



# City of Appleton

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

## Meeting Agenda - Final-revised Common Council

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Wednesday, May 5, 2021

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

[21-0584](#) Common Council Meeting Minutes of Organizational Meeting and Council Meeting on April 21, 2021

**Attachments:** [CC Organizational Meeting Minutes 4-21-21.pdf](#)  
[CC Minutes 4-21-21.pdf](#)

- G. BUSINESS PRESENTED BY THE MAYOR

[21-0585](#) Proclamations  
- Nurses Month  
- Asian & Pacific Islander Heritage Month  
- Municipal Clerks Week  
- Police Week  
- Missing and Murdered Indigenous Women & Girls Day of Remembrance  
- Teacher Appreciation Week

**Attachments:** [Nurses Month Proclamation.pdf](#)  
[Asian and Pacific Islander Heritage Month Proclamation.pdf](#)  
[Municipal Clerks Week Proclamation.pdf](#)  
[Police Week Proclamation.pdf](#)  
[Missing and Murdered Indigenous Women and Girls Day of Awareness.pdf](#)  
[Teacher Appreciation Week Proclamation.pdf](#)

[21-0586](#) Board & Commission Reappointments

Attachments: [5-5-21 Reappointments.pdf](#)

[21-0587](#) COVID-19 Update

Attachments: [COVID -19 Cases 5-5-21.pdf](#)

H. PUBLIC PARTICIPATION

I. PUBLIC HEARINGS

[21-0366](#) Public Hearing on Special Resolution 1-P-21, Concrete Pavement, Sidewalk Construction, and Driveway Aprons  
Downs Ridge - Tiburon Drive to Purdy Parkway  
Grinnell Court - Werner Road to CDS  
Thomas Court - Purdy Parkway to CDS  
Trinity Court - Downs Ridge to CDS  
Alvin Street - Evergreen Drive to CDS  
Newberry Street - Schaefer Street to the city limits (sidewalk only)

Attachments: [1-P-21 Public Hearing Notice.pdf](#)

[21-0367](#) Public Hearing on Special Resolution 2-P-21; Sanitary Laterals, Storm Laterals, and Storm Main  
Appleton Street - College Avenue to Atlantic Street  
Atlantic Street - Oneida Street to Lawe Street  
Douglas Street - Commercial Street to Wisconsin Avenue  
Elsie Street - Mason Street to Richmond Street  
Jackson Street - Calumet Street to Taft Avenue  
Lawrence Street - Walnut Street to Elm Street  
Madison Street - Calumet Street to Taft Avenue  
Meade Street - Pacific Street to Commercial Street  
Minor Street - Meade Street to Rankin Street  
Opechee Street - Green Bay Road to east  
Owaissa Street - Opechee Street to Pacific Street

Attachments: [2-P-21 Public Hearing Notice.pdf](#)

J. SPECIAL RESOLUTIONS

- [21-0368](#) Final Resolution 1-P-21 Concrete Pavement, Sidewalk Construction, and Driveway Aprons

**Attachments:** [Final Resolution 1-P-21 Concrete Paving Sidewalks and Aprons.pdf](#)

- [21-0369](#) Final Resolution 2-P-21; Sanitary Laterals, Storm Laterals, and Storm Main

**Attachments:** [Final Resolution 2-P-21 Sanitary Laterals, Storm Laterals, Storm Main.pdf](#)

K. ESTABLISH ORDER OF THE DAY

L. COMMITTEE REPORTS

1. MINUTES OF THE MUNICIPAL SERVICES COMMITTEE

- [21-0602](#) Request from Alderperson Siebers for an exception to the Street Name Sign Distribution Policy for a "Sharon" street sign to be paid out of the Council's Budget.

**Attachments:** [Policy.pdf](#)

- [21-0432](#) Approve amended Central Equipment Agency Policy and Procedure Manual.

**Attachments:** [CEA Procedures Manual Strike and Bold April 2021.pdf](#)

**Legislative History**

4/12/21 CEA Review Committee recommended for approval

- [21-0558](#) Adopt Appleton Downtown Streetscape Design Guide.

**Attachments:** [Downtown Streetscape Design Guide.pdf](#)

**Legislative History**

4/26/21 Municipal Services Committee recommended for approval

- [21-0559](#) Request for a permanent street occupancy permit for YMCA Ramp footings and foundations to extend into the Oneida Street, Lawrence Street, Morrison Street and Soldiers Square right-of-way no more than 5 feet.

**Attachments:** [YMCA-Permanent Street Occ. Permit.pdf](#)

**Legislative History**

4/26/21 Municipal Services Committee recommended for approval

[21-0562](#) Request from Crazy Sweet for a street occupancy permit to place tables and chairs in the College Avenue beautification strip at 514 W. College Avenue.

**Attachments:** [514 W College Street Occ. Permit.pdf](#)

**Legislative History**

4/26/21	Municipal Services Committee	recommended for approval
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[21-0572](#) Request from Fress Restaurant & Bar for a street occupancy permit to place tables and chairs in the College Avenue beautification strip at 509 W College Avenue.

**Attachments:** [509 W College Ave Stree Occ. Permit.pdf](#)

**Legislative History**

4/26/21	Municipal Services Committee	recommended for approval
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## 2. MINUTES OF THE SAFETY & LICENSING COMMITTEE

[21-0453](#) Resolution #6-R-21- Resolution Condemning Xenophobia, Racism, and Violence Against The Asian Pacific Islander Desiamerican (APIA) Community.

**Attachments:** [#6-R-21 AAPI Resolution.pdf](#)

[HAP Letter of Disappointment.pdf](#)

[Literacy statement.pdf](#)

[D&R Statement of Support AAPI Community.pdf](#)

[Statement in support of City of Appleton Resolution 6R21.pdf](#)

[Statement-AAPI Resolution-City of Appleton 4-27-21.pdf](#)

[Support of AAPI Resolution.pdf](#)

[APPI comments- T. Hanna .pdf](#)

**Legislative History**

4/14/21	Safety and Licensing Committee	recommended for approval
4/14/21	Safety and Licensing Committee	amended
	<i>Amended to clarify that the reference to the Attorney General is the State of WI Attorney General.</i>	
4/21/21	Common Council	referred to the Safety and Licensing Committee
4/28/21	Safety and Licensing Committee	recommended for approval

4/28/21 Safety and Licensing amended  
Committee  
*The Motion to amend the item from City of Appleton Police Department to 'All City of Appleton Departments' failed.*  
*A new Motion was introduced by Alderperson Smith, to remove "Wuhan" from the 11th Whereas statement. The Motion failed for lack of a second.*

[21-0550](#)

## Resolution #7-R-21 Outdoor Alcohol Service

**Attachments:** [#7-R-21 Outdoor Alcohol Service.pdf](#)

**Legislative History**

4/28/21 Safety and Licensing recommended for approval  
Committee  
4/28/21 Safety and Licensing amended  
Committee  
*Amended to extend the time-frame to Saturday, October 30th.*

[21-0452](#)

## Operator's License for Camilo Sebentsfeldt

**Attachments:** [CamiloSebentsfeldtDenial.pdf](#)  
[Sebentsfeldt, Camilo.pdf](#)

**Legislative History**

4/14/21 Safety and Licensing recommended for denial  
Committee  
4/14/21 Safety and Licensing held  
Committee  
4/28/21 Safety and Licensing recommended for denial  
Committee

[21-0476](#)

Class "B" Beer and "Class B" Liquor License Temporary Premise Amendment for Stone Arch Brewpub, Steven Lonsway, Agent, located at 1004 S Olde Oneida St, contingent upon approvals from all departments.

**Attachments:** [Stone Arch Brewpub.pdf](#)

**Legislative History**

4/28/21 Safety and Licensing recommended for approval  
Committee

[21-0477](#)

"Class B" Liquor and Class "B" Beer License application for Gregg Van Dinter, located at 812 S Olde Oneida St, contingent upon approval from all departments.

**Attachments:** [Gregg VanDinter.pdf](#)

**Legislative History**

4/28/21 Safety and Licensing recommended for approval  
Committee

[21-0488](#)

Class "A" Beer and "Class A" Liquor License Change of Agent application for Dolgencorp, LLC d/b/a Dollar General #6535, Aaron D Dalton, New Agent, located at 1320 W Wisconsin Ave, contingent upon approval from Appleton Police Department.

**Attachments:** [Aaron D Dalton-6535 S&L.pdf](#)

**Legislative History**

4/28/21	Safety and Licensing Committee	recommended for approval
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[21-0489](#)

Class "A" Beer and "Class A" Liquor License Change of Agent application for Dolgencorp, LLC d/b/a Dollar General #21851, Aaron D Dalton, New Agent, located at 1010 W College Ave, contingent upon approval from Appleton Police Department.

**Attachments:** [Aaron D Dalton S&L.pdf](#)

**Legislative History**

4/28/21	Safety and Licensing Committee	recommended for approval
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[21-0491](#)

Class "B" Beer and Reserve "Class B" Liquor License Change of Agent application for D2 of Appleton Inc d/ba D2 Appleton, Howard J Johnston, New Agent, located at 403 W College Ave, contingent upon approval from Appleton Police Department.

**Attachments:** [Howard Johnston S&L.pdf](#)

**Legislative History**

4/28/21	Safety and Licensing Committee	recommended for approval
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[21-0552](#)

Reserve "Class B" Liquor and Class "B" Beer License application for Appleton Hotel Venture LLC d/b/a Cambria Suites, Troy R Graverson, Agent, located at 3940 N Gateway Dr, contingent upon approval from all departments.

**Attachments:** [Cambria Suites.pdf](#)

**Legislative History**

4/28/21	Safety and Licensing Committee	recommended for approval
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[21-0568](#)

TaxiCab/Limousine/Commercial Quadricyle Company License Application for Social Station, LLC. Chris Burns, 325 N Appleton St, Appleton, WI.

**Attachments:** [Social Station, LLC.pdf](#)

**Legislative History**

4/28/21	Safety and Licensing Committee	recommended for approval
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- [21-0577](#) Class "B" Beer and "Class C" Wine License Permanent Premise Amendment application for Moon Water Cafe LLC d/b/a Moon Water Cafe, Shannon Boegh, Agent, located at 606 N Lawe St, contingent upon approval from all departments.

**Attachments:** [Moon Water Cafe Permanent S&L.pdf](#)

**Legislative History**

4/28/21	Safety and Licensing Committee	recommended for approval
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- [21-0578](#) Class "B" Beer and "Class B" Liquor License Temporary Premise Amendment for Dairyland Brew Pub Co LLC d/b/a Dairyland Brew Pub, Dorri Schmidt, Agent, located at 1216 E Wisconsin Ave, on May 15, 2021, contingent upon approval from all departments.

**Attachments:** [Dairyland Brew Pub.pdf](#)

**Legislative History**

4/28/21	Safety and Licensing Committee	recommended for approval
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- [21-0580](#) Electric Scooter Ordinance Amendment

**Attachments:** [Electric Scooter Ordinance Amendment\\_Chief Thomas.pdf](#)

**Legislative History**

4/28/21	Safety and Licensing Committee	recommended for approval
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3. **MINUTES OF THE CITY PLAN COMMISSION**
4. **MINUTES OF THE PARKS AND RECREATION COMMITTEE**
5. **MINUTES OF THE FINANCE COMMITTEE**

- [21-0501](#) Request to approve the following 2021 Budget adjustment:

**General Fund - Department of Public Works**

Miscellaneous Revenue	+\$57,200
Contractor Fees	+\$57,200

for utility locating services for TDS Fiber-Optic project

**Attachments:** [DPW Budget Adj.pdf](#)

**Legislative History**

4/26/21	Finance Committee	recommended for approval
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[21-0503](#) CEA Review Committee Report

**Attachments:** [CEA MeetingMinutes12-Apr-2021-09-55-52.pdf](#)

**Legislative History**

4/26/21 Finance Committee recommended for approval

[21-0525](#) Request to award the City of Appleton's 2021 Park Pavilions Roof Replacement project contract to Schulze Exteriors, LLC in the amount of \$106,374 with a contingency of \$10,000 for a project total not to exceed \$116,374

**Attachments:** [2021 Parks Pavilion Roof Replacemnt Project.pdf](#)

**Legislative History**

4/26/21 Finance Committee recommended for approval

[21-0526](#) Request to approve Lower Substation Building Remodeling Project Engineering Services Amendment #1 increasing the McMahon total contract amount by \$7,000 from \$24,000 to \$31,000

**Attachments:** [2021 AWWTP Lower Substation Building Remodeling Design Contract Ammen](#)

**Legislative History**

4/26/21 Finance Committee recommended for approval

[21-0527](#) Request to award the 2021 AWWTP Electrical Distribution Upgrades Phase 4 Project - Substation Installation contract to Van Ert Electric, Inc in the amount of \$2,130,000 with a contingency of 10% for a project total not to exceed \$2,343,000

**Attachments:** [2021 AWWTP Electrical Distribution Upgrades Phase 4 - Substation Installation](#)

**Legislative History**

4/26/21 Finance Committee recommended for approval

[21-0528](#) Request to award the 2021 AWWTP Electrical Distribution Upgrades Phase 4 Project - Lower Substation Building Renovation contract to Cardinal Construction Co., Inc in the amount of \$303,395 with a contingency of 12% for a project total not to exceed \$339,802

**Attachments:** [2021 AWWTP Electrical Distribution Upgrades Phase 4 - Lower Subsation Build](#)

**Legislative History**

4/26/21 Finance Committee recommended for approval

- [21-0563](#) Request to award Unit D-21 Sidewalk Construction to Fischer Ulman Construction, Inc in an amount not to exceed \$330,000

**Attachments:** [Award of Contract Unit D-21.pdf](#)

**Legislative History**

4/26/21 Finance Committee recommended for approval

- [21-0564](#) Request approval to reject all bids for Unit L-21. Re-bid Project in May 2021

**Attachments:** [Reject all Bids - Unit L-21.pdf](#)

**Legislative History**

4/26/21 Finance Committee recommended for approval

- [21-0565](#) Request to postpone planned 2021 Sewer and Water Construction projects and re-budget in 2022

**Attachments:** [Postpone 2021 Sewer and Water Projects.pdf](#)

**Legislative History**

4/26/21 Finance Committee recommended for approval

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

- [21-0520](#) Resolution #4-R-21 - CEDAW

**Attachments:** [#4-R-21 CEDAW Resolution.pdf](#)

**Legislative History**

4/28/21 Community & Economic Development Committee recommended for approval

**7. MINUTES OF THE UTILITIES COMMITTEE**

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

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

- [21-0535](#) Approval to Award the Design Contract for the 2021 Valley Transit Whitman Avenue Facility Renovation Project to Kueny, LLC.

**Attachments:** [2021 Valley Transit \(Whitman Ave\) Facility Remodeling Professional Services.p](#)

**Legislative History**

4/27/21 Fox Cities Transit Commission recommended for approval

[21-0536](#) Approval to Issue a Purchase Order for 5-New Flyer Xcelsior Buses

**Attachments:** [Request Authorization fo Issue PO for Buses 04.2021.pdf](#)

**Legislative History**

4/27/21	Fox Cities Transit Commission	recommended for approval
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[21-0537](#) Approval to Issue a Purchase Order for Replacement Bus Stop Signs

**Attachments:** [Award Recommendation VT21-001 Signs.pdf](#)

[Bus Stop Sign Bid Matrix.pdf](#)

**Legislative History**

4/27/21	Fox Cities Transit Commission	recommended for approval
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[21-0538](#) Authorization to Establish a Free-Fare for "Service Connected" Disabled Veterans

**Attachments:** [Memo for Disabled Vet Free Fare 04.21.2021.pdf](#)

[VA Ltr for VT.pdf](#)

**Legislative History**

4/27/21	Fox Cities Transit Commission	recommended for approval
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**10. MINUTES OF THE BOARD OF HEALTH**

M. CONSOLIDATED ACTION ITEMS

N. ITEMS HELD

O. ORDINANCES

[21-0582](#) Ordinance #15-21

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

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.*





# City of Appleton

100 North Appleton Street  
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[www.appleton.org](http://www.appleton.org)

## Meeting Minutes - Final Common Council

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Wednesday, April 21, 2021

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 6:07 p.m.*

#### B. ROLL CALL OF ALDERPERSONS

**Present:** 16 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Joe Martin, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Maiyoua Thao, Alderperson Matthew Reed, Alderperson Alex Schultz, Alderperson Mike Smith, Alderperson Kristin Alfheim, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Joe Prohaska, Alderperson Chad Doran and Mayor Jake Woodford

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

[21-0509](#)

Amendment:

**Rule 15.**

*Remove: 'unless a member of Council objects to the referral, and the objection is seconded; if 2/3 of the members present vote to approve the objection the item remains on the agenda and is not referred'*

**Attachments:** [Rule 15 Amendment.pdf](#)

**Alderperson Prohaska moved, seconded by Alderperson Siebers, that the amendment to Rule 15 be approved. Roll Call. Motion failed by the following vote:**

**Aye:** 4 - Alderperson William Siebers, Alderperson Mike Smith, Alderperson Sheri Hartzheim and Alderperson Joe Prohaska

**Nay:** 11 - Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Joe Martin, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Maiyoua Thao, Alderperson Matthew Reed, Alderperson Alex Schultz, Alderperson Kristin Alfheim, Alderperson Nate Wolff and Alderperson Chad Doran

**Abstained:** 1 - Mayor Jake Woodford

[21-0529](#)

Amendment:

**Rule 19.**

**Petitions / Resolutions** - All Petitions and Resolutions should include a summary statement that will be read to the Common Council by the Clerk or designee. If a summary statement is not included, the Clerk or designee may alternatively provide the Common Council with a brief summary of the Resolution's subject matter. Once the summary statement has been read, it will be referred to one of the Standing Committees, Commissions, Boards of Jurisdiction or an elected official. The author of the Resolution should then attend and read the Resolution at the Committee meeting to which it is referred. Resolutions referred to an elected official shall be referred to the appropriate Committee of jurisdiction within 60 days of receipt. If a dual jurisdictional item arises, a joint committee of standing committees, commissions or boards may be established by the Mayor to address the subject in a timely manner. Additional input may be requested by the Chair of the Committee, Commission or Board of Jurisdiction from another Committee or Board. No City business shall be referred to a sub-committee except by the committee of jurisdiction or unless requested otherwise by the author of the resolution.

**Attachments:**     [Rule 19 Amendment.pdf](#)

*The amendment would strike the line:*

*'The author of the Resolution should then attend and read the Resolution at the Committee meeting to which it is referred.'*

**Aldersperson Van Zeeland moved, seconded by Aldersperson Wolff, that the amendment to Rule 19 be amended. Roll Call. Motion carried by the following vote:**

**Aye:** 9 - Aldersperson Vered Meltzer, Aldersperson Brad Firkus, Aldersperson Katie Van Zeeland, Aldersperson Denise Fenton, Aldersperson Maiyoua Thao, Aldersperson Matthew Reed, Aldersperson Alex Schultz, Aldersperson Mike Smith and Aldersperson Nate Wolff

**Nay:** 6 - Aldersperson William Siebers, Aldersperson Joe Martin, Aldersperson Kristin Alfheim, Aldersperson Sheri Hartzheim, Aldersperson Joe Prohaska and Aldersperson Chad Doran

**Abstained:** 1 - Mayor Jake Woodford

*Amend to add a sentence after 'Once the summary statement has been read it will be referred to one of the Standing Committees, Commissions Boards of Jurisdiction or an elected to official.'*

*The added sentence reads:*

*'The author/lead author/co-sponsor may appear at the Committee meeting or convey to the Committee the intent of the Resolution and be available for questions.'*

**Aldersperson Smith moved, seconded by Aldersperson Reed, that the amendment to Rule 19 be further amended. Roll Call. Motion carried by the following vote:**

**Aye:** 9 - Aldersperson William Siebers, Aldersperson Brad Firkus, Aldersperson Maiyoua Thao, Aldersperson Matthew Reed, Aldersperson Mike Smith, Aldersperson Kristin Alfheim, Aldersperson Sheri Hartzheim, Aldersperson Joe Prohaska and Aldersperson Chad Doran

**Nay:** 6 - Aldersperson Vered Meltzer, Aldersperson Joe Martin, Aldersperson Katie Van Zeeland, Aldersperson Denise Fenton, Aldersperson Alex Schultz and Aldersperson Nate Wolff

**Abstained:** 1 - Mayor Jake Woodford

*Amendment changes wording in the first few sentences of the rule:*

*All Resolutions 'MAY' include a summary statement that 'CAN' be read to the Common Council by the Clerk or designee. If a summary statement is not included, the Clerk or designee 'SHALL READ THE RESOLUTION IN ITS ENTIRETY'.*

**Aldersperson Firkus moved, seconded by Aldersperson Smith, that the amendment to Rule 19 be further amended. Roll Call. Motion carried by the following vote:**

**Aye:** 14 - Aldersperson William Siebers, Aldersperson Vered Meltzer, Aldersperson Brad Firkus, Aldersperson Katie Van Zeeland, Aldersperson Denise Fenton, Aldersperson Maiyoua Thao, Aldersperson Matthew Reed, Aldersperson Alex Schultz, Aldersperson Mike Smith, Aldersperson Kristin Alfheim, Aldersperson Nate Wolff, Aldersperson Sheri Hartzheim, Aldersperson Joe Prohaska and Aldersperson Chad Doran

**Nay:** 1 - Aldersperson Joe Martin

**Abstained:** 1 - Mayor Jake Woodford

**Aldersperson Martin moved, seconded by Aldersperson Prohaska, that the Amendment to Rule 19 be approved as amended. Roll Call. Motion carried by the following vote:**

**Aye:** 13 - Aldersperson William Siebers, Aldersperson Vered Meltzer, Aldersperson Brad Firkus, Aldersperson Joe Martin, Aldersperson Katie Van Zeeland, Aldersperson Maiyoua Thao, Aldersperson Matthew Reed, Aldersperson Mike Smith, Aldersperson Kristin Alfheim, Aldersperson Nate Wolff, Aldersperson Sheri Hartzheim, Aldersperson Joe Prohaska and Aldersperson Chad Doran

**Nay:** 2 - Aldersperson Denise Fenton and Aldersperson Alex Schultz

**Abstained:** 1 - Mayor Jake Woodford

[21-0530](#)

Amendment:

**Rule 14.**

*Remove 'At the time the question is called, the Chair will announce how many Alderpersons are in line to speak.'*

**Attachments:**     [Rule 14 Amendment.pdf](#)

**Alderson Prohaska moved, seconded by Alderson Smith, that the Amendment to Rule 14 be approved. Roll Call. Motion failed by the following vote:**

**Aye:** 6 - Alderson Brad Firkus, Alderson Joe Martin, Alderson Mike Smith, Alderson Nate Wolff, Alderson Joe Prohaska and Alderson Chad Doran

**Nay:** 9 - Alderson William Siebers, Alderson Vered Meltzer, Alderson Katie Van Zeeland, Alderson Denise Fenton, Alderson Maiyoua Thao, Alderson Matthew Reed, Alderson Alex Schultz, Alderson Kristin Alfheim and Alderson Sheri Hartzheim

**Abstained:** 1 - Mayor Jake Woodford

[21-0478](#)

Rules of Council

**Attachments:**     [Council Rules ADOPTED 4-22-2020 .pdf](#)  
                              [Council Rules AMENDED 4-21-2021.pdf](#)

**Alderson Prohaska moved, seconded by Alderson Firkus, that the Rules of Council be approved as amended. Roll Call. Motion carried by the following vote:**

**Aye:** 14 - Alderson William Siebers, Alderson Vered Meltzer, Alderson Brad Firkus, Alderson Katie Van Zeeland, Alderson Denise Fenton, Alderson Maiyoua Thao, Alderson Matthew Reed, Alderson Alex Schultz, Alderson Mike Smith, Alderson Kristin Alfheim, Alderson Nate Wolff, Alderson Sheri Hartzheim, Alderson Joe Prohaska and Alderson Chad Doran

**Nay:** 1 - Alderson Joe Martin

**Abstained:** 1 - Mayor Jake Woodford

[21-0479](#)

Department &amp; Committee Functions

**Attachments:**     [Dept-Comm Functions - ADOPTED 4-22-2020.pdf](#)

**Alderson Prohaska moved, seconded by Alderson Hartzheim, that the Department & Committee functions be approved. Roll Call. Motion carried by the following vote:**

**Aye:** 15 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Joe Martin, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Maiyoua Thao, Alderperson Matthew Reed, Alderperson Alex Schultz, Alderperson Mike Smith, Alderperson Kristin Alfheim, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Joe Prohaska and Alderperson Chad Doran

**Abstained:** 1 - Mayor Jake Woodford

#### D. RE-COMMIT TO THE CODE OF CONDUCT

[21-0486](#)

Code of Conduct

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

**Alderperson Smith moved, seconded by Alderperson Alfheim, that the Commitment to the Code of Conduct be approved. Roll Call. Motion carried by the following vote:**

**Aye:** 15 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Joe Martin, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Maiyoua Thao, Alderperson Matthew Reed, Alderperson Alex Schultz, Alderperson Mike Smith, Alderperson Kristin Alfheim, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Joe Prohaska and Alderperson Chad Doran

**Abstained:** 1 - Mayor Jake Woodford

#### E. APPOINTMENT OF COMMITTEES & COMMITTEE CHAIRS

[21-0551](#)

Committee Appointments

**Attachments:** [Council Memo w/Alderperson Committee Appts 2021 \(002\).pdf](#)

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

**Aye:** 15 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Joe Martin, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Maiyoua Thao, Alderperson Matthew Reed, Alderperson Alex Schultz, Alderperson Mike Smith, Alderperson Kristin Alfheim, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Joe Prohaska and Alderperson Chad Doran

**Abstained:** 1 - Mayor Jake Woodford

**F. ELECTION OF COMMON COUNCIL PRESIDENT**

*Alderpersons Reed and Meltzer were nominated.*

*A vote was taken by secret ballot, Alderperson Reed received 8 votes, Alderperson Meltzer received 7 votes.*

*Alderperson Matt Reed was elected as the Council President*

**G. ELECTION OF COMMON COUNCIL VICE-PRESIDENT**

*Alderperson Van Zeeland was nominated for Council Vice-President.*

*There were no other nominations made.*

*Alderperson Van Zeeland was elected Council Vice-President by unanimous consent.*

**H. ELECTION OF COMMON COUNCIL REPRESENTATIVE TO THE CITY PLAN COMMISSION**

*Alderperson Fenton was nominated.*

*Alderperson Smith was nominated, but declined the nomination.*

*Alderperson Denise Fenton was elected to be the Council Representative to the City Plan Commission by unanimous consent.*

**I. RESOLUTIONS SUBMITTED BY ALDERPERSONS****J. OTHER COUNCIL BUSINESS****K. ADJOURN**

**Alderperson Doran moved, seconded by Alderperson Martin, that the meeting be adjourned at 7:29 p.m. Roll Call. Motion carried by the following vote:**

**Aye:** 15 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Joe Martin, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Maiyoua Thao, Alderperson Matthew Reed, Alderperson Alex Schultz, Alderperson Mike Smith, Alderperson Kristin Alfheim, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Joe Prohaska and Alderperson Chad Doran

**Abstained:** 1 - Mayor Jake Woodford

Kami Lynch, City Clerk



# City of Appleton

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

## Meeting Minutes - Final Common Council

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Wednesday, April 21, 2021

7:00 PM

Council Chambers

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A. CALL TO ORDER

*The meeting was called to order by Mayor Woodford at 7:42 p.m.*

B. INVOCATION

*The Invocation was offered by Alderperson Wolff*

C. PLEDGE OF ALLEGIANCE TO THE FLAG

D. ROLL CALL OF ALDERPERSONS

**Present:** 16 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Joe Martin, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Maiyoua Thao, Alderperson Matthew Reed, Alderperson Alex Schultz, Alderperson Mike Smith, Alderperson Kristin Alfheim, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Joe Prohaska, Alderperson Chad Doran and Mayor Jake Woodford

E. ROLL CALL OF OFFICERS AND DEPARTMENT HEADS

*All departments were represented.*

F. APPROVAL OF PREVIOUS COUNCIL MEETING MINUTES

[21-0485](#)

Common Council Meeting Minutes of April 7, 2021

**Attachments:** [CC Minutes 4-7-21.pdf](#)

**Alderperson Prohaska moved, seconded by Alderperson Reed, 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 Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Maiyoua Thao, Alderperson Matthew Reed, Alderperson Alex Schultz, Alderperson Mike Smith, Alderperson Kristin Alfheim, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Joe Prohaska and Alderperson Chad Doran

**Excused:** 1 - Alderperson Joe Martin

**Abstained:** 1 - Mayor Jake Woodford

G. BUSINESS PRESENTED BY THE MAYOR

[21-0480](#)

Commission and Board Reappointments

**Attachments:** [Reappointments Confirmation Memo to Council 4-21-21.pdf](#)

**Aldersperson Prohaska moved, seconded by Aldersperson Doran, that the Reappointments be approved. Roll Call. Motion carried by the following vote:**

**Aye:** 15 - Aldersperson William Siebers, Aldersperson Vered Meltzer, Aldersperson Brad Firkus, Aldersperson Joe Martin, Aldersperson Katie Van Zeeland, Aldersperson Denise Fenton, Aldersperson Maiyoua Thao, Aldersperson Matthew Reed, Aldersperson Alex Schultz, Aldersperson Mike Smith, Aldersperson Kristin Alfheim, Aldersperson Nate Wolff, Aldersperson Sheri Hartzheim, Aldersperson Joe Prohaska and Aldersperson Chad Doran

**Abstained:** 1 - Mayor Jake Woodford

[21-0481](#)

Arbor Day Proclamation

**Attachments:** [Arbor Day Proclamation.pdf](#)

[21-0482](#)

Earth Day Proclamation

**Attachments:** [Earth Day Proclamation.pdf](#)

[21-0483](#)

COVID-19 Update

**Attachments:** [COVID -19 Cases 4-21-21\(00F\).pdf](#)

## H. PUBLIC PARTICIPATION

*The following spoke regarding Item 21-0453 Resolution #6-R-21:*

*Gary Crevier, 37 Ramlen Ct*

*Tami McLaughlin, 1618 N Appleton St*

*Kou Vang, 1625 W Kaylee Ln*

*Ger Vang, 18 Bellevue Pl*

*Joe Vang, 201 E Meadow Grove Blvd*

*Za Blonc Vang, 419 E Wilson Ave*

*Thong Thor, 950 E Edgewood Dr*

*Christina Thor, 3024B Conesta Dr #8 Green Bay*

*Tina Thor, 2610 N William St*

*Jeanne Roberts, 1110 E Florida Ave*

*Renee Gralewicz, 1803 S Memorial Dr*

*Amanda Stuck, 1401 N Harriman St*

*The following spoke regarding Item 21-0289 Resolution #3-R-21:*

*Hannah Herzog, 4313 N Windcross Dr*

**Aldersperson Smith moved, seconded by Aldersperson Prohaska, that the Council extend the time for Public Participation. Roll Call. Motion carried by the following vote:**

**Aye:** 15 - Aldersperson William Siebers, Aldersperson Vered Meltzer, Aldersperson Brad Firkus, Aldersperson Joe Martin, Aldersperson Katie Van Zeeland, Aldersperson Denise Fenton, Aldersperson Maiyoua Thao, Aldersperson Matthew Reed, Aldersperson Alex Schultz, Aldersperson Mike Smith, Aldersperson Kristin Alfheim, Aldersperson Nate Wolff, Aldersperson Sheri Hartzheim, Aldersperson Joe Prohaska and Aldersperson Chad Doran

**Abstained:** 1 - Mayor Jake Woodford

## I. PUBLIC HEARINGS

[21-0474](#)

Public Hearing on the proposed repeal and recreation of Article X of Chapter 23 of the Municipal Code, relating to Floodplain Zoning

**Attachments:** [Notice of Public Hearing Floodplain Ord X.pdf](#)

*The public hearing was held, no one spoke during the hearing.*

## J. SPECIAL RESOLUTIONS

[21-0487](#)

Initial Resolution for Prospect Ave. and Douglas St. Street Vacation

**Attachments:** [InitialResolution ProspectAvDouglasSt StreetVacation.pdf](#)

**This Report Action Item was approved**

**K. ESTABLISH ORDER OF THE DAY**[21-0453](#)

Resolution #6-R-21- Resolution Condemning Xenophobia, Racism, and Violence Against The Asian Pacific Islander DesiAmerican (APIDA) Community.

**Attachments:**     [#6-R-21 AAPI Resolution.pdf](#)

**This Resolution was referred back to the Safety and Licensing Committee, by Alderperson Siebers, due back on 4/28/2021.**

**21-0545**

Objection to Referral of 6-R-21

**Alderperson Wolff objected, seconded by Alderperson Fenton, to the referral. A vote was taken (2/3 required) to approve the objection and keep the item on the Council agenda. Roll Call. Motion failed by the following vote:**

**Aye:** 9 - Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Joe Martin, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Maiyoua Thao, Alderperson Alex Schultz, Alderperson Kristin Alfheim and Alderperson Nate Wolff

**Nay:** 6 - Alderperson William Siebers, Alderperson Matthew Reed, Alderperson Mike Smith, Alderperson Sheri Hartzheim, Alderperson Joe Prohaska and Alderperson Chad Doran

**Abstained:** 1 - Mayor Jake Woodford

[21-0289](#)

Resolution #3-R-21 Prohibition on Large Scale Commercial Dog and Cat Breeding

**Attachments:**     [#3-R-21 Large Scale Dog & Cat Breeding Ord.pdf](#)

**Alderperson Prohaska moved, seconded by Alderperson Smith, that the Resolution be approved. Roll Call. Motion carried by the following vote:**

**Aye:** 15 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Joe Martin, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Maiyoua Thao, Alderperson Matthew Reed, Alderperson Alex Schultz, Alderperson Mike Smith, Alderperson Kristin Alfheim, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Joe Prohaska and Alderperson Chad Doran

**Abstained:** 1 - Mayor Jake Woodford

**L. COMMITTEE REPORTS****Balance of the action items on the agenda.**

**Alderperson Hartzheim moved, Alderperson Alfheim seconded, to approve the balance of the agenda. The motion carried by the following vote:**

**Aye:** 15 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Joe Martin, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Maiyoua Thao, Alderperson Matthew Reed, Alderperson Alex Schultz, Alderperson Mike Smith, Alderperson Kristin Alfheim, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Joe Prohaska and Alderperson Chad Doran

**Abstained:** 1 - Mayor Jake Woodford

## 1. MINUTES OF THE MUNICIPAL SERVICES COMMITTEE

### [21-0396](#)

Preliminary Resolution 1-P-21 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-21 Concrete Pavement.pdf](#)

**This Report Action Item was approved.**

### [21-0397](#)

Approve partial street vacation at the intersection of Douglas Street and Prospect Avenue as shown on Exhibit "A".

**Attachments:** [Partial Street Vacation-Douglas St and Prospect Ave.pdf](#)

**This Report Action Item was approved.**

### [21-0398](#)

Request from Robert McInnis for a permanent street occupancy permit to install a sprinkler system within the street right-of-way at 618 S. Theodore Street.

**Attachments:** [618 S Theodore St.pdf](#)

**This Report Action Item was approved.**

### [21-0399](#)

Request from Sarah Powell for a street occupancy permit to place tables and chairs in the College Avenue beautification strip at 823 W. College Avenue.

**Attachments:** [823 W College Ave-tables & chairs.pdf](#)

**This Report Action Item was approved.**

[21-0400](#)

Amend 2021 Contract for Operation, Maintenance and Monitoring at the Closed City of Appleton Landfill to SCS Engineers in an amount not to exceed \$8,000.

**Attachments:**     [Contract-Operation, Maintenance and Monitoring-Landfill.pdf](#)

**This Report Action Item was approved.**

[21-0401](#)

Request from Appvion for a permanent street occupancy permit for an in-street pedestrian crossing sign at the midblock crossing on the Meade Street side of their complex.

**Attachments:**     [Appvion-Permanent Street Occupancy.pdf](#)

**This Report Action Item was approved.**

[21-0403](#)

Request from Creative Downtown Appleton Inc. for the Downtown Creates "Adopt-A-Planter to Create Garden Art" event from May 21-23, 2021 to be located within the planters along the College Avenue amenity strip, as described in the attached documents and subject to the conditions in the attached staff report.

**Attachments:**     [ADI-Adopt-A-Planter.pdf](#)

**This Report Action Item was approved.**

[21-0405](#)

Request from Creative Downtown Appleton Inc. for the Downtown Creates "Artful Chairs" event from June 18-20, 2021 to be located within the College Avenue amenity strip (Badger Avenue to Drew Street), as described in the attached documents and subject to the conditions in the attached staff report.

**Attachments:**     [ADI-Artful Chairs.pdf](#)

**This Report Action Item was approved.**

[21-0406](#)

Request from Creative Downtown Appleton Inc. for the Downtown Creates "Art Out - Plein Air Art" event on August 20, 2021 to be located within the College Avenue amenity strip (Badger Avenue to Drew Street), as described in the attached documents and subject to the conditions in the attached staff report.

**Attachments:**     [ADI-Art Out-Plein Air Art.pdf](#)

**This Report Action Item was approved.**

[21-0420](#)

Request from Appleton Downtown Inc. for a street occupancy permit for Sidewalk Sales on the College Avenue Beautification Strip from Richmond Street to Drew Street for May 22, June 19, July 17 and August 21, 2021.

**Attachments:**     [ADI-Sidewalk Sale.pdf](#)

**This Report Action Item was approved.**

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

[21-0454](#)

Class "A" Beer License Change of Agent application for FKG Oil Company d/b/a Badger Motomart, Allexander J Stichman, New Agent, located at 1850 W Wisconsin Ave, contingent upon approval from Appleton Police Department.

**Attachments:**     [Allexander J Stichman S&L.pdf](#)

**This Report Action Item was approved.**

[21-0455](#)

Class "B" Beer and "Class B" Liquor License Change of Agent application for Mark's East Side Inc d/b/a Mark's East Side, Alexander J Shea, New Agent, located at 1405 E Wisconsin Ave, contingent upon approval from Appleton Police Department.

**Attachments:**     [Alex J Shea S&L.pdf](#)

**This Report Action Item was approved.**

## **3. MINUTES OF THE CITY PLAN COMMISSION**

- [21-0311](#) Request to approve repealing and recreating Article X of Chapter 23 of the Municipal Code relating to Floodplain Zoning and the Official Map, as identified in the attached staff report, per the request of the Department of Public Works, Engineering Division

**Attachments:** [StaffReport\\_TextAmendments\\_FloodplainOrd\\_For3-23-21.pdf](#)

**This Report Action Item was approved.**

- [21-0423](#) Request to approve the street discontinuance to vacate portions of West Prospect Avenue and South Douglas Street public right-of-way, generally located near the intersection of these streets, and adopt the Initial Resolution and exhibit map

**Attachments:** [StaffReport\\_ProspectAvDouglasSt\\_StreetVacation\\_For04-13-21.pdf](#)

**This Report Action Item was approved.**

- [21-0424](#) Request to approve detachment of territory from the City of Appleton to the Village of Harrison, per the Intergovernmental Cooperation Agreement, for a portion of Coop Road, generally located north of Midway Road, described in the attached petition and shown on the attached maps

**Attachments:** [StaffReport\\_CoopRd\\_Detachment\\_For04-13-21.pdf](#)

**This Report Action Item was approved.**

- [21-0425](#) Request to approve the Apple Ridge 2 Final Plat as shown on the attached maps and subject to the conditions in the attached staff report

**Attachments:** [StaffReport\\_FinalPlat\\_AppleRidge2\\_For4-13-21.pdf](#)

**This Report Action Item was approved.**

- [21-0426](#) Request to approve the Apple Fields Preliminary Plat as shown on the attached maps and subject to the conditions in the attached staff report

**Attachments:** [StaffReport\\_PreliminaryPlat\\_AppleFields\\_For4-13-21.pdf](#)

**This Report Action Item was approved.**

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

[21-0419](#)

Action Item: Request to award contract to ISG for Master Planning design services for Lundgaard Park in the amount of \$27,700 with a design contingency of \$2,300 for a total contract not to exceed \$30,000

**Attachments:**     [2021 Lundgaard Park Consultant.doc](#)

This Report Action Item was approved.

## 5. MINUTES OF THE FINANCE COMMITTEE

[21-0435](#)

Request to approve the following 2021 Budget adjustment:

**Sanitation Fund**

Consulting Services	+ \$8,000
Fund Balance	- \$8,000

for gas monitoring as requested by WDNR to work towards a passive gas system (2/3 vote of Council required)

**Attachments:**     [Sanitation Memo.pdf](#)

This Report Action Item was approved.

[21-0436](#)

Request to award the City of Appleton's 2021 Parks Hardscapes Project - Pierce Park Path Improvements Project contract to Sommers Construction Co, Inc in the amount of \$28,935 with a contingency of \$7,000 for a project total not to exceed \$35,935

**Attachments:**     [2021 Pierce Park Path Improvements.pdf](#)

This Report Action Item was approved.

[21-0444](#)

Request to approve Finance Committee Report 1-P-21 for Concrete Pavement, Sidewalk Construction and Driveway Aprons

**Attachments:**     [Report 1-P-21.pdf](#)

This Report Action Item was approved.

[21-0445](#)

Request to approve Finance Committee Report 2-P-21 for Sanitary Laterals, Storm Laterals and Storm Main

**Attachments:**     [Report 2-P-21.pdf](#)

This Report Action Item was approved.

[21-0446](#)

Request to award Unit C-21 Sidewalk Sawcutting to ASTI Sawing, Inc in an amount not to exceed \$40,000

**Attachments:** [Award of Contract Unit C-21.pdf](#)

This Report Action Item was approved.

[21-0447](#)

Request to award Unit J-21 Mini Storm Sewer construction to Alfson Excavating, LLC, Inc in an amount not to exceed \$200,000

**Attachments:** [Award of Contract Unit J-21.pdf](#)

This Report Action Item was approved.

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

## 7. MINUTES OF THE UTILITIES COMMITTEE

[21-0430](#)

Preliminary Resolution 2-P-21 for Sanitary Laterals, Storm Laterals and Storm Main be adopted and refer the matter to the Finance Committee to determine the assessment rate.

**Attachments:** [Resolution 2-P-21.pdf](#)

This Report Action Item was approved.

[21-0431](#)

Award of 2021F Stormwater Consulting Services Contract for Morrison Street and Glendale Avenue reconstruction with Brown and Caldwell in an amount not to exceed \$32,775.

**Attachments:** [2021 Morrison Glendale Award memo\\_\(002\).pdf](#)

This Report Action Item was approved.

[21-0438](#)

Request to sole source contract to Patrick Engineering for professional services needed to complete the Wastewater Electrical Distribution Upgrades Phase 5 (Final Phase), for a contract fee of \$259,600 and a contingency of 5% not to exceed a total contract of \$272,580.

**Attachments:** [2021 Electrical Distribution System Upgrades Design for 480v cabling and Power System Study.pdf](#)

This Report Action Item was approved.

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

[21-0439](#) Request to approve overhire for Help Desk Analyst position in I.T.

**Attachments:** [Help Desk Over Hire Memo.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**

[21-0484](#) Consolidated Action Items Re: Prospect Ave & Douglas Street Vacation  
**21-0487 Special Resolutions**  
**21-0397 Municipal Services Committee**  
**21-0423 City Plan Commission**

Aldersperson Prohaska moved, seconded by Aldersperson Reed, that the Consolidated Action Items be approved. Roll Call. Motion carried by the following vote:

**Aye:** 15 - Aldersperson William Siebers, Aldersperson Vered Meltzer, Aldersperson Brad Firkus, Aldersperson Joe Martin, Aldersperson Katie Van Zeeland, Aldersperson Denise Fenton, Aldersperson Maiyoua Thao, Aldersperson Matthew Reed, Aldersperson Alex Schultz, Aldersperson Mike Smith, Aldersperson Kristin Alfheim, Aldersperson Nate Wolff, Aldersperson Sheri Hartzheim, Aldersperson Joe Prohaska and Aldersperson Chad Doran

**Abstained:** 1 - Mayor Jake Woodford

**N. ITEMS HELD**

**O. ORDINANCES**

[21-0473](#) Ordinances #11-21, #12-21, #13-21, and #14-21 (Coop Road Detachment)

**Attachments:** [Ordinances going to Council 4-21-21.pdf](#)

Aldersperson Smith moved, seconded by Aldersperson Prohaska, that the Ordinances be approved. Roll Call. Motion carried by the following vote:

**Aye:** 15 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Joe Martin, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Maiyoua Thao, Alderperson Matthew Reed, Alderperson Alex Schultz, Alderperson Mike Smith, Alderperson Kristin Alfheim, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Joe Prohaska and Alderperson Chad Doran

**Abstained:** 1 - Mayor Jake Woodford

P. LICENSE APPLICATIONS AND COMMUNICATIONS REFERRED TO COMMITTEES OF JURISDICTION

Q. RESOLUTIONS SUBMITTED BY ALDERPERSONS REFERRED TO COMMITTEES OF JURISDICTION

*#7-R-21 Outdoor Alcohol Service  
Submitted By: Alderperson Smith, District 10  
4-21-2021  
Referred To: Safety & Licensing Committee*

*WHEREAS, the City of Appleton currently has a process administered by the City Clerk wherein an establishment licensed under Ch. 125 Wis. Stats. may seek a temporary amendment of its premises description to allow for sales in certain outdoor areas including private parking lots and within the amenity strip as defined in Sec. 9-256 of the Municipal Code.*

*Then in the NOW THEREFORE,*

*1) City staff shall process applications to temporarily amend the premises description of an establishment licensed under Ch. 125 Wis. Stats. as expeditiously as possible such that the application is reviewed by the Common Council within fourteen (14) days of receipt. Temporary amendments to the premise's description may be granted from the time of issuance to October 2, 2021. The applicant shall be advised in writing and acknowledge that the permission granted is temporary in nature and expires on October 2, 2021.*

*2) That the use of sidewalk cafes is temporarily amended to allow for expanded use of the amenity strip and hours of service as follows:*

*Sec. 9-262(a)(1) The parameters of the sidewalk café shall be limited to the area of the amenity strip located immediately in front of the establishment and shall not extend beyond the width of the property line unless written permission is granted by the immediately adjacent property owner to also use the amenity strip immediately in front of that owner's property.*

*Sec. 9-262(b)(4) The permit holder may begin serving alcoholic beverages in the sidewalk café at 11:00 a.m. All alcoholic beverages must be removed from the sidewalk café by 9:30 p.m.*

*These changes would remain in effect until October 2, 2021 and, due to their temporary nature, would not be codified in the Appleton Municipal Code.*

R. OTHER COUNCIL BUSINESS

[21-0546](#)

## Suspend Council Rules

**Meltzer moved, seconded by Firkus to suspend the Council Rules (to later convene into the Committee of the Whole, to take up Item 21-0453). 2/3 Vote Required. Roll Call. Motion failed by the following vote:**

**Aye:** 10 - Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Maiyoua Thao, Alderperson Matthew Reed, Alderperson Alex Schultz, Alderperson Kristin Alfheim, Alderperson Nate Wolff and Mayor Jake Woodford

**Nay:** 6 - Alderperson William Siebers, Alderperson Joe Martin, Alderperson Mike Smith, Alderperson Sheri Hartzheim, Alderperson Joe Prohaska and Alderperson Chad Doran

## S. ADJOURN

**Alderperson Prohaska moved, seconded by Alderperson Doran, that the meeting be adjourned at 9:10 p.m. Roll Call. Motion carried by the following vote:**

**Aye:** 15 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Joe Martin, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Maiyoua Thao, Alderperson Matthew Reed, Alderperson Alex Schultz, Alderperson Mike Smith, Alderperson Kristin Alfheim, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Joe Prohaska and Alderperson Chad Doran

**Abstained:** 1 - Mayor Jake Woodford

Kami Lynch, City Clerk

# 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

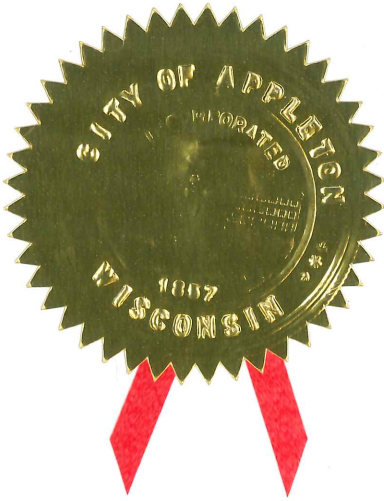
**WHEREAS**, along with the American Nurses Association, the Wisconsin Nurses Association has declared May as Nurses Month, with the theme "Nurses Make a Difference," a nod to nurses' sheer numbers (over 90,000 in Wisconsin), their unparalleled impact during the pandemic and health care, and an open invitation to #ThankaNurse 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 2021 as

## Nurses Month

in Appleton and call upon all citizens 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 3<sup>rd</sup> day of May 2021.



  
**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 is to be honored as a central part of our City's story; and

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

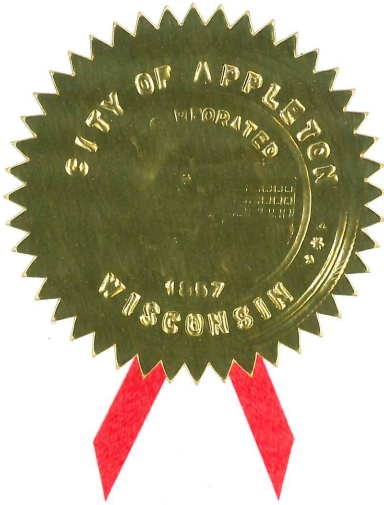
**WHEREAS**, diversity represents one of our greatest strengths, and by recognizing the contributions and accomplishments of Asian American and Pacific Islander residents, we also recognize the importance of continued work to make our community a more welcoming place for all people; and

**WHEREAS**, we are proud to celebrate Asian American and Pacific Islander Heritage Month, and commemorate 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 2021 as

## Asian and Pacific Islander Heritage Month

in Appleton and urge all citizens to honor Asian American and Pacific Islanders in our community, celebrate their heritage, and promote a culture of dignity and respect for all people in our community.



Signed and sealed this 3<sup>rd</sup> day of May 2021.

  
**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 May 2-8, 2021 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 3rd day of May 2021.

  
**JACOB A. WOODFORD**  
MAYOR OF APPLETON

# PROCLAMATION



## Office of the Mayor

**WHEREAS**, the week of May 9-15, 2021 marks National Police Week; and

**WHEREAS**, members of the Appleton Police Department play an essential role in maintaining a peaceful community and ensuring the safety and security of the people of Appleton; and

**WHEREAS**, the Police Officers of the City of Appleton approach their work with compassion, integrity, and courage; and

**WHEREAS**, the Appleton Police Department is an innovative agency that promotes leadership throughout; and

**WHEREAS**, the Appleton Police Department continuously and professionally provides a vital public service through its policing efforts.

**NOW, THEREFORE, BE IT RESOLVED, THAT I, JACOB A. WOODFORD**, Mayor of the City of Appleton, do hereby proclaim the week of May 9-15, 2021 as

## Police Week

in Appleton and call upon citizens of Appleton and upon all civic organizations to observe this week with appropriate ceremonies commemorating police officers, past and present, who by their faithful and loyal devotion to their responsibilities have rendered a dedicated service to their community.

Signed and sealed this 3<sup>rd</sup> day of May 2021.

**JACOB A. WOODFORD**  
MAYOR OF APPLETON



# PROCLAMATION



## Office of the Mayor

**WHEREAS**, according to a 2016 report from the National Institute of Justice, 84% of American Indian and Alaska Native women have experienced violence in their lifetime, more than half of whom experienced sexual violence; and

**WHEREAS**, according to the Centers for Disease Control and Prevention, homicide is the third leading cause of death among American Indian and Alaska Native women between the ages of 10 and 24 years, and the fifth leading cause of death for American Indian and Alaska Native women between the ages of 25 and 34 years; and

**WHEREAS**, in 2016, the National Crime Information Center reported nearly 6,000 cases of missing American Indian and Alaska Native women and girls, but the U.S. Department of Justice was tracking only about 100 cases; and

**WHEREAS**, still little data exists on the number of missing American Native and Alaska Native women and girls in the United States, but there have been instances of violence toward Indigenous women and girls from the eleven recognized Wisconsin Native American Tribes; and

**WHEREAS**, we commemorate the lives of missing and murdered American Native and Alaska Native women and girls whose cases are documented and undocumented in public records and the media; and stand in solidarity with the families of the victims of those tragedies.


**NOW, THEREFORE, BE IT RESOLVED, THAT I, JACOB A. WOODFORD**, Mayor of the City of Appleton, do hereby proclaim May 5, 2021 as

## Missing and Murdered Indigenous Women and Girls Day of Awareness

in Appleton to commemorate the lives of missing and murdered Indigenous women and girls and call attention to the many missing and murdered Native women and girls, as well as those who have experienced violence and assault, and resolve to act to prevent further victimization



Signed and sealed this 3<sup>rd</sup> day of May 2021.

  
**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 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 of Appleton.

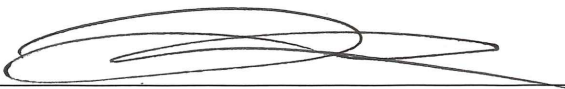
**NOW, THEREFORE, BE IT RESOLVED, THAT I, JACOB A. WOODFORD**, Mayor of the City of Appleton, do hereby proclaim the week of May 3-May 7, 2021 as

## Teacher Appreciation Week

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

Signed and sealed this 3<sup>rd</sup> day of May 2021.




  
**JACOB A. WOODFORD**  
MAYOR OF APPLETON



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

**OFFICE OF THE MAYOR**

Jacob A. Woodford  
100 North Appleton Street  
Appleton, Wisconsin 54911-4799  
Phone: (920) 832-6400  
Email: Mayor@Appleton.org

**TO:** Members of the Common Council  
**FROM:** Mayor Jacob A. Woodford   
**DATE:** April 28, 2021  
**RE:** Confirmation of Commission Reappointment

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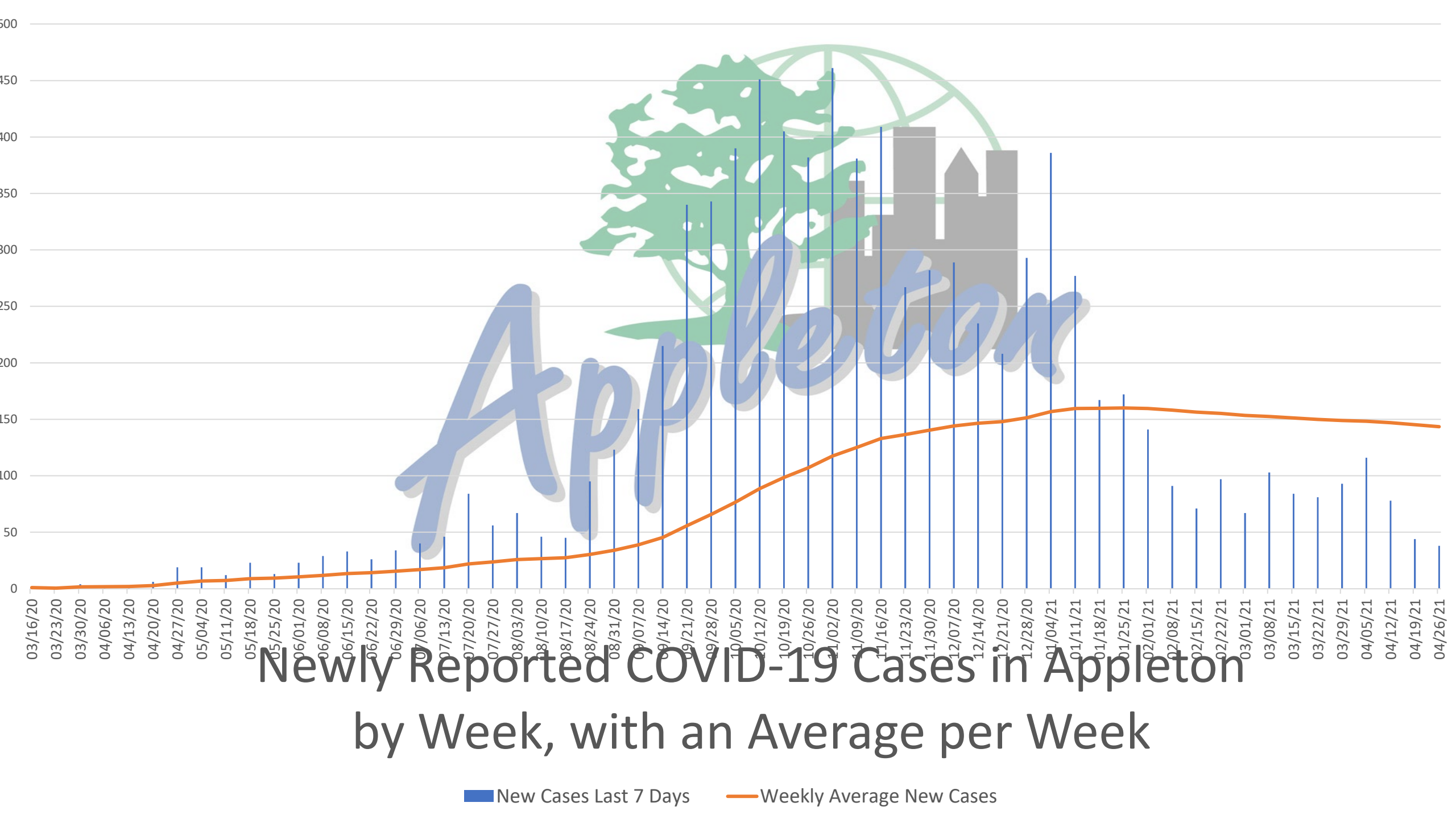
It is with pleasure that I present the following appointments for your confirmation at the May 5 Common Council meeting.

**FOX CITIES AREA ROOM TAX COMMISSION – Reappointment**

Cindy Evers	1-year Term	Term Expires May 2022
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**BOARD OF ZONING APPEALS – Reappointment**

Scott Engstrom	3-year Term	Term Expires May 2024
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$44 + 38 = 82$  (2 week case counts)

$82 / 75,000 = .0001093$  (Appleton population 75,000)

$.0001093 \times 100,000 = 109.3$  (equals burden)

**Low** less than or equal to 10 per 100,000 people

**Moderate** greater than 10 but less than 50 per 100,000 people

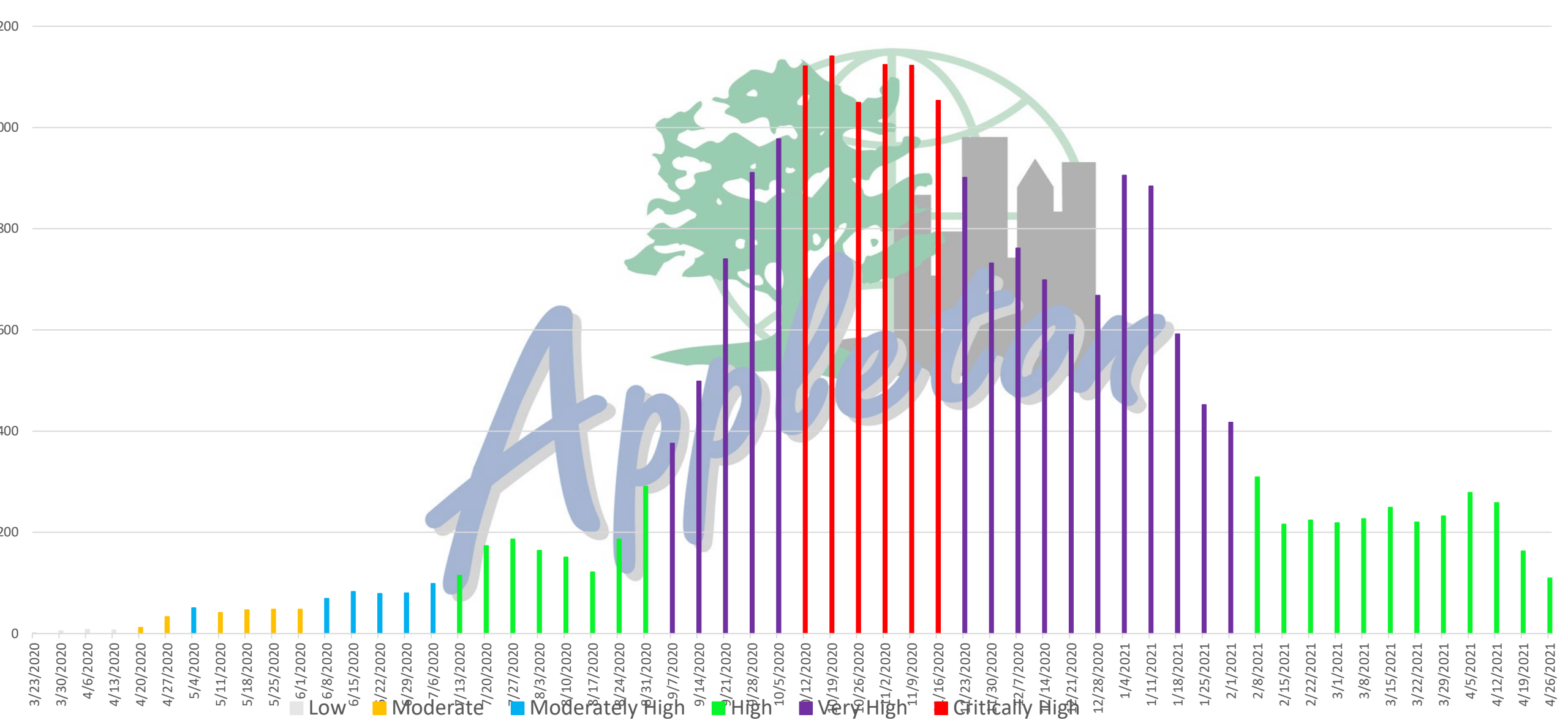
**Moderately High** greater than 50 but less than 100 per 100,000 people

**High** is greater than 100 per 100,000 people

**Very High** is greater than 350 per 100,000 people

**Critically High** is greater than 1,000 per 100,000 people

<b>Table 1.</b> Two indicators being based on confirmed cases: Burden and Trajectory. A third indicator maps Burden and Trajectory indicators into one composite indicator.					
Indicator	Definition	Classes			
Burden	Total number of cases per 100,000 in the last two weeks ( $B$ )	Low	$B \leq 10$		
		Moderate	$10 < B \leq 50$		
		Moderately High	$50 < B \leq 100$		
		High	$100 < B \leq 350$		
		Very High	$350 < B \leq 1000$		
		Critcally High	$1000 < B$		
Trajectory	Percent change in the last two weeks ( $T$ ), p-value from a test against $T = 0$ ( $p$ )	Shrinking	$T \leq -10\%$ and $p < 0.025$		
		Growing	$10\% \leq T$ and $p < 0.025$		
		Not changing (No Call)	Otherwise		
Case status indicator(Composite of burden and trajectory)	Summary concern based on Burden and Trajectory classifications		Shrinking	No Call	Growing
		Low	Low	Low	Medium
		Moderate	Medium	Medium	High
		Moderately High	Medium	High	High
		High	High	High	High
		Very High	Very High	Very High	Very High
		Critically High	Critically High	Critically High	Critically High



Two Week Total New COVID-19 Cases in Appleton,  
Rate per 100,000 Population, Risk Level Assessments per WDHS

## NOTICE OF PUBLIC HEARING ON SPECIAL ASSESSMENTS

(Final Resolution 1-P-21)

PLEASE TAKE NOTICE THAT the Common Council hereby declares its intention to exercise its powers under Section 66.0703, Wisconsin Statutes, to levy special assessments upon property within the following described area for benefits conferred upon such property by improvement of the following area.

### CONCRETE PAVEMENT, SIDEWALK CONSTRUCTION AND DRIVEWAY APRONS

- Downs Ridge (Tiburon Dr to Purdy Pkwy)
- Grinnell Ct (Werner Rd to CDS)
- Thomas Ct (Purdy Pkwy to CDS)
- Trinity Ct (Downs Ridge to CDS)
- Alvin St (Evergreen Dr to CDS)
- Newberry St (Schaefer St to city limits) – sidewalk only

The assessment area consists of all property fronting upon both sides of the named streets from intersection to intersection or point to point described herewith including the full width of said intersection of said limits.

The Report of the Finance Committee showing preliminary and/or Final Plans and Specifications, estimated cost of improvements, schedule of proposed assessments is on file in the Department of Public Works, Fifth Floor, 100 North Appleton Street, Appleton, WI 54911. Please call 832-5592 to discuss specific questions or amounts to be assessed to your property or to view said documents, Monday through Friday, between the hours of 7:30 A.M. to 3:00 P.M.

You are further notified that the Common Council will hear all persons interested or their agents or attorneys concerning matters contained in the final resolution authorizing such improvements and assessments at a regular meeting of the Common Council to be held on

**May 5, 2021 at 7:00 P.M.** or as soon thereafter as can be heard, in the Council Chambers at the City Hall, 100 North Appleton Street, Appleton, Wisconsin. All objections will be considered at said hearing and thereafter the amount of the assessments will be finally determined.

April 22, 2021

RUN: April 26, 2021

KAMI LYNCH, City Clerk

REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES WILL BE MADE UPON REQUEST AND IF FEASIBLE.

## NOTICE OF PUBLIC HEARING ON SPECIAL ASSESSMENTS

(Final Resolution 2-P-21)

PLEASE TAKE NOTICE THAT the Common Council hereby declares its intention to exercise its powers under Section 66.0703, Wisconsin Statutes, to levy special assessments upon property within the following described area for benefits conferred upon such property by improvement of the following area.

### SANITARY LATERALS, STORM LATERALS AND STORM MAIN

- Appleton St (College Ave to Atlantic St)
- Atlantic St (Oneida St to Lawe St)
- Douglas St (Commercial St to Wisconsin Ave)
- Elsie St (Mason St to Richmond St)
- Jackson St (Calumet St to Fremont St)
- Lawrence St (Walnut St to Elm St)
- Madison St (Calumet St to Taft Ave)
- Meade St (Pacific St to Commercial St)
- Minor St (Meade St to Rankin St)
- Opechee St (Green Bay Rd to east)
- Owaissa St (Opechee St to Pacific St)

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REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES WILL BE MADE UPON REQUEST AND IF FEASIBLE.

**RESOLUTION 1-P-21**

**FINAL RESOLUTION DECLARING INTENT TO EXERCISE SPECIAL ASSESSMENT POWERS UNDER SECTION 66.0703 (7) (a), WISCONSIN STATUTES OF 2011-2012.**

WHEREAS, the Common Council of the City of Appleton, Wisconsin, held a Public Hearing at the Council Chambers in City Hall at 7:00 P.M. on the 5<sup>th</sup> day of May, 2021, for the purpose of hearing all interested persons concerning the proposed improvements and construction in the following streets or portion of streets:

CONCRETE PAVEMENT, SIDEWALK CONSTRUCTION AND DRIVEWAY APRONS

- Downs Ridge (Tiburon Dr to Purdy Pkwy)
- Grinnell Ct (Werner Rd to CDS)
- Thomas Ct (Purdy Pkwy to CDS)
- Trinity Ct (Downs Ridge to CDS)
- Alvin St (Evergreen Dr to CDS)
- Newberry St (Schaefer St to city limits) – sidewalk only

And has heard all persons desiring an audience at such hearing.

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Appleton as follows:

1. That the report of the Finance Committee pertaining to the construction of the above described public improvements including plans and specifications therefor, is hereby adopted and approved.
2. That the Finance Committee is directed to advertise for bids to carry out the work of such improvement in accordance with the report of the Finance Committee.
3. That payment for said improvements be made by assessing the cost to the property benefited as indicated in said report.
4. The schedule of proposed assessments made under the police power and the amount assessed against each parcel are true and correct and are hereby confirmed.
5. That the assessment for all projects included on said report are hereby combined as a single assessment but any interested property owner shall be entitled to object to each assessment separately or both assessments jointly for any purpose or purposes.
6. The assessment against any parcel may be paid to the Finance Department on receipt of Special Assessment Notice by one of the following:
  - a. In cash, or if entered on the Tax Roll.
  - b. One installment, if the assessment is \$1000 or less.
  - c. In five equal installments, if the assessment is greater than \$1000;Deferred payment will bear an interest at the rate of 8.5% per annum on the unpaid balance.
7. The City Clerk is directed to publish this resolution in the Appleton Post Crescent, the Official Newspaper of the City.
8. The Clerk is further directed to mail a copy of this resolution to every affected property owner whose name appears on the assessment roll and whose post office address is known or can with diligence be ascertained.

S/JACOB A. WOODFORD (Mayor)

Attest: KAMI LYNCH (City Clerk)

Adopted: May 5, 2021  
Published: May 10, 2021

**RESOLUTION 2-P-21**

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S/JACOB A. WOODFORD (Mayor)

Attest: KAMI LYNCH (City Clerk)



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

December 2019

## **CITY OF APPLETON STREET NAME SIGN DISTRIBUTION POLICY**

This policy has been developed to provide the guidelines under which street name signs will be made and distributed for non-street purposes.

A. GENERAL CITIZENS

No street name signs shall be made for general citizens.

B. CITIZEN ACADEMY PARTICIPANTS

Street name signs will be made for all citizens that attend at least 6 of the 10 nights of the Citizen's Academy. These signs will be paid for out of the Department of Public Works Budget.

C. CITY OF APPLETON EMPLOYEES

1. Retirement. Street name signs will be made for any employee retiring with at least 20 years with the City of Appleton at the request of the Department's Director. These signs will be paid for out of the requesting Department's Budget.
2. Leadership Academy. Street name signs will be made for any employees graduating from the City's Leadership Academy. These signs will be paid for out of the Department of Public Works Budget.

D. ALDERPERSONS

Street name signs will be made for any former Alderperson with at least 4 years with the Appleton City Council at the request of the Council President or Mayor. These signs will be paid for out of the Council's Budget.

# Central Equipment Agency

## Policy

### &

## Procedure

## Manual

Revised ~~January 2015~~ April 2021

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## **I. PURPOSE**

The Central Equipment Agency (CEA) exists to maintain those pieces of equipment within the City Fleet with a combined value of over \$10,000 including engine, tires and/or attachments and to provide orderly replacement of vehicles as they reach their useful service life.

## **II. MISSION STATEMENTS**

### **A. DEPARTMENT OF PUBLIC WORKS MISSION STATEMENT**

To provide quality, cost-effective Public Works services for our customers.

### **B. CEA MISSION STATEMENT**

The Central Equipment Agency exists to maintain the City Fleet and to provide orderly replacement of vehicles as they reach their useful service life.

### **C. CEA ADMINISTRATION PROGRAM MISSION STATEMENT**

For the benefit of all users of city owned vehicles, we will establish overhead rates, evaluate vehicle replacement schedules, and work with the users to coordinate their equipment needs, so they will have the appropriate equipment to meet their operational requirements.

### **D. CEA MAINTENANCE PROGRAM MISSION STATEMENT**

For the benefit of operators of municipal vehicles and equipment, in order to minimize interruptions of their operating schedule, we will perform repairs, preventive maintenance, new vehicle preparation, seasonal changeovers, and other special projects as necessary to insure safe and reliable vehicles and equipment.

### **E. CEA CAPITAL REPLACEMENTS PROGRAM MISSION STATEMENT**

Prepare bid specifications and evaluate results to acquire new and replacement vehicles and equipment, so user departments have the equipment that best fits their operational requirements in a timely manner.

### **III. CEA POLICY**

The replacement of equipment may be instituted and paid for by the Central Equipment Agency (CEA) if funds are available for that purpose within the CEA fund balance, provided such new equipment generally replaces equipment disposed of, or to be disposed of. It is not the intent of this section that an exact replacement be made, but only that a piece of equipment be purchased to fulfill the same purpose as the equipment being replaced.

Listing of anticipated replacements for the subsequent year must be approved by the CEA Review Committee and provided to the Common Council along with the annual budget.

Additional equipment, to be used for increasing or augmenting the number of units on hand, must be approved by the CEA Review Committee and then the Common Council. Funds therefore shall be provided by appropriation by the Common Council.

### **IV. CEA COMMITTEE COMPOSITION**

#### **A. CEA USERS GROUP COMMITTEE**

1. Group composition (members: Deputy Director Police Department, Deputy Director Fire Department, Deputy Director Public Works, Deputy Director Utility Department, Director of Park, Rec., Facility and Grounds Management, Deputy Director Finance Department, or their designee. Available resource: CEA Fleet Maintenance Foreman Supervisor).
2. Establish a group leader for conducting the meetings.
3. Meeting schedule (at the call of the Deputy Director Public Works or any of the above listed members).
4. Purpose:
  - a. Address department concerns regarding the CEA fund.
  - b. Review CEA policies and procedures and make recommendations to the CEA Review Committee.
  - c. Review and gain an understanding of the current rate methodology.
  - d. Discuss problems associated with vehicle maintenance.

## **B. CEA REVIEW COMMITTEE**

The CEA Review Committee is a sub-committee of the Finance Committee.

1. Group composition (members: one member from both the Municipal Service Committee and the Finance Committee, the Director of Public Works, and the Director of Finance) or designee.
2. Establish a Committee Chairperson responsible for conducting the meetings.
3. Meeting schedule (quarterly basis or as needed).
4. Roles and responsibilities:
  - a. Approval of CEA related policies and procedures.
  - b. Approval of special CEA requests outside the normal replacement schedule.
  - c. Approval of CEA Equipment Replacements for next budget year.
  - d. Annual review of vehicle usage reports.
5. The CEA Review Committee reports to the Finance Committee for action and approval.

## **V. PROCEDURES**

### **A. CITY VEHICLE ASSIGNMENT POLICY**

Positions currently utilizing City vehicles in the performance of their jobs are permitted to continue to do so.

No department shall be allowed to change any employee who uses a vehicle on a regular basis from mileage reimbursement to use of a City vehicle without prior Common Council approval. In making the determination of the appropriateness of providing a City vehicle, the Common Council shall give consideration to the following criteria:

- Annual mileage — Does the employee drive approximately 4,000, or more, miles per year on City business?
- Collective mileage — Are two or more people driving a total of approximately 6,000, or more, miles per year in performing job related functions? (This guideline is not intended to be used to justify a vehicle for each person. Rather, it attempts to address whether or not a “pool” car for the use of two or more employees might be appropriate).
- Portion of work day spent away from the office — Does the employee spend an average of approximately one half, or more, of ~~his or her~~ **their** time in the field?

- Material, equipment, etc. carried in the personal vehicle — Could carrying job-related items impact the efficiency, cause damage to a personal vehicle, or require a special vehicle?
- Employee's need for a vehicle that is readily identified as a City vehicle.
- The need to transport other employees.

Meeting any one of the above guidelines could provide justification for the Common Council to approve use of a City vehicle. Partially meeting two or more might also provide that justification.

Any additions (as opposed to replacements) of vehicles to the CEA fleet are to be funded by the requesting department and approved by the Common Council.

## **B. VEHICLE ADDITION PROCEDURE**

1. Contact the CEA Fleet Maintenance ~~Foreman~~ **Supervisor**, he/she **they** will help in anyway possible in the following areas:
  - Finding type of vehicle needed.
  - Approximate purchase price of vehicle.
  - Set up demos on equipment.
  - Determine approximate rate structure.
2. Requesting department must determine need and write justifications for approval at the CEA Review Committee.
3. If approved by the CEA Review Committee a program Additions/Deletions form must be submitted for all additions to your fleet. Follow the current year Finance Department guidelines to determine if the vehicle needs to be included in the Capital Improvement Program.

At budget time, the Department must justify the need and get budget approval. This is not a function of CEA.

## **C. VEHICLE REPLACEMENT PROCEDURE**

The CEA Fleet Maintenance ~~Foreman~~ **Supervisor** will work with user department to determine life expectancy of vehicle.

The year before the vehicle is to be replaced, and every year there after, it will be reviewed to determine if the vehicle should be replaced early or if life should be extended.

If the vehicle is to be replaced early, the requesting department shall pay the full amount of all future scheduled payments, prior to replacement.

When the CEA Fleet Maintenance ~~Foreman~~ **Supervisor** and the user department mutually determine that said replacement is appropriate, the vehicle will be replaced. One criteria used for replacement of vehicles is the Vehicle Condition Evaluation Form found in Appendix B.

The requesting department is responsible to determine if the vehicle's life should be extended.

The CEA Fleet Maintenance ~~Foreman~~ **Supervisor** will review usage with user department to determine if a similar vehicle is an appropriate replacement or if the vehicle should be changed to meet user department's needs.

If needs are the same as before, and a similar vehicle is required, CEA will write justification for replacement and budget replacement of vehicle upon approval by CEA Review Committee.

If needs are different and the equipment is going to change, but dollar amounts are the same, the requesting department will write justification for the CEA Review Committee. User department should also inform their committee of jurisdictions about the change before or at budget time.

Once CEA Review Committee approval is gained, a program Addition/Deletion form must be submitted for all additions to your fleet. Follow the current year Finance Department guidelines to determine if the vehicle needs to be included in the Capital Improvement Program.

## **FUNDING OF ADD-ON ITEMS**

There are three types of add-on items that Departments may request for their vehicles.

- a. Vehicle Add-On items include: Lift gates, tool cabinets, ladder racks, sanders, safety light enhancements, etc. Any user group that wishes to purchase vehicle add-on items must get CEA approval, budget and fund the items. Equipment replacement cost will be increased to reflect the replacement value of the add-ons as they will be considered part of the equipment to be replaced in the future.
- b. Vehicle Accessories include: AVL/GPS units, computers/MDC's, radar units and cameras. Any user group that wishes to add accessories to the vehicle must get CEA

approval, budget and fund these items. CEA staff will install the accessories as requested by the user group at the CEA approved hourly rate. These accessories are not considered part of the vehicle and therefore will not be included in the vehicle replacement rate. Repair cost associated with these accessories is the sole responsibility of the user group. Once the vehicle is taken out of commission, the accessory items become the property of the user group for reuse in another vehicle or for resale.

- c. Radios: Radios will be tracked separately with their own asset number and will have their own replacement schedule.

## **DISPOSAL OF ASSETS**

The CEA Fleet Maintenance ~~Foreman~~ **Supervisor** and the end user will review equipment that is scheduled for replacement in the first quarter of the year before it is to be replaced. They will review any other equipment that the user wants to move up due to cost concerns, obsolescence, lack of use or worn-out. If the vehicle is replaced it must be disposed of as outlined in the City Purchasing Policy.

All CEA equipment will be reviewed to achieve the best possible return on asset disposal. The CEA Fleet Maintenance ~~Foreman~~ **Supervisor** will review options (trade in, outright sale, sold as salvage, auction, etc.) with users to achieve this goal. Equipment must be complete and in working order at time of disposal to achieve projected salvage value. If equipment is not complete or not working due to neglect or abuse, the user may have to contribute to the replacement fund after review by CEA Review Committee.

## **CONTINUED USE OF ASSETS**

All Labor/Material cost for the vehicle will be billed to the department through the normal CEA monthly billing process. The Replacement Reserve Rate will be set at 20% (twenty percent) of the original Replacement Reserve Rate and will be added to your normal CEA monthly bill. The purpose of this rate is to offset the potential decreased salvage value from holding the equipment past its expected life.

## **SEASONAL VEHICLES**

These vehicles can be obtained from CEA. Request for seasonal vehicles must be submitted to the Department of Public Works Deputy/Director of Operations no later than January 15 of the year

required. If your requested number of vehicles is reoccurring, the amount requested will be available for your use. Additional or new requests for vehicles are subject to availability from vehicles identified for auction. All Labor/Material cost for the vehicle will be billed to the requesting department on a monthly basis. The Replacement Reserve Rate will be set at 20% (twenty percent) of the original Replacement Reserve Rate and will be added to your normal CEA monthly bill.

New and ongoing requests for seasonal vehicles will be reviewed by the CEA Review Committee during their first quarter meeting.

Seasonal vehicles will remain separate from other CEA vehicles. Vehicles identified for auction will be evaluated by the CEA Fleet Maintenance ~~Foreman~~ **Supervisor**. The best quality and fit for the user's requirements will be retained from the existing seasonal fleet or current year auction vehicles.

#### **D. CAPITAL LEASE POLICY**

Upon the user's request, the CEA will review the possibility of a short-term lease to validate the need for a new piece of equipment. This option may also be used for mid-term projects (1-5 years) where special equipment is needed and renting or purchase is not cost effective. No lease agreements shall be entered into without the approval of the CEA Review Committee and the Director of Finance or designee.

#### **E. RENTING VS. PURCHASING EQUIPMENT**

##### **EXISTING EQUIPMENT**

Upon a user's request or scheduled replacement of a piece of equipment the CEA will review the equipment usage history. The CEA Fleet Maintenance ~~Foreman~~ **Supervisor** will then work with the user to decide if the piece of equipment should be rented or replaced.

##### **NEW EQUIPMENT**

The CEA Fleet Maintenance ~~Foreman~~ **Supervisor** will work with the user(s) to perform a cost benefit report to help determine if a new piece of equipment should be purchased or rented. The user will then go through the normal budget process to acquire funds to rent or purchase the equipment.

## **RENTING OUTSIDE CEA**

Rental of equipment is not allowed outside the city if equipment is available through the CEA unless an after hours emergency occurs. There may be special circumstances that would warrant renting equipment. These requests should go through the CEA Fleet Maintenance ~~Foreman~~ **Supervisor** for approval.

## **RENTAL OF CEA EQUIPMENT BY NON-CEA USER GROUPS**

CEA equipment may be available for rent by non-CEA user groups. If available the user will be charged based on the established rental rate on file with the Municipal Services Office Manager. Damage to equipment while being rented will be at user expense.

### **F. PREVENTATIVE MAINTENANCE PROCEDURES**

Each vehicle needs an inspection prior to departure.

Each day the vehicle should have a complete inspection by the Operator, checking fluids, lights, tires, and windshield wipers/washer as required every time they are fueled. These inspections should be recorded inside the vehicle on the log provided.

On vehicles that require a CDL for operation, a Pre-Trip/Post-Trip Record should be checked and signed by the driver stating you completed all safety inspections including the brakes.

If the vehicle is damaged, contact the CEA Fleet Maintenance ~~Foreman~~ **Supervisor** or ~~his/her~~ **their** representative before taking the unit out.

If there is a safety defect that will prevent safe operation of the vehicle, the vehicle must be repaired.

If the repair is a minor non-safety related problem, write it up on the Vehicle Inspection Report. Continue to document all defects each time you take the vehicle out.

Deposit the Vehicle Inspection Reports into the box in the MSB Lunch Room or fax (832-5593) them to the CEA Fleet Maintenance ~~Foreman~~ **Supervisor**. Inter-departmental mail can take several days and is too slow.

The CEA Lead Mechanic will notify user departments by email when the vehicles are scheduled for preventative maintenance.

### **VEHICLE DELIVERY AND PICKUP**

It is the user's responsibility to deliver a vehicle for maintenance. When the maintenance staff picks up and delivers the equipment it raises equipment repair cost. Also mechanics are pulled from other work to make pickup and deliveries.

### **HOURS OF SERVICE**

The Maintenance Shop at the Municipal Service Building is open from 11:00 p.m. Sunday through 9:00 p.m. on Friday. During this time, we have maintenance personnel on call 24 hours a day.

Schedule repairs whenever possible with the Lead Mechanic (920-832-5827). This will help balance the shop workload and insure your employees are not waiting for repairs.

We will do minor repairs such as light bulbs, checking out problems, and giving advice regarding what course of action should be taken without an appointment.

~~As a rule of thumb~~ **Typically**, the best time to have a vehicle repaired is after your shift, however, listed below are time frames that work out best for certain repairs.

Car Driveability—Stalls, Rough Idles	7 a.m. – 3 p.m. at P.D.
Oil Changes (Mon-Thurs)	3 p.m. – 11 p.m.
Minor Repairs	Anytime
Major Repairs	Anytime
Small Fabrication Jobs	3 p.m. – 11 p.m.
Large Fabrication Jobs	7 a.m. – 3 p.m.

### **EMERGENCY BREAKDOWNS DURING WORKING HOURS**

During normal working hours, the CEA Mechanics will respond to all Service Calls relating to equipment owned by the City of Appleton.

When calling in a Service Call, please give the equipment number, location, symptoms of problem, and if the vehicle is safely off the road.

Stay in your equipment with the radio on. The mechanics may need more information.

At times when there is more than one Service Call, the CEA Division will prioritize them and respond in the order of severity, ie: truck down in an intersection will be serviced before a truck not working correctly.

Requests for Service Calls can be made via radio on the DPW frequency, or by calling 920-832-5827 for CEA equipment.

Police cars between 7 a.m. to 3:30 p.m. Monday through Friday call 920-832-5886. For police Service Calls after hours, please call the Communication Center and make arrangements to be towed to the Police Department lot.

Park, Rec. Facilities and Grounds Management vehicles between 6:30 a.m. to 3:00 p.m. Monday through Friday call 920-832-3922.

### **EMERGENCY BREAKDOWNS AFTER HOURS**

If there is a weekend emergency, you can call the Police Department at 832-5500 and they will contact the CEA Fleet Maintenance Foreman **Supervisor**.

## **G. OIL CHANGE CODING**

Code Descriptions:

- M Oil changed based on Mileage
- H Oil changed based on Hour meter reading
- G Oil changed based on Gallons of fuel used
- D Oil changed based on calendar Date

The CEA oil change program is based on the fuel reports that are generated using data from the City of Appleton's fueling sites.

Most oil change intervals are set according to manufacturer's recommendations; therefore, nearly all of our equipment has a standard duty cycle with little variation. Typically, the cycle for cars and trucks is done by mileage. Hour meters are used on heavy equipment due to type of use, low mileage, and slow movement. On small equipment, there are no fuel records, odometers or hour meters readings, so the oil change schedule is set up by date.

Oil analysis is done on all of our equipment. When we find problems due to fuel dilution or when additives are expended, we review the equipment usage. If no trends are noted, we change the group of vehicles to the fuel usage system. Tracking fuel gallons is practical with fleet vehicles such as Police cars. Duties often require the patrol vehicle to idle for long periods of time.

Any equipment that has not had an oil change in the past 12 months, will appear on the oil change report, and be scheduled for an inspection and oil changes.

When oil samples are reviewed, the CEA Fleet Maintenance ~~Foreman~~ **Supervisor** or ~~his/her~~ **their** representative will custom tailor oil changes as needed.

## **H. OPERATOR REQUIRED VEHICLE MAINTENANCE**

### **CARS AND LIGHT TRUCKS**

Pre-trip on cars and light trucks shall include:

Daily:            Visual Check  
                     Tires  
                     Outside for dents or vandalism  
                     Water and oil leaks under vehicle

When Fueled: Check oil in engine and transmission  
                     Check radiator system

Any car is capable of going out of town, but please stop at the Garage for a quick inspection before you leave.

### **OFF ROAD EQUIPMENT**

Daily:            Check oil levels (i.e., Engine, Transmission, Hydraulic)  
                     Grease buckets and bearings  
                     Check tires for inflation (i.e., direction, tread)  
                     Check hydraulic hoses for damage  
                     Run equipment through complete cycle before using equipment

### **COMMERCIAL VEHICLES**

Each time you get into a different vehicle you must give the vehicle a complete inspection. This includes vehicles previously driven by other CDL drivers the same day.

If you are not familiar with the Pre-Trip inspection, feel free to ask the Safety and Training Coordinator, Lead Mechanic, or CEA Fleet Maintenance ~~Foreman~~ **Supervisor** to go through the procedure with you. Failure to Pre-trip the vehicle places the responsibility of all previous damage that is unreported onto the person currently operating the vehicle. If you are involved in an accident, your CDL vehicle will be inspected by a State Inspector and fines could be issued.

A Post-Trip (After-Trip) Inspection Report must be filled out for each piece of equipment you have used. You do a Post-trip Inspection at the end of the trip, day, or tour of duty on each vehicle that you have operated. This includes filling out a Vehicle Condition Report listing any problems that you find.

## **I. EQUIPMENT CLEANING**

It is the driver's responsibility to clean the interior of the vehicle. Armor All, window cleaner, and roll toweling is available in the Stock Room at the Municipal Service Building. The vehicle should be cleaned of debris such as food, wrappers, pop cans, etc., at the end of each shift. Placing wrappers, cans, and towels under the seats could cause an accident, injury, or fire. Please keep vehicles clean.

The driver is also responsible to clean the interior body of the truck. Unload all salt and spray out the body, clean the track of refuse trucks, and the mud and asphalt should be cleaned out of the corners of the body.

City cars can be driven through the car wash at the Municipal Service Building anytime between the hours of 7:00 a.m. to 4:00 p.m. Monday through Friday. If you have never used the car wash, please ask the CEA Representative to assist you for proper instruction on operation.

There is a vacuum available by the lube rack to vacuum out the interiors of cars and trucks.

Cost of outside cleaning services is the responsibility of the department using the equipment.

## **J. FINES AND OVERLOADS**

Any person receiving a citation while operating a City vehicle may be held responsible for the cost of the citation, citation points and is subject to disciplinary action. The only exception would be if the City vehicle were cited for a defect such as a headlight out, broken mirror, etc.

Trucks are restricted by the Gross Vehicle Weight Rating (GVWR) of the truck, individual axle weights, and posted weight limits. The Municipal License Plate does not designate weight limits for trucks.

It is the City's policy that no truck shall be overloaded at any time. It is the driver's responsibility to ensure his truck is properly loaded. The only exception to the weight limits is the Sanitation Trucks that are permitted to be 10% overloaded at certain times of the year.

Parking citations are the responsibility of the person using the city vehicle.

## **K. COMMERCIAL DRIVER'S LICENCE REQUIREMENTS**

A Commercial Driver's License (CDL) is required if any of the following criteria applies:

- You drive any vehicle with a Gross Vehicle Weight Rating (GVWR) of 26,000 lbs. or greater.
- The Gross Combination Weight Rating (GCWR) is more than 26,001 lbs.
- The vehicle is transporting hazardous materials.
- You drive a vehicle designed to carry fifteen (15) or more people.

What type of license you have also regulates what type of vehicle you can drive.

- Class A licenses allows for operation of combination commercial motor vehicles which weigh 26,001 lbs. or more and towing trailers over 10,000 lbs.
- Class B licenses are for operation of single commercial motor vehicles which weigh 26,001 lbs. or more. These vehicles may tow trailers which weigh less than 10,000 lbs.
- Class C licenses are for operation of commercial motor vehicles or combination vehicles which meet neither definition of Class A or B but are designed to carry sixteen (16) or more passengers or used to transport hazardous materials.

Endorsements for specified types of operation are also issued. These endorsements are:

"S"	School Bus
"P"	Passengers
"H"	Hazardous
"N"	Cargo Tank (Tanker)
"X"	Combination Hazardous and Tanker

All CDL holders must pass the Air Brake Test or they will have a restriction “L” on their license and will not be able to drive a vehicle with air brakes.

A health physical is not required every two years if you are a Municipal Employee working for the City.

## **L. ACCIDENT AND INSURANCE PROCEDURES**

Every user department has their own guidelines, which may be more stringent than those listed below. These guidelines are the minimum requirements:

1. Any accident involving a City vehicle and a non-City vehicle or private property requires a Police Report. Also, the City’s ~~Claims/Lost Control Analyst Barb Limpert~~ **Risk Manager** must be notified immediately. Review attached City of Appleton Accident Report and Investigating Procedures.
2. Report accident to CEA Fleet Maintenance ~~Foreman~~ **Supervisor** and set up a time to have the vehicle inspected, even if there is no apparent damage.
3. If vehicle is usable the CEA Fleet Maintenance ~~Foreman~~ **Supervisor** will get two estimates of damage.
4. The CEA Fleet Maintenance ~~Foreman~~ **Supervisor** or ~~his/her~~ **their** representative will set up an appointment to have the vehicle repaired when convenient with user department and body shop. A loaner car may be available depending upon the season.
5. CEA will check vehicle to insure repairs are safe and will return the car to user department.
6. The City Wide Deductible = \$ 5,000 (Comprehensive and Collision). This is the maximum amount a department could be charged for an accident. The actual amount could be between \$ 0 and \$ 5,000 depending on culpability and the insurance company’s review of the accident. In most cases there will be a cost. This puts the responsibility for the accident with the user and the department.
7. The repair costs are assigned to the equipment/vehicle and passed on to the department through the monthly billing process. When, and if, reimbursement is received from the insurance company, the Human Resources Director sends the check to Finance for deposit in 6110.508200. The Human Resources Director sends a copy of

the check to the CEA Fleet Maintenance ~~Foreman~~ **Supervisor**. This credit is posted to the department who incurred the accident expense. This credit would be in a form of a reduction to their monthly labor and materials bill.

**M. USE OF PUBLIC WORKS EQUIPMENT BY OTHER DEPARTMENTS POLICY**

Departments wishing to borrow a piece of equipment from the Department of Public Works should contact the appropriate Operations ~~Foreman~~ **Supervisor** to make arrangements of such equipment. In the absence of the Operations ~~Foreman~~ **Supervisor**, please contact the Deputy Director of Operations. Unless an emergency situation, a 24-hour notice is required to schedule equipment for your use.

The employee signing out the vehicle will be responsible for turning in an Equipment Ticket indicating the date, employee number, equipment number, hours of use and their department. The billing will be sent to the Department at the end of the month using an Inter-Departmental Billing form.

**N. CEA OUT OF TOWN VEHICLE POLICY**

Departments that have vehicles in the CEA Fleet may use their vehicles for out of town City business at their discretion. Out of town fuel cost, material cost and labor cost maybe applied to a City issued procurement card or paid out of pocket. Copies of the vehicle expense should be forwarded to the CEA Fleet Maintenance ~~Foreman~~ **Supervisor** to be applied to the vehicle history.

Departments that do not have vehicles in the CEA Fleet may either rent a car from a rental car agency or use a personal vehicle per the City's Travel Policy.

CEA does not have extra vehicles that can be rented on an as-needed basis. Additions to your fleet or seasonal vehicle options are addressed in the Temporary/Seasonal Vehicle Policy.

**VI. CEA RATE STRUCTURE**

**A. REPLACEMENT RESERVE RATE**

The CEA Capital Project Fund receives money from various City Departments, based on a useful life replacement payment schedule, for CEA owned vehicles and equipment used by the departments. The funds

received are then used to replace the item with a like kind item at the end of its useful life. **CEA funding for used equipment purchases will be allowed up to the Total Replacement Value paid into CEA.**

The monthly replacement rate is based on the expected useful life, anticipated salvage value, original purchase price, and the anticipated inflation rate earned by the fund. The Finance Department provides the inflation rate and is reviewed yearly. The anticipated salvage value and expected life are based on prior usage history and salvage values for similar class items.

## **B. SURPLUS RESERVE FUND**

Replacement Reserve Funds collected in excess of the purchase price of a replacement vehicle/equipment in like kind will remain within the CEA fund balance. Replacement Reserve Funds collected in anticipation of future replacement that does not happen will be returned to the fund that contributed to its replacement.

## **C. MAINTENANCE COST**

CEA bills user departments monthly for repair work based on actual time and materials used.

The per hour labor rate is based on budgeted costs for that year. The labor rate is computed by Finance based on the approved budget for CEA and total billable labor hours for the year. The rate is then adjusted at the beginning of the calendar year.

Outside repair cost are billed to the departments at the actual cost paid by CEA.

All labor costs associated with repairing the item including delivery and pickup of item to an external contractor, shipping of parts, trouble shooting, and ordering of replacement parts will be charge to the department.

## **VII. APPENDIX**

### **A. CEA FLEET CODES**

A	Assessor's Office
B	Facilities, Grounds and Maintenance
C	Central Equipment Agency (CEA)
D	Wastewater Treatment Plant
E	Traffic Division
F	Forestry Division
G	Reid Municipal Golf Course
H	Health Department
I	Inspection
J	Seasonal Fleet
K	Park, Facilities, Grounds and Maintenance
L	Municipal Service Building (DPW)
M	Water Meter Division (DPW)
N	Sanitation Division (DPW)
O	Engineering Division (DPW)
P	Police Department
Q	Parking Ramps (DPW)
R	Fire Department
S	Stormwater (DPW)
T	Street Division (DPW)
U	Sewer Crew (DPW)
V	Valley Transit
W	Water Distribution (DPW)
X	Vehicles ready for auction
Z	Water Filtration

## B. VEHICLE CONDITION EVALUATION FORM

### MEDIUM/HEAVY DUTY (Greater than 1 Ton)

Factor	Points	Description
Age	1	Each year of chronological age.
Miles/Hours	1 1	Each 5,000 miles of usage. Each 250 hours of usage.
Type of Service	1 2 3 4 5	Standard use including basic job site duties, some light duty hauling. Standard use with attachments (compressors, light, etc.) including job site duties, standard load hauling, some towing. Above standard use including job site duties that include idling, standard load hauling, light trailer/equipment towing, leaf collection. Above standard use including job site idling and hauling above standard loads, towing equipment and heavy trailers, light snow removal. Extreme service, high job site idling and duties with attachments, heavy load hauling, heavy trailer/equipment towing, major snow removal duties, refuse collection, etc. (Examples: Sideload, Knuckleboom, Snow removal Truck)
Reliability  (PM work is not included)	1 2 3 4 5	In shop one time within three month time period, no major breakdowns or road calls. In shop one time within three month time period, 1 breakdown/road call within 3 month time period. In shop more than twice within one month time period, no major breakdowns or road calls. In shop more than once within one month time period, two or more breakdowns/road calls within same time period. In shop more than twice monthly, two or more breakdowns within one month time period.
M & R Costs (Accident repairs not included)	1 2 3 4 5	Maintenance costs are less than or equal to 20% of replacement cost. Maintenance costs are 21-40% of replacement costs. Maintenance costs are 41-60% of replacement costs. Maintenance costs are 61-80% of replacement costs. Maintenance costs are greater than or equal to 81% of replacement costs.
Condition	1 2 3	No visual damage or rust, good paint, good interior, no damage from add-on equipment, no body modification, good drive train. Minor imperfections in body and paint, interior fair (no rips, tears, burns), good drive train, minor body modifications. Noticeable imperfections in body and paint surface, some minor rust, fair interior, weak/fair drive train, minor body modifications,

	4	minor damage from add-on equipment. Previous accident damage, poor paint and body condition, major rust/corrosion, poor interior, damage from add-on equipment, moderate body modification evidence, one component of drive train bad.
	5	Previous accident damage, poor paint and body condition, bad interior, drive train that is damaged or inoperative, major body modifications, major damage from add-on equipment and attachments.
<b>Point Ranges</b>		
0-17	Excellent	Do not replace
18-22	Good	Re-evaluate for next year's budget.
23-27	Satisfactory	Qualifies for replacement this year if budget allows.
28 +	Poor	Needs priority replacement.

### C. VEHICLE CONDITION EVALUATION FORM

#### SEDANS AND LIGHT TRUCKS

Factor	Points	Description
Age	1	Each year of chronological age.
Miles/Hours	1	Each 10,000 miles of usage.
	1	Each 250 hours of usage.
Type of Service	1	Standard duties as equipped from factory.
	2	Standard duties when used with occasional off road usage.
	3	Any vehicle that pulls trailers frequently, hauls heavy loads, and has frequent off road usage.
	4	Any vehicle involved in snow removal.
	5	Police, Fire and rescue vehicles.
Reliability	1	In shop one time within three month time period, no major breakdowns or road calls.
	2	In shop one time within three months time period, 1 major breakdown or road call in time period.
	3	In shop more than once within three month time period, one breakdown or service call in time period.
	4	In shop more than twice within one month time period, one or more breakdowns or service calls in time period.
	5	In shop more than twice monthly, two or more breakdown or service calls in time period.
M & R Costs	1	Maintenance costs are less than or equal to 20% replacement cost.

	2	Maintenance costs are 21-40% of replacement costs.
	3	Maintenance costs are 41-60% of replacement costs.
	4	Maintenance costs are 61-80% of replacement costs.
	5	Maintenance costs are greater than or equal to 81% of replacement costs.
Condition	1	Good condition, fully functional.
	2	Fair condition, functional, minor imperfections to body and paint.
	3	Minor damage to body and paint visible from 15' or more, minor damage to add on equipment. Worn interior (one or more rip, tear, or burn) and weak or noisy drive train.
	4	Previous accident damage that was repaired, poor body condition, rust holes, bad interior, holes in seat or broken down. Major damage to add on equipment or a bad drive train component.
	5	Extreme damage, inoperable.
<b>Point Ranges</b>		
0-17	Excellent	Do not replace
18-22	Good	Re-evaluate in one year
23-27	Satisfactory	Qualifies for replacement if budget can afford
28 +	Poor	Needs priority replacement

#### **D. VEHICLE CONDITION EVALUATION FORM**

##### **OFF ROAD EQUIPMENT**

<b>Factor</b>	<b>Points</b>	<b>Description</b>
Age	1	Each year chronological age.
Miles/Hours	1	Each 5,000 miles of usage.
	1	Each 250 hours of usage.
	1	For every year of life.
Type of Service	1	Standard duties as equipped from factory.
	2	Standard duties when used with attachments (sickle bar, backhoe, brush hog)
	3	Multiple duties based on seasons (snow, mowing, leaf)
	4	Extreme duty in harmful conditions (dust, landfill, salt loading, water)
	5	Heavy construction including snow plowing and removal.
Reliability	1	In shop one time within three month time period, no major breakdowns or road calls.
	2	In shop one time within three months time period, 1 major

	3	breakdown or road call in time period.
	4	In shop more than once within three month period, one breakdown or service call in time period.
	5	In shop more than twice within one month time period, one or more breakdowns or service calls in time period.
		In shop more than twice monthly, two or more breakdowns or service calls in time period.
M & R Costs	1	Maintenance costs are less than or equal to 20% of replacement cost.
	2	Maintenance costs are 21-40% of replacement costs.
	3	Maintenance costs are 41-60% of replacement costs.
	4	Maintenance costs are 61-80% of replacement costs.
	5	Maintenance costs are greater than or equal to 81% of replacement costs.
Condition	1	Good condition, fully functional.
	2	Fair condition, functional.
	3	Minor damage, weak operating system.
	4	Severe damage, component's not functional.
	5	Extreme damage, inoperable.
<b>Point Range</b>		
0-17	Excellent	Do not replace
18-22	Good	Re-evaluate in one year
23-27	Satisfactory	Qualifies for replacement if budget can afford
28 +	Poor	Needs priority replacement

### E. EQUIPMENT RATING SHEET

Vehicle #	Year	Mileage
<b>Factor</b>	<b>Points</b>	
Age	<input type="text"/>	
Mileage	<input type="text"/>	
Type of Service	<input type="text"/>	
Reliability	<input type="text"/>	
M&R Costs	<input type="text"/>	

Condition

Total Points

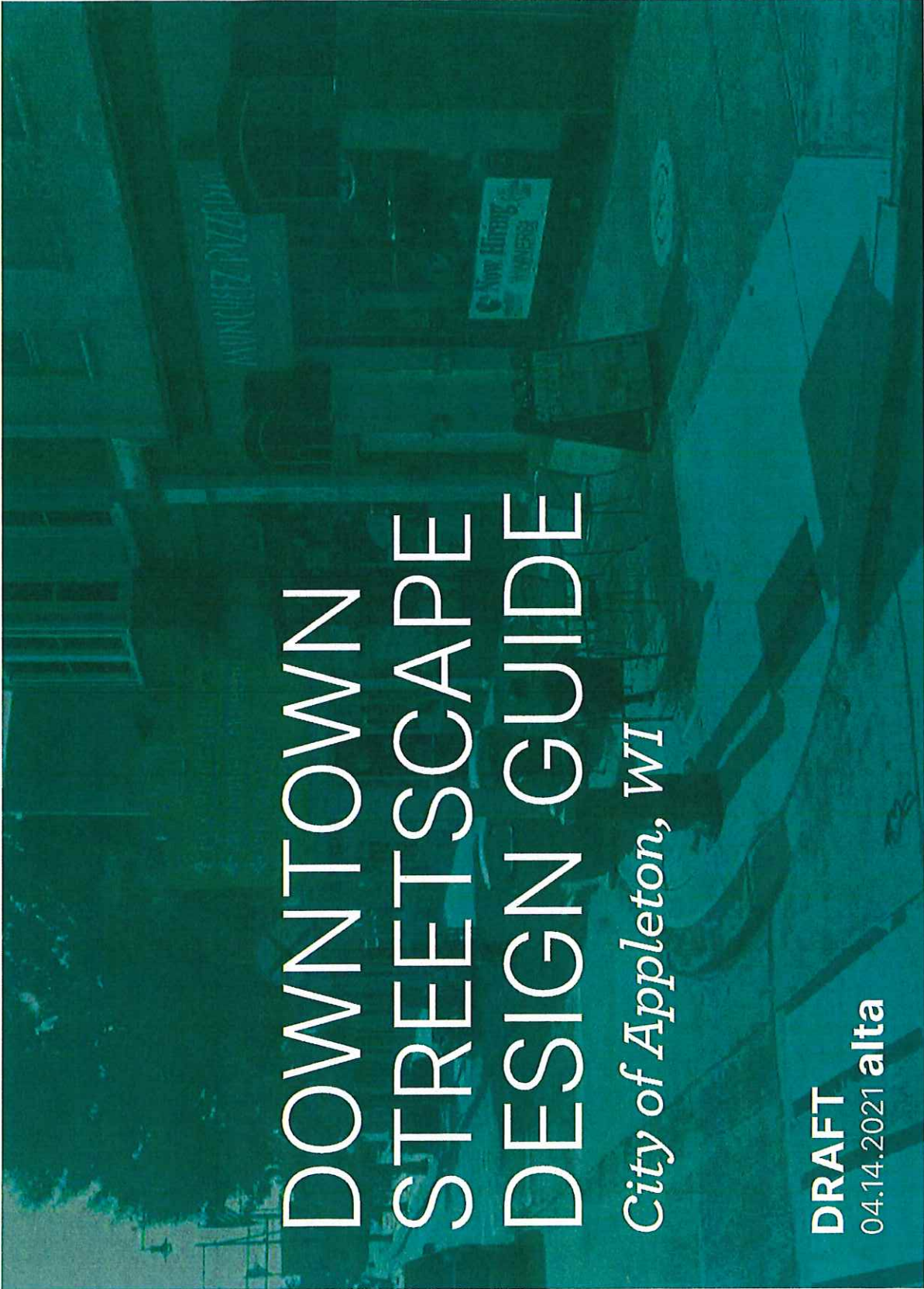
Comments 

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**Point Range**

0-17	Excellent	Do not replace
18-22	Good	Reevaluate in one year.
23-27	Satisfactory	Qualifies for replacement if budget can afford.
28 +	Poor	Needs priority replacement.



# DOWNTOWN STREETSCAPE DESIGN GUIDE

*City of Appleton, WI*

**DRAFT**  
04.14.2021 **alta**

# DOCUMENT OVERVIEW

This document was developed to provide design standards for the City of Appleton to create an accessible, cohesive, and desirable downtown streetscape network. This document provides holistic guidance for the organization and design of streetscapes, the placement and specification of site elements and lighting, and material selection for surfaces.

This document is intended to build upon and complement existing standards and plans for street design in Downtown Appleton, including the recommendations in the Downtown Plan. It is anticipated that this document will be used by city engineers as a basis for design decisions for full-block street redesigns, partial reconstructions, and/or the replacement of surfaces or site elements.

This document is intended to be an adaptable guide for the wide range of street conditions in Downtown Appleton. Special consideration should be given to variations in available ROW, transit routes, freight routes, traffic volumes, parking demand, and adjacent land uses. Coordination between adjacent business owners, developers, and city engineers will result in context-responsive

streetscapes that maximize function and activity. Future development should inform the organization and design of each streetscape, and this document may be used to inform the design of building facades, entryways, driveways, and outdoor seating areas for new buildings. Public input should be considered where feasible, particularly for the programming and development of shared streets.

Public art is part of a vibrant streetscape. While not specifically addressed within this document, the design guide may be used to create visible locations for sculptures, such as within street terraces and curb extensions. Other forms of public art such as painted crosswalks or murals on utility boxes and buildings should be considered to further enhance the streetscape experience.

Existing utilities are not covered in depth in this guide. In select locations, electrical poles and overhead wires may be an impediment to streetscape design. Where feasible, undergrounding of utilities should be considered.

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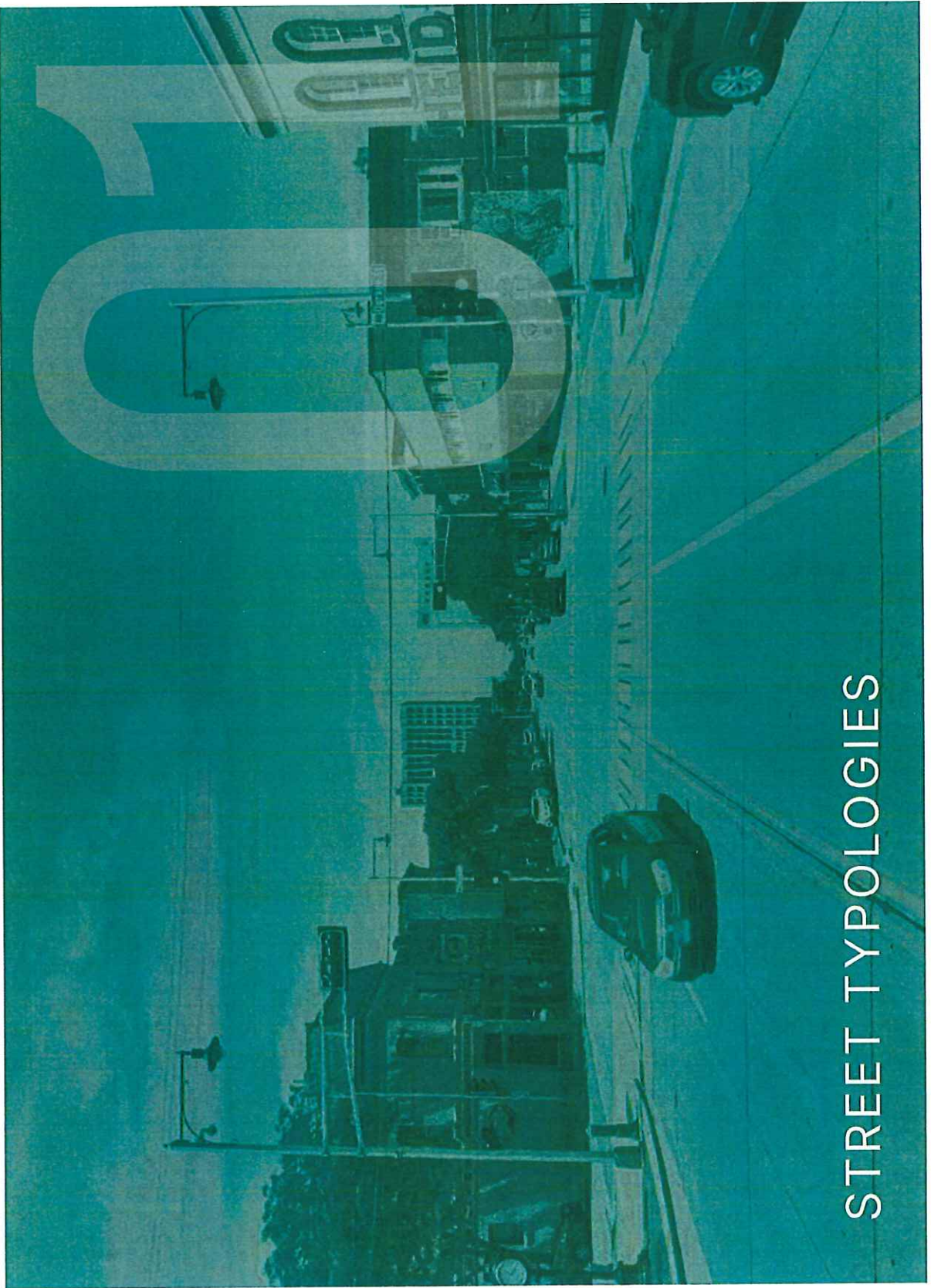
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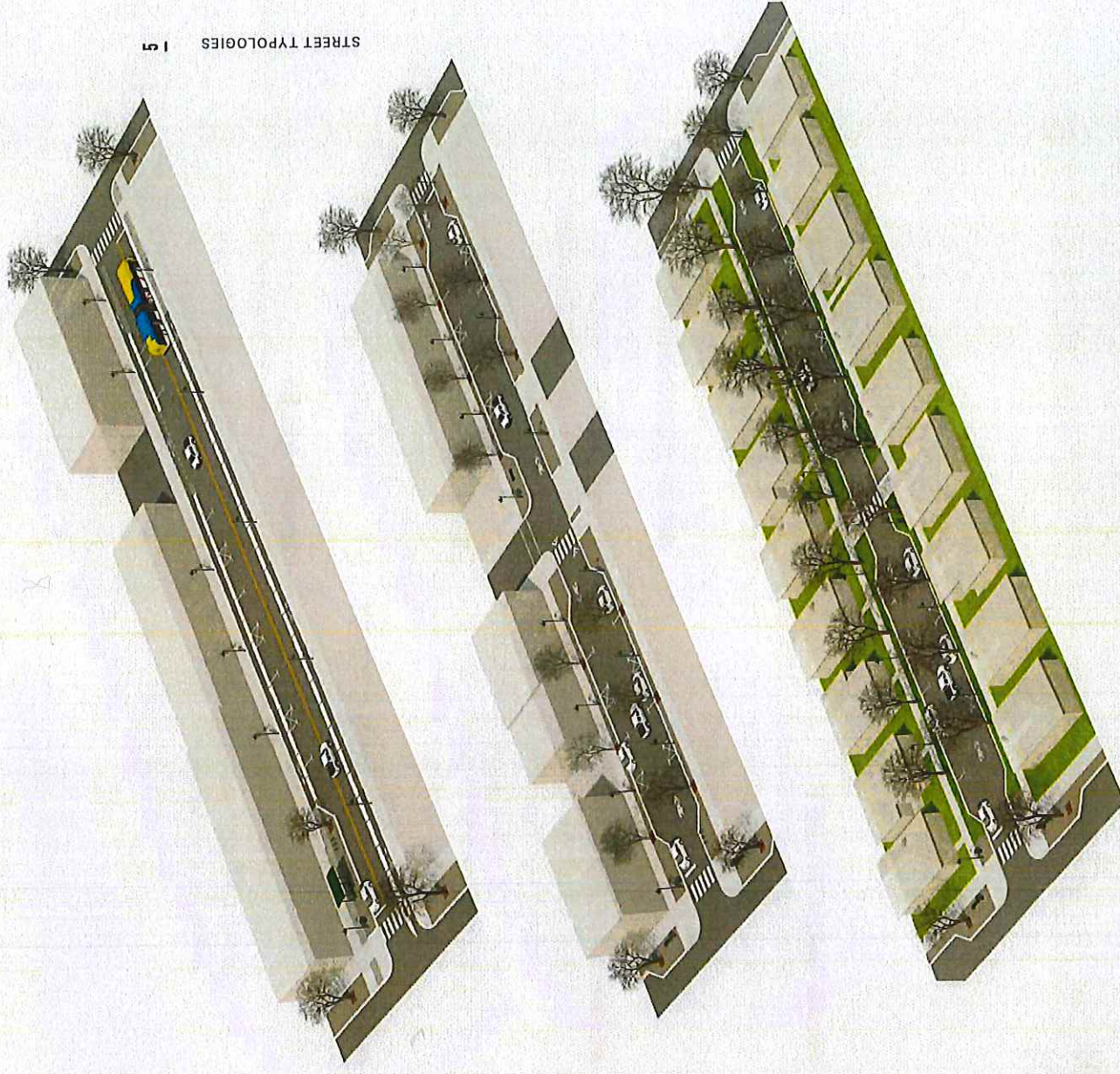


# STREET TYPOLOGIES

# WHAT ARE STREET TYPOLOGIES?

Street typologies provide a system for organizing and defining the role of any particular street or road within the broader transportation system and in relation to the surrounding urban design context and built environment. They augment traditional functional classification systems by balancing the needs and experiences of various roadway users including people walking, bicycling, driving, and taking transit. In addition, street typologies take a more contextual approach to street design that considers nearby land use and sense of place.

The Appleton Downtown Streets Guide establishes design parameters for accommodating streetscape elements within the public right-of-way. Individual roadway projects are still subject to engineering review to ensure the overall safety and functionality of the system.



# STREET TYPOLOGIES IN DOWNTOWN APPLETON

The streets of Downtown Appleton are essential for multi-modal transportation, shopping and recreation, employment, open space, health and wellbeing, safety, and identity of the downtown area. They are used daily by people walking, biking, driving, and taking transit to and through downtown, including residents and visitors alike. Each street has been categorized into one of seven typologies based on its form and function. The descriptions of these typologies and their corresponding locations in Downtown Appleton are indicated on this page and in Figure 1.

**MAIN STREET**  
Primary commercial destination and pedestrian-oriented street. Limited to College Ave for Downtown Appleton.

**ARTERIAL**  
Primary people-moving streets to and through downtown. Ranges from high-volume roadways such as Richmond St to more local arterials such as Franklin St.

**COMMERCIAL SIDE STREET**  
Gateways to College Ave that support commercial activity. Makes up the majority of North-South oriented streets in Downtown.

**SHARED STREET**  
Adaptable pedestrian-oriented streets that can be closed for events.

**RESIDENTIAL**  
Low-volume neighborhood streets. These streets are limited to the edges of Downtown.

**PARKWAY**  
Scenic greenways along waterfronts. Limited to Water St in Downtown Appleton.

**ALLEY**  
Pedestrian network and commercial back-of-house.

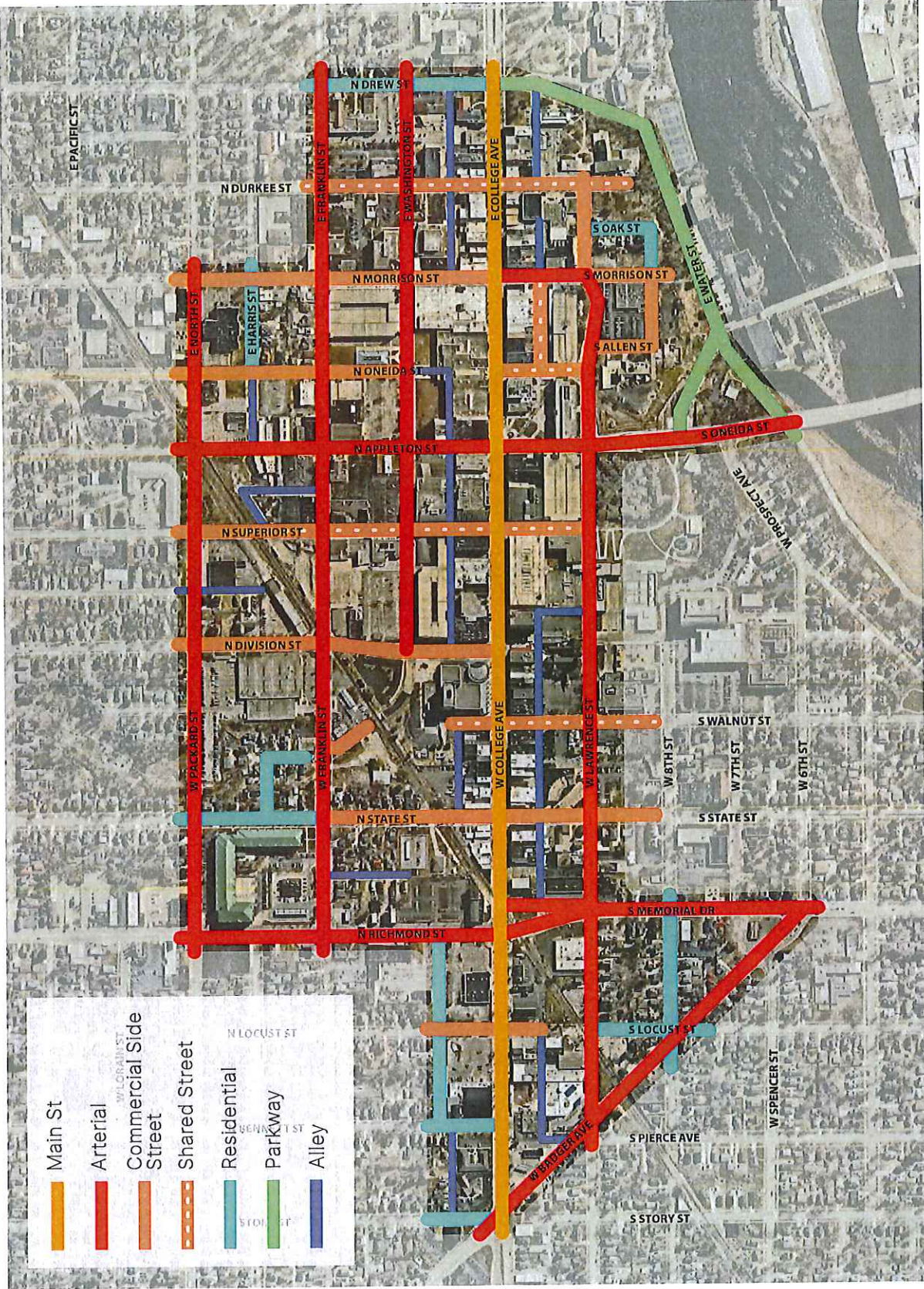


Figure 1: Downtown Appleton Street Typologies

# MAIN STREET (COLLEGE AVE)

The main street (College Ave) is the primary retail / commercial destination and pedestrian-oriented street in Downtown Appleton, and the anchor for the entire downtown street system. This street is significantly wider than other downtown streets and accommodates primary east-west traffic, street parking, commercial activity, and major pedestrian movement.

Compared to other street types in these guidelines, the design for College Ave is well established and has been successful. These guidelines do not propose modifications to the cross-section of the street. However, certain streetscape elements (Section 02) including refuse cans, bike racks, and colored concrete may be incorporated as part of future improvements or repairs.

## KEY FEATURES



### 1 DISTINCT INTERSECTIONS

Intersections feature paved curb extensions at all four corners with stamped and colored crosswalks.



### 2 WIDENED SIDEWALKS

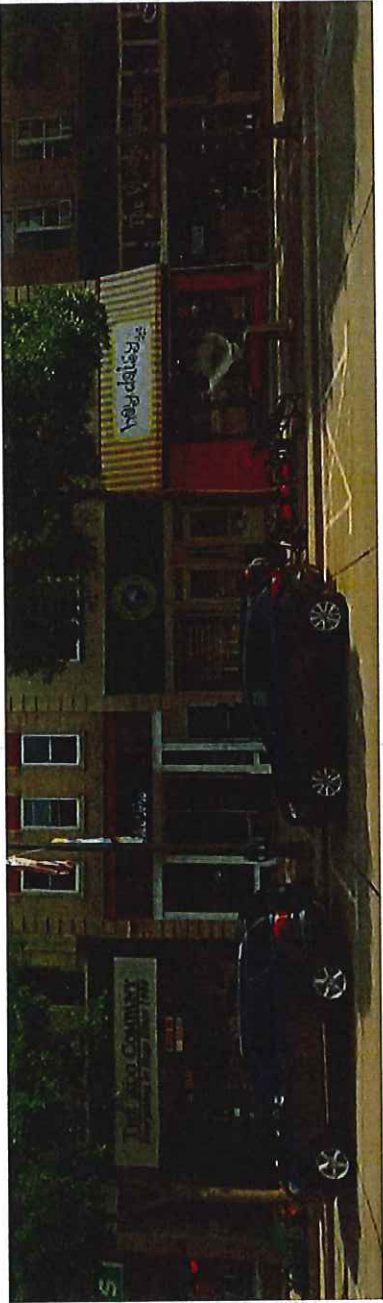
Wide sidewalks (10ft Min) along College Ave encourage activity and support a safe and accessible pedestrian experience.



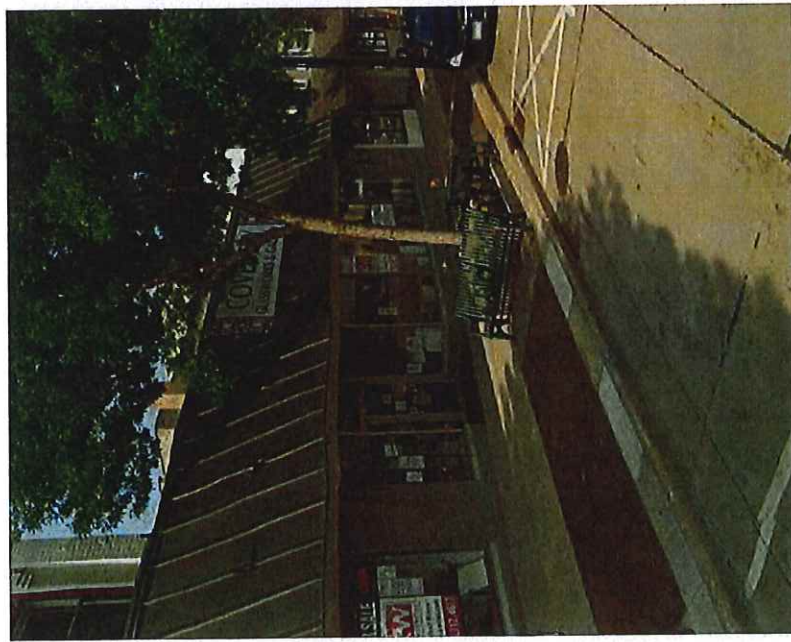
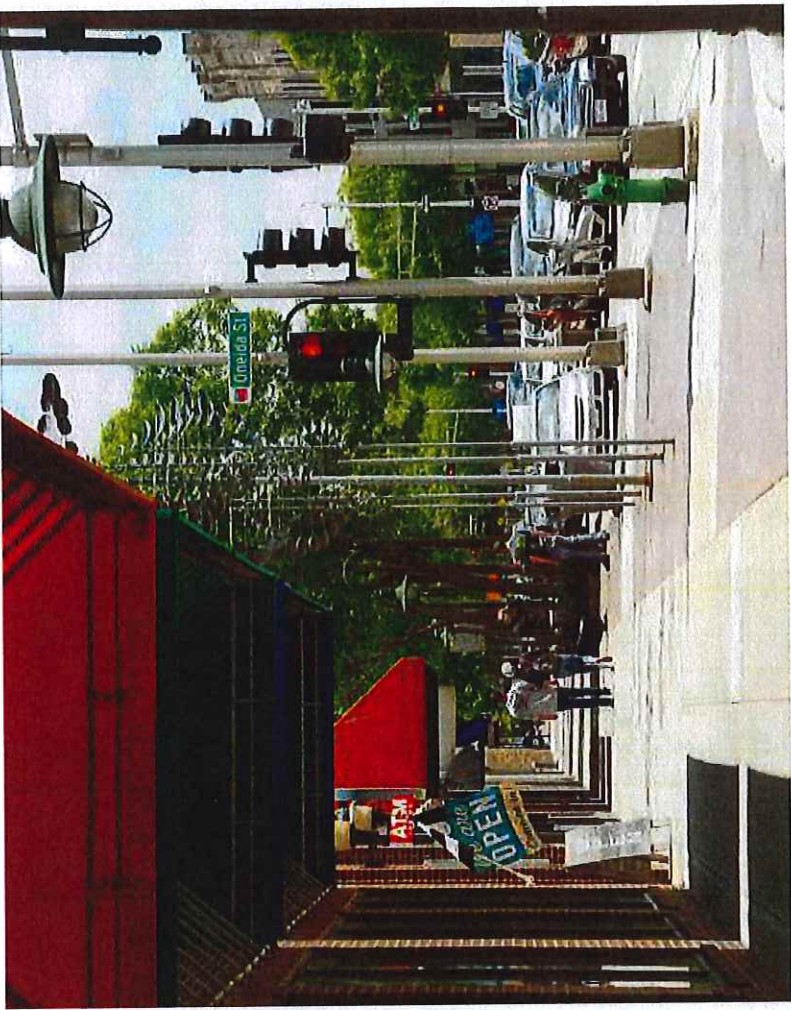
### 3 ACTIVE STREET TERRACE

Wide street terraces with stamped and colored concrete define space for street trees and commercial activity such as sandwich boards and outdoor dining.

MAIN STREET



Existing images illustrate the design features (paving, awnings, public art) that make College Ave unique in Downtown Appleton.



# ARTERIAL

Arterial streets are primary transportation streets connecting to and through Downtown Appleton. They are higher-volume and higher-speed roadways that prioritize linear movement of transit, cars, bikes, and pedestrians.

Key streets that fall under this typology include:

- North-South Arterials (Badger Ave, Memorial Dr, Richmond St, Appleton St)
- East-West Arterials (Packard/ North St, Franklin St, Washington St, Lawrence St)

Not all Arterial streets are alike. For example, Richmond St is a high-volume county roadway whereas Washington St is a priority bus route. There is no one-size-fits-all solution, and for that reason, there are several unique cross sections that are shown to illustrate a range of potential street conditions.

## KEY FEATURES



- 1 TRANSIT INTEGRATION**  
Arterials function as the primary transit streets through downtown Appleton. At bus stops, curb extensions and/ or floating bus islands should be considered to provide adequate space for bus loading/unloading without blocking sidewalks or bike lanes.



- 2 SEPARATED BIKE LANES**  
Arterials function as direct bike corridors. Separated bike lanes provide a high quality cycling experience while providing protection from parked cars and car doors.



- 3 MULTI-MODAL STREETS**  
Arterials need to blend the needs of transit, cars, bikes, and pedestrians. Not all arterials will balance each mode equally, as the range of cross sections on the following pages will illustrate.

3 Multi-Modal Streets

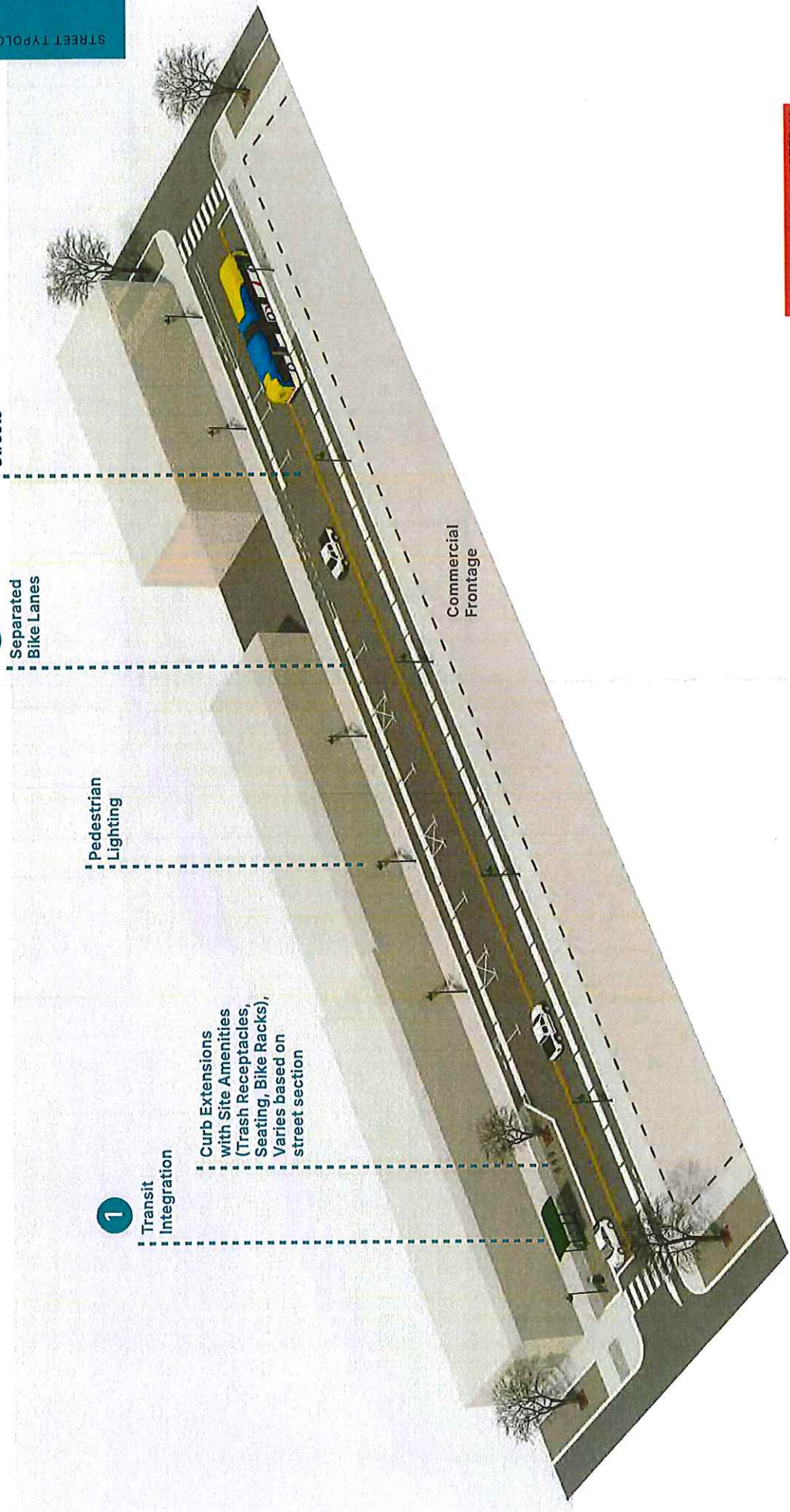
2 Separated Bike Lanes

Pedestrian Lighting

1 Transit Integration

- Curb Extensions with Site Amenities (Trash Receptacles, Seating, Bike Racks), Varies based on street section

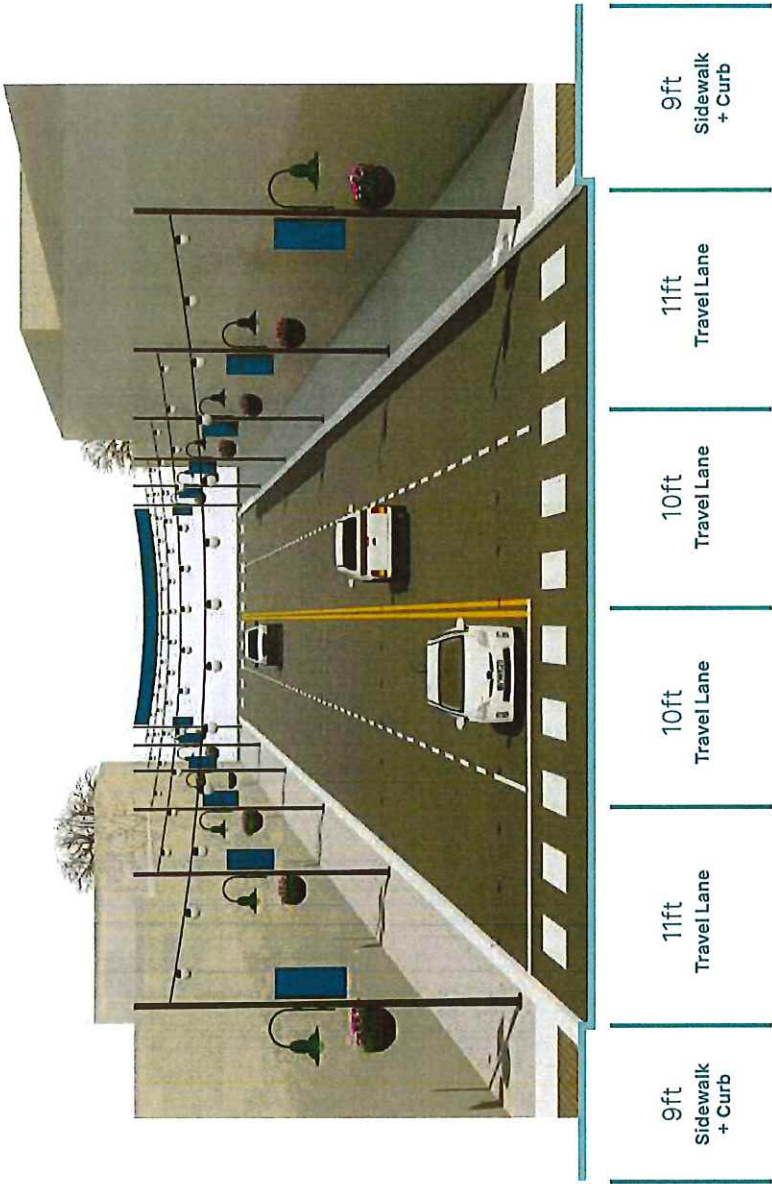
Commercial Frontage



### 60FT ROW 4-LANE ARTERIAL

This option may be best suited along high-speed and high-volume roadways such as Richmond St. This option proposes narrowing arterial lanes to maximize sidewalk space. This option includes:

- (2) 10.5ft-wide travel lanes in each direction
- 9ft-wide sidewalks, with a minimum 6.5ft unobstructed clear zone for accessibility
- Given the constrained pedestrian space, consider string lighting, banners, and hanging planters to enhance the character of the roadway and create a sense of arrival to downtown.



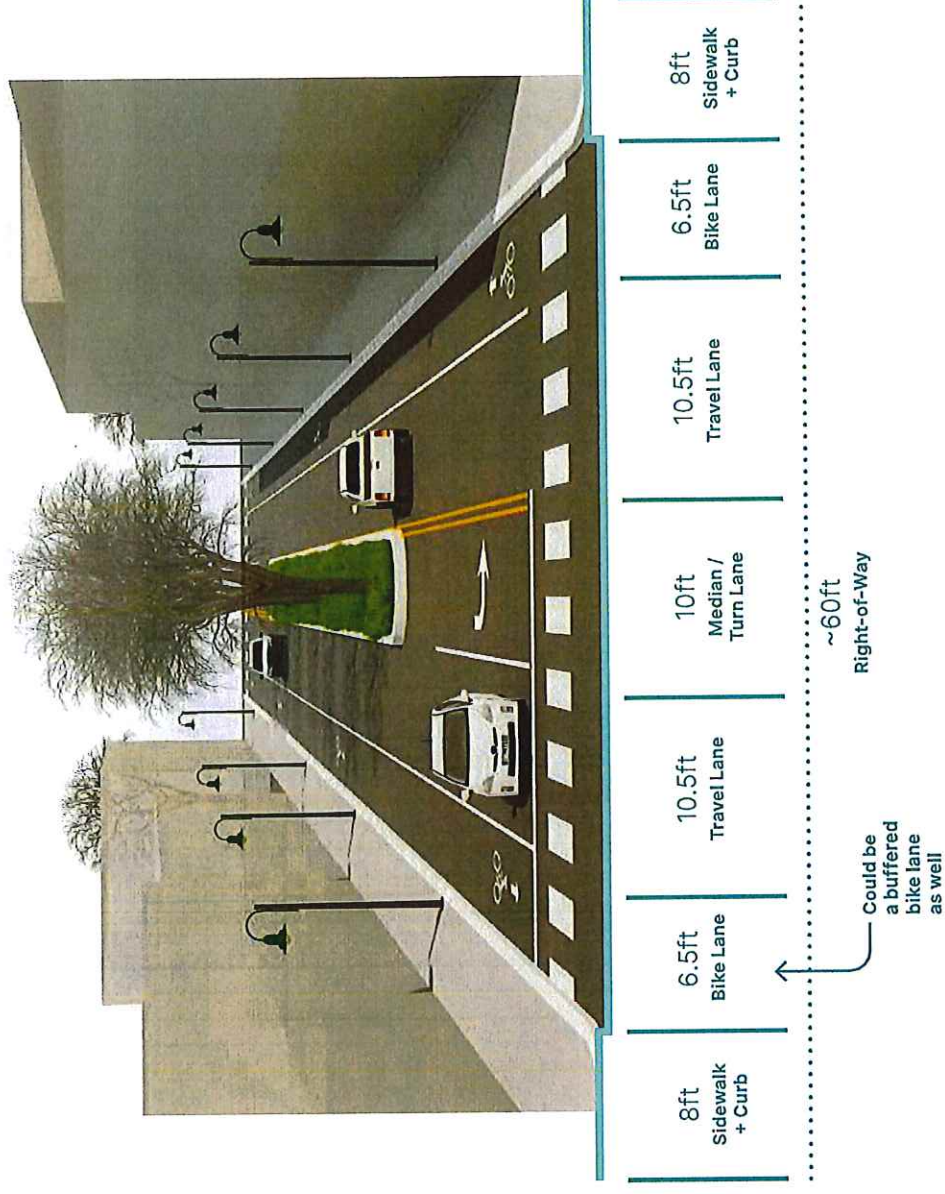
Note: Arterials in Downtown Appleton generally have rights-of-way between 60ft to 66ft. All arterial cross sections are shown for a 60ft-wide right-of-way to provide consistency. Rights-of-way wider than 60ft provide opportunity for wider sidewalks, bike lanes, and street terraces than shown.

~60ft  
Right-of-Way

## 60FT ROW MEDIAN / CENTER TURN LANE

This option balances multiple modes with an intermittent center turn lane, tree-lined median, and bike lanes. This option includes:

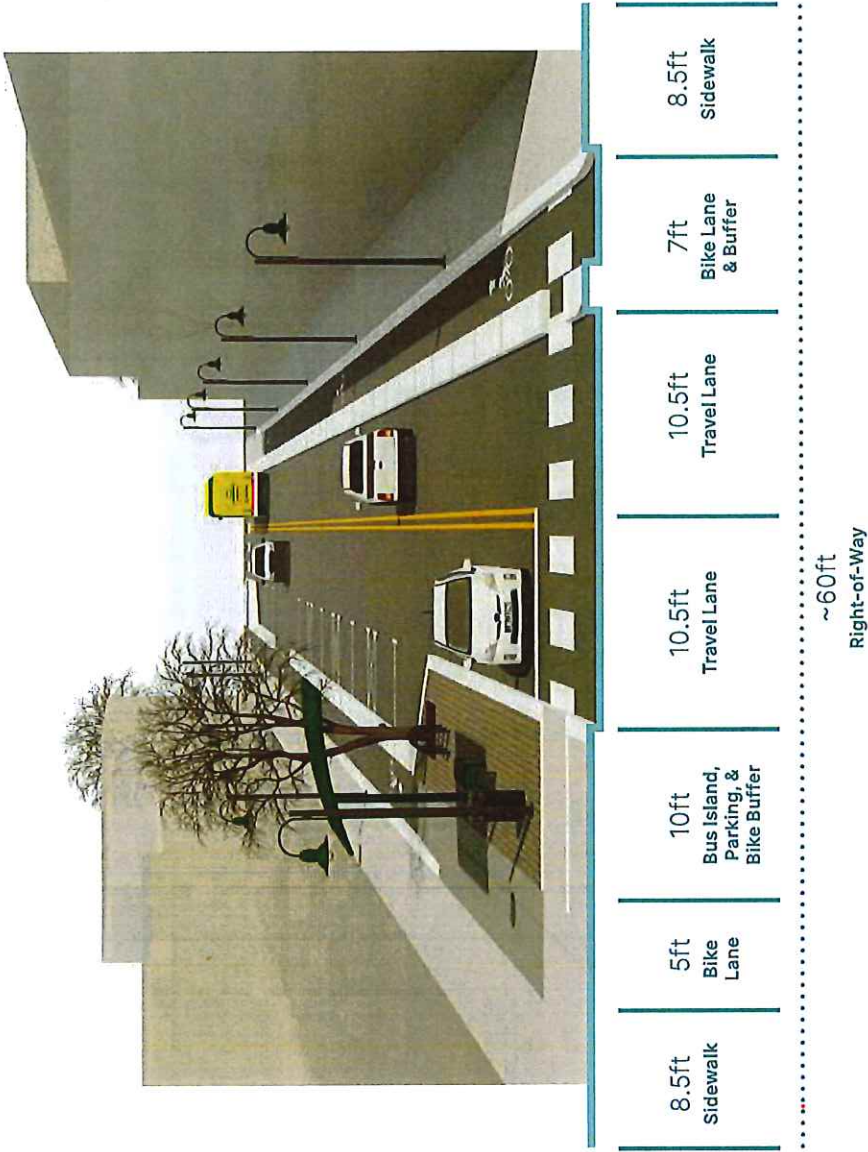
- 10.5ft travel lanes in each direction
- A 10ft center turn lane / median with trees
- 6.5ft bike lanes or a 4.5ft bike lane with 2ft buffer
- An 8ft-wide sidewalk on both sides



ARTERIAL

### 60FT ROW TRANSIT PRIORITY

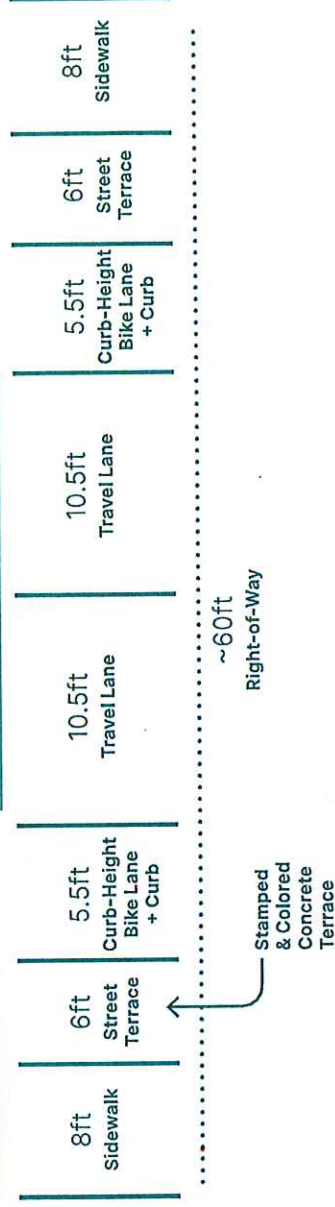
- This option prioritizes transit access while providing a floating transit island and buffered bike lanes. This option includes:
- 11ft travel lanes in each direction
  - A 10ft Bus Island w/ transit shelter, seating, and site amenities
  - 7.5ft parking lane on one side
  - 5ft bike lanes w/ curb buffer in each direction
  - An 8.5ft-wide sidewalk on both sides



## 60FT ROW BIKE & PEDESTRIAN BOULEVARD

This option provides enhanced bike and pedestrian facilities while creating memorable and dynamic tree canopy. This option includes:

- 10.5ft travel lanes in each direction
- 5.5ft curb-height bike lanes in each direction
- An 8ft-wide sidewalk on both sides
- A 5ft stamped and colored concrete terrace w/ street trees, transit shelters, and site amenities, located between the sidewalk and the bike lane



ARTERIAL

# COMMERCIAL SIDE STREET

A commercial side street is a common north-south oriented street type that functions as a gateway to College Ave and supports key retail / commercial activity. They are low-volume roadways that provide a safe pedestrian experience and balance street parking, landscape, and sidewalk amenities.

Key streets that fall under this typology include:

- Locust St
- State St
- Walnut St
- Division St
- Superior St
- Oneida St (north of College Ave)
- Morrison St
- Durkee St

## KEY FEATURES



### 1 CURB EXTENSIONS

Curb extensions are a traffic calming measure for these street types, and help delineate parking, maximize landscape, and shorten crosswalks. Curb extensions may be located at intersections and mid-block crossings.



### 2 NO STREET CENTERLINE

Removing the street centerline is a traffic calming measure that encourages slower vehicular speeds. This may be considered for low-volume and low-speed streets.



### 3 ALLEY CROSSING

Where an alley crosses a sidewalk, an option to maintain continuity of the sidewalk is a tabled crossing that requires cars in the alley to ramp up to the sidewalk level to cross. This provides an added safety measure and prioritizes accessibility for pedestrians.

Street Trees  
(where space  
allows)

Pedestrian  
Lighting

3

Alley  
Crossing

Shared Lane  
Bike Markings

Raised  
Mid-Block  
Crossing

Street  
Terrace

2

No Street  
Centerline

1

Curb Extensions

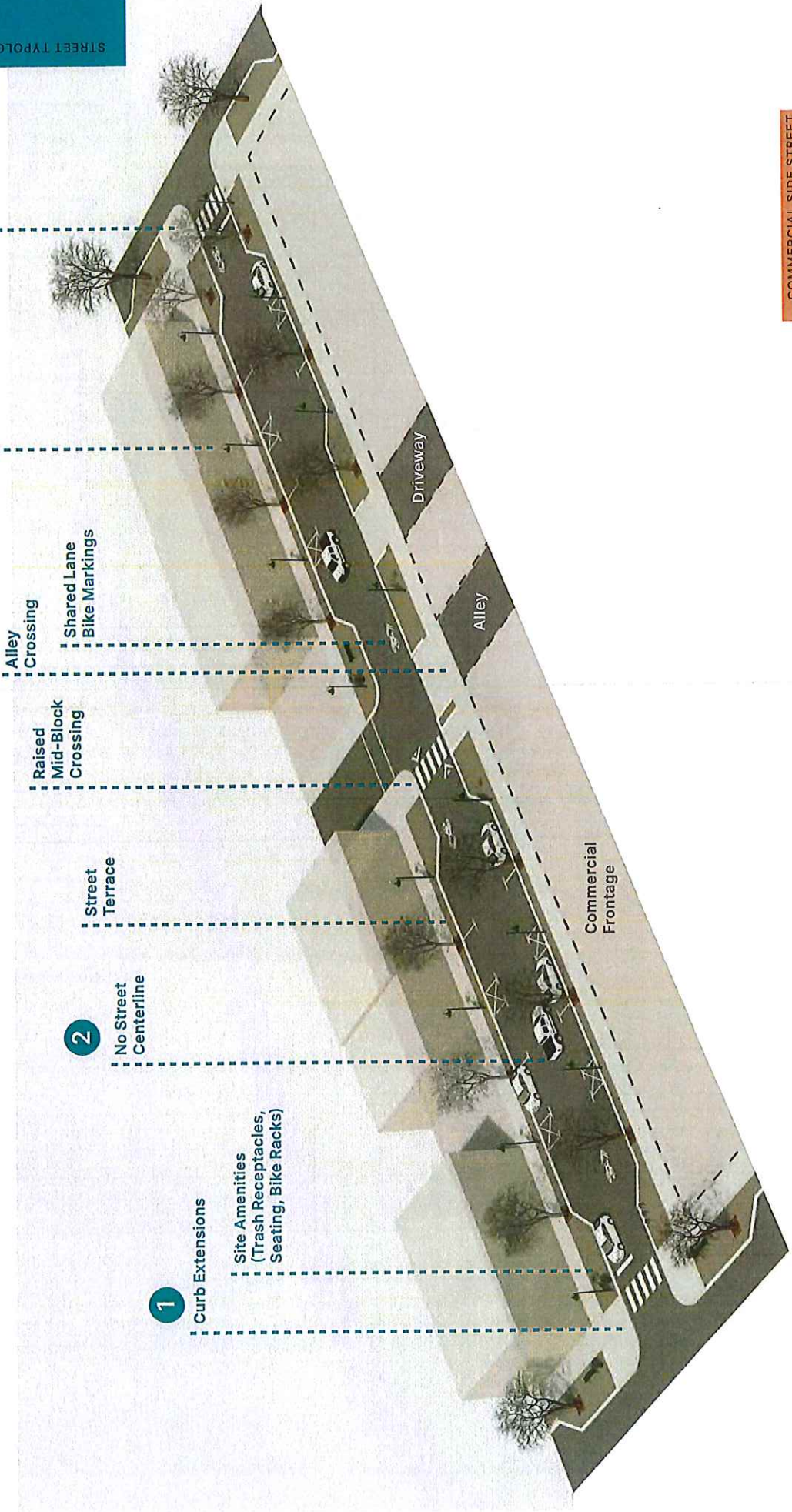
Site Amenities  
(Trash Receptacles,  
Seating, Bike Racks)

Driveway

Alley

Commercial  
Frontage

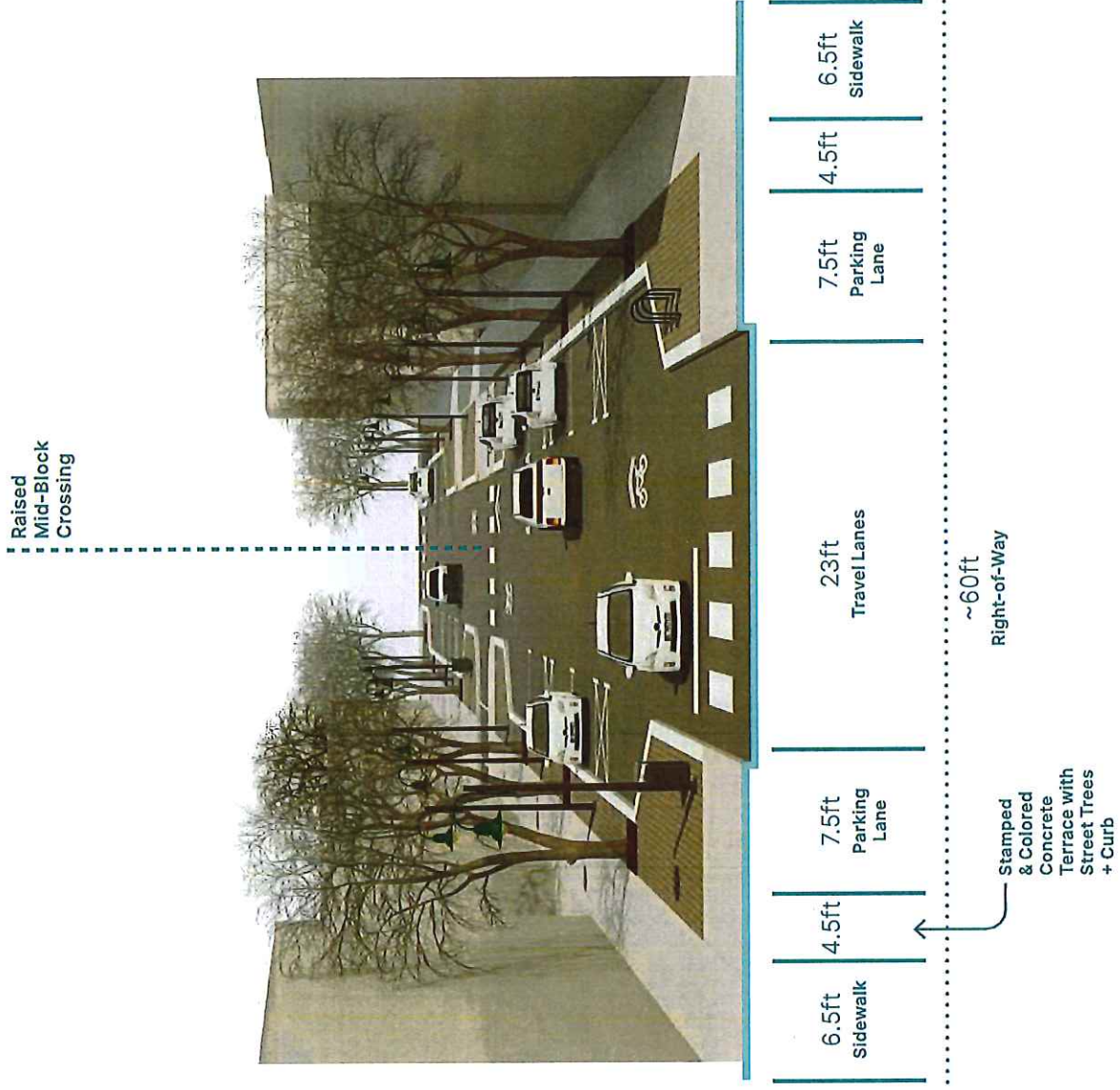
COMMERCIAL SIDE STREET



## 60FT ROW PARALLEL SIDES

This option provides a comfortable sidewalk and the same cross section/experience on both sides of the street for a 60ft-wide ROW. This option includes:

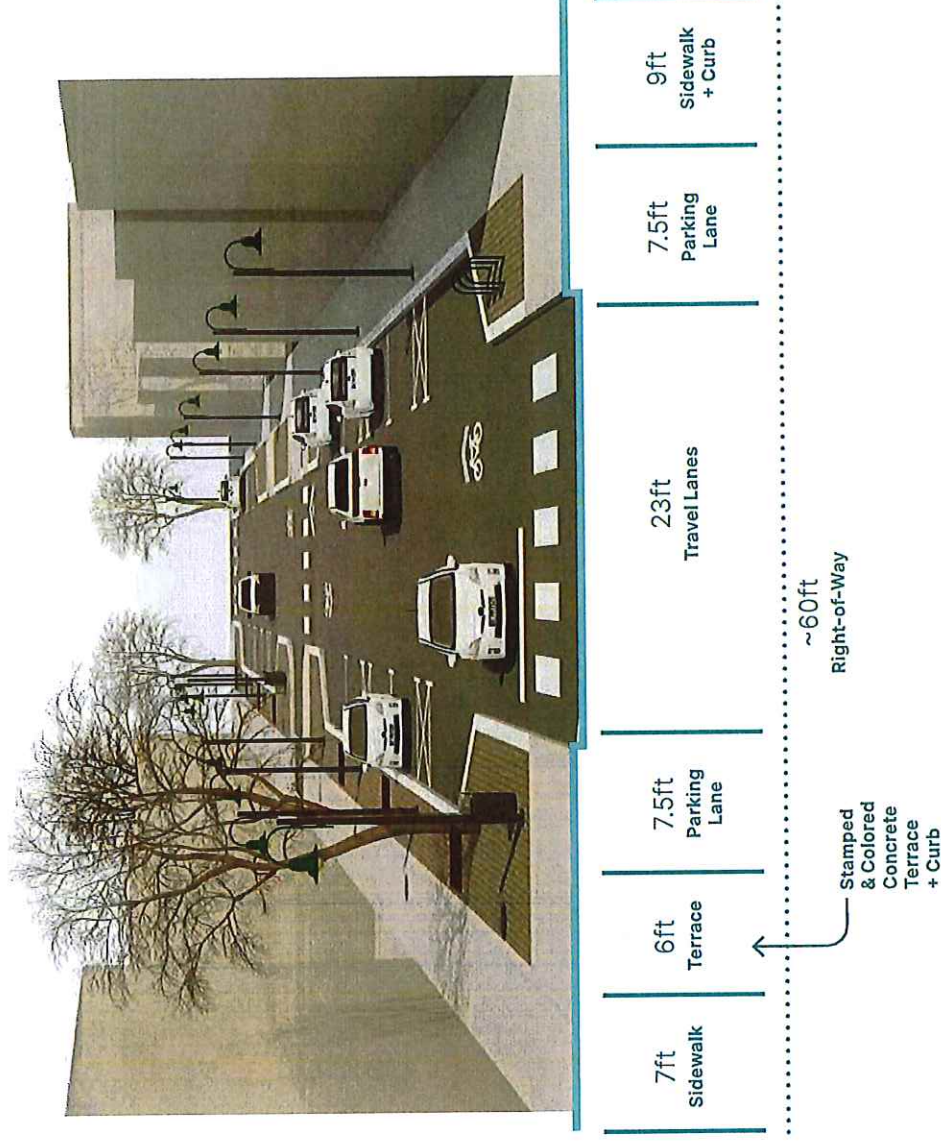
- 7.5ft parallel parking lanes
- 23ft-wide two-way travel lanes with no centerline delineation and shared-lane bike markings
- 6.5ft-wide sidewalks
- 4.5ft-wide stamped & colored concrete terraces w/ pedestrian lighting
- 6.5ft wide curb extensions at intersections and mid-block crossings (reference Curb Extensions in Elements Section for detailed diagram)



## 60FT ROW STAGGER SIDES

This option allocates more terrace space along one side of the street in order to provide enough space for trees, while maintaining wide sidewalks and parking on both sides. This option includes:

- 7.5ft parallel parking lanes
- 23ft-wide two-way travel lanes with no centerline delineation and shared-lane bike markings
- A 7ft-wide sidewalk on the street side with the terrace and a 9ft-wide sidewalk on the other side
- A 6ft-wide stamped & colored concrete terrace w/ pedestrian lighting and street trees on one side of the street
- 6.5ft wide curb extensions at intersections and mid-block crossings (reference Curb Extensions in Elements Section for detailed diagram)

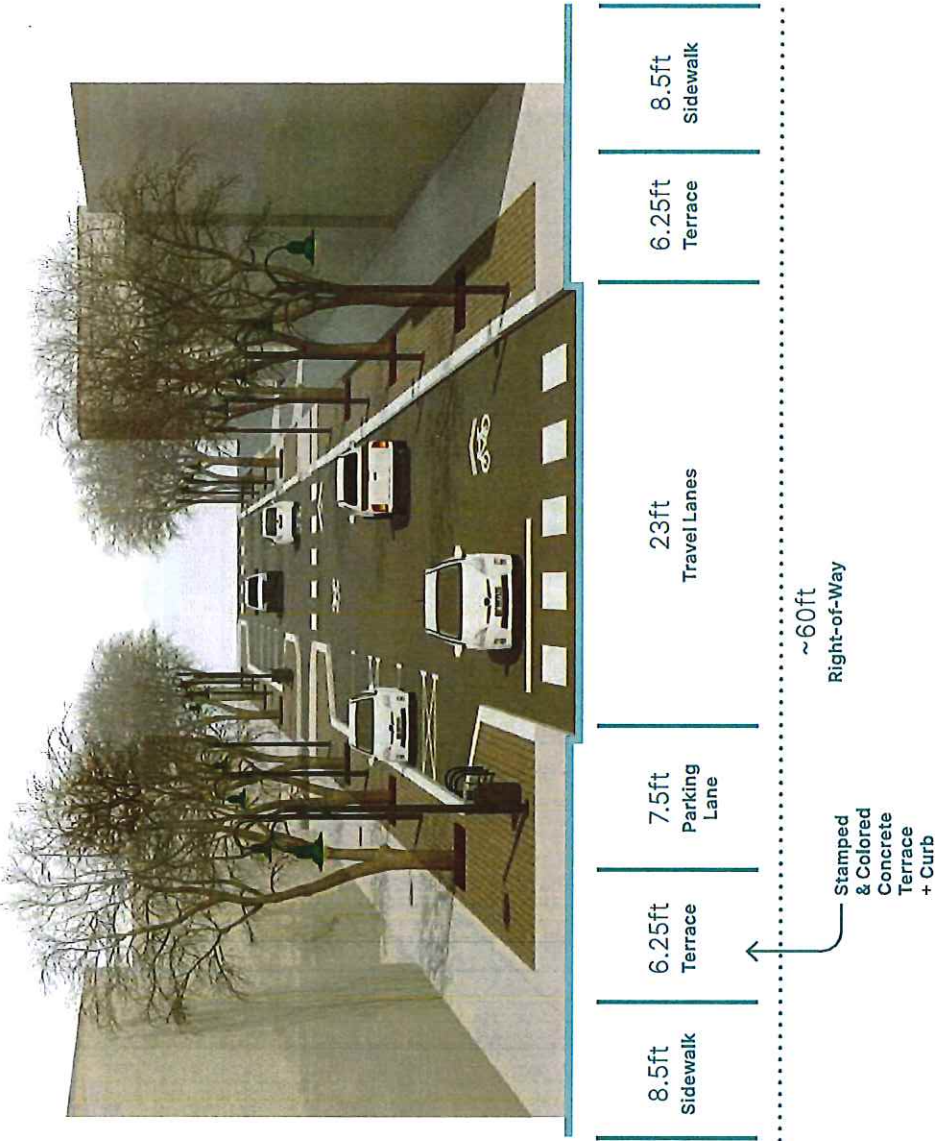


COMMERCIAL SIDE STREET

### 60FT ROW ONE-SIDE PARKING

This option provides parallel parking along one side of the street, which allows for wide sidewalks and terraces on both sides of the street. This option may be appropriate for streets with new developments with off-street parking options. This option includes:

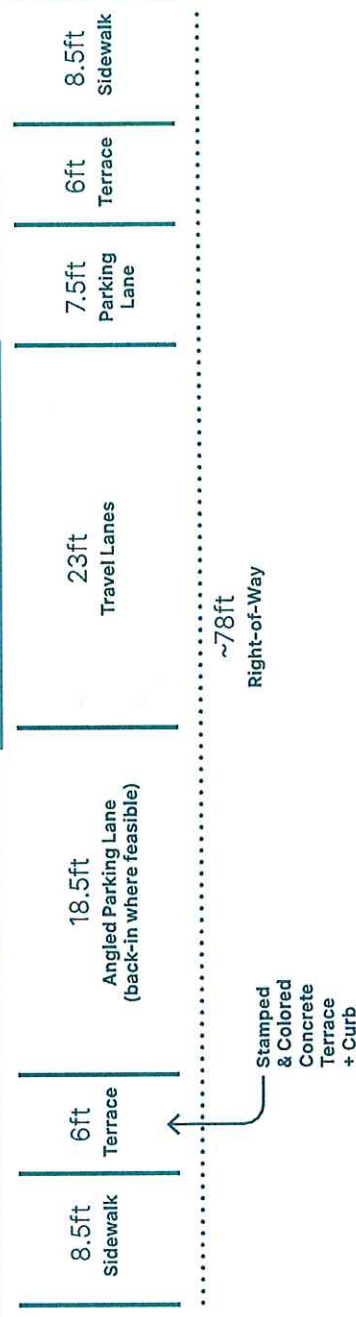
- 7.5ft parallel parking lane on one side
- 23ft-wide travel lanes with no centerline delineation
- 8.5ft-wide sidewalks
- 6.25ft-wide stamped & colored concrete terraces w/ pedestrian lighting and street trees
- 6.5ft wide curb extensions at intersections and mid-block crossings along the parking side (reference Curb Extensions in Elements Section for detailed diagram)



## 78FT ROW ANGLED PARKING

This option assumes a wider ROW of 78ft. While this ROW width is less common, it does exist in Downtown Appleton. This option includes:

- 18.5ft angled parking (back-in angled parking preferred where feasible) and 7.5 parallel parking lanes
- 23ft-wide travel lanes with no centerline delineation
- 8.5ft-wide sidewalks
- 6ft-wide stamped & colored concrete terraces w/ pedestrian lighting and street trees
- 16.5ft and 6.5ft wide curb extensions at intersections and mid-block crossings



COMMERCIAL SIDE STREET

# SHARED STREET



A shared street is a potential overlay for a Commercial Side Street or Alley in Downtown Appleton. Shared Streets are pedestrian-oriented streets with low-speed vehicle access that can be partially or entirely closed for markets or events.

The design of Shared Streets should be highly context specific. The sample layout of a shared street shown on the following pages illustrates a conceptual cross-section and elements that are unique to shared streets.

The streets identified in the typology map (pg. 7) are potential candidates to be shared streets, but it is understood that this list may change over time based on future development, programming opportunities, and city priorities.

## KEY FEATURES



**1 CURB-LESS STREET**  
Curb-less streets or roll-curbs provide adaptability by creating a flat surface which allows for the entire space to be utilized for markets and events. As shared streets are often pedestrian oriented, intermittent parking and loading zones can be utilized.



**2 GREEN STORMWATER INFRASTRUCTURE**  
Shared streets present opportunities for green stormwater infrastructure such as rain gardens or bioswales. These planting areas can be utilized to break up spaces along the street to create “rooms” for seating and amenities.



**3 OVERHEAD LIGHTING**  
In addition to conventional post lighting, overhead string lighting may be considered either as a permanent or temporary addition. This helps to reinforce the street as a shared street and creates a unique sense of place.

3

Overhead Lighting  
Colored & Stamped Concrete Crosswalks

Chicane (jog in roadway)

Raised Roadway & Alley Crossing

Wide Street Terrace for Seating & Site Amenities

2

Green Stormwater Infrastructure

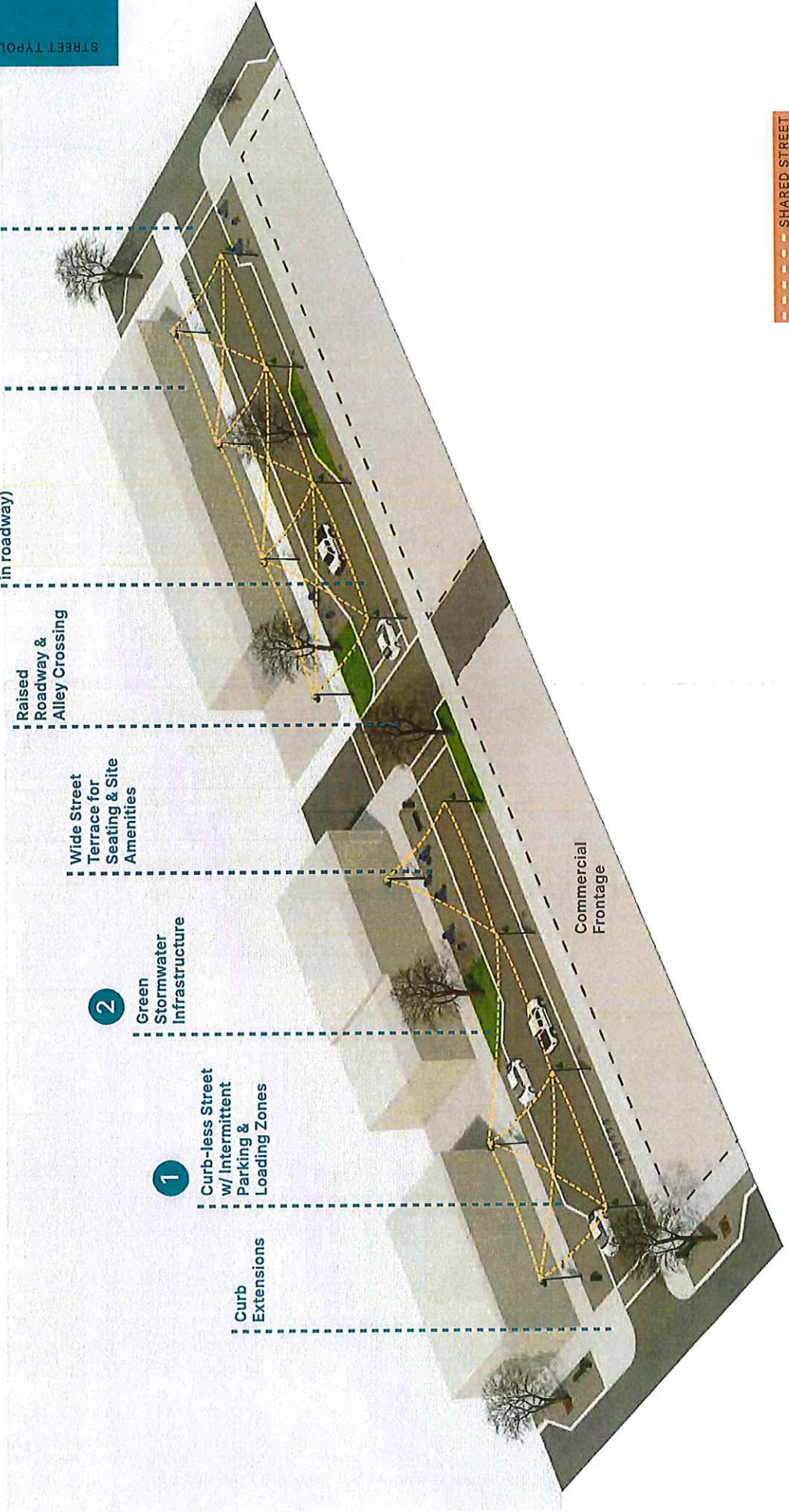
1

Curb-less Street w/ Intermittent Parking & Loading Zones

Curb Extensions

Commercial Frontage

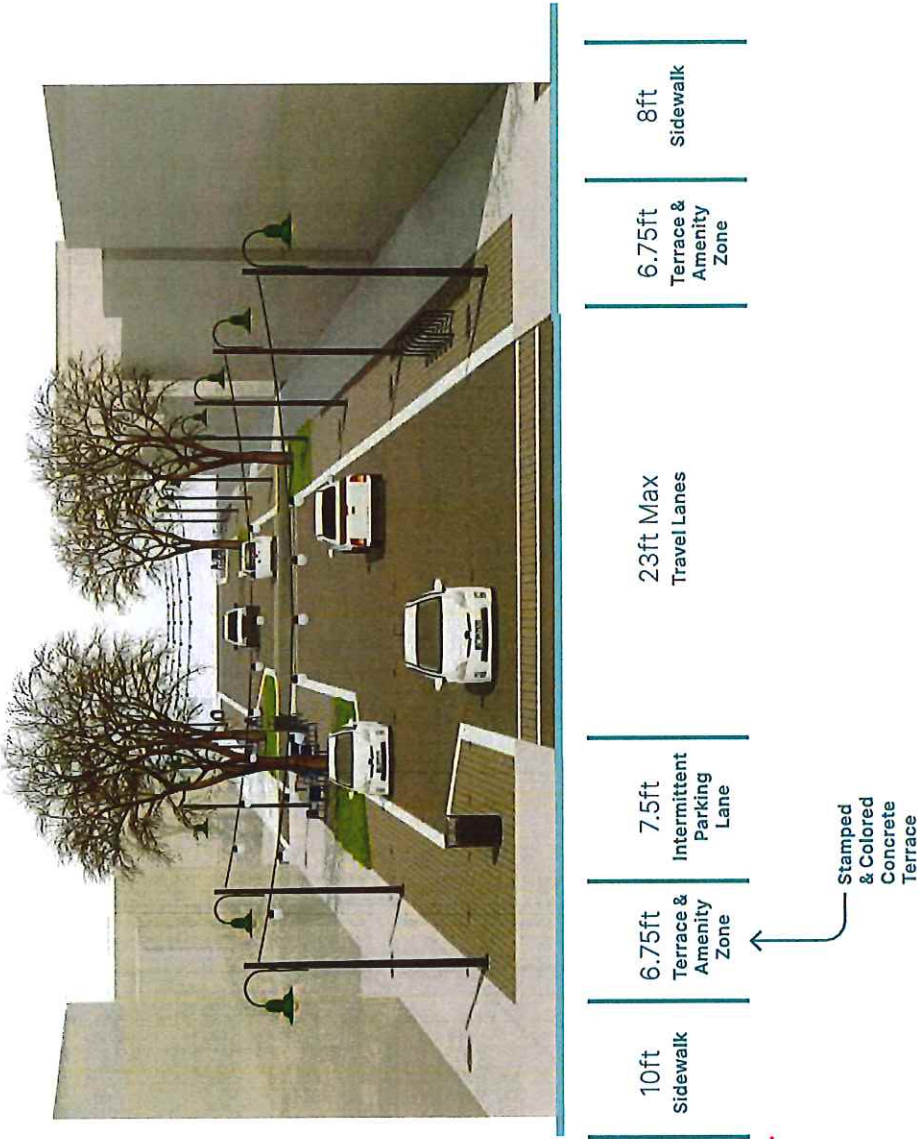
SHARED STREET

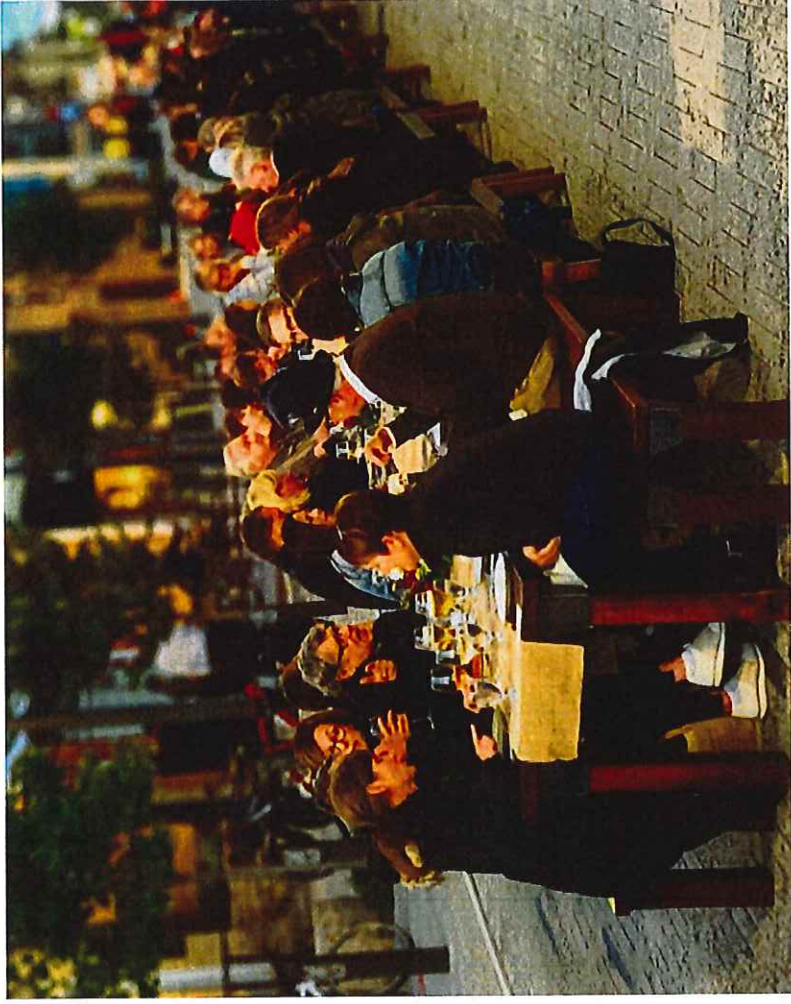


### 60FT ROW SHARED STREET

The section shown to the right illustrates a shared street with wide amenity zones, intermittent parking, and curb extensions. It includes:

- A stamped and colored concrete roadway w/ delineated edge lines but no curbs
- 23ft-wide travel lanes with a chicane and no centerline delineation
- Intermittent 7.5ft parallel parking and loading lanes
- 8ft-wide sidewalks (concrete)
- 6.75ft-wide stamped & colored concrete terraces w/ pedestrian lighting and site amenities
- 6.5ft wide curb extensions at intersections and mid-block crossings, with opportunities for green stormwater infrastructure and public art





Clockwise from Top Left: 1) Bell St in Seattle WA. 2) Event along West State St in Wauwatosa WI. 3) Soldiers Square in Downtown Appleton.



SHARED STREET

# RESIDENTIAL STREET

Residential streets are located on the edge of the downtown core, and provide a transition to the neighborhoods.

They are low-volume roadways that complement the residential character with wide landscape terraces, consistent street trees, and narrow lanes.

This street type is more prevalent outside the downtown core. Within the downtown, key streets that fall under this typology include:

- Story St
- Bennett St
- Washington St (west of Richmond St)
- Locust St (south of Lawrence St)
- 8th St
- Oak St
- Drew St (north of College Ave)

## KEY FEATURES



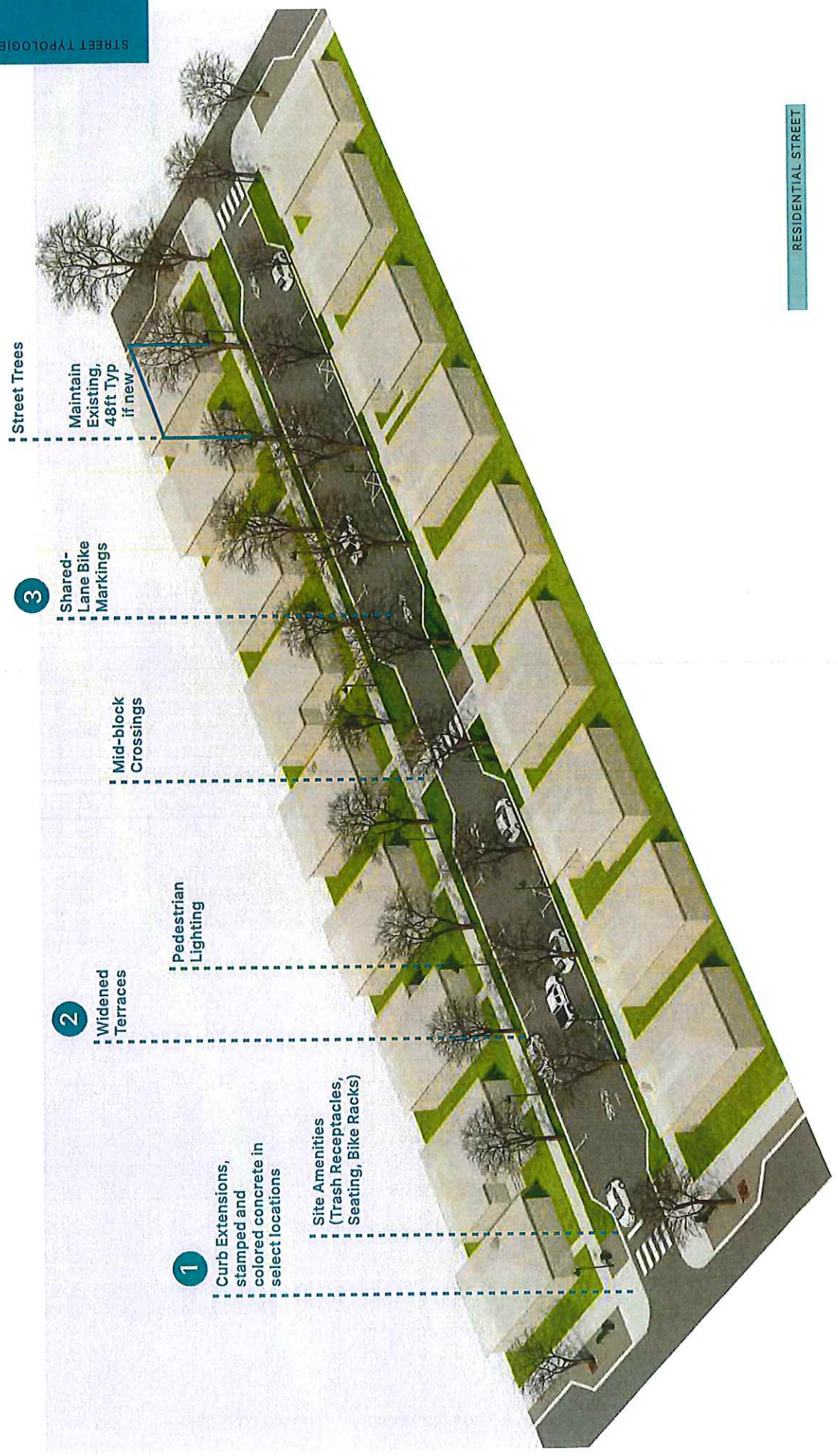
**1 CURB EXTENSIONS**  
Curb extensions are a traffic calming measure for residential streets, and help delineate parking, maximize landscape, and shorten crosswalks. In contrast to other street types, curb extensions for residential streets may be landscaped or grass.



**2 WIDENED TERRACES**  
Wide unpaved terraces help to maintain a healthy tree canopy. Along newly constructed residential streets, green stormwater infrastructure such as bioswales or rain gardens may be considered.



**3 SHARED-LANE BIKE MARKINGS**  
With low volumes and low traffic speeds, residential streets may be designated as shared-lane roads with bikes.



1

- Curb Extensions, stamped and colored concrete in select locations
- Site Amenities (Trash Receptacles, Seating, Bike Racks)

2

- Widened Terraces
- Pedestrian Lighting

3

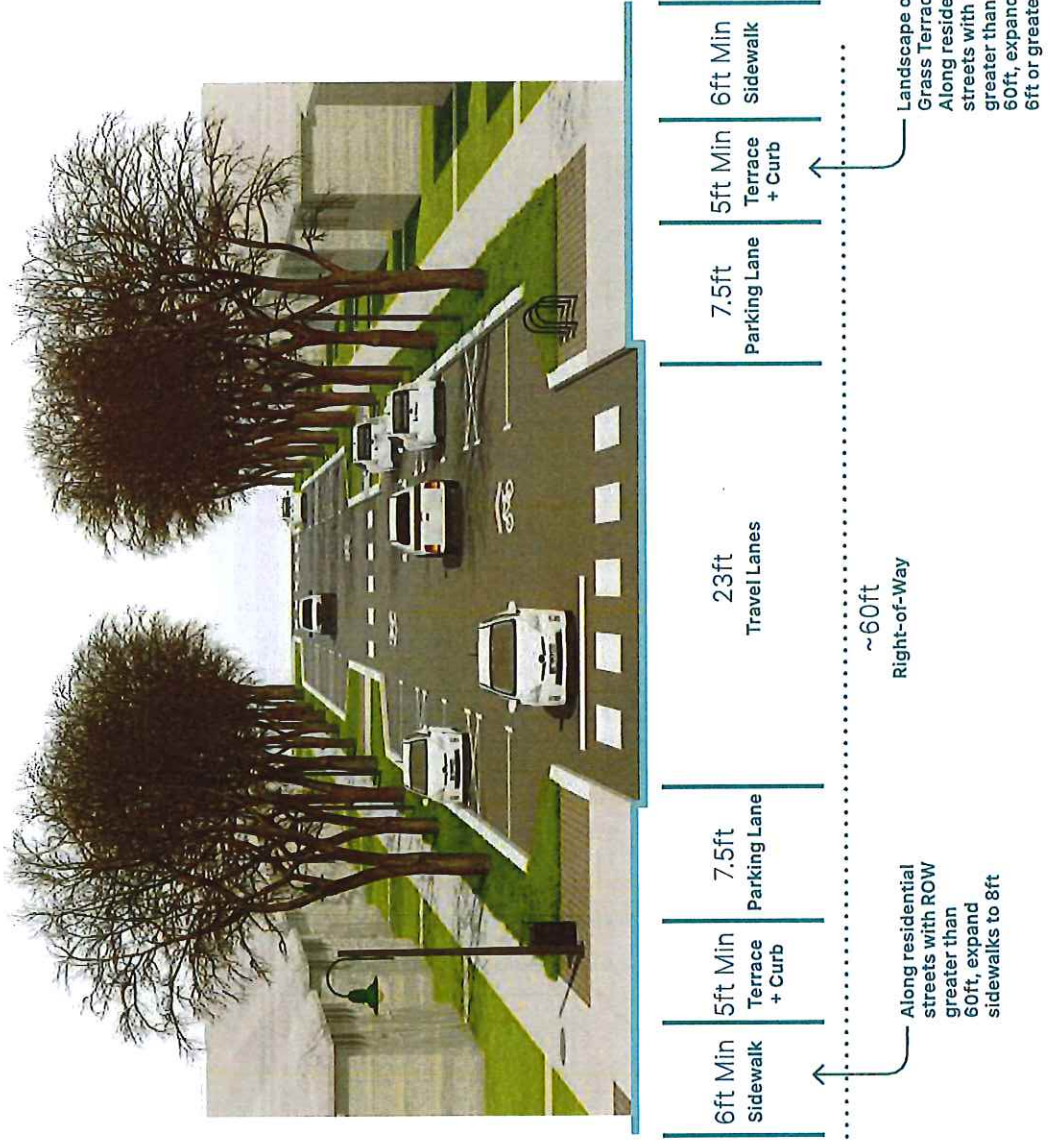
- Shared-Lane Bike Markings
- Mid-block Crossings
- Street Trees

Maintain Existing, 48ft Typ if new

## 60FT ROW TYPICAL RESIDENTIAL

The typical cross section for residential streets maintains the existing look and feel of these areas while providing standard minimum widths for landscaped terraces and sidewalks. This option includes:

- 7.5ft parallel parking lanes
- 23ft-wide travel lanes with no centerline delineation
- 8ft-wide sidewalks (preferred, 6ft minimum)
- 6ft-wide (preferred, 5ft min) landscape or grass terraces w/ pedestrian lighting and street trees
- 6.5ft wide curb extensions at intersections and mid-block crossings



# PARKWAYS (WATER ST)

Parkways are scenic streets that pass through greenways and along waterfronts, and are absent of traditional urban development. Within Downtown Appleton, this street type is unique to Water St (and part of Drew St). Parkways are greenways that offer a relaxing and inviting experience for people driving, riding bicycles and walking with immersive landscapes and street trees.

Key streets that fall under this typology include:

- Drew St (south of College Ave)
- Water St

## KEY FEATURES



- 1 WIDENED TERRACE**  
Parkways feature a wide landscaped terrace or preserved natural areas to support large tree growth.



- 2 TRAILS OR SIDEPATHS**  
Parkways are destinations for cyclists and pedestrians. Where space allows, a sidewalk may be widened to provide a bi-directional shared-use trail or sidepath. In constrained conditions, sharrows may be provided.



- 3 MIDBLOCK CROSSINGS**  
Parkways tend to have longer distances between intersections. Midblock crossings provide a safe opportunity for people to cross the street.

# ALLEY

Alleys are a unique street type to Downtown Appleton. Traditionally, alleys serve as an integral part of a downtown pedestrian network, while providing back-of-house support services to commercial activity including garbage disposal and loading.

This street type is more variable than others. Alleys have a wide range of ROW widths, and based on context may serve as unique public spaces and pedestrian walkways. Each alley should reflect its unique context.

## KEY FEATURES



### 1 ALLEYS AS WALKWAYS

Alleys are an important part of a pedestrian network through the Downtown. Alleys should be designed to be accessible and comfortable for pedestrians.



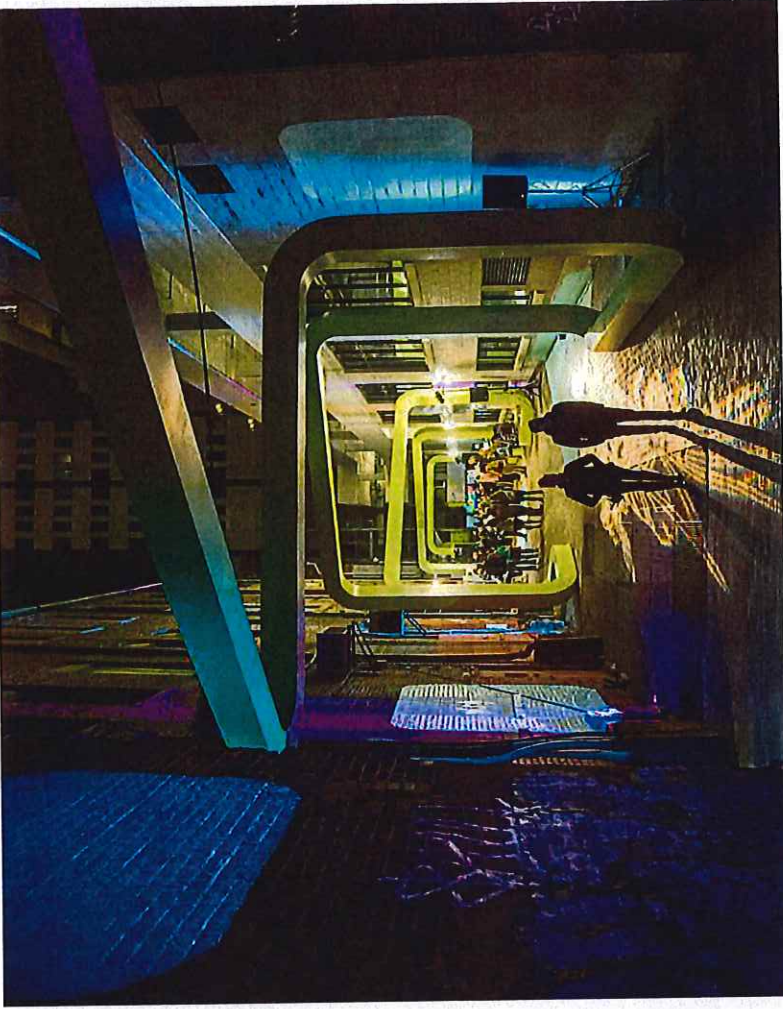
### 2 LOADING & REFUSE

Alleys are critical space for loading and waste collection, serving as back-of-house for businesses. Consider strategies to screen dumpsters (such as paneling shown in the image) to help organize the space while supporting critical function.



### 3 ART & ACTIVATION

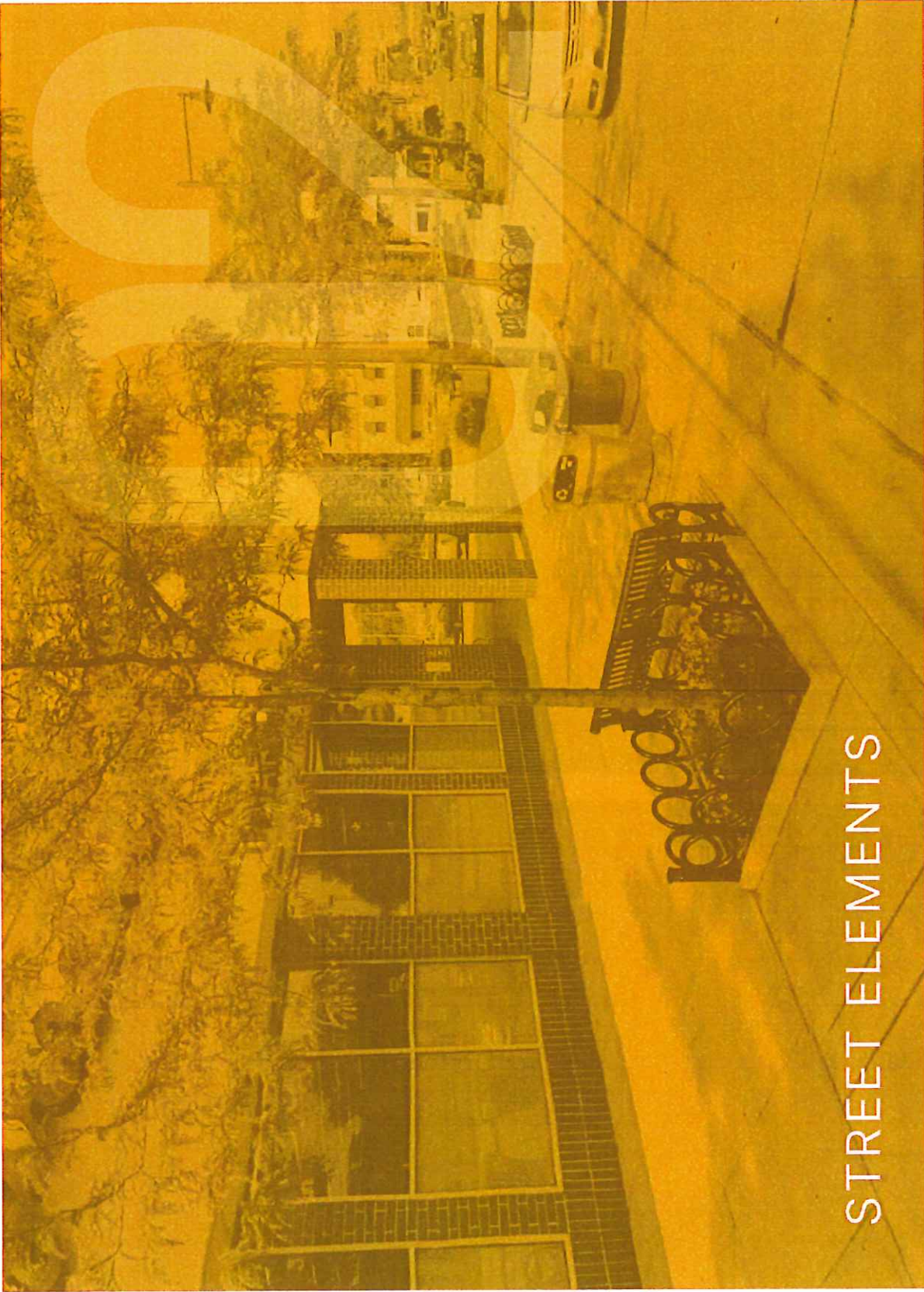
Alleys are great places with potential for art and activation. Murals and sculptural elements provide color to blank facades. Events, such as small concerts or outdoor films, help to activate the space.



Clockwise from Top Left: 1) Green Alley with stormwater catchment in Los Angeles, CA. 2) Art installation along an Alley in Chattanooga, TN. 3) Canton Alley in Seattle, WA.



ALLEY



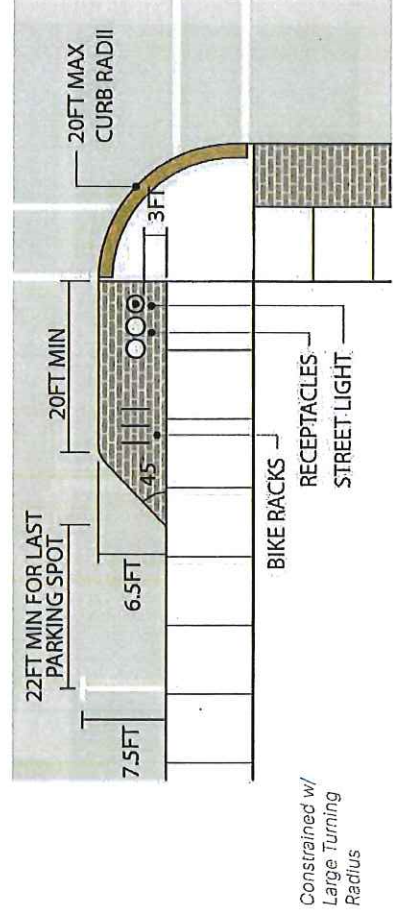
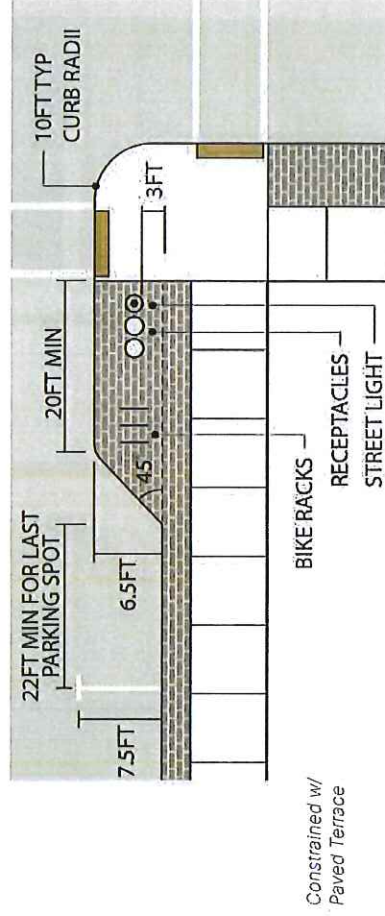
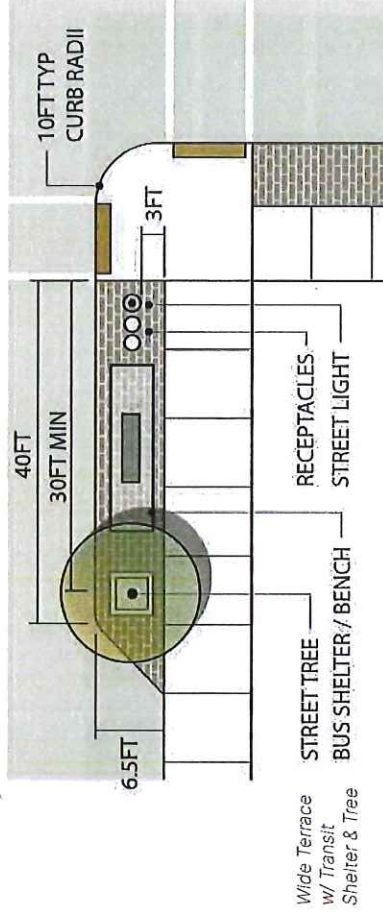
## STREET ELEMENTS



# CURB EXTENSIONS

Curb extensions are traffic calming and pedestrian safety measures. In addition to slowing traffic, they protect parked cars, provide space for trash receptacles and other amenities without blocking the sidewalk, and shorten crossing distances.

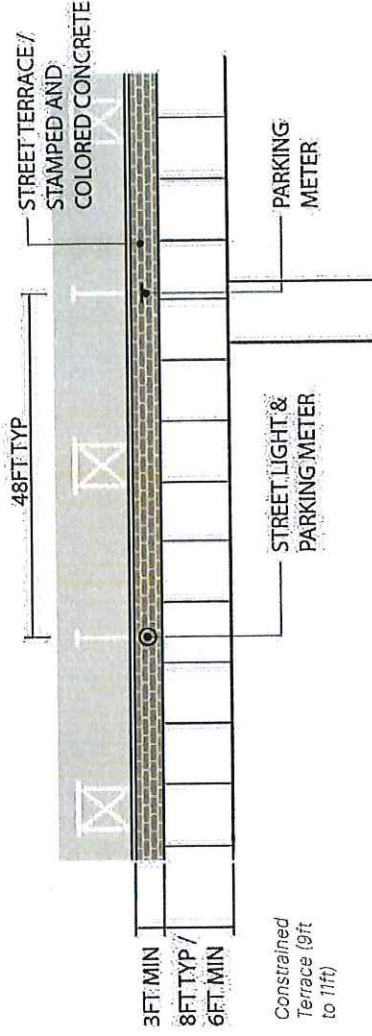
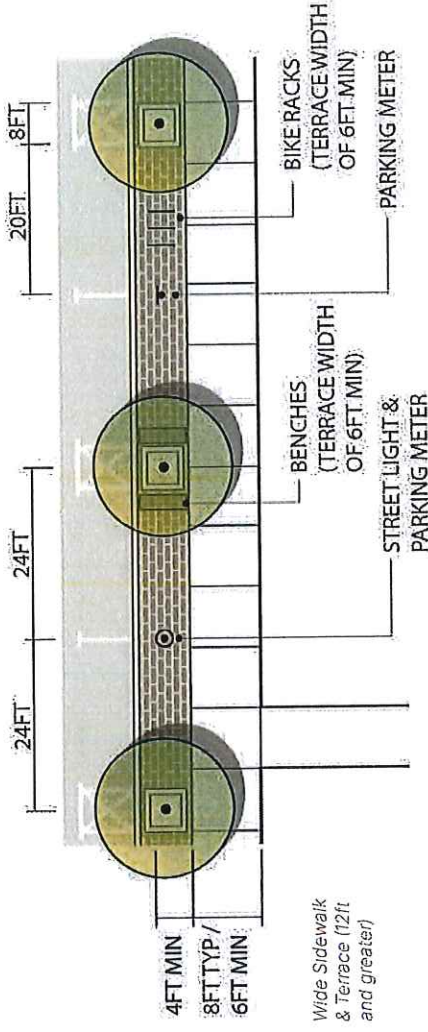
The diagrams to the right illustrate typical and minimum dimensions for curb extensions based on varying turning radii, extension widths, and terrace conditions. A generic layout for site amenities is illustrated.



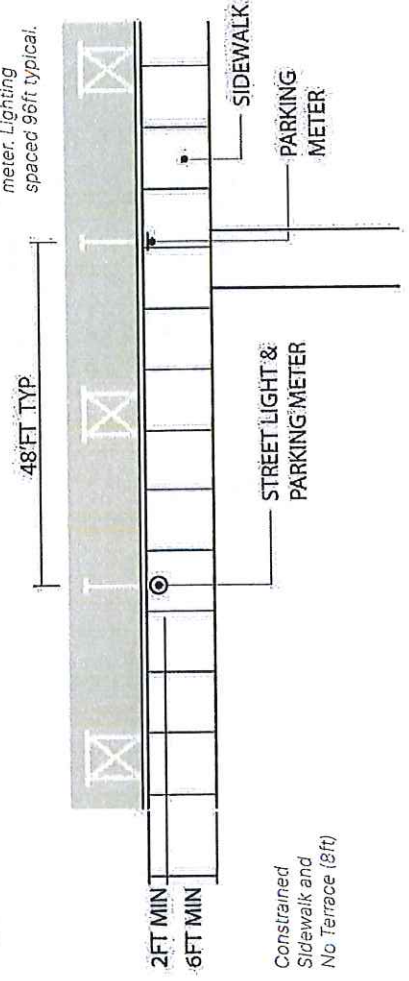
# SIDEWALK & TERRACE CONFIGURATIONS

Sidewalks should be designed to provide a safe and accessible pedestrian experience. A minimum width of 8ft and minimum clear space (no light posts or other obstructions) of 6ft is recommended for all sidewalks.

The street terrace provides a designated space for site amenities, and helps to delineate the sidewalk and unobstructed clear space. A standard stamped and colored concrete is recommended throughout downtown streets as space allows. A minimum width of 3ft is recommended for a stamped and colored concrete terrace, and a width of 4ft or greater is required for street trees and amenities.



Note: Alternative between lighting with parking meter and standalone parking meter. Lighting spaced 96ft typical.



## PLANTING OPTIONS

Plantings and landscape can be added to the streetscape in a variety of locations. The images to the right provide general guidance.

Hanging baskets provide a great option for landscape along streets where there is not enough space for planters or trees in the street terrace.

In-ground planting beds may be considered at larger curb extensions or in the street terrace as space allows. A width of 3ft or greater is preferred for a planting bed, and a width of 5ft or greater (4ft min) is preferred if trees are included. A simple massing of low-growing and low-maintenance plants should be considered. Green stormwater infrastructure, including rain gardens that collect and infiltrate stormwater runoff, may be a productive alternative to traditional in-ground planting beds.

During winter months, planting beds can function as snow storage for streets. In the springtime, the planting beds reduce runoff and increase infiltration of snowmelt.



*Clockwise from top left:*

- 1) Hanging basket on pedestrian light post along a sidewalk
- 2) Planter's located in a curb extension to frame crossing locations
- 3) Green stormwater infrastructure at a curb extension

# COLORED CONCRETE/ SPECIAL PAVING

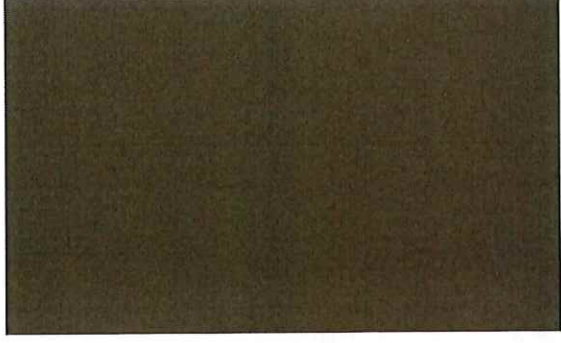
**Placement:** At key locations, such as along the street terrace, at curb extensions, or along shared streets.

## Stamped & Colored Concrete

**Manufacturer:** Butterfield Color  
**Product:** UniMix or Select Grade Integral Concrete Colorant  
**Stamp:** Jumbo Brick Running Bond or similar dimensions, spec product with flat profile  
**Finish/Color:** Soapstone Integral Color

## Special Paving

**To be considered along Shared Street Conditions**  
**Manufacturer:** Wausau Tiles  
**Product:** V Series Riverside Tile  
**Width:** Smaller rectangular repeating size recommended  
**Finish/Color:** Dark gray or neutral color recommended



Clockwise from top left:  
1) Jumbo Brick Running Bond pattern in Soapstone Color  
2) Swatch of Soapstone color  
3) Photo-simulation of the Soapstone Jumbo Brick Running Bond on College Ave. Shown for demonstration purposes only, College Ave paving will not be replaced until needed to for reconstruction purposes.

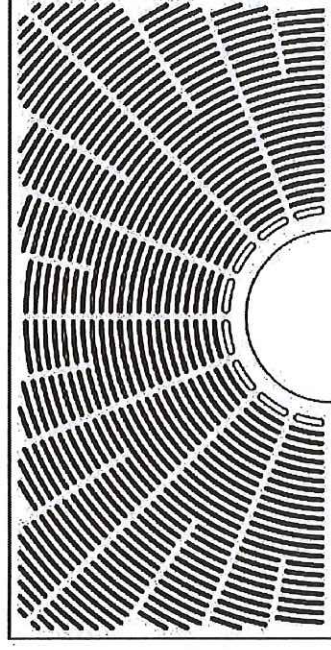
# TREE GRATES

**Placement:** In locations where there is enough space for tree growth, such as along a widened street terrace (4ft min) or within a curb extension. Tree grates may be used in combination with soil cells beneath the pavement to expand tree root volume.

**Offset:** Center tree grates within the street terrace. In wider areas such curb extensions, provide a 2ft min offset from back of curb.

## Standard Tree Grate

**Manufacturer:** Neenah Foundry  
**Product:** Boulevard Collection  
**Width:** Default: 4ft x 6ft  
(Recommend no dimension less than 4ft, consider 5ft x 5ft or 5ft x 7ft as space allows for a larger tree well)  
**Finish:** Cast iron raw finish



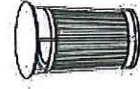
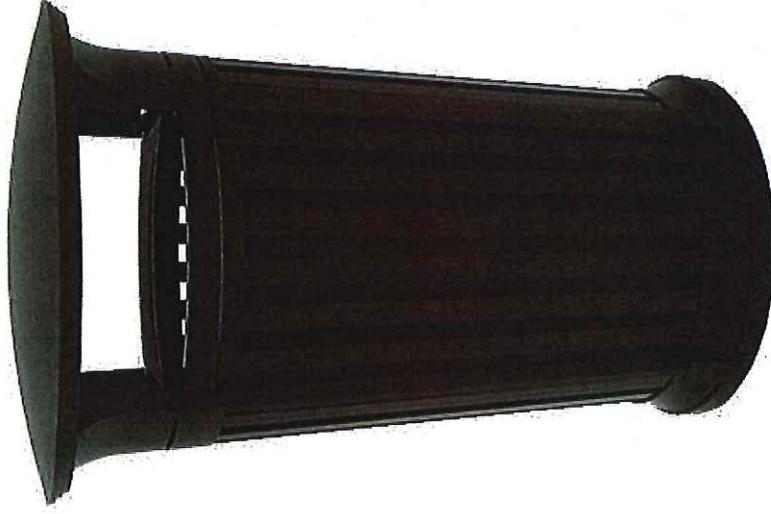
# REFUSE CANS

Three options of refuse cans have been identified in this document. Ongoing discussion between city staff and stakeholders will lead to the selection of one preferred option.

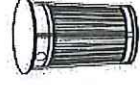
**Placement:** At key locations, such as along a commercial corridor at intersections. Should also be placed near bench locations  
**Offset:** If parallel to curb, 3ft from sidewalk through zone

## Refuse/Recycling Can, Option A

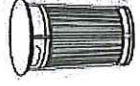
**Manufacturer:** Landscape Forms  
**Product:** Poe Litter  
**Dimensions:** 34 Gallons  
**Finish:** Matte Black  
**Features:** Hinged side-door, Optional top or slot or side opening,  
Optional side panels graphics



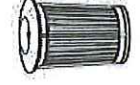
**Side Opening**  
29" x 44" x 34 Gal.



**5" opening**  
29" x 44" x 34 Gal.



**Slot opening**  
29" x 44" x 34 Gal.



**Top Opening**  
29" x 39" x 34 Gal.

Clockwise from top left:  
1) Option A, Poe Litter in black  
2) Poe Litter in streetscape  
3) Poe Litter (incorrect color shown)  
4) Poe Litter opening options

### Refuse/Recycling Can, Option B

Manufacturer: Canterbury Designs

Product: Bowery Litter

Dimensions: 40 Gallons

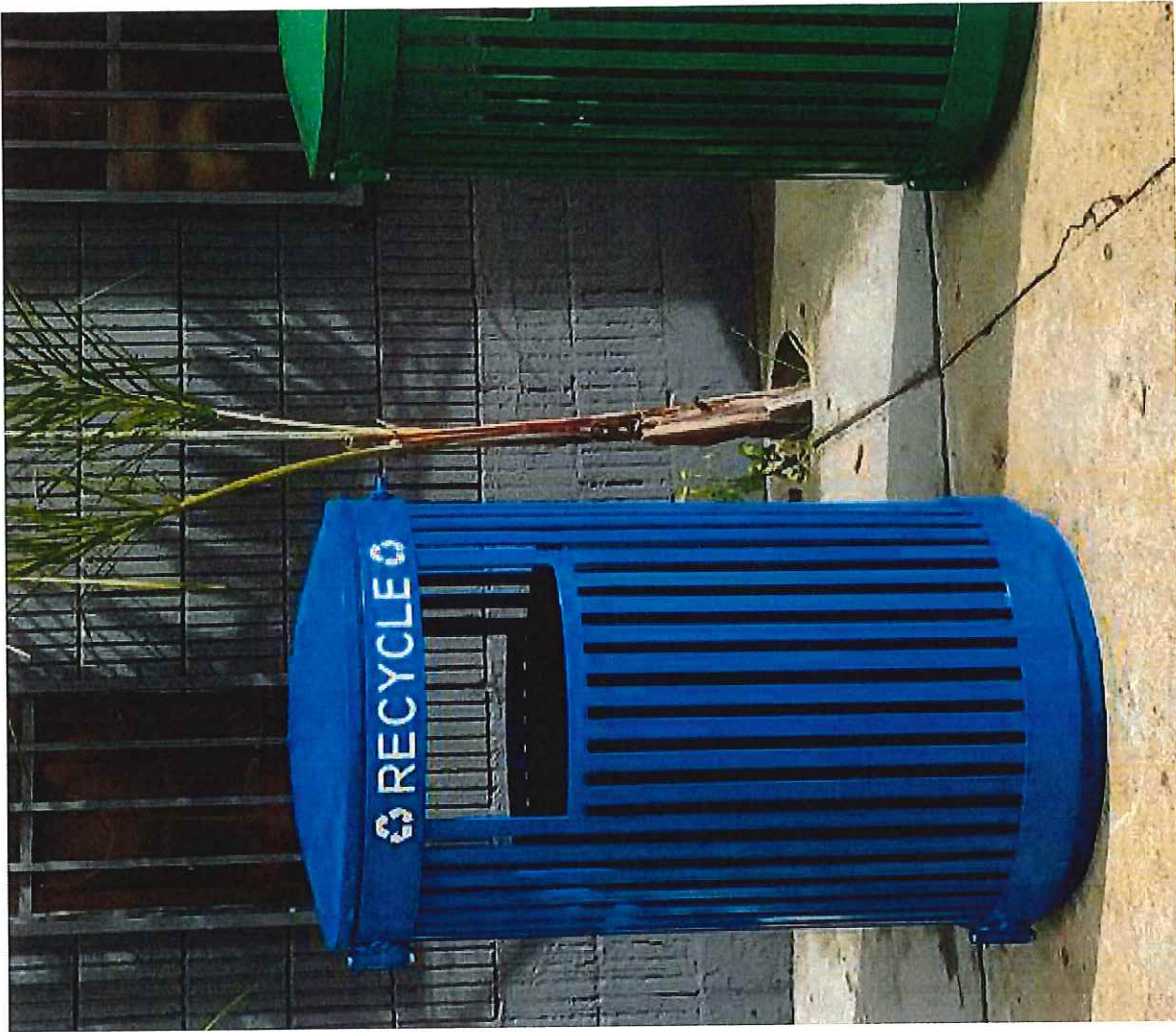
Finish: Black

Features: Optional hinged side-door or top-door,  
Optional recycling trash combined or separate,  
Optional side panels graphics



Clockwise from top left:  
1) Bowery Litter side loading option  
2) Top loading option with combined trash/recycling  
3) Matching trash receptacle to Bowery Bench

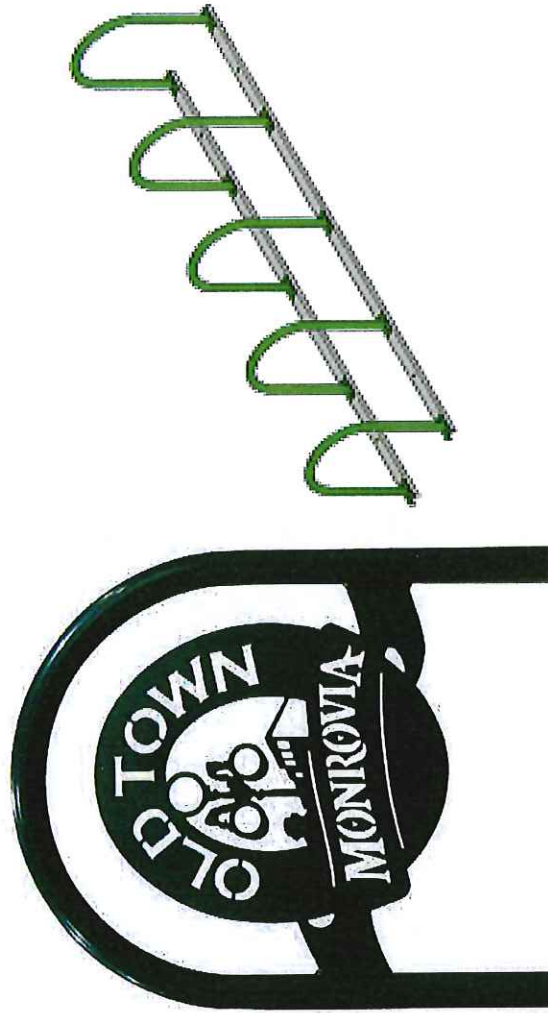
**Refuse/Recycling Can, Option C**  
*Manufacturer:* Canterbury Designs  
*Product:* Ranier Litter  
*Dimensions:* 34 Gallons  
*Finish:* Black  
*Features:* Aluminum top to shelter contents during rain or snow, Dual hinged side door, Optional side panels graphics



Option C, Ranier litter (incorrect color shown)

## BIKE RACKS

- Placement:** At key locations, such as along a commercial corridor or at a bus stop.
- Offset:** If parallel to curb, rack should be set back 2 ft minimum from face of curb.
- Standard Bike Rack**
- Manufacturer:** Dero
- Product:** Hoop Rack
- Material:** 1.5" schedule 40 uncoated pipe
- Finish:** Powdercoat Flat Black
- Customization**
- Options:** In-ground, surface, or rail (bike corral)
- Branding:** Logo can be added for branding



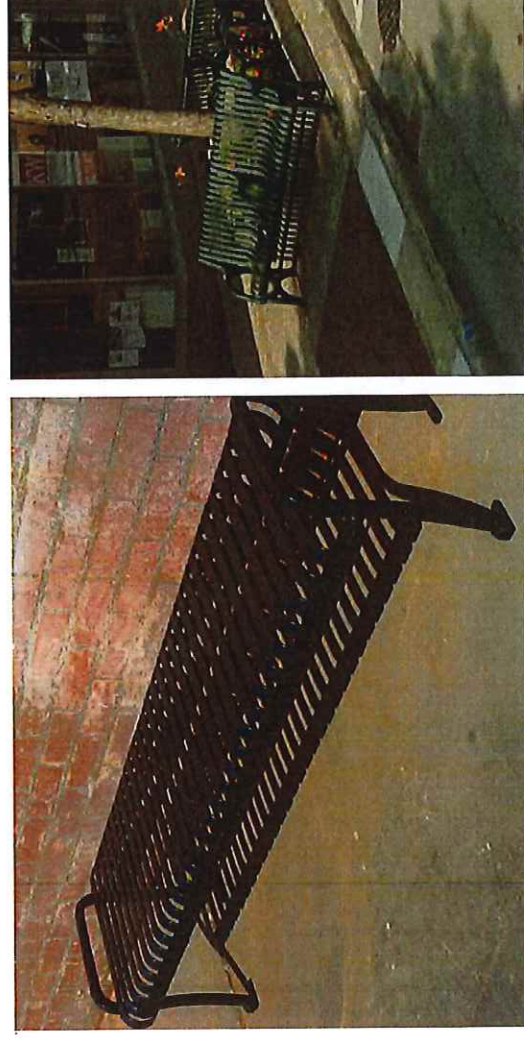
# BENCHES

**Placement:** At key locations, such as along a commercial corridor or at a bus stop. If feasible, locate beneath a street tree.

**Offset:** If parallel to curb, 3ft min from face of curb to edge of bench. If perpendicular to curb, center within street terrace and provide 2ft min from face of curb to edge of bench.

**Standard Bench**  
**Manufacturer:** Canterbury Designs  
**Product:** Catalina Bench with center arm  
**Width:** 6ft  
**Finish:** Powdercoat Black

**Backless Bench Option**  
*Consider backless bench at transit stops.*  
**Manufacturer:** Canterbury Designs  
**Product:** Bowery Bench - Backless  
**Width:** 6ft  
**Finish:** Powdercoat Black



Clockwise from top left:  
 1) Standard bench (correct color not shown)  
 2) Standard bench and typical perpendicular placement along College Ave  
 3) Backless bench option

# ROADWAY LIGHTING

- Placement:** At intersections, mid-block crossings, and along each block.
- Spacing:** Varies per street, spacing per city standards.
- Offset:** 2.5ft from face of curb to center of pole typical, varies at curb extensions.
- Exceptions:** At signalized intersections, utilize existing traffic poles to mount the recommended arm and fixture identified below.

## Pole

- Manufacturer:** Stresscrete
- Product:** Classic Concrete Pole
- Height:** 27ft Height
- Finish:** Midnight Lace, Polished

## Arm

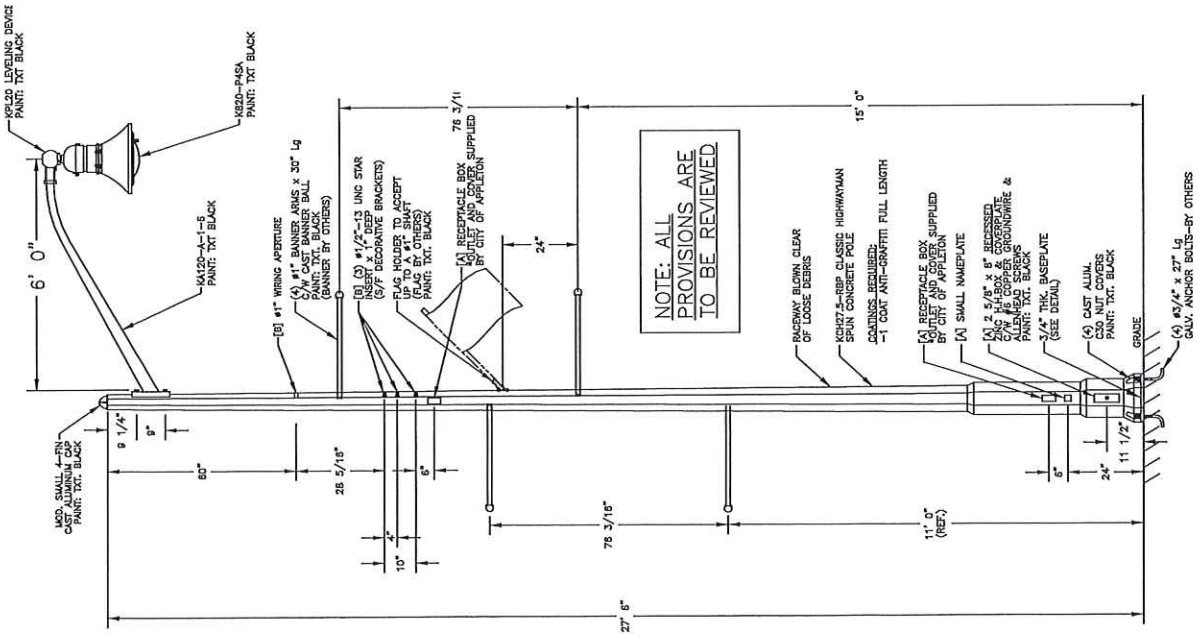
- Manufacturer:** Stresscrete
- Product:** KA120-A-1-6' Arm
- Specs:** Textured Black

## Fixture

- Manufacturer:** Stresscrete
- Product:** K820 Midland Sr with KPL20 Leveling Device
- Specs:** Textured Black



Images from left to right:  
 1) Photo-simulation of proposed roadway lighting  
 2) Technical drawing of proposed roadway lighting  
 3) Existing roadway lighting at College Ave



**Existing Lighting**  
 The proposed roadway lighting on the previous page is intended for all streets except for College Ave. For reference, the specifications for the existing lighting is included below.

**Existing Roadway Lighting**

<b>Pole</b>	<b>Manufacturer:</b> Stresscrete
<b>Product:</b> Classic Concrete Pole	
<b>Height:</b> 27ft Height	
<b>Finish:</b> Midnight Lace	
<b>Arm</b>	
<b>Manufacturer:</b> Stresscrete	
<b>Product:</b> KA11-S-1 Arm	
<b>Specs:</b> Federal Green	
<b>Fixture</b>	
<b>Manufacturer:</b> Stresscrete	
<b>Product:</b> K206 Marina	
<b>Specs:</b> Federal Green	

# PEDESTRIAN LIGHTING

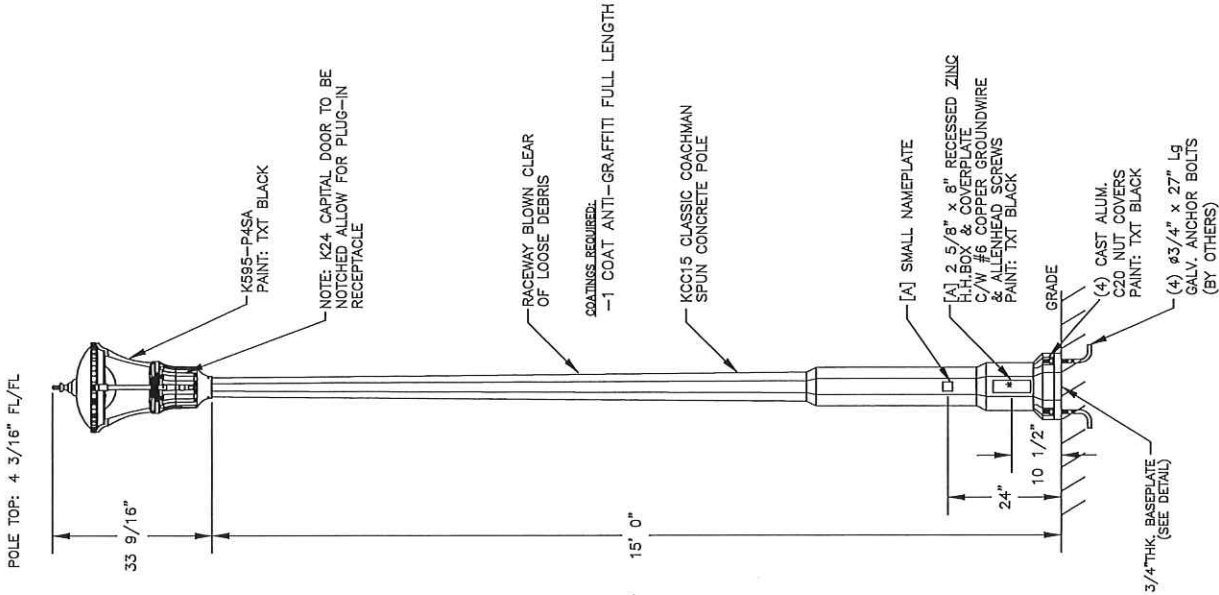
- Placement:** At crossings and along each block:
- Spacing:** 48ft on-center typical, may vary by street. Align with parking and street tree spacing, as indicated in street terrace guidelines.
- Offset:** 2.5ft from face of curb to center of pole typical, varies at curb extensions.
- Exceptions:** In select locations, utilize a taller concrete pole to provide flexibility for overhead string lighting.

## Pole

- Manufacturer:** Stresscrete
- Product:** Classic Concrete Pole
- Height:** 15ft Height
- Finish:** Midnight Lace, Polished

## Fixture

- Manufacturer:** Stresscrete
- Product:** K595 Aristocrat
- Lens:** Clear Glass
- Finial:** #1 Finial
- Specs:** Textured Black



Images from left to right:  
1) Simulation of proposed pedestrian lighting  
2) Technical drawing of proposed pedestrian lighting  
3) Existing roadway lighting at College Ave



### Existing Lighting

The proposed pedestrian lighting on the previous page is intended for all streets except for College Ave. For reference, the specifications for the existing lighting is included below.

#### Existing Roadway Lighting

##### Pole

Manufacturer: Stresscrete  
Product: Classic Concrete Pole  
Height: 15ft Height  
Finish: Midnight Lace

##### Arm

Manufacturer: Stresscrete  
Product: KA13-T-1 Arm (side mount)  
Specs: Federal Green

##### Fixture

Manufacturer: Stresscrete  
Product: K206 Marina  
Specs: Federal Green

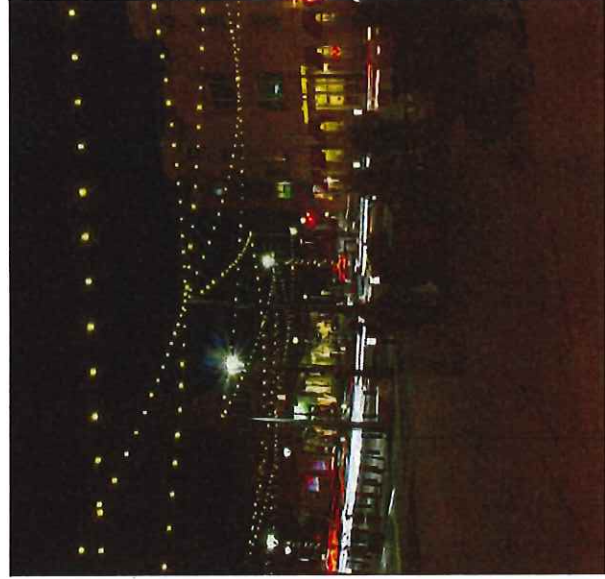
## OVERHEAD LIGHTING

- Placement:** At key locations, such as shared streets.
- Mounting:** Mounting to be coordinated between lighting post and overhead lighting manufacturer recommendations.

### Overhead Lighting

There are off-the-shelf products that can be used (option specified below). It is recommended for large applications and/or a shared street design that a custom light fabricator such as RGB Lights or Landscape Forms Studio 431 be consulted.

- Manufacturer:** American Lighting or approved alternative
- Product:** Commercial Grade E26 String Lighting or similar product
- Dimensions:** Product comes in 48ft, 100ft, and 330ft standard lengths
- Material:** Plastic and durable for all weather conditions
- Finish:** Black



Clockwise from top left:  
1) American Lighting E26 fixture detailed image  
2) Landscape Forms Studio 431 custom string light installation  
3) RGB Lights custom string light installation  
4) Example of overhead lighting in Wauwatosa, WI

# BOLLARDS

**Placement:** Limit use to key locations, such as along a shared street between parking and sidewalk, or as a security bollard.

## Security Bollard

*Limit use as a security bollard only.*

**Manufacturer:** Stresscrete

**Product:** Classic w/ cast aluminum cap

**Height:** 42in

**Finish:** Raw finish

## Decorative Bollard

*Use as a decorative bollard. Consider use along shared streets to delineate between roadway or parking and sidewalk.*

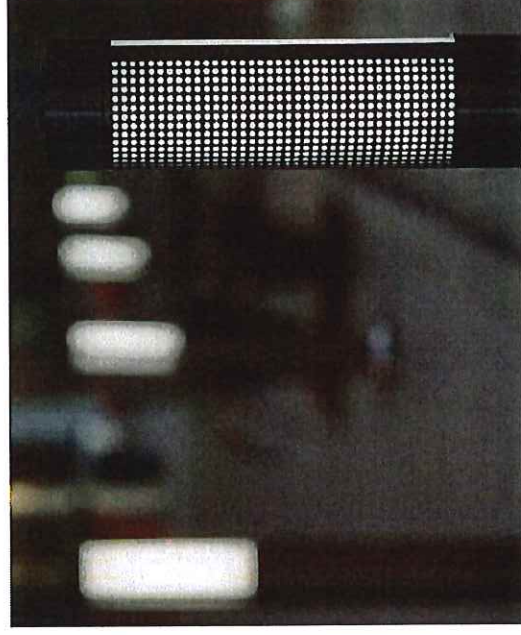
**Manufacturer:** Forms + Surfaces

**Product:** Light Column Bollard

**Diameter:** 5in

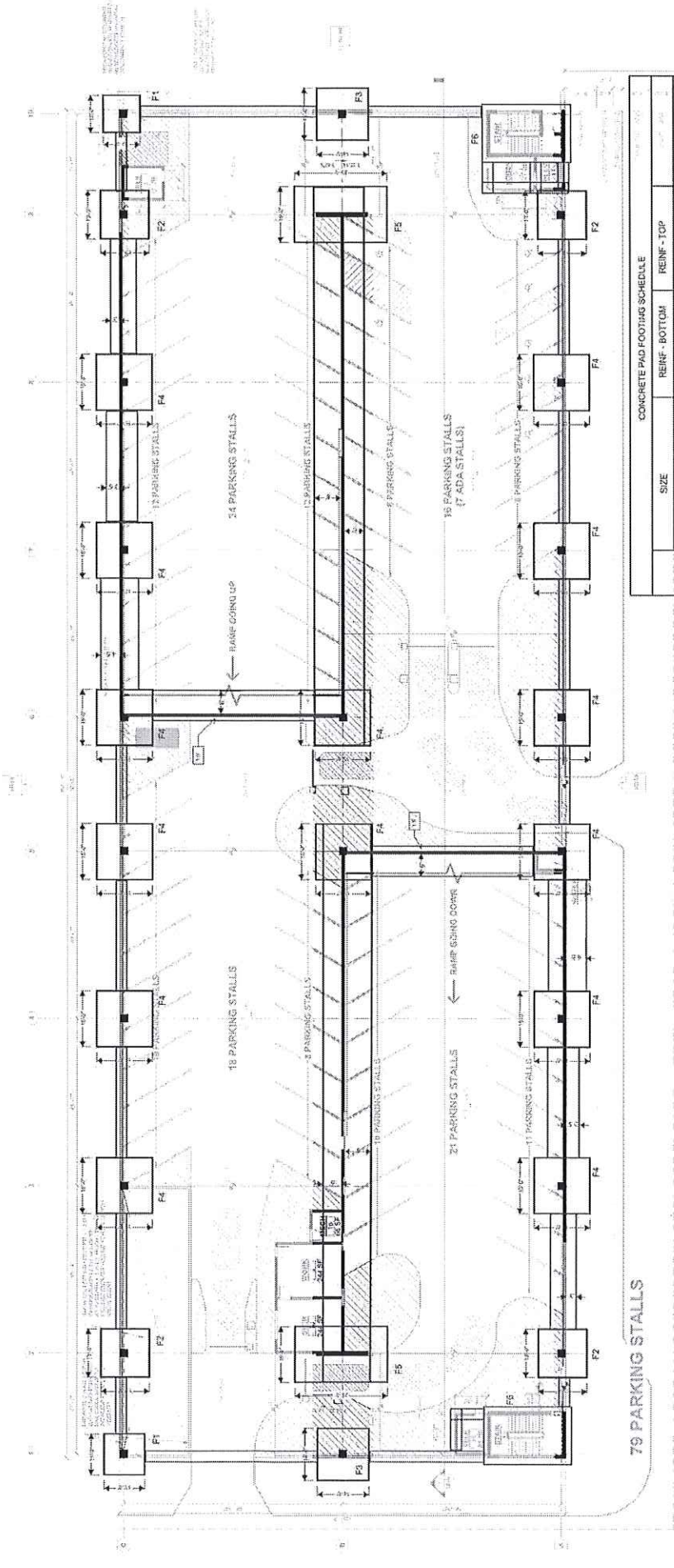
**Shield:** Optional, based on context and need for reduction of glare

**Finish:** Black Texture



Clockwise from top left:  
 1) Decorative Bollard with no shield (correct color not shown)  
 2) Decorative Bollard w/ shield and black texture finish  
 3) Existing security bollards





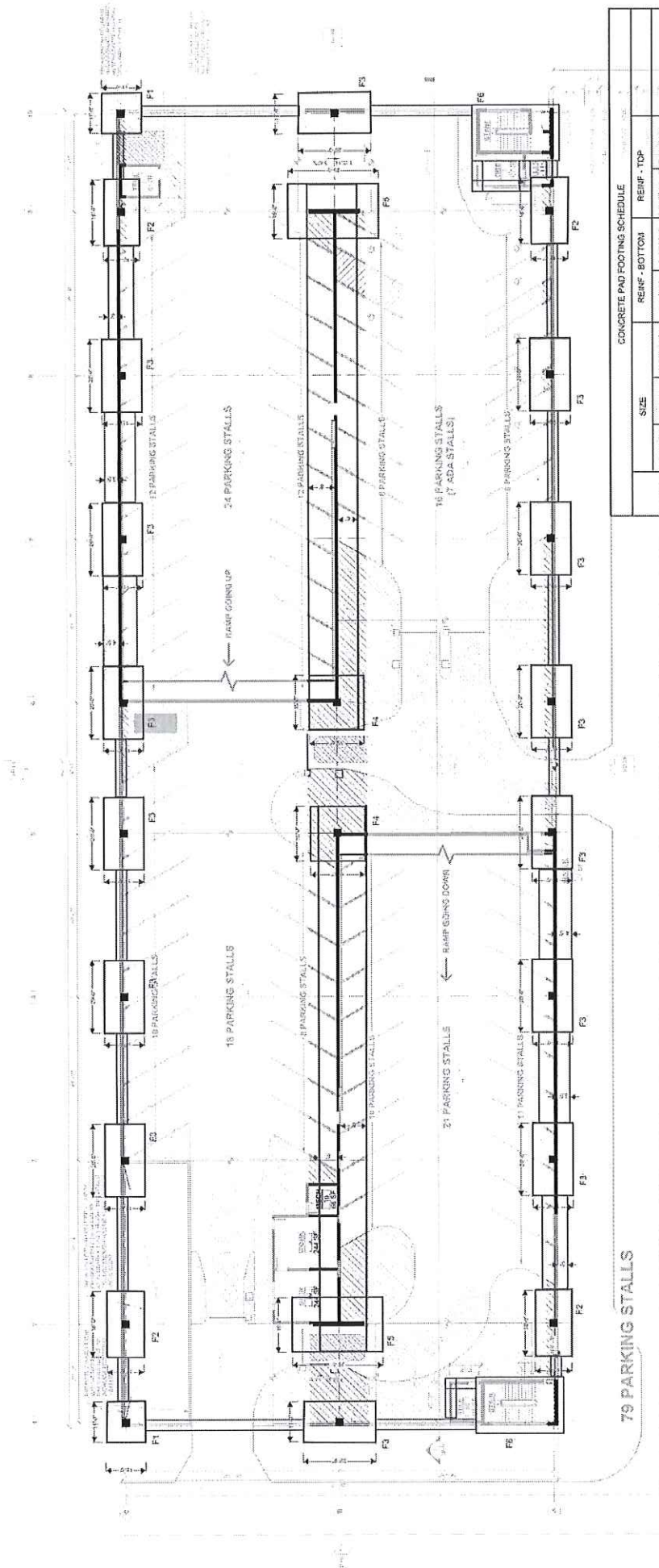
CONCRETE PAD FOOTING SCHEDULE							
MARK	SIZE		REINF. BOTTOM		REINF. TOP		
	LENGTH	WIDTH	THICKNESS	LONG	TRANS	LONG	TRANS
F1	11'-0"	11'-0"	2'-2"	8-#8	8-#8		
F2	13'-0"	13'-0"	2'-6"	12-#8	12-#8		
F3	14'-0"	14'-0"	2'-8"	11-#8	11-#8		
F4	15'-0"	15'-0"	2'-10"	12-#8	12-#8		
F5			3'-0"				
F6			2'-0"				

# **SQUARE FOOTING OPTION**

FIRST FLOOR PLAN  
DATE: 04/20/2021

TOTAL PARKING COUNT = 294 STALLS

first floor plan layout



CONCRETE PAD FOOTING SCHEDULE									
MARK	SIZE		THICKNESS	REINF. - BOTTOM		REINF. - TOP		LONG	TRANS
	LENGTH	WIDTH		LONG	TRANS	LONG	TRANS		
F1	11'-0"	11'-0"	2'-2"	8-#8	8-#8				
F2	19'-0"	10'-0"	3'-2"	8-#10	14-#10				
F3	29'-0"	11'-0"	3'-0"	11-#9	17-#10				
F4	15'-0"	15'-0"	2'-10"	12-#9	12-#9				
F5			3'-0"						
F6			2'-0"						

**RECTANGULAR FOOTING OPTION**

FIRST FLOOR PLAN  
SCALE: 3/8"=1'-0"

TOTAL PARKING COUNT = 294 STALLS

first floor plan layout

## Paula Vandehey

---

**From:** Crazy Sweet Purchasing <purchasing@crazy-sweet.com>  
**Sent:** Wednesday, April 21, 2021 3:20 PM  
**To:** Paula Vandehey  
**Subject:** Tables, Chairs, and Umbrellas Request  
**Attachments:** Crazy Sweet.jpg; Crazy Sweet 2.jpg

Paula,

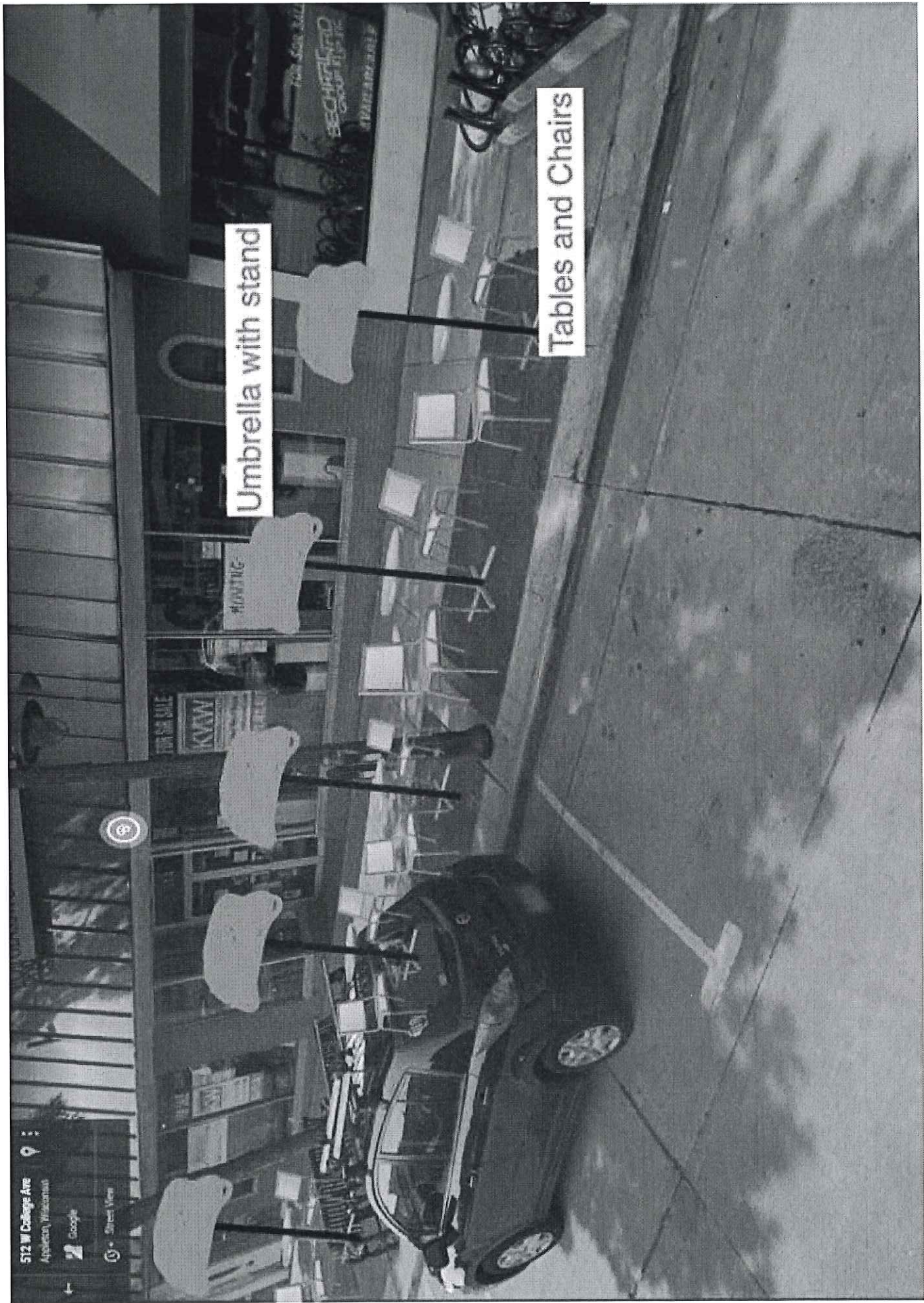
Good Morning, my name is Crystal Schalliol and I am one of the owners of Crazy Sweet, located at 514 W College. I am reaching out to you to request permission to place tables, chairs, and table umbrellas outside on the stamped portion of the sidewalk by our location. I have attached a drawing and a photo rendition of what we are requesting.

I look forward to hearing back on this matter soon and If there is anything else you need from me please reach out.

Thank You

Crystal Schalliol

Attention: This message was sent from a source external to the City of Appleton. Please use caution when opening attachments or clicking links.



509 W

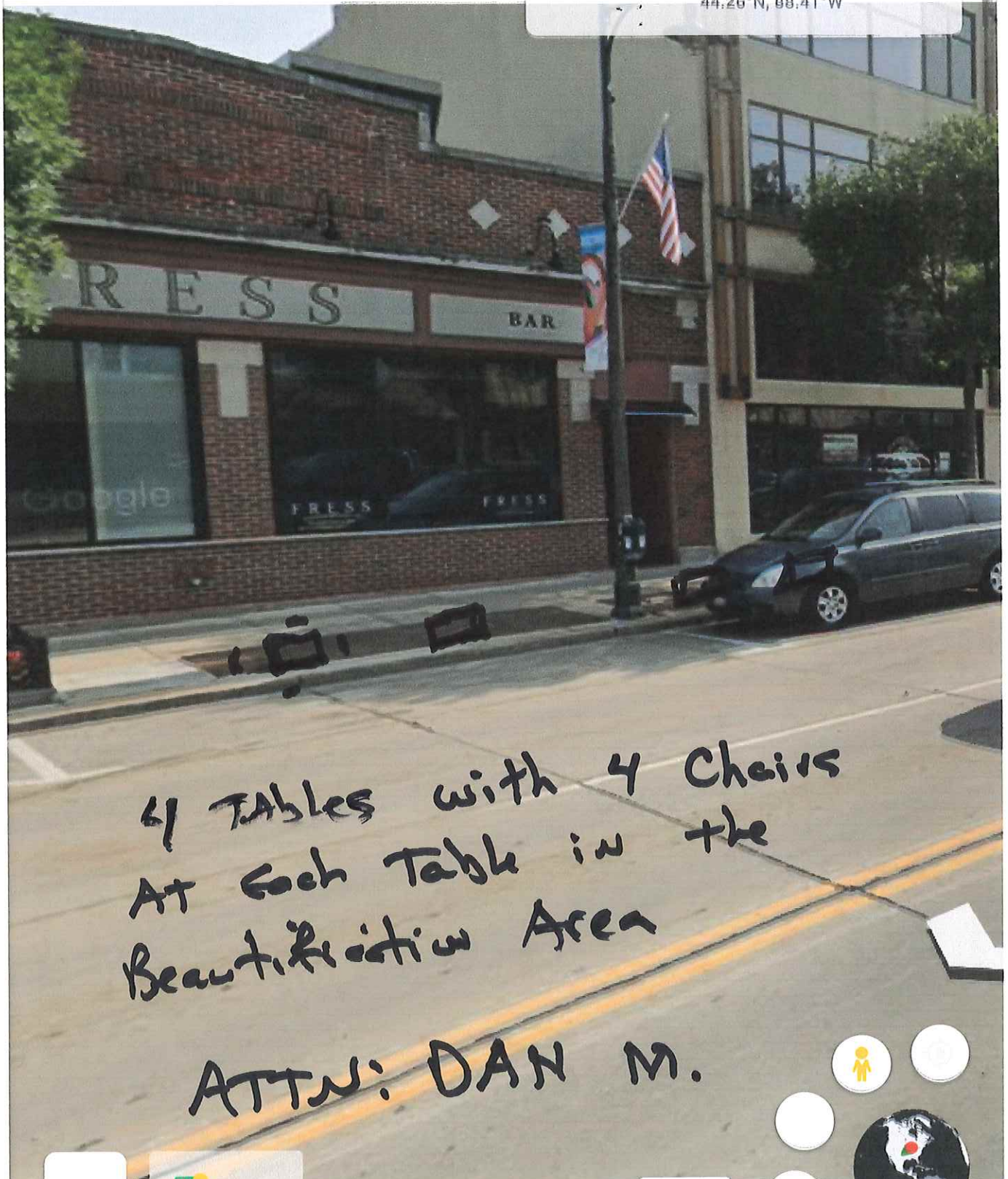
College Ave Appleton, Wisconsin

509

College Ave X

Appleton, WI 54911

44.26°N, 88.41°W



Google



100%

[Report a problem](#)

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Camera: 241 m

**Resolution #6-R-21**  
**RESOLUTION CONDEMNING XENOPHOBIA, RACISM, AND VIOLENCE AGAINST  
THE ASIAN PACIFIC ISLANDER DESIAMERICAN (APIDA) COMMUNITY.**

*Date: April 7, 2021*

*Submitted By: Ald. Thao – District 7, Ald. Meltzer – District 2, Ald. Van Zeeland – District 5, Ald. Fenton – District 6, Ald. Schultz – District 9, Ald. Wolff – District 12*

*Referred To: Safety & Licensing Committee*

WHEREAS, 23 million Asian Americans and Pacific Islanders account for 7 percent of the population in the United States; and

WHEREAS, anti-Asian racism and hate are not new and have a long history in the United States; and

WHEREAS, Asian Americans have far too long been the target of xenophobic policies, labor exploitation, hate crimes, and systemic racism in the United States; and

WHEREAS, the use of anti-Asian rhetoric, especially as it intensified this past year, has resulted in Asian Americans being harassed, assaulted, and scapegoated for the COVID–19 pandemic; and

WHEREAS, the Center for the Study of Hate and Extremism has found that anti-Asian hate crime in the 16 largest cities in the U.S. increased nearly 150% in 2020; and

WHEREAS, according to the Stop AAPI Hate reporting center, nearly 4,000 hate incidents directed at AAPIs were reported between March 2020 and February 2021; and

WHEREAS, in the last year, Asian American and Pacific Islander women made up 68 percent of the 3,800 incidents against Asian Americans and Pacific Islanders; and

WHEREAS, since the start of year 2021, there has been a surge in anti-Asian attacks targeting elderly Asian Americans; and

WHEREAS, the World Health Organization (WHO) and the Centers for Disease Control and Prevention (CDC) recognize that naming COVID–19 by its geographic location or linking it to a specific ethnicity perpetuates stigma; and

WHEREAS, this modern form of discrimination falls within a long-established historical pattern of scapegoating or characterizing Asians as foreign, invasive threats, or as “the other” that has contributed to demonstrated negative health effects in our AAPI communities; and

WHEREAS, the use of anti-Asian terminology and rhetoric related to COVID-19, such as the “Chinese Virus”, “Wuhan Virus”, and “Kung-flu” have perpetuated anti-Asian stigma; and

WHEREAS, no one should live in fear in our communities across Wisconsin and the United States; and

WHEREAS, the City's AAPI residents are valued contributors to the City's workforce, economy, and political representation; and

WHEREAS, in Appleton, our thriving AAPI community is a major proportion of all of our residents and a thriving diverse community that spans languages, nationalities, ethnicities, cultures and more; and

WHEREAS, Mayor Jake Woodford and Appleton Police Department Chief Todd Thomas recently announced that "hate has no home" in Appleton and they stand with the AAPI community in condemning all acts of discrimination and violence; and

NOW, THEREFORE, BE IT RESOLVED by the Appleton Common Council that the City of Appleton condemns violence of all forms against the APIDA community.

BE IT FURTHER RESOLVED that the Appleton Common Council condemns all acts of racism, xenophobia, sexism, gender-based violence, discrimination, anti-Asian bias, scapegoating, and ethnic or religious intolerance.

BE IT FURTHER RESOLVED that the Appleton Common Council encourages leaders at all levels to recommit the United States to serve as a world leader in building more inclusive, diverse, and tolerant communities.

BE IT FURTHER RESOLVED that the Appleton Common Council encourages the Attorney General to work with State and local agencies and Asian American and Pacific Islander community-based organizations to prevent discrimination and expand culturally competent and linguistically appropriate education campaigns on public reporting of hate crimes.

BE IT FURTHER RESOLVED that the Appleton Common Council recognizes the City of Appleton Police Department in its continuing work with local agencies and Asian American and Pacific Islander community-based organizations to prevent discrimination, expand culturally competent and linguistically appropriate education campaigns on public reporting of hate crimes, and build intentional relationships with the diverse communities.

BE IT FURTHER RESOLVED that the Appleton Common Council encourages everyone to condemn anti-Asian bias, read, learn, and seek opportunities to experience cultures other than their own, review their practices that may create barriers or contribute to systemic racism, and in these ways and others seek to become a more welcoming, inclusive, anti-racist community.

## **Hmong American Partnership expresses deep disappointment in Appleton Common Council after push back of resolution condemning xenophobia, racism, anti-Asian violence**

**April 22, 2021** - The Hmong American Partnership of the Fox Valley (HAP) is deeply disappointed in the Appleton Common Council's decision to push back Resolution #6-R-21 condemning xenophobia, racism, anti-Asian violence, in hopes of bringing increased safety and solace for local AAPI communities in light of the pandemic.

Kou Vang, HAP Board President, speaks on the collective pain and frustration that he and many community members shared after the Council moved to push the resolution back to "re-examine and change" the language that speaks about the lived experiences and narratives from many members of our AAPI communities:

*"Last night was a big blow to our Hmong community in Appleton. We feel betrayed by our local elected officials and feel we are not in their best interest, even though we have been here for over 45 years adding value to this City. It was one of the first times our elders and members spoke out in public to make their voices heard and, most importantly, bring the council's attention to their traumatic and lived experiences. We all know that those who spoke last night were not even a fraction of our AAPI community.*

*We watched each person stand up there reliving their traumatic experiences and making a plea to the Council for recognition, protection, and allyship to pass this resolution. Yet, they decided to push back the resolution to "re-examine and change" the language. Why do they want to change the collective narrative of an entire community? What harm will this do to these Alderpersons if they pass a resolution like this? Is it about them or the people? Now we know there is still more work to be done until we can achieve racial, equity, and economic justice for everyone in our community."*

Sincerely,

Kou Vang  
Board President  
Hmong American Partnership of the Fox Valley

Media Contact: Kou Vang  
Phone Number: 920-205-4020

**About Hmong American Partnership of the Fox Valley:** Originally founded as the Fox Valley Lao-Hmong Association in 1980 by settled refugees, the Hmong-American Partnership of the Fox Valley was established to help identify the needs of the local Hmong community and to coordinate services and educational activities. Today, Wisconsin ranks third in the United States for Hmong population, with more than 47,000 residents. About 4,700 Hmong call the Fox Cities home. Fifty percent of the Hmong population in the United States is under the age of 18. There are 1200 Hmong children in the Appleton Area School District and another 500 in Neenah, Menasha, Kaukauna, Kimberly, Little Chute, Hortonville and Wrightstown.



130 E. Franklin Street  
Appleton, WI 54911  
920-991-9840  
[www.foxvalleylit.org](http://www.foxvalleylit.org)  
[info@foxvalleylit.org](mailto:info@foxvalleylit.org)

April 27, 2021

Fox Valley Literacy is deeply disappointed that last week the City of Appleton's Common Council refused to take a vote on a resolution condemning the racism, xenophobia, and violence against our Asian American and Pacific Islander (AAPI) community. Fox Valley Literacy has had the joy and privilege of working with members of the AAPI community as partners, staff, tutors, students and volunteers for 30 years. We're awed by what the enrichment they bring to our community and they deserve to have a city as committed to them as they are to it.

Aldersperson Maiyoua Thao crafted a resolution that would have allowed this integral and vibrant part of our community some comfort and reassurance that their city cares for them and their well-being. Instead, after listening to stories of violence, threats against children and more, the Council sent it back to committee despite the best effort of some Alderspersons on the council.

That those who sent it back are now saying this was done to 'fix' the language is in itself also problematic. The AAPI community has said what they need to feel seen and heard. Aside from Aldersperson Thao no one on Appleton Common council can speak to what the AAPI community has experienced or needs. The discomfort caused by citing racial slurs in the resolution is nothing compared to the damage done by being on the receiving end of those slurs in one's home city. This council should focus on 'fixing' the community that created this situation, not censoring the experience of those who were harmed.

We at Fox Valley Literacy hope the committee and Council hear how their refusal to vote on the resolution has added to the harm done to the AAPI Community and pass the original resolution as the Hmong American Partnership of the Fox Valley has requested. Any other actions are not in the best interest of those most impacted by the violence and discrimination that made this resolution necessary. Support our AAPI neighbors as they have asked you to, not as it's comfortable for you to.

Brian Leone Tracy  
Executive Director  
Fox Valley Literacy



## IMMEDIATE RELEASE

Contact:  
Kathy Flores  
Director of Anti-Violence Programs  
Diverse & Resilient  
[kflores@diverseandresilient.org](mailto:kflores@diverseandresilient.org)  
414-342-9032

April 27, 2021

### **Statement in support of Appleton's Asian American and Pacific Islander community.**

Diverse & Resilient is an organization serving community members marginalized by violence whether that be domestic and sexual violence or hate violence and community bias. We center our work on those furthest from justice and those further marginalized by systems that were not designed with us or for us. We work for the liberation of all LGBTQ, Black, Indigenous, Asian, Latinx and other People of Color. We stand in solidarity with all movements who fight for liberation—including Black Lives Matter, Indigenous rights, immigrant rights, reproductive rights, and more. Our action today with this statement is in support of the Asian American and Pacific Islander community in Appleton. We are not free until we are all free.

We are saddened and angered over the harm caused by members of the Appleton City Council last week by refusing to take a vote on a resolution condemning the racism, xenophobia, and violence against our Asian American and Pacific Islander (AAPI) community. Alderperson Maiyoua Thao crafted this resolution with input from others in the Asian-American Community. She also sought and received support from Alderpersons Meltzer, Van Zeeland, Fenton, Schultz and Wolff who co-sponsored the bill.

Alderperson Thao created a resolution based on community need. She invited members of the AAPI community to come to Council and share their experiences as this resolution was brought before City Council. We heard heartbreaking stories of Hmong individuals, including children and elders being targeted with hate because of their Asian identities. This resolution was written *by* a woman of color *for* people of color based on her experiences listening to community.

However, after hearing the testimony of AAPI constituents and allies, Alderperson Bill Siebers decided to send the resolution back to committee to make changes thus halting its passage. Some alderpersons have objected to the language of this resolution stating it is inflammatory. We've even heard from the Council President Matthew Reed that he does not support all these "social justice" issues coming before Council.

At Diverse & Resilient, we know that it is racism that is inflammatory, not the calling out of it. Sexism is also inflammatory. Fighting for social justice issues is at the core of what we do at Diverse & Resilient. In the middle of a pandemic, the Appleton Health Department and the Appleton City Council passed a resolution addressing racism as a public health issue. Diverse & Resilient is a public health agency. We serve the Queer, Trans, Black, Indigenous, Asian, Latinx and all People of Color primarily because we know that these marginalized communities are greatly impacted by barriers in health care. And those barriers include not living safely in a community that values and supports them.

We at Diverse & Resilient call upon the Safety and Licensing Committee and the Appleton City Council to pass the AAPI Resolution submitted by Alderperson Thao exactly as it was written. Trying to change this resolution to provide a white perspective is not only not helpful, it is harmful. The white perspective is often centered. It is time to center the voices of those most impacted by this violence, the AAPI community.

#### ***Two locations:***

***408 ½ West Wisconsin Avenue, Appleton WI 54911  
2439 North Holton Street, Milwaukee WI 53212***



### **Statement in Support of City of Appleton Resolution #6-R-21**

The Boys & Girls Clubs of the Fox Valley joins its long-time community partner, the Hmong American Partnership, and the broader Asian American and Pacific Islander (AAPI) community in being deeply disappointed by the Appleton Common Council's decision to not immediately pass Resolution #6-R-21 condemning xenophobia, racism, and anti-Asian violence in hopes of bringing increased safety and solace for AAPI communities in light of the pandemic.

The BGCFV is honored to serve a racially and ethnically diverse population of young people. The BGCFV recognizes that our goal of helping the Fox Cities become a great place for ALL kids to grow and thrive depends upon our community's collective efforts to ensure young people feel welcome, valued, safe, and know they belong. We stand with the more than 1,000 children, youth, and families we serve and employ who identify as AAPI. We stand against the structures, biases, stereotypes, and hate that perpetuate and fuel discrimination and assaults on the AAPI community.

The referral back to committee of Resolution #6-R-21 has led to feelings of betrayal, a loss of trust, and heightened the fear our AAPI community members face every day. The BGCFV believes the Common Council should have done all it could to avoid this result. The current situation is unacceptable and requires a quick and convincing response. Furthermore, BGCFV supports the passing of the resolution, introduced by Alderperson Maiyoua Thao and 5 other alderpersons, with its original language.

The Boys & Girls Clubs of the Fox Valley understands the paramount importance of teaching our members about what is acceptable and what is not inside our Clubs. In much the same way, the City of Appleton has the responsibility to clarify the standards it expects of its residents. Resolution #6-R-21, as presented at the April 21st meeting of the Common Council, is an important step forward to meeting that responsibility.



## **Statement in Support of Appleton City Resolution #6-R-21**

**April 27, 2021**

The Community Foundation for the Fox Valley Region is disappointed by the Appleton Common Council's decision on April 21 to refer back Resolution #6-R-21 condemning xenophobia, racism and violence against the Asian American and Pacific Islander (AAPI) community. Swiftly passing this resolution would have provided an increased sense of safety and well-being for our AAPI residents. Instead, the council's decision has led to feelings of betrayal, a loss of trust, and heightened the fear many of our AAPI community members face every day.

We stand with our AAPI community leaders like Alderperson Maiyoua Thao who authored the resolution, and Kou Vang of the Hmong American Partnership who expressed deep disappointment in the council's decision. As leaders, we need to listen to and trust the lived experience of our residents, especially those who are marginalized. The Community Foundation supports the passing of the resolution with its original language and urges the Appleton Common Council to act quickly to avoid further harm to our AAPI community.

Just over a month ago, after the shootings in Atlanta, we called for everyone to stand together against racism to be the community we aspire to be. To do that, we need to rebuke any form of anti-AAPI discrimination and support our AAPI community members. Yet, here we are.

Our AAPI community members contribute so much and are a vital part of the fabric of our community. Now many of them are unsure whether they can call Appleton "home." This is understandable, as home is the place you are loved, respected, and cared for. Where you belong.

We believe in our community's lasting goodness and we strive to make sure our community always flourishes and is a special place to live – for everyone. We encourage the Appleton Common Council to do everything in their power to help ensure our AAPI community members can proudly and safely call Appleton home.

Respectfully,

Curt S. Detjen, President/CEO, Community Foundation for the Fox Valley Region



United Way Fox Cities

## United Way Fox Cities

Statement in support of Appleton City Resolution #6-R-21

April 28, 2021

We condemn racism towards Asian Americans and Pacific Islanders. United Way Fox Cities is committed to building a stronger, more caring community for everyone -- to do this, we must speak out against racism; condemn violence and hate; and advocate for a more diverse, equitable, and inclusive community.

Last week we learned that Kimberly-Clark will relocate 250 sales, marketing and other key personnel to Chicago and the painful reality is this decision is in part due to the difficulty K-C has in attracting diverse candidates to the area. This should be a clarion call that we need to double down on our efforts to make this a welcoming community; one in which everyone feels a sense of inclusion and belonging.

We have to take a hard look at ourselves and the continuing impact of racial bias and other forms of discrimination that ultimately hold us all back. Language is powerful. The way stories are told, and the language used matters; it plays a significant role in how society responds and how we treat people. People are listening and watching to how we support marginalized communities.

United Way Fox Cities is deeply concerned about the ongoing hurt of and to our Asian American, Pacific Island community members and fully supports Appleton City **Resolution #6-R-21, as written**, condemning Xenophobia, Racism, and Violence Against the Asian Pacific Islander Desi American (APIDA) Community.

Timothy M. Hanna  
3118 E. Sableridge Dr.  
Appleton, WI 54913

Re: Resolution #6-R-21

To Members of the Appleton Common Council:

I am writing to you today to talk about culture. Because you are an elected member of the Appleton Common Council you are viewed as a leader in the community. As leaders in the community not only your decisions, your “votes” matter, but also your behavior and the way you go about the City’s business matters. Your collective actions go a long way in setting the culture in our community. It’s one of the reasons why we worked to develop the Code of Conduct so many years ago that you voted to reaffirm at the Common Council’s organizational meeting last week. How you treat each other matters. How you treat staff matters. How you treat members of the public matters. This collective behavior lends itself to building a welcoming culture of respect within the wider community that in turn leads to economic success for our citizens and the community as a whole.

From a big picture point of view and despite the hardships brought on by the pandemic we are still in a competitive economic situation. As a community, as a region and as a State we are in competition for people and talent. The fact is that amongst all the states in the country Wisconsin consistently ranks near, or at the bottom when it comes to racial equity. There are many reasons why this is just simply unacceptable.

The results of the 2020 US census will likely determine that as a country we will have a majority-minority population. The census will show that the makeup of the State’s population continues to diversify, especially in our school-age population. Despite this trend the State continues to struggle to attract a skilled and educated workforce to fill critical roles in our economy. These skilled and educated people are looking for communities that offer a high quality of life that includes opportunities to experience diversity in its broadest sense, i.e. arts, culture, cuisine, etc. They are also looking for places where they feel welcomed, respected, valued and supported.

In order to change not only the perception, but the reality that Wisconsin is not a welcoming place for all people, we need to begin to change the culture. And that cultural change can best be started at the local level. This is where you come in. Your actions, individually, as well as collectively serve to support the kind of community and culture so many people are looking for.

In the midst of all the personal angst over the process surrounding Resolution #6-R-21 I wanted to give you a somewhat broader perspective. I have attempted to give you an economic perspective around this issue. However, make no mistake, this is not just an economic issue, it’s also a human issue and is personal to many in our community...personal, not political. That should be taken seriously when considering your actions on this resolution. I urge your support for this resolution which will be another positive statement about what we expect life to be in a community where every person is respected, valued, supported and welcomed.

Thank you for your consideration and for your service to this great City.

Tim Hanna

## #7-R-21 Outdoor Alcohol Service

*Submitted By: Alderperson Smith, District 10*

*4-21-2021*

*Referred To: Safety & Licensing Committee*

WHEREAS, the City of Appleton currently has a process administered by the City Clerk wherein an establishment licensed under Ch. 125 Wis. Stats. may seek a temporary amendment of its premises description to allow for sales in certain outdoor areas including private parking lots and within the amenity strip as defined in Sec. 9-256 of the Municipal Code.

Then in the NOW THEREFORE,

- 1) City staff shall process applications to temporarily amend the premises description of an establishment licensed under Ch. 125 Wis. Stats. as expeditiously as possible such that the application is reviewed by the Common Council within fourteen (14) days of receipt. Temporary amendments to the premise's description may be granted from the time of issuance to October 2, 2021. The applicant shall be advised in writing and acknowledge that the permission granted is temporary in nature and expires on October 2, 2021.
- 2) That the use of sidewalk cafes is temporarily amended to allow for expanded use of the amenity strip and hours of service as follows:

Sec. 9-262(a)(1) The parameters of the sidewalk café shall be limited to the area of the amenity strip located immediately in front of the establishment and shall not extend beyond the width of the property line **unless written permission is granted by the immediately adjacent property owner to also use the amenity strip immediately in front of that owner's property.**

Sec. 9-262(b)(4) The permit holder may begin serving alcoholic beverages in the sidewalk café at **11:00 a.m.** All alcoholic beverages must be removed from the sidewalk café by 9:30 p.m.

These changes would remain in effect until October 2, 2021 and, due to their temporary nature, would not be codified in the Appleton Municipal Code.



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

---

TO: Safety and Licensing Committee

FROM: Lt. Adam Nagel

DATE: 03/10/2021

RE: Denial of Camilo T. Sebentsfeldt

---

Committee Members:

As designee for the police department, I am requesting that the Safety and Licensing Committee recommend to the Common Council to deny Camilo T. Sebentsfeldt application for an operator's license.

It is not employment discrimination for a licensing agency to deny an applicant based on conviction record where the circumstances of the conviction substantially relate to the circumstances of the particular licensed activity.

No license or permit related to alcohol beverages may be issued to a habitual law offender where the circumstances of the offenses substantially relate to the circumstances of the particular licensed activity. A person is a habitual law offender if they have 1 felony conviction or repeat misdemeanor or ordinance violations.

An applicant is allowed an opportunity to show evidence of rehabilitation and fitness to engage in the licensed activity, *unless the conviction(s) are for exempt offenses*. The applicant may produce the following to conclusively demonstrate their rehabilitation and fitness from a given conviction:

A copy of the local, state, or federal release document; and either

(1) a copy of the relevant department of corrections document showing completion of probation, extended supervision, or parole; or

(2) other evidence that at least one year has elapsed since release from any local, state, or federal correctional institution without subsequent conviction of a crime along with evidence showing compliance with all terms and conditions of probation, extended supervision, or parole.

Camilo Sebentsfeldt was arrested in December of 2016 for crimes against children and was eventually convicted of 2 counts of violations of Wis. Stat. §948.11(2)(am), Exposing a Child to Harmful Descriptions. He was originally ordered to 3 years of probation, which was eventually revoked and in January of 2020 he was sentenced to prison for a total of 68 months. The sentences on the 2 counts were for 16 months of initial confinement followed by 18 months of extended supervision on each count, to be served consecutively. A review of records indicates

that Camilo Sebentsfeldt is currently on extended supervision for these 2 offenses. It is unknown if one year has elapsed since his release from a correctional facility.

Camilo Sebentsfeldt's conduct related to the above 2 felony convictions includes that on December 13, 2016 Camilo T. Sebentsfeldt was arrested for attempting to have sexual contact with 13 and 16-year-old girls. During this investigation, it was discovered that Camilo Sebentsfeldt propositioned sex acts with 13 and 16 year old girls on Facebook. Camilo Sebentsfeldt then attempted to meet these girls in person to have these sex acts performed. Investigators learned that Camilo Sebentsfeldt was also attempting similar acts with multiple other young girls at the same time. Because violations of Wis. Stat. §948.11 are not exempt offenses, Camilo Sebentsfeldt is allowed an opportunity to show evidence of rehabilitation and fitness to engage in the sale of alcohol.

I find that both of these convictions for internet crimes committed against children to be substantially related to the sale of alcohol. When a person attempts to commit a sexual based crime or a crime against a child it shows a lack of character and judgment and a tendency to target vulnerable people. Being a responsible seller of alcohol requires good character and judgment particularly around intoxicated and vulnerable people.

Because Camilo Sebentsfeldt was convicted of two felonies that are substantially related to the ability to responsibly sell alcohol, I find Camilo Sebentsfeldt to be a habitual law offender.

Also for consideration, as it relates to Camilo Sebentsfeldt's rehabilitation and fitness to engage in the responsible sale of alcohol, during his period of probation on the above 2 felony convictions, he was found guilty of a citation for damage to property while at the Outagamie County Jail. . Also, while on probation for those offenses, Camilo violated his probation rules on at least four different occasions.

Based on the foregoing reasons, the Appleton Police Department recommends that the Safety and Licensing Committee recommend to the Common Council to deny Camilo Sebentsfeldt's application for an operator's license.

Respectfully:

Lt. Adam Nagel #9191  
Appleton Police Department



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

### FEES ARE NON-REFUNDABLE

Date Recv'd 2/1/21

<input type="checkbox"/> Operator License	\$60.00	Acct. 11030.4307
<input checked="" type="checkbox"/> Operator License	\$75.00	Acct. 11030.4307
plus a provisional		
<input checked="" type="checkbox"/> Investigation fee	\$ 7.00	Acct. 100.2359
Total fee paid	\$ <u>82.00</u>	Receipt

☒ Original Application  
☐ Renewal - License # \_\_\_\_\_

### LICENSE APPLICATION for

### OPERATOR'S (BARTENDER'S) LICENSE

Return application to: City Clerk, 100 N. Appleton Street, Appleton, WI 54911-4799

### SECTION 1 - APPLICANT INFORMATION

Applicant Name (Last, First, MI) <u>Sebensfeldt Camilo +</u>		Maiden	
Street Address <u>W 2766 Oak Ridge Ct</u>	City <u>Appleton</u>	State <u>WI</u>	Zip <u>54915</u>
Driver's License Number/State Identification Number <u>[REDACTED]</u>		State License Issued In:	
Date of Birth <u>[REDACTED]</u>	Sex <u>M</u>	Home Phone Number <u>[REDACTED]</u>	Cell phone Number

Name and Address of Establishment you will be selling alcohol  
Munchies Pizzeria, 600 W. College Ave, Appleton, WI 54911

### SECTION 2 - CONVICTION RECORD - NEW APPLICANT: You are required to list each and every violation and/or offense for which you have been convicted in or out of state. Failure to provide complete answers may result in a denial of your application.

Have you EVER had an Operator's (Bartender's) License? YES ☐ NO ☒

If Yes; where? \_\_\_\_\_

Have you EVER been convicted of a felony? YES ☒ NO ☐

If Yes; when, where and what type of violation? (Please be specific) 2016 I was convicted of 2 counts of dangerous discharges to a minor

Have you EVER been convicted of a misdemeanor or ordinance violation? YES ☒ NO ☐

If Yes; when, where and what type of violation? (Example: speeding, OWI) Oct 2014 - 2017 4-5 car accidents 2014 - 2019 1 speeding car accident

### SECTION 2 - CONVICTION RECORD - RENEWAL APPLICANT: List any pending charges, citations, tickets and all convictions since last license application in or out of state. Failure to provide complete answers may result in a denial of your application.

Have you EVER had an Operator's (Bartender's) License? YES ☐ NO ☐

If Yes; where? \_\_\_\_\_

Have you been convicted of a felony since last license application? YES ☐ NO ☐

If Yes; when, where and what type of violation? (Please be specific) \_\_\_\_\_

Have you been convicted of a misdemeanor or ordinance violation since last license application? YES ☐ NO ☐

If Yes; when, where and what type of violation? (Example: speeding, OWI) \_\_\_\_\_

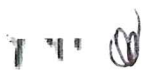
### SECTION 3 - PENALTY NOTICE

Under penalty of law, I swear that the information provided in this application is true and correct to the best of my knowledge and belief.

Signature: Camilo Sebensfeldt

### FOR OFFICE USE ONLY

Department	Approve	Deny	By	Reason
POLICE	<u>3/10/21</u>	<input checked="" type="checkbox"/>	<u>A. Nagel</u>	<u>see letter</u>
Date sent to APT	Scheduled FVTC Class	Class Completion Date	Current other license:	
<u>2/19/21</u>	<input checked="" type="checkbox"/>	<u>1/31/21</u>	Muni _____ # _____	
Safety and Licensing	Common Council	Date Issued	Expiration Date	License Number
<u>4/14/21</u>	<u>4/21/21</u>			



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

FEES ARE NON-REFUNDABLE Date Recv'd 4/15/21

License Fee \$10.00/event Acct: CLCAGP Receipt

2005-5

# REQUEST for Alcohol License Premise Amendment

## SECTION 1 – LICENSE INFORMATION

Name of Establishment Stone Arch Brewpub, Inc.

Address of Establishment 1004 S. Olde Oneida St., Appleton, WI 54915

Name of Agent Steven Lonsway

Phone Number 735-0507

## SECTION 2 – PREMISE AMENDMENT

Please describe the change in premises:

\*A drawing/diagram of the proposed area must also be submitted with this application\*

Adding temporary outdoor seating in the lot north of our building.

Is this change  
Permanent?

YES NO ☒ NO

If this is temporary please specify the reason for the amendment:

We would like to increase our outdoor capacity while still maintaining social distances.  
The increase we are looking to add will only bring our outdoor capacity to what it was pre-pandemic.

Please list the date(s) and time(s) that this temporary premise amendment will be utilized:  
Summer hours of Monday-Thursday 3pm to 9 pm Thursday-Sunday 11am to 9pm

## SECTION 3 – PENALTY NOTICE

I certify that I am familiar with Section 9-52 of the Municipal Code of the City of Appleton and agree that any license granted under this application may be suspended for cause at any time by the Common Council.

Under penalty of law, I swear that the information provided in this application is true and correct to the best of my knowledge and

belief. Signature of Applicant:

St. Lonsway

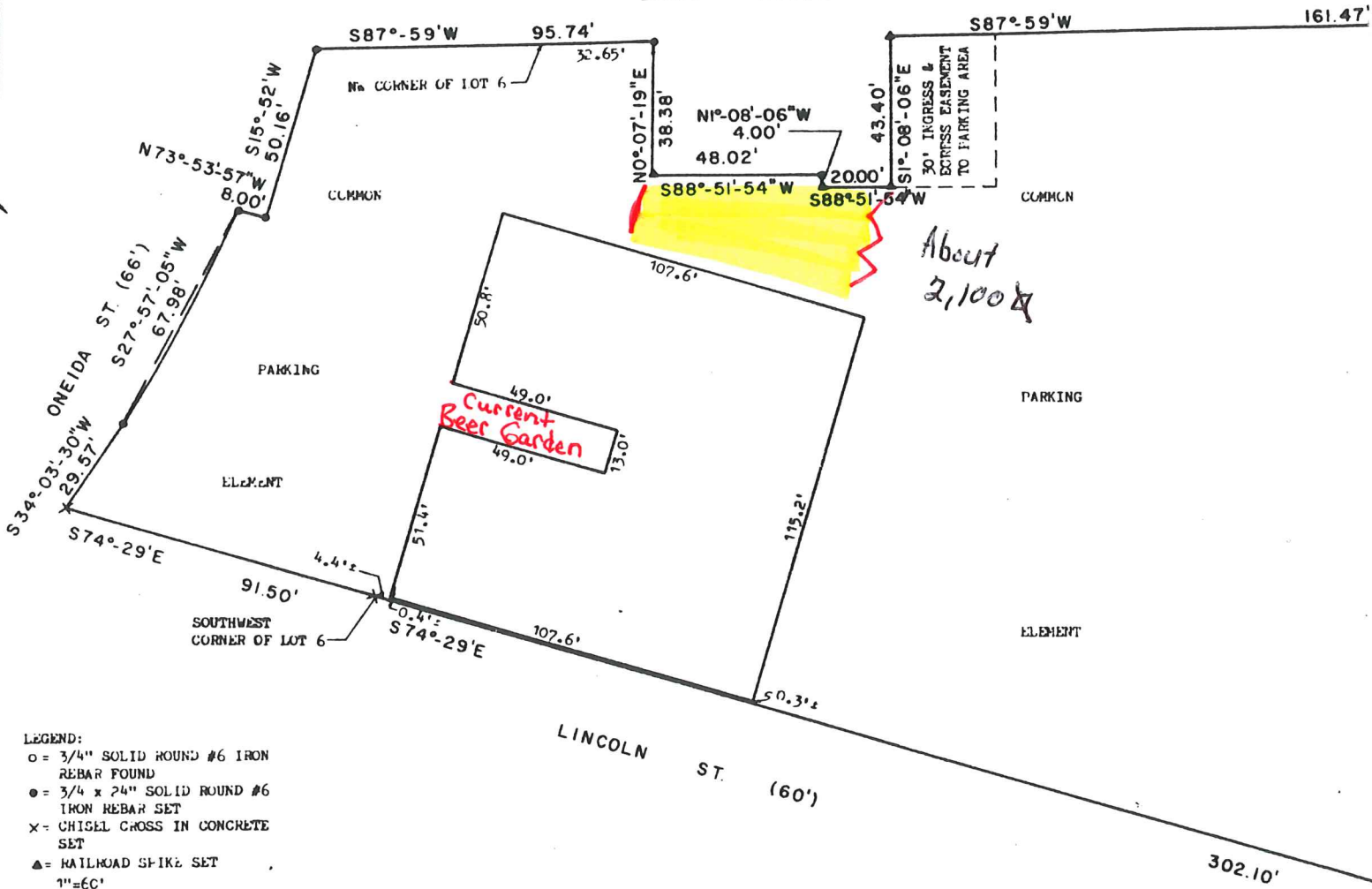
## FOR OFFICE USE ONLY

Department	Approve	Deny	By	Reason
Comm. Dev.				
Finance				
Fire				
Health				

# BETWEEN THE LOCKS CONDOMIN

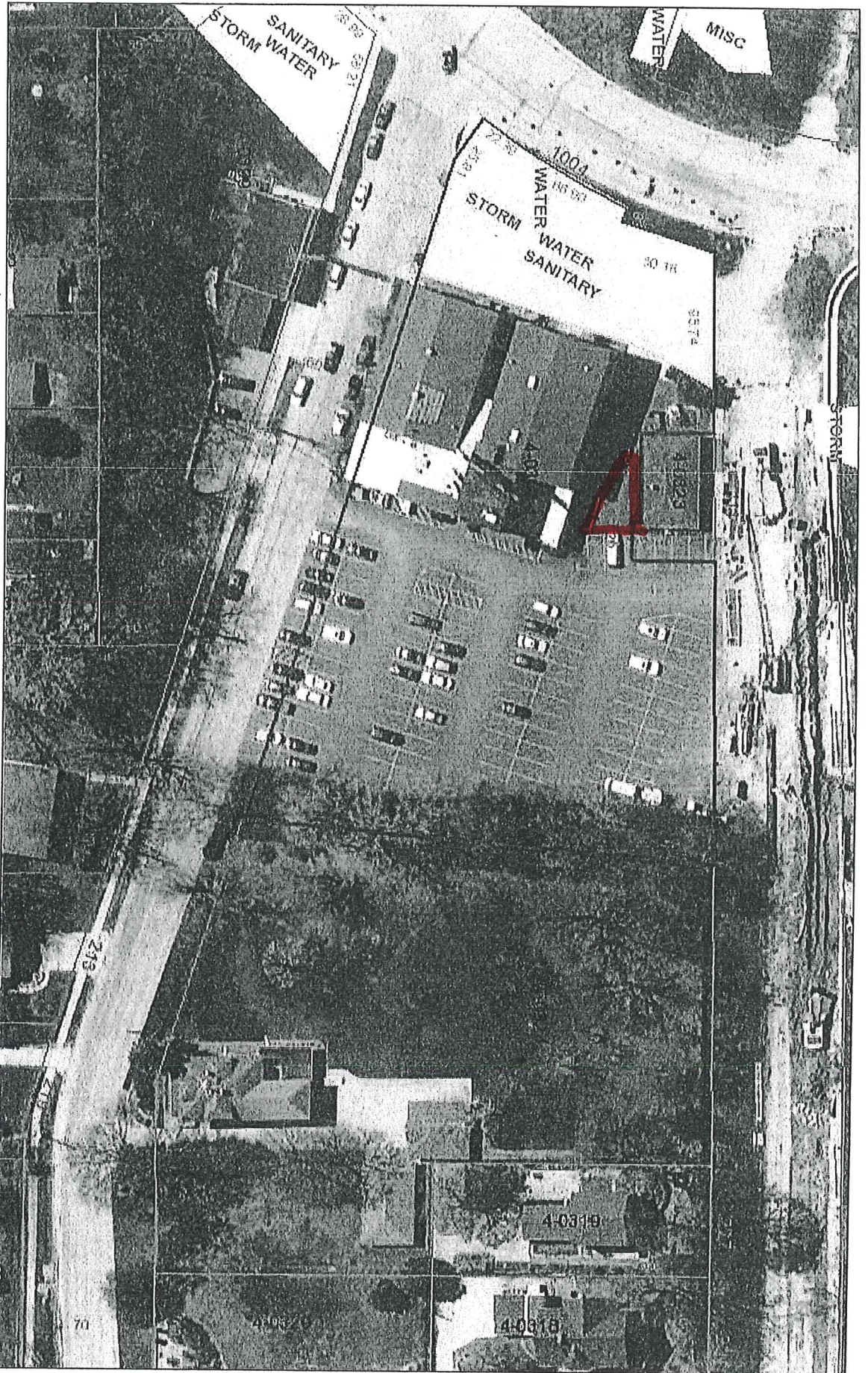
CITY OF APPLETON,  
OUTAGAMIE COUNTY,  
WISCONSIN

EAST SOUTH RIVER ST. (70')



Proposed area highlighted

# ArcGIS Web Map



August 31, 2017

City Parcels

Easements

# Original Alcohol Beverage Retail License Application

(Submit to municipal clerk.)

For the license period beginning: \_\_\_\_\_ ending: \_\_\_\_\_  
(mm dd yyyy) (mm dd yyyy)

To the Governing Body of the: ☐ Town of ☐ Village of ☒ City of } Appleton

County of Outagamie Aldermanic Dist. No. \_\_\_\_\_  
(if required by ordinance)

Check one: ☒ Individual ☐ Limited Liability Company  
☐ Partnership ☐ Corporation/Nonprofit Organization

Applicant's Wisconsin Seller's Permit Number [REDACTED]	
FEIN Number [REDACTED]	
TYPE OF LICENSE REQUESTED	FEE
<input type="checkbox"/> Class A beer	\$
<input checked="" type="checkbox"/> Class B beer	\$
<input type="checkbox"/> Class C wine	\$
<input type="checkbox"/> Class A liquor	\$
<input type="checkbox"/> Class A liquor (cider only)	\$ N/A
<input checked="" type="checkbox"/> Class B liquor	\$
<input type="checkbox"/> Reserve Class B liquor	\$
<input type="checkbox"/> Class B (wine only) winery	\$
Publication fee	\$
<b>TOTAL FEE</b>	\$

Name (individual / partners give last name, first, middle; corporations / limited liability companies give registered name)

Van Dinter Gregg W 6227 Wisconsin Ave Greenville 54942

An "Auxiliary Questionnaire," Form AT-103, must be completed and attached to this application by each individual applicant, by each member of a partnership, and by each officer, director and agent of a corporation or nonprofit organization, and by each member/manager and agent of a limited liability company. List the full name and place of residence of each person.

President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Vice President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Secretary / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Treasurer / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Agent Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Directors / Managers Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)

1. Trade Name Gregg Van Dinter Union Jack, Business Phone Number \_\_\_\_\_
2. Address of Premises 812 S ODE GARBOST Post Office & Zip Code Appleton, WI 54915

3. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.)

1,480 Sq ft Block Building / first floor tavern  
1,480 Sq ft Block concrete Basement 500 Sq ft BBR  
- Garden to comply with stipulations of Special  
- Use Permit # 21-05

4. Legal description (omit if street address is given above): \_\_\_\_\_

5. (a) Was this premises licensed for the sale of liquor or beer during the past license year? ..... ☒ Yes ☐ No

(b) If yes, under what name was license issued? Union Jack Angelo Franz Agent  
Elephant and Castle, Inc. d/b/a

6. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? **If yes, explain** ..... ☐ Yes ☒ No
7. Is the applicant an employee or agent of, or acting on behalf of anyone except the named applicant? ..... ☐ Yes ☒ No  
**If yes, explain.**
8. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? **If yes, explain** ..... ☐ Yes ☒ No
9. (a) **Corporate/limited liability company applicants only:** Insert state \_\_\_\_\_ and date \_\_\_\_\_ of registration.
- (b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? **If yes, explain** ..... ☐ Yes ☒ No
- (c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? ☒ Yes ☐ No  
**If yes, explain.**
10. Does the applicant understand they must register as a Retail Beverage Alcohol Dealer with the federal government, Alcohol and Tobacco Tax and Trade Bureau (TTB) by filing (TTB form 5630.5d) before beginning business? [phone 1-877-882-3277] ..... ☒ Yes ☐ No
11. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776] ..... ☒ Yes ☐ No
12. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? ..... ☒ Yes ☐ No

**READ CAREFULLY BEFORE SIGNING:** Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000. Signer agrees to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants, or one member of a partnership applicant must sign; one corporate officer, one member/manager of Limited Liability Companies must sign.) Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

Contact Person's Name (Last, First, M.I.) <i>Anthony Dan Dinter</i>	Title/Member <i>owner</i>	Date <i>4-16-21</i>
Signature <i>[Signature]</i>	Phone Number <i>[Redacted]</i>	Email Address

**TO BE COMPLETED BY CLERK**

Date received and filed with municipal clerk	Date reported to council / board	Date provisional license issued	Signature of Clerk / Deputy Clerk
Date license granted	Date license issued	License number issued	



## City of Appleton Liquor License Questionnaire

1. Name of Applicant: Gregg Van Dinter

2. Name of Business: LCB LLC Van Dinter

(Check Applicable Box(s) to identify primary business activity)

- Both → ☒ Restaurant  
☒ Tavern/Night Club/Wine Bar  
☐ Microbrewery/Brewpub  
☐ Painting/Craft Studio  
☐ Other (describe) \_\_\_\_\_

3. Address of Business: 812 S Old Orchard St Appleton WI 54915

4. Have you or any member of your organization ever been convicted of a misdemeanor or ordinance violation? Yes \_\_\_\_\_ No ☒

AND/OR been convicted of a felony? Yes \_\_\_\_\_ No ☒

If yes to either question, please explain in detail below:

5. List all partners, shareholders or investors of your business. Include full name, middle initial and date of birth. Please use additional sheets if necessary.

<u>Gregg</u>	<u>T.</u>	<u>Van Dinter</u>	<u>          </u> / <u>          </u> / <u>          </u>
First name	M.I.	Last name	Date of Birth
First name	M.I.	Last name	Date of Birth
First name	M.I.	Last name	Date of Birth
First name	M.I.	Last name	Date of Birth

6. Name of person/corporation you are buying the premise and equipment from?

Name: Angelo K Franz

First name	Middle Initial	Last name
------------	----------------	-----------

Address: 70 Santa Rita Drive Walnut Creek CA.

City	State	ZIP
		<u>94596</u>

7. What was the previous name and primary nature of the business operating at this location?

Name: Union Jacks

(Check Applicable Box(s) to identify primary business activity)

- ☐ Restaurant  
☒ Tavern/Night Club/Wine Bar  
☐ Microbrewery/Brewpub  
☐ Painting/Craft Studio  
☐ Other (describe) \_\_\_\_\_

8. Was this premise licensed for alcohol sales/consumption during the past license year?

Yes \_\_\_\_\_ If yes, please contact the Community and Economic Development Department at 832-6468 about obtaining a copy of an existing Special Use Permit and related requirements that may run with property.

No X If no, please contact the Community and Economic Development Department at 832-6468 about obtaining a Special Use Permit. A Special Use Permit may be required for your business activity prior to the issuance of a Liquor License, pursuant to the City of Appleton Zoning Ordinance.

9. If alcohol sales were a previous use in this building, when did the operation cease?

Dec. 2020 months ago.

10. Seating capacity: Inside 75 Outside 50?

11. Operating hours (Inside the building): 11-2:30  
Operating hours (Outdoor seating areas): 11-2:30

12. Employees/Staff

Number of floor personnel 3 Number of door checkers 1

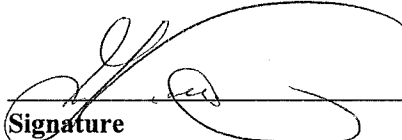
13. In general, state the size and operational details of the proposed establishment:

a. Gross floor building area of the premises to be licensed: 1,480 square feet.

b. Gross outdoor seating areas of the premises to be licensed: 800 square feet.

c. Below, identify the operational details of the proposed establishment:

1,480 Sqft Block Building / First floor to room  
1,480 Sqft Block concrete Basement 800 -  
- BEEN GRABON to comply with stipulation of  
Special Use Permit #21-05

  
Signature

4-16-21  
Date

# 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 DOLGENCORP, LLC  
(Registered Name of Corporation / Organization or Limited Liability Company)

a corporation/organization or limited liability company license for a premises known as

DOLLAR GENERAL STORE # Dollar General Store #21851

located at 1010 W College Ave  
Appleton, WI 54914

appoints AARON DALTON  
(Name of Appointed Agent)

1921 N ELINOR ST, APPLETON, WI 54914  
(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).

AGENT OF SEE ATTACHED LIST

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? 0 YEARS

Place of residence last year APPLETON WI 54914

For: DOLGENCORP, LLC  
(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, AARON DALTON, 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] 1/26/21  
(Signature of Agent) (Date)

1921 N ELINOR ST, APPLETON, WI 54914 Agent's age 0  
(Home Address of Agent) Date of birth 00/00/00

## 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)	
DALTON		AARON		D	
Home Address (street/route)		Post Office		City	State    Zip Code
1921 N ELINOR ST				APPLETON	WI    54914
Home Phone Number		Age	Date of Birth		Place of Birth
●●●●●●●●		●	●/●/●●		●●●●●●

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.
- ☒ **AGENT** of DOLGENCORP, LLC

(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:

1. How long have you continuously resided in Wisconsin prior to this date? ● YEARS
2. 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.)
3. 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.
4. 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. AGENT OF SEE ATTACHED LIST
5. Do you hold and/or are you an officer, director, stockholder, agent or employee 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
DOLLAR GENERAL CORP.	GOODLETTSVILLE, TN	07/13/2019	—
Employer's Name	Employer's Address	Employed From	To
HF TOOLS	CALABASSAS, CA	12/01/2006	07/12/2019

**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)

Store	Address	City	County	Zip	Open Date	Agent
6509	991 MARQUETTE DR	KEWAUNEE	KEWAUNEE	54216-1772	7/15/2004	AARON DALTON
6535	1320 W WISCONSIN AVE UNIT	APPLETON	OUTAGAMIE	54914-3287	9/30/2004	AARON DALTON
6563	1152 S MILITARY AVE	GREEN BAY	BROWN	54304-2145	7/1/2004	AARON DALTON
6604	1102 LAWE ST	KAUKAUNA	OUTAGAMIE	54130-1553	7/29/2004	AARON DALTON
13175	1135 APPLETON RD	MENASHA	WINNEBAGO	54952-1905	12/17/2011	AARON DALTON
14362	N3887 STATE RD 55	FREEDOM	OUTAGAMIE	54130	7/28/2013	AARON DALTON
19323	102 E NORTHLAND AVE	APPLETON	OUTAGAMIE	54911-2125	9/1/2017	AARON DALTON
20213	315 E MAIN ST	HORTONVILLE	OUTAGAMIE	54944	3/10/2019	AARON DALTON
20230	609 N Main St	Black Creek	Outagamie	54106	6/25/2019	AARON DALTON
20867	3022 Mishicot Rd	Two Rivers	Manitowoc	54241	11/25/2019	AARON DALTON
21045	1641 Main Street	Green Bay	Brown	54302	7/5/2019	AARON DALTON
20873	376 High Street	Wrightstown	Brown	54180	2/10/2020	AARON DALTON
20870	527 E Main St	Mishicot	Manitowoc	54228	1/15/2020	AARON DALTON
21854	225 N Washington St	Kimberly	Outagamie	54136	3/25/2020	AARON DALTON
21851	1010 W College Ave	Appleton	Outagamie	54914	4/16/2020	AARON DALTON

# Auxiliary Questionnaire Alcohol Beverage License Application

Submit to municipal clerk.

Individual's Full Name (please print) (last name)		(first name)		(middle name)	
DALTON		AARON		D	
Home Address (street/route)		Post Office		City	State      Zip Code
1921 N ELINOR ST				APPLETON	WI      54914
Home Phone Number		Age	Date of Birth		Place of Birth
●●●●●●●●		●	●/●/●●		●●●●●

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.
- ☒ **AGENT** of DOLGENCORP, LLC

(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:

1. How long have you continuously resided in Wisconsin prior to this date? ● YEARS
2. 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.)
3. 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.
4. 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. AGENT OF SEE ATTACHED LIST
5. Do you hold and/or are you an officer, director, stockholder, agent or employee 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
DOLLAR GENERAL CORP.	GOODLETTSVILLE, TN	07/13/2019	—
Employer's Name	Employer's Address	Employed From	To
HF TOOLS	CALABASSAS, CA	12/01/2006	07/12/2019

**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)

Store	Address	City	County	Zip	Open Date	Agent
6509	991 MARQUETTE DR	KEWAUNEE	KEWAUNEE	54216-1772	7/15/2004	AARON DALTON
6535	1320 W WISCONSIN AVE UNIT	APPLETON	OUTAGAMIE	54914-3287	9/30/2004	AARON DALTON
6563	1152 S MILITARY AVE	GREEN BAY	BROWN	54304-2145	7/1/2004	AARON DALTON
6604	1102 LAWE ST	KAUKAUNA	OUTAGAMIE	54130-1553	7/29/2004	AARON DALTON
13175	1135 APPLETON RD	MENASHA	WINNEBAGO	54952-1905	12/17/2011	AARON DALTON
14362	N3887 STATE RD 55	FREEDOM	OUTAGAMIE	54130	7/28/2013	AARON DALTON
19323	102 E NORTHLAND AVE	APPLETON	OUTAGAMIE	54911-2125	9/1/2017	AARON DALTON
20213	315 E MAIN ST	HORTONVILLE	OUTAGAMIE	54944	3/10/2019	AARON DALTON
20230	609 N Main St	Black Creek	Outagamie	54106	6/25/2019	AARON DALTON
20867	3022 Mishicot Rd	Two Rivers	Manitowoc	54241	11/25/2019	AARON DALTON
21045	1641 Main Street	Green Bay	Brown	54302	7/5/2019	AARON DALTON
20873	376 High Street	Wrightstown	Brown	54180	2/10/2020	AARON DALTON
20870	527 E Main St	Mishicot	Manitowoc	54228	1/15/2020	AARON DALTON
21854	225 N Washington St	Kimberly	Outagamie	54136	3/25/2020	AARON DALTON
21851	1010 W College Ave	Appleton	Outagamie	54914	4/16/2020	AARON DALTON

# 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 ☐ City of Appleton County of Outagamie

The undersigned duly authorized officer/member/manager of DOLGENCORP, LLC  
(Registered Name of Corporation / Organization or Limited Liability Company)

a corporation/organization or limited liability company license for a premises known as  
DOLLAR GENERAL STORE # Dollar General Store #21851  
located at 1010 W College Ave  
Appleton, WI 54914  
appoints AARON DALTON  
(Name of Appointed Agent)  
1921 N ELINOR ST, APPLETON, WI 54914  
(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).  
AGENT OF SEE ATTACHED LIST

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? 0 YEARS

Place of residence last year APPLETON WI 54914

For: DOLGENCORP, LLC  
(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, AARON DALTON, 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] 1/26/21 Agent's age 0  
(Signature of Agent) (Date)  
1921 N ELINOR ST, APPLETON, WI 54914 Date of birth 0000  
(Home Address of Agent)

## 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)	
JOHNSTON		HOWARD		JOSEPH	
Home Address (street/route)		Post Office	City	State	Zip Code
2743 ST. ANN DR.		BROWN	GREEN BAY	WI	54311
Home Phone Number		Age	Date of Birth	Place of Birth	
cell - [REDACTED]		[REDACTED]	[REDACTED]	Green Bay	

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.

☒ agent of D2-of Appleton Inc.  
(Office / 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:

1. How long have you continuously resided in Wisconsin prior to this date?     0     YRS.
2. 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.)
3. 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.
4. 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: HIGHLAND Howies Pub + Grill - 3605 Humboldt Rd. GB WI 54311  
(Name, Location and Type of License/Permit)
5. Do you hold and/or are you an officer, director, stockholder, agent or employee 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: Same Same  
(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
HIGHLAND Howies	3605 Humboldt Rd.	1994	Present
Gippers Restaurant	1860 University Ave	1990	1994

**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.

Howard Johnston  
(Signature of Named Individual)

# 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 ☒ City of Appleton County of Outagamie

The undersigned duly authorized officer/member/manager of D2 of Appleton Inc.  
(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 D2-Appleton  
(Trade Name)

located at 403 W. College Ave.

appoints HOWARD JOHNSTON  
(Name of Appointed Agent)

2743 ST. ANN. DR. GB. WI 54311  
(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).  
HIGHLAND Howies Pub & Grill

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? 00 yrs.

Place of residence last year 2743 ST. ANN DR. GB WI 54311

For: D2 of Appleton Inc.  
(Name of Corporation / Organization / Limited Liability Company)

By: Howard Johnston  
(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, HOWARD JOHNSTON, 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.

Howard Johnston 4-20-21  
(Signature of Agent) (Date)  
2743 ST. ANN. DR. GB. WI 54311  
(Home Address of Agent)

Agent's age 00

Date of birth 000000

## 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)

# Original Alcohol Beverage Retail License Application

(Submit to municipal clerk.)

For the license period beginning: 05/01/2021 ending: 06/30/2021  
(mm dd yyyy) (mm dd yyyy)

To the Governing Body of the: ☐ Town of ☐ Village of ☒ City of } APPLETON

County of OUTAGAMIE Aldermanic Dist. No. 13  
(if required by ordinance)

Check one: ☐ Individual ☒ Limited Liability Company  
☐ Partnership ☐ Corporation/Nonprofit Organization

Applicant's Wisconsin Seller's Permit Number ●●●●●●●●	
FEIN Number ●●●●●●	
TYPE OF LICENSE REQUESTED	FEE
<input type="checkbox"/> Class A beer	\$
<input checked="" type="checkbox"/> Class B beer	\$
<input type="checkbox"/> Class C wine	\$
<input type="checkbox"/> Class A liquor	\$
<input type="checkbox"/> Class A liquor (cider only)	\$ N/A
<input checked="" type="checkbox"/> Class B liquor	\$
<input checked="" type="checkbox"/> Reserve Class B liquor	\$
<input type="checkbox"/> Class B (wine only) winery	\$
Publication fee	\$
<b>TOTAL FEE</b>	<b>\$ 159<sup>00</sup></b>

Name (individual / partners give last name, first, middle; corporations / limited liability companies give registered name)

APPLETON HOTEL VENTURE, LLC

An "Auxiliary Questionnaire," Form AT-103, must be completed and attached to this application by each individual applicant, by each member of a partnership, and by each officer, director and agent of a corporation or nonprofit organization, and by each member/manager and agent of a limited liability company. List the full name and place of residence of each person.

President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Vice President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Secretary / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Treasurer / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Agent Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
GRAVERSON	TROY	R	6255B Ridgely Rd Appleton, WI 54915
Directors / Managers Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
GERBER	SHANE	R	4541 N unity Rd Lena IL 60448

1. Trade Name CAMBRIA SUITES Business Phone Number 815-246-2002

2. Address of Premises 3940 N GATEWAY DRIVE Post Office & Zip Code APPLETON, WI 54913

3. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.)

All alcohol is stored in a locking Room/closet  
within the mechanical Room. Alcohol can be  
purchased from the bar area. 85,000 sq ft Full service  
hotel that allows guests to purchase and consume alcohol in guest  
rooms, F&B area and public spaces.

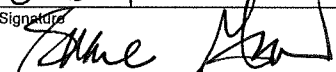
4. Legal description (omit if street address is given above):

5. (a) Was this premises licensed for the sale of liquor or beer during the past license year? ..... ☒ Yes ☐ No

(b) If yes, under what name was license issued? APPLETON HOTEL VENTURE, LLC

6. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? **If yes, explain** ..... ☐ Yes ☒ No
7. Is the applicant an employee or agent of, or acting on behalf of anyone except the named applicant? ..... ☐ Yes ☒ No  
**If yes, explain.**
8. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? **If yes, explain** ..... ☐ Yes ☒ No
9. (a) **Corporate/limited liability company applicants only:** Insert state DELAWARE and date 01/26/07 of registration.
- (b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? **If yes, explain** ..... ☐ Yes ☒ No
- (c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? **If yes, explain.** ..... ☐ Yes ☒ No
10. Does the applicant understand they must register as a Retail Beverage Alcohol Dealer with the federal government, Alcohol and Tobacco Tax and Trade Bureau (TTB) by filing (TTB form 5630.5d) before beginning business? [phone 1-877-882-3277] ..... ☒ Yes ☐ No
11. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776] ..... ☒ Yes ☐ No
12. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? ..... ☒ Yes ☐ No

**READ CAREFULLY BEFORE SIGNING:** Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000. Signer agrees to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants, or one member of a partnership applicant must sign; one corporate officer, one member/manager of Limited Liability Companies must sign.) Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

Contact Person's Name (Last, First, M.I.) <u>Garber, Shang</u>	Title/Member <u>Manager</u>	Date <u>4/2/2021</u>
Signature 	Phone Number	Email Address

**TO BE COMPLETED BY CLERK**

Date received and filed with municipal clerk	Date reported to council / board	Date provisional license issued	Signature of Clerk / Deputy Clerk
Date license granted	Date license issued	License number issued	

[illegible]



## City of Appleton

### Liquor License Questionnaire

1. Name of Applicant: Appleton Hotel Venture, LLC

2. Name of Business: Cambria Suites

(Check Applicable Box(s) to identify primary business activity)

- ☐ Restaurant  
☐ Tavern/Night Club/Wine Bar  
☐ Microbrewery/Brewpub  
☐ Painting/Craft Studio  
☒ Other (describe) Hotel

3. Address of Business: 3940 N Gateway Dr. Appleton, WI 54913

4. Have you or any member of your organization ever been convicted of a misdemeanor or ordinance violation? Yes \_\_\_\_\_ No X

AND/OR been convicted of a felony? Yes \_\_\_\_\_ No X

If yes to either question, please explain in detail below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. List all partners, shareholders or investors of your business. Include full name, middle initial and date of birth. Please use additional sheets if necessary. *\* attached page*

Shane	R	Gerber	/ /
First name	M.I.	Last name	Date of Birth
First name	M.I.	Last name	Date of Birth
First name	M.I.	Last name	Date of Birth
T			/ /
First name	M.I.	Last name	Date of Birth

6. Name of person/corporation you are buying the premise and equipment from?

Name: NA  
First name Middle Initial Last name

Address: NA  
City State ZIP

**7. What was the previous name and primary nature of the business operating at this location?**

Name: NA

(Check Applicable Box(s) to identify primary business activity)

- ☐ Restaurant  
☐ Tavern/Night Club/Wine Bar  
☐ Microbrewery/Brewpub  
☐ Painting/Craft Studio  
☐ Other (describe) \_\_\_\_\_

**8. Was this premise licensed for alcohol sales/consumption during the past license year?**

Yes X If yes, please contact the Community and Economic Development Department at 832-6468 about obtaining a copy of an existing Special Use Permit and related requirements that may run with property.

No \_\_\_\_\_ If no, please contact the Community and Economic Development Department at 832-6468 about obtaining a Special Use Permit. A Special Use Permit may be required for your business activity prior to the issuance of a Liquor License, pursuant to the City of Appleton Zoning Ordinance.

**9. If alcohol sales were a previous use in this building, when did the operation cease?**

12 months ago.

**10. Seating capacity:** Inside 24 Outside 8

**11. Operating hours** (Inside the building): Hotel 24 5PM-12PM

**Operating hours** (Outdoor seating areas): Hotel 24 hours/ Bar area 5PM-12PM

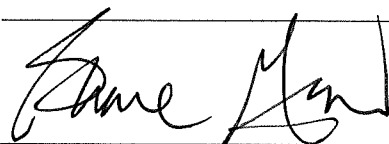
**12. Employees/Staff**

Number of floor personnel 1 Number of door checkers 0

**13. In general, state the size and operational details of the proposed establishment:**

- a. Gross floor building area of the premises to be licensed: 800 square feet.  
b. Gross outdoor seating areas of the premises to be licensed: \_\_\_\_\_ square feet.  
c. Below, identify the operational details of the proposed establishment:

A 105-Room full service Hotel with on  
on site bar and Restaurant.



Signature

03/29/21

Date

members

N/A

[illegible]

**FEES ARE NON-REFUNDABLE**

License fee EACH Vehicle \$30.00  
Investigation fee \$ 7.00  
Total fee paid \$ 37<sup>00</sup>

Date Recv'd 4/9/21  
Acct. CLLTSE  
Acct. CLCPIF  
Receipt 2014-6

**LICENSE APPLICATION**

for

**COMMERCIAL QUADRICYCLE**☐ Original Application☒ Renewal – License # \_\_\_\_\_**SECTION 1 – APPLICANT INFORMATION**

Name of Company <u>Social Station, LLC</u>		Business Phone <u>920-968-3232</u>	
Business Street Address <u>325 N. Appleton St</u>		City <u>Appleton</u>	State <u>WI</u>
Owner's Name <u>Chris Burns</u>		Date of Birth <u>[REDACTED]</u>	<input checked="" type="checkbox"/> Individual
Owner's Name		Date of Birth	<input type="checkbox"/> Partnership
Owner's Driver License Number <u>[REDACTED]</u>		Owner's Driver License Number	<input type="checkbox"/> Corporation

**SECTION 2 – VEHICLES TO BE OPERATED**

(Attach additional sheets if necessary)

Vehicle Number	Capacity	Make/Model	DOT License Plate Number
<u>N/A</u>	<u>15</u>	<u>2015 Pedal Biz</u> <u>MegaCycle</u>	<u>No Plate Required</u>

**SECTION 3 - COMPANY HISTORY**Is the company currently licensed in any other municipality? YES ☒ NO If Yes, what municipality?Has the company ever been denied a license by any municipality? YES ☒ NO If Yes, please explain:Have any of the owners ever been convicted of a crime? YES ☒ NO If Yes, please explain:Describe the basic operations of the company: Pedal tours Company

If the business is located in the City limits, Municipal Code requires that off-street parking is provided for. If applicable, what provisions have been made for off street parking?

**SECTION 4 - ROUTES**

All Commercial Quadricycle Routes are subject to approval by the Police Department.

Number of APPROVED routes: Maps of APPROVED routes must be submitted as an attachment to the application**SECTION 4 – INSURANCE NOTICE**

Insurance Coverage:

Insurance Carrier:

Insurance Agent Name and Phone Number:

Policy Number:

Through Hub International Northwest LLCCincinnati Specialty Underwriters509 747 31210151833 , 0151835

(over)

Policy Period:

I confirm that I have the authority to sign and certify the information contained herein as the permittee/licensee, or duly authorized representative of the entity obtaining this permit/license. I have reviewed and understand the insurance requirements of the City of Appleton. I hereby certify that I, or the company I represent, have insurance in the amounts required to obtain this permit/license, have named the City of Appleton as an additional insured for purposes of this permit/license and have provided the name of my insurance carrier, the policy number, and policy period above.

Further, I agree to maintain appropriate insurance coverage for the duration of this permit/license and to indemnify, defend and hold harmless the City of Appleton and its officers, officials, employees and agents from and against any and all liability, loss, damage, expenses, costs, including attorneys fees arising out of the activities performed as described herein, caused in whole or in part by any negligent act or omission of the applicant, anyone directly or indirectly employed by any of them, which may arise from the use of city right-of-way or property under this permit or license.

I certify that this application, and all information and documentation provided therein, is true and accurate.

Applicant's Signature

FOR OFFICE USE ONLY

Date sent : 4/19/21

COI on file? YES NO

Sealer	Approve X	Deny	By Maggio	Reason 4/19	S&L Date 4/28
Police	X		Nagel	4/20	Common Council 5/5
Fire	X		Patterson	4/19	Date issued
Inspection	X		Vandell Valle	4/21	Exp. date



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

4 23 21

**REQUEST for  
Alcohol License  
Premise Amendment**

**FEES ARE NON-REFUNDABLE**

Date Recv'd     /    /    

License Fee \$10.00/event

Acct: CLCAGP

Receipt

2029-6

**SECTION 1 – LICENSE INFORMATION**

Name of Establishment

Moon Water Cafe

Address of Establishment

606 N. Lawe St

Name of Agent

Shannon Boegh

Phone Number



**SECTION 2 – PREMISE AMENDMENT**

Please describe the change in premises:

\*A drawing/diagram of the proposed area must also be submitted with this application\*

There is a patio that seats 8, and a picnic table,  
along with a table out front

Is this change Permanent?

☒ YES

☐ NO

If this is temporary please specify the reason for the amendment:

Please list the date(s) and time(s) that this temporary premise amendment will be utilized:

**SECTION 3 – PENALTY NOTICE**

I certify that I am familiar with Section 9-52 of the Municipal Code of the City of Appleton and agree that any license granted under this application may be suspended for cause at any time by the Common Council.

Under penalty of law, I swear that the information provided in this application is true and correct to the best of my knowledge and belief.

Signature of Applicant:

S. Boegh

**FOR OFFICE USE ONLY**

Department	Approve	Deny	By	Reason
Comm. Dev.				
Finance				
Fire				
Health				
Inspections				
Police				
S&L	Council		Date Issued	Exp. Date
				License Number

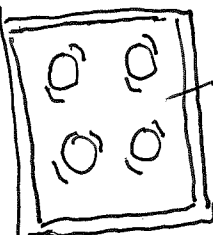
FRONT



Back

pic  
table

Parking  
lot



4  
tables

area



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

NeO- noon Friday-

**REQUEST for  
Alcohol License  
Premise Amendment**

**FEES ARE NON-REFUNDABLE**

License Fee \$10.00/event

Receipt 0030-4

Date Recv'd 4/23/21

Acct: CLCAGP

**SECTION 1 – LICENSE INFORMATION**

Name of Establishment Dairyland Brew Pub

Address of Establishment 1216 E Wisconsin Appleton

Name of Agent Dorri Schmidt

Phone Number

**SECTION 2 – PREMISE AMENDMENT**

Please describe the change in premises:

\*A drawing/diagram of the proposed area must also be submitted with this application\*

Is this change Permanent?

☐ YES

☒ NO

If this is temporary please specify the reason for the amendment:

Help sales for non profit Raising

Please list the date(s) and time(s) that this temporary premise amendment will be utilized:

May 15<sup>th</sup> 10 AM - 7 PM

**SECTION 3 – PENALTY NOTICE**

I certify that I am familiar with Section 9-52 of the Municipal Code of the City of Appleton and agree that any license granted under this application may be suspended for cause at any time by the Common Council.

Under penalty of law, I swear that the information provided in this application is true and correct to the best of my knowledge and belief.

Signature of Applicant: Dorri Schmidt

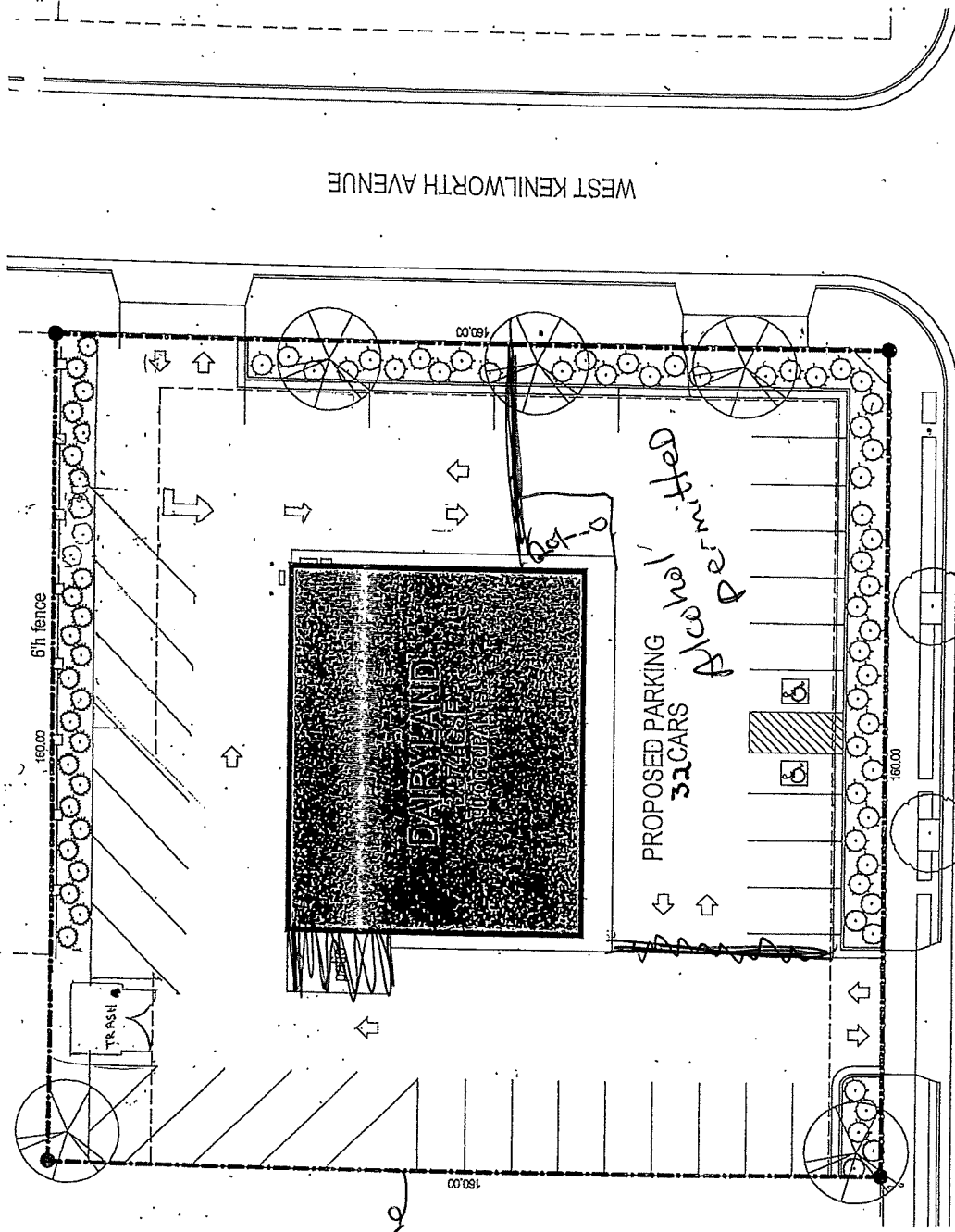
**FOR OFFICE USE ONLY**

Department	Approve	Deny	By	Reason
Comm. Dev.				
Finance				
Fire				
Health				
Inspections				
Police				
S&L	Council		Date Issued	Exp. Date
				License Number

Crafts  
and Drafts

Collecting Hygiene  
and Cleaning  
Supplies for  
Compassionate  
Home Health  
Care

Noon - 7 pm



1 SITE PLAN  
SCALE: 1" = 20'-0"

Special Use Permit for a Brewpub/Restaurant  
with Alcohol Sales  
1716 F Wisconsin Ave



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

TO: Safety & Licensing Committee  
FROM: APD Chief Todd Thomas  
SUBJECT: Electric Scooter Regulation  
DATE: April 23, 2021

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The City of Appleton has agreed to a pilot program to allow Electronic Scooter usage in the city. Currently, the agreement and the regulations included in it, are not enforceable or included in the Municipal Code of the City of Appleton. Municipalities are able to regulate electric scooters in a manner consistent with bicycle regulations. In order to create the safest possible situation for the operation of electric scooters in Appleton, it is necessary to add protections to our Code consistent with those already applicable to bicycle operation, including a definition of electric scooter and the prohibition of their operation on downtown sidewalks and parking ramps.

Furthermore, because there are inconsistencies between our Code and the Schedule of Deposits relating to Chapter 19 offenses, it is only logical at this time to make the appropriate corrections. Specifically, Sec. 19-162 provides a maximum penalty of five dollars (\$5.00) for violations of Sections 19-161 through 19-200 but the Schedule of Deposits creates a twenty dollar (\$20.00) forfeiture for violations of Sections 19-164 through 19-200. In order to reconcile this, I recommend removing from the Schedule of Deposits the penalties for Sections 19-164 through 19-200 and thereby make the \$5.00 penalty provision of Sec. 19-162 meaningful.

Based on the foregoing, and in collaboration with the City Attorney's Office, I am recommending that the Schedule of Deposits be amended to remove Sections 19-164 through 19-200 and the following changes to the Municipal Code.

## ARTICLE V. BICYCLES, ELECTRIC SCOOTERS, AND PLAY VEHICLES\*

### DIVISION 1. GENERALLY

#### Sec. 19-161. Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

***Bicycle*** means every device propelled by the feet acting upon pedals and having wheels any two (2) of which are not less than fourteen (14) inches in diameter.

***Bicycle establishment or bicycle dealer*** means any business operated by any person wherein new or used bicycles or bicycle parts are purchased, sold, exchanged, bartered, repaired, remodeled, dismantled or junked.

***Bicycle lane*** means that portion of a roadway set aside by the governing body of any city, town, village or county for the exclusive use of bicycles or other modes of travel where permitted under W.S.A. §349.23(2)(a), and so designated by appropriate signs and markings. Bicycle lanes are designated on the following streets: the area bounded by Franklin Street on the north; Lawrence Street on the south, including any ramps leading down into Jones Park; Richmond Street on the west; and Drew Street on the east.

***Bicycle route*** means any bicycle lane, bicycle way or highway which has been duly designated by the Common Council and which is identified by appropriate signs and markings.

***Bicycle way*** means any path or sidewalk or portion thereof designated for the use of bicycles by the Common Council.

***Carrier*** means any device attached to the bicycle designed for carrying articles.

***Curb*** means the lateral boundaries of that portion of a street designed for the use of vehicles, whether marked by a curb or not.

***Driver or operator*** means every person who drives or is in actual physical control of a vehicle.

***Electric scooter*** means a device weighing less than 100 pounds that has handlebars and an electric motor, is powered solely by the electric motor and human power, and has a maximum speed of not more than 20 miles per hour on paved level surface when powered solely by the electric motor.

***Minibike*** means a two- (2-) wheeled motorized vehicle with less than twenty- (20-) inch wheels, usually designed for trails and off-street use.

***Motor bike*** means a vehicle of the bicycle or tricycle type propelled by a motor.

***Motor vehicle*** means every vehicle which is self-propelled and every vehicle which is propelled by electric power obtained from overhead trolley wires, but not operated upon rails.

***Owner*** means a person, other than a lienholder, having the property in or title to a vehicle. The term includes a person entitled to the use and possession of a vehicle subject to security interest in another person, but excludes a lessee under a lease not intended as security.

***Pedestrian*** means any person afoot.

***Reflector*** means any device constructed of metal or glass or plastic that has a diameter of at least two (2) inches of surface area, which will be visible from all distances within fifty (50) feet to five hundred (500) feet directly in front of a motor vehicle at night displaying lawfully lighted headlights, such device to be so constructed as to show a red color when struck by motor vehicle lights as stated. Such device shall be affixed to the rear of the bicycle at any point on the frame or mudguard at a height between axis of the wheel and the bottom of the rider's seat.

***Registration tag*** means a metal plate or sticker indicating that a bicycle is registered.

***Right-of-way*** means the right of one (1) vehicle or pedestrian to proceed in a lawful manner in preference to another vehicle or pedestrian approaching under such circumstances of direction, speed and proximity as to give rise to danger of collision unless one grants precedence to the other.

***Sidewalk*** means that portion of a street between the curblines or the lateral lines of a roadway and the adjacent property lines, intended for use by pedestrians.

***Street or highway*** means the entire width between the boundary lines of every way publicly maintained when any part thereof is open to the use of the public for purposes of vehicular travel.

***Trailer*** means a unit designed to be towed by a bicycle and not an integral part of a bicycle.

***Vehicle*** means every device in, upon or by which any person or property is or may be transported or drawn upon a highway, excepting devices used exclusively upon stationary rails or tracks.

(Code 1965, §10.08(1); Ord 120-12, §1, 10-23-12)

**Cross reference(s)** - Definitions and rules of construction generally, §1-2.

**\*State law reference(s)** – Authority to require registration of bicycles, W.S.A. §349.18(b)(3).

#### **Sec. 19-162. Penalty for violation of article.**

Any person found guilty of a violation of this article shall be subject to a penalty of not more than five dollars (\$5.00) and removal of the bicycle registration tag for a period not to exceed thirty (30) days.

(Code 1965, §10.08(32))

#### **Sec. 19-163. Compliance with article; responsibility of parents.**

(a) It is unlawful for any person to perform any act forbidden or fail to perform any act required in this article.

(b) The parent of any child and the guardian of any ward shall not authorize or knowingly permit any child or ward to violate any of the provisions of this article.

(Code 1965, §10.08(29))

#### **Sec. 19-164. Operation of skateboards as prohibited in certain areas.**

No person shall operate, ride or propel a skateboard, inline skates and roller skates, on any portion of the following streets or public property:

(1) The area bounded by Franklin Street on the north; Lawrence Street on the south, including any ramps leading down into Jones Park; Richmond Street on the west; and Drew Street on the east.

(2) All City-owned parking ramps and parking lots.

(Code 1965, §10.08(13)(c); Ord 89-92, §1, 8-20-92)

**Cross reference(s)**--Citation for violation of certain ordinances, §1-17; schedule of deposits for citation, §1-18.

#### **Sec. 19-165. Reserved.**

Editor's note: Ord 75-94, §1, adopted July 9, 1994, repealed §19-165, which pertained to operation of skateboards, inline skates, roller skates and bicycles prohibited on certain pedestrian bridges.

**Secs. 19-166 – 19-175. Reserved.**

## **DIVISION 2. BICYCLES AND ELECTRIC SCOOTERS**

**Secs. 19-176 – 19-180. Reserved.**

### **Sec. 19-181. Unclaimed or unidentified bicycles and electric scooters.**

All abandoned bicycles and electric scooters and unidentified bicycles and electric scooters remaining in the hands of the Police Department may, at the end of thirty (30) days, be sold at public auction or by any other method allowed by §12-101.

(Code 1965, §10.08(11))

### **Sec. 19-182. Applicability of traffic regulations to persons operating bicycles and electric scooters.**

Every person operating a bicycle or electric scooter upon a roadway shall be subject to all of the duties applicable to the driver of a vehicle by the laws of this state declaring rules of the road applicable to vehicles or by the traffic ordinances of the City applicable to the driver of a vehicle, except as to special regulations in this article and except as to those provisions of laws and ordinances which by their nature have no application.

(Code 1965, §10.08(12))

### **Sec. 19-183. Riding bicycle or electric scooter on sidewalk.**

(a) Bicyclists and electric scooter operators exercising due care may operate their bicycle or electric scooter upon the sidewalk, except on the sidewalks on College Avenue between Drew Street and Badger Avenue (this exception shall not apply to law enforcement officers operating designed police bicycles).

(b) It shall be unlawful for any person operating a bicycle or electric scooter on the sidewalk to attempt to pass another person going in the same direction on the walk without giving an audible signal as warning and until it becomes evident that the person so warned is aware of the approach of such person operating the bicycle or electric scooter. Pedestrians shall at all times have the right-of-way upon sidewalks and, if necessary, the person operating such bicycle or electric scooter shall vacate the sidewalk or dismount and walk the bicycle or electric scooter to prevent an accident. Any person operating a bicycle or electric scooter upon the sidewalk must have the bicycle or electric scooter under control at all times.

(c) Electric scooters shall not be operated in all City-owned parking ramps.

(Code 1965, §10.08(13)(a), (b), ord 150-07, §1, 11-13-07)

### **Sec. 19-184. Riding bicycle or electric scooter on roadway.**

Whenever a bicycle or electric scooter is operated upon a roadway the following rules apply:

- (1) Unless preparing to make a left turn, every person riding a bicycle or electric scooter upon a roadway carrying two- (2- ) way traffic shall ride within three (3) feet of the right side of the unobstructed traveled roadway. On one- (1-) way roadways, the operator of the bicycle or electric scooter shall ride within three (3) feet of the right side or left side of the unobstructed traveled roadway. Every person operating a bicycle or electric scooter upon a roadway shall exercise due care when passing a standing vehicle or one (1) proceeding in the same direction, allowing a minimum of three (3) feet between his bicycle or electric scooter and the vehicle.
- (2) Persons riding bicycles or electric scooters upon a roadway shall ride single file on all roadways which have centerlines or lane lines indicated by painting or other markings, and in all unincorporated areas. On roadways not divided by painted or other marked centerlines or lane lines, bicycle or electric scooter operators may ride two (2) abreast in incorporated areas.
- (3) No person may operate a bicycle or electric scooter upon a roadway where a sign is erected indicating that bicycle or electric scooter riding is prohibited.
- (4) The operator of any bicycle or electric scooter overtaking another bicycle, electric scooter, or vehicle

proceeding in the same direction shall pass such vehicle at a safe distance at a place on the roadway other than an intersection and without leaving the traveled portion of the road.  
(Code 1965, §10.08(14))

**Sec. 19-185. Riding bicycle or electric scooter on bicycle lane.**

(a) Unless two- (2-) way traffic is authorized under subsection (b) of this section, every person operating a bicycle or electric scooter upon a bicycle lane shall ride in the same direction in which vehicular traffic on the lane of the roadway nearest the bicycle lane is traveling.

(b) The Common Council may authorize two- (2-) way traffic on any portion of a roadway which it has set aside as a bicycle lane. Appropriate traffic signs shall be installed on all bicycle lanes open to two- (2-) way traffic.

(c) Unless otherwise provided under subsection (b) of this section, a person operating a bicycle or electric scooter may enter or leave a bicycle lane only at intersections or at driveways adjoining the bicycle lane.

(d) A person may leave a bicycle lane at any point by dismounting from the bicycle or electric scooter and walking it out of the lane. A person may enter a bicycle lane at any point by walking his bicycle or electric scooter into the lane and then mounting it.

(e) Every person operating a bicycle or electric scooter upon a bicycle lane shall exercise due care and give an audible signal when passing a bicycle or electric scooter rider proceeding in the same direction.

(f) Every operator of a bicycle or electric scooter entering a bicycle lane shall yield the right-of-way to all bicycles or electric scooters in the bicycle lane. Upon leaving a bicycle lane, the operator of a bicycle or electric scooter shall yield the right-of-way to all vehicles and pedestrians.  
(Code 1965, §10.08(15))

**Sec. 19-186. Riding bicycle or electric scooter on bicycle way.**

(a) Every person operating a bicycle or electric scooter upon a bicycle way shall:

(1) Exercise due care and give an audible signal when passing a bicycle rider, electric scooter operator, or a pedestrian proceeding in the same direction.

(2) Obey each traffic signal or sign facing a roadway which runs parallel and adjacent to a bicycle way.

(b) Every person operating a bicycle or electric scooter upon a bicycle way open to one- (1-) way traffic shall ride on the right side of the bicycle way.

(c) Every operator of a bicycle or electric scooter entering a bicycle way shall yield the right-of-way to all bicycles and pedestrians in the bicycle way.  
(Code 1965, §10.08(16))

**Sec. 19-187. Carrying passengers.**

(a) A person propelling a bicycle shall not ride other than upon or astride a permanent and a regular seat attached thereto.

(b) No bicycle or electric scooter shall be used to carry more persons at one time than the number for which it is designed and equipped.

(c) No bicycle except a tandem shall be used to carry any person except the operator unless equipped with a child's seat, in which case the following conditions and regulations must be met:

(1) The operator shall be fourteen (14) years of age or older.

(2) The passenger shall not exceed fifty (50) pounds in weight and shall be seated on the child's seat.

(3) The child's seat shall be fastened securely to the bicycle; shall be located behind the operator's seat; and shall be designed and manufactured for this specific purpose and be equipped with safety belt, arm rest, back rest, foot and spoke protection, and have a firm seat and back and be attached to the frame at three (3) points with bolts or nuts, two (2) of which are at either side of the wheel axle or the frame adjacent to the rear axle.

(4) Only one (1) child's seat shall be attached to a bicycle.

(Code 1965, §10.08(17))

#### **Sec. 19-188. Improper riding, trick riding and racing.**

(a) No person operating a bicycle or electric scooter upon a public street or sidewalk shall participate in any race, speed or endurance contest unless such race or endurance contest has the written permission of the Chief of Police and is conducted under the supervision of the police.

(b) No person riding or operating a bicycle or electric scooter shall perform or attempt to perform any acrobatic, fancy, or stunt riding upon any public street or sidewalk.

(Code 1965, §10.08(18))

#### **Sec. 19-189. Obedience to speed limits.**

No person shall operate a bicycle or electric scooter at a speed greater than the speed limit.

(Code 1965, §10.08(19))

#### **Sec. 19-190. Obedience to traffic-control devices.**

Any person operating a bicycle or electric scooter shall obey the instructions of official traffic-control devices applicable to vehicles, unless otherwise directed by a police officer.

(Code 1965, §10.08(20))

#### **Sec. 19-191. Stopping, turning and signaling.**

(a) If any other traffic may be affected by such movement, no bicycle or electric scooter operator shall stop, slow down or turn without giving an arm signal required by state law for the operation of motor vehicles. The operator of a bicycle or electric scooter shall give such signal continuously during not less than the last fifty (50) feet traveled before turning.

(b) No person may stop or suddenly decrease the speed of a vehicle without first giving an appropriate signal in the manner provided in W.S.A. §346.35 to the operator of any vehicle immediately to the rear when there is opportunity to give such signal. This subsection does not apply to the operator of a bicycle or electric scooter approaching an official stop sign or traffic-control sign.

(c) Whenever authorized signs are erected indicating that no right or left turn or U-turn is permitted, no person operating a bicycle or electric scooter shall disobey the direction of any such sign, except where such person dismounts from the bicycle or electric scooter to make any such turn, in which event such person shall then obey the regulations applicable to pedestrians.

(d) Every person riding or operating a bicycle or electric scooter intending to turn to the right at an intersection or alley or driveway shall approach the turning point in the line of traffic nearest the right-hand curb of the street. The bicycle or electric scooter driver, in turning left at an intersection, shall pass to the left of the center of the intersection before turning, unless otherwise directed by markers, buttons or signs. At intersections where traffic is moving in opposite directions, if it is not safe for bicycles or electric scooters to make left-hand turns as described in this subsection, the bicycle or electric scooter driver shall stay in the right-hand lane and ride to the opposite corner, then

dismount and walk the bicycle or electric scooter to the left-hand corner and proceed. Crosswalks shall be used when walking a bicycle or electric scooter through an intersection.  
(Code 1965, §10.08(21))

**Sec. 19-192. Emerging from alley or driveway.**

The operator of a bicycle or electric scooter emerging from an alley, driveway or building shall stop prior to riding across a sidewalk or roadway. Such operator shall in all cases yield the right-of-way to all pedestrians approaching on the sidewalk and to all vehicles approaching upon the roadway.  
(Code 1965, §10.08(22))

**Sec. 19-193. Parking.**

(a) No person shall park any bicycle or electric scooter on a sidewalk having a width of less than five and one-half (5½) feet.

(b) On sidewalks with a width of five and one-half (5½) feet or more, bicycles or electric scooters shall not be parked:

- (1) On the main traveled portion of the sidewalk;
- (2) Against or adjacent to windows; or
- (3) In such a manner as to constitute a hazard to pedestrians, traffic or property.

(c) Bicycle racks are to be used for parking where provided. Bicycles are not to be parked on the sidewalk if a bicycle rack is available within three hundred (300) feet and able to be reached without crossing the street.  
(Code 1965, §10.08(23))

**Sec. 19-194. Clinging to vehicles.**

No person operating a bicycle or electric scooter shall attach himself or his bicycle or electric scooter to any vehicle upon a roadway.  
(Code 1965, §10.08(24)(a))

**Sec. 19-195. Position of passengers; towing.**

No person shall operate a bicycle or bicycle-trailer combination on a street or sidewalk when any person other than the operator is upon any portion thereof not designed or intended for the use of passengers, nor shall any person ride in such a position as to interfere with the operator's view ahead or to the side or to interfere with the operator's control of the bicycle, nor shall the operator of any bicycle draw any coaster, sled, person on roller skates, toy vehicle or any other similar vehicle on a public highway, except those trailers specifically designed for bicycles and having the following safeguards:

- (1) The bicycle trailer to be towed must be firmly attached to the framework of the bicycle and be balanced to preclude detrimental effect on the operation of the bicycle.
- (2) At least two (2) red reflectors must be fastened on the rear of the trailer and one (1) amber reflector on each side of the trailer. These reflectors are to be two (2) inches in diameter, or the equivalent in retro reflective material.
- (3) Overall length of trailer unit from the extreme rear of the bicycle wheel is not to exceed forty (40) inches.
- (4) Overall height of the trailer unit, including wheels, from ground level to the top of the carrying container, is not to exceed thirty-six (36) inches.

(5) Maximum width of the trailer unit, wheels, axle, container and the like is not to exceed thirty-six (36) inches.

(6) The trailer unit must be detachable from the bicycle.

(Code 1965, §10.08(24)(b))

#### **Sec. 19-196. Carrying articles.**

No person operating a bicycle or electric scooter shall carry any package, bundle or article which prevents the operator from keeping at least one (1) hand upon the handlebars.

(Code 1965, §10.08(25))

#### **Sec. 19-197. Handlebars.**

Every bicycle or electric scooter that is equipped with handle grips must have the grips securely glued or cemented to the handlebars.

(Code 1965, §10.08(26))

#### **Sec. 19-198. Lamps and other equipment.**

(a) Lamps; reflectors. No person may operate a bicycle or electric scooter upon a street, sidewalk, bicycle lane or bicycle way during hours of darkness unless such bicycle or electric scooter is equipped with or the operator is wearing a lamp on the front emitting a white light visible from a distance of at least five hundred (500) feet to the front of such bicycle or electric scooter. Such bicycle or electric scooter shall also be equipped with a red reflector that has a diameter of at least two (2) inches of surface area on the rear, so mounted and maintained as to be visible from all distances from fifty (50) to five hundred (500) feet to the rear when directly in front of a lawful upper beam of headlamps on a motor vehicle. A lamp emitting a red light visible from a distance of five hundred (500) feet to the rear may be used in addition to but not in lieu of the red reflector.

(b) Brakes. No person may operate a bicycle or electric scooter upon a street, sidewalk, bicycle lane or bicycle way unless all braking equipment with which the bicycle or electric scooter was originally provided is in good working order. No person may operate a bicycle or electric scooter equipped with a coaster brake upon a highway, bicycle lane or bicycle way unless such brakes will enable the operator to make the braked rear wheel skid on dry, level, clean pavement.

(Code 1965, §10.08(27))

#### **Sec. 19-199. Reserved.**

Editor's Note: Ord 151-07, effective November 13, 2007, repealed this entire section relating to rental agencies.

(Code 1965, §10.08(28), Ord 151-07, §1, 11-13-07)

#### **Sec. 19-200. Riding bicycle or electric scooter without consent of owner.**

No person shall intentionally take or ride a bicycle or electric scooter without the consent of the owner.

(Code 1965, §10.08(2)(d))

#### **Sec. 19-201. Reserved.**

Editor's Note: Ord 152-07, effective November 13, 2007, repealed this entire section relating to driving motor vehicle on bicycle lane or bicycle way.

(Code 1965, §10.08(30), Ord 152-07, §1, 11-13-07)

#### **Sec. 19-202. Reserved.**

Editor's Note: Ord 153-07, effective November 13, 2007, repealed this entire section relating to overtaking and passing of bicycles by motor vehicles.  
(Code 1965, §10.08(31), Ord 153-07, §1, 11-13-07)



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

## MEMO

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**TO:** Finance Committee

**FROM:** Paula Vandehey, Director of Public Works *PAV*

**DATE:** April 21, 2021

**SUBJECT:** Request to approve the following 2021 Budget adjustment:

**General Fund – Department of Public Works**

Miscellaneous Revenue	+ \$57,200
Contractor Fees	+ \$57,200

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Several months ago TDS began a major Fiber-Optic Network Project that will impact the entire City of Appleton and surrounding communities. In order to gain permission to install their fiber-optic, plans must be reviewed for each segment of installation, underground utility locates performed and finally on-site inspection during critical phases. The Department of Public Works is doing our best with our limited resources to meet the desired schedule of TDS. However, their goal is to increase their current six (6) installation crews to eight (8) installation crews.

After discussions with TDS, the City reached out to several locating services, but only received one quote to help supplement the City's locating services. The quote from Excel Underground of \$55 per hour will allow TDS to increase from six crews to their desired eight crews. TDS has agreed to reimburse the City for these expenses per the attached document, based on a 26 week period.

Therefore, we are requesting the appropriate 2021 budget adjustments to provide the additional locating services for the TDS Fiber-Optic Network Project.

attachments

**Excel Underground, LLC**

5288 pasture lane

Omro, WI 54963

+1 9205742924

rrock@excelunderground.com

<http://www.excelunderground.com>**Public and Private Utility Locating****ADDRESS**

Scott Hart

City of Appleton

100 N Appleton St

Appleton, WI 54911

**Estimate 1051****DATE 04/15/2021****EXPIRATION DATE 12/31/2022**

DATE	ACTIVITY	QTY	RATE	AMOUNT
	<b>PRIVATE LOCATE</b>	0	55.00	0.00
	Utility Locating of Water, Sanitary and Storm Facilities for TDS Fiber Build Project at a rate of \$55.00 per hour as needed.			
	To be billed on the first of each month.			

We look forward to working with you!

**TOTAL****\$0.00**

Accepted By

Accepted Date



## Purchase order 4502206920

Vendor: 227591  
CITY OF APPLETON  
100 N APPLETON ST  
APPLETON WI 54911-4702

Purchasing Group  
Telecom Buyers

Bill to Address:  
TDS Metrocom OOT Fox Vall  
PO Box 628490  
Middleton, WI 53562-8490

Please deliver to:  
0864  
TEL-WH-2900NZUEHLKEDR-TDSMETRO  
Net Ops Asst./LIFT GATE REQ  
2900 N ZUEHLKE DR STE B  
APPLETON WI 54911-8200

Order date : 04/19/2021  
Delivery date : 05/19/2021

Delivery :  
Terms : Payable immediately Due net

Currency USD

Item	Material	Order qty.	Unit	Description	Price per unit	Net value
00010	224777	1.00	EACH	CITY OF APPLETON PSA CONST PR002679	57,200.00	\$ 57,200.00

WBS Element:TC-210872028

Total net value excl. tax USD \$ 57,200.00  
=====

### Comments:

Note to Vendor: If a line item is followed by an I/O# or a WBS Element, please print the I/O# or WBS Element on all shipping documents including the shipping label.

"Seller and Buyer agree that this Purchase Order ('Order') is subject to the terms and conditions of any existing purchase agreement executed by Buyer and Seller for the goods and/or services. Absent any executed purchase agreement; By acknowledging receipt of this Order (or by shipping goods or performing the services called for by this Order), Seller agrees to the terms and conditions of Buyer's Purchase Order Terms and Conditions found at [https://s24.q4cdn.com/467862975/files/legal/PO-Terms\\_11\\_20\\_2020.pdf](https://s24.q4cdn.com/467862975/files/legal/PO-Terms_11_20_2020.pdf)"

  
\_\_\_\_\_  
Authorizing Signature



# City of Appleton

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

## Meeting Minutes CEA Review Committee

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Monday, April 12, 2021

3:30 PM

Council Chambers, 6th Floor

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1. Call meeting to order

*Alderperson Firkus called the meeting to order at 3:30 p.m.*

2. Roll call of membership

**Present:** 4 - Vandehey, Saucerman, Lobner and Firkus

3. Approval of minutes from previous meeting

[21-0378](#)

Minutes from September 16, 2020

**Attachments:** [Minutes from September 16, 2020.pdf](#)

**Lobner moved, seconded by Saucerman, that the Minutes be approved. Roll Call. Motion carried by the following vote:**

**Aye:** 4 - Vandehey, Saucerman, Lobner and Firkus

4. Public Hearings/Appearances

5. Action Items

[21-0379](#)

Request from Department of Utilities to remove JD Tractor #1508 from CEA Fleet without replacement.

**Attachments:** [Remove JD Tractor #1508.pdf](#)

**Lobner moved, seconded by Saucerman, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:**

**Aye:** 4 - Vandehey, Saucerman, Lobner and Firkus

[21-0380](#)

Request to upgrade Pick-Up Truck #1521 to four-wheel drive when replaced in 2022. Total additional cost of \$3,300 to be paid using replacement reserve funds from Tractor #1508.

**Attachments:**     [Pick-up Truck #1521 to Four Wheel Drive in 2022.pdf](#)

**Lobner moved, seconded by Vandehey, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:**

**Aye:** 4 - Vandehey, Saucerman, Lobner and Firkus

[21-0381](#)

Request to retain Reid Golf Course sprayer #602 as a spare when replaced in 2022, increasing overall fleet by one vehicle.

**Attachments:**     [Reid Golf Course sprayer #602.pdf](#)

**Lobner moved, seconded by Vandehey, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:**

**Aye:** 4 - Vandehey, Saucerman, Lobner and Firkus

[21-0382](#)

Request to eliminate Mower #538 and replace with two stand on, zero turn mowers using replacement reserve funds from mower #538 and add them both into CEA Fleet.

**Attachments:**     [Replace 538 Kubota Mower.pdf](#)

**Lobner moved, seconded by Vandehey, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:**

**Aye:** 4 - Vandehey, Saucerman, Lobner and Firkus

[21-0383](#)

Request to upgrade Sweeper #113 when replaced in 2022 for a total additional cost of \$10,000.

**Attachments:**     [Upgrade Sweeper #113.pdf](#)

**Lobner moved, seconded by Vandehey, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:**

**Aye:** 4 - Vandehey, Saucerman, Lobner and Firkus

[21-0384](#)

Request to upgrade Sign Shop Pick-up Truck #185 when replaced in 2022 for a total additional cost of \$25,000.

**Attachments:**     [Upgrade Truck #185.pdf](#)

**Lobner moved, seconded by Vandehey, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:**

**Aye:** 4 - Vandehey, Saucerman, Lobner and Firkus

[21-0385](#)

Request to add a Toolcat Utility Vehicle to the Parking Utility CEA Fleet in 2022 for a total cost of \$75,000.

**Attachments:** [Add a Toolcat Utility Vehicle.pdf](#)

Lobner moved, seconded by Vandehey, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:

**Aye:** 4 - Vandehey, Saucerman, Lobner and Firkus

[21-0386](#)

Approve 2021 Seasonal Vehicles.

**Attachments:** [CEA Seasonal Vehicle Request.pdf](#)

Lobner moved, seconded by Saucerman, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:

**Aye:** 4 - Vandehey, Saucerman, Lobner and Firkus

[21-0432](#)

Approve amended Central Equipment Agency Policy and Procedure Manual.

**Attachments:** [CEA Procedures Manual Strike and Bold April 2021.pdf](#)

Lobner moved, seconded by Saucerman, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:

**Aye:** 4 - Vandehey, Saucerman, Lobner and Firkus

## 6. Information Items

[21-0387](#)

2021 Equipment Purchase Log.

**Attachments:** [2021 Purchase Log.pdf](#)

[21-0388](#)

Proposed 2022 Equipment Replacements.

**Attachments:** [2022 CEA Equipment Replacements.pdf](#)

## 7. Adjournment

Lobner moved, seconded by Saucerman, that the meeting be adjourned at 3:55 p.m. Roll Call. Motion carried by the following vote:

**Aye:** 4 - Vandehey, Saucerman, Lobner and Firkus



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**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: 4/26/2021

RE: Action: Award the City of Appleton's "2021 Park Pavilions Roof Replacement Project" contract to Schulze Exteriors, LLC. in the amount of \$106,374 with a contingency of 10,000 for a project total not to exceed \$116,374.

The 2021 Capital Improvement Plan includes \$125,000 to replace roofs on both of the Telulah Park Pavilions, the Schaefer Park Pavilion, and the Vulcan Hydroelectric Replica Building. The amount of \$5,700 has been utilized for design leaving a balance of \$119,300 for construction. The existing roofs are at the end of their useful life and are in need of replacement. Our annual roof inspection program identifies roofing in need of replacement and allocates resources to allow for proactive replacement to protect and preserve the facility's asset.

The bids were received as follows:

<b>Schulze Exteriors, LLC. (low bid)</b>	<b>\$106,374</b>
RJM Construction, LLC.	\$127,900

Our consulting engineer has written the City of Appleton a formal letter of recommendation to award the contract to Schulze Exteriors LLC. The Parks, Recreation, and Facilities Management Department has also reviewed the bids and is in agreement with the engineer's recommendation. Therefore, we recommend awarding the contract to Schulze Exteriors, LLC. in the amount of \$106,374 plus a contingency of \$10,000 only to be utilized as needed.

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



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**PARKS, RECREATION & FACILITIES  
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Email - [dean.gazza@appleton.org](mailto:dean.gazza@appleton.org)

TO: Finance Committee

FROM: Dean R. Gazza

DATE: 4/26/2021

RE: Action: Approve Lower Substation Building Remodeling Project Engineering Services Amendment #1 increasing the McMahon total contract amount by \$7,000 from \$24,000 to \$31,000

**BACKGROUND:**

The majority of the Appleton Wastewater Treatment Plant (AWWTP) electrical distribution system is from the mid-1970's and has reached the end of its useful life. The electrical distribution system is critical to the Wastewater Treatment Plant's operations and needs to be upgraded to reduce the risk of an electrical distribution component failure. In 2017 AWWTP and PRFMD implemented a five-phase project to upgrade the AWWTP electrical distribution system. An integral part of the project is to renovate the E-Building to house the new lower substation. Currently the E-Building is an electrical distribution building that will be repurposed for the new system.

The 2021 Capital Improvement Plan includes \$2,300,000 for the Wastewater Electrical Distribution Upgrades Project Phase 4. Phase 4 includes renovation of the E-Building and installation of two new substations.

At the beginning of the project, Patrick Engineering was hired to complete the design services needed for the electrical distribution equipment upgrades. However, during design it was determined that the best location for the new lower substation was the current E-Building. The renovation of the E-Building requires architectural design and Patrick Engineering does not provide architectural services. We entered into a contract with McMahon to complete the necessary architectural services needed for the E-Building renovation. During the design process several unknown conditions arose that required additional services which included structural engineering services for reinforcing the F1-F2 tunnel walls and relocation of the HVAC equipment. Those extra items were not included in the original contract.

The cost of additional engineering services outlined as part of the McMahon Contract Amendment #1 totals \$7,000. This amendment would result in the contract amount increasing from \$24,000 to \$31,000.

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



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**PARKS, RECREATION & FACILITIES  
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Email - [dean.gazza@appleton.org](mailto:dean.gazza@appleton.org)

TO: Finance Committee

FROM: Dean R. Gazza

DATE: 04-26-21

RE: Action: Award the "2021 AWWTP Electrical Distribution Upgrades Phase 4 Project - Substation Installation" contract to Van Ert Electric, Inc. in the amount of \$2,130,000 with a contingency of 10% for a project total not to exceed \$2,343,000.

The 2021 Capital Improvement Plan includes \$2,300,000 for the Wastewater Electrical Distribution Upgrades Project. The amount of \$1,266,333 was carried over from 2020 for a Phase 4 total budget of \$3,566,333. The amount of \$219,000 has been utilized for design and \$340,000 has been utilized for the Lower Substation Building Renovation, leaving a balance of \$3,007,333 for construction activities associated with Phase 4 of the AWWTP Electrical Distribution Upgrades Project. The majority of the electrical distribution system is from the mid-1970's and has reached the end of its useful life. The electrical distribution system is critical to the Wastewater Treatment Plant's operations and needs to be upgraded to reduce the risk of an electrical distribution component failure. This is Phase Four of a Five-Phase project.

The bids were received as follows:

<b>Van Ert Electric, Inc.</b>	<b>\$2,130,000</b>
Pieper Electric, Inc.	\$2,177,000
Altmeyer Electric, Inc.	\$2,279,484
Elmstar Electric Corporation	\$2,406,930
Northern Electric, Inc.	\$2,488,110

Our consulting engineer has written the City of Appleton a formal letter of recommendation to award the contract to Van Ert Electric, Inc. The Parks, Recreation, and Facilities Management Department has also reviewed the bids and is in agreement with the engineer's recommendation. Therefore, we recommend awarding the contract to Van Ert Electric, Inc. in the amount of \$2,130,000 plus a contingency of 10% only to be utilized as needed.

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



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**PARKS, RECREATION & FACILITIES  
MANAGEMENT**

**Dean R. Gazza, Director**

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(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: 4/26/2021

RE: Action: Award the "2021 AWWTP Electrical Distribution Upgrades Phase 4 Project – Lower Substation Building Renovation" contract to Cardinal Construction Co., Inc. in the amount of \$303,395 with a contingency of 12% for a project total not to exceed \$339,802.

The 2021 Capital Improvement Plan includes \$2,300,000 for the Wastewater Electrical Distribution Upgrades Project. The amount of \$1,266,333 was carried over from 2020 for a Phase 4 total budget of \$3,566,333. The amount of \$219,000 has been utilized for design and \$2,130,000 has been utilized for the Substation Installation Project, leaving a balance of \$1,217,333 for construction activities associated with Phase 4 of the AWWTP Electrical Distribution Upgrades Project. The majority of the electrical distribution system is from the mid-1970's and has reached the end of its useful life. The electrical distribution system is critical to the Wastewater Treatment Plant's operations and needs to be upgraded to reduce the risk of an electrical distribution component failure. This is Phase Four of a Five-Phase project.

The bids were received as follows:

<b>Cardinal Construction Co., Inc.</b>	<b>\$303,395</b>
The Boldt Co.	\$341,042

Our consulting engineer has written the City of Appleton a formal letter of recommendation to award the contract to Cardinal Construction Co., Inc. The Parks, Recreation, and Facilities Management Department has also reviewed the bids and is in agreement with the engineer's recommendation. Therefore, we recommend awarding the contract to Cardinal Construction Co., Inc. in the amount of \$303,395 plus a contingency of 12% only to be utilized as needed.

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

**CITY OF APPLETON**  
**Department of Public Works**  
**MEMORANDUM**

---

**TO:** ☒ **Finance Committee**  
☐ **Municipal Services Committee**  
☐ **Utilities Committee**

**SUBJECT:** Award of Contract

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**The Department of Public Works recommends that the following described work:**

Unit D-21 Sidewalk Construction

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---

**Be awarded to:**

Name: Fischer Ulman Construction, Inc.  
Address: 915 S. Midpark Drive  
Appleton, WI 54915

**In the amount of :** \_\_\_\_\_

**With a** \_\_\_\_\_ **% contingency of :** \_\_\_\_\_

**For a project total not to exceed :** \_\_\_\_\_

**\*\* OR \*\***

**In an amount Not To Exceed :** \$330,000.00

Budget: \$330,000.00  
Estimate: \$355,000.00  
Committee Date: 04/26/21  
Council Date: 05/05/21

**Bid Tabulation****D-21 Sidewalk Construction**

04/12/2021 01:45 PM CDT

Bid Item	Item Description	Quantity	Unit	Fischer-Ulman Construction		Al Dix Concrete Inc	
				Unit Price	Item Total	Unit Price	Item Total
1	Furnish & Install 4" Sidewalk	35,000	sq. ft.	\$4.70	\$164,500.00	\$4.70	\$164,500.00
2	Furnish & Install 5" Sidewalk	8,500	sq. ft.	\$5.25	\$44,625.00	\$5.25	\$44,625.00
3	Furnish & Install 5" Driveway Apron	700	sq. ft.	\$5.25	\$3,675.00	\$5.25	\$3,675.00
4	Furnish & Install 5" Private Driveway	150	sq. ft.	\$6.00	\$900.00	\$6.00	\$900.00
5	Furnish & Install 7" Sidewalk	700	sq. ft.	\$6.50	\$4,550.00	\$6.50	\$4,550.00
6	Furnish & Install 7" Handicap Ramp	1,400	sq. ft.	\$6.50	\$9,100.00	\$6.50	\$9,100.00
7	Furnish & Install 7" Driveway Apron	250	sq. ft.	\$6.50	\$1,625.00	\$6.50	\$1,625.00
8	Furnish & Install 8" Sidewalk	75	sq. ft.	\$7.00	\$525.00	\$7.00	\$525.00
9	Furnish & Install 8" Driveway Apron	100	sq. ft.	\$6.75	\$675.00	\$6.75	\$675.00
10	Text Imprint (Poem Stamping)	25	each	\$160.00	\$4,000.00	\$130.00	\$3,250.00
11	Furnish & Install 3" Sidewalk at Vaults	120	sq. ft.	\$20.00	\$2,400.00	\$25.00	\$3,000.00
12	Furnish & Install 4" Sidewalk at Vaults	120	sq. ft.	\$20.00	\$2,400.00	\$27.00	\$3,240.00
13	Furnish & Install 6" Sidewalk at Vaults	120	sq. ft.	\$20.00	\$2,400.00	\$30.00	\$3,600.00
14	Furnish & Install 3" Colored & Stamped Sidewalk at Vaults	120	sq. ft.	\$23.00	\$2,760.00	\$33.00	\$3,960.00
15	Furnish & Install 4" Colored & Stamped Sidewalk at Vaults	120	sq. ft.	\$23.00	\$2,760.00	\$33.00	\$3,960.00
16	Furnish & Install 6" Colored & Stamped Sidewalk at Vaults	120	sq. ft.	\$23.00	\$2,760.00	\$33.00	\$3,960.00
17	Furnish & Install 4" Picture Frame Sidewalk	250	sq. ft.	\$10.00	\$2,500.00	\$10.00	\$2,500.00
18	Furnish & Install 7" Picture Frame Sidewalk	175	sq. ft.	\$11.00	\$1,925.00	\$11.00	\$1,925.00
19	Furnish & Install 5" Colored & Stamped Sidewalk	125	sq. ft.	\$25.00	\$3,125.00	\$25.00	\$3,125.00
20	Furnish & Install 7" Colored Concrete Handicap Ramp	100	sq. ft.	\$15.00	\$1,500.00	\$20.00	\$2,000.00
21	Furnish & Install 7" Plain Concrete Pavement	40	sq. yds.	\$62.00	\$2,480.00	\$62.00	\$2,480.00
22	Furnish & Install 8" Plain Concrete Pavement	40	sq. yds.	\$64.00	\$2,560.00	\$64.00	\$2,560.00
23	Furnish & Install 30" Concrete Curb & Gutter	100	lin.ft.	\$39.00	\$3,900.00	\$38.00	\$3,800.00
24	Furnish & Install Special Curb	125	lin. ft.	\$30.00	\$3,750.00	\$31.00	\$3,875.00
25	High Early Concrete - 3 Day	40	cu. yds.	\$20.00	\$800.00	\$20.00	\$800.00
26	High Early Concrete - 1 Day	60	cu. yds.	\$22.00	\$1,320.00	\$25.00	\$1,500.00
27	Full Depth Sawcut	275	lin. ft.	\$4.50	\$1,237.50	\$4.00	\$1,100.00
28	Concrete Pavement Removal	60	sq. yds.	\$7.00	\$420.00	\$7.00	\$420.00

**Bid Tabulation****D-21 Sidewalk Construction**

04/12/2021 01:45 PM CDT

Bid Item	Item Description	Quantity	Unit	Fischer-Ulman Construction		Al Dix Concrete Inc	
				Unit Price	Item Total	Unit Price	Item Total
29	Curb & Gutter Removal	150	lin.ft.	\$5.00	\$750.00	\$5.00	\$750.00
30	Private Concrete/Asphalt Drive Removal	150	sq. ft.	\$1.70	\$255.00	\$1.60	\$240.00
31	Concrete/Asphalt Driveway Apron Removal	550	sq. ft.	\$1.70	\$935.00	\$1.70	\$935.00
32	Concrete/Asphalt Handicap Removal	1,200	sq. ft.	\$1.70	\$2,040.00	\$1.70	\$2,040.00
33	Concrete/Asphalt Sidewalk Removal	36,500	sq. ft.	\$1.40	\$51,100.00	\$1.40	\$51,100.00
34	Furnish & Install Gravel Fill	100	tons	\$18.00	\$1,800.00	\$18.00	\$1,800.00
35	Furnish & Install No. 4 Reinforcing Rods	150	lin. ft.	\$2.00	\$300.00	\$1.75	\$262.50
36	Furnish & Install Drill-In Tie Bars	50	each	\$8.00	\$400.00	\$8.00	\$400.00
37	Furnish & Install 3" Asphalt Pavement	325	sq. ft.	\$8.50	\$2,762.50	\$8.50	\$2,762.50
38	Furnish & Install 6" Asphalt Pavement	250	sq. ft.	\$9.00	\$2,250.00	\$9.00	\$2,250.00
39	Adjust Sanitary Manhole Top	2	each	\$300.00	\$600.00	\$300.00	\$600.00
40	Adjust Storm Manhole Top	2	each	\$275.00	\$550.00	\$275.00	\$550.00
41	Adjust Inlet Tops	2	each	\$275.00	\$550.00	\$275.00	\$550.00
42	Furnish & Install 15' of 3" PVC	4	each	\$180.00	\$720.00	\$175.00	\$700.00
43	Furnish & Install Truncated Domes	300	sq. ft.	\$30.00	\$9,000.00	\$30.00	\$9,000.00
44	F&I Erosion Cont. Revegetative Mat, Class I, Type A Urban	600	sq. yds.	\$7.00	\$4,200.00	\$7.00	\$4,200.00
45	Furnish & Install & Remove Type D-M Inlet Protection	3	each	\$75.00	\$225.00	\$75.00	\$225.00
46	Furnish & Install & Remove Curlex Sediment Log	20	lin. Ft.	\$15.00	\$300.00	\$15.00	\$300.00
47	Furnish & Install Traffic Control	1	lump sum	\$2,700.00	\$2,700.00	\$4,000.00	\$4,000.00

**Base Bid Total:****\$356,610.00****\$363,895.00**



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**DEPARTMENT OF PUBLIC WORKS**

**Engineering Division**  
**100 North Appleton Street**  
**Appleton, WI 54911**  
**TEL (920) 832-6474**  
**FAX (920) 832-6489**

**MEMO**

TO: Finance Committee

FROM: Ross Buetow, City Engineer  
Pete Neuberger, Staff Engineer

SUBJECT: Unit L-21 Sewer and Water Construction in Lightning Drive and Edgewood Drive  
Recommendation to Reject All Bids

DATE: April 22, 2021

---

The Department of Public Works recommends rejecting all bids received on April 19, 2021 for Unit L-21, Sewer and Water Construction in Lightning Drive and Edgewood Drive.

The Department of Public Works received five bids for this project, which has a budget of \$1,538,850.00. The three lowest bids were within budget but were determined by DPW to have used a subcontractor bid for the trenchless utility installation portion of the work that did not comply with the project specifications. The two highest bids appeared to comply with the project specifications but were over budget.

During the bid period, based on conversations with prospective bidders, DPW staff determined potential changes to the project specifications that will still meet the project goals and likely reduce future bid prices to at or below approved budget. Therefore, DPW intends to rebid Unit L-21 in May of 2021, with changes to the trenchless utility installation specifications.



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**DEPARTMENT OF PUBLIC WORKS**

**Engineering Division**  
**100 North Appleton Street**  
**Appleton, WI 54911**  
**TEL (920) 832-6474**  
**FAX (920) 832-6489**

TO: Members of the Finance and Utilities Committees  
FROM: Ross Buetow, Deputy Director/City Engineer *RMB*  
SUBJECT: Proposed Postponement of 2021 Utility Construction Projects  
DATE: April 21, 2021

The Engineering Division is currently assembling bid packages for our 2021 construction projects and have identified several proposed work locations where significant future changes to abutting properties is likely or where negotiations for required access/easements are still in progress. For these reasons, we are recommending that our staff continue to work on finalizing appropriate designs for these locations as more information becomes available, but postpone the bidding and construction until 2022.

The following is a summary of the affected locations:

Street	From	To	Acct 5371	Acct 5230	Acct 5431	Acct 4142
Easement (e/o Riverview Lane)	River Road	Bouten St	\$155,800.00			
WWTP	Weimar Ct	Newberry Ct	\$207,800.00			
Durkee St	College Ave	Washington St	\$52,520.00	\$25,850.00	\$9,100.00	
Morrison St	College Ave	Washington St	\$125,655.00	\$16,425.00	\$8,050.00	
Durkee St	Lawrence St	College Ave				\$175,330.00
Lawrence St	Appleton St	Durkee St				\$325,875.00
Morrison St	Lawrence St, s/o	College Ave				\$204,750.00
Oneida St	Lawrence St	College Ave				\$185,365.00
			<b>\$541,775.00</b>	<b>\$42,275.00</b>	<b>\$17,150.00</b>	<b>\$891,320.00</b>

The scope of these projects includes the reconstruction of sanitary sewers, storm sewers and/or water mains. The timing of any subsequent street paving projects will be adjusted accordingly as more information becomes available. If this request is approved, it would be our intent to re-budget for these projects in 2022.

Please feel free to contact me at 832-6485 if you have any questions regarding this request. Thank you for your consideration.

## **Resolution #4-R-21**

*Submitted by: Denise Fenton – District 6, Katie Van Zeeland – District 5, Maiyoua Thao – District 7, Vered Meltzer – District 2, Alex Schultz – District 9*

*Date: 3-17-2021*

*Referred To: Community & Economic Development Committee*

WHEREAS, the Convention on the Elimination of all forms of Discrimination Against Women (CEDAW) was adopted by the United Nations General Assembly on December 18, 1979 and became an international treaty on September 3, 1981, with 187 United Nations member nations out of 193 having agreed to be bound by CEDAW's provisions, the United States being one of the minority who have not; and

WHEREAS, CEDAW is known as an international bill of rights for women – the only international human rights treaty that focuses entirely on ending discrimination against women, addressing equal pay for women, eliminating violence against women, and supporting families and caregivers; and

WHEREAS, CEDAW provides a comprehensive framework for governments to examine their policies and practices in relation to women, girls, and others who identify as female and to rectify discrimination based on gender; and

WHEREAS, although women have made gains in the struggle for equality in many fields, much more needs to be accomplished to fully eradicate discrimination based on gender and its connection and intersectionality with other forms of discrimination; and

WHEREAS, the 2020 American Community Survey using U.S. Census data shows that median income for women in Appleton is almost \$10,000 per year less than for men in our city; and

WHEREAS, city government has an appropriate and legitimate role affirming the importance of eliminating all forms of discrimination against women and those who identify as female and to rectify discrimination based on gender; and

WHEREAS, Appleton's belief statement that our city should exemplify a high quality of life and be a safe place to live, work, visit, study, and play should apply equally to all; and

WHEREAS, Cities for CEDAW is a grassroots effort that provides tools and leadership to empower local organization and municipalities to effectively initiate CEDAW within their respective localities; and,

WHEREAS, over 200 national and international organizations have endorsed CEDAW, and the U.S. Conference of Mayors adopted a resolution in 2014 in support of the Cities for CEDAW campaign.

NOW, THEREFORE BE IT RESOLVED that the Common Council of the City of Appleton affirms the principles of fundamental human rights and equality for women in our community and the elimination of political, social economic and cultural discrimination against women; and

BE IT FURTHER RESOLVED, that the Common Council of the City of Appleton encourage city staff and elected officials to become familiar with the provisions of the United Nations Convention on the Elimination of all Forms of Discrimination Against Women (CEDAW) and advise the Council of any changes in policy or practices they feel would help the City of Appleton align with the tenets of this convention; and

BE IT FINALLY RESOLVED, that a copy of this resolution be forwarded to Wisconsin's U.S. Congressional Delegation expressing our support of the United States' ratification of the Convention on the Elimination of all Forms of Discrimination Against Women (CEDAW).



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**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: Fox Cities Transit Commission

FROM: Dean R. Gazza, Director, Parks Recreation and Facilities Management

DATE: 4/27/2021

RE: Action Item: Award the Design Contract for the "2021 Valley Transit Whitman Avenue Facility Renovation Project" to Kueny Architects, LLC. in the amount of \$230,335 plus a 10% contingency of \$23,033 for a total not to exceed a project design cost of \$253,368.

**PROJECT**

The 2021 Valley Transit budget has allocated monies to implement a facility-wide renovation of the Valley Transit Whitman Avenue Facility in accordance with all Federal Transit Administration Guidelines and the Valley Transit Whitman Avenue Master Plan. This renovation project will follow the fully adopted facility master plan that was completed in 2020. The renovation will include, but is not limited to a building addition, HVAC upgrades, electrical upgrades, plumbing upgrades, office expansion, and all related site work. This memo addresses selecting a design consultant to fully design, create construction documents, bid, and perform construction administration services for the Valley Transit Whitman Avenue Facility Remodeling Project.

**BACKGROUND**

The Valley Transit Whitman Avenue Facility was constructed in 1982 and has remained largely the same as it was in 1982. The facility is approximately 41,000 square feet. This includes an office area, bus maintenance shop, locker rooms, bus parking area, and a carwash. The facility is currently having issues with the plumbing waste lines and is also in need of a cosmetic update. Valley Transit operations has also outgrown the existing building footprint and an expansion is needed to accommodate operational needs.

**RFP PROCESS:**

The request for proposal was distributed via Vendornet and published on the City of Appleton's website to potential consulting firms. Representatives from ten firms attended a pre-proposal meeting where the project was defined along with the project scope. All firms who attended the pre-proposal meeting submitted proposals. The proposals were reviewed and scored by PRFMD and Valley Transit staff prior to the opening of the bid tabulation document. The following table identifies the engineering firms along with their proposal score and proposal pricing:

**Table 1: Engineering Firms and RFQ Results**

<b>Firm:</b>	<b>TOTAL PTS</b>
Westwood	<b>1085</b>
CGI/Dimension	<b>860</b>
Kueny Architects, LLC.	<b>1655</b>

The evaluation team completed their review and scoring of the submitted proposals based on the Brooks Act. The Brooks Act is a federal requirement that professional services be awarded to be best qualified firm. The evaluation team found that Kueny Architects, LLC. was the most qualified firm. After Kueny Architects, LCC. was chosen based on qualifications, the evaluation team negotiated a fair contract price for the project.

The evaluation team then completed a reference check to ensure Kueny Architects, LLC. was the right choice for both Valley Transit and PRFMD for both quality of work and cost. The reference check demonstrated that Kueny Architects. LLC. is a responsible firm that will provide a quality product at a fair price.

**RECOMMENDATION**

Award the Design Contract for the “2021 Valley Transit Whitman Avenue Facility Renovation Project” to Kueny Architects, LLC. in the amount of \$230,335 plus a 10% contingency of \$23,033 for a total not to exceed project design cost of \$253,368.

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



## MEMORANDUM

**TO:** Fox Cities Transit Commission

**FROM:** Ron McDonald, General Manager

**DATE:** April 21, 2021

**RE:** Authorization to Issue a Purchase Order for 2-35 Foot and 3-40 Foot New Flyer Buses

### **BACKGROUND**

The State of Wisconsin 2017 Budget Act 59 established a transit capital assistance grant program, under which the Department of Administration created a competitive statewide grant program ("State of Wisconsin Volkswagen Mitigation Program Grant") to award settlement funds to eligible applicants for the replacement of public transit vehicles.

The City of Appleton-Valley Transit was awarded \$7,688,850 in 2018 for the purchase of 15 clean diesel transit buses through the State of Wisconsin Volkswagen Mitigation Program Grant.

### **ANALYSIS**

Beginning in 2017, Valley Transit implemented a plan to replace its outdated fleet. The intent is to spread bus purchases over a period of years allowing for a manageable fleet replacement schedule. The plan recommends replacement of five (5) 40' clean diesel buses in 2020 and five (5) 35' clean diesel buses in 2021. The five (5) remaining clean diesel buses are to be purchased for delivery in 2022.

### **FISCAL IMPACT**

Valley Transit purchased buses beginning in 2017 through a Piggy-Back procurement awarded by Connect Transit, Normal, IL. Because Connect Transit's procurement is now expired and unavailable, Valley Transit is ordering the remaining buses through the Wisconsin Department of Transportation (WisDOT) Heavy-Duty Bus Procurement as allowed by the Valley Transit/City of Appleton Procurement Manual.

New Flyer Industries of America is the current manufacturer of Valley Transit's fleet and is available through the WisDOT procurement contract. To retain fleet uniformity, Valley Transit desires to purchase two 35-foot and three 40-foot Clean Diesel buses from New Flyer Industries of America through the WisDOT Heavy Duty Bus Procurement for delivery in 2022.

Valley Transit funding partners contribute to a restricted cash depreciation account for the local share portion of bus purchases. Through the State of Wisconsin Volkswagen Mitigation Grant, it is

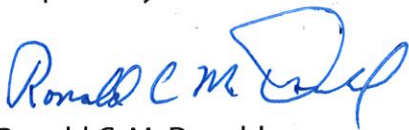
anticipated the grantee (City of Appleton) will incur a reduction in State Shared Revenue in an amount equal to 20% paid out in equal annual installments over a 10-year period to offset the local share of this bus purchase.

Per the Fox Cities Transit Commission Resolution 18-01, the grantee (City of Appleton) shall be made whole from the restricted cash depreciation account. It is anticipated equal annual installments incurred over a 10-year period will be reimbursed. Total reimbursement payments shall not exceed the local share incurred by the grantee.

**RECOMMENDATION**

Authorize Valley Transit to issue a purchase order to New Flyer Industries of America for two 35' and three 40' Xcelsior Clean Diesel buses for a combined price of \$2,471,395. With an additional 5% contingency equal to \$123,570, the total project cost should not exceed \$2,594,965.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Ronald C. McDonald", with a stylized flourish at the end.

Ronald C. McDonald



NEW FLYER OF AMERICA

April 21, 2021

Ron McDonald  
General Manager  
Valley Transit  
801 S. Whitman Ave.  
Appleton, WI 54914

Subject: Quotation for Five (5) Diesel 35' and/or 40' Heavy Duty Low-Floor Transit Buses.

Dear Ron,

New Flyer is pleased to submit a price quotation for the production of five (5) Diesel 35' and/or 40' heavy duty low-floor transit buses based on New Flyer's Agreement with the State of Wisconsin.

Proposed Bus Price for XD35: \$491,075 / Bus

Proposed Bus Price for XD40: \$496,415 / Bus

The above-mentioned bus price represents the technical configuration that matches SR-2553. New Flyer has made every effort to keep the pricing similar to SR-2553.

**Delivery Proposal:** New Flyer is proposing deliveries as early as Q1 of 2022, based on the purchase order to be provided to New Flyer by June 2021.

This is a very important project to us as it allows us the opportunity to deliver to you, some of the most advanced vehicles available in North America.

Should you have any questions, please do not hesitate to contact Cameron Huber at [Cameron\\_huber@newflyer.com](mailto:Cameron_huber@newflyer.com) or (204) 583-2333.

Sincerely,

*Cameron Huber*

Cameron Huber, P.Eng.  
Business Segment Director  
New Flyer of America Inc.

CC:

Mark Fisher – Director, National Sales  
Jaspreet Singh – Technical Sales Manager

Built to **RELY ON.**



## Memorandum

**TO:** Fox Cities Transit Commission  
**FROM:** Ron McDonald, General Manager  
**DATE:** 4/21/2021  
**RE:** Award Recommendation for Replacement Bus Stop Signs

### **BACKGROUND**

Valley Transit currently has 976 formal bus stops throughout the Fox Cities. An aluminum sign with a vinyl bus stop design application is installed at 854 of these locations. The remaining 122 locations are unmarked bus stops, which are typically found at locations with traffic stop signs. Valley Transit's current bus stop sign was purchased in 2010. The vinyl material used on these signs was rated by the manufacturer for 10 years of expected life. The signs have begun to require replacement due to deterioration and/or damage. Additionally, the existing signs display Valley Transit's outdated logo.

Valley Transit's 2021 Budget included funding for a complete bus stop sign replacement. In preparation for this project, Valley Transit staff worked with the City of Appleton's Traffic Engineer for guidance and sign specifications. The replacement sign project scope includes the following changes. The sign design will feature the new Valley Transit logo. Valley Transit's standard sign will now have a two-sided print to visually alert riders of the stop location on the front and back of sign. Two sign sizes were specified in the bid. A standard 12"x18" sign and a smaller 6"x12" sign. The smaller sign will be installed at locations currently unmarked and requiring a smaller sign.

A formal bid process was required for this purchase. Valley Transit staff developed a request for bid (RFB) document to solicit sealed bids from vendors. The final RFB document was posted to the public on March 24, 2021. It was sent directly to known vendors; posted on Valley Transit's website; posted on the State of Wisconsin's Vendornet system; and advertised in the *Post-Crescent*, *Green Bay Press Gazette* and *Oshkosh Northwestern*. Bids were due on April 20, 2021.

### **ANALYSIS**

Eleven bids were received prior to the deadline stated in the RFB. The bid from Decker Supply Co., Inc. (Madison, WI) proposed the lowest cost (\$17,953.50) among bids that met all submittal requirements. See attached bid tabulation.

### **FISCAL IMPACT**

Valley Transit's 2021 capital budget includes \$50,000 for bus stop sign replacement and install. The base project will cost \$17,953.50. Valley Transit requests an additional 15% contingency (\$2,693) for unknown costs. This brings the total project cost to \$20,646.50.

### **RECOMMENDATION**

Staff recommends authorization for Valley Transit to award this bid to Decker Supply Co., Inc., 1115 O'Neil Ave, Madison, WI 53704.

4-20-21 10:15 AM Sign RFB VT21-001 Bid Opening

Company Name	Bid Form	Price	Proposed Product Specifications	Delivery Date	Acknowledgement of Addendum	Certifications	
						Overall Fed Regulations	Specifications/ Requirements Certification
Decker Supply Company Madison WI	Yes	\$17,953.50	Yes	60 days	Yes	Yes	Yes
International Nameplate, ON Canada - Longview TX	Yes	\$20,869.50	Yes	60 days	Yes	Yes	Yes
Blink Signs, Cleveland OH	Yes	\$36,070.50	Yes	7 - 10 days	No	Yes	Yes
Wisconsin Dept of Corrections, Madison WI	Yes	\$9,262.50	Yes	30 days	No	Yes	Yes
Osburn Associates, Logan OH	Yes	\$16,621.50	Yes	60 days	No	Yes	Yes
3D Specialties, Fargo ND	Yes	\$14,077.22	No	35 days	Yes	Yes	Yes
Tapco, Brown Deer, WI	Yes	\$23,685.00	No	35 days	Yes	Yes	Yes
LightIII Enterprises Franfort, OH	Yes	\$16,830.00	No	45 - 60 days	No	Yes	Yes
Pixelwerx, Plymouth MN	Yes	\$49,637.50	No	14 days	No	Yes	Yes
Comet Sign LLC, San Antonio TX	Yes	\$63,025.50	No	60 days	No	Yes	Yes
Kolob Industries LLC, Herber City UT	Yes	\$18,507.00	No	21 days	No	Yes	Yes

Recommend for approval

Date: April 21, 2021

From: Jacob A. Woodford, Mayor  
Ronald C. McDonald, General Manager

To: Fox Cities Transit Commission  
City of Appleton Common Council

Re: Request for Disabled Veteran Free Fare

Dear Fox Cities Transit Commissioners,

We received a request for "Service Connected" Disabled Veterans to ride free of charge on Valley Transit buses. Winnebago County Department of Veterans Services Benefits Specialist, Kevin Jurgella, noted Go Transit (Oshkosh) and Green Bay Metro each have Disabled Veteran Free Fare Policies. Each of the referenced policies allows for "Service Connected" disabled veterans to ride free on fixed-route buses.

The John H. Bradley Appleton VA Clinic is currently serviced hourly by Valley Transit's route 12. Currently, disabled veterans riding on Valley Transit buses are eligible for a one-half (\$1.00) fare. Consequently, significant financial impact in regard to Valley Transit fare revenue if "Service Connected" disabled veterans are allowed to ride free is not anticipated.

This request allows for transportation barriers to be eliminated for "Service Connected" disabled veterans. With that, Valley Transit has an opportunity to recognize and assist veterans with service-connected disabilities.

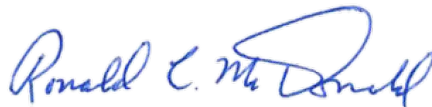
**Recommendation:** Valley Transit shall establish a policy for all disabled veterans who show a Veterans Administration ID Healthcare card indicating "Service Connected" be allowed to ride for free.

Thank you for your consideration.

Sincerely,



Jacob A. Woodford, Mayor



Ronald C. McDonald, General Manager

RECEIVED

APR 07 2021

5 APRIL 2021

Mayor Jake Woodford  
100 N. Appleton Street  
Appleton, WI 54911

OFFICE OF THE MAYOR

Dear Mr. Mayor,

This letter is to make you aware of a public transportation barrier for Disabled Veterans in the Fox Valley Area while at the same time, offering a recommendation which will remove this barrier and substantially enhance the quality of life for Fox Valley Disabled Veterans and Disabled Veterans residing in Oshkosh and its adjoining communities.

The majority of Department of Veterans Affairs health care services offered to disabled veterans in East and North East Wisconsin are located at the John H. Bradley Appleton VA Clinic (10 Tri-Park Way, Appleton, WI) and at the Milo C Huempfer Green Bay VA Health Care Center (2851 University Avenue, Green Bay, WI).

**BARRIER ONE:** While Disabled Veterans who reside in Green Bay and Oshkosh are able to ride mass transit for FREE, Disabled Veterans who reside in and around the Appleton area must pay to ride Appleton Valley Transit (**Route 12**) when they want to travel to the Appleton VA Clinic and receive medical treatment.

The following explains existing Mass Transit Policy for Disabled Veterans in the cities of Green Bay and Oshkosh:

- **GREEN BAY:** Per existing Green Bay METRO policy; Disabled Veterans are able to ride the Green Bay METRO bus system for FREE to the G.B. VA Clinic (**Route 7 LIME Line**). They must simply present their U.S. Department of Veterans Affairs health care identification card which shows their disabilities are "service connected". See the Green Bay METRO website for specifics: <https://greenbaywi.gov/275/Fares>
- **OSHKOSH:** Per existing Oshkosh GOTRANSIT policy, Disabled Veterans are able to travel from downtown Oshkosh on the GOTRANSIT bus system for FREE from Oshkosh to Neenah (**Route 10**). They must simply present their U.S. Department of Veterans Affairs health care identification card which shows their disabilities are "service connected". See the Oshkosh GOTRANSIT website for specifics: <https://www.ci.oshkosh.wi.us/transit/fares-and-passes.aspx#busfares>

**BARRIER TWO:** Disabled Veterans that travel for FREE from Oshkosh to Neenah via GOTRANSIT (**Route 10**), who connect to the Appleton Valley Transit (**Route 41 & Route 12**) to get to their VA medical appointments at the Appleton VA Clinic must pay vs. continuing to travel for free.

**Recommendation to remove Barriers:** Change existing Appleton Valley Transit policy for Disabled Veterans to emulate existing Oshkosh & Green Bay mass transit policy so all Disabled Veterans who show a VA ID Healthcare card indicating "service connected" be allowed to ride for FREE.

This change would make the following possible:

1. Disabled Veterans residing in the Appleton / surrounding area would be able to ride Appleton Valley Transit for **FREE** if they present their U.S. Department of Veterans Affairs health care identification card which shows their disabilities are "service connected".
2. Disabled Veterans residing in the Oshkosh / surrounding area would be able to take GOTRANSIT Route 20 to Neenah, then connect through existing Appleton Valley Transit routes to get to the Appleton VA Clinic for **FREE**.

Thank you for considering this recommendation.

Sincerely,



Kevin Jurgella

Winnebago County  
Department of Veterans Services

**Kevin Jurgella**  
**Veterans Benefit Specialist**  
"Serving Those Who Served"

Oshkosh Office:  
112 Otter Ave. 3rd Fl.  
Oshkosh, WI 54901  
Phone: 920-232-3400  
Fax: 920-303-3030

Neenah Office:  
211 N. Commercial St.  
Neenah, WI 54956  
Phone: 920-729-4820  
Fax: 920-720-3625

[kjurgella@co.winnebago.wi.us](mailto:kjurgella@co.winnebago.wi.us)  
[www.wicvso.org](http://www.wicvso.org)

**AN ORDINANCE CREATING SECTION 3-25 OF CHAPTER 3 OF THE MUNICIPAL CODE OF THE CITY OF APPLETON, RELATING TO PROHIBITION ON LARGE SCALE COMMERCIAL DOG OR CAT BREEDING.**

(Safety and Licensing Committee – 4/21/2021)

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

**Section 1:** That Section 3-25 of Chapter 3 of the Municipal Code of the City of Appleton, relating to prohibition on large scale commercial dog or cat breeding, is hereby created to read as follows:

**Sec. 3-25. Prohibition on large scale commercial dog or cat breeding.**

(a) **Definitions.** The following words, terms, and phrases, when used in this section, shall have the meanings ascribed to them in this paragraph:

***Animal care facility*** means an animal control facility or animal shelter, maintained by or under contract with any state, county, or municipality, whose mission and practice is, in whole, or significant part, the rescue and placement of animals in permanent homes or rescue organizations.

***Animal rescue organization*** means any not-for-profit organization that has tax-exempt status under Section 501(c)(3) of the United States Internal Revenue Code, whose mission and practice is, in whole or in significant part, the rescue and placement of animals in permanent homes. This term does not include an entity that is a breeder or broker or one that obtains animals from a breeder or broker for profit or compensation.

***Breeder*** means a person that maintains a dog or cat for the purpose of breeding and selling their offspring.

***Broker*** means a person that transfers a dog or cat from a breeder for resale by another person.

***Cat*** means a member of the species of domestic cat, *Felis catus*.

***Dog*** means a member of the species of domestic dog, *Canis familiaris*.

***Pet store*** means a retail establishment where companion animals are sold, exchanged, bartered, or offered for sale to the general public. Such definition shall not include an animal care facility or animal rescue organization.

(b) **Restrictions on the sale of animals.** No pet store shall sell, deliver, offer for sale, barter, auction, give away, or otherwise transfer or dispose of cats or dogs. Nothing in this section shall prohibit pet stores from collaborating with animal care facilities or animal rescue organizations to offer space for such entities to showcase adoptable dogs or cats provided the pet store shall not have any ownership interest in the animals offered for adoption and shall not receive a fee for providing space for the adoption of any of these animals. Dogs may not be kept overnight.

(c) **Penalty.** A violation of this section shall be subject to a penalty as provided in §1-16, and each dog or cat in violation of this section shall constitute a separate violation.

(d) **Effective date.** This section shall become effective July 1, 2021.

**Section 2:** This ordinance shall be in full force and effect on July 1, 2021.