



# City of Appleton

100 North Appleton Street  
Appleton, WI 54911-4799  
[www.appleton.org](http://www.appleton.org)

## Meeting Agenda - Final Safety and Licensing Committee

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Wednesday, January 11, 2017

6:00 PM

Council Chambers, 6th Floor

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1. Call meeting to order

2. Roll call of membership

3. Approval of minutes from previous meeting

[17-005](#) Approval of minutes from previous meeting

**Attachments:** [S & L Minutes 12-14-2016.pdf](#)

4. **Public Hearings/Apearances**

5. **Action Items**

[16-1982](#) Operator's Licenses

**Attachments:** [Operator's Licenses for 01-11-17 S & L.pdf](#)

[16-1953](#) Secondhand Jewelry License Renewal application of AE Jewelers, Inc., Richard L. Meyer, Applicant, 3545 E. Calumet St., contingent upon approval from all departments.

[16-1973](#) Secondhand Article Dealer License Renewal application of Scooter G Sports LLC, Scott A. Gonnering, Applicant, 621 W. Northland Ave., contingent upon approval from all departments.

[16-1978](#) Secondhand Article License Renewal application of Heid Music, Kristin J. Masarik, Applicant, 308 E. College Ave., contingent upon approval from all departments.

[16-1979](#) Secondhand Article License Renewal application of Game Stop #5520, Troy Crawford, Applicant, 3825 E. Calumet St. #500, contingent upon approval from all departments.

- [16-1980](#) Secondhand Article License Renewal application of Game Stop #3349, Troy Crawford, Applicant, 2640 W. College Ave., contingent upon approval from all departments.
- [16-1981](#) Secondhand Article License Renewal application of Side Quest Gaming, John J. Steudel, Applicant, 502 W. College Ave., contingent upon approval from all departments.
- [16-1983](#) Secondhand Article License Renewal application of Appleton Appliance Parts, Robert H. Caston, Applicant, 136 N. State St., contingent upon approval from all departments.
- [16-1984](#) Secondhand Article License Renewal application of Richmond Resale, Dean M. Vandenhoy, Applicant, 204 N. Richmond St., contingent upon approval from all departments.
- [17-002](#) Secondhand Jewelry License Renewal application of Kay Jewelers #4739, Megan L. Stepniewski, Applicant, 3845 E. Calumet St., contingent upon approval from all departments.
- [16-1993](#) "Class B" Beer/Liquor License application of Harvath LLC, d/b/a The Wishing Well, Terrill J. Harvath, Agent, 2709 E. Newberry St., contingent upon approval from all departments.
- Attachments:** [The Wishing Well application.pdf](#)
- [16-1986](#) Special Class "B" Beer/Wine License application of ESTHER, Fox Valley Unitarian Universalist, Sara S. Companik, Person in Charge, 2600 E. Philip Ln., contingent upon approval from all departments.
- Attachments:** [Special B-ESTHER.pdf](#)
- [17-003](#) Special Class "B" Beer License applications filed after the agenda was published.
- [17-040](#) Request Approval to Purchase the Replacement Pickup Truck.

**Attachments:** [Memo Requesting Purchase of 2017 Ford F350.pdf](#)

- [17-041](#) Request the Approval of the Sole Source Purchase from Fire Apparatus & Equipment and the Ordering of Four Replacement Firetrucks in Advance for Future Delivery and Payment (this item also appears on the Finance Committee Agenda).

**Attachments:** [Memo Requesting Sole Source Purchase and Ordering of Fire Apparatus for Cc](#)

- [16-1520](#) Revised Special Event Policy

**Attachments:** [Special Event Policy 9-23-16.pdf](#)  
[Special Event Policy - Jan. 2010.pdf](#)  
[Special Events Expense 2015.pdf](#)  
[Special Event Policy Update Memo to S&L.pdf](#)  
[Special Event Policy 9-23-16 Redlined.pdf](#)  
[Special Event Policy \(edited 1-3-17\) \(3\).pdf](#)

**Legislative History**

9/28/16	Safety and Licensing Committee	recommended for approval
10/5/16	Common Council	referred to the Safety and Licensing Committee
	<i>Aldersperson Konetzke referred this item back to the Safety &amp; Licensing Committee.</i>	
10/12/16	Safety and Licensing Committee	held
	<i>The following spoke regarding the Policy: Jennifer Stephany, Appleton Downtown Inc. Dave Willems, Dave Willems Marketing Amy Flanders, Fox Cities Chamber of Commerce</i>	

## 6. Information Items

- [17-001](#) Director's Reports:  
City Clerk  
Fire Chief  
Police Chief

**Attachments:** [Police Weekly Report - Week 46.pdf](#)

- [17-004](#) 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.*





# City of Appleton

100 North Appleton Street  
Appleton, WI 54911-4799  
[www.appleton.org](http://www.appleton.org)

## Meeting Minutes - Final Safety and Licensing Committee

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Wednesday, December 14, 2016

6:00 PM

Council Chambers, 6th Floor

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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:** 5 - Lobner, Jirschele, Konetzke, Meltzer and Williams

3. Approval of minutes from previous meeting

16-1879

Approval of minutes from previous meeting

**Attachments:** [S&L Minutes 11-16-16.pdf](#)

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

**Aye:** 5 - Lobner, Jirschele, Konetzke, Meltzer and Williams

4. Public Hearings/Appealances

5. Action Items

16-1866

Operator's License application of Garret S. King, 3222 N. Lawe Street.

**Attachments:** [Garret S. King.pdf](#)

[SL Denials G.King.pdf](#)

*Mr. King was in attendance but did not wish to speak to the Committee.*

Jirschele moved, seconded by Williams, that the license be recommended for denial. Roll Call. Motion carried by the following vote:

**Aye:** 5 - Lobner, Jirschele, Konetzke, Meltzer and Williams

16-1952

Request to Revise Chapter 9, Article XIII Division 3 of the Municipal Code, Rotating Call List Towing Services

**Attachments:**    S L Memo Towing Ordinance.pdf  
                              Proposed Tow Ordinance (edited 12-2-16).pdf  
                              tow companies rates 2016 (2).pdf  
                              Tow Ordinance (CURRENT 12-09-16).pdf  
                              Proposed Fee Schedule (edited 12-12-16).pdf  
                              Proposed Tow Ordinance (edited 12-14-16).pdf

*The following citizens spoke regarding this item:*  
*Scott from D&D Towing*  
*Butch Vanderputen, retired from a towing company*

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

**Aye:** 5 - Lobner, Jirschele, Konetzke, Meltzer and Williams

16-1841

Operator's License application of Laurie A. Cooper, 743 W. Eighth Street.

**Attachments:**    Laurie A. Cooper.pdf  
                              SL Denials L.Cooper.pdf

*Ms. Cooper was in attendance but did not wish to address the Committee.*  
*Paul Vanderlinden, her supervisor at Muncheez spoke on Ms. Cooper's behalf stating that she is an excellent employee who has turned her life around and deserves to hold an operator license. Ms. Cooper answered questions from the Committee about Lt. Miller's reference to an outstanding warrant in Arkansas.*

**Konetzke moved, seconded by Meltzer, that the license be recommended for approval. Roll Call. Motion carried by the following vote:**

**Aye:** 3 - Konetzke, Meltzer and Williams

**Nay:** 2 - Lobner and Jirschele

### **Balance of the action items on the agenda.**

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

**Aye:** 5 - Lobner, Jirschele, Konetzke, Meltzer and Williams

16-1857

Operator's Licenses

**Attachments:**    Operator's Licenses for 12-14-16 S & L.pdf

**This Report Action Item was recommended for approval.**

16-1942 Class "B" Beer/"Class C" Wine License application of Artful Expressions LLC d/b/a Pinot's Palette, Amy L. Duffey, agent, 226 E. College Ave., contingent upon approval from all departments.

Attachments: [Pinots Palette application.pdf](#)

This Report Action Item was recommended for approval.

16-1875 "Class B" Beer/Liquor License Change of Agent of Apple Hospitality Group LLC, d/b/a Applebee's, Kenneth J. Lemerond, Agent, 3040 E. College Ave., contingent upon approval from the Police Department.

This Report Action Item was recommended for approval.

16-1855 Reserve "Class B" Beer/Liquor License Change of Agent of Red & White, Inc., David Herbeck, Agent, 2400 S. Kensington Dr., contingent upon approval from the Police Department.

This Report Action Item was recommended for approval.

16-1874 Reserve "Class B" Beer/Liquor License Change of Agent, Timeless Tavern LLC, Jared M. Korn, Agent, 215 E. College Ave., contingent upon approval from the Police Department.

This Report Action Item was recommended for approval.

16-1733 Secondhand Jewelry License Renewal application of Avenue Jewelers, Jason Druxman, Applicant, 303 E. College Ave., contingent upon approval from all departments.

This Report Action Item was recommended for approval.

16-1796 Secondhand Jewelry License Renewal application of Expert Jewelry Repair, Randy L. Kester, Applicant, 636 W. College Ave., contingent upon approval from all departments.

This Report Action Item was recommended for approval.

16-1873 Secondhand Jewelry License Renewal application of Krieger Jewelers, Jamie L. Boyce, Applicant, 934 W. Northland Ave., contingent upon approval from all departments.

This Report Action Item was recommended for approval.

16-1834 Secondhand Jewelry License Renewal application of Scanlan Jewelers, Judy A. Scanlan, Applicant, 2031 E. Calumet St., contingent upon approval from all departments.

**This Report Action Item was recommended for approval.**

16-1799 Secondhand Jewelry License Renewal application of Tennie's Jewelry, Brian D. Frisch, Applicant, 208 E. College Ave., contingent upon approval from all departments.

**This Report Action Item was recommended for approval.**

16-1797 Secondhand Article License Renewal application of Active Bike & Fitness LLC, Mark A. Fluette, Applicant, 1421 N. Richmond St., contingent upon approval from all departments.

**This Report Action Item was recommended for approval.**

16-1872 Secondhand Article License Renewal application of Beatnik Betty's Resale Butik, Monica L. Austin, Applicant, 214 E. College Ave., contingent upon approval from all departments.

**This Report Action Item was recommended for approval.**

16-1844 Secondhand Article License Renewal application of ecoATM, LLC, Hunter E. Bjorkman, Applicant, 3701 E. Calumet St., contingent upon approval from all departments.

**This Report Action Item was recommended for approval.**

16-1817 Secondhand Article License Renewal application of The Exclusive Company, J.A. Giombetti, Applicant, 770 W. Northland Ave., contingent upon approval from all departments.

**This Report Action Item was recommended for approval.**

16-1831 Secondhand Article License Renewal application of Play It Again Sports, Shane A. Herron, Applicant, 611 W. Northland Ave., contingent upon approval from all departments.

**This Report Action Item was recommended for approval.**

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- 16-1835      Secondhand Article License Renewal application of Replay Toys, Chris L. Freimuth, Applicant, 1131 N. Badger Ave., contingent upon approval from all departments.
- This Report Action Item was recommended for approval.
- 16-1832      Secondhand Article License Renewal application of Tiffani's Bridal & Consignment, Tiffani Rose Ebben, Applicant, 1314 W. College Ave. #6, contingent upon approval from all departments.
- This Report Action Item was recommended for approval.
- 16-1836      Secondhand Article License Renewal application of Tina Marie's Unique Boutique, LLC, Tina Marie Ahrens, Applicant, 206 E. College Ave., contingent upon approval from all departments.
- This Report Action Item was recommended for approval.
- 16-1734      Secondhand Article License Renewal application of Warehouse Office Products, Jeff S. Lemery, Applicant, 1825 N. Richmond St., contingent upon approval from all departments.
- This Report Action Item was recommended for approval.
- 16-1876      Special Class "B" Beer License applications filed after the agenda was published.
- This Report Action Item was recommended for approval.
- 16-1871      Request to Sole Source the Purchase of the Emergency Vehicle Preemption Equipment.
- This Report Action Item was recommended for approval.
- 16-1887      Recommendation to Purchase Class B Firefighting Foam from W. S. Darley
- Attachments:      Memo Requesting Purchase of Solberg foam from Darley.pdf
- This Report Action Item was recommended for approval.

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## 6. Information Items

16-1877 Director's Reports:  
City Clerk  
Fire Chief  
Police Chief

Attachments: [Police Weekly Report - Week 42.pdf](#)

16-1720 Special Events:  
YMCA Freaky 5K - October 29, 2016  
Runaway Shoes Santa Scamper - November 22, 2016

16-1732 Intent to Apply for the 2016 Assistance to Firefighters Grant

Attachments: [Intent to Apply for the 2016 Assistance to Firefighters Grant.pdf](#)

16-1878 Police Department information on liquor law violation convictions.

## 7. Adjournment

Konetzke moved, seconded by Meltzer, that the meeting be adjourned at 6:57 p.m. Roll Call. Motion carried by the following vote:

Aye: 5 - Lobner, Jirschele, Konetzke, Meltzer and Williams

## Operator's Licenses for 1/11/17 S & L

### Approved

Andrew J. Armsrong	1610 E. Fremont Street
Alexis M. Borsche	2609 Inglewood Place
Brittnay M. Cisler	309 E. Marquette Street
Starr M. Cowling	1717 E. Longview Drive
Mary Jo Ebben	348 N. Kensington Drive, #8
Anthony L. Greco	1719 Silvercrest Drive, #3
Toni L. Hangartner	W3279 Heartland Court
Ryan J. King	1155 Bartlein Court, Menasha
Joel V. Longmore	200 Crabapple Court
Dylan J. Loveless	333A W 16 <sup>th</sup> Avenue, Oshkosh
Nathan Meiwor	1202 N. State Street
Erick Mendoza	218 N. Washington Street, Watertown
Cassandra K. Miller	W6741 Rickey Lane, Greenville
Dakota J. Miller	3030 N. Richmond Street
Mark S. Miller	1612 N. Mason Street, #4
Edward Muntner	N5365 French Road, Seymour
Carrie L. Rasmussen	40 Weimar Court
Melanie R. Rohloff	4 Easthaven Court, #11
Perry J. Uhazie	711 E. Boldt Way, SPC 1367
Maria A. Vagner	3103 N. Meade Street
Timothy L. West	W5471 Trailwood Lane
Chia Yang	2323 Woodrow Court, #2
Tiffany G. Yang	15 Matthias Court, #2
Alexandra L. Simonson	N11101 Hwy CC, Tomahawk
Allison G. Arnold	1620 N. Mason Street, #7
Mark L. Betz	9202 Jordan Street
Amanda J. Messerschmidt	2148 Gateway Place, Neenah
Kayla M. Davis	115 Cheryl Ann Drive, Neenah
Olivia A. Olsen	2220 N. Skylark Drive
Casey B. Smith	3361 Logan Drive, #1, Oshkosh
Conor M. O'Hagan	W6656 Elmview Drive
Alexander L. Willey	4209 E. Ashbury Drive

12-27-16

# ORIGINAL ALCOHOL BEVERAGE RETAIL LICENSE APPLICATION

Submit to municipal clerk.

For the license period beginning January 1<sup>st</sup> 20 17  
ending June 30<sup>th</sup> 20 17

TO THE GOVERNING BODY of the: ☐ Town of  
☐ Village of  
☒ City of Appleton

County of Outagamie Aldermanic Dist. No. 3 (if required by ordinance)

1. The named ☐ INDIVIDUAL ☐ PARTNERSHIP ☒ LIMITED LIABILITY COMPANY  
☐ CORPORATION/NONPROFIT ORGANIZATION

hereby makes application for the alcohol beverage license(s) checked above.

2. Name (individual/partners give last name, first, middle; corporations/limited liability companies give registered name): Harvath, Terrill Joseph Harvath, LLC

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

Title	Name	Home Address	Post Office & Zip Code
President/Member			
Vice President/Member			
Secretary/Member			
Treasurer/Member			
Agent	<u>Terrill Joseph Harvath</u>		
Directors/Managers			

3. Trade Name The Wishing Well Business Phone Number 920-734-4472  
4. Address of Premises 2709 E. Newberry St Post Office & Zip Code Appleton, 54915

5. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? ☐ Yes ☒ No  
6. Is the applicant an employee or agent of, or acting on behalf of anyone except the named applicant? ☐ Yes ☒ No  
7. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? ☐ Yes ☒ No  
8. (a) Corporate/limited liability company applicants only: Insert state WI and date July 2016 of registration.  
(b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? ☐ Yes ☒ No  
(c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? ☐ Yes ☒ No

(NOTE: All applicants explain fully on reverse side of this form every YES answer in sections 5, 6, 7 and 8 above.)

9. 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.) 50 x 50 building, bar, back kitchen, basement  
10. Legal description (omit if street address is given above): outside deck, including lawn, volleyball, horseshoe courts  
11. (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? The Wishing Well  
12. Does the applicant understand they must file a Special Occupational Tax return (TTB form 5630.5) before beginning business? [phone 1-800-937-8864] ☒ Yes ☐ No  
13. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776] ☒ Yes ☐ No  
14. 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 signers. Signers agree 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 and each member of a partnership applicant must sign; corporate officer(s), members/managers 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.

## SUBSCRIBED AND SWORN TO BEFORE ME

this 29 day of December, 20 16  
Cathy Bolwerks  
(Clerk/Notary Public)  
Notary Public, State of Wisconsin  
My commission expires February 23, 2017

Terrill J. Harvath  
(Officer of Corporation/Member/Manager of Limited Liability Company/Partner/Individual)

(Officer of Corporation/Member/Manager of Limited Liability Company/Partner)

(Additional Partner(s)/Member/Manager of Limited Liability Company if Any)

## TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk <u>12-29-16</u>	Date reported to council/board	Date provisional license issued	Signature of Clerk / Deputy Clerk
Date license granted	Date license issued	License number issued	



WISCONSIN DEPARTMENT OF REVENUE  
PO BOX 8902  
MADISON, WI 53708-8902

**Contact Information:**

2135 RIMROCK RD PO BOX 8902  
MADISON, WI 53708-8902  
ph: 608-266-2776 fax: 608-264-6884  
email: DORBusinessTax@wisconsin.gov  
website: revenue.wi.gov

Letter ID L1132111072

HARVATH LLC  
2709 E NEWBERRY ST  
APPLETON WI 54915-3013

## Wisconsin Department of Revenue Seller's Permit

<b>Legal/real name:</b>	HARVATH LLC
<b>Business name:</b>	THE WISHING WELL BAR & GILL 2709 E NEWBERRY ST APPLETON WI 54915-3013

- This certificate confirms you are registered with the Wisconsin Department of Revenue and authorized in the business of selling tangible personal property and taxable services.
- You may not transfer this permit.
- This permit must be displayed at the place of business and is not valid at any other location.
- If your business is not operated from a fixed location, you must carry or display this permit at all events.

<b>Tax Type</b>	<b>Account Type</b>	<b>Account Number</b>
Sales & Use Tax	Seller's Permit	456-1029326538-02

# AUXILIARY QUESTIONNAIRE ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

Individual's Full Name (please print) (last name)		(first name)		(middle name)	
Harvath		Terrill		Joseph	
Home Address (street/route)		Post Office		City	State Zip Code
3997 N. Trailway Ln				Appleton	WI 54913
Home Phone Number		Age	Date of Birth	Place of Birth	
920-213-4606		51	1-19-1965	Appleton	

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

☐ Applying for an alcohol beverage license as an individual.

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

☒ Terrill J. Harvath of Harvath, LLC  
(Officer/Director/Member/Manager/Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)

which is making application for an alcohol beverage license.

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

- How long have you continuously resided in Wisconsin prior to this date? 51 yrs
- Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? ☐ Yes ☒ No  
If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)
- Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality? ☐ Yes ☒ No  
If yes, describe status of charges pending.
- Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? ☐ Yes ☒ No  
If yes, identify. (Name, Location and Type of License/Permit)
- Do you hold and/or are you an officer, director, stockholder, agent or employee of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? ☐ Yes ☒ No  
If yes, identify. (Name of Wholesale Licensee or Permittee) (Address By City and County)

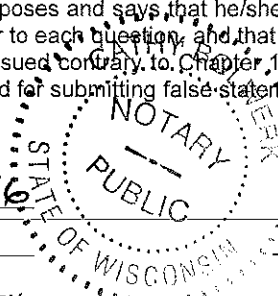
6. Named individual must list in chronological order last two employers.

Employer's Name	Employer's Address	Employed From	To
Self	2709 E. Newberry St	89	2016
Employer's Name	Employer's Address	Employed From	To

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

Subscribed and sworn to before me

this 29 day of December, 2016  
Cathy Bolwerk  
(Clerk/Notary Public)



Terrill J. Harvath  
(Signature of Named Individual)

My commission expires CATHY BOLWERK  
Notary Public, State of Wisconsin  
My Commission Expires February 23, 2017



**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 Harvath, LLC  
(registered name of corporation/organization or limited liability company)

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as

The Wishing Well  
(trade name)

located at 2709 E. Newberry Street

appoints Terrill J. Harvath  
(name of appointed agent)

3997 N. Trailway Ln  
(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? 51 yrs

Place of residence last year \_\_\_\_\_

For: \_\_\_\_\_  
(name of corporation/organization/limited liability company)

By: \_\_\_\_\_  
(signature of Officer/Member/Manager)

And: \_\_\_\_\_  
(signature of Officer/Member/Manager)

**ACCEPTANCE BY AGENT**

I, Terrill J. Harvath, 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.

Terrill J. Harvath 12-29-16 Agent's age 51  
(signature of agent) (date)  
3997 N. Trailway Ln Date of birth 1-19-65  
(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"

**FEES ARE NON-REFUNDABLE**

License Fee - \$10.00 per event  
Investigation Fee + 7.00  
Total Amount Paid 17.

Date Rec'd 12/28/16

Acct. 11030.4322

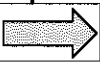
Acct. 100.2359

Receipt 4624764

**Application for Special Class "B" License to Sell Fermented Malt Beverages at Picnics or Gatherings****The named organization applies for:**

- ☒ A temporary Class "B" license to sell FERMENTED MALT BEVERAGES at picnics or similar gathering under s. 125.26(6) Wis. Stats.  
☒ A temporary Class "B" license to sell WINE at picnics or similar gathering under s. 125.51(10) Wis. Stats. (Limit 2 permits in a 12 month period)

**SECTION 1 - ORGANIZATION INFORMATION - Answer all questions completely. Please PRINT clearly**

Name of Organization (Bona fide club, lodge or society, veteran's organization or fair association) <b>ESTHER</b>						Date Organized <b>2004</b>	
Address <b>PO Box 784</b>		City <b>Neenah</b>		State <b>WI</b>	Zip <b>54957</b>		
Person in Charge of Event: 		Name: Last <b>Companik</b>		First <b>Sara</b>	Middle Initial <b>S</b>	Date of Birth <b>1-17-47</b>	
Address <b>889 Kernan Ave</b>		City <b>Menasha</b>		State <b>WI</b>	Zip <b>54952</b>	Person in charge phone number: <b>920-731-0663</b>	
President Last <b>Mattern</b>		First <b>Joe</b>		Middle Initial <b>A</b>	Date of Birth <b>1/3/34</b>	Male <input checked="" type="checkbox"/> Female	
Address <b>320 North Webster Ave.</b>		City <b>Omro</b>		State <b>WI</b>	Zip <b>54963</b>		
Vice President Last <b>Coulibaly</b>		First <b>Mamadou</b>		Middle Initial <b>Y</b>	Date of Birth <b>8/16/65</b>	Male <input checked="" type="checkbox"/> Female	
Address <b>1310 Morgan Ave</b>		City <b>Oshkosh</b>		State <b>WI</b>	Zip <b>54901</b>		
Secretary Last <b>Kanitz</b>		First <b>Connie</b>		Middle Initial <b>A</b>	Date of Birth <b>7/13/53</b>	Male <input checked="" type="checkbox"/> Female	
Address <b>516 Riverway</b>		City <b>Menasha</b>		State <b>WI</b>	Zip <b>54952</b>		
Treasurer Last <b>Siket</b>		First <b>Paul</b>		Middle Initial <b>J</b>	Date of Birth <b>8-05-45</b>	Male <input checked="" type="checkbox"/> Female	
Address <b>60 Reppel Terrace</b>		City <b>Appleton</b>		State <b>WI</b>	Zip <b>54915</b>		

cell 268-2442  
\* call when ready

**SECTION 2 - EVENT INFORMATION SECTION**

Date(s) of Event: Beginning <b>01/13/2017</b>		Ending: <b>01/13/2017</b>		Hours <b>6:30 AM PM 9:00 AM PM</b>	
Please describe the type of event you are going to have: <b>Social, informational, fund raiser</b>					
Do you plan to serve food at this event?		No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/>	If yes, contact the Appleton Health Department. (920.832.6429)	
Location where beer or wine will be sold: <b>People buy a ticket to event Fox Valley Unitarian Universalist</b>					
Address <b>2600 E. Phillip Lane</b>		City <b>Appleton</b>		State <b>WI</b>	Zip <b>54915</b>
Are you requesting an "open concept" license?		No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Will minors be present? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	
Describe actual location and dimensions of area to be licensed - Be precise! <b>Unitarian Universalist Fellowship Hall</b>		If yes, how will you prevent minors from obtaining alcoholic beverages?			

**SECTION 3 - PENALTY SECTION**

This application must be on file in the Office of the City Clerk for at least ten (10) business days prior to granting the license.  
If the event will last more than four (4) days, the application shall be filed 15 days prior to the granting of the license.  
This organization also agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages if the license is granted. The officer(s) of the organization, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

Signature of Officer Sara Companik

**FOR OFFICE USE ONLY**

Dept.	Approve	Deny	By	Reason
Police				
Fire				
Health				
Inspection				
S&L	Council	Date Issued	Exp. Date	License Number





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

**APPLETON FIRE DEPARTMENT  
700 N. DREW STREET  
APPLETON, WI 54911**

## MEMORANDUM

**To:** Alderperson Kyle Loebner, Safety and Licensing Committee  
Members of the Common Council

**From:** Len Vander Wyst, Fire Chief

**Date:** 1/5/2017

**Re:** Recommendation for the Purchase of Replacement Pickup Truck (F350) for the Hazardous Materials Team

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The Appleton Fire Department maintains Hazardous Materials (Haz-Mat) Response Team contracts for Outagamie and Calumet Counties as well as with the State of Wisconsin for a Type II Team and a Radiological Field Survey Team. As part of the Haz-Mat Team capabilities, it is necessary to maintain response vehicles. One of the tow vehicles (Ford F250) is at its ten-year life span and due for replacement. The replacement vehicle (Ford F350) will have a larger engine for better/safer towing capability of one of the 22' Haz-Mat Response trailers.

Utilizing the dealership list maintained by CEA, four vendors were asked to provide a quote with only two vendors responding as follows:

<b>Les Stumpf Ford</b>	<b>Ford F350 XLT, 4 x 4 Crew Cab</b>	<b>\$46,105.50</b>
<b>L &amp; S Truck Center</b>	<b>Ford F350 XLT 4 x 4 Crew Cab</b>	<b>\$54,195.50</b>

Therefore, the Appleton Fire Department is recommending the purchase of the haz-mat replacement truck from Les Stumpf Ford in Appleton. Thank you!



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

**APPLETON FIRE DEPARTMENT  
700 N. DREW STREET  
APPLETON, WI 54911**

## MEMORANDUM

**To:** Alderperson Kathy Plank, Finance Committee  
Alderperson Kyle Loebner, Safety and Licensing Committee  
Members of the Common Council

**From:** Len Vander Wyst, Fire Chief

**Date:** 1/5/2017

**Re:** Request to Order Four Firetrucks from Fire Apparatus & Equipment

In July 2016, the Appleton Fire Department received approval to sole source purchase the fire pumper that was approved in the 2017 Capital Improvement Program (CIP). Plans are currently underway to proceed with that order in the coming weeks to avoid a February 1<sup>st</sup> price increase.

Since the Fire Department has identical pumpers in the 2018 and 2019 CEA replacement plan along with an identical, longer rescue pumper in the 2020 CEA replacement plan, the department has discussed the ability to take advantage of additional cost savings by placing all four orders at this time with subsequent delivery in budgeted years. This would allow the City to get the current pricing plus an approximate 3% Producer Price Index (PPI) increase each year. This breaks down as follows:

Description	CEA Replacement Year	Purchased as Four-Truck Order	Purchased Separately	Savings
189" PUC Engine	2017	\$616,625*	\$625,000	\$8,375
189" PUC Engine	2018	\$634,100	\$650,000	\$15,900
189" PUC Engine	2019	\$653,200	\$676,000	\$22,800
214" PUC Engine	2020	\$758,800	\$793,030	\$34,230
Total Savings:				\$81,305

\*This price does not include the prepayment discount.

Under this scenario, no payment would be required until delivery. However, pre-payment discounts are still available based on interest rates at the time of delivery. For example, the 2017 prepayment discount is 4.5% bringing the cost from \$616,625 to \$590,225. The department will save \$26,400 by prepaying for this vehicle.

The department has identified that standardizing our fleet will improve efficiencies and safety by providing consistency from one truck to the next for those personnel moving from station to station. Efficiencies will also be gained relating to maintenance of the vehicles. By ordering the same fire pumper for the next four years, the department will save significant staff time by eliminating the need to develop specifications for each truck. The department will also save significant staff time relating to training on the new truck.

The department has a long-standing relationship with Pierce Manufacturing and has seen the innovation, cooperation, improved pricing, as well as their commitment and direct involvement in the growth of our City. When the department has encountered issues with our firetrucks, Pierce Manufacturing has been extremely responsive to our needs including taking parts off the assembly line to assist us in keeping our trucks in service.

Therefore, the Appleton Fire Department respectfully requests the approval of both the sole source purchase from Fire Apparatus & Equipment, our local Pierce Manufacturing vendor, of the four fire pumpers along with the ability to order all four replacement firetrucks in advance for future year delivery and payment.

Please do not hesitate to contact me should you have any questions at 832-5810. Thank you!

<b>CITY OF APPLETON POLICY</b>	<b>TITLE: SPECIAL EVENT POLICY</b>	
ISSUE DATE: September 1996	LAST UPDATE: January 2010	SECTION: City Clerk
POLICY SOURCE: City Clerk	AUDIENCE: City employees and residents	TOTAL PAGES: 8
Reviewed by Legal Services Date: Nov. 22, 2002 Sept. 14, 2016	Safety and Licensing Committee Approval Date: January 14, 2010	Council Approval Date: Approve amendment to policy January 20, 2010

#### I. PURPOSE

The purpose of this policy is to define what constitutes a special event and to outline the steps that must take place for a special event to be properly licensed.

#### II. POLICY

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

#### III. DISCUSSION

It is recognized that special events of all sizes often bring benefits to the community. At the same time, the City must have sufficient notice prior to an event so that the City can evaluate the potential impact the event might have on resources of City departments, City owned properties and facilities, and ultimately on the public.

There are three categories of special events: (i) significant events, which are events with an anticipated attendance of over 5,000 people, (ii) large events, which are events with an anticipated attendance of between 1,000 and 5,000 people, and (iii) small events, which are events with an anticipated attendance of under 1,000 people. Because events have unique characteristics, with different potential impacts on City services, the issuance of a license is considered on a case-by-case basis and in accordance with this policy.

The ultimate goal of this policy and in licensing special events is the preservation of the public's health, safety and welfare, and to promote the responsible use of publicly owned facilities and property.

#### IV. DEFINITIONS

- **Anticipated attendance** - an objective estimate made by an applicant of the total number of people who will attend a special event.
- **Applicant** - the individual applying for the special event license.
- **Days** - calendar days.
- **Large event** - a special event with an anticipated attendance of between 1,000 and 5,000 people.
- **Multiple day event** - a special event that occurs on more than one day, where the days are consecutive or at a consistent interval (e.g., an event occurring on a consecutive Saturday and Sunday or an event occurring every other Tuesday), at the same time and at the same location. One special event license will be issued for a multiple day event.
- **Normal and ordinary use** - the way City owned property should normally and ordinarily be used, as established by the department that of jurisdiction (e.g., a ball diamond complex's normal and ordinary use is for baseball/softball games, public street's normal and ordinary use is for vehicular traffic, etc.). Whether an event is considered within the normal and ordinary use of the property is determined by the City department that maintains jurisdiction over the property.
- **Significant event** - a special event with an anticipated attendance of over 5,000 people.
- **Single day event** - a special event that does not meet the definition of a multiple day event.
- **Small event** - a special event with an anticipated attendance of under 1,000 people.
- **Special event or event** - any planned occurrence in the public right-of-way or on public property including, but not limited to, parades, gatherings, festivals and athletic events, which are not within the normal and ordinary use of that place or which, by the 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 and ordinary use of the public facility or property shall be determined by the City department that maintains jurisdiction over the proposed venue. A special event may be a single day event or a multiple day event.

- **Special event license** - the license issued by the City Clerk to the applicant for the special event.
- **Special Event License Application Form** or **application** - available from the City Clerk that must be approved in order to obtain a license to hold the special event.
- **Special Events Committee** - a committee comprised of City employees representing various City departments.

## V. PROCEDURES

### A. License Requirements

1. Application. To obtain a special event license, the applicant must file a completed Special Event License Application Form with the City Clerk before the last applicable day and pay the license fees. *See Attachment A – Fee Schedule.*
  - a. Late Applications. Late applications will not be accepted unless the event is a large or significant event that has been held in the City for at least the past two (2) consecutive years and there are no changes to the event from the previous year. Late applications meeting this standard may be accepted by the City Clerk subject to a late fee. Applications submitted less than ten (10) days before the event will not be accepted. *See Attachment A – Fee Schedule.*
  - b. Additional Reservations/Permits/Licenses. Filing an application does **NOT** reserve a park or facility and does **NOT** include applications for any other licenses or permits as may be required.
  - c. Map/Diagram of Event. A detailed map or diagram indicating the specific location and layout of the event must be submitted with the application. This should also include any proposed street closures and the proposed route and direction of route, including all turns and the number of traffic lanes to be used, if applicable.
    - i. Street Closure. If an event requires a street closure, the applicant or their contractor must provide an acceptably-prepared Traffic Control Plan (TCP) to the Traffic Section for review and approval no less than four (4) weeks prior to the event. The plan must comply with the Federal Highway

Administration's Manual on Uniform Traffic Control Devices, latest edition, and the City of Appleton's Temporary Traffic Control Manual, latest edition. Temporary traffic control devices/services must be provided by a contractor which has extensive experience in the industry and is approved in advance by the Traffic Section.

- ii. Event Route. Event routes, if applicable, must be submitted with the application regardless of historical precedent. Proposed routes may be altered after the license has been issued only at the discretion of the Police Department and the Department of Public Works. Should a special event deviate from the route submitted without the approval of the city, the applicant may be denied a license for any special events for the following calendar year.

- d. Insurance Events are required to have adequate levels of insurance as determined by the City's Risk Manager and based on the size and type of the event. Applicants must furnish the City Clerk with a valid certificate of insurance covering any and all liability.

2. Meetings.

- a. Special Events Committee Meeting. Prior to filing an application, the applicant may request to meet with the Special Events Committee at the next regularly scheduled meeting to discuss the proposed special event and receive feedback regarding the likelihood of the application being approved.
- b. Department Meeting. The City Clerk may schedule a meeting if deemed necessary by the City Clerk or requested by the applicant and/or the affected department(s) should the applicant make a request for City services during an event. The purpose of the meeting will be to discuss the services requested. The meeting must be held no later than thirty (30) calendar days before the event. If the applicant refuses to meet at the request of the City Clerk, the license may be denied or revoked.

3. Application Review. Applications are reviewed by the voting members of the Special Events Committee, and voting members

must recommend either approving or denying the application. The City Clerk will issue a license if all voting members recommend approving the license. The review must include, but may not be limited to, an evaluation based on 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, and
- e. Use of City property.

If a recommendation for denial is made, an explanation must be provided to the City Clerk which will be provided to the applicant. The applicant may request the application be submitted to the Safety and Licensing Committee and the Common Council for review and a final determination of whether to grant the license.

4. False/Misleading Information. False or misleading information knowingly made on an application may result in the applicant incurring penalties including, but not limited to, being billed for City provided services and being prevented from obtaining a license or permit in the future. The license may also be denied or revoked.
5. Waiver. Some or all of the license requirements may be waived in cases where the United States Secret Service notifies the City of a proposed event in which it will be assisting with security details.

B. Safety

1. Security. Events must have a designated head of security and must have additional security personnel at the rate of one (1) security person for every 200 persons present if alcohol is available for consumption or for every 400 persons present if alcohol is not available for consumption. The Police and Fire Departments have the discretion to modify these ratios as they deem necessary.
  - a. Head of Security. The head of security must, at minimum, be: (i) 18 years of age or older, (ii) clearly identifiable as the head of security at all times during the event, (iii) reachable by phone at all times during the event by any City employee, (iv) able to call 911 during the event, and (v) able to contact and instruct the security personnel, as applicable, during the event. These requirements may be modified by the Police and Fire Departments, in their discretion, as warranted.



- b. Security Personnel. Security personnel must, at minimum, be: (i) 18 years of age or older, (ii) clearly identifiable as security personnel at all times during the event, (iii) able to call 911 during the event, (iv) reachable at all times by the head of security during the event, and (v) be able to act on instructions from the head of security, or any other authorized person, in case of an emergency. These requirements may be modified by the Police and Fire Departments, in their discretion, as warranted.
2. Additional Safety Features. The Police and Fire Departments may, at their discretion, require events have additional safety features including, but not limited to, a first aid station with a certified nurse or medical doctor, an ambulance on standby and professionally licensed security officers.
3. Compliance. Applicants are responsible for ensuring that the event complies with all applicable statutes, ordinances, traffic rules, park rules, state health laws, fire codes, and liquor licensing regulations.

C. Set-Up, Toilet Facilities and Clean-Up

1. Set-Up Time. Set-up for an event, including, but not limited to, dropping off supplies and erecting tents, shall not take place more than four (4) hours in advance of an event unless approval for earlier set-up has been granted in writing by the department director or designee with jurisdiction over the location of the event.
2. Toilets. It is the responsibility of the applicant to ensure the adequate number of toilets are available at the event.
3. Clean-Up. It is the responsibility of the applicant to ensure the proper number of waste receptacles are present at the event. If additional clean-up is needed at the conclusion of an event, the applicant will be charged back for the time spent by City employees for their clean-up efforts. All clean-up efforts must be completed within four (4) hours after the conclusion of the event unless approval for additional clean-up time has been granted in writing by the department director or designee with jurisdiction over the location of the event.

D. Fees

1. License Fee. Special event license fees are set based upon the amount of resources used by the City for similar events. The

license fee must be paid at the time of the application is filed with the City Clerk as is based on the event's anticipated attendance, whether there will be street closures, and how far in advance of the event the application is filed with the City Clerk. *See Attachment A – Fees.*

2. Late Fee. A late fee of will be added to all applications filed pursuant to Section V(A)1(a) above. *See Attachment A – Fees.*
  3. Police Investigation Fee. A background check of the applicant will be conducted by the Police Department and the fee for the check, \$7.00, will be added to all applications.
  4. City Events. Events where the applicant is an official or designated agent of the City acting on behalf of the City will not incur any fees.
  5. Permits. Charges for park facilities, food sales permits, tent permit fees, etc., are to be paid **IN ADDITION** to the fees discussed in this policy.
  6. Non-Refundable. All fees are non-refundable.
- 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 affect facilities, grounds, or other natural resources at risk of damage or destruction if the event were permitted to take place.
- F. Annual Reporting - By July 30 of every year, a report must be submitted by the City Clerk 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.
- G. Precedent. Nothing in this policy shall be read to take precedent over any applicable statutes or ordinances.

## ATTACHMENT A - FEES

SINGLE DAY EVENT LICENSE FEE						
Days before the event	Small Events – Under 1,000 attendees <b>WITHOUT STREET CLOSURE</b>	Small Events – Under 1,000 attendees <b>WITH STREET CLOSURE</b>	Large Events – Between 1,000 and 5,000 attendees <b>WITHOUT STREET CLOSURE</b>	Large Events – Between 1,000 and 5,000 attendees <b>WITH STREET CLOSURE</b>	Significant Events – Over 5,000 attendees <b>WITHOUT STREET CLOSURE</b>	Significant Events – Over 5,000 attendees <b>WITH STREET CLOSURE</b>
90 days or more	\$50	\$100	\$500	\$700	\$1,000	\$1,500
60-89 days	\$60	\$150	\$600	\$750	\$1,200	\$1,700
45-59 days	\$75	\$200	\$800	\$1,000	\$1,650	\$2,500
30-44 days	\$100	\$300	<b>DENIED</b>	<b>DENIED</b>	<b>DENIED</b>	<b>DENIED</b>
10-29 days	\$200	\$400	<b>DENIED</b>	<b>DENIED</b>	<b>DENIED</b>	<b>DENIED</b>
< 10 days	<b>DENIED</b>	<b>DENIED</b>	<b>DENIED</b>	<b>DENIED</b>	<b>DENIED</b>	<b>DENIED</b>
Late Fee	<b>N/A</b>	<b>N/A</b>	\$300	\$600	\$600	\$1,200

MULTIPLE DAY EVENT LICENSE FEE						
Days before the event	Small Events – Under 1,000 attendees <b>WITHOUT STREET CLOSURE</b>	Small Events – Under 1,000 attendees <b>WITH STREET CLOSURE</b>	Large Events – Between 1,000 and 5,000 attendees <b>WITHOUT STREET CLOSURE</b>	Large Events – Between 1,000 and 5,000 attendees <b>WITH STREET CLOSURE</b>	Significant Events – Over 5,000 attendees <b>WITHOUT STREET CLOSURE</b>	Significant Events – Over 5,000 attendees <b>WITH STREET CLOSURE</b>
90 days or more	\$50	\$100	\$500	\$700 first day + \$175 each additional day	\$1,000	\$1,500 first day + \$375 each additional day
60-89 days	\$60	\$150	\$600	\$750 first day + \$188 each additional day	\$1,200	\$1,700 first day + \$425 each additional day
45-59 days	\$75	\$200	\$800	\$1,000 first day fee + \$250 each additional day	\$1,650	\$2,500 first day fee + \$750 each additional day
30-44 days	\$100	\$300	<b>DENIED</b>	<b>DENIED</b>	<b>DENIED</b>	<b>DENIED</b>
10-29 days	\$200	\$400	<b>DENIED</b>	<b>DENIED</b>	<b>DENIED</b>	<b>DENIED</b>
< 10 days	<b>DENIED</b>	<b>DENIED</b>	<b>DENIED</b>	<b>DENIED</b>	<b>DENIED</b>	<b>DENIED</b>
Late Fee	<b>N/A</b>	<b>N/A</b>	\$300	\$600	\$600	\$1,200

<b>CITY OF APPLETON POLICY</b>		<b>TITLE: SPECIAL EVENT POLICY</b>	
<b>ISSUE DATE:</b> September 1996	<b>LAST UPDATE:</b> February 2005 January 2010	<b>SECTION:</b> City Clerk	<b>FILE NAME:</b> clerk\wpwin\licenses\ Special Event Policy
<b>POLICY SOURCE:</b> City Clerk	<b>AUDIENCE:</b> City residents		<b>TOTAL PAGES:</b> 5
Reviewed by Attorney's Office Date: Nov. 22, 2002	Safety and Licensing Committee Approval Date: January 14, 2010	Council Approval Date: Approve amendment to policy January 20, 2010	

## **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.
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.
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.
6. 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.

7. Street Closures – If a special event requires any street(s) to be closed, The Event Organizer or their contractor shall be required to provide an acceptably-prepared Traffic Control Plan (TCP) to the Traffic Section for review and approval no less than 4 weeks prior to the event. The plan shall comply with the Federal Highway Administration's *Manual on Uniform Traffic Control Devices*, latest edition, and the City of Appleton's *Temporary Traffic Control Manual*, latest edition. Temporary Traffic Control devices/services shall be provided by a contractor which has extensive experience in the industry and is approved in advance by the Traffic Section.

B. Fees

1. A Police Investigation Fee of \$7.00 will be added to all applications.

The special event per day fee schedule shall be determined by the size of the event and whether or not street closures are being requested. In addition, the number of days before an event will be considered to set the fee:

PER DAY FEE STRUCTURE						
Days before the event	Small Events – Under 1,000 attendees WITHOUT STREET CLOSURE	Small Events – Under 1,000 attendees WITH STREET CLOSURE	Large Events – Between 1,000 and 5,000 attendees WITHOUT STREET CLOSURE	Large Events – Between 1,000 and 5,000 attendees WITH STREET CLOSURE	Significant Events – Over 5,000 attendees WITHOUT STREET CLOSURE	Significant Events – Over 5,000 attendees WITH STREET CLOSURE
90 days or more	\$125	\$125	\$500	\$600	\$1,000	\$1,100
60-89 days	\$125	\$200	\$500	\$750	\$1,000	\$1,250
46-60 days	\$125	\$200	\$600	\$850	\$1,250	\$1,500
45 days	\$125	\$200	\$750	\$1,000	\$1,500	\$1,750
30-45 days	\$200	\$300	DENIED	DENIED	DENIED	DENIED
10-29 days	\$500	\$600	DENIED	DENIED	DENIED	DENIED
LESS THAN 10 DAYS	DENIED	DENIED	DENIED	DENIED	DENIED	DENIED

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 3 categories of Special events; Significant Events, Large Events and Small Events. The activities in each category of special event will determine the appropriate levels of insurance.

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. Significant Events would include all events over 5,000 people in attendance.
  - b. Large Events would include all events with attendance between 1,000 and 5,000.
  - c. Small Events would include all events with under 1,000 people in attendance.
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.

D. Mapped Routes

A detailed map or diagram indicating the specific locations and layout of the event must be submitted. This should also include any proposed street closures, proposed route and direction of route including all turns and the number of traffic lanes to be used, if applicable.

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.



## 2015 Special Events Cost Summary

	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>Change</u>	<u>% change</u>
<b>Total cost</b>					
Octoberfest	45,156	46,351	50,254	3,903	
Other large events (3 parades, 4th July, Marathon, Turkey Trot)	36,494	32,991	40,584	7,592	
All other	<u>25,502</u>	<u>24,897</u>	<u>26,401</u>	<u>1,504</u>	
<b>Total cost</b>	<b>\$ 107,152</b>	<b>\$ 104,239</b>	<b>\$ 117,239</b>	<b>\$ 13,000</b>	<b>12%</b>
<b>Average cost</b>					
# other large events	6	6	6		
Average cost - large events	6,082	5,499	6,764	1,265.00	<b>23%</b>
# smaller events	70	65	84		
Average cost - smaller events	364	383	314	(69.00)	<b>-18%</b>
<b>Octoberfest - cost by department</b>					
Clerk	-	30	32	2	
Parks	-	-	3,147	3,147	
Health	2,556	1,763	2,567	804	
Police	31,692	32,122	28,564	(3,558)	
Fire	-	-	1,420	1,420	
DPW				-	
Parking	978	1,659	1,903	244	
Traffic	2,261	2,680	3,369	689	
San	3,563	3,883	4,683	800	
Overhead	<u>4,105</u>	<u>4,214</u>	<u>4,569</u>	<u>355</u>	
<b>Total cost</b>	<b><u>45,155</u></b>	<b><u>46,351</u></b>	<b><u>50,254</u></b>	<b><u>3,903</u></b>	<b>8%</b>
<b>Other large events - total cost each</b>					
Flag day	6,205	5,009	7,343.23	2,334.59	<b>47%</b>
Memorial day	3,735	3,273	7,817.66	4,544.52	<b>139%</b>
Christmas	14,074	12,775	13,507.71	733.20	<b>6%</b>
4th July	4,398	3,860	5,528.25	1,668.25	<b>43%</b>
Marathon	4,263	4,197	3,064.72	(1,131.92)	<b>-27%</b>
Turkey Trot	3,818	3,878	3,321.97	(556.47)	<b>-14%</b>

<u>Project</u>	<u>Description</u>	<u>Labor</u>	<u>Material</u>	<u>Equipment</u>	<u>Overhead</u>	<u>Total</u>
6	GREAT STRIDES TO BENEFIT CYSTIC FIBROSIS	118.97	-	-	11.90	130.87
11	PAPER DISCOVERY DUATHLON	339.71			33.97	373.68
12	CIVIL WAR REENACTMENT - WOODLAND PARK	11.03			1.10	12.13
13	CIVIL WAR REENACTMENT - PIERCE PARK # 1	41.67		-	4.17	45.84
14	AMERICAN CANCER SOCIETY SOLEBURNER	1,948.29	330.20	424.08	270.26	2,972.83
15	POLICE WEEK VEHICLE DISPLAY	48.56	-	-	4.86	53.42
16	JOHNSTON SCHOOL MUSTANG MILE	232.98	-	14.88	24.79	272.65
17	MEMORIAL DAY PARADE	6,376.34		730.62	710.70	7,817.66
19	FLAG DAY PARADE	6,586.07		89.59	667.57	7,343.23
20	BIG BOOM CIVIC CELEBRATION	4,946.32		79.36	502.57	5,528.25
21	HEID MUSIC SUMMER CONCERT SERIES	49.23			4.92	54.15
23	BRETT YOUNGER 10K RUN/ 2M WALK	1,063.89		5.27	106.92	1,176.08
24	M.A.S.H BLOOD DRIVE	49.23			4.92	54.15
26	MILLER ELECTRIC COMPANY PICNIC	1,068.67		20.77	108.94	1,198.38
27	APPLETON WEST CROSS COUNTRY INVITATIOI	250.09		19.84	26.99	296.92
28	COMMUNITY FIRST FOX CITIES MARATHON	2,594.54	-	191.57	278.61	3,064.72
29	WALK FOR BABIES - MARCH OF DIMES	95.13	-	-	9.51	104.64
31	LAWRENCE UNIVERSITY - COMMENCEMENT	127.71			12.77	140.48
33	CIVIL WAR REENACTMENT - ERB PARK # 1	80.30			8.03	88.33
37	APPLETON CAR SHOW	1,166.04	55.46	90.21	131.17	1,442.88
38	ART IN THE PARK	1,353.71		30.38	138.41	1,522.50
39	OCTOBERFEST	43,818.90	345.66	1,520.83	4,568.54	50,253.93
42	ST PIUS FUN RUN	76.87		10.23	8.71	95.81
43	HORIZONS FIELD DAY FUN RUN	41.67			4.17	45.84
44	PATHWAYS CHURCH PICNIC	42.48			4.25	46.73
45	USA YOUTH SOCCER MIDWEST REGIONAL CHA	113.79		28.21	14.20	156.20
48	XAVIER HOMECOMING PARADE	407.25		14.88	42.21	464.34
49	EAST H.S. HOMECOMING PARADE	552.89	-	30.07	58.30	641.26
51	FREAKY 5K RUN/WALK	927.34		64.79	99.21	1,091.34
56	TOWARD COMMUNITY PICNIC	42.48			4.25	46.73
59	APPLETON WEST H.S. HOMECOMING PARADE	460.10		84.63	54.47	599.20
62	FOX CITIES CROP WALK	136.15			13.62	149.77
67	APPLETON CHRISTMAS PARADE	11,660.50		619.24	1,227.97	13,507.71
68	SANTA SCAMPER 1 MILE FUN RUN	338.61			33.86	372.47
84	JUNETEENTH - AFRICAN HERITAGE INC.	878.69	-	9.92	88.86	977.47
90	YMCA BIRD BATH SWIM MEEET	113.19	-	31.00	14.42	158.61
112	ST. PIUS ELEMENTARY JOG-A-THON	11.13			1.11	12.24
117	CHILDREN'S PARADE/PICNIC	261.20		21.08	28.23	310.51
121	YMCA FOX CITIES SUMMER CLASSIC SWIM MEE	98.34		15.19	11.35	124.88
124	FAMILY SERVICES BUTTERFLY RELEASE	82.77			8.28	91.05
127	APPLEE TREE CONNECTIONS	1,036.79		37.36	107.42	1,181.57
138	ST PIUS PRAYER PROCESSION	13.85			1.39	15.24
140	CIVIL WAR RE-ENACTMENT - WOODLAND PK #	34.07			3.41	37.48
147	MILES FOR MYELOMA	673.96		59.52	73.35	806.83
159	APRIL FOOL'S MIDNIGHT RUN	544.61			54.46	599.07
161	ST MARY/ST JOSEPH INTERPARISH WORSHIP	52.70			5.27	57.97
163	ST PIUS X - RESPECT LIFE EUCHARISTIC PROC	208.20			20.82	229.02
166	FOX CITIES GREENWAYS	56.73			5.67	62.40
167	LAW ENFORCEMENT TORCH RUN	389.15			38.92	428.07
171	ADI - CHALK ABOUT TOWN	7.56			0.76	8.32
177	CARS, TRUCKS & THINGS THAT GO	1,463.97		209.32	167.33	1,840.62
190	TURKEY TROT - FESTIVAL FOODS	2,957.35		62.62	302.00	3,321.97
195	LIGHT UP THE FOX RIDE	41.06			4.11	45.17
198	KIDS' RUMMAGE SALE	41.67			4.17	45.84
199	PARKS & REC - MOVIES ON THE HILL	41.67			4.17	45.84
200	PARS & REC - PLAYGROUND FAIR	52.80			5.28	58.08
206	ADI MILE OF MUSIC	330.28			33.03	363.31
209	NATIONAL MS SOCIETY	48.56			4.86	53.42
211	APPLETON ICE - ALE FEST	498.23			49.82	548.05
214	TOP SHELF OFFICIAL MEET	42.48			4.25	46.73
215	SIC WIT IT MC	11.13			1.11	12.24
218	FOSTER ELEMENTARY FUN RUN	343.98		24.80	36.88	405.66
220	HOLIDAY FUN FEST	52.77			5.28	58.05
221	JET PTA COLOR RUN	44.59			4.46	49.05
222	HOUDINI 10	811.52		61.97	87.35	960.84
223	EARTH DAY RIVER HIKE	52.04			5.20	57.24
224	XAVIER ELEMENTARY SPIRIT SPRINT / ST FRAN	80.75			8.08	88.83
225	XAVIER ELEMENTARY SPIRIT SPRINT / ST THOM	112.94			11.29	124.23
226	WISDOM OF WOMBATS	49.17			4.92	54.09
227	APPLE CREEK 50K	513.09		14.88	52.80	580.77
228	MILE OF MUSIC BIKE RIDE	332.60			33.26	365.86
229	APPLETON FOOD TRUCK RALLY	117.56			11.76	129.32
230	FOX CITIES COMMUNITY ART DAY	49.23			4.92	54.15
231	BIKE TO WORK DAY PIT STOP	52.80			5.28	58.08
232	FLAG DAY PARADE FREEDOM RIDE	49.23			4.92	54.15

233 TREATMENT TRAIL	49.23		4.92	54.15
234 ART ON THE TOWN (PARK-ING DAY)	41.67		4.17	45.84
235 FOX VALLEY LITERACY COUNCIL 5K	52.80		5.28	58.08
236 APPLETON FOOD TRUCK RALLY	10.29		1.03	11.32
237 LIVING HOPE CHRISTIAN MUSIC CONCERT	45.23		4.52	49.75
238 PULSE YOUNG PROFESSIONALS NETWORK	31.38		3.14	34.52
239 SUMMER MOVIES IN THE PLAZA	45.23		4.52	49.75
240 ADVANCED MOVEMENT STUDIO FIT FOX FEST	52.80		5.28	58.08
241 PARK & REC ALL CITY CAMPOUT	10.29		1.03	11.32
242 APOSTOLIC TRUTH CHURCH FIESTA HISPANA	116.40		11.64	128.04
243 DUP15Q ALLIANCE WALK/RUN	157.76		15.78	173.54
244 APPLETON GOSPEL CHURCH WORSHIP IN THE	42.48		4.25	46.73
245 RUNAWAY SHOES FOC CITIES NITELITE RUN	597.52	29.76	62.73	690.01
246 ST JAMES UMC MALARIA NO MORE WALK	42.48		4.25	46.73
247 CASA HISPANA LATINO FEST	42.48		4.25	46.73
248 FOX CITIES BUILDING FOR THE ARTS FUNDRAI	42.48		4.25	46.73
	<b><u>101,202.44</u></b>	<b><u>731.32</u></b>	<b><u>4,646.87</u></b>	<b><u>10,658.13</u></b>
			<b><u>117,238.76</u></b>	



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

## LEGAL SERVICES DEPARTMENT

### Office of the City Clerk

100 North Appleton Street

Appleton, WI 54911

Phone: 920/832-6443

Fax: 920/832-5823

September 27, 2016

Safety & Licensing Committee

Re: Special Event Policy Updates

Attached you will find a proposed Special Event Policy in which the staff Special Events Committee has worked diligently on revising over the past few months. The policy was last updated in 2010 and that update seemed to focus mainly on the fees. Here are the highlights of the major changes in the proposed 2016 version:

1. Fee changes- The fees were increased by about 20% and some fees were even lowered to better reflect actual time spent/services used on these events. The smaller event fees were lowered and the large or significant event fees were increased. We also addressed fees for multiple day or reoccurring events.
2. Multiple day events was added to the policy as this was something that was not previously addressed and that we have seen an increase in. The fees for multiple day events include an additional fee of 25% of the original application fee.
3. The revised policy provides definitions for various terms/aspects of the policy such as defining days since our fees relate to the days prior to the even in which the application was filed. It also outlines procedures for the denial of special event applications due to not filing in time or providing false information on the application.
4. The policy also specifies timing for which an event may begin set up and when the event must be cleaned up by to ensure the location of the event is suitable for other uses in a timely manner.

This is a basic summary of the significant policy changes and if there are further questions I would be happy to answer them. I also welcome other suggested changes. Staff hopes to have a final policy in place in the next month or so, but certainly before the end of the year for adequate notice to current special event applicants.

Thank you,

Kami Lynch  
City Clerk, City of Appleton  
[kami.lynch@appleton.org](mailto:kami.lynch@appleton.org)

CITY OF APPLETON POLICY		TITLE: SPECIAL EVENT POLICY	
ISSUE DATE: September 1996		LAST UPDATE: <del>February 2005</del> January 2010	SECTION: <u>C</u> ity Clerk
POLICY SOURCE: City Clerk		AUDIENCE: City <u>employees and</u> residents	TOTAL PAGES: <del>5</del> 8
RReviewed by <u>Attorney's Office</u> <u>Legal Services</u> Date: <u>Nov. 22, 2002</u> <u>Sept. 14, 2016</u>		Safety and Licensing Committee Approval <u>D</u> ate: January 14, 2010	<u>C</u> ouncil Approval Date: Approve amendment to policy January 20, 2010

## I. PURPOSE

The purpose of this policy is to define what constitutes a special event and to outline the steps that must take place for a special event to be properly licensed.

## II. POLICY

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

## III. DISCUSSION

It is recognized that special events of all sizes 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 the~~ City ~~departments~~ can evaluate the potential impact ~~such an~~the 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

- Small event - a special event with an anticipated attendance of under 1,000 people.
- **Special event** ~~means~~ or event - any planned occurrence ~~on~~ in the public right-of-way or on public ~~premises~~ property including, but not limited to, parades, gatherings, festivals and athletic events, which ~~is~~ are not within the normal and ordinary use of that ~~public premises or~~ place or which, by the 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, and ordinary, ~~or intended~~ use of the public ~~facilities~~ facility or property shall be determined by the City department that maintains jurisdiction over the proposed venue. A special event may be a single day event or a multiple day event.

S

#### IV. ~~DISCUSSION~~

##### Special event

##### ~~A.~~ Licensing Requirements

- 1. license - the license issued by the City Clerk to the applicant for the special event.
- Special Event License Application Form or application - available from the City Clerk that must be approved in order to obtain a license to hold the special event.

~~Special Applications shall be filed with the City Clerk.~~

- ~~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:~~

- Events Committee - a committee comprised of City employees representing various City departments.

#### V. PROCEDURES

- ~~Use of department resources~~
- ~~Costs to the department~~

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.

Map/Diagram of Event. A detailed map or diagram indicating the specific location and layout of the event must be submitted with the application. This should also include any proposed street closures and the proposed route and direction of route, including all turns and the number of traffic lanes to be used, if applicable.

- i. Street Closures—Closure. If a special event requires any street(s) to be closed, The Event Organizer closure, the applicant or their contractor shall be required to must provide an acceptably-prepared Traffic Control Plan (TCP) to the Traffic Section for review and approval no less than four (4) weeks prior to the event. The plan shall must comply with the Federal Highway Administration's Manual on Uniform Traffic Control Devices, latest edition, and the City of Appleton's Temporary Traffic Control Manual, latest edition. Temporary Traffic Control traffic control devices/services shall must be provided by a contractor which has extensive experience in the industry and is approved in advance by the Traffic Section.

#### B. Fees

1. A Police Investigation Fee of \$7.00 will be added to all applications.

The special event per day fee schedule shall be ii. Event Route. Event routes, if applicable, must be submitted with the application regardless of historical precedent. Proposed routes may be altered after the license has been issued only at the discretion of the Police Department and the Department of Public Works. Should a special event deviate from the route submitted without the approval of the city, the applicant may be denied a license for any special events for the following calendar year.

- d. Insurance Events are required to have adequate levels of insurance as determined by the City's Risk Manager and



City provided services and being prevented from obtaining a license or permit in the future. The license may also be denied or revoked.

5. Waiver. Some or all of the license requirements may be waived in cases where the United States Secret Service notifies the City of a proposed event in which it will be assisting with security details.

## B. Safety

1. Security. Events must have a designated head of security and must have additional security personnel at the rate of one (1) security person for every 200 persons present if alcohol is available for consumption or for every 400 persons present if alcohol is not available for consumption. The Police and Fire Departments have the discretion to modify these ratios as they deem necessary.
  - a. Head of Security. The head of security must, at minimum, be: (i) 18 years of age or older, (ii) clearly identifiable as the head of security at all times during the event, (iii) reachable by phone at all times during the event by any City employee, (iv) able to call 911 during the event, and (v) able to contact and instruct the security personnel, as applicable, during the event. These requirements may be modified by the Police and Fire Departments, in their discretion, as warranted.
  - b. Security Personnel. Security personnel must, at minimum, be: (i) 18 years of age or older, (ii) clearly identifiable as security personnel at all times during the event, (iii) able to call 911 during the event, (iv) reachable at all times by the head of security during the event, and (v) be able to act on instructions from the head of security, or any other authorized person, in case of an emergency. These requirements may be modified by the Police and Fire Departments, in their discretion, as warranted.
2. ~~be considered to~~ Additional Safety Features. The Police and Fire Departments may, at their discretion, require events have additional safety features including, but not limited to, a first aid station with a certified nurse or medical doctor, an ambulance on standby and professionally licensed security officers.
3. Compliance. Applicants are responsible for ensuring that the event complies with all applicable statutes, ordinances, traffic rules, park rules, state health laws, fire codes, and liquor licensing regulations.



6. Non-Refundable. All fees are non-refundable.

- 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 affect facilities, grounds, or other natural resources at risk of damage or destruction if the event were permitted to take place.
- F. Annual Reporting - By July 30 of every year, a report must be submitted by the City Clerk 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.
- G. Precedent. Nothing in this policy shall be read to take precedent over any applicable statutes or ordinances.

<u><b>MULTIPLE DAY EVENT LICENSE FEE</b></u>						
<u><b>Days before the event</b></u>	<u><b>Small Events – Under 1,000 attendees WITHOUT STREET CLOSURE</b></u>	<u><b>Small Events – Under 1,000 attendees WITH STREET CLOSURE</b></u>	<u><b>Large Events – Between 1,000 and 5,000 attendees WITHOUT STREET CLOSURE</b></u>	<u><b>Large Events – Between 1,000 and 5,000 attendees WITH STREET CLOSURE</b></u>	<u><b>Significant Events – Over 5,000 attendees WITHOUT STREET CLOSURE</b></u>	<u><b>Significant Events – Over 5,000 attendees WITH STREET CLOSURE</b></u>
<u><b>90 days or more</b></u>	<u><b>\$50</b></u>	<u><b>\$100</b></u>	<u><b>\$500</b></u>	<u><b>\$700 first day + \$175 each additional day</b></u>	<u><b>\$1,000</b></u>	<u><b>\$1,500 first day + \$375 each additional day</b></u>
<u><b>60-89 days</b></u>	<u><b>\$60</b></u>	<u><b>\$150</b></u>	<u><b>\$600</b></u>	<u><b>\$750 first day + \$188 each additional day</b></u>	<u><b>\$1,200</b></u>	<u><b>\$1,700 first day + \$425 each additional day</b></u>
<u><b>35-59 days</b></u>	<u><b>\$75</b></u>	<u><b>\$200</b></u>	<u><b>\$800</b></u>	<u><b>\$1,000 first day fee + \$250 each additional day</b></u>	<u><b>\$1,650</b></u>	<u><b>\$2,500 first day fee + \$750 each additional day</b></u>
<u><b>30-44 days</b></u>	<u><b>\$100</b></u>	<u><b>\$300</b></u>	<u><b>DENIED</b></u>	<u><b>DENIED</b></u>	<u><b>DENIED</b></u>	<u><b>DENIED</b></u>
<u><b>10-29 days</b></u>	<u><b>\$200</b></u>	<u><b>\$400</b></u>	<u><b>DENIED</b></u>	<u><b>DENIED</b></u>	<u><b>DENIED</b></u>	<u><b>DENIED</b></u>
<u><b>&lt; 10 days</b></u>	<u><b>DENIED</b></u>	<u><b>DENIED</b></u>	<u><b>DENIED</b></u>	<u><b>DENIED</b></u>	<u><b>DENIED</b></u>	<u><b>DENIED</b></u>
<u><b>Late Fee</b></u>	<u><b>N/A</b></u>	<u><b>N/A</b></u>	<u><b>\$300</b></u>	<u><b>\$600</b></u>	<u><b>\$600</b></u>	<u><b>\$1,200</b></u>

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.~~

**D. Mapped Routes**

~~A detailed map or diagram indicating the specific locations and layout of the event must be submitted. This should also include any proposed street closures, proposed route and direction of route including all turns and the number of traffic lanes to be used, if applicable.~~

~~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~~

<b>CITY OF APPLETON POLICY</b>	<b>TITLE:</b> <b>SPECIAL EVENT POLICY</b>	
ISSUE DATE: September 1996	LAST UPDATE: January 2010	SECTION: City Clerk
POLICY SOURCE: City Clerk	AUDIENCE: City employees and residents	TOTAL PAGES: 8
Reviewed by Legal Services Date: Nov. 22, 2002 Jan 3, 2017	Safety and Licensing Committee Approval Date: January 14, 2010	Council Approval Date: Approve amendment to policy January 20, 2010

#### I. PURPOSE

The City is dedicated to making the special event licensing process as easy as possible for applicants. The purpose of this policy is to outline the steps that must be taken for special events to be properly licensed by the City of Appleton.

#### II. POLICY

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

#### III. DISCUSSION

It is recognized that special events of all sizes often bring benefits to the community. At the same time, the City must have sufficient notice prior to a special event so that the City can evaluate the potential impact the event might have on resources of City departments, City owned properties and facilities, and ultimately on the public. Because events have unique characteristics with different potential impacts on City services, the issuance of a license is considered on a case-by-case basis and in accordance with this policy.

For licensing purposes there are three categories of special events: (i) Small Events, which are events with an anticipated attendance of under 1,000 people, (ii) Large Events, which are events with an anticipated attendance of between 1,000 and 5,000 people, and (iii) Significant Events, which are events with an anticipated attendance of over 5,000 people. Events may take place on one day or for multiple days.

The event category plus the number of days the event will occur will determine (i) the fee for the event, (ii) the license application deadline, and (iii) any other minimum resources required for the event.

#### IV. DEFINITIONS

***Anticipated attendance*** means an objective estimate made by an applicant of the total number of people who will attend a special event.

***Applicant*** means the person applying for the special event license.

***Days*** means calendar days.

***Event category*** means the size of the event, either a Small Event, Large Event or Significant Event.

***Large Event*** means a special event with an anticipated attendance of between 1,000 and 5,000 people.

***License*** means the license issued by the City Clerk to the applicant for the special event.

***Multiple day event*** means a special event that occurs on more than one day, where the days are consecutive or at a consistent interval (e.g., an event occurring on a consecutive Saturday and Sunday or an event occurring every other Tuesday), at the same start and end time and at the same location. One special event license will be issued for a multiple day event.

***Normal and ordinary use*** means the way City owned property should normally and ordinarily be used, as established by the department that of jurisdiction (e.g., a ball diamond complex's normal and ordinary use is for baseball/softball games, a public streets normal and ordinary use is for vehicular traffic, a sidewalks normal and ordinary use is for pedestrian use). Whether an event is considered within the normal and ordinary use of the property is determined by the City department that maintains jurisdiction over the property.

***Significant Event*** means a special event with an anticipated attendance of over 5,000 people.

***Single day event*** means a special event that does not meet the definition of a multiple day event.

***Small Event*** means a special event with an anticipated attendance of under 1,000 people.

***Special event* or *event*** means any planned occurrence in the public right-of-way or on public property including, but not limited to, parades, gatherings, festivals and athletic events, which are not within the normal and ordinary use of that place or which, by the 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 and ordinary use of the public facility or property shall be determined by the City department that maintains jurisdiction over the property. A special event may be a single day event or a multiple day event.

***Special Event License Application Form* or *application*** means the application available from the City Clerk that must be approved by the City Clerk on the recommendation of the Special Events Committee in order to obtain a license to hold a special event.

***Special Events Committee*** means the committee comprised of City employees representing various City departments.

## V. PROCEDURES

### A. LICENSE REQUIREMENTS.

1. Application. To obtain a special event license, the applicant must file a completed application with the City Clerk before the last applicable day before the event and pay the license fees. *See Attachment A – Fee Schedule.*
  - a. Late Applications. Late applications will not be accepted unless the event is a large or significant event that has been held in the City for at least the past two (2) consecutive years and there are no changes to the event from the previous year. Late applications meeting this standard may be accepted by the City Clerk subject to a late fee. Applications submitted less than ten (10) days before the event will not be accepted. *See Attachment A – Fee Schedule.*
  - b. Additional Reservations/Permits/Licenses. Filing an application does **NOT** reserve a park or facility and does **NOT** include applications for any other licenses or permits as may be required.
  - c. Map/Diagram of Event. A detailed map or diagram indicating the specific location and layout of the event must be submitted with the applicant. The map should also include any proposed street closures and the proposed route and direction of route, including all turns and the number of traffic lanes to be used, if applicable.
    - i. Street Closure. If an event requires a street closure, the applicant or their contractor must provide an acceptably-prepared Traffic Control Plan (TCP) to the Traffic Section for review and approval no less than four (4) weeks prior to the event. The plan must comply with the Federal Highway Administration's Manual on Uniform Traffic Control Devices, latest edition, and the City of Appleton's Temporary Traffic Control Manual, latest edition. Temporary traffic control devices/services must be provided by a contractor which has extensive experience in the industry and is approved in advance by the Traffic Section.
    - ii. Event Route. Event routes, if applicable, must be submitted with the application regardless of historical precedent. Proposed routes may be altered after the license has been issued only at the discretion of the Police Department and the Department of Public Works.
  - d. Insurance Events are required to have adequate levels of insurance as determined by the City's Risk Manager and based on the size and type of the event. Applicants must furnish the City Clerk with a valid certificate of insurance covering any and all liability.

2. Meetings.

- a. Special Events Committee Meeting. Prior to filing an application, the applicant may request a meeting with the Special Events Committee at the next regularly scheduled meeting to discuss the proposed special event and receive feedback regarding the likelihood of the application being approved and have questions or concerns answered.
- b. Department Meeting. The City Clerk may schedule a meeting if deemed necessary by the City Clerk or requested by the applicant and/or the affected City Department(s) should the applicant make a request for City services. The purpose of the meeting will be to discuss the services requested. The meeting must be held no later than thirty (30) calendar days before the event. If the applicant refuses to meet at the request of the City Clerk, the license may be denied or revoked.

3. Application Review.

- a. Committee Review. Applications are reviewed by the Special Events Committee, which will recommend either approving or denying the application. The City Clerk will issue the license upon unanimous approval. The review by the committee must include, but may not be limited to, an evaluation based on the following criteria:
  - i. Use of department resources,
  - ii. Costs to the department,
  - iii. Benefit to the community,
  - iv. Any perceived public health or safety problems,
  - v. If the applicant has a history not complying with this policy and/or other applicable rules or regulations, and
  - vi. Use of City property.
- b. Recommendation for Denial. If a recommendation for denial is made, an explanation must be provided to the City Clerk which will then be provided to the applicant. The applicant may request the application be submitted to the Common Council by way of the Safety and Licensing Committee for review and a final determination of whether to grant the license.

- 4. Waiver. Some or all of the license requirements may be waived in cases where the United States Secret Service notifies the City of a proposed event in which it will be assisting with security details. It will be at the discretion of the Special Events Committee which requirements will be waived.

B. SAFETY.

1. Security. Events must have a designated head of security and must have additional security personnel at the rate of one (1) security person for every 300 persons present if alcohol is available for consumption or for every 600 persons present if alcohol is not available for consumption. The Police and Fire Departments have the discretion to modify these ratios as they deem necessary and the applicant will be notified of the modification as soon as reasonably possible.
  - a. Head of Security. The head of security must, at minimum, be: (i) 18 years of age or older, (ii) clearly identifiable as the head of security at all times during the event, (iii) reachable by phone at all times during the event by any City employee, (iv) able to call 911 during the event, and (v) able to contact and instruct the security personnel, as applicable, during the event. These requirements may be modified by the Police and Fire Departments in their discretion, and the applicant will be notified of the modification as soon as reasonably possible
  - b. Security Personnel. Security personnel must, at minimum, be: (i) 18 years of age or older, (ii) clearly identifiable as security personnel at all times during the event, (iii) able to call 911 during the event, (iv) reachable at all times by the head of security during the event, and (v) be able to act on instructions from the head of security, or any other authorized person, in case of an emergency. These requirements may be modified by the Police and Fire Departments in their discretion, and the applicant will be notified of the modification as soon as reasonably possible.
2. Additional Safety Features. The Police and Fire Departments may, at their discretion, require events have additional safety features including, but not limited to, a first aid station with a certified nurse or medical doctor, an ambulance on standby and/or professionally licensed security officers. If additional safety features are required, the applicant will be notified as soon as reasonably possible.

C. SET-UP, TOILET FACILITIES AND CLEAN-UP.

1. Set-Up Time. Set-up for an event, including, but not limited to, dropping off supplies and erecting tents, shall not take place more than four (4) hours in advance of an event unless approval for earlier set-up has been granted in writing by the department director or designee with jurisdiction over the location of the event.
2. Markings. Any instructions or information about or pertaining to an event applied directly to City property, such as streets, sidewalks and curbs, must be no more than twelve (12) inches in height and two (2) feet in length. Only white, temporary (lasting no longer than thirty [30] days), water-based marking paint or landscape chalk is permitted to be used.
3. Toilets. It is the responsibility of the applicant to ensure the adequate number of toilets are available at the event.

4. Waste Receptacles. It is the responsibility of the applicant to ensure the proper number of waste receptacles are present at the event.
5. Clean-Up. It is the responsibility of the applicant to ensure the location of the event is left in the same condition it was in prior to the event. All clean-up efforts must be completed within four (4) hours after the conclusion of the event unless approval for additional clean-up time has been granted in writing by the department director or designee with jurisdiction over the location of the event.

D. FEES.

1. License Fee. Special event license fees are set based upon the amount of resources used by the City for similar events and is based on the event's anticipated attendance, whether there will be street closures, and how far in advance of the event the application is filed with the City Clerk. The license fee must be paid at the time of the application is filed with the City Clerk. *See, Attachment A – Fees*.
2. Late Fee. A late fee of will be added to all applications filed pursuant to Section V(A)(1)a above. *See Attachment A – Fees*.
3. Police Investigation Fee. A background check of all applicants will be conducted by the Police Department and the fee for the background check, \$7.00, is in addition to the license fees.
4. City Events. Events where the applicant is an official, employee or designated agent of the City acting on behalf of the City will not incur any fees.
5. Permits. Charges for park facilities, food sales permits, tent permit fees, etc., are to be paid **IN ADDITION** to the fees discussed in this policy.
6. Non-Refundable. All fees are non-refundable with the exception of fees for events that are cancelled by the applicant and/or the City due to weather conditions or by the City for the unforeseen or unexpected unavailability of the event venue that is not caused by an act or inaction of the applicant, in which case the fees will revert to a credit the applicant can use for rescheduling the event or for a similar event. The credit must be used within one (1) calendar year from the date of the cancelled event. No cash refunds will be given if the full value of the credit is not used by the applicant. If the event is cancelled by the applicant due to weather conditions, notification to the City Clerk must be made as soon as reasonably possible.

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

F. COMPLIANCE. The applicant is responsible for ensuring that the event complies with



this policy and all applicable laws and regulations including, but not limited to, statutes, ordinances, traffic rules, park rules, health laws, fire codes, and liquor licensing regulations. Failure to comply resulting in the City providing services will result in the applicant being billed for the City provided services should the cost of services equal \$50 or more, and may also result in the applicant being prevented from obtaining a special event license in the future.

- a. In the event the City bills the applicant for services, the department director or designee with jurisdiction over the services provided will submit a bill to the applicant within thirty (30) days after the conclusion of the event. Payment is due to the City within thirty (30) days after the date on the bill.
  - b. The applicant may appeal the bill by placing the reason for the appeal in writing and submitting it to the City Clerk prior to the bill's due date. The final determination of the bill will be made by the Common Council by way of the Safety and Licensing Committee.
- G. ANNUAL REPORTING. By July 30 of every year, a report must be submitted by the City Clerk 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.
- H. PRECEDENT. Nothing in this policy shall be read to take precedent over any applicable statutes or ordinances.

## ATTACHMENT A - FEES

SINGLE DAY EVENT LICENSE FEE						
Days before the event	Small Events – Under 1,000 attendees <b>WITHOUT STREET CLOSURE</b>	Small Events – Under 1,000 attendees <b>WITH STREET CLOSURE</b>	Large Events – Between 1,000 and 5,000 attendees <b>WITHOUT STREET CLOSURE</b>	Large Events – Between 1,000 and 5,000 attendees <b>WITH STREET CLOSURE</b>	Significant Events – Over 5,000 attendees  <b>WITHOUT STREET CLOSURE</b>	Significant Events – Over 5,000 attendees  <b>WITH STREET CLOSURE</b>
90 days or more	\$50	\$100	\$500	\$700	\$1,000	\$1,500
60-89 days	\$60	\$150	\$600	\$750	\$1,200	\$1,700
45-59 days	\$75	\$200	\$800	\$1,000	\$1,650	\$2,500
30-44 days	\$100	\$300	DENIED	DENIED	DENIED	DENIED
11-29 days	\$200	\$400	DENIED	DENIED	DENIED	DENIED
< 10 days	DENIED	DENIED	DENIED	DENIED	DENIED	DENIED
Late Fee	N/A	N/A	\$300	\$600	\$600	\$1,200

MULTIPLE DAY EVENT LICENSE FEE						
Days before the event	Small Events – Under 1,000 attendees <b>WITHOUT STREET CLOSURE</b>	Small Events – Under 1,000 attendees <b>WITH STREET CLOSURE</b>	Large Events – Between 1,000 and 5,000 attendees <b>WITHOUT STREET CLOSURE</b>	Large Events – Between 1,000 and 5,000 attendees <b>WITH STREET CLOSURE</b>	Significant Events – Over 5,000 attendees  <b>WITHOUT STREET CLOSURE</b>	Significant Events – Over 5,000 attendees  <b>WITH STREET CLOSURE</b>
90 days or more	\$50	\$100	\$500	\$700 first day + \$175 each additional day	\$1,000	\$1,500 first day + \$375 each additional day
60-89 days	\$60	\$150	\$600	\$750 first day + \$188 each additional day	\$1,200	\$1,700 first day + \$425 each additional day
45-59 days	\$75	\$200	\$800	\$1,000 first day fee + \$250 each additional day	\$1,650	\$2,500 first day fee + \$750 each additional day
30-44 days	\$100	\$300	DENIED	DENIED	DENIED	DENIED
10-29 days	\$200	\$400	DENIED	DENIED	DENIED	DENIED
< 10 days	DENIED	DENIED	DENIED	DENIED	DENIED	DENIED
Late Fee	N/A	N/A	\$300	\$600	\$600	\$1,200

**APPLETON POLICE DEPARTMENT  
WEEKLY REPORT  
2016**

**WEEK # 46  
ENDING 11/17/2016**

	<b>TW</b>	<b>TWLY</b>	<b>TYTD</b>	<b>LYTD</b>	<b>YTD Incr</b>
Calls for Service	946	872	44,504	42,730	4.2%
Citizen Initiated	583	552	29,609	27,880	6.2%
Officer Initiated	350	305	14,203	14,224	-0.1%
Reports Handled by Comm Technicians	14	8	774	895	-13.5%

	<b>TW</b>	<b>TWLY</b>	<b>TYTD</b>	<b>LYTD</b>	<b>YTD Incr</b>
Group A Crimes	73	86	3,922	3,720	5.4%
Group B Crimes	81	119	4,630	5,173	-10.5%

<b>PARKING TICKETS</b>	<b>TW</b>	<b>TWLY</b>	<b>TYTD</b>	<b>LYTD</b>	<b>YTD Incr</b>
2 A.M. to 5 A.M.	113	181	4,110	5,487	-25.1%

<b>INCARCERATIONS</b>	<b>TW</b>	<b>TWLY</b>	<b>TYTD</b>	<b>LYTD</b>	<b>YTD Incr</b>
Lock-ups	41	38	1,906	1,790	6.5%

	<b>TW</b>	<b>TWLY</b>	<b>TYTD</b>	<b>LYTD</b>	<b>YTD Incr</b>
Citizen Contact Reports (Written Warnings)	191	221	9,783	10,747	-9.0%
Traffic Citations	121	93	4,984	4,596	8.4%
Speeding Citations	28	8	299	459	-34.9%
Seatbelt Citations	2	1	767	238	222.3%
City Summonses	33	29	1,733	1,777	-2.5%
Underage drinking	-	2	133	134	-0.7%
Possess tobacco	-	-	21	43	-51.2%
Curfew violations	-	-	11	15	-26.7%
Possess marijuana/paraphernalia	4	2	314	293	7.2%
Warrants Issued	6	9	437	500	-12.6%
APD Warrants Quashed	14	8	432	474	-8.9%
Warrants Quashed for Other Agencies	12	8	376	376	0.0%
Initials scheduled for Court	104	131	5,898	5,780	2.0%
No shows for initials	52	59	2,976	3,012	-1.2%
City Court trials held	-	2	24	34	-29.4%
Offense Reports	161	141	7,486	6,826	9.7%
Offense Report Follow-ups	50	44	2,005	1,722	16.4%

Start Date/Time: 11/11/2016 12:00:00 AM  
 End Date/Time: 11/18/2016 12:00:00 AM  
 Jurisdiction: WI0450100

## Statistics

### Offenses

UCR Code	UCR Description	Cases Cleared This Period					Cases Cleared YTD				YTD %		YTD Last Year	
		This Period	This Period Last Year	YTD-This Year	YTD-Last Year	YTD %	Arrest	Excep. Cleared	Adult	Juv	Arrest	Excep. Cleared	Arrest	Excep. Cleared
<b>A</b>	<b>Group A</b>													
09A	MURDER & NON-NEGLIGENT MANSLAUGHTER	0	0	2	0	100.0%	0	0	0	0	1	0	0	0
09B	MANSLAUGHTER BY NEGLIGENCE	0	0	0	1	-100.0%	0	0	0	0	0	0	1	0
09C	JUSTIFIABLE HOMICIDE	0	0	0	0	0%	0	0	0	0	0	0	0	0
100	KIDNAPPING/ABDUCTION	0	0	9	9	0%	0	0	0	0	7	0	9	0
11A	RAPE	1	0	23	22	4.5%	0	0	0	0	1	1	8	1
11B	SODOMY	0	0	12	15	-20.0%	0	0	0	0	2	1	7	1
11C	SEXUAL ASSAULT WITH AN OBJECT	0	0	3	3	0%	0	0	0	0	0	2	1	1
11D	FONDLING	0	0	38	25	52.0%	0	0	0	0	8	12	9	6
120	ROBBERY	0	1	21	11	90.9%	0	0	0	0	13	0	7	0
13A	AGGRAVATED ASSAULT	1	3	122	123	-0.8%	1	0	1	0	86	5	101	3
13B	SIMPLE ASSAULT	12	9	394	356	10.7%	8	1	5	3	305	20	257	36
13C	INTIMIDATION	0	0	37	29	27.6%	0	0	0	0	23	1	23	1
200	ARSON	0	0	6	9	-33.3%	0	0	0	0	2	1	0	0
210	EXTORTION/BLACKMAIL	0	0	3	2	50.0%	0	0	0	0	0	0	0	0
220	BURGLARY/BREAKING AND ENTERING	2	8	123	154	-20.1%	0	0	0	0	13	0	39	3
23A	POCKET PICKING	0	0	0	1	-100.0%	0	0	0	0	0	0	0	0
23B	PURSE SNATCHING	0	0	0	0	0%	0	0	0	0	0	0	0	0
23C	SHOPLIFTING	5	10	279	301	-7.3%	2	0	1	0	153	10	213	6
23D	THEFT FROM BUILDINGS	9	3	280	225	24.4%	3	1	3	0	41	18	26	20
23E	THEFT FROM COIN-OPERATED MACHINE OR DEVICE	0	0	5	2	150.0%	0	0	0	0	1	0	0	1
23F	THEFT FROM MOTOR VEHICLE	0	1	145	172	-15.7%	0	0	0	0	4	1	8	1
23G	THEFT OF MOTOR VEHICLE PARTS OR ACCESSORIES	0	0	32	24	33.3%	0	0	0	0	0	0	0	0
23H	ALL OTHER LARCENY	8	3	282	232	21.6%	0	0	0	0	36	15	49	7
240	MOTOR VEHICLE THEFT	1	1	41	50	-18.0%	0	0	0	0	12	0	15	5
250	FORGERY/COUNTERFEITING	5	0	65	46	41.3%	0	0	0	0	8	4	10	2

# Statistics

Offenses							Cases Cleared This Period				Cases Cleared YTD		YTD %		YTD Last Year	
UCR Code	UCR Description	This Period	This Period Last Year	YTD-This Year	YTD-Last Year	YTD %	Arrest	Excep Cleared	Adult	Juv	Arrest	Excep Cleared	Arrest	Excep Cleared	Arrest	Excep Cleared
26A	FALSE PRETENSE/SWINDLE/CONFIDEN CE GAME	1	0	124	116	6.9%	0	0	0	0	25	5	20.2%	4.0%	40	5
26B	FRAUD CREDIT CARD/AUTOMATED TELLER MACHINES	0	0	69	91	-24.2%	0	0	0	0	7	0	10.1%	0.0%	33	4
26C	IMPERSONATION	5	4	165	230	-28.3%	0	0	0	0	10	7	6.1%	4.2%	41	9
26D	WELFARE FRAUD	0	0	0	0	0%	0	0	0	0	0	0	0.0%	0.0%	0	0
26E	WIRE/COMPUTER/OTHER ELECTRONIC MANIPULATION	0	0	2	3	-33.3%	0	0	0	0	0	0	0.0%	0.0%	0	0
26F	IDENTITY THEFT	0	0	7	0	100.0%	0	0	0	0	0	0	0.0%	0.0%	0	0
26G	COMPUTER HACKING/INVASION	0	0	4	0	100.0%	0	0	0	0	0	0	0.0%	0.0%	0	0
270	EMBEZZLEMENT	0	1	18	26	-30.8%	0	0	0	0	6	2	33.3%	11.1%	13	3
280	STOLEN PROPERTY OFFENSES (RECEIVING, ETC.)	0	1	24	17	41.2%	0	0	0	0	11	2	45.8%	8.3%	12	1
290	DESTRUCTIVE/DAMAGE/VANDA LISM OF PROPERTY	4	16	520	469	10.9%	0	0	0	0	115	23	22.1%	4.4%	126	13
35A	DRUG/NARCOTIC VIOLATIONS	6	10	337	317	6.3%	3	0	3	0	235	10	69.7%	3.0%	237	12
35B	DRUG EQUIPMENT VIOLATIONS	6	5	277	224	23.7%	4	0	4	0	201	4	72.6%	1.4%	186	3
36A	INCEST	0	0	0	0	0%	0	0	0	0	0	0	0.0%	0.0%	0	0
36B	STATUTORY RAPE	0	0	10	15	-33.3%	0	0	0	0	1	8	10.0%	80.0%	5	8
370	PORNOGRAPHY/OBSCENE MATERIAL	0	0	22	23	-4.3%	0	0	0	0	4	10	18.2%	45.5%	8	6
39A	BETTING AND WAGERING	0	0	0	0	0%	0	0	0	0	0	0	0.0%	0.0%	0	0
39B	OPERATING/PROMOTING/ASSIS TING GAMBLING	0	0	0	0	0%	0	0	0	0	0	0	0.0%	0.0%	0	0
39C	GAMBLING EQUIPMENT VIOLATIONS	0	0	0	0	0%	0	0	0	0	0	0	0.0%	0.0%	0	0
39D	SPORTS TAMPERING	0	0	0	0	0%	0	0	0	0	0	0	0.0%	0.0%	0	0
40A	PROSTITUTION	1	0	42	9	366.7%	0	0	0	0	23	0	54.8%	0.0%	6	1
40B	ASSISTING/PROMOTING PROSTITUTION	0	0	0	2	-100.0%	0	0	0	0	0	0	0.0%	0.0%	2	0
40C	PURCHASING PROSTITUTION	0	0	1	0	100.0%	0	0	0	0	1	0	100.0%	0.0%	0	0
510	BRIBERY	0	0	0	0	0%	0	0	0	0	0	0	0.0%	0.0%	0	0
520	WEAPON LAW VIOLATIONS	0	1	21	23	-8.7%	0	0	0	0	13	0	61.9%	0.0%	12	3
64A	HUMAN TRAFFICKING, COMMERCIAL SEX ACTS	0	0	0	0	0%	0	0	0	0	0	0	0.0%	0.0%	0	0
64B	HUMAN TRAFFICKING, INVOLUNTARY SERVITUDE	0	0	0	0	0%	0	0	0	0	0	0	0.0%	0.0%	0	0
720	ANIMAL CRUELTY	0	0	0	0	0%	0	0	0	0	0	0	0.0%	0.0%	0	0
NO	NON UCR REPORTABLE	3	3	250	227	10.1%	0	0	0	0	10	1	4.0%	0.4%	13	1
UCR A UCR CODE A		1	5	89	89	0%	0	0	0	0	72	1	80.9%	1.1%	70	4

# Statistics

Offenses							Cases Cleared This Period				Cases Cleared YTD		YTD %		YTD Last Year	
UCR Code	UCR Description	<u>This Period</u>	<u>This Period Last Year</u>	<u>YTD-This Year</u>	<u>YTD-Last Year</u>	<u>YTD %</u>	<u>Arrest</u>	<u>Excep Cleared</u>	<u>Adult</u>	<u>Juv</u>	<u>Arrest</u>	<u>Excep Cleared</u>	<u>Arrest</u>	<u>Excep Cleared</u>	<u>Arrest</u>	<u>Excep Cleared</u>
UCR B	UCR CODE B	1	1	14	23	-39.1%	0	0	0	0	13	0	92.9%	0.0%	17	0
UCR C	UCR CODE C	1	0	4	3	33.3%	0	0	0	0	3	0	75.0%	0.0%	2	0
UCR D	UCR CODE D	0	0	0	1	-100.0%	0	0	0	0	0	0	0.0%	0.0%	0	0
UCR E	UCR CODE E	0	0	0	0	0%	0	0	0	0	0	0	0.0%	0.0%	0	0
UCR F	UCR CODE F	0	0	0	0	0%	0	0	0	0	0	0	0.0%	0.0%	0	0
UCR G	UCR CODE G	0	0	0	0	0%	0	0	0	0	0	0	0.0%	0.0%	0	0
UCR H	UCR CODE H	0	0	0	0	0%	0	0	0	0	0	0	0.0%	0.0%	0	0
UCR I	UCR CODE I	0	0	0	0	0%	0	0	0	0	0	0	0.0%	0.0%	0	0
UCR J	UCR CODE J	0	0	0	0	0%	0	0	0	0	0	0	0.0%	0.0%	0	0
Total Group A		73	86	3,922	3,720	5.4%	21	2	17	3	1,466	164	37.4%	4.2%	1,606	167
B Group B																
90A	WORTHLESS CHECKS	0	0	2	4	-50.0%	0	0	0	0	0	0	0.0%	0.0%	1	0
90B	CURFEW/LOITERING/VAGRANC Y VIOLATIONS	1	0	80	137	-41.6%	0	0	0	0	23	0	28.8%	0.0%	53	0
90C	DISORDERLY CONDUCT	10	18	789	857	-7.9%	7	0	7	0	470	22	59.6%	2.8%	502	22
90D	DRIVING UNDER THE INFLUENCE	8	9	306	289	5.9%	8	0	8	0	305	0	99.7%	0.0%	288	0
90E	DRUNKENNESS	0	0	0	0	0%	0	0	0	0	0	0	0.0%	0.0%	0	0
90F	FAMILY OFFENSES , NONVIOLENT	0	1	25	117	-78.6%	0	0	0	0	15	0	60.0%	0.0%	101	3
90G	LIQUOR LAW VIOLATIONS	1	6	186	181	2.8%	1	0	1	0	163	1	87.6%	0.5%	152	0
90H	PEEPING TOM	0	1	0	2	-100.0%	0	0	0	0	0	0	0.0%	0.0%	2	0
90I		0	0	121	203	-40.4%	0	0	0	0	13	2	10.7%	1.7%	25	2
90J	TRESPASS OF REAL PROPERTY	7	9	405	405	0%	1	0	1	0	165	7	40.7%	1.7%	182	3
90Z	ALL OTHER OFFENSES	54	75	2,716	2,978	-8.8%	29	2	15	5	1,794	38	66.1%	1.4%	1,914	44
Total Group B		81	119	4,630	5,173	-10.5%	46	2	32	5	2,948	70	63.7%	1.5%	3,220	74
NR Group NR																
00	NON UCR REPORTABLE	70	58	2,850	2,568	11.0%	1	0	1	0	21	0	0.7%	0.0%	20	0
Total Group NR		70	58	2,850	2,568	11.0%	1	0	1	0	21	0	0.7%	0.0%	20	0

## Statistics

### D Property Value

<u>Property Values</u>	<u>This Period</u>	<u>This Period Last Year</u>	<u>YTD This Year</u>	<u>YTD Last Year</u>	<u>YTD %</u>
Stolen	\$77,559.00	\$20,530.00	\$1,301,077.50	\$1,337,612.89	-2.7%
Recovered	\$61,710.00	\$8,479.00	\$360,823.00	\$458,592.69	-21.3%
Damaged	\$2,700.00	\$11,657.00	\$317,831.00	\$201,793.00	57.5%

# Statistics

Arrests		This Period	This Period Last Year	YTD This Year	YTD Last Year	YTD %
<b>E</b>	<b>Adult Arrests</b>					
	Part A Ordinance	8	10	475	483	-1.7%
	Part A State Statute	19	28	1,038	1,068	-2.8%
	Part B Ordinance	5	13	638	622	2.6%
	Part B State Statute	43	50	1,942	1,905	1.9%
	Part NR Ordinance	0	0	0	0	0%
	Part NR State Statute	0	0	0	1	-100.0%
	Part TR Ordinance	0	0	0	0	0%
	Part TR State Statute	0	1	13	7	85.7%
<b>F</b>	<b>Juvenile Arrests</b>					
	Part A Ordinance	6	7	104	139	-25.2%
	Part A State Statute	0	6	70	95	-26.3%
	Part B Ordinance	4	11	203	278	-27.0%
	Part B State Statute	3	6	255	345	-26.1%
	Part NR Ordinance	0	0	0	0	0%
	Part NR State Statute	0	0	1	0	100.0%
	Part TR Ordinance	0	0	0	0	0%
	Part TR State Statute	0	0	0	0	0%
<b>G</b>	<b>Adult &amp; Juv Traffic Arrests</b>					
	Traffic Citations	106	88	4,547	4,206	8.1%
<b>H</b>	<b>Animal</b>					
	Animal Arrests	1	3	48	40	20.0%
	Animal Complaints	50	27	1,691	1,737	-2.6%
	Animal Warnings	22	14	589	579	1.7%



## Statistics

I	Accidents	This Period	This Period Last Year	YTD This Year	YTD Last Year	YTD %
	Fatal	0	0	1	2	-50.0%
	Hit & Run Personal Injury	1	0	15	16	-6.3%
	Hit & Run Property Damage	2	3	103	78	32.1%
	Personal Injury	10	5	347	350	-0.9%
	Property Damage	14	22	829	737	12.5%