



City of Appleton

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

Meeting Agenda - Final-revised Safety and Licensing Committee

Wednesday, July 17, 2019

5:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

3. Approval of minutes from previous meeting

[19-1032](#) Approval of minutes from previous meeting

Attachments: [S&L Minutes 7-10-19.pdf](#)

4. **Public Hearings/Apearances**

5. **Action Items**

[19-1031](#) Resolution #6-R-19 regarding Massage Establishments

Attachments: [#6-R-19 Massage Establishments.pdf](#)

[19-1038](#) Resolution #7-R-19 regarding Alternate Mode of Transportation

Attachments: [#7-R-19 Alternate Mode of Transportation w. attach..pdf](#)

[19-0961](#) "Class B" Liquor and Class "B" Beer License application for Tandem Wine & Beer LLC, George Koenig, Agent, new location at 101 W. Edison Ave Suite 100, contingent upon approvals from all departments.

Attachments: [Liquor License -Tandem Wine & Beer S&L 7-10-19.pdf](#)

[19-0993](#) "Class B" Liquor and Class "B" Beer License application for Old Bavarian, Franz-Josef Schadt, Agent, located at 527 & 529 W. College Ave, contingent upon approval from all departments.

Attachments: [Liquor License-Old Bavarian S&L 7-17-19.pdf](#)

[19-0994](#) Class "B" Beer License application for Pheng Houa Daily Foods, Youa Bee Xiong, Agent, located at 1216 North Division St, contingent upon approval from all departments.

Attachments: [Liquor License-Pheng Houa Daily Foods S&L 7-17-19.pdf](#)

[19-1033](#) Operator's Licenses

Attachments: [Operator's Licenses for 7-17-19.pdf](#)

[19-1034](#) Temporary Class "B" License applications filed after the agenda was published.

[19-1047](#) Temporary Class "B" Beer and Temporary "Class B" Wine License application for Northeast Wisconsin Art Association, Foxley's Gallery Ltd for Mile of Music, August 1-4, 2019, contingent upon approval from all departments.

Attachments: [Northeast Wis Art Assoc at Foxley's Gallery-MoM S&L 7-17-19.pdf](#)

6. Information Items

[19-1043](#) Special Events:
Appleton Police Dept, Badges & Bobbers, Lutz Park, July 20, 2019
Fox Valley Pagan Pride Music Fest, Pierce Park, July 27, 2019
Fox Communities Credit Union, Bike to the Beat, August 3, 2019
Apple Tree Connections, Dash for Dreams 5K, August 24, 2019

[19-1042](#) Wallace Family Foundation Grant Application

Attachments: [Grant Tracking Form.pdf](#)

[19-1039](#) Mid-Year Report: City Clerk's Office

Attachments: [2019 Mid-Year Report.pdf](#)

[19-1041](#) Mid-Year Report: Fire Department

Attachments: [2019 Mid-Year Report - 6-30-19.pdf](#)

[19-1048](#) Mid-Year Report: Police Department

Attachments: [2019 APD Mid-Year report \(002\).pdf](#)

[19-1036](#)

Director's Reports:

City Clerk

-Special Election Information

Police Chief

-Staffing Update

-Fleet Rotation Change

Fire Chief

-BC of Prevention

-NIOSH Site Visit

[19-1035](#)

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, July 10, 2019

6:45 PM

Council Chambers, 6th Floor

Special

1. Call meeting to order

The meeting was called to order by Chair Lobner at 6:45 p.m.

2. Roll call of membership

Present: 5 - Lobner, Williams, Meltzer, Thao and Van Zeeland

3. Approval of minutes from previous meeting

[19-0950](#)

Approval of minutes from previous meeting

Attachments: [S&L Minutes 6-12-19.pdf](#)

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

Aye: 5 - Lobner, Williams, Meltzer, Thao and Van Zeeland

4. Public Hearings/Appearances

5. Action Items

[19-0951](#)

Temporary Class "B" Beer License application for Creative Downtown Appleton, Inc, Houdini Plaza, August 1-4, 2019, contingent upon approvals from all departments.

Attachments: [Creative Downtown Appleton -MoM Houdini Plaza S&L 7-10-19.pdf](#)

Lobner moved, seconded by Williams, that the application for the sale of both beer and wine be approved. Roll Call. Motion carried by the following vote:

Aye: 5 - Lobner, Williams, Meltzer, Thao and Van Zeeland

Balance of the action items on the agenda.

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

Aye: 5 - Lobner, Williams, Meltzer, Thao and Van Zeeland

[19-0907](#) Class "B" Beer and "Class C" Wine License application for MK2 Investments d/b/a Pinot's Palette, Mari P. Kessenich, Agent, located at 226 E. College Ave, contingent upon approvals from all departments.

Attachments: [Liquor License-Pinots Palette-MK2 Investments S&L 7-10-19.pdf](#)

This Report Action Item was recommended for approval.

[19-0879](#) Class "B" Beer and "Class C" Wine License application for Moon Water Cafe LLC d/b/a Moon Water Cafe, Shannon Boegh, Agent, located at 606 N. Lawe Street, contingent upon approvals from all departments.

Attachments: [Liquor License-Moon Water Cafe S&L 6-26-19.pdf](#)

This Report Action Item was recommended for approval.

[19-0904](#) 2019-20 Class "B" Beer and "Class C" Wine License renewal application for The Draw LLC, John C. Adams, Agent, 800 S. Lawe St.

Attachments: [2019 Beer-Wine Renewal application-The Draw-S&L 7-10-19.pdf](#)

This Report Action Item was recommended for approval.

[19-0947](#) Operator's Licenses

Attachments: [Operator's Licenses for 7-10-19 S & L.pdf](#)

This Report Action Item was recommended for approval.

[19-0948](#) Renewal Operator's Licenses

Attachments: [RENEWAL Licenses for 7-10-19 S&L.pdf](#)

This Report Action Item was recommended for approval.

[19-0912](#) 2019 Cigarette/Tobacco License renewal application for Family Dollar, located at 808 W Wisconsin Ave.

Attachments: [2019 Cigarette renewal - Family Dollar S&L 7-10-19.pdf](#)

This Report Action Item was recommended for approval.

[19-0871](#) 2019 Cigarette/Tobacco License renewal application for The Factory, Eugene Rice, owner, located at 508 W College Ave.

Attachments: [The Factory 2019 S&L 6-26-19.pdf](#)

This Report Action Item was recommended for approval.

[19-0921](#) 2019 Secondhand Article Dealer Mall/Flea Market application for Ye Old Goat, Meghan M Keller, Person In Charge, located at 1919 East Calumet St, contingent upon approvals from all departments.

Attachments: [Ye Old Goat S&L 7-10-19.pdf](#)

This Report Action Item was recommended for approval.

[19-0962](#) Commercial Quadricycle Renewal License application of Social Station, LLC, Chris Burns, 325 N Appleton St, contingent upon approval from all departments.

Attachments: [The Social Station.pdf](#)

This Report Action Item was recommended for approval.

[19-0857](#) Pet Store License renewal application for HSA Corporation d/b/a Pet Supplies Plus, located at 702 W Northland Ave, contingent upon approvals from all departments.

Attachments: [Pet Supplies Plus S&L 6-26-19.pdf](#)

This Report Action Item was recommended for approval.

[19-0858](#) Salvage Dealer's License renewal application for Golper Supply Co, located at 1810 W. Edgewood Dr, contingent upon approvals from all departments.

Attachments: [Golper Supply Co S&L 6-26-19.pdf](#)

This Report Action Item was recommended for approval.

[19-0958](#) Class "B" Beer and "Class C" Wine Permanent Premise Amendment application for Garden View Restaurant, Rose Villanueva, Agent, located at 216 E. College Ave, contingent upon approvals from all departments.

Attachments: [Garden View-permanent premise amendment.pdf](#)

This Report Action Item was recommended for approval.

[19-0859](#) Class "B" Beer and "Class B" Liquor License Temporary Premise Amendment for Theadocia, LLC dba Spats, Bill Neubert, Agent, located at 733 W College Ave, from July 31-August 5, 2019, contingent upon approvals from all departments.

Attachments: [Spats.pdf](#)

This Report Action Item was recommended for approval.

[19-0881](#)

Class "B" Beer and "Class B" Liquor License Temporary Premise Amendment for Emmett's Bar & Grill, Sharon Reader, Agent, 139 N. Richmond St, August 1-4, 2019, contingent upon approval from all departments.

Attachments: [Emmetts Bar & Grill.pdf](#)

This Report Action Item was recommended for approval.

[19-0964](#)

Class "B" Beer and "Class B" Liquor License Temporary Premise Amendment for Riverside Bar & Grill, Gregg Van Dinter, Agent, 906 S. Olde Oneida St, contingent upon approval from all departments.

Attachments: [Riverside Bar & Grill-MoM.pdf](#)

This Report Action Item was recommended for approval.

[19-0959](#)

Reserve "Class B" Liquor and Class "B" Beer Temporary Premise Amendment application for Fox Cities Building for the Arts, Christina Turner, Agent, Houdini Plaza, September 19, 2019, contingent upon approvals from all departments.

Attachments: [Fox Cities Bldg for the Arts Fundraiser 9-19.pdf](#)

This Report Action Item was recommended for approval.

[19-0870](#)

Temporary Class "B" Beer and Temporary Class "B" Wine application for Future Urban Leaders, Appleton Memorial Park, August 24, 2019, contingent upon approvals from all departments.

Attachments: [Future Urban Leaders Fundraiser S&L 6-26-19 .pdf](#)

This Report Action Item was recommended for approval.

[19-0872](#)

Temporary Class "B" Beer License application for DuTriRun Foundation, Bike to the Beat Bike Ride, located at Woodward Radio Group, 2800 E. College Ave, contingent upon approvals from all departments.

Attachments: [Bike to the Beat Special B S&L 6-26-19.pdf](#)

This Report Action Item was recommended for approval.

[19-0922](#)

Temporary Class "B" Beer License application for Appleton Area Hockey Association's Family Picnic, Sara A. Janssen, Person in Charge, September 13, 2019, contingent upon approvals from all departments

Attachments: [Appleton Area Hockey Association Family Picnic S&L 7-10-19.pdf](#)

This Report Action Item was recommended for approval.

[19-0936](#)

Temporary Class "B" Beer License application for Outagamie County Historical Society d/b/a History Museum, Matthew J. Carpenter, Person in Charge, August 2-3, 2019, contingent upon approvals from all departments.

Attachments: [Outagamie County Historical Society for MoM S&L 7-10-19.pdf](#)

This Report Action Item was recommended for approval.

[19-0949](#)

Temporary Class "B" Beer and "Class B" Wine License application for Creative Downtown Appleton, Inc, Jones Park, August 1-4, 2019, contingent upon approvals from all departments.

Attachments: [Creative Downtown Appleton -MoM Jones Park S&L 7-10-19.pdf](#)

This Report Action Item was recommended for approval.

[19-0877](#)

Temporary Class "B" Beer and/or Temporary "Class B" Wine application for Sacred Heart Catholic Church, located at 222 E. Fremont St, on the following dates: August 17-18, 2019, October 26, 2019, January 25, 2020, February 15, 2020, March 6, 2020, March 20, 2020 and April 3, 2020, contingent upon approvals from all departments.

Attachments: [Sacred Heart Catholic Church - multiple events S&L 6-26-19.pdf](#)

[19-0952](#)

Special Class "B" License applications filed after the agenda was published.

No applications were filed.

6. Information Items

[19-0906](#)

Special Events:

Appleton Area Jaycees, Fireworks, Appleton Memorial Park, July 3, 2019

Bigger ProDuction'Z LLC, Hip Hop for Humanity, Pierce Park, July 13, 2019

Appleton Parks & Recreation, Kids Rummage Sale, Pierce Park, July 23, 2019

Eternal Love Church, Summer Vacation Bible School Day at the Park, Green Meadows Park, July 27, 2019

Mile of Music, Downtown Appleton, August 1-4, 2019

Appleton Police Department, National Night Out, Community Neighborhoods, August 6, 2019

[19-0957](#)Director's Reports

-City Clerk

-Fire Chief

-Police Chief

[19-0956](#)

Police Department information on liquor law violation convictions.

7. Adjournment

Meltzer moved, seconded by Van Zeeland, that the meeting be adjourned at 6:48 p.m. Roll Call. Motion carried by the following vote:

Aye: 5 - Lobner, Williams, Meltzer, Thao and Van Zeeland

Resolution #6-R-19
Massage Establishments

Submitted by: Alderperson Coenen, District 11

Date: June 19, 2019

Referred To: Safety & Licensing Committee

Whereas, the City of Appleton welcomes massage businesses that employ licensed therapists through the State of Wisconsin, and

Whereas, the majority of these businesses provide healthy legitimate services, some do not and instead foster health and safety risks; and

Whereas, the State of Wisconsin allows municipalities to create ordinances that apply specifically to massage establishments; and

Therefore, Be It Resolved, the City of Appleton explore creating an ordinance requiring massage business establishments to be licensed by the city with a free/low fee. The ordinance should allow city employees to enter the business anytime during business hours.

#7-R-19

Alternate Mode of Transportation Resolution

Submitted by: Alderperson Croatt, District 14

Date: July 10, 2019

Referred To: Safety & Licensing Committee

Whereas, Appleton has many great community and neighborhood parks, holds numerous special events and community functions within the city that its residents participate in and enjoy as part of enhancing the quality of life.

And Whereas, for residents living within the city, travel to and from these locations and events comes in many forms including but not limited to cars/trucks/SUVs, buses, bicycles, scooters, hoverboards, power chairs, roller blades, skateboards, walking, rideshare, etc.

And Whereas, modes of transportation that help reduce overall emissions and ultimately lead to cleaner air and are more eco-friendly and "greener" alternatives to traditional passenger vehicles are encouraged.

And Whereas, other communities have embraced alternate methods of intracity and/or defined neighborhood transportation by clearly defining all requirements, restrictions, expectations, and penalties.

And Whereas, some citizens of Appleton and a resident of District 14 are interested in an alternate means of transportation and have asked me to evaluate it and propose a resolution to have the dialogue around changing an ordinance that currently restricts a desired means of transportation within the city.

Now, Therefore, be it Resolved, the appropriate City of Appleton staff and the committee of jurisdiction begin the discussion and possibly take action by revising ordinance language to allow for the use of regulated (through clear and specific ordinance language) and permitted (through an application and fee process) intracity travel using golf carts as a mode of transportation within the city limits with the possible restriction of use limited to defined neighborhoods and/or established subdivisions. Additionally, very careful consideration to be given to a golf cart definition that includes a motor vehicle commonly referred to as a golf cart that is battery or gasoline powered and must have 4 wheels and has an attainable top speed not greater than 25 miles per hour on a paved level surface and is manufactured for the primary purpose of transporting persons on a golf course at low speeds. Further consideration for banning use of vehicles defined as ATV's, off-road vehicles, four-wheelers, Mules, Gators, and any design-altered golf carts that can travel faster than 25 miles per hour or any gasoline-

powered golf carts that have any modifications to the exhaust system that would increase noise above the level produced by a factory issued version.

Be it Further Resolved, review, discussion, and possible action to include a detailed review of ordinance language from other municipalities including but not limited to Kyle, Texas and Noblesville, Indiana. Included in the review is the FAQ document from the City of Noblesville, Indiana that addresses safety concerns, permitted use, restrictions, equipment requirements, traffic laws and penalties for non-compliance.



Golf Cart Ordinance Frequently Asked Questions May 16, 2018

Who can drive a golf cart? The driver must possess a valid driver's license. If an unlicensed juvenile is caught operating a golf cart, the Noblesville Police Department may issue any notice/citations to the parent(s).

Do I have to obey all traffic laws? Yes, drivers must abide by all traffic regulations applicable to vehicular traffic when using the authorized streets and parking areas of the city.

Where can I drive my golf cart in Noblesville?

- Driving golf carts is only permitted within established subdivisions and neighborhoods that have complied with section 76.06 of Ordinance No. 60-12-17.
- Golf carts shall not be operated on any City street having a posted speed limit in excess of 25 mph.
- Golf carts may cross a street that has a posted speed limit in excess of 25 mph, but no greater than 45 mph, when crossed at intersections in a path perpendicular to the streets or highways.
- Golf cart operators shall stay in the far right of the travelled portion of the road and yield the right-of-way to overtaking vehicles as soon as possible to do so safely.

Why is the city allowing golf cart use? The intent of the ordinance is to allow golf cart use on local streets where the neighborhood residents want use permitted. This ordinance does not allow for general transportation throughout the city.

Is this ordinance just for golf carts or similar vehicles? Golf carts are described as a vehicle with four wheels substantially similar to vehicles originally designed for operation on a golf course and powered by a battery or internal combustion engine. This does not include ATVs, off road vehicles or four-wheelers.

Can I drive on multi-use paths or through City parks? No, Ordinance No. 49-10-17 prohibits motorized vehicles from using trails and sidewalks and limits the use such areas to pedestrians, bicyclists and recreational users. Violations may be fined a minimum of \$100.

What equipment is required? All equipment shall meet Indiana and Federal motor vehicle safety standards:

- Operational headlamps: (2 required or one long bar across the front)
- Operational tail lamps: (2 required, brake lamps not required)
- Operational turn signals for left and right turning.
- Rearview mirror: (capable of a clear unobstructed view – mounted either in center of golf cart or on each side)
- Slow moving vehicle emblem:
 - This is a triangular emblem that conforms to standards and specifications adopted by the director under Indiana Code § 9-21-9-2 and displayed to meet the specifications established by rules adopted by the Indiana criminal justice institute.

- The emblem must be clearly visible and mounted to the rear with the base no lower than 3 feet nor the top higher than 5 feet from the ground.

- The emblem must not be obstructed by any passengers.

- *The City of Noblesville and Police Department strongly recommend golf carts have side reflectors (2 front amber in color and 2 red in color), brake lights and an operational parking brake.*

Can I drive my children to school in a golf cart? Yes, children must be properly seated while the cart is in motion and may not be transported in a reckless or negligent manner. The City of Noblesville recommends that any child younger than 6 years of age should be restrained by a safety belt restraint.

Can I drive on the sidewalk, hike or bike trail? Generally, no. Golf carts shall not be operated on any sidewalk, pedestrian walkway, multi-use path, jogging path, greenway or trail except to cross at intersections in a path perpendicular to the path or walkway.

Can I or my passengers drink alcoholic beverages while operating my golf cart? No. Your golf cart is considered a “motor vehicle” and must be operated in compliance with all applicable local and state traffic laws and the operator may be ticketed in the same manner as motor vehicle operators. All alcohol laws pertaining to motor vehicles apply to golf carts such as open container and driving while intoxicated.

Are there any parking restrictions? Yes. Golf carts may only be parked in the same manner and in the same places designated for the parking of motor vehicles. The stopping, standing or parking of golf carts in areas where parking is not allowed or in any place that may impede the flow of traffic, pedestrian walkways or a passageway is prohibited. Golf carts shall not park within any space designated for disabled persons unless a current disabled parking placard is displayed and the person to whom the placard was issued is operating or being transported by the cart.

Are there any weather restrictions? Yes. Golf carts shall not be operated on City streets during inclement weather or when visibility is impaired by weather, smoke, fog or other condition or at any time when there is insufficient light to clearly see persons or vehicles on the roadway at a distance of five hundred (500) feet.

How does my neighborhood allow golf cart use?

- Only subdivisions or neighborhoods with a governing body, home-owners association or decision-making board authorized to speak on behalf of the welfare of the neighborhood are allowed to participate. If your neighborhood does not have one of the three listed above, golf carts are not permitted.

- The governing body must submit written certification to the Noblesville Police Department stating the board approves the use of golf carts by its residents and within its community.

- The governing body also must notify the Noblesville Street Department. The Street Department will create and install signage at each entrance to the subdivision that complies with City ordinances warning motorists and pedestrians of the possibility of golf carts being operated on the streets within the neighborhood. The governing body will pay \$75 per sign that needs to be installed by the street department. Golf carts are not permitted to be used until the proper signage is placed in the subdivision.

- A neighborhood may rescind its approval by submitting a letter to the Noblesville Police Department.

Do the neighborhoods have to have a specific number of residents in agreement to have this allowed? The governing board must submit written certification to the Noblesville Police Department stating the board approves the use of golf carts by its residents. Whether an individual HOA would have to have its residents to vote on approval depends on the neighborhood and the HOA bylaws.

What are the penalties for violating the Golf Cart Ordinance? Any violation of this ordinance or failure to comply with any of its requirements is a \$50 fine for the first offense; \$150 for a second offense; and \$300 for each additional offense (within a rolling 12-month period). Additionally, penalties listed do not include court costs and fees that may be imposed by Noblesville City Court in addition to the penalty. A Noblesville Police Officer has the discretion to issue any citations of an unlicensed juvenile to their guardians. Also, golf carts not in drivable condition or having a licensed driver may be towed at the police officer's discretion.

If I receive a notice of violation/citation, how can I contest it? All violations of Ordinance No. 60-12-17 shall be docketed with the Noblesville City Court.

Original Alcohol Beverage Retail License Application

(Submit to municipal clerk.)

For the license period beginning: 6-30-19 ending: 6-30-20
(mm dd yyyy) (mm dd yyyy)

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

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

Check one: ☐ Individual ☒ Limited Liability Company
☐ Partnership ☐ Corporation/Nonprofit Organization

Tandem Wine & Beer LLC

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

Koenig, George H.

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

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

1. Trade Name Tandem Wine & Beer Business Phone Number 920-734-0068

2. Address of Premises 101 W. Edison Suite 100 Post Office & Zip Code 54914

3. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.)

101 W. Edison - Appleton, WI 54915
8700 Sq Ft Commercial Building w/ Several
Tenants, Proposed Retail + Wine Lounge
in Suite 100 - 3000 Sq Ft Space

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

5. (a) Was this premises licensed for the sale of liquor or beer during the past license year? ☐ Yes ☒ No

(b) If yes, under what name was license issued? _____

Applicant's Wisconsin Seller's Permit Number <u>[REDACTED]</u>	
FEIN Number <u>[REDACTED]</u>	
TYPE OF LICENSE REQUESTED	FEE
<input checked="" type="checkbox"/> Class A beer	\$
<input type="checkbox"/> Class B beer	\$
<input type="checkbox"/> Class C wine	\$
<input type="checkbox"/> Class A liquor	\$
<input type="checkbox"/> Class A liquor (cider only)	\$ N/A
<input checked="" type="checkbox"/> Class B liquor	\$
<input type="checkbox"/> Reserve Class B liquor	\$
<input type="checkbox"/> Class B (wine only) winery	\$
Publication fee	\$
TOTAL FEE	\$

6. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? **If yes, explain** ☐ Yes ☒ No
7. Is the applicant an employee or agent of, or acting on behalf of anyone except the named applicant? ☒ Yes ☐ No
If yes, explain.
Agent
8. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? **If yes, explain** ☐ Yes ☒ No
9. (a) **Corporate/limited liability company applicants only:** Insert state WI and date 9.2015 of registration.
- (b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? **If yes, explain** ☐ Yes ☒ No
- (c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? ☒ Yes ☒ No
If yes, explain.
Current Tandem Wine & Beer
1350 W. College Appleton WI 54914
10. Does the applicant understand they must register as a Retail Beverage Alcohol Dealer with the federal government, Alcohol and Tobacco Tax and Trade Bureau (TTB) by filing (TTB form 5630.5d) before beginning business? [phone 1-877-882-3277] ☒ Yes ☐ No
11. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776] ☒ Yes ☐ No
12. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? ☒ Yes ☐ No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000. Signer agrees to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants, or one member of a partnership applicant must sign; one corporate officer, one member/manager of Limited Liability Companies must sign.) Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

Contact Person's Name (Last, First, M.I.) <u>George H. KOENIG</u>	Title/Member <u>Agent</u>	Date <u>5.31.19</u>
Signature <u>[Signature]</u>	Phone Number <u>[Redacted]</u>	Email Address <u>george.koenig@qmc.com</u>

TO BE COMPLETED BY CLERK

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

Original Alcohol Beverage Retail License Application

(Submit to municipal clerk.)

For the license period beginning: 07/01/19 ending: 06/30/20
(mm dd yyyy) (mm dd yyyy)

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

County of OUTOGAMIE Aldermanic Dist. No. _____
(if required by ordinance)

Check one: ☐ Individual ☐ Limited Liability Company
☐ Partnership ☒ Corporation/Nonprofit Organization

Applicant's Wisconsin Seller's Permit Number	
FEIN Number	
TYPE OF LICENSE REQUESTED	FEE
<input type="checkbox"/> Class A beer	\$
<input type="checkbox"/> Class B beer	\$
<input type="checkbox"/> Class C wine	\$
<input type="checkbox"/> Class A liquor	\$
<input type="checkbox"/> Class A liquor (cider only)	\$ N/A
<input type="checkbox"/> Class B liquor	\$
<input type="checkbox"/> Reserve Class B liquor	\$
<input type="checkbox"/> Class B (wine only) winery	\$
Publication fee	\$
TOTAL FEE	\$

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

SCHADT FRAUZ - JOSEF

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

President / Member Last Name <u>SCHADT</u>	(First) <u>FRAUZ</u>	(Middle Name) <u>JOSEF</u>	Home Address (Street, City or Post Office, & Zip Code) <u>1515 GREEKNACE ST MENASH WI 54952</u>
Vice President / Member Last Name <u>II</u>	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Secretary / Member Last Name <u>II</u>	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Treasurer / Member Last Name <u>II</u>	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Agent Last Name <u>II</u>	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Directors / Managers Last Name <u>II</u>	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)

1. Trade Name OLD BAVARIAN Business Phone Number 920-730-0202
2. Address of Premises 527+529 W COLLEGE AVE Post Office & Zip Code 54911

3. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.)

RESTAURANT / BASEMENT / STORAGE

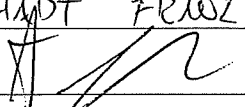
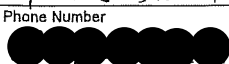
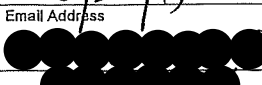
4. Legal description (omit if street address is given above): ~~IL AUGOLO~~

5. (a) Was this premises licensed for the sale of liquor or beer during the past license year? ☒ Yes ☐ No

(b) If yes, under what name was license issued? IL AUGOLO

6. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? If yes, explain ☐ Yes ☒ No
7. Is the applicant an employee or agent of, or acting on behalf of anyone except the named applicant? ☐ Yes ☒ No
If yes, explain.
8. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? If yes, explain ☐ Yes ☒ No
9. (a) Corporate/limited liability company applicants only: Insert state WI and date _____ of registration.
- (b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? If yes, explain ☐ Yes ☒ No
- (c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? ☒ Yes ☐ No
If yes, explain. OB'S BRAU HAUS (APPLETON)
OLD BALDWIN BREWING COMP. (GREEN BAY)
10. Does the applicant understand they must register as a Retail Beverage Alcohol Dealer with the federal government, Alcohol and Tobacco Tax and Trade Bureau (TTB) by filing (TTB form 5630.5d) before beginning business? [phone 1-877-882-3277] ☒ Yes ☐ No
11. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776] ☒ Yes ☐ No
12. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? ☒ Yes ☐ No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000. Signer agrees to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants, or one member of a partnership applicant must sign; one corporate officer, one member/manager of Limited Liability Companies must sign.) Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

Contact Person's Name (Last, First, M.I.) <u>SCHMIDT FRANK MOSEF</u>	Title/Member <u>PRESIDENT</u>	Date <u>06/20/19</u>
Signature 	Phone Number 	Email Address 

TO BE COMPLETED BY CLERK

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

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

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

10. Is your primary business restaurant? Yes ✓ No

11. Seating capacity: Inside 100 Outside 0

12. Operating hours: 4PM - 10PM

13. Number of floor personnel 5 Number of door checkers 0

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

RESTAURANT

APPLICATION IS TO HOLD LICENSE
FOR NEW FUTURE BUSINESS

06/20/19
Date


Signature

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

Original Alcohol Beverage Retail License Application

(Submit to municipal clerk.)

For the license period beginning: 7/1/2019 ending: 6/30/2020
(mm dd yyyy) (mm dd yyyy)

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

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

Check one: ☒ Individual ☐ Limited Liability Company
☐ Partnership ☐ Corporation/Nonprofit Organization

Applicant's Wisconsin Seller's Permit Number [REDACTED]	
FEIN Number [REDACTED]	
TYPE OF LICENSE REQUESTED	FEE
<input type="checkbox"/> Class A beer	\$
<input checked="" type="checkbox"/> Class B beer	\$
<input type="checkbox"/> Class C wine	\$
<input type="checkbox"/> Class A liquor	\$
<input type="checkbox"/> Class A liquor (cider only)	\$ N/A
<input type="checkbox"/> Class B liquor	\$
<input type="checkbox"/> Reserve Class B liquor	\$
<input type="checkbox"/> Class B (wine only) winery	\$
Publication fee	\$
TOTAL FEE	\$

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

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

President / Member Last Name <u>Xiong</u>	(First) <u>Yolua Bee</u>	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code) <u>706 Fair Oaks Dr. Neenah, 54956</u>
Vice President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Secretary / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Treasurer / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Agent Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Directors / Managers Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)

1. Trade Name Pheng Hwa Daily Foods Business Phone Number 920-738-3911
2. Address of Premises 343 1/2 W. Wisconsin Ave Post Office & Zip Code 54911

3. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.)

Deli/Restaurant side of building,
kitchen, dining room and in refrigerator


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

5. (a) Was this premises licensed for the sale of liquor or beer during the past license year? ☒ Yes ☐ No

(b) If yes, under what name was license issued? Pheng Hwa Daily Foods

6. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? **If yes, explain** ☐ Yes ☒ No
7. Is the applicant an employee or agent of, or acting on behalf of anyone except the named applicant? ☐ Yes ☒ No
If yes, explain.
8. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? **If yes, explain** ☐ Yes ☒ No
9. (a) **Corporate/limited liability company applicants only:** Insert state _____ and date _____ of registration.
- (b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? **If yes, explain** ☐ Yes ☒ No
- (c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? **If yes, explain.** ☐ Yes ☒ No
10. Does the applicant understand they must register as a Retail Beverage Alcohol Dealer with the federal government, Alcohol and Tobacco Tax and Trade Bureau (TTB) by filing (TTB form 5630.5d) before beginning business? [phone 1-877-882-3277] ☒ Yes ☐ No
11. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776] ☒ Yes ☐ No
12. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? ☒ Yes ☐ No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000. Signer agrees to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants, or one member of a partnership applicant must sign; one corporate officer, one member/manager of Limited Liability Companies must sign.) Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

Contact Person's Name (Last, First, M.I.) Xiong, Yung Bee	Title/Member owner	Date 7/8/2019
Signature 	Phone Number 800-888-8888	Email Address

TO BE COMPLETED BY CLERK

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

**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 ☒ City of Appleton County of Outagamie

The undersigned duly authorized officer(s)/members/managers of Pheng Hua Daily Foods
(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

Pheng Hua Daily Foods
(trade name)

located at 343 1/2 W. Wisconsin Ave Appleton, WI 54911

appoints Yua Bee Xiong
(name of appointed agent)
706 Fair Oaks Dr. Neenah, WI 54950
(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? _____

Place of residence last year 706 Fair Oaks Dr. Neenah, WI 54950

For: Pheng Hua Daily Foods
(name of corporation/organization/limited liability company)

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

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

ACCEPTANCE BY AGENT

I, Yua Bee Xiong
(print/type agent's name), hereby accept this appointment as agent for the

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

[Signature] 7/8/2019
(signature of agent) (date)
706 Fair Oaks Dr. Neenah, WI 54950
(home address of agent)

Agent's age

Date of birth

**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)

Auxiliary Questionnaire Alcohol Beverage License Application

Submit to municipal clerk.

Individual's Full Name (please print) (last name)		(first name)		(middle name)	
Xiong		Youna		Bee	
Home Address (street/route)		Post Office	City	State	Zip Code
706 Fair Oaks Dr			Neenah	WI	54950
Home Phone Number		Age	Date of Birth	Place of Birth	
[REDACTED]		[REDACTED]	[REDACTED]	Laos	

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.

☐ _____ of _____
(Officer / Director / Member / Manager / Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)

which is making application for an alcohol beverage license.

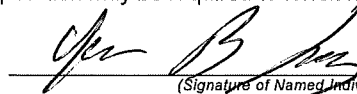
The above named individual provides the following information to the licensing authority:

1. How long have you continuously resided in Wisconsin prior to this date? _____
2. 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.)
[REDACTED]
3. 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. _____
4. 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)
5. 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
Presto Products	670 N. PERKINS ST.	1987	2003
Employer's Name	Employer's Address	Employed From	To
General Electric		2004	2009

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the undersigned states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. The signer agrees 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. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000.


 (Signature of Named Individual)

Operator's Licenses for 7/17/19 S & L

1. Shannon Alcala	918 E Evergreen Dr Kaukauna 54130
2. Andrea Alvarez	122 W Bell St #101 Neenah 54956
3. Kanyon Beringer	1400 Linda Ave Menasha 54952
4. Joshua Berman	144 Gregor Ct Appleton 54915
5. Chelsea Bisceglia	1220 W Elsie St Appleton 54914
6. Nicole Bohn	211 ½ S Walnut St Appleton 54911
7. Emily Bradley	327 ½ E Franklin Ave Neenah 54956
8. Patricia Breen	603 N Summit St Appleton 54914
9. Lisa Bright	209 ½ N Fair St Appleton 54911
10. Dianna Bunnell	2018 N Ullman St Appleton 54911
11. Nicole Costley	1366 Racine Rd Menasha 54952
12. Kenton Craddock	105 Valerie Dr Appleton 54915
13. Ashley DeBroux	218 W Pacific St Appleton 54911
14. Darrell DeRidder	1120 N Union St Appleton 54911
15. Sarah Ebertsch	501 S Kensington Dr Appleton 54915
16. Sandra Emerich	2165 S Fountain Ave Appleton 54915
17. Amber Enno	1020 W Spring St Appleton 54914
18. Ashley Evers	239 S Roger St Kimberly 54136
19. Cassidy Evers	742 W Prospect Ave Appleton 54914
20. Jaclyn Ewald	1505 Waterford Dr Green Bay 54313
21. Gail Fernandez	96 Mathewson St Menasha 54952
22. Jordan Fisher	131 E Meadow Grove Blvd Appleton 54915
23. Stephanie Ford	218 E South Island St Appleton 54915
24. Brianne Getchius	208 E Circle St Appleton 54911
25. Ann Gilboa	76 Northbreeze Dr Appleton 54911
26. Sandeep Gill	21 Diane Ln Appleton 54915
27. Lisha Goss	W7060 Firelane #3 Menasha 54952
28. Nicholl Green	W3125 Glenbrooke Ct Appleton 54915
29. Patrick Griffith	1225 ½ W Lorain St Appleton 54914
30. Jessica Grim	400 N Richmond St #511 Appleton 54911
31. Frances Griswold	N7783 State Rd Black Creek 54106
32. Kevin Grosskreutz	1115 N Clark St Appleton 54911
33. Raena Hamblin	W8724 Pheasant Run Hortonville 54944
34. Taylor Hansen	1170 Christopher Dr #13 Neenah 54956
35. Andrea Heesaker	3313 Logan Dr #2 Oshkosh 54901
36. Chelse Helms	1701 S Memorial Dr Appleton 54915
37. Philip Hoffland	2240 E Plank Rd Appleton 54915
38. Grace Huelsbeck	1208 S Memorial Dr Appleton 54914
39. Aubrey Immel	822 Smits St De Pere 54115
40. John Iversen	1701 S Matthias St Appleton 54915
41. Tyler Kempf	3167 E Ladybug Ln Appleton 54915
42. Nicholas Kolz	4012 Towne Lakes Cir #8109 Appleton 54913
43. Sydney Kosteman	744 W Prospect Ave Appleton 54914
44. Ray Kramer	N3462 County Rd E Freedom 54913
45. Coty Kropidlowski	1468 Linda Ave Menasha 54952

46. Jennifer Krull	832 W Commercial St Appleton 54914
47. Carmen LaPean	888 E Shady Ln #151 Neenah 54956
48. Janey Lee	525 Inverary Ct Appleton 54911
49. Yeng Lee	415 W Sunset Ave Appleton 54911
50. Brooklyn Magdanz	230 E Hancock St Appleton 54911
51. Lucia Martinez	500 W Winnebago St Appleton 54911
52. Cheyenne McNiesh	N583 Military Rd Sherwood 54169
53. Shannon Meyer	144 Bessoe O'Halloran Ln Menasha 54952
54. Kassie Mickelson	1568 Linda Ave Menasha 54952
55. Thomas Mischka	906 Millbrook Dr Neenah 54956
56. Amanda Nilsson	307 E Winnebago St Appleton 54911
57. Trista Nickerson	135 S Buchanan St Appleton 54915
58. Kelly Obiala	General Delivery Appleton 54911
59. Michelle Oettinger	534 W Ann St Kaukauna 54130
60. Debbie Otte	2525 S Jason Dr Appleton 54915
61. Susan Peters	59 Ramlen Ct Appleton 54915
62. Anna Phelps	2222 N Bay St Appleton 54911
63. Veronica Pritchard	1204 ½ S Jefferson St Appleton 54915
64. Erin Proctor	500 Eagle Flats pkwy #101 Appleton 54915
65. Julie Rademaker	103 E 9 th St Kaukauna 54130
66. Fnu Rajkishan	W7130 Puls Farm Pl Greenville 54942
67. Raul B Ramirez	721 N Appleton St A Appleton 54911
68. Matthew Ricks	742 W Prospect Ave Appleton 54914
69. Amy Ristow	1020 W Franklin St Appleton 54914
70. Keith Ruff	W6878 Goldfinch Ct Greenville 54942
71. Vanessa Schoen	520 N NewFranken Rd New Franken 54229
72. Michele Schroeder	N1690 Holland Rd Appleton 54913
73. Trista Siegel	1821 S Schaefer St C Appleton 54915
74. Conner Stilp	1788 Sanctuary Ct #89 Appleton 54914
75. Stacy Streck	1603 S Lee St Appleton 54915
76. Anamarie Stern	N3592 Scenic Ln Freedom 54913
77. Puspa R. Subedi	3045 Winnipeg St Menasha 54952
78. Alexis Tiede	3401 W Heritage Ave Appleton 54914
79. Colin Torrez	320 1/ E Harris St Appleton 54911
80. Melinda Vanderpas	3419 S Kernan Ave Appleton 54915
81. Allan VanderVelden	1025 W Hawes Ave Appleton 54914
82. Mai Vang	412 W 9 th St Kaukauna 54130
83. Debra Walker	367 Winnebago Ct Menasha 54952
84. Can Wang	4025 E Lorna Ln Appleton 54915
85. Sarah Wittig	430 E Carrington Ln Appleton 54913
86. Jason Wittmann	1867 Justin Dr Omro 54963
87. Erin Wong	617 E Goodall St Appleton 54915
88. Dakota Wright	1235 Evans St Oshkosh 54901
89. Colin Wrubel	100 E Mitchell Ave #12 Appleton 54915
90. Paige Wurzer	W3077 Mathison Rd Freedom 54913
91. Justin Yager	1444 Maricopa Dr Oshkosh 549404



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

FEES ARE NON-REFUNDABLE

License Fee - \$10.00 per event

Investigation Fee + 7.00

Total Amount Paid \$17.00

Date Rec'd / /

Acct. 11030.4322

Acct. 100.2359

Receipt 11976**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) **Northeast Wisconsin Art Association (NEWAA)** Date Organized **07/01/2017**

Address **3801 W. Spencer Street** City **Appleton** State **WI** Zip **54914**

Person in Charge of Event:  Name: Last **Miller** First **Eric** Middle Initial **J.** Date of Birth **●●●●●●**

Address **1817 E. Wyndmere Drive** City **Appleton** State **WI** Zip **54913** Person in charge phone number: **●●●●●●**

President Last **Detjen** First **Jean** Middle Initial **K** Date of Birth **●●●●●●** Male ☒ Female ☒

Address **3801 W. Spencer Street** City **Appleton** State **WI** Zip **54914**

Vice President Last **Detjen** First **Jean** Middle Initial **K** Date of Birth **●●●●●●** Male ☒ Female ☒

Address **3801 W. Spencer Street** City **Appleton** State **WI** Zip **54914**

Secretary Last **Detjen** First **Jean** Middle Initial **K** Date of Birth **●●●●●●** Male ☒ Female ☒

Address **3801 W. Spencer Street** City **Appleton** State **WI** Zip **54914**

Treasurer Last **Detjen** First **Jean** Middle Initial **K** Date of Birth **●●●●●●** Male ☒ Female ☒

Address **3801 W. Spencer Street** City **Appleton** State **WI** Zip **54914**

SECTION 2 – EVENT INFORMATION SECTION

Date(s) of Event: Beginning **08 / 01 / 2019** Ending: **08 / 04 / 2019** Hours **10:00** AM PM **12:00** AM PM

Please describe the type of event you are going to have:
An Art Show / plein air paint out featuring NEWWA artists & including music by & in partnership with The Mile of Music

Do you plan to serve food at this event? ☒ No ☐ Yes If yes, contact the Appleton Health Department. (920,832,6429)

Location where beer or wine will be sold:
Foxley's Gallery Ltd.

Address **623 W. College Avenue** 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!
the first floor of the Building. 45'X85' (3800 sq. ft.)

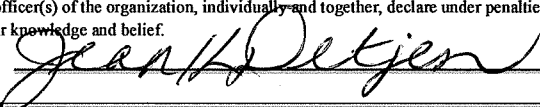
If yes, how will you prevent minors from obtaining alcoholic beverages?
Minors will only be allowed to attend with a parent.

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 

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

GRANT TRACKING FORM



PART #1: Notification of Grant Funds

(email to tony.saucerman@appleton.org)

APPLICANT DEPARTMENT: Appleton Fire Department DATE: 07 / 16 / 16

APPLICANT DEPARTMENT GRANT CONTACT NAME/TITLE: Ryan Weyers/Battalion Chief

COMMITTEE OF JURISDICTION: Safety & Licensing Committee

NAME OF GRANT/FUNDING SOURCE: Wallace Family Foundation

AMOUNT OF GRANT REQUEST: \$ 9,400 LOCAL MATCH REQUIREMENT: \$ 2,350

SOURCE OF MATCH: ☒ General Fund ☐ Non-General Fund ☐ Not Applicable

TIMEFRAME OF GRANT: 06 / 01 / 2019 through 12 / 31 / 2019

TYPE OF GRANT REQUEST: ☒ Monetary ☐ Other (explain under 'purpose of grant')

PURPOSE OF GRANT (summary):

This grant would provide emotional wellness checks for all employees through a licensed professional counselor. The counselor will complete an assessment and complete follow-up meetings with staff.

How does the grant meet City/Department/Program goals?

This grant will assist the department with our goal to 'Enhance the health and safety of AFD members'. More specifically, our objective to 'Improve the overall safety of AFD members through emotional wellness.'

What are the personnel requirements (include both existing and new staff) of the grant?

There are no personnel requirements other than providing staff the time for the assessment and follow up.

DEPARTMENT HEAD SIGNATURE: 

PART #2: Request to Accept Grant Funds

(complete after notification of grant award; email to tony.saucerman@appleton.org)

AMOUNT OF GRANT AWARD: \$ _____ FEDERAL/STATE ID #: _____

LOCAL MATCH REQUIREMENT: \$ _____

Please describe the source of match, if applicable:

Please describe any major changes in proposed grant-funded activities:

PART	TO:	DATE:	TO:	DATE:	TO:	DATE:
#1: Request to Apply	Finance Dept		COJ – Info/Action		FAC – Info/Action	
#2: Request to Accept	Finance Dept		COJ – Action		FAC – Action	

COJ = Committee of Jurisdiction

FAC = Finance and Administration Committee

LEGAL SERVICES DEPARTMENT MID-YEAR REVIEW

City Attorney's Office figures through June 30, 2019

City Clerk's Office figures through July 11, 2019

Significant 2019 Events:

The Legal Services Department has been engaged in a number of matters through the first half of 2019. Below are some of the highlights for the first half of the year:

- Continued to work with the Department of Public Works and the Parks, Recreation and Facilities Management Department regarding railroad trestles and trails near the Fox River and continue negotiations with developers of Eagle Point and RiverHeath for trail easements and maintenance agreements. Also assisted with the acquisition of a parcel of property from Neenah Papers to be used as part of a future trail connection point.
- Represented the City in traffic and ordinance related matters in 2018 including 7,133 scheduled initial court appearances, 87 scheduled jury and court trials and 3,587 scheduled pre-trials/jury trial conferences or motion hearings. 2019 statistics are a little under half of the 2018 numbers as of June 1, 2019.
- Represented the City in finalizing and closing remaining truancy court cases and will evaluate the future role of this office pending the Common Council's decision whether to repeal the truancy ordinance.
- Actively engaged in litigation including defense of a variety of lawsuits. Staff resolved a number of matters through mediation, dispositive motions or negotiated settlements. This includes litigating several matters before an administrative law judge - including two work comp appeals as well as two unemployment appeals. We also continued to provide representation in a small claims matter.
- Continued to work with outside counsel on pending worker's compensation and duty disability claims. Additionally, worked with outside counsel to achieve a Summary Judgment dismissal of a pending federal lawsuit against Appleton officers.
- Worked closely with various departments regarding employee discipline and discharge matters.
- Provided training regarding HIPAA issues.
- Worked with the Department of Facilities Management and the Department of Public Works on the provision of access from the Avenue Mall with the removal of the Blue Ramp. Interested parties have negotiated and agreed upon final egress updates in principle and will be formalizing the agreement in writing prior to implementing the updates.
- Worked with Public Works on development of a master license agreement to enter

into with service providers for the use of right-of-way and/or city structures within the right-of-way for future 5G cellular antennas and other equipment. This ordinance was passed early in 2019.

- Assisted CEDD with the preparation and execution of development agreements including Gabriel Lofts, School of Rock property and 320 East College Avenue.
- Assisted in the drafting of or drafted a number of ordinances including the ‘vaping ordinance’.
- In the first six months of 2019, the Attorney's Office has drafted, negotiated, reviewed and/or processed a total of 235 agreements/contracts. We also worked with City departments to review the contracting process and requirements.

City Clerk’s Office:

- Successfully administered two regularly scheduled elections.
- Cost effectively administered one City-only primary election for Alderperson District 7.
- Worked with Outagamie County to set-up ballot styles, order ballots, and effectively convey results.
- Modified Central Count procedures to increase efficiency and allow for increased processing of ballots.
- Updated and improved Election Day contingency plan.
- Thoroughly trained and cross-trained all new staff.
- Prepared for procurement of electronic poll books.
- Updated Election Day procedures and manuals related to electronic poll books.
- Implemented new mechanisms for approval and tracking of liquor license renewals and related licenses.
- Trained Council on new iLegislate voting software for Council Meetings, continued to look for ways to enhance the new iLegislate features and related Granicus software components.
- Worked with Community Development to revise forms, processes & licenses to better serve applicants and capture appropriate license information.
- Cleaned, organized and updated file system in vault.
- As a result of staff vacancies, reclassified positions for better provision of services also resulting in reduction of some staff costs.

- Worked with the Police Department to review and update procedures related to checks at establishments holding alcohol licenses.
- Worked to notice, coordinate, schedule and staff Special Election for two alderperson vacancies.

Performance Data:

<u>Program</u>	<u>Criteria</u>	<u>Actual 2017</u>	<u>Actual 2018</u>	<u>Target 2019</u>	<u>Actual 2019</u>	<u>Projected 2019</u>
<u>Administration</u>	<u>Client Benefits/Impacts</u>					
	Timely legal information is provided upon which Alderpersons and staff members can make decisions. Meet time frame of requester.	100%	100%	>100%	100%	100%
	Contracts are reviewed in a timely manner to allow performance to proceed. # of performances delayed due to review not being completed.	0	0	0	0	0
	The City will acquire necessary real estate within the time period requested by the department heads making the request. Projects will not be delayed due to real estate acquisition issues. # of projects delayed.	0	0	0	0	0
	<u>Outcome</u>					
	Prompt Service: % of external customers surveyed rating service acceptable or better	100%	100%	100%	100%	100%
	# of surveys returned	60	22	60	N/A	N/A
	Acquisitions are made in a manner acceptable to both the property owner and to the City. # of contested condemnation cases.	0	0	0	0	0
	<u>Outputs</u>					
	Written opinions issued.	37	44	20	9	20
	Ordinances reviewed.	84	100	100	70	100
	# of real estate transactions.	103	20	20	9	14
	Staff training; # of hours of staff training	104	70	100	98	100

<u>Program</u>	<u>Criteria</u>	<u>Actual 2017</u>	<u>Actual 2018</u>	<u>Target 2019</u>	<u>Actual 2019</u>	<u>Projected 2019</u>
<u>Litigation</u>	<u>Client Benefits/Impacts</u>					
	Active participation by this office will minimize the number of claims against the City. # of claims filed against the City.	73	70	<100	33	<100
	<u>Outcome</u>					
	Dispute avoidance. # of suits filed against the City.	7	5	0	3	5
	Minimize cost of settlements. \$ value of settlements and judgments.	\$47,646	\$34,151	<\$50,000	\$23,172	<\$50,000

<u>Program</u>	<u>Criteria</u>	<u>Actual 2017</u>	<u>Actual 2018</u>	<u>Target 2019</u>	<u>Actual 2019</u>	<u>Projected 2019</u>
	Minimize use of outside counsel. # of cases.*	0	0	0	1*	1*
	<u>Outputs</u>					
	Most cases handled will be handled by the City Attorney staff. # of cases handled by staff.*	100%	100%	100%	75%*	75%*

*Currently one Federal matter is being handled by outside counsel due to CVMIC recommendations

<u>Program</u>	<u>Criteria</u>	<u>Actual 2017</u>	<u>Actual 2018</u>	<u>Target 2019</u>	<u>Actual 2019</u>	<u>Projected 2019</u>
<u>Recordkeeping</u>	<u>Client Benefits/Impacts</u>					
	Retrieval of information. % of same day responses	97%	98%	98%	95%	98%
	1 week retrieval for detailed requests	3%	2%	2%	5%	2%
	<u>Outcome</u>					
	Legal requirements are met. # of legal challenges sustained	0	0	0	0	0
	<u>Outputs</u>					
	# hours maintaining records	1,280	1,060	1,200	525	1,200
	# of requests for information	136	98	100	32	80
	# of publication notices	188	195	200	97	200
	# of ordinances adopted	84	123	100	68	100

<u>Program</u>	<u>Criteria</u>	<u>Actual 2017</u>	<u>Actual 2018</u>	<u>Target 2019</u>	<u>Actual 2019</u>	<u>Projected 2019</u>
<u>Licensing</u>	<u>Client Benefits/Impacts</u>					
	# Licenses sent for Committee/Council approval	New PM – no data		1,300	1,194	1,300
	% of surveys returned with rating of Acceptable	New PM – no data		100%	5%	100%
	<u>Outcome</u>					
	Statutory and ordinance compliance of all licenses issued. # of legal challenges	0	0	0	0	0
	<u>Outputs</u>					
	License applications processed.					
	# of beer/liquor licenses issued	209	211	214	200	214
	# of operator licenses issued	1,094	764	1,050	550	1,050
	# of general licenses issued	431	463	500	348	500

<u>Program</u>	<u>Criteria</u>	<u>Actual 2017</u>	<u>Actual 2018</u>	<u>Target 2019</u>	<u>Actual 2019</u>	<u>Projected 2019</u>
<u>Elections</u>	<u>Client Benefits/Impacts</u>					
	# of voter status changes	3,857	7,287	3,000	926	3,000
	# of voter registrations processed	284	6,794	200	504	200
	# of absentee ballots issued	1,354	10,224	1,500	1,400	1,500

<u>Program</u>	<u>Criteria</u>	<u>Actual 2017</u>	<u>Actual 2018</u>	<u>Target 2019</u>	<u>Actual 2019</u>	<u>Projected 2019</u>
	<u>Outcome</u>					
	Fair and accurate election process. # of legal challenges	0	0	0	0	0
	<u>Outputs</u>					
	# of election votes cast	11,899	54,776	13,000	13,495	13,000
	# of registered voters	45,100	35,824	42,000	40,815	42,000
	# of election administered	2+Nov Spec	6 (4 + 2 spec)	2	2	3
	% of staff trained at each election	96%	98%	100%	97%	100%

<u>Program</u>	<u>Criteria</u>	<u>Actual 2017</u>	<u>Actual 2018</u>	<u>Target 2019</u>	<u>Actual 2019</u>	<u>Projected 2019</u>
<u>Mail/Copy Services</u>	<u>Client Benefits/Impacts</u>					
	Accurate photocopy services. Remake of request	0%	0%	1%	0%	0%
	<u>Strategic Outcomes</u>					
	Reduce costs # of piece of mail returned to departments for reconciliation	New PM – no data	New PM – no data	60	22	60
	<u>Outputs</u>					
	# of pieces of outgoing mail	109,243	111,231	110,000	48,799	110,000
	# of packages handled	146	131	150	14	150
	# of copies made in mail center	600,011	745,807	660,000	331,092	600,000

Areas of Primary Concentration for the remainder of 2019:

We will continue working with other departments in the City to ensure that City projects run smoothly and there is no delay in project completions.

The City Attorney's Office will continue to vigorously defend the City of Appleton in actions filed against the City of Appleton.

We will continue to assist, guide and advise City staff from all departments as well as elected officials on legal matters in a timely fashion.

Assist outside counsel with defense of various pending legal matters.

Update and enhance contingency plans for elections and related materials.

Provide detailed training for election inspectors on electronic poll books and legislative changes for elections.

Continue to work with various departments on large mailings and copy jobs to enhance accuracy and efficiency.

Actively explore opportunities for process improvement and streamlining of procedures.

Work towards a smooth implementation and use of electronic poll books.

Successfully and cost-effectively administer Special Election for vacant aldermanic districts.

Conduct Board of Review training for City members and neighboring municipality members.

Budget Performance Summary

Please see the attached summary report.

City Law A18-0409

ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	% USED
Total 14510 Legal Services Administration	\$349,230.00	\$349,230.00	\$150,579.35	43.10
Total 14521 Legal Services Litigation	\$194,575.00	\$194,575.00	\$95,392.74	49.00
Total 14530 Legal Services Recordkeeping	\$104,440.00	\$104,440.00	\$29,248.16	28.00
Total 14540 Legal Service Licensing	-\$141,344.00	-\$141,344.00	-\$164,745.32	116.60
Total 14550 Legal Services Election	\$139,793.00	\$139,793.00	\$65,749.49	47.00
Total 14560 Legal Service Mail/Copy	\$157,874.00	\$157,874.00	\$78,376.66	49.60
Grand Total	\$804,568.00	\$804,568.00	\$254,601.08	31.60



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

APPLETON FIRE DEPARTMENT MID-YEAR REVIEW All figures through June 30, 2019

Significant 2019 Events

On May 15, 2019, the department suffered their first line-of-duty death since 1933 when Firefighter Mitchell Lundgaard responded with his crew to a medical emergency at the Valley Transit Center. After patient care was rendered, the situation escalated, and gunfire was exchanged. Firefighter Lundgaard suffered a gunshot wound and later died at a local hospital from his injuries. Because City of Appleton police officers were involved, the Green Bay Police Department handled the investigation working with the Outagamie County District Attorney's office. The department conducted its own investigation of the incident. Subsequently, the National Institute of Occupational Health and Safety (NIOSH) is performing their own investigation which is characteristic of firefighter line-of-duty fatalities. At this time, the department will refrain from making any changes to policies or procedures until these investigations are complete and recommendations are identified.

In 2019, the department had five retirements: a battalion chief of fire prevention and public education, two captains, and two lieutenants. Working with the Human Resources Department, a battalion chief hiring process was conducted and a successful candidate identified with an expected start date in July. The captain and lieutenant vacancies were filled through internal promotions which prompted two internal promotions to the position of driver/engineer. The department worked with Fox Valley Technical College's regional hiring process for the hiring of four recruit firefighters who started a six-week training academy in early April and have joined the ranks of the front-line operations staff.

The 2018 capital improvement budget included funds for a fire records management system. The fire department selected a product called ImageTrend and has been using it for incident reporting and fire inspections since January 1st. During the second half of the year, the department will transition from paper inspections to utilizing tablets. Other modules of the software will be implemented throughout the year. In addition, the department went live with a scheduling software product, CrewSense, which automates scheduling, overtime call ins, and tracks the daily roster. CrewSense also has an interface with the incident reporting software so that crew and staffing details are auto-populated within the incident report. A significant amount of time has been devoted to implementing and training on the new software programs.

After taking delivery of a 2019 Pierce Velocity rescue engine in December of 2018, the department focused on placing equipment and training on that new engine. In January, the department placed the order for another purchase of a 2019 Pierce Velocity engine with delivery expected in July. This engine

will be the third of four firetruck purchases from 2017 to 2020 that the department received permission to sole source. Not only are there cost savings advantages to sole sourcing the purchase, but there is a pre-payment discount as well.

In 2019, the Administration Division recognized the need for an equipment replacement and funding plan to foster the systematic replacement of equipment. Department personnel identified criteria for equipment to be included and inventoried those items. This equipment replacement plan will be used for budget planning purposes for years to come.

The Health and Wellness Committee continues to focus on all aspects of health and wellness for members of the Appleton Fire Department. Late last year, all staff were introduced to a local trauma and crisis counselor which proved beneficial recently as several employees sought out counseling after our recent tragedy. The department continues to focus on cancer prevention with the installation of the remaining detoxification chambers at the stations through a generous anonymous donation. The department placed an order for particulate blocking hoods for all personnel, which were purchased through a donation from the 'Friends of the Appleton Fire Department'.

The Training and Resource Development Division provided an 'acting officer' and 'relief driver' class for members of the department in the first half of the year. This training prepares existing personnel to temporarily fill in as an officer or driver to cover for vacancies in those positions. The Emergency Medical Services Division delivered the Emergency Medical Technician – Basic class to fourteen department personnel. The class was instructed by department personnel and will help the department provide a greater level of care to those who live, work, and visit the City of Appleton.

ADMINISTRATION

Objectives

- Identifying currently provided service levels and evaluating their effectiveness and customer value.
- Addressing service needs created by continued city growth.
- Maintaining staffing levels as detailed in the table of organization and approved by the Common Council.
- Continuing the development of joint service opportunities and regional relationships with neighboring fire departments.
- Enhancing internal and external communications and working relationships.
- Continuing to implement the records management system (RMS) for improved reporting capabilities.

<u>PERFORMANCE INDICATORS</u>	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Actual 2018</u>	<u>2019 Projected</u>	<u>Actual 2019</u>
Client Benefits/Impacts					
Staff and schedule to provide consistent emergency response within the community.					
▪ Average first-in response time.	4.4 min.	4.4 min.	4.4	4.5	4.5
Strategic Outcomes					
Lives and property protected.					
▪ Fire per 1,000 residents.	1.7	1.6	1.4	1.4	.7
Percent of dollar loss in					
▪ inspected vs.	47%	59%	19%	80%	80%
▪ non-inspected	53%	41%	81%	20%	20%
Work Process Outputs					
Enhance internal communications.					
▪ # of employee, department, union-management meetings.	132	144	188	136	68
Enhance regional relationships					
▪ # of meetings and activities with regional partners.	107	176	197	200	97

FIRE SUPPRESSION

Objectives

- Identifying and developing pre-fire plans for new structures and update pre-fire plans for existing structures, which present potential risks within the community.
- Proactively pursuing, with our regional partners, the enhancement of our current mutual aid agreements and automatic aid agreements, evaluation of shared resources, updating of emergency management planning, and cooperative training exercises to help reduce the threats to our regional security and economy.
- Identifying and developing employee safety programs, practices, and training for reducing the impact of lost time work-related injuries.

<u>PERFORMANCE INDICATORS</u>	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Actual 2018</u>	<u>2019 Projected</u>	<u>Actual 2019</u>
Client Benefits/Impacts					
Qualified, quick response to request for services.					
▪ Response to emergency calls for service within four minutes.	63%	66%	68%	63%	63%
Strategic Outcomes					
Enhance community safety.					
▪ Reduction in fire loss.	\$1,867,519	\$1,378,269	\$946,420	\$2,865,778	\$1,194,074
▪ Reduction in the number of fire-related deaths.	1	0	0	1	1
Work Process Outputs					
Calls responded to					
▪ # of emergency calls	4,028	3,717	4,385	4,478	2,239
▪ # of non-emergency calls	662	1,057	643	638	319
Reduction in lost time work-related injuries					
▪ # of lost time days	19	62	14	45	23

SPECIAL OPERATIONS

Objectives

- Providing for local hazardous materials response in jurisdictions as defined by contract.
- Seeking grant opportunities for equipment and training available through city and state organizations.
- Maintaining necessary equipment and skill levels for local incidents.
- Participating on the county Local Emergency Planning Committee.
- Continuing the partnership with Winnebago County (Oshkosh Fire Department) and Brown County (Green Bay Fire Department).
- Providing specialized emergency response to include: emergency medical care, local hazardous materials response, confined space rescue, water rescue, structural collapse response, and trench rescue

<u>PERFORMANCE INDICATORS</u>	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Actual 2018</u>	<u>2019 Projected</u>	<u>Actual 2019</u>
Client Benefits/Impacts					
Provisions of appropriate hazardous materials response service					
▪ % of satisfactory post-incident critiques	100%	100%	100%	100%	100%
Strategic Outcomes					
Lives and property protected					
▪ # of civilian injuries	0	0	0	1	1
Work Process Outputs					
Educational programs delivered.					
▪ # of specialty training hours	3,390	3,457	3,933	2,175	1,079
Program funding					
▪ # of grant applications completed	2	2	2	4	2
▪ # of grants received	2	2	1	4	2

RESOURCE DEVELOPMENT

Objectives

- Providing 100% of federal and state mandatory classes that apply to the Fire Department.
- Researching and encouraging attendance at specialized training to expand personal growth and development.
- Facilitating and coordinating the Safety Committee meetings for the department to promote health and safety among the department employees.
- Providing initial tactical decision-making training.
- Providing advanced firefighter rescue skills and technique training to all personnel.
- Seeking opportunities to train personnel, internally and externally, in leadership and command.
- Continuing to define our role as fire and EMS providers at active shooter incidents.

<u>PERFORMANCE INDICATORS</u>	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Actual 2018</u>	<u>2019 Projected</u>	<u>Actual 2019</u>
Client Benefits/Impacts					
Trained personnel that meet requirements.					
▪ % of employees trained as required by classification					
Firefighter	100%	100%	100%	100%	100%
Driver	100%	100%	100%	100%	100%
Officer	100%	100%	100%	100%	100%
Strategic Outcomes					
Enhanced community safety.					
▪ % of fires contained to room/area of origin in residential structures	58%	52%	67%	73%	73%
Work Process Outputs					
Educational programs delivered.					
▪ Average number of hours of training per employee	134	148	140	190	96

EMERGENCY MEDICAL SERVICES

Objectives

- To provide timely, state of the art pre-hospital care to all people within our service area that are subject to illness or injury.
- To provide quality, consistent pre-hospital medical training to all employees of the Fire Department resulting in all employees being certified at the emergency medical responder level.
- To provide the Fire Department emergency medical responders with current equipment and supplies needed to fulfill the scope assigned to the responders.
- To actively participate in local and statewide committees to promote positive change in how we provide service.
- To maintain compliance with department, local and State codes, laws, guidelines, and regulations.
- To ensure continuous program development and quality improvement.
- Utilizing data gathered from our medical director to monitor the percentage of cardiac patients who were discovered in ventricular fibrillation that survived and were discharged from the hospital.
- To participate with other fire departments, Gold Cross, and other agencies during medical training or exercises.

<u>PERFORMANCE INDICATORS</u>	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Actual 2018</u>	<u>2019 Projected</u>	<u>Actual 2019</u>
Client Benefits/Impacts					
▪ Trained personnel that meet State of Wisconsin license requirements	100%	100%	100%	100%	100%
Work Process Outputs					
▪ # of identified advanced medical skills delivered	184	314	379	562	281
▪ # of hours spent on emergency medical continuing education	890	1,700	1,173	3,095	2,631

FIRE PREVENTION & PUBLIC EDUCATION

Objectives

- Performing all state-mandated fire and life safety inspections in all buildings.
- Performing all plan reviews of state and local required fire protection systems.
- Processing all license applications for compliance with the provisions of the Fire Prevention Code.
- Protecting groundwater from petroleum product contamination through completion of annual inspections of installations, operations, and removal of petroleum storage tank systems.
- Developing a procedure manual for standardization of fire investigations.
- Continuing proactive involvement with all City departments, as well as surrounding community departments to create a more consistent and cohesive code enforcement process throughout our community.

<u>PERFORMANCE INDICATORS</u>	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Actual 2018</u>	<u>2019 Projected</u>	<u>Actual 2019</u>
Strategic Outcomes					
Assets/resources for businesses and homeowners safeguarded.					
▪ \$ amount of losses for year	\$1,867,519	\$1,378,269	\$946,420	\$2,865,778	\$1,238,274
▪ Losses as % of assets protected	.038%	.028%	0.018%	0.050%	.025%
Citizens with safer city environment					
▪ % of schools meeting required evacuation	100%	100%	100%	100%	100%
Enhanced community safety					
▪ Number of participants in educational programs.	16,700	14,181	17,675	13,058	6,528
▪ Number of special events	187	279	290	144	72
Work Process Outputs					
Permit and license applications processed					
▪ # of permits processed	1,100	985	1,040	975	834
▪ % of online permits	64%	73%	71%	79%	79%
Fire detection and suppression plan review					
▪ # of plans processed	138	126	96	100	48

TECHNICAL SERVICES

Objectives

- Providing and tracking all preventive, scheduled, and emergency maintenance on all non-motorized fire equipment to meet applicable standards.
- Researching, purchasing, and distributing equipment needed by the Fire Department.
- Providing on-going technical training for fire personnel.

<u>PERFORMANCE INDICATORS</u>	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Actual 2018</u>	<u>2019 Projected</u>	<u>Actual 2019</u>
Client Benefits/Impacts					
Fire equipment that meet customer needs					
▪ % of hose lengths passing annual testing	98%	99%	99%	98.4%	99%
Strategic Outcomes					
Responsiveness to equipment and facilities maintenance					
▪ Work orders processed and coordinated					
- Central Equipment Agency	827	616	719	838	419
- Facilities Management	566	421	471	521	260
Work Process Outputs					
Equipment records database management					
- # of ladders tested	36	37	40	43	43

Areas of Primary Concentration in 2019:

In 2019, the Appleton Fire Department will concentrate on the following:

- Continue the review of issues and potential solutions to the drop in response time performance within the city and to seek opportunities to increase effective use of existing resources.
- Recruit and train employees to fill vacant positions within the authorized table of organization.
- Continue work on implementation of the fire service records management system.
- Continue working with our automatic aid partners--the Town of Grand Chute and the Cities of Neenah and Menasha.

Budget Performance Summary

City of Appleton Fire Department Mid-Year Budget Report For the Period Ending June 30, 2019

Description	Year-to-Date Expense	Full Year Amended Budget	Percent of Amended Budget
Administration	\$268,536	\$564,096	47.6%
Fire Suppression	\$4,452,147	\$9,420,236	47.3%
Special Operations	\$6,429	\$163,500	3.9%
Resource Development	\$115,169	\$267,372	43.1%
Emergency Medical Services	\$195,225	\$472,231	41.3%
Fire Prevention/Public Education	\$467,030	\$1,213,112	38.5%
Technical Services	\$210,378	\$396,407	53.1%
Fire Department Total	\$5,714,914	\$12,496,954	45.8%

APPLETON POLICE DEPARTMENT

2019 Mid-Year Budget Report

Significant 2019 Events

The Officer Safety Program was introduced to Appleton police officers in 2015 with the inclusion of body worn cameras (BWC) and Tasers. Global advancement of the BWC has accelerated the growth in technology to improve the capabilities of high-resolution video and clearer audio. The trend in BWC has also promoted the development of other integrated applications such as auto tagging, auto activation, managing digital evidence, redaction capabilities, as well as other modules. The benefits of the Officer Safety Program have proven to be valuable in *fighting crime, solving problems* and keeping our city safe. As we anticipate renewing the five-year contract with upgrades in cameras and Tasers we realize the benefits of bundling equipment and applications for a greater experience and efficiency in promoting officer safety and preventing crime.

Crossing Guards completed the 2018-2019 school year successfully under the management of All City Management Services, Inc., a national company that provides safety services for schools. As with any new program we were initially involved in preparations for the changeover and to ensure guard locations were covered throughout the school year. We anticipate continued success as we resume the three-year contract in partnership with the Appleton Area School District for the 2019-2020 school year.

Unmanned aerial vehicle (UAV), also known as drones has been changing how police respond to crime scenes, search and rescue operations, drug interdictions, and other types of police activity. Our drone program launched in 2018 has proven to be a critical component of how we respond to calls. The second quarter of 2019 we had 15 deployments that would have involved officer safety concerns had the drone not been deployed. Drone technology will continue to evolve and change how we respond to calls with more efficiency and safety for officers and citizens.

The Spillman Technologies Records Management System (RMS) was launched in June 2018 with expectations that we will continue to discover efficiencies in processing reports. One of the efficiencies is cross training for all records clerks allowing the completion of a report from start to finish without having multiple clerks touch the same report. Another efficiency is Compstat, a component of Spillman RMS that provides data analysis for mapping and real-time sharing that will benefit police operations and the community.

A trained law enforcement canine is a valuable resource in tracking suspects, locating contraband, finding missing persons or explosives detection. Recognizing the importance of this program our community provided support to purchase our newest canine, Zuus after the retirement of canine Jico in 2018. Zuus, along with his handler, completed a six-week training program in New Mexico in April 2019. The high level of skill by all of our canines attest to the training by the handlers on a daily basis.

One of the priorities in 2019 was promoting the health and well-being of police employees through educating employees and raising awareness of the importance of healthy living. With funding support through the International Association for Clear Thinking (I'ACT) we were able to provide the "emotional wellness check-in" for all police employees. Participating in the sessions and having the peer resources necessary to deal with the stress that comes with the profession was instrumental as we experienced the critical incident in May 2019.

In collaboration with the Appleton School District, St. Francis Xavier, and Fox Valley Lutheran schools, the School Resource Officer (SRO) Unit worked diligently in the area of increasing school safety. The result was a grant award through the State of Wisconsin Officer of School Safety (2017 Wisconsin Act 143). The funding targeted the hardening of school physical security, and training in trauma and mental health recognition. The SRO Unit also worked with school staff to facilitate the "active shooter" or ALICE scenarios. We are in the process of developing a rotating schedule to be able to get all school through the scenario training on a cyclical basis. We also continue to do presentations for school staff on the ALICE principals.

Technology and networking continue to be essential in communicating with the media and public. Through a cooperative working relationship with the media we can inform the public during emergency incidents. Like other law enforcement we have also experienced a substantial increase in followers and continue to seek citizen involvement in identifying and solving community problems. This form of communication is a valuable tool to ensure we are connecting with the public we serve.

Early 2019 there were multiple damage to property and arson incidents being reported throughout the Fox Valley area. Investigators worked with other agencies during the course of the investigation that led to subsequent interviews/arrests of the offenders. Investigators also travelled to Kentucky and Michigan to conduct interviews for homicide investigations.

PERFORMANCE INDICATORS

	Actual 2017	Actual 2018	Target 2019	Projection 2019
EXECUTIVE MANAGEMENT				
Client Benefits/Impacts				
Increase public safety and awareness				
* # media contacts	551	550	550	550
* # of new releases distributed	83	85	85	100
* # of social media followers	41,187	50,863	48,000	51,000
Identify, assess and respond to community needs				
* % of favorable survey responses to meeting community needs	84%	84%	84%	N/A
Strategic Outcomes				
Provide excellence in police services				
* % of survey responses that are satisfied with the department's overall performance	85%	N/A	85%	N/A
Work Process Outputs				
Foster community relationships				
* # of active Neighborhood Watch Groups	1,400	75	140	80
Cultural responsiveness				
* # of diversity initiatives / meetings	40	24	35	25
ADMINISTRATION SERVICES				
Client Benefits/Impacts				
Process requests for information				
* % open records request processed with 10 working days	95%	95%	95%	95%
* # of TIME System transactions initiated	29,320	19,832	29,000	20,000
Strategic Outcomes				
Compliance with Uniform Crime Reporting				
* Complete monthly reporting requirements to state & FBI	100%	100%	100%	100%
Work Process Outputs				
Provide quality support services				
* # of public open records requests	2,850	2,812	3,000	3,000
* # of Criminal history queries	5,295	5,723	5,000	5,000
COMMUNITY SERVICES				
Client Benefits/Impacts				
Provide greater access to police services				
* Average # of CSO hours p/month	1,252	1,292	1,300	1,300
Strategic Outcomes				
Increased security at community events				
* % of time CSO work special events	12%	16%	15%	15%
Work Process Outputs				
Maintain community support				
* # of CSO calls for service	10,935	10,900	10,000	10,000

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	Actual 2017	Actual 2018	Target 2019	Projection 2019
INVESTIGATIVE SERVICES				
Client Benefit/Impacts				
Process specialized investigative support				
* # of cases assigned to investigators	306	280	300	300
Provide youth services				
* # of compliant resolutions/diversions made through informal means	4,433	4,525	4,400	4,400
Strategic Outcomes				
Ensure integrity in the investigative process				
* % of discovery requests processed within mandated time limits	95%	88%	100%	100%
Work Process Outputs				
Provide service excellence and quality investigative services				
* # of discovery requests	2,107	1,994	2,000	2,000
* # of sensitive crimes	121	135	120	130
* # of drug tips assigned	New	N/A	100	100
* # of truancy tickets written	146	136	145	50
	Actual	Actual	Target	Projection
	2017	2018	2019	2019
FIELD OPERATIONS (PATROL)				
Client Benefits/Impacts				
Increase community education in crime prevention issues				
* # of community meetings held	75	75	75	75
* # of interagency neighborhood teams	12	12	12	12
Strategic Outcomes				
Reduce crime through crime prevention strategies				
* # of reported Group A crimes	4,414	3,980	4,300	3,900
* # of reported Group B crimes	5,297	4,444	5,500	4,400
Work Process Outputs				
Improve enforcement and response to crime				
* # of self-initiated crime prevention screens	6,810	5,622	7,000	6,052
* # of citizen contacts	33,383	30,342	33,000	30,000
* # of adult arrests	4,475	3,860	5,000	4,000
* # of juvenile arrests	595	549	700	550

Areas of Primary Concentration for 2020:

Deliver a high level of police services while maximizing resources and leveraging technologies to enhance effectiveness and efficiencies.

Ensure the Crossing Guard contracted service is meeting the needs of the children at guarded crossings.

Promote the continued health and well-being of employees through established wellness check-ins and the new Employee Wellness Committee.

Continue assessment of the Officer Safety Program for equipment and body worn cameras.

Evaluate the operations staffing levels, deployment and service levels to ensure we are providing quality police services.

Expand and use our communications platforms to educate the community on our successes and encourage active participation in public safety.

Continue to develop the Spillman Technologies Records Management System.

Collaborate on mental health and AODA related public safety issues with the appropriate services.

Enhance crime prevention awareness within the community and increase personal interactions with citizens through meetings and community events to help build a greater sense of community safety.

Identify new policing model recommendations and consider inclusion in APD planning and operation including the full civilianization of our Evidence Unit and formal development of our Community Resource Unit and Homelessness Outreach Team.

Budget Performance Summary

The mid-year report indicates we are at 47.83% of budget for the end of June. We continue to review immediate needs and planned expenditures to ensure that we are providing the best quality of service in the most cost-effective manner.

The Wisconsin Department of Transportation awarded a Seat Belt Grant to Outagamie County Sheriff's Department for the 2018/2019 fiscal year. The department also submitted the bulletproof vest replacement grant to the Bureau of Justice Assistance. This is an annual grant that pays 50% of the cost to replace mandatory vests that have a five-year expiration. The U.S. Department of Justice, Office of Justice Program awarded the 2018-2019 Edward Byrne Memorial Justice Assistance Grant (JABG) as a shared grant with Outagamie County. We also jointly participate in meth and heroin grants through the U.S. Department of Justice Community Oriented Policing Services (COPS) that is administered through the Lake Winnebago Area Metropolitan Enforcement Group (MEG).

Mid-Year Budget Summary

2019 Revised Budget	18,418,449.00
2019 Actual	8,355,055.55
2019 Encumbrances/Requisitions	0.00
2019 Available	10,063,393.45
2019 Original Budget	18,389,949.00