



# City of Appleton

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

## Meeting Minutes - Final Common Council

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Wednesday, October 16, 2024

7:00 PM

Council Chambers

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A. CALL TO ORDER

*The meeting was called to order by Mayor Woodford at 7:01 p.m.*

B. INVOCATION

*The Invocation was offered by Alderperson Schultz.*

C. PLEDGE OF ALLEGIANCE TO THE FLAG

D. ROLL CALL OF ALDERPERSONS

*Alderperson Wolff arrived at 7:32 p.m.*

**Present:** 13 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Patrick Hayden, Alderperson Patti Heffernan, Alderperson Alex Schultz, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt, Alderperson Chad Doran and Mayor Jake Woodford

**Excused:** 3 - Alderperson Martyn Smith, Alderperson Vaya Jones and Alderperson Kristin Alfheim

E. ROLL CALL OF OFFICERS AND DEPARTMENT HEADS

*All Departments were represented.*

F. APPROVAL OF PREVIOUS COUNCIL MEETING MINUTES

[24-1330](#)

Common Council Meeting Minutes of October 2, 2024

**Attachments:** [CC Minutes 10-2-24.pdf](#)

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

**Aye:** 11 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Patrick Hayden, Alderperson Patti Heffernan, Alderperson Alex Schultz, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt and Alderperson Chad Doran

**Excused:** 4 - Alderperson Martyn Smith, Alderperson Vaya Jones, Alderperson Kristin Alfheim and Alderperson Nate Wolff

**Abstained:** 1 - Mayor Jake Woodford

G. BUSINESS PRESENTED BY THE MAYOR

H. PUBLIC PARTICIPATION

*Cindy Reed, 3425 N Marcos Ln spoke regarding Item #24-1105 Operator License.*

I. PUBLIC HEARINGS

J. SPECIAL RESOLUTIONS

[24-1334](#)

Resolution to Participate in the Outagamie Co. Hazard Mitigation Plan

**Attachments:** [2024-05 Outagamie County HMP 2024-2029 Resolution.pdf](#)

**Aldersperson Hartzheim moved, seconded by Aldersperson Meltzer, 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 Katie Van Zeeland, Aldersperson Denise Fenton, Aldersperson Patrick Hayden, Aldersperson Patti Heffernan, Aldersperson Alex Schultz, Aldersperson Sheri Hartzheim, Aldersperson Christopher Croatt and Aldersperson Chad Doran

**Excused:** 4 - Aldersperson Martyn Smith, Aldersperson Vaya Jones, Aldersperson Kristin Alfheim and Aldersperson Nate Wolff

**Abstained:** 1 - Mayor Jake Woodford

K. ESTABLISH ORDER OF THE DAY

[24-0420](#)

Class "B" Beer and Reserve "Class B" Liquor License application for Delaires LLC d/b/a Delaire's, David Boulanger, Agent, located at 823 W. College Ave, contingent upon approval from the Health and Inspections departments.

**Attachments:** [Delaire's.Alcohol.Class B\\_Beer\\_Reserve\\_Liquor.4.10.24.REDACTED.pdf](#)

**This Item was referred back to the Safety and Licensing Committee by Aldersperson Firkus.**

[24-1105](#)

Operator License for Cindy Reed.

**Attachments:** [Cindy Reed Operator License Application.pdf](#)  
[Cindy Reed Clerk Letter.pdf](#)  
[Cindy Reed PD Letter.pdf](#)  
[Cindy Reed Denial Appeal Memo.pdf](#)  
[Cindy Reed Documents Submitted to Safety and Licensing.pdf](#)  
[Cindy Reed - WN Co 23CF277.pdf](#)  
[Cindy Reed - WN Co 23TR4251.pdf](#)

**Alderson Croatt moved, seconded by Alderson Hartzheim, that the Operator License be approved (notwithstanding vote taken). Roll Call. Motion failed by the following vote, and the operator license was denied:**

**Aye:** 4 - Alderson William Siebers, Alderson Vered Meltzer, Alderson Patti Heffernan and Alderson Alex Schultz

**Nay:** 7 - Alderson Brad Firkus, Alderson Katie Van Zeeland, Alderson Denise Fenton, Alderson Patrick Hayden, Alderson Sheri Hartzheim, Alderson Christopher Croatt and Alderson Chad Doran

**Excused:** 4 - Alderson Martyn Smith, Alderson Vaya Jones, Alderson Kristin Alfheim and Alderson Nate Wolff

**Abstained:** 1 - Mayor Jake Woodford

[24-1313](#)

Approve Bellaire Court Asphalt Reconstruction Design.

**Attachments:** [Bellaire Court Design Approval Memo MSC 10-07-2024.pdf](#)  
[10-07-2024 MSC DPW Q&A 2026 Reconst St.pdf](#)  
[Bellaire Reconstruct Kim Reilly Email.pdf](#)  
[Bellaire Reconstruct Kyle Tripp Email.pdf](#)  
[Bellaire Reconstruct Marisa Meister Email.pdf](#)  
[Bellaire Reconstruct Mary Gerlach Email.pdf](#)  
[Bellaire Reconstruct Timothy Watson Email.pdf](#)

**Alderson Fenton moved, seconded by Alderson Meltzer, that the Asphalt Reconstruction Design 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 Patti Heffernan, Alderson Alex Schultz, Alderson Nate Wolff, Alderson Sheri Hartzheim, Alderson Christopher Croatt and Alderson Chad Doran

**Excused:** 3 - Alderson Martyn Smith, Alderson Vaya Jones and Alderson Kristin Alfheim

**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](#)

*The Motion to approve fails 7/5.*

**Aldersperson Fenton moved, seconded by Aldersperson Firkus, that the Municipal Code Update be approved. Roll Call. Motion failed (8 votes required to approve) by the following vote:**

**Aye:** 7 - Aldersperson William Siebers, Aldersperson Vered Meltzer, Aldersperson Brad Firkus, Aldersperson Katie Van Zeeland, Aldersperson Denise Fenton, Aldersperson Patrick Hayden and Aldersperson Nate Wolff

**Nay:** 5 - Aldersperson Patti Heffernan, Aldersperson Alex Schultz, Aldersperson Sheri Hartzheim, Aldersperson Christopher Croatt and Aldersperson Chad Doran

**Excused:** 3 - Aldersperson Martyn Smith, Aldersperson Vaya Jones and Aldersperson Kristin Alfheim

**Abstained:** 1 - Mayor Jake Woodford

## L. COMMITTEE REPORTS

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

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

**Aye:** 12 - Aldersperson William Siebers, Aldersperson Vered Meltzer, Aldersperson Brad Firkus, Aldersperson Katie Van Zeeland, Aldersperson Denise Fenton, Aldersperson Patrick Hayden, Aldersperson Patti Heffernan, Aldersperson Alex Schultz, Aldersperson Nate Wolff, Aldersperson Sheri Hartzheim, Aldersperson Christopher Croatt and Aldersperson Chad Doran

**Excused:** 3 - Aldersperson Martyn Smith, Aldersperson Vaya Jones and Aldersperson Kristin Alfheim

**Abstained:** 1 - Mayor Jake Woodford

## 1. MINUTES OF THE MUNICIPAL SERVICES COMMITTEE

[24-1311](#)

Approve Alexander Street Asphalt Reconstruction Design.

**Attachments:** [Alexander St Design Approval Memo MSC 10-07-2024.pdf](#)

**This Report Action Item was approved.**

[24-1312](#)

Approve Bell Avenue Asphalt Reconstruction Design.

**Attachments:** [Bell Ave Design Approval Memo MSC 10-07-2024.pdf](#)

This Report Action Item was approved.

[24-1314](#)

Approve Melrose Avenue Asphalt Reconstruction Design.

**Attachments:** [Melrose Ave Design Approval Memo MSC 10-07-2024.pdf](#)

This Report Action Item was approved.

[24-1315](#)

Approve Long-Term Temporary Occupancy Permit Extension on College Avenue and on Drew Street to Boldt for Lawrence University/Trout Museum Construction Project Through November 22, 2024.

**Attachments:** [24-049-T\\_REV1.pdf](#)

This Report Action Item was approved.

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

[24-1235](#)

Class "B" Beer and "Class C" Wine License application for MyMy LLC d/b/a MyMy, Pa Zao Chang, Agent, located at 2825 Ballard Rd, contingent upon approval from the Health and Inspections departments.

**Attachments:** [MyMy\\_LL.C.Alcohol.Class B\\_Beer\\_Class C\\_Wine.9.9.2024.REDACTED.pdf](#)

This Report Action Item was approved.

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

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

**5. MINUTES OF THE FINANCE COMMITTEE**

[24-1278](#)

Request to award Appleton Water Treatment Facility Carbon Dioxide System Rehabilitation Project Base Bid to Rohde Brothers, Inc., in the amount of \$208,000 with a 10% contingency of \$20,800 for a project total not to exceed \$228,800.

**Attachments:** [240926\\_FinanceMemo\\_BidAward\\_AWTF\\_CO2\\_RohdeContract.pdf](#)

This Report Action Item was approved.

[24-1305](#)

Request to approve the following 2024 Budget amendment:

**General Fund - Police**

Donation & Memorials	+ \$51,339
Training/Conferences	+ \$6,085
Other Contracts/Obligation	+ \$36,000
Patrol - Misc Supplies	+ \$1,782
Patrol - Other Contract/Obligations	+ \$7,472

To record K9 reimbursements for two canines, training courses, equipment, & medical expenses.

**Attachments:** [Police K9 BUA.pdf](#)

**This Report Action Item was approved.**

[24-1306](#)

Request to approve inventory write-off of \$2,521.20 for parts no longer needed for Wastewater systems.

**Attachments:** [WW Inventory Write off memo Oct 2024.pdf](#)

**This Report Action Item was approved.**

[24-1307](#)

Request to approve sole source contract with Restoration Systems, Inc. to complete Phase 3 of the Green Ramp Barrier Panel Emergency Repair in an amount not to exceed \$73,700.

**Attachments:** [Finance Agenda 10-07-2024 RSI Green Ramp Phase 3.pdf](#)

**This Report Action Item was approved.**

[24-1308](#)

Request to Amend State/Municipal Financial Agreement for I-41/Ballard Interchange Project (Proposed 2025 City Cost Share \$431,050; Current City Cost Share \$435,200).

**Attachments:** [I-41 Ballard SMFA Amend Finance Memo 10-07-2024.pdf](#)  
[SMFA\\_1130-65-76\\_Ballard\\_Road\\_CTH\\_E\\_20240919.pdf](#)

**This Report Action Item was approved.**

[24-1317](#)

Request to award contract to KleenMark to provide Janitorial Services to all City of Appleton facilities/locations for the years 2025-2029. The contract totals are 2025 (\$463,883), 2026 (\$477,800), 2027 (\$492,134), 2028 (\$506,898), and 2029 (\$522,105) annually.

**Attachments:** [Custodial Services Contract.pdf](#)

**This Report Action Item was approved.**

[24-1319](#)

Request to award sole source purchase of Final Effluent Screw Pump Gearbox Inspection & Rebuild Services to Midwest Power Products in the amount of \$35,298 with a 10% contingency of \$3,530 for a total not to exceed \$38,828.

**Attachments:** [2401002\\_SoleSourceAward\\_MPP\\_Screw\\_Pump\\_Gearbox.pdf](#)  
[Sole Source - MPP.pdf](#)

This Report Action Item was approved.

- 6. MINUTES OF THE COMMUNITY DEVELOPMENT COMMITTEE
- 7. MINUTES OF THE UTILITIES COMMITTEE
- 8. MINUTES OF THE HUMAN RESOURCES & INFORMATION TECHNOLOGY COMMITTEE
- 9. MINUTES OF THE FOX CITIES TRANSIT COMMISSION
- 10. MINUTES OF THE BOARD OF HEALTH
- M. CONSOLIDATED ACTION ITEMS
- N. ITEMS HELD
- O. ORDINANCES

[24-1309](#)

Ordinance #138-24

**Attachments:** [Ordinances to Council 10-16-24.pdf](#)

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

**Aye:** 12 - Aldersperson William Siebers, Aldersperson Vered Meltzer, Aldersperson Brad Firkus, Aldersperson Katie Van Zeeland, Aldersperson Denise Fenton, Aldersperson Patrick Hayden, Aldersperson Patti Heffernan, Aldersperson Alex Schultz, Aldersperson Nate Wolff, Aldersperson Sheri Hartzheim, Aldersperson Christopher Croatt and Aldersperson Chad Doran

**Excused:** 3 - Aldersperson Martyn Smith, Aldersperson Vaya Jones and Aldersperson Kristin Alfheim

**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
- S. ADJOURN

**Alderson Hartzheim moved, seconded by Alderson Meltzer, that the meeting be adjourned at 7:50 p.m. 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 Patti Heffernan, Alderson Alex Schultz, Alderson Nate Wolff, Alderson Sheri Hartzheim, Alderson Christopher Croatt and Alderson Chad Doran

**Excused:** 3 - Alderson Martyn Smith, Alderson Vaya Jones and Alderson Kristin Alfheim

**Abstained:** 1 - Mayor Jake Woodford

Kami Lynch, City Clerk