



City of Appleton

100 North Appleton Street
Appleton, WI 54911-4799
www.appletonwi.gov

Meeting Minutes - Final Common Council

Wednesday, November 5, 2025

7:00 PM

Council Chambers

A. CALL TO ORDER

Mayor Woodford called the meeting to order at 7:00 p.m.

B. INVOCATION

The Invocation was offered by Alderperson Lambrecht.

C. PLEDGE OF ALLEGIANCE TO THE FLAG

D. ROLL CALL OF ALDERPERSONS

Present: 14 - Alderperson Josh Lambrecht, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Martyn Smith, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Patrick Hayden, Alderperson Alex Schultz, Alderperson Adrian Stancil-Martin, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt, Alderperson Denis Dougherty and Mayor Jake Woodford

Excused: 2 - Alderperson Patti Heffernan and Alderperson Vaya Jones

E. ROLL CALL OF OFFICERS AND DEPARTMENT HEADS

All departments were represented.

F. APPROVAL OF PREVIOUS COUNCIL MEETING MINUTES

[25-1330](#)

Common Council Meeting Minutes of October 15, 2025

Attachments: [CC Minutes 10-15-25.pdf](#)

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

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

Excused: 2 - Alderperson Patti Heffernan and Alderperson Vaya Jones

Abstained: 1 - Mayor Jake Woodford

G. BUSINESS PRESENTED BY THE MAYOR

[25-1344](#)

Proclamations:

- Lung Cancer Awareness Month
- Youth HOPE Month
- Appleton DECA Week
- Native American Heritage Month
- Family Caregivers Month

Attachments: [Lung Cancer Awareness Month.pdf](#)
[Youth HOPE Month.pdf](#)
[Appleton DECA Week.pdf](#)
[Native American Heritage Month.pdf](#)
[Family Caregivers Month.pdf](#)

[25-1346](#)

Bicycle and Pedestrian Advisory Committee Appointments

Attachments: [BPAC Appointments.pdf](#)

Aldersperson Hartzheim moved, seconded by Aldersperson Hayden, that the Appointments be approved. 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 Alex Schultz, Aldersperson Adrian Stancil-Martin, Aldersperson Nate Wolff, Aldersperson Sheri Hartzheim, Aldersperson Christopher Croatt and Aldersperson Denis Dougherty

Excused: 2 - Aldersperson Patti Heffernan and Aldersperson Vaya Jones

Abstained: 1 - Mayor Jake Woodford

[25-1343](#)

Appleton Redevelopment Authority Reappointment

Attachments: [ARA Reappointment.pdf](#)

Aldersperson Hartzheim moved, seconded by Aldersperson Van Zeeland, that the Reappointment be approved. 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 Alex Schultz, Aldersperson Adrian Stancil-Martin, Aldersperson Nate Wolff, Aldersperson Sheri Hartzheim, Aldersperson Christopher Croatt and Aldersperson Denis Dougherty

Excused: 2 - Aldersperson Patti Heffernan and Aldersperson Vaya Jones

Abstained: 1 - Mayor Jake Woodford

H. PUBLIC PARTICIPATION

Steve Wuerger, 813 W Bent Oak Ln, spoke regarding Item 25-1239 Special Use Permit #5-25.

I. PUBLIC HEARINGS

J. SPECIAL RESOLUTIONS

K. ESTABLISH ORDER OF THE DAY

[25-1239](#)

Request to approve Special Use Permit #5-25 for a shelter facility located at 404 West Lawrence Street (Tax Id #31-3-1042-00), as shown on the attached development plan and per attached plan of operation, to run with the land subject to the conditions in the attached staff memo and approve attached Resolution (2/3 vote of Common Council required for approval)

Attachments: [StaffMemo_404WLawrenceSt_SUP 5-25_For10-22-25.pdf](#)

Aldersperson Hartzheim moved, seconded by Aldersperson Croatt, that the Special Use Permit be approved. 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 Alex Schultz, Aldersperson Adrian Stancil-Martin, Aldersperson Nate Wolff, Aldersperson Sheri Hartzheim, Aldersperson Christopher Croatt and Aldersperson Denis Dougherty

Excused: 2 - Aldersperson Patti Heffernan and Aldersperson Vaya Jones

Abstained: 1 - Mayor Jake Woodford

[25-1323](#)

Request to award the Sustainability and Resiliency Master Planning contract to paleBLUEdot, LLC in the amount of \$98,966, with an 8.7% contingency of \$8,659, for a project total not to exceed \$107,625.

Attachments: [Appleton Sustainability Master Planning Project.pdf](#)

Aldersperson Fenton moved, seconded by Aldersperson Meltzer, that the Sustainability and Resiliency Master Planning Contract be approved. Roll Call. Motion carried by the following vote:

Aye: 12 - Aldersperson Josh Lambrecht, Aldersperson Vered Meltzer, Aldersperson Brad Firkus, Aldersperson Martyn Smith, Aldersperson Katie Van Zeeland, Aldersperson Denise Fenton, Aldersperson Patrick Hayden, Aldersperson Alex Schultz, Aldersperson Adrian Stancil-Martin, Aldersperson Nate Wolff, Aldersperson Christopher Croatt and Aldersperson Denis Dougherty

Nay: 1 - Alderperson Sheri Hartzheim

Excused: 2 - Alderperson Patti Heffernan and Alderperson Vaya Jones

Abstained: 1 - Mayor Jake Woodford

[25-1331](#)

Review Park Naming Policy

Attachments: [Naming of Public Parklands Policy.pdf](#)
[Classifications Amendment Handout 10.20.25.pdf](#)
[Amendment by Substitution 10.20.25.pdf](#)

Alderperson Hartzheim moved, seconded by Alderperson Van Zeeland, that the Park Naming Policy be amended by substitution back to its original form. Roll Call. Motion failed by the following vote:

Aye: 6 - Alderperson Brad Firkus, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Nate Wolff, Alderperson Sheri Hartzheim and Alderperson Christopher Croatt

Nay: 7 - Alderperson Josh Lambrecht, Alderperson Vered Meltzer, Alderperson Martyn Smith, Alderperson Patrick Hayden, Alderperson Alex Schultz, Alderperson Adrian Stancil-Martin and Alderperson Denis Dougherty

Excused: 2 - Alderperson Patti Heffernan and Alderperson Vaya Jones

Abstained: 1 - Mayor Jake Woodford

Alderperson Lambrecht moved, seconded by Alderperson Smith, that the Park Naming Policy be approved. Roll Call. Motion carried by the following vote:

Aye: 8 - Alderperson Josh Lambrecht, Alderperson Vered Meltzer, Alderperson Martyn Smith, Alderperson Patrick Hayden, Alderperson Alex Schultz, Alderperson Adrian Stancil-Martin, Alderperson Nate Wolff and Alderperson Denis Dougherty

Nay: 5 - Alderperson Brad Firkus, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Sheri Hartzheim and Alderperson Christopher Croatt

Excused: 2 - Alderperson Patti Heffernan and Alderperson Vaya Jones

Abstained: 1 - Mayor Jake Woodford

[25-0979](#)

Approve Veterans Park renaming process

Attachments: [2025 Veterans Park Renaming Process Memo.pdf](#)
[City of Appleton Public Park Renaming Process for Veterans Park.pdf](#)
[Naming of Public Parklands Policy.pdf](#)

Alderperson Hartzheim moved, seconded by Alderperson Smith, that the Veterans Park Renaming Process be approved. Roll Call. Motion carried by the following vote:

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

Excused: 2 - Alderperson Patti Heffernan and Alderperson Vaya Jones

Abstained: 1 - Mayor Jake Woodford

[25-1296](#)

Class "B" Beer and Reserve "Class B" Liquor License application for Appleton Parlour Collective LLC, Chelsie Towns, Agent, located at 501 N Richmond St, contingent upon approval from the Inspections and Public Works departments

Attachments: [Appleton Parlour Collective LLC.Alcohol.Class B Beer Reserve Liquor.9.24.25.REDACTED.pdf](#)

Alderperson Fenton moved, seconded by Alderperson Lambrecht, that the Alcohol License be approved. Roll Call. Motion carried by the following vote:

Aye: 12 - Alderperson Josh Lambrecht, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Martyn Smith, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Patrick Hayden, Alderperson Alex Schultz, Alderperson Adrian Stancil-Martin, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt and Alderperson Denis Dougherty

Excused: 2 - Alderperson Patti Heffernan and Alderperson Vaya Jones

Abstained: 2 - Alderperson Nate Wolff and Mayor Jake Woodford

L. COMMITTEE REPORTS

Balance of the action items on the agenda.

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

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

Excused: 2 - Alderperson Patti Heffernan and Alderperson Vaya Jones

Abstained: 1 - Mayor Jake Woodford

1. MINUTES OF THE MUNICIPAL SERVICES COMMITTEE

[25-1312](#) Approve 3rd Revision to State/Municipal Agreement (SMA) for the design and construction of Lawe Street from College Avenue to Wisconsin Avenue.

Attachments: [Lawe Street Reconst SMA College Ave to Wisconsin Ave.pdf](#)

This Report Action Item was approved.

[25-1313](#) Approve Long Term Temporary Occupancy Permit for 318 W College Avenue through November 19, 2025.

Attachments: [LTT Occupancy Permit 318 W College.pdf](#)

This Report Action Item was approved.

[25-1314](#) Approve Contract Amendment #2 for Thrivent Complete Streets Plan Review and Design Support contract with Alta Planning + Design by an increase of \$9,990 for a total contact amount not to exceed \$55,090.

Attachments: [Alta Thrivent Complete Streets Amendment#2.pdf](#)

This Report Action Item was approved.

[25-1315](#) Approve relocation order for right-of-way acquisition at the southeast corner of Richmond Street and Ridgeview Lane for the construction of traffic signals.

Attachments: [Ridgeview Relocation Order ROW.pdf.pdf](#)

This Report Action Item was approved.

2. MINUTES OF THE SAFETY AND LICENSING COMMITTEE

[25-1231](#) Taxicab Company License Renewal Application for Evergreen Campsites & Resort, Owner, Jim Button, W5449 Archer Lane, Wild Rose WI 54984, contingent upon approval from the Human Resources department.

Attachments: [Evergreen Campsites and Resort 25 Renewal Application.pdf](#)

This Report Action Item was approved.

[25-1285](#) Taxicab Company License Renewal Application for L&M Carriage Service, Owner, Mike Gildernick, 3140 Mid Valley Rd., De Pere, WI 54115, contingent upon approval from the Police, Human Resources and Inspections departments.

Attachments: [L&M Carriage Service 25 Renewal Application.pdf](#)

This Report Action Item was approved.

[25-1297](#)

Class "B" Beer and Reserve "Class B" Liquor License application for Brindlewood Enterprises LLC d/b/a West Edison Rivery, Benjamin Ament, Agent, located at 101 W Edison Ave Ste 180, contingent upon approval from the Inspections department

Attachments: [West Edison Rivery.Brindlewood Enterprises LLC.Alcohol Class B Beer Reserve Liquor.9.30.25.REDACTED.pdf](#)

This Report Action Item was approved.

[25-1298](#)

Class "A" Beer and "Class A" Liquor License Change of Agent for FKG Oil Company d/b/a Appleton Motomart #4403, Jared Mitchell, New Agent, located at 3400 E Calumet St, contingent upon approval from the Police department

Attachments: [Appleton Motomart 4403.Alcohol.COA.10.14.25.REDACTED.pdf](#)

This Report Action Item was approved.

[25-1299](#)

Class "A" Beer and "Class A" Liquor License Change of Agent for Skogen's Foodliner Inc d/b/a Festival Foods, Ryan Pelot, New Agent, located at 1200 W Northland Ave

Attachments: [Festival Foods.Alcohol.COA.10.6.25.REDACTED.pdf](#)

This Report Action Item was approved.

[25-1301](#)

Secondhand Article Dealer and Secondhand Jewelry Dealer License application for Jessie Mae USA LLC d/b/a Jessie Mae's This and That, Charles England, Applicant, located at 619 W Wisconsin Ave, contingent upon approval from the City Sealer

Attachments: [Jessie Mae's This & That.Secondhand.10.7.25.REDACTED.pdf](#)

This Report Action Item was approved.

3. MINUTES OF THE CITY PLAN COMMISSION

4. MINUTES OF THE PARKS AND RECREATION COMMITTEE

[25-1235](#)

Approve J Restaurant Patio Premise to Lease Space in Vulcan Heritage Park for 2025-2030

Attachments: [2025 Supple Lease Agreement.pdf](#)
 [17-1017 - Heritage Park Lease - 2026-2030 - FINAL.pdf.pdf](#)

This Report Action Item was approved.

[25-1309](#)

Adopt the Proposed Revised Miracle League Field - Rental and Fee Schedule Policy

Attachments: [Memo Miracle League Field Rental and Fee Schedule Policy.pdf](#)
 [2025 Draft Miracle League Field Policy.pdf](#)
 [2025 Miracle League Field Policy - FINAL.pdf](#)

This Report Action Item was approved.

5. MINUTES OF THE FINANCE COMMITTEE

[25-1324](#)

Request to award the Parks and Recreation Facility Renovation Project contract to Blue Sky Contractors, LLC in the amount of \$1,073,103, with an 8% contingency of \$85,848, for a project total not to exceed \$1,158,951 along with the following budget amendment (2/3 vote of Council required):

<u>Facilities Capital Projects Fund</u>	
Parks & Rec Facility Renovation Project	+ \$186,000
2025 Parks Hardscapes CIP	- \$186,000

Attachments: [2025 Park and Rec Facility Renovation Project with budget transfer.pdf](#)

This Report Action Item was approved.

[25-1326](#)

Request to adopt the Proposed Revised Park and Open Space Special Revenue Fund Policy.

Attachments: [Memo Park and Open Space Special Revenue Fund Policy.pdf](#)
 [Draft Park and Open Space Fund Policy 10-10-25aka.pdf](#)
 [0376 - Park and Open Space Fund Policy - 10-13-2025 - CLEAN.pdf](#)

This Report Action Item was approved.

[25-1347](#)

Request to adopt Resolution #2025-16 authorizing appointment of a Redemption Agent for certain outstanding Water and Storm Water Revenue Bonds.

Attachments: [2025-16 Resolution Appointing Redemption Agent for Outstanding Water and Storm Water Bonds.pdf](#)
[Debt Redemption Agent Services Memo.pdf](#)

This Report Action Item was approved.

[25-1348](#)

Request to approve write-off of obsolete Wastewater inventory in the amount of \$6,912.36.

Attachments: [2025 WW Inventory Memo.pdf](#)

This Report Action Item was approved.

[25-1349](#)

Request to approve WisDOT "Statement of Non-Reimbursement by Utility" DT2245 forms and DT1661 "Quit Claim Deed by Utility" forms for I-41/STH 441.

Attachments: [DT2245_DT1661_STH_441_Statement_of_Non-Reimburse_Memo_w_Forms.pdf](#)

This Report Action Item was approved.

[25-1350](#)

Request to approve WisDOT "Statement of Non-Reimbursement by Utility" DT2245 forms and DT1660 "Conveyance of Rights in Land" form for I-41/CTH OO Interchange.

Attachments: [DT2245_DT1660_CTH_OO_Statement_of_Non-Reimburse_Memo_w_forms.pdf](#)

This Report Action Item was approved.

6. MINUTES OF THE COMMUNITY DEVELOPMENT COMMITTEE

[25-1201](#)

Request to approve the Third Amendment to 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_DA_3rd_Amendment_Memo_to_CDC_10-22-25.pdf](#)
[0871 - Merge - Phase 2 Dev Agrm - THIRD AMENDMENT 10-09-2025 - CLEAN.pdf](#)

This Report Action Item was approved.

[25-1242](#)

Request to approve Preliminary 2026PY Community Development Block Grant (CDBG) Core and City Department Program Funding as specified in the attached documents

Attachments: [CDC Memo Core and City Dept Prelim Allocations 10.22.25.pdf](#)
[Attachment A CDBG Core and City Dept Project Summary.pdf](#)
[Colony Oaks CDBG Application Supporting Documents Combined.pdf](#)
[Inspections CDBG 2026 Application Information Combined.pdf](#)

This Report Action Item was approved.

[25-1306](#)

Request to approve the Offer to Purchase from Consolidated Construction Co., Inc., its successors or assigns, for Lot 41 in Southpoint Commerce Park Plat No. 4 (4041 East Endeavor Drive) (Tax Id #31-9-5800-04), consisting of 4.627 acres at a purchase price of \$43,000 per acre

Attachments: [OTP Consolidated Const Lot 41 SPCP Memo to CDC 10-22-25.pdf](#)
[0364 - Consolidated - SIGNED - OTP.pdf](#)
[Southpoint Commerce Park Covenants Plat 4.pdf](#)
[SPCP Availability Updated Aug 2025.pdf](#)

This Report Action Item was approved.

- 7. MINUTES OF THE UTILITIES COMMITTEE
- 8. MINUTES OF THE HUMAN RESOURCES & INFORMATION TECHNOLOGY COMMITTEE
- 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
- R. OTHER COUNCIL BUSINESS
- T. ADJOURN

Alderson Hartzheim moved, seconded by Alderson Wolff, that the meeting be adjourned at 7:41 p.m. Roll Call. Motion carried by the following vote:

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

Excused: 2 - Alderson Patti Heffernan and Alderson Vaya Jones

Abstained: 1 - Mayor Jake Woodford

Amy Molitor, City Clerk