



# City of Appleton

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

## Meeting Agenda - Final Common Council

---

Wednesday, February 21, 2024

7:00 PM

Council Chambers

---

- A. CALL TO ORDER
- B. INVOCATION
- C. PLEDGE OF ALLEGIANCE TO THE FLAG
- D. ROLL CALL OF ALDERPERSONS
- E. ROLL CALL OF OFFICERS AND DEPARTMENT HEADS
- F. APPROVAL OF PREVIOUS COUNCIL MEETING MINUTES  
[24-0177](#) Common Council Meeting Minutes of February 7, 2024

**Attachments:** [CC Minutes 2-7-24.pdf](#)

- G. BUSINESS PRESENTED BY THE MAYOR
- 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**

[23-1405](#) Resolution #12-R-23 Closure of the Whitman Yard Waste Site

**Attachments:** [#12-R-23 Closure of Whitman Yard Waste Site.pdf](#)  
[Whitman Site Resolution\\_Staff Memo.pdf](#)  
[Yard Site Community Comparison.pdf](#)  
[2024.02.07\\_Whitman Site Resolution Memo\\_Final.pdf](#)

**Legislative History**

11/20/23	Municipal Services Committee	held
1/8/24	Municipal Services Committee	held
	<i>Hold until 2/12 or next scheduled meeting thereafter.</i>	
2/12/24	Municipal Services Committee	recommended for denial

[24-0149](#) Preliminary Resolution 1-P-24 for Concrete Pavement, Driveway Aprons and Sidewalk Construction be adopted and refer the matter to the Finance Committee to determine the assessment rate.

**Attachments:** [1-P-24 Concrete Paving Sidewalks and Aprons.pdf](#)

**Legislative History**

2/12/24	Municipal Services Committee	recommended for approval
---------	---------------------------------	--------------------------

[24-0150](#) Preliminary Resolution 2-P-24 for Sanitary Laterals, Storm Laterals and Storm Main Construction be adopted and refer the matter to the Finance Committee to determine the assessment rate.

**Attachments:** [2-P-24 Sanitary Laterals, Storm Laterals, Storm Main.pdf](#)

**Legislative History**

2/12/24	Municipal Services Committee	recommended for approval
---------	---------------------------------	--------------------------

[24-0151](#) Award 2024 Materials Testing and Contaminated Soils Contract (M-24) to Westwood Infrastructure, Inc. in an amount not to exceed \$100,000.

**Attachments:** [M-24 Contract Award Memo.pdf](#)

**Legislative History**

2/12/24	Municipal Services Committee	recommended for approval
---------	---------------------------------	--------------------------

**2. MINUTES OF THE SAFETY AND LICENSING COMMITTEE**[24-0145](#) Proposed Modifications to the Special Event Policy

**Attachments:** [S&L Memo- Special Event Policy Updates.pdf](#)  
[Special Event Policy - 2024 Edits- Formatted.pdf](#)

**Legislative History**

2/14/24 Safety and Licensing recommended for approval  
Committee

[24-0086](#)

Class "B" Beer / "Class C" Wine license application for Apple Valley Pancake House Inc, Memedali Useini, Agent, located at 1216 W Wisconsin Avenue, contingent upon approval from the Health and Inspection departments

**Attachments:** [Apple Valley Pancake House.pdf](#)

**Legislative History**

2/14/24 Safety and Licensing recommended for approval  
Committee

[24-0091](#)

Class "B" Beer / "Class C" Wine license application for Ototo LLC d/b/a Ototo Ramen, Lee Lor, Agent, located at 205 N Richmond St, contingent upon approval from the Health and Inspection departments

**Attachments:** [Ototo LLC.pdf](#)

[Ototo Ramen-SUP 2-21 Transfer Report.pdf](#)

**Legislative History**

2/14/24 Safety and Licensing recommended for approval  
Committee

[24-0094](#)

2024 Secondhand Article License renewal applications, contingent upon approval from all departments.

**Attachments:** [Secondhand Article Renewal-2-14-24.pdf](#)

**Legislative History**

2/14/24 Safety and Licensing recommended for approval  
Committee

[24-0107](#)

Class "A"- Beer/ "Class A"- Liquor License Change of Agent application for Walgreens # 12693, New Agent, Andrew S. Krueger, located at 836 E. John St.

**Attachments:** [Walgreens Change of Agent.pdf](#)

**Legislative History**

2/14/24 Safety and Licensing recommended for approval  
Committee

[24-0173](#)

Class "A"- Beer/ "Class A"- Liquor License Change of Agent application for Ultimate Mart LLC d/b/a, Pick N Save # 123, New Agent, Timothy Smith, located at N4459 Nelson Rd, Princeton, WI

**Attachments:** [Pick-N-Save-Change-of-Agent.pdf](#)

**Legislative History**

2/14/24 Safety and Licensing recommended for approval  
Committee

**3. MINUTES OF THE CITY PLAN COMMISSION****4. MINUTES OF THE PARKS AND RECREATION COMMITTEE**

[24-0099](#) Award the City of Appleton's "2024 Green Meadows Park Playground Equipment Project" contract to Lee Recreation in an amount not to exceed \$85,000.

**Attachments:** [2024 Green Meadows Park Playground Memo.docx](#)

**Legislative History**

2/12/24 Parks and Recreation recommended for approval  
Committee

[24-0162](#) Request to award contract to AECOM for Phase II design and construction management services for Lutz Park shoreline redevelopment and trail in the amount of \$88,400 with a design contingency of \$5,000 for a total contract not to exceed \$93,400

**Attachments:** [2024 Lutz Park Design Phase II Memo.doc](#)

[AECOM Lutz Park Contract.pdf](#)

**Legislative History**

2/12/24 Parks and Recreation recommended for approval  
Committee

[24-0163](#) Request Approval of Aquatic Program Fees and Charges Policy

**Attachments:** [Memo Aquatic Fees and Charges Policy.2024.pdf](#)

[Aquatic Programs Fees and Charge.CLEAN.2024.pdf](#)

[Aquatic Programs Fees and Charge.REDLINE.2024.pdf](#)

**Legislative History**

2/12/24 Parks and Recreation recommended for approval  
Committee

[24-0164](#) Request Approval of Recreation Program Fee Waiver Policy

**Attachments:** [Memo Recreation Fee Waiver Policy 2024.pdf](#)

[Fee Waiver Policy.CLEAN.2024.pdf](#)

[Fee Waiver Policy.REDLINE.2024.pdf](#)

**Legislative History**

2/12/24 Parks and Recreation recommended for approval  
Committee

[24-0165](#) Request Approval of Pool Rental, Reservation, and General Use Policy

**Attachments:** [Memo Pool Rental, Reservation, and General Use Policy.2024.pdf](#)  
[Pool Rental, Reservation and General Use Policy.CLEAN.2024.pdf](#)  
[Pool Rental, Reservation and General Use Policy.REDLINE.2024.pdf](#)

**Legislative History**

2/12/24 Parks and Recreation recommended for approval  
Committee

## 5. MINUTES OF THE FINANCE COMMITTEE

[24-0121](#) Request to award the 2024 Peabody Park Trail Project to MCC, Inc. in the amount of \$106,661.70 with a contingency of \$20,000 for a total not to exceed \$126,661.70.

**Attachments:** [2024 Peabody Trail Project Finance Memo.pdf](#)

**Legislative History**

2/12/24 Finance Committee recommended for approval

[24-0126](#) Request to award AWWTP Sludge Piping and Digester Heat Exchanger Replacement Base Bid with Alternate Bid to Rohde Brothers Inc. in the amount of \$1,612,000 with 15% contingency of \$241,800 for a project total not to exceed \$1,853,800.

**Attachments:** [240201\\_Finance Memo\\_SludgePipe\\_HEX Project Bid Award\\_Rohde.pdf](#)  
[SludgePipe\\_HEX BidTab.pdf](#)

**Legislative History**

2/12/24 Finance Committee recommended for approval

[24-0133](#) Request to approve Madra's Cafe request for partial refund of 2023 personal property taxes in the amount of \$2,104.43 for 819 W. Wisconsin Ave., Appleton, WI (parcel 31-5-99-3552-10)

**Attachments:** [Madra's Cafe.pdf](#)

**Legislative History**

2/12/24 Finance Committee recommended for approval

[24-0134](#) Request to approve Timothy J Vosters DDS request for partial refund of 2023 personal property taxes in the amount of \$745.88 for 2214 E. Evergreen Dr., Appleton, WI (parcel 31-1-99-2654-00)

**Attachments:** [Timothy Vosters DDS.pdf](#)

**Legislative History**

2/12/24 Finance Committee recommended for approval

[24-0135](#) Request to approve Compass Two, LLC request for refund of 2023 personal property taxes in the amount of \$56.88 for 2626 N. Oneida St., Appleton, WI (parcel 31-6-99-2024-95)

**Attachments:** [Compass Two LLC.pdf](#)

**Legislative History**

- 2/12/24 Finance Committee recommended for approval
- [24-0155](#) Request to approve Finance Committee Report for Preliminary Resolution 1-P-24 for Concrete Pavement, Sidewalk Construction and Driveway Aprons.  
**Attachments:** [1-P-24 Finance Report.pdf](#)
- Legislative History**
- 2/12/24 Finance Committee recommended for approval
- [24-0156](#) Request to approve Finance Committee Report for Preliminary Resolution 2-P-24 for Sanitary Laterals, Storm Laterals and Storm Main Construction.  
**Attachments:** [2-P-24 Finance Report.pdf](#)
- Legislative History**
- 2/12/24 Finance Committee recommended for approval
- [24-0157](#) Request to award Unit DE-24 Miscellaneous Sidewalk & Concrete Street Excavation Repairs to Al Dix Concrete Inc. in an amount not to exceed \$901,850.  
**Attachments:** [DE-24 Contract Award Form w Bid Tab.pdf](#)
- Legislative History**
- 2/12/24 Finance Committee recommended for approval
- [24-0158](#) Request to award Unit X-24 Water Reconstruction to Kruczek Construction Inc. in the amount of \$1,579,000 with a 1.3% contingency of \$20,000 for a project total not to exceed \$1,599,000.  
**Attachments:** [X-24 Contract Award Form w Bid Tab.pdf](#)
- Legislative History**
- 2/12/24 Finance Committee recommended for approval
- [24-0159](#) Request to award Unit Y-24 Lead & Galvanized Water Service Line Replacement to VanRite Plumbing Inc. in an amount not to exceed \$524,896.87.  
**Attachments:** [Y-24 Contract Award Form w Bid Tab.pdf](#)
- Legislative History**
- 2/12/24 Finance Committee recommended for approval
- [24-0160](#) Request to award Unit U-24 Lead & Galvanized Water Service Line Replacement to MRJ Inc. dba Joski Sewer in an amount not to exceed \$611,302.  
**Attachments:** [U-24 Contract Award Form w Bid Tab.pdf](#)
- Legislative History**
- 2/12/24 Finance Committee recommended for approval
- [24-0161](#) Request to award Unit A-24 Concrete Paving to Vinton Construction Company in the amount of \$3,847,407.27 with a 1.3% contingency of \$50,000 for a project total not to exceed \$3,897,407.27.  
**Attachments:** [A-24 Contract Award Form w Bid Tab.pdf](#)
- Legislative History**

2/12/24 Finance Committee recommended for approval

[24-0169](#)

Request to reject bids from August Winter and Sons, Inc., and Southport Engineered Systems for the Fire Station #1 and Fire Station #6 HVAC Upgrades Project.

**Attachments:** [2023 Fire Station #1 and #6 HVAC Upgrades Project \(Reject Bids\).pdf](#)

**Legislative History**

2/12/24 Finance Committee recommended for approval

[24-0170](#)

Request to award the 2024 Water Plant HVAC Upgrades Project contract to Rohde Brothers, Inc. in the amount of \$807,000 with a contingency of 10% for a project total not to exceed \$887,700.

**Attachments:** [2024 Water Plant HVAC Upgrades Project.pdf](#)

**Legislative History**

2/12/24 Finance Committee recommended for approval

[24-0171](#)

Request to approve the following 2023-2024 Budget carryover appropriation:

**Water Utility Fund**

2023 Water Infrastructure	- \$178,932
2024 Z-24 Water Infrastructure	+ \$178,932

Carryover positive variance from the 2023 Water Infrastructure project not under contract to the 2024 Water Infrastructure project to provide additional funds for the Z-24 project (2/3 vote of Council required).

**Legislative History**

2/12/24 Finance Committee recommended for approval

[24-0172](#)

Request to award Unit Z-24 Water Reconstruction to Advance Construction Inc. in the amount of \$980,663 with a 1% contingency of \$10,000 for a project total not to exceed \$990,663.

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

**Legislative History**

2/12/24 Finance Committee recommended for approval

6. **MINUTES OF THE COMMUNITY AND ECONOMIC DEVELOPMENT COMMITTEE**
7. **MINUTES OF THE UTILITIES COMMITTEE**
8. **MINUTES OF THE HUMAN RESOURCES & INFORMATION TECHNOLOGY COMMITTEE**

[24-0128](#) Lead Forensic Evidence Specialist.

**Attachments:** [Lead FES Chief Olson Memo .pdf](#)  
[Lead FES Memo Capt Wallace.pdf](#)  
[Lead Forensic Evidence Specialist.pdf](#)  
[Police DRAFT 1.18.24.pdf](#)

**Legislative History**

2/14/24 Human Resources & Information Technology Committee recommended for approval

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

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

**2. [24-0115](#) BOTS Grant Acceptance Recommendation**

**Attachments:** [2024.02 BOTSMemo a.pdf](#)

**Legislative History**

2/14/24 Board of Health recommended for approval  
*Speaker: Sonja Jensen, Deputy Director, RN Supervisor*

*Spears moved, seconded by Alderperson Meltzer, that the BOTS Grant Acceptance be recommended for approval. Roll Call. Motion carried by the following vote:*

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

R. OTHER COUNCIL BUSINESS

S. CLOSED SESSION



[24-0179](#)

The Common Council will go into closed session according to State Statute §19.85(1)(e) for the purposes of deliberating or negotiating the purchasing of public properties and the investing of public funds, regarding the U.S. Venture development project and then reconvene into open session.

T. ADJOURN

Kami Lynch, City Clerk

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

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