



City of Appleton

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

Meeting Minutes - Final Common Council

Wednesday, September 17, 2025

7:00 PM

Council Chambers

A. CALL TO ORDER

The meeting was called to order by Mayor Woodford at 7:03 p.m.

B. INVOCATION

The Invocation was offered by Alderperson Smith.

C. PLEDGE OF ALLEGIANCE TO THE FLAG

D. ROLL CALL OF ALDERPERSONS

Alderperson VanZeeland appeared virtually and joined at 7:06 p.m.

Present: 14 - Alderperson Josh Lambrecht, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Martyn Smith, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Patrick Hayden, Alderperson Alex Schultz, Alderperson Vaya Jones, Alderperson Adrian Stancil-Martin, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Denis Dougherty and Mayor Jake Woodford

Excused: 2 - Alderperson Patti Heffernan and Alderperson Christopher Croatt

E. ROLL CALL OF OFFICERS AND DEPARTMENT HEADS

All departments were represented.

F. APPROVAL OF PREVIOUS COUNCIL MEETING MINUTES

[25-1070](#)

Common Council Meeting Minutes of September 3, 2025

Attachments: [CC Minutes 9-3-25.pdf](#)

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

Aye: 13 - Alderperson Josh Lambrecht, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Martyn Smith, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Patrick Hayden, Alderperson Alex Schultz, Alderperson Vaya Jones, Alderperson Adrian Stancil-Martin, Alderperson Nate Wolff, Alderperson Sheri Hartzheim and Alderperson Denis Dougherty

Excused: 2 - Alderperson Patti Heffernan and Alderperson Christopher Croatt

Abstained: 1 - Mayor Jake Woodford

G. BUSINESS PRESENTED BY THE MAYOR

[25-1089](#)

Proclamations:

- Constitution Week
- National Service Dog Month
- Think Train Week

Attachments: [Constitution Week.pdf](#)
 [National Service Dog Month.pdf](#)
 [Think Train Week.pdf](#)

[25-1067](#)

Appleton Police Department Staffing Study

Attachments: [Appleton Police Final Report 8-28-25.pdf](#)
 [Final Report on Police Organizational Study.pdf](#)

Chief Olson presented the staffing study.

H. PUBLIC PARTICIPATION

There was no one signed up to speak during Public Participation.

I. PUBLIC HEARINGS

[25-0883](#)

Public Hearing for the Street Vacation of N. Oneida Street and Unnamed Historic Alley, North of Washington Street and South of Franklin Street

Attachments: [Public Hearing - SV N Oneida.pdf](#)

The Public Hearing was held. No one spoke during the hearing.

J. SPECIAL RESOLUTIONS

[25-0884](#)

Final Resolution for the N. Oneida and Unnamed Historic Alley Street Vacation

Attachments: [N Oneida St - Final Resolution.pdf](#)

Alderperson Hartzheim moved, seconded by Alderperson Stancil-Martin, that the Final Resolution be approved. Roll Call. Motion carried by the following vote:

Aye: 13 - Alderperson Josh Lambrecht, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Martyn Smith, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Patrick Hayden, Alderperson Alex Schultz, Alderperson Vaya Jones, Alderperson Adrian Stancil-Martin, Alderperson Nate Wolff, Alderperson Sheri Hartzheim and Alderperson Denis Dougherty

Excused: 2 - Alderperson Patti Heffernan and Alderperson Christopher Croatt

Abstained: 1 - Mayor Jake Woodford

K. ESTABLISH ORDER OF THE DAY

[25-1066](#)

McFleshman's Full Service Retail Outlet Transfer Application for Downtown Appleton Farm Market: October 4, 2025.

Attachments: [AB-105 McFleshmans Farm Market 10-4-25 Redacted.pdf](#)

Alderperson Hartzheim moved, seconded by Alderperson Wolff, that the Full Service Retail Outlet Transfer Application 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 Vaya Jones, Alderperson Adrian Stancil-Martin, Alderperson Nate Wolff, Alderperson Sheri Hartzheim and Alderperson Denis Dougherty

Excused: 2 - Alderperson Patti Heffernan and Alderperson Christopher Croatt

Abstained: 2 - Alderperson Alex Schultz and Mayor Jake Woodford

[25-1001](#)

Request the Approval of Alderperson Salaries.

Attachments: [Alderperson Salary Adjustment 2025 Attorney Letter.pdf](#)
[Elected Alderperson Salary History.pdf](#)
[Alderperson Comp 2025 Comparable.pdf](#)

Alderperson Hartzheim moved, seconded by Alderperson Hayden, that the Alderperson Salaries be amended to be a \$0 increase for all Alderpersons across the board in 2027. Roll Call. Motion failed by the following vote:

Aye: 1 - Alderperson Sheri Hartzheim

Nay: 12 - Alderperson Josh Lambrecht, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Martyn Smith, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Patrick Hayden, Alderperson Alex Schultz, Alderperson Vaya Jones, Alderperson Adrian Stancil-Martin, Alderperson Nate Wolff and Alderperson Denis Dougherty

Excused: 2 - Alderperson Patti Heffernan and Alderperson Christopher Croatt

Abstained: 1 - Mayor Jake Woodford

Alderson Fenton moved, seconded by Alderson Smith, that the Alderson Salaries be approved. 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 Alex Schultz, Alderson Vaya Jones, Alderson Adrian Stancil-Martin, Alderson Nate Wolff and Alderson Denis Dougherty

Nay: 1 - Alderson Sheri Hartzheim

Excused: 2 - Alderson Patti Heffernan and Alderson Christopher Croatt

Abstained: 1 - Mayor Jake Woodford

L. COMMITTEE REPORTS

Balance of the action items on the agenda.

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

Aye: 13 - Alderson Josh Lambrecht, Alderson Vered Meltzer, Alderson Brad Firkus, Alderson Martyn Smith, Alderson Katie Van Zeeland, Alderson Denise Fenton, Alderson Patrick Hayden, Alderson Alex Schultz, Alderson Vaya Jones, Alderson Adrian Stancil-Martin, Alderson Nate Wolff, Alderson Sheri Hartzheim and Alderson Denis Dougherty

Excused: 2 - Alderson Patti Heffernan and Alderson Christopher Croatt

Abstained: 1 - Mayor Jake Woodford

1. MINUTES OF THE MUNICIPAL SERVICES COMMITTEE

[25-1054](#)

Approve Parking changes at 1300 Block of N. Viola St. (follow-up to a 6-month evaluation)

Attachments: [1300 Block of N Viola St. \(post 6-mo eval\).pdf](#)

This Report Action Item was approved.

2. MINUTES OF THE SAFETY AND LICENSING COMMITTEE

[25-0981](#)

Operator License for Jeffrey Hanson.

Attachments: [Jeffrey Hanson Application.pdf](#)
[Jeffrey Hanson Clerk Letter.pdf](#)
[Jeffrey Hanson PD Letter.pdf](#)
[Jeffrey Hanson Memo.pdf](#)

This Report Action Item was denied.

[25-1042](#)

Class "B" Beer and Reserve "Class B" Liquor License temporary premises amendment application for Fox Cities Performing Arts Center, Inc d/b/a Fox Cities Performing Arts Center, Maria Van Laanen, Agent, located at 400 W College Ave on October 3, 2025 from 4:00 p.m. to 10:00 p.m. for a la cARTe event, contingent upon approval from the Inspections and Public Works departments.

Attachments: [Fox Cities PAC.Alcohol.PA_Temp.10.3.25.REDACTED.pdf](#)

This Report Action Item was approved.

3. MINUTES OF THE CITY PLAN COMMISSION

[25-0915](#)

Request to approve the land disposition of a parcel located on Division Street, between West Franklin Street and West Washington Street (Tax Id #31-5-1056-00), in accordance with Wis. Stat. §62.23(5) pertaining to surplus of public lands, as shown on the attached map and subject to Common Council approval of the Offer to Purchase from Fox Cities PAC, LLC

Attachments: [StaffMemo_DispositionofPublicLand_31-5-1056-00_For09-10-25.pdf](#)

This Report Action Item was approved.

[25-1040](#)

Request to approve the Bowman and Alksnis Annexation consisting of approximately 2.038 acres located at 1624 and 1720 East Melody Lane, currently in the Town of Grand Chute, as shown on the attached maps, subject to the stipulation in the attached staff memo

Attachments: [StaffMemo_Bowman_Alksnis-MelodyLn_Annexation_For09-10-25.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[25-0957](#)

Request adoption of Resolution #2025-11 for the U.S. Environmental Protection Agency (USEPA) Brownfields Coalition Assessment Grant via Calumet County's Regional Award, USEPA Brownfields Cleanup Grant, Wisconsin Economic Development Corporation (WEDC) Brownfield Site Assessment Grant, and/or WEDC Brownfield Grant for a parcel located on Division Street between West Franklin Street and West Washington Street (Tax Id #31-5-1056-00) (Associated with File #25-1055)

Attachments: [USEPA and WEDC Grant Resolution Memo to CDC For 9-10-25.pdf](#)
[Resolution 2025-11 USEPA and WEDC Grants.pdf](#)
[Map_Parcel 31-5-1056-00.pdf](#)

This Report Action Item was approved.

[25-1049](#)

Request to approve updates to the Art in Public Places Policy as described in the attached document

Attachments: [CDCMemo_ArtinPublicPlacesPolicy_APACRecommendation.pdf](#)

This Report Action Item was approved.

[25-1050](#)

Request to approve from Appleton Northside Business Association for light pole banners and seasonal decor installations located on Richmond Street (from Northland to College) and Wisconsin Avenue (from Badger to Ballard) based upon the guidelines outlined in the Art in Public Places Policy and as described in the attached documents

Attachments: [CDCMemo_ANBA_LightPoleDecorations_APACRecommendation.pdf](#)

This Report Action Item was approved.

[25-1055](#)

Request to approve the Offer to Purchase from Fox Cities PAC, LLC and/or assigns for a parcel located on Division Street, between West Franklin Street and West Washington Street, (Tax Id #31-5-1056-00) at a purchase price of \$1.00 subject to Common Council approval of the land disposition (Associated with File #25-0957-CDC and File #25-0915-CPC)

Attachments: [Fox Cities PAC LLC OTP Memo to CDC For 9-10-25.pdf](#)
[0022-PAC Lot-Offer To Purchase-FULLY EXECUTED.pdf](#)
[Map_Parcel 31-5-1056-00.pdf](#)

This Report Action Item was approved.

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

[25-1032](#)

Approve Tuberculosis Program Policy

Attachments: [N_205_0_Tuberculosis Program_08.27.2025.pdf](#)

This Report Action Item was approved.

[25-1033](#)

Approve Active Tuberculosis Disease Case Management Procedure

Attachments: [N_205_1_PRO_Active Tuberculosis Disease Case Management_08.27.2025.pdf](#)

This Report Action Item was approved.

[25-1034](#)

Approve Latent Tuberculosis Infection Case Management Procedure

Attachments: [N_205_2_PRO_Latent Tuberculosis Infection Case Management_08.27.2025.pdf](#)

This Report Action Item was approved.

[25-1035](#)

Approve Tuberculosis Directly Observed Therapy Procedure

Attachments: [N_205_3_PRO_Tuberculosis Directly Observed Therapy_08.27.2025.pdf](#)

This Report Action Item was approved.

[25-1036](#)

Approve Tuberculosis Contacts Procedure

Attachments: [N_205_4_PRO_Tuberculosis Contacts_08.27.2025.pdf](#)

This Report Action Item was approved.

[25-1037](#)

Approve Tuberculosis Case Finding Procedure

Attachments: [N_205_5_PRO_Tuberculosis Case Finding_08.27.2025.pdf](#)

This Report Action Item was approved.

M. CONSOLIDATED ACTION ITEMS

N. ITEMS HELD

O. ORDINANCES

[25-1068](#)

Ordinance #111-25 (Bowman and Alksnis - Melody Lane Annexation)

Attachments: [Ordinances to Council 9-17-25.pdf](#)

Aldersperson Fenton moved, seconded by Aldersperson Stancil-Martin, that the Ordinances be approved. Roll Call. Motion carried by the following vote:

Aye: 13 - Aldersperson Josh Lambrecht, Aldersperson Vered Meltzer, Aldersperson Brad Firkus, Aldersperson Martyn Smith, Aldersperson Katie Van Zeeland, Aldersperson Denise Fenton, Aldersperson Patrick Hayden, Aldersperson Alex Schultz, Aldersperson Vaya Jones, Aldersperson Adrian Stancil-Martin, Aldersperson Nate Wolff, Aldersperson Sheri Hartzheim and Aldersperson Denis Dougherty

Excused: 2 - Aldersperson Patti Heffernan and Aldersperson 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

[25-1104](#)

Request to Reconsider Item #25-0979: Veterans Park Renaming Process

Aldersperson Van Zeeland moved, seconded by Aldersperson Firkus, that the Request to Reconsider be approved. Roll Call. Motion carried by the following vote:

Aye: 11 - Aldersperson Josh Lambrecht, Aldersperson Vered Meltzer, Aldersperson Brad Firkus, Aldersperson Katie Van Zeeland, Aldersperson Denise Fenton, Aldersperson Patrick Hayden, Aldersperson Vaya Jones, Aldersperson Adrian Stancil-Martin, Aldersperson Nate Wolff, Aldersperson Sheri Hartzheim and Aldersperson Denis Dougherty

Nay: 2 - Aldersperson Martyn Smith and Aldersperson Alex Schultz

Excused: 2 - Aldersperson Patti Heffernan and Aldersperson Christopher Croatt

Abstained: 1 - Mayor Jake Woodford

[25-0979](#)

Approve Veterans Park renaming process

Attachments:

[2025 Veterans Park Renaming Process Memo.pdf](#)

[City of Appleton Public Park Renaming Process for Veterans Park.pdf](#)

[Naming of Public Parklands Policy.pdf](#)

This Item was referred back to the Parks and Recreation Committee by Alderperson Hayden.

S. CLOSED SESSION

[25-1090](#)

The Common Council may go into closed session pursuant to State Statute §19.85(1)(e) for the purpose of discussing real estate negotiations regarding the potential sale of a parcel located on Division Street, between West Franklin Street and West Washington Street, (Tax Id #31-5-1056-00) and then reconvene into open session

The Common Council did not convene into closed session.

T. ADJOURN

Alderperson Hartzheim moved, seconded by Alderperson Fenton, that the meeting be adjourned at 7:43 p.m. Roll Call. Motion carried by the following vote:

Aye: 13 - Alderperson Josh Lambrecht, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Martyn Smith, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Patrick Hayden, Alderperson Alex Schultz, Alderperson Vaya Jones, Alderperson Adrian Stancil-Martin, Alderperson Nate Wolff, Alderperson Sheri Hartzheim and Alderperson Denis Dougherty

Excused: 2 - Alderperson Patti Heffernan and Alderperson Christopher Croatt

Abstained: 1 - Mayor Jake Woodford

Amy Molitor, City Clerk