



City of Appleton

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

Meeting Agenda - Final-revised Common Council

Wednesday, May 21, 2025

7:00 PM

Council Chambers

- 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

[25-0518](#) Common Council Meeting Minutes of May 7, 2025

Attachments: [CC Minutes 5-7-25.pdf](#)

- G. BUSINESS PRESENTED BY THE MAYOR

[25-0540](#) Proclamations:
- Drinking Water Week
- Hmong American Day

Attachments: [Drinking Water Week.pdf](#)
[Hmong American Day.pdf](#)

- H. PUBLIC PARTICIPATION
- I. PUBLIC HEARINGS
- J. SPECIAL RESOLUTIONS
- K. ESTABLISH ORDER OF THE DAY
- L. COMMITTEE REPORTS

1. MINUTES OF THE MUNICIPAL SERVICES COMMITTEE[25-0504](#)

Approve Contract Amendment #1 for Thrivent Complete Streets Plan Review contract with Alta Planning + Design by an increase of \$20,220 for a total contact amount not to exceed \$45,100.

Attachments: [Alta Contract Amendment.pdf](#)

Legislative History

5/12/25	Municipal Services Committee	recommended for approval
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[25-0505](#)

Approve ordinance changes related to parking on Drew St (1500N) and Circle St (400E). Follow-up to a 6-month evaluation period.

Attachments: [Circle St 400E Post 6-Mo Eval \(NSSP-SD\).pdf](#)

Legislative History

5/12/25	Municipal Services Committee	recommended for approval
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[25-0506](#)

Approve ordinance changes related to parking at 700 Block of W Eighth Street. Follow-up to a 6-month evaluation period.

Attachments: [Eighth St 700W \(post 6-Mo eval\).pdf](#)

Legislative History

5/12/25	Municipal Services Committee	recommended for approval
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[25-0508](#)

Approve ordinance changes related to School Route Plan for Sandy Slope Elementary School.

Attachments: [Sandy Slope SRTS Int Control Changes.pdf](#)

Legislative History

5/12/25	Municipal Services Committee	recommended for approval
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[25-0509](#)

Approve ordinance changes related to 100 Block of N. Oneida St - proposed conversion to 2-way traffic.

Attachments: [Oneida 100N 2-way Conversion.pdf](#)

Legislative History

5/12/25	Municipal Services Committee	recommended for approval
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[25-0510](#)

Approve Permanent Occupancy Permit in Johnston Street Alley Public Right-of-Way for ventilated air discharge for Chase Bank Building, 200 W. College Avenue.

Attachments: [Venting of 200 W College Ave bldg at Johnston Street Alley Memo.pdf](#)

Legislative History

5/12/25	Municipal Services Committee	recommended for approval
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2. MINUTES OF THE SAFETY AND LICENSING COMMITTEE[25-0444](#)

Taxicab/Limousine Driver's License for Cara Nord

Attachments: [Cara Nord Application.pdf](#)
[Cara Nord Clerk Letter.pdf](#)
[Cara Nord PD Letter.pdf](#)

Legislative History

5/14/25 Safety and Licensing recommended for denial
Committee

[25-0445](#)

Taxicab/Limousine Driver's License for Sara Johnson

Attachments: [Sara Johnson Application.pdf](#)
[Sara Johnson Clerk Letter.pdf](#)
[Sara Johnson PD Letter.pdf](#)

Legislative History

5/14/25 Safety and Licensing recommended for denial
Committee

[25-0449](#)

Taxicab Company License Renewal Application for LIR Transportation LLC, d/b/a Fox Valley Cab, Owner, Igor Leykin, 719 W Frances St., contingent upon approval from the Inspections department

Attachments: [Fox Valley Cab Taxicab Co Renewal App.pdf](#)

Legislative History

5/14/25 Safety and Licensing recommended for approval
Committee

[25-0461](#)

Class "B" Beer and "Class B" Liquor License application for Brewsky's Good Times LLC d/b/a Brewsky's, Bradford Cox, Agent, located at 313 E Calumet St, contingent upon approval from the Health and Inspections departments

Attachments: [Brewsky's.Good Times LLC.Alcohol.Class B_Beer Liquor.4.1.25.REDACTED.pdf](#)

Legislative History

5/14/25 Safety and Licensing recommended for approval
Committee

[25-0462](#)

Class "B" Beer and "Class B" Liquor License application for Bowinator LLC d/b/a Ukiyo, Corbin Schiedermayer, Agent, located at 207 W College Ave, effective July 1, 2025 and contingent upon approval from the Community Development and Inspections departments

Attachments: [Ukiyo.Bowinator LLC.ALcohol.Class B_Beer Liquor.4.22.25.REDACTED.pdf](#)

Legislative History

5/14/25 Safety and Licensing recommended for approval
Committee

[25-0463](#)

Class "A" Beer and "Class A" Liquor (cider only) License Change of Agent application for Kwik Trip Inc d/b/a Kwik Trip #639, New Agent, Amber Chula, located at 2175 S Memorial Dr

Attachments: [Kwik Trip 639.Alcohol.COA.4.29.25.REDACTED.pdf](#)

Legislative History

5/14/25	Safety and Licensing Committee	recommended for approval
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[25-0464](#)

Class "B" Beer and Reserve "Class B" Liquor License Change of Agent application for SK Pizzeria Pub LLC d/b/a Pizzeria Pub and Bar, New Agent, Jaspreet Kaur, located at 1200 N Sharon St

Attachments: [Pizzeria Pub & Bar.Alcohol.COA.4.28.25.REDACTED.pdf](#)

Legislative History

5/14/25	Safety and Licensing Committee	recommended for approval
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[25-0465](#)

Secondhand Mall/Flea Market License Renewal application for Ye Old Goat, Meghan Keller, Applicant, located at 1919 E Calumet St

Attachments: [Ye Old Goat.Secondhand Renewal.4.17.25.REDACTED.pdf](#)

Legislative History

5/14/25	Safety and Licensing Committee	recommended for approval
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[25-0466](#)

2025-2026 Cigarette, Tobacco, and Electronic Vaping Device License Renewal applications

Attachments: [2025 CTV RENEWALS.pdf](#)

Legislative History

5/14/25	Safety and Licensing Committee	recommended for approval
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[25-0467](#)

Cigarette, Tobacco, and Electronic Vaping Device License application for AY Trading Inc d/b/a Smokes and Vape, Ismail Abu Yosef, Agent, located at 2448 W College Ave

Attachments: [Smokes and Vape.AY Trading Inc.CTV.4.25.25.REDACTED.pdf](#)

Legislative History

5/14/25	Safety and Licensing Committee	recommended for approval
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[25-0468](#)

Cigarette, Tobacco, and Electronic Vaping Device License application for Esales Inc d/b/a The Flower Pot, Tye Hartwell, Agent, located at 2310 W College Ave, effective July 1, 2025

Attachments: [Flower Pot.Esales Inc.CTV.5.1.25.REDACTED.pdf](#)

Legislative History

5/14/25	Safety and Licensing Committee	recommended for approval
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[25-0493](#)

Request to approve the revision of Municipal Code Section 9-387:
Salvage Dealers

Attachments: [Memo- Muni Code 9-387 Salvage Dealer App. Requirements -Revision.pdf](#)

Legislative History

5/14/25	Safety and Licensing Committee	recommended for approval
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3. MINUTES OF THE CITY PLAN COMMISSION

[25-0456](#)

Request to approve Rezoning #2-25 for the Dorn Annexation, formerly in the Town of Grand Chute, consisting of approximately 95.940 acres located at 4700 N. Richmond Street (Tax Id #31-6-5710-00, 31-6-5710-01, 31-6-5710-02, and 31-6-5710-03), including to the centerline of the adjacent right-of-way, as shown on the attached maps, from AG Agricultural District to R-1B Single-family District

Attachments: [StaffMemo_DornAnnexation_Rezoning_For05-14-25.pdf](#)

Legislative History

5/14/25	City Plan Commission	recommended for approval
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[25-0457](#)

Request to approve the Dewitt Development Partners, LLC Annexation consisting of approximately 72.2948 acres located in the 6000 block of North French Road, currently in the Town of Grand Chute, as shown on the attached maps, subject to the stipulation in the attached staff memo

Attachments: [StaffMemo_DewittAnnexation_For05-14-25.pdf](#)

Legislative History

5/14/25	City Plan Commission	recommended for approval
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4. MINUTES OF THE PARKS AND RECREATION COMMITTEE

[25-0491](#)

Approve change to park rules to prohibit alcohol beverages within 20' of any pavilion or playground

Attachments: [2025 Park Rule Change.pdf](#)

Legislative History

5/12/25	Parks and Recreation Committee	recommended for approval
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5/12/25	Parks and Recreation Committee	amended
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*Amendment: that the rule would exclude pavilion rentals and special events.
5-0 approved.*

5. MINUTES OF THE FINANCE COMMITTEE

[25-0495](#)

Request to approve the following 2024 Budget amendments:

Emergency Shelter Grant

Miscellaneous State Aids	+\$19,500
Other Grant Payments	+\$19,500

to record additional funds received for Emergency Shelter Grant Program
(2/3 vote of council required)

Continuum of Care Grant

Miscellaneous State Aids	+\$18,220
Other Grant Payments	+\$18,220

to record additional funds received for Continuum of Care Grant Program
(2/3 vote of council required)

Police Grants

Federal Grants	+\$37,353
Miscellaneous State Aids	+\$ 7,311
Miscellaneous Local Gov't Aids	+\$14,835
Overtime wages	+\$28,293
Training/Conferences	+\$ 4,082
Other Misc Supplies	+\$ 8,564
Miscellaneous Equipment	+\$18,560

to record additional funds received for Police Grant (2/3 vote of council
required)

Room Tax Fund

Room Taxes	+\$89,114
Other Contracts/Obligations	+\$81,814
Transfer Out - General Fund	+\$ 7,300

to record additional room taxes received (2/3 vote of council required)

Wheel Tax Fund

Wheel Tax	+\$54,449
Transfer Out - General Fund	+\$54,449

to record additional wheel taxes received (2/3 vote of council required)

Health BOTS Grant

Health Grants & Aids	+\$ 2,422
Other Misc Supplies	+\$ 2,422

to record additional funds received for BOTS Grant Program (2/3 vote of council required)

Health Prevention Grant

Health Grants & Aids	+\$ 6,217
Consulting Services	+\$ 6,217

to record additional funds received for Prevention Grant (2/3 vote required)

Health Communicable Disease Grant

Health Grants & Aids	+\$ 5,720
Salaries	+\$ 4,862
Fringe	+\$ 581
Training/Conferences	+\$ 277

to record additional funds received for Communicable Disease Grant Program (2/3 vote of council required)

Public Health Infrastructure Grant

Health Grants & Aids	+\$17,788
Salaries	+\$13,318
Fringe	+\$ 3,573
Training/Conferences	+\$ 897

to records additional funds received for Public Health Infrastructure Grant Program (2/3 vote of council required)

Health Immunization Grant

Health Grants & Aids	+\$ 645
Fringe	+\$ 492
Medical/Lab Supplies	+\$ 153

to record additional funds received for Immunization Grant Program (2/3 vote of council required)

Health COVID-19 Vaccination Grant

Health Grants & Aids	+\$ 750
Other Contracts/Obligations	+\$ 750

to record additional funds received for COVID-19 Vaccination Grant Program (2/3 vote of council required)

Health DHS ARPA Grant

Health Grants & Aids	+\$19,814
Salaries	+\$11,888

Fringe +\$ 7,926

to record additional funds received for DHS ARPA Grant Program (2/3 vote of council required)

TIF #7

Property Tax +\$10,702

Other Contracts/Obligations +\$10,702

to record payment required by developer agreement (2/3 vote of council required)

Facilities Capital Projects

Donations & Memorials +\$7,950,747

Buildings +\$7,950,747

to record donations from Friends of Appleton Library for building project (2/3 vote of council required)

Facilities Management

General Charges for Services +\$92,860

Building Maint/Janitorial +\$21,442

Building Repairs & Maint +\$71,418

to record additional costs for janitorial services and building repairs and maintenance (2/3 vote of council required)

General Fund

Salaries/Fringe Benefits-Public Health +\$ 8,319

Salaries/Fringe Benefits-Human Resources +\$16,330

Wage Reserve - \$24,649

to allocate wage reserve funds (2/3 vote of council required)

Legislative History

5/12/25 Finance Committee recommended for approval

[25-0514](#)

Request to award project CC-25 Bridge Deck Sealing to Norcon Corporation in the amount of \$144,482.94 with a contingency of \$5,157.06 for an amount not to exceed \$150,000.

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

Legislative History

5/12/25 Finance Committee recommended for approval

- [25-0515](#) Request to approve Change Order No. 3 as an amendment to contract 21-24 for H-23 Lightning Drive Extension in the amount of \$115,622.36 with no change to the contingency of \$20,104.82. Overall contract increases from \$1,695,191.12 to \$1,810,813.48.

Attachments: [H-23 Change Order 3 Form.pdf](#)

Legislative History

5/12/25 Finance Committee recommended for approval

6. MINUTES OF THE COMMUNITY DEVELOPMENT COMMITTEE

- [25-0501](#) Request to approve an Amendment to the Development Agreement (Phase II) between the City of Appleton and Merge, LLC for a mixed-use development located on the southeast corner of W. Washington Street and N. Appleton Street (Tax Id #31-2-0272-00) in Tax Increment Financing District No. 11

Attachments: [Merge Ph II DA 3rd Amendment Memo to CDC 05-14-25.pdf](#)
[21-0871 - Merge \(Phase II\) - Amendment to DA 05-2025 \(04-23-2025\).pdf](#)

Legislative History

5/14/25 Community Development Committee recommended for approval

7. MINUTES OF THE UTILITIES COMMITTEE

8. MINUTES OF THE HUMAN RESOURCES & INFORMATION TECHNOLOGY COMMITTEE

- [25-0483](#) Request the Approval of Department of Public Works Parking Re-organization.

Attachments: [Parking Memo.pdf](#)
[Parking TO.pdf](#)
[Parking Enforcement Lead.pdf](#)

Legislative History

5/14/25 Human Resources & Information Technology Committee recommended for approval

- [25-0484](#) Request the Approval of Finance Department of Re-organization.

Attachments: [Finance Dept Staffing memo.pdf](#)
[Finance Department TO.pdf](#)
[Finance Customer Service Supervisor Job Description - Final.pdf](#)
[Finance Staff Accountant - Property Tax Specialist Job Description - Final.pdf](#)

Legislative History

5/14/25 Human Resources & recommended for approval
Information Technology
Committee

[25-0485](#) Request the Approval of Side Letter Agreement with Teamsters Local Union #662.

Attachments: [VT Side Letter Memo.pdf](#)
[VT Shop Foreperson JD.pdf](#)

Legislative History

5/14/25 Human Resources & recommended for approval
Information Technology
Committee

[25-0486](#) Request the Approval of Backup Internet Circuit.

Attachments: [2025 Recommendation to Approve Backup Internet Circuit.pdf](#)

Legislative History

5/14/25 Human Resources & recommended for approval
Information Technology
Committee

9. MINUTES OF THE FOX CITIES TRANSIT COMMISSION

10. MINUTES OF THE BOARD OF HEALTH

M. CONSOLIDATED ACTION ITEMS

N. ITEMS HELD

[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](#)
[!Comments on proposal for 100k consultant.pdf](#)
[5-19-25 Appleton Sustainability Master Plan Scope.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*
- 4/2/25 Common Council approved
Part 1. Items not under contract in the amount of \$13,811,792 was approved. 4-2-2025
- Part 3. The special consideration items in the amount of \$1,015,502 (all but the Facilities Capital Project amount of \$127, 631) is approved.*
- 4/2/25 Common Council referred to the Finance Committee
Part 2. Items requesting special consideration - Facilities Capital Projects amounts of \$127,631 was referred back to the Finance Committee.
- 4/7/25 Finance Committee held
- 4/21/25 Finance Committee recommended for denial
This item was broken further into two actions, the first being:
- Motion to deny \$107,625 for sustainability consultant. Approved 3/1.*
- 4/21/25 Finance Committee recommended for approval
This item was broken further into two actions, the second being:
- Motion to approve \$20,006 for City Hall wayfinding signage contingent on future Council approval of the City's portion of project cost. Approved 4/0.*

- 5/7/25 Common Council held
The amount of \$107,625 for a sustainability consultant portion of the item was held until 5/21/2025.
- The remaining portion of the Facilities Capital Projects item - \$20,006 was approved under the Minutes of the Finance Committee (below).*
- 5/7/25 Common Council approved
The City Hall wayfinding signage (contingent upon future Council approval of the City's portion of the project cost) in the amount of \$\$20,006 was approved on 5/7/2025.
The remaining \$107,625 of the Facilities Capital Project amount was held until 5/21/2025 (see establish order of the day - above).

O. ORDINANCES

[25-0519](#) Ordinances #48-25, #49-25 (Dewitt Annexation), and #50-25

Attachments: [Ordinances to Council 5-21-25.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. CLOSED SESSION

[25-0453](#) The Common Council will go into Closed Session according to State Statute §19.85(1)(g) for the purpose of conferring with legal counsel regarding matters associated with flooding that occurred in July, 2024. At the conclusion of its discussion, the Common Council will reconvene in open session.

T. 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

Wednesday, May 7, 2025

7:00 PM

Council Chambers

A. CALL TO ORDER

The meeting was called to order by Mayor Woodford at 7:00 p.m.

B. INVOCATION

The Invocation was offered by Alderperson Meltzer.

C. PLEDGE OF ALLEGIANCE TO THE FLAG

D. ROLL CALL OF ALDERPERSONS

Alderperson Dougherty appeared virtually.

Present: 12 - Alderperson Josh Lambrecht, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Martyn Smith, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Patrick Hayden, Alderperson Alex Schultz, Alderperson Adrian Stancil-Martin, Alderperson Nate Wolff, Alderperson Denis Dougherty and Mayor Jake Woodford

Excused: 4 - Alderperson Patti Heffernan, Alderperson Vaya Jones, Alderperson Sheri Hartzheim and Alderperson Christopher Croatt

E. ROLL CALL OF OFFICERS AND DEPARTMENT HEADS

All Departments were represented.

F. APPROVAL OF PREVIOUS COUNCIL MEETING MINUTES

[25-0442](#)

Common Council Meeting Minutes of Organizational Meeting and Council Meeting on April 16, 2025.

Attachments: [CC Minutes 4-16-25 Organizational.pdf](#)
[CC Minutes 4-16-25.pdf](#)

Alderperson Fenton moved, seconded by Alderperson Hayden, that the Minutes be approved. Roll Call. Motion carried by the following vote:

Aye: 11 - Alderperson Josh Lambrecht, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Martyn Smith, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Patrick Hayden, Alderperson Alex Schultz, Alderperson Adrian Stancil-Martin, Alderperson Nate Wolff and Alderperson Denis Dougherty

Excused: 4 - Alderperson Patti Heffernan, Alderperson Vaya Jones, Alderperson Sheri Hartzheim and Alderperson Christopher Croatt

Abstained: 1 - Mayor Jake Woodford

G. BUSINESS PRESENTED BY THE MAYOR

[25-0450](#)

Proclamations:

- American Legion Poppy Day
- Asian and Pacific Islander Heritage Month
- City Celebration Day
- Jewish American Heritage Month
- Municipal Clerks Week
- Neurofibromatosis Awareness Month
- Nurses Month
- Public Service Recognition Week
- Safe Boating Week
- Teacher Appreciation Day

Attachments: [American Legion Poppy Day.pdf](#)
[Asian & Pacific Islander Heritage Month.pdf](#)
[City Celebration Day.pdf](#)
[Jewish American Heritage Month.pdf](#)
[Municipal Clerks Week.pdf](#)
[Neurofibromatosis Awareness Day.pdf](#)
[Nurse Appreciation Week.pdf](#)
[Public Service Recognition Week.pdf](#)
[Safe Boating Week.pdf](#)
[Teacher Appreciation Day.pdf](#)

[25-0451](#)

Library Board Reappointments

Attachments: [Lib Reappts 5-7-25.pdf](#)

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

Aye: 11 - Alderperson Josh Lambrecht, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Martyn Smith, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Patrick Hayden, Alderperson Alex Schultz, Alderperson Adrian Stancil-Martin, Alderperson Nate Wolff and Alderperson Denis Dougherty

Excused: 4 - Alderperson Patti Heffernan, Alderperson Vaya Jones, Alderperson Sheri Hartzheim and Alderperson Christopher Croatt

Abstained: 1 - Mayor Jake Woodford

H. PUBLIC PARTICIPATION

There was no one signed up to speak during Public Participation.

I. PUBLIC HEARINGS

J. SPECIAL RESOLUTIONS

K. ESTABLISH ORDER OF THE DAY

[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](#)
[!Comments on proposal for 100k consultant.pdf](#)

The amount of \$107,625 for a sustainability consultant portion of the item was held until 5/21/2025.

The remaining portion of the Facilities Capital Projects item - \$20,006 was approved under the Minutes of the Finance Committee (below).

Alderperson Fenton moved, seconded by Alderperson Van Zeeland that the sustainability consultant portion of the item be held until the next Council meeting on 5/21/2025. Roll Call. Motion carried by the following vote:

Aye: 11 - Alderperson Josh Lambrecht, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Martyn Smith, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Patrick Hayden, Alderperson Alex Schultz, Alderperson Adrian Stancil-Martin, Alderperson Nate Wolff and Alderperson Denis Dougherty

Excused: 4 - Alderperson Patti Heffernan, Alderperson Vaya Jones, Alderperson Sheri Hartzheim and Alderperson Christopher Croatt

Abstained: 1 - Mayor Jake Woodford

L. COMMITTEE REPORTS

Balance of the action items on the agenda.

Aldersperson Firkus moved, Aldersperson Meltzer seconded, to approve the balance of the agenda. The motion carried by the following vote:

Aye: 11 - Aldersperson Josh Lambrecht, Aldersperson Vered Meltzer, Aldersperson Brad Firkus, Aldersperson Martyn Smith, Aldersperson Katie Van Zeeland, Aldersperson Denise Fenton, Aldersperson Patrick Hayden, Aldersperson Alex Schultz, Aldersperson Adrian Stancil-Martin, Aldersperson Nate Wolff and Aldersperson Denis Dougherty

Excused: 4 - Aldersperson Patti Heffernan, Aldersperson Vaya Jones, Aldersperson Sheri Hartzheim and Aldersperson Christopher Croatt

Abstained: 1 - Mayor Jake Woodford

1. MINUTES OF THE MUNICIPAL SERVICES COMMITTEE

[25-0438](#)

Approve Long-Term Temporary Occupancy Permit for Eric Conn in Cherry Court right-of-way at 15 Cherry Court through June 27, 2025.

Attachments: [25-042-T_15 Cherry Ct.pdf](#)

This Report Action Item was approved.

[25-0439](#)

Approve Long-Term Temporary Occupancy Permit for Blue Sky Contractors in College Avenue right-of-way at 318 W. College Avenue through May 31, 2025.

Attachments: [BLUE SKY CONTRACTORS 5-1 TO 5-31-25.pdf](#)

This Report Action Item was approved.

[25-0440](#)

Approve Contract Amendment #1 with Collins Engineers for Bridge Inspections Services (Unit R-24) in the amount of \$1,139.77, for a new total contract amount not to exceed \$43,139.77.

Attachments: [R-24 Contract Amend 1 Bridge Inspect w Letter.pdf](#)

This Report Action Item was approved.

2. MINUTES OF THE SAFETY AND LICENSING COMMITTEE

[25-0371](#)

Operator License for Angella Gilson.

Attachments: [Angella Gilson - Operator License Application.pdf](#)
[Angella Gilson Clerk Letter.pdf](#)
[Angella Gilson PD Letter.pdf](#)
[Angella Gilson Memo.pdf](#)

The recommendation to deny the license was approved.

[25-0387](#)

2025-2026 Alcohol License renewal applications, contingent upon approval from all departments by 12:00 p.m. on June 30, 2025

Attachments: [2025 Alcohol License Renewals.pdf](#)

This Report Action Item was approved.

[25-0388](#)

Class "B" Beer and "Class B" Liquor License Change of Agent for Bowlero Wisconsin LLC d/b/a Super Bowl Family Entertainment, New Agent, Enya Carter, located at 2222 E. Northland Ave, effective July 1, 2025 and contingent on approval from the Police department

Attachments: [Super Bowl Entertainment Center.Alcohol.COA.7.1.25.pdf](#)

This Report Action Item was approved.

[25-0389](#)

Class "A" Beer and "Class A" Liquor License Change of Agent for SG Petroleums LLC d/b/a Newberry Mobil, New Agent, Suyash Goel, located at 2811 E. Newberry St, effective July 1, 2025

Attachments: [Newberry Mobil.Alcohol.COA.7.1.25.pdf](#)

This Report Action Item was approved.

3. **MINUTES OF THE CITY PLAN COMMISSION**
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](#)
[!Comments on proposal for 100k consultant.pdf](#)

The City Hall wayfinding signage (contingent upon future Council approval of the City's portion of the project cost) in the amount of \$20,006 was approved on 5/7/2025. The remaining \$107,625 of the Facilities Capital Project amount was held until 5/21/2025 (see establish order of the day - above).

This Report Action Item was approved

[25-0412](#)

Request to award the 2025 Lundgaard Park Pavilion Project contract to Milbach Construction Services Company in the amount of \$804,440 with a contingency of \$46,944 for a project not to exceed \$851,384.

Attachments: [Lundgaard Park Pavilion Project Finance Memo.pdf](#)

This Report Action Item was approved.

[25-0413](#)

Request to approve additional 2024 - 2025 Budget carryover appropriations for items not under contract in the amount of \$41,800,000. (2/3 vote of Council required)

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

This Report Action Item was approved.

[25-0415](#)

Request to approve Unit BB-25 Contract Award with Weinert Roofing for Roof Replacements at Green and Yellow Ramps in the amount of \$176,860, with a contingency of \$15,000 for a total not-to-exceed contract amount of \$191,860.

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

This Report Action Item was approved.

[25-0441](#)

Request to establish a reserve fund for ARPA-related obligations.

Attachments: [ARPA Reserve Fund.pdf](#)

This Report Action Item was approved.

6. MINUTES OF THE COMMUNITY DEVELOPMENT COMMITTEE

[25-0211](#)

Request to approve proposed text amendments to the Municipal Code Chapter 4 Buildings, Section 4-161, as identified in the attached document, and the various permit fee schedules be updated to increase the erosion control permit fee to \$50

Attachments: [Erosion Control Fee Increase and Chapter 4 Amendments For3-12-25.pdf](#)
[Erosion Control Fee Increase and Chapter 4 Amendments For4-23-25.pdf](#)

This Report Action Item was approved.

[25-0380](#)

Request to renew lease with Maple Lawn Dairy for crop farming of undeveloped land in Southpoint Commerce Park

Attachments: [Farm Lease Renewal Memo Maple Lawn Dairy Southpoint For4-23-25.pdf](#)
[Maple Lawn Dairy \(Mader\) 2025-2030 Lease - Clean 04-17-2025.pdf](#)

This Report Action Item was approved.

7. MINUTES OF THE UTILITIES COMMITTEE

8. MINUTES OF THE HUMAN RESOURCES & INFORMATION TECHNOLOGY COMMITTEE

[25-0403](#)

Request to Approve Changes to the CED Table of Organization.

Attachments: [ComDev_AdministrativeReorganization_Memo.pdf](#)
[ComDev_TO_AdminReorg.pdf](#)
[Administrative&AccountingServicesSpecialist_JD_Final.pdf](#)

This Report Action Item was approved.

[25-0404](#)

Request to Approve Social Media Policy.

Attachments: [Social Media Policy.pdf](#)

This Report Action Item was approved.

[25-0405](#)

Request to Approve Changes to the Fringe Benefits Policy.

Attachments: [Fringe Benefit Policy 11.2024 S&B.pdf](#)

This Report Action Item was approved.

9. MINUTES OF THE FOX CITIES TRANSIT COMMISSION[25-0426](#)

WisGo Update and Request to Approve Fare Capping

Attachments: [WisGO Project Update and Fare Policy Approval FCTC Memo.pdf](#)

This Report Action Item was approved.

10. MINUTES OF THE BOARD OF HEALTH

M. CONSOLIDATED ACTION ITEMS

N. ITEMS HELD

O. ORDINANCES

P. LICENSE APPLICATIONS AND COMMUNICATIONS REFERRED TO
COMMITTEES OF JURISDICTIONQ. RESOLUTIONS SUBMITTED BY ALDERPERSONS REFERRED TO COMMITTEES
OF JURISDICTION

R. OTHER COUNCIL BUSINESS

S. ADJOURN

Alderson Hayden moved, seconded by Alderson Meltzer, that the meeting be adjourned at 7:09 p.m. Roll Call. Motion carried by the following vote:

Aye: 11 - Alderson Josh Lambrecht, Alderson Vered Meltzer, Alderson Brad Firkus, Alderson Martyn Smith, Alderson Katie Van Zeeland, Alderson Denise Fenton, Alderson Patrick Hayden, Alderson Alex Schultz, Alderson Adrian Stancil-Martin, Alderson Nate Wolff and Alderson Denis Dougherty

Excused: 4 - Alderson Patti Heffernan, Alderson Vaya Jones, Alderson Sheri Hartzheim and Alderson Christopher Croatt

Abstained: 1 - Mayor Jake Woodford

Kami Lynch, City Clerk

PROCLAMATION



Office of the Mayor

WHEREAS, water is our most valuable natural resource; and

WHEREAS, drinking water plays a vital role in daily life—supporting health, hydration, and hygiene, and contributing to the quality of life our citizens enjoy; and

WHEREAS, tap water provides essential services including public health protection, fire suppression, economic support, and the everyday convenience we often take for granted; and

WHEREAS, dedicated professionals across the water sector—from engineers designing infrastructure to operators safeguarding water quality, and field crews maintaining the systems—work tirelessly to ensure safe and reliable drinking water; and

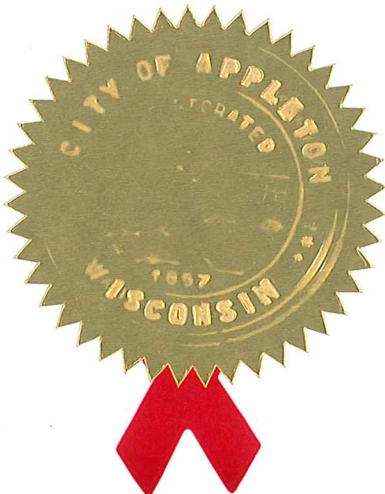
WHEREAS, the coronavirus pandemic highlighted the critical importance of clean, accessible drinking water to protect health and maintain hygiene; and

WHEREAS, we all share the responsibility of preserving and protecting the water infrastructure and natural resources that future generations depend upon; and

WHEREAS, residents of our city are encouraged to take an active role in protecting our source waters from pollution and ensuring long-term water sustainability;

NOW, THEREFORE, BE IT RESOLVED, that I, **Jacob A. Woodford**, Mayor of the City of Appleton, do hereby proclaim May 4-10, 2025, as

Drinking Water Week



Signed and sealed this 6th day of May 2025.


JACOB A. WOODFORD
MAYOR OF APPLETON

PROCLAMATION



Office of the Mayor

WHEREAS, from 1961 to 1975, more than 40,000 Hmong individuals were recruited by the Central Intelligence Agency (CIA) to fight alongside American soldiers in the Secret War, a vital part of the Vietnam War, in Laos; and

WHEREAS, the fall of Long Cheng over 45 years ago forced thousands of Hmong to flee Laos to seek refuge from persecution; and

WHEREAS, many Hmong war refugees and their families immigrated to other countries, including the United States, and to Wisconsin – where today Appleton is home to more than 3,000 Hmong residents; and

WHEREAS, we honor the legacy of the Hmong people who served, were wounded, or lost their lives in battle to ensure America remains the land of the free, knowing we forever owe a debt of gratitude for their sacrifice; and

WHEREAS, the City of Appleton recognizes the important cultural, social, political, and economic contributions of Hmong Americans that provide generational enrichment and enhancement to the city across many sectors, including business, healthcare, education, public safety, and government; and

WHEREAS, in 2015, the City of Appleton was the first in the State of Wisconsin to commemorate this day and to formally recognize and celebrate the history, culture, and contributions of Hmong Americans in Appleton and other cities in Wisconsin.

NOW, THEREFORE, BE IT RESOLVED, THAT I, JACOB A. WOODFORD, Mayor of the City of Appleton, do hereby proclaim May 14th, 2025, as

Hmong American Day

in Appleton and invite you to join us in commemorating this day and formally recognizing and celebrating the history, culture, and contributions of Hmong Americans in Appleton and other cities throughout Wisconsin.

Signed and sealed this 5th day of May 2025.

JACOB A. WOODFORD
MAYOR OF APPLETON





CITY OF APPLETON

MEMORANDUM

Date: 5/6/25
To: Municipal Services Committee
From: Eric Lom, P.E., City Traffic Engineer
Subject: Approve Contract Amendment #1 for Thrivent Complete Streets Plan Review contract with Alta Planning + Design by an increase of \$20,220 for a total contact amount not to exceed \$45,100.

The Department of Public Works (DPW) is requesting approval of Contract Amendment #1 for the Thrivent Complete Streets Plan Review contract with Alta Planning + Design by an increase of \$20,220 for a total contact amount not to exceed \$45,100. The full cost of this proposed contract amendment will be reimbursed by the developer's escrow fund.

The Thrivent project is extremely large in physical scope and involves complex complete streets issues, necessitating consulting assistance to ensure state and federal design requirements are met. Additionally, the extended design timeline required for the proposed Thrivent project was not anticipated when the original project scope was developed.

Work under this contract is charged on an hourly basis and is therefore only used as needed. As with all plans, the amount of review required will depend on the quality of the submittals. Staff is requesting this amendment to allow for adequate review of the most recent submittals.



CITY OF APPLETON

MEMORANDUM

Date: 05/5/2025
To: Municipal Services Committee
From: Michael Hardy, P.E., Traffic Engineer
Subject: Proposed parking changes on Drew St (1500N) and Circle St (400E)
Follow-up to a 6-month evaluation period

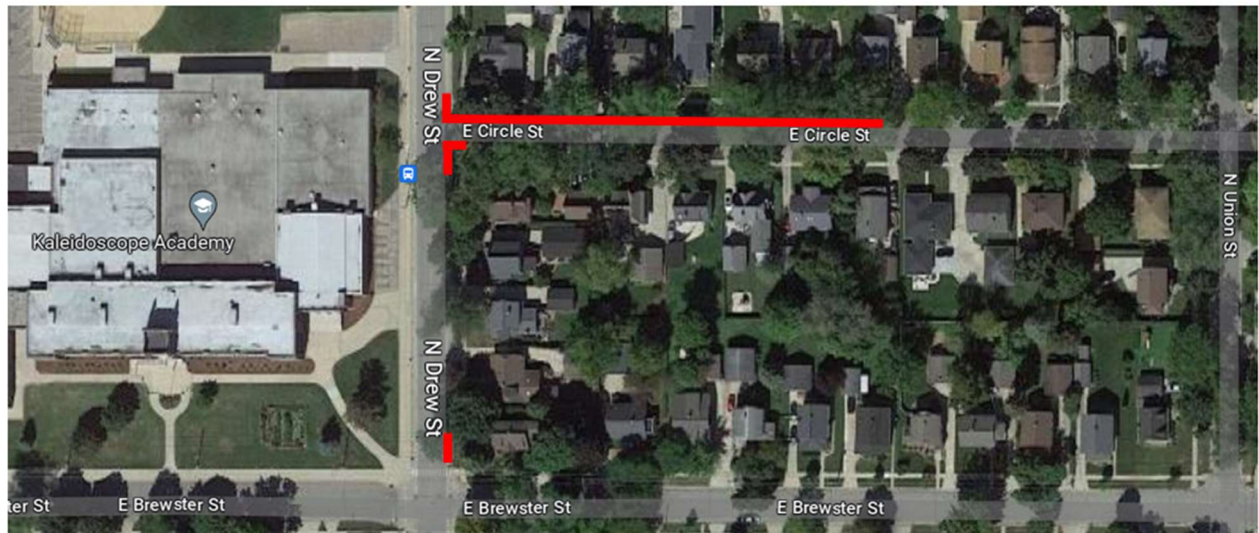
In response to concerns raised by Alderperson Croat and residents, the City's Traffic Section adjusted and expanded parking restrictions on Drew Street and Circle Street by Kaleidoscope Academy. There was an initial evaluation in fall of 2023 at the request of residents in response to Kaleidoscope Academy's building expansion and parking lot reconstruction that displaced all the teacher parking onto the surrounding streets, especially Circle Street. There was a revised evaluation initiated in fall of 2024 at the request of residents to scale back the restrictions once the building expansion was complete and their new parking lot was opened.

The latest evaluation was initiated in October of 2024. Based on correspondence with residents and our observations, we believe the latest parking restriction changes are working well. Based on this, we recommend the changes be made permanent.

To accomplish this, the following ordinance action is required:

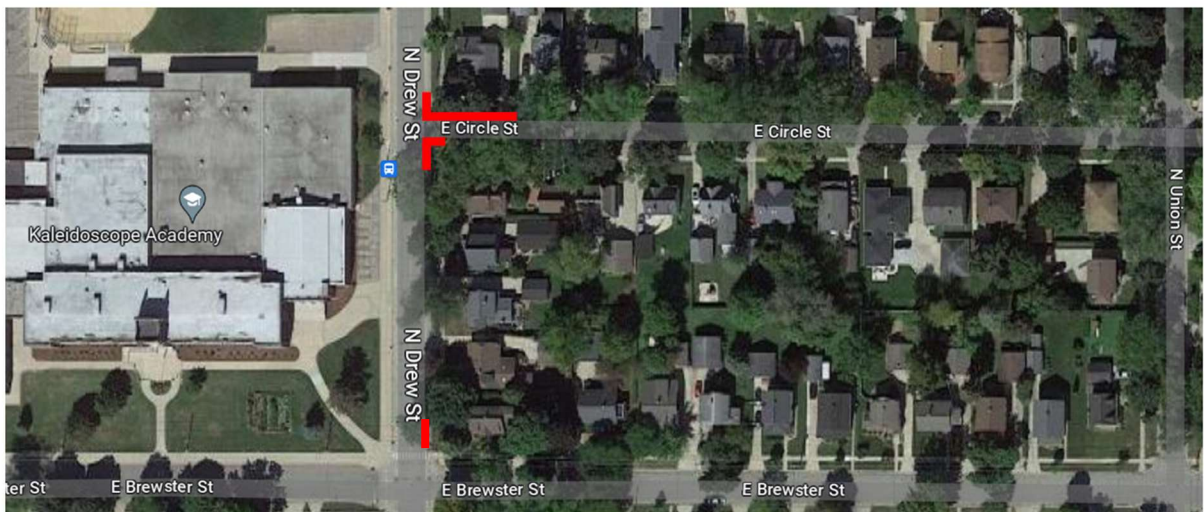
1. **Create:** Stopping/standing/parking be prohibited on school days from 7:00 a.m. to 4:00 p.m. on the east side of Drew Street from Brewster Street to a point 15 feet north of Brewster Street."
2. **Create:** "Parking be restricted to two hours on school days from 7:00m a.m. to 4:00 p.m. on east side of Drew Street from a point 15 feet north of Brewster Street to a point 37 feet south of Circle Street."
3. **Create:** Stopping/standing/parking be prohibited on school days from 7:00 a.m. to 4:00 p.m. on the east side of Drew Street from Circle Street to a point 37 feet south of Circle Street to a point 17 feet north of Circle Street."
4. **Create:** Stopping/standing/parking be prohibited on school days from 7:00 a.m. to 4:00 p.m. on the south side of Circle Street from Drew Street to a point 20 feet east of Drew Street."
5. **Create:** Stopping/standing/parking be prohibited on school days from 7:00 a.m. to 4:00 p.m. on the north side of Circle Street from Drew Street to a point 65 feet east of Drew Street."

Figure #1: Initial Trial - Fall 2023 when Kaleidoscope Academy Building Expansion and Parking Lot Closure



— = NO STOPPING, STANDING, or PARKING on School Days 7:00AM – 4:00PM

Figure #2: Revised Trial - Fall 2024 when Kaleidoscope Academy Building Expansion Complete and New Parking Lot Opened.



— = NO STOPPING, STANDING, or PARKING on School Days 7:00AM – 4:00PM



CITY OF APPLETON

MEMORANDUM

Date: 5/6/25
To: Municipal Services Committee
From: Connor Deeg, E.I.T., Traffic Engineer
Subject: Parking changes at 700 Block of W Eighth Street
(follow-up to a 6-month evaluation)

In response to a citizen request, the City's Traffic Section recently assessed the possibility of removing the *Two-Hour Parking* restriction on both sides of Eighth Street between Badger Avenue and Memorial Drive. Based on our initial review, it appeared the restriction may no longer be needed as the parking behaviors and nearby land use have changed since the restriction was enacted in 1967.

We initiated an evaluation period in November of 2024. The evaluation included removing the *Two-Hour Parking 7:00 a.m. to 7:00 p.m.* restriction on both sides of the street for the entire block. See *Figure 1* below.

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. 11-67:** "Parking be restricted to two (2) hours on both sides of Eighth Street between Memorial Drive and Badger Avenue."

Figure 1





CITY OF APPLETON

MEMORANDUM

Date: 4/15/25
To: Municipal Services Committee
From: Eric Lom, P.E., City Traffic Engineer
Subject: School Route Plan for Sandy Slope Elementary School

The Appleton Area School District's (AASD) new elementary school, Sandy Slope Elementary, will open in the fall of 2025 at the intersection of Lightning Drive and Edgewood Drive. In conjunction with this, staff from City Traffic Engineering, Appleton Police Department, AASD and East Central Regional Wisconsin Planning Commission (ECWRPC) have worked together to develop a *School Route Plan* as a way of providing safe bike and pedestrian access to and from the school.

In accordance with state law, AASD will not be providing busing in the blue shaded area shown on Figure 1. For those areas, the *School Route Plan* includes preferred walking routes that avoid the need for young students to cross busy streets at uncontrolled intersections. As a part of this, the following improvements are proposed (as shown on Figure 1):

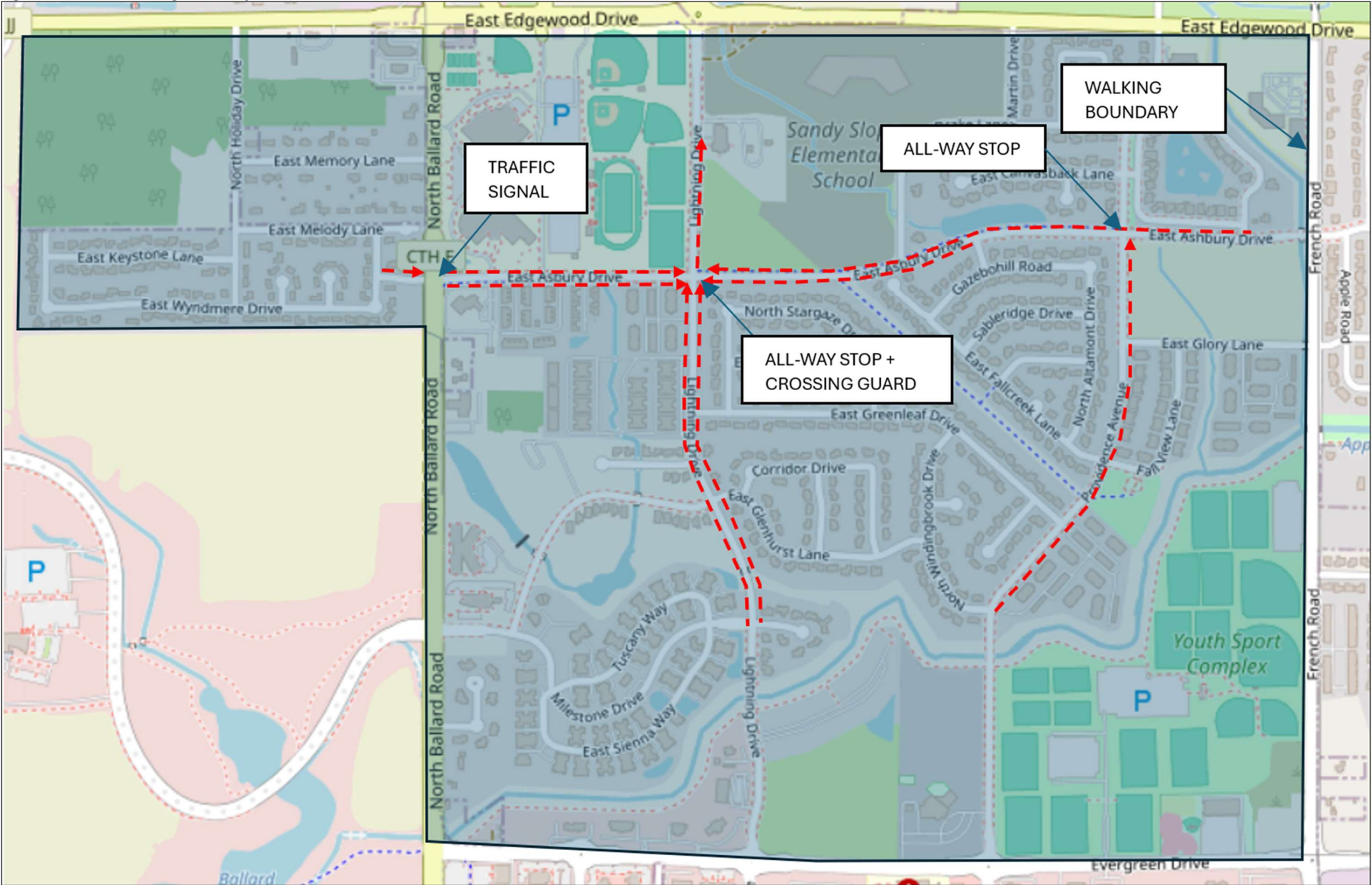
1. Ashbury Dr / Lightning Dr Intersection: Add a crossing guard and convert from two-way stop control to all-way stop control
2. Ashbury Dr / Providence Av: Convert from two-way stop control to all-way stop control

The Federal Highway Administration's *Manual on Uniform Traffic Control Devices (MUTCD)*, which establishes standards and guidelines for intersection control, allows for the use of all-way stop control at these intersections because they: 1) are the intersection of two collector streets, and 2) support the safe passage of pedestrians as a part of a *School Route Plan*.

To accomplish this, the following ordinance action is required:

1. **Create:** "Install all-way stop control at the Ashbury Dr / Lightning Dr intersection."
2. **Create:** "Install all-way stop control at the Ashbury Dr / Providence Av intersection."

Figure 1 - School Walking Boundary and Route Plan





CITY OF APPLETON

MEMORANDUM

Date: 4/30/25
To: Municipal Services Committee
From: Eric Lom, P.E., City Traffic Engineer
Subject: 100N Oneida St - proposed conversion to 2-way traffic

The 100 block of N. Oneida Street is currently configured for one-way traffic (southbound). Since the recent opening of the Mosaic Clinic, there has been an ongoing issue with unfamiliar drivers leaving the clinic and heading north (the wrong way) on Oneida Street, which presents a significant safety hazard.

To mitigate this situation, additional signage was added with little effect. Subsequently, Traffic Engineering staff developed a plan to convert this portion of Oneida Street to a two-way street (see Figure 1 below). This change would greatly improve safety and mobility for Mosaic patients. It can be relatively easily accomplished with pavement markings and signage without losing any parking stalls or loading zone space.

We have met with the project stakeholders, and they have expressed support for the plan.

To accomplish this, the following ordinance action is required:

1. **Make the following change the Official One Way Street Map (Sec. 19-42):**
 - a. Remove: "Oneida Street from Washington Street to City Center Street."
2. **Create:** "Parking be prohibited on the east side of Oneida Street from Washington Street to a point 19 feet south of Washington Street."
3. **Create:** "Metered parking be designated on the east side of Oneida Street from a point 19 feet south of Washington Street to a point 90 feet south of Washington Street."
4. **Create:** "Parking be prohibited on the west side of Oneida Street from Washington Street to a point 30 feet south of Washington Street."
5. **Create:** "15-minute Loading Zone be designated on the west side of Oneida Street from a point 30 feet south of Washington Street to a point 90 feet south of Washington Street."
6. **Create:** "Stopping/Standing/Parking be prohibited on Oneida Street from City Center Street to a point 90 feet south of Washington Street."

[illegible]



CITY OF APPLETON

MEMORANDUM

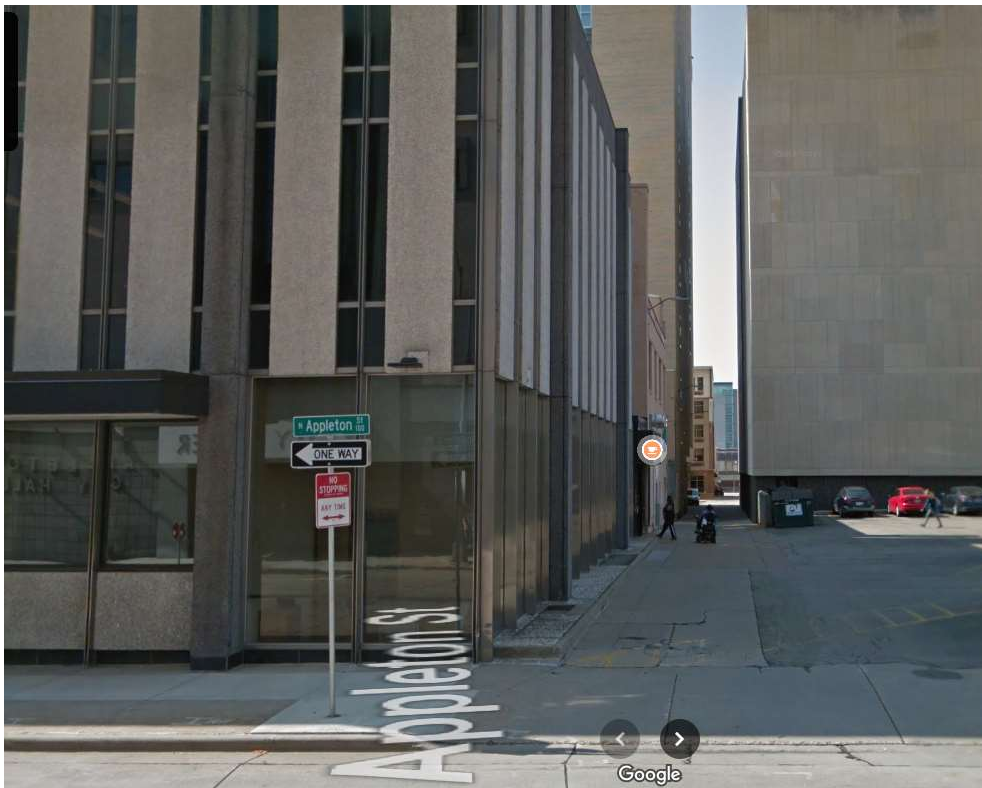
Date: May 12, 2025

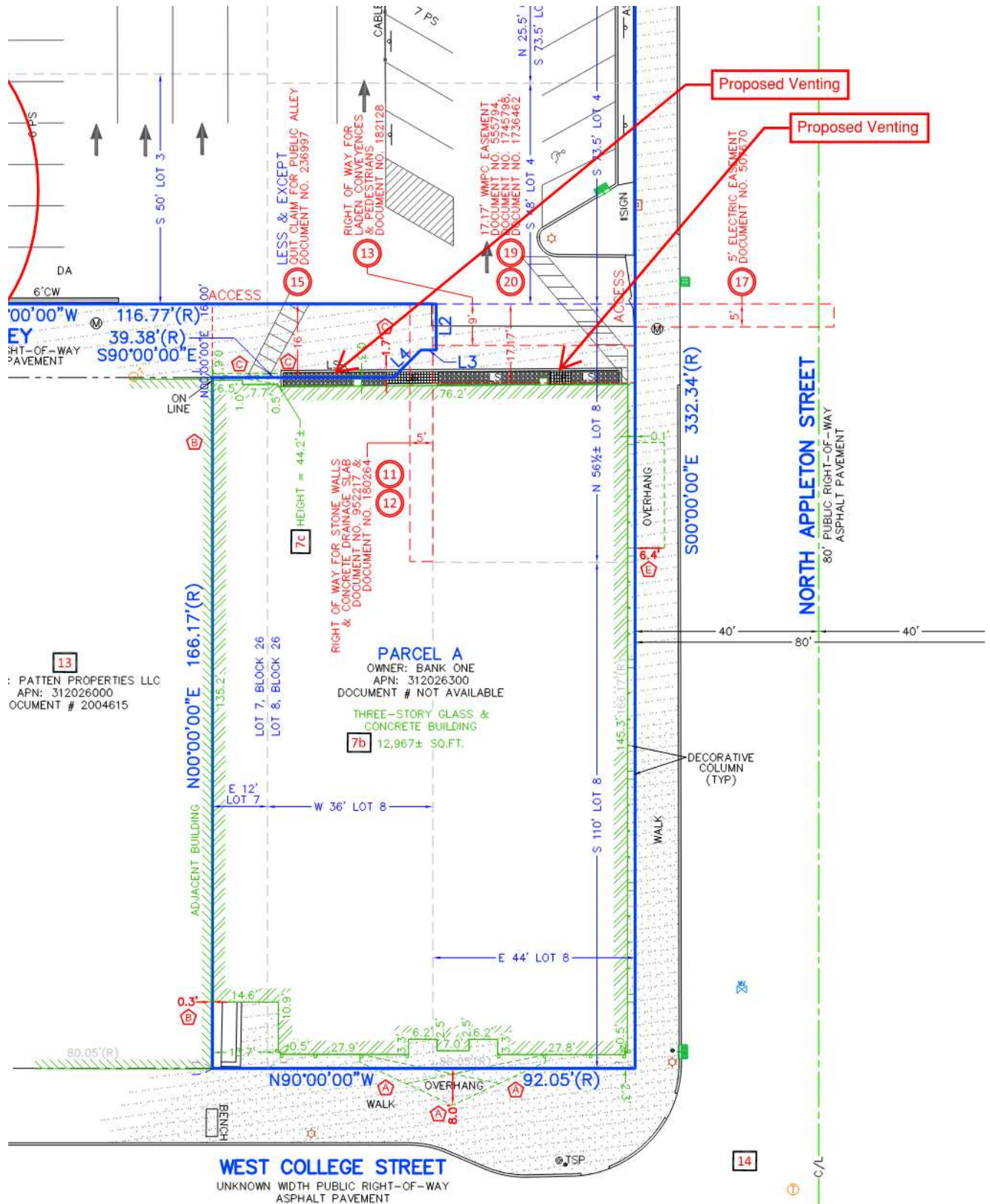
To: Municipal Services Committee

From: Pete Neuberger, P.E., City Engineer/Deputy Director of Public Works
Dan Meissner, AIA, NCARB Commercial Building Inspector/Plans Examiner

Subject: Approve Permanent Occupancy Permit in Johnston Street Alley Public Right-of-Way for ventilated air discharge for Chase Bank Building, 200 W College Avenue.

The owner of the 200 W. College Ave. building is placing a food service establishment with a brewery on the first floor of the existing building. The owner is requesting to run ventilation for exhaust and for make-up intake air for the kitchen hood at the north side of this building, at the public right-of-way for Johnston Street alley. The permanent occupancy permit is requested because the north side of this building is at the right-of-way line, resulting in a direct discharge of ventilated air into the public right-of-way.







Application for Taxicab/Limousine Driver's License

CASH OR CHECK ONLY!

☒ Original Application
☐ Renewal - License

FEES ARE NON-REFUNDABLE

☒ Taxicab Driver's License
(CLLTDL) \$57.00

Date Recv'd 3/27/25
Total \$ 57.00
Receipt #: 8327-3

License period is two years
from issue date

Note: Please allow 5 business days for application processing.

SECTION 1 - APPLICANT INFORMATION - Answer all questions completely. Please PRINT clearly.

Applicant Name (First, MI, Last) <u>CARA L. NORD</u>		Maiden	
Street Address <u>1681 Harrison St. #7</u>		City <u>Neenah</u>	State <u>Wz</u>
Driver's License Number [REDACTED]		State <u>Wz</u>	Are you a Citizen of the United States? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Date of Birth [REDACTED]	Gender <u>F</u>	Cell Phone Number [REDACTED]	Email Address [REDACTED]
Previous address - if less than 2 years at present address:		City	State
Employing Company <u>LIR Transportation Fox Valley Cab</u>		Date hired <u>12-10-24</u>	Number of years applicant has held a Driver's License <u>33</u>

SECTION 2 - CONVICTION RECORD

Has your driver's license EVER been revoked or suspended?	<input checked="" type="checkbox"/> YES <input checked="" type="checkbox"/> NO
If Yes, when and for what reason? <u>Not paying fine</u>	
Is your present driver's license a restricted occupational license?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
If Yes, please explain:	
Within the last 5 years have you been convicted of operating a motor vehicle while intoxicated?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
If Yes, when and for what reason?	
Have you been convicted of more than three moving violations in the past year?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
If Yes, please explain:	
Have you had more than three traffic accidents in the past year regardless of fault?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
If Yes, please explain:	
Have you held a driver's license in another state in the past 5 years?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
If Yes, please explain:	
Have you EVER been convicted of a felony or misdemeanor?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
If Yes, please explain in detail: <u>Theft Forgery</u>	

SECTION 3 - PENALTY NOTICE

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.

Applicant's Signature [Signature]

FOR OFFICE USE ONLY

Date sent to APD: <u>MAR 27, 2025</u>	Date Approved ____/____/____	Issue Date ____/____/____	Expiration Date ____/____/____	License Number:
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Return to the Office of the City Clerk: 100 N. Appleton St, Appleton, WI 54911



DEPARTMENT OF
**LEGAL AND
ADMINISTRATIVE
SERVICES**

OFFICE OF THE CITY CLERK

100 North Appleton Street

Appleton, WI 54911

p: 920.832.6443

f: 920.832.5823

www.appletonwi.gov

April 24th, 2025

Cara Nord
1681 Harrison St #7
Neenah WI 54956

This letter is to notify you that we are in receipt of your application for a Taxicab/Limousine Driver's License. The Police Department has conducted a criminal background investigation and has recommended that your application for a Taxicab/Limousine Driver's License be denied based upon previous offenses substantially related to the licensed conduct, as outlined in the enclosed letter.

The recommended denial of this license will be placed on the agenda for the next regularly scheduled Safety and Licensing Committee meeting. This meeting will take place on **Wednesday May 14th, 2025**, at 5:30 p.m. in the Council Chambers, 6th floor of City Hall, 100 N Appleton St., Appleton, Wisconsin.

You have the right to appear before the Safety and Licensing Committee during the review of your license denial recommendation.

If you have specific questions relating to the background investigation please contact Lt. Ben Goodin Appleton Police Department, at 920-832-5500.

If you have any questions related to the Safety & Licensing Committee meeting, please contact my office at the phone number listed above.

Respectfully,

Kami Lynch
City Clerk



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
Common Council

FROM: Lt. Ben Goodin

DATE: 04/24/2025

RE: Police Department's Recommendation for Denial of Cara Nord's
Taxicab/Limousine Driver's License Application

Committee Members:

The police department is requesting that the Safety and Licensing Committee recommend to the Common Council to deny Cara Nord's taxicab/limousine driver's license application.

Appleton Municipal Code 9-729(b) states:

No license under this division will be issued or renewed if any of the following apply:

(5) The applicant was convicted of an offense that substantially relates to the licensed activity. Such offenses include, but are not limited to, burglary, sex offenses, drug offenses, possession or sale of stolen property. A license can be granted if the conviction is reversed or if the person is granted a pardon for the offense. In determining whether the circumstances of the conviction are substantially related, the Chief of Police or designee shall consider the number of convictions, the nature and seriousness of the crime(s), whether the crime(s) involved violence, theft, or other evidence of lack of trustworthiness with money, whether the crime(s) involved driving, the age and maturity of the individual at the time of the conviction, the amount of time elapsed since the conviction, and any evidence of personal rehabilitation.

Therefore, the Appleton Police Department recommends that the application for Taxicab/Limousine Driver's License be denied.

STATEMENT ON SUBSTANTIAL RELATIONSHIP



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

As part of any denial of licensing, the police department must determine if crimes are substantially related to the particular licensed activity to ensure that any licensing decision does not constitute unlawful discrimination. The offenses listed below are substantially related to the licensed conduct in that they provide heightened opportunity for the applicant to engage in the same conduct.

CONVICTIONS

Issuance of Worthless Check (forfeiture) Waupaca County case # 2007CM000671

Issue of Worthless Checks (<=\$2500) misdemeanor Waupaca County case # 2011CM000207

Theft-Movable Property <=\$2500 Party to a Crime, misdemeanor Waupaca County case # 2011CM000401

Theft-Movable Property <=\$2500 Party to a Crime, misdemeanor Waupaca County case # 2011CF000224

Worthless Check (forfeiture) Juneau County case # 2011FO000571

Theft-Movable Property <=\$2500 Party to a Crime, misdemeanor Outagamie County case # 2012CM000078

Theft-Movable Property <=\$2500 Party to a Crime, misdemeanor Waupaca County case # 2012CM000146

Theft-Movable Property <=\$2500 Party to a Crime, misdemeanor Waupaca County case # 2012CM000450

Theft-Movable Property <=\$2500 Party to a Crime, misdemeanor Outagamie County case # 2014CF000854

Receiving or Concealing Stolen Property (<=\$2500) Party to a Crime, misdemeanor Outagamie County case # 2014CF000854

County Retail Theft-Intentionally Take (forfeiture) Winnebago County case # 2020FO000037

Retail Theft - Intentionally Take >\$500 - \$5,000 Party to a Crime Portage County case # 2022CF000023

Theft-Movable Property >\$5,000 - \$10,000 Party to a Crime, class H felony Winnebago County case # 2022CF000461



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

Receiving Stolen Property (>\$2,500-\$5,000), class I felony Waupaca County case # 2022CF000460

Retail Theft - Intentionally Take >\$500 - \$5,000 Party to a Crime, class I felony Calumet County case # 2023CF000028

Forgery-Uttering class H felony Winnebago County case # 2023CF000441

For specific details on conviction dates and sentences for each crime please refer to the Wisconsin Circuit Court Access page at wcca.wicourts.gov. Consideration of some convictions may be subject to evidence of rehabilitation that the applicant is able to provide.

OPEN CASES

Ms. Nord has three open cases. The license may not be denied solely because she is subject to a pending charge. However, the police department still wanted to make the Council aware of these pending charges since they are substantially related to the licensed activity:

Forgery-Uttering & Misappropriate ID Info - Obtain Money Outagamie County case # 2023CF001356

Forgery-Uttering, Misappropriate ID Info - Obtain Money Outagamie County case # 2023CF001355

Retail Theft >\$500 - \$5,000 Party to a Crime Brown County case # 2021CF002141

These convictions are substantially related to the licensed activity because Ms. Nord would be driving a taxi, and that service involves the exchange of money for the service provided. Ms. Nord would be in a position where she would be handling money daily and each of these convictions relate to a lack of trustworthiness with money. These convictions substantially relate to the activity for which the license is sought, and denial would not constitute unlawful discrimination. Therefore, the police department recommends Ms. Nord's license application be denied.

Very Respectfully,

Lt. Ben Goodin

Appleton Police Department



Application for Taxicab/Limousine Driver's License

CASH OR CHECK ONLY!

☒ Original Application
☐ Renewal - License

FEES ARE NON-REFUNDABLE

☒ Taxicab Driver's License
(CLLTDL) \$57.00

Date Recv'd 3/27/23
Total \$ 57.00
Receipt #: 8327-3

License period is two years
from issue date

Note: Please allow 5 business days for application processing.

SECTION 1 - APPLICANT INFORMATION - Answer all questions completely. Please PRINT clearly.

Applicant Name (First, MI, Last) <u>SARA H Johnson</u>				Maiden	
Street Address <u>135 Union St</u>		City <u>Neenah</u>	State <u>WI</u>	Zip <u>54956</u>	
Driver's License Number [REDACTED]		State <u>WI</u>	Are you a Citizen of the United States? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
Date of Birth [REDACTED]	Gender <u>F</u>	Cell Phone Number [REDACTED]	Email Address [REDACTED]		
Previous address - if less than 2 years at present address:		City	State	Zip	
Employing Company <u>LIR Transportation FVC</u>		Date hired <u>Aug 29th 2024</u>	Number of years applicant has held a Driver's License <u>33</u>		

SECTION 2 - CONVICTION RECORD

Has your driver's license EVER been revoked or suspended?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
If Yes, when and for what reason? <u>Fines</u>	
Is your present driver's license a restricted occupational license?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
If Yes, please explain:	
Within the last 5 years have you been convicted of operating a motor vehicle while intoxicated?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
If Yes, when and for what reason?	
Have you been convicted of more than three moving violations in the past year?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
If Yes, please explain:	
Have you had more than three traffic accidents in the past year regardless of fault?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
If Yes, please explain:	
Have you held a driver's license in another state in the past 5 years?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
If Yes, please explain:	
Have you EVER been convicted of a felony or misdemeanor?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
If Yes, please explain in detail: <u>Theft</u>	

SECTION 3 - PENALTY NOTICE

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.

Applicant's Signature Sara Johnson

FOR OFFICE USE ONLY

Date sent to APD: <u>MAR 27 2025</u>	Date Approved ____/____/____	Issue Date ____/____/____	Expiration Date ____/____/____	License Number:
---	---------------------------------	------------------------------	-----------------------------------	-----------------

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



DEPARTMENT OF
**LEGAL AND
ADMINISTRATIVE
SERVICES**

OFFICE OF THE CITY CLERK

100 North Appleton Street
Appleton, WI 54911
p: 920.832.6443
f: 920.832.5823
www.appletonwi.gov

April 24th, 2025

Sara Johnson
135 Union St
Neenah WI 54956

This letter is to notify you that we are in receipt of your application for a Taxicab/Limousine Driver's License. The Police Department has conducted a criminal background investigation and has recommended that your application for a Taxicab/Limousine Driver's License be denied based upon previous offenses substantially related to the licensed conduct, as outlined in the enclosed letter.

The recommended denial of this license will be placed on the agenda for the next regularly scheduled Safety and Licensing Committee meeting. This meeting will take place on **Wednesday May 14th, 2025**, at 5:30 p.m. in the Council Chambers, 6th floor of City Hall, 100 N Appleton St., Appleton, Wisconsin.

You have the right to appear before the Safety and Licensing Committee during the review of your license denial recommendation.

If you have specific questions relating to the background investigation please contact Lt. Ben Goodin Appleton Police Department, at 920-832-5500.

If you have any questions related to the Safety & Licensing Committee meeting, please contact my office at the phone number listed above.

Respectfully,

Kami Lynch
City Clerk



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
Common Council

FROM: Lt. Ben Goodin

DATE: 04/24/2025

RE: Police Department's Recommendation for Denial of Sara Johnson's
Taxicab/Limousine Driver's License Application

Committee Members:

The police department is requesting that the Safety and Licensing Committee recommend to the Common Council to deny Sara Johnson's (aka Nord) taxicab/limousine driver's license application. Appleton Municipal Code 9-729(b) states:

No license under this division will be issued or renewed if any of the following apply:

(5) The applicant was convicted of an offense that substantially relates to the licensed activity. Such offenses include, but are not limited to, burglary, sex offenses, drug offenses, possession or sale of stolen property. A license can be granted if the conviction is reversed or if the person is granted a pardon for the offense. In determining whether the circumstances of the conviction are substantially related, the Chief of Police or designee shall consider the number of convictions, the nature and seriousness of the crime(s), whether the crime(s) involved violence, theft, or other evidence of lack of trustworthiness with money, whether the crime(s) involved driving, the age and maturity of the individual at the time of the conviction, the amount of time elapsed since the conviction, and any evidence of personal rehabilitation.

Therefore, the Appleton Police Department recommends that the application for Ms. Johnson's Taxicab/Limousine Driver's License be denied.

STATEMENT ON SUBSTANTIAL RELATIONSHIP



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

As part of any denial of licensing, the police department must determine if crimes are substantially related to the particular licensed activity to ensure that any licensing decision does not constitute unlawful discrimination. The offenses listed below are substantially related to the licensed conduct in that they provide heightened opportunity for the applicant to engage in the same conduct.

CONVICTIONS

Burglary-Building or Dwelling Party to a Crime, class C felony Waupaca County case # 1993CF000169

Issue of Worthless Checks (<=\$2500), misdemeanor Waupaca County case # 2008CM000497

Theft-Movable Property <=\$2500 Party to a Crime, misdemeanor Waupaca County case # 2011CM000402

Theft-Movable Property <=\$2500 Party to a Crime two counts, misdemeanors Waupaca County case # 2011CF000223

Theft-Movable Property <=\$2500 Party to a Crime, misdemeanor Outagamie County case # 2012CM000079

Receiving Stolen Property (<=\$2500), misdemeanor Kewaunee County case # 2012CM000050

Theft-Movable Property <=\$2500 Party to a Crime, misdemeanor Waupaca County case # 2012CM000451

Theft-Movable Property <=\$2500 Party to a Crime three counts, misdemeanors Milwaukee County case # 2014CF002258

Possession of Methamphetamine, class I felony Winnebago County case # 2022CF000288

Theft-Movable Property >\$5,000-\$10,000 Party to a Crime, class H felony Winnebago County case # 2022CF000460

Forgery-Uttering Party to a Crime, class H felony Calumet County case # 2022CF000263

Forgery-Uttering, class H felony Waupaca County case # 2022CF000459

Theft-False Representation <=\$2500, misdemeanor Winnebago County case # 2023CF000077



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

Retail Theft - Intentionally Take >\$500 - \$5,000 Party to a Crime, class I felony Calumet County case # 2023CF000025

Forgery-Uttering Party to a Crime H felony Winnebago County case # 2023CF000440

For specific details on conviction dates and sentences for each crime please refer to the Wisconsin Circuit Court Access page at wcca.wicourts.gov. Consideration of some convictions may be subject to evidence of rehabilitation that the applicant is able to provide.

OPEN CASE

Ms. Johnson has one open case. The license may not be denied solely because she is subject to a pending charge. However, the police department still wanted to make the Council aware of these pending charges since they are substantially related to the licensed activity:

Forgery-Uttering & Misappropriate ID Info – Obtain Money, class H felonies Outagamie County case # 2023CF001354

These convictions are substantially related to the licensed activity because Ms. Johnson would be driving a taxi and that service involves the exchange of money for the service provided. Ms. Johnson would be in a position where she would be handling money daily and each of these convictions relate to a lack of trustworthiness with money. These convictions substantially relate to the activity for which the license is sought, and denial would not constitute unlawful discrimination. Therefore, the police department recommends Ms. Johnson's license application be denied.

Very Respectfully,

Lt. Ben Goodin

Appleton Police Department



Application for Taxicab/Limousine Company License

25-0449
CASH OR CHECK ONLY!

☐ Original Application

☒ Renewal License

2-25

FEES ARE NON-REFUNDABLE

☒ Fee Per Each Individual

Date Recv'd APR 29 2025

Vehicle (CLLTSE) \$30.00

Total \$ 607.00

☒ Investigation Fee

(CLLPIF) \$7.00

Receipt # 8511-1

LICENSE PERIOD IS FROM

July 1st - June 30th

Note: please allow 3 weeks for application processing

SECTION 1 - APPLICANT INFORMATION Answer all questions completely. Please PRINT clearly.

Company Name

LIR Transportation LLC dba Fox Valley Cab

Business Address

719 W Frances St

City

Appleton

State

WI

Zip Code

54914

Company Email Address [REQUIRED]

accounting@foxvalleycab.com

Company Phone Number [REQUIRED]

920-734-4545

☐ Individual
☐ Partnership
☒ Corporation

Business Owners Name

Igor Leykin

Date of Birth

[REDACTED]

Gender

Male

Business Owner Phone Number

[REDACTED]

Business Owner Email Address

[REDACTED]

Driver's License Number

[REDACTED]

State Licensed

Wisconsin

SECTION 2 - COMPANY HISTORY

Is the company currently licensed in any other municipality?

☐ YES

☒ NO

If Yes, what municipality?

Has the company ever been denied a license by any municipality?

☐ YES

☒ NO

If Yes, please explain:

Have any of the owners ever been convicted of a crime?

☐ YES

☒ NO

If Yes, please explain:

Describe the basic operations of the company:

Taxi Operations

If the business is located in the City limits, Municipal Code requires that off-street parking is provided for. If applicable, what provisions have been made for off street parking? We have our own parking lot

SECTION 3 - VEHICLES TO BE OPERATED - Attach additional sheets if necessary

Vehicle Number

See attached Sheet

Capacity

Make/Model

DOT License Plate #

SECTION 4 - INSURANCE NOTICE

Insurance Carrier

FIRST CHICAGO INSURANCE

Insurance Agent Name

MCCLURE & ASSOCIATES

Insurance Agent Phone Number

[REDACTED]

Insurance Agent Email Address

[REDACTED]

Policy Number

Policy Period

4/21/25 - 4/21/26

SECTION 5- PENALTY NOTICE

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, have named the City of Appleton as an additional insured for purposes of this permit/license and have provided the name of my insurance carrier, the policy number, and policy period above. Further, I agree to maintain appropriate insurance coverage for the duration of this permit/license and 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, costs, including attorney's 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, anyone directly or indirectly employed by any of 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.

Applicant's Signature Gregory Gussert Date: 4 / 29 / 2025

FOR OFFICE USE ONLY

Department	Approve	Deny	Date of Recommendation	Staff Member	
Risk Management	<input checked="" type="checkbox"/>		APR 29 2025	B. Morgan	
Police	<input checked="" type="checkbox"/>		MAY 02 2025	B. Goodin	
Fire	<input checked="" type="checkbox"/>		APR 29 2025	D. Henson	
Inspection					
Safety and Licensing			5-14-25		
Common Council			5-21-25		
COI on File?	Denial Reasoning		Date Issued	Expiration Date	License Number
<input checked="" type="radio"/> YES <input type="radio"/> NO					

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

TAXICAB/LIMOUSINE/COMMERCIAL QUADRICYCLE
COMPANY LICENSE INFORMATION

- Taxicab/Limousine Service Company Licenses are required within the City of Appleton when individuals are intending to operate a taxicab or limousine company. See City of Appleton Municipal code Sec. 9-721 for more information and definitions.
 - Commercial Quadricycles as defined in §340.01(8m) of the Wisconsin Statutes are to be licensed as limousines.
- The process to obtain a Taxicab/Limousine Service License takes approximately 3 weeks from the date of application until the date of issuance and requires approval from several City departments, the Safety and Licensing Committee and the Common Council.
 - When applying for a Commercial Quadricycle license, proposed route maps are required to be submitted attached to the application. These maps are then reviewed for approval by the Appleton Police Department. See City of Appleton Municipal code Sec. 9-729 for more information.
- If your company is licensed in another Wisconsin municipality you are exempt from paying a fee to the City of Appleton. A completed, signed application form along with a current Certificate of Insurance is all that is required for the company.
- Each Taxicab/Limousine Service Company License includes a single Taxicab Driver's License.

Unit	<u>Make/Model</u>	<u>Capacity</u>	<u>WI License</u>
111	2014 Hyundai Equus	5	190VSW
401	2021 Lincoln Navigator	5	AAK1520
402	2019 Lincoln MKT	4	AYL4480
467	2008 Toyota Sequoia	6	299ZNE
475	2014 Chrys T & C	5	AYH3343
485	2012 Toyota Sienna	7	ADF4993
497	2013 Chrysler Town and Country	7	AKZ4161
499	2010 Chrysler Town and Country	7	AKZ4113
503	2014 Dodge Grand Caravan	7	AMG1092
514	2017 GMC Terrain	3	ANP4028
515	2016 Jeep Cherokee Wagon 4 door	3	ANP4029
517	2014 Hyundai Sonata	3	ASJ6104
518	2009 Mazda	5	ASJ8800
521	2017 Chrysler Pacifica LX	5	ASU3855
524	2014 Ford Transit Connect	5	AUG5379
526	2015 Toyota Sienna	5	ATT6681
527	2015 Toyota Sienna	5	APD8270
534	2017 Kia Sedona	5	AYK7780
538	2014 Lexus RX	5	AZW7124
539	2025 Nissan Rogue	3	BAC-6302

Form
AB-200

Alcohol Beverage License Application

For Municipal Use Only	
Municipality	Appleton
License Period	

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

- ☐ Class "A" Beer \$ _____
- ☒ Class "B" Beer \$ 100
- ☐ "Class A" Liquor \$ _____
- ☒ "Class B" Liquor \$ 500
- ☐ "Class A" Liquor (cider only) \$ _____
- ☐ Reserve "Class B" Liquor \$ _____
- ☐ "Class C" Liquor (wine only) \$ _____
- Deposit \$50

Fees	
License Fees	\$600
Background Check Fee	\$ 7
Publication Fee	\$ 60
Total Fees	\$ 667

Part A: Premises/Business Information

1. Legal Business Name (individual name if sole proprietorship) Brewsky's Good Times LLC			
2. Business Trade Name or DBA Brewsky's			
3. FEIN		4. Wisconsin Seller's Permit Number 456-1032013238-04	
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 3/28/2025	
8. Wisconsin DFI Registration Number B121894			
9. Premises Address 313 E Calumet St			
10. City Appleton		11. State WI	12. Zip Code 54915
13. County Outagamie	14. Governing Municipality: <input checked="" type="checkbox"/> City <input type="checkbox"/> Town <input type="checkbox"/> Village of: Appleton		15. Aldermanic District
16. Premises Phone 920-810-0247	17. Premises Email brox1710@gmail.com		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. Liquor will be kept in Dining Room, Bar Area, outdoor Area, cooler, kitchen, closets (roughly 1200-1400 sq feet)			
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. <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.

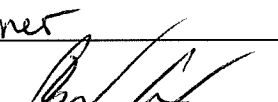
Last Name	First Name	Title	Phone
Cox	Bradford	owner	

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 Cox	First Name Bradford	M.I. M
Title owner	Email	Phone
Signature 		Date 4-1-2025

Part E: For Clerk Use Only

Date Application Was Filed With Clerk 4/1/25	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)

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

Part A: Business Information

1. Legal Business Name (individual name if sole proprietor)

Brewsky's Good Times LLC

2. Business Trade Name or DBA

Brewsky's

3. Entity Type (check one)

- ☒ 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.

Part B: Agent Information

1. Last Name

Cox

2. First Name

Brackford

3. M.I.

M

4. Email

5. Phone

6. Home Address

2116 Henry St Apt 9

7. City

Neenah

8. State

WI

9. Zip Code

54956

10. Age

11. Drivers License/State ID Number

12. Drivers License/State ID State of Issuance

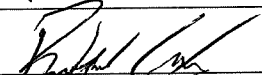
Part C: Agent Questions

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

Continued →

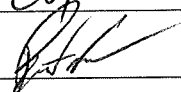
Part D: Business Attestation

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 Cox	First Name Bradford	M.I. M
Title Owner	Email	Phone
Signature 		Date 4-1-2025

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 Cox	First Name Bradford	M.I. M
Signature 		Date 2025



City of Appleton

Alcohol License Questionnaire

1. Applicant Name: Bradford M Cox

2. Business Name: Brewsky's

Date the LLC/corporation/partnership/sole proprietorship commenced: 3/28/2025

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: 313 E. Calumet St Appleton WI 54915

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: Bar/Tavern

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? May 1 - 2025

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? May 8 2025

9. Will your business sell or serve food?

Yes ☒ If yes, please describe the type of food offerings available But not for
6 months

No ☐

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

Seating Capacity: Inside: 100

Outside: 10

Operating Days/Hours: Inside: 11 AM - 2 AM

Outside: 11 AM - 2 AM

Employees/Staff (per shift/day) Number of Personnel: 2


Approximate floor building area of the premises to be licensed: 1200 sq. ft.

Approximate outdoor area of the premises to be licensed: 100 sq. ft.

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

Business will open at 11 AM and ~~close~~
close when the night gets slow by 2 AM
if not way earlier.

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

4-18-2025
Date

Form
AB-200

Alcohol Beverage License Application

For Municipal Use Only	
Municipality	CITY OF APPLETON
License Period	July 1, 2025

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

- ☐ Class "A" Beer \$ _____
- ☒ Class "B" Beer \$ 100
- ☐ "Class A" Liquor \$ _____
- ☒ "Class B" Liquor \$ 500
- ☐ "Class A" Liquor (cider only) \$ _____
- ☐ "Class C" Liquor (wine only) \$ _____
- Reserve "Class B" Liquor \$ _____
- Deposit \$ 50

Fees	
License Fees	\$ 600
Background Check Fee	\$
Publication Fee	\$ 60
Total Fees	\$ 660

Part A: Premises/Business Information

1. Legal Business Name (individual name if sole proprietorship)

Bowinator LLC

2. Business Trade Name or DBA

Ukiyo

3. FEIN

4. Wisconsin Seller's Permit Number

456-1031197907-04

5. Entity Type (check one)

- ☐ Sole Proprietor ☐ Partnership ☒ Limited Liability Company ☐ Corporation ☐ Nonprofit Organization

6. State of Organization

Wisconsin

7. Date of Organization

12/23/22

8. Wisconsin DFI Registration Number

B110920

9. Premises Address

207 W. College Ave

10. City

Appleton, WI

11. State

WI

12. Zip Code

54911

13. County

Outagamie

14. Governing Municipality: ☒ City ☐ Town ☐ Village

of: Appleton

15. Aldermanic District

11

16. Premises Phone

(920) 903-4959

17. Premises Email

colb.schied@gmail.com

18. Website

N/A

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.

1200 sq ft All alcohol will be sold, stored, and consumed on the first floor of the building and stored behind the bar and served in the dining area. y. Towards the back first floor is a law office and upstairs is a salon where no alcohol will be.

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? ☐ Yes ☐ No

Law/Ordinance Violated

Location

Trial Date

Penalty Imposed

Was sentence completed? ☐ Yes ☐ 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.

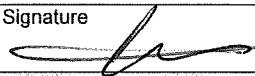
Last Name	First Name	Title	Phone
Schriedermayer	Corbin	Owner	

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 Schriedermayer	First Name Corbin	M.I.
Title Owner	Email	Phone
Signature 		Date 4/21/25

Part E: For Clerk Use Only

Date Application Was Filed With Clerk 4/22/25	License Number	Date License Granted	Date License Issued
Signature of Clerk/Deputy Clerk			Date Provisional License Issued (if applicable)

Form
AB-101

Alcohol Beverage
Appointment of Agent

Date 4/21/25

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)

Bowinster LLC

2. Business Trade Name or DBA

Ukiyo

3. Entity Type (check one)

☒ 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.

Part B: Agent Information

1. Last Name

Schiedermaier

2. First Name

Carla

3. M.I.

4. Email

5. Phone

6. Home Address

928 W. Hawes Ave

7. City

Appleton

8. State

WI

9. Zip Code

54914

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? ☒ Yes ☐ No
Submit proof of completion.


2. Have you completed Form AB-100, *Alcohol Beverage Individual Questionnaire*? ☒ Yes ☐ No
Submit a completed Form AB-100 with this form.

3. Have you been a Wisconsin resident for at least 90 continuous days? ☒ 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 <i>Schiedermaier</i>		First Name <i>Corbin</i>		M.I.
Title <i>Owner</i>	Email		Phone	
Signature 			Date <i>4/21/25</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>Schiedermaier</i>		First Name <i>Corbin</i>		M.I.
Signature 			Date <i>4/21/25</i>	



City of Appleton

Alcohol License Questionnaire

1. Applicant Name: Corbin Schiedermayer

2. Business Name: Bowlingstar LLC - Ukiyo

Date the LLC/corporation/partnership/sole proprietorship commenced: 12/23/22

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: 207 W. College Ave 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: coffee shop

If existing building, will there be construction or renovations? ☐ Yes ☒ No

If yes, explain _____

NOTE: Contact the Inspections department (920-832-6411) for information on building codes and permits.

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? 1/1/23

7. Did you purchase the business from another individual or 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? 1/1/23 currently open

9. Will your business sell or serve food?

Yes ☒ If yes, please describe the type of food offerings available _____

No ☐

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

Seating Capacity:

Inside: 20

Outside: N/A

Operating Days/Hours:

Inside: N/A

Outside: N/A

Employees/Staff (per shift/day) Number of Personnel: 2

Approximate floor building area of the premises to be licensed: 1200 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 are a private event space for small gatherings
of up to 20 people max by appointment only

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

4/21/25
Date

Form
AB-101

Alcohol Beverage
Appointment of Agent

Date
4/29/25

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

Part A: Business Information	
1. Legal Business Name (individual name if sole proprietor) Kwik Trip, Inc.	
2. Business Trade Name or DBA Kwik Trip 639	
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
6. Describe the reason for appointing a successor agent, if successor is checked above. New manager assigned to oversee the store.	

Part B: Agent Information			
1. Last Name Chula	2. First Name Amber	3. M.I. L.	
4. Email		5. Phone	
6. Home Address 504 Meadow Heights Rd.			
7. City Black Creek	8. State WI	9. Zip Code 54106	10. Date of Birth
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 (licensee) or Form AB-300, Alcohol Beverage Personal Questionnaire (permittee)?	<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 Zietlow		First Name Scott	M.I. P.
Title President	Email		Phone
Signature <i>Scott P. Zietlow</i>			Date 4-7-25

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 Chula		First Name Amber	M.I. L.
Signature <i>[Signature]</i>		Date 4/10/25	

Form
AB-101Alcohol Beverage
Appointment of AgentDate
4/28/25

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)

SK PIZZERIA PUB LLC

2. Business Trade Name or DBA

PIZZERIA PUB & BAR

3. Entity Type (check one)

- ☒ 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.

New Manager running Bar

Part B: Agent Information

1. Last Name

KAUR

2. First Name

JASPREET

3. M.I.

4. Email

5. Phone

6. Home Address

W6028 BLAZING STAR DR

7. City

APPLETON

8. State

WI

9. Zip Code

54915

10. Date of Birth

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? ☒ Yes ☐ No
Submit proof of completion.
2. Have you completed Form AB-100, *Alcohol Beverage Individual Questionnaire* (licensee) or
Form AB-300, *Alcohol Beverage Personal Questionnaire* (permittee)? ☒ Yes ☐ No
3. Have you been a Wisconsin resident for at least 90 continuous days? ☒ 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 SINGH		First Name SATBIR		M.I.
Title OWNER	Email		Phone	
Signature <i>Satbir Singh</i>			Date 04/28/2025	

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 KAUR		First Name JASPREET		M.I.
Signature <i>Jaspreet Kaur</i>			Date 04/28/2025	



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

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

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 Rec'd 4/17/25
Total \$ 172.00
Receipt #: 8449-3

SECTION 1 - APPLICANT INFORMATION

Applicant Name (First, MI, Last) <u>Meghan M. Kelter</u>		Date of Birth	
Home Address <u>8355 mud creek Rd</u>	City <u>Larsen</u>	State <u>WI</u>	Zip Code <u>54947</u>
Applicant Drivers License/State ID Number		DL/ID State of Issuance	
Phone Number (Required)		Email Address	
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>Ye Old Goat</u>	<u>1919 E Calumet</u>	<u>Appleton</u>	<u>WI</u>	<u>54915</u>	<u>920-243-4014</u>
Owner's Name <u>Meghan Kelter</u>					
Business Manager's Name <u>Meghan Kelter</u>	<u>8355 mud creek Rd</u>	<u>Larsen</u>	<u>WI</u>	<u>54947</u>	
Building Owner's Name <u>Rollie Winter Assoc. #A</u>	<u>3315 N Ballard</u>	<u>Appleton</u>	<u>WI</u>	<u>54911</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: Ye Old Goat LLC State of Incorp. (if applicable)

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		

(SEE BACK)

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:

Meghan M. Keen

Date:

3, 26, 25**FOR OFFICE USE ONLY**

Department	Approve	Deny	Staff Member	Reason
Police				
Fire				
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 1st- December 31st, 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.

2025-2026 CIGARETTE, TOBACCO, AND ELECTRONIC VAPING DEVICE RENEWALS

TRADE NAME	BUSINESS NAME	ADDRESS
APPLETON CLARK	THAPA PETROLEUM LLC	1200 W WISCONSIN AVE
APPLETON HILTON	DRIFTWOOD SPECIAL SERVICING LLC	333 W COLLEGE AVE
APPLETON MOTOMART #4404	FKG OIL COMPANY	3400 E CALUMET ST
A-Z TOBACCO	A-Z TOBACCO INC	201 W NORTHLAND AVE STE K
BADGER GAS	BADGER GAS INC	911 W COLLEGE AVE
BADGER MOBIL	SK GAS MART LLC	1201 N BADGER AVE
BADGER MOTOMART #3410	FKG OIL COMPANY	1850 W WISCONSIN AVE
BALLARD MOTOMART #3415	FKG OIL COMPANY	2838 N BALLARD RD
B.P.	D.K. PETROLEUM INC	2619 N RICHMOND ST
CALUMET PANTRY	AADYA LLC	319 E CALUMET ST
DR. JEKYLL'S	STRANGE CASE LLC	314 E COLLEGE AVE
FESTIVAL FOODS	SKOGEN'S FOODLINER INC	3800 EMERALD DR EAST
FLANAGAN'S STOP & SHOP	PATRICK FLANAGAN	522 W COLLEGE AVE
HOLY SMOKES	NLC WIS CORPORATION	2929 N RICHMOND ST STE 1, 2
JIM'S PLACE	DDCT INC	223 E COLLEGE AVE
KENSINGTON MOTOMART #3414	FKG OIL COMPANY	320 S KENSINGTON DR
KWIK TRIP #181	KWIK TRIP INC	730 E WISCONSIN AVE
KWIK TRIP #182	KWIK TRIP INC	306 N RICHMOND ST
KWIK TRIP #200	KWIK TRIP INC	2120 E EDGEWOOD DR
KWIK TRIP #639	KWIK TRIP INC	2175 S MEMORIAL DR
KWIK TRIP #678	KWIK TRIP INC	3232 S ONEIDA ST
KWIK TRIP #685	KWIK TRIP INC	4085 E CALUMET ST
MEMORIAL LIQUOR	NEPAL LLC	415 S MEMORIAL DR
MISSFITS TAVERN	ELDORADO MOON LLC	317 N APPLETON ST
NANGLO MOMOS & CURRY	1619 COLLEGE AVE LLC	1619 W COLLEGE AVE
NEWBERRY MOBIL	SG PETROLEUMS LLC	2811 E NEWBERRY ST
NORTHLAND MOBIL	DEPU LLC	105 W NORTHLAND AVE
PICK'N SAVE #123	ULTIMATE MART LLC	2700 N BALLARD RD
PICK'N SAVE #187	ULTIMATE MART LLC	511 W CALUMET ST
RICHMOND CITGO	SAI KRUPA LLC	1601 N RICHMOND ST
RICHMOND MOBIL	BSS CORPORATION	3401 N RICHMOND ST
STOP-N-GO #556	KWIK TRIP INC	1342 W PROSPECT AVE
THE DISPENSARY	D8D BY H4H LLC	3020 E COLLEGE AVE STE F
THE PUB & GRILL	RICHMOND BAR & GRILL LLC	2611 N RICHMOND ST
TRUE NORTH ENERGY #822	TRUE NORTH ENERGY LLC	3411 N BALLARD RD
VALLEY MOBIL	VAN ZEELAND OIL INC	2661 S ONEIDA ST
WISCONSIN AVE PANTRY	JALIYAN GAS LLC	111 W WISCONSIN AVE

Form
CTV-100

**Cigarette, Tobacco, and Electronic Vaping
Device Retail License Application**

FOR CLERKS ONLY	
Municipality	Appleton
License Period	

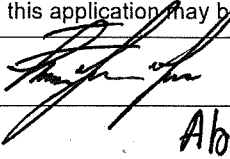
Part A: Premises/Business Information

1. Legal Business Name (individual name if sole proprietor) AY Trading Inc		
2. Business Trade Name or DBA Smokes and Vape		
3. FEIN	4. Wisconsin Seller's Permit Number 4561032045862 - 04	
5. Entity Type (check one) <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Company <input checked="" type="checkbox"/> Corporation		
6. State of Organization Wisconsin	7. Date of Organization March 2026	8. Wisconsin DFI Registration Number A115903
9. Premises Address (do not use PO Box) 2448 W College Ave		
10. City Appleton	11. State WI	12. Zip Code 54914
13. County Outagamie	14. Governing Municipality: <input checked="" type="checkbox"/> City <input type="checkbox"/> Town <input type="checkbox"/> Village of: Appleton	15. Aldermanic District
16. Mailing Address (if different from premises address)		
17. City	18. State	19. Zip Code
20. Premises Phone 612 479 3069	21. Premises Email ismailabu yosef@gmail.com	22. Website
23. Premises Description - Describe the building or buildings where cigarettes, tobacco products, and electronic vaping devices are to be sold and stored. Describe all rooms including living quarters, if used, for the sales and/or storage of cigarettes, tobacco products, and electronic vaping devices and records. Cigarettes, tobacco products, and electronic vaping devices may be sold and stored ONLY on the premises described in this application. Attach a floor plan if possible. 2000 sqf retail store. goods will be sold behind a counter.		

Part B: Questions

1. What products will be sold at this business location? (check all that apply) <input checked="" type="checkbox"/> Cigarettes <input checked="" type="checkbox"/> Tobacco Products <input checked="" type="checkbox"/> Electronic Vaping Devices		
2. How will cigarettes, tobacco, and/or electronic vaping devices be sold? (check all that apply) <input checked="" type="checkbox"/> Over the counter <input type="checkbox"/> Vending machine		
3. Is the applicant business owned by another business entity? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, provide the name and FEIN of the parent company below, identify parent company members in Part C, and attach Form CTV-101 for all of the parent company's members, partners, or officers. 3a. Name of Parent Company: _____ 3b. FEIN of Parent Company: _____		

Part C: Individual Information			
An Individual Questionnaire, Form CTV-101, must be completed and attached to this application for each person involved in the applicant business and any parent company indicated in Part B. Such persons include: sole proprietor, all officers and agents of a corporation, all partners of a partnership, and all members and agents of a limited liability company.			
List the full name, title, and phone number for each person below. Attach additional sheets if necessary.			
Last Name	First Name	Title	Phone
Abu Yosef	Ismail	Owner	

Part D: Attestation	
One of the following must sign and attest to this application:	
<ul style="list-style-type: none"> • sole proprietor • one general partner of a partnership • one corporate officer • one managing member of an LLC 	
READ CAREFULLY BEFORE SIGNING:	
I understand and agree to the following:	
<ul style="list-style-type: none"> • I will only purchase cigarettes, tobacco, and vapor products from distributors, jobbers, or subjobbers permitted by the Wisconsin Department of Revenue, unless I also hold the proper distributor's permit and pay all applicable excise taxes. • I will not purchase or exchange products from another retailer, including transferring existing stock to a new owner. • I will provide tobacco sales training that has been approved by the Wisconsin Department of Health Services to my employees. (https://witobaccocheck.org). • I will not sell single cigarettes. • I will not sell, give, or otherwise provide cigarettes, tobacco, or any nicotine products to minors. • I will keep product invoices on the licensed premises for two years and ensure the records are available for inspection by law enforcement. Failure to comply with this will result in criminal penalties, including loss of inventory. • I will not sell cigarettes or roll-your-own (RYO) tobacco products unless listed on the Wisconsin Department of Justice's directory of certified tobacco manufacturers and brands. 	
Further, under penalty provided by law, I state that this application has been truthfully answered to the best of my knowledge. I agree to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, cannot be assigned to another. Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000.	
Signature	Date
	3/26/2025
Name (Last, First, M.I.)	
Abu Yosef, Ismail I.I	
Title	Email
Owner	

Part E: For Clerk Use Only			
Date application was filed with clerk	Date license issued	Date license expires	License number
4/25/25			
License fees	Signature of Clerk/Deputy Clerk		

Form
CTV-102

**Cigarette, Tobacco, and Electronic Vaping Device
Appointment of Agent**

Date 3/26/2025

Agent Type (check one): ☒ Original ☐ Change

Part A: Agent Information

1. Last Name <u>Abu Yosef</u>	2. First Name <u>Ismail</u>	3. M.I. <u>I.I</u>
4. Email		5. Phone
6. Home Address <u>3860 Ballantyne Road, Apt 9</u>		
7. City <u>Eagan</u>	8. State <u>Mn</u>	9. Zip Code <u>55122</u>
10. Date of Birth	11. Drivers License/State ID Number	12. Drivers License/State ID State of Issuance

Part B: Questions


1. Have you completed Form CTV-101, *Cigarette, Tobacco, and Electronic Vaping Device License - Individual Questionnaire*? Submit a completed Form CTV-101 with this form. ☒ Yes ☐ No
2. If this is a change of agent, please describe the reason for the agent change. Attach additional sheets if necessary.

Part C: Business Information

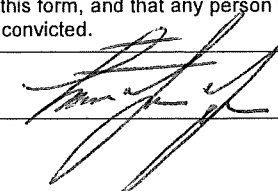
1. Legal Business Name (individual name if sole proprietor) <u>AY Trading Inc</u>		
2. Business Trade Name or DBA <u>Smokes and Vape</u>		
3. Entity Type (check one) <input type="checkbox"/> Limited Liability Company <input checked="" type="checkbox"/> Corporation		
4. Premises Address <u>2448 W College Ave</u>		
5. City <u>Appleton</u>	6. State <u>WI</u>	7. Zip Code <u>54914</u>

Part D: Attestations

READ CAREFULLY BEFORE SIGNING: I, the Licensee, authorize the above-named individual to act for the above-named corporation or limited liability company with full authority and control of the premises and of all business relative to cigarettes, tobacco products, and/or electronic vaping devices conducted therein. I certify that I am authorized by the 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.

Signature of Licensee (officer, member, or authorized signatory) 	Date <u>4/2/2025</u>
Name of Person Signing for Licensee <u>Ismail Abu Yosef</u>	Title <u>Owner</u>

READ CAREFULLY BEFORE SIGNING: I, the Agent, hereby accept this appointment as agent for the above-named corporation or limited liability company and assume full responsibility for the conduct of all business relative to sales of cigarettes, tobacco products, and/or electronic vaping devices conducted 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 form, and that any person who knowingly provides materially false information on this form may be required to forfeit not more than \$1,000 if convicted.

Signature of Agent 	Date <u>4/2/2025</u>
---	-------------------------

**Cigarette, Tobacco, and Electronic Vaping
Device Retail License Application**

FOR CLERKS ONLY	
Municipality	Appleton
License Period	25-26

Part A: Premises/Business Information

1. Legal Business Name (individual name if sole proprietor) Esales inc			
2. Business Trade Name or DBA The Flower Pot			
3. FEIN		4. Wisconsin Seller's Permit Number 456-1027038277-03	
5. Entity Type (check one) <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Company <input checked="" type="checkbox"/> Corporation			
6. State of Organization WI		7. Date of Organization 12/16/2009	
8. Wisconsin DFI Registration Number 5040006			
9. Premises Address (do not use PO Box) 2310 W college Ave			
10. City Appleton		11. State WI	12. Zip Code 54914
13. County Outagamie	14. Governing Municipality: <input checked="" type="checkbox"/> City <input type="checkbox"/> Town <input type="checkbox"/> Village of:		15. Aldermanic District
16. Mailing Address (if different from premises address)			
17. City		18. State	19. Zip Code
20. Premises Phone 920-441-0016		21. Premises Email wireless 7jb@gmail	22. Website TheFlowerPot.life
23. Premises Description - Describe the building or buildings where cigarettes, tobacco products, and electronic vaping devices are to be sold and stored. Describe all rooms including living quarters, if used, for the sales and/or storage of cigarettes, tobacco products, and electronic vaping devices and records. Cigarettes, tobacco products, and electronic vaping devices may be sold and stored ONLY on the premises described in this application. Attach a floor plan if possible. 20' x 20' store front			

Part B: Questions

1. What products will be sold at this business location? (check all that apply) <input type="checkbox"/> Cigarettes <input type="checkbox"/> Tobacco Products <input checked="" type="checkbox"/> Electronic Vaping Devices	
2. How will cigarettes, tobacco, and/or electronic vaping devices be sold? (check all that apply) <input checked="" type="checkbox"/> Over the counter <input type="checkbox"/> Vending machine	
3. Is the applicant business owned by another business entity? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, provide the name(s) and FEIN(s) of the business entity(s) below. Attach additional sheets if necessary 3a. Name of Business Entity: _____ 3b. FEIN of Business Entity: _____	

Part C: Individual Information

List the name, title, and phone number for each person or entity holding the following titles or positions in the applicant business and any businesses listed in Part B, Question 3: sole proprietor: all officers, directors, and agents of a corporation: all partners of a partnership: and all members and agents of a limited liability company. Attach additional sheets if necessary.

Include Form CTV-101, *Individual Questionnaire*, for each person listed below.

Last Name	First Name	Title	Phone
Hartwell	Tye	CEO	

Part D: Attestation

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

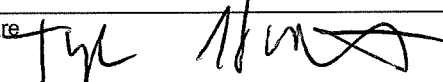
- sole proprietor • one general partner of a partnership • one corporate officer • one managing member of an LLC

READ CAREFULLY BEFORE SIGNING:

I understand and agree to the following:

- I will only purchase cigarettes, tobacco, and vapor products from distributors, jobbers, or subjobbers permitted by the Wisconsin Department of Revenue, unless I also hold the proper distributor's permit and pay all applicable excise taxes.
- I will not purchase or exchange products from another retailer, including transferring existing stock to a new owner.
- I will provide tobacco sales training that has been approved by the Wisconsin Department of Health Services to my employees. (<https://witobaccocheck.org>).
- I will not sell single cigarettes.
- I will not sell, give, or otherwise provide cigarettes, tobacco, or any nicotine products to minors.
- I will keep product invoices on the licensed premises for two years and ensure the records are available for inspection by law enforcement. Failure to comply with this will result in criminal penalties, including loss of inventory.
- I will not sell cigarettes or roll-your-own (RYO) tobacco products unless listed on the Wisconsin Department of Justice's directory of certified tobacco manufacturers and brands.

Further, under penalty provided by law, I state that this application has been truthfully answered to the best of my knowledge. I agree to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, cannot be assigned to another. Any 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. 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	5-1-25
Name (Last, First, M.I.)			
Hartwell	Tye	D	
Title	CEO	Email	
			Phone

Part E: For Clerk Use Only

Date application was filed with clerk	Date license issued	Date license expires	License number
5/1/25			
License fees	Signature of Clerk/Deputy Clerk		

Cigarette, Tobacco, and Electronic Vaping Device
Appointment of Agent

Date

Agent Type (check one): ☒ Original☐ Change

Part A: Agent Information

1. Last Name Herrwell	2. First Name TYC	3. M.I. D
4. Email	5. Phone	
6. Home Address 2099 River Point CT		
7. City De Pere	8. State WI	9. Zip Code 54115
10. Date of Birth	11. Drivers License/State ID Number	12. Drivers License/State ID State of Issuance

Part B: Questions

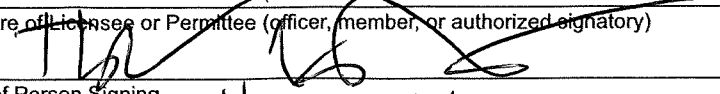
1. Have you completed Form CTV-101, *Cigarette, Tobacco, and Electronic Vaping Device - Individual Questionnaire*? Submit a completed Form CTV-101 with this form. ☒ Yes ☐ No
2. If this is a change of agent, please describe the reason for the agent change. Attach additional sheets if necessary.

Part C: Business Information

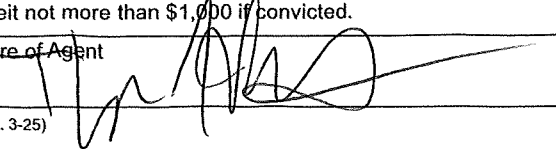
1. Legal Business Name (individual name if sole proprietor) ESales inc		
2. Business Trade Name or DBA The Flower Pot		
3. Entity Type (check one) <input type="checkbox"/> Limited Liability Company <input checked="" type="checkbox"/> Corporation		
4. Premises Address 2310 W College Ave		
5. City Appleton	6. State WI	7. Zip Code 54914

Part D: Attestations

READ CAREFULLY BEFORE SIGNING: I, the **Licensee or Permittee**, authorize the above-named individual to act for the above-named corporation or limited liability company with full authority and control of the premises and of all business relative to cigarettes, tobacco products, and/or electronic vaping devices conducted therein. I certify that I am authorized by the 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.

Signature of Licensee or Permittee (officer, member, or authorized signatory) 	Date 5-1-25
Name of Person Signing TJC Herrwell	Title CEO

READ CAREFULLY BEFORE SIGNING: I, the **Agent**, hereby accept this appointment as agent for the above-named corporation or limited liability company and assume full responsibility for the conduct of all business relative to sales of cigarettes, tobacco products, and/or electronic vaping devices conducted 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 form, and that any person who knowingly provides materially false information on this form may be required to forfeit not more than \$1,000 if convicted.

Signature of Agent 	Date 5-1-25
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DEPARTMENT OF
**LEGAL AND
ADMINISTRATIVE
SERVICES**

OFFICE OF THE CITY CLERK

100 N Appleton Street
Appleton, WI 54911
p: 920.832.6443
f: 920.832.5823
www.appletonwi.gov

MEMORANDUM

Revision to Chapter 9 of the Municipal Code: Salvage Dealers

Date: May 5, 2025

To: Safety & Licensing Committee, Christopher Croatt – Chair;
Common Council

From: Kami Lynch, City Clerk *KL*

Encl: Municipal Code Sec. 9-387 Redlined

Appleton Municipal Code Sec. 9-386 requires a person who engages in the business of buying or selling junk or salvage in the City, to obtain a salvage dealer license.

Sec.9-387. Application for license, requires that *“every application shall be signed and acknowledged before a notary public or other officer authorized to administer oaths”*.

I am requesting revision to Sec. 9-387 of the Municipal Code to remove the above section requiring that applications be signed and acknowledged before a notary public or other officer authorized to administer oaths. This is the only license application within the Office of the City Clerk that has this requirement. This requirement creates issues with the timeliness and appropriate filing of Salvage Dealer License applications as many of these are submitted by mail. I am recommending this change for consistency and equity among license applications.

Please reach out, should you have any questions regarding this proposal.

DIVISION 2. SALVAGE DEALERS**

Sec. 9-386. License required.

No person in the City shall keep, conduct or maintain any building, structure, yard or place for keeping, storing or piling in commercial quantities, whether temporarily, irregularly or continually, or for the buying and selling or picking up and selling at retail or wholesale or dealing in any old, used or secondhand materials of any kind, including cloth, rags, clothing, paper, rubbish, bottles, rubber, iron, brass, copper or other metal, furniture, used motor vehicles or the parts thereof, or other article which from its worn condition renders is practically useless for the purpose for which it was made and which is commonly classed as junk or salvage, nor shall any person engage in the business of buying or selling junk or salvage as described in this section in the City, without first having obtained a license as provided in this division. Any person engaging in the business described in this section shall be known as a salvage dealer.

Sec. 9-387. Application for license.

Every applicant for a license to engage in the business of salvage dealer shall file with the City Clerk a written application upon a form prepared and provided by the City, signed by the applicant. The application shall state:

- (1) The name and residence of the applicant if an individual, partnership or firm, or the names of the principal officers and their residences if the applicant is an association or corporation.
- (2) Whether the applicant or an officer or manager of the applicant has been employed by a salvage dealer or has been a salvage dealer.
- (3) The detailed nature of the business to be conducted and the kind of materials to be collected, bought, sold or otherwise handled.
- (4) The place where such business is to be located or carried on.

Such application shall contain an agreement that the applicant accepts the license, if granted, upon the condition that it may be suspended for cause at any time by the Common Council. ~~Every application shall be signed and acknowledged before a notary public or other officer authorized to administer oaths.~~



CITY OF APPLETON

MEMORANDUM

Date: May 14, 2025
To: City Plan Commission
From: Don Harp, Principal Planner
Subject: Rezoning #2-25 – Dorn Annexation – 4700 N. Richmond Street

GENERAL INFORMATION

Owner/Applicant: David L. Dorn, Trustee for Jane E. Dorn Revocable Trust, owner and City of Appleton Plan Commission, applicant

Address/Parcel Numbers: 4700 N. Richmond Street/ 31-6-5710-00, 31-6-5710-01, 31-6-5710-02, and 31-6-5710-03

Applicant's Request: To assign a zoning classification following the Dorn Annexation pursuant to the annexation petition. The proposed R-1B Single-family District zoning classification is consistent with the current *Comprehensive Plan 2010-2030* Future Land Use Map which identifies this property as future one/two family land use.

Plan Commission Public Hearing Meeting Date: May 14, 2025

Common Council Meeting Date: May 21, 2025

BACKGROUND

April 9, 2025 – The Plan Commission recommended approval of the Dorn Annexation and initiated the zoning map amendment (rezoning) for the subject property from AG Agricultural District to the zoning classification of R-1B Single-family District, pursuant to Section 23-65(h) of the Municipal Code.

April 16, 2025 – The Common Council approved the Dorn Annexation.

April 22, 2025 – The subject parcels were officially annexed to the City at 12:01 a.m.

STAFF ANALYSIS

Existing Site Conditions: The subject parcel, including to the centerline of the adjacent right-of-way, is approximately 95.940 acres m/l. Currently, the subject property is actively used for agricultural purposes.

Surrounding Zoning and Land Uses: The surrounding zoning and uses (north, south, east, and west) are generally residential in nature with a small portion being commercial.

North: City of Appleton. R-1B Single-family District. The adjacent land use to the north is undeveloped land. Town of Grand Chute. The adjacent land uses to the north are residential and undeveloped land.

South: City of Appleton. R-1B Single-family and R-2 Two-family District. The adjacent land uses to the south are residential, stormwater detention pond and lift station.

East: City of Appleton. R-1B Single-family District. The adjacent land uses to the east are residential and public trail.

West: Town of Grand Chute. The adjacent land uses to the west are residential and commercial.

Appleton Comprehensive Plan 2010-2030: The City of Appleton 2010-2030 Comprehensive Plan Map identifies the subject area as future one/two family residential development. The proposed annexation is consistent with the following goals and objectives of the *Comprehensive Plan 2010-2030*.

Goal 1 – Community Growth

Appleton will continue to provide opportunities for residential, commercial, and industrial growth, including appropriate redevelopment sites within the downtown and existing neighborhoods, and greenfield development sites at the City's edge.

Goal 3 – Housing Quality, Variety, and Affordability

Appleton will provide a variety of rental and ownership housing choices in a range of prices affordable to community residents, and ensure that existing housing is adequately maintained in terms of physical quality and market viability.

OBJECTIVE 5.3 Housing and Neighborhoods:

Provide a range of housing options that meet the needs and appeal to all segments of the community and allows residents to age in place.

Policy 5.3.3 Plan for a supply of developable land suitable for residential development.

OBJECTIVE 10.1 Land Use:

Provide an adequate supply of suitable land meeting the demand for development of various land uses.

Proposed Zoning Classification: The R-1B district is intended to provide for and maintain residential areas characterized predominately by single-family, detached dwellings on medium sized lots while protecting residential neighborhoods from the intrusion of incompatible non-residential uses. Per Section 23-93(g) of the Municipal Code, the development standards for single-family detached dwellings in the R-1B District are listed below:

(1) **Minimum lot area:** 6,000 square feet.

(2) **Maximum lot coverage:** 50%.

(3) **Minimum lot width:** 50 feet.

(4) **Minimum front yard:**

a. 20 feet.

b. 25 feet on an arterial street.

(5) **Minimum rear yard:** 25 feet.

(6) **Minimum side yard:** 6 feet.

(7) **Maximum building height:** 35 feet.

Standards for zoning map amendments. Per Section 23-65(e), all recommendations for zoning amendments shall be consistent with the adopted plans, goals and policies of the City and with the purpose and intent of this zoning ordinance. It would appear the criteria established has been satisfied. Related excerpts are listed below.

(1) Prior to making a recommendation on a proposed zoning amendment, the Plan Commission shall make a finding to determine if the following conditions exist. No zoning amendment shall be approved prior to finding at least one (1) of the following:

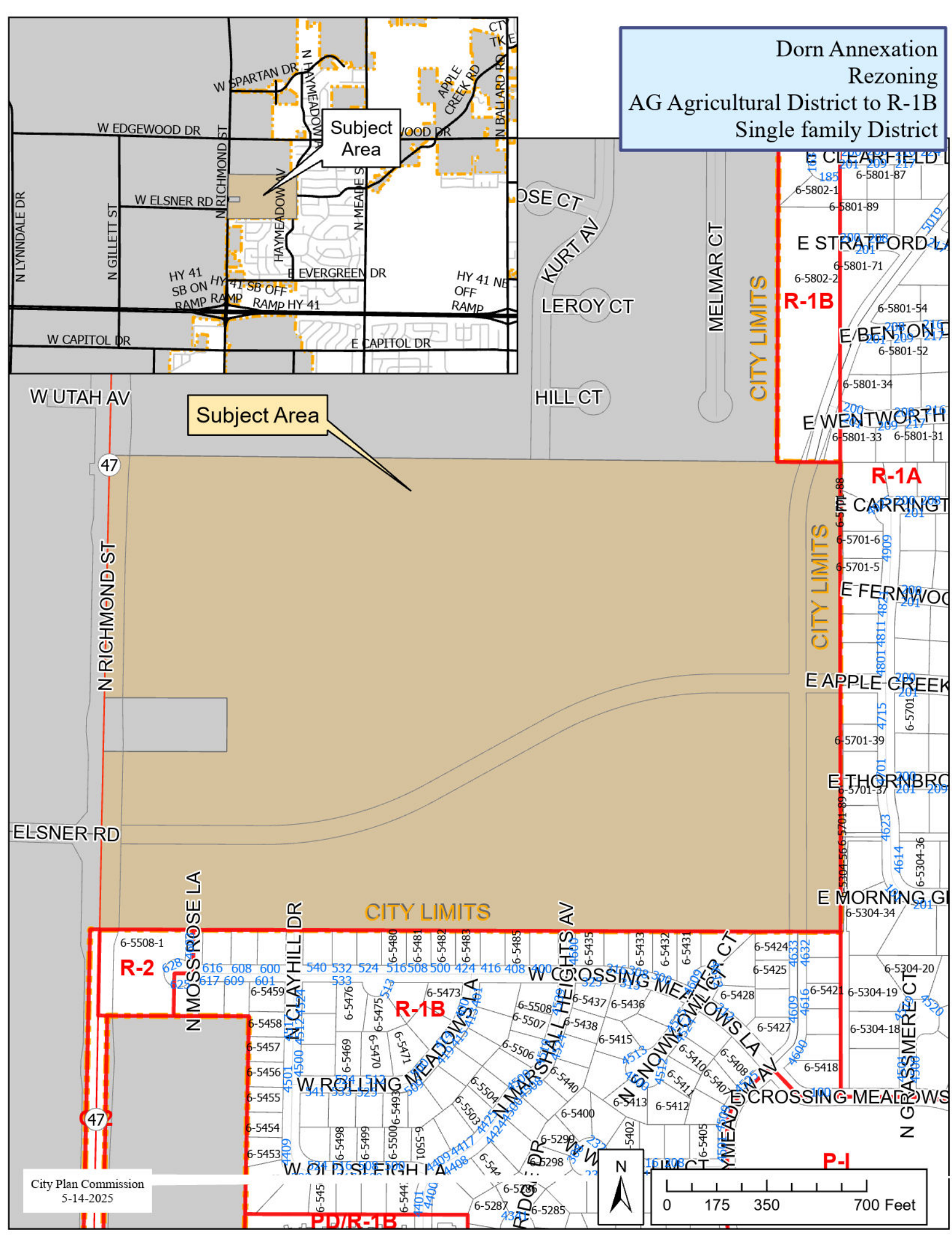
- a. The request for a zoning amendment is consistent with the Comprehensive Plan for the City of Appleton. *The rezoning request is in conformance with the Comprehensive Plan 2010-2030 goals and objectives stated above and the Future Land Use Map, which identifies this area with a future one- and two-family residential designation.*
- b. Factors have changed such as availability to new data, growth patterns and rates, the presence of new road or other infrastructure, additional development, annexation, or other zoning changes, making the subject property more appropriate for a different district.
- c. There is an error in the zoning ordinance text or zoning map as enacted.

Development Review Team (DRT) Report: This item appeared on the March 5, 2025 DRT agenda. No negative comments were received from participating departments.

RECOMMENDATION

Based upon the above analysis and the standards for zoning map amendments as required by Section 23-65(e)(1)a. of the Zoning Ordinance, staff recommends Rezoning #2-25 to rezone the subject property from AG Agricultural District to R-1B Single-family District, including to the centerline of the adjacent right-of-way(s) as shown on the attached map, **BE APPROVED**.

Dorn Annexation
Rezoning
AG Agricultural District to R-1B
Single family District



Dorn Annexation
Rezoning
Ag Agricultural District to R1-B
Single family District
Aerial Map



REVISED

Received March 19, 2025
Appleton Community Development Dept.

LEGAL DESCRIPTION REZONING

ALL OF LOT 2 OF CERTIFIED SURVEY MAP NO. 8713, BEING PART OF THE SOUTHWEST 1/4 OF THE NORTHWEST 1/4, AND ALL OF THE SOUTHEAST 1/4 OF THE NORTHWEST 1/4, AND PART OF THE NORTHEAST 1/4 AND NORTHWEST 1/4 OF THE SOUTHWEST 1/4, ALL IN SECTION 11, TOWNSHIP 21 NORTH, RANGE 17 EAST, CITY OF APPLETON, WISCONSIN, MORE FULLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE WEST 1/4 CORNER OF SAID SECTION 11; THENCE NORTH 01 DEGREES 12 MINUTE 23 SECONDS EAST, ALONG THE WEST LINE OF THE NORTHWEST 1/4 OF SAID SECTION, A DISTANCE OF 292.48 FEET; THENCE SOUTH 89 DEGREES 51 MINUTE 01 SECONDS EAST, ALONG THE SOUTH LINE OF LOT 1 OF CERTIFIED SURVEY MAP NO. 8713, A DISTANCE OF 433.31 FEET; THENCE NORTH 00 DEGREES 08 MINUTES 59 SECONDS EAST, ALONG THE EAST LINE OF LOT 1 OF CERTIFIED SURVEY MAP NO. 8713, A DISTANCE OF 187.95 FEET; THENCE NORTH 89 DEGREES 51 MINUTES 01 SECONDS WEST, ALONG THE NORTH LINE OF LOT 1 OF CERTIFIED SURVEY MAP NO. 8713, A DISTANCE OF 429.85 FEET; THENCE NORTH 01 DEGREES 12 MINUTE 23 SECONDS EAST, ALONG THE WEST LINE OF THE NORTHWEST 1/4 OF SAID SECTION, A DISTANCE OF 849.60 FEET; THENCE SOUTH 89 DEGREES 26 MINUTE 21 SECONDS EAST, ALONG THE NORTH LINE OF SOUTHWEST 1/4 AND SOUTHEAST 1/4 OF THE NORTHWEST 1/4 OF SAID SECTION, A DISTANCE OF 2560.33 FEET; THENCE SOUTH 00 DEGREES 03 MINUTES 00 SECONDS EAST, ALONG THE EAST LINE OF NORTHWEST 1/4 OF SAID SECTION, A DISTANCE OF 1311.48 FEET; THENCE SOUTH 00 DEGREES 03 MINUTES 00 SECONDS EAST, ALONG THE EAST LINE OF SOUTHWEST 1/4 OF SAID SECTION, A DISTANCE OF 331.47 FEET; THENCE NORTH 89 DEGREES 51 MINUTES 24 SECONDS WEST, ALONG THE NORTH LINE OF MARSHALL HEIGHTS II AND MARSHALL HEIGHTS III, A DISTANCE OF 2595.85 FEET; THENCE NORTH 01 DEGREES 04 MINUTES 11 SECONDS EAST, ALONG THE WEST LINE OF THE SOUTHWEST 1/4 OF SAID SECTION, A DISTANCE OF 331.80 FEET TO THE POINT OF BEGINNING. CONTAINING 4,179,159 SQUARE FEET [95.940 ACRES]. SUBJECT TO ALL EASEMENTS AND RESTRICTIONS OF RECORD.

PROJECT NO.: 1-1306-002
DATE: March 19, 2025
FILE: Q:\1-1306-002 N Appleton Prop - Dorn Property\Legal



Martenson & Eisele, Inc.

professionals dedicated to serving people committed to improving their communities

Planning
Environmental
Surveying
Engineering
Architecture

L. Lucht



CITY OF APPLETON

MEMORANDUM

Date: May 14, 2025
To: Plan Commission
From: Lindsey Smith, Principal Planner
Subject: Petition for Direct Annexation by Unanimous Approval Where No Owners/Electors Reside – Dewitt Development Partners, LLC Annexation

GENERAL INFORMATION

Owner/Petitioner: Scott Dewitt, Representative for Dewitt Development Partners, LLC

Address/Parcel Numbers: 6000 Blk of N. French Road / 101156900, 101154800, and 101154900 – Town of Grand Chute

Petitioner's Request: The owner/petitioner is requesting direct annexation by unanimous approval where no owners/electors reside pursuant to Section 66.0217(2), Wisconsin State Statutes of land currently located in the Town of Grand Chute, Outagamie County.

Purpose for Annexation: To allow the property to be developed utilizing City services for anticipated residential subdivision.

Population of Such Territory: 0

Annexation Area: 72.2948 acres m/l

Plan Commission Meeting Date: May 14, 2025

Common Council Meeting Date: May 21, 2025

BACKGROUND

On March 16, 1992, the City of Appleton and the Town of Grand Chute agreed to and entered into an Intermunicipal Boundary Agreement pursuant to Section 66.027 and 66.30 of the Wisconsin State Statutes for the purpose of defining and expanding the provision of governmental services, including water and sewer services, by establishing the City's growth area and establishing provisions for annexation of land within the Town of Grand Chute to the City of Appleton.

On October 9, 2024, City staff reviewed and provided initial comments back to the prospective developer of subject site for a conceptual subdivision layout. Staff will continue to work with the developer of the property to review and provide feedback on future conceptual subdivision layout submittals. This ongoing collaboration is intended to ensure that all municipal requirements are met, and that the development aligns with City goals and policies.

Before the Common Council approves the annexation ordinance, the City must allow a 20-day statutory review period, which starts when the Wisconsin Department of Administration (DOA) receives the annexation application materials and fee. The DOA received the annexation application materials and fee on May 1, 2025.

STAFF ANALYSIS

The Community Development Department staff has reviewed the annexation petition and identified the following:

- Currently, the subject property is undeveloped and farmed. No electors reside in the annexation area.
- The area proposed for annexation is contiguous to the existing City boundary located to the south and west of the annexation area.
- Annexation of the site in question is consistent with the Intermunicipal Boundary Agreement with the Town of Grand Chute.
- City water infrastructure is already installed along French Road. Annexation to the City of Appleton is required before the subject property could connect to the City's public utilities.
- The subject properties are adjacent to North French Road and future North Lightning Drive right-of-way.
- The City can provide Police and Fire services to the subject property.
- The City of Appleton 2010-2030 Comprehensive Plan Map identifies the subject area as future One/Two family residential.
- The owner is requesting the City Plan Commission initiate a zoning map amendment (rezoning) for the annexation area from AG Agricultural District to a zoning classification of R-2 Two-family residential District. This request is consistent with the City of Appleton 2010-2030 Comprehensive Plan Map.

Surrounding Zoning and Land Uses: The surrounding zoning and uses (north, south, east, and west) are generally residential in nature with a small portion being commercial.

North: Town of Grand Chute. The adjacent land uses to the north are residential and undeveloped land.

South: City of Appleton. R-1B Single-family, AG Agricultural District, and P-I Public Institutional. The adjacent land uses to the south are residential, undeveloped, and future North Lightning Drive right-of-way.

Town of Grand Chute. The adjacent land use to the south is undeveloped land.

East: Town of Grand Chute. The adjacent land use to the east is undeveloped land.

West: City of Appleton. R-1B Single-family. The adjacent land use to the west is residential.

Appleton Comprehensive Plan 2010-2030: The City of Appleton 2010-2030 Comprehensive Plan Map identifies the subject area as future one/two family residential development. The proposed annexation is consistent with the following goals and objectives of the *Comprehensive Plan 2010-2030*.

Goal 1 – Community Growth

Appleton will continue to provide opportunities for residential, commercial, and industrial growth, including appropriate redevelopment sites within the downtown and existing neighborhoods, and greenfield development sites at the City's edge.

Goal 3 – Housing Quality, Variety, and Affordability

Appleton will provide a variety of rental and ownership housing choices in a range of prices affordable to community residents, and ensure that existing housing is adequately maintained in terms of physical quality and market viability.

OBJECTIVE 5.3 Housing and Neighborhoods:

Provide a range of housing options that meet the needs and appeal to all segments of the community and allows residents to age in place.

Policy 5.3.3 Plan for a supply of developable land suitable for residential development.

OBJECTIVE 10.1 Land Use:

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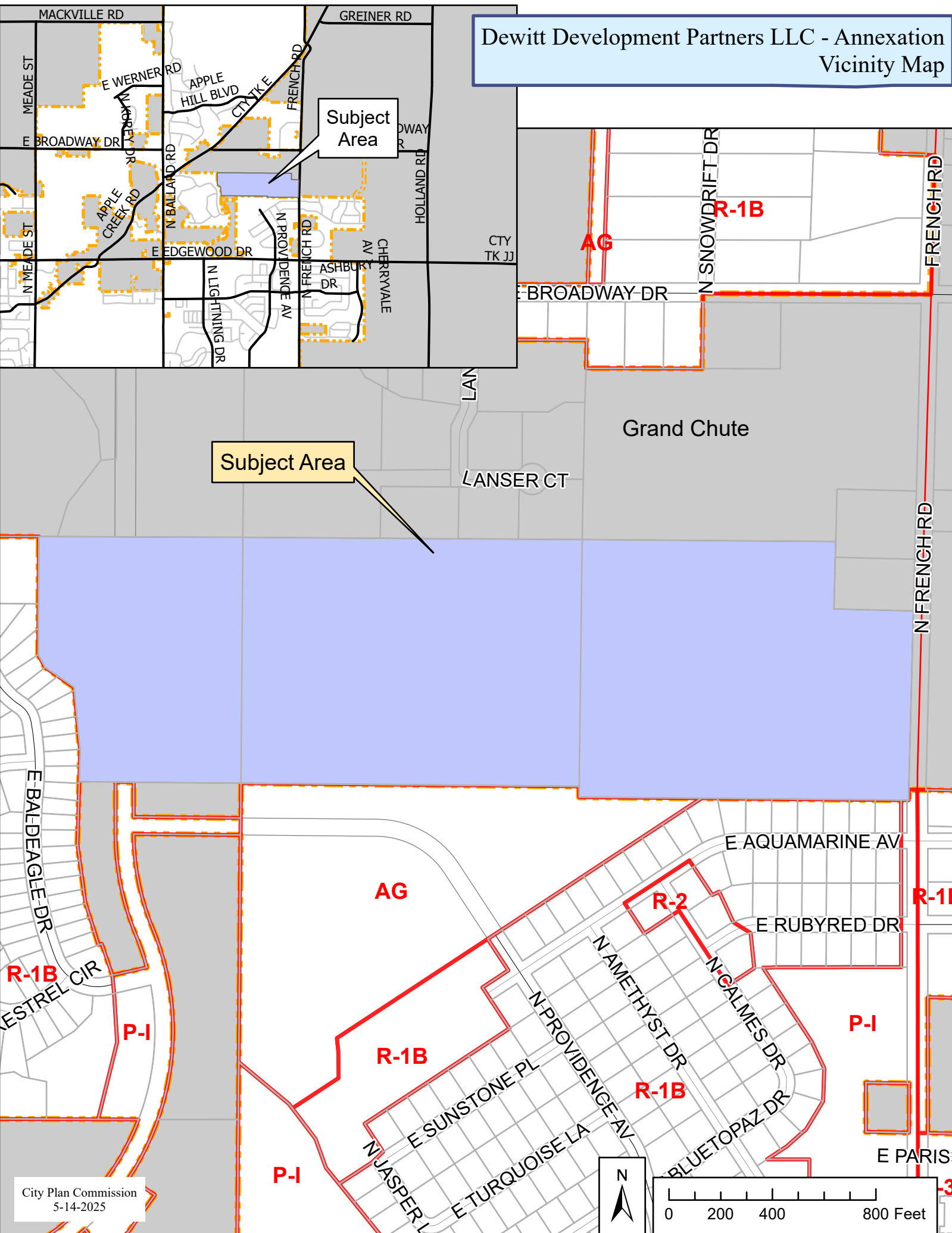
Development Review Team (DRT) Report: This item appeared on the April 1, 2025 Development Review Team agenda. No negative comments were received from participating departments.

RECOMMENDATION

Staff recommends that the Dewitt Development Partners, LLC Annexation, as shown on the attached maps, **BE APPROVED** with the following stipulation:

1. The Plan Commission initiates the zoning map amendment (rezoning) for the subject property from AG Agricultural District to the zoning classification of R-2 Two Family District, pursuant to Section 23-65(h) which is consistent with the *Comprehensive Plan 2010-2030*, pursuant to Section 23-65(e)(1)a. of the Municipal Code.

Dewitt Development Partners LLC - Annexation
Vicinity Map



Subject Area

Subject Area

Grand Chute

LANSEY CT

AG

E AQUAMARINE AV

E RUBYRED DR

R-1B

P-I

R-1B

R-2

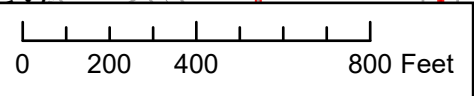
R-1B

P-I

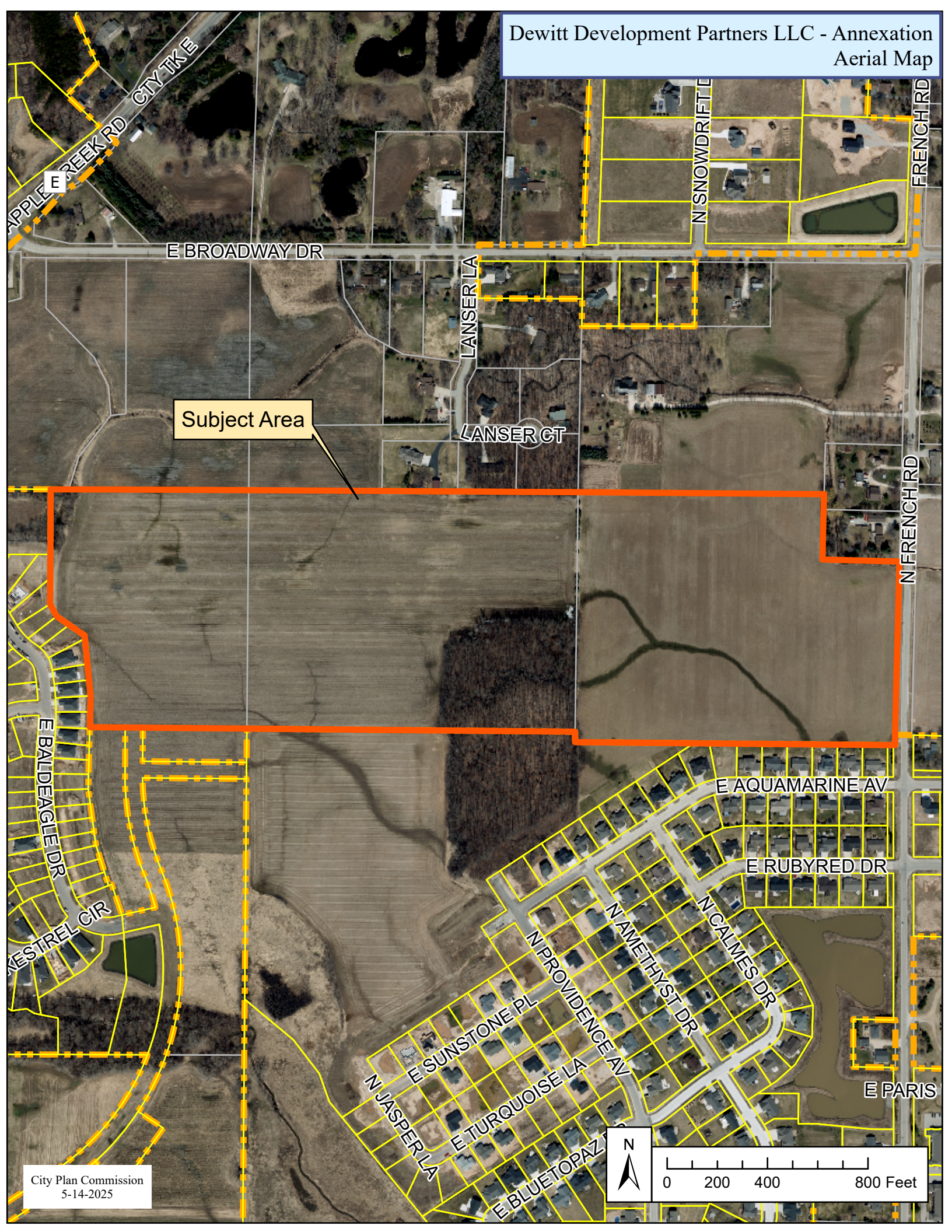
R-1B

P-I

E PARIS



Subject Area





CITY OF APPLETON

PETITION FOR DIRECT ANNEXATION BY UNANIMOUS APPROVAL PURSUANT TO SECTION 66.0217(2), WISCONSIN STATUTES WHERE NO ELECTORS RESIDE IN TERRITORY

I/We, the undersigned, constituting all of the owners of the real property in which no electors reside in the following territory of the town(s) of Grand Chute, Outagamie County, Wisconsin, lying contiguous to the City of Appleton petition the Common Council of the City of Appleton to annex the territory described below and shown on the attached scaled map to the City of Appleton, Outagamie County, Wisconsin.

Part of the Southeast 1/4 of the Fractional Northeast 1/4 and All of the Southwest 1/4 of the Fractional Northeast 1/4 and part of the Southeast 1/4 of the Fractional Northwest 1/4 and part of the Northeast 1/4 of the Southeast 1/4, ALL of Section 6, Township 21 North, Range 18 East, Town of Grand Chute, Outagamie County, Wisconsin, containing 3,149,161 Square Feet (72.2948 Acres) of land described as follows:

Beginning at the East 1/4 Corner of Section 06, Township 21 North, Range 18 East; thence S00°02'25"E along the east line of the Southeast 1/4 of said Section 06, 41.27 feet to the intersection of said east line with the east extension of the north line of Emerald Valley; thence N89°27'33"W along said extension line and along said north line, 1307.67 feet to the west line of the Northeast 1/4 of the Southeast 1/4 of said Section 06; thence N00°12'16"E along said west line, 41.27 feet to the south line of the Fractional Northeast 1/4 of said Section 06; thence N89°27'33"W along said south line, 1307.49 feet to the Center of said Section 06 as monumented; thence N89°27'19"W along the south line of the Fractional Northwest 1/4 of said Section 06, 625.06 feet to the east line of Apple Ridge 2; thence N01°36'33"E along said east line, 119.15 feet; thence N05°33'54"W along said east line, 247.09 feet; thence N55°27'06"W along said east line, 135.41 feet; thence N28°25'33"W along said east line, 55.45 feet; thence N00°20'17"E along said east line, 456.72 feet to the south line of Lot 1, Certified Survey Map No. 8359 and to the north line of the Southeast 1/4 of the Fractional Northwest 1/4 of said Section 06; thence S89°39'43"E along said south line of said Lot 1 and along said north line of said 1/4-1/4 and along the south line of Certified Survey Map No. 7511, 788.41 feet to the southeast corner of said Map No. 7511 and to the west line of the Southwest 1/4 of the Fractional Northeast 1/4 of said Section 06; thence N00°27'15"E along said east line of said Map No. 7511 and along said west line, 1.45 feet to the north line of the Southwest 1/4 of the Fractional Northeast 1/4 of said Section 06 as monumented and to the south line of Certified Survey Map No. 8122; thence S89°37'46"E along said north line as monumented and the south line of said Map No. 8122 and the south line of Certified Survey Map No. 6740 and the south line of Certified Survey Map No. 4280 and along the north line of the Southeast 1/4 of the Fractional Northeast 1/4 said Section 06 as monumented, 2291.51 feet to the west line of lands described in Doc. 1763227; thence S01°26'43"W along said west line and the west line of Lands Described in Doc. 799879, 259.41 feet to the south line of said Doc. 799879; thence S88°09'17"E along said south line, 340.00 feet to the east line of the Fractional Northeast 1/4 of said Section 06; thence S01°26'43"W along said east line, 689.84 feet to the Point Of Beginning. Described Lands are subject to easements and restrictions of record.


I/We, the undersigned, elect that this annexation shall take effect to the full extent consistent with outstanding priorities of other annexation, incorporation, or consolidation proceedings, if any.

I/We further respectfully request that the City Plan Commission initiate a rezoning for the subject property, from AG Agricultural District to a zoning classification of R-2 Two-Family District.

Area of lands to be annexed contains 72.2948 acres m/l.

Tax Parcel number of lands to be annexed: 101156900, 101154800, 101154900.

The current population of such territory is 0.

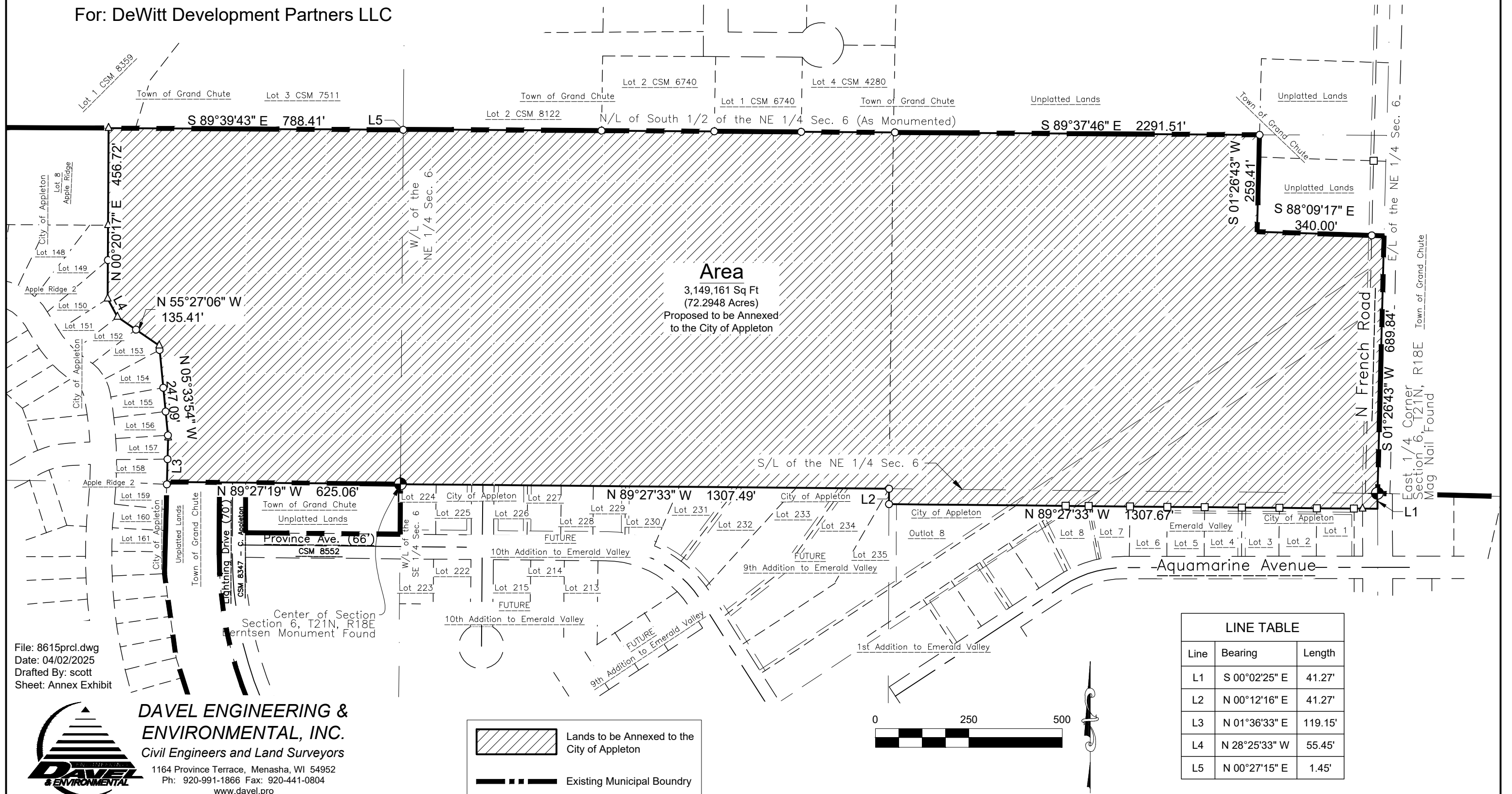
Signature of Petitioner/Owner	Date of Signing	Address of Petitioner (Include Zip Code)
<div><div>DocuSigned by:</div><div></div></div>	4/9/2025	3405 Commerce Ct., Suite C Appleton, WI 54911
<div><div>C-085CF70B7A824E7...</div><div>Scott Dewitt, Representative Dewitt Development Partners, LLC</div></div>		

Exhibit

Annexation Map

Currently Town of Grand Chute, Outagamie County, WI

For: DeWitt Development Partners LLC



File: 8615prcl.dwg
Date: 04/02/2025
Drafted By: scott
Sheet: Annex Exhibit



**DAVEL ENGINEERING &
ENVIRONMENTAL, INC.**

Civil Engineers and Land Surveyors

1164 Province Terrace, Menasha, WI 54952

Ph: 920-991-1866 Fax: 920-441-0804

www.davel.pro



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

TO: Parks and Recreation Committee

FROM: Dean R. Gazza

DATE: May 12, 2025

RE: Action: Approve change to park rules to prohibit alcohol beverages within 20' of any pavilion or playground within a park.

Our department works closely with monitoring behaviors that occur in our parks. An increase in alcohol consumption around park patrons, especially children can be problematic around pavilions and playgrounds.

Pavilions and associated restrooms are open to the public and get substantial usage, but often people congregate around the pavilions to consume beverages. In addition, it is not uncommon to find empty containers and other waste, not properly disposed of which can cause a hazard. To provide an improved environment for park patrons and children we recommend prohibiting alcohol beverages within 20' of any park pavilion or playground within a park.

We also recommend terminating the need to obtain a permit to consumer fermented malt beverages and wine within a park. We have determined that this practice has been ineffective and time consuming for the police department staff. The permit has not deterred or limited those who choose to drink without a permit and enforcement is challenging.

Below is the proposed addition to this section of the current rule:

The possession and consumption of fermented malt beverages and wine is prohibited within 20' of any pavilion or playground within a park.

Please contact me at 832-5572 or at dean.gazza@appleton.org with any questions.

CITY OF APPLETON
Department of Public Works
MEMORANDUM

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

SUBJECT: Award of Contract

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

Unit CC-25 Bridge Deck Sealing

Be awarded to:

Name: Norcon Corporation
Address: 9102 Progress Way
Schofield, WI 54476

In the amount of : \$144,842.94

With a 3.5 % contingency of : \$5,157.06

For a project total not to exceed : \$150,000.00

**** OR ****

In an amount Not To Exceed : \$0.00

Budget: \$150,000.00
Estimate: \$150,000.00
Committee Date: 05/12/25
Council Date: 05/21/25

CITY OF APPLETON
Contract Funding Form

TO: Finance Department

FROM: Chad Weyenberg - Dept. of Public Works

DATE: 5/12/2025

SUBJECT: Funding for Contract:

CC-25 Bridge Deck Sealing

Unit No. Description

AWARD DATE: 5/21/2025 (Council Date)

AWARD TO: Norcon Corporation

9102 Progress Way

Schofield, WI 54476

Funding for the project will be as follows:

Item No.	Account No.	Account Description	Contract Amount	Contingency	Total Contract
1.	7032.640800.3510	Bridge Maintenance	\$14,484.29	\$515.71	\$15,000.00
2.	5221.640800.	Storm Maintenance	\$130,358.65	\$4,641.35	\$135,000.00
3.					
4.					
		TOTAL	\$144,842.94	\$5,157.06	\$150,000.00

Public Works Date

Finance Department Date

cc: Project File

CC-25 Bridge Deck Sealing (#9622001)
Owner: Appleton WI, City of
Solicitor: Appleton WI, City of
04/21/2025 01:45 PM CDT

Section Title	Line Item	Item Description	UoF	Quantity	Norcon Corporation		Fahrner Asphalt Sealers, LLC		Thunder Road LLC		LUNDA CONSTRUCTION	
					Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
CC-25 BASE BID						\$144,842.94		\$167,459.34		\$179,835.75		\$216,123.75
	1	Traffic Control - Memorial Drive (1)	lump sum	1	\$5,000.00	\$5,000.00	\$3,300.00	\$3,300.00	\$1,000.00	\$1,000.00	\$15,000.00	\$15,000.00
	2	Traffic Control - Olde Oneida Street Bridges (2, 3, 7c)	lump sum	1	\$250.00	\$250.00	\$2,000.00	\$2,000.00	\$1,000.00	\$1,000.00	\$10,000.00	\$10,000.00
	3	Traffic Control - Olde Oneida over Navigational Canal (5)	lump sum	1	\$850.00	\$850.00	\$2,000.00	\$2,000.00	\$1,000.00	\$1,000.00	\$7,500.00	\$7,500.00
	4	Traffic Control - Lawe Street over Mill Race/Nav. Canal (9, 10)	lump sum	1	\$250.00	\$250.00	\$2,000.00	\$2,000.00	\$1,000.00	\$1,000.00	\$5,000.00	\$5,000.00
	5	Traffic Control - Banta Court (11)	lump sum	1	\$250.00	\$250.00	\$2,000.00	\$2,000.00	\$1,000.00	\$1,000.00	\$2,500.00	\$2,500.00
	6	Traffic Control - College Avenue (12)	lump sum	1	\$5,000.00	\$5,000.00	\$2,000.00	\$2,000.00	\$1,000.00	\$1,000.00	\$15,000.00	\$15,000.00
	7	Traffic Control - Pacific Street (13)	lump sum	1	\$650.00	\$650.00	\$3,300.00	\$3,300.00	\$1,000.00	\$1,000.00	\$2,500.00	\$2,500.00
	8	Traffic Control - Prospect Avenue (14)	lump sum	1	\$250.00	\$250.00	\$2,000.00	\$2,000.00	\$1,000.00	\$1,000.00	\$2,500.00	\$2,500.00
	9	Traffic Control - Appleton Street (17, 51)	lump sum	1	\$1,200.00	\$1,200.00	\$2,000.00	\$2,000.00	\$1,000.00	\$1,000.00	\$2,500.00	\$2,500.00
	10	Traffic Control - French Road (21)	lump sum	1	\$250.00	\$250.00	\$3,300.00	\$3,300.00	\$1,000.00	\$1,000.00	\$2,500.00	\$2,500.00
	11	Traffic Control - Glory Lane (24)	lump sum	1	\$100.00	\$100.00	\$2,000.00	\$2,000.00	\$1,000.00	\$1,000.00	\$2,500.00	\$2,500.00
	12	Traffic Control - Glenhurst Lane (28, 29)	lump sum	1	\$350.00	\$350.00	\$2,000.00	\$2,000.00	\$1,000.00	\$1,000.00	\$2,500.00	\$2,500.00
	13	Traffic Control - Lighting Drive (30)	lump sum	1	\$400.00	\$400.00	\$2,000.00	\$2,000.00	\$1,000.00	\$1,000.00	\$2,500.00	\$2,500.00
	14	Traffic Control - Cherryvale Avenue (31)	lump sum	1	\$250.00	\$250.00	\$2,000.00	\$2,000.00	\$1,000.00	\$1,000.00	\$2,500.00	\$2,500.00
	15	Traffic Control - Ashbury Drive (32)	lump sum	1	\$400.00	\$400.00	\$2,000.00	\$2,000.00	\$1,000.00	\$1,000.00	\$2,500.00	\$2,500.00
	16	Traffic Control - Providence Avenue (35)	lump sum	1	\$250.00	\$250.00	\$2,000.00	\$2,000.00	\$1,000.00	\$1,000.00	\$2,500.00	\$2,500.00
	17	Traffic Control - French Road (36)	lump sum	1	\$250.00	\$250.00	\$2,000.00	\$2,000.00	\$1,000.00	\$1,000.00	\$2,500.00	\$2,500.00
	18	Traffic Control - Roemer Road (45)	lump sum	1	\$1,900.00	\$1,900.00	\$2,450.00	\$2,450.00	\$1,000.00	\$1,000.00	\$5,000.00	\$5,000.00
	19	Crack Grinding	lin.ft.	625	\$1.50	\$937.50	\$5.00	\$3,125.00	\$11.00	\$6,875.00	\$10.00	\$6,250.00
	20	Furnish & Install Crack Filler	gal.	25	\$256.00	\$6,400.00	\$1,025.00	\$25,625.00	\$300.00	\$7,500.00	\$400.00	\$10,000.00
	21	Furnish & Install Joint Sealer	gal.	5	\$265.00	\$1,325.00	\$531.00	\$2,655.00	\$400.00	\$2,000.00	\$750.00	\$3,750.00
	22	Furnish & Install Protective Surface Treatment	sq.yd.	31939.000	\$3.66	\$116,896.74	\$2.90	\$92,623.10	\$4.25	\$135,740.75	\$3.35	\$106,995.65
	23	Furnish & Install Formliner Sealer	sq.ft.	486	\$2.95	\$1,433.70	\$6.34	\$3,081.24	\$20.00	\$9,720.00	\$3.35	\$1,628.10
Base Bid Total:						\$144,842.94		\$167,459.34		\$179,835.75		\$216,123.75

CONTRACT CHANGE ORDER

Change Order No.

3

Date

05/02/25Contract No. 21-24 for the following public work : Unit H-23 Lightning Drive Extension Phase 1between Peters Concrete Company
(Contractor Name)1516 Atkinson Drive, Green Bay, WI 54303
(Contractor Address)and the City of Appleton dated: January 19, 2024 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</u>	<u>\$129,501.00</u>	<u>\$10,000.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$129,501.00</u>	<u>\$10,000.00</u>
2	<u>5431</u>	<u>\$101,223.40</u>	<u>\$6,000.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$101,223.40</u>	<u>\$6,000.00</u>
3	<u>5230</u>	<u>\$1,092,534.54</u>	<u>\$2,170.00</u>	<u>\$102,170.76</u>	<u>\$0.00</u>	<u>\$1,194,705.30</u>	<u>\$2,170.00</u>
4	<u>4240</u>	<u>\$371,932.18</u>	<u>\$1,934.82</u>	<u>\$13,451.60</u>	<u>\$0.00</u>	<u>\$385,383.78</u>	<u>\$1,934.82</u>
5	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>	<u>\$0.00</u>	<u>\$0.00</u>
6	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>	<u>\$0.00</u>	<u>\$0.00</u>
7	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>	<u>\$0.00</u>	<u>\$0.00</u>
8	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>	<u>\$0.00</u>	<u>\$0.00</u>
9	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>	<u>\$0.00</u>	<u>\$0.00</u>
10	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>	<u>\$0.00</u>	<u>\$0.00</u>
Total		<u>\$1,695,191.12</u>	<u>\$20,104.82</u>	<u>\$115,622.36</u>	<u>\$0.00</u>	<u>\$1,810,813.48</u>	<u>\$20,104.82</u>

Reason for Change: Delay of bridge construction to 2025, revision of reinforcing steel for bridge abutments, wing wall and deck. (\$36,269.15)
Added stone base at bridge approaches per TC Energy (high pressure gas main) permit conditions received after contract award (\$56,496.16)
Delay of floodplain grading to 2025 due to wet conditions per WDNR (\$22,857.05).

Sufficient funds remain in 2025 Stormwater (5230) and New Subdivision (4240) budgets to cover this, due to positive bid variances resulting from excellent bid prices.

The Contract Time will be increased by this Change Order: (see completion date below) Days

The Date of Completion as of the date of this Change Order therefore is: August 1, 2025Finance Committee Agenda Date: 05/12/25Date approved by Council:



CITY OF APPLETON

MEMORANDUM

Date: May 14, 2025
To: Community Development Committee
From: Lily Paul, Economic Development Specialist
Subject: Request Approval of the Amendment to Development Agreement Between the City of Appleton and Merge, LLC in TIF #11

GENERAL INFORMATION

Owner: City of Appleton

Buyer: Brent Dahlstrom, Merge, LLC (Developer)

Address/Parcel Number: Blue Ramp Site (Parcel ID #31-2-0272-00)

Request: Extend the closing date and the completion date, adjust the purchase price, and the repurchase price

Community Development Committee Meeting Date: May 14, 2025

Common Council Meeting Date: May 21, 2025

PROJECT DETAILS

Project Summary: The Appleton Common Council approved a Development Agreement (DA) with Merge, LLC (Developer) in January 2022. The DA is for the development of a site at the southeast corner of Washington Street and Appleton Street (the Blue Ramp Site). This is the second phase of Merge's development, with the first complete and currently leasing (Urbane115 Apartments).

Per the existing DA, Merge was to acquire the former Blue Ramp Site from the City by July 31, 2024, but was pushed back to February 28, 2025, then May 1, 2025, due to DNR clearance, Urbane 115 reaching full lease up, and lower interest rates. The applicant and staff are preparing to close, but there are a few sections in the DA that need to be updated before closing:

- **Section 3.01 –**
 - The developer has \$40,000 credit; therefore, the purchase price is now \$550,000 to reflect the credit.
 - Since closing was last extended to May 1, 2025 and we have started to prepare for closing, sale of the property shall now close within 30 days of the Common Council's approval of this Amendment to DA.
- **Section 3.03 –** Since this is a multi-phase project, the completion date shall be January 1, 2027, with the assessed value being \$12,000,000 on or before January 1, 2027.

- **Section 3.04** – The repurchase amount, if the City chooses to, is \$540,000 (or the actual amount paid by the Developer to the City) less \$1,000 per calendar month calculated from the first day of the month after this Agreement is executed through the date of the sale.

Assessed value amounts and incentive amounts have remained the same.

RECOMMENDATION

Amendments to the Development Agreement between the City of Appleton and Merge, LLC for Tax Id #31-2-0272-00 **BE APPROVED.**

AMENDMENT TO TAX INCREMENT DISTRICT NO. 11 DEVELOPMENT AGREEMENT

I. THE PARTIES

- 1.01 City of Appleton, a Wisconsin municipal corporation, doing business at 100 North Appleton Street, Appleton, WI 54911-4799 ("City").
- 1.02 Merge, LLC, an Iowa Limited Liability Company, maintaining offices at 25 West Main Street, Suite 500, Madison, WI 53718 ("Developer").

II. THE RECITALS

- 2.01 The Parties entered into a Development Agreement on February 16, 2022 and recorded by the Outagamie County Register of Deeds on February 25, 2022 as Document No. 2262708 ("Agreement").
- 2.02 With the passage of time since the recording of the Agreement, Parties wish to amend and update certain terms of the Agreement.

III. THE AGREEMENT

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

The Recitals are hereby made a part of the Agreement.

- 3.01 That Paragraph 1.1 now reads as follows:

1.1 Developer shall purchase the property for \$550,000 with said amount representing a total sale price of \$590,000 less a credit of \$40,000 previously paid to the City in December 2023 in exchange for a no-build easement. Sale of the Property shall close within thirty (30) days of the Common Council's approval of this Amendment to Development Agreement. Said sale of Property to Developer is contingent upon Developer fulfilling the terms and conditions of this Agreement and the City shall retain a right to repurchase the Property as more particularly set forth in Article IV.

- 3.02 That Paragraph 2.3 now reads as follows:

2.3 Subject to all of the terms, covenants and conditions of this Agreement and applicable provisions of law, and as an inducement by the City to Developer to carry out the Project, upon completion of the Project (which shall be defined as

issuance of occupancy permits for all floors of the Project (hereafter "completion")) the City will provide payments to Developer solely from the future Tax Increments (derived from both real and personal property) to assist with Developer's Project Costs. The City's total payment of Tax Increment Revenue to the Developer shall not exceed the lesser of i) \$2,160,000 or ii) Eighteen percent (18 %) of the Tax Increment Value as of January 1, 2027, plus interest thereon (the "Contribution").

3.03 That paragraphs 4.1.1 and 4.1.2 now read as follows:

4.1.1 The Project's completion on or before January 1, 2027.

4.1.2 The Property's assessed value is no less than Twelve Million Dollars (\$12,000,000) on or before January 1, 2027.

3.04 That paragraph 4.2.3 now reads as follows:

4.2.3 The City shall provide Developer thirty (30) days written notice of its intent to repurchase the Property unless Developer waives said notice. Thereafter Developer shall execute all necessary documents and transfer the Property's unencumbered title to the City. In exchange, the City shall pay Developer \$540,000 (or the actual amount paid by Developer to the City) less \$1,000 per calendar month calculated from the first day of the month after this Agreement is executed through the date of sale. The City and Developer agree that each will act in good faith to facilitate a timely repurchase if the City exercises its repurchase right.

3.02 Except as expressly set forth in this Amendment, all terms and conditions of the Development Agreement remain in full force and effect.

IV. MISCELLANEOUS

4.01 In the event that any part of this Amendment is found to be illegal, that part shall be stricken, and the Amendment interpreted as if that part did not exist.

4.02 This Amendment may be executed in counterparts, either by original signature or verified electronic signature, each of which shall be deemed an original, but such counterparts shall together constitute but one and the same agreement. The headings in this Agreement are inserted for convenience of reference only and shall not constitute a part hereof.

4.03 This Agreement may be supplemented or amended only by written instrument executed by the parties affected by such supplement or amendment.

IN WITNESS WHEREOF, the parties have caused the forgoing instrument to be executed on the day and year of the last signature below.

Merge LLC

By: _____
Brent Dahlstrom, Manager

STATE OF _____)
: ss.
_____ COUNTY)

Personally came, before me this ____ day of _____, 2025, Brent Dahlstrom, Member of the LLC, to me known to be the persons who executed the foregoing instrument and acknowledged the same in the capacity and for the purposes therein intended.

Printed Name: _____
Notary Public, State of _____
My commission is/expires: _____

SIGNATURES CONTINUE ON THE FOLLOWING PAGE

City of Appleton:

By: _____
Jacob A. Woodford, Mayor

ATTEST:

By: _____
Kami L. Lynch, City Clerk

STATE OF WISCONSIN)
 : ss.
OUTAGAMIE COUNTY)

Personally came before me this ____ day of _____, 2025, Jacob A. Woodford, Mayor and Kami L. Lynch, City Clerk, of the City of Appleton respectively, to me known to be the persons who executed the foregoing instrument and acknowledged the same in the capacity and for the purposes therein intended.

Printed Name: _____
Notary Public, State of Wisconsin
My commission is/expires: _____

APPROVED AS TO FORM:

Christopher R. Behrens, City Attorney

Revised: April 23, 2025
CityLaw: A21-0871

LEGAL DESCRIPTION OF THE PROPERTY

**PARCEL: Part of 31-2-0272-01, part of 31-2-0272-00 and all of 31-2-0272-02
Doc. #876209, #2147310 and #2150911, less proposed right-of-way**

Part of Lot 1 and all of Lot 2 of Certified Survey Map No. 2447, all of Lot 3 and part of Lot 1 and 2, in Block 27, SECOND WARD PLAT (aka APPLETON PLAT), according to the recorded Assessor's Map of the City of Appleton, located in and being a part of the Northeast $\frac{1}{4}$ of the Southwest $\frac{1}{4}$ of Section 26, Township 21 North, Range 17 East, City of Appleton, Outagamie County, Wisconsin, containing 0.836 Acres (36,429 sq. ft.) of land and being described by:
Commencing at the Northeast corner of said Block 27 and being the point of beginning;
Thence South $00^{\circ}03'28''$ East 152.34 feet along the East line of Block 27 and being coincident with the West line of Oneida Street to the North line of City Center Street;
Thence South $89^{\circ}53'26''$ West 185.69 feet along the South line of Lots 2 and 3 of said Block 27; and being coincident with the North line of City Center Street;
Thence North $00^{\circ}06'37''$ West 65.22 feet;
Thence South $89^{\circ}52'45''$ West 99.07 feet to the West line of Lot 1 of said Block 27;
Thence North $39^{\circ}26'31''$ East 4.05 feet;
Thence Northeasterly 10.34 feet along the arc or a curve to the left having a radius of 15.00 feet and the chord of which bears North $19^{\circ}41'32''$ East 10.14 feet;
Thence North $00^{\circ}03'28''$ West 74.48 feet to the South line of Washington Street;
Thence North $89^{\circ}53'26''$ East 278.82 feet along the South line of Washington Street and being coincident with the North line of Lot 1 and 2 of said Certified Survey Map No. 2447 to the point of beginning.



CITY OF APPLETON

MEMORANDUM

Date: 5/2/2025

To: Human Resources & Information Technology Committee

From: Pete Neuberger, City Engineer / Deputy Director of Public Works
Laura Jungwirth, Director of Public Works

Subject: Department of Public Works – Parking Utility change to Table of Organization replacing one Parking Enforcement Person with one newly created Parking Enforcement Lead position.

Overview

The Department of Public Works requests approval for a Table of Organization (TO) change within the Parking Utility involving the creation of a new position titled **Parking Enforcement Lead**. This position would replace one of the two current **Parking Enforcement Person** roles. The second Parking Enforcement Person position will remain unchanged.

This change reflects an organizational need to enhance the leadership, efficiency, and service capabilities of the Parking Utility, particularly in the Enforcement Section, which is responsible for enforcing parking ordinances throughout the City, including unmetered on-street parking, metered on-street and off-street parking, and parking ramps.

Position Change Summary

- **Eliminated Position:** 1 FTE – Parking Enforcement Person (Grade 3)
- **Created Position:** 1 FTE – Parking Enforcement Lead (Grade 5)
- **Unchanged Position:** 1 FTE – Parking Enforcement Person

This change significantly strengthens the operational and leadership capacity of the Parking Utility and aligns with current and emerging demands.

Justification for the Change

- **Improved Use of Technology for Customer Engagement**

The Lead will play a more active role in process improvement and customer engagement through a variety of platforms including electronic ticketing software, mobile phone parking applications, written communications productivity software, and online tools such as the City's website. The Lead will thus provide critical communications support to the Parking Utility Manager (PUM) to leverage current and future technologies within the parking industry. Enhanced ability to engage with stakeholders on ordinance issues and customer needs is essential to managing parking demand throughout the City, including increasing downtown and school zone parking challenges.

- **Operational Leadership and Staff Oversight**

The new Parking Enforcement Lead position includes broad oversight of assignments, training, and daily task direction of Enforcement staff, as well as functional support of the PUM for tasks including hiring, discipline, and development of Parking Utility staff-- functions not present in the current Parking Enforcement Person role. This added leadership capacity is critical for maintaining consistent service standards, addressing performance issues in a timely manner, and promoting team accountability and growth.

- **Support for Strategic and Ordinance-Level Decision Making**

The position assists the PUM and City Traffic Engineer in evaluating and recommending changes to parking ordinances, enforcement priorities, signage, and meter placements— helping ensure enforcement strategies are aligned with community needs and City policies.

- **Cross-Training and Operational Continuity**

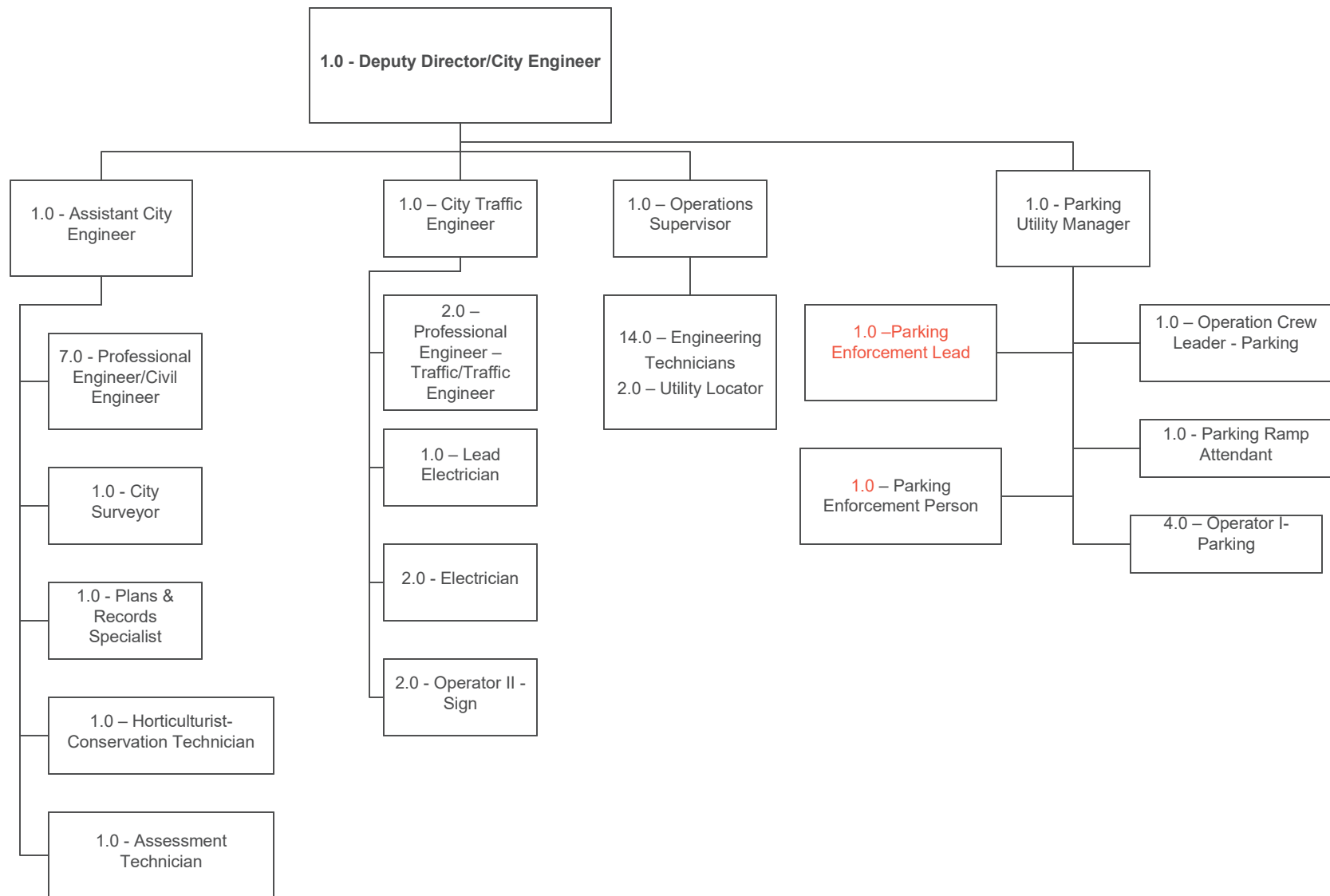
The Lead position includes cross-training on the **Operations Crew Lead – Parking** (OCLP) role, ensuring better support across the two key sections of the Parking Utility. This cross-functional capability helps maintain continuity during absences and peak demand periods, increasing the Utility's resilience.

Fiscal Impact

The reclassification is from Grade 3 to Grade 5 for one Full Time Equivalent (FTE) position. The Parking Utility is financially capable of managing these increased staffing costs, which will be paid through budgeted and vacant salary funds in the approved 2025 DPW budget.

Recommendation

DPW staff recommend approval of the proposed Table of Organization change to establish one (1) Parking Enforcement Lead position and eliminate one (1) Parking Enforcement Person position, as outlined above. This change is a proactive, strategic step toward modernizing the Parking Utility and better meeting the needs of both DPW's internal operations and its customers.



Draft 04/30/2025

Parking Enforcement Lead

Class Code	TBD
Bargaining Unit	Non-union Non-Exempt
Salary	Grade 5
Revision Date	DRAFT 04-10-2025

Nature of Work

This is a working lead position responsible for enforcement of parking ordinances for the City. This position works alongside enforcement crew members to accomplish tasks while providing direction, supervision, training, and oversight of staff. This position also works collaboratively with the Parking Utility Manager to provide input into performance evaluations of staff, review of parking ordinances and related practices and procedures. This position also communicates with stakeholders on behalf of the utility regarding parking ordinances and customer needs.

This position is also directly involved in the enforcement of parking ordinances for the City. Work involves ticketing vehicles for parking restrictions, maintaining records of citations, assisting and educating parking customers and appearing in court when necessary. Enforcement work is nominally led by this position under the moderate supervision of the Parking Utility Manager.

This position also cross-trains on Operations Crew Lead – Parking (OCLP) job functions to provide short-term Operations working lead capabilities during times when OCLP staff are unavailable due to excused absences.

Job Functions

ESSENTIAL JOB FUNCTIONS

- Actively works alongside crews; assigns and directs daily work assignments, monitors work completion; suggests improvements and efficiencies; ensures compliance with policies, expectations, quality and quantity of work.
- Keeps Parking Utility Manager informed of staff, equipment, material, and procedural needs.
- Assists in planning, organizing and prioritizing work for the Parking Division.
- Responds to customer requests, complaints and Citation Review forms.
- Makes recommendations to Parking Utility Manager regarding on-street parking needs and parking ordinance changes broadly and at specific locations relative to signage, meters, enforcement priorities, and the like.

Checks various locations of the City which contain controlled parking restrictions; tickets violating vehicles for expired meter or illegal parking.

- Maintains records of daily enforcement activities, citations issued, customer communications, and appeals.
- Records information on violating vehicles for citizens and prosecuting parties.
- Assists at and attends necessary appointments requiring court action, disputes, violations, etc.
- Assists with parking enforcement for special events.
- Informs supervisor when parking tickets need to be ordered.
- Maintains regular punctual and predictable attendance, works overtime and extra hours as required.

OTHER JOB FUNCTIONS

• Cross-Train with Operations Crew Lead – Parking (OCLP) to maintain functional proficiency with operations tasks for the purpose of scheduling and overseeing the following work as needed, including:

- Perform routine maintenance on parking ramp equipment, gate arms, etc.
- Collect money from ramp exit and pay-on-foot machines.
- Inspect parking meters to ensure they are operating properly. Replace batteries and repairs jammed meters on the street and removes others to parking meter shop for repairs; replace meter posts.
- Operate power sweeper to clean parking ramp floors and a pressure washer to clean the ramp decks.
- Install signage in parking ramps entrances. Spread snow melt and ice melt when necessary.
- Plow ramps and adjacent sidewalks and spread snow melt and ice melt when necessary.

Requirements of Work

A High School Diploma is required, along with at least one year work experience in clerical, supervision, leadership, law enforcement, and/or related training beyond the high school level, or any equivalent combination of experience and training which provides the following knowledge, abilities and skills:

- Knowledge and functional capacity to apply the City's rules, regulations, statutes and ordinances as they pertain to this position.
- Knowledge of proper English, spelling and arithmetic.
- Knowledge of record keeping and electronic data management.
- Ability to establish and maintain effective working relationships with other employees and the

public, and to deal with the public in a courteous and tactful manner. Ability to project a positive profession image of the City of Appleton.

- Ability to work and make decision under limited supervision.
- Ability to investigate and resolve complaints.
- Ability to communicate effectively, both orally and in writing, with personnel at various levels both within and outside the organization.
- Ability to work alone on routine work.
- Ability to accurately and neatly report daily activities, ticket logs, etc.
- Ability to make decisions in accordance with established laws and regulations.
- Ability to withstand a variety of different weather conditions.
- Skill in the operation of City's vehicles.
- Skill in reading and understanding street maps and directions.
- Valid drivers license and good driving record.

Supplemental Information

COMPETENCIES

Communication

Customer Focus / Handling Difficult People

Problem Solving

Adaptability/Flexibility

Lead Worker Projects/Tasks



CITY OF APPLETON

MEMORANDUM

Date: May 14, 2025
To: Human Resources / IT Committee (Action item)
Finance Committee (Information item)
From: Jeri Ohman, Finance Director
Subject: Request to approve Finance Department reorganization and position reclassifications

The Finance Department is requesting approval to reorganize and reclassify certain positions. Recently, the frontline Account Clerk I positions have seen significant turnover. This turnover has required more time for supervision than in the past. In an attempt to relieve workload pressures of the supervisor, I am requesting to redistribute tasks between two positions, currently the Customer Service Accounting Supervisor and the Property Tax Specialist.

The Customer Service Accounting Supervisor will become the Customer Service Supervisor. The main changes will include a reduction of staff supervised from four to three and a shift in duties that are more flexible allowing time to focus on daily staffing needs. This position will decrease from pay grade 9 to grade 8.

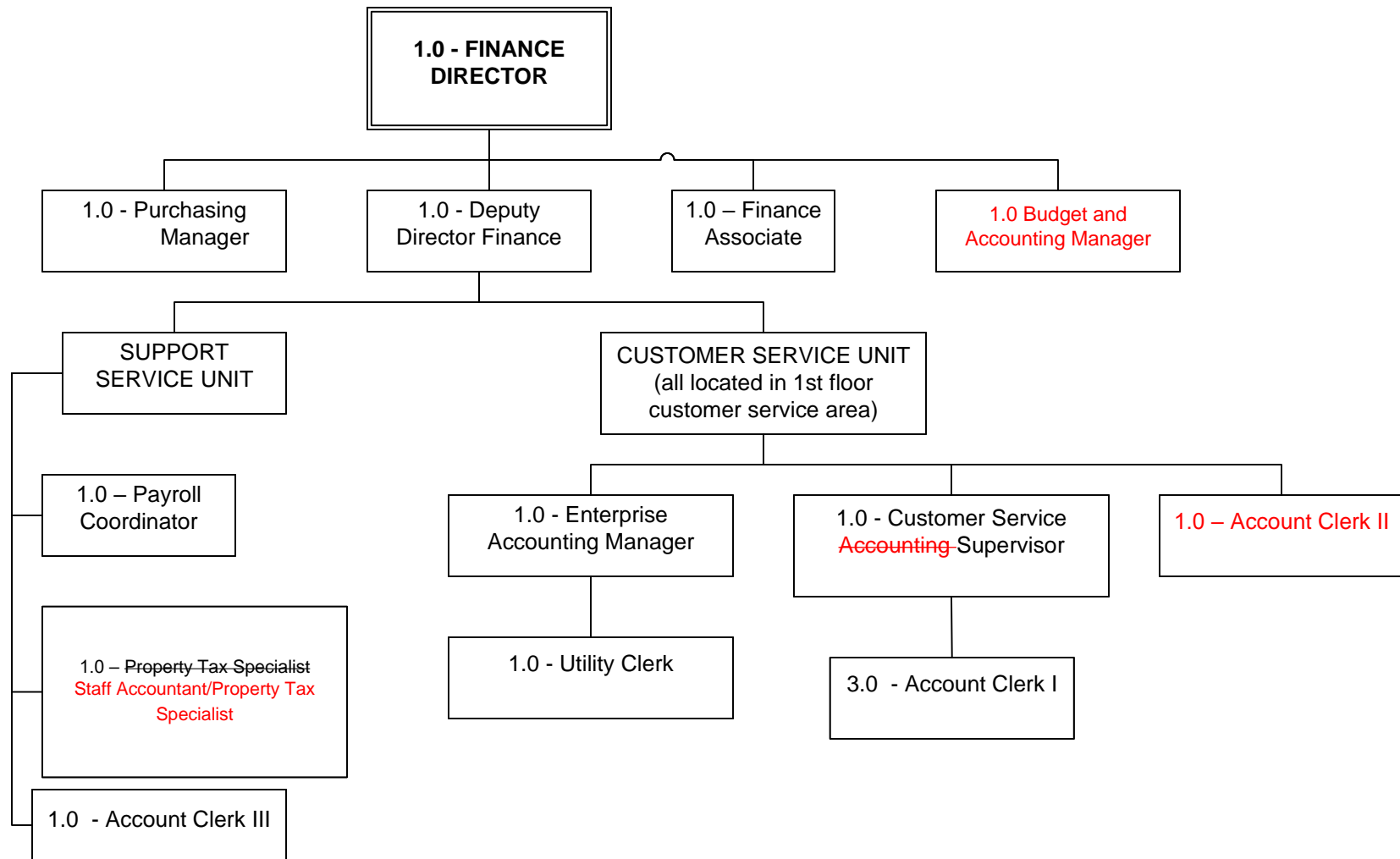
The Property Tax Specialist will become the Staff Accountant / Property Tax Specialist. This position will include more critically timed accounting functions that are difficult to manage during extended periods of staffing needs. This position will increase from pay grade 6 to grade 7.

The above changes in pay grades will continue to remain within the current salary and fringe budget of the department.

In addition to the above changes in responsibilities, the Table of Organization for the department will include the following changes:

- Supervision of the Account Clerk II from the Customer Service Supervisor to the Deputy Director of Finance.
- Supervision of the Budget & Accounting Manager from the Deputy Director of Finance to the Finance Director.

Thank you for your consideration of this request. Please feel free to contact me if you have any questions.



Draft May 5, 2025

Customer Service Supervisor

Grade 8

Position Summary:

This is a supervisory position responsible for financial reporting, account analysis, and daily operations of the Finance Department Customer Service Area. Work involves performing accounting, supervising customer service, and assisting in financial administration. Work is performed under the general supervision of the Deputy Director of Finance and reviewed in a general manner on the basis of results obtained.

Job Functions:

Essential Job Functions:

- Manages customer service clerical staff including prioritizing projects, maintaining changes in work schedule, training staff and scheduling for absences and/or peak periods.
- Coordinates and supervises City tax collections, utility bills, and other receipts.
- Resolves customer complaints.
- Processes accounts receivable invoices and monitors collections.
- Initiates and monitors the collection procedures for NSF checks and delinquent accounts.
- Oversees collection of monthly mobile home fees.
- Monitors and processes bankruptcies for accounts held by the Finance Department.
- Performs accounting for Business Improvement District (BID).
- Performs periodic internal audits of cash collection areas throughout City facilities. Ensures that reported cash balances are correct and proper internal controls are in place and being followed. Report results of audits to the appropriate management personnel.
- Compiles quarterly billings for City departments and prepares summary journal entry to recognize applicable expenses in the department's budgets.
- Monitors automated independent subsystems (cash receipting, general ledger, internet) to assure data is accurate.
- Coordinates and/or assists in financial projects.
- Assists in the preparation of the annual City Budget.

- Develops spreadsheet applications to meet audit requirements and management analysis.
- Maintains regular punctual and predictable attendance, works extra hours as required.

Other Job Functions:

- Prepares letters, reports, tables and other correspondence from copy or hand written materials, rough drafts, verbal instructions and independent composition.
- Other duties as assigned.

Requirements of Work

Bachelor's degree in Accounting, Business or related field, three to five years business setting experience preferably in municipal government, one to three years supervisory experience, or equivalent combination of education, experience and training which provides the following knowledge, abilities and skills:

- Ability to effectively supervise and manage staff.
- Ability to work independently with a high degree of initiative and self-motivation requiring planning, scheduling, coordination of tasks/resources and problem solving.
- Ability to coordinate and handle a variety of programs and activities within the time frame required.
- Ability to establish and maintain effective working relationships with other employees and the public and to deal with public relations problems courteously and tactfully.
- Thorough knowledge of collection policies and procedures.
- Thorough knowledge of cash handling, receipting and reconciling procedures.
- Ability to work accurately under pressure and meet deadlines.
- Ability to communicate effectively, orally and in writing with people at various levels both within and outside the organization.
- Ability to maintain confidentiality of sensitive materials, records and conversations.
- Knowledge of principles and practices of accounting, budgeting and finance in municipalities.
- Ability to maintain financial records and accounts.
- Ability to prepare financial reports.
- Ability to assist in various aspects of budget preparation.

- Proficient in Microsoft Excel, Microsoft Word and Accounting software programs.
- Ability to stand or sit for prolonged time period.
- Ability to work at a computer for sustained periods of time.
- Ability to sustain prolonged visual concentration.
- Ability to bend, reach and lift up to 25 pounds.

Staff Accountant / Property Tax Specialist

Grade 7

Position Summary:

The Property Tax Specialist / Staff Accountant is a full-time benefited position located in the Finance Department. Responsibilities include financial reporting, account analysis, banking relations, and daily operations of the department. Work requires the exercise of initiative, independent judgment, and discretion with responsibility for finality of action. Work is performed under general supervision of the Deputy Director of Finance and reviewed in a general manner on the basis of results obtained.

Job Functions:

Essential Job Functions:

- Oversees the real estate tax file, which includes coordinating the collection process, analyzing and reconciling taxes, making adjustments, initiating refunds, sending delinquent notices, reconciling with the County records, etc.
- Oversees the special assessment file which includes creating bills and reconciling reports on billings, payments and cancelations, preparing accounting reports, preparing the file for the tax roll, etc.
- Analyzes the Accounts Receivable general ledger, reconciles certain ledger accounts on a regular basis and prepares monthly reports.
- Assists in managing general ledger, including preparing journal entries and reconciling accounts.
- Maintains working relationship with City's financial institutions; follows up with bank on returned items, ACH transactions, check copies, stop payments and other items. Reviews monthly bank statements for unusual or nonrecurring items and follows up appropriately.
- Reviews investment statements and reconciles balances to the general ledger on a monthly basis. Prepares necessary journal entries to record investment income and accruals.
- Performs accounting for the golf course enterprise fund.
- Monitors automated independent subsystems (cash receipting, general ledger, internet) to assure data is accurate.

- Monitors the receipt of on-line payments and ensures that they are properly recorded in the general ledger. Follow up as appropriate on errors or unusual items.
- Compiles debt service payment information for City and reconciles and submits debt services payments to DTC.
- Coordinates and/or assists in financial projects.
- Assists in the preparation of the annual City Budget.
- Assists in the preparation of the Department of Revenue Annual Financial Report Form.
- Develops spreadsheet applications to meet audit requirements and management analysis.
- Responds to customer questions and complaints regarding property taxes, special assessments, general bills and other related items.
- Provides back-up/relief for the Customer Service Account Clerk I position.
- Maintains regular punctual and predictable attendance, works overtime and extra hours as required.

Other Job Functions

- Prepares letters, reports, tables and other correspondence from copy or hand written materials, rough drafts, verbal instructions and independent composition.
- Acts as a back-up for a number of Finance Department functions.
- Other duties as assigned.

Requirements of Work

Bachelor's degree in Accounting or related field, three to five years accounting experience preferably in municipal government, or equivalent combination of education, experience and training which provides the following knowledge, abilities and skills:

- Thorough knowledge of City and State property tax collection regulations, policies and procedures.
- Thorough knowledge of City and State special assessment regulations, policies and procedures.

- Ability to make minor decisions in accordance with laws, policies and regulations and to apply these to work problems.
- Thorough knowledge of cash handling, receipting and reconciling procedures.
- Proficient in Microsoft Excel, Microsoft Word and Accounting software programs.
- Ability to work independently with a high degree of initiative and self-motivation requiring planning, scheduling, coordination of tasks/resources and problem solving.
- Ability to work accurately under pressure and meet deadlines.
- Ability to establish and maintain effective working relationships with other employees and the public and to deal with public relations problems courteously and tactfully.
- Knowledge of principles and practices of accounting, budgeting and finance in municipalities, governmental accounting standards and generally accepted accounting principles.
- Ability to stay focused on work assignments while being interrupted to answer telephone calls and assist with walk-in customers.
- Ability to maintain financial records and accounts.
- Ability to prepare financial reports.
- Ability to assist in various aspects of budget preparation.
- Ability to communicate effectively, orally and in writing with people at various levels both within and outside the organization.
- Ability to maintain confidentiality of sensitive materials, records and conversations.
- Ability to sustain prolonged visual concentration.
- Ability to stand or sit for prolonged periods of time.
- Ability to work at a computer for sustained periods of time.
- Ability to bend, reach and lift up to 25 pounds.



CITY OF APPLETON

MEMORANDUM

Date: April 30, 2025
To: Chairperson Hartzheim; members of the HR/IT Committee; Appleton Common Council Members
From: Ron McDonald, General Manager of Valley Transit; Jay Ratchman, Director of Human Resources
Subject: Side Letter Agreement with Teamsters Local Union #662

The City of Appleton and Teamsters Local Union #662 have a collective bargaining agreement for Valley Transit employees, effective through December 31, 2026. This agreement sets the hourly wages for Mechanics and Master Mechanics.

Since June 2024, Valley Transit has been unable to fill a vacant Master Mechanic position, facing ongoing challenges in attracting qualified candidates. A recent market analysis shows the current wage for this role is no longer competitive. Additionally, staff retention has become a growing concern.

In response, and in collaboration with Teamsters Local Union #662, we propose a side letter agreement effective July 1, 2025, through December 31, 2026. At that time, either a successor agreement will take effect, or the terms will revert to the existing contract.

Key provisions of the proposed side letter include:

- **Wage Adjustment:** Increase the Master Mechanic hourly wage to \$35.9866. ASE certification will no longer be required to receive this wage.
- **New Position Creation:** Establish a *Shop Foreperson* position (job description attached) by elevating the current Lead Mechanic role. This position will receive an additional \$3.00 per hour above the full Master Mechanic wage. This replaces the Lead Mechanic premium outlined in Article 45.3 of the current contract.

The estimated financial impact for 2025 is \$15,642.74, which will be absorbed within the existing Valley Transit 2025 budget through salary savings from unfilled positions.

Shop Foreperson – Valley Transit

Nature of Work

This is a lead worker position responsible for assisting in the maintenance operations of Valley Transit. Responsibilities involve assisting in and directing the work of maintenance personnel. This position works under the supervision of the Maintenance Supervisor.

Job Functions

ESSENTIAL JOB FUNCTIONS

- Provides advice and direction to mechanics when requested or when deemed necessary.
- Assists supervisor with record-keeping, shop and tool inventory, as well as other administrative duties.
- Monitors costs and billable items.
- Creates weekly reports of all shop activities and repairs.
- Interacts with manufacturers and vendors regarding warranty programs and repairs as needed.
- Oversees and/or performs and assists in a full range of mechanical maintenance and repair of all Valley Transit equipment and vehicles.
- Inspects, engines, transmissions, electrical equipment and air systems such as brakes, compressors and tires, as well as services and repairs axle and other support systems.
- Performs preventative maintenance and general servicing to vehicles, including changing fluids, greasing, safety checks, etc.
- Repairs hydraulic, electrical, and fuel-injected systems.
- Performs emergency road work to buses and related equipment, replacing vehicles when necessary.
- Road tests vehicles to diagnose mechanical problems and evaluate service after repairs.
- Answers radio calls and handles telephone and radio communications with mechanics, supervisors, and vendors.
- Plans daily work assignments for maintenance personnel as needed and coordinates shift work activities with other departments and vendors.
- Performs other duties as assigned.

OTHER JOB FUNCTIONS

- Performs general building maintenance as needed including snow and ice control.
- May perform body work.
- Innovates and recommends the application of improved and more cost-efficient maintenance techniques.
- Assists in maintaining accurate parts inventory and accountability for all parts used.
- Assists the Maintenance Supervisor in purchasing products and services for transit system use.
- Assists the Maintenance Supervisor in the evaluation of maintenance personnel.

Requirements of Work

- Thorough knowledge of the theory and operation of diesel and gasoline engines, mechanical, electrical, hydraulic, and pneumatic systems on transit vehicles.
- Considerable knowledge of the standard practices, equipment, tools, hazards, and safety precautions of the trade.
- Skill in reading and interpreting hydraulic schematics, electrical wiring diagrams, service manuals, and other reference materials.
- Ability to diagnose and correct mechanical and electrical defects and determine the effectiveness and need for maintenance activities through inspection.
- Skill in diagnosing defective equipment, performing complete engine transmission and related vehicle component overhauls.
- Knowledge of precautions necessary to work safely in all aspects of the job, including in and around vehicular traffic.
- Ability to install, repair, and maintain specialized parts, including performing necessary field repairs, and operate department equipment for maintenance.
- Ability to drive a bus and operate a variety of related repair and maintenance equipment.
- Ability to establish and maintain effective working relationships with other employees, supervisors, and to interact with them in a courteous and tactful manner.
- Ability to plan, schedule, and prioritize work while meeting deadlines.
- Ability to make independent decisions and exercise sound judgment in stressful or emergency situations.
- Ability to maintain a safety culture in an effort to meet and exceed Federal, State, and Local regulations.

- Ability to withstand adverse weather conditions.
- Ability to respond for emergency operations.
- Maintains regular, punctual, and predictable attendance and works overtime and extra hours as required.
- Ability to work opening shifts with flexibility for shift reassignment based on operational needs.
- Possess and maintain a valid Wisconsin Class B Commercial Driver's License (CDL) with the P endorsement and a Federal Medical Card.

Supplemental Information

COMPETENCIES

Adaptability/Flexibility

Communication

Customer Focus

Lead Worker Projects/Tasks

Problem Solving



DEPARTMENT OF
**INFORMATION
TECHNOLOGY**

CITY OF APPLETON
Department of Information Technology

100 N. Appleton Street
Appleton, WI 54911
p: 920.832.5885
appletonwi.gov

To: HR/IT Committee, Common Council
From: Corey Popp, Information Technology Director
Date: May 14, 2025
Re: Recommendation to Approve Backup Internet Circuit

I am recommending approval of a 36-month agreement with TDS Metrocom to provide a backup Internet circuit at a rate of \$805 per month (\$9,660 annually). The Common Council approved \$14,000 for this connection in the 2025 Executive Budget.

The total contract cost over the 36-month term is \$28,980. I am also requesting a 10% contingency (\$2,898) to cover any third-party installation costs that may arise. TDS has waived their installation fee, but minor costs may be incurred depending on the final construction plan. The total three-year budget request, including contingency, is \$31,878.

Three quotes were solicited for this project:

PROVIDER	MONTHLY RATE	TERM	TOTAL COST
TDS METROCOM	\$805	36 months	\$28,980
AT&T	\$1,035	36 months	\$37,260
SPECTRUM	\$1,055	36 months	\$37,980

In addition to serving as a backup to the City's primary WiscNet Internet connection (WiscNet is a nonprofit Internet provider serving educational and governmental organizations in Wisconsin), the TDS connection will also enable firewall load balancing and increase available bandwidth across departments.

This is made possible through existing SD-WAN (Software-Defined Wide Area Network) technology deployed on the City's firewall. SD-WAN dynamically routes network traffic across multiple Internet paths to ensure optimal speed, reliability, and automatic failover in the event of an outage.

The installation period is expected to take up to 90 days following contract signing.

Please contact me if you have any questions regarding this recommendation.

2024 - 2025 Budget Carryover Requests - Not Under Contract

		Vendor	Description	Amount	Justification
TIF # 11					
4141	659900		TID #11 Business Enhancement Grants	14,000	Uncommitted TID #11 grant funds from FY2024
TIF # 12					
4151	659900		TID #12 Business Enhancement Grants	22,829	Uncommitted TID #12 grant funds from FY2024
TIF # 13					
4162	680901		G-24 Southpoint Commerce Center	249,900	Temporary Asphalt to be completed in 2025
Public Works Capital Project					
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
				386,466	
Facilities Capital Project					
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.
				496,763	
Parking Utility					
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
				145,000	
Stormwater Utility					
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
				1,186,357	
Water Utility					
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 Dorner
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		Dehumindification Kathabar	555,271	Will use to review boiler and pump issues in 2025
				1,295,417	
Wastewater Utility					
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
				6,056,040	

2024 - 2025 Budget Carryover Requests - Not Under Contract

		Vendor	Description	Amount	Justification
Valley Transit					
58073000	680100		Land purchase for Transit Center	175,000	Project incomplete
58072000	680403		Staff vehicle replacement	150,000	Project incomplete
				325,000	
General Administration - General Fund					
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
Information Technology					
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
Legal Services					
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.
Economic Development					
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
DPW					
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
Police					
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
Fire					
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.
Total - General Fund				3,634,020	
Grand Total - Not Under Contract				13,811,792	

2024 - 2025 Budget Carryover Requests - Special Consideration

		Vendor	Description	Amount	Justification
Sanitation					
2230	645400	Outagamie County	Tipping Fees	10,000	Increase amount needed for tipping fees in 2025 due to projected estimates
CEA Fund					
6110	630901	TBD	Laptops for Mechanic Shop	5,000	New Asset Management System impacting productivity without proper equipment
Facilities Capital Project					
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.
				127,631	
Stormwater Utility					
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.
				20,000	
Water Utility					
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
				572,956	
Wastewater Utility					
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
				388,746	
Legal					
14521	640400		Consulting	2,000	Additional attorneys to attend the 2025 IMLA conference and have funds available for
Finance					
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
Police					
17541	632700	Dell	Command Post laptop upgrades	6,600	Laptops require dedicated graphics and upgraded processor to run programs
Total - General Fund				18,800	
Grand Total - Special Consideration				1,143,133	

Appleton Does Not Need Yet Another Climate Change Consultant

Diane Bast
April 20, 2025

The Finance Committee of the Appleton City Council will meet at 5:30 p.m. on Monday, April 21. Among the [items on its agenda](#) is a proposal to pay \$100,000 to a consultant to develop a “climate action plan.”

Alderman Sheri Hartzheim calls the proposal “ridiculous.” I wholeheartedly agree, for the reasons outlined here.

Background

Proposals to address “climate change” are not new to Appleton.

In October 2019, the City Council adopted [Resolution #13-R-19 Climate Change](#). The resolution established the Appleton Taskforce on Resiliency, Climate Mitigation, and Adaptation.

In January 2022, the Taskforce issued a 68-page Climate Action Plan. Among other things, the Taskforce recommended a “climate resiliency specialist” be hired by the city. It is my understanding this position continues to exist in the budget.

The 68-page Climate Action Plan contained nearly 50 recommendations. The plan is no longer available online; in the interests of transparency, the plan should be available for review by the public.

In March 2025, the City Council adopted, by a vote of 11–3, a goal of cutting the city’s greenhouse gas emissions in half — from 27,198 metric tons of CO₂ equivalent to 13,599 metric tons. The city’s previous goal, adopted in 2019, was to achieve “net-zero emissions” by 2050 or earlier (that goal apparently remains as “an aspirational stretch goal.”) Council members Sheri Hartzheim, Brad Firkus, and Chris Croatt voted against the resolution. [Duke Behnke of the Appleton Post-Crescent](#) reported Firkus said a goal without a plan is just a wish.

The City’s “[Sustainable City Master Plan](#)” includes a brief section on Climate Protection. As “background,” it reports (emphasis is mine):

*Human activities **may be** altering Earth’s climate by emitting greenhouse gases such as carbon dioxide into the earth’s atmosphere. **Some believe that over the next century the earth’s average temperature will increase between 2° F and 10° F.***

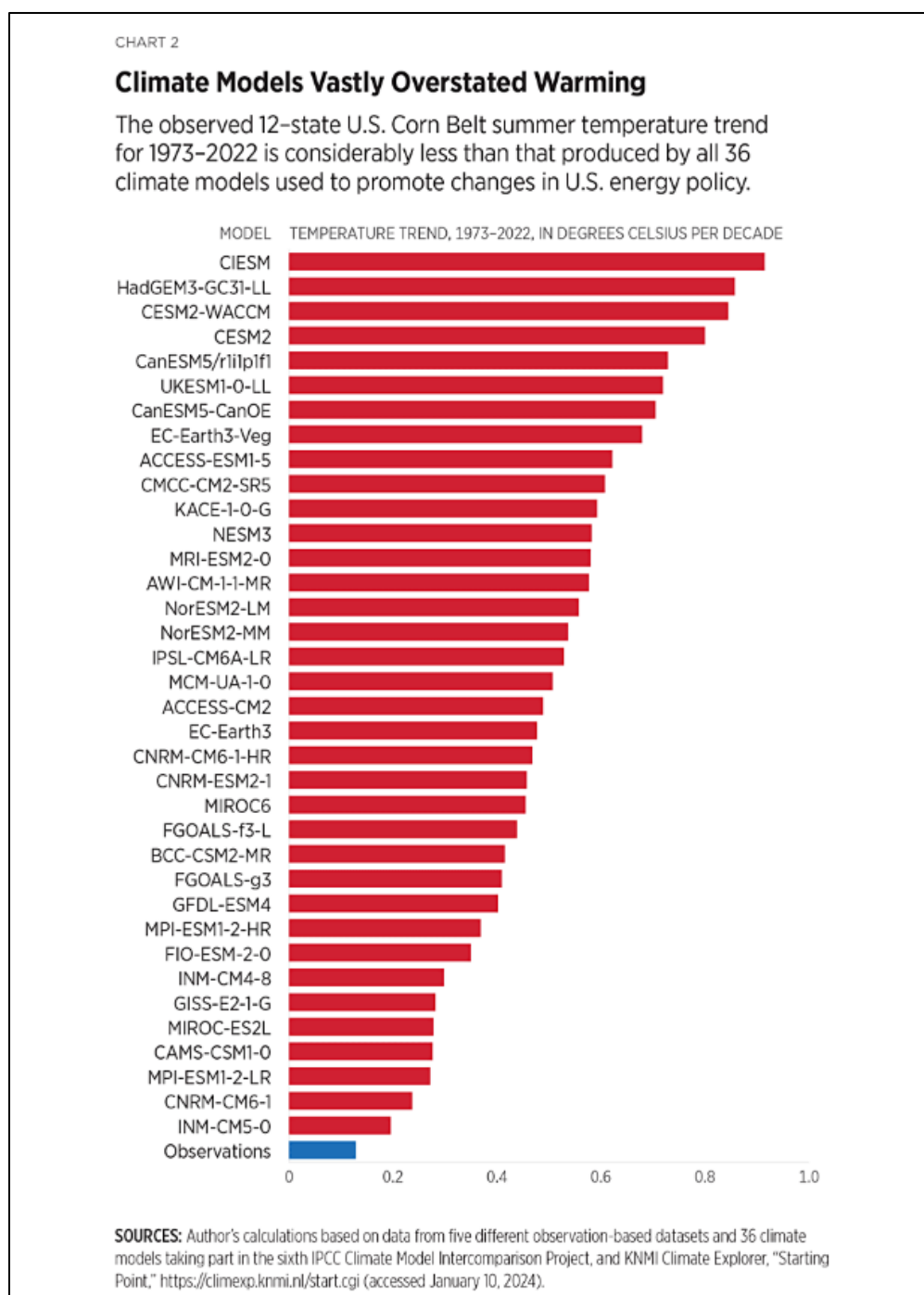
Must We Fear Climate Change?

The ridiculously wide forecast for an increase in the Earth’s “average temperature” — whatever that is — suggests how inaccurate the forecast is likely to be. The forecasts come from computer models that clearly don’t agree with each other. Nor do they agree with reality.

[Dr. Roy Spencer](#) wrote in January 2024:

Warming of the global climate system over the past half-century has averaged 43 percent less than that produced by computerized climate models used to promote changes in energy policy. In the United States during summer, the observed warming is much weaker than that produced by all 36 climate models surveyed here.

The chart reproduced here is from Spencer's January 2024 paper.



[Spencer](#) is the country's leading expert on climate change models and their accuracy vis-à-vis temperature reality. He received his Ph.D. in meteorology at the University of Wisconsin-Madison in 1981. He was a Senior Scientist for Climate Studies at NASA and received (with Dr. John Christy) NASA's Exceptional Scientific Achievement Medal for their global temperature monitoring work with satellites. Spencer became a Principal Research Scientist at the University of Alabama in Huntsville in 2001.

In 2013, the authors of the 1,000-page research volume [Climate Change Reconsidered: Physical Science](#) wrote:

We conclude the current generation of GCMs [global climate models] are unable to make accurate projections of climate even 20 years ahead, let alone the 100-year period that has been adopted by policy planners. The output of such models should therefore not be used to guide public policy formulation until they have been validated and shown to have predictive value.

Questions

How much did the 2019–2022 Taskforce on Resiliency, Climate Mitigation, and Adaptation spend? Were consultants paid by the Taskforce, and if so, how much?

Does the city still employ a “climate resiliency specialist”? In which department does he/she reside? How much is he/she paid? What is his/her job description?

How many of the Taskforce's Climate Action Plan recommendations have been implemented? Will that plan be made available to the public?

If the current Climate Action Plan is no longer available for the public to review, how can we know if the \$100,000 consultant makes any recommendations other than those already in place? If none (or very few) of those initial recommendations have been implemented, why would we expect the recommendations of a new consultant to be implemented?

Conclusion

The proposal to spend \$100,000 on a climate consultant:

Is a duplicative waste of tax dollars. Appleton already employs a climate resiliency specialist. The City also has a Climate Action Plan that is little more than three years old, the result of two years of work by the Appleton Taskforce on Resiliency, Climate Mitigation, and Adaptation. Why do we need a new plan? Will taxpayers be permitted to know how much the climate resiliency specialist is currently being paid? Will they be permitted to see the 2022 Climate Action Plan?

Is nothing more than virtue-signaling. Climate change is normal; there is no man-made “climate crisis” for Appleton to deal with. The black-box computer models used to forecast climate change are so inaccurate vis-à-vis observed temperatures as to be useless for policy planning.

Creates perverse incentives for the budgeting process. If the Finance Committee is allowed to move money around without going through the proper budget process,

- a department may be incentivized to over-estimate how much it needs for a specific project: If the project comes in under budget, now there's a "slush fund" they can use for other projects that might not have made it through proper budget channels. Alternatively,
- a department might be discouraged from looking for the lowest responsive bid if any savings it achieves are taken from it and used by another department.

Because this \$100,000 is from *borrowed funds*, it should be used to pay down the borrowing — not spent on a new, unbudgeted, and wholly unnecessary consultant.



CITY OF APPLETON

Department of Parks & Recreation

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CITY OF APPLETON: SUSTAINABILITY MASTER PLAN CONSULTANT JUSTIFICATION & SCOPE OF WORK

Executive Summary

The City of Appleton is pursuing funding to retain a professional sustainability and resilience planning consultant to develop a comprehensive Sustainability and Resiliency Master Plan. This initiative will serve as a foundational document guiding Appleton's transition toward a low-carbon, resource-efficient, and resilient future. The plan will provide a clear framework to reduce municipal greenhouse gas (GHG) emissions by 50% by 2035, with a stretch goal of achieving net-zero emissions by 2050. It will also define citywide resilience goals—such as reducing flood risk, safeguarding critical infrastructure, and improving emergency preparedness—to ensure the community can adapt to and recover from climate-related challenges. It will also identify practical, cost-effective strategies to improve infrastructure performance, enhance operational efficiencies, and integrate sustainability across city departments and the broader community.

This plan will guide the use of Appleton's limited time and resources by ensuring city staff and volunteer efforts are focused on projects that deliver the greatest return on investment and community benefit—preventing inefficiencies and minimizing duplicated work. By providing structured direction, the plan will help the City stay focused and avoid piecemeal progress. The planning process will also ensure coordination across City departments, integrating sustainability into operations and long-term planning.

In addition to meeting Appleton's internal energy and climate goals, the Master Plan will support the City's eligibility for major state and federal grant programs and help prioritize capital investments in alignment with the principles of sustainable development. Deliverables will include a data-driven roadmap, measurable implementation strategies, community-informed recommendations, and a financial framework to guide decision-making. The plan will also establish clear metrics for tracking performance and a communication toolkit to build awareness and support.

Background and Need

In 2019, the Appleton City Council adopted a climate action resolution that formed a task force which issued a set of general recommendations to support the City's long-term environmental stewardship goals. While these recommendations laid an important foundation, they lacked project and financial feasibility assessments needed to convert them into actionable initiatives or projects.

Since then, city staff, council, and the community have expressed growing interest in advancing sustainability and resilience efforts. However, without a unified strategy, progress has been fragmented and inconsistent due to the absence of a shared direction across departments. A coordinated plan is needed to ensure that scarce resources are used effectively and that departmental efforts are not duplicated or working at cross-purposes.

The Master Plan will be developed through cooperation with all city departments to ensure integration with departmental priorities and capital planning. The planning process will establish department-specific deliverables and compliance mechanisms, ensuring accountability and cohesion under a unified citywide sustainability and resilience framework.

Moreover, the Appleton Sustainability Advisory Panel—made up entirely of volunteers—has played a vital role in advancing the City’s environmental goals. However, to maximize their impact, the City requires financial and expert consultant support to channel these efforts effectively and develop implementable actions.

This need became even more pressing following the extreme weather and flooding events that impacted Appleton in the summer of 2024. Infrastructure was overwhelmed in several neighborhoods, stressing stormwater systems and response capacity. These events underscored the need for a proactive and integrated resiliency framework.

Consultant Scope of Work & Deliverables

The consultant will be expected to deliver a comprehensive and actionable Sustainability and Resiliency Master Plan. Deliverables must adhere to SMART (Specific, Measurable, Achievable, Relevant, and Time-bound) criteria to ensure accountability and implementation readiness.

Baseline Assessment

- Review and ensure accuracy of the current GHG inventory for all municipal operations (facilities, fleet, infrastructure) using 2024 as the baseline year.
- Conduct an energy use assessment of all major facilities and systems, identifying high-consumption assets.
- Evaluate current water use, waste generation, and land management practices.
- Assess climate vulnerability, including flood risk, heat exposure, and emergency preparedness gaps.
- Conduct a municipal fleet assessment to evaluate electric vehicle (EV) or hydrogen conversion potential by department.
- Review sustainability and resilience master plans from comparable municipalities to identify best practices, benchmarks, and potential partnership opportunities.

Stakeholder & Community Engagement

- Launch the planning process with internal stakeholder engagement, focusing first on the Sustainability Advisory Panel and City departments.
- Facilitate departmental workshops to gather baseline data, identify project overlaps, and establish departmental deliverables.
- Coordinate at least three public engagement sessions, including at least one focused on underserved or climate-vulnerable neighborhoods.
- Develop an online engagement platform to collect community feedback throughout the process.

Strategic Goals & Action Planning

- Identify a minimum of 25 priority projects or policy changes to reduce municipal GHG emissions.
- Propose specific targets and actions across buildings, fleet, land use, waste, and procurement.
- Provide lifecycle cost analysis for each action, including payback periods and potential funding sources.
- Recommend updates or adoption of policies, ordinances, and operational changes to embed sustainability into daily practice.
- Incorporate sustainability considerations into long-range capital improvement planning.

Resilience Planning

- Develop a resilience framework addressing stormwater infrastructure, green infrastructure, backup power, cooling shelters, and community resiliency centers.
- Include a dedicated section on flood resilience, including modeling of future flood risks due to climate change and identification of infrastructure upgrades and green mitigation strategies.
- Identify neighborhoods most at risk from climate-related impacts and recommend site-specific adaptations.
- Propose feasibility and siting criteria for a City of Appleton Resiliency Center.

Implementation Roadmap

- Provide a 10-year implementation schedule with project phasing, departmental roles, and accountability mechanisms.
- Outline funding strategies, including leveraging local, state, and federal grants (e.g., FEMA BRIC, IRA, EPA grants).
- Include measurable annual milestones, emissions tracking, and public reporting templates.

Final Report, Education, and Communication Tools

- Draft and deliver the final Sustainability Master Plan with executive summary, action matrix, and illustrative graphics.
- Create a communications toolkit (e.g., fact sheets, infographics) for internal and external outreach.
- Develop educational materials and host informational sessions for City departments, elected officials, and the public to foster awareness and alignment.

Expected Outcomes & City Benefits

The plan will yield measurable triple bottom line outcomes—benefiting the environment, economy, and social wellbeing of Appleton residents. Key benefits include:

- **Return on Investment:** Many projects identified in the plan will produce cost savings through reduced utility expenses, deferred capital costs, or lower maintenance needs. These savings are expected to significantly offset the upfront cost of the plan itself.
 - **Efficient Resource Use:** Limited staff and funding will be directed toward projects with the highest impact, based on data and lifecycle analysis.
 - **Enhanced Resilience:** The City will be better prepared for climate-related disruptions like flooding and extreme heat. A proposed Resiliency Center will provide power, shelter, and coordination during emergencies.
 - **Unified Direction Across Departments:** Coordinated planning will ensure all departments contribute to sustainability goals in a consistent and measurable way.
 - **Improved Equity:** The plan ensures that historically underserved neighborhoods receive targeted investments and adaptation resources.
 - **Stronger Grant Competitiveness:** A professionally prepared, implementation-ready plan will improve Appleton's position for state and federal funding opportunities. Agencies such as FEMA, the Department of Energy, and the Environmental Protection Agency prioritize funding for communities that have clear, data-driven plans in place. The Sustainability Master Plan will not only serve as required documentation for many grant applications, but will also provide the analytical justification, stakeholder backing, and project prioritization that make proposals more competitive and easier to implement upon award.
-

Estimated Budget and Timeline

- **Estimated Cost:** \$80,000 – \$150,000 based on similar plans from peer cities
 - **Project Timeline:** 9 to 12 months from contract execution to final plan adoption
 - **Milestones:** Engagement launch, baseline completion, draft strategies, public review, final adoption
-

APPENDICES

SUMMARY OF CITY OF APPLETON SUSTAINABILITY EFFORTS

Over the past four years, the City of Appleton has taken significant strides to institutionalize sustainability and build momentum for decarbonization and climate resilience. These actions form a solid foundation for the proposed Sustainability Master Plan.

Key Milestones and Affiliations

- 2020 – Achieved “25x25” goal five years early: 25% energy reduction by 2025.
- 2021 – Completed the City’s first municipal greenhouse gas (GHG) inventory.
- 2022 – Formed the Advisory Panel on Sustainability and Climate Resilience.
- 2022–2023 – Joined Wisconsin Clean Cities and Wisconsin Local Government Climate Coalition.
- Ongoing – Green Tier Legacy Community, Tree City USA, and Bird City USA.

Facility and Infrastructure Decarbonization

- LED Lighting Retrofits: Upgrades across water and wastewater plants, parking ramps, and city buildings have reduced energy usage by over 1 million kWh annually and avoided over 800 metric tons of CO₂.
- Solar Energy: Installed a 296kW solar PV system at the Municipal Services Building in 2021, producing approximately 282,000 kWh annually.
- Geothermal HVAC Projects: New geothermal systems at the Appleton Public Library and Valley Transit significantly reduce energy demand and carbon emissions, with the Library project avoiding 571 tons of CO₂ annually.

Wastewater-to-Energy Innovation

- The Appleton Wastewater Treatment Plant (AWWTP)—which accounts for over 40% of the city’s emissions—has become a leader in renewable energy integration:
 - Three biogas boilers now heat the entire plant, reducing natural gas consumption by 90% and saving over \$250,000 annually.
 - In 2024, Appleton launched an Organic Rankine Cycle (ORC) waste heat-to-power system expected to produce over 500,000 kWh/year and offset 555 metric tons of CO₂ annually.
 - Electrical distribution upgrades, capacitor bank installation, and transformer consolidation have improved power quality and achieved over \$55,000 in annual utility savings.

Fleet and Transportation Decarbonization

- Valley Transit Geothermal HVAC and Net-Zero Transition: Appleton is developing a new multi-modal transit center with a 0.9MW solar field, geothermal HVAC, BESS, microgrid, and hydrogen fuel cell integration.
- Zero Emission Bus Fleet: Efforts are underway to Appleton’s public bus system through hydrogen production and on-site clean energy.

Emissions Inventory and Avoidance

- The City’s latest Scope 1 and 2 emissions inventory reports 27,241 metric tons of CO₂e. Avoided emissions total 4,251 metric tons, achieving a net-zero ratio of 10.3%—a baseline Appleton seeks to improve through the master plan.

Sustainability Principles and Community Resilience

- All initiatives reflect Appleton's commitment to the triple bottom line—enhancing environmental health, promoting equitable access to clean infrastructure, and ensuring long-term cost-effectiveness for taxpayers.

CITY OF APPLETON DEMOGRAPHICS AND CLIMATE VULNERABILITY OVERVIEW

Demographic Profile

- **Population:** 75,644 residents (2020 Census)
- **Racial and Ethnic Composition:**
 - White: 80.1%
 - Hispanic or Latino: 7.3%
 - Asian: 6.4% (predominantly Hmong)
 - Black or African American: 3.1%
 - Two or more races: 6.5%
 - Native American: 0.9%
- **Median Age:** 36.9 years
- **Median Household Income:** \$77,450
- **Educational Attainment:**
 - High school graduate or higher: 94.2%
 - Bachelor's degree or higher: 37%
- **Foreign-Born Residents:** 7.2%

Climate Vulnerability Overview

- Appleton experiences elevated risk from extreme heat and flooding. Vulnerability assessments indicate that older adults, children, and low-income populations are more exposed to these climate stressors.
- The Wisconsin Department of Health Services identifies segments of Appleton as higher risk due to socioeconomic and health-related vulnerabilities.
- The Wisconsin State Climatology Office reports trends in increasing winter temperatures and more frequent intense rain events, highlighting the need for adaptive infrastructure.

This demographic and climate profile supports the need for equitable, resilient, and science-based planning that prioritizes vulnerable communities and prepares Appleton for a changing climate.

48-25

AN ORDINANCE AMENDING SECTION 4-161(10) OF CHAPTER 4 OF THE MUNICIPAL CODE OF THE CITY OF APPLETON, RELATING TO PERMIT FEES; GENERALLY; EROSION CONTROL.

(Community Development Committee – 05-07-2025)

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

Section 1: That Section 4-161(10) of Chapter 4 of the Municipal Code of the City of Appleton, relating to permit fees; generally; erosion control, is hereby amended to read as follows:

Sec. 4-161. Permit fees.

(a) ***Generally.*** Before a permit is issued to a contractor, the owner or his agent for work described in this section, a fee shall be paid to the Director of Finance as follows:

(10) ***Erosion Control.*** The amount of an erosion control permit fee for disturbance of less than one (1) acre for projects that are regulated by the Wisconsin Department of Safety and Professional Services under s. SPS 321.125, Wis. Admin. Code, 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.

49-25

AN ORDINANCE ANNEXING TERRITORY TO THE CITY OF APPLETON, WISCONSIN.

Dewitt Development Partners LLC Annexation
MBR Number: 14757

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

Section 1. Territory Annexed. In accordance with §66.0217(2) of the Wisconsin Statutes for 2023 – 2024 and the *Unanimous Petition for Direct Annexation*

filed with the City Clerk on April 9, 2025, the following described territory in the Town of Grand Chute, Outagamie County, Wisconsin, lying contiguous to the City of Appleton, is hereby annexed to the City of Appleton, Wisconsin:

Part of the Southeast 1/4 of the Fractional Northeast 1/4 and All of the Southwest 1/4 of the Fractional Northeast 1/4 and part of the Southeast 1/4 of the Fractional Northwest 1/4 and part of the Northeast 1/4 of the Southeast 1/4, ALL of Section 6, Township 21 North, Range 18 East, Town of Grand Chute, Outagamie County, Wisconsin, containing 3,149,161 Square Feet (72.2948 Acres) of land described as follows:

Beginning at the East 1/4 Corner of Section 06, Township 21 North, Range 18 East; thence S00°02'25"E along the east line of the Southeast 1/4 of said Section 06, 41.27 feet to the intersection of said east line with the east extension of the north line of Emerald Valley; thence N89°27'33"W along said extension line and along said north line, 1307.67 feet to the west line of the Northeast 1/4 of the Southeast 1/4 of said Section 06; thence N00°12'16"E along said west line, 41.27 feet to the south line of the Fractional Northeast 1/4 of said Section 06; thence N89°27'33"W along said south line, 1307.49 feet to the Center of said Section 06 as monumented; thence N89°27'19"W along the south line of the Fractional Northwest 1/4 of said Section 06, 625.06 feet to the east line of Apple Ridge 2; thence N01°36'33"E along said east line, 119.15 feet; thence N05°33'54"W along said east line, 247.09 feet; thence N55°27'06"W along said east line, 135.41 feet; thence N28°25'33"W along said east line, 55.45 feet; thence N00°20'17"E along said east line, 456.72 feet to the south line of Lot 1, Certified Survey Map No. 8359 and to the north line of the Southeast 1/4 of the Fractional Northwest 1/4 of said Section 06; thence S89°39'43"E along said south line of said Lot 1 and along said north line of said 1/4-1/4 and along the south line of Certified Survey Map No. 7511, 788.41 feet to the southeast corner of said Map No. 7511 and to the west line of the Southwest 1/4 of the Fractional Northeast 1/4 of said Section 06; thence N00°27'15"E along said east line of said Map No. 7511 and along said west line, 1.45 feet to the north line of the Southwest 1/4 of the Fractional Northeast 1/4 of said Section 06 as monumented and to the south line of Certified Survey Map No. 8122; thence S89°37'46"E along said north line as monumented and the south line of said Map No. 8122 and the south line of Certified Survey Map No. 6740 and the south line of Certified Survey Map No. 4280 and along the north line of the Southeast 1/4 of the Fractional Northeast 1/4 said Section 06 as monumented, 2291.51 feet to the west line of lands described in Doc. 1763227; thence S01°26'43"W along said west line and the west line of Lands Described in Doc. 799879, 259.41 feet to the south line of said Doc. 799879; thence S88°09'17"E along said south line, 340.00 feet to the east line of the Fractional Northeast 1/4 of said Section 06; thence S01°26'43"W along said east line, 689.84 feet to the Point Of Beginning. Described Lands are subject to easements and restrictions of record.

The current population of such territory is 0 people.

Section 2. Effect of Annexation. From and after the date of this ordinance, the territory described in Section 1 shall be a part of the City of Appleton for any and all purposes provided by law and all persons coming or residing within such territory shall be subject to all ordinances, rules and regulations governing the City of Appleton.

Section 3. Ward Designation. The territory described in Section 1 of this ordinance is hereby made a part of the Thirty-ninth (39th) Ward, attached to the Thirteenth (13th) Aldermanic District of the City of Appleton, Outagamie County, subject to the ordinances, rules and regulations of the City governing wards.

Section 4. Zoning Classification. The territory described in Section 1 is hereby zoned as follows, pursuant to §66.0217(7)(a), Stats., and §23-65(e), Appleton Municipal Code:

AG (Agricultural District)

Section 5. Severability. If any provision of this ordinance is invalid or unconstitutional, or if the application of this ordinance to any person or circumstances is invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the other provisions or applications of this ordinance, which can be given without the invalid or unconstitutional provision or application.

Section 6. Effective Date. This ordinance shall take effect upon passage and publication.

50-25

AN ORDINANCE AMENDING CHAPTER 23 OF THE MUNICIPAL CODE OF THE CITY OF APPLETON AND THE OFFICIAL ZONING MAP WHICH IS A PART THEREOF, BY MAKING THE FOLLOWING CHANGES IN THE DISTRICT AS NOW PROVIDED.

(City Plan Commission 05-21-2025)

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

Section 1: That Zoning Ordinance, Chapter 23 of the Municipal Code of the City of Appleton and the Official Zoning Map, which is a part thereof, is amended by making the following changes:

To rezone lands located at 4700 North Richmond Street (Tax Id #31-6-5710-00, #31-6-5710-01, #31-6-5710-02, and #31-6-5710-03), including to the centerline of the adjacent street right-of-way, from AG Agricultural District to R-1B Single-family District. (Rezoning #2-25 – Dorn Annexation)

LEGAL DESCRIPTION:

ALL OF LOT 2 OF CERTIFIED SURVEY MAP NO. 8713, BEING PART OF THE SOUTHWEST 1/4 OF THE NORTHWEST 1/4, AND ALL OF THE SOUTHEAST 1/4 OF THE NORTHWEST 1/4, AND PART OF THE NORTHEAST 1/4 AND NORTHWEST 1/4 OF THE SOUTHWEST 1/4, ALL IN SECTION 11, TOWNSHIP 21 NORTH, RANGE 17 EAST, CITY OF APPLETON, WISCONSIN, MORE FULLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE WEST 1/4 CORNER OF SAID SECTION 11; THENCE NORTH 01 DEGREES 12 MINUTE 23 SECONDS EAST, ALONG THE WEST LINE OF THE NORTHWEST 1/4 OF SAID SECTION, A DISTANCE OF 292.48 FEET; THENCE SOUTH 89 DEGREES 51 MINUTE 01 SECONDS EAST, ALONG THE SOUTH LINE OF LOT 1 OF CERTIFIED SURVEY MAP NO. 8713, A DISTANCE OF 433.31 FEET; THENCE NORTH 00 DEGREES 08 MINUTES 59 SECONDS EAST, ALONG THE EAST LINE OF LOT 1 OF CERTIFIED SURVEY MAP NO. 8713, A DISTANCE OF 187.95 FEET; THENCE NORTH 89 DEGREES 51 MINUTES 01 SECONDS WEST, ALONG THE NORTH LINE OF LOT 1 OF CERTIFIED SURVEY MAP NO. 8713, A DISTANCE OF 429.85 FEET; THENCE NORTH 01 DEGREES 12 MINUTE 23 SECONDS EAST, ALONG THE WEST LINE OF THE NORTHWEST 1/4 OF SAID SECTION, A DISTANCE OF 849.60 FEET; THENCE SOUTH 89 DEGREES 26 MINUTE 21 SECONDS EAST, ALONG THE NORTH LINE OF SOUTHWEST 1/4 AND

SOUTHEAST 1/4 OF THE NORTHWEST 1/4 OF SAID SECTION, A DISTANCE OF 2560.33 FEET; THENCE SOUTH 00 DEGREES 03 MINUTES 00 SECONDS EAST, ALONG THE EAST LINE OF NORTHWEST 1/4 OF SAID SECTION, A DISTANCE OF 1311.48 FEET; THENCE SOUTH 00 DEGREES 03 MINUTES 00 SECONDS EAST, ALONG THE EAST LINE OF SOUTHWEST 1/4 OF SAID SECTION, A DISTANCE OF 331.47 FEET; THENCE NORTH 89 DEGREES 51 MINUTES 24 SECONDS WEST, ALONG THE NORTH LINE OF MARSHALL HEIGHTS II AND MARSHALL HEIGHTS III, A DISTANCE OF 2595.85 FEET; THENCE NORTH 01 DEGREES 04 MINUTES 11 SECONDS EAST, ALONG THE WEST LINE OF THE SOUTHWEST 1/4 OF SAID SECTION, A DISTANCE OF 331.80 FEET TO THE POINT OF BEGINNING. CONTAINING 4,179,159 SQUARE FEET [95.940 ACRES]. SUBJECT TO ALL EASEMENTS AND RESTRICTIONS OF RECORD.

COMMON DESCRIPTION:

4700 North Richmond Street (Tax Id #31-6-5710-00, #31-6-5710-01, #31-6-5710-02, and #31-6-5710-03), including to the centerline of the adjacent street right-of-way

Section 2: This Ordinance shall be in full force and effect from and after its passage and publication, and upon its passage and publication the Director of Community Development is authorized and directed to make the necessary changes to the Official Zoning Map in accordance with this Ordinance.