



City of Appleton

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

Meeting Agenda - Final Safety and Licensing Committee

Wednesday, June 22, 2016

6:00 PM

Council Chambers, 6th Floor

1. Call meeting to order
2. Roll call of membership
3. Approval of minutes from previous meeting
[16-999](#) Approval of June 8, 2016 Minutes

Attachments: [S&L Minutes 6-8-16.pdf](#)

4. Public Hearings/Apearances

5. Action Items

[16-1010](#) Operator's Licenses

Attachments: [Operator's Licenses for 6-22-16 S & L.pdf](#)

[16-1011](#) Renewal Operator's Licenses

Attachments: [Renewal Operator's Licenses for 6-22-16 S & L.pdf](#)

[16-956](#) Reserve "Class B" Beer/Liquor License application of El Jaripeo Appleton LLC, Antonio Sandoval, Agent, 3401 E. Evergreen Drive, contingent upon approval from all departments.

[16-995](#) Farm Market application of Long Cheng Marketplace, Mai Youa Thao, 1804 S. Lawe Street, every day from July to October, 2016, contingent upon approval from all departments.

[16-961](#) Taxi Cab and Limousine Service renewal application of A2B Taxi LLC, Bradley Pingel, 1348 W. Summer Street, contingent upon approvals from all departments.

- [16-994](#) Taxi Cab and Limousine Service renewal application of LIR Transportation LLC, Igor Leykin, 719 W. Frances Street, contingent upon approvals from all departments.
- [16-998](#) Special Class "B" Beer License applications filed after the agenda was published.

6. Information Items

- [16-930](#) Special Events:
ADI's WOW Wednesdays - June 1, 8 & 15, 2016
Family Services Butterfly Festival - June 18, 2016
St. Mary/St. Joseph Interparish Mass - July 9, 2016
Building for the Arts Art in the Park - July 29, 2016
Parks & Rec Playground Fair - June 28, 2016
Appleton Area Jaycees Fireworks - July 3, 2016
- [16-963](#) Report on Special Event Policy Revisions

Attachments: [Special Event Policy.pdf](#)
- [16-1000](#) A joint application for \$21,614 from the Edward Byrne Memorial Justice Assistance Grant #2016-H3622-WI-DJ will be completed for the Appleton Police Department and Outagamie County.
- [16-1021](#) Fire Department update on Narcan use
- [16-1001](#) Director's Reports:
City Clerk
Fire Chief
Police Chief
- [16-1002](#) Police Department information on liquor law violation convictions.

7. Adjournment

Notice is hereby given that a quorum of the Common Council may be present during this meeting, although no Council action will be taken.

Reasonable Accommodations for Persons with Disabilities will be made upon Request and if Feasible.



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Meeting Minutes - Final Safety and Licensing Committee

Wednesday, June 8, 2016

6:00 PM

Council Chambers, 6th Floor

1. Call meeting to order

The meeting was called to order by Chair Lobner at 6:00 p.m.

2. Roll call of membership

Present: 4 - Lobner, Jirschele, Meltzer and Williams

Excused: 1 - Konetzke

3. Approval of minutes from previous meeting

[16-874](#)

Approval of May 25, 2016 Minutes.

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

Aye: 4 - Lobner, Jirschele, Meltzer and Williams

Excused: 1 - Konetzke

4. Public Hearings/Appealances

5. Action Items

[16-861](#)

Operator's License application of Dominic R. Kendl, 1109 N. Lawe Street.

Although Mr. Kendl requested to appear before the Committee and was sent a meeting agenda, he did not appear before the Committee.

Williams moved, seconded by Lobner, that the Operator's License be recommended for denial. Roll Call. Motion carried by the following vote:

Aye: 4 - Lobner, Jirschele, Meltzer and Williams

Excused: 1 - Konetzke

Balance of the action items on the agenda.

Meltzer moved, Williams seconded, to recommend approval of the Balance of the Agenda. The motion carried by the following vote:

Aye: 4 - Lobner, Jirschele, Meltzer and Williams

Excused: 1 - Konetzke

[16-907](#) Operator's Licenses

Attachments: [Operator's Licenses for 6-8-16 S & L.pdf](#)

This Report Action Item was recommended for approval.

[16-908](#) Renewal Operator's Licenses

Attachments: [Renewal Operator's Licenses for 6-8-16 S & L.pdf](#)

This Report Action Item was recommended for approval.

[16-924](#) 2016-2017 Beer/Liquor License Renewal applications, contingent upon approval from all departments.

Attachments: [2016-2017 Beer Liquor License Renewals2.pdf](#)

This Report Action Item was recommended for approval.

[16-864](#) Salvage Dealer's License Renewal application of Green Meadow Recycling, Inc., Neil D. Novak, Applicant, 2220 W. Everett St., contingent upon approval from all departments.

This Report Action Item was recommended for approval.

[16-865](#) Salvage Dealer's License Renewal application of Golper Supply Co., Inc., David B. Golper, Applicant, 1810 N. Edgewood Dr., contingent upon approval from all departments.

This Report Action Item was recommended for approval.

[16-873](#) Salvage Dealer's License Renewal application of Appleton Aluminum Recycling Inc., Charles O. Desten, Applicant, 300 N. Kensington Dr., contingent upon approval from all departments.

This Report Action Item was recommended for approval.

[16-872](#) Pet Store License Renewal application of Just Pets, Craig L. Weborg, Applicant, 2009 N. Richmond St., contingent upon approval from all departments.

This Report Action Item was recommended for approval.

[16-890](#) Pet Store License renewal application of Petco#1656, Ferdinand H. Gorzelitz, Applicant, 3829 E. Calumet St., contingent upon approval from all departments.

This Report Action Item was recommended for approval.

[16-868](#) "Class A" Beer/Liquor License - Change of Agent of Walgreens #12693, Melissa M. Drawenek, Agent, 729 W. Northland Ave., contingent upon approval from the Police Department.

This Report Action Item was recommended for approval.

[16-903](#) "Class B" Beer/Liquor License - Change of Agent of Dieters Place LLC, Jonathon E. Kuehn, Agent, 830 E. Northland Ave., contingent upon approval from the Police Department.

This Report Action Item was recommended for approval.

[16-912](#) "Class B" Beer/Liquor License - Change of Agent of Harvey Pierre Post No. 2778 d/b/a VFW Post 2778, Trista K. Nickerson, Agent, 501 N. Richmond St., contingent upon approval from the Police Department.

This Report Action Item was recommended for approval.

[16-875](#) Special Class "B" Beer License applications filed after the agenda was published.

This Report Action Item was recommended for approval.

6. Information Items

[16-882](#) Special Events:
Fox Cities YMCA Summer Classic - June 17, 18 & 19, 2016
Fox Cities YMCA Bret Younger - July 9, 2016
Fox Cities Kiwanis Club Car Show - July 17, 2016
Parks & Recreation Movies on the Hill - June 23, July 8 & 21, August 5, 2016
African Heritage Juneteenth - June 19, 2016
The Mission Church Picnic in the Park - June 3, 2016

[16-881](#)

Director's Reports:
City Clerk
Fire Chief - Narcan Use
Police Chief

Attachments: [Police Weekly Report - Week 17.pdf](#)

[16-911](#)

Police Department information on liquor law violation convictions.

7. Adjournment

Meltzer moved, seconded by Williams, that the meeting be adjourned at 6:13 p.m. Roll Call. Motion carried by the following vote:

Aye: 4 - Lobner, Jirschele, Meltzer and Williams

Excused: 1 - Konetzke

Operator's Licenses for 6/22/16 S & L

Approved

Brittany F. Cleereman	9993 Gun Powder Road, Newald
Criselle A. Kimball	919 Irish Road, #9, Neenah
Elizabeth K. Hoopes	2310 S. Schaefer Street
Laci R. Taplin	87 S. Lake Street, Neenah
Sasha J. Milton	527 W. Prospect Avenue
Amanda L. Habert	680 Tarragon Drive, #7, Kaukauna
Amber L. Merkel	1633 Elmwood Ave., #1, Oshkosh
Amy L. Altenhofen	2302 Meadow Green Drive, Neenah
Anthony J. Van Heuklon	590 Hill Road, Greenleaf
David Peterson	1600 E. Sylvan Avenue
Derek A. Dimmer	2098 Charles Street, DePere
Elisabeth N. Hidde	1400 E. Byrd Street
Emily A. Hughes	N1153 Fox River Road, Kaukauna
Jason R. Rosenau	874 Sixth Street, Menasha
Jeremy Neumann	657 Indianwood Court, Neenah
Kimberly J. Brown	W5793 Cty Rd KK
Krystal R. Coon	304 W. Schindler Place, #308, Menasha
Madyson T. DeWitt	2501 E. Gatewood Drive
Michael D. Hovde	1029 W. Franklin Street
Nicholas J. Loukidis	1225 Summit Avenue, #104, Oshkosh
Samantha J. King	2329 N. Cloudview Drive
Shae M. Boelter	2810 W. Glenpark Drive
Tony J. Cooper	11 Bellaire Court

Renewal Operator's Licenses for 6/22/16 S & L

Approved

Charlotte R. Ransbottom	2221 N. Ballard Road, #9
Cindy L. Baemmert	1416 S. Jefferson Street
Eric M. Buss	4734 Palmer Court, Sherwood
Kay A. Hartjes	N3611 County Road N, Freedom
Pamela K. Edwards	905 Jacobsen Road, #J, Neenah
Stephanie M. Lahti	522 9 th Street, Menasha
Allison H. Blair	2300 Palisades Drive
Chris R. Kilsdonk	3509 E. Glory Lane #1
Christen S. Reinke	1014 N. Division Street
Courtney J. Thoma	W5262 Arbor Vitae Court, Sherwood
Crystal E. Thiemer	1310 W. Homestead Drive
Damodar Pandey	3045 Winnipeg Street, Menasha
Elizabeth A. Knapp	3706 Wayman Court
Denise D. Thor	2641 N. Linwood Avenue
Grant T. Anderla	4012 N. Windcross Drive
Jakki L. Franzen	819 E. Roeland Avenue
Jessica M. Roh	532 ½ W. College Avenue #102
Jim Thao	1209 N. Richmond Street
Justin T. Shapiro	80 Bellevue Place
Maria Lopez-Garcia	1009 E. Kramer Street
Mechelle M. Warner	3383 E. Newberry Street
Randy M. Reinke	7 Greves Court
Travis S. Menard	410 Bicentennial Court, #7, Kaukauna

CITY OF APPLETON POLICY		TITLE: SPECIAL EVENT POLICY	
ISSUE DATE: September 1996	LAST UPDATE: February 2005	SECTION: City Clerk	FILE NAME: clerk\wpwin\licenses\ Special Event Policy
POLICY SOURCE: City Clerk	AUDIENCE: City residents		TOTAL PAGES: 5
Reviewed by Attorney's Office Date: Nov. 22, 2002	Safety and Licensing Committee Approval Date: February 24, 2005	Council Approval Date: Approve amendment to policy March 2, 2005	

I. PURPOSE

It is recognized that special events often bring certain benefits to the community. At the same time, the City must have sufficient notice prior to an event so that various elected officials and City departments can evaluate the potential impact such an event might have on resources of City departments, City owned properties and facilities, and ultimately on the public. Each event has unique characteristics and will have a different impact on the services. Therefore, events should be considered on a case-by-case basis with the ultimate goal being the preservation of the public's health, safety, welfare, and to promote the responsible use of publicly owned facilities and property.

II. POLICY

Events or planned occurrences on City property that exceed the normal and ordinary use of such property, may be considered special events and be subject to review and licensing.

III. DEFINITIONS

Special event means any planned occurrence on the public right-of-way or public premises including, but not limited to, parades, gatherings, festivals and athletic events which is not within the normal and ordinary use of that public premises or place or which, by nature of the event, may have a greater impact on City services or resources than would have occurred had the event not taken place. Whether the event is considered within the normal, ordinary, or intended use of public facilities or property shall be determined by the City department that maintains jurisdiction over the proposed venue.

IV. DISCUSSION

A. Licensing Requirements

1. Applications shall be filed with the City Clerk a minimum of 45 days prior to the event. Applications for events that have been held in the City of Appleton for at least the immediate past two (2) years which are filed less than forty-five (45) days prior to the event may be issued, provided all conditions for such approval are met.
2. Sponsors of Special Events must comply with all applicable city ordinances, traffic rules, park rules, state health laws, fire codes, and liquor licensing regulations.
3. Every city department receiving a copy of a special event license application shall recommend either approving or denying the application and listing any reasons for denial. Each department shall review an application based upon the following criteria:
 - a. Use of department resources
 - b. Costs to the department
 - c. Benefit to the community
 - d. Any perceived public health or safety problems
 - e. Use of city property
4. Special Event license requirements shall be waived in those cases where the United States Secret Service notifies the City of a proposed event in which it will be assisting with security details.
5. All Special Events applications will be reviewed by the Special Events Coordination Committee, with the City Clerk issuing the special event permit upon approval of all departments reviewing the application. If any denial is received from one or more departments, the application shall be submitted to the Safety and Licensing Committee and the Common Council for review and a determination whether to grant the license.

Where an event application is filed less than forty-five days prior to the event, and the event has been held for at least the immediate past two years, but a substantial change to the pending event is indicated (including but not limited to change of location, route, event organizer, etc.) the application shall be sent to the Safety and Licensing Committee for review and final determination.

6. For each special event license form submitted which requests city services, the Clerk may schedule a meeting if deemed necessary or requested by the event sponsors and/or the affected departments. The purpose of the meeting shall be to discuss the specific nature of the services requested. It shall be held no later than thirty (30) days before the event.
7. Each event shall have a designated head of security that can be contacted at any time by the Police, Fire or Health Departments. Each event may be required to have security personnel at the rate of one security person for every 300 persons present if alcohol is available or for any 600 persons present if alcohol is not available. The Police and Fire Departments, depending on facts and circumstances specific to each event, shall have the discretion to modify these ratios, as they deem necessary.

B. Fees

1. Investigation Fee – Add to all applications \$ 7.00
City Services less than \$1,000 \$125.00 per day
City Services between \$1,000 and \$10,000 \$500.00 per day
City Services over \$10,000 \$750.00 per day
Appleton Area School District Events \$125.00

The amount of services provided will be determined by reviewing the previous year's event cost analysis. If this is a first time event, a comparison of like events will be done to set the fee schedule.

2. City sponsored events, even though they may meet the definition of a special event, may not be required to pay a fee.
3. Charges for park facilities, food sales permits, tent permit fees, etc. are to be paid *IN ADDITION* to the Special Events application fee. Submittal of an event application does **NOT** reserve a park or include application for any other permits as may be required.

C. Insurance Requirements

1. There are four (4) classes of events, Class A, Class B, Class C and Class D. Each class has its own characteristics. An event does not have to have all the characteristics listed to be in the classification. The City reserves the right to make final determination of an event's classification and the related requirements that will be imposed upon the event organizer.
 - a. **Class A:** Any event whose attendance is anticipated to be over 25,000 or any event held within the area bounded by

Franklin Street on the north; Lawrence Street on the south; Richmond Street on the west; and Lawe Street on the east.

- b. **Class B:** Large exposure events including but not limited to, parades, concerts, bike races, auto shows, circuses, sidewalk sales, or activities that have the potential to draw between 5,000 and 25,000 people or events with amusement devices, pony rides, bleachers used to seat more than 500 people, or fireworks displays.
 - c. **Class C:** Medium exposure events including, but not limited to, parades, concerts, dances, animal shows or any activity that is likely to draw between 250 and 5,000 people.
 - d. **Class D:** Small exposure events including, but not limited to, block parties, concerts, plays, private gatherings in parks or similar events that are likely to draw less than 250 people. In those cases the sponsoring party or organization is responsible for any resulting losses to the City and will agree to indemnify, defend and hold the City harmless by written agreement. Event organizers in this class are encouraged to obtain insurance even though it is not required.
2. Each applicant shall furnish the City a certificate of insurance showing insurance written by a company licensed in the State of Wisconsin approved by the City's Risk Manager and covering any and all liability. (See Exhibit A).
- a. Class A events - Large Exposure - over 25,000 people
 - b. Class B events - Large Exposure – 5,000 to 25,000 people
 - c. Class C events - Medium Exposure – 250 to 5,000 people
 - d. Class D events – Small Exposure – under 250 people

D. Mapped Routes

Routes for special events must be submitted with the license application, regardless of historical precedent. Proposed routes may be altered at the discretion of the Police Department and the Department of Public Works. In the event that the organizer or sponsor of any special event deviates from the route submitted without the approval of the city, the organizer or sponsor of such special event may be denied a permit for any special event for the following calendar year.

E. Event Cancellation

The Mayor, or designee, may cancel an event without prior notice for any condition affecting the public health or safety of the city, or any condition that would place facilities, grounds, or other natural resources at risk of damage or destruction if the event were permitted to take place.

F. Annual Reporting

By March 30 a report will be submitted to the Safety and Licensing Committee and the Common Council documenting the cost of services provided to special events by city departments for the previous year.