



# City of Appleton

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

## Meeting Minutes - Final Common Council

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Wednesday, February 7, 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 Meltzer*

C. PLEDGE OF ALLEGIANCE TO THE FLAG

D. ROLL CALL OF ALDERPERSONS

**Present:** 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 Alex Schultz, Alderperson Kristin Alfheim, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Chad Doran and Mayor Jake Woodford

**Excused:** 2 - Alderperson Vaya Jones and Alderperson Christopher Croatt

E. ROLL CALL OF OFFICERS AND DEPARTMENT HEADS

*All Departments were represented.*

F. APPROVAL OF PREVIOUS COUNCIL MEETING MINUTES

[24-0097](#)

Common Council Meeting Minutes of January 17, 2024

**Attachments:** [CC Minutes 1-17-24.pdf](#)

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

**Excused:** 2 - Alderperson Vaya Jones and Alderperson Christopher Croatt

**Abstained:** 1 - Mayor Jake Woodford

G. BUSINESS PRESENTED BY THE MAYOR

[24-0104](#) Utilities Director Recommendation

**Attachments:** [Utilities Director Recommendation to Council.pdf](#)  
[C. Stempa Resume.pdf](#)

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

**Aye:** 13 - 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 Kristin Alfheim, Aldersperson Nate Wolff, Aldersperson Sheri Hartzheim and Aldersperson Chad Doran

**Excused:** 2 - Aldersperson Vaya Jones and Aldersperson Christopher Croatt

**Abstained:** 1 - Mayor Jake Woodford

[24-0105](#) Proclamations

- Black History Month
- Burn Awareness Week
- Go Red for Women

**Attachments:** [Black History Month 2024.pdf](#)  
[Burn Awareness Week 2024 .pdf](#)  
[Go Red for Women Proclamation 2024.pdf](#)

[24-0106](#) AFD Stop the Bleed Demonstration

*Lt. Ryan Lee gave the Stop the Bleed Demonstration.*

H. PUBLIC PARTICIPATION

I. PUBLIC HEARINGS

J. SPECIAL RESOLUTIONS

K. ESTABLISH ORDER OF THE DAY

[24-0061](#)

Resolution for use of Efficiency and Conservation Block Grant Funds

**Attachments:**    [#1-R-24 Efficiency and Conservation Block Grant Funds.pdf](#)  
[2024 Resolution EECBG Memo.docx](#)

**Aldersperson Hartzheim moved, seconded by Aldersperson Doran, that the Resolution be amended to substitute the final paragraph as follows: Therefore, be it resolved that \$134,180 from the Efficiency and Conservation Block Grant (EECBG) grant will be applied to an existing qualifying initiative in the Appleton Public Library building project without expanding the already approved scope of the library building project. Be it further resolved that the resulting taxpayer debt savings of \$134,180 will be applied to another already budgeted city project or projects in lieu of the city incurring further debt for the other budgeted city project or projects. Roll Call. Motion failed by the following vote:**

**Aye:** 2 - Aldersperson Sheri Hartzheim and Aldersperson Chad Doran

**Nay:** 11 - 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 Kristin Alfheim and Aldersperson Nate Wolff

**Excused:** 2 - Aldersperson Vaya Jones and Aldersperson Christopher Croatt

**Abstained:** 1 - Mayor Jake Woodford

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

**Aye:** 11 - 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 Kristin Alfheim and Aldersperson Nate Wolff

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

**Excused:** 2 - Aldersperson Vaya Jones and Aldersperson Christopher Croatt

**Abstained:** 1 - Mayor Jake Woodford

L. COMMITTEE REPORTS

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

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

**Aye:** 13 - 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 Kristin Alfheim, Alderperson Nate Wolff, Alderperson Sheri Hartzheim and Alderperson Chad Doran

**Excused:** 2 - Alderperson Vaya Jones and Alderperson Christopher Croatt

**Abstained:** 1 - Mayor Jake Woodford

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

[24-0063](#)

Approve request from The Boldt Company for a street occupancy permit for the Fox Commons City Center Plaza construction site access point along Washington Street for a period ending on July 1, 2024.

**Attachments:** [Permanent Boldt - Fox Commons - 2-08-24 to 7-01-24.pdf](#)

**This Report Action Item was approved.**

[24-0064](#)

Approve request from Appleton Downtown Inc. and Creative Downtown Appleton, Inc. for a street occupancy permit to place ice carving throughout the downtown beautification strips for the weekend of February 23, 2024 and will remain up until they melt.

**Attachments:** [Creative ADI Ave of Ice Permit to Occupy 2024.pdf](#)

**This Report Action Item was approved.**

[24-0065](#)

Approve the 2024 Sole Source Purchase Request related to Various Traffic Equipment and Technologies.

**Attachments:** [Sole Source Purchase Request - Traffic Equipment \(2024\).pdf](#)

**This Report Action Item was approved.**

[24-0066](#)

Approve the award of single source contract with Star Protection and Patrol for 2024 Parking Ramp Security Services in an amount not to exceed \$57,000.00.

**Attachments:** [2024 Award Memo Star Protection and Patrol Security Services at Parking Ramps.pdf](#)

**This Report Action Item was approved.**

**2. MINUTES OF THE SAFETY AND LICENSING COMMITTEE**

**3. MINUTES OF THE CITY PLAN COMMISSION**

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

[24-0060](#)

Request to award contract to ISG for Phase II design services for Lundgaard Park in the amount of \$66,500 with a design contingency of \$5,000 for a total contract not to exceed \$71,500.

**Attachments:** [2024 Lundgaard Park Design Phase II.pdf](#)

This Report Action Item was approved.

[23-1472](#)

Request to Adopt the Proposed Revised Jones Park Rental and Fee Schedule Policy

**Attachments:** [Jones Park Rental and Fee Schedule Policy Memo.pdf](#)  
[Jones Park - Rental Fee Policy - CLEAN.pdf](#)  
[Jones Park - Rental Fee Policy - REDLINED.pdf](#)

This Report Action Item was approved.

[23-1471](#)

Adopt the Proposed Revised Houdini Plaza Rental and Fee Schedule Policy

**Attachments:** [Houdini Plaza Rental and Fee Schedule Policy Memo.pdf](#)  
[Houdini Plaza Rental and Fee Schedule - CLEAN.pdf](#)  
[Houdini Plaza Rental and Fee Schedule - REDLINED.pdf](#)

This Report Action Item was approved as amended in Committee.

#### 5. MINUTES OF THE FINANCE COMMITTEE

[24-0081](#)

Request to award Unit W-24 Sewer & Watermain Reconstruction No. 1 to Kruczek Construction, Inc. in the amount of \$2,959,994.96 with a 1% contingency of \$30,000 for a project total not to exceed \$2,989,994.96.

**Attachments:** [Contract Award Form W-24 w Bid Tab\\_Finance 01-22-2024.pdf](#)  
[Award Memo and Request for Scope Revision - Unit W-24 Sewer Water Relay No.1 Final.pdf](#)

This Report Action Item was approved.

[24-0087](#)

Request to approve Change Order #1 for Project Z-23 Water Reconstruction to increase for additional costs in the amount of \$335,035.04, resulting in a decrease to contingency from \$150,000 to \$0, along with the following 2023 budget amendment (2/3 vote of Council required):

**Water Fund**

|                                 |                |
|---------------------------------|----------------|
| Z-23 Water Reconstruction       | + \$185,035.04 |
| X-23 Water Capital Construction | - \$185,035.04 |

**Attachments:** [Copy of Z-23 Change Order Approval Form.pdf](#)  
[Z-23 Change Order 1 Contract Amendment Memo Final r1.pdf](#)

This Report Action Item was approved.

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

[24-0052](#)

Request to approve the Preliminary 2024-2025PY (Program Year) Community Development Block Grant (CDBG) Community Partner Allocations (Non-Public Services) as specified in the attached staff memo

**Attachments:** [Staff Memo\\_CDBG Advisory Board Recommendations\\_2024 Allocations.pdf](#)  
[Award Allocation Recommendations From CDBG Advisory Board 1-15-2024.pdf](#)  
[PY2024 CDBG Application Information.pdf](#)  
[Approved CDBG Policy 11-17-2021.pdf](#)  
[CDBG Funding History.pdf](#)

This Report Action Item was approved.

[24-0053](#)

Request to approve the reallocation of 2023-2024PY (Program Year) Community Development Block Grant (CDBG) funding in the amount of \$28,981.24 among the 2024-2025PY Public Services applicants as specified in the attached staff memo

**Attachments:** [Staff Memo\\_CDBG Advisory Board Recommendations\\_2023 PS Reallocation.pdf](#)  
[Award Allocation Recommendations From CDBG Advisory Board 1-15-2024.pdf](#)  
[PY2024 CDBG Application Information.pdf](#)  
[Approved CDBG Policy 11-17-2021.pdf](#)  
[CDBG Funding History.pdf](#)

This Report Action Item was approved.

## 7. MINUTES OF THE UTILITIES COMMITTEE

[24-0076](#)

Sole Source Engineering Services Contract to McMahon Associates as part of the 2024 Aeration Process Upgrades Project in the amount of \$64,500 with a 12% contingency of \$7,740 for a Project Total not to exceed \$72,240.

**Attachments:** [240119\\_UC Sole Source Memo\\_AerationProcessUpgradesMcMahon.pdf](#)  
[20240118 Aeration Process Upgrades Project.pdf](#)

This Report Action Item was approved.

[24-0077](#)

Award Final Clarifier Tank Underdrain and Tank Drain Rehabilitation Contract to Sabel Mechanical in the amount of \$44,411 with 15% contingency of \$6,662 for a project total not to exceed \$51,073.

**Attachments:** [240119\\_Memo\\_Final Clarifier Underdrain Rehab Contract\\_Sabel.pdf](#)

This Report Action Item was approved.

[24-0088](#)

Sole Source purchase of Final Clarifier Tank Underdrain and Tank Drain Pumps, Pump Rail Guide Systems, and Miscellaneous Pump Fittings from Quality Flow Systems in the amount of \$89,960 with a 5% contingency of \$4,500 for a total not to exceed \$94,460.

**Attachments:** [240119\\_Memo\\_Final Clarifier Underdrain Pump Purchase.pdf](#)  
[011924 Quality Flow Systems Sole Source Request.pdf](#)

This Report Action Item was approved.

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

## 9. MINUTES OF THE FOX CITIES TRANSIT COMMISSION

[24-0070](#)

Access Control Contract - Whitman Construction Project

**Attachments:** [Authorization to Purchase Access Control from Faith Technologies 01.17.2024.pdf](#)

This Report Action Item was approved.

## 10. MINUTES OF THE BOARD OF HEALTH

M. CONSOLIDATED ACTION ITEMS

N. ITEMS HELD

[23-1476](#)

Resolution #15-R-23 Parking Facility & Management Study

**Attachments:** [#15-R-23 Parking Facility & Management Study.pdf](#)  
[15-R-23 Parking Facility Management Study Amended.pdf](#)

**Alderson Doran moved, seconded by Alderson Hartzheim, that the Resolution be amended by substitution back to its original form. Roll Call. Motion failed by the following vote:**

**Aye:** 5 - Alderson Patrick Hayden, Alderson Alex Schultz, Alderson Nate Wolff, Alderson Sheri Hartzheim and Alderson Chad Doran

**Nay:** 8 - Alderson William Siebers, Alderson Vered Meltzer, Alderson Brad Firkus, Alderson Israel Del Toro, Alderson Katie Van Zeeland, Alderson Denise Fenton, Alderson Joss Thyssen and Alderson Kristin Alfheim

**Excused:** 2 - Alderson Vaya Jones and Alderson Christopher Croatt

**Abstained:** 1 - Mayor Jake Woodford

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

**Aye:** 11 - 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 Kristin Alfheim and Alderson Nate Wolff

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

**Excused:** 2 - Alderson Vaya Jones and Alderson Christopher Croatt

**Abstained:** 1 - Mayor Jake Woodford

O. ORDINANCES

P. LICENSE APPLICATIONS AND COMMUNICATIONS REFERRED TO COMMITTEES OF JURISDICTION

Q. RESOLUTIONS SUBMITTED BY ALDERPERSONS REFERRED TO COMMITTEES OF JURISDICTION

R. OTHER COUNCIL BUSINESS



S. ADJOURN

**Aldersperson Hartzheim moved, seconded by Aldersperson Del Toro, that the meeting be adjourned at 7:37 p.m. Roll Call. Motion carried by the following vote:**

**Aye:** 13 - 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 Kristin Alfheim, Aldersperson Nate Wolff, Aldersperson Sheri Hartzheim and Aldersperson Chad Doran

**Excused:** 2 - Aldersperson Vaya Jones and Aldersperson Christopher Croatt

**Abstained:** 1 - Mayor Jake Woodford

Kami Lynch, City Clerk