



# City of Appleton

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

## Meeting Minutes - Final-revised Common Council

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Wednesday, April 2, 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

*A moment of silence was held.*

C. PLEDGE OF ALLEGIANCE TO THE FLAG

D. ROLL CALL OF ALDERPERSONS

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

**Excused:** 1 - Alderperson William Siebers

E. ROLL CALL OF OFFICERS AND DEPARTMENT HEADS

*All Departments were represented.*

F. APPROVAL OF PREVIOUS COUNCIL MEETING MINUTES

[25-0316](#)

Common Council Meeting Minutes of March 19, 2025

**Attachments:** [CC Minutes 3-19-25.pdf](#)

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

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

**Excused:** 1 - Alderperson William Siebers

**Abstained:** 1 - Mayor Jake Woodford

## G. BUSINESS PRESENTED BY THE MAYOR

[25-0319](#)

### Board of Zoning Appeals Reappointments

**Attachments:** [BOZ Reappts 4-2-25.pdf](#)

**Aldersperson Hartzheim moved, seconded by Aldersperson Smith, that the Reappointments be approved. Roll Call. Motion carried by the following vote:**

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

**Excused:** 1 - Aldersperson William Siebers

**Abstained:** 1 - Mayor Jake Woodford

[25-0320](#)

### Fox Cities Transit Commission Appointment

**Attachments:** [FCTC Appt 4-2-25.pdf](#)

**Aldersperson Hartzheim moved, seconded by Aldersperson Smith, that the Appointment be approved. Roll Call. Motion carried by the following vote:**

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

**Excused:** 1 - Aldersperson William Siebers

**Abstained:** 1 - Mayor Jake Woodford

## H. PUBLIC PARTICIPATION

*Ron Jones, 1125 N Briarcliff Dr spoke regarding Item 25-0300 from the Finance Committee*

## I. PUBLIC HEARINGS

[25-0102](#)

Public Hearing on Special Resolution 2-P-25; Concrete Pavement, Sidewalk Construction, and Driveway Aprons  
Aquamarine Ave (Providence Ave to Amethyst Dr)  
Aquamarine Ave (French Rd to Denali Dr)  
Baldeagle Ct (Peregrine Blvd to cds)  
Baldeagle Dr (Peregrine Blvd to Osprey Dr)  
Denali Dr (Rubyred Dr to Aquamarine Ave)  
Golden Gate Dr (Cherryvale Ave to 200' east)  
Harrier Ct (Osprey Dr to cds)  
Osprey Dr (Harrier Way to Baldeagle Dr)  
Peregrine Blvd (Applecreek Rd to Baldeagle Dr)  
Rubyred Dr (French Rd to Denali Dr)  
Cherryvale Ave (Applecreek Corridor to south city limits)  
Providence Ave (Edgewood Dr to Aquamarine Dr)  
Perkins St (Prospect Ave to RR tracks) (sidewalks only)

**Attachments:**     [2-P-25 Public Hearing Notice.pdf](#)

*The Public Hearing was held. The following spoke during the hearing:  
Kevin Kerstner, 2205 W Charles St.*

## J. SPECIAL RESOLUTIONS

[25-0104](#)

Final Resolution 2-P-25 Concrete Pavement, Sidewalk Construction, and Driveway Aprons

**Attachments:**     [Final Resolution 2-P-25 Concrete Pavement, Sidewalk Construction, Driveway Aprons.pdf](#)  
                              [Final Resolution 2-P-25 Concrete Pavement, Sidewalk Construction, Driveway Aprons - REVISED.doc](#)

**Aldersperson Hartzheim moved, seconded by Aldersperson Hayden, that Resolution 2-P-25 be approved. Roll Call. Motion carried by the following vote:**

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

**Excused:** 1 - Aldersperson William Siebers

**Abstained:** 1 - Mayor Jake Woodford

## K. ESTABLISH ORDER OF THE DAY

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](#)

*Part 2. Items requesting special consideration - Facilities Capital Projects amounts of \$127,631 was referred back to the Finance Committee.*

**Part of this item, - the Facilities Capital Project amount, was referred to the Finance Committee by Alderperson Van Zeeland.**

25-0297

Approve 2025 DPW Parking Utility Strategic Planning and Marketing Study to Walker Consultants in an amount not to exceed \$200,000, contingent upon 2024 DPW budget carryover approval.

**Attachments:**     [2025 DPW Parking Strategic Plan Market Wayfind Study Award Memo.pdf](#)

**Alderperson Doran moved, seconded by Alderperson Hartzheim, that the Item be amended to strike the following items from the proposal:**

- Analysis of existing downtown parking supply and conditions
- Evaluation and recommendations for DPW marketing strategies and a wayfinding plan, based on current and 20-year projection of public parking user needs, with budget-level cost estimates
- Evaluation of and recommendations for public EV charging stations based on current and 20-year projection of public parking user needs, with budget-level cost estimates
- Strategic Planning and Marketing amount of \$95,143

**Roll Call. Motion failed by the following vote:**

**Aye:** 2 - Alderperson Sheri Hartzheim and Alderperson Chad Doran

**Nay:** 12 - 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 Vaya Jones, Alderperson Kristin Alfheim, Alderperson Nate Wolff and Alderperson Christopher Croatt

**Excused:** 1 - Alderperson William Siebers

**Abstained:** 1 - Mayor Jake Woodford

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

**Aye:** 10 - Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Martyn Smith, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Patti Heffernan, Alderperson Alex Schultz, Alderperson Vaya Jones, Alderperson Kristin Alfheim and Alderperson Nate Wolff

**Nay:** 4 - Alderperson Patrick Hayden, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt and Alderperson Chad Doran

**Excused:** 1 - Alderperson William Siebers

**Abstained:** 1 - Mayor Jake Woodford

## L. COMMITTEE REPORTS

### Balance of the action items on the agenda.

**Alderperson Hayden moved, Alderperson Smith seconded, to approve the balance of the agenda. The motion carried by the following vote:**

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

**Excused:** 1 - Alderperson William Siebers

**Abstained:** 1 - Mayor Jake Woodford

## 1. MINUTES OF THE MUNICIPAL SERVICES COMMITTEE

### [25-0291](#)

Approve Long-Term Temporary Occupancy Permit for Holton Brothers, Inc. in College Avenue right-of-way at 222 W. College Avenue through June 19, 2025.

**Attachments:** [LTT Ocupancy 222 W College Holton Bros 25-032-T.pdf](#)

**This Report Action Item was approved**

### [25-0292](#)

Approve Long-Term Temporary Occupancy Permit for Hoffman Planning, Design, and Construction in College Avenue and Superior Street rights-of-way at 222 W. College Avenue through October 31, 2025.

**Attachments:** [LTT Ocupancy 222 W College Hoffman.pdf](#)

**This Report Action Item was approved.**

### [25-0293](#)

Approve Long-Term Temporary Occupancy Permit for Blue Sky Contractors. in Washington Avenue right-of-way at 115 E. Washington Avenue through May 30, 2025.

**Attachments:** [LTT Ocupancy 115 E Washington Blue Sky 25-027-T.pdf](#)

**This Report Action Item was approved.**

[25-0294](#)

Approve Parking changes on Durkee Street by Einstein Middle School (follow-up to a 6-month evaluation).

**Attachments:** [Einstein MS Parking Changes on Durkee Street - Post Eval.pdf](#)

This Report Action Item was approved.

[25-0296](#)

Approve easement release of rights for relocation of the water main and sanitary sewer along the north side of I-41 near 3001 E Enterprise Avenue.

**Attachments:** [I-41 Water San Easement Release of Rights.pdf](#)

This Report Action Item was approved.

## 2. MINUTES OF THE SAFETY AND LICENSING COMMITTEE

[25-0257](#)

Approve Sole Source Request-Axon Air/DroneSense in the amount of \$42,322.16

**Attachments:** [Sole Source Request - Axon.docx](#)  
[Axon Quote.pdf](#)  
[PD - AxonAir.pdf](#)

This Report Action Item was approved.

[25-0259](#)

Class "B" Beer and "Class B" Liquor License Permanent Premises Amendment application effective July 1, 2025 for Driftwood Special Servicing LLC d/b/a Appleton Hilton, Linda Garvey, Agent, located at 333 W.College Ave, contingent on approvals from the Health, Inspections, Finance, and Public Works departments.

**Attachments:** [Appleton Hilton.Driftwood Special Servicing LLC.Alcohol.PA Perm.2.28.25.pdf](#)

This Report Action Item was approved.

[25-0260](#)

Class "B" Beer and Reserve "Class B" Liquor License Permanent Premises Amendment application for Good Company Ltd d/b/a Pullmans at Trolley Square LLC, Trevor Reader, Agent, located at 619 S. Olde Oneida St, contingent on approvals from the Health, Community Development, Finance, and Public Works departments

**Attachments:** [Pullmans at Trolley Square.Alcohol.PA Perm.3.13.25.REDACTED.pdf](#)

This Report Action Item was approved.

[25-0263](#)

Class "B" Beer and Reserve "Class B" Liquor License application for KayZa LLC d/b/a Tomaso's, Janelle Curlee, Agent, located at 115 E. Washington St Ste 106, contingent on approvals from the Health, Inspections, and Public Works departments

**Attachments:** [Tomasos.KayZa LLC.Alcohol.Class B Beer Reserve Liquor.2.18.25.REDACTED.pdf](#)

**This Report Action Item was approved.**

[25-0264](#)

Class "B" Beer and Reserve "Class B" Liquor License application for Marvol LLC d/b/a Marvol, Adam Marty, Agent, located at 126 E. Pacific St, contingent on approvals from the Community Development, Health, and Inspections departments

**Attachments:** [Marvol LLC.Alcohol.Class B Beer Reserve Liquor.2.10.25.REDACTED.pdf](#)

**This Report Action Item was approved.**

[25-0268](#)

Class "A" Beer and "Class A" Liquor License Change of Agent for Aldi Inc Wisconsin d/b/a Aldi #68, New Agent, Gregory Goodman, located at 116 N. Linwood Ave, contingent on approval from the Police department

**Attachments:** [Aldi 68.Alcohol.COA.3.11.25.pdf](#)

**This Report Action Item was approved.**

[25-0281](#)

Class "B" Beer License Change of Agent for Playful Pursuits LLC d/b/a Appleton Axe, New Agent, Animesh Rana, located at 1400 W College Ave Ste B1

**Attachments:** [Appleton Axe.Alcohol.COA.3.19.25.pdf](#)

**This Report Action Item was approved.**

[25-0207](#)

Class "B" Beer and "Class B" Liquor License Temporary Premises Amendment application for Topsy Taco & Tequila Bar, Sarah Gregory, Agent, located at 129 S. Memorial Dr, on May 4, 2025 from 11:00 a.m. to 8:00 p.m. for Cinco de Mayo block party special event, contingent upon approval from the Police, Health, and Inspections departments.

**Attachments:** [Topsy Taco,Alcohol.PA Temp.Cinco de Mayo.5.4.25.pdf](#)

**This Report Action Item was approved.**

[25-0206](#)

Class "B" Beer and "Class B" Liquor License Temporary Premises Amendment application for Sangria's Mexican Grill, Sarah Gregory, Agent, located at 215 S. Memorial Dr, on May 4, 2025 from 11:00 a.m. to 8:00 p.m. for Cinco de Mayo block party special event, contingent upon approval from the Health and Inspections departments.

**Attachments:** [Sangrias Mexican Grill.Alcohol.PA\\_Temp.Cinco de Mayo.5.4.25.pdf](#)

This Report Action Item was approved.

[25-0261](#)

Secondhand Article Dealer License renewal application for GameStop #5520, Mark Robinson, Applicant, located at 3825 E. Calumet St, contingent on approval from the Health department

**Attachments:** [GameStop.SecondhandPawn.3.14.25.pdf](#)

This Report Action Item was approved.

[25-0282](#)

Full Service Retail Outlet Request from Hammen Family Winery for sales at the 2025 Farmer's Market

**Attachments:** [AB-105 Hammen Family Winery- Farm Market Application\\_Redacted.pdf](#)

This Report Action Item was approved.

### **3. MINUTES OF THE CITY PLAN COMMISSION**

[25-0267](#)

Request to approve Special Use Permit #2-25 for a standalone off-street parking lot located at 131 North Appleton Street (Tax Id #31-2-0253-00), 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\\_131NAppletonSt\\_SUP 2-25\\_For 3-26-25.pdf](#)

This Report Action Item was approved.

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

### **5. MINUTES OF THE FINANCE COMMITTEE**



[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](#)

*Part 1. Items not under contract in the amount of \$13,811,792 was approved. 4-2-2025*

*Part 3. The special consideration items in the amount of \$1,015,502 (all but the Facilities Capital Project amount of \$127, 631) is approved.*

**This Report Action Item was approved.**

[25-0301](#)

Request to award Unit C-25 Sidewalk Sawcutting to ASTI Sawing Inc in an amount not to exceed \$30,000.

**Attachments:**     [C-25 Award-Funding-Bid Tabs.pdf](#)

**This Report Action Item was approved.**

[25-0302](#)

Request to award Unit J-25 Mini Storm Sewer to M&E Construction LLC in an amount not to exceed \$250,000.

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

**This Report Action Item was approved.**

[25-0303](#)

Request to award Unit Y-25 Lead/Galvanized Water Service Replacement to Scott Lamers Construction LLC in an amount not to exceed \$486,212.08.

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

**This Report Action Item was approved.**

[25-0304](#)

Request to award Unit S-25 Repair & Preventative Maintenance of Parking Structures to Restoration Systems Inc in the amount of \$1,348,594.50 with at 3% contingency of \$40,000 for a project total not to exceed \$1,388,594.50.

**Attachments:**     [S-25 Award-Bid Tabs.pdf](#)

**This Report Action Item was approved.**

[25-0305](#)

Request to approve the acceptance of the Department of Natural Resources Safe Drinking Water Loan Program loan with 100% principal forgiveness in the amount of \$618,975 for replacement of private lead service lines in Appleton.

**Attachments:** [20250324\\_FC MEMO\\_ACCEPT SDWLP AWARD.pdf](#)

This Report Action Item was approved.

[25-0306](#)

Request to approve Change Order No. 1 to Contract 29-25 for W-25 Sewer and Water Construction, in the amount of \$300,451, resulting in no change to the current \$70,000 contingency. Overall contract increases from \$2,312,222.22 to \$2,612,673.22.

**Attachments:** [03-24-2025 Finance Memo\\_W-25 CO1 w Form.pdf](#)

This Report Action Item was approved.

[25-0307](#)

Request to approve Change Order #1 to Fabick Power Systems as part of the Appleton Water Treatment Facility Emergency Generator Control Equipment Project totaling \$49,863.

**Attachments:** [250318\\_Finance\\_Fabick\\_Generator\\_Controls\\_CO1.pdf](#)

This Report Action Item was approved.

[25-0308](#)

Request to award the Appleton Wastewater Treatment Hardscapes and Truck Scale Project contract to Vinton Construction Company in the amount of \$1,370,111.56 with a 15% contingency of \$205,516 for a project total not to exceed \$1,575,627.56.

**Attachments:** [2025 AWWTP Hardscapes and Truck Scale Project with Budget Transfer-cfs\(2\).pdf](#)

This Report Action Item was approved.

[25-0313](#)

CEA Review Committee Report

**Attachments:** [CEA Minutes 031025.pdf](#)

This Report Action Item was approved.

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

**7. MINUTES OF THE UTILITIES COMMITTEE**

[25-0286](#)

Approve the acceptance of the Department of Natural Resources Safe Drinking Water Loan Program loan with 100% principal forgiveness in the amount of \$618,975 for replacement of private lead service lines in Appleton.

**Attachments:**     [20250325\\_UC MEMO\\_ACCEPT SDWLP AWARD.pdf](#)

This Report Action Item was approved.

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

**9. MINUTES OF THE FOX CITIES TRANSIT COMMISSION**

[25-0272](#)

Authorization to issue purchase order for a maintenance support vehicle

**Attachments:**     [Award Recommendation Memo-Support Vehicle.pdf](#)

This Report Action Item was approved.

**10. MINUTES OF THE BOARD OF HEALTH**

**M. CONSOLIDATED ACTION ITEMS**

**N. ITEMS HELD**

**O. ORDINANCES**

[25-0315](#)

Ordinances #29-25 to #41-25

**Attachments:**     [Ordinances to Council 4-2-25.pdf](#)

**Aldersperson Hartzheim moved, seconded by Aldersperson Smith, that the Ordinances be approved. Roll Call. Motion carried by the following vote:**

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

**Excused:** 1 - Aldersperson William Siebers

**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

*The departing Alders, William Siebers, Kris Alfheim & Chad Doran were recognized and thanked for their time on Council.*

- S. ADJOURN

**Aldersperson Doran moved, seconded by Aldersperson Alfheim, that the meeting be adjourned at 8:21 p.m. Roll Call. Motion carried by the following vote:**

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

**Excused:** 1 - Aldersperson William Siebers

**Abstained:** 1 - Mayor Jake Woodford

Kami Lynch, City Clerk