



City of Appleton

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

Meeting Agenda - Final-revised Board of Health

Wednesday, November 13, 2024

7:00 AM

Council Chambers, 6th Floor

1. Call meeting to order

2. Pledge of Allegiance

3. Roll call of membership

4. Approval of minutes from previous meeting

[24-1434](#) 10.09.2024 Board of Health Meeting Minutes

Attachments: [10.09.2024 Board of Health Meeting Minutes.pdf](#)

5. **Public Hearing/Appealances**

6. **Action Items**

[24-1436](#) Appeal of Prohibited Dangerous Animal Declaration

Attachments: [10.25.2024_ProhibitedAnimalObjection_BearTheDog.pdf](#)

[24-1436 Prohibited Dangerous Animal Documentation.pdf](#)

[10.23.2024_ProhibitedAnimalDeclaration_BearTheDog.pdf](#)

[11.14.23_DangerousAnimalDeclaration_BearTheDog.pdf](#)

[24-1446](#) The Board of Health may go into closed session according to Wis. Stat. § 19.85(1)(a) for the purpose of deliberating an appeal of a prohibited dangerous animal declaration and then reconvene into open session.

[24-1430](#) EM_500_0_Succession of Delegation of Authority_PENDING

Attachments: [EM_500_0_Succession of Delegation of Authority_PENDING.pdf](#)

[24-1432](#) AHD_101_0_Creation and Maintenance of Policies_PENDING

Attachments: [AHD_101_0_Creation and Maintenance of Policies_PENDING.pdf](#)

[24-1433](#) AHD_102_0_Creation and Maintenance of Procedures_PENDING

Attachments: [AHD_102_0_Creation and Maintenance of Procedures_PENDING.pdf](#)

7. Information Items

[24-1440](#) 2025 Health Department and Grants Budgets

Attachments: [2025 Health Department Budget.pdf](#)
[2025 Health Grants Budget.pdf](#)

[24-1437](#) Health Department Newsletter

Attachments: [October 2024 Newsletter_0.pdf](#)

[24-1439](#) Q3 Quarterly Report

Attachments: [Q3 2024 Quarterly Report.pdf](#)

[24-1435](#) Director's Report

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

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

Meeting Minutes - Final Board of Health

Wednesday, October 9, 2024

7:00 AM

Council Chambers, 6th Floor

1. Call meeting to order

Chair Person Cathy Spears calls the meeting to order at 7:01am.

2. Pledge of Allegiance

The Board of Health membership is led in the Pledge of Allegiance by Chair Spears.

3. Roll call of membership

Present: 6 - Spears, Fuchs, Werth, Vogel, Kane and Wolff

Excused: 2 - Alderperson Jones and Mayor Woodford

4. Approval of minutes from previous meeting

*Alderperson Wolff moved, seconded by Werth, that the September 11, 2024 Board of Health Meeting Minutes be approved. Motion carried by the following vote:
approved*

Aye: 6 - Spears, Fuchs, Werth, Vogel, Kane and Wolff

Excused: 2 - Alderperson Jones and Mayor Woodford

[24-1256](#)

09.11.2024 Board of Health Minutes

Attachments: [09.11.2024 Board of Health Meeting Minutes.pdf](#)

6. Action Items

[24-1299](#)

Proposed Update to City of Appleton Municipal Code 7-100 (d): Smoking Prohibition Around Valley Transit Center and Appleton Public Library

Attachments: [Proposed Update to City of Appleton Municipal Code 7-100 Smoking Prohibition.pdf](#)
[MUNICIPAL CODE UPDATE - 7-100\(D\) SMOKE FREE AREA AROUND TRANSIT CENTER AND APL.pdf](#)

Alderperson Wolff moved, seconded by Vogel, that the Proposed Update to City of Appleton Municipal Code 7-100 (d): Smoking Prohibition Around Valley Transit Center and Appleton Public Library be recommended for approval. Motion carried by the following vote:

recommended for approval

Aye: 6 - Spears, Fuchs, Werth, Vogel, Kane and Wolff

Excused: 2 - Alderperson Jones and Mayor Woodford

5. Public Hearing/Appearances

7. Information Items

[24-1259](#)

Health Department Newsletter

Attachments: [September 2024 Newsletter_0.pdf](#)

Presented by Health Officer, Charles Sepers.

[24-1257](#)

New Noise Variances

Attachments: [Oct BOH_ New Noise Variances 2024.pdf](#)

Presented by Health Officer, Charles Sepers.

8. Adjournment

Alderperson Wolff moved, seconded by Werth, that the Board of Health meeting be adjourned at 7:11am. Motion carried by the following vote:
adjourned

Aye: 6 - Spears, Fuchs, Werth, Vogel, Kane and Wolff

Excused: 2 - Alderperson Jones and Mayor Woodford

Written objection to permanent removal order

From Samantha Walker <samjw1791@gmail.com>
Date Fri 10/25/2024 4:47 PM
To Charles E. Sepers <Charles.Sepers@appleton.org>

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

At 1102 w Packard St, Appleton, WI 54914 John Prost's dog Bear was recently permanently removed from appleton. Over a year ago there was an incident with the neighbors dog, we took full responsibility, obtained a license, payed for the neighbors vet bill which we do have receipts for and obtained insurance

Bear resided in menasha, merely visited. We want to appeal, we are willing to do whatever needs to be done to allow Bear back in Appleton such as putting up a fence. Please let me know if this situation can be resolved. If not we will need to sell this house and move elsewhere which we would prefer not to do. Bear is a rescue and he has been put through training to work through these things as well.

Attention: This message was sent from a source external to the City of Appleton. Please use caution when opening attachments or clicking links.

IN THE CITY OF APPLETON,
OUTAGAMIE COUNTY,
STATE OF WISCONSIN

CITY OF APPLETON
A Wisconsin Municipal Corporation

Petitioner,

v.

John Prost - As owner of, **Bear: Male, Rottweiler/Mix, Black, N+, L-, R- 2025 Wrightstown Vet Clinic 2025**

Respondent.

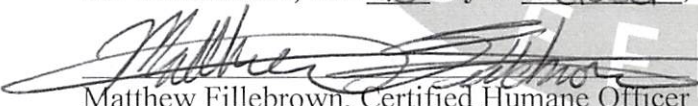
ORDER DECLARING, Bear: Male, Rottweiler/Mix, Black, N+, L-, R- 2025 Wrightstown Vet Clinic 2025 AS A PROHIBITED DANGEROUS ANIMALS

As the owner and/or caretaker of the above-named animal, you are hereby notified that the City of Appleton has declared that the above-named animals is a prohibited dangerous animal pursuant to the City of Appleton's Municipal Code 3-134.

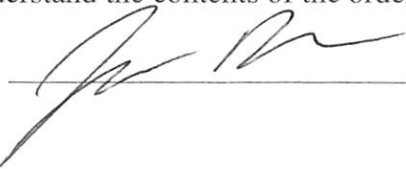
Because these animals have been declared as Prohibited Dangerous Animals, you are further notified that you must immediately comply with the requirements of City of Appleton Municipal Code Section 3-134(a). You may arrange for the animal to be held outside of the City, or the animal will be confined, pursuant to 3-134(b)(3).

This order remains in effect, even if appealed, until modified or withdrawn. This order is in effect for the lifetime of the animal.

SO ORDERED, this 23 day of October, 2024 at 11:00 am/pm.


Matthew Fillebrown, Certified Humane Officer
Appleton Police Dept. City of Appleton, WI

I, John Prost (respondent's printed name), acknowledge receipt of this order and understand the contents of the order, including the time limits if I wish to appeal.

Signed: 

Date: 10/23/24

APPEAL RIGHTS ARE TIME-SENSITIVE:

If you or any other owner or caretaker of the above-named animals wishes to contest the attached Order, **within 72 hours YOU MUST deliver to the Health Officer a written objection** to the order stating specific reasons for contesting the order. Failure to timely file an objection will result in your forfeiture of the right to appeal this Order.

The health officer Charles Sepers with the City of Appleton Health Department can be reached at:

Health Director - Dr. Charles Sepers

100 North Appleton Street

Appleton, WI 54911

Phone: **920-832-6433**

Fax: 920-832-5853

Email: Charles.Sepers@appleton.org

I have enclosed copies of the City of Appleton Municipal Ordinances pertaining to this matter. Please review and comply with City of Appleton Municipal Code Section sections 3-1, 3-2, 3-131, 3-132, 3-133, and 3-134.

If you have any further question, please contact the City of Appleton Health Department.

Sincerely,

Matt Fillebrown

Lead CSO #9563 / Humane Officer
Appleton Police Department

Enclosures:

Order

City of Appleton Municipal Code Sections 3-1, 3-2, 3-131, 3-132, 3-133, 3-134

CC: Captain Lewis, Appleton Police Department, ACA Zak Buruin, Appleton City Attorney's Office, and Health Officer Charles Sepers, Health Department

JOHN PROST – owner of BEAR

RE: DECLARATION AND ORDER OF PROHIBITED DANGEROUS ANIMAL

Please let this letter and the attached order serve as your notice that the City of Appleton's Humane Officer has formally declared your animal, Bear: Male, Rottweiler/Mix, Black, N+, L-, R- 2025 Wrightstown Vet Clinic 2025 as a **Prohibited Dangerous Animal**, pursuant to the City of Appleton Municipal Code, Section 3-134.

I have declared your animals, **Bear: Male, Rottweiler/Mix, Black, N+, L-, R- 2025 Wrightstown Vet Clinic 2025**, as a prohibited dangerous animal after conducting my investigation, which is summarized below:

- #A2049785. On 10/21/2024 it was verified that the Dangerous Animal known as , **Bear: Male, Rottweiler/Mix, Black, N+, L-, R- 2025 Wrightstown Vet Clinic 2025** was seen at 1102 W Packard street by Appleton Police Department Personal. Bear was declared as a dangerous animal in November of 2023. Bear was not registered or licensed as a Dangerous Animal in the 30-day compliance window, but was removed from the City by John in 2023. Since Bear is now back in the City of Appleton as a Declared Dangerous Animal, that is not compliant with the Dangerous Animal Ordinances of AC 3-132, **Bear: Male, Rottweiler/Mix, Black, N+, L-, R- 2025 Wrightstown Vet Clinic 2025 will be declared as a Prohibited Dangerous Animal.**

Due to **BEAR being in violation of AC 3-132**, (REF. #A24049785), I am declaring the animal known as **Bear: Male, Rottweiler/Mix, Black, N+, L-, R- 2025 Wrightstown Vet Clinic 2025** as Prohibited Dangerous Animals that should be prohibited within the City of Appleton.

IMMEDIATE ACTION IS REQUIRED:

Because **Bear: Male, Rottweiler/Mix, Black, N+, L-, R- 2025 Wrightstown Vet Clinic 2025** has been declared as Prohibited Dangerous Animals, you must not bring the animals into or keep the animals within the City of Appleton. You must immediately comply with this order, pursuant to City of Appleton Municipal Ordinance 3-134. You may arrange for the animals to be held outside of the City of Appleton, or the animals will be confined subject to Wis. Stat. 173.21. The pertinent section of the municipal code is attached to this document. This order is intended to protect against injurious results to human beings and domestic pets caused by unprovoked attacks by your animals. The location of the Prohibited Dangerous Animal needs to be communicated to the Appleton Police Department per AC 3-132 (I) NOTIFICATION.



APPLETON POLICE DEPT

Incident #: A24049785

Reporting Officer: 9563 MATTHEW FILLEBROWN

Report Time: 10/21/2024 13:08:09

Incident

Incident Nature
Ordinance Violation

Address
1102 W PACKARD ST
APPLETON, Wisconsin 54914

Occurred From
10/21/2024 13:08:09

Occurred To
10/21/2024 13:08:09

Received By
9563 MATTHEW
FILLEBROWN

How Received
Officer Report

Contact

Disposition
Clrd Adlt, Arst (One Incident)

Disposition Date
10/21/2024

Cleared

Intrnl Inc. Sts

Cleared Date

Clearance
REPORT

Cargo Theft Related

Responding Officer(s)

9563 MATTHEW FILLEBROWN

Offenses

All Other Offenses

Completed?

Method Of Entry

Gambling Motivated?

Premises Entered?

Location Type

Cargo Theft Related?

Statute
AC 3-132(C)(4)

Description
ANIMAL - DANGEROUS
ANIMAL - MUZZLE REQUIRED
OUTSIDE DWELLING

Category
OTHER

All Other Offenses

| | | |
|-----------------------|--|----------------------|
| Completed? | Method Of Entry | Gambling Motivated? |
| Premises Entered? | Location Type | Cargo Theft Related? |
| Statute AC 3-12(A) | Description ANIMALS BEING KEPT IN EXCESS | Category OTHER |

All Other Offenses

| | | |
|---------------------------|--|----------------------|
| Completed? | Method Of Entry | Gambling Motivated? |
| Premises Entered? | Location Type | Cargo Theft Related? |
| Statute AC 3-132(A)(1) | Description ANIMAL-DANGEROUS ANIMALS REGULATED | Category OTHER |

ORDINANCE

| | | |
|-------------------|-----------------|----------------------|
| Completed? | Method Of Entry | Gambling Motivated? |
| Premises Entered? | Location Type | Cargo Theft Related? |
| Statute | Description | Category |

Persons

PROST, JOHN M Adult Offender

| | | |
|--|------------------------|----------------------------------|
| Address 1102 W PACKARD ST APPLETON Wisconsin 54914 | Phone (906)282-3950 | DOB 05/28/1987 |
| Race White | Sex Male | Ethnicity Non-Hispanic/Latino |
| Height 6'02" | Weight 175 | |

ARMITAGE, KRISTIN M**Contact**

| | | |
|--|------------------------|----------------------|
| Address 1083 HOME AV MENASHA Wisconsin 54952 | Phone (920)284-6976 | DOB 05/23/1988 |
| Race White | Sex Female | Ethnicity Unknown |
| Height 5'07" | Weight 125 | |

WALKER, SAMANTHA J**Contact**

| | | |
|--|------------------------|----------------------|
| Address 1102 W PACKARD ST APPLETON Wisconsin 54914 | Phone (920)838-6255 | DOB 01/07/1991 |
| Race White | Sex Male | Ethnicity Unknown |
| Height 5'06" | Weight 120 | |

Narratives**Original Narrative****11/05/2024 09:40:13****INTRO**

On the week of 10/14/24, I was working as the Lead Community Service Officer/Humane Officer for the City of Appleton, and it was brought to my attention that the Dangerous Animal known as Bear: MALE, ROTTWEILER/MIX, BLACK, N+, L-, R- 2025 WRIGHTSTOWN VET CLINIC 2025 was seen at 1102 W. Packard street. Bear was declared a Dangerous Animal in 2023 due to him causing wounds to another animal that needed approximately 16 staples to close the wound, #A23056239. During incident #A23056239, John signed the Dangerous Animal paperwork and informed me that he would remove Bear from the City of Appleton and relocate him to Fox Crossing. The 30 days given to John to comply with the Dangerous Animal Declaration had come and gone, without John being in compliance with the Harboring a Dangerous Animal Ordinances, AC 3-132.

SURVEILLANCE

Knowing that Bear might be back within the City of Appleton and not being in compliance with city Ordinances for Harboring a Dangerous Animal I decided to initiate some police surveillance at the property of 1102 W PACKARD ST with a car camera. A camera was placed at 1102 W. Packard Street to monitor the front of the house to see if it could pick up Bear coming and going. Within a few minutes of setting up the camera, Officer Ollwerther #9149 reported seeing a white female with bright red hair walking a male Rottweiler on a leash on the property of 1102 W. PACKARD ST, without a muzzle on. A photo of this individual with the male Rottweiler was taken and sent to me. Upon viewing the picture the male Rottweiler matched the description of Bear. This picture was taken on 10/15/24.

Over the next 24+ hours the camera that was facing 1102 W. Packard street recorded the following pictures of what appeared to be Bear:

10/15 at 11:33:09 a Female with Bright Red hair walking a Rottweiler that looked like Bear on a

leash without a muzzle on (All dangerous animals need to be muzzled when not located within their dwelling).

10/15 a Female with Bright Red hair walking a Rottweiler that looked like Bear on a leash without a muzzle on (All dangerous animals need to be muzzled when not located within their dwelling).

10/15 a Female with Bright Red hair walking a Rottweiler that looked like Bear on a leash without a muzzle on (All dangerous animals need to be muzzled when not located within their dwelling).

10/15 a male walking a Rottweiler that looked like Bear on a leash without a muzzle on (All dangerous animals need to be muzzled when not located within their dwelling). The male was on the property of 1102 W. Packard st, but the Rottweiler was on the city terrace. The male seen in the picture was a male with a beard that looked like John Prost.

10/15 a male walking a Rottweiler that looked like Bear on a leash without a muzzle on (All dangerous animals need to be muzzled when not located within their dwelling). The male was on the property of 1102 W. Packard st, but the Rottweiler was on the city terrace. The male seen in the picture was a male with a beard that looked like John Prost.

10/15 a male walking a Rottweiler that looked like Bear on a leash without a muzzle on (All dangerous animals need to be muzzled when not located within their dwelling). The male was on the property of 1102 W. Packard st, but the Rottweiler was on the city terrace. The male seen in the picture was a male with a beard that looked like John Prost.

VIOLATION INVESTIGATION

Upon viewing the pictures of what appeared to be Bear located on the property of 1102 W. Packard Street, I initiated a TLO search of people who live at that address. I saw that John Prost and Samantha Walker were still listed as residents of that address. A Facebook search on Samantha Walker was done on her public account. I could see that Samantha has posted a picture of herself with a male Rottweiler as her profile picture. In the comments of this picture, Samantha mentions that it's her boyfriend's dog, but just as much as hers now. I could see that Samantha had red hair in this picture, which matches the description of the female in the surveillance pictures taken on 10/15/2024. With the surveillance pictures taken and the evidence obtained from Facebook, I felt that the chances of Bear being back in Appleton and not in compliance with AC 3-132 were high. I also noticed in the surveillance pictures that Samantha seemed to be walking three other smaller dogs. Upon viewing her Facebook pictures I could see that the smaller dogs in the surveillance pictures matched the pictures seen on Facebook. All dogs in the pictures appeared to be over 5 months of age, meaning that the household of 1102 W. Packard had more than 3 dogs over 5 months of age. This was also in violation of City of Appleton Ordinance AC 3-4 Animals in Excess. With this information I prepared the appropriate paperwork for John, Samantha and Bear and made my way to 1102 W. Packard Street to see if Bear was residing inside that address.

JOHN PROST MEETING

On 10/23/24, I made my way to 1102 W. Packard Street and knocked on the door. John greeted me at the door and I introduced myself to him. I asked John if he knew why I was here, and he said no. I told John that I was here today because of Bear was back. John immediately said NO to Bear being back. I asked John if he was sure about that, and then John said something to the effect of "I...well, he comes here when my ex-girlfriend works; I get him". John then went on to say that Bear doesn't live here. I told John that Bear is still residing at this residence, though, and that has to be addressed. John invited me inside his residence to talk. John told me that his girlfriend was upstairs sleeping with her three dogs. I informed John that I would be quite.

John and I sat down and started to talk about why I was here. I informed John that once he signed the Dangerous Animal Paperwork last year, he had 30 days to comply with all of the City's Ordinances for Dangerous Animals. John and I then both agreed that not only did he remember this but he then verified that he removed Bear to Fox Crossing. John then went on to tell me again that he does get Bear from his ex-girlfriend and brings him to his house. I told John what the rules were for harboring a Dangerous Animal and how he was in non-compliance since 30 days had passed. John then admitted to me that Bear had been at the house twice recently in the last few days. John

then said that he didn't know Bear couldn't come back to the house.

I then went over the Prohibited Dangerous Animal Order for Bear due to him being in non-compliance of AC 3-132. I explained the Prohibited Dangerous Animal Order to John and went over what it meant and what John had to do. We discussed that Bear had to be removed immediately from the City of Appleton. I then went over how John could contest this order if he so choose. I then asked John if Bear was here right now and John admitted to me that Bear was upstairs. John told me that we would remove Bear within the next few hours and take him to Fox Crossing. Paperwork was signed by John. I then went over the licensing for Samantha's 3 dogs. I explained to John what Samantha needed to do to make sure her 3 dogs would be licensed for the City of Appleton. I then explained to John that he could only have 3 dogs at his house at a time as well, but that since Bear would be removed he wouldn't be in violation. I finished by giving John his ticket for being in violation of the Dangerous Animal ordinances.

Contact was then made with Kristin on my recorded phone line. Kristin verified that Bear was delivered to her address and she understood that Bear could not be in the City of Appleton due to him being prohibited. Kristin said she understood.

PROHIBITED DANGEROUS ANIMAL

Bear: MALE, ROTTWEILER/MIX, BLACK, N+, L-, R- 2025 WRIGHTSTOWN VET CLINIC 2025

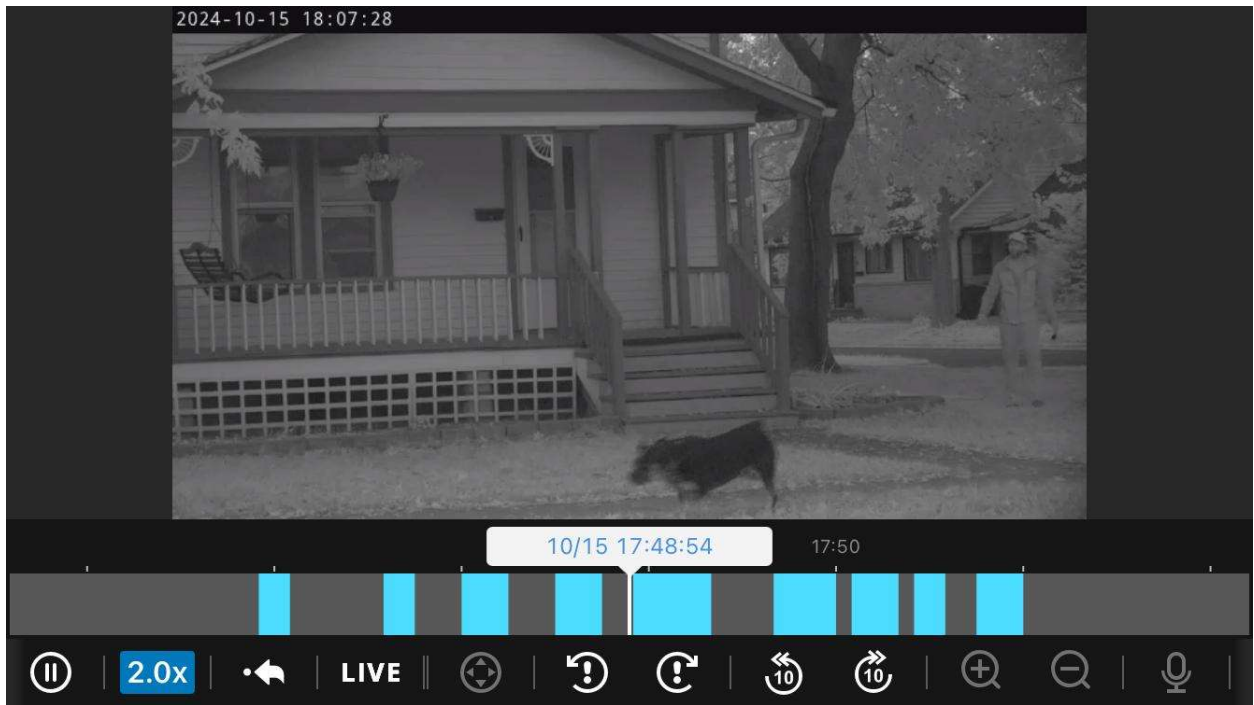
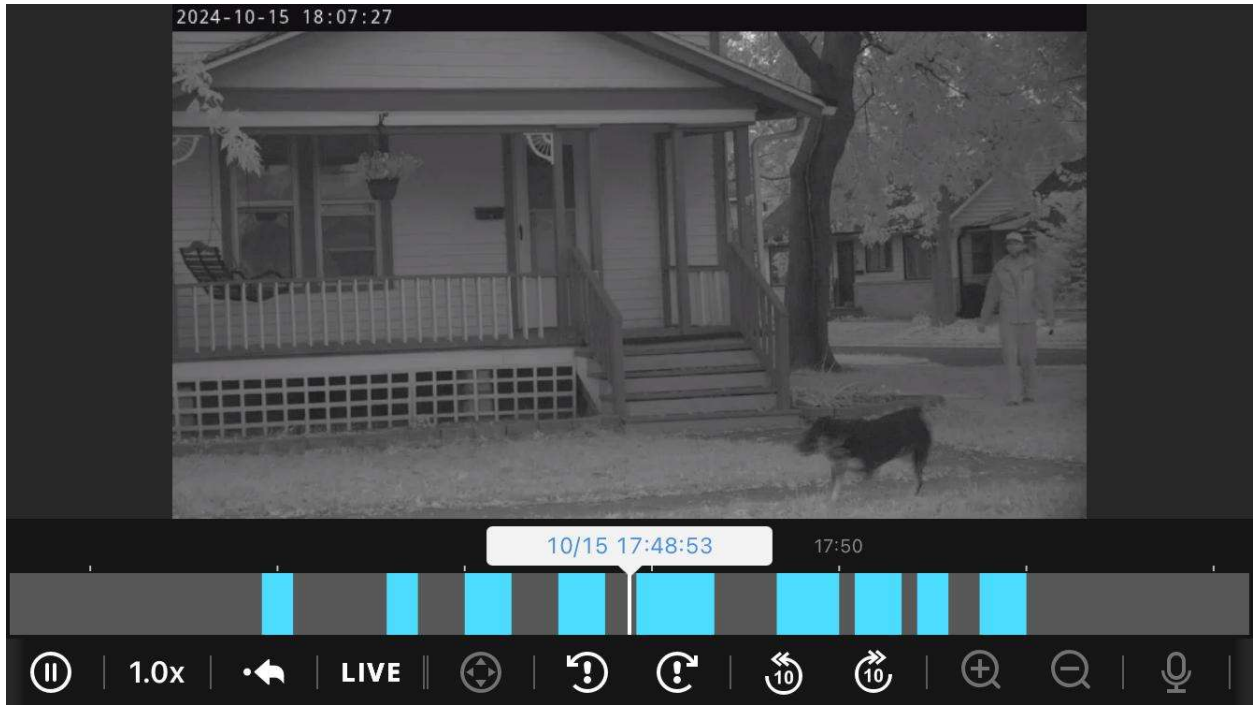
Axon on and uploaded to Evidence.com

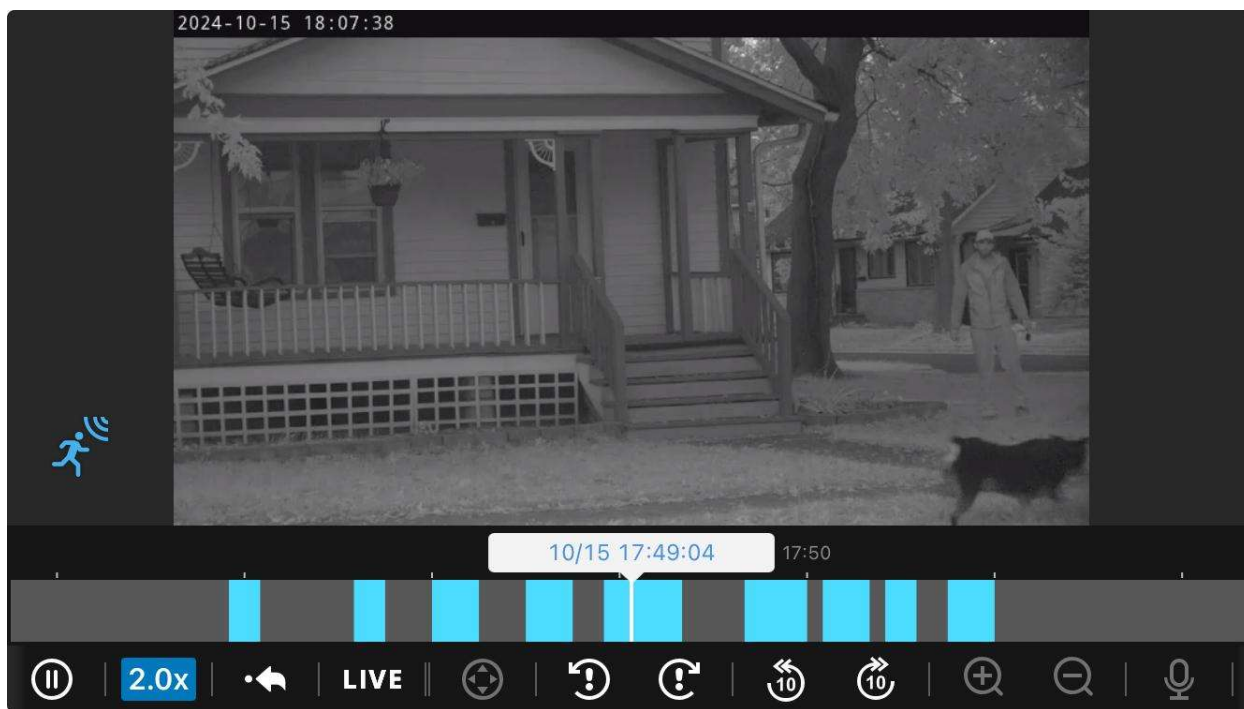
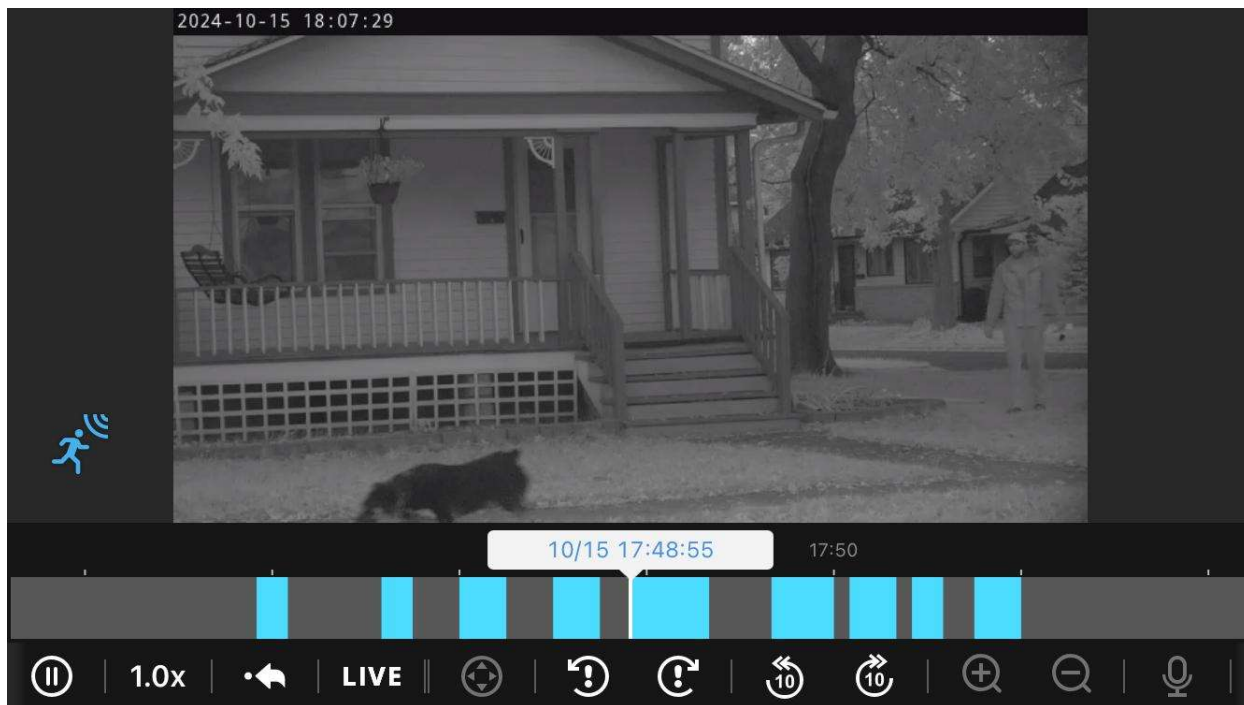
Pictures uploaded to Evidence.com

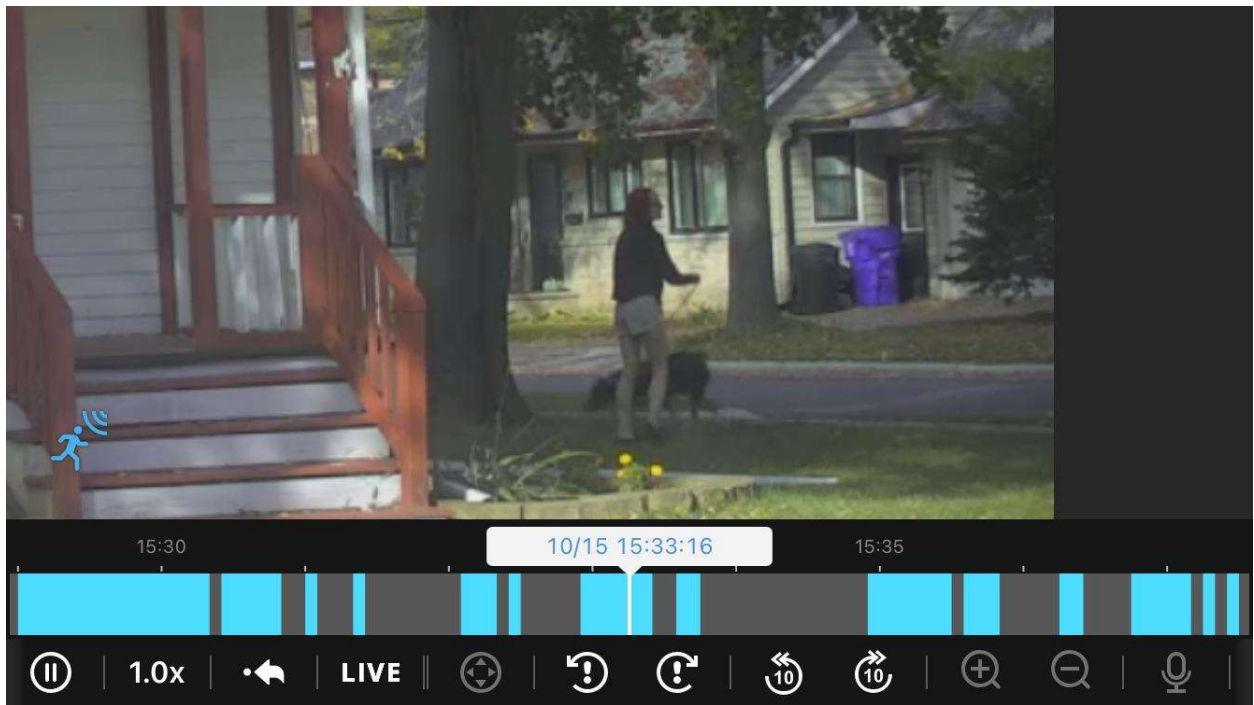
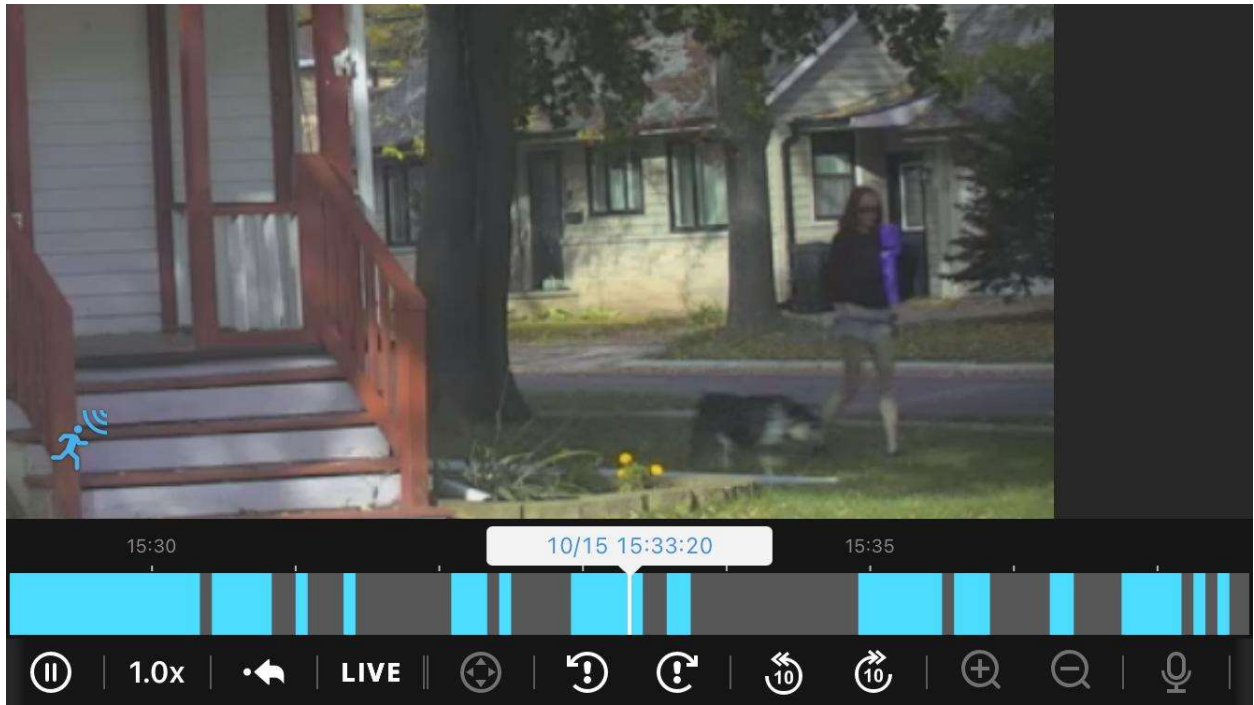
ARREST CUSTODY INFORMTION

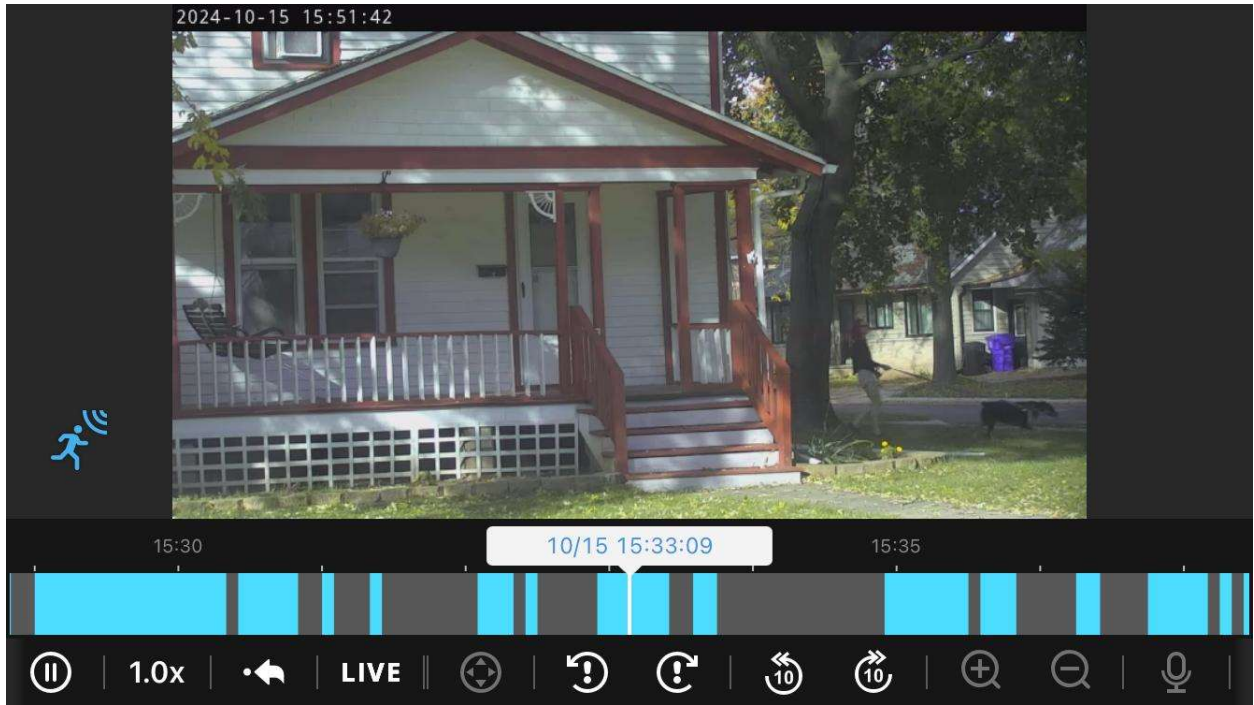
John Prost 05/2/1987 will be cited for failure to be in compliance of AC 3-132.

FILLEBROWN #9563









IN THE CITY OF APPLETON,
OUTAGAMIE COUNTY,
STATE OF WISCONSIN

CITY OF APPLETON
A Wisconsin Municipal Corporation

Petitioner,

v.

John Prost & Kristin Armitage as owner of: Bear:Male, Rottweiler/Mix, Black, L-, R+ 2023
Wrightstown Vet Clinic 2023

Respondent.

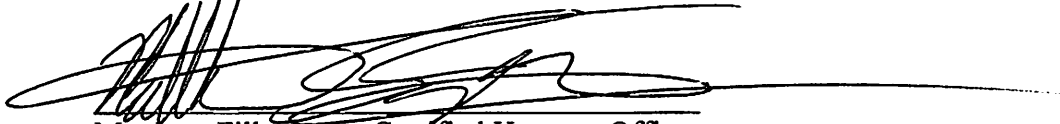
ORDER DECLARING ANIMAL DANGEROUS

As the owner and/or caretaker of *the above-named ANIMAL*, you are hereby notified that the City of Appleton has declared that *the above-named ANIMAL* AS dangerous pursuant to the City of Appleton's Municipal Code 3-131.

Because the animal has been declared dangerous, you are further notified that you must immediately comply with leashing, muzzling, and confinement requirements of City of Appleton Municipal Code Section 3-132. You must, within thirty (30) days, comply with all other requirements of City of Appleton Municipal Code Section 3-132 of the dangerous declaration.

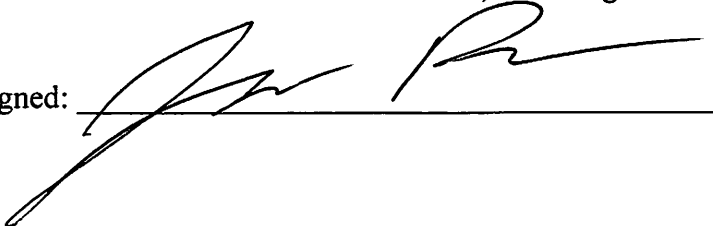
This order remains in effect, even if appealed, until modified or withdrawn. This order is in effect for the lifetime of the animals.

SO ORDERED on November 13th 2023



Matthew Fillebrown, Certified Humane Officer
Appleton Police Dept. City of Appleton, WI

I, John Prost (respondent's printed name), acknowledge receipt of this order and understand the contents of the order, including the time limits if I wish to appeal.

Signed: 

Date: 11/14/23

APPEAL RIGHTS ARE TIME-SENSITIVE:

If you or any other owner or caretaker of the above-named animals wishes to contest the attached Order, **within 72 hours YOU MUST deliver to the Health Officer a written objection** to the order stating specific reasons for contesting the order. Failure to timely file an objection will result in your forfeiture of the right to appeal this Order.

The Health Deputy Director, Charles Sepers, with the City of Appleton Health Department can be reached at:

Health Director - Dr. Charles Sepers

100 North Appleton Street

Appleton, WI 54911

Phone: 920-832-6433

Fax: 920-832-5853

Email: Charles.Sepers@appleton.org

I have enclosed copies of the City of Appleton Municipal Ordinances pertaining to this matter. Please review and comply with City of Appleton Municipal Code Section sections 3-1, 3-2, 3-131, 3-132, 3-133, and 3-134.

If you have any further question, please contact the City of Appleton Health Department.
Sincerely,

Matt Fillebrown

Lead CSO #9563 / Humane Officer

Appleton Police Department

Enclosures:

Order

City of Appleton Municipal Code Sections 3-1, 3-2, 3-131, 3-132, 3-133, 3-134

CC: CPT. Lewis- Appleton Police Department, ACA Zak Buruin - Appleton City Attorney's Office, and Charles Sepers - Health Department

November 13th 2023

John Prost & Kristin Armitage

RE: DECLARATION AND ORDER OF DANGEROUS ANIMAL

Dear John Prost & Kristin Armitage

Please let this letter and the attached order serve as your notice, that the City of Appleton's Humane Officer has formally declared your animal: Bear: Male, Rottweiler/Mix, Black, N+, L-, R+ 2023 Wrightstown Vet Clinic 2023, pursuant to the City of Appleton Municipal Code, Section 3-131.

I have declared your ANIMAL as dangerous after conducting my investigation, which is summarized below:

Incident # A23056239: On 11/08/2023 the Appleton Police Department was dispatched to 519 N Summit Street in regards to Bear attacking another domesticated animal. It was determined that this attack happened off of Bear's property and that he was at large. It was also determined that this attack was considered to be a unprovoked attack. The wounds caused by Bear needed approximately 23 staples to close the wounds on the victim dog's neck. Citations for At Large AC 3-15(a) and Unprovoked Animal attack AC 3-15(b) was issued.

Due to Bear's unprovoked attack vs a domesticated animal that caused significant bodily harm, Bear: Male, Rottweiler/Mix, Black, N+, L-, R+ 2023 Wrightstown Vet Clinic 2023, is being declared as Dangerous Animals for the City of Appleton.

IMMEDIATE ACTION IS REQUIRED:

Because your ANIMAL has been declared dangerous, you must comply with leashing, muzzling, and confinement requirements IMMEDIATELY, as set forth in City of Appleton Municipal Code Section 3-132. You must, within thirty (30) days, comply with all other requirements of City of Appleton Municipal Code Section 3-132 of the dangerous declaration. The pertinent section of the municipal code is attached to this document. This order is intended to protect against injurious results to human beings and domestic pets caused by unprovoked attacks by your animal.



APPLETON POLICE DEPT

Incident #: A23056239

Reporting Officer: 9567 STEVEN JACOBSON

Report Time: 11/08/2023 08:41:51

Incident

Incident Nature
Animal Bite

Address
519 N SUMMIT ST; PHONE
CALL
APPLETON, Wisconsin 54914

Occurred From
11/08/2023 08:41:25

Occurred To
11/08/2023 08:42:37

Received By
9534 GE LEE

How Received
Telephone

Contact
KINLEE OLSEN

Disposition
Clrd Adlt, Arst (One Incident)

Disposition Date
11/13/2023

Cleared

Intrnl Inc. Sts
Ordinance Citation Issued

Cleared Date

Clearance
REPORT

Cargo Theft Related

Responding Officer(s)

9567 STEVEN JACOBSON

Offenses

All Other Offenses

Completed?

Method Of Entry

Gambling Motivated?

Premises Entered?

Location Type

Cargo Theft Related?

Statute

AC 3-132(A)(1)

Description

ANIMAL-DANGEROUS
ANIMALS REGULATED

Category

OTHER

All Other Offenses

| | | |
|-----------------------|--|----------------------|
| Completed? | Method Of Entry | Gambling Motivated? |
| Premises Entered? | Location Type | Cargo Theft Related? |
| Statute AC 3-15(A) | Description ANIMAL NOT TO RUN AT LARGE | Category OTHER |

All Other Offenses

| | | |
|--------------------|---|----------------------|
| Completed? | Method Of Entry | Gambling Motivated? |
| Premises Entered? | Location Type | Cargo Theft Related? |
| Statute AC 3-66 | Description ANIMAL LICENSE REQUIRED FOR DOGS AND CATS | Category OTHER |

All Other Offenses

| | | |
|------------------------------|---|----------------------|
| Completed? | Method Of Entry | Gambling Motivated? |
| Premises Entered? | Location Type | Cargo Theft Related? |
| Statute AC 3-15(b) ATTACK | Description ANIMAL NUISANCE-ANIMAL ATTACKS W/OUT PROVOCATION | Category OTHER |

Persons

PROST, JOHN M Adult Offender

| | | |
|--|------------------------|----------------------------------|
| Address 1102 W PACKARD ST APPLETON Wisconsin 54914 | Phone (906)282-3950 | DOB 05/28/1987 |
| Race White | Sex Male | Ethnicity Non-Hispanic/Latino |
| Height 6'02" | Weight 175 | |

OLSEN, KINLEE S

Victim

| | | |
|---|---------------|------------|
| Address | Phone | DOB |
| 519 N SUMMIT ST APPLETON Wisconsin 54914 | (920)200-6567 | 11/16/1998 |
| Race | Sex | Ethnicity |
| White | Female | Unknown |
| Height | Weight | |
| 5'04" | 161 | |

Narratives

Original Narrative

11/29/2023 14:34:42

On 11/08/2023 at approximately 1000 hours, I, CSO Jacobson # 9567 was dispatched an animal bite at 519 N Summit St. Notes indicated that the RP's dog was at Blue Pearl Animal Hospital.

Kinlee told me that on the morning of the attack, she had let Skip out in their backyard, and that he was confined to their property via leash. Kinlee stated that when she went outside to bring Skip into her house, she noticed that the attacking dog, Bear, was on her property. She Kinlee also noticed that Bear's owner was on her property as well, who then informed her that his dog had just bitten hers. Kinlee informed me she then took Skip to Blue Pearl shortly after. Kinlee informed me that the owner of the dog lived on the corner of Packard and Summit St in a white house. I then informed Kinlee that I would be going over to the attacking dog's house to gather more information.

After making the call to Kinlee, I then made my way over to 1102 W Packard St which ended up being the white house on the corner of Packard St and Summit St. A man answered the door, who I identified as John M. Prost (05/28/1987). John then showed us where the bite took place in Kinlee's yard through a window in his residence. He stated that Bear jumped out of his car door and that is when Bear made his way over to Kinlee's yard, approaching Skip. John stated that his dog, Bear, a Rottweiler bit Skip in the neck leaving a puncture wound. John explained that he was able to release Bear from Skip after the bite took place. Bear was initially proved to not be vaccinated due to the expired vaccination papers that John showed me.

I then called the vet John gave me where the vet confirmed that Bear was not up to date on rabies vaccination. I then filled out an APD Order to Quarantine for Bear. I explained the Quarantine to John informing him that Bear had to complete the full 10 day Quarantine, where he'd have to leave Bear at the vet for those 10 days. I informed John that he would be getting 2 warnings and 2 citations. The warnings would be for AC 3-66 (Animal License Required) and AC 3-15(a) (Animal at Large). The two citations were for AC 3-15(b) (Unprovoked Animal Attack) and AC 3-18 (rabies vaccination required). After explaining to John that these would be mailed to him, he acknowledge and we were on our way.

As we left, John called us back and stated that he did in fact have proof of vaccination records that were up to date. He did not inform us initially of the correct vet that he goes to. He gave us the place where he rescued bear (Lakeshore in Manitowoc) but told us his vet is the Wrightstown Vet Clinic. He sent me confirmation of the up to date vaccinations for Bear. The citation for rabies vaccinations was voided due to providing an up to date vaccination form which has been upload to evidence.com. He also does not need to quarantine his dog since both dogs are vaccinated, which we also informed him of at that time.

Enforcement Actions:

John Michael Prost
05/28/1987

John has been given 2 warnings via mail and 1 citation that was delivered in person. The two warnings include one for having an animal at large (AC 3-15(a)) and the second warning is for not having his dog licensed through the City of Appleton (AC 3-66). The citation John will be receiving is for the animal attack bite (AC 3-15(b)) that occurred in this case.

I have determined this to be an unprovoked attack due to the fact that Skip was on its own property, it was leashed up, and it did not do anything in regards to bear who ran on to their property and bit into the neck of skip.

Dog Information:

Name: Bear
Breed: Rottweiler
Age: about 2-3 years
Color: Black
Vaccinated: YES
Licensed: NO

Name: Skip
Breed: Beagle
Age: 16
Vaccinated: YES
Licensed: NO

CASE STATUS/DISPOSITION:
This case is cleared by arrest.

RECORDING DEVICE:
AXON ON

END OF REPORT.

CSO S. JACOBSON #9567
CSO VAN #1049

Supplemental Narrative

**11/13/2023 09:55:21 9563 MATTHEW
FILLEBROWN**

On 11/13/23 while working as the Lead Community Service Officer and Humane Officer for the City of Appleton, I followed up on this animal attack incident. Upon viewing the pictures that were uploaded to this case I was able to see that the severity of the wounds inflicted by Bear were extremely. The victim dog Skip, sustained a laceration approximately 8-10 inches in length across Skip's neck region. This wound needed approximately 23 staples to close it. The investigation of this attack determined it to be a unprovoked attack. Skip was on his own property leashed up and Bear left his property and then proceeded to attack Skip, being at large in the process.

Since this was an unprovoked animal attack that caused significant injuries needing approximately 23 staples to close the wound, I have determined that this incident justifies a Dangerous Animal Declaration since Bear inflicted bodily harm on a domestic pet while being at large.

Contact with John was made on my recorded phone line on 11/13/23 and I introduced myself to him and explained the reason for my phone call. I explained to John that due to the wounds inflicted by Bear, that the City of Appleton would be declaring his animal, Bear, as a Dangerous Animal for the City of Appleton. I went over the ordinances with John and explained them to him

on the phone. John informed me that he understood what was explained to him. I also informed John that a Ticket for his animal being at large would also be issued to him and not a warning.

John informed me that this is the second bite that has now happened with Bear. The first incident happened in Fox Crossing. John then informed me that he would be moving Bear to 1083 Home Avenue Menasha, WI. I informed John that I would be contacting Fox Crossing to let them know that Bear would be in their jurisdiction. I explained to John that I had paperwork for him and would like to go over the Declaration of Dangerous Animal in person with him. John said that he could make it to the APD on Tuesday morning, 11/14/23.

Fox Crossing was notified that Bear would be moving into their jurisdiction. Fox Crossing also did not have any record of Bear's other attack on file.

Arrest Custody Information

John M. Prost 05/28/87 will be cited for AC 3-15(a) Animals at Large.

Dangerous Animal Declaration of Bear.

Name: Bear

Breed: Rottweiler

Age: about 2-3 years

Color: Black

Vaccinated: YES

Licensed: NO

Location: 1083 Home Avenue

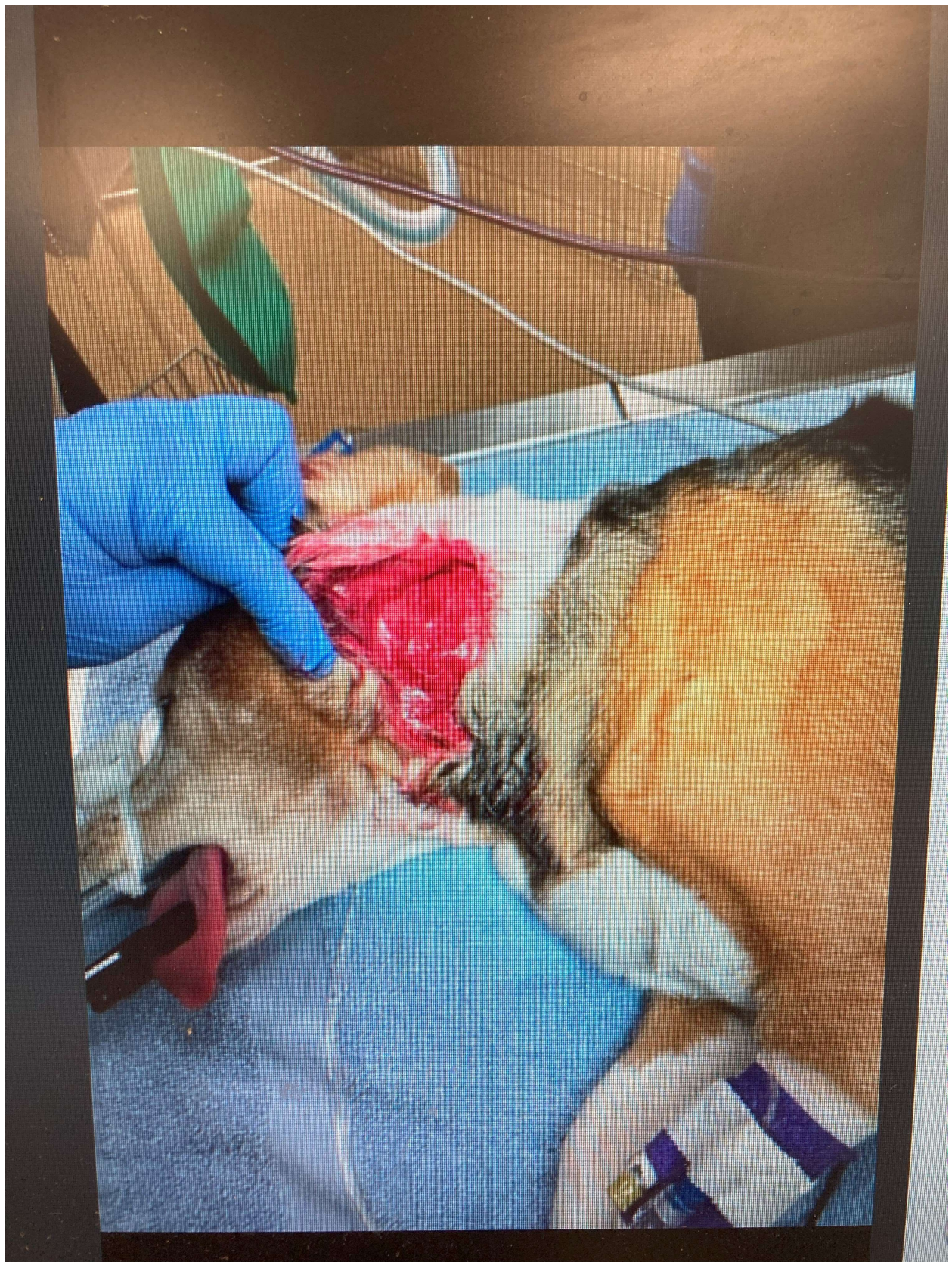
Fillebrown #9563

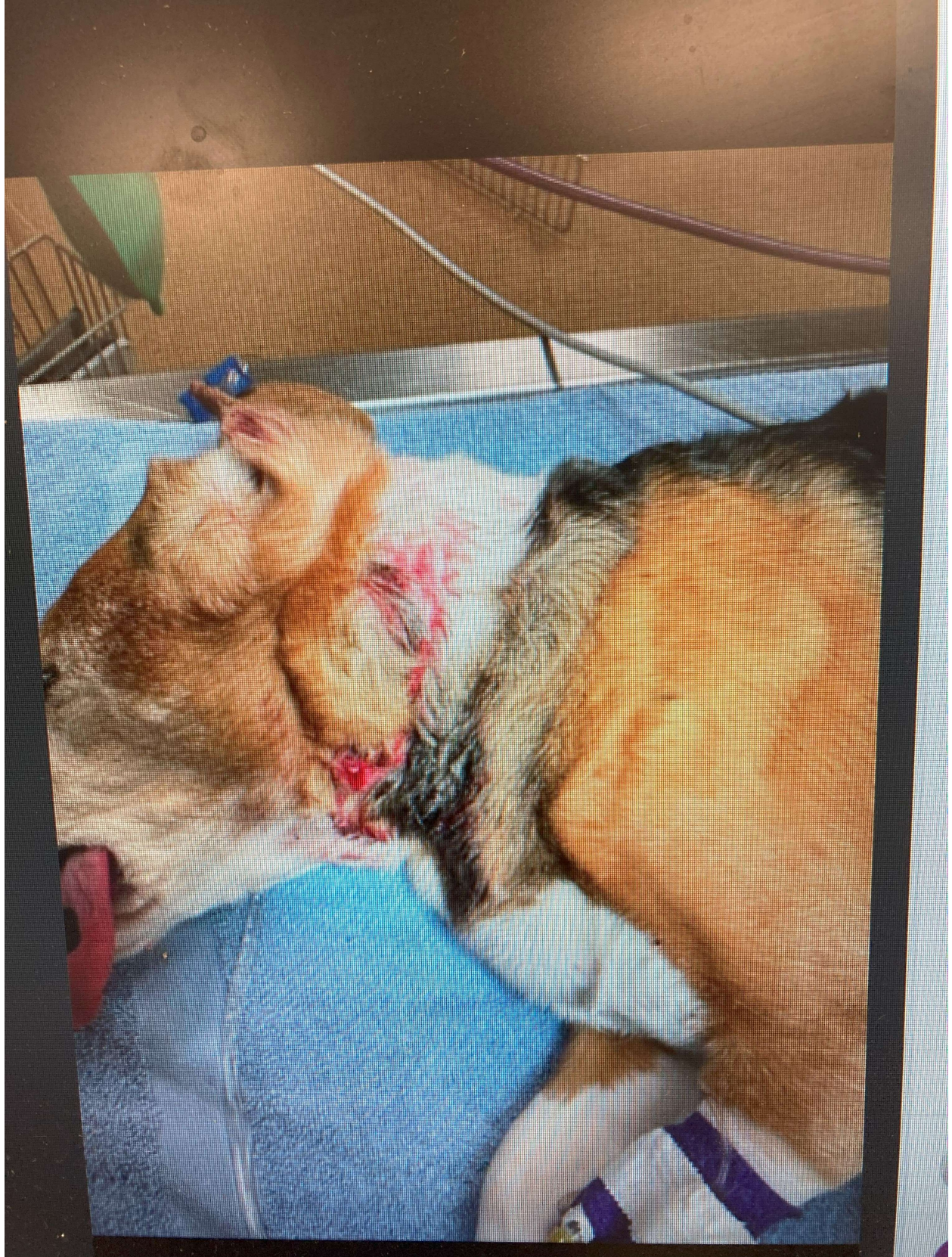
Supplemental Narrative

**11/14/2023 11:41:46 9563 MATTHEW
FILLEBROWN**

On 11/14/23 John came to the APD lobby and meet with me to discuss the Declaration of Dangerous Animal Paperwork for Bear. I met with John and issued the Declaration and Order to him and explained it to him. John was also issued a ticket for AC 3-15 Animal at large. I gave John my card and told him to call me with any questions he might have. I then verified that Bear has been removed from the City of Appleton and is now residing at 1080 home Ave in Fox Crossing.

Fillebrown #9563







APPLETON CODE

ARTICLE I. IN GENERAL

Sec. 3-1. Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Animal means any live, vertebrate creature, domestic or wild.

Animal at large means an animal that is off the property and/or premises of the owner and/or caretaker and not under restraint.

Animal control officer means any person designated by the Police Department to enforce the ordinances of the City and state statutes adopted by reference as they pertain to animal control.

Animal shelter means any facility operated by a humane society or municipal agency or its authorized agents for the purpose of impounding or caring for animals held under the authority of this chapter or state law.

Bodily Harm means bodily injury including, but not limited to, a laceration requiring stitches, any fracture of a bone, a concussion, a loss or fracture of a tooth or any temporary loss of consciousness, sight or hearing.

Caretaker means any person who, in the absence of the owner, temporarily harbors, shelters, keeps or is in charge of a dog, cat or any other domesticated bird or animal.

Confined means restriction of an animal at all times by the owner to an escape-proof building, vehicle or other enclosure.

Cruel means causing unnecessary and excessive pain, suffering or unjustifiable injury or death to an animal. Additionally, it shall be unlawful to tease, annoy, disturb, molest or irritate an animal that is confined to the owner's premises.

Dangerous Animal means any of the following:

- (1) Any animal which, when unprovoked, inflicts bodily harm on a person, domestic pet or animal on public or private property.
- (2) Any animal which repeatedly chases or approaches persons in a menacing fashion or apparent attitude of attack, without provocation, upon the streets, sidewalks or any public grounds or on private property of

another without the permission of the owner or person in lawful control of the property.

- (3) Any animal with a known propensity, tendency or disposition to attack, to cause injury to, or otherwise threaten the safety of humans or other domestic pets or animals.

Domestic animal means any animal which normally can be considered tame and converted to home life.

Dwelling unit means a building or portion thereof designed to be used exclusively for residential purposes.

Health officer means the City Health Officer or his duly designated representative.

Humane officer means an individual appointed as such in accordance with §173.03.

Kennel means any premises wherein any person engaged in the business of boarding, breeding, buying, letting for hire, training for a fee or selling of dogs or cats.

Leash means a strap, chain, or cord that is no more than eight (8) feet in length and of appropriate strength to control the animal, used by a person of sufficient capability to restrain, control, and guide an animal.

Licensing authority means the political body authorized to issue animal licenses.

Molests means excessive barking, running up to or charging, threatening, jumping on or otherwise harassing people or other domestic animals or the passing public that are in the public right-of-way, or on public property, or on their own property, or property of anyone other than the owner and/or caretaker of the animal.

Owner means any individual that has the right of property in an animal or who keeps, harbors, cares for, acts as its custodian or who knowingly permits an animal to remain on or about his premises/property for five (5) or more consecutive days.

Pet store means any retail establishment in a commercially zoned building whose business includes the sale of live animals.

Prohibited Dangerous Animal means any of the following:

- (1) Any animal that is determined to be a prohibited dangerous animal under this division.

ANIMALS

- (2) Any animal that, while off the owner or caretaker's property, has killed a domesticated animal without provocation.
- (3) Any animal that, without provocation, inflicts serious bodily harm on a person on public or private property.
- (4) Any animal brought from another city, village, town or county that has been declared dangerous or vicious by that jurisdiction.
- (5) Any dog that is subject to being destroyed under s. 174.02(3), Wis. Stats.
- (6) Any dog trained, owned or harbored for the purpose of dog fighting.

Public nuisance means any animal which:

- (1) Molests passersby or passing vehicles;
- (2) Attacks persons or animals without provocation when such persons or animals are peacefully conducting themselves in a place where they are lawfully entitled to be;
- (3) Is at large on school grounds, parks or cemeteries;
- (4) Is repeatedly at large;
- (5) Damages private or public property;
- (6) Barks, whines or howls in an excessive, continuous or untimely fashion;
- (7) Any animal not having the vaccination as required by §3-18 of the Appleton Municipal Code;
- (8) Is the subject of repeated violations under this chapter.

Render sterile refers to a surgical procedure that has been performed on an animal that renders it incapable of siring or bearing offspring. The term includes neutering and spaying.

Restraint means that the animal is secured by a leash not more than eight (8) feet in length and under the control of a responsible person and obedient to that person's command, or within the real property limits of its owner.

Serious bodily harm means bodily injury which creates a substantial risk of death, or which causes serious permanent disfigurement, or which causes a permanent or

protracted loss or impairment of the function of any bodily member or organ or other serious bodily injury.

Veterinary hospital or clinic means any establishment maintained and operated by a licensed veterinarian for surgery, diagnosis and treatment of disease and injuries of animals.

Wild animal means any nonhuman primate, raccoon, skunk, fox, wolf, or any animal which is in part of the *canis lupis* species, any animal raised for fur-bearing purposes or any other animal or hybrid thereof which can normally be found in the wild state, or poisonous reptiles, crocodylians and any other snake or reptile exceeding six (6) feet in length.

(Code 1965, §23.02; Ord 4-93, §1-6-93; Ord 32-97m §1-4-16-97; Ord 116-00, §1, 12-23-00; Ord 58-04, §1, 4-27-04; Ord 17-05, §1, 3-8-05; Ord 13-16, §1, 2-9-16; Ord 50-16, §1, 7-12-16)

Cross reference(s) – Definitions and rules of construction generally, §1-2.

Sec. 3-2. Enforcement and penalties.

(a) The provisions of this chapter shall be enforced by employees of the Health Department, Police Department or other persons authorized by the City Health Officer or Chief of Police. The City Health Officer may grant any exemptions or variances to the enforcement of this chapter for dogs specially trained to lead blind or deaf persons, to provide support for mobility-impaired persons or to assist with emergency search and rescue operations.

(b) Police Department and Health Department personnel are authorized to catch and impound animals at large, with such authorization to include the pursuit of animals upon the premises of the owner, caretaker or other private property. It shall be a violation of this chapter to interfere with the Health Department, Police Department or other persons authorized by the City Health Officer or Chief of Police in the performance of their duties.

(c) Any person who shall violate any provision of this chapter shall be subject to a penalty as provided in §1-16. (Code 1965, §23.13; Ord 40-96, §1, 5-1-96; Ord 164-02, §1, 8-27-02; Ord 17-5, §1, 3-8-105)

Cross reference(s) - Citation for violation of certain ordinances, §1-17; schedule of deposits for citation. §1-18; health officer §2-261 et seq.; police department, §2-346 et seq.

Sec. 3-3. Authority to order general confinement of dogs and cats.

Whenever the safety of the public shall require it, the Mayor, by notice published in the official paper of the City, shall order that, for a period of twenty (20) days from and after the date of the notice, no dogs or cats shall be

APPLETON CODE

DIVISION 2. DANGEROUS ANIMALS**Sec. 3-131. Procedure for declaring animal dangerous.**

(a) Upon conducting an investigation the humane or law enforcement officer may issue an order declaring an animal to be a dangerous animal. Whenever an owner or caretaker wishes to contest an order, he or she shall, within seventy-two (72) hours after receipt of the order, deliver to the Health Officer a written objection to the order stating specific reasons for contesting the order. Upon receipt of the written objection, the matter shall be placed on the Agenda for the Board of Health to be reviewed at the next regular meeting. The Board of Health shall act as a quasi-judicial body allowing the animal's owner or caretaker an opportunity to present evidence as to why the animal should not be declared dangerous.

(b) After the hearing, the owner or caretaker shall be notified in writing of the Board's determination. If the Board upholds the determination that the animal is dangerous, the owner or caretaker shall comply with the requirements of §3-132. If the owner or caretaker further contests the determination, he or she may, within five (5) days of receiving the panel's decision, seek review of the decision by the Circuit Court.

(c) Upon an animal being declared dangerous, the owner or caretaker shall immediately comply with leashing, muzzling and confinement requirements of §3-132 with all other requirements in that section being satisfied within thirty (30) days of the dangerous declaration or reaffirmation thereof, or within such time as established by the Board of Health.
(Code 1965, §23.06(4)(e); Ord 17-05, §1, 3-8-05 ; Ord 117-07, §1, 7-24-07)

Sec. 3-132. Harboring dangerous animals.**(a) *Dangerous animals regulated.***

- (1) No person may harbor or keep a dangerous animal within the city unless all provisions of this section are complied with. Any animal that is determined to be a prohibited dangerous animal under this division shall not be kept or harbored in the city.
- (2) The issuance of a citation for a violation of this section need not be predicated on a determination that an animal is a dangerous animal.

(b) **Registration.** The owner of any animal declared dangerous, shall register it with the Police Department upon disposition, and annually thereafter on or before April 1 of each year, by providing a current color photograph of

the animal and payment of a seventy-five dollar (\$75.00) registration fee.

(c) *Leash and muzzle.*

- (1) No owner or caretaker, harboring or having the care of a dangerous animal may permit such an animal to go outside its dwelling, kennel or pen unless the animal is securely restrained with a leash no longer than four (4) feet in length.
- (2) No person may permit a dangerous animal to be kept on a chain, rope or other type of leash outside its dwelling, kennel or pen unless a person who is sixteen (16) years of age or older, competent to govern the animal and capable of physically controlling and restraining the animal, is in physical control of the leash.
- (3) A dangerous animal may be securely leashed or chained to an immovable object, with the owner or caretaker being in the physical presence of the animal at all times when it is so leashed or chained.
- (4) A dangerous animal outside of the animal's dwelling, kennel or pen shall be muzzled in a humane way by a muzzling device sufficient to prevent the animal from biting persons or other animals.

(d) *Confinement.*

- (1) Except when leashed and muzzled, all dangerous animals shall be securely confined indoors or in a securely enclosed and locked pen or kennel that is located on the premises of the owner or caretaker and constructed in a manner that does not allow the animal to exit the pen or kennel on its own volition.
- (2) When constructed in a yard, the pen or kennel shall, at a minimum, be constructed to conform to the requirements of this paragraph. The pen or kennel shall be child-proof from the outside and animal-proof from the inside. A strong metal double fence with adequate space between fences (at least two (2) feet) shall be provided so that a child cannot reach into the animal enclosure. The pen, kennel or structure shall have secure sides and a secure top attached to all sides. A structure used to confine a dangerous animal shall be locked with a key or combination lock when the animal is within the structure. The structure shall either have a secure

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bottom or floor attached to the sides of the pen or the sides of the pen shall be embedded in the ground no less than two (2) feet. All structures erected to house dangerous animals shall comply with all city zoning and building regulations. All structures shall be adequately lighted and ventilated and kept in a clean and sanitary condition.

- (3) *Indoor Confinement.* No dangerous animal may be kept on a porch, patio or in any part of a house or structure on the premises of the owner or caretaker that would allow the animal to exit the building on its own volition. No dangerous animal may be kept in a house or structure when the windows are open or when screen windows or screen doors are the only obstacle preventing the animal from exiting the structure.

(e) *Signs.* The owner or caretaker of a dangerous animal shall display, in prominent places on his or her premises near all entrances to the premises, signs in letters of not less than two (2) inches high warning that there is a dangerous animal on the property. A similar sign is required to be posted on the kennel or pen of the animal. In addition, the owner or caretaker shall conspicuously display a sign with a symbol warning children of the presence of a dangerous animal.

(f) *Spay and neuter requirement.* Within thirty (30) days after an animal has been designated dangerous, the owner or caretaker of the animal shall provide written proof from a licensed veterinarian that the animal has been spayed or neutered.

(g) *Liability insurance.* The owner or caretaker of a dangerous animal shall present to the Health Officer or Humane Officer a certificate of insurance that the owner or caretaker has procured liability insurance in an amount not less than \$1,000,000 for any personal injuries inflicted by the dangerous animal. Whenever such policy is cancelled or not renewed, the insurer and animal's owner or caretaker shall notify the Health Officer or Humane Officer of such cancellation or non renewal in writing by certified mail.

(h) *Waiver by Board of Health.* Upon request, by the owner or caretaker, the Board of Health may waive any requirement specified in subsections (a) through (g) that is deemed to be inappropriate for a particular dangerous animal.

(i) *Notification.* The owner or caretaker shall notify the police department within twenty-four (24) hours if a dangerous animal is at large, is unconfined, has attacked another animal or has attacked a human being or has died. No person may sell or transfer possession of a dangerous animal to another person without first notifying the person

to whom the dangerous animal is being sold or transferred of the fact that such animal is a dangerous animal and of any requirements imposed upon the selling or transferring party by this division. No person may sell or transfer possession of a dangerous animal to another person, agency, organization or the like without first notifying the Police Department in writing, at least three (3) days in advance of the sale or transfer of possession with the name, address and telephone number of the new owner of the dangerous animal. If the dangerous animal is sold or given away to a person residing outside the city, the owner or caretaker shall present evidence to the Police Department showing that he or she has notified the Police Department, or other law enforcement agency of the animal's new residence, including the name, address and telephone number of the new owner of the dangerous animal.

(j) *Euthanasia.* If the owner or caretaker of an animal that has been designated a dangerous animal is unwilling or unable to comply with the regulations for keeping the animal in accordance with this section, he or she may have the animal humanely euthanized by an animal shelter, the humane society or a licensed veterinarian.

(k) *Waiver.* The Health Officer may waive the provisions of subsections (b) to (g) for a law enforcement or military animal upon presentation by the animal's owner or handler of satisfactory arrangement for safe keeping of the animal.
(Ord 17-05, §1, 3-8-05)

Sec. 3-133. Certain animals not be declared dangerous.

Notwithstanding the definition of a dangerous animal in §3-1:

(a) No animal may be declared dangerous if death, injury or damage is sustained by a person who, at the time such injury or damage was sustained, was committing a trespass on the land or criminal trespass on the dwelling upon premises occupied by the owner of the animal; was teasing, tormenting, abusing or assaulting the animal; or was committing or attempting to commit a crime or violating or attempting to violate an ordinance which protects persons or property.

(b) No animal may be declared dangerous if death, injury or damage was sustained by a domestic animal which, at the time such was sustained, was teasing, tormenting, abusing or assaulting the animal.

(c) No animal may be declared dangerous if the animal was protecting or defending a human being within the immediate vicinity of the animal from an unjustified attack or assault.

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(d) No animal may be declared dangerous for acts committed by the animal while being utilized by a law enforcement agency for law enforcement purposes while under the control and direction of a law enforcement officer.

(Code 1965, §23.02(p); Ord 17-05, §1, 3-8-05)

Sec. 3-134. Prohibited dangerous animals.

(a) **Not allowed in city.** No person may bring into or keep in the city any animal that is a prohibited dangerous animal under this section.

(b) Determination of a prohibited dangerous animal.

(1) The Health Officer or Police Department may determine an animal to be a prohibited dangerous animal whenever the Health Officer or Police Department finds that an animal meets the definition of prohibited dangerous animal or is a dangerous animal in non-compliance with any of the provisions of §3-132.

(2) Upon conducting an investigation and finding an animal meets the definition of a prohibited dangerous animal, the Police Department may issue an order declaring an animal to be a prohibited dangerous animal. Whenever an owner or caretaker wishes to contest an order, he or she shall, within seventy-two (72) hours after receipt of the order, deliver to the Health Officer a written objection to the order stating specific reasons for contesting the order. Upon receipt of the written objection, the matter shall be placed on the agenda for the Board of Health to be reviewed at the next regular meeting. The Board of Health shall act as a quasi-judicial body allowing the animal's owner or caretaker an opportunity to present evidence as to why the animal should not be declared a prohibited dangerous animal.

(3) Pending the outcome of the hearing, the animal may be confined subject to Sec. 173.21, Wis. Stats., or held at a location outside the limits of the City.

(4) After the hearing, the owner or caretaker shall be notified in writing of the Board's determination. If a determination is made that the animal is a prohibited dangerous animal, the owner or caretaker shall comply with subsection (a) within five (5) days after the date of the determination. If the owner or caretaker further contests the determination, he or she may, within five (5) days of

receiving the panel's decision, seek review of the decision by the Circuit Court.

(c) **Destruction.** Any dog that has caused bodily harm to a person, persons or a domestic animal on two (2) separate occasions off the owner's premises, without reasonable cause, may be destroyed as a result of judgment rendered by a court of competent jurisdiction, as specified under sec. 174.02(3), Wis. Stats. The City Attorney may petition an appropriate court to obtain a court order to destroy such a dog.

(d) **Enforcement.** The Health Department and Police Department may make whatever inquiry is deemed necessary to ensure compliance with this section.

(e) **Waiver.** The Health Officer may waive the provisions of this section for a law enforcement or military animal upon presentation by the animal's owner or handler of a satisfactory arrangement for safe keeping of the animal.

(Ord 17-05, §1, 3-8-05)

(The next page is 267)

IN THE CITY OF APPLETON,
OUTAGAMIE COUNTY,
STATE OF WISCONSIN

CITY OF APPLETON
A Wisconsin Municipal Corporation

Petitioner,

v.

John Prost - As owner of, **Bear: Male, Rottweiler/Mix, Black, N+, L-, R- 2025 Wrightstown Vet Clinic 2025**

Respondent.

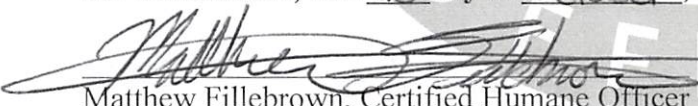
ORDER DECLARING, Bear: Male, Rottweiler/Mix, Black, N+, L-, R- 2025 Wrightstown Vet Clinic 2025 AS A PROHIBITED DANGEROUS ANIMALS

As the owner and/or caretaker of the above-named animal, you are hereby notified that the City of Appleton has declared that the above-named animals is a prohibited dangerous animal pursuant to the City of Appleton's Municipal Code 3-134.

Because these animals have been declared as Prohibited Dangerous Animals, you are further notified that you must immediately comply with the requirements of City of Appleton Municipal Code Section 3-134(a). You may arrange for the animal to be held outside of the City, or the animal will be confined, pursuant to 3-134(b)(3).

This order remains in effect, even if appealed, until modified or withdrawn. This order is in effect for the lifetime of the animal.

SO ORDERED, this 23 day of October, 2024 at 11:00 am/pm.


Matthew Fillebrown, Certified Humane Officer
Appleton Police Dept. City of Appleton, WI

I, John Prost (respondent's printed name), acknowledge receipt of this order and understand the contents of the order, including the time limits if I wish to appeal.

Signed: 

Date: 10/23/24

APPEAL RIGHTS ARE TIME-SENSITIVE:

If you or any other owner or caretaker of the above-named animals wishes to contest the attached Order, **within 72 hours YOU MUST deliver to the Health Officer a written objection** to the order stating specific reasons for contesting the order. Failure to timely file an objection will result in your forfeiture of the right to appeal this Order.

The health officer Charles Sepers with the City of Appleton Health Department can be reached at:

Health Director - Dr. Charles Sepers

100 North Appleton Street

Appleton, WI 54911

Phone: **920-832-6433**

Fax: 920-832-5853

Email: Charles.Sepers@appleton.org

I have enclosed copies of the City of Appleton Municipal Ordinances pertaining to this matter. Please review and comply with City of Appleton Municipal Code Section sections 3-1, 3-2, 3-131, 3-132, 3-133, and 3-134.

If you have any further question, please contact the City of Appleton Health Department.

Sincerely,

Matt Fillebrown

Lead CSO #9563 / Humane Officer
Appleton Police Department

Enclosures:

Order

City of Appleton Municipal Code Sections 3-1, 3-2, 3-131, 3-132, 3-133, 3-134

CC: Captain Lewis, Appleton Police Department, ACA Zak Buruin, Appleton City Attorney's Office, and Health Officer Charles Sepers, Health Department

JOHN PROST – owner of BEAR

RE: DECLARATION AND ORDER OF PROHIBITED DANGEROUS ANIMAL

Please let this letter and the attached order serve as your notice that the City of Appleton's Humane Officer has formally declared your animal, Bear: Male, Rottweiler/Mix, Black, N+, L-, R- 2025 Wrightstown Vet Clinic 2025 as a **Prohibited Dangerous Animal**, pursuant to the City of Appleton Municipal Code, Section 3-134.

I have declared your animals, **Bear: Male, Rottweiler/Mix, Black, N+, L-, R- 2025 Wrightstown Vet Clinic 2025**, as a prohibited dangerous animal after conducting my investigation, which is summarized below:

- #A2049785. On 10/21/2024 it was verified that the Dangerous Animal known as , **Bear: Male, Rottweiler/Mix, Black, N+, L-, R- 2025 Wrightstown Vet Clinic 2025** was seen at 1102 W Packard street by Appleton Police Department Personal. Bear was declared as a dangerous animal in November of 2023. Bear was not registered or licensed as a Dangerous Animal in the 30-day compliance window, but was removed from the City by John in 2023. Since Bear is now back in the City of Appleton as a Declared Dangerous Animal, that is not compliant with the Dangerous Animal Ordinances of AC 3-132, **Bear: Male, Rottweiler/Mix, Black, N+, L-, R- 2025 Wrightstown Vet Clinic 2025 will be declared as a Prohibited Dangerous Animal.**

Due to **BEAR being in violation of AC 3-132**, (REF. #A24049785), I am declaring the animal known as **Bear: Male, Rottweiler/Mix, Black, N+, L-, R- 2025 Wrightstown Vet Clinic 2025** as Prohibited Dangerous Animals that should be prohibited within the City of Appleton.

IMMEDIATE ACTION IS REQUIRED:

Because **Bear: Male, Rottweiler/Mix, Black, N+, L-, R- 2025 Wrightstown Vet Clinic 2025** has been declared as Prohibited Dangerous Animals, you must not bring the animals into or keep the animals within the City of Appleton. You must immediately comply with this order, pursuant to City of Appleton Municipal Ordinance 3-134. You may arrange for the animals to be held outside of the City of Appleton, or the animals will be confined subject to Wis. Stat. 173.21. The pertinent section of the municipal code is attached to this document. This order is intended to protect against injurious results to human beings and domestic pets caused by unprovoked attacks by your animals. The location of the Prohibited Dangerous Animal needs to be communicated to the Appleton Police Department per AC 3-132 (I) NOTIFICATION.

IN THE CITY OF APPLETON,
OUTAGAMIE COUNTY,
STATE OF WISCONSIN

CITY OF APPLETON
A Wisconsin Municipal Corporation

Petitioner,

v.

John Prost & Kristin Armitage as owner of: Bear:Male, Rottweiler/Mix, Black, L-, R+ 2023
Wrightstown Vet Clinic 2023

Respondent.


ORDER DECLARING ANIMAL DANGEROUS

As the owner and/or caretaker of *the above-named ANIMAL*, you are hereby notified that the City of Appleton has declared that *the above-named ANIMAL* AS dangerous pursuant to the City of Appleton's Municipal Code 3-131.

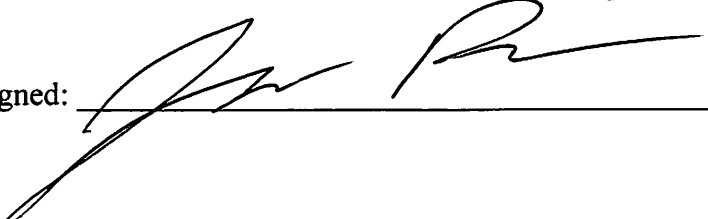
Because the animal has been declared dangerous, you are further notified that you must immediately comply with leashing, muzzling, and confinement requirements of City of Appleton Municipal Code Section 3-132. You must, within thirty (30) days, comply with all other requirements of City of Appleton Municipal Code Section 3-132 of the dangerous declaration.

This order remains in effect, even if appealed, until modified or withdrawn. This order is in effect for the lifetime of the animals.

SO ORDERED on November 13th 2023


Matthew Fillebrown, Certified Humane Officer
Appleton Police Dept. City of Appleton, WI

I, John Prost (respondent's printed name), acknowledge receipt of this order and understand the contents of the order, including the time limits if I wish to appeal.

Signed: 

Date: 11/14/23

APPEAL RIGHTS ARE TIME-SENSITIVE:

If you or any other owner or caretaker of the above-named animals wishes to contest the attached Order, **within 72 hours YOU MUST deliver to the Health Officer a written objection** to the order stating specific reasons for contesting the order. Failure to timely file an objection will result in your forfeiture of the right to appeal this Order.

The Health Deputy Director, Charles Sepers, with the City of Appleton Health Department can be reached at:

Health Director - Dr. Charles Sepers

100 North Appleton Street

Appleton, WI 54911

Phone: 920-832-6433

Fax: 920-832-5853

Email: Charles.Sepers@appleton.org

I have enclosed copies of the City of Appleton Municipal Ordinances pertaining to this matter. Please review and comply with City of Appleton Municipal Code Section sections 3-1, 3-2, 3-131, 3-132, 3-133, and 3-134.

If you have any further question, please contact the City of Appleton Health Department.
Sincerely,

Matt Fillebrown

Lead CSO #9563 / Humane Officer

Appleton Police Department

Enclosures:

Order

City of Appleton Municipal Code Sections 3-1, 3-2, 3-131, 3-132, 3-133, 3-134

CC: CPT. Lewis- Appleton Police Department, ACA Zak Buruin - Appleton City Attorney's Office, and Charles Sepers - Health Department

November 13th 2023

John Prost & Kristin Armitage

RE: DECLARATION AND ORDER OF DANGEROUS ANIMAL

Dear John Prost & Kristin Armitage

Please let this letter and the attached order serve as your notice, that the City of Appleton's Humane Officer has formally declared your animal: Bear: Male, Rottweiler/Mix, Black, N+, L-, R+ 2023 Wrightstown Vet Clinic 2023, pursuant to the City of Appleton Municipal Code, Section 3-131.

I have declared your ANIMAL as dangerous after conducting my investigation, which is summarized below:

Incident # A23056239: On 11/08/2023 the Appleton Police Department was dispatched to 519 N Summit Street in regards to Bear attacking another domesticated animal. It was determined that this attack happened off of Bear's property and that he was at large. It was also determined that this attack was considered to be a unprovoked attack. The wounds caused by Bear needed approximately 23 staples to close the wounds on the victim dog's neck. Citations for At Large AC 3-15(a) and Unprovoked Animal attack AC 3-15(b) was issued.

Due to Bear's unprovoked attack vs a domesticated animal that caused significant bodily harm, Bear: Male, Rottweiler/Mix, Black, N+, L-, R+ 2023 Wrightstown Vet Clinic 2023, is being declared as Dangerous Animals for the City of Appleton.

IMMEDIATE ACTION IS REQUIRED:

Because your ANIMAL has been declared dangerous, you must comply with leashing, muzzling, and confinement requirements IMMEDIATELY, as set forth in City of Appleton Municipal Code Section 3-132. You must, within thirty (30) days, comply with all other requirements of City of Appleton Municipal Code Section 3-132 of the dangerous declaration. The pertinent section of the municipal code is attached to this document. This order is intended to protect against injurious results to human beings and domestic pets caused by unprovoked attacks by your animal.



| | | | | |
|--|---|--------------------------------------|------------------------------|--|
| Title: Succession of Delegation of Authority | | | | |
| Policy #: EM500 | | | | |
| Creation Date: | 09.07.2022 | Last Approved Date: | 10.23.24 | Reviewed Annually |
| Description: | This policy clarifies the authority of Department of Health Staff during the activation of the Continuity of Operations Plan. | | | |
| <u>PHAB Domain/ Standard/ Measure (LINK):</u> | 2.2.2 A: Ensure continuity of operations during response | | | |
| Statutory Authority/ Evidence Base/ Links: | WI Statute 323.54 | | | |
| Author(s)/ Reviewer(s): | Cassidy Walsh / Policy & Procedure Committee | | | |
| Policy Approval Tracking | | | | |
| Created/ Reviewed/ Revised Date | Legal Services Approval Date | Board of Health Approval Date | Council Approval Date | Health Officer or Designee Signature (Name/Title) |
| Created 09.07.2022 / Revised 10.23.2024 | | | | |
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| | | | | |

Purpose

The Succession of Delegation of Authority Policy has been created to clarify the authority of Department of Health staff as part of the Department’s overall Continuity of Operations Plan.

Policy

The Key positions, successors and delegation of authority is as outlined below:



Health Officer/Department Director

- Successor: Deputy Director
- Delegated Authorities: Through this policy, the Deputy Director has the authority to make decisions, typically made by the Health Officer, regarding staffing, communications, services and expenditures necessary to continue the essential functions of the Health Department.
- Activation/Termination of Delegated Authorities: These duties are activated and terminated based upon the availability of the Health Officer.

Deputy Director

- Successor: Environmental Health Supervisor
- Delegated Authorities: Through this policy, the Environmental Health Supervisor has the authority to make decisions, typically made by the Deputy Director, regarding staff, communication, services and expenditures necessary to continue the essential functions of the Health Department.
- Activation/Termination of Delegated Authorities: These duties are activated and terminated based upon the availability of the Deputy Director.

Definitions

Continuity of Operations Plan: A plan that ensures an agency can continue to perform its essential functions during an emergency.

Attachments

The Continuity of Operations Plan resides in the [Appleton Public Health Emergency Plan](#)



Appleton Health Department Policies



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| | | | | |
|--|---|--------------------------------------|---------------------------------------|--|
| Title: Creation and Maintenance of Policies | | | | |
| Policy #: AHD <u>101001</u> | | | | |
| Creation Date: | 07.26.2023 | Last Approved Date: | 09.20.2023 <u>10.23.24</u> | Reviewed Annually |
| Description: | This policy describes the system for creating, reviewing, and revising policies. | | | |
| <u>PHAB Domain/Standard/Measure (LINK):</u> | 10.2.1 A: Manage operational policies including those related to equity. | | | |
| Statutory Authority/Evidence Base/Links: | | | | |
| Author(s)/Reviewer(s): | Charles Sepers, Sonja Jensen, Cassidy Walsh, Eric Maggio, Steve Kihl, Megan Ehler, <u>Breanna Mekuly / Policy and Procedure Committee</u> | | | |
| Policy Approval Tracking | | | | |
| Created/Reviewed/Revised Date | Legal Services Approval Date | Board of Health Approval Date | Council Approval Date | Health Officer or Designee Signature (Name/Title) |
| Created 07.26.2023 | 09.06.2023 | 09.13.23 | 09.20.23 | Charles Sepers / Health Officer |
| <u>Revised 10.23.24</u> | | | | |
| | | | | |

Purpose

This policy describes the system for creating and reviewing policies.

Policy

Creating Policies

1. Policies created will follow Policy AHD001: Creation and Maintenance of Policies, located within the [Policies](#) folder.
2. Staff developing policy will record the new policy information into the Policy and Procedure Index located within the [Policies](#) folder. This step assigns the policy number.

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https://cityofappleton.sharepoint.com/sites/HealthDepartment-Teams/Shared Documents/General/Policies/AHD Policies/AHD001_Creation and Maintenance of Policies_09.20.2023.docx



Appleton Health Department Policies



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3. Policy numbering has ~~two~~three parts: Division Identifier, ~~and~~ three-digit number, and "0" to anchor the document as the policy. Each policy name begins with the division identifier followed by the three-digit number assigned by the Policy and Procedure Index in sequential order. (Examples: ~~WM014, EH018, EM011, N009, AHD001~~)

Divisions:

AHD All Health Department

CH Community Health

EH Environmental Health

EM Emergency Management

N Nursing

WM Weights and Measures

4. Policies created will use the Policy Template, located within the [Policies](#) folder.
5. Policy documents will follow a standard naming convention: PolicyNumber_0 Policy Name_LastApprovedDate
(Example: AHD ~~100001~~0 Creation and Maintenance of Policies_07.26.2023)
6. The document file path should be listed in the footer of the documents.
7. Typed signatures may be used on policy cover sheets.
8. The level of policy approval is based on the requirements for the policy. At a minimum, policies should be reviewed and approved by the Division Supervisor responsible. Some policies such as Nursing policies may need the approval of the Department Medical Advisor.
9. Once a policy has been approved, it will be filed in the appropriate Division folder located within the [Policies](#) folder. If policy has several addendums or attachments, a folder should be created using the standard naming convention and all documents stored within.
10. The frequency that policies are to be reviewed is determined by the governing authority for each policy.

Review, Revision, and Sharing of Policies

1. The policy review committee will meet at least quarterly to review and revise policies.
2. Each Division Supervisor is responsible for ensuring that the policies for their areas are reviewed and/or revised within the frequency cycle. The Division Supervisor or designee will

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Appleton Health Department Policies



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update the review/revision due dates in the Policy and Procedure Index located within the [Policies](#) folder.

3. Staff should not revise policies directly in the official department policies folder. A working copy should be created by staff updating the policy.

(Example: AHD_~~100004~~_0_Creation and Maintenance of Policies_DRAFT)

4. The updated version of the policy will be saved in the appropriate Division folder. Be sure to update cover sheet and the file path in the footer. Policy documents will follow a standard naming convention: PolicyNumber_0 Policy Name_LastApprovedDate

(Example: AHD_~~004~~100_0_Creation and Maintenance of Policies_08.12.2023)

5. Typed signatures may be used on policy cover sheets.
6. The staff updating the policy will also update Policy and Procedure Index located within the [Policies](#) folder.
7. Once policy update is completed and approved, the preceding official department policy version will be moved to the archive folder located within the [Policies](#) folder.
8. All revised and approved policies will be distributed electronically to Health Department staff.
9. A copy of all policies shall be maintained in accordance with the City of Appleton document [Retention Policy](#).
10. Any Health Department policy contradictory with a City of Appleton policy will be revised to be consistent with City of Appleton Policy.

Definitions

A Policy is a general written document that establishes a standard by which the institution manages its affairs. This written statement mandates, specifies, or prohibits conduct that enhances the institution's mission, ensures coordinated compliance with applicable laws and regulations, promotes operational efficiency, and/or reduces institutional risk.

A Procedure is a description of the operational processes necessary to implement policy. Procedures include information on the offices and positions responsible for policy implementation, instructions regarding how to affect the policy and how to access information.

A Guideline is a general, non-mandatory recommendation that provides readers with helpful information about how to achieve a particular aim; these might include recommendations, administrative instructions, best practices guidance, or frameworks in which to operate.

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Appleton Health Department Policies



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Attachments

Attachment 1: Policy Template

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Appleton Health Department Policies



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|---|-------------------------------------|--------------------------------------|------------------------------|--|
| Title: | | | | |
| Policy #: | | | | |
| Creation Date: | | Last Approved Date: | | Reviewed Annually |
| Description: | | | | |
| <u>PHAB Domain/ Standard/ Measure (LINK):</u> | | | | |
| Statutory Authority/ Evidence Base/ Links: | | | | |
| Author(s)/ Reviewer(s): | | | | |
| Policy Approval Tracking | | | | |
| Created/ Reviewed/ Revised Date | Legal Services Approval Date | Board of Health Approval Date | Council Approval Date | Health Officer or Designee Signature (Name/Title) |
| Created | | | | |
| | | | | |
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Purpose

Policy

Definitions

Attachments

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Appleton Health Department Procedures



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|--|--|--------------------------------------|-------------------------------------|--|
| Title: Creation and Maintenance of Procedures | | | | |
| Policy #: AHD <u>102002</u> | | | | |
| Creation Date: | 09.27.2023 | Last Approved Date: | 10.18.23 <u>10.23.24</u> | Reviewed Annually |
| Description: | This policy describes the system for creating, reviewing, and revising procedures. | | | |
| <u>PHAB Domain/ Standard/ Measure (LINK):</u> | 10.2.1 A: Manage operational policies including those related to equity. | | | |
| Statutory Authority/ Evidence Base/ Links: | | | | |
| Author(s)/ Reviewer(s): | Charles Sepers, Breanna Mekuly, Eric Maggio, Steve Kihl, Megan Ehlert, <u>Cassidy Walsh, Sonja Jensen / Policy & Procedure Committee</u> | | | |
| Policy Approval Tracking | | | | |
| Created/ Reviewed/ Revised Date | Legal Services Approval Date | Board of Health Approval Date | Council Approval Date | Health Officer or Designee Signature (Name/Title) |
| Created 09.27.2023 | 09.28.23 | 10.11.23 | 10.18.23 | Charles Sepers/Health Officer |
| <u>Revised</u> <u>10.23.24</u> | | | | |
| | | | | |

Purpose

This procedure describes the system for creating and reviewing procedures.

Procedure

Creating Procedures

1. Procedures created will follow Policy AHD102002: Creation and Maintenance of Procedures, located within the [Policies](#) folder.
2. Staff developing procedure will record the new procedure information into the Policy and Procedure Index located within the [Policies](#) folder. This step assigns the procedure number.

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Appleton Health Department Procedures



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3. Procedure numbering has ~~two-four~~ parts: ~~Division Identifier and three-digit number~~. Each procedure name begins with the division identifier followed by the three-digit number (matching the associated policy number when applicable) assigned by the Policy and Procedure Index ~~in sequential order followed by a number and Procedure indicator "PRO".~~ (Examples: ~~PRO_WM014, PRO_EH018, PRO_EM011, PRO_N009, PRO_AHD001~~)

Divisions:

~~PRO_AHD All Health Department~~

~~PRO_CH Community Health~~

~~PRO_EH Environmental Health~~

~~PRO_EM Emergency Management~~

~~PRO_N Nursing~~

~~PRO_WM Weights and Measures~~

4. Procedures created will use the Procedure Template, located within the Policies Procedures folder.

5. Procedure documents will follow a standard naming convention to associate procedures with their parent policy when applicable:

N 200 0 Child Passenger Safety Program (POLICY)

N 200 1 PRO Child Passenger Safety Program

N 200 2 PRO Child Passenger Seat Appointment Scheduling

N 200 3 PRO Child Passenger Fitting Station

5. ~~PRO_ProcedureNumber_Procedure Name_LastApprovedDate~~

~~(Example: PRO_AHD002_Creation and Maintenance of Procedures_07.26.2023)~~

6. The document file path should be listed in the footer of the documents.
7. Typed signatures may be used on procedure cover sheets.
8. The level of procedure approval is based on the requirements for the procedure. At a minimum, procedures should be reviewed and approved by the Division Supervisor responsible. Some procedures such as Nursing procedures may need the approval of the Department Medical Advisor. All procedures will be reviewed and approved by the Health Officer or designee.

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Appleton Health Department Procedures



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9. Once a procedure has been approved, it will be filed in the appropriate Division folder located within the Policies Procedures folder. If procedure has several addendums or attachments, a folder should be created using the standard naming convention and all documents stored within.
10. The frequency that procedures are to be reviewed is determined by the governing authority for each procedure, but no less than once per year.

Review and Revision of Procedures

1. The division will review and revise procedures yearly.
2. Each Division Supervisor is responsible for ensuring that the procedures for their areas are reviewed and/or revised within the frequency cycle. The Division Supervisor or designee will update the review/revision due dates in the Policy and Procedure Index located within the Policies folder.
3. Staff should not revise procedures directly in the official department procedures folder. A working copy should be created by staff updating the procedure.
(Example: N 200 1 PRO Child Passenger Safety Program DRAFT)
~~PRO_AHD001_Creation and Maintenance of Procedures_DRAFT~~
4. The updated version of the procedure will be saved in the appropriate Division folder. Be sure to update cover sheet and the file path in the footer. Procedure documents will follow a standard naming convention: PRO_ProcedureNumber_Procedure Name_LastApprovedDate
(Example: N 200 1 PRO Child Passenger Safety Program 08.21.2024)
~~(Example: PRO_AHD001_Creation and Maintenance of Procedures_08.12.2023)~~
5. Typed signatures may be used on procedure cover sheets.
6. The staff updating the procedure will also update Policy and Procedure Index located within the Policies folder.
7. Once procedure update is completed and approved, the preceding official department procedure version will be moved to the archive folder located within the Policies Procedures folder.
8. A copy of all procedures shall be maintained in accordance with the City of Appleton document Retention Policy.

Definitions

A Procedure is a description of the operational processes necessary to implement a policy.

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Appleton Health Department Procedures



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Attachments

Attachment 1: Procedure Template

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Appleton Health Department Procedures



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| | | | |
|---|--------------------------------------|---|--|
| Title: | | | |
| Procedure #: | | | |
| Creation Date: | Last Approved Date: | | Reviewed Annually |
| Description: | | | |
| <u>PHAB Domain/ Standard/ Measure (LINK):</u> | | | |
| Statutory Authority/ Evidence Base/ Links: | | | |
| Author(s)/ Reviewer(s): | | | |
| Procedure Approval Tracking | | | |
| Created/ Reviewed/ Revised Date | Division Supervisor Signature | Department Medical Advisor (if required) | Health Officer or Designee Signature (Name/Title) |
| Created | | | |
| | | | |
| | | | |

Purpose

Procedure

Definitions

Attachments

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CITY OF APPLETON 2025 BUDGET

HEALTH DEPARTMENT

Public Health Officer: Charles E. Sepers

Deputy Director of Public Health: Sonja R. Jensen

CITY OF APPLETON 2025 BUDGET HEALTH DEPARTMENT

MISSION STATEMENT

Facilitate equitable community wellbeing through education, health promotion, and response to public health needs.

DISCUSSION OF SIGNIFICANT 2024 EVENTS

In 2024, the Appleton Health Department focused on a combination of strategic initiatives, including the completion of a comprehensive community health assessment and community health improvement plan. The department implemented the 3-year strategic plan, which included an increased focus on social determinants of health and robust partnership development.

Community Health Assessment:

Concluded the Community Health Needs Assessment that began in 2023. Implementing a robust, ongoing community health assessment process provided data-driven insights into the community's health needs and assets. By regularly assessing and monitoring health indicators, not only were health issues identified early, but the effectiveness of all community interventions from all partners over time were tracked.

Enhanced Focus on Compliance:

Added a new 1.0 FTE position to focus on enhancing licensing compliance with short-term rentals. This new addition is expected to increase short-term rental license fee revenue by about 250%.

Building Partnerships and Collaboration:

Launched the regional, Tri-County Community Health Assessment, serving Outagamie, Winnebago, and Calumet Counties, as well as the Cities of Appleton and Menasha. This partnership included all five health departments in these distinct jurisdictions, as well as ThedaCare, Children's Wisconsin, Aurora Health Care, Ascension, and Partnership Community Health Center.

Focus on Social Determinants of Health:

Recognized the profound impact of social determinants of health conditions in the places where people live, learn, work, and play that affect a wide range of health and quality-of-life outcomes. In 2024, there was an expansion of the Community Health Division's basic needs team with the creation and hiring of a Community Resource Navigator. This position, along with the Coordinated Entry Specialist, was embedded within the Appleton Police Department to best address the needs of those experiencing homelessness.

CITY OF APPLETON 2025 BUDGET HEALTH DEPARTMENT

MAJOR 2025 OBJECTIVES

The 2025 budget year will have several exciting initiatives. These include completion of the regional, Community Health Needs Assessment and Community Health Improvement Plan with public health jurisdictions within Calumet, Outagamie, and Winnebago Counties, including the City of Menasha, along with regional hospital partners; we will be advancing our departmental policy/procedure work; advancing our efforts around the Health in All Policies Ordinance, and planning for and implementing operations related to the 2025 NFL Draft, in addition to our day to day work.

The Appleton Health Department is co-leading a regional effort with the public health jurisdictions within Calumet, Outagamie, and Winnebago Counties, including the City of Menasha, along with regional hospital partners, to develop and implement a first-ever regional Community Health Needs Assessment and Community Health Improvement Plan using external funding. This regionalized effort to understand and address health issues affecting neighboring communities to allow for localized approaches to addressing these issues, while making the planning, data collection, and sensemaking more efficient across participating agencies required to do this work through shared planning and cost sharing.

Building on the work that began in 2023, we will continue to develop policies and codify procedures around our programs, processes, and services, consistent with best practice. Not only will this ensure that staff are practicing to the current standard but that they are doing so consistently. This will also enhance transparency and increase oversight by the Board of Health around policies and procedures by topic experts.

With more than 275,000 NFL fans descending on Green Bay and the surrounding areas, it is expected that regulatory capacity will be stretched to the limit. Major regulatory activities will include increased demand for transient food licenses (food vendor licenses) and an enormous increase in short-term rentals (tourist rooming houses). Recently added staff to the Environmental Health program will enhance the ability to meet this need.

DEPARTMENT BUDGET SUMMARY

| Programs | | Actual | | | Budget | | | % |
|------------------------------------|----------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------|---|
| Unit | Title | 2022 | 2023 | Adopted 2024 | Amended 2024 | 2025 | Change * | |
| Program Revenues | | \$ 350,016 | \$ 498,457 | \$ 552,715 | \$ 552,715 | \$ 782,427 | 41.56% | |
| Program Expenses | | | | | | | | |
| 12510 | Administration | 152,998 | 163,943 | 186,534 | 186,534 | 321,192 | 72.19% | |
| 12520 | Nursing | 394,517 | 465,067 | 467,388 | 467,388 | 410,107 | -12.26% | |
| 12530 | Environmental Health | 335,540 | 427,178 | 447,821 | 447,821 | 576,541 | 28.74% | |
| 12540 | Weights & Measures | 213,181 | 219,930 | 223,896 | 223,896 | 236,738 | 5.74% | |
| TOTAL | | \$ 1,096,236 | \$ 1,276,118 | \$ 1,325,639 | \$ 1,325,639 | \$ 1,544,578 | 16.52% | |
| Expenses Comprised Of: | | | | | | | | |
| Personnel | | 1,025,234 | 1,216,218 | 1,233,385 | 1,233,385 | 1,457,080 | 18.14% | |
| Training & Travel | | 10,530 | 5,534 | 16,440 | 16,440 | 22,920 | 39.42% | |
| Supplies & Materials | | 16,869 | 17,800 | 18,875 | 18,875 | 14,069 | -25.46% | |
| Purchased Services | | 43,603 | 36,566 | 56,939 | 56,939 | 50,509 | -11.29% | |
| Full Time Equivalent Staff: | | | | | | | | |
| Personnel allocated to programs | | 11.95 | 11.95 | 13.15 | 13.15 | 13.15 | | |

* % change from prior year adopted budget
Health.xls

**CITY OF APPLETON 2025 BUDGET
HEALTH DEPARTMENT**

Administration

Business Unit 12510

PROGRAM MISSION

Through management activities, enforcement, and collaboration, the Health Officer assures public health services to the City of Appleton.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy #1: "Responsibly deliver excellent services".

Objectives:

Provide long range planning, policy development, fiscal supervision, personnel management and general clerical support to program areas.

Enforce local and state laws regarding public health and consumer issues.

Collaborate with community healthcare providers and agencies to improve the public's health and well-being.

Major Changes in Revenue, Expenditures or Programs:

Deputy Director salary & fringes moved from Org 12520 (Nursing) to this budget to better reflect the administrative nature of the role.

Noise variances require a large amount of Health Department administrative and Police Department time to process, issue, and mediate complaints over the course of the year. Businesses operating within the Central Business District require a disproportionate amount of attention and are particularly expensive for the City to issue and administer. The addition of a noise variance fee would charge residents \$25 per day for issued noise variances and \$50 per day for commercial businesses. Non-profit organizations and those issued a noise variance as a result of the Special Event License process would be exempt from this fee.

**CITY OF APPLETON 2025 BUDGET
HEALTH DEPARTMENT**

Administration

Business Unit 12510

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|--------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2022 | 2023 | Adopted 2024 | Amended 2024 | 2025 |
| Revenues | | | | | |
| 480100 General Charges for Svc | \$ - | \$ - | \$ - | \$ - | \$ 850 |
| Total Revenue | \$ - | \$ - | \$ - | \$ - | \$ 850 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 110,219 | \$ 126,000 | \$ 135,055 | \$ 135,055 | \$ 240,202 |
| 615000 Fringes | 32,786 | 31,000 | 39,552 | 39,552 | 65,690 |
| 620100 Training/Conferences | 681 | - | 3,000 | 3,000 | 6,000 |
| 620600 Parking Permits | 840 | - | 960 | 960 | 960 |
| 630100 Office Supplies | 751 | 676 | 1,200 | 1,200 | 1,200 |
| 630300 Memberships & Licenses | 1,896 | 2,280 | 2,000 | 2,000 | 2,000 |
| 630500 Awards & Recognition | - | 113 | 218 | 218 | 279 |
| 630700 Food & Provisions | 242 | 186 | 290 | 290 | 372 |
| 631603 Other Misc. Supplies | - | 200 | 500 | 500 | 400 |
| 632001 City Copy Charges | 2,188 | 1,886 | 2,000 | 2,000 | 2,000 |
| 632002 Outside Printing | 1,355 | 1,068 | 1,000 | 1,000 | 1,000 |
| 632700 Miscellaneous Equipment | 25 | - | 200 | 200 | 200 |
| 641307 Telephone | 343 | 313 | 318 | 318 | 407 |
| 641308 Cellular Phones | 1,672 | 221 | 241 | 241 | 482 |
| Total Expense | \$ 152,998 | \$ 163,943 | \$ 186,534 | \$ 186,534 | \$ 321,192 |

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2025 BUDGET
HEALTH DEPARTMENT**

Public Health Nursing

Business Unit 12520

PROGRAM MISSION

The nursing program prevents disease and promotes health through epidemiology, collaboration, consultation, assessment, intervention and case management to citizens and healthcare providers of Appleton.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #4: "Continually assess trends affecting the community and proactively respond" and #6: "Create opportunities and learn from successes and failures".

Objectives:

Prevent the occurrence and spread of disease in the community through: disease investigation, intervention, and partner notification; immunization against vaccine preventable diseases; investigation of elevated childhood blood lead levels; data collection; coordination with other area providers and the State; and public education.

Promote citizen health through assessment, intervention, case management and education for high risk families and adults.

Major Changes in Revenue, Expenditures or Programs:

In 2025 there will no longer be any COVID-19 grant funding to help offset the Public Health Nursing salary and fringe lines. In addition, the Deputy Director salary and fringe were moved from the Public Health Nursing budget to the Administration budget.

The partial reimbursement from the State for tuberculosis (TB) services was moved from General Charges for Services to Health Grants and Aids in the revenue portion of the budget. The department will continue to provide the fee for service program which started in 2024, that provides TB skin testing for a fee.

With interest in employee influenza vaccine clinics steadily decreasing, we have eliminated the annual employee influenza clinic. Several no-cost options remain available to employees: the employee Connecting Care clinic, primary care providers, and insurance-accepting pharmacies.

**CITY OF APPLETON 2025 BUDGET
HEALTH DEPARTMENT**

Public Health Nursing

Business Unit 12520

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2022 | 2023 | Adopted 2024 | Amended 2024 | 2025 |
| Revenues | | | | | |
| 422500 Health Grants & Aids | \$ 67 | \$ 108 | \$ 200 | \$ 200 | \$ 3,444 |
| 480100 General Charges for Svc | 335 | 3,405 | 4,000 | 4,000 | 1,440 |
| Total Revenue | \$ 402 | \$ 3,513 | \$ 4,200 | \$ 4,200 | \$ 4,884 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 268,071 | \$ 343,039 | 311,027 | \$ 311,027 | 257,003 |
| 610800 Part-Time Wages | 4,002 | 7,225 | 24,182 | 24,182 | 48,134 |
| 615000 Fringes | 95,099 | 96,554 | 89,928 | 89,928 | 68,814 |
| 620100 Training/Conferences | 528 | 1,885 | 1,900 | 1,900 | 1,900 |
| 620200 Mileage Reimbursement | 1,398 | 1,014 | - | - | - |
| 620600 Parking Permits | 3,360 | 323 | 4,320 | 4,320 | 4,320 |
| 630300 Memberships & Licenses | - | - | 930 | 930 | 930 |
| 632400 Medical/Lab Supplies | 7,385 | 6,960 | 7,400 | 7,400 | 2,200 |
| 640700 Recycling Pickup | 814 | - | 400 | 400 | 400 |
| 641200 Advertising | - | 105 | - | - | - |
| 641307 Telephone | 707 | 516 | 605 | 605 | 599 |
| 641308 Cellular Phones | 3,626 | 1,952 | 2,400 | 2,400 | 2,297 |
| 642501 CEA Operations/Maint. | - | 870 | 1,044 | 1,044 | 1,387 |
| 642502 CEA Depreciation/Replace. | - | 429 | 752 | 752 | 752 |
| 643000 Health Services | - | - | 12,500 | 12,500 | 12,371 |
| 643100 Interpreter Services | 9,527 | 3,848 | 10,000 | 10,000 | 9,000 |
| 643200 Lab Fees | - | 347 | - | - | - |
| Total Expense | \$ 394,517 | \$ 465,067 | \$ 467,388 | \$ 467,388 | \$ 410,107 |

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2025 BUDGET
HEALTH DEPARTMENT**

Environmental Health

Business Unit 12530

PROGRAM MISSION

The Environmental Health program ensures safe food handling practices and protects the health and safety of Appleton residents and visitors through annual licensed establishment inspections, nuisance complaint investigations and communicable disease epidemiology.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #4: "Continually assess trends affecting the community and proactively respond" and #6: "Create opportunities and learn from successes and failures".

Objectives:

Prevent the occurrence and spread of disease in the community through regulatory activities in public eating and drinking establishments, retail food establishments, recreational facilities and body art establishments.

Assess, consult and correct human health hazards including those associated with lead paint, solid waste, housing sanitation, potential rabies exposure and vector control.

Provide public education and act as a referral mechanism to other State and local agencies for information on environmental and safety hazards.

Major Changes in Revenue, Expenditures or Programs:

Increase in Health License revenue, Salaries, and fringes are due to additional FTE during 2024 for Environmental Health Technician.

Recent changes to Wisconsin Department of Agriculture, Trade, and Consumer Protection guidelines for pool sampling has changed. Previous guidance required pool samples to be tested for chlorine, acidity, and bacterial sampling. New guidance has eliminated the requirement bacterial sampling. As a result, we have removed bacterial sampling from our pool sampling procedure.

**CITY OF APPLETON 2025 BUDGET
HEALTH DEPARTMENT**

Environmental Health

Business Unit 12530

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2022 | 2023 | Adopted 2024 | Amended 2024 | 2025 |
| Revenues | | | | | |
| 422500 Health Grants & Aids | \$ - | \$ 15,600 | \$ - | \$ - | \$ - |
| 430500 Health License | 182,976 | 312,143 | 349,865 | 349,865 | 536,458 |
| Total Revenue | \$ 182,976 | \$ 327,743 | \$ 349,865 | \$ 349,865 | \$ 536,458 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 224,834 | \$ 288,301 | \$ 299,360 | \$ 299,360 | \$ 383,370 |
| 610500 Overtime Wages | 1,134 | 1,376 | - | - | 1,400 |
| 615000 Fringes | 91,595 | 116,807 | 125,555 | 125,555 | 170,889 |
| 620100 Training/Conferences | 828 | 2,006 | 2,200 | 2,200 | 5,200 |
| 620600 Parking Permits | 1,260 | - | 1,920 | 1,920 | 2,400 |
| 630300 Memberships & Licenses | 7 | 1,724 | 262 | 262 | 313 |
| 630400 Postage/Freight | - | 196 | - | - | - |
| 631603 Other Misc. Supplies | 1,339 | 90 | 1,300 | 1,300 | 1,300 |
| 632400 Medical/Lab Supplies | - | 199 | - | - | - |
| 632700 Miscellaneous Equipment | 251 | 866 | 250 | 250 | 250 |
| 641200 Advertising | - | 146 | - | - | - |
| 641307 Telephone | 460 | 338 | 400 | 400 | 661 |
| 641308 Cellular Phones | 1,370 | 1,640 | 2,112 | 2,112 | 2,583 |
| 641800 Equipment Repairs & Maint. | - | - | 50 | 50 | 165 |
| 642501 CEA Operations/Maint. | 2,652 | 3,619 | 4,177 | 4,177 | 5,548 |
| 642502 CEA Depreciation/Replace. | 2,428 | 2,187 | 2,050 | 2,050 | 2,262 |
| 643100 Interpreter Services | - | - | 200 | 200 | 200 |
| 643200 Lab Fees | 7,382 | 7,683 | 7,985 | 7,985 | - |
| Total Expense | \$ 335,540 | \$ 427,178 | \$ 447,821 | \$ 447,821 | \$ 576,541 |

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2025 BUDGET
HEALTH DEPARTMENT**

Weights & Measures

Business Unit 12540

PROGRAM MISSION

The program educates, consults and inspects local businesses to ensure the delivery of full quantity and fair, equitable trade practices between the Appleton business community and the consumer.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy #2: "Encourage active community participation and involvement".

Objectives:

Provide consumer protection through complaint investigation, measurement and weighing device testing, price scanning device testing, product check weighing and label verification.

Monitor business methods to prevent fraudulent advertising and trade practices.

Provide investigative services for the City Clerk's Office in licensing and regulating "going out of business" sales, commercial solicitors, salvage dealers and taxi cab/limousine service firms.

Major Changes in Revenue, Expenditures or Programs:

After increasing the Weights and Measures License Fee schedule in 2023, operating expenses continued to be subsidized by general fund dollars. To reduce this gap, the Appleton Health Department developed a tiered strategy that will eliminate taxpayer subsidy of the program by fully funding statutorily mandated activity with program revenue. This strategy was crucial in meeting the requirements of Wisconsin State statute 98.04 (1), which mandates that the municipality may assess fees that do not exceed the actual cost of its weights and measures program.

We evaluated our contracts with consortium municipalities and implemented a tiered daily rate structure. This structure was designed to reflect better the actual cost of providing services based on the number of days required:

Tier 1: 0-9 Days at \$550.00 per day

Tier 2: 10-23 Days at \$575.00 per day

Tier 3: 24+ Days at \$625.00 per day

Altogether, the tiered strategy and increased service days ended the general fund subsidy of about \$25,000, without increasing licensing fees for Appleton businesses, while adhering to the state statute requirements.

**CITY OF APPLETON 2025 BUDGET
HEALTH DEPARTMENT**

Weights & Measures

Business Unit 12540

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2022 | 2023 | Adopted 2024 | Amended 2024 | 2025 |
| Revenues | | | | | |
| 431200 Wts & Measures License | \$ 71,640 | \$ 70,865 | \$ 93,310 | \$ 93,310 | \$ 94,910 |
| 480100 General Charges for Svc | 94,998 | 96,336 | 105,340 | 105,340 | 145,325 |
| Total Revenue | \$ 166,638 | \$ 167,201 | \$ 198,650 | \$ 198,650 | \$ 240,235 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 139,513 | \$ 147,470 | \$ 147,179 | \$ 147,179 | \$ 156,088 |
| 615000 Fringes | 57,981 | 58,446 | 61,547 | 61,547 | 65,490 |
| 620100 Training/Conferences | 375 | 306 | 700 | 700 | 700 |
| 620600 Parking Permits | 1,260 | - | 1,440 | 1,440 | 1,440 |
| 630300 Memberships & Licenses | - | - | 225 | 225 | 225 |
| 631603 Other Misc. Supplies | 808 | 658 | 300 | 300 | 700 |
| 632700 Miscellaneous Equipment | 622 | 698 | 800 | 800 | 700 |
| 641307 Telephone | 87 | 46 | 90 | 90 | 80 |
| 641308 Cellular Phones | 537 | 459 | 600 | 600 | 500 |
| 641800 Equipment Repairs & Maint. | - | - | 200 | 200 | - |
| 642501 CEA Operations/Maint. | 6,174 | 5,849 | 4,272 | 4,272 | 4,272 |
| 642502 CEA Depreciation/Replace. | 5,824 | 5,998 | 6,543 | 6,543 | 6,543 |
| Total Expense | \$ 213,181 | \$ 219,930 | \$ 223,896 | \$ 223,896 | \$ 236,738 |

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > \$15,000

Charges for Service - Nontax

| Charges for sealer's services | # of Days | Daily Rate | Charge |
|-------------------------------|------------|------------|-------------------|
| Ashwaubenon | 64 | \$ 625 | \$ 40,000 |
| Berlin | 12 | 575 | 6,900 |
| Fox Crossing | 13 | 575 | 7,475 |
| Greenville | 10 | 575 | 5,750 |
| Kaukauna | 21 | 575 | 12,075 |
| Kimberly | 7 | 550 | 3,850 |
| Little Chute | 17 | 575 | 9,775 |
| Neenah | 38 | 625 | 23,750 |
| New London | 18 | 575 | 10,350 |
| Ripon | 17 | 575 | 9,775 |
| Waupaca | 25 | 625 | 15,625 |
| | <u>242</u> | | <u>\$ 145,325</u> |

**CITY OF APPLETON 2025 BUDGET
HEALTH DEPARTMENT**

| | <u>2022</u> <u>ACTUAL</u> | <u>2023</u> <u>ACTUAL</u> | <u>2024</u> <u>YTD ACTUAL</u> | <u>2024</u> <u>ORIG BUD</u> | <u>2024</u> <u>REVISED BUD</u> | <u>2025</u> <u>BUDGET</u> |
|-------------------------------------|------------------------------|------------------------------|----------------------------------|--------------------------------|-----------------------------------|------------------------------|
| Charges for Services | | | | | | |
| 422500 Health Grants & Aids | 67 | 15,708 | 108 | 200 | 200 | 3,444 |
| 430500 Health License | 182,976 | 312,143 | 23,131 | 349,865 | 349,865 | 536,458 |
| 431200 Weights & Measures License | 71,640 | 70,865 | 10,021 | 93,310 | 93,310 | 94,910 |
| 480100 General Charges for Service | 95,333 | 99,741 | 40,953 | 109,340 | 109,340 | 147,615 |
| TOTAL PROGRAM REVENUES | <u>350,016</u> | <u>498,457</u> | <u>74,213</u> | <u>552,715</u> | <u>552,715</u> | <u>782,427</u> |
| Salaries | | | | | | |
| 610100 Regular Salaries | 656,464 | 807,751 | 274,682 | 892,621 | 892,621 | 1,036,663 |
| 610500 Overtime Wages | 243 | 1,376 | - | - | - | 1,400 |
| 610800 Part-Time Wages | 4,002 | 7,225 | 1,017 | 24,182 | 24,182 | 48,134 |
| 611000 Other Compensation | 520 | 395 | - | - | - | - |
| 611400 Sick Pay | - | - | - | - | - | - |
| 611500 Vacation Pay | 86,544 | 96,664 | 23,578 | - | - | - |
| 615000 Fringes | 277,461 | 302,807 | 100,258 | 316,582 | 316,582 | 370,883 |
| TOTAL PERSONNEL | <u>1,025,234</u> | <u>1,216,218</u> | <u>399,535</u> | <u>1,233,385</u> | <u>1,233,385</u> | <u>1,457,080</u> |
| Training~Travel | | | | | | |
| 620100 Training/Conferences | 2,412 | 4,197 | 170 | 7,800 | 7,800 | 13,800 |
| 620200 Mileage Reimbursement | 1,398 | 1,014 | 225 | - | - | - |
| 620600 Parking Permits | 6,720 | 323 | 8,640 | 8,640 | 8,640 | 9,120 |
| TOTAL TRAINING / TRAVEL | <u>10,530</u> | <u>5,534</u> | <u>9,035</u> | <u>16,440</u> | <u>16,440</u> | <u>22,920</u> |
| Supplies | | | | | | |
| 630100 Office Supplies | 751 | 676 | 124 | 1,200 | 1,200 | 1,200 |
| 630200 Subscriptions | - | - | - | - | - | - |
| 630300 Memberships & Licenses | 1,903 | 4,004 | 1,389 | 3,417 | 3,417 | 3,468 |
| 630400 Postage/Freight | - | 196 | - | - | - | - |
| 630500 Awards & Recognition | - | 113 | - | 218 | 218 | 279 |
| 630700 Food & Provisions | 242 | 186 | - | 290 | 290 | 372 |
| 631603 Other Misc. Supplies | 2,147 | 948 | 91 | 2,100 | 2,100 | 2,400 |
| 632001 City Copy Charges | 2,188 | 1,886 | 220 | 2,000 | 2,000 | 2,000 |
| 632002 Outside Printing | 1,355 | 1,068 | - | 1,000 | 1,000 | 1,000 |
| 632400 Medical/Lab Supplies | 7,385 | 7,159 | 157 | 7,400 | 7,400 | 2,200 |
| 632700 Miscellaneous Equipment | 898 | 1,564 | 36 | 1,250 | 1,250 | 1,150 |
| TOTAL SUPPLIES | <u>16,869</u> | <u>17,800</u> | <u>2,017</u> | <u>18,875</u> | <u>18,875</u> | <u>14,069</u> |
| Purchased Services | | | | | | |
| 640700 Solid Waste/Recycling Pickup | 814 | - | - | 400 | 400 | 400 |
| 641200 Advertising | - | 251 | - | - | - | - |
| 641307 Telephone | 1,597 | 1,213 | 424 | 1,413 | 1,413 | 1,747 |
| 641308 Cellular Phones | 7,205 | 4,272 | 1,304 | 5,353 | 5,353 | 5,862 |
| 641800 Equipment Repairs & Maint. | - | - | - | 250 | 250 | 165 |
| 642501 CEA Operations/Maint. | 8,826 | 10,338 | 1,537 | 9,493 | 9,493 | 11,207 |
| 642502 CEA Depreciation/Replace. | 8,252 | 8,614 | 1,662 | 9,345 | 9,345 | 9,557 |
| 643000 Health Services | - | - | - | 12,500 | 12,500 | 12,371 |
| 643100 Interpreter Services | 9,527 | 3,848 | 4,819 | 10,200 | 10,200 | 9,200 |
| 643200 Lab Fees | 7,382 | 8,030 | - | 7,985 | 7,985 | - |
| TOTAL PURCHASED SVCS | <u>43,603</u> | <u>36,566</u> | <u>9,746</u> | <u>56,939</u> | <u>56,939</u> | <u>50,509</u> |
| TOTAL EXPENSE | <u>1,096,236</u> | <u>1,276,118</u> | <u>420,333</u> | <u>1,325,639</u> | <u>1,325,639</u> | <u>1,544,578</u> |

CITY OF APPLETON 2025 BUDGET

**HEALTH GRANTS
SPECIAL REVENUE FUNDS**

Public Health Officer: Charles E. Sepers

Deputy Director of Public Health: Sonja R. Jensen

**CITY OF APPLETON 2025 BUDGET
SPECIAL REVENUE FUNDS
HEALTH GRANTS**

MISSION STATEMENT

It is the mission of the Appleton Health Department to facilitate equitable community wellbeing through education, health promotion, and response to public health needs.

DISCUSSION OF SIGNIFICANT 2024 EVENTS

Maternal Child Health (MCH) Grant

Current focus area is on perinatal mental health, including depression and anxiety and other perinatal mood disorders. Other focus areas include networks of early childhood services addressing family support, child development, mental health, and injury prevention on a local level.

Prevention Grant

This grant is used to support the department's efforts related to meeting its statutory requirement for completing the Community Health Improvement Plan.

Vaccine Improvement Plan Grant

These grant dollars support our goal of having more than 90% of Appleton children, aged 19-35 months, receive age-appropriate immunizations. This grant also supports the Northeast Wisconsin Immunization Coalition, a regional effort which strives to increase immunization rates in Northeast Wisconsin.

Centers for Disease Control and Prevention (CDC) Lead Poisoning Prevention Grant

Nursing staff work with families to minimize and prevent lead poisoning of children through follow-up of cases of elevated blood lead and prevention education.

COVID-19 Response Grants

These grants support the City's efforts to respond to the COVID-19 pandemic and to track expenditures and federal and State grant funds.

Bioterrorism/Public Health Preparedness Grant

This grant supports training to deal with the effects of bioterrorism and naturally occurring events such as a pandemic. The department's Public Health preparedness staff continued to provide technical and staff support to several communities including Marquette and Waushara counties and the City of Menasha. These are contracted agreements that benefit all communities for these shared services. Working together brings value through regional planning and response capacity.

Strengthening the Public Health Workforce

The key expected outcomes of this funding include: (1) the hiring, retention, and training of diverse staff with improved wages and protections, ideally in positions that directly support the Foundational Capabilities; and (2) the increased capacity of public health agencies to implement the Foundational Capabilities.

**CITY OF APPLETON 2025 BUDGET
SPECIAL REVENUE FUNDS
HEALTH GRANTS**

MAJOR 2025 OBJECTIVES

Maternal Child Health (MCH) Grant

Provide maternal and child health program services to Appleton residents.

Vaccine Improvement Plan Grant

Ensure that more than 90% of all two-year-olds served by the department will have completed their primary vaccine series.

CDC Lead Poisoning Prevention Program Grant

Reduce the incidence of childhood blood lead poisoning through intervention and education.

COVID-19 Response Grants

Support the City's efforts to respond to the COVID-19 pandemic and track expenditures and federal and State grant funds.

Bioterrorism/Public Health Preparedness Grant

Provide plan development and training opportunities for Public Health staff, key community leaders and first responders.

Strengthening the Public Health Workforce

To support the local governmental public health system by equipping the City of Appleton with the financial and human resources needed to provide all Foundational Capabilities.

DEPARTMENT BUDGET SUMMARY

| Programs | | Actual | | Budget | | | % |
|------------------------------------|----------------------|------------|------------|--------------|--------------|------------|----------|
| Unit | Title | 2022 | 2023 | Adopted 2024 | Amended 2024 | 2025 | Change * |
| Program Revenues | | \$ 443,932 | \$ 547,346 | \$ 650,517 | \$ 750,517 | \$ 320,525 | -50.73% |
| Program Expenses | | | | | | | |
| 2710 | MCH Grant | 31,757 | 28,812 | 31,733 | 34,265 | 32,886 | 3.63% |
| 2720 | BOTS Grant | - | - | - | - | 4,000 | N/A |
| 2730 | Prevention Grant | 6,628 | 6,626 | 6,627 | 6,627 | 8,470 | 27.81% |
| 2731 | Communicable Disease | 11,030 | - | 5,700 | 5,700 | 5,700 | 0.00% |
| 2735 | PH Workforce | - | - | - | - | 96,748 | N/A |
| 2740 | CDC Lead Grant | 9,819 | 10,649 | 11,337 | 11,337 | 11,337 | 0.00% |
| 2750 | Vaccine Improvement | 24,192 | 24,098 | 24,102 | 24,585 | 21,929 | -9.02% |
| 2770 | COVID-19 Response | 283,947 | 456,698 | 460,253 | 560,253 | 25,960 | -94.36% |
| 2780 | Bioterrorism Grant | 89,489 | 20,465 | 110,765 | 110,765 | 113,495 | 2.46% |
| TOTAL | | \$ 456,862 | \$ 547,348 | \$ 650,517 | \$ 753,532 | \$ 320,525 | -50.73% |
| Expenses Comprised Of: | | | | | | | |
| Personnel | | 338,391 | 269,951 | 338,750 | 338,750 | 288,712 | -14.77% |
| Training & Travel | | 47,592 | 53,054 | 21,304 | 23,836 | 7,277 | -65.84% |
| Supplies & Materials | | 41,855 | 182,650 | 57,300 | 57,783 | 4,605 | -91.96% |
| Purchased Services | | 29,024 | 41,693 | 183,163 | 283,163 | 12,120 | -93.38% |
| Transfers Out | | - | - | 50,000 | 50,000 | 7,811 | -84.38% |
| Full Time Equivalent Staff: | | | | | | | |
| Personnel allocated to programs | | 1.45 | 2.45 | 2.45 | 2.45 | 2.45 | 1.54% |

* % change from prior year adopted budget
Health Grants.xls

**CITY OF APPLETON 2025 BUDGET
SPECIAL REVENUE FUNDS**

Health Grants - MCH Grant

Business Unit 2710

PROGRAM MISSION

The Maternal Child Health (MCH) grant program ensures universal access to MCH public health services for eligible Appleton residents.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #4: "Continually assess trends affecting the community and proactively respond" and #6: "Create opportunities and learn from successes and failures".

Objectives:

Work with community partners to build an integrated system that promotes optimal physical, social, emotional, and developmental health of children, mothers, fathers and their families.

Participate in Outagamie County child death review teams and Fox Valley Safe Kids coalition to address prevention of injuries and death identified through reviews.

Major changes in Revenue, Expenditures or Programs:

No major changes.

**CITY OF APPLETON 2025 BUDGET
SPECIAL REVENUE FUNDS**

Health Grants - MCH Grant

Business Unit 2710

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|------------------------------------|------------------|------------------|------------------|------------------|------------------|
| | 2022 | 2023 | Adopted 2024 | Amended 2024 | 2025 |
| Revenues | | | | | |
| 422500 Health Grants & Aids | \$ 31,757 | \$ 28,812 | \$ 31,733 | \$ 31,733 | \$ 32,886 |
| Total Revenue | <u>\$ 31,757</u> | <u>\$ 28,812</u> | <u>\$ 31,733</u> | <u>\$ 31,733</u> | <u>\$ 32,886</u> |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 6,910 | \$ - | \$ - | \$ - | \$ - |
| 610800 Part-Time Wages | 15,088 | 24,154 | 24,366 | 24,366 | 24,366 |
| 615000 Fringes | 3,369 | 3,586 | 3,545 | 3,545 | 3,545 |
| 620100 Training/Conferences | 813 | 1,243 | 1,774 | 4,306 | 2,837 |
| 632400 Medical/Lab Supplies | 5,577 | (171) | - | - | - |
| 791100 Transfer Out - General Fund | - | - | 2,048 | 2,048 | 2,138 |
| Total Expense | <u>\$ 31,757</u> | <u>\$ 28,812</u> | <u>\$ 31,733</u> | <u>\$ 34,265</u> | <u>\$ 32,886</u> |

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2025 BUDGET
SPECIAL REVENUE FUNDS**

Health Grants - BOTS Grant

Business Unit 2720

PROGRAM MISSION

The BOTS Grant helps the Appleton Health Department to decrease childhood injuries by providing car seats to eligible families in the community.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #4: "Continually assess trends affecting the community and proactively respond".

Objectives:

This grant supports the child passenger safety program by providing car seats to community members who demonstrate financial need.

Major changes in Revenue, Expenditures or Programs:

This is a grant program that was received in 2024 and will continue in future years.

**CITY OF APPLETON 2025 BUDGET
SPECIAL REVENUE FUNDS**

Health Grants - BOTS

Business Unit 2720

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------|-------------|-------------|--------------|-----------------|-----------------|
| | 2022 | 2023 | Adopted 2024 | Amended 2024 | 2025 |
| Revenues | | | | | |
| 422500 Health Grants & Aids | \$ - | \$ - | \$ - | \$ 4,000 | \$ 4,000 |
| Total Revenue | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 4,000</u> | <u>\$ 4,000</u> |
| Expenses | | | | | |
| 631603 Other Misc. Supplies | \$ - | \$ - | \$ - | \$ 4,000 | \$ 4,000 |
| Total Expense | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 4,000</u> | <u>\$ 4,000</u> |

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2025 BUDGET

SPECIAL REVENUE FUNDS

Health Grants - Prevention Grant

Business Unit 2730

PROGRAM MISSION

Provide accurate, meaningful public health data to the Board of Health and Common Council for effective needs assessment and program management and evaluation.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy #1: "Responsibly deliver excellent services".

Objectives:

This grant supports the department expenses related to our Community Needs Assessment and Community Health Improvement Plan.

Major Program Changes:

Starting in 2025, expenses for these external funds include both the salary & fringe for the Community Health Supervisor and contract costs related to supporting the regional Community Health Needs Assessment and Community Health Improvement plan. Specifically, all regulatory partners (healthcare systems and public health departments) in the Calumet, Outagamie, and Winnebago County region are contributing funding to a much larger contract for the facilitation of region wide community partners, report creation, and leading the overall regional project.

**CITY OF APPLETON 2025 BUDGET
SPECIAL REVENUE FUNDS**

Health Grants - Prevention Grant

Business Unit 2730

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|------------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| | 2022 | 2023 | Adopted 2024 | Amended 2024 | 2025 |
| Revenues | | | | | |
| 422500 Health Grants & Aids | \$ 6,628 | \$ 6,627 | \$ 6,627 | \$ 6,627 | \$ 8,470 |
| Total Revenue | <u>\$ 6,628</u> | <u>\$ 6,627</u> | <u>\$ 6,627</u> | <u>\$ 6,627</u> | <u>\$ 8,470</u> |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 5,150 | \$ 5,192 | \$ 5,149 | \$ 5,149 | \$ 2,586 |
| 615000 Fringes | 1,478 | 1,434 | 1,478 | 1,478 | 768 |
| 640400 Consulting Services | - | - | - | - | 4,566 |
| 791100 Transfer Out - General Fund | - | - | - | - | 550 |
| Total Expense | <u>\$ 6,628</u> | <u>\$ 6,626</u> | <u>\$ 6,627</u> | <u>\$ 6,627</u> | <u>\$ 8,470</u> |

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2025 BUDGET

SPECIAL REVENUE FUNDS

Health Grants - Communicable Disease Grant

Business Unit 2731

PROGRAM MISSION

Increase communicable disease awareness in the community along with practical prevention opportunities.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #4: "Continually assess trends affecting the community and proactively respond" and #6: "Create opportunities and learn from successes and failures".

Objectives:

Ensure or increase capacity to respond to communicable disease events, including staff time, training, and the purchase of additional equipment.

Major Program Changes:

No major changes.

CITY OF APPLETON 2025 BUDGET

SPECIAL REVENUE FUNDS

Health Grants - Communicable Disease Grant

Business Unit 2731

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|------------------------------------|------------------|-------------|-----------------|-----------------|-----------------|
| | 2022 | 2023 | Adopted 2024 | Amended 2024 | 2025 |
| Revenues | | | | | |
| 422500 Health Grants & Aids | \$ 11,029 | \$ - | \$ 5,700 | \$ 5,700 | \$ 5,700 |
| Total Revenue | <u>\$ 11,029</u> | <u>\$ -</u> | <u>\$ 5,700</u> | <u>\$ 5,700</u> | <u>\$ 5,700</u> |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ - | \$ - | \$ 4,746 | \$ 4,746 | \$ 4,132 |
| 610800 Part-Time Wages | 9,823 | - | - | - | - |
| 615000 Fringes | 133 | - | 954 | 954 | 1,198 |
| 620100 Training/Conferences | 1,074 | - | - | - | - |
| 791100 Transfer Out - General Fund | - | - | - | - | 370 |
| Total Expense | <u>\$ 11,030</u> | <u>\$ -</u> | <u>\$ 5,700</u> | <u>\$ 5,700</u> | <u>\$ 5,700</u> |

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2025 BUDGET

SPECIAL REVENUE FUNDS

Health Grants - Strengthening the Public Health Workforce

Business Units 2735

PROGRAM MISSION

To support the local governmental public health system by equipping the City of Appleton with the financial and human resources needed to provide all Foundational Capabilities.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #4: "Continually assess trends affecting the community and proactively respond".

Objectives:

The key expected outcomes of this funding include: (1) the hiring, retention, and training of diverse staff with improved wages and protections, ideally in positions that directly support the Foundational Capabilities; and (2) the increased capacity of public health agencies to implement the Foundational Capabilities.

The Foundational Capabilities define a minimum package of public health capabilities and programs that no jurisdiction can be without. The framework outlines the unique responsibilities of governmental public health and can be used to explain the vital role of governmental public health in a thriving community by identifying capacity and resource gaps, determining the costs for assuring foundational activities, and justifying funding needs.

Major changes in Revenue, Expenditures or Programs:

This new funding is used to partially support two positions within the Community Health Division.

**CITY OF APPLETON 2025 BUDGET
SPECIAL REVENUE FUNDS**

Health Grants - Strengthening the Public Health Workforce

Business Unit 2735

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|-----------------------------|--------|------|--------------|--------------|-----------|
| | 2022 | 2023 | Adopted 2024 | Amended 2024 | 2025 |
| Revenues | | | | | |
| 422500 Health Grants & Aids | \$ - | \$ - | \$ - | \$ - | \$ 96,748 |
| Total Revenue | \$ - | \$ - | \$ - | \$ - | \$ 96,748 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ - | \$ - | \$ - | \$ - | \$ 72,104 |
| 615000 Fringes | - | - | - | - | 19,796 |
| 620100 Training/Conferences | - | - | - | - | 3,000 |
| 620600 Parking Permits | - | - | - | - | 960 |
| 641307 Telephone | - | - | - | - | 407 |
| 641308 Cellular Phones | - | - | - | - | 481 |
| Total Expense | \$ - | \$ - | \$ - | \$ - | \$ 96,748 |

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2025 BUDGET

SPECIAL REVENUE FUNDS

Health Grants - CDC Lead Grant

Business Unit 2740

PROGRAM MISSION

Provide lead poisoning prevention services to high-risk children in the City of Appleton.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #4: "Continually assess trends affecting the community and proactively respond" and #6: "Create opportunities and learn from successes and failures".

Objectives:

The Lead Poisoning Prevention Program is intended to:

Assure screening for elevated blood lead levels in children at risk for lead poisoning.

Decrease identified lead hazards in the environment.

Increase awareness of lead poisoning, prevention and control among community stakeholders.

Connect lead poisoned children and families to appropriate medical, housing and support services.

Major changes in Revenue, Expenditures or Programs:

No major changes.

**CITY OF APPLETON 2025 BUDGET
SPECIAL REVENUE FUNDS**

Health Grants - CDC Lead Grant

Business Unit 2740

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|------------------------------------|------------------|------------------|------------------|------------------|------------------|
| | 2022 | 2023 | Adopted 2024 | Amended 2024 | 2025 |
| Revenues | | | | | |
| 422500 Health Grants & Aids | \$ 9,819 | \$ 10,648 | \$ 11,337 | \$ 11,337 | \$ 11,337 |
| 503500 Other Reimbursements | 1,220 | - | - | - | - |
| Total Revenue | <u>\$ 11,039</u> | <u>\$ 10,648</u> | <u>\$ 11,337</u> | <u>\$ 11,337</u> | <u>\$ 11,337</u> |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 7,125 | \$ 9,183 | \$ 9,143 | \$ 9,143 | \$ 9,027 |
| 615000 Fringes | 1,154 | 1,466 | 1,462 | 1,462 | 1,578 |
| 632400 Medical/Lab Supplies | 1,540 | - | - | - | - |
| 791100 Transfer Out - General Fund | - | - | 732 | 732 | 732 |
| Total Expense | <u>\$ 9,819</u> | <u>\$ 10,649</u> | <u>\$ 11,337</u> | <u>\$ 11,337</u> | <u>\$ 11,337</u> |

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2025 BUDGET

SPECIAL REVENUE FUNDS

Health Grants - Vaccine Improvement Grant

Business Unit 2750

PROGRAM MISSION

Provide immunization to children from the ages of 2 months to 18 years, without barriers, in order to prevent disease. In addition, these resources are used to provide outreach and education.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #4: "Continually assess trends affecting the community and proactively respond" and #6: "Create opportunities and learn from successes and failures".

Objectives:

The Department's immunization program is expected to administer vaccines primarily to children from 2 months through 18 years of age, and assist in developing the immunization infrastructure necessary to raise immunization levels and prevent vaccine preventable diseases such as diphtheria, tetanus, pertussis, polio, measles, mumps, rubella, haemophilus influenza B, varicella, rotavirus, hepatitis B, hepatitis A and bacterial meningitis.

Major changes in Revenue, Expenditures or Programs:

No major changes.

CITY OF APPLETON 2025 BUDGET

SPECIAL REVENUE FUNDS

Health Grants - Vaccine Improvement Grant

Business Unit 2750

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|------------------------------------|------------------|------------------|------------------|------------------|------------------|
| | 2022 | 2023 | Adopted 2024 | Amended 2024 | 2025 |
| Revenues | | | | | |
| 422500 Health Grants & Aids | \$ 24,192 | \$ 24,098 | \$ 24,102 | \$ 24,102 | \$ 21,929 |
| Total Revenue | <u>\$ 24,192</u> | <u>\$ 24,098</u> | <u>\$ 24,102</u> | <u>\$ 24,102</u> | <u>\$ 21,929</u> |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 20,239 | \$ 20,451 | \$ 19,754 | \$ 19,754 | \$ 17,620 |
| 615000 Fringes | 3,211 | 3,389 | 2,792 | 2,792 | 2,529 |
| 632400 Medical/Lab Supplies | 742 | 258 | - | 483 | 355 |
| 791100 Transfer Out - General Fund | - | - | 1,556 | 1,556 | 1,425 |
| Total Expense | <u>\$ 24,192</u> | <u>\$ 24,098</u> | <u>\$ 24,102</u> | <u>\$ 24,585</u> | <u>\$ 21,929</u> |

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2025 BUDGET

SPECIAL REVENUE FUNDS

Health Grants - COVID-19 Pandemic Response

Business Units 2773, 2774, 2775, 2776

PROGRAM MISSION

Coordinate the City's response to the COVID-19 pandemic, including supplies of personal protective equipment, sanitizers and sanitizing services, etc.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #4: "Continually assess trends affecting the community and proactively respond" and #6: "Create opportunities and learn from successes and failures".

Objectives:

These federal and State grants support the City's efforts to respond to the COVID-19 pandemic and to track the related expenditures.

Major changes in Revenue, Expenditures or Programs:

Grants relating to COVID-19 response have been mostly utilized prior to their end dates during 2025, drastically decreasing the budget in this area.

**CITY OF APPLETON 2025 BUDGET
SPECIAL REVENUE FUNDS**

Health Grants - COVID-19 Pandemic Response

Business Unit 2773, 2774, 2775, 2776

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|------------------------------------|-------------------|-------------------|-------------------|-------------------|------------------|
| | 2022 | 2023 | Adopted 2024 | Amended 2024 | 2025 |
| Revenues | | | | | |
| 422500 Health Grants & Aids | \$ 283,945 | \$ 456,696 | \$ 460,253 | \$ 560,253 | \$ 25,960 |
| 501000 Miscellaneous Revenue | - | - | - | - | - |
| 503500 Other Reimbursements | - | - | - | - | - |
| Total Revenue | \$ 283,945 | \$ 456,696 | \$ 460,253 | \$ 560,253 | \$ 25,960 |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 121,450 | \$ 142,574 | \$ 129,850 | \$ 129,850 | \$ 12,044 |
| 610500 Overtime | - | 146 | - | - | - |
| 610800 Part Time | 28,993 | 3,516 | - | - | - |
| 615000 Fringes | 28,098 | 35,113 | 25,767 | 25,767 | 4,920 |
| 620100 Training/Conferences | 41,130 | 51,745 | 19,050 | 19,050 | - |
| 620500 Employee Recruitment | - | - | - | - | - |
| 620600 Parking Permits | 219 | 66 | - | - | - |
| 630100 Office Supplies | 4,115 | 7,305 | 2,000 | 2,000 | - |
| 630300 Memberships & Licenses | 464 | 110 | 2,250 | 2,250 | - |
| 631603 Other Misc. Supplies | 7,801 | 4,796 | 2,000 | 2,000 | - |
| 632002 Outside Printing | - | - | 1,000 | 1,000 | - |
| 632400 Medical/Lab Supplies | 942 | 1,092 | - | - | 200 |
| 632700 Miscellaneous Equipment | 22,214 | 168,975 | 50,000 | 50,000 | - |
| 641200 Advertising | - | 78 | - | - | - |
| 641308 Cellular Phones | 958 | 783 | - | - | - |
| 641400 Janitorial Service | - | - | - | - | - |
| 642000 Facilities Charges | - | - | 122,668 | 122,668 | - |
| 642400 Software Support | 120 | 468 | 47,004 | 47,004 | - |
| 642501 CEA Operations/Maint. | - | - | - | - | - |
| 642502 CEA Depreciation/Replace. | - | - | - | - | - |
| 643100 Interpreter Services | - | - | 1,000 | 1,000 | - |
| 659900 Other Contracts | 27,443 | 39,931 | 12,000 | 112,000 | 6,200 |
| 680300 Buildings | - | - | - | - | - |
| 791100 Transfer Out - General Fund | - | - | 45,664 | 45,664 | 2,596 |
| Total Expense | \$ 283,947 | \$ 456,698 | \$ 460,253 | \$ 560,253 | \$ 25,960 |

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2025 BUDGET

SPECIAL REVENUE FUNDS

Health Grants - Bioterrorism Grant

Business Unit 2780

PROGRAM MISSION

Provide a regional approach to all hazard emergency preparedness. Appleton provides staff support to the NEW (Northeast Wisconsin) Public Health Preparedness Partnership, comprised of Appleton and four area health departments.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy #2: "Encourage active community participation and involvement".

Objectives:

Prepare and train for public health emergencies which may result from terrorist activity or naturally occurring events such as an influenza pandemic.

Prepare response plans which integrate and compliment local Emergency Operations Plans (EOP) or Emergency Support Functions (ESF).

Establish and maintain 24/7 response capacity.

Encourage and support a regional response to communicable disease prevention, response and recovery.

Major changes in Revenue, Expenditures or Programs:

No major changes.

CITY OF APPLETON 2025 BUDGET

SPECIAL REVENUE FUNDS

Health Grants - Bioterrorism Grant

Business Unit 2780

PROGRAM BUDGET SUMMARY

| Description | Actual | | Budget | | |
|--------------------------------|------------------|------------------|-------------------|-------------------|-------------------|
| | 2022 | 2023 | Adopted 2024 | Amended 2024 | 2025 |
| Revenues | | | | | |
| 422500 Health Grants & Aids | \$ 80,688 | \$ 20,465 | \$ 92,765 | \$ 92,765 | \$ 58,202 |
| 490800 Misc Intergov Charges | 5,683 | - | 18,000 | 18,000 | 18,000 |
| 503500 Other Reimbursements | - | - | - | - | 37,293 |
| Total Revenue | <u>\$ 86,371</u> | <u>\$ 20,465</u> | <u>\$ 110,765</u> | <u>\$ 110,765</u> | <u>\$ 113,495</u> |
| Expenses | | | | | |
| 610100 Regular Salaries | \$ 69,789 | \$ 16,242 | \$ 87,860 | \$ 87,860 | \$ 90,589 |
| 615000 Fringes | 16,381 | 3,505 | 21,884 | 21,884 | 21,910 |
| 620100 Training/Conferences | 2,396 | - | - | - | - |
| 620600 Parking Permits | 420 | - | 480 | 480 | 480 |
| 631603 Other Misc. Supplies | - | 38 | 50 | 50 | 50 |
| 632700 Miscellaneous Equipment | - | 247 | - | - | 0 |
| 641307 Telephone | 239 | 212 | 250 | 250 | 225 |
| 641308 Cellular Phones | 264 | 221 | 241 | 241 | 241 |
| Total Expense | <u>\$ 89,489</u> | <u>\$ 20,465</u> | <u>\$ 110,765</u> | <u>\$ 110,765</u> | <u>\$ 113,495</u> |

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2025 BUDGET
HEALTH GRANTS**

| | 2022 <u>ACTUAL</u> | 2023 <u>ACTUAL</u> | 2024 <u>YTD ACTUAL</u> | 2024 <u>ORIG BUD</u> | 2024 <u>REVISED BUD</u> | 2025 <u>BUDGET</u> |
|--|-----------------------|-----------------------|---------------------------|-------------------------|----------------------------|-----------------------|
| Program Revenues | | | | | | |
| 422400 Misc. State Aids | - | - | - | - | - | - |
| 422500 Health Grants & Aids | 448,058 | 547,346 | 7,494 | 632,517 | 632,517 | 265,232 |
| 490800 Misc. Intergovernmental Charges | 5,683 | - | 6,000 | 18,000 | 18,000 | 18,000 |
| 501000 Miscellaneous Revenue | - | - | - | - | - | - |
| 503500 Other Reimbursements | 1,220 | - | - | - | - | 37,293 |
| TOTAL PROGRAM REVENUES | 454,961 | 547,346 | 13,494 | 650,517 | 650,517 | 320,525 |
| Personnel | | | | | | |
| 610100 Regular Salaries | 216,820 | 181,935 | 63,126 | 256,502 | 256,502 | 208,102 |
| 610400 Call Time | - | - | - | - | - | - |
| 610500 Overtime | - | 146 | - | - | - | - |
| 610800 Part-Time Wages | 53,904 | 27,670 | 8,040 | 24,366 | 24,366 | 24,366 |
| 611000 Other Compensation | - | - | - | - | - | - |
| 611400 Sick Pay | - | - | - | - | - | - |
| 611500 Vacation Pay | 13,843 | 11,707 | 1,905 | - | - | - |
| 615000 Fringes | 53,824 | 48,493 | 16,891 | 57,882 | 57,882 | 56,244 |
| TOTAL PERSONNEL | 338,391 | 269,951 | 89,962 | 338,750 | 338,750 | 288,712 |
| Training~Travel | | | | | | |
| 620100 Training/Conferences | 46,953 | 52,988 | 9,080 | 20,824 | 23,356 | 5,837 |
| 620200 Mileage Reimbursement | - | - | - | - | - | - |
| 620500 Employee Recruitment | - | - | - | - | - | - |
| 620600 Parking Permits | 639 | 66 | 960 | 480 | 480 | 1,440 |
| TOTAL TRAINING / TRAVEL | 47,592 | 53,054 | 10,040 | 21,304 | 23,836 | 7,277 |
| Supplies | | | | | | |
| 630100 Office Supplies | 4,115 | 7,305 | 213 | 2,000 | 2,000 | - |
| 630300 Memberships & Licenses | 464 | 110 | 149 | 2,250 | 2,250 | - |
| 630700 Food & Provisions | - | - | - | - | - | - |
| 631603 Other Misc. Supplies | 7,801 | 4,834 | 2,616 | 2,050 | 2,050 | 4,050 |
| 632001 City Copy Charges | - | - | - | - | - | - |
| 632002 Outside Printing | - | - | - | 1,000 | 1,000 | - |
| 632102 Protective Clothing | - | - | - | - | - | - |
| 632400 Medical/Lab Supplies | 7,261 | 1,179 | - | - | 483 | 555 |
| 632700 Miscellaneous Equipment | 22,214 | 169,222 | 2,649 | 50,000 | 50,000 | - |
| TOTAL SUPPLIES | 41,855 | 182,650 | 5,627 | 57,300 | 57,783 | 4,605 |
| Purchased Services | | | | | | |
| 640100 Accounting/Audit Fees | - | - | - | - | - | - |
| 640201 Attorney Fees | - | - | - | - | - | - |
| 640400 Consulting Services | - | - | - | - | - | 4,566 |
| 641200 Advertising | - | 78 | - | - | - | - |
| 641307 Telephone | 239 | 212 | 74 | 250 | 250 | 632 |
| 641308 Cellular Phones | 1,222 | 1,004 | 160 | 241 | 241 | 722 |
| 641400 Janitorial Service | - | - | - | - | - | - |
| 641600 Building Repairs & Maint. | - | - | - | - | - | - |
| 642000 Facilities Charges | - | - | - | 122,668 | 122,668 | - |
| 642400 Software Support | 120 | 468 | 17,871 | 47,004 | 47,004 | - |
| 642501 CEA Operations/Maint. | - | - | - | - | - | - |
| 642502 CEA Depreciation/Replace. | - | - | - | - | - | - |
| 643100 Interpreter Services | - | - | - | 1,000 | 1,000 | - |
| 659900 Other Contracts/Obligations | 27,443 | 39,931 | 224,350 | 12,000 | 112,000 | 6,200 |
| 680300 Buildings | - | - | - | - | - | - |
| TOTAL PURCHASED SVCS | 29,024 | 41,693 | 242,455 | 183,163 | 283,163 | 12,120 |
| Transfers | | | | | | |
| 791100 Transfer Out - General Fund | - | - | - | 50,000 | 50,000 | 7,811 |
| TOTAL TRANSFERS | - | - | - | 50,000 | 50,000 | 7,811 |
| TOTAL EXPENSE | 456,862 | 547,348 | 348,084 | 650,517 | 753,532 | 320,525 |

CITY OF APPLETON 2025 BUDGET
HEALTH GRANTS
SPECIAL REVENUE FUNDS
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

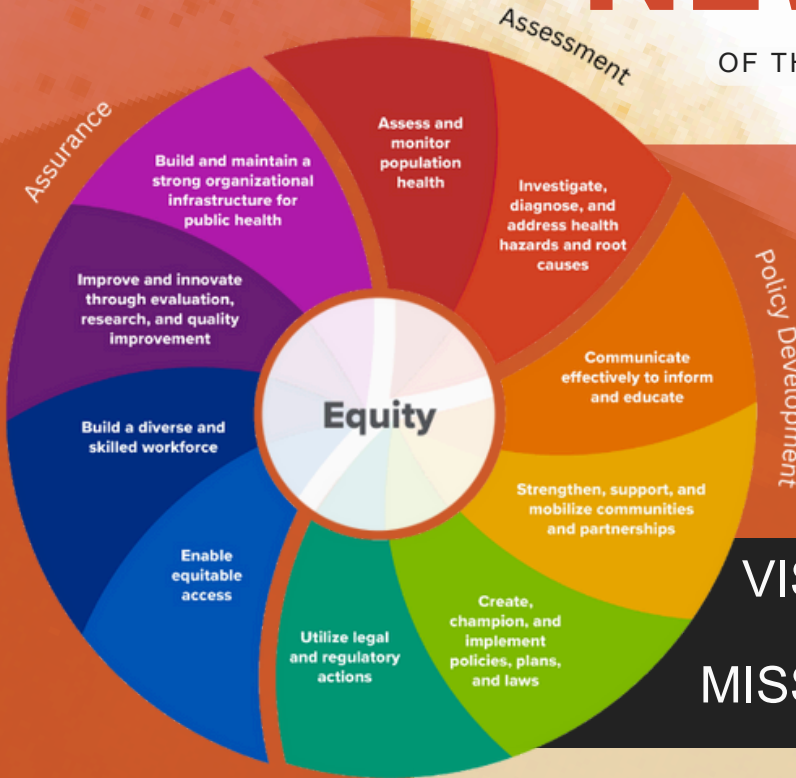
| Revenues | 2022 Actual | 2023 Actual | 2024 Budget | 2024 Projected | 2025 Budget |
|-----------------------------------|------------------|------------------|------------------|-------------------|--------------------|
| Intergovernmental * | \$ 448,058 | \$ 547,346 | \$ 632,517 | \$ 736,517 | \$ 164,484 |
| Charges for Service | 5,683 | - | 18,000 | 18,000 | 18,000 |
| Other Reimbursements | 1,220 | - | - | - | 37,293 |
| Total Revenues | <u>454,961</u> | <u>547,346</u> | <u>650,517</u> | <u>754,517</u> | <u>219,777</u> |
| Expenses | | | | | |
| Program Costs | <u>456,862</u> | <u>547,348</u> | <u>650,517</u> | <u>753,532</u> | <u>320,525</u> |
| Total Expenses | <u>456,862</u> | <u>547,348</u> | <u>650,517</u> | <u>753,532</u> | <u>320,525</u> |
| Revenues over (under) Expenses | (1,901) | (2) | - | 985 | (100,748) |
| Fund Balance - Beginning | <u>52,799</u> | <u>50,898</u> | <u>50,896</u> | <u>50,896</u> | <u>51,881</u> |
| Fund Balance - Ending | <u>\$ 50,898</u> | <u>\$ 50,896</u> | <u>\$ 50,896</u> | <u>\$ 51,881</u> | <u>\$ (48,867)</u> |

10.2024

PUBLIC HEALTH

NEWSLETTER

OF THE APPLETON PUBLIC HEALTH DEPARTMENT



IN THIS ISSUE:

Pertussis

Community Partner: Child Passenger Safety Program & Fire Station 5

Meet Amanda

VISION: Health for all, together.

MISSION: Facilitate equitable community wellbeing through education, health promotion, and response to public health needs.

10 ESSENTIAL PUBLIC HEALTH SERVICES

Each month, the Appleton Health Department Newsletter features stories about how we are achieving each of the 10 Essential Public Health Services. This month, we focus on:

Essential Public Health Service #2 Investigate, diagnose, and address health problems and hazards affecting the population.

NURSES ADDRESS PERTUSSIS

Pertussis, also known as whooping cough, is a bacterial infection that can affect all ages but is especially dangerous for infants and pregnant people. Pertussis differs from many other vaccine-preventable diseases because it remains present in a population, typically year-round. The early symptoms of Pertussis are similar to other respiratory illnesses and the infection is highly contagious. That is why Public Health Nurses jump into action when a cluster of suspected or confirmed Pertussis cases are found in our community.

Pertussis is a communicable disease which is reported to the Appleton Public Health Department. Appleton Public Health Nurses first conduct a case investigation. The public Health Nurse interviews the patient or their caregivers, which helps identify sources of infections and people around them that may be at risk for getting Pertussis. Next, Public Health Nurses will provide instructions for staying home and follow-up care for the patient and those who may have been exposed. Staying home for the recommended time and following a medical provider's treatment plan is essential because infected people can spread pertussis up to three weeks after the cough begins if they do not get treatment.

Finally, when a cluster of Pertussis cases or known exposure has occurred, Appleton's Public Health Nurses communicate possible exposure to the population affected. They give guidance about what to look for during an increased incidence of Pertussis infections and can answer questions of caregivers and parents, school and daycare staff, and medical office teams. Effective community awareness leads people to get tested and treated sooner, improving vaccination rates, and ending the contagious spread of Pertussis.

COMMUNITY PARTNERS

CHILD PASSENGER SAFETY PROGRAM & FIRE STATION 5



MEET AMANDA



Amanda Hatch, BSN, RN

Amanda started her career as a teacher, and now as a public health nurse, teaching remains a big part of how Amanda serves her clients today. Amanda returned to school to become a nurse because she felt called. "I enjoy spending time with my clients in a setting that is more comfortable for them than in a provider's office. I find they open up, and I am able to address needs they might not bring up at their doctor appointments." Amanda is most involved in the Appleton Health Department's Prenatal Care Coordination (PNCC). PNCC guides mothers through what they can expect during pregnancy, connects them to healthcare services, and assists each client in accessing resources for their pregnancy and beyond.

When Amanda is not at work she loves spending time with her children and husband, Maddison, Elijah, and Nick and cooking and gardening.

As warm weather months come to a close the Appleton Public Health Nurses wrapped up the last 2024 Car Seat Fitting Station at Fire Station #5. During a car seat fitting appointment a Certified Child Passenger Safety Technician inspects the resident's current car seat, adjusts the seat for each child based on age, height, weight, and the vehicle, and then teaches caregivers how to install the car seat and harness the child correctly for every ride. 4 out of 5 car seats are not used or installed properly so this hands-on learning can give parents the tools they need to protect children from preventable injury or death.

Road injuries are the leading cause of preventable deaths and injuries to children in the United States. Correctly installed and used child safety seats decrease the risk of fatal injury by 71%. The Bureau of Transportation Safety (BOTS) provides grant funding for the Appleton Health Department Child Passenger Safety Program to purchase car seats for families who cannot afford them with the goal that all child passengers are in the correct car seat. The training nurses received to become Certified Child Passenger Safety Technicians allows them to select the right car seat for each family and prepare families for the changing safety needs as each child grows. For more information on child passenger safety visit: <https://www.nhtsa.gov/vehicle-safety/car-seats-and-booster-seats>

RESOURCES

[CDC-10 Essential Public Health Services -Full](#)



Public Health
Prevent. Promote. Protect.



BOARD OF HEALTH CALENDAR

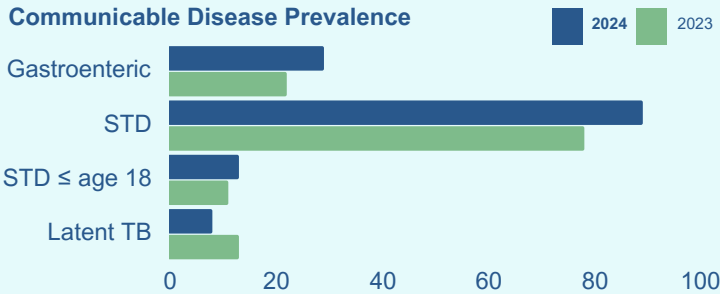
Appleton Health Department

2024 Q3 Report

There are five Foundational Areas in Public Health, also known as Public Health Programs. The Appleton Health Department reports quarterly on quantitative metrics in each program. The data reported here is compared to the data for the same period the previous year.

Communicable Disease Control

A slight increase in gastrointestinal disease and sexually transmitted disease is observed from 2023 to 2024.



Chronic Disease Control & Injury Prevention

Lead elevations are consistent with the number of elevations reported last year.



Community Health

- Increased Homelessness Prevention:** Partnering with community organizations clients sometimes cycle through, specifically county and nonprofit organizations that focus on mental health, substance abuse, veterans services, crisis services, jail, and reentry/corrections programs.

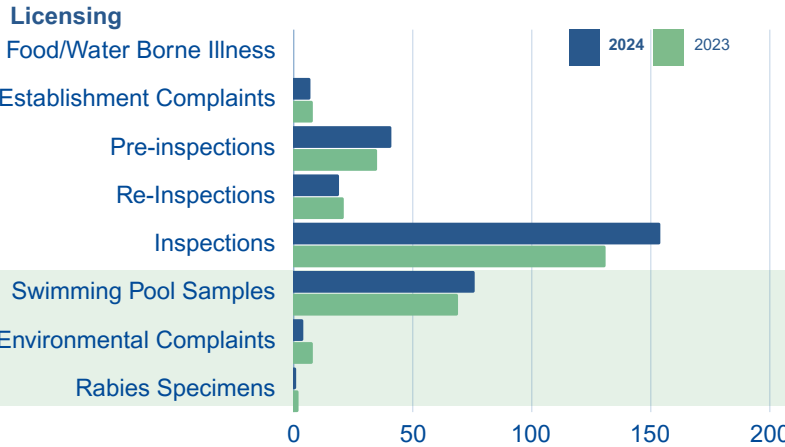
Maternal, Child, & Family Health

Public Health Nurse visits and re-visits are similar to the same time period last year.



Environmental Public Health

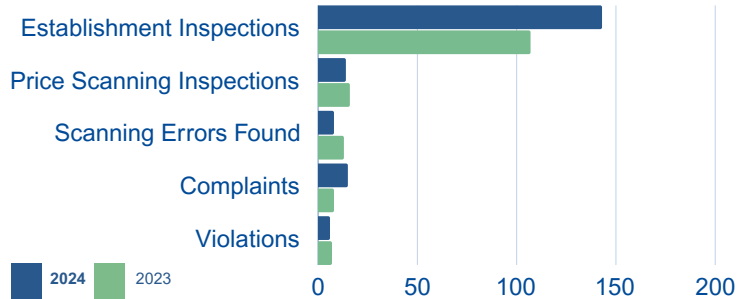
Environmental Health saw an increase in inspections due to an increase in staff capacity with the addition of the Environmental Health Technician.



Weights & Measures

Weights & Measures saw an increase in inspections due to an increase in staff capacity with the training of a Weights and Measures Specialist.

Establishment Inspections, Price Scanning Inspections, Complaints, & Violations



Emergency Preparedness & Response

- Activation of the **Emergency Operations Center** dedicated to response and recovery efforts addressing the **flooding** in Appleton. Collaboration with the American Red Cross and Outagamie County CERT established a shelter for evacuated residents evacuated and distribution of cleanup kits.
- Active Shooter Response Training** at Thrivent conducted over three days with multiple participating agencies.
- Held **Simulated Emergency Test (SET)** for the Wisconsin ARES/RACES teams. This year, the Emergency Management Coordinator successfully organized two high school locations to serve as simulated shelter sites for the statewide exercise.



DEPARTMENT OF
PUBLIC HEALTH