



City of Appleton

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

Meeting Minutes - Final Common Council

Wednesday, September 21, 2022

7:00 PM

Council Chambers

A. CALL TO ORDER

The meeting was called to order at 7:02 p.m. by Mayor Woodford.

B. INVOCATION

The Invocation was offered by Alderperson Meltzer.

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

[22-1158](#)

Common Council Meeting Minutes of September 7, 2022

Attachments: [CC Minutes 9-7-22.pdf](#)

Alderperson Croatt moved, seconded by Alderperson Fenton, 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 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

G. BUSINESS PRESENTED BY THE MAYOR

[22-1183](#)

Appleton City Planning Centennial Month Proclamation

Attachments: [Appleton City Planning Centennial Month Proclamation.pdf](#)

This Proclamation was presented

[22-1184](#)

Committee Appointments

Attachments: [Committee Appointment Memo 9'15'2022.pdf](#)

Aldersperson Hartzheim moved, seconded by Aldersperson Schultz, that the Committee Appointments 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

H. PUBLIC PARTICIPATION

*The following spoke regarding Items 22-1121 & 22-1122 CDGB Plan & Pillars MOU:
Lisa Strandberg, representing Pillars- 605 E Hancock St.*

*The following spoke regarding Item 22-1147 Driveway Extension Request:
Matthew Van Grinsven, 1610 W Glendale Ave
Kayla Taggart, 1610 W Glendale Ave*

*The following spoke regarding Item 22-1144 Process Map for Trout Museum locating in Ellen Kort Peace Park:
Ronna Swift, 230 W Seymour St
Elisa DeGroot, 335 W Prospect Ave
Gwen Sargeant, 2401 W Cherokee Dr
Kerry Williamsen, 209 N Mason St
Sarah Boge, 39 Bellaire Ct
Bernard Edmonds, 39 Bellaire Ct
Adam Tieck, 415 S Olde Oneida St. 337
Christina Turner, 111 W College Ave
Clint Drisenberry, 111 W College Ave
John Miller, 315 W Franklin St*

I. PUBLIC HEARINGS

[22-1101](#) Public Hearing for Rezoning #4-22 at 1430 N. Ballard Road from M-2 General Industrial District to C-2 General Commercial District.

Attachments: [RZ #4 22 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

[22-1147](#) Request from Mark Van Grinsven, 1610 W. Glendale Avenue, for a variance to Municipal Code Section 19-91(f) for a driveway widened more than 4 feet into the front yard.

Attachments: [Driveway X.jpg](#)
[Driveway Extension.pdf](#)
[9-21 Van Grinsven Letter & Photos re driveway req.pdf](#)
[9-21 Taggart letter re Van Grinsven driveway req.pdf](#)

This Request was referred to the Municipal Services Committee by Alderperson Schultz, due back on 9/26/2022.

[22-1121](#) Request to approve Fourth Substantial Amendment to the Community Development Block Grant (CDBG) 2020 Annual Action Plan (AAP) awarding \$287,607 of CDBG Coronavirus Aid, Relief, and Economic Security (CARES Act) funding to community partner organizations as specified in the attached documents

Attachments: [2020 AAP Fourth Substantial Amendment Memo to CEDC 9-14-22.pdf](#)
[Appleton 2020 CDBG CV3 Award Letter.pdf](#)
[2020 AAP Fourth Substantial Amendment Draft 8-15-22.pdf](#)
[0652 - MOU - City and Pillars - REVISED-CLEAN 09-02-2022.pdf](#)

Alderperson Croatt moved, seconded by Alderperson Alfheim, that the CDBG amendment 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

[22-1122](#)

Request to enter into a Memorandum of Understanding with Pillars, Inc. as specified in the attached documents (Associated with Action Item #22-1121)

Attachments: [2020 AAP Fourth Substantial Amendment Memo to CEDC 9-14-22.pdf](#)
[Appleton 2020 CDBG CV3 Award Letter.pdf](#)
[2020 AAP Fourth Substantial Amendment Draft 8-15-22.pdf](#)
[0652 - MOU - City and Pillars - REVISED-CLEAN 09-02-2022.pdf](#)

Alderperson Croatt moved, seconded by Alderperson Hartzheim, that the MOU 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

[22-1144](#)

Action Item: Approve Process Map for Ellen Kort Peace Park Proposal by the Trout Museum Requesting to Co-Locate a New Museum in the Park

Attachments: [2022 Ellen Kort Park Process Memo.docx](#)
[Ellen Kort Process Map.docx](#)
[Updated Process Map 8-17-22f.docx](#)

Alderperson Alfheim moved, seconded by Alderperson Firkus, that the Process Map be amended to add step 3.25, asking for a 'go' or 'no' vote prior to step 3.5, Trout Presentation. Roll Call. Motion failed by the following vote:

Aye: 3 - Alderperson Vered Meltzer, Alderperson Brad Firkus and Alderperson Kristin Alfheim

Nay: 11 - Alderperson William Siebers, Alderperson Israel Del Toro, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Maiyoua Thao, Alderperson Joss Thyssen, Alderperson Alex Schultz, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt and Alderperson Chad Doran

Excused: 1 - Alderperson Vaya Jones

Abstained: 1 - Mayor Jake Woodford

Alderperson Hartzheim moved, seconded by Alderperson Del Toro, that the Process Map be approved. Roll Call. Motion carried by the following vote:

Aye: 10 - Alderperson William Siebers, Alderperson Israel Del Toro, Alderperson Katie Van Zeeland, Alderperson Joss Thyssen, Alderperson Alex Schultz, Alderperson Kristin Alfheim, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt and Alderperson Chad Doran

Nay: 4 - Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Denise Fenton and Alderperson Maiyoua Thao

Excused: 1 - Alderperson Vaya Jones

Abstained: 1 - Mayor Jake Woodford

L. COMMITTEE REPORTS

Balance of the action items on the agenda.

Alderperson Croatt moved, Alderperson Van Zeeland 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 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

1. MINUTES OF THE MUNICIPAL SERVICES COMMITTEE

[22-1148](#)

Approve modifications to the City of Appleton Downtown Parking Policy for City Employees and Map.

Attachments: [Downtown Parking Policy for City Employees-9-22 draft for approval.pdf](#)

This Report Action Item was approved.

[22-1160](#)

Request from Kush Kafe' for a Street Occupancy Permit to place tables and chairs in the beautification strip at 219 E College Avenue.

Attachments: [Kash Cafe'.pdf](#)

This Report Action Item was approved

2. MINUTES OF THE SAFETY AND LICENSING COMMITTEE

3. MINUTES OF THE CITY PLAN COMMISSION

[22-0350](#)

Request to approve the Stone Ridge Estates West Final Plat as shown on the attached maps and subject to the conditions in the attached staff report

Attachments: [StaffReport StoneRidgeEstatesWest FinalPlat For09-14-22.pdf](#)

This Report Action Item was approved.

[22-1060](#)

Request to approve Rezoning #4-22 for the subject parcel located at 1430 N. Ballard Road (Tax Id #31-1-5207-00), including to the centerline of the adjacent one-half (1/2) right-of-way of N. Ballard Road, as shown on the attached maps, from M-2 General Industrial District to C-2 General Commercial District

Attachments: [StaffReport EPS Rezoning For08-24-22.pdf](#)

This Report Action Item was approved.

[22-1130](#)

Request to approve Special Use Permit #10-22 for a craft-distillery with a tasting room and an outdoor patio with alcohol sales and consumption use located at 516 W. Lawrence Street (Tax Id #31-3-1006-00), 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 516WLawrenceSt_SUP For09-14-22.pdf](#)

This Report Action Item was approved.

4. MINUTES OF THE PARKS AND RECREATION COMMITTEE

[22-1151](#)

Action: Suspend Planning and Design of the WE Energies Trail - Phase One and Cancel Acceptance of the Department of Transportation TAP Grant

Attachments: [WE Energies Trail Phase One Memo .docx](#)

This Report Action Item was approved.

5. MINUTES OF THE FINANCE COMMITTEE

[22-1155](#)

Request to award the Aeration Tank #1 Repairs contract to Staab Construction Corporation in the amount of \$237,000 with a 5% contingency of \$11,850 for a project total not to exceed \$248,850.

Attachments: [Award Aeration Tank #1.pdf](#)

This Report Action Item was approved.

6. MINUTES OF THE COMMUNITY AND ECONOMIC DEVELOPMENT COMMITTEE

[22-1118](#)

Request to approve City Program Funding for 2023 Community Development Block Grant (CDBG) Funding as specified in the attached document

Attachments: [City Proposals Memo to CEDC 9-14-22.pdf](#)

This Report Action Item was approved.

7. MINUTES OF THE UTILITIES COMMITTEE

[22-1136](#)

Approve 2021 Sludge Storage Addition Project Engineering Services Amendment #1 increasing the Applied Technologies, Inc. total contract amount by \$30,038 from \$499,301 to \$529,339 and decrease unallocated contingency from \$74,895 to \$44,857.

Attachments: [220825_UC Memo_SSB AdditionProfessionalServices_ATI_Contract Amend No.1.pdf](#)

This Report Action Item was approved.

[22-1137](#)

Approval of a Coating Services Contract for the DAF and Receiving Station Tanks to Badger Specialties Coatings in the amount of \$59,000 with a contingency of \$5,900 for a total not to exceed cost of \$64,900.

Attachments: [utilities memo DAF and RS Tank Coatings Award 08-29-22.pdf](#)

This Report Action Item was approved.

8. MINUTES OF THE HUMAN RESOURCES & INFORMATION TECHNOLOGY COMMITTEE

[22-1135](#)

Request to over hire the Administrative Services Coordinator in the Parks, Recreation and Facilities Management Department.

Attachments: [2022 Administrative Coordinator Overhire \(1\).pdf](#)

This Report Action Item was approved.

[22-1149](#)

Request to Reclassify Facilities Support Specialist to Assistant Facilities Manager and Administrative Assistant to Marketing and Community Engagement Coordinator.

Attachments: [2022 Reorganization of Parks Recreation and Facilities Management \(3\).pdf](#)
[Assistant Facilities Manager - DG.pdf](#)
[MCEC.pdf](#)

This Report Action Item was approved.

9. MINUTES OF THE FOX CITIES TRANSIT COMMISSION

10. MINUTES OF THE BOARD OF HEALTH

M. CONSOLIDATED ACTION ITEMS

N. ITEMS HELD

O. ORDINANCES

[22-1159](#)

Ordinances #55-22 and #56-22

Attachments: [Ordinances to Council 9-21-22.pdf](#)

Aldersperson Hartzheim moved, seconded by Aldersperson Van Zeeland, that the Ordinances 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

P. LICENSE APPLICATIONS AND COMMUNICATIONS REFERRED TO COMMITTEES OF JURISDICTION

Q. RESOLUTIONS SUBMITTED BY ALDERPERSONS REFERRED TO COMMITTEES OF JURISDICTION

[22-1212](#) Resolution #11-R-22, Resolution in Support of Election Officials

Attachments: [#11-R-22 Resolution in Support of Election Officials.pdf](#)

R. OTHER COUNCIL BUSINESS

[22-1182](#) Request to Reconsider Finance Committee Item [22-1083](#):
Request to Award the ARPA Grant Administration contract to Booth Management Consulting, LLC for a project total not to exceed \$150,000

Alderperson Alfheim moved, seconded by Alderperson Croatt, that the Reconsideration Request be approved. Roll Call. Motion carried by the following vote:

Aye: 10 - Alderperson William Siebers, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Maiyoua Thao, Alderperson Joss Thyssen, Alderperson Alex Schultz, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt and Alderperson Chad Doran

Nay: 4 - Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Israel Del Toro and Alderperson Kristin Alfheim

Excused: 1 - Alderperson 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 ARPA Grant Administration Contract be approved. Roll Call. Motion carried by the following vote:

Aye: 11 - 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 and Aldersperson Nate Wolff

Nay: 3 - Aldersperson Sheri Hartzheim, Aldersperson Christopher Croatt and Aldersperson Chad Doran

Excused: 1 - Aldersperson Vaya Jones

Abstained: 1 - Mayor Jake Woodford

S. ADJOURN

Aldersperson Hartzheim moved, seconded by Aldersperson Van Zeeland, that the meeting be adjourned at 8:15 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 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

Kami Lynch, City Clerk