



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](#)

Aldersperson Croatt moved, seconded by Aldersperson 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 Kruczek 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 Replacement 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

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

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

Excused: 2 - Alderson Martyn Smith and Alderson Vaya Jones

Absent: 1 - Mayor Jake Woodford

Amy Molitor, City Clerk