



# City of Appleton

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

## Meeting Minutes - Final Community Development Committee

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Wednesday, November 19, 2025

6:30 PM

Council Chambers, 6th Floor

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### Special Meeting

1. Call meeting to order

Chair Jones called the meeting to order at 6:30 p.m.

2. Pledge of Allegiance

3. Roll call of membership

**Present:** 5 - Jones, Lambrecht, Heffernan, Fenton and Meltzer

*Others present:*

*Aldersperson Sheri Hartzheim, District #13*

*Jed Engel, 1745 N. Superior Street*

4. Approval of minutes from previous meeting

[25-1409](#)

CDC Minutes from 10-22-25

**Attachments:** [CDC Minutes 10-22-25.pdf](#)

**Meltzer moved, seconded by Fenton, that the Minutes be approved. Roll Call.**

**Motion carried by the following vote:**

**Aye:** 5 - Jones, Lambrecht, Heffernan, Fenton and Meltzer

5. Public Hearing/Apearances

6. Action Items

[25-1410](#)

Request to award a contract to Stantec Consulting Services, Inc. for an initial contract that stipulates grant writing services related to the PAC site will be provided at \$0 to the City; and initial grant-funded environmental testing and remediation services are not to exceed \$190,000, contingent on securing of U.S. Environmental Protection Agency (USEPA) Brownfield Coalition Grant via Calumet County and Wisconsin Economic Development Corporation (WEDC) Site Assessment Grant (SAG) for a parcel located on Division Street between West Franklin Street and West Washington Street (Tax Id #31-5-1056-00)

**Attachments:**     [Brownfield Consultant Memo to CDC 11-19-25.pdf](#)  
[10-13-25 Final RFQ Brownfields.pdf](#)  
[10-13-2025 COA IR 3.1 Professional Services.pdf](#)  
[10-24-25 Addendum RFQ Brownfields.pdf](#)

**Meltzer moved, seconded by Fenton, that the contract with Stantec be recommended for approval. Roll Call. Motion carried by the following vote:**

**Aye:** 4 - Lambrecht, Heffernan, Fenton and Meltzer

**Abstained:** 1 - Jones

## 7. Information Items

[25-1411](#)

Inspection Division Permit Summary Report Ending 10-31-25

**Attachments:**     [Inspections Permit Report October 2025.pdf](#)

**This item was presented.**

## 8. Adjournment

**Fenton moved, seconded by Meltzer, that the meeting be adjourned at 6:39 p.m. Roll Call. Motion carried by the following vote:**

**Aye:** 5 - Jones, Lambrecht, Heffernan, Fenton and Meltzer