



City of Appleton

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

Meeting Minutes - Final Common Council

Wednesday, December 18, 2024

7:00 PM

Council Chambers

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 Firkus.

C. PLEDGE OF ALLEGIANCE TO THE FLAG

D. ROLL CALL OF ALDERPERSONS

Present: 13 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Martyn Smith, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Patrick Hayden, Alderperson Alex Schultz, Alderperson Kristin Alfheim, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt and Mayor Jake Woodford

Excused: 3 - Alderperson Patti Heffernan, Alderperson Vaya Jones and Alderperson Chad Doran

E. ROLL CALL OF OFFICERS AND DEPARTMENT HEADS

All Departments were represented.

F. APPROVAL OF PREVIOUS COUNCIL MEETING MINUTES

[24-1600](#)

Common Council Meeting Minutes of December 4, 2024

Attachments: [CC Minutes 12-4-24.pdf](#)

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

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

Excused: 3 - Alderperson Patti Heffernan, Alderperson Vaya Jones and Alderperson Chad Doran

Abstained: 1 - Mayor Jake Woodford

G. BUSINESS PRESENTED BY THE MAYOR

[24-1521](#) Parade Committee Awards Presentation

Corey Otis presented the 2024 Christmas Parade awards.

[24-1599](#) Confirmation of Appointment

Attachments: [Dec 18 2024 Council Appointment Memo.pdf](#)

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

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

Excused: 3 - Aldersperson Patti Heffernan, Aldersperson Vaya Jones and Aldersperson Chad Doran

Abstained: 1 - Mayor Jake Woodford

H. PUBLIC PARTICIPATION

There were no members of the public present to speak during public participation.

I. PUBLIC HEARINGS

J. SPECIAL RESOLUTIONS

K. ESTABLISH ORDER OF THE DAY

[24-1598](#) Approve Water Rate Study Consultant.

Attachments: [Water Rate Study award consultant memo Dec 2024.pdf](#)

Aldersperson Firkus moved, seconded by Aldersperson Meltzer, that the Water Rate Study Consultant of Trilogy be approved. Roll Call. Motion carried by the following vote:

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

Excused: 3 - Aldersperson Patti Heffernan, Aldersperson Vaya Jones and Aldersperson Chad Doran

Abstained: 1 - Mayor Jake Woodford

[24-1546](#)

Approval to hire CP2 Consulting for the City of Appleton Strategic Guide Facilitation Services.

Attachments: [Strategic Planning RFP Memo.pdf](#)
 [CP2 Strategic Plan Proposal.pdf](#)

Aldersperson Croatt moved, seconded by Aldersperson Meltzer, that the hiring of the consultant be approved. Roll Call. Motion carried by the following vote:

Aye: 11 - Aldersperson William Siebers, Aldersperson Vered Meltzer, Aldersperson Brad Firkus, Aldersperson Martyn Smith, Aldersperson Katie Van Zeeland, Aldersperson Denise Fenton, Aldersperson Patrick Hayden, Aldersperson Alex Schultz, Aldersperson Kristin Alfheim, Aldersperson Nate Wolff and Aldersperson Christopher Croatt

Nay: 1 - Aldersperson Sheri Hartzheim

Excused: 3 - Aldersperson Patti Heffernan, Aldersperson Vaya Jones and Aldersperson Chad Doran

Abstained: 1 - Mayor Jake Woodford

[24-1569](#)

Request to approve the Relocation Order for the Lawe Street reconstruction project from College Avenue to Spring Street.

Attachments: [0515 - Lawe - Relocation Order \(12-02-2024\).pdf.pdf](#)

Aldersperson Hartzheim moved, seconded by Aldersperson Croatt, that the Relocation order be approved. Roll Call. Motion carried by the following vote:

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

Excused: 3 - Aldersperson Patti Heffernan, Aldersperson Vaya Jones and Aldersperson Chad Doran

Abstained: 1 - Mayor Jake Woodford

L. COMMITTEE REPORTS

Balance of the action items on the agenda.

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

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

Excused: 3 - Alderperson Patti Heffernan, Alderperson Vaya Jones and Alderperson Chad Doran

Abstained: 1 - Mayor Jake Woodford

1. MINUTES OF THE MUNICIPAL SERVICES COMMITTEE

[24-1562](#) Approve 2025 Morrison Street Asphalt Reconstruction Traffic Calming Design Changes.

Attachments: [Morrison St Design Changes 12-09-2024 .pdf](#)

This Report Action Item was approved.

[24-1563](#) Award 2025 Contract for Operation, Maintenance, and Monitoring at the Closed City of Appleton Landfill to SCS Engineers, in an amount not to exceed \$76,361.

Attachments: [Award 2025 SCS Mackville 12-09-2024 .pdf](#)

This Report Action Item was approved.

[24-1564](#) 2025 Sole Source Purchase Request - Various Traffic Equipment & Technologies

Attachments: [Sole Source Purchase Request - Traffic Equipment 2025.pdf](#)

This Report Action Item was approved.

2. MINUTES OF THE SAFETY AND LICENSING COMMITTEE

[24-1495](#) Operator License for Crystal Williams.

Attachments: [Crystal Williams Application.pdf](#)
[Crystal Williams Clerk's Letter.pdf](#)
[Crystal Williams denial letter.pdf](#)
[Crystal Williams supplemental denial.pdf](#)
[Crystal Williams Operator License Memo.pdf](#)
[Letter provided by Crystal Williams 12.11.24.pdf](#)

The recommendation to deny the license was approved.

[24-1500](#)

2025 Secondhand Jewelry, Secondhand Article, and Pawnbroker License renewal applications, contingent upon approval from all departments.

Attachments: [2025 SECONDHAND.PAWN RENEWALS.pdf](#)

This Report Action Item was approved.

[24-1501](#)

Class "B" Beer and "Class B" Liquor License application for Sushi Lover in Appleton LLC d/b/a Sushi Lover, Zhen Zhen Sun, Agent, located at 527 W. College Ave, contingent upon approval from the Community Development, Health, and Inspections departments.

Attachments: [Sushi Lover in Appleton LLC.Alcohol.Class B Beer Liquor.11.11.24.REDACTED.pdf](#)

This Report Action Item was approved.

[24-1502](#)

Class "B" Beer and "Class B" Liquor License application for Eldorado Moon LLC d/b/a Missfits Tavern, Hollyann Strunc, Agent, located at 317 N. Appleton St, contingent upon approval from the Community Development, Health and Inspections departments.

Attachments: [Missfits Tavern.Eldorado Moon LLC.Alcohol.Class B Beer Liquor.11.11.24.REDACTED.pdf](#)

This Report Action Item was approved.

[24-1519](#)

Class "B" Beer and "Class B" Liquor License application for Taste of Thai Appleton LLC d/b/a Mad Elephant, Chisa Jitmaiwong, Agent, located at 1222 S. Oneida St, contingent upon approval from the Community Development, Health, and Inspections departments.

Attachments: [Mad Elephant.Tast of Thai Appleton LLC. Alcohol. Class B Beer Liquor.11.25.24.REDACTED.pdf](#)

This Report Action Item was approved.

[24-1506](#)

Police Department Requests Approval of Sole Source Purchase for Load Bearing Vests

Attachments: [2025 Sole Source Memo.pdf](#)
[Armor Express - PD.pdf](#)

This Report Action Item was approved.

[24-1566](#) Fire Department Request to Apply - Assistance to Firefighter Grant

Attachments: [Request to Apply AFG SCBA.pdf](#)

This Report Action Item was approved.

[24-1567](#) Fire Department Request to Purchase Cardiac Monitors

Attachments: [12-04-24 Request to Purchase Cardiac Monitors.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

[24-1570](#) Request to approve contract extension for BMC ARPA Grant Administration Contract.

Attachments: [MemoContractExtension_BMCARPA.pdf](#)

This Report Action Item was approved.

[24-1571](#) Request to approve Development Agreement for Lumbini Estates (Saket, LLC).

Attachments: [0288 - Lumbini - Development Agreement - Draft 12-03-2024.pdf.pdf](#)
[LumbiniEstate DAMemo 12052024.pdf](#)

This Report Action Item was approved.

[24-1572](#) Request to approve write off of \$49,609.68 of accounts receivable invoices and \$23,407.02 of personal property taxes (outstanding over one year).

Attachments: [AR Write Off List 2024.pdf](#)
[PP Write off List 2024.pdf](#)

This Report Action Item was approved.

6. MINUTES OF THE COMMUNITY DEVELOPMENT COMMITTEE

7. MINUTES OF THE UTILITIES COMMITTEE

[24-1531](#)

Award Organic Recycling Contractor Services to Hsu Growing Supply for an extended one (1) year term ending December 31, 2025.

Attachments: [241202_UCMHSU_contract_extension_2025.pdf](#)

This Report Action Item was approved.

[24-1532](#)

Award 2025A Stormwater Management Plan review contract to Brown and Caldwell in an amount not to exceed \$80,000.

Attachments: [2025A BC Plan Review Award Util Memo 12-10-2024.pdf](#)

This Report Action Item was approved.

[24-1533](#)

Award 2025B Stormwater Management Plan review contract to raSmith in an amount not to exceed \$30,000.

Attachments: [2025B raSmith Plan Review Award Util Memo 12-10-2024_r1.pdf](#)

This Report Action Item was approved.

[24-1534](#)

Award N-24 Spot Repairs, Protruding Taps & Mineral Deposit Removal to New Restoration and Recovery Services, LLC dba Aqualis, in an amount not to exceed \$129,512.50

Attachments: [N-24 Contract Award Form w Bid Tabs.pdf](#)

This Report Action Item was approved.

[24-1535](#)

Amend K-24 Native Vegetation Contract (K-24) with Robert E. Lee & Associates, Inc. dba NES Ecological Services by an increase of \$15,000, from \$192,345.12 to a new amount not to exceed \$207,345.12.

Attachments: [K-24 NES Contract Amend Util Memo 12-10-2024.pdf](#)

This Report Action Item was approved.

[24-1536](#)

Approve Contract Amendment #2 to McMahon as part of the Wastewater Treatment Plant Grit Removal, Blended Sludge Piping and Heat Exchanger Replacement Project for additional design and construction management services in the amount of \$18,900.

Attachments: [241120_Uilities Memo_HEX Project Contract Amendment2.pdf](#)

This Report Action Item was approved.

[24-1580](#)

Approval of an Engineering Services Contract for the North and Ridgeway Tower Coating Projects to Dixon Engineering, Inc. in the amount of \$129,390 plus a 7.5% contingency of \$9,704 for a total cost of \$139,094.

Attachments: [2025 North-Ridgeway Tower Coating Services Contact Award Memo.pdf](#)

This Report Action Item was approved.

8. MINUTES OF THE HUMAN RESOURCES & INFORMATION TECHNOLOGY COMMITTEE

[24-1545](#)

Approval to Over Hire for the Deputy Director Human Resources Position.

Attachments: [Over Hire HR Deputy Director.pdf](#)

This Report Action Item was approved.

9. MINUTES OF THE FOX CITIES TRANSIT COMMISSION

[24-1553](#)

Approve the Intermunicipal Agreement with Outagamie County for Specialized Transportation Services for 2025 Contingent on Outagamie County Approval

Attachments: [2025 Outagamie County Contract.pdf](#)

This Report Action Item was approved.

[24-1554](#)

Approve the Intermunicipal Agreement with Winnebago County for Specialized Transportation Services for 2025 Contingent on Winnebago County Approval

Attachments: [2025 Winnebago County Contract.pdf](#)

This Report Action Item was approved.

[24-1555](#)

Approve the Intermunicipal Agreement with Calumet County for Specialized Transportation Services for 2025 Contingent on Calumet County Approval

Attachments: [2025 Calumet County Contract.pdf](#)

This Report Action Item was approved.

[24-1556](#)

Approve the Intermunicipal Agreement with the City of Neenah for Northern Winnebago Dial-A-Ride Service for 2025 Contingent on City of Neenah Approval

Attachments: [2025 NWDAR Neenah Contract.pdf](#)

This Report Action Item was approved.

[24-1557](#)

Approve the Intermunicipal Agreement with the Village of Fox Crossing for the Northern Winnebago Dial-A-Ride Services for 2025 Contingent on the Village of Fox Crossing Approval

Attachments: [2025 NWDAR Fox Crossings Contract.pdf](#)

This Report Action Item was approved.

10. MINUTES OF THE BOARD OF HEALTH

M. CONSOLIDATED ACTION ITEMS

N. ITEMS HELD

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. CLOSED SESSION

[24-1597](#)

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 items related to the proposed Valley Transit Mixed Use Development. Upon conclusion of the closed session, the Common Council will then reconvene into open session.

Aldersperson Hartzheim moved, seconded by Aldersperson Meltzer, that the Common Council convene into Closed Session at 7:22 p.m. Roll Call. Motion carried by the following vote:

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

Excused: 3 - Aldersperson Patti Heffernan, Aldersperson Vaya Jones and Aldersperson Chad Doran

Abstained: 1 - Mayor Jake Woodford

T. ADJOURN

Aldersperson Hartzheim moved, seconded by Aldersperson Fenton, to reconvene into open session at 8:17 p.m. Roll Call. Motion carried 12/0 and at 8:17 the Council reconvened in open session. No action was taken in closed session.

Aldersperson Hartzheim moved, seconded by Aldersperson Croatt, that the meeting be adjourned at 8:18 p.m. Roll Call. Motion carried by the following vote:

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

Excused: 3 - Aldersperson Patti Heffernan, Aldersperson Vaya Jones and Aldersperson Chad Doran

Abstained: 1 - Mayor Jake Woodford

Kami Lynch, City Clerk