



# City of Appleton

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

## Meeting Minutes - Final Common Council

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Wednesday, August 5, 2020

7:00 PM

Council Chambers

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A. CALL TO ORDER

*The meeting was called to order by Mayor Woodford at 7:02 p.m.*

B. INVOCATION

*The Invocation was offered by Alderperson Lobner*

C. PLEDGE OF ALLEGIANCE TO THE FLAG

D. ROLL CALL OF ALDERPERSONS

**Present:** 15 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Joe Martin, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, 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

**Excused:** 1 - Alderperson Maiyoua Thao

E. ROLL CALL OF OFFICERS AND DEPARTMENT HEADS

F. APPROVAL OF PREVIOUS COUNCIL MEETING MINUTES

[20-0996](#)

Common Council Meeting Minutes of July 15, 2020

**Attachments:** [CC Minutes 7-15-2020.pdf](#)

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

**Aye:** 14 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Joe Martin, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, 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

**Excused:** 1 - Alderperson Maiyoua Thao

**Abstained:** 1 - Mayor Jake Woodford

G. BUSINESS PRESENTED BY THE MAYOR

[20-0997](#) Women's Equality and 19th Amendment Centennial Celebration Day Proclamation

**Attachments:** [Women's Equality and 19th Amendment Centennial Proclamation.pdf](#)

**This Proclamation was presented**

[20-0998](#) Previously Presented Proclamations:

- Children's Week Proclamation
- ADA Anniversary Proclamation
- Face Coverings Proclamation

**Attachments:** [Children's Week Proclamation.pdf](#)  
[ADA Anniversary Proclamation.pdf](#)  
[Face Coverings Proclamation.pdf](#)

[20-0999](#) COVID-19 Update

**Attachments:** [COVID -19 Council Meeting \(006\).pdf](#)

H. PUBLIC PARTICIPATION

I. PUBLIC HEARINGS

J. SPECIAL RESOLUTIONS

K. ESTABLISH ORDER OF THE DAY

L. COMMITTEE REPORTS

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

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

**Aye:** 14 - Aldersperson William Siebers, Aldersperson Vered Meltzer, Aldersperson Brad Firkus, Aldersperson Joe Martin, Aldersperson Katie Van Zeeland, Aldersperson Denise Fenton, 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

**Excused:** 1 - Alderperson Maiyoua Thao

**Abstained:** 1 - Mayor Jake Woodford

## 1. MINUTES OF THE MUNICIPAL SERVICES COMMITTEE

[20-0924](#)

Request from Park Central for a Street Occupancy Permit for balconies to extend into the alley right-of-way 5'-8" with the minimum clearance of 14 feet at 318 W College Avenue.

**Attachments:** [318 W College Ave-Street Occupancy Permit.pdf](#)

**This Report Action Item was approved.**

[20-0925](#)

Request from Friends of Hearthstone, Inc. to Vinyl wrap the traffic control box at the corner of S. Memorial Drive and W. Prospect Avenue be approved subject to the conditions outlined by the Appleton Public Art Committee.

**Attachments:** [Friends of Hearthstone-Vinyl wrap traffic control box.pdf](#)

**This Report Action Item was approved.**

[20-0926](#)

Approve State/Municipal Agreement for the design and construction of the Olde Oneida Street Bridge over the Power Canal.

**Attachments:** [Agreement-Olde Oneida St Bridge.pdf](#)

**This Report Action Item was approved.**

[20-0927](#)

Request from Jason Bruehl, 2907 E. Rail Road, for a variance to Municipal Code 19-91(f)(3) to extend driveway 15 feet.

**Attachments:** [2907 E Rail Road-driveway variance.pdf](#)

**This Report Action Item was approved.**

[20-0928](#)

Request from The Marigold Mile to expand their Street Occupancy permit to install a 2nd sign at a 45 degree angle from the existing sign at the corner of S. Oneida Street and S. Olde Oneida Street.

**Attachments:** [Marigold Mild-Street Occupancy Permit.pdf](#)

**This Report Action Item was approved.**

[20-0929](#) Request from Jaymie Holtz to have the \$50 Weed Administration Fee waived for 3522 N. Mariah Lane.

**Attachments:** [3522 N Mariah Lane-Weed Admin. Fee waived.pdf](#)

This Report Action Item was approved.

[20-0959](#) Approve the installation of STOP signs on Boyd Court at Plank Road.

**Attachments:** [Boyd Plank \(uncontrolled-to-stop\) \(003\).pdf](#)

This Report Action Item was approved.

[20-0960](#) Approve the installation of STOP signs on Esther Street at Christine Street.

**Attachments:** [Christine-Esther intersection.pdf](#)

This Report Action Item was approved.

[20-0961](#) Approve the installation of YIELD signs on Woodland Avenue at Kenilworth Avenue/Woodland Court.

**Attachments:** [Kenilworth Woodland \(uncontrolled-to-yield\).pdf](#)

## 2. MINUTES OF THE SAFETY AND LICENSING COMMITTEE

[20-0326](#) Recommended Denial of Class "B" Beer License application for Nusara Yang d/b/a Jai Sung Mah Pool Club, located at 122 W Wisconsin Ave.

**Attachments:** [Jai Sung Mah Pool Club.pdf](#)  
[Nusara Yang denial LtMiller.pdf](#)

This Report Action Item was approved.

[20-0915](#) Salvage Dealer License application for Mr C's Motorcycles, LLC, Janet Ristau, Applicant, located at 724 S Outagamie St, contingent upon approval from all departments.

**Attachments:** [Mr C's Motorcycles LLC S&L.pdf](#)

This Report Action Item was approved.

[20-0916](#)

Class "B" Beer and "Class C" Wine License application for WAAM Enterprises LLC d/b/a Acoca, William J Wetzal Jr, Agent, located at 500-502 W College Ave, contingent upon approval from all departments.

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

This Report Action Item was approved.

[20-0917](#)

Class "A" Beer License Change of Agent application for Kwik Trip Inc d/b/a Kwik Trip #181, Jennifer L Lundt, NEW Agent, located at 730 E Wisconsin Ave, contingent upon approval from the Police Department.

**Attachments:** [Jennifer L Lundt S&L.pdf](#)

This Report Action Item was approved.

[20-0956](#)

Commercial Quadricycle license renewal application for The Social Station, LLC.

**Attachments:** [The Social Station- Chris Burns.pdf](#)

This Report Action Item was approved.

3. **MINUTES OF THE CITY PLAN COMMISSION**
4. **MINUTES OF THE PARKS AND RECREATION COMMITTEE**
5. **MINUTES OF THE FINANCE COMMITTEE**

[20-0973](#)

Request to award Unit L-20 Bridge Maintenance to Lunda Construction in the amount of \$152,045 with a 4.6% contingency of \$6,955 for a project total not to exceed \$159,000

**Attachments:** [Award of Contract Unit L-20.pdf](#)

This Report Action Item was approved.

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

[20-0784](#)

Request to waive the City's repurchase rights for Tax Id #31-1-6510-51, Lot 1 of CSM 7369, in the Northeast Business Park, allowing the transfer from Fox Valley Investment Properties, LLC to Luther Group, LLC and/or assigns; this waiver is not transferable, survivable, or assignable and the City's repurchase rights remain on the property. An additional variance request to the Declaration of Covenants and Restrictions be granted allowing access to Evergreen Drive as described in section 12 of the attached site plan review letter dated July 15, 2020.

**Attachments:**    [NEBP Lot 1 of CSM 7369 Waiver Memo 7-22-20.pdf](#)  
[Variance Request Letter Luther Group 07152020.pdf](#)  
[Purchase and Sale Agreement SE Evergreen & Lightning Parcel.pdf](#)  
[Site Plan #16-20 1st Review Letter 7-15-20.pdf](#)  
[CSM7369.pdf](#)  
[NEBP #2 Covenants.pdf](#)  
[FV MOB Exterior Rendering 2020\\_0630.pdf](#)  
[FV MOB Site Plan 2020\\_0630.pdf](#)

**This Report Action Item was approved.**

[20-0920](#)

Request to approve the Coordinated Entry System Policies and Procedures Manual

**Attachments:**    [Memo to CEDC Seeking Coord Entry Policies Approval 7-22-20.pdf](#)  
[Coordinated Entry System Policies and Procedures\\_Draft.pdf](#)

**This Report Action Item was approved.**

[20-0921](#)

Request to approve the Motel Voucher Program Policies and Procedures

**Attachments:**    [Memo to CEDC Seeking Motel Voucher Policies Approval 7-22-20.pdf](#)  
[Motel Voucher Program Policies and Procedures\\_Draft.pdf](#)

**This Report Action Item was approved.**

[20-0945](#)

**\*\*CRITICAL TIMING\*\*** Request to approve the Offer to Purchase from Security-Luebke Roofing, Inc., and/or its assigns, to purchase the easternmost 30 feet of Lot 6, Southpoint Commerce Park Plat No. 1, comprised of approximately 12,598 square feet, at a purchase price of \$13,731.82 (\$40,000 per acre)

**Attachments:**     [OTP Security Luebke Roofing Memo\\_7-22-20.pdf](#)  
[Offer to Purchase Security Luebke Roofing Part of Lot 6 Southpoint\\_7-16-20.pdf](#)  
[Southpoint Available Parcels11-15-19.pdf](#)  
[SPCP Deed Restrictions.pdf](#)

This Report Action Item was approved.

## 7. MINUTES OF THE UTILITIES COMMITTEE

[20-0933](#)

Request to award three-year contract for City Service invoice printing and mailing services to Primadata LLC.

**Attachments:**     [Memo Invoice Printing Contract.pdf](#)

This Report Action Item was approved.

[20-0935](#)

Request Approval of the Electronic Compliance Maintenance Annual Report (eCMAR) for 2019 and Request the following Resolution be presented to the Common Council for approval:

Whereas, the City of Appleton has successfully been operating a biosolids compost program in cooperation with the Outagamie Department of Solid Waste; and

Whereas, Outagamie County has committed to continue to allowing biosolids composting on over five acres of County property; and

Whereas, the City of Appleton had applied for and now has been re-issued a Wisconsin Pollution Discharge Elimination System (WPDES) permit; and

Whereas, the WPDES permit application requested and the facility was approved for a biosolids compost program and outfall; and

Whereas, the City of Appleton now meets requirements of NR 204 for biosolids storage due to the reissuance of the WPDES permit as of April 1, 2017;

Now, therefore, be it resolved by the City Council that the City of Appleton:

Article 1. Continues supporting the current biosolids compost program  
Article 2. Continue planning for long term biosolids solutions, such as biosolids composting as the County site is limited to the next two years.

**Attachments:**     [2019 eCMAR Final Council Memo .pdf](#)  
                                 [2019 eCMAR Final.pdf](#)

**This Report Action Item was approved.**

[20-0951](#)

Approve amending temporary Ordinance 94-20 extending the suspension of Sewer Service, Stormwater Utility, and Solid Waste Collection late charges to November 16, 2020 as recommended by staff.

**Attachments:**     [Late Fee COVID-19 Waiver Memo and Proposed Amendment.pdf](#)

**This Report Action Item was approved.**



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

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

10. **MINUTES OF THE BOARD OF HEALTH**

M. CONSOLIDATED ACTION ITEMS

N. ITEMS HELD

O. ORDINANCES

[20-0974](#)

Ordinance 94-20

**Attachments:** [AMEND094.pdf](#)

**Alderson Fenton moved, seconded by Alderson Siebers, that the Ordinances 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 Matthew Reed, Alderson Alex Schultz, Alderson Mike Smith, Alderson Patti Coenen, Alderson Nate Wolff, Alderson Kyle Lobner, Alderson Joe Prohaska and Alderson Corey Otis

**Excused:** 1 - Alderson Maiyoua Thao

**Abstained:** 1 - Mayor Jake Woodford

P. **LICENSE APPLICATIONS AND COMMUNICATIONS REFERRED TO COMMITTEES OF JURISDICTION**

**Q. RESOLUTIONS SUBMITTED BY ALDERPERSONS REFERRED TO COMMITTEES OF JURISDICTION**

*Resolution #14-R-20  
Trestle Naming  
Date: August 5, 2020  
Submitted By: Alderperson Martin, District 4  
Referred To: Parks & Recreation Committee*

*Whereas, Appleton citizens and visitors long to have the "Complete freedom is not what a trail offers. Quite the opposite; a trail is a tactful reduction of options."*

*And,*

*Whereas, City of Appleton has made investments of hundreds of thousands of dollars in enhancing the cities biking lanes, pedestrians walkways, and renaming the 8.6 miles trail system, "Hydroelectric Heritage Trailway "*

*And,*

*Whereas, City of Appleton has accepted from the Community Foundation of the Fox Valley Region a gift of \$500,000 from the Donald L. and Rita E. Nelson Family Fund*

*And,*

*Whereas, "This naming recognition provides a lasting tribute for a couple whose charitable legacy will boost important, signature projects throughout the Fox Valley for many years to come,"*

*And,*

*Now, Therefore, Be It resolved that the Appleton Parks and Recreation and the Appleton City Council reaffirm our gratitude to the David L. and Rita E. Nelson Family Fund within the Community Foundation of the Fox Valley Region.*

**R. OTHER COUNCIL BUSINESS**

**S. ADJOURN**

**Alderperson Fenton moved, seconded by Alderperson Siebers, that the meeting be adjourned at 7:27 p.m. Roll Call. Motion carried by the following vote:**

**Aye:** 14 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Joe Martin, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, 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

**Excused:** 1 - Alderperson Maiyoua Thao

**Abstained:** 1 - Mayor Jake Woodford

Kami Lynch, City Clerk