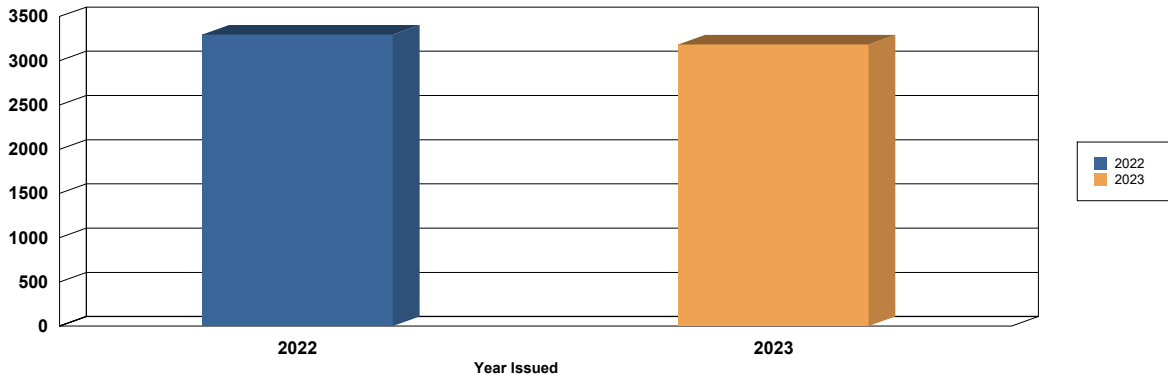


Permit Type	Year Issued	Permit Count	Total Estimated Cost	Total Receipt Amount
<b>BUILDING</b>	2022	807	112,858,938	432,217.41
	2023	799	121,252,450	385,793.08
		-0.99 %	7.44 %	-10.74 %
<b>DISPLAY SIGN</b>	2022	100	789,866	4,080.00
	2023	132	1,191,336	5,428.00
		32.00 %	50.83 %	33.04 %
<b>ELECTRICAL</b>	2022	643	9,029,625	93,348.76
	2023	633	15,043,411	109,324.41
		-1.56 %	66.60 %	17.11 %
<b>EROSION CNTL</b>	2022	34		4,550.00
	2023	10		1,400.00
		-70.59 %	%	-69.23 %
<b>HEATING</b>	2022	734	11,031,872	65,409.08
	2023	660	13,517,815	67,199.44
		-10.08 %	22.53 %	2.74 %
<b>PLAN REVIEW</b>	2022	85		28,240.00
	2023	72		27,105.00
		-15.29 %	%	-4.02 %
<b>PLUMBING</b>	2022	641	6,335,843	34,432.00
	2023	544	5,986,342	29,794.00
		-15.13 %	-5.52 %	-13.47 %
<b>SEWER</b>	2022	249	2,961,596	27,629.00
	2023	325	12,075,727	22,065.00
		30.52 %	307.74 %	-20.14 %
<b>WELL</b>	2022	2		80.00
	2023	10		400.00
		400.00 %	%	400.00 %

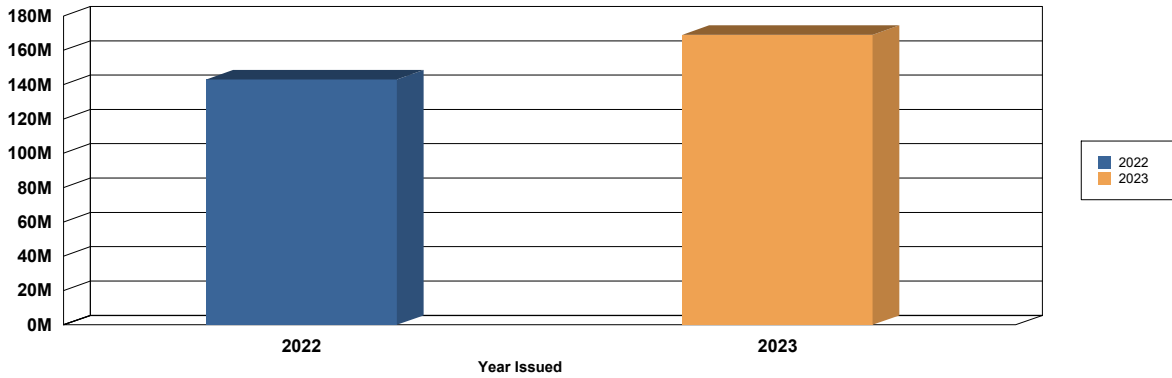


	2022	2023
<b>Permits</b>	<b>3295</b>	<b>3185</b>
<b>Estimated Cost</b>	<b>143,007,740.00</b>	<b>169,067,081.00</b>
<b>Receipt Amount</b>	<b>689,986.25</b>	<b>648,508.93</b>

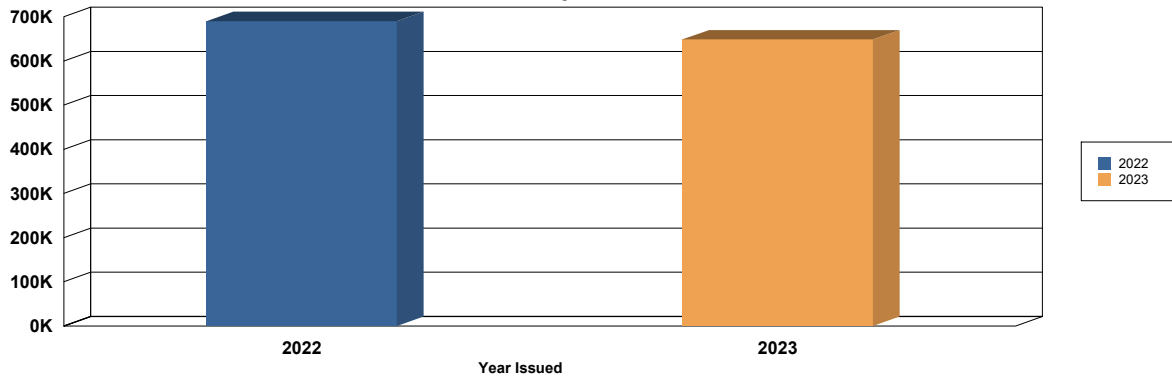
**Number of Permits**



**Estimated Cost**



**Receipt Amount**





# APPLETON, WI + BIRD AUGUST 2023 REPORT



Data	August 2023
Number of Rides	5735
Total # of Users	1754
# of Commuter Trips	347
Miles Traveled	15981
Maintenance	17
Reported Incidents/Injuries	2
Reported Issues/Complaints	38

**Complaint Type:**  
Damaged = 22  
Bad Parking = 16





# August 2023 Heat Map

