



# City of Appleton

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

## Meeting Minutes - Final Common Council

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Wednesday, December 16, 2020

7:00 PM

Council Chambers

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A. CALL TO ORDER

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

B. INVOCATION

*The Invocation was offered by Alderperson Reed.*

C. PLEDGE OF ALLEGIANCE TO THE FLAG

D. ROLL CALL OF ALDERPERSONS

**Present:** 16 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Joe Martin, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Maiyoua Thao, Alderperson Matthew Reed, Alderperson Alex Schultz, Alderperson Mike Smith, Alderperson Patti Coenen, Alderperson Nate Wolff, Alderperson Kyle Lobner, Alderperson Joe Prohaska, Alderperson Corey Otis and Mayor Jake Woodford

E. ROLL CALL OF OFFICERS AND DEPARTMENT HEADS

*All Departments were represented.*

F. APPROVAL OF PREVIOUS COUNCIL MEETING MINUTES

[20-1635](#)

Common Council Meeting Minutes of December 2, 2020

**Attachments:** [CC Minutes 12-2-2020.pdf](#)

**Alderperson Fenton moved, seconded by Alderperson Reed, that the Minutes be approved. Roll Call. Motion carried by the following vote:**

**Aye:** 15 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Joe Martin, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Maiyoua Thao, Alderperson Matthew Reed, Alderperson Alex Schultz, Alderperson Mike Smith, Alderperson Patti Coenen, Alderperson Nate Wolff, Alderperson Kyle Lobner, Alderperson Joe Prohaska and Alderperson Corey Otis

**Abstained:** 1 - Mayor Jake Woodford

G. BUSINESS PRESENTED BY THE MAYOR

[20-1636](#) Bicycle & Pedestrian Committee Reappointments

**Attachments:** [12-16-20 MEMO to Council\\_Reappointments.pdf](#)

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

**Aye:** 15 - Aldersperson William Siebers, Aldersperson Vered Meltzer, Aldersperson Brad Firkus, Aldersperson Joe Martin, Aldersperson Katie Van Zeeland, Aldersperson Denise Fenton, Aldersperson Maiyoua Thao, Aldersperson Matthew Reed, Aldersperson Alex Schultz, Aldersperson Mike Smith, Aldersperson Patti Coenen, Aldersperson Nate Wolff, Aldersperson Kyle Lobner, Aldersperson Joe Prohaska and Aldersperson Corey Otis

**Abstained:** 1 - Mayor Jake Woodford

[20-1637](#) Hmong New Year Proclamation

**Attachments:** [Hmong New Year Proclamation.pdf](#)

**This Proclamation was presented**

[20-1638](#) COVID-19 Update

**Attachments:** [COVID -19 Cases 12-16-20.pdf](#)

**This Report Action Item was presented**

H. PUBLIC PARTICIPATION

*No one was present or signed up to speak during public participation.*

I. PUBLIC HEARINGS

J. SPECIAL RESOLUTIONS

K. ESTABLISH ORDER OF THE DAY

[20-1366](#)

"Class B" Liquor and Class "B" Beer License application for Poonsiri Parncharn d/b/a Jai Sung Mah, located at 122 W Wisconsin Ave, contingent upon approvals from all departments.

**Attachments:**     [Jai Sung Mah - Poonsiri Parncharn.pdf](#)

**Aldersperson Siebers moved, seconded by Aldersperson Fenton, that the recommendation to deny the license be approved . Roll Call. Motion carried by the following vote:**

**Aye:** 15 - Aldersperson William Siebers, Aldersperson Vered Meltzer, Aldersperson Brad Firkus, Aldersperson Joe Martin, Aldersperson Katie Van Zeeland, Aldersperson Denise Fenton, Aldersperson Maiyoua Thao, Aldersperson Matthew Reed, Aldersperson Alex Schultz, Aldersperson Mike Smith, Aldersperson Patti Coenen, Aldersperson Nate Wolff, Aldersperson Kyle Lobner, Aldersperson Joe Prohaska and Aldersperson Corey Otis

**Abstained:** 1 - Mayor Jake Woodford

[20-1578](#)

Action Item: Approve J Restaurant Patio Premise to Lease Space in Vulcan Heritage Park for 2021-2025

**Attachments:**     [2020 Supple Lease Renewal.doc](#)

**Aldersperson Fenton moved, seconded by Aldersperson Coenen, that the Lease Renewal be approved. Roll Call. Motion carried by the following vote:**

**Aye:** 15 - Aldersperson William Siebers, Aldersperson Vered Meltzer, Aldersperson Brad Firkus, Aldersperson Joe Martin, Aldersperson Katie Van Zeeland, Aldersperson Denise Fenton, Aldersperson Maiyoua Thao, Aldersperson Matthew Reed, Aldersperson Alex Schultz, Aldersperson Mike Smith, Aldersperson Patti Coenen, Aldersperson Nate Wolff, Aldersperson Kyle Lobner, Aldersperson Joe Prohaska and Aldersperson Corey Otis

**Abstained:** 1 - Mayor Jake Woodford

[20-1582](#)

Action Item: Approve Trails Master Plan Amendment - JJ North

**Attachments:**     [Trail Master Plan Amendment - JJ North.doc](#)  
                              [Trail Master Plan Amendment Final – JJ North.pdf](#)

**Aldersperson Smith moved, seconded by Aldersperson Siebers, that the Trails Master Plan Amendment be approved. Roll Call. Motion carried by the following vote:**

**Aye:** 15 - Aldersperson William Siebers, Aldersperson Vered Meltzer, Aldersperson Brad Firkus, Aldersperson Joe Martin, Aldersperson Katie Van Zeeland, Aldersperson Denise Fenton, Aldersperson Maiyoua Thao, Aldersperson Matthew Reed, Aldersperson Alex Schultz, Aldersperson Mike Smith, Aldersperson Patti Coenen, Aldersperson Nate Wolff, Aldersperson Kyle Lobner, Aldersperson Joe Prohaska and Aldersperson Corey Otis

**Abstained:** 1 - Mayor Jake Woodford

[20-1561](#)

Request to approve Second Substantial Amendment to the Community Development Block Grant (CDBG) 2020 Annual Action Plan (AAP) reallocating \$78,386, originally awarded to Habitat for Humanity's Homeownership Program, [as part of the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) funding], to the City of Appleton's Motel Voucher Program

**Attachments:** [2020 AAP Second Substantial Amendment Memo to CEDC 12-9-20.pdf](#)  
[HUD DECISION Substantial Amendment for CARES Act Funding.pdf](#)  
[2020 AAP Second Substantial Amendment Draft 11-30-2020.pdf](#)

**Alderson Siebers moved, seconded by Alderson Otis, that the CDBG Amendment be approved. Roll Call. Motion carried by the following vote:**

**Aye:** 14 - Alderson William Siebers, Alderson Vered Meltzer, Alderson Brad Firkus, Alderson Joe Martin, Alderson Katie Van Zeeland, Alderson Denise Fenton, Alderson Maiyoua Thao, Alderson Matthew Reed, Alderson Mike Smith, Alderson Patti Coenen, Alderson Nate Wolff, Alderson Kyle Lobner, Alderson Joe Prohaska and Alderson Corey Otis

**Absent:** 1 - Alderson Alex Schultz

**Abstained:** 1 - Mayor Jake Woodford

[20-1598](#)

Approve renewal of the MOA with AHA that continues allowing their participation in the dental, life, long term disability insurance and voluntary insurance plans through December 31, 2022; and allows participation in the City's medical plan through December 31, ~~2024~~**2022** at which time AHA's participation in the City's medical plan will conclude.

**Attachments:** [App Housing Authority Contract Terms memo.pdf](#)  
[AHA History.pdf](#)

**Alderson Lobner moved, seconded by Alderson Coenen, that the Item be amended to strike the last line (after December 31, 2022), "at which time AHA's participation in the City's medical plan will conclude". Roll Call. Motion carried by the following vote:**

**Aye:** 10 - Alderson William Siebers, Alderson Vered Meltzer, Alderson Brad Firkus, Alderson Joe Martin, Alderson Denise Fenton, Alderson Alex Schultz, Alderson Patti Coenen, Alderson Nate Wolff, Alderson Kyle Lobner and Alderson Joe Prohaska

**Nay:** 5 - Alderson Katie Van Zeeland, Alderson Maiyoua Thao, Alderson Matthew Reed, Alderson Mike Smith and Alderson Corey Otis

**Abstained:** 1 - Mayor Jake Woodford

**Alderson Fenton moved, seconded by Alderson Reed, that the Item be approved as amended. Roll Call. Motion carried by the following vote:**

**Aye:** 12 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Joe Martin, Alderperson Denise Fenton, Alderperson Matthew Reed, Alderperson Alex Schultz, Alderperson Patti Coenen, Alderperson Nate Wolff, Alderperson Kyle Lobner, Alderperson Joe Prohaska and Alderperson Corey Otis

**Nay:** 3 - Alderperson Katie Van Zeeland, Alderperson Maiyoua Thao and Alderperson Mike Smith

**Abstained:** 1 - Mayor Jake Woodford

L. COMMITTEE REPORTS

**Balance of the action items on the agenda.**

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

**Aye:** 15 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Joe Martin, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Maiyoua Thao, Alderperson Matthew Reed, Alderperson Alex Schultz, Alderperson Mike Smith, Alderperson Patti Coenen, Alderperson Nate Wolff, Alderperson Kyle Lobner, Alderperson Joe Prohaska and Alderperson Corey Otis

**Abstained:** 1 - Mayor Jake Woodford

1. MINUTES OF THE MUNICIPAL SERVICES COMMITTEE

[20-1567](#)

**Lawrence Street**, from Walnut Street to Elm Street, be reconstructed with concrete pavement and curb & gutter to a width of 41.5' from back of curb to back of curb, which is 0.5' wider than the existing street. The reconstructed Lawrence Street will include 10.5' travel lanes in each direction, 6' bike lanes along both sides of the street, and on-street parking to be maintained along the north side of the street, within the project limits. Existing on-street parking along the south side, within the project limits, will be eliminated.

**This Report Action Item was approved.**

[20-1568](#)

**Opechee Street**, from Leminwah Street to Owaisa Street, be reconstructed with concrete pavement and curb & gutter to a width of 20' from back of curb to back of curb, which is approximately 1-3' wider than the existing street. Existing parking provisions within the project limits will remain unchanged.

**This Report Action Item was approved.**

[20-1570](#)

**\*\*\*CRITICAL TIMING\*\*\*** Award 2021 Contract for Operations, Maintenance and Monitoring at the Closed City of Appleton Landfill to SCS Engineers in an amount not to exceed \$97,447.

**Attachments:** [2021 Contract-Closed City of Appleton Landfill.pdf](#)

**This Report Action Item was approved.**

[20-1571](#)

Award of 2021 Materials Testing Contract (M-21) to OMNNI Associates, Inc. in an amount not to exceed \$125,000.

**Attachments:** [2021 Materials Testing Contract \(M-21\).pdf](#)

**This Report Action Item was approved.**

[20-1576](#)

Request from Gregg VanDinter to have the \$50 Weed Administration Fee waived for 2220 E. Newberry Street.

**Attachments:** [2220 E Newberry St-Weed Violation.pdf](#)

**This Report Action Item was approved.**

[20-1617](#)

Approve Intergovernmental Agreement with the Town of Grand Chute for the reconstruction of Alvin Street in 2021.

**Attachments:** [Intergovernmental Agreement-Alvin St.pdf](#)

**This Report Action Item was approved.**

## 2. MINUTES OF THE SAFETY AND LICENSING COMMITTEE

[20-1526](#)

Class "B" Beer and "Class C" Wine License application for Urban Modern Kitchen LLC d/b/a Urban Modern Kitchen, Shirley Bullock-Vazquez, Agent, located at 800 E Wisconsin Ave, contingent upon approval from all departments.

**Attachments:** [Urban Modern Kitchen.pdf](#)

**This Report Action Item was approved.**

[20-1597](#)

Class "A" Beer and "Class A" Liquor License Change of Agent application for Walgreens Co. d/b/a Walgreens #07323, Jeremy A Vetter, New Agent, located at 3330 E Calumet St, contingent upon approval from Appleton Police Department.

**Attachments:** [Jeremy A Vetter S&L.pdf](#)

**This Report Action Item was approved.**

[20-1618](#)

2021 Secondhand Article, Secondhand Jewelry and Pawnbroker license renewal applications, contingent upon approval from all departments.

**Attachments:** [2021 Secondhand-Pawnbroker S&L.pdf](#)

**This Report Action Item was approved.**

### 3. MINUTES OF THE CITY PLAN COMMISSION

[20-1554](#)

Request to approve the Sixth and Seventh Additions to Emerald Valley Final Plat as shown on the attached maps and subject to the conditions in the attached staff report

**Attachments:** [StaffReport\\_6-7thAddEmeraldValley\\_FinalPlat\\_For12-8-20.pdf](#)

**This Report Action Item was approved.**

[20-1555](#)

Request to approve the Extraterritorial Preliminary Plat for Marsden Park located in the Town of Grand Chute as shown on the attached maps

**Attachments:** [StaffReport\\_MarsdenPark\\_PrePlat\\_For12-08-20.pdf](#)

**This Report Action Item was approved.**

[20-1556](#)

Request to approve the dedication of land for public right-of-way for future Sequoia Drive generally located south of Broadway Drive and east of French Road as shown on the attached maps

**Attachments:** [StaffReport\\_SequoiaDr\\_StreetDedication\\_For12-08-20.pdf](#)

**This Report Action Item was approved.**

4. **MINUTES OF THE PARKS AND RECREATION COMMITTEE**
5. **MINUTES OF THE FINANCE COMMITTEE**
6. **MINUTES OF THE COMMUNITY AND ECONOMIC DEVELOPMENT COMMITTEE**
7. **MINUTES OF THE UTILITIES COMMITTEE**

[20-1548](#)

Award of 2021A Stormwater Consulting Services Contract for 2021 Stormwater Management Plan Reviews to Brown and Caldwell in an amount not to exceed \$37,500.

**Attachments:** [2021A Plan Review Award Util Memo BC.pdf](#)

**This Report Action Item was approved.**

[20-1550](#)

Award of 2021B Stormwater Consulting Services Contract for 2021 Stormwater Management Plan Reviews to raSmith in an amount not to exceed \$37,500.

**Attachments:** [2021B Plan Review Award Util Memo raSmith.pdf](#)

**This Report Action Item was approved.**

[20-1552](#)

Approval to single source and award 2021C stormwater consulting services contract for Spartan Drive Apple Creek Culvert and Stormwater Management Practices (SMP) Final Design and Construction Documents with Brown and Caldwell (BC) in an amount not to exceed \$141,767.

**Attachments:** [2021C UC memo combined.pdf](#)

**This Report Action Item was approved.**

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



[20-1599](#)

Approve ratification of the Valley Transit 2021-2023 Labor Agreement with the following wage increases:

Across the board adjustments of:

1% April 1, 2021

1% October 1, 2021

2% January 1, 2022

2% January 1, 2023

One time lump sum payment of \$.25/hour for all hours worked in 2020 for all Drivers, Communication Technicians and Utility Workers.

Create Master Mechanic and Lead Driver classifications.

**Attachments:** [VT Teamster Contract TA 2021-2023.pdf](#)

**This Report Action Item was approved.**

[20-1605](#)

Approve Public Works to over hire Professional Engineer position.

**Attachments:** [DPW overhire engineer.pdf](#)

**This Report Action Item was approved.**

[20-1609](#)

Approve exception to the Salary Administration Policy to allow for a 1.5% across the board adjustment in lieu of pay for performance for year-end 2020.

**Attachments:** [Salary Administration Policy Exception.pdf](#)

**This Report Action Item was approved.**

[20-1610](#)

Approve the 2021 Seasonal Salary Schedule with a 1.5% increase.

**Attachments:** [2021 Seasonal Salary Schedule.pdf](#)

**This Report Action Item was approved.**

[20-1611](#)

Approve extension of the Emergency Sick Leave Policies for Emergency and Non-Emergency Responders through June 30, 2021.

**Attachments:** [Emergency Sick Leave Extension.pdf](#)

**This Report Action Item was approved.**

## 9. MINUTES OF THE FOX CITIES TRANSIT COMMISSION

[20-1583](#) Approve the Intermunicipal Agreement with Outagamie County for Specialized Transportation Services for 2021 Contingent on Outagamie County Approval

**Attachments:** [OUTAGAMIE CONTRACT - 2021.pdf](#)

**This Report Action Item was approved.**

[20-1584](#) Approve the Intermunicipal Agreement with Winnebago County for Specialized Transportation Services for 2021 Contingent on Winnebago County Approval

**Attachments:** [WINNEBAGO CONTRACT - 2021.pdf](#)

**This Report Action Item was approved.**

[20-1585](#) Approve the Intermunicipal Agreement with Calumet County for Specialized Transportation Services for 2021 Contingent on Calumet County Approval

**Attachments:** [CALUMET CONTRACT - 2021.pdf](#)

**This Report Action Item was approved.**

[20-1586](#) Approve the Intermunicipal Agreement with the City of Neenah and the Village of Fox Crossing for the Northern Winnebago Dial-A-Ride Service for 2021 Contingent on City of Neenah and the Village of Fox Crossing Approval

**Attachments:** [NW Dial-A-Ride - 2021.pdf](#)

**This Report Action Item was approved.**

[20-1588](#) Approve the Memorandum of Understanding Between The City of Appleton, Valley Transit and community Care Inc. for Specialized Transportation Services for 2021

**Attachments:** [2021 MOU Community Care and Valley Transit.pdf](#)

**This Report Action Item was approved.**

## 10. MINUTES OF THE BOARD OF HEALTH

[20-1574](#) Noise Variance Request - Fox River House 2021

**Attachments:** [Fox River House Noise Variance Request 2021.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

R. OTHER COUNCIL BUSINESS

[20-1640](#)

Request for Proposals for Architectural and Engineering Services for the Appleton Public Library

**Attachments:** [Library Listening Session Memo 12-11-2020.pdf](#)  
[Appleton Public Library - RFP 2020 12-11-20.pdf](#)  
[RFP Memo.pdf](#)

**This Item was information only, no action was taken.**

S. ADJOURN

**Alderson Siebers moved, seconded by Alderson Coenen, that the meeting be adjourned at 8:16 p.m. Roll Call. Motion carried by the following vote:**

**Aye:** 15 - Alderson William Siebers, Alderson Vered Meltzer, Alderson Brad Firkus, Alderson Joe Martin, Alderson Katie Van Zeeland, Alderson Denise Fenton, Alderson Maiyoua Thao, Alderson Matthew Reed, Alderson Alex Schultz, Alderson Mike Smith, Alderson Patti Coenen, Alderson Nate Wolff, Alderson Kyle Lobner, Alderson Joe Prohaska and Alderson Corey Otis

**Abstained:** 1 - Mayor Jake Woodford

Kami Lynch, City Clerk