



City of Appleton

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

Meeting Agenda - Final Safety and Licensing Committee

Wednesday, July 28, 2021

5:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

3. Approval of minutes from previous meeting

[21-1077](#) Approval of minutes from the July 14th, 2021 meeting.

Attachments: [S & L Minutes 7-14-21.pdf](#)

4. **Public Hearings/Appearances**

5. **Action Items**

[21-1051](#) Class "A" Beer and "Class A" Liquor- Cider Only Change of Agent application for Kwik Trip Inc, d/b/a Tobacco Outlet Plus Grocery, Pattie Jo Vergenz, New Agent, located at 1342 W Prospect Ave, contingent upon approval from the Police Department.

Attachments: [Pattie Jo Vergenz S&L.pdf](#)

[21-0965](#) Temporary Class "B" Beer and "Class B" Wine License application for St. Pius Catholic Church, Toni Schmidt, Person in Charge, located at 500 W Marquette St, on August 13-15, 2021, contingent upon approval from all departments.

Attachments: [St Pius X Catholic Church S&L.pdf](#)

[21-1034](#) Temporary Class "B" Beer License application for St Joseph Congregation, Jacque Bootz, Person In Charge, located at 404 W Lawrence St, on September 11, 2021, contingent upon approval from all departments.

Attachments: [St Josephs Congregation S&L.pdf](#)

[21-0991](#) Temporary Class "B" applications filed after the agenda was published.

6. **Information Items**

[21-1023](#) Special Events:
Made To Order, Trout Museum of Art, Houdini Plaza, August 27, 2021
Take Time for God, Real Hope Today, Houdini Plaza, August 28, 2021
Community First Fox Cities Marathon, September 19, 2021
Appleton West Homecoming, October 15, 2021
Appleton Houdini 10K, Run Away Events, November 6, 2021
Santa Scamper, Run Away Events, November 23, 2021

[21-1080](#) 2021 Mid-Year Report for Fire Department

Attachments: [2021 Mid-Year Report - 06-30-21.pdf](#)

[21-0789](#) Police Department information on liquor law violations.

[21-1079](#) Director's Reports

1. City Clerk
 - Special Event Application Updates
 - Redistricting Timeline
2. Police Chief
 - National Night Out at Jones Park, August 3rd, 5:00 p.m.
3. Fire Chief
 - Fire Inspection Update
 - Fire Protection Engineer

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
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Meeting Minutes - Final Safety and Licensing Committee

Wednesday, July 14, 2021

5:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

The meeting was called to order by Chair Van Zeeland at 5:30 p.m.

2. Roll call of membership

Present: 5 - Reed, Schultz, Van Zeeland, Smith and Hartzheim

3. Approval of minutes from previous meeting

[21-0989](#)

Safety & Licensing Minutes from July 7th, 2021.

Attachments: [S & L Minutes 7-7-21.pdf](#)

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

Aye: 5 - Reed, Schultz, Van Zeeland, Smith and Hartzheim

4. **Public Hearings/Appearances**

5. **Action Items**

[21-0919](#)

Class "B" Beer and "Class B" Liquor License application for Los Amigos LLC d/b/a Mr. Taco, Julia Nino Gomez, Agent, located at 106 S State St, contingent upon approval from Health, DPW and Inspections departments.

Attachments: [Mr. Taco.pdf](#)
[Mr.TacoDenial_July_2021_SL.pdf](#)

Hartzheim moved, seconded by Schultz, that the Alcohol License be recommended for denial. Roll Call. Motion carried by the following vote:

Aye: 5 - Reed, Schultz, Van Zeeland, Smith and Hartzheim

[21-0916](#)

Temporary Premise Amendment application for DDCT, INC d/b/a Jim's Place, Jay Plamann, Agent, located at 223 E College Ave, August 5-8, 2021, contingent upon approval from all departments.

Attachments: [Jim's Place S&L.pdf](#)
[Permission to use 219.pdf](#)

Hartzheim moved, seconded by Smith, that the Premise Amendment be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 5 - Reed, Schultz, Van Zeeland, Smith and Hartzheim

[21-0917](#)

Temporary Premise Amendment application for Wooden Nickel Restaurant and Lounge Inc d/b/a Wooden Nickel Sports Bar & Grill, Anthony Mueller, Agent, located at 217 E College Ave, August 5-8, 2021, contingent upon approval from all departments.

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

Hartzheim moved, seconded by Reed, that the Premise Amendment be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 5 - Reed, Schultz, Van Zeeland, Smith and Hartzheim

[21-0869](#)

Temporary Class "B" Beer and "Class B" Wine License application for Sculpture Valley, Dave Willems, Person in Charge, located at 303 N Oneida St, Outer Edge Stage for Mile of Music, August 5-8, 2021, contingent upon approval from all departments.

Attachments: [MoM-Outer Edge Stage S&L.pdf](#)

Van Zeeland moved, seconded by Hartzheim, that the Temporary Alcohol License be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 4 - Reed, Van Zeeland, Smith and Hartzheim

Abstained: 1 - Schultz

[21-0867](#)

Temporary Class "B" Beer and "Class B" Wine License application for Sculpture Valley, Dave Willems, Person in Charge, located at Houdini Plaza for Mile of Music, August 5-8, 2021, contingent upon approval from all departments.

Attachments: [MoM-Houdini Plaza S&L.pdf](#)

Reed moved, seconded by Hartzheim, that the Temporary Alcohol License be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 4 - Reed, Van Zeeland, Smith and Hartzheim

Abstained: 1 - Schultz

Balance of the action items on the agenda.

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

Aye: 5 - Reed, Schultz, Van Zeeland, Smith and Hartzheim

[21-0825](#)

Class "B" Beer License application for Jackson Investment Group LLC d/b/a Jimmy's Chicken and Fish, James Jackson III, Agent, located at 205 N Richmond St, contingent upon approval from the Community Development department.

Attachments: [Jimmy's Chicken and Fish.pdf](#)

This Report Action Item was recommended for approval

[21-0834](#)

Class "B" Beer and "Class B" Liquor License application for Calaveras Fine Fusions LLC d/b/a Calaveras Fine Fusions, Rebekka Garcia, Agent, located at 528 W College Ave, contingent upon approval from the Health and Inspections departments.

Attachments: [Calaveras Fine Fusions.pdf](#)

This Report Action Item was recommended for approval.

[21-0993](#)

Class "A" Beer License application for Oneida Mini Mart LLC d/b/a Oneida BP, Prabhu Dhungana, Agent, located at 1306 S Oneida St, contingent upon approval from all departments.

Attachments: [Oneida Mini Mart LLC.pdf](#)

This Report Action Item was recommended for approval.

[21-0940](#)

Class "A" Beer and "Class A" Liquor License Change of Agent application for Wisconsin CVS Pharmacy, LLC d/b/a CVS Pharmacy #8525, Nicholas D Fahrner, New Agent, located at 700 W Wisconsin Ave.

Attachments: [Nicholas D Fahrner S&L.pdf](#)

This Report Action Item was recommended for approval.

[21-0927](#)

Class "B" Beer and "Class B" Liquor License Change of Agent application for Dong Po Restaurant in Appleton Inc d/b/a Dong Po Restaurant, Jian Chen, New Agent, located at 719 W College Ave.

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

This Report Action Item was recommended for approval.

[21-0992](#)

Pet Store License application for Fish Cave LLC, Ton Vang, applicant, located at 2110 S Memorial Dr, contingent upon approval from all departments.

Attachments: [Fish Cave LLC S&L.pdf](#)

This Report Action Item was recommended for approval.

[21-0925](#)

Temporary Premise Amendment application for TNE, INC d/b/a Emmett's Bar & Grill, Sharon Reader, agent, located at 139 N Richmond St, on August 5-8, 2021, contingent upon approval from the Health department.

Attachments: [Emmett's Bar & Grill S&L.pdf](#)

This Report Action Item was recommended for approval.

[21-0957](#)

Temporary Premise Amendment application for Riverside Bar & Grill, Gregg Van Dinter, Agent, located at 906 S Olde Oneida St, on August 5-8, 2021, contingent upon approval from all departments.

Attachments: [Riverside Bar & Grill S&L.pdf](#)

This Report Action Item was recommended for approval.

[21-0987](#)

Temporary Premise Amendment application for Fox Cities Performing Arts Center, Pilar Martinez, Person in Charge, located at 400 W College Ave, on August 17, 2021, contingent upon approval from all departments.

Attachments: [Fox Cities PAC S&L.pdf](#)

This Report Action Item was recommended for approval.

[21-0996](#)

Temporary Premise Amendment application for Rookies Sports Bar & Grill, Steve Carrow, Agent, located at 325 N Appleton St, August 5-8, 2021, contingent upon approval from all departments.

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

This Report Action Item was recommended for approval.

[21-0928](#)

Temporary Class "B" Beer and/or Temporary "Class B" Wine License application for Sacred Heart Catholic Church, David Erickson, Person In Charge, located at 222 E Fremont St, on the following dates: August 14, 2021, October 23, 2021, January 29, 2022, March 11, 2022, February 19, 2022, contingent upon approval from all departments.

Attachments: [Sacred Heart Catholic Church Parish Picnics S&L.pdf](#)

This Report Action Item was recommended for approval.

[21-0934](#)

Temporary Class "B" Beer License application for Fox Cities Chamber of Commerce, Thomas Lehr, Person in Charge, Oktoberfest, on September 25, 2021, contingent upon approval from all departments.

Attachments: [Fox Cities Chamber - Oktoberfest S&L.pdf](#)

This Report Action Item was recommended for approval.

[21-0988](#)

Temporary Class "B" Beer and "Class B" Wine License application for Creative Downtown Appleton Inc, Jennifer Stephany, Person in Charge, located at Jones Park, August 4-8, 2021, contingent upon approval from all departments.

Attachments: [MoM - Jones Park S&L.pdf](#)

This Report Action Item was recommended for approval.

[21-0911](#)

Temporary Class "B" applications filed after agenda was published.

6. Information Items

[21-0929](#)

Special Events

Trout Museum of Art Exhibit Opening, Trout Museum and Houdini Plaza, June 5, 2021

Juneteenth, African Heritage Inc, Jones Park, June 13, 2021

Street Music Week / Make Music, Creative Downtown Appleton Inc w/ Heid Music, College Ave, June 14-21, 2021

Appleton Biking Brewery Tour, Ratedventure LLC d/b/a Venture Wisconsin, June 19, 2021

Bird Bath Swim Meet, YMCA Fox Cities Swim Team, Erb Park/Pool, July 9-11, 2021

Hip Hop for Humanity, Bigger Productionz, Pierce Park, July 10, 2021

43rd Annual Appleton Car Show and Swap Meet, Appleton Fox Cities Kiwanis Club, Pierce Park, July 18, 2021

Appleton Vintage Bicycle Swap/Show, Active Bike and Fitness LLC, 1131 N Badger Ave, July 25, 2021

Children's Parade, Building for Kids Children's Museum, College Ave, July 28, 2021

Movie on the Hill, Appleton Parks & Recreation, Memorial Park, June 24, July 8, July 22 and August 12, 2021

The Showcase 2021, Custom Offsets, 3984 & 3989 E Endeavor Dr, June 26, 2021

Heid Music Summer Concert Series, Appleton Downtown Inc, Jones Park, Thursdays from July 1-Sept 30, 2021

Worship Service & Picnic, Church of the Resurrection/Church of the Incarnation, Erb Park, July 4, 2021

Sole Burner 5K Walk/Run, American Cancer Society, City Park, August 21, 2021

[21-0999](#)

2021 Police Department Mid-Year Report

Attachments: [2021 Police Mid-Year Report.pdf](#)

This Item was presented

[21-1000](#)

2021 Legal Services Mid-Year Report

Attachments: [2021 Mid-Year Report- Legal Services.pdf](#)

This Item was presented

[21-0908](#)

Director's Reports

1. City Clerk
2. Fire Chief
3. Police Chief
 - Women in Public Safety Academy
 - District Neighborhood Listening Sessions

[21-0789](#)

Police Department information on liquor law violations.

7. Adjournment

Reed moved, seconded by Smith, that the meeting be adjourned at 5:49 p.m.

Roll Call. Motion carried by the following vote:

Aye: 5 - Reed, Schultz, Van Zeeland, Smith and Hartzheim

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 an officer of the corporation/organization or one member/manager of a limited liability company and the recommendation made by the proper local official.

To the governing body of: Town
 Village of Appleton County of Outagamie
 City

The undersigned duly authorized officer/member/manager of KWIK TRIP, INC.
(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
Tobacco Outlet Plus Grocery 556
(Trade Name)

located at 1342 W. Prospect Ave., Appleton, WI 54914

appoints Pattie J. Vergenz
(Name of Appointed Agent)
2115 S. 9th St., Manitowoc, WI 54220
(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? Since 2008

Place of residence last year 2115 S. 9th St., Manitowoc, WI 54220

For: KWIK TRIP, INC.
(Name of Corporation / Organization / Limited Liability Company)

By: *Ronald J. ...*
(Signature of Officer / Member / Manager)

Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

ACCEPTANCE BY AGENT

I, Pattie J. Vergenz, hereby accept this appointment as agent for the
(Print / Type Agent's Name)

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

Pattie J. Vergenz 7/7/21 Agent's age ●●●●●
(Signature of Agent) (Date)
2115 S. 9th St., Manitowoc, WI 54220 Date of birth ●●●●●
(Home Address of Agent)

APPROVAL OF AGENT BY MUNICIPAL AUTHORITY (Clerk cannot sign on behalf of Municipal Official)

I hereby certify that I have checked municipal and state criminal records. To the best of my knowledge, with the available information, the character, record and reputation are satisfactory and I have no objection to the agent appointed.

Approved on _____ by _____ Title _____
(Date) (Signature of Proper Local Official) (Town Chair, Village President, Police Chief)

Auxiliary Questionnaire Alcohol Beverage License Application

Submit to municipal clerk.

WI Dr. Lic. #

Individual's Full Name (please print) (last name) Vergenz		(first name) Pattie		(middle name) Jo	
Home Address (street/route) 2115 S. 9th St.		Post Office Manitowoc	City	State WI	Zip Code 54220
Home Phone Number ██████████		Age ██	Date of Birth ██████	Place of Birth Escanaba, MI	

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.
- Agent** of **Kwik Trip, Inc.**

(Officer / Director / Member / Manager / Agent)

(Name of Corporation, Limited Liability Company or Nonprofit Organization)

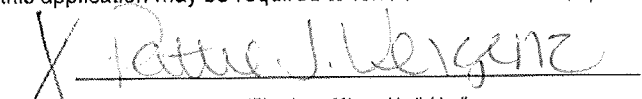
which is making application for an alcohol beverage license.

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? Since 2008
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.)
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 Goodwill	Green Bay, WI	Employed From 2/2009	To 6/2016
K-Mart	Iron Mountain, MI	Employed From 11/1988	To 11/2008

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)
Pattie J. Vergenz



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

FEES ARE NON-REFUNDABLE	Date Rec'd <u>7/7/21</u>
License Fee - \$10.00 per event	Acct Code: CLCSPB
Investigation Fee + 7.00	Acct Code: CLCPIF
Total Amount Paid <u>17</u>	Receipt <u>2345-1</u>

Application for Temporary Class "B" Beer or "Class B" Wine License

Application MUST be on file for 10 days prior to event, please allow 2-3 weeks for processing

The named organization applies for: (Please check one or both)

- 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 licenses 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) St. Pius X Catholic Church Date Organized _____

Address 500 W Marquette St City Appleton State WI Zip 54911

Person in Charge of Event: Name: Last Schmidt First Toni M. I. F Date of Birth 3/19/72

Address N1769 Shadybrook Ln City Greenville State WI Zip 54942 Person in charge phone number:

President Last Jim First Jugenheimer Middle Initial _____ Date of Birth _____ Male Female _____

Address 500 W Marquette St City Appleton State WI Zip 54911

Vice President Last _____ First _____ Middle Initial _____ Date of Birth _____ Male _____ Female _____

Address _____ City _____ State _____ Zip _____

Secretary Last _____ First _____ Middle Initial _____ Date of Birth _____ Male _____ Female _____

Address _____ City _____ State _____ Zip _____

Treasurer Last Poudjinski First Kevin Middle Initial _____ Date of Birth _____ Male Female _____

Address _____ City _____ State _____ Zip _____

SECTION 2 - EVENT INFORMATION SECTION Friday 3:00pm - Sunday 3:00pm

Date(s) of Event: Beginning 8/13/21 Ending: 8/15/21 Hours 3:00PM @ 3:00PM PM PM

Please describe the type of event you are going to have: Parish picnic w/ music, games and beer tent

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 or served: Enclosed tent on parking lot of church

Address 500 W Marquette St City Appleton State WI Zip 54911

Describe actual location and dimensions of area to be licensed below: - **BE PRECISE!** Tent enclosed, on parking lot of parish

Will minors be present? NOT on property, yes in tent No Yes

If yes, how will you prevent minors from obtaining alcoholic beverages? Wrist bands / checking licenses

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				

Date Issued _____ Exp. Date _____ License Number _____



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.....enhancing quality of life"

FEES ARE NON-REFUNDABLE		Date Rec'd <u>7/19/21</u>
License Fee - \$10.00 per event		Acct Code: CLCSPB
Investigation Fee + 7.00		Acct Code: CLCPIF
Total Amount Paid <u>17.00</u>		Receipt <u>2366-2</u>

Application for Temporary Class "B" Beer or "Class B" Wine License

Application MUST be on file for 10 days prior to event, please allow 2-3 weeks for processing

The named organization applies for: (Please check one or both)

- 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 licenses 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) St. Joseph Congregation Date Organized 1867

Address 404 W. Lawrence St. City APPLETON State WI Zip 54911

Person in Charge of Event: Name: Last Boetz First Jacque M. I. A Date of Birth [REDACTED]

Address 1611 N Alwin St City Appleton State WI Zip 54911 Person in charge phone number: [REDACTED]

President Last Leary First James Middle Initial P Date of Birth [REDACTED] Male Female

Address 404 W. Lawrence St City APPLETON State WI Zip 54911

Vice President TRUSTEE Last Toppins First Mary Middle Initial K Date of Birth [REDACTED] Male Female

Address 4517 N Haymeadow Ave City APPLETON State WI Zip [REDACTED]

Secretary TRUSTEE Last Witz First Jane Middle Initial A Date of Birth [REDACTED] Male Female

Address 9 Meadowbrook Ln. City Appleton State WI Zip 54914

Treasurer Last [REDACTED] First [REDACTED] Middle Initial [REDACTED] Date of Birth [REDACTED] Male Female

Address [REDACTED] City [REDACTED] State [REDACTED] Zip [REDACTED]

SECTION 2 - EVENT INFORMATION SECTION

Date(s) of Event: Beginning 9/11/2021 Ending: 9/11/2021 Hours 4 AM PM 8 AM PM

Please describe the type of event you are going to have: FALL FESTIVAL PARISH FUNDRAISER

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 or served: St. Joseph Parish

Address 404 W. Lawrence St City APPLETON State WI Zip 54911

Describe actual location and dimensions of area to be licensed below: - **BE PRECISE!** West Parking Lot Will minors be present? No Yes

If yes, how will you prevent minors from obtaining alcoholic beverages? Checking ID's

SECTION 3 - PENALTY SECTION

This application must be on file in the Office of the City Clerk for at least ten (10) business days prior to granting the license. If the event will last more than four (4) days, the application shall be filed 15 days prior to the granting of the license.

This organization also agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages if the license is granted. The officer(s) of the organization, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

Signature of Officer [Signature]

FOR OFFICE USE ONLY

Dept.	Approve	Deny	By	Reason
Police				
Fire				
Health				
Inspection				

S&L 7-28-21 Date Issued [REDACTED] Exp. Date [REDACTED] License Number [REDACTED]



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

APPLETON FIRE DEPARTMENT MID-YEAR REVIEW All figures through June 30, 2021

Significant 2021 Events

In 2021, the department had two driver/engineer retirements that were filled through internal promotions. The department participated in the regional hiring process for the hiring of four recruit firefighters who started in early April and have joined the ranks of the front-line operations staff after a six-week recruit academy. The Resource Development and Special Operations Division offered a relief driver class for six personnel resulting in six additional members qualified to drive fire apparatus. In addition, the department provided an acting officer class for six members of the department utilizing in-house instructors. All six members successfully completed the training and may fill the company officer role as needed. In January, the department took delivery of a new fire engine. Training on the new engine occurred and it has been placed into service at Fire Station # One.

Early 2021 brought about a drastic reduction in COVID-19 mitigation strategies for the Appleton Fire Department due to the widely distributed vaccine. Inspections were able to be started as scheduled, training opportunities have increased, and emergency operations are quickly returning to normal. The fire department was able to help facilitate vaccine distribution by providing standby emergency medical services for the Outagamie County Vaccine Clinic for the entirety of the operation and will continue this involvement with the City of Appleton clinics through the end of August. Fire department support staff continued to work remotely for the first quarter of 2021 until the vaccine was available. Public education activities will commence in the fall.

On May 15, 2021, the department recognized the two-year anniversary of the line-of-duty death of Driver/Engineer Mitchell Lundgaard. The department's Memorial Committee has been meeting over the past two years to develop plans to memorialize this tragic day that will never be forgotten. The memorial events in Colorado Springs, Colorado and Emmitsburg, Maryland that were originally cancelled due to the pandemic will take place this summer/fall. Several members of the Appleton Fire Department plan to attend. An architectural firm has been selected to design Lundgaard Park. The firm held listening session with the fire department, the Lundgaard family, and the community as part of the master planning process.

The department worked diligently with the City's GIS staff to develop key performance indicator dashboards to correlate with our strategic objectives identified through the department's strategic planning process. The dashboards allow department personnel to 'filter' the results so that the data is meaningful by position/role/location.

The Emergency Medical Services Division increased the department's service level from First Responders to Emergency Medical Technicians (EMT) at the beginning of 2021 improving the level of care provided to citizens and visitors in the City of Appleton. The department is currently in the process of transitioning to a new medical director.

The Special Operations Division worked with Manitowoc County on an agreement to provide them county hazardous materials services. The Appleton Fire Department provides this service for Outagamie and Calumet Counties. The department currently is contracted with the State to provide Type II haz-mat response for the East Central region of the state.

Sadly, fire crews discovered a citizen fire fatality when responding to a residential structure fire in May in the City. During an automatic aid incident with Grand Chute Fire Department, Appleton fire crews were the first on scene for a fire fatality in Grand Chute's jurisdiction. Due to the nature of the dispatch, multiple AFD units responded to no avail into Grand Chute. The Wisconsin Department of Justice Division of Criminal Investigation State Fire Marshal's Office and the Outagamie County Coroner's Office assisted on scene of these incidents which is standard procedure when a fire fatality occurs.

After a three-year project, the department was able to finalize the transition out of substandard hose. It was discovered that some of our 1 3/4" interior fire attack hose may have had a manufacturing deficiency causing the inside liner to prolapse resulting in excessive resistance to needed water flow requirements. With the large amount of hose in our inventory, this was not able to be replaced simultaneously. Currently, all interior firefighting hose is 2018 or newer. The intent going forward is to replace all 2 1/2" hose bringing it to the current NFPA standard so that attack hose is less than 20 years old. Due to a reduction in hose loads, reduction in station inventories, and new hose purchases, we should meet this objective.

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 2018</u>	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>2021 Projected</u>	<u>Actual 2021</u>
Client Benefits/Impacts					
Staff and schedule to provide consistent emergency response within the community.					
▪ Average first-in response time.	4.4 min.	4.3 min.	4.2 min.	4.2 min.	4.2 min.
Strategic Outcomes					
Lives and property protected.					
▪ Fire per 1,000 residents.	1.4	1.3	1.6	1.3	.6
Percent of dollar loss in					
▪ inspected vs.	19%	66%	27%	29%	9%
▪ non-inspected	81%	34%	73%	71%	91%
Work Process Outputs					
Enhance internal communications.					
▪ # of employee, department, union-management meetings.	188	124	121	116	49
Enhance regional relationships					
▪ # of meetings and activities with regional partners.	197	235	335	250	126

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 2018</u>	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>2021 Projected</u>	<u>Actual 2021</u>
Client Benefits/Impacts					
Qualified, quick response to request for services.					
▪ Response to emergency calls for service within four minutes.	68%	69%	77%	77%	76%
Strategic Outcomes					
Enhance community safety.					
▪ Reduction in fire loss.	\$946,420	\$1,530,420	\$1,466,162	\$1,500,000	\$752,579
▪ Reduction in the number of fire-related deaths.	0	1	1	1	1
Work Process Outputs					
Calls responded to					
▪ # of emergency calls	4,385	3,130	3,247	3,150	1,576
▪ # of non-emergency calls	643	2,866	2,662	2,825	1,411
Reduction in lost time work-related injuries					
▪ # of lost time days	14	0	100	40	19

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 2018</u>	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>2021 Projected</u>	<u>Actual 2021</u>
Client Benefits/Impacts					
Provisions of appropriate hazardous materials response service					
▪ # of special operations responses	80	124	79	60	29
Strategic Outcomes					
Lives and property protected					
▪ # of civilian injuries	0	0	0	0	0
Work Process Outputs					
Educational programs delivered.					
▪ # of specialty training hours	3,933	2,264	2,068	2,626	686
Program funding					
▪ # of grant applications completed	2	2	9	9	9
▪ # of grants received	1	2	4	6	4

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 2018</u>	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>2021 Projected</u>	<u>Actual 2021</u>
Client Benefits/Impacts					
Trained personnel that meet requirements.					
▪ # of hours of training as required by ISO					
Firefighter	New measure.	175	141	200	109
Driver	New measure.	187	141	205	89
Officer	New measure.	187	141	205	121
Strategic Outcomes					
Enhanced community safety.					
▪ % of fires contained to room/area of origin in residential structures					
	67%	79%	69%	70%	65%
Work Process Outputs					
Educational programs delivered.					
▪ Average number of hours of training per employee					
	140	119	141	168	106

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 Ambulance, and other agencies during medical training or exercises.

<u>PERFORMANCE INDICATORS</u>	<u>Actual 2018</u>	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>2021 Projected</u>	<u>Actual 2021</u>
Client Benefits/Impacts					
▪ % of employees certified as paramedics	New measure.		12.2%	15.6%	15.6%
▪ EMTs on scene within four minutes	New measure.			77%	76%
Work Process Outputs					
▪ # of Narcan administration		12	20	30	16
▪ # of hours spent on emergency medical continuing education	1,173	4,479	4,002	5,042	520

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.
- 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 2018</u>	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>2021 Projected</u>	<u>Actual 2021</u>
Strategic Outcomes					
Assets/resources for businesses and homeowners safeguarded.					
▪ \$ amount of losses for year	\$946,420	\$1,530,420	\$1,466,162	\$550,000	\$752,579
▪ Losses as % of assets protected	0.018%	.027%	.025%	.010%	.013%
Citizens with safer city environment					
▪ % of schools meeting required evacuation	100%	100%	Public: 0%* Private:100%	Public: 100% Private:100%	Public: 0%* Private: 0%*
Enhanced community safety					
▪ Number of participants in educational programs.	17,675	16,017	354	1,000	0
▪ Number of special events	290	171	12	50	1
Work Process Outputs					
Permit and license applications processed					
▪ # of permits processed	1,040	996	1,136	1,200	856
▪ % of online permits	71%	75%	93%	92%	91%
Fire detection and suppression plan review					
▪ # of plans processed	96	71	76	100	48

*Due to the pandemic, routine drills were missed this school year.

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 2018</u>	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>2021 Projected</u>	<u>Actual 2021</u>
Client Benefits/Impacts					
Fire equipment that meet customer needs					
▪ % of hose lengths passing annual testing	99%	98.4%	98.3%	99%	*
Strategic Outcomes					
Responsiveness to equipment and facilities maintenance					
▪ Work orders processed and coordinated					
- Central Equipment Agency	719	772	751	825	403
- Facilities Management	471	436	386	350	175
Work Process Outputs					
Equipment records database management					
- # of ladders tested	40	43	43	46	43

- Hose testing has not occurred yet. It is scheduled for later this year.

Areas of Primary Concentration in 2021:

In 2021, 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, 2021**

Description	Year-to-Date Expense	Full Year Amended Budget	Percent of Amended Budget
Administration	\$278,795	\$571,993	48.7%
Fire Suppression	\$5,075,549	\$9,776,162	51.9%
Special Operations	\$11,911	\$168,735	7.1%
Resource Development	\$121,419	\$246,202	49.3%
Emergency Medical Services	\$270,180	\$707,085	38.2%
Fire Prevention/Public Education	\$480,136	\$1,297,018	37.0%
Technical Services	\$141,268	\$426,880	33.1%
Fire Department Total	\$6,379,258	\$13,194,075	48.3%