



# City of Appleton

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

## Meeting Agenda - Final-revised Common Council

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Wednesday, May 7, 2025

7:00 PM

Council Chambers

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- A. CALL TO ORDER
- B. INVOCATION
- C. PLEDGE OF ALLEGIANCE TO THE FLAG
- D. ROLL CALL OF ALDERPERSONS
- E. ROLL CALL OF OFFICERS AND DEPARTMENT HEADS
- F. APPROVAL OF PREVIOUS COUNCIL MEETING MINUTES

[25-0442](#)

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](#)

- 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](#)

[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](#)

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**

[25-0438](#)

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](#)

**Legislative History**

4/21/25

Municipal Services  
Committee

recommended for approval

- [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](#)

**Legislative History**

4/21/25	Municipal Services Committee	recommended for approval
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- [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](#)

**Legislative History**

4/21/25	Municipal Services Committee	recommended for approval
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## 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](#)

**Legislative History**

4/23/25	Safety and Licensing Committee	recommended for denial
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*Angella Gilson was present and addressed the committee*

- [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](#)

**Legislative History**

4/23/25	Safety and Licensing Committee	recommended for approval
4/23/25	Safety and Licensing Committee	recommended for approval

- [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](#)

**Legislative History**

4/23/25      Safety and Licensing      recommended for approval  
Committee

[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](#)

**Legislative History**

4/23/25      Safety and Licensing      recommended for approval  
Committee

**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](#)

**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.*

- [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](#)

**Legislative History**

4/21/25 Finance Committee recommended for approval

- [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](#)

**Legislative History**

4/21/25 Finance Committee recommended for approval

- [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](#)

**Legislative History**

4/21/25 Finance Committee recommended for approval

- [25-0441](#) Request to establish a reserve fund for ARPA-related obligations.

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

**Legislative History**

4/21/25 Finance Committee recommended for approval

## 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](#)

**Legislative History**

3/12/25 Community Development Committee held

4/23/25 Community Development Committee recommended for approval

[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](#)

**Legislative History**

4/23/25	Community Development Committee	recommended for approval
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**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](#)

**Legislative History**

4/23/25	Human Resources & Information Technology Committee <i>ComDev not CED.</i>	recommended for approval
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[25-0404](#)

Request to Approve Social Media Policy.

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

**Legislative History**

4/23/25	Human Resources & Information Technology Committee	recommended for approval
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[25-0405](#)

Request to Approve Changes to the Fringe Benefits Policy.

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

**Legislative History**

4/23/25	Human Resources & Information Technology Committee	recommended for approval
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**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](#)

**Legislative History**

4/22/25

Fox Cities Transit  
Commission

recommended for approval

**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

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

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## Meeting Minutes - Final Common Council

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Wednesday, April 16, 2025

6:00 PM

Council Chambers

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### Organizational Meeting

#### A. CALL TO ORDER

*The meeting was called to order by Mayor Woodford at 6:01 p.m.*

#### B. PLEDGE OF ALLEGIANCE TO THE FLAG

#### C. ROLL CALL OF ALDERPERSONS

**Present:** 16 - Alderperson Josh Lambrecht, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Martyn Smith, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Patrick Hayden, Alderperson Patti Heffernan, Alderperson Alex Schultz, Alderperson Vaya Jones, Alderperson Adrian Stancil-Martin, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt, Alderperson Denis Dougherty and Mayor Jake Woodford

#### D. ROLL CALL OF OFFICERS AND DEPARTMENT HEADS

*All Departments were represented.*

#### E. PROPOSED COUNCIL RULE CHANGES

*There were no rule changes submitted.*

#### F. REMAINING RULES OF COUNCIL

[25-0365](#)

Rules of Council

**Attachments:**

[Council Rules - FINAL 4-17-2024.pdf](#)

[Council Rules - 4-16-2025.pdf](#)

[Council Rules - Redlined 4-16-2025.pdf](#)

[Council Rules - FINAL 4-16-2025.pdf](#)

Alderperson Hartzheim moved, seconded by Alderperson Smith, that the Rules of Council be approved. The 2025 Council Rules attachment includes Rule #36 added by adoption of amended Resolution #9-R-24 (below). Roll Call. Motion carried by the following vote:

**Aye:** 15 - Alderperson Josh Lambrecht, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Martyn Smith, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Patrick Hayden, Alderperson Patti Heffernan, Alderperson Alex Schultz, Alderperson Vaya Jones, Alderperson Adrian Stancil-Martin, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt and Alderperson Denis Dougherty

**Abstained:** 1 - Mayor Jake Woodford

#### G. PROPOSED CHANGES TO DEPARTMENT & COMMITTEE FUNCTIONS

*There were no changes submitted.*

#### H. DEPARTMENT & COMMITTEE FUNCTIONS

[25-0366](#)

Department & Committee Functions

**Attachments:** [Dept-Committee Functions - FINAL 4-17-2024.pdf](#)

**Alderperson Hartzheim moved, seconded by Alderperson Smith, that the Department & Committee Functions be approved. Roll Call. Motion carried by the following vote:**

**Aye:** 15 - Alderperson Josh Lambrecht, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Martyn Smith, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Patrick Hayden, Alderperson Patti Heffernan, Alderperson Alex Schultz, Alderperson Vaya Jones, Alderperson Adrian Stancil-Martin, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt and Alderperson Denis Dougherty

**Abstained:** 1 - Mayor Jake Woodford

#### I. RECOMMIT TO THE CODE OF CONDUCT

[25-0367](#)

Code of Conduct

**Attachments:** [Code of Conduct.pdf](#)

**Alderperson Hartzheim moved, seconded by Alderperson Fenton, to Recommit to the Code of Conduct. Roll Call. Motion carried by the following vote:**

**Aye:** 15 - Alderperson Josh Lambrecht, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Martyn Smith, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Patrick Hayden, Alderperson Patti Heffernan, Alderperson Alex Schultz, Alderperson Vaya Jones, Alderperson Adrian Stancil-Martin, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt and Alderperson Denis Dougherty

**Abstained:** 1 - Mayor Jake Woodford

**L. ELECTION OF COMMON COUNCIL PRESIDENT**

*Without objection, the order in which Items were taken up was modified.*

*Alderspersons Van Zeeland and Meltzer were nominated for Common Council President.*

*Aldersperson Van Zeeland was elected as Common Council President for the 2025 term.*

**M. ELECTION OF COMMON COUNCIL VICE PRESIDENT**

*Aldersperson Jones and Aldersperson Wolff were nominated for Common Council Vice President.*

*Aldersperson Wolff was elected as Common Council Vice President.*

**N ELECTION OF COMMON COUNCIL REPRESENTATIVE TO THE CITY PLAN COMMISSION**

*Aldersperson Hartzheim and Aldersperson Fenton were nominated for the Common Council Representative to the City Plan Commission.*

*Aldersperson Fenton was elected as the Common Council Representative to the City Plan Commission.*

**K. APPOINTMENT OF COMMITTEES & COMMITTEE CHAIRS**

[25-0433](#)

2025 Aldersperson Board, Commission, and Committee Assignments

**Attachments:**     [2025 Committee Assignments.pdf](#)

**Aldersperson Van Zeeland moved, seconded by Aldersperson Hartzheim, that the 2025 Aldersperson Committee Assignments be approved. Roll Call. Motion carried by the following vote:**

**Aye:** 15 - Aldersperson Josh Lambrecht, Aldersperson Vered Meltzer, Aldersperson Brad Firkus, Aldersperson Martyn Smith, Aldersperson Katie Van Zeeland, Aldersperson Denise Fenton, Aldersperson Patrick Hayden, Aldersperson Patti Heffernan, Aldersperson Alex Schultz, Aldersperson Vaya Jones, Aldersperson Adrian Stancil-Martin, Aldersperson Nate Wolff, Aldersperson Sheri Hartzheim, Aldersperson Christopher Croatt and Aldersperson Denis Dougherty

**Abstained:** 1 - Mayor Jake Woodford

**J. RESOLUTIONS SUBMITTED BY ALDERPERSONS REFERRED TO COMMITTEES OF JURISDICTION**

[24-1229](#)

## Resolution #9-R-24 Council Member Attendance

**Attachments:**     [#9-R-24 Council Member Attendance.pdf](#)

**Aldersperson Van Zeeland moved, seconded by Aldersperson Hartzheim, that the Resolution be amended to strike: "will forfeit their Committee assignments and the Mayor shall appoint other Council members to fill the vacancies" and replace it with: "will need to attend a meeting with Council leadership and the Mayor to find a solution or facilitate a Committee appointment swap." Roll Call. Motion carried by the following vote:**

**Aye:** 14 - Aldersperson Josh Lambrecht, Aldersperson Vered Meltzer, Aldersperson Martyn Smith, Aldersperson Katie Van Zeeland, Aldersperson Denise Fenton, Aldersperson Patrick Hayden, Aldersperson Patti Heffernan, Aldersperson Alex Schultz, Aldersperson Vaya Jones, Aldersperson Adrian Stancil-Martin, Aldersperson Nate Wolff, Aldersperson Sheri Hartzheim, Aldersperson Christopher Croatt and Aldersperson Denis Dougherty

**Nay:** 1 - Aldersperson Brad Firkus

**Abstained:** 1 - Mayor Jake Woodford

**Aldersperson Hayden moved, seconded by Aldersperson Fenton, that the Resolution to add Rule 36 . Attendance Policy, to the Rules of Council be approved as amended. Roll Call. Motion carried by the following vote:**

**Aye:** 14 - Aldersperson Josh Lambrecht, Aldersperson Vered Meltzer, Aldersperson Martyn Smith, Aldersperson Katie Van Zeeland, Aldersperson Denise Fenton, Aldersperson Patrick Hayden, Aldersperson Patti Heffernan, Aldersperson Alex Schultz, Aldersperson Vaya Jones, Aldersperson Adrian Stancil-Martin, Aldersperson Nate Wolff, Aldersperson Sheri Hartzheim, Aldersperson Christopher Croatt and Aldersperson Denis Dougherty

**Nay:** 1 - Aldersperson Brad Firkus

**Abstained:** 1 - Mayor Jake Woodford

## O. OTHER COUNCIL BUSINESS

[25-0368](#)

Request to set the meeting time for the Parks & Recreation Committee at 6:15 p.m.

**Aldersperson Schultz moved, seconded by Aldersperson Wolff, that the Request to change the meeting time for Parks & Recreation Committee be amended to a 6:00 p.m. start time. Roll Call. Motion carried by the following vote:**

**Aye:** 13 - Aldersperson Josh Lambrecht, Aldersperson Vered Meltzer, Aldersperson Martyn Smith, Aldersperson Katie Van Zeeland, Aldersperson Patrick Hayden, Aldersperson Patti Heffernan, Aldersperson Alex Schultz, Aldersperson Vaya Jones, Aldersperson Adrian Stancil-Martin, Aldersperson Nate Wolff, Aldersperson Sheri Hartzheim, Aldersperson Christopher Croatt and Aldersperson Denis Dougherty

**Nay:** 2 - Aldersperson Brad Firkus and Aldersperson Denise Fenton



**Abstained:** 1 - Mayor Jake Woodford

**Alderson Hayden moved, seconded by Alderson Fenton, that the Request to set the meeting time for the Parks & Recreation Committee be approved as amended. Roll Call. Motion carried by the following vote:**

**Aye:** 14 - Alderson Josh Lambrecht, Alderson Vered Meltzer, Alderson Brad Firkus, Alderson Martyn Smith, Alderson Katie Van Zeeland, Alderson Patrick Hayden, Alderson Patti Heffernan, Alderson Alex Schultz, Alderson Vaya Jones, Alderson Adrian Stancil-Martin, Alderson Nate Wolff, Alderson Sheri Hartzheim, Alderson Christopher Croatt and Alderson Denis Dougherty

**Nay:** 1 - Alderson Denise Fenton

**Abstained:** 1 - Mayor Jake Woodford

[25-0364](#)

Request to modify the Council Meeting Schedule for the cancellation of the July 2, 2025 and January 7, 2026 Common Council Meetings.

**Alderson Hartzheim moved, seconded by Alderson Croatt, that the Request to modify the Council meeting schedule be approved. Roll Call. Motion carried by the following vote:**

**Aye:** 15 - Alderson Josh Lambrecht, Alderson Vered Meltzer, Alderson Brad Firkus, Alderson Martyn Smith, Alderson Katie Van Zeeland, Alderson Denise Fenton, Alderson Patrick Hayden, Alderson Patti Heffernan, Alderson Alex Schultz, Alderson Vaya Jones, Alderson Adrian Stancil-Martin, Alderson Nate Wolff, Alderson Sheri Hartzheim, Alderson Christopher Croatt and Alderson Denis Dougherty

**Abstained:** 1 - Mayor Jake Woodford

## P. ADJOURN

**Alderson Hartzheim moved, seconded by Alderson Fenton, that the meeting be adjourned at 6:44 p.m. Roll Call. Motion carried by the following vote:**

**Aye:** 15 - Alderson Josh Lambrecht, Alderson Vered Meltzer, Alderson Brad Firkus, Alderson Martyn Smith, Alderson Katie Van Zeeland, Alderson Denise Fenton, Alderson Patrick Hayden, Alderson Patti Heffernan, Alderson Alex Schultz, Alderson Vaya Jones, Alderson Adrian Stancil-Martin, Alderson Nate Wolff, Alderson Sheri Hartzheim, Alderson Christopher Croatt and Alderson Denis Dougherty

**Abstained:** 1 - Mayor Jake Woodford

Kami Lynch, City Clerk



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## Meeting Minutes - Final Common Council

---

Wednesday, April 16, 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

*A moment of silence was held.*

C. PLEDGE OF ALLEGIANCE TO THE FLAG

D. ROLL CALL OF ALDERPERSONS

**Present:** 16 - Alderperson Josh Lambrecht, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Martyn Smith, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Patrick Hayden, Alderperson Patti Heffernan, Alderperson Alex Schultz, Alderperson Vaya Jones, Alderperson Adrian Stancil-Martin, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt, Alderperson Denis Dougherty and Mayor Jake Woodford

E. ROLL CALL OF OFFICERS AND DEPARTMENT HEADS

*All Departments were represented.*

F. APPROVAL OF PREVIOUS COUNCIL MEETING MINUTES

[25-0348](#)

Common Council Meeting Minutes of April 2, 2025

**Attachments:** [CC Minutes 4-2-25.pdf](#)  
[04-02-2025 CC Meeting Minutes.pdf](#)

Alderperson Firkus moved, seconded by Alderperson Smith, that the Minutes be amended to add the following language to the legislative history for Finance Item #25-0300 "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. Roll Call. Motion carried by the following vote:

**Aye:** 15 - Alderperson Josh Lambrecht, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Martyn Smith, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Patrick Hayden, Alderperson Patti Heffernan, Alderperson Alex Schultz, Alderperson Vaya Jones, Alderperson Adrian Stancil-Martin, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt and Alderperson Denis Dougherty

**Abstained:** 1 - Mayor Jake Woodford

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

**Aye:** 15 - Alderperson Josh Lambrecht, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Martyn Smith, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Patrick Hayden, Alderperson Patti Heffernan, Alderperson Alex Schultz, Alderperson Vaya Jones, Alderperson Adrian Stancil-Martin, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt and Alderperson Denis Dougherty

**Abstained:** 1 - Mayor Jake Woodford

## G. BUSINESS PRESENTED BY THE MAYOR

### [25-0321](#)

#### Presentation of the Winning 2025 Sidewalk Poetry Poems

*Peter Kotarba, Adult Services & Engagement Librarian introduced the winning 2025 Sidewalk Poetry poems and the winning poets read their poems.*

### [25-0370](#)

#### Proclamations:

- Arbor Day
- Autism Acceptance Month
- Earth Day
- Golden Rule Day
- Hemophilia Awareness Day
- Public Health Week

**Attachments:** [Arbor Day.pdf](#)  
[Autism Acceptance.pdf](#)  
[Earth Day 1.pdf](#)  
[Golden Rule Day.pdf](#)  
[Hemophilia Awareness.pdf](#)  
[Public Health Week.pdf](#)

[25-0369](#)

## Fox Cities Area Room Tax Commission Reappointments

**Attachments:**     [FCARTC Reappointments.pdf](#)

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

**Aye:** 15 - Aldersperson Josh Lambrecht, Aldersperson Vered Meltzer, Aldersperson Brad Firkus, Aldersperson Martyn Smith, Aldersperson Katie Van Zeeland, Aldersperson Denise Fenton, Aldersperson Patrick Hayden, Aldersperson Patti Heffernan, Aldersperson Alex Schultz, Aldersperson Vaya Jones, Aldersperson Adrian Stancil-Martin, Aldersperson Nate Wolff, Aldersperson Sheri Hartzheim, Aldersperson Christopher Croatt and Aldersperson Denis Dougherty

**Abstained:** 1 - Mayor Jake Woodford

## H. PUBLIC PARTICIPATION

*No one spoke during public participation.*

## I. PUBLIC HEARINGS

## J. SPECIAL RESOLUTIONS

## K. ESTABLISH ORDER OF THE DAY

[25-0295](#)

## Approve Loading Zone request from Trout Museum of Art

**Attachments:**     [325 E College - Trout Museum Loading Zone Request.pdf](#)  
                             [325E College - Trout Museum Loading Zone Request with Emails thru 04-02-2025.pdf](#)

**Aldersperson Fenton moved, seconded by Aldersperson Van Zeeland, that the Loading Zone Request be approved. Roll Call. Motion carried by the following vote:**

**Aye:** 14 - Aldersperson Josh Lambrecht, Aldersperson Vered Meltzer, Aldersperson Brad Firkus, Aldersperson Martyn Smith, Aldersperson Katie Van Zeeland, Aldersperson Denise Fenton, Aldersperson Patrick Hayden, Aldersperson Patti Heffernan, Aldersperson Vaya Jones, Aldersperson Adrian Stancil-Martin, Aldersperson Nate Wolff, Aldersperson Sheri Hartzheim, Aldersperson Christopher Croatt and Aldersperson Denis Dougherty

**Abstained:** 2 - Aldersperson Alex Schultz and Mayor Jake Woodford

25-0258

Class "B" Beer and "Class B" Liquor License Change of Agent for Tandem Wine and Beer LLC d/b/a Tandem Wine and Beer, New Agent, Karter Thompson, located at 101 W. Edison Ave Ste 100

**Attachments:**     [Tandem.Alcohol.COA.3.13.25.pdf](#)  
                                 [Tandem.Alcohol.COA.Amended 4.14.25.REDACTED.pdf](#)

**Aldersperson Hartzheim moved, seconded by Aldersperson Croatt, that the Change of Agent, and the Revised Application be approved. Roll Call. Motion carried by the following vote:**

**Aye:** 13 - Aldersperson Josh Lambrecht, Aldersperson Vered Meltzer, Aldersperson Brad Firkus, Aldersperson Katie Van Zeeland, Aldersperson Denise Fenton, Aldersperson Patrick Hayden, Aldersperson Patti Heffernan, Aldersperson Vaya Jones, Aldersperson Adrian Stancil-Martin, Aldersperson Nate Wolff, Aldersperson Sheri Hartzheim, Aldersperson Christopher Croatt and Aldersperson Denis Dougherty

**Abstained:** 3 - Aldersperson Martyn Smith, Aldersperson Alex Schultz and Mayor Jake Woodford

25-0328

Request to approve the Dorn Annexation consisting of approximately 95.949 acres located at 4700 North Richmond Street, currently in the Town of Grand Chute, as shown on the attached maps, subject to the stipulation in the attached staff memo

**Attachments:**     [StaffMemo DornAnnexation For04-09-25.pdf](#)

**Aldersperson Hartzheim moved, seconded by Aldersperson Fenton, that the Dorn Annexation be approved. Roll Call. Motion carried by the following vote:**

**Aye:** 15 - Aldersperson Josh Lambrecht, Aldersperson Vered Meltzer, Aldersperson Brad Firkus, Aldersperson Martyn Smith, Aldersperson Katie Van Zeeland, Aldersperson Denise Fenton, Aldersperson Patrick Hayden, Aldersperson Patti Heffernan, Aldersperson Alex Schultz, Aldersperson Vaya Jones, Aldersperson Adrian Stancil-Martin, Aldersperson Nate Wolff, Aldersperson Sheri Hartzheim, Aldersperson Christopher Croatt and Aldersperson Denis Dougherty

**Abstained:** 1 - Mayor Jake Woodford

## L. COMMITTEE REPORTS

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

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

**Aye:** 15 - Alderperson Josh Lambrecht, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Martyn Smith, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Patrick Hayden, Alderperson Patti Heffernan, Alderperson Alex Schultz, Alderperson Vaya Jones, Alderperson Adrian Stancil-Martin, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt and Alderperson Denis Dougherty

**Abstained:** 1 - Mayor Jake Woodford

## 1. MINUTES OF THE MUNICIPAL SERVICES COMMITTEE

[25-0346](#)

Approve consulting services contract award for design and construction engineering of traffic signals at Richmond Street and Ridgeview Drive to raSmith, in an amount not to exceed \$68,855.

**Attachments:** [Design & Construction Services Award Memo Traffic Signals Richmond Ridgeview.pdf](#)

This Report Action Item was approved.

[25-0347](#)

Approve contract with Star Protection and Patrol for Parking Ramp Security Services in an Amount Not to Exceed \$62,400.

**Attachments:** [2025 Parking Ramp Security Contract Award Memo.pdf](#)

This Report Action Item was approved.

## 2. MINUTES OF THE SAFETY AND LICENSING COMMITTEE

[25-0262](#)

Class "A" Beer and "Class A" Liquor License application for Nusara Yang d/b/a Jai Sung Mah Pool Club, located at 122 W. Wisconsin Ave, contingent on approval from the Community Development, Inspections, and Public Works departments

**Attachments:** [Jai Sung Mah Pool Club.Alcohol.Class A\\_Beer\\_Liquor.2.10.25.REDACTED.pdf](#)

The recommendation to deny the alcohol license was approved.

[25-0336](#)

"Class C" Wine License application for Memorial Florists & Greenhouses, Inc. d/b/a Memorial Florists & Greenhouses, Robert Aykens, Agent, located at 2320 S. Memorial Dr, contingent on approvals from the Health, Inspections, and Public Works departments.

**Attachments:** [Memorial Florists & Greenhouses.Alcohol.Class C\\_Wine.3.13.25.REDACTED.pdf](#)

This Report Action Item was approved.

[25-0337](#)

Fire Department Request to Apply for 2025 Elevate Communities Grant

**Attachments:** [Request to Apply - 2025 Elevate Communities Grant.pdf](#)

This Report Action Item was approved.

### 3. MINUTES OF THE CITY PLAN COMMISSION

[25-0325](#)

Request to approve Special Use Permit #3-25 for a landscape business located at 727 West Weiland Avenue and neighboring lot (Tax Id #31-5-4311-00 and 31-5-4312-00), as shown on the attached development plan and per attached plan of operation, to run with the land subject to the conditions in the attached staff memo and approve attached Resolution (2/3 vote of Common Council required for approval)

**Attachments:** [StaffMemo\\_727WWeilandAve\\_SUP 3-25\\_For 04-09-25.pdf](#)

This Report Action Item was approved.

[25-0327](#)

Request to approve Rezoning #1-25 for the subject parcels located at 1930 West College Avenue (Tax Id #31-7-0004-00 and 31-7-0004-02), 1932 West College Avenue (Tax Id #31-7-0006-00) and 120 North Woods Edge Drive (Tax Id #31-7-0004-01), including to the centerline of the adjacent street right-of-way, as shown on the attached maps, from M-2 General Industrial District to C-2 General Commercial District

**Attachments:** [StaffMemo\\_1930WCollegeAv\\_Rezoning\\_For04-09-25.pdf](#)

This Report Action Item was approved.

[25-0329](#)

Request to approve the location and architectural design of the proposed pavilion in Lundgaard Park located at 4900 N. Lightning Drive (Tax Id #31-1-7250-02) as shown on the attached site plan materials, in accordance with Wis. Stat. §62.23(5) pertaining to the location and architectural design of any public building

**Attachments:** [Memo\\_PlanCommission\\_SP#5-25\\_Lundgaard Park Phase II\\_For4-9-25.pdf](#)

This Report Action Item was approved.

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

### 5. MINUTES OF THE FINANCE COMMITTEE

[25-0340](#)

Request to approve sole source contract with Truity Partners, LLC in an amount not to exceed \$40,000

**Attachments:**     [Staffing Agency Memo.pdf](#)  
[Staffing Agency Sole Source Request.pdf](#)

This Report Action Item was approved.

[25-0344](#)

Request to award Unit L-24 Site Improvements at 3001 E Glendale Ave to MCC, Inc. in the amount of \$153,858.96 with at 5.2% contingency of \$8,000 for a project total not to exceed \$161,858.96.

**Attachments:**     [Contract Award Form Unit L-24 r1 w Bid Tab.pdf](#)

This Report Action Item was approved.

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

**7. MINUTES OF THE UTILITIES COMMITTEE**

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

**9. MINUTES OF THE FOX CITIES TRANSIT COMMISSION**

[25-0275](#)

Authorization to award a four-year contract with three one-year options to Star Protection and Patrol for the provision of Downtown Transit Center Security services

**Attachments:**     [Award Recommendation Memo - Downtown TC Security.pdf](#)

This Report Action Item was approved.

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

**M. CONSOLIDATED ACTION ITEMS**

**N. ITEMS HELD**

**O. ORDINANCES**

[25-0349](#)

Ordinances #42-25 to #47-25 (Dorn Annexation)

**Attachments:**     [Ordinances to Council 4-16-25.pdf](#)

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



**Aye:** 15 - Alderperson Josh Lambrecht, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Martyn Smith, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Patrick Hayden, Alderperson Patti Heffernan, Alderperson Alex Schultz, Alderperson Vaya Jones, Alderperson Adrian Stancil-Martin, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt and Alderperson Denis Dougherty

**Abstained:** 1 - Mayor Jake Woodford

- P. LICENSE APPLICATIONS AND COMMUNICATIONS REFERRED TO COMMITTEES OF JURISDICTION
- Q. RESOLUTIONS SUBMITTED BY ALDERPERSONS REFERRED TO COMMITTEES OF JURISDICTION
- R. OTHER COUNCIL BUSINESS
- S. ADJOURN

**Alderperson Hartzheim moved, seconded by Alderperson Fenton, that the meeting be adjourned at 7:35 p.m. Roll Call. Motion carried by the following vote:**

**Aye:** 15 - Alderperson Josh Lambrecht, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Martyn Smith, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Patrick Hayden, Alderperson Patti Heffernan, Alderperson Alex Schultz, Alderperson Vaya Jones, Alderperson Adrian Stancil-Martin, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt and Alderperson Denis Dougherty

**Abstained:** 1 - Mayor Jake Woodford

Kami Lynch, City Clerk

# PROCLAMATION



## Office of the Mayor

**WHEREAS**, the annual distribution of poppies by the American Legion of the United States has been officially recognized; and

**WHEREAS**, those who have sacrificed their lives, their health, or their livelihood in service to our country are owed a debt of gratitude by all citizens; and

**WHEREAS**, the annual distribution of poppies by the American Legion offers an opportunity for the people of this community to express appreciation for those who have paid more than their share of the cost of freedom; and

**WHEREAS**, American Legion poppies are assembled by disabled veterans, and the proceeds of this worthy fundraising campaign are used exclusively for the benefit of disabled and needy veterans, along with the widows and orphans of deceased veterans; and

**WHEREAS**, the purpose of the annual distribution of poppies by the American Legion is eloquently reflected in the desire to "Honor the Dead by Helping the Living."

**NOW, THEREFORE, BE IT RESOLVED, THAT I, JACOB A. WOODFORD**, Mayor of the City of Appleton, do hereby proclaim Friday, May 23, 2025, as

## American Legion Poppy Day

in Appleton and call upon all citizens to join in the observance through the wearing of poppies.



Signed and sealed this 21<sup>st</sup> day of April 2025.

**JACOB A. WOODFORD**  
MAYOR OF APPLETON

# PROCLAMATION



## Office of the Mayor

**WHEREAS**, Asian and Pacific Islander American Heritage Month is observed during the month of May to recognize the contributions and influence of Asian Americans and Pacific Islander Americans to the history, culture, and achievements of the United States; and

**WHEREAS**, Appleton is proud to be home to a large, deeply-rooted Asian American and Pacific Islander population that contributes greatly to our rich history, economy, and culture in all areas of life in Appleton, including government, business, arts and sciences, medicine, education, and law enforcement; and

**WHEREAS**, Asian and Pacific Islander American history and culture are marked by a struggle for freedom, equity, and justice, prevailing over the adversity of exclusion, persecution, and incarceration; and

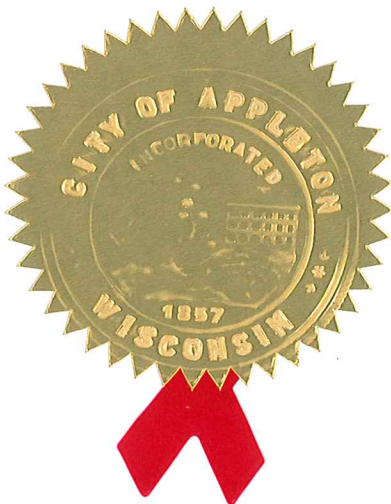
**WHEREAS**, diversity represents one of our greatest strengths, and by recognizing the contributions and accomplishments of Asian American and Pacific Islander residents, we also recognize the importance of continued work to make our community a more welcoming place for all people; and

**WHEREAS**, we are proud to celebrate Asian American and Pacific Islander Heritage Month, commemorating the essential contributions, sacrifices, and accomplishments that Asian American and Pacific Islanders have made in Appleton.

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

## Asian and Pacific Islander Heritage Month

in Appleton and encourage residents to recognize the many contributions of Asian American and Pacific Islanders in our City, celebrate their heritage, and promote a culture of dignity and respect for all people.



Signed and sealed this 2<sup>nd</sup> day of April 2025.

**JACOB A. WOODFORD**

MAYOR OF APPLETON



# PROCLAMATION



## Office of the Mayor

**WHEREAS**, the City of Appleton has been enriched by the contributions of Jewish Americans to our society, culture, economy, and government; and

**WHEREAS**, the month of May has been designated as Jewish American Heritage Month to celebrate and honor the achievements and contributions of Jewish Americans throughout our nation's history; and

**WHEREAS**, Jewish Americans have made significant contributions to every aspect of American life, including science, medicine, law, politics, education, sports, entertainment, and the arts; and

**WHEREAS**, Jewish Americans have played a vital role in promoting social justice, human rights, and religious freedom, and have contributed to the diversity and pluralism of our communities; and

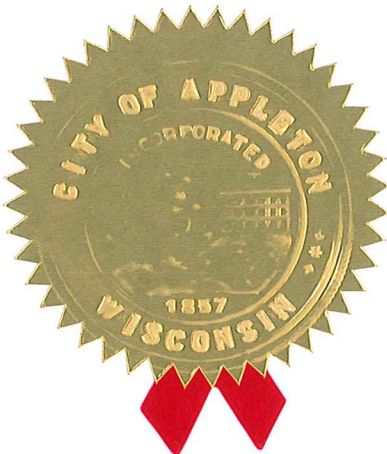
**WHEREAS**, Jewish American Heritage Month provides an opportunity to offer hope and positivity as we celebrate the vibrant history and culture of the Jewish community and to recognize the ongoing contributions of Jewish Americans to our society.

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

## Jewish American Heritage Month

in Appleton and encourage residents to recognize the many contributions of Jewish Americans in our communities, celebrate their history, promote a culture of dignity and inclusion for all people, and oppose all forms of antisemitism.

Signed and sealed this 21<sup>st</sup> day of April 2025.



**JACOB A. WOODFORD**  
MAYOR OF APPLETON

# PROCLAMATION



## Office of the Mayor

**WHEREAS**, the Office of Municipal Clerk, a time-honored and vital part of local government, exists throughout the world; and

**WHEREAS**, the Office of the Municipal Clerk is the oldest among public servants; and

**WHEREAS**, the Office of the Municipal Clerk provides the professional link between the citizens, the local governing bodies, and agencies of government at other levels; and

**WHEREAS**, Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all; and

**WHEREAS**, the Municipal Clerk serves as the information center for functions of local government and community; and

**WHEREAS**, Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Municipal Clerk through participation in education programs, seminars, workshops, and the annual meetings of their state, provincial, county, and international professional organizations; and

**WHEREAS**, it is most appropriate that we recognize the accomplishments of the Office of the Municipal Clerk.

**NOW, THEREFORE, BE IT RESOLVED, THAT I, JACOB A. WOODFORD**, Mayor of the City of Appleton, do hereby proclaim the week of May 4-10, 2025, as

## Municipal Clerks Week

in Appleton and further extend appreciation to our Municipal Clerk, Kami Lynch, and to all Municipal Clerks for the vital services they perform and their dedication to the communities they represent.

Signed and sealed this 21<sup>st</sup> day of April 2025.

**JACOB A. WOODFORD**  
MAYOR OF APPLETON





# PROCLAMATION



## Office of the Mayor

**WHEREAS**, the Children's Tumor Foundation has been working to increase understanding of neurofibromatosis, empower affected families, and advance research of preventative therapies since 2010; and

**WHEREAS**, in the United States, over 100,000 people – including over 100 people in Appleton alone, have neurofibromatosis, a serious childhood tumor-growth disorder with potentially life-threatening complications such as heart disease, stroke, blindness, deafness, and amputation; and

**WHEREAS**, neurofibromatosis is the most common genetic disorder linked to a single gene, and while half of all cases of neurofibromatosis are inherited, half of neurofibromatosis cases are spontaneous genetic mutations; and

**WHEREAS**, neurofibromatosis is more common than cystic fibrosis, Huntington's Disease, and Duchenne Muscular Dystrophy combined; and

**WHEREAS**, the Children's Tumor Foundation advocates on behalf of the neurofibromatosis community to increase federal funding for research and programs and to improve comprehensive health care and insurance coverage; and

**WHEREAS**, an increase in community awareness is necessary to support those living with neurofibromatosis, their families, and their supporters.

**NOW, THEREFORE, BE IT RESOLVED, THAT I, JACOB A. WOODFORD**, Mayor of the City of Appleton, do hereby proclaim Monday, May 17, 2025, as

## Neurofibromatosis Awareness Day

in Appleton and encourage all citizens to recognize neurofibromatosis and join the Children's Tumor Foundation's efforts to increase understanding, empower families, and support research in an effort to change the future of this serious condition.

Signed and sealed this 21<sup>st</sup> day of April 2025.



**JACOB A. WOODFORD**  
MAYOR OF APPLETON

# PROCLAMATION



## Office of the Mayor

**WHEREAS**, registered nurses across the country constitute our nation's largest health care profession, and the depth and breadth of the registered nursing profession meets the different and emerging health care needs of the American population in a wide range of settings; and

**WHEREAS**, the American Nurses Association works to chart a new course for a healthy nation that relies on increasing access to primary and preventive health care, which will require better utilization of all our nation's registered nursing resources; and

**WHEREAS**, the demand for registered nursing services is greater than ever due to the aging of the American population, the continuing expansion of life-sustaining technologies, and the explosive growth of home health care services; and

**WHEREAS**, the cost-effective, safe, and high-quality health care services provided by registered nurses will be an increasingly important component of the health care delivery system in the future; and

**WHEREAS**, the American Nurses Association has announced the theme "Nurses Make the Difference," to honor the incredible nurses who embody the spirit of compassion and care in every health care setting.

**NOW, THEREFORE, BE IT RESOLVED, THAT I, JACOB A. WOODFORD**, Mayor of the City of Appleton, do hereby proclaim the week of May 6-12, 2025, as

## Nurse Appreciation Week

in Appleton and call upon all residents to join me in honoring the registered nurses who care for all of us, celebrate their accomplishments and efforts to improve the health care system, and show appreciation for their work in our community.

Signed and sealed this 21<sup>st</sup> day of April 2025.



**JACOB A. WOODFORD**  
MAYOR OF APPLETON



# PROCLAMATION



## Office of the Mayor

**WHEREAS**, Americans are served every day by public servants at the federal, state, county, and city levels. Public servants at all levels of government do extraordinary things to make our lives better and our country stronger; and

**WHEREAS**, public servants make crucial contributions in every community in America, including the City of Appleton; and

**WHEREAS**, public servants keep our communities safe, plan and maintain our roads and bridges, provide health services to those in need, care for our parks, conduct elections, and help those with transportation – among countless other essential services; and

**WHEREAS**, Public Service Recognition Week, celebrated annually since 1985, provides an opportunity to honor the accomplishments and contributions of government employees at all levels, fostering respect and appreciation for their vital work.

**NOW, THEREFORE, BE IT RESOLVED, THAT I, JACOB A. WOODFORD**, Mayor of the City of Appleton, do hereby proclaim the week of May 4-10, 2025, as

## Public Service Recognition Week

in Appleton and encourage all residents to join in recognizing the dedication and service of our public servants, and to express gratitude for their invaluable contributions to our communities and our nation.

Signed and sealed this 21<sup>st</sup> day of April 2025.

**JACOB A. WOODFORD**

**MAYOR OF APPLETON**





# PROCLAMATION



## Office of the Mayor

**WHEREAS**, recreational boating is a popular and enjoyable activity enjoyed by many each year; and

**WHEREAS**, boating can also be dangerous without proper precautions and safety measures in place; and

**WHEREAS**, the annual observance of Safe Boating Week supports the Safe Boating Campaign, a global awareness effort that encourages boaters to make the most of their boating adventures by being responsible; and

**WHEREAS**, the United States Coast Guard reports that drowning is the cause of death in four out of every five recreational boating fatalities and 75 percent of those were not wearing a life jacket; and

**WHEREAS**, the Wisconsin Department of Natural Resources is dedicated to boating safety and provides valuable resources and information to boaters to help ensure safe and responsible boating; and

**WHEREAS**, Safe Boating Week reminds all boaters to wear a life jacket, avoid boating under the influence, be aware of weather and water conditions, stay in contact with someone on shore, use an engine cut-off device, and take boater education courses to improve their knowledge and skill.

**NOW, THEREFORE, BE IT RESOLVED, THAT I, JACOB A. WOODFORD**, Mayor of the City of Appleton, do hereby proclaim May 17-23, 2025, as

## Safe Boating Week

in Appleton and encourage all boaters to take the necessary steps to ensure a safe and enjoyable boating experience while making memories with family and friends.

Signed and sealed this 2 day of April 2025.



**JACOB A. WOODFORD**  
MAYOR OF APPLETON

# PROCLAMATION



## Office of the Mayor

**WHEREAS**, teachers mold future citizens through guidance and education; and

**WHEREAS**, teachers serve students of widely-differing backgrounds; and

**WHEREAS**, our country's future depends upon providing quality education to all students; and

**WHEREAS**, teachers spend countless, often unseen hours preparing lessons, evaluating progress, counseling and coaching students, and performing community service; and

**WHEREAS**, our community recognizes and supports its teachers in educating the children, and adults alike, of Appleton.

**NOW, THEREFORE, BE IT RESOLVED, THAT I, JACOB A. WOODFORD**, Mayor of the City of Appleton, do hereby proclaim May 6, 2025, as

## Teacher Appreciation Day.

in Appleton and encourage all residents to join me in expressing appreciation to our teachers for their dedication and devotion to their work.

Signed and sealed this 21<sup>st</sup> day of April 2025.

**JACOB A. WOODFORD**  
MAYOR OF APPLETON






# CITY OF APPLETON

**Date:** May 7<sup>th</sup>, 2025

**To:** Members of the Common Council

**From:** Mayor Jacob A. Woodford 

**Subject:** Confirmation of Re-Appointments

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It is with pleasure that I present the following re-appointment for your confirmation at the May 7th, 2025, Common Council meeting.

**Library Board– Re-Appointment**

**Bastia Looker**

**3 Year Term**

**Term Ends June 2028**

**Mary Lokensgard**

**3 year Term**

**Term Ends June 2028**





\* First 35 days approved 4.11.25 to 5.15.25

# PERMIT TO OCCUPY THE PUBLIC RIGHT-OF-WAY

Permit # : 25-042-T

Effective Date: 4.11.25

Expiration Date: 5.15.25

Non-Refundable Fee: 173996512

Paid (yes or no): YES \$40-

Rev. 05-2024

## Applicant Information

Name (print): Eric Conn

Company:

Address: 15 Cherry Ct

Telephone: 920-379-2631

Appleton, WI 54915

E-mail: emconn36@gmail.com

Applicant Signature:

Date: 4/7/25

## Occupancy Information

General Description/Reason: Storage container for garage contents while garage is being rebuilt.

Place on side of road in a parking area to limit any traffic obstruction.

Street Address: 15 Cherry Ct. or NE corner of Verbrick & Cherry Ct Sidewalk/roadway obstruction requested ☒ Y or ☐ N

- or -

Multiple Streets:

Date(s) From: 4/11/25

To: 6/27/25

35 days or < ☐ 35 days or > ☒

(Requires Committee and Council Approval)

## (Department use only)

### Occupancy Type

☐ Permanent - Obstruction (\$40)

☒ Temporary - Obstruction (\$40)

☐ Amenity/Annual (\$40)

☐ Blanket/Annual (\$250)

☐ Block Party (\$15)

### Sub-Type

☐ Awning

☐ Dumpster

☐ Sign

☐ Obstruction / Other

☒ POD / Container

### Location

☐ Sidewalk

☐ Terrace

☒ Roadway

## Additional Requirements

☐ Plan/Sketch

☒ Certificate of Insurance

☐ Bond

Committee and Council Approval

Date:

## Traffic Control Requirements

☐ N/A

Type of Street:

Proposed Traffic Control:

☐ Arterial/CBD

☐ City Manual Page(s)

☐ Collector

☐ State Manual Page(s)

☐ Local

☐ Other (attach plan)

☐ Contact Traffic Division (920-832-2379) 1 business day prior to any lane closure, or 2 business days prior to a full road closure.  
Additional Requirements:

follow page 12 - 10.A  
regarding Dumpsters / PODS

Approved by:

Date:

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

1. Permittee is responsible to obtain any further permits that may be required as part of this occupancy.
2. Permittee shall adhere to any plan(s) that were submitted to the City of Appleton as part of this application.
3. This permit is subject to IMMEDIATE REVOCATION and/or issuance of a MUNICIPAL CITATION if conditions of the permit are not met.
4. This permit is subject to IMMEDIATE REVOCATION if unfavorable traffic conditions develop during the period the occupancy is permitted.
5. Dumpsters/PODs/Containers shall be located within 12" of face of curb.
- 6.

This permit is issued to the applicant upon payment of the permit fee and is expressly limited to the location and type described herein. The applicant, in exchange for receiving this permit, warrants that all street occupancies will be performed in conformity to City ordinances, standards and policies, be properly barricaded and lighted, and be performed in a safe manner. By applying for and accepting this permit, the applicant assumes full liability and/or any costs incurred by the City for corrective work required to bring the subject area into compliance with said ordinances, standards, policies and permit conditions. No occupancy shall occur prior to approval of this permit by the Department of Public Works.

The Grantee shall guarantee at their expense, the repair or replacement of pavement, sidewalk and any other facilities within the public right-of-way damaged or destroyed by the Grantee or any sub-contractor working for them. The Grantee shall assume complete and full liability and responsibility, in accordance with existing ordinances and policies, in the event of injury or damage to persons or property resulting from their facilities within the public right-of-way.

APPROVED BY:

Mark Lahay IRT

(Department of Public Works)

DATE:

4.8.25





DEPARTMENT OF  
**PUBLIC  
WORKS**

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

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

**Proposed Activities:** Storage Container on city street

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

- Insurance Carrier: AAA
- Insurance Agent Name and Phone Number: John Zueleger, (920) 832-9285
- Policy Number: HOM701137693
- Policy Period: 09/01/2024 - 09/01/2025

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

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

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

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

Eric Conn

Name of Applicant/Organization

15 Cherry Ct.

Address

emconn36@gmail.com

Email Address

Eric Conn

Print Name



Signature

4/7/25

Date

## Raquel S. Thiel

---

**From:** Mark Lahay  
**Sent:** Tuesday, April 8, 2025 8:16 AM  
**To:** Customer.Service  
**Subject:** Re: Street Occupancy Permit

approved.



**Mark A. Lahay, PE**  
Assistant City Engineer  
City of Appleton, Department of Public Works  
100 N Appleton St, Appleton, WI 54911-4702  
O: 920-832-6486 | [Mark.Lahay@Appleton.org](mailto:Mark.Lahay@Appleton.org)  
[Facebook](#) | [Appleton.org](#)

---

**From:** Customer.Service <Customer.Service@appletonwi.gov>  
**Sent:** Tuesday, April 8, 2025 8:12 AM  
**To:** Mark Lahay <Mark.Lahay@AppletonWI.gov>  
**Subject:** Street Occupancy Permit

Hey Mark,

Please see request attached.

The first 35 days would be 4.11.25 to 5.15.25

If approved - I'll email Pete to get it on MSC and Council

Thank you,

Raquel Thiel  
Customer Service Specialist, Engineering  
City of Appleton, Department of Public Works  
100 N. Appleton Street, Appleton, WI 54911  
O: 920-832-6467 | [Raquel.thiel@appletonwi.gov](mailto:Raquel.thiel@appletonwi.gov)  
[Facebook](#) | [Appletonwi.gov](#)



# **PERMIT TO OCCUPY THE PUBLIC RIGHT-OF-WAY**

Permit # : 25-035 -TEffective Date: 3/31/25Expiration Date: 4/30/25Non-Refundable Fee: #173233212Paid (yes or no): YES - \$40.00

Rev. 05-2024

**Applicant Information**

Name (print): Oliver Booth Company: Blue Sky Contractors  
 Address: 2300 W. Everett St. Appleton WI 54914 Telephone: 920 419 9591  
 E-mail: Oliver@builditblue.net  
 Applicant Signature: Oliver Booth Date: 3/25/25

**Occupancy Information**

General Description/Reason: Need 2 spaces Bagged for a dumpster  
 Street Address: 318 V. College Ave. Appleton Sidewalk/roadway obstruction requested ☐ Y or ☒ N  
 - or -  
 Multiple Streets: \_\_\_\_\_  
 Date(s) From: 3/31 To: 4/30 35 days or < ☐ 35 days or > ☐  
 (Requires Committee and Council Approval)

**(Department use only)****Occupancy Type**

- ☐ Permanent - Obstruction (\$40)  
☒ Temporary - Obstruction (\$40)  
☐ Amenity/Annual (\$40)  
☐ Blanket/Annual (\$250)  
☐ Block Party (\$15)

**Sub-Type**

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

**Location**

- ☐ Sidewalk  
☐ Terrace  
☒ Roadway

**Additional Requirements**

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

**Traffic Control Requirements**☐ N/A**Type of Street:**

- ☐ Arterial/CBD  
☐ Collector  
☐ Local

**Proposed Traffic Control:**

- ☒ City Manual Page(s) \_\_\_\_\_  
☐ State Manual Page(s) \_\_\_\_\_  
☐ Other (attach plan) \_\_\_\_\_

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

Date: \_\_\_\_\_

Contact Traffic Division (920-832-2379) 1 business day prior to any lane closure, or 2 business days prior to a full road closure.  
 Additional Requirements:

**Follow the Traffic Control page regarding the Dumpster**

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

1. Permittee is responsible to obtain any further permits that may be required as part of this occupancy.
2. Permittee shall adhere to any plan(s) that were submitted to the City of Appleton as part of this application.
3. This permit is subject to IMMEDIATE REVOCATION and/or issuance of a MUNICIPAL CITATION if conditions of the permit are not met.
4. This permit is subject to IMMEDIATE REVOCATION if unfavorable traffic conditions develop during the period the occupancy is permitted.
5. **Dumpsters/PODs/Containers shall be located within 12" of face of curb.**
- 6.

This permit is issued to the applicant upon payment of the permit fee and is expressly limited to the location and type described herein. The applicant, in exchange for receiving this permit, warrants that all street occupancies will be performed in conformity to City ordinances, standards and policies, be properly barricaded and lighted, and be performed in a safe manner. By applying for and accepting this permit, the applicant assumes full liability and/or any costs incurred by the City for corrective work required to bring the subject area into compliance with said ordinances, standards, policies and permit conditions. No occupancy shall occur prior to approval of this permit by the Department of Public Works.

The Grantee shall guarantee at their expense, the repair or replacement of pavement, sidewalk and any other facilities within the public right-of-way damaged or destroyed by the Grantee or any sub-contractor working for them. The Grantee shall assume complete and full liability and responsibility, in accordance with existing ordinances and policies, in the event of injury or damage to persons or property resulting from their facilities within the public right-of-way.

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

DATE: 3/26/25





# PARKING METER BAG APPLICATION

Effective Date: 3/31/25  
 Expiration Date: 4/30/25  
 Non-Refundable Fee: #173259364  
 Paid (yes or no): yes \$512.73

Rev. 09-2024

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

## APPLICANT INFORMATION

Company Name: Blue Sky Contractors Agent: Oliver Booth  
 Address: 2300 W. Everett St. Telephone: 920-419-9591  
Appleton WI 54914 Email: Oliver@builditblue.net  
 Applicant Signature: [Signature] Date: 3/25/25

## OCCUPANCY INFORMATION

Reason: Dumpster for Construction Work  
 Location: 318 W. College Ave, Appleton, WI 54911  
9201 - 57 & 58  
 Meter Zone & Space#: \_\_\_\_\_  
 Date(s): 3-31 - 4/30

## (Office use only)

Amount Due: \$512.73  
 Receipt#: #173259364  
 Initials: RT

## This request is subject to the following conditions:

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

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

DATE: 3/26/25





DEPARTMENT OF  
**PUBLIC  
WORKS**

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

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

Proposed Activities: Weed 2 parking spaces Bagged for a dumpster rental

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

- Insurance Carrier: ACORD
- Insurance Agent Name and Phone Number: Aaron Pluger 920 833 6871
- Policy Number: S 2240638
- Policy Period: 9/25/24 - 9/25/25

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

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

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

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

<u>Blue Sky Contractors</u>	<u>Oliver Booth</u>
Name of Applicant/Organization	Print Name
<u>2300 W. Everett St. Appleton WI 54914</u>	<u>Oliver Booth</u>
Address	Signature
<u>Oliver@builditblue.net</u>	<u>3/25/24</u>
Email Address	Date



DEPARTMENT OF  
**PUBLIC  
WORKS**

## **MEMORANDUM**

**Date:** 4/21/2025  
**To:** Municipal Services Committee  
**From:** Pete Neuberger, Deputy Director of Public Works  
**Subject:** 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.

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The Department of Public Works requests approval 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.

This approval will allow the City of Appleton to meet the federal and state mandates for bridge inspections.

The initial contract award was approved at the January 17, 2024, Common Council meeting.

April 15, 2025

**Bridge Inspections in the City of Appleton – Unit R-24 - Amendment**

Mr. Chad M. Weyenberg, P.E.  
City of Appleton Department of Public Works  
100 North Appleton Street  
Appleton, WI 54911

Dear Mr. Weyenberg:

As part of the 2024-2025 routine bridge inspections for the City of Appleton, it was determined that an additional inspection of P-44-724 is required due to a substructure SNBI rating of 4. Per the original contract, the routine inspection for this bridge was performed in 2024. Due to the rating change the bridge now requires a routine inspection at 12-month intervals. The next inspection is due May 2025.

In addition, structure B-44-490 is currently under construction. It will require a separate inspection trip since its completion was delayed and is not expected until later this year. The inspection mobilization will not coincide with the other 2025 routine inspections.

Due to the additional scope, Collins proposes an amendment in the amount of \$1,139.77.

If there are any questions regarding this submittal, please do not hesitate to contact me at (432)234-2777 / mcourtney@collinsengr.com. Our team looks forward to working with the City of Appleton on this project.

Very truly yours,

COLLINS ENGINEERS, INC.



Matthew Courtney, P.E.  
Project Manager



Mark Mutziger, P.E.  
Regional Manager

## **Consultant Contract Total Fee Computation**

Bridge Inspections (Unit R-24)  
City of Appleton, WI

Project ID	Total	Total for Contract
Number of Staff Hours	10.5	10.5
Total Labor	\$1,090.77	\$1,090.77
Direct Expenses	\$49.00	\$49.00
Total	\$1,139.77	\$1,139.77

**Summary of Staff Hours and Direct Labor Costs**  
**Bridge Inspections (Unit R-24)**  
**City of Appleton, WI**

Classification		Project Manager		Team Leader 1		Team Member 1			
Avg. Hourly Wage		\$156.56		\$129.78		\$80.34		Total Direct Labor	
Task	Activity Code	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
Inspection		0	\$0.00	3.5	\$454.23	3.5	\$281.19	7	\$735.42
Report		0	\$0.00	0.5	\$64.89	1	\$80.34	1.5	\$145.23
Mob / Demob		0	\$0.00	1	\$129.78	1	\$80.34	2	\$210.12
TOTAL:		0	\$0.00	5	\$648.90	5.5	\$441.87	10.5	\$1,090.77

**Direct Expenses by Item**  
**Bridge Inspections (Unit R-24)**  
**City of Appleton, WI**

Inspection				
Item	Unit Amount	Unit Type	Rate	Total Expenses
Mileage	70	miles	\$0.700	\$49.00
Hotel		days	\$110.000	\$0.00
Boat Rental		days	\$110.000	\$0.00
Per Diem		days	\$59.000	\$0.00
TOTAL				\$49.00

SHEET TOTAL	\$49.00
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# Application for Operator's/Bartender's License

CASH OR CHECK ONLY!

☒ New Applicant  
☐ Renewal License  
#: \_\_\_\_\_

## FEES ARE NON-REFUNDABLE

☐ Operator License - \$72.00  
☒ Operator License plus a provisional - \$87.00

Date Received:

3/25/25

Receipt #: 8313-3

*Note: Please allow approximately 3 weeks for application processing.*

### SECTION 1 - APPLICANT INFORMATION

Legal Name (First name, MI, Last name) Angella J Gilson		Maiden or Previous	
Street Address 1126 E. Northwood Dr.	City Appleton	State WI	Zip 54911
Driver's License Number/State Identification Number [REDACTED]		Driver's License State WI	
Date of Birth [REDACTED]	Gender F	Phone # (Required) [REDACTED]	Email Address: [REDACTED]
Name and Address of Establishment you will be selling alcohol - (verify establishment is within City of Appleton limits) Apple Pub & Wishing Well			

### SECTION 2 - NEW APPLICANT ONLY: You are required to list each and every violation and/or offense for which you have been convicted in or out of state. Failure to provide complete answers may result in a denial of your application.

Have you EVER had an Operator's (Bartender's) License? YES NO  
If Yes; which Municipality and what year? Appleton 2023, Fox Crossing-current Little Chute-current

Have you EVER been convicted of a felony? YES NO  
If Yes; when, where and what type of violation? (Please be specific) \_\_\_\_\_

Have you EVER been convicted of a misdemeanor or ordinance violation? YES NO  
If Yes; when, where and what type of violation? (Example: speeding, OWI) OWI 2024 - Battery 2024

### SECTION 3 - RENEWAL APPLICANT ONLY: List any pending charges, citations, tickets, and all convictions since last license application in or out of state. Failure to provide complete answers may result in a denial of your application.

Have you EVER had an Operator's (Bartender's) License? YES NO  
If Yes; which Municipality and what year? \_\_\_\_\_

Have you been convicted of a felony since last license application? YES NO  
If Yes; when, where and what type of violation? (Please be specific) \_\_\_\_\_

Have you been convicted of a misdemeanor or ordinance violation since last license application? YES NO  
If Yes; when, where and what type of violation? (Example: speeding, OWI) \_\_\_\_\_

### SECTION 4 - NEW APPLICANT ONLY

☐ Must provide proof of completion of a Responsible Beverage Server Course.

### SECTION 5- 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.

Signature: Angella Gilson Date: 03/25/2025

### FOR OFFICE USE ONLY

Current License in Other Municipality? Little Chute 6/30/27	Class Completion Date: ____/____/____	Date Sent to Appleton Police Department: MAR 27/2025	
Date Approved: ____/____/____	Issue Date: ____/____/____	Expiration Date: ____/____/____	License Number:



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](http://www.appletonwi.gov)

**March 31<sup>st</sup>, 2025**

**\*CERTIFIED MAIL\***

Angella Gilson  
1126 E Northwood Dr  
Appleton WI 54911

This letter is to notify you that we are in receipt of your application for an Operator's License. The Police Department has conducted a criminal background investigation and has recommended that your application for an Operator's License be denied based upon the statutory qualifications listed in Wisconsin Statutes §125.04(5). Unless failure to grant the license would constitute unlawful employment discrimination as defined by Wisconsin Law (See Wisconsin Statutes §111.335), Operator/Bartender License may not be granted to individuals with arrest or conviction records, "habitual law offenders," or individuals convicted of a felony who have not been pardoned.

You have the right to appear before the Safety and Licensing Committee to contest this recommendation. To do so, **please contact the City Clerk's Office within 30 days of receipt of this letter** in order to be placed on the Agenda of the Safety and Licensing Committee. Failure to contact the City Clerk's Office within 30 days will result in your license being denied. At the time of appeal, you may provide the Safety and Licensing Committee competent evidence of sufficient rehabilitation and fitness to perform the licensed activity.

Regular meetings of the Safety and Licensing Committee take place on the second and fourth Wednesday of each month at 5:30 p.m. in the Council Chambers, 6<sup>th</sup> floor of City Hall, 100 N Appleton St., Appleton, Wisconsin.

Again, should you choose not to appeal this recommendation, your application will be considered denied and an Operator's License will not be issued.

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

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

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TO: Safety and Licensing Committee  
Common Council

FROM: Lt. Ben Goodin

DATE: 03/29/2025

RE: Police Department's Recommendation for Denial of Angella Gilson's Bartender License Application

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**Committee Members:**

The police department is requesting that the Safety and Licensing Committee recommend to the Common Council to deny Angella Gilson's application for a bartender license.

Wis. Stat §125.04(5)(a)1., does not allow issuance of licenses or permits to those with an arrest or conviction record unless denial would constitute prohibited employment discrimination. Pursuant to Wis. Stat. §111.335, it is not employment discrimination for a licensing agency to deny an applicant based on conviction record where the circumstances of the conviction substantially relate to the circumstances of the particular licensed activity.

**STATEMENT ON SUBSTANTIAL RELATIONSHIP**

Ms. Gilson was convicted of Battery (a class A misdemeanor) in Outagamie County case # 2024CM000527. This offense is in violation of Chapter 940 of the Wisconsin Statutes.

The above conviction is for an exempt offense under Wis. Stat. §111.335(1m)(b). Under Wis. Stat. §111.335(4)(c)2., there is no requirement for the licensing agency to state its reasons for denial in writing or to allow the individual an opportunity to show rehabilitation and fitness to engage in the licensed activity.

Ms. Gilson does not meet the requirement of Wis. Stat §125.04(5)(a)1. A license or permit related to alcohol beverages consequently may not be issued.

Very Respectfully,

Lt. Ben Goodin

Appleton Police Department



DEPARTMENT OF  
**LEGAL AND  
ADMINISTRATIVE  
SERVICES**

**CITY ATTORNEY'S OFFICE**  
100 North Appleton Street  
Appleton, WI 54911  
p: 920.832.6423  
f: 920.832.5962  
www.appleton.org

TO: Safety and Licensing Committee, Common Council

From: ACA Zak Buruin

Date: 4/21/25

RE: Police Department's Recommendation for Denial of Angella Gilson's Bartender License Application

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Angella Gilson has applied for an Operator's (Bartender's) License and is appealing the denial of that application. Below is a summary of the relevant Chapter 125 eligibility requirements and an analysis of their application in this case.

### **Summary**

Angella Gilson has a conviction record in violation of §125.04(5)(a)1. This conviction is not subject to rehabilitation consideration §111.335(4)(c)1. This conviction is not a discriminatory basis upon which to deny the license applied for. Therefore, Wisconsin Statutes do not permit the license to be granted.

### **§125.04(5) Licensing Requirements**

According to §125.04(5)(a)1, in order to be granted a license or permit under Wisconsin Statutes Chapter 125, the applicant may not have an arrest or conviction record. This prohibition is subject to the requirements of various statutes prohibiting certain types of employment discrimination, which will be discussed below. These statutes are §111.321, §111.322, §111.335 and §125.12 (1) (b).

§125.04(5)(b) states that "No license or permit related to alcohol beverages may, subject to §111.321, 111.322 and 111.335, be issued under this chapter to any person who has habitually been a law offender or has been convicted of a felony unless the person has been duly pardoned."

In summary, §125.04(5) prohibits the issuance of alcohol related licenses under chapter 125 to anybody with an arrest or conviction record, anybody with an unpardoned felony conviction, or anybody "who has habitually been a law offender," regardless of whether any arrests or convictions exist (see State ex rel. Smith v. City of Oak Creek, 139 Wis. 2d 788, 407 N.W.2d 901

(1987)), unless failing to grant that license would constitute prohibited discrimination.

### **Prohibited Discrimination**

#### **§111.321 – Prohibited Bases of Discrimination**

Arrest or conviction (among other bases not relevant to consideration here) are not permitted to be used as a basis for employment discrimination by a licensing agency.

#### **§111.322 – Discriminatory Actions Prohibited**

§111.322(1) specifies that refusal to license any individual on any of the bases listed in §111.321, which includes arrest and conviction history. This is subject to exceptions set forth in §111.33 to §111.365, neither of which apply to the instant circumstances.

#### **§111.335 – Arrest or Conviction Record; Exceptions and Special Cases**

§111.335(3)(a)1 states that it is not employment discrimination because of a conviction record to refuse to license an individual where that person has been convicted of “any felony, misdemeanor, or other offense the circumstances of which substantially related to the circumstances of the particular job or licensed activity.” In evaluating the existence of a substantial relationship, it is the circumstances that provide the opportunity for criminal behavior, the reaction to responsibility, or the character traits of the applicant that are the proper considerations. It is not relevant whether the applicant has the ability to perform the work to an employer’s standards. (See Milwaukee Cnty. v. Lab. & Indus. Rev. Comm’n, 139 Wis. 2d 805, 407 N.W.2d 908 (1987)).

Each offense must be evaluated under the above criteria for determination of whether or not it is substantially related to the activity for which a license is sought. Any arrest, conviction, or other offense which is substantially related to the licensed activity is to be considered in the licensing decision.

### **Consideration of Rehabilitation**

§111.335(4)(c)1 requires that if a license is denied *based upon §111.335(3)(a)1* (as discussed in the preceding section), the licensing agency typically has two further obligations. It must state the reasons for denial in writing, including a statement of how the circumstances of the offense(s) relate to the licensed activity. It must also allow the person to show evidence of rehabilitation.

### **Exempt Offenses**

“Exempt Offenses” are defined by §111.335(1m)(b). Exempt offenses are those specified in Chapter 940 or §948.02, 948.025, 948.03, 948.05, 948.051, 948.055, 948.06, 948.07, 948.075,

948.08, 948.085, or 948.095, or a violation of the law of another jurisdiction that would be a violation of one of the listed statutes if committed in Wisconsin.

§111.335(4)(c)2 indicates that the considerations of rehabilitation and the requirement to state the reasons for denial based upon §111.335(3)(a)1, including the substantial relationship, do not apply to an “exempt offense.”<sup>1</sup> The allowance for demonstration of rehabilitation is only provided for by §111.335(4)(c)1.b, which does not apply to “exempt offenses.” Where a particular offense is considered “exempt,” its consideration stops at the existence of a “substantial relationship,” and does not progress to rehabilitation.

Chapter 940 offenses are crimes against life and bodily security. Homicide offenses, sexual offenses, various forms of battery and other more general violent offenses are contained within Chapter 940. Any offense in Chapter 940 is considered “exempt.” Chapter 948 addresses crimes against children. While only specified offenses within this chapter are considered “exempt,” the specified offenses are sexual offenses committed against children. While it is true that a licensing agency is statutorily much more restricted in how it may consider “exempt offenses,” those restrictions are reserved for a limited class of criminal offenses.

### **Applicability to Angella Gilson**

Ms. Gilson was convicted of Battery, contrary to Wisconsin Statutes §940.19(1) on October 18, 2024. This occurred in Outagamie County case 24CM527.

Angella Gilson has a conviction record in violation of §125.04(5)(a)1. This conviction is not subject to rehabilitation consideration §111.335(4)(c)1. This conviction is not a discriminatory basis upon which to deny the license applied for. Therefore, Wisconsin Statutes do not permit the license to be granted.

### **Conclusion**

Because the applicant is not eligible for the license applied for, Wisconsin Statutes require that the application be denied. Such denial does not preclude the applicant from working in a bartending setting, so long as it is under the supervision of a licensed Operator (Bartender).

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<sup>1</sup> It is the advice of Legal Services that a substantial relationship must still exist between the circumstances of the offense and licensed activity, even though the licensing agency is statutorily relieved from documenting its nature in writing.

## 2025-2026 RENEWALS

### CLASS "A" FERMENTED MALT BEVERAGE & "CLASS A" LIQUOR (CIDER ONLY) LICENSE

<u>NAME</u>	<u>TRADE NAME</u>	<u>ADDRESS</u>
DK Petroleum Inc Davinder Singh, Agent, 3709 S Boyd Ct Appleton WI 54915	DK Petroleum	2619 N Richmond St
Kwik Trip Inc Jennifer Lundt, Agent, 5310 Long Ct Appleton WI 54914	Kwik Trip #181	730 E Wisconsin Ave
Kwik Trip Inc. Isaac A Peterson, Agent, 732 E Harrison St Appleton WI 54915	Kwik Trip #182	306 N Richmond St
Kwik Trip Inc Matthew A. Oetzel, Agent, 317 Sarah St Kaukauna WI 54130	Kwik Trip #200	2120 E Edgewood Dr
Kwik Trip Inc Alexandra D. Beck, Agent, 1345 Lucerne Dr #2, Menasha WI 54952	Kwik Trip #639	2175 S Memorial Dr
Kwik Trip Inc Jacqueline D. Dahlke, Agent, 9113 Clayton Ave Apt 3 Neenah WI 54956	Kwik Trip #678	3232 S Oneida St
Kwik Trip Inc Cheri L. Werner, Agent, 331 Division St, Neenah WI 54956	Kwik Trip #685	4085 E Calumet St
Quinto Sol LLC Hector Mosqueda, Agent, 1009 E Kramer Ln Appleton WI 54915	Quinto Sol Supermarket	2311 W College Ave
Kwik Trip Inc Jennifer J. Ross, Agent, W6615 E Midway Rd #13 Appleton WI 54915	Stop-N-Go #556	1342 W Prospect Ave

### CLASS "A" FERMENTED MALT BEVERAGE & "CLASS A" LIQUOR LICENSE

<u>NAME</u>	<u>TRADE NAME</u>	<u>ADDRESS</u>
Aldi Inc Wisconsin Gregory Goodman, Agent, N9569 Friendship Dr Unit 2, Kaukauna WI 54130	Aldi #68	116 N Linwood Ave
Aldi Inc Wisconsin Jamison Pierce, Agent, 431 2 <sup>nd</sup> St Neenah WI 54956	Aldi #69	2310 S Kensington Dr
Aldi Inc Wisconsin Chris R Subert, Agent, W8426 County Rd F Shiocton WI 54170	Aldi #86	2702 N Richmond St

Thapa Petroleum LLC Ganesh Thapa, Agent, 1131 W Commercial St Appleton WI 54914	Appleton Clark	1200 W Wisconsin Ave
FKG Oil Company Lori Endries, Agent, 227 Wisconsin Ave Brillion WI 54110	Appleton Motomart	3400 E Calumet St
Badger Gas Inc Kalwinder Kaur, Agent, 4052 Cattail Ct Grand Chute WI 54913	Badger Gas	911 W College Ave
SK Gas Mart LLC Satbir Singh, Agent, W6028 Blazing Star Dr, Appleton WI 54915	Badger Mobil	1201 N Badger Ave
FKG Oil Company Lynda Nabbefeld, Agent, 2810 N Park Drive Ln #9 Appleton WI 54911	Badger Motomart	1850 W Wisconsin Ave
FKG Oil Company Jason G Mazanec, Agent, 912 E Frances St Appleton WI 54911	Ballard Motomart	2838 N Ballard Rd
AADYA, LLC Mahendra Patel, Agent, N231 Eastowne Ln Appleton WI 54915	Calumet Pantry	319 E Calumet St
Wisconsin CVS Pharmacy LLC Nicholas Fahrner, Agent, 1019 E Rustic Rd Appleton WI 54911	CVS Pharmacy #8525	700 W Wisconsin Ave
Skogen's Foodliner, Inc. Paul Klinkhammer, Agent, 945 Tayco St #10 Menasha WI 54952	Festival Foods	1200 W Northland Ave
Flanagan's Stop & Shop, Inc Patrick Flanagan, Agent, N1820 North Rd Greenville WI 54942	Flanagan's Stop & Shop	522 W College Ave
FKG Oil Company Anne M Stichman, Agent, N11037 State Rd 22 Clintonville WI 54929	Kensington Motomart	320 S Kensington Dr
Nepal LLC Puspa Subedi, Agent, 3045 Winnipeg St Menasha WI 54952	Memorial Liquor	415 S Memorial Dr
SG Petroleums LLC Suyash Goel, Agent, 4401 N Marshall Heights Ave Appleton WI 54913	Newberry Mobil	2811 E Newberry St
Swami LLC Kanu Patel, Agent, 420 W Northland Ave Appleton WI 54911	Northland Amoco	800 E Northland Ave
Ultimate Mart LLC Timothy Smith, Agent, N4459 Nelson Rd Princeton WI 54968	Pick 'N Save #123	2700 N Ballard Rd
Ultimate Mart LLC Lyndsey Lawrence, Agent, 2814 Villa Way Menasha WI 54952	Pick 'N Save #187	511 W Calumet St

Sai Krupa LLC Nilesh M. Patel, Agent, 4705 W Prairie Song Ln Appleton WI 54913	Richmond Citgo	1601 N Richmond St
BSS Corporation Buddi S Subedi, Agent, 3045 Winnipeg St Menasha WI 54952	Richmond Mobil	3401 N Richmond St
Olive Cellar LLC Gordon J. Cole, Agent, 1418 N Union St Appleton WI 54911	The Olive Cellar	277 W Northland Ave
True North Energy LLC Michelle A. Knox, Agent, W1224 Harvestore Rd Brillion WI 54110	True North #822	3411 N Ballard Rd
Jaliyan Gas LLC Nilesh M. Patel, Agent, 4705 W Prairie Song Ln Appleton WI 54913	Wisconsin Avenue Pantry	111 W Wisconsin Ave

#### **CLASS "B" FERMENTED MALT BEVERAGE LICENSE**

<b><u>NAME</u></b>	<b><u>TRADE NAME</u></b>	<b><u>ADDRESS</u></b>
Appleton Axe LLC Animesh Rana, Agent, 1785 Granite Rapids Dr Frisco TX 75036	Appleton Axe	1400 W College Ave
The Breaking Point LLC Courtney Hayden, Agent, 2009 N Linwood Ave Appleton WI 54914	Breaking Point	2011 N Richmond St
Guang Hai Chen 1500 W Cloverdale Dr Appleton WI 54914	Min Du Buffet	1000 W Wisconsin Ave

#### **CLASS "B" FERMENTED MALT BEVERAGE LICENSE AND "CLASS C" WINE LICENSE**

<b><u>NAME</u></b>	<b><u>TRADE NAME</u></b>	<b><u>ADDRESS</u></b>
Waam Enterprises LLC William J Wetzel Jr, Agent, 2800 Schaefer Cir Appleton WI 54915	Acoca	500 W College Ave
Apple Valley Pancake House Inc Memedali Useini, Agent, 1307 Buttonbush Way, Neenah, WI 54956	Apple Valley Pancake House	1216 W Wisconsin Ave
A & V Custom Creations LLC. Vanessa Schoen, Agent, 520 N New Franken Rd, New Franken WI 54229	Board and Brush Creative Studio Appleton	109 N Durkee St
Cinisi, LLC	Luigi's Pizza	1835 E Edgewood Dr

Giuseppa Sollena, Agent, 5024 N Waterford Dr Appleton WI 54913

**“CLASS C” WINE LICENSE**

<b><u>NAME</u></b>	<b><u>TRADE NAME</u></b>	<b><u>ADDRESS</u></b>
Ivory Rose Bridal Boutique Inc Marissa Knuth, Agent, 602 E Eldorado St Appleton WI 54911	Ivory Rose Bridal Boutique	103 E College Ave Ste 103
Bowinator LLC Corbin Schiedermayer, Agent, 928 W Hawes Ave Appleton WI 54914	Ukiyo	207 W College Ave

**CLASS “B” FERMENTED MALT BEVERAGE & “CLASS B” LIQUOR LICENSE**

<b><u>NAME</u></b>	<b><u>TRADE NAME</u></b>	<b><u>ADDRESS</u></b>
FirstUskana LLC Arben Hajdini, Agent, W6996 Rockdale Ln Greenville WI 54942	Angels Restaurant	1401 E John St
Driftwood Special Servicing LLC Linda M. Garvey, Agent, 105 Alexander Dr Neenah WI 54956	Appleton Hilton	333 W College Ave
Asian Thai 2 Inc Rong Zhang, Agent, 3709 S Hampton Ct Appleton WI 54915	Asian Thai	201 W Northland Ave Ste GH
MJ Author’s Kitchen Joshua D. Sickler, Agent, 1506 W Harris St Appleton WI 54914	Author’s Kitchen	125 E College Ave
Badger Boys 2 LLC Tim G. Bruecker, Agent, 1713 Fieldcrest Dr Kaukauna WI 54130	Badger Sports Park	3600 E Evergreen Dr
Chandelier LLC Kyle E Jones, Agent, 739 Grove St Oshkosh WI 54901	Broken Chandelier	215 W College Ave
ODH Appleton Inc Troy R Graverson, Agent, 606 Marcella Ave Combined Locks WI 54113	Cambria Hotel Appleton	3940 N Gateway Dr
KMG Capitol Centre LLC Michael Gonnering, Agent, 3900 N Casaloma Dr Appleton WI 54913	Capitol Centre	725 W Capitol Dr
Debra L Terry W6150 Cty Rd BB Lot #71 Appleton WI 54914	Carter’s Caboose	1428 W Second St
PJW LLC Jennifer A. Thomas, Agent, 3000 S Lance Ave Appleton WI 54915	Chadwick’s	413 W College Ave



Cleo's Brown Beam LLC Dean T. Sosnoski, Agent, N2549 Sommers Dr Appleton WI 54913	Cleo's	203 W College Ave
Cold Shot LLC Sherry Galow, Agent, 525 N Division St Appleton WI 54911	Cold Shot	633B W Wisconsin Ave
Kim Williams 200 E Harding Dr Appleton WI 54915	Corner Pub	1123 N Mason St
Dongpo Restaurant in Appleton Inc. Jian Chen, Agent, 3500 N Morrison St Appleton WI 54911	DongPo Restaurant	719 W College Ave
Strange Case Thomas M. Ales III, Agent, 1120 Grassy Plains Dr Neenah WI 54956	Dr. Jekyll's	314 E College Ave
Eager Beaver LLC Mark R. Joosten, Agent, 2948 W 1 <sup>st</sup> Ave Appleton WI 54913	Eager Beaver Bar & Grill	1400 W Second St
El Azteca Restaurants Inc Fe Montalvo, Agent, 1808 Vandenberg Ln Kaukauna WI 54130	El Azteca Restaurant	201D W Northland Ave
Alpine Swift LLC Adam Marty, Agent, 429 E Roosevelt St Appleton WI 54911	Ellinor	1016 E Pacific St
Yong Larson W7062 Hillview Rd Greenville WI 54942	Far East	1330 S Oneida St
Fat Sammy's Inc Angela C. Gaines, Agent, 1722 S Peabody St Appleton WI 54915	Fat Sammy's	2500 S Oneida St
Driftwood Special Servicing LLC Linda Garvey, Agent, 105 Alexander Dr Neenah WI 54956	Fox Cities Exhibition Center	355 W Lawrence St
Fox River House LLC Cassidy M Evers, Agent, 742 W Prospect Ave Appleton WI 54914	Fox River House	211 S Walnut St
Gregg Vandinter W6227 Wisconsin Ave Greenville WI 54942	Foxtrot Saloon	812 S Olde Oneida St
SG Petroleums LLC Suyash Goel, Agent, 2811 E Newberry St Appleton WI 54915	Friends & Neighbors	148 S Walter Ave
Good Company, Ltd. Trevor J. Reader, Agent, W3841 Highview Dr Appleton WI 54915	Good Company	110 N Richmond St
K Corporation	Grumpy's Pub	1501 N Richmond St

Robert J. Kunstman, Agent, 1602 N Richmond St Appleton WI 54911

Henry J Grishaber LLC	Hank & Karen's	1937 E John St
Henry J. Grishaber, Agent, 1937 E John St Appleton WI 54915		

Grin & Barrett, Inc.	Hide-A-Way Bar	1400 W Wisconsin Ave
Sheli S. Paez, Agent, 19 W Pleasantview Ct Appleton WI 54914		

John C Greiner	Jack's Apple Pub	535 W College Ave
W4381 Cty Rd KK Kaukauna WI 54130		

DDCT, Inc.	Jim's Place	223 E College Ave
Stacy Hoffman, Agent, 516 E Circle St Appleton WI 54911		

Nakashima Sushi, Inc.	Katsu-Ya of Japan	338 W College Ave
Lisa S. Lindberg, Agent, 5211 W Spencer St Appleton WI 54914		

Taste of Thai Appleton LLC	Mad Elephant	1222 S Oneida St
Chisa Jitmaiwong, Agent, N203 Pinecrest Blvd Appleton WI 54915		

Two Bucks Only II LLC	Maritime Bar	336 W Wisconsin Ave
Daniel M. Burton, Agent, 1001 S Oneida St Unit F Appleton WI 54911		

Marks East Side, Inc.	Mark's East Side	1405 E Wisconsin Ave
Alex Shea, Agent, 2408 S Harmon St, Appleton WI 54915		

Eldorado Moon LLC	Missfits Tavern	317 N Appleton St
Hollyann Strunc, Agent, 706 E Eldorado St Appleton WI 54911		

Mondo Wine LLC	Mondo on the River	425 W Water St Ste 100
David Oliver, Agent, 833 E Franklin St Appleton WI 54911		

NAC LLC	OB's Brau Haus	523 W College Ave
Christopher A Nelis, Agent, 1315 ½ S Jefferson St Appleton WI 54915		

Pierri Pizza LLC	Pierri Pizza	815 W College Ave
Riley W Brice, Agent, 819 ½ W College Ave Appleton WI 54914		

RH Events LLC	Poplar Hall	141 S Riverheath Way
Nicole A Burleson, Agent, 161 S Riverheath Way #212 Appleton WI 54915		

GT Limited	Rascal's Bar & Grill	702 E Wisconsin Ave
Karen Blodgett, Agent, 715 E Hancock St Appleton WI 54911		

Simpson's Red Ox, Inc.	Red Ox Supper Club	2318 S Oneida St
John A. Hayes, Agent, 124 E Wilson Ave Appleton WI 54915		

Richmond St. Pub Inc. Linda M. Guckenberger, Agent, 4910 N Meade St Appleton WI 54913	Richmond Street Pub	1631 N Richmond St
Gregg Van Dinter W6227 Wisconsin Ave Greenville WI 54942	Riverside Bar & Grill	906 S Olde Oneida St
Riverview Gardens Inc. Cynthia L. Sahotsky, Agent, W6122 Cty Rd P Black Creek WI 54106	Riverview Gardens	1101 S Oneida St
S C Carrow Corp Steven C. Carrow, Agent, W6492 Rickey Ln Greenville WI 54942	Rookies Sport Bar & Grill	325 N Appleton St
OM Investments, LLC Sivakumar Rajarathinam, Agent, 1237 Symphony Blvd Neenah WI 54956	Sai Ram Indian Cuisine	253 W Northland Ave
Sangrias Mexican Grill 2 LLC Sarah J. Gregory, Agent, 3641 Tulip Trail Appleton WI 54913	Sangria's Mexican Grill	215 S Memorial Dr
Scubas Pourhouse LLC Steve R. Van Fossen, Agent, 2278 Fraser Fir Dr Appleton WI 54913	Scuba's Pourhouse	1309 E Wisconsin Ave
Bark Entertainment LLC Zachary Wroblewski, Agent, 621 E Brewster St Appleton WI 54911	Skyline Comedy Club	1004 S Olde Oneida St
Aaron Investments LLC Erik J. Anderson, Agent, 1414 W 2 <sup>nd</sup> St Appleton WI 54914	Stuc's Pizza	110 N Douglas St
Bowlero Wisconsin LLC Enya Carter, Agent, 300 9 <sup>th</sup> St Apt 2 Menasha WI 54952	Super Bowl Family Entertainment	2222 E Northland Ave
Sushi Lover in Appleton LLC Zhen Zhen Sun, Agent, 3336 Star Creek Ct Green Bay WI 54311	Sushi Lover	527 W College Ave
The 513 Appleton LLC Kolby Knuth, Agent, 805 S State St Appleton WI 54911	The 513	513 W College Ave
Generation Paulson Chris D Paulson, Agent, W5793 Royal Troon Dr Menasha WI 54952	The Daily Pint	830 E Northland Ave
Mc Gregors LLC Sara Hoks, Agent, 911 Caroline St Neenah WI 54956	The Durty Leprechaun	343 W College Ave
Richmond Bar & Grill LLC Tiffani Daul, Agent, N3929 Washington Ave #7, Freedom WI 54130	The Pub & Grill	2611 N Richmond St

Harvath LLC Terrill J Harvath, Agent, 3997 N Trail Way Ln Appleton WI 54913	The Wishing Well	2709 E Newberry St
Tipsy Taco & Tequila Bar LLC Sarah Gregory, Agent, 3641 Tulip Trail Appleton WI 54913	Tipsy Taco & Tequila Bar	127 S Memorial Dr
Zhou Japanese Steakhouse LLC Yao Ming Zhou, Agent, 9606 N Noe Rd Appleton WI 54915	TJ's Japanese Steakhouse	4025 E Lorna Ln
Urban Modern Kitchen LLC Regina Hueckman, Agent, 1834 W Pershing St #15 Appleton WI 54914	Urban Modern Kitchen	800 E Wisconsin Ave
Lawrence University of Wisconsin Dakota McKee, Agent, 212 S Durkee St Rm 142 Appleton WI 54911	Viking Room	615 E College Ave
Wooden Nickel Restaurant & Lounge Inc. Anthony A. Mueller, Agent, 217 E College Ave Appleton WI 54911	Wooden Nickel Sports Bar & Grill	217 E College Ave

**CLASS "B" FERMENTED MALT BEVERAGE & RESERVE "CLASS B" LIQUOR  
LICENSE**

<b><u>NAME</u></b>	<b><u>TRADE NAME</u></b>	<b><u>ADDRESS</u></b>
Das Ventures Inc Benjamin Fogle, Agent, 66 Garden Ct Appleton WI 54915	Appleton Beer Factory	603 & 607 W College Ave
Appleton Yacht Club Andrew T. Potter, Agent, 3146 N Lawe St Appleton WI 54911	Appleton Yacht Club	1200 S Lutz Dr
Sou Chomsisengphet 451 Forestview Dr Oshkosh WI 54904	Basil Café	1513 N Richmond St
Wise Restaurant Group Paul J. Wise, Agent, 561 S Waupaca St Wautoma WI 54982	Christianos Pizza	2400 S Kensington Dr #500
Fox Cities Hotel Investors LLC Richard Batley, Agent, 2426 Forest Manor Ct Neenah WI 54956	Copper Leaf Boutique Hotel & Spa	300 W College Ave
Riverheath Hospitality LLC Cindy L. Evers, Agent, 2131 White Dove Ln Kaukauna WI 54130	Courtyard Appleton Riverfront	101 S Riverheath Way
D2 of Appleton, Inc. Howard J Johnston, Agent, 3460 Peppergrass Dr Green Bay WI 54311	D2 of Appleton	403 W College Ave
Déjà Vu Enterprises LLC	Déjà Vu Martini Lounge	519 W College Ave

Kelly Koroll, Agent, 1111 W North Ave Appleton WI 54911

El Jaripeo Appleton LLC	Jaripeo Mexican Grill	3401 E Evergreen Dr
Oscar A. Sandoval Rosales, Agent, 4925 N Waterford Dr Appleton WI 54913		

La Bodega Nightclub LLC	La Bodega Lounge	531 W College Ave
Juan Santiago-Hernandez, Agent, 1301 Mayer St Menasha WI 54952		

Gtone Management Group LLC	Pickleball Kingdom Appleton	2411 S Kensington Dr
Abhilash Reddy Kattpalli, Agent, 2515 Bellflower Ln Sun Prairie WI 53590		

SK Pizzeria Pub LLC	Pizzeria Pub and Bar	1200 N Sharon St
Satbir Singh, Agent, W6028 Blazing Star Dr Appleton WI 54915		

Player 2 LLC	Player 2 Arcade Bar	215 E College Ave
Marissa R. Joyce, Agent, 515 Melrose Ave Green Bay WI 54303		

Good Company, Ltd.	Pullmans at Trolley Square	619 S Olde Oneida St
Trevor J. Reader, Agent, W3841 Highview Dr Appleton WI 54913		

Rye Inc	Rye Restaurant	308 W College Ave
Nicolas Morse, Agent, 5633 N Summerland Dr Appleton WI 54913		

10 <sup>th</sup> Frame LLC	The 10 <sup>th</sup> Frame	618 W Wisconsin Ave
Chad M. Van Daalwyk, Agent, 224 Wolf River Dr Fremont WI 54940		

Milko Inc.	The Bar on the Avenue	427 W College Ave
Mark R Miller, Agent, 3410 Cherryvale Ave #51 Appleton WI 54913		

Form  
**AB-101****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)

Bowlero Wisconsin, LLC

2. Business Trade Name or DBA

Super Bowl Entertainment Center

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

57-BB-24

6. Describe the reason for appointing a successor agent, if successor is checked above.

There is a new agent at this location. The previous agent moved from this location.

**Part B: Agent Information**

1. Last Name

Carter

2. First Name

Enya

3. M.I.

L

4. Email

5. Phone

6. Home Address

300 9th St Apt 2

7. City

Menasha

8. State

WI

9. Zip Code

54952

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**

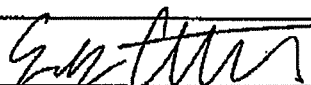
READ CAREFULLY BEFORE SIGNING: I, the Undersigned, authorize the above-named individual to act for the above-named corporation, nonprofit organization, or limited liability company with full authority and control of the premises and of all alcohol beverage activities on such premises. I certify that 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 Shannon		First Name Thomas	M.I. F
Title President/CEO	Email		Phone
Signature by: 		Date 3/10/2025	

4C752FDEAFC847F...

**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 Carter		First Name Enya	M.I. L
Signature 		Date 3/7/25	

Form  
AB-101

Alcohol Beverage  
Appointment of Agent

Date  
3/14/25

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)

SG Petroleum LLC

2. Business Trade Name or DBA

Newberry Mobil

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.

My dad was the agent. He is thinking of retiring.

Part B: Agent Information

1. Last Name

GOEL

2. First Name

SUYASH

3. M.I.

4. Email

5. Phone

6. Home Address

4401 N. Marshall Heights Ave

7. City

Appleton

8. State

WI

9. Zip Code

54913

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.

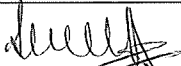
2. Have you completed Form AB-100, *Alcohol Beverage Individual Questionnaire* (licensee) or  
Form AB-300, *Alcohol Beverage Personal Questionnaire* (permittee)? ..... ☒ Yes ☐ No

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 GOEL	First Name SUYASH	M.I.
Title Member	Email	Phone
Signature 	Date 3/14/25	

**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 GOEL	First Name SUYASH	M.I.
Signature 	Date 3/14/25	

2024 - 2025 Budget Carryover Requests - Not Under Contract

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

2024 - 2025 Budget Carryover Requests - Not Under Contract

		Vendor	Description	Amount	Justification
WTRUTL	NETWORK		Utilities Network Upgrade	98,100	Balance of project budget, hold for construction needs
WTRUTL	CHEMSTORAG		Water Carbon Dioxide Storage	87,800	Balances of consulting budget, construction to start in 2025
WTRUTL	CHEMSTORAG		Water Carbon Dioxide Storage	165,996	McMahon under contract for design
WTRUTL	PUMPING		Check Valve Replacement	9,549	Valve order from Dornier
WTRUTL	PLCSCADA		SCADA server replacement	20,000	SCADA server replacement to be combined with Utilities Network construction
WTRUTL	PLCSCADA		SCADA server replacement	65,000	SCADA server replacement to be combined with Utilities Network construction
WTRUTL	PLCSCADA		SCADA server replacement	30,000	SCADA server replacement to be combined with Utilities Network construction
WTRTOWERS	MATTHIAS		Water Tower Booster Pump	206,101	Construction to bid later in 2025
WTRFMDFAC	HVAC		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 CO<sub>2</sub> 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.***

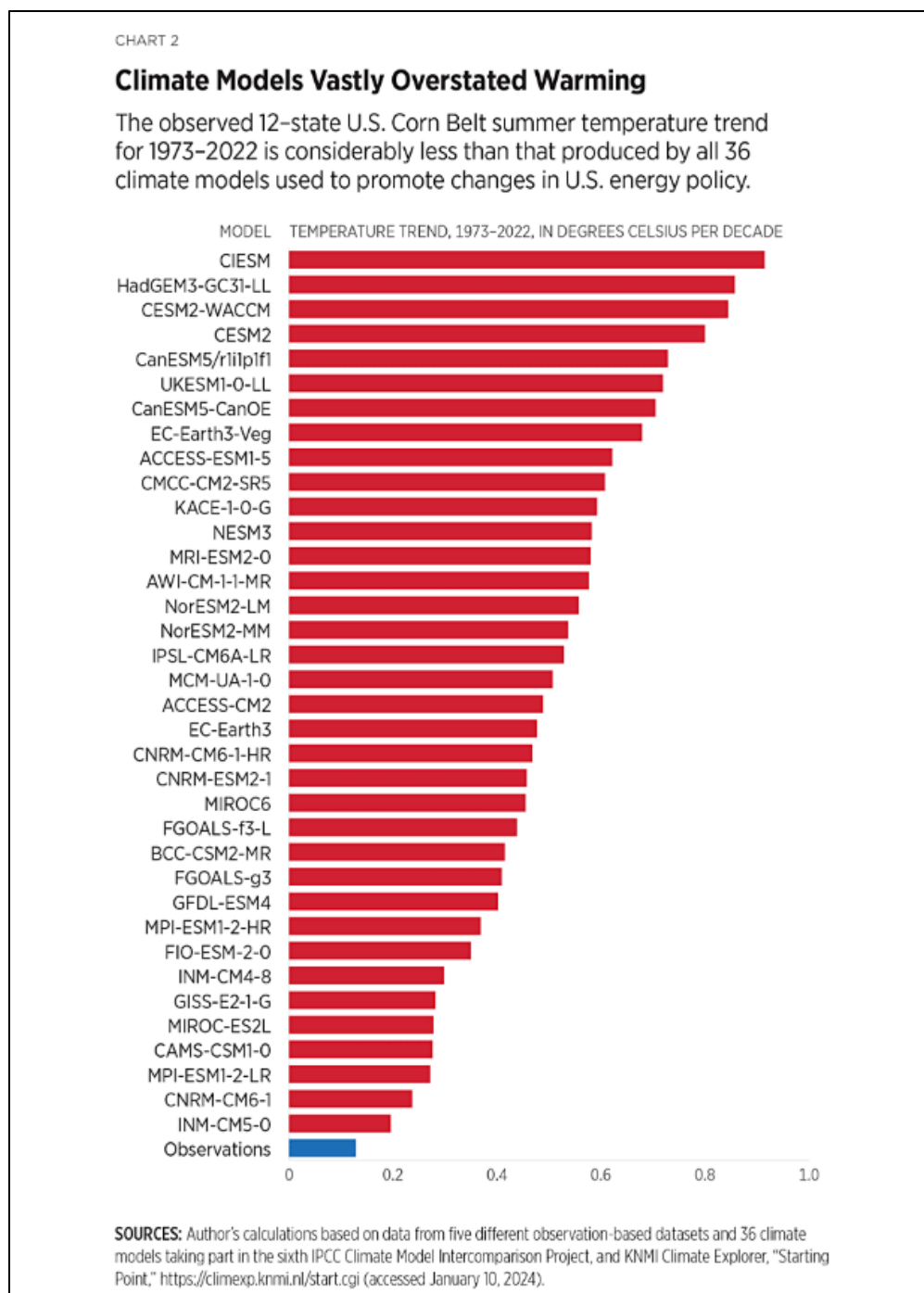
### Must We Fear Climate Change?

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**

1819 East Witzke Blvd.

Appleton, WI 54911

p: 920-832-3919

f: 920-993-3103

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

TO: Finance Committee

FROM: Dean R. Gazza

DATE: April 21, 2025

RE: Action: 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.

The 2025 CIP includes \$851,384 for the Lundgaard Park Pavilion Project. To date this project has received \$805,000 in private donations. Work includes a new pavilion and restrooms with a serving area, site lighting, and concrete hardscape. Construction is anticipated to be completed by October 2025.

The bids were received as follows:

<b>Milbach Construction Services Company</b>	<b>\$804,440</b>
Cardinal Construction	\$947,295
RJM Construction LLC	\$948,700
Elite Builds, Inc.	\$969,125
8Pine Inc.	\$1,189,120

Our consulting engineer ISG has written the City of Appleton a formal letter of recommendation to award the contract to Milbach Construction Services Company. Therefore, the Parks and Recreation Department recommends awarding the 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.

Please contact me at 832-5572 or at [dean.gazza@appleton.org](mailto:dean.gazza@appleton.org) with any questions.

2024 - 2025 Budget Carryover Requests - Not Under Contract (Additional Items)

		Vendor	Description	Amount	Justification
Valley Transit					
58073000	680300		Downtown Appleton Transit Center Project	26,800,000	New project approved in 2024
58073000	680300		Whitman Remodel Phase 2	15,000,000	New project approved in 2024
				41,800,000	
Grand Total - Not Under Contract				41,800,000	

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

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

**SUBJECT: Award of Contract**

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**The Department of Public Works recommends that the following described work:**  
Unit BB-25 Parking Structure Roof Replacement

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**Be awarded to:**

Name: Weinert Roofing  
Address: 2001 Hyland Avenue  
Kaukauna, WI 54130

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**In the amount of :** \$176,860.00

**With a 8 % contingency of :** \$15,000.00

**For a project total not to exceed :** \$191,860.00

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

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

Budget: \$200,000.00  
Estimate: \$200,000.00  
Committee Date: 04/21/25  
Council Date: 05/07/25

**CITY OF APPLETON**  
**Contract Funding Form**

TO: Finance Department

FROM: Mark Lahay - Dept. of Public Works

DATE: 4/21/2025

SUBJECT: Funding for Contract:

BB-25	Parking Structure Roof Replacement
Unit No.	Description

AWARD DATE: 5/7/2025 (Council Date)

AWARD TO: Weinert Roofing

2001 Hyland Avenue

Kaukauna, WI 54130

Funding for the project will be as follows:

Item No.	Account No.	Account Description	Contract Amount	Contingency	Total Contract
1.	5123.6803	Parking Utility	\$176,860.00	\$15,000.00	\$191,860.00
2.					
3.					
4.					
		<b>TOTAL</b>	<b>\$176,860.00</b>	<b>\$15,000.00</b>	<b>\$191,860.00</b>

Public Works	Date
--------------	------

Finance Department	Date
--------------------	------

cc: Project File

BB-25 Parking Structure Roof Replacement (#9600405)  
Owner: Appleton WI, City of  
Solicitor: Appleton WI, City of  
04/07/2025 01:45 PM CDT

Section Title	Line Item	Item Description	UofM	Quantity	Weinert Roofing		Crafts Inc.	
					Unit Price	Extension	Unit Price	Extension
BB-25 BASE BID						\$233,440.00		\$333,310.00
	1	Red Ramp - 3 Roof Replacements	lump sum	1	\$56,580.00	\$56,580.00	\$69,852.00	\$69,852.00
	2	Green Ramp - 4 Roof Replacements	lump sum	1	\$60,920.00	\$60,920.00	\$79,463.00	\$79,463.00
	3	Yellow Ramp - 5 Roof Replacements	lump sum	1	\$68,640.00	\$68,640.00	\$98,148.00	\$98,148.00
	4	Yellow Ramp Pedestrian Walkway - 1 Roof Replacement	lump sum	1	\$47,300.00	\$47,300.00	\$85,847.00	\$85,847.00
Base Bid Total:						\$233,440.00		\$333,310.00



# CITY OF APPLETON

## MEMORANDUM

**Date:** April 21, 2025

**To:** Finance Committee

**From:** Jeri Ohman, Finance Director

**Subject:** Request to establish a reserve fund for ARPA-related obligations

---

The American Rescue Plan Act (ARPA) funds received in 2021 and 2022 were deposited into a separate interest-bearing bank account. This account was maintained independently from other City funds to ensure proper tracking and reporting. As eligible expenditures were made, corresponding amounts were transferred from the ARPA account to the City's primary operating account to maintain a clear audit trail.

The interest earned on these funds are not subject to ARPA or federal grant restrictions. Through 2024, the interest accrued amounts to \$1,500,000. City staff recommend establishing a reserve using the accrued interest to cover potential increases in project costs or to fulfill obligations for ARPA-related projects through December 2026.

Contract increases will remain subject to Council approval in accordance with the City's Procurement Policy. At the end of the ARPA expenditure period, any remaining funds in the reserve would be allocated in accordance with the General Fund Excess Fund Balance Policy.

This proposed reserve fund ensures the City takes a fiscally prudent approach and mitigates risk related to the City's portfolio of ARPA-funded projects, with funds derived from ARPA/federal funds, not City funds. Thank you for your consideration of this request. Please feel free to contact me if you have any questions.





# CITY OF APPLETON

## MEMORANDUM

**Date:** March 12, 2025  
**To:** Community Development Committee  
**From:** Kara Homan, AICP, Director of Community Development  
Kurt W. Craanen, Inspections Supervisor  
**Subject:** Erosion Control Permit Fee Increase and Update to Section 4-161 of  
Municipal Code

---

### GENERAL INFORMATION

Update the Municipal Code to include Erosion Control Fees and increase the fee amount from \$40 to \$50.

### PURPOSE OF MUNICIPAL CODE TEXT AMENDMENTS

The intention of this text amendment is to add the erosion control permit fee language to Chapter 4, along with other types of permit fees. The Building Permit Fee Schedule and the Erosion Control Permit Fee Schedule, which are on file with the City Clerk's office, will be updated and the fee increased to \$50 for projects that disturb less than one (1) acre.

### BACKGROUND

Permit fees were increased in the 2024 and 2025 Annual Budgets; however, the Erosion Control Permit Fee Schedule did not get increased in conjunction with other fees.

### PROPOSED DRAFT TEXT AMENDMENTS

The text recommended to be added is underlined. The text recommended for deletion is identified by ~~strikethrough~~.

#### **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) ~~[Reserved.]~~ **Erosion Control.** The amount of an erosion control permit fee for disturbance of less than one (1) acre shall be on file in the office of the City Clerk.

## **RECOMMENDATION**

Staff recommends the proposed text amendments to Chapter 4 Buildings of the Municipal Code **BE APPROVED** for Section 4-161 Permit Fees, and the Building Permit Fee Schedule and Erosion Control Permit Fee Schedule be updated to increase the erosion control permit fee to \$50 which is on file with the City Clerk's office.



# CITY OF APPLETON

## MEMORANDUM

**Date:** April 23, 2025  
**To:** Community Development Committee  
**From:** Kara Homan, AICP, Director of Community Development  
Kurt W. Craanen, Inspections Supervisor  
**Subject:** Erosion Control Permit Fee Increase and Update to Section 4-161 of Municipal Code

---

### GENERAL INFORMATION

Update the Municipal Code to include Erosion Control Fees and increase the fee amount from \$40 to \$50.

### PURPOSE OF MUNICIPAL CODE TEXT AMENDMENTS

The intention of this text amendment is to add the erosion control permit fee language to Chapter 4, along with other types of permit fees. The Building Permit Fee Schedule and the Erosion Control Permit Fee Schedule, which are on file with the City Clerk's office, will be updated and the fee increased to \$50 for projects that disturb less than one (1) acre and are regulated by the Wisconsin Department of Safety and Professional Services under s. SPS 321.125, Wis. Admin. Code.

### BACKGROUND

Permit fees were increased in the 2024 and 2025 Annual Budgets; however, the Erosion Control Permit Fee Schedule did not get increased in conjunction with other fees.

### PROPOSED DRAFT TEXT AMENDMENTS

The text recommended to be added is underlined. The text recommended for deletion is identified by ~~strikethrough~~.

#### **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) ~~[Reserved.]~~ **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.

## RECOMMENDATION

Staff recommends the proposed text amendments to Chapter 4 Buildings of the Municipal Code **BE APPROVED** for Section 4-161 Permit Fees, and the Building Permit Fee Schedule and Erosion Control Permit Fee Schedule, which are on file with the City Clerk's office, be updated to increase the erosion control permit fee to \$50 for projects that disturb less than one (1) acre and are regulated by the Wisconsin Department of Safety and Professional Services under s. SPS 321.125, Wis. Admin. Code.



# CITY OF APPLETON

## MEMORANDUM

**Date:** April 23, 2025  
**To:** Community Development Committee  
**From:** Lily Paul, Economic Development Specialist  
**Subject:** Request to Renew Lease with Maple Lawn Dairy for Crop Farming of Undeveloped Land in Southpoint Commerce Park

---

**Background & Analysis:** The City of Appleton has approximately 119± acres of developable land left in Southpoint Commerce Park. While the City works on marketing and selling the available lots, a portion of the land has been under lease with Maple Lawn Dairy, LLC at \$160.00 per acre on an annual basis for the purpose of crop farming. This lease expires April 30, 2025.

Staff is seeking to renew the lease with Maple Lawn Dairy, LLC. Leasing this land is beneficial to the City in that it limits soil erosion, minimizes the chance of wetlands forming, eliminates the need to cut weeds, and will generate annual revenue.

Attached is the renewal of the lease with majority of the terms to remain the same:

- \$160.00 per acre
- 5-year lease starting in May when signatures are received (after the initial lease year, the lease shall automatically renew for four (4) additional one-year periods from May 1<sup>st</sup> to April 30<sup>th</sup>)
- Lease payments due in two installments: Half rent is due April 1<sup>st</sup> and the remaining is due November 1<sup>st</sup>

Notable changes to the lease are:

- The transfer of responsibility from father (Mike Mader) to son (Tim Mader)
- Approximate acres to be farmed reduced to 46.82±
  - o The total annual sum would then be \$7,491.20 (46.82 acres x \$160 per acre)
- Section 9 provides emphasis on exercising caution in Phase 4 of Southpoint where utilities are being installed in 2025.

## RECOMMENDATION

Approve and authorize the Community Development Department to enter into a five (5) year lease with Maple Lawn Dairy (Tim Mader) to farm undeveloped land in the Southpoint Commerce Park, estimated to be approximately 46.82± acres at a rental rate of \$160.00 per acre, with no crop loss provision.

## LEASE AGREEMENT

*This Lease Agreement entered into this \_\_\_\_ day of May 2025 between the City of Appleton (hereinafter called Landlord) and Tim Mader, a sole proprietor, d/b/a Maple Lawn Dairy, (hereinafter called Tenant).*

*Landlord Address:* City of Appleton  
100 North Appleton Street  
Appleton, WI 54911

*Tenant Address:* Tim Mader d/b/a Maple Lawn Dairy  
N8580 County Road M  
Menasha, WI 54952

*Property:* Southpoint Commerce Park—Areas Delineated in Exhibit A as “Area to be Farmed” (hereafter referred to as “premises” or “property”)

1. **Rental:** Tenant will pay the Landlord the total annual sum of \$7,491.20 Dollars rent (46.82± acres x \$160.00 per acre) for the term of this lease payable as follows: For 2025, \$3,745.60 shall be paid upon execution of this agreement and the balance of \$3,745.60 shall be paid on or before November 1, 2025; thereafter, on an annual basis, one half of the total, \$3,745.60 shall be due and payable on or before April 1 with the remaining balance, \$3,745.60, being due and payable on or before November 1 and continuing in like fashion each subsequent year this lease is in effect. In the event Tenant fails to make payment as indicated in this section, the undersigned Tim Mader, does personally guarantee said rental payments on behalf of Tenant. On the eleventh day following the date when rent is due and payable, a late payment fee shall accrue at the rate of \$25.00 per day until the rent and penalty are paid in full. Time is of the essence. Parties further agree that the annual acreage amount subject to this lease may increase or decrease depending on a variety of circumstances and, in such cases, the total sum of rent shall be adjusted based on the rate of \$160 per acre with two payments, each representing one half of the annual rent, being paid on a schedule as set forth herein. Tenant and Landlord, by its representative, shall agree in writing to any changes to the annual acreage amount and said agreement shall be considered an amendment to this LEASE for the limited purpose of calculating the annual total sum of rent due.

2. **Term:** The initial lease term shall commence upon execution of this agreement and shall run until April 30, 2026. Thereafter this lease and all obligations herein shall automatically renew for four (4) additional one year periods running from May 1<sup>st</sup> until April 30<sup>th</sup> of the subsequent year with the final year concluding on April 30, 2030. **Tenant may terminate this lease only upon providing Landlord with written notice prior to February 28<sup>th</sup> of the forthcoming renewal year.** The Landlord, at its option, may terminate this lease all is relates to all or a portion of the property at any time and for any reason during its term upon thirty (30) days written notice to the Tenant. In the event the Landlord terminates this lease for a portion of the property, Tenant shall be reimbursed a prorated portion of any rent already paid that year and subsequent rental payments shall be adjusted based on remaining acreage available for Tenant’s use. Tenant shall be entitled to no other adjustments or remedies as a result of early lease termination.

3. **Real Estate Taxes and Special Assessments:** Landlord agrees to pay all real estate taxes and special assessments with regard to said property.



4. **Use of Premises:** Tenant may use the premises solely for growing crops, participating in agricultural programs, or use as set aside for agricultural program purposes. The spreading of manure on the premises at any time is expressly prohibited. In the event Tenant uses the land as set aside or for conservancy purposes, Tenant will cut all weeds, vegetation, or plant growth at least once during the months of June, July, and August.

5. **Indemnification:** Landlord and Tenant shall be liable for their own acts and/or negligence and the acts and/or negligence of their invitees and guests, and each agrees to indemnify, defend and hold harmless the other for any losses, damages, costs or expenses, including litigation expenses (including court costs and attorney's fees) paid or sustained by reason of the act and/or negligence of the other, or the other's invitees and guests or arising in any way out of this agreement.

6. **Insurance:** Tenant shall indemnify and save harmless the Landlord and Landlord's agents or employees against and from any and all damages and costs, and all claims for the same, and any and all penalties, fines, and forfeitures occasioned by or growing out of Tenant's failure to comply with, conform to or obey any Federal, State, or Municipal law, ordinance, rule, regulation, order, or notice as aforesaid. Tenant shall secure insurance consistent with the terms set forth in Exhibit B attached hereto and incorporated herein by reference and shall provide proof of such insurance.

7. **Assignment of Lease:** This lease may not be assigned by Tenant, and in the event Tenant may vacate the premises, the lease shall immediately terminate. This lease may be assigned by Landlord to another party.

8. **Tests; Inspections:** Landlord, its successors, assigns, contractors, agents and/or employees shall at reasonable times have the right to enter upon the premises to conduct any tests, inspections or studies as Landlord may deem desirable; provided, however, that any such tests, inspections or studies shall not materially interfere with Tenant's use of the premises and provided further that such inspections shall not in any way obligate Landlord to make any repairs or replacements to the premises.

9. **Entry Upon Premises:** Landlord, its successors, assigns, contractors, agents, and/or employees shall at reasonable times have the right to enter upon the premises to install, construct, maintain, repair, replace, and operate sewer, water, gas, and electric lines, cables, poles, substations, and other appurtenant structures; provided that such installation, construction, maintenance, repair, replacement, and operation shall not materially interfere with Tenant's use of the premises. Tenant is further advised that electric, gas and lighting utilities are anticipated to be installed in Phase 4 of Southpoint Commerce Park ditches, easements and the like from Spring through Fall of 2025 and Tenant shall exercise due care and caution as said installation work is completed. In the event Landlord decides to provide this premise with City sewer and water, it shall do so at its sole expense.

10. **Liens:** Tenant shall not directly or indirectly create, or permit to be created, or permit to remain and will immediately discharge, any lien, encumbrance, or charge on, or pledge of, the premises or any part thereof or the interest of Tenant under this lease.

11. **Holdover:** In the event Tenant holds over or remains in possession or occupancy of the premises after the expiration or earlier termination of this lease, Tenant shall be obligated to pay Landlord Fifty dollars (\$50.00) a day as rent for every day said Tenant holds over or remains in possession and Landlord shall have the right to recover from Tenant all reasonable costs of eviction, including court costs and attorney's fees.

**IN WITNESS WHEREOF**, the parties have hereunto set their hands and seals this \_\_\_\_\_ day of May 2025.

**TIM MADER D/B/A/ MAPLE LAWN DAIRY, TENANT**

By: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_

By: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_

**CITY OF APPLETON**

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

By: \_\_\_\_\_  
Kami Lynch, City Clerk

Approved as for form:

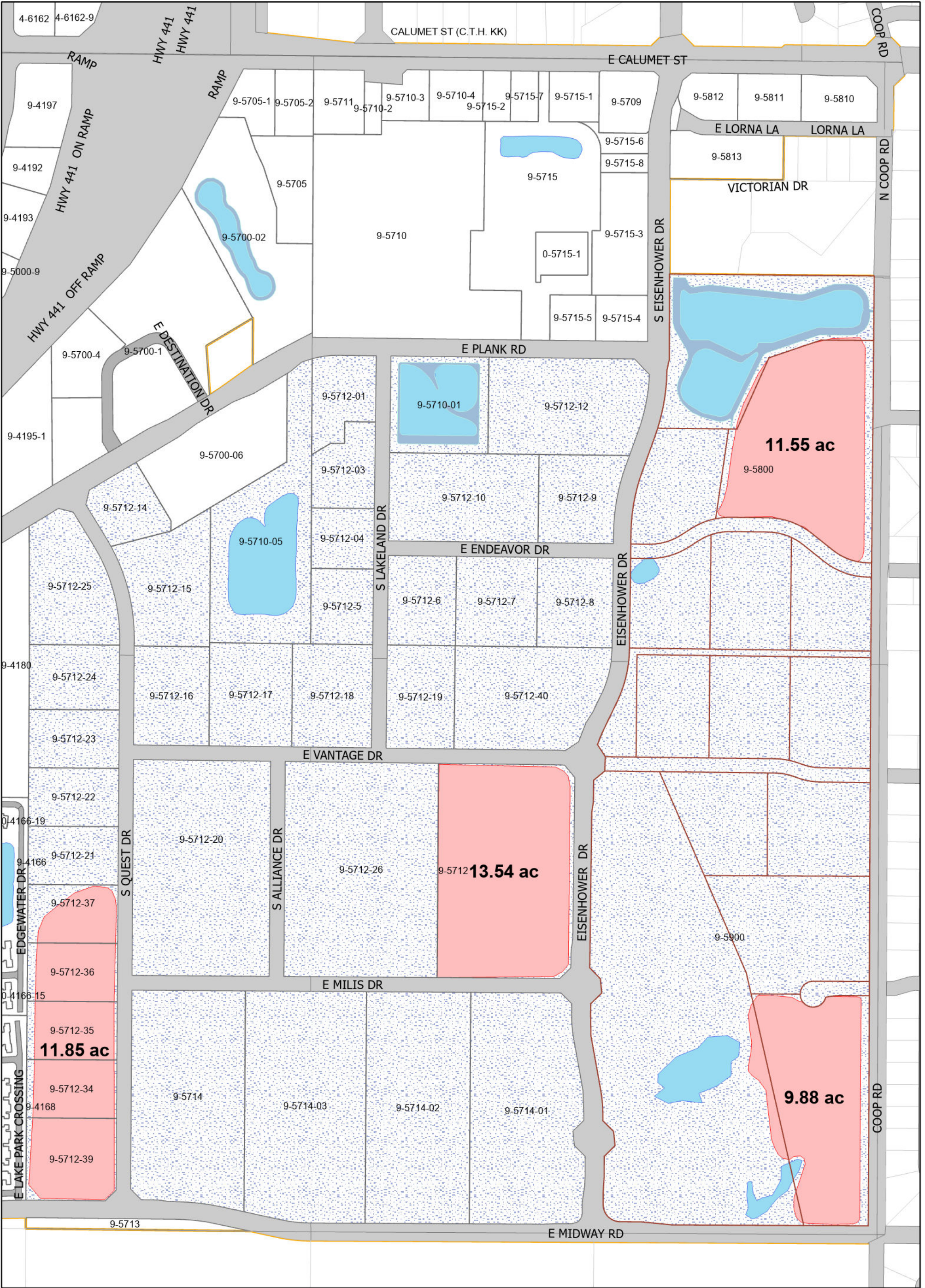
\_\_\_\_\_  
Christopher Behrens, City Attorney  
City law: A20-0210 | 2025

**Exhibit A**

**Area to be Farmed**

**See following page**





Southpoint Commerce Park

- Right of Way
- City Limits
- Ponds
- Area to be Farmed  
46.82 Acres
- Park Parcels
- Proposed Plat

EXHIBIT A

N

W

E

S

1"=400'

Date: 1/11/2024



## IR 2.1 SMALL EXPOSURE JOBS

### City of Appleton Insurance Requirements

#### Project: Southpoint Commerce Park Farm Lease

The Contractor shall not commence work on contract until proof of insurance required has been provided to the applicable department before the contract or purchase order is considered for approval by the City of Appleton.

It is hereby agreed and understood that the insurance required by the City of Appleton is primary coverage and that any insurance or self-insurance maintained by the City of Appleton, its officers, council members, agents, employees or authorized volunteers will not contribute to a loss. All insurance shall be in full force prior to commencing work and remain in force until the entire job is completed and the length of time that is specified, if any, in the contract or listed below whichever is longer.

#### 1. INSURANCE REQUIREMENTS FOR CONTRACTOR

Commercial General Liability coverage at least as broad as Insurance Services Office Commercial General Liability Form, including coverage for Products Liability, Completed Operations, Contractual Liability, and Explosion, Collapse, Underground coverage with the following minimum limits and coverage:

- Each Occurrence limit ..... \$1,000,000
- Personal and Advertising Injury limit ..... \$1,000,000
- General aggregate limit (other than products/completed operations)  
per project ..... \$2,000,000
- products/completed operations aggregate..... \$2,000,000
- Fire Damage limit — any one fire ..... \$50,000
- Medical Expense limit — any one person ..... \$5,000
- Watercraft Liability, (protection and indemnity coverage) IF the project  
work includes the use of, or operation of any watercraft..... \$1,000,000  
NOTE: per occurrence for bodily injury and property damage
- Products/Completed Operations coverage must be carried for two years after  
acceptance of completed work.

**Automobile Liability** coverage at least as broad as Insurance Services Office Business Automobile Form, with minimum limits of \$1,000,000 combined single limit per accident for bodily injury and property damage, provided on a Symbol #1 – “Any Auto” basis.

**Workers’ Compensation** as required by the State of Wisconsin, and employers liability insurance with sufficient limits to meet underlying umbrella liability insurance

requirements. If applicable for the work coverage must include Maritime (Jones Act) or Longshoremen's and Harbor Workers Act coverage.

**Builder's Risk/Installation Floater/Contractor's Equipment or Property (If applicable):**

The Contractor is responsible for loss and coverage for these exposures. City of Appleton will not assume responsibility for loss, including loss of use, for damage to property, materials, tools, equipment, and items of a similar nature which are being either used in the work being performed by the contractor or its subcontractors or are to be built, installed, or erected by the contractor or its subcontractors.

**2. APPLICABLE TO CONTRACTORS/SUBCONTRACTORS**

- **Builder's Risk/Installation Floater/Contractor's Equipment or Property:** The Contractor is responsible for loss and coverage for these exposures. The City of Appleton will not assume responsibility for loss, including loss of use, or damage to property, materials, tools, equipment and items of a similar nature which are being used in the work being performed by the Contractor or its subcontractors or are to be built, installed or erected by the Contractor or subcontractors.
- **Primary and Non-Contributory requirement:** All insurance must be primary and non-contributory to any insurance or self-insurance carried by City of Appleton.
- **Acceptability of Insurers:** Insurance is to be placed with insurers who have an *A.M. Best* rating of no less than A- and a Financial Size Category of no less than Class VI, and who are authorized as an admitted insurance company in the State of Wisconsin.
- **Additional Insured Requirements:** The following must be named as **additional insureds** on all liability policies for liability arising out of project work: **City of Appleton, and its officers, council members, agents, employees and authorized volunteers. On the Commercial General Liability Policy, the additional insured coverage must be ISO form CG 20 10 07 04 and also include Products – Completed Operations equivalent to ISO form CG 20 37 07 04 or their equivalents for a minimum of 2 years after acceptance of work. This does not apply to Workers Compensation policies.**
- Certificates of Insurance acceptable to the City of Appleton shall be submitted prior to commencement of the work to the applicable department. **In addition form CG 20 10 07 04 for ongoing work exposure and form CG 20 37 07 04 for products-completed operations exposure must also be provided or its equivalent.** These certificates shall contain a provision that coverage afforded under the policies will not be canceled or non-renewed until at least 30 days' prior written notice has been given to the City of Appleton.

### 3. **INSURANCE REQUIREMENTS FOR SUBCONTRACTOR**

All subcontractors shall be required to obtain commercial general liability (if applicable watercraft liability), automobile liability, workers' compensation and employers liability, (if applicable aircraft liability) insurance. This insurance shall be as broad and with the same limits as those required per Contractor requirements, excluding umbrella liability, contained in Section 1 above.

**The following additional coverages are required where the corresponding box is checked. In addition, Contractor shall be responsible for consulting with its insurance carrier to determine whether any of the other following coverages should be carried based upon the specific project:**

- ☐ **Bond Requirements**
  - **Bid Bond:** The Contractor's Bid Bond equal to 5% of the contract shall accompany the bid for the project.
  - **Payment and Performance Bond:** If awarded the contract, the Contractor will provide to the Owner a Payment and Performance Bond in the amount of the contract price, covering faithful performance of the contract and payment of obligations arising thereunder, as stipulated in bidding requirements, or specifically required in the contract documents on the date of the contract's execution.
  - **Acceptability of Bonding Company:** The Bid, Payment and Performance Bonds shall be placed with a bonding company with an *A.M. Best* rating of no less than A- and a Financial Size Category of no less than Class VI.
  - **License and Permit Bond:** The Contractor will provide to the City a License and Permit Bond in the amount stipulated in Appleton's Municipal Code.
  
- ☐ **Property Insurance Coverage** to be provided by the Contractor
  - The property insurance must include engineering or architect fees and must equal the bid amount, plus any change orders.
  - Coverage includes property on the work site/s, property in transit and property stored off the work site/s.
  - Coverage will be on a **Replacement Cost basis**.
  - The City of Appleton, consultants, architects, architect consultants, engineers, engineer consultants, contractors and subcontractors will be added as named insureds to the policy.
  - Coverage must include collapse and be written on a "special perils" or "all risk" perils basis.
  - Coverage must include water damage (including, but not limited to, flood, surface water, hydrostatic pressure) and earth movement.
  - Coverage must include testing and start up.
  - Coverage must include boiler and machinery if the exposure exists.



- Coverage must include engineers' and architects' fees.
- Coverage must include building ordinance or law coverage with a limit of 5% of the contract amount.
- The policy must cover/allow partial utilization by owner.
- Coverage must include a "waiver of subrogation" against any named insureds or additional insureds.
- Contractor is responsible for all deductibles and coinsurance penalties.

☐ **Pollution Liability – Contractors; Motor Vehicle/Automobile; Professional; Environmental Consultants/Engineers**

- Definition of "Covered Operations" in the policy must include the type of work being done for the City of Appleton
- Limits of Liability:
  - \$500,000 each loss for bodily injury, property damage, environmental damage
  - \$1,000,000 Aggregate for bodily injury, property damage, environmental damage (environmental damage includes pollution and clean-up costs)
- Deductible must be paid by the Contractor, consultants/engineers
- The City of Appleton, its Council members and employees must be Additional Insureds
- The policy must also cover subcontractors
- Specify if "Wrongful Delivery" is covered
- Must cover motor vehicle loading and unloading and show on Certificate of Insurance
- Certificate of Insurance must state:
  - If the policy is an Occurrence or a Claims Made Form
  - If the defense costs reduce the limit of liability
  - If the policy covers motor vehicle loading and unloading claims
  - If there is an underground storage tank or a super fund exclusion
  - If there is a Contractual Liability Exclusion
  - If Bodily Injury includes mental anguish and emotional distress

☐ **Aircraft Liability** insurance with a limit of \$3,000,000 per occurrence for bodily injury and property damage including passenger liability and slung cargo **IF** the project includes the use or operation of any aircraft, drone or helicopter.

☐ **Watercraft liability protection and indemnity coverage** to be provided by the Contractor



# CITY OF APPLETON

## MEMORANDUM

**Date:** April 15, 2025  
**To:** Human Resources / IT Committee (action item)  
Community Development Committee (informational item)  
**From:** Kara Homan, AICP, Community Development Director  
**Subject:** **Subject: Proposed Administrative Reorganization / Position  
Reclassification – Community Development Department**

---

I am requesting approval of a proposed reorganization/reclassification within the Community Development Department that would restructure and elevate an existing administrative position to better align with current departmental needs and shared administrative resources.

The proposal recommends reclassifying an existing role to Administrative & Accounting Services Specialist, reflecting a consolidation and expansion of core administrative responsibilities. Over time, the scope and complexity of administrative and fiscal functions have grown significantly as the department has expanded from one to three divisions. This revised position would formalize those evolving duties and provide a higher level of administrative and organizational support to department leadership and staff. It will also allow the department to better leverage existing resources within the customer service team that is jointly funded with DPW to handle more day to day administrative functions.

This adjustment not only acknowledges the increased level of responsibility already being performed but also additional duties that will transition from the Managerial Accounting Coordinator in DPW and the Community Development Director & Deputy Director. The proposed reclassification has been evaluated by HR and fits within the city's existing compensation framework.

A detailed position description and proposed organization structure are attached for your review. I respectfully request approval of the following position change:

- From: Administrative Assistant (Grade 4)
- To: Administrative & Accounting Services Specialist (Grade 6)

This modification will be funded within the department's existing personnel-related funds due to savings realized this fiscal year. If you have any questions don't hesitate to reach out – 920.832.6408 or [kara.homan@appletonwi.gov](mailto:kara.homan@appletonwi.gov)

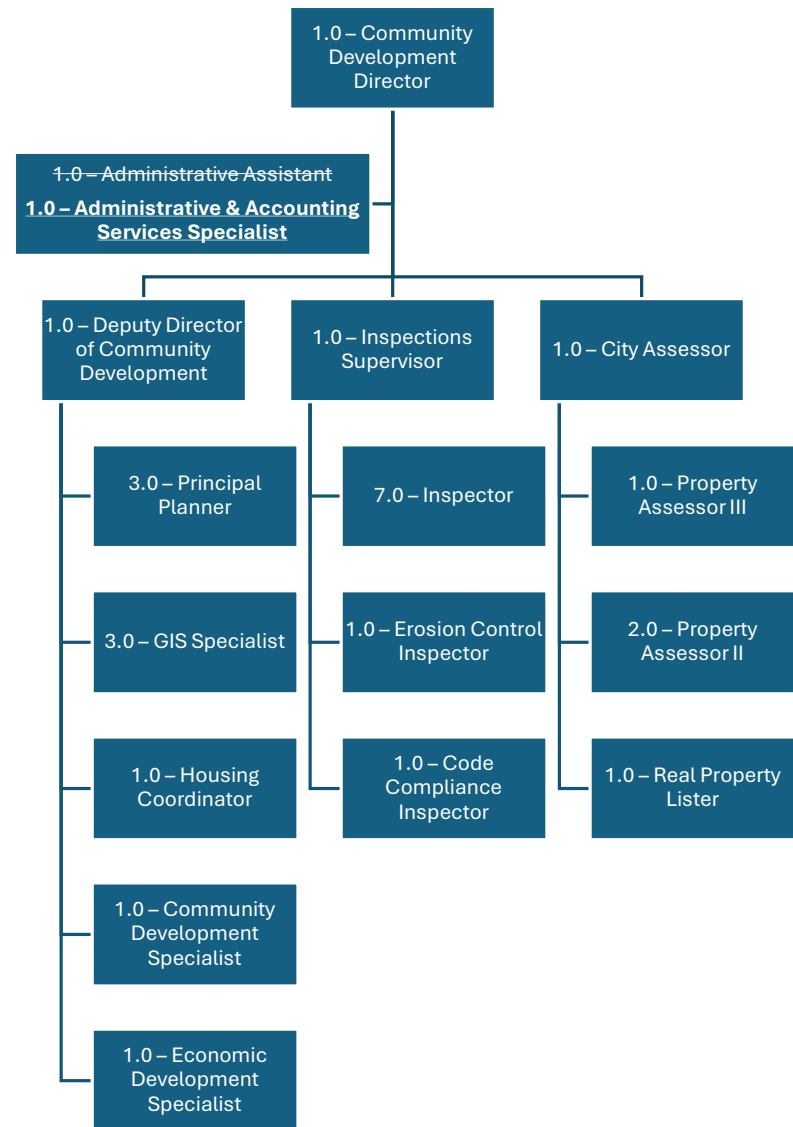
c: Laura Jungwirth, PE, DPW

# COMMUNITY DEVELOPMENT DEPARTMENT

## TABLE OF ORGANIZATION

### Proposed Administrative Position Reorganization:

- From: Administrative Assistant
- To: Administrative & Accounting Services Specialist



## **Administrative & Accounting Services Specialist**

### **Grade 6**

#### **Position Summary:**

The Administrative & Accounting Services Specialist plays a key role in managing administrative support functions, including budgeting and financial operations, enterprise resource systems, legislative processes, office administration, and project management within the Community Development Department (Planning & Development; Inspections, and Assessors divisions). This position is responsible for managing agendas and legislative processes, ensuring compliance with statutory requirements, and maintaining communication with elected officials, staff, and the public. Collaboration with administrative staff in engineering, clerks, legal, and customer service is essential to maintaining smooth departmental operations. The incumbent works under the general direction of the Director of Community Development.

#### **Key Responsibilities:**

##### **Financial & Budget Administration**

- Coordinates the development, monitoring, and reconciliation of department budgets. Resolves and troubleshoots budgetary inconsistencies. Monitors office expenditures, prepares inquiries and reports. Reconciles department revenues on various platforms. Reviews and approves refund requests and payments.
- Approves payment vouchers and credit card transactions, ensuring compliance with financial policies.
- Manage accounts payable and receivable, coordinating with relevant departments for approvals.
- Maintain accurate financial records and prepare reports as needed.

##### **Office Operations & Technology Coordination**

- Oversee office technology needs, ensuring proper functionality and standards creation and compliance, in coordination with IT.
- Serve as a liaison for office technology upgrades and transitions related to communications, ERP, fiscal processes, and transition to a paperless office. Manage and maintain database and software systems, projects, and coordinate within and across departments for planning and implementation.
- Establish and maintain administrative policies, procedures, and workflow efficiencies, including interdepartmental processes. Prepared educational materials and provide training.
- Assist Director and Deputy Director in scheduling and calendar management, as requested.

- Ensure brand consistency for all externally facing department communications (forms, applications, letterhead, website, etc.). Coordinate with customer service staff for implementation.
- Collaborate with DPW administrative team on areas of shared office and technology functions.

### **Records & Workflow Management**

- Manages execution of contracts and signatures needed.
- Organize and maintain records management systems. Coordinate process to collect and report city-wide performance metrics.
- Improve document handling processes for efficiency and compliance.
- Coordinate with Clerks Office, Legal Services, Customer Service and Administrative support staff for shared processes & workflows.
- Support legal and customer service teams with related administrative record-keeping tasks.

### **Legislative Process Management**

- Manages agendas and related processes for City Plan Commission, Community Development Committee, Appleton Redevelopment Authority, Joint Review Board, along with other subcommittees, internal work groups, and ad hoc groups as projects and tasks arise. Coordinate and mentor customer service staff who are delegated/assigned as leads for the Historic Preservation Commission, CDBG Advisory Board, Appleton Public Arts Committee, Board of Zoning Appeals, and backup for all other department-staffed committees.
- Files all necessary applications and legal documents related to legislative actions with the Clerk's Office, coordinates statutorily required timelines, notices and other schedules, and completes related administrative and organizational functions. Works closely with staff to ensure cases, resolutions, and/or actions are on track for meetings and regulated deadlines.
- Communicates with alders, appointed officials, applicants, and the public at large related to legislative/planning inquiries and refers to the appropriate staff lead where necessary.
- Maintains current mailing lists and membership information for committees, commissions, boards, etc. Manages process where staff can view and update shared contacts. Creates process to maintain stakeholder/client lists amongst support staff. Coordinates mass mailings as required/assigned.

### **Program Administration & Special Projects**

- Program support for the Homeowner Rehabilitation Loan Program. Distributes bid specifications, ordering reports from title companies, preparing contracts and loan documents, track program income, project funds and required insurance documentation.

- Maintain, coordinate and train team members on Continuity of Operations Plans (COOP). Serve as dept. lead for safety planning and coordination.
- Lead administrative projects related to office operations and technology.
- Manages the RFP and department procurement processes.
- Collaborate with internal teams and other departments to implement process improvements and efficiencies.
- Oversee website updates for department. Coordinate with customer service team members to make updates.

#### **Qualifications & Skills:**

- Associates in Business Administration, Accounting, Public Administration, or a related field; or any equivalent combination of experience and training which provides the required knowledge, abilities and skills.
- 3-5 years of experience in administrative, budgetary, or financial coordination roles.
- Strong knowledge of administrative/office functions, accounting principles, and project management.
- Proficiency in office technology, records management, and workflow optimization.
- Excellent communication and collaboration skills, especially in a cross functional team environment.
- Ability to manage multiple priorities and work independently.
- Experience in office and government administration.
- Familiarity with financial software and enterprise resource planning (ERP) systems.
- Knowledge of COOP planning and business continuity strategies.
- Ability to maintain confidentiality of sensitive and legal information.
- Ability to multi-task.
- Ability to establish and maintain effective working relationships with other employees, departments, other municipal elected and appointed officials and the public and to deal with public relations problems courteously and tactfully.
- Proficient with technology such as Microsoft office (excel; teams; sharepoint) and emerging AI technology.
- Highly skilled in technology operations of computer software, multifunction photocopy/printer/scanner/fax machines, mail/copy center related equipment and other standard office equipment.
- Strong oral and written communication skills.

- Thorough knowledge of all license/permit processes and the ability to distinguish specific variables for each license/permit type.
- Ability to use a Geographic Information Systems (GIS) Viewer for property information.
- Knowledge of local ordinances, state statutes, departmental rules, regulations, procedures and functions.
- Ability to work autonomously and as part of a team.
- Ability to work accurately and quickly under pressure.
- Ability to prioritize and meet deadlines.
- Ability to understand and effectively carry out oral and written instructions.
- Ability to make decisions in accordance with laws and regulations and apply those to work problems.
- Ability to maintain office records, compile data and prepare accurate reports.





# CITY OF APPLETON

## SOCIAL MEDIA POLICY

### OVERVIEW:

The City of Appleton uses social media platforms to communicate and engage with our community. We believe in the rights, benefits, and responsibilities that come with using social media, and we ask that you consider the impact your comments and interactions may have on others as you engage with the City and fellow users on these platforms.

### SCOPE:

The external policy governs both city-maintained social media channels and the individuals who engage with them.

### GENERAL POLICY

The City uses social media to communicate and engage with the community. The City cannot prevent, and is not responsible for, content placed by others, including offensive or disagreeable content. This means that the City will not moderate content on its social media platforms for vulgarity, profanity, hate speech, controversial, or other offensive language.

While the City cannot moderate all user-generated content for language or tone, please be aware that some content may not be considered "free speech" and the associated protections under the U.S. and Wisconsin Constitutions will not apply. Therefore, the City reserves the right to delete or hide any comments, posts, replies, reviews, photos, links, or any other content that include any of the following:

- Spam, advertising, or promotional links to a business, service, or product
- Malware, viruses, security threats to the City network, or spamming with an overwhelming surge of messages ("flooding").
- Promoting, advocating, or perpetuating illegal activity
- Direct threats as defined by law
- Obscene content with no constitutional protection (such as graphic depictions)
- Illegal activity, including copyright/trademark infringements and defamatory comments

### AGREEMENT

By posting any comments or materials on the City's social media platforms, you grant the City permission to reproduce, distribute, publish, edit, modify, and use your submissions in any form or media for any purpose.

All comments on City social media should be considered public records and are retained accordingly. Activity on City of Appleton Government social media is subject to public disclosure under the Public Records Laws of the State of Wisconsin (Wis. Stat. ss. 19.31-19.39).

Your participation is at your own risk, and you take personal responsibility for your comments, username, and any information provided. **Furthermore, you agree to indemnify, defend, and hold harmless the City of Appleton, its officers, agents and employees, against any and all damages, losses, liabilities, judgments, costs, or expenses (including attorney's fees**

and costs) arising out of any claims by a third party related to any comments or materials you have posted.

#### **ADDITIONAL PROVISIONS**

Content posted on City of Appleton social media channels by anyone other than employees of the City of Appleton does not reflect the opinions or position of the City of Appleton or its elected officials or employees.

Social media website pages are not the primary method of communication with the City, and any notices or requests for City services must be made via official communication methods identified on the City's website, or by traditional methods of notification recognized by the City, and no comments or posts on this page will be construed as providing notice to the City of any claim, deficiency, dangerous condition, request, or otherwise. Furthermore, the City's social media account monitoring varies and there should be no expectation of a response by City staff.

Each social media provider maintains a term of use agreement for users. All posts and comments on any City social media platform are bound by these terms and conditions. The City reserves the right to report any user violation under the terms and conditions. This Policy does not modify the terms and conditions established by the social media provider. Nor does the City assume any responsibility or liability for decisions made by the social media platform provider involving the conduct or absence of conduct by the social media provider or by the user.

The views, guidelines, and rules of the social media platform are those of the company that provides the platform and not those of the City of Appleton.

#### **SEVERABILITY**

If any section, portion, or provision of this Policy, or if the application of this Policy to any person or circumstances, is found invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the other provisions or applications of this Policy which can be given effect without the invalid or unconstitutional provision or application.

*Nothing in this policy or on this site is intended as legal advice.*





## Fringe Benefits

### CITY OF APPLETON POLICY

### SECTION:

Human Resources

### ISSUE DATE:

April 2000

### LAST UPDATE:

November 2024

### POLICY SOURCE:

Human Resources Department

### POLICY AUDIENCE:

All Employees  
Excludes Valley Transit, Police and Fire protective employees covered by a collective bargaining agreement.

#### I. PURPOSE

To outline for employees the fringe benefits available to all employees, excluding represented Valley Transit, Police and Fire protective employees.

#### II. POLICY

It is the policy of the City of Appleton to make available fringe benefits as outlined in this policy. It is also the policy of the City of Appleton to provide incentives, recognize significant levels of responsibilities, and to attract and retain qualified employees by offering comparable benefits.

#### III. DISCUSSION

This policy provides the current fringe benefits available. These benefits are subject to change with approval of the Common Council.

#### IV. DEFINITIONS

- A. Regular Full-Time (exempt): Employees who work a minimum of 2080 hours per year or 80 hours bi-weekly and not eligible for overtime or compensatory time for any hours worked beyond 40 hours per week. A full-time exempt employee is expected to work whatever hours necessary to complete the job they have been hired for. Employees who are classified as exempt are paid on a "salaried basis" meaning that the person will be paid the same full salary for any week in which work is performed without regard to the number of hours worked.
- B. Regular Full-Time (non-exempt): Employees who work 2080 hours per year and are eligible for overtime after working 40 hours per week.
- C. Regular Part-Time (exempt): Employees who are normally scheduled to work a minimum 1040 hours per year but less than 2080 hours per year and are not eligible for overtime or compensatory time for any hours worked beyond their standard bi-weekly hours.
- D. Regular Part-Time (non-exempt): Employees who are normally scheduled to work a minimum 1040 hours per year but less than 2080 hours per year and are eligible for straight time pay for hours worked beyond their standard biweekly hours and for overtime after working 40 hours per week.
- E. Non-represented: All employees whose benefits are not covered by a Collective Bargaining Agreement.
- F. Represented: Employees whose benefits are covered by a Collective Bargaining Agreement. Those include: Valley Transit Teamster Local 662, Appleton Professional Police Non-supervisory Unit and the Appleton International Association of Firefighters Local 257.
- G. Domestic Partner: Persons without registration that meet the following criteria:
  - a. Each individual is at least 18 years old and competent to enter into a contract;
  - b. Neither individual is married to, or in a domestic partnership with, another;
  - c. They share a common residence

- d. Their partnership must not violate Wisconsin Statutes which bar marriage between certain persons based on kinship and divorce;
- e. They must consider themselves to be members of each other's immediate family and
- f. They must agree to be responsible for each other's basic living expenses.

Employees who wish to utilize the funeral leave benefits available for domestic partners must submit in writing to the Human Resources Department proof that the criteria listed above in (a-f) are met. Human Resources will make a determination on eligibility based on the information provided by the employee.

- H. Look-Back Measurement Period: Rules set by Health Care Reform to offer coverage to an employee who at time of hire wasn't eligible for medical insurance coverage. If during measurement period the employee's hours increase to over 30 hours per week on average then must be offered medical insurance. Measurement Period is the 12 months the City will use to review hours worked in the calculation. Administrative Period is the 60-day period for the City to administratively compute hours work to know if insurance should be offered. Stability Period is the 12-month period of time that once an employee qualifies must be allowed to stay on medical insurance.

## **V. BENEFITS**

### **A. Health and Dental Insurance**

#### **1. Health Insurance:**

Regular full-time and part-time employees working 30 hours or more per week, shall be eligible for the health insurance benefit plan.

Effective January 1, 2013 part-time employees who are enrolled in the City health insurance program shall be grandfathered and will continue to be eligible for health insurance benefits provided they maintain their enrollment in the plan. If said employee chooses to drop coverage the part-time employee must work 30 hours per week to re-enroll.

Health insurance is effective on the 31<sup>st</sup> calendar day of employment. Employees who do not enroll at this time can make coverage election during the open enrollment period for the following calendar year. Employees who experience a qualifying status change may enroll mid-year.

Employees working less than 40 hours per week (1.0 FTE) will have premiums prorated. Premiums will be deducted from the employee's payroll check. All premiums will be taken on a pre-tax basis unless the employee notifies the Human Resources Department in writing of their desire to have the premium deducted on a taxable basis. Any missed payments for insurance premiums will be deducted at a later date, or the employee will be invoiced. Failure to make timely payments may cause cancellation of coverage.

Employees who have a spouse who also work for the City must select either one family plan or two single plans.

The City will follow the Health Care Reform Act look-back provision in order to determine if a previously not eligible employee becomes eligible for medical insurance. The Measurement Period will be November 1 through October 31. The Administrative Period will be November 1 through December 31. The Stability Period will be January 1 through December 31.

#### **2. Dental Insurance:**

Regular full-time and part-time employees working 20 hours or more per week, shall be eligible for the dental insurance benefit plan.

Employees working less than 40 hours per week (1.0 FTE) will have premiums prorated. Premiums will be deducted from the employee's payroll check. All premiums will be taken on a

pre-tax basis unless the employee notifies the Human Resources Department in writing of their desire to have the premium deducted on a taxable basis. Any missed payments for insurance premiums will be deducted at a later date, or the employee will be invoiced. Failure to make timely payments may cause cancellation of coverage.

Dental insurance is effective on the 31<sup>st</sup> calendar day of employment. Employees who do not enroll at this time can make coverage elections during the open enrollment period for the following calendar year. Employees who experience a qualifying status change may enroll mid-year.

Employees who have a spouse who also work for the City must select either one family plan or two single plans.

#### B. Life Insurance

1. **Basic Life Insurance:** Regular full-time and regular part-time employees are eligible for term life insurance in an amount equal to one time the employee's annual salary rounded to the next even thousand increment to a maximum of \$50,000. The City shall pay the full cost of the premium.
2. **Optional Life Insurance:** In addition to the \$50,000 term life insurance, regular full-time and regular part-time employees can purchase optional life insurance in \$10,000 increments. Optional life insurance can be purchased for spouse and dependent children. The employee must pay the full premium for all optional life insurance.

Life insurance is effective on the first of the month after thirty (30) calendar days of employment.

#### C. Long-Term Disability Insurance

Regular full-time and regular part-time employees will be eligible for long-term disability insurance. Coverage will be provided at 60 % of the employee's salary for non-work-related injuries or illnesses after a ninety (90)-calendar day waiting period. The carrier must deem employees eligible. The City shall pay the full cost of the premium.

Long-term disability insurance is effective on the first of the month after ninety (90) (uninterrupted) calendar days of employment.

#### D. Wisconsin Retirement System

The City shall pay one half of all actuarially required contribution for funding benefits under the retirement system for regular full-time and regular part-time employees, this excludes Police and Fire protective employees. Participation in the Wisconsin Retirement System is mandatory.

#### E. Deferred Compensation Program (Section 457 Plan)/Roth

Regular full-time and regular part-time employees are eligible to participate in the City Deferred Compensation Program upon enrollment into the program anytime on or after their first day of employment. Any amounts contributed to the program, which must be by payroll deduction, are paid for fully by the employee. Under this plan, you may contribute money (on a pre-tax basis) in a tax deferred investment of your choice to earn tax deferred interest until you are ready to receive distributions, usually at retirement. There is also a Roth option that must be by payroll deduction and is paid for fully by the employee. This allows you to contribute money (on an after-tax basis) to investments of your choice.

#### F. Post Employment Health Plan (PEHP)

The City of Appleton participates in the PEHP for Non-Represented Public Employees in accordance with the terms and conditions of the Plan's Participation Agreement.

1. **Monthly Contributions:**

The City agrees to contribute to the Plan on behalf of all regular full-time non-represented employees. The City shall contribute for each Eligible Employee the amount of ten dollars (\$10) per month.

The City shall pay the annual administration fee on behalf of the eligible active employee. The procedure for payment of the administration fee shall be accomplished by a deduction and reimbursement directly into the employee's account.

Regular part-time employees are not eligible for payment of the annual administration fee or the monthly contribution to the PEHP.

2. Additional Contributions:

In addition to the monthly contribution amount, the City will contribute upon retirement, the value of unused sick leave of an Eligible Employee's accumulated sick leave balance to the maximum as follows:

90 days for formerly represented AFSCME employees;

90 days plus any accumulated physical fitness bonus incentive for Police Captains and Lieutenants and;

120 days plus any accumulated physical fitness bonus incentive for Police/Fire administrative protective status personnel and

120 days for all other employees

(For purposes of the additional contribution, an Eligible Employee is an employee who is qualified for an annuity under the Wisconsin Retirement System.)

PEHP contributions are not reportable earnings to the Wisconsin Retirement System.

Contributions to the PEHP may only be used after an employee leaves employment with the City of Appleton. Monthly contributions are placed into an account that may be used to pay for IRS qualified expenses. The additional contributions are placed into an account that may be used to pay for premium contributions only.

- G. Flexible Spending Account: All regular full-time and regular part-time employees are eligible to participate in the dependent care flexible spending account program. Enrollment shall be January 1 of each year for existing employees or within thirty (30) calendar days for newly hired employees or for qualifying status changes. This program allows the employee to use pre-tax funds to pay for IRS qualified expenses for children under the age of thirteen (13) or day care expenses for disabled dependents.
- H. Worker's Compensation: Regular full-time employees and regular part-time employees shall receive worker's compensation benefits based on state worker's compensation laws, with the exception's that there shall be no cap on the weekly (TTD) temporary total disability payments and they be compensated for the first three days at 66 2/3% following the date of injury, after the 7 day period is met. All protected police and fire personnel shall receive the same benefit afforded to the represented employees in the department.
- I. Tuition Reimbursement: All regular full-time non-represented employees who successfully complete job-related continuing education courses toward a degreed program shall be reimbursed for fifty percent (50%) of the cost of tuition and books. The total amount reimbursed will not exceed fifty percent (50%) of the amount charged by the University of Wisconsin system for similar courses that is paid by the employee.

Library employees shall be reimbursed for up to 25% of the cost of tuition and books, paid by the employee, not to exceed that charged by the University of Wisconsin system for similar courses for graduate Library education.

The department head and the Director of Human Resources must approve participation in such courses, in advance. Successful completion shall mean a passing grade if the course or program is graded on a pass/fail basis or a grade of "C" or better if letter grades are issued. Class participation will be on the employee's own time.

All tuition reimbursement requests shall be subject to available departmental funds. Reimbursements from other sources will offset City contributions. (ie; grants).

- J. Direct Deposit: All employees are required to have their payroll checks direct deposited into a bank or credit union of their choice. The full amount of the deposit must go into one account.
- K. Employee Assistance Program (EAP): The City sponsors an EAP to help employees and those living in their households maintain healthy levels of emotional, work-life, and physical well-being, and to limit the effect of personal problems on job performance. All employees and those living in their households are eligible to utilize resources and services offered through the EAP. This benefit comes at no cost to the employee or participant and is designed to provide short-term confidential counseling and referral services, financial information and resources, legal support and resources, work-life solutions, and Guidance Resources Online. Services rendered by the EAP are provided through a contract with a private employee assistance consulting firm.

L. Vision Insurance

Regular full-time and part-time employees working 20 hours or more per week, are eligible to enroll in a voluntary vision insurance benefit plan.

Premiums will be deducted from the employee's payroll check. All premiums will be taken on a pre-tax basis unless the employee notifies the Human Resources Department in writing of their desire to have the premium deducted on a taxable basis. Any missed payments for insurance premiums will be deducted at a later date, or the employee will be invoiced. Failure to make timely payments may cause cancellation of coverage.

Vision insurance is effective on the 31<sup>st</sup> calendar day of employment. Employees who do not enroll at this time can make coverage elections during the open enrollment period for the following calendar year. Employees who experience a qualifying status change may enroll mid-year.

Employees who have a spouse who also works for the City must select either one family plan or two single plans.

- M. Other Benefits: Other voluntary benefits may be offered based on the City's discretion.

## VI. PAID LEAVE

Employees shall receive a total of twelve (12) holidays per year (this includes scheduled holidays, as listed below). When a holiday falls on Saturday or Sunday, it shall be determined by the Mayor in November of the previous year, if service to the public will be required on the Friday or Monday. If it is determined that service will be provided to the public, employees shall work those days as part of their normal workweek and will be given a floating holiday off in lieu of the Friday before and/or the Monday after a holiday to be scheduled with supervisory approval. Department Directors will inform employees the November prior to the beginning of the following year of any variations of the following schedules. For those employees who are not required to service the public as noted above, when New Years, Independence Day, or Christmas falls on Saturday they shall be observed on the preceding Friday and when they fall on Sunday they shall be observed on the following Monday.

- A. Holidays: the City (excluding Valley Transit and Library) shall observe the following holidays:
  - 1. New Year's Day



2. Memorial Day
3. Independence Day
4. Labor Day
5. Thanksgiving Day
6. Day after Thanksgiving
7. Last working day before Christmas
8. Christmas Day
9. Four floating holidays
10. Any additional holidays granted by the Common Council

Valley Transit shall observe the following holidays:

1. New Year's Day
2. Memorial Day
3. Independence Day
4. Labor Day
5. Thanksgiving Day
6. Christmas Day
7. Six floating holidays
8. Any additional holidays granted by the Common Council.

The Appleton Public Library shall observe the following holidays:

1. New Year's Day
2. Memorial Day
3. Independence Day
4. Labor Day
5. Thanksgiving Day
6. Christmas Eve
7. Christmas Day
8. New Year's Eve
9. Four floating holidays
10. Any additional holidays granted by the Common Council and Library Board

Regular full-time employees are eligible for holidays based on eight (8) hours for each of the above listed holidays. Police Lieutenants and Captains who are required to work (minimum staffing) hours on Thanksgiving Day, Day after Thanksgiving, Christmas Eve or Christmas Day shall be entitled to receive \$100 compensation.

Regular part-time employees are eligible for holidays pro-rated based on the approved budgeted position. If one of the above listed holidays falls on a regularly scheduled day off for a regular part-time employee, the employee may have the option, with department head approval, of taking pay for the holiday, taking an additional day off during the pay period or scheduling the holiday as a floating holiday to be used by December 31.

Floating Holidays may be charged in one quarter hour increments and/or pursuant to departmental policy. Floating Holidays must be used during the calendar year, or they will be lost. Department directors/ or designee shall approve the number of employees off on a floating holiday at any one given time, as well as how employees will pick floating holidays and whether or not employees will be allowed to cancel scheduled floating holidays.

In order for regular full-time and regular part-time employees to be eligible for holiday pay, they must work their regularly scheduled workday immediately preceding and following the holiday, except in the case of an employee on an approved paid leave. Floating holidays will be pro-rated in the year of hire and termination/resignation/retirement as follows:

	Hired	Leaving
January-March	3	0

April-June	2	1
July-September	1	2
October-December	0	3

Non-exempt employees who work on any of the scheduled holidays shall receive double time pay for all hours worked on the holiday unless otherwise noted in departmental policies or have received an additional day off as noted above.

When an exempt employee is required to work one of the holidays listed above, that supervisor shall be given an additional floating holiday off, to be scheduled with supervisory approval. This provision shall not apply to Fire personnel working a 24-hour shift.

Non-represented Fire Personnel working a 24-hour shift shall be granted pay for scheduled holidays in accordance with the current International Association of Fire Fighters Local 257 collective bargaining agreement. In addition to the pay for scheduled holidays, 24-hour shift personnel shall be entitled to floating holidays based on the following schedule:

Upon promotion or year of hire:	one (1) floating holiday
After five (5) years of city service:	two (2) floating holidays
After eight (8) years of city service:	three (3) floating holidays

Floating Holidays shall be charged in one quarter hour increments and/or pursuant to departmental policies or guidelines.

- B. Vacation: All regular full-time employees shall be entitled to paid vacation benefits as of January 1 of each year based upon their length of continuous service. For purposes of determining future vacation eligibility, the year of hire shall be treated as a full year of service.

Regular part-time employees are eligible for vacation pro-rated based on the approved budgeted position. Regular part-time employees shall use vacation based on the number of hours scheduled to work on the day or days for which the vacation is requested.

Paid vacations shall be provided in accordance with the following:

Vacation Schedules: Existing employees shall be placed on the schedule below effective January 1, 2012. Employees will not lose earned vacation as a result of that placement and shall move to the next increment based on their years of service on the schedule below.

Year of hire: Persons hired prior to July 1 of any year shall receive one week (5 working days) of vacation during their year of hire subject to approval of their department head or Mayor if appropriate and in accordance with department policies.

1. Non-exempt:

After one year of continuous service: one week of vacation (five working days.)

After two years of continuous service: two weeks of vacation (ten working days.)

After six years of continuous service: two weeks plus two days of vacation (twelve working days.)

After eight years of continuous service: three weeks of vacation (fifteen working days.)

After twelve years of continuous service: four weeks of vacation (twenty working days.)

After fifteen years of continuous service: four weeks plus two days of vacation (twenty-two working days.)

After twenty-years of continuous service: five weeks

2. Exempt:

After one year of continuous service: two weeks (ten working days.)  
After five years of continuous service: three weeks (fifteen working days)  
After eight years of continuous service: three weeks plus three days of vacation (eighteen working days.)  
After twelve years of continuous service: four weeks plus two-days of vacation (twenty- two working days.)  
After twenty years of continuous service: five weeks plus four days of vacation (twenty-nine working days.)

3. Fire Personnel working a 24-hour shift:

After one year of continuous service: three days of vacation.  
After two years of continuous service: six days of vacation.  
After five years of continuous service: seven days of vacation.  
After eight years of continuous service: ten days of vacation.  
After twelve years of continuous service: thirteen days of vacation.  
After sixteen years of continuous service: fourteen days of vacation.  
After twenty years of continuous service: sixteen days of vacation.

Administration of Vacation:

Department ~~De~~irectors/or designee shall approve the number of employees off on vacation at any one given time, as well as how employees will pick vacations and whether or not employees will be allowed to cancel vacations.

With the exception of the year of hire, vacation credits are earned in one year and are available for use in the following year. ~~All employees entitled to three (3) weeks or more of vacation must schedule and take at least two (2) weeks of vacation during the year of entitlement. All employees entitled to less than three (3) weeks of vacation must schedule and take at least one (1) week of vacation during the year of entitlement. Employees who do not schedule the minimum required vacation will have it scheduled for them at a time determined by the department. If a department is unable to schedule the minimum required vacation for the employee, the time will be lost.~~

Vacation benefits shall be charged in one quarter hour increments and/or pursuant to departmental policies or guidelines.

When a holiday falls during an employee's vacation, he/she shall not be required to use a vacation day in lieu of the holiday.

In the event an employee or family member becomes ill during an employee's vacation, the employee will not be allowed to substitute sick leave for vacation unless the need for sick leave commences prior to the start of the approved vacation.

Regular employees who move from one position to another by transfer, promotion, or demotion, in the City, shall be credited with accumulated vacation leave in their new position.

An employee whose employment status is changed from temporary to regular status without a break in service shall receive vacation credits from the original date of hire. Library employees whose status is changed from temporary to regular status will have their vacation based on their status effective date change.

No credit for vacation leave shall be granted for time worked by an employee in excess of their normal workweek.

Use of vacation time must be approved in advance by the department head.

Vacation Carry-Over:

A ~~ny full-time~~ employee may carry over, from one year to the next, up to a maximum of five (5) days (forty hours) vacation. The hours for carry over will be pro-rated for part-time employees based on their full-time equivalence (e.g. if they are 50% full-time, then they can carry over 20 hours).

Non-represented Fire employees working a 24-hour shift may carry over, from one year to the next, three (3) days.

~~Any vacation time that is carried over into a subsequent year shall be considered the first vacation time used by the employee in the subsequent year.~~ The process at year end for employees who have unused vacation will be as follows:

1. Any unused eligible balance up to forty hours (pro-rated for part-time employees as outlined above) will automatically be carried over to the next year.
2. Any remaining balance up to forty hours (pro-rated for part-time employees as outlined above) may be paid to the employees PEHP or H.S.A. account. (No more than a total of up to 40 hours for the two plans combined)

Any employee wishing to have their remaining balance paid to HSA or the PEHP (up to 40 hours maximum), must enter the hours of the remaining balance in the payroll system on the \_\_\_\_\_ payroll that includes 12/31. Instructions and the appropriate payroll codes will be provided annually and use a code of "VT" in Iseries or 822 in Tyler Munis.

~~Any employee wishing to have their remaining balance paid to their H.S.A. account (up to 40 hours maximum), must enter the hours of the remaining balance in the payroll system on the payroll that includes 12/31 and use the code of "XV" in Iseries or 818 in Tyler Munis.~~

Fire personnel employees who have vacation balances as of December 31, will have the unused eligible balance up to three days for Fire personnel working a 24 hour shift, automatically carried over to the next year and any remaining balance up to three days for Fire personnel working a 24 hour shift may be paid to their PEHP account or their H.S.A. account: (No more than a total of up to 40 hours for the two plans combined).

In both payout options, Fire employees working a 24-hour shift will have their shift hours converted to a 40 hour paid work week.

~~All eligible vacation not used in the year in which it is available and not carried over, must be entered into the payroll system with the VT or XV codes for payment to their PEHP or H.S.A. account or the vacation time will be lost.~~

At termination or retirement, any unused vacation will be paid to the employee in a lump sum. Vacation cannot be used over payroll periods to extend the last day of employment.

Exceptions to the above vacation carryover and PEHP/H.S.A. contributions beyond forty hours and three days for Fire personnel working a 24-hour shift, may be made in unusual circumstances as pre-approved by the Department Director or Mayor as appropriate and the Human Resources Director.

The Human Resources Director may request exceptions to the vacation provisions as it relates to placement on the schedule, on a case-by-case basis with a report to the Human Resources Committee.

- C. Paid Time Off: (PTO) Employees shall receive six (6) PTO days January 1 of each year to be used as paid time off. Part-time employees shall receive a pro-rated amount based on their approved budgeted position. For newly hired employees, PTO days shall be pro-rated based on the month hired. Employees will be allowed to carryover three (3) PTO days not used as of December 31<sup>st</sup>. Any request made for PTO days shall follow the normal procedure for the type of leave being

requested. (e.g. vacation, floating holidays and sick leave must follow the normal guidelines used for requesting that type of benefit)

PTO days shall be pro-rated in the year of hire/termination/resignation/retirement as follows:

	Hired	Leaving
January-February	5	0
March-April	4	1
May-June	3	2
July-August	2	3
September-October	1	4
November-December	0	5

Fire employees working a 24-hour shift shall receive four (4) PTO days on January 1<sup>st</sup> of each year to be used as paid time off. Fire employees will be allowed to carryover two (2) PTO days not used as of December 31<sup>st</sup>.

PTO days for Fire employees working a 24-hour shift shall be pro-rated in the year of hire/termination resignation/retirement as follows:

	Hired	Leaving
January-March	3	0
April-June	2	1
July-September	1	2
October-December	0	3

Employees who use more PTO than they are entitled to in the year they leave employment shall owe the City the time back unless the employee leaves employment as a result of physician certified disability.

PTO days shall be charged in one quarter hour increments and/or pursuant to departmental policies or guidelines.

- D. Sick Leave: Employees who have sick leave on the books will have that balance grandfathered as of December 31, 2011, and employees will no longer earn sick leave.

Sick leave that has been grandfathered may be used for an absence due to illness of, or injury to, the employee or an immediate family member living in the employee's residence, unless otherwise qualified under the Family Medical Leave Act.

Sick leave cannot be used until all Paid Time Off (PTO) days have been exhausted unless otherwise qualified under the Family Medical Leave Act. Employees must use the 2<sup>nd</sup> sick leave bank before accessing the regular bank;

1. PTO
2. 2<sup>nd</sup> sick leave bank
3. Regular sick leave bank

Sick leave and PTO may be used for doctor or dental appointments, which cannot be scheduled during an employee's regular time off. Employees are encouraged to schedule routine appointments that minimize the operational impact to the department.

Sick leave and PTO shall be charged in no less than one quarter-hour increments provided it is pre-approved by the employee's supervisor and/or pursuant to departmental policies or guidelines

A regular employee who moves from one position to another by transfer, promotion, or demotion, in the City, shall have their total sick leave credits transferred to the new department.

Employees who wish to utilize the sick leave benefits available for domestic partners must submit in writing to the Human Resources Department proof that the criteria listed above in (a-f) under Definitions (G) are met. Human Resources will make a determination on eligibility based on the information provided by the employee.

- E. Funeral Leave: In the case of the death of the employee's spouse, domestic partner, child, or stepchild, regular full-time employees may be paid for scheduled time lost up to ten (10) working days, but not to exceed (80) eighty hours, at the employee's regular straight time rate. Leave must be taken within 60 days of the death.

In the case of death in the immediate family of a regular full-time employee, the employee will be paid for the scheduled time lost up to three (3) scheduled workdays, but not to exceed (24) twenty-four hours at the employee's regular straight time hourly rate.

For purposes of funeral leave, immediate family shall be defined as the employee's grandchild; mother or stepmother; father or stepfather; legal guardian; sister or brother; mother-in-law or father-in-law; any other relative living in the employee's residence at the time of death; or the mother or father of the employee's domestic partner.

In the event of death of the grandparent of the employee, grandparent of the employee's spouse, or grandparent of the employee's domestic partner, the employee will be given leave for the day of the funeral, but not to exceed (8) hours at the employee's straight time hourly rate.

Fire employees working a 24-hour shift shall be eligible for funeral leave based on the following:  
Spouse, domestic partner, child or stepchild: 5 workdays without loss of pay  
Immediate Family: 2 workdays  
Grandparent: 1 workday

Employees who wish to utilize the funeral leave benefits available for domestic partners must submit in writing to the Human Resources Department proof that the criteria listed above in (a-f) under Definitions (G) are met. Human Resources will make a determination on eligibility based on the information provided by the employee.

Regular part-time employees are eligible for funeral leave pro-rated based on the approved budgeted position.

F. Compensatory Time: Non-exempt regular full-time employees will be paid-overtime at time and one-half for all hours in excess of forty hours worked in a pay week. Non-exempt regular full-time employees, with the prior approval of their supervisor, may have the option of converting additional time worked to compensatory time off up to a maximum of 40 hours. Request for usage of compensatory time shall be pursuant to departmental policies.

G. Jury Duty/Witness Duty: Regular full-time and regular part-time employees shall receive full pay for any workday the employee serves as a juror or if subpoenaed on witness duty if the employee was scheduled for work. In order for an employee to be eligible for witness duty pay, the reason for being a witness must be related to their employment with the City of Appleton. As a condition for such payment, the employee shall report for work for their regularly scheduled hours immediately before and following such duty when reasonably possible and shall immediately notify the Employer upon receipt of the jury summons or subpoena. The employee shall complete a Jury Duty Request form and submit it to their supervisor as soon as they are notified by subpoena of their requested appearance.

In order to receive full pay the employee is required to, upon receipt of jury or witness pay, submit their jury or witness pay to the City payroll office. The payroll office will cash the employees check,

retain the portion of the check representing per diem payments, and give the employee the mileage and meal reimbursement portions of the check.

Employees, at their option, may use paid time off for a day of jury or witness duty and thereby retain the jury or witness pay as well as full pay for the day(s).

## **VII. LEAVE OF ABSENCE**

Leaves of absence, outside of the entitlements covered by the Family and Medical Leave (FMLA) act, may be granted without pay subject to the conditions below. FMLA leaves of absence are covered in the City of Appleton FMLA policy and will be administered in accordance with Wisconsin and Federal laws.

Leaves will be granted at the total discretion of the Department Head and the Human Resources Director. A leave of absence must be requested at least 30 days prior to the taking of such leave, or in emergency cases as soon as reasonable or practicable. An acceptable physician's certification shall be required for all medical leaves of absences.

A leave of absence may be considered for up to one calendar year. If leave is needed beyond one calendar year and it is related to a medical condition, then employee may be placed on an inactive status. Inactive status may only be considered if:

- The employee is not permanently restricted from returning to their position.
- There is no financial impact to the City (e.g. salary or fringe benefits) while on an inactive status.
- The position will not be held vacant.
- All other requirements under Leave of Absence in this policy are followed.

Employees returning from an inactive status will be eligible to return to the same or a like position in that department, if one exists, when they are deemed fit for duty. The inactive status will end no later than three years from the date of leave, at which point employment will terminate.

The employee must exhaust all available paid time off benefits prior to the commencement of an unpaid leave of absence.

Return to work earlier than the scheduled termination of leave date may be arranged by the department head and the employee with the approval of the Human Resources Director, provided it does not conflict with the physician's certification.

Employees on an unpaid leave of absence with the City may not be employed elsewhere unless otherwise approved by the Human Resources Director.

If an employee is unable to return to work on the date stipulated, they may submit a written request to extend their leave of absence, subject to the approval of the Human Resources Director. If, on the date following the expiration of the leave of absence, an extension is not requested and granted and the employee has not returned to their position, the employee shall be considered to have voluntarily resigned from City employment.

## **VIII. BENEFIT STATUS DURING LEAVE OF ABSENCE**

An employee on a leave of absence without pay (non-FMLA leave) will have coverage on the medical, dental, and vision plan until the end of the month which their leave started. COBRA continuation coverage will be offered the first of the month following the start of the leave.

Any missed premiums for optional life insurance voluntary disability, and accident insurance during this leave will be collected through payroll deduction(s) when the employee has returned to work. If the leave continues into the new year, the employee will receive an invoice on the missed premiums.

~~Paid time off and vacation shall not be earned by an employee during a leave of absence without pay, a suspension without pay, or when the employee is otherwise in a non-compensable status (excluding approved FMLA). Should such period without pay exceed thirty (30) calendar days in any calendar month. In this case, the employee's vacation, floating holiday and PTO entitlement for the following year shall be pro-rated. Paid time off (vacation, floating holidays, and PTO) will not accrue during an employee's unpaid leave of absence (excluding approved FMLA) if the total unpaid leave taken in a year exceeds one month. For this purpose, one month is defined as the average number of hours the employee is budgeted to work each month. As a result, the employee's paid time off entitlement for the following year will be adjusted on a prorated basis.~~

## **IX. PHYSICAL FITNESS PROGRAM-POLICE & FIRE SWORN PERSONNEL**

Exempt non-represented protective status personnel shall have the option of participating in the Physical Fitness Salary Incentive and Physical Fitness Bonus Incentive program.

All participating protective status personnel will be tested on the schedule for the represented employees within their respective departments annually (Fire and Police)

### **A. Physical Fitness Salary Incentive:**

Annual Testing: Participating employees receiving a score of "excellent" will be paid a physical fitness salary incentive of 2% of base pay and those receiving a score of "good" will be paid a physical fitness salary incentive of 1% of their base pay until the next testing date. Such payment shall be in a lump sum payable within thirty (30) days of the finalization of the testing results and shall be calculated on the basis of 2% or 1% of the employee's annual base pay, calculated on the rate of pay at the time of the test. Employees receiving a score of "adequate" or "poor" will not be eligible for a physical fitness salary incentive.

### **B. Physical Fitness Bonus Incentive:**

Annual Testing: Participating employees shall be eligible for eight (8) hours of physical fitness bonus pay for each testing period that the employee receives a score of "excellent" and four (4) hours of physical fitness bonus pay for each testing period that the employee receives a score of "good". Employees who score as "adequate" or "poor" will not be eligible for a physical fitness bonus incentive.

The accumulated total physical fitness bonus incentive shall be paid to the eligible employee upon retirement (as defined by WRS) to the PEHP. Such payment will be made in accordance with and in addition to the retirement benefits outlined in section V. (Benefits) E. (Post Employment Health Plan) and section XI. (Termination Benefits) of this policy.

## **X. TERMINATION BENEFITS**

- A. Retirement: Employees retiring, with proper notice, at or above the normal retirement age established under the Wisconsin Retirement System and/or eligible for a retirement annuity from the Wisconsin Retirement System shall be eligible for the following benefits:
- a. A lump sum pay-out of their accumulated and carry-over vacation balance \*
  - b. A lump sum pay-out of floating holiday and PTO based upon the proration outlined in, Section IV-Paid Leave, of this policy.\*\*
  - c. A lump sum pay-out of their accumulated compensatory time.
  - d. Accumulated and unused sick leave to a maximum of one hundred and twenty (120) days, (90 days maximum for formerly represented AFSCME employees and Police Captains and Lieutenants), shall be paid to the Post Employment Health Plan. Additionally, any accumulated physical fitness bonus incentive for protective status personnel shall be paid to the PEHP).
  - e. If the employee has completed at least five (5) years of service with the City, the employee may be eligible for a medical plan option excluding dental and vision coverage. Such medical option may be made available to employees and spouses at their own expense, up to the time the employee and/or spouse turns age 65 or becomes eligible for Medicare, provided they exercise this option prior to their last day of work.



- f. The option of continuing dental, and/or vision coverage under COBRA through the City's COBRA administrator in accordance with state and federal laws.
- B. Resignation: Employees who resign their employment with proper notice shall be eligible for the following benefits:
- a. A lump sum pay-out of their accumulated and carry-over vacation balance. \*
  - b. A lump sum pay-out of floating holiday and PTO based upon the proration outlined in, Section IV Paid Leave, of this policy.\*\*
  - c. A lump sum pay-out of their accumulated compensatory time.
  - d. The option of continuing the medical, dental, and/or vision coverage under COBRA through the City's COBRA administrator in accordance with state and federal laws.
- C. Retirement or Resignation without proper notice: Employees who retire or resign their employment without proper notice (unless the reason for lack of proper notice is due to a physician certified disability) may be eligible for the following benefits:
- a. A lump sum pay-out of any carry-over vacation balance.\*
  - b. A lump sum pay-out of any accumulated vacation balance based upon the following pro-ration
    - 1. Employees required to give a (2) week notice will have a reduction of 10 days.
    - 2. Employees required to give a (30) thirty-day notice will have a reduction of 30 days.
  - c. Floating holiday and/or PTO\*\*
  - d. Employees will receive a lump sum pay-out of their accumulated compensatory time.
  - e. The option of continuing the medical, dental, and/or vision coverage under COBRA through the City's COBRA administrator in accordance with state and federal laws.
  - f. Accumulated and unused sick leave to a maximum of one hundred and twenty (120) days, (90 days maximum for formerly represented AFSCME employees and Police Captains and Lieutenants), shall be paid to the Post Employment Health Plan. Additionally, any accumulated physical fitness bonus incentive for protective status personnel shall be paid to the PEHP).
- D. Termination: Employees benefits:
- a. A lump sum pay-out of any carry-over vacation \*
  - b. Floating holiday and/or PTO\*\*
  - c. Employees will receive a lump sum pay-out of their accumulated compensatory time.
  - d. The option of continuing the medical, dental, and/or vision coverage under COBRA through the City's COBRA administrator in accordance with state and federal laws.
- E. Death of an employee: In the event of the death of an employee, the following benefits shall be direct deposited into the employee's account:
- a. A lump sum pay-out of their accumulated and carry-over vacation balance.\*
  - b. A lump sum pay-out of floating holiday and PTO based upon the proration outlined in, Section VI Paid Leave, of this policy.
  - c. A lump sum pay-out of their accumulated compensatory time.
  - d. A lump sum pay-out of accumulated and unused sick leave to a maximum of ninety (90) working days. For those employees who are eligible, up to an additional thirty (30) days of accumulated sick leave (beyond the 90 days) and any accumulated physical fitness bonus incentive for protective status personnel shall be paid to the employee's spouse and if no spouse is living, the employee's estate.
  - e. A medical plan option excluding dental and vision, may be made available to the employee's spouse at their own expense, up to the time the spouse turns age sixty-five (65) or becomes eligible for Medicare, provided they exercise this option within thirty days of the employee's death.
  - f. The spouse shall have the option of continuing dental and vision coverage under COBRA through the City's COBRA administrator in accordance with state and federal laws.

\*Employees leaving with less than twelve (12) months of service shall owe the City back all vacation time used.

**\*\*Employees who have used more floating holiday and/or PTO benefit than they were entitled pursuant to Section VI Paid Leave, of this policy in the last year of their employment will have an amount equal to the paid but unearned benefit deducted from their final pay (unless the employee leaves employment as a result of a physician certified disability).**



## Memorandum

**TO:** Fox Cities Transit Commission  
**FROM:** Ron McDonald, General Manager  
**DATE:** April 15, 2025  
**RE:** WisGO Fare System Update and Fare Capping Policy Approval

In November 2024, the Fox Cities Transit Commission authorized the purchase of a new fare collection system, branded WisGO. WisGO is a modern system where riders pay their fare by scanning a smart card or phone app at an onboard validator. The system is set to replace the outdated and discontinued fareboxes currently used to collect fares. WisGO was initially deployed by Milwaukee County Transit System (MCTS) in 2023. The project was designed as a regional fare collection system for use by other transit systems in Wisconsin via an intergovernmental agreement. The system has also been implemented successfully in Oshkosh, Beloit, Waukesha and Racine. The purpose of this memo is to provide a project implementation update and present the fare capping policy for FCTC approval.

Valley Transit anticipates rolling out the new system this fall. Valley Transit staff have developed a draft communications and implementation plan to ensure riders are informed of the project's progress, key milestone dates, training sessions and rollout. The installation engineering is complete and all onboard equipment is expected to be onsite within the next week. Install is anticipated to begin later this month. Key rider messaging is planned to begin later this spring and continue throughout the summer. In addition to standard communications (website, social media and print), the planned tasks include multi-site training sessions and fare exchange events to directly engage and inform riders.

Below is the proposed fare capping policy. The Base Fare column is the current one-way fare charged to riders. The Daily Cap is set to twice the base fare. Each rider type would pay no more than the Daily Cap each day. The Monthly Cap matches Valley Transit's current monthly pass rate. Like the Daily Cap, each rider type would not be charged more than the amount shown in a calendar month.

Rider Type	Base Fare	Daily Cap	Monthly Cap
Youth (5-18)	\$ 0.75	\$ 1.50	\$ 22.00
Reduced (elderly & disabled)	\$ 1.00	\$ 2.00	\$ 40.00
Adult/Full Fare	\$ 2.00	\$ 4.00	\$ 60.00

### **RECOMMENDATION**

Staff recommends approval of the fare capping levels referenced in the table above.