



# City of Appleton

100 North Appleton Street  
Appleton, WI 54911-4799  
www.appletonwi.gov

## Meeting Agenda - Final Common Council

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Wednesday, April 2, 2025

7:00 PM

Council Chambers

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- A. CALL TO ORDER
- B. INVOCATION
- C. PLEDGE OF ALLEGIANCE TO THE FLAG
- D. ROLL CALL OF ALDERPERSONS
- E. ROLL CALL OF OFFICERS AND DEPARTMENT HEADS
- F. APPROVAL OF PREVIOUS COUNCIL MEETING MINUTES
  - [25-0316](#) Common Council Meeting Minutes of March 19, 2025
    - Attachments:** [CC Minutes 3-19-25.pdf](#)
- G. BUSINESS PRESENTED BY THE MAYOR
  - [25-0319](#) Board of Zoning Appeals Reappointments
    - Attachments:** [BOZ Reappts 4-2-25.pdf](#)
  - [25-0320](#) Fox Cities Transit Commission Appointment
    - Attachments:** [FCTC Appt 4-2-25.pdf](#)
- H. PUBLIC PARTICIPATION
- I. PUBLIC HEARINGS

- [25-0102](#) Public Hearing on Special Resolution 2-P-25; Concrete Pavement, Sidewalk Construction, and Driveway Aprons  
 Aquamarine Ave (Providence Ave to Amethyst Dr)  
 Aquamarine Ave (French Rd to Denali Dr)  
 Baldeagle Ct (Peregrine Blvd to cds)  
 Baldeagle Dr (Peregrine Blvd to Osprey Dr)  
 Denali Dr (Rubyred Dr to Aquamarine Ave)  
 Golden Gate Dr (Cherryvale Ave to 200' east)  
 Harrier Ct (Osprey Dr to cds)  
 Osprey Dr (Harrier Way to Baldeagle Dr)  
 Peregrine Blvd (Applecreek Rd to Baldeagle Dr)  
 Rubyred Dr (French Rd to Denali Dr)  
 Cherryvale Ave (Applecreek Corridor to south city limits)  
 Providence Ave (Edgewood Dr to Aquamarine Dr)  
 Perkins St (Prospect Ave to RR tracks) (sidewalks only)

**Attachments:** [2-P-25 Public Hearing Notice.pdf](#)

## J. SPECIAL RESOLUTIONS

- [25-0104](#) Final Resolution 2-P-25 Concrete Pavement, Sidewalk Construction, and Driveway Aprons

**Attachments:** [Final Resolution 2-P-25 Concrete Pavement, Sidewalk Construction, Driveway /](#)  
[Final Resolution 2-P-25 Concrete Pavement, Sidewalk Construction, Driveway /](#)

## K. ESTABLISH ORDER OF THE DAY

## L. COMMITTEE REPORTS

## 1. MINUTES OF THE MUNICIPAL SERVICES COMMITTEE

- [25-0291](#) Approve Long-Term Temporary Occupancy Permit for Holton Brothers, Inc. in College Avenue right-of-way at 222 W. College Avenue through June 19, 2025.

**Attachments:** [LTT Ocupancy\\_222 W College\\_Holton Bros\\_25-032-T.pdf](#)

**Legislative History**

3/24/25	Municipal Services Committee	recommended for approval
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[25-0257](#) Approve Sole Source Request-Axon Air/DroneSense in the amount of \$42,322.16

**Attachments:** [Sole Source Request - Axon.docx](#)

[Axon Quote.pdf](#)

[PD - AxonAir.pdf](#)

**Legislative History**

3/26/25 Safety and Licensing Committee recommended for approval

[25-0259](#) Class "B" Beer and "Class B" Liquor License Permanent Premises Amendment application effective July 1, 2025 for Driftwood Special Servicing LLC d/b/a Appleton Hilton, Linda Garvey, Agent, located at 333 W.College Ave, contingent on approvals from the Health, Inspections, Finance, and Public Works departments.

**Attachments:** [Appleton Hilton.Driftwood Special Servicing LLC.Alcohol.PA Perm.2.28.25.pdf](#)

**Legislative History**

3/26/25 Safety and Licensing Committee recommended for approval

[25-0260](#) Class "B" Beer and Reserve "Class B" Liquor License Permanent Premises Amendment application for Good Company Ltd d/b/a Pullmans at Trolley Square LLC, Trevor Reader, Agent, located at 619 S. Olde Oneida St, contingent on approvals from the Health, Community Development, Finance, and Public Works departments

**Attachments:** [Pullmans at Trolley Square.Alcohol.PA Perm.3.13.25.REDACTED.pdf](#)

**Legislative History**

3/26/25 Safety and Licensing Committee recommended for approval

[25-0263](#) Class "B" Beer and Reserve "Class B" Liquor License application for KayZa LLC d/b/a Tomaso's, Janelle Curlee, Agent, located at 115 E. Washington St Ste 106, contingent on approvals from the Health, Inspections, and Public Works departments

**Attachments:** [Tomasos.KayZa LLC.Alcohol.Class B Beer Reserve Liquor.2.18.25.REDACTE](#)

**Legislative History**

3/26/25 Safety and Licensing Committee recommended for approval



[25-0264](#)

Class "B" Beer and Reserve "Class B" Liquor License application for Marvol LLC d/b/a Marvol, Adam Marty, Agent, located at 126 E. Pacific St, contingent on approvals from the Community Development, Health, and Inspections departments

**Attachments:** [Marvol LLC.Alcohol.Class B Beer Reserve Liquor.2.10.25.REDACTED.pdf](#)

**Legislative History**

3/26/25 Safety and Licensing Committee recommended for approval

[25-0268](#)

Class "A" Beer and "Class A" Liquor License Change of Agent for Aldi Inc Wisconsin d/b/a Aldi #68, New Agent, Gregory Goodman, located at 116 N. Linwood Ave, contingent on approval from the Police department

**Attachments:** [Aldi 68.Alcohol.COA.3.11.25.pdf](#)

**Legislative History**

3/26/25 Safety and Licensing Committee recommended for approval

[25-0281](#)

Class "B" Beer License Change of Agent for Playful Pursuits LLC d/b/a Appleton Axe, New Agent, Animesh Rana, located at 1400 W College Ave Ste B1

**Attachments:** [Appleton Axe.Alcohol.COA.3.19.25.pdf](#)

**Legislative History**

3/26/25 Safety and Licensing Committee recommended for approval

[25-0207](#)

Class "B" Beer and "Class B" Liquor License Temporary Premises Amendment application for Topsy Taco & Tequila Bar, Sarah Gregory, Agent, located at 129 S. Memorial Dr, on May 4, 2025 from 11:00 a.m. to 8:00 p.m. for Cinco de Mayo block party special event, contingent upon approval from the Police, Health, and Inspections departments.

**Attachments:** [Topsy Taco,Alcohol.PA Temp.Cinco de Mayo.5.4.25.pdf](#)

**Legislative History**

3/12/25 Safety and Licensing Committee recommended for approval

[25-0206](#)

Class "B" Beer and "Class B" Liquor License Temporary Premises Amendment application for Sangria's Mexican Grill, Sarah Gregory, Agent, located at 215 S. Memorial Dr, on May 4, 2025 from 11:00 a.m. to 8:00 p.m. for Cinco de Mayo block party special event, contingent upon approval from the Health and Inspections departments.

**Attachments:** [Sangrias Mexican Grill.Alcohol.PA Temp.Cinco de Mayo.5.4.25.pdf](#)

**Legislative History**

3/12/25 Safety and Licensing Committee recommended for approval

[25-0261](#) Secondhand Article Dealer License renewal application for GameStop #5520, Mark Robinson, Applicant, located at 3825 E. Calumet St, contingent on approval from the Health department

**Attachments:** [GameStop.SecondhandPawn.3.14.25.pdf](#)

**Legislative History**

3/26/25 Safety and Licensing Committee recommended for approval

[25-0282](#) Full Service Retail Outlet Request from Hammen Family Winery for sales at the 2025 Farmer's Market

**Attachments:** [AB-105 Hammen Family Winery- Farm Market Application\\_Redacted.pdf](#)

**Legislative History**

3/26/25 Safety and Licensing Committee recommended for approval

**3. MINUTES OF THE CITY PLAN COMMISSION**

[25-0267](#) Request to approve Special Use Permit #2-25 for a standalone off-street parking lot located at 131 North Appleton Street (Tax Id #31-2-0253-00), as shown on the attached development plan and per attached plan of operation, to run with the land subject to the conditions in the attached staff memo and approve attached Resolution (2/3 vote of Common Council required for approval)

**Attachments:** [StaffMemo\\_131NAppletonSt\\_SUP 2-25\\_For 3-26-25.pdf](#)

**Legislative History**

3/26/25 City Plan Commission recommended for approval

**4. MINUTES OF THE PARKS AND RECREATION COMMITTEE**

**5. MINUTES OF THE FINANCE COMMITTEE**

[25-0300](#) Request to approve 2024 - 2025 Budget carryover appropriations (2/3 vote of Council required):

1. Items not under contract \$13,811,792
2. Items requesting special consideration \$1,143,133

**Attachments:** [Not Under Contract 2024-2025 Carryover.pdf](#)

[Special Consideration 2024-2025 Carryover.pdf](#)

**Legislative History**

3/24/25 Finance Committee recommended for approval  
Item #25-0300 was split and voted on as follows:

1. Items not under contract \$13,811,792

Hartzheim moved, seconded by Croatt, that the Budget Carryover appropriations for items not under contract \$13,811,792 be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 5 - Firkus, Croatt, Fenton, Hartzheim and Van Zeeland

2. Items for special consideration - all but Facilities Capital Project amounts of \$127,631

Hartzheim moved, seconded by Fenton, that the Budget Carryover appropriations for items for special consideration - all but Facilities Capital Project amounts of \$127,631 be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 5 - Firkus, Croatt, Fenton, Hartzheim, and Van Zeeland

3. Items for special consideration consisting of Facilities Capital Project amounts of \$127,631

Hartzheim moved, seconded by Croatt, that the Budget Carryover appropriations for items for special consideration consisting of Facilities Capital Project amounts of \$127,631 be recommended for denial. Roll Call. Motion carried by the following vote:

Aye: 4 - Firkus, Croatt, Harzheim and Van Zeeland Nay: 1 - Fenton

[25-0301](#)

Request to award Unit C-25 Sidewalk Sawcutting to ASTI Sawing Inc in an amount not to exceed \$30,000.

**Attachments:** [C-25 Award-Funding-Bid Tabs.pdf](#)

**Legislative History**

3/24/25 Finance Committee recommended for approval

[25-0302](#)

Request to award Unit J-25 Mini Storm Sewer to M&E Construction LLC in an amount not to exceed \$250,000.

**Attachments:** [J-25 Award-Funding-Bid Tab.pdf](#)

**Legislative History**

3/24/25 Finance Committee recommended for approval

[25-0303](#)

Request to award Unit Y-25 Lead/Galvanized Water Service Replacement to Scott Lamers Construction LLC in an amount not to exceed \$486,212.08.

**Attachments:** [Y-25 Award-Funding-Bid Tab.pdf](#)

**Legislative History**

3/24/25 Finance Committee recommended for approval

- [25-0304](#) Request to award Unit S-25 Repair & Preventative Maintenance of Parking Structures to Restoration Systems Inc in the amount of \$1,348,594.50 with at 3% contingency of \$40,000 for a project total not to exceed \$1,388,594.50.  
**Attachments:** [S-25 Award-Bid Tabs.pdf](#)
- Legislative History**
- 3/24/25 Finance Committee recommended for approval
- [25-0305](#) Request to approve the acceptance of the Department of Natural Resources Safe Drinking Water Loan Program loan with 100% principal forgiveness in the amount of \$618,975 for replacement of private lead service lines in Appleton.  
**Attachments:** [20250324 FC MEMO ACCEPT SDWLP AWARD.pdf](#)
- Legislative History**
- 3/24/25 Finance Committee recommended for approval
- [25-0306](#) Request to approve Change Order No. 1 to Contract 29-25 for W-25 Sewer and Water Construction, in the amount of \$300,451, resulting in no change to the current \$70,000 contingency. Overall contract increases from \$2,312,222.22 to \$2,612,673.22.  
**Attachments:** [03-24-2025 Finance Memo W-25 CO1 w Form.pdf](#)
- Legislative History**
- 3/24/25 Finance Committee recommended for approval
- [25-0307](#) Request to approve Change Order #1 to Fabick Power Systems as part of the Appleton Water Treatment Facility Emergency Generator Control Equipment Project totaling \$49,863.  
**Attachments:** [250318 Finance Fabick Generator Controls CO1.pdf](#)
- Legislative History**
- 3/24/25 Finance Committee recommended for approval
- [25-0308](#) Request to award the Appleton Wastewater Treatment Hardscapes and Truck Scale Project contract to Vinton Construction Company in the amount of \$1,370,111.56 with a 15% contingency of \$205,516 for a project total not to exceed \$1,575,627.56.  
**Attachments:** [2025 AWWTP Hardscapes and Truck Scale Project with Budget Transfer-cfs\(2\)](#)
- Legislative History**
- 3/24/25 Finance Committee recommended for approval
- [25-0313](#) CEA Review Committee Report  
**Attachments:** [CEA Minutes 031025.pdf](#)
- Legislative History**
- 3/24/25 Finance Committee recommended for approval

**6. MINUTES OF THE COMMUNITY DEVELOPMENT COMMITTEE****7. MINUTES OF THE UTILITIES COMMITTEE**

[25-0286](#) Approve the acceptance of the Department of Natural Resources Safe Drinking Water Loan Program loan with 100% principal forgiveness in the amount of \$618,975 for replacement of private lead service lines in Appleton.

**Attachments:** [20250325 UC MEMO ACCEPT SDWLP AWARD.pdf](#)

**Legislative History**

3/25/25 Utilities Committee recommended for approval

**8. MINUTES OF THE HUMAN RESOURCES & INFORMATION TECHNOLOGY COMMITTEE****9. MINUTES OF THE FOX CITIES TRANSIT COMMISSION**

[25-0272](#) Authorization to issue purchase order for a maintenance support vehicle

**Attachments:** [Award Recommendation Memo-Support Vehicle.pdf](#)

**Legislative History**

3/25/25 Fox Cities Transit Commission recommended for approval

**10. MINUTES OF THE BOARD OF HEALTH**

M. CONSOLIDATED ACTION ITEMS

N. ITEMS HELD

O. ORDINANCES

[25-0315](#) Ordinances #29-25 to #41-25

**Attachments:** [Ordinances to Council 4-2-25.pdf](#)

P. LICENSE APPLICATIONS AND COMMUNICATIONS REFERRED TO COMMITTEES OF JURISDICTION

Q. RESOLUTIONS SUBMITTED BY ALDERPERSONS REFERRED TO COMMITTEES OF JURISDICTION

R. OTHER COUNCIL BUSINESS

S. ADJOURN

Kami Lynch, City Clerk

*Reasonable accommodations for persons with disabilities will be made upon request and if feasible.*

*Remote meeting attendance may be permitted pursuant to Section 2-29 of the Appleton Municipal Code and Rules of Council.*



# City of Appleton

100 North Appleton Street  
Appleton, WI 54911-4799  
www.appletonwi.gov

## Meeting Minutes - Final Common Council

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Wednesday, March 19, 2025

7:00 PM

Council Chambers

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A. CALL TO ORDER

*The meeting was called to order by Mayor Woodford at 7:01 p.m.*

B. INVOCATION

*A moment of silence was held in honor of former Alderperson, Joe Martin.*

C. PLEDGE OF ALLEGIANCE TO THE FLAG

D. ROLL CALL OF ALDERPERSONS

*Alderperson Croatt appeared virtually.*

**Present:** 15 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Martyn Smith, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Patrick Hayden, Alderperson Patti Heffernan, Alderperson Alex Schultz, Alderperson Vaya Jones, Alderperson Kristin Alfheim, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt and Mayor Jake Woodford

**Excused:** 1 - Alderperson Chad Doran

E. ROLL CALL OF OFFICERS AND DEPARTMENT HEADS

*All Departments were represented.*

F. APPROVAL OF PREVIOUS COUNCIL MEETING MINUTES

[25-0247](#)

Common Council Meeting Minutes of March 5, 2025

**Attachments:** [CC Minutes 3-5-25.pdf](#)

**Alderperson Hartzheim moved, seconded by Alderperson Meltzer, that the Minutes be approved. Roll Call. Motion carried by the following vote:**

**Aye:** 14 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Martyn Smith, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Patrick Hayden, Alderperson Patti Heffernan, Alderperson Alex Schultz, Alderperson Vaya Jones, Alderperson Kristin Alfheim, Alderperson Nate Wolff, Alderperson Sheri Hartzheim and Alderperson Christopher Croatt

**Excused:** 1 - Alderperson Chad Doran

**Abstained:** 1 - Mayor Jake Woodford

## G. BUSINESS PRESENTED BY THE MAYOR

### [25-0251](#)

#### City Plan Commission Reappointment

**Attachments:** [CPC Reappt REVISED 3-19-25.pdf](#)

**Alderperson Hartzheim moved, seconded by Alderperson Meltzer, that the Reappointment be approved. Roll Call. Motion carried by the following vote:**

**Aye:** 14 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Martyn Smith, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Patrick Hayden, Alderperson Patti Heffernan, Alderperson Alex Schultz, Alderperson Vaya Jones, Alderperson Kristin Alfheim, Alderperson Nate Wolff, Alderperson Sheri Hartzheim and Alderperson Christopher Croatt

**Excused:** 1 - Alderperson Chad Doran

**Abstained:** 1 - Mayor Jake Woodford

### [25-0252](#)

#### Board of Review Reappointments

**Attachments:** [BOR Reappts 3-19-25.pdf](#)

**Alderperson Fenton moved, seconded by Alderperson Meltzer, that the Reappointments be approved. Roll Call. Motion carried by the following vote:**

**Aye:** 14 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Martyn Smith, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Patrick Hayden, Alderperson Patti Heffernan, Alderperson Alex Schultz, Alderperson Vaya Jones, Alderperson Kristin Alfheim, Alderperson Nate Wolff, Alderperson Sheri Hartzheim and Alderperson Christopher Croatt

**Excused:** 1 - Alderperson Chad Doran

**Abstained:** 1 - Mayor Jake Woodford

### [25-0250](#)

#### AASD Attendance Update

**Attachments:** [AASD Presentation 3-19-25.pdf](#)

[AASD Presentation-REVISEDpdf.pdf](#)

*Greg Hartjes, Superintendent for AASD presented the Attendance Update.*



## H. PUBLIC PARTICIPATION

*The following spoke during Public Participation:*

*Jennifer Stephany, ADI - 333 W College Ave Re: Consolidated Action Items 25-0253*

*Charlie Goff, 501 E Songbird Re: 25-0153 Resolution #2-R-25 Emissions Reduction*

## I. PUBLIC HEARINGS

### [25-0101](#)

Public Hearing on Special Resolution 1-P-25; Sanitary Laterals, Storm Laterals and Storm Main

Alexander St (Melrose St to Glendale Ave)

Bell Ave (Summit St to Richmond St)

Bellaire Ct (Atlantic St to cds)

Durkee St (Brewster St to Roosevelt St)

Lawe St (College Ave to Spring St)

Melrose Ave (Alexander St to Ballard Rd)

**Attachments:** [1-P-25 Public Hearing Notice.pdf](#)

*The Public Hearing was held.*

*Kathy Jo Uslabar, 1623 N Durkee St. spoke during the hearing.*

### [25-0102](#)

Public Hearing on Special Resolution 2-P-25; Concrete Pavement, Sidewalk Construction, and Driveway Aprons

Aquamarine Ave (Providence Ave to Amethyst Dr)

Aquamarine Ave (French Rd to Denali Dr)

Baldeagle Ct (Peregrine Blvd to cds)

Baldeagle Dr (Peregrine Blvd to Osprey Dr)

Denali Dr (Rubyred Dr to Aquamarine Ave)

Golden Gate Dr (Cherryvale Ave to 200' east)

Harrier Ct (Osprey Dr to cds)

Osprey Dr (Harrier Way to Baldeagle Dr)

Peregrine Blvd (Applecreek Rd to Baldeagle Dr)

Rubyred Dr (French Rd to Denali Dr)

Cherryvale Ave (Applecreek Corridor to south city limits)

Providence Ave (Edgewood Dr to Aquamarine Dr)

Perkins St (Prospect Ave to RR tracks) (sidewalks only)

**Attachments:** [2-P-25 Public Hearing Notice.pdf](#)

*The public hearing was held open to the April 2, 2025 meeting.*

## J. SPECIAL RESOLUTIONS

[25-0103](#)

Final Resolution 1-P-25 Sanitary Laterals, Storm Laterals, and Storm Main

**Attachments:** [Final Resolution 1-P-25 Sanitary Laterals, Storm Laterals, Storm Main.pdf](#)

**Aldersperson Fenton moved, seconded by Aldersperson Hartzheim, that Resolution 1-P-25 be approved. Roll Call. Motion carried by the following vote:**

**Aye:** 14 - Aldersperson William Siebers, Aldersperson Vered Meltzer, Aldersperson Brad Firkus, Aldersperson Martyn Smith, Aldersperson Katie Van Zeeland, Aldersperson Denise Fenton, Aldersperson Patrick Hayden, Aldersperson Patti Heffernan, Aldersperson Alex Schultz, Aldersperson Vaya Jones, Aldersperson Kristin Alfheim, Aldersperson Nate Wolff, Aldersperson Sheri Hartzheim and Aldersperson Christopher Croatt

**Excused:** 1 - Aldersperson Chad Doran

**Abstained:** 1 - Mayor Jake Woodford

[25-0104](#)

Final Resolution 2-P-25 Concrete Pavement, Sidewalk Construction, and Driveway Aprons

**Attachments:** [Final Resolution 2-P-25 Concrete Pavement, Sidewalk Construction, Driveway Aprons.pdf](#)

K. ESTABLISH ORDER OF THE DAY

[25-0225](#)

Approve request from Creative Downtown Appleton, Inc. to install a selfie sculpture on City-owned property located within Houdini Plaza (Consolidated Action Item)

**Attachments:** [Creative Downtown Appleton, Inc. Selfie Sculpture Memo.pdf](#)

**This Item was referred back to the Parks and Recreation Committee by Aldersperson Van Zeeland.**

[25-0203](#)

Request to approve from Creative Downtown Appleton, Inc. to install a selfie sculpture on City-owned property located within Houdini Plaza at 121 West College Avenue (Tax Id #31-2-0065-00), in accordance with Wis. Stat. §62.23(5) pertaining to location of any statue or other memorial, as described in the attached documents and subject to the conditions in the attached staff memo (Consolidated Action Item)

**Attachments:** [ADI Selfie Sculpture Memo to PC 03-12-25.pdf](#)

**This Item was referred back to the City Plan Commission (and Appleton Public Arts Committee).**

[25-0153](#)

Resolution #2-R-25 Emissions Reduction Recommendation

**Attachments:**     [#2-R-25 Carbon Emission Reduction.pdf](#)  
                              [2023-2024 City of Appleton Emission Inventory.pdf](#)

**Aldersperson Fenton moved, seconded by Aldersperson Meltzer, that the Resolution be approved. Roll Call. Motion carried by the following vote:**

**Aye:** 11 - Aldersperson William Siebers, Aldersperson Vered Meltzer, Aldersperson Martyn Smith, Aldersperson Katie Van Zeeland, Aldersperson Denise Fenton, Aldersperson Patrick Hayden, Aldersperson Patti Heffernan, Aldersperson Alex Schultz, Aldersperson Vaya Jones, Aldersperson Kristin Alfheim and Aldersperson Nate Wolff

**Nay:** 3 - Aldersperson Brad Firkus, Aldersperson Sheri Hartzheim and Aldersperson Christopher Croatt

**Excused:** 1 - Aldersperson Chad Doran

**Abstained:** 1 - Mayor Jake Woodford

[25-0226](#)

Adopt Resolution 2025-01 Bird City Designation Renewal

**Attachments:**     [Bird City Designatin Resolution 2025-01.pdf](#)

**Aldersperson Hartzheim moved, seconded by Aldersperson Meltzer, that the Resolution to Renew the Bird City Designation be approved. Roll Call. Motion carried by the following vote:**

**Aye:** 14 - Aldersperson William Siebers, Aldersperson Vered Meltzer, Aldersperson Brad Firkus, Aldersperson Martyn Smith, Aldersperson Katie Van Zeeland, Aldersperson Denise Fenton, Aldersperson Patrick Hayden, Aldersperson Patti Heffernan, Aldersperson Alex Schultz, Aldersperson Vaya Jones, Aldersperson Kristin Alfheim, Aldersperson Nate Wolff, Aldersperson Sheri Hartzheim and Aldersperson Christopher Croatt

**Excused:** 1 - Aldersperson Chad Doran

**Abstained:** 1 - Mayor Jake Woodford

[25-0178](#)

Approve the Noise Variance Fee Schedule as identified in the attached document.

**Attachments:**     [Memo NoiseVarianceFee.pdf](#)

**Aldersperson Hartzheim moved, seconded by Aldersperson Smith, that the Fee Schedule be approved. Roll Call. Motion carried by the following vote:**

**Aye:** 14 - Aldersperson William Siebers, Aldersperson Vered Meltzer, Aldersperson Brad Firkus, Aldersperson Martyn Smith, Aldersperson Katie Van Zeeland, Aldersperson Denise Fenton, Aldersperson Patrick Hayden, Aldersperson Patti Heffernan, Aldersperson Alex Schultz, Aldersperson Vaya Jones, Aldersperson Kristin Alfheim, Aldersperson Nate Wolff, Aldersperson Sheri Hartzheim and Aldersperson Christopher Croatt

**Excused:** 1 - Alderperson Chad Doran

**Abstained:** 1 - Mayor Jake Woodford

L. COMMITTEE REPORTS

**Balance of the action items on the agenda.**

**Alderperson Fenton moved, Alderperson Meltzer seconded, to approve the balance of the agenda. The motion carried by the following vote:**

**Aye:** 14 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Martyn Smith, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Patrick Hayden, Alderperson Patti Heffernan, Alderperson Alex Schultz, Alderperson Vaya Jones, Alderperson Kristin Alfheim, Alderperson Nate Wolff, Alderperson Sheri Hartzheim and Alderperson Christopher Croatt

**Excused:** 1 - Alderperson Chad Doran

**Abstained:** 1 - Mayor Jake Woodford

1. MINUTES OF THE MUNICIPAL SERVICES COMMITTEE

[25-0230](#)

Award 2025 Sanitary Flow Monitoring Services Contract to raSmith in an amount not to exceed \$36,000.

**Attachments:** [2025 Sanitary Flow Monitoring Services Contract Award Memo MSC 03-10-2025.pdf](#)

This Report Action Item was approved.

2. MINUTES OF THE SAFETY AND LICENSING COMMITTEE

[25-0208](#)

Cigarette, Tobacco, and Electronic Vaping Device License application for All N One Smoke Vape Plus LLC d/b/a Smoke Shop, Atllah Mahmoud Abdelhadi, Agent, located at 2700 E. Calumet St.

**Attachments:** [Smoke Shop.All N One Smoke Vape Plus LLC.CTV.3.3.25.pdf](#)

This Report Action Item was approved.

[25-0231](#)

Commercial Solicitation License for Kagen Whiting.

**Attachments:** [Kagen Whiting Commercial Solicitation Application.pdf](#)  
[Kagen Whiting CS Denial Letter .pdf](#)  
[Kagen Whiting solicitation denial letter.pdf](#)

The recommendation to deny the license was approved.

[25-0232](#)

Commercial Solicitation Company License for Yanda Distribution LLC.

**Attachments:** [Yanda Distribution LLC Company License.pdf](#)  
[Yanda Dist LLC CS Denial Letter.pdf](#)  
[City Sealer - YandaDenialMemo\\_03102025.pdf](#)

The recommendation to deny the license was approved.

### 3. MINUTES OF THE CITY PLAN COMMISSION

[25-0202](#)

Request to approve Special Use Permit #1-25 to establish a used automobile sales and display lot located at 100 West Wisconsin Avenue (Tax Id #31-6-0576-00), as shown on the attached development plan and per attached plan of operation, to run with the land subject to the conditions in the attached staff memo and approve attached Resolution (2/3 vote of Common Council required for approval)

**Attachments:** [StaffMemo\\_100WWisconsinAve\\_SUP 1-25\\_For 3-12-25.pdf](#)

This Report Action Item was approved.

### 4. MINUTES OF THE PARKS AND RECREATION COMMITTEE

### 5. MINUTES OF THE FINANCE COMMITTEE

### 6. MINUTES OF THE COMMUNITY DEVELOPMENT COMMITTEE

[25-0210](#)

Request to approve proposed text amendments to the Municipal Code Chapter 4 Buildings, Sections 4-162(c), 4-292(c) and 4-418(h), as identified in the attached document, and the reinspection fee be increased to \$75 and added to the various permit fee schedules

**Attachments:** [Reinspection Fee Increase and Chapter 4 Amendments\\_For3-12-25.pdf](#)

This Report Action Item was approved.

[25-0212](#)

Request to approve an update to the Electrical Permit Fee Schedule to correct the fee amount to \$85 for work costing \$1,001 to \$10,000

**Attachments:** [Electrical Permit Fee Update\\_For3-12-25.pdf](#)

This Report Action Item was approved.

[25-0213](#)

Request to approve proposed text amendments to the Municipal Code Chapter 4 Buildings, Sections 4-475 to 4-499, as identified in the attached document

**Attachments:** [HVAC Chapter 4 Amendments\\_For3-12-25.pdf](#)

This Report Action Item was approved.

[25-0214](#)

Request to approve the City of Appleton maintain its current selling prices for business/industrial park land and hold option fees as described in the attached documents

**Attachments:** [Business-Industrial Park Land Value Memo to CDC 3-12-25.pdf](#)  
[Exhibit A-Ind Land Sales Comparison.pdf](#)  
[Exhibit B-Ind Land Sales Ask Price Comparison.pdf](#)  
[Map of Southpoint Parcels.pdf](#)

This Report Action Item was approved.

## 7. MINUTES OF THE UTILITIES COMMITTEE

[25-0222](#)

Award Meter Test Bench Upgrade to Core & Main in the amount of \$97,079 with a 10% contingency of \$9,708 for a project total not to exceed \$106,787.

**Attachments:** [Meter Test Bench Upgrade Award Memo 2025.pdf](#)

This Report Action Item was approved.

[25-0223](#)

Approve 2024 Annual Stormwater Report to WDNR (due 3/31/2025).

**Attachments:** [Draft 2024 MS4 Annual Report for UC review.pdf](#)

This Report Action Item was approved.

## 8. MINUTES OF THE HUMAN RESOURCES & INFORMATION TECHNOLOGY COMMITTEE

## 9. MINUTES OF THE FOX CITIES TRANSIT COMMISSION

## 10. MINUTES OF THE BOARD OF HEALTH

## M. CONSOLIDATED ACTION ITEMS

[25-0253](#)

**Consolidated Action Items - ADI Selfie Sculpture in Houdini Plaza**

**#25-0203** City Plan Commission - *recommended for approval*

**#25-0225** Parks & Recreation Committee - *recommended for approval*

*These items were referred back to their respective Committees of jurisdiction.*

N. ITEMS HELD

O. ORDINANCES

[25-0248](#)

Ordinance #28-25

**Attachments:**     [Ordinances to Council 3-19-25.pdf](#)

**Aldersperson Hartzheim moved, seconded by Aldersperson Meltzer, that the Ordinance be approved. Roll Call. Motion carried by the following vote:**

**Aye:** 14 - Aldersperson William Siebers, Aldersperson Vered Meltzer, Aldersperson Brad Firkus, Aldersperson Martyn Smith, Aldersperson Katie Van Zeeland, Aldersperson Denise Fenton, Aldersperson Patrick Hayden, Aldersperson Patti Heffernan, Aldersperson Alex Schultz, Aldersperson Vaya Jones, Aldersperson Kristin Alfheim, Aldersperson Nate Wolff, Aldersperson Sheri Hartzheim and Aldersperson Christopher Croatt

**Excused:** 1 - Aldersperson Chad Doran

**Abstained:** 1 - Mayor Jake Woodford

P. LICENSE APPLICATIONS AND COMMUNICATIONS REFERRED TO COMMITTEES OF JURISDICTION

Q. RESOLUTIONS SUBMITTED BY ALDERPERSONS REFERRED TO COMMITTEES OF JURISDICTION

[25-0298](#)

Resolution #3-R-25 Truancy Ordinance

**Attachments:**     [#3-R-25 Truancy Ordinance.pdf](#)

R. OTHER COUNCIL BUSINESS

S. ADJOURN

**Aldersperson Hartzheim moved, seconded by Aldersperson Wolff, that the meeting be adjourned at 8:10 p.m. Roll Call. Motion carried by the following vote:**

**Aye:** 14 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Martyn Smith, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Patrick Hayden, Alderperson Patti Heffernan, Alderperson Alex Schultz, Alderperson Vaya Jones, Alderperson Kristin Alfheim, Alderperson Nate Wolff, Alderperson Sheri Hartzheim and Alderperson Christopher Croatt

**Excused:** 1 - Alderperson Chad Doran

**Abstained:** 1 - Mayor Jake Woodford

Kami Lynch, City Clerk






# CITY OF APPLETON

**Date:** April 2nd, 2025

**To:** Members of the Common Council

**From:** Mayor Jacob A. Woodford 

**Subject:** Confirmation of Reappointments

---

It is with pleasure that I present the following reappointments for your confirmation at the April 2nd, 2025, Common Council meeting.

**Board of Zoning Appeals** – Reappointment

Paul McCann

3 Year Term

Term Ends May 2028

Karen Cain

3 Year Term


Term Ends May 2028



# CITY OF APPLETON

**Date:** April 2nd, 2025

**To:** Members of the Common Council

**From:** Mayor Jacob A. Woodford 

**Subject:** Confirmation of Appointments

---

It is with pleasure that I present the following appointment for your confirmation at the April 2nd, 2025, Common Council meeting.

**Fox Cities Transit Commission** –Appointment

**Maiyoua Thoa**

**3 Year Term**

**Term Ends April 2028**

Maiyoua Khang Thao is a dedicated entrepreneur, community leader, and advocate for underrepresented communities. As the co-owner of multiple businesses, including Thao Enterprises, Long Cheng Senior Center, Long Cheng Marketplace, THAO United Family Farm, and Chung's Sandwich Bar, she has spent decades creating opportunities and services for marginalized groups. She also serves as the President of the Long Cheng Community Center, a nonprofit focused on enhancing the lives of local seniors and empowering Hmong girls through cultural arts. Previously, she owned and operated Tongxeng Personal Homecare, employing over 300 people across Wisconsin. Maiyoua made history as the first Hmong American woman elected to Appleton's City Council, where she served two consecutive terms. Her leadership extends to state-level initiatives, including the Retirement Security Task Force, appointed by Governor Tony Evers. Recognized for her contributions, she has received numerous accolades, including the 2024 ATHENA Leadership Award, honoring her commitment to professional excellence, community impact, and the advancement of women in leadership.

**NOTICE OF PUBLIC HEARING ON SPECIAL ASSESSMENTS**  
(Final Resolution 2-P-25)

PLEASE TAKE NOTICE THAT the Common Council hereby declares its intention to exercise its powers under Section 66.0703, Wisconsin Statutes, to levy special assessments upon property within the following described area for benefits conferred upon such property by improvement of the following area.

CONCRETE PAVEMENT, SIDEWALK CONSTRUCTION, AND DRIVEWAY APRONS

- Aquamarine Ave (Providence Ave to Amethyst Dr)
- Aquamarine Ave (French Rd to Denali Dr)
- Baldeagle Ct (Peregrine Blvd to cds)
- Baldeagle Dr (Peregrine Blvd to Osprey Dr)
- Denali Dr (Rubyred Dr to Aquamarine Ave)
- Golden Gate Dr (Cherryvale Ave to 200' east)
- Harrier Ct (Osprey Dr to cds)
- Osprey Dr (Harrier Way to Baldeagle Dr)
- Peregrine Blvd (Applecreek Rd to Baldeagle Dr)
- Rubyred Dr (French Rd to Denali Dr)
- Cherryvale Ave (Applecreek Corridor to south city limits)
- Providence Ave (Edgewood Dr to Aquamarine Dr)
- Perkins St (Prospect Ave to RR tracks) (sidewalks only)

The assessment area consists of all property fronting upon both sides of the named streets from intersection to intersection or point to point described herewith including the full width of said intersection of said limits.

The Report of the Finance Committee showing preliminary and/or Final Plans and Specifications, estimated cost of improvements, schedule of proposed assessments is on file in the Department of Public Works, Fifth Floor, 100 North Appleton Street, Appleton, WI 54911. Please call 832-5592 to discuss specific questions or amounts to be assessed to your property or to view said documents, Monday through Friday, between the hours of 7:30 A.M. to 3:00 P.M.

You are further notified that the Common Council will hear all persons interested or their agents or attorneys concerning matters contained in the final resolution authorizing such improvements and assessments at a regular meeting of the Common Council to be held on **March 19, 2025 at 7:00 P.M.** or as soon thereafter as can be heard, in the Council Chambers at the City Hall, 100 North Appleton Street, Appleton, Wisconsin. All objections will be considered at said hearing and thereafter the amount of the assessments will be finally determined.

March 6, 2025

RUN: March 10, 2025

KAMI LYNCH, City Clerk

REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES WILL BE MADE UPON REQUEST AND IF FEASIBLE.

**RESOLUTION 2-P-25**

**FINAL RESOLUTION DECLARING INTENT TO EXERCISE SPECIAL ASSESSMENT POWERS UNDER SECTION 66.0703 (7) (a), WISCONSIN STATUTES OF 2021-2022.**

WHEREAS, the Common Council of the City of Appleton, Wisconsin, held a Public Hearing at the Council Chambers in City Hall at 7:00 P.M. on the 19<sup>th</sup> day of March, 2025, for the purpose of hearing all interested persons concerning the proposed improvements and construction in the following streets or portion of streets:

CONCRETE PAVEMENT, SIDEWALK CONSTRUCTION, AND DRIVEWAY APRONS

- Aquamarine Ave (Providence Ave to Amethyst Dr)
- Aquamarine Ave (French Rd to Denali Dr)
- Baldeagle Ct (Peregrine Blvd to cds)
- Baldeagle Dr (Peregrine Blvd to Osprey Dr)
- Denali Dr (Rubyred Dr to Aquamarine Ave)
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- Harrier Ct (Osprey Dr to cds)
- Osprey Dr (Harrier Way to Baldeagle Dr)
- Peregrine Blvd (Applecreek Rd to Baldeagle Dr)
- Rubyred Dr (French Rd to Denali Dr)
- Cherryvale Ave (Applecreek Corridor to south city limits)
- Providence Ave (Edgewood Dr to Aquamarine Dr)
- Perkins St (Prospect Ave to RR tracks) (sidewalks only)

And has heard all persons desiring an audience at such hearing.

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Appleton as follows:

1. That the report of the Finance Committee pertaining to the construction of the above described public improvements including plans and specifications therefor, is hereby adopted and approved.
2. That the Finance Committee is directed to advertise for bids to carry out the work of such improvement in accordance with the report of the Finance Committee.
3. That payment for said improvements be made by assessing the cost to the property benefited as indicated in said report.
4. The schedule of proposed assessments made under the police power and the amount assessed against each parcel are true and correct and are hereby confirmed.
5. That the assessment for all projects included on said report are hereby combined as a single assessment but any interested property owner shall be entitled to object to each assessment separately or both assessments jointly for any purpose or purposes.
6. The assessment against any parcel may be paid to the Finance Department on receipt of Special Assessment Notice by one of the following:
  - a. In cash, or if entered on the Tax Roll.
  - b. One installment, if the assessment is \$1000 or less.
  - c. In five equal installments, if the assessment is greater than \$1000;Deferred payment will bear an interest at the rate of 8.5% per annum on the unpaid balance.
7. The City Clerk is directed to publish this resolution in the Appleton Post Crescent, the Official Newspaper of the City.
8. The Clerk is further directed to mail a copy of this resolution to every affected property owner whose name appears on the assessment roll and whose post office address is known or can with diligence be ascertained.

\_\_\_\_\_  
Jacob A. Woodford, Mayor

ATTEST:

\_\_\_\_\_  
Kami Lynch, City Clerk

**RESOLUTION 2-P-25**

**FINAL RESOLUTION DECLARING INTENT TO EXERCISE SPECIAL ASSESSMENT POWERS UNDER SECTION 66.0703 (7) (a), WISCONSIN STATUTES OF 2021-2022.**

WHEREAS, the Common Council of the City of Appleton, Wisconsin, held a Public Hearing at the Council Chambers in City Hall at 7:00 P.M. on the 19<sup>th</sup> day of March, 2025 and the 2<sup>nd</sup> day of April, 2025, for the purpose of hearing all interested persons concerning the proposed improvements and construction in the following streets or portion of streets:

CONCRETE PAVEMENT, SIDEWALK CONSTRUCTION, AND DRIVEWAY APRONS

- Aquamarine Ave (Providence Ave to Amethyst Dr)
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8. The Clerk is further directed to mail a copy of this resolution to every affected property owner whose name appears on the assessment roll and whose post office address is known or can with diligence be ascertained.

---

Jacob A. Woodford, Mayor

ATTEST:

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Kami Lynch, City Clerk







# PERMIT TO OCCUPY THE PUBLIC RIGHT-OF-WAY

Permit # : 25-032-T  
Effective Date: 3-24-25  
Expiration Date: 04-27-25  
Non-Refundable Fee: 40.00  
Paid (yes or no): 17241700

Rev. 05-2024

### Applicant Information

Name (print): Michael Lemple Company: Holton Brothers Inc  
Address: 1257 Terminal Rd Telephone: 262-377-7887  
Grafton, WI 53024 E-mail: mike@holtonbrothers.com  
Applicant Signature: Michael Lemple Date: 3-10-25

### Occupancy Information

General Description/Reason: Sidewalk canopy in front of 222 W. College to combine with the existing awning and create a debris catch for work being done  
Street Address: 222 W. College Sidewalk/roadway obstruction requested  Y or  N  
Multiple Streets: Both ~~Appleton~~ <sup>Superior</sup> and College Side of Building  
Date(s) From: 3-24-25 To: 2-3 mos. 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)

**06-19-25**  
**Sub-Type**

- Awning
- Dumpster
- Sign
- Obstruction / Other
- POD / Container

#### Location

- Sidewalk
- Terrace
- Roadway

### Additional Requirements

Plan/Sketch  Certificate of Insurance  Bond  Committee and Council Approval  
Other : \_\_\_\_\_ Date: \_\_\_\_\_

### Traffic Control Requirements

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

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:

**Need appropriate sidewalk closure signs**

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. **Dumpsters/PODs/Containers shall be located within 12" of face of curb.**
- 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: Mark Lahay/ CS DATE: 03/19/25  
(Department of Public Works)





## HOLD HARMLESS, INDEMNIFICATION, AND DEFENSE AGREEMENT AND STATEMENT OF INSURANCE COVERAGE

The Applicant and/or the Organization agrees to indemnify, defend, and hold harmless the City of Appleton and its officers, officials, employees, and agents from and against any and all liability, loss, damage, expenses, and costs, including attorney fees, arising out of the activities performed as described below. This obligation applies to the extent caused by any negligent act or omission of the applicant/organization, anyone directly or indirectly employed by them, or anyone for whose acts they may be liable, except to the extent caused by the sole negligence or willful misconduct of the City.

Proposed Activities: Exterior Facade Repair to 222 W. College Ave

**Insurance Coverage Details (if applicable):**

- Insurance Carrier: Liberty Mutual
- Insurance Agent Name and Phone Number: Horton Group 708-845-3917
- Policy Number: 07292873-24
- Policy Period: 7-1-24 7-1-25

I confirm that I have the authority to sign and certify the information contained herein as the permittee/licensee or duly authorized representative of the entity obtaining this permit/license.

I have reviewed and understand the insurance requirements of the City of Appleton. I hereby certify that I, or the company I represent, have insurance in the amounts required to obtain this permit/license and have provided the name of my insurance carrier, the policy number, and the policy period above. Further, I agree to:

1. Maintain appropriate insurance coverage for the duration of this permit/license.
2. Indemnify against any and all liability, loss, damage, and expenses, including attorney fees, arising out of the activities performed as described herein, caused in whole or in part by any negligent act or omission of the applicant or anyone directly or indirectly employed by them, which may arise from the use of City right-of-way or property under this permit or license.

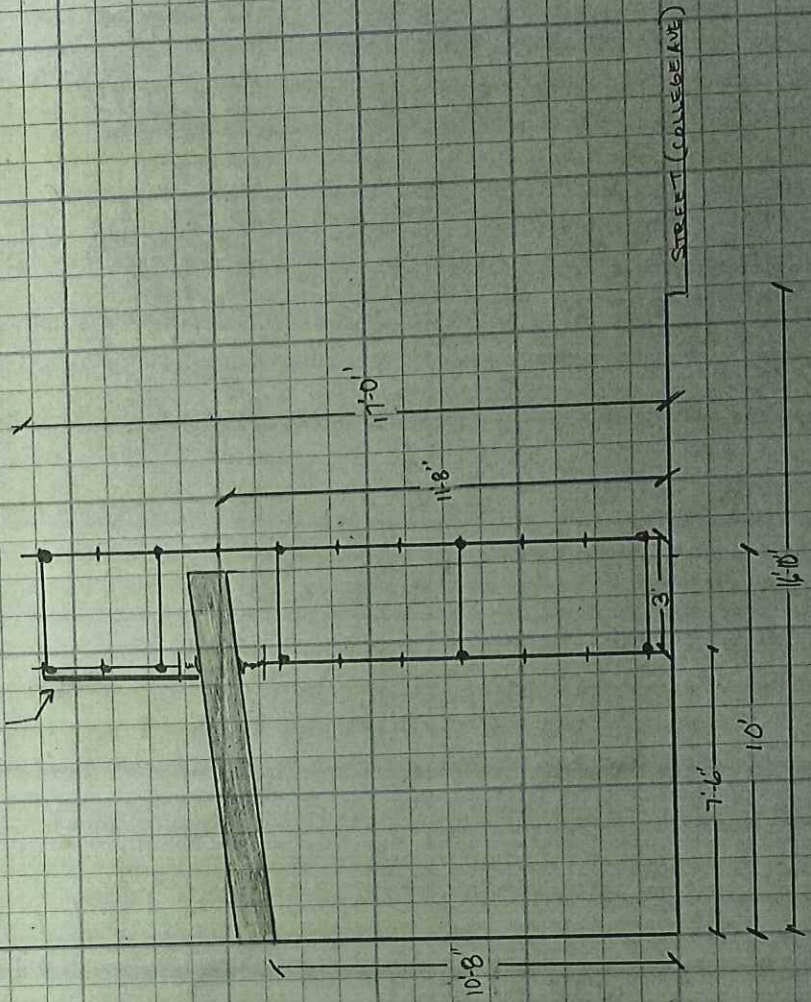
**I certify that this application, and all information and documentation provided therein, is true and accurate.**

<u>Holton Brothers Inc</u>	<u>Michael Lempe</u>
Name of Applicant/Organization	Print Name
<u>1257 Terminal Rd. Grafton, WI 53024</u>	<u>Michael Lempe</u>
Address	Signature
<u>mike@holtonbrothers.com</u>	<u>3-10-25</u>
Email Address	Date



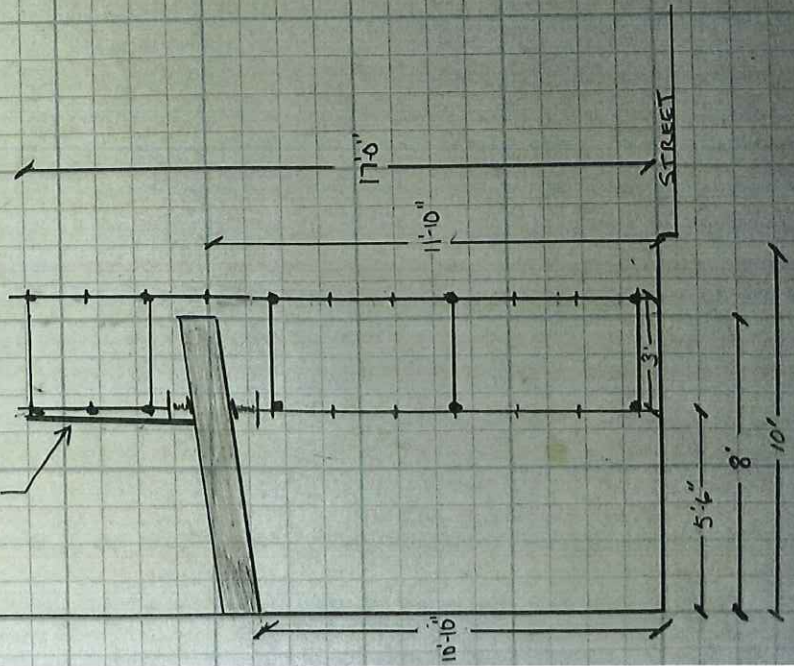
SOUTH ELEVATION  
↓

Plywood or  
NETTING



WEST ELEVATION  
↓

Plywood or  
NETTING







# PERMIT TO OCCUPY THE PUBLIC RIGHT-OF-WAY

Permit # : \_\_\_\_\_  
Effective Date: 3/24/25  
Expiration Date: 5/2/25  
Non-Refundable Fee: 8244-0001  
Paid (yes or no): YES \$40.00

Rev. 05-2024

**Applicant Information**

Name (print): Ryan Schleih Company: Hoffman Planning , design and Construction  
 Address: 122 E. College Ave, suite 1G Telephone: 9205857623  
 E-mail: rschleih@hoffman.net  
 Applicant Signature: Ryan Schleih Date: 3/10/2025

**Occupancy Information**

General Description/Reason: Construction of Plaza, dumpster, unloading area +  
Temp Fence install at Plaza Construction area Entrance  
 Street Address: 222 west College Ave Sidewalk/roadway obstruction requested  Y or  N  
 - or -  
 Multiple Streets: \_\_\_\_\_  
 Date(s) From: ~~3/24/25~~ 5/2/2025 To: 10/31/25 35 days or <  35 days or >   
 (Requires Committee and Council Approval)

**(Department use only)**

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

**Additional Requirements**

Plan/Sketch  Certificate of Insurance  Bond  Committee and Council Approval  
 Other : \_\_\_\_\_ Date: \_\_\_\_\_

**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.

Type of Street: \_\_\_\_\_ Proposed Traffic Control: \_\_\_\_\_  
 Arterial/CBD  City Manual Page(s) \_\_\_\_\_  
 Collector  State Manual Page(s) \_\_\_\_\_  
 Local  Other (attach plan) \_\_\_\_\_  
 Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Additional Requirements: \_\_\_\_\_

- 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. **Dumpsters/PODs/Containers shall be located within 12" of face of curb.**
  - 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)





# PARKING METER BAG APPLICATION

Effective Date: 3/24/25

Expiration Date: 5/2/25

Non-Refundable Fee: 1993.95

Paid (yes or no): \_\_\_\_\_

Rev. 09-2024

**NOTE: Fee is \$9.00 per day plus tax and is non-refundable. THIS FEE WILL BE CHARGED FOR EVERY DAY THE METER BAG IS RESERVED. (excluding Sundays and City of Appleton Observed Holidays)**

### APPLICANT INFORMATION

Company Name: Hoffman Planning, Design and Construction

Agent: Ryan Schleihs

Address: 122 East College Ave Suite 1G, Appleton

Telephone: 920.585.7623

Email: rschleihs@hoffman.net

Applicant Signature: Ryan Schleihs

Date: 3/10/2025

### OCCUPANCY INFORMATION

Reason: Construction of Plaza area/ dumpster/ unloading zone.

Location: 222 West College Ave and Superior St

Meter Zone & Space#: 9201; space 46,47,48,49 and 194,195

Date(s): March 24th till October 31, 2025

### (Office use only)

Amount Due: 1993.95

Receipt#: \_\_\_\_\_

Initials: TR

### This request is subject to the following conditions:

- 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.
- Requests shall be evaluated by the City Engineer or designee and shall only be issued for essential/logistical reasons, not for convenience.
- Applicants shall seek side street alternatives when possible before requesting meter bags on College Avenue.
- No meter bag fees will be charged for City Sponsored Special Events (Memorial Day Parade, Flag Day Parade, Christmas Parade, Police Week Vehicle Display).
- Requests for waiver of fees or reduced fees for non-City sponsored events must be approved in advance by Committee and Council.
- Unauthorized vehicles parked in reserved/bagged parking stalls are subject to immediate towing without warning.

APPROVED BY: \_\_\_\_\_  
(Department of Public Works)

DATE: \_\_\_\_\_



## HOLD HARMLESS, INDEMNIFICATION, AND DEFENSE AGREEMENT AND STATEMENT OF INSURANCE COVERAGE

The Applicant and/or the Organization agrees to indemnify, defend, and hold harmless the City of Appleton and its officers, officials, employees, and agents from and against any and all liability, loss, damage, expenses, and costs, including attorney fees, arising out of the activities performed as described below. This obligation applies to the extent caused by any negligent act or omission of the applicant/organization, anyone directly or indirectly employed by them, or anyone for whose acts they may be liable, except to the extent caused by the sole negligence or willful misconduct of the City.

**Proposed Activities:** Construction

**Insurance Coverage Details (if applicable):**

- Insurance Carrier: The Continental Insurance Company
- Insurance Agent Name and Phone Number: James Kraker 612-205-3993
- Policy Number: 7011816017
- Policy Period: 12/31/2024 - 12/31/2025

I confirm that I have the authority to sign and certify the information contained herein as the permittee/licensee or duly authorized representative of the entity obtaining this permit/license.

I have reviewed and understand the insurance requirements of the City of Appleton. I hereby certify that I, or the company I represent, have insurance in the amounts required to obtain this permit/license and have provided the name of my insurance carrier, the policy number, and the policy period above. Further, I agree to:

1. Maintain appropriate insurance coverage for the duration of this permit/license.
2. Indemnify against any and all liability, loss, damage, and expenses, including attorney fees, arising out of the activities performed as described herein, caused in whole or in part by any negligent act or omission of the applicant or anyone directly or indirectly employed by them, which may arise from the use of City right-of-way or property under this permit or license.

**I certify that this application, and all information and documentation provided therein, is true and accurate.**

Hoffman Planning, Design & Construction, Inc.

Name of Applicant/Organization

122 E. College Avenue, Suite 1G, Appleton, WI 54911

Address

ggerbers@hoffman.net

Email Address

Greg Gerbers

Print Name

Greg Gerbers

Signature

3/12/25

Date

Digitally signed by Greg Gerbers  
DN: cn=Greg Gerbers, o=Hoffman Planning, Design & Construction, Inc., c=US, email=ggerbers@hoffman.net  
Reason: I am the author of this document  
Location:  
Date: 2025.03.12 16:07:54-0500  
File: D:\E-Files\125\125-0001.DWG

**From:** Michael Hardy <Michael.Hardy@AppletonWI.gov>

**Sent:** Tuesday, March 18, 2025 9:18 AM

**To:** Mark Lahay <Mark.Lahay@AppletonWI.gov>; Peter Neuberger <Peter.Neuberger@AppletonWI.gov>

**Cc:** Customer.Service <Customer.Service@appletonwi.gov>; Lindsey R. Smith <Lindsey.Smith@AppletonWI.gov>; Eric Lom <Eric.Lom@AppletonWI.gov>; Connor M. Deeg <Connor.Deeg@AppletonWI.gov>; Victoria L. Drehmel <Victoria.Drehmel@AppletonWI.gov>; Daniel J. Meissner <Daniel.Meissner@AppletonWI.gov>

**Subject:** RE: Street Occ & Meter Bags for College Ave

Mark/Pete:

I spoke with Hoffman, permit is both Parking stalls AND fence (attached plan) for duration noted. Here terms discussed:

Fence:

- Sidewalk to remain open, maintain minimum 5-ft clear between planter and fence (including fence stands). Fence stands need to be marked/guarded to mitigate trip hazard.
- Fence will need to be pulled back for any special events DPW deems necessary (for sure Mile of Music, L2C & Oktoberfest)

Parking Stalls:

- Any dumpsters to be marked by delineators with reflective material. Do not infringe on the bike lane.
- All bagged parking stalls (pic below) shall be cleared and vacated for any special events DPW deems necessary (for sure Memorial Day Parade, Flag Day Parade, Mile of Music, L2C & Oktoberfest)





Thanks,

Mike

**LEGEND**

- LIGHT POLE
- POWER POLE
- GUY
- ⊕ ELECTRIC METER
- ELECTRICAL BOX
- ⊕ ELECTRIC OUTLETS
- ⊕ GAS METER
- ⊕ GAS VALVE
- ⊕ TELEPHONE PEDESTAL
- ⊕ TELEPHONE MANHOLE
- ⊕ SANITARY MANHOLE
- ⊕ WATER MANHOLE
- ⊕ STORM MANHOLE
- ⊕ UTILITY MANHOLE
- ⊕ CATCH BASIN
- ⊕ CATCH BASIN
- ⊕ CATCH BASIN
- ⊕ WATER VALVE
- ⊕ HYDRANT
- ⊕ IRRIGATION BOX
- ⊕ MAILBOX
- ⊕ FENCE
- ⊕ SANITARY SEWER
- ⊕ STORM SEWER
- ⊕ POWER OVERHEAD
- ⊕ BURIED ELECTRIC
- ⊕ BURIED GAS
- ⊕ BURIED TELEPHONE
- ⊕ WATERMAIN
- ⊕ FIBER OPTICS
- ⊕ EDGE OF BITUMINOUS
- ⊕ VENT PIPE
- ⊕ BIRDHOUSE
- ⊕ BASKETBALL HOOP
- ⊕ FLAG POLE
- ⊕ SIGN
- ⊕ DECIDUOUS TREE
- ⊕ CONIFEROUS TREE
- ⊕ BUSH/SHRUB
- ⊕ CONTOUR LINE
- ⊕ PLAY EQUIPMENT
- ⊕ VERTICAL PIPE
- ⊕ BENCH
- ⊕ ROCKS
- ⊕ CONTROL POINT
- 3/4" IRON BAR FOUND
- 1-1/2" IRON PIPE FOUND
- 2" IRON PIPE FOUND
- ⊕ CHISELED 'X' FOUND

**UNDERGROUND UTILITIES**

THESE RECORD DRAWINGS HAVE BEEN PREPARED IN PART, ON THE BASIS OF INFORMATION COMPILED AND FURNISHED BY OTHERS. THE SURVEYOR AND ARCHITECT WILL NOT BE HELD RESPONSIBLE FOR ANY ERRORS OR OMISSIONS WHICH HAVE BEEN INCORPORATED INTO THIS DOCUMENT AS A RESULT.

SOME UTILITIES HAVE BEEN LOCATED BY MAPS PROVIDED BY OTHERS-LOCATIONS ARE APPROXIMATE.  
FIELD VERIFY SANITARY AND STORM SEWER PIPE SIZES AND THEIR LOCATIONS.

UNDERGROUND UTILITIES SHOWN ON THIS MAP ARE BASED IN PART ON MARKINGS BY DIGGERS HOTLINE. (TICKET# 20241819338, 20241819346)

**DESCRIPTION**

BEING LOT 5, LOT 6, AND A PART OF LOT 7, BLOCK 26, 2nd WARD PLAT (ASSESSORS MAP OF THE CITY OF APPLETON) LOCATED IN THE NE1/4 OF THE SW1/4 AND GOVERNMENT LOT 3, ALL IN SECTION 26 TOWNSHIP 21 NORTH RANGE 17 EAST, CITY OF APPLETON, OUTAGAMIE COUNTY, WISCONSIN.

PROJECT SITE ADDRESS:  
222 W COLLEGE AVENUE  
APPLETON WI 54911

**BENCHMARKS**

ELEVATIONS BASED ON NAVD 88 USING WISGEIOD 18:

BENCHMARK# 1  
INTERIOR FFE OF SOUTH LOBBY OF 222 BUILDING  
ELEVATION: 786.17

**SURVEY CONTROL POINTS**

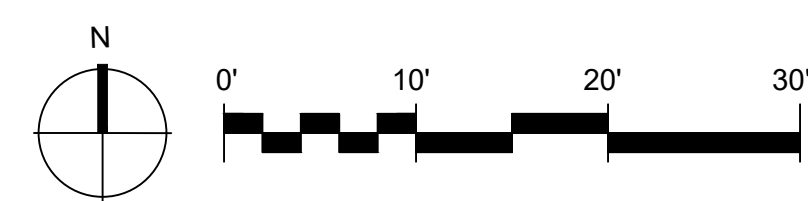
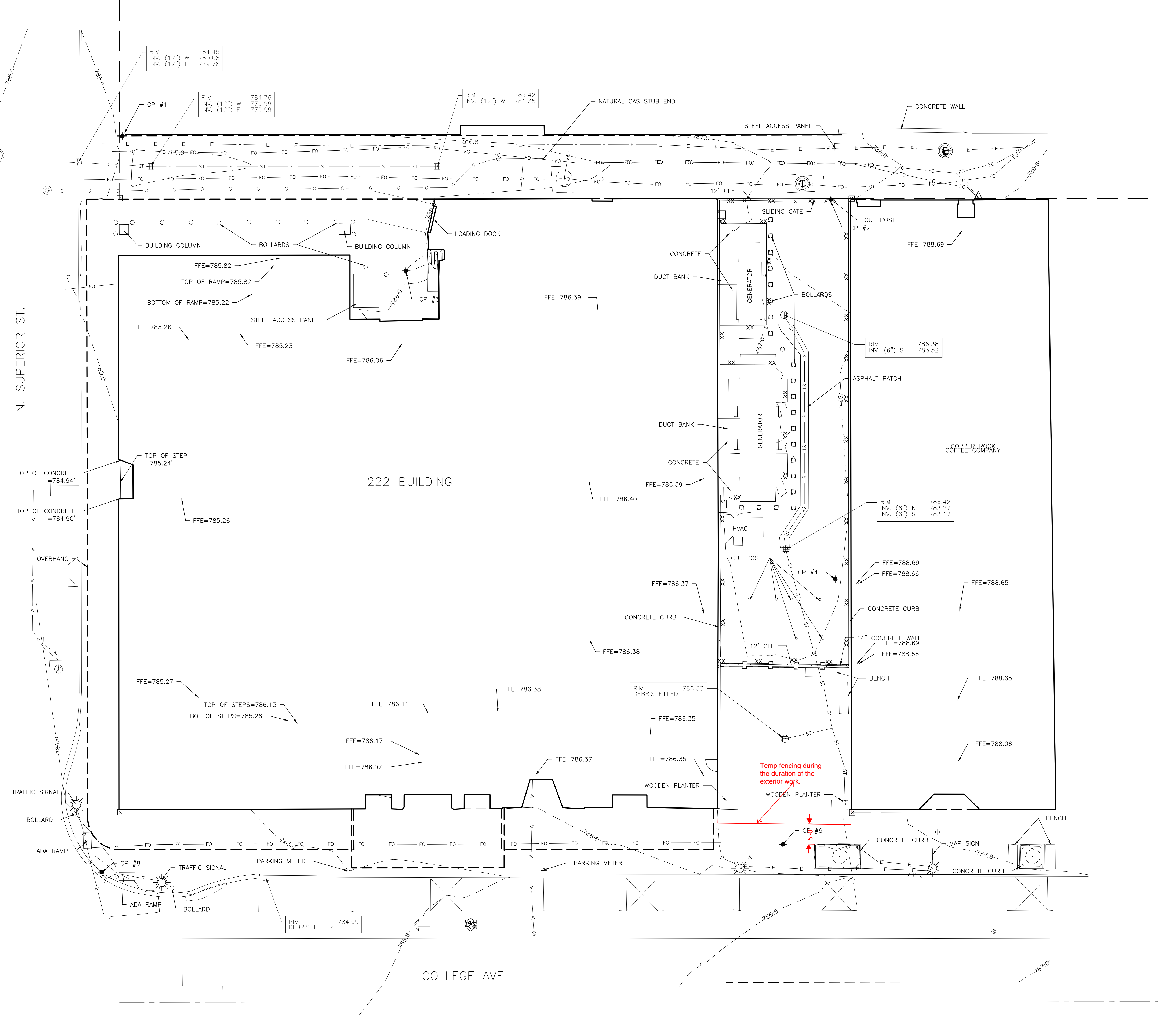
COORDINATE SYSTEM BASED ON: NAD83 (2011) WITH OUTAGAMIE COUNTY COORDINATES USING WISCORS

CP #2 - MAG NAIL  
N: 562433.238  
E: 827120.330  
Z: 787.70

CP #4 - MAG NAIL  
N: 562339.798  
E: 827121.458  
Z: 786.93

CP #8 - MAG NAIL  
N: 562267.72  
E: 826940.93  
Z: 784.17

CP #9 - MAG NAIL  
N: 562274.54  
E: 827106.54  
Z: 786.44







\*FIRST 35 DAYS APPROVED 3.17.25 + 0 4.25.25

PERMIT TO OCCUPY THE PUBLIC RIGHT-OF-WAY

Permit #: 25-027-T

Effective Date: 3.17.25

Expiration Date: 4.25.25

Non-Refundable Fee: #172247229

Paid (yes or no): YES

Rev. 05-2024

Applicant Information

Name (print): Codi Skaar
Address: 2300 W. Everett St.
Appleton, WI 54914

Company: Blue Sky Contractors, LLC
Telephone: 920-733-1250
E-mail: codi@builditblue.net

Applicant Signature: Codi Skaar

Digitally signed by Codi Skaar
DN: cn=Codi Skaar, o=Blue Sky Contractors, LLC, ou=Blue Sky Contractors, email=Codi.Skaar@builditblue.net, c=US

Date: 3.6.25

Occupancy Information

General Description/Reason: Dumpster placement for new pizzeria buildout at 115 E. Washington St.
Location is corner of E. Washington and Oneida St.

Street Address: 115 E. Washington St. Sidewalk/roadway obstruction requested [ ] Y or [ ] N

Multiple Streets: Oneida St.

Date(s) From: 3.17.25 To: 4.25.25 35 days or < [ ] 35 days or > [x]
(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

Additional Requirements

Plan/Sketch [ ] Certificate of Insurance [x] Bond [ ] Committee and Council Approval
Other: [ ] Date: [ ]

Traffic Control Requirements

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

Approved by: [ ] Date: [ ]

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:

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. Dumpsters/PODs/Containers shall be located within 12" of face of curb.
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.

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: Mark Lahay/RT
(Department of Public Works)

DATE: 3/7/25





# PARKING METER BAG APPLICATION

Effective Date: 3/17/25

Expiration Date: 3/21/25

Non-Refundable Fee: 172616552

Paid (yes or no): YES

Rev. 09-2024

**NOTE:** Fee is \$9.00 per day plus tax and is non-refundable.  
**THIS FEE WILL BE CHARGED FOR EVERY DAY THE METER BAG IS RESERVED.**  
(excluding Sundays and City of Appleton Observed Holidays)

## APPLICANT INFORMATION

Company Name: Blue Sky Contractors, LLC

Agent: JaTame Schabo

Address: 2300 W. Everett St.

Telephone: 920-733-1250

Appleton, WI 54914

Email: jatame@builditblue.net

Applicant Signature: *JaTame Schabo*

Date: 3/13/25

## OCCUPANCY INFORMATION

Reason: Concrete Pour for new pizzeria

Location: 115 E. Washington St. Appleton

Meter Zone & Space#: 1 needed 9201 - 345

Date(s): March 17-21, 2025

### (Office use only)

Amount Due: \$47.48

Receipt#: 172616552

Initials: RT

### This request is subject to the following conditions:

1. 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.
2. Requests shall be evaluated by the City Engineer or designee and shall only be issued for essential/logistical reasons, not for convenience.
3. Applicants shall seek side street alternatives when possible before requesting meter bags on College Avenue.
4. No meter bag fees will be charged for City Sponsored Special Events (Memorial Day Parade, Flag Day Parade, Christmas Parade, Police Week Vehicle Display).
5. Requests for waiver of fees or reduced fees for non-City sponsored events must be approved in advance by Committee and Council.
6. Unauthorized vehicles parked in reserved/bagged parking stalls are subject to immediate towing without warning.

APPROVED BY: Mark Lahay/RT  
(Department of Public Works)

DATE: 3/13/25



# PARKING METER BAG APPLICATION

Effective Date: 3/17/25

Expiration Date: 4/18/25

Non-Refundable Fee: 172616552

Paid (yes or no): YES

Rev. 09-2024

**NOTE:** Fee is \$9.00 per day plus tax and is non-refundable.  
**THIS FEE WILL BE CHARGED FOR EVERY DAY THE METER BAG IS RESERVED.**  
(excluding Sundays and City of Appleton Observed Holidays)

### APPLICANT INFORMATION

Company Name: Blue Sky Contractors, LLC

Agent: JaTame Schabo

Address: 2300 W. Everett St.

Telephone: 920-733-1250

Appleton, WI 54914

Email: jatame@builditblue.net

Applicant Signature: *JaTame Schabo*

Date: 3/13/25

### OCCUPANCY INFORMATION

Reason: Dumpster for new pizzeria

Location: 115 E. Washington St.

Meter Zone & Space#: 2 needed 9201 - 343 & 344

Date(s): March 17-April 18, 2025

### (Office use only)

Amount Due: \$550.71

Receipt#: 172616552

Initials: RT

### This request is subject to the following conditions:

1. 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.
2. Requests shall be evaluated by the City Engineer or designee and shall only be issued for essential/logistical reasons, not for convenience.
3. Applicants shall seek side street alternatives when possible before requesting meter bags on College Avenue.
4. No meter bag fees will be charged for City Sponsored Special Events (Memorial Day Parade, Flag Day Parade, Christmas Parade, Police Week Vehicle Display).
5. Requests for waiver of fees or reduced fees for non-City sponsored events must be approved in advance by Committee and Council.
6. Unauthorized vehicles parked in reserved/bagged parking stalls are subject to immediate towing without warning.

APPROVED BY: MARK LAHAY / RT  
(Department of Public Works)

DATE: 3/13/25





APPROVAL FROM MSC & COUNCIL:

# PARKING METER BAG APPLICATION

Effective Date: 4/19/25

Expiration Date: 5/30/25

Non-Refundable Fee: \_\_\_\_\_

Paid (yes or no): \_\_\_\_\_

Rev. 09-2024

**NOTE: Fee is \$9.00 per day plus tax and is non-refundable.  
THIS FEE WILL BE CHARGED FOR EVERY DAY THE METER BAG IS RESERVED.**  
(excluding Sundays and City of Appleton Observed Holidays)

### APPLICANT INFORMATION

Company Name: Blue Sky Contractors, LLC

Agent: JaTame Schabo

Address: 2300 W. Everett St.

Telephone: 920-733-1250

Appleton WI 54914

Email: jatame@builditblue.net

Applicant Signature: *JaTame Schabo*

Date: 3/13/25

### OCCUPANCY INFORMATION

Reason: Dumpster placement new pizzeria

Location: 115 E. Washington St. Appleton

Meter Zone & Space#: 2 needed 9201- 343 & 344

Date(s): April 19-May 30, 2025

### **(Office use only)**

Amount Due: \$664.65

Receipt#: \_\_\_\_\_

Initials: \_\_\_\_\_

### This request is subject to the following conditions:

1. 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.
2. Requests shall be evaluated by the City Engineer or designee and shall only be issued for essential/logistical reasons, not for convenience.
3. Applicants shall seek side street alternatives when possible before requesting meter bags on College Avenue.
4. No meter bag fees will be charged for City Sponsored Special Events (Memorial Day Parade, Flag Day Parade, Christmas Parade, Police Week Vehicle Display).
5. Requests for waiver of fees or reduced fees for non-City sponsored events must be approved in advance by Committee and Council.
6. Unauthorized vehicles parked in reserved/bagged parking stalls are subject to immediate towing without warning.

APPROVED BY: \_\_\_\_\_  
(Department of Public Works)

DATE: \_\_\_\_\_



E Washington St

BAG ON THREE STALLS

TENENANT SPACE

N Oneida St

Google





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
02/20/2025

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 THZ Insurance Group 114 S. Main St. PO Box 6 Seymour, WI 541650006	CONTACT NAME: Aaron Pluger		
	PHONE (A/C, No, Ext): (920) 833-6871	FAX (A/C, No): (920) 833-6870	
	E-MAIL ADDRESS: info@thzins.com		
INSURED Blue Sky Contractors LLC and Zeitgeist Development LLC 2300 W Everett St Appleton, WI 549144748	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : Selective Insurance		12572
	INSURER B : SELECTIVE INS CO OF SC		19259
	INSURER C : Hiscox Pro		
	INSURER D :		
	INSURER E :		
INSURER F :			


### 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 checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			S 2240638	09/25/2024	09/25/2025	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" 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			S 2240638	09/25/2024	09/25/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 0			S 2240638	09/25/2024	09/25/2025	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
B	<input type="checkbox"/> 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	WC 9038481	09/25/2024	09/25/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Leased/Rented Equipment			S 2240638	09/25/2024	09/25/2025	\$500 ded \$100,000
C	Professional Liability			ANE 182184024	09/25/2024	08/25/2025	\$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
City Of Appleton, and its officers, Council members, agent, employees and authorized volunteers as additional insured with waiver of subrogation with regard to the General Liability per Form CG 7988 and Form CG 73 00 and with regard to Business Auto per Form CA 7809 when required by written contract. Policies are primary and non-contributory. Umbrella policy follows underlying form. Waiver of subrogation with regard to Worker's Compensation per Form WC 00 03 13 when required by written contract.

### CERTIFICATE HOLDER CANCELLATION

City Of Appleton 100 N. Appleton Street 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 
--	--



Step 1: Select Payments      Step 2: Review and Submit      Step 3: Confirmation and Receipt

### Step 3: Confirmation and Receipt

## Result: Payment Authorized

### Confirmation Number: 172247229

Your payment has been authorized successfully and payment will be processed.

The City of Appleton thanks you for your payment. For questions about your account, please call 920-832-6474 Thank you for using our bill payment services.

Please save or print a copy of this receipt for record keeping purposes.

#### My Bills

Description	Amount
Public Works Fees payment of \$40.00	\$40.00

<b>Subtotal:</b>	<b>\$40.00</b>
<b>Convenience Fee:</b>	<b>\$1.50</b>
<b>Total Payment:</b>	<b>\$41.50</b>

#### Customer Information

First Name: JaTame  
 Last Name: Schabo  
 Address Line 1: 2300 W. Everett St.  
 Address Line 2:  
 City: Appleton  
 State: Wisconsin  
 Zip Code: 54914  
 Phone Number: 920-733-1250  
 Email Address: jatame@buildtblue.net

#### Payment Information

Payment Date: 03/06/2025  
 Card Type: Visa  
 Card Number: \*\*\*\*\*4588

Print

# Thank you for your payment!

This service has been provided by [City of Appleton Public Works, WI](#) and [Point & Pay](#). We value your business. Please keep this receipt for future reference.

You have made a payment to [City of Appleton Public Works, WI](#) . The City of Appleton thanks you for your payment. For questions about your account, please call 920-832-6474

**Name:** JaTame Schabo  
**Address:** 2300 W. Everett St., Appleton WI, US, 54914  
**Contact:** 9207331250  
**Comments:**

**Payment ID:** 172616552  
**Date:** 03/13/25 02:01 PM  
**Subtotal:** \$598.19  
**Fee:** \$18.00  
**Total:** \$616.19  
**Method:** Credit Card(\*\*\*\*\*4588)

Item Purchased	Transaction Description	Account	Amount
Meter Bags	City of Appleton		\$598.19

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

By signing this receipt you agree to the terms and conditions of this service.

You will see one line item on your credit or debit card statement indicating the amount you paid and will be identified as *City of Appleton* . If you have any questions about the charges please call 1-888-891-6064.

[Print Receipt](#) [Close Window](#)



# CITY OF APPLETON

## MEMORANDUM

**Date:** 03/14/2025  
**To:** Municipal Services Committee  
**From:** Michael Hardy, P.E., Traffic Engineer  
**Subject:** Parking changes on Durkee Street by Einstein Middle School  
(follow-up to a 6-month evaluation)

---

At the request of the AASD, the City's Traffic Section recently assessed the possibility of making a change to on-street parking along the east side of Durkee Street, adjacent to Einstein Middle School, as a means of improving operations related to additional student attendance with sixth grade transitioning from elementary to middle schools at the start of 2024-2025 school year. Based on our evaluation, we initiated a sixth month in September 2024.

The evaluation generally included removing a portion of the *No Stopping/Standing/Parking* zone (7:30 a.m. to 4:30 p.m. on school days) and replacing it with *Passenger Loading Zone* (7:30 a.m. to 4:30 p.m. on school days) on the east side of Durkee Street between the pick-up/drop-off loop driveways.

This arrangement has had the desired effect, and we have not received any feedback from the community. Based on this, we recommend the changes be made permanent. To accomplish this, the following ordinance changes are necessary:

1. **Repeal Ord. 13-04:** "Stopping, standing and parking be prohibited on school days from 7:30 a.m. to 4:30 p.m. on the east side of Durkee Street from Florida Avenue to a point 520 feet south of Capitol Drive."
2. **Create:** "Stopping/standing/parking be prohibited on school days from 7:30 a.m. to 4:30 p.m. on the east side of Durkee Street from Florida Avenue to a point 170 feet north of Florida Avenue."
3. **Create:** "No Parking/Passenger Loading Zone/No Unoccupied Vehicles from 7:30 a.m. to 4:30 p.m. on school days on east side of Durkee Street a point 170 feet north of Florida Avenue to a point 422 feet north of Florida Avenue."



4. **Create:** "Stopping/standing/parking be prohibited on school days from 7:30 a.m. to 4:30 p.m. on the east side of Durkee Street from a point 422 feet north of Florida Avenue to a point 535 feet south of Capitol Drive."



DEPARTMENT OF  
**PUBLIC  
WORKS**

## MEMORANDUM

**Date:** 3/24/25  
**To:** Municipal Services Committee  
**From:** Pete Neuberger, City Engineer / Deputy Director of Public Works  
Mark Lahay, Assistant City Engineer  
**Subject:** Approve easement release of rights for relocation of the water main and sanitary sewer along the north side of I-41 near 3001 E Enterprise Avenue.

---

The Department of Public Works is requesting approval of the Utility Easement Release of Rights for I-41 near 3001 E Enterprise Avenue, authorizing City staff to sign and return to WisDOT the DT1541 and DT1660 forms for Sewer and Water, as requested by WisDOT to keep the I-41 project on its current schedule.

This is in connection with the I-41 mainline project between Ballard Road and STH 441 which is scheduled for 2027 construction. Currently, the City has a water main and sanitary sewer in an easement just outside of the DOT's right of way along the north side I-41 in the vicinity of 3001 E Enterprise Avenue. The water main and sanitary sewer needs to be relocated due to the widening of I-41. DOT will fully reimburse the City for this water main and sanitary sewer relocation.

The new location for the water main and sanitary sewer will be within a portion of the DOT's new right-of-way. Because the DOT's new right-of-way will encompass the area where the City has an easement, the City needs to release its rights to this easement.

WisDOT guidance states: "Pursuant to Wisconsin Guide to Utility Coordination 11.4 and 11.5, when a utility company has an interest in the land being acquired for a highway, it will be necessary to acquire that land interest to provide clear title and ownership of the highway. This will be accomplished by the release of rights document(s). The interests conveyed will be only the areas defined by the Transportation Project Plat and legal descriptions provided."



# CITY OF APPLETON

## MEMORANDUM

**Date:** 3/24/2025

**To:** Municipal Services Committee

**From:** Laura Jungwirth, P.E., Director of Public Works  
Pete Neuberger, P.E., City Engineer / Deputy Director of Public Works

**Subject:** Approve 2025 DPW Parking Utility Strategic Planning and Marketing Study to Walker Consultants in an amount not to exceed \$200,000, contingent upon 2024 DPW budget carryover approval

---

The Department of Public Works (DPW) is requesting approval of the 2025 DPW Parking Utility Strategic Planning and Marketing Study to Walker Consultants (Walker) in an amount not to exceed \$200,000, contingent upon 2024 DPW budget carryover approval.

In February 2025, DPW issued a Request for Proposals to three experienced consultants to provide a comprehensive study and report that includes the following:

- Analysis of existing downtown parking supply and conditions.
- Analysis of future development trends and necessary parking supply.
- 20-year projection of public parking supply needs, including recommendation on location, layout and capacity of any recommended additional parking facilities, with budget-level cost estimates.
- Evaluation of and recommendations for DPW staffing, equipment, and policies based on current and 20-year projection of public parking user needs, with budget-level cost estimates.
- Evaluation of and recommendations for DPW marketing strategies and a wayfinding plan, based on current and 20-year projection of public parking user needs, with budget-level cost estimates.
- Evaluation of and recommendations for public EV charging stations based on current and 20-year projection of public parking user needs, with budget-level cost estimates.
- Executive summary containing all key discussion points from the study's research, analysis, conclusion, and recommendation phases

DPW received qualified proposals from two consultants, Walker Consultants (Walker) and Desman, Inc. (Desman).

A DPW review team consisting of Director Jungwirth, Deputy Director Neuberger, and Parking Utility Manager Glaser evaluated the proposals based on Firm Experience, Project Team, Project Understanding and Approach, Project Schedule, and Cost.

As DPW staff had anticipated and based on the stellar reputations enjoyed by both firms within the parking industry, both proposals demonstrated excellent experience with similar projects, possess qualified project team members and leadership, and contain a solid understanding of core concepts and considerations important to DPW Parking Utility,

The Walker proposal emerged as the superior proposal within the following key areas:

- Deeper understanding of current Appleton conditions, which was likely influenced by Walker’s experience developing the 2015 Appleton Downtown Parking Study
- A more comprehensive and clearly defined approach that better aligned with DPW expectations and needs in every phase of work, including
  - Data Collection / Stakeholder Engagement
  - Analysis of Current and Projected Conditions
  - Evaluation of Parking Technology Options
  - Financial Analysis
  - Greater flexibility in offering additional optional deliverables, including the following tasks of interest to DPW:
    - Digital Parking Management
    - Implementation Support – Wayfinding Signage
    - Implementation Support – Parking Utility Operations

Walker’s more comprehensive approach was reflected in significantly greater Staff Hours (470 vs 212) attributed to the project, and a subsequently higher base Cost (\$95,143 vs \$46,705) compared to Desman. To facilitate an analogous comparison of cost effectiveness, the review team compiled an overall score for each proposal expressed in terms of Price (\$) per Technical Point per Staff Hour, which resulted in the following relative scores, where lower cost demonstrates greater cost effectiveness:

Walker:           \$2.10  
Desman:           \$3.05

After determining the higher scoring proposal, DPW developed an award recommendation to Walker Consultants in a total amount not to exceed \$200,000 apportioned as follows:

Strategic Planning and Marketing	\$95,143
Digital Parking Management	Not to exceed \$40,000
Implementation Support	Not to exceed \$64,857
Available budget:	\$200,000 (contingent upon 2024 carryover approval)



# APPLETON POLICE DEPARTMENT

COMPASSION ★ INTEGRITY ★ COURAGE

*Appleton Police Department*  
222 South Walnut Street  
Appleton, WI 54911  
Phone: 920.832.5500  
Fax: 920.832.5553  
police.appletonwi.gov

TO: Safety and Licensing Committee

From: Captain Gary Lewis and Lieutenant Blaine Vander Wielen

Subject: Sole Source Request – Axon Air/DroneSense

The Appleton Police Department (APD) Technology Unit operates a range of small unmanned aerial systems (sUAS) to enhance public safety and officer protection. To achieve the department's objectives while adhering to Federal Aviation Administration regulations, a specialized set of programs is necessary.

Beginning in August 2024, APD initiated a trial of Axon Air/DroneSense. This company provides a comprehensive program tailored for first responder agencies, focusing on the management and operation of sUAS programs. Axon has partnered with DroneSense to enable seamless integration of sUAS with other Axon products, branded as Axon Air. As an agency utilizing various Axon products, this integration is unparalleled.

Axon Air/DroneSense offers a range of features, including the ability to operate various sUAS both in-person and remotely, live streaming footage to officers and stakeholders, providing an operational map view of devices in use, ensuring deconfliction with manned aircraft, logging all flights for future reference, creating custom training programs, establishing a maintenance schedule, and managing equipment use and operator proficiency. While other programs may offer some of these features, Axon Air/DroneSense is the only comprehensive suite that encompasses all the essential functionalities for first responders, while also being compatible with our agency's existing products.

I have not identified any comparable programs to seek alternative quotes. Therefore, I am submitting this memorandum to request that the Axon Air/DroneSense quote be considered a sole source request, given the program's unique aspects and its design continuity with current Axon products.

Thank you in advance for your consideration.

Captain Gary Lewis

Lt. Blaine Vander Wielen



**Axon Enterprise, Inc.**  
 17800 N 85th St.  
 Scottsdale, Arizona 85255  
 United States  
 VAT: 86-0741227  
 Domestic: (800) 978-2737  
 International: +1.800.978.2737

Q-668553-45709.797JD

Issued: 02/21/2025

Quote Expiration: 02/28/2025

Estimated Contract Start Date: 03/15/2025

Account Number: 106590

Payment Terms: N30

Delivery Method:

SHIP TO	BILL TO
Appleton Police Department-WI 222 S Walnut St Appleton, WI 54911-5825 USA	Appleton Police Department - WI 222 S Walnut St Appleton WI 54911-5825 USA Email:

SALES REPRESENTATIVE	PRIMARY CONTACT
David Arth Phone: Email: darth@axon.com Fax:	Blaine Vander Wielen Phone: 920-832-5500 Email: blaine.vanderwielen@appleton.org Fax: (920) 832-6044

**Quote Summary**

Program Length	46.5484 Months
<b>TOTAL COST</b>	<b>\$42,322.16</b>
<b>ESTIMATED TOTAL W/ TAX</b>	<b>\$42,322.16</b>

**Discount Summary**

Average Savings Per Year	\$0.00
<b>TOTAL SAVINGS</b>	<b>\$0.00</b>

**Payment Summary**

<b>Date</b>	<b>Subtotal</b>	<b>Tax</b>	<b>Total</b>
Feb 2025	\$10,580.54	\$0.00	\$10,580.54
Feb 2026	\$10,580.54	\$0.00	\$10,580.54
Feb 2027	\$10,580.54	\$0.00	\$10,580.54
Feb 2028	\$10,580.54	\$0.00	\$10,580.54
<b>Total</b>	<b>\$42,322.16</b>	<b>\$0.00</b>	<b>\$42,322.16</b>

Quote Unbundled Price:	\$42,322.16
Quote List Price:	\$42,322.16
Quote Subtotal:	\$42,322.16

## Pricing

All deliverables are detailed in Delivery Schedules section lower in proposal

Item	Description	Qty	Term	Unbundled	List Price	Net Price	Subtotal	Tax	Total
<b>Program</b>									
CLASSMUAS	AXON AIR, CLASS M UAS BUNDLE	2	47	\$116.67	\$116.67	\$116.67	\$10,966.98	\$0.00	\$10,966.98
CLASS2UAS	AXON AIR, CLASS 2 UAS BUNDLE	1	47	\$283.34	\$283.34	\$283.34	\$13,316.98	\$0.00	\$13,316.98
<b>A la Carte Software</b>									
100112	AXON AIR - EVIDENCE.COM LICENSE - PILOT DATA	10	47		\$33.06	\$33.06	\$15,538.20	\$0.00	\$15,538.20
<b>A la Carte Services</b>									
12021	AXON AIR - VIRTUAL ONBOARDING	1			\$2,500.00	\$2,500.00	\$2,500.00	\$0.00	\$2,500.00
<b>Total</b>							<b>\$42,322.16</b>	<b>\$0.00</b>	<b>\$42,322.16</b>

## Delivery Schedule

### Software

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
AXON AIR, CLASS 2 UAS BUNDLE	100580	AXON AIR - UAS LICENSE - CLASS 2	1	03/15/2025	01/31/2029
AXON AIR, CLASS 2 UAS BUNDLE	100584	AXON AIR - ADVANCED STREAMING ADD-ON	1	03/15/2025	01/31/2029
AXON AIR, CLASS 2 UAS BUNDLE	100586	AXON AIR - API INTEGRATIONS ADD-ON	1	03/15/2025	01/31/2029
AXON AIR, CLASS M UAS BUNDLE	100582	AXON AIR - UAS LICENSE - CLASS M	2	03/15/2025	01/31/2029
AXON AIR, CLASS M UAS BUNDLE	100584	AXON AIR - ADVANCED STREAMING ADD-ON	2	03/15/2025	01/31/2029
AXON AIR, CLASS M UAS BUNDLE	100586	AXON AIR - API INTEGRATIONS ADD-ON	2	03/15/2025	01/31/2029
A la Carte	100112	AXON AIR - EVIDENCE.COM LICENSE - PILOT DATA	10	03/15/2025	01/31/2029

### Services

Bundle	Item	Description	QTY
A la Carte	12021	AXON AIR - VIRTUAL ONBOARDING	1



## Shipping Locations

Location Number	Street	City	State	Zip	Country
1	222 S Walnut St	Appleton	WI	54911-5825	USA

## Payment Details

### Feb 2025

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 1	100112	AXON AIR - EVIDENCE.COM LICENSE - PILOT DATA	10	\$3,884.56	\$0.00	\$3,884.56
Year 1	12021	AXON AIR - VIRTUAL ONBOARDING	1	\$625.00	\$0.00	\$625.00
Year 1	CLASS2UAS	AXON AIR, CLASS 2 UAS BUNDLE	1	\$3,329.24	\$0.00	\$3,329.24
Year 1	CLASSMUAS	AXON AIR, CLASS M UAS BUNDLE	2	\$2,741.74	\$0.00	\$2,741.74
<b>Total</b>				<b>\$10,580.54</b>	<b>\$0.00</b>	<b>\$10,580.54</b>

### Feb 2026

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 2	100112	AXON AIR - EVIDENCE.COM LICENSE - PILOT DATA	10	\$3,884.56	\$0.00	\$3,884.56
Year 2	12021	AXON AIR - VIRTUAL ONBOARDING	1	\$625.00	\$0.00	\$625.00
Year 2	CLASS2UAS	AXON AIR, CLASS 2 UAS BUNDLE	1	\$3,329.24	\$0.00	\$3,329.24
Year 2	CLASSMUAS	AXON AIR, CLASS M UAS BUNDLE	2	\$2,741.74	\$0.00	\$2,741.74
<b>Total</b>				<b>\$10,580.54</b>	<b>\$0.00</b>	<b>\$10,580.54</b>

### Feb 2027

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 3	100112	AXON AIR - EVIDENCE.COM LICENSE - PILOT DATA	10	\$3,884.56	\$0.00	\$3,884.56
Year 3	12021	AXON AIR - VIRTUAL ONBOARDING	1	\$625.00	\$0.00	\$625.00
Year 3	CLASS2UAS	AXON AIR, CLASS 2 UAS BUNDLE	1	\$3,329.24	\$0.00	\$3,329.24
Year 3	CLASSMUAS	AXON AIR, CLASS M UAS BUNDLE	2	\$2,741.74	\$0.00	\$2,741.74
<b>Total</b>				<b>\$10,580.54</b>	<b>\$0.00</b>	<b>\$10,580.54</b>

### Feb 2028

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 4	100112	AXON AIR - EVIDENCE.COM LICENSE - PILOT DATA	10	\$3,884.56	\$0.00	\$3,884.56
Year 4	12021	AXON AIR - VIRTUAL ONBOARDING	1	\$625.00	\$0.00	\$625.00
Year 4	CLASS2UAS	AXON AIR, CLASS 2 UAS BUNDLE	1	\$3,329.24	\$0.00	\$3,329.24
Year 4	CLASSMUAS	AXON AIR, CLASS M UAS BUNDLE	2	\$2,741.74	\$0.00	\$2,741.74
<b>Total</b>				<b>\$10,580.54</b>	<b>\$0.00</b>	<b>\$10,580.54</b>

Tax is estimated based on rates applicable at date of quote and subject to change at time of invoicing. If a tax exemption certificate should be applied, please submit prior to invoicing.

## Standard Terms and Conditions

### Axon Enterprise Inc. Sales Terms and Conditions

#### Axon Master Services and Purchasing Agreement:

This Quote is limited to and conditional upon your acceptance of the provisions set forth herein and Axon's Master Services and Purchasing Agreement (posted at <https://www.axon.com/sales-terms-and-conditions>), as well as the attached Statement of Work (SOW) for Axon Fleet and/or Axon Interview Room purchase, if applicable. In the event you and Axon have entered into a prior agreement to govern all future purchases, that agreement shall govern to the extent it includes the products and services being purchased and does not conflict with the Axon Customer Experience Improvement Program Appendix as described below.

#### ACEIP:

The Axon Customer Experience Improvement Program Appendix, which includes the sharing of de-identified segments of Agency Content with Axon to develop new products and improve your product experience (posted at [www.axon.com/legal/sales-terms-and-conditions](http://www.axon.com/legal/sales-terms-and-conditions)), is incorporated herein by reference. By signing below, you agree to the terms of the Axon Customer Experience Improvement Program.

#### Acceptance of Terms:

Any purchase order issued in response to this Quote is subject solely to the above referenced terms and conditions. By signing below, you represent that you are lawfully able to enter into contracts. If you are signing on behalf of an entity (including but not limited to the company, municipality, or government agency for whom you work), you represent to Axon that you have legal authority to bind that entity. If you do not have this authority, please do not sign this Quote.

---

Signature

---

Date Signed

2/21/2025





## SOLE SOURCE REQUEST

The undersigned certifies that the commodity/service shown below qualifies as a sole source request and meets one or more of the following requirements. The department has demonstrated, and the Purchasing Manager concurs that only one source exists, the price is equitable, and/or noncompetitive negotiation is in the best interests of the City.

- Unique, proprietary, or one-of-a-kind:** Specific commodity/service is required and available from only one source, giving the City a superior and necessary benefit that cannot be obtained from other sources.
- Inadequate competition:** Purchasing solicitation (bid, proposal, or quote) did not result in any qualified vendor responses and competition is determined to be inadequate.
- Health or Safety Concern:** When a health or safety concern exists that is *not* an immediate threat but needs to be addressed in a period that does not allow for formal competitive procurement procedures.
- Continuity of design:** Consistency with current commodity or service.
- Emergency procurement:** A risk of human suffering or substantial damage to real or personal property exists requiring immediate attention.
- Cooperative purchase:** Purchase from another governmental unit contract or state approved purchasing association.
- Other:** Description provided below

PROPOSED DETAILS
Requesting dept: Police
Product/service : Axon Air/DroneSense
Vendor name: Axon
Total cost: \$10,580.54 annually, total cost \$42,322.16

Justification and price quotation provided by the department, for the items to be considered and approved as a sole source purchase attached for review.

  
Purchasing Manager

3/16/2025  
Date



# Alcohol License Premises Amendment Request Form



**NOTE:** Please allow approximately 4 weeks for application processing

<b>FEES ARE NON-REFUNDABLE</b>	<b>CASH OR CHECK ONLY!</b>
<input type="checkbox"/> License Fee - \$10.00	Date Recv'd <u>3/13/25</u>
	Total \$ <u>10</u>
	Receipt #: <u>8230-9</u>

**SECTION 1 – ESTABLISHMENT INFORMATION**

Establishment Name <u>Pullmans at Trolley Square LLC</u>	Establishment Phone Number <u>920-830-7855</u>
Establishment Address <u>619 S. Olde Oneida St. Appleton, WI 54915</u>	
Agent Name <u>John Reader</u>	Agent Phone Number (Required)

**SECTION 2 – PREMISES AMENDMENT** \*A drawing/diagram of the proposed area must be submitted with this application\*

Is this Premises Amendment permanent or temporary?  PERMANENT     TEMPORARY

Please describe the change in premises: 12,000 sq.ft. of Trolley Square, consisting of 2 dining rooms, bar area, kitchen, and storage area. 150 sq.ft. office is located in an upper 1st area. Trolley Square is a 100ft x 200ft. building. One floor no basement. Additional 900 sq.ft. wine bar and dining area. Additional 2000 sq.ft. meeting room. Additional 5000 sq.ft. banquet area consisting of one 4000sq.ft. dining room and 1000 sq.ft. kitchen.

If temporary, please specify the event or reason for the amendment: \_\_\_\_\_

If temporary, please list the date(s) and time(s) that this premises amendment will be utilized: \_\_\_\_\_

**SECTION 3 – PENALTY NOTICE**

I certify that I am familiar with Section 9-52 of the Municipal Code of the City of Appleton and agree that any license granted under this application may be suspended for cause at any time by the Common Council.  
Under penalty of law, I swear that the information provided in this application is true and correct to the best of my knowledge and belief.

Signature of Applicant: John M Reader      Date: 03/13/25

**FOR OFFICE USE ONLY**

Department	Approve	Deny	Staff Member	Reason
Police	✓		<u>B. Goodin*</u>	<u>3/14/25</u>
Fire	✓		<u>D. Henson</u>	<u>3/14/25</u>
Health				
Community Development				
Inspections	✓		<u>D. Meissner</u>	<u>3/14/25</u>
Finance				
Public Works				
Safety and Licensing Date:			Recommendation:	Common Council Date:
Date sent for Review	Date Approved	Date Issued	Expiration Date	License Number
<u>3/14/25</u>	_____	_____	_____	

Form  
**AB-200**

## Alcohol Beverage License Application

For Municipal Use Only	
Municipality	Appleton
License Period	24-25

**License(s) Requested:** (up to two boxes may be checked)

- Class "A" Beer ..... \$ \_\_\_\_\_      Class "B" Beer ..... \$ 100  
 "Class A" Liquor ..... \$ \_\_\_\_\_     "Class B" Liquor ..... \$ \_\_\_\_\_  
 "Class A" Liquor (cider only) \$ \_\_\_\_\_      Reserve "Class B" Liquor \$10,500  
 "Class C" Liquor (wine only) \$ \_\_\_\_\_     Deposit \$50

Fees	
License Fees	\$10,600
Background Check Fee	\$ 14
Publication Fee	\$ 60
<b>Total Fees</b>	<b>\$</b>

Part A: Premises/Business Information			
1. Legal Business Name (individual name if sole proprietorship) KayZa, LLC.			
2. Business Trade Name or DBA Tomaso's			
3. FEIN		4. Wisconsin Seller's Permit Number 456-1031808942-02	
5. Entity Type (check one) <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Limited Liability Company <input type="checkbox"/> Corporation <input type="checkbox"/> Nonprofit Organization			
6. State of Organization WI		7. Date of Organization 04/01/2024	8. Wisconsin DFI Registration Number K064112
9. Premises Address 115 E. Washington St. Suite 106			
10. City Appleton		11. State WI	12. Zip Code 54911
13. County Outagamie	14. Governing Municipality: <input checked="" type="checkbox"/> City <input type="checkbox"/> Town <input type="checkbox"/> Village of: <u>Appleton</u>		15. Aldermanic District
16. Premises Phone (414) 708-8339	17. Premises Email lukesgmt@gmail.com		18. Website Tomasosza.com
19. Premises Description - Describe the building or buildings where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary. The square footage of our restaurant is 2,875. We will store and sell alcoholic beverages. Our space is on the first floor in the Urbane building (suite 106). We will store beverages in a walk in cooler, storage area and behind the bar.			
20. Mailing Address (if different from premises address) 201 S. Riverheath Way Apt 202			
21. City Appleton		22. State WI	23. Zip Code 54915

Part B: Questions			
1. Has the business (sole proprietorship, partnership, limited liability company, or corporation) been convicted of violating federal or state laws or local ordinances? Exclude traffic offenses unless related to alcohol beverages. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, list the details of violation below. Attach additional sheets if necessary.			
Law/Ordinance Violated		Location	Trial Date
Penalty Imposed		Was sentence completed? . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No	
Law/Ordinance Violated		Location	Trial Date
Penalty Imposed		Was sentence completed? . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No	



2. Are charges for any offenses pending against the business? Exclude traffic offenses unless related to alcohol . . .  Yes  No beverages.

If yes, describe the nature and status of pending charges using the space below. Attach additional sheets as needed.

3. Is the applicant business or any of its officers, directors, members, agent, employees, owners, or other related individuals or entities a restricted investor with any interest in an alcohol beverage producer or distributor? . . .  Yes  No  
If yes, provide the name of the restricted investor and describe the nature of the interest.

4. Is the applicant business owned by another business entity? . . . . .  Yes  No  
If yes, provide the name(s) and FEIN(s) of the business entity owners below. Attach additional sheets as needed.

4a. Name of Business Entity	4b. Business Entity FEIN
-----------------------------	--------------------------

5. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit proof of completion. . . . .  Yes  No

6. Is the applicant business indebted to any wholesaler beyond 15 days for beer or 30 days for liquor/wine? . . . . .  Yes  No

7. Does the applicant business owe past due municipal property taxes, assessments, or other fees? . . . . .  Yes  No

**Part C: Individual Information**

List the name, title, and phone number for each person or entity holding the following positions in the applicant business or businesses listed in Part B, Question 4: sole proprietor, all officers, directors, and agent of a corporation or nonprofit organization, all partners of a partnership, and all members, managers, and agent of a limited liability company. Attach additional sheets if necessary.

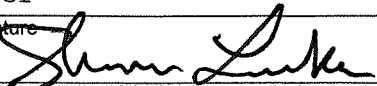
Include Form AB-100 for each person listed below. Corporations and LLCs must appoint an agent by including Form AB-101.

Last Name	First Name	Title	Phone
Lukes	Shawn	Owner	
Curlee	Janelle	Owner	

**Part D: Attestation**

One of the following must sign and attest to this application:  
 • sole proprietor      • one general partner of a partnership      • one corporate officer      • one member of an LLC

**READ CAREFULLY BEFORE SIGNING:** Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name Lukes	First Name Shawn	M.I. P
Title Owner	Email	Phone
Signature 		Date 02/18/20

**Part E: For Clerk Use Only**

Date Application Was Filed With Clerk 2/18/25	License Number	Date License Granted	Date License Issued
Signature of Clerk/Deputy Clerk		Date Provisional License Issued (if applicable)	



# Alcohol Beverage Appointment of Agent

Date
------

Agent Type (check one)	
<input checked="" type="checkbox"/> Original (no fee)	<input type="checkbox"/> Successor (\$10 fee for municipal licensees only)

Part A: Business Information	
1. Legal Business Name (individual name if sole proprietor) <span style="float: right; font-family: cursive;">Kayza LLC</span>	
2. Business Trade Name or DBA <span style="float: right; font-family: cursive;">Tomaso's</span>	
3. Entity Type (check one) <input checked="" type="checkbox"/> Limited Liability Company <input type="checkbox"/> Corporation <input type="checkbox"/> Nonprofit Organization	
4. Alcohol Beverage Business Authorization (check one) <input checked="" type="checkbox"/> Municipal Retail License <input type="checkbox"/> State Permit	5. If successor agent, provide State Permit or Municipal Retail License Number
6. Describe the reason for appointing a successor agent, if successor is checked above.	

Part B: Agent Information			
1. Last Name <span style="font-family: cursive;">Curlee</span>	2. First Name <span style="font-family: cursive;">Janelle</span>	3. M.I. <span style="font-family: cursive;">M</span>	
4. Email		5. Phone	
6. Home Address <span style="font-family: cursive;">201 S Riverheath Way #202</span>			
7. City <span style="font-family: cursive;">Appleton</span>	8. State <span style="font-family: cursive;">WI</span>	9. Zip Code <span style="font-family: cursive;">54915</span>	10. Age
11. Drivers License/State ID Number		12. Drivers License/State ID State of Issuance	

Part C: Agent Questions	
1. Have you satisfied the responsible beverage server training requirement? Submit proof of completion.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. Have you completed Form AB-100, Alcohol Beverage Individual Questionnaire? Submit a completed Form AB-100 with this form.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. Have you been a Wisconsin resident for at least 90 continuous days? See instructions for exceptions.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Continued →

**Part D: Business Attestation**

READ CAREFULLY BEFORE SIGNING: I, the **Undersigned**, authorize the above-named individual to act for the above-named corporation, nonprofit organization, or limited liability company with full authority and control of the premises and of all alcohol beverage activities on such premises. I certify that I am authorized by the above-named entity to authorize this individual to act on behalf of the entity. If I am appointing a successor agent, I rescind all previous agent appointments for this premises. Further, I understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name	Curlee	First Name	Janelle	M.I.	M
Title	owner	Ema		Phone	
Signature	Janelle M. Curlee			Date	2.18.25

**Part E: Agent Attestation**

READ CAREFULLY BEFORE SIGNING: I, the **Agent**, hereby accept this appointment as agent for the above-named corporation, nonprofit organization, or limited liability company and assume full responsibility for the conduct of all alcohol beverage activities on the premises for the above-named business. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name	Curlee	First Name	Janelle	M.I.	M
Signature	Janelle M. Curlee			Date	2.18.25



# City of Appleton

## Alcohol License Questionnaire

1. Applicant Name: Janelle Curlee

2. Business Name: Kay Za LLC

Date the LLC/corporation/partnership/sole proprietorship commenced: \_\_\_\_\_

NOTE: A copy of a business's Wisconsin Department of Revenue Seller's Permit is required to be submitted with an alcohol license application.

3. Business Address: 115 E Washington St, Ste 106 Appleton WI, 54911

4. Primary Business Activity:

- Restaurant
- Tavern/Night Club/Wine Bar
- Painting/Craft Studio
- Other (describe) \_\_\_\_\_

5. Select the type of business premises:  Existing Building  New Construction

If existing building, please indicate the primary nature of the previous business that operated at this location: \_\_\_\_\_

6. Do you lease or own the building?  Lease  Own

NOTE: Proof of control of premises is required to be submitted with an alcohol license application. Acceptable documents include a lease or purchase agreement.

What is the date of purchase or the date the lease began? 12/1/2024

7. Did you purchase the business from another individual entity?  Yes  No

If yes, is your acquisition of the business based upon an "arm's length transaction"?

An arm's length transaction is defined as an open market sale in which the owner is willing but not obligated to sell, and the buyer is willing, but not obligated to buy.

Yes  No

If yes, are you related to the former business owner/licensee by blood, adoption, or marriage?

Yes  No

Did you hold ANY interest in the previously licensed business, or related real estate or equipment used by the previous business?

Yes  No If yes, explain: \_\_\_\_\_

8. Anticipated date of opening? 4/15/2025

9. Will your business sell or serve food?

Yes  If yes, please describe the type of food offerings available pizza, salad  
sandwiches, desserts

No

10. Fill in the information about operational details listed below. Attaching a copy of the floor plan is encouraged.

Seating Capacity: Inside: 60

Outside: 0

Operating Days/Hours: Inside: Wed-Sun 11-9 pm

Outside: NA

Employees/Staff (per shift/day) Number of Personnel: 6

Approximate floor building area of the premises to be licensed: 2800 sq. ft.

Approximate outdoor area of the premises to be licensed: 550 sq. ft.

Summarize the day-to-day operations of the business in the space below:

Cooking made to order pizza, salad, sandwiches + offering desserts for both dine-in + carryout. We will offer beverages, both alcoholic + NA. It will be the best pizzeria + pizza in Appleton ☺

I, the applicant, understand that providing materially false information on this or any application for a license or permit under State Statute §125 is subject to civil, monetary, and license penalties. I understand that providing false information to a police officer in conjunction with the required background check for this application is subject to criminal and civil prosecution as "obstructing an officer".

Janelle M. Culee  
Signature

2.18.25  
Date

Form  
AB-200

# Alcohol Beverage License Application

For Municipal Use Only	
Municipality	Appleton
License Period	24-25

License(s) Requested: (up to two boxes may be checked)

- Class "A" Beer ..... \$ \_\_\_\_\_    
  Class "B" Beer ..... \$ 100  
 "Class A" Liquor ..... \$ \_\_\_\_\_    
  "Class B" Liquor ..... \$ \_\_\_\_\_  
 "Class A" Liquor (cider only) \$ \_\_\_\_\_    
  Reserve "Class B" Liquor \$ 10,500  
 "Class C" Liquor (wine only) \$ \_\_\_\_\_
- Deposit \$50

Fees	
License Fees	\$10,600
Background Check Fee	\$ 7
Publication Fee	\$ 60
<b>Total Fees</b>	<b>\$10,667</b>

**Part A: Premises/Business Information**

1. Legal Business Name (individual name if sole proprietorship) <u>Marvol LLC</u>			
2. Business Trade Name or DBA <u>Marvol</u>			
3. FEIN		4. Wisconsin Seller's Permit Number <u>456-1031910750-04</u>	
5. Entity Type (check one) <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Limited Liability Company <input type="checkbox"/> Corporation <input type="checkbox"/> Nonprofit Organization			
6. State of Organization <u>Wisconsin</u>		7. Date of Organization <u>January 15 2025</u>	8. Wisconsin DFI Registration Number
9. Premises Address <u>126 E Pacific st</u>			
10. City <u>Appleton</u>		11. State <u>WI</u>	12. Zip Code <u>54911</u>
13. County <u>Outagamie</u>	14. Governing Municipality: <input checked="" type="checkbox"/> City <input type="checkbox"/> Town <input type="checkbox"/> Village of: <u>Appleton</u>		15. Aldermanic District
16. Premises Phone <u>920-840-0180</u>	17. Premises Email <u>Adam.J.Marty@gmail.com</u>		18. Website
19. Premises Description - Describe the building or buildings where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary.  <u>alcohol beverages will be kept in cooler and shelves behind the bar and in designate storage areas. Also in basement below space in a locked room,</u> <del>Retail space SF = 600</del> <del>Basement = 600 SF</del> <u>Total = 1200 SF</u>			
20. Mailing Address (if different from premises address)			
21. City		22. State	23. Zip Code

**Part B: Questions**

1. Has the business (sole proprietorship, partnership, limited liability company, or corporation) been convicted of violating federal or state laws or local ordinances? Exclude traffic offenses unless related to alcohol beverages.      Yes      No

If yes, list the details of violation below. Attach additional sheets if necessary.

Law/Ordinance Violated	Location	Trial Date
Penalty Imposed		Was sentence completed? . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No
Law/Ordinance Violated	Location	Trial Date
Penalty Imposed		Was sentence completed? . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No

2. Are charges for any offenses pending against the business? Exclude traffic offenses unless related to alcohol . . .  Yes  No beverages.  
 If yes, describe the nature and status of pending charges using the space below. Attach additional sheets as needed.

3. Is the applicant business or any of its officers, directors, members, agent, employees, owners, or other related individuals or entities a restricted investor with any interest in an alcohol beverage producer or distributor? . . .  Yes  No  
 If yes, provide the name of the restricted investor and describe the nature of the interest.

4. Is the applicant business owned by another business entity? . . . . .  Yes  No  
 If yes, provide the name(s) and FEIN(s) of the business entity owners below. Attach additional sheets as needed.

4a. Name of Business Entity	4b. Business Entity FEIN
-----------------------------	--------------------------

5. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit proof of completion. . . . .  Yes  No

6. Is the applicant business indebted to any wholesaler beyond 15 days for beer or 30 days for liquor/wine? . . . . .  Yes  No

7. Does the applicant business owe past due municipal property taxes, assessments, or other fees? . . . . .  Yes  No

**Part C: Individual Information**

List the name, title, and phone number for each person or entity holding the following positions in the applicant business or businesses listed in Part B, Question 4: sole proprietor, all officers, directors, and agent of a corporation or nonprofit organization, all partners of a partnership, and all members, managers, and agent of a limited liability company. Attach additional sheets if necessary.

Include Form AB-100 for each person listed below. Corporations and LLCs must appoint an agent by including Form AB-101.


Last Name	First Name	Title	Phone
Marty	Adam	President	

**Part D: Attestation**

One of the following must sign and attest to this application:

- sole proprietor
- one general partner of a partnership
- one corporate officer
- one member of an LLC

**READ CAREFULLY BEFORE SIGNING:** Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name Marty	First Name Adam	M.I. J
Title President	Email	Phone
Signature 		Date 2/10/25

**Part E: For Clerk Use Only**

Date Application Was Filed With Clerk 2/10/25	License Number	Date License Granted	Date License Issued
Signature of Clerk/Deputy Clerk		Date Provisional License Issued (if applicable)	

# Alcohol Beverage Appointment of Agent

Date  
2/10/25

<b>Agent Type</b> <i>(check one)</i>	
<input checked="" type="checkbox"/> Original (no fee)	<input type="checkbox"/> Successor (\$10 fee for municipal licensees only)

<b>Part A: Business Information</b>	
1. Legal Business Name (individual name if sole proprietor) <b>Marvo LLC</b>	
2. Business Trade Name or DBA <b>Marvo</b>	
3. Entity Type <i>(check one)</i> <input checked="" type="checkbox"/> Limited Liability Company <input type="checkbox"/> Corporation <input type="checkbox"/> Nonprofit Organization	
4. Alcohol Beverage Business Authorization <i>(check one)</i> <input checked="" type="checkbox"/> Municipal Retail License <input type="checkbox"/> State Permit	5. If successor agent, provide State Permit or Municipal Retail License Number
6. Describe the reason for appointing a successor agent, if successor is checked above.	

<b>Part B: Agent Information</b>			
1. Last Name <b>Marty</b>	2. First Name <b>Adam</b>	3. M.I. <b>J</b>	
4. Email		5. Phone	
6. Home Address <b>429 E Roosevelt st</b>			
7. City <b>Appleton</b>	8. State <b>WI</b>	9. Zip Code <b>54911</b>	10. Age
11. Drivers License/State ID Number		12. Drivers License/State ID State of Issuance	

<b>Part C: Agent Questions</b>	
1. Have you satisfied the responsible beverage server training requirement? ..... Submit proof of completion.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. Have you completed Form AB-100, <i>Alcohol Beverage Individual Questionnaire</i> ? ..... Submit a completed Form AB-100 with this form.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. Have you been a Wisconsin resident for at least 90 continuous days? ..... See instructions for exceptions.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

*Continued* →

**Part D: Business Attestation**

READ CAREFULLY BEFORE SIGNING: I, the **Undersigned**, authorize the above-named individual to act for the above-named corporation, nonprofit organization, or limited liability company with full authority and control of the premises and of all alcohol beverage activities on such premises. I certify that I am authorized by the above-named entity to authorize this individual to act on behalf of the entity. If I am appointing a successor agent, I rescind all previous agent appointments for this premises. Further, I understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name <i>Marty</i>		First Name <i>Adam</i>		M.I. <i>J</i>
Title <i>President</i>	Email		Phone	
Signature <i>Ad Marty</i>			Date <i>2/10/25</i>	

**Part E: Agent Attestation**

READ CAREFULLY BEFORE SIGNING: I, the **Agent**, hereby accept this appointment as agent for the above-named corporation, nonprofit organization, or limited liability company and assume full responsibility for the conduct of all alcohol beverage activities on the premises for the above-named business. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name <i>Marty</i>		First Name <i>Adam</i>		M.I. <i>J</i>
Signature <i>Ad Marty</i>			Date <i>2/10/25</i>	





# City of Appleton

## Alcohol License Questionnaire

1. Applicant Name: Adam Marty

2. Business Name: Marvol

Date the LLC/corporation/partnership/sole proprietorship commenced: 2025

NOTE: A copy of a business's Wisconsin Department of Revenue Seller's Permit is required to be submitted with an alcohol license application.

3. Business Address: 126 E Pacific St

4. Primary Business Activity:

- Restaurant
- Tavern/Night Club/Wine Bar
- Painting/Craft Studio
- Other (describe) \_\_\_\_\_

5. Select the type of business premises:  Existing Building  New Construction

If existing building, please indicate the primary nature of the previous business that operated at this location: 126 E Pacific St, Appleton, WI

6. Do you lease or own the building?  Lease  Own

NOTE: Proof of control of premises is required to be submitted with an alcohol license application. Acceptable documents include a lease or purchase agreement.

What is the date of purchase or the date the lease began? 1/1/25

7. Did you purchase the business from another individual entity?  Yes  No

If yes, is your acquisition of the business based upon an "arm's length transaction"?

An arm's length transaction is defined as an open market sale in which the owner is willing but not obligated to sell, and the buyer is willing, but not obligated to buy.

Yes  No

If yes, are you related to the former business owner/licensee by blood, adoption, or marriage?

Yes  No

Did you hold ANY interest in the previously licensed business, or related real estate or equipment used by the previous business?

Yes  No If yes, explain: \_\_\_\_\_

8. Anticipated date of opening? 4/16/25

9. Will your business sell or serve food?

Yes  If yes, please describe the type of food offerings available Shareables/Apps, Snacks

No

10. Fill in the information about operational details listed below. Attaching a copy of the floor plan is encouraged.

Seating Capacity: Inside: 15

Outside: 0

Operating Days/Hours: Inside: Thursday - Saturday 4p - 11p

Outside: N/A

Employees/Staff (per shift/day) Number of Personnel: 2.5

Approximate floor building area of the premises to be licensed: 600 sq. ft.

Approximate outdoor area of the premises to be licensed: 0 sq. ft.

Summarize the day-to-day operations of the business in the space below:

we will serve lighter fare, Creative Cocktail Menu  
alongside some Beer + wine

I, the applicant, understand that providing materially false information on this or any application for a license or permit under State Statute §125 is subject to civil, monetary, and license penalties. I understand that providing false information to a police officer in conjunction with the required background check for this application is subject to criminal and civil prosecution as "obstructing an officer".



Signature

2/10/25

Date

OAK # 68

Form  
AB-101

### Alcohol Beverage Appointment of Agent

Date  
3/11/25

**Agent Type** (check one)

- Original (no fee)       Successor (\$10 fee for municipal licensees only)

**Part A: Business Information**

1. Legal Business Name (individual name if sole proprietor) ALDI INC. (WISCONSIN)	
2. Business Trade Name or DBA ALDI #68	
3. Entity Type (check one) <input type="checkbox"/> Limited Liability Company <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Nonprofit Organization	
4. Alcohol Beverage Business Authorization (check one) <input checked="" type="checkbox"/> Municipal Retail License <input type="checkbox"/> State Permit	5. If successor agent, provide State Permit or Municipal Retail License Number 29-AA-24
6. Describe the reason for appointing a successor agent, if successor is checked above. STORE MANAGER/AGENT CHANGE	

**Part B: Agent Information**

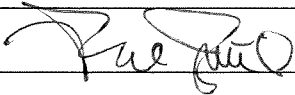
1. Last Name Goodman	2. First Name Gregory	3. M.I. S.
4. Email	5. Phone	
6. Home Address N9569 Friendship Dr., Unit 2		
7. City Kaukauna	8. State WI	9. Zip Code 54130
10. Age	11. Drivers License/State ID Number	
12. Drivers License/State ID State of Issuance		

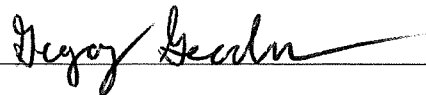
**Part C: Agent Questions**

1. Have you satisfied the responsible beverage server training requirement? Submit proof of completion.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. Have you completed Form AB-100, Alcohol Beverage Individual Questionnaire? Submit a completed Form AB-100 with this form.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. Have you been a Wisconsin resident for at least 90 continuous days? See instructions for exceptions.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Continued →

OAK# 68

Part D: Business Attestation			
READ CAREFULLY BEFORE SIGNING: I, the <b>Undersigned</b> , authorize the above-named individual to act for the above-named corporation, nonprofit organization, or limited liability company with full authority and control of the premises and of all alcohol beverage activities on such premises. I certify that I am authorized by the above-named entity to authorize this individual to act on behalf of the entity. If I am appointing a successor agent, I rescind all previous agent appointments for this premises. Further, I understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.			
Last Name	First Name	M.I.	
BEATTIE	PHILIP	J	
Title	Email	Phone	
ASSISTANT TREASURER			
Signature:	Date		
	3/10/2025		

Part E: Agent Attestation			
READ CAREFULLY BEFORE SIGNING: I, the <b>Agent</b> , hereby accept this appointment as agent for the above-named corporation, nonprofit organization, or limited liability company and assume full responsibility for the conduct of all alcohol beverage activities on the premises for the above-named business. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.			
Last Name	First Name	M.I.	
Goodman	Gregory	S.	
Signature	Date		
	3/1/25		

Form AB-101

Alcohol Beverage Appointment of Agent

Date 3/19/25

Agent Type (check one)
[checked] Original (no fee) [ ] Successor (\$10 fee for municipal licensees only)

Part A: Business Information
1. Legal Business Name (individual name if sole proprietor) Playful Pursuits LLC
2. Business Trade Name or DBA Appleton Axe
3. Entity Type (check one) [checked] Limited Liability Company [ ] Corporation [ ] Nonprofit Organization
4. Alcohol Beverage Business Authorization (check one) [ ] Municipal Retail License [ ] State Permit
5. If successor agent, provide State Permit or Municipal Retail License Number
6. Describe the reason for appointing a successor agent, if successor is checked above. AGENT NO LONGER WITH BUSINESS

Part B: Agent Information
1. Last Name Rana
2. First Name Animesh
3. M.I.
4. Email
5. Phone
6. Home Address 1785 Granite Rapids Dr
7. City Frisco
8. State TX
9. Zip Code 75036
10. Age
11. Drivers License/State ID Number
12. Drivers License/State ID State of Issuance

Part C: Agent Questions
1. Have you satisfied the responsible beverage server training requirement? [checked] Yes [ ] No
Submit proof of completion.
2. Have you completed Form AB-100, Alcohol Beverage Individual Questionnaire? [checked] Yes [ ] No
Submit a completed Form AB-100 with this form.
3. Have you been a Wisconsin resident for at least 90 continuous days? [checked] Yes [ ] No
See instructions for exceptions.

Continued ->

**Part D: Business Attestation**

READ CAREFULLY BEFORE SIGNING: I, the **Undersigned**, authorize the above-named individual to act for the above-named corporation, nonprofit organization, or limited liability company with full authority and control of the premises and of all alcohol beverage activities on such premises. I certify that I am authorized by the above-named entity to authorize this individual to act on behalf of the entity. If I am appointing a successor agent, I rescind all previous agent appointments for this premises. Further, I understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name Rana		First Name Animesh		M.I.
Title	Email		Phone	
Signature <i>Animesh Rana</i>			Date 3/17/2025	

**Part E: Agent Attestation**

READ CAREFULLY BEFORE SIGNING: I, the **Agent**, hereby accept this appointment as agent for the above-named corporation, nonprofit organization, or limited liability company and assume full responsibility for the conduct of all alcohol beverage activities on the premises for the above-named business. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name Rana		First Name Animesh		M.I.
Signature <i>Animesh Rana</i>			Date 3/17/2025	



# Alcohol License Premises Amendment Request Form

CASH OR CHECK ONLY!

\*Please allow 4 weeks for application processing\*

<b>FEES ARE NON-REFUNDABLE</b>	
Date Recv'd <u>2, 17, 25</u>	
<input checked="" type="checkbox"/> License Fee - \$10.00/event (CLCAGP)	Total \$ <u>10.00</u>
	Receipt #: <u>8092-1</u>

## SECTION 1 - ESTABLISHMENT INFORMATION

Name of Establishment <u>Tipsy Taco + Tequila Bar</u>	Establishment Phone Number <u>920-257-4580</u>
Address of Establishment <u>109 S Memorial Dr. Appleton, WI 54911</u>	
Agent Name <u>Sarah Gregory</u>	Agent Phone Number (Required)

## SECTION 2 - PREMISES AMENDMENT - *A drawing/diagram of the proposed area must be submitted with this application*

Is this Premises Amendment Permanent?  YES  NO

Please describe the change in Premises: extending premise to cover 715-727 W Lawrence St. to cover street closure.

If temporary, please specify the reason for the amendment: annual cinco de mayo block party. requesting street closure

If temporary, please list the date(s) and time(s) that this premises amendment will be utilized: May 4th, 2025 11am-9pm

## SECTION 3 - PENALTY NOTICE

I certify that I am familiar with Section 9-52 of the Municipal Code of the City of Appleton and agree that any license granted under this application may be suspended for cause at any time by the Common Council.

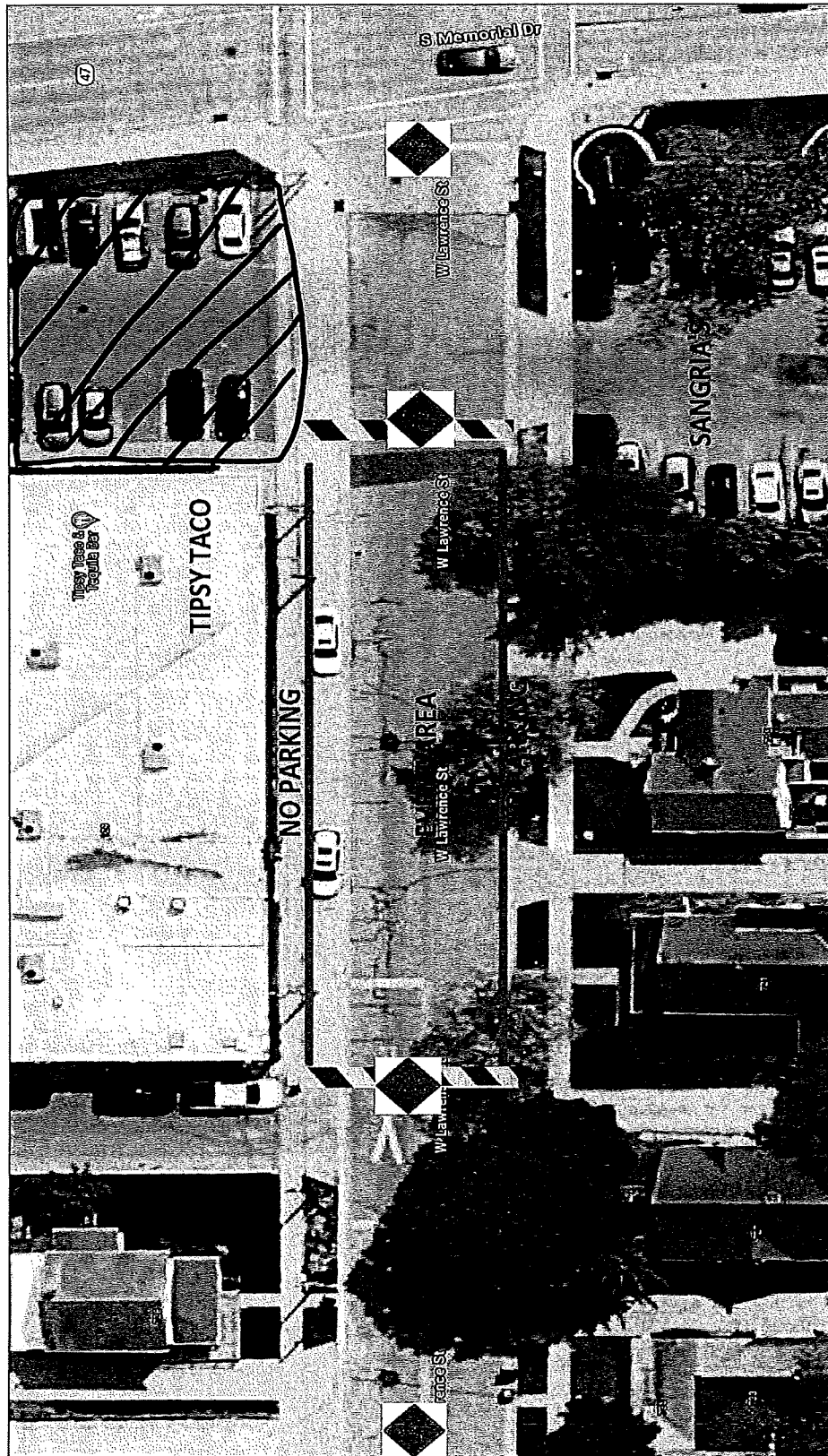
Under penalty of law, I swear that the information provided in this application is true and correct to the best of my knowledge and belief.

Signature of Applicant: Sarah G Date: 1, 21, 25

## FOR OFFICE USE ONLY

Department	Approve	Deny	Staff Member	Reason
Police				
Fire				
Health				
Community Development				
Inspections				
Finance				
Safety and Licensing Date:	Recommendation:		Common Council Date:	Recommendation:
Date sent for Review	Date Approved	Date Issued	Expiration Date	License Number
___/___/___	___/___/___	___/___/___	___/___/___	







# Alcohol License Premises Amendment Request Form

CASH OR CHECK ONLY!

\*Please allow 4 weeks for application processing\*

### FEES ARE NON-REFUNDABLE

Date Recv'd 2, 17, 25

License Fee - \$10.00/event  
(CLCAGP)

Total \$ 10.00

Receipt #: 8092-1

### SECTION 1 - ESTABLISHMENT INFORMATION

Name of Establishment: Sangria's Mexican Grill Establishment Phone Number: 920-955-3755

Address of Establishment: 215 S Memorial Dr. Appleton, WI 54911

Agent Name: Sarah Gregory Agent Phone Number (Required): \_\_\_\_\_

### SECTION 2 - PREMISES AMENDMENT - *A drawing/diagram of the proposed area must be submitted with this application*

Is this Premises Amendment Permanent?  YES  NO

Please describe the change in Premises: extend premise to cover 715-727 W Lawrence St.

If temporary, please specify the reason for the amendment: annual circo de mayo Block party requesting street closure.

If temporary, please list the date(s) and time(s) that this premises amendment will be utilized: May 4th, 2025 11am-8pm

### SECTION 3 - PENALTY NOTICE

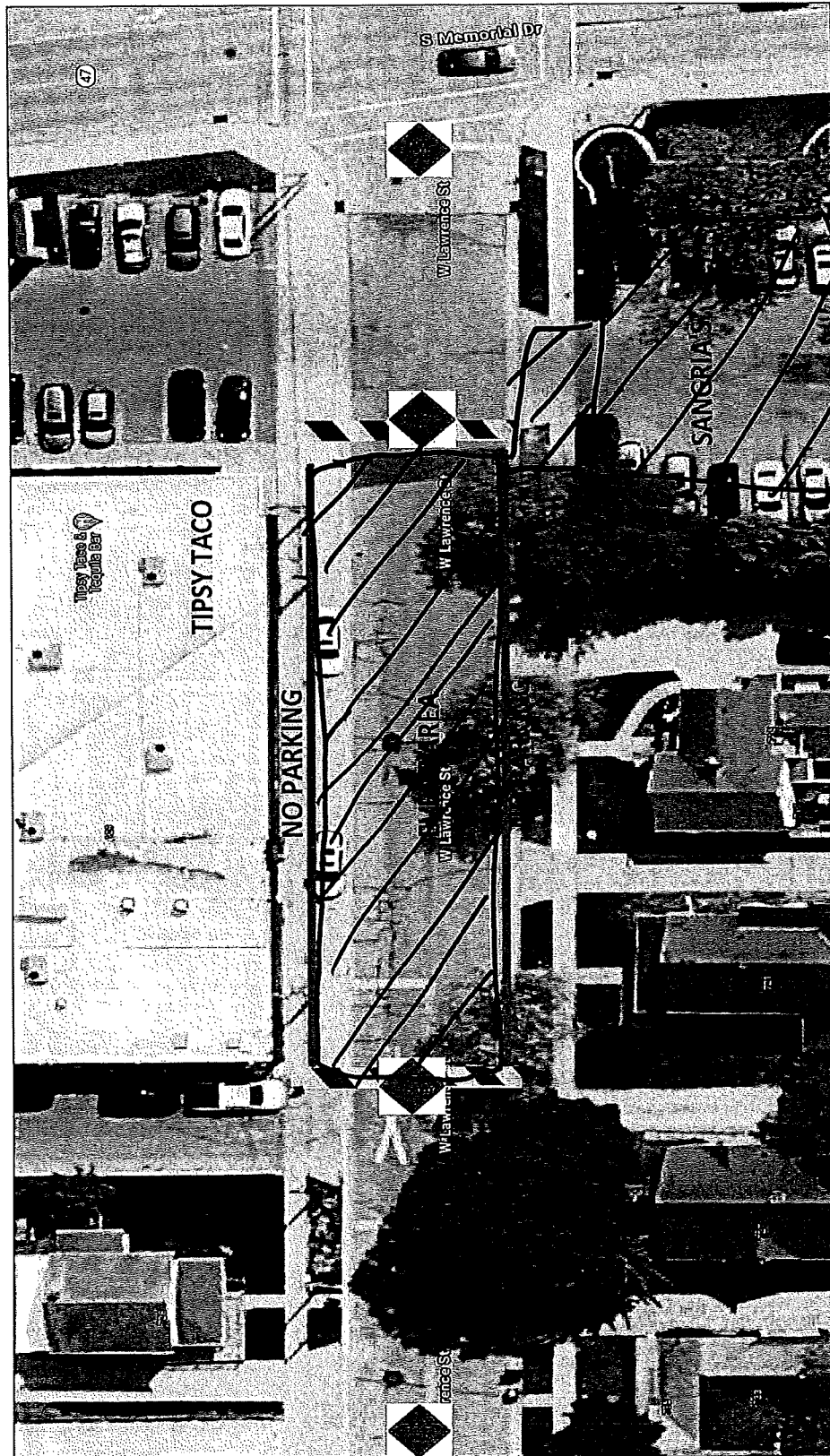
I certify that I am familiar with Section 9-52 of the Municipal Code of the City of Appleton and agree that any license granted under this application may be suspended for cause at any time by the Common Council.

Under penalty of law, I swear that the information provided in this application is true and correct to the best of my knowledge and belief.

Signature of Applicant: Sarah G Date: 1, 21, 25

### FOR OFFICE USE ONLY

Department	Approve	Deny	Staff Member	Reason
Police				
Fire				
Health				
Community Development				
Inspections				
Finance				
Safety and Licensing Date:	Recommendation:		Common Council Date:	Recommendation:
Date sent for Review	Date Approved	Date Issued	Expiration Date	License Number
____/____/____	____/____/____	____/____/____	____/____/____	





# Application for Secondhand Article Dealer License

Applies to: Secondhand Mall/Flea Market, Pawnbroker, Secondhand Article Dealer, Secondhand Jewelry Dealer

**License Period Is One  
Calendar Year\***

\*Except Secondhand Mall/Flea Market Licenses

**FEES ARE NON-REFUNDABLE**

**CASH OR CHECK ONLY!**

- Pawnbroker - \$217.00
- Secondhand Mall/Flea - \$172.00
- Secondhand Article/Jewelry:
  - Original - \$107.00
  - Renewal - \$82.00

Date Recv'd 3/14/25  
 Total \$ 82  
 Receipt #: 8249-5

**NOTE: Please allow approx. 4 weeks for application processing**

Individual license - Complete Sections 1, 2, 3 and 5  
 Corporate/Partnership/LLC license - Complete Sections 1 - 5

**SECTION 1 - APPLICANT INFORMATION**

Applicant Name (First, MI, Last) <u>Mark H. Robinson</u>		Date of Birth	
Home Address <u>6123 Waggoner Dr.</u>		City <u>Dallas</u>	State <u>TX</u>
Applicant Drivers License/State ID Number		DL/ID State of Issuance <u>TX</u>	
Phone Number (Required)	Email Address <u>licensingandsalestax@gamestop.com</u>		
Has the applicant ever resided outside of Wisconsin? If so, please list previous state(s) of residence.			

**SECTION 2 - BUSINESS INFORMATION**

Individual/Business	Street Address	City	State	Zip Code	Phone Number
Business Name <u>GameStop #5520</u>	<u>3825 E. Calumet St.</u>	<u>Appleton</u>	<u>WI</u>	<u>54915</u>	
Owner's Name <u>GameStop Inc.</u>	<u>625 Westport Pkwy</u>	<u>Grapevine</u>	<u>TX</u>	<u>76051</u>	
Business Manager's Name <u>Nathan Edwards</u>	<u>3825 E. Calumet St.</u>	<u>Appleton</u>	<u>WI</u>	<u>54915</u>	
Building Owner's Name <u>Eisenhower Properties</u>	<u>111 N. Washington</u>	<u>Green Bay</u>	<u>WI</u>	<u>54301</u>	

**SECTION 3 - CONVICTION RECORD**

Have you, or any other person listed on this application, been convicted of any of the following:

A felony within the last ten (10) years?  YES  NO

Within the last ten (10) years of:

A misdemeanor?  YES  NO

A statutory violation punishable by forfeiture?  YES  NO

A county or municipal ordinance violation?  YES  NO

For each "YES" response provide the date of arrest, the nature of the offense and conviction information: \_\_\_\_\_

**SECTION 4 - PARTNERSHIP/CORPORATION/LIMITED LIABILITY COMPANY INFORMATION**

Check the box that applies to your business:  Partnership  Corporation  Limited Liability Company (LLC)

Partnership/Corporation/LLC name: GameStop Inc. State of Incorp. (if applicable) MN

List information for all additional partners/members. Attach additional sheets, if necessary

Name (First, MI, Last)	Date of Birth	Home Address	City	State	Zip Code
Drivers License/State ID Number			DL/ID State of Issuance		
Name (First, MI, Last)	Date of Birth	Home Address	City	State	Zip Code
Drivers License/State ID Number			DL/ID State of Issuance		
Name (First, MI, Last)	Date of Birth	Home Address	City	State	Zip Code
Drivers License/State ID Number			DL/ID State of Issuance		

SECTION 5 – PENALTY NOTICE						
I understand that this license may be denied or revoked for fraud, misrepresentation or false statements contained in the application or for any violation of Wis. Stats. §§ 134.71, 943.34, 948.62 or 948.63. Under penalty of law, I swear that the information provided in this application is true and correct to the best of my knowledge. I agree to inform the clerk within ten (10) days of any change in the information supplied in this application.						
Signature of Applicant: <u>Mark Henson</u>				Date: <u>03, 05, 2025</u>		
FOR OFFICE USE ONLY						
Department	Approve	Deny	Staff Member	Reason		
Police						
Fire	✓		D.Henson			
City Sealer						
Date Sent for Approval	Safety and Licensing		Common Council	Date Issued	Expiration Date	License Number
___/___/___	___/___/___		___/___/___	___/___/___	___/___/___	

Return completed form to: Office of the City Clerk, 100 N Appleton St, Appleton WI 54911

**SECONDHAND ARTICLE DEALER LICENSE INFORMATION**

- Secondhand Article Dealer Licenses are required within the City of Appleton by persons who operate as secondhand article dealer, pawnbroker, secondhand jewelry dealer or secondhand article dealer in a mall or flea market. An article is defined as any item of value, excluding only motor vehicles, large appliances, furniture, books, and clothing other than furs. See City of Appleton Municipal code Sec. 9-416 for more information and definitions.
- Secondhand Article Dealer Licenses are valid for one calendar year from January 1<sup>st</sup>- December 31<sup>st</sup>, excepting Secondhand Mall/Flea Market Licenses, which are valid for 2 years from May 1 of an odd-numbered year to April 30 of the next odd-numbered year.
- Once a completed Secondhand Article Dealer License application is returned to the Office of the City Clerk, it is reviewed by several City Departments, the Safety and Licensing Committee, and the Common Council for approval. This process takes approximately 4 weeks, so please plan accordingly.
- License fees are non-refundable and are to be paid at the time of filing the application form. Fees are as follows:
  - Pawnbroker initial/renewal - \$217.00
  - Secondhand Article/Jewelry initial - \$107.00
    - Secondhand Article/Jewelry renewal - \$82.00
  - Secondhand Article Mall/Flea Market initial/renewal - \$172.00

**Additional Questions?**

Please contact the Office of the City Clerk at (920) - 832 - 6443.

T.B. 3/4/2025

Form

AB-105

Producer Full-Service Retail Sales Application

Date

Part A: Producer Information

1. Business Legal Name (individual name if sole proprietor)
Hammen Family orchard LLC
2. Business Name or DBA
Hammen Family Orchard & Winery
3. Agent Name
Paul hammen
4. FEIN
5. Wisconsin Seller's Permit Number
6. Wisconsin Producer Permit Number
315-1030876257-05
7. Producer Type
Brewery Winery Liquor Manufacturer/Rectifier
8. Contact Person's First Name
Paul
9. Last Name
Hammen
10. M.I.
W
11. Contact Person's Phone
12. Contact Person's Email
hammenfamily orchard@outlook.com

Part B: Production Quantity

Note: Check appropriate quantity for permit held (see instructions). If you hold more than one producer permit, check the total aggregate quantity produced for each type of permit. Enter the highest quantity produced in any of the last three calendar years.

Brewery Manufacturer/Rectifier Winery
Less than 250 barrels Less than 1,500 liters Less than 1,000 gallons
250 - 2,499 barrels 1,500 - 4,999 liters 1,000 - 4,999 gallons
2,500 - 7,499 barrels 5,000 - 34,999 liters 5,000 - 24,999 gallons
7,500 or more barrels 35,000 or more liters 25,000 or more gallons
Calendar year: 2024
Quantity: 1723 Gallons

Complete only ONE of Part C, D or E.

Part C: Request for Full-Service Retail Sales at the Production Premises

1. Start Date
2. Production Premises Address
3. City
4. State
5. Zip Code
6. County
7. Governing Municipality City Town Village
of:

Part D: Request for Fixed Full-Service Retail Outlet

1. Are you transferring one fixed full-service retail outlet to a new location? Yes No
If yes, complete boxes 2 through 9.
2. Current Outlet Name
3. Current Outlet Premises Address
4. City
5. State
6. Zip Code
7. County
8. Governing Municipality City Town Village
of:
9. Premises Phone Number

Continued ->

Part D: Request for Fixed Full-Service Retail Outlet (Cont.)			
New Fixed Retail Outlet Information (complete boxes 10 through 23)			
10. Start Date	11. New Outlet Name		
12. New Outlet Premises Address			
13. City	14. State	15. Zip Code	
16. County	17. Governing Municipality <input type="checkbox"/> City <input type="checkbox"/> Town <input type="checkbox"/> Village		18. Premises Phone Number
19. Premises Description - Describe the building or buildings and any outside areas where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary.			
20. Will you operate a restaurant on the premises? ..... <input type="checkbox"/> Yes <input type="checkbox"/> No			
21. What alcohol beverages will be offered for sale? (check all that apply) ..... <input type="checkbox"/> Beer <input type="checkbox"/> Wine <input type="checkbox"/> Intoxicating Liquor (other than wine)			
22. What alcohol beverages does the permittee produce? (check all that apply) <input type="checkbox"/> Beer <input type="checkbox"/> Wine <input type="checkbox"/> Intoxicating Liquor (other than wine)			
23. How will customers be served? (check all that apply) ... <input type="checkbox"/> Samples <input type="checkbox"/> On-premises consumption <input type="checkbox"/> Off-premises consumption			

Part E: Request for Unlimited Transfer Full-Service Retail Outlet			
1. Name of Event (if applicable) Appleton farmers market			
2. Dates of Operation (attach a schedule, if necessary) June 7 - October 11, 2025		3. Hours of Operation 8-12:30pm	
4. Premises Address College Avenue, Appleton St to Drew St.			
5. City Appleton	6. State Wi	7. Zip Code 54911	
8. County Outagamie	9. Governing Municipality <input checked="" type="checkbox"/> City <input type="checkbox"/> Town <input type="checkbox"/> Village of: Appleton		
10. Organizer of Event (if not the named applicant) Appleton Downtown, Inc.		11. Email and/or Phone Number for Organizer of Event Carissa @appletondowntown.org	
12. Organizer Website Appletondowntown.org		13. Event Website -	
14. Premises Description - Describe the building or buildings and any outside areas where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary. Outdoors in a 10x10 tent, between Appleton & Drew St on College Avenue. Exact tent space is TBD.			
15. On-Site Contact (Last Name, First Name) Carissa Gliniecki	16. On-Site Contact Phone	17. On-Site Contact Email Carissa @appletondowntown.org	
18. Will you operate a restaurant on the premises? ..... <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
19. What alcohol beverages will be offered for sale? (check all that apply) ..... <input type="checkbox"/> Beer <input checked="" type="checkbox"/> Wine <input type="checkbox"/> Intoxicating Liquor (other than wine)			
20. What alcohol beverages does the permittee produce? (check all that apply) <input type="checkbox"/> Beer <input checked="" type="checkbox"/> Wine <input type="checkbox"/> Intoxicating Liquor (other than wine)			
21. How will customers be served? (check all that apply) ... <input type="checkbox"/> Samples <input type="checkbox"/> On-premises consumption <input checked="" type="checkbox"/> Off-premises consumption			



**Part F: Attestation**

Who must sign this application?

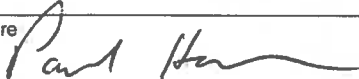
- sole proprietor      • general partner of a partnership      • corporate officer      • member of an LLC

**READ CAREFULLY BEFORE SIGNING:**

I understand and agree to the following:

- I will not operate this location outside of the dates and times approved by the municipality and Division of Alcohol Beverages.
- I will operate this location according to municipal ordinance and restrictions imposed as a condition of receiving this authorization.
- I will purchase alcohol beverages I do not produce from an authorized source, such as a Wisconsin-permitted wholesaler.
- I will operate this location according to Wisconsin law and administrative regulation including but not limited to: underage restrictions, closing hours, licensed operators, and record keeping requirements.

Further, under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the authorization. Further, I agree that the rights and responsibilities conferred by the authorization, if granted, will not be assigned to another individual or entity. I understand that lack of access to any portion of a premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this authorization. I understand that any authorization issued contrary to Wis. Stats. Chapter 125 shall be void under penalty of Wisconsin law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Signature 		Date 1-20-2025
Last Name Hammen	First Name Paul	M.I. W
Title CEO	Email hammenfamilyorchard@outlook.com	Phone

**Part G: For Municipal Use Only (Complete if Requesting Authorization in Part D or E)**

1. Will the municipality limit the scope of alcohol beverages offered for sale? . . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No		
2. Will the municipality impose any requirements or restrictions for the full-service retail outlet? . . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No		
3. Describe municipal restrictions indicated in questions 1 or 2 above.		
4. Last Name of Municipal Official	5. First Name	6. M.I.
7. Signature of Municipal Official		8. Date
9. Date Application was Filed with Clerk 3-12-2025		10. Date Full-Service Retail Outlet Approved by Governing Body



# CITY OF APPLETON

## MEMORANDUM

**Date:** March 26, 2025  
**To:** Plan Commission  
**From:** Colin Kafka, Principal Planner  
**Subject:** Special Use Permit #2-25 for an off-street parking lot in the CBD Central Business District

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## GENERAL INFORMATION

**Owner/Applicant:** David Baehr / Oshkosh Investment LLC and Lofgren Properties 6 LLC

**Address/Parcel Number:** 131 North Appleton Street (Tax Id #31-2-0253-00)

**Petitioner's Request:** The applicant is requesting a Special Use Permit for an off-street parking lot in the CBD Central Business District.

**Plan Commission Public Hearing Date:** March 26, 2025

**Common Council Meeting Date:** April 2, 2025

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## BACKGROUND

1962 – Bank drive through facility constructed

1980 – Bank drive through facility reconstructed

2023 - The permitted principal use table, Section 23-114(b) was amended to eliminate drive through facilities as an allowed use in the CBD Central Business District.

November 2024 – Bank drive through facility demolished at the property owner's request (Demolition Permit B24-1043).

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## STAFF ANALYSIS

**Existing Site Conditions:** The site was formerly used for both off-street parking and a bank drive through facility for the Chase Bank adjacent to the south. The drive through facility was demolished in 2024, and some off-street parking remains. Access is provided by curb cuts on West Washington Street and North Appleton Street; access is also available to the parcel from West Johnston Alley.

**Project Summary:** The applicant proposes to continue and expand the use of an off-street parking lot on the subject site. The expansion of the off-street parking lot will provide upwards of 67 parking

spaces to serve the mix of commercial and residential uses of 200 West College Avenue, which is being redeveloped by the owner/applicant.

**Operational Information:** A plan of operation is attached to the staff report.

**Current Zoning and Procedural Findings:** The subject property has a zoning designation of CBD Central Business District. Per Section 23-114(e) of the Municipal Code, a standalone parking lot requires a Special Use Permit in the CBD District. The definition of off-street parking lot, per the Zoning Ordinance, means a structure and use involving an open, hard surfaced area which contains off-street parking spaces, parking aisles and driveways for the maneuvering and parking of motor vehicles which is not located in a street or alley right-of-way. To permit a standalone parking lot, the Plan Commission makes a recommendation to the Common Council who will make the final decision on the Special Use Permit. A two-thirds (2/3) vote of the Common Council is required for approval.

Based on the attached development plan, the expanded portion of the proposed parking lot addresses many of the applicable Zoning Ordinance provisions. However, Site Plan review and approval is required, pursuant to Section 23-570 of the Municipal Code, prior to the issuance of a paving permit by the Inspections Division. Detailed technical requirements (e.g. landscaping, maneuvering) will be reviewed further with a complete Site Plan submittal, which may result in subtle changes.

**Surrounding Zoning and Land Uses:** The surrounding area is under the jurisdiction of the City of Appleton (north, south, east, and west). The uses are generally commercial in nature.

North: CBD Central Business District. The adjacent land use to the north is currently a vacant lot and off-street parking lot.

South: CBD Central Business District. The adjacent land use to the south is currently mixed (commercial and residential).

East: CBD Central Business District. The adjacent land use to the east is currently mixed (offices and commercial).

West: CBD Central Business District. The adjacent land use to the west is currently for telecommunications.

**Appleton Comprehensive Plan 2010-2030:** Community Development staff has reviewed this proposal and determined it is compatible with the Central Business District designation shown on the City's *Comprehensive Plan 2010-2030* Future Land Use Map. Listed below are related excerpts from the City's *Comprehensive Plan 2010-2030*.

*Goal 8 – Economic Development*

*Appleton will pursue economic development that retains and attracts talented people, brings good jobs to the area, and supports the vitality of its industrial areas, downtown, and neighborhood business districts.*

*OBJECTIVE 9.4 Economic Development:*

*Ensure the continued vitality of downtown and the City's neighborhood commercial districts.*

*OBJECTIVE 10.2 Land Use:*

*Encourage redevelopment to meet the demand for a significant share of future growth, and to enhance the quality of existing neighborhoods.*

**Development Review Team (DRT) Report:** This item appeared on the March 4, 2025, DRT agenda. Staff discussed site plan requirements as well as the off-premises sign (Chase Bank). As the bank drive through facility was demolished and bank activities no longer occur on the subject parcel, the 'Chase Bank' sign is prohibited as an off-premises sign pursuant to Section 23-505(d) of the Municipal Code. Staff recommended that the removal of the sign be a condition of approval for the site plan.

**Future Actions:**

- The owner has agreed to dedicate a portion of the adjacent parcel (#31-2-0263-00) for public right-of-way to allow for the complete connection of West Johnston Street to North Appleton Street. Currently, a small portion of the parcel functions as an alley but is, in fact, privately owned. The City and owner agree it would be in the public's best interest that this portion of the alley be dedicated to the public for continuity and traffic reasons. Action on the public dedication will appear before Plan Commission and Common Council once the appropriate survey documents have been prepared.

**Zoning Ordinance Requirements and Substantial Evidence:** When reviewing an application for a Special Use Permit, the City must determine if the applicant's proposal satisfies Municipal Code requirements and conditions. Pursuant to Section 23-66(c)(5) of the Municipal Code, the Plan Commission and Common Council must provide substantial evidence supporting their decision to approve, approve with conditions, or deny the Special Use Permit. Substantial evidence means "facts and information, other than merely personal preferences or speculation, directly pertaining to the requirements and conditions an applicant must meet to obtain a Special Use Permit and that reasonable persons would accept in support of a conclusion." Any requirements and conditions listed for approval must be reasonable, and to the extent practicable, measurable.

**Finding of Fact:** This request was reviewed in accordance with the standards for granting a Special Use Permit under Section 23-66(e)(1-8) of the Municipal Code: *1. proper zoning district:* CBD zoning allows for standalone off-street parking lots as a special use permit; *2. zoning district regulations:* the district regulations appear to be satisfied pursuant to the attached development plan, formal verification of regulations being satisfied will occur through the Site Plan Review process per Section 23-570; *3. special regulations:* there are no special regulations established in Section 23-66 for an off-street parking lot; *4. consistent with comprehensive plan and other plans:* yes, see above analysis; *5. traffic:* the proposed use is not expected to create undue traffic congestion as the development plan proposes to minimize curb access along W. Washington Street in order to reduce proximity to the intersection of N. Appleton Street and W. Washington Street. In addition, West Johnston Alley provides one-way through access to the parcel; *6. landscaping and screening:* formal verification of regulations being satisfied will occur through the Site Plan Review process per of Section 23-570 prior to the issuance of a paving permit by the Inspections Division.; *7. neighborhood compatibility with predominant land uses in this area:* the proposed use is located near other similar uses in this area of City; *8. impact on services:* the City has existing utilities, services and equipment in place to serve this proposed use. These standards were found in the affirmative, as long as all stipulations are satisfied.

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**RECOMMENDATION**

Staff recommends, based on the above analysis, that Special Use Permit #2-25 for an off-street parking lot located at 131 North Appleton Street (Tax Id #31-2-0253-00), as shown on the attached development plan and per attached plan of operation, along with the attached resolution, **BE APPROVED** to run with the land, subject to the following conditions:

1. Pursuant to Section 23-570 of the Municipal Code, a site plan for the parking lot expansion shall be submitted for review and approval to ensure compliance with all applicable codes, ordinances, and regulations, including but not limited to Fire and Building Codes, prior to the issuance of a paving permit by the Inspections Division.

*Substantial Evidence: This condition provides notice to the applicant that the project shall comply with all the applicable provisions of the Appleton Municipal Code. Staff will verify all applicable provisions will be met prior to Site Plan Approval per Section 23-570.*

2. Pursuant to Section 23-505(d) of the Municipal Code, off-premises signs are prohibited. As the bank drive through facility was demolished and bank activities no longer occur on the subject parcel, the 'Chase Bank' sign is prohibited as an off-premises sign and shall be removed to comply with code.

*Substantial Evidence: This condition provides notice to the applicant that the off-premises sign must be removed to comply with the provisions of Section 23-505(d).*

3. The Special Use Permit shall be deemed null and void if a building permit has not been obtained or the use has not been established within twelve (12) months after Common Council approval, pursuant to Section 23-66(f)(1)(b) of the Municipal Code.

*Substantial Evidence: Standardized condition that establishes an expiration of twelve (12) months for the current application if a building permit has not been obtained or the use has not been established.*

4. Any deviations from the approved development plan or plan of operation may require a major or minor amendment request to this Special Use Permit, pursuant to Section 23-66(g) of the Municipal Code. Exact configuration of striping for parking spaces may vary and will be reviewed as part of the Site Plan review process.

*Substantial Evidence: Standardized condition that establishes parameters for the current application and identifies the process for review of any future changes to this proposed use.*







Special Use Permit  
2-0 Standalone Parking Lot in Central Business District  
131 N Appleton St  
Aerial Map



W WASHINGTON ST

Subject Area

2-0253

N APPLETON ST

131

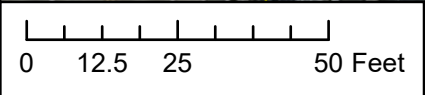
116

2-0273-12

2-0273-41

W JOHNSTON ST

W CITY CENTER ST



**CITY OF APPLETON  
RESOLUTION FOR SPECIAL USE PERMIT #2-25  
STANDALONE OFF-STREET PARKING LOT  
131 NORTH APPLETON STREET**

**WHEREAS**, David Baehr, has applied for a Special Use Permit to establish a standalone off-street parking lot located at 131 North Appleton Street, also identified as Parcel Number #31-2-0253-00; and

**WHEREAS**, the proposed use is located in the CBD Central Business District, and the proposed use may be permitted by Special Use Permit within this zoning district pursuant to Chapter 23 of the Municipal Code; and

**WHEREAS**, the City of Appleton Plan Commission held a public hearing on March 26, 2025 on Special Use Permit #2-25, at which all those wishing to be heard were allowed to speak or present written comments and other materials at the public hearing; and

**WHEREAS**, the City of Appleton Plan Commission has reviewed and considered the Community Development Department's staff report and recommendation, as well as other spoken and written evidence and testimony presented at the public hearing; and

**WHEREAS**, the City of Appleton Plan Commission reviewed the standards for granting a Special Use Permit under Sections 23-66(e)(1-8) of the Municipal Code; and

**WHEREAS**, the City of Appleton Plan Commission reviewed the standards for imposing conditions on the Special Use Permit under Section 23-66(c)(5) of the Municipal Code, and forwarded Special Use Permit #2-25 to the City of Appleton Common Council with a favorable conditional or not favorable (CIRCLE ONE) recommendation; and

**WHEREAS**, the City of Appleton Common Council has reviewed the report and recommendation of the City of Appleton Plan Commission at their meeting on April 2, 2025.

**NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED** by the Common Council, based on Community Development Department's staff report and recommendation, as well as other spoken and written evidence and testimony presented at the public hearing and Common Council meeting, and having considered the recommendation of the City Plan Commission, that the Common Council:

1. Determines all standards listed under Sections 23-66(e)(1-8) of the Municipal Code are found in the affirmative YES or NO (CIRCLE ONE)
2. If NO, the City of Appleton Common Council hereby denies Special Use Permit #2-25 to establish a standalone off-street parking lot located at 131 North Appleton Street, also identified as Parcel Number #31-2-0253-00 based upon the following standards and determinations: (List reason(s) why the Special Use Permit was denied)
3. If YES, the City of Appleton Common Council hereby approves Special Use Permit #2-25 to establish a standalone off-street parking lot located at 131 North Appleton Street, also identified as Parcel Number #31-2-0253-00, subject to the following conditions as they are related to the purpose of the City of Appleton Municipal Code and based on substantial evidence:



**CONDITIONS OF APPROVAL FOR SPECIAL USE PERMIT #2-25:**

- A. Pursuant to Section 23-570 of the Municipal Code, a site plan for the parking lot expansion shall be submitted for review and approval to ensure compliance with all applicable codes, ordinances, and regulations, including but not limited to Fire and Building Codes, prior to the issuance of a paving permit by the Inspections Division.
- B. Pursuant to Section 23-505(d) of the Municipal Code, off-premises signs are prohibited. As the bank drive through facility was demolished and bank activities no longer occur on the subject parcel, the 'Chase Bank' sign is prohibited as an off-premises sign and shall be removed to comply with code.
- C. The Special Use Permit shall be deemed null and void if a building permit has not been obtained or the use has not been established within twelve (12) months after Common Council approval, pursuant to Section 23-66(f)(1)(b) of the Municipal Code.
- D. Any deviations from the approved development plan or plan of operation may require a major or minor amendment request to this Special Use Permit, pursuant to Section 23-66(g) of the Municipal Code. Exact configuration of striping for parking spaces may vary and will be reviewed as part of the Site Plan review process.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Jacob A. Woodford, Mayor

ATTEST:

\_\_\_\_\_  
Kami Lynch, City Clerk

## PLAN OF OPERATION AND LOCATIONAL INFORMATION

### Business Information:

Name of business: \_\_\_\_\_

Years in operation: \_\_\_\_\_

Type of proposed establishment (detailed explanation of business):

### Proposed Hours of Operation:

Day	From	To
Monday thru Thursday		
Friday		
Saturday		
Sunday		

### Building Capacity and Storage Areas:

Maximum number of persons permitted to occupy the building or tenant space as determined by the International Building Code (IBC) or the International Fire Code (IFC), whichever is more restrictive: \_\_\_\_\_ persons

Gross floor area of the existing building(s):

0 SF

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Gross floor area of the proposed building(s):

0 SF

---

Identify location, number, capacity and flammable liquid materials stored in storage tanks or containers:

There will be no flammable liquids stored on-site.



**Odor:**

Describe any potential smoke, odors emanating from the proposed use and plans to control them:

N/A

**Noise:**

Describe the noise levels anticipated from the proposed use and all mechanical equipment:

Anticipated noise is from passenger vehicles entering and exiting the parking lot. No proposed mechanical equipment.

How will the noise be controlled?

**Outdoor Lighting:**

Type: Pole

Location: Throughout the parking lot.

**Off-Street Parking:**

Number of spaces existing on-site: 26

Number of spaces proposed on-site: 67

**Street Access:**

Is street access to the subject property adequate or are any street improvements, such as a new turning lane, necessary to minimize impacts on traffic flow?

Street access is adequate.

**Outdoor Uses:**

Size: \_\_\_\_\_ square feet

Type and location of outdoor storage area(s) of business property, goods, or merchandise not intended for customer viewing or immediate sale:

N/A

Type and height of screening of plantings/fencing/gating for outdoor storage area(s):

N/A

Type, location, size of outdoor display area(s) of merchandise for sale or other business property:

N/A

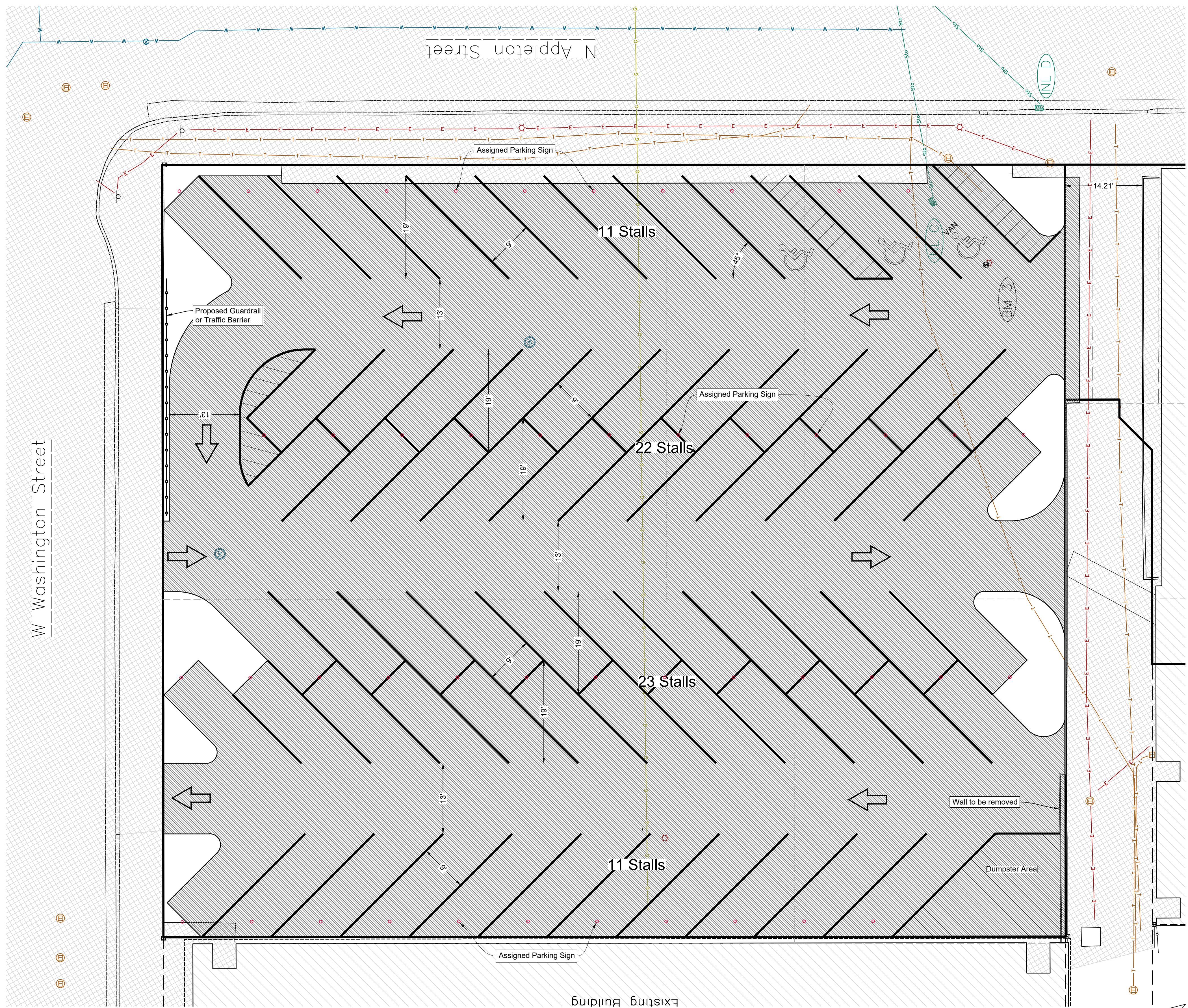
**Number of Employees:**

Number of existing employees: \_\_\_\_\_

Number of proposed employees: \_\_\_\_\_

Number of employees scheduled to work on the largest shift: \_\_\_\_\_





**LEGEND**

	Sanitary Sewer (Pipe Size)		Sanitary MH / Tank / Base Inlet		Sign
	Storm Sewer (Pipe Size)		Water MH / Well		Post / Guard Post
	Underground Electric		Utility Valve		Coniferous Tree
	Underground Gas Line		Utility Meter		Benchmark
	Underground Telephone		Light Pole / Signal		Asphalt Pavement
	Water Main (Pipe Size)		Telephone Manhole		Concrete Pavement
	Fence - Steel		+799.9 Ex Spot Elevation		
	Index Contour - Existing				
	Intermediate Contour - Existing				
	Proposed Building				
	Proposed Asphalt				
	Proposed Concrete				
	Proposed Gravel				

**SITE INFORMATION:**

Parcel #: 312025300

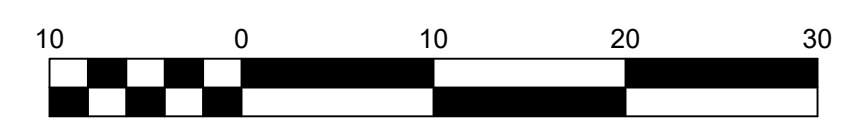
**Site Areas**  
Parcel Area: 23,668 SF (0.54 Acres)

**Proposed Pavement Area:** 22,354 SF (94.45%)

Total Proposed Impervious: 22,354 SF (94.45%)  
Total Proposed Greenspace: 1,314 SF (5.55%)

**PARKING CALCULATIONS**  
Parking Stalls Proposed: 67

**PROPERTY OWNER:**  
Baehr, Inc.  
David Baehr  
202 W Main Street  
Sun Prairie, WI 53590  
Telephone: (608) 834-2613  
Email: david@baehrinco.com



2/24/2025 11:22 AM J:\Projects\8682engr\Civil\_3D\8682engr.dwg Printed by: mitch

**DAVEL ENGINEERING & ENVIRONMENTAL, INC.**  
Civil Engineers and Land Surveyors  
1164 Province Terrace, Menasha, WI 54952  
Ph: 920-991-1866 Fax: 920-441-0804  
www.davelpro

**SITE PLAN**

**131 N Appleton Street**  
City of Appleton, Outagamie County, WI  
For: Baehr, Inc.

**PRELIMINARY**

Date:	02/24/2025
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Author:	MDB
Last Saved by:	mitch
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**2024 - 2025 Budget Carryover Requests - Not Under Contract**

		Vendor	Description	Amount	Justification
<b>TIF # 11</b>					
4141	659900		TID #11 Business Enhancement Grants	14,000	Uncommitted TID #11 grant funds from FY2024
<b>TIF # 12</b>					
4151	659900		TID #12 Business Enhancement Grants	22,829	Uncommitted TID #12 grant funds from FY2024
<b>TIF # 13</b>					
4162	680901		G-24 Southpoint Commerce Center	249,900	Temporary Asphalt to be completed in 2025
<b>Public Works Capital Project</b>					
4240	632510		Traffic camera CIP	167,664	Underspent contract in 2024. Adding to 2025 to continue camera replacement.
4240	632507		H-23 Lightning Drive	150,112	Asphalt paving not complete due to road not being complete yet.
4240	680100		H-23 Lightning Drive	43,000	Land acquisition process ongoing
4240	680999	ROW Pend, MSC Approval	Olde Oneida St Bridge of the Power Canal	25,690	Land acquisition, ROW Professionals Amendment
				<b>386,466</b>	
<b>Facilities Capital Project</b>					
FACILITIES	PARKDEVL		Lundgaard Pavilion Construction	46,384	Construction of pavilion in 2025
FACILITIES	PARKAQUA		Mead Pool Coating and Remodeling	330,460	Project was bid out and came in over budget. Working on revising plans and modifying scope to fit within budget. Project is scheduled for construction in fall 2025.
FACILITIES	PAVILIONS		Pierce Pavilion Renovation	22,937	Project was designed in 2024 and bid out in 2025. This money will be used for the Construction Administration aspect of the pavilion remodeling project.
FACILITIES	PARKADA		Park ADA Improvements	19,580	Remaining funds from 2024 ADA Project are needed for 2025 Parks ADA project.
FACILITIES	FACRENO		Fire Station Improvements	77,402	Upgrades began and expected to be completed end of the first quarter.
				<b>496,763</b>	
<b>Parking Utility</b>					
5123	689900		Wayfinding Signs with Marketing Campaign	100,000	RFP being drafted, work to be completed in 2025
5123	680300		Ramp Structural Repairs	45,000	Ramp repair work ongoing
				<b>145,000</b>	
<b>Stormwater Utility</b>					
5221	640400	WisDOT	Lawe Street Bascule Bridge	36,000	Contract delayed to 2025
5221	640800	AECOM Pend. MSC Approval	Bascule Bridge Structural Maint. and Painting	148,500	Project budgeted over multiple years for future design/construction
5230	680904		Glendale - 3001 E Stormwater Mgt	200,000	3001 E Glendale - Review for two budgeted line items - Misc Construction page 531
5230	680904		B-52 Morrison Street Inlets	87,890	B-25 Morrison Street Inlets
5230	680904		W-25	38,967	Additional storm lateral costs for Bell Avenue
5230	680100	TBD	Land Acquisition	350,000	Land Acquisition for Pond Sediment Disposal Site
5230	680904		Flood Reduction Projects	250,000	Flood Reduction Projects continuing through 2025
5230	640400		Flood Reduction Projects	75,000	Flood Reduction Projects continuing through 2025
				<b>1,186,357</b>	
<b>Water Utility</b>					
53206730	640400		Permitting for railroad crossing	10,000	Railroad crossing permit needed for Lawe Street project
53179230	640400		Water Rate Study	27,600	Projected started January 2025, balance of budget for PSC review fees
53206730	680905		Gladiolus St Easement - Plat Line	20,000	Work delayed to coincide with developer schedule, now planned for 2025

**2024 - 2025 Budget Carryover Requests - Not Under Contract**

		Vendor	Description	Amount	Justification
WTRUTL	NETWORK		Utilities Network Upgrade	98,100	Balance of project budget, hold for construction needs
WTRUTL	CHEMSTORAG		Water Carbon Dioxide Storage	87,800	Balances of consulting budget, construction to start in 2025
WTRUTL	CHEMSTORAG		Water Carbon Dioxide Storage	165,996	McMahon under contract for design
WTRUTL	PUMPING		Check Valve Replacement	9,549	Valve order from Dornier
WTRUTL	PLCSCADA		SCADA server replacement	20,000	SCADA server replacement to be combined with Utilities Network construction
WTRUTL	PLCSCADA		SCADA server replacement	65,000	SCADA server replacement to be combined with Utilities Network construction
WTRUTL	PLCSCADA		SCADA server replacement	30,000	SCADA server replacement to be combined with Utilities Network construction
WTRTOWERS	MATTHIAS		Water Tower Booster Pump	206,101	Construction to bid later in 2025
WTRFMDFAC	HVAC		Dehumidification Kathabar	555,271	Will use to review boiler and pump issues in 2025
				<b>1,295,417</b>	
<b>Wastewater Utility</b>					
5431	640400		Glacier Rdige LS Abandonment	100,000	Project delays due to property owner coordination. Work now planned for 2025
5431	680903		Gladiolus St Easement - Plat Line	20,250	Work delayed to coincide with developer schedule, now planned for 2025
5422	641600		Building Painting	173,259	Additional painting to be completed in 2025
WWUTL	AERATION		Mixed Liquor Channel Blower	61,585	Balance of Mixed Liquor Channel Blower project, construction started January 2025
WWUTL	AERATION		Mixed Liquor Channel Blower	15,260	Balance of Mixed Liquor Channel Blower project, construction started January 2025
WWUTL	NETWORK		Utilities Network Upgrade	1,520,567	Consulting started, need report to determine next steps
WWUTL	PROCEQUIP		Blended Sludge Pipe & Heat Exchange	268,725	Potential project to replace existing pump motors and controls
WWUTL	PROCEQUIP		Blended Sludge Pipe & Heat Exchange	255,331	Potential project to replace existing pump motors and controls
WWUTL	PUMPS		Grit System & Raw Sludge Pump	9,038	Balance of project budget
WWUTL	SLUDGESTOR		Sludge Storage Building Addition	814,725	Balance of project budget to be used for the truck scale and plank storage construction
WWUTL	SLUDGESTOR		Sludge Storage Building Additions Plank Storage & Truck Scale	797,603	Balance of Sludge Storage project budget to fund truck scale and plank storage construction
WWUTL	INSTRUMENT		Phosphorus Analyzer Replacement	30,000	To be purchased in 2025, Equipment trial in progress
WWLIFT	LIFTSTAT		Lift Station PLC Upgrade	7,500	Project needs to be reviewed in 2025
WWLIFT	LIFTSTAT		Lift Station PLC Upgrade	50,000	Project needs to be reviewed in 2025
WWLIFT	WATERLS		Marshal Heights Lift Station	80,000	Move budget from Water Street Lift Station project to Marshal Heights Lift Station project. Construction to be bid in 2025
WWLIFT	WATERLS		Marshal Heights Lift Station	720,000	Move budget from Water Street Lift Station project to Marshal Heights Lift Station project. Construction to be bid in 2025
WWLIFT	MARSHHLS		Summer Street Lift Station	671,690	Summer Street Lift Station upgrade replaced Marshal heights Lift Station upgrade, design work in process for Summer Street Lift Station
WWFMD	ELECTDISTR		Substation Upgrade - Phase 5	67,046	Use for ORC budget shortfall
WWFMD	ELEVATORS		WWTP Elevator Upgrades	8,870	Balance of the elevator consulting project, project to be completed in 2025
WWFMD	ELEVATORS		WWTP Elevator Upgrades	27,070	Balance of the elevator consulting project, project to be completed in 2025
WWFMD	HARDSCAPE		2024 WW Hardscapes	267,676	Construction to be completed in 2025, bid in February 2025. Project delayed due to scope of project expanded
WWFMD	GRANTGEN		WWTP ORC/Biogas	32,055	Balance of project budget, install to be completed in 2025
WWFMD	LIGHTING		WW Lighting Upgrades	57,790	Balance of the project budget additional lighting to be completed in 2025
				<b>6,056,040</b>	

**2024 - 2025 Budget Carryover Requests - Not Under Contract**

		Vendor	Description	Amount	Justification
<b>Valley Transit</b>					
58073000	680100		Land purchase for Transit Center	175,000	Project incomplete
58072000	680403		Staff vehicle replacement	150,000	Project incomplete
				<b>325,000</b>	
<b>General Administration - General Fund</b>					
12020	664000		State Aid contingency	812,267	Carry forward balance
12020	664000		Fuel Price contingency	137,315	Carry forward balance
12020	664000		Operating contingency	402,298	Carry forward balance
12020	664100		Wage Reserve	1,819,428	Carry forward balance
<b>Information Technology</b>					
13030	632700	CDW		4,000	Unspent 2024 misc hardware dollars for 2025 IT dept computer peripherals
13030	640400	Misc		38,737	Remainder of IT allocation from August 22, 2022 General Fund Balance Policy memo
<b>Legal Services</b>					
14510	620100		Training/Conference	4,300	Additional attorneys to attend the 2025 IMLA conference and have funds available for additional training throughout the year by both Attorney's and Clerk's staff.
14521	640400		Consulting	10,000	There are pending matters where services of outside counsel/consultants are, or may be, engaged in 2025 and these carryover funds will help offset those expenses.
<b>Economic Development</b>					
15010	620100		Development Services Process Improvement - Training	4,000	Delayed due to critical vacancies in DPW Engineering and Com Dev Staff in 2024.
15040	640400		Development Services Process Improvement - Consulting	17,000	Delayed to align consulting efforts with Tyler Munis Com Dev Module Planning & Implementation
<b>DPW</b>					
17031	640800		MSB security cameras	10,000	Working with contractor on details in 2024 and need installation in 2025
17032	640400	WisDOT	Lawe Street Bascule Bridge	4,000	Contract delayed to 2025
17032	640800	AECOM Pend. MSC Approval	Bascule Bridge Structural Maint. and Painting	339,500	Project budgeted over multiple years for future design/construction
<b>Police</b>					
17511	631200	Sunset Law Enforcement	Ammunition	15,000	Availability of ammunition was decreased due to demand
17532	632700	Lenova	Forensic Computer Upgrade	6,000	Evaluation, demonstration, and receiving quotes took longer than expected
<b>Fire</b>					
18024	632400	Various	Medical and Lab Supplies	8,500	Planned upgrade to paramedic engines in 2025. Needed medications would expire if purchased in 2024.
18010	631603	Various	Miscellaneous Supplies	1,675	Donated funds being used for planned updates to the branding items for the AFD.
<b>Total - General Fund</b>				<b>3,634,020</b>	
<b>Grand Total - Not Under Contract</b>				<b>13,811,792</b>	



**2024 - 2025 Budget Carryover Requests - Special Consideration**

		Vendor	Description	Amount	Justification
<b>Sanitation</b>					
2230	645400	Outagamie County	Tipping Fees	10,000	Increase amount needed for tipping fees in 2025 due to projected estimates
<b>CEA Fund</b>					
6110	630901	TBD	Laptops for Mechanic Shop	5,000	New Asset Management System impacting productivity without proper equipment
<b>Facilities Capital Project</b>					
FACILITIES	ROOFREPLCE		Park Pavilion Roof Replacement	107,625	The Park Pavilion Roof Replacement Project was completed under budget and we are looking to allocate the remaining funds to create a sustainability and climate action master plan. This special consideration carryover will be allocated for hiring a consultant to create a sustainability and climate action plan for Appleton. The consultant will analyze existing reports, update the reports, and create a masterplan document that will provide a clear pathway for the City to achieve its sustainability and climate goals.
FACILITIES	INTERIOR		MSB Furniture Upgrade	7,316	City Center/East/West is updating the building wayfinding as a result of all the new development. This money would be utilized to assist with covering costs associated with new wayfinding signage for City Hall.
FACILITIES	INTERIOR		Fire Station Lighting Upgrades	12,690	City Center/East/West is updating the building wayfinding as a result of all the new development. This money would be utilized to assist with covering costs associated with new wayfinding signage for City Hall.
				<b>127,631</b>	
<b>Stormwater Utility</b>					
5223	641500	Outagamie County	Tipping Fees	10,000	Increase amount needed for tipping fees in 2025 due to projected estimates.
5230	680904	Outagamie County	Tipping Fees	10,000	Increase amount needed for tipping fees in 2025 due to projected estimates.
				<b>20,000</b>	
<b>Water Utility</b>					
WTRUTL	CORROCONTR		Emergency Chemical Tank Replacement	344,800	Use positive budget variance for the emergency chemical tank replacement
WTRUTL	CORROCONTR		Emergency Chemical Tank Replacement	96,250	Use positive budget variance for the emergency chemical tank replacement
WTRUTL	INSTRUMENT		Emergency Chemical Tank Replacement	87,944	Use positive budget variance for the emergency chemical tank replacement
WTRUTL	PUMPING		Emergency Chemical Tank Replacement	38,758	Use positive budget variance for the emergency chemical tank replacement
WTRUTL	CHEMSTOR	Fabrick Power	Generator Control Panel Upgrade	5,204	Positive budget variance to fund change order to 2025 contract
				<b>572,956</b>	
<b>Wastewater Utility</b>					
5422	641800		DAF #3 & Receiving Station #1 Tank Repair	92,432	Positive 5422 O&M budget to be used for needed repair
5422	632601		DAF #3 & Receiving Station #1 Tank Repair	39,048	Positive 5422 O&M budget to be used for needed repair
5422	631603		DAF #3 & Receiving Station #1 Tank Repair	11,148	Positive 5422 O&M budget to be used for needed repair
WWUTL	SLUDGESTOR		Receiving Station offloading pipe, mixers & covers	100,000	Budget request to completed needed pipe and covers

**2024 - 2025 Budget Carryover Requests - Special Consideration**

		Vendor	Description	Amount	Justification
WWUTL	PROCEQUIP		Belt Filter Polymer System replacement	125,000	Budget request to fund contractor costs to replace polymer feed system as part of the Belt Filter Project
WWFMD	CEILINGS		2025 Hardscape Improvements	21,118	Funding to support hardscape project to be bid spring 2025
				<b>388,746</b>	
<b>Legal</b>					
14521	640400		Consulting	2,000	Additional attorneys to attend the 2025 IMLA conference and have funds available for
<b>Finance</b>					
11510	630100		Supplies	800	Additional supplies to be purchased in 2025
11530	640100		Temp Staffing	3,600	Funding for temp staff needed for multiple vacancies in 2025
11530	640300		Temp Staffing	5,800	Funding for temp staff needed for multiple vacancies in 2025
<b>Police</b>					
17541	632700	Dell	Command Post laptop upgrades	6,600	Laptops require dedicated graphics and upgraded processor to run programs
<b>Total - General Fund</b>				<b>18,800</b>	
<b>Grand Total - Special Consideration</b>				<b>1,143,133</b>	

**CITY OF APPLETON**  
**Department of Public Works**  
**MEMORANDUM**

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**TO:**  **Finance Committee**  
 **Municipal Services Committee**  
 **Utilities Committee**

**SUBJECT: Award of Contract**

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**The Department of Public Works recommends that the following described work:**  
Unit C-25 Sidewalk Sawcutting

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**Be awarded to:**

Name: ASTI Sawing Inc  
Address: 7454 USHWY 18-151  
Barneveld, WI 53507

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**In the amount of :** \_\_\_\_\_

**With a 3.5 % contingency of :** \_\_\_\_\_

**For a project total not to exceed :** \_\_\_\_\_ \$0.00

**\*\* OR \*\***

**In an amount Not To Exceed :** \_\_\_\_\_ \$30,000.00

Budget: \_\_\_\_\_ \$30,000.00  
Estimate: \_\_\_\_\_ \$30,000.00  
Committee Date: \_\_\_\_\_ 03/24/25  
Council Date: \_\_\_\_\_ 04/02/25



C-25 Concrete Sidewalk Sawcutting (#9557754)

Owner: Appleton WI, City of

Solicitor: Appleton WI, City of

03/17/2025 01:45 PM CDT

Section Title	Line Item	Item Description	UofM	Quantity	ASTI Sawing, Inc.	
					Unit Price	Extension
C-25 BASE BID						<b>\$36,327.04</b>
	1	2025 Sawcut Sidewalk	inch-ft	1449	\$19.22	\$27,849.78
	2	2025 Sawcut Sidewalk (Miscellaneous Locations)	inch-ft	341	\$24.86	\$8,477.26
Base Bid Total:						\$36,327.04

**CITY OF APPLETON**  
**Department of Public Works**  
**MEMORANDUM**

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**TO:**  **Finance Committee**  
 **Municipal Services Committee**  
 **Utilities Committee**

**SUBJECT: Award of Contract**

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**The Department of Public Works recommends that the following described work:**

Unit J-25 Mini Storm Sewer Construction

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**Be awarded to:**

Name: M&E Construction LLC  
Address: N3748 Uni Drive  
Freedom, WI 54130

**In the amount of :** \_\_\_\_\_

**With a 3.5 % contingency of :** \_\_\_\_\_

**For a project total not to exceed :** \_\_\_\_\_ \$0.00

**\*\* OR \*\***

**In an amount Not To Exceed :** \_\_\_\_\_ \$250,000.00

Budget: \_\_\_\_\_ \$250,000.00

Estimate: \_\_\_\_\_ \$250,000.00

Committee Date: \_\_\_\_\_ 03/24/25



Council Date: 04/02/25



J-25 Mini Storm Sewer Construction (#9521579)

Owner: Appleton WI, City of

Solicitor: Appleton WI, City of

03/17/2025 01:45 PM CDT

Section Title	Line Item	Item Description	UofM	Quantity	M & E Construction LLC		Scott Lamers Costuction LLC	
					Unit Price	Extension	Unit Price	Extension
J-25 BASE BID						<b>\$159,100.00</b>		<b>\$211,566.00</b>
	1	Flowable Fill - UNIT PRICE ONLY	CU. YD.		\$250.00	\$0.00	\$140.00	\$0.00
	2	Furnish and Install 6" Storm Sewer	LIN. FT.	2478	\$50.00	\$123,900.00	\$72.00	\$178,416.00
	3	Furnish and Install 4" Storm Riser	LIN. FT.	471	\$50.00	\$23,550.00	\$50.00	\$23,550.00
	4	Furnish and Install 6" Storm Riser	LIN. FT.	140	\$60.00	\$8,400.00	\$55.00	\$7,700.00
	5	Sump Pump Connection	EACH	7	\$250.00	\$1,750.00	\$100.00	\$700.00
	6	Furnish and Construct PVC Yard Drain	EACH	1	\$1,500.00	\$1,500.00	\$1,200.00	\$1,200.00
	7	Furnish and Install 6" Storm Lateral - UNIT PRICE ONLY	LIN. FT.		\$100.00	\$0.00	\$55.00	\$0.00
	8	Removal of Contaminated Soils - UNIT PRICE ONLY	CU. YD.		\$250.00	\$0.00	\$50.00	\$0.00
Base Bid Total:						\$159,100.00		\$211,566.00

**CITY OF APPLETON**  
**Department of Public Works**  
**MEMORANDUM**

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**TO:**  Finance Committee  
 Municipal Services Committee  
 Utilities Committee

**SUBJECT: Award of Contract**

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**The Department of Public Works recommends that the following described work:**

Unit Y-25 Lead/Galvanized Water Service Replacement

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**Be awarded to:**

Name: Scott Lamers Construction LLC

Address: W4527 County Rd KK

Kaukauna, WI 54130

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**In the amount of :** \_\_\_\_\_

**With a \_\_\_\_\_ % contingency of :** \_\_\_\_\_

**For a project total not to exceed :** \_\_\_\_\_

**\*\* OR \*\***

**In an amount Not To Exceed :**                     \$486,212.08

Budget:                     \$618,975.00

Estimate:                     \$486,212.08

Committee Date:                     03/24/25

Council Date:                     04/02/25

## CITY OF APPLETON Contract Funding Form

TO: Finance Department  
 FROM: Mark Lahay - Dept. of Public Works  
 DATE: 3/24/2025  
 SUBJECT: Funding for Contract:

Y-25 Unit Y-25 Lead/Galvanized Water Service Replacement  
 Unit No. Description

AWARD DATE: 4/2/2025 (Council Date)  
 AWARD TO: Scott Lamers Construction LLC  
W4527 County Rd KK  
Kaukauna, WI 54130

Funding for the project will be as follows:

Item No.	Account No.	Account Description	Contract Amount	Contingency	Total Contract
1.	<u>53244160.6408</u>	<u>Distribution Contract Work</u>	<u>\$486,212.08</u>	<u>\$0.00</u>	<u>\$486,212.08</u>
2.	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>
3.	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>
4.	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>
5.	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>
6.	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>
7.	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>
		<b>TOTAL</b>	<b><u>\$486,212.08</u></b>	<b><u>\$0.00</u></b>	<b><u>\$486,212.08</u></b>

Public Works Date  
Finance Department Date

cc: Project File



Y-25 Lead & Galvanized Water Service Line Replacement (#9521580)

Owner: Appleton WI, City of

Solicitor: Appleton WI, City of

03/17/2025 01:45 PM CDT

Section Title	Line Item	Item Description	UofM	Quantity	Scott Lamers Costuction LLC		Van Rite Plumbing Inc.		Alfson Excavating LLC		M & E Construction LLC	
					Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
Y-25 BASE BID						<b>\$486,212.08</b>		<b>\$525,977.50</b>		<b>\$578,700.00</b>		<b>\$613,225.00</b>
	1	Pre-construction Interior Inspection	EACH	118	\$50.00	\$5,900.00	\$250.00	\$29,500.00	\$150.00	\$17,700.00	\$150.00	\$17,700.00
	2	Existing Curb Box Excavation	EACH	118	\$3,080.00	\$363,440.00	\$2,550.00	\$300,900.00	\$2,300.00	\$271,400.00	\$3,000.00	\$354,000.00
	3	1-1/4" Water Service Replacement (Trenchless)	LIN. FT.	4500	\$2.00	\$9,000.00	\$5.00	\$22,500.00	\$8.00	\$36,000.00	\$5.00	\$22,500.00
	4	1-1/2" Water Service Replacement (Trenchless)	LIN. FT.	75	\$10.00	\$750.00	\$10.00	\$750.00	\$10.00	\$750.00	\$8.00	\$600.00
	5	Service Connection (Exterior - at curb stop)	EACH	128	\$0.01	\$1.28	\$300.00	\$38,400.00	\$400.00	\$51,200.00	\$350.00	\$44,800.00
	6	Aggregate Slurry Backfill	CU. YD.	60	\$104.50	\$6,270.00	\$100.00	\$6,000.00	\$150.00	\$9,000.00	\$150.00	\$9,000.00
	7	Remove and Replace 4" Concrete Sidewalk	SQ. FT.	350	\$10.00	\$3,500.00	\$15.00	\$5,250.00	\$18.00	\$6,300.00	\$25.00	\$8,750.00
	8	Remove and Replace 5" Concrete Sidewalk / Driveway Apron	SQ. FT.	75	\$11.00	\$825.00	\$15.50	\$1,162.50	\$22.00	\$1,650.00	\$35.00	\$2,625.00
	9	Service Connection (Interior - at meter)	EACH	128	\$400.00	\$51,200.00	\$300.00	\$38,400.00	\$700.00	\$89,600.00	\$500.00	\$64,000.00
	10	Reinstall Water Meter to Horizontal Orientation	EACH	80	\$0.01	\$0.80	\$350.00	\$28,000.00	\$300.00	\$24,000.00	\$250.00	\$20,000.00
	11	Relocate Water Meter/Water Service	EACH	10	\$300.00	\$3,000.00	\$500.00	\$5,000.00	\$1,000.00	\$10,000.00	\$500.00	\$5,000.00
	12	Re-Ground Building Electrical Service	EACH	118	\$300.00	\$35,400.00	\$395.00	\$46,610.00	\$450.00	\$53,100.00	\$500.00	\$59,000.00
	13	Temporary Traffic Control	LUMP SU	1	\$6,900.00	\$6,900.00	\$3,500.00	\$3,500.00	\$7,500.00	\$7,500.00	\$5,000.00	\$5,000.00
	14	Removal of Contaminated Soils (Unit Price Only)	CU. YD.		\$50.00	\$0.00	\$1.00	\$0.00	\$100.00	\$0.00	\$250.00	\$0.00
	15	Type "D" Inlet Protection	EACH	5	\$5.00	\$25.00	\$1.00	\$5.00	\$100.00	\$500.00	\$50.00	\$250.00
Base Bid Total:						\$486,212.08		\$525,977.50		\$578,700.00		\$613,225.00

**CITY OF APPLETON**  
**Department of Public Works**  
**MEMORANDUM**

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**TO:**  Finance Committee  
 Municipal Services Committee  
 Utilities Committee

**SUBJECT:** Award of Contract

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**The Department of Public Works recommends that the following described work:**  
Unit S-25 Repair & Preventative Maintenance Parking Structures

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**Be awarded to:**

Name: Restoration Systems Inc  
Address: 4355 Peavey Rd  
Chaska, MN 55318

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**In the amount of :** \$1,348,594.50  
**With a 3 % contingency of :** \$40,000.00  
**For a project total not to exceed :** \$1,388,594.50

**\*\* OR \*\***

**In an amount Not To Exceed :** \$0.00

Budget: \$1,600,000.00  
Estimate: \$1,400,000.00  
Committee Date: 03/24/25  
Council Date: 04/02/25

S-25 Repair & Preventative Maintenance Parking Structures (#9557776)  
 Owner: Appleton WI, City of  
 Solicitor: Appleton WI, City of  
 03/17/2025 01:45 PM CDT

Section Title	Line Item	Item Code	Item Description	UofM	Quantity	Restoration Systems Inc.		Berglund Construction Company	
						Unit Price	Extension	Unit Price	Extension
<b>S-25 Green Ramp</b>							<b>\$638,139.50</b>		<b>\$1,174,750.00</b>
	1	Green 1	Project Mobilization and Demobilization	LS	1	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
	2	Green 2a1	Horizontal Structural Concrete Repairs - Level 5	Sq Ft	24	\$75.00	\$1,800.00	\$260.00	\$6,240.00
	3	Green 2a2	Horizontal Structural Concrete Repairs - Level 4	Sq Ft	10	\$75.00	\$750.00	\$260.00	\$2,600.00
	4	Green 2b1	Full Depth Concrete Double Tee Repairs - Level 5	Sq Ft	170	\$100.00	\$17,000.00	\$300.00	\$51,000.00
	5	Green 2b2	Full Depth Concrete Double Tee Repairs - Level 4	Sq Ft	205	\$100.00	\$20,500.00	\$300.00	\$61,500.00
	6	Green 2c	Supplemental Reinforcing	LB	3000	\$5.00	\$15,000.00	\$12.75	\$38,250.00
	7	Green 2d	Supplemental Weldable Reinforcing	LB	3000	\$5.00	\$15,000.00	\$15.75	\$47,250.00
	8	Green 3a	Structural Vertical/Overhead Concrete Repair - Form and Pour/Pump Repairs	Sq Ft	225	\$125.00	\$28,125.00	\$300.00	\$67,500.00
	9	Green 3b	Structural Vertical/Overhead Concrete Repair - Form and Pour/Pump Corbel Repair	Sq Ft	2	\$500.00	\$1,000.00	\$6,000.00	\$12,000.00
	10	Green 3c	Structural Vertical/Overhead Concrete Repair - Trowel-Applied Mortar Repair	Sq Ft	80	\$95.00	\$7,600.00	\$80.00	\$6,400.00
	11	Green 4a1	Double Tee Connetion Replacement - Level 5	Ea	335	\$400.00	\$134,000.00	\$680.00	\$227,800.00
	12	Green 4a2	Double Tee Connetion Replacement - Level 4	Ea	95	\$400.00	\$38,000.00	\$680.00	\$64,600.00
	13	Green 4b1	Re-weld Broken Double Tee Flange Connectors - Level 5	Ea	380	\$25.00	\$9,500.00	\$70.00	\$26,600.00
	14	Green 4b2	Re-weld Broken Double Tee Flange Connectors - Level 4	Ea	80	\$25.00	\$2,000.00	\$70.00	\$5,600.00
	15	Green 4c	Supplement & Weld Rebar at Double Tee Chord Connector Repairs	Ea	30	\$75.00	\$2,250.00	\$100.00	\$3,000.00
	16	Green 4d	Replace & Weld Rebar at Double Tee Chord Connector Repairs	Ea	30	\$50.00	\$1,500.00	\$100.00	\$3,000.00
	17	Green 5a1	Joint Sealant Work - Rout and Seal Cracks - Level 5	LF	240	\$8.00	\$1,920.00	\$18.00	\$4,320.00
	18	Green 5a2	Joint Sealant Work - Rout and Seal Cracks - Level 4	LF	95	\$8.00	\$760.00	\$18.00	\$1,710.00
	19	Green 5b1	Joint Sealant Work - Cove Joint Sealant Replacement - Level 5	LF	850	\$11.00	\$9,350.00	\$8.00	\$6,800.00
	20	Green 5b2	Joint Sealant Work - Cove Joint Sealant Replacement - Level 4	LF	850	\$11.00	\$9,350.00	\$8.00	\$6,800.00
	21	Green 5c1	Joint Sealant Work - Construction Joint Sealant - Level 5	LF	430	\$11.00	\$4,730.00	\$13.00	\$5,590.00
	22	Green 5c2	Joint Sealant Work - Construction Joint Sealant - Level 4	LF	215	\$11.00	\$2,365.00	\$13.00	\$2,795.00
	23	Green 5d1	Joint Sealant Work - Double Tee Joint Replacement - Roof Level Tee to Tee Joints	LF	2700	\$11.00	\$29,700.00	\$23.50	\$63,450.00
	24	Green 5d2	Joint Sealant Work - Double Tee Joint Replacement - Level 4 Tee to Tee Joints	LF	2700	\$11.00	\$29,700.00	\$23.50	\$63,450.00
	25	Green 6a1	Expansion Joint Seal Repairs - Roof Level Expansion Joint Seal Replacement	LF	125	\$145.00	\$18,125.00	\$170.00	\$21,250.00
	26	Green 6a2	Expansion Joint Seal Repairs - Column/Joint Blockout Modification	EA	2	\$500.00	\$1,000.00	\$2,500.00	\$5,000.00
	27	Green 7.1	Waterproofing Membrane Installation - Traffic Bearing Membrane Installation on Level 5	Sq Ft	900	\$10.00	\$9,000.00	\$11.00	\$9,900.00
	28	Green 7.2	Waterproofing Membrane Installation - Traffic Bearing Membrane Installation on Level 4	Sq Ft	450	\$10.00	\$4,500.00	\$11.00	\$4,950.00
	29	Green 8.1	Concrete Sealer Application - Silane Sealer with Corrosion Inhibitor - Level 5	Sq Ft	49950	\$1.15	\$57,442.50	\$0.95	\$47,452.50
	30	Green 8.2	Concrete Sealer Application - Silane Sealer with Corrosion Inhibitor - Level 4	Sq Ft	17280	\$1.15	\$19,872.00	\$0.95	\$16,416.00
	31	Green 9.1	Supplemental Drain Installation - New Drain Installation	Ea	3	\$4,000.00	\$12,000.00	\$6,300.00	\$18,900.00
	32	Green 9.2	Supplemental Drain Installation - Price per linear foot of new plumbing	LF	40	\$150.00	\$6,000.00	\$120.00	\$4,800.00
	33	Green 10.1	Steel Angle Clean & Repair - Clip angle cleaning and painting	Ea	12	\$150.00	\$1,800.00	\$100.00	\$1,200.00
	34	Green 10.2	Steel Angle Clean & Repair - Allowance	Ea	1	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00
	35	Green 11	Parking Space Striping and Pavement Markings	LS	1	\$5,000.00	\$5,000.00	\$10,000.00	\$10,000.00
	36	Green 12	Grind Down Tripping Hazards	LS	1	\$7,500.00	\$7,500.00	\$6,000.00	\$6,000.00
	37	Green 13	Miscellaneous Items and General Conditions	LS	1	\$89,000.00	\$89,000.00	\$225,626.50	\$225,626.50
<b>S-25 Red Ramp</b>							\$39,500.00		\$48,750.00
	38	Red 1	Project Mobilization and Demobilization	LS	1	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
	39	Red 2	FaÅade Masonry Replacement	Sq Ft	200	\$80.00	\$16,000.00	\$135.00	\$27,000.00
	40	Red 3	Vertical & Overhead Concrete Stair Repairs	Sq Ft	50	\$250.00	\$12,500.00	\$235.00	\$11,750.00
	41	Red 4	Miscellaneous Items and General Conditions	LS	1	\$6,000.00	\$6,000.00	\$5,000.00	\$5,000.00
<b>S-25 Yellow Ramp</b>							\$520,435.00		\$526,500.00
	42	Yellow 1	Project Mobilization and Demobilization	LS	1	\$5,000.00	\$5,000.00	\$6,000.00	\$6,000.00
	43	Yellow 2	Remove and replace all exit signs in the garage as shown on the drawings	LS	1	\$16,020.00	\$16,020.00	\$19,500.00	\$19,500.00
	44	Yellow 3	Remove and replace all existing stairwell fixtures shown on the drawings	LS	1	\$41,965.00	\$41,965.00	\$43,000.00	\$43,000.00
	45	Yellow 4	Remove and replace existing parking lot emergency fixtures as shown on the drawings	LS	1	\$347,350.00	\$347,350.00	\$362,000.00	\$362,000.00
	46	Yellow 5	Replace the items in the Yellow Garage as shown and noted	LS	1	\$64,200.00	\$64,200.00	\$80,000.00	\$80,000.00
	47	Yellow 6	Stairwell Exhaust Fan and Transfer Grilles purchase, installation, cordination as noted	LS	1	\$21,900.00	\$21,900.00	\$14,000.00	\$14,000.00
	48	Yellow 7	Miscellaneous Items and General Conditions	LS	1	\$24,000.00	\$24,000.00	\$2,000.00	\$2,000.00
<b>Alternate - A1</b>							\$84,520.00		\$55,466.25
	49	A1.1	Green - Traffic-Traffic Bearing Membrane Strip Installation at Double Tee Joints on Level 5	Sq Ft	6590	\$8.00	\$52,720.00	\$5.25	\$34,597.50
	50	A1.2	Green - Traffic-Traffic Bearing Membrane Strip Installation at Double Tee Joints on Level 4	Sq Ft	3975	\$8.00	\$31,800.00	\$5.25	\$20,868.75
<b>Alternate - A2</b>							\$11,000.00		\$3,000.00
	51	A2	Yellow - Additional Stair Tower Exhaust Unit	LS	1	\$11,000.00	\$11,000.00	\$3,000.00	\$3,000.00
<b>Alternate - A3</b>							\$55,000.00		\$40,000.00
	52	A3	Yellow - Furnish & Install EV Charger per specifications & drawings per addendum 1	LS	1	\$55,000.00	\$55,000.00	\$40,000.00	\$40,000.00
<b>Base Bid Total:</b>							<b>\$1,198,074.50</b>		<b>\$1,750,000.00</b>



DEPARTMENT OF  
**PUBLIC  
WORKS**

**Date:** March 24, 2025

**To:** Finance Committee

**From:** Peter Neuberger, City Engineer/Deputy Director of Public Works  
Luke Vandenberg, Project Engineer

**Subject:** Approve the acceptance of the Department of Natural Resources Safe Drinking Water Loan Program loan with 100% principal forgiveness in the amount of \$618,975 for replacement of private lead service lines in Appleton.

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The City of Appleton applied for the State Fiscal Year 2025 Wisconsin Department of Natural Resources (DNR) Safe Drinking Water Loan Program (SDWLP) to assist property owners in Census Tract 103 with costs associated with the replacement of private lead service lines (LSL's).

The SFY 2025 LSL Replacement Program *draft* Funding List was released November 13, 2024. The draft funding list includes an allocation of \$618,975 to the City of Appleton with 100% principal forgiveness. The draft funding list is attached to this memo for reference.

The final funding list has been delayed by the DNR SDWLP, however, staff at the DNR have informed City staff that the finalization of the funding list will not impact Appleton's LSL allocation, and that Appleton will receive the full allocation that was requested. They advised that Appleton can safely proceed with a 100% principal forgiveness financial assistance agreement. This email response from DNR has been attached to this memo for reference.

To avoid delays in the contracting and scheduling of the replacements, DPW staff recommends approval to accept the DNR SDWLP loan with 100% principal forgiveness in the amount of \$618,975 for replacement of private LSLs in Appleton.

SFY 2025 Lead Service Line Replacement Program *draft* Funding List

11/04/2024

Municipality	Project #	LSL PERF Score	Project Manager	Census Tract or Municipal?	Requested Costs	Private Side Costs	Private Side PF %	Private Side PF Allocation	Private Side Loan \$s	Remaining Costs	Remaining Costs PF %	Remaining Cost PF Allocation	Remaining Costs Loan \$s
WATERTOWN, CITY OF	5439-09	307	Liz Higgins	CT	\$3,334,100	\$3,334,100	100%	\$3,334,100	\$0	\$0	10%	\$0	\$0
MANITOWOC, CITY OF	5191-19	294	Blythe Cassidy	CT	\$5,574,800	\$5,474,800	100%	\$5,474,800	\$0	\$100,000	20%	\$20,000	\$80,000
GREEN BAY, CITY OF	5331-32	285	Kate Leja-Brennan	CT	\$990,000	\$990,000	75%	\$742,500	\$247,500	\$0	20%	\$0	\$0
TWO RIVERS, CITY OF	4920-51	281	Ben Aerts	CT	\$1,977,536	\$679,214	100%	\$679,214	\$0	\$1,298,322	20%	\$259,664	\$1,038,657
KENOSHA, CITY OF	4825-09	280	Michelle Brietzman	CT	\$7,700,000	\$4,235,000	100%	\$4,235,000	\$0	\$3,465,000	20%	\$693,000	\$2,772,000
WATERTOWN, CITY OF	5439-07	276	Liz Higgins	CT	\$1,771,000	\$1,771,000	75%	\$1,328,250	\$442,750	\$0	10%	\$0	\$0
ASHLAND, CITY OF	4759-29	275	Casey Sweeney	Municipal	\$843,680	\$625,808	100%	\$625,808	\$0	\$217,872	55%	\$119,830	\$98,043
FOND DU LAC, CITY OF	5142-17	275	Erika Mills	CT	\$1,155,000	\$1,155,000	75%	\$866,250	\$288,750	\$0	20%	\$0	\$0
WATERTOWN, CITY OF	5439-08	274	Liz Higgins	Municipal	\$8,915,700	\$3,415,698	50%	\$1,707,849	\$1,707,849	\$5,500,002	10%	\$550,000	\$4,950,002
WAUSAU, CITY OF	4930-22	268	Kate Leja-Brennan	CT	\$14,959,156	\$7,768,218	100%	\$7,768,218	\$0	\$7,190,938	15%	\$1,078,641	\$6,112,297
RACINE, CITY OF	4887-22	267	Sarah Bolitho	Municipal	\$3,275,000	\$1,512,500	100%	\$1,512,500	\$0	\$1,762,500	45%	\$793,125	\$969,375
MILWAUKEE, CITY OF <sup>1</sup>	4851-47	263	Ryan Atkinson	Municipal	\$34,220,000	\$12,320,000	100%	\$12,320,000	\$0	\$21,900,000	55%	\$7,191,843	\$14,708,157
OSHKOSH, CITY OF	4874-19	261	Erika Mills	CT	\$2,000,000	\$1,760,000	100%	\$1,760,000	\$0	\$240,000	15%	\$0	\$240,000
FOND DU LAC, CITY OF	5142-18	260	Erika Mills	CT	\$1,332,100	\$1,332,100	100%	\$1,332,100	\$0	\$0	20%	\$0	\$0
THORP, CITY OF	4922-19	258	Michelle Brietzman	Municipal	\$254,425	\$194,425	50%	\$97,213	\$97,213	\$60,000	40%	\$0	\$60,000
WEST ALLIS, CITY OF	5404-10	258	Dan Noreika	CT	\$1,692,350	\$1,692,350	100%	\$1,692,350	\$0	\$0	15%	\$0	\$0
WEST ALLIS, CITY OF	5404-11	256	Dan Noreika	CT	\$1,277,650	\$1,277,650	50%	\$638,825	\$638,825	\$0	15%	\$0	\$0
WHITEWATER, CITY OF	5650-02	252	Brian Boelkow	Municipal	\$3,606,400	\$1,171,940	100%	\$1,171,940	\$0	\$2,434,460	40%	\$0	\$2,434,460
SOUTH MILWAUKEE, CITY OF <sup>2</sup>	4907-12	251	Ben Aerts	CT	\$10,232,230	\$4,796,990	75%	\$3,597,743	\$1,199,248	\$5,435,240	10%	\$0	\$1,345,226
APPLETON, CITY OF	4755-06	250	Blythe Cassidy	CT	\$618,975	\$618,975	100%	\$618,975	\$0	\$0	0%	\$0	\$0
REESEVILLE, VILLAGE OF	4891-06	243	Cameron Batchelor	Municipal	\$16,500	\$16,500	50%	\$8,250	\$8,250	\$0	40%	\$0	\$0
ELKHORN, CITY OF	5525-11	241	Erika Mills	Municipal	\$1,605,000	\$631,620	25%	\$157,905	\$473,715	\$973,380	0%	\$0	\$0
FOND DU LAC, CITY OF	5142-16	240	Erika Mills	Municipal	\$457,500	\$296,940	50%	\$148,470	\$148,470	\$160,560	20%	\$0	\$0
SPOONER, CITY OF	4911-10	234	Liz Higgins	Municipal	\$749,250	\$252,038	100%	\$252,038	\$0	\$497,213	55%	\$0	\$0
SHEBOYGAN, CITY OF	4901-13	234	Sarah Bolitho	CT	\$500,000	\$495,000	50%	\$247,500	\$247,500	\$5,000	20%	\$0	\$0
OSHKOSH, CITY OF	4874-18	232	Erika Mills	Municipal	\$2,320,000	\$2,320,000	50%	\$1,160,000	\$1,160,000	\$0	15%	\$0	\$0
WALWORTH, VILLAGE OF	5652-04	229	Ryan Atkinson	Municipal	\$348,134	\$133,825	50%	\$66,912	\$66,912	\$214,309	35%	\$0	\$0
RICHLAND CENTER, CITY OF	4893-08	228	Kate Leja-Brennan	Municipal	\$594,000	\$264,000	75%	\$198,000	\$66,000	\$330,000	40%	\$0	\$0
NORTH FOND DU LAC, VILLAGE OF	4863-16	228	Erika Mills	Municipal	\$307,846	\$181,398	50%	\$90,699	\$90,699	\$126,448	25%	\$0	\$0
WEYAUWEGA, CITY OF	4936-04	220	Ashley Jimenez	Municipal	\$734,173	\$372,657	50%	\$186,328	\$186,328	\$361,516	40%	\$0	\$0
SHOREWOOD, VILLAGE OF	5630-03	220	Kate Leja-Brennan	CT	\$8,160,000	\$2,372,787	75%	\$1,779,590	\$593,197	\$5,787,214	0%	\$0	\$0
SHEBOYGAN, CITY OF	4901-14	214	Sarah Bolitho	Municipal	\$4,465,000	\$4,400,000	50%	\$2,200,000	\$2,200,000	\$65,000	20%	\$0	\$0
SOUTH MILWAUKEE, CITY OF	4907-11	212	Ben Aerts	CT	\$436,570	\$254,021	50%	\$127,010	\$127,010	\$182,549	10%	\$0	\$0
SOUTH MILWAUKEE, CITY OF	4907-10	206	Ben Aerts	CT	\$781,520	\$200,200	50%	\$100,100	\$100,100	\$581,320	10%	\$0	\$0
CEDARBURG, CITY OF	5628-03	194	Michelle Brietzman	Municipal	\$1,935,000	\$1,463,000	0%	\$0	\$1,463,000	\$472,000	0%	\$0	\$0
MARSHFIELD, CITY OF	5364-11	0	Dan Noreika	CT - 102	\$14,700	\$14,700	75%	\$11,025	\$3,675	\$0	30%	\$0	\$0
MARSHFIELD, CITY OF	5364-12	0	Dan Noreika	CT - 103	\$316,050	\$316,050	100%	\$316,050	\$0	\$0	30%	\$0	\$0
MARSHFIELD, CITY OF	5364-13	0	Dan Noreika	CT - 104	\$46,200	\$46,200	75%	\$34,650	\$11,550	\$0	30%	\$0	\$0
MARSHFIELD, CITY OF	5364-14	0	Dan Noreika	CT - 105	\$69,300	\$69,300	75%	\$51,975	\$17,325	\$0	30%	\$0	\$0
MARSHFIELD, CITY OF	5364-15	0	Dan Noreika	CT - 106	\$192,500	\$192,500	100%	\$192,500	\$0	\$0	30%	\$0	\$0
MARSHFIELD, CITY OF	5364-10	0	Dan Noreika	Municipal	\$5,806,929	\$0	75%	\$0	\$0	\$5,806,929	30%	\$0	\$0
					<b>\$135,586,274</b>			<b>\$58,832,637</b>	<b>\$11,585,866</b>			<b>\$10,706,103</b>	<b>\$34,808,217</b>
<sup>1</sup> cut-off for public side principal forgiveness - partial funding												<b>Total PF</b>	<b>Total Loan</b>
<sup>2</sup> cut-off for public side loan funds - partial funding												<b>\$69,538,740</b>	<b>\$46,394,083</b>
<b>Totals:</b>											<b>\$69,538,740</b>	<b>\$46,394,083</b>	

**Luke P. Vandenberg**

**Subject:** FW: SDWLP 4755-06 CITY OF APPLETON Application Acceptance

**From:** Leja-Brennan, Kathryn F - DNR <[kathryn.leja@wisconsin.gov](mailto:kathryn.leja@wisconsin.gov)>  
**Sent:** Tuesday, March 18, 2025 8:34 AM  
**To:** Cassidy, Blythe T - DNR <[blythe.cassidy@wisconsin.gov](mailto:blythe.cassidy@wisconsin.gov)>; Luke P. Vandenberg <[Luke.Vandenberg@AppletonWI.gov](mailto:Luke.Vandenberg@AppletonWI.gov)>  
**Cc:** Scott, Rebecca L - DNR <[Rebecca.Scott@wisconsin.gov](mailto:Rebecca.Scott@wisconsin.gov)>  
**Subject:** RE: SDWLP 4755-06 CITY OF APPLETON Application Acceptance

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hello Blythe and Luke,

The finalization of the funding list will not impact Appleton’s LSL allocation. Appleton received the full allocation that was requested:

**SFY 2025 Lead Service Line Replacement Program *draft* Funding List**

Municipality	Project #	LSL PERF Score	Project Manager	Census Tract or Municipal?	Requ Co
WATERTOWN, CITY OF	5439-09	307	Liz Higgins	CT	\$3,3
MANITOWOC, CITY OF	5191-19	294	Blythe Cassidy	CT	\$5,5
GREEN BAY, CITY OF	5331-32	285	Kate Leja-Brennan	CT	\$9
TWO RIVERS, CITY OF	4920-51	281	Ben Aerts	CT	\$1,9
KENOSHA, CITY OF	4825-09	280	Michelle Brietzman	CT	\$7,7
WATERTOWN, CITY OF	5439-07	276	Liz Higgins	CT	\$1,7
ASHLAND, CITY OF	4759-29	275	Casey Sweeney	Municipal	\$8
FOND DU LAC, CITY OF	5142-17	275	Erika Mills	CT	\$1,1
WATERTOWN, CITY OF	5439-08	274	Liz Higgins	Municipal	\$8,9
WAUSAU, CITY OF	4930-22	268	Kate Leja-Brennan	CT	\$14,9
RACINE, CITY OF	4887-22	267	Sarah Bolitho	Municipal	\$3,2
MILWAUKEE, CITY OF <sup>1</sup>	4851-47	263	Ryan Atkinson	Municipal	\$34,2
OSHKOSH, CITY OF	4874-19	261	Erika Mills	CT	\$2,0
FOND DU LAC, CITY OF	5142-18	260	Erika Mills	CT	\$1,3
THORP, CITY OF	4922-19	258	Michelle Brietzman	Municipal	\$2
WEST ALLIS, CITY OF	5404-10	258	Dan Noreika	CT	\$1,6
WEST ALLIS, CITY OF	5404-11	256	Dan Noreika	CT	\$1,2
WHITEWATER, CITY OF	5650-02	252	Brian Boelkow	Municipal	\$3,6
SOUTH MILWAUKEE, CITY OF <sup>2</sup>	4907-12	251	Ben Aerts	CT	\$10,2
APPLETON, CITY OF	4755-06	250	Blythe Cassidy	CT	\$6

Appleton can safely proceed with a 100% PF FAA.



Luke, you can certainly choose to delay the FAA as long as you want (keeping in mind that September 24, 2025 is the last closing date available for SFY 2025 SDW projects). I would just be worried about the wasted time since the differences on the finalized funding list will not have any impact on Appleton's allocation either way.

Please let us know if there are any questions or concerns. I'm sorry for the confusion created by the draft funding list. Thank you Luke and Blythe!

**Kathryn (Kate) Leja-Brennan**

Pronouns: She/Her

Phone: (608) 261-7434

Our core values include professionalism, integrity, and customer service.

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# CITY OF APPLETON

## MEMORANDUM

**Date:** 3/24/2025  
**To:** Finance Committee  
**From:** Pete Neuberger, City Engineer / Deputy Director of Public Works  
Mark Lahay, Assistant City Engineer  
**Subject:** Request to approve Change Order No. 1 to Contract 29-25 for W-25 Sewer and Water Construction, in the amount of \$300,451.00, resulting in no change to the current \$70,000 contingency. Overall contract increases from \$2,312,222.22 to \$2,612,673.22.

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The Department of Public Works (DPW) is requesting approval of Change Order No. 1 as an amendment to Contract 29-25 for W-25 Sewer and Water Construction, in the amount of \$300,451.00, resulting in no change to the current \$70,000 contingency. Overall contract increases from \$2,312,222.22 to \$2,612,673.22.

This request is for the relocation of water main and sanitary sewer along the north side of I-41 which is needed for the I-41 expansion project. DPW had originally planned to perform this relocation work in 2026. However, third party site redevelopment work also being driven by the I-41 project is planned to take place before then at 3001 E Enterprise Avenue. DPW desires to complete the utility relocation work before the site redevelopment work occurs at 3001 E Enterprise Ave, to help minimize costs.

This utility relocation work is fully compensable to the City by the I-41 project. Additionally, DPW has received very favorable utility project bids in 2025, and these positive bid variances have resulted in sufficient remaining DPW capital funds needed to front these costs.

**CONTRACT CHANGE ORDER**

Change Order No. 1

Date 03/17/25

Contract No. 29-25 for the following public work : Unit W-25 Sewer and Water Construction

between Kruczek Construction , 3636 Kewaunee Rd, Green Bay, WI 54311  
 (Contractor Name) (Contractor Address)

and the City of Appleton dated: 2/19/2025 is hereby changed in the following particular wit:

Item No.	Account No.	Current Contract Amount	Current Contingency	C.O. Amount (+/-)	Contingency (+/-)	New Contract Total	New Contingency Total
1	<u>5371.6809.</u>	<u>\$883,210.17</u>	<u>\$30,000.00</u>	<u>\$114,835.00</u>	<u>\$0.00</u>	<u>\$998,045.17</u>	<u>\$30,000.00</u>
2	<u>5431.6809.3</u>	<u>\$952,730.05</u>	<u>\$30,000.00</u>	<u>\$185,616.00</u>	<u>\$0.00</u>	<u>\$1,138,346.05</u>	<u>\$30,000.00</u>
3	<u>5230.6809.4</u>	<u>\$476,282.00</u>	<u>\$10,000.00</u>		<u>\$0.00</u>	<u>\$476,282.00</u>	<u>\$10,000.00</u>
4						<u>\$0.00</u>	<u>\$0.00</u>
5						<u>\$0.00</u>	<u>\$0.00</u>
6						<u>\$0.00</u>	<u>\$0.00</u>
7						<u>\$0.00</u>	<u>\$0.00</u>
8						<u>\$0.00</u>	<u>\$0.00</u>
9						<u>\$0.00</u>	<u>\$0.00</u>
10						<u>\$0.00</u>	<u>\$0.00</u>
	Total	<u>\$2,312,222.22</u>	<u>\$70,000.00</u>	<u>\$300,451.00</u>	<u>\$0.00</u>	<u>\$2,612,673.22</u>	<u>\$70,000.00</u>

Reason for Change: Added water main and sanitary relocation needed for the I-41 project.

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The Contract Time will be (increased / decreased / unchanged) by this Change Order: unchanged Days

The Date of Completion as of the date of this Change Order therefore is: unchanged

Finance Committee Agenda Date: 03/24/25

Date approved by Council: 04/02/25



DEPARTMENT OF  
**UTILITIES**

**Department of Utilities**  
Water Treatment Facility  
2281 Manitowoc Rd.  
Menasha, WI 54952  
p: 920-997-4200  
f: 920-997-3240

[www.appleton.org/government/utilities](http://www.appleton.org/government/utilities)

## MEMORANDUM

**Date:** March 19, 2025  
**To:** Chairperson Brad Firkus and Members of the Finance Committee  
**CC:** Chris Stempa, Director of Utilities  
John Pogrnt, Water Operations Supervisor  
Kelli Rindt, Enterprise Accounting Fund Manager  
**From:** Ryan Rice, Deputy Director of Utilities  
**Subject:** **Finance Committee Action: Approve Change Order #1 to Fabick Power Systems as part of the Appleton Water Treatment Facility Emergency Generator Control Equipment Project totaling \$49,863**

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### BACKGROUND:

On February 5, 2025, the Common Council approved the sole source purchase of Appleton Water Treatment Facility (AWTF) Emergency Generator Control Equipment to Fabick Power Systems (Fabick) for a cost of \$653,837 with a contingency of \$46,163 for a total not to exceed \$700,000.

The requirement of bonding for the project was determined necessary by the City Attorney Office during the contract preparation process. To account for that change, an additional \$1,504 was added to the quoted \$653,837 for an executed base contract total of \$655,341.

Planning of this work began with personnel from the Utilities Department, Facilities Management Department, and Fabick in which equipment lead times and appropriate scheduling of a AWTF electrical shutdown to facilitate the work were discussed. During these discussions, the Facilities Management Department identified several pieces of equipment in the AWTF high voltage electrical distribution system that date to the original plant construction in 2000. Although presently functional, it was discovered that the equipment will soon become obsolete.

Replacing this equipment now is beneficial as it will coincide with the generator controls replacement electrical shutdown of the high voltage electrical distribution system, provide renewed manufacturer warranty and support services, along with improved system monitoring capabilities.

Portable generators must be rented to facilitate this work to maintain uninterrupted distribution of finished water.

### CHANGE ORDER #1

Change Order #1 reflects labor and equipment costs to replace two large feeder relays, associated control switches, lock-out relays, and indicator lights on the high voltage electrical distribution system. This change order also includes the cost of portable generator rental to maintain uninterrupted pumping of finished water to the distribution system. Total cost of this work is \$49,863.

Finance Committee Memorandum

AWTF Emergency Generator Control Equipment Project Change Order #1 & Budget Amendment

Page **2** of **2**

This change order would result in the contract with Fabick Power Systems increasing from \$655,341 to \$705,204. The change order would be funded from \$44,659 remaining in contingency and \$5,204 funded by special consideration budget carry-over request.

If you have any questions regarding this project, please contact Ryan Rice at 920-832-5945.



# CITY OF APPLETON

Department of Parks & Recreation

1819 East Witzke Blvd.

Appleton, WI 54911

p: 920-832-3919

f: 920-993-3103

[www.appleton.org](http://www.appleton.org)

TO: Finance Committee

FROM: Dean R. Gazza

DATE: 3/24/2024

**RE: Action: Award the “Appleton Wastewater Treatment Hardscapes and Truck Scale Project” contract to Vinton Construction Company in the amount of \$1,370,111.56 with a contingency of 15% for a project total not to exceed \$1,575,628.**

## BACKGROUND

The 2024/2025 Capital Improvement Plan includes an allocation of \$950,000 for the replacement of deteriorating pavement sections at the Appleton Wastewater Treatment Plant (AWWTP). Of this amount, \$56,600 has been expended for design services, leaving a remaining balance of \$893,400 for construction. Several key pavement areas at the plant have been identified for replacement as part of the facility’s comprehensive hardscape management plan. These areas are in critical need of attention due to their condition and are essential to maintaining the operational integrity of the plant. Additionally, this project will address stormwater management requirements, specifically related to Total Suspended Solids (TSS) reduction, as outlined in the AWWTP’s Stormwater Management Plan.

During the design phase, it became evident that the AWWTP Truck Scale Project and the AWWTP Hardscapes Replacement Project are intricately linked. Specifically, the pavement and gravel surfaces surrounding the V-Building, which were to be replaced as part of the hardscape project, would need to be removed and replaced again under the Truck Scale Project. Given the significant overlap in design elements, we have determined that combining the two projects into a single bid package will maximize economies of scale and reduce redundancy in construction efforts.

The AWWTP Truck Scale Project, initially part of the Sludge Storage Addition Project, had been postponed to ensure sufficient funds were available for the building addition. With the successful completion of the Sludge Storage Addition and a positive project balance, we are now in a position to proceed with the Truck Scale Project. A certified truck scale is required for accurate invoicing of hauled waste treated at the AWWTP (approximately \$2.5 M in annual revenue) and accounting of biosolids transported as part of the Biosolids Management Program (approximately 25,000 tons annually). The certified weights are not utilized for invoicing purposes but also for regulatory accounting



of waste materials to ensure compliance with reporting requirements set forth by the Department of Natural Resources (DNR). The certified scale historically used for these purposes is owned and operated by a private party located approximately 1 mile from the AWWTP. Recent concerns with the future viability of this location coupled with the cost implications of using an alternative site more than 5 miles away provided the support to advance the construction of a certified truck scale at the AWWTP.

## **PUBLIC BID RESULTS**

The project was put out for public bid, and the following bid was received:

- **Vinton Construction Company** (Low Bid) – \$1,370,111.56

The bidding process saw strong participation from both prime contractors and sub-contractors. Despite a competitive field, Vinton Construction Company was the sole firm to submit a bid. Vinton Construction has an established track record of successfully completing projects at the AWWTP and enjoys a productive working relationship with the City.

## **FUNDING**

The bid submitted by Vinton Construction Company is below the engineer's estimate for the total project cost but exceeds the \$893,400 originally allocated for the construction phase of the 2024 AWWTP Hardscapes Replacement Project. The \$682,228 shortfall is attributable to the inclusion of the AWWTP Truck Scale in the project scope. This deficit will be covered by transferring funds from the positive balance remaining in the Sludge Storage Building Addition Project, which is part of the 2024 carryover memo.

## **RECOMMENDATION**

We respectfully request approval for a budget transfer in the amount of \$682,228 from the Sludge Storage Building Addition Project (2024 carryover memo) to the AWWTP Hardscapes and Truck Scale Project. This transfer is necessary to cover the additional scope of work related to the truck scale, which was originally part of the Sludge Storage Addition Project.

Our consulting engineer has formally recommended awarding the contract to Vinton Construction Company. Both the Parks and Recreation Department and the Utilities Department have reviewed the bids and fully support the engineer's recommendation. Therefore, it is our recommendation that the City Council approve the award of the contract to Vinton Construction Company in the amount of \$1,370,111.56, with a 15% contingency to be applied only as needed.

Should you have any questions or require further information, please do not hesitate to contact me directly at (832) 557-572 or via email at dean.gazza@appleton.org.



# City of Appleton

100 North Appleton Street  
Appleton, WI 54911-4799  
www.appletonwi.gov

## Meeting Minutes - Final CEA Review Committee

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Monday, March 10, 2025

3:30 PM

Council Chambers, 6th Floor

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1. Call meeting to order

2. Pledge of Allegiance

3. Roll call of membership

**Present:** 4 - Ohman, Van Zeeland, Meltzer and Jungwirth

4. Approval of minutes from previous meeting

[25-0191](#)

Minutes from October 7, 2024

**Attachments:** [10-07-24 CEA Minutes.pdf](#)

**Alder Van Zeeland moved, seconded by Director Ohman, that the Minutes be recommended for approval. Roll Call. Motion carried by the following vote:**

**Aye:** 4 - Ohman, Van Zeeland, Meltzer and Jungwirth

5. **Public Hearing/Appearances**

6. **Action Items**

[25-0192](#)

2025 Seasonal Vehicle Requests

**Attachments:** [2025 Seasonal Vehicle Request.pdf](#)

**Alder Van Zeeland moved, seconded by Director Ohman, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:**

**Aye:** 4 - Ohman, Van Zeeland, Meltzer and Jungwirth

[25-0193](#)

2026 Equipment Replacement Plan

**Attachments:** [2026 Equipment Replacements.pdf](#)

**Alder Van Zeeland moved, seconded by Director Ohman, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:**

**Aye:** 4 - Ohman, Van Zeeland, Meltzer and Jungwirth

[25-0194](#)

Purchase Weidmann Triple V 375

**Attachments:** [Reid Golf Course Request to Purchase Wiedenmann Mower.pdf](#)

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

**Aye:** 4 - Ohman, Van Zeeland, Meltzer and Jungwirth

[25-0195](#)

Fire Department Change Order

**Attachments:** [Request to Approve Change Order to AFD Pumpers.pdf](#)

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

**Aye:** 4 - Ohman, Van Zeeland, Meltzer and Jungwirth

[25-0196](#)

Retain Fire Engine 823

**Attachments:** [Request to Retain AFD Unit 823.pdf](#)

Director Ohman moved, seconded by Alder Van Zeeland, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:

**Aye:** 4 - Ohman, Van Zeeland, Meltzer and Jungwirth

[25-0197](#)

Sole Source Purchase of a Ladder Truck

**Attachments:** [Sole Source - New Ladder Truck.pdf](#)

Alder Van Zeeland moved, seconded by Director Ohman, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:

**Aye:** 4 - Ohman, Van Zeeland, Meltzer and Jungwirth

## 7. Information Items

[25-0198](#)

2024 Equipment Purchase Log

**Attachments:** [2024 Equipment Purchase Log.pdf](#)

[25-0199](#)

2025 Equipment Purchase Log

**Attachments:** [2025 Equipment Purchase Log.pdf](#)

8. Adjournment

**Director Jungwirth moved, seconded by Alder Van Zeeland, that the meeting be adjourned. Roll Call. Motion carried by the following vote:**

**Aye:** 4 - Ohman, Van Zeeland, Meltzer and Jungwirth



DEPARTMENT OF  
**PUBLIC  
WORKS**

**Date:** March 25, 2025

**To:** Utilities Committee

**From:** Peter Neuberger, City Engineer/Deputy Director of Public Works  
Luke Vandenberg, Project Engineer

**Subject:** Approve the acceptance of the Department of Natural Resources Safe Drinking Water Loan Program loan with 100% principal forgiveness in the amount of \$618,975 for replacement of private lead service lines in Appleton.

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The City of Appleton applied for the State Fiscal Year 2025 Wisconsin Department of Natural Resources (DNR) Safe Drinking Water Loan Program (SDWLP) to assist property owners in Census Tract 103 with costs associated with the replacement of private lead service lines (LSL's).

The SFY 2025 LSL Replacement Program *draft* Funding List was released November 13, 2024. The draft funding list allocated \$618,975 to the City of Appleton with 100% principal forgiveness. The draft funding list is attached to this memo for reference.

The final funding list has been delayed by the DNR SDWLP, however, staff at the DNR have informed City staff that the finalization of the funding list will not impact Appleton's LSL allocation, and that Appleton will receive the full allocation that was requested. They advised that Appleton can safely proceed with a 100% principal forgiveness financial assistance agreement. This email response from DNR has been attached to this memo for reference.

To avoid delays in the contracting and scheduling of the replacements, DPW staff recommends approval to accept the DNR SDWLP loan with 100% principal forgiveness in the amount of \$618,975 for replacement of private LSLs in Appleton.

SFY 2025 Lead Service Line Replacement Program *draft* Funding List

11/04/2024

Municipality	Project #	LSL PERF Score	Project Manager	Census Tract or Municipal?	Requested Costs	Private Side Costs	Private Side PF %	Private Side PF Allocation	Private Side Loan \$s	Remaining Costs	Remaining Costs PF %	Remaining Cost PF Allocation	Remaining Costs Loan \$s
WATERTOWN, CITY OF	5439-09	307	Liz Higgins	CT	\$3,334,100	\$3,334,100	100%	\$3,334,100	\$0	\$0	10%	\$0	\$0
MANITOWOC, CITY OF	5191-19	294	Blythe Cassidy	CT	\$5,574,800	\$5,474,800	100%	\$5,474,800	\$0	\$100,000	20%	\$20,000	\$80,000
GREEN BAY, CITY OF	5331-32	285	Kate Leja-Brennan	CT	\$990,000	\$990,000	75%	\$742,500	\$247,500	\$0	20%	\$0	\$0
TWO RIVERS, CITY OF	4920-51	281	Ben Aerts	CT	\$1,977,536	\$679,214	100%	\$679,214	\$0	\$1,298,322	20%	\$259,664	\$1,038,657
KENOSHA, CITY OF	4825-09	280	Michelle Brietzman	CT	\$7,700,000	\$4,235,000	100%	\$4,235,000	\$0	\$3,465,000	20%	\$693,000	\$2,772,000
WATERTOWN, CITY OF	5439-07	276	Liz Higgins	CT	\$1,771,000	\$1,771,000	75%	\$1,328,250	\$442,750	\$0	10%	\$0	\$0
ASHLAND, CITY OF	4759-29	275	Casey Sweeney	Municipal	\$843,680	\$625,808	100%	\$625,808	\$0	\$217,872	55%	\$119,830	\$98,043
FOND DU LAC, CITY OF	5142-17	275	Erika Mills	CT	\$1,155,000	\$1,155,000	75%	\$866,250	\$288,750	\$0	20%	\$0	\$0
WATERTOWN, CITY OF	5439-08	274	Liz Higgins	Municipal	\$8,915,700	\$3,415,698	50%	\$1,707,849	\$1,707,849	\$5,500,002	10%	\$550,000	\$4,950,002
WAUSAU, CITY OF	4930-22	268	Kate Leja-Brennan	CT	\$14,959,156	\$7,768,218	100%	\$7,768,218	\$0	\$7,190,938	15%	\$1,078,641	\$6,112,297
RACINE, CITY OF	4887-22	267	Sarah Bolitho	Municipal	\$3,275,000	\$1,512,500	100%	\$1,512,500	\$0	\$1,762,500	45%	\$793,125	\$969,375
MILWAUKEE, CITY OF <sup>1</sup>	4851-47	263	Ryan Atkinson	Municipal	\$34,220,000	\$12,320,000	100%	\$12,320,000	\$0	\$21,900,000	55%	\$7,191,843	\$14,708,157
OSHKOSH, CITY OF	4874-19	261	Erika Mills	CT	\$2,000,000	\$1,760,000	100%	\$1,760,000	\$0	\$240,000	15%	\$0	\$240,000
FOND DU LAC, CITY OF	5142-18	260	Erika Mills	CT	\$1,332,100	\$1,332,100	100%	\$1,332,100	\$0	\$0	20%	\$0	\$0
THORP, CITY OF	4922-19	258	Michelle Brietzman	Municipal	\$254,425	\$194,425	50%	\$97,213	\$97,213	\$60,000	40%	\$0	\$60,000
WEST ALLIS, CITY OF	5404-10	258	Dan Noreika	CT	\$1,692,350	\$1,692,350	100%	\$1,692,350	\$0	\$0	15%	\$0	\$0
WEST ALLIS, CITY OF	5404-11	256	Dan Noreika	CT	\$1,277,650	\$1,277,650	50%	\$638,825	\$638,825	\$0	15%	\$0	\$0
WHITEWATER, CITY OF	5650-02	252	Brian Boelkow	Municipal	\$3,606,400	\$1,171,940	100%	\$1,171,940	\$0	\$2,434,460	40%	\$0	\$2,434,460
SOUTH MILWAUKEE, CITY OF <sup>2</sup>	4907-12	251	Ben Aerts	CT	\$10,232,230	\$4,796,990	75%	\$3,597,743	\$1,199,248	\$5,435,240	10%	\$0	\$1,345,226
APPLETON, CITY OF	4755-06	250	Blythe Cassidy	CT	\$618,975	\$618,975	100%	\$618,975	\$0	\$0	0%	\$0	\$0
REESEVILLE, VILLAGE OF	4891-06	243	Cameron Batchelor	Municipal	\$16,500	\$16,500	50%	\$8,250	\$8,250	\$0	40%	\$0	\$0
ELKHORN, CITY OF	5525-11	241	Erika Mills	Municipal	\$1,605,000	\$631,620	25%	\$157,905	\$473,715	\$973,380	0%	\$0	\$0
FOND DU LAC, CITY OF	5142-16	240	Erika Mills	Municipal	\$457,500	\$296,940	50%	\$148,470	\$148,470	\$160,560	20%	\$0	\$0
SPOONER, CITY OF	4911-10	234	Liz Higgins	Municipal	\$749,250	\$252,038	100%	\$252,038	\$0	\$497,213	55%	\$0	\$0
SHEBOYGAN, CITY OF	4901-13	234	Sarah Bolitho	CT	\$500,000	\$495,000	50%	\$247,500	\$247,500	\$5,000	20%	\$0	\$0
OSHKOSH, CITY OF	4874-18	232	Erika Mills	Municipal	\$2,320,000	\$2,320,000	50%	\$1,160,000	\$1,160,000	\$0	15%	\$0	\$0
WALWORTH, VILLAGE OF	5652-04	229	Ryan Atkinson	Municipal	\$348,134	\$133,825	50%	\$66,912	\$66,912	\$214,309	35%	\$0	\$0
RICHLAND CENTER, CITY OF	4893-08	228	Kate Leja-Brennan	Municipal	\$594,000	\$264,000	75%	\$198,000	\$66,000	\$330,000	40%	\$0	\$0
NORTH FOND DU LAC, VILLAGE OF	4863-16	228	Erika Mills	Municipal	\$307,846	\$181,398	50%	\$90,699	\$90,699	\$126,448	25%	\$0	\$0
WEYAUWEGA, CITY OF	4936-04	220	Ashley Jimenez	Municipal	\$734,173	\$372,657	50%	\$186,328	\$186,328	\$361,516	40%	\$0	\$0
SHOREWOOD, VILLAGE OF	5630-03	220	Kate Leja-Brennan	CT	\$8,160,000	\$2,372,787	75%	\$1,779,590	\$593,197	\$5,787,214	0%	\$0	\$0
SHEBOYGAN, CITY OF	4901-14	214	Sarah Bolitho	Municipal	\$4,465,000	\$4,400,000	50%	\$2,200,000	\$2,200,000	\$65,000	20%	\$0	\$0
SOUTH MILWAUKEE, CITY OF	4907-11	212	Ben Aerts	CT	\$436,570	\$254,021	50%	\$127,010	\$127,010	\$182,549	10%	\$0	\$0
SOUTH MILWAUKEE, CITY OF	4907-10	206	Ben Aerts	CT	\$781,520	\$200,200	50%	\$100,100	\$100,100	\$581,320	10%	\$0	\$0
CEDARBURG, CITY OF	5628-03	194	Michelle Brietzman	Municipal	\$1,935,000	\$1,463,000	0%	\$0	\$1,463,000	\$472,000	0%	\$0	\$0
MARSHFIELD, CITY OF	5364-11	0	Dan Noreika	CT - 102	\$14,700	\$14,700	75%	\$11,025	\$3,675	\$0	30%	\$0	\$0
MARSHFIELD, CITY OF	5364-12	0	Dan Noreika	CT - 103	\$316,050	\$316,050	100%	\$316,050	\$0	\$0	30%	\$0	\$0
MARSHFIELD, CITY OF	5364-13	0	Dan Noreika	CT - 104	\$46,200	\$46,200	75%	\$34,650	\$11,550	\$0	30%	\$0	\$0
MARSHFIELD, CITY OF	5364-14	0	Dan Noreika	CT - 105	\$69,300	\$69,300	75%	\$51,975	\$17,325	\$0	30%	\$0	\$0
MARSHFIELD, CITY OF	5364-15	0	Dan Noreika	CT - 106	\$192,500	\$192,500	100%	\$192,500	\$0	\$0	30%	\$0	\$0
MARSHFIELD, CITY OF	5364-10	0	Dan Noreika	Municipal	\$5,806,929	\$0	75%	\$0	\$0	\$5,806,929	30%	\$0	\$0
					<b>\$135,586,274</b>			<b>\$58,832,637</b>	<b>\$11,585,866</b>			<b>\$10,706,103</b>	<b>\$34,808,217</b>
												<b>Total PF</b>	<b>Total Loan</b>
												<b>\$69,538,740</b>	<b>\$46,394,083</b>

<sup>1</sup> cut-off for public side principal forgiveness - partial funding

<sup>2</sup> cut-off for public side loan funds - partial funding



**Luke P. Vandenberg**

**Subject:** FW: SDWLP 4755-06 CITY OF APPLETON Application Acceptance

**From:** Leja-Brennan, Kathryn F - DNR <[kathryn.leja@wisconsin.gov](mailto:kathryn.leja@wisconsin.gov)>  
**Sent:** Tuesday, March 18, 2025 8:34 AM  
**To:** Cassidy, Blythe T - DNR <[blythe.cassidy@wisconsin.gov](mailto:blythe.cassidy@wisconsin.gov)>; Luke P. Vandenberg <[Luke.Vandenberg@AppletonWI.gov](mailto:Luke.Vandenberg@AppletonWI.gov)>  
**Cc:** Scott, Rebecca L - DNR <[Rebecca.Scott@wisconsin.gov](mailto:Rebecca.Scott@wisconsin.gov)>  
**Subject:** RE: SDWLP 4755-06 CITY OF APPLETON Application Acceptance

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hello Blythe and Luke,

The finalization of the funding list will not impact Appleton’s LSL allocation. Appleton received the full allocation that was requested:

**SFY 2025 Lead Service Line Replacement Program *draft* Funding List**

Municipality	Project #	LSL PERF Score	Project Manager	Census Tract or Municipal?	Requ Co
WATERTOWN, CITY OF	5439-09	307	Liz Higgins	CT	\$3,3
MANITOWOC, CITY OF	5191-19	294	Blythe Cassidy	CT	\$5,5
GREEN BAY, CITY OF	5331-32	285	Kate Leja-Brennan	CT	\$9
TWO RIVERS, CITY OF	4920-51	281	Ben Aerts	CT	\$1,9
KENOSHA, CITY OF	4825-09	280	Michelle Brietzman	CT	\$7,7
WATERTOWN, CITY OF	5439-07	276	Liz Higgins	CT	\$1,7
ASHLAND, CITY OF	4759-29	275	Casey Sweeney	Municipal	\$8
FOND DU LAC, CITY OF	5142-17	275	Erika Mills	CT	\$1,1
WATERTOWN, CITY OF	5439-08	274	Liz Higgins	Municipal	\$8,9
WAUSAU, CITY OF	4930-22	268	Kate Leja-Brennan	CT	\$14,9
RACINE, CITY OF	4887-22	267	Sarah Bolitho	Municipal	\$3,2
MILWAUKEE, CITY OF <sup>1</sup>	4851-47	263	Ryan Atkinson	Municipal	\$34,2
OSHKOSH, CITY OF	4874-19	261	Erika Mills	CT	\$2,0
FOND DU LAC, CITY OF	5142-18	260	Erika Mills	CT	\$1,3
THORP, CITY OF	4922-19	258	Michelle Brietzman	Municipal	\$2
WEST ALLIS, CITY OF	5404-10	258	Dan Noreika	CT	\$1,6
WEST ALLIS, CITY OF	5404-11	256	Dan Noreika	CT	\$1,2
WHITEWATER, CITY OF	5650-02	252	Brian Boelkow	Municipal	\$3,6
SOUTH MILWAUKEE, CITY OF <sup>2</sup>	4907-12	251	Ben Aerts	CT	\$10,2
APPLETON, CITY OF	4755-06	250	Blythe Cassidy	CT	\$6

Appleton can safely proceed with a 100% PF FAA.

Luke, you can certainly choose to delay the FAA as long as you want (keeping in mind that September 24, 2025 is the last closing date available for SFY 2025 SDW projects). I would just be worried about the wasted time since the differences on the finalized funding list will not have any impact on Appleton's allocation either way.

Please let us know if there are any questions or concerns. I'm sorry for the confusion created by the draft funding list. Thank you Luke and Blythe!

**Kathryn (Kate) Leja-Brennan**

Pronouns: She/Her

Phone: (608) 261-7434

Our core values include professionalism, integrity, and customer service.

Please visit our [survey](#) to provide feedback on your experience interacting with any DNR employee.



Date: March 19, 2025

To: Fox Cities Transit Commission  
City of Appleton Common Council

From: Ron McDonald *RM*

Re: **Award Recommendation for a Valley Transit Support Vehicle**

### **BACKGROUND**

In conducting Valley Transit services throughout the Fox Cities, staff is required to provide support services on a daily basis. Examples include maintaining bus facilities, shelters and bus stops.

It is necessary to purchase a maintenance support vehicle at this time.

Valley transit budgeted sufficient funds for a support vehicle.

### **ANALYSIS**

The State of Wisconsin DOA, Division of Enterprise Operations, State of Bureau of Procurement successfully completed a solicitation that was competitively bid and designated as a cooperative purchasing contract, allowing municipalities to use this purchasing contract.

Bids meeting the minimum requirements delineated above were received by the State contract. Low to High bids were received for similar vehicles.

### **FISCAL IMPACT**

Valley Transit budgeted sufficient funds for a support vehicle in the 2025 budget. Napleton Chevrolet Columbus, 800 Maple Ave., Columbus, WI 53925 submitted the lowest bid at \$64,649.50. The cost will be distributed between a FTA grant 80% (\$51,719.6) and Local 20% (12,929.90).

Valley Transit has sufficient fund balances within the budget.

### **RECOMMENDATION**

Staff recommends authorization for Valley Transit to issue a Purchase Order to Napleton Chevrolet for a Diesel (Fleet) 2025 Chevrolet Silverado 2500HD 4WD work truck for \$64,649.50.



**29-25**

**AN ORDINANCE AMENDING SECTION 4-162(c) OF CHAPTER 4 OF THE MUNICIPAL CODE OF THE CITY OF APPLETON, RELATING TO MISCELLANEOUS FEES.**

(Community Development Committee – 3-19-2025)

The Common Council of the City of Appleton does ordain as follows:

**Section 1:** That Section 4-162(c) of Chapter 4 of the Municipal Code of the City of Appleton, relating to miscellaneous fees, is hereby amended to read as follows:

**Sec. 4-162. Miscellaneous fees.**

(c) A callback inspection charge shall be on file in the office of the City Clerk.

**Section 2:** This ordinance shall be in full force and effect from and after its passage and publication.

**30-25**

**AN ORDINANCE AMENDING SECTION 4-292(c) OF CHAPTER 4 OF THE MUNICIPAL CODE OF THE CITY OF APPLETON, RELATING TO PLUMBING FEES.**

(Community Development Committee – 3-19-2025)

The Common Council of the City of Appleton does ordain as follows:

**Section 1:** That Section 4-292(c) of Chapter 4 of the Municipal Code of the City of Appleton, relating to plumbing fees, is hereby amended to read as follows:

**Sec. 4-292. Plumbing fees.**

(c) A callback inspection charge shall be established per callback for all work requiring inspection under plumbing and sewer permit requirements. The callback inspection charge shall be on file in the office of the City Clerk.

**Section 2:** This ordinance shall be in full force and effect from and after its passage and publication.

**31-25**

**AN ORDINANCE AMENDING SECTION 4-418(h) OF CHAPTER 4 OF THE MUNICIPAL CODE OF THE CITY OF APPLETON, RELATING TO ELECTRICAL FEES; REINSPECTION.**

(Community Development Committee – 3-19-2025)

The Common Council of the City of Appleton does ordain as follows:

**Section 1:** That Section 4-418(h) of Chapter 4 of the Municipal Code of the City of Appleton, relating to electrical fees; reinspection, is hereby amended to read as follows:

**Sec. 4-418. Electrical fees.**

(h) ***Reinspection.*** A call back inspection fee may be charged each time a reinspection is necessary due to failure to correct, faulty, defective or incomplete work identified during a prior inspection. The callback inspection charge shall be on file in the office of the City Clerk.

**Section 2:** This ordinance shall be in full force and effect from and after its passage and publication.

**32-25**

**AN ORDINANCE CREATING SECTION 4-475 OF CHAPTER 4 OF THE MUNICIPAL CODE OF THE CITY OF APPLETON, RELATING TO ADOPTION OF THE WISCONSIN STATE HEATING, VENTILATING, AND AIR CONDITIONING CODE.**

(Community Development Committee – 3-19-2025)

The Common Council of the City of Appleton does ordain as follows:

**Section 1:** That Section 4-475 of Chapter 4 of the Municipal Code of the City of Appleton, relating to adoption of the Wisconsin State Heating, Ventilating, and Air Conditioning Code, is hereby created as follows:

**Sec. 4-475. Adoption of the Wisconsin State Heating, Ventilating, and Air Conditioning Code.**

(a) The Wisconsin State Heating, Ventilating, and Air Conditioning Code, Wisconsin Administrative Code SPS Chs. 323 and 364, and the National Fuel Gas Code, NFPA 54, as amended from time to time, are hereby adopted and incorporated by reference as though fully set forth herein.

**Section 2:** This ordinance shall be in full force and effect from and after its passage and publication.

**33-25**

**AN ORDINANCE AMENDING SECTION 4-476 OF CHAPTER 4 OF THE MUNICIPAL CODE OF THE CITY OF APPLETON, RELATING TO REQUIRED.**

(Community Development Committee – 3-19-2025)

The Common Council of the City of Appleton does ordain as follows:

**Section 1:** That Section 4-476 of Chapter 4 of the Municipal Code of the City of Appleton, relating to required, is hereby amended to read as follows:

**Sec. 4-476. Required.**

(a) ***Generally.*** No person shall engage in the business of installation, servicing, repairing or cleaning of heating, ventilating or air conditioning equipment without first obtaining a license therefore as required in this Division.

(b) ***Firms, partnerships and corporations.*** A firm, partnership or corporation may perform or contract to perform the work described in subsection (a) of this section so long as it employs a person licensed under this Division who shall have immediate supervision of such work. If



the licensee ceases to be employed by such firm, partnership or corporation, a new licensee shall be employed within sixty (60) days.

(c) ***Exemption for homeowners.*** A residential property owner may perform the mechanical work described in subsection (a) of this section in his own dwelling, which he owns and occupies, without being a registered contractor.

**Section 2:** This ordinance shall be in full force and effect from and after its passage and publication.

### **34-25**

#### **AN ORDINANCE REPEALING SECTION 4-477 OF CHAPTER 4 OF THE MUNICIPAL CODE OF THE CITY OF APPLETON, RELATING TO APPLICATION.**

(Community Development Committee – 3-19-2025)

The Common Council of the City of Appleton does ordain as follows:

**Section 1:** That Section 4-477 of Chapter 4 of the Municipal Code of the City of Appleton, relating to application, is hereby repealed.

**Section 2:** This ordinance shall be in full force and effect from and after its passage and publication.

### **35-25**

#### **AN ORDINANCE REPEALING SECTION 4-478 OF CHAPTER 4 OF THE MUNICIPAL CODE OF THE CITY OF APPLETON, RELATING TO FEE; RENEWAL.**

(Community Development Committee – 3-19-2025)

The Common Council of the City of Appleton does ordain as follows:

**Section 1:** That Section 4-478 of Chapter 4 of the Municipal Code of the City of Appleton, relating to fee; renewal, is hereby repealed.

**Section 2:** This ordinance shall be in full force and effect from and after its passage and publication.

**36-25**

**AN ORDINANCE REPEALING SECTION 4-479 OF CHAPTER 4 OF THE MUNICIPAL CODE OF THE CITY OF APPLETON, RELATING TO EXAMINATIONS.**

(Community Development Committee – 3-19-2025)

The Common Council of the City of Appleton does ordain as follows:

**Section 1:** That Section 4-479 of Chapter 4 of the Municipal Code of the City of Appleton, relating to examinations, is hereby repealed.

**Section 2:** This ordinance shall be in full force and effect from and after its passage and publication.

**37-25**

**AN ORDINANCE REPEALING SECTION 4-480 OF CHAPTER 4 OF THE MUNICIPAL CODE OF THE CITY OF APPLETON, RELATING TO REVOCATION; SUSPENSION.**

(Community Development Committee – 3-19-2025)

The Common Council of the City of Appleton does ordain as follows:

**Section 1:** That Section 4-480 of Chapter 4 of the Municipal Code of the City of Appleton, relating to revocation; suspension, is hereby repealed.

**Section 2:** This ordinance shall be in full force and effect from and after its passage and publication.

**38-25**

**AN ORDINANCE AMENDING SECTION 4-496 OF CHAPTER 4 OF THE MUNICIPAL CODE OF THE CITY OF APPLETON, RELATING TO REQUIRED.**

(Community Development Committee – 3-19-2025)

The Common Council of the City of Appleton does ordain as follows:

**Section 1:** That Section 4-496 of Chapter 4 of the Municipal Code of the City of Appleton, relating to required, is hereby amended to read as follows:

**Sec. 4-496. Required.**

(a) ***Permit required.*** No person shall install within the City any furnace, boiler, air conditioner, fireplace, or woodburning stove and associated piping, or commence any other HVAC work in any structure subject to this article and/or any applicable provisions of the Wisconsin Administrative Code incorporated into this article, without first obtaining a permit for said work from the Inspection Division. In addition to any plans and specifications otherwise required under this article, the Inspection Division may require additional information consistent with their duty to review such plans prior to issuing permits under this section.

(b) ***To whom issued.*** Permits shall only be issued to a licensed contractor or the owner of a residential property, who resides in that property at time of application. Permit fees shall be nontransferable.

(c) ***Application.*** An application for an HVAC permit shall be filed with the Inspection Division on a blank form to be furnished for that purpose. The application shall include the name, phone number, and email address of the applicant and shall state that the applicant will be bound by and subject to the rules and regulations of the State of Wisconsin and the ordinances of the City of Appleton.

**Section 2:** This ordinance shall be in full force and effect from and after its passage and publication.

**39-25**

**AN ORDINANCE AMENDING SECTION 4-497 OF CHAPTER 4 OF THE MUNICIPAL CODE OF THE CITY OF APPLETON, RELATING TO HEATING PERMIT FEES.**  
(Community Development Committee – 3-19-2025)

The Common Council of the City of Appleton does ordain as follows:

**Section 1:** That Section 4-497 of Chapter 4 of the Municipal Code of the City of Appleton, relating to heating permit fees, is hereby amended to read as follows:

**Sec. 4-497. Heating permit fees.**

(a) ***Where work requires a permit.*** Heating, ventilation and air conditioning permit fees shall be on file in the office of the City Clerk.

(b) ***Reinspection.*** A reinspection charge shall be established per callback for all work requiring inspection under mechanical permit. The reinspection charge shall be on file in the office of the City Clerk.

(c) ***Penalty for commencing work without permit.*** The fee for installation of any heating, ventilating or air conditioning unit without a permit shall be triple the permit fee prescribed in this section when a permit is obtained. Payment of any fee mentioned in this subsection shall in no way relieve any person of the penalties that may be imposed for violation of this article.

**Section 2:** This ordinance shall be in full force and effect from and after its passage and publication.

**40-25**

**AN ORDINANCE REPEALING SECTION 4-498 OF CHAPTER 4 OF THE MUNICIPAL CODE OF THE CITY OF APPLETON, RELATING TO APPLICATION; ISSUANCE.**

(Community Development Committee – 3-19-2025)

The Common Council of the City of Appleton does ordain as follows:

**Section 1:** That Section 4-498 of Chapter 4 of the Municipal Code of the City of Appleton, relating to application; issuance, is hereby repealed.

**Section 2:** This ordinance shall be in full force and effect from and after its passage and publication.

**41-25**

**AN ORDINANCE AMENDING SECTION 4-499 OF CHAPTER 4 OF THE MUNICIPAL**

**CODE OF THE CITY OF APPLETON, RELATING TO USE OF LICENSE TO OBTAIN PERMIT FOR ANOTHER.**

(Community Development Committee – 3-19-2025)

The Common Council of the City of Appleton does ordain as follows:

**Section 1:** That Section 4-499 of Chapter 4 of the Municipal Code of the City of Appleton, relating to use of license to obtain permit for another, is hereby amended to read as follows.

**Sec. 4-499. Use of license to obtain permit for another.**

No licensee under this article shall take out a permit for work to be done by another contractor.

**Section 2:** This ordinance shall be in full force and effect from and after its passage and publication.