



# City of Appleton

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

## Meeting Agenda - Final Common Council

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Wednesday, May 3, 2023

7:00 PM

Council Chambers

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

[23-0467](#)

Common Council Meeting Minutes of Organizational Meeting and Council Meeting on April 19, 2023

**Attachments:** [CC Minutes 4-19-23 Organizational Meeting.pdf](#)

[CC Minutes 4-19-23.pdf](#)

- G. BUSINESS PRESENTED BY THE MAYOR

[23-0474](#)

## Proclamations:

- American Legion Poppy Day
- Neurofibromatosis Awareness Day
- Hmong American Day
- Teacher Appreciation Week
- Municipal Clerks Week
- Asian & Pacific Islander Heritage Month
- Nurses Month

**Attachments:** [American Legion Poppy Day Proclamation.pdf](#)  
[Neurofibromatosis Awareness Day Proclamation.pdf](#)  
[Hmong American Day Proclamation.pdf](#)  
[Teacher Appreciation Week Proclamation.pdf](#)  
[Municipal Clerks Week Proclamation.pdf](#)  
[Asian and Pacific Islander Heritage Month Proclamation.pdf](#)  
[Nurses Month Proclamation.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**[23-0455](#)

Resolution #3-R-23 Street Light Installation Policy

**Attachments:** [#3-R-23 Street Light Policy Resolution .pdf](#)

**Legislative History**

4/24/23	Municipal Services Committee	recommended for approval
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**2. MINUTES OF THE SAFETY AND LICENSING COMMITTEE**

[23-0461](#) Alcohol License Suspension Hearing for PJW, LLC DBA: Chadwick's Bar, Jen Thomas, Agent

**Attachments:** [Complaint- Chadwick's 4-20-2023.pdf](#)  
[Summons- Chadwick's 4-20-2023.pdf](#)  
[Chadwick's Stipulation.pdf](#)

**Legislative History**

4/26/23 Safety and Licensing Committee recommended for approval  
*The attached stipulation was recommended for approval.*

[23-0468](#) Class "B" Beer and "Class B" Liquor Change of Agent application for Lawrence University of WI d/b/a Viking Room, Megan Dufrane-Groose, New Agent, located at 615 E College Ave, contingent upon approval from the Police Department.

**Attachments:** [Megan Dufrane-Groose S&L.pdf](#)

**Legislative History**

4/26/23 Safety and Licensing Committee recommended for approval

### 3. MINUTES OF THE CITY PLAN COMMISSION

[23-0394](#) Request to approve the Future Providence Avenue and Baldeagle Drive (Right-of-Way) Annexation consisting of approximately 1.63 acres extending existing Baldeagle Drive and existing Providence Avenue to the future extension of Lightning Drive, north of East Edgewood Drive, currently in the Town of Grand Chute, as shown on the attached maps, subject to the stipulation in the attached staff report

**Attachments:** [StaffReport\\_FutureProvidenceandBaldeagle\\_Annexation\\_For4-26-23.pdf](#)  
[DOARReviewLetter\\_FutureProvidenceandBaldeagle\\_Annexation.pdf](#)

**Legislative History**

4/26/23 City Plan Commission recommended for approval

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

### 5. MINUTES OF THE FINANCE COMMITTEE

[23-0443](#) Request to approve lease for space at the Northland Mall by the Parks, Recreation and Facilities Management Department contingent on the approval of the Development Agreement with Fox Commons Properties, LLC.

**Attachments:** [2023 Dance Studio Lease.pdf](#)

**Legislative History**

4/24/23 Finance Committee recommended for approval

[23-0444](#) Request to approve staff authorization to acquire Units 50 D and 50 E in the City Center West lower level.

**Attachments:** [2023 Acquisition of Space in City Center West Lower Level.pdf](#)

**Legislative History**

4/24/23 Finance Committee recommended for approval

[23-0445](#) Request to approve an agreement with Goodwill Industries for its funding of the Miracle Field Upgrades at Memorial Park.

**Attachments:** [2023 Miracle League Field.pdf](#)

**Legislative History**

4/24/23 Finance Committee recommended for approval

[23-0446](#) Request to approve Grant Allocation for Energy Efficiency and Conservation Block Grant (EECPG) Program of \$134,180.

**Attachments:** [2023 EECPG Grant Funding.pdf](#)

**Legislative History**

4/24/23 Finance Committee recommended for approval

[23-0448](#) Request to award the American Rescue Plan Act - Affordable Housing Project Grant to Greater Fox Cities Habitat for Humanity, Inc. for an amount of \$200,000.

**Attachments:** [Memo ARPA HousingGrantAward 04212023v3.pdf](#)

**Legislative History**

4/24/23 Finance Committee recommended for approval

## 6. MINUTES OF THE COMMUNITY AND ECONOMIC DEVELOPMENT COMMITTEE

[23-0421](#) Request to apply for Emergency Housing Homeless (EHH) funding and approve the City serving as the lead agency and fiscal agency on behalf of the Fox Cities Housing Coalition

**Attachments:** [Apply for EHH Funding as Lead for FCHC Memo to CEDC 4-26-23.pdf](#)

**Legislative History**

4/26/23 Community & Economic Development Committee recommended for approval

## 7. MINUTES OF THE UTILITIES COMMITTEE

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

[23-0457](#) Request to Award Network Managed Services to Heartland Business Systems.

**Attachments:** [Recommendation to Award Network Managed Services to Heartland Business S](#)

**Legislative History**

4/26/23 Human Resources & Information Technology Committee recommended for approval

[23-0463](#) Request to Approve Police Table of Organization Changes.

**Attachments:** [New Police Engagement Spec.pdf](#)

[Police Community Engagement Specialist Job Description 4.20.23.pdf](#)

[Police DRAFT 4.7.23.pdf](#)

**Legislative History**

4/26/23 Human Resources & Information Technology Committee recommended for approval

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

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

**M. CONSOLIDATED ACTION ITEMS**

**N. ITEMS HELD**

**O. ORDINANCES**

[23-0466](#) Ordinance #15-23 (Future Providence Avenue & Baldeagle Drive Annexation)

**Attachments:** [Ordinances to Council 5-3-23.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**

[23-0479](#) Approve the Committee Meeting Schedule modification of Parks & Recreation Committee beginning at 6:15 p.m.

## S. ADJOURN

Kami Lynch, City Clerk

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

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

*\*We are currently experiencing intermittent issues/outages with our audio/video equipment. Meeting live streams and recordings are operational but unreliable at times. This is due to delays in receiving necessary system hardware components. We continue to look for solutions in the interim and we hope to have these issues resolved soon.*



# City of Appleton

100 North Appleton Street  
Appleton, WI 54911-4799  
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## Meeting Minutes - Final Common Council

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Wednesday, April 19, 2023

6:00 PM

Council Chambers

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### Organizational Meeting

#### A. CALL TO ORDER

*The meeting was called to order by Mayor Woodford at 6:00 p.m.*

#### B. ROLL CALL OF ALDERPERSONS

*Ald. Schutlz arrived at 6:04 p.m.*

*Ald. Hayden arrived at 6:22 p.m.*

*Ald. Alfheim arrived at 6:37 p.m.*

**Present:** 15 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Israel Del Toro, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Patrick Hayden, Alderperson Joss Thyssen, Alderperson Alex Schultz, Alderperson Kristin Alfheim, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt, Alderperson Chad Doran and Mayor Jake Woodford

**Excused:** 1 - Alderperson Vaya Jones

#### ROLL CALL OF OFFICERS AND DEPARTMENT HEADS

*All departments were represented.*

#### C. REPORT OF THE INFORMAL ORGANIZATIONAL MEETING

[23-0400](#)**Rule 3. Order of Business***Ald. Siebers***Modify subsection a. Invocation to include one of the following options:**

- **Option A.** The Invocation shall endeavor to be a brief, 1-2 minute statement that prompts inspiration, invokes encouragement, or provides a message of cooperation. The Invocation shall not address, take a position on, or invoke debate on an item on the Common Council Agenda.

- **Option B.** The Invocation will consist of the following message: "We gather together to listen and share, learn and educate, and to be granted wisdom and grace as we move Appleton forward, in the best interest of our community." A moment of silence or reflection may also be used for the Invocation. Additional messages may be added to the rotation of the Invocation with Common Council approval.

- **Option C.** Remove the Invocation from the Common Council Meeting Agenda, and Order of Business.

*8 votes are required to pass the Rule Change.*

**Aldersperson Siebers moved, seconded by Aldersperson Hartzheim, that Option B. be approved. Roll Call. Motion failed by the following vote:**

**Aye:** 7 - Aldersperson William Siebers, Aldersperson Brad Firkus, Aldersperson Katie Van Zeeland, Aldersperson Joss Thyssen, Aldersperson Sheri Hartzheim, Aldersperson Christopher Croatt and Aldersperson Chad Doran

**Nay:** 5 - Aldersperson Vered Meltzer, Aldersperson Israel Del Toro, Aldersperson Denise Fenton, Aldersperson Alex Schultz and Aldersperson Nate Wolff

**Excused:** 1 - Aldersperson Vaya Jones

**Absent:** 2 - Aldersperson Patrick Hayden and Aldersperson Kristin Alfheim

**Abstained:** 1 - Mayor Jake Woodford

**Aldersperson Meltzer moved, seconded by Aldersperson Wolff, that Option A. be approved. Roll Call. Motion failed by the following vote:**

**Aye:** 6 - Aldersperson Vered Meltzer, Aldersperson Brad Firkus, Aldersperson Katie Van Zeeland, Aldersperson Denise Fenton, Aldersperson Alex Schultz and Aldersperson Nate Wolff

**Nay:** 6 - Aldersperson William Siebers, Aldersperson Israel Del Toro, Aldersperson Joss Thyssen, Aldersperson Sheri Hartzheim, Aldersperson Christopher Croatt and Aldersperson Chad Doran

**Excused:** 1 - Aldersperson Vaya Jones

**Absent:** 2 - Alderperson Patrick Hayden and Alderperson Kristin Alfheim

**Abstained:** 1 - Mayor Jake Woodford

**Alderperson Del Toro moved, seconded by Alderperson Siebers, that Option C. be approved. Roll Call. Motion failed by the following vote:**

**Aye:** 4 - Alderperson William Siebers, Alderperson Israel Del Toro, Alderperson Joss Thyssen and Alderperson Christopher Croatt

**Nay:** 8 - Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Alex Schultz, Alderperson Nate Wolff, Alderperson Sheri Hartzheim and Alderperson Chad Doran

**Excused:** 1 - Alderperson Vaya Jones

**Absent:** 2 - Alderperson Patrick Hayden and Alderperson Kristin Alfheim

**Abstained:** 1 - Mayor Jake Woodford

*Hartzheim moved, seconded by Siebers to Reconsider Item 23-0400 since there were more members of the Council present. Roll Call. Motion carried 14/0 and the item was reconsidered.*

**Alderperson Croatt moved, seconded by Alderperson Hartzheim, that Option B. be approved. Roll Call. Motion carried by the following vote:**

**Aye:** 8 - Alderperson William Siebers, Alderperson Brad Firkus, Alderperson Katie Van Zeeland, Alderperson Joss Thyssen, Alderperson Kristin Alfheim, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt and Alderperson Chad Doran

**Nay:** 6 - Alderperson Vered Meltzer, Alderperson Israel Del Toro, Alderperson Denise Fenton, Alderperson Patrick Hayden, Alderperson Alex Schultz and Alderperson Nate Wolff

**Excused:** 1 - Alderperson Vaya Jones

**Abstained:** 1 - Mayor Jake Woodford

#### [23-0380](#)

#### **Rule 4. Resolutions/Meeting Minutes**

*Ald. Meltzer & Ald. Wolff*

All Resolutions shall be submitted to the Council in writing. *(Add):*  
***Council members are encouraged to work with staff before introducing Resolutions in order to ensure that Resolutions are well-researched and ready for debate.***

**Alderperson Wolff moved, seconded by Alderperson Hartzheim, that the addition to Rule 4. be approved. Roll Call. Motion carried by the following vote:**

**Aye:** 10 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Israel Del Toro, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt and Alderperson Chad Doran

**Nay:** 2 - Alderperson Joss Thyssen and Alderperson Alex Schultz

**Excused:** 1 - Alderperson Vaya Jones

**Absent:** 2 - Alderperson Patrick Hayden and Alderperson Kristin Alfheim

**Abstained:** 1 - Mayor Jake Woodford

[23-0381](#)

**Rule 14. Call the Question**

*Ald. Doran*

Call the Question - The motion to call the question cannot be used when the speaker yields to another and then regains the floor. No member can call the question while speaking to the issue. Note: The motion to call the question is not debatable per Robert's Rules. The motion to call the previous question will be allowed during deliberations of the Committee of the Whole. At the time the question is called, the Chair will announce how many Alderpersons are in line to speak.

~~(Add): The question will be called only if 4/5ths of the members present approve.~~

Replace the first proposed rule change (The question will be called only if 4/5ths of the members present approve) with:

***(Add): The opportunity to call the question will be allowed only if each member present has been given an opportunity to speak on the item for which the motion to call the question has been requested.***

**Alderperson Hartzheim moved, seconded by Alderperson Croatt, that the Rule Change be amended to Strike the following sentence: "At the time the question is called, the Chair will announce how many Alderpersons are in line to speak." Roll Call. Motion failed by the following vote:**

**Aye:** 3 - Alderperson William Siebers, Alderperson Sheri Hartzheim and Alderperson Christopher Croatt

**Nay:** 9 - Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Israel Del Toro, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Joss Thyssen, Alderperson Alex Schultz, Alderperson Nate Wolff and Alderperson Chad Doran

**Excused:** 1 - Alderperson Vaya Jones

**Absent:** 2 - Alderperson Patrick Hayden and Alderperson Kristin Alfheim

**Abstained:** 1 - Mayor Jake Woodford

**Alderperson Doran moved, seconded by Alderperson Hartzheim, that the Rule Change be amended to add "at lease one time" "after given an opportunity to speak" in the proposed amendment to the rule change. Roll Call. Motion failed by the following vote (8 votes are needed to pass the item):**

**Aye:** 7 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Alex Schultz, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt and Alderperson Chad Doran

**Nay:** 5 - Alderperson Brad Firkus, Alderperson Israel Del Toro, Alderperson Katie Van Zeeland, Alderperson Denise Fenton and Alderperson Joss Thyssen

**Excused:** 1 - Alderperson Vaya Jones

**Absent:** 2 - Alderperson Patrick Hayden and Alderperson Kristin Alfheim

**Abstained:** 1 - Mayor Jake Woodford

**Alderperson Hartzheim moved, seconded by Alderperson Doran, that the Rule Change be approved. Roll Call. Motion failed by the following vote (8 votes required to pass):**

**Aye:** 7 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Katie Van Zeeland, Alderperson Alex Schultz, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt and Alderperson Chad Doran

**Nay:** 5 - Alderperson Brad Firkus, Alderperson Israel Del Toro, Alderperson Denise Fenton, Alderperson Joss Thyssen and Alderperson Nate Wolff

**Excused:** 1 - Alderperson Vaya Jones

**Absent:** 2 - Alderperson Patrick Hayden and Alderperson Kristin Alfheim

**Abstained:** 1 - Mayor Jake Woodford

*Alderperson Doran moved, seconded by Alderperson Croatt to Reconsider Item 23-0381 Regarding Rule 14. Roll Call. Motion failed 6/8.*

### [23-0383](#)

#### **Rule 32. Continuity of Government**

*Ald. Doran*

The Council, by ~~secret~~ **open** ballot, will elect a Council President and a Council Vice President. If for any reason the Mayor was incapacitated and not able to perform the necessary duties, the Council President would become the acting Mayor. If the Council President were unable to perform these duties, the Council Vice President would become the acting Mayor.

**Alderperson Hartzheim moved, seconded by Alderperson Croatt, that the Rule Change to Rule 32. be approved. Roll Call. Motion failed by the following vote:**

**Aye:** 3 - Alderperson Sheri Hartzheim, Alderperson Christopher Croatt and Alderperson Chad Doran

**Nay:** 10 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Israel Del Toro, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Patrick Hayden, Alderperson Joss Thyssen, Alderperson Alex Schultz and Alderperson Nate Wolff

**Excused:** 1 - Alderperson Vaya Jones

**Absent:** 1 - Alderperson Kristin Alfheim

**Abstained:** 1 - Mayor Jake Woodford

[23-0384](#)

**Rule 34. Withdrawal of Resolutions**

*Ald. Doran*

***Strike Rule 34. in its entirety.***

**Alderperson Doran moved, seconded by Alderperson Croatt, that the Rule Change striking Rule 34. be approved. Roll Call. Motion failed by the following vote:**

**Aye:** 3 - Alderperson Sheri Hartzheim, Alderperson Christopher Croatt and Alderperson Chad Doran

**Nay:** 10 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Israel Del Toro, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Patrick Hayden, Alderperson Joss Thyssen, Alderperson Alex Schultz and Alderperson Nate Wolff

**Excused:** 1 - Alderperson Vaya Jones

**Absent:** 1 - Alderperson Kristin Alfheim

**Abstained:** 1 - Mayor Jake Woodford

[23-0390](#)

**Rule 34. Withdrawal of Resolutions**

*Ald. Hartzheim*

Strike subsection 2. of Rule 34.

**~~2) A Resolution may be withdrawn at the Council level by its author subject to consent of 2/3 of Council members present.~~**

**Alderperson Hartzheim moved, seconded by Alderperson Croatt, that the Rule Change to Rule 34. be approved. Roll Call. Motion carried by the following vote:**

**Aye:** 9 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Patrick Hayden, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt and Alderperson Chad Doran

**Nay:** 4 - Alderperson Israel Del Toro, Alderperson Joss Thyssen, Alderperson Alex Schultz and Alderperson Nate Wolff

**Excused:** 1 - Alderperson Vaya Jones

**Absent:** 1 - Alderperson Kristin Alfheim

**Abstained:** 1 - Mayor Jake Woodford

[23-0385](#)**Creation of new Rule - Pledge of Allegiance***Ald. Doran****Add Pledge of Allegiance for every meeting of Committees, Board & Commissions***

*At the beginning of any meeting of a committee, board or commission, regardless of the location in which the meeting is held, after calling the meeting the order, the chair of the meeting will call for the Pledge of Allegiance to be recited before moving on to any other business.*

*If the United States flag is not present, attendees should simply stand and place their right hand over their heart and face towards the person leading in the recitation of the Pledge or to where the flag would normally be placed.*

**Aldersperson Wolff moved, seconded by Aldersperson Del Toro, that the Rule Change be amended to strike the last sentence "If the United States flag is not present, attendees should simply stand and place their right hand over their heart and face towards the person leading the recitation of the Pledge or to where the flag would normally be placed." Roll Call. Motion carried by the following vote:**

**Aye:** 11 - Aldersperson Vered Meltzer, Aldersperson Brad Firkus, Aldersperson Israel Del Toro, Aldersperson Katie Van Zeeland, Aldersperson Denise Fenton, Aldersperson Patrick Hayden, Aldersperson Joss Thyssen, Aldersperson Kristin Alfheim, Aldersperson Nate Wolff, Aldersperson Sheri Hartzheim and Aldersperson Christopher Croatt

**Nay:** 3 - Aldersperson William Siebers, Aldersperson Alex Schultz and Aldersperson Chad Doran

**Excused:** 1 - Aldersperson Vaya Jones

**Abstained:** 1 - Mayor Jake Woodford

**Aldersperson Hartzheim moved, seconded by Aldersperson Croatt, that the Rule Change be approved as amended. Roll Call. Motion carried by the following vote:**

**Aye:** 10 - Aldersperson William Siebers, Aldersperson Vered Meltzer, Aldersperson Brad Firkus, Aldersperson Katie Van Zeeland, Aldersperson Patrick Hayden, Aldersperson Kristin Alfheim, Aldersperson Nate Wolff, Aldersperson Sheri Hartzheim, Aldersperson Christopher Croatt and Aldersperson Chad Doran

**Nay:** 4 - Aldersperson Israel Del Toro, Aldersperson Denise Fenton, Aldersperson Joss Thyssen and Aldersperson Alex Schultz

**Excused:** 1 - Aldersperson Vaya Jones

**Abstained:** 1 - Mayor Jake Woodford

**1. Rules of Council (as amended above)**

[23-0387](#)

Rules of Council

**Attachments:** [Council Rules - FINAL 4-20-22.pdf](#)  
[Council Rules - Redlined 4-19-23.pdf](#)  
[Council Rules - FINAL 4-19-23.pdf](#)

**Aldersperson Fenton moved, seconded by Aldersperson Van Zeeland, that the Rules of Council be approved as amended. Roll Call. Motion carried by the following vote:**

**Aye:** 13 - Aldersperson William Siebers, Aldersperson Vered Meltzer, Aldersperson Brad Firkus, Aldersperson Israel Del Toro, Aldersperson Katie Van Zeeland, Aldersperson Denise Fenton, Aldersperson Patrick Hayden, Aldersperson Joss Thyssen, Aldersperson Kristin Alfheim, Aldersperson Nate Wolff, Aldersperson Sheri Hartzheim, Aldersperson Christopher Croatt and Aldersperson Chad Doran

**Nay:** 1 - Aldersperson Alex Schultz

**Excused:** 1 - Aldersperson Vaya Jones

**Abstained:** 1 - Mayor Jake Woodford

## 2. Department and Committee Functions

[23-0388](#)

Department and Committee Functions

**Attachments:** [Dept-Comm Functions - FINAL 4-20-22.pdf](#)

**Aldersperson Meltzer moved, seconded by Aldersperson Croatt, that the Department and Committee Functions be approved. Roll Call. Motion carried by the following vote:**

**Aye:** 14 - Aldersperson William Siebers, Aldersperson Vered Meltzer, Aldersperson Brad Firkus, Aldersperson Israel Del Toro, Aldersperson Katie Van Zeeland, Aldersperson Denise Fenton, Aldersperson Patrick Hayden, Aldersperson Joss Thyssen, Aldersperson Alex Schultz, Aldersperson Kristin Alfheim, Aldersperson Nate Wolff, Aldersperson Sheri Hartzheim, Aldersperson Christopher Croatt and Aldersperson Chad Doran

**Excused:** 1 - Aldersperson Vaya Jones

**Abstained:** 1 - Mayor Jake Woodford

## 3.. Commitment to the Code of Conduct

[23-0398](#)

Code of Conduct

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

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

**Aye:** 14 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Israel Del Toro, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Patrick Hayden, Alderperson Joss Thyssen, Alderperson Alex Schultz, Alderperson Kristin Alfheim, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt and Alderperson Chad Doran

**Excused:** 1 - Alderperson Vaya Jones

**Abstained:** 1 - Mayor Jake Woodford

D. APPOINTMENT OF COMMITTEES & COMMITTEE CHAIRS

[23-0430](#)

Alderperson Committee Appointments

**Attachments:** [2023 Committee Appointments.pdf](#)

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

**Aye:** 14 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Israel Del Toro, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Patrick Hayden, Alderperson Joss Thyssen, Alderperson Alex Schultz, Alderperson Kristin Alfheim, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt and Alderperson Chad Doran

**Excused:** 1 - Alderperson Vaya Jones

**Abstained:** 1 - Mayor Jake Woodford

E. ELECTION OF COMMON COUNCIL PRESIDENT

*Alderpersons Van Zeeland and Meltzer were nominated for Council President.*

*After secret ballots were counted, Alderperson Van Zeeland was elected Council President for the 2023-2024 term.*

F. ELECTION OF COMMON COUNCIL VICE PRESIDENT

*Alderpersons Alfheim, Fenton, and Meltzer were nominated for Council Vice President.*

*Alderperson Fenton withdrew her nomination.*

*After secret ballots were counted, Alderperson Alfheim was elected the Council Vice President for the 2023-2024 term.*

## G. ELECTION OF COMMON COUNCIL REPRESENTATIVE TO THE CITY PLAN COMMISSION

*Alderspersons Fenton, Hartzheim, and Del Toro were nominated for Council Representative to the City Plan Commission.*

*Aldersperson Hartzheim withdrew her nomination.*

*Ballots were counted and Aldersperson Fenton was elected the Council Representative to the City Plan Commission for the 2023-2024 term.*

## H. RESOLUTIONS SUBMITTED BY ALDERPERSONS REFERRED TO THE ORGANIZATIONAL MEETING

*No Resolutions were submitted for the Organizational Meeting.*

## I. OTHER COUNCIL BUSINESS

### [23-0399](#)

Request to modify the Common Council Meeting Schedule for Cancellation of the following meetings:

- Wednesday, July 5th 2023
- Wednesday, January 3rd 2024

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

**Aye:** 14 - Aldersperson William Siebers, Aldersperson Vered Meltzer, Aldersperson Brad Firkus, Aldersperson Israel Del Toro, Aldersperson Katie Van Zeeland, Aldersperson Denise Fenton, Aldersperson Patrick Hayden, Aldersperson Joss Thyssen, Aldersperson Alex Schultz, Aldersperson Kristin Alfheim, Aldersperson Nate Wolff, Aldersperson Sheri Hartzheim, Aldersperson Christopher Croatt and Aldersperson Chad Doran

**Excused:** 1 - Aldersperson Vaya Jones

**Abstained:** 1 - Mayor Jake Woodford

### [23-0405](#)

Request to hold a mid-year Organizational Meeting on Wednesday, September 20th, 2023 at 6:00 p.m.

**Aldersperson Croatt moved, seconded by Aldersperson Hartzheim, that the Mid-Year Organizational Meeting be approved. Roll Call. Motion carried by the following vote:**

**Aye:** 14 - Aldersperson William Siebers, Aldersperson Vered Meltzer, Aldersperson Brad Firkus, Aldersperson Israel Del Toro, Aldersperson Katie Van Zeeland, Aldersperson Denise Fenton, Aldersperson Patrick Hayden, Aldersperson Joss Thyssen, Aldersperson Alex Schultz, Aldersperson Kristin Alfheim, Aldersperson Nate Wolff, Aldersperson Sheri Hartzheim, Aldersperson Christopher Croatt and Aldersperson Chad Doran

**Excused:** 1 - Aldersperson Vaya Jones

**Abstained:** 1 - Mayor Jake Woodford

J. ADJOURN

**Alderson Croatt moved, seconded by Alderson Fenton, that the meeting be adjourned at 7:12 p.m. Roll Call. Motion carried by the following vote:**

**Aye:** 14 - Alderson William Siebers, Alderson Vered Meltzer, Alderson Brad Firkus, Alderson Israel Del Toro, Alderson Katie Van Zeeland, Alderson Denise Fenton, Alderson Patrick Hayden, Alderson Joss Thyssen, Alderson Alex Schultz, Alderson Kristin Alfheim, Alderson Nate Wolff, Alderson Sheri Hartzheim, Alderson Christopher Croatt and Alderson Chad Doran

**Excused:** 1 - Alderson Vaya Jones

**Abstained:** 1 - Mayor Jake Woodford

Kami Lynch, City Clerk



# City of Appleton

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

## Meeting Minutes - Final Common Council

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Wednesday, April 19, 2023

7:00 PM

Council Chambers

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A. CALL TO ORDER

*The meeting was called to order by Mayor Woodford at 7:24 p.m.*

B. INVOCATION

*The Invocation was offered by Alderperson Fenton.*

C. PLEDGE OF ALLEGIANCE TO THE FLAG

D. ROLL CALL OF ALDERPERSONS

**Present:** 15 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Israel Del Toro, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Patrick Hayden, Alderperson Joss Thyssen, Alderperson Alex Schultz, Alderperson Kristin Alfheim, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt, Alderperson Chad Doran 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

[23-0401](#)

Common Council Meeting Minutes of April 5, 2023

**Attachments:** [CC Minutes 4-5-23.pdf](#)

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

**Aye:** 14 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Israel Del Toro, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Patrick Hayden, Alderperson Joss Thyssen, Alderperson Alex Schultz, Alderperson Kristin Alfheim, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt and Alderperson Chad Doran

**Excused:** 1 - Alderperson Vaya Jones

**Abstained:** 1 - Mayor Jake Woodford

G. BUSINESS PRESENTED BY THE MAYOR

[23-0402](#) Appleton Housing Authority Appointment

**Attachments:** [AHA Appt Memo.pdf](#)

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

**Aye:** 14 - Aldersperson William Siebers, Aldersperson Vered Meltzer, Aldersperson Brad Firkus, Aldersperson Israel Del Toro, Aldersperson Katie Van Zeeland, Aldersperson Denise Fenton, Aldersperson Patrick Hayden, Aldersperson Joss Thyssen, Aldersperson Alex Schultz, Aldersperson Kristin Alfheim, Aldersperson Nate Wolff, Aldersperson Sheri Hartzheim, Aldersperson Christopher Croatt and Aldersperson Chad Doran

**Excused:** 1 - Aldersperson Vaya Jones

**Abstained:** 1 - Mayor Jake Woodford

H. PUBLIC PARTICIPATION

*Ronna Swift, 230 W Seymour St spoke regarding Item 23-0276 Resolution to Eliminate No Mow May*

I. PUBLIC HEARINGS

J. SPECIAL RESOLUTIONS

K. ESTABLISH ORDER OF THE DAY

[23-0332](#) Request to approve Special Use Permit #2-23 to expand an existing outdoor patio with alcohol sales and service associated with a tavern (Mr. Frogs) located at 409 West College Avenue (Tax Id #31-3-1032-00), as shown on the attached maps, development plans, and per attached plan of operation, to run with the land subject to the conditions in the attached staff report and approve attached Resolution (2/3 vote of Common Council required for approval)

**Attachments:** [StaffReport\\_Mr.Frogs\\_409WCollegeAve\\_SUP\\_For4-12-23.pdf](#)

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

**Aye:** 14 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Israel Del Toro, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Patrick Hayden, Alderperson Joss Thyssen, Alderperson Alex Schultz, Alderperson Kristin Alfheim, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt and Alderperson Chad Doran

**Excused:** 1 - Alderperson Vaya Jones

**Abstained:** 1 - Mayor Jake Woodford

[23-0225](#)

Class "B" Beer and Reserve "Class B" Liquor Permanent Premise Amendment application for Jackson Investment Group LLC d/b/a Mr Frogs, April Anderson, Agent, located at 409 W College Ave, contingent upon approval from the Community Development and Inspections departments.

**Attachments:** [Mr Frogs S&L.pdf](#)

**Alderperson Croatt moved, seconded by Alderperson Fenton, that the Premise Amendment be approved. Roll Call. Motion carried by the following vote:**

**Aye:** 14 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Israel Del Toro, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Patrick Hayden, Alderperson Joss Thyssen, Alderperson Alex Schultz, Alderperson Kristin Alfheim, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt and Alderperson Chad Doran

**Excused:** 1 - Alderperson Vaya Jones

**Abstained:** 1 - Mayor Jake Woodford

[23-0276](#)

Resolution #2-R-23 Resolution to Eliminate No Mow May

**Attachments:** [#2-R-23 Resolution to Eliminate No Mow May \(1\).pdf](#)

[DPW No Mow May Memo \(4-12-23\).pdf](#)

[No Mow May Report to Council 04-10-23.pdf](#)

[No Mow May - Feedback 4-19-23.pdf](#)

**Alderperson Meltzer moved, seconded by Alderperson Fenton, that the Committee recommendation to deny the Resolution be approved. Roll Call. Motion carried by the following vote:**

**Aye:** 11 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Israel Del Toro, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Patrick Hayden, Alderperson Joss Thyssen, Alderperson Alex Schultz, Alderperson Kristin Alfheim and Alderperson Nate Wolff

**Nay:** 3 - Alderperson Sheri Hartzheim, Alderperson Christopher Croatt and Alderperson Chad Doran

**Excused:** 1 - Alderperson Vaya Jones

**Abstained:** 1 - Mayor Jake Woodford

L. COMMITTEE REPORTS

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

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

**Aye:** 14 - Aldersperson William Siebers, Aldersperson Vered Meltzer, Aldersperson Brad Firkus, Aldersperson Israel Del Toro, Aldersperson Katie Van Zeeland, Aldersperson Denise Fenton, Aldersperson Patrick Hayden, Aldersperson Joss Thyssen, Aldersperson Alex Schultz, Aldersperson Kristin Alfheim, Aldersperson Nate Wolff, Aldersperson Sheri Hartzheim, Aldersperson Christopher Croatt and Aldersperson Chad Doran

**Excused:** 1 - Aldersperson Vaya Jones

**Abstained:** 1 - Mayor Jake Woodford

1. MINUTES OF THE MUNICIPAL SERVICES COMMITTEE

[23-0336](#)

Request from Legendairy Cookies 'N Creamery for a street occupancy permit to place tables and chairs in the College Avenue beautification strip at 101 E. College Avenue.

**Attachments:** [Legendairy Occupancy Permit.pdf](#)

**This Report Action Item was approved.**

[23-0337](#)

Award Complete Streets/Pedestrian Study Contract to ALTA Planning + Design in an amount not to exceed \$75,000.00.

**Attachments:** [Complete Street Ped Crossing Study Contract Award.pdf](#)

**This Report Action Item was approved.**

[23-0338](#)

Award of contract for 2023 Parking Ramp Professional Engineering and Construction Administration Services to Desman Design Management in the amount not to exceed \$50,480.00.

**Attachments:** [Award of Contract - Desman 2023 Parking Ramp Maintenance Design Services.pdf](#)

**This Report Action Item was approved.**

## 2. MINUTES OF THE SAFETY AND LICENSING COMMITTEE

## 3. MINUTES OF THE CITY PLAN COMMISSION

## 4. MINUTES OF THE PARKS AND RECREATION COMMITTEE

[23-0349](#)

Action Item: Irish Fest of the Fox Cities requests permission to hold a ticketed private Special Event in Jones Park on September 15-16, 2023 for Irish Fest

**Attachments:** [Irish Fest Jones Park Special Event.docx](#)

This Report Action Item was approved.

[23-0350](#)

Action Item: Adopt the Proposed Revised Athletic Facilities Rental and Fee Schedule Policy

**Attachments:** [Athletic Field Policy Memo.docx](#)

[2023 Athletic Facilities Policy - REDLINE.pdf](#)

[2023 Athletic Facilities Policy - FINAL.docx](#)

This Report Action Item was approved.

## 5. MINUTES OF THE FINANCE COMMITTEE

[23-0354](#)

Request to approve the following 2023 Budget Amendment

**Water Utility**

Water Lake Station Gate Upgrade	+ \$188,139
Fund Balance	+ \$188,139

to record 2022-23 Budget Carryover that should have been included in request as Under Contract of \$13,814 and Not Under Contract of \$174,325, for the replacement and upgrade of the gate at the Water Lake Station

This Report Action Item was approved.

[23-0355](#)

Request to approve the AWWTP A&S Buildings Roof Repairs Project Engineering Services Amendment #1, increasing Specialty Engineering Group, LLC's total contract amount by \$39,600 from \$18,500 to \$58,100.

**Attachments:** [2023 AWWTP Roofing Design Contract Amendment.pdf](#)

**This Report Action Item was approved.**

[23-0356](#)

Request to award the 2023 AWWTP A-Building Renovation Project contract to RJM Construction, LLC. in the amount of \$262,328 with a contingency of \$36,000 for a project total not to exceed \$298,328.

**Attachments:** [2023 AWWTP A-Building Ceiling Renovation Project.pdf](#)

**This Report Action Item was approved.**

[23-0357](#)

Request to award Unit J-23 Mini Storm Sewer Construction to M & E Construction, LLC. in an amount not to exceed \$200,000.

**Attachments:** [Contract Unit J-23.pdf](#)

**This Report Action Item was approved.**

[23-0358](#)

Request to award Unit X-23 Water Main Reconstruction (Rebid) to Kruczek Construction Inc. in the amount of \$1,044,444 with a 5% contingency of \$52,222 for a project total not to exceed \$1,096,666.

**Attachments:** [Contract Unit X-23 \(Rebid\).pdf](#)

**This Report Action Item was approved.**

[23-0362](#)

CEA Review Committee Report

**Attachments:** [CEA Review Committee Mtg Minutes 3-20-2023.pdf](#)

**This Report Action Item was approved.**

## **6. MINUTES OF THE COMMUNITY AND ECONOMIC DEVELOPMENT COMMITTEE**

## **7. MINUTES OF THE UTILITIES COMMITTEE**

[23-0341](#)

Award Unit F-23 Sanitary & Storm Sewer Cleaning and Televising to Green Bay Pipe & TV, LLC in an amount not to exceed \$266,500.

**Attachments:** [Utilities Committee - 04-11-23 - Award of Contract Unit F-23.pdf](#)

**This Report Action Item was approved.**

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

[23-0334](#)

Request to Approve Community and Economic Development / Public Works Re-organization.

**Attachments:**    [CED Re-org.pdf](#)  
[Community & Economic Development DRAFT 3.2023.pdf](#)  
[Public Works DRAFT 3.27.23 \(1\).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

O. ORDINANCES

P. LICENSE APPLICATIONS AND COMMUNICATIONS REFERRED TO COMMITTEES OF JURISDICTION

Q. RESOLUTIONS SUBMITTED BY ALDERPERSONS REFERRED TO COMMITTEES OF JURISDICTION

[23-0455](#)

Resolution #3-R-23 Street Light Installation Policy

**Attachments:**    [#3-R-23 Street Light Policy Resolution .pdf](#)

[23-0456](#)

Resolution #4-R-23 To Support Pollinator & Wildlife Habitats in Ellen Kort Peace Park

**Attachments:**    [#4-R-23 Ellen Kort Park Now Mow Resolution.pdf](#)

R. OTHER COUNCIL BUSINESS

S. ADJOURN

Aldersperson Del Toro moved, seconded by Aldersperson Fenton, that the meeting be adjourned at 8:08 p.m. Roll Call. Motion carried by the following vote:

**Aye:** 14 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Israel Del Toro, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Patrick Hayden, Alderperson Joss Thyssen, Alderperson Alex Schultz, Alderperson Kristin Alfheim, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt and Alderperson Chad Doran

**Excused:** 1 - Alderperson Vaya Jones

**Abstained:** 1 - Mayor Jake Woodford

Kami Lynch, City Clerk

# PROCLAMATION



## Office of the Mayor

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

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

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

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

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

**NOW, THEREFORE, BE IT RESOLVED, THAT I, JACOB A. WOODFORD**, Mayor of the City of Appleton, do hereby proclaim Friday, May 12, 2023, as

## American Legion Poppy Day

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



Signed and sealed this 25<sup>th</sup> day of April 2023.

  
**JACOB A. WOODFORD**  
MAYOR OF APPLETON

# PROCLAMATION



## Office of the Mayor

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

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

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

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

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

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

**NOW, THEREFORE, BE IT RESOLVED, THAT I, JACOB A. WOODFORD**, Mayor of the City of Appleton, do hereby proclaim Monday, May 17, 2023, as

## Neurofibromatosis Awareness Day

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

Signed and sealed this 10<sup>th</sup> day of May 2023.

**JACOB A. WOODFORD**  
MAYOR OF APPLETON



# PROCLAMATION



## Office of the Mayor

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

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

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

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

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

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

**NOW, THEREFORE, BE IT RESOLVED, THAT I, JACOB A. WOODFORD**, Mayor of the City of Appleton, do hereby proclaim Saturday, May 14, 2023, as

## Hmong American Day

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



Signed and sealed this 20<sup>th</sup> day of April 2023.

**JACOB A. WOODFORD**  
MAYOR OF APPLETON

# PROCLAMATION



## Office of the Mayor

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

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

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

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

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

**NOW, THEREFORE, BE IT RESOLVED, THAT I, JACOB A. WOODFORD**, Mayor of the City of Appleton, do hereby proclaim the week of May 8-12, 2023, as

## Teacher Appreciation Week

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

Signed and sealed this 25<sup>th</sup> day of April 2023.



**JACOB A. WOODFORD**  
MAYOR OF APPLETON

# PROCLAMATION



## Office of the Mayor

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

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

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

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

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

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

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

**NOW, THEREFORE, BE IT RESOLVED, THAT I, JACOB A. WOODFORD**, Mayor of the City of Appleton, do hereby proclaim the week of April 30-May 6, 2023, as

## Municipal Clerks Week

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

Signed and sealed this 25<sup>th</sup> day of April 2023.



**JACOB A. WOODFORD**  
MAYOR OF APPLETON

# PROCLAMATION



## Office of the Mayor

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

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

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

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

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

**NOW, THEREFORE, BE IT RESOLVED, THAT I, JACOB A. WOODFORD**, Mayor of the City of Appleton, do hereby proclaim the month of May 2023 as

## Asian and Pacific Islander Heritage Month

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



Signed and sealed this 25<sup>th</sup> day of April 2023.

**JACOB A. WOODFORD**  
MAYOR OF APPLETON

# PROCLAMATION



## Office of the Mayor

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

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

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

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

**WHEREAS**, the International Council of Nurses (ICN) has announced the theme "Nurses: A Voice to Lead – Invest in Nursing and Respect Rights to Secure Global Health," focusing on the need to protect, support, and invest in the nursing profession to strengthen health systems across the globe, with an open invitation to share #NationalNursesDay on social media to recognize nurses for enriching our lives and the world we live in.

**NOW, THEREFORE, BE IT RESOLVED, THAT I, JACOB A. WOODFORD**, Mayor of the City of Appleton, do hereby proclaim the month of May 2023 as

## Nurses Month

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

Signed and sealed this 25<sup>th</sup> day of April 2023.



**JACOB A. WOODFORD**  
MAYOR OF APPLETON

**Resolution #3-R-23**  
**RESOLUTION TO RE-EXAMINE THE CITY OF APPLETON**  
**STREET LIGHT INSTALLATION POLICY**

Date: April 19, 2023

Submitted by: Alderperson Nate Wolff – District 12

Referred To: Municipal Services Committee

WHEREAS the City of Appleton adopted the street light installation policy in October 2007 stating that ***“The intended purpose of street lighting is to light the public rights-of-way to levels which are proportionate with the level of vehicular and pedestrian traffic. This relates directly to higher levels of light on more heavily traveled roadways and, conversely, lower levels of lighting on lesser traveled roadways. There is certainly overlap between street lighting’s use for vehicle and pedestrian traffic safety and its favorable use as a deterrence and aid in response to public safety. The City of Appleton Traffic Section will offer support and recommendations for street lighting levels for use in traffic safety. The application of street lighting beyond these recommendations for public safety falls outside our area of expertise and the financial obligations of the Department. However, the Traffic Section will provide technical support and guidance with the implementation process of all street lighting in public rights-of-way. The City of Appleton Traffic Section will conduct reviews of street lighting for traffic safety during the roadway design process and at the request of the public, city staff and alderpersons. Any recommendations for new street lighting will be passed through the City’s Municipal Service Committee (MSC) and Common Council for review and approval. Any requests that do not meet these criteria will be denied administratively. Appeals may be brought to the MSC and Common Council for consideration and action.”*** and;

WHEREAS the City of Appleton leases over 90% of the streetlights in the city at a cost of over \$1,000,000, and;

WHEREAS the overall budget for street lighting has increased over 18% from 2022 to 2023 and while the conversion from HID to LED is expected to save approximately \$70,000 per year, that savings will not begin to be realized until 2025, and;

WHEREAS it is appropriate to reexamine policies from time to time;

THEREFORE BE IT RESOLVED that the Department of Public Works will review the current street lighting policy and make recommendations for changes with the goal of reducing overall cost while still fulfilling the mission to provide and maintain consistent quality street lighting throughout the City.

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STATE OF WISCONSIN

CITY OF APPLETON

COMMON COUNCIL

---

**POLLY OLSON,**

Complainant,

V.

**PJW, LLC,**

**AGENT: JEN THOMAS**

**d/b/a CHADWICK'S**

**413 W. COLLEGE AVE.**

**APPLETON, WI 54911.**

Respondent.

OFFICE OF CITY CLERK  
FILED

APR 20 2023

APPLETON, WISCONSIN

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**COMPLAINT SEEKING SUSPENSION OF ALCOHOL LICENSES OF PJW, LLC**

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Complainant seeks that the Safety and Licensing Committee of the Common Council of the City of Appleton meet as soon as practicable and as allowed by law, at which time the Complainant, Appleton Police Department Chief Polly Olson, a resident of the City of Appleton, will ask the Committee to find this complaint to be true and recommend to the Common Council that it SUSPEND the alcohol beverage licenses issued to PJW, LLC.

PJW, LLC has a registered agent of Jen Thomas and was issued Class "B" (beer) and "Class B" (liquor) licenses for the licensed premises located at 413 W. College Avenue, Appleton, Wisconsin 54911 known as the tavern "Chadwicks."

This Complaint by Polly Olson is being made based upon information and belief regarding the following three (3) incidents:

**INCIDENT ONE – JULY 22, 2022**

On July 22, 2022, at approximately 11:50AM, Appleton Police Department ("APD") Officer Sam Gueli, walked through Chadwick's bar, 413 W College Ave, with Officer Buteyn, due to reports of underage drinking there. Officer Gueli observed a group of individuals inside

the bar who appeared underage and were in possession of alcoholic drinks. When asked for identification Nicholas Ament and Austin Raddatz provided fake WI ID cards. Those ID cards were confiscated, and they provided their identification verbally. Thomas Powers provided his name verbally and gave the correct information. Nicholas, Austin, and Thomas all agreed to preliminary breath tests whose results indicated that each had consumed alcohol. All three were issued and explained a citation for underage consumption of alcohol.

On or about November 11, 2022, Austin Raddatz, Nicholas Ament, and Thomas Powers, were found guilty of violations of Appleton Municipal Code Sec. 9-51 adopting Wis. Stat. §125.07(4)(b) by a pleas of No Contest. These violations of Underage Person Consuming Alcohol occurred within the licensed premises Chadwicks. Pursuant to the City of Appleton Code Sec. 9-54, the aforementioned violations require the assessment of eighty (80) demerit points for "Person under age 21 on premises" as there exists a substantial relationship between the convictions and the licensed activity.

Pursuant to Chapter 125 of the Wisconsin Statutes, interpretations thereof, and the Municipal Code of the City of Appleton, the licensee, PJW, LLC, is answerable for these acts and therefore eighty (80) demerit points should be attributed to its license due to the aforementioned convictions arising out of "Incident One."

#### **INCIDENT TWO – NOVEMBER 24, 2022**

On November 24, 2022, at approximately 1:15 AM, APD Officer Van Dinter was working with assigned FTO Officer Goodin. The Officers conducted a walk through at Chadwick's bar, 413 W. College Ave. Officer Goodin located a female who did not appear to be of the legal drinking age. Officer Goodin obtained an identification from the female who identified herself as Alli L. White. The identification provided was a paper copy of a Wisconsin

Driver's License. The license did not appear legitimate to the officers. When questioned, Alli admitted she was only 18 years old. Officer Van Dinter spoke with Alli who stated she had consumed one mix drink and one shot. Alli stated she purchased the drinks from the blonde bartender who had short hair and was wearing a black shirt. Officer Van Dinter issued Alli a citation for underage consumption of alcohol on licensed premises. Officer Van Dinter spoke with the bartender who verbally identified herself as Reiddyn Wihongi. Officer Van Dinter later confirmed her identification by her Wisconsin DOT photo. Reiddyn stated she was not looking at the people she was serving intoxication beverages to. Reiddyn stated the bouncer should have verified their identification and age. Reiddyn was advised that she was ultimately responsible for the drinks she sold to customers and if she was in question of their age, she should verify their age. Reiddyn Wihongi was issued a citation for Licensee Dispenses / Sells Alcohol to Minor.

On or about January 25, 2023, Reiddyn Wihongi was found guilty of violations of Appleton Municipal Code Sec. 9-51 adopting Wis. Stat. §125.07(1)(a)1, Selling Alcohol to Minor. Pursuant to the City of Appleton Code Sec. 9-54, the aforementioned violations require the assessment of eighty (80) demerit points for "Sale to person under age 21" as there exists a substantial relationship between the conviction and the licensed activity.

Pursuant to Chapter 125 of the Wisconsin Statutes, interpretations thereof, and the Municipal Code of the City of Appleton, the licensee, PJW, LLC, is answerable for these acts and therefore eighty (80) demerit points should be attributed to its license due to the aforementioned conviction arising out of "Incident Two."

### **INCIDENT THREE – JANUARY 1, 2023**

On January 1, 2023, APD Sgt. Pieper took a theft complaint from Jack Gross who wanted to report that his cell phone had been stolen last night while he was inside Chadwick's bar

drinking. During the investigation Jack told Sgt. Pieper that he had gone inside Chadwick's, which is a licensed premises located 413 W. College Ave, at about 11:00PM on New Year's Eve when the Chadwick's Security staff did not check his ID. He said that he remained inside the bar until he left around 3:30AM after he got in a fight. Jack also told me that he had been drinking alcohol. Jack is under 21 years of age, and he knew that he could not be in the bar. Jack Gross was issued a city summons for a violation of being underage on a licensed premises.

On or about March 8, 2023, Jack Gross was found guilty of violations of Appleton Municipal Code Sec. 9-51 adopting Wis. Stat. §125.07(3)(a). Pursuant to the City of Appleton Code Sec. 9-54, the aforementioned violations require the assessment of eighty (80) demerit points for "Person under age 21 on premises" as there exists a substantial relationship between the convictions and the licensed activity.

Pursuant to Chapter 125 of the Wisconsin Statutes, and interpretations thereof, the licensee, PJW, LLC, is answerable for these acts and therefore eighty (80) demerit points should be attributed to its license due to the aforementioned conviction arising out of "Incident Three."

#### **RECOMMENDATION AND CONCLUSION**

The above information indicates that on three separate occasions, state and/or local laws were violated by the licensee, PJW, LLC, or by its agents / employees working at the licensed premises. Complainant requests that the Safety and Licensing Committee hold any demerit points from "Incident Three" in abeyance for future consideration, and as such, the license holder will have accumulated between one hundred sixty (160) demerit points within a twenty-four (24) month period based on dates of conviction. City of Appleton Code Sec. 9-54(d)(2) calls for the suspension of a license of not less than ten (10) nor more than ninety (90) for demerit points totaling between 150 and 199 within a 24-month period. Upon an assessment of the demerit

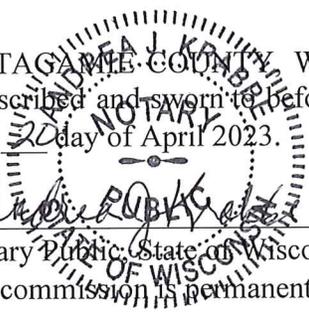
points and considering that the nature of these violations is substantially related to the licensed activity, this Complainant is requesting that the Safety and Licensing Committee recommend to the Common Council that they SUSPEND the licenses issued to PJW, LLC, with a registered agent of Jen Thomas, for the licensed premises known as Chadwick's located at 413 W. College Ave., Appleton Wisconsin.

Dated this 20th day of April 2023.



Polly Olson  
Resident of the City of Appleton  
Police Chief, City of Appleton

OUTAGAMIE COUNTY WISCONSIN  
Subscribed and sworn to before me  
this 20 day of April 2023.



  
Notary Public, State of Wisconsin  
My commission is permanent / expires 2/10/25



**CITY OF APPLETON  
COMMON COUNCIL  
SAFETY AND LICENSING COMMITTEE**

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**IN RE THE ALCOHOL LICENSES OF PJW, LLC**

AGENT: JEN THOMAS  
d/b/a CHADWICK'S  
413 W. COLLEGE AVE.  
APPLETON, WI 54911

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**SUMMONS**

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TO: Any City of Appleton Police Department Officer

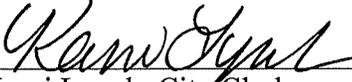
PLEASE TAKE NOTICE THAT,

**JEN THOMAS  
AGENT FOR PJW, LLC  
413 W. COLLEGE AVENUE  
APPLETON, WI 54911**

is commanded to appear at the Safety and Licensing Committee Meeting on Wednesday, April 26, 2023, at 5:30 p.m. in the Council Chambers, 100 North Appleton Street in the city of Appleton, Wisconsin and show cause why the "Class B" and/or Class "B" Alcohol Beverage Licenses issued to PJW, LLC should not be suspended or revoked in accordance with Wis. Stat. §125.12.

Dated in Appleton, Wisconsin this 20th day of April 2023.

CITY OF APPLETON

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

**CITY OF APPLETON  
COMMON COUNCIL  
SAFETY AND LICENSING COMMITTEE**

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**IN RE THE ALCOHOL LICENSES OF PJW, LLC**

AGENT: JEN THOMAS  
d/b/a CHADWICK'S  
413 W. COLLEGE AVE.  
APPLETON, WI 54911

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**STIPULATION**

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The City of Appleton, by Assistant City Attorney, Darrin Glad and PJW, LLC by its agent Jen Thomas, hereby stipulate and agree as follows:

1. That PJW, LLC and Jen Thomas as agent, are the licensees of "Class B" and Class "B" licenses issued pursuant to Chapter 125, Wisconsin Statutes, and Appleton City Ordinances ("ACO") in conformity therewith, for the licensed premises known as Chadwick's, located at 413 W College Ave, in the City of Appleton, Outagamie County, Wisconsin.
2. That the following violations of the ACO have been committed at the licensed premises within the last thirty-six (36) months with all resulting in convictions:
  - a. Underage Person Consuming Alcohol with a date of conviction of November 11, 2022. Eighty (80) Demerit Points are associated with this conviction.
  - b. Sale of an Alcoholic Beverage to an Underage Person with a date of conviction of January 25, 2023. Eighty (80) Demerit Points are associated with this conviction.
  - c. Underage Person on the Licensed Premises with a date of conviction of March 8, 2023. Eighty (80) Demerit Points are associated with this conviction.
3. That the foregoing are all violations of the ACO adopted pursuant to Sec. 125.10, Wisconsin Statutes, and could form the basis for suspension or revocation of both the Class "B" and "Class B" licenses issued to PJW, LLC.

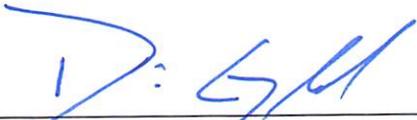
4. That the foregoing convictions are substantially related to the licensed activities.
5. A Complaint Seeking Suspension of Alcohol Licenses of PJW, LLC was filed with the City of Appleton Clerk's Office on April 20, 2023.
6. The Summons and a copy of said Complaint were personally served on Jen Thomas as agent of PJW, LLC on April 20, 2023, requiring their appearance at the Safety and Licensing Committee on April 26, 2023, to show cause as to why the licenses should not be suspended or revoked.
7. That Jen Thomas understands and acknowledges that she has the right to a hearing prior to the City of Appleton suspending or revoking the Class "B" and / or "Class B" licenses issued to PJW, LLC and freely and voluntarily waives that right to a hearing as consideration for this Agreement.

**NOW THEREFORE, based upon the foregoing it is AGREED by the parties:**

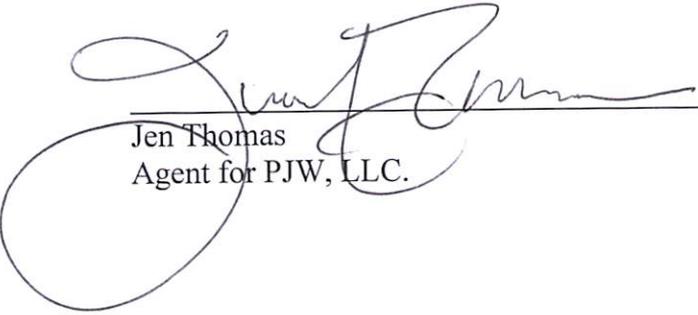
8. That PJW, LLC does not contest the allegations in the Complaint and therefore agrees that the Safety and Licensing Committee shall find the complaint to be true.
9. That PJW, LLC does not contest any of the point assessments set forth in this Agreement.
10. The City of Appleton agrees to hold in abeyance the application of the eighty (80) demerit points associated with the March 8, 2023, conviction against the licensee, PJW, LLC, for a two-year period from the date this Agreement is approved by the Appleton Common Council, subject to the license holder complying with the terms of this Agreement, Appleton City Ordinances ("ACO"), and laws of the State of Wisconsin.
11. That the City of Appleton and PJW, LLC together agree to the immediate imposition of 160 points assessed against the licensed establishment, Chadwick's. As such, the parties jointly agree that the licensed establishment, Chadwick's, shall have their **license suspended for a period of ten (10) days** pursuant to ACO 9-54.
12. That PJW, LLC shall serve its suspension beginning on May 14, 2023, through May 23, 2023 (inclusive).
13. That the licensee, agents, and employees thereof will comply with all City of Appleton Ordinances and laws of the State of Wisconsin including, but not limited to, Department of Revenue requirements.
14. That the failure to comply with this Agreement within two years of the date that this Agreement is adopted by the Common Council shall result in the uncontested imposition and reinstatement of the 80 demerit points held in abeyance as set forth in this Agreement. "Failure to comply with this Agreement" means that there is

proof to the level of probable cause that any violation which, upon conviction, would result in any amount of demerit points as set forth within ACO Sec. 9-54.

15. That the City of Appleton will be prohibited from using the demerit points held in abeyance if there is no failure to comply with this Agreement by PJW, LLC during the term of this Agreement.
16. That this Agreement, including but not limited to the contingencies placed on the subject liquor licenses, shall remain binding upon PJW, LLC, its agents, and any successors, assigns, transferees and the like thereof unless expressly waived by the City of Appleton Common Council.
17. That except where otherwise indicated, the terms of this Agreement shall remain in effect for a period of two years from the date it is approved by the Appleton Common Council.
18. That this Agreement satisfies the statutory requirements of:
  - a. Notice of suspension to licensee, and
  - b. The Safety and Licensing Committee's Report to the Common Council, including Findings of Fact, Conclusions of Law, and its recommendation for Suspension.
19. That PJW, LLC and Jen Thomas as agent therefor have had the opportunity to review and discuss this Agreement with counsel or have decided to forego that opportunity and, in either case, enter this Agreement freely and voluntarily.

  
\_\_\_\_\_  
Darrin Glad, Assistant City Attorney  
City of Appleton  
CityLaw #A23-0756.dg

Date: 4/20/2023

  
\_\_\_\_\_  
Jen Thomas  
Agent for PJW, LLC.

Date: 4/20/2023

**APPROVED BY APPLETON COMMON COUNCIL ON : \_\_\_\_\_**

# Schedule for Appointment of Agent by Corporation / Nonprofit Organization or Limited Liability Company

Submit to municipal clerk.

All corporations/organizations or limited liability companies applying for a license to sell fermented malt beverages and/or intoxicating liquor must appoint an agent. The following questions must be answered by the agent. The appointment must be signed by an officer of the corporation/organization or one member/manager of a limited liability company and the recommendation made by the proper local official.

To the governing body of:  Town  
 Village of APPLETON County of OUTAGAMIE  
 City

The undersigned duly authorized officer/member/manager of LAWRENCE UNIVERSITY  
(Registered Name of Corporation / Organization or Limited Liability Company)

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as  
THE VIKING ROOM  
(Trade Name)

located at 615 EAST COLLEGE AVENUE; APPLETON, WI 54911

appoints MEGAN DUFRANE-GROOSE  
(Name of Appointed Agent)  
2106 N OWAISSA STREET, APPLETON, WI 54911  
(Home Address of Appointed Agent)

to act for the corporation/organization/limited liability company with full authority and control of the premises and of all business relative to alcohol beverages conducted therein. Is applicant agent presently acting in that capacity or requesting approval for any corporation/organization/limited liability company having or applying for a beer and/or liquor license for any other location in Wisconsin?

Yes  No If so, indicate the corporate name(s)/limited liability company(ies) and municipality(ies).

Is applicant agent subject to completion of the responsible beverage server training course?  Yes  No

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? 32 YEARS

Place of residence last year 2106 N OWAISSA STREET, APPLETON, WI 54911

For: LAWRENCE UNIVERSITY  
(Name of Corporation / Organization / Limited Liability Company)

By: [Signature]  
(Signature of Officer / Member / Manager)

Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

## ACCEPTANCE BY AGENT

I, MEGAN DUFRANE-GROOSE, hereby accept this appointment as agent for the  
(Print / Type Agent's Name)

corporation/organization/limited liability company and assume full responsibility for the conduct of all business relative to alcohol beverages conducted on the premises for the corporation/organization/limited liability company.

[Signature] 4/11/23  
(Signature of Agent) (Date)

Agent's age ●●●●●

2106 N OWAISSA STREET, APPLETON, WI 54911  
(Home Address of Agent)

Date of birth ●●●●●●●●

## APPROVAL OF AGENT BY MUNICIPAL AUTHORITY (Clerk cannot sign on behalf of Municipal Official)

I hereby certify that I have checked municipal and state criminal records. To the best of my knowledge, with the available information, the character, record and reputation are satisfactory and I have no objection to the agent appointed.

Approved on \_\_\_\_\_ by \_\_\_\_\_ Title \_\_\_\_\_  
(Date) (Signature of Proper Local Official) (Town Chair, Village President, Police Chief)

# Auxiliary Questionnaire Alcohol Beverage License Application

Submit to municipal clerk.

Individual's Full Name (please print) (last name)		(first name)		(middle name)	
DUFRANE-GROOSE		MEGAN		Elizabeth	
Home Address (street/route)		Post Office	City	State	Zip Code
2106 NORTH OWAISSA ST			APPLETON	WI	54911
Home Phone Number		Age	Date of Birth	Place of Birth	
●●●●●●●●		●	●●●●●●●●	Appleton	

The above named individual provides the following information as a person who is (check one):

- Applying for an alcohol beverage license as an **Individual**.
- A member of a **partnership** which is making application for an alcohol beverage license.
- DIRECTOR** of **LAWRENCE UNIVERSITY**  
(Officer / Director / Member / Manager / Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)

which is making application for an alcohol beverage license.

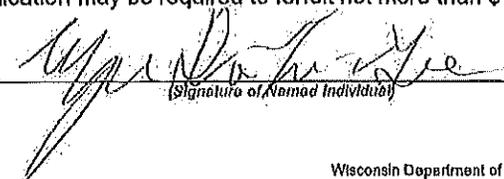
The above named individual provides the following information to the licensing authority:

- How long have you continuously resided in Wisconsin prior to this date? 32 years & 7 months
- Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality?  Yes  No  
If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)
- Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality?  Yes  No  
If yes, describe status of charges pending.
- Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit?  Yes  No  
If yes, identify. (Name, Location and Type of License/Permit)
- Do you hold and/or are you an officer, director, stockholder, agent or employe of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin?  Yes  No  
If yes, identify. (Name of Wholesale Licensee or Permittee) (Address By City and County)

6. Named individual must list in chronological order last two employers.

Employer's Name	Employer's Address	Employed From	To
UW-Green Bay	2420 Nicolet Dr. Green Bay, WI	Nov. 2018	January 2023
UW-Stout	712 Broadway St. S Menominee, WI 54751	Sept. 2016	Nov. 2018

**READ CAREFULLY BEFORE SIGNING:** Under penalty provided by law, the undersigned states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. The signer agrees that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000.

  
 \_\_\_\_\_  
(Signature of Named Individual)



## REPORT TO CITY PLAN COMMISSION

**Plan Commission Meeting Date:** April 26, 2023

**Common Council Meeting Date:** May 3, 2023

**Anticipated Date Annexation Effective:** May 9, 2023 at 12:01 a.m.

**Item:** Petition for Direct Annexation by Unanimous Approval Where No Electors Reside – Baldeagle Drive & Providence Avenue (Right-of-Way) Annexation

**Case Manager:** Jessica Titel, Principal Planner

### GENERAL INFORMATION

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**Owner:** City of Appleton

**Initiated by:** Department of Public Works - Engineering Division

**Town Where Property is Located:** Town of Grand Chute

**Parcel Numbers:** 101158298 and Part of 101157000 - Town of Grand Chute

**Petitioner's Request:** The Owner is requesting direct annexation by unanimous approval where no 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 City of Appleton to extend a public street, utilities and construct a stormwater pond within the territory proposed for annexation.

**Population of Such Territory:** 0

**Annexation Area:** 1.63 acres m/l

### BACKGROUND

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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.

## **Baldeagle Drive and Providence Avenue (Right-of-Way) Annexation**

**April 26, 2023**

**Page 2**

Officially mapped Lightning Drive from East Edgewood Drive to Broadway Drive and officially mapped Providence Avenue from Lightning Drive to Broadway Drive went into effect on May 3, 2012 via Ordinance No. 36-12.

The southern portion of future Lightning Drive from East Edgewood Drive to approximately Providence Avenue was annexed to the City on November 9, 2021.

The annexation petition for direct annexation by unanimous approval where no electors reside was filed with the City Clerk's office on March 30, 2023. State Statutes does require that the Department of Administration (DOA) review all annexation petitions within a county having a population of 50,000 or more to determine if the petition is in the public interest. The City must allow a 20-day statutory review period, which starts when the Wisconsin Department of Administration (DOA) receives the annexation application materials and fee. The DOA received the annexation application materials and fee on April 3, 2023, so this requirement will be satisfied prior to Common Council taking action at their May 3, 2023 meeting.

### **STAFF ANALYSIS**

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

- The City of Appleton does have a boundary agreement with the Town of Grand Chute.
- The subject property is undeveloped agricultural land.
- The subject property is located within the City's Growth Area Boundary.
- The City is planning to install sanitary sewer, storm sewer, and water infrastructure and extend Baldeagle Drive and Providence Avenue to connect with future Lightning Drive. The City is also planning to construct a stormwater pond within the annexation area. This will be a multi-year project starting in 2024.
- The area proposed for annexation is contiguous to the existing City boundary.
- Future Providence Avenue is classified as a collector street on the City's Arterial/Collector Plan. Future Baldeagle Drive is classified as a local street on the City's Arterial/Collector Plan.
- The owner is requesting the City Plan Commission initiate a rezoning application for the annexation area from temporary AG Agricultural District to a zoning classification of P-I Public Institutional District.

#### **Surrounding Zoning Classification and Land Uses:**

North: Town of Grand Chute. AGD – General Agricultural District. The adjacent land use to the north is currently agricultural land.

South: City of Appleton. P-I Public Institutional District and Town of Grand Chute. AGD – General Agricultural District. The adjacent land use to the south is currently agricultural land.

## Baldeagle Drive and Providence Avenue (Right-of-Way) Annexation

April 26, 2023

Page 3

West: City of Appleton. P-I Public Institutional District and R-1B Single-family District. The adjacent land use to the west is currently public right-of-way.

East: City of Appleton. P-I Public Institutional District, AG Agricultural District and Town of Grand Chute. AGD – General Agricultural District. The adjacent land use to the east is currently agricultural land and public right-of-way.

**Appleton Comprehensive Plan 2010-2030:** The City of Appleton 2010-2030 Comprehensive Plan Map identifies the annexation area as Officially Mapped Providence Avenue, One/Two Family Residential and Mixed Use. The proposed annexation is consistent with the following goals and objectives of the *Comprehensive Plan 2010-2030*. The next time staff initiates amendments to the future land use map, the City limit line will be amended to reflect the exterior boundary line of this annexation.

### *Goal 1 – Community Growth*

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

### *Goal 4 – Transportation*

*Appleton will support a comprehensive transportation network that provides viable options for pedestrian, bicycle, highway, rail, and air transportation, both locally and within the region.*

#### *OBJECTIVE 6.1 Transportation:*

*Plan for the safe and efficient movement of vehicles on local and regional roads.*

#### *OBJECTIVE 6.8 Transportation:*

*Implement transportation improvements which also support the City's desired land use, housing and neighborhood goals, objectives, and policies.*

#### *OBJECTIVE 7.5 Utilities and Community Facilities:*

*Implement effective stormwater management practices.*

**Technical Review Group (TRG) Report:** This item appeared on the March 21, 2023 TRG Agenda. No negative comments were received from participating departments.

## **FUTURE ACTIONS**

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- Per Section 23-65(e) of the Municipal Code, a temporary zoning classification of AG Agricultural District is assigned to newly annexed territory, with the rezoning process taking place after the subject site has been annexed to the City. All territory annexed to the City is assigned a zoning classification as recommended by Plan Commission.
- The Plan Commission shall consider the following criteria in selection of an appropriate zoning district for the annexed land:
  - The existing land uses within the territory to be annexed;

## Baldeagle Drive and Providence Avenue (Right-of-Way) Annexation

April 26, 2023

Page 4

- The surrounding land uses that exist on adjacent properties regardless of municipal boundary lines;
- The Comprehensive Plan of the City.
- The owner is requesting that Plan Commission initiate a rezoning for the subject property from temporary AG Agricultural District to the zoning classification of P-I Public Institutional District. A rezoning initiated directly by Plan Commission will be processed in accordance with Section 23-65(d), Zoning Map Amendments, which includes review and action by the Common Council. This request is anticipated to be scheduled for an informal public hearing at the May 24, 2023 Plan Commission meeting.
- It is anticipated that a Certified Survey Map (CSM) will be prepared to reconfigure lot lines and dedicate public right-of-way. The dedication of land for public right-of-way for Baldeagle Drive and Providence Avenue requires action by Plan Commission and Common Council. CSMs are administratively reviewed and approved by City staff.

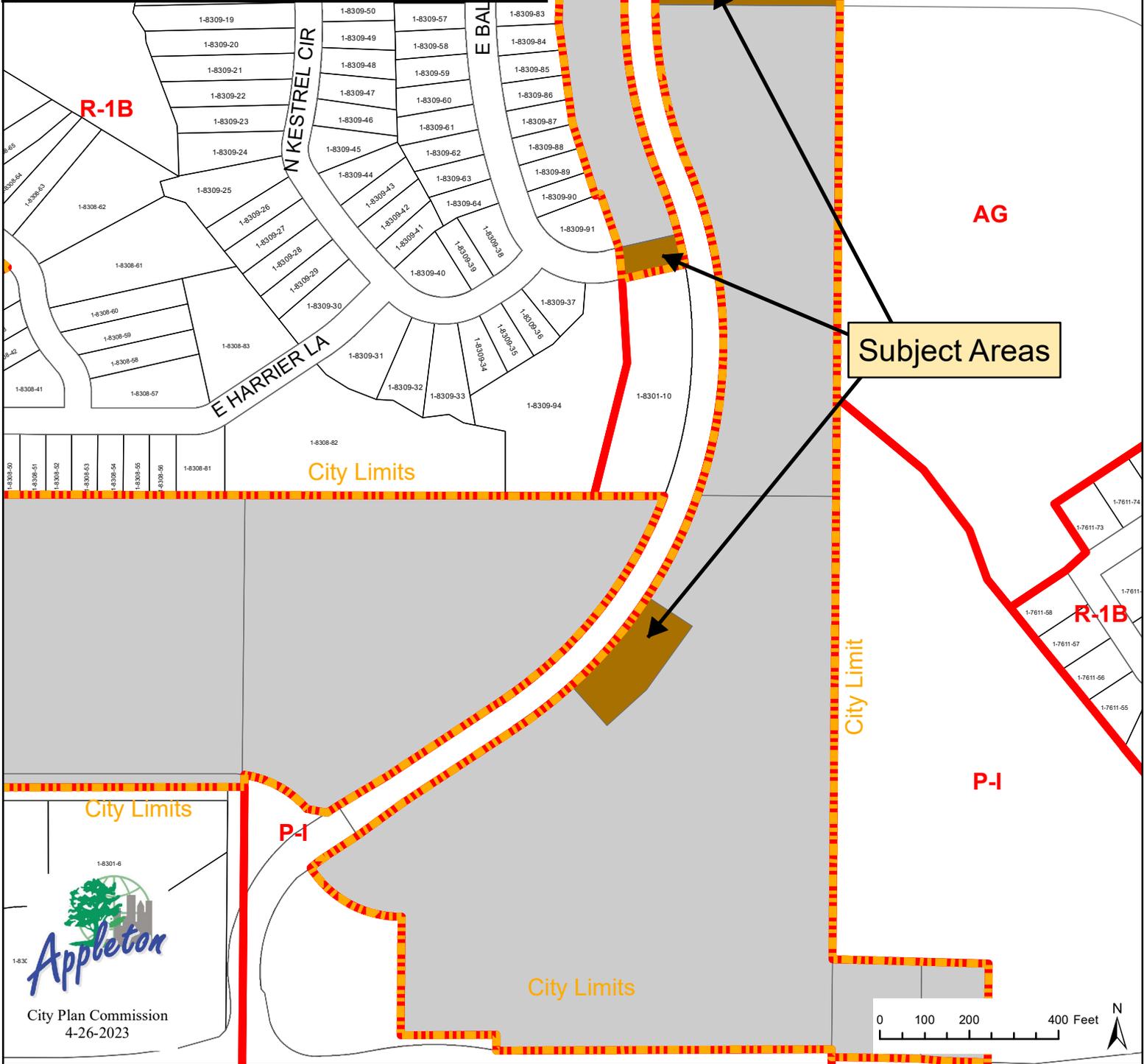
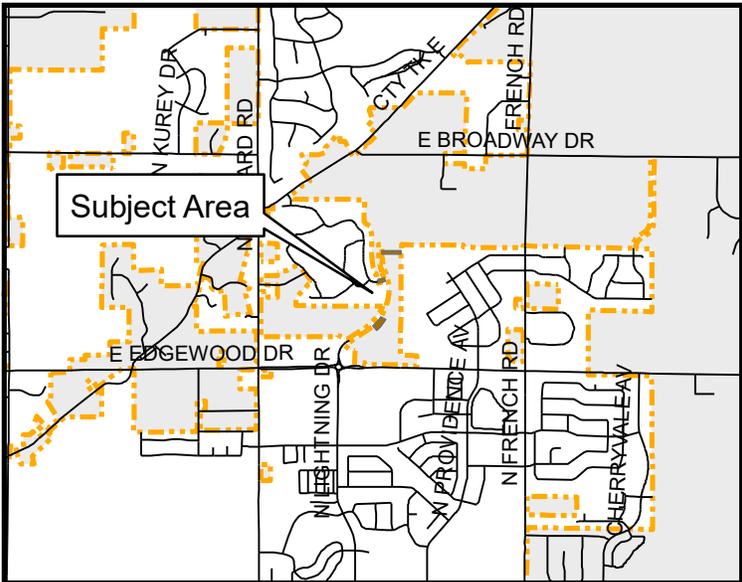
### **RECOMMENDATION**

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Staff recommends that the Baldeagle Drive and Providence Avenue (Right-of-Way) Annexation, as shown on the attached maps, **BE APPROVED** with the following stipulation:

1. The Plan Commission initiate the rezoning for the subject property from temporary AG Agricultural District to the zoning classification of P-I Public Institutional District, pursuant to Section 23-65(d)(1) of the Municipal Code.

# Annexation Providence Avenue & Baldeagle Drive Annexation - Town of Grand Chute Zoning Map



**City Limits**

City Plan Commission  
4-26-2023







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

I/We, the undersigned, constituting all of the owners of the real property in which no electors reside in the following territory of the town 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.

**Pond**

**PARCEL: Part of 101158298**

**Owner: City of Appleton**

A part of the East 80 Rods of the South 45 Acres of the Fractional Southwest  $\frac{1}{4}$  of Section 6, Township 21 North, Range 18 East, Town of Grand Chute, Outagamie County, Wisconsin, containing 33,825 Square Feet (0.7765 Acres) of land and being further described as follows:

Commencing at the South  $\frac{1}{4}$  corner of said Section 6;

Thence South  $89^{\circ}44'38''$  West 1059.68 feet along the South line of the Fractional SW  $\frac{1}{4}$  of said Section 6;

Thence North  $00^{\circ}15'22''$  West 544.45 feet to point number 185 of Transportation Project Plat No: 0000-0G-17-4.02 recorded as document number 2070341 of the Outagamie County Register of Deeds Office;

Thence North  $54^{\circ}21'43''$  East 127.60 feet;

Thence North  $56^{\circ}36'28''$  East 300.625 feet;

Thence Northeasterly 157.26 feet along the arc of curve to the left having a radius of 1,035.00 feet and the chord of which bears North  $52^{\circ}15'18''$  East 157.10 feet to the point of beginning;

Thence continue Northeasterly 263.34 feet along the arc of a curve to the left having a radius of 1035.00 feet and the chord of which bears North  $40^{\circ}36'48''$  East 262.63 feet;

Thence South  $56^{\circ}40'32''$  East 120.00 feet;

Thence South  $35^{\circ}39'52''$  West 175.42 feet;

Thence South  $47^{\circ}54'08''$  West 119.28 feet;

Thence North  $42^{\circ}05'52''$  West 120.00 feet to the point of beginning.

**Baldeagle right of way**

**PARCEL: Part of 101157000**

**Owner: City of Appleton**

A part of the Northeast  $\frac{1}{4}$  of the Fractional Southwest  $\frac{1}{4}$  of Section 6, Township 21 North, Range 18 East, Town of Grand Chute, Outagamie County, Wisconsin, containing 9,882 Square Feet (0.2269 Acres) of land and being further described as follows:

Commencing at the South  $\frac{1}{4}$  corner of said Section 6;

Thence South  $89^{\circ}44'38''$  West 1059.68 feet along the South line of the Fractional SW  $\frac{1}{4}$  of said Section 6;

Thence North  $00^{\circ}15'22''$  West 544.45 feet to point number 185 of Transportation Project Plat No: 0000-0G-17-4.02 recorded as document number 2070341 of the Outagamie County Register of Deeds Office;

Thence North  $33^{\circ}23'32''$  West 80.00 feet;

Thence North 58°51'13" East 127.60 feet;  
Thence North 56°36'28" East 300.63 feet;  
Thence Northeasterly 1130.48 feet along the arc of curve to the left having a radius of 965.00 feet and the chord of which bears North 23°02'50" East 1066.94 feet to the point of beginning;  
Thence South 77°06'07" West 145.09 feet to the Southeast end of Baldeagle Drive according to Apple Ridge 2;  
Thence North 03°30'35" West 0.06 feet coincident with the East line of Apple Ridge 2;  
Thence North 05°31'46" West 70.52 feet coincident with the East line of Apple Ridge 2 to the Northeast end of Baldeagle Drive;  
Thence North 77°06'07" East 136.41 feet;  
Thence Southerly 70.02 feet along the arc of a curve to the right having a radius of 965.00 feet and the chord of which bears South 12°35'31" East 70.00 feet to the point of beginning.

**Providence right of way**

**PARCEL: Part of 101157000**

**Owner: City of Appleton**

A part of the Northeast ¼ of the Fractional Southwest ¼ of Section 6, Township 21 North, Range 18 East, Town of Grand Chute, Outagamie County, Wisconsin, containing 27,293 Square Feet (0.6266 Acres) of land and being further described as follows:

Commencing at the South ¼ corner of said Section 6;

Thence South 89°44'38" West 1059.68 feet along the South line of the Fractional SW ¼ of said Section 6;

Thence North 00°15'22" West 544.45 feet to point number 185 of Transportation Project Plat No: 0000-0G-17-4.02 recorded as document number 2070341 of the Outagamie County Register of Deeds Office;

Thence North 54°21'43" East 127.60 feet;

Thence North 56°36'28" East 300.63 feet;

Thence Northerly 1429.04 feet along the arc of a curve to the left having a radius of 1,035.00 feet and the chord of which bears North 17°03'12" East 1318.20 feet;

Thence Northerly 373.38 feet along the arc of a curve to the right having a radius of 965.00 feet and the chord of which bears North 11°25'01" West 371.05 feet to the point of beginning;

Thence continue Northerly 7.83 feet along the arc of a curve to the right having a radius of 965.00 feet and the chord of which bears North 00°05'59" West 7.83 feet;

Thence North 00°07'58" East 58.17 feet;

Thence South 89°27'33" East 413.71 feet to the East line of the Fractional Southwest ¼ of said Section 6;

Thence South 00°27'14" West 66.00 feet coincident with the East line of the Fractional Southwest ¼ of said Section 6;

Thence North 89°27'33" West 413.31 feet to the point of beginning.

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

I/We further respectfully request that the City Plan Commission initiate a rezoning for the subject property, from temporary AG Agricultural District to a zoning classification of P-I Public Institutional.

Area of lands to be annexed contains 1.63 acres m/l.

Tax Parcel number of lands to be annexed: 101158298 and part of 101157000.

The current population of such territory is 0.

Signature of Petitioner	Owner	Date of Signing	Address of Petitioner (Include Zip Code)
	City of Appleton		100 N. Appleton Street Appleton, WI 54911
Jacob A. Woodford, Mayor City of Appleton			

N:\PLANNING\Word\Applications\Annexations\Application Materials for Direct Annexation - No Electors Reside\Petition - Unanimous - No electors.doc





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](mailto:wimunicipalboundaryreview@wi.gov)

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

April 24, 2023

PETITION FILE NO. 14583

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: CITY OF APPLETON ANNEXATION

The proposed annexation submitted to our office on April 03, 2023, 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 bearing of the south line of the 'Future Pond' parcel should be shown as N 42deg 05min 52sec W on the scale map of the territory to be annexed, to agree with the legal description of the territory and close the parcel.

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 14583 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](mailto: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=2657>  
Please call me at (608) 264-6102, should you have any questions concerning this annexation review.

Sincerely,

Erich Schmidtke, Municipal Boundary Review

cc: petitioner



*"...meeting community needs...enhancing quality of life."*

**PARKS, RECREATION & FACILITIES  
MANAGEMENT**

**Dean R. Gazza, Director**

1819 East Witzke Boulevard  
Appleton, Wisconsin 54911-8401  
(920) 832-5572 FAX (920) 993-3103  
Email - [dean.gazza@appleton.org](mailto:dean.gazza@appleton.org)

TO: Finance Committee

FROM: Dean R. Gazza

DATE: 4/24/2023

RE: Action: Approve lease for space at the Northland Mall by the Parks, Recreation and Facilities Management Department contingent on the approval of the Development Agreement with Fox Commons Properties, LLC.

As a result of the planned development of the City Center Plaza, the Dance Studios currently leased by the Parks, Recreation and Facilities Management Department will terminate on June 30, 2023, requiring a new location to provide programming. The City of Appleton and the developers have negotiated a buy-out of our existing lease to allow the development to move forward. The terms of the buyout are to pay for the difference in rental fees through December 31, 2024, and to provide money for moving expenses totaling \$100,000.

Our team identified space within the Northland Mall that will accommodate our needs. We have negotiated a competitive lease for a term of five years with a clause that if the Common Council does not fund the upcoming year in the annual budget, then the lease terminates.

The lease terms are for a gross lease thus paying for all expenses except for utilities and housekeeping. The lease is highly competitive, and we are happy to have found a location that can meet our needs at this cost. The space is 6,649 sq. ft. Our current location is 6,344 sq. ft. at \$7.29 sq. ft. which was a rate that would not be able to be replicated in today's market. The new location also provides benefits for participants such as parking which will be well received.

2023 - \$10.50 sq. ft., \$69,815 annually  
2024 - \$10.50 sq. ft., \$69,815 annually  
2025 - \$11.00 sq. ft., \$73,139 annually  
2026 - \$11.00, sq. ft., \$73,139 annually  
2027 - \$11.50, sq. ft., \$76,464 annually

In addition, the landlord is assisting in replacing all the HVAC rooftop units, providing signage, and assisting with some minor modifications.

We ask for approval to provide us time for the opportunity to move forward with an efficient move in late June or early July.

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



*"...meeting community needs...enhancing quality of life."*

**PARKS, RECREATION & FACILITIES  
MANAGEMENT**

**Dean R. Gazza, Director**

1819 East Witzke Boulevard  
Appleton, Wisconsin 54911-8401  
(920) 832-5572 FAX (920) 993-3103  
Email - [dean.gazza@appleton.org](mailto:dean.gazza@appleton.org)

TO: Finance Committee

FROM: Dean R. Gazza

DATE: 4/24/2023

RE: Action: Approve staff authorization to acquire Units 50 D and 50 E in the City Center West lower level.

Pfefferle has offered to give the City of Appleton two miscellaneous spaces, at no charge for the property, in the lower level of the City Center West Lower Level. The space consists of two rooms totaling 1,323 square feet that would accommodate storage needs within the building lost by the removal of the blue parking ramp.

Storage within the building is needed for voting equipment, facilities supplies and equipment, workstation parts and pieces and many other needs currently not being stored efficiently.

A cost to the City would include an increase of \$7,753 to our annual condo fee payment. Since City Hall is located within this facility and will be for decades to come, acquiring this space is a great opportunity to solve our current and future needs for storage.

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



*"...meeting community needs...enhancing quality of life."*

**PARKS, RECREATION & FACILITIES  
MANAGEMENT**

**Dean R. Gazza, Director**

1819 East Witzke Boulevard  
Appleton, Wisconsin 54911-8401  
(920) 832-5572 FAX (920) 993-3103  
Email - [dean.gazza@appleton.org](mailto:dean.gazza@appleton.org)

TO: Finance Committee

FROM: Dean R. Gazza

DATE: 4/24/2023

RE: Action: Approve an agreement with Goodwill Industries for its funding of the Miracle Field Upgrades at Memorial Park.

The Miracle Field was constructed in 2010 at Memorial Park by The Miracle League of the Fox Valley and upgrades are beginning to be needed. After several years of use, the Miracle League Field needs renovations that include replacing the rubberized playing surface, fencing around the field and some leveling of the subsurface.

Goodwill Industries of North Central Wisconsin, Inc. has secured funding for these renovations anticipated not to exceed \$185,650. Because the City of Appleton owns the property the City of Appleton will bid and provide project management for these upgrades. All costs are being paid for by Goodwill Industries of North Central Wisconsin, Inc. The parties are in the process of entering a Memorandum of Understanding outlining details of this funding and process.

We are very appreciative to Goodwill Industries of North Central Wisconsin, Inc. for partnering with the City of Appleton to maintain this wonderful community asset.

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



*"...meeting community needs...enhancing quality of life."*

**PARKS, RECREATION & FACILITIES  
MANAGEMENT**

**Dean R. Gazza, Director**

1819 East Witzke Boulevard  
Appleton, Wisconsin 54911-8401  
(920) 832-5572 FAX (920) 993-3103  
Email - [dean.gazza@appleton.org](mailto:dean.gazza@appleton.org)

TO: Finance Committee

FROM: Dean R. Gazza

DATE: 4/24/2023

RE: Action: Approve Grant Allocation for Energy Efficiency and Conservation Block Grant (EECBG) Program of \$134,180

The Infrastructure Investment and Jobs Act of 2021 included grant funding allocations for the Energy Efficiency and Conservation Block Grant. The City of Appleton was awarded \$134,180. The grant is to be used for seed funding to encourage sustainable actions, create strategies, renewable energy, etc. to government facilities.

This grant is an allocation and is rewarded automatically if the government agrees to spend the funding towards a project or initiative as noted above. We simply just need to submit our application by the end of January 2024.

With limited resources and numerous goals to improve our sustainability and resiliency, I encourage you to approve this grant request.

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



# MEMORANDUM

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TO: Finance Committee

FROM: Kara Homan, AICP, Director of Community & Economic Development  
Jeri Ohman, Director of Finance

DATE: April 21, 2023

RE: American Rescue Plan Act - Affordable Housing Production Grant;  
Recommendation to Award Greater Fox Cities Habitat for Humanity, Inc.

---

The City of Appleton, via its American Rescue Plan Act (ARPA) consultant, Booth Management Consulting (BMC), released an Affordable Housing Production Grant as a first step to allocate the City's \$3 million ARPA Affordable Housing allocation, as previously approved/budgeted. Grants were due December 12, 2022. Two applications were received, requesting a total of approximately \$2 million. Both applications were reviewed by BMC for completeness and ARPA program alignment/regulatory compliance. A \$1,000,000 grant to RISE Apartments, LLC was previously approved by the Common Council on February 1, 2023. City funding for that project (ARPA grant + TIF Incentive) amounted to a contribution of ~\$38,350 per affordable housing unit.

City Finance and Community & Economic Development staff are advancing a recommendation for the second application, summarized below.

**Project Applicant:** Greater Fox Cities Habitat for Humanity, Inc.  
**Project Name:** Habitat for Humanity Scattered Site Homeownership  
**Initial Grant Request:** \$995,105  
**Total Project Cost:** \$1,576,284 (est.)

**Project Description:** Initial grant application proposed construction of 7 homes for low-to-moderate income households (below 65% of AMI) in high opportunity areas. Four homes would be constructed on existing Habitat for Humanity-owned sites (530 N. Locust St, 2501 N. Meade St, 1630 S. Mayfair Dr., and 2322 ½ Prospect Ave), and three on lots to be purchased in the future. The request as submitted amounts to a contribution of ~\$142,158 per unit.

Staff has proactively worked with Habitat for Humanity to discuss a partial award that would bring the city's contribution more closely in alignment with the per unit city-contribution of funding that occurred for the RISE Apartments affordable housing project (City funding = ARPA + TIF Incentive). The city's contribution for that project amounted

to ~\$38,350 per affordable housing unit (43 in total). Habitat for Humanity is agreeable to accept the modified award described below.

**Modified Proposal:** Construct 4 new homes; 3 at Habitat for Humanity-owned sites (530 N Locust, 2501 N. Meade St, and 2322 ½ Prospect Ave) and 1 at a to-be-determined site to be purchased in the future.

**Proposed Grant Award:** \$200,000

**Total Project Cost:** \$875,823 (est.)

**Per unit City contribution:** \$50,000 per affordable housing unit

**Staff Recommendation:**

Staff recommends **APPROVAL** of an ARPA Affordable Production Housing grant allocation of \$200,000 to Greater Fox Cities Habitat for Humanity, Inc, to construct 4 homes for low-to-moderate income qualified households (65% AMI); one (1) at a future, to-be-determined site, and 3 at the following locations:

- 530 N Locust St
- 2501 N Meade St
- 2322 ½ W Prospect Ave



# MEMORANDUM

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“...meeting community needs...enhancing quality of life.”

TO: Community and Economic Development Committee  
FROM: Ryne Lodl, Community Development Specialist  
DATE: April 20, 2023  
RE: City Pre-Approval to Apply for EHH Funding as Lead Agency for the Fox Cities Housing Coalition

---

On Wednesday, April 19<sup>th</sup>, the Fox Cities Housing Coalition voted to continue having the City of Appleton serve as the Lead Agency and Fiscal Agent for Emergency Housing Homeless (EHH) funding, through the Wisconsin Division of Energy, Housing and Community Resources (DEHCR). This is a 14-month grant, that will run July 1, 2023 through September 30, 2024.

The City of Appleton has served as the lead for this funding since 2014, on behalf of the Fox Cities Housing Coalition. EHH funding has been received and allocated to local non-profit agencies to provide housing programs, homeless prevention, homeless street outreach, emergency shelter and homeless management information system management.

The application for this funding has not yet been released and our potential allocation has not been determined. The City has received the following allocations over the past four years:

2022: \$304,565  
2021: \$202,934  
2020: \$202,430  
2019: \$217,200

CEDC is asked to make a recommendation to Common Council to approve the City to serve as the lead agency and fiscal agency and apply for this funding, on behalf of the Fox Cities Housing Coalition.

If you have any questions, please contact me at 832-6469 or [ryne.lodl@appleton.org](mailto:ryne.lodl@appleton.org). Thank you!

*Community and Economic Development Department, 100 North Appleton Street, Appleton, WI 54911 (920) 832-6468*

# CITY OF APPLETON

## INFORMATION TECHNOLOGY DEPARTMENT



100 N. Appleton Street  
Appleton, WI 54911



(920) 832-6410



(920) 832-5885



[helpdesk@appleton.org](mailto:helpdesk@appleton.org)

To: Finance Committee, HR/IT Committee, and Common Council  
From: Corey Popp, Information Technology Director  
Date: April 24, 2023  
Re: Recommendation to Award Network Managed Services to Heartland Business Systems

### Background

On March 16, 2022, the Appleton Common Council approved \$60,000 (22-0297) to have Heartland Business Systems perform an IT network assessment for the City's I.T. Department. As a result of the assessments, the 2023 I.T. budget, adopted by the Council on November 9, 2022, included \$75,000 to place the City's network and data center under managed service agreements.

### RFP Process

I published two RFPs, one for Network Managed Services and a second for Data-Center Managed Services, on December 1, 2022. The City received three proposals by February 13, 2023. All three proposals greatly exceeded the budgeted dollars for the managed services.

After consideration of how to proceed, I offered all three suppliers an opportunity to resubmit bids, this time splitting one-time remediation costs from ongoing annual maintenance costs in the hopes of reducing the recurring expense. One supplier respectfully declined my offer to resubmit, while the other two suppliers resubmitted bids. Both bids still exceeded the City's budget, but this time by a manageable amount.

### Panel Review

The I.T. Department proceeded with a three-member panel review of the proposals based upon pre-established criteria covering Project Specifications and Requirements, Qualifications and Experience, Terms and Conditions, Appleton/Fox Valley Business Advantage, and Price Proposal. Proposals were scored and ranked according to total score as follows (300 pts. possible):

	<b>Data Center Managed Service</b>	<b>Network Managed Service</b>
<b>Heartland Business Systems (HBS)</b>	263 points	284 points
<b>Spectrum Enterprises</b>	Not submitted	216 points

The costs of the proposals are:

	<b>Remediation (1x)</b>	<b>Annual Recurring</b>
<b>HBS (Network and Data Center)</b>	\$126,200	\$94,467
<b>Spectrum (Network only)</b>	Not submitted	\$142,008

## Recommendation

Following the proposal evaluations, the panel arrived at the decision to award a portion of the RFPs to Heartland Business Systems, subject to final contract negotiations and Common Council approval.

The panel's specific recommendations are as follows:

1. Proceed with the one-time data center and network remediations for \$126,200
2. Proceed with the annual Network Managed Service agreement for \$41,267
3. Decline the annual Data Center Managed Service agreement for \$53,200
  - a. With the February 2023 conversion of the City's ERP system to Software as a Service (SaaS), and with consideration of another 13 SaaS conversions either currently in transition, under review, or in the I.T. project pipeline, the panel determined that Data Center management can remain in house, while supplementing it with separately budgeted consulting dollars as needed.

## Financing

With a 2023 annual budget of \$75,000 for managed services, the IT department will be left with a \$33,733 budget surplus by approving only the Network Managed Service, while declining the Data-Center Managed Service.

The one-time remediation cost of \$126,200 will be covered by \$90,000 already held in the 2020 Excess General Fund Balance specifically for network remediation, plus an additional \$36,200 from the remaining \$399,474 being held in the 2021 Excess General Fund Balance for I.T.

Director Ohman has reviewed the financing portion of this memo for accuracy of the fund balances and their allocations.

If you have any questions regarding this recommendation, please contact Corey Popp at [corey.popp@appleton.org](mailto:corey.popp@appleton.org) or 832-5892. Thank you for your consideration.



## POLICE DEPARTMENT

---

222 South Walnut Street • Appleton, WI 54911-5899  
(920) 832-5500 • Fax (920) 832-5553  
<http://www.appleton.org/police>

To: Alderperson Hartzheim, Human Resources Committee Chairperson  
Alderperson Croatt, Safety and Licensing Committee Chairperson

From: Chief Polly Olson

Date: April 20, 2023

Subject: Informational Item – Safety and Licensing Committee  
Action Item – HR/IT

We constantly review processes, programs, and our organizational structure to make sure we are delivering excellent police services in the most efficient way. I am requesting a position be restructured on our Table of Organization.

There was an unanticipated vacancy recently created in our clerical department. Our Administrative Services Manager had implemented some processes which streamlined workload and created efficiencies allowing us to leave that position unfilled. I am requesting to use the funds from this unfilled 1.0 FTE Administrative Support Specialist to create a 1.0 FTE Police Community Engagement Specialist.

The Police Community Engagement Specialist would be a part of the Community Resource Unit, supervised by Lt. Cash. Lt. Cash currently serves as the department's Public Information Officer, in addition to her role as supervisor for this unit.

This is a civilian position. This person would be expected to perform public information and community outreach functions to enhance the delivery of police services to the citizens in our community. They would build relationships with key community stakeholders and work to promote the department and our programs.

The 1.0 Administrative Support Specialist is in pay grade 5. The Police Community Engagement Specialist is in pay grade 7. This reorganization will result in an estimated salary savings of \$12,000 if the vacancy is filled in June. For 2024, the position will be accounted for in the budget process.

We also know that it takes time for changes to take hold so that we can truly determine if the anticipated benefits outweigh the unintended consequences. I will review the impact of any change that is approved and report back to the Council if there are any concerns.

Chief Polly Olson



# Police Community Engagement Specialist

Class Code:  
240-38

Bargaining Unit: Non-union Non-Exempt

CITY OF APPLETON  
Established Date: Apr 20, 2023  
Revision Date: Apr 20, 2023

## SALARY RANGE

\$25.20 - \$35.28 Hourly

## NATURE OF WORK:

Under general supervision of the Community Resource Unit Lieutenant, this person performs public information and community outreach functions to enhance the delivery of police service to the citizens of Appleton. The position is responsible for keeping the public informed about department operations and activities and promoting the department to the community. This individual should possess excellent communication skills and an understanding of police procedures.

## JOB FUNCTIONS:

### ESSENTIAL JOB FUNCTIONS

- Assist with the City of Appleton's APPYcademy to provide citizens with a detailed representation of the police department.
- Interact with Departmental personnel to prepare and disseminate information and ideas in a timely and accurate manner.
- Disseminate information on departmental actions taken, ideas, and proposed and existing Departmental projects and programs to interested groups and individuals in a positive manner.
- Assist with the coordination of news conferences and planned media events.
- Ensure that all media releases of information comply with Department policies and state statutes, the Wisconsin Open Records statutes and related court decisions while also protecting the integrity of active police investigations.
- Coordinate the preparation of clear and concise media releases and written statements.
- Prepare social media posts and community-related information which accurately reflect the position of the Appleton Police Department.
- Review media releases written by officers for accuracy and compliance with Department policies and state statutes.
- Establish and coordinate liaison with formal and informal community or civic organizations and groups.
- Conduct community, civic, or group meetings to exchange information and build relationships.
- Respond to all inquiries on, and edit, the APD website.
- Assist with media releases for sex offender notification meetings to the community.
- Update the Chief of Police or a Command Staff member of emerging concerns in the community which have a bearing on APD service delivery or the APD's organizational reputation.
- Manage the Neighborhood Watch program.
- Advise District Commanders of ongoing programs and special events.
- Assist with the development of educational, informational, or media release content for the Police Department's social media pages (Facebook, Instagram, LinkedIn, and Twitter).

- Coordinate specialty program areas and community events on behalf of the Police Department.
- Review and distribute all incoming USPS mail and interoffice mail.
- Take and acquire photos/videos of Police Department employees and events to enhance content. Utilize editing programs and maintain content library.
- Administrative tasks associated with CIT/CIP training.
- Maintain punctual and predictable attendance, work extra hours as required.
- Other administrative tasks as assigned.

## **OTHER JOB FUNCTIONS**

- Assist Operations Districts with community relations and crime prevention activities.
- Assist public with walk-in or lobby requests for information.

## **REQUIREMENTS OF WORK:**

A bachelor's degree in communications, public administration, or related field, one to two years' experience in community engagement or communications, or a combination of experience and training which provides the following knowledge, abilities and skills:

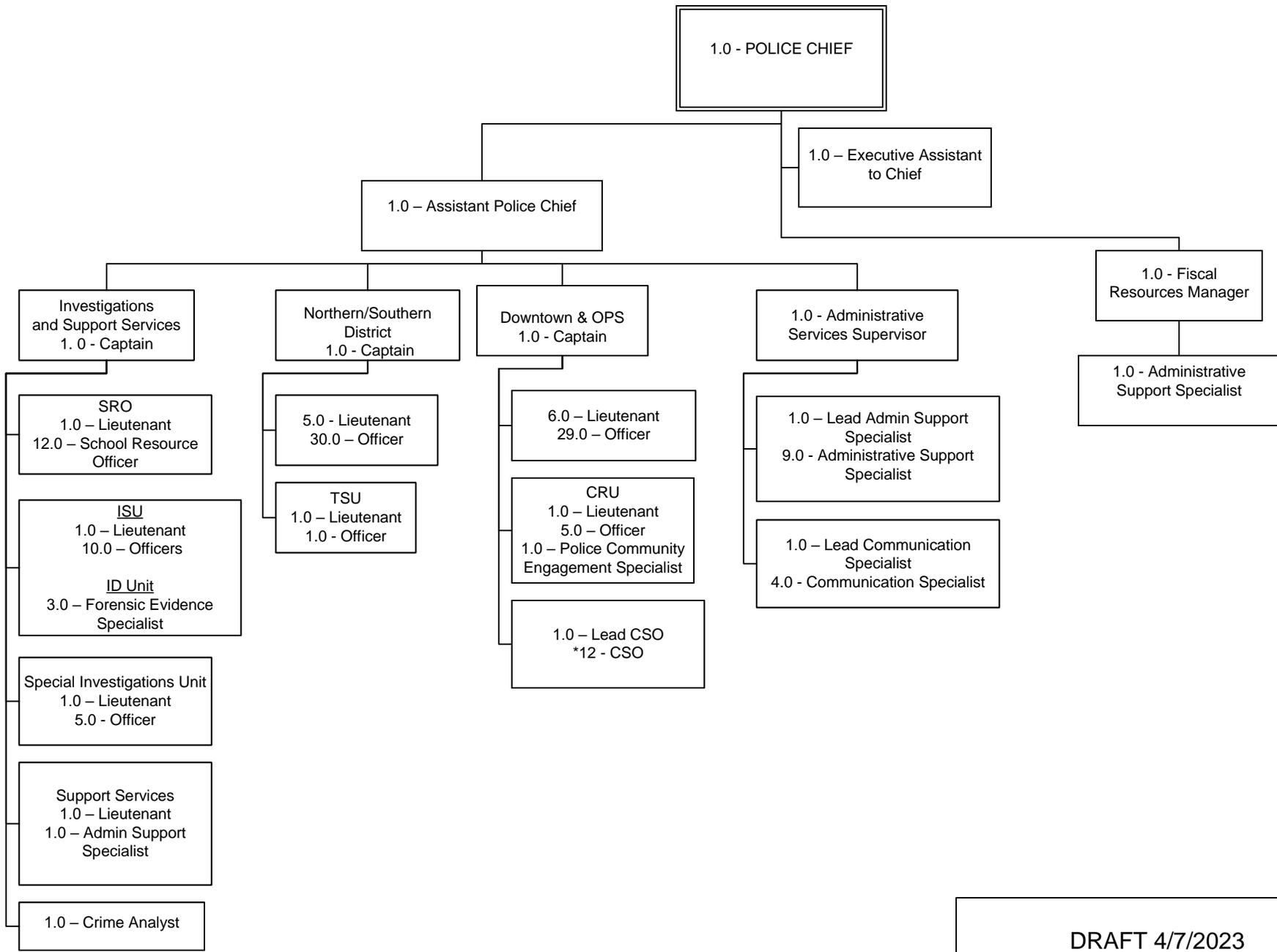
- Knowledge of social media platforms, available computer programs, and audio/visual equipment, (i.e., computers, printers, projectors, etc.).
- Develop and maintain positive and effective public relations with the general public, the news media, and outside agencies and organizations through the dissemination of information and ideas in a timely and accurate manner.
- Knowledge of and, preferably, experience with managing social media on behalf of a business or government agency.
- Knowledge of principles and techniques of public, media, and community relations.
- Knowledge of photo and video editing.
- Ability to communicate effectively, in oral and written form, to a variety of audiences.
- Ability to maintain confidentiality.
- Strong organizational skills and keen attention to detail.
- Ability to work effectively and meet deadlines.

## **SUPPLEMENTAL INFORMATION:**

### **COMPETENCIES**

Communication  
 Self-Directed/Autonomous  
 Technical Skills  
 Problem Solving  
 Creative/Innovative

To learn more about these competencies click [here](#)



DRAFT 4/7/2023

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

(Future Providence Avenue and Baldeagle Drive Annexation)  
MBR Number: 14583

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

**Section 1. Territory Annexed.** In accordance with §66.0217 of the Wisconsin Statutes for 2021 – 2022 and the *Unanimous Petition for Direct Annexation* filed with the City Clerk on March 30, 2023, 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:

**POND**

**Parcel No.: 101 158 298**

**Owner: City of Appleton**

A part of the East 80 Rods of the South 45 Acres of the Fractional Southwest ¼ of Section 6, Township 21 North, Range 18 East, Town of Grand Chute, Outagamie County, Wisconsin, containing 33,825 Square Feet (0.7765 Acres) of land and being further described as follows:

Commencing at the South ¼ corner of said Section 6;

Thence South 89°44'38" West 1059.68 feet along the South line of the Fractional SW ¼ of said Section 6;

Thence North 00°15'22" West 544.45 feet to point number 185 of Transportation Project Plat No: 0000-0G-17-4.02 recorded as document number 2070341 of the Outagamie County Register of Deeds Office;

Thence North 54°21'43" East 127.60 feet;

Thence North 56°36'28" East 300.625 feet;

Thence Northeasterly 157.26 feet along the arc of curve to the left having a radius of 1,035.00 feet and the chord of which bears North 52°15'18" East 157.10 feet to the point of beginning;

Thence continue Northeasterly 263.34 feet along the arc of a curve to the left having a radius of 1035.00 feet and the chord of which bears North 40°36'48" East 262.63 feet;

Thence South 56°40'32" East 120.00 feet;

Thence South 35°39'52" West 175.42 feet;

Thence South 47°54'08" West 119.28 feet;

Thence North 42°05'52" West 120.00 feet to the point of beginning.

**BALDEAGLE RIGHT-OF-WAY**

**Parcel No.: Part of 101 157 000**

**Owner: City of Appleton**

A part of the Northeast ¼ of the Fractional Southwest ¼ of Section 6, Township 21 North, Range 18 East, Town of Grand Chute, Outagamie County, Wisconsin, containing 9,882 Square Feet (0.2269 Acres) of land and being further described as follows:

Commencing at the South ¼ corner of said Section 6;

Thence South 89°44'38" West 1059.68 feet along the South line of the Fractional SW ¼ of said Section 6;

Thence North 00°15'22" West 544.45 feet to point number 185 of Transportation Project Plat No: 0000-0G-17-4.02 recorded as document number 2070341 of the Outagamie County Register of Deeds Office;

Thence North 33°23'32" West 80.00 feet;

Thence North 58°51'13" East 127.60 feet;

Thence North 56°36'28" East 300.63 feet;

Thence Northeasterly 1130.48 feet along the arc of curve to the left having a radius of 965.00 feet and the chord of which bears North 23°02'50" East 1066.94 feet to the point of beginning;

Thence South 77°06'07" West 145.09 feet to the Southeast end of Baldeagle Drive according to Apple Ridge 2;

Thence North 03°30'35" West 0.06 feet coincident with the East line of Apple Ridge 2;

Thence North 05°31'46" West 70.52 feet coincident with the East line of Apple Ridge 2 to the Northeast end of Baldeagle Drive;

Thence North 77°06'07" East 136.41 feet;

Thence Southerly 70.02 feet along the arc of a curve to the right having a radius of 965.00 feet and the chord of which bears South 12°35'31" East 70.00 feet to the point of beginning.

**PROVIDENCE RIGHT-OF-WAY**

**Parcel No.: Part of 101 157 000**

**Owner: City of Appleton**

A part of the Northeast ¼ of the Fractional Southwest ¼ of Section 6, Township 21 North, Range 18 East, Town of Grand Chute, Outagamie County, Wisconsin, containing 27,293 Square Feet (0.6266 Acres) of land and being further described as follows:

Commencing at the South ¼ corner of said Section 6;

Thence South 89°44'38" West 1059.68 feet along the South line of the Fractional SW ¼ of said Section 6;

Thence North 00°15'22" West 544.45 feet to point number 185 of Transportation Project Plat No: 0000-0G-17-4.02 recorded as document number 2070341 of the Outagamie County Register of Deeds Office;

Thence North 54°21'43" East 127.60 feet;

Thence North 56°36'28" East 300.63 feet;

Thence Northerly 1429.04 feet along the arc of a curve to the left having a radius of 1,035.00 feet and the chord of which bears North 17°03'12" East 1318.20 feet;  
Thence Northerly 373.38 feet along the arc of a curve to the right having a radius of 965.00 feet and the chord of which bears North 11°25'01" West 371.05 feet to the point of beginning;  
Thence continue Northerly 7.83 feet along the arc of a curve to the right having a radius of 965.00 feet and the chord of which bears North 00°05'59" West 7.83 feet;  
Thence North 00°07'58" East 58.17 feet;  
Thence South 89°27'33" East 413.71 feet to the East line of the Fractional Southwest ¼ of said Section 6;  
Thence South 00°27'14" West 66.00 feet coincident with the East line of the Fractional Southwest ¼ of said Section 6;  
Thence North 89°27'33" West 413.31 feet to the point of beginning.

*The current population of such territory is 0 people.*

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

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

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

Temporary Agricultural District (Temporary AG 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.