



City of Appleton

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

Meeting Minutes - Final Common Council

Wednesday, May 20, 2026

7:00 PM

Council Chambers

A. CALL TO ORDER

This meeting was called to order by Mayor Woodford at 7:02 p.m.

B. INVOCATION

The Invocation was offered by Alderperson Firkus.

C. PLEDGE OF ALLEGIANCE TO THE FLAG

D. ROLL CALL OF ALDERPERSONS

Present: 13 - Alderperson Josh Lambrecht, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Martyn Smith, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Patrick Hayden, Alderperson Patti Heffernan, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt, Alderperson Denis Dougherty and Mayor Jake Woodford

Excused: 2 - Alderperson Alex Schultz and Alderperson Adrian Stancil-Martin

Absent: 1 - Alderperson Vaya Jones

E. ROLL CALL OF OFFICERS AND DEPARTMENT HEADS

All departments were represented with the exception of Library Director Rortvedt, who was excused.

F. APPROVAL OF PREVIOUS COUNCIL MEETING MINUTES

[26-0646](#)

Common Council Meeting Minutes of May 6, 2026

Attachments: [CC Minutes 5-6-26.pdf](#)

Alderperson Hartzheim moved, seconded by Alderperson Smith, that the Minutes 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 Patti Heffernan, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt and Alderperson Denis Dougherty

Excused: 2 - Alderperson Alex Schultz and Alderperson Adrian Stancil-Martin

Absent: 1 - Alderperson Vaya Jones

Abstained: 1 - Mayor Jake Woodford

G. BUSINESS PRESENTED BY THE MAYOR

[26-0657](#)

Proclamations:

- Arbor Day
- Period Poverty Awareness Month
- Police Week
- Municipal Clerk's Week
- Hmong American Day
- Safe Boating Week
- American Legion Poppy Day

Attachments: [Arbor Day 2026.pdf](#)
[Period Poverty Awareness Month.pdf](#)
[Police Week.pdf](#)
[Municipal Clerks Week 2026.pdf](#)
[Hmong American Day.pdf](#)
[Safe Boating Week 2026.pdf](#)
[American Legion Poppy Day 2026.pdf](#)

[26-0621](#)

Food Truck Inspections Program Update

Division Chief Henson provided the update.

H. PUBLIC PARTICIPATION

Nikki Opsteen, 112 E Roosevelt St, spoke regarding Item 26-0494 Paving Reconstruction of Roosevelt Street.

I. PUBLIC HEARINGS

J. SPECIAL RESOLUTIONS

K. ESTABLISH ORDER OF THE DAY

[26-0623](#)

Resolution #5-R-26 Administrative Fees for Weed Cutting & Abatement Services

Attachments: [5-R-26 Administrative Fees Weed Cutting & Abatement Services.pdf](#)
[5-R-26 Nuisance Weed Administrative Fee Proposed.pdf](#)
[5-R-26 Snow Removal Charges.pdf](#)

This item was referred back to the Community Development Committee by Alderperson Hartzheim.

[26-0494](#)

Request to Approve Design for 2028 Paving Reconstruction of Roosevelt Street from Oneida Street to Morrison Street

Attachments: [B-28 Design Approval Roosevelt.pdf](#)
[04-20-26 Roosevelt Petition.pdf](#)
[B-28 Design Approval Memo Roosevelt REV1 05-11-26.pdf](#)

Alderperson Hartzheim moved, seconded by Alderperson Lambrecht, that the Design for 2028 Paving Reconstruction of Roosevelt Street from Oneida Street to Morrison Street 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 Patti Heffernan, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt and Alderperson Denis Dougherty

Excused: 2 - Alderperson Alex Schultz and Alderperson Adrian Stancil-Martin

Absent: 1 - Alderperson Vaya Jones

Abstained: 1 - Mayor Jake Woodford

[26-0582](#)

Request to approve Rezoning #2-26 for the subject parcel located at 816 East South Street (Tax Id #31-1-0550-00), including to the centerline of the adjacent street right-of-way, as shown on the attached maps, from P-I Public Institutional District to R-2 Two-Family District

Attachments: [StaffMemo_816 E. South St_ Rezoning_For05-13-26.pdf](#)

Alderperson Croatt moved, seconded by Alderperson Lambrecht, that Rezoning #2-26 be approved. Roll Call. Motion carried by the following vote:

Aye: 10 - Alderperson Josh Lambrecht, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Denise Fenton, Alderperson Patrick Hayden, Alderperson Patti Heffernan, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt and Alderperson Denis Dougherty

Excused: 2 - Alderperson Alex Schultz and Alderperson Adrian Stancil-Martin

Absent: 1 - Alderperson Vaya Jones

Abstained: 3 - Alderperson Martyn Smith, Alderperson Katie Van Zeeland and Mayor Jake Woodford

[26-0584](#)

Request to approve Rezoning #3-26 for the subject parcels located at 209 North Union Street (Tax Id #31-1-0316-00), 217 North Union Street (Tax Id #31-1-0318-00), 221 North Union Street (Tax Id #31-1-0319-00) and 229 North Union Street (Tax Id #31-1-0322-00), including to the centerline of the adjacent street right-of-way, as shown on the attached maps, from P-I Public Institutional District to R-2 Two-Family District

Attachments: [StaffMemo N. Union St Rezoning For05-13-26.pdf](#)

Alderperson Croatt moved, seconded by Alderperson Lambrecht, that Rezoning #3-26 be approved. Roll Call. Motion carried by the following vote:

Aye: 10 - Alderperson Josh Lambrecht, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Denise Fenton, Alderperson Patrick Hayden, Alderperson Patti Heffernan, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt and Alderperson Denis Dougherty

Excused: 2 - Alderperson Alex Schultz and Alderperson Adrian Stancil-Martin

Absent: 1 - Alderperson Vaya Jones

Abstained: 3 - Alderperson Martyn Smith, Alderperson Katie Van Zeeland and Mayor Jake Woodford

[26-0654](#)

Request for recommendation to Common Council to authorize staff to proceed with development of a final implementation plan for modification of Central Equipment Agency Funding Structure, Brad Viegut, Financial Advisor with Baird to speak on model modification.

Attachments: [Central Equipment Agency Funding Analysis May 2026.docx](#)

Alderperson Fenton moved, seconded by Alderperson Lambrecht, that the recommendation to authorize staff to proceed with development of a final implementation plan for modification of Central Equipment Agency Funding Structure 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 Patti Heffernan, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt and Alderperson Denis Dougherty

Excused: 2 - Alderperson Alex Schultz and Alderperson Adrian Stancil-Martin

Absent: 1 - Alderperson Vaya Jones

Abstained: 1 - 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: 12 - Aldersperson Josh Lambrecht, Aldersperson Vered Meltzer, Aldersperson Brad Firkus, Aldersperson Martyn Smith, Aldersperson Katie Van Zeeland, Aldersperson Denise Fenton, Aldersperson Patrick Hayden, Aldersperson Patti Heffernan, Aldersperson Nate Wolff, Aldersperson Sheri Hartzheim, Aldersperson Christopher Croatt and Aldersperson Denis Dougherty

Excused: 2 - Aldersperson Alex Schultz and Aldersperson Adrian Stancil-Martin

Absent: 1 - Aldersperson Vaya Jones

Abstained: 1 - Mayor Jake Woodford

1. MINUTES OF THE MUNICIPAL SERVICES COMMITTEE[26-0629](#)

Request to Award Single-Source Design and Construction-Related Services Contract with Desman Design Management for 2027 Repair and Maintenance Program for the Red, Yellow, and Green Parking Ramps in an Amount Not to Exceed \$195,950.

Attachments: [Desman Design - 2027 Ramp Repairs.pdf](#)

This Report Action Item was approved.

[26-0630](#)

Request to Approve Parking change on the 700 block of W. Packard Street (follow-up to a 6-month evaluation)

Attachments: [Packard St 700W \(post 6-Mo eval\).pdf](#)

This Report Action Item was approved.

[26-0631](#)

Request to Approve Parking changes at 100 Block of S. Summit Street (follow-up to a 6-month evaluation)

Attachments: [Summit St 100S \(post 6-Mo eval\).pdf](#)

This Report Action Item was approved.

[26-0632](#)

Request to award Unit P-26 Pavement Marking Maintenance Contract (Epoxy) to Brickline, Inc. in an amount not to exceed \$185,174.65

Attachments: [P-26 Pavement Marking Contract Award.pdf](#)

This Report Action Item was approved.

[26-0633](#)

Request to award Weathering Steel Bridge Design and Construction Inspection Contract to Collins Engineers, Inc., in an amount not-to-exceed \$32,000

Attachments: [Collins Award Bridge Weathering Steel Contract.pdf](#)

This Report Action Item was approved.

2. MINUTES OF THE SAFETY AND LICENSING COMMITTEE

[26-0565](#)

Stone Arch Brewpub Full Service Retail Outlet Transfer Application for Art in the Park: July 25 & 26, 2026

Attachments: [AB-105 Stone Arch Art in the Park_Redacted.pdf](#)

This Report Action Item was approved.

[26-0600](#)

Class "B" Beer and "Class B" Liquor License permanent premises amendment application for KMG Capitol Centre LLC d/b/a Capitol Centre, Michael Gonnering, Agent, located at 725 W. Capitol Dr, contingent upon approval from the Inspections and Community Development departments.

Attachments: [Capitol Centre.Alcohol.PA Perm.4.29.26.Redacted.pdf](#)

This Report Action Item was approved.

3. MINUTES OF THE CITY PLAN COMMISSION

[26-0587](#)

Request to approve the attached Affidavit of Correction for Lake Park/STH 441 Certified Survey Map 2720 to be recorded with the Calumet County Register of Deeds' office

Attachments: [StaffMemo_CSM 2720 AffidavitofCorrection_For05-13-26.pdf](#)

This Report Action Item was approved.

4. MINUTES OF THE PARKS AND RECREATION COMMITTEE

[26-0639](#)

Approve Houdini Plaza Tower Panels Recommended by the Appleton Public Arts Committee

Attachments: [Parks and Recreation Committee Memo for Houdini Tower Images.pdf](#)
[Compiled Edited Houdini Photos.pdf](#)
[Houdini Welcome Tower Memo_For APAC 4-22-26_.pdf](#)

This Report Action Item was approved.

5. MINUTES OF THE FINANCE COMMITTEE

[26-0648](#)

Request to approve Contract Amendment #2 to McMahon for Water Treatment Facility Bulk Hypochlorite Tank Replacement Project for additional design and construction management services in the amount of \$8,000 increasing the contract amount from \$29,000 to \$37,000.

Attachments: [26-05-06_HypoReplace_McMahon_ContractAmend_No2_Memo.pdf](#)

This Report Action Item was approved.

[26-0649](#)

Request to approve Change Order #1 as a contract amendment to Contract 31-26 Unit A-26 Concrete Paving, with a decrease of \$160,114.80, for a new not-to-exceed contract total of \$3,595,314.32 and an unchanged contract contingency of \$55,000.

Attachments: [A-26 Change Order 1_Form.pdf](#)

This Report Action Item was approved.

[26-0650](#)

Request to adopt a resolution in support of a Safe Streets For All (SS4A) Planning and Demonstration Grant application for development of a CTH AP/Midway Road corridor study.

Attachments: [CTH AP SS4A resolution of support_final.pdf](#)

This Report Action Item was approved.

[26-0651](#)

Request to adopt a resolution in support of a Safe Streets For All (SS4A) Planning and Demonstration Grant application for development of a CTH JJ/Edgewood Drive corridor study.

Attachments: [CTH JJ SS4A resolution of support_final.pdf](#)

This Report Action Item was approved.

[26-0652](#)

Request to adopt a resolution in support of a Safe Streets For All (SS4A) Planning and Demonstration Grant application for development of an STH 47/Memorial Drive corridor study.

Attachments: [STH 47 SS4A resolution of support_final.pdf](#)

This Report Action Item was approved.

[26-0672](#)

Request to approve extension of FCEC MOU, between City and Driftwood Hospitality.

Attachments: [Fox Cities Exhibition Center Management MOU - Amendment Extending Time.pdf](#)
[FCECManagementMOUExtension_05152026_corrected.docx](#)

This Report Action Item was approved.

6. MINUTES OF THE COMMUNITY DEVELOPMENT COMMITTEE[26-0594](#)

Request to approve the 2026 Annual Action Plan (AAP) for the Community Development Block Grant (CDBG) Program

Attachments: [Annual Action Plan Approval Memo to CDC 05-13-26.pdf](#)
[Appleton CDBG 2026 Annual Action Plan Final Draft 05-13-26.pdf](#)

This Report Action Item was approved.

7. MINUTES OF THE UTILITIES COMMITTEE[26-0610](#)

Request to Approve Intermunicipal Agreement between the City of Appleton and the Town of Grand Chute for Veterans Memorial Park South Pond.

Attachments: [2026-05-05 Intermunicipal Agreement Memorial Park South Pond.pdf](#)

This Report Action Item was approved.

[26-0636](#)

Award the Professional Services Contract for the Wastewater Treatment Facility Master Plan to Donohue & Associates in the amount of \$374,515 plus a 5% contingency for a total not to exceed \$393,241.

Attachments: [2026 AWWTP Master Plan Professional Services rev 1.pdf](#)

This Report Action Item was approved.

8. MINUTES OF THE HUMAN RESOURCES & INFORMATION TECHNOLOGY COMMITTEE**9. MINUTES OF THE FOX CITIES TRANSIT COMMISSION****10. MINUTES OF THE BOARD OF HEALTH**

[26-0603](#)

Request to approve revisions to the Municipal Code, Chapter 9, relating to Health Department licensing of Retail Food Establishments; Hotels, Motels, and Tourist Rooming Houses; Bed and Breakfast Establishments; Safety, Maintenance, and Operation of Public Pools and Water Attractions; Recreational and Educational Camps; Campgrounds; and Tattoo and Body Piercing.

Attachments: [05.06.2026_MunicipalCodeChapter9Updates_Memo.pdf](#)
[0178 - Ch 9 Revisions_FINAL-redlined.pdf](#)
[0178 - Ch 9 Revisions_FINAL_clean.pdf](#)

This Report Action Item was approved.

[26-0615](#)

Request to approve Department of Public Works Noise Variance Request

Attachments: [04.27.2026_NoiseVarianceRequest_Memo.pdf](#)

This Report Action Item was approved.

M. CONSOLIDATED ACTION ITEMS

N. ITEMS HELD

O. ORDINANCES

[26-0656](#)

Ordinances #31-26 and #32-36

Attachments: [Ordinances to Council 5-20-26.pdf](#)

Aldersperson Hartzheim moved, seconded by Aldersperson Croatt, that the Ordinances 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 Patti Heffernan, Aldersperson Nate Wolff, Aldersperson Sheri Hartzheim, Aldersperson Christopher Croatt and Aldersperson Denis Dougherty

Excused: 2 - Aldersperson Alex Schultz and Aldersperson Adrian Stancil-Martin

Absent: 1 - Aldersperson Vaya Jones

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

[26-0714](#)

Resolution #6-R-26 Council Meeting Schedule

Attachments: [6-R-26 Council Meeting Schedule.pdf](#)

R. OTHER COUNCIL BUSINESS

T. ADJOURN

Alderson Hartzheim moved, seconded by Alderson Hayden, that the meeting be adjourned at 7:39 p.m. Roll Call. Motion carried by the following vote:

Aye: 12 - Alderson Josh Lambrecht, Alderson Vered Meltzer, Alderson Brad Firkus, Alderson Martyn Smith, Alderson Katie Van Zeeland, Alderson Denise Fenton, Alderson Patrick Hayden, Alderson Patti Heffernan, Alderson Nate Wolff, Alderson Sheri Hartzheim, Alderson Christopher Croatt and Alderson Denis Dougherty

Excused: 2 - Alderson Alex Schultz and Alderson Adrian Stancil-Martin

Absent: 1 - Alderson Vaya Jones

Abstained: 1 - Mayor Jake Woodford

Amy Molitor, City Clerk