



# City of Appleton

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

## Meeting Agenda - Final Safety and Licensing Committee

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Wednesday, January 10, 2024

5:30 PM

Council Chambers, 6th Floor

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1. Call meeting to order

2. Pledge of Allegiance

3. Roll call of membership

4. Approval of minutes from previous meeting

[24-0010](#) Safety & Licensing Committee Minutes from 12/13/2023

Attachments: [S&L Minutes 12-13-23.pdf](#)

5. **Public Hearing/Apearances**

6. **Action Items**

[24-0035](#) Recommended Denial of an Operator License for Andrew DeRuyter

Attachments: [Andrew DeRuyter Clerk Letter.pdf](#)

[Andrew DeRuyter PD Letter.pdf](#)

[Andrew DeRuyter Operator License Application.pdf](#)

[24-0034](#) Fire Department Intent to Apply for Firehouse Subs Foundation Grant

Attachments: [01-10-24\\_Intent to Apply-Laryngoscopes.pdf](#)

[24-0036](#) 2024 Secondhand Article, Secondhand Jewelry and Pawnbroker License renewal applications, contingent upon approval from all departments.

Attachments: [Secondhand article renewal 2024.pdf](#)

7. **Information Items**

[24-0009](#)

Directors Report

1. City Clerk
  - Spring Primary Election Update
2. Fire Chief
3. Police Chief
  - Hiring/Promotions Update

8. 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

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## Meeting Minutes - Final Safety and Licensing Committee

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Wednesday, December 13, 2023

5:30 PM

Council Chambers, 6th Floor

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1. Call meeting to order

*This meeting was called to order by Chair Croatt at 5:30 p.m.*

2. Pledge of Allegiance

3. Roll call of membership

**Present:** 4 - Croatt, Schultz, Siebers and Wolff

**Excused:** 1 - Van Zeeland

4. Approval of minutes from previous meeting

[23-1487](#)

Safety & Licensing Committee Minutes from 10/25/2023 and 11/01/2023.

**Attachments:** [S&L Minutes 11-01-23.pdf](#)

[S&L Minutes 10-25-23.pdf](#)

**Siebers moved, seconded by Wolff, that the Minutes be approved. Roll Call.**

**Motion carried by the following vote:**

**Aye:** 4 - Croatt, Schultz, Siebers and Wolff

**Excused:** 1 - Van Zeeland

5. Public Hearing/Appearances

6. Action Items

[23-1454](#)

Proposed Revisions to Chapter 9 Article III of the Municipal Code related to Alcohol Licensing

**Attachments:** [2023 Chapter 9 Article III Updates - Alcohol Licensing-all.pdf](#)

[Memo- Chapter 9 Alcohol Lic. Updates.pdf](#)

**Siebers moved, seconded by Croatt, that the Proposed Revisions to Chapter 9**

**Article III of the Municipal Code be recommended for approval. Roll Call.**

**Motion carried by the following vote:**

**Aye:** 3 - Croatt, Siebers and Wolff

**Nay:** 1 - Schultz

**Excused:** 1 - Van Zeeland

[23-1439](#)

Proposed Revisions to the Alcohol License Policy

**Attachments:** [ALCOHOL LICENSE POLICY 2023 Proposed edits-all.pdf](#)  
[Memo- Alcohol Lic. Policy Updates.pdf](#)

**Schultz moved, seconded by Wolff, that the Proposed Revisions to the Alcohol License Policy be recommended for approval. Roll Call. Motion carried by the following vote:**

**Aye:** 4 - Croatt, Schultz, Siebers and Wolff

**Excused:** 1 - Van Zeeland

[23-1455](#)

Addition to Chapter 9 of the Municipal Code related to Fireworks Sales

**Attachments:** [Fireworks Sales- Chapter 9 Municipal Code Addition.pdf](#)  
[Memo- Fireworks Sales Addition to Chapter 9.pdf](#)

**Siebers moved, seconded by Croatt, that the Addition To Chapter 9 of the Municipal Code be recommended for approval. Roll Call. Motion carried by the following vote:**

**Aye:** 4 - Croatt, Schultz, Siebers and Wolff

**Excused:** 1 - Van Zeeland

[23-1438](#)

Police Department Towing Fee Schedule Change

**Attachments:** [2024 Provider Recommended Tow Service Fee Schedule .pdf](#)  
[2024 Fee Schedule Recommendations Memo.pdf](#)  
[2024 APD Recommended Fee Schedule.pdf](#)  
[2024 APD Recommended Fee Schedule Clean Copy.pdf](#)

**Schultz moved, seconded by Siebers, that the Towing Fee Schedule Change be recommended for approval. Roll Call. Motion carried by the following vote:**

**Aye:** 4 - Croatt, Schultz, Siebers and Wolff

**Excused:** 1 - Van Zeeland

[23-1435](#)

Fire Department Intent to Apply - Cardiac Monitors

**Attachments:** [12-13-23 Intent To Apply-Cardiac Monitors.pdf](#)

**Siebers moved, seconded by Croatt, that the Fire Department Intent to Apply be recommended for approval. Roll Call. Motion carried by the following vote:**

**Aye:** 4 - Croatt, Schultz, Siebers and Wolff

**Excused:** 1 - Van Zeeland

[23-1436](#)

"Class B" Liquor (Wine Only) license application for McFleshman's Brewing Co., LLC d/b/a McFleshman's Brewing Co., Bobby Fleshman, Agent, located at 115 S State Street.

**Attachments:** [McFleshman's Brewing Application.pdf](#)

**Schultz moved, seconded by Croatt, that the License be recommended for approval. Roll Call. Motion carried by the following vote:**

**Aye:** 3 - Croatt, Siebers and Wolff

**Excused:** 1 - Van Zeeland

**Abstained:** 1 - Schultz

[23-1506](#)

Class "B" Beer & "Class B" Liquor License Change of Agent application for Lawrence University of Wisconsin d/b/a The Viking Room, New Agent, Brittany M. Bell, located at 615 E. College Ave.

**Attachments:** [The Viking Room Change of Agent.pdf](#)

**Siebers moved, seconded by Wolff, that the Change of Agent be recommended for approval. Roll Call. Motion carried by the following vote:**

**Aye:** 4 - Croatt, Schultz, Siebers and Wolff

**Excused:** 1 - Van Zeeland

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

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

**Aye:** 4 - Croatt, Schultz, Siebers and Wolff

**Excused:** 1 - Van Zeeland

[23-1385](#)

Cigarette and Tobacco Products Retail License application for Blessing Flower LLC d/b/a Kush Kafe, located at 219 E College Ave.

**Attachments:** [Blessing Flower LLC Cigarette Application.pdf](#)

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

[23-1414](#)

2024 Secondhand Article, Secondhand Jewelry and Pawnbroker License renewal applications, contingent upon approval from all departments.

**Attachments:** [Secondhand Article License Renewals 2024.pdf](#)

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

[23-1394](#) Pet Store application for Lucky Fish & Aquarium LLC, Keeteekune Thao, Applicant, located at 337 W Wisconsin Ave, contingent upon approval from the Inspections department.

**Attachments:** [Lucky Fish & Aquarium LLC Application.pdf](#)

This Report Action Item was recommended for approval.

[23-1388](#) Taxicab Company License Application for Evergreen Campsites & Resort, Owner, Jim Button, W5449 Archer Lane Wild Rose, WI 54984.

**Attachments:** [Evergreen Campsites and Resort Renewal Application.pdf](#)  
[Special Issuance - Taxicab Company License.pdf](#)

This Report Action Item was recommended for approval.

[23-1389](#) Taxicab Company License Application for L&M Carriage Service, Owner, Mike Gildernick, 3140 Mid Valley Rd De Pere, WI 54115.

**Attachments:** [L&M Carriage Application.pdf](#)  
[Special Issuance - Taxicab Company License.pdf](#)

This Report Action Item was recommended for approval.

[23-1238](#) Temporary Class "B" Beer License application for Ice Dog Booster Club, Nicholas Laird, Person in Charge, located at Appleton Family Ice Center, 1717 E Witzke Blvd, on January 20th, February 16th, February 17th, March 13th, March 22nd, March 23rd, and March 29th 2024, contingent upon approval from the Health and Inspections Department.

**Attachments:** [Ice Dog Booster Club Temp B Application 2024 Games.pdf](#)

This Report Action Item was recommended for approval.

## 7. Information Items

[23-1365](#) Police Department Executive Assistant Over Hire Memo

**Attachments:** [Exec asst SL memo.pdf](#)

[23-1401](#) Special Events  
-Exposing Hidden Secrets, Jones Park, October 28th 2023.  
-ADI, Light Up Appleton, Houdini Plaza, November 11th 2023.  
-Festival Foods Turkey Trot, Approved Route, November 23rd 2023.

[23-1400](#)

Directors Report

1. City Clerk
  - Local Candidate Filing Reminders
2. Fire Chief
3. Police Chief

8. Adjournment

**Wolff moved, seconded by Siebers, that the meeting be adjourned at 6:15 p.m.**

**Roll Call. Motion carried by the following vote:**

**Aye:** 4 - Croatt, Schultz, Siebers and Wolff

**Excused:** 1 - Van Zeeland



LEGAL SERVICES DEPARTMENT

Office of the City Clerk

Kami Lynch, Clerk

100 North Appleton Street

Appleton, WI 54911

Phone: 920/832-6443

Fax: 920/832-5823

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November 28<sup>th</sup>, 2023

\*CERTIFIED MAIL\*

Andrew L. DeRuyter  
2301 E Peter St. Apt #2  
Appleton, WI 54915

This letter is to notify you that we are in receipt of your application for an Operator's License. Upon review of your application, the Police Department has recommended that your application for an Operator's License be denied due to your history of civil and/or criminal convictions.

You have the right to appear before the Safety and Licensing Committee to contest this recommendation. To do so, **please contact the City Clerk's Office within 30 days** of receipt of this letter in order to be placed on the Agenda of the Safety and Licensing Committee. Failure to contact the City Clerk's Office within 30 days will result in your license being denied.

Regular meetings of the Safety and Licensing Committee take place on the second and fourth Wednesday of each month at 5:30 p.m. in the Council Chambers, 6<sup>th</sup> floor of City Hall, 100 N Appleton St., Appleton, Wisconsin.

Again, should you choose not to appeal this recommendation, your application will be considered denied and an Operator's License will not be issued.

If you have specific questions relating to this matter, please contact Lt. Ben Goodin APD, at 920-832-5500.

Sincerely,

Kami Lynch  
City Clerk





“...meeting community needs...enhancing quality of life.”

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TO: Safety and Licensing Committee  
Common Council

FROM: Lt. Ben Goodin

DATE: 11/17/23

RE: Police Department’s Recommendation for Denial of Andrew DeRuyter’s Bartender License Application

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Committee Members:

The police department is requesting that the Safety and Licensing Committee recommend to the Common Council to deny Andrew DeRuyter’s application for a Bartender license.

Wis. Stat §125.04(5)(a)1., does not allow issuance of licenses or permits to those with an arrest or conviction record unless denial would constitute prohibited employment discrimination. Pursuant to Wis. Stat. §111.335, it is not employment discrimination for a licensing agency to deny an applicant based on conviction record where the circumstances of the conviction substantially relate to the circumstances of the particular licensed activity.

**STATEMENT ON SUBSTANTIAL RELATIONSHIP**

Mr. DeRuyter was convicted of Child Abuse – Recklessly Cause Harm in Outagamie County case # 2015CF000205; Strangulation and Suffocation and Battery in Outagamie County case # 2014CF000388; and 4<sup>th</sup> Degree Sexual Assault in Outagamie County case #2005CF000877. The offenses listed above are violations of Chapter 940 of the Wisconsin Statutes.

The above convictions are for exempt offenses under Wis. Stat. §111.335(1m)(b). Under Wis. Stat. §111.335(4)(c)2., there is no requirement for the licensing agency to state its reasons for denial in writing or to allow the individual an opportunity to show rehabilitation and fitness to engage in the licensed activity.

Mr. DeRuyter does not meet the requirement of Wis. Stat §125.04(5)(a)1. A license or permit related to alcohol beverages consequently may not be issued.

Very Respectfully:

Lt. Ben Goodin  
Appleton Police Department

# License Application for Operator's/Bartender's License

CASH OR CHECK ONLY!

Mail: City Clerk, 100 N Appleton St, Appleton WI 54911



~~NEW APP~~  
New Applicant  
 ~~Renewal License~~  
#: \_\_\_\_\_

**FEES ARE NON-REFUNDABLE**

Operator License - \$67.00  
 Operator License plus a provisional - \$82.00

Date Received: NOV 09 2023  
Receipt #: 5824-03

Note: Please allow approximately 3 weeks for application processing.

SECTION 1 - APPLICANT INFORMATION			
Legal Name (First name, MI, Last name) <u>Andrew Lee DeRuyter</u>			Maiden or Previous
Street Address <u>2301 E Peter st Apt #2</u>		City <u>Appleton</u>	State <u>WI</u>
Zip <u>54915</u>		State License Issued In: <u>Wisconsin</u>	
Date of Birth:	Gender: <u>M</u>	Phone #:	Email Address:
Name and Address of Establishment you will be selling alcohol: <u>Stuc's PIZZA 110 N. Douglas st Appleton, WI 54914</u>			
<b>SECTION 2 - NEW APPLICANT ONLY:</b> You are required to list each and every violation and/or offense for which you have been convicted in or out of state. Failure to provide complete answers may result in a denial of your application.			
Have you EVER had an Operator's (Bartender's) License? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			
If Yes; which Municipality and what year? <u>Appleton, Grand Chute 2006 ish</u>			
Have you EVER been convicted of a felony? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			
If Yes; when, where and what type of violation? (Please be specific) <u>Strangulation + Suffocation, child abuse</u> <u>Recklessly harm Appleton, WI 2014 + 2015</u>			
Have you EVER been convicted of a misdemeanor or ordinance violation? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			
If Yes; when, where and what type of violation? (Example: speeding, OWI) <u>Battery, 4th degree sexual</u> <u>Assault Appleton, WI 2006, 2014</u>			
<b>SECTION 3 - RENEWAL APPLICANT ONLY:</b> List any pending charges, citations, tickets, and all convictions since last license application in or out of state. Failure to provide complete answers may result in a denial of your application.			
Have you EVER had an Operator's (Bartender's) License? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			
If Yes; where? <u>Appleton, WI Pancheros Mexican Grill 2005 ish</u>			
Have you been convicted of a felony since last license application? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			
If Yes; when, where and what type of violation? (Please be specific) <u>Appleton, WI 2014 + 2015</u> <u>Strangulation + Suffocation, Battery, Child Abuse - Recklessly harm</u>			
Have you been convicted of a misdemeanor or ordinance violation since last license application? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			
If Yes; when, where and what type of violation? (Example: speeding, OWI) <u>2013 Appleton, WI Possession of THC + Drugs</u> <u>Paraphernalia</u>			
<b>SECTION 4 - NEW APPLICANT ONLY</b>			
Must provide proof of completion of a Responsible Beverage Server Course.			
<b>SECTION 5 - PENALTY NOTICE</b>			
Under penalty of law, I swear that the information provided in this application is true and correct to the best of my knowledge and belief.			
Signature: <u>Andrew Lee DeRuyter</u>			
<b>FOR OFFICE USE ONLY</b>			
Current License in Other Municipality?	Class Completion Date:	Date Sent to Appleton Police Department:	
	____/____/____	<u>NOV 09 2023</u>	
Date Approved:	Issue Date:	Expiration Date:	License Number:
____/____/____	____/____/____	____/____/____	

# GRANT TRACKING FORM



## **PART #1: Notification of Grant Funds**

(email to [tony.saucerman@appleton.org](mailto:tony.saucerman@appleton.org))

**APPLICANT DEPARTMENT:** Appleton Fire Department

**DATE:** 01/10/2024

**APPLICANT DEPARTMENT GRANT CONTACT NAME/TITLE:** Jeremy Hansen/Fire Chief

**COMMITTEE OF JURISDICTION:** Safety & Licensing Committee

**NAME OF GRANT/FUNDING SOURCE:** Firehouse Subs Foundation

**AMOUNT OF GRANT REQUEST:** \$25,500

**LOCAL MATCH REQUIREMENT:** \$ 0.00

**SOURCE OF MATCH:**  General Fund  Non-General Fund  Not Applicable

**TIMEFRAME OF GRANT:** 01/11/2024 through 04/11/2024

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

**PURPOSE OF GRANT (summary):** The Appleton Fire Department (AFD) is requesting grant funding to support the purchase of McGrath Video Laryngoscopes. Performing an intubation of a patient's airway with a video laryngoscope has an improved first-time success rate by 15%. The tool provides a better view of the patient's oral anatomy, making it easier to navigate anatomical variations like limited mouth openings, neck mobility, or situations where there is poor visibility. A video laryngoscope reduces the need to manipulate to the head or neck during the procedure. This is especially important when a traumatic injury is suspected. Research has shown that video laryngoscopy can help prevent clinician exposure to droplet-borne pathogens and further improve responder safety. Overall, this equipment will reduce the time to perform the lifesaving procedure, lessen the hemodynamic responses to the intubation, and reduce the responder's exposure while performing the skill.

**How does the grant meet City/Department/Program goals?** This project relates to the City's mission of being '...dedicated to meeting the needs of the community and enhancing its quality of life.' This project will assist with Goal # 2 that states 'provide the community with exceptional pre-hospital experience.'

**What are the personnel requirements (include both existing and new staff) of the grant?** There are no personnel requirements other than training on the equipment.

**DEPARTMENT HEAD SIGNATURE:** \_\_\_\_\_

## **PART #2: Request to Accept Grant Funds**

(complete after notification of grant award; email to [tony.saucerman@appleton.org](mailto: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

**Secondhand Article**

Company	Address	Agent
Fox Valley Jewellers	636 W College Ave	Khristopher Fischer
The Statement Piece	745 W College Ave	Lena Gustman

**Secondhand Jewellery**

Fox Valley Jewellers	636 W College Ave	Khristopher Fischer
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