



City of Appleton

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

Meeting Agenda - Final Common Council

Wednesday, June 4, 2025

7:00 PM

Council Chambers

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

[25-0582](#) Common Council Meeting Minutes of May 21, 2025

Attachments: [CC Minutes 5-21-25.pdf](#)

- G. BUSINESS PRESENTED BY THE MAYOR

[25-0596](#) Proclamations:
- CPR & AED Awareness Week
- Gun Violence Awareness Day
- Juneteenth Celebration Day
- Make Music Day Appleton
- Pollinator Week
- Pride Month
- Refugee Day
- Schleroderma Awareness Month

Attachments: [CPR & AED Awareness Week.pdf](#)

[Gun Violence Awareness Day.pdf](#)

[Juneteenth Celebration Day.pdf](#)

[Make Music Day Appleton.pdf](#)

[Pollinator Week.pdf](#)

[Pride Month.pdf](#)

[Refugee Day.pdf](#)

[Schleroderma Awareness Month.pdf](#)

[25-0597](#) East Central Wisconsin Regional Planning Commission Metropolitan Planning Organization Representative Appointment

Attachments: [ECWRPC Appointment 6-4-25.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**

2. **MINUTES OF THE SAFETY AND LICENSING COMMITTEE**

[25-0565](#) Class "B" Beer and Reserve "Class B" Liquor License application for Vault 202 Brewery and Taproom LLC d/b/a Vault 202 Brewery and Taproom, Frederick Stuedemann, Agent, located at 202 W College Ave, contingent upon approval from the Health and Inspections departments

Attachments: [Vault 202 Brewery & Taproom LLC Alcohol Class B Beer Reserve Liquor.2.26.25.pdf](#)

Legislative History

5/28/25	Safety and Licensing Committee	recommended for approval
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[25-0567](#) 2025-2026 Late Alcohol License renewal applications, contingent upon approval from all departments by 12:00 p.m. on June 30, 2025

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

Legislative History

5/28/25	Safety and Licensing Committee	recommended for approval
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[25-0568](#) 2025-2026 Late Cigarette, Tobacco, and Electronic Vaping Device License renewal applications

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

Legislative History

5/28/25	Safety and Licensing Committee	recommended for approval
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[25-0569](#) Cigarette, Tobacco, and Electronic Vaping Device License application for Esales Inc d/b/a The Flower Pot, Tye Hartwell, Agent, located at 2310 W College Ave

Attachments: [Flower Pot.Esales Inc.CTV.5.16.25REDACTED.pdf](#)

Legislative History

5/28/25	Safety and Licensing Committee	recommended for approval
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[25-0570](#) Pet Store License renewal application for HSA Corporation d/b/a Pet Supplies Plus, Angela DeHaan, Applicant, located at 702 W Northland Ave, contingent upon approval from the Inspections department

Attachments: [Pet Supplies Plus.HSA Corporation.PK.5.14.25.REDACTED.pdf](#)

Legislative History

5/28/25	Safety and Licensing Committee	recommended for approval
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[25-0571](#) Pet Store License renewal application for Just Pets LLC d/b/a Just Pets, Craig Weborg, Applicant, located at 2009 N Richmond St

Attachments: [Just Pets.PK.5.16.25.REDACTED.pdf](#)

Legislative History

5/28/25	Safety and Licensing Committee	recommended for approval
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[25-0572](#) WI United Football Club - Summer Shootout Special Event Application

Attachments: [WI UFC -Summer Shootout- Kickin' for a Cure -Application_.pdf](#)

[Memo - WI United Football Summer Shootout Event.pdf](#)

[Hilton Letter of Support for Summer Shootout Event.pdf](#)

Legislative History

5/28/25	Safety and Licensing Committee	recommended for approval
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Ann Bona and Eric Gebhart addressed the committee

[25-0573](#) McFleshman's Full-Service Retail Outlet Request for alcohol sales/service at the ADI Farmer's Market July 12, 19 & 26 (2025)

Attachments: [McFleshmans AB-105 Farmers Market 2025.pdf](#)

Legislative History

5/28/25	Safety and Licensing Committee	recommended for approval
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- [25-0577](#) Salvage Dealer's License renewal application for Mr C's Motorcycles LLC d/b/a Mr C Cycle, Janet Ristau, Applicant, located at 724 S Outagamie St, contingent upon approval from the Inspections department

Attachments: [Mr C's Motorcycles.REDACTED.pdf](#)

Legislative History

5/28/25 Safety and Licensing recommended for approval
Committee

- [25-0579](#) Stone Arch Full-Service Retail Outlet Request for alcohol sales/service at the July 3rd Independence Day celebration in Memorial Park

Attachments: [Stone Arch AB-105 July 3rd Fireworks Redacted.pdf](#)

Legislative History

5/28/25 Safety and Licensing recommended for approval
Committee

- [25-0599](#) Non-renewal of the Class "B" Fermented Malt Beverage and "Class B" Liquor License for Tandem Wine & Beer, LLC located at 101 W Edison Street, Suite 100, Karter Thompson, Agent.

Attachments: [Tandem Wine & Beer Renewal 2025 Redacted.pdf](#)

[APD Memo - Tandem - alcohol license denial \(renewal\).pdf](#)

[Tandem Non-Renewal Hearing Notice 2025.pdf](#)

[Tandem Wine and Beer Denial Memo.pdf](#)

[Wisconsin DOT Certified CL & Driving Record Redacted.pdf](#)

[Certified Judgment of Conviction-Fond du Lac County 24CT651 Redacted.pdf](#)

3. MINUTES OF THE CITY PLAN COMMISSION

- [25-0548](#) Request to approve Rezoning #3-25 for the subject parcel located at 119 East Harrison Street (Tax Id #31-4-0518-00), including to the centerline of the adjacent street right-of-way, as shown on the attached maps, from C-2 General Commercial District to R-1C Central City Residential District

Attachments: [StaffMemo 119EHarrisonSt Rezoning For05-28-25.pdf](#)

Legislative History

5/28/25 City Plan Commission recommended for approval

- [25-0553](#) Request to approve the Chris J. Hartwig Revocable Trust - E. Northland Ave/441 Annexation consisting of approximately 11.1796 acres located near the intersection of E. Northland Avenue/S.T.H. 441, currently in the Town of Grand Chute, as shown on the attached maps

Attachments: [StaffMemo HartwigAnnexation For05-28-25.pdf](#)

Legislative History

5/28/25 City Plan Commission recommended for approval

[25-0555](#)

Request to approve the acquisition of land for public grounds at 222 North Oneida Street in accordance with Wis. Stat. §62.23(5) as shown on the attached maps

Attachments: [Memo PlanCommission PublicAcquisition 222NOneidaSt For05-28-25.pdf](#)

Legislative History

5/28/25 City Plan Commission recommended for approval

4. MINUTES OF THE PARKS AND RECREATION COMMITTEE

5. MINUTES OF THE FINANCE COMMITTEE

6. MINUTES OF THE COMMUNITY DEVELOPMENT COMMITTEE

7. MINUTES OF THE UTILITIES COMMITTEE

[25-0585](#)

Award the North and Ridgeway Tower Coating Contract Bid with Alternate Bids to O&J Coatings Inc. in the amount of \$625,000 with 5% contingency of \$31,250 for a project total not to exceed \$656,250.

Attachments: [250523_UC Memo_Ridgeway-North Tower Coating Project Bid Award.pdf](#)
[Recommendation Letter.pdf](#)

Legislative History

5/27/25 Utilities Committee recommended for approval

8. MINUTES OF THE HUMAN RESOURCES & INFORMATION TECHNOLOGY COMMITTEE

9. MINUTES OF THE FOX CITIES TRANSIT COMMISSION

[25-0560](#)

Authorization to Execute an Offer to Purchase 222 N. Oneida Street

Attachments: [Memo to Execute OTP 222 N Oneida St.pdf](#)
[Completed Report-0 North Onedia Street Appleton.pdf](#)

Legislative History

5/27/25 Fox Cities Transit recommended for approval
Commission

[25-0561](#)

Approval of Title VI Program Update

Attachments: [Valley Transit Title VI Program 2025.pdf](#)

Legislative History

5/27/25 Fox Cities Transit recommended for approval
Commission

10. MINUTES OF THE BOARD OF HEALTH

M. CONSOLIDATED ACTION ITEMS

N. ITEMS HELD

O. ORDINANCES

[25-0581](#) Ordinances #51-25 to #67-25, #68-25 (Chris J. Hartwig Rev. Trust - E Northland Ave/441 Annexation), and #69-25

Attachments: [Ordinances to Council 6-4-25.pdf](#)

P. LICENSE APPLICATIONS AND COMMUNICATIONS REFERRED TO COMMITTEES OF JURISDICTION

Q. RESOLUTIONS SUBMITTED BY ALDERPERSONS REFERRED TO COMMITTEES OF JURISDICTION

R. OTHER COUNCIL BUSINESS

S. CLOSED SESSION

[25-0601](#) The Common Council may go into closed session pursuant to State Statute §19.85(1)(a) for the purpose of deliberating the non-renewal of an alcohol license and then may reconvene into open session.

T. ADJOURN

Kami Lynch, City Clerk

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

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



City of Appleton

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Meeting Minutes - Final Common Council

Wednesday, May 21, 2025

7:00 PM

Council Chambers

A. CALL TO ORDER

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

B. INVOCATION

The Invocation was offered by Alderperson Stancil-Martin.

C. PLEDGE OF ALLEGIANCE TO THE FLAG

D. ROLL CALL OF ALDERPERSONS

Alderperson Schultz appeared virtually.

Present: 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 Adrian Stancil-Martin, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt, Alderperson Denis Dougherty and Mayor Jake Woodford

Excused: 1 - Alderperson Vaya Jones

E. ROLL CALL OF OFFICERS AND DEPARTMENT HEADS

All Departments were represented.

F. APPROVAL OF PREVIOUS COUNCIL MEETING MINUTES

[25-0518](#)

Common Council Meeting Minutes of May 7, 2025

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

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

Aye: 14 - Alderperson 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 Adrian Stancil-Martin, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt and Alderperson Denis Dougherty

Excused: 1 - Alderperson Vaya Jones

Abstained: 1 - Mayor Jake Woodford

G. BUSINESS PRESENTED BY THE MAYOR

[25-0540](#)

Proclamations:

- Drinking Water Week
- Hmong American Day

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

H. PUBLIC PARTICIPATION

The following spoke regarding Item 25-0300 Carryover funds for a sustainability consultant:

*John Adams, 18 Green Bay Ct
Janice Quinlan, 322 South Ct
Deb Blank, 2623 E Sundance Dr
Mike Thomas, 1 Hillock Ct
Walter Blank, 2623 E Sundance Dr
Eli Jenn, N9615 Mary Dr, Village of Harrison
Nancy Jones, 1125 N Briarcliff Dr
Ron Jones, 1125 N Briarcliff Dr*

I. PUBLIC HEARINGS

J. SPECIAL RESOLUTIONS

K. ESTABLISH ORDER OF THE DAY

[25-0491](#)

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

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

Alderperson Hartzheim moved, seconded by Alderperson Wolff, that the Park Rules change be approved. Roll Call. Motion carried by the following vote:

Aye: 14 - 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 Adrian Stancil-Martin, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt and Alderperson Denis Dougherty

Excused: 1 - Alderperson Vaya Jones

Abstained: 1 - Mayor Jake Woodford

L. COMMITTEE REPORTS

Balance of the action items on the agenda.

Aldersperson Hartzheim moved, Aldersperson Meltzer seconded, to approve the balance of the agenda. The 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 Alex Schultz, Aldersperson Adrian Stancil-Martin, Aldersperson Nate Wolff, Aldersperson Sheri Hartzheim, Aldersperson Christopher Croatt and Aldersperson Denis Dougherty

Excused: 1 - Aldersperson Vaya Jones

Abstained: 1 - Mayor Jake Woodford

1. MINUTES OF THE MUNICIPAL SERVICES COMMITTEE

[25-0504](#)

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

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

This Report Action Item was approved.

[25-0505](#)

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

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

This Report Action Item was approved.

[25-0506](#)

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

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

This Report Action Item was approved.

[25-0508](#)

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

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

This Report Action Item was approved.

[25-0509](#)

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

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

This Report Action Item was approved.

[25-0510](#)

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

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

This Report Action Item was approved.

2. MINUTES OF THE SAFETY AND LICENSING COMMITTEE

[25-0444](#)

Taxicab/Limousine Driver's License for Cara Nord

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

The recommendation to deny the license was approved.

[25-0445](#)

Taxicab/Limousine Driver's License for Sara Johnson

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

The recommendation to deny the license was approved.

[25-0449](#)

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

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

This Report Action Item was approved.

[25-0461](#)

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

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

This Report Action Item was approved.

[25-0462](#)

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

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

This Report Action Item was approved.

[25-0463](#)

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

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

This Report Action Item was approved.

[25-0464](#)

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

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

This Report Action Item was approved.

[25-0465](#)

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

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

This Report Action Item was approved.

[25-0466](#)

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

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

This Report Action Item was approved.

[25-0467](#)

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

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

This Report Action Item was approved.

[25-0468](#)

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

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

This Report Action Item was approved.

[25-0493](#)

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

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

This Report Action Item was approved.

3. MINUTES OF THE CITY PLAN COMMISSION

[25-0456](#)

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

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

This Report Action Item was approved.

[25-0457](#)

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

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

This Report Action Item was approved.

4. MINUTES OF THE PARKS AND RECREATION COMMITTEE

5. MINUTES OF THE FINANCE COMMITTEE

[25-0495](#)

Request to approve the following 2024 Budget amendments:

Emergency Shelter Grant

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

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

Continuum of Care Grant

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

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

Police Grants

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

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

Room Tax Fund

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

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

Wheel Tax Fund

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

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

Health BOTS Grant

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

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

Health Prevention Grant

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

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

Health Communicable Disease Grant

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

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

Public Health Infrastructure Grant

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

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

Health Immunization Grant

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

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

Health COVID-19 Vaccination Grant

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

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

Health DHS ARPA Grant

Health Grants & Aids	+\$19,814
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Salaries	+\$11,888
Fringe	+\$ 7,926

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

TIF #7

Property Tax	+\$10,702
Other Contracts/Obligations	+\$10,702

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

Facilities Capital Projects

Donations & Memorials	+\$7,950,747
Buildings	+\$7,950,747

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

Facilities Management

General Charges for Services	+\$92,860
Building Maint/Janitorial	+\$21,442
Building Repairs & Maint	+\$71,418

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

General Fund

Salaries/Fringe Benefits-Public Health	+\$ 8,319
Salaries/Fringe Benefits-Human Resources	+\$16,330
Wage Reserve	- \$24,649

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

This Report Action Item was approved.

[25-0514](#)

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

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

This Report Action Item was approved.

[25-0515](#)

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

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

This Report Action Item was approved.

6. MINUTES OF THE COMMUNITY DEVELOPMENT COMMITTEE

[25-0501](#)

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

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

This Report Action Item was approved.

7. MINUTES OF THE UTILITIES COMMITTEE

8. MINUTES OF THE HUMAN RESOURCES & INFORMATION TECHNOLOGY COMMITTEE

[25-0483](#)

Request the Approval of Department of Public Works Parking Re-organization.

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

This Report Action Item was approved.

[25-0484](#)

Request the Approval of Finance Department of Re-organization.

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

This Report Action Item was approved.

[25-0485](#)

Request the Approval of Side Letter Agreement with Teamsters Local Union #662.

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

This Report Action Item was approved.

[25-0486](#)

Request the Approval of Backup Internet Circuit.

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

This Report Action Item was approved.

9. MINUTES OF THE FOX CITIES TRANSIT COMMISSION

10. MINUTES OF THE BOARD OF HEALTH

M. CONSOLIDATED ACTION ITEMS

N. ITEMS HELD

[25-0300](#)

Request to approve 2024 - 2025 Budget carryover appropriations (2/3 vote of Council required):

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

Attachments: [Not Under Contract 2024-2025 Carryover.pdf](#)
 [Special Consideration 2024-2025 Carryover.pdf](#)
 [!Comments on proposal for 100k consultant.pdf](#)
 [5-19-25 Appleton Sustainability Master Plan Scope.pdf](#)

Aldersperson Firkus moved, seconded by Aldersperson Wolff, that the Item be amended to change the justification in how the funds would be spent: for projects with emission reduction, climate mitigation and/or sustainability value, and/or for consultants to assist with such efforts. Roll Call. Motion failed by the following vote:

Aye: 4 - Aldersperson Brad Firkus, Aldersperson Patrick Hayden, Aldersperson Nate Wolff and Aldersperson Sheri Hartzheim

Nay: 10 - Aldersperson Josh Lambrecht, Aldersperson Vered Meltzer, Aldersperson Martyn Smith, Aldersperson Katie Van Zeeland, Aldersperson Denise Fenton, Aldersperson Patti Heffernan, Aldersperson Alex Schultz, Aldersperson Adrian Stancil-Martin, Aldersperson Christopher Croatt and Aldersperson Denis Dougherty

Excused: 1 - Alderperson Vaya Jones

Abstained: 1 - Mayor Jake Woodford

A notwithstanding vote was requested. Alderperson Fenton moved, seconded by Alderperson Smith, that the carryover fund request for a sustainability consultant be approved. Roll Call. Motion carried by the following vote:

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

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

Excused: 1 - Alderperson Vaya Jones

Abstained: 1 - Mayor Jake Woodford

O. ORDINANCES

[25-0519](#)

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

Attachments: [Ordinances to Council 5-21-25.pdf](#)

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

Aye: 14 - 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 Adrian Stancil-Martin, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt and Alderperson Denis Dougherty

Excused: 1 - Alderperson Vaya Jones

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. CLOSED SESSION

[25-0453](#)

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

Aldersperson Hartzheim moved, seconded by Aldersperson Croatt to convene into Closed Session at 8:51 p.m. Roll Call. Motion carried by the following vote:

Aye: 13 - 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 Adrian Stancil-Martin, Aldersperson Nate Wolff, Aldersperson Sheri Hartzheim, Aldersperson Christopher Croatt and Aldersperson Denis Dougherty

Excused: 2 - Aldersperson Alex Schultz and Aldersperson Vaya Jones

Abstained: 1 - Mayor Jake Woodford

T. ADJOURN

Aldersperson Hartzheim moved, seconded by Aldersperson Croatt to reconvene into open session at 9:32 p.m. Roll Call. Motion carried 13/0 and the Common Council reconvened into open session. No action was taken in closed session.

Aldersperson Hartzheim moved, seconded by Aldersperson Wolff, that the meeting be adjourned at 9:34 p.m. Roll Call. Motion carried by the following vote:

Aye: 13 - 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 Adrian Stancil-Martin, Aldersperson Nate Wolff, Aldersperson Sheri Hartzheim, Aldersperson Christopher Croatt and Aldersperson Denis Dougherty

Excused: 2 - Aldersperson Alex Schultz and Aldersperson Vaya Jones

Abstained: 1 - Mayor Jake Woodford

Kami Lynch, City Clerk

PROCLAMATION



Office of the Mayor

WHEREAS, American Heart Association data shows more than 357,000 out-of-hospital cardiac arrests occur annually in the United States; and

WHEREAS, about 90 percent of people who suffer out-of-hospital cardiac arrests die, however, cardiopulmonary resuscitation (CPR) and automatic external defibrillator (AED) deployment, especially if performed immediately, can double, or triple, a cardiac arrest victim's chance of survival; and

WHEREAS, hands-only CPR has been shown to be as effective as conventional CPR for cardiac arrest at home, at work, or in public; and

WHEREAS, hands-only CPR has just two easy steps: Step 1 – Call 911 if you see a teen or adult collapse, and Step 2 – push hard and fast in the center of their chest to the beat of a song that has 100 to 120 beats per minute, such as “Stayin’ Alive” by the Bee Gees; and

WHEREAS, our citizens have access to critical life-saving technology in the free PulsePoint smartphone app and may receive hands-only CPR, AED, and PulsePoint education through local organizations and the Appleton Fire Department.

NOW, THEREFORE, BE IT RESOLVED, THAT I, JACOB A. WOODFORD, Mayor of the City of Appleton, do hereby proclaim June 1-7, 2025, as

CPR & AED Awareness Week

in Appleton and call upon citizens to practice the two-step hands-only CPR method and be aware of the CPR and AED educational opportunities available in our community.

Signed and sealed this 26th day of May 2025.

JACOB A. WOODFORD

MAYOR OF APPLETON



PROCLAMATION



Office of the Mayor

WHEREAS, every day, on average 316 Americans are killed by gun violence, alongside more than 210 who are shot and wounded; on average there are nearly 21,000 gun-related homicides every year; and

WHEREAS, Americans are 26 times more likely to die by gun homicide than people in other high-income countries; and Wisconsin has over 600 gun-related deaths every year, with a rate of 12.1 deaths per 100,000 people; and

WHEREAS, support for Second Amendment rights of law-abiding citizens goes together with keeping guns away from people with dangerous histories; and

WHEREAS, mayors and law enforcement officers know their communities best, are most familiar with local criminal activity and how to address it, and are best positioned to understand how to keep citizens safe; and

WHEREAS, gun violence prevention is more important than ever with recent increased gun sales, increased calls to suicide and domestic violence hotlines, and an overall increase in gun violence; and

WHEREAS, in January 2013, Hadiya Pendleton was shot and killed at age 15; to help honor Hadiya and all Americans whose lives are cut short and the countless survivors who are injured by shootings every day, a national coalition of organizations has designated the first Friday in June as National Gun Violence Awareness Day; and

WHEREAS, on June 6, 2025, people across the country will wear orange to raise awareness about gun violence and to honor Hadiya and all victims of gun violence and the loved ones of those victims.

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

Gun Violence Awareness Day

in Appleton and ask all citizens to renew their commitment to reduce gun violence, encourage responsible gun ownership, and to wear orange on June 6th to honor and remember all victims and survivors of gun violence and to raise awareness about gun violence.



Signed and sealed this 28th day of May 2025.

JACOB A. WOODFORD

MAYOR OF APPLETON

PROCLAMATION



Office of the Mayor

WHEREAS, on June 19, 1865, slaves in Texas first heard the news of their freedom, nearly two years after President Abraham Lincoln issued an executive order abolishing slavery through the Emancipation Proclamation on January 1, 1863; and

WHEREAS, when these slaves heard the news, they sang, danced, and prayed with much rejoicing and jubilation that their life-long prayers and those of their ancestors had finally been answered; and

WHEREAS, many of the founders of our community were abolitionists who fought against the institution of slavery, and former slaves settled in Appleton to build their lives as free people; and

WHEREAS, the City of Appleton recognizes that diversity is its strength, and honors African, African American, Black, people of African descent, and all people who have an interest in Black issues; and

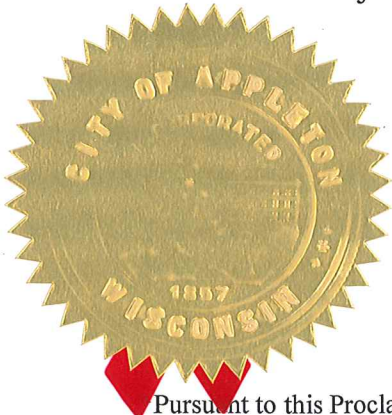
NOW, THEREFORE, BE IT RESOLVED, THAT I, JACOB A. WOODFORD, Mayor of the City of Appleton, Wisconsin, do hereby proclaim June 7th, 2025, as

Juneteenth Celebration Day

in Appleton and encourage all citizens to join in the commemoration and celebration of this historic day.

Signed and sealed this 26th day of May 2025.

JACOB A. WOODFORD
MAYOR OF APPLETON



Pursuant to this Proclamation and in accordance with the Special Flag Policy, a special flag will be flown at City Hall on Thursday, June 19, 2025.

#46-309

PROCLAMATION



Office of the Mayor

WHEREAS, on Friday, June 21, Appleton joins over 1000 cities across the globe participating in Make Music Day with a celebration of music taking place on streets, sidewalks, and in parks throughout downtown Appleton; and

WHEREAS, Make Music Day was introduced in France in 1982 as a way for communities everywhere to enjoy music in all different forms, and has expanded to include 120 countries, encouraging people of every age and experience level to come together and share music with free, live performances and other music-making opportunities; and

WHEREAS, Make Music Day Appleton is celebrated by Heid Music, Appleton Area School District Music Educators, Creative Downtown, Fox Cities Performing Arts Center, Lawrence University, Mile of Music Education Team, and Willems Marketing, takes place on the longest day of the year and the official start to summer, and invites musicians of all backgrounds – from singers and choirs to instrumentalists and bands – to participate in local organized activities; and

WHEREAS, one of the goals of Make Music Day Appleton is to create a greater awareness of the value music brings and to showcase some of the thriving musical organizations and performers in the communities right around us, as music has been shown to have a positive impact, including strengthening social connectivity, event organizers are excited to offer another way for the community to explore music-making and to play an active role in it.

NOW THEREFORE, BE IT RESOLVED, THAT I, JACOB A. WOODFORD, Mayor of the City of Appleton, Wisconsin, do hereby proclaim June 21, 2025, as

Make Music Day Appleton

and encourage all residents to join in the celebration of this event. Signed and sealed this 21st day of February 2025.



JACOB A. WOODFORD
MAYOR OF APPLETON

PROCLAMATION



Office of the Mayor

WHEREAS, monarch butterflies, honeybees, and other pollinators, including bats, birds, and various beneficial insects, play a vital role in the health of Appleton's ecology and natural habitats; and

WHEREAS, accelerated pollinator and insect losses in recent decades require immediate attention to ensure the safety of these populations and the sustainability of our environmental health and food production systems; and

WHEREAS, bees, butterflies, and numerous other insect populations can be restored through re-establishment of pollinator habitat, removal of environmental stressors, alternative landscape maintenance practices including reduced application of herbicides and pesticides; and

WHEREAS, the United States Senate has designated the third week in June as National Pollinator Week in recognition of the valuable role pollinators play in our delicate ecosystem; and

WHEREAS, the City of Appleton is recognized as a Bird City, a Bee City, and a Monarch City, and has expanded beekeeping options for its residents as well as hosting the first designated Bee Campus in Wisconsin at Lawrence University.

NOW THEREFORE, BE IT RESOLVED, THAT I, JACOB A. WOODFORD, Mayor of the City of Appleton, Wisconsin, do hereby proclaim June 16-22, 2025, as

Pollinator Week

in Appleton as an affiliate of *Bee City USA* and *Monarch City USA* and call upon all residents to join me in celebrating the significance of pollinators with appropriate observances and activities.



Signed and sealed this 28th day of May 2025.


JACOB A. WOODFORD
MAYOR OF APPLETON

#46-310

PROCLAMATION



Office of the Mayor

WHEREAS, Pride Month commemorates the Stonewall Riots of June 1969 and works to achieve equal justice and opportunity for Lesbian, Gay, Bisexual, Transgender, and Queer Americans; and

WHEREAS, fifty-four years ago this month, at the Stonewall Inn in New York City, a courageous group of people of color and gender non-conforming citizens resisted harassment and mistreatment, setting in motion a chain of events that would become the birth of the modern LGBTQ+ civil rights movement; and

WHEREAS, Appleton strives to be a community where all people can feel at home in health and safety no matter who they are; and

WHEREAS, Appleton has been a leader in fostering an inclusive community through policy, such as becoming the third city in Wisconsin to prohibit housing discrimination based on gender identity and adopted comprehensive non-discrimination protections consisting of domestic partner benefits and employment and accommodations for trans and gender non-conforming people in 2013 and banning practices such as conversion therapy for minors in 2020; and

WHEREAS, our community is enriched and enhanced by the contributions of LGBTQ+ residents, who are volunteers, business owners, elected officials, organizational leaders, neighbors, and friends.

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

Pride Month

in Appleton and urge all citizens to honor, celebrate, and promote equal rights for all people, regardless of sexual orientation and gender identity.



Signed and sealed this 28th day of May 2025.

JACOB A. WOODFORD
MAYOR OF APPLETON

PROCLAMATION



Office of the Mayor

WHEREAS, refugees are men, women, and children from all parts of the world who are forced to flee their homelands because of war, human rights crises, and fear of persecution or death due to race, religion, nationality, political opinion, or membership in a social group; and

WHEREAS, World Refugee Day, a global observance that honors all refugees and raises awareness of their strength and courage and serves as a time to acknowledge the hardships refugees have encountered, the new lives they have built, and the positive effect they have on our local communities; and

WHEREAS, World Refugee Day was first celebrated on June 20, 2001, to commemorate the 50th anniversary of the 1951 Convention Relating to the Status of Refugees, and

WHEREAS, the City of Appleton values its strong collaborative relationship with World Relief Fox Valley, the resettlement agency bringing refugees to settle in our community, which provides vital services to newly arrived refugees with access to basic necessities, and the journey to belonging while helping them become all they want to be through culturally relevant learning opportunities; and

WHEREAS, the City of Appleton facilitates the Fox Valley Refugee Resettlement team and provides immediate health care screenings for all Appleton refugees, and our staff strives to better understand and serve our refugee communities.

NOW THEREFORE, BE IT RESOLVED, THAT I, JACOB A. WOODFORD, Mayor of the City of Appleton, Wisconsin, do hereby proclaim June 20, 2025, as

Refugee Day

in Appleton and encourage all residents to take pride in our longstanding role as a community that welcomes and supports refugees, and to join me in honoring refugees by recognizing the hardships they have encountered, the new lives they have built, and the positive contributions they make to our City.



Signed and sealed this 20th day of May 2025.

JACOB A. WOODFORD
MAYOR OF APPLETON

PROCLAMATION



Office of the Mayor

WHEREAS, scleroderma is a group of rare diseases that involves hardening and tightening of the skin and connective tissues for which there is no cure; and,

WHEREAS, scleroderma may affect the skin, blood vessels, internal organs, and the digestive tract, and the signs and symptoms vary for each type of scleroderma; and,

WHEREAS, according to the Scleroderma Foundation, approximately 300,000 individuals in the United States are diagnosed with scleroderma; and,

WHEREAS, comprehensive and coordinated health services for people with scleroderma are critically important to achieving positive patient outcomes; and

WHEREAS, the Scleroderma Foundation and other organizational partners seek to raise awareness in our communities through support, education and research toward finding a cure for scleroderma.

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

Scleroderma Awareness Month

in Appleton and encourage residents to wear teal for the month of June to increase awareness and to educate the medical community and public in support of scleroderma awareness and to participate in scleroderma awareness-related events.

Signed and sealed this 20th day of May 2025.

JACOB A. WOODFORD
MAYOR OF APPLETON





CITY OF APPLETON

Date: June 4th, 2025

To: Members of the Common Council

From: Mayor Jacob A. Woodford 

Subject: Confirmation of Appointments

Per common Council practice the City of Appleton's representatives on the MPO Board include the Common Council President, Vice President, and Plan Commision representative. As a result of recent Common Council leadership elections, the following appointment is recommended:

**East Central Wisconsin Regional Planning Commission Metropolitan Planning
Organization Representative— Appointment**

Alderpersion Nate Wolff

1 Year Term

April 2026 Term Ends

This appointment replaces Alderpersion Meltzer on the MPO Board.

Form
AB-200

Alcohol Beverage License Application

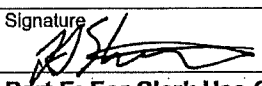
For Municipal Use Only	
Municipality	Appleton
License Period	24-25

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

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

Fees	
License Fees	\$10,600
Background Check Fee	\$ 21
Publication Fee	\$ 60
Total Fees	\$10,681

Part A: Premises/Business Information			
1. Legal Business Name (Individual name if sole proprietorship) Vault 202 Brewery and Taproom LLC			
2. Business Trade Name or DBA Vault 202 Brewery and Taproom			
3. FEIN		4. Wisconsin Seller's Permit Number 456-1031901818-02	
5. Entity Type (check one) <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Limited Liability Company <input type="checkbox"/> Corporation <input type="checkbox"/> Nonprofit Organization			
6. State of Organization WI		7. Date of Organization 10/31/2024	
8. Wisconsin DFI Registration Number			
9. Premises Address 200 W College Ave			
10. City Appleton		11. State WI	12. Zip Code 54911
13. County Outagamie		14. Governing Municipality: <input checked="" type="checkbox"/> City <input type="checkbox"/> Town <input type="checkbox"/> Village of Appleton	
15. Aldermanic District 1			
16. Premises Phone (515) 720-4197		17. Premises Email cstuede@gmail.com	
18. Website www.vault202brewery.com			
19. Premises Description - Describe the building or buildings where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary. Vault 202 Brewery & Taproom LLC will be at 200 W. College Ave. and utilize 6000 sq ft on the first floor and 3000 sq ft in basement. The north side of the floor space will have a separate room that will house the brewery and the rest of the space will be utilized as the taproom. This building is located north of College Ave. and west of N. Appleton St in the city of Appleton. Outdoor table area approx. 300 sq ft. See addendum/drawing attached.			
20. Mailing Address (if different from premises address) 240 Adella Beach Road			
21. City Neenah		22. State WI	23. Zip Code 54956
Part B: Questions			
1. Has the business (sole proprietorship, partnership, limited liability company, or corporation) been convicted of violating federal or state laws or local ordinances? Exclude traffic offenses unless related to alcohol beverages. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, list the details of violation below. Attach additional sheets if necessary.			
Law/Ordinance Violated		Location	
Penalty Imposed		Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Law/Ordinance Violated		Location	
Penalty Imposed		Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No	

2. Are charges for any offenses pending against the business? Exclude traffic offenses unless related to alcohol . . <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No beverages. If yes, describe the nature and status of pending charges using the space below. Attach additional sheets as needed.			
3. Is the applicant business or any of its officers, directors, members, agent, employees, owners, or other related individuals or entities a restricted investor with any interest in an alcohol beverage producer or distributor? . . <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, provide the name of the restricted investor and describe the nature of the interest.			
4. Is the applicant business owned by another business entity? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, provide the name(s) and FEIN(s) of the business entity owners below. Attach additional sheets as needed.			
4a. Name of Business Entity		4b. Business Entity FEIN	
5. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit proof of completion. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
6. Is the applicant business indebted to any wholesaler beyond 15 days for beer or 30 days for liquor/wine? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
7. Does the applicant business owe past due municipal property taxes, assessments, or other fees? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Part C: Individual Information			
List the name, title, and phone number for each person or entity holding the following positions in the applicant business or businesses listed in Part B, Question 4: sole proprietor, all officers, directors, and agent of a corporation or nonprofit organization, all partners of a partnership, and all members, managers, and agent of a limited liability company. Attach additional sheets if necessary. Include Form AB-100 for each person listed below. Corporations and LLCs must appoint an agent by including Form AB-101.			
Last Name	First Name	Title	Phone
Stuedemann	Frederick	President	
Statz	Samuel	Member	
Krebsbach	Scott	Member	
Part D: Attestation			
One of the following must sign and attest to this application: • sole proprietor • one general partner of a partnership • one corporate officer • one member of an LLC			
READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.			
Last Name		First Name	M.I.
Stuedemann		Frederick	J
Title	Email	Phone	
President			
Signature		Date	
		2/23/25	
Part E: For Clerk Use Only			
Date Application Was Filed With Clerk	License Number	Date License Granted	Date License Issued
2/26/25			
Signature of Clerk/Deputy Clerk		Date Provisional License Issued (if applicable)	

2/23/25

**Addendum for AB-200 Premises Description
Vault 202 Brewery and Taphouse LLC**

Vault 202 Brewery and Taphouse LLC will be located in the building at 200 W. College Avenue in Appleton, WI. This building is on the north side of College Avenue and to the west of N. Appleton Street.

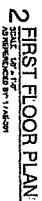
The building is a multiple floor building. Vault 202 Brewery and Taphouse LLC will house part of the first floor and part of the basement. On the First floor, Vault 202 Brewery and Taphouse LLC will have 6,000 square feet and the basement will have 3,000 square feet. Vault 202 Brewery and Taphouse LLC also intends to have a spot in the front of the building on the sidewalk in Appleton that will allow a small sitting area for food and drink that is outdoors during warmer weather only. This area will be 300 Square Feet.

Other tenants in the building are:

- A Bank (Chase) that occupies part of the first floor. The entrance to Chase Bank is totally separate from the Brewery and can only be accessed by the street.
- Floor's 2-4 are currently under construction and are intended to be rental residential units. These are set to open later this year. There is a common hallway shared by the brewery and the residential units to allow access to the elevators.

The area in the north side of the building will house the brewery equipment and the office for brewery operations. This area is separated from the rest of the space via a wall that has windows and some doors that will typically remain closed. The office is a lockable office in which all records will be kept. The non-brewery area will house a bar, seating, small kitchen and coolers. This is where the beer and food will be served from Vault 202 Brewery and Taphouse LLC. There will be (1) cooler directly behind the bar where some of the beer will be stored in ½ BBL's. There will be taps coming through the wall to the bar area for the servers to pour and serve beer. There will also be an additional storage cooler in the basement, in an area not open to the public, which will be storage of ½ BBL's.

See below a drawing of the spaces as described above. We are using a construction company to build the space and to assure all spaces are up to code.



NORTH



NORTH

**PRELIMINARY
NOT FOR CONSTRUCTION**

AE-101

VAULT 202 BREWERY AND TAPROOM
FRITZ STUDEMANN
200 WEST COLLEGE AVE
APPLETON, WI 54911

CONSULTANT:

WALL DIMENSION KEY

NOTE: WALLS ARE DIMENSIONED IN INCHES OR FEET AND INCHES. CLADDING BARriers ARE FROM FACE OF WALL.

KEYNOTE LEGEND







1. EXTERIOR WALL
2. INTERIOR WALL
3. CLADDING WALL

PLAN NOTES KEY

1. EXTERIOR WALL
2. INTERIOR WALL
3. CLADDING WALL

1. EXTERIOR WALL
2. INTERIOR WALL
3. CLADDING WALL

Hoffman
Planning, Design & Construction, Inc.
802.236.2370 | hoffman.net

 = coolers
 - Brewery Area
 - Government Seating
 = Kitchen + Bar Area
 - First Floor Seating + Restrooms
 - Misc Storage
 (Not for public)

Form
AB-101

**Alcohol Beverage
Appointment of Agent**

Date
02/20/2025

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)

Vault 202 Brewery and Taphouse LLC

2. Business Trade Name or DBA

Vault 202 Brewery and Taproom

3. Entity Type (check one)

☒ Limited Liability Company

☐ Corporation

☐ Nonprofit Organization

4. Alcohol Beverage Business Authorization (check one)

☒ Municipal Retail License

☒ State Permit

5. If successor agent, provide State Permit or Municipal Retail License Number

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

Part B: Agent Information

1. Last Name

Stuedemann

2. First Name

Frederick

3. M.I.

J

4. Email

5. Phone

6. Home Address

240 Adella Beach Road

7. City

Neenah

8. State

WI

9. Zip Code

54956

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 →

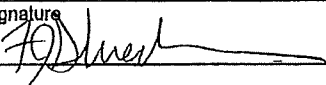
Part D: Business Attestation

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 Stuedemann		First Name Frederick		M.I. J
Title President	Email		Phone	
Signature 			Date 02/20/25	

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 Stuedemann		First Name Frederick		M.I. J
Signature 			Date 02/20/25	



City of Appleton

Alcohol License Questionnaire

1. Applicant Name: Frederick J Stuedemann

2. Business Name: Vault 202 Brewery and Taphouse LLC

Date the LLC/corporation/partnership/sole proprietorship commenced: 10/31/2024
NOTE: A copy of a business's Wisconsin Department of Revenue Seller's Permit is required to be submitted with an alcohol license application.

3. Business Address: 200 W College Ave. Appleton, WI 54911

4. Primary Business Activity: 202 W. College
☐ Restaurant
☐ Tavern/Night Club/Wine Bar
☐ Painting/Craft Studio
☒ Other (describe) Brewpub

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

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

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

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

What is the date of purchase or the date the lease began? 2/1/25

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

If yes, is your acquisition of the business based upon an "arm's length transaction"?
An arm's length transaction is defined as an open market sale in which the owner is willing but not obligated to sell, and the buyer is willing, but not obligated to buy.

☐ Yes ☐ No

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

☐ Yes ☐ No

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

☐ Yes ☒ No If yes, explain: _____

8. Anticipated date of opening? 6/1/25

9. Will your business sell or serve food?

Yes ☒ If yes, please describe the type of food offerings available basic wood-fired pizza and appetizers

No ☐

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

Seating Capacity: Inside: 150 main/50 basement

Outside: _____

Operating Days/Hours: Inside: 6 days/wk - 10 hrs/day

Outside: _____

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

Approximate floor building area of the premises to be licensed: 9000 sq. ft.

Approximate outdoor area of the premises to be licensed: ~~2000~~ 300 sq. ft. approx.

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

We will function as a brewery and taproom that serves pizza.

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


Signature

2/21/25

Date

2025-2026 RENEWALS

CLASS “A” FERMENTED MALT BEVERAGE & “CLASS A” LIQUOR (CIDER ONLY) LICENSE

<u>NAME</u>	<u>TRADE NAME</u>	<u>ADDRESS</u>
Van Zeeland Oil Co Inc Ryan Van Zeeland, Agent, 33 Meadowbrook Ct, Appleton WI 54914	Valley Mobil	2661 S Oneida St

CLASS “A” FERMENTED MALT BEVERAGE & “CLASS A” LIQUOR LICENSE

<u>NAME</u>	<u>TRADE NAME</u>	<u>ADDRESS</u>
Appleton Liquor LLC Heidi Guta, Agent, 1325 E Overland Rd, Appleton WI 54911	Appleton Liquor	2727 N Meade St
Indianhead Oil Co LLC Brad Larson, Agent, W2505 Pearl St, Seymour WI 54165	Circle K	1935 E Calumet St
Dolgencorp LLC John Greene, Agent, W145 Lake Sandia Dr, Krakon WI 54547	Dollar General #6535	1320 W Wisconsin Ave
Dolgencorp LLC John Greene, Agent, W145 Lake Sandia Dr, Krakon WI 54547	Dollar General #21851	1010 W College Ave
Lindo Michoacan Mexican Restaurant LLC Pedro Juarez, Agent, 1017 Grove St, Menasha WI 54952	Lindo Michoacan	211 N Richmond St
Depu LLC Chiranjibi Lamichhane, Agent, W6323 Arborvitae Ln, Menasha WI 54952	Northland Mobil	105 W Northland Ave
Oneida Street Mini Mart LLC Prabhu Dhungana, Agent, 4716 W Grand Meadows Dr, Appleton WI 54914	Oneida BP	1306 S Oneida St
Target Corporation Nicolas Bedolla, Agent, 1301 Rosehill Rd #18, Little Chute WI 54140	Target Store T-1248	1800 S Kensington Dr
The Free Market Inc Lucinda Weinfurter, Agent, E2723 Cty Rd B, Scandinavia WI 54977	The Free Market	734 W Wisconsin Ave
Tiffani’s Bridal & Consignment LLC Tiffani Ebben, Agent, W7234 School Rd, Greenville WI 54942	Tiffani’s Bridal	210 W College Ave 2 nd Fl
Samyam LLC Sadhana Lamichhane, Agent, 1000 Kernan Ave, Menasha WI 54952	Wisconsin Avenue Marathon	1920 E Wisconsin Ave

CLASS “B” FERMENTED MALT BEVERAGE LICENSE

<u>NAME</u>	<u>TRADE NAME</u>	<u>ADDRESS</u>
Bennett Manor 2 LLC Heidi Bennett, Agent, 309 E Wentworth Ln, Appleton WI 54913	Cozzy Corner	111 N Walnut St
Newell Company Inc David Oshefsky, Agent, 2053 Shady Ln, Green Bay WI 54313	Lumberjack Johnny’s	2701 N Oneida St Ste E
United Sports Association for Youth Inc Eric Gebhard, Agent, 828 Jefferson St, Algoma WI 54201	USA Sports Complex	3300 E Evergreen Dr

**CLASS “B” FERMENTED MALT BEVERAGE LICENSE
AND “CLASS C” WINE LICENSE**

<u>NAME</u>	<u>TRADE NAME</u>	<u>ADDRESS</u>
Off the Vine Woodfire Pizza Co LLC Keith Schreiner, Agent, 629 Hansen St, Neenah WI 54956	Broken Tree Pizza	201 S Riverheath Way Ste 1100
Garden View Family Restaurant LLC Rose Salinas Villanueva, Agent, 315 Tyler Ct #1, Menasha WI 54952	Garden View Family Restaurant	216 E College Ave
MYMY LLC Pa Zao Chang, Agent, 3518 S Barker Ln, Appleton WI 54915	MYMY	2825 N Ballard Rd
OTOTO LLC Lor Lee, Agent, 3518 S Barker Ln, Appleton WI 54915	OTOTO Ramen	205 N Richmond St
MK2 Investments LLC Mari Kessenich, Agent, 4509 N Knollwood Ln, Appleton WI 54913	Pinot’s Palette	226 E College Ave

“CLASS C” WINE LICENSE

<u>NAME</u>	<u>TRADE NAME</u>	<u>ADDRESS</u>
Memorial Florists & Greenhouses Inc Robert Aykens, Agent, 1112 Harold Dr, Menasha WI 54952	Memorial Florists & Greenhouses	2320 S Memorial Dr

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

<u>NAME</u>	<u>TRADE NAME</u>	<u>ADDRESS</u>
Capo Gooble LLC Colin Torrez, Agent, 181 S Riverheath Way, Appleton WI 54915	Ambassador	117 S Appleton St
Antojitos Mexicanos LLC Fernando Almanza, Agent, 580 Cornrow Ln, Combined Locks WI 54113	Antojitos Mexicanos	204 E College Ave
Apollon LLC Kelly-Jo St Aubin, Agent, 924 Oviatt St, Kaukauna WI 54130	Apollon	207 N Appleton St
Appleton Souvenir & Cigar Inc Norman Kopesky III, Agent, 741 Woodfield Rd, Neenah WI 54956	Appleton Souvenir & Cigar Co	415 W College Ave
Mauthe Ventures LLC Jennifer Mauthe, Agent, 3824 N Millwood Dr, Appleton WI 54913	Bazil's Pub	109 W College Ave
Bowl Ninety-One LLC Thong Vue, Agent, 53 Meadow Row Ct, Appleton WI 54913	Bowl Ninety-One	100 E College Ave
Calaveras Fine Fusions LLC Rebekka Garcia, Agent, 720 Wind Flower Way, Kimberly WI 54136	Calaveras Fine Fusions	511 W College Ave
Camelot of Appleton LLC Brian Striegel, Agent, 802 E College Ave, Appleton WI 54911	Camelot	1700 E Wisconsin Ave
Thao Enterprises Inc Maiyoua Thao, Agent, 5310 N Rosemary Dr, Appleton WI 54913	Chung's Sandwich Bar	1804 S Lawe St
ANK Restaurant Inc Adam Delfosse, Agent, N207 Country Ayre Ct, Appleton WI 54915	Cinder's Charcoal Grill	221 S Kensington Dr
TNE, Inc Sharon Reader, Agent, N1522 Sandview Dr, Fremont WI 54940	Emmett's Bar & Grill	139 N Richmond St
Mauthe Ventures LLC Jennifer Mauthe, Agent, 3824 N Millwood Dr, Appleton WI 54913	Firefly Downstairs Pub	109 W College Ave
Galvan's LLC Spresium Useini, Agent, 843 Sundial Ln, Neenah WI 54956	Galvan's	2220 E Northland Ave
The Original Music Collaborative LLC David Willems, Agent, 59 S Meadows Dr, Appleton WI 54915	Gibson Community Music Hall	211 W College Ave
DCMX LLC Mylee Xiong, Agent, N8831 Noe Rd, Menasha WI 54952	Gingerootz	2920 N Ballard Rd Ste A

Appleton Nickel Inc Stacy Knaack, Agent, 927 Caroline St, Neenah WI 54956	Glass Nickel Pizza Co	2120 W College Ave
Gonzalez Mexican Grill LLC Carolina Gonzalez Ramirez, Agent, 2425 N Skylark Dr, Appleton WI 54914	Gonzalez Mexican Grill	2190 S Memorial Dr
Hideout Bar LLC Amanda Ernst, Agent, 75 Paulina St, Clintonville WI 54929	Hideout Bar	2828 N Ballard Rd
Ferg5 James Ferg, Agent, 1238 Appleton St, Menasha WI 54952	Home Burger Bar	205 W College Ave
Lindo Michoacan Mexican Restaurant LLC Pedro Juarez, Agent, 1017 Grove St, Menasha WI 54952	Lindo Michoacan	207 N Richmond St
Fox Valley Rentals & Investments LLC Brian Tomaszewski, Agent, 1459 Mera Ln, Kaukauna WI 54130	M.T. Pockets	2906 E Newberry St
Sonys Bistro LLC Synona Meyer, Agent, 1342 N Lake Ct, Appleton WI 54913	Meade Street Bistro	2729 N Meade St
Mill City Public House LLC Russell Leary, Agent, 904 Winona Way, Appleton WI 54911	Mill City Public House	1103 W College Ave
Mauthe Ventures LLC Jennifer Mauthe, Agent, 3824 N Millwood Dr, Appleton WI 54913	Olde Town Tavern	107 W College Ave
Ka Lee & Peng Xiong 1767 Sandys Ln, Menasha WI 54952	Shadows Food & Spirits	211 S Walter Ave
Spats Food & Spirits LLC Nicholas Kapheim, Agent, 5740 W Packard St, Appleton WI 54913	Spats Food & Spirits	733 W College Ave
Kim Williams 200 E Harding Dr, Appleton WI 54915	Study Hall Grille & Pub	313A E Calumet St
THBJ Investments LLC Bruce Hawley, Agent, 349 White Cedar Pkwy Apt H, Kimberly WI 54136	The Bent Keg	417 W College Ave
Supple Fondue LLC John Supple III, Agent, 4244 S Shady Ln, Oshkosh WI 54902	The Melting Pot	2295 W College Ave
Victorias of Appleton Inc Cresencio Victoria, Agent, 503 W College Ave, Appleton WI 54911	Victorias Restaurant	503 W College Ave

Tudy Wilder LLC	Wilder's Bistro	2639 S Oneida St Ste 1
Terrance Wilder, Agent, 705 Arthur St, Little Chute WI 54140		

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

<u>NAME</u>	<u>TRADE NAME</u>	<u>ADDRESS</u>
Blazin Wings Inc Kimberly Lutzewitz, Agent, W6983 Center Valley Rd, Shiocton WI 54170	Buffalo Wild Wings	3201 E Calumet St
Foster Cocktail Company LLC Patrick Frawley, Agent, 803 W Winnebago St, Appleton WI 54914	Commodore Club	231 & 233 E College Ave
Fox Cities Performing Arts Center Inc Maria Van Laanen, Agent, 4726 N Tony Ct, Appleton WI 54913	Fox Cities Performing Arts Center	400 W College Ave
J Restaurant LLC Jay Supple, Agent, 4716 Bay View Ln, Oshkosh WI 54902	Fratellos Waterfront Restaurant	501 W Water St
Marvol LLC Adam Marty, Agent, 429 E Roosevelt St, Appleton WI 54911	Marvol	126 E Pacific St
Rivera Restaurants LLC Vanessa Alvarado, Agent, 4821 N Latitude Ln Unit C, Appleton WI 54913	Mr Frogs on the Ave	409 W College Ave
1619 College Ave LLC Sandip Bhandari, Agent, 809 Indiana Ave, Sheboygan WI 53081	Nanglo Momos & Curry	1619 W College Ave Ste A
Viand Hospitality LLC Aaron Sloma, Agent, W2547 County Line Rd, Cleveland WI 53015	Parker Johns BBQ & Pizza	2331 E Evergreen Dr Unit 2
Thai Ginger Bistro LLC Bounpheng Ping Luangpraseuth, Agent, 364 Forest View Rd, Oshkosh WI 54904	Thai Ginger Bistro	1619 W College Ave Ste F

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

TRADE NAME	BUSINESS NAME	ADDRESS
APPLETON CIGAR CO	APPLETON SOUVENIR & CIGAR INC	415 W COLLEGE AVE
APPLETON LIQUOR	APPLETON LIQUOR LLC	2727 N MEADE ST
CIRCLE K	INDIANHEAD OIL CO INC	1935 E CALUMET ST
DOLLAR GENERAL #6535	DOLGENCORP LLC	1320 W WISCONSIN AVE
DOLLAR GENERAL #21851	DOLGENCORP LLC	1010 W COLLEGE AVE
EVAPOR OF APPLETON	B&S DISTRIBUTING LLC	2929 N RICHMOND ST #3
EVAPOR OF APPLETON	B&S DISTRIBUTING LLC	1725 S ONEIDA ST
FAMILY DOLLAR STORE #23800	FAMILY DOLLAR STORES OF WI LLC	808 W WISCONSIN AVE
NORTHLAND AMOCO	SWAMI LLC	800 E NORTHLAND AVE
ONEIDA BP	ONEIDA STREET MINI MART LLC	1306 S ONEIDA ST
SMOKE SHOP	ALL N ONE SMOKE VAPE PLUS LLC	2700 E CALUMET ST
WALGREENS #2921	WALGREEN CO	1901 S ONEIDA ST
WALGREENS #5102	WALGREEN CO	700 W COLLEGE AVE
WALGREENS #7323	WALGREEN CO	3330 E CALUMET ST
WALGREENS #12019	WALGREEN CO	2803 N MEADE ST
WALGREENS #12693	WALGREEN CO	729 W NORTHLAND AVE
WISCONSIN AVENUE MARATHON	SAMYAM LLC	1920 E WISCONSIN AVE

Form
CTV-100

Cigarette, Tobacco, and Electronic Vaping
Device Retail License Application

FOR CLERKS ONLY	
Municipality	Appleton
License Period	24-25

Part A: Premises/Business Information

1. Legal Business Name (individual name if sole proprietor) Esales inc		
2. Business Trade Name or DBA The Flower Pot		
3. FEIN	4. Wisconsin Seller's Permit Number 456-1027038277-03	
5. Entity Type (check one) <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Company <input checked="" type="checkbox"/> Corporation		
6. State of Organization WI	7. Date of Organization 12-16-09	8. Wisconsin DFI Registration Number E040006
9. Premises Address (do not use PO Box) 2310 W College Ave		
10. City Appleton	11. State WI	12. Zip Code 54914
13. County Outagamie	14. Governing Municipality: <input checked="" type="checkbox"/> City <input type="checkbox"/> Town <input type="checkbox"/> Village of:	15. Aldermanic District
16. Mailing Address (if different from premises address)		
17. City	18. State	19. Zip Code
20. Premises Phone 920 441 0016	21. Premises Email wireless15@gmail	22. Website Theflowerpot.life
23. Premises Description - Describe the building or buildings where cigarettes, tobacco products, and electronic vaping devices are to be sold and stored. Describe all rooms including living quarters, if used, for the sales and/or storage of cigarettes, tobacco products, and electronic vaping devices and records. Cigarettes, tobacco products, and electronic vaping devices may be sold and stored ONLY on the premises described in this application. Attach a floor plan if possible. 20' x 20' Store front		

Part B: Questions

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

Part C: Individual Information

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

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

Last Name	First Name	Title	Phone
Herrnell	Tye	CEO	

Part D: Attestation

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

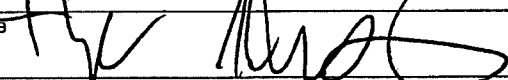
- sole proprietor
- one general partner of a partnership
- one corporate officer
- one managing member of an LLC

READ CAREFULLY BEFORE SIGNING:

I understand and agree to the following:

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

Further, under penalty provided by law, I state that this application has been truthfully answered to the best of my knowledge. I agree to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, cannot be assigned to another. Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Signature		Date	5-16-25
Name (Last, First, M.I.)	Herrnell Tye D		
Title	CEO	Em--"	Phone

Part E: For Clerk Use Only

Date application was filed with clerk	Date license issued	Date license expires	License number
5/16/25			
License fees	Signature of Clerk/Deputy Clerk		

Form
CTV-102

Cigarette, Tobacco, and Electronic Vaping Device
Appointment of Agent

Date

Agent Type (check one): ☒ Original ☐ Change

Part A: Agent Information

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

Part B: Questions

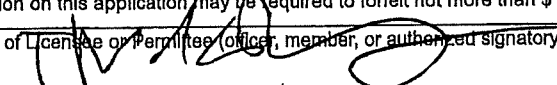
1. Have you completed Form CTV-101, Cigarette, Tobacco, and Electronic Vaping Device - Individual Questionnaire? Submit a completed Form CTV-101 with this form. ☒ Yes ☐ No
2. If this is a change of agent, please describe the reason for the agent change. Attach additional sheets if necessary.

Part C: Business Information

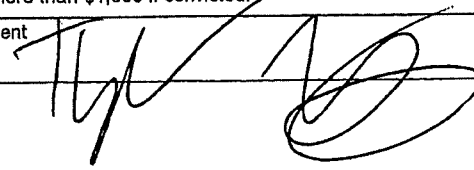
1. Legal Business Name (individual name if sole proprietor) Esales inc		
2. Business Trade Name or DBA the Flower Pot		
3. Entity Type (check one) <input type="checkbox"/> Limited Liability Company <input checked="" type="checkbox"/> Corporation		
4. Premises Address 2310 W College Ave		
5. City Appleton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

Part D: Attestations

READ CAREFULLY BEFORE SIGNING: I, the Licensee or Permittee, authorize the above-named individual to act for the above-named corporation or limited liability company with full authority and control of the premises and of all business relative to cigarettes, tobacco products, and/or electronic vaping devices conducted therein. I certify that I am authorized by the entity to authorize this individual to act on behalf of the entity. If I am appointing a successor agent, I rescind all previous agent appointments for this premises. Further, I understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Signature of Licensee or Permittee (owner, member, or authorized signatory) 	Date 5-16-25
Name of Person Signing Tye Hartwell	Title CEO

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

Signature of Agent 	Date 5-16-25
---	-----------------



Application for Pet Store/Kennel License

LICENSE PERIOD IS
JULY 1st TO JUNE 30th

NOTE: Please allow approximately 4 weeks for application processing

FEES ARE NON-REFUNDABLE

CASH OR CHECK ONLY!

See SECTION 4 for fee schedule

Date Recv'd 5/14/25

☐ License Fee - Initial \$ _____

Total \$ 82

☒ License Fee - Renewal \$ 82

Receipt #: 8588-1

SECTION 1 – BUSINESS LOCATION

Business Name (Company and Trade Name/DBA)

HSA Corporation dba Pet Supplies Plus

Business Street Address

702 W. Northland Ave.

City

Appleton

State

WI

Zip

54914

Business Phone Number (Required)

920-832-3858

Business Email Address

psp97@askpsp.com

SECTION 2 – APPLICANT INFORMATION

Name (First, MI, Last)

Angela J. DeHaan

Date of Birth

Home Address

8985 Buchanan St.

City

Allendale

State

MI

Zip

49401

Drivers License/State ID Number

DL/ID State of Issuance

Phone Number (Required)

Email Address

SECTION 3 – SERVICES TO BE PROVIDED

Please check the type(s) of service your establishment will offer: ☒ Live animals ☒ Pet Food ☒ Pet Accessories ☒ Fish

☒ Other Grooming

SECTION 4 – FEE SCHEDULE

 NOTE: all application fees include a \$7 Police Investigation fee

Pet Store License

Initial Fee – \$97.00

Renewal Fee – \$82.00

Kennel License

1-10 animals - \$62.00

11-25 animals - \$137.00

26-50 animals - \$262.00

More than 50 animals - \$5.00 ea. (minimum \$287.00 fee)

SECTION 5 – PENALTY NOTICE

Having knowledge of all governmental laws, rules or regulations governing the keeping or protection of animals, I hereby certify that the information provided in this application is true and correct to the best of my knowledge and belief.

Signature of Applicant: Angela DeHaan Date 05 / 01 / 2025

FOR OFFICE USE ONLY

Department	Approve	Deny	Staff Member	Reason
Police				
Fire				
Finance				
Inspections				
City Sealer				

Date Sent for Approval	Safety and Licensing	Common Council	Date Issued	Expiration Date	License Number
____/____/____	____/____/____	____/____/____	____/____/____	____/____/____	



Application for Pet Store/Kennel License

LICENSE PERIOD IS
JULY 1st TO JUNE 30th

NOTE: Please allow approximately 4 weeks for application processing

FEES ARE NON-REFUNDABLE

CASH OR CHECK ONLY!

See SECTION 4 for fee schedule

Date Recv'd 5/16/25

☐ License Fee - Initial \$ _____

Total \$ 82

☒ License Fee - Renewal \$ 82

Receipt #: 8604-2

SECTION 1 - BUSINESS LOCATION					
Business Name (Company and Trade Name/DBA) <u>Just Pets llc.</u>					
Business Street Address <u>2009 N. Richmond St.</u>			City <u>Appleton</u>	State <u>WI</u>	Zip <u>54911</u>
Business Phone Number (Required) <u>920-733-6788</u>		Business Email Address <u>ccwjustpets@aol.com</u>			
SECTION 2 - APPLICANT INFORMATION					
Name (First, MI, Last) <u>Craig L. Weberg</u>				Date of Birth _____	
Home Address <u>N8803 Kernan Ave</u>			City <u>Menasha</u>	State <u>WI</u>	Zip <u>54952</u>
Drivers License/State ID Number _____				DL/ID State of Issuance _____	
Phone Number (Required) _____		Email Address _____			
SECTION 3 - SERVICES TO BE PROVIDED					
Please check the type(s) of service your establishment will offer: <input checked="" type="checkbox"/> Live animals <input checked="" type="checkbox"/> Pet Food <input checked="" type="checkbox"/> Pet Accessories <input checked="" type="checkbox"/> Fish <input type="checkbox"/> Other _____					
SECTION 4 - FEE SCHEDULE NOTE: all application fees include a \$7 Police Investigation fee					
Pet Store License					
Initial Fee - \$97.00			Renewal Fee - \$82.00		
Kennel License					
1-10 animals - \$62.00			11-25 animals - \$137.00		
26-50 animals - \$262.00			More than 50 animals - \$5.00 ea. (minimum \$287.00 fee)		
SECTION 5 - PENALTY NOTICE					
Having knowledge of all governmental laws, rules or regulations governing the keeping or protection of animals, I hereby certify that the information provided in this application is true and correct to the best of my knowledge and belief. <u>Craig Weberg</u> Signature of Applicant: _____ Date <u>5/15/25</u>					
FOR OFFICE USE ONLY					
Department	Approve	Deny	Staff Member	Reason	
Police					
Fire					
Finance					
Inspections					
City Sealer					
Date Sent for Approval ____/____/____	Safety and Licensing ____/____/____	Common Council ____/____/____	Date Issued ____/____/____	Expiration Date ____/____/____	License Number _____

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



Special Event Permit Application Form

CASH OR CHECK ONLY!

Additional Documentation

- ☒ Safety and Emergency Plan
- ☐ Certificate of Insurance
- ☒ Route/Map
- ☐ Supplemental Parade Questionnaire

FEES ARE NON-REFUNDABLE

- ☐ Special Event Application Fee
(CLLCMS) \$75.00
- ☐ Police Investigation Fee
(CLLPID) \$7.00

Date Rec'd MAY 12 2025
Total \$ 82.00
Receipt #: 8568-7

Applicants will be assessed the cost of 25% of City services rendered for the event. Invoices will be sent within 45 days after the event concludes.

Please Note: Incomplete applications will not be accepted and will be returned to applicant. Applications are forwarded for review once payment is received. Applying does not guarantee the application will be approved. For additional information, please refer to the Special Event Policy or Manual.

PLEASE PRINT CLEARLY!

SECTION 1 – EVENT ORGANIZER - Information about the person, entity or organization holding the special event.

Organization's Name:

Wisconsin United Football Club

Organization's Address:

PO Box 1444, Appleton, WI 54912

Organization's Phone Number:

920.205.7116

Organization's Email/Website:

info@wiunitedfc.org / wiunitedfc.org

SECTION 2 – APPLICANT INFORMATION - Information for person to contact before, during and after the event, if necessary.

Name :

Ann Bona

Date of Birth:

Address:

1910 Greenfield Avenue, Green Bay, WI 54313

Phone Number:

Email Address:

tournaments@wiunitedfc.org

SECTION 3 – EVENT INFORMATION – Application must be filed at least 45 days prior to the event.

Name of Event:

Summer Shootout: Kickin' for a Cure

Event Location:

USA Youth Sports Complex

Event Date (list each date if it's a multi-day event):

6/20/2025, 6/21/2025, 6/22/2025

Event Set Up Time:

7am on 6/20

Event Start Time:

3pm on 6/20

Event End Time:

7pm on 6/22

Head of Security's Name:

Shant Mesdjan and Dusty Rhodes

Head of Security Phone Number:

Anticipated Attendance (Participants/Attendees):

2,400 total, 1,200 at any one time

Admission Requirements:

None

Event information (whether the event has occurred before, purpose, activity, who can participate, etc.):

This is a youth soccer tournament that teams pre-register for. It has been held for many years at this location on this same weekend.

This year we have decreased the size of the event by about 20% due to the road construction and traffic congestion.

We will have 260 youth teams that will compete over three days. We will use all of the soccer fields and the concession stand at USA Youth.

SECTION 4 – APPLICANT CHECKLIST - *The applicant is responsible for contacting all necessary City departments and for obtaining all necessary reservations, permits, licenses and variances. Answer all questions regardless of size of event. Incomplete applications will not be processed.*

DEPARTMENT OF PUBLIC WORKS – (920) 832-5580

	Yes	No	Action to be taken by applicant:
1. Are you requesting street closure? Name of barricade company _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If yes, your barricading contract provider will be required to submit a Traffic Control Plan to the Department of Public Works.
2. Did you include a <u>detailed map/diagram</u> of the event location and route (if applicable) with this application?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Be sure the event map/diagram is detailed, including showing all turns and the number of traffic lanes to be used.
3. Are you requesting parking meters to be bagged?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If yes, a list of meters must be provided to the Department of Public Works.
4. Are you requesting use of the sidewalk or right of way?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If yes, contact the Department of Public Works for a Street Occupancy Permit.
5. Are you requesting use of City Electricity (on City street poles/planters)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If, yes, please provide diagram specifying requested locations of outlets.

FIRE DEPARTMENT – (920) 832-5810

	Yes	No	Action to be taken by applicant:
1. Will the event be held indoors?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If yes, contact the Fire Department for more information.
2. Will a tent or any other temporary structure be erected?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If yes, contact the Fire Department for information about submitting a structure plan.
3. Will there be a tent larger than 200 square feet?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If yes, contact the Fire Department for a permit.
4. Will fireworks/pyrotechnic be used during the event?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If yes, contact the Fire Department for a permit.

HEALTH DEPARTMENT– (920) 832- 6429

	Yes	No	Action to be taken by applicant:
1. Will food be prepared and/or served at the event?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If yes, contact the Health Department for permitting requirements and for safe food handling tips.
2. Will there be a band or amplified music/noise?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If yes, contact the Health Department for a variance and more information.
3. Will there be portable restrooms?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If yes, review guidelines on portable restrooms available in the Special Event Policy and Manual.

PARKS & RECREATION DEPARTMENT – (920) 832-5905

	Yes	No	Action to be taken by applicant:
1. If the event will be in a park have you reserved the park?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If no, contact Parks and Recreation to make a reservation.
2. Will there be rides and/or inflatables at the event?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If yes, contact Parks and Recreation for more information.

POLICE DEPARTMENT – (920) 832-5500

	Yes	No	Action to be taken by applicant:
1. Do you have a plan for medical emergencies that may occur during your event?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If no, contact the Police Department for assistance.
2. Is security needed for the event?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If yes, contact the Police Department for assistance defining your safety/security plan.
3. Are you requesting any special parking restrictions?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If yes, contact the Appleton Police Department for more information.

RISK MANAGEMENT – (920) 832-6300

	Yes	No	Action to be taken by applicant:
1. Do you have the proper insurance for your event, and have you provided your certificate of insurance to the City?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If no, contact the City's Risk Manager.

CITY CLERK'S OFFICE – (920) 832-6443

	Yes	No	Action to be taken by applicant:
1. Will alcoholic beverages be served/sold at the event?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If yes, contact the City Clerk's Office to obtain a Temporary Class "B" license.
2. Does your event plan include a parade?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If yes, contact the City Clerk's office to fill out the required Supplemental Parade Questionnaire.
3. Does your event plan include shuttle services/rides?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If yes, contact the City Clerk's office for information on the licensing of taxicab/limousine/shuttle companies.
4. Do you owe money for past events?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If yes, contact the City Clerk – your application may not be accepted.

SECTION 5 – ADDITIONAL INSURED REQUIREMENT

For events that involve more than 250 people, if a street closure is requested or if structures are brought onto public premises; the event holder agrees to list the City of Appleton, and its officers, council members, agents, employees, and authorized volunteers as an additional insured on the event holder's general liability insurance policy. Certificates of insurance displaying this additional insured status must list the following as the certificate holder: City of Appleton, Attention: Risk Manager, 100 North Appleton Street, Appleton, WI 54911.

Signature of Applicant: Amy Bona

Date: 9/12/25

Print Name: Ann Bona

SECTION 6 – CERTIFICATION

By signing below, I certify that I am at least 18 years of age, that I have read and understand the Special Event Policy, and that I agree to the terms and conditions contained in the Special Event Policy. My signature further confirms (i) that I understand the filing of this application does not ensure the issuance of a Special Event Permit, (ii) that the Special Event Permit Fee is non-refundable pursuant to the terms of the Special Event Policy, (iii) I will be responsible for ensuring the event and event participants comply with all applicable city ordinances, traffic rules, park rules, state health laws, fire codes and liquor licensing regulations and any other applicable laws, rules and regulations including the Special Event Policy, (iv) that fees for park facilities, food sales permits, tent and fireworks permits, etc., are in addition to the Special Event Permit Fee, (v) that I am authorized to apply for this Special Event Permit on behalf of the organization holding the event (if applicable), and (vi) that the information contained in this Application is true to the best of my knowledge. I understand that intentionally providing false or misleading information in this Application may lead to civil or criminal penalties.

Signature of Applicant: Amy Bona

Date: 9/12/25

Print Name: Ann Bona

SECTION 7 – INDEMNIFICATION

Please read carefully before signing! This section affects your legal rights.

IF THERE IS ANYTHING IN THIS SECTION THAT YOU DO NOT UNDERSTAND OR IF YOU OBJECT TO ANY PROVISION CONTAINED IN THIS SECTION, YOU SHOULD NOT SIGN THIS SECTION AS IT IS DRAFTED, BUT RATHER SEEK ADVICE FROM YOUR LEGAL COUNSEL. REQUESTS FOR MODIFICATIONS MAY BE DIRECTED TO THE CITY ATTORNEY'S OFFICE AT 920-832-6423 WEEKDAYS BETWEEN 8:00 AM AND 4:00 PM.

INDEMNIFICATION: BY SIGNING BELOW I ACKNOWLEDGE THAT FOR GOOD AND VALUABLE CONSIDERATION, I, THE APPLICANT, ON BEHALF OF MYSELF AND THE ORGANIZATION, IF APPLICABLE, AGREE 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 HEREIN, CAUSED IN WHOLE OR IN PART BY ANY NEGLIGENT ACT OR OMISSION OF THE APPLICANT/ORGANIZATION, ANYONE DIRECTLY OR INDIRECTLY EMPLOYED BY ANY OF THEM OR ANYONE WHOSE ACTS ANY OF THEM MAY BE LIABLE, EXCEPT WHERE CAUSED BY THE SOLE NEGLIGENCE OR WILLFUL MISCONDUCT OF THE CITY.

Signature of Applicant: Ann Bona

Date: 9/12/25

Print Name: Ann Bona



City of Appleton Special Event Safety and Emergency Response Plan

A special event safety plan is crucial for ensuring the well-being and security of all staff and attendees. By proactively identifying risks and implementing measures to mitigate them, event organizers can create a safe and secure environment that fosters enjoyment and minimizes the likelihood of accidents, injuries, or emergencies. The safety plan serves as a comprehensive framework of procedures, protocols, and resources for managing various scenarios, from medical emergencies and crowd control to weather-related incidents and security threats. Through careful planning, the safety plan helps to instill confidence among stakeholders, enhance emergency preparedness, and ultimately, ensures that everyone can participate in the event without compromising their safety.

Please describe in detail the following aspects of your proposed event. Use additional sheets if necessary. Add additional lines, pages, maps, or attachments as needed.

Event Information	
Event Name:	Summer Shootout Soccer Tournament
Primary Event Contact:	Ann Bona
Contact Phone Number:	
Contact Email Address:	tournaments@wiunitedfc.org
Event Location:	USA Youth Sports Complex

Staff Directory and Communications		
How are staff identifiable?	Tournament Staff t-shirts	
Staff communication method:	Walkie talkies, cell phones	
Public broadcast method:	Email notification, social media, website, air horn	
Staff / Volunteers – listed in order of hierarchy of command		
Name and Title	Phone	Responsibilities / Location / Notes
Vicki King		On-site Tournament Director / Main concession area
Isaiah Tate		Tournament Committee / Main concession area
Justin Oshefsky		Referee coordinator, Schommer maintenance building
Shant Mesdjian		WIUFC Director / Around the fields
Dusty Rhodes		WIUFC Director / Around the fields
Greg Bear		Assistant referee coordinator, Schommer maintenance building
Drew Jepson		On-site Tournament Director / Main concession area
Adam Strange		Tournament Committee / Main concession area
Jillian Amezquita		Tournament Committee / Main concession area

Event Timeline	
<i>Include start and finish times, road closure and reopening times, setup, clean up, etc.</i>	
Time	Action
6/20 7am - 2pm	Field and event set up
6/20 3pm - 9pm	Friday night games, concessions open
6/21 6am	Daily set up
6/21 7:30am - 9pm	Saturday games, concessions open
6/22 6am	Daily set up
6/22 7:30am - 6pm	Sunday games, concessions open
6/22 6pm - 9pm	Take down and clean up

Security / Event Attendance	
<ul style="list-style-type: none"> Designated security is required at the rate of 1/600 people for alcohol free events. Designated security is required at the rate of 1/300 people for events serving alcohol 	
Total number of people attending event?	2,400
Number of people present at busiest time?	1,200
Will alcohol be served?	no
Admission requirements (guest list, public, etc)	Public, though teams have to register
Primary event security contact	Shant Mesdjian
Total number of staff dedicated to security	4 constant, 13 rotating
How security staff will be identifiable	Reflective vests and staff shirts
Location of security staff during event	Entrance, riding around park, headquarters above concessions and Schommer maintenance building
Will private security be hired?	No
Private security main contact name and #	N/A

Medical Emergencies and Resources	
Does your event include strenuous activity?	Yes
Will EMS services be hired?	No, but we have certified athletic trainers
<ul style="list-style-type: none"> Company name and primary contact 	NA
<ul style="list-style-type: none"> List resources (ambulance, EMT, etc.) 	NA
List any event staff with EMS training	NA
Who is responsible for activating EMS / 911?	Hired certified athletic trainers
Location of first aid stations	Throughout the park
Any UTV / ATV / Golf Carts for transport	Yes
List mass casualty collection location	Schommer Maintenance Building by field 2

Weather Monitoring and Cancellation	
Person responsible for weather monitoring	Justin Oshefsky
Shelter location	Schommer Garage building and Concession area
Evacuation plan / location	Notify via air horn, send everyone to their card or shelter location. Player's Choice/Xtreme Air, W3035 Edgewood Trail, Appleton, WI
Emergency announcement method	Air horn, email notification
Predetermined criteria for weather cancellation	6 mile radius of the field, delay for 30 minutes after each strike, normal USYS guidance
Link to the National Weather Service	NWS Forecast Page For Your Event

Road Closure and Parking Restrictions

Private events are responsible for securing a barricade contract and ensuring proper and timely delivery of signs and barricades. Failure to do so may result in event cancellation.

Barricade company	Warning Lites of Appleton (change if different)
Road closure start time	None needed
Road closure end time	None needed
Responsibility	Staff member
Securing barricade contract	NA
Verify accurate and timely barricade delivery	NA
Verify barricade removal from roadway	NA
Verify parking restrictions are posted	NA

Vehicle Threat Mitigation

- *Private events are responsible for securing their events.*
- *All barricade vehicles must be quickly moveable for emergency vehicle access.*
- *See Vehicle Threat Mitigation Recommendations document for further information.*

[illegible]

Protestors / Demonstrators Response

- Demonstrators often take advantage of the crowds at special events to voice their cause.
- It is important for all event staff to have a clear understanding of protestor rights and protocols.
- See APD Protestor Guidelines document for further details.

Is the event on public or private property	Public, but cars must pass through staffed gate security
List event areas open to the public	All fields and around concession area
List event areas restricted to staff only	Above concession stand, Schommer maintenance area
Predetermined criteria for cancellation	NA
Staff member with authority to cancel	Shant Mesdjian, Dusty Rhodes

Missing Children / Vulnerable Adult Plan	
<ul style="list-style-type: none"> All event staff must be trained on the Missing Children / Vulnerable Adult plan Staff should have pre-determined search locations to avoid redundancy. 	
Primary event contact for missing persons	Vicki King
Who is responsible for calling 911?	Vicki King
Communication method for event staff	Walkie talkies on specific channel and cell phones
Public broadcast communication method	Email notifications
Rally point – where will found people or guardians go if not promptly reunited?	Above the concession building
Describe identity verification procedures	We follow USYS's Missing Child procedure listed in their EAP
Describe documentation procedures	We follow USYS's Missing Child procedure listed in their EAP
List search locations and staff member responsible for searching it	
Location	Staff member
Stays put above concession area	Vicki King
North of Concession building	Drew Jepson
South West of Concession building	Isaiah Tate
South East of Concession building	Justin Oshefsky

Lost / Found Property Plan	
Primary event contact person for lost/found	Vicki King
Location of lost/found repository	Valuable items are stored above the concession area, other items are stored by the state by concessions
Describe identity verification procedures	Depends on the item being collected. We ask for specific details.
Describe documentation procedures	Documented via shared Google document

Other
List any additional Safety Planning Procedures
<p>We will have three referees per field. The referee coordinator and assistant coordinator and responded to problem spectators. All cars must pass through gate security and receive a parking pass. Front gate security will rotate every 4 hours. All volunteers must check in with Vicki King. They will be briefed on their duty with a printed job description. Those roles include: gate security/parking, general security, clean up, and concessions. There will also be paid staff onsite led by Vicki King (club registrar), Shant Mesdjan (club director), and Dusty Rhodes (club director). We follow the normal USYS guidance for lightening which is within 6 miles. Play is delayed 30 minutes from the last strike within 6 miles according to the Weather Bug Lightning map. There will be 15 fields managed by 42 game officials on a continuous basis. A response team of Justin Oshefsky, and Greg Baer will respond to any fans who get belligerent. If a fan is asked to leave the game area and refuses to leave the tournament Committee will abandon the game and the crowd will disperse. Referees will have the support of two Directors - Dusty and Shant. Shanda and Dusty will be supported by security at all gates as well as a team of 4-5 persons traveling by golf carts. We will have 3 10x10 red Tents with trainers in them. Trainers will travel in red golf carts and maintain communication on channel 5. There will be a defibrillator above the concession stand. All WI United coaching staff and trainers are certified in CPR and first aid. There are approximately 30 coaches and 3 trainers on-site. We maintain the normal insurance provided by the United States Youth Soccer. We can provide the document upon request. A radio is placed in a holder at midfield at each field on the coaches side. Coaches and referees may communicate directly using the radio with headquarters, referee support, security management, and trainers. Trainers are hired through Go4Ellis, which also generates the EAP.</p>

Items on this page fall under the direction of the Appleton Fire Department

Crowd Managers	
<ul style="list-style-type: none"> For inside events with over 500 people, one certified crowd manager is required per 250 people. For outside events with over 1,000 people, one certified crowd manager is required per 250 people Contact the Appleton Fire Department for crowd manager training 	
Describe evacuation plan	Player's Choice/Xtreme Air, W3035 Edgewood Trail, Appleton, WI 54913
Describe shelter plan	Player's Choice/Xtreme Air, W3035 Edgewood Trail, Appleton, WI 54913
Total # of crowd managers for your event	5
List crowd managers	Vicki King, Shant Mesdjan, Dusty Rhodes, Isaiah Tate, Justin Oshefsky

Fire Alarm / Fire Safety / Other Hazards	
<ul style="list-style-type: none"> The Appleton Fire Department is committed to a fire prevention program that places a high priority on the safety and welfare of the public while minimizing potential fire and life safety hazards. Establishing fire prevention and life safety procedures at your special event is an essential component of the event planning process. Contact the Appleton Fire Department at (920)832-3934 for additional information. 	
Will the event be taking place in a building?	Partially - concession building open
How will staff respond to an indoor fire?	Evacuate building and call 911
Who is responsible for reporting a fire/alarm?	Concession area manager on duty
Will the event be taking place outdoors?	Yes
How will staff respond to an outdoor fire?	Evacuate and call 911
Fire Extinguishers	
List locations for any additional extinguishers	Concession building, in the concession area
Have staff been trained on their use?	Yes
Are staff expected to use extinguishers?	They can if it's safe to do so
Or, are staff expected to simply evacuate?	Yes
Will a fire watch be provided for the event?	No
If you answer YES to any of the following, complete Form SE-07	
Will there be chemicals / hazardous materials?	No
Will there be pyrotechnics or explosives?	No
Will there be tents at the event?	Only small tents

Other
List any additional Safety Planning Procedures
We will be getting crowd manager training for the 5 people listed above.

Emergency Action Plan

REVIEW AND FINALIZE EAP

To facilitate a safe job, carefully review the generated EAP to make sure all details are accurate.

Menasha Classic Soccer Tournament

Sports / Tournament / Soccer

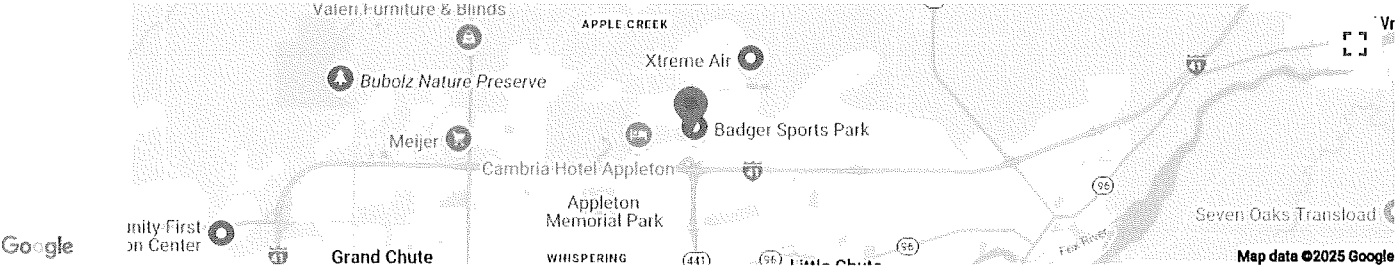
FACILITY LOCATION

Address

3300 E Evergreen Dr
3300 East Evergreen Drive
Appleton, WI 54913
[EDIT](#)

GPS Coordinates

(44.304697, -88.357013)



FACILITY MAP

If you have a facility map, upload it here.

UPLOAD MAP

Map File Uploaded:



EMERGENCY SERVICES

Hospital

Primrose memory care
5715 North Meade Street
Appleton, WI 54913

[EDIT](#)

Police

Appleton Police Department
222 South Walnut Street
Appleton, WI 54911
Ph: (920) 832-5500

[EDIT](#)


Fire Dept.

Appleton Fire Department Station 6
4930 North Lightning Drive
Appleton, WI 54913

[EDIT](#)

All data from the Venue Location and Emergency Services section of this emergency action plan, including, without limitation, emergency room, police, and fire department locations and contact numbers, are automatically pulled into this emergency action plan from Google maps as a service to you. Go4 does not independently verify their accuracy. To ensure these are correct, we suggest you verify them in advance of this job.

CONTACT LIST

Role	Name	Phone Number
Job Contact	Ann Bona 	<div><div></div></div>

[ADD EMERGENCY CONTACT](#)

SUPPLIES & EQUIPMENT

Finalize the list of supplies and equipment provided for this job, along with the locations of each item.

WATER	Concession building	DELETE
WALKIE TALKIE	With each trainer	DELETE
MEDICAL TENT	Assigned at check in	DELETE
ICE BAGS	Above concession area	DELETE
ICE	Above concession area	DELETE
GOLF CART	By concession area	DELETE
COOLERS	On-Site Location	DELETE
AED	Above concession area	DELETE

Other supplies & equipment

On-Site Location

[DELETE](#)

[ADD EQUIPMENT](#)

FACILITY SPECIFIC INSTRUCTIONS

Facility Information

Add safety instructions specific to the facility/venue.

Ambulance Access Point

Entrance on E Evergreen Avenue

Weather Plans/Shelters

Add weather plans or shelter information.

Other

If there is any facility info needed, add it here.



additional Shelter Area
40 x 80 yard open turf
field under a roof indoors



DEPARTMENT OF
**LEGAL AND
ADMINISTRATIVE
SERVICES**

OFFICE OF THE CITY CLERK
100 N Appleton Street
Appleton, WI 54911
p: 920.832.6443
f: 920.832.5823
www.appletonwi.gov

MEMORANDUM

Special Event Denial – WI United Football Club: Summer Shootout

Date: May 21, 2025

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

From: Kami Lynch, City Clerk *KL*

Encl: Special Event denial letter & appeal request.

The Special Events Policy requires applications to be submitted a minimum of forty-five (45) days prior to the event date. This is to allow for adequate planning and resource availability to support special events. WI United Football Club applied for their Summer Shootout event on May 12th which is thirty-nine (39) days out from the event date. As a result of the late submittal, the application was automatically denied pursuant to the policy. The policy allows for applications that are denied for any reason to be submitted to the Common Council by way of the Safety & Licensing Committee for final determination.

The event organizers have been in frequent contact with the City regarding the event prior to the submittal of their application. This event has been occurring within the City for several years and it was mutually agreed upon that this year it would be categorized as a Special Event due to the impact it has on the surrounding roadways as a result of vehicular traffic and the number of people in attendance for the event.

Despite the late filing of the application, City staff are prepared to provide support to the event planners in order to promote a safe and successful event. Please take this into consideration when deciding whether to grant the special event application.



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

May 19, 2025

Ann Bona
1910 Greenfield Avenue
Green Bay, WI 54313
tournaments@wiunitedfc.org

This letter is in reference to your application for a Special Event Permit filed on May 12, 2025 for a Summer Shootout: Kickin' for a Cure event to occur June 20th – June 22nd 2025. Per the City of Appleton Special Event Policy V.A.1. completed applications for a special event permit must be received a minimum of forty-five (45) days prior to the commencement of the event. Late applications result in an automatic denial of the special event permit.

Due to the late submission of your application, it is automatically denied. You have the right to appeal this denial recommendation to the Safety & Licensing Committee. The request to appeal the denial must be received within thirty (30) days of receipt of this letter, but please note that the opportunity for an appeal to be decided by the Safety & Licensing Committee and Common Council must occur prior to the scheduled event. Therefore, it is best to provide notification of your intent to appeal as soon as possible.

The next scheduled Safety & Licensing Committee meeting is on Wednesday, May 28th at 5:30 p.m.

Should you have any questions related to this matter, please contact my office at the phone number provided above.

Respectfully,

Kami Lynch
City Clerk

Kami L. Lynch

From: Ann Bona <tournaments@wiunitedfc.org>
Sent: Monday, May 19, 2025 5:43 PM
To: Eric Gebhard
Cc: Kami L. Lynch; Tom Flick; Abby McDaniel
Subject: Re: Summer Shootout Special Event Denial

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

Hi Kami,

I know you've spoken with Eric already. I just wanted to send this email to officially inform you of our intent to appeal. Eric and I will be at the meeting on Wednesday.

Thank you,
Ann Bona
WIUFC Tournament Director

On Mon, May 19, 2025 at 3:16 PM Eric Gebhard <execdirector@wiunitedfc.org> wrote:
Kami,

I am devastated to receive this news. Ann has a full time job and she may not be able to reply right away. I would like to respectfully inform you of our intent to appeal.

We were informed of the new permitting process on April 11 with a May 6 deadline. The language of the application was foreign to us. It is lengthy and thorough.

We tried to do as much due diligence as possible including meeting with deputy director Tom Flick to go through the application line by line. Additionally I have had calls with Chief Sargent Ostermeier and Fire Battalion Commander Henson.

During the course of our due diligence we missed the deadline by three business days. We believe during our correspondence with the City, Fire and Police that we have already fast tracked many of the conversations that it may help expedite the process in less than 45 days.

The Summer Shootout is an event that spans several decades. The infrastructure of the park and the business community around the park including the hotels and restaurants look forward to the event. Our club is a nonprofit 501 c3. In addition to the park and the business community we have donated \$25 per tournament team to cancer related charities for over three decades.

The cultural significance of this event and what it means to youth soccer in Appleton is important. Canceling the event is not an option. We would prefer to feature the City of Appleton and the tradition of its sporting community while also being a good neighbor.

Teams have registered for the event and booked hotels as far back as December. We capped registration for this event in March.

We have altered the event this year by reducing capacity 25% due to the road construction in the area.

Respectfully, we intend on appealing the denial letter.

Best Regards,

Eric Gebhard
Executive Director
Wisconsin United Football Club

On Monday, May 19, 2025, Kami L. Lynch <Kami.Lynch@appletonwi.gov> wrote:

Hello Ann,

Per our Special Events Policy, please find the denial letter for your Summer Shoot-out event June 20th – June 22nd at the USA Youth Sports Complex. As City staff have worked collaboratively with you and your organization on the safety and success of this event, we are continuing to review and prepare for your event in anticipation of your appeal of this denial.

As soon as you are able, please advise if you wish to appeal the special event application denial. The next Safety & Licensing Committee meeting is next week Wednesday, May 28th at 5:30 p.m. Should you choose to appeal the automatic denial per our Special Events Policy, your application would be reviewed by this Committee who would then make a recommendation to the Common Council, meeting on June 4th at 7:00 p.m. for a final determination on the application/event.

Please get in touch with me to discuss further if you have any questions.

Thank you,

Kami

Kami Lynch

City Clerk
City of Appleton, Department of Legal and Administrative Services

May 28, 2025

City of Appleton Common Council

Appleton, WI

Dear Common Council Members,

I am writing to express my strong support for the Summer Shootout Soccer Tournament hosted by Wisconsin United Football Club, scheduled to occur June 20-22, 2025. This event is a valuable part of our tourism community, and I am hopeful that a special event permit will be granted to them in order to continue this tournament.

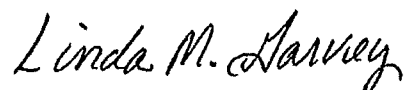
The Hilton Appleton Paper Valley has had the honor of hosting a soccer club from out-of-state since 2016 that has contributed significantly to the financial success of the hotel as well as nearby restaurants. This particular soccer club could travel anywhere and participate in a lot of other tournaments, yet they choose to come back to Appleton each year because of how well the tournament is run and their general fondness for our city.

To give you an idea of the impact this one club has, they occupy roughly 275 of our 388 rooms for two nights. You can imagine this same volume occurring at all of our Appleton hotels and the lodging tax dollars generated by these overnight stays.

If this tournament is not able to secure a permit, there would be severe financial consequences to the tourism industry in Appleton.

Thank you for your consideration in issuing a permit for this event and I am hopeful that this event will be able to continue enhancing our community this year and many years to come.

Sincerely,



Linda M. Garvey

Director of Business Development &
Community Affairs

Part A: Producer Information

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

McFleshman's Brewing Co., LLC

2. Business Name or DBA

McFleshman's Brewing Co.

3. Agent Name

Bobby Fleshman

4. FEIN

5. Wisconsin Seller's Permit Number

456-1029314691-02

6. Wisconsin Producer Permit Number

BR-WI-21177

7. Producer Type

☐ Brewery☒ Winery☐ Liquor Manufacturer/Rectifier

8. Contact Person's First Name

Bobby

9. Last Name

Fleshman

10. M.I.

L

11. Contact Person's Phone

12. Contact Person's Email

bobby@mcfleshmans.com

Part B: Production Quantity

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

Brewery☐ Less than 250 barrels☒ 250 - 2,499 barrels☐ 2,500 - 7,499 barrels☐ 7,500 or more barrels**Manufacturer/Rectifier**☐ Less than 1,500 liters☐ 1,500 - 4,999 liters☐ 5,000 - 34,999 liters☐ 35,000 or more liters**Winery**☐ Less than 1,000 gallons☐ 1,000 - 4,999 gallons☐ 5,000 - 24,999 gallons☐ 25,000 or more gallons

Calendar year: 2025

Calendar year:

Calendar year:

Quantity: 852

Quantity:

Quantity:

Complete only ONE of Part C, D or E.**Part C: Request for Full-Service Retail Sales at the Production Premises**

1. Start Date

2. Production Premises Address

3. City

4. State

5. Zip Code

6. County

7. Governing Municipality ☐ City ☐ Town ☐ Village
of: _____**Part D: Request for Fixed Full-Service Retail Outlet**1. Are you transferring one fixed full-service retail outlet to a new location? ☐ Yes ☐ No
If yes, complete boxes 2 through 9.

2. Current Outlet Name

3. Current Outlet Premises Address

4. City

5. State

6. Zip Code

7. County

8. Governing Municipality ☐ City ☐ Town ☐ Village
of: _____

9. Premises Phone Number

Continued →

Part D: Request for Fixed Full-Service Retail Outlet (Cont.)**New Fixed Retail Outlet Information (complete boxes 10 through 23)**

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

Part E: Request for Unlimited Transfer Full-Service Retail Outlet

1. Name of Event (if applicable) Downtown Appleton Farm Market		
2. Dates of Operation (attach a schedule, if necessary) July 12, 19, 26 (2025)		3. Hours of Operation 9am-1pm
4. Premises Address 100-116 N Morrison St, Appleton WI 54911		
5. City Appleton	6. State WI	7. Zip Code 54911
8. County Outagamie	9. Governing Municipality <input checked="" type="checkbox"/> City <input type="checkbox"/> Town <input type="checkbox"/> Village of: Appleton	
10. Organizer of Event (if not the named applicant) Appleton Downtown Incorporated	11. Email and/or Phone Number for Organizer of Event jennifer@appletondowntown.org	
12. Organizer Website appletondowntown.org	13. Event Website https://appletondowntown.org/events/downtown-appleton-farm-market/	
14. Premises Description - Describe the building or buildings and any outside areas where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary. map attached; area will be open tables in the street with shade canopies		
15. On-Site Contact (Last Name, First Name) Bobby Fleshman	16. On-Site Contact Phone	17. On-Site Contact Email bobby@mcfleshmans.com
18. Will you operate a restaurant on the premises? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
19. What alcohol beverages will be offered for sale? (check all that apply) <input checked="" type="checkbox"/> Beer <input checked="" type="checkbox"/> Wine <input type="checkbox"/> Intoxicating Liquor (other than wine)		
20. What alcohol beverages does the permittee produce? (check all that apply) <input checked="" type="checkbox"/> Beer <input checked="" type="checkbox"/> Wine <input type="checkbox"/> Intoxicating Liquor (other than wine)		
21. How will customers be served? (check all that apply) ... <input checked="" type="checkbox"/> Samples <input checked="" type="checkbox"/> On-premises consumption <input checked="" type="checkbox"/> Off-premises consumption		

Part F: Attestation

Who must sign this application?

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

READ CAREFULLY BEFORE SIGNING:

I understand and agree to the following:

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

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

Signature



Date

05/08/2025

Last Name

Freshman

First Name

Bobby

M.I.

L

Title

owner

Email

bobby@mcfleshmans.com

Phone

Part G: For Municipal Use Only (Complete if Requesting Authorization in Part D or E)1. Will the municipality limit the scope of alcohol beverages offered for sale? ☐ Yes ☐ No2. Will the municipality impose any requirements or restrictions for the full-service retail outlet? ☐ Yes ☐ No

3. Describe municipal restrictions indicated in questions 1 or 2 above.

4. Last Name of Municipal Official

5. First Name

6. M.I.

7. Signature of Municipal Official

8. Date

9. Date Application was Filed with Clerk

May 8, 2025

10. Date Full-Service Retail Outlet Approved by Governing Body

N Morrison St

204

205

206

208



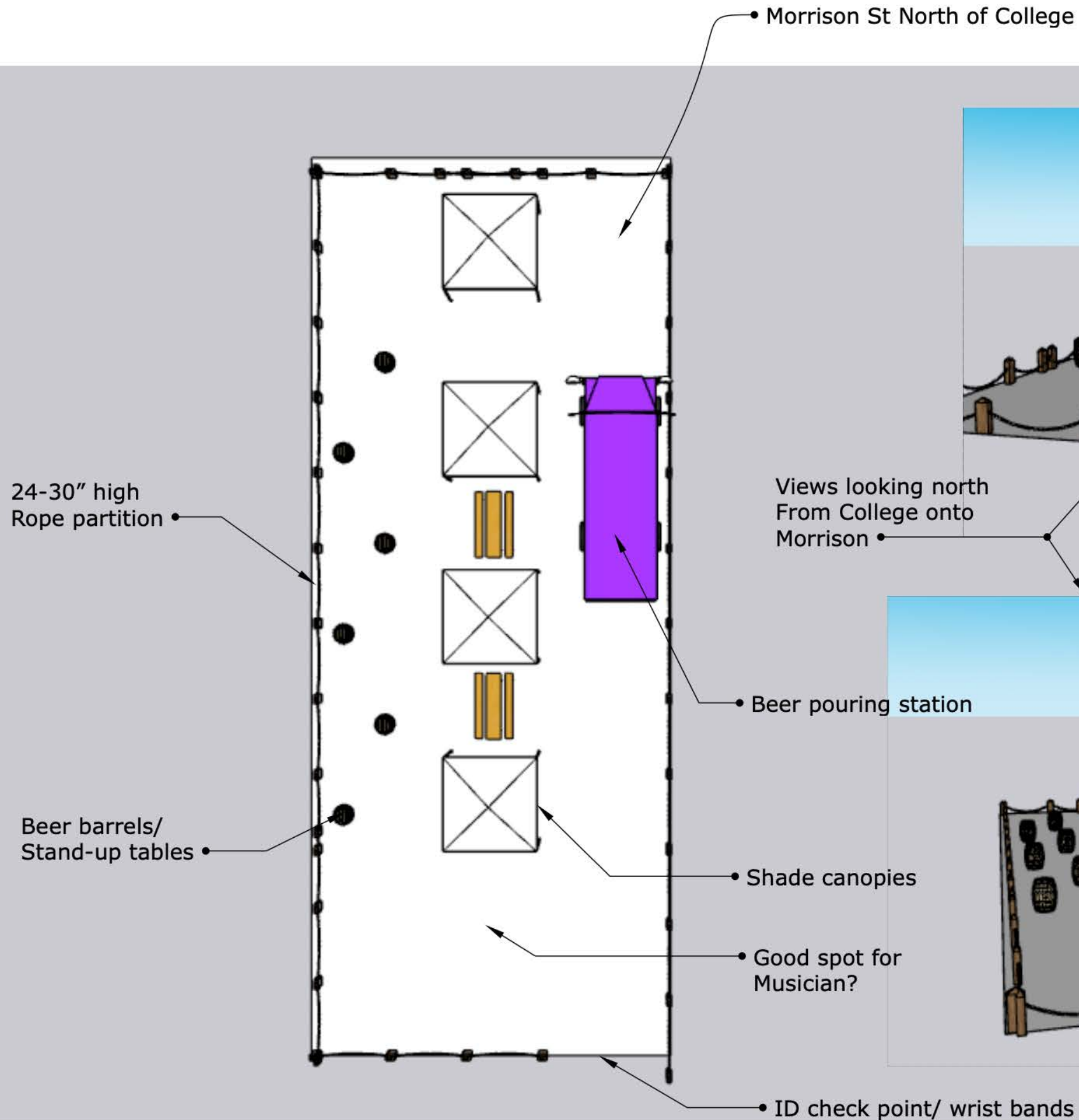
Antojitos Mexica
Mexican



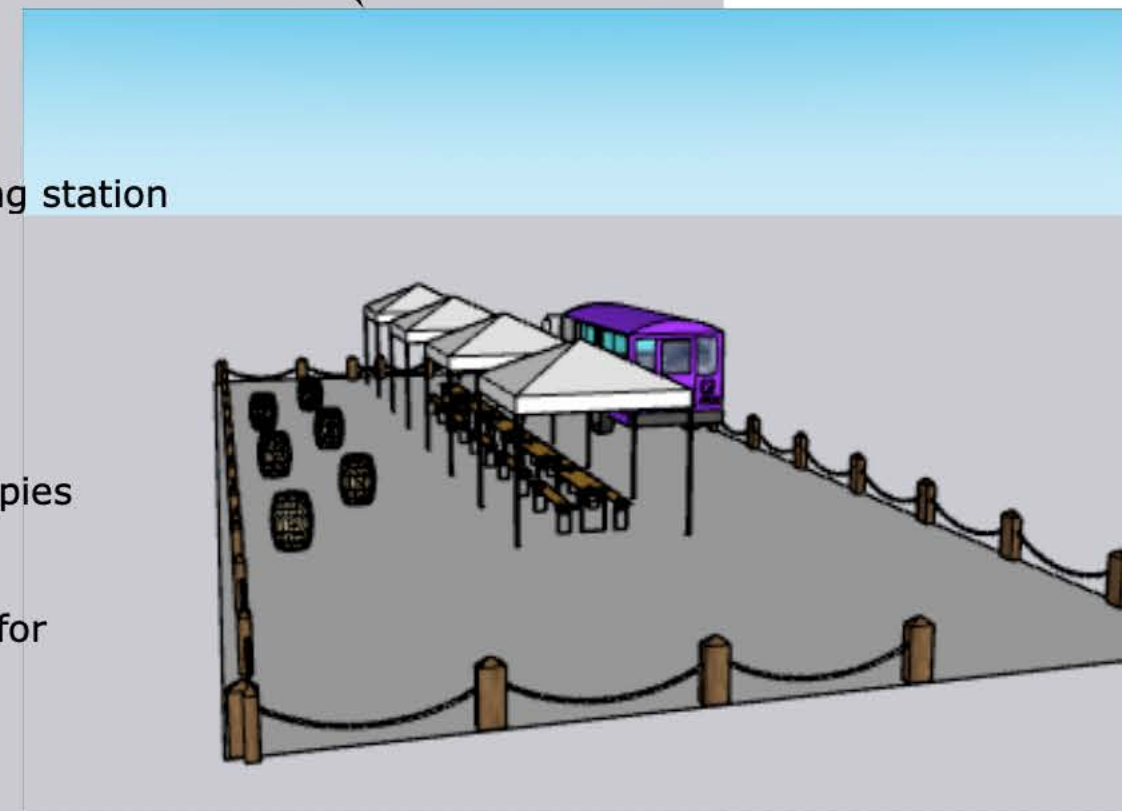
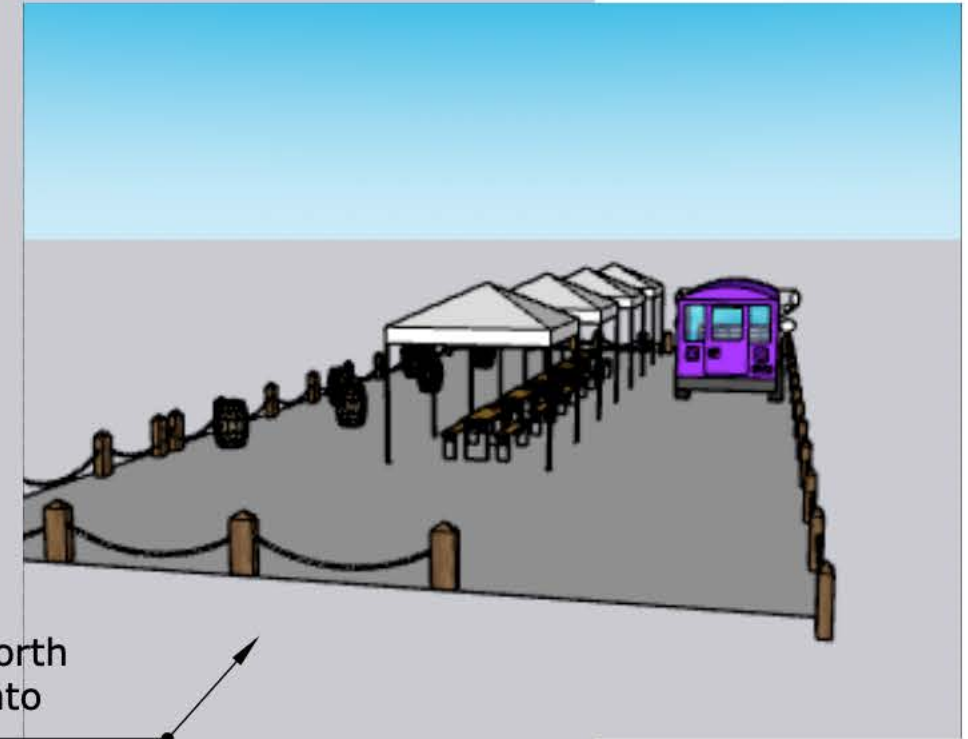
200 E College Ave
Recently viewed

E College Ave

McFleshman's layout proposal for Downtown Appleton Farm Market 2025 (updated 5/8/25)



Views looking north
From College onto
Morrison



Application for Salvage Dealer's License



License period is
July 1st - June 30th

NOTE: Please allow approximately 4 weeks for application processing

FEES ARE NON-REFUNDABLE CASH OR CHECK ONLY

☒ City License - \$ 207.00

Date Rec'd 5/12/25

☐ Outside City License - \$82.00

Total \$ 207

Receipt #: 8561-3

SECTION 1 - BUSINESS INFORMATION

Legal Business Name AND Trade Name/DBA

Mr C's Motorcycles LLC and MRC CYCLE

Business Street Address

724 S. Outagamie St

City

Appleton

State

WI

Zip

54914

Business Phone Number

920-205-7821 (920-277-7062)

Business Email Address

janet@mrcycle.com

Indicate the business activities. Check all that apply: ☐ Purchasing ☒ Selling ☐ Collecting ☐ Other (explain):

List the kind of materials the business deals in

Used motorcycle parts

SECTION 2 - APPLICANT INFORMATION

Applicant Name (First, MI, Last)

Janet Ristau

Date of Birth

Address

716 Woodland Dr

City

Kaukauna

State

WI

Zip

54130

Drivers License

DL/ID State of issuance

Has the applicant previously been a salvage dealer or employed by another salvage dealer? If so, with who?

No

Phone Number (Required)

SECTION 3 - PARTNERSHIP/CORPORATION/ASSOCIATION/LLC INFORMATION

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

Name (First, MI, Last)

Glenn Ristau

Title

member

Date of Birth

Address

420 Green Haven Lane

City

Kaukauna

State

WI

Zip

54130

Name (First, MI, Last)

Daniel Ristau

Title

member

Date of Birth

Address

926 Manor Pl

City

Little Chute

State

WI

Zip

54140

Name (First, MI, Last)

Title

Date of Birth

Address

City

State

Zip

Have any members listed above previously been a salvage dealer or employed by another salvage dealer? If so, who and with what company?

No

SECTION 4 - PENALTY NOTICE

I certify that I am familiar with Section 9-386 of the Municipal Code of the City of Appleton and agree that any license granted under this application may be suspended for cause at any time by the Common Council.

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

Signature of Applicant:

Janet Ristau

Date:

5/6/2025

FOR OFFICE USE ONLY

Department	Approve	Deny	Staff Member	Reason
Police				
Fire				
Finance				
Inspections				
City Sealer				

Date Sent for Approval	Safety and Licensing	Common Council	Date Issued	Expiration Date	License Number

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

Producer Full-Service Retail Sales Application

Date
05/21/2025

Part A: Producer Information

1. Business Legal Name (individual name if sole proprietor) Stone Arch Brewpub, Inc.		
2. Business Name or DBA Stone Arch Brewpub	3. Agent Name Steven Lonsway	
4. FEIN	5. Wisconsin Seller's Permit Number 456-0002131926-03	
6. Wisconsin Producer Permit Number WIBRST015000	7. Producer Type <input checked="" type="checkbox"/> Brewery <input type="checkbox"/> Winery <input type="checkbox"/> Liquor Manufacturer/Rectifier	
8. Contact Person's First Name Steven	9. Last Name Lonsway	10. M.I. T.
11. Contact Person's Phone	12. Contact Person's Email steve@stonearchbrewpub.com	

Part B: Production Quantity

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

Brewery	Manufacturer/Rectifier	Winery
<input type="checkbox"/> Less than 250 barrels <input checked="" type="checkbox"/> 250 - 2,499 barrels <input type="checkbox"/> 2,500 - 7,499 barrels <input type="checkbox"/> 7,500 or more barrels	<input type="checkbox"/> Less than 1,500 liters <input type="checkbox"/> 1,500 - 4,999 liters <input type="checkbox"/> 5,000 - 34,999 liters <input type="checkbox"/> 35,000 or more liters	<input type="checkbox"/> Less than 1,000 gallons <input type="checkbox"/> 1,000 - 4,999 gallons <input type="checkbox"/> 5,000 - 24,999 gallons <input type="checkbox"/> 25,000 or more gallons
Calendar year: 2024	Calendar year:	Calendar year:
Quantity: 1,396	Quantity:	Quantity:

Complete only ONE of Part C, D or E.

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

1. Start Date	2. Production Premises Address		
3. City	4. State	5. Zip Code	
6. County	7. Governing Municipality <input type="checkbox"/> City <input type="checkbox"/> Town <input type="checkbox"/> Village of: _____		

Part D: Request for Fixed Full-Service Retail Outlet

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

Continued →

Part D: Request for Fixed Full-Service Retail Outlet (Cont.)**New Fixed Retail Outlet Information (complete boxes 10 through 23)**

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

Part E: Request for Unlimited Transfer Full-Service Retail Outlet

1. Name of Event (if applicable) 4th Of July Celebration		
2. Dates of Operation (attach a schedule, if necessary) July 3, 2025	3. Hours of Operation 3:00 pm to 10:00 pm	
4. Premises Address 1620 Witzke Blvd.		
5. City Appleton	6. State WI	7. Zip Code 54911
8. County Outagamie	9. Governing Municipality <input checked="" type="checkbox"/> City <input type="checkbox"/> Town <input type="checkbox"/> Village of: Appleton	
10. Organizer of Event (if not the named applicant) Dean Gazza	11. Email and/or Phone Number for Organizer of Event dean.gazza@appletonwi.gov	
12. Organizer Website	13. Event Website	
14. Premises Description - Describe the building or buildings and any outside areas where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary. Near the band shell pavilion in the south east corner of the park.		
15. On-Site Contact (Last Name, First Name)	16. On-Site Contact Phone	17. On-Site Contact Email
18. Will you operate a restaurant on the premises? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
19. What alcohol beverages will be offered for sale? (check all that apply) <input checked="" type="checkbox"/> Beer <input checked="" type="checkbox"/> Wine <input type="checkbox"/> Intoxicating Liquor (other than wine)		
20. What alcohol beverages does the permittee produce? (check all that apply) <input checked="" type="checkbox"/> Beer <input type="checkbox"/> Wine <input type="checkbox"/> Intoxicating Liquor (other than wine)		
21. How will customers be served? (check all that apply) ... <input type="checkbox"/> Samples <input checked="" type="checkbox"/> On-premises consumption <input type="checkbox"/> Off-premises consumption		

Part F: Attestation

Who must sign this application?

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

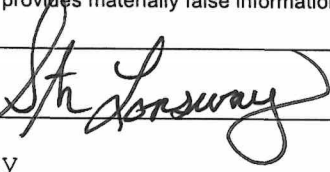
READ CAREFULLY BEFORE SIGNING:

I understand and agree to the following:

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

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

Signature



Date

05/21/2025

Last Name

Lonsway

First Name

Steven

M.I.

T.

Title

President

Email

steve@stonearchbrewpub.com

Phone

Part G: For Municipal Use Only (Complete if Requesting Authorization in Part D or E)1. Will the municipality limit the scope of alcohol beverages offered for sale? ☐ Yes ☐ No2. Will the municipality impose any requirements or restrictions for the full-service retail outlet? ☐ Yes ☐ No

3. Describe municipal restrictions indicated in questions 1 or 2 above.

4. Last Name of Municipal Official

5. First Name

6. M.I.

7. Signature of Municipal Official

8. Date

9. Date Application was Filed with Clerk

May 22, 2025

10. Date Full-Service Retail Outlet Approved by Governing Body

Form
AB-200

Alcohol Beverage License
Application

For Municipal Use Only	
Municipality	Appleton
License Period	25-26

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

- ☐ Class "A" Beer \$ _____ ☐ Class "B" Beer \$ 100
- ☐ "Class A" Liquor \$ _____ ☐ "Class B" Liquor \$ 400
- ☐ "Class A" Liquor (cider only) \$ _____ ☐ Reserve "Class B" Liquor \$ _____
- ☐ "Class C" Liquor (wine only) \$ _____

Fees	
License Fees	\$ 500
Background Check Fee	\$ 7
Publication Fee	\$ 20
Total Fees	\$ 527

Part A: Premises/Business Information

1. Legal Business Name (Individual name if sole proprietorship) TANDEM WINE and Beer LLC			
2. Business Trade Name or DBA TANDEM			
3. FEIN		4. Wisconsin Seller's Permit Number 456-102892556204	
5. Entity Type (check one) <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Limited Liability Company <input type="checkbox"/> Corporation <input type="checkbox"/> Nonprofit Organization			
6. State of Organization WI		7. Date of Organization 2009	
8. Wisconsin DFI Registration Number			
9. Premises Address 101 W. Edison Ave STE 100			
10. City Appleton		11. State WI	12. Zip Code 54915
13. County OUTAGAMIE		14. Governing Municipality: <input type="checkbox"/> City <input type="checkbox"/> Town <input type="checkbox"/> Village of: _____	
15. Aldermanic District		16. Premises Phone 920 540 3502	
17. Premises Email karteralissa@gmail.com		18. Website	
19. Premises Description - Describe the building or buildings where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary. 3,000 sq ft. Retail & Wine Lounge			
20. Mailing Address (if different from premises address)			
21. City		22. State	23. Zip Code

Part B: Questions

1. Has the business (sole proprietorship, partnership, limited liability company, or corporation) been convicted of violating federal or state laws or local ordinances? Exclude traffic offenses unless related to alcohol beverages. ☐ Yes ☒ No
- If yes, list the details of violation below. Attach additional sheets if necessary.

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

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

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

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

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

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

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

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

Part C: Individual Information

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

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

Last Name	First Name	Title	Phone
Thompson	Karter	Agent	
Koenig	George	Owner	

Part D: Attestation

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

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

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

Last Name Thompson	First Name Karter	M.I. A
Title Agent	Email	Phone
Signature <i>Karter Thompson</i>		Date March 13, 2025

Part E: For Clerk Use Only

Date Application Was Filed With Clerk 3/13/25	License Number	Date License Granted	Date License Issued
Signature of Clerk/Deputy Clerk		Date Provisional License Issued (if applicable)	



APPLETON POLICE DEPARTMENT

COMPASSION ★ INTEGRITY ★ COURAGE

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

TO: Safety and Licensing Committee
Common Council

FROM: Lt. Ben Goodin

DATE: 05/23/2025

RE: Police Department's Recommendation for Denial of Tandem Wine Bar's Business Alcohol License Renewal Application

Committee Members:

The police department is requesting that the Safety and Licensing Committee recommend to the Common Council to deny Tandem Wine Bar's application for a business alcohol license renewal which is located at 101 W. Edison Ave. Suite 100 Appleton, WI. This recommendation is made based upon the fact that the owner of the LLC, George Koenig, is ineligible for licensure based upon arrest and / or conviction record under §125.04(5)(a)1., and the fact that he has been a habitual law offender under §125.04(5). Because he is a member of the LLC seeking the license, the LLC is also ineligible for licensure pursuant to §125.04(5)(b).

Pursuant to Wis. Stat. §111.335(2)(b) and (3)(a), it is not employment discrimination for a licensing agency to deny an applicant based on an arrest or conviction record where the circumstances of the conviction substantially relate to the circumstances of the particular licensed activity.

Pursuant to Wis. Stat. §125.04(5)(a)1., no license or permit related to alcohol beverages may be issued to an individual with an arrest or conviction record where the circumstances of the record(s) substantially relate to the circumstances of the particular licensed activity.

Pursuant to Wis. Stat. §125.04(5)(b), no license or permit related to alcohol beverages may be issued to a "habitual law offender" where the circumstances of the habitual law offenses substantially relate to the circumstances of the particular licensed activity.

Also pursuant to Wis. Stat. §111.335(4)(c), if the licensing agency refuses to license an individual based upon arrest or conviction record, the applicant is allowed an opportunity to



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

show “evidence of rehabilitation and fitness to engage in the licensed activity,” *unless the conviction(s) are for “exempt offenses.”* Wis. Stat. §111.335(4)(d) provides the following options:

that the applicant may produce to conclusively demonstrate their rehabilitation and fitness from a given conviction:

A copy of the local, state, or federal release document; and either

- (1) a copy of the relevant department of corrections document showing completion of probation, extended supervision, or parole; or
- (2) other evidence that at least one year has elapsed since release from any local, state, or federal correctional institution without subsequent conviction of a crime along with evidence showing compliance with all terms and conditions of probation, extended supervision, or parole.

Additionally, the licensing agency must consider any of the following evidence if presented by the individual, though none are required to be accepted as conclusive proof of rehabilitation:

- (1) Evidence of the nature and seriousness of any offense of which he or she was convicted.
- (2) Evidence of all circumstances relative to the offense, including mitigating circumstances or social conditions surrounding the commission of the offense.
- (3) The age of the individual at the time the offense was committed.
- (4) The length of time that has elapsed since the offense was committed.
- (5) Letters of reference by persons who have been in contact with the individual since the applicant’s release from any local, state, or federal correctional institution.
- (6) All other relevant evidence of rehabilitation and present fitness presented.

STATEMENT ON SUBSTANTIAL RELATIONSHIP

As part of any denial of licensing, the police department must determine if crimes are substantially related to the sale of alcohol. Mr. Koenig is a habitual law offender based on the following convictions which are substantially related to the licensed activity:

Operating While Intoxicated (1st) contrary to Wisconsin Statutes §346.63(1)(a), in Outagamie County case # 2017TR003458. This is a civil forfeiture.

Operating While Intoxicated (2nd) contrary to Wisconsin Statutes §346.63(1)(a), in Winnebago County case # 2018CT000941. This is a misdemeanor criminal offense.



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

Operating with a Prohibited Alcohol Concentration (3rd) contrary to Wisconsin Statutes §346.63(1)(b), in Fond du Lac County case # 2024CT000651. This is a misdemeanor criminal offense.

Impaired driving is a serious offense and a major problem not only in Wisconsin but across the entire country. Mr. Koenig has not shown the ability to make sound decisions by understanding when he is under the influence of alcohol and is unsafe to operate a motor vehicle. A person serving alcohol to members of the public must be aware of when a patron has had enough to drink and should not be served any longer.

The service of alcohol includes coming into contact with individuals in a very vulnerable state. These circumstances substantially relate to the circumstances of the above-described offenses.

Engaging in the licensed activity of the retail sale of alcohol also provides the direct opportunity for the same or similar unlawful behavior to be repeated.

Wis. Stat. §125.04(5)(c) states: “*Corporations and limited liability companies.* No license or permit may be issued to any corporation or limited liability company unless that entity meets the qualifications under pars. (a) 1. and 4. and (b), unless the agent of the entity appointed under sub. (6) and the officers and directors, or members or managers, of the entity meet the qualifications of pars. (a) 1. and 3. and (b) and unless the agent of the entity appointed under sub. (6) meets the qualifications under par. (a) 2. and 5. The requirement that the entity meet the qualifications under pars. (a) 1. and (b) does not apply if the entity has terminated its relationship with all of the individuals whose actions directly contributed to the conviction.”

Mr. Koenig’s repeated OWI convictions qualify him as a habitual law offender and additionally leave him with a conviction and / or arrest record that leave him ineligible for licensure. Since Mr. Koenig is still a member of the LLC that is wishing to renew its business liquor license, the Appleton Police Department is recommending the business’s renewal application be denied.

Very Respectfully,

Lt. Ben Goodin

Appleton Police Department



DEPARTMENT OF
**LEGAL AND
ADMINISTRATIVE
SERVICES**

OFFICE OF THE CITY CLERK

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

May 28, 2025

**Karter Thompson - Agent
419 S Church Street
Neenah, WI 54956**

Notice of Non-renewal Hearing for the Alcohol License for Tandem Wine & Beer, LLC

Ms. Thompson,

The purpose of this letter is to inform you of the status of your renewal alcohol license application for Tandem, located at 101 W Edison Ave Ste 100. The Appleton Police Department is recommending the non-renewal of your alcohol license based upon the arrest or conviction record of the owner of Tandem Wine & Beer, LLC, George Koenig. A copy of the letter recommending denial of the license is enclosed for your reference.

A hearing for the non-renewal of your alcohol license has been scheduled for Wednesday, June 4th, 2025, before the Safety & Licensing Committee. The hearing will take place at **6:00 p.m. in the Council Chambers – 6th floor at City Hall, 100 N Appleton St., Appleton, WI 54911.**

Pursuant to Wis. Stat. §111.335(4)(c), Mr. Koenig is allowed the opportunity to show “evidence of rehabilitation and fitness to engage in the licensed activity” which may be brought to the hearing on June 4th and presented to the Committee. Please bring any and all materials you wish for the Safety & Licensing Committee and the Common Council to review to the meeting of the Safety & Licensing Committee at the time and place noted above.

The Safety & Licensing Committee will make a recommendation on the renewal alcohol license application to the Common Council, who will make a final decision on the renewal application at 7:00 p.m., June 4th, following the Safety & Licensing Committee meeting.

If you have any questions related to this matter, please contact me at 920-832-6443.

Respectfully,

Kami Lynch, City Clerk

Encl: APD Lt. Goodin Memo - Tandem



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.appletonwi.gov

TO: Safety and Licensing Committee, Common Council

From: ACA Zak Buruin

Date: May 29, 2025

RE: Non-renewal of the Class "B" Fermented Malt Beverage and "Class B" Liquor License for Tandem Wine & Beer, LLC located at 101 W Edison Street, Suite 100, Karter Thompson, Agent.

Tandem Wine & Beer LLC (hereafter referred to as "Tandem") has applied for renewal of Class "B" and "Class B" retail alcohol licenses. Staff has recommended that the licenses not be renewed. Having been notified of the intent to not renew the sought licenses, "Tandem" now appeals the staff recommendation of denial and 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

State statute prohibits the issuance of a retail alcohol license to a LLC unless all of the officers, directors, members, and managers meet the eligibility criteria related to criminal and unlawful behavior. Mr. George Koenig remains a member of the limited liability company (LLC) applying for license renewal, as he is the owner. Mr. Koenig has thrice been convicted of intoxicated driving offenses in Wisconsin, with the most recent conviction date occurring on March 10, 2025. As intoxicated driving offenses are substantially related to the activity for which a license is (re)sought, Mr. Koenig's prohibited arrest record, conviction record, and history of habitual law violation leaves him, and his LLC ineligible to renew the retail alcohol licenses applied for. This ineligibility is subject to the opportunity to demonstrate evidence of rehabilitation.

§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.”

§125.04(5)(c) prohibits any license or permit may be issued to any corporation or limited liability company unless that company’s agent, and officers and directors, or members or managers meet the qualifications set forth in §125.04(5)(b).

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. This prohibition extends to the agents, officers, directors, members, and managers of corporations and limited liability companies.

Prohibited Discrimination

§111.321 – Prohibited Bases of Discrimination

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

§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. According to §111.335(4)(c)1.b, if the individual “shows competent evidence of sufficient rehabilitation and fitness to perform the licensed activity under par. (d), the licensing agency may not refuse to license the individual or bar or terminate the individual from licensing based *on that conviction.*” (Emphasis added).

The statute specifically notes documentation that can demonstrate rehabilitation “on that conviction.” As such, rehabilitation is to be considered with respect to each offense individually, rather than the applicant in totality. Where denial is based upon §111.335(3)(a)1, and competent evidence of sufficient rehabilitation shown, that offense may not be considered as part of a denial decision.

Competent Evidence of Sufficient Rehabilitation

For denials *based upon §111.335(3)(a)1*, competent evidence of sufficient rehabilitation may be shown. As indicated above in §111.335(4)(c)1.b, where such evidence is shown, the related conviction may not be the basis for a denial of a license.

§111.335(4)(d)1 provides two forms of evidence which are statutorily required to be considered “competent evidence of sufficient rehabilitation,” and therefore must be accepted by the licensing agency as such. §111.335(4)(d)1.a. allows one to provide certified documentation of honorable discharge from the US armed forces following the otherwise disqualifying conviction. This documentation is no longer sufficient if there is a criminal conviction following the discharge date.²

§111.335(4)(d)1.b, allows the applicant to provide documentation of their release from custody *and* either completion of probation or release from custody and compliance with all terms and conditions of release, be it extended supervision, probation, or parole, for at least one year (including no subsequent criminal convictions).³

Where neither of the above exists, §111.335(4)(d)2 provides additional documentary evidence that may be provided that the licensing agency is bound to consider, but that it is not required to accept conclusively as sufficient evidence of rehabilitation. Evidence which the agency is required to consider include:

¹ Denials under other provisions may be subject to other requirements.

² From a practical standpoint, honorable discharge from the armed forces is not related to any particular offense. This section, in conjunction with §111.335(4)(c)1.b. could be interpreted as effectively removing any criminal offenses prior to honorable discharge from licensing consideration. This would be more akin to evaluating the rehabilitation of the person rather than specific offenses, which is not what the other related statutes call for. This arguable inconsistency what my prior, more rigid analysis was based upon.

³ Periods of supervision are attributable to specific offenses, allowing for consideration of individual offenses as §111.335(4)(c)1.b contemplates.

- a. evidence of the seriousness of any offense of which he / she was convicted.
- b. evidence of all circumstances relative to the offense including mitigating circumstances or social conditions surrounding the offense.
- c. The age of the individual at the time the offense was committed.
- d. The length of time that has elapsed since the offense was committed.
- e. Letters of reference by persons who have been in contact with the individual since the applicant's release from any local, state, or federal correctional institution.
- f. All other relevant evidence of rehabilitation and fitness presented.

Based upon the above, where a denial of a license is based upon §111.335(3)(a)1, and there is no evidence presented that is statutorily defined as "competent evidence of sufficient rehabilitation" for a particular offense, it is up to the licensing agency to determine whether the other documentary evidence available constitutes "competent evidence of sufficient rehabilitation and fitness to perform the licensed activity."

Applicability to Tandem Wine & Beer, LLC.

"Tandem's" most recent application for renewal of retail licenses lists two members of the LLC. Karter Thompson is listed as the agent. This is a relatively recent change, but one with which there is no issue.

Mr. Koenig is listed as the owner of the LLC, and is certainly therefore a member of the LLC. The recent change of agent does not shield Mr. Koenig's legal background from consideration in the licensing decision. He remains a member of the LLC.

Mr. Koenig has thrice been convicted of intoxicated driving offenses.

- In Outagamie County case 17TR3458, he was convicted of a non-criminal offense of Operating While Intoxicated, contrary to Wisconsin Statutes §346.63(1)(a) on July 12, 2017. This is evidenced by the certified copy of Mr. Koenig's driving record.
- In Winnebago County case 18CT941, he was convicted of a criminal offense of Operating While Intoxicated, contrary to Wisconsin Statutes §346.63(1)(a) on January 14, 2019. This is evidenced by the certified copy of Mr. Koenig's driving record.
- In Outagamie County case 24CT651, he was convicted of a criminal offense of Operating With a Prohibited Alcohol Concentration, contrary to Wisconsin Statutes §346.63(1)(b) on March 10, 2025. This is evidenced by the certified copy of Mr. Koenig's driving record.

Each of these offenses, alone and particularly in concert, substantially relate to the licensed business of retail distribution of alcohol beverages. It is inarguable that engaging in the retail sale of alcohol beverages provides one with the opportunity to engaged in impaired driving. Engaging in such a business provides one with nearly unfettered access to alcohol beverages, and access to motor vehicles is nearly ubiquitous regardless of the presence of an alcohol license. The opportunity for impaired driving (i.e. criminal) behavior is palpable.

On at least three occasions of which the law is aware, Mr. Koenig reacted to the availability of

intoxicating substances and a motor vehicle by consuming to the point of excess and following that decision with the decision to drive. It is not clear whether any of these occasions involved his licensed establishment, but this is immaterial. Even assuming none of these incidents involved his establishment, they involved the lesser responsibility of merely having personal access to alcohol and a vehicle. The responsibility of commercial access and oversight of responsible distribution and consumption of intoxicants is higher. On three documented occasions, Mr. Koenig failed to respond appropriately to even the lower level of responsibility of mere personal consumption.

It is important to note that whether Mr. Koenig can perform the work associated with the license his LLC seeks is not material. At issue is the substantial relationship between the unlawful acts and the activity for which a license is sought.

Based upon the offenses for which Mr. Koenig has been convicted, his arrest record, conviction record, and record of habitual law violation leaves him and his LLC ineligible to renew the sought retail alcohol licenses.

The offenses which disqualify Mr. Koenig, and therefore “Tandem” as well, are subject to showing of rehabilitation. Should the applicant show evidence which it deems to be “competent evidence of sufficient rehabilitation,” either because they are statutorily obligated to, or because their judgement leads them to that conclusion, Mr. Koenig and therefore “Tandem’s” eligibility is restored. In such a case, the license must be renewed. Absent such a showing, the LLC is ineligible, and the license renewal must be denied.

Conclusion

Mr. Koenig’s history of intoxicated driving offenses leaves him and his LLC ineligible for licensure under Chapter 125 of the Wisconsin statutes. Unless the Committee / Council receive what it determines to be “competent evidence of sufficient rehabilitation,” both Mr. Koenig and the LLC will remain ineligible for licensure and the Committee / Council may not renew the license applied for.`



WisDOT - Division of Motor Vehicles
Citations & Withdrawals Section
PO Box 7917
Madison, WI 53707-7917

Governor Tony Evers
Secretary Kristina Boardman
www.dot.wisconsin.gov
Telephone: 608-267-1854
FAX: 608-267-1873
dotdmvcws@dot.wi.gov

May 28, 2025

DIRECT ANY INQUIRY TO:

[REDACTED] DOTJJK

APPLETON POLICE DEPT
222 S WALNUT ST
APPLETON WI 54911

CERTIFIED RECORD

MV3422 11/2005 s.343.24 Wis. Stats.

Certification of the Driving Record of:

Subject: George Hans Koenig
DOB: [REDACTED]
Enclosures: Copy of the driving record abstract

Fee for certification is \$2.00. Make check payable to REGISTRATION FEE TRUST. Mail to: Division of Motor Vehicles; WI DOT; PO Box 7917; Madison WI 53707-7917 and please include a copy of this letter.

Attached hereto is a true and correct abstract of the operating record for the subject named therein as of the date of printing shown on the abstract that is maintained by the State of Wisconsin, Department of Transportation, Division of Motor Vehicles in accordance with the requirements of s.343.23, Stats.

In testimony, I sign and affix the triskelion below as the official Seal of the Wisconsin Department of Transportation in the City of Madison.

Tommy Winkler Jr.



Tommy Winkler Jr., Administrator
Division of Motor Vehicles

Doc ID# 75507665



Wisconsin Department of Transportation

wisconsindmv.gov

Division of Motor Vehicles
4822 Madison Yards Way
PO Box 7983
Madison, WI 53707-7983

This driver record abstract was created on 05/28/2025 at 10:18:49 AM by DOTJJK. The information is current as of this date and time.

Driver ID :	[REDACTED]	Sex :	MALE	DOB :	[REDACTED]
Customer# :	[REDACTED]	LPC :	[REDACTED]	Age :	56
Hair :	BALD	Eyes :	GREEN	Height :	[REDACTED]
Weight :	[REDACTED]	Org Donor :	[REDACTED]	Opt Out :	Y

GEORGE HANS KOENIG

[REDACTED]
NEENAH, WI 54956 2543

Updated On : 07-06-2017

County : WINNEBAGO

Card Name(s) : KOENIG GEORGE H(REGULAR LICENSE)
: KOENIG GEORGE HANS(OCCUPATIONAL LICENSE)
: KOENIG GEORGE HANS(ID CARD)

Additional Customer Information

INSURANCE REQUIRED UNTIL 03-11-2030
05-27-2025 NEW WITHDRAWAL CASE PENDING
03-11-2025 IID REQD FOR CLS D OP; NO BAC ABOVE .02
03-11-2025 NO ALCOHOL CONCENTRATION > THAN .02
03-11-2025 IGNITION INTERLOCK DEVICE RESTR REQUIRED
Other Known Names:
GEORGE H KOENIG
Sex: MALE DOB: [REDACTED]

Regular License

Card Name : KOENIG GEORGE H
Product : 18689932842
Issued : 11-07-2022
Expires : 09-02-2030
App Type : RENEWAL
Class : D
Status : REV

Occupational License

Card Name : KOENIG GEORGE HANS
Product : 50897172206
Issued : 10-30-2024
Expires : 04-28-2025
OCC Iss Case# : S085211
App Type : ORIGINAL
Orgl Dt : 08-08-2017
Class : D
Status : REV

GEORGE HANS KOENIG

Restrictions : Absolute Sobriety; Financial Responsibility; Permitted To Operate All Owned And Non-Owned Vehicles Within: Outagamie, Winnebago, Milwaukee Counties For: Business Owner For Self, Homemaker Mon: 09:00am-10:00am, 10:00am-01:00pm, 01:00pm-02:00pm, 07:00pm-10:00pm Tue: 09:00am-10:00am, 10:00am-01:00pm, 01:00pm-02:00pm, 07:00pm-10:00pm Wed: 09:00am-10:00am, 10:00am-01:00pm, 01:00pm-02:00pm, 07:00pm-10:00pm Thu: 09:00am-10:00am, 10:00am-01:00pm, 01:00pm-02:00pm, 07:00pm-10:00pm Fri: 09:00am-10:00am, 10:00am-01:00pm, 01:00pm-02:00pm, 07:00pm-10:00pm Sat: 09:00am-10:00am, 10:00am-01:00pm, 01:00pm-02:00pm, 07:00pm-10:00pm Sun: 09:00am-10:00am, 11:00am-01:00pm, 01:00pm-07:00pm, 07:00pm-10:00pm.

Cycle Instruction Permit

Product : 66428810086
Issued : 05-21-1990
Expires : 11-21-1990
App Type : ORIGINAL
Class : M
Status : REV

ID Card Confidential

Card Name : KOENIG GEORGE HANS
Product : 66419810085
Issued : 04-17-2025
Expires : 09-02-2032
Product Status : VAL
App Type : RENEWAL

Revoked : 05-13-2025 FOR AN INDEFINITE PERIOD **File** : R726348
Reason : NCI-NON-COMPLIANCE / APPEAR FOR ASSESSMENT INTERVIEW
Authority : DOT ACTION
Mailed To : 05-13-2025 TO [REDACTED] NEENAH, WI 54956-2543

Occupational License

Issued : 10-30-2024
Expires : 04-28-2025
OCC Iss Case# : S085211

Revoked : 03-10-2025 FOR 27 MONTHS+45 DAYS **File** : R717756
Reason : PAC-PROHIBITED ALCOHOL CONCENTRATION
Same Incdt File : S085211
Authority : FOND DU LAC COUNTY CIRCUIT COURT
Court Case : 2024CT000651
Eligible : 03-11-2027
Mailed To : 03-12-2025 TO [REDACTED] NEENAH, WI 54956-2543
Reduced to Days : 730 (Credit Days: 137)

Suspended : 10-24-2024 FOR 6 MONTHS **File** : S085211
Reason : BAC-BLOOD ALCOHOL CONTENT VIOLATION DATE 09-02-2024
Same Incdt File : R717756
Authority : DOT ACTION
Eligible : 04-25-2025
Mailed To : 10-24-2024 TO [REDACTED] NEENAH, WI 54956-2543

Violation : 09-02-2024

GUILTY

GEORGE HANS KOENIG

[REDACTED]

Conviction : 10-24-2024 Points : 00
Reason : BAC-BLOOD ALCOHOL CONTENT
Operation : CLASS D
Court Name : DOT ACTION
Non UTC : BK264781-6
ACD Code : A98
See File : S085211
Statute : 343.305(7)

Violation : 09-02-2024 GUILTY
Conviction : 03-10-2025 Points : 06
Reason : PAC-PROHIBITED ALCOHOL CONCENTRATION
Operation : CLASS D
Court Name : FOND DU LAC COUNTY CIRCUIT COURT
Court Case : 2024CT000651
UTC Number : BH689768-2
ACD Code : A21
See File : R717756
Statute : 346.63(1)(b)

Violation : 07-12-2020 GUILTY
Conviction : 08-20-2020 Points : 04
Reason : SI-SPEEDING INTERMEDIATE (11-19 OVER) POSTED 030 OVER 015
Operation : CLASS D
Court Name : FOX CROSSING VILLAGE MUNICIPAL COURT - WINNEBAGO
UTC Number : BC491040-4
ACD Code : S92
Statute : 346.57(5)

Reinstated : 01-03-2020
License Ty : OPR

Revoked : 01-14-2019 FOR 1 YEAR+7 DAYS File : R400502
Reason : OWI-OPERATING WHILE INTOXICATED
Same Incdt File : S219814
Authority : WINNEBAGO COUNTY CIRCUIT COURT
Court Case : 2018CT000941
Eligible : 12-31-2019
Reinstated : 01-03-2020
Mailed To : 01-15-2019 TO [REDACTED], NEENAH, WI 54956-2543
Reduced to Days : 350 (Credit Days: 21)

Suspended : 12-24-2018 FOR 6 MONTHS File : S219814
Reason : BAC-BLOOD ALCOHOL CONTENT VIOLATION DATE 11-24-2018
Same Incdt File : R400502
Authority : DOT ACTION
Eligible : 06-25-2019
Reinstated : 01-03-2020
Mailed To : 12-26-2018 TO [REDACTED], NEENAH, WI 54956-2543

Violation : 11-24-2018 GUILTY
Conviction : 12-24-2018 Points : 00
Reason : BAC-BLOOD ALCOHOL CONTENT
Operation : CLASS D

[REDACTED]

Court Name : DOT ACTION
Non UTC : AD093375-2
ACD Code : A98
See File : S219814
Statute : 343.305(7)

Violation : 11-24-2018
Conviction : 01-14-2019
Reason : OWI-OPERATING WHILE INTOXICATED
Operation : CLASS D
Court Name : WINNEBAGO COUNTY CIRCUIT COURT
Court Case : 2018CT000941
UTC Number : AD093375-2
ACD Code : A21
See File : R400502
Statute : 346.63(1)(a)

GUILTY
Points : 06

Reinstated : 11-24-2018
License Ty : OPR

Revoked : 07-12-2017 FOR 9 MONTHS
Reason : OWI-OPERATING WHILE INTOXICATED
Authority : OUTAGAMIE COUNTY CIRCUIT COURT
Court Case : 2017TR003458
Eligible : 04-13-2018
Reinstated : 11-24-2018
Mailed To : 07-13-2017 TO [REDACTED] NEENAH, WI 54956-2543

File : R318296

Violation : 04-15-2017
Conviction : 07-12-2017
Reason : OWI-OPERATING WHILE INTOXICATED
Operation : CLASS D
Court Name : OUTAGAMIE COUNTY CIRCUIT COURT
Court Case : 2017TR003458
UTC Number : E553719-5
ACD Code : A21
See File : R318296
Statute : 346.63(1)(a)

GUILTY
Points : 06

End of Record



BY THE COURT:

DATE SIGNED: March 11, 2025

FILED
03-11-2025
Clerk of Courts
Fond du Lac County WI
2024CT000651

Electronically signed by Andrew J. Christenson
Circuit Court Judge

STATE OF WISCONSIN	CIRCUIT COURT BRANCH 3	FOND DU LAC COUNTY
--------------------	------------------------	--------------------

State of Wisconsin vs. George H Koenig	Judgment of Conviction and Sentence to the County Jail/Fine/Forfeiture
Date of Birth: [REDACTED]	Case No. 2024CT000651

The defendant was found guilty of the following offense(s):

Ct.	Description	Violation	Plea	Severity	Date(s) Committed	Trial To	Date(s) Convicted
2	Operating w/ PAC (3rd)	346.63(1)(b)	No Contest	Misd. U	09-02-2024		03-10-2025

The defendant is guilty as convicted and sentenced as follows:

Ct.	Sent. Date	Sentence	Length	Begin Date	Begin Time	Agency	Comments
2	03-10-2025	Local jail	45 DA	03-10-2025		County	Huber work release, out-of-county travel, and transfer to another county are granted at the discretion of jail administration. Count #1 was dismissed.
2	03-10-2025	Forfeiture / Fine					
2	03-10-2025	DOT License Revoked	27 MO	03-10-2025			
2	03-10-2025	Ignition interlock	27 MO	03-10-2025			Installed on any vehicle owned or operated.
2	03-10-2025	Alcohol assessment					AODA assessment to reinstate license.
2	03-10-2025	Costs					To provide DNA sample and pay surcharge within 60 days of this Judgment.

Obligation Detail:

Ct.	Schedule	Amount	Days to Pay	Due Date	Failure to Pay Action	Victim
2	Misd Driving Violations	2110.00	60	05-09-2025	Suspend license	
2	DNA Analysis Surcharge	200.00	60	05-09-2025	Suspend license	

Obligation Summary:

Fine & Forfeiture	Court Costs	Attorney Fees	<input type="checkbox"/> Joint and Several Restitution	Mandatory Victim/Wit. Other Surcharge	5% Rest. Surcharge	DNA Anal. Surcharge	Totals
1,207.00	773.00			63.00	67.00	200.00	2,310.00

Total Obligations: 2310.00

The following charges were Dismissed but Read In

Ct.	Description	Violation	Plea	Severity	Date(s) Committed	Date(s) Read In
3	Possession of Cocaine/Coca	961.41(3g)(c)		Misd. U	09-02-2024	03-10-2025

It is adjudged that 2 days sentence credit are due pursuant to §973.155, Wisconsin Statutes.

☐ It is ordered the Sheriff take the defendant into custody

THIS IS A FINAL ORDER FOR THE PURPOSE OF APPEAL.

DISTRIBUTION:

Court
Andrew J. Christenson,
Judge
Jeffrey P Klippa
George H Koenig
Tessa L Button, District
Attorney
Jail

Address

WI 54956

Service Type

None
Electronic
Mail
Electronic
Mail





CITY OF APPLETON

MEMORANDUM

Date: May 28, 2025
To: City Plan Commission
From: Colin Kafka, Principal Planner
Subject: Rezoning # 3-25 – 119 E. Harrison Street – C-2 General Commercial District to R-1C Central City Residential District

GENERAL INFORMATION

Owner/Applicant: Hausserman Revocable Trust (owner) and Ryan Roth (applicant)

Address/Parcel Number: 119 E. Harrison Street (Tax ID # 31-4-0518-00)

Applicant's Request: Applicant, with owner approval, proposes to rezone the subject parcels from C-2 General Commercial District to R-1C Central City Residential District. The request is being made to permit, by right, the use of the parcel for a single-family detached dwelling. The applicant intends to construct a single-family detached dwelling on the subject parcel.

Plan Commission Public Hearing Meeting Date: May 28, 2025

Common Council Meeting Date: June 4, 2025

BACKGROUND

2011 Demolition permit (Permit No. B-11-0350) issued to raze two-story mixed-use building. The building footprint was approximately 1,440 square feet and was situated on the 2,400 square foot parcel. The ground floor commercial space served as a laundromat for several decades. The second floor was a residential dwelling unit.

STAFF ANALYSIS

Existing Site Conditions: The 2,400 square foot parcel has remained vacant since 2011.

Existing Nonconforming Lot of Record: The subject parcel was created and recorded prior the adoption of the current C-2 District lot size requirements. The subject parcel does not conform with the minimum lot size requirement in the current C-2 District, nor will the subject parcel conform with the minimum lot size in the R-1C Central City Residential District, therefore the parcel is a legal nonconforming lot of record. However, the proposed residential use of this legal nonconforming lot of record may be permitted pursuant to the applicable current requirements and subsequent amendments to Chapter 23 Zoning.

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

North: C-1 Mixed Use District and R-1B Single-Family District. The adjacent land uses to the north are mixed use and residential (restaurant and single-family detached).

South: R-1B Single-Family District. The adjacent land use to the south is residential (Single-family detached).

East: C-2 General Commercial District. The adjacent land use to the east is residential (Single-family detached in commercial district).

West: C-2 General Commercial District. The adjacent land use to the west is commercial (Gas station).

Appleton Comprehensive Plan 2010-2030: The City of Appleton 2010-2030 Comprehensive Plan Map identifies the subject area as future commercial development. The proposed rezoning is consistent with the following goals and objectives of the *Comprehensive Plan 2010-2030*.

Goal 1 – Community Growth

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

OBJECTIVE 10.5 Land Use:

Support the continued redevelopment and revitalization of land uses adjacent to Appleton's key transportation corridors and downtown.

OBJECTIVE 10.4.1 Land Use:

Continue to guide residential growth to locations either contiguous to or within presently urbanized areas. As peripheral development occurs, it should be at a compact, urban density to ensure new neighborhoods can be efficiently served by public infrastructure.

5.2.3 Encourage and facilitate renovation and redevelopment that preserves and enhances the viability of existing housing and neighborhoods.

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

Proposed Zoning Classification: The R-1C district is intended to provide for the conservation and revitalization of residential areas located in the oldest parts of the City characterized predominately by single-family, detached dwellings on small sized lots of record while protecting residential neighborhoods from the intrusion of incompatible non-residential uses. Per Section 23-94(g) of the Municipal Code, the development standards in the R-1C Central City Residential District are listed below:

(1) Minimum lot area.

- a. Four thousand (4,000) square feet for single-family detached dwellings.
- b. Six thousand (6,000) square feet for all other uses.

(2) Maximum lot coverage. Seventy-five percent (75%).

(3) Minimum lot width.

- a. Forty (40) feet for single-family detached dwellings.
- b. Fifty (50) feet for all other uses.

(4) Minimum front yard.

- a. Ten (10) feet.
- b. Twenty (20) feet on an arterial street.

(5) Minimum rear yard. Twenty-five (25) feet.

(6) Minimum side yard.

- a. Five (5) feet for single-family dwellings.
- b. Six (6) feet for all other uses.

(7) Maximum building height. Thirty-five (35) feet.

Future Actions: If the rezoning request is approved, any future development would be reviewed against the R-1C District zoning regulations and other applicable sections of the Zoning Ordinance, including but not limited to; Section 23-42. Nonconforming buildings, structures, uses, and lots; Section 23-43 Accessory Uses, Buildings, and Structures; and Section 23-51 Zoning with Design Requirements. The construction of any new building(s) would require building permits from the Inspections Division.

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

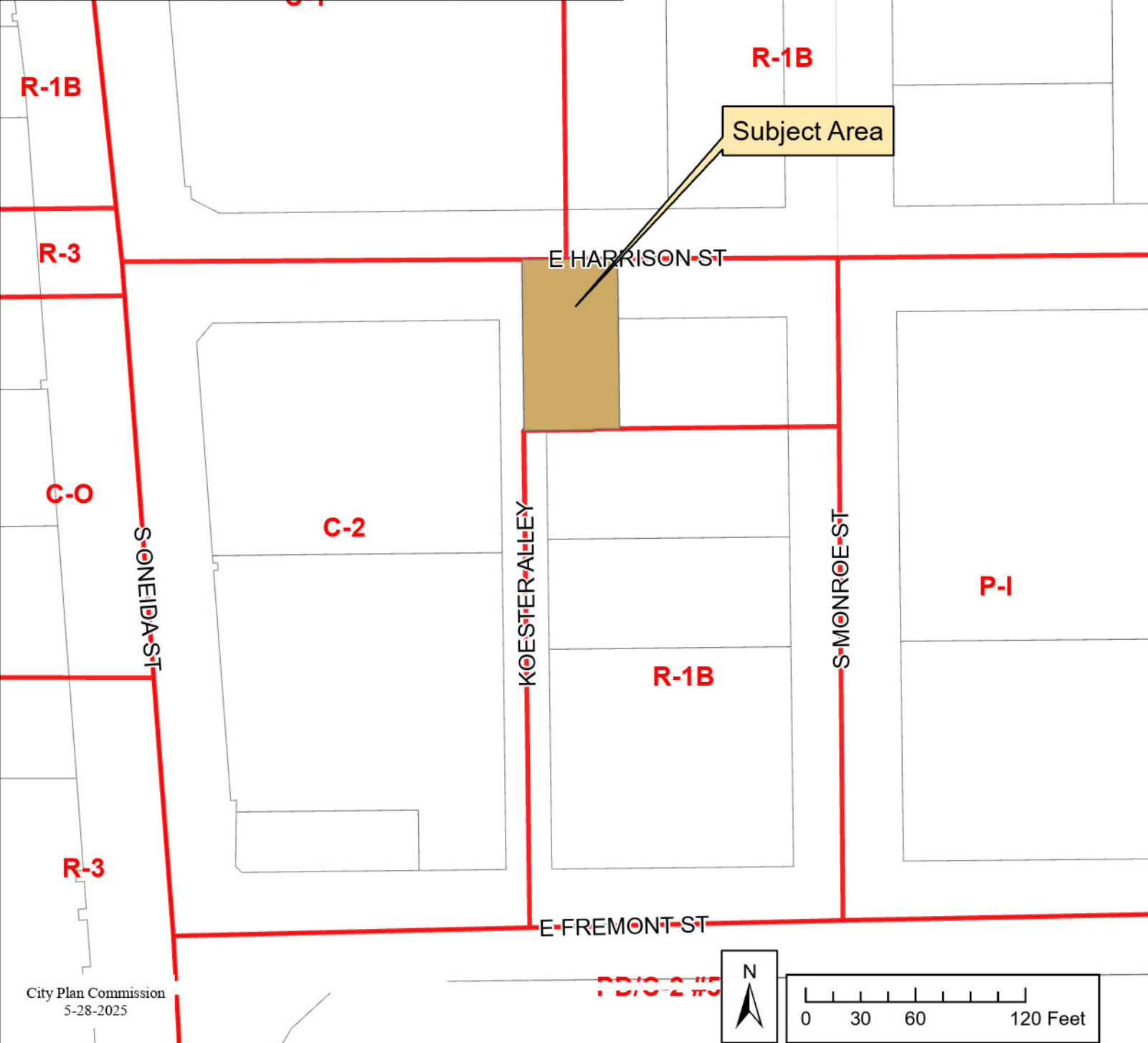
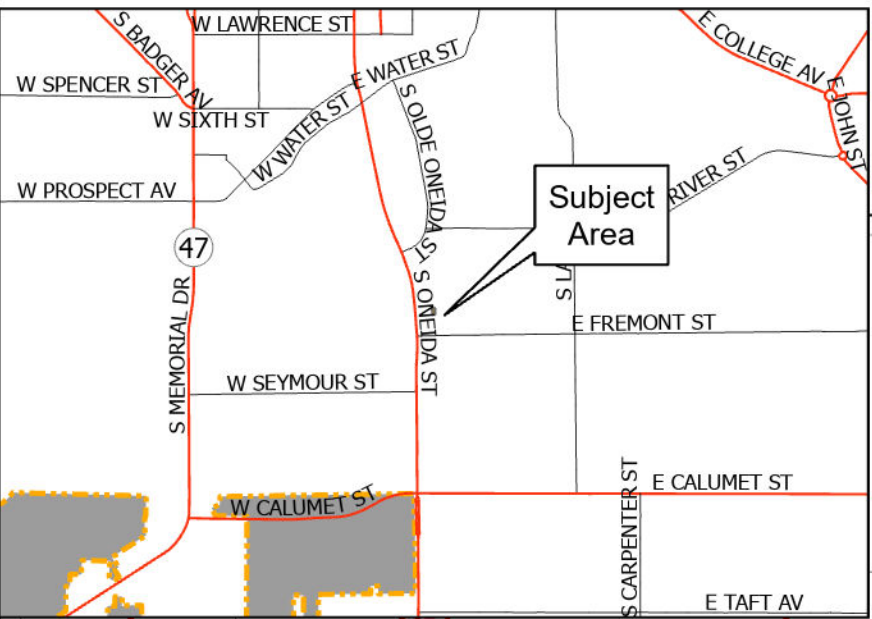
- (1) Prior to making a recommendation on a proposed zoning amendment, the Plan Commission shall make a finding to determine if the following conditions exist. No zoning amendment shall be approved prior to finding at least one (1) of the following:
 - a. The request for a zoning amendment is consistent with the Comprehensive Plan for the City of Appleton. *The rezoning request is in conformance with the Comprehensive Plan 2010-2030 goals and objectives stated above and the Future Land Use Map, which identifies this area with a future one and two-family residential designation.*
 - b. Factors have changed such as availability to new data, growth patterns and rates, the presence of new road or other infrastructure, additional development, annexation, or other zoning changes, making the subject property more appropriate for a different district.
 - c. There is an error in the zoning ordinance text or zoning map as enacted.

Development Review Team (DRT) Report: This item appeared on the May 6, 2025 DRT agenda. No negative comments were received from participating departments.

RECOMMENDATION

Based upon the above analysis and the standards for zoning map amendments as required by Section 23-65(e)(1)a. of the Zoning Ordinance, staff recommends Rezoning #3-25 to rezone the subject parcel from C-2 General Commercial District to R-1C Central City Residential District, including to the centerline of the adjacent right-of-way(s) as shown on the attached map, **BE APPROVED.**

Rezoning C-2 General Commercial District
to R-1C Central City Residential District
Zoning Map



Rezoning C-2 General Commercial District to R-1C Central City Residential District
Aerial Map

114

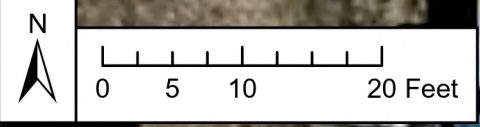
E HARRISON ST

119

Subject Area

KOESTER ALLEY

4-0518



EDW WESTS PLAT 4WD N6IN OF W25.5FT OF LOT 2 AND W40FT OF LOT 1 BLK 21, CITY OF
APPLETON, OUTAGAMIE COUNTY, WISCONSIN, INCLUDING TO THE CENTERLINE OF THE
ADJACENT STREET RIGHT-OF-WAY



CITY OF APPLETON

MEMORANDUM

Date: May 28, 2025
To: Plan Commission
From: Don Harp, Principal Planner
Subject: Petition for Direct Annexation by Unanimous Approval Where No Owners/Electors Reside – Chris J. Hartwig Rev Trust – E. Northland Ave/441 Annexation

GENERAL INFORMATION

Owner/Petitioner: Evelyn A. Hartwig, Trustee for Chris J. Hartwig Revocable Trust

Applicant/Developer: Devon Pittman, Development Manager - Briohn Building Corporation

Address/Parcel Numbers: East Northland Avenue / 101171300, 101171400, 101171500, 101171600, 101171700, 101171800, 101171900, 101172000, 101172100, 102005800, 102005900, and 102008300 - Town of Grand Chute

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

Purpose for Annexation: To allow the property to be developed utilizing City services for anticipated commercial/industrial uses.

Population of Such Territory: 0

Annexation Area: 11.1796 acres m/l

Plan Commission Meeting Date: May 28, 2025

Common Council Meeting Date: June 4, 2025

BACKGROUND

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

On March 12, 2025, City staff held a conceptual site plan review meeting with the owner's representative and applicant/developer to review and provide initial comments on a conceptual site plan layout for the land area located at the northwest corner of the intersection of Northland Avenue (CTH OO)/USH-441 Interchange. Staff will continue to work with the applicant/developer of the property to review and provide feedback on future site plan submittals. This ongoing collaboration is intended to ensure that all municipal requirements are met and that the development aligns with City goals and policies.

On May 20, 2025, the Department of Administration (DOA) found the annexation to be in the public interest; attached is the review letter.

STAFF ANALYSIS

This item appeared on the April 22, 2025 Development Review Team (DRT) agenda. The Development Review Team has reviewed the annexation petition and identified the following:

- Currently, the subject property is undeveloped. No electors reside in the annexation area.
- The area proposed for annexation is contiguous to the existing City boundary located to the north, south, east and west of the annexation area.
- Annexation of the site in question is consistent with the Intermunicipal Boundary Agreement with the Town of Grand Chute.
- North of CTH OO, sanitary sewer exists in Conkey Street, Winslow Avenue, and along the east side of Tax Parcel 31-1-5352. DPW anticipates sanitary sewer laterals for the referenced parcels north of CTH OO will need to be extended to one of the referenced locations. Property owner responsible for verifying appropriate depth for gravity service.
- South of CTH OO, sanitary sewer exists along the east side of Tax Parcel 102005800. DPW anticipates sanitary sewer laterals for the referenced parcels north of CTH OO will need to be extended to the referenced location. Property owner responsible for verifying appropriate depth for gravity service.
- Water main exists in Conkey Street, Winslow Avenue, along the east side of Tax Parcel 31-1-5352, and along the north side of CTH OO. The annexed parcels north of CTH OO will be served from one of the three water mains.
- Access to CTH OO is under the authority of the Outagamie County Highway Department. Access to the other streets would be under the authority of the City of Appleton.
- The City can provide Police and Fire services to the subject property.
- The City of Appleton 2010-2030 Comprehensive Plan Map identifies the subject area as future Business/Industrial.
- The owner will initiate the future land use map and zoning map amendment requests pursuant to the following information:

- ❖ Adjacent parcels 31-1-6728-00, 31-1-6729-00, 31-1-5351-00, 31-1-5352-01, and 31-1-5352-00, located between CTH OO and East Winslow Avenue are also owned by the petitioner. Future development is anticipated on the properties located on the north side of CTH OO included in this annexation request and these adjacent parcels; however, prior to development, a future land use map amendment from Business/Industrial to future Commercial will be required for parcels 101171300, 101171400, 101171500, 101171600, 101171700, 101171800, 101171900, 101172000, 101172100, 31-1-6728-00, 31-1-6729-00, 31-1-5351-00, 31-1-5352-01, and 31-1-5352-00 and a zoning map amendment from AG District and M-1 District to C-2 District will be required for parcels 101171300, 101171400, 101171500, 101171600, 101171700, 101171800, 101171900, 101172000, 101172100, 31-1-6729-00, 31-1-5351-00, 31-1-5352-01, and 31-1-5352-00.
- The territory located on the south side of CTH OO will maintain its AG District zoning classification until a development proposal is submitted to the City for review.

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

North: City of Appleton, M-1 Industrial Park District. The adjacent land uses to the north are commercial/industrial and undeveloped land.

South and West: Town of Grand Chute. The adjacent land use to the south is residential.

South: City of Appleton, M-1 Industrial Park District. The adjacent land uses to the south are stormwater conveyance and detention facilities.

East: City of Appleton, M-1 Industrial Park District. The adjacent land use to the east is undeveloped land and CTH OO/USH 441 Interchange.

West: City of Appleton, M-1 Industrial Park District. The adjacent land use to the west is undeveloped land.

Appleton Comprehensive Plan 2010-2030: The City of Appleton 2010-2030 Comprehensive Plan Map identifies the subject area as Business/Industrial development.

7.1 OBJECTIVE: Provide a pattern of development that minimizes impacts to municipal services and utilities.

7.1.1: Prioritize development and redevelopment that minimizes the need for additional public and private infrastructure such as water storage facilities and sewage lift stations.

9.2 OBJECTIVE: Grow Appleton's business community through recruitment, expansion, and retention programs that ensure a diverse business mix and jobs that pay well.

9.5 OBJECTIVE: Encourage new development and redevelopment activities that create vital and attractive neighborhoods and business districts.

9.5.1: Ensure a continued adequate supply of industrial and commercial land to sustain new business development.

10.5 OBJECTIVE: Support the continued redevelopment and revitalization of land uses adjacent to Appleton's key transportation corridors and downtown.

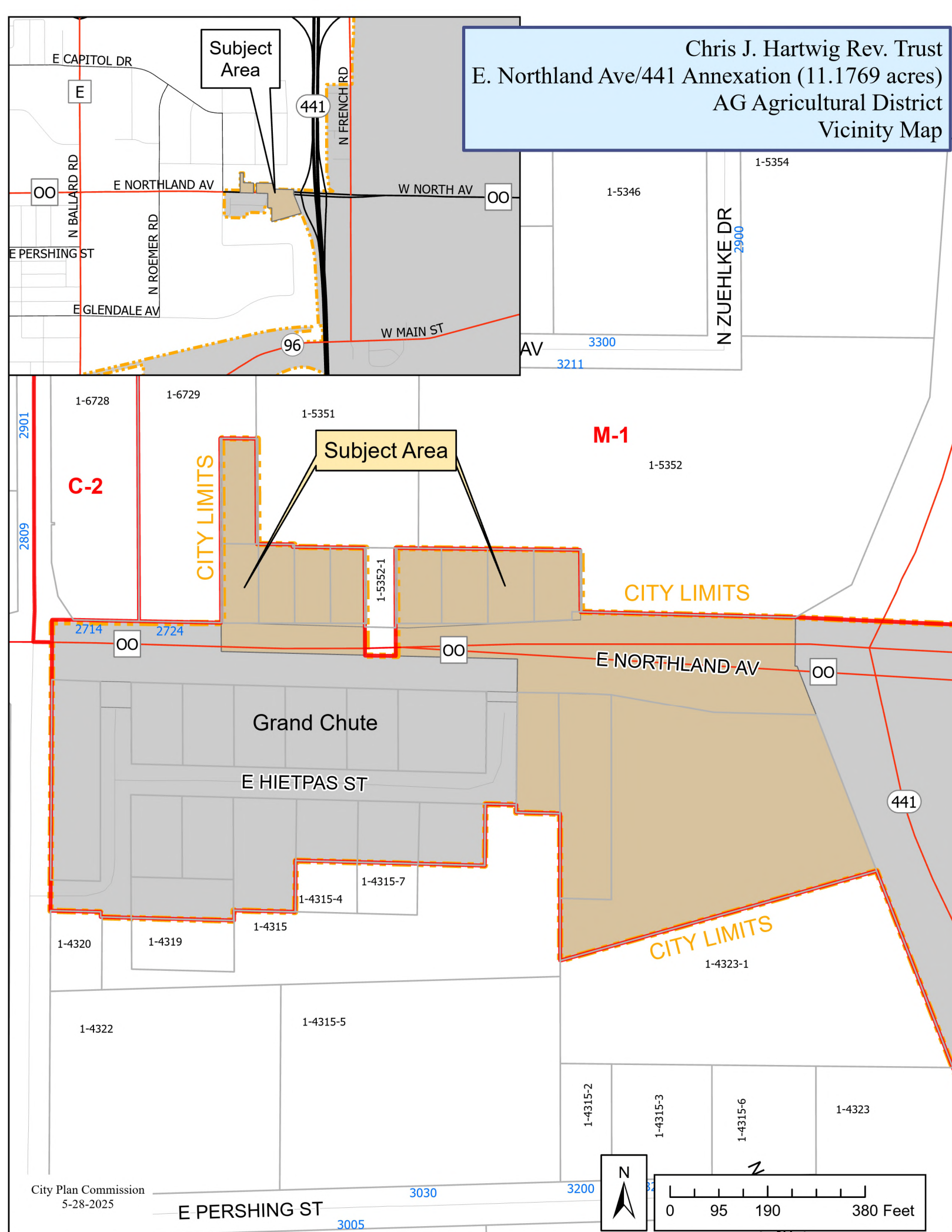
10.5.1: In conjunction with area neighborhoods, property owners, and other key stakeholders and the public, implement and eventually update the Wisconsin Avenue, Richmond Street, and South Oneida Street Corridor Plans, in addition to other corridors. Future updates should encourage additional tax base on underperforming parcels while enhancing community quality of life through the provision of additional neighborhood services, increased bike and pedestrian access, and other improvements.

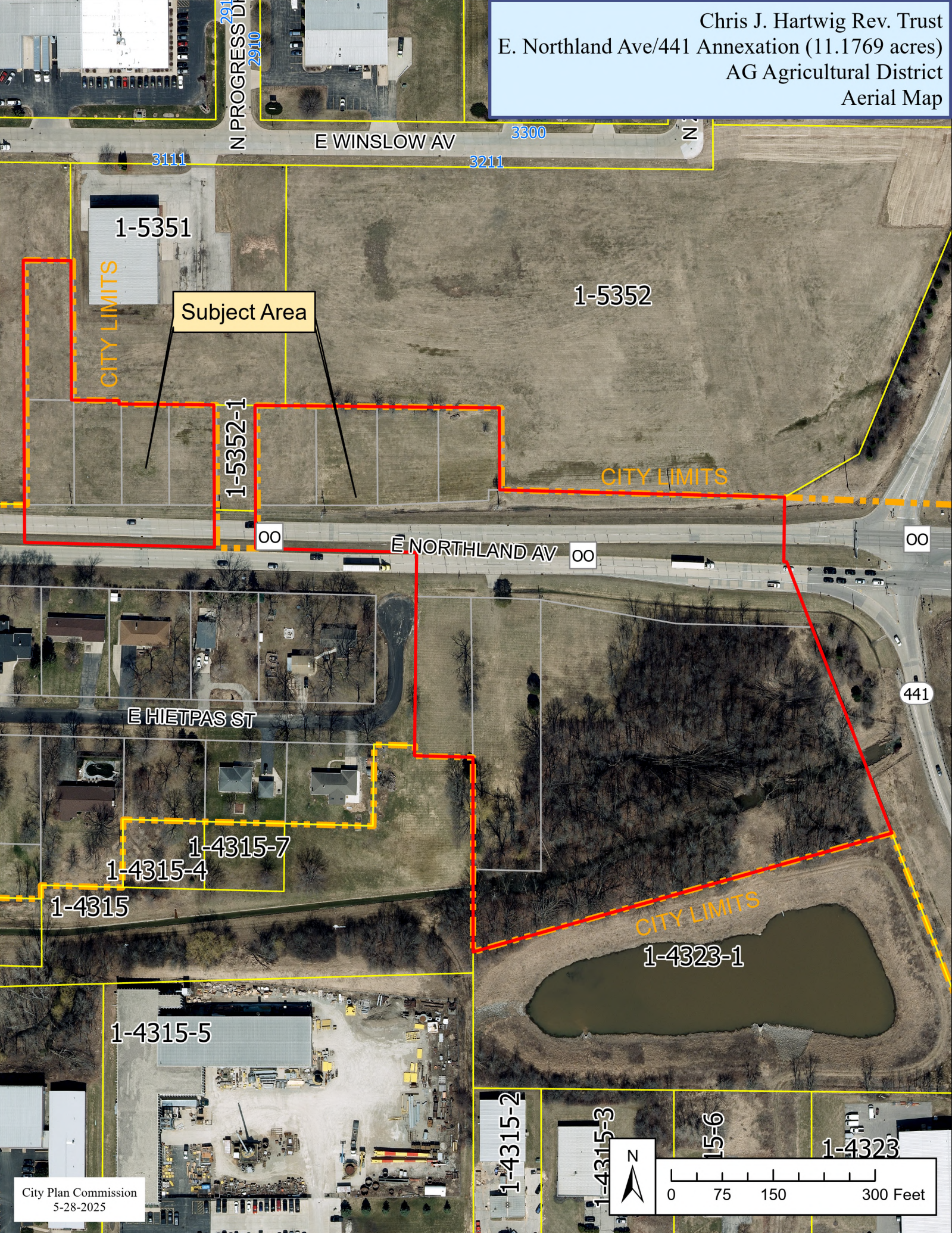
RECOMMENDATION

Staff recommends that the Chris J. Hartwig Rev Trust – E. Northland Ave/441 Annexation, as shown on the attached maps, **BE APPROVED** subject to the following:

1. A zoning classification of AG Agricultural Zoning District will be assigned to the newly annexed territory with no hearing required pursuant Section 23-65(h) of the Municipal Code.

Chris J. Hartwig Rev. Trust
E. Northland Ave/441 Annexation (11.1769 acres)
AG Agricultural District
Vicinity Map







CITY OF APPLETON

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

The undersigned, constituting the Trustee of the Chris J. Hartwig Revocable Trust, owner of the real property in which no electors reside in the following territory of the Town of Grand Chute, Outagamie County, Wisconsin, lying contiguous to the City of Appleton, petition the Common Council of the City of Appleton to annex the territory described below and shown on the attached scaled map to the City of Appleton, Outagamie County, Wisconsin.

Legal description of proposed territory to be annexed:

BEING PART OF THE OF THE SOUTHEAST 1/4 AND SOUTHWEST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 18 AND PART OF THE NORTHWEST 1/4 AND NORTHEAST 1/4 OF THE NORTHEAST 1/4 OF SECTION 19, TOWNSHIP 21 NORTH, RANGE 18 EAST, IN THE TOWN OF GRAND CHUTE, OUTAGAMIE COUNTY, WISCONSIN, BOUNDED AND DESCRIBED AS FOLLOWS:
COMMENCING AT THE SOUTHWEST CORNER OF SAID SOUTHEAST 1/4; THENCE N 00°15'48" W ALONG THE WEST LINE OF SAID SOUTHEAST 1/4 10.02 FEET TO A POINT OF INTERSECTION WITH THE REFERENCE LINE OF COUNTY TRUNK HIGHWAY "OO"; THENCE S 88°32'26" E ALONG SAID REFERENCE LINE 330.04 FEET TO THE POINT OF BEGINNING OF LANDS TO BE DESCRIBED; THENCE N 00°16'15" W 414.96 FEET; THENCE S 89°24'21" E 70.08 FEET TO A POINT ON THE WEST LINE OF LOT 1, BLOCK 12, NORTHEAST INDUSTRIAL PARK PLAT NO. 2; THENCE S 00°16'15" E ALONG SAID WEST LINE 204.92 FEET TO THE SOUTHWEST CORNER OF SAID LOT 1; THENCE S 89°24'21" E ALONG THE SOUTH LINE OF SAID LOT 70.00 FEET; THENCE S 00°16'15" E 5.00 FEET; THENCE S 89°24'21" E ALONG SAID SOUTH LINE 139.49 FEET; THENCE S 00°16'15" E 209.27 FEET TO A POINT ON SAID REFERENCE LINE, BEING POINT 'A'; THENCE N 88°32'26" W ALONG SAID REFERENCE LINE 279.67 FEET TO THE POINT OF BEGINNING. CONTAINING 72,968 SQUARE FEET OR 1.6751 ACRES

ALSO:

COMMENCING AT AFORESAID POINT 'A'; THENCE S 88°32'26" E ALONG THE REFERENCE LINE OF COUNTY TRUNK HIGHWAY "OO" 60.71 FEET TO THE POINT OF BEGINNING OF LANDS TO BE DESCRIBED; THENCE N 00°16'15" W 210.19 FEET TO A POINT ON THE SOUTH LINE OF LOT 1, BLOCK 12, NORTHEAST INDUSTRIAL PARK PLAT NO. 2; THENCE S 89°24'21" E ALONG SAID LINE AND THE SOUTH LINE OF LOT 2 OF SAID BLOCK 359.82 FEET TO THE SOUTHEAST CORNER OF SAID LOT 2; THENCE S 00°16'15" E ALONG THE WEST LINE OF LOT 3 OF SAID BLOCK 120.58 FEET

TO THE SOUTHWEST CORNER OF SAID LOT 3, BEING 95.00 FEET AS MEASURED NORMAL TO THE SAID REFERENCE LINE; THENCE S 88°32'26" E AND PARALLEL WITH SAID REFERENCE LINE 419.53 FEET TO THE SOUTH CORNER OF LOT 1 OF CERTIFIED SURVEY MAP NO. 2358; THENCE S 00°35'39" W 95.01 FEET TO A POINT ON SAID REFERENCE LINE; THENCE S 88°32'26" E ALONG SAID REFERENCE LINE 4.11 FEET; THENCE S 21°11'31" E ALONG THE EASTERLY LINE OF CERTIFIED SURVEY MAP NO. 2457 AND ITS EXTENSION 428.79 FEET TO THE SOUTHEASTERLY CORNER OF LOT 1 OF SAID MAP; THENCE S 74°10'39" W ALONG THE SOUTHERLY LINE OF SAID LOT 1 640.97 FEET TO THE SOUTHWEST CORNER OF SAID LOT; THENCE N 00°03'24" W ALONG THE WEST LINE OF SAID LOT AND ITS EXTENSION, BEING THE EAST LINE OF LOT 5 OF ROWE'S, A SUBDIVISION, 286.35 FEET; THENCE N 88°28'59" W 86.02 FEET; THENCE N 00°34'34" E ALONG THE EAST LINE OF HIETPAS STREET AND ITS EXTENSION 299.83 FEET TO A POINT ON SAID REFERENCE LINE; THENCE N 88°32'26" W ALONG SAID REFERENCE LINE 237.02 FEET TO THE POINT OF BEGINNING. CONTAINING 414,015 SQUARE FEET OR 9.5045 ACRES


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

I further understand the subject property will be assigned a zoning classification of AG Agricultural District, pursuant to Section 23-65(h)(3) of the Appleton Zoning Ordinance with no public hearing required.

Total area of lands to be annexed contains 11.1796 acres m/l.

Tax Parcel numbers of lands to be annexed: 101171300, 101171400, 101171500, 101171600, 101171700, 101171800, 101171900, 101172000, 101172100, 102005800, 102005900, and 102008300.

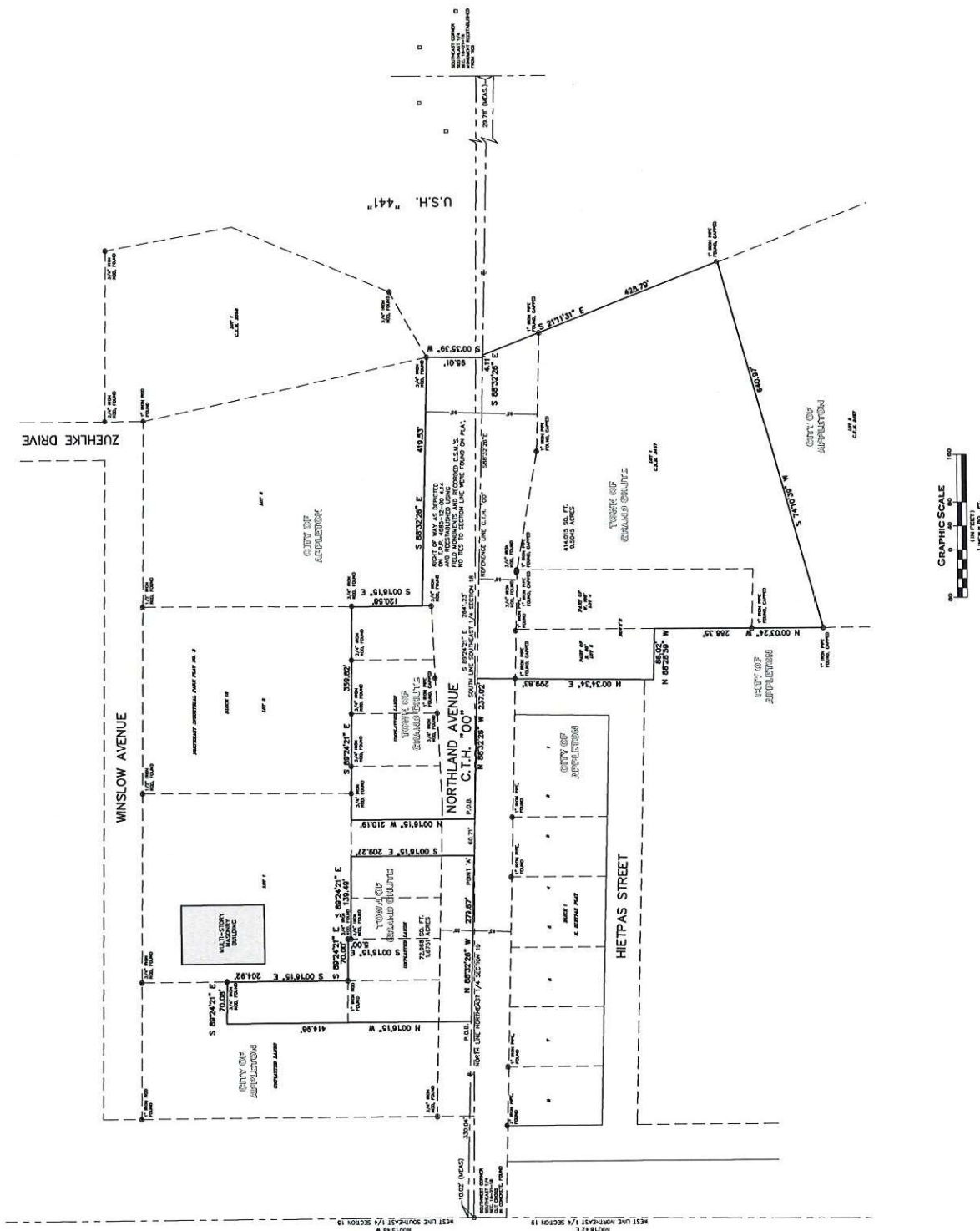
The current population of such territory is 0.

Signature of Petitioner/Trustee	Date of Signing	Address of Petitioner (Include Zip Code)
	4/4/25	1430 Potato Point Rd. Appleton, WI 54911
Evelyn A. Hartwig, Trustee Chris J. Hartwig Revocable Trust		



RECEIVED: 4/2/73

DATE	MARCH 27, 2025
DRAWING NO.	EX-0
CHECKED BY:	MJB
SHEET	1 OF 1





TONY EVERS

GOVERNOR

KATHY BLUMENFELD

SECRETARY

Municipal Boundary Review

PO Box 1645, Madison WI 53701

Voice (608) 264-6102 Fax (608) 264-6104

Email: wimunicipalboundaryreview@wi.gov

Web: <http://doa.wi.gov/municipalboundaryreview>

May 20, 2025

PETITION FILE NO. 14758

KAMI LYNCH, CLERK
CITY OF APPLETON
100 N APPLETON ST
APPLETON, WI 54911-4702

KAYLA RAATZ, CLERK
TOWN OF GRAND CHUTE
1900 W GRAND CHUTE BOULEVARD
GRAND CHUTE, WI 54913-9613

Subject: HARTWIG REVOCABLE TRUST ANNEXATION

The proposed annexation submitted to our office on May 01, 2025, has been reviewed and found to be in the public interest. In determining whether an annexation is in the public interest, s. 66.0217 (6), Wis. Stats. requires the Department to examine "[t]he shape of the proposed annexation and the homogeneity of the territory with the annexing village or city...." so as, to ensure the resulting boundaries are rational and compact. The statute also requires the Department to consider whether the annexing city or village can provide needed municipal services to the territory. The subject petition is for territory that is reasonably shaped and contiguous to the City of Appleton, which is able to provide needed municipal services.

Note: The scale map of the territory to be annexed must clearly show and identify the existing City of Appleton municipal boundary in relation to the territory.

The Department reminds clerks of annexing municipalities of the requirements of s. 66.0217 (9)(a), Wis. Stats., which states:

"The clerk of a city or village which has annexed shall file immediately with the secretary of administration a certified copy of the ordinance, certificate and plat, and shall send one copy to each company that provides any utility service in the area that is annexed. The clerk shall record the ordinance with the register of deeds and file a signed copy of the ordinance with the clerk of any affected school district..."

State and federal aids based on population and equalized value may be significantly affected through failure to file with the Department of Administration. Please file a copy of your annexing ordinance, including a statement certifying the population of the annexed territory. **Please include your MBR number 14758 with your ordinance.** Ordinance filing checklist available at <http://mds.wi.gov/>, click on "Help on How to Submit Municipal Records". Email scanned copy of required materials (color scan maps with color) to mds@wi.gov or mail to: Wisconsin Department of Administration, Municipal Boundary Review, PO Box 1645, Madison WI 53701-1645.

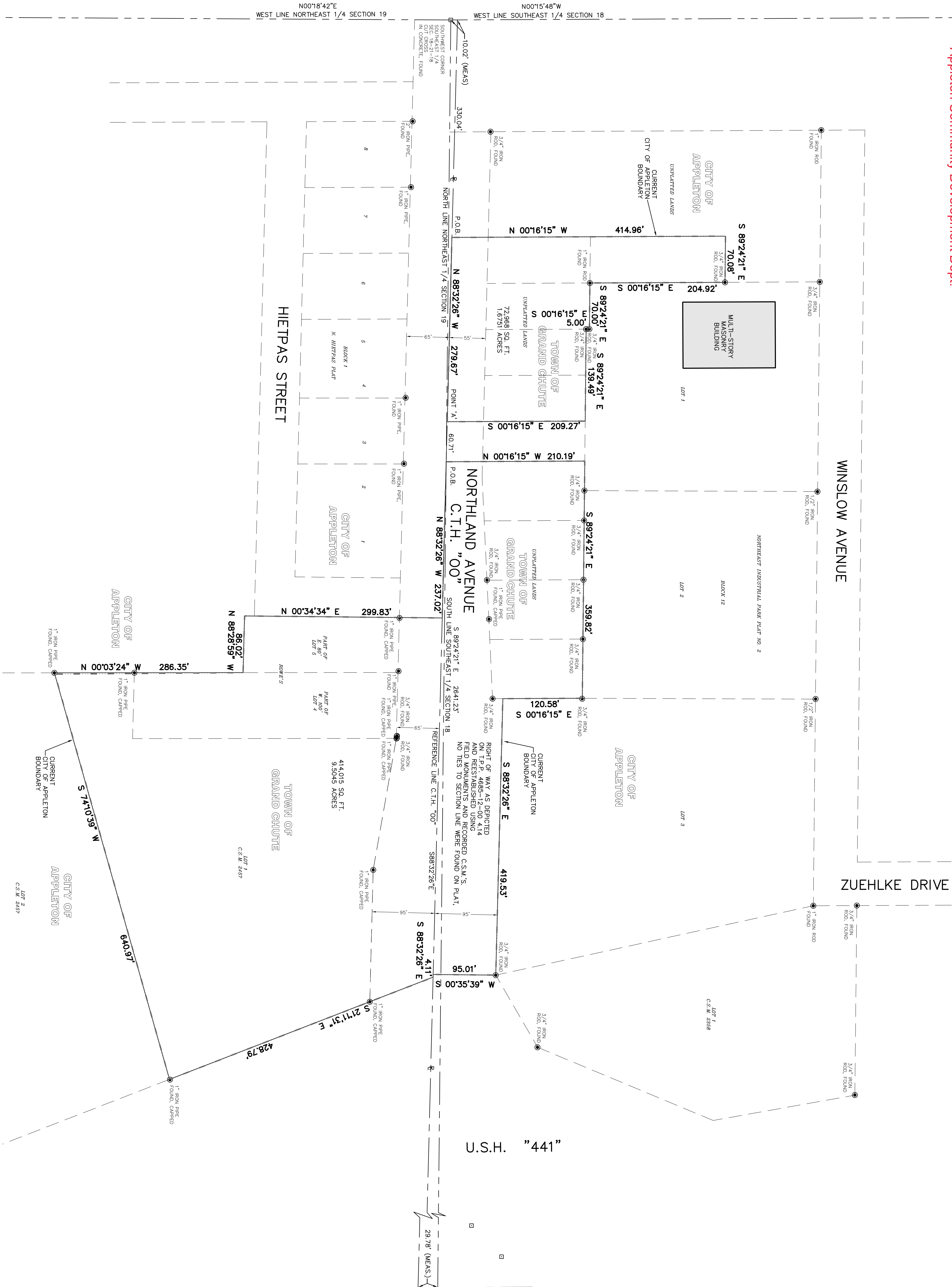
The petition file is available for viewing at: <http://mds.wi.gov/View/Petition?ID=2832>
Please call me at (608) 264-6102, should you have any questions concerning this annexation review.

Sincerely,

Erich Schmidtke, Municipal Boundary Review

cc: petitioner

REVISED (Note Added: "Current City of Appleton Boundary")
Received May 21, 2025
Appleton Community Development Dept.



LEGAL DESCRIPTION OF LANDS TO BE ANNEXED
BEING PART OF THE OF THE SOUTHEAST 1/4, AND SOUTHWEST 1/4 OF THE
SOUTHEAST 1/4 OF SECTION 18 AND PART OF THE NORTHWEST 1/4 AND
NORTHWEST 1/4 OF THE NORTHWEST 1/4 OF SECTION 19, TOWNSHIP 21 NORTH,
RANGE 18 EAST, IN THE TOWN OF GRAND CHUTE, OUTAGAMIE COUNTY, WISCONSIN,
BROUDED AND DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHWEST CORNER OF SAID SOUTHEAST 1/4, THENCE N
00°15'42" W ALONG THE WEST LINE OF SAID SOUTHEAST 1/4, 100.00 FEET TO
A POINT OF BEGINNING OF LANDS TO BE DESCRIBED; THENCE N 00°16'15" W
70.00 FEET; THENCE S 89°24'21" E ALONG SAID REFERENCE LINE 330.04 FEET TO THE
POINT OF BEGINNING OF LANDS TO BE DESCRIBED; THENCE N 00°16'15" W 414.96
FEET; THENCE S 89°24'21" E 70.08 FEET TO A POINT ON THE WEST LINE OF LOT 1,
SAID WEST LINE 204.92 FEET TO THE SOUTHWEST CORNER OF SAID LOT 1; THENCE
S 89°24'21" E ALONG THE SOUTH LINE OF SAID LOT 70.00 FEET; THENCE S
00°16'15" E 5.00 FEET; THENCE S 89°24'21" E ALONG SAID SOUTH LINE 139.49
FEET; THENCE S 00°16'15" E 209.27 FEET TO A POINT ON SAID REFERENCE LINE
330.04 FEET; THENCE S 89°24'21" E 359.82 FEET TO A POINT ON SAID REFERENCE LINE
TO THE POINT OF BEGINNING.

CONTAINING 72,968 SQUARE FEET OR 1.6751 ACRES

ALSO:
COMMENCING AT AFORESAID POINT 'A', THENCE S 89°24'26" E ALONG THE
SOUTHWEST CORNER OF SAID SOUTHWEST 1/4, 100.00 FEET TO A
POINT OF BEGINNING OF LANDS TO BE DESCRIBED; THENCE N 00°16'15" W 210.19 FEET TO A
POINT ON THE SOUTH LINE OF LOT 1, BLOCK 12, NORTHWEST INDUSTRIAL PARK
PLAT NO. 2, THENCE S 89°24'21" E ALONG SAID LINE AND THE SOUTH LINE OF LOT
2, SAID BLOCK 12, 69.82 FEET TO THE SOUTHWEST CORNER OF SAID BLOCK 12; THENCE
S 89°24'21" E 69.82 FEET TO THE WEST LINE OF LOT 3, SAID BLOCK 12; THENCE
S 00°16'15" W 210.19 FEET TO THE SOUTHWEST CORNER OF SAID LOT 3; BEING 96.00 FEET AS MEASURED
NORMAL TO THE SAID REFERENCE LINE; THENCE S 89°24'26" E AND PARALLEL WITH
SAID REFERENCE LINE 414.015 FEET TO THE SOUTHWEST CORNER OF SAID LOT 1,
SAID BLOCK 12; THENCE S 89°24'26" E ALONG SAID REFERENCE LINE 4.11 FEET;
THENCE S 21°11'31" E ALONG THE EASTERN LINE OF CERTIFIED SURVEY MAP NO. 1
2857 AND ITS EXTENSION 428.79 FEET TO THE SOUTHWEST CORNER OF LOT 1
OF SAID SUBDIVISION; THENCE S 89°24'26" E ALONG SAID REFERENCE LINE 4.11 FEET;
ALONG THE WEST LINE OF SAID LOT 1, 640.97 FEET TO THE SOUTHWEST CORNER OF SAID LOT 1; THENCE N 00°32'24" W
286.35 FEET TO THE SOUTHWEST CORNER OF SAID LOT 1; THENCE N 00°32'24" W
ALONG THE WEST LINE OF SAID LOT AND ITS EXTENSION, BEING THE EAST LINE OF
LOT 5 OF ROWE'S A SUBDIVISION, 286.35 FEET; THENCE N 89°28'59" W 86.02 FEET;
EXTENSION 299.83 FEET TO A POINT ON SAID REFERENCE LINE; THENCE N 89°24'26" W
ALONG SAID REFERENCE LINE 237.02 FEET TO THE POINT OF BEGINNING.

CONTAINING 414,015 SQUARE FEET OR 9.5045 ACRES

REVISED: 4/2/25



ANNEXATION EXHIBIT
FOR
NORTHLAND DEVELOPMENT
E. NORTHLAND AVE.
GRAND CHUTE, WI

DRAWN BY:	DHS	DATE:	MARCH 27, 2025
CHECKED BY:	MJB	DRAWING NO.:	EX - 0
CSE Job No.:	25-037	SHEET	1 OF 1



CITY OF APPLETON

MEMORANDUM

Date: May 28, 2025
To: Plan Commission
From: Colin Kafka, Principal Planner
Subject: Acquisition of Land for Public Grounds, 222 N. Oneida St (Parcel ID #31-2-0384-00).

Wis. State Statute 62.23(5) states that the acquisition of land for any: 1. street, alley or other public way, 2. park and playground, 3. airport, 4. parking of vehicles, 5. other memorial or public grounds shall be referred to the Plan Commission for its consideration and report before final action is taken by the Common Council.

Background:

In 2024, Valley Transit (City of Appleton) was the recipient of a Federal Transit Administration (FTA) grant to redevelop 100 E. Washington Street (Valley Transit Center) and 222 N. Oneida Street (vacant parcel owned by the Appleton Redevelopment Authority) into a mixed-use development. The proposal calls for several floors of housing units above a new transit center on the ground floor. Exhibit A and B identify the location of the subject parcel and adjacent parcels.

The parcels must be under common ownership for the development to occur, therefore, the Appleton Redevelopment Authority and Valley Transit (City of Appleton) entered a sales contract for the property at 222 N. Oneida Street on November 17, 2022. The contract was amended twice to extend the closing date, with the second amendment reflecting a closing date of June 30, 2025. Extensions to the closing date were required to allow adequate time for the FTA to initiate and complete several review processes prior to awarding the grant to the recipient. The FTA review procedures were recently completed, and the sale may be finalized.

As the sale of 222 N. Oneida Street from the ARA to Valley Transit (City of Appleton) will result in the acquisition of public grounds, the matter must be referred to the Plan Commission for its consideration and report before final action is taken by the Common Council. The Comprehensive Plan (Chapter 14: Downtown Plan) and College North Neighborhood Plans identify this as a redevelopment site and offer support for a mixed-use building with a ground level transit center.

PLAN COMMISSION RECOMMENDED ACTION:

In accordance with Wis. State Statute 62.23(5), staff recommends the acquisition of land for public grounds at 222 N. Oneida Street, as shown on the attached maps, **BE APPROVED**.

Acquisition of Land for Public Grounds
- 222 N Oneida St

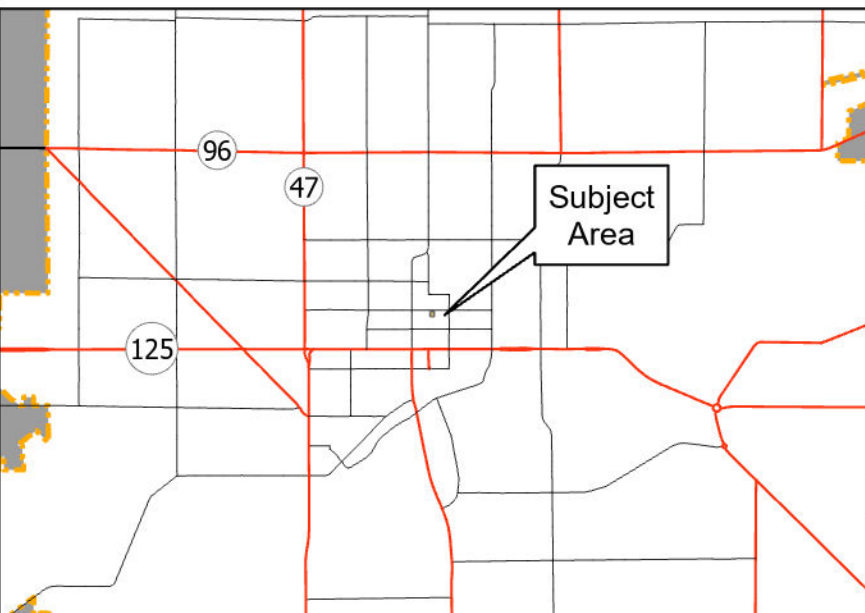
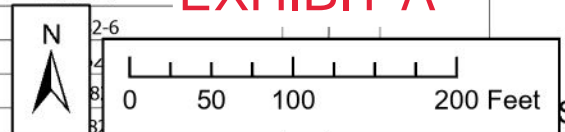
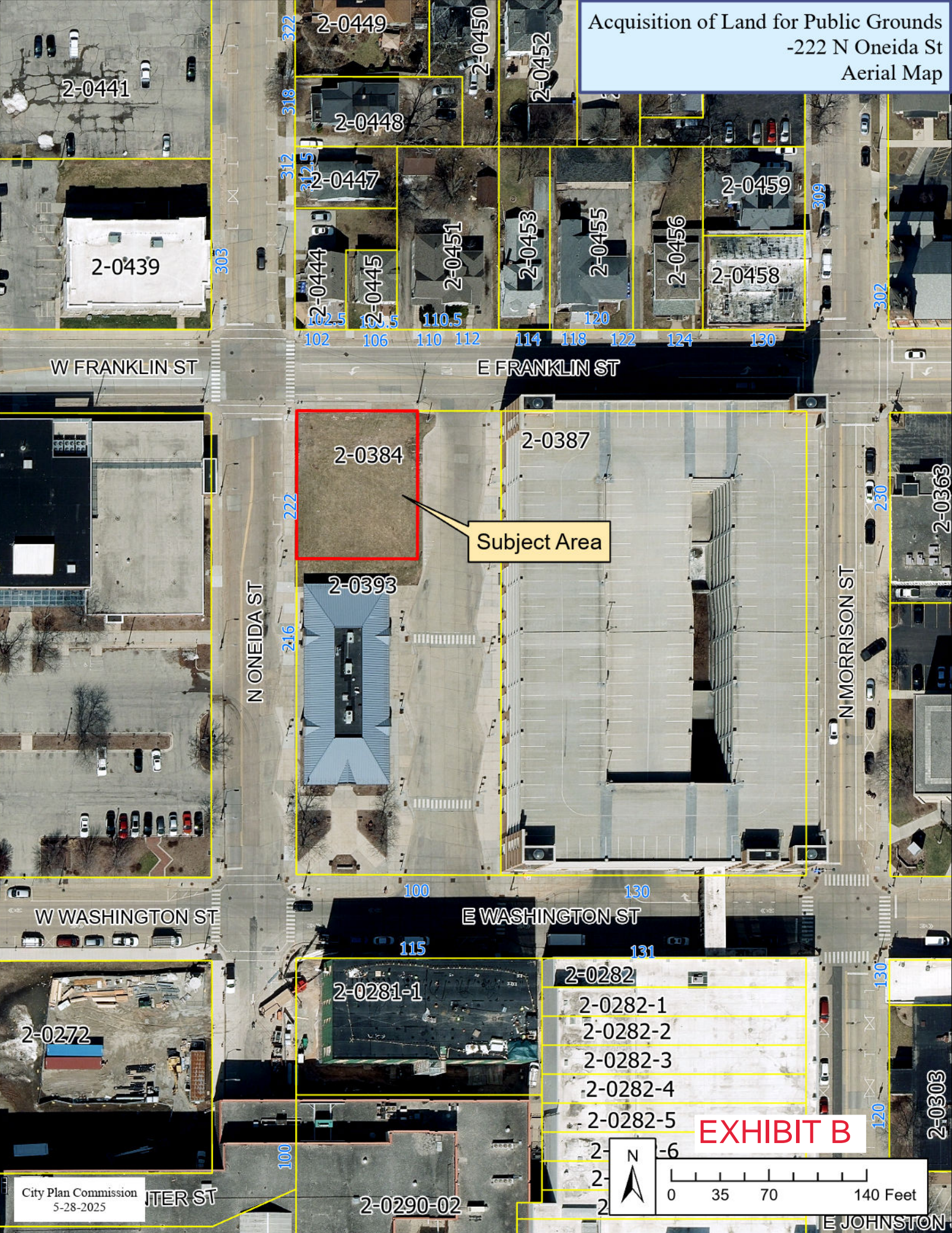


EXHIBIT A



Acquisition of Land for Public Grounds
-222 N Oneida St
Aerial Map



Subject Area

EXHIBIT B



DEPARTMENT OF UTILITIES

Department of Utilities
Water Treatment Facility
2281 Manitowoc Road
Menasha, WI 54952
p: 920-997-4200

www.appleton.org/government/utilities

MEMORANDUM

Date: May 23, 2025
To: Chairperson Vered Meltzer and Members of the Utilities Committee
From: Chris Stempa, Utilities Director
CC: Ryan Rice, Utilities Deputy Director
Kelli Rindt, Enterprise Fund Accounting Manager
Subject: **Utilities Committee Action: Award the North and Ridgeway Tower Coating Contract Bid with Alternate Bids to O&J Coatings Inc. in the amount of \$625,0000 with 5% contingency of \$31,250 for a project total not to exceed \$656,250**

BACKGROUND:

The Appleton Water Utility includes seven elevated storage structures (towers, standpipes, and reservoirs) within the City of Appleton distribution system. These structures are required by the Wisconsin Department of Natural Resources to be cleaned and inspected at least every five years. The interior and exterior paint coatings must be repaired or wholesale repainted as necessary to maintain structural integrity. Typically, the lifespan of a coating system is 15 years without requiring some level of maintenance. The inspections completed at the North Tower and Ridgway Tower in 2020 revealed evidence of coating system failure. At that time, only spot repairs were made given the overall coating system condition. However, the recommendation was given to plan for a complete interior and/or exterior recoating project in 2025.

The Appleton Water Utility allocated a total of \$1.75 million dollars in the 2025 Operations and Maintenance Budget for the repainting of these tower sites (engineering services and coating contractor).

BIDS

On Wednesday, May 21, 2025, eight contractor sealed bids were opened and reviewed by Dixon Engineering. Each bid met the submittal requirements with O&J Coatings being the least cost responsible bidder. The bid from O&J Coatings are summarized in the attached award packet produced by Dixon Engineering. The combined contract amount with the Base Bid and Alternative Bids (deduct for paint not containing heavy metals) totals \$625,000 which is within the total available budget (\$1,430,906). The total bid amounts from all contractors based on the Alternate Bid items are summarized below.

North and Ridgeway Tower Coating Contract Bid Summary

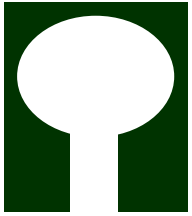
Contractor	Total Bid Amount
O&J Coatings	625,000
E&L Painting	692,700
LC United	732,500
Seven Brothers	739,500
L&T	776,000
Classic Protective	1,047,725
Viking Industrial	1,124,400
TMI Coatings	1,718,800

RECOMMENDATION:

I am requesting an award of the North and Ridgeway Tower Coating Projects base bid with the Alternate Bid to O&J Coatings Inc. in the amount of \$625,2000 with 5% contingency of \$31,250 for a project total not to exceed \$656,250.

If you have any questions or require additional information regarding this project, please contact Chris Stempa at 920-832-5945.

Encl: Bid Tab and Recommendation



DIXON

**ENGINEERING & INSPECTION SERVICES
FOR THE COATING INDUSTRY**

4811 S. 76th Street
Suite 109
Greenfield, WI 53220
Telephone: (414) 529-1859
Fax: (414) 282-7830

May 22, 2025

Mr. Chris Stempa
City of Appleton
2281 Manitowoc Road
Menasha, WI 54952

Subject: 300,000-Gallon Spheroid (Ridgeway) and 500,000-Gallon Spheroid (North)
Tank Repainting and Repair Project - Recommendation for Award

Dear Mr. Stempa:

Dixon Engineering has reviewed the bids submitted for repainting and repair of the 300,000-gallon spheroid and 500,000-gallon spheroid tanks and recommends award to the low bidder, O&J Coatings, Inc. of Hurst, Texas, for the bid amount of \$625,000 which includes the Exterior Repaint with Containment – Not Heavy Metal Bearing Alternate, Dry Interior Partial Repaint – Not Heavy Metal Bearing Alternate, Pit Piping Repaint – Not Heavy Metal Bearing Alternate, and Cost to Work Around Four Antennas & Affiliated Cables Alternate. O&J Coatings, Inc. is a prequalified contractor with Dixon and is in good standing.

If you have any questions, please contact me at (414) 429-3430.

FOR DIXON ENGINEERING, INC.,

Kayla Mulcahy
Project Manager
NACE Certified #10049

Section 00 51 00 - NOTICE OF AWARD

Date of Issuance: **May 22, 2025**
Owner: **City of Appleton, Wisconsin** Owner's Project No.:
Engineer: **Dixon Engineering, Inc.** Engineer's Project No.: **49-45-4-6,11-25**
Project: **300,000 Gallon Spheroid (Ridgeway) and 500,000 Gallon Spheroid (North)**
Contract Name: **Ridgeway – Exterior Repaint with Containment, Wet Interior Repaint, Dry Interior Partial Repaint, and Miscellaneous Repairs. North – Exterior Repaint with Containment, Wet Interior Repaint, Dry Interior Spot Repaint, and Miscellaneous Repairs**
Bidder: **O&J Coatings, Inc.**
Bidder's Address: **1720 Cynthia Lane, Hurst, TX 76054**

You are notified that Owner has accepted your Bid dated **May 21, 2025** for the above Contract, and that you are the Successful Bidder and are awarded a Contract for:

Ridgeway Tank

Condensate Platform Ladder Extension (\$2,000)
Condensate Drain Line (\$2,000)
Access Tube Air Gap Seal (\$1,000)
Roof Handrail and Painter's Railing (\$15,000)
Exterior Repaint with Containment – Not Heavy Metal Bearing (\$150,000)
Wet Interior Repaint (\$110,000)
Seam Sealer (\$3,000)
Dry Interior Partial Repaint – Not Heavy Metal Bearing (\$10,000)
Pit Piping Repaint – Heavy Metal Bearing (\$10,000)
Cost to Work Around Four Antennas and Affiliated Cables (\$5,000)

North Tank

Mud Valve (\$4,000)
Condensate Drain Line (\$2,000)
Remove Drain Line (\$1,000)
Overflow Pipe Discharge Modification (\$3,000)
Roof Vent (\$8,000)
Roof Painter's Railing (\$6,000)
Exterior Repaint with Containment (\$160,000)
Wet Interior Repaint (\$120,000)
Seam Sealer (\$3,000)
Dry Interior Spot Repaint (\$10,000)

The Contract Price of the awarded Contract is **\$625,000**. Contract Price is subject to adjustment based on the provisions of the Contract, including but not limited to those governing changes, Unit Price Work, and Work performed on a cost-plus-fee basis, as applicable.

You must comply with the following conditions precedent within 15 days of the date of receipt of this Notice of Award:

1. Deliver the Contract security (such as required performance, payment, and maintenance bonds) and insurance documentation, as specified in the Instructions to Bidders and in the General Conditions, Articles 2 and 6.
2. Other conditions precedent (if any): **None**

Failure to comply with these conditions within the time specified will entitle Owner to consider you in default, annul this Notice of Award, and declare your Bid security forfeited.

Within 10 days after you comply with the above conditions, Owner will return to you one fully signed counterpart of the Agreement, together with any additional copies of the Contract Documents as indicated in Paragraph 2.02 of the General Conditions.

Owner: **City of Appleton, Wisconsin**

By *(signature)*: _____

Name *(printed)*: _____

Title: _____

Date: _____

Contractor: **O&J Coatings, Inc.**

By *(signature)*: _____

Name *(printed)*: _____

Title: _____

Date: _____

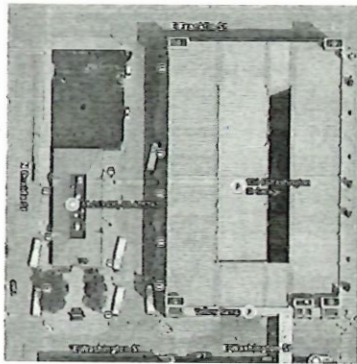
Copy: Engineer



Memorandum

TO: Fox Cities Transit Commission
FROM: Ron McDonald, General Manager *RM*
DATE: May 22, 2025
RE: Authorization to Execute an Offer to Purchase 222 N. Oneida Street

The Valley Transit Center is located at 100 E. Washington Street. The Transit Center is nestled between Oneida Street (west), the Yellow Parking Ramp (east), Franklin Street (north), and Washington Street (south).



The vacant parcel within this rectangular area is 222 N. Oneida Street.

Valley Transit requests authorization to purchase the vacant parcel, located adjacent to the current transit center, at 222 N. Oneida Street to allow for future development.

ANALYSIS

Valley Transit previously completed a needs and space analysis for the transit center. That study overwhelmingly determined the current transit center location is the appropriate location for the extended future. Future planned renovations require use of the vacant parcel adjacent to the current transit center.

FISCAL IMPACT

Valley Transit has an accepted Offer to Purchase this parcel from the Appleton Redevelopment Authority for a price of \$150,000. An independent real estate appraisal was completed by Fox Cities Appraisal Company. It was determined the value of this parcel is \$150,000. Valley Transit intends to utilize budgeted grant money for the purchase of this property.

RECOMMENDATION

Staff recommends authorization for Valley Transit to execute an Offer to Purchase 222 N. Oneida Street from the Appleton Redevelopment Authority for \$150,000.



APPRAISAL REPORT

0 North Oneida Street
City of Appleton
Outagamie County WI, 54911

AS OF:

May 2, 2025

PREPARED FOR

Valley Transit-Appleton, WI
100 East Washington Street
Appleton, WI, 54911

File Number: C2025-074

Prepared by



PO Box 1232 Appleton, WI 54912 | Phone: 920-729-0229 | www.foxcitiesappraisal.com



PO Box 1232 Appleton, WI 54912 | Phone: 920-729-0229 | www.foxcitiesappraisal.com

May 9, 2025

Valley Transit-Appleton, WI
100 East Washington Street
Appleton, WI 54911

To whom it may concern:

In accordance with your request, an appraisal has been made on the property located at 0 North Oneida Street, City of Appleton, Outagamie County, WI, 54911. The subject property consists of vacant land, as outlined in the appraisal report. The purpose of the appraisal report is to estimate market value of the fee simple interest for internal planning.

Current As Is Market Value:

The "As Is" market value of the Fee Simple estate of the property, as of May 2, 2025, is

\$150,000

The attached, complete summary appraisal report contains a description of the subject property, along with the data and analysis used to arrive at the opinion of value. This report is subject to the certification, assumptions and limiting conditions that follow. The subject property was physically inspected by Matthew P. Hietpas on May 2, 2025.

Thank you for allowing Fox Cities Appraisal Company to be of service to you. If you should have any questions regarding this appraisal report, please do not hesitate to call our office.

Respectfully submitted,
Fox Cities Appraisal CO.

A handwritten signature in black ink, appearing to read 'M. P. Hietpas', is written over a horizontal line.

Matthew P. Hietpas
WI Certified General Appraiser 2179-10

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SUMMARY OF IMPORTANT FACTS AND CONCLUSIONS

Property Type:	Vacant land
Subject:	0 North Oneida Street, City of Appleton, Outagamie County, WI, 54911
Legal Description:	See attached tax bills for full legal description
Date of Report:	May 9, 2025
Effective Date of Value:	May 2, 2025
Intended Use:	The intended use is for internal planning.
Intended User(s):	Valley Transit-Appleton, WI

Land Summary			
Parcel ID	Gross Land Area (Acres)	Gross Land Area (Sq Ft)	Shape
312038400	0.21	9,148	Roughly rectangular

Real Estate Assessment and Taxes				
Tax ID	Land	Improvements	Total Assessment	Taxes
312038400	\$0	\$0	\$0	\$0

Zoning:	CBD-Central Business District
Highest and Best Use of the Site:	Commercial

VALUE INDICATIONS	
Reconciled Value(s):	As Is
Value Conclusion(s)	\$150,000
Effective Date(s)	May 2, 2025
Property Rights	Fee Simple

INTRODUCTION

LEGAL DESCRIPTION

Per the municipality: See attached tax bills for full legal description

PURPOSE AND FUNCTION OF APPRAISAL

The purpose of the appraisal is to provide the appraiser's best opinion of market value of the subject property for the function of internal planning. I understand the function of the report is for use by Valley Transit-Appleton, WI, their subsidiaries, and/or affiliates for internal planning. Neither the report, the materials submitted, nor our firm name may be used in any prospectus or printed materials prepared in connection with the sale of securities of participation interests to the public.

DATE OF VALUE

The effective date of value is May 2, 2025, which is the same date I did a physical inspection. The date of the report is May 9, 2025, which is the same as the letter of transmittal.

PROPERTY RIGHTS APPRAISED

Fee simple estate, defined as "absolute ownership unencumbered by any other interest or estate, subject only to the limitations imposed by the governmental powers of taxation, eminent domain, police power, and escheat."¹

The appraiser's fee simple value is based on the value of the property when leased at market rent.

¹ Appraisal Institute, *Dictionary of Real Estate Appraisal, Fifth Edition* (Chicago, IL: Appraisal Institute, 2010), p. 78.

DEFINITION OF MARKET VALUE

Market Value² can be defined as follows:

"The most probable price which a property should bring in a competitive and open market under all conditions requisite to a fair sale, the buyer and seller each acting prudently and knowledgeably, and assuming the price is not affected by undue stimulus. Implicit in this definition are the consummation of a sale as of a specified date and the passing of title from seller to buyer under conditions whereby:

- a) Buyer and seller are typically motivated;
- b) Both parties are well informed or well advised, and acting in what they consider their own best interests;
- c) A reasonable time is allowed for exposure in the open market;
- d) Payment is made in terms of cash in U.S. dollars or in terms of financial arrangements comparable thereto;
- e) The price represents the normal consideration for the property sold unaffected by special or creative financing or sales concessions granted by anyone associated with the sale.

PROJECTED MARKETING PERIOD/EXPOSURE TIME

Appraisal standards require every appraisal report to address exposure time³ if the purpose of the appraisal is to render an opinion of the subject's market value.

Data gathered on comparable sales indicates that comparable properties were on the market from 1 to 28 months, with a tendency of 12 to 18 months. The properties falling at the high end of the value range generally go through a series of price reductions before a sale is consummated. This, time is not a function of time alone, but also of a price. Based on the data gathered for this appraisal, it is the appraiser's opinion that a reasonable marketing time for the subject is between 12 and 18 months assuming the following:

- That the subject's condition at the time of offering is the same as described in this report.
- That market conditions are reasonably similar to those as of the date of the appraisal.
- That the subject's offering price is within a reasonable range of the opinions of market value.
- That the occupancy and rental terms are in accord with the market rental estimates discussed in the Income Approach section of the report.

²59 Federal Register 20400 (June 7, 1994)

³ "Reasonable Exposure Time" is addressed in Statement No. 6 of the Uniform Standards of Professional Appraisal Practice (USPAP)

EXTRAORDINARY ASSUMPTIONS/HYPOTHETICAL CONDITIONS

Your attention is directed to the Limiting Conditions and Assumptions section of this report (page 37). Acceptance of this report constitutes an agreement with these conditions and assumptions. In particular, I note the following:

An extraordinary assumption is defined by the *Uniform Standards of Professional Appraisal Practice* as follows:

...an assumption, directly related to a specific assignment, which if found to be false, could alter the appraiser's opinion or conclusion.

A hypothetical condition is defined by the *Uniform Standards of Professional Practice* as follows:

...that which is contrary to what exists, but it supposed for the purpose of analysis
The appraiser has made the following extraordinary assumptions:

1. It is assumed that the land can be fully developed with no extraordinary costs or restrictions.

There are no other extraordinary assumptions or hypothetical conditions associated with this appraisal report.

EXPOSURE TIME⁴

The estimated length of time that the property interest being appraised would have been offered in the market prior to the hypothetical consummation of a sale at market value on the effective date of the appraisal; a retrospective estimate based on an analysis of past events assuming a competitive and open market.

Based on the data gathered for this appraisal, it is the appraiser's opinion that a reasonable exposure time for the subject is between 12 and 18 months.

OWNERSHIP AND SALES HISTORY

According to the tax records, the property is currently owned by Redevelopment Authority of Appleton. It does not appear that the subject has sold within the past three years. There is a current offer to purchase for \$150,000 and per the appraisal report is within the range of the market and will be utilized.

⁴ *Appraisal Institute -The Dictionary of Real Estate Appraisal Fifth Addition - 2010*

Assessment and Taxes

According to data provided by the City of Appleton assessor's office, following are the assessed values for 2024. The taxes and fair market values are based on the most recent rates available.

Real Estate Assessment and Taxes				
Tax ID	Land	Improvements	Total Assessment	Taxes
312038400	\$0	\$0	\$0	\$0

Real Estate Assessment Analysis			
Tax ID	Total Assessment	Equalization Ratio	Implied Value
312038400	\$0	94.9789%	\$0

The subject property is currently owned by the government and is tax exempt. It is assumed that if a private party purchases the property, it would be reassessed at that time.

SCOPE OF WORK

According to the Uniform Standards of Professional Appraisal Practice, it is the appraiser's responsibility to develop and report a scope of work that results in credible results that are appropriate for the appraisal problem and intended user(s). Therefore, the appraiser must identify and consider:

- the client and intended users;
- the intended use of the report;
- the type and definition of value;
- the effective date of value;
- assignment conditions;
- typical client expectations; and
- typical appraisal work by peers for similar assignments.

This appraisal is prepared for Valley Transit-Appleton, WI. The problem to be solved is to estimate the current 'As Is' market value for internal planning. The intended use is for internal planning. This appraisal is intended for the use of Valley Transit-Appleton, WI.

SCOPE OF WORK	
Report Type:	This is an Appraisal Report as defined by Uniform Standards of Professional Appraisal Practice under Standards Rule 2-2(a). This format provides a summary or description of the appraisal process, subject and market data and valuation analyses.
Property Identification:	The subject has been identified by the legal description and the assessors' parcel number.
Inspection:	A complete interior and exterior inspection of the subject property has been made, and photographs taken.
Market Area and Analysis of Market Conditions:	A review of market conditions has been made. The appraiser has access to databases for this market area and has reviewed the market for sales and listings relevant to this analysis.
Highest and Best Use Analysis:	A complete as vacant and as improved highest and best use analysis for the subject has been made. Physically possible, legally permissible and financially feasible uses were considered, and the maximally productive use was concluded.

The scope of work performed is considered sufficient to provide credible opinions and conclusions. However, due to the complex nature of the investigation process, it is possible that other information exists that was not available to us. No data discovered and considered relevant was omitted in the development of the value conclusions. As with any appraisal, future events can change the value after the effective date of the appraisal.

All data used in the assignment was researched and verified. This includes the comparable sales and leases used in the sales comparison and income approaches. Although an effort to confirm the arm's-length nature and details of these transaction, it is sometimes necessary to rely on secondary verification from reliable sources due to either non-cooperation or non-responsiveness from the parties of the transaction.

Several other vacant land sales, listings and rental data, as well as, the appraiser's files were reviewed, analyzed and compared to the subject for pertinent data.

REGIONAL AND CITY ANALYSIS

The Fox Cities is a metropolitan area of approximately 260,962 persons (2024 Estimate) residing in 18 contiguous communities located near the north shore of Lake Winnebago in northeastern Wisconsin and consists of primarily Calumet, Outagamie and Winnebago counties. The contiguous Fox Cities includes the Cities of Appleton, Neenah, Menasha and Kaukauna, as well as several other urbanized towns and villages. The travel time via expressway from one side of the Fox Cities to the other is approximately twenty minutes. For analysis purposes, the contiguous Fox Cities is generally considered one metropolitan area. Therefore, the most relevant market area for this report is the entire Fox Cities area.

POPULATION AND DEMOGRAPHICS

The Fox Cities area is one of the largest and fastest growing urban centers in Wisconsin. The Fox Cities area is comprised of 18 municipalities.

	<u>2020 Census</u>	<u>2024 Final Estimate</u>	<u>Percent Change 2020-2024</u>
City of Appleton	75,644	75,745	0.13%
City of Kaukauna	17,089	18,250	6.79%
City of Menasha	18,268	18,662	2.16%
City of Neenah	27,319	27,611	1.07%
Village of Combined Locks	3,634	3,621	-0.36%
Village of Fox Crossing	18,974	19,285	1.64%
Village of Hortonville	3,028	3,366	11.16%
Village of Harrison	12,418	15,364	23.72%
Village of Kimberly	7,320	7,659	4.63%
Village of Little Chute	11,619	12,164	4.69%
Village of Sherwood	3,271	3,373	3.12%
Village of Greenville	12,687	13,290	4.75%
Town of Buchanan	6,857	6,815	-0.61%
Town of Clayton	4,329	4,524	4.50%
Town of Grand Chute	23,831	24,294	1.94%
Town of Kaukauna	1,306	1,318	0.92%
Town of Neenah	3,702	3,664	-1.03%
Town of Vandenbroek	1,627	1,687	3.69%
County of Calumet	52,442	56,203	7.17%
County of Outagamie	190,705	195,388	2.46%
County of Winnebago	171,730	172,943	0.71%
State of Wisconsin	5,893,718	5,989,256	1.62%

Source: Wisconsin State Department of Administration, Demographic Services Center-
https://doa.wi.gov/Pages/LocalGovtsGrants/Population_Estimates.aspx

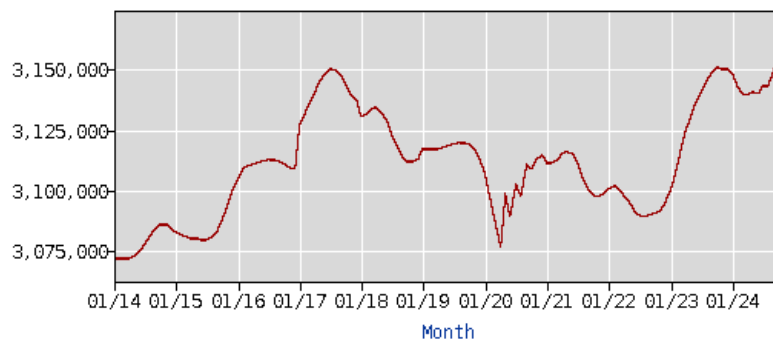
EMPLOYMENT DATA

A major segment of the local economy is paper and related industries. Manufacturing currently accounts for over 21% of area employment, which includes printing and graphic arts, machinery, metals, and food processing. The health care industry represents approximately 12% with retail trade being at approximately 11%. Major service industries include insurance and financial institutions. This balance helps the area to avoid major recessions due to a slowdown in any one sector.

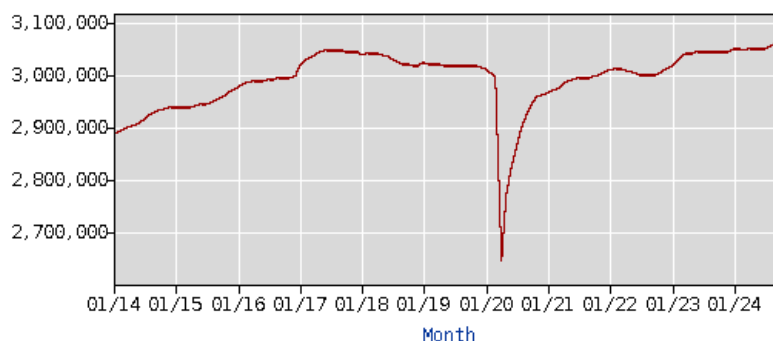
Wisconsin Labor Force Summary - 2024				
	August 2024	September 2024	October 2024	November 2024
Civilian Labor Force	3,143,200	3,143,100	3,149,700	3,165,300
Employment	3,052,000	3,059,500	3,067,900	3,073,900
Unemployment	91,100	90,100	90,100	91,400
*Unemployment Rate	2.9%	2.9%	2.9%	2.9%

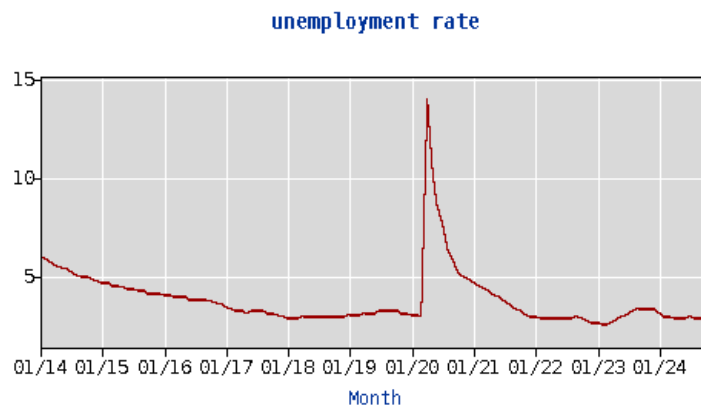
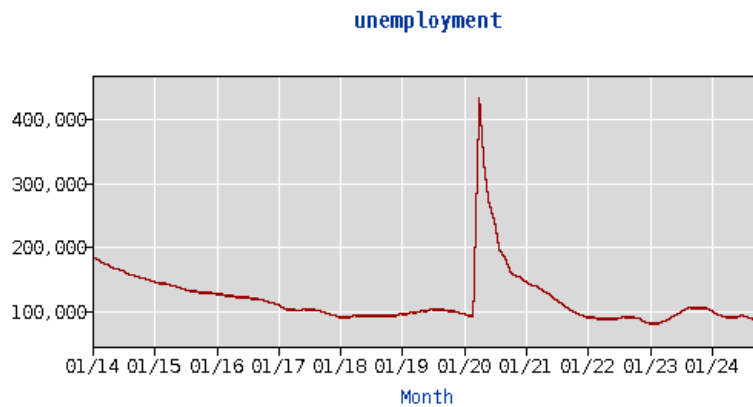
Source: Wisconsin Department of Workforce Development
2025(https://www.bls.gov/eag/eag.wi.htm#eag_wi.f.1)

labor force



employment





MAJOR EMPLOYERS

The Fox Cities was built on papermaking and printing that has grown into the one of the country's largest manufacturing centers. Companies such as Kimberly-Clark and Pierce Manufacturing were founded more than 100 years ago. The region consists of paper making, high tech and food manufacturers, healthcare companies, business service companies and regional call centers that creates a mixture of business that are diverse, which adds to the overall diversity and stability of the area.

Company	Location	Industry	Fox Cities Employment
ThedaCare	Appleton	Medical	4,722
Kimberly-Clark	Menasha	Consumer Paper	3,652
J.J. Keller	Vinland	Regulatory Compliance and Safety	2,215
Plexus	Neenah	Electronic Manufacturing	1,500
Pierce Manufacturing	Menasha	Fire Truck Manufacturing	1,500
Thrivent Financial	Appleton	Life Insurance	1,128
Boldt Company	Fox Crossing	Construction	1,100
Amazon	Greenville	Delivery/consumer products	1,100
Secura	Fox Crossing	Insurance	1,091
Miller Electric	Appleton	Welding and Soldering Equipment	860
Essity	Greenville	Global hygiene and health	825
GFL Environmental	Kaukauna	Waste Management	804
Nestle USA	Little Chute	Frozen Specialty Food	800
Air Wisconsin Airlines	Greenville	Charter Services	771
Expera Specialty Solutions	Kaukauna	Manufacturer of Specialty Paper	759
Alta Resources	Neenah	Telemarketing	738
US Venture Inc	Combined Locks	Automotive/Energy	732
Faith Technologies	Menasha	Electrical Contractor	717
Fleet Farm	Menasha	Retail	620
Network Health	Menasha	Insurance	563
Voith Paper	Appleton	Paper Production	558
Bergstrom Corp	Neenah	Auto Sales	557
Afry USA	Menasha	Engineers, Architect, Planning	554
Ascension	Appleton	Hospital	500
Rockwell Automation	Appleton	Industrial Automation	500
Great Northern Company	Appleton	Packaging	500
Appvion	Appleton	Paper and thermal paper coating	388
Menasha Corp	Neenah	Plastic/Packaging/Paperboard	321
Ducommun	Appleton	Manufacturing and Engineering	320
Jewelers Mutual	Neenah	Insurance	317
Outlook Group Holdings	Neenah	Packing & Printing Solutions	300
Neenah Enterprises	Neenah	Municipal & Industrial Iron Casting	254
Miron Construction	Neenah	Contractor	222
Ornu	Hilbert	Irish Dairy	215

Source: Fox Cities Chamber of Commerce & Industry-<https://foxcitiesregion.com/work/>

TRANSPORTATION

Transportation in and around the Fox Cities is fast and efficient. Main thoroughfares include Interstate 41, U.S. Highways 10 and 45. Secondary passages are States Highways 47, 55, 76, 96, 114, 150 and 441.

Appleton International Airport (ATW) is conveniently located in Northeast Wisconsin just minutes from Appleton. ATW is a federally certified commercial service airport.

Air Cargo Service at ATW is provided by Federal Express. Austin Straubel Airport in Green Bay provides additional air service within 30 miles of the Fox Cities.

CONCLUSION

The real estate market in the Fox Valley (SMSA) area has seen positive strides over the past two to four years. Several local real estate agents, as well as property owners and local authorities have been interviewed as to the real estate market and its effect on value, leases and vacancy rates.

It has been found that some markets have seen more activity than others; with industrial most heavily affected. The residential market has also seen significant increase in activity, as well as the retail market, both of which show more demand than supply, creating a competitive market. There has been more subdivision development, as well as a significant increase in multi-family development in recent years showing a stronger market.

Rents have begun to stabilize with the market having a good demand on retail, industrial, and office space with good leases in place. Vacancy rates have also been stabilizing, resulting in new construction of properties being built to help accommodate for demand.

The result of the current market conditions has resulted in stabilizing, vacancy rates, and, in addition stabilizing overall capitalization rates that will be fully analyzed in the appraiser's final conclusion of value.

In addition, several listings have been analyzed to show the current prices offered on the market have indicated most sales are stabilizing, with the market starting to rebound from the prior recession period. Each property and use does need to be analyzed on an individual basis.

NEIGHBORHOOD DATA

A neighborhood can generally be defined as a group of complementary land uses. Neighborhood characteristics and trends can positively or negatively affect a property's value. Therefore, it is relevant to examine a property within the context of its surroundings to determine the neighborhood's effect on the subject's value.

BOUNDARIES

The subject property is located on the north end of the City of Appleton Central Business District. The neighborhood boundaries can best be defined as Packard Street to the north, College Avenue to the south, Superior Street to the west and Drew Street to the east. These areas represent natural geographical, transportation, and use type boundaries.

SURROUNDING IMPROVEMENTS

The subject property is located in the Central Business District and is made up of primarily commercial type properties. Along College Avenue are 2 story commercial properties that have retail/office on the main level and apartment type uses on the upper levels. Adjacent and to the south is Valley Transit Center. Across the street and to the west is Appleton Public Library. Adjacent and to the east is a public parking ramp. To the north is residential homes and Emmaus Road Church.

STAGE OF DEVELOPMENT AND TRENDS

The neighborhood is nearly 100% developed with primarily commercial type properties. There are no major trends in the neighborhood at this time.

COMPATIBILITY AND ADAPTABILITY OF SUBJECT

The subject property is currently vacant land.

LINKAGES

The major transportation linkage in the area is Highway 47, located just to the west of the subject. To the south is College Avenue, which is a major east/west artery through the City of Appleton.

CONCLUSION

The subject is property is located in the Central Business District and is surrounded by commercial type properties. The subject has good proximity to the major arteries in the area.





ONEDIA STREET FACING SOUTH



ONEDIA STREET FACING NORTH



FRANKLIN STREET FACING EAST



FRANKLIN STREET FACING WEST

SITE DATA

SITE	
Location:	0 North Onedia Street in the City of Appleton Central Business District.
Site Size:	Per the municipality the subject property has a total of 0.21 acres; 9,148 square feet, more or less. No survey was provided so the indicated lot size is assumed to be true and accurate for the purpose of this appraisal report and its final estimate of value.
Shape:	Roughly Rectangular
Frontage/Access:	The subject property has average access with frontage of 106.50 feet on Oneida Street and 86.46 feet on Franklin Street . The site has a maximum depth of 86.46 feet. It is a corner lot.
Soil Conditions:	Soil borings were not taken for the purpose of this appraisal so it is assumed that the load-bearing characteristics of the subject site are typical for the region. Neither the subject nor the existing neighborhood buildings appear to be experiencing problems relating to the soil.
Utilities:	Electricity: The site is served by public electricity. Sewer: City sewer Water: City water Natural Gas: City gas
Site Improvements:	Street Lighting-Yes Sidewalks-Yes Curb and Gutter-Yes
Flood Zone:	The subject is located in an area mapped by the Federal Emergency Management Agency (FEMA). FEMA Map Number: 55087C0319D FEMA Map Date: July 22, 2010 The subject property does not appear to be in a flood zone per the attached FEMA Map.
Wetlands:	None

Environmental Issues: The appraiser is not an expert in the identification of hazardous substances or detrimental environmental conditions. The appraiser's routine inspection and inquiries about the subject property did not develop any information that indicated any apparent significant hazardous substances or detrimental environmental conditions which would affect the property negatively. If the environmental condition of the subject is of concern to the client, it is recommended that an expert be contacted.

Encumbrance /
Easements: There are no known easements or restrictions on the subject property. No legal search was made by the appraisers, however, and it is the appraiser's recommendation that all of the easements, restrictions, and encroachments be legally researched and properly documented for the client.

Zoning

LAND USE CONTROLS

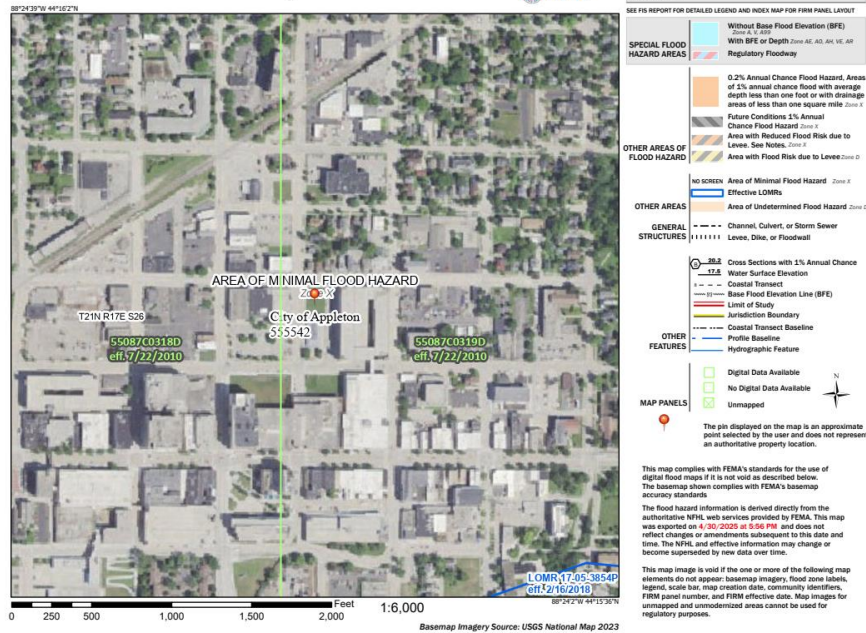
The subject site is presently zoned CBD-Central Business District, and is in conformance with the local zoning regulations.

Site Plan/Tax Map/Survey



GIS

National Flood Hazard Layer FIRMette



FEMA MAP

Subject Photographs



SUBJECT FACING EAST



SUBJECT FACING SOUTH



SUBJECT FACING WEST



SUBJECT FACING NORTH

HIGHEST AND BEST USE

Highest and best use may be defined as the reasonably probable and legal use of vacant land or improved property, which is physically possible, appropriately supported, financially feasible, and that results in the highest value.

1. **Legally Permissible:** What uses are permitted by zoning and other legal restrictions?
2. **Physically Possible:** To what use is the site physically adaptable?
3. **Financially Feasible:** Which possible and permissible use will produce any net return to the owner of the site?
4. **Maximally Productive.** Among the feasible uses which use will produce the highest net return, (i.e., the highest present worth)?

Highest and Best Use of the Site

The highest and best use assumes that the subject site is vacant or can be made vacant by the removal of any existing improvements. The subject property is located in the City of Appleton Central Business District and is zoned CBD-Central Business District. As a result, the highest and best use as if vacant would be for a commercial type use.

THE APPRAISAL PROCESS

The appraiser should consider three approaches to value in every appraisal assignment. These are the:

Cost Approach

Sales Comparison Approach

Income Capitalization Approach

The Cost Approach is based on the economic principal of substitution, in that an informed purchaser would pay no more for a property than the cost of producing a substitute property with the same physical, functional and economic utility. This Approach is particularly applicable when the property being appraised is relatively new, and represents the highest and best use of the land, or when relatively unique or specialized improvements are located on the site for which there are little sales or income data.

The Sales Comparison Approach is also based on the principal of substitution in that an informed buyer would pay no more for a property than the cost of acquiring an existing property with the same utility. This Approach is most applicable when an active market provides sufficient quantities of reliable and verifiable sales data. This Approach can be unreliable in an inactive market, or in estimating the value of properties for which comparable sales data cannot be verified with the principals to the transaction.

The Income Capitalization Approach is based on the economic principal of anticipation, which assumes a property is worth no more than the present value of the anticipated economic benefits. This Approach is widely applied in appraising income-producing properties, where the appraiser capitalizes the current income stream or discounts the projected income.

Since the subject is a vacant parcel of land, only the sales comparison approach is applicable and developed in the appraisal report.

SALES COMPARISON APPROACH-LAND VALUATION

The Sales Comparison Approach is based on the premise that a buyer would pay no more for a specific property than the cost of obtaining a property with the same quality, utility, and perceived benefits of ownership. It is based on the principles of supply and demand, balance, substitution and externalities. The following steps describe the applied process of the Sales Comparison Approach.

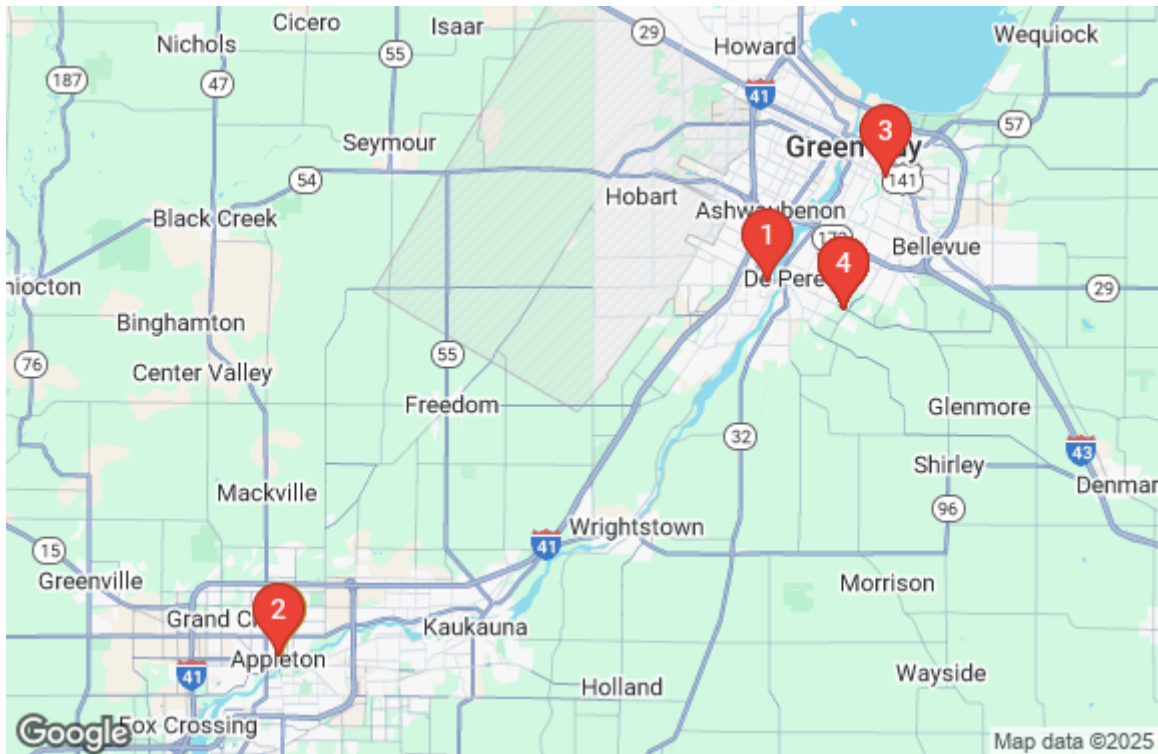
- The market in which the subject property competes is investigated; comparable sales, contracts for sale and current offerings are reviewed.
- The most pertinent data is further analyzed and the quality of the transaction is determined.
- The most meaningful unit of value for the subject property is determined.
- Each comparable sale is analyzed and where appropriate, adjusted to equate with the subject property.
- The value indication of each comparable sale is analyzed and the data reconciled for a final indication of value via the Sales Comparison Approach.

Land Comparables

There have been limited land sales in Central Business Districts with the appraiser using some older sales to help determine a market value. I have researched four comparables for this analysis; these are documented on the following pages followed by a location map and analysis grid. All sales have been researched through numerous sources, inspected and verified by a party to the transaction.

Land Sales Summary Table				
Comp	Address City	Date Price	Acres Price Per Acre	Land SF Price Per Land SF
1	499 Main Avenue City of De Pere	6/17/2021 \$400,000	0.74 \$543,478	32,060 \$12.48
2	201 North Appleton Street City of Appleton	4/3/2023 \$120,000	0.10 \$1,200,000	4,162 \$28.83
3	1567 E. Mason Street Green Bay	8/24/2022 \$495,000	0.90 \$550,000	39,204 \$12.63
4	2200 Dickinson Road Town of Ledgeview	8/1/2024 \$56,000	0.08 \$700,000	3,485 \$16.07

Comparables Map



Land Sale 1

Address.....: 499 Main Avenue
City of De Pere, WI
Comp ID.....: 4067
Tax ID.....: WD-283, WD-284, WD-286, & WD-287
Grantor.....: GENCAP De Pere, LLC
Grantee.....: De Pere Hotel Group, LLC

SALES INFO:

Price.....:	\$400,000	Document #.....:	WD2963868
Sale Date...:	June 17, 2021	Zoning.....:	B3
Lot Size.....:	0.74 acres/ 32,060 SF	Muni. Service.....:	Available
Price Per Acre.....:	\$543,478	Conditions of Sale.....:	Arm's Length
Price Per SF.....:	\$12.48		

Comments: Was a former parking lot that was purchased for the construction of a hotel. The seller kept the money in the deal as equity of the new develop for \$400,000. The lot was listed for \$400,000 and was considered to be arm's length

Land Sale 2

Address.....: 201 North Appleton Street
City of Appleton, WI
Comp ID.....: 504
Tax ID.....: 312041900
Grantor.....: Neighborhood Investments LLC
Grantee.....: McGuire Properties & Rentals LLC

SALES INFO:

Price.....:	\$120,000	Document #.....:	WD2290205
Sale Date...:	April 3, 2023	Zoning.....:	CBD
Lot Size.....:	0.10 acres/ 4,162 SF	Muni. Service.....:	Available
Price Per Acre.....:	\$1,200,000	Conditions of Sale.....:	Arm's Length
Price Per SF.....:	\$28.83		

Comments: Vacant Parcel of land near the Central Business District of Appleton. There was previously a restaurant building on the property that was previously torn down before the sale to market it as redevelopment.

Land Sale 3

Address.....: 1567 E. Mason Street
Green Bay, WI
Comp ID.....: 4489
Tax ID.....: 8-475
Grantor.....: Grand Central Station, LLC
Grantee.....: MIDWEST EXPANSION, LLP

SALES INFO:

Price.....:	\$495,000	Document #.....:	3015104
Sale Date...:	August 24, 2022	Zoning.....:	G2, commercial
Lot Size.....:	0.90 acres/ 39,204 SF	Muni. Service.....:	Available
Price Per Acre.....:	\$550,000	Conditions of Sale.....:	Usable sale
Price Per SF.....:	\$12.63		

Comments: Vacant land adjacent to Grand Central Station convenience store.

Land Sale 4

Address.....: 2200 Dickinson Road
Town of Ledgeview, WI
Comp ID.....: 9009
Tax ID.....: D-1609
Grantor.....: JS Friske Properties, LLC
Grantee.....: Kelly L. & Jessie C. Lundin

SALES INFO:

Price.....:	\$56,000	Document #.....:	3070541
Sale Date...:	August 1, 2024	Zoning.....:	Commercial
Lot Size.....:	0.08 acres/ 3,485 SF	Muni. Service.....:	All Utilities Available
Price Per Acre.....:	\$700,000	Conditions of Sale.....:	Usable sale
Price Per SF.....:	\$16.07		

Comments: Small parcel in a village of properties.

Analysis Grid

The above sales have been analyzed and compared with the subject property. I have considered adjustments in the areas of:

- Property Rights Sold
- Financing
- Conditions of Sale
- Market Trends
- Location
- Physical Characteristics

On the following page is a sales comparison grid displaying the subject property, the comparables and the adjustments applied.

Land Analysis Grid	Comp 1	Comp 2	Comp 3	Comp 4
Address	499 Main Avenue	201 North Appleton Street	1567 E. Mason Street	2200 Dickinson Road
City	City of De Pere	City of Appleton	Green Bay	Town of Ledgeview
State	WI	WI	WI	WI
Date	6/17/2021	4/3/2023	8/24/2022	8/1/2024
Price	\$400,000	\$120,000	\$495,000	\$56,000
Land SF	32,060	4,162	39,204	3,485
Land SF Unit Price	\$12.48	\$28.83	\$12.63	\$16.07
Transaction Adjustments				
Market Conditions	0.0%	0.0%	0.0%	0.0%
Price	\$12.48	\$28.83	\$12.63	\$16.07
Characteristics Adjustments				
Location/Neighborhood				
% Adjustment	0%	0%	5%	10%
Size				
% Adjustment	15%	-15%	15%	-15%
Physical Characteristics				
% Adjustment	-5%	-5%	-5%	0%
Adjusted Land SF Unit Price	\$13.72	\$23.07	\$14.52	\$15.27
Net Adjustments	10.0%	-20.0%	15.0%	-5.0%

Property Rights Conveyed/Conditions of Sale/Special Financing: None of these sales contained any known special financing, and as a result, cash equivalency is not applicable and therefore not developed. All sales are assumed to be arm's length with no special conditions and for the fee simple interest, unless stated otherwise.

Market Conditions: Land values in the past four years have been stable. As a result, each sale will be individually adjusted on a blended composite basis, based on its market. As a result, each sale will be individually adjusted on a blended composite basis, based on its market.

Location/Neighborhood: The sales were adjusted for overall location, neighborhood and proximity. The subject property is located in the City of Appleton's Central Business District. Sale 1 is overall comparable. Sale 2 is overall comparable. Sale 3 is overall slightly inferior (+5%). Sale 4 is overall somewhat inferior (+10%).

Site Size: Larger sites tend to sell for less on a per square foot basis. Overall utility is also considered within this section. The comparable sales are adjusted appropriately.

Physical Characteristics: The comparable sales are similar sites with no major constraints to development. This section also takes into consideration shape, frontage, corner influence and overall utility. The subject property is a good corner lot with average frontage. Sales 1 and 2 have overall slightly superior frontage (-5%). Sale 3 is overall slightly superior (-5%). Sale 4 is overall comparable.

Land Valuation

Land Value Ranges & As Is Reconciled Value			
	Unadjusted	Adjusted	% Δ
Low:	\$12.48	\$13.72	10%
High:	\$28.83	\$23.07	-20%
Average:	\$17.50	\$16.64	-5%
Median:	\$14.35	\$14.89	4%
Reconciled Value/Unit Value:		\$16.39	land sf
Subject Size:		9,148	
Indicated Value:		\$149,929	
Reconciled Final As Is Value:		\$150,000	
One Hundred Fifty Thousand Dollars			

CORRELATION OF LAND VALUE

In arriving at a land value, several sales were considered with four sales developed. There is a property listed at 201 North Appleton Street in Appleton for \$150,000 and is 4,160 square feet \$36.06 per land square foot and is overall superior. There is another property listed at 200 Law Street in Kaukauna and is listed for \$149,900 and is 13,504 square feet or \$11.10 per square foot and is overall inferior. Both the mentioned listings are in Central Business Districts and help reinforce the concluded sale price is within the range of the market. The four sales are comparable sites that had an adjusted value range from \$13.72 to \$23.07 with a per land sf value of \$16.39 established for the subject land.

Based on the data and analyses developed in this appraisal, I have reconciled to the following value conclusion(s), as of May 2, 2025, subject to the Limiting Conditions and Assumptions of this appraisal.

Reconciled Value(s): Premise: As Is
Interest: Fee Simple
Value Conclusion: \$150,000



Matthew P. Hietpas
WI Certified General Appraiser 2179-10

CERTIFICATION STATEMENT

I certify that, to the best of my knowledge and belief:

- The statements of fact contained in this report are true and correct.
- The reported analyses, opinions and conclusions are limited only by the reported assumptions and limiting conditions and are my personal, impartial, and unbiased professional analyses, opinions and conclusions.
- I have no present or prospective future interest in the property that is the subject of this report and have no personal interest with respect to the parties involved.
- I have no bias with respect to the property that is the subject of this report, or to the parties involved with this assignment.
- My engagement in this assignment was not contingent upon developing or reporting predetermined results.
- My compensation for completing this assignment is not contingent upon the development or reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value estimate, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal.
- Our analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the Uniform Standards of Professional Appraisal Practice (USPAP), and Title XI of the Financial Institutions Reform, Recovery and Enforcement Act (FIRREA).
- No one provided significant real property appraisal assistance to the person(s) signing this certification.
- It should be known that Matthew Hietpas is an independent contractor for J. Ross & Associates as a Real Estate Sales Person. Matthew Hietpas has no specific interest in this property and the final estimate of value was not affected by the relationship.
- I certify that I have no present or contemplated future interest in the property beyond this estimate of value. The appraiser has not performed any prior services regarding the subject within the previous three years of the appraisal date.
- As of the date of this report, I have completed the continuing education program for Practicing Affiliates of the Appraisal Institute.
- I certify sufficient competence to appraise this property through education and experience, in addition to the internal resources of the appraisal firm.
- I certify I have physically inspected the subject property on May 2, 2025.

Fox Cities Appraisal Company

Appraisal Certified by:



Matthew P. Hietpas

WI Certified General Appraiser 2179-10

ASSUMPTIONS AND LIMITING CONDITIONS FOR APPRAISAL REPORT

Acceptance of and/or use of this report constitutes acceptance of the following limiting conditions and assumptions; these can only be modified by written documents executed by both parties.

1. No responsibility is assumed for the legal description provided or for matters pertaining to legal or title considerations. Title to the property is assumed to be good and marketable unless otherwise stated.
2. The appraiser is not an expert in engineering or architectural design/measurements. It is therefore assumed all building measurement made by the appraiser or provided with plans are true and accurate.
3. The property is appraised free and clear of any or all liens or encumbrances unless otherwise stated.
4. Responsible ownership and competent property management are assumed.
5. The information furnished by others is believed to be reliable, but no warranty is given for its accuracy.
6. All engineering studies are assumed to be correct. The plot plans and illustrative material in this report are included only to help the reader visualize the property. I have made no survey of the property and assume no responsibility in connection with such matters.
7. The description of any improvements made herein is based on a visual inspection, or, if proposed construction, from plan sheets and/or specifications provided with this assignment. No structural or mechanical tests have been made by the appraisers. It is therefore assumed that the improvements are as structurally sound as they appear and the plumbing, HVAC, and all other mechanical systems are in normal working condition unless specifically stated otherwise. Improvement descriptions within this report are to assist the reader in visualizing the physical property and are not intended to be utilized as specifications. If any physical factors of the land or improvements are to be matters for specific decision making, the adequacies (structural, mechanical or functional) of same should be confirmed with experts in these matters, such as soil engineers, HVAC engineers, structural engineers, etc.
8. It is assumed that there are no hidden or unapparent conditions of the property, subsoil, or structures that render it more or less valuable. No responsibility is assumed for such conditions or for obtaining the engineering studies that may be required to discover them.
9. It is assumed that the property is in full compliance with all applicable federal, state, and local environmental regulations and laws unless the lack of compliance is stated, described, and considered in the appraisal report.
10. It is assumed that the property conforms to all applicable zoning and use regulations and restrictions unless nonconformity has been identified, described and considered in the appraisal report.

11. It is assumed that all required licenses, certificates of occupancy, and consents, and other legislative or administrative authority from any local, state, or national government or private entity or organization have been or can be obtained or renewed for any use on which the value estimate contained on this report is based.
12. It is assumed that the use of the land and improvements is confined within the boundaries or property lines of the property described and that there is no encroachment or trespass unless noted in the report.
13. Unless otherwise stated in this report, the existence of hazardous materials, which may or may not be present on the property, was not observed by the appraiser. The appraiser has no knowledge of the existence of such materials on or in the property. The appraiser, however, is not qualified to detect such substances. The presence of substances such as asbestos, urea-formaldehyde foam insulation and other potentially hazardous materials may affect the value of the property. Value estimated is predicated on the assumption that there is no such material on or in the property that would cause a loss in value. No responsibility is assumed for such conditions or for any expertise or engineering knowledge required to discover them. The client is urged to retain an expert in this field, if desired.
14. Any proposed improvements are assumed to have been completed unless otherwise stipulated; any construction is assumed to conform to the building plans referenced in the report.
15. The appraiser assumes that the reader or user of this report has been provided with copies of available building plans and all leases and amendments, if any, that encumbers the property.
16. This appraisal covers the described premises only. Neither the figures therein, nor any analysis thereof, or any unit values derived are to be construed as applicable to any other property, however similar.
17. Any value estimates provided in the report apply to the entire property, and any proration or division of the total into fractional interests will invalidate the value estimate, unless such proration or division of interests has been set forth in the report.
18. Any allocation of the total value estimated in this report between the land and the improvements applies only under the stated program of utilization. The separate values allocated to the land and buildings must not be used in conjunction with any other appraisal and are invalid if so used.
19. Possession of this report, or a copy thereof, does not carry with it the right of publication.
20. Neither all or any part of the contents of this report (especially any conclusions as to value) shall be used for any purposes by anyone but the client specified in the report, and shall not be disseminated to the public through advertising, public relations, news, sales, or other media without the prior written consent and approval of the appraiser.

21. The appraiser, by reason of this appraisal, is not required to give further consultation or testimony or to be in attendance in court with reference to the property in question unless arrangements have been previously made.
22. The forecasts, projections, or operating estimates contained herein are based on current market conditions, anticipated short-term supply and demand factors, and a continued stable economy. These forecasts are, therefore, subject to changes with future conditions.
23. The appraiser assumes no accountability, obligation or liability to any third party. If this report is placed in the hands of anyone other than the client, the client shall make such party aware of all limiting conditions and assumptions of the appraisal assignment and related discussions. The appraiser is in no way to be responsible to third parties for any cost incurred to discover or correct any deficiencies of any type present in the property, physically, financially, and/or legally.
24. Property values are influenced by a large number of external factors. The information contained in the report comprises the pertinent data considered necessary to support the value estimate. I have not knowingly withheld any pertinent facts, but I do not guarantee that I have knowledge of all factors, which might influence the value of the subject property. Due the rapid changes in the external factors, the value estimate is considered reliable only as of the effective date of the appraisal.
25. The value is estimated under the assumption that there will be no international or domestic political, economic or military actions that will seriously affect property values on a nationwide basis.
26. Although the mathematics of any computer output has been hand checked for accuracy, no guarantee is made of the program's infallibility.
27. Disclosure of the contents of the appraisal report is governed by the Bylaws and Regulations of the Appraisal Institute.
28. The American with Disabilities (ADA) became effective January 26, 1992. The appraiser has not made a specific compliance survey or analysis of the property to determine whether or not it is in conformity with the various detailed requirements of ADA. It is possible that a compliance survey of the property and a detailed analysis of the requirements of the ADA would reveal that the property is not in compliance with one or more of the requirements of the act. If so, this fact could have a negative impact upon the value of the property. Since the appraiser has no direct evidence relating to this issue, possible noncompliance with the requirements of the ADA was not considered in estimating the value of the property.



PO Box 1232 Appleton, WI 54912 | p 920 729 0229 | www.foxcitiesappraisal.com

Appraisal Assignment

DATE OF AGREEMENT: April 29, 2025

PARTIES TO AGREEMENT:

Client:

Client name: Mr. Ronald McDonald
Client company: Valley Transit-Appleton, WI
Address: 100 East Washington Street
City, State, Zip: Appleton, WI, 54911
Phone: 920-832-2291
E-mail: Ronald.McDonald@AppletonWi.gov

Appraiser:

Appraiser company: Fox Cities Appraisal Co.
Address: P.O Box 1232
City, State, Zip: Appleton, WI 54912
Phone: 920-729-0229
E-mail: info@foxcitiesappraisal.com

Client hereby engages Appraiser to complete an appraisal assignment as follows:

PROPERTY IDENTIFICATION

Property address: 0 North Oneida Street, City of Appleton, Outagamie County, WI 54911
Parcel number(s): 312038400

PROPERTY TYPE

Commercial

INTEREST VALUED

Fee Simple

INTENDED USERS

Valley Transit-Appleton, WI

Note: No other users are intended by Appraiser. Appraiser shall consider the intended users when determining the level of detail to be provided in the Appraisal Report.

INTENDED USE

To assist the client and intended users in internal planning.

TYPE OF VALUE

Market Value

DATE OF VALUE

Current

HYPOTHETICAL CONDITIONS, EXTRAORDINARY ASSUMPTIONS

None anticipated

ANTICIPATED SCOPE OF WORK**Site visit**

A complete interior and exterior inspection of the subject property has will made, and photographs taken.

Valuation approaches

Sales comparison approach / Cost approach / Income approach

Note: Appraiser shall use all approaches necessary to develop a credible opinion of value.

APPRAISAL REPORT**Report option**

Appraisal Report

Form or format:

Narrative

CONTACT FOR PROPERTY ACCESS, IF APPLICABLE

Name: Ronald McDonald

Number: 920-832-2291

Email: Ronald.McDonald@AppletonWi.gov

DELIVERY DATE

3 Weeks from signed engagement date

DELIVERY METHOD

E-mail (PDF)/ U.S. mail (If Needed)

NUMBER OF COPIES

1

PAYMENT TO APPRAISER

\$1,500

PROPOSED IMPROVEMENTS

If the property appraised consists of proposed improvements, Client shall provide to Appraiser plans, specifications, or other documentation sufficient to identify the extent and character of the proposed improvements.

PROPERTIES UNDER CONTRACT FOR SALE

If the property appraised is currently under contract for sale, Client shall provide to Appraiser a copy of said contract including all addenda.

CONFIDENTIALITY

Appraiser shall not provide a copy of the written Appraisal Report to, or disclose the results of the appraisal prepared in accordance with this Agreement with, any party other than Client, unless Client authorizes, except as stipulated in the Confidentiality Section of the ETHICS RULE of the Uniform Standards of Professional Appraisal Practice (USPAP).

PROPERTY DOCUMENTATION

Client agrees to provide Appraiser with the documentation required and requested by the Appraiser to complete the appraisal. See Attachment A for the property documentation requested by Appraiser to begin work on this engagement. Client agrees to provide contact name and phone number for property access. Client agrees to provide a copy of sales contract if property is under contract for sale. Delays in Appraiser's receipt of requested documentation may result in Appraiser being unable to deliver the appraisal report on the delivery date stated above.

CHANGES TO AGREEMENT

Any changes to the assignment as outlined in this Agreement shall necessitate a new Agreement. The identity of the client, intended users, or intended use; the date of value; type of value; or property appraised cannot be changed without a new Agreement.

CANCELLATION

Client may cancel this Agreement at any time prior to the Appraiser's delivery of the Appraisal Report upon written notification to the Appraiser. Client shall pay Appraiser for work completed on assignment prior to Appraiser's receipt of written cancellation notice, unless otherwise agreed upon by Appraiser and Client in writing.

NO THIRD PARTY BENEFICIARIES

Nothing in this Agreement shall create a contractual relationship between the Appraiser or the Client and any third party, or any cause of action in favor of any third party. This Agreement shall not be construed to render any person or entity a third party beneficiary of this Agreement, including, but not limited to, any third parties identified herein.

USE OF EMPLOYEES OR INDEPENDENT CONTRACTORS

Appraiser may use employees or independent contractors at Appraiser's discretion to complete the assignment, unless otherwise agreed by the parties. Notwithstanding, Appraiser shall sign the written Appraisal Report and take full responsibility for the services provided as a result of this Agreement.

TESTIMONY AT COURT OR OTHER PROCEEDINGS

Unless otherwise stated in this Agreement, Client agrees that Appraiser's assignment pursuant to this Agreement shall not include the Appraiser's participation in or preparation for, whether voluntarily or pursuant to subpoena, any oral or written discovery, sworn testimony in a judicial, arbitration or administrative proceeding, or attendance at any judicial, arbitration, or administrative proceeding relating to this assignment. In the event that the Appraiser is required by subpoena or other legal process to provide testimony or produce documents relating to Appraiser's services under this Agreement, whether in court or deposition, arbitration or in any other proceeding, and regardless of the identity of the party requiring such testimony or production of documents, Client agrees to compensate the Appraiser for the time incurred by the Appraiser in connection with the preparation for and provision of such testimony and/or documents at the Appraiser's hourly rate of \$350 and to reimburse the Appraiser's reasonable actual expense.

APPRAISER INDEPENDENCE

Appraiser cannot agree to provide a value opinion that is contingent on a predetermined amount. Appraiser cannot guarantee the outcome of the assignment in advance. Appraiser cannot insure that the opinion of value developed as a result of this Assignment will serve to facilitate any specific objective by Client or others or advance any particular cause. Appraiser's opinion of value will be developed competently and with independence, impartiality and objectivity.

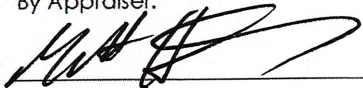
EXPIRATION OF AGREEMENT

This Agreement is valid only if signed by both Appraiser and Client within five days of the Date of Agreement specified.

GOVERNING LAW & JURISDICTION

The interpretation and enforcement of this Agreement shall be governed by the laws of the state in which the Appraiser's principal place of business is located, exclusive of any choice of law rules.

By Appraiser:

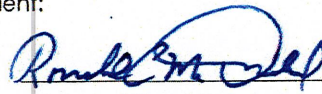


(Signature)

Matt Heetpas / 4/29/25

(Printed name)/(Date)

By Client:



(Signature)

Ronald C. McDonald 4/29/25

(Printed name)/(Date)

SEND THIS STUB AND MAKE CHECK PAYABLE TO:
CITY OF APPLETON
FINANCE DEPARTMENT
PO BOX 2519
APPLETON, WI 54912



SEND THIS STUB AND MAKE CHECK PAYABLE TO:
CITY OF APPLETON
FINANCE DEPARTMENT
PO BOX 2519
APPLETON, WI 54912



SEND THIS STUB AND MAKE CHECK PAYABLE TO:
CITY OF APPLETON
FINANCE DEPARTMENT
PO BOX 2519
APPLETON, WI 54912



SEND THIS STUB AND MAKE CHECK PAYABLE TO:
CITY OF APPLETON
FINANCE DEPARTMENT
PO BOX 2519
APPLETON, WI 54912



312038400
REDEVELOPMENT AUTHORITY OF
100 N APPLETON ST
APPLETON WI 54911

WB-40 AMENDMENT NO. 2 TO OFFER TO PURCHASE

CAUTION: Use a WB-40 Amendment if both Parties will be agreeing to modify the terms of the Offer.
Use a WB-41 Notice if a Party is giving a Notice which does not require the other Party's agreement.

1 Buyer and Seller agree to amend the Offer dated November 14, 2022, and accepted on November 17, 2022,
2 for the purchase and sale of real estate at 222 North Onelda Street, Appleton, Wisconsin as follows:
3 _____
4 Closing date is changed from 12/31/2024, to 6/30/2025 unless mutually amended by Buyer and Seller.
5 Purchase price is changed from \$ _____ to \$ _____.
6 Other: _____
7 For purposes of clarification, additional contingency 3) as referenced in line 650 of the Offer and attached thereto, is amended as follows:
8 _____
9 Parties acknowledge that the Federal Transit Administration (FTA) must approve Buyer's purchase of the Property. This
10 Offer shall not be considered a binding offer until various FTA conditions and contingencies are satisfied including, but not
11 limited to, completing the NEPA process as well as other requirements established in FTA C 5010.1E. As further required
12 by FTA C 5010.1E Page IV-2, Seller acknowledges its understanding that the terms set forth in the Offer shall be
13 considered "preliminary and non-binding as to price and other consideration" and are intended to enable Buyer to engage
14 in preliminary activities to complete the NEPA process.
15 _____
16 _____
17 Simultaneous with execution of closing documents, Parties shall enter a separate written agreement wherein Buyer grants
18 Seller the Right of First Refusal to repurchase the Property in the event Buyer elects to sell the undeveloped Property at
19 any point in the future.
20 _____
21 _____
22 _____
23 _____
24 _____
25 _____
26 _____
27 _____
28 _____
29 _____
30 _____

31 The attached _____ is/are made part of this Amendment.
32 ALL OTHER TERMS OF THE OFFER TO PURCHASE AND ANY PRIOR AMENDMENTS REMAIN THE SAME.
33 This Amendment is binding upon Seller and Buyer only if a copy of the accepted Amendment is delivered to the Party
34 offering the Amendment on or before _____ (Time is of the Essence). Delivery
35 of the accepted Amendment may be made in any manner specified in the Offer to Purchase, unless otherwise provided
36 in this Amendment.
37 NOTE: The Party offering this Amendment may withdraw the offered Amendment prior to acceptance and
38 delivery as provided at lines 33-34.

39 This Amendment was drafted by _____ on _____
40 _____ Licensee and Firm ▲ Date ▲

41 This Amendment was presented by _____ on _____
42 _____ Licensee and Firm ▲ Date ▲

43 (x) Ronald C. McDonald 02/25/25 (x) Kara Homan 2/26/25
44 Buyer's Signature ▲ Date ▲ Seller's Signature ▲ Date ▲
45 Print name ▶ Ronald C. McDonald Print name ▶ Kara Homan

46 (x) _____ (x) _____
47 Buyer's Signature ▲ Date ▲ Seller's Signature ▲ Date ▲
48 Print name ▶ _____ Print name ▶ _____

49 This Amendment was rejected _____
50 _____ Party Initials ▲ Date ▲

WB-13 VACANT LAND OFFER TO PURCHASE

1 LICENSEE DRAFTING THIS OFFER ON November 14, 2022 [DATE] IS (AGENT OF BUYER)
 2 (~~AGENT OF SELLER/ LISTING FIRM~~) (~~AGENT OF BUYER AND SELLER~~) STRIKE THOSE NOT APPLICABLE

3 The Buyer, City of Appleton - Valley Transit and/or assigns,
 4 offers to purchase the Property known as 222 North Onelda Street, Appleton, WI

6 [e.g., Street Address, Parcel Number(s), legal description, or insert additional description, if any, at lines 650-664, or
 7 attach as an addendum per line 686] in the City of Appleton,
 8 County of Outagamie Wisconsin, on the following terms:

9 **PURCHASE PRICE** The purchase price is One Hundred Fifty Thousand and 00/100
 10 Dollars (\$ 150,000.00).

11 **INCLUDED IN PURCHASE PRICE** Included in purchase price is the Property, all Fixtures on the Property as of the date
 12 stated on line 1 of this Offer (unless excluded at lines 17-18), and the following additional items: _____

14 **NOTE:** The terms of this Offer, not the listing contract or marketing materials, determine what items are included
 15 or not included. Annual crops are not part of the purchase price unless otherwise agreed.

16 **NOT INCLUDED IN PURCHASE PRICE** Not included in purchase price is Seller's personal property (unless included at
 17 lines 12-13) and the following: _____

19 **CAUTION:** Identify Fixtures that are on the Property (see lines 21-25) to be excluded by Seller or that are rented
 20 and will continue to be owned by the lessor.

21 "Fixture" is defined as an item of property which is physically attached to or so closely associated with land so as to be
 22 treated as part of the real estate, including, without limitation, physically attached items not easily removable without damage
 23 to the premises, items specifically adapted to the premises and items customarily treated as fixtures, including, but not
 24 limited to, all: perennial crops, garden bulbs; plants; shrubs and trees; fences; storage buildings on permanent foundations
 25 and docks/piers on permanent foundations.

26 **CAUTION:** Exclude any Fixtures to be retained by Seller or that are rented on lines 17-18 or at lines 650-664 or in
 27 an addendum per line 686.

28 **BINDING ACCEPTANCE** This Offer is binding upon both Parties only if a copy of the accepted Offer is delivered to Buyer
 29 on or before _____.

30 Seller may keep the Property on the market and accept secondary offers after binding acceptance of this Offer.

31 **CAUTION:** This Offer may be withdrawn prior to delivery of the accepted Offer.

32 **ACCEPTANCE** Acceptance occurs when all Buyers and Sellers have signed one copy of the Offer, or separate but identical
 33 copies of the Offer.

34 **CAUTION:** Deadlines in the Offer are commonly calculated from acceptance. Consider whether short term
 35 Deadlines running from acceptance provide adequate time for both binding acceptance and performance.

36 **CLOSING** This transaction is to be closed on or before 10/31/2023 unless mutually amended by Buyer and Seller

38 at the place selected by Seller, unless otherwise agreed by the Parties in writing. If the date for closing falls on a Saturday,
 39 Sunday, or a federal or a state holiday, the closing date shall be the next Business Day.

40 **CAUTION:** To reduce the risk of wire transfer fraud, any wiring instructions received should be independently
 41 verified by phone or in person with the title company, financial institution, or entity directing the transfer. The real
 42 estate licensees in this transaction are not responsible for the transmission or forwarding of any wiring or money
 43 transfer instructions.

44 **EARNEST MONEY**

45 ■ EARNEST MONEY of \$ 1.00 and other consideration accompanies this Offer.

46 If Offer was drafted by a licensee, receipt of the earnest money accompanying this Offer is acknowledged.

47 ■ EARNEST MONEY of \$ _____ will be mailed, or commercially, electronically
 48 or personally delivered within _____ days ("5" if left blank) after acceptance.

49 All earnest money shall be delivered to and held by (listing Firm) (drafting Firm) (other identified as _____)
 50 STRIKE THOSE NOT APPLICABLE

51 (listing Firm if none chosen; if no listing Firm, then drafting Firm; if no Firm then Seller).

52 **CAUTION:** If a Firm does not hold earnest money, an escrow agreement should be drafted by the Parties or an
 53 attorney as lines 56-76 do not apply. If someone other than Buyer pays earnest money, consider a special
 54 disbursement agreement.

55 ■ THE BALANCE OF PURCHASE PRICE will be paid in cash or equivalent at closing unless otherwise agreed in writing.

Contingencies for VT OTP of 222 N. Oneida Street ("Property")

This Offer to Purchase is contingent upon satisfaction of the following:

- 1) Buyer setting aside \$50,000 ("closure funds") to be used solely for the purpose of final site remediation of the Property and obtaining all required closure documentation from the Wisconsin Department of Natural Resources ("DNR"). The closure funds will be held by the City of Appleton in a segregated account and available to the Appleton Redevelopment Authority, or its authorized agent, to be applied solely for costs incurred for the Property's environmental analysis, additional required remediation and closure by the DNR. Buyer and Seller anticipate the services of Westwood Infrastructure, Inc. will be engaged for these services. Any unspent/unobligated closure funds may be applied toward the purchase price or refunded to Buyer at Buyer's sole discretion. If additional funds are required under this section, Buyer shall have the option to deposit additional funds or terminate this Offer. In the event Buyer does not purchase the property for any reason, Buyer waives any claim for reimbursement of spent/obligated closure funds.
- 2) Buyer shall be granted permission to access the Property for geotechnical and similar testing to evaluate the Property's suitability for Buyer's intended development of the Property. Buyer shall restore the site to its original condition subsequent to any testing. In the event such test results reveal the Property is not suitable for Buyer's intended development, Buyer may rescind this Offer.
- 3) The Federal Transit Administration must approve Buyer's purchase of the Property.
- 4) The Appleton Common Council must approve Buyer's purchase of the Property.

CL 22-0832



PO Box 1232 Appleton, WI 54912 | p 920 729 0229 | www.foxcitiesappraisal.com

**QUALIFICATIONS FOR
Matthew P. Hietpas**

- EDUCATION:** University of Wisconsin Oshkosh
Bachelors of Science in Business Administration-Marketing with a Real Estate Emphasis
- Completed all necessary educational and experience requirements to obtain and maintain a professional status. As of the date of this report, has completed all education requirements of the Appraisal Institute.
- CERTIFICATION:** Certified General Appraiser No. 2179-10
- EMPLOYMENT:** Owner of Fox Cities Appraisal Company, LLC 12/2012- Present
JRoss & Associates 10/2018-Present
- CLIENTS:** Abby Bank, Allstate Appraisal, American National Bank, Associated Bank, Bank First National, BLC Community Bank, Capital Credit Union, Choice Bank, Community First Credit Union, Fox Communities Credit Union, Fox Valley Savings Bank, Hometown Bank, Horicon Bank, Investors Community Bank, National Bank Exchange and Trust, Nicolet National Bank, Mountain Seed Appraisal Management, Exact Bid, State Bank of Chilton, The Bank of Kaukauna, West Pointe Bank, Wolf River Community Bank, State of Wisconsin D.O.T., attorneys, accountants, and individuals.
- EXPERIENCE:** Appraisal experience includes multi-family apartments, office, retail, industrial, subdivisions, and agricultural land.
- PROFESSIONAL AFFILIATIONS:** Practicing Affiliate of The Appraisal Institute, REALTORS® Appraisal Committee 2019-2024

The State of Wisconsin
Department of Safety and Professional Services
REAL ESTATE APPRAISERS BOARD

Hereby certifies that

Matthew P Hietpas

was granted a license to practice as a

APPRAISER, CERTIFIED GENERAL

(551)

*in the State of Wisconsin in accordance with Wisconsin Law
on the 29th day of January in the year 2016.*


The authority granted herein must be renewed each biennium by the granting authority.

In witness thereof, the State of Wisconsin

Real Estate Appraisers Board

*has caused this certificate to be issued under
the seal of the Department of Safety and Professional Services*




DSFS Secretary

TITLE VI PROGRAM

2025 Update



Title VI Program

Valley Transit – Appleton, WI

Adopted on: _____

Adopted by: Fox Cities Transit Commission

**FCTC minutes found in Attachment 1*

This policy is hereby adopted and signed by:

Valley Transit

Executive Name/Title: Ron McDonald, General Manager

Executive Signature: _____

Policy Statement

Valley Transit as a recipient of Federal Transit Administration (FTA) grant dollars either directly from FTA or through the Wisconsin Department of Transportation (WisDOT) will comply with the Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and the U.S. Department of Transportation implementing regulations.

Title VI Plan Elements

Valley Transit's Title VI plan includes the following elements:

1. Evidence of Policy Approval
2. Notice to the Public
3. Complaint Procedure
4. Complaint Form
5. List of transit related Title VI Investigations, Complaints and Lawsuits
6. Public Participation Plan
7. Language Assistance Plan
8. Minority Representation Table and Description
9. Facility Location Equity Analysis
10. Fixed Route Service Standards
11. Fixed Route Service Policies

Note: Additional materials will be attached, if required.

Policy Updates – Activity Log

Valley Transit will review its policy at least once a year to determine if modifications are necessary. Modifications are noted in the log below.

Date	Activity (Review/Update/Addendum/ Adoption/Distribution)	Person Responsible	Remarks

Evidence of Policy Approval

Fox Cities Transit Commission approval of this Title VI Program is found in applicable meeting minutes at the end of this document.

Title VI Notice to the Public

Valley Transit's Notice to the Public is included below:

Notifying the Public of Rights Under Title VI

VALLEY TRANSIT

- ✓ Valley Transit operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with Valley Transit.
- ✓ For more information on Valley Transit's civil rights program, and the procedures to file a complaint, contact 920-832-5800, TTY Relay 7-1-1, email valley.transit@appleton.com; or visit our administrative office at 801 S. Whitman Avenue, Appleton, WI 54914. For more information, visit www.myvalleytransit.com
- ✓ A complainant may file a complaint directly with the Federal Transit Administration by filing a complaint with the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE Washington, DC, 20590.
- ✓ If information is needed in another language, contact 920-832-5800.

Valley Transit's Title VI notice is posted in the following locations:

- ✓ Agency website www.myvalleytransit.com
- ✓ Public area of Administrative Office
- ✓ Inside vehicles that transport passengers
- ✓ Route Map/Rider Guides and VT Connector brochures
- ✓ Downtown Transit Center

Discrimination Complaint Procedure

Valley Transit's Title VI Complaint Procedure is made available in the following locations:

- ✓ Website
 - ✓ Hard copy in Administrative Office and Downtown Appleton Transit Center
-

Any person who believes she or he has been discriminated against based on race, color, or national origin by Valley Transit may file a Title VI complaint by completing and submitting the agency's Title VI Complaint Form.

Valley Transit investigates all complaints received no more than 180 calendar days after the alleged incident. Valley Transit will process complaints that are complete.

Once the complaint is received, Valley Transit will review it to determine if our office has jurisdiction. The complainant will receive an acknowledgement letter informing her/him whether the complaint will be investigated by our office.

Valley Transit has five (5) calendar days to investigate the complaint. If more information is needed to resolve the case, Valley Transit may contact the complainant.

The complainant has ten (10) calendar days from the date of the letter to send requested information to the investigator assigned to the case.

If the investigator is not contacted by the complainant or does not receive the additional information within thirty (30) calendar days, Valley Transit can administratively close the case. A case can also be administratively closed if the complainant no longer wishes to pursue their case.

After the investigator reviews the complaint, she/he will issue one of two (2) letters to the complainant: a closure letter or a letter of finding (LOF).

- ✓ A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed.
- ✓ A letter of finding (LOF) summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member or other action will occur.

If the complainant wishes to appeal the decision, she/he has 180 calendar days after the date of the letter or the LOF to do so.

A person may also file a complaint directly with the Federal Transit Administration, at FTA Office of Civil Rights, 1200 New Jersey Avenue SE, Washington, DC 20590.

If information is needed in another language, contact 920-832-5800.

Discrimination Complaint Form

Section I:				
Name:				
Address:				
Telephone (Home):			Telephone (Work):	
Email Address:				
Accessible Format Requirements?	Large Print		Audio Tape	
	TDD		Other	
Section II:				
Are you filing this complaint on your own behalf?			Yes*	No
*If you answered "yes" to the question above, go to Section III.				
If not, please supply the name and relationship of the person for whom you are complaining:				
Please explain why you have filed for a third party:				
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.			Yes	No
Section III:				
I believe the discrimination I experienced was based on (check all that apply):				
<input type="checkbox"/> Race/Color/National Origin (<i>Related to Title VI of the Civil Rights Act of 1964</i>)				
<input type="checkbox"/> Disability (<i>Related to the Americans with Disabilities Act (ADA)</i>)				
Date of Alleged Discrimination (Month, Day, Year): _____				
<p>Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please use the back of this form.</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>				
Section IV				
Have you previously filed a Discrimination complaint with this agency?			Yes	No

Section V	
Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, check all that apply:	
<input type="checkbox"/> Federal Agency: _____	
<input type="checkbox"/> Federal Court _____	<input type="checkbox"/> State Agency _____
<input type="checkbox"/> State Court _____	<input type="checkbox"/> Local Agency _____
Please provide information about a contact person at the agency/court where the complaint was filed.	
Name:	
Title:	
Agency:	
Address:	
Telephone:	
Section VI	
Name of agency complaint is against:	

You may attach any written materials or other information that you think is relevant to your complaint.

Signature and date required below:

Signature	Date	

NOTE: COMPLAINT WILL NOT BE ACCEPTED WITHOUT A SIGNATURE.

Valley Transit’s Title VI or ADA Officer will investigate all complaints. At the conclusion of our investigation, a letter of finding will be sent to the complainant. If our investigation determines that we were not in violation of Title VI or ADA, our letter will explain why we were in compliance. If it is determined that there was a violation, our letter will document the violation and the action that Valley Transit will take to become compliant.

No one may intimidate, threaten, coerce, or engage in other discriminatory conduct against anyone because he or she has filed a complaint to secure rights protected by the nondiscrimination statutes we enforce. Any individual alleging such harassment or intimidation may file a complaint with Valley Transit or the Federal Transit Administration.

Please submit this form in person at the address below, or mail this form to:

Valley Transit Title VI/ADA Coordinator
801 S. Whitman Avenue
Appleton, WI 5491

For office use only:
Date received by Valley Transit: _____
Received by: _____
Create database feedback record, upload this completed form and related documents.

List of Transit Related Title VI Investigations, Complaints and Lawsuits

Valley Transit maintains a list or log of all Title VI investigations, complaints and lawsuits, pertaining to its transit-related activities.

Check One:

✓ There have been no investigations, complaints and/or lawsuits filed against us during the report period.

_____ There have been investigations, complaints and/or lawsuits filed against us. *See list below. Attach additional information as needed.*

	Date (Month, Day, Year)	Summary (Include basis of complaint: race, color, or national origin)	Status	Action(s) Taken
Investigations				
1.				
2.				
Lawsuits				
1.				
2.				
Complaints				
1.				
2.				

Public Participation Plan

Process

An ongoing forum for public participation is offered during every Fox Cities Transit Commission (FCTC) public meeting. The FCTC is scheduled to meet two times each month with time provided for public participation on agenda items at each meeting. FCTC meetings are held during the operating hours of Valley Transit services to improve access for the public. The meeting location is the City of Appleton City Hall, which is located one block south of Valley Transit's downtown transit center. FCTC meeting start time has been adjusted to accommodate any persons who use the fixed route and better suit a rider's schedule.

Proposed fare and service changes are announced to the public by the means described in this section, and public input is solicited far enough in advance for Valley Transit to consider the comments and make revisions based on the comments. Valley Transit's Public Participation Policy is posted on its website as a resource to help community members understand how to submit comments and when they are considered by the FCTC commissioners prior to finalizing decisions. Public meetings are noticed in the local newspaper and other forums for service and fare changes as described in Public Participation Policy. Individuals and organizations can request notification of future meetings. An archive of agendas and meeting minutes are posted via a link on Valley Transit's website.

Beyond monthly FCTC meetings, several other methods are used to communicate with riders. Valley Transit Route Map/Rider Guide is a printed map with guidance for using services and includes information on how to contact Valley Transit, as well as the web address and social media platforms. Each year, over 20,000 route maps are printed and distributed throughout the community. Maps are available at several key destinations throughout the Fox Cities, on all transit vehicles, and at the main administrative office. Valley Transit also publishes brochures that describe specific programs and policies. These materials are available to riders at the main office (801 S Whitman Ave), downtown transit center, website (PDF), and are distributed to local agencies. These printed materials are mailed upon request at no cost.

Valley Transit's downtown transit center, located at 100 Washington Street, provides another communication avenue with riders. The transit center facility has a staffed customer service window. When no staff are available, a courtesy phone is available to speak with staff. The transit center has digital monitors and other displays containing travel information, notices to the public, contact information, and other announcements or resources applicable to the service. The transit center is centrally located in the service area and many routes pulse into the center for transfers between routes.

Each Valley Transit bus contains an info display area, brochure holders and interior ad space along the entire interior. Maps, brochures, flyers and notices are placed on buses for display to riders.

Valley Transit's website (www.myvalleytransit.com), Instagram, X, and Facebook page also provide information to the public. The website content includes information on bus trip planning, demand response programs, fares, contact info, board meeting agendas and minutes, detours, news/blog and

more. Public input is welcomed via the website and visitors are provided with several options for contacting Valley Transit (mail, email, web comment form, or phone). The website is also designed to be accessible, clear, and easy to use. A website plug-in called accessiBe is used to provide state-of-the-art features to enable a wider range of visitors with the tools and adjustments needed to view the content. The website also utilizes Google Translate to provide language options beyond English. The Riding dropdown offers a “How to Ride” page that includes a video in English and Spanish. A link to a printable plan language form that was created at the request of schools and non-profits who primarily serve non-English speaking populations or have English Language learners (ELL) as a part of their programing.

RideMyValleyTransit.com is a supplemental website that provides real-time bus location. In addition, this website informs riders of detours with dates and the duration of the effected routes. Users can also subscribe to receive text alerts that notify riders or the public of time sensitive announcements and any other useful information. Personal devices can translate this information into a recipients native or preferred language.

When invited to present in classrooms or at partner organizations, we teach all participants how to use Google Maps for trip planning. Smart phones default to their preferred language which deepens a student’s understanding of how to use Valley Transit, locate nearest bus stops, recognize bus schedules, and routes needed to get from start to destination.

Valley Transit’s planning process (Transit Development Plan - TDP) contains its own Public Participation Plan. The PPP is developed and managed by our Metropolitan Planning Organization (MPO) and identifies outreach efforts and public involvement opportunities. Techniques used to gain input from minority and LEP populations include involving stakeholders in the steering committee. This also helps to disseminate information to hard-to-reach populations. The MPO uses public notices in appropriate non-English languages and maintains contacts with local translators. TDP meetings are held at different locations that are accessible and reasonably welcoming to all residents. Our TDP collects direct input from organizations and advocacy groups that represent a variety of community interests. The participant list includes county health and human services staff, local libraries, Multicultural Coalition, Inc. Hope & Help Together Fox Cities, Hmong American Partnership and N.E.W. Hmong Professionals. Making the Ride Happen (non-profit), Casa Hispana, Appleton School District (including Even Start a combination of ELL classes and daycare), Lawrence University, World Relief, Partnership Community Health Center (non-profit), Hope Clinic, LEAVEN Fox Cities, Fox Valley Tech College, Fox Cities Chamber, Pillars, and Hmong American Partnership.

The TDP process occurs every 5 years. The results of the TDP drive Valley Transit major planning and policy decisions, so we place added effort to engage public participation during this critical process. Valley Transit will continue to work with our MPO to develop and implement public engagement techniques for each planning process.

Valley Transit’s ongoing public outreach efforts to engage the entire community, including minority and LEP populations, are led by our mobility manager. This position is tasked with partnering with community-based organizations, participating in community events/meetings and many other forms of continuous outreach. Evidence of outreach efforts is found in the table under ‘Public Outreach Activities’

below. Valley Transit' travel trainer position also plays a role in community outreach by participating in events/meetings and providing travel training resources to individuals and organizations across the Fox Cities. This direct staff contact with individuals and groups invites active participation and communication of transit issues and strives to help overcome barriers.

Strategies and Desired Outcomes

To promote inclusive public participation, Valley Transit will employ the following strategies, as appropriate:

- ✓ Provide for early, frequent, and continuous engagement by the public
- ✓ Select accessible and varied meeting locations and times
- ✓ Employ different meeting sizes and formats
- ✓ Provide food during meetings, if possible
- ✓ Use social media in addition to other resources to gain public involvement
- ✓ Direct participation in local groups and efforts to improve communication with hard-to-reach populations
- ✓ Expand traditional outreach methods by visiting ethnic stores/markets and restaurants, community centers, libraries, faith-based institutions, local festivals, etc.

Public Outreach Activities

Valley Transit maintains a log/record of the various types of outreach activities it uses to promote public participation. On an annual basis, Valley Transit reviews its log of outreach activities to determine if additional or different strategies are needed to expand our reach for public participation.

The direct public outreach and involvement activities conducted by Valley Transit & ECWRPC are summarized in the table below. Efforts include *meetings, events, presentations, partnerships, surveys, focus groups, attendance at community events, etc.*

Event Date	Valley Transit Staffer(s)	Event	Date Publicized and Communication Method	Outreach Method	Notes
2 nd Saturday in September & Spring Banquet	VT MM & TT	Latinofest and Scholarship for a Cause Annual Gala	Annually	Booth at Event	Outreach to build trust in the Hispanic community alongside other community partners and resources
2 nd Thursday	VT MM & TT	Hispanic Interagency Meeting	Monthly	Updates about Valley Transit are provided to influencers and other services	build trust in the Hispanic community alongside other community partners and resources
5/9/24	VT MM & TT	Casa Hispana Group Ride	Distributed by email and at 2 Hispanic Interagency Meetings	Group Ride	Hands-on experience to build trust and relationships with referral sources

6/4/24	VT MM & TT	VIDA Group Ride with Spanish speaking mothers group	Distributed by VIDA to their mothers group	Group Ride	Vida serves a large Hispanic population and seeks to help families with barrier to transportation
Annually	VT MM & TT	Pillars Community Health and Wellness Fair	Email, flyers, word of mouth	Booth	Tabling event to reach unhoused individuals needing transportation
8/3/23	VT MM & TT	Hmong Health Event and Volleyball Tournament	Email, flyers, word of mouth	Booth	Tabling event to reach members of the Hmong community to bridge transportation needs
2/17-20, 2025	VT MM	Booth at Appleton Public Library	Monthly - Distribute transportation information	Booth	APL New Library Grand Opening & Community outreach
7/13/24	ECWRPC Staff	Appleton Downtown Farmer's Market	East Central & Stakeholder Groups Modification to bus service hours	Booth	MTP input
7/17/24	ECWRPC Staff	Greenville Farmer's Market	East Central & Stakeholder Groups	Booth	MTP input
8/7/24	ECWRPC Staff	Menasha National Night Out	East Central & Stakeholder Groups	Booth	MTP input
Monthly	VT Mang. Team	Fox Cities Transit Commission	Published on website 4 days prior to meeting	Meeting	2 nd or 4 th Tuesday
2023-present	VT MM & TT	World Relief/Hope & Help Together/Heads Up Fox Cities	Frequent and engaged partnership	Meetings, group rides, and Travel Training Partners	Refugee needs for Transportation, Group training, volunteer training, PITT Crew
2023 - present	VT MM & TT	<ul style="list-style-type: none"> Leaven Fox Cities St. Vincent DePaul Partnership Community Health Hope Clinic & Care Center 	Frequent and engaged partnerships	Experience/exposure to the bus	Key organizations serving minority populations and underserved communities and strong partners for VT
2023-present	VT MM & TT	Fox Valley Literacy Council ELL classes	Bi-Annually or as needed: Fox Valley Literacy Staff	Training/Presentation	Assisting minority populations with reading, communicating, translating, etc...
2023-present	VT MM & TT	Multicultural Coalition, Inc. Events and Walk-in Wednesdays	Vaccine Clinics, cultural competency training, cultural needs & access to resources	Table events, travel training, trip planning, VT resources & tools, How-to translate our website for LEP populations	formed to improve urgent/timely communications to diverse populations
2024-present	VT MM	Appleton Engaged Podcast	Hosted by City of Appleton Community, Culture, & Belonging Dept.	Back-up co-host	Bringing awareness to community resources builds collaborative partnerships
2023-present	VT MM & TT	Newcomer Summit	AASD/Hope & Help Together/United Way Fox Cities	Workshop	Community initiative to unite in serving refugees or minority resettlements within the Fox Cities
2023-present	VT MM & TT	Long Cheng Marketplace & Hmong Adult Day Care Center	Hmong Leaders	Hmong New Year Annual Event, Group Bus Ride to Thompson Center	Hmong Elder Transportation Solutions and introduction to the fixed route bus
2023	VT MM & TT	Harbor House	Case Workers & Outreach Specialists	Meeting/Presentation	Assist BIPOC, LGBTQ & Hmong

					women access transportation
2023 – present	VT MM & TT	Fox Valley Technical College	ELL Department/Professors	Presentation & group rides	Intro to how to use VT and a group ride to the transit center and back to class
2023-present	VT MM & TT	Fox Valley Technical College	Student Life and DEI Offices	Annual tabling at registration days. Welcome to Wisconsin presentation at Tech Village for International Students in campus housing	Promote that FVTC Student ID's ride free, travel training, VT Connector Service and MM
2023 - present	VT MM & TT	Even Start (AASD/FVTC Partnership)	ELL Teachers	Role-play and Presentation	Introduction to VT, promote TT and MM services. Since Mom's can't leave the school, we role-play.
2023-present	VT MM & TT	Lawrence University	Community, Culture & Engagement Department Dean of Student Life	Tabling Events	Raise awareness that LU Student ID's ride free, TT, PITT Crew and MM services.
2023-present	VT MM & TT	FVTC International Student Classroom	International Student Department	Presentation & group rides	Presented to classes of International Students at FVTC and rode the bus to transit center for a tour
1/21/23	VT MM	Chinese New Year Celebration	Fannie Xie	Invited by Fannie	Cultural event to celebrate Chinese New Year and unite members of the Chinese Community in the Fox Cities
4/27/24	VT MM & TT	Menasha Library	Dia del Nino (Day of the Child)	Booth	Family outreach to Hispanic families in partnership with the Menasha Library
2023 - present	VT MM & TT	AASD Newcomer Student Classes	Within existing classroom	Presentation & group rides	Classroom roll-playing and introduction to Valley Transit so students can learn to use the bus and their student ID's as a benefit to free transportation
Annually	VT MM & TT	Menasha High School Open House	To existing students	Presentation and group rides	Resource table to educate families and offer Valley Transit services to reduce/eliminate truancy
Annually	VT MM & TT	Menasha ELL Summer School Program	Within existing classroom/programming	Presentation & group rides	Classroom roll-playing and introduction to Valley Transit so students can learn to use the bus and their student ID's as a benefit to free transportation
2024	VT MM & TT	Hope & Help Together	Office Hours and Creation and training of Simple English Document	Resource Tabling during walk-in hours and collaboration to better serve newcomers and refugee populations	Walk-in hours tabling event and collaboration to create resources to better serve newcomer families
Annually	VT MM & TT	AASD Middle School Open Houses	To existing students	Booth	Frequent tabling events to reach students

Language Assistance Plan

Plan Components

As a recipient of federal US DOT funding, Valley Transit is required to take reasonable steps to ensure meaningful access to our programs and activities by limited-English proficient (LEP) persons.

Limited English Proficient (LEP) refers to persons for whom English is not their primary language and who have a limited ability to read, write, speak or understand English. This includes those who have reported to the U.S. Census that they speak English less than very well, not well, or not at all.

Valley Transit's Language Assistance Plan includes the following elements:

1. The results of the *Four Factor Analysis*, including a description of the LEP population(s), served.
2. A description of how language assistance services are provided by language
3. A description of how LEP persons are informed of the availability of language assistance service
4. A description of how the language assistance plan is monitored and updated
5. A description of how employees are trained to provide language assistance to LEP persons
6. Additional information deemed necessary

Methodology

To determine if an individual is entitled to language assistance and what specific services are appropriate, Valley Transit has conducted a *Four Factor Analysis*¹ of the following areas: 1) Demography, 2) Frequency, 3) Importance and 4) Resources and Costs.

LEP *Four Factor Analysis*

Factor 1: Demography: Identifies the number or proportion of LEP persons served and the languages spoken in the service area.

The first factor of the *Four Factor Analysis* is the basis of the Language Assistance Plan. It requires Valley Transit to review its US Census data to determine if it meets the *LEP Safe Harbor Threshold*.

US Census and American Community Survey (ACS) Data²

Valley Transit did the following:

1. Inserted county LEP data in the Title VI plan.
2. Analyzed the LEP demographic data for Valley Transit's program and/or service area by calculating the *Safe Harbor Threshold* for two to three of the largest language groups identified other than English. All data was provided by ECWRPC using the US Census Bureau website as the source.
 - a. The *Safe Harbor Threshold* is calculated by dividing the population estimate for a language group that "Speaks English less than very well" by the total population of the county.
 - i. The *LEP Safe Harbor Threshold* provision stipulates that for each LEP group that meets the LEP language threshold (5% or 1,000 individuals, whichever is less of

¹ DOT LEP guidance <https://www.transportation.gov/civil-rights/civil-rights-awareness-enforcement/dots-lep-guidance>

² <https://www.census.gov/programs-surveys/acs>

the population to be served) Valley Transit must provide translation of vital documents in written format for the non-English users.

- ii. Examples of written translation of vital documents include the Title VI policy statement and/or Notice to the Public, Title VI Complaint Procedure, Title VI Complaint Form, and ADA paratransit eligibility forms.
3. Explained the results of the analysis of the county LEP data in the demographic section of the *Four Factor Analysis*.

Factor 2: Frequency: Identifies the frequency staff (and transit provider/lessee, if applicable) comes into contact with LEP persons.

LEP persons are persons identified as speaking English less than very well, not well or not at all. Just because a person speaks a language other than English doesn't mean they don't speak English or are identified as LEP.

The summary below discusses the frequency with which Valley Transit staff, and/or its contractor/lessee come into contact with LEP persons. It also provides information on the how staff is instructed to meet the needs of LEP persons. Valley Transit staff persons use all available resources to assist LEP persons.

Factor 3: Importance: Explains how the program, service or activity affects people's lives.

The summary below discusses how Valley Transit's program and services impact the lives of persons within the community. Valley Transit will specify the community organizations that serve LEP persons, if available.

Factor 4: Resources and Costs: Discusses funding and other resources available for LEP outreach.

The summary below discusses the methods Valley Transit uses to provide outreach to LEP persons as well as train staff (and transit provider/lessee, if applicable) on Title VI and LEP principles.

Additional Required Elements

In addition to the *Four Factor Analysis*, Valley Transit addresses the following elements:

- A description of how language assistance services are provided by language
 - A description of how LEP persons are informed of the availability of language assistance service
 - A description of how the language assistance plan is monitored and updated
 - A description of how employees are trained to provide language assistance to LEP persons
- And, any additional information deemed necessary.*

Valley Transit – Summary of the Language Assistance Plan Components

Item #1 – Results of the Four Factor Analysis <i>(including a description of the LEP population(s) served)</i>
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Factor 1 – Demography

The US Census Bureau – American Community Survey (2019-2023) reports there are numerous languages spoken in Calumet, Outagamie and Winnebago Counties. Some of these languages include Spanish, Indo-European languages, Asian and Pacific Islander languages, and other languages. After English, the second largest language group is Spanish followed by Asian and Pacific Islander languages.

The Safe Harbor Threshold is calculated by dividing the population estimate for a language group that “speaks English less than very well” by the population 5 years and older. The LEP Safe Harbor Threshold provision stipulates that for each LEP group that meets the LEP language threshold (5% or 1,000 individuals, whichever is less), Valley Transit must provide an appropriate level of assistance for qualifying LEP groups.

In Valley Transit’s Tri-County area (Calumet, Outagamie and Winnebago Counties), 3,750 persons (.95%) have identified themselves as Spanish speaking and “speaks English less than well”; 3,230 persons (.82%) have identified themselves as Asian & Pacific Islander (including Hmong) speaking and “speaks English less than well.”

The 5% threshold was not met for Spanish or Asian population groups in the Tri-County area. However, both groups have more than 1,000 individuals.

**This information sourced by ECWRPC from the U.S. Census Bureau, 2019-2023 American Community Survey 5-Year Estimates*

Factor 2 – Frequency

Valley Transit, with assistance from our service contractors, tracks the number of encounters with LEP persons and considers adjustments as needed to its outreach efforts to ensure meaningful access to all persons and specifically to LEP and minority populations of Valley Transit’s programs and services.

Valley Transit’s log of LEP interactions and assistance provided to individuals is used to ensure resources are available to address needs. Over the last 3 years, bus drivers and frontline staff noted 57 interactions with LEP persons by providing support using Google Translate. Over 72% of these LEP interactions speak Spanish. The remaining interactions involve infrequent contact with Swahili, Kinyarwanda, Dari, Punjabi, Chinese, French, and Arabic. Many documented interactions are questions that riders have regarding the intermodal services (Amtrak and Lamers Connect) that use the transit center. Other inquiries include common questions about bus schedules, routes, and fares.

The mobility manager and travel training specialist logged 196 conversations using Language Line* for outreach and travel training. Language Line consists of inbound and outbound landline conversations as well as real-time interactions using the Language Line app on their company provided devices. Collectively, there were 253 encounters with LEP persons; an average of 7 encounters per month (1/1/2023-4/30/2025).

**Call volume sourced from paid invoices to Language Line Solutions.*

Factor 3 – Importance

Valley Transit understands an LEP person with language barrier challenges also faces difficulties obtaining health care, education, access to employment and nutrition meal sites, recreational services and socialization. A network of community support and an accessible transportation system is a key link to connecting LEP persons to these essential services.

Valley Transit continually identifies the activities and services which would have serious consequences to individuals if language barriers prevented access to information or the benefits of those programs. Valley Transit will continue to work with the community coalitions and resources to deepen partnerships and determine how to overcome barriers to access.

Factor 4 – Resources and Costs

Even though Valley Transit does not have a separate budget for LEP outreach, Valley Transit works to implement low-cost methods to reach LEP persons. This includes interpretation services, translation of some written materials and outreach activities focused on reaching LEP persons.

Valley Transit conducts outreach activities by working with many ethnic organizations/coalitions through the Fox Cities as well as the City of Appleton's Special Assistant to the Mayor for Community, Culture and Belonging. In January 2023, Valley Transit expanded our service offerings to include Language Line Solutions which offers the portability of using an app to provides immediate access to a live interpreter for our mobility manager and travel trainer. In their roles, they have more frequent and intentional interactions with direct assistance to overcome barriers, communicate instructions during travel training, and enhance relationships and build trust.

The Valley Transit mobility manager and travel trainer positions represent a significant investment and provide direct support to any community member that needs transportation service. Both positions routinely participate with organizations that represent LEP persons and provide one-on-one travel training assistance to community members, including LEP persons. Our travel trainer is bilingual (Spanish) and since most of our LEP encounters are Spanish speaking individuals, Valley Transit can resolve each case quickly to provide the assistance needed. Infrequent encounters with various other languages are handled with interpretation services and supported by our travel trainer when bus or other Valley Transit service is needed.

Despite having a low frequency of LEP encounters, Valley Transit has created rack cards, VT Connector Rider "How-to" Summaries in Spanish, and added a Spanish voiceover on our "How to Ride the Bus" video to the myvalleytransit.com website. Since the website offers Google Translate as well as the accessibility widget for translating the website, a plain English document was created so languages, other than Spanish, have a tool to guide them with website navigation in their preferred language. Fox Valley Technical College, a major resource in the region for teaching English as a second language and regularly invites Valley Transit to present an overview of Valley Transit and offer group rides to their English Language Learner (ELL) classes several times a year.

We will continue to review this area to determine if a greater need exists that would warrant a different approach. If requests for translation of written materials increase significantly, Valley Transit will reconsider translation and printing of additional written documents.

We have found that participation in the network of organizations that work with LEP persons is a much better investment for limited resources. Our community has several programs and coalitions that work towards supporting LEP individuals.

For planning outreach, Valley Transit's MPO, East Central Wisconsin Regional Planning Commission (ECWRPC), will also continually assess this area to determine how they can support Valley Transit for transportation-related planning. ECWRPC has an additional focus on public outreach and inclusivity as it relates to regional transportation planning.

Description of how Language Assistance Services are Provided by Language
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- ✓ Examine records to see if requests for language assistance have been received in the past, either at meetings or over the phone, to determine whether language assistance might be needed at future events.
- ✓ When Valley Transit sponsors an event, staff greet participants as they arrive. By informally engaging participants in conversation, it is possible to gauge each attendee's ability to speak and understand English. Attendees at FCTC meetings are greeted to learn if support is needed.
- ✓ Vehicle operators, travel trainer, dispatchers and other front-line staff are provided opportunities to share their experience concerning any contacts with LEP persons to ensure resources are provided.
- ✓ Front-line staff that carry issued cell phones with the Google Translate App downloaded. This app allows users to enter text or use voice to translate between multiple languages. Service is also available on PCs at main office and downtown transit center. Drivers that need support radio for supervisor support at transit center or where appropriate.
- ✓ Travel Trainer position is bi-lingual (English & Spanish), which is an in-house resource for Spanish language assistance.
- ✓ Language Line Solutions are used by mobility manager, travel trainer and operations supervisors. Dispatch has been trained on how to use Language Line to receive in-bound calls.

Description of how LEP Persons are Informed of the Availability of Language Assistance Service

Valley Transit does the following to inform LEP persons of the availability of language assistance services:

- ✓ Review outreach activities and the frequency of contact with LEP individuals to determine whether additional language assistance services are needed.
- ✓ Individualized travel training is provided with contracted interpretation services
- ✓ Partnering agencies with Valley Transit help inform their constituents of transit services and how to reach out to Valley Transit for more information
- ✓ The Valley Transit website uses the "Google Translate" translation service. This service allows users to translate any, or all, parts of the website into their native language. Additional accessibility is provided by accessiBe plug-in service.
- ✓ Utilize pictograms and other symbols on travel cards to assist LEP persons with bus route information.
- ✓ Utilize Wisconsin Relay 7-1-1, the state of Wisconsin resource to assist with communication needs <http://www.wisconsinrelay.com/spanish.html> and <http://www.wisconsinrelay.com/>
- ✓ ECWRPC conducts many ongoing events and outreach efforts that include the topic of public transportation in the Fox Cities region. ECWRPC specializes in gathering public input from all groups, including LEP persons. As ECWRPC encounters LEP persons, they connect them with the appropriate language assistance service and discuss lessons-learned in this area with Valley Transit.

Description of how the Language Assistance Plan is Monitored and Updated

Valley Transit reviews its plan on an annual basis or more frequently as needed. Valley Transit will evaluate the information collected on encounters with LEP persons as well as public outreach efforts to determine if adjustments should be made to the delivery of programs and services to ensure meaningful access to minority and LEP persons.

Valley Transit meets with contracted service providers on an annual basis to ensure the Title VI requirements are met on an annual basis to ensure the Title VI requirements are met. Valley Transit partners with East Central Wisconsin Regional Planning Commission (ECWRPC) to support applicable subrecipients in developing/updating a Title VI Program and compliance with requirements. WisDOT has provided subrecipients statewide with a Title VI Program template to help ensure all required elements are contained within the plan. To monitor compliance, Valley Transit meets with subrecipients quarterly, works with ECWRPC to schedule plan updates and forwards subrecipient Title VI information to the FTA, when requested. ECWRPC assists Valley Transit with the development of this plan and updates when needed.

Description of how Employees are Trained to Provide Language Assistance to LEP Persons

Each year, Valley Transit will review the principles of Title VI and Valley Transit’s Language Assistance Plan with its employees. Valley Transit will ensure that our contracted service providers also educate their staff on Title VI requirements, and specifically LEP provisions.

The following training will be provided:

- ✓ Information on the Valley Transit Title VI Program and LEP responsibilities.
- ✓ Description of language assistance services offered to the public.
- ✓ Documentation of language assistance requests.
- ✓ How to handle a potential Title VI complaint.

If a driver, dispatcher or other team member needs further assistance related to LEP individuals, the Valley Transit management team will identify strategies to meet the language needs of the participants of the program or service.

Valley Transit has an open-door policy and will provide rides to any person who requests a ride. If an individual has speech limitations, the dispatcher or driver will work with Valley Transit to ensure the individual receives access to the transportation service.

Valley Transit drivers and staff contact supervisor(s) on duty for assistance with LEP persons. If possible, the Google Translate App or Language Line is used. If further assistance is needed, the supervisor will contact our Mobility Manager or Travel Trainer positions to assist the LEP person with appropriate support.

As part of the annual site visit process, Valley Transit will discuss updates to the Language Assistance Plan with its subrecipients and contracted service providers.

Minority Representation Information

A. Minority Representation Table³

The table below depicts Valley Transit’s non-elected commissioners on the Fox Cities Transit Commission (FCTC). *Note: Percentages do not add up to 100%, because “Hispanic” is an ethnicity, not a race.*

County/Body	White Alone	Black or African American Alone	American Indian and Alaskan Native Alone	Asian, Native, Hawaiian and Other Pacific Islander Alone	Some Other Race Alone	Two or More Races	Hispanic	No Responses
Calumet County	89.2%	0.9%	0.3%	0.0%	0.3%	5.7%	5.6%	-
Outagamie County	86.6%	5.8%	1.1%	1.1%	1.7%	5.4%	5.1%	-
Winnebago County	87.8%	2.6%	0.4%	0.1%	1.2%	4.6%	4.9%	-
FCTC*	46.7%	0.0%	0.0%	6.7%	0.0%	0.0%	0.0%	46.7%

³ FCTC data was collected with a “Minority Representation Data Collection Form” and represents completed forms from commissioners that opted to self-identify.

B. Efforts to Encourage Minority Participation

Valley Transit understands that having representation of diverse populations on committees, councils and boards results in sound policy reflective of its entire population. As vacancies on boards, committees and councils become available, Valley Transit makes efforts to encourage and promote engagement and input from all backgrounds including race, color and national origin.

To encourage participation on its boards, committees and councils, Valley Transit will continue to reach out to community, ethnic and faith-based organizations to connect with all populations. In addition, Valley Transit will use creative ways to make participating realistic and reasonable. Such as, scheduling meetings at times best suited to its members, offering a web-based participation option (when possible) and providing transportation, if needed for its members.

Facility Location Equity Analysis

Valley Transit has no current or planned projects that require a facility location equity analysis.

Fixed Route Service Standards

Vehicle Load Standards

1. Expressed in writing

The average of all loads during the peak operating period should not exceed vehicles' achievable capacities, which are 30 passengers for a 26-foot bus, 58 passengers for 35-foot buses, and 69 passengers for standard 40-foot buses.

2. Expressed in tabular format

Vehicle Type	Number in fleet	Average Passenger Capacities				
		Seated	Standing	Total	Wheelchair Capacity	Total Capacity With Wheelchairs
35' New Flyer	16	31	27	58	2	54
40' New Flyer	12	39	30	69	2	64

Vehicle Headway Standards

1. Expressed in writing

Vehicle Headway is the length of time it takes between two buses traveling in the same direction on a particular route. Valley Transit's buses are scheduled with either 30- or 60-minute headways.

2. *Expressed in tabular format*

ROUTE(S)	WEEKDAY PEAK SERVICE	WEEKDAY OFF-PEAK SERVICE	SATURDAY SERVICE
1, 2, 3, 4 & 5	60 Minutes	60 Minutes	60 Minutes
9	30 Minutes	30 Minutes	30 Minutes
12, 15, 20, 30 & 41	60 Minutes	60 Minutes	60 Minutes
6	N/A	60 Minutes	60 Minutes
8	60 Minutes	60 Minutes	N/A
11	60 Minutes	60 minutes	N/A
16	60 Minutes	60 Minutes	N/A
19	N/A	60 Minutes	60 Minutes
31	60 Minutes	60 Minutes	60 Minutes
32	60 Minutes	60 Minutes	60 Minutes

On-Time Performance Standards

One of the most important service standards is On-Time Performance or adherence to published schedules.

- A Valley Transit bus is considered on-time if it departs a scheduled time point no more than 1 minute early or more than 5 minutes late.
- Valley Transit's On-Time Performance objective is 90% or greater.

Valley Transit continuously monitors on-time performance and system results are published as part of a quarterly key performance indicators (KPI) report covering the reliability, quality and safety of operations. This KPI report is presented quarterly to staff and the transit commissioners.

Service Availability Standards

Valley Transit currently provides service to most major destinations and large employment centers within the communities that it serves. Valley Transit's 5-year Transit Development Plan (TDP) analyzes regional mobility and reassesses all service standards. The TDP reviews coverage of service by regional employment centers, population, households without a car, income and other community demographics that may indicate propensity to use public transit. Valley Transit reviews its level of service to each community during each TDP process and discusses expansion opportunities when additional resources become available. Route planning focuses on placing new service within ¼ mile from densely populated areas that have a high propensity for transit usage. Valley Transit optimizes the funding and resources that it receives from the partner communities to maximize its route coverage within these communities and transit-supportive areas.

Fixed Route Service Policy

Vehicle Assignment Policy

Valley Transit frequently reviews the ridership of its routes and assigns the larger and smaller capacity buses to the areas whose ridership best matches these capacity characteristics. Vehicles are assigned according to route capacity and rotated with the service group daily.

Transit Amenities Policy

Valley Transit has over 950 formal bus stop locations, many of which have been at the same location for more than forty years. In 2021, all stops were re-signed with more visible signage that included route number(s) that service the stop and contact info.

Valley Transit places bus stops every 2-3 blocks (approximately) and near major trip generators. 45 locations also include a bus shelter. Bus shelters are located throughout the service area. These shelters have also been in place for many years. As funding becomes available, old shelters are being replaced with new, accessible shelters.

Additional shelter locations can be requested by contacting Valley Transit. New installations are dependent on the ability to obtain the necessary right of way to locate the shelter and a sponsoring business or other entity to maintain and provide snow removal, if possible. Valley Transit utilizes passenger count data by location to prioritize locations with the highest usage. Valley Transit also reviews accessibility, socio-economic and minority population data prior to installing a new shelter.

51-25

AN ORDINANCE AMENDING SECTION 9-387 OF CHAPTER 9 OF THE MUNICIPAL CODE OF THE CITY OF APPLETON, RELATING TO SALVAGE DEALERS; APPLICATION FOR LICENSE.

(Safety and Licensing Committee – 05-21-2025)

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

Section 1: That Section 9-387 of Chapter 9 of the Municipal Code of the City of Appleton, relating salvage dealers; application for license, is hereby amended to read as follows:

Sec. 9-387. Application for license.

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

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

Such application shall contain an agreement that the applicant accepts the license, if granted, upon the condition that it may be suspended for cause at any time by the Common Council.

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

52-25

AN ORDINANCE AMENDING SECTION 19-5 OF CHAPTER 19 OF THE MUNICIPAL CODE OF THE CITY OF APPLETON, RELATING TO THE ERECTION OF OFFICIAL TRAFFIC SIGNS AND SIGNALS.

(Municipal Services Committee 05-21-2025)

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

Section 1: That Section 19-5 of Chapter 19 of the Municipal Code of the City of Appleton, relating to the erection of official traffic signs and signals, is hereby created/amended as follows:

INSTALL ALL-WAY STOP CONTROL ON:

Ashbury Drive / Lightning Drive intersection

Section 2: This Ordinance shall be in full force and effect from and after its passage and publication, and upon its passage and publication, the Traffic Engineer is authorized and directed to erect and maintain the appropriate standard traffic signs, signals and markings, giving notice of the provisions of this Ordinance.

53-25

AN ORDINANCE AMENDING SECTION 19-5 OF CHAPTER 19 OF THE MUNICIPAL CODE OF THE CITY OF APPLETON, RELATING TO THE ERECTION OF OFFICIAL TRAFFIC SIGNS AND SIGNALS.

(Municipal Services Committee 05-21-2025)

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

Section 1: That Section 19-5 of Chapter 19 of the Municipal Code of the City of Appleton, relating to the erection of official traffic signs and signals, is hereby created/amended as follows:

INSTALL ALL-WAY STOP CONTROL ON:

Ashbury Drive / Providence Avenue intersection

Section 2: This Ordinance shall be in full force and effect from and after its passage and publication, and upon its passage and publication, the Traffic Engineer is authorized and directed to erect and maintain the appropriate standard traffic signs, signals and markings, giving notice of the provisions of this Ordinance.

54-25

AN ORDINANCE AMENDING SECTION 19-42 OF CHAPTER 19 OF THE MUNICIPAL CODE OF THE CITY OF APPLETON, RELATING TO ONE-WAY STREETS.

(Municipal Services Committee 05-21-2025)

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

Section 1: That Section 19-42 of Chapter 19 of the Municipal Code of the City of Appleton, relating to one-way streets, is hereby amended as follows:

REMOVE the following from the Official One Way Street Map:

Oneida street from Washington Street to City Center Street

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

55-25

AN ORDINANCE AMENDING SECTION 19-86 OF CHAPTER 19 OF THE MUNICIPAL CODE OF THE CITY OF APPLETON, RELATING TO PARKING RESTRICTIONS.

(Municipal Services Committee 05-21-2025)

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

Section 1: That Section 19-86 of Chapter 19 of the Municipal Code of the City of Appleton, relating to parking restrictions, is hereby created as follows. This ordinance supersedes and repeals any conflicting ordinance regarding parking in the designated area.

Parking be prohibited on the east side of Oneida Street from Washington Street to a point 19 feet south of Washington Street.

Section 2: This ordinance shall be in full force and effect from and after its passage and publication, and upon its passage and publication, the Traffic Engineer is authorized and directed to make the necessary changes in the Parking District Map in accordance with this Ordinance.

56-25

AN ORDINANCE AMENDING SECTION 19-86 OF CHAPTER 19 OF THE MUNICIPAL CODE OF THE CITY OF APPLETON, RELATING TO PARKING RESTRICTIONS.

(Municipal Services Committee 05-21-2025)

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

Section 1: That Section 19-86 of Chapter 19 of the Municipal Code of the City of Appleton, relating to parking restrictions, is hereby created as follows. This ordinance supersedes and repeals any conflicting ordinance regarding parking in the designated area.

Metered parking be designated on the east side of Oneida Street from a point 19 feet south of Washington Street to a point 90 feet south of Washington Street.

Section 2: This ordinance shall be in full force and effect from and after its passage and publication, and upon its passage and publication, the Traffic Engineer is authorized and directed to make the necessary changes in the Parking District Map in accordance with this Ordinance.

57-25

AN ORDINANCE AMENDING SECTION 19-86 OF CHAPTER 19 OF THE MUNICIPAL CODE OF THE CITY OF APPLETON, RELATING TO PARKING RESTRICTIONS.

(Municipal Services Committee 05-21-2025)

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

Section 1: That Section 19-86 of Chapter 19 of the Municipal Code of the City of Appleton, relating to parking restrictions, is hereby created as follows. This ordinance supersedes and repeals any conflicting ordinance regarding parking in the designated area.

Parking be prohibited on the west side of Oneida Street from Washington Street to a point 30 feet south of Washington Street.

Section 2: This ordinance shall be in full force and effect from and after its passage and publication, and upon its passage and publication, the Traffic Engineer is authorized and directed to make the necessary changes in the Parking District Map in accordance with this Ordinance.

58-25

AN ORDINANCE AMENDING SECTION 19-86 OF CHAPTER 19 OF THE MUNICIPAL CODE OF THE CITY OF APPLETON, RELATING TO PARKING RESTRICTIONS.

(Municipal Services Committee 05-21-2025)

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

Section 1: That Section 19-86 of Chapter 19 of the Municipal Code of the City of Appleton, relating to parking restrictions, is hereby created as follows. This ordinance supersedes and repeals any conflicting ordinance regarding parking in the designated area.

15-minute Loading Zone be designated on the west side of Oneida Street from a point 30 feet south of Washington Street to a point 90 feet south of Washington Street.

Section 2: This ordinance shall be in full force and effect from and after its passage and publication, and upon its passage and publication, the Traffic Engineer is authorized and directed to make the necessary changes in the Parking District Map in accordance with this Ordinance.

59-25

AN ORDINANCE AMENDING SECTION 19-86 OF CHAPTER 19 OF THE MUNICIPAL CODE OF THE CITY OF APPLETON, RELATING TO PARKING RESTRICTIONS.

(Municipal Services Committee 05-21-2025)

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

Section 1: That Section 19-86 of Chapter 19 of the Municipal Code of the City of Appleton, relating to parking restrictions, is hereby created as follows. This ordinance supersedes and repeals any conflicting ordinance regarding parking in the designated area.

Stopping/Standing/Parking be prohibited on Oneida Street from City Center Street to a point 90 feet south of Washington Street.

Section 2: This ordinance shall be in full force and effect from and after its passage and publication, and upon its passage and publication, the Traffic Engineer is authorized and directed to make the necessary changes in the Parking District Map in accordance with this Ordinance.

60-25

AN ORDINANCE AMENDING SECTION 19-86 OF CHAPTER 19 OF THE MUNICIPAL CODE OF THE CITY OF APPLETON, RELATING TO PARKING RESTRICTIONS.

(Municipal Services Committee 05-21-2025)

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

Section 1: That Section 19-86 of Chapter 19 of the Municipal Code of the City of Appleton, relating to parking restrictions, is hereby created as follows. This ordinance supersedes and repeals any conflicting ordinance regarding parking in the designated area.

Stopping/standing/parking be prohibited on school days from 7:00 a.m. to 4:00 p.m. on the east side of Drew Street from Brewster Street to a point 15 feet north of Brewster Street.

Section 2: This ordinance shall be in full force and effect from and after its passage and publication, and upon its passage and publication, the Traffic Engineer is authorized and directed to make the necessary changes in the Parking District Map in accordance with this Ordinance.

61-25

AN ORDINANCE AMENDING SECTION 19-86 OF CHAPTER 19 OF THE MUNICIPAL CODE OF THE CITY OF APPLETON, RELATING TO PARKING RESTRICTIONS.

(Municipal Services Committee 05-21-2025)

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

Section 1: That Section 19-86 of Chapter 19 of the Municipal Code of the City of Appleton, relating to parking restrictions, is hereby created as follows. This ordinance supersedes and repeals any conflicting ordinance regarding parking in the designated area.

Parking be restricted to two hours on school days from 7:00 a.m. to 4:00 p.m. on east side of Drew Street from a point 15 feet north of Brewster Street to a point 37 feet south of Circle Street.

Section 2: This ordinance shall be in full force and effect from and after its passage and publication, and upon its passage and publication, the Traffic Engineer is authorized and directed to make the necessary changes in the Parking District Map in accordance with this Ordinance.

62-25

AN ORDINANCE AMENDING SECTION 19-86 OF CHAPTER 19 OF THE MUNICIPAL CODE OF THE CITY OF APPLETON, RELATING TO PARKING RESTRICTIONS.

(Municipal Services Committee 05-21-2025)

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

Section 1: That Section 19-86 of Chapter 19 of the Municipal Code of the City of Appleton, relating to parking restrictions, is hereby created as follows. This ordinance supersedes and repeals any conflicting ordinance regarding parking in the designated area.

Stopping/standing/parking be prohibited on school days from 7:00 a.m. to 4:00 p.m. on the east side of Drew Street from Circle Street to a point 37 feet south of Circle Street to a point 17 feet north of Circle Street.

Section 2: This ordinance shall be in full force and effect from and after its passage and publication, and upon its passage and publication, the Traffic Engineer is authorized and directed to make the necessary changes in the Parking District Map in accordance with this Ordinance.

63-25

AN ORDINANCE AMENDING SECTION 19-86 OF CHAPTER 19 OF THE MUNICIPAL CODE OF THE CITY OF APPLETON, RELATING TO PARKING RESTRICTIONS.

(Municipal Services Committee 05-21-2025)

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

Section 1: That Section 19-86 of Chapter 19 of the Municipal Code of the City of Appleton, relating to parking restrictions, is hereby created as follows. This ordinance supersedes and repeals any conflicting ordinance regarding parking in the designated area.

Stopping/standing/parking be prohibited on school days from 7:00 a.m. to 4:00 p.m. on the south side of Circle Street from Drew Street to a point 20 feet east of Drew Street.

Section 2: This ordinance shall be in full force and effect from and after its passage and publication, and upon its passage and publication, the Traffic Engineer is authorized and directed to make the necessary changes in the Parking District Map in accordance with this Ordinance.

64-25

AN ORDINANCE AMENDING SECTION 19-86 OF CHAPTER 19 OF THE MUNICIPAL CODE OF THE CITY OF APPLETON, RELATING TO PARKING RESTRICTIONS.

(Municipal Services Committee 05-21-2025)

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

Section 1: That Section 19-86 of Chapter 19 of the Municipal Code of the City of Appleton, relating to parking restrictions, is hereby created as follows. This ordinance supersedes and repeals any conflicting ordinance regarding parking in the designated area.

Stopping/standing/parking be prohibited on school days from 7:00 a.m. to 4:00 p.m. on the north side of Circle Street from Drew Street to a point 65 feet east of Drew Street.

Section 2: This ordinance shall be in full force and effect from and after its passage and publication, and upon its passage and publication, the Traffic Engineer is authorized and directed to make the necessary changes in the Parking District Map in accordance with this Ordinance.

65-25

AN ORDINANCE AMENDING SECTION 19-86 OF CHAPTER 19 OF THE MUNICIPAL CODE OF THE CITY OF APPLETON, RELATING TO PARKING RESTRICTIONS.

(Municipal Services Committee 05-21-2025)

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

Section 1: That Section 19-86 of Chapter 19 of the Municipal Code of the City of Appleton, relating to parking restrictions, is hereby created as follows. This ordinance supersedes and repeals any conflicting ordinance regarding parking in the designated area.

Designate a 15-minute Loading Zone on the south side of Johnston Street from a point 15 feet west of Walnut Street to a point 31 feet west of Walnut Street.

Section 2: This ordinance shall be in full force and effect from and after its passage and publication, and upon its passage and publication, the Traffic Engineer is authorized and directed to make the necessary changes in the Parking District Map in accordance with this Ordinance.

66-25

AN ORDINANCE AMENDING SECTION 19-86 OF CHAPTER 19 OF THE MUNICIPAL CODE OF THE CITY OF APPLETON, RELATING TO PARKING RESTRICTIONS.

(Municipal Services Committee 05-21-2025)

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

Section 1: That Section 19-86 of Chapter 19 of the Municipal Code of the City of Appleton, relating to parking restrictions, is hereby created as follows. This ordinance supersedes and repeals any conflicting ordinance regarding parking in the designated area.

Designate a One-Hour Parking zone from 9 a.m. to 5 p.m., except Sundays and Holidays, on the south side of Johnston Street from a point 31 feet west of Walnut Street to a point 60 feet west of Walnut Street.

Section 2: This ordinance shall be in full force and effect from and after its passage and publication, and upon its passage and publication, the Traffic Engineer is authorized and directed to make the necessary changes in the Parking District Map in accordance with this Ordinance.

67-25

AN ORDINANCE AMENDING SECTION 19-86 OF CHAPTER 19 OF THE MUNICIPAL CODE OF THE CITY OF APPLETON, RELATING TO PARKING RESTRICTIONS.

(Municipal Services Committee 05-21-2025)

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

Section 1: That Section 19-86 of Chapter 19 of the Municipal Code of the City of Appleton, relating to parking restrictions, is hereby repealed:

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

Section 2: This ordinance shall be in full force and effect from and after its passage and publication, and upon its passage and publication, the Traffic Engineer is authorized and directed to make the necessary changes in the Parking District Map in accordance with this Ordinance.

68-25

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

Chris J. Hartwig Rev. Trust – E. Northland Ave/441 Annexation
MBR Number: 14758

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

Section 1. Territory Annexed. In accordance with §66.0217(2) of the Wisconsin Statutes for 2023 – 2024 and the *Unanimous Petition for Direct Annexation* filed with the City Clerk on April 8, 2025, the following described territory in the Town of Grand Chute, Outagamie County, Wisconsin, lying contiguous to the City of Appleton, is hereby annexed to the City of Appleton, Wisconsin:

BEING PART OF THE OF THE SOUTHEAST 1/4 AND SOUTHWEST 1/4 OF
THE SOUTHEAST 1/4 OF SECTION 18 AND PART OF THE NORTHWEST 1/4
AND NORTHEAST 1/4 OF THE NORTHEAST 1/4 OF SECTION 19, TOWNSHIP
21 NORTH, RANGE 18 EAST, IN THE TOWN OF GRAND CHUTE,
OUTAGAMIE COUNTY, WISCONSIN, BOUNDED AND DESCRIBED AS
FOLLOWS:

COMMENCING AT THE SOUTHWEST CORNER OF SAID SOUTHEAST 1/4;
THENCE N 00°15'48" W ALONG THE WEST LINE OF SAID SOUTHEAST 1/4

10.02 FEET TO A POINT OF INTERSECTION WITH THE REFERENCE LINE OF COUNTY TRUNK HIGHWAY "OO"; THENCE S 88°32'26" E ALONG SAID REFERENCE LINE 330.04 FEET TO THE POINT OF BEGINNING OF LANDS TO BE DESCRIBED; THENCE N 00°16'15" W 414.96 FEET; THENCE S 89°24'21" E 70.08 FEET TO A POINT ON THE WEST LINE OF LOT 1, BLOCK 12, NORTHEAST INDUSTRIAL PARK PLAT NO. 2; THENCE S 00°16'15" E ALONG SAID WEST LINE 204.92 FEET TO THE SOUTHWEST CORNER OF SAID LOT 1; THENCE S 89°24'21" E ALONG THE SOUTH LINE OF SAID LOT 70.00 FEET; THENCE S 00°16'15" E 5.00 FEET; THENCE S 89°24'21" E ALONG SAID SOUTH LINE 139.49 FEET; THENCE S 00°16'15" E 209.27 FEET TO A POINT ON SAID REFERENCE LINE, BEING POINT 'A'; THENCE N 88°32'26" W ALONG SAID REFERENCE LINE 279.67 FEET TO THE POINT OF BEGINNING. CONTAINING 72,968 SQUARE FEET OR 1.6751 ACRES

ALSO:

COMMENCING AT AFORESAID POINT 'A'; THENCE S 88°32'26" E ALONG THE REFERENCE LINE OF COUNTY TRUNK HIGHWAY "OO" 60.71 FEET TO THE POINT OF BEGINNING OF LANDS TO BE DESCRIBED; THENCE N 00°16'15" W 210.19 FEET TO A POINT ON THE SOUTH LINE OF LOT 1, BLOCK 12, NORTHEAST INDUSTRIAL PARK PLAT NO. 2; THENCE S 89°24'21" E ALONG SAID LINE AND THE SOUTH LINE OF LOT 2 OF SAID BLOCK 359.82 FEET TO THE SOUTHEAST CORNER OF SAID LOT 2; THENCE S 00°16'15" E ALONG THE WEST LINE OF LOT 3 OF SAID BLOCK 120.58 FEET TO THE SOUTHWEST CORNER OF SAID LOT 3, BEING 95.00 FEET AS MEASURED NORMAL TO THE SAID REFERENCE LINE; THENCE S 88°32'26" E AND PARALLEL WITH SAID REFERENCE LINE 419.53 FEET TO THE SOUTH CORNER OF LOT 1 OF CERTIFIED SURVEY MAP NO. 2358; THENCE S 00°35'39" W 95.01 FEET TO A POINT ON SAID REFERENCE LINE; THENCE S 88°32'26" E ALONG SAID REFERENCE LINE 4.11 FEET; THENCE S 21°11'31" E ALONG THE EASTERLY LINE OF CERTIFIED SURVEY MAP NO. 2457 AND ITS EXTENSION 428.79 FEET TO THE SOUTHEASTERLY CORNER OF LOT 1 OF SAID MAP; THENCE S 74°10'39" W ALONG THE SOUTHERLY LINE OF SAID LOT 1 640.97 FEET TO THE SOUTHWEST CORNER OF SAID LOT; THENCE N 00°03'24" W ALONG THE WEST LINE OF SAID LOT AND ITS EXTENSION, BEING THE EAST LINE OF LOT 5 OF ROWE'S, A SUBDIVISION, 286.35 FEET; THENCE N 88°28'59" W 86.02 FEET; THENCE N 00°34'34" E ALONG THE EAST LINE OF HIETPAS STREET AND ITS EXTENSION 299.83 FEET TO A POINT ON SAID REFERENCE LINE; THENCE N 88°32'26" W ALONG SAID REFERENCE LINE 237.02 FEET TO THE POINT OF BEGINNING. CONTAINING 414,015 SQUARE FEET OR 9.5045 ACRES

The current population of such territory is 0 people.

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

Section 3. Ward Designation. The territory described in Section 1 of this ordinance is hereby made a part of the Forty-first (41st) Ward, attached to the Thirteenth (13th) Aldermanic District of the City of Appleton, Outagamie County, subject to the ordinances, rules and regulations of the City governing wards.

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

AG (Agricultural District)

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

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

69-25

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

(City Plan Commission 06-04-2025)

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

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

To rezone lands located at 119 East Harrison Street (Tax ID #31-4-0518-00), including to the center line of the adjacent street right-of-way from C-2 General Commercial District to R-1C Central City Residential District. (Rezoning #3-25 – Hausserman Revocable Trust, owner and Ryan Roth, applicant)

LEGAL DESCRIPTION:

EDW WESTS PLAT 4WD N6IN OF W25.5FT OF LOT 2 AND W40FT OF LOT 1 BLK 21, CITY OF APPLETON, OUTAGAMIE COUNTY, WISCONSIN, INCLUDING TO THE CENTERLINE OF THE ADJACENT STREET RIGHT-OF-WAY

COMMON DESCRIPTION:

119 East Harrison Street (Tax ID #31-4-0518-00), including to the center line of the adjacent street right-of-way

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