



City of Appleton

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

Meeting Minutes - Final Common Council

Wednesday, November 19, 2025

7:00 PM

Council Chambers

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 Smith.

C. PLEDGE OF ALLEGIANCE TO THE FLAG

D. ROLL CALL OF ALDERPERSONS

Present: 15 - 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 Vaya Jones, Alderperson Adrian Stancil-Martin, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt, Alderperson Denis Dougherty and Mayor Jake Woodford

Excused: 1 - Alderperson Brad Firkus

E. ROLL CALL OF OFFICERS AND DEPARTMENT HEADS

All Departments were represented with the exception of Library Director Rortvedt and Parks and Recreation Director Gazza, both of whom were excused.

F. APPROVAL OF PREVIOUS COUNCIL MEETING MINUTES

[25-1417](#)

Common Council Meeting Minutes of November 5, 2025

Attachments: [CC Minutes 11-5-25.pdf](#)

Alderperson Fenton 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 Martyn Smith, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Patrick Hayden, Alderperson Patti Heffernan, Alderperson Alex Schultz, Alderperson Vaya Jones, Alderperson Adrian Stancil-Martin, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt and Alderperson Denis Dougherty

Excused: 1 - Alderperson Brad Firkus

Abstained: 1 - Mayor Jake Woodford

[25-1420](#)

Common Council Meeting Minutes of Budget Adoption on November 12, 2025

Attachments: [CC Minutes 11-12-25 Budget Adoption.pdf](#)

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

Aye: 14 - 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 Vaya Jones, Alderperson Adrian Stancil-Martin, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt and Alderperson Denis Dougherty

Excused: 1 - Alderperson Brad Firkus

Abstained: 1 - Mayor Jake Woodford

G. BUSINESS PRESENTED BY THE MAYOR

H. PUBLIC PARTICIPATION

*The following spoke regarding item 25-1163 Proposed Adoption of Plan Appleton: Jennifer Sunstrom, Northeast Wisconsin REALTORS Association (supportive of Comprehensive Plan)
Abby Maslanka, 1377 Midway Road, Menasha WI (supportive of Comprehensive Plan)*

I. PUBLIC HEARINGS

[25-1423](#)

Public Hearing for the adoption of Plan Appleton - a complete update to the City of Appleton's Comprehensive Plan

Attachments: [Public Hearing Notice Comp Plan Adoption 3-25.pdf](#)

The Public Hearing was held. No one spoke.

J. SPECIAL RESOLUTIONS

[25-1345](#)

Resolution to Change Aldermanic District 15 Polling Place

Attachments: [Polling Place Resolution D15 Eternal Love 2025.pdf](#)

Alderperson Hartzheim moved, seconded by Alderperson Van Zeeland, that the Polling Place Resolution be approved. Roll Call. Motion carried by the following vote:

Aye: 14 - 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 Vaya Jones, Alderperson Adrian Stancil-Martin, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt and Alderperson Denis Dougherty

Excused: 1 - Alderperson Brad Firkus

Abstained: 1 - Mayor Jake Woodford

K. ESTABLISH ORDER OF THE DAY

25-1163

Request to approve proposed adoption of Plan Appleton (an entire update intended to repeal and recreate the City of Appleton Comprehensive Plan) as identified in the attached documents and approve the attached Resolution #2025-15

Attachments: [StaffMemo_Plan Appleton_For10-08-25.pdf](#)
[Resolution #2025-15 Adoption of Plan Appleton.pdf](#)
[Plan Appleton.pdf](#)
[Appendix 01 Existing Conditions Report.pdf](#)
[Appendix 02 Housing Assessment.pdf](#)
[Appendix 03 Market and Retail Leakage Study Findings.pdf](#)
[Appendix 04 24x36 Future Land Use Map.pdf](#)
[Appendix 05 Phase 1 Fall Engagement Summary of Findings.pdf](#)
[Appendix 06 Phase 2 Spring Engagement Summary of Findings.pdf](#)
[Appendix 07 Past Plan Review.pdf](#)
[Appendix 08 Northland Richmond Subarea.pdf](#)
[Appendix 09 Oneida Subarea.pdf](#)
[Appendix 10 Wisconsin Subarea.pdf](#)
[Appendix 11 Downtown Plan.pdf](#)
[Appendix 12 Fox River Corridor Plan.pdf](#)
[Appendix 13 College North Neighborhood Plan.pdf](#)
[2025 Appleton Plan Commission - Plan Adoption.pdf](#)

Alderperson Hartzheim moved, seconded by Alderperson Fenton, that the Adoption of Plan Appleton be approved. Roll Call. Motion carried by the following vote:

Aye: 14 - 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 Vaya Jones, Alderperson Adrian Stancil-Martin, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt and Alderperson Denis Dougherty

Excused: 1 - Alderperson Brad Firkus

Abstained: 1 - Mayor Jake Woodford

[25-1212](#)

Providence Trails Drainage Study Findings and Recommendations

Attachments: [Providence Trails Drainage Study Memo final 10-01-2025.pdf](#)
[Providence Tr Study Exhibits 10-02-2025.pdf](#)

Aldersperson Fenton moved, seconded by Aldersperson Meltzer, that the Providence Trails Drainage Study Findings & Recommendations be approved. Roll Call. Motion carried by the following vote:

Aye: 14 - Aldersperson Josh Lambrecht, Aldersperson Vered Meltzer, Aldersperson Martyn Smith, Aldersperson Katie Van Zeeland, Aldersperson Denise Fenton, Aldersperson Patrick Hayden, Aldersperson Patti Heffernan, Aldersperson Alex Schultz, Aldersperson Vaya Jones, Aldersperson Adrian Stancil-Martin, Aldersperson Nate Wolff, Aldersperson Sheri Hartzheim, Aldersperson Christopher Croatt and Aldersperson Denis Dougherty

Excused: 1 - Aldersperson Brad Firkus

Abstained: 1 - Mayor Jake Woodford

[25-1410](#)

Request to award a contract to Stantec Consulting Services, Inc. for an initial contract that stipulates grant writing services related to the PAC site will be provided at \$0 to the City; and initial grant-funded environmental testing and remediation services are not to exceed \$190,000, contingent on securing of U.S. Environmental Protection Agency (USEPA) Brownfield Coalition Grant via Calumet County and Wisconsin Economic Development Corporation (WEDC) Site Assessment Grant (SAG) for a parcel located on Division Street between West Franklin Street and West Washington Street (Tax Id #31-5-1056-00)

Attachments: [Brownfield Consultant Memo to CDC 11-19-25.pdf](#)
[10-13-25_Final_RFQ_Brownfields.pdf](#)
[10-13-2025_COA_IR3.1_Professional_Services.pdf](#)
[10-24-25_Addendum_RFQ_Brownfields.pdf](#)

Aldersperson Fenton moved, seconded by Aldersperson Croatt, that the Contract be approved. Roll Call. Motion carried by the following vote:

Aye: 13 - Aldersperson Josh Lambrecht, Aldersperson Vered Meltzer, 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 Brad Firkus

Abstained: 2 - Aldersperson Vaya Jones and Mayor Jake Woodford

L. COMMITTEE REPORTS

Balance of the action items on the agenda.

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

Aye: 14 - Aldersperson Josh Lambrecht, Aldersperson Vered Meltzer, Aldersperson Martyn Smith, Aldersperson Katie Van Zeeland, Aldersperson Denise Fenton, Aldersperson Patrick Hayden, Aldersperson Patti Heffernan, Aldersperson Alex Schultz, Aldersperson Vaya Jones, Aldersperson Adrian Stancil-Martin, Aldersperson Nate Wolff, Aldersperson Sheri Hartzheim, Aldersperson Christopher Croatt and Aldersperson Denis Dougherty

Excused: 1 - Aldersperson Brad Firkus

Abstained: 1 - Mayor Jake Woodford

1. MINUTES OF THE MUNICIPAL SERVICES COMMITTEE

[25-1380](#)

Approve Appleton North Side Business Association Seasonal Decorations Request

Attachments: [ANBA Seasonal Decorations Request.pdf](#)

This Report Action Item was approved.

[25-1381](#)

Approve Paving Reconstruction Design for Marston Alley (Spruce St to Summit St)

Attachments: [Design Approval Marston Alley.pdf](#)

This Report Action Item was approved.

[25-1382](#)

Amend 2025 Materials Testing Contract (M-25) with Westwood Professional Services from an amount not to exceed \$100,000 to an amount not to exceed \$150,000.

Attachments: [M-25 Contract Amendment Memo.pdf](#)

This Report Action Item was approved.

[25-1383](#)

Glenmore Reserve Plat - New Street Design Approvals

Attachments: [Glenmore Reserve Road Design Approvals.pdf](#)

This Report Action Item was approved.

[25-1384](#)

Approve Long Term Temporary Occupancy Permit for Hoffman Planning at 111 W College Avenue through April 30, 2026.

Attachments: [LTT Occupancy Permit 111 W College.pdf](#)

This Report Action Item was approved.

2. MINUTES OF THE SAFETY AND LICENSING COMMITTEE

3. MINUTES OF THE CITY PLAN COMMISSION

[25-1358](#)

Request to approve the Glenmore Reserve Preliminary Plat as shown on the attached maps and subject to the conditions in the attached staff memo

Attachments: [StaffMemo GlenmoreReserve PrePlat For11-12-25.pdf](#)

This Report Action Item was approved.

4. MINUTES OF THE PARKS AND RECREATION COMMITTEE

5. MINUTES OF THE FINANCE COMMITTEE

6. MINUTES OF THE COMMUNITY DEVELOPMENT COMMITTEE

7. MINUTES OF THE UTILITIES COMMITTEE

[25-1361](#)

Amend 2025A Contract with Brown and Caldwell for Stormwater Management Plan Reviews in the amount of \$40,000 for a total contract amount not to exceed \$120,000.

Attachments: [2025A Stormwater Review Contract Amend Memo.pdf](#)

This Report Action Item was approved.

8. MINUTES OF THE HUMAN RESOURCES & INFORMATION TECHNOLOGY COMMITTEE

9. MINUTES OF THE FOX CITIES TRANSIT COMMISSION

[25-1365](#)

Authorization to Execute Contract with Affirm Agency for Public Relations & Marketing Services

Attachments: [PR Marketing RFP Award Recommendation Memo.pdf](#)

This Report Action Item was approved.

[25-1366](#)

Authorization to Execute a Memorandum of Understanding with CS Appleton, LLC for preliminary design of the Transit Center

Attachments: [Memo for Transit Facility Design Agreement MOU with VT.pdf](#)
[Transit Facility Design Agreement MOU with VT- 2025-1017.pdf](#)

This Report Action Item was approved.

10. MINUTES OF THE BOARD OF HEALTH

[25-1372](#)

Approve Succession of Delegation of Authority Policy. No changes have been made since last approval.

Attachments: [EM 500 0 Succession of Delegation of Authority 11.04.2025.pdf](#)

This Report Action Item was approved.

M. CONSOLIDATED ACTION ITEMS

N. ITEMS HELD

O. ORDINANCES

[25-1422](#)

Ordinance #119-25

Attachments: [Ordinances to Council 11-19-25.pdf](#)

Aldersperson Fenton moved, seconded by Aldersperson Smith, that the Ordinance be approved. Roll Call. Motion carried by the following vote:

Aye: 14 - Aldersperson Josh Lambrecht, Aldersperson Vered Meltzer, Aldersperson Martyn Smith, Aldersperson Katie Van Zeeland, Aldersperson Denise Fenton, Aldersperson Patrick Hayden, Aldersperson Patti Heffernan, Aldersperson Alex Schultz, Aldersperson Vaya Jones, Aldersperson Adrian Stancil-Martin, Aldersperson Nate Wolff, Aldersperson Sheri Hartzheim, Aldersperson Christopher Croatt and Aldersperson Denis Dougherty

Excused: 1 - Aldersperson Brad Firkus

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

Alderson Hartzheim moved, seconded by Alderson Fenton, that the meeting be adjourned at 7:26 p.m. Roll Call. Motion carried by the following vote:

Aye: 14 - Alderson Josh Lambrecht, Alderson Vered Meltzer, Alderson Martyn Smith, Alderson Katie Van Zeeland, Alderson Denise Fenton, Alderson Patrick Hayden, Alderson Patti Heffernan, Alderson Alex Schultz, Alderson Vaya Jones, Alderson Adrian Stancil-Martin, Alderson Nate Wolff, Alderson Sheri Hartzheim, Alderson Christopher Croatt and Alderson Denis Dougherty

Excused: 1 - Alderson Brad Firkus

Abstained: 1 - Mayor Jake Woodford

Amy Molitor, City Clerk