



City of Appleton

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

Meeting Agenda - Final Common Council

Wednesday, March 6, 2024

7:00 PM

Council Chambers

- A. CALL TO ORDER
- B. INVOCATION
- C. PLEDGE OF ALLEGIANCE TO THE FLAG
- D. ROLL CALL OF ALDERPERSONS
- E. ROLL CALL OF OFFICERS AND DEPARTMENT HEADS
- F. APPROVAL OF PREVIOUS COUNCIL MEETING MINUTES
- [24-0232](#) Common Council Meeting Minutes of February 21, 2024
- Attachments:** [CC Minutes 2-21-24.pdf](#)
- G. BUSINESS PRESENTED BY THE MAYOR
- [24-0235](#) Confirmation of Appointments
- Attachments:** [Confirmation of Appointments 3.6.2024.pdf](#)
- [24-0236](#) Proclamations:
- Museums for All Hub City
 - Colorectal Cancer Awareness Month
 - Spread Goodness Day
 - MS Awareness Month
- Attachments:** [Museums for All Hub City Proclamation.pdf](#)
[Colorectal Cancer Awareness Month 2024.pdf](#)
[Spread Goodness Day 2024.pdf](#)
[MS Awareness Month 2024.pdf](#)
- H. PUBLIC PARTICIPATION
- I. PUBLIC HEARINGS

[24-0100](#) Public Hearing on Special Resolution 1-P-24; Concrete Pavement, Driveway Aprons, Sidewalk Construction
Amethyst Dr (Bluetopaz Dr to Aquamarine Dr)
Clearfield Ct (cul-de-sac only)

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

[24-0101](#) Public Hearing on Special Resolution 2-P-24; Sanitary Laterals, Storm Laterals, and Storm Main
Perkins St (Prospect to n/o Charles St)
Morrison St (Wisconsin Ave to Pershing St)

Attachments: [2-P-24 Public Hearing Notice.pdf](#)

J. SPECIAL RESOLUTIONS

[24-0102](#) Final Resolution 1-P-24 Concrete Pavement, Driveway Aprons, Sidewalk Construction

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

[24-0103](#) Final Resolution 2-P-24 Sanitary Laterals, Storm Laterals, and Storm Main

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

K. ESTABLISH ORDER OF THE DAY

L. COMMITTEE REPORTS

1. MINUTES OF THE MUNICIPAL SERVICES COMMITTEE

[24-0213](#) Approve request from The Boldt Company for a street occupancy permit for the Fox Commons City Center Plaza project along College Avenue from City Center East to the entrance of City Center West for a period ending on May 15, 2024.

Attachments: [Permanent - Fox Commons - College Ave - 3-7-2024 through 5-15-2024.pdf](#)

Legislative History

2/26/24	Municipal Services Committee	recommended for approval
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[24-0214](#) Approve the proposed modification to the Glendale and Whitman Yard Waste Site hours of operation.

Attachments: [2024.02.26_Yard Sites Schedule Proposal.pdf](#)

Legislative History

2/26/24	Municipal Services Committee	recommended for approval
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[24-0215](#) Approve the recommended lighting updates near the intersection of Walnut Street and College Avenue.

Attachments: [Lighting Improvements Walnut @ College.pdf](#)

Legislative History

2/26/24 Municipal Services recommended for approval
Committee

2. MINUTES OF THE SAFETY AND LICENSING COMMITTEE

[24-0174](#) Class "B" Beer and "Class B" Liquor application for SG Petroleum LLC, d/b/a Friends & Neighbors, Suyash Goel, Agent, located at 148 S Walter Avenue, contingent upon approval from the Finance, Health and Inspections departments.

Attachments: [SG Petroleum LLC.pdf](#)

Legislative History

2/28/24 Safety and Licensing recommended for approval
Committee

[24-0178](#) Class "A" Beer and "Class A" Liquor License application for Indianhead Oil Co LLC d/b/a Circle K #2746526, Brad Larson, Agent, located at 1935 E Calumet St, contingent upon approval from the Community Development, Finance, Health and Inspections departments.

Attachments: [Indianhead Oil Co- DBA Circle K.pdf](#)

Legislative History

2/28/24 Safety and Licensing recommended for approval
Committee

3. MINUTES OF THE CITY PLAN COMMISSION

4. MINUTES OF THE PARKS AND RECREATION COMMITTEE

5. MINUTES OF THE FINANCE COMMITTEE

[24-0125](#) Request to accept funding to install a Kayak Launch at Telulah Park along with the following 2024 budget amendment (2/3 vote of Council required):

Park Open Space Fund

Donations	+ \$13,500
Fund Balance Applied	+ \$15,000
Misc Equipment	+ \$28,500

Attachments: [2024 Kayak Launch.pdf](#)

Legislative History

2/12/24 Finance Committee held
Held until next scheduled meeting.

2/26/24 Finance Committee recommended for approval

[24-0219](#)

Request to approve Resolution for Worker's Compensation Self-Insurance

Attachments: [Resolution- Workers Comp Self-Insurance Memo.pdf](#)

Legislative History

2/26/24 Finance Committee recommended for approval

[24-0220](#)

Request to award Unit B-24 Asphalt Pavement Reconstruction to MCC, Inc. in the amount of \$1,407,816.40 with a 3.5% contingency of \$50,000 for a project total not to exceed \$1,457,816.40.

Attachments: [Contract Award Form Unit B-24.pdf](#)

[B-24 Contract Funding Form.pdf](#)

[B-24 bid tab.pdf](#)

Legislative History

2/26/24 Finance Committee recommended for approval

[24-0221](#)

Request to award the 2024 Highview Trail Project to MCC, Inc. in the amount of \$149,212.25 with a 13% contingency of \$20,000 for a total not to exceed \$169,212.25.

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

Legislative History

2/26/24 Finance Committee recommended for approval

[24-0222](#)

Request to award the City of Appleton's 2024 Telulah Pavilion Renovation Project contract to RJM Construction, LLC. in the amount of \$106,150 with a 14% contingency of \$15,000 for a project total not to exceed \$121,150.

Attachments: [2024 Telulah Pavilion Renovations Project.pdf](#)

Legislative History

2/26/24 Finance Committee recommended for approval

6. MINUTES OF THE COMMUNITY AND ECONOMIC DEVELOPMENT COMMITTEE

7. MINUTES OF THE UTILITIES COMMITTEE

8. MINUTES OF THE HUMAN RESOURCES & INFORMATION TECHNOLOGY COMMITTEE

9. MINUTES OF THE FOX CITIES TRANSIT COMMISSION

[24-0203](#) Authorization to award a three-year contract with two one-year options to Running Inc. for the provision of Paratransit (ADA and Ancillary) Services

Attachments: [FCTC Running contract memo.pdf](#)

Legislative History

2/27/24 Fox Cities Transit Commission recommended for approval

[24-0204](#) Authorization to award a two-year contract with three one-year options to Lamers Bus Lines, Inc. to provide the Downtown Appleton Trolley Service

Attachments: [FCTC Trolley contract memo.pdf](#)

Legislative History

2/27/24 Fox Cities Transit Commission recommended for approval

10. MINUTES OF THE BOARD OF HEALTH

M. CONSOLIDATED ACTION ITEMS

N. ITEMS HELD

O. ORDINANCES

P. LICENSE APPLICATIONS AND COMMUNICATIONS REFERRED TO COMMITTEES OF JURISDICTION

Q. RESOLUTIONS SUBMITTED BY ALDERPERSONS REFERRED TO COMMITTEES OF JURISDICTION

R. OTHER COUNCIL BUSINESS

S. ADJOURN

Kami Lynch, City Clerk

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

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



City of Appleton

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

Meeting Minutes - Final Common Council

Wednesday, February 21, 2024

7:00 PM

Council Chambers

A. CALL TO ORDER

The meeting was called to order by Mayor Woodford at 7:00 p.m.

B. INVOCATION

The Invocation was offered by Alderperson Meltzer.

C. PLEDGE OF ALLEGIANCE TO THE FLAG

D. ROLL CALL OF ALDERPERSONS

Present: 14 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Patrick Hayden, Alderperson Joss Thyssen, Alderperson Alex Schultz, Alderperson Vaya Jones, Alderperson Kristin Alfheim, Alderperson Nate Wolff, Alderperson Christopher Croatt, Alderperson Chad Doran and Mayor Jake Woodford

Excused: 1 - Alderperson Sheri Hartzheim

Absent: 1 - Alderperson Israel Del Toro

E. ROLL CALL OF OFFICERS AND DEPARTMENT HEADS

All Departments were represented.

F. APPROVAL OF PREVIOUS COUNCIL MEETING MINUTES

[24-0177](#)

Common Council Meeting Minutes of February 7, 2024

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

Alderperson Van Zeeland moved, seconded by Alderperson Meltzer, that the Minutes be approved. Roll Call. Motion carried by the following vote:

Aye: 13 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Patrick Hayden, Alderperson Joss Thyssen, Alderperson Alex Schultz, Alderperson Vaya Jones, Alderperson Kristin Alfheim, Alderperson Nate Wolff, Alderperson Christopher Croatt and Alderperson Chad Doran

Excused: 1 - Alderperson Sheri Hartzheim

Absent: 1 - Alderperson Israel Del Toro

Abstained: 1 - Mayor Jake Woodford

G. BUSINESS PRESENTED BY THE MAYOR

H. PUBLIC PARTICIPATION

There was no one signed up to speak during public participation.

I. PUBLIC HEARINGS

J. SPECIAL RESOLUTIONS

K. ESTABLISH ORDER OF THE DAY

[24-0126](#)

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

Attachments: [240201_Finance Memo_SludgePipe_HEX Project Bid Award_Rohde.pdf](#)
[SludgePipe_HEX_BidTab.pdf](#)

Alderperson Van Zeeland moved, seconded by Alderperson Meltzer, that the project award be approved. Roll Call. Motion carried by the following vote:

Aye: 13 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Patrick Hayden, Alderperson Joss Thyssen, Alderperson Alex Schultz, Alderperson Vaya Jones, Alderperson Kristin Alfheim, Alderperson Nate Wolff, Alderperson Christopher Croatt and Alderperson Chad Doran

Excused: 1 - Alderperson Sheri Hartzheim

Absent: 1 - Alderperson Israel Del Toro

Abstained: 1 - Mayor Jake Woodford

[24-0121](#)

Request to award the 2024 Peabody Park Trail Project to MCC, Inc. in the amount of \$106,661.70 with a contingency of \$20,000 for a total not to exceed \$126,661.70.

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

Alderperson Schultz moved, seconded by Alderperson Fenton, that the project award be approved. Roll Call. Motion carried by the following vote:

Aye: 13 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Patrick Hayden, Alderperson Joss Thyssen, Alderperson Alex Schultz, Alderperson Vaya Jones, Alderperson Kristin Alfheim, Alderperson Nate Wolff, Alderperson Christopher Croatt and Alderperson Chad Doran

Excused: 1 - Alderperson Sheri Hartzheim

Absent: 1 - Alderperson Israel Del Toro

Abstained: 1 - Mayor Jake Woodford

[23-1405](#)

Resolution #12-R-23 Closure of the Whitman Yard Waste Site

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

Alderperson Doran moved, seconded by Alderperson Fenton, that the Resolution be approved. Roll Call. Motion failed by the following vote:

Nay: 13 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Patrick Hayden, Alderperson Joss Thyssen, Alderperson Alex Schultz, Alderperson Vaya Jones, Alderperson Kristin Alfheim, Alderperson Nate Wolff, Alderperson Christopher Croatt and Alderperson Chad Doran

Excused: 1 - Alderperson Sheri Hartzheim

Absent: 1 - Alderperson Israel Del Toro

Abstained: 1 - Mayor Jake Woodford

L. COMMITTEE REPORTS

Balance of the action items on the agenda.

Alderperson Croatt moved, Alderperson Schultz seconded, to approve the balance of the agenda. The motion carried by the following vote:

Aye: 13 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Patrick Hayden, Alderperson Joss Thyssen, Alderperson Alex Schultz, Alderperson Vaya Jones, Alderperson Kristin Alfheim, Alderperson Nate Wolff, Alderperson Christopher Croatt and Alderperson Chad Doran

Excused: 1 - Alderperson Sheri Hartzheim

Absent: 1 - Alderperson Israel Del Toro

Abstained: 1 - Mayor Jake Woodford

1. MINUTES OF THE MUNICIPAL SERVICES COMMITTEE

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

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

This Report Action Item was approved.

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

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

This Report Action Item was approved.

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

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

This Report Action Item was approved.

2. MINUTES OF THE SAFETY AND LICENSING COMMITTEE

[24-0145](#) Proposed Modifications to the Special Event Policy

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

This Report Action Item was approved.

[24-0086](#) Class "B" Beer / "Class C" Wine license application for Apple Valley Pancake House Inc, Memedali Useini, Agent, located at 1216 W Wisconsin Avenue, contingent upon approval from the Health and Inspection departments

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

This Report Action Item was approved.

[24-0091](#)

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

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

This Report Action Item was approved.

[24-0094](#)

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

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

This Report Action Item was approved.

[24-0107](#)

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

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

This Report Action Item was approved.

[24-0173](#)

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

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

This Report Action Item was approved.

3. MINUTES OF THE CITY PLAN COMMISSION

4. MINUTES OF THE PARKS AND RECREATION COMMITTEE

[24-0099](#)

Award the City of Appleton's "2024 Green Meadows Park Playground Equipment Project" contract to Lee Recreation in an amount not to exceed \$85,000.

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

This Report Action Item was approved.

[24-0162](#)

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

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

This Report Action Item was approved.

[24-0163](#)

Request Approval of Aquatic Program Fees and Charges Policy

Attachments: [Memo Aquatic Fees and Charges Policy.2024.pdf](#)
[Aquatic Programs Fees and Charge.CLEAN.2024.pdf](#)
[Aquatic Programs Fees and Charge.REDLINE.2024.pdf](#)

This Report Action Item was approved.

[24-0164](#)

Request Approval of Recreation Program Fee Waiver Policy

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

This Report Action Item was approved.

[24-0165](#)

Request Approval of Pool Rental, Reservation, and General Use Policy

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

This Report Action Item was approved.

5. MINUTES OF THE FINANCE COMMITTEE

[24-0133](#)

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

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

This Report Action Item was approved.

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

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

This Report Action Item was approved.

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

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

This Report Action Item was approved.

[24-0155](#) Request to approve Finance Committee Report for Preliminary Resolution 1-P-24 for Concrete Pavement, Sidewalk Construction and Driveway Aprons.

Attachments: [1-P-24 Finance Report.pdf](#)

This Report Action Item was approved.

[24-0156](#) Request to approve Finance Committee Report for Preliminary Resolution 2-P-24 for Sanitary Laterals, Storm Laterals and Storm Main Construction.

Attachments: [2-P-24 Finance Report.pdf](#)

This Report Action Item was approved.

[24-0157](#) Request to award Unit DE-24 Miscellaneous Sidewalk & Concrete Street Excavation Repairs to Al Dix Concrete Inc. in an amount not to exceed \$901,850.

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

This Report Action Item was approved.

[24-0158](#) Request to award Unit X-24 Water Reconstruction to Kruczek Construction Inc. in the amount of \$1,579,000 with a 1.3% contingency of \$20,000 for a project total not to exceed \$1,599,000.

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

This Report Action Item was approved.

[24-0159](#) Request to award Unit Y-24 Lead & Galvanized Water Service Line Replacement to VanRite Plumbing Inc. in an amount not to exceed \$524,896.87.

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

This Report Action Item was approved.

[24-0160](#)

Request to award Unit U-24 Lead & Galvanized Water Service Line Replacement to MRJ Inc. dba Joski Sewer in an amount not to exceed \$611,302.

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

This Report Action Item was approved.

[24-0161](#)

Request to award Unit A-24 Concrete Paving to Vinton Construction Company in the amount of \$3,847,407.27 with a 1.3% contingency of \$50,000 for a project total not to exceed \$3,897,407.27.

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

This Report Action Item was approved.

[24-0169](#)

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

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

This Report Action Item was approved.

[24-0170](#)

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

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

This Report Action Item was approved.

[24-0171](#)

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

Water Utility Fund

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

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

This Report Action Item was approved.

[24-0172](#)

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

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

This Report Action Item was approved.

6. MINUTES OF THE COMMUNITY AND ECONOMIC DEVELOPMENT COMMITTEE

7. MINUTES OF THE UTILITIES COMMITTEE

8. MINUTES OF THE HUMAN RESOURCES & INFORMATION TECHNOLOGY COMMITTEE

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

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

This Report Action Item was approved.

9. MINUTES OF THE FOX CITIES TRANSIT COMMISSION

10. MINUTES OF THE BOARD OF HEALTH

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

- Attachments:** [2024.02_BOTSMemo_a.pdf](#)

This Report Action Item was approved.

M. CONSOLIDATED ACTION ITEMS

N. ITEMS HELD

O. ORDINANCES

P. LICENSE APPLICATIONS AND COMMUNICATIONS REFERRED TO COMMITTEES OF JURISDICTION

Q. RESOLUTIONS SUBMITTED BY ALDERPERSONS REFERRED TO COMMITTEES OF JURISDICTION

[24-0210](#)

Resolution #2-R-24 Consolidate the Utilities Committee with the Municipal Services Committee

Attachments: [#2-R-24 Consolidate Utilities Committee with Municipal Services Committee.pdf](#)

R. OTHER COUNCIL BUSINESS

S. CLOSED SESSION

[24-0179](#)

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

Alderson Croatt moved, seconded by Alderson Firkus, that the Common Council convene into Closed Session at 7:15 p.m. Roll Call. Motion carried by the following vote:

Aye: 13 - Alderson William Siebers, Alderson Vered Meltzer, Alderson Brad Firkus, Alderson Katie Van Zeeland, Alderson Denise Fenton, Alderson Patrick Hayden, Alderson Joss Thyssen, Alderson Alex Schultz, Alderson Vaya Jones, Alderson Kristin Alfheim, Alderson Nate Wolff, Alderson Christopher Croatt and Alderson Chad Doran

Excused: 1 - Alderson Sheri Hartzheim

Absent: 1 - Alderson Israel Del Toro

Abstained: 1 - Mayor Jake Woodford

T. ADJOURN

Alderson Schultz moved, seconded by Alderson Van Zeeland to rise and report. Motion carried 13/0 and the Common Council reconvened into open session at 8:05 p.m. No action was taken in Closed Session.

Alderson Schultz moved, seconded by Alderson Meltzer, that the meeting be adjourned at 8:05 p.m. Roll Call. Motion carried by the following vote:

Aye: 13 - Alderson William Siebers, Alderson Vered Meltzer, Alderson Brad Firkus, Alderson Katie Van Zeeland, Alderson Denise Fenton, Alderson Patrick Hayden, Alderson Joss Thyssen, Alderson Alex Schultz, Alderson Vaya Jones, Alderson Kristin Alfheim, Alderson Nate Wolff, Alderson Christopher Croatt and Alderson Chad Doran

Excused: 1 - Alderson Sheri Hartzheim

Absent: 1 - Alderson Israel Del Toro

Abstained: 1 - Mayor Jake Woodford

Kami Lynch, City Clerk



CITY OF APPLETON

Date: March 6, 2024
To: Members of the Common Council
From: Mayor Jacob A. Woodford
Subject: Confirmation of Appointments

It is with pleasure that I present the following recommendations for your confirmation at the March 6, 2024, Common Council meeting.

Advisory Panel on Sustainability and Climate Resilience – Reappointments

Michelle Bachaus	Term Ends December 2025
Charlie Goff	Term Ends December 2025
Samuel Gunderson	Term Ends December 2025

Appleton Housing Authority – Reappointment

Patrick DeWall	Term Ends December 2028
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Appleton Redevelopment Authority

Anne Higgins	Reappointment	Term Ends November 2028
Todd Brokl	Reappointment	Term Ends November 2028
James Van Dyke	Reappointment	Term Ends November 2028
Richard Carpenter	New Appointment	Term Ends November 2028

Bicycle & Pedestrian Advisory Committee – Reappointments

Bill Moore	Term Ends December 2026
Joseph Pynenberg	Term Ends December 2026

Business Improvement District Board of Directors – Reappointments

Brad Schwebs	Term Ends December 2026
Walter Schonfeld	Term Ends December 2026

Parades Committee – Reappointments

Memorial Day	Corey Otis	Term Ends December 2024
Flag Day	Corey Otis	Term Ends December 2024
Holiday Parade	Corey Otis	Term Ends December 2024

PROCLAMATION



Office of the Mayor

WHEREAS, Museums for All is a national, access initiative of the Institute of Museum and Library Services that aims to ensure that every family and child has access to a high quality museum experience; and

WHEREAS, the cost of museum admission can be a barrier for many low-income families. Participating museums provide reduced admission, ranging from free to \$3.00 to visitors presenting their EBT card; and

WHEREAS, since the launch of the initiative in 2014, Museums for All has served more than 8 million visitors nationwide at more than 1,200 museums of all varieties, representing all 50 states, the District of Columbia, and the U.S.; and

WHEREAS, three local museums, the Building for Kids Children's Museum, Atlas Science Center, and History Museum at the Castle have committed to making their exhibits and programming accessible to all families, regardless of financial barriers; and

WHEREAS, communities are nationally identified as "Hub Cities" when at least three museums participate in Museums for All and work closely to support one another's work; and

WHEREAS, the City of Appleton has long recognized and expressed its appreciation for providing public access to educational resources within museums citywide.

NOW, THEREFORE, BE IT RESOLVED, THAT I, JACOB A. WOODFORD, Mayor of the City of Appleton, Wisconsin, do hereby proclaim the City of Appleton, Wisconsin as a

Museums for All Hub City

and encourage all citizens to express their support and strive to increase access for individuals of all backgrounds and means to visit museums regularly to build lifelong museum habits.

Signed and sealed this 27th day of February 2024.

JACOB A. WOODFORD
MAYOR OF APPLETON



PROCLAMATION



Office of the Mayor

WHEREAS, colorectal cancer is the third-leading cause of cancer-related deaths in the U.S. among men and women combined, but there is currently no cure; and

WHEREAS, colorectal cancer affects about 1 in 24 people, although this number varies according to individual risk factors; and

WHEREAS, it is expected that over 106,000 new cases of colon cancer and over 46,000 new cases of rectal cancer will be diagnosed during 2024; and

WHEREAS, people with a first-degree relative who has colon cancer have 2 to 3 times the risk of developing the disease; and

WHEREAS, while colon and rectal cancer has been steadily declining among people over age 50, the rate has increased for adults under 50 and there are more than 1.5 million survivors in the U.S.; and

WHEREAS, it is critical that all people of all ages know the signs and symptoms of the disease as it is preventable, treatable, and beatable in most cases.

NOW, THEREFORE, BE IT RESOLVED, THAT I, JACOB A. WOODFORD, Mayor of the City of Appleton, Wisconsin, do hereby proclaim the month of March as

Colorectal Cancer Awareness Month

in Appleton and encourage all residents to take this special opportunity to become more aware of the importance of early detection and screening.

Signed and sealed this 1st day of March 2024.



JACOB A. WOODFORD
MAYOR OF APPLETON

PROCLAMATION



Office of the Mayor

WHEREAS, Spread Goodness Day was created to encourage individuals, schools, and organizations to spread goodness together and show the power that one act of goodness has to change the world; and

WHEREAS, Spread Goodness Day connects and strengthens communities by uplifting others through simple acts of kindness, whether through lending a helping hand to a neighbor in need, offering words of encouragement, or volunteering time and resources to support charitable causes; and

WHEREAS, by coming together to spread goodness, we reaffirm our shared commitment to building a more compassionate and inclusive community, where empathy and kindness serve as guiding principles in all that we do.

NOW, THEREFORE, BE IT RESOLVED, THAT I, JACOB A. WOODFORD, Mayor of the City of Appleton, Wisconsin, do hereby proclaim March 8, 2024, as

Spread Goodness Day

in the City of Appleton and encourage all citizens to join in this celebration of kindness, generosity, and empathy.



Signed and sealed this 1st day of March 2024.

JACOB A. WOODFORD
MAYOR OF APPLETON

PROCLAMATION



Office of the Mayor

WHEREAS, Multiple Sclerosis (MS) is a chronic, often debilitating neurological disease of the central nervous system that affects approximately 915,000 people in the United States, the exact cause of MS is unknown, and there is no known cure; and

WHEREAS, MS typically strikes young people in the prime of their life in their 20s, 30s, and 40s; and

WHEREAS, every hour of every day, someone is newly diagnosed with MS, and women are two times more likely than men to have MS; and

WHEREAS, it is important to promote education and awareness of this disease so that those with it can lead more productive and satisfying lives to benefit themselves, their caregivers, families, and the entire community; and

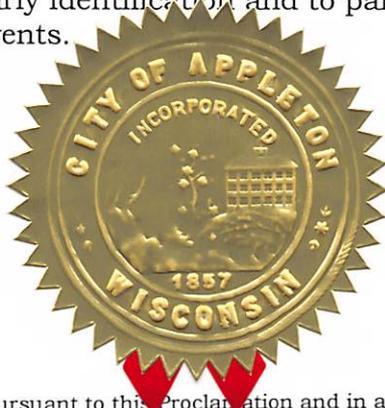
WHEREAS, the National MS Society provides programs and services for anyone whose life has been affected by MS; and

WHEREAS, the City of Appleton will once again compete in the “Walk MS Appleton vs. De Pere City Challenge” to raise money for the National MS Society’s mission to cure MS while empowering people affected by MS to live their best lives.

NOW, THEREFORE, BE IT RESOLVED, THAT I, JACOB A. WOODFORD, Mayor of the City of Appleton, Wisconsin, do hereby proclaim March 2024 as

MS Awareness Month

in Appleton and encourage all residents to educate themselves on the symptoms of MS for early identification and to participate in upcoming community awareness and fundraising events.



Signed and sealed this 1st day of March 2024.

JACOB A. WOODFORD
MAYOR OF APPLETON

*Pursuant to this Proclamation and in accordance with the Special Flag Policy, a special flag will be flown at City Hall on Tuesday, March 5, 2024.

NOTICE OF PUBLIC HEARING ON SPECIAL ASSESSMENTS
(Final Resolution 1-P-24)

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

- Amethyst Dr (Bluetopaz Dr to Aquamarine Dr)
- Clearfield Ct (cul-de-sac 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 **March 6, 2024 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.

February 22, 2024

RUN: February 26, 2024

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-24)

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

- Perkins St (Prospect to n/o Charles St)
- Morrison St (Wisconsin Ave to Pershing St)

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.

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

RESOLUTION 1-P-24

FINAL RESOLUTION DECLARING INTENT TO EXERCISE SPECIAL ASSESSMENT POWERS UNDER SECTION 66.0703 (7) (a), WISCONSIN STATUTES OF 2021-2022.

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 6th day of March, 2024, 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

- Amethyst Dr (Bluetopaz Dr to Aquamarine Dr)
- Clearfield Ct (cul-de-sac 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.

Jacob A. Woodford, Mayor

ATTEST:

Kami Lynch, City Clerk

Adopted: March 6, 2023
Published: March 11, 2023

RESOLUTION 2-P-24

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SANITARY LATERALS, STORM LATERALS AND STORM MAIN

- Perkins St (Prospect to n/o Charles St)
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Jacob A. Woodford, Mayor

ATTEST:

Kami Lynch, City Clerk

Adopted: March 6, 2024
Published: March 11, 2024



PERMIT TO OCCUPY THE PUBLIC RIGHT-OF-WAY

Permit # : _____
 Effective Date: 3/7/2024
 Expiration Date: 5/15/2024
 Non-Refundable Fee: \$40.00
 Paid (yes or no): _____

Rev. 10-05-2023

Applicant Information

Name (print): BRYCE BARRONE Company: BOLDT
 Address: 2525 N ROEMER RD Telephone: 920-841-4743
APPLETON, WI 54911 E-mail: BRYCE.BARRONE@BOLDT.COM

Applicant Signature: Bryce Barrone Date: _____

Digitally signed by Bryce Barrone
 DN: cn=Bryce Barrone, o=BOLDT, ou=Project Engineer, cn=Bryce Barrone
 Date: 2024.02.08 08:14:37 -0600

Occupancy Information

General Description: SIDEWALK CLOSURE - OCCUPANCY FROM END OF CITY CENTER EAST TO START OF CITY CENTER WEST. TO UPDATE THE FACADE OF THE FOX COMMONS. THIS IS FOR THE NORTH SIDEWALK OF COLLEGE AVE ONLY.

Street Address: 10 E COLLEGE AVE Sidewalk/roadway obstruction requested Y or N

Multiple Streets: _____

Date(s) From: 3/7/2024 To: 5/15/2024 35 days or < 35 days or >
 (Requires Committee and Council Approval)

(Department use only)

Occupancy Type	Sub-Type	Location
<input checked="" type="checkbox"/> Permanent - Obstruction (\$40)	<input type="checkbox"/> Awning	<input type="checkbox"/> Sandwich Board
<input checked="" type="checkbox"/> Temporary - Obstruction (\$40)	<input type="checkbox"/> Dumpster	<input type="checkbox"/> Table / Chairs
<input type="checkbox"/> Amenity/Annual (\$40)	<input type="checkbox"/> Sign	<input checked="" type="checkbox"/> Sidewalk
<input type="checkbox"/> Blanket/Annual (\$250)	<input checked="" type="checkbox"/> Obstruction / Other	<input type="checkbox"/> Terrace
<input type="checkbox"/> Block Party (\$15)	<input type="checkbox"/> POD / Container	<input type="checkbox"/> Roadway

Additional Requirements

Plan/Sketch Certificate of Insurance Bond
 Other : _____

Traffic Control Requirements

Type of Street: _____ Proposed Traffic Control: N/A
 Arterial/CBD City Manual Page(s) _____
 Collector State Manual Page(s) _____
 Local Other (attach plan)

Contact Traffic Division (832-2379) 1 business day prior to any lane closure, or 2 business days prior to a full road closure.
 Additional Requirements:

SEE ATTACHED
 Snow removal along the sidewalk's detoured path in the parking lane will be Boldt's responsibility.

Approved by: MIKE HARDY Date: 2/8/24

- This permit approval is subject to the following conditions:
1. Permittee is responsible to obtain any further permits that may be required as part of this occupancy.
 2. Permittee shall adhere to any plan(s) that were submitted to the City of Appleton as part of this application.
 3. This permit is subject to IMMEDIATE REVOCATION and/or issuance of a MUNICIPAL CITATION if conditions of the permit are not met.
 4. This permit is subject to IMMEDIATE REVOCATION if unfavorable traffic conditions develop during the period the occupancy is permitted.
 - 5.
 - 6.

This permit is issued to the applicant upon payment of the permit fee and is expressly limited to the location and type described herein. The applicant, in exchange for receiving this permit, warrants that all street occupancies will be performed in conformity to City ordinances, standards and policies, be properly barricaded and lighted, and be performed in a safe manner. By applying for and accepting this permit, the applicant assumes full liability and/or any costs incurred by the City for corrective work required to bring the subject area into compliance with said ordinances, standards, policies and permit conditions. No occupancy shall occur prior to approval of this permit by the Department of Public Works.

The Grantee shall guarantee at their expense, the repair or replacement of pavement, sidewalk and any other facilities within the public right-of-way damaged or destroyed by the Grantee or any sub-contractor working for them. The Grantee shall assume complete and full liability and responsibility, in accordance with existing ordinances and policies, in the event of injury or damage to persons or property resulting from their facilities within the public right-of-way.

APPROVED BY: _____ DATE: _____
 (Department of Public Works)

DEPARTMENT OF PUBLIC WORKS

METER BAG APPLICATION

Fee is \$9.00 per day plus tax or any part thereof. **THIS FEE WILL BE CHARGED FOR EVERY DAY THE METER BAG IS RESERVED** (excluding Sundays and Holidays).

NOTE: Meter bags shall not be used on red meters. If a red meter is found bagged, the bag will be removed and the vehicle will be ticketed.

Company Name

Agent.....

Company Address.....

Phone Number

Reason

Location

Meter
Zone & Space#.....

Date(s).....

(Department use only)

Amount Due.....
(\$9.00 per bag per day plus tax)

Approved by
Department of Public Works Representative

Today's Date.....

Boldt- College Ave Project- Meter Bag Summary

AS OF: 2/6/2024

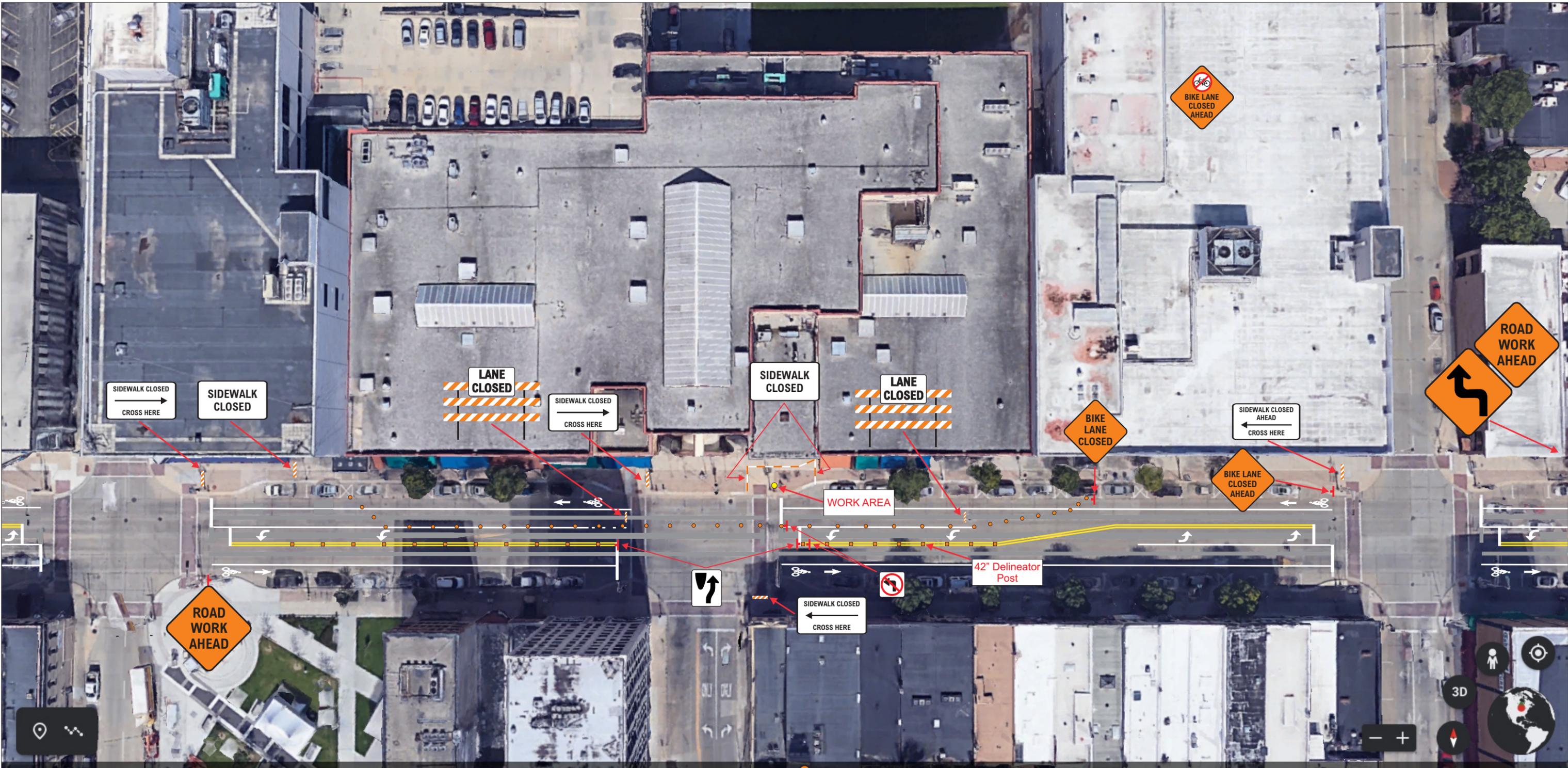
TOTAL BAG DAYS =

972

Rate = \$9.00/day + tax

\$ 9,229.14

DATE	North side of College Ave - Meters in front of 10 E College Ave											
	Zone 9201 - 29	Zone 9201 - 30	Zone 9201 - 31	Zone 9201 - 32	Zone 9201 - 33	Zone 9201 - 34	Zone 9201 - 35	Zone 9201 - 36	Zone 9201 - 37	Zone 9201 - 38	Zone 9201 - 39	Zone 9201 - 40
2/12/24	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
2/13/24	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
2/14/24	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
2/15/24	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
2/16/24	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
2/17/24	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
2/18/24	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY
2/19/24	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
2/20/24	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
2/21/24	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
2/22/24	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
2/23/24	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
2/24/24	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
2/25/24	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY
2/26/24	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
2/27/24	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
2/28/24	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
2/29/24	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
3/1/24	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
3/2/24	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
3/3/24	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY
3/4/24	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
3/5/24	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
3/6/24	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
3/7/24	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
3/8/24	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
3/9/24	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
3/10/24	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY
3/11/24	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
3/12/24	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
3/13/24	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
3/14/24	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
3/15/24	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
3/16/24	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
3/17/24	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY
3/18/24	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
3/19/24	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
3/20/24	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
3/21/24	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
3/22/24	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
3/23/24	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
3/24/24	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY
3/25/24	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
3/26/24	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
3/27/24	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
3/28/24	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
3/29/24	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
3/30/24	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
3/31/24	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY
4/1/24	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
4/2/24	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
4/3/24	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
4/4/24	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
4/5/24	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
4/6/24	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
4/7/24	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY
4/8/24	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
4/9/24	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
4/10/24	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
4/11/24	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
4/12/24	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
4/13/24	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
4/14/24	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY
4/15/24	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
4/16/24	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
4/17/24	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
4/18/24	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
4/19/24	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
4/20/24	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
4/21/24	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY
4/22/24	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
4/23/24	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
4/24/24	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
4/25/24	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
4/26/24	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
4/27/24	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
4/28/24	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY
4/29/24	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
4/30/24	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
5/1/24	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
5/2/24	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
5/3/24	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
5/4/24	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
5/5/24	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY
5/6/24	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
5/7/24	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
5/8/24	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
5/9/24	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
5/10/24	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
5/11/24	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
5/12/24	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY
5/13/24	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
5/14/24	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
5/15/24	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y



Lane closure detail for barrier wall installation and removal.
 Sidewalk relocation with barrier wall and ADA pedestrian barricades to be installed after this work.



START DATE & TIME
 DURATION:

GENERAL NOTES:
 THIS TRAFFIC CONTROL PLAN IS FOR INFORMATIONAL PURPOSES ONLY. TRAFFIC CONTROL PLAN IS NOT TO SCALE. WARNING LITES OF APPLETON, INC. ASSUMES NO LIABILITY FOR LAYOUT & SETUP OF ACCEPTED TRAFFIC CONTROL PLAN. THE CITY OF APPLETON DECIDES FINAL APPROVAL OF TRAFFIC CONTROL PLAN. ADVANCED WARNING SIGNS WILL BE MOUNTED ON PORTABLE SUPPORTS. THE EXACT NUMBER, LOCATION, AND SPACING OF ALL SIGNS AND DEVICES. SHALL BE ADJUSTED TO FIT FIELD CONDITIONS AS APPROVED BY THE ENGINEER.

LEGEND

- 🚧 SIGN SYMBOL
- 🟡 CHANNELIZER DRUM
- 🚧 TYPE III BARRICADE
- ➡ DIRECTION OF TRAFFIC
- 🟠 42" DELINEATOR CONE

Owner	CITY OF APPLETON		
Project Name	City Center Plaza	Project Number	N/A
Prime Contractor	Boldt Companies	Traffic Control Contractor	Warning Lites of Appleton, Inc.
Phone	920-725-0757	Sheet Number	1
Prepared By	Lance G Mauel	Date	08/06/2023



NOTE: ADDITIONAL ADA PEDESTRIAN BARRICADES AND CURB RAMPS MAY BE USED TO OPEN A PATH/GAP TO BUSINESSES THAT NEED ACCESS ALONG COLLEGE AVENUE



Sidewalk relocation with barrier wall and ADA pedestrian barricades

START DATE & TIME

DURATION:

GENERAL NOTES:
 THIS TRAFFIC CONTROL PLAN IS FOR INFORMATIONAL PURPOSES ONLY. TRAFFIC CONTROL PLAN IS NOT TO SCALE. WARNING LITES OF APPLETON, INC. ASSUMES NO LIABILITY FOR LAYOUT & SETUP OF ACCEPTED TRAFFIC CONTROL PLAN. THE CITY OF APPLETON DECIDES FINAL APPROVAL OF TRAFFIC CONTROL PLAN. ADVANCED WARNING SIGNS WILL BE MOUNTED ON PORTABLE SUPPORTS. THE EXACT NUMBER, LOCATION, AND SPACING OF ALL SIGNS AND DEVICES. SHALL BE ADJUSTED TO FIT FIELD CONDITIONS AS APPROVED BY THE ENGINEER.

LEGEND

- SIGN SYMBOL
- CHANNELIZER DRUM
- TYPE III BARRICADE
- DIRECTION OF TRAFFIC
- 42" DELINEATOR CONE

Owner	CITY OF APPLETON	
Project Name	City Center Plaza	Project Number N/A
Prime Contractor	Boldt Companies	Traffic Control Contractor Warning Lites of Appleton, Inc.
Phone	920-725-0757	Sheet Number 2
Prepared By	Lance G Mauel	Date 08/06/2023



DEPARTMENT OF PUBLIC WORKS
 Engineering Division
 100 North Appleton Street
 Appleton, WI 54911
 TEL (920) 832-6474

To: Municipal Services Committee
From: Danielle Block, Director of Public Works
 Nate Loper, Deputy Director of Public Works
Date: February 21, 2024
Re: Yard Site Schedule Changes for 2024

The City of Appleton Public Works Department proposes the following yard site schedule, starting April 2024. These changes will provide more options for customers and will better help us meet our overall operational needs.

As a reminder, the location of the City’s two yard waste sites are:
 Glendale Yard Waste Site – 2625 E. Glendale Avenue
 Whitman Yard Waste Site – 701 S. Whitman Avenue

SUMMER HOURS (April to Thanksgiving)

	<u>Sun</u>	<u>Mon</u>	<u>Tue</u>	<u>Wed</u>	<u>Thu</u>	<u>Fri</u>	<u>Sat</u>
Glendale (Current)	8-5:45	8-5:45	X	X	X	8-5:45	8-5:45
Glendale (Proposed)	8-5	8-5	X	X	X	8-5	8-5
Whitman (Current)	8-5:45	8-5:45	X	X	X	8-5:45	8-5:45
Whitman (Proposed)	X	X	8-5	8-5	8-5	8-5	X

WINTER HOURS (Thanksgiving through March)

	<u>Sun</u>	<u>Mon</u>	<u>Tue</u>	<u>Wed</u>	<u>Thu</u>	<u>Fri</u>	<u>Sat</u>
Glendale (Current)	8-5:45	8-5:45	X	X	X	8-5:45	8-5:45
Glendale (Proposed)	X	9-4:30	9-4:30	9-4:30	9-4:30	9-4:30	X
Whitman (Current)	X	X	X	X	X	X	X
Whitman (Proposed)	X	X	X	X	X	X	X

The proposed changes will provide a free option for yard waste disposal, 7 days per week in the summer. We have received negative feedback over the years when customers attempt to drop off yard waste during the week and we don’t provide them with an open site. Our proposal provides an option for them to dump at one site or the other, which should greatly reduce the frustration when finding both sites closed and then bringing a load of brush back home.

This schedule also keeps Glendale open the same days as it has been over the last several years. We feel it’s important to keep the Glendale schedule status quo and open on the weekend since it currently sees 75% of the total customers. There is also increased security at Glendale, which is an important factor when employees are

working alone on the weekend. In addition, the results from our June 2023 survey showed that 46% of Grand Chute customers visited the Glendale site during this two-week period. We felt this was further justification for keeping the weekend hours at Glendale and having the Whitman site open through Friday each week.

The proposed schedule does have a slight reduction in daily summer hours (45 minutes) to better allow for the site attendants to open and close the site. The site attendants work 40 hours per week and need some prep and cleanup time built into their schedule. Currently, our attendant starts their shift at the same time the site opens, which is challenging. Allowing some time before the site opens will help get the cash register ready, gates opened, entrance cleaned up, etc. The time at the end is necessary to push piles up, tidy up, patch holes in the lot, change signage, etc.

The proposed schedule also helps DPW address the challenges we face with staffing two sites on weekends, especially with one site being at a remote location. The Glendale site has increased security features and allows for easy access to equipment and tools at our adjacent Municipal Services Building. Also, only staffing one site over the weekend will help with our retention and recruitment efforts. As challenging as it is to find quality people with a CDL and equipment operating experience, it's even more difficult to find this person when they are required to work every weekend. Having only one site open on weekends, and only in the summer, will have a positive impact on employee retention, and our overtime budget (when covering for vacations).

The winter schedule would be more in line with other municipalities and allows for this employee to assist with other operations. We currently average 13 customers per day on winter weekends and expect this number to be closer to 1 or 2 per day with the elimination of the garbage dumpsters. This employee during the week could be helping do other tasks around our entire campus, while just keeping an eye on the yard site. On weekends they would be available to plow snow, which would be a huge bonus. Lastly, the earlier closing hour in the winter is for safety reasons with the earlier sunsets and dark conditions.

It is important to note that we discussed this new schedule with the Town of Grand Chute, and they were in favor of this proposal and did not indicate that we would need to re-evaluate our current Memorandum of Understanding (MOU). The City has modified hours in the past without the need to renegotiate the terms of the MOU.



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

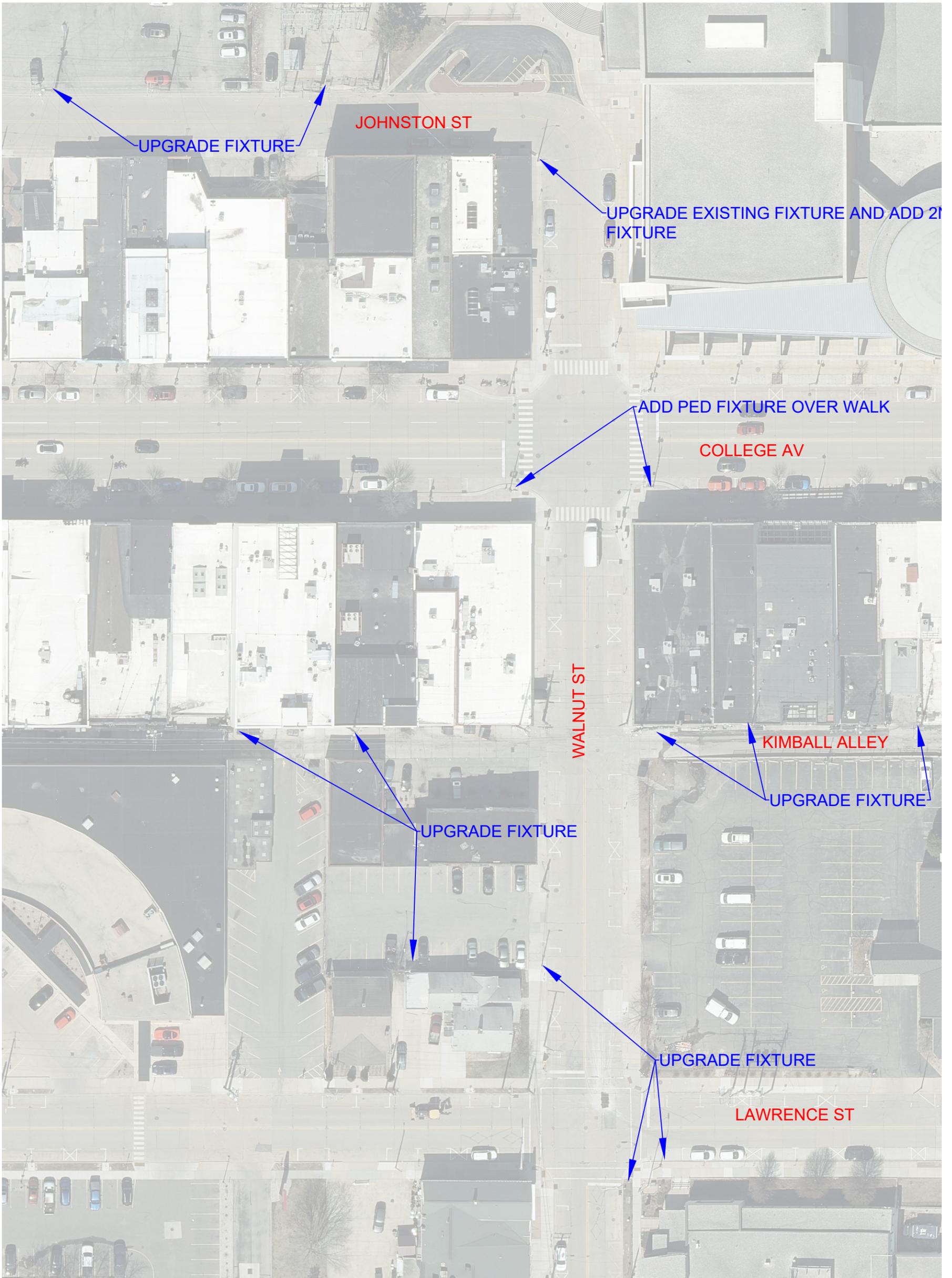
DEPARTMENT OF PUBLIC WORKS
Engineering Division
100 North Appleton Street
Appleton, WI 54911
TEL (920) 832-6474

To: Municipal Services Committee
From: Danielle Block, Director of Public Works
Date: February 20, 2024
Re: Recommended Lighting Upgrades – Walnut Street @ College Avenue

As part of the initiative to address nightlife safety concerns, staff has identified lighting as a potential improvement. The City of Appleton Public Works Department Traffic Section has reviewed the existing conditions along the N 100 and S 100 blocks of Walnut Street – near the intersection of College Avenue at the request of the Appleton Police Department. The additional lighting will improve visibility. Enhanced visibility could positively impact the safety of the Walnut Street corridor and has been identified by Appleton Police Department as one strategy to mitigate issues recently experienced in the area. Other strategies are being introduced and recommended, all the strategies seek to reduce gatherings at an around bar close time, reduce the opportunities for crowding, improve visibility for vehicles and pedestrians, and provide additional tools for investigation of incident and oversight of security procedures.

Total cost to implement estimated at \$15,000 plus ongoing lighting costs paid annually. Funding source ARPA, contingent upon future approval by the Finance Committee.

The lighting enhancements are illustrated on the following page.



Form
AT-106

Original Alcohol Beverage License Application

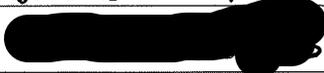
FOR CLERKS ONLY	
Municipality	Appleton
License Period	23-24

License(s) Requested

- Class "A" Beer \$ _____
- Class "B" Beer \$ 100.00
- "Class C" Wine \$ _____
- Reserve "Class B" Liquor \$10,500
- "Class A" Liquor \$ _____
- "Class B" Liquor \$ _____
- "Class A" Liquor (Cider Only) \$ 0
- "Class B" (Wine Only) Winery \$ _____

License Fees	\$ 10,600.00
Publication Fee	\$ 60.00
Background Check	\$ 7.00
Total Fees	\$ 10,667.00

Part A: Premises/Business Information

1. Legal Business Name (registered entity name or individual's name if sole proprietorship) <u>301 Petroleumus LLC</u>		
2. Trade Name or DBA <u>Friends and Neighbors</u>		
3. Premises Address <u>148 S. Walter Avenue, Appleton, WI, 54915</u>		
4. County <u>Outagamie</u>	5. Municipality	6. Aldermanic District
7. Mailing Address (if different from premises address) <u>28 2811 E. Newberry St. Appleton, WI, 54915</u>		
8. FEIN 	9. Wisconsin Seller's Permit Number <u>456-102881933-02</u>	
10. Premises Phone 	11. Premises Email 	
12. Entity Type (check one) <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Limited Liability Company <input type="checkbox"/> Corporation <input type="checkbox"/> Nonprofit Organization		
13. Premises Description - Describe the building or buildings where alcohol beverages are to be sold and stored. Describe 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 in this application. Attach additional sheets if necessary. <u>Alcohol beverages will be sold and stored behind the bar and in the liquor cabinets. Liquor cabinets and coolers will only be accessed by the owners and bar employees and vendors.</u>		

Part B: Questions

- 1. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit a copy of Responsible Beverage Server Training Course Certificate. Yes No
- 2. Does the applicant business or its partners, officers, directors, managing members, or agent hold a direct or indirect interest in any alcohol beverage wholesaler or producer (e.g., brewer, brewpub, winery, distillery)? Yes No
If yes, please explain using the space below. Attach additional sheets if necessary.

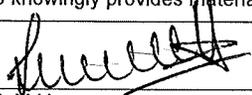
Part C: For Corporate/LLC Applicants Only		
1. State of Registration Wisconsin	2. Date of Registration August 2015	
3. Is the applicant business owned by another corporation or LLC? If yes, please provide the name and FEIN of the parent company below, include parent company members in Part D, and attach Form AT-103 for all of the parent company's principal members, managers, officers, or directors <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Name of Parent Company	FEIN of Parent Company	
4. Does the parent company or any of its officers, directors, managing members, or agent hold any direct or indirect interest in any other alcohol beverage wholesaler or producer (e.g., brewer, brewpub, winery, distillery)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please explain using the space below. Attach additional sheets if necessary.		
5. Agent's Last Name	Agent's First Name	Phone

Part D: Individual Information

A Supplemental Questionnaire, Form AT-103, must be completed and attached to this application for each person involved in the applicant business and any parent company as indicated in Part C. Persons in the applicant business include: sole proprietor, all officers, directors, and agent of a corporation or nonprofit organization, all partners of a partnership, and all managing members and agent of a limited liability company.

List the full name, title, and phone number for each person below. Attach additional sheets if necessary.

Last Name	First Name	Title	Phone
GOEL	SUDHANSH	Member	
GOEL	SUYASH	Member	

Part E: Attestation		
Who must sign this application? <ul style="list-style-type: none"> • sole proprietor • one general partner of a partnership • one corporate officer • one managing member of an LLC 		
<p>READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.</p>		
Signature 	Date 2/2/2024	
Name (Last, First, M.I.) GOEL, SUYASH		
Title Member	Email sqpetro27@gmail.com	Phone 832-465-3018

Part F: For Clerk Use Only		
Date application was filed with clerk 2.7.2024	Date reported to governing body	Date provisional license issued (if applicable)
Date license granted	License number	Date license issued
Signature of Clerk/Deputy Clerk		



City of Appleton Alcohol License Questionnaire

1. Name of Applicant: SB Petroleum LLC

2. Name of Business: Friends And Neighbors

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

- Restaurant
- Tavern/Night Club/Wine Bar
- Microbrewery/Brewpub
- Painting/Craft Studio
- Other (describe) _____

3. Address of Business: 148 S. Walter Ave 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.

SUDHANSH	P.	GOEL	07-27-1988
First name	M.I.	Last name	Date of Birth
SUYASH		GOEL	
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: Michael Mattson
First name Middle Initial Last name

Address: Appleton WI, 54915
City State ZIP

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

Name: ~~Neighbors~~ Friends & Neighbours.

(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 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?

Never months ago.

10. Seating capacity: Inside _____ Outside _____

11. Operating hours (Inside the building): 11 AM - 12 AM

Operating hours (Outdoor seating areas): NO

12. Employees/Staff

Number of floor personnel 4 Number of door checkers NO

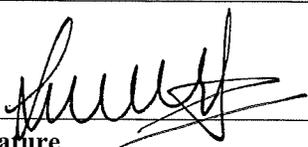
13. In general, state the size and operational details of the proposed establishment:

a. Gross floor building area of the premises to be licensed: 2000 square feet.

b. Gross outdoor seating areas of the premises to be licensed: 500 square feet.

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

The bar will be open from Tuesday through Sunday. The hours of operations will be 11 AM - 12 AM.


Signature

2/2/2024
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 City of Appleton County of Outagamie

The undersigned duly authorized officer/member/manager of SG Petroleum LLC
(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 _____

located at 2811 E. Newberry St. Appleton, WI, 54915
(Trade Name)

appoints SUYASH GOEL
(Name of Appointed Agent)
4401 N. Marshall Heights Ave Appleton, WI, 54913
(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).

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? 9 years

Place of residence last year 4401 N. Marshall Heights Ave Appleton, WI, 54913

For: SG Petroleum 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, SUYASH GOEL, 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] 2/2/2024 Agent's age [Redacted]
(Signature of Agent) (Date)

4401 N. Marshall Heights Ave Appleton, WI, 54913 Date of birth [Redacted]
(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)

Form
AT-106

Original Alcohol Beverage License Application

FOR CLERKS ONLY	
Municipality	Appleton
License Period	2023-2024

License(s) Requested

- | | |
|--|---|
| <input checked="" type="checkbox"/> Class "A" Beer \$ <u>250</u>
<input type="checkbox"/> Class "B" Beer \$ _____
<input type="checkbox"/> "Class C" Wine \$ _____
<input type="checkbox"/> Reserve "Class B" Liquor \$ _____ | <input checked="" type="checkbox"/> "Class A" Liquor \$ <u>450</u>
<input type="checkbox"/> "Class B" Liquor \$ _____
<input checked="" type="checkbox"/> "Class A" Liquor (Cider Only) \$ <u>0</u>
<input type="checkbox"/> "Class B" (Wine Only) Winery \$ _____ |
|--|---|

Tobacco License \$100

License Fees	\$ 700
Publication Fee	\$ 60
Background Check	\$ 28
Total Fees	\$ 888

Part A: Premises/Business Information

1. Legal Business Name (registered entity name or individual's name if sole proprietorship) Indianhead Oil Co., LLC		
2. Trade Name or DBA Circle K #2746526		
3. Premises Address 1935 E Calumet St		
4. County Outagamie	5. Municipality Appleton	6. Aldermanic District
7. Mailing Address (if different from premises address) P.O. BOX 347 Columbus, IN 47202		
8. FEIN 	9. Wisconsin Seller's Permit Number 456-0000432420-04	
10. Premises Phone 920-714-3997	11. Premises Email HolidayLicenses@HolidayCompanies.com	
12. Entity Type (check one) <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Limited Liability Company <input type="checkbox"/> Corporation <input type="checkbox"/> Nonprofit Organization		
13. Premises Description - Describe the building or buildings where alcohol beverages are to be sold and stored. Describe 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 in this application. Attach additional sheets if necessary. Sold at POS. Stored in Backroom. Cold Vault (Walk-In Beer Cave). Fixtures on the Floor. Wine Wall. Beer Platform. 12' in line liquor. Beer Trough. Liquor behind POS.		

Part B: Questions

- | |
|--|
| 1. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit a copy of Responsible Beverage Server Training Course Certificate. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 2. Does the applicant business or its partners, officers, directors, managing members, or agent hold a direct or indirect interest in any alcohol beverage wholesaler or producer (e.g., brewer, brewpub, winery, distillery)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If yes, please explain using the space below. Attach additional sheets if necessary. |

Part C: For Corporate/LLC Applicants Only		
1. State of Registration Wisconsin	2. Date of Registration 09/17/64	
3. Is the applicant business owned by another corporation or LLC? If yes, please provide the name and FEIN of the parent company below, include parent company members in Part D, and attach Form AT-103 for all of the parent company's principal members, managers, officers, or directors <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Name of Parent Company Holiday Stationstores, LLC	FEIN of Parent Company 41-0880942	
4. Does the parent company or any of its officers, directors, managing members, or agent hold any direct or indirect interest in any other alcohol beverage wholesaler or producer (e.g., brewer, brewpub, winery, distillery)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please explain using the space below. Attach additional sheets if necessary.		
5. Agent's Last Name Larson	Agent's First Name Brad	Phone

Part D: Individual Information
 A Supplemental Questionnaire, Form AT-103, must be completed and attached to this application for each person involved in the applicant business and any parent company as indicated in Part C. Persons in the applicant business include: sole proprietor, all officers, directors, and agent of a corporation or nonprofit organization, all partners of a partnership, and all managing members and agent of a limited liability company.

List the full name, title, and phone number for each person below. Attach additional sheets if necessary.

Last Name	First Name	Title	Phone
Cunnington	Kathleen	President/Treasurer	
Brant	Gary	V.P. of Operations	
Duncan	Melissa	Assistant Secretary	

Part E: Attestation

Who must sign this application?
 • sole proprietor • one general partner of a partnership • one corporate officer • one managing member of an LLC

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Signature 	Date 02/09/2024
Name (Last, First, M.I.) Duncan, Melissa, A	
Title Assistant Secretary	Email
	Phone

Part F: For Clerk Use Only

Date application was filed with clerk 2.16.2024	Date reported to governing body	Date provisional license issued (if applicable)
Date license granted	License number	Date license issued
Signature of Clerk/Deputy Clerk		



City of Appleton

Alcohol License Questionnaire

1. Name of Applicant: Indianhead Oil Co., LLC

2. Name of Business: Circle K #2746526

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

- Restaurant
- Tavern/Night Club/Wine Bar
- Microbrewery/Brewpub
- Painting/Craft Studio
- Other (describe) Gas Station/ Convenience Store

3. Address of Business: 1935 E Calumet St

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.

Sole Member	Holiday Stationstores, LLC 100% ownership			/ /
	First name	M.I.	Last name	Date of Birth
President	Kathleen K. Cunnington			[REDACTED]
	First name	M.I.	Last name	Date of Birth
V.P. of Operations	Gary M. Brant			[REDACTED]
	First name	M.I.	Last name	Date of Birth
Assistant Secretary	Melissa A. Duncan			[REDACTED]
	First name	M.I.	Last name	Date of Birth

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

Name: _____
 First name Middle Initial Last name

Address: _____
 City State ZIP

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

Name: N/A

(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 *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?

_____ months ago.

10. Seating capacity: Inside 4 Outside N/A

11. Operating hours (Inside the building): 24/7/365

Operating hours (Outdoor seating areas): 24/7/365

12. Employees/Staff

Number of floor personnel 20 Number of door checkers N/A

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

a. Gross floor building area of the premises to be licensed: 5200 square feet.

b. Gross outdoor seating areas of the premises to be licensed: N/A square feet.

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

Gas Station/ Convenience Store



Signature

02/09/2024

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 City of Appleton County of Outagamie

The undersigned duly authorized officer/member/manager of INDIANHEAD OIL CO., LLC
(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 Circle K #2746526
(Trade Name)

located at 1935 E Calumet St Appleton, WI 54915

appoints Brad Larson
(Name of Appointed Agent)

W2505 PEARL ST SEYMOUR, WI 54165
(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).
Indianhead Oil Co., LLC DBA Circle K #2746510 in Ledgeview, WI

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? _____

Place of residence last year _____

For: Indianhead Oil Co., LLC
(Name of Corporation / Organization / Limited Liability Company)

By: Gary Brant Gary Brant, V.P. of Operations
(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, Brad Larson, 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.

Brad Larson 2/16/24 Agent's age
(Signature of Agent) (Date)
W2505 PEARL ST SEYMOUR, WI 54165 Date of birth
(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)



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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

TO: Finance Committee

FROM: Dean R. Gazza, Director of Parks, Recreation and Facilities Management

DATE: 02/12/2024

RE: Action Item: Request to utilize \$15,000 from the Park and Open Space Fund to pay for a matching grant to install a Kayak Launch at Telulah Park.

On January 24, 2024, the City of Appleton was notified by the Visitors and Convention Bureau that they awarded us a grant to fund 50% of a kayak launch. Several communities in the area collaborated to utilize the same kayak service provider and implement the same program and fees. All received the same grant and thus the kayak launches will be installed in the spring of 2024.

The total cost of the kayaks and racks totals \$27,000. This request includes \$13,500 to fund 50% to match the grant as well as \$1,500 to prepare the site with a concrete pad. The balance in the Park and Open Space Fund is \$155,345 thus sufficient funds area available.

Please feel free to contact me at 832-5572 with any questions, or by email at dean.gazza@appleton.org.



LEGAL SERVICES DEPARTMENT

Office of the City Attorney

100 North Appleton Street

Appleton, WI 54911

Phone: 920/832-6423

Fax: 920/832-5962

TO: Members of the Finance Committee

FROM: Christopher R. Behrens, City Attorney 

DATE: February 14, 2024

RE: Resolution for Reauthorization of Self-Insurance

In January 1990, the City opted to self-insure its Worker's Compensation exposures pursuant to the requirements of Wisconsin Administrative Code, Section DWD 80.60(3). The City has remained self-insured since that time. However, the requirements of DWD 80.60(3)(b)1. provides as follows:

“Any political subdivision or taxing authority of the State electing to self-insure shall notify the Department in writing of the election before undertaking self insurance, every three (3) years after the initial notice, and thirty (30) days before withdrawing from the self-insurance program.”

Therefore, the attached Resolution needs to be approved in order to comply with state law regarding self-insurance for our Worker's Compensation exposures.

Attachment

CRB;jlg
CityLaw A24-0084

Christopher R. Behrens
City Attorney

Amanda K. Abshire
Deputy City Attorney

Darrin M. Glad
Assistant City Attorney

Zak Buruin
Assistant City Attorney

RESOLUTION
for Reauthorization of Self-Insurance

WHEREAS, the City of Appleton is a qualified political subdivision of the State of Wisconsin; and

WHEREAS, the Wisconsin Worker's Compensation Act (Act) provides that employers covered by the Act either insure their liability with worker's compensation insurance carriers authorized to do business in Wisconsin, or to be exempted (self-insured) from insuring liabilities with a carrier and thereby assuming the responsibility for its own worker's compensation risk and payment; and

WHEREAS, the State and its political subdivisions may self-insure worker's compensation without a special order from the Department of Workforce Development (Department) if they agree to report faithfully all compensable injuries and agree to comply with the Act and rules of the Department; and

WHEREAS, the Finance Committee at its February 25, 2024 meeting approved the continuation of the self-insured worker's compensation program, in compliance with Wisconsin Administrative Code DWD 80.60(3); and

NOW THEREFORE, BE IT RESOLVED, that the Common Council of the City of Appleton does ordain as follows:

1. Provide for the continuation of the self-insured worker's compensation program that is currently in effect.
2. Authorize the City Clerk to certify, and the Human Resources Director to forward said certified copies of this Resolution to the Worker's Compensation Division, Wisconsin Department of Workforce Development.

Adopted this 6th day of March 2024.

CITY OF APPLETON

By: _____
Jacob A. Woodford, Mayor

Attest: _____
Kami Lynch, City Clerk

CITY OF APPLETON
Department of Public Works
MEMORANDUM

TO: **Finance Committee**
 Municipal Services Committee
 Utilities Committee

SUBJECT: Award of Contract

The Department of Public Works recommends that the following described work:
Unit B-24 Asphalt Paving

Be awarded to:

Name: MCC Inc
Address: P.O. Box 1137
Appleton, WI 54912-1137

In the amount of : \$1,407,816.40
With a 3.5 % contingency of : \$50,000.00
For a project total not to exceed : \$1,457,816.40

**** OR ****

In an amount Not To Exceed : _____

Budget: \$1,982,694.00
Estimate: \$1,635,639.00
Committee Date: 02/26/24
Council Date: 03/06/24

B-24 Asphalt Pavement Reconstruction (#8946694)

Owner: Appleton WI, City of

Solicitor: Appleton WI, City of

02/19/2024 01:45 PM CST

Section Title	Item Code	Item Description	UofM	Quantity	MCC, Inc.		Peters Concrete Company		Vinton Construction Company	
					Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
B-24 BASE BID						\$1,407,816.40	\$1,448,737.06	\$1,472,972.31		
	1	F&I 8" DOWELED CONC PVMT	S.Y.	194	\$84.00	\$16,296.00	\$84.00	\$16,296.00	\$77.00	\$14,938.00
	2	F&I 8" 3-DAY HIGH EARLY CONC PVMT	S.Y.	10	\$86.00	\$860.00	\$86.00	\$860.00	\$85.00	\$850.00
	3	F&I 12" STONE BASE	S.Y.	19,381	\$10.60	\$205,438.60	\$8.00	\$155,048.00	\$9.87	\$191,290.47
	4	EXCAVATION	C.Y.	13,714	\$15.95	\$218,738.30	\$17.50	\$239,995.00	\$18.29	\$250,829.06
	5	FURNISH & INSTALL GEOGRID	S.Y.	19,381	\$1.60	\$31,009.60	\$1.60	\$31,009.60	\$1.78	\$34,498.18
	6	F&I EXTRA STONE BASE	TON	100	\$12.63	\$1,263.00	\$16.00	\$1,600.00	\$20.50	\$2,050.00
	7	F&I 30" CONC CURB & GUTTER	L.F.	10,559	\$18.05	\$190,589.95	\$18.05	\$190,589.95	\$18.95	\$200,093.05
	8	F&I 30" CONC CURB & GUTTER -- SPOT	L.F.	450	\$54.00	\$24,300.00	\$65.00	\$29,250.00	\$52.50	\$23,625.00
	9	F&I 36" CONC CURB & GUTTER (12" CURB HEAD)	L.F.	504	\$60.00	\$30,240.00	\$60.00	\$30,240.00	\$46.85	\$23,612.40
	10	F&I 7" CONC DRIVEWAY APRON	S.F.	1,435	\$8.35	\$11,982.25	\$8.00	\$11,480.00	\$7.50	\$10,762.50
	11	F&I 5" CONC DRIVEWAY APRON	S.F.	19,381	\$6.65	\$128,883.65	\$6.10	\$118,224.10	\$6.50	\$125,976.50
	12	F&I 7" CONC SIDEWALK	S.F.	250	\$8.80	\$2,200.00	\$8.20	\$2,050.00	\$7.50	\$1,875.00
	13	F&I 5" CONC SIDEWALK	S.F.	3,394	\$6.55	\$22,230.70	\$6.25	\$21,212.50	\$6.50	\$22,061.00
	14	F&I 4" CONC SIDEWALK	S.F.	19,585	\$6.50	\$127,302.50	\$5.95	\$116,530.75	\$6.15	\$120,447.75
	15	F&I 7" CONC HANDICAP RAMP	S.F.	2,660	\$8.75	\$23,275.00	\$8.20	\$21,812.00	\$7.75	\$20,615.00
	16	F&I TRUNCATED DOME	S.F.	520	\$35.00	\$18,200.00	\$35.00	\$18,200.00	\$35.00	\$18,200.00
	18	F&I PEDESTRIAN CURB	L.F.	50	\$35.00	\$1,750.00	\$35.00	\$1,750.00	\$40.00	\$2,000.00
	19	F&I 7" PRIVATE CONC DRIVEWAY	S.F.	150	\$8.80	\$1,320.00	\$8.20	\$1,230.00	\$8.20	\$1,230.00
	20	F&I 5" PRIVATE CONC DRIVEWAY	S.F.	373	\$7.85	\$2,928.05	\$7.25	\$2,704.25	\$7.70	\$2,872.10
	21	CONCRETE PAVEMENT REMOVAL	S.Y.	2,260	\$3.50	\$7,910.00	\$7.00	\$15,820.00	\$1.50	\$3,390.00
	22	ASPHALT PAVEMENT REMOVAL	S.Y.	14,898	\$1.50	\$22,347.00	\$3.25	\$48,418.50	\$2.00	\$29,796.00
	23	CURB & GUTTER REMOVAL	L.F.	9,705	\$2.25	\$21,836.25	\$2.25	\$21,836.25	\$3.10	\$30,085.50
	24	ASP/CONC DRIVEWAY APRON REMOVAL	Sq Ft	17,314	\$0.50	\$8,657.00	\$0.60	\$10,388.40	\$0.55	\$9,522.70
	25	ASP/CONC HC RAMP REMOVAL	S.F.	2,416	\$0.50	\$1,208.00	\$0.90	\$2,174.40	\$1.50	\$3,624.00
	26	ASP/CONC SIDEWALK REMOVAL	S.F.	21,410	\$0.40	\$8,564.00	\$1.40	\$29,974.00	\$1.25	\$26,762.50
	27	PRIVATE CONC DRIVE REMOVAL	S.F.	523	\$0.50	\$261.50	\$1.50	\$784.50	\$1.00	\$523.00
	28	PRIVATE ASP DRIVE REMOVAL	S.F.	300	\$0.26	\$78.00	\$1.50	\$450.00	\$1.50	\$450.00
	29	FULL DEPTH SAWCUT	L.F.	1,315	\$2.45	\$3,221.75	\$1.95	\$2,564.25	\$3.00	\$3,945.00
	30	F&I DRILL TIE BARS	EACH	334	\$7.00	\$2,338.00	\$7.00	\$2,338.00	\$8.00	\$2,672.00
	31	F&I TERRACE RESTORATION	S.Y.	8,714	\$5.00	\$43,570.00	\$7.95	\$69,276.30	\$8.00	\$69,712.00
	32	F&I SEED, FERTILIZER & MULCH	S.Y.	8,714	\$2.95	\$25,706.30	\$1.17	\$10,195.38	\$1.17	\$10,195.38
	33	ADJ STO MH CASTING	EACH	16	\$650.00	\$10,400.00	\$650.00	\$10,400.00	\$550.00	\$8,800.00
	34	ADJ SAN MH CASTING	EACH	13	\$650.00	\$8,450.00	\$650.00	\$8,450.00	\$550.00	\$7,150.00
	35	ADJ INLET CASTING	EACH	17	\$650.00	\$11,050.00	\$650.00	\$11,050.00	\$450.00	\$7,650.00
	36	F&I 48" DIAMETER STORM MH	V.F.	5	\$770.00	\$4,196.50	\$1,145.00	\$6,240.25	\$1,207.00	\$6,578.15
	37	F&I 72" DIAMETER STORM MH	V.F.	8	\$1,200.00	\$9,036.00	\$1,956.00	\$14,728.68	\$1,999.00	\$15,052.47
	38	F&I SANITARY MH CASTING ONLY	EACH	2	\$700.00	\$1,400.00	\$525.00	\$1,050.00	\$494.00	\$988.00
	39	F&I STORM MH CASTING ONLY	EACH	2	\$700.00	\$1,400.00	\$500.00	\$1,000.00	\$474.00	\$948.00
	40	F&I "C" INLET CASTING ONLY	EACH	2	\$1,000.00	\$2,000.00	\$720.00	\$1,440.00	\$714.00	\$1,428.00
	41	F&I "E" INLET CASTING ONLY	EACH	6	\$1,000.00	\$6,000.00	\$730.00	\$4,380.00	\$778.00	\$4,668.00
	42	F&I "E" INLET W/CASTING	EACH	16	\$2,400.00	\$38,400.00	\$4,250.00	\$68,000.00	\$5,610.00	\$89,760.00
	43	F&I 10" INLET LEAD	L.F.	25	\$95.00	\$2,375.00	\$10.00	\$250.00	\$81.00	\$2,025.00
	44	F&I 12" INLET LEAD	L.F.	331	\$55.00	\$18,205.00	\$126.00	\$41,706.00	\$82.60	\$27,340.60
	45	F&I 6" MINI SEWER/STORM LATERAL/RISER	L.F.	25	\$100.00	\$2,500.00	\$60.00	\$1,500.00	\$30.00	\$750.00
	46	F&I 12" STORM SEWER	L.F.	50	\$80.00	\$4,000.00	\$10.00	\$500.00	\$50.00	\$2,500.00
	47	F&I 10" STORM SEWER	L.F.	50	\$75.00	\$3,750.00	\$10.00	\$500.00	\$50.00	\$2,500.00
	48	F&I 6" STORM SEWER	L.F.	50	\$60.00	\$3,000.00	\$10.00	\$500.00	\$25.00	\$1,250.00
	49	CONNECT SUMP PUMP	EACH	2	\$425.00	\$850.00	\$25.00	\$50.00	\$20.00	\$40.00
	50	CONNECT MINI STORM SEWER	EACH	2	\$425.00	\$850.00	\$25.00	\$50.00	\$20.00	\$40.00
	51	REMOVE INLET/MANHOLE	EACH	4	\$650.00	\$2,600.00	\$500.00	\$2,000.00	\$1,400.00	\$5,600.00
	52	ABANDON INLET/LEAD	EACH	1	\$499.50	\$499.50	\$500.00	\$500.00	\$1,400.00	\$1,400.00
	53	F&I SAN MH SEAL (0" - 12")	EACH	12	\$650.00	\$7,800.00	\$510.00	\$6,120.00	\$551.00	\$6,612.00
	54	F&I SAN MH SEAL (12" - 18")	EACH	6	\$760.00	\$4,560.00	\$600.00	\$3,600.00	\$570.00	\$3,420.00
	55	F&I SAN MH SEAL - (18" +)	EACH	2	\$919.00	\$1,838.00	\$700.00	\$1,400.00	\$741.00	\$1,482.00
	56	F&I D.O.T. "D-HR" INLET PROTECTION	EACH	57	\$110.00	\$6,270.00	\$120.00	\$6,840.00	\$105.00	\$5,985.00
	57	NOTIFY PROPERTY OWNERS	L.S.	1	\$35,500.00	\$35,500.00	\$12,880.00	\$12,880.00	\$1,000.00	\$1,000.00
	58	TRAFFIC CONTROL	L.S.	1	\$16,380.00	\$16,380.00	\$18,500.00	\$18,500.00	\$9,500.00	\$9,500.00
	59	HAUL CONTAM. SOIL	TON	100	\$0.01	\$1.00	\$8.00	\$800.00	\$0.01	\$1.00
Base Bid Total:						\$1,407,816.40	\$1,448,737.06	\$1,472,972.31		
Base Bid Total:						\$3,847,407.27	\$3,997,003.29	\$3,847,407.27		



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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

TO: Finance Committee

FROM: Dean R. Gazza

DATE: 2/26/2024

RE: Action: Award the "2024 Highview Trail Project" to MCC, Inc. in the amount of \$149,212.25 with a contingency of \$20,000 for a total not to exceed \$169,212.25.

The 2024 Capital Improvement Plan includes \$400,000 for hardscape improvements which includes repaving a portion of the Highview Trail.

The bids were received as follows:

MCC, Inc	\$149,212.25
Northeast Asphalt	\$183,725
Vinton Construction Co.	\$213,780.46
Parking Lot Maintenance	\$257,150
Advance Construction	\$415,000

RECOMMENDATION:

Our consulting engineer has recommended the City of Appleton award the contract to MCC, Inc. Therefore, the Parks, Recreation, and Facilities Management Department recommends awarding the contract to MCC, Inc. in the amount of \$149,212.25 with a contingency of \$20,000 to be used only as needed.

Please contact me at 832-5572 or at dean.gazza@appleton.org with any questions.



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

**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

TO: Finance Committee

FROM: Dean R. Gazza

DATE: 2/26/2024

RE: Action: Award the City of Appleton's "2024 Telulah Pavilion Renovation Project" contract to RJM Construction, LLC. in the amount of \$106,150 with a contingency of \$15,000 for a project total not to exceed \$121,150.

The 2024 Capital Improvement Plan includes \$200,000 to renovate the Telulah Large Pavilion. Of that amount, \$5,850 has been utilized for design, leaving a construction balance of \$194,150. The project will include painting, ADA upgrades, kitchen upgrades, plumbing upgrades, and electrical upgrades to the large pavilion at Telulah Park.

The bids were received as follows:

RJM Construction, LLC. (low bid) \$106,150

Although only one bid was received, the bid was below the engineer's cost estimate.

Our consulting engineer has written the City of Appleton a formal letter of recommendation to award the contract to RJM Construction, 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 RJM Construction, LLC. in the amount of \$106,150 plus a contingency of \$15,000 only to be utilized as needed.

Please contact me at 832-5572 or at dean.gazza@appleton.org with any questions.



February 26, 2024

To: Fox Cities Transit Commission
City of Appleton Common Council

From: Ron McDonald, General Manger

Subject: Award Recommendation for Paratransit Service Provider (ADA & Ancillary)

Background:

In addition to fixed-route bus service, Valley Transit also offers the following paratransit programs: Valley Transit II as required by the Americans with Disabilities Act (ADA); Senior Transportation Service; The Connector; and Outagamie County Human Services Transportation (OCHST). These services are all provided by contract and the current contractor is Running Inc. The current agreement expires on June 30, 2024.

In preparation for this procurement, Valley Transit staff developed a request for proposal (RFP) to select a contractor to provide this service. Staff considered lessons learned, competencies required by the next contractor, and incorporated these areas into the RFP.

The RFP document was sent directly to known paratransit vendors; posted on the State of Wisconsin's Vendornet system; and advertised online with the Post-Crescent, Oshkosh Northwestern and Green Bay Press. Proposals were due on January 26, 2024.

Three proposals were received: Running Inc. (Viroqua, WI); LIR Transportation LLC (Appleton, WI); and Abby Vans Inc. (Neillsville, WI). All proposals were considered 'responsive' by meeting the mandatory requirements listed in the RFP.

Analysis:

An evaluation team was assembled to review the proposals. The team was made up of Valley Transit staff. Each proposal was evaluated based on experience, professional competence, technical approach, capacity and price. The team discussed perceived benefits of all proposals based on the stated criteria and agreed that two of the three vendors (Running & Abby Vans) were in a competitive range and able to move forward in the evaluation process. After considering the written proposals and pricing, the evaluation team unanimously concluded that Running Inc. (Viroqua, WI) had proposed the best value for Valley Transit.

Running Inc. was considered responsible based on previous contract performance and references. In summary, the evaluation committee agreed that Running Inc. proposed adequate staffing to provide the service at all service hours required; a compliant maintenance program; a good understanding of the customer service and safety; proper staff training; and sufficient vehicles to operate the service.

After considering the service proposed with costs, the evaluation team unanimously decided that Running Inc.'s proposal provided the best value for Valley Transit. Running Inc.'s cost proposal included no rate adjustments in contract years 2-5. See table below showing per ride rates in contract year-one.

Service	Abby Vans	Running Inc.
VTII	\$35.10	\$25.50
Elderly	\$35.10	\$25.50
Connector	\$35.10	\$36.00
OCHST	\$43.88	\$23.00

Fiscal Impact:

The proposed contract with Running Inc. is within Valley Transit's 2024 paratransit budget.

Recommendation: Authorize Valley Transit to enter into a 3-year contract with two 1-year optional extensions with Running Inc. to provide paratransit services.



February 26, 2024

To: Fox Cities Transit Commission
City of Appleton Common Council

From: Ron McDonald, General Manger

Subject: Award Recommendation for Downtown Appleton Trolley Service

Background:

Since 2007, Valley Transit has partnered with Appleton Downtown, Inc. (ADI) to provide contracted trolley service in downtown Appleton. The service is free for the public to ride and is designed to service events, points of interest and businesses between downtown Appleton and the riverfront. A rubber-wheeled trolley type vehicle is used to provide the service to replicate the early 1900's streetcar service hat once served downtown Appleton. The service is provided on a loop route that follows the same path as Route 9 – The Link. The trolley service operates on Thursdays and Fridays from 5:15 PM to 9:45 PM and Saturdays from 8:15 AM to 9:45 PM during the summer operating period, which is generally June - September. During the trolley's operating hours, Route 9 service is suspended to avoid redundancy.

Support for the service is a partnership between Valley Transit and ADI, who provides the local share. Valley Transit's contract to provide Downtown Appleton Trolley service expired after the 2023 summer trolley season. The previous contractor was Lamers Bus Lines, Inc.

In preparation for this procurement, Valley Transit staff developed a request for proposal (RFP) to solicit contractors to provide the service. The RFP document was sent directly to vendors who were known bus transportation providers; posted on the State of Wisconsin's Vendornet system; and advertised online with the Post-Crescent, Oshkosh Northwestern and Green Bay Press. Proposals were due on January 26, 2024. Only one proposal was received: Lamers Bus Lines, Inc. (Green Bay, WI). This proposal was considered responsive by meeting all the mandatory requirements listed in the RFP.

Analysis:

An evaluation team has reviewed the proposal received. The team was made up of Valley Transit staff. The proposal was evaluated based on experience, professional competence, technical approach, capacity and price. The evaluation team agreed that Lamers was a responsive and responsible vendor based on their proposal responses and their satisfactory performance under the previous contracts for this service.

Since only one proposal was received, a required single bid analysis was completed to ensure the procurement was fair/adequate and documented reason(s) for lack of competition.

After considering all factors, the evaluation team concluded that Lamers Bus Lines, Inc. had proposed an adequate service at a reasonable cost for Valley Transit.

Fiscal Impact:

Lamers Bus Lines, Inc. proposed a per hour rate of \$99.50 to provide the trolley service. Valley Transit budgeted adequately for the trolley service as proposed. The vendor's cost proposal includes an annual increase based off the consumer price index for transportation.

Recommendation: Authorize Valley Transit to enter into a 2-year contract with three 1-year optional extensions with Lamers Bus Lines, Inc. to provide the Downtown Appleton Trolley service.