



City of Appleton

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

Meeting Agenda - Final-revised Common Council

Wednesday, December 15, 2021

7:00 PM

Council Chambers

- A. CALL TO ORDER
- B. INVOCATION
- C. PLEDGE OF ALLEGIANCE TO THE FLAG
- D. ROLL CALL OF ALDERPERSONS
- E. ROLL CALL OF OFFICERS AND DEPARTMENT HEADS
- F. APPROVAL OF PREVIOUS COUNCIL MEETING MINUTES

[21-1706](#) Common Council Meeting Minutes of December 1, 2021

Attachments: [CC Minutes 12-1-21.pdf](#)

- G. BUSINESS PRESENTED BY THE MAYOR

[21-1727](#) Election Inspector Appointments 2022-2023 Election Cycle

Attachments: [Election Inspector Appointments 2022-2023 Term.pdf](#)

[21-1734](#) Committee Appointments & Reappointments

Attachments: [Committee Appointments 12'15'2021.pdf](#)

[21-1730](#) COVID-19 Report

Attachments: [COVID -19 Common Council Update 12152021.pdf](#)

- H. PUBLIC PARTICIPATION
- I. PUBLIC HEARINGS
- J. SPECIAL RESOLUTIONS
- K. ESTABLISH ORDER OF THE DAY

L. COMMITTEE REPORTS

1. MINUTES OF THE MUNICIPAL SERVICES COMMITTEE

[21-1578](#) Proposed changes to Municipal Code Section 9, Division 3-Central Business District Street Vendors.

Attachments: [Municipal Code Section 9 Division 3 changes.pdf](#)
[List of Business on College Ave that serve food .pdf](#)

Legislative History

11/8/21	Municipal Services Committee	recommended for approval
11/17/21	Common Council	referred to the Municipal Services Committee
11/22/21	Municipal Services Committee	held
12/6/21	Municipal Services Committee	recommended for approval

Fenton moved, seconded by Prohaska, to be amended "No sales shall be made within fifty (50) feet of the main entrance of a licensed food establishment during the hours said business is open unless written permission is granted". Roll Call. Motion fails by the following vote:

*Aye: Fenton, Prohaska
 Nay: Firkus, Siebers, Doran*

Siebers moved, seconded by Prohaska to hold until next Municipal Services Committee meeting. Roll Call. Motion fails by the following vote:

*Aye: Fenton, Siebers
 Nay: Prohaska, Firkus, Doran*

Motion by Prohaska to amend from 4 to 6 food trucks failed for lack of second.

Siebers moved, seconded by Prohaska to call the question. Roll Call. Motion carried by the following vote:

Aye: Firkus, Prohaska, Doran, Fenton & Siebers

[21-1666](#) Approve Department of Public Works 2022 Fee Schedules.

Attachments: [Dept. of Public Works 2022 Fee Schedule.pdf](#)

Legislative History

12/6/21	Municipal Services Committee	recommended for approval
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12/6/21 Municipal Services recommended for approval
 Committee

[21-1697](#)

Oneida Street, from Lawrence Street to College Avenue, be reconstructed with concrete pavement and curb & gutter. The details of the proposed Lawrence Street reconstruction project are as follows:

- New concrete pavement to be constructed to a width of 38' from back of curb to back of curb, which is 4' narrower than the existing street within this portion of the project.
- 1 travel lane in each direction
- Parallel on-street parking along both sides of the street
- 2 marked mid-block crosswalks
- Proposed streetscape elements per Downtown Streetscape Design Guide

Legislative History

12/6/21 Municipal Services recommended for approval
 Committee

[21-1698](#)

Morrison Street, from Lawrence Street to Washington Street, be reconstructed with concrete pavement and curb and gutter. The details of the proposed Morrison Street reconstruction project are as follows:

Lawrence St - College Ave:

- New concrete pavement constructed to a width of 38' from back of curb to back of curb, which is 4' narrower than the existing street within this portion of the project.
- 1 travel lane in each direction
- Shared bike lanes
- Parallel on-street parking along both sides of the street
- Proposed streetscape elements per Downtown Streetscape Design Guide
- 2 marked mid-block crosswalks

College Ave -Washington St:

- New concrete pavement constructed to a width of 38' from back of curb to back of curb, which is 4' narrower than the existing street within this portion of the project.
- 1 travel lane in each direction
- Shared bike lanes
- Parallel on-street parking along both sides of the street
- Proposed streetscape elements per Downtown Streetscape Design Guide
- 1 marked mid-block crosswalk

Legislative History

12/6/21	Municipal Services Committee	recommended for approval
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[21-1699](#)

Durkee Street, from 200' south of Lawrence Street to Washington Street, be reconstructed with concrete pavement and curb and gutter. The details of the proposed Durkee Street reconstruction project are as follows:

200' south of Lawrence St - Lawrence St:

- New concrete pavement constructed to a width of 38' from back of curb to back of curb, which is the same width as the existing street within this portion of the project.
- New concrete sidewalk extended to the south limits of the project along the east side of the street
- 1 travel lane in each direction
- Parallel on-street parking along both sides of the street
- Proposed streetscape elements per Downtown Streetscape Design Guide
- Cul-de-sac at south end of the block

Lawrence St - College Ave:

- New concrete pavement constructed to a width of 38' from back of curb to back of curb, which is 5' wider than the existing street within this portion of the project.
- 1 travel lane in each direction
- Shared bike lanes
- Parallel on-street parking along both sides of the street
- Proposed streetscape elements per Downtown Streetscape Design Guide

College Ave -Washington St:

- New concrete pavement constructed to a width of 38' from back of curb to back of curb, which is 7' narrower than the existing street within this portion of the project.
- 1 travel lane in each direction
- Shared bike lanes
- Parallel on-street parking along both sides of the street
- Proposed streetscape elements per Downtown Streetscape Design Guide
- 1 marked mid-block crosswalk

Legislative History

12/6/21

Municipal Services
Committee

recommended for approval

2. MINUTES OF THE SAFETY AND LICENSING COMMITTEE

[21-1345](#)

Class "A" Beer and "Class A" Liquor License application for Tee Tees Nachos LLC, Timasha Thornton, Agent, located at 550 N Morrison St #C, contingent upon approval from all departments.

Attachments: [Tee Tees Nachos LLC Class A Combo.pdf](#)

[StaffReport PaintCraft Studio SUP For12-8-21.pdf](#)

Legislative History

10/13/21	Safety and Licensing Committee	recommended for approval
10/20/21	Common Council	referred to the Safety and Licensing Committee
10/27/21	Safety and Licensing Committee	recommended for denial
11/3/21	Common Council	referred to the Safety and Licensing Committee
12/8/21	Safety and Licensing Committee	recommended for approval

[21-1439](#)

Class "B" Beer License application for Tee Tee's Nachos LLC d/b/a Tee Tee's Nachos, Timasha Thornton, Agent, located at 550 N Morrison St Suite D, contingent upon approval from all departments.

Attachments: [Tee Tees Nachos LLC Class B Beer.pdf](#)

[StaffReport PaintCraft Studio SUP For12-8-21.pdf](#)

Legislative History

10/27/21	Safety and Licensing Committee	held
12/8/21	Safety and Licensing Committee	recommended for approval

[21-1543](#)

"Class A" Liquor License application for SG Petroleums LLC d/b/a SG Petroleums and Change of Agent to Sudhansh Goel, located at 2811 E Newberry St.

Attachments: [SG Petroleums.pdf](#)

Legislative History

12/8/21	Safety and Licensing Committee	recommended for approval
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[21-1567](#)

Class "A" Beer and "Class A" Liquor License Change of Agent application for Walgreens Co d/b/a Walgreens #02921, Stephanie Schroeder, New Agent, located at 1901 S Oneida St.

Attachments: [Stephanie S Schroeder S&L.pdf](#)

Legislative History

12/8/21	Safety and Licensing Committee	recommended for approval
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[21-1597](#) 2022 Secondhand Article, Secondhand Jewelry and Pawnbroker License renewal applications, contingent upon approval from all departments.

Attachments: [2022 Secondhand Renewals.pdf](#)

Legislative History

12/8/21	Safety and Licensing Committee	recommended for approval
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[21-1700](#) Resolution #16-R-21 Alcohol License Demerit Point System

Attachments: [#16-R-21 Alcohol License Demerit Points.pdf](#)

Legislative History

12/8/21	Safety and Licensing Committee	recommended for approval
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3. MINUTES OF THE CITY PLAN COMMISSION

[21-1553](#) Request to approve Special Use Permit #3-21 for a paint/craft studio with alcohol sales and service located at 550 North Morrison Street, Unit D - Rooms 3, 4, 5 and 6 (Tax Id #31-2-0586-00), 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_PaintCraft Studio_SUP_For11-10-21.pdf](#)
[StaffReport_PaintCraft Studio_SUP_For12-8-21.pdf](#)

Legislative History

11/10/21	City Plan Commission	held
12/8/21	City Plan Commission	recommended for approval

4. MINUTES OF THE PARKS AND RECREATION COMMITTEE

[21-1687](#) Action Item: Approval of Select Photos Received From the Rhythms of the World Event to be Placed in the Welcome Tower in Houdini Plaza

Attachments: [Rythms of the World Photos.pdf](#)

5. MINUTES OF THE FINANCE COMMITTEE

[21-1688](#) Request to approve write off \$17,559.48 of accounts receivable invoices and \$35,256.24 of personal property taxes (outstanding over one year).

Attachments: [Finance Committee - PP Write-off List 2021.pdf](#)
[Finance Committee - AR Write-off List 2021.pdf](#)

[21-1701](#) Request to award Unit G-20 Sequoia Drive Sewer, Water, Grade & Gravel to Carl Bowers & Sons Construction Co., Inc in the amount of \$801,025 with a 5% contingency of \$40,000 for a project total not to exceed \$841,025

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

[21-1702](#) Request to approve Contract Amendment / Change Order No. 1 to contract 31-21, Unit B-21 Asphalt Pavement Reconstruction, for additional final measured concrete, curb & gutter, and sidewalk quantities for Summer Street in the amount of \$34,000. This change order reduces contingency from \$45,625 to \$31,625. Overall contract amount increases from \$1,757,773 to \$1,777,773

Attachments: [Unit B-21 Change Order No. 1.pdf](#)

[21-1731](#) Request to award the City of Appleton's contract for rental and cleaning of uniforms and related items to Aramark Uniform Services

Attachments: [Finance Committee - 2022 Uniform Award Memo.pdf](#)

6. MINUTES OF THE COMMUNITY AND ECONOMIC DEVELOPMENT COMMITTEE

7. MINUTES OF THE UTILITIES COMMITTEE

[21-1634](#) Approve update to Municipal Code Chapter 20, Article II Water Utility, creating new Section 20-44 Lead and Galvanized Water Service Line Replacement.

Attachments: [0028 - Sec 20-44 - Lead Pipe Replacement.pdf](#)

Legislative History

12/7/21 Utilities Committee recommended for approval

[21-1660](#) Award of 2022A Stormwater Consulting Services Contract for 2022 Stormwater Management Plan Reviews to Brown and Caldwell in an amount not to exceed \$47,500.

Attachments: [2022A Plan Review Award Util Memo BC.pdf](#)

Legislative History

12/7/21 Utilities Committee recommended for approval

[21-1661](#) Award of 2022B Stormwater Consulting Services Contract for 2022 Stormwater Management Plan Reviews to raSmith in an amount not to exceed \$47,500.

Attachments: [2022B Plan Review Award Util Memo raSmith.pdf](#)

Legislative History

12/7/21 Utilities Committee recommended for approval

[21-1662](#) Amend 2020D Stormwater Consulting Services Contract for the City-wide Stormwater Management Plan Update with Brown and Caldwell by an increase of \$14,430 for a total contract amount not to exceed \$214,411.

Attachments: [2020D Citywide SWMP Update BC Amendment Memo Util Cmte.pdf](#)

Legislative History

12/7/21 Utilities Committee recommended for approval

8. MINUTES OF THE HUMAN RESOURCES & INFORMATION TECHNOLOGY COMMITTEE

[21-1652](#) Request to approve the 2022 Non Represented salary schedule with a 1.25% increase.

Attachments: [2022 Non Rep Salary Schedule.pdf](#)

Legislative History

12/8/21 Human Resources & Information Technology Committee recommended for approval

[21-1653](#) Request to approve the 2022 Seasonal salary schedule with a 1.25% increase.

Attachments: [2022 Seasonal pay plan.pdf](#)

Legislative History

12/8/21 Human Resources & Information Technology Committee recommended for approval

[21-1654](#) Approve exception to the Salary Administration Policy to allow for a 2.5% across the board adjustment in lieu of pay for performance for year-end 2021.

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

Legislative History

12/8/21 Human Resources & Information Technology Committee recommended for approval

[21-1656](#) Request to eliminate the Attendance Policy and incorporate language into the Code of Conduct Policy.

Attachments: [Code of Conduct policy.pdf](#)
[Attendance Policy.pdf](#)

Legislative History

12/8/21	Human Resources & Information Technology Committee	recommended for approval
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[21-1658](#) Request to eliminate current Travel Policy and replace with TravelWise Guidelines

Attachments: [Travel Wise Guidelines 2021.pdf](#)
[Travel Policy FINAL.pdf](#)

Legislative History

12/8/21	Human Resources & Information Technology Committee	recommended for approval
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9. MINUTES OF THE FOX CITIES TRANSIT COMMISSION

[21-1672](#) Certify Public Transportation Agency Safety Plan (PTASP)

Attachments: [VT PTASP 12.1.21.pdf](#)

Legislative History

12/7/21	Fox Cities Transit Commission	recommended for approval
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[21-1673](#) Approve changes to Valley Transit Drug and Alcohol Policy

Attachments: [Valley Transit Drug Alcohol Policy.pdf](#)

Legislative History

12/7/21	Fox Cities Transit Commission	recommended for approval
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[21-1674](#) Approve the Intermunicipal Agreement with Outagamie County for Specialized Transportation Services for 2022 Contingent on Outagamie County Approval

Attachments: [OUTAGAMIE CONTRACT - 2022.pdf](#)

Legislative History

12/7/21	Fox Cities Transit Commission	recommended for approval
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[21-1675](#) Approve the Intermunicipal Agreement with Winnebago County for Specialized Transportation Services for 2022 Contingent on Winnebago County Approval

Attachments: [WINNEBAGO CONTRACT - 2022.pdf](#)

Legislative History

12/7/21 Fox Cities Transit Commission recommended for approval

[21-1676](#) Approve the Intermunicipal Agreement with Calumet County for Specialized Transportation Services for 2022 Contingent on Calumet County Approval

Attachments: [CALUMET CONTRACT - 2022.pdf](#)

Legislative History

12/7/21 Fox Cities Transit Commission recommended for approval

[21-1677](#) Approve the Intermunicipal Agreement with the City of Neenah and the Village of Fox Crossing for the Northern Winnebago Dial-A-Ride Service for 2022 Contingent on City of Neenah and the Village of Fox Crossing Approval

Attachments: [NW Dial-A-Ride - 2022.pdf](#)

Legislative History

12/7/21 Fox Cities Transit Commission recommended for approval

[21-1678](#) Approve 2022 - 2023 Federal Section 5310 Sub-recipient Contract

Attachments: [FCTC Approve Federal Section 5310 Sub-recipient Contract rate.pdf](#)
[2022 - 2023 5310 GRANT AGREEMENT LSS final.pdf](#)

Legislative History

12/7/21 Fox Cities Transit Commission recommended for approval

10. MINUTES OF THE BOARD OF HEALTH

M. CONSOLIDATED ACTION ITEMS

N. ITEMS HELD

O. ORDINANCES

[21-1707](#) Ordinances #80-21 and #81-21

Attachments: [Ordinances going to Council 12-15-21.pdf](#)

- P. LICENSE APPLICATIONS AND COMMUNICATIONS REFERRED TO COMMITTEES OF JURISDICTION
- Q. RESOLUTIONS SUBMITTED BY ALDERPERSONS REFERRED TO COMMITTEES OF JURISDICTION
- R. OTHER COUNCIL BUSINESS
 - [21-1728](#) Approve cancellation of January 5, 2022 Common Council meeting
- S. ADJOURN

Kami Lynch, City Clerk

Reasonable accommodations for persons with disabilities will be made upon request and if feasible.

Remote meeting attendance may be permitted pursuant to Section 2-29 of the Appleton Municipal Code and Rules of Council.