



City of Appleton

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

Meeting Minutes - Final Common Council

Wednesday, December 17, 2025

7:00 PM

Council Chambers

A. CALL TO ORDER

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

B. INVOCATION

The Invocation was offered by Alderperson Hartzheim.

C. PLEDGE OF ALLEGIANCE TO THE FLAG

D. ROLL CALL OF ALDERPERSONS

Alderperson Heffernan appeared virtually.

Present: 14 - Alderperson Josh Lambrecht, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Patrick Hayden, Alderperson Patti Heffernan, 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 Martyn Smith and Alderperson Vaya Jones

E. ROLL CALL OF OFFICERS AND DEPARTMENT HEADS

All Departments were represented.

F. APPROVAL OF PREVIOUS COUNCIL MEETING MINUTES

25-1496 Common Council Meeting Minutes of December 3, 2025

Attachments: [CC Minutes 12-3-25.pdf](#)

Alderperson Hartzheim moved, seconded by Alderperson Schultz, 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 Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Patrick Hayden, Alderperson Patti Heffernan, Alderperson Alex Schultz, Alderperson Adrian Stancil-Martin, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt and Alderperson Denis Dougherty

Excused: 2 - Alderperson Martyn Smith and Alderperson Vaya Jones

Abstained: 1 - Mayor Jake Woodford

G. BUSINESS PRESENTED BY THE MAYOR

25-1527 Downtown Appleton Christmas Parade Awards

The Christmas Parade awards were presented by Parade Committee Chairman Corey Otis.

25-1526 Appointment of Election Inspectors for the 2026-2027 Election Cycle

Attachments: [Election Inspector Nomination List 2026-2027.pdf](#)

Alderperson Fenton moved, seconded by Alderperson Stancil-Martin, that the Election Inspector Appointments be approved. Roll Call. Motion carried by the following vote:

Aye: 12 - Alderperson Josh Lambrecht, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Patrick Hayden, Alderperson Patti Heffernan, Alderperson Alex Schultz, Alderperson Adrian Stancil-Martin, Alderperson Nate Wolff, Alderperson Christopher Croatt and Alderperson Denis Dougherty

Excused: 2 - Alderperson Martyn Smith and Alderperson Vaya Jones

Abstained: 2 - Alderperson Sheri Hartzheim and Mayor Jake Woodford

25-1525 Community Development Block Grant Advisory Board Reappointment

Attachments: [CDBG Advisory Board Reappointment Memo 12-17-25.pdf](#)

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

Aye: 13 - Alderperson Josh Lambrecht, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Patrick Hayden, Alderperson Patti Heffernan, Alderperson Alex Schultz, Alderperson Adrian Stancil-Martin, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt and Alderperson Denis Dougherty

Excused: 2 - Alderperson Martyn Smith and Alderperson Vaya Jones

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

25-1091 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](#)

Alderperson Croatt moved, seconded by Alderperson Hartzheim, that the Item be referred back to the Safety and Licensing Committee. Voice Vote. Motion Carried.

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](#)

**This Item was referred back to the Safety and Licensing Committee by
Alderperson Croatt.**

25-1498

Approve Appleton Comprehensive Outdoor Recreation Plan 2026-2030

Attachments:

[Appleton CORP 2026-2030 Final .pdf](#)
[Appleton CORP 2026-2030 Appendix.pdf](#)

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

Aye: 13 - Alderperson Josh Lambrecht, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Patrick Hayden, Alderperson Patti Heffernan, Alderperson Alex Schultz, Alderperson Adrian Stancil-Martin, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt and Alderperson Denis Dougherty

Excused: 2 - Alderperson Martyn Smith and Alderperson Vaya Jones

Abstained: 1 - Mayor Jake Woodford

L. COMMITTEE REPORTS

Balance of the action items on the agenda.

**Alderperson Hartzheim moved, Alderperson Lambrecht seconded, to approve
the balance of the agenda. The motion carried by the following vote:**

Aye: 13 - Alderperson Josh Lambrecht, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Patrick Hayden, Alderperson Patti Heffernan, Alderperson Alex Schultz, Alderperson Adrian Stancil-Martin, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt and Alderperson Denis Dougherty

Excused: 2 - Alderperson Martyn Smith and Alderperson Vaya Jones

Abstained: 1 - Mayor Jake Woodford

1. MINUTES OF THE MUNICIPAL SERVICES COMMITTEE

25-1480 Approve 2026 DPW Fee Schedule

Attachments: [2026 DPW Fee Schedules - redlined.pdf](#)

This Report Action Item was approved.

25-1481 Approve Long-Term Temporary Occupancy Permit 25-206-T for Apple Ridge construction dumpster on Baldeagle Drive and Harrier Lane through January 9, 2026

Attachments: [Long Term Temporary Occupancy 25-206T.pdf](#)

This Report Action Item was approved.

25-1482 Approve State Municipal Financial Agreement 1130-65-71 (I-41 Mainline Meade to Ballard)

Attachments: [SMFA_1130-65-71 Mainline Meade to Ballard.pdf](#)

This Report Action Item was approved.

25-1483 Approve State Municipal Financial Agreement 1130-65-72 (I-41 Mainline Ballard to French)

Attachments: [SMFA_1130-65-72 Mainline Ballard to French.pdf](#)

This Report Action Item was approved.

25-1485 Approve State Municipal Financial Agreement 1130-65-74 STH 441 Mainline CTH OO to I-41)

Attachments: [SMFA_1130-65-74 STH 441 Mainline CTH OO to 41.pdf](#)

This Report Action Item was approved.

25-1486 Approve State Municipal Financial Agreement 1130-65-78 (I-41 I-41/STH 441 Interchange)

Attachments: [SMFA_1130-65-78 IH 41 and STH 441 Interchange.pdf](#)

This Report Action Item was approved.

25-1487

Award 2026 Contract for Operation, Maintenance, and Monitoring at the Closed City of Appleton Landfill to SCS Engineers, in an amount not to exceed \$79,950, and authorization for annual contract extensions through 2035.

Attachments: [Mackville OMM 2026 Award to SCS.pdf](#)

This Report Action Item was approved.

25-1488

Approve Revisions to Residential Refuse Cart Exchange/Addition Policy

Attachments: [Residential Refuse Cart Exchange Addition Policy - redlined.pdf](#)

This Report Action Item was approved.

2. MINUTES OF THE SAFETY AND LICENSING COMMITTEE

25-1426

Operator License for Tosheba Jackson

Attachments: [Tosheba Jackson Application.pdf](#)
[Tosheba Jackson Clerk Letter.pdf](#)
[Tosheba Jackson PD Letter.pdf](#)
[Tosheba Jackson Criminal Complaint.pdf](#)
[Tosheba Jackson Memo.pdf](#)

This Report Action Item was approved.

25-1434

2026 Secondhand Jewelry, Secondhand Article, and Pawnbroker License renewal applications, contingent upon approval from all departments.

Attachments: [2026 RENEWALS.pdf](#)

This Report Action Item was approved.

25-1435

Class "B" Beer License application for PNK LLC d/b/a Juicy Shrimp Shack, Paul Vang, Agent, located at 201 W. Northland Ave Ste I, contingent upon approval from the Inspections department.

Attachments: [Juicy Shrimp Shack.PNK LLC.Alcohol.Class B Beer.10.27.25.REDACTED.pdf](#)

This Report Action Item was approved.

25-1436

Cigarette, Tobacco, and Electronic Vaping Device License application for NAC LLC d/b/a OB's Brau Haus, Christopher Nelis, Agent, located at 523 W. College Ave.

Attachments: [OB's Brau Haus.CTV.11.18.25.pdf](#)

This Report Action Item was approved

25-1444 Proposed Revisions to Special Events Policy

Attachments: [2026 Special Event Policy Redlined.pdf](#)

[2026 Special Event Policy Clean.pdf](#)

[2026 Special Event Fee Schedule - Appendix 1.pdf](#)

[Special Events Policy Revision Memo 12-2-2025.pdf](#)

This Report Action Item was approved.

3. MINUTES OF THE CITY PLAN COMMISSION

25-1453 Request to approve the Comet Ridge Final Plat as shown on the attached maps and subject to the conditions in the attached staff memo

Attachments: [StaffMemo_CometRidge_FinalPlat_For12-10-25.pdf](#)

This Report Action Item was approved.

25-1454 Request to approve the release of drainage easement for Lot 15 of Lumbini Estates (Tax Id #31-9-4161-41) as shown on the attached maps and subject to the owner/agent completing and recording an appropriate correction instrument with the Calumet County Register of Deeds

Attachments: [StaffMemo_LumbiniEstates_ReleaseofDrainageEasement_For12-10-25.pdf](#)

This Report Action Item was approved.

4. MINUTES OF THE PARKS AND RECREATION COMMITTEE

5. MINUTES OF THE FINANCE COMMITTEE

25-1437 Request to approve the following 2025 Budget amendment:

General Fund - Police

Miscellaneous Revenue + \$32,975

Miscellaneous Equipment + \$32,975

To record asset forfeiture funds to be used to purchase new SWAT equipment. (2/3 vote of Council required)

Attachments: [Request for spending authority memo \(1\).pdf](#)

This Report Action Item was approved.

25-1438 Request to approve the following 2025 Budget amendment:

General Fund - Police

Donations & Materials	+ \$36,720
Training/Conferences	+ \$11,720
Other Misc. Supplies	+ \$ 7,000
Other Contracts/Obligation	+ \$18,000

To record K9 donations used for purchase and training, and donations used for bike helmets for the annual Bike Safety Program. (2/3 vote of Council required)

Attachments: [Request for spending authority memo \(2\).pdf](#)

This Report Action Item was approved.

25-1439 Request to approve the following 2025 Budget amendment:

General Fund - Hazardous Materials

Miscellaneous: State Aids	+ \$17,542
Miscellaneous: Equipment	+ \$17,542

To record receipt of grant and funding for equipment. (2/3 vote of Council required)

Attachments: [12-09-25_HRER_WHMRS_Budget_Adjustment.pdf](#)

This Report Action Item was approved.

25-1458 Request to approve proposed ordinance changes to Charter Ordinance Section 3-131, regarding Board of Review meeting timing

Attachments: [Memo to Finance Committee BOR Dates.pdf](#)

This Report Action Item was approved.

25-1460 Request to award project U-26 Water Main Reconstruction s/o I-41 to Kruczak Construction in the amount of \$357,000 with a contingency of \$35,000 for a total amount not to exceed \$392,000.

Attachments: [U-26 Award-Funding-Bid Tab.pdf](#)

This Report Action Item was approved.

25-1461

Request to approve the acceptance of the Department of Natural Resources Lead Service Line Replacement Community Outreach Grant for private-side lead services replacements outreach in the amount of \$65,000 and approve the following 2026 Budget Amendment (2/3 vote of council required)

Water Utility Fund

Lead Service Replacement - Outreach	+ \$65,000
Other Reimbursement Revenue	+ \$65,000

Attachments: [20251209 LSLR Community Outreach Grant Acceptance MEMO.pdf](#)

[20251208 Water Utility Fund Budget Amendment MEMO.pdf](#)

This Report Action Item was approved.

25-1463

Request to approve BB-25 Parking Structure Roof Replacement Contract with Weinert Roofing Change Order #1 as a Contract Amendment in the amount of \$59,330 for a new not-to-exceed contract total of \$236,190 and a new contract contingency of \$2,500.

Attachments: [BB-25 Contract Change Order 1 Form.pdf](#)

This Report Action Item was approved.

25-1464

Request to award Unit G-26 Pond Dredging to Advance Construction Inc in the amount of \$119,802.75 with a contingency of \$11,980.27 for a contract total not to exceed \$131,783.02.

Attachments: [G-26 Award-Funding-Bid Tab.pdf](#)

This Report Action Item was approved.

25-1465

Request to award the AWWTP MCC Replacement Project Phase 1 contract to Van Ert Electric Co., Inc. in the amount of \$1,605,450 with a contingency of 10% for a project total not to exceed \$1,765,995.

Attachments: [2025 AWWTP MCC Repalcement Project Phase 1.pdf](#)

This Report Action Item was approved.

25-1484

Request to approve write off of \$62,590.10 of accounts receivable invoices and \$16,005.50 of personal property taxes (outstanding over one year).

Attachments: [AR Write Off List 2025.pdf](#)

[PP Write Off List 2025.pdf](#)

This Report Action Item was approved.

25-1521

Request to approve Change Order #2 to Fabick Power Systems as part of the Appleton Water Treatment Facility Emergency Generator Control Equipment Project totaling \$93,148.50 along with the following budget amendment (2/3 vote of council required):

Water Chemical System Upgrade CIP	- \$93,148.50
Water Generator Control Panel CIP	+ \$93,148.50

Attachments: [251211_AWTF_Fabick_Generator_Controls_CO2_Memo.pdf](#)

This Report Action Item was approved.

6. MINUTES OF THE COMMUNITY DEVELOPMENT COMMITTEE

7. MINUTES OF THE UTILITIES COMMITTEE

25-1500

Award 2026A Stormwater Management Plan review contract to Brown and Caldwell in an amount not to exceed \$40,000.

Attachments: [2026A BC Plan Review Award Util Memo.pdf](#)

This Report Action Item was approved.

25-1501

Award 2026B Stormwater Management Plan review contract to raSmith in an amount not to exceed \$40,000.

Attachments: [2026B raSmith Plan Review Award Util Memo.pdf](#)

This Report Action Item was approved.

25-1502

Request to approve the acceptance of the Department of Natural Resources Lead Service Line Replacement Community Outreach Grant for private-side lead services replacements outreach in the amount of \$65,000.

Attachments: [20251209_LSLR Community Outreach Grant Acceptance MEMO.pdf](#)

This Report Action Item was approved.

25-1524

Renewable Natural Gas (RNG) Purchase and Site Lease Agreement between Terreva Outagamie RNG and the Appleton Department of Utilities

Attachments: [251212_UC Memo_RNG Purchase Agreement.pdf](#)

This Report Action Item was approved.

8. MINUTES OF THE HUMAN RESOURCES & INFORMATION TECHNOLOGY COMMITTEE

[25-1494](#) Request of Approval of APD re-organization.

Attachments: [Memo new officer \(1\).pdf](#)
[Police revised TO 11-18-25.pdf](#)

This Report Action Item was approved.

9. MINUTES OF THE FOX CITIES TRANSIT COMMISSION

[25-1469](#) Approve the Intermunicipal Agreement with Outagamie County for Specialized Transportation Services for 2026 Contingent on Outagamie County Approval

Attachments: [2026 Outagamie County Contract.pdf](#)

This Report Action Item was approved.

[25-1470](#) Approve the Intermunicipal Agreement with Winnebago County for Specialized Transportation Services for 2026 Contingent on Winnebago County Approval

Attachments: [2026 Winnebago County Contract.pdf](#)

This Report Action Item was approved.

[25-1471](#) Approve the Intermunicipal Agreement with Calumet County for Specialized Transportation Services for 2026 Contingent on Calumet County Approval

Attachments: [2026 Calumet County Contract.pdf](#)

This Report Action Item was approved.

[25-1472](#) Approve the Intermunicipal Agreement with the City of Neenah for the Northern Winnebago Dial A Ride Service for 2026 Contingent on City of Neenah Approval

Attachments: [2026 NW Dial-A-Ride Neenah.pdf](#)

This Report Action Item was approved.

25-1473 Approve the Intermunicipal Agreement with the Village of Fox Crossing for the Northern Winnebago Dial A Ride Service for 2026 Contingent on the Village of Fox Crossing Approval

Attachments: [2026 NW Dial-A-Ride Fox Crossings.pdf](#)

This Report Action Item was approved.

25-1474 Approve 2025-2026 Federal Section 5310 Sub-recipient Contract

Attachments: [2026 - 2027 5310 Grant Agreement LSS.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 JURISDICTION
- Q. RESOLUTIONS SUBMITTED BY ALDERPERSONS REFERRED TO COMMITTEES OF JURISDICTION
- R. OTHER COUNCIL BUSINESS
- T. ADJOURN

Alderperson Hartzheim moved, seconded by Alderperson Hayden, that the meeting be adjourned at 7:45 p.m. Roll Call. Motion carried by the following vote:

Aye: 13 - Alderperson Josh Lambrecht, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Patrick Hayden, Alderperson Patti Heffernan, Alderperson Alex Schultz, Alderperson Adrian Stancil-Martin, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Christopher Croatt and Alderperson Denis Dougherty

Excused: 2 - Alderperson Martyn Smith and Alderperson Vaya Jones

Absent: 1 - Mayor Jake Woodford

Amy Molitor, City Clerk