



# 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, August 20, 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

*The Invocation was offered by Alderperson Jones.*

C. PLEDGE OF ALLEGIANCE TO THE FLAG

D. ROLL CALL OF ALDERPERSONS

*Alderperson Hartzheim joined virtually at 7:02 p.m.*

**Present:** 13 - Alderperson Josh Lambrecht, Alderperson Vered Meltzer, Alderperson Martyn Smith, 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 Denis Dougherty and Mayor Jake Woodford

**Excused:** 3 - Alderperson Brad Firkus, Alderperson Katie Van Zeeland and Alderperson Christopher Croatt

E. ROLL CALL OF OFFICERS AND DEPARTMENT HEADS

*All departments were represented.*

F. APPROVAL OF PREVIOUS COUNCIL MEETING MINUTES

[25-0960](#)

Common Council Meeting Minutes of August 6, 2025

**Attachments:** [CC Minutes 8-6-25 REV.pdf](#)

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

**Aye:** 12 - Alderperson Josh Lambrecht, Alderperson Vered Meltzer, Alderperson Martyn Smith, 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 and Alderperson Denis Dougherty

**Excused:** 3 - Alderperson Brad Firkus, Alderperson Katie Van Zeeland and Alderperson Christopher Croatt

**Abstained:** 1 - Mayor Jake Woodford

G. BUSINESS PRESENTED BY THE MAYOR

H. PUBLIC PARTICIPATION

*The following spoke on Item 25-0919 Oklahoma Street Reconstruction Design:*

*Sarah Leet, 1027 W. Oklahoma St.*

*Maureen Wallenfang, 1136 W. Oklahoma St.*

*Mark Wallenfang, 1136 W. Oklahoma St.*

*Royalene Trader, via proxy Sarah Leet, 1123 W. Oklahoma St.*

*Ruth Foss, 1032 W. Oklahoma St.*

*Christine Williams, 1037 W. Oklahoma St.*

*Julie Filapek, 1003 W. Oklahoma St.*

*Daniel Ferdon, 1011 W. Oklahoma St.*

*Reive Pullen, 705 1/2 N. Richmond St.*

I. PUBLIC HEARINGS

J. SPECIAL RESOLUTIONS

K. ESTABLISH ORDER OF THE DAY

[25-0919](#)

Approve Oklahoma Street Asphalt Reconstruction Design.

**Attachments:**     [Oklahoma Street Design Memo.pdf](#)  
                              [Oklahoma Street Petition August 2025.pdf](#)

**Alderperson Meltzer moved, seconded by Alderperson Fenton, that the Oklahoma Street Reconstruction Design be amended by substitution back to its original form as reflected in the attached memo. Roll Call. Motion carried by the following vote:**

**Aye:** 9 - Alderperson Josh Lambrecht, Alderperson Vered Meltzer, Alderperson Martyn Smith, Alderperson Denise Fenton, Alderperson Patrick Hayden, Alderperson Patti Heffernan, Alderperson Alex Schultz, Alderperson Adrian Stancil-Martin and Alderperson Sheri Hartzheim

**Nay:** 3 - Alderperson Vaya Jones, Alderperson Nate Wolff and Alderperson Denis Dougherty

**Excused:** 3 - Alderperson Brad Firkus, Alderperson Katie Van Zeeland and Alderperson Christopher Croatt

**Abstained:** 1 - Mayor Jake Woodford

**A notwithstanding vote was requested. Alderperson Meltzer moved, seconded by Alderperson Fenton, that the Oklahoma Street Reconstruction Design be approved as amended. Roll Call. Motion carried by the following vote:**

**Aye:** 8 - Alderperson Josh Lambrecht, Alderperson Vered Meltzer, Alderperson Martyn Smith, Alderperson Denise Fenton, Alderperson Patrick Hayden, Alderperson Patti Heffernan, Alderperson Adrian Stancil-Martin and Alderperson Sheri Hartzheim

**Nay:** 4 - Alderperson Alex Schultz, Alderperson Vaya Jones, Alderperson Nate Wolff and Alderperson Denis Dougherty

**Excused:** 3 - Alderperson Brad Firkus, Alderperson Katie Van Zeeland and Alderperson Christopher Croatt

**Abstained:** 1 - Mayor Jake Woodford

[25-0930](#)

Request the Approval of Successor Labor Agreement with IAFF Local 257 (2026-2028).

**Attachments:**     [Memo to Committee and Council.pdf](#)  
                                 [Fire Fighter Contract 2026 Strike and Bold.pdf](#)

**Alderperson Fenton moved, seconded by Alderperson Smith, that the Labor Agreement be approved. Roll Call. Motion carried by the following vote:**

**Aye:** 12 - Alderperson Josh Lambrecht, Alderperson Vered Meltzer, Alderperson Martyn Smith, 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 and Alderperson Denis Dougherty

**Excused:** 3 - Alderperson Brad Firkus, Alderperson Katie Van Zeeland and Alderperson Christopher Croatt

**Abstained:** 1 - Mayor Jake Woodford

## L. COMMITTEE REPORTS

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

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

**Aye:** 12 - Alderperson Josh Lambrecht, Alderperson Vered Meltzer, Alderperson Martyn Smith, 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 and Alderperson Denis Dougherty

**Excused:** 3 - Alderperson Brad Firkus, Alderperson Katie Van Zeeland and Alderperson Christopher Croatt

**Abstained:** 1 - Mayor Jake Woodford

## 1. MINUTES OF THE MUNICIPAL SERVICES COMMITTEE

[25-0920](#)

Approve Long Term Temporary Occupancy Permit 25-104-T for a construction dumpster in Public Right-of-Way at 100 W Lawrence Street through November 1, 2025.

**Attachments:** [Occupancy Permit 25-104-T Lawrence St.pdf](#)

This Report Action Item was approved

## 2. MINUTES OF THE SAFETY AND LICENSING COMMITTEE

[25-0939](#)

Class "A" Beer & "Class A" Liquor License application for Top Dogz Vape Shop LLC d/b/a Top Dogz Vape Shop, Jennifer Peters, Agent, located at 208 E Wisconsin Ave, contingent upon approval from the Health, Inspections, and Public Works departments

**Attachments:** [Top Dogz Vape Shop LLC.Alcohol.Class A Beer Liquor.7.9.25.REDACTED.pdf](#)

This Report Action Item was approved.

[25-0940](#)

Pet Store License renewal application for Lucky Fish & Aquarium LLC, Keeteekune Thao, Applicant, located at 337 W Wisconsin Ave, contingent upon approval from the Fire and Inspections departments

**Attachments:** [Lucky Fish & Aquarium.PK.7.16.25.REDACTED.pdf](#)

This Report Action Item was approved.

[25-0961](#)

Food Truck Fire Inspection MOU

**Attachments:** [Grand Chute MOU - Combined Doc 07-30-2025 - GCFD signed.pdf](#)

This Report Action Item was approved.

## 3. MINUTES OF THE CITY PLAN COMMISSION

[25-0916](#)

Request to approve Certified Survey Map #13-25 for the combination of City-owned parcels and vacated right-of-way [row] (a portion of N. Oneida Street row and all of an unnamed alley row) located north of Washington Street and south of Franklin Street for the Transit Center development in accordance with Wis. Stat. §62.23(5) pertaining to the alteration of land (changing the parcel lot lines) for public grounds, as shown on the attached map and subject to Common Council adoption of S. Oneida Street and unnamed alley discontinuance

**Attachments:** [Memo PlanCommission Transit Center CSM For08-13-25.pdf](#)

This Report Action Item was approved.

**4. MINUTES OF THE PARKS AND RECREATION COMMITTEE****5. MINUTES OF THE FINANCE COMMITTEE**[25-0892](#)

Request to approve Riverside Cemetery Association reimbursement request for maintenance of Veteran graves

**Attachments:**     [Grave Reimbursment 2024 to 2025.pdf](#)  
                              [Military Report 2024 - 2025.pdf](#)  
                              [VETERANS JULY 2024 - JUNE 2025.docx](#)

**This Report Action Item was approved.**

[25-0911](#)

Request to approve sole source contract to Nordon Business Environments to purchase new workstations in the amount of \$350,113

**Attachments:**     [2025 Community Dev. Furniture Upgrades Sole Source.pdf](#)  
                              [FMD - Nordon.pdf](#)

**This Report Action Item was approved.**

[25-0912](#)

Request to approve the 2026 Special Assessment Policy

**Attachments:**     [2026 Assessment Policy - 08-20-2025.pdf](#)

**This Report Action Item was approved.**

[25-0942](#)

Request to award the Mead Pool Coating and ADA Upgrades Project contract to Cardinal Construction Co., Inc. in the amount of \$424,727 with a 7% contingency of \$29,731, for a project total not to exceed \$454,458 along with the following budget amendment (2/3 vote of council required):

**Facilities Capital Projects Fund**

|                                  |             |
|----------------------------------|-------------|
| 2025 Parks Hardscapes            | - \$144,878 |
| Mead Pool Coating & ADA Upgrades | + \$144,878 |

**Attachments:**     [2025 Mead Pool Coating and ADA Upgrades Project with Budget Transfer.pdf](#)

**This Report Action Item was approved.**

[25-0956](#)

Request to approve the following Budget amendment:

**Wastewater Utility Fund**

|                                |            |
|--------------------------------|------------|
| 2024 Aeration Process Upgrades | - \$19,845 |
| Phosphorus Analyzer            | +\$19,845  |

To fund the purchase of a Chemscan miniOP phosphorus analyzer (2/3 vote of Council required)

**Attachments:**     [250808\\_Finance\\_Budget\\_Transfer\\_P\\_Analyzer.pdf](#)

This Report Action Item was approved.

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

**7. MINUTES OF THE UTILITIES COMMITTEE**

[25-0937](#)

Award R-25 Root Control Contract to Duke's Root Control, Inc., in an amount not to exceed \$35,000.

**Attachments:**     [R-25 Contract Award Combined Forms.pdf](#)

This Report Action Item was approved.

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

[25-0931](#)

Request the Approval of changes to the City Fringe Benefits Policy - May 2025

**Attachments:**     [Fringe Benefit Policy - May 2025.pdf](#)

This Report Action Item was approved.

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

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

[25-0904](#)

Approve changes to Child Passenger Safety Program Policy

**Attachments:**     [N\\_200\\_0\\_Child Passenger Safety Program\\_7.10.2025.pdf](#)

This Report Action Item was approved.

[25-0905](#)

Approve changes to Child Passenger Safety Program Procedure

**Attachments:** [N 200 1 PRO ChildPassengerSafetyProgram 07.10.2025.pdf](#)

This Report Action Item was approved.

[25-0906](#)

Approve changes to Tuberculosis Screening Policy

**Attachments:** [N 204 0 TuberculosisScreening 07.23.2025.pdf](#)

This Report Action Item was approved.

[25-0907](#)

Approve changes to Tuberculin Skin Test Procedure

**Attachments:** [N 204 1 PRO TurberculinSkinTesting 07 23 2025 .pdf](#)

This Report Action Item was approved.

[25-0908](#)

Archive Child Passenger Seat Appointment Scheduling Procedure

**Attachments:** [N 200 2 PRO ChildPassengerSeatAppointmentScheduling 8.21.2024.pdf](#)

This Report Action Item was approved.

[25-0909](#)

Archive Child Passenger Fitting Station Procedure

**Attachments:** [N 200 3 PRO ChildPassengerFittingStation 8.21.2024.pdf](#)

This Report Action Item was approved.

## M. CONSOLIDATED ACTION ITEMS

## N. ITEMS HELD

## O. ORDINANCES

[25-0959](#)

Ordinances #102-25 to #110-25

**Attachments:** [Ordinances to Council 8-20-25.pdf](#)**Aldersperson Meltzer moved, seconded by Aldersperson Fenton, that the Ordinances be approved. Roll Call. Motion carried by the following vote:**

**Aye:** 12 - Aldersperson Josh Lambrecht, Aldersperson Vered Meltzer, Aldersperson Martyn Smith, 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 and Aldersperson Denis Dougherty

**Excused:** 3 - Alderperson Brad Firkus, Alderperson Katie Van Zeeland and Alderperson Christopher Croatt

**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
- T. ADJOURN

**Alderperson Fenton moved, seconded by Alderperson Wolff, that the meeting be adjourned at 8:18 p.m. Roll Call. Motion carried by the following vote:**

**Aye:** 12 - Alderperson Josh Lambrecht, Alderperson Vered Meltzer, Alderperson Martyn Smith, 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 and Alderperson Denis Dougherty

**Excused:** 3 - Alderperson Brad Firkus, Alderperson Katie Van Zeeland and Alderperson Christopher Croatt

**Abstained:** 1 - Mayor Jake Woodford

Amy Molitor, City Clerk