



# City of Appleton

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

## Meeting Agenda - Final Common Council

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Wednesday, May 21, 2025

7:00 PM

Council Chambers

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

[25-0518](#) Common Council Meeting Minutes of May 7, 2025

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

- G. BUSINESS PRESENTED BY THE MAYOR

[25-0540](#) Proclamations:  
- Drinking Water Week  
- Hmong American Day

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

- H. PUBLIC PARTICIPATION
- I. PUBLIC HEARINGS
- J. SPECIAL RESOLUTIONS
- K. ESTABLISH ORDER OF THE DAY
- L. COMMITTEE REPORTS

**1. MINUTES OF THE MUNICIPAL SERVICES COMMITTEE**

- [25-0504](#) Approve Contract Amendment #1 for Thrivent Complete Streets Plan Review contract with Alta Planning + Design by an increase of \$20,220 for a total contact amount not to exceed \$45,100.

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

**Legislative History**

5/12/25          Municipal Services          recommended for approval  
Committee

- [25-0505](#) Approve ordinance changes related to parking on Drew St (1500N) and Circle St (400E). Follow-up to a 6-month evaluation period.

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

**Legislative History**

5/12/25          Municipal Services          recommended for approval  
Committee

- [25-0506](#) Approve ordinance changes related to parking at 700 Block of W Eighth Street. Follow-up to a 6-month evaluation period.

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

**Legislative History**

5/12/25          Municipal Services          recommended for approval  
Committee

- [25-0508](#) Approve ordinance changes related to School Route Plan for Sandy Slope Elementary School.

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

**Legislative History**

5/12/25          Municipal Services          recommended for approval  
Committee

- [25-0509](#) Approve ordinance changes related to 100 Block of N. Oneida St - proposed conversion to 2-way traffic.

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

**Legislative History**

5/12/25          Municipal Services          recommended for approval  
Committee

- [25-0510](#) Approve Permanent Occupancy Permit in Johnston Street Alley Public Right-of-Way for ventilated air discharge for Chase Bank Building, 200 W. College Avenue.

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

**Legislative History**

5/12/25          Municipal Services          recommended for approval  
Committee

**2. MINUTES OF THE SAFETY AND LICENSING COMMITTEE**[25-0444](#)

Taxicab/Limousine Driver's License for Cara Nord

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

**Legislative History**

5/14/25      Safety and Licensing      recommended for denial  
Committee

[25-0445](#)

Taxicab/Limousine Driver's License for Sara Johnson

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

**Legislative History**

5/14/25      Safety and Licensing      recommended for denial  
Committee

[25-0449](#)

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

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

**Legislative History**

5/14/25      Safety and Licensing      recommended for approval  
Committee

[25-0461](#)

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

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

**Legislative History**

5/14/25      Safety and Licensing      recommended for approval  
Committee

[25-0462](#)

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

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

**Legislative History**

5/14/25      Safety and Licensing      recommended for approval  
Committee

[25-0463](#) Class "A" Beer and "Class A" Liquor (cider only) License Change of Agent application for Kwik Trip Inc d/b/a Kwik Trip #639, New Agent, Amber Chula, located at 2175 S Memorial Dr

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

**Legislative History**

|         |                                |                          |
|---------|--------------------------------|--------------------------|
| 5/14/25 | Safety and Licensing Committee | recommended for approval |
|---------|--------------------------------|--------------------------|

[25-0464](#) Class "B" Beer and Reserve "Class B" Liquor License Change of Agent application for SK Pizzeria Pub LLC d/b/a Pizzeria Pub and Bar, New Agent, Jaspreet Kaur, located at 1200 N Sharon St

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

**Legislative History**

|         |                                |                          |
|---------|--------------------------------|--------------------------|
| 5/14/25 | Safety and Licensing Committee | recommended for approval |
|---------|--------------------------------|--------------------------|

[25-0465](#) Secondhand Mall/Flea Market License Renewal application for Ye Old Goat, Meghan Keller, Applicant, located at 1919 E Calumet St

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

**Legislative History**

|         |                                |                          |
|---------|--------------------------------|--------------------------|
| 5/14/25 | Safety and Licensing Committee | recommended for approval |
|---------|--------------------------------|--------------------------|

[25-0466](#) 2025-2026 Cigarette, Tobacco, and Electronic Vaping Device License Renewal applications

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

**Legislative History**

|         |                                |                          |
|---------|--------------------------------|--------------------------|
| 5/14/25 | Safety and Licensing Committee | recommended for approval |
|---------|--------------------------------|--------------------------|

[25-0467](#) Cigarette, Tobacco, and Electronic Vaping Device License application for AY Trading Inc d/b/a Smokes and Vape, Ismail Abu Yosef, Agent, located at 2448 W College Ave

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

**Legislative History**

|         |                                |                          |
|---------|--------------------------------|--------------------------|
| 5/14/25 | Safety and Licensing Committee | recommended for approval |
|---------|--------------------------------|--------------------------|

[25-0468](#) Cigarette, Tobacco, and Electronic Vaping Device License application for Esales Inc d/b/a The Flower Pot, Tye Hartwell, Agent, located at 2310 W College Ave, effective July 1, 2025

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

**Legislative History**

|         |                                |                          |
|---------|--------------------------------|--------------------------|
| 5/14/25 | Safety and Licensing Committee | recommended for approval |
|---------|--------------------------------|--------------------------|

[25-0493](#)

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

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

**Legislative History**

|         |                                   |                          |
|---------|-----------------------------------|--------------------------|
| 5/14/25 | Safety and Licensing<br>Committee | recommended for approval |
|---------|-----------------------------------|--------------------------|

### 3. MINUTES OF THE CITY PLAN COMMISSION

[25-0456](#)

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

**Attachments:** [StaffMemo\\_DornAnnexation\\_Rezoning\\_For05-14-25.pdf](#)

**Legislative History**

|         |                      |                          |
|---------|----------------------|--------------------------|
| 5/14/25 | City Plan Commission | recommended for approval |
|---------|----------------------|--------------------------|

[25-0457](#)

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

**Attachments:** [StaffMemo\\_DewittAnnexation\\_For05-14-25.pdf](#)

**Legislative History**

|         |                      |                          |
|---------|----------------------|--------------------------|
| 5/14/25 | City Plan Commission | recommended for approval |
|---------|----------------------|--------------------------|

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

[25-0491](#)

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

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

**Legislative History**

|         |                                   |                          |
|---------|-----------------------------------|--------------------------|
| 5/12/25 | Parks and Recreation<br>Committee | recommended for approval |
| 5/12/25 | Parks and Recreation<br>Committee | amended                  |

*Amendment: that the rule would exclude pavilion rentals and special events.  
5-0 approved.*

### 5. MINUTES OF THE FINANCE COMMITTEE

[25-0495](#)

Request to approve the following 2024 Budget amendments:

**Emergency Shelter Grant**

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

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

**Continuum of Care Grant**

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

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

**Police Grants**

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

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

**Room Tax Fund**

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

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

**Wheel Tax Fund**

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

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

**Health BOTS Grant**

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

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

**Health Prevention Grant**

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

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

**Health Communicable Disease Grant**

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

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

**Public Health Infrastructure Grant**

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

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

**Health Immunization Grant**

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

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

**Health COVID-19 Vaccination Grant**

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

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

**Health DHS ARPA Grant**

|                      |           |
|----------------------|-----------|
| Health Grants & Aids | +\$19,814 |
| Salaries             | +\$11,888 |

Fringe +\$ 7,926

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

**TIF #7**

Property Tax +\$10,702

Other Contracts/Obligations +\$10,702

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

**Facilities Capital Projects**

Donations & Memorials +\$7,950,747

Buildings +\$7,950,747

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

**Facilities Management**

General Charges for Services +\$92,860

Building Maint/Janitorial +\$21,442

Building Repairs & Maint +\$71,418

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

**General Fund**

Salaries/Fringe Benefits-Public Health +\$ 8,319

Salaries/Fringe Benefits-Human Resources +\$16,330

Wage Reserve - \$24,649

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

**Legislative History**

5/12/25 Finance Committee recommended for approval

[25-0514](#)

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

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

**Legislative History**

5/12/25 Finance Committee recommended for approval



- [25-0515](#) Request to approve Change Order No. 3 as an amendment to contract 21-24 for H-23 Lightning Drive Extension in the amount of \$115,622.36 with no change to the contingency of \$20,104.82. Overall contract increases from \$1,695,191.12 to \$1,810,813.48.

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

**Legislative History**

5/12/25 Finance Committee recommended for approval

## 6. MINUTES OF THE COMMUNITY DEVELOPMENT COMMITTEE

- [25-0501](#) Request to approve an Amendment to the Development Agreement (Phase II) between the City of Appleton and Merge, LLC for a mixed-use development located on the southeast corner of W. Washington Street and N. Appleton Street (Tax Id #31-2-0272-00) in Tax Increment Financing District No. 11

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

**Legislative History**

5/14/25 Community Development Committee recommended for approval

## 7. MINUTES OF THE UTILITIES COMMITTEE

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

- [25-0483](#) Request the Approval of Department of Public Works Parking Re-organization.

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

**Legislative History**

5/14/25 Human Resources & Information Technology Committee recommended for approval

- [25-0484](#) Request the Approval of Finance Department of Re-organization.

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

**Legislative History**

5/14/25 Human Resources & Information Technology Committee recommended for approval

[25-0485](#) Request the Approval of Side Letter Agreement with Teamsters Local Union #662.

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

**Legislative History**

5/14/25 Human Resources & Information Technology Committee recommended for approval

[25-0486](#) Request the Approval of Backup Internet Circuit.

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

**Legislative History**

5/14/25 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**

[25-0300](#) Request to approve 2024 - 2025 Budget carryover appropriations (2/3 vote of Council required):

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

**Attachments:** [Not Under Contract 2024-2025 Carryover.pdf](#)  
[Special Consideration 2024-2025 Carryover.pdf](#)  
[!Comments on proposal for 100k consultant.pdf](#)

**Legislative History**

- 3/24/25 Finance Committee recommended for approval  
*Item #25-0300 was split and voted on as follows:*
- 1. Items not under contract \$13,811,792*
- Hartzheim moved, seconded by Croatt, that the Budget Carryover appropriations for items not under contract \$13,811,792 be recommended for approval. Roll Call. Motion carried by the following vote:*
- Aye: 5 - Firkus, Croatt, Fenton, Hartzheim and Van Zeeland*
- 2. Items for special consideration - all but Facilities Capital Project amounts of \$127,631*
- Hartzheim moved, seconded by Fenton, that the Budget Carryover appropriations for items for special consideration - all but Facilities Capital Project amounts of \$127,631 be recommended for approval. Roll Call. Motion carried by the following vote:*
- Aye: 5 - Firkus, Croatt, Fenton, Hartzheim, and Van Zeeland*
- 3. Items for special consideration consisting of Facilities Capital Project amounts of \$127,631*
- Hartzheim moved, seconded by Croatt, that the Budget Carryover appropriations for items for special consideration consisting of Facilities Capital Project amounts of \$127,631 be recommended for denial. Roll Call. Motion carried by the following vote:*
- Aye: 4 - Firkus, Croatt, Harzheim and Van Zeeland Nay: 1 - Fenton*
- 4/2/25 Common Council approved  
*Part 1. Items not under contract in the amount of \$13,811,792 was approved. 4-2-2025*
- Part 3. The special consideration items in the amount of \$1,015,502 (all but the Facilities Capital Project amount of \$127, 631) is approved.*
- 4/2/25 Common Council referred to the Finance Committee  
*Part 2. Items requesting special consideration - Facilities Capital Projects amounts of \$127,631 was referred back to the Finance Committee.*
- 4/7/25 Finance Committee held
- 4/21/25 Finance Committee recommended for denial  
*This item was broken further into two actions, the first being:*
- Motion to deny \$107,625 for sustainability consultant. Approved 3/1.*
- 4/21/25 Finance Committee recommended for approval  
*This item was broken further into two actions, the second being:*
- Motion to approve \$20,006 for City Hall wayfinding signage contingent on future Council approval of the City's portion of project cost. Approved 4/0.*

- 5/7/25 Common Council held  
*The amount of \$107,625 for a sustainability consultant portion of the item was held until 5/21/2025.*
- The remaining portion of the Facilities Capital Projects item - \$20,006 was approved under the Minutes of the Finance Committee (below).*
- 5/7/25 Common Council approved  
*The City Hall wayfinding signage (contingent upon future Council approval of the City's portion of the project cost) in the amount of \$\$20,006 was approved on 5/7/2025.*  
*The remaining \$107,625 of the Facilities Capital Project amount was held until 5/21/2025 (see establish order of the day - above).*

O. ORDINANCES

[25-0519](#) Ordinances #48-25, #49-25 (Dewitt Annexation), and #50-25

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

P. LICENSE APPLICATIONS AND COMMUNICATIONS REFERRED TO COMMITTEES OF JURISDICTION

Q. RESOLUTIONS SUBMITTED BY ALDERPERSONS REFERRED TO COMMITTEES OF JURISDICTION

R. OTHER COUNCIL BUSINESS

S. CLOSED SESSION

[25-0453](#) The Common Council will go into Closed Session according to State Statute §19.85(1)(g) for the purpose of conferring with legal counsel regarding matters associated with flooding that occurred in July, 2024. At the conclusion of its discussion, the Common Council will reconvene in open session.

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.*