



City of Appleton

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

Meeting Agenda - Final-revised Common Council

Wednesday, June 16, 2021

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

[21-0833](#) Common Council Meeting Minutes of June 2, 2021

Attachments: [CC Minutes 6-2-21.pdf](#)

- G. BUSINESS PRESENTED BY THE MAYOR

[21-0838](#) Certificate of Recognition for Mark Burstein

[21-0837](#) Proclamations:
- Pollinator Week
- Refugee Day

Attachments: [Pollinator Week Proclamation.pdf](#)
[Refugee Day 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

[21-0798](#) Approve street light relocation at 2313 S. Greenview Street.

Attachments: [Streetlight 2313 S Greenview St.pdf](#)

Legislative History

| | | |
|--------|------------------------------|--------------------------|
| 6/7/21 | Municipal Services Committee | recommended for approval |
|--------|------------------------------|--------------------------|

[21-0799](#) Approve parking and traffic changes related to the Spartan Drive/ Haymeadow Avenue/ Sommers Drive roadway project.

Attachments: [Parking & Traffic related to Spartan DrHaymeadow.pdf](#)

Legislative History

| | | |
|--------|------------------------------|--------------------------|
| 6/7/21 | Municipal Services Committee | recommended for approval |
|--------|------------------------------|--------------------------|

[21-0800](#) Approve parking changes related to the Henry Street Asphalt Reconstruction Project.

Attachments: [Parking Changes to B-20 Henry St.pdf](#)

Legislative History

| | | |
|--------|------------------------------|--------------------------|
| 6/7/21 | Municipal Services Committee | recommended for approval |
|--------|------------------------------|--------------------------|

[21-0801](#) Approve installation of STOP sign on South Court at John Street. (Follow-up to six-month Trial Period.)

Attachments: [Stop Sign on South Court.pdf](#)

Legislative History

| | | |
|--------|------------------------------|--------------------------|
| 6/7/21 | Municipal Services Committee | recommended for approval |
|--------|------------------------------|--------------------------|

[21-0802](#) Anticipated Award of Unit P-21 Pavement Marking Maintenance Contract (Epoxy)

Attachments: [Unit P-21 Pavement Marking Maint.pdf](#)

Legislative History

| | | |
|--------|------------------------------|--------------------------|
| 6/7/21 | Municipal Services Committee | recommended for approval |
|--------|------------------------------|--------------------------|

Unit P-21 Amended: Not to exceed \$100,000 to Century Fence Company per memo attached from City Traffic Engineer dated June 2, 2021. (5-0 approved).

2. MINUTES OF THE SAFETY AND LICENSING COMMITTEE

[21-0739](#) Updates to the Alcohol License Policy & regulations relating to licensing of convenience stores that sell gasoline

Attachments: [6-7-21 Convenience Stores Selling Gasoline- Recommendation.pdf](#)
[2021 Alcohol License Policy Updates.pdf](#)
[Memo- 2021 Alcohol Policy & Convenience Stores.pdf](#)

Legislative History

| | | |
|---------|--------------------------------|--------------------------|
| 5/26/21 | Safety and Licensing Committee | held |
| 6/9/21 | Safety and Licensing Committee | recommended for approval |

Remove the 'Convenience Stores selling gasoline' restriction in the Policy

[21-0810](#) 2021-2022 Additional Alcohol License renewal applications, contingent upon approval from all departments by 12:00 p.m. on June 30, 2021.

Attachments: [2021-22 Alcohol License Renewals 3rd set.pdf](#)

Legislative History

| | | |
|--------|--------------------------------|--------------------------|
| 6/9/21 | Safety and Licensing Committee | recommended for approval |
| 6/9/21 | Safety and Licensing Committee | amended |

Remove Core's Lounge from Renewal Listing

| | | |
|--------|--------------------------------|---------|
| 6/9/21 | Safety and Licensing Committee | amended |
|--------|--------------------------------|---------|

Amend to add Core's Lounge back to list

[21-0740](#) Pet Store License renewal application for World's Fancy Fish, Sia Y Lor, Applicant, located at 1804 S. Lawe St, contingent upon approval from all departments.

Attachments: [World's Fancy Fish S&L.pdf](#)

Legislative History

| | | |
|--------|--------------------------------|--------------------------|
| 6/9/21 | Safety and Licensing Committee | recommended for approval |
|--------|--------------------------------|--------------------------|

[21-0751](#) Class "B" Beer License application for United Sports Association for Youth, Katherine Wood, Agent, located at 3300 E Evergreen Dr, contingent upon approval from all departments.

Attachments: [United Sports Assoc for Youth.pdf](#)

Legislative History

| | | |
|--------|--------------------------------|--------------------------|
| 6/9/21 | Safety and Licensing Committee | recommended for approval |
|--------|--------------------------------|--------------------------|

[21-0752](#)

Class "A" Beer and "Class A" Liquor License Permanent Premise Amendment for Appleton Liquor LLC d/b/a Appleton Liquor, Heidi Guta, Agent, located at 2727 N Meade St., contingent upon approval from all departments.

Attachments: [Appleton Liquor S&L.pdf](#)

Legislative History

| | | |
|--------|--------------------------------|--------------------------|
| 6/9/21 | Safety and Licensing Committee | recommended for approval |
|--------|--------------------------------|--------------------------|

[21-0779](#)

Class "B" Beer and "Class B" Liquor License application for Ka Lee and Peng Xiong d/b/a Shadows Food and Spirits, located at 211 S Walter Ave, contingent upon approval from all departments.

Attachments: [Shadows Food and Spirits.pdf](#)

Legislative History

| | | |
|--------|--------------------------------|--------------------------|
| 6/9/21 | Safety and Licensing Committee | recommended for approval |
|--------|--------------------------------|--------------------------|

[21-0809](#)

2021-2022 Mechanical Amusement Device application for Ka Lee and Peng Xiong d/b/a Shadows Food and Spirit, located at 211 S Walter Ave, contingent upon approval from all departments.

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

Legislative History

| | | |
|--------|--------------------------------|--------------------------|
| 6/9/21 | Safety and Licensing Committee | recommended for approval |
|--------|--------------------------------|--------------------------|

[21-0812](#)

2021-2022 Alcohol License renewal, with a special exception to the license non-use policy, for Oneida Street South LLC, Katelyn James, Agent, contingent upon approvals from all departments by 12:00 p.m. on June 30, 2021.

Attachments: [2021-22 Alcohol License Renewal Oneida St South LLC.pdf](#)

Legislative History

| | | |
|--------|--------------------------------|--------------------------|
| 6/9/21 | Safety and Licensing Committee | recommended for approval |
|--------|--------------------------------|--------------------------|

3. MINUTES OF THE CITY PLAN COMMISSION

[21-0769](#)

Request to approve the dedication of land for public right-of-way for a portion of Lawrence Street, generally located east of the intersection of Oneida Street and Lawrence Street (part of Tax Id #31-2-0052-00), as shown on the attached maps

Attachments: [StaffReport_LawrenceEastOfOneida_StreetDedication_For06-09-21.pdf](#)

Legislative History

| | | |
|--------|----------------------|--------------------------|
| 6/9/21 | City Plan Commission | recommended for approval |
|--------|----------------------|--------------------------|

4. MINUTES OF THE PARKS AND RECREATION COMMITTEE**5. MINUTES OF THE FINANCE COMMITTEE****6. MINUTES OF THE COMMUNITY AND ECONOMIC DEVELOPMENT COMMITTEE**[21-0777](#)

Request to approve the 2020 Consolidated Annual Performance and Evaluation Report (CAPER) for the Community Development Block Grant (CDBG) Program

Attachments: [CAPER memo to CEDC 6-9-21.pdf](#)
[2020-2021 CAPER Draft for Public Comment.pdf](#)

Legislative History

| | | |
|--------|---|--------------------------|
| 6/9/21 | Community & Economic Development Committee | recommended for approval |
|--------|---|--------------------------|

[21-0778](#)

Request to approve an adjustment to the FINAL 2021-2022PY Community Development Block Grant (CDBG) funding previously approved on March 17, 2021 as specified in the attached revised community partner allocation recommendations

Attachments: [Alloc Recs Memo to CEDC REVISED Final Award 06-09-2021.pdf](#)
[Alloc Recs Memo to CEDC Final Award 03-10-2021.pdf](#)
[REVISED FINAL 2021 CDBG Community Partner Recommendations 6-9-21.pdf](#)
[REVISED FINAL 2021 CDBG Simple Summary Recommendations 6-9-21.pdf](#)
[Appleton Revised FY21 Formula Award Letter - FO Milwaukee 5-13-21.pdf](#)

Legislative History

| | | |
|--------|---|--------------------------|
| 6/9/21 | Community & Economic Development Committee | recommended for approval |
|--------|---|--------------------------|

7. MINUTES OF THE UTILITIES COMMITTEE[21-0794](#)

Approve update to Municipal Code Chapter 20, Article II Water Utility, creating new Section 20-42 Valving.

Attachments: [Municipal Code Chapter 20.pdf](#)

Legislative History

| | | |
|--------|---------------------|--------------------------|
| 6/8/21 | Utilities Committee | recommended for approval |
|--------|---------------------|--------------------------|

[21-0796](#)

Request Approval of the Electronic Compliance Maintenance Annual Report (eCMAR) for 2020 and Request the following Resolution be presented to the Common Council for approval:

Whereas, the City of Appleton manages, operates, and maintains a sewer collection system and wastewater treatment plant; and

Whereas, treatment efforts produce a liquid effluent and a biosolids that are returned to the environment; and

Whereas, the State of Wisconsin evaluates wastewater utilities throughout the State of Wisconsin through an electronic Compliance Maintenance Annual Report (eCMAR); and

Whereas, Appleton received the highest eCMAR score achievable; and

Whereas, the State of Wisconsin requests the Common Council pass a resolution accepting the eCMAR report;

Now, therefore, be it resolved by the City Council that the City of Appleton:

Article 1. Continue supporting the treatment and maintenance programs at the utility

Article 2. Continue planning efforts that will address and promote long term performance results at the facility.

Attachments: [2020 eCMAR UC memo .pdf](#)

[2020 eCMAR Validated.pdf](#)

Legislative History

6/8/21

Utilities Committee

recommended for approval

8. MINUTES OF THE HUMAN RESOURCES & INFORMATION TECHNOLOGY COMMITTEE

[21-0805](#)

Request to approve changes to Department of Public Works table of organization.

Attachments: [DPW Operations TO change.pdf](#)

[DPW Operations TO 6.9.21.pdf](#)

Legislative History

6/9/21

Human Resources &
Information Technology
Committee

recommended for approval

9. MINUTES OF THE FOX CITIES TRANSIT COMMISSION**10. MINUTES OF THE BOARD OF HEALTH**

[21-0741](#) Noise Variance Request - Prince of Peace Lutheran Church

Attachments: [POP Appleton.pdf](#)

Legislative History

6/9/21

Board of Health

recommended for approval

M. CONSOLIDATED ACTION ITEMS**N. ITEMS HELD****O. ORDINANCES**

[21-0857](#) Potential amendment to Ordinance 58-20 regarding remote participation

Attachments: [Ord 58-20.pdf](#)

[Ord. 34-21 Remote Participation Ordinance 6-16-21.pdf](#)

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

Kami Lynch, City Clerk

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



City of Appleton

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Meeting Minutes - Final Common Council

Wednesday, June 2, 2021

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 Siebers.

C. PLEDGE OF ALLEGIANCE TO THE FLAG

D. ROLL CALL OF ALDERPERSONS

Present: 14 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Joe Martin, Alderperson Denise Fenton, Alderperson Maiyoua Thao, Alderperson Matthew Reed, Alderperson Alex Schultz, Alderperson Mike Smith, Alderperson Kristin Alfheim, Alderperson Nate Wolff, Alderperson Joe Prohaska, Alderperson Chad Doran and Mayor Jake Woodford

Excused: 2 - Alderperson Katie Van Zeeland and Alderperson Sheri Hartzheim

E. ROLL CALL OF OFFICERS AND DEPARTMENT HEADS

All departments were represented.

F. APPROVAL OF PREVIOUS COUNCIL MEETING MINUTES

[21-0729](#)

Common Council Meeting Minutes of May 19, 2021

Attachments: [CC Minutes 5-19-21.pdf](#)

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

Aye: 13 - Alderperson William Siebers, Alderperson Vered Meltzer, Alderperson Brad Firkus, Alderperson Joe Martin, Alderperson Denise Fenton, Alderperson Maiyoua Thao, Alderperson Matthew Reed, Alderperson Alex Schultz, Alderperson Mike Smith, Alderperson Kristin Alfheim, Alderperson Nate Wolff, Alderperson Joe Prohaska and Alderperson Chad Doran

Excused: 2 - Alderperson Katie Van Zeeland and Alderperson Sheri Hartzheim

Abstained: 1 - Mayor Jake Woodford

G. BUSINESS PRESENTED BY THE MAYOR

[21-0772](#)

Reappointment of Linda Marx to the Board of Review

Attachments: [6-1-21 reappointment BOR.pdf](#)

Aldersperson Alfheim moved, seconded by Aldersperson Prohaska, that the Reappointment be approved. Roll Call. Motion carried by the following vote:

Aye: 13 - Aldersperson William Siebers, Aldersperson Vered Meltzer, Aldersperson Brad Firkus, Aldersperson Joe Martin, Aldersperson Denise Fenton, Aldersperson Maiyoua Thao, Aldersperson Matthew Reed, Aldersperson Alex Schultz, Aldersperson Mike Smith, Aldersperson Kristin Alfheim, Aldersperson Nate Wolff, Aldersperson Joe Prohaska and Aldersperson Chad Doran

Excused: 2 - Aldersperson Katie Van Zeeland and Aldersperson Sheri Hartzheim

Abstained: 1 - Mayor Jake Woodford

[21-0684](#)

Certificate of Appreciation for Health Officer, Kurt Eggebrecht.

The Certificate of Appreciation was presented, and Health Officer Eggebrecht was thanked for his service to the City.

[21-0754](#)

Proclamations:

- Pride Month
- CPR & AED Awareness Week
- Gun Violence Awareness Day
- Juneteenth Celebration Day

Attachments: [Pride Month Proclamation.pdf](#)

[CPR AED Awareness Week Proclamation.pdf](#)

[Gun Violence Awareness Day Proclamation.pdf](#)

[Juneteenth Celebration Day Proclamation.pdf](#)

[21-0756](#)

COVID-19 Update

Attachments: [COVID -19 Cases June 01.pdf](#)

H. PUBLIC PARTICIPATION

I. PUBLIC HEARINGS

[21-0683](#)

Public Hearing for Rezoning #4-21 for U.S. Venture Inc. from R-1B Single-Family District, R-3 Multi-Family District, and P-I Public Institutional District to CBD Central Business District.

Attachments: [RZ #4-21 Notice of Public Hearing.pdf](#)

No one spoke during the hearing.

[21-0749](#)

Public Hearing for W. Prospect Ave. & S. Douglas St. Street Vacation

Attachments: [Public Hearing - Prospect and Douglas.pdf](#)

No one spoke during the hearing.

J. SPECIAL RESOLUTIONS

[21-0748](#)

Final Resolution for the W. Prospect Ave. and S. Douglas St. Street Vacation

Attachments: [Final Resolution Prospect and Douglas.pdf](#)

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

Aye: 13 - Aldersperson William Siebers, Aldersperson Vered Meltzer, Aldersperson Brad Firkus, Aldersperson Joe Martin, Aldersperson Denise Fenton, Aldersperson Maiyoua Thao, Aldersperson Matthew Reed, Aldersperson Alex Schultz, Aldersperson Mike Smith, Aldersperson Kristin Alfheim, Aldersperson Nate Wolff, Aldersperson Joe Prohaska and Aldersperson Chad Doran

Excused: 2 - Aldersperson Katie Van Zeeland and Aldersperson Sheri Hartzheim

Abstained: 1 - Mayor Jake Woodford

K. ESTABLISH ORDER OF THE DAY

[21-0715](#)

Resolution #8-R-21 Resolution expressing support for Knowles-Nelson Stewardship Program

Attachments: [#8-R-21 Knowles-Nelson Program w-attach-rev.pdf](#)

Aldersperson Reed moved, seconded by Aldersperson Smith, that the Resolution be amended to strike the second to last paragraph after Knowles-Nelson Stewardship Program.

This Amendment was withdrawn, no vote was taken on the amendment.

Alderson Reed moved, seconded by Alderson Smith, that the Resolution be amended to strike the last part of the second to last paragraph after ten years to read as follows:

'that the City of Appleton supports the reauthorization of the Knowles-Nelson Stewardship Program for ten years'

Roll Call. Motion carried by the following vote:

Aye: 4 - Alderson William Siebers, Alderson Matthew Reed, Alderson Mike Smith and Alderson Joe Prohaska

Nay: 9 - Alderson Vered Meltzer, Alderson Brad Firkus, Alderson Joe Martin, Alderson Denise Fenton, Alderson Maiyoua Thao, Alderson Alex Schultz, Alderson Kristin Alfheim, Alderson Nate Wolff and Alderson Chad Doran

Excused: 2 - Alderson Katie Van Zeeland and Alderson Sheri Hartzheim

Abstained: 1 - Mayor Jake Woodford

Alderson Schultz moved, seconded by Alderson Fenton, that the Resolution be amended to strike 'in Governor Evers' from the second to last paragraph so it reads:

"that the City of Appleton supports the reauthorization of the Knowles-Nelson Stewardship Program for ten years and consideration of the proposed budget request of \$70 million per year, and"

Roll Call. Motion carried by the following vote:

Aye: 10 - Alderson Vered Meltzer, Alderson Brad Firkus, Alderson Denise Fenton, Alderson Maiyoua Thao, Alderson Matthew Reed, Alderson Alex Schultz, Alderson Mike Smith, Alderson Kristin Alfheim, Alderson Nate Wolff and Alderson Joe Prohaska

Nay: 3 - Alderson William Siebers, Alderson Joe Martin and Alderson Chad Doran

Absent: 3 - Alderson Katie Van Zeeland, Alderson Sheri Hartzheim and Mayor Jake Woodford

Alderson Prohaska moved, seconded by Alderson Meltzer, that the Resolution be approved as amended. Roll Call. Motion Carried by the following vote:

Aye: 12 - Alderson William Siebers, Alderson Vered Meltzer, Alderson Brad Firkus, Alderson Denise Fenton, Alderson Maiyoua Thao, Alderson Matthew Reed, Alderson Alex Schultz, Alderson Mike Smith, Alderson Kristin Alfheim, Alderson Nate Wolff, Alderson Joe Prohaska and Alderson Chad Doran

Nay: 1 - Alderson Joe Martin

Excused: 2 - Alderson Katie Van Zeeland and Alderson Sheri Hartzheim

Abstained: 1 - Mayor Jake Woodford

[21-0691](#)

****CRITICAL TIMING**** Request to approve a six (6) month extension to the Planning Option Agreement with Merge, LLC (d/b/a Merge Urban Development Group) for a potential mixed-use development located on the former Blue Ramp and Conway Hotel sites

Attachments: [Merge Option Extension Memo 5-26-21.pdf](#)
[20-0044 - MERGE - 2nd Extension - 05-19-2021.pdf](#)
[Merge Option Term Extension #1 November 2020.pdf](#)
[Signed Planning Option Agreement Merge 2-6-20.pdf](#)
[Map Blue Ramp+Conway Hotel.pdf](#)
[Letter of Intent Merge 11-29-19.pdf](#)
[Merge Projects + References.pdf](#)

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

Aye: 13 - Aldersperson William Siebers, Aldersperson Vered Meltzer, Aldersperson Brad Firkus, Aldersperson Joe Martin, Aldersperson Denise Fenton, Aldersperson Maiyoua Thao, Aldersperson Matthew Reed, Aldersperson Alex Schultz, Aldersperson Mike Smith, Aldersperson Kristin Alfheim, Aldersperson Nate Wolff, Aldersperson Joe Prohaska and Aldersperson Chad Doran

Excused: 2 - Aldersperson Katie Van Zeeland and Aldersperson Sheri Hartzheim

Abstained: 1 - Mayor Jake Woodford

L. COMMITTEE REPORTS

Balance of the action items on the agenda.

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

Aye: 13 - Aldersperson William Siebers, Aldersperson Vered Meltzer, Aldersperson Brad Firkus, Aldersperson Joe Martin, Aldersperson Denise Fenton, Aldersperson Maiyoua Thao, Aldersperson Matthew Reed, Aldersperson Alex Schultz, Aldersperson Mike Smith, Aldersperson Kristin Alfheim, Aldersperson Nate Wolff, Aldersperson Joe Prohaska and Aldersperson Chad Doran

Excused: 2 - Aldersperson Katie Van Zeeland and Aldersperson Sheri Hartzheim

Abstained: 1 - Mayor Jake Woodford

1. MINUTES OF THE MUNICIPAL SERVICES COMMITTEE

[21-0657](#)

Request from Mike Krejcarek, 717 N. Richmond Street, for a variance to Municipal Code 19-91 (f)(5) to extend driveway 10 feet into greater front yard.

Attachments: [717 N Richmond St.pdf](#)

This Report Action Item was approved.

[21-0717](#)

Request from Miller Electric for a permanent street occupancy permit to install an overhead pipe bridge structure and associated piers in the Douglas Street right-of-way at 702 S. Douglas Street be approved contingent on

- Minimum overhead clearance of 17'-5"
- Minimum sidewalk clearance of 4' for ADA compliance

Attachments: [Miller Electric-Douglas Street.pdf](#)

This Report Action Item was approved

[21-0718](#)

Request from Hoffman Planning, Design & Construction to modify the permanent street occupancy permit for the YMCA Ramp footings and foundations to extend into the right-of-way as follows:

- Oneida Street-5 feet (no change)
- Lawrence Street-7 feet
- Morrison Street-7 feet
- Soldiers Square-8 feet

Attachments: [YMCA Ramp footings.pdf](#)

This Report Action Item was approved.

[21-0725](#)

Request from Appleton Downtown Inc. for a street occupancy permit for Street Music Week, June 14-18, 2021 in the College Avenue beautification strip between Drew Street and Badger Avenue.

Attachments: [ADI-Street Music Week.pdf](#)

This Report Action Item was approved.

2. MINUTES OF THE SAFETY AND LICENSING COMMITTEE

[21-0370](#) Class "B" Beer and Reserve "Class B" Liquor License Temporary Premise Amendment application for Fox Cities Building for the Arts d/b/a Trout Museum of Art, Christina Turner, Agent, located at 111 W College Ave, on August 27, 2021, contingent upon approval from all departments.

Attachments: [Trout Museum of Art S&L.pdf](#)

This Report Action Item was approved.

[21-0696](#) Reserve "Class B" Liquor and Class "B" Beer License application for RH Events LLC d/b/a Poplar Hall, Sandy Emerich, Agent, located at 141 S Riverheath Way, contingent upon approval from all departments.

Attachments: [Poplar Hall.pdf](#)

This Report Action Item was approved.

[21-0735](#) 2021-2022 Additional Alcohol License renewals, contingent upon approvals from all departments by 12:00 p.m. on June 30, 2021.

Attachments: [2021-22 Alcohol License Renewals-2nd set FINAL.pdf](#)

This Report Action Item was approved.

[21-0736](#) Taxi Cab Company License application for Antonio's Transportation Service, Corey A. Gaines, Owner, 240 Algoma Blvd, Oshkosh, WI.

Attachments: [Corey Antonio Gaines.pdf](#)

This Report Action Item was approved.

[21-0737](#) Class "B" Beer and Reserve "Class B" Liquor License Temporary Premise Amendment application for Fox Cities Building for the Arts d/b/a Trout Museum of Art, Christina Turner, Agent, Houdini Plaza, on June 5, 2021, contingent upon approval from all departments.

Attachments: [Trout Museum Exhibit Opening S&L.pdf](#)

This Report Action Item was approved.

[21-0738](#) 2021-2022 Additional Mechanical Amusement Device License renewals, contingent upon approval from all departments by 12:00 p.m. on June 30, 2021.

Attachments: [2021 Additional Amusement Devices.pdf](#)

This Report Action Item was approved.

3. MINUTES OF THE CITY PLAN COMMISSION

[21-0590](#)

Request to approve Rezoning #4-21 to rezone 15 parcels in the area generally located south of Lawrence Street, west of Durkee Street, north of Water Street, and east of Morrison Street (Tax Id #31-2-0159-00, #31-2-0160-00, #31-2-0161-00, #31-2-0163-00, #31-2-0164-00, #31-2-0165-00, #31-2-0166-00, #31-2-0167-00, #31-2-0168-00, #31-2-0169-00, #31-2-0170-00, #31-2-0171-00, #31-2-0172-00, #31-2-0173-00, and #31-2-0174-00), including to the centerline of the adjacent South Morrison Street, East Lawrence Street, South Durkee Street, East Water Street, East Kimball Street, and South Oak Street right-of-way, as shown on the attached maps, from R-1B Single-Family District, R-3 Multi-Family District, and P-I Public Institutional District to CBD Central Business District

Attachments: [StaffReport_USVenture_Rezoning_For05-12-21.pdf](#)

This Report Action Item was approved.

[21-0695](#)

Request to approve the First Addition to Broadway Hills Estates Final Plat as shown on the attached maps and subject to the conditions in the attached staff report

Attachments: [StaffReport_FinalPlat_1stAddBroadwayHillsEstates_For5-26-21.pdf](#)

This Report Action Item was approved.

4. MINUTES OF THE PARKS AND RECREATION COMMITTEE

5. MINUTES OF THE FINANCE COMMITTEE

[21-0719](#)

Request to award Unit E-21 Miscellaneous Concrete & Street Excavation Repair to Fischer-Ulman Construction, Inc in the amount of \$532,500 with a 6.2% contingency of \$33,000 for a project total not to exceed \$565,500

Attachments: [Award of Contract Unit E-21.pdf](#)

This Report Action Item was approved.

[21-0720](#)

Request to award Unit L-21 Sewer and Water Construction - Lightning Drive and Edgewood Drive to Feaker and Sons Co, Inc in the amount of \$1,004,464 with a 5% contingency of \$50,000 for a project total not to exceed \$1,054,464

Attachments: [Award of Contract Unit L-21 Rebid.pdf](#)

This Report Action Item was approved.

[21-0721](#)

Request to award Unit Y-21 Sewer & Water Reconstruction No. 3 to Kruczek Construction, Inc in the amount of \$797,798 with a 7.5% contingency of \$60,073 for a project total not to exceed \$857,871

Attachments: [Award of Contract Unit Y-21.pdf](#)

This Report Action Item was approved.

[21-0722](#)

Request to award Unit AA-21 Pacific Street over Peabody Park Bridge Maintenance to Norcon Corporation in the amount of \$207,717 with a 15% contingency of \$31,157 for a project total not to exceed \$238,874

Attachments: [Award of Contract Unit AA-21.pdf](#)

This Report Action Item was approved.

[21-0723](#)

Request to approve the following 2021 Budget amendments:

Public Works Capital Projects Fund

| | |
|----------------------|------------|
| Spartan Drive Land | +\$73,107 |
| Lightning Drive Land | - \$73,107 |

Stormwater Utility

| | |
|----------------------------|------------|
| Land | +\$64,893 |
| Storm Sewer Reconstruction | - \$64,893 |

to reallocate positive bid variances to purchase land for future Spartan Drive and associated stormwater management (2/3 vote of Council required)

Attachments: [Land Acquisition.pdf](#)

This Report Action Item was approved.

6. MINUTES OF THE COMMUNITY AND ECONOMIC DEVELOPMENT COMMITTEE

[21-0692](#)

****CRITICAL TIMING**** Request to approve the Offer to Purchase from Bose 1 Investments, LLC and 4 Ross Investments, LLC, and/or its assigns, to purchase Lot 1 of CSM 3609 (Tax Id #31-9-5712-00), Lot 26 (Tax Id #31-9-5712-26), Lot 27 (Tax Id #31-9-5712-27), Lot 28 (Tax Id #31-9-5712-28) and Lot 29 (Tax Id #31-9-5712-29) Southpoint Commerce Park Plat No. 3, comprising a total of approximately 30.44 acres, at a purchase price of \$1,217,600.00 (\$40,000 per acre)

Attachments: [Bose 1 Investments and 4 Ross Investments OTP Memo 5-26-21.pdf](#)
[Bose 1 Investments and 4 Ross Investments OTP 5-18-21.pdf](#)
[SouthpointCommerceParkMap_SubjectParcel_5_2021.pdf](#)
[SPCP Deed Restrictions.pdf](#)

This Report Action Item was approved.

7. MINUTES OF THE UTILITIES COMMITTEE

[21-0699](#)

Award Unit R-21 Chemical Root Foaming of Sanitary Sewers to Duke's Root Control in an amount not to exceed \$25,000.

Attachments: [R-21 Bid Tab.pdf](#)

This Report Action Item was approved.

[21-0700](#)

Award the Sole Source Purchase of Secondary Clarifier Drive Rebuild Parts through Evoqua Water Technologies LLC in the amount of \$105,964.

Attachments: [210519_Finance Memo_Final Clarifier Rebuild Work.pdf](#)

This Report Action Item was approved.

[21-0701](#)

Award the 2021 Secondary Clarifier Drive Removal, Rebuild, and Reinstallation Contract to Sabel Mechanical in the amount of \$174,302 with a 15% contingency of \$26,145 for a project total not to exceed \$200,447.

Attachments: [210519_Finance Memo_Final Clarifier Rebuild Work.pdf](#)

This Report Action Item was approved.

[21-0702](#)

Approve Amendment #1 to McMahon contract for 2021 Solids Dewatering Equipment Upgrades to increase for additional HVAC design and construction management services in the amount of \$27,000 resulting in a decrease to contingency from \$32,587 to \$5,587. Overall contract increased from \$325,872 to \$352,872.

Attachments: [utilities memo - Engineering Dewatering Equipment 05-21-21.pdf](#)

This Report Action Item was approved.

[21-0727](#)

Award Organic Recycling Contractor Services to Hsu Growing Supply for an extended one (1) year term ending December 31, 2021.

Attachments: [210517_UCM_HSU_contract_extension_2021.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

[21-0755](#)

Ordinance #18-21

Attachments: [Ordinances Going to Council 6-2-21.pdf](#)

Aldersperson Prohaska moved, seconded by Aldersperson Meltzer, that the Ordinance be approved. Roll Call. Motion carried by the following vote:

Aye: 13 - Aldersperson William Siebers, Aldersperson Vered Meltzer, Aldersperson Brad Firkus, Aldersperson Joe Martin, Aldersperson Denise Fenton, Aldersperson Maiyoua Thao, Aldersperson Matthew Reed, Aldersperson Alex Schultz, Aldersperson Mike Smith, Aldersperson Kristin Alfheim, Aldersperson Nate Wolff, Aldersperson Joe Prohaska and Aldersperson Chad Doran

Excused: 2 - Aldersperson Katie Van Zeeland and Aldersperson Sheri Hartzheim

Abstained: 1 - Mayor Jake Woodford

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

Alderson Smith moved, seconded by Alderson Martin, that the meeting be adjourned at 7:51 p.m. Roll Call. Motion carried by the following vote:

Aye: 13 - Alderson William Siebers, Alderson Vered Meltzer, Alderson Brad Firkus, Alderson Joe Martin, Alderson Denise Fenton, Alderson Maiyoua Thao, Alderson Matthew Reed, Alderson Alex Schultz, Alderson Mike Smith, Alderson Kristin Alfheim, Alderson Nate Wolff, Alderson Joe Prohaska and Alderson Chad Doran

Excused: 2 - Alderson Katie Van Zeeland and Alderson Sheri Hartzheim

Abstained: 1 - Mayor Jake Woodford

Kami Lynch, City Clerk

PROCLAMATION



Office of the Mayor

WHEREAS, monarch butterflies, honeybees, and other pollinators, including bats, birds, and various beneficial insects, play a vital role in the health of Appleton's ecology and natural habitats; and

WHEREAS, accelerated pollinator and insect losses in recent decades require immediate attention to ensure the safety of these populations and the sustainability of our environmental health and food production systems; and

WHEREAS, bees, butterflies, and numerous other insect populations can be restored through re-establishment of pollinator habitat, removal of environmental stressors, alternative landscape maintenance practices including reduced application of herbicides and pesticides; and

WHEREAS, the United States Senate has designated the third week in June as National Pollinator Week in recognition of the valuable role pollinators play in our delicate ecosystem; and

WHEREAS, the City of Appleton is recognized as a Bird City, a Bee City, and a Monarch City, and has expanded beekeeping options for its residents as well as hosting the first designated Bee Campus in Wisconsin at Lawrence University.

NOW THEREFORE, BE IT RESOLVED, THAT I, JACOB A. WOODFORD, Mayor of the City of Appleton, Wisconsin, do hereby proclaim June 21 - 27, 2021 as

Pollinator Week

in Appleton as an affiliate of *Bee City USA* and *Monarch City USA* and call upon all residents to join me in celebrating the significance of pollinators with appropriate observances and activities.



Signed and sealed this 15th day of June 2021.

JACOB A. WOODFORD
MAYOR OF APPLETON

PROCLAMATION



Office of the Mayor

WHEREAS, refugees are men, women, and children from all parts of the world who are forced to flee their homelands because of war, human rights crises, and fear of persecution or death due to race, religion, nationality, political opinion, or membership in a social group; and

WHEREAS, World Refugee Day, a global observance that honors all refugees and raises awareness of their strength and courage and serves as a time to acknowledge the hardships refugees have encountered, the new lives they have built, and the positive effect they have on our local communities; and

WHEREAS, World Refugee Day was first celebrated on June 20, 2001, to commemorate the 50th anniversary of the 1951 Convention Relating to the Status of Refugees, and

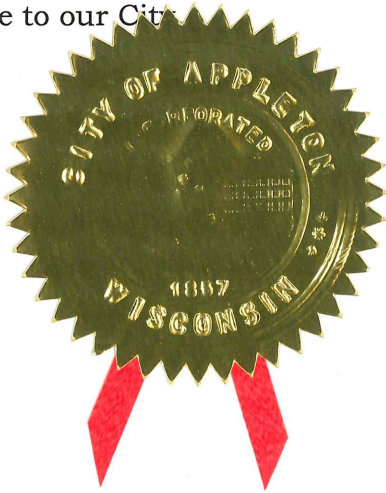
WHEREAS, the City of Appleton values its strong collaborative relationship with World Relief Fox Valley, the resettlement agency bringing refugees to settle in our community, which provides vital services to newly arrived refugees with access to basic necessities, and the journey to belonging while helping them become all they want to be through culturally relevant learning opportunities; and

WHEREAS, the City of Appleton facilitates the Fox Valley Refugee Resettlement team and provides immediate health care screenings for all Appleton refugees, and our staff strives to better understand and serve our refugee communities.

NOW THEREFORE, BE IT RESOLVED, THAT I, JACOB A. WOODFORD, Mayor of the City of Appleton, Wisconsin, do hereby proclaim June 20, 2021 as

Refugee Day

in Appleton and encourage all residents to take pride in our longstanding role as a community that welcomes and supports refugees, and to join me in honoring refugees by recognizing the hardships they have encountered, the new lives they have built, and the positive contributions they make to our City.



Signed and sealed this 10 day of June 2021.

JACOB A. WOODFORD
MAYOR OF APPLETON

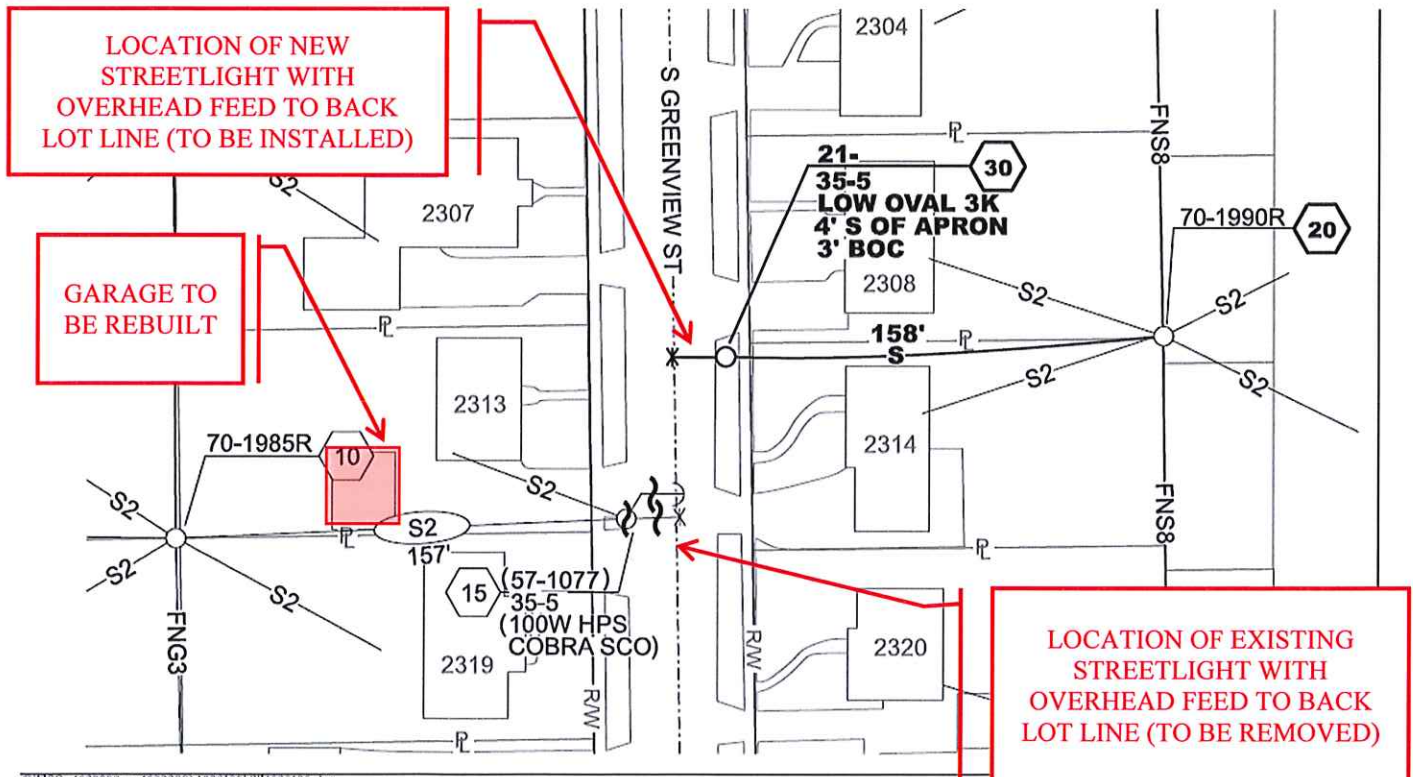


DEPARTMENT OF PUBLIC WORKS
Engineering Division – Traffic Section
2625 E. Glendale Avenue
Appleton, WI 54911
TEL (920) 832-5580
FAX (920) 832-5570

To: Municipal Services Committee
From: Mike Hardy, Assistant City Traffic Engineer
Date: 05/19/2021
Re: Streetlight Relocation – 2313 S Greenview Street

The Traffic Section was contacted by the property owner of 2313 S. Greenview Street about the desire to move the existing streetlight located in the terrace on the south side of his driveway apron. The property owner explained the desire to have the existing garage rebuilt, but the overhead wires to the streetlight from the back lot line conflict with building/electrical codes.

The nearest lot line pole that would service a new streetlight location is across the street, on the north side of 2314 S Greenview Street. Relocating the streetlight any further north or south would be too aversive to the spacing of lights. This streetlight is a leased unit, owned and maintained by WE Energies. Any cost associated with this change will be the responsibility of the property owner of 2313 S. Greenview Street.



Upon our review, City Staff would be accepting of this change. This type of change happens occasionally with street reconstructions and WE Energies facility improvements.



DEPARTMENT OF PUBLIC WORKS
Engineering Division – Traffic Section
2625 E. Glendale Avenue
Appleton, WI 54911
TEL (920) 832-5580
FAX (920) 832-5570

To: Municipal Services Committee
From: Eric Lom, City Traffic Engineer
Date: June 2, 2021
Re: Parking & Traffic changes related to the Spartan Dr/Haymeadow Av/Sommers Dr roadway project

The Spartan Drive/Haymeadow Av/Sommers Drive project was completed earlier this year. This memo addresses the parking and traffic restrictions that are necessary to implement this Council-approved project.

The following ordinance action is required:

1. **Create:** "Parking be prohibited on Spartan Drive from Haymeadow Av to the west city limits."
2. **Create:** "Parking be prohibited on the south side of Spartan Drive from Haymeadow Av to a point 740 feet east of Haymeadow Avenue, as measured along the centerline of Haymeadow Avenue."
3. **Create:** "Install stop signs on Haymeadow Avenue at Spartan Drive."
4. **Create:** "Install all-way stop control at the intersection of Spartan Drive and Sommers Drive."



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Appleton, WI 54911
TEL (920) 832-5580
FAX (920) 832-5570

To: Municipal Services Committee
From: Eric Lom, City Traffic Engineer
Date: June 2, 2021
Re: Parking changes related to the B-20 Henry Street reconstruction project

The Henry Street project was completed last fall. This memo addresses the parking restrictions that are necessary to implement this Council-approved project.

The following ordinance action is required:

1. **Create:** "Parking be prohibited on the north side of Henry Street from a point 47 feet west of Warner St to a point 77 feet west of Warner Street."



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

DEPARTMENT OF PUBLIC WORKS
Engineering Division – Traffic Section
2625 E. Glendale Avenue
Appleton, WI 54911
TEL (920) 832-5580
FAX (920) 832-5570

To: Municipal Services Committee
From: Eric Lom, Traffic Engineer
Date: June 2, 2021
Re: Intersection traffic control at the John Street / South Court intersection
Follow-Up to Six-Month Trial Period

Based on an aldermanic request, the Traffic Section recently reviewed the traffic control at the intersection of John Street and South Court, and subsequently initiated a six-month trial period to change from uncontrolled to one-way stop control. This intersection is located one block east of Meade Street near the entrance to the Eagle Point Senior Living complex. The land use in this area is mix of residential and institutional.

In a typical intersection control study, we consider traffic volumes, crash history, safe approach speeds, etc. In this case, the estimated entering volume of this intersection is low, at approximately 700 vehicles per day. A review of crash records indicated zero crashes for the recent five-year period of 2016 through 2020. The critical approach speed for the intersection was found to be approximately 7 mph due primarily to vegetation located in quadrants of the intersection. Both streets are classified as *local*.

While this intersection does not meet the volume threshold for stop control, the critical approach speed is below the standard for an uncontrolled intersection. As such, we recommend maintaining the one-way stop control that was implemented for the trial period.

To accomplish this, the following ordinance action is required:

1. **Create:** “Install Stop signs on South Court at John Street.”



DEPARTMENT OF PUBLIC WORKS
Engineering Division – Traffic Section
2625 E. Glendale Avenue
Appleton, WI 54911
TEL (920) 832-5580
FAX (920) 832-5570

To: Municipal Services Committee
From: Eric Lom, City Traffic Engineer
Date: June 7, 2021
Re: Recommended award of the *Unit P-21* Pavement Marking Maintenance Contract (Epoxy)

Quotes were opened for the *Unit P-21* Pavement Marking Maintenance Contract on June 7, 2021, as a means of establishing unit prices for this annual maintenance contract, which generally involves the installation/replacement of durable epoxy-type longitudinal and transverse pavement markings throughout the City.

Quotes were solicited and received from two contractors that provide this service in Wisconsin. Century Fence Company of Madison, Wisconsin, submitted the low quote in the total amount of \$90,652.75, which is ~13% lower than our engineer's estimate of \$104,049.

Century Fence Company has performed this type of work directly for the City many times in the past, and always with excellent results.

Based on this, we recommend award of the contract to Century Fence Company in an amount not to exceed \$100,000. This dollar amount is based on the combination of available budgeted funds for pavement marking maintenance (17022) and pavement markings that will be completed for other city projects (17014, 4240, etc.).



LEGAL SERVICES DEPARTMENT

Office of the City Clerk

Kami Lynch, Clerk

100 North Appleton Street

Appleton, WI 54911

Phone: 920/832-6443

Fax: 920/832-5823

To: Katie Van Zeeland, Safety & Licensing Committee Chair, Safety & Licensing Committee Members

From: Kami Lynch, City Clerk; Todd Thomas, Police Chief; Darrin Glad, Assistant City Attorney

Date: June 07, 2021

Re: Recommendation on Convenience Stores Selling Gasoline- "Class A" Licenses

After the last Safety & Licensing Committee meeting, further information was gathered, and a staff discussion was held regarding the implications of allowing convenience stores that sell gasoline (gas stations) to hold "Class A" liquor licenses.

None of the City's neighboring municipalities (with the exception of the City of Neenah who is also looking at modifying this) have this restriction and therefore they all allow gas stations to hold "Class A" liquor licenses. It would be advantageous for the city to be consistent with our bordering municipalities and allow gas stations the opportunity to hold these licenses.

It is the recommendation of staff, that the Safety & Licensing Committee approve the Alcohol License Policy with the removal of the Convenience Stores Selling Gasoline provision and allow for these establishments to apply for/hold "Class A" licenses as otherwise permitted by Wisconsin law.

If there are any questions related to this recommendation, please do not hesitate to reach out to any of us.

| | | | |
|---|---|---|---|
| CITY OF APPLETON POLICY | | TITLE: GENERAL POLICY STATEMENT ON ALCOHOL BEER LIQUOR LICENSING | |
| ISSUE DATE: unknown | LAST UPDATE: June 2017 May 2021 | | |
| POLICY SOURCE: Office of the City Clerk | | TOTAL PAGES: 10 | |
| Reviewed by Attorney's Office Date: June 2017 | Safety and Licensing Committee Approval Date: July 29, 2010 Update approved: Oct. 28, 2010 Update approved: Oct. 13, 2011 Update approved: April 9, 2015 Update approved: May 25, 2016 Update approved: June 21, 2017 | | Council Approval Date: August 4, 2010 Update: November 3, 2010 Update: October 19, 2011 Update: April 22, 2015 Update: June 1, 2016 Update: June 14, 2017 |

I. PURPOSE

The City of Appleton believes the safety and welfare of its citizens and neighborhoods are of highest priority and the judicious dispensing of alcohol is in keeping with this belief. The possession of a beer or liquor license in the city is a privilege and not a right; a privilege that must not be taken for granted but rather must be continually conditioned by the holder's adherence to applicable laws and regulations.

II. POLICY

All licenses granted and issued for the sale of fermented or intoxicating liquors shall be carried out under the provisions of W.S.A. Chapter 125 and the City of Appleton Municipal Code, Chapter 9, Article III.

Safety and Licensing Committee shall consider the application at a public meeting at which ~~all~~-interested parties ~~may~~will be given an opportunity to be heard, at the discretion of the chair. The Committee will, by a majority vote of those present, make a recommendation to the Common Council which shall consider the application at its next regularly scheduled meeting.

In performing its review and preparing its recommendation for approval or denial ~~disapproval~~, the Safety and Licensing Committee shall take into consideration the type of operation in relation to the following community matters ~~under consideration~~:

~~The existence of the community need will be assessed by the committee. In this regard, such things as the type of operation proposed will be assessed for area and community impact.~~

- Adverse impact on traffic;

- Adverse impact on the peace, quiet and cleanliness of the neighborhood where the establishment is located;
- Insufficient parking for patrons;
- Proximity to other licensed establishments, residential areas, schools, churches, or hospitals;
- Ability or inability of the police to provide law enforcement services to the new establishment and the impact of the new establishment on the ability of the police to provide law enforcement services to the balance of the community at all times.
- ~~A building should not only be appropriate to the intended use, but should also be appropriate from an aesthetic and tax revenue standpoint.~~
- ~~The number of licensed premises within the immediate geographic area of the proposed location will be considered.~~

III. DISCUSSION

Where required, no corporation, partnership or individual will be issued an alcohol ~~beer/liquor~~ license for the premises until a Special Use Permit application has been submitted. This would allow for the Community and Economic Development Department to review and determine whether or not the applicant must apply for and receive approval of a Special Use Permit pursuant to the current Zoning Code.

IV. DEFINITIONS

Abandonment or non-use –A continuing refusal or failure of the licensee to use the license for the purpose or purposes for which the license was issued by the city for a period of one (1) year. The Common Council may, for good cause shown, extend such period.

Class “A” License – A license to sell fermented malt beverages ~~beer~~ to consumers in original packages or containers for off-premises consumption.

“Class A” License - A license to sell intoxicating liquor to consumers only in original packages or containers for off-premises consumption.

“Class A” (Cider Only) License – A license to sell cider to consumers for off-premises consumption.

Class “B” License – A license to sell fermented malt beverages ~~beer~~ to consumers for on-premises or off-premises consumption.

“Class B” License – A license to sell intoxicating liquor to consumers by the glass for on-premises consumption.

“Class C” License – A license to sell wine by the glass or in an opened original container for consumption on the premises where sold.

Convenience Store—

Grant – (or granting) –The approval of a license application by the governing body.

Issuance – Completion of the licensing process by distributing the license to the licensee after department approvals are met and proof of payment of the license fee has been received by the appropriate municipal official.

Temporary Class “B” or Temporary “Class B” License – A license to sell fermented malt beverages~~beer~~ or wine at a picnic or similar gathering of limited duration. Such license may be issued only to a bona fide club, state, local, or county fair associations, agricultural societies, churches, lodges or societies that have been in existence for at least six months prior to the date of application, posts of veterans’ organizations, or chambers of commerce or similar civic or trade organizations organized under Chapter 181, Wis. Stats.

Reserve “Class B” license – A liquor license available under the quota system existing before December 1, 1997 that were not granted or issued by the municipality as of December 1, 1997. The number of Reserve “Class B” licenses authorized to be issued shall be determined pursuant to Wis. Stat. 125.51(4)(br).

Provisional Retail license – A license issued to a person who has applied for a Class “A”, Class “B”, ~~“Class A”~~, ~~“Class B”~~, or “Class C” license for a period of 60 days or when the actual license is issued to the holder, whichever is sooner.

V. PROCEDURES

All new and renewal license applications shall be filed with the Office of the City Clerk on State of Wisconsin approved application forms. No other form will be accepted. A new application shall include respective Auxiliary Questionnaire for each member of the legal entity, Schedule for Appointment of Agent, proof of responsible beverage server’s course (if applicable), copy of FEIN, copy of State Seller’s permit, and a copy of proof of control of the premises (i.e., lease or purchase agreement). A minimum \$50.00 processing fee and publication fee (\$60.00 – new application, \$20.00 – renewal application) must be paid prior to the processing of the license application. All remaining fees, including outstanding obligations to the city, must be paid or subject to an agreed-upon payment arrangement prior to the issuance of the license.

When the license application is filed for all applications for Class “A”, “Class A”, Class “B”, “Class B”, and “Class C” with the City Clerk, it shall be forwarded to the Director of Community Development, the Inspection Supervisor, the Health Officer, the Police Chief, the Fire Chief, and the Finance Director for information and review. The purpose of the review shall be to assemble information regarding applications for beer and liquor licenses which may be helpful to the Safety and Licensing Committee in its decision-making process.

When a provisional retail license is requested, the City Clerk shall inform the applicant that they must possess a Health license prior to operating this business. The City Clerk shall immediately notify the Health Department when such license has been issued.

Based upon the findings of the review, a written report by the staff member shall be submitted to the City Clerk who will present this information to the Safety and Licensing Committee. The Common Council shall not consider any application requiring staff review until it has been on file with the City Clerk for a minimum of fifteen (15) days.

The City Clerk will provide each applicant with a copy of all City policies and ordinances covering liquor and beer licensing. In addition, the Clerk will inform the applicant that one or more meetings will be scheduled at which the applicant's request will be discussed.

Staff Inspection Procedures

All approving departments shall investigate and provide a written report to the City Clerk.

Police Department Investigation:

1. The character and reputation of the applicant including the applicant's criminal record based upon a local and state check.
2. A financial background investigation of the corporation, partnership or individual.
3. If the owner is a corporation, a complete listing of all corporate officers and stock holders owning more than 10% of the shares.
4. A detailed summary of the nature of the proposed operation, to include special features or operating policies which may impact the demand for police services.
5. Whether the applicant currently has or previously had another Class A, B or C license in the city or in the State or is involved in multiple ownership circumstances.
6. The design, type and size of the proposed establishment and the operational details; number of floor personnel and door checkers; the groups to which the proposed establishment intends to cater; noise, crowd, parking lot control methods; outdoor facilities; and plans for live entertainment including decibel level and soundproofing measures.
7. The review of the operation should include if there is any agreed-to restriction that would enhance the application, i.e., a service bay only, beer only, the hours of operation, and the number of bar stools.

Fire Department Investigation:

1. Compliance with all State and Local Fire codes.
2. Proper posting of capacity sign in an approved location.

3. Fire inspection history with facility and/or owner.
4. Any other items of concern regarding fire prevention and/or suppression.

Health Department Inspection:

1. The proposed building's compliance with all health code provisions.
2. The condition of the building and equipment from a health-standard viewpoint.
3. Any previous problems from a Health Department standpoint with the proposed owner.
4. Other health matters of potential concern.

Community and Economic Development Department Investigation:

1. Ensure that all requirements of the Special Use Permit have been met. Review and determine whether or not the applicant must apply for and receive approval of a Special Use Permit pursuant to the current Zoning Ordinance.
2. Ensure the use of the building or property is allowed as a permitted use or special use in the Zoning District in which it is located.
3. Such things as traffic, parking and other related issues will be reviewed for their impact on the surrounding area.
4. Other planning and development factors.

Inspection Division Investigation:

1. Compliance with state building code and local building and zoning code requirements.
2. Any previous building code problems with the proposed owner.
3. Other items of concern from a building inspection standpoint.

Related Procedures for License Recommendations

1. The Police, Fire, and Health departments ~~shall~~should make a minimum of one inspection during each license year. The most recent inspection shall be used to make recommendations on granting the renewal license.
2. The Inspection Division shall inspect the licensed premises only when a new application is received, a change of ownership is requested, or a complaint against the property is received.

3. With regard to the license renewal period, all compliance requirements shall be completed before issuance. All applicants who do not apply for renewal by April 15th will not receive the reduced renewal fee.
4. Throughout the license year, the Police and Health Departments shall notify the Safety and Licensing Committee of any convictions which result in the assessment of demerit points against any license. ~~The City Attorney's Office shall also provide updates regarding the prosecution of licensed establishments.~~
 - a. Accumulation of demerit points ~~shall~~ may be grounds for recommending non-renewal, revocation, suspension, or denial of the transfer of the license. ~~The Safety and Licensing Committee may recommend that prosecution be undertaken by the City Attorney. Such action shall not preclude independent prosecution by the City Attorney.~~
 - b. If a complaint is filed initiating proceedings to revoke or suspend a license~~prosecution is undertaken by the City Attorney~~, a hearing shall be scheduled before the Safety and Licensing Committee. If a hearing takes place, the Safety and Licensing Committee shall comply with the requirements of Section 9-54 of the Municipal Code and the suspension or revocation would take place the Friday following Council action. Prior to the hearing date, the City Attorney may work out a settlement agreement with the licensee in lieu of the hearing. Any settlement agreement shall comply with the requirements of Section 9-54 of the Municipal Code and must be approved by the Safety and Licensing Committee and the Common Council, and begin within a 13-day period of Council action.
 - c. If the license is suspended by the ~~Safety and Licensing Committee and the~~ Common Council, the City Clerk will provide that licensee with a sign that must be posted in a conspicuous location on the premises. The sign shall ~~read as follows~~ be in substantially the following form:

The (type of license) for this establishment:

(establishment name,

agent and address)

is suspended from

(date and time approved by Safety and Licensing Committee and Common Council) through

(date and time approved by Safety and Licensing Committee and Common Council)

due to the establishments violation of State Statute(s) and/or the Appleton City Ordinance(s) prohibiting (type of violation(s)).

By Order of the City of Appleton Safety and Licensing Committee and the Appleton Common Council on

(date suspension is approved).

Sale of Fermented Malt Beverages in a Park by the City

The City cannot grant a license to sell fermented malt beverages to itself. However, pursuant to W.S.A. 125.06, the sale of fermented malt beverages can occur in a public park operated by a municipality without a license as long as the municipality authorizes the sale. The Parks and Recreation Committee has jurisdiction to consider whether the sale of fermented malt beverages shall be allowed in a park. The Committee will, by a majority vote of those present, make a recommendation to the Common Council. If the ~~Parks and Recreation Committee and the~~ Common Council authorizes the sale of fermented malt beverages in any park the following will apply:

1. Any person serving fermented malt beverages shall obtain an operator's license.

2. The police department will periodically conduct inspections and Controlled Alcohol Transaction (CAT) checks at these locations.
3. The police department shall report any violations to the Park and Recreation Committee and the Safety and Licensing Committee.
4. Since technically a license cannot be obtained, demerit points cannot be assessed according to ordinance if a violation occurs at such a location. Therefore, demerit points shall be assessed to the location as if the location has a license in the same manner established in City Ordinance 9-54.
5. The Park and Recreation Committee shall suspend the authorization granted pursuant to W.S.A. 125.06 to sell fermented malt beverages in any public park for not less than 10 days or more than 90 days if the location accumulates demerit points totaling 150-199 within a 12 month period.
6. The Park and Recreation Committee shall revoke the authorization granted pursuant to W.S.A. 125.06 to sell fermented malt beverages in any public park for at least 12 months if the location accumulates demerit points totaling 200 or more within an 18 month period.

Waiting List

- ~~1. If the City has met its quota on the issuance of "Class B" Beer/Liquor Licenses as well as Reserve Licenses, a waiting list of those persons wishing to obtain a license will be established. The names will be added to the list in the order that they are received.~~
- ~~2. Every year at license renewal time, this list shall be updated. It shall be the requirement of the requestor to submit a written request no later than July 1 to the Office of the City Clerk indicating their name, company or corporation, and the proposed address, if known, indicating their desire to remain on the list. A letter confirming their placement will be sent after July 1.~~
- ~~3.1. If a license becomes available, the first person on the list will be notified and given 10 business days to respond. If they do not respond within the 10 business days, the next person on the list shall be notified.~~

Inactive (Abandonment or Non-use of ed) Licenses

1. Any licensee issued a license to sell alcohol beverages that abandons such business shall forfeit any right or preference the licensee may have to the holding of or renewal of such license.
2. Abandonment shall be sufficient grounds for revocation or non-renewal of any alcohol beverage license.
3. The Appleton Police Department shall investigate any establishment that appears to have abandoned its license and report its findings to the City Clerk in writing. A ~~license deemed abandoned, n~~ **Inactive license** will meet the definition of abandonment or non-use under Section 9-52(9) of the Appleton Municipal Code.
4. Upon receipt of this notification, the City Clerk will send a certified letter to the owner(s) and/or Agent as indicated on the original application for the sale

of ~~alcoholintoxicating liquors~~. The date of letter will be the defining date for determining a one year period.

5. The license holder may request an extension of the one--year period. An extension may be granted for good cause. Any extension of the one--year period shall be reviewed ~~and approved~~ by the Safety and Licensing Committee and Common Council prior to the expiration of the one--year deadline.
6. If after one year, the establishment is still deemed as ~~abandoned or not usedInactive~~, a revocation or non-renewal hearing shall be held, unless the applicant chooses to not apply for renewal of said license.

Convenience Store Beer License Regulations

The ~~Safety and Licensing Committee and the~~ Common Council of the City of Appleton issue Class A licenses to convenience stores with the provision that only Class "A" beer licenses will be issued to convenience stores also selling gasoline.

Certain limits will be placed on the issuance of those licenses:

1. The City of Appleton shall issue no more than one license for every 1500 persons residing in the City, to be reviewed every 5 years, with the next review to be done in the year 2021.
2. The establishment shall be limited to twenty (20) percent the amount of floor area used relating to the sale of alcoholic beverages.
3. The hours of operation for all Class "A" beverage sales will be 8:00 a.m. to 12:00 midnight.
4. If the applicant has previously held a license and has required an inordinate number of police calls to maintain order and public presence as a good neighbor, those facts may be considered as ground for denial of the license.

Temporary Special Class "B" Beer, "Class B" Wine Licenses

~~Temporary Special~~ Class "B" Beer and ~~Temporary Special~~ "Class B" Wine Licenses may be issued by the City Clerk after approval is granted by the Safety and Licensing Committee and all necessary department recommendations are satisfied.

All applications for ~~Temporary Special~~ Class "B" Beer Licenses must be on file in the Office of the City Clerk for at least ten (10) business working days. All applications for ~~Temporary Special~~ "Class B" Wine licenses must be on file in the Office of the City Clerk for at least 15 business days.

Should the Safety and Licensing Committee deny ~~approval of~~ any ~~Temporary Special~~ Class "B" Beer or "Class B" Wine License, such denial shall be considered as a

recommendation to the Common Council. Said request is forwarded to the Common Council for ~~action~~its approval or denial.

Sidewalk Café

A Class B license holder may serve alcoholic beverages in the sidewalk café area as long as a Special Use Permit has been granted for the sidewalk café and the Class B license has been amended to include the parameters of the sidewalk café. In addition, pursuant to Section 9-262 of the Municipal Code, the licensee must comply with all regulations pertaining to sidewalk cafés.

Open Street Concept—Special Class “B” Beer License

~~Open Street Concept” refers to the sale and consumption of beverages, which are allowable with a Special Class “B” Beer license within a geographically defined area that is not secured or enclosed by fences or other physical barriers.~~

~~The Safety and Licensing Committee may make a recommendation of the Open Street Concept when granting a Special Class “B” Beer License and forward the same to the Common Council for final approval. When considering requests for Special Class “B” Beer licenses involving the Open Street Concept, the Safety and Licensing Committee and/or the Common Council may require the organizers of such events to comply with beverage sale restrictions or any other restrictions that they may deem appropriate or provide for an environment that promotes public health and safety regarding alcohol consumption at these events. This consideration should be done in a consistent fashion.~~

~~In addition, the Safety and Licensing Committee reserves the right to limit the number of Open Street Concept events held within the City each license year.~~

Open Street Concept—Beverage Sale Restrictions

- ~~1. Fermented malt beverages shall be served in single portion containers, not to exceed 16 oz.~~
- ~~2. _____ Sale of fermented malt beverages shall halt at least one half hour prior to the end of the scheduled activities or entertainment.~~
- ~~3. _____ Comparable non alcoholic beverages (e.g., soda) should be made available in at least the same number of service sites as alcoholic beverages.~~
- ~~4. There must be at least one person per dispensing site on premises at all times who is licensed under Section 9-71 of the Municipal Code to supervise the service of beverages.~~
- ~~5. _____ The sponsoring organization will:~~
 - ~~➤ _____ provide and implement a plan and mechanism of identification to ensure that persons under the legal drinking age are not served alcoholic beverages;~~

- ~~provide and implement a plan for event security;~~
- ~~promote designated driver programs which could include free non-alcoholic beverages, a contract with taxi or bus company for free rides, or other means to promote incentive for responsible choices;~~
- ~~provide and implement promotional advertising campaigns that incorporate messages of abstinence or responsible use, such as printed ads and radio/television spots that encourage such messages in conjunction with the event's promotional information;~~
- ~~provide and implement an onsite advertising campaign devoted to messages of abstinence, responsible use, and the health risks associated with alcohol consumption, such as posters, banners, etc.~~

~~Updated and approved by Council
June, 2017~~



LEGAL SERVICES DEPARTMENT

Office of the City Clerk

Kami Lynch, Clerk

100 North Appleton Street

Appleton, WI 54911

Phone: 920/832-6443

Fax: 920/832-5823

To: Katie Van Zeeland, Safety & Licensing Committee Chair, Safety & Licensing Committee Members

From: Kami Lynch, City Clerk

Date: May 24, 2021

Re: 2021 Alcohol Licensing Policy Updates & Convenience Store Regulations

The Alcohol Licensing Policy is reviewed and updated periodically to ensure it is consistent with state law, municipal code, and best practices for licensed establishments. Upon the most recent review, it was a goal to define and clarify the provisions on "Convenience Store" licenses. The current policy indicates that convenience stores selling gasoline may not hold a "Class A" liquor license, therefore some research was done to locate where this is referenced in our municipal code. After review, we are unable to confirm any action taken to create an ordinance to prohibit the issuance of "Class A" liquor licenses to convenience stores that sell gasoline. The City has operated under this policy of not allowing convenience stores selling gasoline to hold "Class A" liquor licenses since the 1990s but in order for this to continue, the City needs to adopt an ordinance that both defines convenience stores and prohibits the issuance of "Class A" liquor licenses to said stores that sell gasoline.

Therefore, as the Alcohol License Policy is before you, staff would like direction on the policy and also on the provision of convenience stores selling gasoline holding "Class A" liquor licenses. The options include:

1. Leave the provision that prohibits convenience stores selling gasoline from holding "Class A" liquor licenses and direct staff to draft an ordinance on this provision.
2. Remove the provision that prohibits convenience stores selling gasoline from the policy and allow these establishments to apply for "Class A" liquor licenses going forward.

Please do not hesitate to reach out to me if you have any questions on the Alcohol License Policy and the related implications of the convenience stores selling gasoline provision of the policy.

Respectfully,

Kami Lynch, City Clerk

ADDITIONAL 2021-2022 RENEWALS

CLASS “B” FERMENTED MALT BEVERAGE LICENSE

| <u>NAME</u> | <u>TRADE NAME</u> | <u>ADDRESS</u> |
|---|--------------------------|------------------------|
| Yer Xiong 1202 N Division St Appleton WI 54911 | KKY Pool Hall | 339 W Wisconsin Av #1 |
| Lilac Enterprises LLC May Vang, Agent, 1226 Appleton St Menasha WI 54952 | May’s Kitchen | 1804 S Lawe St Ste 204 |

CLASS “B” FERMENTED MALT BEVERAGE LICENSE AND “CLASS C” WINE LICENSE

| <u>NAME</u> | <u>TRADE NAME</u> | <u>ADDRESS</u> |
|--|--------------------------|-----------------------|
| Sunflower Spa LLC Lacy A. Hardy, Agent, N10878 Artesia Beach Rd Malone WI 53049 | Sunflower Spa | 1024 S Olde Oneida St |
| The Draw LLC John C. Adams, Agent, 425 E Circle St Appleton WI 54911 | The Draw | 800 S Lawe St |

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

| <u>NAME</u> | <u>TRADE NAME</u> | <u>ADDRESS</u> |
|---|--------------------------|---------------------------|
| Mango Tree Inc Kou Lee, Agent, 525 Inverary Ct Hobart WI 54155 | Koreana Restaurant | 201 W Northland Ave Ste K |
| Lou’s Brew Café & Lounge Inc. Laura A. Loukidis, Agent, 4769 Indian Bend Rd Oshkosh WI 54904 | Lou’s Brew Café & Lounge | 233 E College Ave |

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

| <u>NAME</u> | <u>TRADE NAME</u> | <u>ADDRESS</u> |
|--|--------------------------|--------------------------|
| Core’s Lounge LLC Kor Xiong, Agent, 1748 Golf Bridge Dr Neenah WI 54956 | Core’s Lounge | 1350 W College Ave Ste D |



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

APPLICATION for the Operation of a PET STORE/KENNEL

FEES ARE NON-REFUNDABLE

Date Rec'd 5/24/2021

See SECTION 5 for Fee Schedule

License Fee - Initial \$ _____ Acct. Code: CLPETK

License Fee - Renewal \$75.00 Acct. Code: CLPETK

Investigation Fee + \$ 7.00 Acct. Code: CLCPIF

Total Amount Paid \$82.00 Receipt 2149-7

License period July 1 to June 30

PLEASE ALLOW 4 WEEKS FOR PROCESSING

SECTION 1 - BUSINESS LOCATION - Answer all questions completely. Please PRINT clearly

NOTE: The location of a Kennel or Pet Store is subject to applicable zoning and other regulations.

Business Name

World's fancy fish (Long Cheng market place)

Business Street Address

1804 S. Lowe St.

City

Appleton

State

WI

Zip

54915

Business Telephone Number

920-681-0788 primary / 920-242-7896 secondary

SECTION 2 - APPLICANT INFORMATION

Name

Sia Y. Lor

Home Street Address

929 S. 24th St.

City

Manitowoc

State

WI

Zip

54220

Date of Birth

Male

Female

Telephone Number

SECTION 3 - SERVICES TO BE PROVIDED

Please check the type(s) of services your establishment will offer:

Live animals

Pet Food

Pet Accessories

Fish ☒

Other

Brine shrimp, Fish Foods, Live blood worms

SECTION 4 - PENALTY NOTICE

Freshwater plants, dry blood worms & fish supplies

Having knowledge of all governmental laws, rules or regulations governing the keeping or protection of animals, I hereby certify that the information provided in this application is true and correct to the best of my knowledge and belief.

Signature of Applicant: Sia Y. Lor

SECTION 5 - FEE SCHEDULE

Pet Store License

Initial Fee - \$90.00

Renewal Fee - \$75.00 ☒

Kennel License

1-10 animals - \$55.00

11-25 animals - \$130.00

26-50 animals - \$255.00

More than 50 animals - \$5.00 per animal
with a minimum of \$280.00

FOR OFFICE USE ONLY

Dept.

Approve

Deny

By

Reason

Police

Fire

City Sealer

Inspection

Community Development

S&L

6-9-21

Council

6-16-21

Date Issued

Exp. Date

License Number

03-30-21

Return application to: City Clerk, 100 North Appleton Street, Appleton, WI 54911-4799

Original Alcohol Beverage Retail License Application

(Submit to municipal clerk.)

For the license period beginning: 7-1-2021 ending: 6-30-2022
(mm dd yyyy) (mm dd yyyy)

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

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 <u>[REDACTED]</u> | |
|---|------------------|
| FEIN Number <u>[REDACTED]</u> | |
| TYPE OF LICENSE REQUESTED | FEE |
| <input type="checkbox"/> Class A beer | \$ |
| <input checked="" type="checkbox"/> Class B beer | \$ <u>100.00</u> |
| <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)
United Sports Association for Youth

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>THEILIG</u> | (First) <u>RICK</u> | (Middle Name) | Home Address (Street, City or Post Office, & Zip Code) <u>371 W. FLORIAN AVE Appleton 54911</u> |
| Vice President / Member Last Name <u>SCHONNER</u> | (First) <u>DOIS</u> | (Middle Name) | Home Address (Street, City or Post Office, & Zip Code) <u>W6363 Sunny Dr. Menasha 54952</u> |
| Secretary / Member Last Name | (First) | (Middle Name) | Home Address (Street, City or Post Office, & Zip Code) |
| Treasurer / Member Last Name <u>WOOD</u> | (First) <u>JASON</u> | (Middle Name) <u>SARAI</u> | Home Address (Street, City or Post Office, & Zip Code) <u>610 HAROLD WAY Appleton 54915</u> |
| Agent Last Name <u>WOOD</u> | (First) <u>KARINE</u> | (Middle Name) | Home Address (Street, City or Post Office, & Zip Code) <u>610 HAROLD WAY Appleton 54915</u> |
| Directors / Managers Last Name | (First) | (Middle Name) | Home Address (Street, City or Post Office, & Zip Code) |

1. Trade Name United Sports Association for Youth Business Phone Number _____
2. Address of Premises 3300 E. EVERGREEN DR Post Office & Zip Code Appleton 54913

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.)

Concessed stand near north end of Parking lot




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? _____

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 employee or agent of, or acting on behalf of anyone except the named applicant? ☐ Yes ☒ No
If yes, explain.
8. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? **If yes, explain** ☐ Yes ☒ No
9. (a) **Corporate/limited liability company applicants only:** Insert state _____ and date _____ of registration.
- (b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? **If yes, explain** ☐ Yes ☐ No
- (c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? **If yes, explain.** ☐ Yes ☐ No
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.) WOOD Sarah | Title/Member TREASURER | Date 5-26-21 |
| Signature  | Phone Number  | Email Address  |

TO BE COMPLETED BY CLERK

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



City of Appleton

Liquor License Questionnaire

1. Name of Applicant: Richard Theilig
2. Name of Business: United Sports Association for Youth
3. Address of Business: 3300 E. Evergreen Dr Appleton
4. Have you or any member of your organization ever been convicted of a misdemeanor or ordinance violation? Yes _____ No X
- AND/OR been convicted of a felony? Yes _____ No X
- If yes to either question, please explain in detail: _____

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

| | | | |
|----------------|----------|-----------------|-------------------|
| <u>Richard</u> | <u>P</u> | <u>Theilig</u> | <u> </u> |
| First name | Initial | Last name | Date of Birth |
| <u>Doris</u> | <u>-</u> | <u>Schommer</u> | <u> </u> |
| First name | Initial | Last name | Date of Birth |
| <u>Paul</u> | <u>M</u> | <u>Ward</u> | <u> </u> |
| First name | Initial | Last name | Date of Birth |
| | | | |
| First name | Initial | Last name | Date of Birth |

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

Name: _____

First name Initial Last name

Address: _____

City, State, Zip: _____

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

USA Youth - United Sports Association for Youth

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

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

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

11. Seating capacity: Inside N/A Outside 250

12. Operating hours: M-F 5pm-9pm Sat/Sun 9am-9pm

13. Number of floor personnel 5-10 Number of door checkers 1-2

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

Outdoor sports facility with centralized
concession stand

4-9-2021
Date

[Signature]
Signature

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

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

Submit to municipal clerk.

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

To the governing body of: ☐ Town
☐ Village of Appleton County of OUTAGAMIE
☒ City

The undersigned duly authorized officer(s)/members/managers of UNITED SPORTS ASSOCIATION INC. YOUTH
(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

UNITED SPORTS ASSOCIATION INC. YOUTH
(trade name)
located at 3300 E. FISHBURN DR. APPLETON WI 54913.

appoints KATHARINE WOOD
(name of appointed agent)
610 HAROLD WOOD 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? 4 years

Place of residence last year 610 HAROLD WOOD APPLETON WI 54915

For: UNITED SPORTS ASSOCIATION INC. YOUTH
(name of corporation/organization/limited liability company)

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

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

ACCEPTANCE BY AGENT

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

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

[Signature] 5-26-21 Agent's age 28
(signature of agent) (date)
610 HAROLD WOOD APPLETON WI 54915 Date of birth 01-01-93
(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)



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

**REQUEST for
Alcohol License
Premise Amendment**

FEES ARE NON-REFUNDABLE

License Fee \$10.00/event
Receipt 2167-11

Date Rec'd 5/27/21
Acct: CLCAGP

SECTION 1 - LICENSE INFORMATION

Name of Establishment

Appleton Liquor, LLC

Address of Establishment

2727 N Meade St.

Name of Agent

Heidi Gutsa, owner

Phone Number



SECTION 2 - PREMISE AMENDMENT

Please describe the change in premises:

A drawing/diagram of the proposed area must also be submitted with this application

* see attached

Is this change Permanent?

☒
YES

☐
NO

If this is temporary please specify the reason for the amendment:

Please list the date(s) and time(s) that this temporary premise amendment will be utilized:

SECTION 3 - PENALTY NOTICE

I certify that I am familiar with Section 9-52 of the Municipal Code of the City of Appleton and agree that any license granted under this application may be suspended for cause at any time by the Common Council.

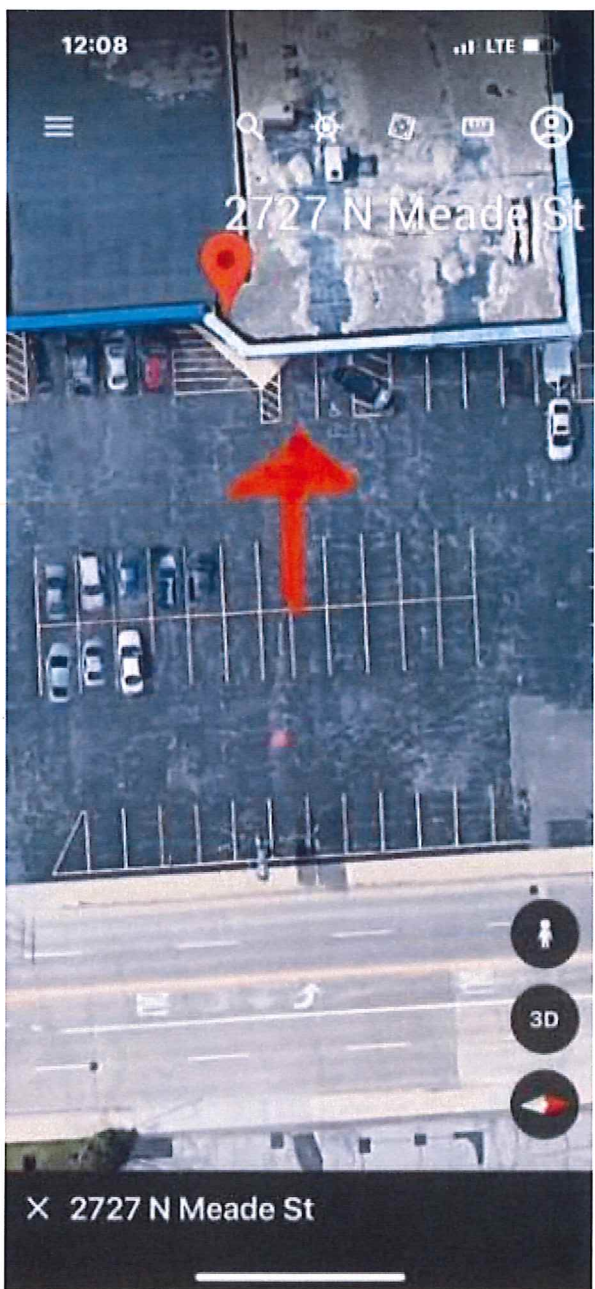
Under penalty of law, I swear that the information provided in this application is true and correct to the best of my knowledge and belief.

Signature of Applicant:

Heidi Gutsa

FOR OFFICE USE ONLY

| Department | Approve | Deny | By | Reason |
|-------------|---------|-------------|----|----------------|
| Comm. Dev. | | | | |
| Finance | | | | |
| Fire | | | | |
| Health | | | | |
| Inspections | | | | |
| Police | | | | |
| S&L | | | | |
| Council | | Date Issued | | Exp. Date |
| | | | | License Number |



12:08

LTE

2727 N Meade St



HERE



2D



X 2727 N Meade St

Original Alcohol Beverage Retail License Application

(Submit to municipal clerk.)

For the license period beginning: 07-01-21 ending: 06-30-22
(mm dd yyyy) (mm dd yyyy)

To the Governing Body of the: ☐ Town of ☐ Village of ☒ City of Appleton

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 | \$ 00 |
| TOTAL FEE | \$ 600 |

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

Lee, Ka; Xiong Peng

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

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

1. Trade Name Shadow's Food and Spirits Business Phone Number 920 954-1234
2. Address of Premises 211 Walter Ave. Post Office & Zip Code 54915

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.)

Bar Area, Dining area, 2 bathroom, kitchen area,
pool area, recreation area w/ 5 Amusement devices
storage area where beer is stored w/ 4 freezers for
food storage, mini storage for utensils - water heater
furnance area.

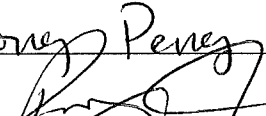


4. Legal description (omit if street address is given above): _____

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? Jongseng Lee. Patricia LeeVang

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 employee or agent of, or acting on behalf of anyone except the named applicant? ☐ Yes ☒ No
If yes, explain.
8. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? **If yes, explain** ☐ Yes ☒ No
9. (a) **Corporate/limited liability company applicants only:** Insert state _____ and date _____ of registration.
- (b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? **If yes, explain** ☐ Yes ☒ No
- (c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? **If yes, explain.** ☐ Yes ☒ No
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.) Lee Ka, Xiongy Peneg | Title/Member Manager | Date 4/19/2021 |
| Signature  | Phone Number  | Email Address  |

TO BE COMPLETED BY CLERK

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



City of Appleton

Liquor License Questionnaire

1. Name of Applicant: Ka Lee, Peng Xiong

2. Name of Business: Shadows Food & Spirits

(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: 211 Walter Ave.

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

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

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

Peng Xiong - 2006 Class C Misdemeanor - Battery
Portage County

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>Ka</u> | | <u>Lee</u> | <u>4/11/1971</u> |
| First name | M.I. | Last name | Date of Birth |
| <u>Peng</u> | | <u>Xiong</u> | <u>11/1/1971</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 |

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

Name: Tong Seng Lee

First name Middle Initial Last name

Address: 21025 Alva Street Menasha WI 54952

City State ZIP

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

Name: Shadows Food & Spirits

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

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

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?

4 months ago.

10. Seating capacity: Inside 99 Outside _____

11. Operating hours (Inside the building): ~~Wednesday 5~~ 6pm - 2am.
Operating hours (Outdoor seating areas): _____

12. Employees/Staff

Number of floor personnel 2 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: _____ square feet.
b. Gross outdoor seating areas of the premises to be licensed: _____ square feet.
c. Below, identify the operational details of the proposed establishment:

Run as a little diner/bar, opening @ Wed-Sunday 6pm - 2am
except Saturday 2:30am. Kitchen appliance hook up to gas
w/ hood ventilation. 8 cold storage unit w/ 5 being freezer.

3 for cooling unit. Karaoke/music section. 2 pool table. 1 small
room for amusement games. 2 bathroom. Storage area for bars, utensils.
multiple TVs for

Signature _____

5/15/2021
Date



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

FEES ARE NON-REFUNDABLE

Date Rec'd 5/28/21

Acct Code: CLCAMS License Fee:

\$15.00 per machine (5) X \$15.00 = 75

15 machines and over \$250.00

Acct Code: CLCPIF

Investigation Fee 75 + \$7.00

TOTAL AMOUNT PAID \$

Receipt No. A

License period – July 1 and ending June 30 of the following year

APPLICATION for MECHANICAL AMUSEMENT DEVICE LICENSE

DEFINITION – A mechanical amusement device is a machine which upon the insertion of a coin or slug operates a game, contest or amusement, *except music*. A billiard table or pool table is a mechanical device when operated commercially, whether is it coin operated or not.

SECTION 1 – BUSINESS INFORMATION – Answer all questions completely. Please PRINT clearly

Name of Corporation/ Individual

Kahee

Date of Birth

[Redacted] Kahee

Corporation/ Individual Address

948 Ida Street

City

Menasha

State

WI

Zip

54952

Corporation/ Individual Telephone Number

[Redacted]

SECTION 2 – LOCATION INFORMATION

Trade Name of Establishment

Shadows Food and Spirits

Telephone Number

920-954-1230

Street address where devices will be operated:

211 S. Walter Ave

City

Appleton

State

WI

Zip

54915

SECTION 3 – AMUSEMENT DEVICES

Number of Devices:

5

NOTE: IF YOU ARE LICENSING 15 OR MORE AMUSEMENT DEVICES, A SPECIAL USE PERMIT MAY BE REQUIRED. PLEASE CONTACT THE DEPARTMENT OF COMMUNITY DEVELOPMENT FOR DETAILS. (920.832.6468)

Description of Devices:

Spooky cash

Spooky 2

Power Play

Diamond Green Collection

ISIS Gold

SECTION 4 – PENALTY NOTICE

The undersigned request that a license be granted in accordance with Sections 9-126 to 9-129 of the Municipal Code of the City of Appleton.

Signature of Applicant: [Signature]

FOR OFFICE USE ONLY

| DEPARTMENT | APPROVE | DENY | BY | REASON |
|-----------------|---------|------|----|--------|
| POLICE | | | | |
| FIRE | | | | |
| INSPECTION | | | | |
| COMMUNITY DEVEL | | | | |

Date Issued:

License No:

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

NAME

Oneida Street South LLC

TRADE NAME

Katelyn E. James, Agent, 200 E James St Appleton WI 54915

ADDRESS

1200 S Oneida St



REPORT TO CITY PLAN COMMISSION

Plan Commission Meeting Date: June 9, 2021

Common Council Meeting Date: June 16, 2021

Item: Dedication of Public Right-of-Way for Lawrence Street

Case Manager: David Kress, Principal Planner

GENERAL INFORMATION

Owner: YMCA of the Fox Cities c/o William Breider

Applicant: Westwood c/o Jared Stoddard

Location: Generally located east of the intersection of Oneida Street and Lawrence Street (part of parcel #31-2-0052-00)

Petitioner's Request: The applicant is requesting a dedication of land for public right-of-way for Lawrence Street.

BACKGROUND

The subject area is located on the block bound by Oneida Street, Lawrence Street, Morrison Street, and Soldiers Square. In 1996, the property was sold from the City of Appleton to the YMCA, and Certified Survey Map No. 2585 was recorded to combine lots with a vacated portion of Lawrence Street. The 1996 agreement that transferred the existing parking ramp from the City to the YMCA contained restrictive covenants. On October 21, 2020, Common Council approved a resolution waiving certain restrictive covenants concerning redevelopment of the property.

The YMCA of the Fox Cities owns and operates an existing parking ramp on the subject site. The existing parking ramp was built in 1967. The applicant proposes to demolish the existing parking ramp and construct a new, standalone parking ramp on the subject site. On January 20, 2021, Common Council approved Special Use Permit #7-20 for the new parking ramp.

A Certified Survey Map (CSM) was recently submitted to establish property boundaries for the parking ramp project and dedicate the subject area for public roadway purposes. The Downtown Appleton Mobility Plan includes recommendations for future reconstruction of Lawrence Street and identifies a need for additional right-of-way near the subject area. The proposed right-of-way dedication would provide for a straightened and widened Lawrence Street cross section. CSMs are reviewed and administratively approved by City staff. The CSM, currently under review, is subject to the acceptance of the public right-of-way dedication by Plan Commission and Common Council.

STAFF ANALYSIS

Public Right-of-Way Dedication: Approximately 10,759 square feet of land is included in the proposed right-of-way dedication. This includes part of parcel #31-2-0052-00. As shown on the attached exhibit map, the right-of-way for Lawrence Street would be straightened to align with blocks to the east and west.

Street Dedication – Lawrence Street
June 9, 2021
Page 2

Street Classification: The City’s Arterial/Collector Plan Map identifies this portion of Lawrence Street as a collector street.

Surrounding Zoning Classification and Land Uses: The surrounding area is under the jurisdiction of the City of Appleton (north, south, east, and west). The uses are generally commercial and institutional in nature.

North: CBD Central Business District. The existing YMCA parking ramp is located north of the subject area.

South: CBD Central Business District. The adjacent land uses to the south are currently institutional (Mosaic Family Health) and vacant land.

East: CBD Central Business District. Existing Lawrence Street right-of-way is immediately east of the subject area, and the adjacent land use is institutional (YMCA of the Fox Cities facility).

West: CBD Central Business District. Existing Lawrence Street right-of-way is immediately west of the subject area, and the adjacent land use is commercial.

Comprehensive Plan 2010-2030: The City of Appleton *Comprehensive Plan 2010-2030* identifies this area as future Central Business District designation. The proposed public right-of-way dedication is consistent with the following excerpts from the *Comprehensive Plan 2010-2030*.

Goal 4 – Transportation

Appleton will support a comprehensive transportation network that provides viable options for pedestrian, bicycle, highway, rail, and air transportation, both locally and within the region.

OBJECTIVE 6.9 Transportation:

Implement the transportation-related recommendations contained within related plans.

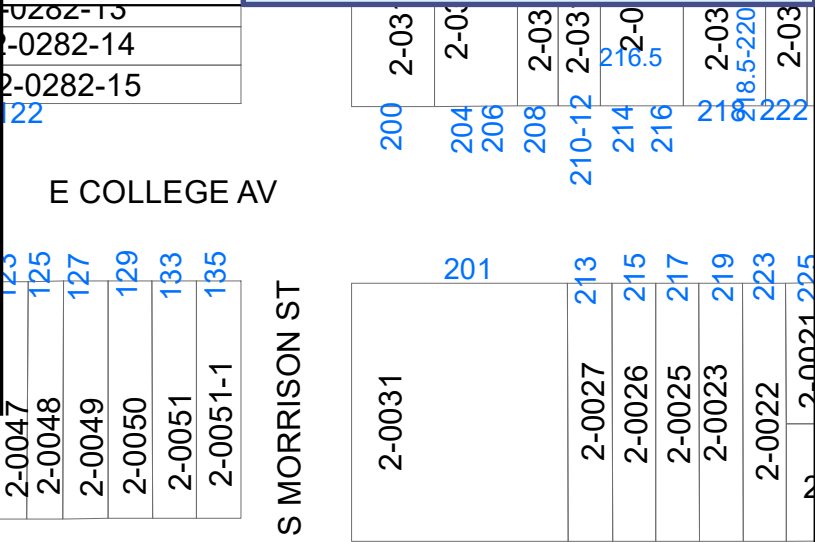
Policy 6.9.2 Implement the recommendations of the 2016 Downtown Mobility Study.

Technical Review Group (TRG) Report: This item appeared on the May 18, 2021 TRG agenda. No negative comments were received from participating departments.

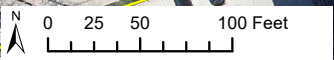
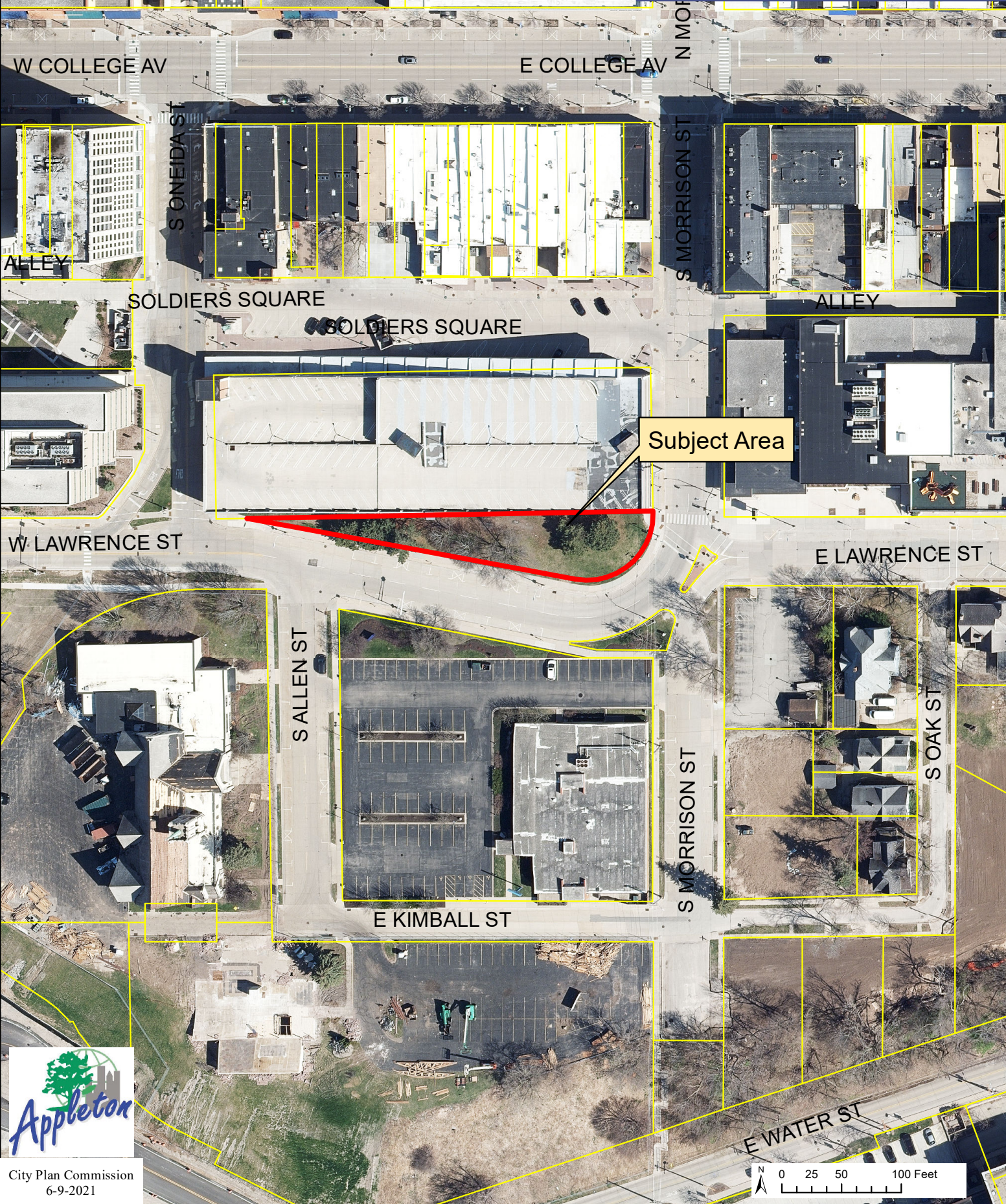
RECOMMENDATION

Staff recommends the dedication of land for public right-of-way for Lawrence Street, as shown on the attached maps, **BE APPROVED**.

Lawrence Street Street Right-of-Way Dedication Zoning Map



Lawrence Street
Street Right-of-Way Dedication
Aerial Map



RECEIVED
MAY 6 2021
CITY OF APPLETON
COMM/ECON DEV

CERTIFIED SURVEY MAP NUMBER

BEING ALL OF LOT 1 OF OUTAGAMIE COUNTY CERTIFIED SURVEY MAP 2585, LOCATED IN PART OF THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER AND SOUTHEAST QUARTER OF SOUTHWEST QUARTER OF SECTION 26, T21N, R17E, CITY OF APPLETON, OUTAGAMIE COUNTY, WISCONSIN

- OUTAGAMIE COUNTY SECTION CORNER MONUMENT

CHISELED "X" FOUND

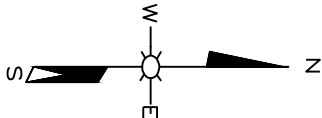
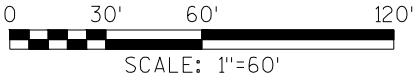
1 1/4" x 30" STEEL REBAR SET WEIGHING 4.303 LBS./LINEAL FT.

3/4" x 24" STEEL REBAR SET WEIGHING 1.502 LBS./LIN. FT.

() RECORDED AS INFORMATION

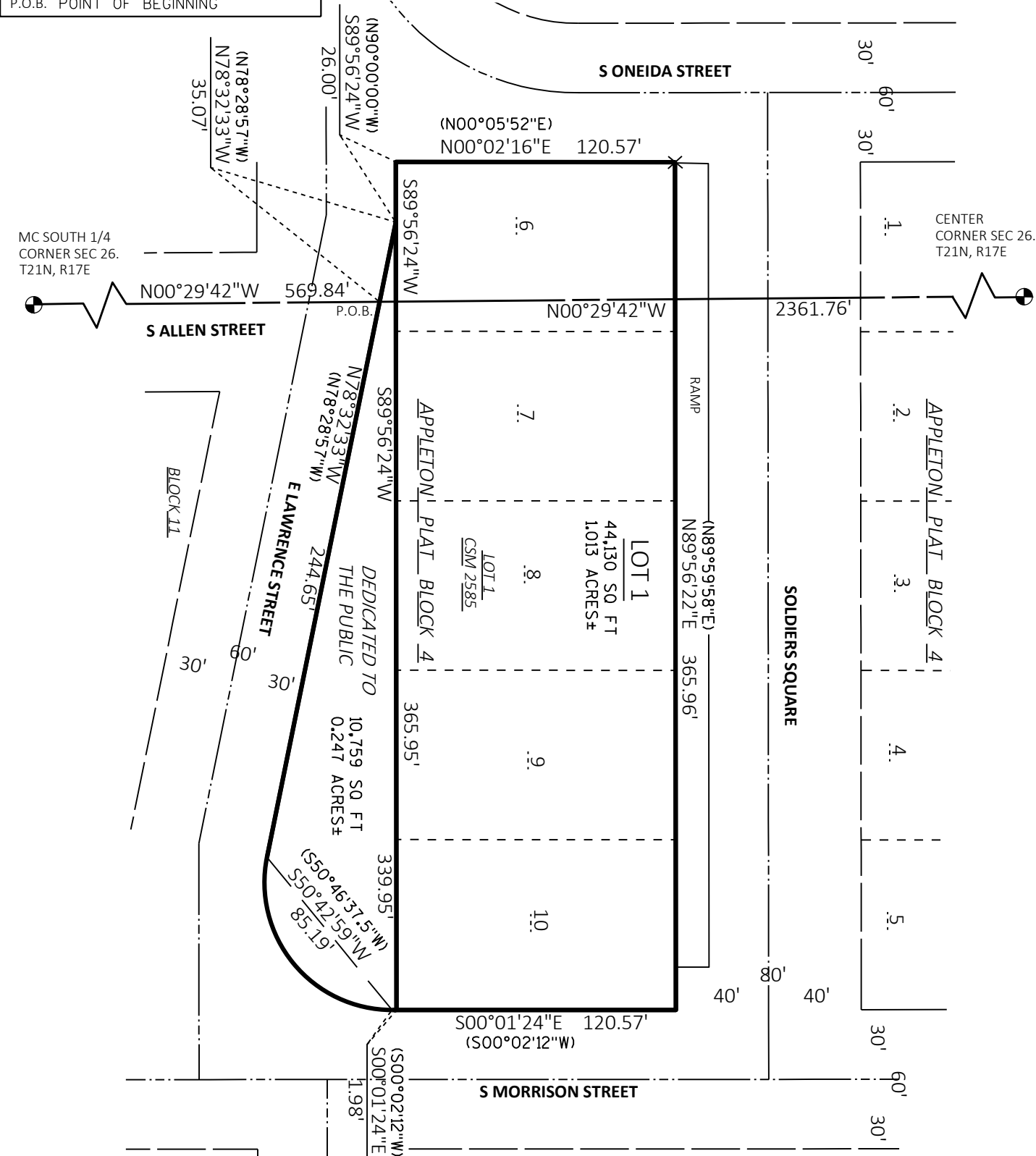
P.O.B. POINT OF BEGINNING

NORTH IS REFERENCED TO THE WISCONSIN COUNTY COORDINATE SYSTEM FOR OUTAGAMIE COUNTY.



CURVE DATA TABLE

| CENTRAL ANGLE | RADIUS | ARC LENGTH | CHORD LENGTH | CHORD BEARING |
|---------------|--------|------------|--------------|---------------|
| 101°48' | 55.01' | 97.44' | 85.19' | S50°42'59"W |



| | |
|------------------------|------------------------------|
| DATE 4/16/2021 | DIRECTORY NO. ----- |
| PROJECT NO. 3001128 | DRAFTED BY JLS |
| SHEET 1 OF 3 | DRAWING NAME YMCA-RAMPPRW |

| |
|---|
| SURVEY FOR: YMCA OF APPLETON |
| 218 E LAWRENCE ST APPLETON, WI 54911 |

Westwood

Phone (920) 735-6900

Fax (920) 830-6100

Toll Free (800) 571-6677

One Systems Drive

Appleton, WI 54914-1654

westwoodps.com

Westwood Professional Services

CERTIFIED SURVEY MAP NUMBER

BEING ALL OF LOT 1 OF OUTAGAMIE COUNTY CERTIFIED SURVEY MAP 2585, LOCATED IN PART OF THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER AND SOUTHEAST QUARTER OF SOUTHWEST QUARTER OF SECTION 26, T21N, R17E, CITY OF APPLETON, OUTAGAMIE COUNTY, WISCONSIN

SURVEYOR'S CERTIFICATE:

I PAUL D. NORDWIG, STATE OF WISCONSIN PROFESSIONAL LAND SURVEYOR S-2784, DO HEREBY CERTIFY THAT BY THE ORDERS OF THE OWNER, I HAVE MADE A SURVEY OF A PARCEL OF LAND BEING ALL OF LOT 1 OF CERTIFIED SURVEY MAP 2585, AND PART OF THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER AND SOUTHEAST QUARTER OF SOUTHWEST QUARTER OF SECTION 26, T21N, R17E, CITY OF APPLETON, OUTAGAMIE COUNTY, WISCONSIN MORE FULLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTH QUARTER MEANDER CORNER OF SAID SECTION 26;
THENCE N00°29'42"E ALONG WEST LINE OF SOUTHEAST QUARTER A DISTANCE OF 569.84' TO THE POINT OF BEGINNING.

THENCE CONTINUING N78°32'33"W (RECORDED AS N78°28'57"W) A DISTANCE OF 35.07 FEET;
THENCE S89°56'24"W (RECORDED AS N90°00'00"W) COINSIDENT WITH SOUTH LINE OF SAID CERTIFIED SURVEY MAP A DISTANCE OF 26.00 FEET;
THENCE N00°02'16"E (RECORDED AS N00°05'52"E) COINCIDENT WITH WEST LINE OF SAID CERTIFIED SURVEY MAP A DISTANCE OF 120.57 FEET;
THENCE N89°56'22"E (RECORDED AS N89°59'58"E) COINCIDENT WITH NORTH LINE OF SAID CERTIFIED SURVEY MAP A DISTANCE OF 365.96 FEET;
THENCE S00°01'24"E (RECORDED AS S00°02'12"W) COINCIDENT WITH EAST LINE OF SAID CERTIFIED SURVEY MAP A DISTANCE OF 122.55 FEET;
THENCE SOUTHWESTERLY COINCIDENT WITH SAID CERTIFIED SURVEY MAP 97.44 FEET COINCIDENT WITH ARC OF CURVE HAVING A RADIUS OF 55.01 FEET AND MEASURED WITH COINCIDENT WITH A CORD BEARING S50°42'59"W (RECORDED AS S50°46'35.7"W) A DISTANCE OF 85.19 FEET;
THENCE N78°32'33"W (RECORDED AS N78°32'33"W COINCIDENT WITH SOUTHERLY LINE OF SAID CERTIFIED SURVEY MAP A DISTANCE OF 244.65' TO THE POINT OF BEGINNING.

SAID PARCEL OF LAND CONTAINS 1.26 ACRES (54,889 SQUARE FEET) MORE OR LESS AND IS SUBJECT TO ALL EASEMENTS AND RESTRICTIONS OF RECORD

THAT I HAVE MADE SURVEY AND LAND DIVISION UNDER THE DIRECTION OF THE OWNER OF SAID LANDS.

THAT I HAVE FULLY COMPLIED WITH THE PROVISIONS OF CHAPTER 236.34 OF THE WISCONSIN STATUTES AND THE SUBDIVISION REGULATIONS OF THE CITY OF APPLETON AND OUTAGAMIE COUNTY IN SURVEYING, DIVIDING, MAPPING AND DEDICATION OF SAID LANDS

THAT THIS IS A CORRECT REPRESENTATION OF ALL OF THE EXTERIOR BOUNDARIES OF THE LAND SURVEYED AND THE LAND DIVISION MADE THEROF.

PAUL D. NORDWIG P.L.S. NO. S-2784

DATE

RECORDED INSTRUMENTS:

THIS CERTIFIED SURVEY MAP IS ALL OF TAX PARCELS 31-2-0025 WITH THE OWNER OF RECORD BEING YMCA OF APPLETON IN DOCUMENT NO. 1194192.

NOTES:

- 1) SUBJECT PROPERTY IS CURRENTLY ZONED CBD CENTRAL BUSINESS DISTRICT
- 2) ALL ADJOINING PROPERTIES ARE ZONED CBD CENTRAL BUSINESS DISTRICT

| | | | |
|------------------------|------------------------------|---|---|
| DATE 4/16/2021 | DIRECTORY NO. ----- | SURVEY FOR: YMCA OF APPLETON 218 E LAWRENCE ST APPLETON, WI 54911 | <div>Westwood</div> <div>Phone (920) 735-6900 One Systems Drive Fax (920) 830-6100 Appleton, WI 54914-1654 Toll Free (800) 571-6677 westwoodps.com Westwood Professional Services</div> |
| PROJECT NO. 3001128 | DRAFTED BY JLS | | |
| SHEET 2 OF 3 | DRAWING NAME YMCA-RAMPPRW | | |

CERTIFIED SURVEY MAP NUMBER

BEING ALL OF LOT 1 OF OUTAGAMIE COUNTY CERTIFIED SURVEY MAP 2585, LOCATED IN PART OF THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER AND SOUTHEAST QUARTER OF SOUTHWEST QUARTER OF SECTION 26, T21N, R17E, CITY OF APPLETON, OUTAGAMIE COUNTY, WISCONSIN

OWNER'S CERTIFICATE:

YMCA OF APPLETON DOES HEREBY CERTIFY THAT WE CAUSED THE LAND DESCRIBED TO BE SURVEYED, DIVIDED, AND MAPPED ALL AS SHOWN AND REPRESENTED ON THIS MAP. I ALSO CERTIFY THAT THIS CSM IS REQUIRED BY S. 236.10 OR 236.12 TO BE SUBMITTED TO THE FOLLOWING FOR APPROVAL OR OBJECTION: CITY OF APPLETON

OWNER

DATE

STATE OF WISCONSIN:

SS

OUTAGAMIE COUNTY:

PERSONALLY CAME BEFORE ME THIS _____ DAY OF _____, 2021, THE ABOVE NAMED TO ME KNOWN TO BE THE PERSONS WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED THE SAME.

NOTARY PUBLIC

COUNTY, WISCONSIN

MY COMMISSION EXPIRES _____

TREASURER'S CERTIFICATE:

WE HEREBY CERTIFY THAT THERE ARE NO UNREDEEMED TAX SALES, NO UNPAID TAXES OR UNPAID SPECIAL ASSESSMENTS ON ANY OF THE LANDS INCLUDED IN THIS CERTIFIED SURVEY MAP.

CITY TREASURER

DATED

COUNTY TREASURER

DATED

CITY OF APPLETON APPROVAL:

THIS CERTIFIED SURVEY MAP HAS BEEN REVIEWED AND ACCEPTED BY THE CITY OF APPLETON.

MAYOR

DATED

CITY CLERK

DATED

| | |
|------------------------|------------------------------|
| DATE 4/16/2021 | DIRECTORY NO. ----- |
| PROJECT NO. 3001128 | DRAFTED BY JLS |
| SHEET 3 OF 3 | DRAWING NAME YMCA-RAMPPRW |

| |
|---|
| SURVEY FOR: YMCA OF APPLETON |
| 218 E LAWRENCE ST APPLETON, WI 54911 |

Westwood

Phone (920) 735-6900
Fax (920) 830-6100
Toll Free (800) 571-6677
Westwood Professional Services

One Systems Drive
Appleton, WI 54914-1654
westwoodps.com



MEMORANDUM

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

TO: Community and Economic Development Committee

FROM: Nikki Gerhard, Community Development Specialist

DATE: June 9, 2021

RE: 2020 Consolidated Annual Performance and Evaluation Report (CAPER)

The City of Appleton has prepared its 2020 Consolidated Annual Performance and Evaluation Report (CAPER) as required by the U.S. Department of Housing and Urban Development (HUD). The CAPER discusses Community Development Block Grant (CDBG) activities undertaken by the City of Appleton during the 2020 Program Year (April 1, 2020 - March 31, 2021).

The CAPER was available May 3 - June 3, 2021 for public comment. No comments were received.

Comments on the CAPER will also be accepted during a public hearing that will be held during the June 9, 2021 Community and Economic Development Committee meeting. The primary function of this hearing is to obtain citizen comments on the submission.

The City considers all public input received before preparing its final submission, in addition to providing HUD with a summary of such comments as they relate to the 2020 CAPER. The CAPER is due to HUD by June 29, 2021.

A copy of the CAPER may be found online at: <https://www.appleton.org/government/community-and-economic-development/grants-administration/community-development-block-grant-cdbg/cdbg-documents> or a copy is available for viewing at the first floor Customer Service area at City Hall.

Staff requests that CEDC approve the 2020 CAPER.

If you have any questions, please contact me at (920) 832-6469 or nikki.gerhard@appleton.org. Thank you!



2020-2021PY



Consolidated Annual Performance & Evaluation Report

This report contains outcomes and accomplishments from various CDBG funding sources, including 2020PY CDBG, CDBG-CV1, and CDBG-CV3.

GOALS & OUTCOMES (CR-05)

Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)
This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

In a typical program year, the primary goal of the City of Appleton's Community Development Block Grant (CDBG) program is to develop a viable urban community through the provision of decent housing, suitable living environments, and economic opportunities, namely for low- and moderate-income persons. However, due to the COVID-19 outbreak that caused unprecedented unemployment and put thousands of households at risk of being unable to afford housing and other basic needs, the City shifted focus to support all activities that were responding to the growing effects of the public health crisis. Authorized by the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), the City of Appleton was awarded a Round 1 special allocation, totaling \$348,255, and several months later, a Round 3 special allocation totaling \$343,268. The special allocations of Community Development Block Grant funding were used to prevent, prepare for, and respond to COVID-19.

2020 CDBG- \$591,911

Appleton Housing Authority- while *promoting quality, affordable housing for all residents of the City of Appleton*, nine households received homebuyer assistance and five households received homebuyer rehabilitation assistance.

Apricity, Inc. (DBA The Mooring Programs)- through the *provision of a full spectrum of care in a safe, progressive recovery community*, the residential programs served, for the first time in its history, co-ed treatment for 234 men and women, for an average stay of 48 days. Of those men who had services at Mooring House, 39 of them transitioned to the Male Apartment Program and stayed an average of 106 days.

The City of Appleton's Homeowner Rehabilitation Loan Program- assisted 14 low- to moderate-income homeowners (less than 80 percent CMI) with the ability to live in decent, safe, and sanitary housing. Additionally, all 14 homeowners received technical assistance from staff regarding home rehabilitation.

Habitat for Humanity- acquired a foreclosed property, renovated the house, and rented it to a family who was previously cost burdened by spending greater than 30 percent of their income on rent. This unit has been added to the Greater Fox Cities Habitat for Humanity's Almost Home program, a unique rental program that prepares qualifying families for homeownership.

LEAVEN, Inc.- *stabilized and empowered people in financial crisis by providing financial assistance, referrals, and case management to address near- and long-term basic needs* for 145 households on the brink of homelessness.



Metropolitan Milwaukee Fair Housing Council- promoted fair housing and provided services to 827 recipients, including fair housing education and outreach for consumers and providers, social service agencies, and community-based organizations; complaint intake and counseling; and technical assistance.

NAMI Fox Valley's Iris Place- *while providing a safe and welcoming environment that offers opportunities for individual experiencing emotional distress or crisis to grow and change*, staff with lived experience mediated 4,965 warm calls and welcomed 161 guests into their short-term treatment facility.

Pillars, Inc.- provided services to three separate demographics through three funded programs. The Adult and Family *Emergency Shelter* upgraded their elevator system to provide 396 persons experiencing homelessness with safe and reliable accommodations, enabling people with disabilities to access services offered at the facility. The Adult *Emergency Shelter* installed 50 bunk bed units to provide 176 persons experiencing homelessness with safe and socially distanced shelter. The Prevention Program served 48 households in the community who were at risk of becoming homeless and did not qualify for other housing options. The Affordable Housing Program acquired and rehabilitated a single-family home into a Single Room Occupancy rental unit for four individuals that were deemed 'hardest to serve' currently residing in shelter. This project, while initiated during the 2019PY, was finally complete during the conclusion of the 2020PY.

Rebuilding Together Fox Valley- by providing critical home repairs at no cost to West Appleton Neighborhood homeowners, safety and health concerns were resolved for 17 families in need.

Salvation Army of the Fox Cities- used funds to support their Pathway of Hope Program, which is an at-risk/homelessness prevention program that provided rent, utility payments, case management and prevention planning for 13 households.

City staff worked closely with philanthropic entities and community partners to understand the needs of the community during the pandemic. The ongoing COVID-19 pandemic poses a clear risk to people experiencing homelessness, the precariously housed, and service provider organizations. Access to stable housing helps eliminate many of the barriers surrounding obtaining and maintaining health and safety. To address instability in the community as a result of the COVID-19 health emergency, staff made the following recommendations [with the support of the philanthropic entities and community partners], as they managed the short and long-term needs resulting from the public health crisis.

2020 CDBG-CV1- \$348,255

Apricity, Inc. (DBA The Mooring Programs)- utilized funding to purchase technology as a response to the COVID-19 pandemic. The purchase of these items ensured continued services to approximately 81 individuals in treatment.

Building for Kids- Museums in Motion: Responsive Community Engagement Toolkits are a collaborative project that responded to the COVID-19 pandemic by addressing the educational and social needs of economically disadvantaged K-12 students in the community. Through partnerships with local libraries and schools, non-virtual toolkits that support engagement and learning were created and deployed for approximately 1,120 individuals.

Fox Valley Lutheran Homes- provided WiFi access and devices to older adult tenants as they continue to isolate due to COVID-19. This program enhanced the mental and physical well-being



of 46 tenants and allowed them to keep their minds active by connecting with resources online and through technology.

LEAVEN, Inc.- prevented economically disadvantaged and vulnerable households from slipping into greater poverty and homelessness through their Emergency Assistance Program. The funds were used to provide rental assistance to 130 households.

Motel Voucher Program- The City of Appleton's Motel Voucher Program ensures that individuals and families experiencing homelessness have a safe, temporary place to stay until a more permanent housing solution is identified. The Motel Voucher Program includes a case management component, food, transportation, and connection to housing solutions.

Pillars, Inc.- Because of the pandemic, community emergency shelters had to reduce their maximum capacity in order to create social distancing. By installing 25 bunk beds (50 beds) at the Adult Night-Time Shelter, Pillars was able to maintain original capacity and continue serving 176 individuals experiencing literal homelessness, while still social distancing.

Salvation Army of the Fox Cities- The Housing Retention Program provided rental assistance for 15 households on the cusp of losing their housing due to nonpayment of rent, thereby preventing homelessness in the community.

Wisconsin Women's Business Initiative Corporation (WWBIC)- provided assistance to microenterprises and small businesses, while specifically focusing on and tracking outcomes related to job creation and retention, and providing hope and opportunity for restoration and resiliency during COVID-19. These funds helped four business owners pivot and prepare for recovery and rebound.

2020 CDBG-CV3- \$343,268

ADVOCAP, Inc.- Through an executed two- year MOU, ADVOCAP will provide street outreach, information and referrals, completed assessments, intakes, short-term case management, and services to people living in unsheltered locations, such as cars, parks, abandoned buildings, and on the streets and that are not already working with a Fox Cities Housing Coalition members for services. The Street Outreach and Case Management role will reach people who might not otherwise seek assistance or come to the attention of the homelessness service system and ensure that people's basic needs are met while supporting them along pathways toward housing stability.

Motel Voucher Program- The City of Appleton's Motel Voucher Program ensures that individuals and families experiencing homelessness have a safe, temporary place to stay until a more permanent housing solution is identified. The Motel Voucher Program includes a case management component, food, transportation, and connection to housing solutions.

Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives.91.520(g)



| Goal | Category | Source / Amount | Unit of Measure | Expected – Strategic Plan | Actual – Strategic Plan | Percent Complete | Expected – Program Year | Actual – Program Year | Percent Complete |
|---|----------------------|-----------------|-------------------|---------------------------|-------------------------|------------------|-------------------------|-----------------------|------------------|
| Acquisition- new housing | Affordable Housing | CDBG: \$125,000 | Housing Unit | 5 | 1 | 20% | 1 | 1 | 100% |
| Admin | Admin | CDBG: \$80,343 | Other | 5 | 1 | 20% | 1 | 1 | 100% |
| Homebuyer assistance | Affordable Housing | CDBG: \$20,000 | HH Assisted | 25 | 9 | 36% | 5 | 9 | 180% |
| Improve & maintain housing stock | Affordable Housing | CDBG: \$232,694 | Housing Unit | 180 | 36 | 20% | 43 | 36 | 84% |
| Neighborhood revitalization | Non-Housing Comm Dev | CDBG: \$0 | Persons Assisted | 6,000 | 0 | 0% | 0 | 0 | 0% |
| Public facilities improvement & maintenance | Non-Housing Comm Dev | CDBG: \$237,334 | Persons Assisted | 1,300 | 791 | 61% | 1,000 | 791 | 79% |
| Public services | | CDBG: \$723,063 | Persons Assisted | 800 | 2,163 | 270% | 91 | 2,163 | 2,377% |
| Rental rehabilitation | Affordable Housing | CDBG: \$0 | Housing Unit | 35 | 4 | 11% | 0 | 4 | 400% |
| Economic Development | Businesses | CDBG: \$40,000 | Business Assisted | 4 | 0 | 0% | 4 | 0 | 0% |

Table 1 - Accomplishments – Program Year & Strategic Plan to Date **Note: This table captures accomplishments only for City of Appleton residents that were served for the 2020 program year, and includes funding sources: CDBG, CDBG-CV1, and CDBG-CV3.*

Assess how the jurisdiction's use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.

The City of Appleton's 2020 CDBG funding, including CV Rounds 1 and 3, primarily focused on public service activities that prevented, prepared for, and responded to the COVID-19 pandemic. However, several allocations were made that address public facility improvements and maintaining existing affordable housing stock. All funded projects addressed Strategic Plan objectives (decent housing, suitable living environments, and expanded economic opportunities) and high priority needs under the 2020-2024 Consolidated Plan (housing rehabilitation, public facility improvements, public services, and economic development).

Describe the families assisted (including the racial and ethnic status of families assisted). 91.520(a)

Table 2 – Table of assistance to racial and ethnic populations by source of funds (HUD Report PR-23)

**Note: This table captures accomplishments only for City of Appleton residents that were served for the 2020 program year, and includes funding sources: CDBG, CDBG-CV1, and CDBG-CV3.*



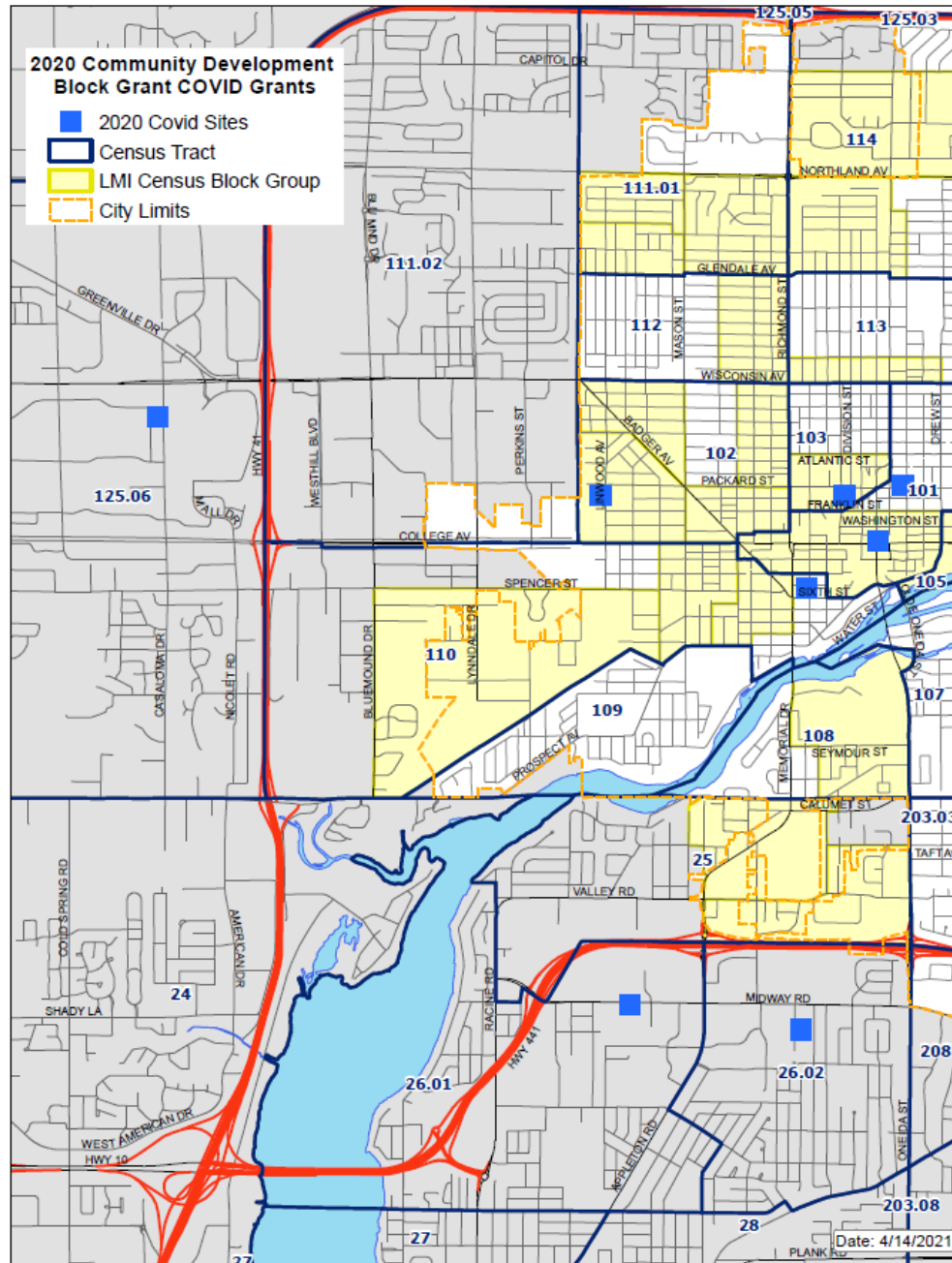
2020 Community Development Block Grant

- Activity
- Site
- Census Tract
- LMI Census Block Group
- - - City Limits

Map showing the 2020 Community Development Block Grant area in Chicago. The map displays various census tracts, LMI census block groups, and city limits. Key streets include Evergreen Dr, Northland Av, Pershing St, Glendale Av, Madison St, Wisconsin Av, Newberry St, Prospect Av, Spenser St, College Av, Perkins St, Wabash St, and Lake Park Rd. The map also shows the Chicago River and various highways like I-55 and I-90. The legend indicates: Activity (black dot), Site (blue square), Census Tract (blue outline), LMI Census Block Group (yellow outline), and City Limits (orange dashed line). The map is dated 4/14/2021.



A map has been attached to this report (2020 CDBG-CV LMI) that depicts the location of the 2020 CV-funded activities. "Site" represents locations where these projects originate, while "Activity" represents locations where CDBG-funded projects occurred (i.e. housing rehabilitation). LMI Block Groups are outlined and Blocks are shaded according to minority percentages.



Map 2- 2020 CDBG-CV LMI

RESOURCES & INVESTMENTS (CR-15)

| Source of Funds | Source | Resources Made Available | Amount Expended During Program Year |
|-----------------|-----------------|--------------------------|-------------------------------------|
| CDBG | Public- federal | \$836,911 | \$623,533.03 |
| Other | Public- federal | \$691,523 | \$91,239.53 |

Table 3 – Resources Made Available (HUD Report PR-01, as of April 8, 2021)

All of the 2020 program year subrecipients utilized several other funding resources for the successful implementation of their programs and activities. The City of Appleton gives preference to CDBG applicants who can demonstrate well-established budgets utilizing various funding sources.

The resources directly reflected in this report include: CDBG grant subawards and program income generated from the Appleton Housing Authority and the City of Appleton's Homeowner Rehabilitation Loan Program (HRLP). Resources made available does not take into account previous years of allocations and projects that have rolled into 2020.

Leveraging

Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.

While the City of Appleton does not implement a match requirement associated with CDBG funding, no activity or program operated solely with CDBG funding. Many of the 2020 CDBG subrecipients utilized several other funding resources for the successful implementation of their programs.

| Subrecipient | Type of Resource | Type of Funds | Total Amount of Resource |
|---|-------------------------|---------------------------------|--------------------------|
| Appleton Housing Authority (Total Leverage = \$125,534.04) | State of WI- HCRI | Grant for down payment loans | \$20,794.00 |
| | State of WI- HOME | Grant for down payment & rehab | \$104,740.04 |
| Apricity, Inc (DBA The Mooring Programs) (Total Leverage = \$1,089,240) | State of WI/Local Funds | County fees for service | \$806,017.00 |
| | Other Federal Funds | CARES Funding | \$158,492.00 |
| | Insurance & Self-Pay | Fees for service | \$18,534.00 |
| | Private Funds | Grants/Donations | \$106,197.00 |
| City of Appleton- Motel Voucher Program (Total Leverage = \$10,520.00) | Other Federal Funds | Emergency Solutions Grant (ESG) | \$10,520.00 |



| | | | |
|---|---------------------------------------|----------------------------------|--------------|
| Fox Valley Lutheran Homes (Total Leverage = \$16,800.00) | In-Kind | Volunteer Support | \$8,000.00 |
| | Private | Donations | \$8,800.00 |
| Habitat for Humanity (Total Leverage = \$205,000.00) | State of WI- SHOP | Grant | \$132,923.00 |
| | In-Kind | Materials & Labor | \$23,776.00 |
| | Private | Grant | \$48,301.00 |
| Homeowner Rehabilitation Loan Program (Total Leverage = \$549,001.00) | CDBG Program Income | Grant | \$334,745.00 |
| | State of WI- HOME Program Income | Grant | \$200,000.00 |
| | Lead Hazard Control Program Income | Grant | \$14,256.00 |
| LEAVEN (Total Leverage = \$1,935,886) | Local | Churches/Businesses/Corporations | \$313,886.00 |
| | Private | Grants/Foundations/Organizations | \$948,671.00 |
| | Private | Donations | \$538,896.00 |
| | Government | Grants | \$134,433.00 |
| Pillars (Total Leverage = \$370,867.00) | Private | Grants/Loans/Donations | \$189,076.00 |
| | Foundations | Grants | \$51,040.00 |
| | State of WI- EHH | Grants | \$130,751.00 |
| Rebuilding Together Fox Valley (Total Leverage = \$406,595.00) | Private | Grants/Foundations/Businesses | \$262,465.00 |
| | Private | Donations | \$58,431.00 |
| | In-Kind | Materials & Labor | \$14,650.00 |
| | Fundraising | Donations | \$71,049.00 |
| Salvation Army of the Fox Cities (Total Leverage = \$77,891.00) | Private | Donations/Appeals | \$77,891.00 |

Table 4- Leveraging



AFFORDABLE HOUSING (CR-20)

| Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served. | One-Year Goal | Actual |
|--|---------------|-----------|
| Number of Homeless households to be provided affordable housing units | 0 | 4 |
| Number of Non-Homeless households to be provided affordable housing units | 43 | 37 |
| Number of Special-Needs households to be provided affordable housing units | 0 | 0 |
| Total | 43 | 41 |

Table 4- Number of Households

| | One-Year Goal | Actual |
|--|---------------|------------|
| Number of households supported through Rental Assistance | 202 | 176 |
| Number of households supported through The Production of New Units | 0 | 0 |
| Number of households supported through Rehab of Existing Units | 42 | 50 |
| Number of households supported through Acquisition of Existing Units | 1 | 1 |
| Total | 246 | 227 |

Table 5 - Number of Households Supported

Discuss the difference between goals and outcomes and problems encountered in meeting these goals.

Discuss how these outcomes will impact future annual action plans.

Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.

| Number of Persons Served | CDBG Actual | HOME Actual |
|--------------------------|--------------|-------------|
| Extremely Low-income | 744 | 0 |
| Low-income | 1,628 | 0 |
| Moderate-income | 591 | 0 |
| Total | 2,963 | 0 |

Table 6 – Number of Persons Served

**Note: This table captures accomplishments only for City of Appleton residents that were served for the 2020 program year, and includes funding sources: CDBG, CDBG-CV1, and CDBG-CV3.*

All of the City of Appleton's CDBG-funded activities for the 2020 program year, with the exception of the administrative activities, benefited low- to moderate-income persons and households.



HOMELESS & OTHER SPECIAL NEEDS (CR-25)

Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

Pillars Inc. employs a Street Outreach Team that connects with individuals who are unsheltered or staying in a place not meant for human habitation. The Street Outreach workers- while not financially supported through CDBG funding- connect with people and build rapport to ultimately offer mainstream resources.

ADVOCAP, Inc recently implemented a Street Outreach role within their table of organization. The Street Outreach worker will provide street outreach, case management, and referral services to people living in unsheltered locations, such as cars, parks, abandoned buildings, and on the streets and that are not already working with a Fox Cities Housing Coalition members for services. The Street Outreach Case Manager will reach people who might not otherwise seek assistance or come to the attention of the homelessness service system, and ensure that people's basic needs are met while supporting them along pathways toward housing stability. The Street Outreach Case Manager will work with several City of Appleton departments, including but not limited to Community and Economic Development, Health Department, Public Works, the Police Department, and the Library as well as referrals from local community partners, including but not limited to the Fox Cities Housing Coalition members.

As a resource to the recently implemented Advocap Street Outreach worker, the **City of Appleton** deployed a **Motel Voucher Program**. This program is designed to ensure that individuals and families experiencing homelessness have a safe, temporary place to stay, until a more permanent housing solution is identified. The City of Appleton, and partnering agencies, issue motel vouchers only as a last resort on a case-by-case basis, when all shelters have been filled to capacity or there is a verified extenuating circumstance that prevents an individual or family from staying in a shelter. These partners currently include the Appleton Area School District, the Appleton Police Department, Advocap, and the Boys & Girls Club of the Fox Valley.

LEAVEN, Inc. added a new employee to their staff in March 2020, which has strengthened partnerships and streamlined communications with homeless and transitional housing providers in the area. This employee is knowledgeable of community resources related to housing, employment, domestic violence, mental health, addiction, and recovery, and works closely with households experiencing homelessness to connect them with appropriate resources that address their immediate needs and long-term stability.

Due to the community's lack of resources needed to meet all of the needs of people experiencing homelessness or at-risk of experiencing homelessness, resulting in hardships for people experiencing homelessness the **City of Appleton** created a **Coordinated Entry Specialist** role within the City's Table of Organization. Internalizing this position ensures that households are prioritized based on vulnerability and severity of service needs, and connect people who need assistance the most in a timely manner. This role serves as a gateway to information and data about service needs and gaps that helps to plan assistance efficiently and identify needed resources to end homelessness in the Fox Cities.



Addressing the emergency shelter and transitional housing needs of homeless persons

The City of Appleton continued in 2020 as the fiscal administrator for the Fox Cities Continuum of Care Rapid Re-Housing programs and the State of Wisconsin Emergency Homeless and Housing programs, serving as the lead agency and administering funds to Pillars Inc, Salvation Army of the Fox Cities, Harbor House, and ADVOCAP. Three of the four agencies also received 2020PY CDBG funds, in an effort to maintain housing units and programs addressing the needs of individuals and families experiencing homelessness in the Appleton community.

LEAVEN collaborated closely with staff from local shelters and transitional programs to address the needs of people experiencing homelessness. COTS and Christine Ann Domestic Abuse Services offer part-time, onsite services in the LEAVEN Community Resource Center, and proposals to expand and offer a satellite office near-downtown Appleton are being considered.

In addition to their efforts to connect clients with resources, LEAVEN receives referrals from the Appleton Area School District's Homeless Liaison, the Boys & Girls Club Home Base Coordinators, and local churches that have identified households experiencing homelessness. LEAVEN coordinates efforts to secure shelter or make referrals to the City of Appleton's Motel Voucher Program (elaborated on below). Once housing has been secured, LEAVEN helps with rental payments and security deposits.

The City of Appleton's Motel Voucher Program ensures that individuals and families experiencing homelessness have a safe, temporary place to stay, until a more permanent housing solution is identified. The City of Appleton issues motel vouchers when all other shelter options have been exhausted.

Pillars Inc Crisis Housing Department is comprised of two emergency shelters and a resource center. The Adult and Family Shelter serves as a 24-hour shelter for households with and without children who are experiencing literal homelessness; while the Adult Shelter serves as a nighttime shelter for households without children. Both shelters offer case management services, access to supportive housing, and referrals to other mainstream resources in the community. Additionally, the Supportive Services Department is home to Pillars' supportive housing programs, where a variety of housing programs are available to households experiencing homelessness.

ADVOCAP, Inc.'s Street Outreach worker will provide street outreach, case management, and referral services to people living in unsheltered locations, such as cars, parks, abandoned buildings, and on the streets and that are not already working with a Fox Cities Housing Coalition members for services. The Street Outreach Case Manager will reach people who might not otherwise seek assistance or come to the attention of the homelessness service system, and ensures that people's basic needs are met while supporting them along pathways toward housing stability.

Salvation Army of the Fox Cities' Housing Retention Program offers up to 18 months of financial support and case management for to families who are at-risk of becoming homeless. This assistance and case management allows households to maintain their current housing while stabilizing their situation and preventing homelessness.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and



institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs

While all 2020PY CDBG subrecipients focused their programs and efforts on serving low- and moderate-income families and individuals, several community agencies focused on preventing families and individuals from experiencing homelessness.

LEAVEN's resource coordination connects them to resources that address short- and long-term barriers to housing and economic stability. Although the LEAVEN Resource Center has been closed since March 2020, due to the pandemic, resource coordination has been conducted virtually. LEAVEN's partners are able to monitor, track, and complete referrals through a cloud-based client database. LEAVEN routinely sends information related to community resources- job fairs, mobile food pantries, COVID testing/vaccinations, workforce development opportunities, expanded Marketplace insurance enrollment, free tax preparation- to clients via email.

Salvation Army of the Fox Cities' Housing Retention Program offers up to 18 months of financial support and case management to families who are at-risk of becoming homeless. This assistance and case management allows households to maintain their current housing while stabilizing their situation and preventing homelessness.

The Prevention and Diversion Program at **Pillars, Inc.** is a case management program that offers security deposits and rental assistance on a short-term basis for households imminently at risk of becoming homeless. The program provides coaching, advocacy, support, and connection with clients as a means to further their journey toward healthy interdependence. By following a strengths-based, client- centered approach, Pillars is able to prevent these households from becoming homeless and entering a shelter.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

The City of Appleton collaborated with several CDBG subrecipient organizations through the Fox Cities Housing Coalition, ensuring that a continuum of care strategy was implemented and executed appropriately in the community. Reports and local data indicated that individuals and families experiencing chronic homelessness in the Appleton community continues to be a concern. As a result, the City of Appleton worked closely with partners to incorporate additional permanent supportive housing options into the community, which included successfully retaining additional federal funding to this cause.

LEAVEN's High-Risk Prevention Program addressed the needs of individuals imminently at-risk of homelessness because of the magnitude of their crisis or their chronic inability to meet their own basic needs. Case plans were written, goals were established, and expectations were set to promote self-sufficiency and prevent future episodes of homelessness. LEAVEN often partnered with other agencies, such as Fox Valley Veterans Council, Pillars, St. Vincent de Paul, Neenah-Menasha Emergency Society, Appleton Alliance Church, and other local churches to assist at higher levels to reduce a household's length of homelessness if not entirely.



PUBLIC HOUSING (CR-30)

Actions taken to address the needs of public housing

While the City of Appleton worked closely with the Appleton Housing Authority to address issues related to affordable housing, no portion of the 2020 CDBG funds were directly used to create or address needs of their public housing stock.

Actions taken to encourage public housing residents to become more involved in management and participate in homeownership

The Appleton Housing Authority's Homebuyer Program markets to other AHA programs, including the Family Self-Sufficiency and Public Housing Family programs. All of the 2020 Family Self-Sufficiency Program graduates had some contact with the Homebuyer Program for the purchase or future purchase of a home. The Homebuyer Program Manager worked with the Family Self-Sufficiency Program Support Specialist to provide pre-purchase goal planning for program participants.

Actions taken to provide assistance to troubled PHAs

The Appleton Housing Authority was not designated as a trouble housing authority.

OTHER ACTIONS (CR-35)

Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)

The City of Appleton worked closely with developers and homeowners that encountered barriers to affordable housing and guided them through any administrative channels they could utilize to overcome those barriers.

The **Homeownership Rehabilitation Loan Program** helped property owners maintain their homes so that they could continue to live in the home most affordable to them. Many of the homeowners had satisfied their mortgage, or have a low mortgage payment. With increased rents and an extremely competitive housing market, for most, homeownership is a better option for long-term affordability.

The homeowner down payment assistance administered by the **Appleton Housing Authority** made mortgage payments affordable for first-time homebuyers, and sometimes the funds provided supplemented a homeowner's down payment enough to avoid paying private mortgage insurance (PMI). Many times, affordable houses purchased were in significant need of rehabilitation and without the Housing Authority's rehabilitation assistance, upgrades would not have been affordable.

LEAVEN's primary goal is to strengthen outcomes to ensure their clients are transitioning from crisis management to self-sufficiency. LEAVEN eliminated many barriers their clients faced by offering vital services on-site through their Community Resource Center, and developing action plans that addressed both short- and long-term needs.

One of **Pillars'** missions is to be able to offer affordable housing options to individuals that struggle to find housing in the private market due to credit history, criminal history, and limited housing availability. Adding SRO homes into the portfolio, Pillars was able to provide greater options to individuals in the homeless community.

Rebuilding Together Fox Valley helped eliminate barriers to affordable housing by addressing critical repair



needs before the home became a health and safety hazard. By addressing issues early, the agency helped preserve the stock of affordable housing available to homeowners.

Habitat for Humanity is an equal housing opportunity program that reaches out to people of all populations. They provided families [that met guidelines] with the opportunity to own their own homes or rent at affordable rates. Habitat's marketing efforts encompass a wide spectrum of outreach to people who have faced barriers to housing.

Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)

Pillars maintained more than 116 affordable housing units in their housing portfolio, and oftentimes included significant supportive services as a condition of the rental lease agreement. Of the total units, Pillars designated twenty units to serve individuals with special needs; 12 units to serve young adults suffering with mental health issues; six units to serve chronically homeless households; and several SRO properties primarily served clients who are currently homeless.

Rebuilding Together Fox Valley is the only agency that provided home repairs at no cost to the homeowners. Many homeowners did not have the financial capacity or credit worthiness to afford loans to pay for expensive and extensive home repairs. RTFV made it possible for low-income homeowners- primarily elderly, disabled, and veterans- to live in a safe and healthy home.

NAMI Fox Valley's Iris Place specializes in providing peer support to community members who are experiencing distress or crisis as it relates to mental health and or substance abuse. Many of the systems in the facility are original to the building, and due to the inherent inefficiencies, staff was not able to adequately accommodate the needs of participants. After the replacement of the boiler system during the 2019PY and the windows during the 2020PY, staff can rely on consistent, efficient heating systems to ensure the facility is available 24/7, every day of the year.

ADVOCAP, Inc. implemented a Street Outreach role as a means of identifying underserved needs in the community. This role is designed to identify and engage with households living in unsheltered locations, such as cars, parks, abandoned buildings, and on the streets, and determine how to connect them to community resources as they continue their journey to housing stability. One of those community resources, the **City of Appleton's Motel Voucher Program**, was available for households who's underserved needs include shelter access. Because a motel voucher is only administered when all other shelter options have been exhausted, this program truly ensures that engaged households have a safe place to stay until more stable housing is achievable.

Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)

In all instances of affordable housing rehabilitation projects- including the **Appleton Housing Authority, Rebuilding Together Fox Valley, Habitat for Humanity**, and the **City of Appleton's Homeowner Rehabilitation Loan Program**- the units were inspected under multiple assessments, including lead risk. If lead hazards did exist, the organization was required to address the hazards as part of the rehabilitation, and at project completion, conduct clearance tests to ensure that the unit was lead safe.

The **Appleton Housing Authority** Homebuyer Program Manager holds a certificate for Housing Quality Standards (HQS) inspections and is a lead hazard investigator through the State of Wisconsin Department of Health Services. Prior to purchase, all homes received an HQS inspection, during which lead hazards were identified, if any. If lead hazards were identified, remediation was included in the rehabilitation component of the program. Eighty percent of the households that were assisted with AHA homeowner rehabilitation during the 2020PY required remediation of lead hazards.



The **Greater Fox Cities Habitat for Humanity** fosters a strong relationship with the Wisconsin Department of Health Services, and through the Lead Safe Homes Program completed full remediation work on all properties acquired and rehabilitated, ensuring the long-term safety and sustainability of the homes.

Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)

The **Appleton Housing Authority** and **Habitat for Humanity** each provided mechanisms for breaking the cycle of poverty through their affordable homeownership programs. Obtaining a mortgage and affordable home for many low- to moderate-income families provides some stability with a lower cost of living and community investment. Additionally, Habitat offered supportive services to all families including job coaching, budget counseling, and provided access to education.

LEAVEN's Community Resource Center was specifically created to help clients transition from crisis management to self-sufficiency, and reduce the number of poverty-level families in the Appleton community. The Center incorporates an innovative service delivery model, ensuring the ability to address client challenges in a more comprehensive and systemic way. LEAVEN's community partners share the belief that together, a greater social change can be created than would be possible by an individual organization working alone. The Center's integrated support system provided a more holistic approach, inspiring people to improve their lives, realize their potential, and envision a better future for themselves and their families.

The safe, decent and affordable housing provided by **Pillars** helped households in poverty create a more stable life, and gain access to resources such as education, budgeting, employment and health and wellness. Clients were encouraged to collaborate with program case managers to generate goals and work plans toward achieving self sufficiency.

The **Mooring Program's** foundation for recovery is imperative to developing a life of self-sufficiency and economic independence. By providing high quality treatment combined with high quality living environments, of the 234 men and women that participated in the program in 2020, only 42 remained unemployed at the time of their discharge- a success rate of over 80 percent.

Rebuilding Together Fox Valley alleviated the expenses of home repairs for nine households by providing services at no cost to the homeowner. This allowed the household to redirect their money to other essential needs.

Actions taken to develop institutional structure. 91.220(k); 91.320(j)

Public institutions, non-profit organizations, and private companies comprise the institutional structure that supports the City of Appleton's community development activities, specifically as they relate to CDBG. The City of Appleton, as the major public sector component, served as the lead fiscal and administrative agent for all community development grant programs, including the Community Development Block Grant (CDBG) program, Continuum of Care/Permanent Supportive Housing program (COC PSH), and the Emergency Housing and Homeless program (EHH). The Community and Economic Development and Finance Departments worked together to administer these grants.

Through an active membership of the Fox Cities Housing Coalition- which is comprised of nonprofit and supportive service agencies in the community- the City of Appleton continued to encourage open lines of communication and discussion regarding community development needs in the area. Nearly all subrecipients funded during the 2020PY are active members of the Fox Cities Housing Coalition, which helps to coordinate and maintain the institutional structure of the community's continuum of care.

Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)



The Fox Cities Housing Coalition continued to coordinate efforts between public and private housing providers and social service agencies. Each member agency in the Coalition worked to ensure that all individuals- whether homeless, imminently at-risk of homelessness, or in need of affordable housing, or services- were provided the shelter and support necessary. This network ensures efficiency and effectiveness among the programs offered in the community, and makes every effort to eliminate duplication or redundancy.

Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)

The following impediments to fair housing were identified through the Metropolitan Milwaukee Fair Housing Council's research and interviews in 2019.

| 2019 Analysis of Impediments | |
|--|--|
| Impediment 1: Private-market housing discrimination | Housing discrimination complaint data verifies that discrimination is occurring based on many different protected classes |
| Impediment 2: Affordable housing location | The location of affordable housing can contribute to segregation or integration, as well as to the access a person has to opportunities such as education and employment |
| Impediment 3: Lack of affordable, accessible housing | |
| Impediment 4: Private market refusal to permit accommodations/modifications | |
| Impediment 5: Lending discrimination and disparities | Persons of color received a disproportionately low share of loan originations |
| Impediment 6: Critical shortage of affordable rental housing and limited housing assistance | |

Table 7—City of Appleton: Analysis of Impediments to Fair Housing 2019

MONITORING (CR-40)

Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements

Ensuring that CDBG funds are utilized efficiently and effectively is continuous throughout each program year. The procedures associated with monitoring activities and assuring that the activities are meeting objectives and goals set forth in the 2020-2024 Consolidated Plan are initiated during the annual application process.

In 2020, applications were received and reviewed for eligibility by staff in the City of Appleton's Community and Economic Development Department. An Advisory Board, comprised of City Council members, City Committee members, and community agency members with experience in grant awarding were responsible for identifying which eligible activities proposed met the greatest need in the community. Recommendations by the Advisory



Board were then approved by the City of Appleton's Community and Economic Development Committee, and then the City Council.

The "return on investment" was highly scrutinized throughout the entire allocation process. Meeting high priority needs and objectives, as identified in the 2020-2024 Consolidated Plan, was emphasized to both applicants and reviewers, magnifying the importance the City of Appleton places on community-identified needs and priorities.

Risk assessments were completed shortly after preliminary allocation, and projects requiring additional oversight and technical assistance were identified. Monitoring visits were conducted early in the program year [on projects determined to be of higher risk early] in the program year to ensure agencies were able to remain compliant and meet expectations.

Throughout the 2020 CDBG program year, awarded subrecipients submitted accomplishment reports and payment requests documenting the progress made by their activities. These reports and requests were used by City of Appleton staff to track activity accomplishments, expenditure accuracy, and record keeping. Sufficient documentation, reasonable expenses, and qualifying activities were evaluated. Failure to submit, or identified discrepancies in any of these areas, also triggered additional technical assistance and/or monitoring.

CITIZEN PARTICIPATION PLAN (CR-45)

Citizen Participation Plan 91.105(d); 91.115(d)

Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.

Citizens were provided with two separate opportunities for public comment: a 30-day public comment period and a public hearing at a regularly-scheduled meeting of the City of Appleton's Community and Economic Development Committee. The public comment period was open May 3, 2021, through June 3, 2021, and the public hearing was held during the June 9, 2021, Community and Economic Development Committee meeting. Comments and views of citizens were taken into consideration and included within the CAPER, as appropriate.

Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.

There were no changes in program objectives during the 2020 program year, and the City of Appleton does not anticipate making any changes to the programming.

Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?

No

HOME/ADDI

The City of Appleton did not receive any HOME/ADDI funds during the 2020 program year.

HOPWA

The City of Appleton did not receive any HOPWA funds during the 2020 program year.





MEMORANDUM

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

TO: Community and Economic Development Committee

FROM: Nikki Gerhard, Community Development Specialist

DATE: June 9, 2021

RE: Adjustment to Final Award Recommendations for 2021 Community Development Block Grant Funding

The City of Appleton CDBG HUD award was recently increased to \$619,567 for the 2021 fiscal year. This is \$8,998 higher than the original allocation of \$610,569.

The 2021 awards were approved in March 2021 by the Common Council and totaled \$610,569 (City programs and sub recipients combined).

Staff recommends allocating the \$8,998 as follows:

1. Award \$8,998 to the Wisconsin Women's Business Initiative Corporation (WWBIC) for Final Award of \$68,030.

- 1) WWBIC requested \$75,000 to provide business education and one-on-one individualized counseling for up and coming, and established, small business owners. Due to funding limitations, WWBIC was originally only allocated \$59,032.00. The additional funding will minimize the gap between requested and funded, and allow WWBIC to serve more small business owners.

The following attachments are provided for additional information for this action item.

Attached Documents:

- 1.) March 10, 2021 Memo from Community Development Specialist to CEDC
RE: Final Recommendations for 2021 CDBG Funding
- 2.) Revised Final Award Recommendations for the 2021 CDBG Program Year
- 3.) Revised Final Executive Summary of Award Recommendations for 2021 CDBG Program Year
- 4.) HUD Letter to Mayor Woodford Dated 5-13-21

If you have any questions, please contact me at 832-6469 or nikki.gerhard@appleton.org. Thank you!



MEMORANDUM

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

TO: Community and Economic Development Committee
FROM: Nikki Gerhard, Community Development Specialist
DATE: March 10, 2021
RE: Final Award Recommendations for 2021 Community Development Block Grant Funding

The City of Appleton CDBG HUD award is \$610,569 for the 2021 fiscal year. This is \$19,343 higher than the anticipated award of \$591,226.

The 2021 awards approved in November 2020 by the Common Council totaled \$591,226 (City programs and sub recipients combined).

The CDBG Advisory Board was asked to consider staff recommendations for the additional \$19,343 (below) for the 2021PY, or make their own recommendation for these funds. By majority vote, the Committee recommends the approval of the staff recommendations.

These recommendations will be considered by CEDC on March 10th and Common Council on March 17th.

Staff recommends allocating the \$19,343 as follows:

1. Award \$19,343 to Apricity, Inc (D/B/A The Mooring Programs) for Final Award of \$39,343.

The Mooring Programs requested \$20,000 to complete rehabilitation activities on six of their men's apartment program houses and the main building facility. Due to COVID, additional rehabilitation work identified, and increased construction costs, the projects originally budgeted substantially increased in cost. The \$19,343 is only about half of their new proposed budget.

The following attachments are provided for additional information for this action item.

Attached Documents:

- 1.) November 11, 2020 Memo from Community Development Specialist to CEDC
RE: Recommendations for 2021 CDBG Funding
- 2.) Revised Award Recommendations for the 2021 CDBG Program Year
- 3.) Executive Summary of Award Recommendations for 2021 CDBG Program Year
- 4.) Apricity Request for Additional Funds

If you have any questions, please contact me at 832-6469 or nikki.gerhard@appleton.org. Thank you!

**Community Partner Application AWARD RECOMMENDATIONS
for the 2021 CDBG Program Year**

| NON-PUBLIC SERVICE | PROJECT ACTIVITY | PROJECTED OUTPUT | FUNDS WILL BE USED TO... | AMOUNT REQUESTED | AMOUNT PREVIOUSLY APPROVED | CDBG ADVISORY BOARD \$ REC |
|---|----------------------|---|---|------------------|----------------------------|----------------------------|
| Greater Fox Cities Area Habitat for Humanity | housing | 3 properties rehabilitated and sold to qualified homebuyers | acquire 3 properties to do full house rehabilitation and then sell to qualified low or moderate income homebuyers | \$147,000 | \$ 147,000.00 | \$ 147,000.00 |
| Pillars, Inc Adult & Family Shelter | public facility | security improvements | upgrade/install security improvements | \$27,185 | \$ 27,185.00 | \$ 27,185.00 |
| Rebuilding Together Fox Valley | housing | 10 properties rehabilitated | provision of home repairs to low-income homeowners in need, specifically older adults, veterans and individuals with disabilities | \$100,000 | \$ 100,000.00 | \$ 100,000.00 |
| WWBIC (Wisconsin Women's Business Initiative Corporation) | economic development | 4 businesses financially support | provide business education and one-on-one individualized counseling for up and coming, and established, small business owners | \$75,000 | \$ 59,032.00 | \$ 68,030.00 |
| The Mooring Programs, Inc. (dba Apricity) | public facility | program rehabilitation | rehabilitation of 5 program houses and the main facility (Phase III) | \$20,000 | \$ 39,343.00 | \$ 39,343.00 |
| Hmong American Partnership | public facility | repair/replace roof | rehabilitation or replacement of facility roof | \$15,000 | \$ - | \$ - |
| | | | | \$ 384,185.00 | | \$ 381,558.00 |
| PUBLIC SERVICE | PROJECT ACTIVITY | PROJECTED OUTPUT | FUNDS WILL BE USED TO... | AMOUNT REQUESTED | | CDBG ADVISORY BOARD \$ REC |
| LEAVEN | public service | 53 households served | provide rental assistance to those at risk of homelessness through the Emergency Assistance Program | \$16,632.94 | \$ 16,632.94 | \$ 16,632.94 |
| | | | | \$16,632.94 | | \$ 16,632.94 |

**City Programs/Appleton Housing Authority/Administration
(previously approved)**

\$149,325.00

**Appleton Police Department
(previously approved)**

\$72,051.06

CDBG Advisory Board Recommendations

\$398,190.94

\$619,567.00

AWARD RECOMMENDATIONS FOR 2021 CDBG PROGRAM YEAR

| | Awarded | Revised |
|--|----------------------|----------------------|
| City Programs/Appleton Housing Authority/Administration | | |
| City of Appleton Homeowner Rehabilitation Loan Program | \$ 29,892.00 | \$ 29,892.00 |
| Fair Housing Services | \$ 25,000.00 | \$ 25,000.00 |
| Appleton Housing Authority | \$ 37,000.00 | \$ 37,000.00 |
| CDBG Program Administration Costs | \$ 57,433.00 | \$ 57,433.00 |
| Appleton Police Department | \$ 72,051.06 | \$ 72,051.06 |
| Non-Public Service | | |
| Greater Fox Cities Habitat for Humanity | \$ 147,000.00 | \$ 147,000.00 |
| Pillars, Inc | \$ 27,185.00 | \$ 27,185.00 |
| Rebuilding Together Fox Valley | \$ 100,000.00 | \$ 100,000.00 |
| The Mooring Programs | \$ 39,343.00 | \$ 39,343.00 |
| WWBIC | \$ 59,032.00 | \$ 68,030.00 |
| Public Service | | |
| LEAVEN, Inc. | \$ 16,632.94 | \$ 16,632.94 |
| TOTAL | \$ 610,569.00 | \$ 619,567.00 |



OFFICE OF COMMUNITY PLANNING
AND DEVELOPMENT

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-7000

May 13, 2021

The Honorable Jake Woodford
Mayor of Appleton
100 N Appleton Street
City Hall
Appleton, WI 54911-4799

Dear Mayor Woodford:

I am pleased to inform you of your jurisdiction's Fiscal Year (FY) 2021 allocations for the Office of Community Planning and Development's (CPD) formula programs, which provide funding for housing, community and economic development activities, and assistance for low- and moderate-income persons and special needs populations across the country. Public Law 116-260 includes FY 2021 funding for these programs. Please note that this letter reflects a revised amount for the Community Development Block Grant and Section 108 borrowing authority. Your jurisdiction's FY 2021 available amounts are as follows:

| | |
|---|-----------|
| Community Development Block Grant (CDBG) | \$619,567 |
| Recovery Housing Program (RHP) | \$0 |
| HOME Investment Partnerships (HOME) | \$0 |
| Housing Opportunities for Persons With AIDS (HOPWA) | \$0 |
| Emergency Solutions Grant (ESG) | \$0 |

Individuals and families across the country are struggling in the face of four converging crises: the COVID-19 pandemic, the resulting economic crisis, climate change, and racial inequity. Through these bedrock programs, CPD seeks to develop strong communities by promoting integrated approaches that provide decent housing and suitable living environments while expanding economic opportunities for low- and moderate-income and special needs populations, including people living with HIV/AIDS. We urge grantees to strategically plan the disbursement of grant funds to provide relief for those affected by these converging crises and help move our country toward a robust recovery.

Based on your jurisdiction's CDBG allocation for this year, you also have \$3,097,835 in available Section 108 borrowing authority. Since Section 108 loans are federally guaranteed, this program can leverage your jurisdiction's existing CDBG funding to access low-interest, long-term financing to invest in Opportunity Zones or other target areas in your jurisdiction.

HUD continues to emphasize the importance of effective performance measurements in all its formula grant programs. Proper reporting in the Integrated Disbursement and Information System (IDIS) is critical to ensure grantees comply with program requirements and policies, provide demographic and income information about the persons that benefited from a community's

activities, and participate in HUD-directed grantee monitoring. Your ongoing attention to ensuring complete and accurate reporting of performance measurement data continues to be an invaluable resource with regard to the impact of these formula grant programs.

The Office of Community Planning and Development is looking forward to working with you to promote simple steps that will enhance the performance of these critical programs and successfully meet the challenges that our communities face. If you or any member of your staff have questions, please contact your local CPD Office Director.

Sincerely,

A handwritten signature in blue ink, appearing to read 'J. Jemison II', with a stylized, cursive script.

James Arthur Jemison II
Principal Deputy Assistant Secretary
for Community Planning and Development



MEMO

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

TO: Utilities Committee

FROM: Paula Vandehey, Director of Public Works *PV*

DATE: May 27, 2021

SUBJECT: Approve update to Municipal Code Chapter 20, Article II Water Utility, creating new Section 20-42 Valving.

The Department of Public Works requests approval to create a new Section 20-42 Valving to Municipal Code Chapter 20. The existing Section 20-42 Private Water Wells will become a new Section 20-43. This request is to clarify under what circumstances triple valving will be required for new and redeveloped commercial properties.

Sec. 20-42 Valving

All new and redeveloped commercial properties planning to install a fire service line or combination fire/domestic service line shall be triple valved to provide continuous water supply during a watermain break or other discontinuance of service, unless this requirement is specifically waived in writing by the Director of Public Works.



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

Department of Utilities
Wastewater Treatment Plant
2006 E Newberry Street
Appleton, WI 54915
920-832-5945 tel.
920-832-5949 fax

To: Chairperson Vered Meltzer and Members of the Utilities Committee

From: Ryan Rice, AWWTP Operations Supervisor

Cc: Chris Shaw, Director of Utilities
Paula Vandehey, Director of Public Works
Dean Gazza, Director of Parks, Recreation and Facilities Management
Mayor Jacob Woodford

Date: June 3, 2021

Re: *Request Approval of the electronic Compliance Maintenance Annual Report (eCMAR) for 2020 and Request Action Item be Presented to Common Council for Approval*

State of Wisconsin Code NR 208 mandates an annual assessment of the wastewater utility. Requirements under NR 208 are enforceable through the facility's Wisconsin Pollutant Discharge Elimination System permit. The 2020 eCMAR is required to be submitted to the Department of Natural Resources (DNR) by June 30, 2021.

After approval from the Utilities Committee and Common Council, the 2020 eCMAR will be submitted to the Wisconsin Department of Natural Resources. Each eCMAR category was letter graded (A, B, C, D, or F) based on regulatory criteria. The categories are then combined, and an overall treatment works grade point average was determined for 2020. Responses are required for categories with grades at or below a "C" or for an overall grade point average less than 3.0.

The overall letter grade for the 2020 eCMAR is an A with a grade point average of 4.0. All the categorical grades for the facility were graded as excellent or A.

Overall, the 2020 Compliance Maintenance Annual Report reflects sound utility planning and operations. I would like to credit the Utilities Committee and Council for continued investment in our wastewater facilities, Wastewater Staff for their work in achieving a fine maintenance and compliance record, the Department of Public Works for collection system

engineering and maintenance, and Facilities Management for maintaining our buildings and grounds.

I recommend approving the 2020 eCMAR in support thereof. If you have any questions concerning the 2020 eCMAR please contact Ryan Rice at 832-2349.

Compliance Maintenance Annual Report

Appleton Wastewater Treatment Facility

Last Updated: Reporting For:
6/3/2021 **2020**

Influent Flow and Loading

1. Monthly Average Flows and BOD Loadings

1.1 Verify the following monthly flows and BOD loadings to your facility.

| Influent No. 701 | Influent Monthly Average Flow, MGD | x | Influent Monthly Average BOD Concentration mg/L | x | 8.34 | = | Influent Monthly Average BOD Loading, lbs/day |
|---------------------|---------------------------------------|---|---|---|------|---|---|
| January | 11.7103 | x | 163 | x | 8.34 | = | 15,919 |
| February | 9.6748 | x | 219 | x | 8.34 | = | 17,671 |
| March | 20.9706 | x | 94 | x | 8.34 | = | 16,440 |
| April | 12.9853 | x | 110 | x | 8.34 | = | 11,859 |
| May | 13.9506 | x | 291 | x | 8.34 | = | 33,799 |
| June | 12.3037 | x | 196 | x | 8.34 | = | 20,061 |
| July | 11.4610 | x | 237 | x | 8.34 | = | 22,606 |
| August | 7.6939 | x | 326 | x | 8.34 | = | 20,886 |
| September | 8.2907 | x | 288 | x | 8.34 | = | 19,914 |
| October | 9.9368 | x | 357 | x | 8.34 | = | 29,544 |
| November | 11.0567 | x | 202 | x | 8.34 | = | 18,627 |
| December | 8.7223 | x | 245 | x | 8.34 | = | 17,822 |

2. Maximum Monthly Design Flow and Design BOD Loading

2.1 Verify the design flow and loading for your facility.

| Design | Design Factor | x | % | = | % of Design |
|----------------------------|---------------|---|-----|---|-------------|
| Max Month Design Flow, MGD | 24.4 | x | 90 | = | 21.96 |
| | | x | 100 | = | 24.4 |
| Design BOD, lbs/day | 40900 | x | 90 | = | 36810 |
| | | x | 100 | = | 40900 |

2.2 Verify the number of times the flow and BOD exceeded 90% or 100% of design, points earned, and score:

| | Months of Influent | Number of times flow was greater than 90% of | Number of times flow was greater than 100% of | Number of times BOD was greater than 90% of design | Number of times BOD was greater than 100% of design |
|-------------------------------|--------------------------|--|---|--|---|
| January | 1 | 0 | 0 | 0 | 0 |
| February | 1 | 0 | 0 | 0 | 0 |
| March | 1 | 0 | 0 | 0 | 0 |
| April | 1 | 0 | 0 | 0 | 0 |
| May | 1 | 0 | 0 | 0 | 0 |
| June | 1 | 0 | 0 | 0 | 0 |
| July | 1 | 0 | 0 | 0 | 0 |
| August | 1 | 0 | 0 | 0 | 0 |
| September | 1 | 0 | 0 | 0 | 0 |
| October | 1 | 0 | 0 | 0 | 0 |
| November | 1 | 0 | 0 | 0 | 0 |
| December | 1 | 0 | 0 | 0 | 0 |
| Points per each | | 2 | 1 | 3 | 2 |
| Exceedances | | 0 | 0 | 0 | 0 |
| Points | | 0 | 0 | 0 | 0 |
| Total Number of Points | | | | | 0 |

0

Compliance Maintenance Annual Report

Appleton Wastewater Treatment Facility

Last Updated: Reporting For:
6/3/2021 2020

3. Flow Meter

3.1 Was the influent flow meter calibrated in the last year?

- ☒ Yes Enter last calibration date (MM/DD/YYYY)

2020-07-30

☐ No

If No, please explain:

4. Sewer Use Ordinance

4.1 Did your community have a sewer use ordinance that limited or prohibited the discharge of excessive conventional pollutants ((C)BOD, SS, or pH) or toxic substances to the sewer from industries, commercial users, hauled waste, or residences?

☒ Yes

☐ No

If No, please explain:

4.2 Was it necessary to enforce the ordinance?

☒ Yes

☐ No

If Yes, please explain:

Infractions occurred that exceeded the industrial limits for pH, copper, and zinc. All industries demonstrated a return to compliance for these infractions. The AWWTP did not experience an upset as a result of the discharges.

5. Septage Receiving

5.1 Did you have requests to receive septage at your facility?

Septic Tanks Holding Tanks Grease Traps

☒ Yes

☒ Yes

☐ Yes

☐ No

☐ No

☒ No

5.2 Did you receive septage at your facility? If yes, indicate volume in gallons.

Septic Tanks

☒ Yes 188,300 gallons

☐ No

Holding Tanks

☒ Yes 843,150 gallons

☐ No

Grease Traps

☐ Yes gallons

☒ No

5.2.1 If yes to any of the above, please explain if plant performance is affected when receiving any of these wastes.

Plant performance is not affected by these discharges.

6. Pretreatment

6.1 Did your facility experience operational problems, permit violations, biosolids quality concerns, or hazardous situations in the sewer system or treatment plant that were attributable to commercial or industrial discharges in the last year?

☐ Yes

☒ No

If yes, describe the situation and your community's response.

Compliance Maintenance Annual Report

Appleton Wastewater Treatment Facility

Last Updated: Reporting For:
6/3/2021 **2020**

| | |
|--|--|
| <div></div> <p>6.2 Did your facility accept hauled industrial wastes, landfill leachate, etc.?</p> <ul style="list-style-type: none">● Yes○ No <p>If yes, describe the types of wastes received and any procedures or other restrictions that were in place to protect the facility from the discharge of hauled industrial wastes.</p> <div>AWWTP receives food processing wastes and landfill leachate. All wastes are tested prior to acceptance. Acceptance is based on toxicity and loading potential. Once waste has been screened and approved by AWWTP staff, it is discharged to the headworks or digestion for treatment.</div> | |
|--|--|

| | |
|--------------------------------------|-----|
| Total Points Generated | 0 |
| Score (100 - Total Points Generated) | 100 |
| Section Grade | A |

Compliance Maintenance Annual Report

Appleton Wastewater Treatment Facility

Last Updated: Reporting For:
6/3/2021 **2020**

Effluent Quality and Plant Performance (BOD/CBOD)

1. Effluent (C)BOD Results

1.1 Verify the following monthly average effluent values, exceedances, and points for BOD or CBOD

| Outfall No. 001 | Monthly Average Limit (mg/L) | 90% of Permit Limit > 10 (mg/L) | Effluent Monthly Average (mg/L) | Months of Discharge with a Limit | Permit Limit Exceedance | 90% Permit Limit Exceedance |
|--------------------|------------------------------------|---------------------------------------|------------------------------------|--|----------------------------|-----------------------------------|
| January | 25 | 22.5 | 8 | 1 | 0 | 0 |
| February | 25 | 22.5 | 5 | 1 | 0 | 0 |
| March | 25 | 22.5 | 9 | 1 | 0 | 0 |
| April | 25 | 22.5 | 6 | 1 | 0 | 0 |
| May | 25 | 22.5 | 6 | 1 | 0 | 0 |
| June | 25 | 22.5 | 4 | 1 | 0 | 0 |
| July | 25 | 22.5 | 4 | 1 | 0 | 0 |
| August | 25 | 22.5 | 6 | 1 | 0 | 0 |
| September | 25 | 22.5 | 6 | 1 | 0 | 0 |
| October | 25 | 22.5 | 6 | 1 | 0 | 0 |
| November | 25 | 22.5 | 6 | 1 | 0 | 0 |
| December | 25 | 22.5 | 7 | 1 | 0 | 0 |

* Equals limit if limit is ≤ 10

| | | | |
|--|----|---|----------|
| Months of discharge/yr | 12 | | |
| Points per each exceedance with 12 months of discharge | | 7 | 3 |
| Exceedances | | 0 | 0 |
| Points | | 0 | 0 |
| Total number of points | | | 0 |

NOTE: For systems that discharge intermittently to state waters, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge. Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is $12/6 = 2.0$

1.2 If any violations occurred, what action was taken to regain compliance?

2. Flow Meter Calibration

2.1 Was the effluent flow meter calibrated in the last year?

☐ Yes Enter last calibration date (MM/DD/YYYY)

☒ No

If No, please explain:

Our effluent outfall wasn't designed for installation of a flowmeter. Influent flow is used in place of an effluent flowmeter.

3. Treatment Problems

3.1 What problems, if any, were experienced over the last year that threatened treatment?

None

4. Other Monitoring and Limits

4.1 At any time in the past year was there an exceedance of a permit limit for any other pollutants such as chlorides, pH, residual chlorine, fecal coliform, or metals?

☒ Yes

Compliance Maintenance Annual Report

Appleton Wastewater Treatment Facility

Last Updated: Reporting For:
6/3/2021 **2020**

| | |
|---|--|
| <p><input type="radio"/> No</p> <p>If Yes, please explain:</p> <div style="border: 1px solid black; padding: 2px;">Residual chlorine limit was exceeded on June 29, 2020.</div> <p>4.2 At any time in the past year was there a failure of an effluent acute or chronic whole effluent toxicity (WET) test?</p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p> <p>If Yes, please explain:</p> <div style="border: 1px solid black; height: 20px;"></div> <p>4.3 If the biomonitoring (WET) test did not pass, were steps taken to identify and/or reduce source(s) of toxicity?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input checked="" type="radio"/> N/A</p> <p>Please explain unless not applicable:</p> <div style="border: 1px solid black; height: 20px;"></div> | |
|---|--|

| | |
|---|----------|
| Total Points Generated | 0 |
| Score (100 - Total Points Generated) | 100 |
| Section Grade | A |

Compliance Maintenance Annual Report

Appleton Wastewater Treatment Facility

Last Updated: Reporting For:

6/3/2021

2020

Effluent Quality and Plant Performance (Total Suspended Solids)

1. Effluent Total Suspended Solids Results

1.1 Verify the following monthly average effluent values, exceedances, and points for TSS:

| Outfall No. 001 | Monthly Average Limit (mg/L) | 90% of Permit Limit >10 (mg/L) | Effluent Monthly Average (mg/L) | Months of Discharge with a Limit | Permit Limit Exceedance | 90% Permit Limit Exceedance |
|--------------------|------------------------------------|--------------------------------------|------------------------------------|--|----------------------------|-----------------------------------|
| January | 30 | 27 | 3 | 1 | 0 | 0 |
| February | 30 | 27 | 3 | 1 | 0 | 0 |
| March | 30 | 27 | 3 | 1 | 0 | 0 |
| April | 30 | 27 | 2 | 1 | 0 | 0 |
| May | 30 | 27 | 3 | 1 | 0 | 0 |
| June | 30 | 27 | 2 | 1 | 0 | 0 |
| July | 30 | 27 | 2 | 1 | 0 | 0 |
| August | 30 | 27 | 3 | 1 | 0 | 0 |
| September | 30 | 27 | 3 | 1 | 0 | 0 |
| October | 30 | 27 | 3 | 1 | 0 | 0 |
| November | 30 | 27 | 3 | 1 | 0 | 0 |
| December | 30 | 27 | 5 | 1 | 0 | 0 |

* Equals limit if limit is <= 10

| | | | |
|--|----|----------|----------|
| Months of Discharge/yr | 12 | | |
| Points per each exceedance with 12 months of discharge: | | 7 | 3 |
| Exceedances | | 0 | 0 |
| Points | | 0 | 0 |
| Total Number of Points | | 0 | |

NOTE: For systems that discharge intermittently to state waters, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge.

Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is $12/6 = 2.0$

1.2 If any violations occurred, what action was taken to regain compliance?

| | |
|---|----------|
| Total Points Generated | 0 |
| Score (100 - Total Points Generated) | 100 |
| Section Grade | A |

Compliance Maintenance Annual Report

Appleton Wastewater Treatment Facility

Last Updated: Reporting For:
6/3/2021 **2020**

Effluent Quality and Plant Performance (Ammonia - NH3)

1. Effluent Ammonia Results

1.1 Verify the following monthly and weekly average effluent values, exceedances and points for ammonia

| Outfall No. 001 | Monthly Average NH3 Limit (mg/L) | Weekly Average NH3 Limit (mg/L) | Effluent Monthly Average NH3 (mg/L) | Monthly Permit Limit Exceed ance | Effluent Weekly Average for Week 1 | Effluent Weekly Average for Week 2 | Effluent Weekly Average for Week 3 | Effluent Weekly Average for Week 4 | Weekly Permit Limit Exceed ance |
|--|--|---|---|--|--|--|--|--|---|
| January | 10 | | 4.411290 | 323 0 | | | | | |
| February | 10 | | 7.530344 | 828 0 | | | | | |
| March | 10 | | 5.453548 | 387 0 | | | | | |
| April | 11 | | 4.514666 | 667 0 | | | | | |
| May | 11 | | 4.333548 | 387 0 | | | | | |
| June | 4.4 | | 1.727333 | 333 0 | | | | | |
| July | 4.4 | | .737741 | 935 0 | | | | | |
| August | 4.4 | | 1.145483 | 871 0 | | | | | |
| September | 4.4 | | .809333 | 333 0 | | | | | |
| October | 18 | | .883225 | 806 0 | | | | | |
| November | 18 | | .586 | 0 | | | | | |
| December | 18 | | 3.964193 | 548 0 | | | | | |
| Points per each exceedance of Monthly average: | | | | | | | | | 10 |
| Exceedances, Monthly: | | | | | | | | | 0 |
| Points: | | | | | | | | | 0 |
| Points per each exceedance of weekly average (when there is no monthly average): | | | | | | | | | 2.5 |
| Exceedances, Weekly: | | | | | | | | | 0 |
| Points: | | | | | | | | | 0 |
| Total Number of Points | | | | | | | | | 0 |

NOTE: Limit exceedances are considered for monthly OR weekly averages but not both. When a monthly average limit exists it will be used to determine exceedances and generate points. This will be true even if a weekly limit also exists. When a weekly average limit exists and a monthly limit does not exist, the weekly limit will be used to determine exceedances and generate points.

1.2 If any violations occurred, what action was taken to regain compliance?

| | |
|---|------------|
| Total Points Generated | 0 |
| Score (100 - Total Points Generated) | 100 |
| Section Grade | A |

Compliance Maintenance Annual Report

Appleton Wastewater Treatment Facility

Last Updated: Reporting For:
6/3/2021 **2020**

Effluent Quality and Plant Performance (Phosphorus)

1. Effluent Phosphorus Results

1.1 Verify the following monthly average effluent values, exceedances, and points for Phosphorus

| Outfall No. 001 | Monthly Average phosphorus Limit (mg/L) | Effluent Monthly Average phosphorus (mg/L) | Months of Discharge with a Limit | Permit Limit Exceedance |
|--|---|--|----------------------------------|-------------------------|
| January | 1 | 0.107 | 1 | 0 |
| February | 1 | 0.110 | 1 | 0 |
| March | 1 | 0.105 | 1 | 0 |
| April | 1 | 0.110 | 1 | 0 |
| May | 1 | 0.162 | 1 | 0 |
| June | 1 | 0.165 | 1 | 0 |
| July | 1 | 0.247 | 1 | 0 |
| August | 1 | 0.298 | 1 | 0 |
| September | 1 | 0.338 | 1 | 0 |
| October | 1 | 0.305 | 1 | 0 |
| November | 1 | 0.193 | 1 | 0 |
| December | 1 | 0.279 | 1 | 0 |
| Months of Discharge/yr | | | 12 | |
| Points per each exceedance with 12 months of discharge: | | | | 10 |
| Exceedances | | | | 0 |
| Total Number of Points | | | | 0 |

0

NOTE: For systems that discharge intermittently to waters of the state, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge.

Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is $12/6 = 2.0$

1.2 If any violations occurred, what action was taken to regain compliance?

| |
|--|
| |
|--|

| | |
|---|----------|
| Total Points Generated | 0 |
| Score (100 - Total Points Generated) | 100 |
| Section Grade | A |

Compliance Maintenance Annual Report

Appleton Wastewater Treatment Facility

Last Updated: Reporting For:
6/3/2021 2020

Biosolids Quality and Management

1. Biosolids Use/Disposal

1.1 How did you use or dispose of your biosolids? (Check all that apply)

- ☒ Land applied under your permit
☐ Publicly Distributed Exceptional Quality Biosolids
☐ Hauled to another permitted facility
☐ Landfilled
☐ Incinerated
☒ Other

NOTE: If you did not remove biosolids from your system, please describe your system type such as lagoons, reed beds, recirculating sand filters, etc.

1.1.1 If you checked Other, please describe:

Utilized the Appleton Composting Facility

2. Land Application Site

2.1 Last Year's Approved and Active Land Application Sites

2.1.1 How many acres did you have?

14581.10 acres

2.1.2 How many acres did you use?

953 acres

2.2 If you did not have enough acres for your land application needs, what action was taken?

2.3 Did you overapply nitrogen on any of your approved land application sites you used last year?

☐ Yes (30 points)

☒ No

2.4 Have all the sites you used last year for land application been soil tested in the previous 4 years?

☒ Yes

☐ No (10 points)

☐ N/A

3. Biosolids Metals

Number of biosolids outfalls in your WPDES permit:

3.1 For each outfall tested, verify the biosolids metal quality values for your facility during the last calendar year.

Outfall No. 010 - Biosolids- Compost Class A

| Parameter | 80% of Limit | H.Q. Limit | Ceiling Limit | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | 80% Value | High Quality | Ceiling |
|------------|--------------|------------|---------------|-----|-----|-----|-----|-----|-----|-----|-----|-------|-----|-------|-----|-----------|--------------|---------|
| Arsenic | | 41 | 75 | | | | | | | | | 1.5 | | 1.65 | | | 0 | 0 |
| Cadmium | | 39 | 85 | | | | | | | | | <.419 | | <.447 | | | 0 | 0 |
| Copper | | 1500 | 4300 | | | | | | | | | 35.8 | | 46.7 | | | 0 | 0 |
| Lead | | 300 | 840 | | | | | | | | | 9.11 | | 10.5 | | | 0 | 0 |
| Mercury | | 17 | 57 | | | | | | | | | <.495 | | <.528 | | | 0 | 0 |
| Molybdenum | 60 | | 75 | | | | | | | | | 1.81 | | 1.79 | | 0 | | 0 |
| Nickel | 336 | | 420 | | | | | | | | | 8.15 | | 8.28 | | 0 | | 0 |
| Selenium | 80 | | 100 | | | | | | | | | <.975 | | <1.04 | | 0 | | 0 |
| Zinc | | 2800 | 7500 | | | | | | | | | 96.8 | | 121 | | | 0 | 0 |

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Outfall No. 003 - Cake Sludge

| Parameter | 80% of Limit | H.Q. Limit | Ceiling Limit | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | 80% Value | High Quality | Ceiling |
|------------|--------------|------------|---------------|-------|-----|-------|-----|-------|-----|-------|-----|--------|-----|-------|-----|-----------|--------------|---------|
| Arsenic | | 41 | 75 | <9.08 | | <9.37 | | <8.28 | | 2.26 | | <1.86 | | <1.68 | | | 0 | 0 |
| Cadmium | | 39 | 85 | <.427 | | <.441 | | <.39 | | .0922 | | <.044 | | .159 | | | 0 | 0 |
| Copper | | 1500 | 4300 | 74.2 | | 70.9 | | 75.9 | | 64.8 | | 47 | | 95 | | | 0 | 0 |
| Lead | | 300 | 840 | 5.31 | | <3.65 | | 6.14 | | 4.51 | | <.601 | | 4.16 | | | 0 | 0 |
| Mercury | | 17 | 57 | <.119 | | .131 | | <.103 | | .102 | | .157 | | .19 | | | 0 | 0 |
| Molybdenum | 60 | | 75 | 3.68 | | 2.68 | | 3.69 | | 3.4 | | 4.91 | | 4.92 | | 0 | | 0 |
| Nickel | 336 | | 420 | 14.6 | | 12.1 | | 12.8 | | 15.4 | | 15 | | 16 | | 0 | | 0 |
| Selenium | 80 | | 100 | <8.01 | | <8.27 | | <7.31 | | <1.54 | | <1.638 | | 1.7 | | 0 | | 0 |
| Zinc | | 2800 | 7500 | 151 | | 157 | | 148 | | 130 | | 116 | | 133 | | | 0 | 0 |

Outfall No. 009 - Biosolids- Compost Class B

| Parameter | 80% of Limit | H.Q. Limit | Ceiling Limit | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | 80% Value | High Quality | Ceiling |
|------------|--------------|------------|---------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----------|--------------|---------|
| Arsenic | | 41 | 75 | | | | | | | | | | | | | | 0 | 0 |
| Cadmium | | 39 | 85 | | | | | | | | | | | | | | 0 | 0 |
| Copper | | 1500 | 4300 | | | | | | | | | | | | | | 0 | 0 |
| Lead | | 300 | 840 | | | | | | | | | | | | | | 0 | 0 |
| Mercury | | 17 | 57 | | | | | | | | | | | | | | 0 | 0 |
| Molybdenum | 60 | | 75 | | | | | | | | | | | | | 0 | | 0 |
| Nickel | 336 | | 420 | | | | | | | | | | | | | 0 | | 0 |
| Selenium | 80 | | 100 | | | | | | | | | | | | | 0 | | 0 |
| Zinc | | 2800 | 7500 | | | | | | | | | | | | | | 0 | 0 |

0

3.1.1 Number of times any of the metals exceeded the high quality limits OR 80% of the limit for molybdenum, nickel, or selenium = 0

Exceedence Points

- 0 (0 Points)
- 1-2 (10 Points)
- > 2 (15 Points)

3.1.2 If you exceeded the high quality limits, did you cumulatively track the metals loading at each land application site? (check applicable box)

- Yes
- No (10 points)
- N/A - Did not exceed limits or no HQ limit applies (0 points)
- N/A - Did not land apply biosolids until limit was met (0 points)

3.1.3 Number of times any of the metals exceeded the ceiling limits = 0

Exceedence Points

- 0 (0 Points)
- 1 (10 Points)
- > 1 (15 Points)

3.1.4 Were biosolids land applied which exceeded the ceiling limit?

- Yes (20 Points)
- No (0 Points)

3.1.5 If any metal limit (high quality or ceiling) was exceeded at any time, what action was taken? Has the source of the metals been identified?

4. Pathogen Control (per outfall):

4.1 Verify the following information. If any information is incorrect, use the Report Issue button under the Options header in the left-side menu.

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| | |
|------------------------------|--|
| Outfall Number: | 003 |
| Biosolids Class: | B |
| Bacteria Type and Limit: | Fecal Coliform |
| Sample Dates: | 01/01/2020 - 02/29/2020 |
| Density: | 8,229 |
| Sample Concentration Amount: | CFU/G TS |
| Requirement Met: | Yes |
| Land Applied: | No |
| Process: | Anaerobic Digestion |
| Process Description: | Anaerobic digestion with a 38-day HRT as verified by the Van Kleeck Method |

| | |
|------------------------------|--|
| Outfall Number: | 003 |
| Biosolids Class: | B |
| Bacteria Type and Limit: | Fecal Coliform |
| Sample Dates: | 03/01/2020 - 04/30/2020 |
| Density: | 4,752 |
| Sample Concentration Amount: | CFU/G TS |
| Requirement Met: | Yes |
| Land Applied: | Yes |
| Process: | Anaerobic Digestion |
| Process Description: | Anaerobic digestion with a 38-day HRT as verified by the Van Kleeck Method |

| | |
|------------------------------|--|
| Outfall Number: | 003 |
| Biosolids Class: | B |
| Bacteria Type and Limit: | Fecal Coliform |
| Sample Dates: | 05/01/2020 - 06/30/2020 |
| Density: | 10,153 |
| Sample Concentration Amount: | CFU/G TS |
| Requirement Met: | Yes |
| Land Applied: | Yes |
| Process: | Anaerobic Digestion |
| Process Description: | Anaerobic digestion with a 38-day HRT as verified by the Van Kleeck Method |

| | |
|------------------------------|--|
| Outfall Number: | 003 |
| Biosolids Class: | B |
| Bacteria Type and Limit: | Fecal Coliform |
| Sample Dates: | 07/01/2020 - 08/31/2020 |
| Density: | 10,153 |
| Sample Concentration Amount: | CFU/G TS |
| Requirement Met: | Yes |
| Land Applied: | Yes |
| Process: | Anaerobic Digestion |
| Process Description: | Anaerobic digestion with a 38-day HRT as verified by the Van Kleeck Method |

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| | |
|------------------------------|--|
| Outfall Number: | 003 |
| Biosolids Class: | B |
| Bacteria Type and Limit: | Fecal Coliform |
| Sample Dates: | 09/01/2020 - 10/31/2020 |
| Density: | 15,997 |
| Sample Concentration Amount: | CFU/G TS |
| Requirement Met: | Yes |
| Land Applied: | Yes |
| Process: | Anaerobic Digestion |
| Process Description: | Anaerobic digestion with a 38-day HRT as verified by the Van Kleeck Method |

| | |
|------------------------------|--|
| Outfall Number: | 003 |
| Biosolids Class: | B |
| Bacteria Type and Limit: | Fecal Coliform |
| Sample Dates: | 11/01/2020 - 12/31/2020 |
| Density: | 8,908 |
| Sample Concentration Amount: | CFU/G TS |
| Requirement Met: | Yes |
| Land Applied: | Yes |
| Process: | Anaerobic Digestion |
| Process Description: | Anaerobic digestion with a 38-day HRT as verified by the Van Kleeck Method |

| | |
|------------------------------|--|
| Outfall Number: | 010 |
| Biosolids Class: | A |
| Bacteria Type and Limit: | Fecal Coliform |
| Sample Dates: | 07/01/2020 - 09/30/2020 |
| Density: | 500 |
| Sample Concentration Amount: | MPN/G TS |
| Requirement Met: | Yes |
| Land Applied: | Yes |
| Process: | Composting |
| Process Description: | The composting material maintained a temperature of 55° C or higher for 15 days or longer. During this period, a minimum of 5 windrow turns occurred |

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| | | |
|--|--|----------|
| Outfall Number: | 010 | 0 |
| Biosolids Class: | A | |
| Bacteria Type and Limit: | Fecal Coliform | |
| Sample Dates: | 10/01/2020 - 12/31/2020 | |
| Density: | 0 | |
| Sample Concentration Amount: | MPN/G TS | |
| Requirement Met: | Yes | |
| Land Applied: | Yes | |
| Process: | Composting | |
| Process Description: | The composting material maintained a temperature of 55° C or higher for 15 days or longer. During this period, a minimum of 5 windrow turns occurred | |
| <p>4.2 If exceeded Class B limit or did not meet the process criteria at the time of land application.</p> <p>4.2.1 Was the limit exceeded or the process criteria not met at the time of land application?</p> <p>○ Yes (40 Points)</p> <p>● No</p> <p>If yes, what action was taken?</p> <div></div> | | |
| <p>5. Vector Attraction Reduction (per outfall):</p> <p>5.1 Verify the following information. If any of the information is incorrect, use the Report Issue button under the Options header in the left-side menu.</p> | | |
| Outfall Number: | 003 | |
| Method Date: | 01/13/2020 | |
| Option Used To Satisfy Requirement: | Volatile Solids Reduction | |
| Requirement Met: | Yes | |
| Land Applied: | No | |
| Limit (if applicable): | >= 38 | |
| Results (if applicable): | 53.60 | |
| Outfall Number: | 003 | |
| Method Date: | 03/09/2020 | |
| Option Used To Satisfy Requirement: | Volatile Solids Reduction | |
| Requirement Met: | Yes | |
| Land Applied: | Yes | |
| Limit (if applicable): | >= 38 | |
| Results (if applicable): | 51.20 | |
| Outfall Number: | 003 | |
| Method Date: | 05/19/2020 | |
| Option Used To Satisfy Requirement: | Volatile Solids Reduction | |
| Requirement Met: | Yes | |
| Land Applied: | Yes | |
| Limit (if applicable): | >= 38 | |
| Results (if applicable): | 40.50 | |

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| | |
|-------------------------------------|---------------------------|
| Outfall Number: | 003 |
| Method Date: | 07/13/2020 |
| Option Used To Satisfy Requirement: | Volatile Solids Reduction |
| Requirement Met: | Yes |
| Land Applied: | Yes |
| Limit (if applicable): | >= 38 |
| Results (if applicable): | 44.60 |

| | |
|-------------------------------------|---------------------------|
| Outfall Number: | 003 |
| Method Date: | 09/15/2020 |
| Option Used To Satisfy Requirement: | Volatile Solids Reduction |
| Requirement Met: | Yes |
| Land Applied: | Yes |
| Limit (if applicable): | >= 38 |
| Results (if applicable): | 40.70 |

| | |
|-------------------------------------|---------------------------|
| Outfall Number: | 003 |
| Method Date: | 11/10/2020 |
| Option Used To Satisfy Requirement: | Volatile Solids Reduction |
| Requirement Met: | Yes |
| Land Applied: | Yes |
| Limit (if applicable): | >= 38 |
| Results (if applicable): | 42.60 |

| | |
|-------------------------------------|----------------------------|
| Outfall Number: | 010 |
| Method Date: | 09/30/2020 |
| Option Used To Satisfy Requirement: | Aerobic Composting Process |
| Requirement Met: | Yes |
| Land Applied: | Yes |
| Limit (if applicable): | |
| Results (if applicable): | |

| | |
|-------------------------------------|----------------------------|
| Outfall Number: | 010 |
| Method Date: | 12/31/2020 |
| Option Used To Satisfy Requirement: | Aerobic Composting Process |
| Requirement Met: | Yes |
| Land Applied: | Yes |
| Limit (if applicable): | |
| Results (if applicable): | |

5.2 Was the limit exceeded or the process criteria not met at the time of land application?

o Yes (40 Points)

● No

If yes, what action was taken?

6. Biosolids Storage

0

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| | |
|---|----------|
| <p>6.1 How many days of actual, current biosolids storage capacity did your wastewater treatment facility have either on-site or off-site?</p> <ul style="list-style-type: none">● <input checked="" type="radio"/> >= 180 days (0 Points)○ 150 - 179 days (10 Points)○ 120 - 149 days (20 Points)○ 90 - 119 days (30 Points)○ < 90 days (40 Points)○ N/A (0 Points) <p>6.2 If you checked N/A above, explain why.</p> <div></div> | 0 |
| <p>7. Issues</p> <p>7.1 Describe any outstanding biosolids issues with treatment, use or overall management:</p> <div>None</div> | |

| | |
|---|----------|
| Total Points Generated | 0 |
| Score (100 - Total Points Generated) | 100 |
| Section Grade | A |

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Staffing and Preventative Maintenance (All Treatment Plants)

| | |
|---|---|
| <p>1. Plant Staffing</p> <p>1.1 Was your wastewater treatment plant adequately staffed last year?</p> <ul style="list-style-type: none">● Yes○ No <p>If No, please explain:</p> <div></div> <p>Could use more help/staff for:</p> <div></div> <p>1.2 Did your wastewater staff have adequate time to properly operate and maintain the plant and fulfill all wastewater management tasks including recordkeeping?</p> <ul style="list-style-type: none">● Yes○ No <p>If No, please explain:</p> <div></div> | |
| <p>2. Preventative Maintenance</p> <p>2.1 Did your plant have a documented AND implemented plan for preventative maintenance on major equipment items?</p> <ul style="list-style-type: none">● Yes (Continue with question 2) <input type="checkbox"/><input type="checkbox"/>○ No (40 points)<input type="checkbox"/><input type="checkbox"/> <p>If No, please explain, then go to question 3:</p> <div></div> <p>2.2 Did this preventative maintenance program depict frequency of intervals, types of lubrication, and other tasks necessary for each piece of equipment?</p> <ul style="list-style-type: none">● Yes○ No (10 points) <p>2.3 Were these preventative maintenance tasks, as well as major equipment repairs, recorded and filed so future maintenance problems can be assessed properly?</p> <ul style="list-style-type: none">● Yes<ul style="list-style-type: none">○ Paper file system○ Computer system● Both paper and computer system○ No (10 points) | 0 |
| <p>3. O&M Manual</p> <p>3.1 Does your plant have a detailed O&M and Manufacturer Equipment Manuals that can be used as a reference when needed?</p> <ul style="list-style-type: none">● Yes○ No | |
| <p>4. Overall Maintenance /Repairs</p> <p>4.1 Rate the overall maintenance of your wastewater plant.</p> <ul style="list-style-type: none">○ Excellent● Very good○ Good○ Fair○ Poor <p>Describe your rating:</p> | |

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| | |
|---|--|
| Operations/maintenance staff are knowledgeable and dedicated to repairing immediate needs, while also planning ahead for future maintenance and capital improvement projects. | |
|---|--|

| | |
|--------------------------------------|-----|
| Total Points Generated | 0 |
| Score (100 - Total Points Generated) | 100 |
| Section Grade | A |

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Operator Certification and Education

1. Operator-In-Charge

1.1 Did you have a designated operator-in-charge during the report year?

- Yes (0 points)
- No (20 points)

Name:

RYAN RICE

Certification No:

35598

0

2. Certification Requirements

2.1 In accordance with Chapter NR 114.56 and 114.57, Wisconsin Administrative Code, what level and subclass(es) were required for the operator-in-charge (OIC) to operate the wastewater treatment plant and what level and subclass(es) were held by the operator-in-charge?

| Sub Class | SubClass Description | WWTP | OIC | | |
|-----------|-------------------------------|----------|-----|-------|----------|
| | | Advanced | OIT | Basic | Advanced |
| A1 | Suspended Growth Processes | X | | | X |
| A2 | Attached Growth Processes | | | | |
| A3 | Recirculating Media Filters | | | | |
| A4 | Ponds, Lagoons and Natural | | | | |
| A5 | Anaerobic Treatment Of Liquid | | | | |
| B | Solids Separation | X | | | X |
| C | Biological Solids/Sludges | X | | | X |
| P | Total Phosphorus | X | | | X |
| N | Total Nitrogen | | | | |
| D | Disinfection | X | | | X |
| L | Laboratory | X | | | X |
| U | Unique Treatment Systems | | | | |
| SS | Sanitary Sewage Collection | X | NA | X | NA |

2.2 Was the operator-in-charge certified at the appropriate level and subclass(es) to operate this plant? (Note: Certification in subclass SS is required 5 years after permit reissuance and is basic level only.)

- Yes (0 points)
- No (20 points)

0

3. Succession Planning

3.1 In the event of the loss of your designated operator-in-charge, did you have a contingency plan to ensure the continued proper operation and maintenance of the plant that includes one or more of the following options (check all that apply)?

- ☒ One or more additional certified operators on staff
- ☐ An arrangement with another certified operator
- ☐ An arrangement with another community with a certified operator
- ☐ An operator on staff who has an operator-in-training certificate for your plant and is expected to be certified within one year
- ☐ A consultant to serve as your certified operator
- ☐ None of the above (20 points)

If "None of the above" is selected, please explain:

0

4. Continuing Education Credits

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4.1 If you had a designated operator-in-charge, was the operator-in-charge earning Continuing Education Credits at the following rates?

OIT and Basic Certification:

- Averaging 6 or more CECs per year.
- Averaging less than 6 CECs per year.

Advanced Certification:

- Averaging 8 or more CECs per year.
- Averaging less than 8 CECs per year.

| | |
|---|----------|
| Total Points Generated | 0 |
| Score (100 - Total Points Generated) | 100 |
| Section Grade | A |

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Financial Management

1. Provider of Financial Information

Name:

Kelli Rindt

Telephone:

920-832-6316

(XXX) XXX-XXXX

E-Mail Address
(optional):

kelli.rindt@appleton.org

2. Treatment Works Operating Revenues

2.1 Are User Charges or other revenues sufficient to cover O&M expenses for your wastewater treatment plant AND/OR collection system ?

● Yes (0 points) ☐

○ No (40 points)

If No, please explain:

2.2 When was the User Charge System or other revenue source(s) last reviewed and/or revised?
Year:

2020

● 0-2 years ago (0 points) ☐

○ 3 or more years ago (20 points) ☐

○ N/A (private facility)

2.3 Did you have a special account (e.g., CWP required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment plant and/or collection system?

● Yes (0 points)

○ No (40 points)

0

REPLACEMENT FUNDS [PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 3]

3. Equipment Replacement Funds

3.1 When was the Equipment Replacement Fund last reviewed and/or revised?

Year:

2020

● 1-2 years ago (0 points) ☐

○ 3 or more years ago (20 points) ☐

○ N/A

If N/A, please explain:

3.2 Equipment Replacement Fund Activity

3.2.1 Ending Balance Reported on Last Year's CMAR

\$ 3,823,901.14

3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)

\$ 0.00

3.2.3 Adjusted January 1st Beginning Balance

\$ 3,823,901.14

3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)

+

\$ 170,007.21

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3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below*)

- \$ 0.00

3.2.6 Ending Balance as of December 31st for CMAR Reporting Year

\$ 3,993,908.35

All Sources: This ending balance should include all Equipment Replacement Funds whether held in a bank account(s), certificate(s) of deposit, etc.

3.2.6.1 Indicate adjustments, equipment purchases, and/or major repairs from 3.2.5 above.

None

3.3 What amount should be in your Replacement Fund? \$ 2,511,303.00

0

Please note: If you had a CWFPP loan, this amount was originally based on the Financial Assistance Agreement (FAA) and should be regularly updated as needed. Further calculation instructions and an example can be found by clicking the SectionInstructions link under Info header in the left-side menu.

3.3.1 Is the December 31 Ending Balance in your Replacement Fund above, (#3.2.6) equal to, or greater than the amount that should be in it (#3.3)?

● Yes

○ No

If No, please explain.

4. Future Planning

4.1 During the next ten years, will you be involved in formal planning for upgrading, rehabilitating, or new construction of your treatment facility or collection system?

● Yes - If Yes, please provide major project information, if not already listed below. ☐ ☐

○ No

| Project # | Project Description | Estimated Cost | Approximate Construction Year |
|-----------|---|----------------|-------------------------------|
| 1 | Sludge Storage Improvements | 8000000 | 2023 |
| 2 | Receiving Station Improvements | 330000 | 2021 |
| 3 | Belt filter press upgrades | 5550000 | 2021 |
| 4 | Multi-Year Electrical Equipment Upgrade | 5314097 | 2021 |
| 5 | Multi-year HVAC Upgrades | 3363057 | 2021 |
| 6 | PLC & SCADA Upgrades | 60000 | 2021 |
| 7 | Marshall Heights Lift Station Improvements | 200000 | 2022 |
| 8 | Process Improvements - (Filtrate tank/piping, RAS pumps, WGB, Blended Sludge HEX, Effluent Pumps, Primary Clarifier Drives) | 3170269 | 2021 |
| 9 | Multi-year Lighting Upgrades | 275000 | 2021 |
| 10 | Roof Replacements | 400000 | 2023 |
| 11 | Multi-Year Driveway and Walkway Replacements | 792790 | 2020 |
| 12 | Glacier Ridge Lift Station | 400000 | 2023 |
| 13 | Summer St Lift Station | 400000 | 2024 |
| 14 | Secondary Clarifier Drive Replacements | 750000 | 2021 |

5. Financial Management General Comments

None

ENERGY EFFICIENCY AND USE

6. Collection System

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6.1 Energy Usage

6.1.1 Enter the monthly energy usage from the different energy sources:

COLLECTION SYSTEM PUMPAGE: Total Power Consumed

Number of Municipally Owned Pump/Lift Stations:

| | Electricity Consumed (kWh) | Natural Gas Consumed (therms) |
|-----------|-------------------------------|----------------------------------|
| January | 117,667 | 220 |
| February | 32,265 | 170 |
| March | 28,539 | 104 |
| April | 21,723 | 32 |
| May | 19,423 | |
| June | 18,062 | 2 |
| July | 14,016 | 6 |
| August | 12,644 | 4 |
| September | 14,041 | 14 |
| October | 16,052 | 98 |
| November | 17,557 | 229 |
| December | 19,931 | 412 |
| Total | 331,920 | 1,291 |
| Average | 27,660 | 117 |

6.1.2 Comments:

January 2020 kilowatt hours due to Midway Road lift station construction and electrical meter change out.

6.2 Energy Related Processes and Equipment

6.2.1 Indicate equipment and practices utilized at your pump/lift stations (Check all that apply):

- ☒ Comminution or Screening
- ☐ Extended Shaft Pumps
- ☒ Flow Metering and Recording
- ☐ Pneumatic Pumping
- ☒ SCADA System
- ☒ Self-Priming Pumps
- ☒ Submersible Pumps
- ☒ Variable Speed Drives
- ☐ Other:

6.2.2 Comments:

None

6.3 Has an Energy Study been performed for your pump/lift stations?

☐ No

☒ Yes

Year:

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By Whom:

Donohue & Associates, McMahon Engineers

Describe and Comment:

In the last five years the following lift stations have been reviewed and new designs, some including new energy efficient pumps, VFDs, etc., have been completed through construction projects: Briarcliff LS, Midways Rd LS, Spartan Dr LS, and Scarlet Oak LS. Maintaining a lift station inventory that is energy efficient is a City of Appleton objective.

6.4 Future Energy Related Equipment

6.4.1 What energy efficient equipment or practices do you have planned for the future for your pump/lift stations?

Future lift station pump and motor upgrades will replace less efficient equipment with more energy efficient pumps and motors.

7. Treatment Facility

7.1 Energy Usage

7.1.1 Enter the monthly energy usage from the different energy sources:

TREATMENT PLANT: Total Power Consumed/Month

| | Electricity Consumed (kWh) | Total Influent Flow (MG) | Electricity Consumed/Flow (kWh/MG) | Total Influent BOD (1000 lbs) | Electricity Consumed/Total Influent BOD (kWh/1000lbs) | Natural Gas Consumed (therms) |
|-----------|----------------------------|--------------------------|------------------------------------|-------------------------------|---|-------------------------------|
| January | 901,928 | 363.02 | 2,485 | 493.49 | 1,828 | 7,662 |
| February | 797,095 | 280.57 | 2,841 | 512.46 | 1,555 | 5,822 |
| March | 854,326 | 650.09 | 1,314 | 509.64 | 1,676 | 6,237 |
| April | 793,181 | 389.56 | 2,036 | 355.77 | 2,229 | 1,297 |
| May | 816,666 | 432.47 | 1,888 | 1,047.77 | 779 | 2,024 |
| June | 824,029 | 369.11 | 2,232 | 601.83 | 1,369 | 6,294 |
| July | 923,561 | 355.29 | 2,599 | 700.79 | 1,318 | 42 |
| August | 832,627 | 238.51 | 3,491 | 647.47 | 1,286 | 934 |
| September | 836,757 | 248.72 | 3,364 | 597.42 | 1,401 | 1,663 |
| October | 903,940 | 308.04 | 2,934 | 915.86 | 987 | 3,116 |
| November | 764,157 | 331.70 | 2,304 | 558.81 | 1,367 | 3,454 |
| December | 1,808,538 | 270.39 | 6,689 | 552.48 | 3,273 | 7,447 |
| Total | 11,056,805 | 4,237.47 | | 7,493.79 | | 45,992 |
| Average | 921,400 | 353.12 | 2,848 | 624.48 | 1,589 | 3,833 |

7.1.2 Comments:

December 2020 kilowatt hours is two months of use, due to WE Energies change of billing software.

Biogas boiler and compression system start up in 4th quarter 2019, which dramatically reduced our natural gas consumption.

7.2 Energy Related Processes and Equipment

7.2.1 Indicate equipment and practices utilized at your treatment facility (Check all that apply):

☐ Aerobic Digestion

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- ☒ Anaerobic Digestion
- ☐ Biological Phosphorus Removal
- ☒ Coarse Bubble Diffusers
- ☒ Dissolved O2 Monitoring and Aeration Control
- ☒ Effluent Pumping
- ☒ Fine Bubble Diffusers
- ☐ Influent Pumping
- ☒ Mechanical Sludge Processing
- ☒ Nitrification
- ☒ SCADA System
- ☐ UV Disinfection
- ☒ Variable Speed Drives
- ☐ Other:

7.2.2 Comments:

Effluent pumping is an as-needed process dependent on WWTP inflow and river levels.

7.3 Future Energy Related Equipment

7.3.1 What energy efficient equipment or practices do you have planned for the future for your treatment facility?

Equipment replacement with energy efficient pumps and motors as well as optimization of process controls.
Biogas boiler heating system optimization to increase biogas utilization and heating system efficiency.

8. Biogas Generation

8.1 Do you generate/produce biogas at your facility?

☐ No

☒ Yes

If Yes, how is the biogas used (Check all that apply):

- ☒ Flared Off
- ☒ Building Heat
- ☒ Process Heat
- ☐ Generate Electricity
- ☐ Other:

9. Energy Efficiency Study

9.1 Has an Energy Study been performed for your treatment facility?

☐ No

☒ Yes

☒ Entire facility

Year:

2004

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| | |
|---|--|
| <p>By Whom: <input type="text" value="Joe Cantwell - Focus on Energy"/></p> <p>Describe and Comment:</p> <div><p>Every project has an energy component. The City reviews projects by completing a conditions assessment followed by a review of alternatives. The City chooses the alternative with the least overall project cost (operating and capital). A number of projects resulted in decreased energy usage. A project was completed in 2019 to install a third biogas boiler. This boiler provides heat to the half of the plant not heated by two previously installed boilers.</p></div> <p><input type="checkbox"/> Part of the facility</p> <p>Year: <input type="text"/></p> <p>By Whom: <input type="text"/></p> <p>Describe and Comment:</p> <div><p></p></div> | |
|---|--|

| | |
|---|----------|
| Total Points Generated | 0 |
| Score (100 - Total Points Generated) | 100 |
| Section Grade | A |

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Sanitary Sewer Collection Systems

1. Capacity, Management, Operation, and Maintenance (CMOM) Program

1.1 Do you have a CMOM program that is being implemented?

- ☒ Yes
- ☐ No

If No, explain:

1.2 Do you have a CMOM program that contains all the applicable components and items according to Wisc. Adm Code NR 210.23 (4)?

- ☒ Yes
- ☐ No (30 points)
- ☐ N/A

If No or N/A, explain:

1.3 Does your CMOM program contain the following components and items? (check the components and items that apply)

- ☒ Goals [NR 210.23 (4)(a)]

Describe the major goals you had for your collection system last year:

Major Goals:

Reconstruction is performed based on existing condition and expected useful life of sanitary sewer infrastructure. Budget constraints limit the amount of sewer infrastructure that can be replaced annually to an amount less than which meets our reconstruction criteria. In 2020, \$3,770,000 was budgeted for sewer reconstruction and \$940,000 was budgeted for maintenance.

Specific 2020 goals included: System cleaning: 55%; Defects to correct: 20; televising & root control: 12%; Spot repairs: 22; Trouble call responses: 25; Blockages removed: 2; Cross-connections identified: 50; Protruding taps removed: 5; General reduction in I/I through clear water inspection program. These goals are consistent with the 2020 budget for the collection system.

Did you accomplish them?

- ☒ Yes
- ☐ No

If No, explain:

- ☒ Organization [NR 210.23 (4) (b)] ☐ ☐

Does this chapter of your CMOM include:

- ☒ Organizational structure and positions (eg. organizational chart and position descriptions)
- ☒ Internal and external lines of communication responsibilities
- ☒ Person(s) responsible for reporting overflow events to the department and the public

- ☒ Legal Authority [NR 210.23 (4) (c)]

What is the legally binding document that regulates the use of your sewer system?

Sewer Use Ordinance

If you have a Sewer Use Ordinance or other similar document, when was it last reviewed and revised? (MM/DD/YYYY) 2020-11-03

Does your sewer use ordinance or other legally binding document address the following:

- ☒ Private property inflow and infiltration
- ☒ New sewer and building sewer design, construction, installation, testing and inspection
- ☒ Rehabilitated sewer and lift station installation, testing and inspection

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☐ Sewage flows satellite system and large private users are monitored and controlled, as necessary

☒ Fat, oil and grease control

☒ Enforcement procedures for sewer use non-compliance

☒ Operation and Maintenance [NR 210.23 (4) (d)]

Does your operation and maintenance program and equipment include the following:

☒ Equipment and replacement part inventories

☒ Up-to-date sewer system map

☒ A management system (computer database and/or file system) for collection system information for O&M activities, investigation and rehabilitation

☒ A description of routine operation and maintenance activities (see question 2 below)

☒ Capacity assessment program

☒ Basement back assessment and correction

☒ Regular O&M training

☒ Design and Performance Provisions [NR 210.23 (4) (e)] ☐ ☐

What standards and procedures are established for the design, construction, and inspection of the sewer collection system, including building sewers and interceptor sewers on private property?

☒ State Plumbing Code, DNR NR 110 Standards and/or local Municipal Code Requirements

☒ Construction, Inspection, and Testing

☐ Others:

0

☒ Overflow Emergency Response Plan [NR 210.23 (4) (f)] ☐ ☐

Does your emergency response capability include:

☒ Responsible personnel communication procedures

☒ Response order, timing and clean-up

☒ Public notification protocols

☒ Training

☒ Emergency operation protocols and implementation procedures

☒ Annual Self-Auditing of your CMOM Program [NR 210.23 (5)] ☐ ☐

☒ Special Studies Last Year (check only those that apply):

☒ Infiltration/Inflow (I/I) Analysis

☐ Sewer System Evaluation Survey (SSES)

☐ Sewer Evaluation and Capacity Management Plan (SECAP)

☐ Lift Station Evaluation Report

☐ Others:

2. Operation and Maintenance

2.1 Did your sanitary sewer collection system maintenance program include the following maintenance activities? Complete all that apply and indicate the amount maintained.

Cleaning % of system/year

Root removal % of system/year

Flow monitoring % of system/year

Smoke testing % of system/year

Sewer line televising % of system/year

Manhole inspections % of system/year

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| | | |
|---|----------------------------------|---|
| Lift station O&M | <input type="text" value="12"/> | # per L.S./year |
| Manhole rehabilitation | <input type="text" value=".89"/> | % of manholes rehabbed |
| Mainline rehabilitation | <input type="text" value=".64"/> | % of sewer lines rehabbed |
| Private sewer inspections | <input type="text" value=".25"/> | % of system/year |
| Private sewer I/I removal | <input type="text" value="0.0"/> | % of private services |
| River or water crossings | <input type="text" value="0.0"/> | % of pipe crossings evaluated or maintained |
| Please include additional comments about your sanitary sewer collection system below: | | |
| <input type="text" value="None"/> | | |

3. Performance Indicators

3.1 Provide the following collection system and flow information for the past year.

| | |
|-----------------------------------|--|
| <input type="text" value="42.0"/> | Total actual amount of precipitation last year in inches |
| <input type="text" value="32"/> | Annual average precipitation (for your location) |
| <input type="text" value="327"/> | Miles of sanitary sewer |
| <input type="text" value="13"/> | Number of lift stations |
| <input type="text" value="0"/> | Number of lift station failures |
| <input type="text" value="2"/> | Number of sewer pipe failures |
| <input type="text" value="43"/> | Number of basement backup occurrences |
| <input type="text" value="43"/> | Number of complaints |
| <input type="text" value="11.6"/> | Average daily flow in MGD (if available) |
| <input type="text" value="21.0"/> | Peak monthly flow in MGD (if available) |
| <input type="text" value="46.3"/> | Peak hourly flow in MGD (if available) |

3.2 Performance ratios for the past year:

| | |
|-----------------------------------|--|
| <input type="text" value="0.00"/> | Lift station failures (failures/year) |
| <input type="text" value="0.01"/> | Sewer pipe failures (pipe failures/sewer mile/yr) |
| <input type="text" value="0.00"/> | Sanitary sewer overflows (number/sewer mile/yr) |
| <input type="text" value="0.13"/> | Basement backups (number/sewer mile) |
| <input type="text" value="0.13"/> | Complaints (number/sewer mile) |
| <input type="text" value="1.8"/> | Peaking factor ratio (Peak Monthly:Annual Daily Avg) |
| <input type="text" value="4.0"/> | Peaking factor ratio (Peak Hourly:Annual Daily Avg) |

4. Overflows

| LIST OF SANITARY SEWER (SSO) AND TREATMENT FACILITY (TFO) OVERFLOWS REPORTED ** | | | | |
|---|----------|-------|------------------|--|
| Date | Location | Cause | Estimated Volume | |
| None reported | | | | |

** If there were any SSOs or TFOs that are not listed above, please contact the DNR and stop work on this section until corrected.

5. Infiltration / Inflow (I/I)

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5.1 Was infiltration/inflow (I/I) significant in your community last year?

- ☒ Yes
- ☐ No

If Yes, please describe:

Rain events combined with spring snow melt runoff resulted in higher than normal flows in the month of March.

5.2 Has infiltration/inflow and resultant high flows affected performance or created problems in your collection system, lift stations, or treatment plant at any time in the past year?

- ☐ Yes
- ☒ No

If Yes, please describe:

5.3 Explain any infiltration/inflow (I/I) changes this year from previous years:

None

5.4 What is being done to address infiltration/inflow in your collection system?

The following activities are being performed to address inflow/infiltration:

- a. 850 manhole inspections
 - b. 55 manholes rehabilitated
 - c. 46 miles of sanitary mains televised
 - d. 2.10 miles of sewer pipe rehabilitated
 - e. 62 sanitary manhole seals installed
 - f. 293 laterals replaced
 - g. 60 basement inspections in conjunction with plumbing inspections and waster meter maintenance, to identify and eliminate illegal clear water connections to the sanitary system. This number is lower than typical due to COVID restrictions throughout 2020.
- No violations were found and corrected.

| | |
|---|----------|
| Total Points Generated | 0 |
| Score (100 - Total Points Generated) | 100 |
| Section Grade | A |

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Grading Summary

WPDES No: 0023221

| SECTIONS | LETTER GRADE | GRADE POINTS | WEIGHTING FACTORS | SECTION POINTS |
|---|--------------|--------------|-------------------|----------------|
| Influent | A | 4 | 3 | 12 |
| BOD/CBOD | A | 4 | 10 | 40 |
| TSS | A | 4 | 5 | 20 |
| Ammonia | A | 4 | 5 | 20 |
| Phosphorus | A | 4 | 3 | 12 |
| Biosolids | A | 4 | 5 | 20 |
| Staffing/PM | A | 4 | 1 | 4 |
| OpCert | A | 4 | 1 | 4 |
| Financial | A | 4 | 1 | 4 |
| Collection | A | 4 | 3 | 12 |
| TOTALS | | | 37 | 148 |
| GRADE POINT AVERAGE (GPA) = 4.00 | | | | |

Notes:

A = Voluntary Range (Response Optional)

B = Voluntary Range (Response Optional)

C = Recommendation Range (Response Required)

D = Action Range (Response Required)

F = Action Range (Response Required)

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Resolution or Owner's Statement

Name of Governing
Body or Owner:

Date of Resolution or
Action Taken:

Resolution Number:

Date of Submittal:

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO SPECIFIC CMAR SECTIONS (Optional for grade A or B. Required for grade C, D, or F):

Influent Flow and Loadings: Grade = A

Effluent Quality: BOD: Grade = A

Effluent Quality: TSS: Grade = A

Effluent Quality: Ammonia: Grade = A

Effluent Quality: Phosphorus: Grade = A

Biosolids Quality and Management: Grade = A

Staffing: Grade = A

Operator Certification: Grade = A

Financial Management: Grade = A

Collection Systems: Grade = A

(Regardless of grade, response required for Collection Systems if SSOs were reported)

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO THE OVERALL GRADE POINT AVERAGE AND ANY GENERAL COMMENTS

(Optional for G.P.A. greater than or equal to 3.00, required for G.P.A. less than 3.00)

G.P.A. = 4.00



MEMO

TO: Human Resources Committee

FROM: Paula Vandehey, Director of Public Works *PAV*
Jay Ratchman, Interim Human Resources Director

DATE: May 25, 2021

SUBJECT: Request to approve changes to the Department of Public Works Table of Organization – Operations Division.

The adoption of Wisconsin Act 10 in 2011 provided an environment where staffing assignments could be much more fluid and flexible. Over time, this flexibility helped us accomplish more work with fewer people. It also created a situation where many of the Operator I and Operator II positions have become very blended. Even the job descriptions only have subtle differences in the assigned tasks.

The Department of Public Works is proposing to modify the Operations Division Table of Organization by reclassifying two (2) Inventory Control Clerk Positions to Operator I Positions and sixteen (16) Operator I Positions to Operator II Positions. (See attached Table of Organization). The proposed Table of Organization changes are to more accurately reflect the job duties these employees perform on a daily basis. The Department can absorb these costs within the existing 2021 budgets due to vacant salary dollars.

Current FTE

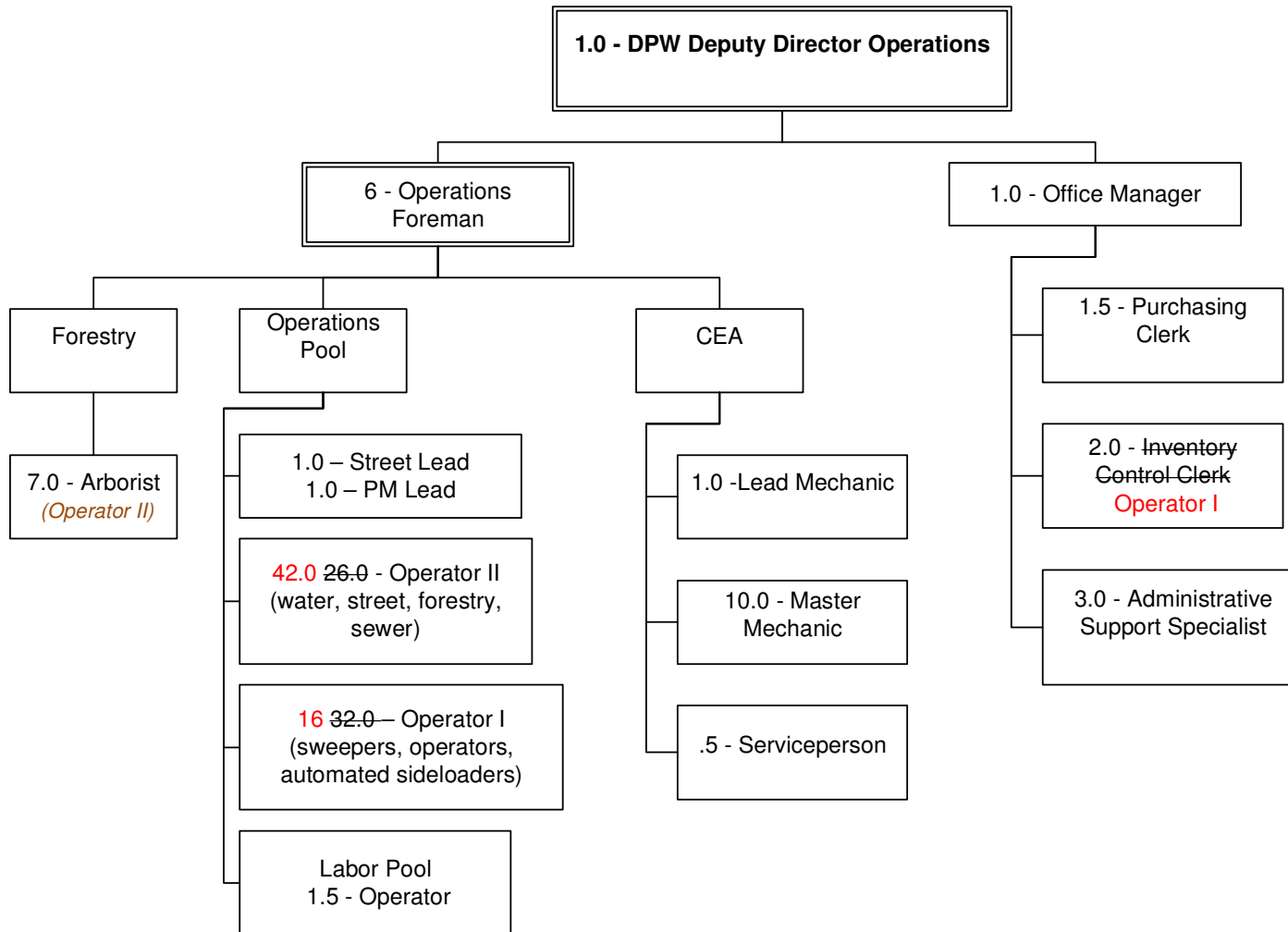
| | |
|-----------------|-----------|
| Inventory Clerk | 2 |
| Operator I | 32 |
| Operator II | <u>33</u> |
| TOTAL | 67 |

Proposed FTE

| | |
|-----------------|-----------|
| Inventory Clerk | 0 |
| Operator I | 18 |
| Operator II | <u>49</u> |
| TOTAL | 67 |

Thank you for your consideration of this proposed Table of Organization change. Please feel free to contact us with any questions you may have regarding this request.

Attachment



DRAFT 5/28/21

Prince of Peace Lutheran Church
"A family of Christians growing in faith, reaching out in love."



May 20, 2021

Mr. Kurt Eggebrecht, Health Officer
100 N Appleton Street
Appleton, WI 54911

Re: Noise Variance for Movie Nights at Prince of Peace Church

Dear Mr. Eggebrecht:

Prince of Peace Lutheran Church, located at 2330 E Calumet Street, is requesting a noise variance to host neighborhood movies nights on the following dates:

June 3, 2021 (test equipment)
June 17, 2021 August 12, 2021
July 1, 2021 August 26, 2021
July 15, 2021 September 2, 2021
July 29, 2021

Movies would be shown at sunset approximately from 8:00 to 10:00 pm. Trevor Kislewski will be the authorized representative on-site for all events. The screen and speakers will be set up and taken down for each event.

Please feel free to contact me at 920-422-2982 or by email at Trevorkislewski@gmail.com if you have any questions.

Thank you for your consideration.

Trevor Kislewski

Pastor Jennifer DeNetz
pastorjen@popappleton.org



Pastor Roger K. McQuiston
pastorroger@popappleton.org

2330 E. Calumet Street, Appleton, WI 54915

Ph. 920.739.5255 / Fax 920.831.2973

www.popappleton.org

ADOPTED: March 18, 2020
PUBLISHED: March 23, 2020
Office of the City Clerk

58-20

AN ORDINANCE AMENDING SECTION 2-29(a) OF CHAPTER 2 OF THE MUNICIPAL CODE OF THE CITY OF APPLETON, RELATING TO ALDERPERSON ABSENCE; PARTICIPATION ELECTRONICALLY.

(Finance Committee? – 3/18/2020)

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

Section 1: That Section 2-29(a) of Chapter 2 of the Municipal Code of the City of Appleton, relating to alderperson absence; participation electronically, is hereby amended to read as follows:

Sec. 2-29. Alderperson absence; participation electronically.

(a) An alderperson, who is a qualified individual with a disability as defined in s. 35.104, Code of Federal Regulations, Title 28, Chapter 1, Section 3, unable to appear in person at a meeting of the Common Council may request in writing or by email at least twenty-four (24) hours in advance of the meeting the written or emailed permission from the President of the Common Council to participate in the meeting electronically. The participation by ~~an~~said alderperson electronically shall be permitted in cases where extreme temperatures would negatively impact adaptive equipment used by the person either on their person or as a mode of transportation; or, during times when ~~in~~ a national or state public health emergency is in effect and attending a public meeting would place the alderperson's health at risk. An alderperson's appearance electronically must be noted in the meeting minutes. Electronic participation must occur in the meeting room so that the physically absent member can hear and can be heard by all those who are present. An alderperson appearing electronically shall be entitled to participate and vote to the fullest extent possible.

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

Dated: March 18, 2020

Timothy M. Hanna, Mayor

Kami Lynch, City Clerk

34-21

AN ORDINANCE AMENDING SECTION 2-29 OF CHAPTER 2 OF THE MUNICIPAL CODE OF THE CITY OF APPLETON, RELATING ALDERPERSON ABSENCE; PARTICIPATION ELECTRONICALLY.

(6/16/2021)

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

Section 1: That Section 2-29 of Chapter 2 of the Municipal Code of the City of Appleton, relating to alderperson absence; participation electronically, is hereby amended to read as follows:

Sec. 2-29. ~~Alderperson absence; participation electronically~~Remote attendance at meetings.

(a) Remote attendance permitted. A member of a city governmental body, as defined in Wis. Stats. Sec. 19.82(1), may appear at a meeting by telephone, video conference or other remote method of participation when appropriate equipment is available and subject to supplemental rules adopted by the Common Council. ~~An alderperson, who is a qualified individual with a disability as defined in s. 35.104, Code of Federal Regulations, Title 28, Chapter 1, Section 3, unable to appear in person at a meeting of the Common Council may request in writing or by email at least twenty four (24) hours in advance of the meeting the written or emailed permission from the President of the Common Council to participate in the meeting electronically. The participation by said alderperson electronically shall be permitted in cases where extreme temperatures would negatively impact adaptive equipment used by the person either on their person or as a mode of transportation; or, during times when a national or state public health emergency is in effect and attending a public meeting would place the alderperson's health at risk. An alderperson's appearance electronically must be noted in the meeting minutes.~~ Electronic participation must occur in the meeting room so that the physically absent member can hear and can be heard by all those who are present. ~~An alderperson~~A member appearing electronically shall be entitled to participate and vote to the fullest extent possible.

(b) Exception. Notwithstanding paragraph (a) above, ~~an alderperson~~a member participating electronically in a fact finding hearing shall not vote on any matter that may require observation of any part of the proceeding, including the demeanor of a witness or viewing exhibits not previously provided.

(c) Quorum. An alderperson~~A member~~ participating electronically shall ~~not~~ count towards a quorum.

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

Dated: June 16, 2021

Jacob A. Woodford, Mayor

Kami Lynch, City Clerk