



# City of Appleton

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

## Meeting Minutes - Final Common Council

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Wednesday, January 17, 2024

7:00 PM

Council Chambers

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A. CALL TO ORDER

*The meeting was called to order by Council President Van Zeeland at 7:00 p.m.*

B. INVOCATION

*The Invocation was offered by Alderperson Hartzheim*

C. PLEDGE OF ALLEGIANCE TO THE FLAG

D. ROLL CALL OF ALDERPERSONS

*Alderperson Del Toro participated virtually.*

**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 Vaya Jones, Alderperson Kristin Alfheim, Alderperson Nate Wolff, Alderperson Sheri Hartzheim and Alderperson Christopher Croatt

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

E. ROLL CALL OF OFFICERS AND DEPARTMENT HEADS

*All Departments were represented.*

F. APPROVAL OF PREVIOUS COUNCIL MEETING MINUTES

[24-0039](#)

Common Council Meeting Minutes of December 20, 2023

**Attachments:** [CC Minutes 12-20-23.pdf](#)

**Alderperson Croatt moved, seconded by Alderperson Hayden, that the Minutes 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 Patrick Hayden, Alderperson Joss Thyssen, Alderperson Alex Schultz, Alderperson Vaya Jones, Alderperson Kristin Alfheim, Alderperson Nate Wolff, Alderperson Sheri Hartzheim and Alderperson Christopher Croatt

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

G. BUSINESS PRESENTED BY THE MAYOR

[24-0049](#)

Reappointment of David Kress to the Fox Cities Convention & Visitors Bureau Board of Directors

**Attachments:** [2024-01-17 - Kress David - FCCVB Reappointment Memo.pdf](#)

**Alderperson Hartzheim moved, seconded by Alderperson Meltzer, that the Reappointment 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 Patrick Hayden, Alderperson Joss Thyssen, Alderperson Alex Schultz, Alderperson Vaya Jones, Alderperson Kristin Alheim, Alderperson Nate Wolff, Alderperson Sheri Hartzheim and Alderperson Christopher Croatt

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

H. PUBLIC PARTICIPATION

*There was no one signed up to speak during Public Participation.*

I. PUBLIC HEARINGS

[23-1505](#)

Public Hearing for Rezoning #9-23 N. Lawe St., 1212 N. Union St., and 605 E. Wisconsin Ave.

**Attachments:** [RZ #9-23 Notice of Public Hearing.pdf](#)

*The Public Hearing was held. No one spoke during the hearing.*

J. SPECIAL RESOLUTIONS

K. ESTABLISH ORDER OF THE DAY

[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](#)

**Alderperson Hartzheim moved, seconded by Alderperson Croatt, that the Resolution be held. Roll Call. Motion carried by the following vote:**

**Aye:** 9 - Alderperson William Siebers, Alderperson Brad Firkus, Alderperson Israel Del Toro, Alderperson Katie Van Zeeland, Alderperson Joss Thyssen, Alderperson Alex Schultz, Alderperson Vaya Jones, Alderperson Sheri Hartzheim and Alderperson Christopher Croatt

**Nay:** 5 - Alderperson Vered Meltzer, Alderperson Denise Fenton, Alderperson Patrick Hayden, Alderperson Kristin Alfheim and Alderperson Nate Wolff

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

L. COMMITTEE REPORTS

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

**Alderperson Croatt moved, Alderperson Wolff seconded, to approve the balance of the agenda. The 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 Patrick Hayden, Alderperson Joss Thyssen, Alderperson Alex Schultz, Alderperson Vaya Jones, Alderperson Kristin Alfheim, Alderperson Nate Wolff, Alderperson Sheri Hartzheim and Alderperson Christopher Croatt

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

1. MINUTES OF THE MUNICIPAL SERVICES COMMITTEE

[24-0026](#)

Approve the Department of Public Works Glendale Avenue Yard Waste Site Policy

**Attachments:** [Glendale Avenue Yard Waste Site Policy MSC Jan 2024.pdf](#)

**This Report Action Item was approved.**

[24-0027](#)

Approve the award of the 2024 Bridge Consulting Services to Collins Engineers, Inc., in an amount not to exceed \$26,190.00.

**Attachments:** [Collins 2024 Bridge Consulting MSC Award Memo 01-08-24.pdf](#)

**This Report Action Item was approved.**

[24-0028](#)

Approve the award of the 2024 Bridge Inspections Services (Unit R-24) to Collins Engineers, Inc., in an amount not to exceed \$42,000.00.

**Attachments:** [Collins 2024 Bridge Inspections MSC Award Memo 01-08-24.pdf](#)

**This Report Action Item was approved.**

[24-0029](#)

Approve Amendment No. 1 to the Three-Party Engineering Design Services Contract between the city of Appleton, Wisconsin DOT and Ayres Associates Inc. for the design of Lawe Street (College Avenue to Wisconsin Avenue) by an amount not to exceed \$33,451.95.

**Attachments:** [Lawe Street Ayres Associates Design Amendment Muni Services Memo 01-03-2024.pdf](#)  
[Lawe Street Amendment.pdf](#)

**This Report Action Item was approved.**

[24-0030](#)

Approve the single-source award for the Design and Construction-Related Services Contract with Desman Design Management for 2024 Repair and Maintenance Program for the Red, Yellow, and Green Parking Ramps in an amount not to exceed \$68,200.00.

**Attachments:** [Desman 2024 Ramp Repairs Consultant Services MSC Memo 01-02-2024.pdf](#)

**This Report Action Item was approved.**

## 2. MINUTES OF THE SAFETY AND LICENSING COMMITTEE

[24-0035](#)

Recommended Denial of an Operator License for Andrew DeRuyter

**Attachments:** [Andrew DeRuyter Clerk Letter.pdf](#)  
[Andrew DeRuyter PD Letter.pdf](#)  
[Andrew DeRuyter Operator License Application.pdf](#)  
[Memo to Safety and Licensing Regarding License Denial.pdf](#)

**The Recommendation to deny the license was approved.**

[24-0034](#)

Fire Department Intent to Apply for Firehouse Subs Foundation Grant

**Attachments:** [01-10-24 Intent to Apply-Laryngoscopes.pdf](#)

**This Report Action Item was approved.**

[24-0036](#)

2024 Secondhand Article, Secondhand Jewelry and Pawnbroker License renewal applications, contingent upon approval from all departments.

**Attachments:** [Secondhand article renewal 2024.pdf](#)

**This Report Action Item was approved.**

### 3. MINUTES OF THE CITY PLAN COMMISSION

#### [23-1430](#)

Request to approve Rezoning #9-23 for the subject parcel located on the southwest corner of E. Wisconsin Avenue and N. Lawe Street (Tax Id #31-1-0017-00), 1212 N. Union Street (Tax Id #31-1-0024-00), and 605 E. Wisconsin Avenue (Tax Id #31-1-0025-00), including to the centerline of the adjacent street right-of-way, as shown on the attached maps, from C-2 General Commercial District to C-1 Neighborhood Mixed Use District

**Attachments:** [StaffReport\\_NLawe-1212NUnion-605EWisconsin\\_Rezoning\\_For12-13-23.pdf](#)

This Report Action Item was approved.

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

### 5. MINUTES OF THE FINANCE COMMITTEE

#### [24-0001](#)

Request to award the City of Appleton's Library Signage Package contract to Seating Concepts Inc., in the amount of \$185,994.61 with a 5% contingency of \$10,000 for a project total not to exceed \$195,994.61.

**Attachments:** [2023 Library Signage.pdf](#)

This Report Action Item was approved.

#### [24-0002](#)

Request to award the Engineering Contract for the 2023 AWWTP L-Building HVAC Replacement Project to McMahon in the amount of \$156,898 with a 5% contingency of \$7,845 for a total not to exceed project engineering cost of \$164,743.

**Attachments:** [2023 AWWTP L-Building HVAC Replacement Professional Services.pdf](#)

This Report Action Item was approved.

[24-0003](#)

Request to award the 2023 AWWTP B-Building HVAC Upgrades Project contract to Rohde Brothers, Inc. in the amount of \$720,840 with a 9% contingency of \$64,876 for a project total not to exceed \$785,716, along with the following budget amendment (2/3 vote of Council required):

AWWTP Electrical Distribution Project	- \$54,000
AWWTP HVAC Upgrades Project	+\$54,000

**Attachments:** [2023 AWWTP B-Building HVAC Upgrades Project with Budget Transfer .pdf](#)

**This Report Action Item was approved.**

[24-0004](#)

Request to award the Engineering Contract for the AWWTP MCC Replacement Project Phase 1 to Donohue and Associates in the amount of \$159,420 for data collection and bidding documents along with \$124,719 for bidding and construction oversight services upon approval of funding in the 2025 budget as this is a multiyear project, for a total contract amount of \$284,139, along with the following 2023 budget amendment (2/3 vote of Council required):

AWWTP Electrical Distribution Project	-\$60,000
2023 AWWTP MCC Replacement Project	+\$60,000

**Attachments:** [AWWTP MCC Replacement Professional Services.pdf](#)

**This Report Action Item was approved.**

[24-0005](#)

Request to approve the Relocation Order for work at or near 1850 West Wisconsin Avenue.

**Attachments:** [1234 - Moto Mart - Relocation Order.pdf](#)

**This Report Action Item was approved.**

[24-0012](#)

Request to approve write off of \$74,881.54 of accounts receivable invoices and \$16,668.36 of personal property taxes (outstanding over one year).

**Attachments:** [Finance Committee - AR Write-off List 2023.pdf](#)  
[Finance Committee - PP Write-off List 2023.pdf](#)

**This Report Action Item was approved.**

[24-0013](#)

Request to approve Change Order #4 to contract 72-22 for Unit H-21 Redundant Raw Water Line to increase for unanticipated site conditions in the amount of \$176,232.54 resulting in a decrease in contingency from \$244,549.71 to \$0.00. No change to overall contract amount.

**Attachments:** [H-21 Change Order 4 memo 01-02-2024.pdf](#)  
[Unit H-21 Change Order No 4.pdf](#)

This Report Action Item was approved.

[24-0014](#)

Request to award Unit H-23 Lightning Drive Sewer & Water, Grade & Gravel, and Bridge Construction to Triple P Inc., dba Peters Concrete Company, in the amount of \$1,544,853.12 with a 7.5% contingency of \$116,000.00 for a project total not to exceed \$1,660,853.12.

**Attachments:** [Contract Award Form H-23 w Bid Tabs.pdf](#)

This Report Action Item was approved.

[24-0015](#)

Request to award a sole source contract to McMahon for design, bidding, and construction oversight for the 2024 Wastewater Hardscapes Improvement Project, for a contract fee of \$56,600 and a 5% contingency of \$2,830 not to exceed a total contract amount of \$59,430.

**Attachments:** [2024 AWWTP Hardscapes Engineering Services \(Sole Source\).pdf](#)

This Report Action Item was approved.

[24-0016](#)

Request to award a sole source contract to Nordon Business Environments for the Municipal Services Building Furniture Upgrades in the amount of \$189,135.72.

**Attachments:** [2024 MSB Furniture Upgrades Sole Source.pdf](#)

This Report Action Item was approved.

6. **MINUTES OF THE COMMUNITY AND ECONOMIC 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

[24-0047](#) Ordinances #1-24 to #12-24

**Attachments:** [Ordinances to Council 1-17-24.pdf](#)

**Aldersperson Hartzheim moved, seconded by Aldersperson Schultz, that the Ordinances 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 Patrick Hayden, Aldersperson Joss Thyssen, Aldersperson Alex Schultz, Aldersperson Vaya Jones, Aldersperson Kristin Alfheim, Aldersperson Nate Wolff, Aldersperson Sheri Hartzheim and Aldersperson Christopher Croatt

**Excused:** 2 - Aldersperson Chad Doran and Mayor Jake Woodford

P. LICENSE APPLICATIONS AND COMMUNICATIONS REFERRED TO COMMITTEES OF JURISDICTION

Q. RESOLUTIONS SUBMITTED BY ALDERPERSONS REFERRED TO COMMITTEES OF JURISDICTION

[24-0061](#) Resolution for use of Efficiency and Conservation Block Grant Funds

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

R. OTHER COUNCIL BUSINESS

S. ADJOURN

**Aldersperson Hartzheim moved, seconded by Aldersperson Meltzer, that the meeting be adjourned at 7:11 p.m. 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 Patrick Hayden, Aldersperson Joss Thyssen, Aldersperson Alex Schultz, Aldersperson Vaya Jones, Aldersperson Kristin Alfheim, Aldersperson Nate Wolff, Aldersperson Sheri Hartzheim and Aldersperson Christopher Croatt

**Excused:** 2 - Aldersperson Chad Doran and Mayor Jake Woodford



Kami Lynch, City Clerk