



City of Appleton

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

Meeting Agenda - Final-revised Common Council

Wednesday, May 4, 2022

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

[22-0580](#) Common Council Meeting Minutes of Organizational Meeting and Council Meeting on April 20, 2022

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

- G. BUSINESS PRESENTED BY THE MAYOR

[22-0595](#) Proclamations:
- Asian & Pacific Islander Heritage Month
- Hmong American Day
- Municipal Clerks Week
- Neurofibromatosis Awareness Day
- Nurses Month
- Teacher Appreciation Week

Attachments: [Asian and Pacific Islander Heritage Month Proclamation.pdf](#)
[Hmong American Day Proclamation.pdf](#)
[Municipal Clerks Week Proclamation.pdf](#)
[Neurofibromatosis Awareness Day Proclamation.pdf](#)
[Nurses Month Proclamation.pdf](#)
[Teacher Appreciation Week Proclamation.pdf](#)

- H. PUBLIC PARTICIPATION
- I. PUBLIC HEARINGS
- J. SPECIAL RESOLUTIONS
- K. ESTABLISH ORDER OF THE DAY
- L. COMMITTEE REPORTS

1. MINUTES OF THE MUNICIPAL SERVICES COMMITTEE

[22-0532](#) Request from Kurt Redlin for a variance to Section 19-91 (c) to park his RV Camper (longer than 26 feet) in the front yard and Section 19-91 (f)(3) to extend driveway greater than twelve feet wide at 5500 N. Providence Avenue.

Attachments: [5500 Providence Ave.pdf](#)

Legislative History

4/25/22 Municipal Services recommended for denial
Committee

2. MINUTES OF THE SAFETY AND LICENSING COMMITTEE

[22-0262](#) Class "B" Beer and "Class B" Liquor License application for Mill City Public House LLC d/b/a Mill City Public House, Russell T Leary, Agent, located at 1103 W College Ave, contingent upon approval from the Health and Inspections departments.

Attachments: [Mill City Public House.pdf](#)

[SUP 8-95_Liquor License Final Report_3-2022_Mill City.pdf](#)

[Resolution Mill City Public House SUP#5-22 SIGNED.pdf](#)

Legislative History

4/27/22 Safety and Licensing recommended for approval
Committee

[22-0499](#) Resolution #2022-04 - A Resolution Adopting the Winnebago County Natural Hazards Mitigation Plan: 2022-2026 (5 Year Update)

Attachments: [Memo for Appleton Hazard Mitigation Plan Resolution_Winnebago.pdf](#)

[Winnebago County Hazard Mitigation Plan Resolution.pdf](#)

Legislative History

4/27/22 Safety and Licensing recommended for approval
Committee

[22-0500](#) Resolution #2022-05 - A Resolution Adopting the Calumet County Hazard Mitigation Plan

Attachments: [Memo for Appleton Hazard Mitigation Plan Resolution Calumet.pdf](#)
[Calumet County Hazard Mitigation Plan Resolution.pdf](#)

Legislative History

4/27/22 Safety and Licensing recommended for approval
Committee

[22-0517](#) 2022-2023 Alcohol License Renewal applications, contingent upon approval from all departments by 12:00 p.m. on June 30, 2022.

Attachments: [2022-23 Alcohol License Renewals.pdf](#)

Legislative History

4/27/22 Safety and Licensing recommended for approval
Committee

[22-0549](#) Fire Department Table of Organization Change

Attachments: [04-11-22_AFD_TO_Change.pdf](#)
[Public Education Specialist Civilian Fire Inspector.pdf](#)

Legislative History

4/27/22 Safety and Licensing recommended for approval
Committee

[22-0479](#) "Class A" Liquor License application for Swami LLC d/b/a Northland Citgo, Kanu B Patel, Agent, located at 800 E Northland Ave, contingent upon approval from the Inspections department.

Attachments: [Northland Citgo.pdf](#)

Legislative History

4/27/22 Safety and Licensing recommended for approval
Committee

[22-0480](#) Class "B" Beer and "Class B" Liquor License Change of Agent application for Chester's Pub LLC d/b/a Chester's Pub, Tiffani Daul, New Agent, located at 2611 N Richmond St.

Attachments: [Tiffani Daul S&L.pdf](#)

Legislative History

4/27/22 Safety and Licensing recommended for approval
Committee

[22-0482](#) "Class A" Liquor License application for Kavya Gas Inc d/b/a Badger Mobil, Jayant Patel, Agent, located at 1201 N Badger Ave, contingent upon approval from the Fire and Inspections departments.

Attachments: [Badger Mobil.pdf](#)

Legislative History

4/27/22 Safety and Licensing Committee recommended for approval

[22-0483](#)

Class "B" Beer License application for Appleton Axe LLC (previously known as Breakout Green Bay LLC) d/b/a Appleton Axe, Patrick Van Abel, Agent, located at 1400 W College Ave Suite B1.

Attachments: [Appleton Axe.pdf](#)

Legislative History

4/27/22 Safety and Licensing Committee recommended for approval

3. MINUTES OF THE CITY PLAN COMMISSION

4. MINUTES OF THE PARKS AND RECREATION COMMITTEE

5. MINUTES OF THE FINANCE COMMITTEE

[22-0550](#)

Request to approve a resolution authorizing the City Mayor and City Clerk to execute the Principal Forgiveness Financial Assistance Agreement that contains the terms and conditions of the Safe Drinking Water Loan Program and award of \$505,000 for the Project

Attachments: [DNR Resolution.pdf](#)

Legislative History

4/25/22 Finance Committee recommended for approval

[22-0551](#)

Request to award Unit D-22 Sidewalk Construction to Al Dix Concrete, Inc in an amount not to exceed \$368,000

Attachments: [Award of Contract Unit D-22.pdf](#)

Legislative History

4/25/22 Finance Committee recommended for approval

[22-0552](#)

Request to award Unit E-22 Miscellaneous Concrete & Street Excavation Repairs to Al Dix Concrete, Inc in the amount of \$452,850 with a 2.2% contingency of \$10,000 for a project total not to exceed \$462,850

Attachments: [Award of Contract Unit E-22.pdf](#)

Legislative History

4/25/22 Finance Committee recommended for approval

[22-0553](#) Request to award Unit Y-22 Lead/Galvanized Water Service Replacement to VanRite Plumbing, Inc in the amount of \$443,550 with a 12.7% contingency of \$56,450 for a project total not to exceed \$500,000

Attachments: [Award of Contract Unit Y-22.pdf](#)

Legislative History

4/25/22 Finance Committee recommended for approval

[22-0555](#) CEA Review Committee minutes for April 11, 2022 meeting

Attachments: [CEA Review 11-Apr-2022-12-14-55.pdf](#)

Legislative History

4/25/22 Finance Committee recommended for approval

[22-0557](#) Request to approve change to the Valley Transit Table of Organization (appears on the Human Resources/Information Technology Committee agenda as well)

Attachments: [Memo to Modify TO by adding a Safety and Compliance Specialist.pdf](#)

Legislative History

4/25/22 Finance Committee recommended for approval

[22-0558](#) Request to approve Valley Transit Contract Amendment request by Lamers Bus Lines

Legislative History

4/25/22 Finance Committee recommended for approval

[22-0559](#) Request to award the 2022 Ellen Kort Peace Park River Trail project contract to Triple P Inc d/b/a Peters Concrete Company in the amount of \$464,131 with a 10% contingency of \$46,413 for a project not to exceed \$510,544

Attachments: [Ellen Kort Peace Park Trail Project Finance Memo .pdf](#)

Legislative History

4/25/22 Finance Committee recommended for approval

[22-0560](#) Request to approve the following 2022 Budget amendment:

Water Utility Fund

Lead Service Replacement	+\$255,000
Other Reimbursement Revenue	+\$505,000
Water Utility Fund Balance	+\$250,000

to allow for acceptance of the Principal Forgiveness Safe Drinking Water Loan and to increase funding for the contract to be issued to VanRite Plumbing to complete lead service replacements (2/3 vote of Council required)

Attachments: [Budget Adjustment Lead Service Line Replacement Memo.pdf](#)

Legislative History

4/25/22 Finance Committee recommended for approval

6. MINUTES OF THE COMMUNITY AND ECONOMIC DEVELOPMENT COMMITTEE

7. MINUTES OF THE UTILITIES COMMITTEE

[22-0556](#) Approve the acceptance of the Department of Natural Resources Safe Drinking Water Loan Program Grant of \$505,000 for replacement of private lead service lines in Appleton.

Legislative History

4/26/22 Utilities Committee recommended for approval

8. MINUTES OF THE HUMAN RESOURCES & INFORMATION TECHNOLOGY COMMITTEE

[22-0562](#) Request to approve to add a Safety and Compliance Specialist position to the table of Organization at Valley Transit.

Attachments: [VT Safety Officer Memo.pdf](#)
[VT Safety and Compliance Specialist JD.pdf](#)
[Valley Transit Draft TO 4-21-22.pdf](#)

Legislative History

4/27/22 Human Resources & Information Technology Committee recommended for approval

[22-0564](#) Request to approve the Fire department to change the Civilian Fire Protection Engineer to a Public Education Specialist/Civilian Fire Inspector.

Attachments: [Fire Memo TO Change 4.27.22.pdf](#)
[Public Education Specialist_Civilian Fire Inspector.pdf](#)

Legislative History

4/27/22 Human Resources & Information Technology Committee recommended for approval

[22-0570](#) Request to approve the addition of .20 FTE HR/IT Administrative Support Assistant in the Information Technology Department.

Attachments: [2022 Request for IT Administrative Support Assistant.pdf](#)
[2022 HR IT Admin JD.pdf](#)
[2022 Information Technology TO Draft 4-27-22.pdf](#)

Legislative History

4/27/22 Human Resources & Information Technology Committee recommended for approval

9. MINUTES OF THE FOX CITIES TRANSIT COMMISSION

[22-0514](#) Valley Transit Contract Amendment Request by Lamers Bus Lines

Legislative History

4/26/22 Fox Cities Transit Commission recommended for approval

10. MINUTES OF THE BOARD OF HEALTH

M. CONSOLIDATED ACTION ITEMS

N. ITEMS HELD

O. ORDINANCES

[22-0579](#) Ordinances #34-22 to #40-22

Attachments: [Ordinances to Council 5-4-22.pdf](#)

P. LICENSE APPLICATIONS AND COMMUNICATIONS REFERRED TO COMMITTEES OF JURISDICTION

Q. RESOLUTIONS SUBMITTED BY ALDERPERSONS REFERRED TO COMMITTEES OF JURISDICTION

[22-0597](#) Request to withdraw Resolution #4-R-22 Clean Water & Treaty Rights

Attachments: [#4-R-22 Clean Water & Treaty Rights.pdf](#)

[Resolution 4-R-22 Withdrawal Memo.pdf](#)

R. OTHER COUNCIL BUSINESS

[22-0598](#) Request to Suspend the Council Rules to cancel the July 6, 2022 Common Council meeting.

S. ADJOURN

Kami Lynch, City Clerk

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

Remote meeting attendance may be permitted pursuant to Section 2-29 of the Appleton Municipal Code and Rules of Council.



City of Appleton

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

Meeting Minutes - Final Common Council

Wednesday, April 20, 2022

6:00 PM

Council Chambers

Organizational Meeting

A. CALL TO ORDER

The meeting was called to order by Mayor Woodford at 6:00 p.m.

B. ROLL CALL OF ALDERPERSONS

Aldersperson Alfheim arrived at 6:14 p.m.

Present: 15 - Aldersperson William Siebers, Aldersperson Vered Meltzer, Aldersperson Brad Firkus, Aldersperson Katie Van Zeeland, Aldersperson Denise Fenton, Aldersperson Maiyoua Thao, Aldersperson Alex Schultz, Aldersperson Kristin Alfheim, Aldersperson Nate Wolff, Aldersperson Sheri Hartzheim, Mayor Jake Woodford, Aldersperson Israel Del Toro, Aldersperson Joss Thyssen, Aldersperson Vaya Jones and Aldersperson Christopher Croatt

Excused: 1 - Aldersperson Chad Doran

C. REPORT OF THE INFORMAL ORGANIZATIONAL MEETING

Proposed Rule Changes

[22-0491](#)**Rule 33. Remote Meeting Participation***Submitted by: Alderperson Doran, District 15*

Rule 33. Remote Meeting Participation - Municipal Code Sec. 2-29 allows alderpersons to appear remotely at meetings when technology is available and the iLegislate app is being utilized; however, members of the council, committees, boards or commissions shall endeavor to appear in person for meetings. The following shall serve as supplemental rules regarding remote attendance at Council/Committees/Commissions/Boards:

- a) At least forty-eight (48) hours in advance of the meeting, a member shall notify, in writing or by email or telephone, the City Clerk and: 1) In the case of a Council meeting: the President of the Common Council and Mayor; 2) In the case of a Committee/Board/Commission meeting: the Chair and Designated Contact Person.
- b) City staff will endeavor to record a member's remote meeting attendance in the meeting minutes.
- c) A member will not be permitted to participate in the closed session portion of a meeting conducted pursuant to Sec. 19.85, Wis. Stats.
- d) The Chairperson of these respective bodies (or Council President in the case of Council meetings) shall chair the meetings in person or ensure that a designee appearing in person is appointed to chair the meeting.

Alderperson Hartzheim moved, seconded by Alderperson Croatt, that the Rule Change be approved. Roll Call. Motion failed by the following vote:

Nay: 13 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Maiyoua Thao, Alderperson Alex Schultz, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Israel Del Toro, Alderperson Joss Thyssen, Alderperson Vaya Jones and Alderperson Christopher Croatt

Excused: 2 - Alderperson Kristin Alfheim and Alderperson Chad Doran

Abstained: 1 - Mayor Jake Woodford

[22-0492](#)**Rule 14. Call the Question***Submitted By: Alderperson Doran, District 15*

Rule 14. Call the Question - The motion to call the question cannot be used when the speaker yields to another and then regains the floor. No member can call the question while speaking to the issue. Note: The motion to call the question is not debatable per Robert's Rules. The motion to call the previous question will not be allowed during committee meetings, but will be allowed during deliberations of the Committee of the Whole. At the time the question is called, Common Council members present must give unanimous consent to call the question. The question cannot be called more than one (1) time on any given item being considered.

Alderperson Hartzheim moved, seconded by Alderperson Croatt, that the Rule Change be approved. Roll Call. Motion failed by the following vote:

Nay: 13 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Maiyoua Thao, Alderperson Alex Schultz, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Israel Del Toro, Alderperson Joss Thyssen, Alderperson Vaya Jones and Alderperson Christopher Croatt

Excused: 2 - Alderperson Kristin Alfheim and Alderperson Chad Doran

Abstained: 1 - Mayor Jake Woodford

[22-0493](#)**Rule 23. Standing Committees***Submitted By: Alderperson Doran, District 15*

Rule 23. Standing Committees - Shall be appointed by the Council President and confirmed by the Common Council, as follows:

Alderperson Hartzheim moved, seconded by Alderperson Croatt, that the Rule Change be approved. Roll Call. Motion failed by the following vote:

Nay: 13 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Maiyoua Thao, Alderperson Alex Schultz, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Israel Del Toro, Alderperson Joss Thyssen, Alderperson Vaya Jones and Alderperson Christopher Croatt

Excused: 2 - Alderperson Kristin Alfheim and Alderperson Chad Doran

Abstained: 1 - Mayor Jake Woodford

[22-0494](#)**New Rule - Holding of Items (34)**

Submitted By: Alderperson Doran, District 15

Unless a longer period is requested by staff, which is subject to consent of the Committee, a Committee may hold an item for no more than two meeting cycles, before it is required to be back on the Committee agenda for action. The same item may be held at Council for two meeting cycles, but then must appear on the following Council agenda for action.

Alderperson Hartzheim moved, seconded by Alderperson Croatt, that the New Rule be approved. Roll Call. Motion failed by the following vote:

Aye: 2 - Alderperson Sheri Hartzheim and Alderperson Christopher Croatt

Nay: 11 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Maiyoua Thao, Alderperson Alex Schultz, Alderperson Nate Wolff, Alderperson Israel Del Toro, Alderperson Joss Thyssen and Alderperson Vaya Jones

Excused: 2 - Alderperson Kristin Alfheim and Alderperson Chad Doran

Abstained: 1 - Mayor Jake Woodford

[22-0496](#)**New Rule - Withdrawal of Resolutions**

After a Resolution is read and referred to a committee, it shall be deemed to be in possession of the Council; however, a resolution may be withdrawn by its author (first named Alderperson if more than one author is listed) under limited circumstances: 1) A resolution may be withdrawn at the committee level by its author if no action has been taken to approve, deny or amend the resolution. If held at committee, its author may subsequently withdraw the resolution prior to the committee acting on it. 2) A resolution may be withdrawn at the Council level by its author subject to consent of 2/3 of Council members present.

Alderperson Van Zeeland moved, seconded by Alderperson Meltzer, that the New Rule be approved. Roll Call. Motion carried by the following vote:

Aye: 12 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Maiyoua Thao, Alderperson Alex Schultz, Alderperson Nate Wolff, Alderperson Israel Del Toro, Alderperson Joss Thyssen, Alderperson Vaya Jones and Alderperson Christopher Croatt

Nay: 1 - Alderperson Sheri Hartzheim

Excused: 2 - Alderperson Kristin Alfheim and Alderperson Chad Doran

Abstained: 1 - Mayor Jake Woodford

[22-0498](#)**Rule 22. Committee Meetings***Submitted By: Alderperson Siebers, District 1*

Committee Meetings - All committee meetings are considered to be standing meetings. Cancellation of a committee meeting shall be on call of the Chair. No meetings are to commence until 4:30 p.m., *unless in consideration of special circumstances a meeting may begin at 4:00 p.m. with the following conditions:*

- 1. The 4:00 p.m. meeting is at the call of the Chair*
- 2. There is no objection from Committee members*
- 3. The time will not conflict with any other meeting*
- 4. The Chair will take into consideration public attendance and participation*
- 5. Changes in meeting times due to special circumstances will*

be

noticed as required by statute, with as much advance notice provided when possible

Alderperson Firkus moved, seconded by Alderperson Wolff, that the Rule Change be approved. Roll Call. Motion carried by the following vote:

Aye: 12 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Maiyoua Thao, Alderperson Alex Schultz, Alderperson Kristin Alfheim, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Israel Del Toro and Alderperson Vaya Jones

Nay: 2 - Alderperson Joss Thyssen and Alderperson Christopher Croatt

Excused: 1 - Alderperson Chad Doran

Abstained: 1 - Mayor Jake Woodford

[22-0501](#)**Rule 23 - Standing Committees***Submitted by: Alderperson Doran, District 15*

Change the number of members on the Finance Committee from five (5) to seven (7)

Alderperson Hartzheim moved, seconded by Alderperson Croatt, that the Rule Change be approved. Roll Call. Motion failed by the following vote:

Aye: 2 - Alderperson Sheri Hartzheim and Alderperson Christopher Croatt

Nay: 12 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Maiyoua Thao, Alderperson Alex Schultz, Alderperson Kristin Alfheim, Alderperson Nate Wolff, Alderperson Israel Del Toro, Alderperson Joss Thyssen and Alderperson Vaya Jones

Excused: 1 - Alderperson Chad Doran

Abstained: 1 - Mayor Jake Woodford

Rules of Council (as amended above)

[22-0488](#) Rules of Council

Attachments: [Council Rules - Amended 6-16-21 FINAL.pdf](#)
[Council Rules - Redlined 4-20-22.pdf](#)
[Council Rules - FINAL 4-20-22.pdf](#)

Alderperson Van Zeeland moved, seconded by Alderperson Fenton, that the Rules of Council be approved as amended. Roll Call. Motion carried by the following vote:

Aye: 14 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Maiyoua Thao, Alderperson Alex Schultz, Alderperson Kristin Alfheim, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Israel Del Toro, Alderperson Joss Thyssen, Alderperson Vaya Jones and Alderperson Christopher Croatt

Excused: 1 - Alderperson Chad Doran

Abstained: 1 - Mayor Jake Woodford

Department & Committee Functions

[22-0489](#) Department & Committee Functions

Attachments: [Dept-Comm Functions - ADOPTED 4-22-2020.pdf](#)
[Dept & Committee Functions REVISED 4-20-22.pdf](#)
[Dept-Comm Functions - FINAL 4-20-22.pdf](#)

Alderperson Hartzheim moved, seconded by Alderperson Fenton, that the Department & Committee Functions be approved as amended. Roll Call. Motion carried by the following vote:

Aye: 14 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Maiyoua Thao, Alderperson Alex Schultz, Alderperson Kristin Alfheim, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Israel Del Toro, Alderperson Joss Thyssen, Alderperson Vaya Jones and Alderperson Christopher Croatt

Excused: 1 - Alderperson Chad Doran

Abstained: 1 - Mayor Jake Woodford

D. RE-COMMIT TO THE CODE OF CONDUCT

[22-0490](#) Code of Conduct

Attachments: [Code of Conduct.pdf](#)

Alderperson Croatt moved, seconded by Alderperson Fenton, that the Council recommit to the Code of Conduct. Roll Call. Motion carried by the following vote:

Aye: 14 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Maiyoua Thao, Alderperson Alex Schultz, Alderperson Kristin Alfheim, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Israel Del Toro, Alderperson Joss Thyssen, Alderperson Vaya Jones and Alderperson Christopher Croatt

Excused: 1 - Alderperson Chad Doran

Abstained: 1 - Mayor Jake Woodford

E. APPOINTMENT OF COMMITTEES & COMMITTEE CHAIRS

[22-0566](#) 2022 Committee Appointments

Attachments: [Alderperson Committee Appts \(04-2022\).pdf](#)

Alderperson Croatt moved, seconded by Alderperson Meltzer, that the Committee Appointments be approved. Roll Call. Motion carried by the following vote:

Aye: 14 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Maiyoua Thao, Alderperson Alex Schultz, Alderperson Kristin Alfheim, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Israel Del Toro, Alderperson Joss Thyssen, Alderperson Vaya Jones and Alderperson Christopher Croatt

Excused: 1 - Alderperson Chad Doran

Abstained: 1 - Mayor Jake Woodford

F. ELECTION OF COMMON COUNCIL PRESIDENT

Alderperson Van Zeeland was elected as the Council President.

G. ELECTION OF COMMON COUNCIL VICE-PRESIDENT

Aldersperson Meltzer was elected as the Council Vice-President.

H. ELECTION OF COMMON COUNCIL REPRESENTATIVE TO THE CITY PLAN COMMISSION

Aldersperson Fenton was elected as the Representative to the City Plan Commission.

I. RESOLUTIONS SUBMITTED BY ALDERPERSONS REFERRED TO COMMITTEES OF JURISDICTION

J. OTHER COUNCIL BUSINESS

K. ADJOURN

Aldersperson Hartzheim moved, seconded by Aldersperson Croatt, that the meeting be adjourned at 6:47 p.m. 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 Alex Schultz, Aldersperson Kristin Alfheim, Aldersperson Nate Wolff, Aldersperson Sheri Hartzheim, Aldersperson Israel Del Toro, Aldersperson Joss Thyssen, Aldersperson Vaya Jones and Aldersperson Christopher Croatt

Excused: 1 - Aldersperson Chad Doran

Abstained: 1 - Mayor Jake Woodford

Kami Lynch, City Clerk



City of Appleton

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

Meeting Minutes - Final Common Council

Wednesday, April 20, 2022

7:00 PM

Council Chambers

A. CALL TO ORDER

The meeting was called to order by Mayor Woodford at 7:00 p.m.

B. INVOCATION

The Invocation was offered by Alderperson Meltzer.

C. PLEDGE OF ALLEGIANCE TO THE FLAG

D. ROLL CALL OF ALDERPERSONS

Present: 15 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Maiyoua Thao, Alderperson Alex Schultz, Alderperson Kristin Alfheim, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Mayor Jake Woodford, Alderperson Israel Del Toro, Alderperson Joss Thyssen, Alderperson Vaya Jones and Alderperson Christopher Croatt

Excused: 1 - Alderperson Chad Doran

E. ROLL CALL OF OFFICERS AND DEPARTMENT HEADS

All Departments were represented.

F. APPROVAL OF PREVIOUS COUNCIL MEETING MINUTES

[22-0477](#)

Common Council Meeting Minutes of April 6, 2022

Attachments: [CC Minutes 4-6-22.pdf](#)

Alderperson Croatt moved, seconded by Alderperson Meltzer, that the Minutes be approved. Roll Call. Motion carried by the following vote:

Aye: 14 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Maiyoua Thao, Alderperson Alex Schultz, Alderperson Kristin Alfheim, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Israel Del Toro, Alderperson Joss Thyssen, Alderperson Vaya Jones and Alderperson Christopher Croatt

Excused: 1 - Alderperson Chad Doran

Abstained: 1 - Mayor Jake Woodford

G. BUSINESS PRESENTED BY THE MAYOR

[22-0486](#) Board & Commission Reappointments

Attachments: [April 2022 Misc Committee Reappts Memo.pdf](#)

Aldersperson Hartzheim moved, seconded by Aldersperson Fenton, that the Reappointments 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 Alex Schultz, Aldersperson Kristin Alfheim, Aldersperson Nate Wolff, Aldersperson Sheri Hartzheim, Aldersperson Israel Del Toro, Aldersperson Joss Thyssen, Aldersperson Vaya Jones and Aldersperson Christopher Croatt

Excused: 1 - Aldersperson Chad Doran

Abstained: 1 - Mayor Jake Woodford

H. PUBLIC PARTICIPATION

I. PUBLIC HEARINGS

[22-0315](#) Public Hearing on the proposed amendment of Article X of Chapter 23 of the Municipal Code, relating to Floodplain Zoning.

Attachments: [Notice of Public Hearing TA 1-22 Floodplain Ch. 23.pdf](#)

The Public Hearing was held, no one spoke during the hearing.

J. SPECIAL RESOLUTIONS

K. ESTABLISH ORDER OF THE DAY

L. COMMITTEE REPORTS

[22-0410](#) Class "B" Beer and "Class B" Liquor License Change of Agent application for GT Limited d/b/a Rascals Bar & Grill, Karen Blodgett, New Agent, located at 702 E Wisconsin Ave.

Attachments: [Karen A Blodgett S&L.pdf](#)

Aldersperson Hartzheim moved, seconded by Aldersperson Fenton, that the Change of Agent be approved. Roll Call. Motion carried by the following vote:

Aye: 13 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Denise Fenton, Alderperson Maiyoua Thao, Alderperson Alex Schultz, Alderperson Kristin Alfheim, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Israel Del Toro, Alderperson Joss Thyssen, Alderperson Vaya Jones and Alderperson Christopher Croatt

Excused: 1 - Alderperson Chad Doran

Abstained: 2 - Alderperson Katie Van Zeeland and Mayor Jake Woodford

[22-0454](#)

Request to Purchase Fire Truck via Sole Source.

Attachments: [04-06-22 Sole Source Engine.pdf](#)

Alderperson Hartzheim moved, seconded by Alderperson Firkus, that the Request to Purchase a Fire Truck via Sole Source be approved. Roll Call. Motion carried by the following vote:

Aye: 14 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Maiyoua Thao, Alderperson Alex Schultz, Alderperson Kristin Alfheim, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Israel Del Toro, Alderperson Joss Thyssen, Alderperson Vaya Jones and Alderperson Christopher Croatt

Excused: 1 - Alderperson Chad Doran

Abstained: 1 - Mayor Jake Woodford

[22-0363](#)

Class "B" Beer and "Class C" Wine License application for Area 509 LLC d/b/a Area 509, Reginald Desamour, Agent, located at 1025 N Badger Ave, contingent upon approval from the Community Development and Health departments.

Attachments: [Area 509.pdf](#)

Alderperson Fenton moved, seconded by Alderperson Van Zeeland, that the License be approved. Roll Call. Motion carried by the following vote:

Aye: 13 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Maiyoua Thao, Alderperson Kristin Alfheim, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Israel Del Toro, Alderperson Joss Thyssen, Alderperson Vaya Jones and Alderperson Christopher Croatt

Excused: 1 - Alderperson Chad Doran

Abstained: 2 - Alderperson Alex Schultz and Mayor Jake Woodford

Balance of the action items on the agenda.

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

Aye: 14 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Maiyoua Thao, Alderperson Alex Schultz, Alderperson Kristin Alfheim, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Israel Del Toro, Alderperson Joss Thyssen, Alderperson Vaya Jones and Alderperson Christopher Croatt

Excused: 1 - Alderperson Chad Doran

Abstained: 1 - Mayor Jake Woodford

1. MINUTES OF THE MUNICIPAL SERVICES COMMITTEE

[22-0423](#)

Request from All Tied up for a street occupancy permit to place tables and chairs in the College Avenue beautification strip at 324 E. College Avenue.

Attachments: [All Tied Up Floral Cafe.pdf](#)

This Report Action Item was approved.

[22-0424](#)

Request from Hilton Appleton Paper Valley Hotel to extend their street occupancy permit for dumpsters on College Avenue (Meters CAW 301, 303 & 305) through April 30, 2022.

Attachments: [Hilton Appleton Paper Valley-dumpsters.pdf](#)

This Report Action Item was approved.

[22-0425](#)

Request from Hilton Appleton Paper Valley Hotel for a street occupancy permit for a construction container on the Superior Street side of 333 W. College Avenue through May 31, 2022.

Attachments: [Hilton Appleton Paper Valley-storage container.pdf](#)

This Report Action Item was approved.

[22-0426](#)

Approve Inter Governmental Agreement with Outagamie County for the CTH JJ (Lightning Drive to Cherryvale Avenue) Reconstruction Project.

Attachments: [CTH JJ-Lightning Dr to Cherryvale Ave.pdf](#)

This Report Action Item was approved.

[22-0427](#)

Approve Inter Governmental Agreement with Outagamie County for the CTH E & EE (CTH JJ to Applehill Boulevard) Reconstruction Project.

Attachments: [CTH E & EE.pdf](#)

This Report Action Item was approved.

[22-0428](#)

Approve designation of 9 parking stalls in the Red Ramp for the Hilton Hotel.

This Report Action Item was approved.

[22-0455](#)

Approve parking restriction change on the 400 block of W. College Avenue. Follow-up to Six-Month Trial Period.

Attachments: [400 block of W College Ave.pdf](#)

This Report Action Item was approved.

[22-0456](#)

Approve parking restriction change on the 300/400 block of N. Division Street. Follow-Up to Six-Month Trial Period.

Attachments: [300-400 block of N Division St.pdf](#)

This Report Action Item was approved.

[22-0457](#)

Approve request from Creative Downtown Appleton Inc. to install a parklet on the west side of N. State Street at parking stalls #178 and #179 per the On-Street Parklet Policy.

Attachments: [Parklet-N State St.pdf](#)

This Report Action Item was approved.

2. MINUTES OF THE SAFETY AND LICENSING COMMITTEE

[22-0462](#)

Alcohol License Revocation Hearing for Core's Lounge, LLC - Kor Xiong, Agent

Attachments: [Core's Lounge Complaint 3-29-22.pdf](#)
[Core's Lounge Lic. Status Letter.pdf](#)
[Core's Lounge Summons.pdf](#)
[Core's Lounge Revocation Hearing Exhibits 1-17 \(No 10\).pdf](#)
[Core's Lounge Revocation Hearing- Report to the Common Council.pdf](#)

The attached report recommending the revocation of the license was approved.

[22-0232](#)

Class "B" Beer and "Class C" Wine License application for All Tied Up Floral Cafe LLC d/b/a All Tied Up Floral Cafe, Aaron Phillipson, Agent, located at 324 E College Ave, contingent upon approval from the Community Development, Health, Public Works and Inspections departments.

Attachments: [All Tied Up Floral Cafe.pdf](#)
[Resolution_324CollegeAve_SUP#3-22_SIGNED.pdf](#)

This Report Action Item was approved.

[22-0375](#)

Class "B" Beer and Reserve "Class B" Liquor License application for Topsy Taco & Tequila Bar LLC d/b/a Topsy Taco & Tequila Bar, Sarah J Gregory, Agent, located at 127 S Memorial Dr, contingent upon approval from the Community Development, Health and Inspections departments.

Attachments: [Topsy Taco & Tequila Bar.pdf](#)
[Resolution_127SMemorialDr_SUP#2-22_SIGNED.pdf](#)

This Report Action Item was approved.

[22-0415](#)

Class "B" Beer and "Class B" Liquor License Change of Agent application for Urban Modern Kitchen LLC d/b/a Urban Modern Kitchen, Regina R Hueckman, New Agent, located at 800 E Wisconsin Ave.

Attachments: [Regina R Hueckman -2nd S&L.pdf](#)

This Report Action Item was approved.

[22-0416](#)

"Class A" Liquor License application for Kedaar LLC d/b/a Appleton Clark, Lekha Timilsaina, Agent, located at 1200 W Wisconsin Ave, contingent upon approval from the Finance and Inspections departments.

Attachments: [Appleton Clark.pdf](#)

This Report Action Item was approved.

[22-0417](#)

Class "B" Beer and "Class B" Liquor Temporary Premise Amendment for Dairyland Brew Pub, Dorri Schmidt, Agent, located at 1216 E Wisconsin Ave, contingent upon approval from the Fire, Health, Inspections and Police departments.

Attachments: [Dairyland Brew Pub S&L.pdf](#)

This Report Action Item was approved.

3. MINUTES OF THE CITY PLAN COMMISSION

[22-0349](#)

Request to approve Zoning Ordinance Text and Map Amendments to Article X Floodplain Zoning of Chapter 23 of the Municipal Code relating to Section 23-205(b)(2) General provisions; Official maps and revisions; Official maps based on other studies, as identified in the attached staff report

Attachments: [StaffReport_AmendFloodplainOrd_AppleFields_CLOMR_For03-23-22.pdf](#)

This Report Action Item was approved.

[22-0447](#)

Request to approve Special Use Permit #5-22 for a restaurant with alcohol sales and service located at 1103 West College Avenue (Tax Id #31-3-1064-00), 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_1103WCollegeAve_SUP_For04-13-22.pdf](#)

This Report Action Item was approved.

4. MINUTES OF THE PARKS AND RECREATION COMMITTEE

5. MINUTES OF THE FINANCE COMMITTEE

[22-0485](#)

Request to approve the following 2022 Budget amendment:

CEA Replacement Fund

Debt Proceeds	+\$345,000
CEA Replacement	+\$410,800
Vehicles	+\$755,800

To purchase a PUC Engine using debt proceeds and available CEA replacement funds (2/3 vote of Council required)

Attachments: [2022 Fire Truck Purchase.pdf](#)
 [04-06-22 Sole Source Engine.pdf](#)

This Report Action Item was approved.

[22-0461](#)

Request approval to award the Sole Source Purchase of Grit Classifier System #2 Rebuild Parts through Saveco North America Inc in the amount of \$37,936

Attachments: [Grit Classifier Rebuild Work.pdf](#)

This Report Action Item was approved.

[22-0463](#)

Request to award the Wastewater Treatment Plant Sludge Thickening Building fire alarm system alterations contract to Faith Technologies in the amount of \$28,160 along with the following 2022 Budget adjustment:

Wastewater Sludge Thickening Bldg Fire Alarm CIP proj	+\$28,160
Wastewater Utility Belt Filter project	- \$28,160

to transfer available funds from the Wastewater Utility Belt Filter project to the new Wastewater Sludge Thickening Building Fire Alarm modification CIP project

Attachments: [2022 AWWTP Fire Alarm System Alterations.pdf](#)

This Report Action Item was approved.

[22-0464](#)

Request to approve the following 2022 Budget amendments:

Water

Distribution Operations and Maintenance	+\$43,850
Distribution Capital Improvements	- \$43,850

Wastewater

Collection Systems	+\$40,000
Public Works Capital Improvements	- \$40,000

Stormwater

Facility Maintenance	+\$90,000
Capital Construction	- \$90,000

General Fund

Street Repair	+\$15,000
Sidewalk Construction	- \$15,000

to reclassify capital budget funds to operations budgets for miscellaneous concrete and street repair costs (2/3 vote of Council required)

This Report Action Item was approved.

[22-0465](#)

Request to award Unit J-22 Mini Storm Sewer Construction to Alfson Excavating, LLC in an amount not to exceed \$200,000

Attachments: [Award of Contract Unit J-22.pdf](#)

This Report Action Item was approved.

[22-0466](#)

Request to award Unit X-22 Sewer & Water Main Reconstruction No. 2 to Kruczek Construction, Inc in the amount of \$877,778 with a 7.5% contingency of \$65,833 for a project total not to exceed \$943,611

Attachments: [Award of Contract Unit X-22.pdf](#)

This Report Action Item was approved.

[22-0468](#)

Request to approve Contract Amendment / Change Order No. 1 to contract 11-22, Unit W-22 Sewer and Water Reconstruction No. 1 for the addition of ARPA funding to facilitate removal and replacement of public-side lead water services encountered during water main reconstruction in the amount of \$20,000 resulting in no change to contract contingency. Overall contract increases from \$1,469,167 to \$1,489,167

Attachments: [Unit W-22 Change Order No. 1.pdf](#)

This Report Action Item was approved.

6. MINUTES OF THE COMMUNITY AND ECONOMIC DEVELOPMENT COMMITTEE

7. MINUTES OF THE UTILITIES COMMITTEE

[22-0449](#)

Approval to single source and award 2022E Stormwater Consulting Services Contract for assistance with the Interstate 41 Reconstruction Project to Brown and Caldwell in an amount not to exceed \$30,000.

Attachments: [2022E Single Source 41 Reconstruction BC award.pdf](#)

This Report Action Item was approved.

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

O. ORDINANCES

[22-0478](#)

Ordinances #27-22 to #33-22

Attachments: [Ordinances to Council 4-20-22.pdf](#)

Aldersperson Fenton moved, seconded by Aldersperson Hartzheim, that the Ordinances be approved. Roll Call. Motion carried by the following vote:

Aye: 14 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Maiyoua Thao, Alderperson Alex Schultz, Alderperson Kristin Alfheim, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Israel Del Toro, Alderperson Joss Thyssen, Alderperson Vaya Jones and Alderperson Christopher Croatt

Excused: 1 - Alderperson Chad Doran

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

#5-R-22

Water Main Resolution

Submitted By: Alderperson Doran, District 15

Date: April 20, 2022

Referred To: Department of Public Works

Whereas the City of Appleton as a local unit of government has a primary expectation to provide basic infrastructure and public safety services for the community and;
Whereas the City of Appleton is falling behind its goals and expectations for road and utility infrastructure, borrowing for roughly 80% of annual road projects and experiencing a near record amount of water main breaks in 2021, costing the city \$1.2 million dollars to fix, demonstrating an immense and necessary response to a problem that has been pushed off for too long and;
Whereas a 2019 consultant report outlined improvements to water utility infrastructure in Appleton, noting the city should replace more than 30 miles of water mains between 2020-2024, but has completed roughly just five miles so far and;
Whereas the city has roughly four miles of four inch water mains and 35 miles of six inch water mains remaining in service, as opposed to the eight inch water mains throughout the rest of the city that have been standard since at least the 1980s, creating a service equity issue and;
Whereas all of these examples should compel us as elected officials to take swift and immediate action to fund these critical services the city provides;
Therefore be it resolved to address this most basic of service equity issues, the Common Council directs the city staff to reallocate \$6 million in American Rescue Plan Act funds to the replacement of first, the remaining four inch water mains in the city and then six inch water mains to match the eight inch standard throughout the remainder of the city and;
Be it further resolved that wherever practical, locations where those water mains can be replaced in the terraces are prioritized over locations that will require corresponding street reconstruction, with the projects timed to meet the federal deadline for using ARPA funds.

Summary of intent for RESOLUTION #6-R-22

RESOLUTION #6-R-22 calls for the immediate addition of a "Revitalization of Soldier's Square" project to the 5-year CIP and asks that the City move with reasonable speed to initiate an RFP process, once resolution is approved.
It does NOT identify nor request any specific sources of funding for the project.

RESOLUTION #6-R-22

Adding the Revitalization of Soldier's Square project to the 5-year CIP

Submitted By: Alderperson Schultz – District 9, Alderperson Del Toro – District 4

Date: April 20, 2022

Referred To: Municipal Services Committee

WHEREAS; Resolution #5-R-19, passed by Common Council in January of 2020, called for the City of Appleton to commit to an effort to revitalize Soldier's Square and recapture the former function of the hallowed space without prohibiting any future

ancillary development and without unduly impacting present parking and traffic movement in the Square; and

WHEREAS; The passage of that resolution also approved the restoration delay and potential relocation of the Spanish-American War Memorial, currently in Pierce Park, in any foreseeable future redevelopment plans of Soldier's Square, as well as affording the opportunity to have more recent conflicts memorialized without any direct cost to the City of Appleton, and

WHEREAS; the City approved and partially completed the full restoration of the Civil War memorial in Soldier's Square in 2021, with the scheduled completion in 2022, and has acquired and possesses, in partnership with Sculpture Valley, replacement cannon and an original USS Maine plaque, essential components of a full restoration of the Spanish American War Memorial; and

WHEREAS; the recovery of the previously occupied space by the former parking structure has now visually separated the utilitarian garbage and recycle enclosure from the new YMCA ramp, visually positioning it and an island the heart of newly adjusted and recovered space of Soldier's Square, and

WHEREAS; an evaluation of the Soldier's Square area with City staff and stakeholders in late 2021 initiated conversations about potential improvements to the layout to create a partially revitalized Soldier's Square which might affect only a bare minimum number of exiting parking stalls while allowing for the relocation of the Spanish-American War memorial; and

WHEREAS; Soldier's Square, was meant to provide a place of solace and contemplation, where our memorials could be appreciated for their aesthetic and symbolic value beyond their intrinsic commemorative purpose, and complement the mission of the civic spaces in which they reside by connecting us and causing us to reflect on something larger than ourselves;

NOW THEREFORE, BE IT RESOLVED;

That "Soldier's Square", for the purposes of this Resolution, shall be defined as that portion of right of way approximately 80' by 365' in size, bounded by the following: South of College Avenue, West of Morrison Street, North of Lawrence Street, and East of Oneida Street; and

BE IT FURTHER RESOLVED;

That the City of Appleton immediately add the "Revitalization of Soldiers Square" project to the 5YR CIP and move with reasonable speed to initiate the RFP process to begin the design phase for revitalizing Soldier's Square.

R. OTHER COUNCIL BUSINESS

S. CLOSED SESSION

[22-0487](#)

The Common Council may go into closed session pursuant to State Statute §19.85(1)(a) for the purpose of deliberating the revocation of an alcohol license and then reconvene into open session.

The Common Council did not convene into closed session.

T. ADJOURN

Aldersperson Hartzheim moved, seconded by Aldersperson Croatt, that the meeting be adjourned at 7:28 p.m. Roll Call. Motion carried by the following vote:

Aye: 14 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Katie Van Zeeland, Alderperson Denise Fenton, Alderperson Maiyoua Thao, Alderperson Alex Schultz, Alderperson Kristin Alfheim, Alderperson Nate Wolff, Alderperson Sheri Hartzheim, Alderperson Israel Del Toro, Alderperson Joss Thyssen, Alderperson Vaya Jones and Alderperson Christopher Croatt

Excused: 1 - Alderperson Chad Doran

Abstained: 1 - Mayor Jake Woodford

Kami Lynch, City Clerk

PROCLAMATION



Office of the Mayor

WHEREAS, Asian and Pacific Islander American Heritage Month is observed during the month of May to recognize the contributions and influence of Asian Americans and Pacific Islander Americans to the history, culture, and achievements of the United States; and

WHEREAS, Appleton is proud to be home to a large, deeply-rooted Asian American and Pacific Islander population that contributes greatly to our rich history, economy, and culture in all areas of life in Appleton, including government, business, arts and sciences, medicine, education, and law enforcement; and

WHEREAS, Asian and Pacific Islander American history and culture are marked by a struggle for freedom, equity, and justice, prevailing over the adversity of exclusion, persecution, and incarceration; and

WHEREAS, diversity represents one of our greatest strengths, and by recognizing the contributions and accomplishments of Asian American and Pacific Islander residents, we also recognize the importance of continued work to make our community a more welcoming place for all people; and

WHEREAS, we are proud to celebrate Asian American and Pacific Islander Heritage Month, commemorating the essential contributions, sacrifices, and accomplishments that Asian American and Pacific Islanders have made in Appleton.

NOW, THEREFORE, BE IT RESOLVED, THAT I, JACOB A. WOODFORD, Mayor of the City of Appleton, do hereby proclaim the month of May 2022 as

Asian and Pacific Islander Heritage Month

in Appleton and encourage residents to recognize the many contributions of Asian American and Pacific Islanders in our City, celebrate their heritage, and promote a culture of dignity and respect for all people.



Signed and sealed this 2nd day of May 2022.


JACOB A. WOODFORD
MAYOR OF APPLETON

PROCLAMATION



Office of the Mayor

WHEREAS, from 1961 to 1975, more than 40,000 Hmong individuals were recruited by the Central Intelligence Agency (CIA) to fight alongside American soldiers in the Secret War, a vital part of the Vietnam War, in Laos; and

WHEREAS, the fall of Long Cheng 46 years ago forced thousands of Hmong to flee Laos to seek refuge from persecution; and

WHEREAS, many Hmong war refugees and their families immigrated to other countries, including the United States, and to Wisconsin – where today Appleton is home to more than 3,000 Hmong residents; and

WHEREAS, we honor the legacy of the Hmong people who served, were wounded, or lost their lives in battle to ensure America remains the land of the free, knowing we forever owe a debt of gratitude for their sacrifice; and

WHEREAS, the City of Appleton recognizes the important cultural, social, political, and economic contributions of Hmong Americans that provide generational enrichment and enhancement to the city across many sectors, including business, healthcare, education, public safety, and government; and

WHEREAS, in 2015, the City of Appleton was the first in the State of Wisconsin to commemorate this day and to formerly recognize and celebrate the history, culture, and contributions of Hmong Americans in Appleton and other cities in Wisconsin.

NOW, THEREFORE, BE IT RESOLVED, THAT I, JACOB A. WOODFORD, Mayor of the City of Appleton, do hereby proclaim Friday, May 14, 2022, as

Hmong American Day

in Appleton and invite you to join us in commemorating this day and formally recognizing and celebrating the history, culture, and contributions of Hmong Americans in Appleton and other cities throughout Wisconsin.

Signed and sealed this 2nd day of May 2022.



JACOB A. WOODFORD
MAYOR OF APPLETON

PROCLAMATION



Office of the Mayor

WHEREAS, the Office of Municipal Clerk, a time-honored and vital part of local government, exists throughout the world; and

WHEREAS, the Office of the Municipal Clerk is the oldest among public servants; and

WHEREAS, the Office of the Municipal Clerk provides the professional link between the citizens, the local governing bodies, and agencies of government at other levels; and

WHEREAS, Municipal Clerks have pledged to be ever-mindful of their neutrality and impartiality, rendering equal service to all; and

WHEREAS, the Municipal Clerk serves as the information center for functions of local government and community; and

WHEREAS, Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Municipal Clerk through participation in education programs, seminars, workshops, and the annual meetings of their state, provincial, county, and international professional organizations; and

WHEREAS, it is most appropriate that we recognize the accomplishments of the Office of the Municipal Clerk.

NOW, THEREFORE, BE IT RESOLVED, THAT I, JACOB A. WOODFORD, Mayor of the City of Appleton, do hereby proclaim the week of May 1-7, 2022, as

Municipal Clerks Week

in Appleton and further extend appreciation to our Municipal Clerk, Kami Lynch, and to all Municipal Clerks for the vital services they perform and their dedication to the communities they represent.



Signed and sealed this 2nd day of May 2022.


JACOB A. WOODFORD
MAYOR OF APPLETON

PROCLAMATION



Office of the Mayor

WHEREAS, the Littlest Tumor Foundation has been working to increase understanding of neurofibromatosis, empower affected families, and advance research of preventative therapies since 2010; and

WHEREAS, in the United States, over 100,000 people – including over 100 people in Appleton alone, have neurofibromatosis, a serious childhood tumor-growth disorder with potentially life-threatening complications such as heart disease, stroke, blindness, deafness, and amputation; and

WHEREAS, neurofibromatosis is the most common genetic disorder linked to a single gene, and while half of all cases of neurofibromatosis are inherited, half of neurofibromatosis cases are spontaneous genetic mutations; and

WHEREAS, neurofibromatosis is more common than cystic fibrosis, Huntington's Disease, and Duchenne Muscular Dystrophy combined; and

WHEREAS, the Littlest Tumor Foundation advocates on behalf of the neurofibromatosis community to increase federal funding for research and programs and to improve comprehensive health care and insurance coverage; and

WHEREAS, an increase in community awareness is necessary to support those living with neurofibromatosis, their families, and their supporters.

NOW, THEREFORE, BE IT RESOLVED, THAT I, JACOB A. WOODFORD, Mayor of the City of Appleton, do hereby proclaim Monday, May 17, 2022, as

Neurofibromatosis Awareness Day

in Appleton and encourage all citizens to recognize neurofibromatosis and join the Littlest Tumor Foundation's efforts to increase understanding, empower families, and support research in an effort to change the future of this serious condition.

Signed and sealed this 2nd day of May 2022.



JACOB A. WOODFORD
MAYOR OF APPLETON

PROCLAMATION



Office of the Mayor

WHEREAS, registered nurses across the country constitute our nation's largest health care profession, and the depth and breadth of the registered nursing profession meets the different and emerging health care needs of the American population in a wide range of settings; and

WHEREAS, the American Nurses Association works to chart a new course for a healthy nation that relies on increasing access to primary and preventive health care, which will require better utilization of all our nation's registered nursing resources; and

WHEREAS, the demand for registered nursing services is greater than ever due to the aging of the American population, the continuing expansion of life-sustaining technologies, and the explosive growth of home health care services; and

WHEREAS, the cost-effective, safe, and high-quality health care services provided by registered nurses will be an increasingly important component of the health care delivery system in the future; and

WHEREAS, the International Council of Nurses (ICN) has announced the theme "Nurses: A Voice to Lead – Invest in Nursing and Respect Rights to Secure Global Health," focusing on the need to protect, support, and invest in the nursing profession to strengthen health systems across the globe, with an open invitation to share #NationalNursesDay on social media to recognize nurses for enriching our lives and the world we live in.

NOW, THEREFORE, BE IT RESOLVED, THAT I, JACOB A. WOODFORD, Mayor of the City of Appleton, do hereby proclaim the month of May 2022 as

Nurses Month

in Appleton and call upon all residents to join me in honoring the registered nurses who care for all of us, celebrate their accomplishments and efforts to improve the health care system, and show appreciation for their work in our community.



Signed and sealed this 2nd day of May 2022.


JACOB A. WOODFORD
MAYOR OF APPLETON

PROCLAMATION



Office of the Mayor

WHEREAS, teachers mold future citizens through guidance and education; and

WHEREAS, teachers serve students of widely-differing backgrounds; and

WHEREAS, our country's future depends upon providing quality education to all students; and

WHEREAS, teachers spend countless, often unseen hours preparing lessons, evaluating progress, counseling and coaching students, and performing community service; and

WHEREAS, our community recognizes and supports its teachers in educating the children of Appleton.

NOW, THEREFORE, BE IT RESOLVED, THAT I, JACOB A. WOODFORD, Mayor of the City of Appleton, do hereby proclaim the week of May 2-6, 2022, as

Teacher Appreciation Week

in Appleton and encourage all residents to join me in expressing appreciation to our teachers for their dedication and devotion to their work.

Signed and sealed this 2nd day of May 2022.





JACOB A. WOODFORD
MAYOR OF APPLETON

Paula Vandehey

From: kandwredlin2@gmail.com
Sent: Tuesday, April 12, 2022 9:25 AM
To: Kurt Craanen
Cc: Paula Vandehey
Subject: Re: Municipal Services Committee
Attachments: 5500 providence.pdf; 5500 providence.pdf; 5500 providence.pdf

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

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

Sent from my iPhone

Kurt W. Crannen,

Please see attachment of our home at 5500 N. Providence, (not to scale).

We would like to apply for a variance to Section 19-92 of the City Code to park a 32 ft RV in the front yard (which is on a corner lot) therefore we don't have a side yard to utilize.

This request is our attempt to insure safety while loading and unloading the RV as well as traffic on roadway.

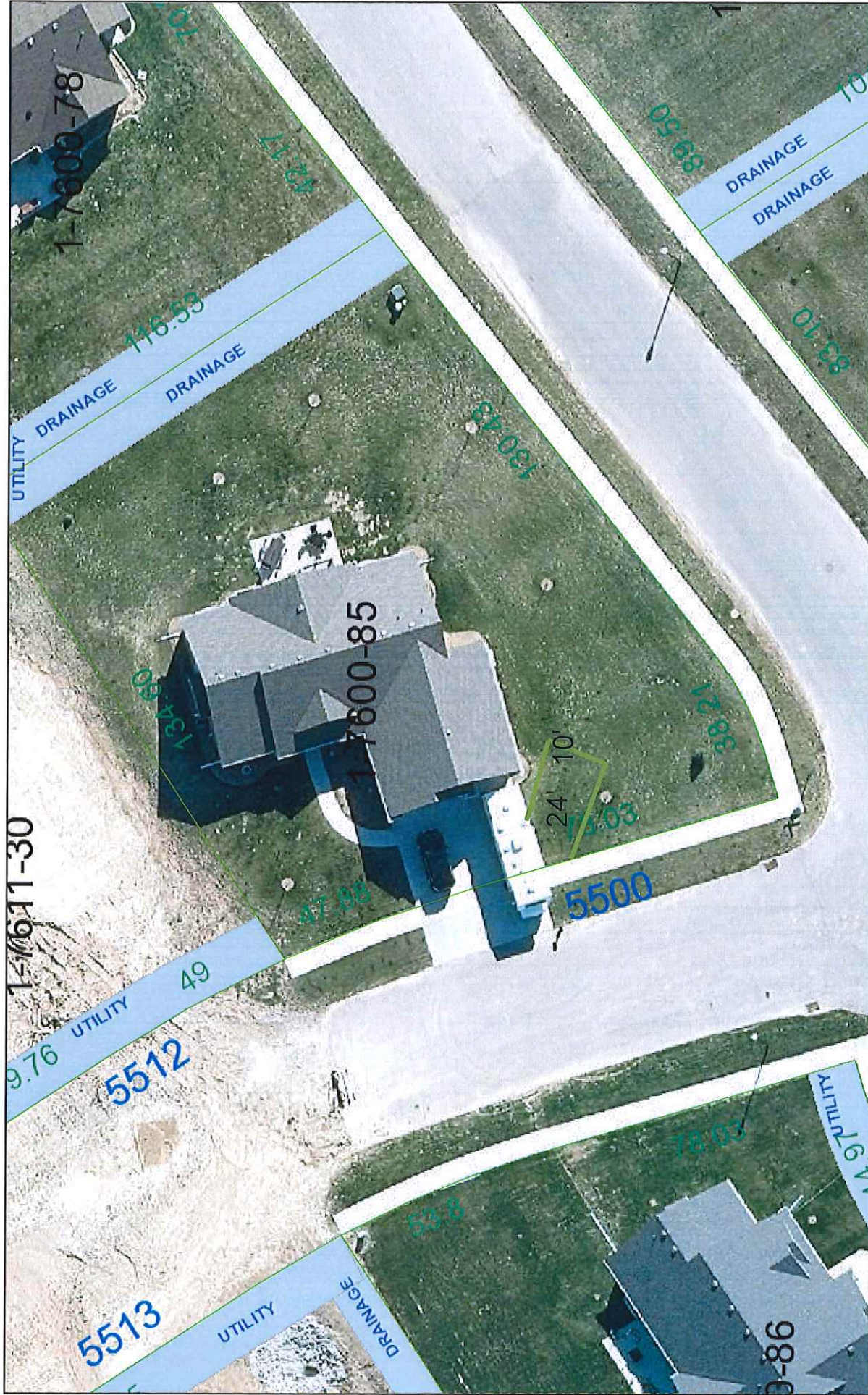
The subdivision developer (Jill Hendricks) is aware of this request and has approved it.

We thank you for the consideration of this variance.

Sincerely

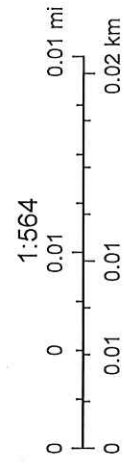
Kurt Redlin
5500 N Providence Ave
Appleton, WI 54913
251-752-5933

ArcGIS Web Map



4/12/2022, 8:29:02 AM

- Override 1
- City Limits
- City Parcels
- Easements



05, §1, 5-7-05; Ord 107-05, §1, 1-1-06; Ord 122-05, §1, 1-1-06; Ord 96-10, §1, 6-22-10; Ord 103-10, §1, 1-1-11; Ord 112-12, §1, 10-23-12; Ord 1-20, §1, 1-14-2020)

Cross reference(s) - Citation for violation of certain ordinances, §1-17; schedule of deposits for citation, §1-18.

Sec. 19-91. Parking in front and side yard in residential district; parking on terraces.

(a) **Purpose.** The purpose of this section is to clearly define acceptable areas for parking vehicles within the front yard or side yard, as defined in Chapter 23, of private properties in order to address off-street parking issues and maintain the acceptable appearance of City neighborhoods.

(b) **Residential driveway.** Residential driveway means that area leading directly from the street to a garage, carport, or rear yard parking area.

(c) **Front yard.** No person shall park or store any motor vehicle, or recreational vehicle of 26 feet or less, i.e., a “camping trailer”, “fifth-wheel trailer”, “motor home” or “recreational vehicle” as those terms are defined by §340.01, Stats., as well as boat trailers and boats, utilities trailers, trailered snowmobiles, trailered jet-ski(s) or fishing shanties in the front yard of any residential district except upon a residential driveway and shall be subject to temporary recreational vehicle parking restrictions set forth in §19-92. **No recreational vehicle or boat greater than 26 feet in length may be parked or stored in the front yard of any residential district.** Any vehicle parked in the front yard, shall be parked within the driveway area in such a manner as to maintain all wheels on the driveway surface, and shall neither obstruct the sidewalk nor extend onto the driveway apron. All driveways on one- (1-) and two- (2-) family residential properties, as well as those properties with three (3) dwelling units, shall be paved with concrete, asphalt, brick or a similar hard surface within one (1) year of construction. Carriage style driveways with a minimum of 2-foot wide strips paved with concrete, asphalt or brick and maintained grass medians in accordance with Sec. 12-59(c)(3) are permitted. Those existing driveways on one- (1-) and two- (2-) family properties, as well as those properties with three (3) dwelling units, that are not currently paved as described for new driveways shall be so paved within one (1) year of notice of non-compliance. (Ord 84-15, §1, 10-27-15)

(d) **Side yard.** No person shall park or store any motor vehicle, “camping trailer”, “fifth-wheel trailer”, “motor home” or “recreational vehicle” as those terms are defined by §340.01, Stats., as well as boat trailers and trailered boats, pick-up camper tops, utilities trailers, trailered snowmobiles, trailered jet-ski(s) or fishing shanties in the side yard of any residential district unless the side yard parking area is no greater than twelve (12) feet wide and extends no farther than the rear plane of the

principal structure on the property. Side yard parking areas are required to be hard surfaced and subject to the requirements of this section, including the requirement for a permit for the installation of said hard surface.

(e) **Permits.** The Inspections Supervisor shall issue a driveway extension permit or a side yard parking pad permit upon the filing of a proper application, which shall be on a form furnished by the Director and shall describe the nature of the work, material to be used, measurements, plans and/or specifications of the proposed extension as well as such other information as may be required for inspection. Permits shall be issued prior to the start of the work. Fees for this permit shall be kept on file with the City Clerk.

(f) Extensions to the driveway surface, beyond the area previously described in section (d), are permissible provided all of the following apply:

- (1) The property owner has obtained appropriate driveway extension permit; and,
- (2) Both the extension and driveway are paved as provided in sec. (d) above; and,
- (3) **The extension is no greater than twelve (12) feet wide; and,**
- (4) The paved area is no longer than the length of the driveway, extending from the edge of the City’s right-of-way to a carport, rear yard parking area or garage. For the purpose of creating a parking pad, the paved area may extend along the side of the principal structure on the property and may extend to the rear plane of said structure; and,
- (5) Whenever practicable, the extension shall be located on the side of the driveway such that it extends toward the nearest side lot line. When such a configuration is not possible, the property owner may install an extension no greater than four (4) feet into the greater front yard. Any extension into the greater front yard of the property that is more than four (4) feet wide shall require approval from the Municipal Services Committee.
- (6) This section shall not apply toward paved circular driveways.
- (7) The paved area shall meet any other requirements of the Municipal Code including, but not limited to, zoning requirements and the Driveway Installation Policy.

(g) Appeals to the requirements of this section shall be

Original Alcohol Beverage Retail License Application

(Submit to municipal clerk.)

For the license period beginning: 07/01/2021 ending: 06/30/2022
(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 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	\$
TOTAL FEE	\$

Name (individual / partners give last name, first, middle; corporations / limited liability companies give registered name)
Mill City Public House 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>Banda</u>	(First) <u>Jordan</u>	(Middle Name) <u>Vincent</u>	Home Address (Street, City or Post Office, & Zip Code) <u>608 Emerson St Neenah, WI 54956</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>Leary</u>	(First) <u>Russell</u>	(Middle Name) <u>Timothy</u>	Home Address (Street, City or Post Office, & Zip Code) <u>3608 E Lexington Dr. Appleton, WI 54915</u>
Directors / Managers Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)

1. Trade Name Mill City Public House Business Phone Number 920-740-5573

2. Address of Premises 1103 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.)
Single story building with basement storage. Alcohol served in bar area and dining room. Tap beer cooler and primary alcohol storage in basement, additional alcohol storage in office (access through kitchen).




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? Elks Club #337

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
Agent previously held city of Appleton Alcohol Beverage server's license, proof of recertification is attached.
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 05/21/21 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.) Leary, Russell T	Title/Member Manager / Agent	Date 02/28/2022
Signature 	Phone Number 	Email Address 

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk 3-1-2022	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 Alcohol License Questionnaire

1. Name of Applicant: Russell T. Leary, Agent

2. Name of Business: Mill City Public House LLC

(Check Applicable Box(s) to identify primary business activity)

- Restaurant
- Tavern/Night Club/Wine Bar
- Microbrewery/Brewpub
- Painting/Craft Studio
- Other (describe) _____

3. Address of Business: 1103 W College Ave

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 below:

346.63(1)(a) OWI 1st OFFENSE 09/00/18

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

<u>Jordan</u>	<u>✓</u>	<u>Banda</u>	<u>● ● ● ●</u>
First name	M.I.	Last name	Date of Birth
First name	M.I.	Last name	Date of Birth
First name	M.I.	Last name	Date of Birth
First name	M.I.	Last name	Date of Birth

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

Name: _____
First name Middle Initial Last name

Address: _____
City State ZIP

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

Name: Ellie's Lodge # 837

(Check Applicable Box(s) to identify primary business activity)

- Restaurant
- Tavern/Night Club/Wine Bar
- Microbrewery/Brewpub
- Painting/Craft Studio
- Other (describe) Non Profit Organization

8. Was this premise licensed for alcohol sales/consumption during the past license year?

Yes If yes, please contact the Community and Economic Development Department at 832-6468 about obtaining a copy of an existing Special Use Permit and related requirements that may run with property.

No If no, please contact the Community and Economic Development Department at 832-6468 about obtaining a Special Use Permit. A Special Use Permit may be required for your business activity prior to the issuance of a Liquor License, pursuant to the City of Appleton Zoning Ordinance.

9. If alcohol sales were a previous use in this building, when did the operation cease?

18 months ago.

10. Seating capacity: Inside 75 Outside 0

11. Operating hours (Inside the building): 11a-10p Wed-Sat
Operating hours (Outdoor seating areas): n/a

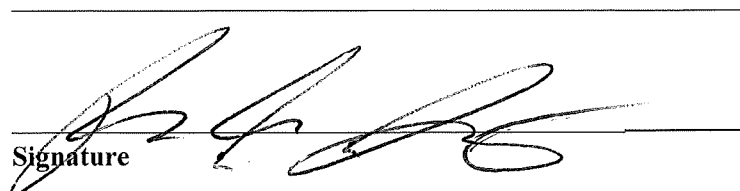
12. Employees/Staff

Number of floor personnel 6 Number of door checkers 1

13. In general, state the size and operational details of the proposed establishment:

- a. Gross floor building area of the premises to be licensed: ≈ 3,500 square feet.
- b. Gross outdoor seating areas of the premises to be licensed: 0 square feet.
- c. Below, identify the operational details of the proposed establishment:

Burger Bar with private event space. Full
Bar. Neighborhood Bar & Grill Dept.

Signature 

Date 07/27/22

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 Mill City Public House 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 Mill City Public House
(Trade Name)

located at 1103 W College Avenue Appleton, WI 54915

appoints Russell T. Leary
(Name of Appointed Agent)
3608 E Lexington Drive, Appleton, WI 54915
(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?

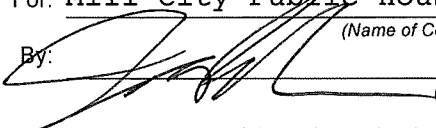
Yes No If so, indicate the corporate name(s)/limited liability company(ies) and municipality(ies).

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? 13 years

Place of residence last year 811 W Franklin St 54914 // 3608 E Lexington Drive 54915

For: Mill City Public House LLC
(Name of Corporation / Organization / Limited Liability Company)

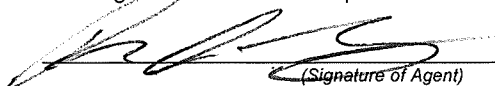
By: 
(Signature of Officer / Member / Manager)

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, Russell T Leary, 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 of Agent) 02/07/02
(Date)

Agent's age ●

3608 E Lexington Drive Appleton, WI 54915
(Home Address of Agent)

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)



Community and Economic Development

**Special Use Permit #8-95 Appleton Elks Lodge #337
(Private club with a bar)
1103 West College Avenue**

Date: March 11, 2022

License Requested: Class "B" Beer / "Class B" Liquor License Application - Mill City Public House.

Applicants: Jordan Banda and Russel Leary.

Address Of Property: 1103 West College Avenue.

Parcel Zoning Classification: C-2 General Commercial District.

Past Land Use: Appleton Elks Lodge #337 (Private club with a bar).

Propose Land Use: Mill City Public House (Restaurant with alcohol sales).

Zoning Ordinance Requirements: The current City of Appleton Zoning Ordinance specifies restaurants with alcohol sales located in the C-2 General Commercial District may be allowed by a Special Use Permit. A two-thirds (2/3) vote of the Common Council is required for approval of a Special Use Permit. It's important to note, restaurants that do not serve alcohol when located in the C-2 General Commercial District are permitted uses pursuant to staff approval.

Prepared By: Don Harp, Principal Planner – Community and Economic Development Department

Background History:

A. On August 2, 1995, the Common Council approved Special Use Permit (SUP) #8-95, to permanently run with the Appleton Elks Lodge #337 for a "private club with a bar" located at 1103 West College Avenue. with the follow three (3) conditions (See attached report date stamped Aug 2, 1995):

1. A liquor license be obtained.

- *Appleton Elks Lodge #337 held a Class B Beer/Liquor License prior to the sale of the property.*
- *The Appleton Elks Lodge #337 sold the subject site to Jordan Banda pursuant to Warranty Deed Document #2230993, executed on April 16, 2021.*

2. Joint parking easement between adjoining businesses as filed, shall be mutually recognized. Discontinuance of the joint parking agreement shall be grounds for revocation of the Special Use Permit (SUP #8-95).
 - *In 1995, Appleton Elks Lodge #337 (private club with a bar) was required to have 20 off-street parking spaces on their property pursuant to the off-street parking requirements listed in City of Appleton Zoning Ordinance. The subject property was only able to accommodate 14 off-street parking spaces.*
 - *Condition number 2 was satisfied by a mutual joint parking agreement executed on July 11, 1995, between the Appleton Elks Lodge #377 (1103 West College Avenue) and Impact Printing (1109 West College Avenue). (See attached parking agreements)*
 - *The parking agreement did not specify it was transferable to other entities. Pursuant to Warranty Deed Document #2230993, executed on April 16, 2021 (noted above), the joint parking agreement between the Appleton Elks Lodge #377 (1103 West College Avenue) and Impact Printing (1109 West College Avenue) is no longer valid.*
3. Garbage storage be interior or be located in an approved fully-enclosed outside storage area.
 - *The Elks Lodge placed trash receptacles outside of the building without being fully enclosed.*



Analysis:

Pursuant to the Common Council action, (SUP) #8-95 was approved to permanently run with the Appleton Elks Lodge #337 for a “private club with a bar” located at 1103 West College Avenue. As a result, SUP 8-95 **cannot be transferred to another entity or person.** Therefore, the applicants will need to apply for and receive approval of new Special Use Permit from the Common Council for a restaurant with alcohol sales at 1103 West College Avenue.

Staff Recommendation:

Based upon the above analysis, the applicants shall apply for a Special Use Permit for a restaurant with alcohol sales and consumption at 1103 West College Avenue. The Special Use Permit application materials and fee shall be submitted to the Community and Economic Development Department. The Common Council shall approve a Special Use Permit for a restaurant with alcohol sales located at 1103 West College Avenue prior to the issuance of the attached liquor license.

Please contact the Community and Economic Development Department at (920)832-6468 with questions or assistance with the Special Use Permit process.

AUG - 2 1995

ADDENDUM
TO THE
REPORT OF THE CITY PLAN COMMISSION

The Commission reports and recommends:

1. Special Use Permit #7-95 - Stix, Inc.

To establish a sports bar with TV's and billiards

THE CITY PLAN COMMISSION RECOMMENDS APPROVAL OF SPECIAL USE PERMIT #7-95 BE ISSUED PERMANENTLY TO RUN WITH THE LAND CONTINGENT UPON APPROVED GARBAGE HANDLING, AND THAT IF THE PETITIONER WANTS TO CONVERT THE PROPERTY INTO A BAR WITHOUT FOOD OR BILLIARD TABLE USES, A NEW SPECIAL USE PERMIT MUST BE FILED FOR CITY REVIEW. ANY SOCIAL PROBLEMS THAT MAY DEVELOP WITH THE PETITIONED PROPERTY MAY BE GROUNDS FOR REVOCATION. (4-0)

2. Special Use Permit #8-95 - Appleton Elks Lodge #337

To establish a private club with a bar

THE CITY PLAN COMMISSION RECOMMENDS APPROVAL OF SPECIAL USE PERMIT #8-95 BE ISSUED PERMANENTLY TO RUN WITH THE ELKS LODGE WITH THE FOLLOWING CONDITIONS: 1) A LIQUOR LICENSE BE OBTAINED, 2) JOINT PARKING EASEMENT BETWEEN ADJOINING BUSINESSES AS FILED, SHALL BE MUTUALLY RECOGNIZED. DISCONTINUANCE OF THE JOINT PARKING AGREEMENT SHALL BE GROUNDS FOR REVOCATION OF THE SPECIAL USE PERMIT, 3) GARBAGE STORAGE BE INTERIOR OR BE LOCATED IN AN APPROVED FULLY-ENCLOSED OUTSIDE STORAGE AREA. (4-0)

3. Resolution to Authorize Mayor ³⁶² De Broux to sign an Annexation Petition for approximately ~~100~~ acres of land south of Calumet Street and west of Coop Road for a future Industrial Park

THE CITY PLAN COMMISSION RECOMMENDS AUTHORIZING THE MAYOR OF THE CITY OF APPLETON TO SIGN AN ANNEXATION OF LANDS TO THE CITY OF APPLETON THAT WILL BE KNOWN AS THE "SOUTHEAST INDUSTRIAL PARK" ANNEXATION. (4-0)

August 2, 1995

Warren Utecht

Warren Utecht, Deputy Director
Department of Community Development
Planning Division

PRESENT: Mayor De Broux, Chairman; Alderman Swanson, Commissioners Connor, Fisher, and Herb

EXCUSED: Commissioners Swain and Vaclavik

EXHIBIT 1

ArcGIS Web Map



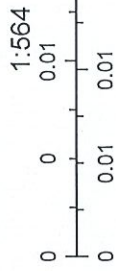
3/29/2021 8:58:32 AM

City Parcels

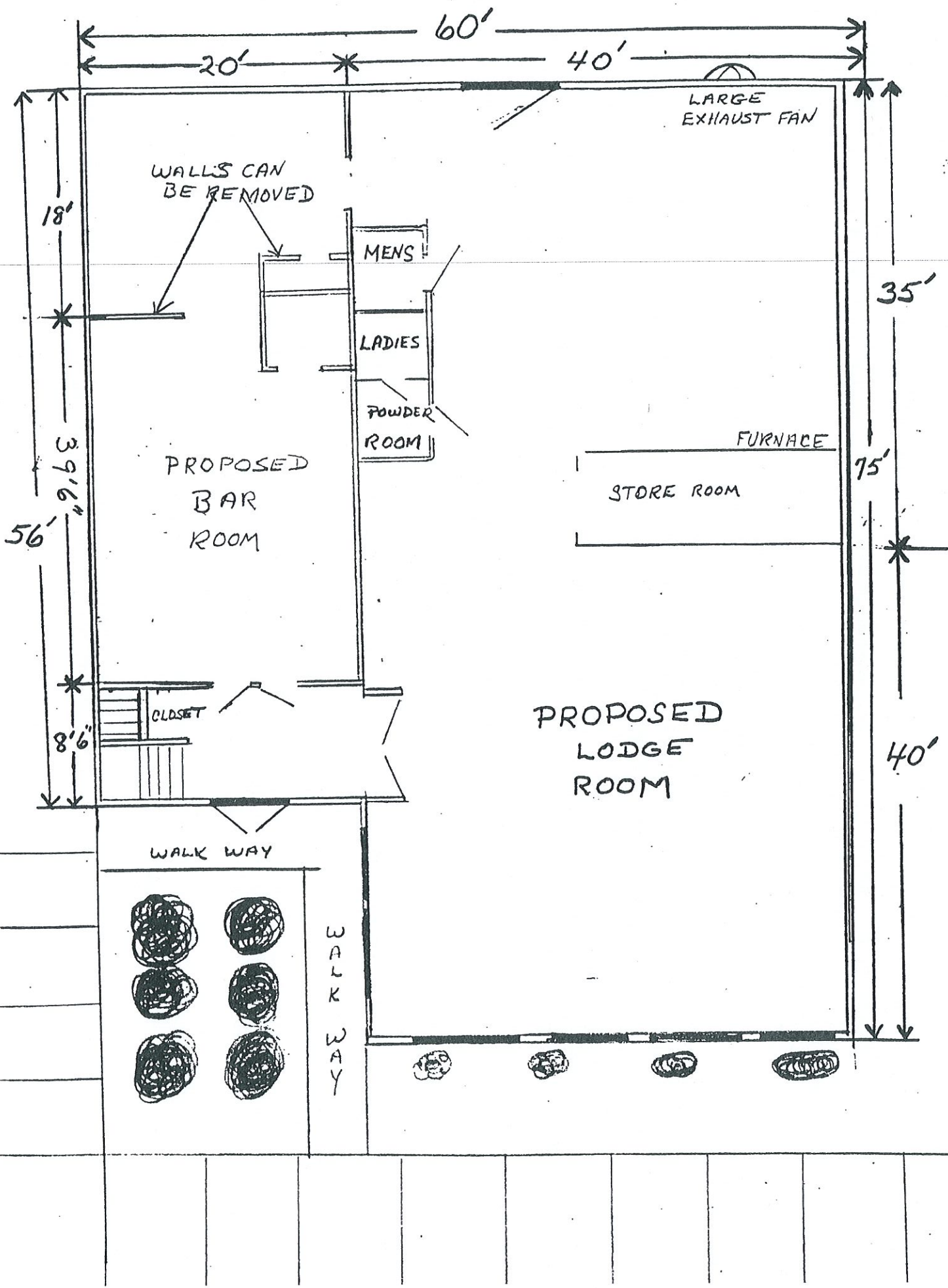
Easements

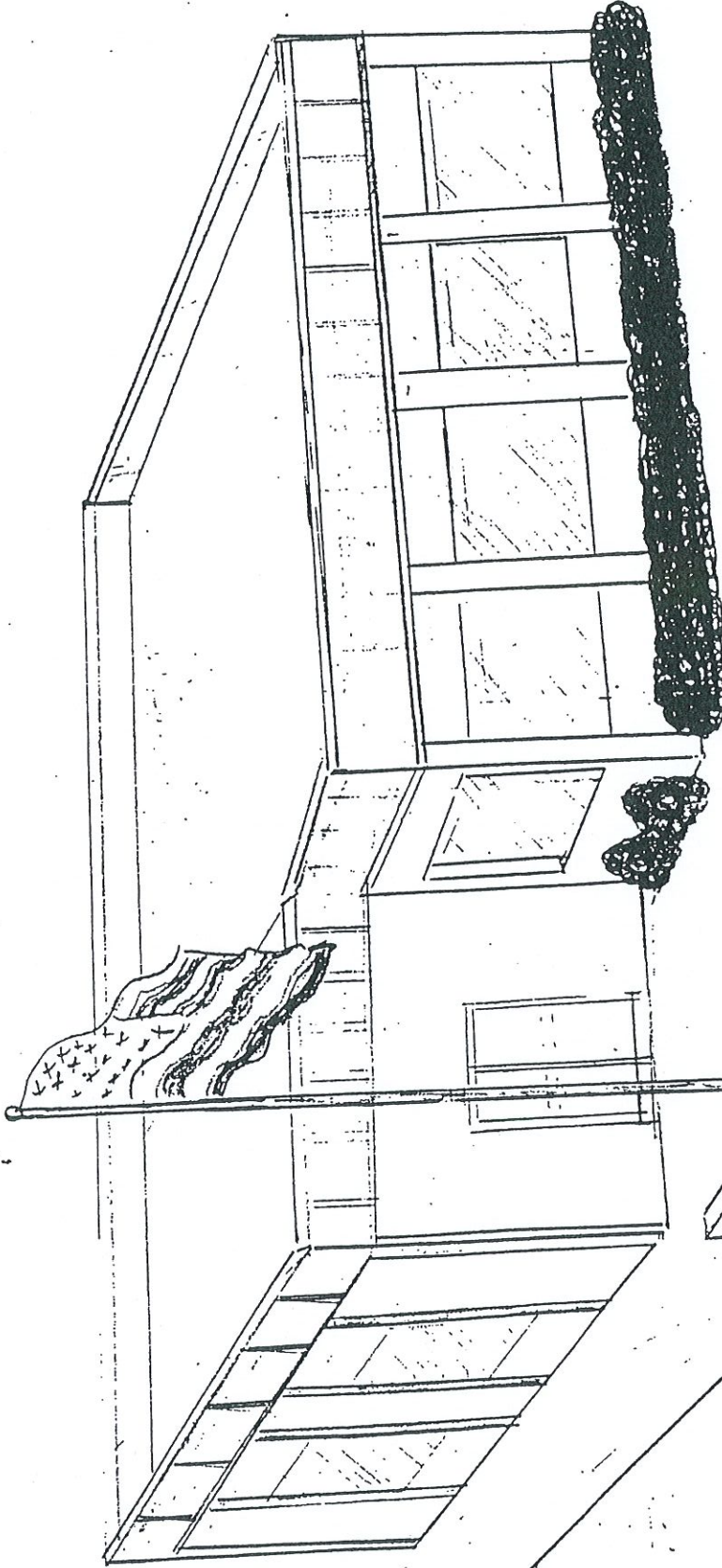
X

SUBJECT SITE



Small Street Names





SUMMIT STREET

COLLEGE AVENUE

Elks
LODGE

July 11, 1995

Appleton City Planning
100 N. Appleton St.
Appleton, WI 54911

Re: Property on 1103 W. College Ave.

The Appleton Elks Lodge #337 hereby requests a variance in accordance with Section 23-172 (k), regarding joint parking with Impact Printing, Inc., 1109 W. College Ave.

The Appleton Elks have an accepted offer to purchase the property, and have agreed to share the joint parking lot with Impact Printing, Inc.

Our hours of operation are from 5 p.m. to 10:30 p.m. on Tuesdays, Fridays, and Saturdays. This leaves our 12-space lot empty during the day for use by Impact Printing, Inc.

They have agreed to allow us the use of their 12-spaces for our needs, which will give us a total of 24 parking spaces.

Robert D. Hanna - Secretary.
Appleton Elks Lodge #337

July 11, 1995

Appleton City Planning
100 N. Appleton St.
Appleton, WI 54911

Re: Property on 1109 W. College Ave.

Impact Printing, Inc. hereby requests a variance in accordance with Section 23-172 (k), regarding joint parking with the Appleton Elks Lodge #337.

The Appleton Elks have an accepted offer to purchase the property located at 1103 W. College Ave., and have agreed to share the joint parking lot with Impact Printing, Inc.

The hours of operation for Impact Printing, Inc. are days -- Monday through Friday. This leaves our 12-space lot available for the Elks during evening hours.

They have agreed to allow us the use of their 12-spaces for our needs, which will give us a total of 24 parking spaces.


Impact Printing, Inc.

Original Alcohol Beverage Retail License Application

(Submit to municipal clerk.)

For the license period beginning: 07/01/2021 ending: 06/30/2022
(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 checked="" type="checkbox"/> Class B beer	\$ 100
<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	\$ 500
<input type="checkbox"/> Reserve Class B liquor	\$
<input type="checkbox"/> Class B (wine only) winery	\$
Publication fee	\$ 60
TOTAL FEE	\$ 660

Name (individual / partners give last name, first, middle; corporations / limited liability companies give registered name)
Mill City Public House 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>Banda</u>	(First) <u>Jordan</u>	(Middle Name) <u>Vincent</u>	Home Address (Street, City or Post Office, & Zip Code) <u>608 Emerson St Neenah, WI 54956</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>Leary</u>	(First) <u>Russell</u>	(Middle Name) <u>Timothy</u>	Home Address (Street, City or Post Office, & Zip Code) <u>3608 E Lexington Dr. Appleton, WI 54915</u>
Directors / Managers Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)

1. Trade Name Mill City Public House Business Phone Number 920-740-5573

2. Address of Premises 1103 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.)

Single story building with basement storage. Alcohol served in bar area and dining room. Tap beer cooler and primary alcohol storage in basement, additional alcohol storage in office (access through kitchen).




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? Elks Club #337

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
Agent previously held city of Appleton Alcohol Beverage server's license, proof of recertification is attached.
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 05/21/21 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.) Leary, Russell T	Title/Member Manager / Agent	Date 02/28/2022
Signature 	Phone Number 	Email Address 

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk 3-1-2022	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 Alcohol License Questionnaire

1. Name of Applicant: Russell T. Leary, Agent

2. Name of Business: Mill City Public House LLC

(Check Applicable Box(s) to identify primary business activity)

- Restaurant
- Tavern/Night Club/Wine Bar
- Microbrewery/Brewpub
- Painting/Craft Studio
- Other (describe) _____

3. Address of Business: 1103 W College Ave

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 below:

346.63(1)(a) OWI 1st OFFENSE 09/00/18

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

<u>Jordan</u>	<u>✓</u>	<u>Banda</u>	<u>●●●●</u>
First name	M.I.	Last name	Date of Birth
_____	_____	_____	____/____/____
_____	_____	_____	____/____/____
_____	_____	_____	____/____/____
_____	_____	_____	____/____/____

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

Name: _____
First name Middle Initial Last name

Address: _____
City State ZIP

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

Name: Ellie's Lodge # 837

(Check Applicable Box(s) to identify primary business activity)

- Restaurant
- Tavern/Night Club/Wine Bar
- Microbrewery/Brewpub
- Painting/Craft Studio
- Other (describe) Non Profit Organization

8. Was this premise licensed for alcohol sales/consumption during the past license year?

Yes *If yes, please contact the Community and Economic Development Department at 832-6468 about obtaining a copy of an existing Special Use Permit and related requirements that may run with property.*

See attached report. Special Use Permit #8-95 cannot be transferred to another entity or person pursuant to Common Council action.

No *If no, please contact the Community and Economic Development Department at 832-6468 about obtaining a Special Use Permit. A Special Use Permit may be required for your business activity prior to the issuance of a Liquor License, pursuant to the City of Appleton Zoning Ordinance.*

9. If alcohol sales were a previous use in this building, when did the operation cease?

18 months ago.

10. Seating capacity: Inside 75 Outside 0

11. Operating hours (Inside the building): 11a-10p Wed-Sat
Operating hours (Outdoor seating areas): n/a

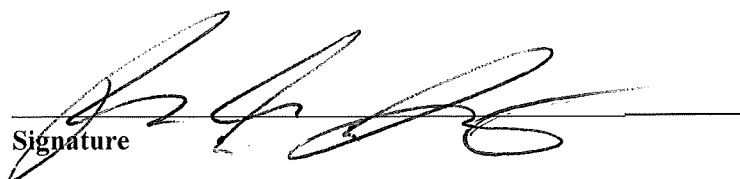
12. Employees/Staff

Number of floor personnel 6 Number of door checkers 1

13. In general, state the size and operational details of the proposed establishment:

- a. Gross floor building area of the premises to be licensed: ≈ 3,500 square feet.
- b. Gross outdoor seating areas of the premises to be licensed: 0 square feet.
- c. Below, identify the operational details of the proposed establishment:

Burger Bar with private event space. Full
Bar. Neighborhood Bar & Grill

Signature 

Date 07/27/22

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 Mill City Public House 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 Mill City Public House
(Trade Name)

located at 1103 W College Avenue Appleton, WI 54915

appoints Russell T. Leary
(Name of Appointed Agent)
3608 E Lexington Drive, Appleton, WI 54915
(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?

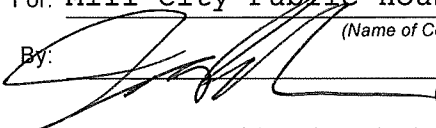
Yes No If so, indicate the corporate name(s)/limited liability company(ies) and municipality(ies).

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? 13 years

Place of residence last year 811 W Franklin St 54914 // 3608 E Lexington Drive 54915

For: Mill City Public House LLC
(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, Russell T Leary, 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.

 02/07/02
(Signature of Agent) (Date)

Agent's age

3608 E Lexington Drive Appleton, WI 54915
(Home Address of Agent)

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)

**CITY OF APPLETON
RESOLUTION FOR SPECIAL USE PERMIT #5-22
RESTAURANT WITH ALCOHOL
1103 WEST COLLEGE AVENUE**

WHEREAS, Russell Leary, Mill City Public House, has applied for a Special Use Permit for a restaurant with alcohol sales and service located at 1103 West College Avenue, also identified as Parcel Number 31-3-1064-00; and

WHEREAS, the location for the proposed restaurant with alcohol sales and service is located in the C-2 General Commercial District, and the proposed use may be permitted by Special Use Permit within this zoning district pursuant to Chapter 23 of the Municipal Code; and

WHEREAS, the City of Appleton Plan Commission held a public hearing on April 13, 2022 on Special Use Permit #5-22, at which all those wishing to be heard were allowed to speak or present written comments and other materials at the public hearing; and

WHEREAS, the City of Appleton Plan Commission has reviewed and considered the Community and Economic Development Department's staff report and recommendation, as well as other spoken and written evidence and testimony presented at the public hearing; and

WHEREAS, the City of Appleton Plan Commission reviewed the standards for granting a Special Use Permit under Sections 23-66(e)(1-8) of the Municipal Code; and

WHEREAS, the City of Appleton Plan Commission reviewed the standards for imposing conditions on the Special Use Permit under Section 23-66(c)(5) of the Municipal Code, and forwarded Special Use Permit #5-22 to the City of Appleton Common Council with a favorable conditional or not favorable (CIRCLE ONE) recommendation; and

WHEREAS, the City of Appleton Common Council has reviewed the report and recommendation of the City of Appleton Plan Commission at their meeting on April 20, 2022.

NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED by the Common Council, based on Community and Economic Development Department's staff report and recommendation, as well as other spoken and written evidence and testimony presented at the public hearing and Common Council meeting, and having considered the recommendation of the City Plan Commission, that the Common Council:

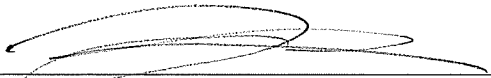
1. Determines all standards listed under Sections 23-66(e)(1-8) of the Municipal Code are found in the affirmative YES or NO (CIRCLE ONE)
2. If NO, the City of Appleton Common Council hereby denies Special Use Permit #5-22 for a restaurant with alcohol sales and service located at 1103 West College Avenue, also identified as Parcel Number 31-3-1064-00, based upon the following standards and determinations: (List reason(s) why the Special Use Permit was denied)

3. If YES, the City of Appleton Common Council hereby approves Special Use Permit #5-22 for a restaurant with alcohol sales and service at 1103 West College Avenue, also identified as Parcel Number 31-3-1064-00, subject to the following conditions as they are related to the purpose of the City of Appleton Municipal Code and based on substantial evidence:

CONDITIONS OF APPROVAL FOR SPECIAL USE PERMIT #5-22:

- A. The applicant shall receive approval of a Liquor License from the City Clerk prior to serving alcohol on the premises.
 - B. The use shall conform to the standards established in Chapter 9, Article III, Alcoholic Beverages, of the Appleton Municipal Code.
 - C. The site shall be kept free of litter and debris.
 - D. All Zoning, Building, Fire, Engineering, Utility and other Municipal Codes, and all applicable State and Federal laws shall be complied with.
 - E. Any expansions of the special use, changes to the development plan(s), plan of operation or any conditions of approval may require a major or minor amendment request to this Special Use Permit pursuant to Section 23-66(g) of the Zoning Ordinance. Contact the Community and Economic Development Department to discuss any proposed changes.
4. The City Clerk's Office is hereby directed to give a copy of this resolution to the owner/applicant, Community and Economic Development Department, Inspections Division, and any other interested party.

Adopted this 20th day of April, 2022.



Jacob A. Woodford, Mayor

ATTEST:



Kami Lynch, City Clerk



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

APPLETON EMERGENCY MANAGEMENT
100 N APPLETON STREET APPLETON, WI 54911
(920) 832-5856 FAX (920) 832-5853

MEMORANDUM

To: Alderperson Katie Van Zeeland, Chair, Safety and Licensing Committee
Members of the Common Council

From: Cassidy Walsh, Emergency Management Coordinator

Date: April 27, 2022

Re: Request to Adopt Winnebago County Hazard Mitigation Plan

The State of Wisconsin has endured billions of dollars in damages over the past three decades as a result of various disasters including severe weather and flooding events, major snowstorms, and powerful tornadoes. While the costs of each disaster may vary greatly, the impact is always the hardest at the local level, impacting our communities the most.

Hazard mitigation breaks the cycle of damage and repair by reducing or eliminating the long-term risk to human life and property caused by the potential hazards. Therefore, the City of Appleton participated jointly in the planning process with Winnebago County and other local units of government to prepare a Hazard Mitigation Plan. A copy of the plan permanently resides in the Winnebago County Emergency Management Office.

The plan will be submitted to Wisconsin Emergency Management and the Federal Emergency Management Agency (FEMA) for formal approval. Our local adoption of the plan assists in this approval process. Once formally approved, a copy will be placed on file with the Appleton City Clerk and Emergency Management Coordinator.

Attached you will find a resolution outlining the continued adoption of the plan. I am requesting that the committee recommend approval of Winnebago County’s Hazard Mitigation Plan for those portions of the City of Appleton located in Winnebago County.

If you have any questions, please feel free to contact me at (920) 832-5856.

**Resolution 2022-04
City of Appleton**

**A RESOLUTION ADOPTING THE WINNEBAGO COUNTY NATURAL
HAZARDS MITIGATION PLAN: 2022-2026 (5-YEAR UPDATE)**

WHEREAS, the United States Congress passed the Disaster Mitigation Act of 2000 (DMA2K), which requires that a local unit of government must have an approved all hazard mitigation plan before it can receive Federal grant monies from the Federal Emergency Management Agency for pre-disaster mitigation projects; and

WHEREAS, the City worked with Winnebago County Emergency Management to update the countywide mitigation plan, initially adopted in 2004; and

WHEREAS, the City Council makes the following findings:

1. Natural disasters do pose a tangible threat to residents and property.
2. Undertaking hazard mitigation actions before disasters occur will reduce the potential for harm to residents and property and save taxpayer dollars.
3. Preparation of this plan is in the public interest.
4. This plan is intended to serve as a general strategy and may be amended from time to time.
5. Nothing in this plan obligates the city to undertake any of the recommended activities and/or projects.

NOW THEREFORE, BE IT RESOLVED, the City of Appleton hereby adopts the Winnebago County Natural Hazards Mitigation Plan: 2022-2026 (5-Year Update); and

BE IT FURTHER RESOLVED, the City Clerk is directed to send a signed copy of this resolution, at their earliest convenience to: Eric Rasmussen, Director; Winnebago County Emergency Management; 4311 Jackson Street; Oshkosh WI 54901.

Adopted this ____ day of _____, 2022

Attest:

Jacob A. Woodford, Mayor

Kami Lynch, City Clerk



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

APPLETON EMERGENCY MANAGEMENT
100 N APPLETON STREET APPLETON, WI 54911
(920) 832-5856 FAX (920) 832-5853

MEMORANDUM

To: Alderperson Katie Van Zeeland, Chair, Safety and Licensing Committee
Members of the Common Council

From: Cassidy Walsh, Emergency Management Coordinator

Date: April 27, 2022

Re: Request to Adopt Calumet County Hazard Mitigation Plan

The State of Wisconsin has endured billions of dollars in damages over the past three decades as a result of various disasters including severe weather and flooding events, major snowstorms, and powerful tornadoes. While the costs of each disaster may vary greatly, the impact is always the hardest at the local level, impacting our communities the most.

Hazard mitigation breaks the cycle of damage and repair by reducing or eliminating the long-term risk to human life and property caused by the potential hazards. Therefore, the City of Appleton participated jointly in the planning process with Calumet County and other local units of government to prepare a Hazard Mitigation Plan. A copy of the plan permanently resides in the Calumet County Emergency Management Office.

The plan will be submitted to Wisconsin Emergency Management and the Federal Emergency Management Agency (FEMA) for formal approval. Our local adoption of the plan assists in this approval process. Once formally approved, a copy will be placed on file with the Appleton City Clerk and Emergency Management Coordinator.

Attached you will find a resolution outlining the continued adoption of the plan. I am requesting that the committee recommend approval of Calumet County’s Hazard Mitigation Plan for those portions of the City of Appleton located in Calumet County.

If you have any questions, please feel free to contact me at (920) 832-5856.

RESOLUTION # _____

ADOPTING THE CALUMET COUNTY HAZARD MITIGATION PLAN

FISCAL IMPACT: None

WHEREAS, the City of Appleton recognizes the threat that natural hazards pose to people and property; and

WHEREAS, undertaking hazard mitigation actions before disasters occur will reduce the potential for harm to people and property and save taxpayer dollars; and

WHEREAS, an adopted all-hazards mitigation plan is required as a condition of future grant funding for mitigation projects; and

WHEREAS, the City of Appleton participated jointly in the planning update process with Calumet County and the other local units of government within the County to prepare an updated Hazard Mitigation Plan;

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Appleton, hereby adopts the Calumet County Hazard Mitigation Plan as an official plan; and

BE IT FURTHER RESOLVED, that the Calumet County Emergency Management Department will submit, on behalf of the City, the adopted Hazard Mitigation Plan to Wisconsin Emergency Management and Federal Emergency Management Agency officials for final review and approval. Minor changes made upon advice from Wisconsin Emergency Management and Federal Emergency Management Agency will not require re-adopting this resolution.

PASSED: _____.

Certifying Official

2022-2023 RENEWALS

CLASS "A" FERMENTED MALT BEVERAGE & "CLASS A" LIQUOR (CIDER ONLY) LICENSE

<u>NAME</u>	<u>TRADE NAME</u>	<u>ADDRESS</u>
FKG Oil Company Lori A. Endries, Agent, 227 Wisconsin Ave Brillion WI 54110	Appleton MotoMart	3400 E Calumet St
FKG Oil Company Allexander J Stichman, Agent, 2061 Southland Ln, New London WI 54961	Badger MotoMart	1850 W Wisconsin Ave
FKG Oil Company Jason G. Mazanec, Agent, 912 E Frances St, Appleton WI 54911	Ballard MotoMart	2838 N Ballard Rd
DK Petroleum Inc. Davinder Singh, Agent, 3709 S Boyd Ct Appleton WI 54915	DK Petroleum	2619 N Richmond St
FKG Oil Company Anne M. Stichman, Agent, N11037 State Rd 22 Clintonville WI 54929	Kensington MotoMart	320 S Kensington Dr
Kwik Trip Inc. Jennifer Lundt, Agent, 5310 Long Ct Appleton WI 54914	Kwik Trip #181	730 E Wisconsin Ave
Kwik Trip Inc. Ashley M. Fralick, Agent, 910 S. Lincoln St, Shawano WI54166	Kwik Trip #182	306 N Richmond St
Kwik Trip, Inc. Matthew A. Oetzel, Agent, 317 Sarah St Kaukauna WI 54130	Kwik Trip #200	2120 E Edgewood Dr
Kwik Trip, Inc. Ron W Hoffmeyer, Agent, N7834 Edgewater Ct Sherwood WI 54169	Kwik Trip #639	2175 S Memorial Dr
Kwik Trip, Inc. Jacqueline D. Dahlke, Agent, 717 Appleton Rd Menasha WI 54952	Kwik Trip #678	3232 S Oneida St
Kwik Trip, Inc. Cheri L. Werner, Agent, 331 Division St, Neenah WI 54956	Kwik Trip #685	4085 E Calumet St
Depu LLC Chiranjibi Lamichhane, Agent, 381 Boyd St Fond Du Lac WI 54935	Northland Mobil	105 W Northland Ave
Oneida BP Prabhu Dhungana, Agent, 4716 W Grand Meadows Dr Appleton WI 54914	Oneida Street Mini Mart LLC	1306 S Oneida St

Quinto Sol Supermarket Hector Mosqueda, Agent, 1009 E Kramer Ln Appleton WI 54915	Quinto Sol LLC	2311 W College Ave
Sai Krupa, LLC Nilesh M. Patel, Agent, 4705 W Prairie Song Ln Appleton WI 54913	Richmond Citgo	1601 N Richmond St
BSS Corporation Buddi S. Subedi, Agent 3045 Winnipeg St Menasha WI 54952	Richmond Mobil	3401 N Richmond St
Kwik Trip, Inc. Pattie Jo Vergenz, Agent, 2115 S 9 th St Manitowoc WI 54220	Tobacco Outlet Plus Grocery 556	1342 W Prospect Ave
True North Energy LLC Daniel J Pamperin, Agent, 396 Talus Ct DePere WI 54115	True North #822	3411 N Ballard Rd
Van Zeeland Oil Co Inc Todd G. Van Zeeland, Agent, 53 Weimar Ct Appleton WI 54915	Valley Mobil	2661 S Oneida St
Sayash LLC Yam Lamichhane, Agent, 1000 Kernan Ave Menasha WI 54952	Wisconsin Avenue Marathon	1920 E Wisconsin Ave
Jaliyan Gas, LLC Nilesh M. Patel, Agent, 4705 W Prairie Song Ln Appleton WI 54913	Wisconsin Avenue Pantry	111 W Wisconsin Ave

CLASS "A" FERMENTED MALT BEVERAGE & "CLASS A" LIQUOR LICENSE

<u>NAME</u>	<u>TRADE NAME</u>	<u>ADDRESS</u>
Aldi Inc Wisconsin Michael Haasch, Agent, 311 N 6 th St, DePere WI 54115	Aldi #68	116 N Linwood Ave
Aldi Inc Wisconsin Jamison Pierce, Agent, 415 S Olde Oneida St #108 Appleton WI 54911	Aldi #69	2310 S Kensington Dr
Aldi Inc Wisconsin Julie A Meier, Agent, 3463 Westpoint Rd Suamico WI 54313	Aldi #86	2702 N Richmond St
Banee Corporation Parmeet Kaur Arora, Agent, 8176 Basil Ct Neenah WI 54956	Appleton Exxon Mobil	1717 W College Ave
Badger Gas Inc Kalwinder Kaur, Agent, 4052 Cattail Ct Grand Chute WI 54913	Badger Gas	911 W College Ave
AADYA, LLC Mahendra Patel, Agent, N231 Eastowne Ln Appleton WI 54915	Calumet Pantry	319 E Calumet St

Wisconsin CVS Pharmacy LLC Nicholas Fahrner, Agent, 5534 Old Hwy 18 Stevens Point WI 54982	CVS Pharmacy #8525	700 W Wisconsin Ave
Skogen's Foodliner, Inc. Paul Klinkhammer, Agent, 945 Tayco St Menasha WI 54952	Festival Foods	1200 W Northland Ave
Flanagan's Stop & Shop, Inc. Patrick James Flanagan, Agent, N1820 North Rd Greenville WI 54942	Flanagan's Stop & Shop	522 W College Ave
Nepal LLC Puspa Subedi, Agent, 3045 Winnipeg St Menasha WI 54952	Memorial Liquor	415 S Memorial Dr
Ultimate Mart LLC Ken A Voss, Agent, 2936 Blue Moon Dr Green Bay WI 54311	Pick 'N Save #8123	2700 N Ballard Rd
Ultimate Mart LLC Ruth K Ackerman, Agent, 1114 Melrose Ct #4 Neenah WI 54956	Pick 'N Save #8187	511 W Calumet St
SG Petroleums LLC Sudhansh Goel, Agent, 4842 N Stargaze Dr Appleton WI 54913	SG Petroleums	2811 E Newberry St
Target Corporation Allison M.K. Hemker, Agent, 905 Kernan Ave Menasha WI 54915	Target Store T-1248	1800 S Kensington Dr
Tee Tees Nachos LLC Timasha Thornton, Agent, 500 S Pierce Ave Appleton WI 54914	Tee Tees Nachos	550 N Morrison St Ste C
The Free Market, Inc. Lucinda M. Weinfurter, Agent, E2723 Cty Rd B Scandinavia WI 54977	The Free Market	734 W Wisconsin Ave
Olive Cellar LLC Gordon J. Cole, Agent, 1418 N Union St Appleton WI 54911	The Olive Cellar	277 W Northland Ave
Walgreen Co. Stephanie S Schroeder, Agent, 215 W Wilson Ave Appleton WI 54915	Walgreens #02921	1901 S Oneida St
Walgreen Co. Troy Rustad, Agent, 826 E Appletree Ln Appleton WI 54911	Walgreens #05102	700 W College Ave
Walgreen Co. Garrette Kersten, Agent, 641 Grove St Neenah WI 54956	Walgreens #07323	3330 E Calumet St
Walgreen Co. Amber E Janssen, Agent, 1210 E Overland Rd Appleton WI 54911	Walgreens #12019	2803 N Meade St

Walgreen Co. Walgreens #12693 729 W Northland Ave
Jason J. Jarmuskiewicz, Agent, 1671 Birch St Green Bay WI 54304

Wal-Mart Stores East LP Wal-Mart Super Center 3701 E Calumet St
Jason R Klunck, Agent, 1801 White Wolf Ln Kaukauna WI 54130

CLASS "B" FERMENTED MALT BEVERAGE LICENSE

<u>NAME</u>	<u>TRADE NAME</u>	<u>ADDRESS</u>
Bennett Manor 2 LLC Heidi Bennet, Agent, 309 E Wentworth Ln Appleton WI 54913	Cozy Corner	111 N Walnut St
Guang Hai Chen 1500 W Cloverdale Dr Appleton WI 54914	Min Du Buffet	1000 W Wisconsin Ave
Tee Tees Nachos LLC Timasha Thornton, Agent, 500 S Pierce Ave Appleton WI 54914	Tee Tees Nachos	550 N Morrison St Ste C

**CLASS "B" FERMENTED MALT BEVERAGE LICENSE
AND "CLASS C" WINE LICENSE**

<u>NAME</u>	<u>TRADE NAME</u>	<u>ADDRESS</u>
WAAM Enterprises LLC William J Wetzel Jr, Agent, 2800 Schaefer Cir Appleton WI 54915	Acoca	500 W College Ave
Bowl Ninety-One LLC Thong Vue, Agent, 2511 N Alexander St Appleton WI 54911	Bowl Ninety-One	100 E College Ave
Garden View Family Restaurant LLC Rose Salinas Villanueva, Agent, 315 Tyler Ct #1 Menasha WI 54952	Garden View Restaurant	216 E College Ave
Cinisi, LLC Giuseppa Sollena, Agent, 5024 N Waterford Dr Appleton WI 54913	Luigi's Pizza	1835 E Edgewood Dr
Miss Brown's Fine Foods II LLC Donnahugh Brown, Agent, 1020 N Superior St Appleton WI 54911	Miss Brown's Fine Foods II	400 N Richmond St #G
Vers Venture LLC Tammy L. Verhagen, Agent, 31 Golden Wheat Ln Wrightstown WI 54180	Mr Brews Taphouse	201 S Riverheath Way #1100
MK2 Investments LLC Mari P Kessenich, Agent, 4509 N Knollwood Ln Appleton WI 54913	Pinot's Palette	226 E College Ave

CLASS “B” FERMENTED MALT BEVERAGE & “CLASS B” LIQUOR LICENSE

<u>NAME</u>	<u>TRADE NAME</u>	<u>ADDRESS</u>
Zuesinator LLC Corbin Schiedermayer, Agent, 928 W Hawes Ave Appleton WI 54914	Ambassador	117 S Appleton St
FirstUskana LLC Ramazan Hajdini, Agent, W6996 Rockdale Ln Greenville WI 54942	Angels Restaurant	1401 E John St
Apollon II LLC Tara Ziebell, Agent 609 N Drew St Appleton WI 54911	Apollon	207 N Appleton St
Driftwood Special Servicing LLC Linda M. Garvey, Agent, 105 Alexander Dr Neenah WI 54956	Appleton Hilton-Banquet Services	333 W College Ave
Driftwood Special Servicing LLC Linda M. Garvey, Agent, 105 Alexander Dr Neenah WI 54956	Appleton Hilton-Blaze	333 W College Ave
Driftwood Special Servicing LLC Linda M. Garvey, Agent, 105 Alexander Dr Neenah WI 54956	Appleton Hilton- Clubhouse	333 W College Ave
Driftwood Special Servicing LLC Linda M. Garvey, Agent, 105 Alexander Dr Neenah WI 54956	Appleton Hilton- Lombardi Bar	333 W College Ave
Appleton Souvenir & Cigar Inc Robert J. Zima, Agent, 1625 Canary Ln Green Bay WI 54304	Appleton Souvenir & Cigar Co	415 W College Ave
Asian Thai 2 Inc Rong Zhang, Agent, 3709 S Hampton Ct Appleton WI 54915	Asian Thai	201 W Northland Ave Ste GH
MJ Author’s Kitchen Joshua D. Sickler, Agent, 629 12 th St Menasha WI 54952	Author’s Kitchen	125 E College Ave
Bad Badger, Inc. Michael J. Baker, Agent, N4120 Oak Ln Freedom WI 54130	Bad Badger Sports Bar	215 W College Ave
Badger Boys 2 LLC Tim G. Bruecker, Agent, 1713 Fieldcrest Dr Kaukauna WI 54130	Badger Sports Park	3600 E Evergreen Dr
Behnke Enterprises, Inc. Mark E. Behnke, Agent, 1820 N Douglas St Appleton WI 54914	Bazils Pub	109 W College Ave
Calaveras Fine Fusions LLC Rebekkah Garcia, Agent, 1033 Madison St, Little Chute WI 54140	Calaveras Fine Fusions	528 W College Ave

Plamann Bros., Inc. Terrance M. Plamann, Agent, 2240 Wintergreen Dr Appleton WI 54914	Capitol Centre	725 W Capitol Dr
Debra L Terry W6150 Cty Rd BB Lot #71 Appleton WI 54914	Carter's Caboose	1428 W Second St
PJW LLC Jennifer A. Thomas, Agent, 3000 S Lance Ave Appleton WI 54915	Chadwick's	413 W College Ave
Chesters Pub LLC Tiffani Daul, Agent, N3929 Washington Ave #7, Freedom WI 54130	Chester's Pub	2611 N Richmond St
Thao Enterprises Inc Maiyoua Thao, Agent, 5310 N Rosemary Dr Appleton WI 54913	Chung's Sandwich Bar	1804 S Lawe St
ANK Restaurant Adam DelFosse, Agent, N207 Country Ayres Ct Appleton WI 54915	Cinders Charcoal Grill	221 S Kensington Dr
Cleo's Brown Beam LLC Dean T. Sosnoski, Agent, N2549 Sommers Dr Appleton WI 54913	Cleo's	203 W College Ave
Sherry L Galow 525 N Division St Appleton WI 54911	Cold Shot	633B W Wisconsin Ave
Kim Williams 200 E Harding Dr Appleton WI 54915	Corner Pub	1123 N Mason St
Dongpo Restaurant in Appleton, Inc. DongPo Restaurant Jian Chen, Agent, 3500 N Morrison St Appleton WI 54911		719 W College Ave
Strange Case Thomas M. Ales III, Agent, 1120 Grassy Plains Dr Neenah WI 54956	Dr. Jekyll's	314 E College Ave
Eager Beaver LLC Mark R. Joosten, Agent, 3909 E Appleseed Dr Appleton WI 54913	Eager Beaver Bar & Grill	1400 W Second St
El Azteca Restaurants, Inc. Fe Montalvo, Agent, 1808 Vandenberg Ln Kaukauna WI 54130	El Azteca Restaurant	201D W Northland Ave
TNE, Inc. Sharon L. Reader, Agent, N1522 Sandview Dr Fremont WI 54940	Emmett's Bar & Grill	139 N Richmond St
Yong Larson W7062 Hillview Rd Greenville WI 54942	Far East	1330 S Oneida St

Fat Sammy's Inc Angela C. Gaines, Agent, 1722 S Peabody St Appleton WI 54915	Fat Sammy's	2500 S Oneida St
Driftwood Special Servicing LLC Linda M. Garvey, Agent, 105 Alexander Dr Neenah WI 54956	Fox Cities Exhibition Center	355 W Lawrence St
Fox River House LLC Cassidy M Evers, Agent, 742 W Prospect Ave Appleton WI 54914	Fox River House	211 S Walnut St
Friends & Neighbors, Inc. Michael D. Mattson, Agent, 148 S Walter Ave Appleton WI 54915	Friends & Neighbors	148 S Walter Ave
The Original Music Collaborative LLC David G Willems, Agent, 59 South Meadows Dr Appleton WI 54915	Gibson Community Music Hall	211 W College Ave
DCMX LLC Mylee Xiong, Agent, W2374 Holly Ln Appleton WI 54915	Gingerootz	2920 N Ballard Rd Ste A
Good Company, Ltd. Trevor J. Reader, Agent, W3841 Highview Dr Appleton WI 54915	Good Company	110 N Richmond St
Grand Meridian, Inc. Kenneth G. Vandeyacht, Agent, 206 Edward St Combined Locks WI 54113	Grand Meridian	2621 N Oneida St
K Corporation Robert J. Kunstman, Agent, 1602 N Richmond St Appleton WI 54911	Grumpy's Pub	1501 N Richmond St
Henry J Grishaber LLC Henry J. Grishaber, Agent, 1937 E John St Appleton WI 54915	Hank & Karen's	1937 E John St
Grin & Barrett, Inc. Sheli S. Paez, Agent, 19 W Pleasantview Ct Appleton WI 54914	Hide-A-Way Bar	1400 W Wisconsin Ave
Hideout Bar LLC Amanda K. Ernst, Agent, 75 Paulina St Clintonville WI 54929	Hideout Bar	2828 N Ballard Rd
Ferg5 James E. Ferg, Agent, 1238 Appleton St Menasha WI 54952	Home Burger Bar	205 W College Ave
Santino LLC Katelyn E. James, Agent, 200 E James St Appleton WI 54915	Houdini's Escape	1216 S Oneida St
John C Greiner 1508 Oakridge Ave Kaukauna WI 54130	Jack's Apple Pub	535 W College Ave
DDCT, Inc.	Jim's Place	223 E College Ave

Jay J. Plamann, Agent, 585 W Highland Park Ave #1159 Appleton WI 54911

Nakashima Sushi, Inc. Katsu-Ya of Japan 338 W College Ave
Lisa S. Nakashima-Lindberg, Agent, 219 Arrowhead Ln Appleton WI 54913

Fox Valley Rentals & Investments LLC M.T. Pockets 2906 E Newberry St
Brian M. Tomaszewski, Agent, 1459 Mera Ln Kaukauna WI 54130

Two Bucks Only II LLC Maritime Bar 336 W Wisconsin Ave
Daniel M. Burton, Agent, 1001 S Oneida St Unit F Appleton WI 54911

Marks East Side, Inc. Mark's East Side 1405 E Wisconsin Ave
Alex Shea, Agent, 1206 N Plateau St, Appleton WI 54911

MIP LLC McGuinness Irish Pub 201 S Walnut St
Matthew F Miller, Agent, 1019 E New York St Oshkosh WI 54901

Uncle Jim's, LLC Missfits 317 N Appleton St
Hollyann Strunc, Agent, 221 N State St Appleton WI 54911

Behnke Enterprises, Inc. No Idea Bar 109 W College Ave
Mark E. Behnke, Agent, 1820 N Douglas St Appleton WI 54914

Old Bavarian Brauhaus Inc OB's Brau Haus 523 W College Ave
Christopher A Nelis, Agent, 1315 1/2 S Jefferson St Appleton WI 54915

Pierri Pizza LLC Pierri Pizza 815 W College Ave
Riley W Brice, Agent, 819 1/2 W College Ave Appleton WI 54914

GT Limited Rascal's Bar & Grill 702 E Wisconsin Ave
Karen Blodgett, Agent, 715 E Hancock St Appleton WI 54911

Simpson's Red Ox, Inc. Red Ox Supper Club 2318 S Oneida St
John A. Hayes, Agent, 124 E Wilson Ave Appleton WI 54915

Richmond St. Pub, Inc. Richmond Street Pub 1631 N Richmond St
Linda M. Guckenberger, Agent, 4910 N Meade St Appleton WI 54913

Gregg Van Dinter Riverside Bar & Grill 906 S Olde Oneida St
W6227 Wisconsin Ave Greenville WI 54942

Riverview Gardens Inc. Riverview Gardens 1101 S Oneida St
Cynthia L. Sahotsky, Agent, W6122 Cty Rd P Black Creek WI 54106

S C Carrow Corp Rookies 325 N Appleton St

Steven C. Carrow, Agent, W6492 Rickey Ln Greenville WI 54942

Sangrias Mexican Grill 2 LLC Sangria's Mexican Grill 215 S Memorial Dr
Sarah J. Gregory, Agent, 121 E Water St #118 Appleton WI 54911

Scubas Pourhouse LLC Scuba's Pourhouse 1309 E Wisconsin Ave
Steve R. Van Fossen, Agent, 2278 Fraser Fir Dr Appleton WI 54913

Stone Arch Brewpub Inc Stone Arch Brew Pub 1004 S Olde Oneida St
Steven T. Lonsway, Agent, 5141 N Lynndale Dr Grand Chute WI 54913

Aaron Investments LLC Stuc's Pizza 110 N Douglas St
Erik J. Anderson, Agent, 521 Lamers Rd Kimberly WI 54136

Kim Williams Study Hall Grill & Pub 313A E Calumet St
200 E Harding Dr Appleton WI 54915

Super Bowl Inc Super Bowl 2222 E Northland Ave
David L. Bardon, Agent, 260 Lincoln St Elkhart Lake WI 53020

C&K Catering Corporation Sushi Lover 527-529 W College Ave
Zhen Zhen Sun, Agent, 3336 Star Creek Ct Green Bay WI 54311

Tandem Wine & Beer LLC Tandem Wine & Beer 101 W Edison Ave #100
George H. Koenig, Agent, 419 S Church St Neenah WI 54956

Taste of Thai, Inc. Taste of Thai 321 E College Ave
Natcha Jitmaiwong, Agent, 792 S Olson Ave Grand Chute WI 54914

The 513 Appleton LLC The 513 513 W College Ave
Kolby Knuth, Agent, 805 S State St Appleton WI 54911

THBJ Investments, LLC The Bent Keg 417 W College Ave
Bruce A. Hawley, Agent, 349 White Cedar Parkway Apt H Kimberly WI 54136

Generation Paulson The Daily Pint 830 E Northland Ave
Chris D. Paulson, Agent, W5793 Royal Troon Dr Menasha WI 54952

Mc Gregors LLC The Durty Leprechaun 343 W College Ave
Jonathon E Kuehn, Agent, 402 E North St Appleton WI 54911

Supple Fondue LLC The Melting Pot 2295 W College Ave
John F. Supple III, Agent, 4244 S Shady Ln Oshkosh WI 54901

Harvath LLC The Wishing Well 2709 E Newberry St

Terrill J. Harvath, Agent, 3997 N Trailway Ln Appleton WI 54913

Gregg VanDinter Union Jacks 812 S Olde Oneida St
W6227 Wisconsin Ave, Greenville WI 54942

Urban Modern Kitchen LLC Urban Modern Kitchen 800 E Wisconsin Ave
Regina Hueckman, Agent, 2825 South Wheatfield Dr Appleton WI 54915

Victorias of Appleton Inc Victoria's Restaurant 503 W College Ave
Cresencio V. Victoria, Agent, 503 W College Ave Appleton WI 54911

Tudy Wilder LLC Wilder's Bistro 2639 S Oneida St Ste 1
Terrance A. Wilder, Agent, 705 Arthur St Little Chute WI 54140

Wooden Nickel Restaurant & Lounge Inc. Wooden Nickel Sports Bar & Grill 217 E College Ave
Anthony A. Mueller, Agent, 217 E College Ave Appleton WI 54911

**CLASS "B" FERMENTED MALT BEVERAGE & EXEMPT "CLASS B" LIQUOR
LICENSE**

<u>NAME</u>	<u>TRADE NAME</u>	<u>ADDRESS</u>
Beefeaters British Grille & Pub, Inc. Trevor J. Reader, Agent, W3841 Highview Dr Appleton WI 54913	Beefeaters	2331 E Evergreen Dr
Good Company, Ltd. Trevor J. Reader, Agent, W3841 Highview Dr Appleton WI 54913	Pullman's at Trolley Square Waterfront Banquets	619 S Olde Oneida St

**CLASS "B" FERMENTED MALT BEVERAGE & RESERVE "CLASS B" LIQUOR
LICENSE**

<u>NAME</u>	<u>TRADE NAME</u>	<u>ADDRESS</u>
Das Ventures Inc Jeffery E. Fogle, Agent, 774 Elm St Neenah WI 54956	Appleton Beer Factory	603 & 607 W College Ave
Appleton Yacht Club Andrew T. Potter, Agent, 3146 N Lawe St Appleton WI 54911	Appleton Yacht Club	1200 S Lutz Dr
AF Inc Chuan Shun Chen, Agent, 2309 E Ashbury Dr #10 Appleton WI 54913	Bamboo	2230 E Northland Ave

Sou Chomsisengphet 451 Forestview Dr Oshkosh WI 54904	Basil Café	1513 N Richmond St
Blazin Wings, Inc. Kimberly M. Lutzewitz, Agent, W6368 Boonesborough Dr. Greenville WI 54942	Buffalo Wild Wings	3201 E Calumet St
Appleton Hotel Ventures LLC Troy R Graverson, Agent, 606 Marcella Ave Combined Locks WI 54113	Cambria Suites	3940 N Gateway Dr
Wise Restaurant Group Paul J Wise, Agent, 561 S Waupaca St Wautoma WI 54982	Christianos Pizza	2400 S Kensington Dr #500
Fox Cities Hotel Investors LLC Richard Batley, Agent, 1538 Whitetail Dr Neenah WI 54956	Copper Leaf Boutique Hotel & Spa	300 W College Ave
Riverheath Hospitality LLC Cindy L. Evers, Agent, 532 Hammen Ct Kaukauna WI 54130	Courtyard Appleton Riverfront	101 S Riverheath Way
C-Vine Lounge LLC Conrado Lopez Mendez, Agent, 1789 Sanctuary Ct #63 Appleton WI 54914	C-Vine Lounge	531 W College Ave
D2 of Appleton, Inc. Howard J Johnston, Agent, 2743 St. Ann Dr Green Bay WI 54311	D2 of Appleton	403 W College Ave
Déjà Vu Enterprises LLC Kelly Koroll, Agent, 519 W College Ave Appleton WI 54911	Déjà Vu Martini Lounge	519 W College Ave
Fox Cities Building for the Arts Inc Christina S. Turner, Agent, 275 Lake Rd Menasha WI 54952	Fox Cities Building for the Arts	111 W College Ave
Fox Cities Performing Arts Center, Inc. Maria S. Van Laanen, Agent, 4726 N Tony Ct Appleton WI 54913	Fox Cities Performing Arts Center	400 W College Ave
J Restaurant LLC Jay P. Supple, Agent, 4716 Bay View Ln Oshkosh WI 54902	Fratellos Riverfront Restaurant	501 W Water St
Holidays Pub LLC Corey Bringman, Agent, 712 N Hawthorne Dr, Appleton WI 54915	Holidays Pub & Grill	3950 N Richmond St
El Jaripeo Appleton LLC Oscar A. Sandoval Rosales, Agent, 4925 N Waterford Dr Appleton WI 54913	Jaripeo Mexican Grill	3401 E Evergreen Dr
Mondo Wine LLC David J. Oliver, Agent, 833 E Franklin St Appleton WI 54911	Mondo Wine Bar and Retail	220 W College Ave


Behnke Enterprises, Inc. Mark E. Behnke, Agent, 1820 N Douglas St Appleton WI 54914	Olde Town Tavern	107 W College Ave
Player 2 LLC Marissa R. Emerson, Agent, 1201 Bartell Ct #10 Appleton WI 54914	Player 2 Arcade Bar	215 E College Ave
Good Company, Ltd. Trevor J. Reader, Agent, W3841 Highview Dr Appleton WI 54913	Pullmans Waterfront Banquets	619 S Olde Oneida St
Fox River Boat Holding Co, LLC Candice Mortara, Agent, 1301 N Briarcliff Dr, Appleton WI 54915	River Tyme Bistro	425 W Water St #100
Rye Inc Nicolas Morse, Agent, 4553 W Parkway Blvd Appleton WI 54913	Rye Restaurant	308 W College Ave
BT & Dave, LLC Theodore V. Suess, Agent, 1414 W Spencer St Appleton WI 54914	Speakeasy Ultra Lounge	425 W College Ave
10 th Frame LLC Chad M. Van Daalwyk, Agent, 1319 N Erb St Appleton WI 54911	The 10 th Frame	618 W Wisconsin Ave
Milko, Inc. Samuel D. Kilgas, Agent, 3410 Cherryvale Ave #51 Appleton WI 54913	The Bar on the Avenue	427 W College Ave


April 22, 2022


KAMI LYNCH
CITY CLERK

CITY OF APPLETON

FIRE DEPARTMENT

 700 N. Drew Street
Appleton, WI 54911

 (920) 832-5810

 (920) 832-5830

 jeremy.hansen@appleton.org

MEMORANDUM

April 11, 2022

To: Human Resources Committee, Safety & Licensing Committee, and Common Council
From: Jeremy Hansen, Fire Chief
Cc: Ryan Weyers, Deputy Fire Chief and Derek Henson, Battalion Chief of Prevention and Public Education
Re: Request for a Table of Organization Change

The Fire Department's current Table of Organization includes one Fire Protection Engineer. The previous Fire Protection Engineer retired on January 3, 2022. Despite extensive efforts over the past five months to fill the position, a candidate has not been found. The Fire Department is requesting to modify the table of organization from a Civilian Fire Protection Engineer to a Public Education Specialist/Civilian Fire Inspector. This position was part the Fire Department between 1985 and 2010. The position was eliminated from the budget in 2011.

The Fire Protection Engineer position was responsible for several key functions in the Fire Prevention Division. Examples of these responsibilities include reviewing fire protection, site, and building plans; coordinating school fire drills for the 53 public and parochial schools within the city; and to serve on several City committees and boards. The highly unique and technical skills required for this position resulted in the inability to fill the role.

To maintain this high level of service, the duties of the Fire Protection Engineer would be absorbed by both the current Civilian Fire Inspector and the Battalion Chief of Fire Prevention and Public Education. In turn, some of their duties that are pertinent to the public education discipline would be delegated to the new position. As examples, public education curriculum development, social media management, and organizing special events would become the responsibilities of the Public Education Specialist/Civilian Fire Inspector. A full listing of job functions of the new position can be found in the attached proposed position description.

This position also fills an important gap in the service delivery of the Fire Department. Our public education program currently lacks formal, age-appropriate curriculum. While the department has been able to "make do", having a dedicated public education position would ensure the highest level of quality from the program.

The budgetary impact and salary range for the new position is \$51,915.20 - \$79,372.80. The plan is to use existing budgeted funds from the Fire Protection Engineer position to fund this position. The pay range is two pay grades lower than the Fire Protection Engineer. We anticipate there will be some salary savings.

If you have any questions or concerns, please do not hesitate to contact me at (920) 832-5810. Thank you for your consideration.



Public Education Specialist/ Civilian Fire Inspector

Class Code:
250-21

Bargaining Unit: Non-union Non-Exempt

CITY OF APPLETON
Established Date: Apr 11, 2022
Revision Date: Apr 11, 2022

SALARY RANGE

\$25.44 - \$38.16 Hourly
\$52,915.20 - \$79,372.80 Annually

NATURE OF WORK:

This position is responsible for planning, developing, coordinating, and implementing public fire and life safety education activities and programs on behalf of the City of Appleton Fire Department. Work also involves maintaining continuous contact with area school districts, local and regional safety agencies, the general public, and assisting in information delivery to the media during major emergency incidents. The position carries a high degree of responsibility necessitating considerable technical expertise, judgement, discretion, and coordination of staff and programs. Work also involves conducting inspections to enforce all codes, laws and ordinances pertaining to fire and life safety of public buildings, events, temporary structures and places of assembly that may occur in the City. The incumbent works under the general supervision of the Battalion Chief of Fire Prevention and Public Education.

JOB FUNCTIONS:

ESSENTIAL JOB FUNCTIONS

- Plans, develops, implements, and presents diverse public fire and life safety education activities and programs which fit the needs of the citizens of Appleton and other target audiences.
- Acts as a liaison between the news media and the Fire Department for non-emergency contact
- Manages department's social media presence, including engaging citizens both proactively and responsively as necessary. Updates department website as needed.
- Assesses community educational needs and works to build community networks to target problems.
- Tracks public education activities, analyzes trends, develops and tracks outcome measures, and prepares appropriate reports.
- Displays and/or demonstrates fire safety apparatus.
- Organizes special events for the Fire Department.
- Develops lesson plans for delivery in educational settings of all levels.
- Oversees implementation of Public Education programs and provides direction and guidance to employees either directly or through chief officers.
- Maintains regular punctual and predictable attendance, works overtime and extra hours as required.
- Conducts routine and special fire inspections of public, commercial, residential, assembly, and target hazard occupancies, i.e. schools, day cares, hospitals, high-rises, nursing homes, care facilities, hazardous processing, storage, etc. ensuring compliance with local and state codes, and nationally recognized good practices and standards.
- Identifies corrective action that must be made to bring properties into compliance with applicable fire codes, laws, regulations, and standards.
- Conducts, supervises and documents regularly scheduled fire drills in identified occupancies.
- Works with other city/state agencies and personnel to consistently interpret and enforce fire and life safety code requirements.

OTHER JOB FUNCTIONS

- Works with the Battalion Chief of Fire Prevention and Public Education to identify budgetary needs.
- Prepares educational training programs for fire department personnel and trains them for public education activities.
- Assists in the development and delivery of technical programs related to fire code compliance and other educational activities.
- Assists in developing and implementing firefighter recruiting and mentoring strategies.
- Develops the department's annual report.
- Attends training and conferences to maintain competence in the latest educational and fire prevention practices.
- Drafts news releases and provides official statements to the media on departmental and community education activities and initiatives as required.
- Uses area demographics, NFIRS statistics and various diagnostic tools to target area needs and plan appropriate interventions.

REQUIREMENTS OF WORK:

Requires three to five years experience in developing and delivering educational programs (teacher certification preferred), some of which should be in fire prevention (or other safety or emergency response activities) and program development. A bachelor's degree is preferred; or any equivalent combination of experience and training which provides the following knowledge, skills and abilities:

- Knowledge of fire prevention methods, laws, and ordinances.
- Knowledge of teaching techniques and multimedia equipment and the ability to apply new technologies to public education activities.
- Knowledge of the policies, rules, regulations, and standard operating procedures of the Appleton Fire Department and the City of Appleton.
- Knowledge of inspection and sprinkler applications, life safety codes and city ordinances for developing programs and providing public information.
- Ability to communicate effectively, both orally and in writing, with people at various levels within and outside the organization.
- Knowledge of and ability to demonstrate life saving techniques.
- Ability to keep accurate records and evaluate impact of public education programs.
- Ability to analyze program delivery and provide constructive feedback to department employees.
- Ability to develop and maintain good working relationships with news media and other agencies.
- Ability to analyze the community's public fire education needs and develop and implement appropriate programs to effectively address those needs.
- Ability to maintain knowledge of fire suppression, prevention and engineering practices.
- Ability to adapt to conflict situations that will result in a positive outcome.
- Ability to plan and schedule work so as not to cause undue budgetary impact.
- Skill in public speaking and public relations.
- Ability to operate office equipment including but not limited to copiers, computers and software applications.
- Ability to move equipment in excess of 50 pounds including while climbing stairs.
- Ability to work with moderate supervision.
- Ability to obtain Wisconsin Fire Inspector 1 certification
- Ability to assess fire and life safety issues and identify code requirements and alternative methods of achieving compliance.
- Possess and maintain a valid Wisconsin driver's license.

JOB TASK ANALYSIS:

JOB ANALYSIS/REQUIREMENTS
JOB TITLE: Civilian Fire Inspector
 REVISED DATE: July 2011
 REVIEW DATE: July 2011

N = Never
 O = Occasionally: 1 to 33% of the time on job
 F = Frequently: 34 to 66% of the time on job
 C = Constantly: More than 67% of the time on job

A. PHYSICAL DEMANDS	N	O	F	C
1. Standing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Lifting Light - max. 10 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Lifting Moderate - max. 25 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Lifting Heavy to moderate - max 45 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Lifting Heavy - max. 65 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Carrying est. wt. <u>60 lbs</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Pushing est. wt. <u>25 lbs</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10. Pulling est. wt. <u>100 lbs</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Pulling hand over hand	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Climbing stairs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
13. Climbing, use of legs and arms	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Balancing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Stooping	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Kneeling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Repeated bending	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Crawling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Reaching <input checked="" type="checkbox"/> high <input checked="" type="checkbox"/> low <input type="checkbox"/> level	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20. Repetitive finger movement	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. May use hands for grasping	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. May use hands for manipulation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. May use hands for twisting of wrist	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. May use hands for flex/ext. of wrist	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. May use hands for reaching	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
26. May use hands for overhead work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27. Repetitive twisting or pressure involving wrists or hands	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28. Both hands required	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29. Both legs required	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
30. Ability of rapid mental/muscular coordination simultaneously	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
31. Oral communication: speaks clearly in English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
32. Hearing-conversation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33. Intense visual concentration	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
34. Specific visual requirements	Near: <input checked="" type="checkbox"/>		Far: <input checked="" type="checkbox"/>	
35. Depth perception	Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>	
36. Color vision: Distinguish basic shades	Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>	
37. Color vision: Distinguish basic colors	Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>	
38. Operation of crane, truck or motor vehicle	Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>	
39. Other: _____				
B. WORKING CONDITIONS	N	O	F	C
1. Outside	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Outside and Inside	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Heat between 90 - 100 degrees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heat over 100 degrees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Cold below 55 degrees	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Temperature changes: <input checked="" type="checkbox"/> excessive <input checked="" type="checkbox"/> frequent	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Wetness	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Dry atmospheric conditions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Confined spaces	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Heights (list maximum <u>100</u>)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Constant noise above 85 decibels	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Intermittent noise above 85 decibels	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Fumes: <input checked="" type="checkbox"/> Irritant <input checked="" type="checkbox"/> Toxic	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Dust: More than nuisance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Gases: Types: <u>combustion byproducts</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Chemicals: Types: <u>various</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Grease and oils: Types: <u>various</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Working with machinery with moving parts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Working with moving vehicles	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Working with ladders/scaffolding	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Working below ground	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Working with hands in water	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Working alone	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. Work intensity: <input type="checkbox"/> sedentary <input checked="" type="checkbox"/> light <input checked="" type="checkbox"/> light-medium <input checked="" type="checkbox"/> medium <input type="checkbox"/> heavy Hours/day: 8 Days/week: 5 Days overtime/week: 0				

Original Alcohol Beverage Retail License Application

(Submit to municipal clerk.)

For the license period beginning: JUL 01 2021 ending: JUN 30 2022
(mm dd yyyy) (mm dd yyyy)

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

County of Appleton 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 checked="" type="checkbox"/> Class A beer	\$
<input type="checkbox"/> Class B beer	\$
<input type="checkbox"/> Class C wine	\$
<input checked="" type="checkbox"/> Class A liquor	\$ 300.00
<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	\$ 60.00
TOTAL FEE	\$ 360.00

Name (Individual / partners give last name, first, middle; corporations / limited liability companies give registered name)
Swami 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)
<u>KANU</u>	<u>KA</u>		
Vice President / Member Last Name <u>PATEL</u>	(First) <u>KANU</u>	(Middle Name) <u>B</u>	Home Address (Street, City or Post Office, & Zip Code) <u>420 W NORTHLAND AVE WI 54911</u>
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>PATEL</u>	(First) <u>KANU</u>	(Middle Name) <u>B.</u>	Home Address (Street, City or Post Office, & Zip Code) <u>420 W NORTHLAND AVE WI 54911</u>
Directors / Managers Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)

1. Trade Name NORTHLAND CITRO Business Phone Number 920733 6414
 2. Address of Premises 800 E NORTHLAND AVE Post Office & Zip Code 54911

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.)

C. STORE 1200 SP



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? Swami LLC

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 WI and date 10/2005 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.) PATEL KANU B	Title/Member OMWY	Date 4-12-22
Signature Kanu B. Patel	Phone Number 	Email Address 

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk 04/12/2022	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 Alcohol License Questionnaire

1. Name of Applicant: KANU B PATEL

2. Name of Business: SWAMI LLC

(Check Applicable Box(s) to identify primary business activity)

- Restaurant
- Tavern/Night Club/Wine Bar
- Microbrewery/Brewpub
- Painting/Craft Studio
- Other (describe) C STORE

3. Address of Business: NORTHLAND CITY

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

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

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

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

<u>KANU</u>	<u>B</u>	<u>PATEL</u>	
First name	M.I.	Last name	Date of Birth
			/ /
			/ /
			/ /
			/ /

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

Name: KANU B PATEL
First name Middle Initial Last name

Address: 420 W NORTHLAND WI 54911
City State ZIP

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

Name: _____

(Check Applicable Box(s) to identify primary business activity)

- Restaurant
- Tavern/Night Club/Wine Bar
- Microbrewery/Brewpub
- Painting/Craft Studio
- Other (describe) C STORE

8. Was this premise licensed for alcohol sales/consumption during the past license year?

Yes If yes, please contact the Community and Economic Development Department at 832-6468 about obtaining a copy of an existing Special Use Permit and related requirements that may run with property.

No _____ If no, please contact the Community and Economic Development Department at 832-6468 about obtaining a Special Use Permit. A Special Use Permit may be required for your business activity prior to the issuance of a Liquor License, pursuant to the City of Appleton Zoning Ordinance.

9. If alcohol sales were a previous use in this building, when did the operation cease?

0 months ago.

10. Seating capacity: Inside N/A Outside NA

11. Operating hours (Inside the building): 5 AM 11 PM
Operating hours (Outdoor seating areas): —

12. Employees/Staff

Number of floor personnel — Number of door checkers 3

13. In general, state the size and operational details of the proposed establishment:

a. Gross floor building area of the premises to be licensed: 1200 SQ square feet.

b. Gross outdoor seating areas of the premises to be licensed: NA square feet.

c. Below, identify the operational details of the proposed establishment:

C STORE

Kenny S. Part
Signature

4-12-22
Date

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 City of Appleton County of Outagamie

The undersigned duly authorized officer/member/manager of Swami 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 NORTHLAND CTR
(Trade Name)

located at 800 E NORTHLAND AVE APPLETON WI 54911

appoints KANU. B. PATEL
(Name of Appointed Agent)

420 W NORTHLAND AVE 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? 16 years

Place of residence last year 16 YRS

For: Swami LLC
(Name of Corporation / Organization / Limited Liability Company)

By: Kanu. B. Patel
(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, KANU. B. PATEL, 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.

Kanu. B. Patel 4-12-22 Agent's age 48
(Signature of Agent) (Date)

420 W NORTHLAND AVE APPLETON WI 54911 Date of birth 08/11/74
(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)

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 City of Appleton County of Outagamie

The undersigned duly authorized officer/member/manager of Chesters Pub 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

Chester's Pub
(Trade Name)

located at 2611 N. Richmond St.

appoints Tiffani Daul
(Name of Appointed Agent)
N3929 Washington Ave #7 Freedom, 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).
Chesters Pub LLC

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? 16 years

Place of residence last year N3929 Washington Ave #7 Freedom, WI 54130

For: Chesters Pub LLC
(Name of Corporation / Organization / Limited Liability Company)

By: [Signature]
(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, Tiffani Daul, 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] 04/11/22 Agent's age 00
(Signature of Agent) (Date)

N3929 WASHINGTON AVE #7 FREEDOM, WI 54130 Date of birth 00/00/00
(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)

Tiff

Auxiliary Questionnaire Alcohol Beverage License Application

Submit to municipal clerk.

Individual's Full Name (please print) (last name)		(first name)		(middle name)	
DAUL		TIKKANI		NICOLE	
Home Address (street/route) FREEDOM, WI N3929 WASHINGTON AVE #7		Post Office	City	State	Zip Code
			FREEDOM	WI	54130
Home Phone Number		Age	Date of Birth	Place of Birth	
●●●●●●●●		●	●/●/●●	SUFFOLK, VA.	

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 Chesters Pub LLC
(Officer / Director / Member / Manager / Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)

which is making application for an alcohol beverage license.

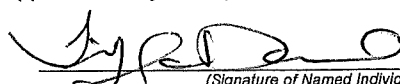
The above named individual provides the following information to the licensing authority:

1. How long have you continuously resided in Wisconsin prior to this date? 18
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.)
MISDEMEANOR POSSESSION OF MARIJUANA 2006, OWI AUG. 2010
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	Employer's Address	Employed From	To
CHESTERS PUB	2611 N. RICHMOND ST.	2019	PRESENT
CEDAR CREEK M.P.	3220 E NORTHLAND AVE	2021	2022

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: 07-1-2022 ending: 06-30-2023
(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 checked="" type="checkbox"/> Class A liquor	\$ 300
<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	\$ 60
TOTAL FEE	\$ 360

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

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>PATEL</u>	(First) <u>Arvindkumar</u>	(Middle Name) <u>I</u>	Home Address (Street, City or Post Office, & Zip Code) <u>36 Red gate Rd, Tyngsboro, MA-01879</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>PATEL</u>	(First) <u>Jayant</u>	(Middle Name) <u>G</u>	Home Address (Street, City or Post Office, & Zip Code) <u>1201 N Badger Ave, Appleton, WI-54914</u>
Directors / Managers Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)

1. Trade Name Badger Mobil Business Phone Number 920-903-9165

2. Address of Premises 1201 N Badger 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.)

Gas station with a convenience store. Main product isles and back storage area after loading dock.

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? Kayva Gas d/b/a Badger Mobil

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 WI and date 09/2017 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.) Patel, Arvindkumar, I	Title/Member President	Date 04/06/2022
Signature <i>Arvind I Patel</i>	Phone Number ● ● ● ● ● ● ● ● ● ●	Email Address ● ● ● ● ● ● ● ● ● ●

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk 4-7-22	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 Alcohol License Questionnaire

1. Name of Applicant: Arvindkumar Patel

2. Name of Business: Kavya Gas Inc

(Check Applicable Box(s) to identify primary business activity)

- Restaurant
- Tavern/Night Club/Wine Bar
- Microbrewery/Brewpub
- Painting/Craft Studio
- Other (describe) Gas station with a convenience store

3. Address of Business: 1201 N Badger Ave, Appleton, WI 54914

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 below:

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

Arvindkumar	I	Patel	●●●●
First name	M.I.	Last name	Date of Birth
First name	M.I.	Last name	Date of Birth
First name	M.I.	Last name	Date of Birth
First name	M.I.	Last name	Date of Birth

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

Name: _____
First name Middle Initial Last name

Address: _____
City State ZIP

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

Name: Badger Gas

(Check Applicable Box(s) to identify primary business activity)

- Restaurant
- Tavern/Night Club/Wine Bar
- Microbrewery/Brewpub
- Painting/Craft Studio
- Other (describe) Gas station with a convenience store

8. Was this premise licensed for alcohol sales/consumption during the past license year?

Yes If yes, please contact the Community and Economic Development Department at 832-6468 about obtaining a copy of an existing Special Use Permit and related requirements that may run with property.

No If no, please contact the Community and Economic Development Department at 832-6468 about obtaining a Special Use Permit. A Special Use Permit may be required for your business activity prior to the issuance of a Liquor License, pursuant to the City of Appleton Zoning Ordinance.

9. If alcohol sales were a previous use in this building, when did the operation cease?

— months ago.

10. Seating capacity: Inside — Outside —

11. Operating hours (Inside the building): 6am-10pm
Operating hours (Outdoor seating areas): —————

12. Employees/Staff

Number of floor personnel 1 Number of door checkers 0

13. In general, state the size and operational details of the proposed establishment:

- a. Gross floor building area of the premises to be licensed: 1000 square feet.
- b. Gross outdoor seating areas of the premises to be licensed: 0 square feet.
- c. Below, identify the operational details of the proposed establishment:

Only Sale Liquor no consumption at premise

Arvind J. Patel
Signature

04/06/2022
Date

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 Kavya Gas 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 Badger Mobil

(Trade Name)

located at 1201 N Badger Ave, Appleton, WI 54914

appoints Jayant Patel
(Name of Appointed Agent)

1201 N Badger 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? 4.5 years

Place of residence last year 1201 N Badger Ave, Appleton, WI-54914

For: Kavya Gas Inc
(Name of Corporation / Organization / Limited Liability Company)

By: Arun J Patel
(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, Jayant G Patel, 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.

Jayant G Patel 04/07/2022 Agent's age
(Signature of Agent) (Date)

1201 N Badger 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)

Original Alcohol Beverage Retail License Application

(Submit to municipal clerk.)

For the license period beginning: JULY 1, 2022 ending: JUNE 30, 2023
(mm dd/yyyy) (mm dd/yyyy)

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

County of OUTA GAMIE 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 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)
APPLETON AXE 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>VAN ABEZ</u>	(First) <u>PATRICK</u>	(Middle Name) <u>LEE</u>	Home Address (Street, City or Post Office, & Zip Code) <u>W 2823 OAKRIDGE DR. APP 54915</u>
Vice President / Member Last Name <u>VAN ABEZ</u>	(First) <u>KYLE</u>	(Middle Name) <u>JOHN</u>	Home Address (Street, City or Post Office, & Zip Code) <u>146 WASHINGTON ST. KAUK 54130</u>
Secretary / Member Last Name <u>VAN ABEZ</u>	(First) <u>JOE</u>	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code) <u>W5871 SWEET PEA APP 54915</u>
Treasurer / Member Last Name <u>BRUECKER</u>	(First) <u>TIM</u>	(Middle Name) <u>GERALD</u>	Home Address (Street, City or Post Office, & Zip Code) <u>1713 FIELDVIEW DR. KAUK 54130</u>
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 APPLETON AXE Business Phone Number (920) 257-4358
 2. Address of Premises 1400 W. COLLEGE AVE. ST. B1 Post Office & Zip Code APPLETON 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.)
APPROXIMATELY 6,300 S.F. ALL BEVERAGES ARE SOLD FROM BAR LOCATED IN THE CENTER OF THE SUITE ALL BEVERAGES ARE STORED IN NORTH STORAGE / OFFICE AREA

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? BREAKOUT GREEN BAY LLC.

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
ALL APPROPRIATE TEAM MEMBERS HAVE COMPLETED SAFE SERVIC COURSE

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 WIS and date Oct 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? Yes No
 If yes, explain.
BREAKOUT GREEN BAY LLC.
BADGER BOYS II LLC

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>VAN ADEL PATRICK L.</u>	Title/Member <u>MEMBER</u>	Date <u>3.31.22</u>
Signature <u>Patrick J. Van Adel</u>	Phone Number <u>[REDACTED]</u>	Email Address <u>[REDACTED]</u>

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	

RESOLUTION NO. 2022-03

**Authorizing Execution of the
Department of Natural Resources
Principal Forgiven Financial Assistance Agreement**

TO THE CITY OF APPLETON COMMON COUNCIL

WHEREAS, the City of Appleton (the "Municipality") wishes to undertake a project to replace private lead service lines at residences, pre-K-12 schools, and licensed and/or certified daycare centers, identified as DNR No. 4755-04 (the "Project");

WHEREAS, the Municipality has applied to the Safe Drinking Water Loan Program (the "SDWLP") for financial assistance in the form of a loan made by the SDWLP to the Municipality of which all the principal will be forgiven at the time that loan disbursements are made to the Municipality, pursuant to the DNR Financial Assistance Agreement;

WHEREAS, the SDWLP has determined that it can provide a loan with principal forgiveness in an amount up to \$505,000 that it has identified as being eligible for SDWLP funding;

NOW THEREFORE, the following resolution is presented by the City of Appleton to the City of Appleton Common Council.

RESOLVED, the City Mayor Jacob A. Woodford and City Clerk Kami Lynch are authorized by and on behalf of the Municipality to execute the Principal Forgiven Financial Assistance Agreement that contains the terms and conditions of the SDWLP award for the Project.

FURTHER RESOLVED, the Principal Forgiven Financial Assistance Agreement is incorporated herein by this reference.

FINALLY RESOLVED, the City Clerk be directed to forward a copy of the signed Resolution to the Department of Natural Resources.

Effective Date: _____, 2022.

Submitted By: City of Appleton

Signed: _____
Jake Woodford, Mayor

Kami Lynch, City Clerk

CITY OF APPLETON
Department of Public Works
MEMORANDUM

TO: **Finance Committee**
 Municipal Services Committee
 Utilities Committee

SUBJECT: Award of Contract

The Department of Public Works recommends that the following described work:

Unit D-22 Sidewalk Construction

Be awarded to:

Name: Al Dix Concrete, Inc.
Address: 401 Gertrude Street
Kaukauna, WI 54130

In the amount of : _____

With a _____ % contingency of : _____

For a project total not to exceed : _____

**** OR ****

In an amount Not To Exceed : \$368,000.00

Budget: \$368,000.00
Estimate: \$355,000.00
Committee Date: 04/25/22
Council Date: 05/04/22

Bid Tabulation**D-22 Sidewalk Construction**

04/11/2022 01:45 PM CDT

Bid Item	Item Description	Quantity	Unit	Al Dix Concrete Inc	
				Unit Price	Item Total
1	Furnish & Install 4" Sidewalk	35,000	sq. ft.	\$5.00	\$175,000.00
2	Furnish & Install 5" Sidewalk	8,500	sq. ft.	\$5.50	\$46,750.00
3	Furnish & Install 5" Driveway Apron	700	sq. ft.	\$5.50	\$3,850.00
4	Furnish & Install 5" Private Driveway	150	sq. ft.	\$5.50	\$825.00
5	Furnish & Install 7" Sidewalk	700	sq. ft.	\$6.50	\$4,550.00
6	Furnish & Install 7" Handicap Ramp	1,400	sq. ft.	\$6.50	\$9,100.00
7	Furnish & Install 7" Driveway Apron	350	sq. ft.	\$6.50	\$2,275.00
8	Furnish & Install 8" Sidewalk	75	sq. ft.	\$7.00	\$525.00
9	Furnish & Install 8" Driveway Apron	100	sq. ft.	\$7.00	\$700.00
10	Text Imprint (Poem Stamping)	25	each	\$150.00	\$3,750.00
11	Furnish & Install 3" Sidewalk at Vaults	120	sq. ft.	\$15.00	\$1,800.00
12	Furnish & Install 4" Sidewalk at Vaults	120	sq. ft.	\$15.00	\$1,800.00
13	Furnish & Install 6" Sidewalk at Vaults	120	sq. ft.	\$15.00	\$1,800.00
14	Furnish & Install 3" Colored & Stamped Sidewalk at Vaults	120	sq. ft.	\$20.00	\$2,400.00
15	Furnish & Install 4" Colored & Stamped Sidewalk at Vaults	120	sq. ft.	\$20.00	\$2,400.00
16	Furnish & Install 6" Colored & Stamped Sidewalk at Vaults	120	sq. ft.	\$20.00	\$2,400.00
17	Furnish & Install 4" Picture Frame Sidewalk	250	sq. ft.	\$10.00	\$2,500.00
18	Furnish & Install 7" Picture Frame Sidewalk	175	sq. ft.	\$11.00	\$1,925.00
19	Furnish & Install 5" Colored & Stamped Sidewalk	125	sq. ft.	\$25.00	\$3,125.00
20	Furnish & Install 7" Colored Concrete Handicap Ramp	100	sq. ft.	\$15.00	\$1,500.00
21	Furnish & Install 7" Plain Concrete Pavement	40	sq. yds.	\$64.00	\$2,560.00
22	Furnish & Install 8" Plain Concrete Pavement	40	sq. yds.	\$66.00	\$2,640.00
23	Furnish & Install 30" Concrete Curb & Gutter	100	lin.ft.	\$39.00	\$3,900.00
24	Furnish & Install Special Curb	125	lin. ft.	\$30.00	\$3,750.00
25	High Early Concrete - 3 Day	40	cu. yds.	\$20.00	\$800.00
26	High Early Concrete - 1 Day	60	cu. yds.	\$22.00	\$1,320.00
27	Full Depth Sawcut	300	lin. ft.	\$3.00	\$900.00
28	Concrete Pavement Removal	60	sq. yds.	\$7.00	\$420.00
29	Curb & Gutter Removal	150	lin.ft.	\$5.00	\$750.00
30	Private Concrete/Asphalt Drive Removal	150	sq. ft.	\$1.50	\$225.00
31	Concrete/Asphalt Driveway Apron Removal	550	sq. ft.	\$2.00	\$1,100.00
32	Concrete/Asphalt Handicap Removal	1,200	sq. ft.	\$2.00	\$2,400.00
33	Concrete/Asphalt Sidewalk Removal	36,500	sq. ft.	\$2.00	\$73,000.00
34	Furnish & Install Gravel Fill	100	tons	\$18.00	\$1,800.00
35	Furnish & Install No. 4 Reinforcing Rods	150	lin. ft.	\$2.00	\$300.00
36	Furnish & Install Drill-In Tie Bars	50	each	\$8.00	\$400.00
37	Furnish & Install 3" Asphalt Pavement/Private Driveway	400	sq. ft.	\$8.00	\$3,200.00
38	Furnish & Install 6" Asphalt Pavement	250	sq. ft.	\$8.50	\$2,125.00
39	Adjust Sanitary Manhole Top	2	each	\$300.00	\$600.00
40	Adjust Storm Manhole Top	2	each	\$300.00	\$600.00
41	Adjust Inlet Tops	2	each	\$300.00	\$600.00
42	Furnish & Install 15' of 3" PVC	4	each	\$180.00	\$720.00
43	Furnish & Install Truncated Domes	300	sq. ft.	\$32.00	\$9,600.00
44	F&I Erosion Cont. Revegetative Mat, Class I, Type A Urban	600	sq. yds.	\$7.00	\$4,200.00
45	Furnish & Install & Remove Type D-M Inlet Protection	3	each	\$75.00	\$225.00
46	Furnish & Install & Remove Curlex Sediment Log	20	lin. Ft.	\$15.00	\$300.00
47	Furnish & Install Terrace Restoration E. South River Street (excavation, regrading, topsoil, seed, and fertilizer)	420	sq. yds.	\$25.00	\$10,500.00
48	Furnish & Install Tree Removal E. South River Street (complete removal including stump and roots)	5	each	\$4,800.00	\$24,000.00
49	Furnish & Install Traffic Control	1	lump sum	\$3,000.00	\$3,000.00

Base Bid Total:**\$424,910.00**

CITY OF APPLETON
Department of Public Works
MEMORANDUM

TO: Finance Committee
 Municipal Services Committee
 Utilities Committee

SUBJECT: Award of Contract

The Department of Public Works recommends that the following described work:
Unit E-22 Misc Concrete & Street Excavation Repairs

Be awarded to:

Name: Al Dix Concrete Inc
Address: 401 Gertrude St
Kaukauna, WI 54130

In the amount of : \$452,850.00
With a 2.2% contingency of : \$10,000.00
For a project total not to exceed : \$462,850.00

**** OR ****

In an amount Not To Exceed : _____

Budget: \$462,850.00
Estimate: \$472,850.00
Committee Date: 04/25/22
Council Date: 05/04/22

Bid Tabulation

E-22 Misc Concrete & Street Excavation Repairs

04/18/2022 01:45 PM CDT

Bid Item	Item Description	Quantity	Unit	Al Dix Concrete Inc	
				Unit Price	Item Total
1	Furnish & Install High Early Concrete, 1 Day	20	cu.yds.	\$25.00	\$500.00
2	Furnish & Install High Early Concrete, 3 Day	300	cu.yds.	\$22.00	\$6,600.00
3	Furnish & Install 9" Plain Concrete Pavement	50	sq.yds.	\$100.00	\$5,000.00
4	Furnish & Install 8" Plain Concrete Pavement	1550	sq.yds.	\$77.00	\$119,350.00
5	Furnish & Install 7" Plain Concrete Pavement	2300	sq.yds.	\$72.00	\$165,600.00
6	Furnish & Install 3" Asphalt Pavement	100	sq.yds.	\$80.00	\$8,000.00
7	Unclassified Excavation	50	cu.yds.	\$20.00	\$1,000.00
8	Furnish & Install Stone Base	550	ton	\$17.00	\$9,350.00
9	Furnish & Place Aggregate Slurry	10	cu.yds.	\$100.00	\$1,000.00
10	Furnish & Install 18" Curb & Gutter	100	lin.ft.	\$45.00	\$4,500.00
11	Furnish & Install Curb Head (12")	200	lin.ft.	\$30.00	\$6,000.00
12	Furnish & Install 30" Curb & Gutter	250	lin.ft.	\$45.00	\$11,250.00
13	Furnish & Install Special Curb	50	lin.ft.	\$45.00	\$2,250.00
14	Furnish & Install 8" Driveway Apron	150	sq.ft.	\$6.25	\$937.50
15	Furnish & Install 7" Driveway Apron	500	sq.ft.	\$6.15	\$3,075.00
16	Furnish & Install 5" Driveway Apron	5000	sq.ft.	\$6.00	\$30,000.00
17	Furnish & Install 8" Concrete Sidewalk	100	sq.ft.	\$6.25	\$625.00
18	Furnish & Install 7" Concrete Sidewalk	500	sq.ft.	\$6.15	\$3,075.00
19	Furnish & Install 5" Concrete Sidewalk	2000	sq.ft.	\$6.00	\$12,000.00
20	Furnish & Install 4" Concrete Sidewalk	5000	sq.ft.	\$5.75	\$28,750.00
21	Furnish & Install 7" Handicap Ramp	1600	sq.ft.	\$6.15	\$9,840.00
22	Furnish & Install Truncated Dome	250	sq.ft.	\$35.00	\$8,750.00
23	Concrete Pavement Removal	4500	sq.yd.	\$4.00	\$18,000.00
24	Asphalt Pavement Removal	150	sq.yd.	\$4.00	\$600.00
25	Curb & Gutter Removal	275	lin.ft.	\$5.00	\$1,375.00
26	Curb Removal	625	lin.ft.	\$5.00	\$3,125.00
27	Asphalt/Concrete Driveway Apron Removal	5600	sq.ft.	\$2.00	\$11,200.00
28	Asphalt/Concrete Handicap Ramp Removal	1600	sq.ft.	\$2.00	\$3,200.00
29	Asphalt/Concrete Sidewalk Removal	7600	sq.ft.	\$2.00	\$15,200.00
30	Full Depth Sawcut	8500	lin.ft.	\$4.00	\$34,000.00
31	Furnish & Install Drilled-In Tie Bars - #4x12"	50	ea.	\$8.00	\$400.00
32	Furnish & Install Reinforcing Rod #4's	50	lin.ft.	\$2.00	\$100.00
33	Furnish & Install Drilled-In Tie Bars - #6x12"	3500	ea.	\$10.00	\$35,000.00
34	Furnish & Install Smooth Dowels - #8x18"	200	ea.	\$14.00	\$2,800.00
35	Furnish & Install Dowel Basket Assembly	40	lin.ft.	\$20.00	\$800.00
36	Furnish Terrace Restoration	50	sq.yds.	\$10.00	\$500.00
37	Adjust Storm maintenance hole Casting	4	ea.	\$650.00	\$2,600.00
38	Adjust Storm Inlet Casting	5	ea.	\$650.00	\$3,250.00
39	Adjust Sanitary MH Casting	4	ea.	\$650.00	\$2,600.00
40	Furnish & Install Storm maintenance hole Casting	1	ea.	\$700.00	\$700.00
41	Furnish & Install "C" Inlet Casting	5	ea.	\$950.00	\$4,750.00
42	Furnish & Install "E" Inlet Casting	5	ea.	\$950.00	\$4,750.00
43	Furnish & Install Sanitary maintenance hole Casting	2	ea.	\$700.00	\$1,400.00
44	Rebuild Inlet	10	ea.	\$3,000.00	\$30,000.00
45	Furnish & Install 10", 12" Inlet Lead	30	lin.ft.	\$100.00	\$3,000.00
46	Furnish & Install Type "D-HR" Inlet Protection	20	ea.	\$100.00	\$2,000.00
47	Furnish & Maintain Traffic Controls for Arterial/Collector Work in Travel Lane (pp.25 TTC)	4	ea.	\$1,000.00	\$4,000.00
48	Furnish & Maintain Traffic Controls for Arterial/Collector Half Road Closure (PP.26 TTC)	6	ea.	\$1,200.00	\$7,200.00
49	Furnish Traffic Control for Detour of Arterial/Collector (pp.29 TTC)	4	ea.	\$2,300.00	\$9,200.00
50	Furnish & Maintain Message Board	40	day	\$120.00	\$4,800.00

Base Bid Total:

\$644,002.50

CITY OF APPLETON
Department of Public Works
MEMORANDUM

TO: **Finance Committee**
 Municipal Services Committee
 Utilities Committee

SUBJECT: Award of Contract

The Department of Public Works recommends that the following described work:
Unit Y-22 Lead/Galvanized Water Service Replacement

Be awarded to:

Name: VanRite Plumbing, Inc.
Address: 2229 County Road QQ
Green Bay, WI 54311

In the amount of : \$443,550.00
With a 12.7 % contingency of : \$56,450.00
For a project total not to exceed : \$500,000.00

**** OR ****

In an amount Not To Exceed : _____

Budget: \$500,000.00
Estimate: \$500,000.00
Committee Date: 04/25/22
Council Date: 05/04/22

Bid Tabulation

Y-22 Lead/Galvanized Water Service Replacement

04/18/2022 01:45 PM CDT

Bid Item	Item Description	Quantity	Unit	Van Rite Plumbing Inc.		M & E Construction LLC		Scott Lamers Costuction LLC	
				Unit Price	Item Total	Unit Price	Item Total	Unit Price	Item Total
1	Pre-construction Interior Inspection / Coordination with Property Owner	110	each	\$250.00	\$27,500.00	\$150.00	\$16,500.00	\$50.00	\$5,500.00
2	1" Water Service Replacement (Trenchless)	3300	lin. ft.	\$5.00	\$16,500.00	\$5.00	\$16,500.00	\$2.00	\$6,600.00
3	1-1/2" Water Service Replacement (Trenchless)	200	lin. ft.	\$10.00	\$2,000.00	\$6.00	\$1,200.00	\$3.00	\$600.00
4	Service Connection (Interior - at meter)	110	each	\$350.00	\$38,500.00	\$350.00	\$38,500.00	\$1,660.00	\$182,600.00
5	Service Connection (At curb stop, including new curb box and stem)	110	each	\$2,500.00	\$275,000.00	\$2,800.00	\$308,000.00	\$1,660.00	\$182,600.00
6	Re-ground Building Electrical Service	110	each	\$500.00	\$55,000.00	\$400.00	\$44,000.00	\$550.00	\$60,500.00
7	Reinstall Water Meter to Horizontal Orientation	25	each	\$400.00	\$10,000.00	\$150.00	\$3,750.00	\$150.00	\$3,750.00
8	Type "D" Inlet Protection	30	each	\$10.00	\$300.00	\$100.00	\$3,000.00	\$50.00	\$1,500.00
9	Remove and Replace 4" Concrete Sidewalk	500	sq. ft.	\$12.50	\$6,250.00	\$13.50	\$6,750.00	\$10.00	\$5,000.00
10	Remove and Replace 5" Concrete Sidewalk / Driveway Apron	500	sq. ft.	\$13.50	\$6,750.00	\$14.50	\$7,250.00	\$11.00	\$5,500.00
11	Temporary Traffic Control	1	lump sum	\$3,500.00	\$3,500.00	\$5,000.00	\$5,000.00	\$7,000.00	\$7,000.00
12	Aggregate Slurry Backfill	25	cu. yd.	\$90.00	\$2,250.00	\$110.00	\$2,750.00	\$100.00	\$2,500.00

Base Bid Total:

\$443,550.00

\$453,200.00

\$463,650.00



City of Appleton

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

Meeting Minutes CEA Review Committee

Monday, April 11, 2022

3:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

Present: 3 - Van Zeeland, Ohman and Vandehey

Excused: 1 - Doran

3. Approval of minutes from previous meeting

[22-0459](#)

Minutes from August 23, 2021

Attachments: [Minutes from August 23, 2021.pdf](#)

Vandehey moved, seconded by Ohman, that the Minutes be approved. Roll Call. Motion carried by the following vote:

Aye: 3 - Van Zeeland, Vandehey and Ohman

Excused: 1 - Doran

4. Public Hearings/Appearances

5. Action Items

[22-0467](#)

Request to downgrade landscape truck #438 and upgrade chipper #443 when they are replaced in 2023.

Attachments: [Landscape Truck #438-Chipper #443.pdf](#)

Vandehey moved, seconded by Ohman, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 3 - Van Zeeland, Vandehey and Ohman

Excused: 1 - Doran

[22-0476](#)

Approve 2022 Seasonal Vehicles.

Attachments: [2022 Seasonal Vehicles.pdf](#)

Vandehey moved, seconded by Ohman, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 3 - Van Zeeland, Vandehey and Ohman

Excused: 1 - Doran

[22-0470](#)

Request to upgrade DPW Traffic sedan #492 to an HEV when it is replaced in 2023.

Attachments: [DPW Traffic sedan #492.pdf](#)

Vandehey moved, seconded by Ohman, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 3 - Van Zeeland, Vandehey and Ohman

Excused: 1 - Doran

[22-0472](#)

Request to purchase Fire Truck via Sole Source and order prior to May 1, 2022.

Attachments: [Purchase Fire Truck.pdf](#)

Amend item 22-0472. Order and pre-pay prior to May 1, 2022

Ohman moved, seconded by Vandehey, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 3 - Van Zeeland, Vandehey and Ohman

Excused: 1 - Doran

6. Information Items

[22-0473](#)

2022 Equipment Purchase Log.

Attachments: [2022 Equipment Purchase Log.pdf](#)[22-0474](#)

Proposed 2023 Equipment Replacements.

Attachments: [2023 Equipment Replacements.pdf](#)

7. Adjournment

Vandehey moved, seconded by Ohman, that the meeting be adjourned. Roll Call. Motion carried by the following vote:

Aye: 3 - Van Zeeland, Vandehey and Ohman

Excused: 1 - Doran



April 20, 2022

To: Human Resources Committee
City of Appleton Common Council

From: Ron McDonald, General Manager

Subject: Authorization to add a Safety and Compliance Specialist position to the Table of Organization

Valley Transit continues to struggle with driver recruitment efforts. Valley Transit has 9 of 36 full-time driver positions vacant. On February 7, 2022, the Federal Motor Carrier Safety Administration (FMCSA) enacted the Entry Level Driver Training Requirements (ELDT) for commercial driver license. The ELDT requirements are intended to create standardized training.

ELDT requirements require FMCSA approved curriculum with a significant amount of reporting. Without adequate staff to take on the additional training and reporting, Valley Transit intended to partner with Fox Valley Technical College. FVTC is now reserving training sessions 6-months out, in September. We have bus driver candidates that we intend to hire and a six-month waiting period for a bus driver recruit is unacceptable. As detailed in FMCSA Title 49 Part 380 Appendix A, the ELDT requirements detail 245 practices that need to be taught.

Additionally, in 2021 the Federal Transit Administration mandated each Transit agency develop and maintain a Public Transportation Agency Safety Plan (PTASP). This is a very labor intensive and extensive initiative. The goal is to have in place a safety plan so that the practices and processes are such that Valley Transit operates as safe as practically possible. There are four components to the required Safety Management System: Safety Management Policy-Leadership, Commitment & Accountability includes Employee Safety Reporting Program; Safety Risk Management-Identify, Assess & Mitigate; Safety Assurance-Measure, Monitor & Evaluate; and Safety Promotion-Communicate & Training.

Most recently, the new Bipartisan Infrastructure Law 49 U.S.C. § 5329 / IIJA § 30012 mandates Transit Agencies must spend 0.75 of their section 5307 funds related to safety initiatives.

With the mandates identified above in addition to other safety related initiatives, Valley Transit is requesting authorization to add a Safety and Compliance Specialist to its Table of Organization.

Cost Analysis:

For analysis purposes, a Grade L salary control point plus full fringe benefits is projected at \$106,700. This position can be funded with unspent salary dollars in 2022. In 2023 and beyond, this position will be budgeted with 60% paid for by combined WisDOT and FTA grants. The remaining 40% is paid for through multiple local funding sources. I anticipate the annual impact to the City of Appleton portion of Valley Transit's budget is \$7,200.

Recommendation:

Authorization to modify Valley Transit's Table of Organization by adding a Safety and Compliance Specialist position.

Respectfully submitted by,


Ron McDonald



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

**PARKS, RECREATION & FACILITIES
MANAGEMENT**

Dean R. Gazza, Director

1819 East Witzke Boulevard
Appleton, Wisconsin 54911-8401
(920) 832-5572 FAX (920) 993-3103
Email - dean.gazza@appleton.org

TO: Finance Committee

FROM: Dean R. Gazza

DATE: April 25, 2022

RE: Action: Award the 2022 Ellen Kort Peace Park River Trail Project contract to Triple P Inc. dba Peters Concrete Company in the amount of \$464,131.41 with a 10% contingency of \$46,413 for a project not to exceed \$510,544.41.

The 2022 Capital Improvement Plan includes \$659,527.00 for the development of the Ellen Kort Peace Park River Trail. Construction is anticipated to be completed by August 31, 2022.

The bids were received as follows:

Triple P Inc. dba Peters Concrete Company	\$464,131.41
Vinton Construction Company	\$487,069.74
Highway Landscapes, Inc.	\$612,829.00
RJM Construction LLC	\$634,198.30

Our consulting engineer has written the City of Appleton a formal letter of recommendation to award the contract to Triple P Inc. dba Peters Concrete Company. Therefore, the Parks, Recreation, and Facilities Management Department recommends awarding the contract to Triple P Inc. dba Peters Concrete Company in the amount of \$464,131.41 with a 10% contingency of \$46,413 for a project not to exceed \$510,544.41.

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



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

Finance Department
100 N. Appleton Street
Appleton, WI 54912
920-832-6442

TO: Chairperson Brad Firkus and Members of the Finance Committee

FROM: Kelli Rindt, Enterprise Fund Accounting Manager

DATE: April 21, 2022

RE: *Approve 2022 budget amendment to the Water Utility Fund:
+\$255,000 for Lead Service Private Side Replacement
+\$505,000 Other reimbursement revenue
+\$250,000 Fund Balance*

As part of the 2022 Budget process \$250,000 was included in the Water Budget for costs related to lead service line replacement. The Water Division of the Public Works Department has secured a Principal Forgiveness Loan from the Safe Drinking Water Loan Program (SDWLP) in the amount of \$505,000 to cover costs related to private side lead service replacements.

This budget amendment is being requested to increase the budget to allow for the issuance of the contract to VanRite Plumbing to complete the private side lead replacements from the initial planned budget of \$250,000 and to record the revenue to be received from the principal forgiveness (SDWLP) loan that will be used to cover the costs of the private side lead replacements from the contract.

Please contact me if have any questions regarding this budget amendment.



April 20, 2022

To: Human Resources Committee
City of Appleton Common Council

From: Ron McDonald, General Manager

Subject: Authorization to add a Safety and Compliance Specialist position to the Table of Organization

Valley Transit continues to struggle with driver recruitment efforts. Valley Transit has 9 of 36 full-time driver positions vacant. On February 7, 2022, the Federal Motor Carrier Safety Administration (FMCSA) enacted the Entry Level Driver Training Requirements (ELDT) for commercial driver license. The ELDT requirements are intended to create standardized training.

ELDT requirements require FMCSA approved curriculum with a significant amount of reporting. Without adequate staff to take on the additional training and reporting, Valley Transit intended to partner with Fox Valley Technical College. FVTC is now reserving training sessions 6-months out, in September. We have bus driver candidates that we intend to hire and a six-month waiting period for a bus driver recruit is unacceptable. As detailed in FMCSA Title 49 Part 380 Appendix A, the ELDT requirements detail 245 practices that need to be taught.

Additionally, in 2021 the Federal Transit Administration mandated each Transit agency develop and maintain a Public Transportation Agency Safety Plan (PTASP). This is a very labor intensive and extensive initiative. The goal is to have in place a safety plan so that the practices and processes are such that Valley Transit operates as safe as practically possible. There are four components to the required Safety Management System: Safety Management Policy-Leadership, Commitment & Accountability includes Employee Safety Reporting Program; Safety Risk Management-Identify, Assess & Mitigate; Safety Assurance-Measure, Monitor & Evaluate; and Safety Promotion-Communicate & Training.

Most recently, the new Bipartisan Infrastructure Law 49 U.S.C. § 5329 / IIJA § 30012 mandates Transit Agencies must spend 0.75 of their section 5307 funds related to safety initiatives.

With the mandates identified above in addition to other safety related initiatives, Valley Transit is requesting authorization to add a Safety and Compliance Specialist to its Table of Organization.

Cost Analysis:

For analysis purposes, a Grade L salary control point plus full fringe benefits is projected at \$106,700. This position can be funded with unspent salary dollars in 2022. In 2023 and beyond, this position will be budgeted with 60% paid for by combined WisDOT and FTA grants. The remaining 40% is paid for through multiple local funding sources. I anticipate the annual impact to the City of Appleton portion of Valley Transit's budget is \$7,200.

Recommendation:

Authorization to modify Valley Transit's Table of Organization by adding a Safety and Compliance Specialist position.

Respectfully submitted by,


Ron McDonald

Safety and Compliance Specialist

Class Code:
210-25

CITY OF APPLETON
Established Date: Apr 11, 2022
Revision Date: Apr 11, 2022

SALARY RANGE

\$29.19 - \$43.79 Hourly

NATURE OF WORK:

The Safety and Compliance Specialist is responsible for overseeing as well as coordinating related programs on behalf of Valley Transit. This position reports to the General Manager.

JOB FUNCTIONS:

Essential Job Functions

- Oversees and manages compliance of the Transit System, reviewing and evaluating compliance issues within the system
- Ensures that management, all non-represented and represented employees are in and maintain compliance with the rules and regulations of regulatory agencies.
- Works to ensure that company policies and procedures are being followed, and that behavior in the organization meets the minimum company standards of conduct and disposition.
- Develops, initiates, maintains, and revises policies and procedures for the general operation of the System and its related activities to prevent illegal or improper conduct.
- Develops and periodically reviews the standards of conduct to ensure continuing relevance in providing proper information to the company management and employees.
- Manages the transit agency's safety function such as compliance with federal, state, and local regulations, and overseeing safety requirements for transit projects.
- Functions as the Safety Officer for Valley Transit, serving as the agency's SMS subject matter expert.
- Conducts and documents Labor and Management Safety Committee meetings monthly.
- Responsible for compliance of the Public Transportation Agency Safety Plan (PTASP).
- Responsible for compliance with Entry Level Driver Training (ELDT) requirements and training.
- Functions as the Disadvantaged Business Enterprise Liaison Officer (DBELO) for Valley Transit.
- Assists with proper execution of procurement policy for Transit System: ensure purchases are following procurement policy and assists in procurement process.
- Provides input in collective bargaining with organized labor.
- Assists with reporting National Transit Database report for the FTA.

- Participates in the oversight of Contractors (currently Running, Inc., and Lamers Bus Lines), conducting quarterly visits, ensuring compliance of procedures pertaining to FTA regulations.
- Directly involved with Valley Transit Safety Plans and any subsequent plan in its entirety.
- Participates in Triennial Review Preparation.
- Provide ad hoc administration duties and support other departments when required.
- Participates in updating and maintaining employee policies and procedures.
- Compiles monthly reporting of statistics for the Transit System.
- Works closely with the City of Appleton Risk Manager and Transit Mutual Insurance Corporation of Wisconsin for policy, training initiatives and monitoring.
- Actively participates in the City of Appleton Central Safety Committee.
- Oversees Workers Comp reporting and documentation, monitors First Aid and Safety equipment, sends departmental Safety logs to Human Resources monthly. Also acts as a department liaison for annual hearing tests.
- Conducts monthly facility inspections and send documentation of such to Human Resources
- Valley Transit representative on the Local Emergency Planning Commission.
- Participates in Safety Tabletop Exercises locally, regionally, statewide.
- City of Appleton Health & Wellness Liaison.
- Assists with Business Continuity Plan.
- Participates in updates and maintenance of the Business Continuity Plan
- Conducts disaster recovery plan testing and prepares a report of the test results
- Maintains and tests the pandemic plan and prepares a report of the test results
- Maintains and updates the Crisis Communication Plan
- Other duties as needed.

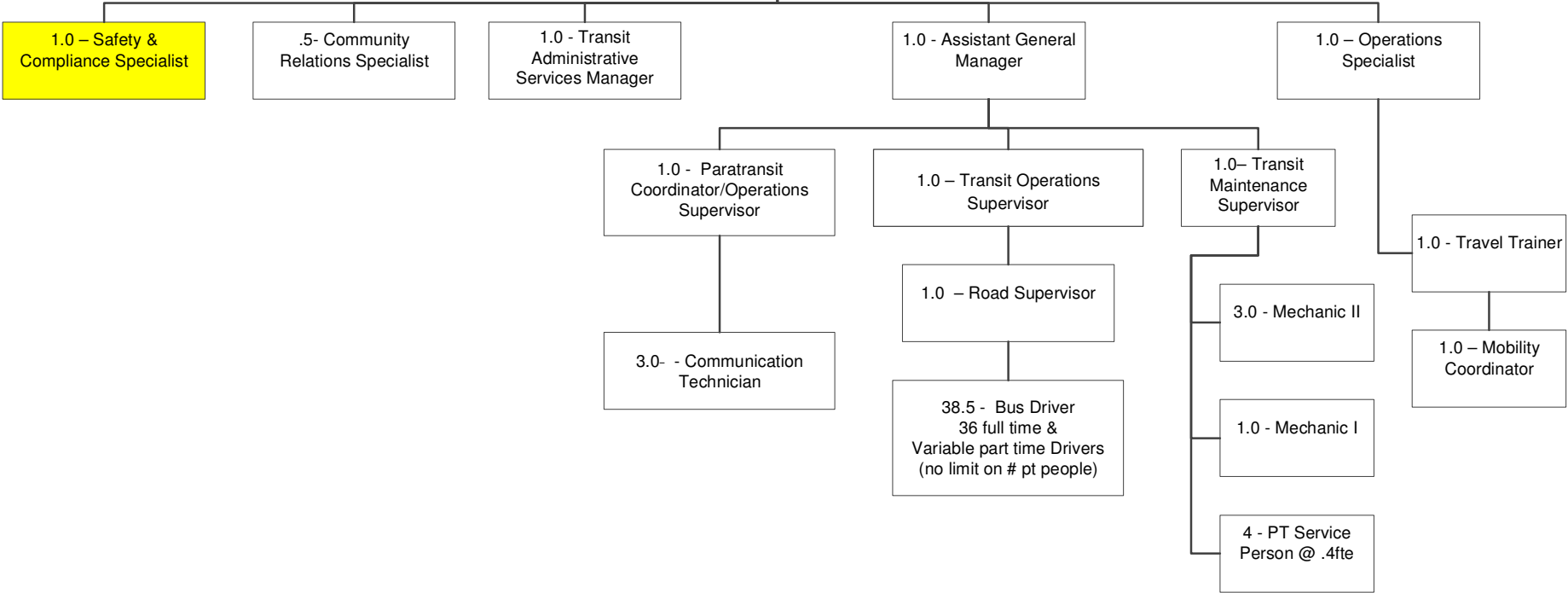
REQUIREMENTS OF WORK:

Requires a bachelor's degree plus five or more years of compliance related experience, preferably in the public transit industry.

- Proven working knowledge of FTA regulations and requirements pertaining to public transportation systems.
- Working knowledge of National Transit Database
- Good problem-solving, decision making and analytical abilities. Ability to work independently and perform problem solving and decision making under minimal supervision.
- Proven research and project management skills with demonstrated success in handling multiple high priority projects.
- Great attention to detail, able to prioritize and function accurately under the pressure of deadlines.
- Strong communication skills (verbal, written, and presentation) with the ability to interact professionally with employees, customers, vendors, and community at large.
- Interviewing and negotiation techniques.
- Sufficient education and increasingly responsible administrative and supervisory experience and performance that demonstrates the attainment of the knowledge, skills, and abilities necessary to perform the above duties.
- Development of the required skills, knowledge, and abilities is typically obtained through a combination of training and experience equivalent to a four-year degree from an accredited college or university in related field.
- Must have a of two years of verifiable experience driving the same class or higher class and endorsements and meets State of Wisconsin requirements for CDL Commercial Motor

Vehicle instructors. Must maintain a Wisconsin Commercial Driver License of at least Class B, with a P Endorsement, and No Air Brake Restriction. A federal medical card is required.


1.0 - VALLEY TRANSIT
GENERAL MANAGER





Draft 04-21-2022

CITY OF APPLETON

FIRE DEPARTMENT

 700 N. Drew Street
Appleton, WI 54911

 (920) 832-5810

 (920) 832-5830

 jeremy.hansen@appleton.org

MEMORANDUM

April 11, 2022

To: Human Resources Committee, Safety & Licensing Committee, and Common Council
From: Jeremy Hansen, Fire Chief
Cc: Ryan Weyers, Deputy Fire Chief and Derek Henson, Battalion Chief of Prevention and Public Education
Re: Request for a Table of Organization Change

The Fire Department's current Table of Organization includes one Fire Protection Engineer. The previous Fire Protection Engineer retired on January 3, 2022. Despite extensive efforts over the past five months to fill the position, a candidate has not been found. The Fire Department is requesting to modify the table of organization from a Civilian Fire Protection Engineer to a Public Education Specialist/Civilian Fire Inspector. This position was part the Fire Department between 1985 and 2010. The position was eliminated from the budget in 2011.

The Fire Protection Engineer position was responsible for several key functions in the Fire Prevention Division. Examples of these responsibilities include reviewing fire protection, site, and building plans; coordinating school fire drills for the 53 public and parochial schools within the city; and to serve on several City committees and boards. The highly unique and technical skills required for this position resulted in the inability to fill the role.

To maintain this high level of service, the duties of the Fire Protection Engineer would be absorbed by both the current Civilian Fire Inspector and the Battalion Chief of Fire Prevention and Public Education. In turn, some of their duties that are pertinent to the public education discipline would be delegated to the new position. As examples, public education curriculum development, social media management, and organizing special events would become the responsibilities of the Public Education Specialist/Civilian Fire Inspector. A full listing of job functions of the new position can be found in the attached proposed position description.

This position also fills an important gap in the service delivery of the Fire Department. Our public education program currently lacks formal, age-appropriate curriculum. While the department has been able to "make do", having a dedicated public education position would ensure the highest level of quality from the program.

The budgetary impact and salary range for the new position is \$51,915.20 - \$79,372.80. The plan is to use existing budgeted funds from the Fire Protection Engineer position to fund this position. The pay range is two pay grades lower than the Fire Protection Engineer. We anticipate there will be some salary savings.

If you have any questions or concerns, please do not hesitate to contact me at (920) 832-5810. Thank you for your consideration.



Public Education Specialist/ Civilian Fire Inspector

Class Code:
250-21

Bargaining Unit: Non-union Non-Exempt

CITY OF APPLETON
Established Date: Apr 11, 2022
Revision Date: Apr 11, 2022

SALARY RANGE

\$25.44 - \$38.16 Hourly
\$52,915.20 - \$79,372.80 Annually

NATURE OF WORK:

This position is responsible for planning, developing, coordinating, and implementing public fire and life safety education activities and programs on behalf of the City of Appleton Fire Department. Work also involves maintaining continuous contact with area school districts, local and regional safety agencies, the general public, and assisting in information delivery to the media during major emergency incidents. The position carries a high degree of responsibility necessitating considerable technical expertise, judgement, discretion, and coordination of staff and programs. Work also involves conducting inspections to enforce all codes, laws and ordinances pertaining to fire and life safety of public buildings, events, temporary structures and places of assembly that may occur in the City. The incumbent works under the general supervision of the Battalion Chief of Fire Prevention and Public Education.

JOB FUNCTIONS:

ESSENTIAL JOB FUNCTIONS

- Plans, develops, implements, and presents diverse public fire and life safety education activities and programs which fit the needs of the citizens of Appleton and other target audiences.
- Acts as a liaison between the news media and the Fire Department for non-emergency contact
- Manages department's social media presence, including engaging citizens both proactively and responsively as necessary. Updates department website as needed.
- Assesses community educational needs and works to build community networks to target problems.
- Tracks public education activities, analyzes trends, develops and tracks outcome measures, and prepares appropriate reports.
- Displays and/or demonstrates fire safety apparatus.
- Organizes special events for the Fire Department.
- Develops lesson plans for delivery in educational settings of all levels.
- Oversees implementation of Public Education programs and provides direction and guidance to employees either directly or through chief officers.
- Maintains regular punctual and predictable attendance, works overtime and extra hours as required.
- Conducts routine and special fire inspections of public, commercial, residential, assembly, and target hazard occupancies, i.e. schools, day cares, hospitals, high-rises, nursing homes, care facilities, hazardous processing, storage, etc. ensuring compliance with local and state codes, and nationally recognized good practices and standards.
- Identifies corrective action that must be made to bring properties into compliance with applicable fire codes, laws, regulations, and standards.
- Conducts, supervises and documents regularly scheduled fire drills in identified occupancies.
- Works with other city/state agencies and personnel to consistently interpret and enforce fire and life safety code requirements.

OTHER JOB FUNCTIONS

- Works with the Battalion Chief of Fire Prevention and Public Education to identify budgetary needs.
- Prepares educational training programs for fire department personnel and trains them for public education activities.
- Assists in the development and delivery of technical programs related to fire code compliance and other educational activities.
- Assists in developing and implementing firefighter recruiting and mentoring strategies.
- Develops the department's annual report.
- Attends training and conferences to maintain competence in the latest educational and fire prevention practices.
- Drafts news releases and provides official statements to the media on departmental and community education activities and initiatives as required.
- Uses area demographics, NFIRS statistics and various diagnostic tools to target area needs and plan appropriate interventions.

REQUIREMENTS OF WORK:

Requires three to five years experience in developing and delivering educational programs (teacher certification preferred), some of which should be in fire prevention (or other safety or emergency response activities) and program development. A bachelor's degree is preferred; or any equivalent combination of experience and training which provides the following knowledge, skills and abilities:

- Knowledge of fire prevention methods, laws, and ordinances.
- Knowledge of teaching techniques and multimedia equipment and the ability to apply new technologies to public education activities.
- Knowledge of the policies, rules, regulations, and standard operating procedures of the Appleton Fire Department and the City of Appleton.
- Knowledge of inspection and sprinkler applications, life safety codes and city ordinances for developing programs and providing public information.
- Ability to communicate effectively, both orally and in writing, with people at various levels within and outside the organization.
- Knowledge of and ability to demonstrate life saving techniques.
- Ability to keep accurate records and evaluate impact of public education programs.
- Ability to analyze program delivery and provide constructive feedback to department employees.
- Ability to develop and maintain good working relationships with news media and other agencies.
- Ability to analyze the community's public fire education needs and develop and implement appropriate programs to effectively address those needs.
- Ability to maintain knowledge of fire suppression, prevention and engineering practices.
- Ability to adapt to conflict situations that will result in a positive outcome.
- Ability to plan and schedule work so as not to cause undue budgetary impact.
- Skill in public speaking and public relations.
- Ability to operate office equipment including but not limited to copiers, computers and software applications.
- Ability to move equipment in excess of 50 pounds including while climbing stairs.
- Ability to work with moderate supervision.
- Ability to obtain Wisconsin Fire Inspector 1 certification
- Ability to assess fire and life safety issues and identify code requirements and alternative methods of achieving compliance.
- Possess and maintain a valid Wisconsin driver's license.

JOB TASK ANALYSIS:

JOB ANALYSIS/REQUIREMENTS
JOB TITLE: Civilian Fire Inspector
 REVISED DATE: July 2011
 REVIEW DATE: July 2011

N = Never
 O = Occasionally: 1 to 33% of the time on job
 F = Frequently: 34 to 66% of the time on job
 C = Constantly: More than 67% of the time on job

A. PHYSICAL DEMANDS	N	O	F	C
1. Standing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Lifting: Light - max. 10 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Lifting: Moderate - max. 25 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Lifting: Heavy to moderate - max. 45 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Lifting: Heavy - max. 65 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Carrying est. wt. <u>60 lbs</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Pushing est. wt. <u>25 lbs</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10. Pulling est. wt. <u>100 lbs</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Pulling hand over hand	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Climbing stairs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
13. Climbing, use of legs and arms	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Balancing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Stooping	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Kneeling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Repeated bending	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Crawling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Reaching: <input checked="" type="checkbox"/> high <input checked="" type="checkbox"/> low <input type="checkbox"/> level	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20. Repetitive finger movement	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. May use hands for grasping	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. May use hands for manipulation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. May use hands for twisting of wrist	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. May use hands for flex/ ext. of wrist	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. May use hands for reaching	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
26. May use hands for overhead work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27. Repetitive twisting or pressure involving wrists or hands	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28. Both hands required	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29. Both legs required	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
30. Ability of rapid mental/muscular coordination simultaneously	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
31. Oral communication: speaks clearly in English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
32. Hearing-conversation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33. Intense visual concentration	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
34. Specific visual requirements	Near: <input checked="" type="checkbox"/>		Far: <input checked="" type="checkbox"/>	
35. Depth perception	Yes: <input checked="" type="checkbox"/>		No: <input type="checkbox"/>	
36. Color vision: Distinguish basic shades	Yes: <input checked="" type="checkbox"/>		No: <input type="checkbox"/>	
37. Color vision: Distinguish basic colors	Yes: <input checked="" type="checkbox"/>		No: <input type="checkbox"/>	
38. Operation of crane, truck or motor vehicle	Yes: <input checked="" type="checkbox"/>		No: <input type="checkbox"/>	
39. Other: _____				
B. WORKING CONDITIONS	N	O	F	C
1. Outside	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Outside and Inside	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Heat between 90 - 100 degrees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heat over 100 degrees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Cold below 55 degrees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Temperature changes: <input checked="" type="checkbox"/> excessive <input checked="" type="checkbox"/> frequent	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Wetness	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Dry atmospheric conditions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Confined spaces	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Heights (list maximum <u>100</u>)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Constant noise above 85 decibels	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Intermittent noise above 85 decibels	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Fumes: <input checked="" type="checkbox"/> Irritant <input checked="" type="checkbox"/> Toxic	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Dust: More than nuisance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Gases: Types: <u>combustion byproducts</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Chemicals: Types: <u>various</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Grease and oils: Types: <u>various</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Working with machinery with moving parts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Working with moving vehicles	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Working with ladders/scaffolding	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Working below ground	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Working with hands in water	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
23. Working alone	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. Work intensity: <input type="checkbox"/> sedentary <input checked="" type="checkbox"/> light <input checked="" type="checkbox"/> light-medium <input checked="" type="checkbox"/> medium <input type="checkbox"/> heavy Hours/day: 8 Days/week: 5 Days overtime/week: 0				

CITY OF APPLETON

INFORMATION TECHNOLOGY DEPARTMENT



100 N. Appleton Street
Appleton, WI 54911



(920) 832-6410



(920) 832-5885



helpdesk@appleton.org

To: Human Resources/IT Committee and Common Council Members

From: Corey Popp, Information Technology Director

Date: April 21, 2022

Re: Addition of .20 FTE HR/IT Administrative Support Assistant

Together with HR Director Ratchman, I am proposing that the current HR Administrative Support Assistant be made an HR/IT Administrative Support Assistant. If approved, this role's FTE will increase from .80 to 1.0, with 80% of the salary being paid from the Human Resources budget and 20% being paid from the IT budget. The departments' workloads will be allocated along that same percentage.

This position has been shared in the past, so precedent exists for this request. The person currently in this role has also expressed hope to move to a 1.0 FTE in 2022. They have been introduced to this proposal and welcome the opportunity.

The annual impact on the IT department's budget is \$8,938 (including benefits). For the remainder of 2022, this cost will come from the currently vacant role of Systems Analyst, which was budgeted at \$62,604 for 2022 (including benefits). This change results in no financial impact on the HR budget.

I have attached a proposed job description and IT Table of Organization. Please contact me if you have any questions regarding this proposal.

Administrative Assistant Human Resources & Information Technology Departments

Class Code:
150-9 (CC-4)

CITY OF APPLETON
Established Date: Apr 18, 2022
Revision Date: Apr 18, 2022

SALARY RANGE

\$17.92 - \$26.88 Hourly

NATURE OF WORK:

This is a clerical/administrative staff position, which involves complex work methods and problems. Work involves performing a variety of clerical functions, which requires the application of judgement in the interpretation of policies, procedures, and regulations, along with spreadsheet preparation, report production, and various research projects. Work is performed under the general supervision of the Deputy Director Human Resources, and indirect supervision from the Information Technology Director and the Benefits Coordinator.

JOB FUNCTIONS:

Joint Departmental Duties:

- Provides customer service to internal and external individuals on the telephone and front desk. Makes the appropriate referrals when necessary.
- Prepares HR/IT Committee agenda and reviews/finalizes minutes from electronic system recording.
- Performs customer service duties at the counter.
- Assists with invoicing, P-Card allocation, payroll tracking and budget preparation.
- Performs technical project related activity including creating technical diagrams, creating timelines, and scheduling meetings.
- Sorts and delivers departmental mail.
- Types, edits, and designs a wide variety of correspondence.
- Assists staff in a number of complex projects.
- Performs other duties when assigned.

Human Resources Duties:

- Performs duties associated with the application tracking database.

- Maintains the city-wide training database.
- Performs clerical functions for professional staff members.
- Files information in employees' personnel, confidential and medical files.
- Assists the Staff Development and Training Coordinator.

Information Technology Services Duties:

- Monitors shipping and backorder statuses; tracks quotes for purchases.
- Tracks IT contract renewals and ensures review by Attorney's office.
- Transfers technical support issues from Director email to helpdesk.
- Assists monitoring task completion and due dates related to IT project/Trello boards, evaluations, and surveys.
- Assists Director with calendar organization and organizes the department shared calendar.
- Upkeeps the IT bulletin board with required postings/notices.

OTHER JOB FUNCTIONS

- Maintains office supplies and forms. (Joint)
- Performs duties of other clerical staff in the department as needed. (Human Resources)
- Fills in for Recruitment Assistant when needed. (Human Resources)
- Maintain database of check out equipment. (Information Technology)
- Distributes newsletters. (Joint)

REQUIREMENTS OF WORK:

High school diploma or equivalent, vocational/technical training in administrative science, three to five years human resources office clerical experience or any equivalent combination of education, experience and training which provides the following knowledge, abilities and skills:

- Considerable knowledge of business English, spelling, arithmetic and vocabulary.
- Considerable knowledge of Microsoft Word and Excel.
- Considerable knowledge of modern office practices, procedures and equipment.
- Knowledge of departmental rules, regulations, procedures and functions.
- Ability to maintain office records, compile difficult or complex data, and prepare accurate reports.
- Ability to work under pressure, prioritize and complete assignments on time.
- Ability to coordinate multiple projects.
- Ability to operate general office equipment.
- Ability to maintain confidentiality.
- Ability to establish and maintain effective working relationships with other employees and the public.
- Ability to work effectively in a team setting.

- Ability to understand and carry out complex oral and/or written instructions.
- Ability to work effectively with minimal supervision and conform to deadlines.
- Ability to sustain prolonged visual concentration.
- Ability to communicate effectively both orally and in writing.
- Ability to work occasional nights or weekends.
- Valid Wisconsin driver's license.

This job description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbent may be requested to perform job-related responsibilities and tasks other than those stated in the description.

SUPPLEMENTAL INFORMATION:

Experience in a professional Human Resources environment is preferred.

COMPETENCIES

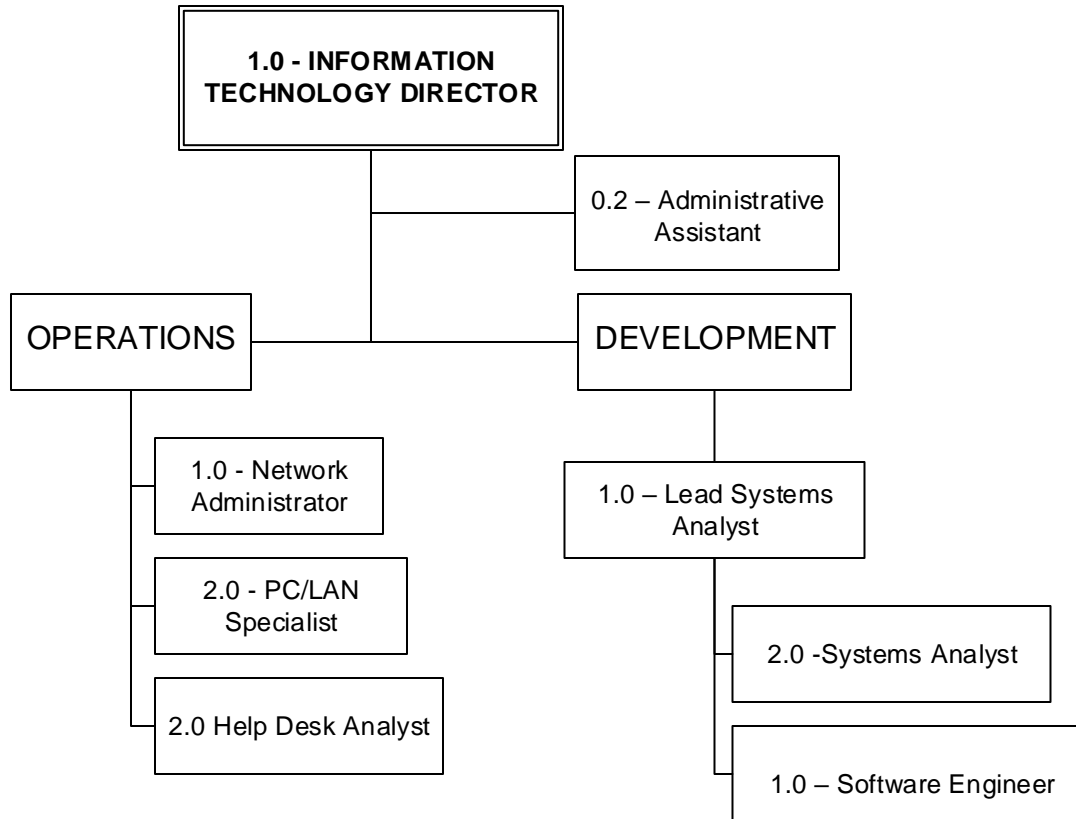
Communication

Customer Focus

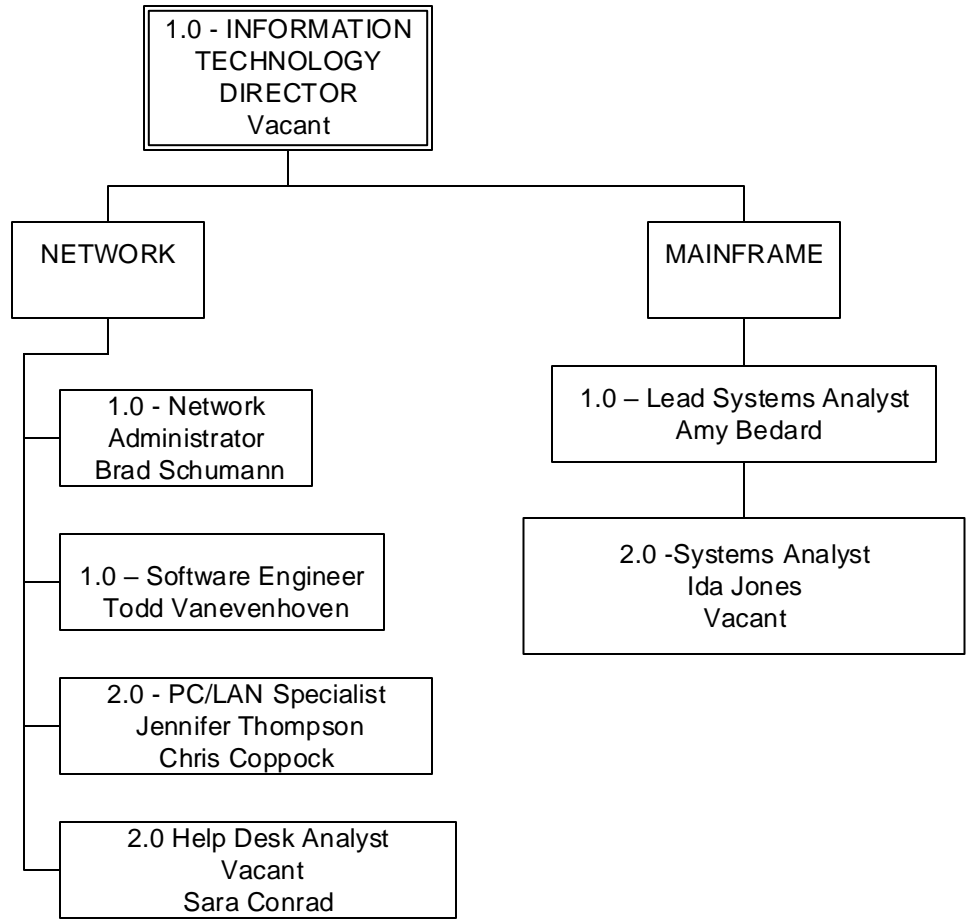
Handling Difficult People

Problem Solving

Adaptability/Flexibility



Draft 4-27-2022



7/31/2021

34-22

AN ORDINANCE AMENDING SECTION 19-86 OF CHAPTER 19 OF THE MUNICIPAL CODE OF THE CITY OF APPLETON, RELATING TO PARKING RESTRICTIONS.
(Municipal Services Committee 4-20-2022)

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

Section 1: That Section 19-86 of Chapter 19 of the Municipal Code of the City of Appleton, relating to parking restrictions, is hereby repealed:

Ord. 122-04: “Designate a loading/unloading zone for Taxi's Only from 11:00 p.m. to 3:00 a.m. on the north side of College Avenue from Walnut Street to Division Street. Tow Zone.”

Section 2: This ordinance shall be in full force and effect from and after its passage and publication, and upon its passage and publication, the Traffic Engineer is authorized and directed to make the necessary changes in the Parking District Map in accordance with this Ordinance.

35-22

AN ORDINANCE AMENDING SECTION 19-86 OF CHAPTER 19 OF THE MUNICIPAL CODE OF THE CITY OF APPLETON, RELATING TO PARKING RESTRICTIONS.
(Municipal Services Committee 4-20-2022)

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

Section 1: That Section 19-86 of Chapter 19 of the Municipal Code of the City of Appleton, relating to parking restrictions, is hereby repealed:

Ord. 121-04: “Designate a 5-minute loading/unloading zone from 5:00 p.m. to 11:00 p.m. on the north side of College Avenue from Walnut Street to Division Street. Tow Zone.”

Section 2: This ordinance shall be in full force and effect from and after its passage and

publication, and upon its passage and publication, the Traffic Engineer is authorized and directed to make the necessary changes in the Parking District Map in accordance with this Ordinance.

36-22

AN ORDINANCE AMENDING SECTION 19-86 OF CHAPTER 19 OF THE MUNICIPAL CODE OF THE CITY OF APPLETON, RELATING TO PARKING RESTRICTIONS.

(Municipal Services Committee 4-20-2022)

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

Section 1: That Section 19-86 of Chapter 19 of the Municipal Code of the City of Appleton, relating to parking restrictions, is hereby created as follows. This ordinance supersedes and repeals any conflicting ordinance regarding parking in the designated area.

Designate a 15-minute loading/unloading zone from 5:00 p.m. to 3:00 a.m. on the north side of College Avenue from a point 35 feet east of Walnut Street to a point 80 feet west of Division Street. Tow Zone.

Section 2: This ordinance shall be in full force and effect from and after its passage and publication, and upon its passage and publication, the Traffic Engineer is authorized and directed to make the necessary changes in the Parking District Map in accordance with this Ordinance.

37-22

AN ORDINANCE AMENDING SECTION 19-86 OF CHAPTER 19 OF THE MUNICIPAL CODE OF THE CITY OF APPLETON, RELATING TO PARKING RESTRICTIONS.

(Municipal Services Committee 4-20-2022)

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

Section 1: That Section 19-86 of Chapter 19 of the Municipal Code of the City of Appleton, relating to parking restrictions, is hereby created as follows. This ordinance supersedes and repeals

any conflicting ordinance regarding parking in the designated area.

Parking be restricted to two hours from 9:00 a.m. to 6:00 p.m., except Sundays and Holidays, on the east side of Division Street from a point 95 feet north of Franklin Street to a point 180 feet north of Franklin Street.

Section 2: This ordinance shall be in full force and effect from and after its passage and publication, and upon its passage and publication, the Traffic Engineer is authorized and directed to make the necessary changes in the Parking District Map in accordance with this Ordinance.

38-22

AN ORDINANCE AMENDING SECTION 19-86 OF CHAPTER 19 OF THE MUNICIPAL CODE OF THE CITY OF APPLETON, RELATING TO PARKING RESTRICTIONS.
(Municipal Services Committee 4-20-2022)

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

Section 1: That Section 19-86 of Chapter 19 of the Municipal Code of the City of Appleton, relating to parking restrictions, is hereby created as follows. This ordinance supersedes and repeals any conflicting ordinance regarding parking in the designated area.

Parking be prohibited on the east side of Division Street from a point 180 feet north of Franklin Street to a point 295 feet north of Franklin Street.

Section 2: This ordinance shall be in full force and effect from and after its passage and publication, and upon its passage and publication, the Traffic Engineer is authorized and directed to make the necessary changes in the Parking District Map in accordance with this Ordinance.

39-22

AN ORDINANCE AMENDING SECTION 19-86 OF CHAPTER 19 OF THE MUNICIPAL CODE OF THE CITY OF APPLETON, RELATING TO PARKING RESTRICTIONS.

(Municipal Services Committee 4-20-2022)

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

Section 1: That Section 19-86 of Chapter 19 of the Municipal Code of the City of Appleton, relating to parking restrictions, is hereby created as follows. This ordinance supersedes and repeals any conflicting ordinance regarding parking in the designated area.

Parking be restricted to two hours from 9:00 a.m. to 6:00 p.m., except Sundays and Holidays, on the east side of Division Street from Packard Street to a point 250 feet south of Packard Street.

Section 2: This ordinance shall be in full force and effect from and after its passage and publication, and upon its passage and publication, the Traffic Engineer is authorized and directed to make the necessary changes in the Parking District Map in accordance with this Ordinance.

40-22

AN ORDINANCE AMENDING SECTION 19-86 OF CHAPTER 19 OF THE MUNICIPAL CODE OF THE CITY OF APPLETON, RELATING TO PARKING RESTRICTIONS.

(Municipal Services Committee 4-20-2022)

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

Section 1: That Section 19-86 of Chapter 19 of the Municipal Code of the City of Appleton, relating to parking restrictions, is hereby created as follows. This ordinance supersedes and repeals any conflicting ordinance regarding parking in the designated area.

Parking be prohibited on the east side of Division Street from Franklin Street to a point 95 feet north of Franklin Street.

Section 2: This ordinance shall be in full force and effect from and after its passage and

publication, and upon its passage and publication, the Traffic Engineer is authorized and directed to make the necessary changes in the Parking District Map in accordance with this Ordinance.

#4-R-22

RESOLUTION ON CLEAN WATER AND TREATY RIGHTS

Submitted by: Alderperson Meltzer – District 2, Alderperson Schultz – District 9, & Alderperson Wolff – District 12

Date: March 2, 2022

Referred To: Special Session of the Common Council

WHEREAS the Upper Mississippi watershed and the western Great Lakes, as well as the rights and sovereignty of Indigenous people, along with many historic cultural sites, are threatened by Enbridge Energy's construction of Line 3, an expanded, rerouted, tar sands pipeline passing through northern Minnesota, and portions of Line 5, a reroute of an old, corroding crude oil pipeline that crosses many sensitive and vulnerable environmental and cultural areas in Northern Wisconsin, and threatens the safety and wellbeing of not just Northern Wisconsin but our entire state including Appleton; and

WHEREAS, Enbridge has a history of catastrophic oil spills in the upper midwest, including in 1991 in Minnesota when 1.7 million gallons of oil spilled near the Prairie River, and in 2010 in Michigan when 1.1 million gallons of tar sands oil spilled into the Kalamazoo River; and, WHEREAS, from 2002 to 2018, Enbridge and its joint ventures and subsidiaries reported 307 hazardous liquids incidents to federal regulators - one incident every 20 days on average - which released a total of 2.8 million gallons of hazardous liquids; and,

WHEREAS, in June 2021, Enbridge employees were arrested and charged in human trafficking while working on Enbridge Line 3; and,

WHEREAS, on May 3, 2021, Mayor Woodford commemorated the lives of those missing and murdered Indigenous women and girls and acknowledged that resource extraction is directly related to human trafficking;

NOW, THEREFORE, BE IT RESOLVED that the Common Council of the City of Appleton support the rights of the Anishinaabe to hunt, fish and gather established by treaties, including their actions to protect the land and waters of the Upper Mississippi and Great Lakes watersheds on which those rights are practiced, by opposing the construction of Enbridge Lines 3 and 5.

BE IT FURTHER RESOLVED that the Common Council of the City of Appleton call on all residents of Appleton to raise awareness about this important struggle for Indigenous sovereignty and environmental justice by learning from Indigenous leaders, Native organizations and other organizations such as stopline3.org, narf.org, oilandwaterdontmix.org and to support water protection efforts in any way they can.

BE IT FURTHER RESOLVED that the Common Council of the City of Appleton call upon the Wisconsin DNR to reject Enbridge's permit application for the construction of Line 5 across so many vulnerable environmental and cultural areas in Northern Wisconsin.

BE IT FURTHER RESOLVED that the Common Council of the City of Appleton call upon every elected leader at the local, state and federal level with the authority to stop the construction of Lines 3 and 5 to do so immediately.


BE IT FINALLY RESOLVED that the Common Council of the City of Appleton hereby recommend that the city of Appleton reject any request for mutual aid by Enbridge Inc. for the purpose of constructing and operating Lines 3 and 5.



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

OFFICE OF THE MAYOR

Jacob A. Woodford
100 North Appleton Street
Appleton, Wisconsin 54911
Phone: (920) 832-6400
Email: Mayor@Appleton.org

TO: Common Council
FROM: Mayor Jacob A. Woodford  & City Clerk Kami Lynch
DATE: May 1, 2022
RE: Resolution #4-R-22, Resolution on Clean Water and Treaty Rights

Aldersperson Meltzer, the author of the above-referenced Resolution, submitted to Common Council on March 2, 2022, wishes to withdraw the same in accordance with Council Rule 34 – Withdrawal of Resolutions. This Resolution was referred to a Special Session of the Common Council and no action has been taken to approve, deny or amend the Resolution.

A Resolution may be withdrawn at the Council level by its author subject to consent of 2/3 of the Council members present.