



# 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, February 7, 2024

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

[24-0097](#) Common Council Meeting Minutes of January 17, 2024

**Attachments:** [CC Minutes 1-17-24.pdf](#)

- G. BUSINESS PRESENTED BY THE MAYOR

[24-0104](#) Utilities Director Recommendation

**Attachments:** [Utilities Director Recommendation to Council.pdf](#)

[C. Stempa Resume.pdf](#)

[24-0105](#) Proclamations

- Black History Month
- Burn Awareness Week
- Go Red for Women

**Attachments:** [Black History Month 2024.pdf](#)

[Burn Awareness Week 2024 .pdf](#)

[Go Red for Women Proclamation 2024.pdf](#)

[24-0106](#) AFD Stop the Bleed Demonstration

- 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**

[24-0063](#) Approve request from The Boldt Company for a street occupancy permit for the Fox Commons City Center Plaza construction site access point along Washington Street for a period ending on July 1, 2024.

**Attachments:** [Permanent Boldt - Fox Commons - 2-08-24 to 7-01-24.pdf](#)

**Legislative History**

1/22/24          Municipal Services          recommended for approval  
Committee

[24-0064](#) Approve request from Appleton Downtown Inc. and Creative Downtown Appleton, Inc. for a street occupancy permit to place ice carving throughout the downtown beautification strips for the weekend of February 23, 2024 and will remain up until they melt.

**Attachments:** [Creative ADI Ave of Ice Permit to Occupy 2024.pdf](#)

**Legislative History**

1/22/24          Municipal Services          recommended for approval  
Committee

[24-0065](#) Approve the 2024 Sole Source Purchase Request related to Various Traffic Equipment and Technologies.

**Attachments:** [Sole Source Purchase Request - Traffic Equipment \(2024\).pdf](#)

**Legislative History**

1/22/24          Municipal Services          recommended for approval  
Committee

[24-0066](#) Approve the award of single source contract with Star Protection and Patrol for 2024 Parking Ramp Security Services in an amount not to exceed \$57,000.00.

**Attachments:** [2024 Award Memo Star Protection and Patrol Security Services at Parking Ram](#)

**Legislative History**

1/22/24          Municipal Services          recommended for approval  
Committee

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

### 3. MINUTES OF THE CITY PLAN COMMISSION

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

[24-0060](#) Request to award contract to ISG for Phase II design services for Lundgaard Park in the amount of \$66,500 with a design contingency of \$5,000 for a total contract not to exceed \$71,500.

**Attachments:** [2024 Lundgaard Park Design Phase II.pdf](#)

**Legislative History**

1/22/24	Parks and Recreation Committee	recommended for approval
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[23-1472](#) Request to Adopt the Proposed Revised Jones Park Rental and Fee Schedule Policy

**Attachments:** [Jones Park Rental and Fee Schedule Policy Memo.pdf](#)

[Jones Park - Rental Fee Policy - CLEAN.pdf](#)

[Jones Park - Rental Fee Policy - REDLINED.pdf](#)

**Legislative History**

12/11/23	Parks and Recreation Committee	recommended for approval
12/20/23	Common Council	referred to the Parks and Recreation Committee
1/8/24	Parks and Recreation Committee	held
1/22/24	Parks and Recreation Committee	recommended for approval

[23-1471](#) Adopt the Proposed Revised Houdini Plaza Rental and Fee Schedule Policy

**Attachments:** [Houdini Plaza Rental and Fee Schedule Policy Memo.pdf](#)

[Houdini Plaza Rental and Fee Schedule - CLEAN.pdf](#)

[Houdini Plaza Rental and Fee Schedule - REDLINED.pdf](#)

**Legislative History**

12/11/23	Parks and Recreation Committee	recommended for approval
12/20/23	Common Council	referred to the Parks and Recreation Committee
1/8/24	Parks and Recreation Committee	held

1/22/24 Parks and Recreation recommended for approval  
 Committee  
*Schultz/Wolff: Motion to amend the fee schedule increases as proposed by staff to instead be a 20% increase to current fees. Motion failed 3-2.*

## 5. MINUTES OF THE FINANCE COMMITTEE

[24-0061](#) Resolution for use of Efficiency and Conservation Block Grant Funds

**Attachments:** [#1-R-24 Efficiency and Conservation Block Grant Funds.pdf](#)

**Legislative History**

1/22/24 Finance Committee recommended for approval  
*Hartzheim/Croatt Amendment: replace the last part of the final sentence with, "and reduce the taxpayer portion of the overall library project by \$134,180." Motion to amend fails 2-3.*

[24-0081](#) Request to award Unit W-24 Sewer & Watermain Reconstruction No. 1 to Kruczek Construction, Inc. in the amount of \$2,959,994.96 with a 1% contingency of \$30,000 for a project total not to exceed \$2,989,994.96.

**Attachments:** [Contract Award Form W-24 w Bid Tab\\_Finance 01-22-2024.pdf](#)  
[Award Memo and Request for Scope Revision - Unit W-24 Sewer Water Relay I](#)

**Legislative History**

1/22/24 Finance Committee recommended for approval

[24-0087](#) Request to approve Change Order #1 for Project Z-23 Water Reconstruction to increase for additional costs in the amount of \$335,035.04, resulting in a decrease to contingency from \$150,000 to \$0, along with the following 2023 budget amendment (2/3 vote of Council required):

**Water Fund**

Z-23 Water Reconstruction	+ \$185,035.04
X-23 Water Capital Construction	- \$185,035.04

**Attachments:** [Copy of Z-23 Change Order Approval Form.pdf](#)  
[Z-23 Change Order 1 Contract Amendment Memo Final r1.pdf](#)

**Legislative History**

1/22/24 Finance Committee recommended for approval

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

[24-0052](#)

Request to approve the Preliminary 2024-2025PY (Program Year) Community Development Block Grant (CDBG) Community Partner Allocations (Non-Public Services) as specified in the attached staff memo

**Attachments:** [Staff Memo\\_CDBG Advisory Board Recommendations\\_2024 Allocations.pdf](#)  
[Award Allocation Recommendations From CDBG Advisory Board 1-15-2024.pdf](#)  
[PY2024 CDBG Application Information.pdf](#)  
[Approved CDBG Policy 11-17-2021.pdf](#)  
[CDBG Funding History.pdf](#)

**Legislative History**

1/24/24      Community & Economic      recommended for approval  
 Development Committee

[24-0053](#)

Request to approve the reallocation of 2023-2024PY (Program Year) Community Development Block Grant (CDBG) funding in the amount of \$28,981.24 among the 2024-2025PY Public Services applicants as specified in the attached staff memo

**Attachments:** [Staff Memo\\_CDBG Advisory Board Recommendations\\_2023 PS Reallocation.p](#)  
[Award Allocation Recommendations From CDBG Advisory Board 1-15-2024.pdf](#)  
[PY2024 CDBG Application Information.pdf](#)  
[Approved CDBG Policy 11-17-2021.pdf](#)  
[CDBG Funding History.pdf](#)

**Legislative History**

1/24/24      Community & Economic      recommended for approval  
 Development Committee

**7. MINUTES OF THE UTILITIES COMMITTEE**[24-0076](#)

Sole Source Engineering Services Contract to McMahon Associates as part of the 2024 Aeration Process Upgrades Project in the amount of \$64,500 with a 12% contingency of \$7,740 for a Project Total not to exceed \$72,240.

**Attachments:** [240119\\_UC Sole Source Memo\\_AerationProcessUpgradesMcMahon.pdf](#)  
[20240118 Aeration Process Upgrades Project.pdf](#)

**Legislative History**

1/23/24      Utilities Committee      recommended for approval

[24-0077](#)

Award Final Clarifier Tank Underdrain and Tank Drain Rehabilitation Contract to Sabel Mechanical in the amount of \$44,411 with 15% contingency of \$6,662 for a project total not to exceed \$51,073.

**Attachments:** [240119\\_Memo\\_Final Clarifier Underdrain\\_Rehab Contract\\_Sabel.pdf](#)

**Legislative History**

1/23/24 Utilities Committee recommended for approval

[24-0088](#)

Sole Source purchase of Final Clarifier Tank Underdrain and Tank Drain Pumps, Pump Rail Guide Systems, and Miscellaneous Pump Fittings from Quality Flow Systems in the amount of \$89,960 with a 5% contingency of \$4,500 for a total not to exceed \$94,460.

**Attachments:** [240119\\_Memo\\_Final Clarifier Underdrain Pump Purchase.pdf](#)  
[011924 Quality Flow Systems Sole Source Request.pdf](#)

**Legislative History**

1/23/24 Utilities Committee recommended for approval

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

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

[24-0070](#)

Access Control Contract - Whitman Construction Project

**Attachments:** [Authorization to Purchase Access Control from Faith Technologies 01.17.2024.p](#)

**Legislative History**

1/23/24 Fox Cities Transit Commission recommended for approval

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

**M. CONSOLIDATED ACTION ITEMS**

**N. ITEMS HELD**

[23-1476](#)

Resolution #15-R-23 Parking Facility & Management Study

**Attachments:** [#15-R-23 Parking Facility & Management Study.pdf](#)  
[15-R-23 Parking Facility Management Study Amended.pdf](#)

**Legislative History**

12/11/23 Municipal Services Committee recommended for approval

12/11/23 Municipal Services Committee recommended for denial

12/20/23 Common Council referred to the Municipal Services Committee

1/8/24 Municipal Services Committee recommended for approval

*Motion to recommend approval by substitution removing "including the sale or lease of parts or all of the parking utility" from the final paragraph.*

1/17/24 Common Council held

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

Kami Lynch, City Clerk

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

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