



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

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

TO: Chairperson Kyle Lobner and Members of the Finance Committee

FROM: Tony Saucerman, Finance Director

DATE: May 1, 2020

RE: *Temporary suspension of Sec. 9-23 of the Municipal Code requiring the payment of certain unpaid and delinquent debts as a condition precedent to the issuance of licenses or permits by the City in response to the COVID-19 Public Health Emergency declared by the State of Wisconsin.*

Many businesses are required to hold a health license or liquor license in order to operate within the City of Appleton. The annual license renewal period is fast approaching with the deadline being June 30, 2020. As part of the renewal process, all businesses with delinquent or unpaid obligations to the City at the time of renewal must pay those obligations prior to the City issuing the license. Specifically, this requirement is noted in Section 9-23(c)(1) of the City of Appleton Municipal Code which, in part, states:

“The following are conditions precedent to the issuance of any licenses or permits provided under this code.

- (1) The payment of all delinquent and unpaid personal property taxes and room taxes imposed pursuant to Wisconsin Statutes of this code and all other delinquent and unpaid claims of the City including assessments, special charges, municipal utility charges, invoices or judgments due and owing from the applicant to the City at the time the license or permit is issued.”

As a result of the COVID-19 pandemic and the State’s emergency “Stay safer at home” order, many City businesses were forced to close or reduce operations resulting in significant lost revenue and economic uncertainty. Due to this lost revenue, many businesses may lack the financial means to immediately payoff outstanding obligations in order to obtain their necessary license.

Therefore, in order to provide temporary financial relief to local businesses and support the local economy, I am requesting a temporary suspension of the requirements of Municipal Code Section 9-23 for the 2020 license renewal season.

Please note that this request does not waive the liability of the outstanding obligations, but simply waives the requirement that they be paid prior to the issuance of the business

license. Also, this request does not waive the cost of the license itself which would still need to be paid prior to the issuance of the license.

Should you have questions on this request, feel free to contact me by phone (832-6440) or e-mail at tony.saucerman@appleton.org.