



# City of Appleton

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

## Meeting Minutes - Final Common Council

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Wednesday, November 6, 2024

7:00 PM

Council Chambers

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### A. CALL TO ORDER

*The meeting was called to order by Mayor Woodford at 7:03 p.m.*

### B. INVOCATION

*The Invocation was offered by Alderperson Alfheim.*

### C. PLEDGE OF ALLEGIANCE TO THE FLAG

### D. ROLL CALL OF ALDERPERSONS

**Present:** 14 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Martyn Smith, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Patrick Hayden, 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 Patti Heffernan

**Absent:** 1 - Alderperson Alex Schultz

### E. ROLL CALL OF OFFICERS AND DEPARTMENT HEADS

*All Departments were represented.*

### F. APPROVAL OF PREVIOUS COUNCIL MEETING MINUTES

[24-1421](#)

Common Council Meeting Minutes of October 16, 2024

**Attachments:** [CC Minutes 10-16-24.pdf](#)

**Alderperson Hartzheim moved, seconded by Alderperson Jones, 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 Martyn Smith, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Patrick Hayden, Alderperson Vaya Jones, Alderperson Kristin Alfheim, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt and Alderperson Chad Doran

**Excused:** 1 - Alderperson Patti Heffernan

**Absent:** 1 - Alderperson Alex Schultz

**Abstained:** 1 - Mayor Jake Woodford

G. BUSINESS PRESENTED BY THE MAYOR

[24-1424](#)

Proclamations:

- Lung Cancer Awareness Month
- Youth HOPE Month
- Native American Heritage Month
- Lennox-Gastaut Syndrome Awareness Day
- Appleton High School DECA Week
- Crash Responder Safety Week
- Small Business Saturday

**Attachments:** [46-268 Lung Cancer Awareness Month 2024.pdf](#)  
[46-269 Youth HOPE Month 2024.pdf](#)  
[46-270 Native American Heritage Month 2024.pdf](#)  
[46-271 LGS Awareness Day 2024.pdf](#)  
[46-272 Appleton High Schools DECA Week 2024.pdf](#)  
[46-273 Crash Responder Safety Week 2024.pdf](#)  
[46-274 Small Business Saturday 2024.pdf](#)

H. PUBLIC PARTICIPATION

*Oliver Zornow, 1009 N Oneida St spoke regarding Item #24-1299 Smoking near the Library and Valley Transit*

I. PUBLIC HEARINGS

[24-1269](#)

Public Hearing for Text Amendments - Sections: 9-262; 16-37; 19-91; 19-92; 23-22; 23-32; 23-35; 23-43; 23-65; 23-66; 23-91; 23-112; 23-113; 23-114; 23-151; 23-152 of Chapters 9, 16, 19, and 23 of the Municipal Code

**Attachments:** [TA 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

[24-1318](#)

Proposed Special Event Policy - 2025

- Attachments:** [2025 PROPOSED Special Event Policy.pdf](#)  
[2025 PROPOSED Special Event Policy - REVISED.pdf](#)  
[2025 Special Event Fee Schedule - Appendix 1 - REVISED.pdf](#)  
[Memo- 2025 Proposed Special Event Policy.pdf](#)  
[Current -2024- Special Events License Application.pdf](#)  
[2023 Special Event Cost Summary - S&L UPDATED 10-16-24.pdf](#)

**Alderson Croatt moved, seconded by Alderson Hartzheim, that the Special Event Policy be approved. Roll Call. Motion carried by the following vote:**

**Aye:** 12 - Alderson William Siebers, Alderson Vered Meltzer, Alderson Brad Firkus, Alderson Martyn Smith, Alderson Katie Van Zeeland, Alderson Denise Fenton, Alderson Patrick Hayden, Alderson Vaya Jones, Alderson Kristin Alfheim, Alderson Nate Wolff, Alderson Sheri Hartzheim and Alderson Christopher Croatt

**Nay:** 1 - Alderson Chad Doran

**Excused:** 1 - Alderson Patti Heffernan

**Absent:** 1 - Alderson Alex Schultz

**Abstained:** 1 - Mayor Jake Woodford

L. COMMITTEE REPORTS

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

**Alderson Fenton moved, Alderson Hayden 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 Martyn Smith, Alderson Katie Van Zeeland, Alderson Denise Fenton, Alderson Patrick Hayden, Alderson Vaya Jones, Alderson Kristin Alfheim, Alderson Nate Wolff, Alderson Sheri Hartzheim, Alderson Christopher Croatt and Alderson Chad Doran

**Excused:** 1 - Alderson Patti Heffernan

**Absent:** 1 - Alderson Alex Schultz

**Abstained:** 1 - Mayor Jake Woodford

1. MINUTES OF THE MUNICIPAL SERVICES COMMITTEE

[24-1362](#)

Boldt LU/Trout College/Drew Occupancy Permit Extension/Modification through 6/1/2025. Kimball Street Occupancy Permit Extension Through 8/4/2025.

**Attachments:** [Permit to Occupy the Public Right-of-Way\\_2024.11.22-2025.08.04.pdf](#)

This Report Action Item was approved.

## 2. MINUTES OF THE SAFETY AND LICENSING COMMITTEE

[24-1375](#)

Taxicab Company License Renewal Application for L&M Carriage Service, Owner, Mike Gildernick, 3140 Mid Valley Rd., De Pere, WI 54115, contingent upon approval from all departments.

**Attachments:** [L&M Carriage Service Taxicab Co Renewal App.pdf](#)

This Report Action Item was approved.

## 3. MINUTES OF THE CITY PLAN COMMISSION

[24-1283](#)

Request to approve proposed text amendments to the Municipal Code Chapter 19 Traffic and Vehicles and Chapter 23 Zoning Relating to Residential Driveways, Driveway Extensions, Parking Pads and Outdoor Parking of Vehicles/Trailers on Residential Property as identified in the attached document

**Attachments:** [Sec 23-43 Accessory Use Draft Amendments Driveway Extensions Strikeout For10-9-24.pdf](#)  
[Sec 23-43 Accessory Use Draft Amendments Driveway Extensions Clean For10-9-24.pdf](#)

This Report Action Item was approved.

[24-1285](#)

Request to approve proposed text amendments to the Municipal Code Chapter 16 Streets, Sidewalks and Other Public Places and Chapter 23 Zoning Relating to Official Map Amendments and Zoning Amendments/Public Hearing Notices as identified in the attached document

**Attachments:** [Sec 23-65 Official Map Amendments Draft Text Amendments Strikeout For10-9-24.pdf](#)  
[Sec 23-65 Official Map Amendments Draft Text Amendments Clean For10-9-24.pdf](#)

This Report Action Item was approved.

[24-1287](#)

Request to approve proposed text amendments to the Municipal Code Chapter 9 Licenses, Permits and Business Regulations and Chapter 23 Zoning Relating to Consumption of Alcohol Uses as identified in the attached document

**Attachments:** [Sec 23-66 Alcohol Related SUP Draft Text Amendments Strikeout For10-9-24.pdf](#)  
[Sec 23-66 Alcohol Related SUP Draft Text Amendments Clean For10-9-24.pdf](#)

This Report Action Item was approved.

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

**5. MINUTES OF THE FINANCE COMMITTEE**

[24-1355](#)

CEA Review Committee Report

**Attachments:** [CEA 100724 Meeting Minutes.pdf](#)

This Report Action Item was approved.

[24-1356](#)

Request to approve obligating the remaining Local Economic Recovery ARPA funds (\$985,000) to the Parks & Recreation Department's Fox Cities Exhibition Center (FCEC) Repositioning & Tourism Recovery Project.

**Attachments:** [Finance Committee Memo - FCEC ARPA.pdf](#)

This Report Action Item was approved.

[24-1369](#)

Request to approve Sole Source contract with Beneficial Reuse Management for 2025-2027 Biosolids Transportation, Application, and Incorporation Services.

**Attachments:** [241016\\_SoleSourceMemo\\_BRM ContractExtension 2025-2027s.pdf](#)

This Report Action Item was approved.

[24-1370](#)

Request to award Sole Source purchase of Plunger pump to Wastecorp Pumps in the amount of \$35,000, along with the following budget amendment. (2/3 vote of Council required)

Primary Clarifier Rebuild CIP	- \$35,000
Plunger Pump Replacement CIP	+\$35,000

**Attachments:** [2401017\\_SoleSourceAward\\_AWWTP Plunger Pump.pdf](#)  
[2401017\\_SoleSourceAward\\_AWWTP Wastecorp Pumps.pdf](#)

This Report Action Item was approved.

[24-1376](#)

Request to award Sole Source Engineering Services Contract to McMahon Associates for Summer Street Lift Station Replacement in the amount of \$122,200 with a 5% contingency of \$6,110 for a total not to exceed \$128,310.

**Attachments:** [241017 Purchasing Manager - Sole Source Approval McMahon - Summer St.pdf](#)  
[241017\\_SoleSourceAward\\_McMahon\\_Summer\\_St.pdf](#)

This Report Action Item was approved.

## 6. MINUTES OF THE COMMUNITY DEVELOPMENT COMMITTEE

[24-1290](#)

Request to approve proposed text amendments to the Municipal Code Chapter 4 Buildings, Section 4-66(a) and (b), as identified in the attached document

**Attachments:** [Chapter 4 Buildings Sec 4-66 Draft Text Amendments Strikeout For10-9-24.pdf](#)

This Report Action Item was approved.

[24-1291](#)

Request to approve proposed text amendments to the Municipal Code Chapter 4 Buildings, Section 4-241, as identified in the attached document

**Attachments:** [Chapter 4 Buildings Sec 4-241 Draft Text Amendments Strikeout For10-9-24.pdf](#)

This Report Action Item was approved.

[24-1292](#)

Request to approve proposed text amendments to the Municipal Code Chapter 4 Buildings, Section 4-546(a), as identified in the attached document

**Attachments:** [Chapter 4 Buildings Sec 4-546 Draft Text Amendments Strikeout For10-9-24.pdf](#)

This Report Action Item was approved.

## 7. MINUTES OF THE UTILITIES COMMITTEE

[24-1364](#)

Approve Wastewater Rate increase of 9% for general service and special hauled waste service and increase compost fee to \$14/cubic yard to be effective January 1, 2025.

**Attachments:** [WW Rate Increase memo Oct 2024.pdf](#)  
[2025 Rate Sheet Attachment A.pdf](#)

This Report Action Item was approved.

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

[24-1303](#)

Request to Approve Hiring of the Matrix Consulting Group to Complete an Organizational and Workload Study for the Appleton Police Department.

**Attachments:** [Memo to committee and council final.pdf](#)  
[Matrix Proposal.pdf](#)

This Report Action Item was approved.

[24-1353](#)

Request to Approve Fringe Benefit Policy Update to Page 6.

**Attachments:** [Fringe Benefit Policy 10.2024.pdf](#)

This Report Action Item was approved.

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

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

**M. CONSOLIDATED ACTION ITEMS**

**N. ITEMS HELD**

**O. ORDINANCES**

[24-1427](#)

Ordinances #139-24 to #167-24

**Attachments:** [Ordinances to Council 11-6-24.pdf](#)

**Aldersperson Hartzheim moved, seconded by Aldersperson Hayden, that the Ordinances be approved. Roll Call. Motion carried by the following vote:**

**Aye:** 13 - Aldersperson William Siebers, Aldersperson Vered Meltzer, Aldersperson Brad Firkus, Aldersperson Martyn Smith, Aldersperson Katie Van Zeeland, Aldersperson Denise Fenton, Aldersperson Patrick Hayden, Aldersperson Vaya Jones, Aldersperson Kristin Alfheim, Aldersperson Nate Wolff, Aldersperson Sheri Hartzheim, Aldersperson Christopher Croatt and Aldersperson Chad Doran

**Excused:** 1 - Aldersperson Patti Heffernan

**Absent:** 1 - Aldersperson Alex Schultz

**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

[24-1423](#)

Reconsideration of Item# 24-1299 Municipal Code Update Re: Smoking Prohibition around Valley Transit & Appleton Public Library

**Alderson Jones moved, seconded by Alderson Fenton, that the Reconsideration of Item# 24-1299 be approved. Roll Call. Motion carried by the following vote:**

**Aye:** 12 - Alderson William Siebers, Alderson Vered Meltzer, Alderson Brad Firkus, Alderson Martyn Smith, Alderson Katie Van Zeeland, Alderson Denise Fenton, Alderson Patrick Hayden, Alderson Vaya Jones, Alderson Kristin Alfheim, Alderson Nate Wolff, Alderson Sheri Hartzheim and Alderson Christopher Croatt

**Nay:** 1 - Alderson Chad Doran

**Excused:** 1 - Alderson Patti Heffernan

**Absent:** 1 - Alderson Alex Schultz

**Abstained:** 1 - Mayor Jake Woodford

[24-1299](#)

Proposed Update to City of Appleton Municipal Code 7-100 (d): Smoking Prohibition Around Valley Transit Center and Appleton Public Library

**Attachments:** [Proposed Update to City of Appleton Municipal Code 7-100 Smoking Prohibition.pdf](#)  
[MUNICIPAL CODE UPDATE - 7-100\(D\) SMOKE FREE AREA AROUND TRANSIT CENTER AND APL.pdf](#)  
[Educational Letter Appleton.pdf](#)

**Alderson Fenton moved, seconded by Alderson Jones, that the Proposed Municipal Code Update regarding Smoking near the Library and Valley Transit Center be approved. Roll Call. Motion carried by the following vote:**

**Aye:** 11 - Alderson William Siebers, Alderson Vered Meltzer, Alderson Brad Firkus, Alderson Martyn Smith, Alderson Katie Van Zeeland, Alderson Denise Fenton, Alderson Patrick Hayden, Alderson Vaya Jones, Alderson Kristin Alfheim, Alderson Nate Wolff and Alderson Christopher Croatt

**Nay:** 2 - Alderson Sheri Hartzheim and Alderson Chad Doran

**Excused:** 1 - Alderson Patti Heffernan



**Absent:** 1 - Alderperson Alex Schultz

**Abstained:** 1 - Mayor Jake Woodford

## S. CLOSED SESSION

### [24-1441](#)

The Common Council may go into closed session according to State Statute §19.85(1)(e) (deliberating or negotiating the purchasing of public properties, investing of public funds or conducting other specific public business when competitive or bargaining reasons require a closed session) for the purpose of deliberating or negotiating certain real estate within the City's industrial parks. Upon conclusion of the closed session, the Common Council will then reconvene into open session.

**Alderperson Croatt moved, seconded by Alderperson Van Zeeland, that the Common Council convene into closed session at 7:29 p.m. Roll Call. Motion carried by the following vote:**

**Aye:** 13 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Martyn Smith, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Patrick Hayden, Alderperson Vaya Jones, Alderperson Kristin Alfheim, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt and Alderperson Chad Doran

**Excused:** 1 - Alderperson Patti Heffernan

**Absent:** 1 - Alderperson Alex Schultz

**Abstained:** 1 - Mayor Jake Woodford

## T. ADJOURN

*Alderperson Hartzheim moved, seconded by Alderperson Croatt to reconvene into open session. Motion carried 13/0 and at 8:01 p.m. the Council reconvened in open session. No action was taken in Closed Session.*

**Alderperson Croatt moved, seconded by Alderperson Hartzheim, that the meeting be adjourned at 8:02 p.m. Roll Call. Motion carried by the following vote:**

**Aye:** 13 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Martyn Smith, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Patrick Hayden, Alderperson Vaya Jones, Alderperson Kristin Alfheim, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt and Alderperson Chad Doran

**Excused:** 1 - Alderperson Patti Heffernan

**Absent:** 1 - Alderperson Alex Schultz

**Abstained:** 1 - Mayor Jake Woodford

Kami Lynch, City Clerk