



City of Appleton

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

Meeting Minutes - Final Common Council

Wednesday, February 5, 2025

7:00 PM

Council Chambers

A. CALL TO ORDER

The meeting was called to order by Mayor Woodford at 7:10 p.m.

B. INVOCATION

The Invocation was offered by Alderperson Firkus.

C. PLEDGE OF ALLEGIANCE TO THE FLAG

D. ROLL CALL OF ALDERPERSONS

Present: 15 - 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 Vaya Jones, Alderperson Kristin Alfheim, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt, Alderperson Chad Doran and Mayor Jake Woodford

Absent: 1 - Alderperson Patti Heffernan

E. ROLL CALL OF OFFICERS AND DEPARTMENT HEADS

All Departments were represented.

F. APPROVAL OF PREVIOUS COUNCIL MEETING MINUTES

[25-0033](#)

Common Council Meeting Minutes of January 15, 2025

Attachments: [CC Minutes 1-15-25.pdf](#)

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

Aye: 14 - Alderperson 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 Vaya Jones, Alderperson Kristin Alfheim, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt and Alderperson Chad Doran

Absent: 1 - Alderperson Patti Heffernan

Abstained: 1 - Mayor Jake Woodford

G. BUSINESS PRESENTED BY THE MAYOR

[25-0041](#)

Confirmation of Committee Appointments

Attachments: [APA Appt Memo 2-5-2025.pdf](#)
[Sustainability & Climate Panel Appt 2-5-2025.pdf](#)

Alderson Fenton moved, seconded by Alderson Meltzer, that the Committee Appointments be approved. Roll Call. Motion carried by the following vote:

Aye: 14 - 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 Vaya Jones, Alderson Kristin Alfheim, Alderson Nate Wolff, Alderson Sheri Hartzheim, Alderson Christopher Croatt and Alderson Chad Doran

Absent: 1 - Alderson Patti Heffernan

Abstained: 1 - Mayor Jake Woodford

[25-0049](#)

Proclamations:

- Black History Month
- Burn Awareness Week

Attachments: [February Proclamations.pdf](#)

H. PUBLIC PARTICIPATION

Katherine Neubert, 5138 N Mayflower Dr, spoke regarding her Operator License, Item #24-1496

I. PUBLIC HEARINGS

J. SPECIAL RESOLUTIONS

K. ESTABLISH ORDER OF THE DAY

[24-1496](#)

Operator License for Katherine Neubert.

- Attachments:** [Katherine Neubert Application.pdf](#)
 [Katherine Neubert Clerk's Letter.pdf](#)
 [Katherine Neubert denial letter.pdf](#)
 [Operator License Application of Katherine Neubert.pdf](#)
 [Katherine Neubert Additional Documentation.pdf](#)

Aldersperson Schultz moved, seconded by Aldersperson Fenton, that the Operator License be approved. Roll Call. Motion carried by the following vote:

Aye: 12 - Aldersperson William Siebers, Aldersperson Vered Meltzer, Aldersperson Brad Firkus, Aldersperson Katie Van Zeeland, Aldersperson Denise Fenton, Aldersperson Patrick Hayden, Aldersperson Alex Schultz, Aldersperson Vaya Jones, Aldersperson Kristin Alfheim, Aldersperson Nate Wolff, Aldersperson Sheri Hartzheim and Aldersperson Chad Doran

Nay: 2 - Aldersperson Martyn Smith and Aldersperson Christopher Croatt

Absent: 1 - Aldersperson Patti Heffernan

Abstained: 1 - Mayor Jake Woodford

[25-0020](#)

Request to approve the following 2025 Budget amendment:

CEA Capital Projects

Federal Grants	+\$134,180
Vehicles	+\$134,180

To record EECGB grant award and associated expense (2/3 vote of council required).

- Attachments:** [2025 Grant Budget Transfer.pdf](#)

This Report Action Item was referred back to the Finance Committee by Aldersperson Doran.

[25-0021](#)

Request to accept Non-State Grant Award of \$274,000 and approve the following 2025 Budget Amendment:

Facilities Capital Projects

Misc State Aids	+\$274,000
Library Project	+\$274,000

To record the grant funds and associated project expense (2/3 vote of council required).

Attachments: [NSG Request for Approval 1-8-2025.pdf](#)

Aldersperson Hartzheim moved, seconded by Aldersperson Doran, that the Item be amended to include the following language: After final invoices are paid any excess of funds would be available for future capital projects to reduce the financial burden for local taxpayers. Roll Call. Motion failed by the following vote:

Aye: 3 - Aldersperson Sheri Hartzheim, Aldersperson Christopher Croatt and Aldersperson Chad Doran

Nay: 11 - 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 Vaya Jones, Aldersperson Kristin Alfheim and Aldersperson Nate Wolff

Absent: 1 - Aldersperson Patti Heffernan

Abstained: 1 - Mayor Jake Woodford

Aldersperson Fenton moved, seconded by Aldersperson Van Zeeland, that the Grant Acceptance and Budget Amendment 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 Vaya Jones, Aldersperson Kristin Alfheim, Aldersperson Nate Wolff and Aldersperson Christopher Croatt

Nay: 2 - Aldersperson Sheri Hartzheim and Aldersperson Chad Doran

Absent: 1 - Aldersperson Patti Heffernan

Abstained: 1 - Mayor Jake Woodford

L. COMMITTEE REPORTS

Balance of the action items on the agenda.

Aldersperson Hayden moved, Aldersperson Van Zeeland seconded, to approve the balance of the agenda. The motion carried by the following vote:

Aye: 14 - 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 Vaya Jones, Alderperson Kristin Alfheim, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt and Alderperson Chad Doran

Absent: 1 - Alderperson Patti Heffernan

Abstained: 1 - Mayor Jake Woodford

1. MINUTES OF THE MUNICIPAL SERVICES COMMITTEE

[24-1616](#) Approve Hilton Appleton Paper Valley Permanent Occupancy Permit and Sign Permit

Attachments: [Hilton Occupancy Permit Application.pdf](#)
[Hilton Skywalk Parking Signs Application.pdf](#)
[Hilton Occupancy Permit Application-Condition of Approval.pdf](#)
[Hilton Skywalk Parking Signs Application-Condition of Approval.pdf](#)

This Report Action Item was approved

[25-0016](#) Request to accept Wisconsin Department of Transportation Signals and ITS Standalone Program (SISP) grant in the amount of \$576,000.

Attachments: [SISP Grant Acceptance Request RidgeviewRichmond 01-20-2025.pdf](#)

This Report Action Item was approved.

[25-0017](#) Approve Parking changes on Emmers Dr and Schaefer St by East High School (follow-up to a 6-month evaluation)

Attachments: [East HS Parking Changes on Emmers & Schaefer \(post eval\).pdf](#)

This Report Action Item was approved.

[25-0018](#) Approve Parking changes on Lightning Dr by Fire Station 6 (follow-up to a 6-month evaluation)

Attachments: [Station 6 Parking Changes on Lightning Dr \(post eval\).pdf](#)

This Report Action Item was approved.

2. MINUTES OF THE SAFETY AND LICENSING COMMITTEE

[24-1126](#)

Operator License for Kelly Arndt.

Attachments: [Kelly Arndt Application.pdf](#)
[Kelly Arndt Clerk Letter.pdf](#)
[Kelly Arndt PD Letter.pdf](#)
[Kelly Arndt Appeal Memo.pdf](#)
[UPDATE Operator License Renewal Application of Kelly Arndt.pdf](#)
[Kelly Arndt Additional Documentation.pdf](#)

The Committee's recommendation to deny the license was approved.

[25-0002](#)

Cigarette, Tobacco, and Electronic Vaping Device License application for A-Z Tobacco Inc, Safwan Alboushi Aldabbagh, Agent, located at 201 W. Northland Ave Ste K.

Attachments: [A-Z Tobacco Inc.CTV.1.8.25.REDACTED.pdf](#)

This Report Action Item was approved.

[25-0003](#)

Cigarette, Tobacco, and Electronic Vaping Device License application for Rehan Grocery LLC d/b/a Halal International Market, Siyar Abdullah, Agent, located at 2310 W. College Ave Ste D.

Attachments: [Halal Intl Market.CTV.1.9.25.REDACTED.pdf](#)

This Report Action Item was approved.

[25-0004](#)

Secondhand Article Dealer License renewal application for Heid Music, Todd Heid, Agent, located at 308 E. College Ave, contingent upon approval from the Health department.

Attachments: [Heid Music.Secondhand Article Renewal.1.10.25.pdf](#)

This Report Action Item was approved.

[25-0005](#)

Class "B" Beer and Reserve "Class B" Liquor License application for La Bodega Nightclub LLC d/b/a La Bodega Lounge, Juan Santiago-Hernandez, Agent, located at 531 W. College Ave, contingent upon approval from the Health and Inspections departments.

Attachments: [La Bodega Lounge.Alcohol.Class B Beer Reserve Liquor.12.20.24.REDACTED.pdf](#)

This Report Action Item was approved.

[25-0011](#)

Cigarette, Tobacco, and Electronic Vaping Device License application for Top Dogz Vape Shop LLC d/b/a Top Dogz Vape Shop, Jennifer Peters, Agent, located at 208 E Wisconsin Ave, for new location.

Attachments: [Top Dogs Vape Shop.CTV.1.15.25.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

[25-0040](#)

Request to approve resolution for Emergency Sodium Hypochlorite Tank Replacement at Appleton Water Treatment Facility.

Attachments: [RESOLUTION AWTF HypochloriteTankReplacement FINAL.pdf](#)
[250128 Finance Memo - Emergency Hypochlorite Tank Replacement_FINAL.pdf](#)
[0046 - Tank Repair - DG Memo to Finance 01-25-2025.pdf.pdf](#)

This Report Action Item was approved.

[25-0023](#)

Request to award Sole Source Purchase of Appleton Water Treatment Facility Emergency Generator Control Equipment to Fabick Power Systems for a cost of \$653,837 with a contingency of \$46,163 for a total not to exceed \$700,000.

Attachments: [Fabick CAT Sole Source - Finance.pdf](#)
[250115_SoleSource_Fabick_Generator_Controls.pdf](#)

This Report Action Item was approved.

[25-0022](#)

Request to award Sole Source Contract to Groome Industrial Services for WWTP Hydroblasting service in the amount not to exceed \$30,000.

Attachments: [Groome 2025 Sole Source - Finance.pdf](#)
[250115_SoleSource_Groome_Hydroblasting.pdf](#)

This Report Action Item was approved.

[25-0024](#)

Request to award Unit H-25 Lawe Street Bridge over Fox River Repairs project to Norcon Corporation in the amount of \$203,946 with a 10% contingency of \$20,394.60, for a project total not to exceed \$224,340.60.

Attachments: [H-25 Contract Award Form and Bid Tabs.pdf](#)

This Report Action Item was approved.

- 6. **MINUTES OF THE COMMUNITY DEVELOPMENT COMMITTEE**
 - 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
- [25-0062](#) Resolution #1-R-25 Fire Department Paramedic Service Level
- Attachments:** [#1-R-25 Fire Dept. Paramedic Service Level.pdf](#)
- R. OTHER COUNCIL BUSINESS
 - S. CLOSED SESSION

[25-0042](#)

The Common Council may go into closed session according to State Statute §19.85(1)(e) (deliberating or negotiating the purchasing of public properties, investing of public funds or conducting other specific public business when competitive or bargaining reasons require a closed session) for the purpose of deliberating or negotiating items related to the potential investment of public funds for a development project on the city's north side. Upon conclusion of the closed session, the Common Council will then reconvene into open session.

Aldersperson Hartzheim moved, seconded by Aldersperson Croatt, that the Common Council convene into closed session at 7:39 p.m. Roll Call. Motion carried by the following vote:

Aye: 14 - 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 Vaya Jones, Aldersperson Kristin Alfheim, Aldersperson Nate Wolff, Aldersperson Sheri Hartzheim, Aldersperson Christopher Croatt and Aldersperson Chad Doran

Absent: 1 - Aldersperson Patti Heffernan

Abstained: 1 - Mayor Jake Woodford

T. ADJOURN

Aldersperson Hartzheim moved, seconded by Aldersperson Fenton that the Common Council reconvene into open session at 8:52 p.m.

Roll Call. Motion carried 12/0 (Aldersperson Wolff left at 8:28 p.m.) and the Council reconvened in open session at 8:52 p.m.

No action was taken in Closed Session.

Aldersperson Hartzheim moved, seconded by Aldersperson Croatt, that the meeting be adjourned at 8:52 p.m. 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 Vaya Jones, Aldersperson Sheri Hartzheim, Aldersperson Christopher Croatt and Aldersperson Chad Doran

Excused: 2 - Aldersperson Kristin Alfheim and Aldersperson Nate Wolff

Absent: 1 - Aldersperson Patti Heffernan

Abstained: 1 - Mayor Jake Woodford

Kami Lynch, City Clerk