



# City of Appleton

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

## Meeting Minutes - Final Common Council

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Wednesday, February 2, 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 Fenton.*

C. PLEDGE OF ALLEGIANCE TO THE FLAG

D. ROLL CALL OF ALDERPERSONS

*Alderperson Martin appeared virtually.*

**Present:** 15 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Joe Martin, Alderperson Denise Fenton, Alderperson Maiyoua Thao, Alderperson Matthew Reed, Alderperson Alex Schultz, Alderperson Michael Smith, Alderperson Kristin Alfheim, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Joe Prohaska, Alderperson Chad Doran and Mayor Jake Woodford

**Excused:** 1 - Alderperson Katie Van Zeeland

E. ROLL CALL OF OFFICERS AND DEPARTMENT HEADS

*All departments were represented.*

F. APPROVAL OF PREVIOUS COUNCIL MEETING MINUTES

[22-0062](#)

Common Council Meeting Minutes of January 19, 2022

**Attachments:** [CC Minutes 1-19-22.pdf](#)

**Alderperson Hartzheim moved, seconded by Alderperson Prohaska, 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 Joe Martin, Alderperson Denise Fenton, Alderperson Maiyoua Thao, Alderperson Matthew Reed, Alderperson Alex Schultz, Alderperson Michael Smith, Alderperson Kristin Alfheim, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Joe Prohaska and Alderperson Chad Doran

**Excused:** 1 - Alderperson Katie Van Zeeland

**Abstained:** 1 - Mayor Jake Woodford

G. BUSINESS PRESENTED BY THE MAYOR

[22-0068](#)

Appleton Housing Authority Appointment

**Attachments:** [2-2-22 AHA Appt Memo to Council.pdf](#)

**Alderperson Meltzer moved, seconded by Alderperson Prohaska, that the appointment be approved. Roll Call. Motion carried by the following vote:**

**Aye:** 14 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Joe Martin, Alderperson Denise Fenton, Alderperson Maiyoua Thao, Alderperson Matthew Reed, Alderperson Alex Schultz, Alderperson Michael Smith, Alderperson Kristin Alfheim, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Joe Prohaska and Alderperson Chad Doran

**Excused:** 1 - Alderperson Katie Van Zeeland

**Abstained:** 1 - Mayor Jake Woodford

[22-0069](#)

Proclamations:

- Transit Equity Day
- Career and Technical Education Month
- Gun Violence Survivor Week
- Burn Awareness Week
- Black History Month

**Attachments:** [Transit Equity Day Proclamation.pdf](#)  
[Career and Technical Education Month Proclamation.pdf](#)  
[Gun Violence Survivor Week Proclamation.pdf](#)  
[Burn Awareness Week Proclamation.pdf](#)  
[Black History Month Proclamation.pdf](#)

[22-0070](#)

COVID-19 Report

**Attachments:** [COVID -19 Common Council Update 02022022.pdf](#)

H. PUBLIC PARTICIPATION

*Aaron Breitenfeldt of Robert E Lee & Associates representing the applicant, spoke on Item 22-0006 SUP for a car wash*

## I. PUBLIC HEARINGS

## J. SPECIAL RESOLUTIONS

## K. ESTABLISH ORDER OF THE DAY

[22-0006](#)

Request to approve Special Use Permit #1-22 for a car wash located at 3040 East College Avenue (Tax Id #31-4-5704-01), 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\\_3040ECollegeAve\\_SUP\\_For01-26-22.pdf](#)

**Alderson Prohaska moved, seconded by Alderson Hartzheim, that the Special Use Permit be approved. Roll Call. Motion carried by the following vote:**

**Aye:** 12 - Alderson William Siebers, Alderson Vered Meltzer, Alderson Joe Martin, Alderson Denise Fenton, Alderson Maiyoua Thao, Alderson Matthew Reed, Alderson Alex Schultz, Alderson Michael Smith, Alderson Kristin Alfheim, Alderson Sheri Hartzheim, Alderson Joe Prohaska and Alderson Chad Doran

**Nay:** 2 - Alderson Brad Firkus and Alderson Nate Wolff

**Excused:** 1 - Alderson Katie Van Zeeland

**Abstained:** 1 - Mayor Jake Woodford

[21-1744](#)

Class "B" Beer and "Class C" Wine License application for Alpine Swift LLC, Adam Marty, Agent, located at 1016 E Pacific St, contingent upon approval from all departments.

**Attachments:** [Alpine Swift LLC.pdf](#)  
[StaffReport\\_AlpineSwift\\_SUP\\_For01-12-22.pdf](#)  
[Resolution\\_AlpineSwift\\_SUP#4-21\\_SIGNED.pdf](#)

**Alderson Hartzheim moved, seconded by Alderson Prohaska, that the License be approved. Roll Call. Motion carried by the following vote:**

**Aye:** 14 - Alderson William Siebers, Alderson Vered Meltzer, Alderson Brad Firkus, Alderson Joe Martin, Alderson Denise Fenton, Alderson Maiyoua Thao, Alderson Matthew Reed, Alderson Alex Schultz, Alderson Michael Smith, Alderson Kristin Alfheim, Alderson Nate Wolff, Alderson Sheri Hartzheim, Alderson Joe Prohaska and Alderson Chad Doran

**Excused:** 1 - Alderson Katie Van Zeeland

**Abstained:** 1 - Mayor Jake Woodford

[22-0010](#)

Approve City of Appleton On-Street Parklet Policy.

**Attachments:**     [On-Street Parklet Policy.pdf](#)

**Alderson Prohaska moved, seconded by Alderson Hartzheim, that the Policy be approved. Roll Call. Motion carried by the following vote:**

**Aye:** 14 - Alderson William Siebers, Alderson Vered Meltzer, Alderson Brad Firkus, Alderson Joe Martin, Alderson Denise Fenton, Alderson Maiyoua Thao, Alderson Matthew Reed, Alderson Alex Schultz, Alderson Michael Smith, Alderson Kristin Alfheim, Alderson Nate Wolff, Alderson Sheri Hartzheim, Alderson Joe Prohaska and Alderson Chad Doran

**Excused:** 1 - Alderson Katie Van Zeeland

**Abstained:** 1 - Mayor Jake Woodford

L. COMMITTEE REPORTS

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

**Alderson Meltzer moved, Alderson Wolff 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 Joe Martin, Alderson Denise Fenton, Alderson Maiyoua Thao, Alderson Matthew Reed, Alderson Alex Schultz, Alderson Michael Smith, Alderson Kristin Alfheim, Alderson Nate Wolff, Alderson Sheri Hartzheim, Alderson Joe Prohaska and Alderson Chad Doran

**Excused:** 1 - Alderson Katie Van Zeeland

**Abstained:** 1 - Mayor Jake Woodford

1. MINUTES OF THE MUNICIPAL SERVICES COMMITTEE

[22-0009](#)

Approve Intergovernmental Agreement with the Town of Grand Chute and Outagamie County for the sanitary sewer servicing the Outagamie County Northwest Landfill.

**Attachments:**     [Interdepartmental Agreement with Town of Grand Chute and Outagamie Cty.pdf](#)

**This Report Action Item was approved.**

[22-0011](#) Request from Appleton Downtown Inc. for a street occupancy permit to place ice carvings throughout the downtown beautification strips for the weekend of February 18, 2022 for "Avenue of Ice"

**Attachments:** [Appleton Downtown Inc Avenue of Ice.pdf](#)

[22-0012](#) Award 2022 Bridge Inspections Contract (Unit R-22) to Collins Engineers, Inc. in an amount not to exceed \$30,000.

**Attachments:** [Award 2022 Bridge Inspections Contract.pdf](#)

**This Report Action Item was approved.**

[22-0013](#) Award Contract for Memorial Drive Bridge Infrared Thermographic Survey and Ultrasonic Testing of the pins (Unit L-22) to AECOM Technical Services, Inc. in an amount not to exceed \$28,250.

**Attachments:** [Memorial Drive Bridge Contract Recommended for Award.pdf](#)

**This Report Action Item was approved.**

[22-0036](#) Request from AT&T for a street occupancy permit to place a cabinet in the W. Fourth Street terrace at 703 S. Walnut Street.

**Attachments:** [AT&T Street Occupancy Permit.pdf](#)

**This Report Action Item was approved.**

## 2. MINUTES OF THE SAFETY AND LICENSING COMMITTEE

[21-1789](#) "Class A" Liquor License application for Bane Corporation d/b/a Appleton Mobil, Parmeet Arora, Agent, located at 1717 W College Ave, contingent upon approval from all departments.

**Attachments:** [Appleton Mobil.pdf](#)

**This Report Action Item was approved.**

[22-0007](#) Reserve "Class B" Liquor License application for Souvannapha Chomsisengphet d/b/a Basil Cafe, located at 1513 N Richmond St, contingent upon approval from all departments.

**Attachments:** [Basil Cafe.pdf](#)

**This Report Action Item was approved.**

[22-0050](#) Proposal to Modify the Duration of Farm Market Licenses.

**Attachments:** [1-26-22 Farm Market License Change.pdf](#)

This Report Action Item was approved.

[22-0061](#) Request for Nuisance Ordinance Update

**Attachments:** [Nuisance Ordinance Memo revised .pdf](#)

This Report Action Item was approved.

**3. MINUTES OF THE CITY PLAN COMMISSION**

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

[22-0044](#) Action Item: Request Adoption of Resolution 2022-02 for Wisconsin DOT TAP Grant

**Attachments:** [Resolution 2022-02 for WI DOT Tap.pdf](#)

This Report Action Item was approved.

[22-0045](#) Action Item: Approval of Reciprocity Agreement with the City of Menasha and the City of Neenah

**Attachments:** [Memo - Reciprocity Agreement with Menasha and Neenah 2022-2023.doc](#)  
[Amendment No 1 to Menasha PR Reciprocity Agrm 2022-2023.pdf](#)  
[Amendment No 1 to Neenah PR Reciprocity Agrm 2022-2023.pdf](#)  
[2017-2021 Reciprocity Agreement with Menasha.pdf](#)  
[2017-2021 Reciprocity Agreement with Neenah.pdf](#)

This Report Action Item was approved.

**5. MINUTES OF THE FINANCE COMMITTEE**

[22-0038](#) Request to award the City of Appleton's 2022 Pierce Park Hardscapes Reconstruction Project contract to Vinton Construction Co., in the amount of \$628,036 with a contingency of 11% for a project total not to exceed \$697,120

**Attachments:** [2022 Pierce Park Hardscape Renovation Project.pdf](#)

This Report Action Item was approved.

[22-0053](#)

Request to award the City of Appleton's 2022 City Hall Common Space Remodel contract to Milbach Construction Services, Co in the amount of \$1,535,058 with a contingency of 10% for a contract total not to exceed \$1,688,564

**Attachments:** [2022 City Hall Remodel Project.pdf](#)

This Report Action Item was approved.

[22-0059](#)

Request to approve the following 2022 Budget amendment:

**General Fund - Human Resources Department**

Consulting Services	+\$ 35,000
2021 Carryover Funds (General Fund Balance)	-\$ 35,000

to fund the cost of professional recruitment fees for the Public Works Director position (2/3 vote of Council required)

**Attachments:** [HR Memo.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**

[22-0056](#)

Request to approve contract with Baker Tilly to complete an updated comprehensive compensation study.

**Attachments:** [Compensation Study.pdf](#)

This Report Action Item was approved.

[22-0057](#)

Request to approve contract with Employment Resource Group, Inc. in order to conduct a national search for the Director of Public Works vacancy.

**Attachments:** [DPW Director Recruitment Process.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

[22-0063](#) Ordinance #13-22

**Attachments:** [Ordinances to Council 2-2-22.pdf](#)

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

**Aye:** 14 - Aldersperson William Siebers, Aldersperson Vered Meltzer, Aldersperson Brad Firkus, Aldersperson Joe Martin, Aldersperson Denise Fenton, Aldersperson Maiyoua Thao, Aldersperson Matthew Reed, Aldersperson Alex Schultz, Aldersperson Michael Smith, Aldersperson Kristin Alfheim, Aldersperson Nate Wolff, Aldersperson Sheri Hartzheim, Aldersperson Joe Prohaska and Aldersperson Chad Doran

**Excused:** 1 - Aldersperson Katie Van Zeeland

**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 Prohaska moved, seconded by Aldersperson Hartzheim, that the meeting be adjourned at 7:29 p.m. Roll Call. Motion carried by the following vote:**

**Aye:** 14 - Aldersperson William Siebers, Aldersperson Vered Meltzer, Aldersperson Brad Firkus, Aldersperson Joe Martin, Aldersperson Denise Fenton, Aldersperson Maiyoua Thao, Aldersperson Matthew Reed, Aldersperson Alex Schultz, Aldersperson Michael Smith, Aldersperson Kristin Alfheim, Aldersperson Nate Wolff, Aldersperson Sheri Hartzheim, Aldersperson Joe Prohaska and Aldersperson Chad Doran



**Excused:** 1 - Alderperson Katie Van Zeeland

**Abstained:** 1 - Mayor Jake Woodford

Kami Lynch, City Clerk