



City of Appleton

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

Meeting Agenda - Final-revised Common Council

Wednesday, April 3, 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

[24-0360](#) Common Council Meeting Minutes of March 20, 2024

Attachments: [CC Minutes 3-20-24.pdf](#)

- G. BUSINESS PRESENTED BY THE MAYOR

[24-0366](#) Board & Commission Appointments

Attachments: [April 3 2024 Council Appointments Memo.pdf](#)

[24-0367](#) City of Appleton Brand Guidelines

- H. PUBLIC PARTICIPATION

- I. PUBLIC HEARINGS

[24-0302](#) Public Hearing for Rezoning 1-24 207 N Green Bay Road from R-2 Two Family District to R-1B Single Family District

Attachments: [RZ #1-24 Notice of Public Hearing.pdf](#)

- J. SPECIAL RESOLUTIONS

- K. ESTABLISH ORDER OF THE DAY

L. COMMITTEE REPORTS**1. MINUTES OF THE MUNICIPAL SERVICES COMMITTEE**[24-0338](#)

Approve the Complete Streets Documents:

- a. Complete Streets Policy
- b. Pedestrian Crossing Improvements Policy
- c. Priority Project Locations
- d. Complete Streets Design Guide

Attachments: [Appleton Complete Streets Policy & Worksheet \(3-25-24 MSC\).pdf](#)
[Appleton Ped Crossing Improvement Policy with Map \(3-25-24 MSC\).pdf](#)
[Appleton CS Priority Locations \(3-25-24 MSC\).pdf](#)
[Appleton Complete Streets Design Guide \(3-25 MSC\).pdf](#)

Legislative History

3/25/24 Municipal Services recommended for approval
Committee

[24-0339](#)

Approve the new roadway design paraments for Lumbini Estates Subdivision.

Attachments: [Lumbini Estates New Street Design.pdf](#)

Legislative History

3/25/24 Municipal Services recommended for approval
Committee

2. MINUTES OF THE SAFETY AND LICENSING COMMITTEE[24-0314](#)

Recommended Denial of an Operator License for Isaiah Nettles.

Attachments: [Isaiah Nettles Operator License Application.pdf](#)
[Isaiah Nettles PD Letter.pdf](#)
[Isaiah Nettles Clerk Letter.pdf](#)
[Isaiah Nettles Supporting Documentation.pdf](#)
[Isaiah Nettles Follow Up Memo 03-28-2024.pdf](#)

Legislative History

3/27/24 Safety and Licensing recommended for approval
Committee

Isaiah Nettles appeared and addressed the Committee.

Stacy Knaack, owner of Glass Nickel Pizza, appeared and addressed the Committee.

The recommendation to deny the operator license was approved.

[24-0327](#) Recommended Denial of an Operator License for Miguel Hulke.

Attachments: [Miguel Hulke Operator License Application.pdf](#)
[Miguel Hulke PD Letter.pdf](#)
[Miguel Hulke Clerk Letter.pdf](#)
[Miguel Hulke Supporting Documentation.pdf](#)

Legislative History

3/27/24 Safety and Licensing recommended for denial
Committee
Miguel Hulke appeared and addressed the Committee.
Sarah Gregory, owner of Sangria's, appeared and addressed the Committee.

Motion was made to approve the Operator License based upon documents submitted by the applicant showing rehabilitation. The Operator License was recommended for approval and the recommended denial of the license (as presented on the agenda) was denied.

[24-0320](#) Municipal Code Revision Re: Open Flame Effect Display

Attachments: [2024_OFED-Chapter_6_Memo.pdf](#)
[Chapter 6 Fire OFED Revisions.pdf](#)
[AFD_Fee_Schedule.pdf](#)

Legislative History

3/27/24 Safety and Licensing recommended for approval
Committee

[24-0342](#) Class "A" Beer License Change of Agent application for Kwik Trip Inc. d/b/a Tobacco Outlet Plus Grocery 556, New Agent, Jennifer J. Ross, located at 1342 W. Prospect Avenue

Attachments: [Tobacco Outlet Plus Grocery 556 Change of Agent.pdf](#)

Legislative History

3/27/24 Safety and Licensing recommended for approval
Committee

3. MINUTES OF THE CITY PLAN COMMISSION

[24-0246](#) Request to approve Rezoning #1-24 for the subject parcel located at 207 N. Green Bay Road (Tax Id #31-1-0738-00), including to the centerline of the adjacent street right-of-way, as shown on the attached maps, from R-2 Two-Family District to R-1B Single-Family District

Attachments: [StaffReport_Mevis_Rezoning_For3-13-24.pdf](#)

Legislative History

3/13/24 City Plan Commission recommended for approval
Proceeds to Council on April 3, 2024.

4. MINUTES OF THE PARKS AND RECREATION COMMITTEE

5. MINUTES OF THE FINANCE COMMITTEE[24-0345](#)

Request to award Unit J-24 Mini Storm Sewer Construction to M&E Construction in a total amount not to exceed \$250,000.

Attachments: [Contract Award Form Unit J-24.pdf](#)
[J-24 bid tab.pdf](#)

Legislative History

3/25/24 Finance Committee recommended for approval

[24-0346](#)

Request to award Unit C-24 Sidewalk Sawcutting to ASTI Sawing, Inc. in a total amount not to exceed \$30,000.

Attachments: [Contract Award Form Unit C-24.pdf](#)
[C-24 bid tab.pdf](#)

Legislative History

3/25/24 Finance Committee recommended for approval

[24-0347](#)

Request to accept Signals and ITS Standalone Program Grant funding from the Wisconsin DOT to replace signal equipment at controlled intersections. (This item shows as an action item on both Municipal Services Committee and Finance Committee Agendas)

Attachments: [2024.03.25 SISP Grant Request.pdf](#)

Legislative History

3/25/24 Finance Committee recommended for approval

3/25/24 Municipal Services Committee recommended for approval

[24-0348](#)

Request to award the City of Appleton AWWTP 2024 Light Fixture Replacement purchase order to Werner Electric Supply, Co. in the amount of \$81,467.14

Attachments: [2024 AWWTP Light Fixtures.pdf](#)

Legislative History

3/25/24 Finance Committee recommended for approval

[24-0349](#)

Request to award the 2024 AWWTP Roof Replacement Project contract to Crafts, Inc. in the amount of \$1,107,734 with a 6% contingency of \$66,464 for a project total not to exceed \$1,174,198.

Attachments: [2024 AWWTP Roofing Project .pdf](#)

Legislative History

3/25/24 Finance Committee recommended for approval

[24-0350](#)

Request to award the Fire Station #6 and Fire Station #1 HVAC Upgrades Project contract to AMA Heating & Air Conditioning, Inc. in the amount of \$467,042 with an 8% contingency of \$37,364 for a project total not to exceed \$504,406, along with the following budget amendment (2/3 vote of Council required):

2024 Telulah Park Pavilion Renovation Project	- \$50,000
2024 Fire Station #1 HVAC Upgrades Project	+\$50,000

Attachments: [2024 Fire Station #1 and #6 HVAC Upgrades with Budegt Transfer.pdf](#)

Legislative History

3/25/24 Finance Committee recommended for approval

[24-0351](#)

CEA Review Committee Report

Attachments: [CEA Minutes 3-11-24 CEA.pdf](#)

Legislative History

3/25/24 Finance Committee recommended for approval

[24-0352](#)

Request to approve the execution of MOUs for the following projects using ARPA funding, thus obligating the funds per ARPA requirements:

Safe and Secure Cities Program	\$ 40,000
Neighborhood Watch Programming Integration	\$ 50,000
APD Basic Needs Team Space Remodel	\$ 50,000
Traffic Signal Control Safety Enhancements	\$ 360,000
Downtown Lighting Enhancements	\$ 15,000
Comprehensive Plan Updates & Sub-area Planning	\$ 400,000
Neighborhood Leadership Academy	\$ 100,000
Appleton Transit Center Renovation	\$ 1,800,000

Attachments: [ARPA MOU Memo.pdf](#)

Legislative History

3/25/24 Finance Committee recommended for approval

[24-0353](#)

Request to approve the 2023-2024 Budget carryover appropriations (2/3 vote of Council required):

1. Items not under contract \$28,495,054
2. Items requesting special consideration \$1,309,601

Attachments: [Not Under Contract 2023-2024 Carryover.pdf](#)

[Special Consideration 2023-2024 Carryover.pdf](#)

[Special Consideration 2023-2024 Carryover - Corrected 3-25-24.pdf](#)

Legislative History

3/25/24 Finance Committee recommended for approval

The committee noted an error within the group headings on the special consideration list, the heading of Legal Services should have been Community & Economic Development.

[24-0354](#)

Request to approve the following 2024 Budget amendments:

Facilities Capital Projects

Donations & Materials	+\$279,800
Land Improvements	+\$279,800

To record donation from Goodwill to cover 100% costs to remove existing surface and replace with a new ADA rubber surface at the Miracle League Field in Memorial Park. Agreement with Goodwill was approved at the May 3, 2023 Common Council meeting (2/3 vote of Council required).

Attachments: [2023 Miracle League Field \(1\).pdf](#)

Legislative History

3/25/24	Finance Committee	recommended for approval
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[24-0356](#)

Request to approve the following 2023 Budget amendments:

Community Development Block Grant Fund

Federal Grants	+ \$102,294
Grant Payments	+ \$102,294

to record additional federal funds received in the Community Development Block Grant program (2/3 vote of Council required)

Police Grants Fund

Federal Grant	+ \$ 63,232
Misc State Aids	+ \$101,641
Misc Local Govt Aids	+ \$ 29,977
Overtime Wages	+ \$136,139
Training/Conferences	+ \$ 22,479
Other Misc Supplies	+ \$ 4,998
Protective Clothing	+ \$ 4,760
Misc Equipment	+ \$ 26,474

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

Room Tax Administration Fund

Room Taxes	+ \$76,608
Other Contracts/Obligation	+ \$76,608

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

Wheel Tax Fund

Wheel Tax	+ \$29,821
Transfer Out - General Fund	+ \$29,821

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

Health COVID-19 ELC Grant Fund

Health Grants	+ \$11,458
Salaries/Fringe	+ \$11,458

to record additional COVID-19 ELC Grant funds received (2/3 vote of Council required)

Health COVID-19 PHEP Workforce Grant Fund

Health Grants	+ \$19,021
Salaries/Fringe	+ \$19,021

to record additional COVID-19 PHEP Workforce Grant funds received (2/3 vote of Council required)

Debt Service Fund

Premium on Debt Issue	+ \$41,862
Consulting Services	+ \$41,862

to record additional expense related to the 2023 debt issue (2/3 vote of Council required)

TIF #12 Fund

Fund Balance Applied	+ \$60,323
Other Contracts/Obligations	+ \$60,323

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

TIF #13 Fund

Sale of City Property	+ \$28,364
Recording Fees	+ \$ 1,000
Salaries/Fringe	+ \$26,864
Streets	+ \$ 500

to record expense for recording fees, salary and fringe costs, and infrastructure after creation of TID (2/3 vote of Council required)

General Fund

Salaries/Fringe Benefits-Human Resources	+ \$ 41,797
Salaries/Fringe Benefits-Parks & Rec	+ \$130,993
Wage Reserve	- \$172,790

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

Legislative History

3/25/24	Finance Committee	recommended for approval
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[24-0359](#)

Request to approve the following transfers of ARPA grant funds to the Library project (2/3 vote of council required)

ARPA Grant Fund

Transfer Out - General Fund	+ \$2,000,000
Fund Balance Applied	+ \$2,000,000

General Fund

Transfer In - ARPA Grant Fund	+ \$2,000,000
Transfer Out - Facilities Capital Projects	+ \$2,000,000

Facilities Capital Projects Fund

Transfer In - General Fund	+ \$2,000,000
Library Project	+ \$2,000,000

Attachments: [Finance Committee - 2024 Library Project ARPA.pdf](#)

Legislative History

3/25/24	Finance Committee	recommended for approval
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6. MINUTES OF THE COMMUNITY AND ECONOMIC DEVELOPMENT COMMITTEE

7. MINUTES OF THE UTILITIES COMMITTEE

[24-0325](#) Award of Turbidity Instrument Purchase to Hach Company in the amount of \$36,469.08 with a 15% contingency of \$5,470.36 for a total not to exceed \$41,939.44.

Attachments: [240315_UC Memo_HachTurbidimeterPurhase.pdf](#)

Legislative History

3/26/24 Utilities Committee recommended for approval

[24-0358](#) Sole Source Purchase Award of Wash Press #3 Auger Assembly Replacement Equipment from Vulcan Industries in the amount of \$25,666 with a 10% contingency of \$2,566 for a project total not to exceed \$28,232.

Attachments: [240322_UCMemo_Sole Source Purchase_VulcanWashPressParts.pdf](#)

Legislative History

3/26/24 Utilities Committee recommended for approval

8. MINUTES OF THE HUMAN RESOURCES & INFORMATION TECHNOLOGY COMMITTEE**9. MINUTES OF THE FOX CITIES TRANSIT COMMISSION**

[24-0332](#) Change Order Authorization for Furniture Purchase

Attachments: [FCTC Memo Furniture PO increase.pdf](#)

Legislative History

3/26/24 Fox Cities Transit Commission recommended for approval

[24-0333](#) Authorization to Award a five-year Contract with three one-year options to Ecolane USA Inc. for the Provision of Paratransit Scheduling & Dispatch Software

Attachments: [FCTC Award Recommendation Memo Ecolane 2024.pdf](#)

Legislative History

3/26/24 Fox Cities Transit Commission recommended for approval

10. MINUTES OF THE BOARD OF HEALTH

M. CONSOLIDATED ACTION ITEMS

N. ITEMS HELD

O. ORDINANCES

[24-0363](#) Ordinances #13-24 to #18-24

Attachments: [Ordinances to Council 4-3-24.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

[24-0370](#) Farewell to Departing Alders

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.