



City of Appleton

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

Meeting Minutes - Final Common Council

Wednesday, September 3, 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 Schultz.

C. PLEDGE OF ALLEGIANCE TO THE FLAG

D. ROLL CALL OF ALDERPERSONS

Present: 14 - Alderperson Josh Lambrecht, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Patrick Hayden, 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: 2 - Alderperson Martyn Smith and Alderperson Patti Heffernan

E. ROLL CALL OF OFFICERS AND DEPARTMENT HEADS

All Departments were represented.

F. APPROVAL OF PREVIOUS COUNCIL MEETING MINUTES

[25-1022](#)

Common Council Meeting Minutes of August 20, 2025.

Attachments: [CC Minutes 8-20-25.pdf](#)

Alderperson Hayden moved, seconded by Alderperson Stancil-Martin, 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 Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Patrick Hayden, Alderperson Alex Schultz, Alderperson Vaya Jones, Alderperson Adrian Stancil-Martin, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt and Alderperson Denis Dougherty

Excused: 2 - Alderperson Martyn Smith and Alderperson Patti Heffernan

Abstained: 1 - Mayor Jake Woodford

G. BUSINESS PRESENTED BY THE MAYOR

[25-1024](#)

Proclamations:

- Hispanic Heritage Month
- Day of Peace
- Childhood Cancer Awareness Month
- Literacy Week
- Suicide Prevention Awareness Month

Attachments:

[Hispanic Heritage Month.pdf](#)

[Day of Peace.pdf](#)

[Childhood Cancer Awareness Month.pdf](#)

[Literacy Week.pdf](#)

[Suicide Prevention Awareness Month.pdf](#)

H. PUBLIC PARTICIPATION

Sarah Leet, 1027 W. Oklahoma St, spoke on Item 25-0998 World Peace Festival Special Event and Item 25-0979 Veterans Park Renaming Process.

I. PUBLIC HEARINGS

J. SPECIAL RESOLUTIONS

K. ESTABLISH ORDER OF THE DAY

[25-0994](#)

Class "B" Beer and Reserve "Class B" Liquor License Revocation Hearing for Rivera Restaurants LLC - Vanessa Alvarado, Agent

Attachments:

[Mr. Frogs Complaint 8-18-25.pdf](#)

[Mr. Frogs Summons 8-18-25.pdf](#)

[Mr. Frogs Affidavit of Service 8-19-25.pdf](#)

[Mr Frogs Supporting Documentation With Cover Memo.pdf](#)

[Mr. Frogs Hearing Exhibit 1.pdf](#)

[Mr. Frogs Revocation Hearing - Report to the Common Council.pdf](#)

Aldersperson Fenton moved, seconded by Aldersperson Stancil-Martin, that the Alcohol License Revocation Hearing Report be held until the first scheduled meeting in July 2026. Roll Call. Motion carried by the following vote:

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

Excused: 2 - Alderperson Martyn Smith and Alderperson Patti Heffernan

Abstained: 1 - Mayor Jake Woodford

[25-0988](#)

World Peace Festival Special Event Application

Attachments: [World Peace Festival Application.pdf](#)
[Memo - World Peace Festival Event.pdf](#)

Alderperson Croatt moved, seconded by Alderperson Fenton, that the Special Event Application be approved. Roll Call. Motion carried by the following vote:

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

Excused: 2 - Alderperson Martyn Smith and Alderperson Patti Heffernan

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 Firkus, that the Veteran Park Renaming Process Item be amended by substitution to return the item to its original form as presented to Committee. Roll Call. Motion failed by the following vote:

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

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

Excused: 2 - Alderperson Martyn Smith and Alderperson Patti Heffernan

Abstained: 1 - Mayor Jake Woodford

Alderson Hayden moved, seconded by Alderson Wolff, that the Veterans Park Renaming Process be approved. Roll Call. Motion carried by the following vote:

Aye: 9 - Alderson Josh Lambrecht, Alderson Vered Meltzer, Alderson Katie Van Zeeland, Alderson Patrick Hayden, Alderson Alex Schultz, Alderson Vaya Jones, Alderson Adrian Stancil-Martin, Alderson Nate Wolff and Alderson Denis Dougherty

Nay: 4 - Alderson Brad Firkus, Alderson Denise Fenton, Alderson Sheri Hartzheim and Alderson Christopher Croatt

Excused: 2 - Alderson Martyn Smith and Alderson Patti Heffernan

Abstained: 1 - Mayor Jake Woodford

L. COMMITTEE REPORTS

Balance of the action items on the agenda.

Alderson Fenton moved, Alderson Lambrecht seconded, to approve the balance of the agenda. The motion carried by the following vote:

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

Excused: 2 - Alderson Martyn Smith and Alderson Patti Heffernan

Abstained: 1 - Mayor Jake Woodford

1. MINUTES OF THE MUNICIPAL SERVICES COMMITTEE

[25-1011](#)

Approve Long Term Temporary Occupancy Permit for Construction Dumpster in Superior Street through 12/31/2025

Attachments: [Occupancy Permit Superior Street.pdf](#)

This Report Action Item was approved.

[25-1012](#)

Approve Long Term Temporary Street Occupancy Permit for Vault 202 Brewery & Taphouse (202 W College Avenue) Tables and Chairs in College Avenue Amenity Strip

Attachments: [Occupancy Permit Vault 202 Brewery&Taphouse.pdf](#)

This Report Action Item was approved.

[25-1013](#)

Approve Permanent Occupancy Permit for basement of building (200 W. College Ave) within Johnston Street alley right-of-way

Attachments: [Permanent Occupancy Permit Johnston St alley.pdf](#)

This Report Action Item was approved.

2. MINUTES OF THE SAFETY AND LICENSING COMMITTEE

[25-0996](#)

Temporary Premises Amendment application for Henry Grishaber LLC d/b/a Hank & Karen's, Magdalene Kresal, Agent, located at 1937 E John St, on September 28, 2025 from 10:00 a.m. to 6:00 p.m. for annual car show event, contingent upon approval from the Inspections department

Attachments: [Hank & Karen's.Alcohol.PA_Temp.9.28.25.REDACTED.pdf](#)

This Report Action Item was approved.

[25-0997](#)

Class "B" Beer and "Class C" Wine License application for Ototo WI LLC d/b/a Ototo, Yia Thao, Agent, located at 205 N Richmond St, contingent upon approval from the Inspections and Public Works departments

Attachments: [Ototo.WI LLC.Alcohol.Class B Beer Class C Wine.8.7.25.REDACTED.pdf](#)

This Report Action Item was approved.

3. MINUTES OF THE CITY PLAN COMMISSION

[25-0556](#)

Request to approve the acceptance of the proposed dedication of a portion of 200 West College Avenue (Tax Id #31-2-0263-00) for public right-of-way for West Johnston Street per Wis. State Statute §62.23(5), as shown on the attached map and subject to Common Council approval of the permanent street occupancy permit

Attachments: [StaffMemo_Johnston Street_ROW Dedication_For08-27-25.pdf](#)

This Report Action Item was approved.

[25-0984](#)

Annual review and request to approve the Downtown Appleton Business Improvement District (BID) 2026 Operating Plan

Attachments: [StaffMemo_2026BIDOperatingPlan_For08-27-25.pdf](#)
[2026 BID Operating Plan.pdf](#)
[2024 BID Annual Report.pdf](#)
[2024 BID Audit - Financial Statements.pdf](#)

This Report Action Item was approved.

4. MINUTES OF THE PARKS AND RECREATION COMMITTEE**5. MINUTES OF THE FINANCE COMMITTEE****[25-1008](#)**

Request to approve Change Order #1 to contract 106-25 Unit DD-25 Mackville Quarry Grading & Capping Project with MCC totaling \$13,600 increase for a new contract total of \$144,726.25 resulting in a decrease in contingency from \$19,668.94 to \$6,068.94

Attachments: [DD-25 Change Order 1.pdf](#)

This Report Action Item was approved.

[25-1009](#)

Request to award the 2025 Parks Hardscape Replacement Project contract to Northeast Asphalt, Inc. in the amount of \$139,094.60 with a 10% contingency of \$13,909.46 for a project total not to exceed \$153,004.06 along with the following budget amendment (2/3 vote of Council required):

Reid Golf Course Fund

Fund Balance Applied + \$41,782.49

Land Improvements + \$41,782.49

Attachments: [2025 Parks Hardscapes Project with Budget Transfer.pdf](#)

This Report Action Item was approved.

6. MINUTES OF THE COMMUNITY DEVELOPMENT COMMITTEE**7. MINUTES OF THE UTILITIES COMMITTEE****[25-1004](#)**

Award compost screening contractor services to Vandenberg Transportation, LLC for an extended one (1) year term ending December 31, 2025.

Attachments: [250820_UCM_Vandenberg_2025_screening_extension.pdf](#)

This Report Action Item was approved.

8. MINUTES OF THE HUMAN RESOURCES & INFORMATION TECHNOLOGY COMMITTEE

[25-1000](#)

Request the Approval of Table of Organization Police Department.

Attachments: [Police revised 8-20-25.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

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

S. CLOSED SESSION

[25-1021](#)

The Common Council may go into closed session pursuant to State Statute §19.85(1)(a) for the purpose of deliberating the revocation of an alcohol license and the reconvene into open session.

The Common Council did not convene into closed session.

T. ADJOURN

Aldersperson Hartzheim moved, seconded by Aldersperson Schultz, that the meeting be adjourned at 7:34 p.m. Roll Call. Motion carried by the following vote:

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

Excused: 2 - Aldersperson Martyn Smith and Aldersperson Patti Heffernan

Abstained: 1 - Mayor Jake Woodford

Amy Molitor, City Clerk