



# City of Appleton

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

## Meeting Minutes - Final Common Council

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Wednesday, April 3, 2024

7:00 PM

Council Chambers

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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 Jones.*

C. PLEDGE OF ALLEGIANCE TO THE FLAG

D. ROLL CALL OF ALDERPERSONS

*Alderperson Croatt appeared virtually.*

**Present:** 15 - 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 Sheri Hartzheim, Alderperson Christopher Croatt, Alderperson Chad Doran and Mayor Jake Woodford

**Excused:** 1 - Alderperson Israel Del Toro

E. ROLL CALL OF OFFICERS AND DEPARTMENT HEADS

*All Departments were represented.*

F. APPROVAL OF PREVIOUS COUNCIL MEETING MINUTES

[24-0360](#)

Common Council Meeting Minutes of March 20, 2024

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

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

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

**Excused:** 1 - Alderperson Israel Del Toro

**Abstained:** 1 - Mayor Jake Woodford

G. BUSINESS PRESENTED BY THE MAYOR

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

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

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

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

**Excused:** 1 - Alderperson Israel Del Toro

**Abstained:** 1 - Mayor Jake Woodford

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

H. PUBLIC PARTICIPATION

*The following spoke regarding Item# 24-0314 Operator License for Isaiah Nettles: Isaiah Nettles, 1736 N Gillett St. Stacy Knaack, 927 Caroline St., Neenah (Owner of Glass Nickel Establishment)*

I. PUBLIC HEARINGS

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

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

*The Public Hearing was held. No one spoke during the hearing.*

J. SPECIAL RESOLUTIONS

K. ESTABLISH ORDER OF THE DAY

[24-0327](#)

Recommended Denial of an Operator License for Miguel Hulke.

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

**This Item was referred back to the Safety and Licensing Committee by Alderperson Croatt.**

[24-0314](#)

Recommended Denial of an Operator License for Isaiah Nettles.

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

**Alderperson Hartzheim moved, seconded by Alderperson Van Zeeland, that the License be approved (a notwithstanding vote was taken), an Aye vote approves the license and a Nay vote denies the license. Roll Call. Motion failed by the following vote and the license was denied:**

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

**Excused:** 1 - Alderperson Israel Del Toro

**Abstained:** 2 - Alderperson Denise Fenton and Mayor Jake Woodford

[24-0338](#)

Approve the Complete Streets Documents:

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

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

**Alderperson Meltzer moved, seconded by Alderperson Fenton, that the Complete Streets Documents be approved. Roll Call. Motion carried by the following vote:**

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

**Excused:** 1 - Alderperson Israel Del Toro

**Abstained:** 1 - Mayor Jake Woodford

[24-0359](#)

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

**ARPA Grant Fund**

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

**General Fund**

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

**Facilities Capital Projects Fund**

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

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

**Alderperson Alfheim moved, seconded by Alderperson Meltzer, that the transfer of funds 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 Sheri Hartzheim and Alderperson Christopher Croatt

**Nay:** 1 - Alderperson Chad Doran

**Excused:** 1 - Alderperson Israel Del Toro

**Abstained:** 1 - Mayor Jake Woodford

[24-0352](#)

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

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

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

*Ald. Croatt was excused from the meeting at 7:53 p.m.*

**Alderson Van Zeeland moved, seconded by Alderson Fenton, that the MOUs be approved. Roll Call. Motion carried by the following vote:**

**Aye:** 12 - 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 and Alderson Sheri Hartzheim

**Nay:** 1 - Alderson Chad Doran

**Excused:** 2 - Alderson Israel Del Toro and Alderson Christopher Croatt

**Abstained:** 1 - Mayor Jake Woodford

## L. COMMITTEE REPORTS

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

**Alderson Fenton moved, Alderson Wolff seconded, to approve the balance of the agenda. The 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 Sheri Hartzheim and Alderson Chad Doran

**Excused:** 2 - Alderson Israel Del Toro and Alderson Christopher Croatt

**Abstained:** 1 - Mayor Jake Woodford

## 1. MINUTES OF THE MUNICIPAL SERVICES COMMITTEE

[24-0339](#) Approve the new roadway design paraments for Lumbini Estates Subdivision.

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

This Report Action Item was approved.

## 2. MINUTES OF THE SAFETY AND LICENSING COMMITTEE

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

**Attachments:** [2024\\_OFED-Chapter\\_6\\_Memo.pdf](#)  
[Chapter\\_6\\_Fire\\_OFED\\_Revisions.pdf](#)  
[AFD\\_Fee\\_Schedule.pdf](#)

This Report Action Item was approved.

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

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

This Report Action Item was approved.

## 3. MINUTES OF THE CITY PLAN COMMISSION

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

**Attachments:** [StaffReport\\_Mevis\\_Rezoning\\_For3-13-24.pdf](#)

This Report Action Item was approved.

## 4. MINUTES OF THE PARKS AND RECREATION COMMITTEE

## 5. MINUTES OF THE FINANCE COMMITTEE

[24-0345](#) Request to award Unit J-24 Mini Storm Sewer Construction to M&E Construction in a total amount not to exceed \$250,000.

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

This Report Action Item was approved.

[24-0346](#)

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

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

**This Report Action Item was approved.**

[24-0347](#)

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

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

**This Report Action Item was approved.**

[24-0348](#)

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

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

**This Report Action Item was approved.**

[24-0349](#)

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

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

**This Report Action Item was approved.**

[24-0350](#)

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

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

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

**This Report Action Item was approved.**

[24-0351](#)

CEA Review Committee Report

**Attachments:** [CEA Minutes 3-11-24 CEA.pdf](#)**This Report Action Item was approved.**[24-0353](#)

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

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

**Attachments:** [Not Under Contract 2023-2024 Carryover.pdf](#)  
[Special Consideration 2023-2024 Carryover.pdf](#)  
[Special Consideration 2023-2024 Carryover - Corrected 3-25-24.pdf](#)**This Report Action Item was approved.**[24-0354](#)

Request to approve the following 2024 Budget amendments:

**Facilities Capital Projects**

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

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

**Attachments:** [2023 Miracle League Field \(1\).pdf](#)**This Report Action Item was approved.**



[24-0356](#)

Request to approve the following 2023 Budget amendments:

**Community Development Block Grant Fund**

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

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

**Police Grants Fund**

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

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

**Room Tax Administration Fund**

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

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

**Wheel Tax Fund**

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

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

**Health COVID-19 ELC Grant Fund**

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

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

**Health COVID-19 PHEP Workforce Grant Fund**

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

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

**Debt Service Fund**

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

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

**TIF #12 Fund**

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

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

**TIF #13 Fund**

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

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

**General Fund**

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

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

**This Report Action Item was approved.**

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

**7. MINUTES OF THE UTILITIES COMMITTEE**

[24-0325](#)

Award of Turbidity Instrument Purchase to Hach Company in the amount of \$36,469.08 with a 15% contingency of \$5,470.36 for a total not to exceed \$41,939.44.

**Attachments:** [240315\\_UC Memo\\_HachTurbidimeterPurchase.pdf](#)

**This Report Action Item was approved.**

[24-0358](#)

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

**Attachments:** [240322 UCMemo Sole Source Purchase VulcanWashPressParts.pdf](#)

This Report Action Item was approved.

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

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

[24-0332](#)

Change Order Authorization for Furniture Purchase

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

This Report Action Item was approved.

[24-0333](#)

Authorization to Award a five-year Contract with three one-year options to Ecolane USA Inc. for the Provision of Paratransit Scheduling & Dispatch Software

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

This Report Action Item was approved.

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

**M. CONSOLIDATED ACTION ITEMS**

**N. ITEMS HELD**

**O. ORDINANCES**

[24-0363](#)

Ordinances #13-24 to #18-24

**Attachments:** [Ordinances to Council 4-3-24.pdf](#)

**Aldersperson Hartzheim moved, seconded by Aldersperson Wolff, that the Ordinances 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 Sheri Hartzheim and Alderperson Chad Doran

**Excused:** 2 - Alderperson Israel Del Toro and Alderperson Christopher Croatt

**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

R. OTHER COUNCIL BUSINESS

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

S. ADJOURN

**Alderperson Siebers moved, seconded by Alderperson Hartzheim, that the meeting be adjourned at 8:07 p.m. 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 Sheri Hartzheim and Alderperson Chad Doran

**Excused:** 2 - Alderperson Israel Del Toro and Alderperson Christopher Croatt

**Abstained:** 1 - Mayor Jake Woodford

Kami Lynch, City Clerk