



City of Appleton

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

Meeting Agenda - Final-revised Safety and Licensing Committee

Wednesday, May 24, 2017

5:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

3. Approval of minutes from previous meeting

[17-745](#) Approval of Minutes from May 10, 2017 meeting.

Attachments: [S&L Minutes 5-10-17.pdf](#)

4. **Public Hearings/Apearances**

5. **Action Items**

[17-743](#) Operator's License application of Michael A. VanPembrook Malott, 3404 N. Whitney Drive.

Attachments: [Michael A. VanPembrook Malott.pdf](#)

[17-795](#) Appeal of Chicken Permit Denial from Mary Williams, 2100 N Douglas St.

Attachments: [Chicken Permit Documents- 2100 N Douglas St.pdf](#)

[17-778](#) Operator's Licenses

Attachments: [Operator's Licenses for 5-24-17 S & L.docx](#)

[17-779](#) Renewal Operator's Licenses

Attachments: [Renewal Operator's Licenses for 5-24-17 S & L.docx](#)

[17-722](#) "Class B" Beer/Liquor License Change of Agent of Uncle Jims LLC, Hollyann Strunc, Agent, 317 N. Appleton St., contingent upon approval from the Police Department.

- [17-723](#) "Class B" Beer/Liquor License Change of Agent of Apple Hospitality Group LLC, d/b/a Applebee's Neighborhood Grill & Bar, Samantha M. Boda, Agent, 3040 E. College Ave., contingent upon approval from the Police Department.
- [17-735](#) Class "A" Beer License - Change of Agent of Kwik Trip #678, Jacqueline D. Dahlke, Agent, 3232 S. Oneida St., contingent upon approval from the Police Department.
- [17-777](#) Special Class "B" Beer/Wine License application of Fox Valley Vietnam Veterans Association, David G. Willems, Person in Charge, Houdini Plaza, June 17, July 22, August 26 & September 23, 2017, contingent upon approval from all departments.
- Attachments:** [Fox Valley Vietnam Veterans application.pdf](#)
- [17-748](#) Special Class "B" Beer License applications filed after the agenda was published.
- [17-713](#) Farm Market Renewal application for Festival Foods, Kyle Nelson, 1200 W. Northland Avenue, contingent upon approvals from all departments.
- [17-712](#) Taxi Cab Company Renewal License application of People Movers Inc. Appleton Yellow Taxi Co., Paul O. Davies, 705 W. Wisconsin Avenue, contingent upon approvals from all departments.
- [17-715](#) Taxi Cab Company Renewal License application of A2B Taxi, 1528 N. Ballard Road, #9, Bradley Pingel, contingent upon approvals from all departments.
- [17-676](#) Review of Changes to General Policy Statement on Beer/Liquor Licensing
- Attachments:** [LIQUOR LICENSE POLICY 2017 -May edits.pdf](#)
- [17-776](#) Intergovernmental Agreement with Outagamie County for the purchase of election equipment in 2018.
- Attachments:** [C Appleton Letter.pdf](#)
[IGA C Appleton.pdf](#)

6. Information Items

[17-619](#)

Special Events:

Fox Valley Food Truck Rally - May 9, 25; June 22; July 20; August 17, 2017

Horizons Elementary School Family Fun Run - June 6, 2017

2017 Law Enforcement Torch Run - June 8, 2017

Community First Fox Cities Marathon - September 24, 2017

[17-744](#)

Special Events:

YMCA Father's Day 5k - June 17, 2017

African Heritage Juneteenth - June 11, 2017

Family Services Butterfly Festival - June 17, 2017

[17-746](#)

Director's Reports:

City clerk

Fire Chief

Police Chief

[17-747](#)

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

Meeting Minutes - Final Safety and Licensing Committee

Wednesday, May 10, 2017

5:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

The meeting was called to order by Chair Lobner at 5:37 p.m.

2. Roll call of membership

Present: 4 - Lobner, Konetzke, Meltzer and Williams

Excused: 1 - Croatt

3. Approval of minutes from previous meeting

[17-682](#)

Approval of Minutes from April 26, 2017 meeting.

Attachments: [S&L Minutes 4-26-17.pdf](#)

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

Aye: 4 - Lobner, Konetzke, Meltzer and Williams

Excused: 1 - Croatt

4. Public Hearings/Appearances

5. Action Items

[17-714](#)

Dieter's Place LLC "Class B" Liquor License Prosecution.

Attachments: [Dieters Place Memo.pdf](#)

**Lobner moved, seconded by Konetzke, to recommend that the City Attorney
begin prosecution for the Dieter's Place, LLC liquor license. Roll Call. Motion
carried by the following vote:**

Aye: 4 - Lobner, Konetzke, Meltzer and Williams

Excused: 1 - Croatt

Balance of the action items on the agenda.

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

Aye: 4 - Lobner, Konetzke, Meltzer and Williams

Excused: 1 - Croatt

[17-698](#)

Operator's Licenses

Attachments: [Operator's Licenses for 5-10-17 S & L.pdf](#)

This Report Action Item was recommended for approval.

[17-700](#)

Renewal Operator Licenses

Attachments: [Renewal Operator's Licenses for 5-10-17 S & L.pdf](#)

This Report Action Item was recommended for approval.

[17-680](#)

Class "B" Beer and "Class C" Wine License application of The Crafty Woodmaker LLC, d/b/a The Crafty Woodmaker, Katherine E. Wood, Agent, 207 W. College Ave., contingent upon approval from all departments.

Attachments: [The Crafty Woodmaker application.pdf](#)

This Report Action Item was recommended for approval.

[17-666](#)

Class "B" Beer and "Class C" Wine License application of Board and Brush Creative Studio-Green Bay LLC, d/b/a Board and Brush Creative Studio, Katie M. Forman, Agent, 109 N. Durkee St., contingent upon approval from all departments.

Attachments: [Board and Brush Creative Studio application.pdf](#)

This Report Action Item was recommended for approval.

[17-621](#)

Special Class "B" Beer/Wine License application of St. Pius X Catholic Church, Dan J. Lauer, Person in Charge, 500 W. Marquette St., June 2-4, 2017, contingent upon approval from all departments.

Attachments: [St Pius X Catholic Church application.pdf](#)

This Report Action Item was recommended for approval.

[17-679](#) Renewal Taxi Cab Company License application of Apple Valley Taxi LLC, James D. Jacobs, 1831 N. Bennett Street, contingent upon approvals from all departments.

This Report Action Item was recommended for approval.

[17-611](#) Renewal Taxi Cab Company License application of Dynasty Limousine Service LLC, John Wolters, 314 E. Wilson Avenue contingent upon approvals from all departments.

This Report Action Item was recommended for approval.

[17-617](#) Renewal Taxi Cab Company License application of Fox Valley Tours, LLC, Justin Garrett, N5605 Valley Creek Road, Fond Du Lac, contingent upon approvals from all departments.

This Report Action Item was recommended for approval.

[17-658](#) Renewal Mobile Home Park License application of Fox Valley Estates, Scott R. Moore, 4349 Tarnowski Road, Duluth, MN, contingent upon approvals from all departments.

This Report Action Item was recommended for approval.

[17-620](#) Farm Market Renewal License application of Long Cheng Marketplace, MaiYoua Thao, 1804 S. Lawe Street, contingent upon approvals from all departments.

This Report Action Item was recommended for approval.

[17-672](#) Special Class "B" Beer License applications filed after the agenda was published.

This Report Action Item was recommended for approval.

6. Information Items

[17-619](#) Special Events:
Fox Valley Food Truck Rally - May 9, 25; June 22; July 20; August 17, 2017
Horizons Elementary School Family Fun Run - June 6, 2017
2017 Law Enforcement Torch Run - June 8, 2017
Community First Fox Cities Marathon - September 24, 2017

[17-673](#) Director's Reports:
City Clerk
Fire Chief
Police Chief

Attachments: [Police Weekly Report - Week 11.pdf](#)

[17-675](#) Police Department information on liquor law violation convictions.

7. Adjournment

Konetzke moved, seconded by Meltzer, that the meeting be adjourned at 5:50 p.m. Roll Call. Motion carried by the following vote:

Aye: 4 - Lobner, Konetzke, Meltzer and Williams

Excused: 1 - Croatt



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

FEES ARE NON-REFUNDABLE

Date Rec'd 4-28-17

☐ Operator License \$60.00 Acct. 11030.4307
☒ Operator License \$75.00 Acct. 11030.4307
plus a provisional
☒ Investigation fee 82 \$ 7.00 Acct. 100.2359
Total fee paid \$ 468.4684 Receipt 4684684

☒ Original Application

☐ Renewal - License # _____

LICENSE APPLICATION for

OPERATOR'S (BARTENDER'S) LICENSE

SECTION 1 - APPLICANT INFORMATION

Vanpembrook Malott

Applicant Name (Last, First, MI)

Vanpembrook Malott Michael A

Maiden _____

Street Address

3409 N Whitney Dr.

City

Appleton

State

WI

Zip

54914

Driver's License Number/State Identification Number

State License Issued In:

WI

Date of Birth

Sex

male

Home Phone Number

Cell phone Number

Name and Address of Establishment you will be selling alcohol

For convenience 3401 N Richmond St Appleton

SECTION 2 - CONVICTION RECORD - NEW APPLICANT: You are required to list each and every violation and/or offense for which you have been convicted. Failure to provide complete answers may result in a denial of your application.

Have you EVER had an Operator's (Bartender's) License? YES NO

If Yes; where? _____

Have you EVER been convicted of a felony? YES NO

If Yes; when, where and what type of violation? (Please be specific) _____

Have you EVER been convicted of a misdemeanor or ordinance violation? YES NO

If Yes; when, where and what type of violation? (Example: speeding, OWI) _____

SECTION 2 - CONVICTION RECORD - RENEWAL APPLICANT: List any pending charges, citations, tickets and all convictions since last license application. Failure to provide complete answers may result in a denial of your application.

Have you EVER had an Operator's (Bartender's) License? YES NO

If Yes; where? _____

Have you been convicted of a felony since last license application? YES NO

If Yes; when, where and what type of violation? (Please be specific) _____

Have you been convicted of a misdemeanor or ordinance violation since last license application? YES NO

If Yes; when, where and what type of violation? (Example: speeding, OWI) _____

SECTION 3 - PENALTY NOTICE

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

Signature:

[Signature]

FOR OFFICE USE ONLY

Department	Approve	Deny	By	Reason
POLICE		<input checked="" type="checkbox"/>	<u>Miller</u>	
Date sent to APD <u>4-28-17</u>	Scheduled FVTC Class	Class Completion Date	Current other license: Muni _____ # _____	
Safety and Licensing	Common Council	Date Issued	Expiration Date	License Number

Last increase adopted 11-21-2012 Reasonable accommodations for persons with disabilities will be made upon request and if feasible.

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

Mary Williams
2100 N Douglas St.
Appleton, WI 54914
920-830-7835

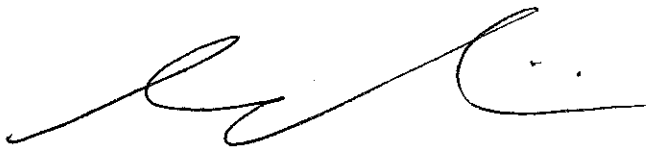
May 19, 2017

To the Appleton Department of Health,

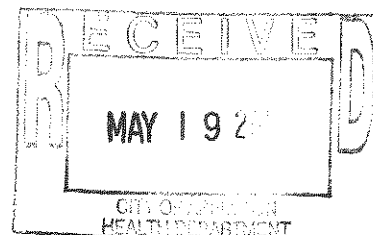
As of today, I have been notified via certified mail that my application of May 1, 2017 for 4 Chickens in the City of Appleton has been denied due to opposition from one of my neighbors. It is therefore my intention to appeal this denial. I am prepared to present my case in front of the Safety and Licensing Committee at the earliest possible convenience.

Thank you for your help with this process.

Warmly,

A handwritten signature in black ink, appearing to read 'Mary K Williams', with a stylized, flowing script.

Mary K Williams





HEALTH DEPARTMENT - 100 N Appleton St, Appleton WI 54911
Telephone: 920-832-6429 Fax: 920-832-5853
CHICKEN PERMIT APPLICATION
Effective Date April 26, 2017

PLEASE PRINT

Date of Application: 4/29/17 Anticipated Start Date as soon as possible

Applicant Information:

Name: Mary Williams Number of Hens: 4

Applicant Address: 2100 N. Douglas St. Person in Charge of coop: Mary Williams

City/State/ZIP: Appleton, WI 54914 Property Owner Name, if Rental Property: N/A

Telephone #: 920-830-7835 Property Owner Address, if Rental Property: N/A

E-mail Address: Mary.Williamschm@gmail.com City/State/ZIP: N/A

Provide a plan that includes a detailed diagram of the coop location, including setbacks and distances from nearby structures on neighboring properties; a coop design and materials plan; a plan to dispose of manure in a safe and adequate manner. Applicant must comply with the Wisconsin Dept. of Agriculture, Trade and Consumer Protection's Livestock Premises Registration Program and provide the premises number to the Health Department.*

What is your Livestock Premises Registration number? *

71198 Premises: OONCBTV

Livestock Premises Registration forms may be obtained by calling (888) 808-1910

Will the Coop be provided with Electricity?

YES X NO

Do you have an Electrical Permit?

YES X NO

Will Coop size be 50 square feet or larger?

YES X NO

If yes, do you have a Building Permit?

YES X NO

The Building and Electrical Inspectors can be reached at: 920-832-6411

pet
1 lizard 5 pet fish

How many animals do you currently have on the premises?

Activity Code	Permit Description	Fee
204	Chicken Keeping Preinspection Fee:	\$145.00
205	Chicken Keeping Permit	\$24.00
NOTE:	Preinspection Fee Is Non-Refundable	Total Amount Due \$
Permit expires December 31		

Name of Applicant (Print)

Mary Williams

Signature of Applicant

[Signature]

Date

4/29/17

Drivers License Number

W452-5918-3871-00

MAKE CHECK OR MONEY ORDER PAYABLE TO

CITY OF APPLETON

SUBMIT APPLICATION AND FEE TO

APPLETON HEALTH DEPT.

100 N APPLETON ST

APPLETON WI 54911-4799

OFFICE USE

Inspector Signature

[Signature]

Date

5-3-17

Start Date

Establishment Number (COA#)

C100

License Year

2017

Expires Dec 31

Assigned Inspector

T

Amount Paid \$

169.00

Check #

1075

Account Name:

John & Mary Williams

Letters to
Neighbors sent
5-3-17
deadline date

12530-4305

2113 N.
Nichols
St.

2105 N. Nichols St.

725ft

3ft

Garden

Shed

710ft

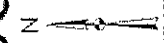
710ft

2110 N.
Dagles St.

2026 N
Dagles St.

LEFT

0 20 40 60ft
DISCLAIMER: This map is not guaranteed to be accurate, correct, current, or complete and no warranties drawn are the responsibility of the user.



11

5-3654

79

3

10

5-3653

81

5-3652

2113

79

9

7

5-3663

2110

79

5-3666

9

21

5-3662

2100

79

5-3667

2105

81

4

10

5-3661

2020

83

4

5-3668

2027

81

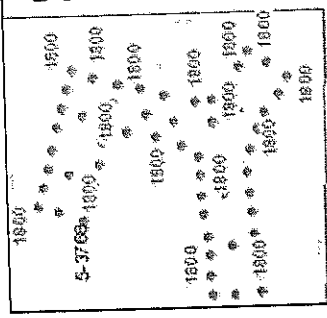
11

88

88

8

82



12308	5-3754	5-3753
2208	5-3753	5-3764
1710	5-3752	5-3765

10283	5-3719	5-3722
2208	5-3718	5-3724
2200	5-3717	5-3725

10283	5-3719	5-3722
2208	5-3718	5-3724
2200	5-3717	5-3725

10283	5-3719	5-3722
2208	5-3718	5-3724
2200	5-3717	5-3725

10283	5-3719	5-3722
2208	5-3718	5-3724
2200	5-3717	5-3725

MARQUETTE STREET

5-3822	5-3823	5-3824	5-3825	5-3826	5-3827	5-3828
2110	2108	2100	2026	2010	2010	1810
2115	5-3820	5-3819	5-3818	5-3817	5-3816	5-3815
1701	2107	2101	2025	2017	2009	1800

5-3808	5-3809	5-3810	5-3811	5-3812	5-3813	5-3814
1701	2107	2101	2025	2017	2009	1800
5-3807	5-3806	5-3805	5-3804	5-3803	5-3802	5-3801
1701	2107	2101	2025	2017	2009	1800

5-3808	5-3809	5-3810	5-3811	5-3812	5-3813	5-3814
1701	2107	2101	2025	2017	2009	1800
5-3807	5-3806	5-3805	5-3804	5-3803	5-3802	5-3801
1701	2107	2101	2025	2017	2009	1800

5-3808	5-3809	5-3810	5-3811	5-3812	5-3813	5-3814
1701	2107	2101	2025	2017	2009	1800
5-3807	5-3806	5-3805	5-3804	5-3803	5-3802	5-3801
1701	2107	2101	2025	2017	2009	1800

5-3808	5-3809	5-3810	5-3811	5-3812	5-3813	5-3814
1701	2107	2101	2025	2017	2009	1800
5-3807	5-3806	5-3805	5-3804	5-3803	5-3802	5-3801
1701	2107	2101	2025	2017	2009	1800

5-3808	5-3809	5-3810	5-3811	5-3812	5-3813	5-3814
1701	2107	2101	2025	2017	2009	1800
5-3807	5-3806	5-3805	5-3804	5-3803	5-3802	5-3801
1701	2107	2101	2025	2017	2009	1800

EDGEWOOD AVENUE

DOUGLAS STREET

GLENDALE AVENUE

5-3907	5-3908	5-3909	5-3910	5-3911	5-3912	5-3913
1924	1924	1916	1917	1917	1917	1917
1925	1925	1916	1917	1917	1917	1917
1925	1925	1916	1917	1917	1917	1917

5-4027	5-4028	5-4029	5-4030	5-4031	5-4032	5-4033
1710	1710	1710	1710	1710	1710	1710
1710	1710	1710	1710	1710	1710	1710
1710	1710	1710	1710	1710	1710	1710

5-4027	5-4028	5-4029	5-4030	5-4031	5-4032	5-4033
1710	1710	1710	1710	1710	1710	1710
1710	1710	1710	1710	1710	1710	1710
1710	1710	1710	1710	1710	1710	1710

5-4027	5-4028	5-4029	5-4030	5-4031	5-4032	5-4033
1710	1710	1710	1710	1710	1710	1710
1710	1710	1710	1710	1710	1710	1710
1710	1710	1710	1710	1710	1710	1710

5-4027	5-4028	5-4029	5-4030	5-4031	5-4032	5-4033
1710	1710	1710	1710	1710	1710	1710
1710	1710	1710	1710	1710	1710	1710
1710	1710	1710	1710	1710	1710	1710

5-4027	5-4028	5-4029	5-4030	5-4031	5-4032	5-4033
1710	1710	1710	1710	1710	1710	1710
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1710	1710	1710	1710	1710	1710	1710

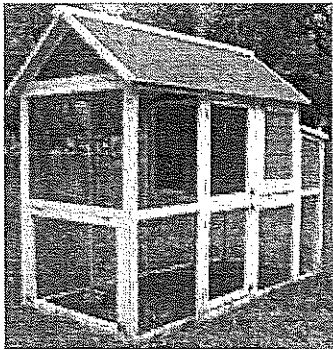
DISCLAIMER: This map is not guaranteed to be accurate, correct, current, or complete and the conclusions drawn are the responsibility of the user.

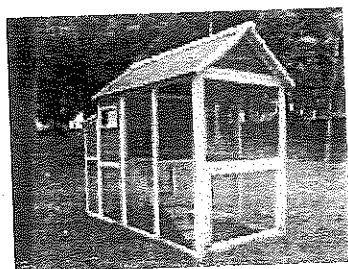
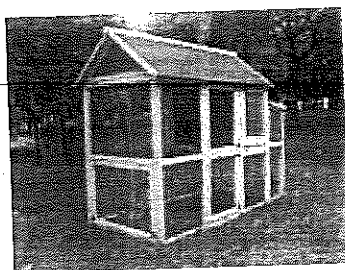


Coops & Feathers™ Superior Hen House 35"w x 74"d x 57"h Item #220-35

\$ 299.99

Add to Cart





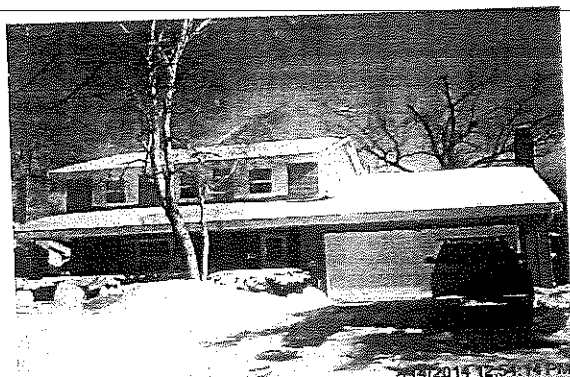
DESCRIPTION

Coops & Feathers Superior Hen House. All Coops & Feathers chicken coops are made of high quality materials made to last. A perfect home for your flock. This Large Hen Coop features a large backyard area on the bottom level for the flock to roam around and exercise. The high peaked roof gives your chickens plenty of room to feel comfortable while inside the Coop. This Coop has a shaded area on the bottom level underneath the roosting box to help your chickens keep cool on those hot days. There is a free range door to allow your chickens to roam free as they wish, and is closeable when it is time for the flock to get back in the Coop. On the second floor, your flock will find the nesting and roosting box. In this area you will find two roosting bars as well as the nesting box with 3 separated nesting bays. There is easy access to the roosting & nesting box from outside of the coop, the roof above the nesting area lifts up for easy access to eggs, as well as a door that leads to the roosting bars. Cleaning tray pulls out from underneath the roosting area on the second level from outside the Coop, which makes for easy cleaning. Coop measures 4'9" high x 6'2" wide x 2'11" deep.

Our Coops are made by the finest craftsmen and many are custom made to order. Please allow up to 3 - 4 weeks for delivery.

SHARE THIS PRODUCT

2100 N DOUGLAS ST



Property Detail for 31-5-3662-00

General

General Information	
**Garbage Day:	Monday
* & **Recycle Day:	Monday, 05-15-2017
2017 Fall Leaf Collection Dates:	To Be Determined For 2017
Water Source:	Appleton
Sanitary District:	Appleton
School District:	Appleton Area
Elementary School:	Highlands
Middle School:	Wilson
High School:	Appleton West
Fire Station Number:	5
Fire Station Address:	1701 W. Brewster St
*Please see the City of Appleton homepage for updated holiday pickup schedules.	
**Collection schedule does not apply to apartment complexes with 5 or more units.	

Voting

Voting Info	
Polling Location:	<u>St. John United Church of Christ</u>
Alderman:	<u>Cathy Spears</u>
Alderman District:	<u>12</u>
City Ward:	<u>36</u>
County:	<u>Outagamie</u>
County Supervisor District:	<u>18</u>
Assembly District:	<u>56</u>
Senate District:	<u>19</u>
Congressional District:	<u>8</u>
Who Represents Me?:	<u>State & Government Leaders</u>

Parcel

Parcel Information	
Assessment Class:	RESIDENTIAL

Property Owner

Name WILLIAMS, JONATHAN D & MARY K
Address 2100 N DOUGLAS ST
 APPLETON WI 54914

Legal Description Information

Legal Description WESTVIEW PLAT LOT 5 BLK 4 LESS N2FT

Land Size

Frontage/SqFt/Acres 79.00
Effective Depth 99
Shape

Zoning Information

R1B Single-Family District

*Please visit Chapter 23 Zoning in the Municipal Code for additional details or contact Community Development at (920) 832-6468.

Other Buildings on this Parcel**Current Assessed Value**

Land: \$25,800.00
Building: \$129,000.00
Total: \$154,800.00
Partial/Full Assessment: Full

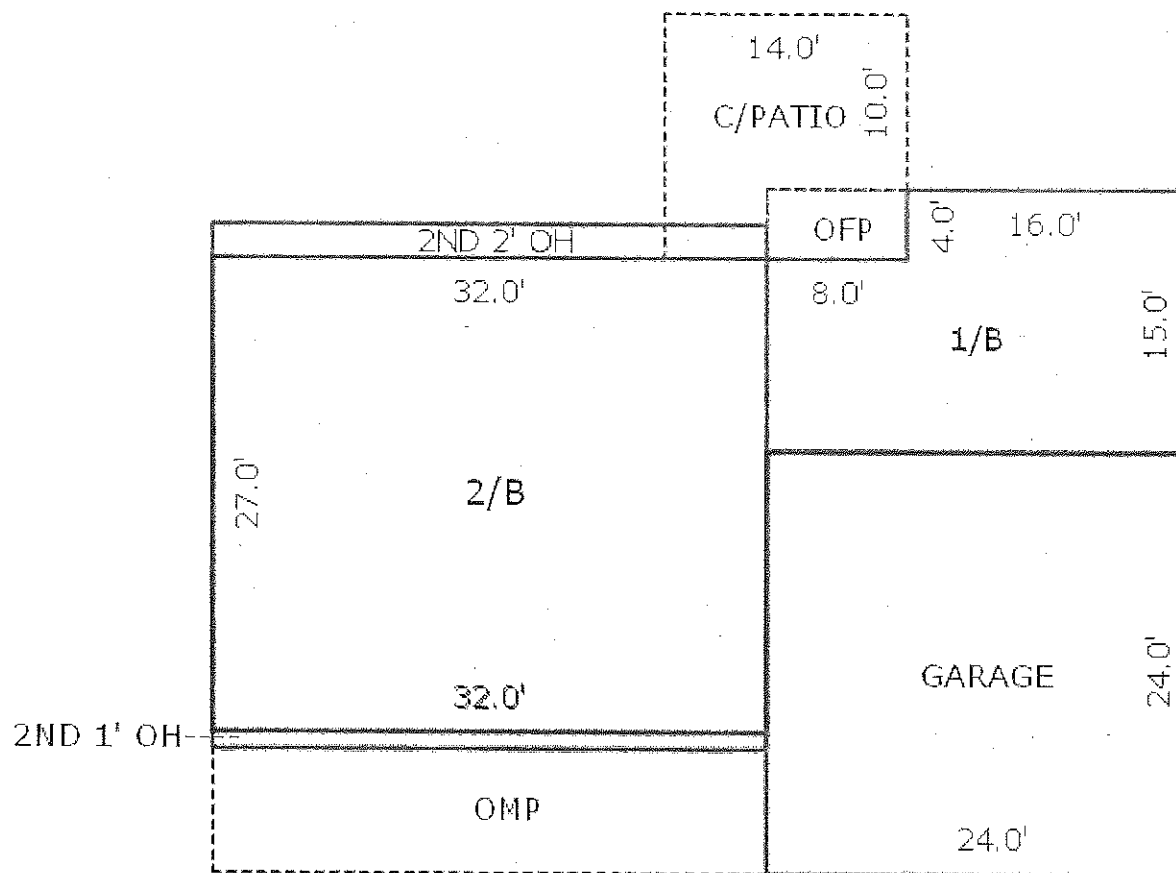
2016 Tax Information

Property Taxes: \$3,680.83
Special Assessments: \$0.00
State Credits: \$249.83
Less Lottery Credit: \$114.21
1st Dollar Credit: \$60.73
Tax Bill Amount: \$3,256.06
Amount Collected: \$3,256.06
Interest Due: \$0.00
Balance Due: \$0.00

Sales & Transfers

DATE: April 2009
PRICE: \$162,500.00
VACANT/IMPROVED: Land & Building
VALIDITY VALID SALE
DOCUMENT #: 1830934
DEED TYPE: Warranty Deed

DATE: March 1977
PRICE: \$63,900.00
VACANT/IMPROVED: Land & Building
VALIDITY VALID SALE
DOCUMENT #: 4 / 43
DEED TYPE: Warranty Deed



Sketch by Apex Medina™

The City of Appleton makes every effort to produce and publish the most current and accurate information possible. No **Disclaimer:** warranties, expressed or implied, are provided for the data herein, its use, or its interpretation. Utilization of the search facility indicates understanding and acceptance of this statement by the user. Please verify all property data before use.

Mary Williams
2100 N Douglas St.
Appleton, WI 54914
920-830-7835

May 1, 2017

To the Appleton Department of Health,

This letter is intended to show a sketch of our planned lay out for our new chicken coop. Inclosed is a print out of the coop including dimensions. It also details that we will be placing this coop 3 or more feet from our back lot line. It will also be greater than 10 feet from our shed and our house. It will also be greater than 25 feet from any of our neighbors buildings.

After reading up on the proper care and maintenance of chickens, we have planned to line our coop with wood (not cedar) shavings. This will help to facilitate the removal of chicken excrement which we plan to do on a regular basis. These shavings can be swept or raked into a garbage bag and can be disposed of in much the same way that dog or cat excrement is disposed of. We utilize the city's waste removal and plan to follow their requirements for waste disposal.

Please let us know if you need any additional information regarding our proposed care of 4 chicken/hens.

Thank you for your help with this process.

Warmly,

A handwritten signature in black ink, appearing to read 'Mary K Williams', with a stylized, flowing script.

Mary K Williams



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

Appleton Health Department
100 North Appleton Street
Appleton, WI 54911
920-832-6429

COPY

May 17, 2017

Mary Williams
2100 N Douglas
Appleton, WI 54914

Dear Mrs. Williams:

On May 1, 2017 the City of Appleton's Health Department received your Backyard Chicken Application.

As part of the permitting requirements, the Health Officer must notify all property owners immediately abutting the property where the chickens will be kept. If a notified property owner objects to a permit being granted, he/she may file a written objection with the Health department. Should the Health Department receive an objection, the application will be denied.

This letter is to serve as notice that the Health Department has received at least one objection to your permit request and therefore your application has been **denied**.

You may appeal this decision to the Safety and Licensing Committee within fifteen (15) days from the date of this letter. Should you choose to appeal this decision, please send your request in writing and to my attention. The Committee will allow you and any objectors an opportunity to be heard as to why the permit should or should not be issued. The Committee will affirm, modify or set aside the denial after the hearing on the matter. You will be notified of the day and time the matter will be heard.

Should you have any questions about this letter, please feel free to reach me at 920-832-6429.

Respectfully,

Kurt Eggebrecht
Health Officer
Appleton Health Department

Kurt Eggebrecht
Health Office
Appleton Health Dept.
100 North Appleton St.
Appleton, WI. 54911

From: Dennis & Barbara
Adams
2105 N. Nicholas St.
Appleton WI 54911
920 524-2680

Re: Notice of Neighbors Applying for permit to have
four chickens on their property.

Dear Kurt,

Thank you for your letter dated May 3, 2017. This letter is to object to the request for the proposed chicken-keeping permit at 2100 North Douglas Appleton, WI. We do not give neighbors approval. We object to the proposal for many reasons; we feel that it would have a negative impact on the aesthetics of the neighborhood environment; but our biggest objection is for health safety & sanitation; Live poultry often carries human salmonella, botulism, e-coli, Bird Flu, Avian influenza & campylobacteriosis from their droppings, feathers spreading in soil & plants. Also West Nile Virus; Even though the birds may appear clean & healthy.

In addition the smell & noise; we are in close proximity to our neighbors and our back yard is our quiet retreat & wish to keep that peaceful environment.

Sincerely, Dennis &
Barb Adams

Operator's Licenses for 5/24/17 S & L

Approved

Scott R. Boncher	1043 E. Vine Street
Shanna J. Moore	3112 E. Edgemere Drive
Jacob D. Sleger	N1636 Keifer Court, Greenville
Mandi J. Hockers	1252 Fatima Street, Menasha
Jong Seng Lee	1025 Alva Street, Menasha
Angelica L. Pheifer	1107 Townsend Road
Danielle E. Cribbs	1610 Northridge Court, Menasha
Kenneth H. Forsythe	W2765 Brookside Drive, Freedom
Leah L. Simmons	121 S. Lee Street
Arianna M. Fearing	711 E. Boldt Way, SPC 3047
Michaela M. Branagan	3148 N. Spruce Street
Mitchell T. Frank	N1392 Star Dust Drive, Greenville
Tori A. Miller	913 N. Harriman Street
Chad E. Kazel	W3212 Westowne Court
Abby M. Schapekahm	N4398 State Rd 49, Poy Sippi
Teresa M. Verkuilen	1225 E. Pauline Street
Angelina M. McCormick	2510 Wilson Court, #1
Shaunna L. Taycher	603 ½ S. Memorial Drive
Miranda J. Jaskolski	418 N. White Oak Drive
Sara K. Sprangers	807 Carol Lynn Drive, Little Chute
Jacob M. Fogarty	309 N. Rankin Street
Jacob P. Morth	1116 W. Spring Street
Angela M. Sostarich	510 Miami Circle, Little Chute
Tyler J. Snyder	523 S. Locust Street
Rachel N. Paul	2630 Parkmoor Court
Kimberlee P. Thor	2641 N. Linwood Avenue
Andrew S. Hoersch	W6748 County Rd P, Black Creek
Kyla N. Forst	1331 Bellevue Street, Green Bay
Devin N. McCormack	P.O. Box 581, Plover
Rachel R. Lang	1012 Tana Lane, Menasha
Thomas J. Schmidt	210 River Street, Neenah
Mariah M. Waukau	3412 N. Gillett Street
Samuel R. Hofkens	820 W. Florida Avenue, Little Chute
Melissa M. Hipp	2960 W. Spencer Street, #N9
Tammy L. Krueger	2529 Marathon Avenue, Neenah
Renee C. Edbrooke	2309 W. Applegate Drive
Kristy A. Dahlgard	1345 Lucerne Drive, #2, Menasha
Jeffrey J. Kulibert	1020 Nennig Road, Neenah
Joanmarie Berken	1108 N. Oneida Street
Creed R. Zetzman	339 W. Sixth Street
Brandon A. Spain	310 W. Valley Road, #2
Enny L. Yulianingsih	3529 Northridge Court

Tina M. Prahl
Roberto F. Corona
Ashley M. DeBroux
Joseph L. Whitehouse
Lori A. Demeny
Tanya . Boushley
Kimberly A. Evers
Alicia A. Shurbet
Allyson E. Bonde
Anna M. Churchill
Ann L. Van Roy
Megan M. Nickel

3609 E. Edgemere Drive
3301 S. Mallard Drive
218 W. Pacific Street
324 E. Harris Street
2474 sun Valley Ct., Green Bay
601 E. Hancock Street, #9
729 W. Northland Avenue
309 S. Anne Street, Kimberly
12006 Marken Road, Kiel
318 N. Oneida Street, #2
2111 Maplecrest Drive, #1
400 Fox Shores Dr., #5, Kaukauna

Renewal Operator's Licenses for 5/24/17 S & L

Approved

Michael Cole	1713 E. Sylvan Avenue
Yer Vang	1803 S. Jackson Street
Denise L. Bunn	2345 Spring Meadow Drive, Neenah
Sarah J. Brockman	1637 S. Perkins Street
Keith J. McNiesh	36 Tracy Court
Julie A. Parizek	501 N. Cambridge Drive
Tiffany M. Sams	204 Elm Street, Menasha
Benjamin S. Sams	204 Elm Street, Menasha
Susan E. Dorton	112 E. Wilson Avenue
Lauren R. Maggard	2315 E. Peter Street, #3
Jerry M. Ewig	1128 W. Cecil Street, Neenah
Wayne R. Lauterbach	1455 Tullar Road, #6, Neenah
Ned S. Curtiss	5 Regal Terrace
Jennifer M. Selwitschka	1053 Stillmeadow Lane, #3, Menasha
Theresa B. Butler	W6912 Hillview Road, Greenville
Kenneth J. Flom	2120 Marathon Avenue, #9, Neenah
Lori S. Hanke	921 W. Hawes Avenue
Lisa A. Radichel	812 E. Pacific Street
Ruth A. Gadicke	3511 Breezewood Lane, Neenah
Jeffrey A. Byrne	1230 W. Frances Street
Amanda L. Hauser	1342 W. Lindbergh Street
Kerry J. Brown	1026 E. Kimberly Avenue, Kimberly
Riley W. Brice	N3543 Market Road, Hortonville
Tammy J. Ladwig	6306 Paynes Point, Neenah
Mary Jane Snyder	N367 County N
Traci R. Cahill	W3130 E. Broadway Dr., #60, Freedom
Jillian L. Dawson	1223 W. Ridgeview Drive
Steffenie E. Gruett	W6069 Hearthstone Drive
Joshua A. Cross	703 E. Maple Street
Nicole M. VanderWielen	139 E. Mitchell Avenue, #6
Philip A. Hoffland	3617 E. Glory Lane, #4
Ron W. Hoffmeyer	N7834 Edgewater Court, Sherwood
Mary C. Rivas	206 Brookview Court
Cindy P. Baker	N4120 Oak Lane, Freedom
Sarah M. Cattanaach	W7065 Parkview Court, #4, Greenville
Haylle J. Hurley	1751 Cty Rd A, Neenah
Kristi M. Jenkins	1422 W. Pershing Street
Tara E. Ziebell	609 N. Drew Street
Patrick H. Krol	702 ½ E. Wisconsin Avenue, 33
Mary M. Dennis	1380 Home Avenue, Menasha
Emily M. Simon	117 W. Brewster Street
Michelle T. Nieuwenhuis	417 N. Durkee Street, #2

Jessica M. Akstulewicz
Julia K. Blair
Nicole C. Ribich
Angela K. Westenberger
Rebecca K. Contos-Carr
Seth W. Contos-Carr
John J. Dion
Dakota B. Wright
Courtney M. Tibbetts
Catherine S. Cole
Brittney Cook-Root
Catherine R. Christie
Gina M. Thompson
Sarah N. Ebertsch
Pedro Sanchez
Samantha J. Kerswill
Patti J. Heller
Dylan W. Clumpner
Heidi E. Hablewitz
LuAnn M. Zuberbier
Charmaine L. Pankow
Kurt A. VanEnkevort
Julaine E. Schultz
Bobbi Jo Paschke
Alanna L. Koch
Collin J. Weinaug
Kenneth W. Nelson
DaNay R. Stedjee
Brigitte A. Granger
John E. Engerson
Heather A. Webber
Carrie J. Wadel
Rhoda L. Steffel
Elizabeth A. Teske
Alicia J. Betters
Phillip J. Plamann
Danielle L. Hummer
Julie A. Clemins
Haley K. Kohl
Jason W. Moes
Kristie A. Behnke
James M. Allen
Leann R. Roth
Holly A. Steves
Debbie L. Dollaway

828 Fifth Street, Menasha
920 N. Meade Street
W442 Cindy Ann Lane, Kaukauna
3511 N. Terri Lane
906 ½ S. Olde Oneida St, #B
906 ½ S. Olde Oneida St, #B
1332 E. Jardin Street
113 ½ E. College Avenue
4026 Towne Lakes Circle, #2302
1418 N. Union Street
2400 S. Carpenter Street
140 Ramlen Court
246 Berkeley Drive, Neenah
501 S. Kensington Drive
272 Misty Meadows Lane, Menasha
1208 W. Lawrence Street
918 S. Kernan Avenue
1615 W. Spencer Street
W9000 Madeline Lane, Hortonville
W2690 Cty Rd JJ, Kaukauna
1509 N. Hine Street
1501 E. Longview Drive
1350 Emilie Street, Green Bay
N1478 Keimar Court, Greenville
1600 Tri Park Way, #8
3405 N. Fiesta Drive
129 ½ E. College Ave., #3
1021 N. Superior Street
39 N. Linden Lane
2120 W. College Avenue
400 N. Richmond St., #441
408 Park Street, Combined Locks
1405 ½ E. Wisconsin Avenue
135 N. Washington Street, Kimberly
313 W. Kimberly Avenue, Kimberly
213 Arrowhead Lane
405 S. Olde Oneida Street, #315
2606 N. Lisa Street
963 Gay Drive, Neenah
1627 E. Lindbergh Street
127 ½ E. College Ave., #1
2209 Michelle Court, #3
920 Lotus Trail, Menasha
2306 N. Superior Street
217 W. 12th Street, #10, Kaukauna

Stephen W. Waldorf
Brendton D. Mack
Daniel J. Seubert
Janet L. Donnermeyer
Brittany J. Kallin
Tyler J. Reindl
Renee L. Thiede
Christopher D. Lauerman
Devon J. Mischler
Shelly A. Gosz
Jordan M. Dahlke
Christina L. Cardinal
Scott A. Rupnow
Meg M. Zabel
Samantha S. Schroeder
Kyle J. Nickasch
Karen A. Lind
Jessalyn M. Harvath
Bethany M. Kohler
Travis W. Krause
Dustin D. Drahos
Christopher J. Rayden
David JD Gresens
Kristen M. Yelvington
Anthony L. Kissinger
Stacy A. Cepek
Michael A. Gugin
Joshua W. Lefeber
Benjamin S. Moskal
Caitlin C. Noffke
Allan J. VanderVelden
Jessica M. Hoover
Dakota D. Wilz
Kelly J. Decker
David K. Galow
Stacy A. Streck
Kay E. Amberg
Christine A. Johnson
Neil C. Rassell
Tracy R. Natz
Kaylee Eggert VanLyssel
Nickola M. Strachota
Nancy A. Reader
Trevor J. Reader
Timothy E. Christensen

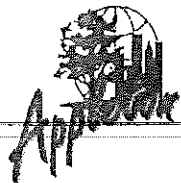
834 W. Packard Street
44 Bellaire Court
543 N. Linwood Avenue
N9067 Papermaker Pass, Menasha
520 Schindler Place, #A, Menasha
1007 ½ W. Packard Street
6 Armstrong Court, Kaukauna
1421 N. Harriman Street
313 ½ N. Rankin Street
933 W. Spring Street
2611 N. Fairfield Court
N9225 ½ Cty Rd N
18 N 4th Street, Winneconne
1020 N. Durkee Street
206 E. Harding Drive
1836 W. Weiland Lane, #8
9587 Lind Lane, Neenah
1312 W. Rogers Avenue
1742 Plank Road, Menasha
N8094 State Park Road, Menasha
1305 Lucerne Drive, #20, Menasha
204 Irene Street, Neenah
N2888 Evergreen Lane, Freedom
1006 N. Douglas Street
428 Nicolet Blvd, Menasha
516 E. Circle Street
929 W. Florida Avenue, Little Chute
1704 Brighton Beach Rd, Menasha
1708 W. Packard Street
W10165 Hemlock Road, Fremont
1025 W. Hawes Avenue
118 Crestview Drive
8486 Clayton Avenue, Neenah
2300 Pheasant Run Ct., #G
525 N. Division Street
1603 S. Lee Street
3015 s. Gladys Avenue
808 S. Memorial Drive
880 7th Street, Menasha
531 Tayco Street, #8, Menasha
313 N. Rankin Street
1726 E. Moon Beam Trail
W7502 Windy Way, Neenah
W5839 Sweet Clover Drive
825 Rundquist Way, Kimberly

Brooke L. Mossotti
Sandra L. Kositzke
Abby E. Buege
Dana E. Reader
John M. Reader
Leanne J. Esquivel
Adam J. Michelic
Bobbi S. Schmitt
Michael C. Nelson
Michelle M. Knaack
Kyle L. Blomberg
Anne M. Stichman
Julie A. Granberg
Darla J. McMahon
Trista M. Siegel
Pa Xiong
Rebekah J. Mitchell
Taylor A. Liebrecht
Nicholas A. Kolz
Nicole A. Treichel
Mylee Xiong
Timothy D. Bauer
Melissa R. Coenen
Ryan J. Sabee
Mariah D. Anderson
Anthony J. Ball
Nancy A. Bartelt
Susan M. Peters
Robert J. Loeper, Sr.
Brian A. Eschenbach
Tyler J. Sjostrom
Heidi L. Hartenberger
Kevin M. Ritzke
Kevin C. Hamm
Adam J. Sprangers
Nathan Q. Phillips
Lana M. Zastrow
Lisa C. DesJarlais
Kythrn Paulik
Joan A. Van Roy
Elizabeth A. Armstrong
Vicki R. Scheerer
Michael A. Rogers
Jess W. L'Esperance
Pamela A. Mee

N1443 Keimar Court, Greenville
1801 W. Pershing Street, #622
1310 S. Lehmann Lane
W5839 Sweet Clover Drive
W7502 Windy Way, Neenah
929 W. Hawes Avenue
721 N. Oneida Street
1124 N. Plateau Street
1074 W. Willis Way
1140 Harding Street, Little Chute
510 E. Lincoln Street
N11037 State Road 22, Clintonville
1520 N. Hall Avenue
800 S. Arlington Street
2311 Imperial Lane
2215 E. College Avenue
517 5th Street, Menasha
N8366 State Road 55, Menasha
1611 Schaefer Circle
N968 Bloomingrose Lane
W2374 Holly Lane
1638 N. Whitney Drive
708 N. Mason Street
7101 Clark Point Rd., Winneconne
2313 W. Seneca Drive
221 E. 16th Street, Kaukauna
W5994 Garnet Drive
59 Ramlen Court
1610 University Drive, Menasha
312 W. Parkway Blvd.
1716 N. Division Street
3427 N. Terri Lane
710 E. Goodall Street
E2723 Cty Rd B, Scandanavia
1685 Drum Corps Dr, #10, Menasha
1617 W. Weiland Lane
513 N. Clark Street
1422 W. Rogers Avenue
604 15th Street, Menasha
357 Schindler Drive, Kimberly
N9643 Crystal Court
136 S. Lucerne Drive, #7, Menasha
3437 N. Richmond Street, #106
1223 W. Ridgeview Drive
616 E. Third Street, Kimberly

Justine E. Plamann
Joseph P. King
Jerry G. Crossman
Shana H. Yule
Sarah A. Reetz
Sean P. Timm
Andrew T. Potter
Jeanne M. Burren
Scott L. Maves
Heather P. Holmes
Renee C. Fuhrman
Beatrice J. Baker
Sarah M. Wittig
Ashley M. Schuette
George H. Koenig
Anastasia Burkham
John M. Pohl
Edith A. Hein
Carrie A. Felzer
Joseph J. Plamann
Meghan A. Reed
Rebecca J. Kern
Debbie K. Otte
Kelli E. Frye

2511 N. Helen Street
4 Sherman Place
1427 N. Birchwood Avenue
2700 N. Drew Street
410 Bicentennial Ct., #6, Kaukauna
817 N. Appleton Street
3146 N. Lawe Street
1000 E. Kay Street
4545 W. Pine Street, #D
4545 W. Pine Street, #D
2233 W. Cortland Drive
1415 N. Erb Street
430 E. Carrington Lane
118 N. Durkee Street, #1
310 N. Durkee Street
310 N. Durkee Street
901C E. Windfield Place
1801 W. Pershing Street, #508
132 N. Bennett Street
3500 N. Marcos Lane
307 S. Spruce Street
3132 N. Ballard Road
2525 S. Jason Drive
1601 E. Taft Avenue



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

FEES ARE NON-REFUNDABLE

Date Rec'd 5/17/17

License Fee - \$10.00 per event

Acct. 11030.4322

Investigation Fee + 7.00

Acct. 100.2359

Total Amount Paid \$47.00

Receipt 4687254

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) Fox Valley Vietnam Veterans Association Date Organized Oct 1983

Address 120 N. Morrison City Appleton State WI Zip 54911

Person in Charge of Event:  Name: Last Willemc First David Middle Initial G. Date of Birth [REDACTED]

Address 59 South Meadows Dr. City Appleton State WI Zip 54911 Person in charge phone number [REDACTED]

President Last Boettcher First Bob Middle Initial A Date of Birth [REDACTED] Male ☒ Female ☐

Address [REDACTED] 1409 City Appleton State WI Zip 54911

Vice President Last FALK First Don Middle Initial F Date of Birth [REDACTED] Male ☒ Female ☐

Address 528 Chair Dr. City Appleton State WI Zip 54915

Secretary Last Willemc First Isa Middle Initial E Date of Birth [REDACTED] Male ☒ Female ☐

Address 6704 Veria Rd. City Appleton State WI Zip 54952

Treasurer Last Willemc First Joe Middle Initial E Date of Birth [REDACTED] Male ☒ Female ☐

Address 6704 Veria Rd. City Appleton State WI Zip 54952

SECTION 2 - EVENT INFORMATION SECTION July 22 August 26

Date(s) of Event: Beginning 06/17/2017 Ending: 09/23/2017 Hours 6:00 AM (PM) 10:00 AM (PM)

Please describe the type of event you are going to have:

Free Concerts

Do you plan to serve food at this event? No ☐ Yes ☒ If yes, contact the Appleton Health Department. (920.832.6429) Licensed Vendors

Location where beer or wine will be sold: Houdini Plaza

Address West College Ave. City Appleton State WI Zip 54911

Are you requesting an "open concept" license? No ☐ Yes ☒ Will minors be present? No ☐ Yes ☒

Describe actual location and dimensions of area to be licensed - Be precise! Full use of Park Area If yes, how will you prevent minors from obtaining alcoholic beverages? Wristband purchase required w/ID and tickets. Licensed Bar Tenders at all bar areas.

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 [Signature]

FOR OFFICE USE ONLY

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

11-01-09

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

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

CITY OF APPLETON POLICY		TITLE: GENERAL POLICY STATEMENT ON BEER/LIQUOR LICENSING	
ISSUE DATE: unknown	LAST UPDATE: May 201 7 ⁶		
POLICY SOURCE: Office of the City Clerk			TOTAL PAGES: 10
Reviewed by Attorney's Office Date: May 201 7 ⁶	Safety and Licensing Committee Approval Date: July 29, 2010 Update approved: Oct. 28, 2010 Update approved: Oct. 13, 2011 Update approved: April 9, 2015 Update approved: May 25, 2016	Council Approval Date: August 4, 2010 Update: November 3, 2010 Update: October 19, 2011 Update: April 22, 2015 Update: June 1, 2016	

I. PURPOSE

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

II. POLICY

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

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

In performing its review and preparing its recommendation for approval or disapproval, the Safety and Licensing Committee shall take the following matters under consideration:

- The existence of the community need will be assessed by the committee. In this regard, such things as the type of operation proposed will be assessed for area and community impact.
- A building should not only be appropriate to the intended use, but should also be appropriate from an aesthetic and tax revenue standpoint.
- The number of licensed premises within the immediate geographic area of the proposed location will be considered.

III. DISCUSSION

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

IV. DEFINITIONS

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

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

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

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

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

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

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

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

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

Temporary Class “B” or Temporary “Class B” License– A license to sell beer or wine at a picnic or similar gathering of limited duration. Such license may be issued only to a bona fide club, state, local, -or county fair associations, agricultural societies, churches, lodges or societies that have been in existence for at least six months prior to the date of

application, posts of veterans organizations, or chambers of commerce or similar civic or trade organizations organized under Chapter 181, Wis. Stats.

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

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

V. PROCEDURES

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

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

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

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

The City Clerk will provide each applicant with a copy of all City policies and ordinances covering liquor and beer licensing. In addition, the Clerk will inform the applicant that

one or more meetings will be scheduled at which the applicant's request will be discussed.

Staff Inspection Procedures

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

Police Department Investigation:

1. The character and reputation of the applicant including the applicant's criminal record based upon a local and state check.
2. A financial background investigation of the corporation, partnership or individual.
3. If the owner is a corporation, a complete listing of all corporate officers and stock holders owning more than 10% of the shares.
4. A detailed summary of the nature of the proposed operation, to include: ~~S~~ special features or operating policies which may impact the demand for police services.
5. Whether the applicant currently has or previously had another Class A, B or C license in the city or in the State or is involved in multiple ownership circumstances.
6. ~~Also, to be considered will be t~~ The design, type and size of the proposed establishment and the operational details; number of floor personnel and door checkers; the groups to which the proposed establishment intends to cater; noise, crowd, parking lot control methods; outdoor facilities; and plans for live entertainment including decibel level and soundproofing measures.
7. The review of the operation should include if there is any agreed-to restriction that would enhance the application, i.e., a service bay only, beer only, the hours of operation, and the number of bar stools.

Fire Department Investigation:

1. Compliance with all State and Local Fire codes.
2. Proper posting of capacity sign in an approved location.
3. Fire inspection history with facility and/or owner.
4. Any other items of concern regarding fire prevention and/or suppression.

Health Department Inspection:

1. The proposed building's compliance with all health code provisions.
2. The condition of the building and equipment from a health-standard viewpoint.

3. Any previous problems from a Health Department standpoint with the proposed owner.
4. Other health matters of potential concern.

Community and Economic Development Department Investigation:

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

Inspection Division Investigation:

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

Related Procedures for License Recommendations

1. The Police, Fire, and Health departments shall make a minimum of one inspection during each license year. The most recent inspection shall be used to make recommendations on granting the renewal license.
2. The Inspection Division shall inspect the licensed premise only when a new application is received, a change of ownership is requested, or a complaint against the property is received.
3. With regard to the license renewal period, all compliance requirements shall be completed before issuance. All applicants who do not apply for renewal by April 15th will not receive the reduced renewal fee.
4. Throughout the license year, the Police and Health Departments shall notify the Safety and Licensing Committee of any convictions which result in the assessment of demerit points against any license.
 - a. Accumulation of demerit points shall be grounds for recommending non-renewal, revocation, suspension, or denial ~~or transfer or granting~~ of the transfer of the license. The Safety and Licensing Committee may recommend that

prosecution be undertaken by the City Attorney. Such action shall not preclude independent prosecution by the City Attorney.

b. If the Safety and Licensing Committee recommends that prosecution be undertaken by the City Attorney, a hearing shall be scheduled before the Safety and Licensing Committee. If a hearing takes place, the Safety and Licensing Committee shall comply with the requirements of Section 9-54 of the Municipal Code and the suspension or revocation would take place the Friday following Council action. Prior to the hearing date, the City Attorney may work out a settlement agreement with the licensee in lieu of the hearing. Any settlement agreement shall comply with the requirements of Section 9-54 of the Municipal Code and must be approved by the Safety and Licensing Committee and the Common Council, and begin within a 13-day period of Council action.

c. If the license is suspended by the Safety and Licensing Committee and the Common Council, the City Clerk will provide that licensee with a sign that must be posted in a conspicuous location on the premise. The sign shall read as follows:

<p>The (type of license) for this establishment:</p> <p>(establishment name,</p> <p>agent and address)</p> <p>is suspended from</p> <p>(date and time approved by Safety and Licensing Committee and</p> <p>Common Council) through</p> <p>(date and time approved by Safety and Licensing Committee and</p> <p>Common Council)</p> <p>due to the establishments violation of State Statute(s) and/or the</p> <p>Appleton City Ordinance(s) prohibiting (type of violation(s)).</p> <p>By Order of the City of Appleton Safety and Licensing Committee and</p>
--

Sale of Fermented Malt Beverages in a Park by the City

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

Parks and Recreation Committee and the Common Council authorize the sale of fermented malt beverages in any park the following will apply:

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

Waiting List

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

Inactive (Abandoned) Licenses

1. Any licensee issued a license to sell alcohol beverages that abandons such business shall forfeit any right or preference the licensee may have to the holding of or renewal of such license.
2. Abandonment shall be sufficient grounds for revocation or non-renewal of any alcohol beverage license.
3. The Appleton Police Department [shall investigate any establishment that appears to have abandoned its license and report its findings to](#) ~~will notify~~ the

City Clerk, in writing, ~~of any establishment that has abandoned their license.~~

An Inactive license will meet the definition of abandonment or non-use under Section 9-52(9) of the Appleton Municipal Code.

4. Upon receipt of this notification, the City Clerk will send a certified letter to the owner(s) and/or Agent as indicated on the original application for the sale of intoxicating liquors. The date of letter will be the defining date for determining a one year period.
5. The license holder may request an extension of the one year period. An extension may be granted for good cause. Any extension of the one year period shall be reviewed and approved by the Safety and Licensing Committee and Common Council prior to the expiration of the one year deadline.
6. If after one year, the establishment is still deemed as Inactive, a revocation or non-renewal hearing shall be held.

Convenience Store Beer License Regulations

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

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

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

Special Class “B” Beer, “Class B” Wine Licenses

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

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

Should the Safety and Licensing Committee deny approval of any Special Class “B” Beer or “Class B” Wine License, such denial shall be considered as a recommendation to the Common Council. Said request is forwarded to the Common Council for its approval or denial.

Sidewalk Café

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

Open Street Concept - Special Class “B” Beer License

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

The Safety and Licensing Committee may ~~recommend approval~~ make a recommendation of the Open Street Concept when granting a Special Class “B” Beer License and forward the same to the Common Council for final approval. When considering requests for Special Class “B” Beer licenses involving the Open Street Concept, the Safety and Licensing Committee and/or the Common Council may require the organizers of such events to comply with beverage sale restrictions, or any other restrictions ~~the Committee or the Common Council that they~~ may deem appropriate e.

~~to provide for an environment that promotes public health and safety regarding alcohol consumption at these events. This consideration should be done in a To develop a consistent procedure fashion regarding licensure of Special Class “B” Fermented Malt Beverage sales at all events occurring within the City where the organizers are requesting open concept sales and provide for an environment that promotes public health and safety regarding alcohol consumption at these events, the Safety and Licensing Committee may require additional restrictions when considering requests for Special Class “B” Beer licenses involving open concept sales. “Open Concept” refers to the sale and consumption of beverages which are allowable with a Special Class “B” Beer license within a geographically defined area that is not secured or enclosed by fences or other physical barriers.~~

The Safety and Licensing Committee may require the organizers of such events to comply with beverage sale restrictions, or any other restrictions the Committee or the Common Council may deem appropriate.

In addition, the Safety and Licensing Committee reserves the right to limit the number of [Open Street C](#) concept events held within the City each license year.

Open Street Concept - Beverage Sale Restrictions

1. Fermented malt beverages shall be served in single portion containers, not to exceed 16 oz.
2. Sale of fermented malt beverages shall halt at least one half hour prior to the end of the scheduled activities or entertainment.
3. Comparable non-alcoholic beverages (e.g., soda) should be made available in at least the same number of service sites as alcoholic beverages.
4. There must be at least one person per dispensing site on premises at all times who is licensed under Section 9-71 of the Municipal Code to supervise the service of beverages.
5. The sponsoring organization will:
 - provide and implement a plan and mechanism of identification to ensure that persons under the legal drinking age are not served alcoholic beverages;
 - provide and implement a plan for event security;
 - promote designated driver programs which could include free non-alcoholic beverages, a contract with taxi or bus company for free rides, or other means to promote incentive for responsible choices;
 - provide and implement promotional advertising campaigns that incorporate messages of abstinence or responsible use, such as printed ads and radio/television spots that encourage such messages in conjunction with the event's promotional information;
 - provide and implement an onsite advertising campaign devoted to messages of abstinence, responsible use, and the health risks associated with alcohol consumption, such as posters, banners, etc.

*Updated and approved by Council
June, 2016*

May 16, 2017

Kami Lynch, City of Appleton

RE: Outagamie County/Municipal Intergovernmental Agreement – Election Equipment Procurement

Dear Kami:

Enclosed for your municipality approval is the Intergovernmental Agreement (2 copies) for Election Equipment Procurement (IGA) between Outagamie County and your municipality. The IGA provides for a cost sharing arrangement for replacement of legacy election equipment.

Please have your municipal board, commission, council approve the agreement and return both copies to the County Clerk by June 16, 2017. The County will sign the two copies of the IGA and return one copy to your municipality.

Following is background related to the IGA for Election Equipment Procurement.

The Outagamie County Clerk recommended in January to the Outagamie County administration and Finance Committee to procure election equipment countywide. Originally, the County Clerk anticipated the request for new election equipment to occur in 2018 for 2019 deployment. However, the County Clerk recommended new election equipment procurement be moved up to 2017 with deployment early 2018 due to the following:

- **New Technology:** Aging (legacy) election equipment countywide has been deployed in some municipalities for over 15 years. Issues have been reported with feeding ballots and several municipal clerks have reported concerns with the reliability of the legacy equipment. Newer technology provides better security, enhanced communications for providing election night results, and the ability to accommodate early voting or an enhanced in person absentee voting process.
- **Equipment Replacement Responsibility:**
 - Municipal Responsibilities - Municipalities are the responsible entity for equipment procurement, replacement, and maintenance.
 - County Responsibilities - Counties are responsible for the bulk of costs related to programming equipment and printing ballots. Municipalities and schools reimburse for their portion of contests/referenda in spring or special elections.
 - Equipment Replacement Costs – A variety of cost share arrangements for replacement of legacy voting equipment has occurred throughout WI. After the federal Help America Vote Act, federal grant monies were available for providing for ADA compliant equipment. However, no federal or state grant monies have been available since to replace legacy equipment.
 - Wisconsin Counties/Municipal Replacements – As of April 2017, 24 counties have either partially or fully replaced legacy election equipment. Approximately 526 municipalities have completed their replacement of legacy equipment with newer technology. Numerous additional counties/municipalities are either considering or have plans to replace equipment.

- **Various Equipment Platforms vs. One Equipment Platform:** Currently, the 33 municipalities that report election results (2 municipalities do not have voters in the county) do so with the following equipment platforms:
 - Sequoia AVC Edge II (ADA compliant equipment)
 - Optical Scan Equipment:
 - Optech III-P Eagle
 - Optech Insight
 - ES&S M-100 (ADA compliant equipment – Automark)
 - Imagecast Evolution (ICE) – newer equipment – C. New London
 - ES&S DS200 (Automark) – newer equipment – V. Wrightstown
 - Paper Ballots (along with Edge II)

Reducing the various equipment platforms to a single platform for most of the county (C. of New London and V. of Wrightstown have purchased new equipment) provides the benefit of most of the county being on a single platform with the following benefits.

- **Single Equipment Platform Benefits:**
 - Consolidating Equipment/Voting Methods: Lower costs for programming and printing. The largest potential savings countywide is the opportunity to bring election media programming in-house. Programming in-house potentially saves an expenditure of approximately \$100,000 (some of which is passed onto municipalities) in a four-election year cycle.
 - Equipment Sharing: The County will procure two pieces of election equipment that provides redundancy if a piece of equipment fails in the future.
 - Enhanced Election Night Reporting: Numerous election equipment platforms do not provide an opportunity to have modem returns to the county. Modem election returns provides for accuracy and speed. Consolidating under a uniform platform provides the benefit of working with one platform to provide unofficial election returns to the county, which are posted for the public, candidates, and media. The set-up of unofficial election returns posting with modem returns also saves labor at the county level (County Clerk and Planning staffs).
- **Legacy Equipment Issues:**
 - Inaccurate Unofficial Election Night Reports: The County Clerk has experienced numerous election night reporting errors of unofficial returns from municipalities. These errors were particularly notable with the 2016 Presidential Election. While the errors are corrected at the County Board of Canvass and/or at recounts; unfortunately, public perception of election accuracy is substantially reduced, and with it, election integrity is diminished in the public's eyes.
 - 2016 Presidential Election Recount Issues:
 - At the 2016 Presidential Election Recount, ADA (Edge) compliant equipment failed to produce ballots in two municipalities with one of the municipality's equipment screen going blank.
 - At the 2016 Presidential Election Recount, hand counted (paper ballots) election ballots were inaccurately tabulated. Newer election equipment produces an image of every ballot cast, which ensures a ballot comparison to the paper ballots within a container.
 - 2016 Presidential Election Audit Issue (Optech III-P Eagle):
 - Three municipalities were audited within Outagamie County with two municipality audits within acceptable limits.
 - One municipality (7 currently deploy Eagle equipment) has legacy Eagle equipment. The 2016 Presidential Election Eagle audit produced results unacceptable to the WI Elections Commission. The unacceptable results occurred in January. The county and WI Elections Commission also ran audits on the same ballots.

- Because of the problems with the equipment audit, municipalities were required in the Spring 2017 Election to deploy special procedures in using the Eagle equipment.
- When new election equipment is certified by the U.S. Election Assistance Commission, equipment must not have error rates of anything over 1 in 500,000 ballot positions with a target error rate of 1 in 10,000,000 ballot positions.
- **WI Elections Commission Advice:**
 - Replacement Guidance: The Wisconsin Elections Commission (WEC) and former Government Accountability Board (GAB) have maintained that when legacy equipment begins to have errors/failures, equipment replacement should occur. However, neither the WEC nor the GAB have provided decommissioning advice.
 - Equipment Failure Liability: The liability of having equipment failures end up at the municipal and county levels with requests for recounts, open records requests, negative media coverage, and distrust by the public.
- **Unofficial Election Results Reporting New Legislation:** Newer legislation (2015 Act 261) requires unofficial election results to be reported more quickly than in the past and that additional municipal and school contests/referenda be reported. Wis. Statutes read as follows:
 - Municipal Reporting Requirement: Wis. Stat. 7.51(4)(c) On election night the municipalities shall report the returns, by ward or reporting unit, to the county clerk no later than 2 hours after the votes are tabulated.
 - County Reporting Requirement: Wis. Stat. 7.60(1) Keep Office Open. On election night the county clerk shall keep the clerk's office open to receive reports from the ward inspectors and shall post all returns. On election night the clerk shall post all returns, by ward or reporting unit, on an Internet site maintained by the county no later than 2 hours after receiving the returns.
 - Number of Reporting Units Countywide: Due to the time limits now imposed, municipal clerks, election inspectors, and county clerk staffs are pressured to post up unofficial results. In Outagamie County in certain spring elections, the number of reporting units has been as high as 122 reporting units.
- **2018 Elections:**
 - Contests: 2018 elections include spring county supervisory, municipal, school races and the fall Partisan elections, which includes the gubernatorial race.
 - Voter Participation: Voter participation will be higher in 2018 vs. 2019 due to the additional fall Partisan elections. The gubernatorial race has been a considerably higher turnout election in the past several elections.
 - Early Voting or Enhanced Absentee Voting Procedures – Proposals are being circulated by municipal clerks for a possibility of providing an enhanced absentee voting procedure which allows for in person voters to cast their ballot within election equipment that can tabulate and store ballots. Legacy voting equipment does not provide this option. The proposals being submitted are optional for municipalities. Legislators may or may not approve an optional procedure or mandate future legislation. Legislation in the future could possibly require a true early voting option versus the current absentee voting method or the proposed enhanced absentee voting procedure being proposed. New voting equipment provides methods for securing the vote within the equipment either for early voting or for an enhanced in person voting procedure.
 - Election Integrity: To ensure election integrity for the 2018 elections, legacy equipment replacement will enhance the election process with newer technology that ensures votes are counted properly, provides for a PDF of every ballot, accurately reports unofficial elections returns for all races/referenda, and provides cost savings with election equipment programming.

Note that if your municipality does not take advantage of the equipment replacement cost share arrangement, all indications are that the county will not provide the county cost share portion in the future when legacy equipment fails.

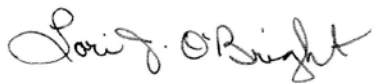
If considering retaining legacy equipment, note that additional election costs will occur with the retention of legacy equipment. Examples of additional costs will include media cost return to the current vendor, larger possibilities of future State equipment audits (as legacy equipment is replaced statewide, the pool of legacy equipment auditable municipalities shrink), and combined maintenance facilitation will need to be provided by the municipality with legacy equipment (possibly increasing future maintenance costs from the vendor).

If you or your municipality would like me to attend your municipal board, trustee, or council meeting, please contact me to schedule my attendance as soon as possible.

Because of the compressed timeframe with procuring election equipment and having it deployed prior to the February 2018 primary, return of the IGA is being requested within one month with the deadline June 16, 2017.

Thank you.

Sincerely,



Lori J. O'Bright
County Clerk

Enc. Intergovernmental Agreement (2 copies – return both to Outagamie County; one copy will be returned when signed by Outagamie County)

Resolution No. 4—2017-2018

pc Town Chairs, Village & Council Presidents (without enclosures)

P.S. Procurement Team:

- If you are a clerk interested in participating in the procurement team, please let me know. Members must be from a municipality who is participating in the IGA.
- If more than one individual from a representative area is interested, a drawing will be conducted to determine the voting member.
- Resolution No. 4—2017-18 (enclosed) specifies the procurement team members as:
 - “a procurement team will be formed consisting of seven (7) members to include
 - three (3) Outagamie County representatives [members: Lori O'Bright, Sara Hickey, IT Shane Polakowski],
 - one (1) City of Appleton representative [member: Kami Lynch],
 - one (1) Fox West area representative,
 - one (1) Heart of the Valley representative, and
 - one (1) representative from the rural municipalities.”
- All clerks with municipalities participating in the IGA will be able to give input on the procurement process; voting members of the team are in accord to Resolution No. 4.

INTERGOVERNMENTAL AGREEMENT

ACKNOWLEDGEMENTS

The County would like to encourage municipalities within Outagamie County to obtain updated and consistent voting machines that will enhance accuracy, timely reporting of results and create an auditable trail of the tabulations.

The County Clerk is undergoing a procurement exercise that includes municipal officials to determine the voting machine that would best suit the needs of municipalities at the most reasonable price.

This intergovernmental agreement sets forth the terms and conditions for a 50-50 cost sharing arrangement between the county and individual municipalities.

As pricing is highly dependent upon the number of units purchased, it is necessary to obtain commitments from municipalities well ahead of any purchase in order to determine an accurate cost estimate.

The Outagamie County Board of Supervisors has adopted a resolution that enables the County Clerk to gauge the degree of interest municipalities have in purchasing new and uniform voting machines on a 50-50 cost share basis. The County Board has not yet appropriated funding for such a purpose until final cost estimates are established. At that time, the board will consider the amount of the county's share as well as the number of municipal participants when it votes on the appropriation.

AGREEMENT

Outagamie County and City of Appleton, Municipality, for good and valuable consideration agree as follows:

1. Outagamie County will purchase the voting machines through a competitive procurement process consistent with Outagamie County purchasing policies. Further guidelines for the procurement are set forth in County Board Resolution No. 4--2017-2018, a copy of which is attached for reference.
2. Municipality agrees to reimburse Outagamie County for 50 percent of the purchase cost by the Municipality. The Municipality shall check one of the following options to reimburse Outagamie County and will be bound by the terms of the chosen payment option:

____ No Financing. Municipality will pay its 50 percent share of the purchase price to Outagamie County in full on July 1, 2018.

____ Five-Year Financing. Municipality will pay its 50 percent share of the purchase price to Outagamie County based upon a five year amortization of the principle amount, plus interest. Interest shall be the same rate of interest the county pays on its debt. Payments will be made annually, commencing on July 1, 2018, and annually thereafter until paid in full.

____ Ten Year Financing. Municipality will pay its 50 percent share of the purchase price to Outagamie County based upon a ten year amortization of the principle amount, plus interest. Interest shall be the same rate of interest the county pays on its debt. Payments will be made annually, commencing on July 1, 2018, and annually thereafter until paid in full.

Failure to pay by above listed July 1 due dates will result in an additional .5% per month charge until such principal and interest amounts due are paid in full.

3. Outagamie County will not participate in this cost sharing arrangement beyond the initial procurement. Municipalities that may decide to purchase voting equipment beyond the initial procurement shall pay 100 percent of the purchase price of those voting machines.

4. Municipalities shall be 100 percent responsible for any equipment and software maintenance, programming and replacement of voting machines procured through this agreement.

5. The number of voting machines that may be purchased through the terms of this agreement shall be determined by the chosen vendor based upon the number of residents in the Municipality or precincts within the Municipality who voted in the 2016 presidential election.

A. If the Municipality wishes to purchase a machine(s) in excess of the number determined by the vendor, the Municipality shall pay 100 percent of the cost of such excess machine(s).

B. Municipalities with multi-county polling locations shall fund 100 percent of machines purchased through this agreement for machines utilized in locations with a majority of non-Outagamie County residents.

6. The County will fund 100 percent of two back-up machines which will be available to municipalities in the event of equipment failure.

7. The terms and conditions of this agreement are contingent upon the Outagamie County Board of Supervisors' appropriation of funds for the purchase of the voting machines. Upon adoption of the appropriating resolution, both parties to this agreement are bound by the terms and conditions contained herein.

Dated this ____ day of _____, 2017.

CITY OF APPLETON

OUTAGAMIE COUNTY

Lori J. O'Bright, County Clerk

Approved to Form: _____
Outagamie County Corporation Counsel

Date

RESOLUTION NO.: 4—2017-18

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

MAJORITY

1 The voting machines at various municipalities within Outagamie County are outdated and
2 lack consistency in how votes are tabulated and reported. With the increasingly rigid
3 federal and state election reporting requirements, along with intense scrutiny given to the
4 election process and results, it is desirable for the county's municipalities to have modern
5 and standardized voting machines that can both automatically tabulate votes, and create
6 an audit trail for canvassing purposes. Although the purchase of voting equipment is
7 generally within the purview of individual municipalities, all results are then reported to
8 the County Clerk's office and then becomes a county function to report the outcomes as
9 well as to canvass the results. Given this partnership and the need for accurate, auditable
10 and timely tabulations and results, this resolution seeks authority to commence the
11 procurement process for county-wide voting equipment to determine the cost for such
12 equipment.

13
14 This resolution also authorizes the county clerk to enter into an intergovernmental
15 agreement with municipalities to gauge interest regarding the purchase of such equipment
16 based on a fifty-fifty (50/50) cost share between the municipality and the county. Such
17 agreements would be contingent upon a further county board resolution to fund the
18 county's share once final costs and municipal participation are known. It would be
19 administration's recommendation to bond for the outlay.

20
21 Municipalities would be presented with the following financing options:

22
23 1) No financing. The municipality will pay its full share in 2018.

24
25 2) Five-year (5) financing. The municipality will pay its full share over a five-year (5)
26 period, with interest, equivalent to the rate of the county's bond.

27
28 3) Ten-year (10) financing. The municipality pays its full share over a ten-year period
29 (10), with interest, equivalent to the rate of the county's bond.

30
31 These options are a one-time offer. Municipalities that do not to participate from the out-
32 set will not receive county funding should they purchase voting equipment in the future.
33 It is anticipated that the total hardware cost will be in the range of \$500,000 to \$750,000.

34
35 NOW THEREFORE, the undersigned members of the Finance Committee recommend adoption

36 of the following resolution.

Resolution No. 4--2017-18

Page 2

1 BE IT RESOLVED, that the Outagamie County Board of Supervisors does authorize the county
2 clerk to commence the procurement process to determine the cost of the proposed county-wide election
3 equipment purchase, and

4 BE IT FURTHER RESOLVED, a procurement team will be formed consisting of seven (7)
5 members to include three (3) Outagamie County representatives, one (1) City of Appleton
6 representative, one (1) Fox West area representative, one (1) Heart of the Valley representative, and one
7 (1) representative from the rural municipalities, and

8 BE IT STILL FURTHER RESOLVED, that the Outagamie County Board conceptually approves
9 of a fifty-fifty (50/50) cost share arrangement between Outagamie County and each municipality subject
10 to the following:

- 11 1) Municipalities are responsible for 100% of ongoing equipment/software maintenance costs.
- 12 2) The number of voting machines will be determined by the chosen vendor based on the number
13 of residents in each municipality or precincts within a municipality who voted in the 2016
14 presidential election.
- 15 3) The county will fully fund 100% of two (2) back-up machines which will be available to
16 municipalities in the event of equipment failure.
- 17 4) Municipalities who wish to purchase voting machines in excess of the number recommended
18 by the vendor will be responsible for 100% of the machine cost.
- 19 5) Municipalities with multi-county polling locations will fund 100% of machines utilized in
20 locations with a majority of non-Outagamie County voters, and

21 BE IT STILL FURTHER RESOLVED, that the Outagamie County Board of Supervisors does
22 authorize the county clerk and corporation counsel to draft an Inter-Governmental Agreement,
23 consistent with the terms of this resolution, for presentation to municipalities to gauge interest level and
24 contingent upon adoption of a subsequent resolution appropriating funds, and

Resolution No. 4--2017-18

Page 3

1 BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a copy
2 of this resolution to the Outagamie County Executive, and the Outagamie County Finance Director.

3 Dated this 18th day of April 2017

4 Respectfully Submitted,

5 FINANCE COMMITTEE

6
7
8
9
10 Kevin M. Sturn

11 Kevin Sturn

12 Peter L. Stueck

13 Peter Stueck

14
15
16 James Pleuss

17 James Pleuss

18 Nadine Miller

19 Nadine Miller

20
21 Chris Croatt

22 Chris Croatt

23 Duly and officially adopted by the County Board on: April 18, 2017

24 Signed:

25 [Signature]
26 Board Chairperson

27 [Signature]
28 County Clerk

29 Approved:

30 4.20.17

31 Vetoed: _____

32 Signed:

[Signature]
County Executive

Resolution No. 4--2017-18

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ELECTION EQUIPMENT COST SHARE OPTIONS

Municipalities	50/50 Cost Share		County covers 1st unit, then 50/50 cost share		60/40 Cost Share		40/60 Cost Share	
	County Cost	Municipal Cost	County Cost	Municipal Cost	County Cost	Municipal Cost	County Cost	Municipal Cost
30 - 1 unit municipalities	150,000	150,000 (\$5,000/municipality)	300,000	0	180,000	120,000 (4,000/municipality)	120,000	180,000 (6,000/municipality)
Appleton - 14 units	70,000	70,000	75,000	65,000	84,000	56,000	56,000	84,000
Grand Chute - 4 units	20,000	20,000	25,000	15,000	24,000	16,000	16,000	24,000
Greenville - 3 units	15,000	15,000	20,000	10,000	18,000	12,000	12,000	18,000
Kaukauna - 2 units	10,000	10,000	15,000	5,000	12,000	8,000	8,000	12,000
Little Chute - 3 units	15,000	15,000	20,000	10,000	18,000	12,000	12,000	18,000
*Add'l county costs	100,000		100,000		100,000		100,000	
TOTALS	56	380,000	280,000	105,000	435,000	224,000	324,000	336,000

*Assumes a per unit cost of \$10,000. This considers only the cost of the election units, not additional costs to the county for procurement/programming, etc. or municipal costs for annual maintenance (estimated to be roughly \$650/unit/year). The additional county implementation costs are estimated to be anywhere from \$75,000 - \$150,000, depending on the vendor selected and in-house programming vs. external programming. The annual county costs are estimated to be between \$15,000 - \$50,000.