



# City of Appleton

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

## Meeting Minutes - Final Utilities Committee

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Wednesday, December 17, 2025

5:30 PM

Council Chambers, 6th Floor

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### Special Meeting

1. Call meeting to order

*Chairperson Meltzer called the Utilities Committee meeting to order at 5:35 p.m.*

2. Pledge of Allegiance

3. Roll call of membership

**Present:** 4 - Meltzer, Stancil-Martin, Lambrecht and Dougherty

**Excused:** 1 - Heffernan

4. Approval of minutes from previous meeting

25-1499 Approval of the November 11, 2025 Utilities Committee Meeting Minutes.

**Attachments:** [November 11, 2025 Utilities Committee Meeting Minutes.pdf](#)

Lambrecht moved, seconded by Stancil-Martin, that the November 11, 2025 Utilities Committee Meeting Minutes be approved. Roll Call. Motion carried by the following vote:

**Aye:** 4 - Meltzer, Stancil-Martin, Lambrecht and Dougherty

**Excused:** 1 - Heffernan

5. Public Hearing/Appearances

6. Action Items

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](#)

Lambrecht moved, seconded by Stancil-Martin, that the 2026A Stormwater Management Plan review contract to Brown and Caldwell in an amount not to exceed \$40,000 be recommended for approval. Roll Call. Motion carried by the following vote:

**Aye:** 4 - Meltzer, Stancil-Martin, Lambrecht and Dougherty

**Excused:** 1 - Heffernan

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](#)

**Lambrecht moved, seconded by Stancil-Martin, that the 2026B Stormwater Management Plan review contract to raSmith in an amount not to exceed \$40,000 be recommended for approval. Roll Call. Motion carried by the following vote:**

**Aye:** 4 - Meltzer, Stancil-Martin, Lambrecht and Dougherty

**Excused:** 1 - Heffernan

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](#)

**Lambrecht moved, seconded by Stancil-Martin, that 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 be recommended for approval. Roll Call. Motion carried by the following vote:**

**Aye:** 4 - Meltzer, Stancil-Martin, Lambrecht and Dougherty

**Excused:** 1 - Heffernan

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](#)

**Lambrecht moved, seconded by Stancil-Martin, that the Renewable Natural Gas (RNG) Purchase and Site Lease Agreement between Terreva Outagamie RNG and the Appleton Department of Utilities be recommended for approval. Roll Call. Motion carried by the following vote:**

**Aye:** 4 - Meltzer, Stancil-Martin, Lambrecht and Dougherty

**Excused:** 1 - Heffernan

## 7. Information Items

25-1522

2026 Joint Chemical Consortium Quotation Awards

Attachments: [2026 Chemical Consortium Memorandum.pdf](#)*This item was presented.*

## 8. Adjournment

**Lambrecht moved, seconded by Stancil-Martin, that the Utilities Committee Meeting be adjourned at 5:48 p.m.. Roll Call. Motion carried by the following vote:**

**Aye:** 4 - Meltzer, Stancil-Martin, Lambrecht and Dougherty

**Excused:** 1 - Heffernan