



# City of Appleton

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

## Meeting Minutes - Final Common Council

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Wednesday, September 7, 2022

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 Del Toro.*

C. PLEDGE OF ALLEGIANCE TO THE FLAG

D. ROLL CALL OF ALDERPERSONS

**Present:** 15 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Israel Del Toro, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Maiyoua Thao, Alderperson Joss Thyssen, Alderperson Alex Schultz, Alderperson Kristin Alfheim, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt, Alderperson Chad Doran and Mayor Jake Woodford

**Excused:** 1 - Alderperson Vaya Jones

E. ROLL CALL OF OFFICERS AND DEPARTMENT HEADS

*All departments were represented.*

F. APPROVAL OF PREVIOUS COUNCIL MEETING MINUTES

[22-1103](#)

Common Council Meeting Minutes of August 17, 2022

**Attachments:** [CC Minutes 8-17-22.pdf](#)

**Alderperson Hartzheim moved, seconded by Alderperson Alfheim, 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 Maiyoua Thao, Alderperson Joss Thyssen, Alderperson Alex Schultz, Alderperson Kristin Alfheim, Alderperson Nate Wolff, Alderperson Sheri Hartzheim and Alderperson Christopher Croatt

**Excused:** 1 - Alderperson Vaya Jones

**Abstained:** 2 - Alderperson Chad Doran and Mayor Jake Woodford

G. BUSINESS PRESENTED BY THE MAYOR

[22-1124](#)

Proclamations

- Childhood Cancer Awareness Month
- Hispanic Heritage Month
- Rail Safety Week
- Senior Center Month

**Attachments:** [Childhood Cancer Awareness Month Proclamation.pdf](#)  
[Hispanic Heritage Month Proclamation.pdf](#)  
[Rail Safety Week Proclamation.pdf](#)  
[Senior Center Month Proclamation.pdf](#)

H. PUBLIC PARTICIPATION

*The following spoke regarding Item 22-1078 Street Terrace Policy:  
Bridget Allman, 329 E. Summer Street  
Rollie Ritchie, 1334 S. Memorial Drive*

*Jennifer Stephany, Executive Director of Appleton Downtown Inc, spoke regarding  
Items 22-1061 Downtown Appleton BID 2023 Operating Plan & 22-1081 Request to  
install LED light strands on College Avenue.*

I. PUBLIC HEARINGS

J. SPECIAL RESOLUTIONS

K. ESTABLISH ORDER OF THE DAY

[22-1078](#)

Approve modifications to the City of Appleton Street Terrace Policy.

**Attachments:** [Street Terrace Policy Update.pdf](#)  
[Resolution 7-R-22-Street Terrace Policy \(1\).pdf](#)

**The Item was referred to the Municipal Services Committee by Alderperson Doran, due back on 9/12/2022.**

[22-1081](#)

Request from Appleton Downtown Inc. for a street occupancy permit to install permanent Edison bulb style LED light strands at the College Avenue intersections of Superior, Appleton, Oneida and Morrison.

**Attachments:** [Light request letter.pdf](#)

**Aldersperson Hartzheim moved, seconded by Aldersperson Croatt, that the Street Occupancy Permit 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 Maiyoua Thao, Aldersperson Joss Thyssen, Aldersperson Alex Schultz, Aldersperson Kristin Alfheim, Aldersperson Nate Wolff, Aldersperson Sheri Hartzheim, Aldersperson Christopher Croatt and Aldersperson Chad Doran

**Excused:** 1 - Aldersperson Vaya Jones

**Abstained:** 1 - Mayor Jake Woodford

[22-1058](#)

Request to approve Special Use Permit #9-22 to remove an existing car wash and construct a new car wash use located at 1920 E. Longview Drive (Tax Id #31-1-6550-08), as shown on the attached materials 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\\_1920ELongviewDr\\_SUP\\_For08-24-22.pdf](#)

**Aldersperson Croatt moved, seconded by Aldersperson Hartzheim, that the Special Use Permit 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 Maiyoua Thao, Aldersperson Joss Thyssen, Aldersperson Alex Schultz, Aldersperson Kristin Alfheim, Aldersperson Nate Wolff, Aldersperson Sheri Hartzheim, Aldersperson Christopher Croatt and Aldersperson Chad Doran

**Excused:** 1 - Aldersperson Vaya Jones

**Abstained:** 1 - Mayor Jake Woodford

[22-1083](#)

Request to award the ARPA Grant Administration contract to Booth Management Consulting, LLC for a project total not to exceed \$150,000

**Attachments:** [ARPA Grant Administration.pdf](#)

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

**Aye:** 11 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Israel Del Toro, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Maiyoua Thao, Alderperson Alex Schultz, Alderperson Kristin Alfheim, Alderperson Nate Wolff and Alderperson Christopher Croatt

**Nay:** 3 - Alderperson Joss Thyssen, Alderperson Sheri Hartzheim and Alderperson Chad Doran

**Excused:** 1 - Alderperson Vaya Jones

**Abstained:** 1 - Mayor Jake Woodford

[22-1100](#)

Request to approve the allocation of excess General Fund balance at December 31, 2021 and the following related 2022 Budget amendments:

**General Fund**

Transfer Out - IT Capital Projects Fund	+\$ 550,000
Public Works Department	+\$ 150,000
General Administration	+\$ 50,000
Public Works and Park & Recreation Departments	+\$ 150,000
General Fund Balance - Reserve for Contingencies	+\$ 275,000
General Fund Balance	-\$1,175,000

**IT Capital Projects Fund**

Transfer In - General Fund	+\$ 550,000
Machinery & Equipment	+\$ 550,000

to allocate excess general fund balance at 12/31/21 per City Fund Balance Policy (2/3 vote of Council required)

**Attachments:** [2022 Excess Fund Balance Memo.pdf](#)

**Alderperson Meltzer moved, seconded by Alderperson Wolff, that the allocation of the excess General Fund balance 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 Maiyoua Thao, Alderperson Joss Thyssen, Alderperson Alex Schultz, Alderperson Kristin Alfheim, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt and Alderperson Chad Doran

**Excused:** 1 - Alderperson Vaya Jones

**Abstained:** 1 - Mayor Jake Woodford

[22-1077](#)

Request from Ryan Morse, 828 N. Badger Avenue, to waive the administrative fee for high weeds.

**Attachments:** [828 N Badger Ave-Weed Assessment.pdf](#)

**Alderson Croatt moved, seconded by Alderson Hartzheim, that the Committee recommendation to deny the request be approved. Roll Call.**

**Motion carried by the following vote:**

**Aye:** 12 - Alderson William Siebers, Alderson Brad Firkus, Alderson Israel Del Toro, Alderson Katie Van Zeeland, Alderson Denise Fenton, Alderson Maiyoua Thao, Alderson Joss Thyssen, Alderson Kristin Alfheim, Alderson Nate Wolff, Alderson Sheri Hartzheim, Alderson Christopher Croatt and Alderson Chad Doran

**Nay:** 2 - Alderson Vered Meltzer and Alderson Alex Schultz

**Excused:** 1 - Alderson Vaya Jones

**Abstained:** 1 - Mayor Jake Woodford

L. COMMITTEE REPORTS

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

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

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

**Excused:** 1 - Alderson Vaya Jones

**Abstained:** 1 - Mayor Jake Woodford

1. MINUTES OF THE MUNICIPAL SERVICES COMMITTEE

[22-1076](#)

Approve Six Month Trial Period to Remove the Existing Two-Hour Parking Restriction (7 a.m. to 5 p.m. except Sat/Sun/Hol) on both sides of Arnold Street (from Lawe Street to Meade Street).

**Attachments:** [Approve 6 month trial Arnold St.pdf](#)

This Report Action Item was approved.

## 2. MINUTES OF THE SAFETY AND LICENSING COMMITTEE

[22-0984](#)

Secondhand Article License application for Left Behind LLC, Michael Day, Applicant, located at 205 W Wisconsin Ave.

**Attachments:** [Left Behind LLC S&L.pdf](#)

This Report Action Item was approved.

[22-1063](#)

Class "B" Beer and "Class C" Wine License application for All Tied Up Floral Cafe LLC d/b/a All Tied Up Floral Cafe, Aaron Phillipson, Agent, located at 324 E College Ave, contingent upon approval from the Inspections department.

**Attachments:** [All Tied Up Floral Cafe-1.pdf](#)

This Report Action Item was approved.

[22-1114](#)

Class "A" Beer and "Class A" Liquor Change of Agent application for Ultimate Mart LLC d/b/a Pick N Save #8123, Andrew Rosenberg, New Agent, located at 2700 N Ballard Rd.

**Attachments:** [Andrew Rosenberg S&L.pdf](#)

This Report Action Item was approved.

## 3. MINUTES OF THE CITY PLAN COMMISSION

[22-1061](#)

**\*\*CRITICAL TIMING\*\*** Annual review and request to approve the Downtown Appleton Business Improvement District (BID) 2023 Operating Plan

**Attachments:** [StaffReport\\_2023BIDOperatingPlan\\_For08-24-22.pdf](#)  
[2023 BID Operational Plan.pdf](#)  
[2021 BID Annual Report.pdf](#)  
[2021 BID Audit - Financial Statements.pdf](#)

This Report Action Item was approved.

**4. MINUTES OF THE PARKS AND RECREATION COMMITTEE****5. MINUTES OF THE FINANCE COMMITTEE**[22-1067](#)

Request to reject bids from Cardinal Construction Co, Inc and Frank O Zeise Construction Co, Inc for the 2022 Telulah Pavilion Renovation Project

**Attachments:** [2022 Telulah Pavilion Project \(Reject Bids\).pdf](#)

**This Report Action Item was approved.**

[22-1068](#)

Request to reject bid from Cardinal Construction, Inc in the amount of \$631,600 for the Appleton Wastewater Treatment Plant F1-Building Remodeling Project

**Attachments:** [2022 F1-Building Remodeling Project \(Reject Bids\).pdf](#)

**This Report Action Item was approved.**

[22-1069](#)

Request to reject bids from Otis Elevator Company and Frank O Zeise Construction Co, Inc for the 2022 Appleton Red Ramp Elevator Upgrades Project

**Attachments:** [2022 Red Ramp Elevator Project \(Reject Bids\).pdf](#)

**This Report Action Item was approved.**

[22-1070](#)

Request to reject bid from the Wilson Group, Inc in the amount of \$173,086 for the Appleton Wastewater Treatment Plant 2022 Asbestos Remediation Project

**Attachments:** [2022 AWWTP Asbestos Remediation Project \(Reject Bids\).pdf](#)

**This Report Action Item was approved.**

[22-1073](#)

Request to approve the Wastewater Treatment Plant's F-1 Building Remodeling Project Engineering Services Amendment #1 increasing the McMahon's total contract amount by \$20,000 from \$24,500 to \$44,500

**Attachments:** [2022 AWWTP F-1 Building Design Contract Ammendment.pdf](#)

**This Report Action Item was approved.**

[22-1082](#)

Request to reject bids from B & P Mechanical, Inc, Great Lakes Mechanical, Inc, Rohde Brothers, Inc, August Winter and Sons, Inc and Belonger Corporation, Inc for the 2022 Appleton Wastewater Treatment Plant H & J Buildings HVAC Upgrades Project

**Attachments:** [2022 AWWTP H J Buildings HVAC Upgrades Project \(Reject Bids\).pdf](#)

This Report Action Item was approved.

[22-1123](#)

Request to approve the following 2022 Budget amendment:

**General Fund - Fire**

Federal Grant	+\$192,088
Overtime Wages	+\$142,984
Training/Conferences	+\$ 49,104

to record the acceptance of the Assistance to Firefighters Grant for the paramedic training program (2/3 vote of Council required)

**Attachments:** [AFG Paramedic Training Grant.pdf](#)

This Report Action Item was approved.

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

**7. MINUTES OF THE UTILITIES COMMITTEE**

[22-1004](#)

Adopt the City of Appleton Stormwater Quality Management Plan, prepared by Brown and Caldwell, dated March 2022.

**Attachments:** [Appleton SWMP Final Report Combined NoFigs 20220303.pdf](#)  
[AppendixA-Figures.pdf](#)

This Report Action Item was approved.

[22-1005](#)

Approve updates to Municipal Code Chapter 4, Article V, Plumbing

**Attachments:** [Utilities Committee Memo - Municipal Code changes - Plumbing.pdf](#)  
[Clean Version Plumbing Code Revision.pdf](#)  
[Redlined Version plumbing Code Revision.pdf](#)

This Report Action Item was approved.



[22-1020](#)

Award contract to Fiberglass Solutions Inc. for Hypochlorite Fiberglass Reinforced Plastic Tank Relining Services in the amount of \$45,824 plus a 10% contingency of \$4,582 for a total not to exceed of \$50,406.

**Attachments:** [utilities memo - Sodium Hypochlorite Relining 08-02-22.pdf](#)

This Report Action Item was approved.

[22-1027](#)

Approve Sole Source Compost Screening Contractor Services contract to Vandenberg Transportation LLC for a three-year term ending December 31, 2024 in the amount not to exceed \$82,100.

**Attachments:** [220803\\_UCM Vandenberg Compost Screening 2022-24.pdf](#)

This Report Action Item was approved.

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
- 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 Meltzer, that the meeting be adjourned at 7:48 p.m. 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 Maiyoua Thao, Alderperson Joss Thyssen, Alderperson Alex Schultz, Alderperson Kristin Alfheim, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt and Alderperson Chad Doran

**Excused:** 1 - Alderperson Vaya Jones

**Abstained:** 1 - Mayor Jake Woodford

Kami Lynch, City Clerk