



# 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 1, 2023

7:00 PM

Council Chambers

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A. CALL TO ORDER

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

B. INVOCATION

*The Invocation was offered by Alderperson Jones.*

C. PLEDGE OF ALLEGIANCE TO THE FLAG

D. ROLL CALL OF ALDERPERSONS

*Alderperson Schultz appeared virtually.*

**Present:** 16 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Israel Del Toro, 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

E. ROLL CALL OF OFFICERS AND DEPARTMENT HEADS

*All Departments were represented.*

F. APPROVAL OF PREVIOUS COUNCIL MEETING MINUTES

[23-1319](#)

Common Council Meeting Minutes of October 18, 2023

**Attachments:** [CC Minutes 10-18-23.pdf](#)

**Alderperson Hartzheim moved, seconded by Alderperson Van Zeeland, 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 Israel Del Toro, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Patrick Hayden, Alderperson Joss Thyssen, Alderperson Vaya Jones, Alderperson Kristin Alfheim, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt and Alderperson Chad Doran

**Excused:** 1 - Alderperson Alex Schultz

**Abstained:** 1 - Mayor Jake Woodford

G. BUSINESS PRESENTED BY THE MAYOR

[23-1321](#)

Proclamations:

- Family Literacy Day
- Small Business Saturday
- Appleton High School DECA Week
- Runaway & Homeless Youth Prevention Month
- Native American Heritage Month

- Attachments:**    [Family Literacy Day Proclamation.pdf](#)  
[Small Business Saturday Proclamation.pdf](#)  
[Appleton High Schools DECA Week Proclamation.pdf](#)  
[Runaway and Homeless Youth Prevention Month Proclamation.pdf](#)  
[Native American Heritage Month Proclamation.pdf](#)

[23-1322](#)

Public Art Committee Appointment

- Attachments:**    [Nov 1 Public Art Committee Appt Memo.pdf](#)

**Alderperson Hartzheim moved, seconded by Alderperson Van Zeeland, that the appointment be approved. Roll Call. Motion carried by the following vote:**

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

**Excused:** 1 - Alderperson Alex Schultz

**Abstained:** 1 - Mayor Jake Woodford

H. PUBLIC PARTICIPATION

*The following spoke during public participation:  
James Krueger, 523 W Sixth St. Re: Item 23-1263 Driveway Extension Permit*

*Item 23-1176 Small Business Saturday Parking:  
Jennifer Stephany, 333 W College Ave (ADI)  
Jeff Geiger, 320 N Union St.*

I. PUBLIC HEARINGS

## J. SPECIAL RESOLUTIONS

## K. ESTABLISH ORDER OF THE DAY

[23-1263](#)

Request from Anthony Utschig for a driveway extension appeal at 519 W. Sixth Street.

**Attachments:** [519 6th Street Driveway Extension Request.pdf](#)

**Alderson Hartzheim moved, seconded by Alderson Van Zeeland, that the driveway extension permit be approved. Roll Call. Motion failed by the following vote and the driveway extension permit was denied:**

**Aye:** 4 - Alderson William Siebers, Alderson Joss Thyssen, Alderson Alex Schultz and Alderson Nate Wolff

**Nay:** 11 - Alderson Vered Meltzer, Alderson Brad Firkus, Alderson Israel Del Toro, Alderson Katie Van Zeeland, Alderson Denise Fenton, Alderson Patrick Hayden, Alderson Vaya Jones, Alderson Kristin Alfheim, Alderson Sheri Hartzheim, Alderson Christopher Croatt and Alderson Chad Doran

**Abstained:** 1 - Mayor Jake Woodford

[23-1176](#)

Request from Appleton Downtown Inc. for free ramp and meter parking on Small Business Saturday, November 25, 2023.

**Attachments:** [ADI Small Business Sat request.pdf](#)

**Alderson Croatt moved, seconded by Alderson Del Toro, that the parking request as amended in Committee (free meter parking only) be approved. Roll Call. Motion carried by the following vote:**

**Aye:** 15 - Alderson William Siebers, Alderson Vered Meltzer, Alderson Brad Firkus, Alderson Israel Del Toro, 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, Alderson Christopher Croatt and Alderson Chad Doran

**Abstained:** 1 - Mayor Jake Woodford

[23-1187](#)

Recommended Denial of an Operator License for Katie Baxley

**Attachments:**    [Katie Baxley Denial Letter.pdf](#)  
[Katie Baxley License Application.pdf](#)  
[Katie Baxley PD Letter.pdf](#)  
[Katie Baxley Probation Documentation.pdf](#)

**Aldersperson Van Zeeland moved, seconded by Aldersperson Wolff, that the Operator License be approved. Roll Call. Motion carried by the following vote:**

**Aye:** 15 - Aldersperson William Siebers, Aldersperson Vered Meltzer, Aldersperson Brad Firkus, Aldersperson Israel Del Toro, Aldersperson Katie Van Zeeland, Aldersperson Denise Fenton, Aldersperson Patrick Hayden, Aldersperson Joss Thyssen, Aldersperson Alex Schultz, Aldersperson Vaya Jones, Aldersperson Kristin Alfheim, Aldersperson Nate Wolff, Aldersperson Sheri Hartzheim, Aldersperson Christopher Croatt and Aldersperson Chad Doran

**Abstained:** 1 - Mayor Jake Woodford

[23-1271](#)

Request to approve Fourth Addition to Clearwater Creek Development Agreement

**Attachments:**    [Clearwater Creek - Fourth Addn to Dev Agrm - 10-20-2023.pdf](#)  
[Memo ClearwaterCreek4th DA 10232023.pdf](#)

**Aldersperson Hartzheim moved, seconded by Aldersperson Croatt, that the Development Agreement be approved. Roll Call. Motion carried by the following vote:**

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

**Nay:** 1 - Aldersperson Patrick Hayden

**Abstained:** 1 - Mayor Jake Woodford

[23-1246](#)

Approval of Alderperson Salaries.

**Attachments:** [HR-IT - Alderperson Raises Deadlines.pdf](#)  
[Alderperson Compensation Survey.pdf](#)  
[Elected Alderperson Salaries.pdf](#)

**Alderperson Doran moved, seconded by Alderperson Croatt, that the Item be amended to remove the parking pass benefit and add an additional \$12 per month to the Alderperson salary, for an annual salary amount of \$6,894. Roll Call. Motion carried by the following vote:**

**Aye:** 8 - Alderperson William Siebers, Alderperson Brad Firkus, Alderperson Israel Del Toro, Alderperson Patrick Hayden, Alderperson Kristin Alfheim, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt and Alderperson Chad Doran

**Nay:** 6 - Alderperson Vered Meltzer, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Joss Thyssen, Alderperson Vaya Jones and Alderperson Nate Wolff

**Excused:** 1 - Alderperson Alex Schultz

**Abstained:** 1 - Mayor Jake Woodford

**Alderperson Firkus moved, seconded by Alderperson Hartzheim, that the amendment to the salary be amended from \$12 per month to \$20 per month for a total annual salary of \$6,990. Roll Call. Motion carried by the following vote:**

**Aye:** 12 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Israel Del Toro, 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

**Nay:** 2 - Alderperson Katie Van Zeeland and Alderperson Joss Thyssen

**Excused:** 1 - Alderperson Alex Schultz

**Abstained:** 1 - Mayor Jake Woodford

**Alderperson Meltzer moved, seconded by Alderperson Wolff, that the annual Alderperson salary be amended to increase it an additional \$500 annually, for a total salary of \$7,490. Roll Call. Motion carried by the following vote:**

**Aye:** 8 - Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Israel Del Toro, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Joss Thyssen, Alderperson Vaya Jones and Alderperson Nate Wolff

**Nay:** 6 - Alderperson William Siebers, Alderperson Patrick Hayden, Alderperson Kristin Alfheim, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt and Alderperson Chad Doran

**Excused:** 1 - Alderperson Alex Schultz

**Abstained:** 1 - Mayor Jake Woodford

**Alderson Doran moved, seconded by Alderson Firkus, that the Alderson salary be amended to reduce it by the previously approved amendment of \$20 per month (\$240 annually) for a total annual salary of \$7,250. Roll Call. Motion carried by the following vote:**

**Aye:** 8 - Alderson Brad Firkus, Alderson Katie Van Zeeland, Alderson Denise Fenton, Alderson Patrick Hayden, Alderson Kristin Alfheim, Alderson Sheri Hartzheim, Alderson Christopher Croatt and Alderson Chad Doran

**Nay:** 5 - Alderson William Siebers, Alderson Vered Meltzer, Alderson Joss Thyssen, Alderson Vaya Jones and Alderson Nate Wolff

**Excused:** 1 - Alderson Alex Schultz

**Absent:** 1 - Alderson Israel Del Toro

**Abstained:** 1 - Mayor Jake Woodford

**Alderson Hartzheim moved, seconded by Alderson Van Zeeland, that the Alderson salary (effective in 2025) be approved as amended: No parking pass benefit and annual amount of \$7,250. Roll Call. Motion failed by the following vote (3/4 vote required):**

**Aye:** 7 - Alderson Brad Firkus, Alderson Denise Fenton, Alderson Patrick Hayden, Alderson Joss Thyssen, Alderson Vaya Jones, Alderson Kristin Alfheim and Alderson Nate Wolff

**Nay:** 6 - Alderson William Siebers, Alderson Vered Meltzer, Alderson Katie Van Zeeland, Alderson Sheri Hartzheim, Alderson Christopher Croatt and Alderson Chad Doran

**Excused:** 2 - Alderson Israel Del Toro and Alderson Alex Schultz

**Abstained:** 1 - Mayor Jake Woodford

**L. COMMITTEE REPORTS**

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

**Alderson Hartzheim moved, Alderson Van Zeeland 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 Vaya Jones, Alderson Kristin Alfheim, Alderson Nate Wolff, Alderson Sheri Hartzheim, Alderson Christopher Croatt and Alderson Chad Doran

**Excused:** 2 - Alderson Israel Del Toro and Alderson Alex Schultz

**Abstained:** 1 - Mayor Jake Woodford

**1. MINUTES OF THE MUNICIPAL SERVICES COMMITTEE**

[23-1262](#)

Request from Appleton Downtown Inc. and Creative Downtown Appleton for a Street Occupancy Permit to host the Holiday Tree Walk in conjunction with Light Up Appleton on November 11, 2023 - permit to run from November 10, 2023 to November 12, 2023.

**Attachments:** [ADI - Light Up Appleton.pdf](#)

This Report Action Item was approved

[23-1264](#)

Request from Egge Movers, Inc. to conduct a small building move from 225 N. Badger Ave to 1839 W. Winnebago Street.

**Attachments:** [Building Move 225 N. Badger Ave to 1839 W. Winnebago St.pdf](#)

This Report Action Item was approved.

## 2. MINUTES OF THE SAFETY AND LICENSING COMMITTEE

[23-1155](#)

Cigarette and Tobacco Products Retail License application for JSH Corporation d/b/a The Dispo, located at 2929 N Richmond St Suite 1.

**Attachments:** [The Dispo S&L.pdf](#)

This Report Action Item was approved.

## 3. MINUTES OF THE CITY PLAN COMMISSION

[23-1227](#)

Request to approve Special Use Permit #11-23 to expand an existing restaurant and outdoor sidewalk cafe with alcohol sales and consumption located at 204 East College Avenue into the adjacent property located at 206 East College Avenue (Tax Id #31-2-0313-00), as shown on the attached maps and per attached plan of operation, to run with the land subject to the conditions in the attached staff report and approve attached Resolution (2/3 vote of Common Council required for approval)

**Attachments:** [StaffReport\\_Antojitos\\_SUP\\_For10-25-23.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

[23-1233](#)

Request to approve City Program Funding for 2024 Community Development Block Grant (CDBG) Funding as specified in the attached document

**Attachments:**     [CEDC\\_CDBG\\_Initial\\_Allocation\\_Memo.pdf](#)  
[CDBG PY24 Request for Funds - Appleton Housing.pdf](#)

This Report Action Item was approved.

**7. MINUTES OF THE UTILITIES COMMITTEE**

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

[23-1245](#)

Request to Approve the Valley Transit Teamsters 2024-2026 Contract Changes.

**Attachments:**     [Valley Transit TA 10-16-23.pdf](#)  
[Teamster Valley Transit 2021-2023.pdf](#)

This Report Action Item was approved.

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

[23-1254](#)

Approve Contract with SRF Consulting for Professional Services

**Attachments:**     [SRF Memo.pdf](#)

This Report Action Item was approved.

[23-1255](#)

Authorize PO to Smart Spaces for Audio Visual Equipment

**Attachments:**     [AV Equipment Memo.pdf](#)

This Report Action Item was approved.

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

M. CONSOLIDATED ACTION ITEMS

N. ITEMS HELD

O. ORDINANCES

[23-1320](#)

Ordinance #155-23

**Attachments:** [Ordinances to Council 11-1-23.pdf](#)

**Aldersperson Hartzheim moved, seconded by Aldersperson Van Zeeland, that the Ordinance be approved. Roll Call. Motion carried by the following vote:**

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

**Excused:** 2 - Aldersperson Israel Del Toro and 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

[23-1241](#)

Suspend the Council Rules to Cancel the January 3, 2024 & July 3, 2024 Common Council Meetings

**Aldersperson Hartzheim moved, seconded by Aldersperson Meltzer, that the meeting cancellations be approved. Roll Call. Motion carried by the following vote:**

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

**Excused:** 2 - Aldersperson Israel Del Toro and Aldersperson Alex Schultz

**Abstained:** 1 - Mayor Jake Woodford

S. ADJOURN

**Aldersperson Hartzheim moved, seconded by Aldersperson Wolff, that the meeting be adjourned at 8:33 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 Vaya Jones, Alderperson Kristin Alfheim, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt and Alderperson Chad Doran

**Excused:** 2 - Alderperson Israel Del Toro and Alderperson Alex Schultz

**Abstained:** 1 - Mayor Jake Woodford

Kami Lynch, City Clerk