



# 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, May 7, 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 Meltzer.*

C. PLEDGE OF ALLEGIANCE TO THE FLAG

D. ROLL CALL OF ALDERPERSONS

*Alderperson Dougherty appeared virtually.*

**Present:** 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 Adrian Stancil-Martin, Alderperson Nate Wolff, Alderperson Denis Dougherty and Mayor Jake Woodford

**Excused:** 4 - Alderperson Patti Heffernan, Alderperson Vaya Jones, Alderperson Sheri Hartzheim and Alderperson Christopher Croatt

E. ROLL CALL OF OFFICERS AND DEPARTMENT HEADS

*All Departments were represented.*

F. APPROVAL OF PREVIOUS COUNCIL MEETING MINUTES

[25-0442](#)

Common Council Meeting Minutes of Organizational Meeting and Council Meeting on April 16, 2025.

**Attachments:** [CC Minutes 4-16-25 Organizational.pdf](#)  
[CC Minutes 4-16-25.pdf](#)

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

**Aye:** 11 - 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 Adrian Stancil-Martin, Alderperson Nate Wolff and Alderperson Denis Dougherty

**Excused:** 4 - Alderperson Patti Heffernan, Alderperson Vaya Jones, Alderperson Sheri Hartzheim and Alderperson Christopher Croatt

**Abstained:** 1 - Mayor Jake Woodford

## G. BUSINESS PRESENTED BY THE MAYOR

### [25-0450](#)

#### Proclamations:

- American Legion Poppy Day
- Asian and Pacific Islander Heritage Month
- City Celebration Day
- Jewish American Heritage Month
- Municipal Clerks Week
- Neurofibromatosis Awareness Month
- Nurses Month
- Public Service Recognition Week
- Safe Boating Week
- Teacher Appreciation Day

**Attachments:** [American Legion Poppy Day.pdf](#)  
[Asian & Pacific Islander Heritage Month.pdf](#)  
[City Celebration Day.pdf](#)  
[Jewish American Heritage Month.pdf](#)  
[Municipal Clerks Week.pdf](#)  
[Neurofibromatosis Awareness Day.pdf](#)  
[Nurse Appreciation Week.pdf](#)  
[Public Service Recognition Week.pdf](#)  
[Safe Boating Week.pdf](#)  
[Teacher Appreciation Day.pdf](#)

### [25-0451](#)

#### Library Board Reappointments

**Attachments:** [Lib Reappts 5-7-25.pdf](#)

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

**Aye:** 11 - 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 Adrian Stancil-Martin, Alderperson Nate Wolff and Alderperson Denis Dougherty

**Excused:** 4 - Alderperson Patti Heffernan, Alderperson Vaya Jones, Alderperson Sheri Hartzheim and Alderperson Christopher Croatt

**Abstained:** 1 - Mayor Jake Woodford

## H. PUBLIC PARTICIPATION

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

## I. PUBLIC HEARINGS

## J. SPECIAL RESOLUTIONS

## K. ESTABLISH ORDER OF THE DAY

### [25-0300](#)

Request to approve 2024 - 2025 Budget carryover appropriations (2/3 vote of Council required):

1. Items not under contract \$13,811,792
2. Items requesting special consideration \$1,143,133

**Attachments:** [Not Under Contract 2024-2025 Carryover.pdf](#)  
[Special Consideration 2024-2025 Carryover.pdf](#)  
[!Comments on proposal for 100k consultant.pdf](#)

*The amount of \$107,625 for a sustainability consultant portion of the item was held until 5/21/2025.*

*The remaining portion of the Facilities Capital Projects item - \$20,006 was approved under the Minutes of the Finance Committee (below).*

**Alderperson Fenton moved, seconded by Alderperson Van Zeeland that the sustainability consultant portion of the item be held until the next Council meeting on 5/21/2025. Roll Call. Motion carried by the following vote:**

**Aye:** 11 - 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 Adrian Stancil-Martin, Alderperson Nate Wolff and Alderperson Denis Dougherty

**Excused:** 4 - Alderperson Patti Heffernan, Alderperson Vaya Jones, Alderperson Sheri Hartzheim and Alderperson Christopher Croatt

**Abstained:** 1 - Mayor Jake Woodford

## L. COMMITTEE REPORTS

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

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

**Aye:** 11 - 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 Adrian Stancil-Martin, Aldersperson Nate Wolff and Aldersperson Denis Dougherty

**Excused:** 4 - Aldersperson Patti Heffernan, Aldersperson Vaya Jones, Aldersperson Sheri Hartzheim and Aldersperson Christopher Croatt

**Abstained:** 1 - Mayor Jake Woodford

**1. MINUTES OF THE MUNICIPAL SERVICES COMMITTEE**

[25-0438](#)

Approve Long-Term Temporary Occupancy Permit for Eric Conn in Cherry Court right-of-way at 15 Cherry Court through June 27, 2025.

**Attachments:** [25-042-T\\_15 Cherry Ct.pdf](#)

**This Report Action Item was approved.**

[25-0439](#)

Approve Long-Term Temporary Occupancy Permit for Blue Sky Contractors in College Avenue right-of-way at 318 W. College Avenue through May 31, 2025.

**Attachments:** [BLUE SKY CONTRACTORS 5-1 TO 5-31-25.pdf](#)

**This Report Action Item was approved.**

[25-0440](#)

Approve Contract Amendment #1 with Collins Engineers for Bridge Inspections Services (Unit R-24) in the amount of \$1,139.77, for a new total contract amount not to exceed \$43,139.77.

**Attachments:** [R-24 Contract Amend 1 Bridge Inspect w Letter.pdf](#)

**This Report Action Item was approved.**

**2. MINUTES OF THE SAFETY AND LICENSING COMMITTEE**

[25-0371](#)

Operator License for Angella Gilson.

**Attachments:**     [Angella Gilson - Operator License Application.pdf](#)  
[Angella Gilson Clerk Letter.pdf](#)  
[Angella Gilson PD Letter.pdf](#)  
[Angella Gilson Memo.pdf](#)

The recommendation to deny the license was approved.

[25-0387](#)

2025-2026 Alcohol License renewal applications, contingent upon approval from all departments by 12:00 p.m. on June 30, 2025

**Attachments:**     [2025 Alcohol License Renewals.pdf](#)

This Report Action Item was approved.

[25-0388](#)

Class "B" Beer and "Class B" Liquor License Change of Agent for Bowlero Wisconsin LLC d/b/a Super Bowl Family Entertainment, New Agent, Enya Carter, located at 2222 E. Northland Ave, effective July 1, 2025 and contingent on approval from the Police department

**Attachments:**     [Super Bowl Entertainment Center.Alcohol.COA.7.1.25.pdf](#)

This Report Action Item was approved.

[25-0389](#)

Class "A" Beer and "Class A" Liquor License Change of Agent for SG Petroleums LLC d/b/a Newberry Mobil, New Agent, Suyash Goel, located at 2811 E. Newberry St, effective July 1, 2025

**Attachments:**     [Newberry Mobil.Alcohol.COA.7.1.25.pdf](#)

This Report Action Item was approved.

3.     **MINUTES OF THE CITY PLAN COMMISSION**
4.     **MINUTES OF THE PARKS AND RECREATION COMMITTEE**
5.     **MINUTES OF THE FINANCE COMMITTEE**

[25-0300](#)

Request to approve 2024 - 2025 Budget carryover appropriations (2/3 vote of Council required):

1. Items not under contract \$13,811,792
2. Items requesting special consideration \$1,143,133

**Attachments:**     [Not Under Contract 2024-2025 Carryover.pdf](#)  
[Special Consideration 2024-2025 Carryover.pdf](#)  
[!Comments on proposal for 100k consultant.pdf](#)

*The City Hall wayfinding signage (contingent upon future Council approval of the City's portion of the project cost) in the amount of \$20,006 was approved on 5/7/2025. The remaining \$107,625 of the Facilities Capital Project amount was held until 5/21/2025 (see establish order of the day - above).*

**This Report Action Item was approved**

[25-0412](#)

Request to award the 2025 Lundgaard Park Pavilion Project contract to Milbach Construction Services Company in the amount of \$804,440 with a contingency of \$46,944 for a project not to exceed \$851,384.

**Attachments:**     [Lundgaard Park Pavilion Project Finance Memo.pdf](#)

**This Report Action Item was approved.**

[25-0413](#)

Request to approve additional 2024 - 2025 Budget carryover appropriations for items not under contract in the amount of \$41,800,000. (2/3 vote of Council required)

**Attachments:**     [Not Under Contract 2024-2025 Carryover - Add'l.pdf](#)

**This Report Action Item was approved.**

[25-0415](#)

Request to approve Unit BB-25 Contract Award with Weinert Roofing for Roof Replacements at Green and Yellow Ramps in the amount of \$176,860, with a contingency of \$15,000 for a total not-to-exceed contract amount of \$191,860.

**Attachments:**     [BB-25 Award-Funding-Bid Tab.pdf](#)

**This Report Action Item was approved.**

[25-0441](#)

Request to establish a reserve fund for ARPA-related obligations.

**Attachments:**     [ARPA Reserve Fund.pdf](#)

**This Report Action Item was approved.**

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

[25-0211](#)

Request to approve proposed text amendments to the Municipal Code Chapter 4 Buildings, Section 4-161, as identified in the attached document, and the various permit fee schedules be updated to increase the erosion control permit fee to \$50

**Attachments:**     [Erosion Control Fee Increase and Chapter 4 Amendments For3-12-25.pdf](#)  
[Erosion Control Fee Increase and Chapter 4 Amendments For4-23-25.pdf](#)

This Report Action Item was approved.

[25-0380](#)

Request to renew lease with Maple Lawn Dairy for crop farming of undeveloped land in Southpoint Commerce Park

**Attachments:**     [Farm Lease Renewal Memo Maple Lawn Dairy Southpoint For4-23-25.pdf](#)  
[Maple Lawn Dairy \(Mader\) 2025-2030 Lease - Clean 04-17-2025.pdf](#)

This Report Action Item was approved.

## 7. MINUTES OF THE UTILITIES COMMITTEE

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

[25-0403](#)

Request to Approve Changes to the CED Table of Organization.

**Attachments:**     [ComDev\\_AdministrativeReorganization\\_Memo.pdf](#)  
[ComDev\\_TO\\_AdminReorg.pdf](#)  
[Administrative&AccountingServicesSpecialist\\_JD\\_Final.pdf](#)

This Report Action Item was approved.

[25-0404](#)

Request to Approve Social Media Policy.

**Attachments:**     [Social Media Policy.pdf](#)

This Report Action Item was approved.

[25-0405](#)

Request to Approve Changes to the Fringe Benefits Policy.

**Attachments:**     [Fringe Benefit Policy 11.2024 S&B.pdf](#)

This Report Action Item was approved.

**9. MINUTES OF THE FOX CITIES TRANSIT COMMISSION**[25-0426](#)

WisGo Update and Request to Approve Fare Capping

**Attachments:** [WisGO Project Update and Fare Policy Approval FCTC Memo.pdf](#)

This Report Action Item was approved.

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

M. CONSOLIDATED ACTION ITEMS

N. ITEMS HELD

O. ORDINANCES

P. LICENSE APPLICATIONS AND COMMUNICATIONS REFERRED TO  
COMMITTEES OF JURISDICTIONQ. RESOLUTIONS SUBMITTED BY ALDERPERSONS REFERRED TO COMMITTEES  
OF JURISDICTION

R. OTHER COUNCIL BUSINESS

S. ADJOURN

**Alderson Hayden moved, seconded by Alderson Meltzer, that the meeting be adjourned at 7:09 p.m. Roll Call. Motion carried by the following vote:**

**Aye:** 11 - 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 Adrian Stancil-Martin, Alderson Nate Wolff and Alderson Denis Dougherty

**Excused:** 4 - Alderson Patti Heffernan, Alderson Vaya Jones, Alderson Sheri Hartzheim and Alderson Christopher Croatt

**Abstained:** 1 - Mayor Jake Woodford

Kami Lynch, City Clerk