



City of Appleton

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

Meeting Minutes - Final Common Council

Wednesday, January 21, 2026

7:00 PM

Council Chambers

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 Hartzheim.

C. PLEDGE OF ALLEGIANCE TO THE FLAG

D. ROLL CALL OF ALDERPERSONS

Alderperson Croatt appeared virtually.

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 Adrian Stancil-Martin, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt, Alderperson Denis Dougherty and Mayor Jake Woodford

Excused: 2 - Alderperson Patti Heffernan and Alderperson Vaya Jones

E. ROLL CALL OF OFFICERS AND DEPARTMENT HEADS

All Departments were represented.

F. APPROVAL OF PREVIOUS COUNCIL MEETING MINUTES

[26-0070](#)

Common Council Meeting Minutes of December 17, 2025

Attachments: [CC Minutes 12-17-25.pdf](#)

Alderperson Hartzheim moved, seconded by Alderperson Meltzer, 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 Adrian Stancil-Martin, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt and Alderperson Denis Dougherty

Excused: 2 - Alderperson Patti Heffernan and Alderperson Vaya Jones

Abstained: 1 - Mayor Jake Woodford

G. BUSINESS PRESENTED BY THE MAYOR

[26-0059](#)

Common Ground Presentation

Jim Case, Common Ground Board Chair, presented to the Common Council.

H. PUBLIC PARTICIPATION

The following spoke on Item 26-0047 Parking Changes on 1000 Block of E. Pacific Street:

Lois Peterson, 620 Tonka Street

Larry Wright, 1021 E. Pacific Street

I. PUBLIC HEARINGS

J. SPECIAL RESOLUTIONS

[26-0056](#)

Initial Resolution for the Street Vacation of Canal Street, West of South Lawe Street
(Taken up under Consolidated Action Items)

Attachments: [Canal Street - Initial Resolution.pdf](#)

This Resolution was approved - See Consolidated Action Items.

K. ESTABLISH ORDER OF THE DAY

[26-0047](#)

Request to Approve Parking changes on the 1000 block of E. Pacific Street
(follow-up to a 6-month evaluation)

Attachments: [1000 Block E Pacific St Post 6 Month Eval.pdf](#)
[011226 Pacific-Vine-Tonka St Neighborhood Concerns.pdf](#)

Alderperson Schultz moved, seconded by Alderperson Meltzer, that the Parking Changes 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 Adrian Stancil-Martin, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt and Alderperson Denis Dougherty

Excused: 2 - Alderperson Patti Heffernan and Alderperson Vaya Jones

Abstained: 1 - Mayor Jake Woodford

26-0008

Approve the Milk Depot Procedure as identified in the attached document.

Attachments: [N 215 1 PRO Milk Depot 11.04.2025.pdf](#)

Aldersperson Hartzheim moved, seconded by Aldersperson Smith, that the Milk Depot Procedure 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 Adrian Stancil-Martin, Aldersperson Nate Wolff, Aldersperson Sheri Hartzheim, Aldersperson Christopher Croatt and Aldersperson Denis Dougherty

Excused: 2 - Aldersperson Patti Heffernan and Aldersperson Vaya Jones

Abstained: 1 - Mayor Jake Woodford

26-0009

Approve the Overdose Education and Naloxone Distribution Program Policy as identified in the attached document.

Attachments: [N 216 0 Overdose Education and Naloxone Distribution Program.pdf](#)

Aldersperson Hartzheim moved, seconded by Aldersperson Meltzer, that the Overdose Education and Naloxone Distribution Program Policy 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 Adrian Stancil-Martin, Aldersperson Nate Wolff, Aldersperson Sheri Hartzheim, Aldersperson Christopher Croatt and Aldersperson Denis Dougherty

Excused: 2 - Aldersperson Patti Heffernan and Aldersperson Vaya Jones

Abstained: 1 - Mayor Jake Woodford

L. COMMITTEE REPORTS

Balance of the action items on the agenda.

Aldersperson Fenton moved, Aldersperson Meltzer seconded, to approve the balance of the agenda. The 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 Adrian Stancil-Martin, Aldersperson Nate Wolff, Aldersperson Sheri Hartzheim, Aldersperson Christopher Croatt and Aldersperson Denis Dougherty

Excused: 2 - Aldersperson Patti Heffernan and Aldersperson Vaya Jones

Abstained: 1 - Mayor Jake Woodford

1. MINUTES OF THE MUNICIPAL SERVICES COMMITTEE[26-0046](#)

Request to Approve 2026 Sole Source Purchase Request - Various Traffic Equipment & Technologies

Attachments: [Sole Source Purchase Request - Traffic Equipment.pdf](#)

This Report Action Item was approved.

[26-0048](#)

Request to Approve County/Municipal Cost Agreement for I-41/Ballard Interchange Maintenance

Attachments: [County Municipal Cost Agreement I-41Ballard.pdf](#)

This Report Action Item was approved.

[26-0049](#)

Request to Approve DT1660 Conveyance of Rights in Land and DT1661 Quit Claim Deed for WisDOT I-41 Transportation Project Plat 1130-65-72

Attachments: [DT1660&DT1661 WisDOT 1-41 TPP.pdf](#)

This Report Action Item was approved.

[26-0050](#)

Request to Approve Parcel ID 31-1-6601-01 Quit Claim Deed for WisDOT I-41 Transportation Project Plat 1130-63-21

Attachments: [Parcel 31-1-6601-01 Quit Claim Deed TPP.pdf](#)

This Report Action Item was approved.

[26-0051](#)

Request to Approve Long Term Temporary Occupancy Permit 25-232-T for Copper Leaf Hotel in Superior Street Right-of-Way through April 30, 2026

Attachments: [25-232-T.pdf](#)

This Report Action Item was approved.

[26-0052](#)

Request to Approve Request from Gibson Loft for One Designated Stall in Red Ramp

Attachments: [Gibson Loft Red Ramp Stall.pdf](#)

This Report Action Item was approved.

[26-0053](#)

Request to Approve 2nd Revision to State-Municipal Financial Agreement for Olde Oneida Street Bridge Over the South Mill Race

Attachments: [SMA Olde Oneida St Bridge.pdf](#)

This Report Action Item was approved.

[26-0054](#)

Request to Approve the street discontinuance to vacate a portion of Canal Street public right-of-way, the southern half of Canal Street located 120 feet west of S. Lawe Street as shown on the exhibit map

Attachments: [Street Vacation Canal St.pdf](#)

This Report Action Item was approved.

2. MINUTES OF THE SAFETY AND LICENSING COMMITTEE

[25-1091](#)

Mechanical Amusement Device License for Mad Elephant, Chisa Jitmaiwong, Agent, located at 1222 S. Oneida St. - appeal of application denial

Attachments: [Mad Elephant.Tase of Thai Appleton LLC.Mech_Amus.7.25.25.REDACTED.pdf](#)
[Mad Elephant Amusement device denial PD.pdf](#)
[Mad Elephant Clerk Letter 8.4.25.pdf](#)
[Mad Elephant Contest to Appleton Clerk.pdf](#)
[Mad Elephant Records Request to Appleton PD.pdf](#)
[Mad Elephant Records Request to Appleton Inspections.pdf](#)
[Games Archives - Big Daddy Games - bigdaddygames.net.png](#)
[Gemini-D Kiosk - Big Daddy Games - bigdaddygames.net.png](#)
[Global Progressive System - Big Daddy Games - bigdaddygames.net \(1\).png](#)
[Global Progressive System - Big Daddy Games - bigdaddygames.net.png](#)
[Max Connect POS - Big Daddy Games - bigdaddygames.net.png](#)
[Skill Plus 1 2 - Big Daddy Games - bigdaddygames.net.png](#)
[Systems Archives - Big Daddy Games - bigdaddygames.net.png](#)
[Universal Kiosk 1 - Big Daddy Games - bigdaddygames.net.png](#)
[Universal Kiosk 2 - Big Daddy Games - bigdaddygames.net.png](#)
[Appeal of Departments' Rec of License Denial Slides 9.24.25.pdf](#)
[Mad Elephant gambling machine denial supplement.pdf](#)
[BDG Gemini-CDU-USERS-MANUAL-REV0.pdf](#)
[Big Daddy Games](#)
[GK1500-Universal-KIOSK-1-USERS-MANUAL-REV0.pdf](#)
[Big Daddy Games](#)
[GK2000-Universal-KIOSK-2-USERS-MANUAL-REV0.pdf](#)
[Amusement Device Application and Big Daddy Games Devices 12.9.25.pdf](#)

The recommendation to deny the license was approved.

[25-1456](#)

Mechanical Amusement Device License for Houdini's Escape Gastropub, Katelyn James, Agent, located at 1216 S. Oneida St - appeal of application denial

Attachments: [Houdini's Escape.Santino LLC.Mech_Amus.9.16.25.REDACTED.pdf](#)
[Houdini's Escape amusement device APD denial letter 9.19.25.pdf](#)
[Houdini's Escape amusement device Clerk denial letter 9.19.25.pdf](#)
[Houdini's appeal of denial 10.2.25.pdf](#)
[Houdini's Escape gambling machine denial supplement 10.9.25.pdf](#)
[BDG Gemini-CDU-USERS-MANUAL-REV0.pdf](#)
[Big Daddy Games](#)
[GK1500-Universal-KIOSK-1-USERS-MANUAL-REV0.pdf](#)
[Big Daddy Games](#)
[GK2000-Universal-KIOSK-2-USERS-MANUAL-REV0.pdf](#)
[Technik pull tab 8 column MANUAL-DOCUMENT-10-15-2022.pdf](#)
[Technik pull tab Operations-Manual-2-13-2025.pdf](#)
[Amusement Device Application and Big Daddy Games Devices 12.9.25.pdf](#)

The recommendation to approve two of the devices and deny the remaining devices was approved.

[25-1543](#)

Class "B" Beer License application for S&K Food Mart d/b/a Food Mart, Sarbjit Singh, Agent, located at 913 W College Ave

Attachments: [Food Mart.S&K Food Mart Inc.Alcohol_Class B Beer.11.21.25.REDACTED.pdf](#)

This Report Action Item was approved.

[26-0012](#)

Class "B" Beer and Reserve "Class B" Liquor License application for Lucero's Mexican Restaurant Inc, Fe Montalvo, Agent, located at 3401 E Evergreen Dr, contingent upon approval from the Health, Inspections, and Public Works departments

Attachments: [Lucero's Mexican Restaurant.Alcohol.Class B Beer Reserve Liquor.12.4.25.REDACTED.pdf](#)

This Report Action Item was approved.

[26-0013](#)

Class "B" Beer and Reserve "Class B" Liquor License application for Karma Bar LLC, Aram Zamora Prieto, Agent, located at 409 W College Ave, contingent upon approval from the Health and Inspections departments

Attachments: [Karma Bar LLC.Alcohol.Class B Beer Reserve Liquor.12.9.25.REDACTED.pdf](#)

This Report Action Item was approved.

[26-0014](#)

Secondhand Article Dealer License late renewal application for The Attique Resale, James Boylan, Applicant, located at 415 N Oneida St, contingent upon approval from the Health department

Attachments: [2026 Attique Resale Late Renewal App 12.30.25.REDACTED.pdf](#)

This Report Action Item was approved.

[26-0026](#)

Fire Department Renewal of Equipment Sharing Agreement

Attachments: [Equipment Sharing Agreement.pdf](#)
[0912 - Fire - Equipment Sharing Agrm - CITY EXECUTED.pdf](#)

This Report Action Item was approved.

3. MINUTES OF THE CITY PLAN COMMISSION

[25-1535](#)

Request to approve Major Amendment to Planned Development Overlay Commercial Office District (PD/C-O #8-01) for 1025 E. South River Street (Tax Id #31-4-0809-00) and 1101, 1107 and 1111 E. South River Street (Tax Id #31-4-0806-00), including to the centerline of existing adjacent streets, as shown on the attached maps, replacing the current Implementation Plan Document #1419869 with the attached new Implementation Plan Document (development regulations) subject to recording with the Outagamie County Register of Deeds

Attachments: [Final_StaffReport_E_South_River_St_PDAmendment_8-01_for_01_14_26.pdf](#)

This Report Action Item was approved.

[25-1536](#)

Request to approve the 5730 N. Ballard Road Annexation consisting of approximately 1.69 acres, currently in the Town of Grand Chute, as shown on the attached maps, subject to the stipulation in the attached staff memo

Attachments: [StaffMemo_5730_N_Ballard_Road_Annexation_For1-14-26.pdf](#)

This Report Action Item was approved.

[25-1537](#)

Request to approve the street discontinuance to vacate a portion of Canal Street public right-of-way, the southern half of Canal Street located 120 feet west of S. Lawe Street, and adopt the Initial Resolution and exhibit map

Attachments: [StaffMemo_Canal_Street_StVacation_For1-14-26.pdf](#)

This Report Action Item was approved.

4. MINUTES OF THE PARKS AND RECREATION COMMITTEE**5. MINUTES OF THE FINANCE COMMITTEE**[26-0027](#)

Request to approve Sourcewell Six-Year (2026-2031) Golf Cart Lease with Yamaha Golf & Utility for the Annual Amount of \$57,175.

Attachments: [2026 Yamaha Golf Utility Lease Memo.pdf](#)

This Report Action Item was approved.

[26-0029](#)

Request to award Unit S-26 Repair and Preventative Maintenance for Parking Structures to Western Specialty Contractors in the amount of \$1,206,718.50 with a 15% contingency of \$181,000, for a project total not to exceed of \$1,387,718.50.

Attachments: [S-26 Award Funding Bid Tabs.pdf](#)

This Report Action Item was approved.

6. MINUTES OF THE COMMUNITY DEVELOPMENT COMMITTEE[26-0016](#)

Request to approve amending the Offer to Purchase from Consolidated Construction Co., Inc., its successors or assigns, to extend the closing date to January 31, 2026 for Lot 41 in Southpoint Commerce Park Plat No. 4 (4041 East Endeavor Drive) (Tax Id #31-9-5800-04)

Attachments: [AmendmenttoOTP ConsolidatedConst Lot41SPCP MemotoCDC 1-14-26.pdf](#)
[0364 - Consolidated - SIGNED - OTP.pdf](#)
[SPCP 11 19 25.pdf](#)

This Report Action Item was approved.

[26-0055](#)

Request to approve amending the cost reimbursement agreement with Thrivent Financial for Lutherans to include an additional deposit of \$135,168.75, for a total of escrow deposit fee ceiling of \$235,168.75

Attachments: [Amendment to Thrivent Cost Reimbursement Memo to CDC 1-14-26.pdf](#)
[Thrivent - City Reimbursement Agreement - FULLY EXECUTED.pdf](#)

This Report Action Item was approved.

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

[26-0034](#)

Request to Approve the updated Salary Administration Policy.

Attachments: [Salary Administration Policy S&B 2026.pdf](#)

This Report Action Item was approved.

[26-0035](#)

Request to Approve Sole Source Emergency Notification System.

Attachments: [2025 Recommendation to Sole Source City Hall Emergency Response System.pdf](#)
[ACHCE010526.pdf](#)
[NCI Sole Source.pdf](#)
[SoleSource Request Form.pdf](#)

This Report Action Item was approved.

[26-0039](#)

Request for Approval to create a new position of Valley Transit Administrative Support Specialist.

Attachments: [Memorandum to HR and Council for Admin Support Specialist \(1\).pdf](#)
[VT Administrative Support Specialist.pdf](#)

This Report Action Item was approved.

9. MINUTES OF THE FOX CITIES TRANSIT COMMISSION

10. MINUTES OF THE BOARD OF HEALTH

[25-1540](#)

Approve the Communicable Disease Reporting and Investigation Policy as identified in the attached document.

Attachments: [N_202_0_Communicable Disease Reporting and Investigation_11.03.2025.pdf](#)

This Report Action Item was approved.

[26-0004](#)

Approve the Vital Signs Policy as identified in the attached document.

Attachments: [N_212_0_Vital Signs_11.04.2025.pdf](#)

This Report Action Item was approved.

[26-0006](#)

Approve the Communicable Disease Reporting and Investigation Procedure as identified in the attached document.

Attachments: [N 202 1 PRO Communicable Disease Reporting and Investigation 11.03.2025.pdf](#)

This Report Action Item was approved.

[26-0007](#)

Approve the Communicable Disease Intake Procedure as identified in the attached document.

Attachments: [N 202 2 PRO Communicable Disease Intake 11.03.2025.pdf](#)

This Report Action Item was approved.

[26-0010](#)

Approve the Overdose Education and Naloxone Distribution Program Procedure as identified in the attached document.

Attachments: [N 216 1 PRO Overdose Education and Naloxone Distribution Program.pdf](#)

This Report Action Item was approved.

[26-0011](#)

Approve the Milk Depot Policy as identified in the attached document.

Attachments: [N 215 0 Milk Depot 11.04.2025.pdf](#)

This Report Action Item was approved.

[26-0020](#)

Approve changes to the Creation and Maintenance of Policies Policy as identified in the attached document.

Attachments: [AHD 101 0 Creation and Maintenance of Policies 12.16.2025.pdf](#)

This Report Action Item was approved.

[26-0022](#)

Approve changes to the Creation and Maintenance of Procedures Policy as identified in the attached document.

Attachments: [AHD 102 0 Creation and Maintenance of Procedures 12.16.2025.pdf](#)

This Report Action Item was approved.

M. CONSOLIDATED ACTION ITEMS

[26-0058](#)

Consolidated Action Items - Street Vacation for a portion of Canal Street
#25-1537 City Plan Commission - recommended for approval
#26-0054 Municipal Services Committee - recommended for approval
#25-0056 - Initial Resolution

Aldersperson Hartzheim moved, seconded by Aldersperson Meltzer, that the Consolidated Action Items 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 Adrian Stancil-Martin, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt and Alderperson Denis Dougherty

Excused: 2 - Alderperson Patti Heffernan and Alderperson Vaya Jones

Abstained: 1 - Mayor Jake Woodford

N. ITEMS HELD

O. ORDINANCES

[26-0057](#)

Ordinances #1-26, #2-26 (N. Ballard Rd Annexation), and #3-26

Attachments: [Ordinances to Council 1-21-26.pdf](#)

Alderperson Hartzheim moved, seconded by Alderperson Meltzer, that the Ordinances 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 Adrian Stancil-Martin, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt and Alderperson Denis Dougherty

Excused: 2 - Alderperson Patti Heffernan and Alderperson Vaya Jones

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

[26-0107](#)

Resolution #1-R-26 Removal of Street Parking on College Avenue

Attachments: [1-R-26 Removal of Street Parking on College Ave.pdf](#)

R. OTHER COUNCIL BUSINESS

S. CLOSED SESSION

[26-0069](#)

The Common Council may go into closed session pursuant to State Statute §19.85(1)(e) (deliberations or negotiations on the purchase of public properties, investing of public funds or conducting other specific public business when competitive or bargaining reasons require a closed session) for the purpose of discussing a potential development agreement and investment of public funds, related to the redevelopment of the Thrivent Financial for Lutherans Appleton Campus, and then reconvene into open session.

Aldersperson Hartzheim moved, seconded by Aldersperson Wolff, that the Common Council convene into Closed Session at 7:37 p.m. 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 Adrian Stancil-Martin, Aldersperson Nate Wolff, Aldersperson Sheri Hartzheim, Aldersperson Christopher Croatt and Aldersperson Denis Dougherty

Excused: 2 - Aldersperson Patti Heffernan and Aldersperson Vaya Jones

Abstained: 1 - Mayor Jake Woodford

Aldersperson Hartzheim moved, seconded by Aldersperson Wolff, to reconvene into open session at 8:47 p.m. Roll Call. Motion carried 12/0 and at 8:47 p.m. the Common Council reconvened in open session. No action was taken in closed session.

T. ADJOURN

Aldersperson Hartzheim moved, seconded by Aldersperson Fenton, that the meeting be adjourned at 8:47 p.m. Roll Call. Motion carried by the following vote:

Aye: 12 - 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, Aldersperson Sheri Hartzheim and Aldersperson Denis Dougherty

Excused: 3 - Aldersperson Patti Heffernan, Aldersperson Vaya Jones and Aldersperson Christopher Croatt

Abstained: 1 - Mayor Jake Woodford

Amy Molitor, City Clerk