



City of Appleton

100 North Appleton Street
Appleton, WI 54911-4799
www.appleton.org

Meeting Agenda - Final-revised Common Council

Wednesday, May 20, 2020

7:00 PM

Council Chambers

- A. CALL TO ORDER
- B. INVOCATION
- C. PLEDGE OF ALLEGIANCE TO THE FLAG
- D. ROLL CALL OF ALDERPERSONS
- E. ROLL CALL OF OFFICERS AND DEPARTMENT HEADS
- F. APPROVAL OF PREVIOUS COUNCIL MEETING MINUTES
 - [20-0571](#) Common Council Meeting Minutes of May 6, 2020
 - Attachments:** [CC Minutes 5-6-2020.pdf](#)
- G. BUSINESS PRESENTED BY THE MAYOR
 - [20-0572](#) Public Works Week Proclamation
 - Attachments:** [Public Works Week Proclamation.pdf](#)
 - [20-0573](#) Monarch Butterfly Month Proclamation
 - Attachments:** [Monarch Butterfly Month Proclamation.pdf](#)
 - [20-0575](#) Board of Review Appointments
 - Attachments:** [BOR Appointments.pdf](#)
 - [20-0574](#) Operational & COVID-19 Update
- H. PUBLIC PARTICIPATION
- I. PUBLIC HEARINGS
- J. SPECIAL RESOLUTIONS

K. ESTABLISH ORDER OF THE DAY

[20-0581](#) Suspend the Council Rules and Convene into the Committee of the Whole

[20-0583](#) Reconvene to Common Council

[20-0582](#) Report of the Committee of the Whole

L. COMMITTEE REPORTS

1. MINUTES OF THE MUNICIPAL SERVICES COMMITTEE

[20-0564](#) Request from Rye Restaurant for a Street Occupancy Permit to place tables and chairs in the College Avenue beautification strip at 300/308 W. College Avenue be approved.

Attachments: [Rye Restaurant-Street Occupany Permit.pdf](#)

[20-0565](#) Request from Judy's Italian Ice and Gelato for a Street Occupancy Permit to place tables and chairs in the College Avenue beautification strip at 745 W. College Avenue be approved.

Attachments: [Judy's Italian Ice and Gelato Ice Cream-Street Occupancy Permit.pdf](#)

[20-0566](#) Request from Thedacare to waive the \$35/month parking permit fee for up to 20 parking permits in the Red ramp for health care workers staying at the Red Lion Hotel through the COVID-19 crisis.

Attachments: [Red Ramp fee waived for Health Care workers-Red Lion.pdf](#)

[20-0567](#) Request from Israel Del Toro for an exception to the Street Terrace Policy for a fence and raised box garden. If approved by Council a certificate of insurance, \$40 annual street occupancy permit and hold harmless agreement with the City will be required.

Attachments: [826 E South St-Variance Terrance Policy.pdf](#)

[20-0568](#) Approve InterGovernmental Agreement with the Town of Grand Chute and Outagamie County for intersection improvements at CTH OO/Oneida Street, CTH OO/Ballard Road and CTH OO/Roemer Road scheduled for construction in 2021.

Attachments: [Cty Hwy OO Intersection Improvements.pdf](#)

[20-0569](#) Request from Miller Electric for a permanent Street Occupancy Permit to have their fence and parking lot 12 feet into the Melvin Street right-of-way (4 feet less than existing situation).

Attachments: [Miller Electric Melvin St. Parking Lot Rehab.pdf](#)

2. MINUTES OF THE SAFETY AND LICENSING COMMITTEE

[20-0545](#) Reserve "Class B" Liquor and Class "B" Beer Change of Agent application for Rye Inc d/b/a Rye Restaurant, Nicolas K Morse, NEW Agent, located at 308 W College Ave, contingent upon approval from Police Department.

Attachments: [Nicolas K. Morse S&L 5-13-20.pdf](#)

[20-0546](#) Class "B" Beer and "Class B" Liquor License application for The Original Music Collaborative LLC d/b/a Gibson Community Music Hall, David G Willems, Agent, located at 211 W College Ave, contingent upon approval from all departments.

Attachments: [Gibson Communty Music Hall.pdf](#)

[20-0547](#) "Class B" Liquor and Class "B" Beer License application for Pierri Pizza LLC d/b/a Pierri Pizza, Riley W Brice, Agent, located at 815 W. College Ave, contingent upon approval from all departments.

Attachments: [Pierri Pizza.pdf](#)

[20-0548](#) "Class A" Liquor and Class "A" Beer License Change of Agent application for Wal-Mart Stores East LP d/b/a Wal-Mart #2958, Jason R Klunck, New Agent, located at 3701 E. Calumet St.

Attachments: [Jason R Klunck S&L.pdf](#)

[20-0552](#) "Class A" Liquor and Class "A" Beer License Change of Agent application for Walgreens Co, d/b/a Walgreens #5102, Troy Rustad, New Agent, located at 700 W. College Ave, contingent upon approval from Police Department.

Attachments: [Troy Rustad S&L.pdf](#)

[20-0556](#) "Class B" Liquor and Class "B" Beer License application for Gregg VanDinter, located at 812 S Olde Oneida St. (old Union Jack's), contingent upon approval from all departments.

Attachments: [Gregg VanDinter.pdf](#)

3. MINUTES OF THE CITY PLAN COMMISSION

[20-0550](#) Request to approve the Extraterritorial Final Plat for Jenkel Fields located in the Town of Center as shown on the attached maps and subject to the condition in the attached staff report

Attachments: [StaffReport JenkelFields FinalPlat For05-20-20.pdf](#)

[20-0551](#) Request to approve the Extraterritorial Preliminary Plat for Investors Park located in the Town of Grand Chute as shown on the attached maps

Attachments: [StaffReport InvestorsPark PrePlat For05-20-20.pdf](#)

4. **MINUTES OF THE PARKS AND RECREATION COMMITTEE**
5. **MINUTES OF THE FINANCE COMMITTEE**
6. **MINUTES OF THE COMMUNITY AND ECONOMIC DEVELOPMENT COMMITTEE**
7. **MINUTES OF THE UTILITIES COMMITTEE**
8. **MINUTES OF THE HUMAN RESOURCES & INFORMATION TECHNOLOGY COMMITTEE**
9. **MINUTES OF THE FOX CITIES TRANSIT COMMISSION**
10. **MINUTES OF THE BOARD OF HEALTH**
- M. **CONSOLIDATED ACTION ITEMS**
- N. **ITEMS HELD**

[20-0470](#) Resolution #5-R-20
Naming of the Hydroelectric Heritage Trailway
(HHT / Hydro)

Attachments: [#5-R-20 Hydroelectric Heritage Trailway.pdf](#)

Legislative History

4/22/20 Common Council held

- O. **ORDINANCES**

[20-0579](#) Repeal Ordinance #71-20; and Adopt Ordinance #74-20

Attachments: [Ordinance #74-20.pdf](#)

- P. LICENSE APPLICATIONS AND COMMUNICATIONS REFERRED TO COMMITTEES OF JURISDICTION
- Q. RESOLUTIONS SUBMITTED BY ALDERPERSONS REFERRED TO COMMITTEES OF JURISDICTION
- R. OTHER COUNCIL BUSINESS

[20-0577](#) Director's Reports

Attachments: [Final Director Reports to Common Council.pdf](#)
[Fire- Policy 1 CGA CoronaVirus Guidelines.pdf](#)
[Fire- Policy 2 Requesting RTF Response.pdf](#)
[Fire- Policy 3 3-054 COVID-19 Response.pdf](#)
[Fire - Policy 4 Appleton Fire Department Return to Work for COVID.pdf](#)
[Fire Policy 5 3-055 FD Response During Civil Unrest.pdf](#)

- S. ADJOURN

Kami Lynch, City Clerk

Reasonable accommodations for persons with disabilities will be made upon request and if feasible.



City of Appleton

100 North Appleton Street
Appleton, WI 54911-4799
www.appleton.org

Meeting Minutes - Final Common Council

Wednesday, May 6, 2020

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 Thao

C. PLEDGE OF ALLEGIANCE TO THE FLAG

D. ROLL CALL OF ALDERPERSONS

Present: 16 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Joe Martin, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Maiyoua Thao, Alderperson Matthew Reed, Alderperson Alex Schultz, Alderperson Mike Smith, Alderperson Patti Coenen, Alderperson Nate Wolff, Alderperson Kyle Lobner, Alderperson Joe Prohaska, Alderperson Corey Otis and Mayor Jake Woodford

E. ROLL CALL OF OFFICERS AND DEPARTMENT HEADS

City Attorney Behrens, Deputy City Attorney Abshire, City Clerk Lynch, Director of Community & Economic Development Harkness, Director of Finance Saucerman, Fire Chief Hansen, Health Officer Eggebrecht, Director of Information Technology Fox, Library Director Rortvedt, Police Chief Thomas, Director of Parks, Recreation & Facilities Gazza, Public Works Director Vandehey, Utilities Director Shaw, Valley Transit General Manager McDonald

F. BUSINESS PRESENTED BY THE MAYOR

[20-0542](#)

Proclamation of Municipal Clerks Week May 3rd to 9th, 2020

Attachments: [Municipal Clerks Week.pdf](#)

This Proclamation was presented

[20-0543](#)

Proclamation of May 14th as Hmong American Day

Attachments: [Hmong American Day May 14.pdf](#)

This Proclamation was presented

G. PUBLIC PARTICIPATION

H. APPROVAL OF PREVIOUS COUNCIL MEETING MINUTES

[20-0533](#)

Common Council Meeting Minutes of April 22, 2020 Organizational Meeting and Regular Council Meeting

Attachments: [CC Minutes 4-22-20 Org. Mtg..pdf](#)
 [CC Minutes 4-22-20.pdf](#)

Aldersperson Lobner moved, seconded by Aldersperson Smith, that the Minutes be approved. Roll Call. Motion carried by the following vote:

Aye: 15 - Aldersperson William Siebers, Aldersperson Vered Meltzer, Aldersperson Brad Firkus, Aldersperson Joe Martin, Aldersperson Katie Van Zeeland, Aldersperson Denise Fenton, Aldersperson Maiyoua Thao, Aldersperson Matthew Reed, Aldersperson Alex Schultz, Aldersperson Mike Smith, Aldersperson Patti Coenen, Aldersperson Nate Wolff, Aldersperson Kyle Lobner, Aldersperson Joe Prohaska and Aldersperson Corey Otis

Abstained: 1 - Mayor Jake Woodford

I. PUBLIC HEARINGS

J. SPECIAL RESOLUTIONS

K. ESTABLISH ORDER OF THE DAY

[20-0534](#)

Suspend the Council Rules and convene into the Committee of the Whole

Aldersperson Reed moved, seconded by Aldersperson Lobner, that the Council convene as the Committee of the Whole. Roll Call. Motion carried by the following vote:

Aye: 15 - Aldersperson William Siebers, Aldersperson Vered Meltzer, Aldersperson Brad Firkus, Aldersperson Joe Martin, Aldersperson Katie Van Zeeland, Aldersperson Denise Fenton, Aldersperson Maiyoua Thao, Aldersperson Matthew Reed, Aldersperson Alex Schultz, Aldersperson Mike Smith, Aldersperson Patti Coenen, Aldersperson Nate Wolff, Aldersperson Kyle Lobner, Aldersperson Joe Prohaska and Aldersperson Corey Otis

Abstained: 1 - Mayor Jake Woodford

[20-0530](#)

Resolution #9-20 - Local Government Term Limits Referendum Question

Attachments: [Lobner and Finance Committee - Attorney Office Response to Resolution 04-30-2020 1.pdf](#)

Aldersperson Coenen moved, seconded by Aldersperson Wolff that this Resolution be held until the first Council meeting in June. Roll Call. Motion carried by the following vote:

Aye: 9 - Aldersperson William Siebers, Aldersperson Vered Meltzer, Aldersperson Joe Martin, Aldersperson Maiyoua Thao, Aldersperson Matthew Reed, Aldersperson Alex Schultz, Aldersperson Mike Smith, Aldersperson Patti Coenen and Aldersperson Corey Otis

Nay: 6 - Aldersperson Brad Firkus, Aldersperson Katie Van Zeeland, Aldersperson Denise Fenton, Aldersperson Nate Wolff, Aldersperson Kyle Lobner and Aldersperson Joe Prohaska

Abstained: 1 - Mayor Jake Woodford

[20-0516](#)

Request from CR Structures for a Permanent Street Occupancy Permit for the north footing wall to extend 24" into the College Avenue right-of-way and five column pad footings to extend 12" into the College Avenue right-of-way be approved.

Attachments: [CR Structures-Permanent Street Occupancy Permit.pdf](#)

Aldersperson Otis moved, seconded by Aldersperson Prohaska, that the Report Action Item be amended to add the address of the Permanent Street Occupancy Permit: 823 W College Ave. Roll Call. Motion carried by the following vote:

Aye: 15 - Aldersperson William Siebers, Aldersperson Vered Meltzer, Aldersperson Brad Firkus, Aldersperson Joe Martin, Aldersperson Katie Van Zeeland, Aldersperson Denise Fenton, Aldersperson Maiyoua Thao, Aldersperson Matthew Reed, Aldersperson Alex Schultz, Aldersperson Mike Smith, Aldersperson Patti Coenen, Aldersperson Nate Wolff, Aldersperson Kyle Lobner, Aldersperson Joe Prohaska and Aldersperson Corey Otis

Abstained: 1 - Mayor Jake Woodford

Aldersperson Smith moved, seconded by Aldersperson Prohaska, that the Item be approved as amended. Roll Call. Motion carried by the following vote:

Aye: 15 - Aldersperson William Siebers, Aldersperson Vered Meltzer, Aldersperson Brad Firkus, Aldersperson Joe Martin, Aldersperson Katie Van Zeeland, Aldersperson Denise Fenton, Aldersperson Maiyoua Thao, Aldersperson Matthew Reed, Aldersperson Alex Schultz, Aldersperson Mike Smith, Aldersperson Patti Coenen, Aldersperson Nate Wolff, Aldersperson Kyle Lobner, Aldersperson Joe Prohaska and Aldersperson Corey Otis

Abstained: 1 - Mayor Jake Woodford

[20-0540](#)

Request to Approve Naming of Lundgaard Park

Attachments: [Park Rec Committee Letter.pdf](#)
[Naming of Public Parklands Policy Memo.pdf](#)
[Naming of Public Parklands Policy.pdf](#)
[Northside Park Aerial.pdf](#)

Aldersperson Smith moved, seconded by Aldersperson Lobner, that the naming of Lungaard Park be approved. Roll Call. Motion carried by the following vote:

Aye: 15 - Aldersperson William Siebers, Aldersperson Vered Meltzer, Aldersperson Brad Firkus, Aldersperson Joe Martin, Aldersperson Katie Van Zeeland, Aldersperson Denise Fenton, Aldersperson Maiyoua Thao, Aldersperson Matthew Reed, Aldersperson Alex Schultz, Aldersperson Mike Smith, Aldersperson Patti Coenen, Aldersperson Nate Wolff, Aldersperson Kyle Lobner, Aldersperson Joe Prohaska and Aldersperson Corey Otis

Abstained: 1 - Mayor Jake Woodford

[20-0527](#)

Resolution #8-R-20 City of Appleton Brand Study

Attachments: [#8-R-20 Branding Resolution-format.pdf](#)

Aldersperson Lobner moved, seconded by Aldersperson Coenen, that the Resolution be referred to staff and then be brought back on Budget Saturday. Roll Call. Motion carried by the following vote:

Aye: 12 - Aldersperson William Siebers, Aldersperson Vered Meltzer, Aldersperson Brad Firkus, Aldersperson Katie Van Zeeland, Aldersperson Denise Fenton, Aldersperson Maiyoua Thao, Aldersperson Matthew Reed, Aldersperson Patti Coenen, Aldersperson Nate Wolff, Aldersperson Kyle Lobner, Aldersperson Joe Prohaska and Aldersperson Corey Otis

Nay: 3 - Aldersperson Joe Martin, Aldersperson Alex Schultz and Aldersperson Mike Smith

Abstained: 1 - Mayor Jake Woodford

[20-0529](#)

Request to approve temporary suspension of Sec. 9-23 of the Municipal Code requiring the payment of certain unpaid and delinquent debts as a condition precedent to the issuance of licenses or permits by the City

Attachments: [Finance Committee - License Waiver COVID-19.pdf](#)
[AMEND073.pdf](#)

Aldersperson Lobner moved, seconded by Aldersperson Prohaska, that the Temporary Suspension of Sec. 9-23 of the Municipal Code be amended to include (in the Therefore Be It Resolved statement): "with the exception of hotel room taxes". Roll Call. Motion carried by the following vote:

Aye: 15 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Joe Martin, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Maiyoua Thao, Alderperson Matthew Reed, Alderperson Alex Schultz, Alderperson Mike Smith, Alderperson Patti Coenen, Alderperson Nate Wolff, Alderperson Kyle Lobner, Alderperson Joe Prohaska and Alderperson Corey Otis

Abstained: 1 - Mayor Jake Woodford

Alderperson Lobner moved, seconded by Alderperson Smith, that the Temporary Suspension of Sec. 9-23 of the Municipal Code be approved as amended. Roll Call. Motion carried by the following vote:

Aye: 15 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Joe Martin, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Maiyoua Thao, Alderperson Matthew Reed, Alderperson Alex Schultz, Alderperson Mike Smith, Alderperson Patti Coenen, Alderperson Nate Wolff, Alderperson Kyle Lobner, Alderperson Joe Prohaska and Alderperson Corey Otis

Abstained: 1 - Mayor Jake Woodford

Balance of the action items on the agenda.

Alderperson Lobner moved, Alderperson Prohaska seconded, to approve the balance of the agenda. The motion carried by the following vote:

Aye: 15 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Joe Martin, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Maiyoua Thao, Alderperson Matthew Reed, Alderperson Alex Schultz, Alderperson Mike Smith, Alderperson Patti Coenen, Alderperson Nate Wolff, Alderperson Kyle Lobner, Alderperson Joe Prohaska and Alderperson Corey Otis

Abstained: 1 - Mayor Jake Woodford

[20-0535](#)

Reconvene to Common Council

Alderperson Smith moved, seconded by Alderperson Prohaska, to Reconvene as the Common Council. Roll Call. Motion carried by the following vote:

Aye: 15 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Joe Martin, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Maiyoua Thao, Alderperson Matthew Reed, Alderperson Alex Schultz, Alderperson Mike Smith, Alderperson Patti Coenen, Alderperson Nate Wolff, Alderperson Kyle Lobner, Alderperson Joe Prohaska and Alderperson Corey Otis

Abstained: 1 - Mayor Jake Woodford

[20-0536](#)

Report of the Committee of the Whole

Alderperson Smith moved, seconded by Alderperson Coenen, that the Report of the Committee of the Whole be approved. Roll Call. Motion carried by the following vote:

Aye: 15 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Joe Martin, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Maiyoua Thao, Alderperson Matthew Reed, Alderperson Alex Schultz, Alderperson Mike Smith, Alderperson Patti Coenen, Alderperson Nate Wolff, Alderperson Kyle Lobner, Alderperson Joe Prohaska and Alderperson Corey Otis

Abstained: 1 - Mayor Jake Woodford

L. COMMITTEE REPORTS

1. MINUTES OF THE MUNICIPAL SERVICES COMMITTEE

2. MINUTES OF THE SAFETY AND LICENSING COMMITTEE

3. MINUTES OF THE CITY PLAN COMMISSION

4. MINUTES OF THE PARKS AND RECREATION COMMITTEE

5. MINUTES OF THE FINANCE COMMITTEE

[20-0522](#)

Request to award the Phase I Construction Contract to Miron Construction Company for the Intake and Shore Well Pumping Station 2020 project in the amount of \$3,607,005 with a 10% contingency of \$360,700 and a total not to exceed \$3,967,705

Attachments: [2020 Construction - Lake Station Project 04-23-20.pdf](#)

This Report Action Item was approved.

[20-0523](#)

Request to award Unit D-20 Sidewalk Construction to Fischer Ulman Construction, Inc in an amount not to exceed \$310,000

Attachments: [Award of Contract Unit D-20.pdf](#)

This Report Action Item was approved.

[20-0531](#)

Request to accept a DNR Stewardship grant in the amount of \$249,000 for the construction of the Lawe Street Trestle Trail

Attachments: [2020 DNR Stewardship Grant - Lawe St.pdf](#)

6. MINUTES OF THE COMMUNITY AND ECONOMIC DEVELOPMENT COMMITTEE

[20-0515](#)

Request to approve the Re-Allocation of 2020-2021PY Community Development Block Grant (CDBG) public service funds as specified in the attached revised community partner allocation recommendations

Attachments: [Alloc Recs Memo to CEDC Modified Award 05-06-2020.pdf](#)
[Alloc Recs Memo to CEDC Final Award 03-11-2020.pdf](#)
[REVISED 05-06-2020 CDBG Community Partner Recommendations.pdf](#)
[REVISED 05-06-2020 CDBG Simple Summary.pdf](#)
[Community Foundation COVID Response to Community Needs.pdf](#)

This Report Action Item was approved.

7. MINUTES OF THE UTILITIES COMMITTEE

[20-0517](#)

Award AWWTP Final Clarifier Tank Underdrain Valve Vault Pipe Replacement to Piping Service Inc. in an amount not to exceed \$17,800.

Attachments: [190420_UC Memo Final Clarifier Tank Drainage Piping_PSI.pdf](#)

This Report Action Item was approved.

[20-0532](#)

Recommendation to approve entering into the Amended InterGovernmental Cooperation Agreement with the Village of Little Chute contingent upon the Village of Little Chute also approving the Agreement.

Attachments: [InterGovernmental Cooperation Agreement.pdf](#)
[Appleton-Little Chute - 2020 Agreement - 4-30-20.pdf](#)

This Report Action Item was approved.

8. MINUTES OF THE HUMAN RESOURCES & INFORMATION TECHNOLOGY COMMITTEE

9. MINUTES OF THE FOX CITIES TRANSIT COMMISSION

[20-0507](#)

Approval of Payments

Attachments: [February 2020 payments.pdf](#)
[March 2020 payments.pdf](#)

This Report Action Item was approved.

[20-0509](#)

Approval of Contract with Red Shoes Inc

Attachments: [Award Recommendation Red Shoes.pdf](#)

This Report Action Item was approved.

[20-0514](#)

Approval of Bid Award to Wisconsin Lift Truck

Attachments: [Award Recommendation Wisconsin Lift Truck.pdf](#)

This Report Action Item was approved.

10. MINUTES OF THE BOARD OF HEALTH

M. CONSOLIDATED ACTION ITEMS

N. ITEMS HELD

[20-0465](#)

Request to approve Special Use Permit #2-20 for an indoor recreational use with alcohol sales and consumption located at 1400 West College Avenue (Tax Id #31-5-1799-00), as shown on the attached maps and per attached plan of operation, to run with the land subject to the conditions in the attached staff report and approve attached Resolution (2/3 vote of Common Council required for approval)

Attachments: [StaffReport_1400 W College Ave_SUP_For04-22-20.pdf](#)
[RE Appleton Axe proposed plan.msg](#)
[Sydney Witt Email Comments_4-25-20.pdf](#)

Aldersperson Coenen moved, seconded by Aldersperson Lobner, that the Special Use Permit be approved. Roll Call. Motion carried by the following vote:

Aye: 14 - Aldersperson William Siebers, Aldersperson Vered Meltzer, Aldersperson Brad Firkus, Aldersperson Katie Van Zeeland, Aldersperson Denise Fenton, Aldersperson Maiyoua Thao, Aldersperson Matthew Reed, Aldersperson Alex Schultz, Aldersperson Mike Smith, Aldersperson Patti Coenen, Aldersperson Nate Wolff, Aldersperson Kyle Lobner, Aldersperson Joe Prohaska and Aldersperson Corey Otis

Abstained: 2 - Aldersperson Joe Martin and Mayor Jake Woodford

O. ORDINANCES

[20-0528](#)

Ordinance #73-20 License Renewal Waiver of Fees

Attachments: [AMEND073.doc.pdf](#)
[Ord. 73-20 AMENDED.pdf](#)

Aldersperson Prohaska moved, seconded by Aldersperson Coenen, that the Ordinance be approved (as amended in Committee of the Whole). Roll Call. Motion carried by the following vote:

Aye: 15 - Aldersperson William Siebers, Aldersperson Vered Meltzer, Aldersperson Brad Firkus, Aldersperson Joe Martin, Aldersperson Katie Van Zeeland, Aldersperson Denise Fenton, Aldersperson Maiyoua Thao, Aldersperson Matthew Reed, Aldersperson Alex Schultz, Aldersperson Mike Smith, Aldersperson Patti Coenen, Aldersperson Nate Wolff, Aldersperson Kyle Lobner, Aldersperson Joe Prohaska and Aldersperson Corey Otis

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
- R. OTHER COUNCIL BUSINESS
- S. CLOSED SESSION

[20-0537](#)

The Common Council will go into closed session according to State Statute §19.85(1)(e) for the purpose of discussing the investment of public funds and real estate negotiations where competitive or bargaining reasons require a closed session concerning the parcel north of Midway Road and south of Plank Road located in the Village of Harrison as well as terms of an intergovernmental agreement with the Town of Buchanan regarding properties near Newberry Street. **At the conclusion of its discussion, the Common Council will adjourn in closed session with no action being taken.**

Aldersperson Lobner moved, seconded by Aldersperson Wolff, that the Common Council convene into closed session at 8:08 p.m. Roll Call. Motion carried by the following vote:

Aye: 15 - Aldersperson William Siebers, Aldersperson Vered Meltzer, Aldersperson Brad Firkus, Aldersperson Joe Martin, Aldersperson Katie Van Zeeland, Aldersperson Denise Fenton, Aldersperson Maiyoua Thao, Aldersperson Matthew Reed, Aldersperson Alex Schultz, Aldersperson Mike Smith, Aldersperson Patti Coenen, Aldersperson Nate Wolff, Aldersperson Kyle Lobner, Aldersperson Joe Prohaska and Aldersperson Corey Otis

Abstained: 1 - Mayor Jake Woodford

T. ADJOURN

No action was taken in closed session.

Alderson Smith moved, seconded by Alderson Reed to adjourn the meeting at 8:40 p.m.

Roll Call. Motion carried 15/0.

Kami Lynch, City Clerk

PROCLAMATION



Office of the Mayor

WHEREAS, Public Works services provided in our community are an integral part of our citizens' everyday lives; and

WHEREAS, the support of an understanding and informed citizenry is vital to the efficient operation of Public Works systems and services such as forestry, water, sewers, streets, storm water, engineering, parking, erosion control, equipment maintenance, building inspection, solid waste collection, sidewalks and bike lanes; and

WHEREAS, the health, safety, and comfort of this community's residents and businesses greatly depend on these facilities and services; and

WHEREAS, the quality, safety, and effectiveness of the services, as well as the planning, design and construction of facilities, is vitally dependent upon the efforts and skill of Public Works employees; and

WHEREAS, the efficiency of the qualified and dedicated personnel who staff Public Works departments is materially influenced by peoples' attitude and understanding of the importance of the work they perform,

NOW, THEREFORE, BE IT RESOLVED, THAT I, JACOB A. WOODFORD, Mayor of the City of Appleton, Wisconsin, do hereby proclaim the week of May 17-23, 2020 as

Public Works Week

in Appleton, and I call upon all citizens and civic organizations to acquaint themselves with the issues involved in providing our Public Works services, and to recognize the contributions which Public Works employees make every day to our health, safety, comfort and quality of life.

Signed and sealed this 6th day of May 2020.




JACOB A. WOODFORD
MAYOR OF APPLETON

PROCLAMATION



Office of the Mayor

WHEREAS, Monarch butterflies are beloved by people around the world. Their beauty and familiarity help connect both children and adults with the natural world and further engage them in activities to conserve the species and the environment; and

WHEREAS, creating a habitat for monarch butterflies also creates habitat for other pollinators, which we rely on for biodiversity and our food supply; and

WHEREAS, habitat planting can be any size or shape, since Monarchs can find and use everything from a small backyard garden to large expanses of grassland for breeding and fueling migration; and

WHEREAS, pollinator habitat also adds beauty to landscapes, both with colorful flowers and by attracting vibrant butterflies and insects of all types. Conservation of pollinators and their habitat has positive cascading effects leading to conservation of other animals including songbirds and small mammals; and

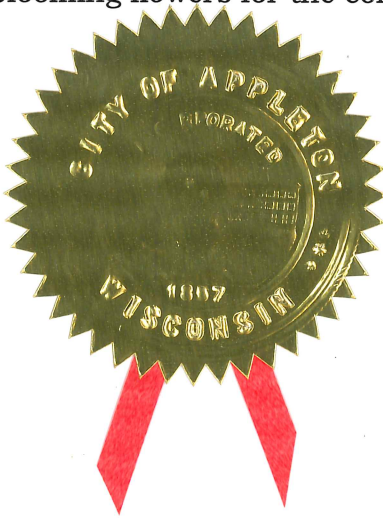
WHEREAS, Monarch butterflies need milkweed to survive, and planting native milkweed to feed Monarch caterpillars provides them with the nectar they need to reproduce and migrate.

NOW, THEREFORE, BE IT RESOLVED, THAT I, JACOB A. WOODFORD, Mayor of the City of Appleton, do hereby proclaim the month of June 2020 as

Monarch Butterfly Month

in Appleton, and encourage all citizens to plant native plants, native milkweed, and blooming flowers for the conservation of Monarch butterflies.

Signed and sealed this 11th day of May 2020.





JACOB A. WOODFORD
MAYOR OF APPLETON



“...meeting community needs...enhancing quality of life.”

OFFICE OF THE MAYOR
Jacob A. Woodford
100 North Appleton Street
Appleton, Wisconsin 54911-4799
(920) 832-6400 FAX (920) 832-5962
Email: Mayor@Appleton.org

M E M O R A N D U M

TO: Members of the Common Council
FROM: Mayor Jacob A. Woodford 
DATE: May 15, 2020
RE: Board of Review Reappointments

It is with pleasure that I present the following reappointments for your confirmation at the May 20, 2020, Common Council meeting. Attendance records are not available for these reappointments.

BOARD OF REVIEW– Reappointments

Peter Stueck	1-year term to expire April 2021
Linda Marx	1-year term to expire April 2021



PERMIT TO OCCUPY THE PUBLIC RIGHT-OF-WAY

Permit #: Effective Date: Expiration Date: Fee: Paid (yes or no):

Rev. 04-10-15

Applicant Information: Name (print): RYE RESTAURANT, Company: RYE INC (Charlotte Marse), Address: 308-300 W College Ave, Appleton - WI 54911, Telephone: 920-606-6267, FAX: e-mail: Ryedining@outlook.com, Applicant Signature: [Signature], Date: 5/1/20

Occupancy Information: General Description: AS SPECIFIED IN THE ATTACHED DOCUMENT, Street Address: 300-308 W College Ave, Tax Key No.: From: To: Multiple Streets:

(Department Use Only) Occupancy Type: Permanent, Temporary, Amenity/Annual, Blanket/Annual, Block Party; Sub-Type: Sandwich Board, Tables/Chairs, Dumpster, POD/Container, Obstruction/Other; Location: Sidewalk, Terrace, Roadway

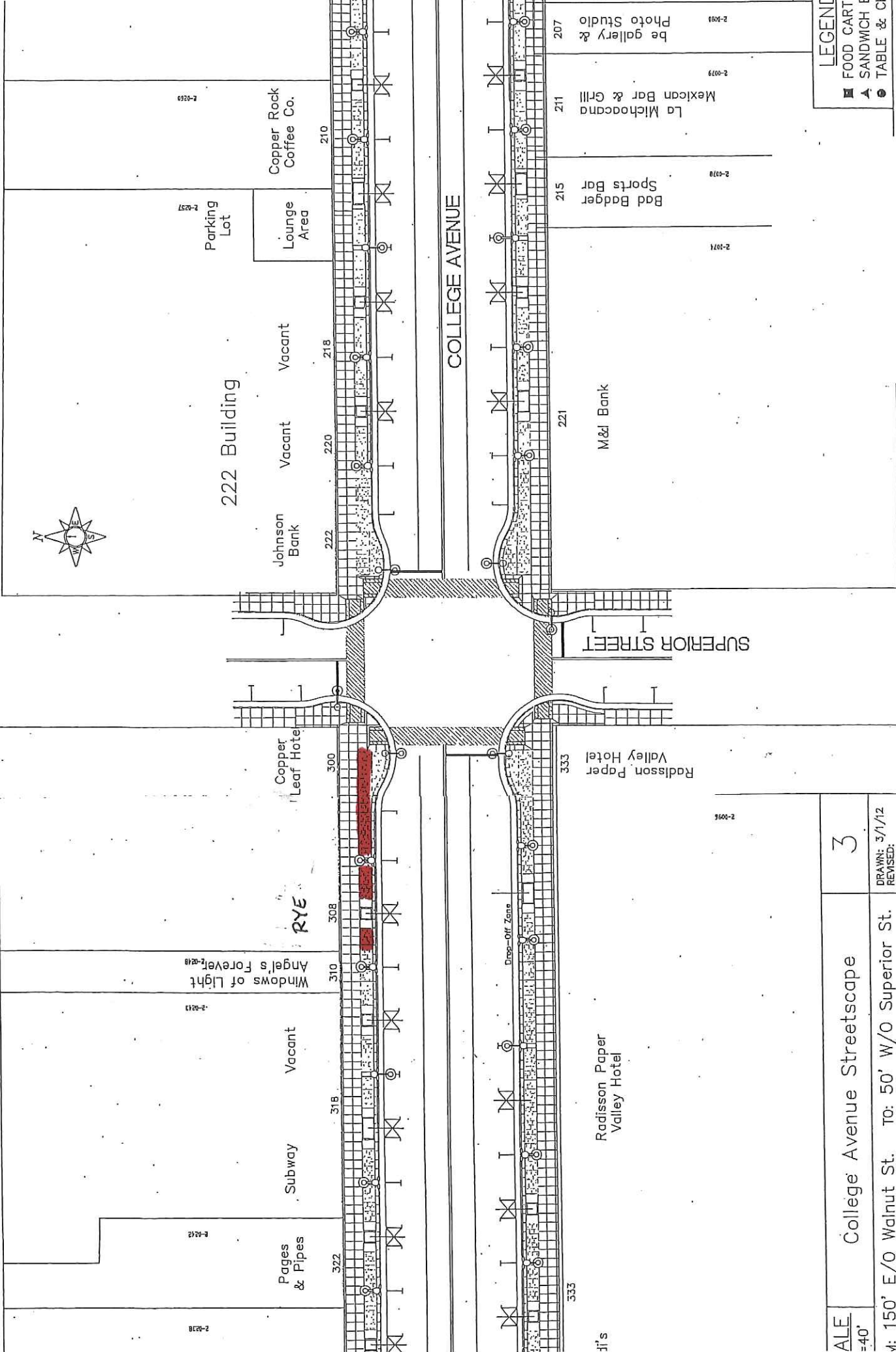
Additional Requirements: Plan/Sketch, Certificate of Insurance, Bond, Other

Traffic Control Requirements: Type of Street, Proposed Traffic Control, Approved by, Date, Contact Traffic Division (832-2379) 1 business day prior to any lane closure, or 2 business days prior to a full road closure.

- This permit approval is subject to the following conditions: 1. Permittee is responsible to obtain any further permits that may be required as part of this occupancy. 2. Permittee shall adhere to any plan(s) that were submitted to the City of Appleton as part of this application. 3. This permit is subject to IMMEDIATE REVOCATION and/or issuance of a MUNICIPAL CITATION if conditions of the permit are not met. 4. This permit is subject to IMMEDIATE REVOCATION if unfavorable traffic conditions develop during the period the occupancy is permitted. 5. 6.

This permit is issued to the applicant upon payment of the permit fee and is expressly limited to the location and type described herein. The applicant in exchange for receiving this permit, warrants that all street occupancies will be performed in conformity to City ordinances, standards and policies, be properly barricaded and lighted, and be performed in a safe manner. By applying for and accepting this permit, the applicant assumes full liability and/or any costs incurred by the City for corrective work required to bring the subject area into compliance with said ordinances, standards, policies and permit conditions. No occupancy shall occur prior to approval of this permit by the Department of Public Works. The Grantee shall guarantee at their expense, the repair or replacement of pavement, sidewalk and any other facilities within the public right-of-way damaged or destroyed by the Grantee or any sub-contractor working for them. The Grantee shall assume complete and full liability and responsibility, in accordance with existing ordinances and policies, in the event of injury or damage to persons or property resulting from their facilities within the public right-of-way.

APPROVED BY: DATE: (Department of Public Works)



LEGEND

- ☐ FOOD CART
- ▲ SANDWICH E
- TABLE & CH

ALE =40'	College Avenue Streetscape	3
1/2" = 150' E/O Walnut St. TO: 50' W/O Superior St.		
		DRAWN: 3/1/12 REVISED:

Paula Vandehey

From: Daniel J. Meissner
Sent: Monday, May 4, 2020 8:24 PM
To: Paula Vandehey
Subject: FW: Judy's Italian Ice and Gelato (the old kings)
Attachments: BuildingPermitForm2019.pdf

Good morning Paula, Jessica Fonseca is planning on opening a store at 745 W College called "Judy's Italian Ice and Gelato Ice Cream, LLC." She is requesting outdoor seating as per the plan attached. Please let me know if you need anything further from me or Jessica to advance her request.

Thank you,

Dan Meissner
x-6418

From: Jessica Fonseca <jessicafonseca26@yahoo.com>
Sent: Thursday, April 23, 2020 1:32 PM

To: Daniel Meissner <daniel-meissner@att.net>; Daniel J. Meissner <Daniel.Meissner@Appleton.org>
Subject: Judy's Italian Ice and Gelato (the old kings)

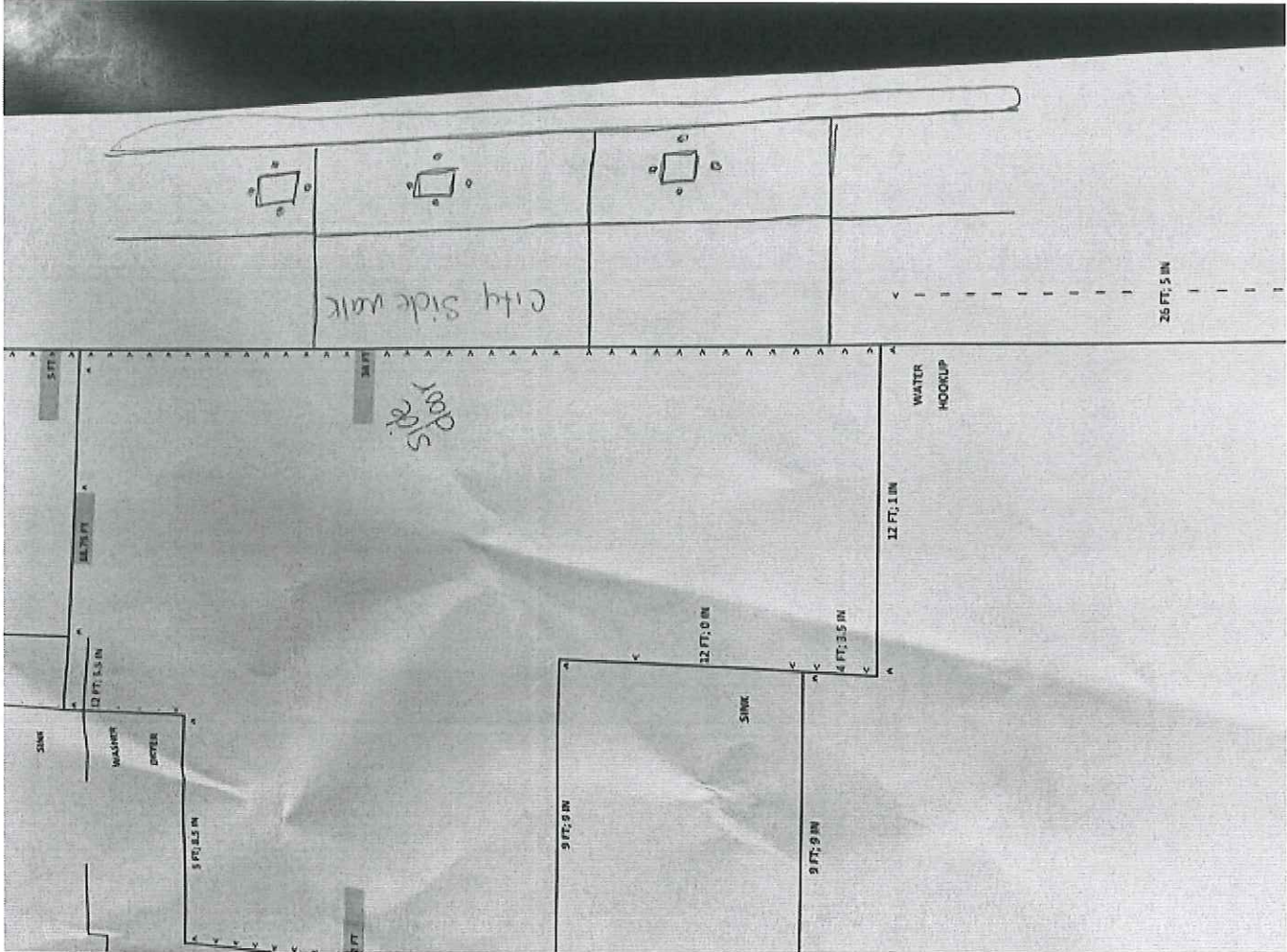
Dan,

Attached is the plan for the outside seating and the building permit.

Please let me know what you need from me.

Thank you,

Jessica



Sent from Mail for Windows 10

Attention: This message was sent from a source external to the City of Appleton. Please use caution when opening attachments or clicking links.

Paula Vandehey

From: Tracey Ratzburg <tracey.ratzburg@thedacare.org>
Sent: Thursday, April 30, 2020 1:22 PM
To: Lisa M. Lau
Cc: Jake Woodford; Paula Vandehey; Kurt Eggebrecht
Subject: RE: City of Appleton

Hi Lisa,

Thank you for your email, this also fell off my radar. Seeing that the April 22 Council meeting was missed, I am understanding your email to suggest that this request may still be approved.

With that, I am formally requesting parking fees in the Red Ramp be waived for Health Care workers staying at the Red Lion Hotel, through the Covid19 crisis.

ThedaCare, and other health systems, have an agreement with Red Lion to house Health Care workers who have a need for Respite housing. These team members are front line essential workers. They are not Covid+, but are at increased risk due to their roles. These team members may have a need for alternate housing due to family circumstances or as sleep rooms due to long back to back shifts. Red Lion has graciously offered a reduced rate as a partnership to support Health Care workers. ThedaCare is fully covering the cost of the rooms for employees. We are asking the City of Appleton to also partner in this community crisis by waiving the cost of parking in the Red Ramp.

Tracey

Cell 920.450.4507 text msg available

 **ThedaCare.**

CONFIDENTIALITY NOTICE:

This e-mail message, including attachments, is for the sole use of the intended recipient and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply and destroy all copies of the original message.

Paula Vandehey

From: Kurt Craanen
Sent: Saturday, May 2, 2020 10:22 AM
To: Israel Del Toro
Cc: Paula Vandehey
Subject: Re: 826 E. South St.

Got. Thanks.

I copied Paula.
Sent from my iPhone

On May 2, 2020, at 9:06 AM, Israel Del Toro <israedt@gmail.com> wrote:

Hi Kurt,
Thank you for getting back to me. The last to emails went out to the wrong email address, so I never saw them. My correct information is israedt@gmail.com. Sorry for the confusion.

Now that we are back on track. Relena and I want to petition municipal services committee to develop our terrace with native wildflowers, adherent to the vegetation policy of the city. We also want to retain our 32 inch fence surrounding our plantings to avoid trampling.

I cant seem to find Paula's contact information, can I ask you to forward this request to her?

Best regards
Israel and Relena

On Fri, May 1, 2020 at 2:53 PM Kurt Craanen <Kurt.Craanen@appleton.org> wrote:

Israel:

I sent you emails on 4/8/20 and 4/16/20 about this.

To apply for a variance, send Paula Vandehey or me an email specifying what you would like to keep in the terrace. Paula will include your request onto the Municipal Services agenda.

Please let me know if you have any questions.



WILDLIFE HABITAT





"...meeting community needs...enhancing quality of life."

DEPARTMENT OF PUBLIC WORKS

Engineering Division
100 North Appleton Street
Appleton, WI 54911
(920) 832-6474
FAX (920) 832-6489

Adopted January 1, 2011

**CITY OF APPLETON
STREET TERRACE POLICY**

The following conditions are **not** acceptable uses of street terraces unless a street occupancy permit request is approved by the Municipal Services Committee and Common Council:

1. Plants in excess of 3 feet in height.
2. Hedges.
3. Traffic hazards such as rocks, railroad ties, etc.
4. Loose stone, mulch or sand surfaces.
5. Vegetable gardens.
6. Trees
7. Plants within 3 feet of a fire hydrant

All other uses of street terraces are acceptable contingent upon the following:

1. Compliant with Weed Control Ordinance.
2. Elevation flush with sidewalk.
3. City's restoration cost to work in the terrace limited to cost of typical terrace.

All Council approved exceptions to this policy require a certificate of insurance and a \$40 annual street occupancy permit.

CTH OO - Intersection Improvements

OUTAGAMIE COUNTY HIGHWAY DEPARTMENT

COUNTY / MUNICIPAL AGREEMENT

CTH OO - Traffic Signals at Roemer Rd, Ballard Rd, & Oneida St. Intersections
 Outagamie County Project No. 581800 / 581900 / 582000

DATE: 4/30/2020

PROJECT: CTH OO Intersection Imprvmts

HIGHWAY: CTH "OO" / Northland Avenue

LIMITS: Oneida Street to Roemer Rd.

MUNICIPALITY: City of Appleton

MUNICIPALITY: Township of Grand Chute

The signatory municipalities **City of Appleton** and **Town of Grand Chute**, hereinafter called the Municipalities, through its undersigned duly authorized officers or officials, hereby requests the County of Outagamie, through its Highway Department, hereinafter called the County, to initiate and effect the highway or street improvement hereinafter described.

PROJECT DESCRIPTION:

Agreement is for engineering, right-of-way (*if needed*), and construction of various intersection improvements along the CTH "OO"/ Northland Avenue corridor. The intersections listed above are scheduled to undergo construction in order to provide traffic signal and associated geometric improvements to improve safety and accommodate future traffic volumes. Outagamie County, the City of Appleton, and Town of Grand Chute will share the design, construction and oversight costs as follows:

1a.) General assumption that one (1) approach leg of the Oneida Street intersection is under Town of Grand Chute jurisdiction; one (1) approach leg of the Oneida Street intersection is under City of Appleton jurisdiction; and two (2) approach legs of the Oneida Street intersection is under Outagamie County jurisdiction.

1b.) General assumption that one (1) approach leg of the CTH E / Ballard Road intersection is under City of Appleton jurisdiction; and three (3) approach legs of the CTH E / Ballard Road intersection is under Outagamie County jurisdiction.

1c.) General assumption that two (2) approach legs of the Roemer Road intersection is under City of Appleton jurisdiction; and two (2) approach legs of the Roemer Road intersection is under Outagamie County jurisdiction.

2.) Share costs of participating intersection improvement including engineering design & fees based on proportion of maintaining jurisdiction of each intersection leg;

3.) Share of all other project elements such as Storm Sewers, Sanitary Sewers/Water Mains, Lighting, Traffic Signals, Signing, Landscaping, Pavement Markings, and Bike/Pedestrian facilities in accordance with Outagamie County Administrative Rule AR 10-02.

COST ESTIMATE AND PARTICIPATION							
PHASE	***** ESTIMATED COSTS *****						
	Total Estimated Cost	Outagamie County	%	City of Appleton	%	Town of Grand Chute	%
ENGINEERING:							
Design - CTH OO & Oneida	\$20,000	\$10,000	50%	\$5,000	25%	\$5,000	25%
Design - CTH OO & Ballard	\$20,000	\$15,000	75%	\$5,000	25%	\$0	0%
Design - CTH OO & Roemer	\$20,000	\$10,000	50%	\$10,000	50%	\$0	0%
TOTAL ENGINEERING	\$60,000	\$35,000	58.3%	\$20,000	33.3%	\$5,000	8.3%
RIGHT OF WAY:	\$0	\$0	100%	\$0	0%	\$0	0%
CONSTRUCTION:							
0010 Participating Items	\$650,000	\$379,167	58%	\$216,667	33%	\$54,167	8.3%
0020 Appleton Non-Partic.	\$1	\$0	0%	\$1	100%	\$0	0%
0030 GC Non-Partic.	\$1	\$0	0%	\$0	0%	\$1	100%
Storm Sewer	\$10,000	\$5,000	50%	\$4,167	42%	\$833	8.3%
Traffic Signals	\$250,000	\$125,000	50%	\$104,167	42%	\$20,833	8.3%
Signing*	\$20,000	\$20,000	100%	\$0	0%	\$0	0%
Intersection Lighting	\$10,000	\$5,833	58%	\$3,333	33%	\$833	8.3%
Lighting (Roemer Rd.)	\$35,000	\$0	0%	\$35,000	100%	\$0	0.0%
<i>* Signing costs related to parking or restrictive parking shall be the cost of Municipality (Non-Participating)</i>							
Construction Oversight	TBD	\$0	58%	\$0	33%	\$0	8%
TOTAL CONSTRUCTION	\$975,002	\$535,000	54.9%	\$363,334	37.3%	\$76,668	7.9%
TOTAL PROJECT COST	\$1,035,002	\$570,000	55.1%	\$383,334	37.0%	\$81,668	7.9%

CTH OO - Intersection Improvements

This request for the programming, engineering design and construction of an urban highway improvement is subject to the terms and conditions that follow and is made by the undersigned under proper authority to make such requests for the designated Municipality and upon acceptance by the Highway Commissioner shall constitute an agreement between the County and the Municipality unless specifically modified or amended by supplemental written agreement between the County and the Municipality.

Terms and Conditions

1. When Federal Funds are involved, the improvement will be subject to the applicable Federal Aid Highway Acts and Regulations of the Federal Highway Administration, U.S. Department of Transportation.
2. This is a joint agreement between the County and the Municipalities. The Municipalities will be kept informed on the project status and will have input regarding the project. This project will be administered under the County Administrative Rule 10-02.
3. If the Municipalities should withdraw the project, it will pay to the County any cost that has been incurred by the County on behalf of the project.
4. The project cost in the agreement is an estimate. The Municipalities will be invoiced periodically, and agrees to pay based on actual costs incurred. Such costs may be greater or less than the estimated amount; however, the Municipalities acknowledge that costs between the time this agreement is executed and the actual time of construction can vary.
5. The County's obligation to perform under this contract shall be subject to County Board appropriation of funds sufficient to fund the County's obligations herein.
6. The County and Municipalities agree and understand that the Municipalities is reserving its rights to assess any and all costs incurred by the Municipalities for this project. The Municipalities and County hereby further agree that the Municipalities have the right to assess any of its costs upon terms deemed acceptable by the Municipalities subject to the following: In the event county property is assessed or subject to assessment the county reserves the right to object to the propriety and / or correctness of the assessment formula or methodology, however, such right to object does not extend to the municipality's ability to assess. The county's right to object includes the ability to challenge the assessment methodology or formula in circuit court and to pursue appeals of circuit court decisions.
7. Operations and Maintenance responsibilities of facilities built with this project are as follows:
Outagamie County shall maintain the following:
 - a. County Highway surface and roadway base between outside curblines
 - b. Curb & gutter along the County Trunk Highway, including median and splitter islands
 - c. Roadway signing and pavement marking
 - d. Typical county mowing for safety and brush clearing within the right-of-way
 - e. Street lighting required at signalized intersections or roundabouts for safety
 - f. Maintain records of the highway and right-of-way, and utility and access permits on County R/WThe Municipalities shall maintain the following:
 - a. Storm sewers, drainage pipes, and related stormwater appurtenances
 - b. Off-road sidewalks, multimodal facilities and crossings
 - c. Signing and pavement markings symbols for multi-modal facilities
 - d. Aesthetic grass mowing or landscaping within the right-of-way
 - e. Street lighting for sidestreet connections or pedestrian/multimodal areas
 - f. Maintenance of side streets commencing at radius return of exterior curb radii

CTH OO - Intersection Improvements

BY: _____
Dean E. Steingraber, P.E. Outagamie Co. Highway Commissioner Date

BY: _____
Signed for and on behalf of: City of Appleton Date

BY: _____
Signed for and on behalf of: Township of Grand Chute Date

Paula Vandehey

From: Bob Givens <Bob.Givens@omni.com>
Sent: Thursday, May 7, 2020 11:37 AM
To: Sue Olson; Paula Vandehey; Nathan Loper
Cc: Jill Robbins; Jessica L. Titel
Subject: Miller Electric Melvin Street Parking Lot Reahb
Attachments: SITEPLAN-22x34.pdf

Paula, Sue and Nathan,

Good morning. We are moving forward with the Melvin Street Parking Lot Rehab for Miller Electric. We want to make three requests with this email.

First, I understand we need to take this project to the Municipal Services Committee as some of the parking and fencing are within the ROW. Attached is a drawing showing the proposed construction area. This drawing notes that the parking and fencing will be moved 4' behind the existing curb line. Both are currently right behind the curb. We would like to get approval from the committee prior to site plan submittal. Please let me know if you have any questions or need anything more from me to get this on the agenda.

Second, we request a waiver from the stormwater management requirements from the City due to the chromium contamination onsite and on the Mauthie Superfund site to the east. Any potential stormwater management facility, likely a biofilter, would require excavation into potentially contaminated soil. In addition, even with a clay liner, we could unnecessarily be introducing rainwater into the subsurface, which could impact the pumping regime in place to remove contamination. Given all this, we feel it is best to maintain a cap over the site with the asphalt paving proposed. I hope this email will suffice for this request but if you need something more formal, let me know.

Third, is there anything the City can do for the curbing and pavement within the Melvin Street ROW? I realize this probably isn't in any foreseeable capital improvement budget but it's in really rough shape.

If anyone has any questions or comments, I'm available to discuss.

Robert D. Givens, P.E., P.H., C.F.M.

SR. PROJECT MANAGER
PE Licensed in WI & IL, PH Licensed in WI

Direct: 920-830-6171
Main: 920-735-6900
Cell: 920-585-6449

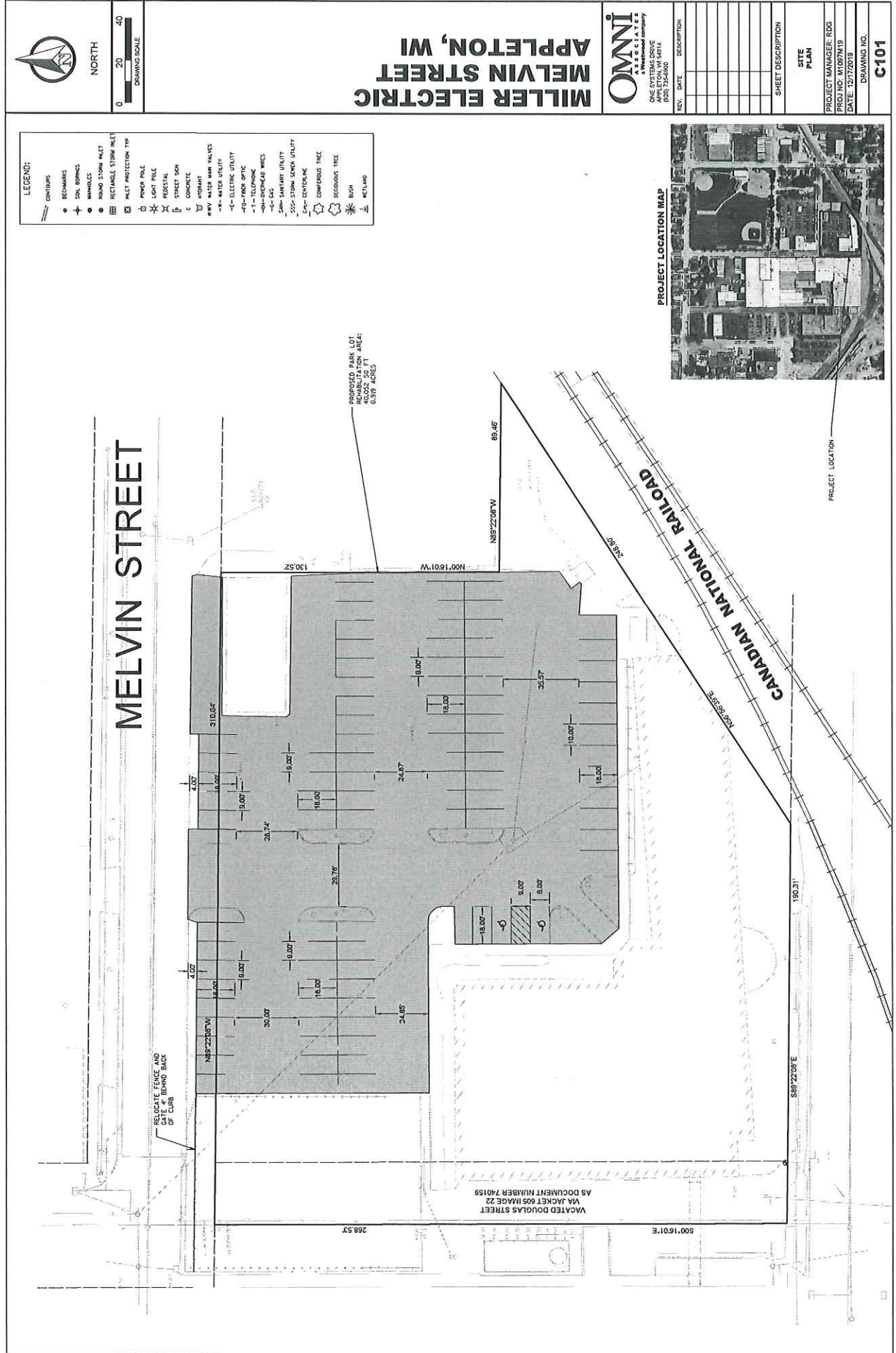
OMNNI Associates

a Westwood company
One Systems Drive, Appleton, WI 54914

OMNNI.com | westwoodps.com

From: Jared Stoddard <Jared.Stoddard@omni.com>
Sent: Thursday, May 7, 2020 10:57 AM
To: Bob Givens <Bob.Givens@omni.com>
Subject: RE: Miller Electric Melvin Street

Here is Updated pdf



MILLER ELECTRIC MELVIN STREET APPLETON, WI



ONE SYSTEM DRIVE
APPLETON, WI 53121
(262) 755-8800

REV.	DATE	DESCRIPTION

SHEET DESCRIPTION	
SITE PLAN	

SITE PLAN	
PROJECT MANAGER: RJD	
PROJ. NO.: 110781M19	
DATE: 12/17/2019	
DRAWING NO.:	
C101	



Google Maps 1515 W Melvin St



Image capture: Sep 2017 © 2020 Google

Appleton, Wisconsin

Google

Street View



SCHEDULE FOR APPOINTMENT OF AGENT BY CORPORATION/NONPROFIT ORGANIZATION OR LIMITED LIABILITY COMPANY

Submit to municipal clerk.

All corporations/organizations or limited liability companies applying for a license to sell fermented malt beverages and/or intoxicating liquor must appoint an agent. The following questions must be answered by the agent. The appointment must be signed by the officer(s) of the corporation/organization or members/managers of a limited liability company and the recommendation made by the proper local official.

To the governing body of: Town Village City of Appleton County of Outagamie

The undersigned duly authorized officer(s)/members/managers of RYE INC
(registered name of corporation/organization or limited liability company)

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as RYE Restaurant
(trade name)

located at 308 W. College Ave. Appleton, WI 54911

appoints Nicolas Karl Morse
(name of appointed agent)
4553 W. Parkway Blvd. Appleton, WI 54913
(home address of appointed agent)

to act for the corporation/organization/limited liability company with full authority and control of the premises and of all business relative to alcohol beverages conducted therein. Is applicant agent presently acting in that capacity or requesting approval for any corporation/organization/limited liability company having or applying for a beer and/or liquor license for any other location in Wisconsin?

Yes No If so, indicate the corporate name(s)/limited liability company(ies) and municipality(ies).

Is applicant agent subject to completion of the responsible beverage server training course? Yes No

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? 0 years

Place of residence last year Appleton, WI

For: RYE INC
(name of corporation/organization/limited liability company)

By: [Signature] President
(signature of Officer/Member/Manager)

And: [Signature] VP
(signature of Officer/Member/Manager)

ACCEPTANCE BY AGENT

I, Nicolas Karl Morse, hereby accept this appointment as agent for the
(print/type agent's name)

corporation/organization/limited liability company and assume full responsibility for the conduct of all business relative to alcohol beverages conducted on the premises for the corporation/organization/limited liability company.

[Signature] 5/4/20
(signature of agent) (date)
4553 W. Parkway Blvd. Appleton, WI 54913
(home address of agent)

Agent's age
Date of birth

APPROVAL OF AGENT BY MUNICIPAL AUTHORITY (Clerk cannot sign on behalf of Municipal Official)

I hereby certify that I have checked municipal and state criminal records. To the best of my knowledge, with the available information, the character, record and reputation are satisfactory and I have no objection to the agent appointed.

Approved on by Title
(date) (signature of proper local official) (town chair, village president, police chief)

Auxiliary Questionnaire Alcohol Beverage License Application

Submit to municipal clerk.

Individual's Full Name (please print) (last name) MORSE		(first name) Nicolas	(middle name) Karl	
Home Address (street/route) 4553 W Parkway Blvd		Post Office	City Appleton	State WI
			Zip Code 54913	
Home Phone Number [REDACTED]		Age [REDACTED]	Date of Birth [REDACTED]	Place of Birth Shawano

The above named individual provides the following information as a person who is (check one):

Applying for an alcohol beverage license as an **Individual**.

A member of a **partnership** which is making application for an alcohol beverage license.

President of RYE INC
(Officer / Director / Member / Manager / Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)

which is making application for an alcohol beverage license.

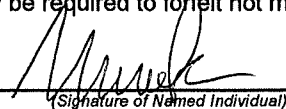
The above named individual provides the following information to the licensing authority:

1. How long have you continuously resided in Wisconsin prior to this date? 31 years
2. Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? Yes No
 If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)
3. Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality? Yes No
 If yes, describe status of charges pending.
4. Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? Yes No
 If yes, identify. _____
(Name, Location and Type of License/Permit)
5. Do you hold and/or are you an officer, director, stockholder, agent or employe of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? Yes No
 If yes, identify. _____
(Name of Wholesale Licensee or Permittee) (Address By City and County)

6. Named individual must list in chronological order last two employers.

Employer's Name JR Schoenfeld	Employer's Address 8041 W-57, Baileys Harbor	Employed From 2011	To 2019
Employer's Name Harbor view Hotel	Employer's Address 131 N. Water St. Edgartown, MA	Employed From 2011	To 2011

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the undersigned states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. The signer agrees that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000.


(Signature of Named Individual)

Original Alcohol Beverage Retail License Application

(Submit to municipal clerk.)

For the license period beginning: 07/01/2020 ending: 06/30/2021
(mm/dd/yyyy) (mm dd/yyyy)

To the Governing Body of the: Town of } Appleton
 Village of }
 City of }

County of Outagamie Aldermanic Dist. No. _____
 (if required by ordinance)

Check one: Individual Limited Liability Company
 Partnership Corporation/Nonprofit Organization

Applicant's Wisconsin Seller's Permit Number ●●●●●●●●●●●●●●●●●●●●	
FEIN Number ●●●●●●●●●●	
TYPE OF LICENSE REQUESTED	FEE
<input type="checkbox"/> Class A beer	\$
<input type="checkbox"/> Class B beer	\$
<input type="checkbox"/> Class C wine	\$
<input type="checkbox"/> Class A liquor	\$
<input type="checkbox"/> Class A liquor (cider only)	\$ N/A
<input type="checkbox"/> Class B liquor	\$
<input type="checkbox"/> Reserve Class B liquor	\$
<input type="checkbox"/> Class B (wine only) winery	\$
Publication fee	\$
TOTAL FEE	\$

Name (individual / partners give last name, first, middle; corporations / limited liability companies give registered name)
The Original Music Collaborative, LLC

An "Auxiliary Questionnaire," Form AT-103, must be completed and attached to this application by each individual applicant, by each member of a partnership, and by each officer, director and agent of a corporation or nonprofit organization, and by each member/manager and agent of a limited liability company. List the full name and place of residence of each person.

President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Vice President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Secretary / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Treasurer / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Agent Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
<u>Willems</u>	<u>David</u>	<u>G</u>	<u>59 South Meadows Dr. App, 54915</u>
Directors / Managers Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)

1. Trade Name Gibson Community Music Hall Business Phone Number 920-903-8292 ^{or} 920-419-3550
 2. Address of Premises 211 W. College Avenue Appleton, WI Post Office & Zip Code 54911 ^{Mobile}

3. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.)
Lower level music venue of 3000+ sq. ft.; one large public space with two stages and bar from front windows on College Avenue back thru 2/3 of the building; back 1/3 of building is a non-used/out-of-service kitchen that is used now as storage and will NOT be used as a kitchen, plus a room for two large cooling units, a rest room, storage and a locked mechanical room.

4. Legal description (omit if street address is given above): _____

5. (a) Was this premises licensed for the sale of liquor or beer during the past license year? Yes No

(b) If yes, under what name was license issued? Gibson Music Hall, LLC (Kurt Langdon)

6. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? **If yes, explain** Yes No
Have not taken it before

7. Is the applicant an employe or agent of, or acting on behalf of anyone except the named applicant? Yes No
If yes, explain.

8. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? **If yes, explain** Yes No

9. (a) **Corporate/limited liability company applicants only:** Insert state WI and date 1/16/20 of registration.

(b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? **If yes, explain** Yes No

(c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? **If yes, explain.** Yes No

10. Does the applicant understand they must register as a Retail Beverage Alcohol Dealer with the federal government, Alcohol and Tobacco Tax and Trade Bureau (TTB) by filing (TTB form 5630.5d) before beginning business? [phone 1-877-882-3277] Yes No

11. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776] Yes No

12. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? Yes No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000. Signer agrees to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants, or one member of a partnership applicant must sign; one corporate officer, one member/manager of Limited Liability Companies must sign.) Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

Contact Person's Name (Last, First, M.I.) <i>Willems, David G.</i>	Title/Member <i>Manager</i>	Date <i>4/04/20</i>
Signature <i>David G. Willems</i>	Phone Number <i>mobile</i>	Email Address

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk	Date reported to council / board	Date provisional license issued	Signature of Clerk / Deputy Clerk
Date license granted	Date license issued	License number issued	



City of Appleton

Liquor License Questionnaire

1. Name of Applicant: David Willem's UC

2. Name of Business: The Original Music Collaborative, dba Gibson Community Music Hall

3. Address of Business: 211 W. College Ave

4. Have you or any member of your organization ever been convicted of a misdemeanor or ordinance violation? Yes _____ No X

AND/OR been convicted of a felony? Yes _____ No X

If yes to either question, please explain in detail: _____

5. List all partners, shareholders or investors. Include full name, middle initial and date of birth. Please use additional sheets if necessary.

<u>David</u>	<u>G.</u>	<u>Willem's</u>	
First name	Initial	Last name	Date of Birth
_____	_____	_____	____/____/____
First name	Initial	Last name	Date of Birth
_____	_____	_____	____/____/____
First name	Initial	Last name	Date of Birth
_____	_____	_____	____/____/____
First name	Initial	Last name	Date of Birth
_____	_____	_____	____/____/____

6. Name of person/corporation you are buying the premises and equipment from?

Name: Kurt Cangkau

Address: W6358 Moon Shadow Drive Apt 1

City, State, Zip: Greenville WI 54942 - 8550

7. What was the previous name and nature of the business operating at this location?

Same - music hall/bar

8. Are alcohol sales an existing use in this building? Yes X No _____

If no, When did the operation cease? _____ months ago.

9. Are alcohol sales a new use in this building? Yes _____ No X

If yes, please contact the Community Development Department at 832-6468 to obtain a Special Use Permit.

10. Is your primary business restaurant? Yes _____ No X

11. Seating capacity: Inside 180 Outside none

12. Operating hours: Typically Noon - 11 pm (Most Nights) *

13. Number of floor personnel 2-3 Number of door checkers 1

14. In general, state the size, design and type of the proposed establishment and the operational details.

Continues as a first-floor establishment
with ^{live} music; Two stages with music capability;
180 capacity per City (restriction based on sprinkler
system needing to be added to increase capacity);
3,000 sq-ft + up to 4,000 sq-ft.

2-3-20
Date

D. J. Wilkins
Signature

* Thursday to Saturday between 5 pm and 11 pm will be the majority of operating hours; some open hours and special events at other times

Reasonable accommodations for persons with disabilities will be made upon request and if feasible.

Original Alcohol Beverage Retail License Application

(Submit to municipal clerk.)

For the license period beginning: _____ ending: _____
(mm dd yyyy) (mm dd yyyy)

To the Governing Body of the: Town of }
 Village of } APPLETON
 City of }

County of OUTAUGAMIE Aldermanic Dist. No. _____
 (if required by ordinance)

Check one: Individual Limited Liability Company
 Partnership Corporation/Nonprofit Organization

Applicant's Wisconsin Seller's Permit Number ●●●●●●●●●●	
FEIN Number ●●●●●●●●	
TYPE OF LICENSE REQUESTED	FEE
<input type="checkbox"/> Class A beer	\$
<input checked="" type="checkbox"/> Class B beer	\$
<input type="checkbox"/> Class C wine	\$
<input type="checkbox"/> Class A liquor	\$
<input type="checkbox"/> Class A liquor (cider only)	\$ N/A
<input checked="" type="checkbox"/> Class B liquor	\$
<input type="checkbox"/> Reserve Class B liquor	\$
<input type="checkbox"/> Class B (wine only) winery	\$
Publication fee	\$ <u>60 + 7</u>
TOTAL FEE	\$

Name (individual / partners give last name, first, middle; corporations / limited liability companies give registered name)
PIERRI PIZZA, LLC

An "Auxiliary Questionnaire," Form AT-103, must be completed and attached to this application by each individual applicant, by each member of a partnership, and by each officer, director and agent of a corporation or nonprofit organization, and by each member/manager and agent of a limited liability company. List the full name and place of residence of each person.

President / Member Last Name <u>BRICE</u>	(First) <u>RILEY</u>	(Middle Name) <u>WESTON</u>	Home Address (Street, City or Post Office, & Zip Code) <u>819 1/2 W. COLLEGE AVE, APPLETON, WI 54914</u>
Vice President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Secretary / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Treasurer / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Agent Last Name <u>BRICE</u>	(First) <u>RILEY</u>	(Middle Name) <u>WESTON</u>	Home Address (Street, City or Post Office, & Zip Code) <u>819 1/2 W. COLLEGE AVE APPLETON, WI 54914</u>
Directors / Managers Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)

1. Trade Name PIERRI PIZZA Business Phone Number (920) 734-9131

2. Address of Premises 815 W. COLLEGE AVE Post Office & Zip Code APPLETON, WI 54914

3. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.)

4960 sq ft full-service RESTAURANT/PIZZERIA
OPEN-STYLE KITCHEN, COUNTER SERVICE AND THREE DINING ROOMS
DINING ROOM 1: APPROX. 1000 sq ft (18 TABLES - 65 SEATS)
DINING ROOM 2: APPROX. 600 sq ft (10 TABLES - 35 SEATS)
DINING ROOM 3: APPROX 500 sq ft (NOT OPEN AT THIS TIME)
160 sq ft WALK-IN COOLER FOR KEG BEER AND BOTTLE STORAGE.
- NO OUTDOOR DINING AREA AVAILABLE.

4. Legal description (omit if street address is given above): _____

5. (a) Was this premises licensed for the sale of liquor or beer during the past license year? Yes No

(b) If yes, under what name was license issued? FRANK'S PIZZA PALACE,
PIZZA PALACE, INC. AGENT: JEANNIE BRICE

6. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? If yes, explain Yes No
CURRENT OPERATOR'S LICENSE! 648-21
7. Is the applicant an employe or agent of, or acting on behalf of anyone except the named applicant? Yes No
 If yes, explain.
8. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? If yes, explain Yes No
9. (a) Corporate/limited liability company applicants only: Insert state WISCONSIN and date 1-30-2020 of registration.
- (b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? If yes, explain Yes No
- (c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? If yes, explain. Yes No
10. Does the applicant understand they must register as a Retail Beverage Alcohol Dealer with the federal government, Alcohol and Tobacco Tax and Trade Bureau (TTB) by filing (TTB form 5630.5d) before beginning business? [phone 1-877-882-3277] Yes No
11. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776] Yes No
12. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? Yes No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000. Signer agrees to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants, or one member of a partnership applicant must sign; one corporate officer, one member/manager of Limited Liability Companies must sign.) Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

Contact Person's Name (Last, First, M.I.) <u>BRICE, RILEY, W</u>	Title/Member <u>OWNER</u>	Date
Signature 	Phone Number 	Email Address

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk	Date reported to council / board	Date provisional license issued	Signature of Clerk / Deputy Clerk
Date license granted	Date license issued	License number issued	



City of Appleton Liquor License Questionnaire

1. Name of Applicant: RILEY BRICE

2. Name of Business: PIERRI PIZZA, LLC

3. Address of Business: 815 W. COLLEGE AVE APPLETON, WI 54914

4. Have you or any member of your organization ever been convicted of a misdemeanor or ordinance violation? Yes _____ No X

AND/OR been convicted of a felony? Yes _____ No X

If yes to either question, please explain in detail: _____

5. List all partners, shareholders or investors. Include full name, middle initial and date of birth. Please use additional sheets if necessary.

First name	Initial	Last name	Date of Birth
_____	_____	_____	____/____/____
_____	_____	_____	____/____/____
_____	_____	_____	____/____/____
_____	_____	_____	____/____/____

6. Name of person/corporation you are buying the premises and equipment from?

Name: SARA K. PIERRI (LANDLORD/BUILDING OWNER)
First name Initial Last name

Address: [REDACTED]

City, State, Zip: APPLETON, WI 54914

7. What was the previous name and nature of the business operating at this location?

FRANK'S PIZZA PALACE : FULL SERVICE RESTAURANT

8. Are alcohol sales an existing use in this building? Yes _____ No X
If no, When did the operation cease? 16 months ago.

9. Are alcohol sales a new use in this building? Yes _____ No X
If yes, please contact the Community Development Department at 832-6468 to obtain a Special Use Permit.

10. Is your primary business restaurant? Yes X No _____

11. Seating capacity: Inside 235 ^{OCCUPANCY} 135 ^{SEATS:} Outside 0

12. Operating hours: MON SUNDAY - THURS : 4PM - 10PM FRI + SAT : 4PM - 12AM

13. Number of floor personnel 4-8 Number of door checkers 0

14. In general, state the size, design and type of the proposed establishment and the operational details.

4,960 sq ft FULL SERVICE RESTAURANT/PIZZERIA WITH AN OPEN-STYLE PIZZA

KITCHEN, COUNTER-SERVICE AND THREE DINING ROOMS. DINING ROOM 1:

~1000 sq ft (18 TABLES - 65 SEATS) DINING ROOM 2: ~600 sq ft (10 TABLES - 35 SEATS)

DINING ROOM 3: ~500 sq ft (NOT COMPLETED AT THIS TIME), NO OUTDOOR DINING AVAILABILITY.

3-11-2020
Date

[Signature]
Signature

Reasonable accommodations for persons with disabilities will be made upon request and if feasible.

SCHEDULE FOR APPOINTMENT OF AGENT BY CORPORATION/NONPROFIT ORGANIZATION OR LIMITED LIABILITY COMPANY

Submit to municipal clerk.

All corporations/organizations or limited liability companies applying for a license to sell fermented malt beverages and/or intoxicating liquor must appoint an agent. The following questions must be answered by the agent. The appointment must be signed by the officer(s) of the corporation/organization or members/managers of a limited liability company and the recommendation made by the proper local official.

To the governing body of: Town Village of APPLETON County of DUTA GAMIE
 City

The undersigned duly authorized officer(s)/members/managers of PIERRI PIZZA, LLC
(registered name of corporation/organization or limited liability company)

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as
PIERRI PIZZA
(trade name)

located at 815 W. COLLEGE AVE APPLETON, WI 54914

appoints RILEY BRICE
(name of appointed agent)

819 1/2 W. COLLEGE AVE APPLETON, WI 54914
(home address of appointed agent)

to act for the corporation/organization/limited liability company with full authority and control of the premises and of all business relative to alcohol beverages conducted therein. Is applicant agent presently acting in that capacity or requesting approval for any corporation/organization/limited liability company having or applying for a beer and/or liquor license for any other location in Wisconsin?

Yes No If so, indicate the corporate name(s)/limited liability company(ies) and municipality(ies).

Is applicant agent subject to completion of the responsible beverage server training course? Yes No

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? ● YEARS

Place of residence last year 819 1/2 W. COLLEGE AVE. APPLETON, WI 54914

For: PIERRI PIZZA, LLC.
(name of corporation/organization/limited liability company)

By: *[Signature]*
(signature of Officer/Member/Manager)

And: _____
(signature of Officer/Member/Manager)

ACCEPTANCE BY AGENT

I, RILEY BRICE, hereby accept this appointment as agent for the
(print/type agent's name)

corporation/organization/limited liability company and assume full responsibility for the conduct of all business relative to alcohol beverages conducted on the premises for the corporation/organization/limited liability company.

[Signature] 03-11-2020 Agent's age ●
(signature of agent) (date)

819 1/2 W. COLLEGE AVE APPLETON, WI 54914 Date of birth ●●●
(home address of agent)

**APPROVAL OF AGENT BY MUNICIPAL AUTHORITY
(Clerk cannot sign on behalf of Municipal Official)**

I hereby certify that I have checked municipal and state criminal records. To the best of my knowledge, with the available information, the character, record and reputation are satisfactory and I have no objection to the agent appointed.

Approved on _____ by _____ Title _____
(date) (signature of proper local official) (town chair, village president, police chief)

Auxiliary Questionnaire Alcohol Beverage License Application

Submit to municipal clerk.

Individual's Full Name (please print) (last name)		(first name)		(middle name)	
KLUNCK		JASON		ROBERT	
Home Address (street/route)		Post Office		City	
1801 WHITE WOLF LANE				KAUKAUNA	
Home Phone Number		Age		Date of Birth	
●●●●●●		●		●●●●●●	
				State	
				WI	
				Zip Code	
				54130	
				Place of Birth	
				SHEBOYGAN, WI	

The above named individual provides the following information as a person who is (check one):

- Applying for an alcohol beverage license as an **individual**.
- A member of a **partnership** which is making application for an alcohol beverage license.
- AGENT** of **WAL-MART STORES EAST, LP**
(Officer / Director / Member / Manager / Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)

which is making application for an alcohol beverage license.

The above named individual provides the following information to the licensing authority:

- How long have you continuously resided in Wisconsin prior to this date? 4 MONTHS
- Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? Yes No
 If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)
OWI - 1996/1997, SHEBOYGAN COUNTY, WI - FINES PAID/SERVED 3 DAYS; CASES CLOSED
- Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality? Yes No
 If yes, describe status of charges pending. _____
- Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? Yes No
 If yes, identify. _____
(Name, Location and Type of License/Permit)
- Do you hold and/or are you an officer, director, stockholder, agent or employe of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? Yes No
 If yes, identify. _____
(Name of Wholesale Licensee or Permittee) (Address By City and County)

6. Named individual must list in chronological order last two employers.

Employer's Name	Employer's Address	Employed From	To
WALMART #2958	3701 E CALUMET STREET, APPLETON, WI	10/2019	PRESENT
WALMART #3055	19801 ROBSON ROAD, CATOOSA, OK	01/2015	10/2019

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the undersigned states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. The signer agrees that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000.



(Signature of Named Individual)

Schedule for Appointment of Agent by Corporation / Nonprofit Organization or Limited Liability Company

Submit to municipal clerk.

All corporations/organizations or limited liability companies applying for a license to sell fermented malt beverages and/or intoxicating liquor must appoint an agent. The following questions must be answered by the agent. The appointment must be signed by an officer of the corporation/organization or one member/manager of a limited liability company and the recommendation made by the proper local official.

To the governing body of: Town
 Village of APPLETON County of OUTAGAMIE
 City

The undersigned duly authorized officer/member/manager of WAL-MART STORES EAST, LP
(Registered Name of Corporation / Organization or Limited Liability Company)

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as WALMART #2958
(Trade Name)

located at 3701 E. CALUMET STREET, APPLETON, WI 54915

appoints JASON R. KLUNCK
(Name of Appointed Agent)
1801 WHITE WOLF LANE, KAUKAUNA, WI 54130
(Home Address of Appointed Agent)

to act for the corporation/organization/limited liability company with full authority and control of the premises and of all business relative to alcohol beverages conducted therein. Is applicant agent presently acting in that capacity or requesting approval for any corporation/organization/limited liability company having or applying for a beer and/or liquor license for any other location in Wisconsin?

Yes No If so, indicate the corporate name(s)/limited liability company(ies) and municipality(ies).

Is applicant agent subject to completion of the responsible beverage server training course? Yes No

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? 4 MONTHS

Place of residence last year 10101 E. 93RD STREET NORTH, OWASSO, OKLAHOMA

For: WAL-MART STORES EAST, LP
(Name of Corporation / Organization / Limited Liability Company)

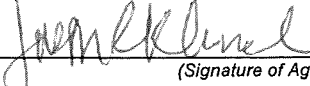
By: 
(Signature of Officer / Member / Manager)

Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

ACCEPTANCE BY AGENT

I, JASON R. KLUNCK, hereby accept this appointment as agent for the
(Print / Type Agent's Name)

corporation/organization/limited liability company and assume full responsibility for the conduct of all business relative to alcohol beverages conducted on the premises for the corporation/organization/limited liability company.

 4/24/20 Agent's age ●
(Signature of Agent) (Date)
1801 WHITE WOLF LANE, KAUKAUNA, WI 54130 Date of birth ●●●
(Home Address of Agent)

APPROVAL OF AGENT BY MUNICIPAL AUTHORITY (Clerk cannot sign on behalf of Municipal Official)

I hereby certify that I have checked municipal and state criminal records. To the best of my knowledge, with the available information, the character, record and reputation are satisfactory and I have no objection to the agent appointed.

Approved on _____ by _____ Title _____
(Date) (Signature of Proper Local Official) (Town Chair, Village President, Police Chief)

AUXILIARY QUESTIONNAIRE ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

Individual's Full Name (please print) (last name)		(first name)		(middle name)	
Rustad, Troy					
Home Address (street/route)		Post Office	City	State	Zip Code
826 E. Apple Tree Ln.			Appleton	WI	54911
Home Phone Number		Age	Date of Birth		Place of Birth
●●●●●●		●	●/●/●		Rhinelander WI

The above named individual provides the following information as a person who is (check one):

- Applying for an alcohol beverage license as an **individual**.
- A member of a **partnership** which is making application for an alcohol beverage license.

Agent of **Walgreens #05102**
(Officer/Director/Member/Manager/Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)

which is making application for an alcohol beverage license.

The above named individual provides the following information to the licensing authority:

1. How long have you continuously resided in Wisconsin prior to this date? ● years
2. Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? Yes No
 If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)
3. Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality? Yes No
 If yes, describe status of charges pending.
4. Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? Yes No
 If yes, identify. (Name, Location and Type of License/Permit)
5. Do you hold and/or are you an officer, director, stockholder, agent or employe of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? Yes No
 If yes, identify. (Name of Wholesale Licensee or Permittee) (Address By City and County)

6. Named individual must list in chronological order last two employers.

Employer's Name WALGREENS	Employer's Address 260 Wilnot Rd. Deerfield	Employed From 19●	To 20●
Employer's Name Foot Locker	Employer's Address 330 West 34th St. New York NY 10001	Employed From 19●	To 19●

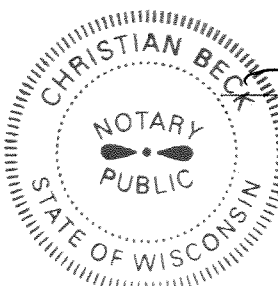
The undersigned, being first duly sworn on oath, deposes and says that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application.

Subscribed and sworn to before me

this 26 day of March, 20 20

Christian Beck
(Clerk/Notary Public)

My commission expires 8/10/2022



Troy Rustad
(Signature of Named Individual)



SCHEDULE FOR APPOINTMENT OF AGENT BY CORPORATION/NONPROFIT ORGANIZATION OR LIMITED LIABILITY COMPANY

Submit to municipal clerk.

All corporations/organizations or limited liability companies applying for a license to sell fermented malt beverages and/or intoxicating liquor must appoint an agent. The following questions must be answered by the agent. The appointment must be signed by the officer(s) of the corporation/organization or members/managers of a limited liability company and the recommendation made by the proper local official.

To the governing body of: Town
 Village of Appleton County of Outagamie
 City

The undersigned duly authorized officer(s)/members/managers of Walgreen Co
(registered name of corporation/organization or limited liability company)

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as Walgreens #05102
(trade name)

located at 700 W. College Ave., Appleton, WI 54914

appoints Troy Rustad
(name of appointed agent)

826 E. Apple Tree Ln. Appleton WI 54911
(home address of appointed agent)

to act for the corporation/organization/limited liability company with full authority and control of the premises and of all business relative to alcohol beverages conducted therein. Is applicant agent presently acting in that capacity or requesting approval for any corporation/organization/limited liability company having or applying for a beer and/or liquor license for any other location in Wisconsin?

Yes No If so, indicate the corporate name(s)/limited liability company(ies) and municipality(ies).

Is applicant agent subject to completion of the responsible beverage server training course? Yes No

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? 4 years

Place of residence last year 826 E. Apple Tree Ln Appleton WI 54911

For: Walgreen Co
(name of corporation/organization/limited liability company)

By: [Signature]
(signature of Officer/Member/Manager)

And: [Signature]
(signature of Officer/Member/Manager)

ACCEPTANCE BY AGENT

I, Troy Rustad, hereby accept this appointment as agent for the
(print/type agent's name)

corporation/organization/limited liability company and assume full responsibility for the conduct of all business relative to alcohol beverages conducted on the premises for the corporation/organization/limited liability company.

[Signature] 3-25-20 Agent's age
(signature of agent) (date)
826 E Apple Tree Ln Appleton WI 54911 Date of birth
(home address of agent)

**APPROVAL OF AGENT BY MUNICIPAL AUTHORITY
 (Clerk cannot sign on behalf of Municipal Official)**

I hereby certify that I have checked municipal and state criminal records. To the best of my knowledge, with the available information, the character, record and reputation are satisfactory and I have no objection to the agent appointed.

Approved on _____ by _____ Title _____
(date) (signature of proper local official) (town chair, village president, police chief)

Original Alcohol Beverage Retail License Application

(Submit to municipal clerk.)

For the license period beginning: _____ ending: _____
(mm dd yyyy) (mm dd yyyy)

To the Governing Body of the: Town of } Appleton
 Village of }
 City of }

County of Outagamie Aldermanic Dist. No. _____
 (if required by ordinance)

Check one: Individual Limited Liability Company
 Partnership Corporation/Nonprofit Organization

Applicant's Wisconsin Seller's Permit Number ●●●●●●●●●●●●●●●●●●●●	
FEIN Number ●●●●●●●●●●●●●●●●●●●●	
TYPE OF LICENSE REQUESTED	FEE
<input type="checkbox"/> Class A beer	\$
<input type="checkbox"/> Class B beer	\$
<input type="checkbox"/> Class C wine	\$
<input type="checkbox"/> Class A liquor	\$
<input type="checkbox"/> Class A liquor (cider only)	\$ N/A
<input type="checkbox"/> Class B liquor	\$
<input type="checkbox"/> Reserve Class B liquor	\$
<input type="checkbox"/> Class B (wine only) winery	\$
Publication fee	\$
TOTAL FEE	\$

Name (individual / partners give last name, first, middle; corporations / limited liability companies give registered name)

An "Auxiliary Questionnaire," Form AT-103, must be completed and attached to this application by each individual applicant, by each member of a partnership, and by each officer, director and agent of a corporation or nonprofit organization, and by each member/manager and agent of a limited liability company. List the full name and place of residence of each person.

President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Vice President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Secretary / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Treasurer / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Agent Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Directors / Managers Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)

1. Trade Name _____ Business Phone Number _____
 2. Address of Premises 812 S. Old Orchard St Post Office & Zip Code _____

3. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.)
1,480 Sqft Block Building - First Floor Tavern
1,480 Sqft Block Concrete Basement 800 Sqft BEER -
- GARDEN To comply with stipulation of special -
- USE PERMIT # 21-05

4. Legal description (omit if street address is given above): _____

5. (a) Was this premises licensed for the sale of liquor or beer during the past license year? Yes No

(b) If yes, under what name was license issued? Union Jack ANGELO K. FRANZ Agent
ELEPHANT AND CASTLE, INC d/b/a

6. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? **If yes, explain** Yes No
7. Is the applicant an employe or agent of, or acting on behalf of anyone except the named applicant? Yes No
If yes, explain.
8. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? **If yes, explain** Yes No
9. (a) **Corporate/limited liability company applicants only:** Insert state _____ and date _____ of registration.
- (b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? **If yes, explain** Yes No
- (c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? **If yes, explain.** Yes No
Gregory Van Dinter RIVERSIDE BART 6/11/11
10. Does the applicant understand they must register as a Retail Beverage Alcohol Dealer with the federal government, Alcohol and Tobacco Tax and Trade Bureau (TTB) by filing (TTB form 5630.5d) before beginning business? [phone 1-877-882-3277] Yes No
11. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776] Yes No
12. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? Yes No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000. Signer agrees to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants, or one member of a partnership applicant must sign; one corporate officer, one member/manager of Limited Liability Companies must sign.) Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

Contact Person's Name (Last, First, M.I.) <i>Gregory Van Dinter</i>	Title/Member <i>OWNER</i>	Date <i>3-18-20</i>
Signature <i>[Signature]</i>	Phone Number <i>[Redacted]</i>	Email Address

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk	Date reported to council / board	Date provisional license issued	Signature of Clerk / Deputy Clerk
Date license granted	Date license issued	License number issued	



City of Appleton

Liquor License Questionnaire

1. Name of Applicant: GREGG Van Dinter

2. Name of Business: GREGG Van Dinter

3. Address of Business: 812 S. Old Oneida St Appleton, WI
54915

4. Have you or any member of your organization ever been convicted of a misdemeanor or ordinance violation? Yes No

AND/OR been convicted of a felony? Yes No

If yes to either question, please explain in detail: _____

5. List all partners, shareholders or investors. Include full name, middle initial and date of birth. Please use additional sheets if necessary.

<u>Gregg</u>	<u>T</u>	<u>VanDinter</u>	<u>● / ● / ●●●●</u>
First name	Initial	Last name	Date of Birth
_____	_____	_____	____/____/____
_____	_____	_____	____/____/____
_____	_____	_____	____/____/____
_____	_____	_____	____/____/____

6. Name of person/corporation you are buying the premises and equipment from?

Name: Angela K Franz
First name Initial Last name

Address: 70 Santa Rita Drive

City, State, Zip: Walnut Creek, CA. 94596

7. What was the previous name and nature of the business operating at this location?

Union Jack tabern operation

8. Are alcohol sales an existing use in this building? Yes _____ No ON SURF
If no, When did the operation cease? ^{END OF} Dec 2019 months ago.

9. Are alcohol sales a new use in this building? Yes _____ No
If yes, please contact the Community Development Department at 832-6468 to obtain a Special Use Permit.

10. Is your primary business restaurant? Yes _____ No

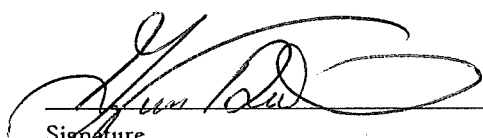
11. Seating capacity: Inside [^] 99 _____ Outside _____

12. Operating hours: _____

13. Number of floor personnel _____ Number of door checkers _____

14. In general, state the size, design and type of the proposed establishment and the operational details.

3-18-20
Date


Signature

Reasonable accommodations for persons with disabilities will be made upon request and if feasible.



REPORT TO COMMON COUNCIL

Common Council Meeting Date: May 20, 2020

Item: Extraterritorial Final Plat – Jenkel Fields – Town of Center

Case Manager: David Kress, Principal Planner

GENERAL INFORMATION

Owner/Applicant: Steve Jenkel

Address/Parcel #: Generally located north of Wege Road and west of County Road A in the Town of Center – Tax Id #040052415

Petitioner's Request: The applicant is proposing to subdivide property under Outagamie County's AGD General Agricultural zoning district for residential and agricultural uses. The overall area is 18.787 acres, which will be divided into two lots and dedicated as public right-of-way.

BACKGROUND

This item would typically go to Plan Commission for review and a recommendation. However, to help prevent the spread of COVID-19, standing committees will not meet and Common Council will conduct business as Committee of the Whole.

The subject area is within the City's extraterritorial plat approval jurisdiction, which includes the unincorporated area within three miles of the City, as described in the Subdivision Ordinance. The Preliminary Plat was approved by Common Council on January 22, 2020. The Final Plat must also be reviewed and approved by the Town of Center and Outagamie County. The Final Plat was approved by the Town of Center on April 20, 2020 and Outagamie County Zoning Committee on April 28, 2020.

STAFF ANALYSIS

Existing Conditions: This is undeveloped land located in the Town of Center, north of Wege Road. Floodplain, delineated wetlands, and a stormwater pond exist on the property. Access to the development will be obtained from Wege Road and Dax Daniel Lane.

Comparison between Final Plat and Preliminary Plat: The Final Plat is similar to the Preliminary Plat in terms of its general configuration. However, additional detail has been included and one noteworthy modification has been made. The Dax Daniel Lane right-of-way is now included, so the total area of the subdivision has increased from 16.470 acres to 18.787 acres.

Surrounding Zoning and Land Uses: The surrounding area is under the jurisdiction of the Town of Center and Outagamie County. The nearby uses are generally residential and agricultural in nature. The surrounding zoning is the County's AGD General Agricultural District.

Comprehensive Plan 2010-2030: Community and Economic Development staff has reviewed the City of Appleton's *Comprehensive Plan 2010-2030* and determined this proposed subdivision is within the

Extraterritorial Final Plat – Jenkel Fields – Town of Center

May 20, 2020

Page 2

City's future growth area. The *Comprehensive Plan 2010-2030* Future Land Use Map identifies this area with the One and Two-Family Residential and Agricultural and Private Open Space designations.

Review Criteria: Community and Economic Development staff has reviewed the Extraterritorial Preliminary Plat in accordance with the City of Appleton Zoning Ordinance requirements for single-family residential developments. Proposed Lot 1 is 8.187 acres and Lot 2 is 8.283 acres in size. The lot sizes and lot widths for the proposed lots in this Town of Center subdivision exceed minimum City of Appleton Zoning Ordinance requirements.

Additional Comments: Several issues do not impact the City, but may warrant consideration from the Town of Center and/or Outagamie County:

- It appears the 27.50' interval dimension should be north of the meander line, or the label placement should be clarified with a leader arrow.
- There are several references to "this certified survey map" and "Town of Ellington" that appear to be incorrect.
- It appears the words "quiet" and "lots" are misspelled in the notes on the right-hand side.
- Under the Surveyor's Certificate, there appears to be an error in "1318.18 feet along the west line of said lane." It is along the east line.
- It appears parts of Dax Daniel Lane and Wege Road were already dedicated to the public with previously-recorded CSM 7378.

Technical Review Group (TRG) Report: This item appeared on the April 21, 2020 Technical Review Group agenda. No negative comments were received from participating departments.

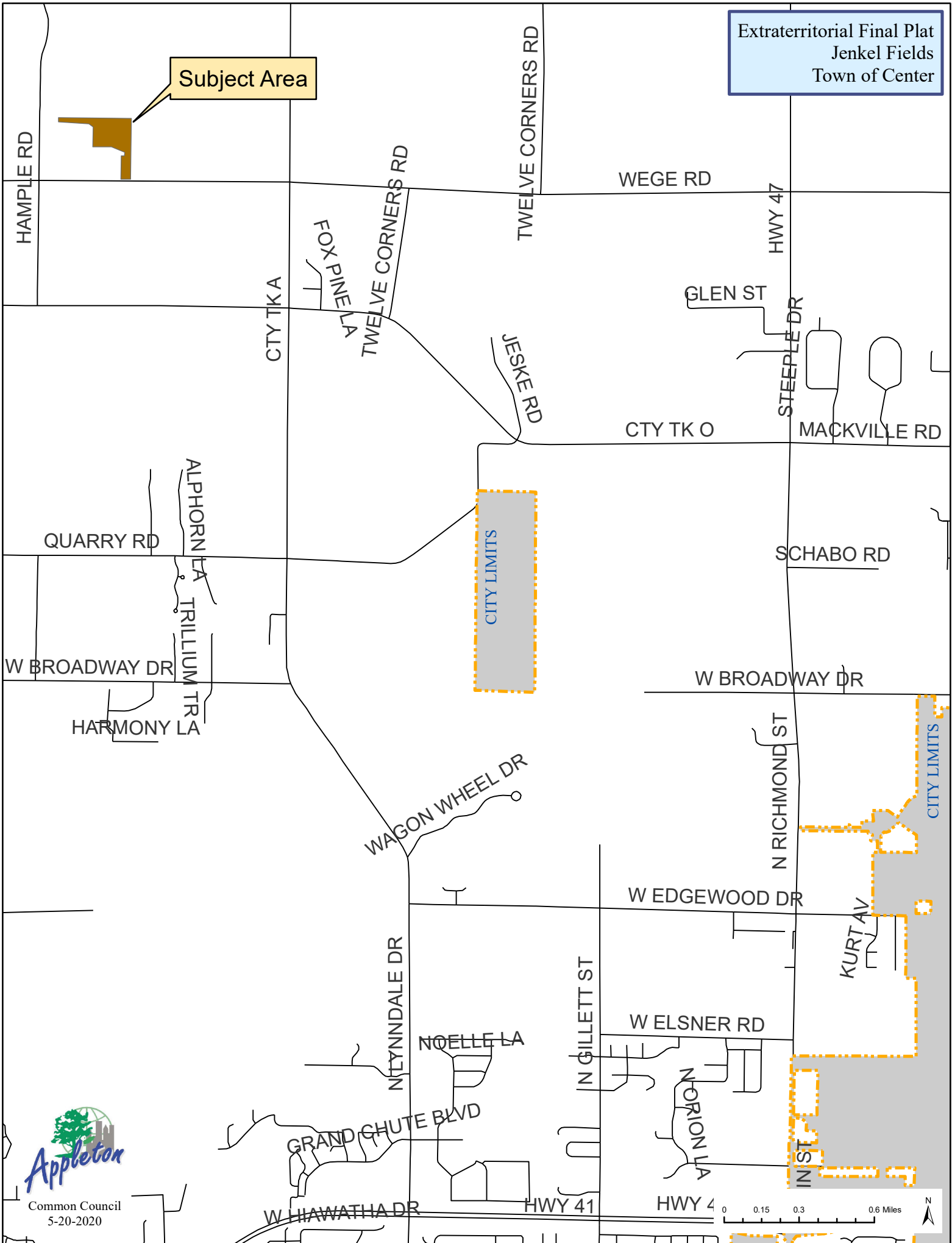
RECOMMENDATION

Based on the above, staff recommends that the Extraterritorial Final Plat – Jenkel Fields located in the Town of Center, as shown on the attached maps, **BE APPROVED** subject to the following condition:

1. Revise the City of Appleton signature block to refer to Common Council and provide signature lines for the Mayor and City Clerk. Contact City staff for example language.

Extraterritorial Final Plat
Jenkel Fields
Town of Center

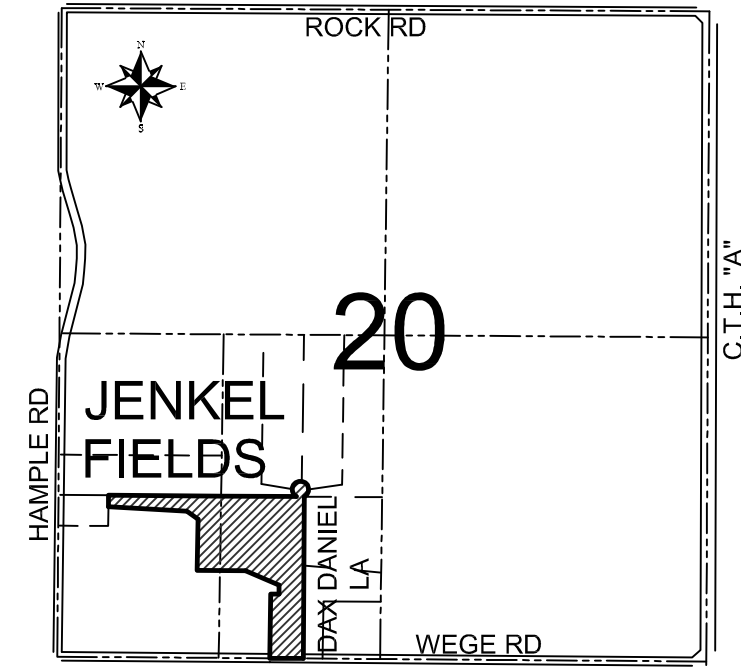
Subject Area



JENKEL FIELDS A COUNTY PLAT

LOT 1 OF CERTIFIED SURVEY MAP NO. 7378 LOCATED IN PART OF THE SOUTHWEST 1/4 OF THE SOUTHWEST 1/4, PART OF THE SOUTHWEST 1/4 OF THE SOUTHWEST 1/4 AND PART OF LOT 2 OF CERTIFIED SURVEY MAP NO. 7041 LOCATED IN PART OF THE NORTHEAST 1/4 OF THE SOUTHWEST 1/4, PART OF THE SOUTHWEST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 20, T.22N., R.17E., TOWN OF CENTER, OUTAGAMIE COUNTY, WISCONSIN.

LOCATION MAP
SECTION 20, T.22N., R.17E., TOWN OF CENTER, OUTAGAMIE COUNTY, WISCONSIN



(NOT TO SCALE)

LEGEND

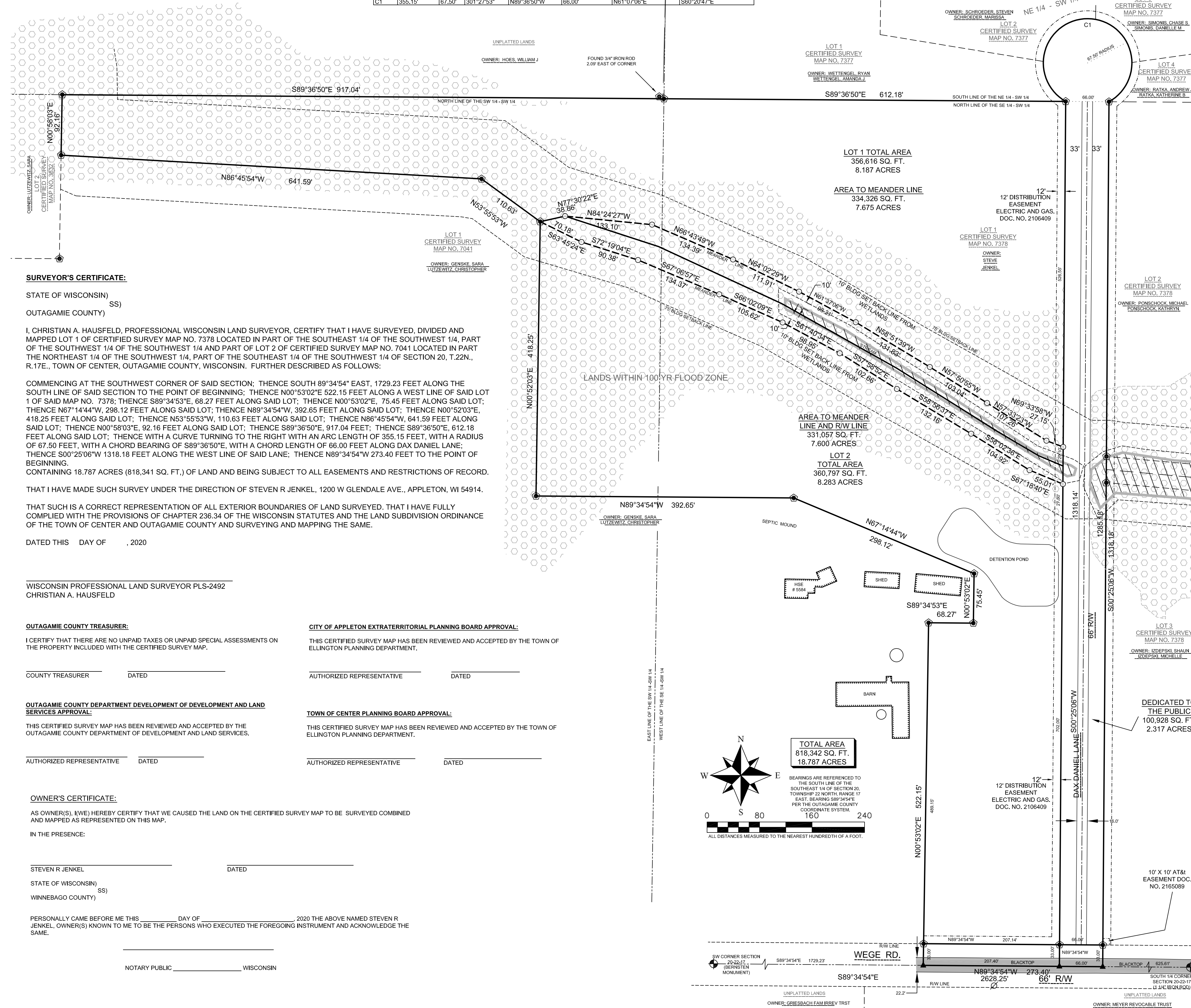
- 3/4" X 18" IRON ROD SET, WEIGHING NOT LESS THAN 1.5 LBS. PER LINEAL FT.
- ⊕ MAG NAIL SET
- ⊙ SECTION CORNER
- 3/4" IRON ROD FOUND
- () PREVIOUSLY RECORDED DIMENSION
- ▨ 100 YR FLOOD PER WI FEMA MAPPING
- ▨ WETLANDS PER CSM

NOTE: FUTURE DEVELOPMENT MAY REQUIRE A WETLAND DELINEATION DUE TO PRESENCE OF HYDRIC SOILS.

THE LOTS CREATED IN THIS COUNTY PLAT MAP ARE ADJACENT TO PROPERTY THAT, AS OF THE DATE OF THIS DOCUMENT, ARE BEING USED FOR AGRICULTURAL PURPOSES. SOME INDIVIDUALS BELIEVE THAT THE ACTIVITIES ASSOCIATED WITH THE AGRICULTURAL USE CONSTITUTE A NUISANCE OR CONFLICT WITH THEIR ENJOYMENT OF THEIR PROPERTY. THIS STATEMENT IS INTENDED TO PROVIDE THIRD PARTIES WITH NOTICE THAT AGRICULTURAL ACTIVITIES MAY EXIST ON ADJACENT PROPERTY.

FUTURE DEVELOPMENT/USE OF LOT B1 & 2 SHALL NOT INCLUDE, AS A PRINCIPLE USE, SINGLE-FAMILY DETACHED DWELLINGS AND/OR MOBILE HOME UNRELATED TO ANY FARM OPERATION, UNTIL SUCH TIME AS LOTS 1 & 2 ARE REZONE TO A RESIDENTIAL DISTRICT OR AS OTHERWISE APPROVED BY OUTAGAMIE COUNTY DEPARTMENT OF DEVELOPMENT AND LAND SERVICES.

CURVE	ARC LENGTH	RADIUS	DELTA ANGLE	CHORD BEARING	CHORD LENGTH	TANGENT BEARINGS-IN	TANGENT BEARING-OUT
C1	1555.15	87.50	1301.2753°	N89°36'50"W	66.00	N61°07'00"E	S60°20'47"E



SURVEYOR'S CERTIFICATE:

STATE OF WISCONSIN))
SS)
OUTAGAMIE COUNTY)

I, CHRISTIAN A. HAUSFELD, PROFESSIONAL WISCONSIN LAND SURVEYOR, CERTIFY THAT I HAVE SURVEYED, DIVIDED AND MAPPED LOT 1 OF CERTIFIED SURVEY MAP NO. 7378 LOCATED IN PART OF THE SOUTHWEST 1/4 OF THE SOUTHWEST 1/4, PART OF THE SOUTHWEST 1/4 OF THE SOUTHWEST 1/4 AND PART OF LOT 2 OF CERTIFIED SURVEY MAP NO. 7041 LOCATED IN PART OF THE NORTHEAST 1/4 OF THE SOUTHWEST 1/4, PART OF THE SOUTHWEST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 20, T.22N., R.17E., TOWN OF CENTER, OUTAGAMIE COUNTY, WISCONSIN. FURTHER DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHWEST CORNER OF SAID SECTION; THENCE SOUTH 89°34'54" EAST, 1729.23 FEET ALONG THE SOUTH LINE OF SAID SECTION TO THE POINT OF BEGINNING; THENCE N00°53'02"E 522.15 FEET ALONG A WEST LINE OF SAID LOT 1 OF SAID MAP NO. 7378; THENCE S89°34'53"E, 68.27 FEET ALONG SAID LOT; THENCE N00°53'02"E, 75.45 FEET ALONG SAID LOT; THENCE N67°14'44"W, 298.12 FEET ALONG SAID LOT; THENCE N89°34'54"W, 392.65 FEET ALONG SAID LOT; THENCE N00°52'03"E, 418.25 FEET ALONG SAID LOT; THENCE N53°55'53"W, 110.63 FEET ALONG SAID LOT; THENCE N86°45'54"W, 641.59 FEET ALONG SAID LOT; THENCE N00°58'03"E, 92.16 FEET ALONG SAID LOT; THENCE S89°36'50"E, 917.04 FEET; THENCE S89°36'50"E, 612.18 FEET ALONG SAID LOT; THENCE WITH A CURVE TURNING TO THE RIGHT WITH AN ARC LENGTH OF 355.15 FEET, WITH A RADIUS OF 67.50 FEET, WITH A CHORD BEARING OF S89°36'50"E, WITH A CHORD LENGTH OF 66.00 FEET ALONG DAX DANIEL LANE; THENCE S00°25'06"W 1318.18 FEET ALONG THE WEST LINE OF SAID LANE; THENCE N89°34'54"W 273.40 FEET TO THE POINT OF BEGINNING.

CONTAINING 18.787 ACRES (818,341 SQ. FT.) OF LAND AND BEING SUBJECT TO ALL EASEMENTS AND RESTRICTIONS OF RECORD. THAT I HAVE MADE SUCH SURVEY UNDER THE DIRECTION OF STEVEN R JENKEL, 1200 W GLENDALE AVE., APPLETON, WI 54914.

THAT SUCH IS A CORRECT REPRESENTATION OF ALL EXTERIOR BOUNDARIES OF LAND SURVEYED. THAT I HAVE FULLY COMPLIED WITH THE PROVISIONS OF CHAPTER 236.34 OF THE WISCONSIN STATUTES AND THE LAND SUBDIVISION ORDINANCE OF THE TOWN OF CENTER AND OUTAGAMIE COUNTY AND SURVEYING AND MAPPING THE SAME.

DATED THIS DAY OF 2020

WISCONSIN PROFESSIONAL LAND SURVEYOR PLS-2492
CHRISTIAN A. HAUSFELD

OUTAGAMIE COUNTY TREASURER:

I CERTIFY THAT THERE ARE NO UNPAID TAXES OR UNPAID SPECIAL ASSESSMENTS ON THE PROPERTY INCLUDED WITH THE CERTIFIED SURVEY MAP.

COUNTY TREASURER DATED

CITY OF APPLETON EXTRATERRITORIAL PLANNING BOARD APPROVAL:

THIS CERTIFIED SURVEY MAP HAS BEEN REVIEWED AND ACCEPTED BY THE TOWN OF ELLINGTON PLANNING DEPARTMENT.

AUTHORIZED REPRESENTATIVE DATED

OUTAGAMIE COUNTY DEPARTMENT DEVELOPMENT OF DEVELOPMENT AND LAND SERVICES APPROVAL:

THIS CERTIFIED SURVEY MAP HAS BEEN REVIEWED AND ACCEPTED BY THE OUTAGAMIE COUNTY DEPARTMENT OF DEVELOPMENT AND LAND SERVICES.

AUTHORIZED REPRESENTATIVE DATED

TOWN OF CENTER PLANNING BOARD APPROVAL:

THIS CERTIFIED SURVEY MAP HAS BEEN REVIEWED AND ACCEPTED BY THE TOWN OF ELLINGTON PLANNING DEPARTMENT.

AUTHORIZED REPRESENTATIVE DATED

OWNER'S CERTIFICATE:

AS OWNER(S), I (WE) HEREBY CERTIFY THAT WE CAUSED THE LAND ON THE CERTIFIED SURVEY MAP TO BE SURVEYED COMBINED AND MAPPED AS REPRESENTED ON THIS MAP.

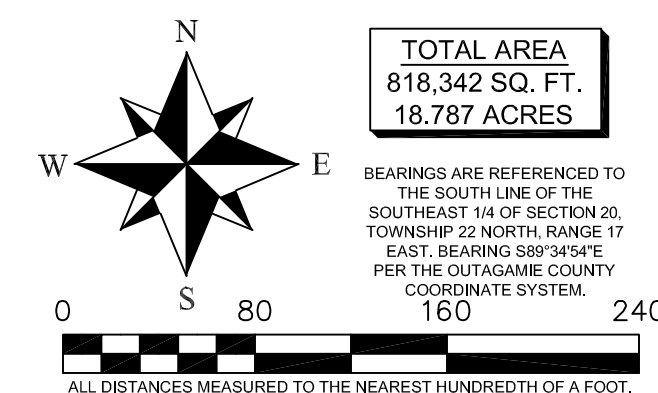
IN THE PRESENCE:

STEVEN R JENKEL DATED

STATE OF WISCONSIN))
SS)
WINNEBAGO COUNTY)

PERSONALLY CAME BEFORE ME THIS DAY OF 2020 THE ABOVE NAMED STEVEN R JENKEL, OWNER(S) KNOWN TO ME TO BE THE PERSONS WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGE THE SAME.

NOTARY PUBLIC WISCONSIN



THIS CERTIFIED SURVEY MAP IS ALL OF TAX PARCEL NUMBER 040052415. THE PROPERTY OWNER(S) OF RECORD IS STEVEN R JENKEL. THE COUNTY PLAT IS CONTAINED WHOLLY WITH THE PROPERTY DESCRIBED IN THE FOLLOWING RECORDED INSTRUMENT(S) DOC NO. 2107228

PRECISION LAND SURVEYING LLC 1024 W. TAYLOR ST., APPLETON, WI 54914 (920) 205-4895	
DRAWN BY CAH	DATE 4/13/2020
APPROVED CAH	DATE 2/19/2019
SCALE 1" = 80'	SHEET 1 OF 1
SURVEY FOR STEVE JENKEL 1200 W. GLENDALE APPLETON, WI 54914	
PROJECT NO. 8546FP	



REPORT TO CITY PLAN COMMISSION

Common Council Meeting Date: May 20, 2020

Item: Extraterritorial Preliminary Plat – Investors Park – Town of Grand Chute

Case Manager: Jessica Titel

GENERAL INFORMATION

Owner: ABS 1, LLC

Applicant: Bryan Pfeffer – Robert E. Lee & Associates

Address/Parcel #: Generally located north of Interstate Highway 41, east of North Gillett Street and south of planned extension of Evergreen Drive in the Town of Grand Chute – Tax Id #10-1-0625-02

Petitioner's Request: The applicant is proposing to subdivide property under Town's CP and AGD zoning districts for commercial development. The area is 17.683 acres, which will be divided into five lots (3 lots and 2 outlots).

BACKGROUND

This item would typically go to Plan Commission for review and a recommendation. However, to help prevent the spread of COVID-19, standing committees will not meet and Common Council will conduct business as Committee of the Whole.

The subject area is within the City's extraterritorial plat approval jurisdiction, which includes the unincorporated area within three miles of the City, as described in the Subdivision Ordinance. The Preliminary Plat must also be reviewed and approved by the Town of Grand Chute and Outagamie County. This item appeared before the Town Board on May 5, 2020 and the May 12, 2020 Outagamie County Agriculture, Extension Education, Zoning and Land Conservation Committee meeting.

STAFF ANALYSIS

Existing Conditions: This is undeveloped land located in the Town of Grand Chute, generally located north of Interstate Highway 41, east of North Gillett Street and south of planned extension of Evergreen Drive. Floodplain and delineated wetlands exist on the property. Access to the development will be obtained from extended Evergreen Drive and planned Investors Court. Access to Interstate Highway 41 is restricted pursuant to the access restriction clause identified on the plat

Surrounding Zoning and Land Uses: The surrounding area is under the jurisdiction of the Town of Grand Chute. The nearby uses are generally residential and commercial in nature. The surrounding zoning is the County's AGD General Agricultural District and CP Planned Commercial District.

Comprehensive Plan 2010-2030: Community & Economic Development staff has reviewed the City's *Comprehensive Plan 2010-2030* and determined this proposed subdivision is outside the City of Appleton's growth area.

Extraterritorial Preliminary Plat – Investors Park – Town of Grand Chute

May 20, 2020

Page 2

Review Criteria: Community & Economic Development staff has reviewed the Extraterritorial Preliminary Plat in accordance with the City of Appleton Zoning Ordinance requirements for commercial developments. The lot sizes and lot widths for the lots in this Town of Grand Chute subdivision exceed minimum City of Appleton Zoning Ordinance requirements for commercial developments.

Technical Review Group (TRG) Report: This item was included on the April 21, 2020 Technical Review Group agenda. No negative comments were received from participating departments.

RECOMMENDATION

Based on the above, staff recommends that the Extraterritorial Preliminary Plat – Investors Park, located in the Town of Grand Chute, as shown on the attached maps, **BE APPROVED**.


Extraterritorial Preliminary Plat Investors Park Town of Grand Chute

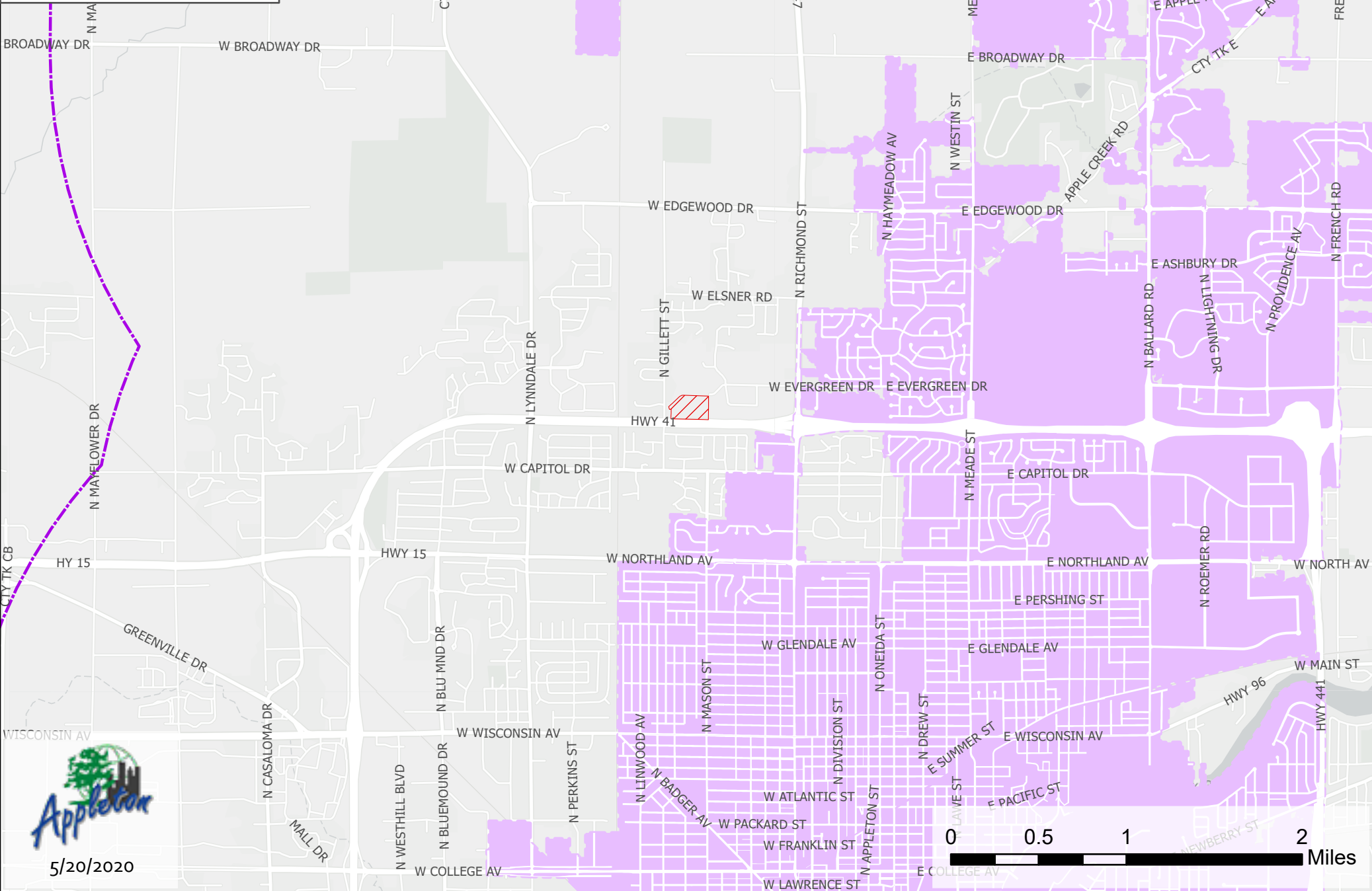
Legend

 Subject Plat Area



 City of Appleton 3 mile buffer




 City of Appleton



5/20/2020




Extraterritorial Preliminary Plat Investors Park Town of Grand Chute

Legend

-  Subject Plat Area
-  City of Appleton 3 mile buffer
-  City of Appleton

Ortho2018Full

Image

-  Red: Red Red: Red
-  Green: Green Green: Green
-  Blue: Blue Blue: Blue



5/20/2020

HWY 41

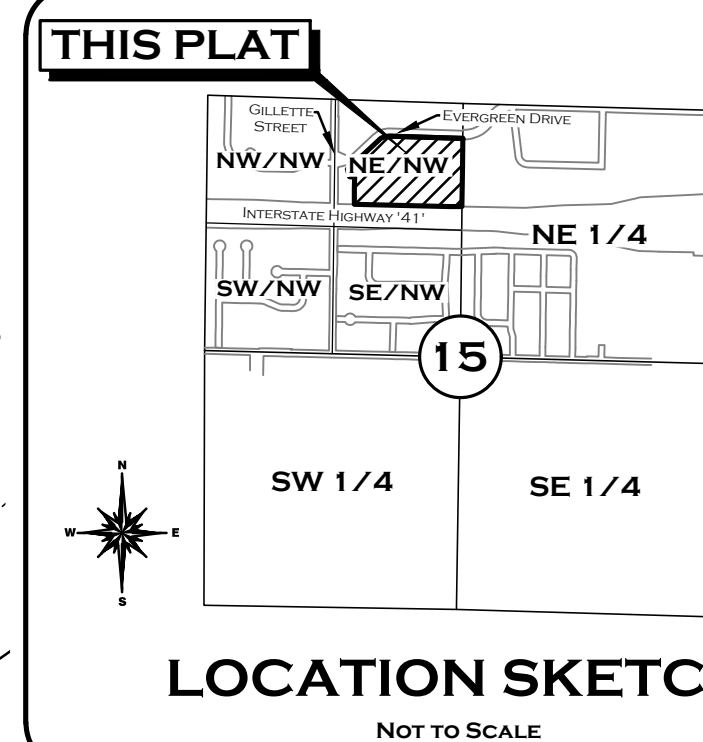


NORTHWEST CORNER
SECTION 15, T21N R17E
BERNTSEN MONUMENT
FOUND

NORTH 1/4 CORNER
SECTION 15, T21N R17E
BERNTSEN MONUMENT
FOUND

PRELIMINARY PLAT INVESTORS PARK

ALL OF LOT 1, CERTIFIED SURVEY MAP NUMBER 5333
BEING PART OF THE NORTHEAST 1/4 OF THE NORTHWEST 1/4,
SECTION 15, TOWNSHIP 21 NORTH, RANGE 17 EAST
TOWN OF GRAND CHUTE, OUTAGAMIE COUNTY, WISCONSIN



OWNER:
ABS 1, LLC
PO BOX 700
MANITOWOC, WI 54421

PARCEL ID:
101062502

NUMBER OF LOTS:
3 LOTS, 2 OUTLOTS

INVESTORS COMMUNITY BANK
2400 44TH STREET
MANITOWOC, WI 54421

PLATTED AREA DEDICATED TO THE PUBLIC:
30,378 SQUARE FEET
0.697 ACRES

MINIMUM LOT AREA AS PLATTED:
59,244 Sq.Ft.

PLATTED AREA:
770,273 SQUARE FEET
17.683 ACRES

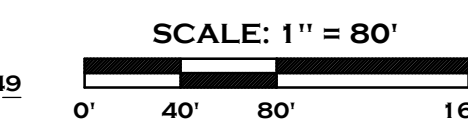
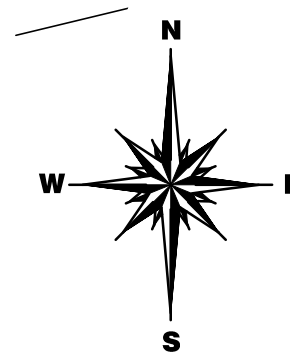
ZONING:
CURRENT
GENERAL AGRICULTURAL DISTRICT (AGD)
PLANNED COMMERCIAL DISTRICT (CP)

APPROVING & OBJECTING AUTHORITIES:

TOWN OF GRAND CHUTE
CITY OF APPLETON - EXTRATERRITORIAL
OUTAGAMIE COUNTY AGRICULTURE, EXTENSION EDUCATION,
ZONING AND LAND CONSERVATION COMMITTEE
DEPARTMENT OF ADMINISTRATION

SURVEYOR:

BRYAN PFEFFER
PROFESSIONAL LAND SURVEYOR #2924
ROBERT E. LEE & ASSOCIATES, INC.
1250 CENTENNIAL CENTRE BOULEVARD
HOBART, WI 54155



BEARINGS ARE BASED ON THE OUTAGAMIE COUNTY
COORDINATE SYSTEM. THE NORTH LINE OF THE
NORTHWEST 1/4 OF SECTION 15 BEARS N88°06'41" W.

ALL LINEAR MEASUREMENTS HAVE BEEN MADE TO THE
NEAREST HUNDREDTH OF A FOOT AND COMPUTED TO
THE NEAREST HUNDREDTH OF A FOOT.

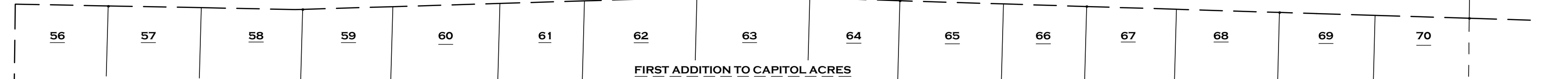
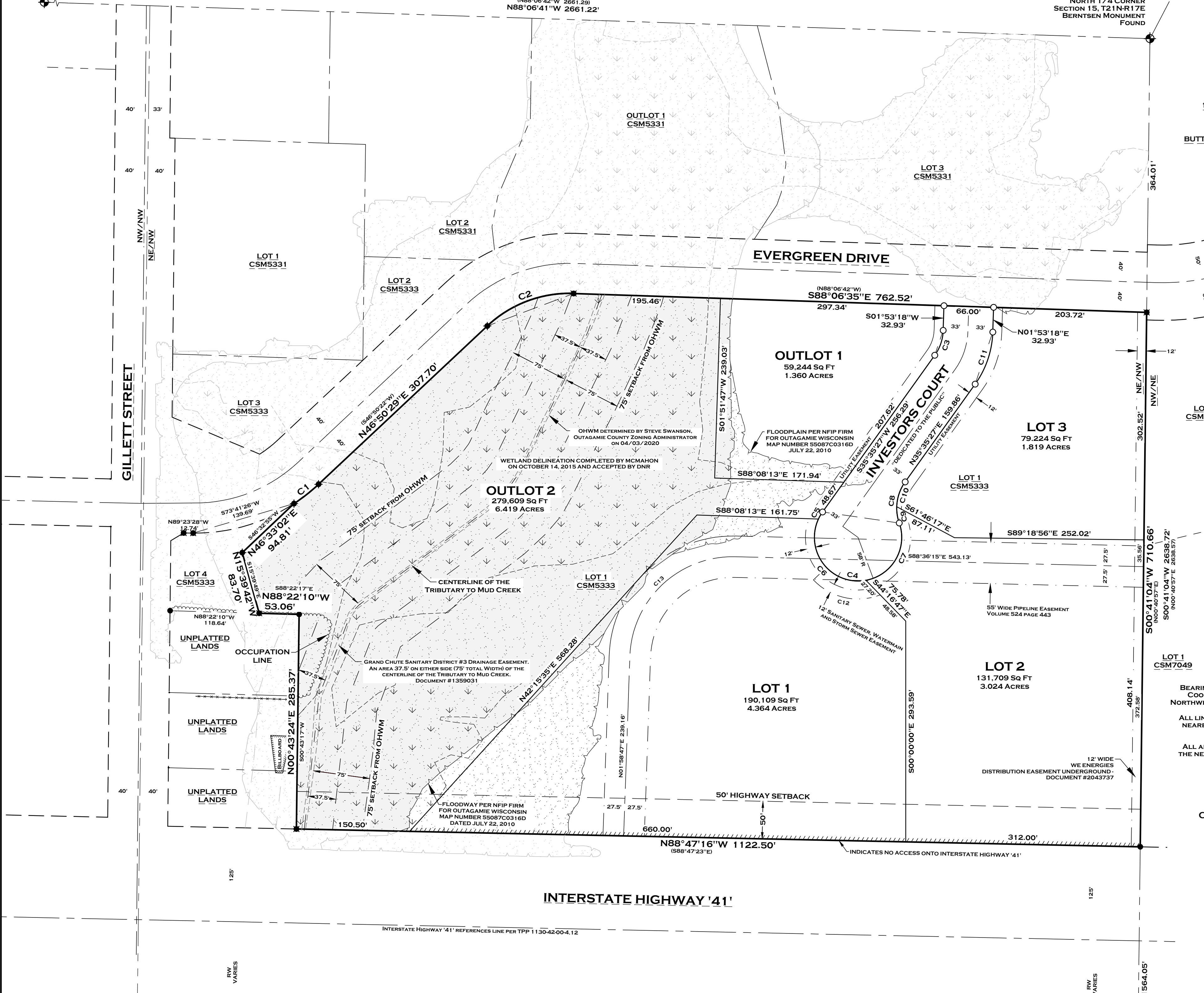
ALL ANGULAR MEASUREMENTS HAVE BEEN MADE TO
THE NEAREST THREE SECONDS AND COMPUTED TO THE
NEAREST HALF SECOND.

LEGEND

- ⊕ EXISTING 3/4" IRON ROD
- EXISTING 1" IRON PIPE
- ⊕ RECORDED COUNTY MONUMENT
- SET 2.375" OUTSIDE DIA. X 30" IRON PIPE
MIN. WT. 3.65 LB./LIN. FT.
- ALL OTHER LOT CORNERS MARKED
WITH A 1.125" OUTSIDE DIA X 18" IRON PIPE
WEIGHING 1.38 LBS./LIN. FT.

CURVE TABLE

CURVE #	DELTA	RADIUS	LENGTH	CHORD DIRECTION	CHORD LENGTH	TANGENT BEARING	SECOND TANGENT BEARING
C1	9°55'58"	240.0'	41.61'	N51°48'28"E	41.55'	N56°46'27"E	N46° 50' 29"E
C2	45°02'56"	160.0'	125.80'	N69°21'57"E	122.58'	S88°06'35"E	N46° 50' 29"E
C3	33°42'09"	60.0'	35.29'	S18°44'22.5"W	34.79'	S01°53'18"W	S35° 35' 27"W
C4	234°48'41"	58.0'	237.70'	S81°48'53.5"E	102.98'	S35°35'27"W	N19° 13' 13"W
C5	10°42'16"	58.0'	10.84'	S30°14'19"W	10.82'	S35°35'27"W	S24° 53' 11"W
C6	135°12'55"	58.0'	136.88'	S42°43'15.5"E	107.25'	S24°53'11"W	N69° 40' 17"E
C7	88°53'30"	58.0'	89.98'	N25°13'32"E	81.23'	N69°40'17"E	N19° 13' 13"W
C8	54°48'41"	60.0'	57.40'	N08°11'06.5"E	55.23'	N19°13'13"W	N35° 35' 27"E
C9	21°07'38"	60.0'	22.12'	N08°39'24"W	22.00'	N01°54'24"E	N19° 13' 13"W
C10	33°41'03"	60.0'	35.27'	N18°44'55.5"E	34.77'	N35°35'27"E	N01° 54' 24"E
C11	33°42'09"	126.0'	74.12'	N18°44'22.5"E	73.05'	N35°35'27"E	N01° 53' 18"E
C12	67°26'31"	82.0'	96.52'	N77°21'32.5"W	91.04'	N43°38'17"W	S68° 55' 12"W
C13	89°24'58"	137.0'	213.80'	N46°41'16"E	192.76'	S88°36'15"E	N01° 58' 47"E



DRAFTED BY: BRYAN L. PFEFFER

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ENGINEERING, SURVEYING, ENVIRONMENTAL SERVICES
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Resolution #5-R-20
Naming of the Hydroelectric Heritage Trailway
(HHT / Hydro)

Submitted By: Alderperson Schultz, District 9; Alderperson Martin, District 4 & Alderperson Williams, District 10

Date: March 4, 2020

Referred To: Parks & Recreation Committee

WHEREAS, the City of Appleton has long recognized the Fox River as the primary driving force behind its early development and the ongoing desire to showcase the Fox River's rich history of early exploraton, pioneering hydroelectric power generaton, industrial innovatons and even its past exploitaton, by creatng improved access, usability, development, and tourism opportunity, while being sensitve to the ecological and cultural value of this shared resource, and;

WHEREAS, establishing a cohesive identy of place is widely recognized as the primary unifying component of existng and/or future informatonal displays and wayfnding programs along the Fox River, essential for driving visitaton to the riverfront and showcasing the historical connectons of our unique hydroelectric history along the expanding river trails system, and;

WHEREAS, Chapter 8 of the adopted 2016 Comprehensive Plan; Agriculture, Natural, Historic, and Cultural Resources, recognizes the signifcance of many historic buildings and sites situated along the Fox River corridor, many of which are listed on the Natonal Register of Historic Places, including the Appleton Woolen Mills, the Appleton Locks Historic Districts, the Hearthstone Historic House Museum, and the Vulcan Street Hydro-Electric Central Staton Replica, all of which have share historical connectons to early hydroelectricity, and furthermore, Chapter 13; Fox River Corridor Plan, specifcally identifes a desire to establish this corridor identy in an efort to “preserve and interpret the cultural, historical, natural, and recreatonal resources of the Fox River corridor” statng that “the riverfront lacks a “sense of place” that could be enhanced through wayfnding, design guidelines, and streetscape enhancements that create a destnaton,” and;

WHEREAS, the City of Appleton's Bicycle and Pedestrian Advisory Commitee recommends said naming of the riverfront corridor and it trails and connectons, and this proposed naming is endorsed by; Appleton Downtown, Appleton Yacht Club, Appleton Historical Society, Fox Cities Greenways, Fox River Tours, Fox Locks, Fratellos Riverfront Restaurant, Riverview Gardens, Hearthstone Historic House Museum, Historic Fox River Mills, Lawrence University, Paper Discovery Center, Riverheath, and Sculpture Valley, among others, now therefore;

BE IT RESOVLED, that the Fox River trails system that lies within the municipal boundaries of the City of Appleton, hereby idfnded as those trails which generally run parallel to the Fox River and encompassing a total of 8.3 miles of existng and future trails and connectons including, but not limited to; Alicia Park to Vulcan Heritage Park, Ellen Kort Peace Park to Lawrence University, Lawe Street Trestle to Riverside Cemetery, Telulah Park to Olde Oneida Street, Olde Oneida

Street to Memorial Drive, and Edison Trestle to Lawe Street Trestle, further delineated on the trails map marked Exhibit A, be named and henceforth identified as, the **Hydroelectric Heritage Trailway**.

74-20

AN ORDINANCE TO TEMPORARILY AMEND COUNCIL RULES PERTAINING TO PUBLIC COMMENT AND APPEARANCES AT COUNCIL, BOARD AND COMMISSION MEETINGS IN RESPONSE TO THE COVID-19 CORONAVIRUS.

Whereas, a novel strain of the coronavirus, named COVID-19 has spread throughout numerous countries including the United States; and

Whereas, the United States Department of Health and Human Services has declared a Public Health Emergency; and

Whereas, the City of Appleton in cooperation with the local, state and federal governmental entities desires to take action to prevent exposure to and spread of the COVID-19 coronavirus and has directed staff to bring forward temporary changes to current rules governing public meetings contained in the Municipal Code as well as the Rules of Council maximize social distancing during this period.

Whereas, on or about April 1, 2020 the Common Council adopted Ordinance 71-20 temporarily amending Council Rules as well as various meetings; and

Whereas, it is now necessary to repeal Ordinance 71-20 in order to implement modified rules. Subcommittees of the Common Council will meet in the Council Chambers at designated times, to conduct their regular business, as determined necessary by the Mayor, Committee Chair and Department Directors over which the particular committee has jurisdiction. In-person public comment may be permitted at committee meetings provided appropriate social distancing and other safeguards related to COVID-19 may be observed. The public will be reminded and encouraged to share any public comment by email to the particular committee chair, committee members or the City Clerk in lieu of attending in person.

The Common Council of the City of Appleton does ordain as follows:

Notwithstanding any provision contained within the City of Appleton Municipal Code or Council Rules, in response to COVID-19 Coronavirus, the Council adopts the following rules and procedures:

Common Council Subcommittees will meet in the Council Chambers to conduct their regular business as determined necessary by the Mayor, Committee Chair and Department Directors. Boards, Commission, Task Force, and similar meetings will be scheduled in due course as determined by the Mayor in consultation with the respective Chair, based upon business needs and availability of adequate facilities.

Public Comment Period at Council Meetings, Board and Commission Meetings remains suspended subject to the Mayor's discretion.

In-person statements or comments are permitted for Public Hearings and other agenda items where public participation is mandated by Statute, Rule or Order. Alternatively, it is strongly encouraged that such statements or comments be sent via mail addressed to the Mayor, placed in the City Hall dropbox, or sent by email prior to the Council Meeting to mayor@appleton.org; written comments for Public Hearings will be distributed to the Council and made part of the public record of the meeting.

All public meetings which are conducted under these rules will be made available on www.appleton.org and may be viewed as a live stream or recording at a later date.

Persons requiring other reasonable accommodations may contact the office of the Mayor at mayor@appleton.org or phone 920-832-6400.

Staff shall work with members of the Council, Boards and Commissions during this period to facilitate appearance by telephone, video or other means when necessary consistent with the following:

- o Members must contact the staff liaison (or Mayor) to inform the staff liaison of the need for remote participation in a meeting as soon as practicable to assure that remote participation may be facilitated.
- o Except for Council members, if a quorum of members will be physically present, no remote participation will be permitted.
- o Any Council member requesting to participate remotely will be accommodated regardless of whether a quorum is physically or otherwise remotely present at the meeting.
- o Members participating remotely must be audible through clear telephone line or computer connections. If a connection is not clear or causes disruption of the meeting, the connection may be terminated. If a connection is terminated and this causes the loss of a quorum, the meeting shall be adjourned and rescheduled to another date to permit consideration by a quorum.
- o All votes shall require a roll call or similar vote
- o Each person speaking must introduce themselves to provide clarity to those listening as to who is speaking

All provisions of the City Ordinances, Council Rules and Commission General Rules of Order not specifically altered by these temporary rules shall remain in effect.

Section 2: This ordinance shall be in full force and effect immediately.

Dated: May 20, 2020

Jacob A. Woodford, Mayor

Kami Lynch, City Clerk

Publication Notice

Please take notice that the City of Appleton enacted ordinance 74-20 TEMPORARILY AMEND COUNCIL RULES PERTAINING TO PUBLIC COMMENT AND APPEARANCES AT COUNCIL, BOARD AND COMMISSION MEETINGS IN RESPONSE TO THE COVID-19 CORONAVIRUS. The ordinance modifies ordinances and council, board and commission rules pertaining to agenda items; public comment; as well as rules pertaining to appearances at council, board and commission meetings in response to the COVID-19 Coronavirus Public Health Emergency and extends for the period of emergency as determined by Council.

The full text of the ordinance may be obtained at the Office of the City Clerk, 100 N. Appleton Street, Appleton, WI 54911 and through the City's website at www.appleton.org.

Director Reports to Common Council

FIRE

Hiring and Promotions

Tyler Zunker was promoted to Driver/Engineer on May 10th. The promotion resulted from the retirement of Driver Engineer Todd Daanen after 30 years of service. Deputy Chief Darrel Baker retired in January. Battalion Chief Ryan Weyers was promoted to Deputy Chief in February. As a result, we are in the process of filling the Battalion Chief of Resource Development. We have two candidates moving forward to the Police and Fire Commission on May 28th. From there, one candidate will be moved onto the industrial physiologist. The goal is to have the Battalion Chief of Resource Development position filled by the end of June.

Five new recruits began their career with the Appleton Fire Department on April 20th. All five successfully completed a five-week recruit school on May 8th. They have been assigned to one of three shifts and began working the normal rotating schedule beginning May 10th.

Strategic Planning

Fire department strategic planning began in January. Prior to this, the last formal strategic planning occurred 13 years ago. I would like to thank the Common Council for approving the funding for this initiative.

A draft plan will be available in June with the final document completed in July. Part of the strategic planning process is to develop key performance indicators. The goal is to develop metrics that will help the fire department compare our performance against national and state best practices while measuring progress toward our outcomes.

Grants

Last year, the fire department received a grant from the International Association of Clear Thinking (I'ACT). The funds were used to perform mental health and wellness check on all fire department staff. This process was completed in May. It was well received, and staff indicates they would like to see more of this in the future. Fire department staff will be exploring additional funding opportunities for continued support in the area of mental health and wellness.

COVID-19

The Appleton Fire Department is taking steps to ensure there is no interruption in emergency response services, while maintaining the health and safety of our employees and their families from contracting COVID-19. Since before the Safe at Home order, all support staff positions were asked to work from home, public education programming, fire inspections and all visitors to the fire stations were suspended, this ensures they are not needlessly exposed to the virus from the line staff. All meetings were moved onto virtual platforms.

Fire Department staff serve in multiple roles within the city's Emergency Operations Center, including Branch Director, Planning, Public Information Officer and Incident Commander. In

these roles, we work closely with all city departments and external partners to safely navigate through the pandemic and provide the community with regular informational updates.

The Appleton Fire Department took a lead role in the development of a Regional Fire Service Mutual Aid Pact with six Fox Valley Fire Departments. This agreement allows for both equipment and staffing from the participating organizations to be redistributed throughout the Fox Valley ensuring fire protection and emergency medical response and transport for the communities. Created a dashboard that provide real-time data for Fire Department Operational Effectiveness. This document tracks the reason for an employee not being able to work. It also helps with identifying when the Fire Service Mutual Aid Pact would need to be executed. We cross credentialed all medical trained employees with the Cities of Kaukauna and Oshkosh. This enables staff from different fire departments to work side-by-side while staffing medical response vehicles. Our Emergency Medical Plan with the State of Wisconsin was amended to add additional medical transporting agencies (City of Kaukauna and City of Oshkosh) for the City of Appleton.

Several new policies and procedures were created to address the COVID-19 pandemic, including Response to COVID-19 patients, Personal Protective Equipment Usage, Equipment and Fire Station Cleaning and Sanitation, Responding During Civil Unrest and guidelines that address employee exposure, isolation and returning to work. How we treat patients was modified to include “Doorway Triage.” Here, a firefighter will direct questions from the doorway to help determine if the patient potentially has COVID-19 symptoms. If so, then staff will don higher levels of personal protective equipment and we ask the patient to exit the building, if possible, so we can provide care outside where the open-air conditions will lessen the chance of our staff contracting COVID-19.

- Chief Jeremy Hansen

Department of Public Works

COVID-19 Impacts

- Due to the significant decrease in Parking Utility Revenue since March 2020 we are postponing approximately \$500,000 worth of projects including Red Ramp Elevator Replacement, Green Ramp LED Lighting Upgrade, and several other smaller projects and equipment purchases.
- We currently have approximately 20% of DPW staff working from home. The majority of these employees were displaced from the 5th floor City Center office area. To date we have been very successful in maintaining our previous levels of service by modifying our work processes as necessary to ensure the safety of our employees and continuity of operations.

- Yard Waste Sites opened one month later than normal with services provided that do not require monetary transactions.

Staffing Update

- Currently we have four (4) vacant positions that are in the final steps of the hiring process.
- All current employees are working productively either from home, in the office or out in the field.

Major Projects Update

- The Road Report is available on the City webpage. This map shows all streets impacted by current projects, along with anticipated completion dates.
- Newberry Street Sewer and Water Reconstruction Project Phase I between Schaefer Street and White Oak Drive is well underway with an anticipated completion date of July 10th. The remainder of the project is anticipated to be completed by mid-September.
- Prospect Avenue Concrete Reconstruction Project between Bartell Drive and Haskel Street started in April and is anticipated to be completed by late August.
- College Avenue Crosswalk Replacement Projects at College/Walnut, College/State, College/Superior and College/Durkee will be completed by May 18.

Operations Update

- Annual Spring Yard Waste Collection started on April 13th and was completed on May 8th
- Masons are finishing up curb damage and will be starting on inlet, manhole and panel repairs
- Crack filling concrete streets (any day that it is dry)
- Patching potholes with hot mix asphalt
- Paving streets in Apple Ridge
- Hauling ground leaves to area farm fields
- Picking trash from snow dump sites
- Sealing the decorative concrete on College Avenue
- Hydrant flushing should be complete early next week
- Locating & repairing water main leaks and breaks
- Cleaning up graffiti
- Televising sewer mains where heavy cleaning has been completed
- Cleaning sanitary sewers
- Inspecting and cleaning storm inlet sumps
- Hydro vac the expo center wet pond for structure inspection
- Street sweepers have completed another pass south of the river and are now on the typical 3week/6week rotation for river vs. storm pond watersheds
- Tree planting should be complete early next week

- Installing flags on City streets and banners for Lawrence University
- Grinding tree stumps
- Pruning and removing trees
- Repairing muskrat damage at City ponds
- Installing coir logs around ponds
- Cleaning up trash from around all City ponds
- The flower crew will be starting next week. They will be preparing the beds and planters for planting after Memorial Day.
- Curbside collection of automated and overflow refuse
- Curbside collection of metal, appliances and tires
- Notifying and enforcing non-compliant items left on terraces
- Chipping the large pile of yard waste that we just collected over the last 4 weeks
- Delivering ground yard waste and brush to farm fields
- Performing maintenance and filling requests for on automated cans
- Working both City yard waste sites
- Maintaining all CEA vehicles
- Continuing to switch equipment from winter operations to summer operations

- Director Paula Vandehey

Utilities Water and Wastewater Plants

COVID-19 UPDATE

1. Utilities employee safeguarding practices have been established at each facility. All Utilities staff are maintaining social distancing amongst themselves and with contractors. Deliveries and mail are accepted in a controlled area. Disinfecting common areas has increased to minimize the potential for virus transmission. Additionally, the water plant has separated operations and maintenance staff and work areas and contracted discretionary maintenance activities have been deferred.
 - a. Utilities Department hourly staff, (approximately 85% of total staff) has continued to operate and provide maintenance functions at both the water and wastewater plants. Their work requires operations and maintenance activities that cannot be completed off-site. The Utilities Department is maintaining staffing levels required by state statutes.
 - b. Utilities Department management and administrative staff (approximately 15% of total staff) have been asked to move their office work to their personal residences. Due to plant needs these staff do still report at some level back to the plants (1 to 3 days per week).

2. COVID 19 has affected business activities including financial revenues and regulatory compliance.
 - a. The Public Service Commission (PSC) has issued orders to not shut off or penalize water rate payers until after the emergency order has been lifted. These activities generate a small revenue stream. Generally, past-due balances are placed on the tax rolls.
 - b. There is a current trend of a 10% reduction in water sales. This is not expected to be a sustained trend, but total 2020 revenues may be decreased for both water and wastewater utilities.
 - c. Expenses for 2020 are currently being reduced due to lesser treatment costs and through the postponement of non-critical maintenance projects.
 - d. State orders have allowed for the expiration of WDNR operator licenses. All Utilities Department operators are not affected as they hold state licenses and have transitioned to online course work to maintain those licenses.
 - e. The State has issued guidance and reduced in house residence sampling requirements for some compliance requirements. The utility sampling plans have been modified to allow for testing and remain unencumbered.
3. Capital projects that are under contract have not been impacted to date. This utility project work consists of constructing facilities, providing equipment, and installing mechanical and electrical systems. All the aforementioned construction functions have been deemed essential by State orders. As such, issues with project schedules are not expected. Individual project updates will be given at future Utilities Committee meetings.

Finally, the Appleton Department of Utilities continues to meet all State and Federal requirements for drinking water and wastewater services identified under Wisconsin Administrative Code and within the Wisconsin Pollution Discharge Elimination System Permit (WPDES).

If you have any questions or comments regarding this report please contact Chris Shaw at 920-419-6084.

- Director Chris Shaw

Finance

COVID-19 Mitigation Effects and Initiatives

- Staffing - All 6th floor staff are working from home. Due to equipment needs, payroll and accounts payable staff spending some minimal time in office. All at-risk staff in the 1st floor customer service area working from home. Other 1st floor staff, considered essential employees, are working with increased safety and precautionary measures in place. Customer service area also hosting a DPW staff member to help contractors with permitting and other necessary business activities.
- In order to provide financial relief to local businesses, initiated a modification to City ordinance waiving the requirement for businesses to pay outstanding liabilities to the City as a condition of receiving certain business licenses during the renewal period in June. The obligations will still need to be met but can be outstanding at the time the license is issued.
- In order to provide relief to taxpayers, worked with the Mayor's Office to craft a letter to overlying counties in support of waivers of penalties and interest on certain delinquent property tax payments included in WI Act 185. The respective County Boards must approve this initiative in order for the City to take up this action.
- Finance Director is acting as the Finance Section Chief in the City's Emergency Operations Center. Other Finance Department staff acting in related capacity in the areas of payroll (time accumulation), purchasing and cost recording.
- Finance Department has taken the lead in segregating costs related to COVID-19 mitigation costs in order to provide a basis for reimbursement from various federal and state funding sources. Separate budgets have been established for isolating these costs and Finance staff continue to work with other City departments to provide guidance and support.
- Registered the City of Appleton in the FEMA reimbursement on-line portal and attended several educational sessions related to the portal, eligible cost requirements, and the FEMA reimbursement process.

Other Department Activities

- Continue to provide customer service on the 1st floor and coordinate other City Hall functions such as mail service and CSM/plat map exchanges with other City Hall departments.
- Finalize the virtual 2019 audit with the City's audit firm and coordinate completion and release of final audit report scheduled for mid-June.
- Begin the 2021 Budget process. Distribute 2021 Budget timeline, updated 2021 CIP forms, and budget completion instructions to City departments.
- Continue implementation of the Tyler Munis ERP conversion. Focus for 2020 will be on training outside departments on the accounts payable system to enable them to enter payment requests directly, taking advantage of efficiencies in the system; testing and

upgrading the system to the latest version; implementing the property tax collection module in time for the December tax collection season; working with DPW to implement a new parking ticket system; and expanding the capabilities of the cashiering system.

- Director Tony Saucerman

Community and Economic Development

Our businesses are experiencing a wide variety of impacts during this pandemic, and the Community and Economic Development Department (CEDD) continues to work closely with community partners to provide resources, identify financial resources, support and educate on applications, processes, rules, regulations and make connections and referrals to meet the evolving needs of our business and not-for-profit community.

CEDD has worked collaboratively with local and regional partners to keep our resource list updated assist with surveys to understand the impact of COVID-19 on the community and identify and apply for grants. CEDD has participated in numerous webinars and virtual meetings to share and learn best practices, keep communication open, learn about opportunities, support developers to move projects forward, investigate a potential regional revolving loan fund, review and discuss re-opening plans and answer questions.

Since 2018, Appleton has offered Business Enhancement Grants in TIF District #11 and #12 in Downtown. This program provides 50% reimbursement of eligible project costs for exterior property improvements up to a maximum of \$7,000. Since the first Stay at Home Order was issued, the CEDD has entered into five contracts with businesses to provide business enhancement grants during this time. Two applications are currently pending, and we just had one inquiry.

CEDD continues to work with our development community, citizens, and internal departments to process current and long-range planning projects. We have maintained ongoing customer service inquiries, zoning/subdivision review for potential projects, as well as review and approval of alcohol and business licenses in cooperation with the Clerk's Office. Other tasks included completion of 4 Certified Survey Maps, 14 Site Plans, 3 Temporary Use Permits, 2 Annexations, 1 Zoning Ordinance Text Amendment, 6 Preliminary/Final Plats, 3 Special Use Permits, and 3 Rezonings.

Staff is coordinating details for and will facilitate a Neighborhood Program spring meeting on May 18. The virtual meeting will provide an opportunity for "roundtable" discussion among neighborhood leaders and an opportunity to promote competitive grant funds available through the Neighborhood Grant Program.

CEDD reviewed 52 applications, interviewed 4 applicants and hired for the newly created Coordinated Entry Specialist Position. On-boarding and training is scheduled for May 27th.

The COVID-19 outbreak has caused unprecedented unemployment and put thousands of households at risk of being unable to afford housing and other basic needs. CEDD has been working closely with philanthropic entities, community partners and not-for-profits to understand and prioritize the needs of our community during this pandemic in order to manage the short and long-term needs of this public health crisis.

We have reallocated \$84,780 of Community Development Block Grant (CDBG) 2020 funds to support prevention & diversion programs at three agencies that provide prevention and diversion programming to households who are at-risk of homelessness or are currently experiencing housing instability. It is anticipated that over 200 households will be served through this reallocation.

CEDD has simplified the grant request process for CDBG-CV funds. The City was awarded \$348,255 to be used to prevent, prepare for, and respond to COVID-19. The Federal government has not released all of the rules and regulations yet. CEDD is developing a plan for the use of these grant funds in collaboration with many stakeholders. Our focused approach will prioritize the unique needs of our community at this time, leverage existing partnerships, and create new collaborations, all while keeping in mind the low- and moderate-income persons in our community.

CEDD received the Emergency Housing & Homeless (EHH) Grant of \$202,430. This grant facilitates community efforts in rapid re-housing programming; emergency shelter operations and services; prevention & diversion programming for households who are at-risk of homelessness or experiencing housing instability; street outreach programming to connect literally homeless clients with services; and grant administration. The City expects to receive additional EHH allocation, specifically in response to the COVID-19 pandemic. That allocation is anticipated to be released toward the beginning of June 2020.

CEDD Assessors have suspended interior inspections until July, and all assessed values will be completed in May and state reports filed by June 8th. Open Book is rescheduled to July 27-31, and Board of Review is rescheduled to August 19th. Three appraisers assisted with early voting and the election. The CEDD Assessor team has accomplished many tasks since March. Some of those tasks included; 3,200 various data fields were cleaned up/corrected; 2,000 business personal property statements entered and calculated; 520 property listing prices entered; 390 property ownership/mailing address changes processed; 190 new homes and remodeled homes priced; 70 property photos updated; 18 tax exemption requests reviewed; and 15 parcel descriptions changed for CSMs, annexations, etc.

The Housing Rehab Program is only completing high priority exterior work at this time; for example, leaking roofs, rotted porches, code violations, etc. We continue to work with contractors and homeowners regarding the future scheduling of work, process payments to

contractors, loan payoff requests, subordination requests, completed the audit, and submitted all Federal and State quarterly reports. We are accepting and processing rehab applications for late summer/early fall and currently have 13 applications that are in various stages of review/potential approval. Work continues on confirming loans and entering that information into our new Tyler-Munis system.

CEDD GIS has managed a dramatic increase in technical support calls since the Safer at Home Order was enacted. Staff has worked with most GIS users in the City to ensure they were able to properly access GIS tools while working remotely. This process included: voice calls, Teams meetings, and remote desktop control to help staff resolve technical issues. GIS continues to move other projects forward and support staff as needed.

- Director Karen Harkness

Information Technology Update

Operations for the IT Department have been steady with all but 3 of us working from home. We've had our 2 helpdesk folks (Marge and Mike) coming in with one at City Hall and the other at PD to take care of phones and IM and anything they can address. I've been coming in 3 days a week to handle any paperwork needs and projects that need to be touched as opposed to remote work. The rest of the team can accomplish most of their tasks remotely. Below are bullet points of accomplishments since the beginning of the year:

- Infrastructure set and managed to allow 100+ people on any given day to be able to work remotely.
- Helpdesk support at City Hall and APD
- Minimal travel between sites as necessary
- Upgraded the Core network infrastructure
- Replaced aging fiber in City Hall
- Deployed new equipment as allowed
- Constant cybersecurity monitoring
- Working on the AV replacements in AFD, APD and Council Chambers. Hope to complete those projects by mid-summer.
- Implemented Apple Manager and MDM (Mobile Device Management) for all City-owned mobile devices.
- Standard requests as normal from both remote users as well as those in the office.

- Director Dean Fox

Mayor's Office

The Mayor's office is operating with two staff members in City Hall (mayor & executive assistant) and one staff member working from home (diversity & inclusion coordinator), and we have one vacancy (communications) to be filled. The Mayor has been working in the EOC as necessary. Introductory meetings with staff, local leaders, and citizens will continue for the foreseeable future.

Administrative Observations:

- Mayor's office has run business as usual, with meetings running virtually via Microsoft Teams or Zoom
- Executive Assistant covers certain office tasks for Legal Assistant who is working from home
- School field trips, Mayor's open office hours, office visits, etc. have been suspended during COVID-19 emergency orders
- Workflow between our office and some City departments has had to be adjusted as employees are working from home without access to the office

Diversity and Inclusion

With the advent of COVID-19, the top priority of the Diversity and Inclusion Coordinator became keeping our non-English speaking community informed with the rapid-fire updates. The 3 most frequently needed languages in Appleton are Hmong, Spanish and Swahili. With the Health Department, the EOC and community partners, we are collaboratively achieving that collective goal growing FB to 658 Followers with the Highest Reach of 33.8K people as of today.

We will continue to build on the successes of 2019, including the next phase of the Dignity & Respect campaign, outreach and educational events such as regular updates on WHBY, trainings, and social media enhancements. We will also be moving forward with Government Alliance on Race Equity (GARE) initiatives, among many other efforts to ensure Appleton is a welcoming and inclusive place.

Communications

The vacant position in the office has been retitled "Senior Communications Specialist" and is now posted. While the re-titling and reworking of the position description does not reflect any structural change to the office, the new position will emphasize strategic internal and external communications. We will fill this position in the coming weeks.

Parks, Recreation and Facilities Management

The Parks, Recreation and Facilities Management Department is off to a busy year. COVID-19 has certainly made our work more challenging, but we have found ways to continue to effectively deliver our services to both our internal and external customers. Following, I have provided a brief overview for each division.

Recreation

This year started out with a lot of excitement and strong participation in programs. While COVID-19 put a halt to our programs, we continue to see people looking to us as a respected recreation service provider in our community to provide ideas to keep them engaged and active. There has been an optimistic attitude from the community regarding returning to normal and in registering for future programs.

The recreation division staff is working remotely and have been busy planning and preparing for summer programs. The staff has been working through contingency plans for programs based on the safety of the community and staff. We are continually evaluating which programs will be carried out in the original format, which programs will be postponed to later in the summer, and what safety measures need to be in place for us to carry out these programs. In the meantime, the team is finding alternative ways to offer recreational programming and engagement including a virtual race (with 412 people registered), activities of the day posted to social media, and a virtual recreation center (updated weekly) on our website offering enrichment, educational, and active opportunities for the community.

We currently have two Recreation Programmer positions vacant and are working through the hiring process. An offer has been accepted by one candidate. We are extremely excited for and appreciative of Kabel Helmbrecht and Nate Baldwin for their service.

Grounds Management

Unlike most staff, the COVID-19 has affected the grounds staff very little due to the nature of their positions and ability to maintain social distancing. Spring is the busiest time of year as we clean up from the winter and prepare the parks and fields for another season of use. Hockey rinks have been disassembled and stored and the rink areas have been seeded and fertilized to aid turf recovery. Landscaping and drainage projects are ongoing. Core aeration and fertilization of athletic fields has been completed. Seasonal employees have begun joining our crew to help with this work as well as prepare for mowing which is already occurring. Other work includes playground equipment inspections and maintenance, court and field repairs and improvements, delivery of picnic tables, mulching playgrounds and landscape beds, etc. Grounds has installed signs to conform with the Governor's directives regarding playgrounds and other park amenities. We will be developing local rules regarding use of playgrounds and other park amenities now that the State's Safer at Home rules have been suspended and COVID-19 remains an issue.

Facilities Management

The maintenance of facilities is ongoing. January 1st the new janitorial services contract with Clean Power began. 2021 budget preparation is in progress including meetings with departments were completed virtually in April due to COVID-19. COVID-19 has made it more difficult to complete work as some facilities have restrictions to minimize any risk to essential workers. Staff have been tasked with deliveries of PPE supplies to departments as well as making PPE shields such as those in the Council Chambers, those utilized for voting, etc. Janitorial services have increased frequency of disinfecting high-touchpoint areas.

Reid Golf Course

Reid Golf Course could open with restrictions on April 24th and business has been good. Rental carts were allowed on April 29th and at this time the pro shop, clubhouse and practice range remain closed due to the Safer at Home order. We will evaluate continued closure of these services now that Safer at Home has been lifted. We look forward to seeing how the month of May will shape up to gain a better understanding of how COVID-19 will affect overall business.

Capital Improvement Projects

With winter transitioning into spring we can initiate many of our Capital Improvement Projects, most which are outdoors. Most notably is the construction of the Lawe Street trestle trail crossing, replacement of the Scheig Center parking lot, renovation of the Department of Public Works offices at City Hall, storage addition to the Parks and Facilities Operation Center and the replacement of the Universal Playground at Memorial Park. Many other projects including HVAC, plumbing, roofing, security, trail, hardscape and other projects are also in progress as approved in the 2020 CIP budget. We are also putting the final touches on projects that were affected by the wet weather in the fall of 2019. The Blue Ramp site restoration has begun and well as finalizing the Pierce Park playground replacement.

Other efforts include seeking grants for our Capital Improvement Projects. We were able to secure a grant for the future WE Energies Trail and continue to seek funding for future projects such as the Edison Trestle project and Ellen Kort Park.

Please contact me at 832-5572 or at dean.gazza@appleton.org with any questions.

-Director Dean Gazza

Human Resources & Risk Management

Operational Impact

The main impact of COVID-19 for the HR and Risk staff has been the amount of time spent on new mandates, changing requirements, EOC updates and answering questions for departments and employees. Outside of the direct COVID-related work, operationally, the department has been able to continue to conduct business pretty much as usual. We have had to adjust our

required training and have focused on more virtual and e-learning capabilities. These technologies will help the organization post COVID-19 by allowing more flexibility for operational departments to have required training accomplished without overtime and at more convenient times.

Staffing Impact

The nine members of the HR & Risk Team have been working remotely since March 19, 2020. As of May 12, 2020, our Benefits Coordinator has returned to the office at City Hall to be able to process facility access/ID cards for newly hired seasonal and regular employees. This employee will continue to work from City Hall on Tuesdays and Thursdays and work remotely M, W, F. The team has been able to utilize technologies to conduct virtual interviews and maintain communication with employees and departments having HR & Risk related questions and guidance. We have continued to hire and onboard employees, including seasonal employees, process leave requests, handle workers compensation, unemployment claims, liability claims, property losses and serve as a resource for departments on contracts, insurance, risk mitigation, safety and human resource related issues, including COVID-19 issues.

Projects Underway

- Development of a return to work plan, Q&A for employees and supervisory training materials for managing under COVID-19
- Education/learning of new Munis system and capabilities
- Exploration of E-learning for training
- Review of Loss Runs/History with Mayor and Finance
- Financial Wellness Team Quarterly Newsletter
- Updating succession plans-HR and Risk staff
- The Wellness Team continues to offer fitness challenges, home exercise program ideas, and other wellness topics relevant during the pandemic
- Review of several policies related to HR and Risk with updates to them as necessary
- Explore and implement expanded use of online onboarding for seasonal staff

Upcoming Projects

- Review HSA & HRA administrators
- Review of Occupational Health Pricing
- Valley Transit Labor Negotiations
- Health Risk Assessments
- Coordination of Occupational Health Testing for Respirator fit, medical clearance and annual audiograms
- Possible appraisal of all city buildings for insurance valuation purposes
- LEARN online training system (available through CVMIC in early 2021)
- THRIVE Leadership Academy 2.0

Significant Project Completion

- OSHA 30 Class -Taught in-house by our Risk Manager (savings of approximately \$6000)

- Seasonal Onboarding Portal and Online Training (replaces previous in-person training scheduled for summer 2020)
- Director Sandy Matz

Health Department

Our primary focus has been on COVID-19, so we have pivoted our priorities to only providing what would be considered essential services.

Our nursing staff continues to provide daily DOT (Directly Observed Therapy), and case management to two active TB cases. We are providing over the phone consultation and “visits” to our high-needs Maternal Child Health, Adult Health, Prenatal Care Coordination clients. Duties have been shifted, in these areas, primarily to two of our part time nurses who do not specialize in the area of communicable disease. This has required some additional training for these two staff members.

Our nursing staff call all persons who have been tested for COVID-19. This is to ensure that people stay isolated at least until test results come back (if negative), to provide information about symptoms and symptom onset, and to provide anticipatory guidance in case they receive a positive test result. If people have a positive result, we do a complete interview to try to capture the following information: potential sources of exposure, contacts they had during their infectious period, workplace information, and symptom monitoring. We continue to work with them, with daily checks on symptoms, until they are released from isolation. We also follow up with all contacts to every positive COVID-19 case, with daily checks for symptoms monitoring and quarantine for 14 days past the last exposure date.

COVID-19 related numbers as of 5/13/20:

57 positive tests

1015 Negative tests

143 Pending tests

278 Contact Investigations

11 Probable Cases (meet clinical case definition and had close contact to a confirmed case)

18 Suspected Cases (meet the clinical case definition)

To help us meet surge capacity with COVID-19 response, we have trained other non-nursing department staff members to help assist with COVID-19 related patient follow-up. provided training to members of our department’s administrative assistant, and members of our environmental and weights and measure teams, to assist with persons who have pending test results. We have also trained some of the Appleton Area School District Nursing Staff to assist with contact notification and monitoring. In addition, we have trained two of our part time nurses who do not typically work in the area of communicable disease to assist with contact

tracing. Having these extra resources help enable us to continue our proactive and thorough process, despite increases in testing. All the steps listed are necessary to try to reduce the spread of COVID-19 in the community.

Nursing staff have been fielding many calls from the community during the past 7 weeks. We assist many partners in the community, including healthcare, childcare providers, workplaces and long-term care facilities. We talk with many citizens, some of whom are quite anxious about COVID-19 and all the changes in their lives over the past few months.

Our Environmental Health program suspended routine Health inspections the middle of March. Two of our Environmental Health Inspectors have been working from home most of the time since City Hall was closed on March 19th. During this time, Health Inspectors have continued to perform licensing inspections for new establishments or those needing a new license due to ownership change. Early on, staff responded to many employee/employer related concerns about workplace safety with respect to social mitigation strategies not being followed. Inspectors have also worked on communications to all licensed establishments regarding best practices for their current operations and have performed follow-up phone consultations with higher risk establishments. Staff have been fielding questions from businesses regarding interpretation of Safer at Home orders.

Environmental Health Supervisor Steve Kihl has also been serving in the EOC as Operations Chief and will be working over the next week to prep for our annual establishment license renewal billing. Per Common Council, Apiary (Bee) rules have been updated and a fee study was done to bring our fees into alignment with other Wisconsin Communities. All requested licenses have been issued.

Weights and Measures staff have served in a variety of ways to support our COVID-19 response. Staff assisted our Nurses develop an excel spreadsheet that tracks results relating to Covid-19 cases in the City of Appleton. Several staff assisted with election day and absentee/early voting prior to the election.

Staff have used the Safer at Home orders to complete many Gas Station Inspections: 31 stations (1,071 pump inspections) inspected in Appleton and the consortium communities of Ashwaubenon, Berlin, Fox Crossing, Kimberly, Kaukauna, Little Chute, New London, Ripon, and Waupaca. To minimize contact with store employees, staff created a form to explain the inspection process so that there is minimum exposure. Working with a nurse, weights and measures staff developed safe inspection procedures for handling gas pump handles. We use a bleach solution to wipe down handles with before and after the inspection.

The City EM/Preparedness Coordinator has been serving in the role as Planning Section chief in the EOC. In this role she has also worked with municipal and county officials to establish respite and isolation centers both for our City staff and community members. This past week she has been on-site at the community COVID-19 testing location held at Fox Valley Technical College.

City Attorney's Office

As of May 1, Chris Behrens assumed the duties of City Attorney and Amanda Abshire moved into the Deputy City Attorney position. We are currently in the process of hiring another attorney to restore our office to full staffing.

Since the declaration of emergency in mid-March, at least one attorney has always been working out of City Hall while remaining staff worked remotely. In 2017 this office converted to CityLaw - an electronic/paperless system for maintaining our files and all related documents. Having that platform in place has been critical to allowing our office to continue functioning since our office files and documents are easily accessible and can be shared among staff, regardless of location. Staff has been available during all City of Appleton core hours, but also outside of the usual business hours as needed.

We have continued to function in a "business as usual" mode, providing advice and guidance to City departments including preparing contracts, negotiating several intergovernmental agreements and the like. In addition to the regular work stream, the COVID-19 emergency added a significant extra layer of work requiring advice and guidance from our department. Since the "Safer at Home" order, the City Attorney's Office has opened close to 100 matters in our CityLaw system. In addition to advising various departments regarding specific matters related to the COVID-19 emergency, this number also includes drafting and processing 49 contracts (drafting to routing), preparing closing documents for the three eminent domain processes, and assisting in the routing process for other contracts and documents using a new process.

City Clerk's Office

Staffing

The Clerk's office has remained operating at full staff, and everyone is still currently working at City Hall with no anticipated changes to this.

Spring Election

Total Absentee Ballots Sent: 16,923

Total Absentee Ballots Counted: 12,613

Total Absentee Ballots Rejected: 246

Total Absentee Ballots Returned Late: 219

Total Ballots Cancelled: 3,462

(Cancellation reasons: changed mailing address, undeliverable, voter request, voter moved)

The Spring Election was finalized and closed out on April 30th. Prior to finalizing the Spring Election, the Spring Primary was finalized. The process to finalize the Spring Election only took approximately 7 days.

Current Activities

We are currently working on processing liquor and bartender license renewals, processing tax

exempt property reports, preparing for the Board of Review adjourn meeting, dealing with voter management tasks, and election preparations for the fall including entering a substantial amount of absentee ballot requests for the August and November elections (that were received with the April election requests).

- Attorney Chris Behrens

POLICE

Emergency Schedule

We are still operating under the emergency staffing schedule that I discussed earlier with council. Vacations have been cancelled and staff has been doing an outstanding job adjusting to their new duties and expectations. We have several models set up to transition back to our regular work schedule that comply with contracts and hours worked requirements.

Operations

We are staffing according to demand and call volume. We have seen a dramatic decrease in overall calls and for most crime. We have seen a significant drop in crimes related to travel and businesses, such as crashes and retail thefts. We have not yet seen an increase in domestic abuse cases but we also know that many are not being reported because victims may not feel safe calling during the pandemic. We have seen an increase in mental health calls because of providers stepping back during the pandemic.

Staffing Update

We currently have two (2) open officer positions at this time.

Projects

Policy Management – We are transitioning to the Lexipol Policy and Training Management System. This will automate our policy and procedure manual and give us the ability to track when policies are disseminated. The system includes online tests to confirm an understanding of the policy and daily training bulletins that we can use as a training tool

Automatic License Plate Reader System (ALPRS) – Through a grant we were able to obtain a reader that we will put on an intensive use squad, a squad that runs almost 24/7 on patrol. This is similar to the system Grand Chute and Neenah PD use and Grand Chute has agreed to be the local “hub” for retaining the information. Similar to the parking utility vehicle, but with fewer cameras, the ALPRS reads license plates as an officer is on patrol and runs them. If the plate comes back with a “hit” as the owner being wanted for a crime, or the vehicle is stolen, it will immediately notify the officer.

Training Center Update – IT and Facilities are working on scheduling installation of our updated AV and tables/chairs for our training center. It is frequently used by not only other law enforcement agencies in the county but also other community groups and partners.

- Chief Todd Thomas

Library

In response to COVID-19, the library canceled programs, classes and events on March 13 and our facility closed to the public on March 15. The public library environment is a highly trafficked public building accessed by people of all ages and stages of life including many that would be considered at risk should they contract COVID-19. In addition, because items are borrowed and then returned to the library, there is an added layer of precaution and procedure needed.

As the State Governor and HHS Secretary issued orders restricting mass gatherings and ultimately issued specific direction for public libraries in executive orders, the library remained in compliance with the orders following all additional guidance and clarifications provided by the Department of Public Instruction's Division for Libraries and Technology as well as in line with supporting the City's priorities and objectives.

The library is currently functioning in two regards: as a way to support the library services that we can provide safely at this time and as a part of the city's comprehensive response to the pandemic.

All staff that can work from home are doing so. Staff working out of the library are those supporting contact-free curbside pickup of materials and those required to maintain the facility and provide access, periodic technology maintenance and building security. All staff who are in the building are following procedures and PPE protocols that have been established in consultation with our health department. All staff who are able to work are currently working.

The library meeting rooms are being used to facilitate a centralized PPE inventory and community PPE donation drive as well as a location to quarantine library materials until they are safe to handle.

As the information line for the City of Appleton, the library has continued to provide remote public service via phone and email responding to questions about city services, government orders, health concerns, unemployment and more. We are offering enhanced access to e-books, audiobooks and other online learning tools through our digital branch at www.apl.org and through our social media portals.

As a first step toward reopening, we began offering curbside pickup of library materials in May. This service was met with great enthusiasm from the public and in the first week offering the service we received over 1,000 requests for materials with requests for books outnumbering all other formats 5:1.

Below are additional updates about library operations since COVID-19 became an issue locally. This is not a comprehensive list as we continue to respond to needs as they arise.

Addressing Community Information Needs

- Developed and implemented system for electronic library card registration.
 - Over 1,200 new or renewed cards via phone or online since closing the building to the public.
- Public WiFi is offered in the parking lot. DPI has created an online map to help residents identify libraries that have extended their WiFi while their buildings are closed.
- Created resource lists for students, parents, and educators and resource guides of local social service agencies and offerings to help individuals and other resource providers
- Addressing other information needs gaps as they are discovered. For example, tax forms access moved to City Hall lobby and staff are monitoring and refilling as needed.

Circulation of Physical Materials

- Materials delivery between libraries ceased week of March 15. Materials that were stuck in transit at the time we shut down have now been delivered to their destinations.
- Resumption of interlibrary loans will not occur until additional information is known from a national research study regarding the lifespan of the virus on library materials. Currently, materials that are returned will be quarantined for 72 hours.
- Due dates are being continuously extended, so no fines are accruing during this period.
- We are using curbside pick-up bundles to promote participation in the Census.

Classes, events, programs, collaborations

- Programming for children, tweens, teens and adults
 - Numerous programs have been converted to online programs including live events, story times, self-directed activities, pre-recorded You Tube videos. These include Hmong bilingual and Spanish bilingual programs. Partner Programs include a Live musical storytime with the Building for Kids, the Fox Valley Symphony Orchestra and the Appleton Public Library.
 - Literacy related programming, booktalks, poetry contests, online book discussions
 - Educational programs on financial aid resources, unemployment, the census.
 - Developing small business resources

- Health and well-being focused programming including feel-good book talks and literature resources, online mindfulness programming.
- The Seed Guild liquidated the Seed Library to distribute seeds to the community
- Collaborating with the History Museum at the Castle to organize a post-COVID-19 community archive
- Fox Cities Reads is being re-designed and moved to the fall

Involvement in the City's comprehensive response to pandemic

- Election support – staff provided support with printing/mailing absentee ballots as well as several volunteered for election day support. Library volunteer list was also utilized to solicit workers.
- Supplies – providing staff support for the centralized location for PPE supplies and location for the community supplies drive.
- Communications support – the library's marketing coordinator has taken on additional responsibilities and joined the EOC with the PIOs. She will be activated as a full PIO the week of May 18. She is also maintaining the city's social media communications during the position vacancy.

Assessing the facility to prioritize social distancing and other essential public health procedures

We have begun working with FMPRD on the design and construction of barriers for service desks, planning for the rearrangement or removal of furniture or other items to accommodate social distancing and planning around the re-purposing of spaces to provide social distancing as we prepare for future phases and the eventual reopening of the library.

- Director Colleen Rortvedt

Valley Transit

(Update memo to the Transit Commission – 5/12/2020)

This memo should serve as an update since we haven't met recently due to COVID-19. Valley Transit continues to operate regular bus service for essential trips throughout this health emergency. All routes are running except tripper services which operate during the school year to handle capacity constraints related students. Valley Transit continues to take numerous incremental safety precautions and steps as directed by local health officials and the Centers for Disease Control. The Valley Transit Center is closed to the public.

I'll take this opportunity to recognize and commend the entire Valley Transit team. The drivers have done an amazing job adapting to the rapidly changing environment.

Additionally, the remainder of the support staff has stepped up to the challenge. My hat is off to the entire VT Team!

Since we last met, the City of Appleton has a new Mayor, Jacob Woodford. Mayor Woodford appointed two new COA Alderpersons, Joe Martin and Vered Melter to the Fox Cities Transit Commission. Please join me in welcoming Mayor Woodford and our newest FCTC members. They are replacing Alderpersons Brad Firkus and Alex Schultz. Many thanks to Aldersons Firkus and Schultz. Because we haven't been able to hold elections, Bob Buckingham and George Dearborn continue to serve as Chair and Vice-Chair respectively.

Plans are in the works to begin having committee and commission meetings soon. As you likely expect, those meetings will primarily be done virtually. Stay tuned for more information.

Valley Transit hired Stephanie Lenz as a Travel Training Specialist. Stephanie will be working alongside Sarah Schneider to identify barriers and provide training to overcome those barriers allowing for utilization of Valley Transit's services. Welcome Stephanie!

Valley Transit Staff held several meetings with our partner communities, businesses, and non-profits just before this health emergency. Comments included, but are not limited to, a new bus shelter in Kaukauna, shelter replacements and a potential new Transit Center location in Neenah, and a request from Little Chute to join the FCTC. This all remains on our radar screen.

As always, feel free to reach out if you have a specific question.

- General Manager Ron McDonald



CoronaVirus (Covid-19) Guidelines

Coronavirus has made its way into our service area. Now more than ever we need to remain vigilant with our use of PPE and decontamination of our ambulances. Please review the below guidelines thoroughly for comprehension. Screening patients during your assessment is imperative to identify person's under investigation (PUI).

County Public Health and the Communications Center are working together to update the call screening process to identify risks, flag persons with risk in CAD, and provide EMS advisory information as warranted. If you receive information from the Communications Center that Airborne or Respiratory Precautions are advised:

- Dispatch to provide “enhanced PPE” notice in dispatch notes
- Do not ignore this information – Don full PPE (gloves, gown, N95 mask, and goggles or full face shield)
- Limit the personnel within 6 feet of the patient. Consider using one employee to evaluate the patient initially.
 - Local fire departments may not be sending all personnel into calls initially to limit exposure of staff.
- Put a standard face mask (not an N95) on the patient to limit exposure as long as it does not interfere with patient treatment.

If you are not provided any specific dispatch information for a patient with respiratory illness symptoms:

- Begin initial assessment from a distance of at least 6 feet from the patient. Sample questions listed below.
 1. Does the patient have any of the following symptoms?
 - a. Category 1
 - i. Measured body temp >100.0F
 - ii. Warm to touch at room temperature
 - iii. Chills
 - iv. Dyspnea
 - v. Persistent cough
 - vi. Any new respiratory problems (sneezing, wheezing, congestion, etc)

a. Category 2

- i. Travel in the past 14 days to a Level II or III COVID-19 Country.
- ii. Any close contact with *confirmed* COVID-19 patient in last 14 days

If the patient meets any ONE criteria from BOTH categories, they should be considered infectious and **PPE standards should be followed.**

- Anyone who has had close contact with a laboratory-confirmed COVID-19 case should also be considered a potential.
- If there is suspicion of COVID-19, follow the guidance below— use all PPE, put a mask on the patient and continue to limit the personnel near the patient.
- Notify the hospital immediately to advise them of the symptoms so that they can be allocated to the most appropriate room.

PPE Standards on sick/respiratory illness patients:

- Standard safety glasses are not considered appropriate eye protection for infectious disease control. Goggles with indirect venting or a full face shield are the recommended level of eye protection.
- Goggles are reusable and should be disinfected like other EMS supplies (while wearing a new pair of gloves).
- N95 particulate mask should be worn at all times (if you have not been fit tested within the last year contact Heather Stenbroten)
 - Facemasks are an acceptable alternative until the supply chain is restored. Respirators should be prioritized for procedures that are likely to generate respiratory aerosols, which would pose the highest exposure risk to HCP.
- Fluid impervious gown is recommended.

Precautions for Aerosol-Generating Procedures

- If possible, consult with medical control before performing aerosol-generating procedures for specific guidance.
- An N-95 or higher-level respirator, instead of a facemask, should be worn in addition to the other PPE described above, for EMS clinicians present for or performing aerosol generating procedures.
- EMS clinicians should exercise caution if an aerosol-generating procedure (e.g., bag valve mask (BVM) ventilation, oropharyngeal suctioning, endotracheal intubation, nebulizer treatment, continuous positive airway pressure (CPAP), bi-phasic positive airway pressure (biPAP), or resuscitation involving emergency intubation or cardiopulmonary resuscitation (CPR)) is necessary.
- BVMs, and other ventilatory equipment, should be equipped with HEPA filtration to filter expired air.

- EMS organizations should consult their ventilator equipment manufacturer to confirm appropriate filtration capability and the effect of filtration on positive pressure ventilation.
- If possible, the rear doors of the transport vehicle should be opened and the HVAC system should be activated during aerosol-generating procedures. This should be done away from pedestrian traffic.

Transport of a confirmed Coronavirus Patient:

- Don the “PPE Standards” prior to entering the hospital or home.
- Limit exposure to patient to one provider whenever possible.
- Work with sending and receiving facility infection control whenever possible.
- Notify receiving facility early with an ETA of your arrival.
- Follow all hospital procedures and post exposure protocols upon transfer of care

Post Exposure of a confirmed/suspected Corona Virus patient:

- Do any PPE that has made contact with the patient and dispose in a biohazard bag
 - N95 Masks can be reused up to 8 hours, but need to be cleaned with an anti-viral substance
 - Please begin saving old N95 masks. They may need to be used in the future.
 - This is not a biohazard and can be disposed of in the garbage
- Wear safety glasses and surgical mask (N95) while performing decontamination.
- Thoroughly wipe your cot and any exposed equipment with antiviral wipes.
- Utilize UV lamps at HQ to sanitize the interior of the ambulances for 60 minutes. (only for confirmed COVID-19 Patients)
 - Perform a secondary wipe down of ambulance with antiviral wipes
- Return vehicle and equipment to service

Provider Post Exposure of a confirmed/potential Corona Virus patient

These are guidelines for return to the workforce. Individual cases may require review and specific modification of this plan if there are special circumstances.

- **Exposure to confirmed COVID-19 infection**
 - Was EMS personnel wearing all recommended PPE?
 - Yes- No work restriction with self-monitoring in place
 - No- administration will call you with the plan for further management
- **Exposure to potential COVID-19 infection**

- Was EMS personnel wearing all recommended PPE?
 - Yes- No work restriction
 - No- report to supervisor
- Gold Cross employee who tests positive for COVID-19 needs to remain isolated until the illness resolves and repeat testing confirms negative test.
- Consideration to discontinue in-home isolation and return to work include all of the following:
 - Resolution of fever, without use of antipyretic medication
 - Improvement in illness signs and symptoms
 - Negative result of an approved assay for COVID-19

Definition

Self-monitoring- ask yourself if you have any of the COVID-19 symptoms (shortness of breath, cough, fever, sore throat) and take your temperature before returning to work.

Report any symptoms to on-duty supervisor for further

Recommended PPE: respirator or face mask, eye protection

Fever ≥ 100.0

General Precautions

- Wash your hands!
- Keep hand sanitizer readily available in each apparatus and in all of the common areas and use it whenever washing your hands is not immediately practical. Even after using hand sanitizer, wash your hands as soon as practical.
- Keep surfaces clean in the stations and apparatus – wipe down door handles, steering wheels, countertops, etcetera often.
- Self-monitor for signs of fever or respiratory symptoms (e.g., cough, shortness of breath, sore throat). If symptoms develop, self-isolate and notify the on-duty supervisor

OUTAGAMIE COUNTY FIRE CHIEFS ASSOCIATION		TITLE: Requests for MABAS RTF Response	
S.O.G. #	ISSUE DATE:	SECTION: FIRE	FILE NAME:
S.O.G. SOURCE: Standards and Procedures Committee		AUDIENCE: Outagamie County Fire & EMS Departments	TOTAL PAGES: 3
LAST UPDATE:	ASSOCIATION APPROVAL Date:		COUNTY APPROVAL Date: N/A

I. PURPOSE

To establish a procedures, guidelines, and responsibilities for Outagamie County Fire and EMS agencies requesting Rescue Task Force response via the Countywide MABAS RTF Card.

II. DISCUSSION

Outagamie County Fire and EMS agencies have the option of requesting the Countywide MABAS Rescue Task Force (RTF) response to active shooter / hostile event incidents. It is essential that agencies requesting this response understand their ongoing critical roles throughout these incidents to ensure the best outcome possible is facilitated.

III. DEFINITIONS

Active Shooter / Hostile Event - Any incident created by an intentional act of violence in which there is the possibility of an on-going ballistic, explosive, or other weapon threat.

Areas of Operation / Exclusion Zones – Areas of operation will be divided into cold, warm, and hot zones. These zones will be determined by law enforcement personnel and may be fluid based on the ongoing threat assessment throughout the incident.

Hot Zone – An area where there is a known, direct, and immediate hazard or life threat and no security measures in place by law enforcement. RTFs should not be deployed into a Hot Zone.

Warm Zone – An area that has had some security measures put in place by law enforcement personnel and where there is a minimal or mitigated threat. RTFs deploy into this zone to locate and treat victims.

Cold Zone – An area where there is little or no threat due to geography or having been secured by law enforcement personnel. The triage, treatment, and transport functions will be established in the Cold Zone.

Rescue Task Force (RTF) – A group of EMS or Fire/EMS and law enforcement resources deployed to provide initial triage and point-of wound care to victims within the designated warm zone. The RTF treats, stabilizes, and removes injured patients in a rapid manner while wearing ballistic protective equipment and operating under the protection of law enforcement. These teams may be designated as RTFs or Evacuation (EVAC) teams.

Casualty Collection Point (CCP) – The location to which patients are evacuated from the Warm Zone to be triaged. This area should be located in the Cold Zone and serves as the area where triage, treatment, and transport functions are coordinated and executed.

Ambulance Exchange Point – The location at which patients are loaded into the ambulance for transport to a medical center. The location should be a hard-packed surface near the Casualty Collection Point, and defensible by law enforcement to protect from secondary threats.

IV. PROCEDURE

A. Requesting an RTF Response

When an agency recognizes that they are responding to a potential active shooter / hostile event, they have the option of requesting Countywide MABAS RTF response. This request can be made through the Comm Center by any MABAS member agency. The primary responding resources will include the following:

- Appleton Fire Department (AFD) – One RTF Team
- Grand Chute Fire Department (GCFD) – One RTF Team
- Kaukauna Fire Department (KKFD) – One RTF Team
- Grand Chute Fire Department (GCFD) Command Car – One Chief Officer

In the event that an agency or the chief officer takes a “pass” the following alternate resources will be dispatched in their respective place:

- Greenville EMS (GVFR) – One RTF Team
- Appleton Fire Department (AFD) Command Car – One Chief Officer

B. Requesting Agency Responsibilities


The agency requesting the Countywide MABAS RTF response will have ongoing responsibilities throughout the duration of the incident. While impossible to be all-

encompassing, the following list represents the basic roles and responsibilities which should be fulfilled by the requesting agency initially, and as the incident evolves:

- Establishment and maintenance of a unified command post, system, and scalar structure with representatives from EMS, Fire, and law enforcement.
- Identification and establishment of a staging area (and staging manager) located a safe distance from the incident.
- Ensuring that staging vehicles and apparatus do not impede traffic into and out of the incident area which could hinder patient transport.
- Early request for EMS treatment and transport resources via the agency's MABAS Life Safety Card.
- Staffing, equipping, and execution of mass casualty patient triage, treatment, and transport functions within the cold zone.

Upon arrival of the MABAS RTF response, the RTF Chief Officer will assume the role of Rescue Group Supervisor coordinating the RTF function. While impossible to be all-encompassing, the following list represents the functions which should be performed by the Countywide MABAS RTF responders working under the Rescue Group Supervisor:

- Coordination with law enforcement for force protection.
- Assignment of resources to perform RTF functions within the warm zone.
- Identification of casualty collection point location.
- Evacuation of patients from the warm zone to the casualty collection point located within the cold zone.

	APPLETON FIRE DEPARTMENT STANDARD OPERATING GUIDELINE (S.O.G.)	
	TITLE: Coronavirus 2019 (COVID-19) Response	
S.O.G. 3-054	SECTION: First Responder	FILE NAME: J:\Common\SOG'S\First Responder (SOG 3-010 - SOG 3- 054)\3-054 COVID-19 Response
ORIGINAL ISSUE DATE: 03/20/2020	LAST REVIEW DATE: 03/18/2020 REVIEWER: Chief Hansen	NEXT REVIEW DATE: 04-30-20

PURPOSE:

To provide guidelines for the operation of the Appleton Fire Department personnel who respond to patients who meet Coronavirus 2019 (COVID-19) criteria.

The Appleton Health Officer/designee is responsible to promptly take all necessary measures to prevent, suppress and control communicable disease. The Appleton Health Officer/designee will serve as the coordination and communication authority within this policy. Although state and local health officials tend to follow the guidance of national authorities, there may be variances among the local health officers in their specific plans and implementation.

POLICY:

It is the policy of the Appleton Fire Department to have a structure in place to guide the response of the department through a sustained COVID-19 pandemic. Focus will be on minimizing the number of deaths and illnesses within the community, while protecting fire department employees and cooperating regional agencies while maintaining the ability to respond to calls for service.

DISCUSSION:**Assumption**

- A. COVID-19 pandemic is a new challenge for the fire department and the global community.
- B. To some extent, everyone will be affected by the COVID-19 pandemic.
- C. The first wave of the COVID-19 pandemic may last from 4-6 months, while the entire pandemic may last an entire year.
- D. Widespread illness in the community may also increase the likelihood of sudden and significant shortages of finite resources such as space, personnel and supplies.
- E. Effective preventative and therapeutic measures including respiratory support and antiviral agents, will likely be in short supply.
- F. Health care workers and first responders will likely be at higher risk of exposure to COVID-19 than the general population, further impeding the care of patients.

PROCEDURES:

- A. Outagamie County Communication Center is using modified caller queries to assess for potential COVID-19
 1. The Communication Center will ask questions screening patients for the potential of having COVID-19. Their questions will center on the following categories of patients:
 - Category 1
 - Measured body temp >100.0F
 - Warm to touch at room temperature
 - Chills
 - Dyspnea
 - Persistent cough
 - Any new respiratory problems (sneezing, wheezing, congestion, etc)
 - Category 2
 - Travel in the past 14 days to a Level II or Level III COVID area. To see a full list of countries on the CDC's Level # Travel Hazard Notice, visit: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/after-travel-precautions.html>
 - Any close contact with *confirmed* COVID-19 patient in last 14 days

If the patient meets any ONE criterion from BOTH categories, they should be considered infectious. That information will be communicated to responding units by the phrase "Use enhanced PPE".

2. Personal Protective Equipment

- a. N95 Mask or MSA facepiece with a P100 cartridge
- b. Fluid impervious gown
- c. Two-layers of disposable gloves (The second layer will assist in DECON)
- d. Eye protection
- e. Surgical mask must be applied to the patient as soon as contact is made

If PPE is limited:

- a. Surgical masks may be work in lieu of N95 masks
- b. Gowns should be reserved for those who may be performing aerosol generating procedures
 - BVM
 - CPAP
 - Suctioning
 - Nebulizer treatments
 - Advanced airway

3. If the Communication Center advises the patient is suspected of having COVID-19, EMS personnel should don appropriate PPE before entering the scene.

If information about potential for COVID-19 has not been provided by the Communication Center, personnel should exercise appropriate precautions when responding to any patient with signs or symptoms of a respiratory infection. Initial assessment should begin from a distance of at least 6 feet from the patient "Doorway Triage", if possible. Patient contact should be minimized to the extent possible until a facemask is on the patient. If COVID-19 is suspected, all PPE as described above should be used. If COVID-19 is not suspected, follow standard procedures and use appropriate PPE for evaluating a patient with a potential respiratory infection.

4. A facemask should be worn by the patient for source control. If a nasal cannula is in place, a facemask should be worn over the nasal cannula. Alternatively, an oxygen mask can be used if clinically indicated. If the patient requires an advanced airway, see below for additional precautions for aerosol-generating procedures.
5. Move the patient outside, when possible, to take advantage of natural ventilation and greatly reduced exposure to contaminated surfaces.

6. When applicable, during transport, limit the number of medical providers in the patient compartment to essential personnel to minimize possible exposures.
 - a. Drivers, if they provide direct patient care (e.g., moving patients onto stretchers), should wear all recommended PPE. After completing patient care and before entering an isolated driver's compartment, the driver should remove and dispose of PPE and perform hand hygiene to avoid soiling the compartment.
 - b. If the transport vehicle does not have an isolated driver's compartment, the driver should remove the face shield or goggles, gown and gloves and perform hand hygiene. A respirator or facemask should continue to be used during transport.
 - c. All personnel should avoid touching their face while working.
 - d. After care is transferred to ambulance staff or after the patient is delivered to hospital staff, personnel should remove and discard PPE and perform hand hygiene. Used PPE should be discarded in accordance with routine procedures. Significant efforts should be made to avoid contaminating fire apparatus.
- B. Transporting a person suspected or confirmed with COVID-19:
 1. If a patient with an exposure history and signs and symptoms suggestive of COVID-19 requires transport to a hospital for further evaluation and management, the following actions should occur during transport:
 - a. Responders should notify the receiving hospital that the patient has an exposure history and signs and symptoms suggestive of COVID-19 so appropriate infection control precautions may be taken prior to patient arrival.
 - b. Keep the patient separated from other people as much as possible.
 - c. Family members and other contacts of patients with possible COVID-19 should not ride in the ambulance, if possible. If riding in the ambulance, they should wear a facemask.
 - d. Isolate the driver from the patient compartment and keep pass-through doors and windows tightly shut, if possible.
 - e. Close the door/window between these compartments before bringing the patient on board.
 - f. During transport, vehicle ventilation in both compartments should be on non-recirculated mode to maximize air changes that reduce potentially infectious particles in the vehicle.
 - g. Use the vehicle exhaust fan to draw air away from the cab, toward the patient-care area, and out the back end of the vehicle.
- C. Removal of PPE
 1. Once the patient has been transferred to ambulance or hospital staff and contact with the patient is complete, carefully doff PPE.

2. Remove PPE in order:
 - a. Gloves (first layer)
 - b. Goggles
 - c. Gown
 - d. Mask
 - e. Gloves (base layer)
 3. Remove PPE inside out, to contain contaminants.
 4. Be gentle when removing PPE so as not to aerosolize any contaminants that may be present.
 5. Place used PPE in a regular garbage bag and tie it shut. Leave bag with ambulance. If the contaminated PPE returns to the fire station, immediately place the sealed bag outside in a dumpster.
- D. Putting the ambulance back in service
1. After transporting the patient, leave the rear doors of the transport vehicle open to allow for enough air changes to remove potentially infectious particles.
 - a. The time to complete transfer of the patient to the receiving facility and complete all documentation should provide enough air changes.
 2. When cleaning the vehicle, wear a disposable gown and gloves. A face shield or facemask and goggles should also be worn if splashes or sprays during cleaning are anticipated. Doors should remain open when cleaning the vehicle.
 3. All surfaces that may have come in contact with the patient or materials contaminated during patient care (e.g., stretcher, rails, control panels, floors, walls, work surfaces) should be thoroughly cleaned and disinfected using a disinfectant rated for COVID-19.
 4. Avoid shaking the linen.
- E. Putting the fire apparatus back in service
1. Drive to Fire Station #1.
 2. When cleaning the vehicle, wear a disposable gown and gloves. A face shield or facemask and goggles should also be worn if splashes or sprays during cleaning are anticipated. Doors should remain open when cleaning the vehicle.
 3. Use the electrostatic sprayer to clean the cab and equipment. View the video created by DE Dannen and FF Webb. The video can be found on all rig phones.

4. Return to appropriate station while wearing both eye and respiratory protection.
 5. Properly dispose or disinfect remaining PPE.
 6. Wash clothing.
- F. Reporting measures and follow up
1. Make note of patient content. Document how close AFD personnel came to the patient, what the patient was wearing, what PPE was used by AFD personnel, what was applied onto the patient and when it was donned, etc.
 2. Consult the Emergency Medicine Physician caring for the patient on what they believe the likelihood is that the patient has COVID-19, and if they will be tested.
 3. Inform the Shift Battalion Chief that staff has been in contact with a patient suspected of having COVID-19.
 4. Personnel are OK to remain at work if they are asymptomatic.
 5. Contact the health department to report the suspected exposure.
 6. If employees develop signs or symptoms of COVID-19, such as an upper respiratory infection, shortness of breath, fever and/or cough, they should self-isolate and contact their personal physician by phone for advice.
 - a. If the symptoms are believed to be COVID-19 and work related, they should contact the Deputy Chief by phone.

Companion Documents:

1. Influenzas Pandemic Preparedness/Response, AFD SOG 03-053
2. Wisconsin Department of Health Services, Coronavirus Disease
 - a. <https://www.dhs.wisconsin.gov/covid-19>
3. Center for Disease Control and Prevention
 - a. <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

Appleton Fire Department

Guidelines for Return to Work – COVID 19 Pandemic

This guidance is based on currently available data about COVID-19 from the CDC. Recommendations regarding which providers are restricted from work may not anticipate every potential scenario and will change if indicated by new information. Recommendation is to self-monitor for fever and symptoms of COVID-19 (daily) for EVERYONE (see example of self-monitoring form). Contact your supervisor as soon as possible prior to your next scheduled shift if you screen positive OR you have developed a temperature >100 oF. Depending on current staffing situation, recommendations to return to work after illness or exposure, may be discussed on a case by case basis.

For personnel with symptoms compatible with potential COVID-19:

- You have the option of a non-test-based strategy or test-based strategy; testing is not mandatory

Non-test-based strategy: Exclude from work until

- o At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications AND improvement in respiratory symptoms (e.g., cough, shortness of breath); AND
- o At least 7 days have passed since symptoms first appeared.

Test Based Strategy: Exclude from work until

- o Resolution of fever without the use of fever-reducing medications for at least 24 hours AND
- o No symptoms for 24 hours AND
- o Negative results of COVID testing.

If you do test positive for COVID:

- Remain under home isolation precautions for a minimum of 7 days from symptom onset AND you must be symptom-free for 72 hours before you can return to work (including resolution of fever with the aid of fever-reducing medications). Approval to work must be confirmed by supervisor.

After returning to work:

- May not return until 14 days after onset of symptoms.
- Adhere to hand hygiene, respiratory hygiene, and cough etiquette (e.g., cover nose and mouth when coughing or sneezing, dispose of tissues in waste receptacles)
- Self-monitor for symptoms, and alert supervisor if fever develops, or if respiratory symptoms recur or worsen.

Potential or Known COVID-19 Exposure

Currently, this guidance applies to healthcare providers and members of public safety with potential exposure to patients with confirmed COVID-19. However, exposures could involve a person under investigation (PUI) who is awaiting testing or who does not receive a test. A record of high or medium risk exposures to a PUI should be maintained and the individual(s) exposed need to:

Self-monitor means health care provider or member of public safety should monitor themselves for fever by taking their temperature twice a day and remain alert for symptoms (e.g., cough, shortness of breath, sore throat). Anyone on self-monitoring should be provided a plan for whom to contact if they develop fever or respiratory symptoms during the self-monitoring period to determine whether medical evaluation is needed. Contact ThedaCare 24/7 triage line 920-830-6877 or toll free at 800-236-2236.

Close contact is defined as being within approximately 6 feet of a suspected or known COVID-19 case for >10 minutes. Close contact can occur while caring for, living with, visiting, sharing a healthcare waiting area or room, or enclosed emergency vehicle with a COVID-19 case. OR - Having direct contact with infectious secretions of a COVID-19 case (e.g. being coughed on).

Because our local community now has sustained spread, the recommendation to practice social distancing, remain at home or in a comparable setting unless necessary travel is required, and to cancel all non-essential travel is applicable to everyone. It is no longer reasonable to expect providers to undergo exclusion from work post travel unless it is to an identified level 3 travel advisory location according to CDC or they have an identified close contact with someone known or suspected to have COVID-19.

Actions to be taken if a High/medium risk exposure occurs:

- Self-monitoring with reporting to designated organizational supervisor.
- Restriction from work in any healthcare setting until 14 days after their last exposure.
- If they develop any fever (measured temperature >100.0 F or subjective fever) OR respiratory symptoms consistent with COVID-19 (e.g., cough, shortness of breath, sore throat), they should immediately self-isolate and notify their supervisor as well as contact their healthcare provider to determine need for further evaluation.

High Risk	Level 3 Travel health notice per CDC	Living in the same household as, being an intimate partner of, or providing care in a nonhealthcare setting (such as a home) for a person with symptomatic laboratory-confirmed COVID-19 infection	Exclude from work for 14 days after last exposure and need to quarantine
Medium Risk		Close contact with a person with confirmed COVID-19	Exclude from work for 14 days after last exposure


Actions to be taken if a Low risk exposure occurs:

- Provider should perform self-monitoring with reporting to designated organizational supervisor or infection control officer until 14 days after the last potential exposure. They should check their temperature twice daily and remain alert for respiratory symptoms consistent with COVID-19 (e.g., cough, shortness of breath, sore throat). They should ensure they are afebrile and asymptomatic before leaving home and reporting for a shift.
- If they develop fever (measured temperature > 100.0 F or subjective fever) OR respiratory symptoms they should immediately self-isolate and notify their supervisor as well as contact their healthcare provider to determine need for further evaluation.

Low Risk	Being in the same environment (e.g. classroom, store, hospital waiting room, etc) as a person with symptomatic confirmed COVID-19 for a prolonged period of time but not meeting definition of close contact	Self-monitoring
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Exposure Table

Healthcare or Work Related Exposure		
Risk Factor	Exposure Category	Work Restrictions for Asymptomatic Provider
Close Contact with a Covid-19 patient who was wearing a face mask (i.e. source control)		
PPE: none	Medium	Exclude from work for 14 days after last exposure
PPE: not wearing a facemask or respirator	Medium	Exclude from work for 14 days after last exposure
PPE: not wearing eye protection	Low	Self-monitoring
PPE: not wearing gown or gloves	Low	Self-monitoring
PPE: wearing all recommended PPE	Low	Self-monitoring
Close contact with a Covid-19 patient who was NOT wearing a face mask (i.e. no source) control		
PPE: none	High	Exclude from work for 14 days after last exposure
PPE: not wearing a facemask or respirator	High	Exclude from work for 14 days after last exposure
PPE: not wearing eye protection	High	Exclude from work for 14 days after last exposure
PPE: not wearing gown or gloves	Low	Self-monitoring
PPE: wearing all recommended PPE	Low	Self-monitoring
Close contact with a COVID-19 patient during an aerosolizing procedure (CPR, suction, high flow nasal cannula, CPAP, nebulizer, BVM, SGA, ETT)		
PPE: none	High	Exclude from work for 14 days after last exposure
PPE: not wearing a facemask or respirator	High	Exclude from work for 14 days after last exposure
PPE: wearing a facemask (not a respirator)	Medium	Exclude from work for 14 days after last exposure
PPE: not wearing eye protection	High	Exclude from work for 14 days after last exposure
PPE: not wearing gown or gloves	Medium	Exclude from work for 14 days after last exposure
PPE: wearing all recommended PPE (including respirator)	Low	Self-monitoring

	APPLETON FIRE DEPARTMENT STANDARD OPERATING GUIDELINE (S.O.G.)	
	TITLE: Fire Department Response During Civil Unrest	
S.O.G. 3-055	SECTION: First Responder	FILE NAME: J:\Common\SOG'S\First Responder (SOG 3-010 - SOG 3-055)\3-055 FD Response During Civil Unrest
ORIGINAL ISSUE DATE: 3/31/20	LAST REVIEW DATE: 03/31/20 REVIEWER: D/C Weyers	NEXT REVIEW BY: 04-30-20

PURPOSE:

To provide a guide for Fire Department activities during civil unrest including riots, civil disturbances or related hostile and violent encounters that will result in a prompt and coordinated action between fire and law enforcement.

POLICY:

It is the policy of the Appleton Fire Department to have a structure in place to guide the response of the department through a sustained COVID-19 pandemic. Focus will be on minimizing the number of deaths and illnesses within the community, while protecting fire department employees and cooperating regional agencies while maintaining the ability to respond to calls for service.

ASSUMPTIONS:

- A. The Fire Chief or designee shall be the judge of the degree of Fire Department participation and implementation of Civil Unrest procedures during any period of civil unrest.
- B. First arriving units, when encountering a situation classified as a Civil Unrest, will stage until the scene is secure by Law Enforcement. Dispatch will be directed to notify the responding fire department's Incident Commander of situation.

- C. Members in areas not affected by Civil Unrest activities will continue with their normal duties/activities.

DEFINITIONS:

Definitions

Civil Unrest – Any mob action related to acts of arson, violence, riot, rebellions, insurrection or other unlawful action by various organized or unorganized groups.

Responsibilities

Fire Department members shall be responsible for acting with good judgment, tolerance and tact so as not to precipitate violent mob reaction. During periods of Civil Unrest, individual members may be subjected to unusual stressful verbal abuse. Self-control and restraint are of the utmost importance for preventing escalation of a marginal incident into a destructive long-term mob action.

- A. The station officers shall arrange for security of affected fire stations to prevent vandalism and injury to personnel and equipment.
- B. The station officers shall institute necessary measures to ensure station security.

PROCEDURES:

Fire Apparatus Protection

- A. Hose bed covers shall be in position. The rear flap shall be secured down, if provided.
- B. Exposed equipment on running boards and sides of some apparatus may have to be stored in available open compartments and covered.

Aid/Medic Units Protection

- A. Rear doors shall be locked from the inside to prevent unauthorized entry. The remaining doors shall be locked when leaving the apparatus.

Personnel Protection

- A. Personnel shall respond wearing full personal protective equipment (PPE) at all times, on-scene and responding to and from events. Personnel should wear helmets and clearly marked jackets. If there is any doubt that a responder is not identified as a firefighter or EMS, wear a fluorescent road vest.

- B. Ballistic protection should be worn into “high impact” areas.

Emergency Response Operations

- A. Unless otherwise authorized by the Fire Chief, initial response to an unknown civil disturbance area shall consist of one Battalion Chief and one Fire Company. If responding to a known disturbance area, a Task Force shall be mobilized prior to entering the area. A **Task Force** consist of the following units: 2 Engines, 1 Ladder to Quint, 1 ALS Ambulance, 1 Battalion Chief, and 2 Law Enforcement vehicles.
- B. Expect a large media presence.
- C. Warning lights, sirens and air horns will not be used in the affected area.
- D. A report of a Civil Disturbance by the first-arriving unit will signal all subsequent arriving units to stand by in a designated staging area, unless otherwise directed.
- E. Avoid unnecessary conflict (personal communication or physical contact) between Department personnel, rioters, or bystanders. Primary responsibility is the protection of life and property.
- F. Use the “buddy system” and never work alone.
- G. Rescue and extinguishment should be the prime objectives of the Incident Commander; overhaul should be limited to those efforts that prevent rekindle. Salvage operations may have to be curtailed due to possible mob action. Be prepared to abandon the scene quickly.
- H. Be prepared to leave vehicle and trash fires unattended if the situation warrants.
- I. Provide protection for hydrants and hose lines. If necessary, protection for apparatus, tools, equipment, hydrants, hose lines and other operating facilities shall be provided by Police or other enforcing personnel.

Fire Station Protection

- A. Stations within or adjacent to the areas of Civil Disturbance shall keep doors and windows closed and locked.
- B. Activities outside the station shall be minimized to those necessary to provide emergency response.

- C. Available outside illumination shall be utilized.
- D. Available protective devices for doors and windows shall be placed in position.
- E. When vandalism or mob action is directed against fire stations or personnel, it shall be immediately reported to law enforcement.

Abandoning a Fire Station

During a large-scale disorder or riot, it may become necessary to temporarily abandon fire stations due to safety considerations, especially in the hot zone.

- A. If the safety of firefighters and equipment cannot be assured within the confines of a fire station, then the ranking officer at that location has the authority to remove the company from the area.
- B. This decision may also be made at the Command Post by the Incident Commander after consultation with Law Enforcement.
- C. Companies abandoning a station will notify their Shift Commander of their actions and proceed to the closest fire station in a safe area.