



City of Appleton

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

Meeting Minutes - Final Common Council

Wednesday, May 15, 2024

7:00 PM

Council Chambers

A. CALL TO ORDER

The meeting was called to order by Council President Van Zeeland at 7:02 p.m.

B. INVOCATION

The Invocation was offered by Alderperson Alfheim.

C. PLEDGE OF ALLEGIANCE TO THE FLAG

D. ROLL CALL OF ALDERPERSONS

Alderperson Croatt appeared virtually.

- Present:** 12 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Martyn Smith, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Patrick Hayden, Alderperson Alex Schultz, Alderperson Kristin Alfheim, Alderperson Nate Wolff, Alderperson Sheri Hartzheim and Alderperson Christopher Croatt
- Excused:** 4 - Alderperson Patti Heffernan, Alderperson Vaya Jones, 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

[24-0605](#)

Common Council Meeting Minutes of May 1, 2024

Attachments: [CC Minutes 5-1-24.pdf](#)

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

- Aye:** 12 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Martyn Smith, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Patrick Hayden, Alderperson Alex Schultz, Alderperson Kristin Alfheim, Alderperson Nate Wolff, Alderperson Sheri Hartzheim and Alderperson Christopher Croatt
- Excused:** 4 - Alderperson Patti Heffernan, Alderperson Vaya Jones, Alderperson Chad Doran and Mayor Jake Woodford

G. BUSINESS PRESENTED BY THE MAYOR

[24-0622](#)

Proclamations

- Neurofibromatosis Awareness Day
- Hmong American Day
- Safe Boating Week
- American Legion Poppy Day
- Police Week

Attachments: [Neurofibromatosis Awareness Day 2024.pdf](#)
[Hmong American Day 2024.pdf](#)
[Safe Boating Week 2024.pdf](#)
[American Legion Poppy Day 2024.pdf](#)
[Police Week 2024.pdf](#)

[24-0623](#)

APD Civilian Community Service Award: Caleb Daguanno & Gio Sanchez

Chief Olson presented the awards

[24-0624](#)

Fifth Anniversary of fallen AFD firefighter, Mitch Lundgaard

A moment of silence was held in honor of Mitch Lundgaard.

[24-0625](#)

Confirmation of Appointments - Advisory Panel on Sustainability & Climate Resilience

Attachments: [May 15 2024 Council Appointments.pdf](#)

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

Aye: 12 - Aldersperson William Siebers, Aldersperson Vered Meltzer, Aldersperson Brad Firkus, Aldersperson Martyn Smith, Aldersperson Katie Van Zeeland, Aldersperson Denise Fenton, Aldersperson Patrick Hayden, Aldersperson Alex Schultz, Aldersperson Kristin Alfheim, Aldersperson Nate Wolff, Aldersperson Sheri Hartzheim and Aldersperson Christopher Croatt

Excused: 4 - Aldersperson Patti Heffernan, Aldersperson Vaya Jones, Aldersperson Chad Doran and Mayor Jake Woodford

H. PUBLIC PARTICIPATION

Tanner Van Stippen spoke regarding his Appointment to the Advisory Panel on Sustainability & Climate Resilience.

I. PUBLIC HEARINGS

J. SPECIAL RESOLUTIONS

K. ESTABLISH ORDER OF THE DAY

[24-0586](#)

Approval of Sole Source award to Badger Meter Syrinix for a leak monitoring system in an amount not to exceed \$90,000.

Attachments: [Sole Source Memo - Syrinix.pdf](#)
[Syrinix Technical Proposal.pdf](#)

Aldersperson Hartzheim moved, seconded by Aldersperson Meltzer, that the Sole Source award be approved. Roll Call. Motion carried by the following vote:

Aye: 12 - Aldersperson William Siebers, Aldersperson Vered Meltzer, Aldersperson Brad Firkus, Aldersperson Martyn Smith, Aldersperson Katie Van Zeeland, Aldersperson Denise Fenton, Aldersperson Patrick Hayden, Aldersperson Alex Schultz, Aldersperson Kristin Alfheim, Aldersperson Nate Wolff, Aldersperson Sheri Hartzheim and Aldersperson Christopher Croatt

Excused: 4 - Aldersperson Patti Heffernan, Aldersperson Vaya Jones, Aldersperson Chad Doran and Mayor Jake Woodford

[23-1251](#)

Resolution #11-R-23 Overnight Parking

Attachments: [#11-R-23 Overnight Parking.pdf](#)
[Overnight Parking Resolution #11-R-23 Staff memo.pdf](#)
[Overnight Parking Resolution Additional Information_Final.pdf](#)
[2024.04.08_Overnight Parking Memo.pdf](#)

Aldersperson Firkus moved, seconded by Aldersperson Meltzer, that the Report Action Item be amended as follows:

The City of Appleton will initiate a program allowing alternate side street parking on all streets within the city limits except on streets where parking is only allowable on one side, areas with more restrictive parking limitations and those where parking is not permitted at any time. Overnight street parking will remain prohibited during the winter months to facilitate snow removal. Snow emergency parking restrictions will remain applicable. DPW & Parking Utility will undertake additional measures to implement this program, including providing signage, sufficient enforcement staffing within the Parking Utility and altering street sweeping schedules to accommodate overnight parking while still remaining compliant with WDNR requirements for stormwater quality.

Be it further resolved that the COA DPW will provide an evaluation of the program to the Municipal Services Committee & Common Council on an on-going basis.

Roll Call. Motion failed by the following vote:

Aye: 5 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Alex Schultz and Alderperson Nate Wolff

Nay: 7 - Alderperson Martyn Smith, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Patrick Hayden, Alderperson Kristin Alfheim, Alderperson Sheri Hartzheim and Alderperson Christopher Croatt

Excused: 4 - Alderperson Patti Heffernan, Alderperson Vaya Jones, Alderperson Chad Doran and Mayor Jake Woodford

Alderperson Fenton moved, seconded by Alderperson Alfheim, that the Resolution be approved. A notwithstanding vote was taken. Roll Call. Motion failed by the following vote:

Aye: 4 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Alex Schultz and Alderperson Nate Wolff

Nay: 8 - Alderperson Brad Firkus, Alderperson Martyn Smith, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Patrick Hayden, Alderperson Kristin Alfheim, Alderperson Sheri Hartzheim and Alderperson Christopher Croatt

Excused: 4 - Alderperson Patti Heffernan, Alderperson Vaya Jones, Alderperson Chad Doran and Mayor Jake Woodford

L. COMMITTEE REPORTS

Balance of the action items on the agenda.

Alderperson Fenton moved, Alderperson Meltzer seconded, to approve the balance of the agenda. The motion carried by the following vote:

Aye: 12 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Martyn Smith, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Patrick Hayden, Alderperson Alex Schultz, Alderperson Kristin Alfheim, Alderperson Nate Wolff, Alderperson Sheri Hartzheim and Alderperson Christopher Croatt

Excused: 4 - Alderperson Patti Heffernan, Alderperson Vaya Jones, Alderperson Chad Doran and Mayor Jake Woodford

1. MINUTES OF THE MUNICIPAL SERVICES COMMITTEE

[24-0574](#)

Approve the request to extend street occupancy permit 24-027-T from The Boldt Company for a street occupancy permit for the Fox Commons City Center Plaza project along College Avenue from City Center East to the entrance of City Center West for a period ending on July 1, 2024.

Attachments: [24-027-T Extension.pdf](#)

This Report Action Item was approved.

[24-0575](#)

Approve the revisions to the Downtown Appleton Parking and Meter Bag Policy.

Attachments: [Downtown Appleton Parking and Meter Bag Policy - Revised 04-2024.pdf](#)
[Downtown Appleton Parking and Meter Bag Policy - Final Revised 04-2024.pdf](#)

This Report Action Item was approved.

[24-0576](#)

Approve ordinance change for Clearwater Creek 4th Addition (Sweetwater Way).

Attachments: [Clearwater Creek 4th Addition Ordinance Changes.pdf](#)

This Report Action Item was approved.

[24-0577](#)

Approve proposed loading zone stalls by the YMCA (200E Lawrence St). Follow-Up to Six-Month Evaluation Period.

Attachments: [Lawrence St 200E Loading Zone stalls by the YMCA \(follow-up to 6-mo eval\).pdf](#)

This Report Action Item was approved.

[24-0578](#)

Approve ordinance changes related to the H-23 Lightning Dr. Grade and Gravel Project.

Attachments: [Lightning Dr H-23 Ordinance Changes.pdf](#)

This Report Action Item was approved.

[24-0579](#)

Approve ordinance changes related to the A-24 Linwood Av. Reconstruction Project.

Attachments: [Linwood Av A-24 Ordinance Changes.pdf](#)

This Report Action Item was approved.

[24-0580](#)

Approve ordinance changes related to the A-24 Owaissa-Wisconsin RRFB Project.

Attachments: [Owaissa-Wisconsin RRFB A-24 Ordinance Changes.pdf](#)

This Report Action Item was approved.

[24-0581](#)

Approve ordinance changes related to the A-24 Quest Dr. Paving Project.

Attachments: [Quest Dr A-24 Ordinance Changes.pdf](#)

This Report Action Item was approved.

[24-0582](#) Approve ordinance changes related to the Rise Apartment Project.

Attachments: [Rise Apartments Ordinance Changes.pdf](#)

This Report Action Item was approved.

[24-0583](#) Approve ordinance changes related to the Southpoint Commerce Park G-24 Grade and Gravel Projects (Endeavor Dr/Vantage Dr/Inspire Ct).

Attachments: [Vantage Dr & Endeavor Dr G-24 Ordinance Changes.pdf](#)

2. MINUTES OF THE SAFETY AND LICENSING COMMITTEE

[24-0514](#) Class "B" Beer and "Class B" Liquor Temporary Premises Amendment application for Henry J. Grishaber LLC d/b/a Hank & Karen's, Henry J. Grishaber, Agent, located at 1937 E John St., on May 19th 2024 for Memorial Stock Car Event, contingent upon approval from the Inspections and Public Works Departments.

Attachments: [Hank & Karen's - Temporary Premises Amendment.pdf](#)

This Report Action Item was approved.

[24-0530](#) Electronic Vaping Device Retail License application for D8D By H4H LLC d/b/a The Dispensary, William Nething, Agent, located at 3020 E. College Ave Suite F.

Attachments: [The Dispensary CTV-100.pdf](#)

This Report Action Item was approved.

[24-0552](#) "Class B" Liquor license application for Alpine Swift d/b/a Ellinor, Adam Marty, Agent, located at 1016 E Pacific St., contingent upon approval from the Inspections and Police Departments.

Attachments: [Ellinor Class B App 4.30.24.pdf](#)

This Report Action Item was approved.

[24-0588](#) Fire Department Approval of Automatic Aid Agreement Between the City of Appleton and Village of Little Chute for Structure Fire Response.

Attachments: [AFD LCFD Auto-Aid Agreement 2024.pdf](#)

This Report Action Item was approved.

[24-0467](#)

Police Department Sole Source Memo for ACMS Crossing Guards Contract Renewal.

Attachments: [ACMS Sole Source - SL.pdf](#)

This Report Action Item was approved.

[24-0459](#)

Fire Department Automatic Aid Agreement with the Kimberly Fire Department.

Attachments: [AFD_KFD_Auto Aid KFD Signed 4.12.24.pdf](#)

This Report Action Item was approved.

[24-0503](#)

Fire Department Automatic Aid Agreement with the Grand Chute Fire Department.

Attachments: [Appleton Auto-Aid Agreement 2024.pdf](#)

This Report Action Item was approved.

3. MINUTES OF THE CITY PLAN COMMISSION

4. MINUTES OF THE PARKS AND RECREATION COMMITTEE

5. MINUTES OF THE FINANCE COMMITTEE

[24-0564](#)

Request to approve a resolution authorizing the City Mayor and City Clerk to execute the Principal Forgiven Financial Assistance Agreement that contains the terms and conditions of the Safe Drinking Water Loan Program and award of \$611,302 for the Project.

Attachments: [DNR Resolution #1- 2024.pdf](#)

This Report Action Item was approved.

[24-0565](#)

Request to approve the following 2024 Budget amendment:

Water Utility Fund

Lead Service Replacement + \$611,302

Other Reimbursement Revenue + \$611,302

To record acceptance of the Principal Forgiven Financial Assistance Loan for private side lead services replacements (2/3 vote of Council required)

Attachments: [2024.05.01 Water Utility Fund Budget Amendment.pdf](#)

This Report Action Item was approved.

6. MINUTES OF THE COMMUNITY AND ECONOMIC DEVELOPMENT COMMITTEE

7. MINUTES OF THE UTILITIES COMMITTEE

[24-0550](#)

Approval of Sole Source Engineering Services Contract to McMahon as part of the Appleton Water Treatment Facility Carbon Dioxide System Rehabilitation Project in the amount of \$27,000 with a 10% contingency of \$2,700 for a total not to exceed \$29,700.

Attachments: [240430_SoleSourceAward_McMahon_CO2_Memo.pdf](#)

This Report Action Item was approved.

[24-0551](#)

Approve the acceptance of the Department of Natural Resources Safe Drinking Water Loan Program loan with 100% principal forgiveness in the amount of \$611,302 for replacement of private lead service lines in Appleton.

Attachments: [SDW_SFY_2024_Final_Funding_List.pdf](#)

This Report Action Item was approved.

[24-0587](#)

Approve Contract Amendment #1 to McMahon for Phase II Solids Dewatering Equipment Upgrades for additional design and construction management services in the amount of \$26,900 increasing the contract amount from \$162,000 to \$188,900

Attachments: [240501_Ph2-BFP_McMahon_ContractAmend_no1_memo.pdf](#)

This Report Action Item was approved.

8. MINUTES OF THE HUMAN RESOURCES & INFORMATION TECHNOLOGY COMMITTEE

[24-0607](#) Request to Approve Syntech Fuelmaster Upgrade.

- Attachments:** [Memo Syntech Fuelmaster Upgrade.pdf](#)
[City of Appleton FMLive Upgrade TB104044.pdf](#)
[RL24052 City of Appleton MSB Card Reader \(1\).pdf](#)
[Sole-Source-Approval.pdf](#)
[FMLive CIP.pdf](#)
[General Fund Memo.pdf](#)

This Report Action Item was approved.

[24-0609](#) Request to Change DPW Administration Table of Organization.

- Attachments:** [DPW Re-org 2024 Memo.pdf](#)
[DPW Re-org TO SB 2024.pdf](#)
[DPW Re-org TO Updated 2024.pdf](#)
[DPW Re-org AT JD 2024.pdf](#)
[DPW Re-org MAC JD 2024.pdf](#)
[DPW Re-org ACE JD 2024.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

P. LICENSE APPLICATIONS AND COMMUNICATIONS REFERRED TO COMMITTEES OF JURISDICTION

Q. RESOLUTIONS SUBMITTED BY ALDERPERSONS REFERRED TO COMMITTEES OF JURISDICTION

[24-0664](#)

Resolution #6-R-24 establishing an Ordinance for a Responsible Bidder Policy

Attachments: [#6-R-24 Responsible Bidder Ordinance.pdf](#)

R. OTHER COUNCIL BUSINESS

S. ADJOURN

Alderson Wolff moved, seconded by Alderson Meltzer, that the meeting be adjourned at 8:03 p.m. Roll Call. Motion carried by the following vote:

Aye: 12 - Alderson William Siebers, Alderson Vered Meltzer, Alderson Brad Firkus, Alderson Martyn Smith, Alderson Katie Van Zeeland, Alderson Denise Fenton, Alderson Patrick Hayden, Alderson Alex Schultz, Alderson Kristin Alfheim, Alderson Nate Wolff, Alderson Sheri Hartzheim and Alderson Christopher Croatt

Excused: 4 - Alderson Patti Heffernan, Alderson Vaya Jones, Alderson Chad Doran and Mayor Jake Woodford

Kami Lynch, City Clerk