



# City of Appleton

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

## Meeting Minutes - Final Common Council

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Wednesday, April 16, 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:** 16 - 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 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

E. ROLL CALL OF OFFICERS AND DEPARTMENT HEADS

*All Departments were represented.*

F. APPROVAL OF PREVIOUS COUNCIL MEETING MINUTES

[25-0348](#)

Common Council Meeting Minutes of April 2, 2025

**Attachments:** [CC Minutes 4-2-25.pdf](#)  
[04-02-2025 CC Meeting Minutes.pdf](#)

Alderperson Firkus moved, seconded by Alderperson Smith, that the Minutes be amended to add the following language to the legislative history for Finance Item #25-0300 "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. Roll Call. Motion carried by the following vote:

**Aye:** 15 - 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 Alex Schultz, Alderperson Vaya Jones, Alderperson Adrian Stancil-Martin, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt and Alderperson Denis Dougherty

**Abstained:** 1 - Mayor Jake Woodford

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

**Aye:** 15 - 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 Alex Schultz, Alderperson Vaya Jones, Alderperson Adrian Stancil-Martin, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt and Alderperson Denis Dougherty

**Abstained:** 1 - Mayor Jake Woodford

## G. BUSINESS PRESENTED BY THE MAYOR

### [25-0321](#)

#### Presentation of the Winning 2025 Sidewalk Poetry Poems

*Peter Kotarba, Adult Services & Engagement Librarian introduced the winning 2025 Sidewalk Poetry poems and the winning poets read their poems.*

### [25-0370](#)

#### Proclamations:

- Arbor Day
- Autism Acceptance Month
- Earth Day
- Golden Rule Day
- Hemophilia Awareness Day
- Public Health Week

**Attachments:** [Arbor Day.pdf](#)  
[Autism Acceptance.pdf](#)  
[Earth Day 1.pdf](#)  
[Golden Rule Day.pdf](#)  
[Hemophilia Awareness.pdf](#)  
[Public Health Week.pdf](#)

[25-0369](#)

## Fox Cities Area Room Tax Commission Reappointments

**Attachments:** [FCARTC Reappointments.pdf](#)

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

**Aye:** 15 - 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 Alex Schultz, Alderson Vaya Jones, Alderson Adrian Stancil-Martin, Alderson Nate Wolff, Alderson Sheri Hartzheim, Alderson Christopher Croatt and Alderson Denis Dougherty

**Abstained:** 1 - Mayor Jake Woodford

## H. PUBLIC PARTICIPATION

*No one spoke during public participation.*

## I. PUBLIC HEARINGS

## J. SPECIAL RESOLUTIONS

## K. ESTABLISH ORDER OF THE DAY

[25-0295](#)

## Approve Loading Zone request from Trout Museum of Art

**Attachments:** [325 E College - Trout Museum Loading Zone Request.pdf](#)  
[325E College - Trout Museum Loading Zone Request with Emails thru 04-02-2025.pdf](#)

**Alderson Fenton moved, seconded by Alderson Van Zeeland, that the Loading Zone Request be approved. Roll Call. Motion carried by the following vote:**

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

**Abstained:** 2 - Alderson Alex Schultz and Mayor Jake Woodford

[25-0258](#)

Class "B" Beer and "Class B" Liquor License Change of Agent for Tandem Wine and Beer LLC d/b/a Tandem Wine and Beer, New Agent, Karter Thompson, located at 101 W. Edison Ave Ste 100

**Attachments:**    [Tandem.Alcohol.COA.3.13.25.pdf](#)  
[Tandem.Alcohol.COA.Amended 4.14.25.REDACTED.pdf](#)

**Aldersperson Hartzheim moved, seconded by Aldersperson Croatt, that the Change of Agent, and the Revised Application be approved. 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 Patti Heffernan, Aldersperson Vaya Jones, Aldersperson Adrian Stancil-Martin, Aldersperson Nate Wolff, Aldersperson Sheri Hartzheim, Aldersperson Christopher Croatt and Aldersperson Denis Dougherty

**Abstained:** 3 - Aldersperson Martyn Smith, Aldersperson Alex Schultz and Mayor Jake Woodford

[25-0328](#)

Request to approve the Dorn Annexation consisting of approximately 95.949 acres located at 4700 North Richmond Street, currently in the Town of Grand Chute, as shown on the attached maps, subject to the stipulation in the attached staff memo

**Attachments:**    [StaffMemo DornAnnexation For04-09-25.pdf](#)

**Aldersperson Hartzheim moved, seconded by Aldersperson Fenton, that the Dorn Annexation be approved. Roll Call. Motion carried by the following vote:**

**Aye:** 15 - 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 Alex Schultz, Aldersperson Vaya Jones, Aldersperson Adrian Stancil-Martin, Aldersperson Nate Wolff, Aldersperson Sheri Hartzheim, Aldersperson Christopher Croatt and Aldersperson Denis Dougherty

**Abstained:** 1 - Mayor Jake Woodford

## L. COMMITTEE REPORTS

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

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

**Aye:** 15 - 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 Alex Schultz, Alderperson Vaya Jones, Alderperson Adrian Stancil-Martin, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt and Alderperson Denis Dougherty

**Abstained:** 1 - Mayor Jake Woodford

## 1. MINUTES OF THE MUNICIPAL SERVICES COMMITTEE

[25-0346](#)

Approve consulting services contract award for design and construction engineering of traffic signals at Richmond Street and Ridgeview Drive to raSmith, in an amount not to exceed \$68,855.

**Attachments:** [Design & Construction Services Award Memo Traffic Signals Richmond Ridgeview.pdf](#)

This Report Action Item was approved.

[25-0347](#)

Approve contract with Star Protection and Patrol for Parking Ramp Security Services in an Amount Not to Exceed \$62,400.

**Attachments:** [2025 Parking Ramp Security Contract Award Memo.pdf](#)

This Report Action Item was approved.

## 2. MINUTES OF THE SAFETY AND LICENSING COMMITTEE

[25-0262](#)

Class "A" Beer and "Class A" Liquor License application for Nusara Yang d/b/a Jai Sung Mah Pool Club, located at 122 W. Wisconsin Ave, contingent on approval from the Community Development, Inspections, and Public Works departments

**Attachments:** [Jai Sung Mah Pool Club.Alcohol.Class A\\_Beer\\_Liquor.2.10.25.REDACTED.pdf](#)

The recommendation to deny the alcohol license was approved.

[25-0336](#)

"Class C" Wine License application for Memorial Florists & Greenhouses, Inc. d/b/a Memorial Florists & Greenhouses, Robert Aykens, Agent, located at 2320 S. Memorial Dr, contingent on approvals from the Health, Inspections, and Public Works departments.

**Attachments:** [Memorial Florists & Greenhouses.Alcohol.Class C\\_Wine.3.13.25.REDACTED.pdf](#)

This Report Action Item was approved.

[25-0337](#)

Fire Department Request to Apply for 2025 Elevate Communities Grant

**Attachments:** [Request to Apply - 2025 Elevate Communities Grant.pdf](#)

This Report Action Item was approved.

### 3. MINUTES OF THE CITY PLAN COMMISSION

[25-0325](#)

Request to approve Special Use Permit #3-25 for a landscape business located at 727 West Weiland Avenue and neighboring lot (Tax Id #31-5-4311-00 and 31-5-4312-00), 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\\_727WWeilandAve\\_SUP 3-25\\_For 04-09-25.pdf](#)

This Report Action Item was approved.

[25-0327](#)

Request to approve Rezoning #1-25 for the subject parcels located at 1930 West College Avenue (Tax Id #31-7-0004-00 and 31-7-0004-02), 1932 West College Avenue (Tax Id #31-7-0006-00) and 120 North Woods Edge Drive (Tax Id #31-7-0004-01), including to the centerline of the adjacent street right-of-way, as shown on the attached maps, from M-2 General Industrial District to C-2 General Commercial District

**Attachments:** [StaffMemo\\_1930WCollegeAv\\_Rezoning\\_For04-09-25.pdf](#)

This Report Action Item was approved.

[25-0329](#)

Request to approve the location and architectural design of the proposed pavilion in Lundgaard Park located at 4900 N. Lightning Drive (Tax Id #31-1-7250-02) as shown on the attached site plan materials, in accordance with Wis. Stat. §62.23(5) pertaining to the location and architectural design of any public building

**Attachments:** [Memo\\_PlanCommission\\_SP#5-25\\_Lundgaard Park Phase II\\_For4-9-25.pdf](#)

This Report Action Item was approved.

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

### 5. MINUTES OF THE FINANCE COMMITTEE

[25-0340](#)

Request to approve sole source contract with Truity Partners, LLC in an amount not to exceed \$40,000

**Attachments:**     [Staffing Agency Memo.pdf](#)  
[Staffing Agency Sole Source Request.pdf](#)

This Report Action Item was approved.

[25-0344](#)

Request to award Unit L-24 Site Improvements at 3001 E Glendale Ave to MCC, Inc. in the amount of \$153,858.96 with at 5.2% contingency of \$8,000 for a project total not to exceed \$161,858.96.

**Attachments:**     [Contract Award Form Unit L-24 r1 w Bid Tab.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**

[25-0275](#)

Authorization to award a four-year contract with three one-year options to Star Protection and Patrol for the provision of Downtown Transit Center Security services

**Attachments:**     [Award Recommendation Memo - Downtown TC Security.pdf](#)

This Report Action Item was approved.

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

**M. CONSOLIDATED ACTION ITEMS**

**N. ITEMS HELD**

**O. ORDINANCES**

[25-0349](#)

Ordinances #42-25 to #47-25 (Dorn Annexation)

**Attachments:**     [Ordinances to Council 4-16-25.pdf](#)

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

**Aye:** 15 - 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 Alex Schultz, Alderperson Vaya Jones, Alderperson Adrian Stancil-Martin, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt and Alderperson Denis Dougherty

**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

**Alderperson Hartzheim moved, seconded by Alderperson Fenton, that the meeting be adjourned at 7:35 p.m. Roll Call. Motion carried by the following vote:**

**Aye:** 15 - 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 Alex Schultz, Alderperson Vaya Jones, Alderperson Adrian Stancil-Martin, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt and Alderperson Denis Dougherty

**Abstained:** 1 - Mayor Jake Woodford

Kami Lynch, City Clerk