



# City of Appleton

100 North Appleton Street  
Appleton, WI 54911-4799  
[www.appletonwi.gov](http://www.appletonwi.gov)

## Meeting Minutes - Final Common Council

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Wednesday, May 21, 2025

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 Stancil-Martin.*

C. PLEDGE OF ALLEGIANCE TO THE FLAG

D. ROLL CALL OF ALDERPERSONS

*Alderperson Schultz appeared virtually.*

**Present:** 15 - Alderperson Josh Lambrecht, 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 Adrian Stancil-Martin, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt, Alderperson Denis Dougherty 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

[25-0518](#)

Common Council Meeting Minutes of May 7, 2025

**Attachments:** [CC Minutes 5-7-25.pdf](#)

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

**Aye:** 14 - Alderperson Josh Lambrecht, 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 Adrian Stancil-Martin, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt and Alderperson Denis Dougherty

**Excused:** 1 - Alderperson Vaya Jones

**Abstained:** 1 - Mayor Jake Woodford

## G. BUSINESS PRESENTED BY THE MAYOR

[25-0540](#)

Proclamations:

- Drinking Water Week
- Hmong American Day

**Attachments:**     [Drinking Water Week.pdf](#)  
                                 [Hmong American Day.pdf](#)

## H. PUBLIC PARTICIPATION

*The following spoke regarding Item 25-0300 Carryover funds for a sustainability consultant:*

*John Adams, 18 Green Bay Ct  
Janice Quinlan, 322 South Ct  
Deb Blank, 2623 E Sundance Dr  
Mike Thomas, 1 Hillock Ct  
Walter Blank, 2623 E Sundance Dr  
Eli Jenn, N9615 Mary Dr, Village of Harrison  
Nancy Jones, 1125 N Briarcliff Dr  
Ron Jones, 1125 N Briarcliff Dr*

## I. PUBLIC HEARINGS

## J. SPECIAL RESOLUTIONS

## K. ESTABLISH ORDER OF THE DAY

[25-0491](#)

Approve change to park rules to prohibit alcohol beverages within 20' of any pavilion or playground

**Attachments:**     [2025 Park Rule Change.pdf](#)

**Alderperson Hartzheim moved, seconded by Alderperson Wolff, that the Park Rules change be approved. Roll Call. Motion carried by the following vote:**

**Aye:** 14 - Alderperson Josh Lambrecht, 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 Adrian Stancil-Martin, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt and Alderperson Denis Dougherty

**Excused:** 1 - Alderperson Vaya Jones

**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 Josh Lambrecht, 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 Adrian Stancil-Martin, Aldersperson Nate Wolff, Aldersperson Sheri Hartzheim, Aldersperson Christopher Croatt and Aldersperson Denis Dougherty

**Excused:** 1 - Aldersperson Vaya Jones

**Abstained:** 1 - Mayor Jake Woodford

## 1. MINUTES OF THE MUNICIPAL SERVICES COMMITTEE

### [25-0504](#)

Approve Contract Amendment #1 for Thrivent Complete Streets Plan Review contract with Alta Planning + Design by an increase of \$20,220 for a total contact amount not to exceed \$45,100.

**Attachments:** [Alta Contract Amendment.pdf](#)

**This Report Action Item was approved.**

### [25-0505](#)

Approve ordinance changes related to parking on Drew St (1500N) and Circle St (400E). Follow-up to a 6-month evaluation period.

**Attachments:** [Circle St 400E Post 6-Mo Eval \(NSSP-SD\).pdf](#)

**This Report Action Item was approved.**

### [25-0506](#)

Approve ordinance changes related to parking at 700 Block of W Eighth Street. Follow-up to a 6-month evaluation period.

**Attachments:** [Eighth St 700W \(post 6-Mo eval\).pdf](#)

**This Report Action Item was approved.**

### [25-0508](#)

Approve ordinance changes related to School Route Plan for Sandy Slope Elementary School.

**Attachments:** [Sandy Slope SRTS Int Control Changes.pdf](#)

**This Report Action Item was approved.**

[25-0509](#)

Approve ordinance changes related to 100 Block of N. Oneida St - proposed conversion to 2-way traffic.

**Attachments:** [Oneida 100N 2-way Conversion.pdf](#)

This Report Action Item was approved.

[25-0510](#)

Approve Permanent Occupancy Permit in Johnston Street Alley Public Right-of-Way for ventilated air discharge for Chase Bank Building, 200 W. College Avenue.

**Attachments:** [Venting of 200 W College Ave bldg at Johnston Street Alley Memo.pdf](#)

This Report Action Item was approved.

## 2. MINUTES OF THE SAFETY AND LICENSING COMMITTEE

[25-0444](#)

Taxicab/Limousine Driver's License for Cara Nord

**Attachments:** [Cara Nord Application.pdf](#)  
[Cara Nord Clerk Letter.pdf](#)  
[Cara Nord PD Letter.pdf](#)

The recommendation to deny the license was approved.

[25-0445](#)

Taxicab/Limousine Driver's License for Sara Johnson

**Attachments:** [Sara Johnson Application.pdf](#)  
[Sara Johnson Clerk Letter.pdf](#)  
[Sara Johnson PD Letter.pdf](#)

The recommendation to deny the license was approved.

[25-0449](#)

Taxicab Company License Renewal Application for LIR Transportation LLC, d/b/a Fox Valley Cab, Owner, Igor Leykin, 719 W Frances St., contingent upon approval from the Inspections department

**Attachments:** [Fox Valley Cab Taxicab Co Renewal App.pdf](#)

This Report Action Item was approved.

[25-0461](#)

Class "B" Beer and "Class B" Liquor License application for Brewsky's Good Times LLC d/b/a Brewsky's, Bradford Cox, Agent, located at 313 E Calumet St, contingent upon approval from the Health and Inspections departments

**Attachments:** [Brewsky's.Good Times LLC.Alcohol.Class B Beer Liquor.4.1.25.REDACTED.pdf](#)

This Report Action Item was approved.

[25-0462](#)

Class "B" Beer and "Class B" Liquor License application for Bowinator LLC d/b/a Ukiyo, Corbin Schiedermayer, Agent, located at 207 W College Ave, effective July 1, 2025 and contingent upon approval from the Community Development and Inspections departments

**Attachments:** [Ukiyo.Bowinator LLC.ALcohol.Class B Beer Liquor.4.22.25.REDACTED.pdf](#)

**This Report Action Item was approved.**

[25-0463](#)

Class "A" Beer and "Class A" Liquor (cider only) License Change of Agent application for Kwik Trip Inc d/b/a Kwik Trip #639, New Agent, Amber Chula, located at 2175 S Memorial Dr

**Attachments:** [Kwik Trip 639.Alcohol.COA.4.29.25.REDACTED.pdf](#)

**This Report Action Item was approved.**

[25-0464](#)

Class "B" Beer and Reserve "Class B" Liquor License Change of Agent application for SK Pizzeria Pub LLC d/b/a Pizzeria Pub and Bar, New Agent, Jaspreet Kaur, located at 1200 N Sharon St

**Attachments:** [Pizzeria Pub & Bar.Alcohol.COA.4.28.25.REDACTED.pdf](#)

**This Report Action Item was approved.**

[25-0465](#)

Secondhand Mall/Flea Market License Renewal application for Ye Old Goat, Meghan Keller, Applicant, located at 1919 E Calumet St

**Attachments:** [Ye Old Goat.Secondhand Renewal.4.17.25.REDACTED.pdf](#)

**This Report Action Item was approved.**

[25-0466](#)

2025-2026 Cigarette, Tobacco, and Electronic Vaping Device License Renewal applications

**Attachments:** [2025 CTV RENEWALS.pdf](#)

**This Report Action Item was approved.**

[25-0467](#)

Cigarette, Tobacco, and Electronic Vaping Device License application for AY Trading Inc d/b/a Smokes and Vape, Ismail Abu Yosef, Agent, located at 2448 W College Ave

**Attachments:** [Smokes and Vape.AY Trading Inc.CTV.4.25.25.REDACTED.pdf](#)

**This Report Action Item was approved.**

[25-0468](#)

Cigarette, Tobacco, and Electronic Vaping Device License application for Esales Inc d/b/a The Flower Pot, Tye Hartwell, Agent, located at 2310 W College Ave, effective July 1, 2025

**Attachments:** [Flower Pot.Esales Inc.CTV.5.1.25.REDACTED.pdf](#)

This Report Action Item was approved.

[25-0493](#)

Request to approve the revision of Municipal Code Section 9-387: Salvage Dealers

**Attachments:** [Memo- Muni Code 9-387 Salvage Dealer App. Requirements -Revision.pdf](#)

This Report Action Item was approved.

### 3. MINUTES OF THE CITY PLAN COMMISSION

[25-0456](#)

Request to approve Rezoning #2-25 for the Dorn Annexation, formerly in the Town of Grand Chute, consisting of approximately 95.940 acres located at 4700 N. Richmond Street (Tax Id #31-6-5710-00, 31-6-5710-01, 31-6-5710-02, and 31-6-5710-03), including to the centerline of the adjacent right-of-way, as shown on the attached maps, from AG Agricultural District to R-1B Single-family District

**Attachments:** [StaffMemo\\_DornAnnexation\\_Rezoning\\_For05-14-25.pdf](#)

This Report Action Item was approved.

[25-0457](#)

Request to approve the Dewitt Development Partners, LLC Annexation consisting of approximately 72.2948 acres located in the 6000 block of North French Road, currently in the Town of Grand Chute, as shown on the attached maps, subject to the stipulation in the attached staff memo

**Attachments:** [StaffMemo\\_DewittAnnexation\\_For05-14-25.pdf](#)

This Report Action Item was approved.

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

### 5. MINUTES OF THE FINANCE COMMITTEE

[25-0495](#)

Request to approve the following 2024 Budget amendments:

**Emergency Shelter Grant**

Miscellaneous State Aids	+\$19,500
Other Grant Payments	+\$19,500

to record additional funds received for Emergency Shelter Grant Program  
(2/3 vote of council required)

**Continuum of Care Grant**

Miscellaneous State Aids	+\$18,220
Other Grant Payments	+\$18,220

to record additional funds received for Continuum of Care Grant Program  
(2/3 vote of council required)

**Police Grants**

Federal Grants	+\$37,353
Miscellaneous State Aids	+\$ 7,311
Miscellaneous Local Gov't Aids	+\$14,835
Overtime wages	+\$28,293
Training/Conferences	+\$ 4,082
Other Misc Supplies	+\$ 8,564
Miscellaneous Equipment	+\$18,560

to record additional funds received for Police Grant (2/3 vote of council  
required)

**Room Tax Fund**

Room Taxes	+\$89,114
Other Contracts/Obligations	+\$81,814
Transfer Out - General Fund	+\$ 7,300

to record additional room taxes received (2/3 vote of council required)

**Wheel Tax Fund**

Wheel Tax	+\$54,449
Transfer Out - General Fund	+\$54,449

to record additional wheel taxes received (2/3 vote of council required)

**Health BOTS Grant**

Health Grants & Aids	+\$ 2,422
Other Misc Supplies	+\$ 2,422

to record additional funds received for BOTS Grant Program (2/3 vote of council required)

**Health Prevention Grant**

Health Grants & Aids	+\$ 6,217
Consulting Services	+\$ 6,217

to record additional funds received for Prevention Grant (2/3 vote required)

**Health Communicable Disease Grant**

Health Grants & Aids	+\$ 5,720
Salaries	+\$ 4,862
Fringe	+\$ 581
Training/Conferences	+\$ 277

to record additional funds received for Communicable Disease Grant Program (2/3 vote of council required)

**Public Health Infrastructure Grant**

Health Grants & Aids	+\$17,788
Salaries	+\$13,318
Fringe	+\$ 3,573
Training/Conferences	+\$ 897

to records additional funds received for Public Health Infrastructure Grant Program (2/3 vote of council required)

**Health Immunization Grant**

Health Grants & Aids	+\$ 645
Fringe	+\$ 492
Medical/Lab Supplies	+\$ 153

to record additional funds received for Immunization Grant Program (2/3 vote of council required)

**Health COVID-19 Vaccination Grant**

Health Grants & Aids	+\$ 750
Other Contracts/Obligations	+\$ 750

to record additional funds received for COVID-19 Vaccination Grant Program (2/3 vote of council required)

**Health DHS ARPA Grant**

Health Grants & Aids	+\$19,814
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Salaries	+\$11,888
Fringe	+\$ 7,926

to record additional funds received for DHS ARPA Grant Program (2/3 vote of council required)

**TIF #7**

Property Tax	+\$10,702
Other Contracts/Obligations	+\$10,702

to record payment required by developer agreement (2/3 vote of council required)

**Facilities Capital Projects**

Donations & Memorials	+\$7,950,747
Buildings	+\$7,950,747

to record donations from Friends of Appleton Library for building project (2/3 vote of council required)

**Facilities Management**

General Charges for Services	+\$92,860
Building Maint/Janitorial	+\$21,442
Building Repairs & Maint	+\$71,418

to record additional costs for janitorial services and building repairs and maintenance (2/3 vote of council required)

**General Fund**

Salaries/Fringe Benefits-Public Health	+\$ 8,319
Salaries/Fringe Benefits-Human Resources	+\$16,330
Wage Reserve	- \$24,649

to allocate wage reserve funds (2/3 vote of council required)

**This Report Action Item was approved.**

[25-0514](#)

Request to award project CC-25 Bridge Deck Sealing to Norcon Corporation in the amount of \$144,482.94 with a contingency of \$5,157.06 for an amount not to exceed \$150,000.

**Attachments:** [CC-25 Award-Funding-Bid Tab.pdf](#)

**This Report Action Item was approved.**

[25-0515](#)

Request to approve Change Order No. 3 as an amendment to contract 21-24 for H-23 Lightning Drive Extension in the amount of \$115,622.36 with no change to the contingency of \$20,104.82. Overall contract increases from \$1,695,191.12 to \$1,810,813.48.

**Attachments:**     [H-23 Change Order 3 Form.pdf](#)

This Report Action Item was approved.

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

[25-0501](#)

Request to approve an Amendment to the Development Agreement (Phase II) between the City of Appleton and 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 3rd Amendment Memo to CDC 05-14-25.pdf](#)  
[21-0871 - Merge \(Phase II\) - Amendment to DA 05-2025 \(04-23-2025\).pdf](#)

This Report Action Item was approved.

## **7. MINUTES OF THE UTILITIES COMMITTEE**

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

[25-0483](#)

Request the Approval of Department of Public Works Parking Re-organization.

**Attachments:**     [Parking Memo.pdf](#)  
[Parking TO.pdf](#)  
[Parking Enforcement Lead.pdf](#)

This Report Action Item was approved.

[25-0484](#)

Request the Approval of Finance Department of Re-organization.

**Attachments:**     [Finance Dept Staffing memo.pdf](#)  
[Finance Department TO.pdf](#)  
[Finance Customer Service Supervisor Job Description - Final.pdf](#)  
[Finance Staff Accountant - Property Tax Specialist Job Description - Final.pdf](#)

This Report Action Item was approved.

[25-0485](#)

Request the Approval of Side Letter Agreement with Teamsters Local Union #662.

**Attachments:**    [VT Side Letter Memo.pdf](#)  
                              [VT Shop Foreperson JD.pdf](#)

This Report Action Item was approved.

[25-0486](#)

Request the Approval of Backup Internet Circuit.

**Attachments:**    [2025 Recommendation to Approve Backup Internet Circuit.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**

[25-0300](#)

Request to approve 2024 - 2025 Budget carryover appropriations (2/3 vote of Council required):

1. Items not under contract \$13,811,792
2. Items requesting special consideration \$1,143,133

**Attachments:**    [Not Under Contract 2024-2025 Carryover.pdf](#)  
                              [Special Consideration 2024-2025 Carryover.pdf](#)  
                              [!Comments on proposal for 100k consultant.pdf](#)  
                              [5-19-25 Appleton Sustainability Master Plan Scope.pdf](#)

**Aldersperson Firkus moved, seconded by Aldersperson Wolff, that the Item be amended to change the justification in how the funds would be spent: for projects with emission reduction, climate mitigation and/or sustainability value, and/or for consultants to assist with such efforts. Roll Call. Motion failed by the following vote:**

**Aye:** 4 - Aldersperson Brad Firkus, Aldersperson Patrick Hayden, Aldersperson Nate Wolff and Aldersperson Sheri Hartzheim

**Nay:** 10 - Aldersperson Josh Lambrecht, Aldersperson Vered Meltzer, Aldersperson Martyn Smith, Aldersperson Katie Van Zeeland, Aldersperson Denise Fenton, Aldersperson Patti Heffernan, Aldersperson Alex Schultz, Aldersperson Adrian Stancil-Martin, Aldersperson Christopher Croatt and Aldersperson Denis Dougherty

**Excused:** 1 - Alderperson Vaya Jones

**Abstained:** 1 - Mayor Jake Woodford

**A notwithstanding vote was requested. Alderperson Fenton moved, seconded by Alderperson Smith, that the carryover fund request for a sustainability consultant be approved. Roll Call. Motion carried by the following vote:**

**Aye:** 11 - Alderperson Josh Lambrecht, Alderperson Vered Meltzer, Alderperson Martyn Smith, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Patrick Hayden, Alderperson Patti Heffernan, Alderperson Alex Schultz, Alderperson Adrian Stancil-Martin, Alderperson Nate Wolff and Alderperson Denis Dougherty

**Nay:** 3 - Alderperson Brad Firkus, Alderperson Sheri Hartzheim and Alderperson Christopher Croatt

**Excused:** 1 - Alderperson Vaya Jones

**Abstained:** 1 - Mayor Jake Woodford

## O. ORDINANCES

### [25-0519](#)

Ordinances #48-25, #49-25 (Dewitt Annexation), and #50-25

**Attachments:** [Ordinances to Council 5-21-25.pdf](#)

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

**Aye:** 14 - Alderperson Josh Lambrecht, 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 Adrian Stancil-Martin, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt and Alderperson Denis Dougherty

**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

## R. OTHER COUNCIL BUSINESS

## S. CLOSED SESSION

[25-0453](#)

The Common Council will go into Closed Session according to State Statute §19.85(1)(g) for the purpose of conferring with legal counsel regarding matters associated with flooding that occurred in July, 2024. At the conclusion of its discussion, the Common Council will reconvene in open session.

**Aldersperson Hartzheim moved, seconded by Aldersperson Croatt to convene into Closed Session at 8:51 p.m. Roll Call. Motion carried by the following vote:**

**Aye:** 13 - Aldersperson Josh Lambrecht, Aldersperson Vered Meltzer, Aldersperson Brad Firkus, Aldersperson Martyn Smith, Aldersperson Katie Van Zeeland, Aldersperson Denise Fenton, Aldersperson Patrick Hayden, Aldersperson Patti Heffernan, Aldersperson Adrian Stancil-Martin, Aldersperson Nate Wolff, Aldersperson Sheri Hartzheim, Aldersperson Christopher Croatt and Aldersperson Denis Dougherty

**Excused:** 2 - Aldersperson Alex Schultz and Aldersperson Vaya Jones

**Abstained:** 1 - Mayor Jake Woodford

## T. ADJOURN

*Aldersperson Hartzheim moved, seconded by Aldersperson Croatt to reconvene into open session at 9:32 p.m. Roll Call. Motion carried 13/0 and the Common Council reconvened into open session. No action was taken in closed session.*

**Aldersperson Hartzheim moved, seconded by Aldersperson Wolff, that the meeting be adjourned at 9:34 p.m. Roll Call. Motion carried by the following vote:**

**Aye:** 13 - Aldersperson Josh Lambrecht, Aldersperson Vered Meltzer, Aldersperson Brad Firkus, Aldersperson Martyn Smith, Aldersperson Katie Van Zeeland, Aldersperson Denise Fenton, Aldersperson Patrick Hayden, Aldersperson Patti Heffernan, Aldersperson Adrian Stancil-Martin, Aldersperson Nate Wolff, Aldersperson Sheri Hartzheim, Aldersperson Christopher Croatt and Aldersperson Denis Dougherty

**Excused:** 2 - Aldersperson Alex Schultz and Aldersperson Vaya Jones

**Abstained:** 1 - Mayor Jake Woodford

Kami Lynch, City Clerk