



# City of Appleton

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

## Meeting Minutes - Final Common Council

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Wednesday, November 20, 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 Fenton*

C. PLEDGE OF ALLEGIANCE TO THE FLAG

D. ROLL CALL OF ALDERPERSONS

**Present:** 15 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Martyn Smith, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Patrick Hayden, Alderperson Patti Heffernan, Alderperson Alex Schultz, Alderperson Vaya Jones, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt, Alderperson Chad Doran and Mayor Jake Woodford

**Excused:** 1 - Alderperson Kristin Alfheim

E. ROLL CALL OF OFFICERS AND DEPARTMENT HEADS

*All Departments were represented.*

F. APPROVAL OF PREVIOUS COUNCIL MEETING MINUTES

[24-1499](#)

Common Council Meeting Minutes of November 6, 2024

**Attachments:** [CC Minutes 11-6-24.pdf](#)

**Alderperson Croatt moved, seconded by Alderperson Smith, 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 Martyn Smith, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Patrick Hayden, Alderperson Patti Heffernan, Alderperson Alex Schultz, Alderperson Vaya Jones, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt and Alderperson Chad Doran

**Excused:** 1 - Alderperson Kristin Alfheim

**Abstained:** 1 - Mayor Jake Woodford

[24-1505](#)

Common Council Meeting Minutes of Budget Adoption on November 13, 2024

**Attachments:** [CC Minutes 11-13-24 Budget Adoption.pdf](#)

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

**Aye:** 14 - Aldersperson William Siebers, Aldersperson Vered Meltzer, Aldersperson Brad Firkus, Aldersperson Martyn Smith, Aldersperson Katie Van Zeeland, Aldersperson Denise Fenton, Aldersperson Patrick Hayden, Aldersperson Patti Heffernan, Aldersperson Alex Schultz, Aldersperson Vaya Jones, Aldersperson Nate Wolff, Aldersperson Sheri Hartzheim, Aldersperson Christopher Croatt and Aldersperson Chad Doran

**Excused:** 1 - Aldersperson Kristin Alfheim

**Abstained:** 1 - Mayor Jake Woodford

G. BUSINESS PRESENTED BY THE MAYOR

H. PUBLIC PARTICIPATION

*The following spoke regarding Item 24-1444 Northland Creek and Bellaire Watersheds Stormwater Evaluation:*

- Lisa Clausen, 907 E Pershing St.*
- James Baer, 1800 E Northland Ave.*
- Rachel Peterson, 2701 N Viola St.*
- Dexter Peterson, 2701 N Viola St.*
- Mary Peeples, 2528 N Viola St.*
- Tracy Haack, 2708 N Viola St.*

I. PUBLIC HEARINGS

J. SPECIAL RESOLUTIONS

K. ESTABLISH ORDER OF THE DAY

[24-1444](#)

Approve single-source award of 2024D Contract for Northland Creek and Bellaire Watersheds Stormwater Evaluation to Brown and Caldwell in an amount not to exceed \$301,200.00.

**Attachments:** [2024D Northland Creek Bellaire Drain Study Contract Award Memo BC 11-12-2024 Util Cmte wss.pdf](#)  
[11-12-2024 Utilities Minutes Attachment.pdf](#)

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

**Aye:** 14 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Martyn Smith, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Patrick Hayden, Alderperson Patti Heffernan, Alderperson Alex Schultz, Alderperson Vaya Jones, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt and Alderperson Chad Doran

**Excused:** 1 - Alderperson Kristin Alfheim

**Abstained:** 1 - Mayor Jake Woodford

[24-1457](#)

Request to award purchase of sludge density meters to Allied Instrument in the amount of \$53,342 along with the following budget amendment (2/3 vote of council required):

Primary Clarifier Rebuild CIP	- \$54,000
Density Detector Replacement	+ \$54,000

**Attachments:** [241104 Award AWWTP Primary Sludge Density Meters.pdf](#)  
[241104 Award AWWTP Primary Sludge Density Meters REVISED.pdf](#)

**Alderperson Hartzheim moved, seconded by Alderperson Meltzer, that the Item be amended to correct that the company name be changed to Berthold Technologies, as reflected in the Revised Memo. Roll Call. Motion carried by the following vote:**

**Aye:** 14 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Martyn Smith, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Patrick Hayden, Alderperson Patti Heffernan, Alderperson Alex Schultz, Alderperson Vaya Jones, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt and Alderperson Chad Doran

**Excused:** 1 - Alderperson Kristin Alfheim

**Abstained:** 1 - Mayor Jake Woodford

**Alderperson Meltzer moved, seconded by Alderperson Smith, that the Item be approved as amended. Roll Call. Motion carried by the following vote:**

**Aye:** 14 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Martyn Smith, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Patrick Hayden, Alderperson Patti Heffernan, Alderperson Alex Schultz, Alderperson Vaya Jones, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt and Alderperson Chad Doran

**Excused:** 1 - Alderperson Kristin Alfheim

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

**Excused:** 1 - Aldersperson Kristin Alfheim

**Abstained:** 1 - Mayor Jake Woodford

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

[24-1449](#)

Award Single-Source Design and Construction-Related Services Contract with Desman Design Management for 2025 Repair and Maintenance Program for the Red, Yellow, and Green Parking Ramps in an Amount Not to Exceed \$96,370.

**Attachments:** [Desman 2025 Ramp Repairs Consultant Services 11-11-2024.pdf](#)

**This Report Action Item was approved**

[24-1450](#)

Approve Long-Term Temporary Occupancy Permit in College Avenue for Dumpster in Parking Lane at 213 E. College Ave, from 11/28/2024 through 1/31/2025.

**Attachments:** [LTT Occupancy 213 E College 24-207-T.pdf](#)

**This Report Action Item was approved.**

[24-1451](#)

Approve Amendment #1 for 2024 Materials Testing Contract (M-24) with Westwood Professional Services with an increase of \$100,000, for a new total contract amount not to exceed \$200,000.

**Attachments:** [M-24 Contract Amend 1 11-11-2024.pdf](#)

**This Report Action Item was approved.**

[24-1452](#)

Recommended award of Service Contract for Traffic Signal Control and Management Software Expansion with Traffic Control Corporation in the amount of \$102,210.00, plus a contingency of \$5,000.

**Attachments:** [ARPA Econolite Phase2 Service Contract Award.pdf](#)

**This Report Action Item was approved.**

[24-1474](#)

Approve Mosaic Family Health Inc. Purchased Parking in Yellow Ramp.

**Attachments:** [1019 - Mosaic - Yellow Ramp Designated Parking Stalls - 11-8-2024 - Updated Final Version.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**

**5. MINUTES OF THE FINANCE COMMITTEE**

[24-1458](#)

Request to award Sole Source Purchase of four (4) High Service Pump Check Valves to Dorner Company for a total cost of \$154,776 with a 2% contingency of \$3,096 for a total not to exceed \$157,872.

**Attachments:** [241106\\_SoleSource\\_Dorner\\_HSP Checkvalves \(2\).pdf](#)  
[Dorner HSP Checkvalves - Purchasing Approval.pdf](#)

This Report Action Item was approved.

[24-1459](#)

Request to approve two-year extension of contract with CliftonLarsonAllen LLP to provide annual audit services for the years ended December 31, 2024 and 2025 for \$81,700 and \$82,500, respectively.

**Attachments:** [Audit Contract Extension 2024-2025.pdf](#)

This Report Action Item was approved.

[24-1460](#)

Request to approve Change Order No. 1 to contract 42-24 for B-24 Asphalt Paving for additional sidewalk replacement, in the amount of \$69,212.25 resulting in a decrease in contingency from \$50,000 to \$0. Overall contract increases from \$1,407,816.40 to \$1,477,028.65.

**Attachments:** [B-24 Contract Amend 1 Finance Memo 11-11-2024.pdf](#)  
[B-24 Change Order 1 Form.pdf](#)

This Report Action Item was approved.

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

[24-1476](#)

Request to approve an extension of the purchase date to February 28, 2025 under the Development Agreement (Phase II) with Merge LLC for a mixed-use development located on the southeast corner of W. Washington Street and N. Appleton Street (Tax Id #31-2-0272-00) in Tax Increment Financing District No. 11

**Attachments:** [Merge Ph II DA Extend Purchase Date Memo to CDC 11-20-24.pdf](#)

This Report Action Item was approved.

## 7. MINUTES OF THE UTILITIES COMMITTEE

[24-1443](#)

Approve single-source award of 2024C Contract for Stormwater Quality Modeling to Brown and Caldwell in an amount not to exceed \$53,620.00.

**Attachments:** [2024C Water Quality Modeling Award Memo BC\\_11-12-2024 Util Cmte\\_wss.pdf](#)

This Report Action Item was approved.

[24-1445](#)

Approve Contract Amendment #3 for 2024A Stormwater Management Plan Review Contract with Brown and Caldwell by an increase of \$115,000.00 for a total contract amount not to exceed \$228,000.00.

**Attachments:** [2024A Stormwater Plan Review Amendment 3 UC Memo 11-12-2024 final.pdf](#)

This Report Action Item was approved.

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

## 9. MINUTES OF THE FOX CITIES TRANSIT COMMISSION

[24-1465](#)

Award Recommendation for WisGo Fare Collection System

**Attachments:** [Award Recommendation Doc WisGO.pdf](#)

This Report Action Item was approved.

## 10. MINUTES OF THE BOARD OF HEALTH

[24-1430](#)

EM\_500\_0\_Succession of Delegation of Authority\_PENDING

**Attachments:** [EM\\_500\\_0\\_Succession of Delegation of Authority\\_PENDING.pdf](#)

This Report Action Item was approved.

[24-1432](#)

AHD\_101\_0\_Creation and Maintenance of Policies\_PENDING

**Attachments:** [AHD\\_101\\_0\\_Creation and Maintenance of Policies\\_PENDING.pdf](#)

**This Report Action Item was approved.**

[24-1433](#)

AHD\_102\_0\_Creation and Maintenance of Procedures\_PENDING

**Attachments:** [AHD\\_102\\_0\\_Creation and Maintenance of Procedures\\_PENDING.pdf](#)

**This Report Action Item was approved.**

M. CONSOLIDATED ACTION ITEMS

N. ITEMS HELD

O. ORDINANCES

[24-1504](#)

Ordinance #168-24

**Attachments:** [Ordinances to Council 11-20-24.pdf](#)

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

**Aye:** 13 - Aldersperson William Siebers, Aldersperson Vered Meltzer, Aldersperson Brad Firkus, Aldersperson Martyn Smith, Aldersperson Katie Van Zeeland, Aldersperson Denise Fenton, Aldersperson Patrick Hayden, Aldersperson Patti Heffernan, Aldersperson Alex Schultz, Aldersperson Vaya Jones, Aldersperson Nate Wolff, Aldersperson Christopher Croatt and Aldersperson Chad Doran

**Nay:** 1 - Aldersperson Sheri Hartzheim

**Excused:** 1 - 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

**Aldersperson Hayden moved, seconded by Aldersperson Meltzer, that the meeting be adjourned at 7:40 p.m. Roll Call. Motion carried by the following vote:**

**Aye:** 14 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Martyn Smith, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Patrick Hayden, Alderperson Patti Heffernan, Alderperson Alex Schultz, Alderperson Vaya Jones, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt and Alderperson Chad Doran

**Excused:** 1 - Alderperson Kristin Alfheim

**Abstained:** 1 - Mayor Jake Woodford

Kami Lynch, City Clerk