



# 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, March 19, 2025

7:00 PM

Council Chambers

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A. CALL TO ORDER

*The meeting was called to order by Mayor Woodford at 7:01 p.m.*

B. INVOCATION

*A moment of silence was held in honor of former Alderperson, Joe Martin.*

C. PLEDGE OF ALLEGIANCE TO THE FLAG

D. ROLL CALL OF ALDERPERSONS

*Alderperson Croatt appeared virtually.*

**Present:** 15 - Alderperson William Siebers, 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 Mayor Jake Woodford

**Excused:** 1 - Alderperson Chad Doran

E. ROLL CALL OF OFFICERS AND DEPARTMENT HEADS

*All Departments were represented.*

F. APPROVAL OF PREVIOUS COUNCIL MEETING MINUTES

[25-0247](#)

Common Council Meeting Minutes of March 5, 2025

**Attachments:** [CC Minutes 3-5-25.pdf](#)

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

**Aye:** 14 - Alderperson William Siebers, 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 and Alderperson Christopher Croatt

**Excused:** 1 - Alderperson Chad Doran

**Abstained:** 1 - Mayor Jake Woodford

## G. BUSINESS PRESENTED BY THE MAYOR

### [25-0251](#)

#### City Plan Commission Reappointment

**Attachments:** [CPC Reappt REVISED 3-19-25.pdf](#)

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

**Aye:** 14 - Alderperson William Siebers, 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 and Alderperson Christopher Croatt

**Excused:** 1 - Alderperson Chad Doran

**Abstained:** 1 - Mayor Jake Woodford

### [25-0252](#)

#### Board of Review Reappointments

**Attachments:** [BOR Reappts 3-19-25.pdf](#)

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

**Aye:** 14 - Alderperson William Siebers, 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 and Alderperson Christopher Croatt

**Excused:** 1 - Alderperson Chad Doran

**Abstained:** 1 - Mayor Jake Woodford

### [25-0250](#)

#### AASD Attendance Update

**Attachments:** [AASD Presentation 3-19-25.pdf](#)

[AASD Presentation-REVISEDpdf.pdf](#)

*Greg Hartjes, Superintendent for AASD presented the Attendance Update.*

## H. PUBLIC PARTICIPATION

*The following spoke during Public Participation:*

*Jennifer Stephany, ADI - 333 W College Ave Re: Consolidated Action Items 25-0253*

*Charlie Goff, 501 E Songbird Re: 25-0153 Resolution #2-R-25 Emissions Reduction*

## I. PUBLIC HEARINGS

### [25-0101](#)

Public Hearing on Special Resolution 1-P-25; Sanitary Laterals, Storm  
Laterals and Storm Main

Alexander St (Melrose St to Glendale Ave)

Bell Ave (Summit St to Richmond St)

Bellaire Ct (Atlantic St to cds)

Durkee St (Brewster St to Roosevelt St)

Lawe St (College Ave to Spring St)

Melrose Ave (Alexander St to Ballard Rd)

**Attachments:**     [1-P-25 Public Hearing Notice.pdf](#)

*The Public Hearing was held.*

*Kathy Jo Usabar, 1623 N Durkee St. spoke during the hearing.*

### [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 open to the April 2, 2025 meeting.*

## J. SPECIAL RESOLUTIONS

[25-0103](#)

Final Resolution 1-P-25 Sanitary Laterals, Storm Laterals, and Storm Main

**Attachments:** [Final Resolution 1-P-25 Sanitary Laterals, Storm Laterals, Storm Main.pdf](#)

**Aldersperson Fenton moved, seconded by Aldersperson Hartzheim, that Resolution 1-P-25 be approved. Roll Call. Motion carried by the following vote:**

**Aye:** 14 - Aldersperson William Siebers, 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 and Aldersperson Christopher Croatt

**Excused:** 1 - Aldersperson Chad Doran

**Abstained:** 1 - Mayor Jake Woodford

[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](#)

K. ESTABLISH ORDER OF THE DAY

[25-0225](#)

Approve request from Creative Downtown Appleton, Inc. to install a selfie sculpture on City-owned property located within Houdini Plaza (Consolidated Action Item)

**Attachments:** [Creative Downtown Appleton, Inc. Selfie Sculpture Memo.pdf](#)

**This Item was referred back to the Parks and Recreation Committee by Aldersperson Van Zeeland.**

[25-0203](#)

Request to approve from Creative Downtown Appleton, Inc. to install a selfie sculpture on City-owned property located within Houdini Plaza at 121 West College Avenue (Tax Id #31-2-0065-00), in accordance with Wis. Stat. §62.23(5) pertaining to location of any statue or other memorial, as described in the attached documents and subject to the conditions in the attached staff memo (Consolidated Action Item)

**Attachments:** [ADI Selfie Sculpture Memo to PC 03-12-25.pdf](#)

**This Item was referred back to the City Plan Commission (and Appleton Public Arts Committee).**

[25-0153](#)

## Resolution #2-R-25 Emissions Reduction Recommendation

**Attachments:**     [#2-R-25 Carbon Emission Reduction.pdf](#)  
[2023-2024 City of Appleton Emission Inventory.pdf](#)

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

**Aye:** 11 - Aldersperson William Siebers, Aldersperson Vered Meltzer, 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 and Aldersperson Nate Wolff

**Nay:** 3 - Aldersperson Brad Firkus, Aldersperson Sheri Hartzheim and Aldersperson Christopher Croatt

**Excused:** 1 - Aldersperson Chad Doran

**Abstained:** 1 - Mayor Jake Woodford

[25-0226](#)

## Adopt Resolution 2025-01 Bird City Designation Renewal

**Attachments:**     [Bird City Designatin Resolution 2025-01.pdf](#)

**Aldersperson Hartzheim moved, seconded by Aldersperson Meltzer, that the Resolution to Renew the Bird City Designation be approved. Roll Call. Motion carried by the following vote:**

**Aye:** 14 - Aldersperson William Siebers, 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 and Aldersperson Christopher Croatt

**Excused:** 1 - Aldersperson Chad Doran

**Abstained:** 1 - Mayor Jake Woodford

[25-0178](#)

## Approve the Noise Variance Fee Schedule as identified in the attached document.

**Attachments:**     [Memo NoiseVarianceFee.pdf](#)

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

**Aye:** 14 - Aldersperson William Siebers, 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 and Aldersperson Christopher Croatt

**Excused:** 1 - Alderperson Chad Doran

**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:** 14 - Alderperson William Siebers, 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 and Alderperson Christopher Croatt

**Excused:** 1 - Alderperson Chad Doran

**Abstained:** 1 - Mayor Jake Woodford

## 1. MINUTES OF THE MUNICIPAL SERVICES COMMITTEE

### [25-0230](#)

Award 2025 Sanitary Flow Monitoring Services Contract to raSmith in an amount not to exceed \$36,000.

**Attachments:** [2025 Sanitary Flow Monitoring Services Contract Award Memo MSC 03-10-2025.pdf](#)

This Report Action Item was approved.

## 2. MINUTES OF THE SAFETY AND LICENSING COMMITTEE

### [25-0208](#)

Cigarette, Tobacco, and Electronic Vaping Device License application for All N One Smoke Vape Plus LLC d/b/a Smoke Shop, Atllah Mahmoud Abdelhadi, Agent, located at 2700 E. Calumet St.

**Attachments:** [Smoke Shop.All N One Smoke Vape Plus LLC.CTV.3.3.25.pdf](#)

This Report Action Item was approved.

### [25-0231](#)

Commercial Solicitation License for Kagen Whiting.

**Attachments:** [Kagen Whiting Commercial Solicitation Application.pdf](#)  
[Kagen Whiting CS Denial Letter .pdf](#)  
[Kagen Whiting solicitation denial letter.pdf](#)

The recommendation to deny the license was approved.

[25-0232](#)

Commercial Solicitation Company License for Yanda Distribution LLC.

**Attachments:**    [Yanda Distribution LLC Company License.pdf](#)  
[Yanda Dist LLC CS Denial Letter.pdf](#)  
[City Sealer - YandaDenialMemo 03102025.pdf](#)

The recommendation to deny the license was approved.

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

[25-0202](#)

Request to approve Special Use Permit #1-25 to establish a used automobile sales and display lot located at 100 West Wisconsin Avenue (Tax Id #31-6-0576-00), 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\\_100WWisconsinAve\\_SUP 1-25\\_For 3-12-25.pdf](#)

This Report Action Item was approved.

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

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

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

[25-0210](#)

Request to approve proposed text amendments to the Municipal Code Chapter 4 Buildings, Sections 4-162(c), 4-292(c) and 4-418(h), as identified in the attached document, and the reinspection fee be increased to \$75 and added to the various permit fee schedules

**Attachments:**    [Reinspection Fee Increase and Chapter 4 Amendments\\_For3-12-25.pdf](#)

This Report Action Item was approved.

[25-0212](#)

Request to approve an update to the Electrical Permit Fee Schedule to correct the fee amount to \$85 for work costing \$1,001 to \$10,000

**Attachments:**    [Electrical Permit Fee Update\\_For3-12-25.pdf](#)

This Report Action Item was approved.

[25-0213](#)

Request to approve proposed text amendments to the Municipal Code Chapter 4 Buildings, Sections 4-475 to 4-499, as identified in the attached document

**Attachments:**     [HVAC Chapter 4 Amendments\\_For3-12-25.pdf](#)

This Report Action Item was approved.

[25-0214](#)

Request to approve the City of Appleton maintain its current selling prices for business/industrial park land and hold option fees as described in the attached documents

**Attachments:**     [Business-Industrial Park Land Value Memo to CDC 3-12-25.pdf](#)  
                              [Exhibit A-Ind Land Sales Comparison.pdf](#)  
                              [Exhibit B-Ind Land Sales Ask Price Comparison.pdf](#)  
                              [Map of Southpoint Parcels.pdf](#)

This Report Action Item was approved.

## 7. MINUTES OF THE UTILITIES COMMITTEE

[25-0222](#)

Award Meter Test Bench Upgrade to Core & Main in the amount of \$97,079 with a 10% contingency of \$9,708 for a project total not to exceed \$106,787.

**Attachments:**     [Meter Test Bench Upgrade Award Memo 2025.pdf](#)

This Report Action Item was approved.

[25-0223](#)

Approve 2024 Annual Stormwater Report to WDNR (due 3/31/2025).

**Attachments:**     [Draft 2024 MS4 Annual Report for UC review.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

## M. CONSOLIDATED ACTION ITEMS

[25-0253](#)**Consolidated Action Items - ADI Selfie Sculpture in Houdini Plaza****#25-0203** City Plan Commission - *recommended for approval***#25-0225** Parks & Recreation Committee - *recommended for approval**These items were referred back to their respective Committees of jurisdiction.*

## N. ITEMS HELD

## O. ORDINANCES

[25-0248](#)

Ordinance #28-25

**Attachments:** [Ordinances to Council 3-19-25.pdf](#)**Aldersperson Hartzheim moved, seconded by Aldersperson Meltzer, that the Ordinance be approved. Roll Call. Motion carried by the following vote:**

**Aye:** 14 - Aldersperson William Siebers, 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 and Aldersperson Christopher Croatt

**Excused:** 1 - Aldersperson Chad Doran

**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

[25-0298](#)

Resolution #3-R-25 Truancy Ordinance

**Attachments:** [#3-R-25 Truancy Ordinance.pdf](#)

## R. OTHER COUNCIL BUSINESS

## S. ADJOURN

**Aldersperson Hartzheim moved, seconded by Aldersperson Wolff, that the meeting be adjourned at 8:10 p.m. Roll Call. Motion carried by the following vote:**

**Aye:** 14 - Alderperson William Siebers, 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 and Alderperson Christopher Croatt

**Excused:** 1 - Alderperson Chad Doran

**Abstained:** 1 - Mayor Jake Woodford

Kami Lynch, City Clerk