

CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING
Tuesday, July 25, 2017 - 7:00 PM
Hauser Room - City Administration Building

NOTICE IS HEREBY GIVEN, pursuant to the requirements of Wis. Stats. Sec. 19.84, that a majority of the Neenah Common Council may be present at this meeting. Common Council members may be present to gather information about a subject over which they have decision-making responsibility. This may constitute a meeting of the Neenah Common Council and must be noticed as such. The Council will not take any formal action at this meeting.

A G E N D A

1. Approval of Minutes of the July 11, 2017, Regular Meeting (Attachment)
2. Public Appearances
3. We Energies Utility Easement - Memorial Park (Attachment)
4. Cumings Plat MOU Sewer Agreement (Attachment)
5. Street Use Permits
 - a. Great Pumpkin Run (Attachment)
6. Licenses
 - a. Beverage Operator License Applications (Attachment)
 - b. Outdoor Extension Application - Lion's Tail Brewing Company (Attachment)
7. Public Works General Construction and Department Activity (Attachment)
8. Announcements / Future Agenda Items
9. Adjournment

CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES
Tuesday, July 11, 2017 - 7:00 PM
Hauser Room - City Administration Building

Present: Aldermen Bates, Hillstrom, Lendrum, and Stevenson

Excused: Alderman Lang

Also Present: Mayor Kaufert, Director of Public Works Kaiser, Police Chief Wilkinson, Police Captain Olson, Police Captain Gonzalez, Traffic Engineer Merten, Bette Ogden, Brian Defferding

Minutes: **Motion/Second/Carried Hillstrom/Lendrum to approve the minutes of the Regular Meeting of June 13, 2017.** All voting aye.

Public Appearances: Bette Ogden, 1953 E. Shady Lane addressed the Committee to express concern for the difficulty that senior citizens or mothers with toddlers have in crossing to the library from the parking on the south side of E. Wisconsin Avenue. She requested that the City consider designating twelve parking spaces on the north side of the street for the exclusive use of mothers with children or senior citizens. Committee requested that staff evaluate options and bring the issue back to the Committee.

Brian Defferding, 686 Oak Street, addressed the Committee to request a change in the fencing ordinance in order to allow a fence taller than four feet within the setback area. He stated that he lives on a corner lot and has two pit bulls that he would like to allow to roam in a larger area that could only be created by being able to install a taller fence. He would also like to change the reference for the setback measurement from the property line to the curb line. Director Kaiser reviewed the current rules for the vision clearance triangle and the vision clearance area. Committee noted that they don't function as the Board of Appeal and expressed a concern with discussing an ordinance change based on a specific property request without having the context of the change citywide. Committee suggested that Mr. Defferding submit a written request to the Committee, which can then be referred to staff for evaluation.

Resolution 2017-17 Support for Neenah Police K-9 Unit: Committee reviewed Resolution 2017-17. The resolution expresses support for the program and authorizes the department to begin fund raising for a replacement dog. Committee discussed the manner in which the current K-9 unit functions with the MEG unit. Chief Wilkinson clarified the current rules regarding proceeds from property seizures. Police Department staff clarified the arrangement with the current trust fund and the determination of expenses that are charged to the trust fund versus those that are charged to general operating budget accounts. Committee expressed support for the K-9 project but requested a clear delineation of trust fund expenditures and general levy expenditures. Police staff reviewed the proposed structure to create a staggered implementation of a two unit rotation and the training regimen for the new unit.

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RES.

Following discussion, **Motion/Second/Carried Stevenson/Lendrum to recommend Council adopt Resolution No. 2017-17, expressing support for the Neenah Police Department K-9 unit and authorizing efforts to raise funds to support its continued operation and direct that the Department provide the Common Council with a budget and funding summary for the K-9 program.** All voting aye.

Street Use Permit - Great Pumpkin Run: Committee reviewed the Street Use Permit for the Great Pumpkin Run (formerly the Plexus Run) to be held on October 7, 2017. Traffic Engineer Merten noted that the event course is different that he route used for the Plexus Run in 2016. Committee discussed several aspects of the application including the 501(c) status of the sponsor and the beneficiary of the event proceeds. Committee expressed a desire that the event benefit the city or a city organization in some way. Traffic Engineer Merten reviewed the fee schedule for event charges.

Following discussion, **Motion/Second/Carried Stevenson/Lendrum to table action on the permit until Traffic Engineer Merten can clarify the tax exempt status of the sponsor and get information on the recipient(s) of the event proceeds.** All voting aye.

Street Use Permit - Gord's Street Dance: Committee reviewed the Street Use Permit for Gord's Street Dance to be held on August 12, 2017. Mayor Kaufert noted that the event proceeds are directed to the Safe Ride program.

C.A.

Following discussion, **Motion/Second/Carried Lendrum/Hillstrom to recommend the Chairman of the Public Services and Safety Committee sign and the Council approve the Street Use Permit for Gord's Street Dance sponsored by Outagamie County Tavern League, Paula Pitsch, 210 Main Street, to be held on August 12, 2017, contingent upon payment of the application fee and receipt of a certificate of liability insurance.** All voting aye.

Street Use Permit - Furry Flurry Walk for Pets: Committee reviewed the Street Use Permit request for the Furry Flurry Walk for Pets to be held on August 12, 2017, at Riverside Park. Traffic Engineer Merten indicated that the walk would travel from Riverside Park to Lakeshore Avenue to Wisconsin Avenue and back to Riverside Park.

C.A.

Following discussion, **Motion/Second/Carried Hillstrom/Lendrum to recommend the Chairman of the Public Services and Safety Committee sign and the Council approve the Street Use Permit for the Furry Flurry Walk for Pets to be held on August 12, 2017, in Riverside Park, sponsored by the Neenah Animal Shelter, Mary Setton, 951 County Road G, Neenah.** All voting aye.

Street Use Permit - Fox Valley Area Labor Council Labor Day Parade: Committee reviewed the Street Use Permit for the Fox Valley Area Labor Council Labor Day Parade to be held on September 4, 2017.

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C.A.

Following discussion, **Motion/Second/Carried Lendrum/Hillstrom to recommend the Chairman of the Public Services and Safety Committee sign and the Council approve the Street Use Permit for the Fox Valley Area Labor Council Labor Day Parade, Hugh Sloan, 311 E. Peckham Street, to be held on September 4, 2017.** All voting aye.

Licenses:

Beverage Operator License Applications: The Committee reviewed the beverage operator license applications for Amber A. Ansell, Caleb B. Arndt, Linda M. Ashauer, Jamie L. Czarnecki, Samantha M. Dahlke, Megan M. Dennis, John N. Eckrich, Brianna L. Espe, Jacob J. Esslinger, LaVaune C. Guenther, Megan E. Janssen, Jordan A. Jensen, Jennifer L. Lemke, Danielle Lindner, Kandi Lynn, Anna M. Matz, Justine M. Mecha, Casey C. Meilahn, Alexandra L. Mohnen, Christopher J. Montour, Morgan J. Morris, Amanda L. Musial, Shelley Nennig, David L. Piehl, Candice L. Rahlf, Mikal T. Sauer, Brittany L. Schmidt, Brenda L. Schmulke, Linda J. Schultz, Randall A. Schultz, Sebastian B. Schulz, Melissa C. Sesemann, Nathan M. Sharpless, Megan A. Spoo, Melissa M. Stuck, Anders J. Swiderski, Travis D. Turbett, Richard R. Varick and Jill M. Wilke, Jennifer R. Martin, Jennifer McDonald, Jordania D. Moon, Gwen M. Schneider, and Troy J. Schuppe.

C.A.

Following discussion, **Motion/Second/Carried Lendrum/Hillstrom to recommend Council approve beverage operator license applications for Amber A. Ansell, Caleb B. Arndt, Linda M. Ashauer, Jamie L. Czarnecki, Samantha M. Dahlke, Megan M. Dennis, John N. Eckrich, Brianna L. Espe, Jacob J. Esslinger, LaVaune C. Guenther, Megan E. Janssen, Jordan A. Jensen, Jennifer L. Lemke, Danielle Lindner, Kandi Lynn, Anna M. Matz, Justine M. Mecha, Casey C. Meilahn, Alexandra L. Mohnen, Christopher J. Montour, Morgan J. Morris, Amanda L. Musial, Shelley Nennig, David L. Piehl, Candice L. Rahlf, Mikal T. Sauer, Brittany L. Schmidt, Brenda L. Schmulke, Linda J. Schultz, Randall A. Schultz, Sebastian B. Schulz, Melissa C. Sesemann, Nathan M. Sharpless, Megan A. Spoo, Melissa M. Stuck, Anders J. Swiderski, Travis D. Turbett, Richard R. Varick and Jill M. Wilke, Jennifer R. Martin, Jennifer McDonald, Jordania D. Moon, Gwen M. Schneider, and Troy J. Schuppe, contingent upon payment of any outstanding City or Utility fees.** All voting aye.

Temporary Class "B" Retail Beer License Application - Fox Valley Area Labor Council: The Committee reviewed the request for a temporary Class "B" retail beer license application from the Fox Valley Area Labor Council for their Labor Day Celebration. The event is to be held on September 4, 2017.

C.A.

Following discussion, **Motion/Second/Carried Lendrum/Stevenson to recommend Council grant a temporary Class "B" retail beer license to the Fox Valley Area Labor Council for their Labor Day Celebration to be held at 157 S. Green Bay Road, Mark Westphal, on September 4, 2017.** All voting aye.

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Taxi Cab License Application - Call A Cab LLC: Committee reviewed the taxi cab license application for Call A Cab, LLC, 233 Chute Street, Menasha. Mayor Kaufert noted that he had granted a temporary approval of the application in order to allow the business to operate until the Council had an opportunity to act on the license. He noted the possibility of a future adjustment to the license cost.

C.A. Following discussion, **Motion/Second/Carrier Lendrum/Hillstrom to recommend Council grant a taxi cab license to Call A Cab, LLC, 233 Chute Street, Menasha.** All voting aye.

Taxi Cab License Application - TNT Limousine Service LLC: Committee reviewed the taxi cab license application for TNT Limousine Service LLC, 936 9th Street, Menasha. Mayor Kaufert noted that he had granted a temporary approval of the application in order to allow the business to operate until the Council had an opportunity to act on the license.

C.A. Following discussion, **Motion/Second/Carrier Lendrum/Hillstrom to recommend Council grant a taxi cab license to TNT Limousine Service LLC, 936 9th Street, Menasha.** All voting aye.

Public Works General Construction and Department Activity:

1. Contract 1-17 (Cecil St, Higgins Av) Utilities have been installed and concrete pavement has been placed. Concrete driveway and sidewalk repairs are ongoing. Asphalt paving is scheduled for July 12. Landscaping is scheduled for the week of July 17.
2. Contract 2-17 (Edward, Helen, Cleveland)
 - a. Edward Street – Utilities have been installed and concrete repairs completed. The roadway is being graded in preparation for paving, which should happen in the middle of the month.
 - b. Helen Street – Utilities have been installed and concrete repairs completed. The roadway is being graded in preparation for paving, which should happen in the middle of the month.
 - c. Cleveland Street – Utilities have been installed and concrete repairs are completed. Terracing will start in the coming week.
3. Contract 3-17 (Main Street Lot, Temple Lot, Whippoorwill, Yorkshire, Bergstrom Rd Trail) – The Main Street parking lot is complete. Bergstrom Road Trail excavation is ongoing. Rainy weather and saturated ditch conditions have slowed progress of this work.
4. Contract 4-17 (Industrial Drive Pavement Repair) – Patching work should be completed by July 10. Diamond grinding is scheduled for the week of July 10.
5. Contract 5-17 (Cecil Street Overpass Approaches) – Bridge repairs to the east back wall have been completed. Two small cracked areas were discovered and repaired in the west back wall. Work on the approaches will start the week of July 10. Concrete pavement patch repairs on Cecil Street are ongoing.

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6. Parking Management System – On-site staff training and LPR set-up are scheduled for July 10 and 11. Enforcement go-live is scheduled for July 12. Traffic Engineer Merten reviewed the status of implementation for the enforcement component of the parking management software.
7. Sanitation Workers – We have hired another sanitation worker. At this point, we have 2 vacancies. I have not requested permission to fill those positions until the direction of the sanitation operation becomes clearer.
8. Chip sealing work was completed on Louise, Diane, Gregory, Shannon, Stonecrest and Rockledge. Director Kaiser noted an issue that staff has been involved with on the slag seal placed on Apple Blossom Drive last year.
9. Castle Oak V – Utility installation is complete. Street grading/graveling will take place over the next couple of weeks.
10. Forest Manor Street Lighting – Underground cable installation is complete. Street lights have not yet been installed.

Announcements/Future Agenda Items:

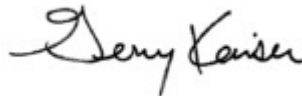
Chairman Bates requested that staff look at the possibility of allowing parking on E. Bell Street by the condominiums west of S. Park Avenue. Director Kaiser noted that he and Traffic Engineer Merten had discussed the matter.

Chairman Bates requested that staff present any changes needed to implement a revised sidewalk ordinance prior to the start of budget deliberations.

Alderman Lendrum expressed a concern with assessment rates for street and sanitary sewer laterals. She related a specific case that has come to her attention and the financial impact that a proposed street/utility project would have on that property owner. Director Kaiser stated that he would provide the Council with a comparison of assessment rates for the last several years.

Motion/Second/Carried Hillstrom/Stevenson to adjourn at 8:50 p.m. All voting aye.

Respectfully submitted,



Gerry Kaiser
Director of Public Works



*Department of
Parks & Recreation*

MEMORANDUM

DATE: July 21, 2017
TO: Chairman Bates and members of Public Services and Safety Committee
FROM: Trevor L Fink, Superintendent of Parks/City Forester *TLF*
RE: WE Energies Utility Easement – Memorial Park

WE Energies has requested a 15 foot wide easement strip at the northwest corner of Memorial Park (Gay Drive/Pendleton Road) to install a VFI box. This request is to accommodate growth in this section of the city. I met with WE Energies representatives to review the proposed location. The VFI box is approximately 4' in height by 7' in length and width. WE Energies we will make payable a check for \$1,500 for landscaping around the unit. The easement language is consistent with City Attorney Godlewski's request and approval from previous easements.

Park and Recreation Commission recommends council approval for 15 foot easement strip at Memorial Park.

Please contact me if you have any questions.

**DISTRIBUTION EASEMENT
UNDERGROUND**

Document Number

WR NO. **3984864** IO NO. **52348**

For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, **CITY OF NEENAH, a Wisconsin Municipality**, hereinafter referred to as "Grantor", owner of land, hereby grants and warrants to **WISCONSIN ELECTRIC POWER COMPANY, a Wisconsin corporation doing business as We Energies**, hereinafter referred to as "Grantee", a permanent easement upon, within, beneath, over and across a part of Grantor's land hereinafter referred to as "easement area".

The easement area is described as a **strip of land Fifteen (15) feet in width**, part of the **Southwest 1/4 and the Northwest 1/4**, Section Thirty Two (32), Township 20 North, Range 17 East, City of Neenah, Winnebago County, Wisconsin; Grantors lands more particular described as "Neenah Memorial Park" in that certain **Warranty Deed recorded as Doc. No. 430911**, in the Office of the Register of Deeds, Winnebago County, Wisconsin.

The location of the easement area with respect to Grantor's land is as shown on the attached drawing, marked Exhibit "A", and made a part of this document.

RETURN TO:
We Energies
PROPERTY RIGHTS & INFORMATION GROUP
231 W. MICHIGAN STREET, ROOM A252
PO BOX 2046
MILWAUKEE, WI 53201-2046

8063000000
(Parcel Identification Number)

1. **Purpose:** The purpose of this easement is to install, operate, maintain, repair, replace and extend underground utility facilities, conduit and cables, electric pad-mounted transformers, manhole, electric pad-mounted switch-fuse units, electric pad-mounted vacuum fault interrupter, concrete slabs, power pedestals, riser equipment, terminals and markers, together with all necessary and appurtenant equipment under and above ground as deemed necessary by Grantee, all to transmit electric energy, signals, television and telecommunication services, including the customary growth and replacement thereof. Trees, bushes, branches and roots may be trimmed or removed so as not to interfere with Grantee's use of the easement area.
2. **Access:** Grantee or its agents shall have the right to enter and use Grantor's land with full right of ingress and egress over and across the easement area and adjacent lands of Grantor for the purpose of exercising its rights in the easement area.
3. **Buildings or Other Structures:** Grantor agrees that no structures will be erected in the easement area or in such close proximity to Grantee's facilities as to create a violation of all applicable State of Wisconsin electric codes or any amendments thereto.
4. **Elevation:** Grantor agrees that the elevation of the ground surface existing as of the date of the initial installation of Grantee's facilities within the easement area will not be altered by more than 4 inches without the written consent of Grantee.
5. **Restoration:** Grantee agrees to restore or cause to have restored Grantor's land, as nearly as is reasonably possible, to the condition existing prior to such entry by Grantee or its agents. This restoration, however, does not apply to any trees, bushes, branches or roots which may interfere with Grantee's use of the easement area.
6. **Exercise of Rights:** It is agreed that the complete exercise of the rights herein conveyed may be gradual and not fully exercised until some time in the future, and that none of the rights herein granted shall be lost by non-use.
7. **Binding on Future Parties:** This grant of easement shall be binding upon and inure to the benefit of the heirs, successors and assigns of all parties hereto.

- 8. Indemnify and Hold Harmless:** In consideration of the foregoing grant, it is understood that during the time said underground electrical facilities are located on the premises of the grantor pursuant to this grant, Wisconsin Electric Power Company will indemnify and save the grantor, its successors and assigns harmless from any and all claims for injury or death to any person or for damage to property of any person arising out of grantee's exercise of any of its rights under this easement; excepting, however, any claims or actions arising out of negligence or willful acts on the part of the grantor, its successors and assigns, grantors employees, agents and invitees.
- 9. Use of Easement by Grantor:** It is acknowledged by Grantor that said easement shall not interfere with any buildings of Grantor. Grantor may use said easement area for his own purposes, however, Grantor shall not make any construction over or use of said property which will interfere with said easement by Grantee, without the written consent of the Grantee. The Grantor may not erect permanent buildings or structures in the easement area.

Grantor:

CITY OF NEENAH, a Wisconsin Municipality

By _____

(Print name and title): _____

By _____

(Print name and title): _____

Personally came before me in _____ County, Wisconsin on _____, 2015,

the above named _____, the _____

and _____, the _____

of the CITY OF NEENAH, a Wisconsin Municipality, for the municipal corporation, by its authority, and pursuant to Resolution File

No. _____ adopted by its _____ on _____, _____.

Notary Public Signature, State of Wisconsin

Notary Public Name (Typed or Printed)

(NOTARY STAMP/SEAL)

My commission expires _____



WR 3984864 Memorial Park easement
Renwick David

to:
TFink@ci.neenah.wi.us
06/13/2017 03:23 PM
Cc

"attorney@ci.neenah.wi.us", "GKaiser@ci.neenah.wi.us", "Armstrong Steven", "Roehl Wendy"
Hide Details

From "Renwick David" <David.Renwick@we-energies.com>

To "TFink@ci.neenah.wi.us" <TFink@ci.neenah.wi.us>

Cc "attorney@ci.neenah.wi.us" <attorney@ci.neenah.wi.us>, "GKaiser@ci.neenah.wi.us" <GKaiser@ci.neenah.wi.us>, "Armstrong Steven"

<Steven.Armstrong@we-energies.com>, "Roehl Wendy" <Wendy.Roehl@we-energies.com>

History This message has been replied to and forwarded

2 Attachments



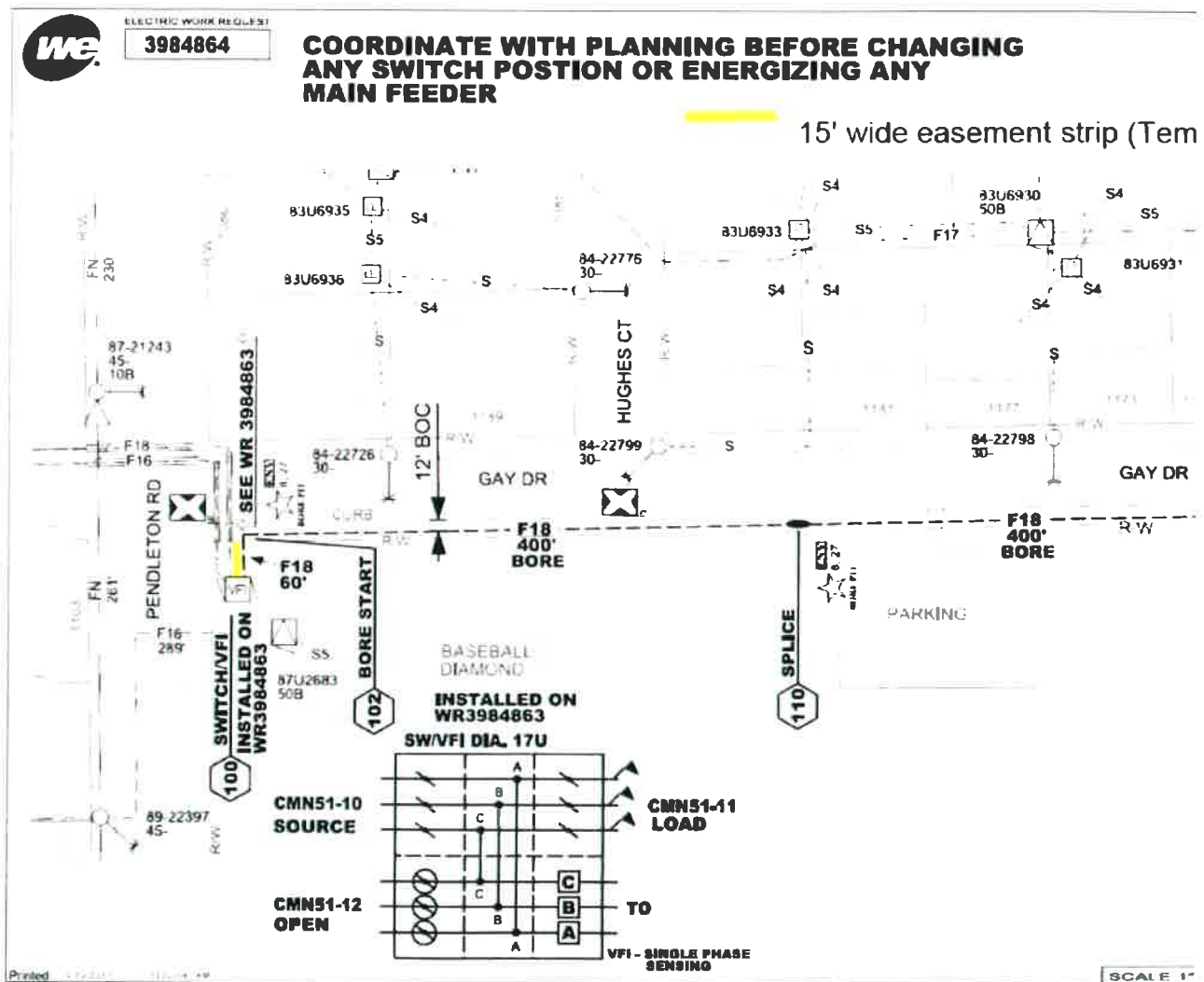
3984864 City of Neenah Memorial Park.pdf VFI memorial park.png

Trevor-

Thank you for meeting us out on site today in spite of the rain. Location behind the NW corner signage will work for us which hides the large VFI from sight and allows for the doors to be opened in case of an emergency. As indicated, we will make payable a check for \$1,500 for landscaping around the unit.

I've incorporated any/all language from last year's easements' so they are consistent with City Attorney Godlewski's request and approval. I have attached the easement and picture hereto.

If you feel inclined to present this to the Board this week we would be grateful.



Professional regards,

VFI Box





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BGW61-7

BGW61-5



M E M O R A N D U M

DATE: July 20, 2017

TO: Chairman Bates, members of the Public Services & Safety Committee

FROM: City Attorney Jim Godlewski

RE: Cumings Plat MOU Sewer Agreement

I am pleased to inform the committee that City negotiators have reached a tentative agreement with the Town of Neenah Sanitary District No. 2 for the construction of a 15-inch collector sewer from Breezewood Lane north to the end of Cumings Lane. The purpose of this line is to eliminate the lift station and 4-inch force main sewer located at Cumings Lane and Hilltop Drive. That forcemain is undersized for the amount of development that has occurred in the past decade and is too small to accommodate any substantial growth in the future. The principal terms of the agreement are:

- Breezewood 21-inch Interceptor would be extended west to the east line of the Harness Farm homestead (where the extension of Cumings Lane meets Breezewood Lane. There a 15-inch sewer line will be installed, extending north along the mapped extension of Cumings Lane. The line is depicted on Exhibit A attached.
- Estimated Project expenses total \$812,700 with the District and City splitting those costs. The project budget is attached as Exhibit B. In the event that cost estimates exceed \$1.1 million, either party may withdraw from the project.
- In the event that the collector project falls through, the agreement provides City authorization for the District to construct upgrades to the Cumings Lane lift station and expand the forcemain from the lift station with procedures in place to safeguard the operation of the City sanitary sewer system.
- Due to the decreased lot count in the Cottages at Woodside Green/Woodside Green Estates development, the District will receive a \$29,000 credit towards its share of project costs.
- The District will take the lead in acquiring the necessary construction and permanent easements from the property owner. This will follow the eminent domain process. The cost of acquiring the necessary property rights is included in the total cost estimate to be split between the City and the District.

- The City will be responsible for design and construction management and will be credited with a management fee of 10% of project hard costs.
- Infiltration/Inflow has been a particular problem, exacerbating already tight capacity in the system. Under this agreement, the District will acquire and operate the storm water pump house in Sunset Terrace to minimize the amount of water going into the sanitary system.
- The City will be allowed access to a utility easement running between the east end of Woodside Lane and the Cumings Lane lift station. This allows for a complete separation of the City's and District's systems. The agreement further requires that the City manage and operate the system in those areas designated as City Growth Area while the District manage and operate the system in the remaining sewered areas.
- On operations, the District will continue to pay a fee based on the amount of effluent passing from the District's sewers to the City's system. To account for City developments that use District sewers, the District will receive a 15% credit that roughly reflects the proportion of City units to total units.
- The agreement will also settle the District's arbitration case involving the connection fee charged to new units in the Cottages at Woodside Green and Woodside Green Estates subdivisions by reinstating the \$1,000 per unit connection fee provided for in the original developer's agreement.

This agreement represents a significant milestone in the cooperative relationship between the City and Town. It also provides a significant increase in the sewerage capacity serving the area.

An appropriate motion would be to recommend Council approve the Cumings Plat Sewer Collector memo of understanding.

EXHIBIT A
Approximate location of Breezewood to Cumings 15" Sewer Collector

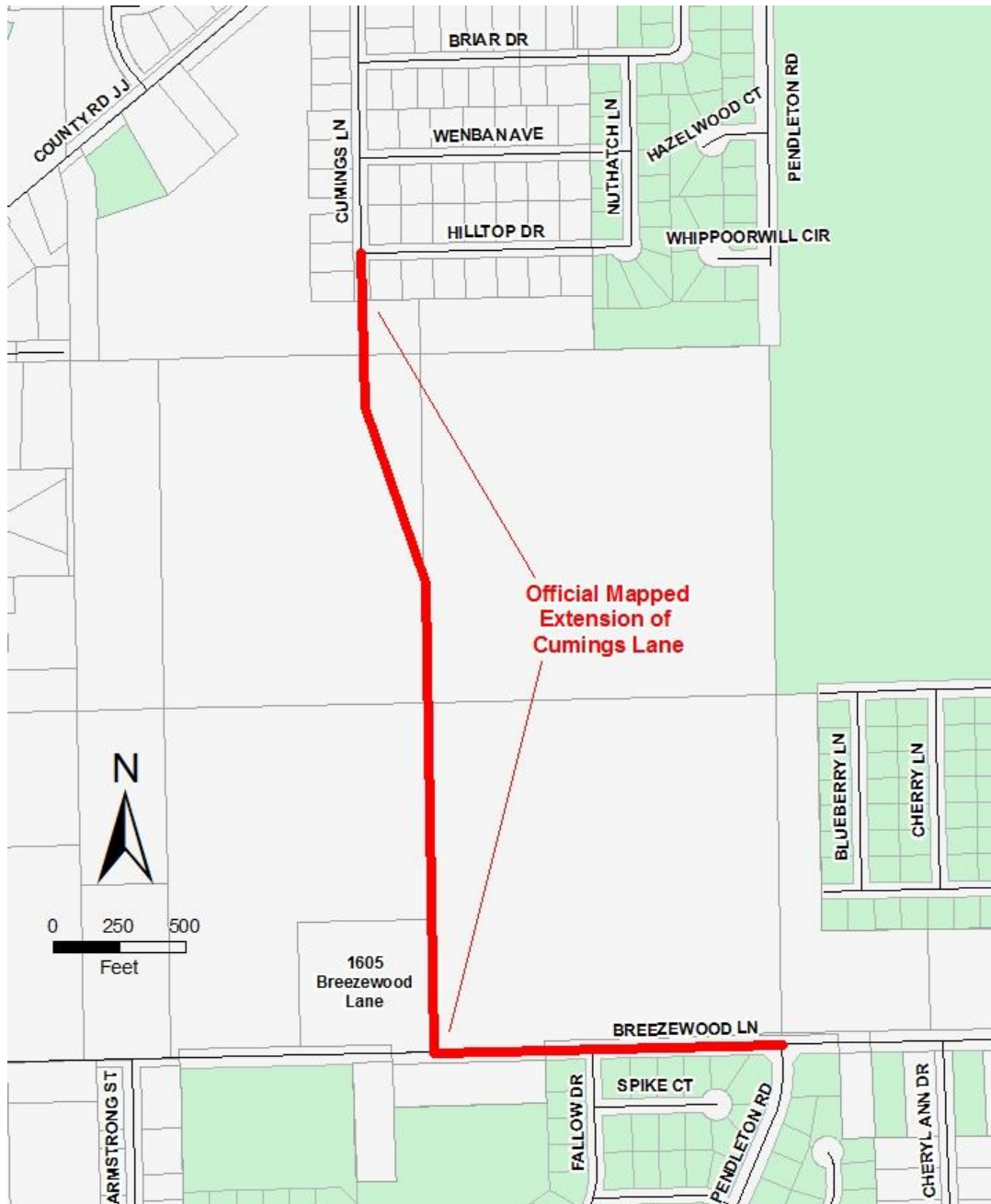


EXHIBIT B

Project Budget

San 2 Interceptor Budget					
7/20/2017					
	Budget Items			Cost Estimate	
	Project hard costs:			\$628,620.00	
	Easement Acquisition Value:			\$51,000.00	
	Easement Acquisition Soft costs JSP			\$15,000.00	
	Easement Acquisition Soft costs JGG			\$10,000.00	
	Appraisal costs			\$10,000.00	
	Engineering, Construction Mgt:			\$62,900.00	
	Subtotal costs before contingency:			\$777,520.00	
	Contingencies:			<u>\$35,200.00</u>	
	Total project cost:			\$812,700.00	
	Each Party Project share:		50%	Cost Share Breakdown	
				NSD #2	City
	Total hard & soft costs estimate			\$ 406,350.00	\$ 406,350.00
	Cr Cottages Connection Fee		NSD2	\$ (29,000.00)	\$ 29,000.00
	<u>TOTAL ESTIMATED SHARE:</u>			\$ 377,400.00	\$ 435,400.00
					\$ 812,800.00



City of Neenah
211 Walnut Street, P.O. Box 426
Neenah, WI 54957-0426

For Office Use Only	
Date Paid: _____	Amount Paid: <u>\$75.00</u>
Receipt No: _____	
Charge to Acct. No.010-0000-532-1500	Code: US

City of Neenah Street Use Permit

\$75.00 FEE (Section 14-129(e)) NON-REFUNDABLE

Important: Incomplete applications will be returned to the Event Organizer. The completed application must be on file not less than 45 days prior to the event.

SECTION 1 - EVENT INFORMATION (Please print)	
Name of Event: <u>(Formerly the Plexus Run) Great Pumpkin Run</u>	Event Date(s): <u>Oct 7</u> Event Time: <u>7:30 am - 10:30 am</u>
Event Location/Route: <u>← Leave Main St in front of Plexus, Right Lake St. Fritze Park and Beach</u>	
Event Description: <u>5K/10K Run/Walk</u>	
Estimated Attendance for Event: <u>250 - 500</u>	Will there be any vendors? If so what type? For food vending contact the Winnebago County Health Department at 232-3000. <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES
Will there be any amplified music/announcements? <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES	Beginning Time <u>7:30</u> Ending Time <u>10:00 AM</u>
Will there be any street closures? If so, list streets: <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES	

SECTION 2 - EVENT CONTACT INFORMATION (Please print)			
Contact Name: <u>Gloria West</u>			
Street Address: <u>1521 Silver Maple</u>	City: <u>De Pere</u>	State: <u>WI</u>	Zip: <u>54115</u>
E-Mail Address: <u>gloria@dutrirun.com</u>	Telephone: <u>Home: 920 562 1885</u>	Work: <u>Cell:</u>	
Name of Organization: <u>Dutrirun Foundation</u>			
Street Address: <u>920 Keller Park Dr.</u>	City: <u>Appleton</u>	State: <u>WI</u>	Zip: <u>54914</u>
Telephone Number of Organization: <u>920 544 2414</u>	Is the organization a 501(c) organization? If so list the IRS EIN: <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES <u>5001240</u>		

SECTION 3 – PROVISIONS AND TERMS

THIS PERMIT is intended to clarify the working relationship between the **Sponsor** of the special event and the **City of Neenah**. The **Sponsor** agrees to abide by the terms of this permit, and all existing policies governing use of City Facilities unless specifically noted in the PERMIT. The Public Services & Safety Committee as well as the City Council must approve this permit.

PARK FACILITIES must be reserved via payment by the **Sponsor** through the **Park and Recreation Department**.

Use of **CITY STREETS** for events such as parades, walks and runs must be approved by the **City Traffic Engineer**. If the route extends beyond the City limits, the **Sponsor** must contact authorities in those jurisdictions for approval. If the event requires street closures or re-routing of traffic, the **Sponsor** may be required to mail a notice to affected residences and businesses **PRIOR** to the Public Services & Safety meeting and two weeks **PRIOR** to the event.

A **CERTIFICATE OF INSURANCE** covering the event must be provided by the **Sponsor**, naming the City of Neenah its officers, council members, agents, employees, and authorized volunteers as additional insured(s) with no exclusions. Any waivers of liability signed by participants of the event must also include the above underlined persons as included in the waiver of liability. A copy of such waiver shall be provided to the City.

STAFF needed to run the event are the responsibility of the **Sponsor**, except where the **City** determines that qualified personnel are required. **Sponsor** shall also be responsible for the City's reasonable service and/or equipment cost associated with the Event. The rates are calculated by the formula outlined in the ordinance.

EQUIPMENT needed to run the event will be the responsibility of the **Sponsor** except when city equipment, such as traffic barricades or cones are used, under the direction of the **City Traffic Engineer**. The cost to repair or replace lost or damaged equipment will be charged to the **Sponsor**.

The **Sponsor** is responsible for and any PERMIT issued is subject to the Sponsor Responsibilities as described in SECTION 5 of this application.

An **INVOICE** detailing charges for City services will be sent to the **Sponsor** following the event. The charges are determined from actual cost, not the estimate in SECTION 5 of this application. Payment is due within 30 days of the date of the invoice.

NO CHANGES may be made by the Sponsor, regarding items included in this AGREEMENT, unless written permission is attached to this document. When questions regarding this AGREEMENT arise, they should be directed to the appropriate Department. If questions arise during the event, and the Department representative is unavailable, the decision of City Staff on duty shall prevail.

SECTION 4 – LEGAL NOTICE

I understand the filing of this application does not ensure the issuance of this permit. I also understand that all Event organizers and participants must comply with all applicable city ordinances, traffic rules, park rules, state health laws, fire codes and liquor licensing regulations. Fees for park facilities, food sales permits, tent and fireworks permits are in addition to the fees submitted for the Street Use Permit Application. I further understand that an incomplete application may be cause for denial of the event.

HOLD HARMLESS INDEMNIFICATION AND DEFENSE.

FOR GOOD AND VALUABLE CONSIDERATION THE APPLICANT AND/OR THE ORGANIZATION AGREES TO INDEMNIFY, DEFEND AND HOLD HARMLESS THE CITY OF NEENAH AND ITS OFFICERS, OFFICIALS, EMPLOYEES AND AGENTS FROM AND AGAINST ANY AND ALL LIABILITY, LOSS, DAMAGE, EXPENSES, COSTS, INCLUDING ATTORNEY FEES ARISING OUT OF THE ACTIVITIES PERFORMED AS DESCRIBED HEREIN, CAUSED IN WHOLE OR IN PART BY ANY NEGLIGENT ACT OR OMISSION OF THE APPLICANT/ORGANIZATION, ANYONE DIRECTLY OR INDIRECTLY EMPLOYED BY ANY OF THEM OR ANYONE WHOSE ACTS ANY OF THEM MAY BE LIABLE, EXCEPT WHERE CAUSED BY THE SOLE NEGLIGENCE OR WILLFUL MISCONDUCT OF THE CITY.

Signature *Dore West* Date 3/29/17

SECTION 5 – OFFICE USE ONLY

Certificate of Liability Insurance

Date Received: / / Initials:

Schedule for Review by Committee

Date: 7 / 11 / 17 Time: 7:00 PM

Sponsor Responsibilities

Will event have amplified music or PA system? NO YES – See Parks and Recreation Facility Use Information
 Sponsor must provide neighbors with a number to call for problems encountered during the event. NO YES

Parks & Recreation

Facilities: Arrowhead Park, Herb's & Dolly Smith Park

Equipment: N/A

Staff: N/A

Public Works

Equipment: Barricades (Drop off / Pick-up)
Message boards

Staff: 2 Traffic Crewmen

Police

Equipment: N/A

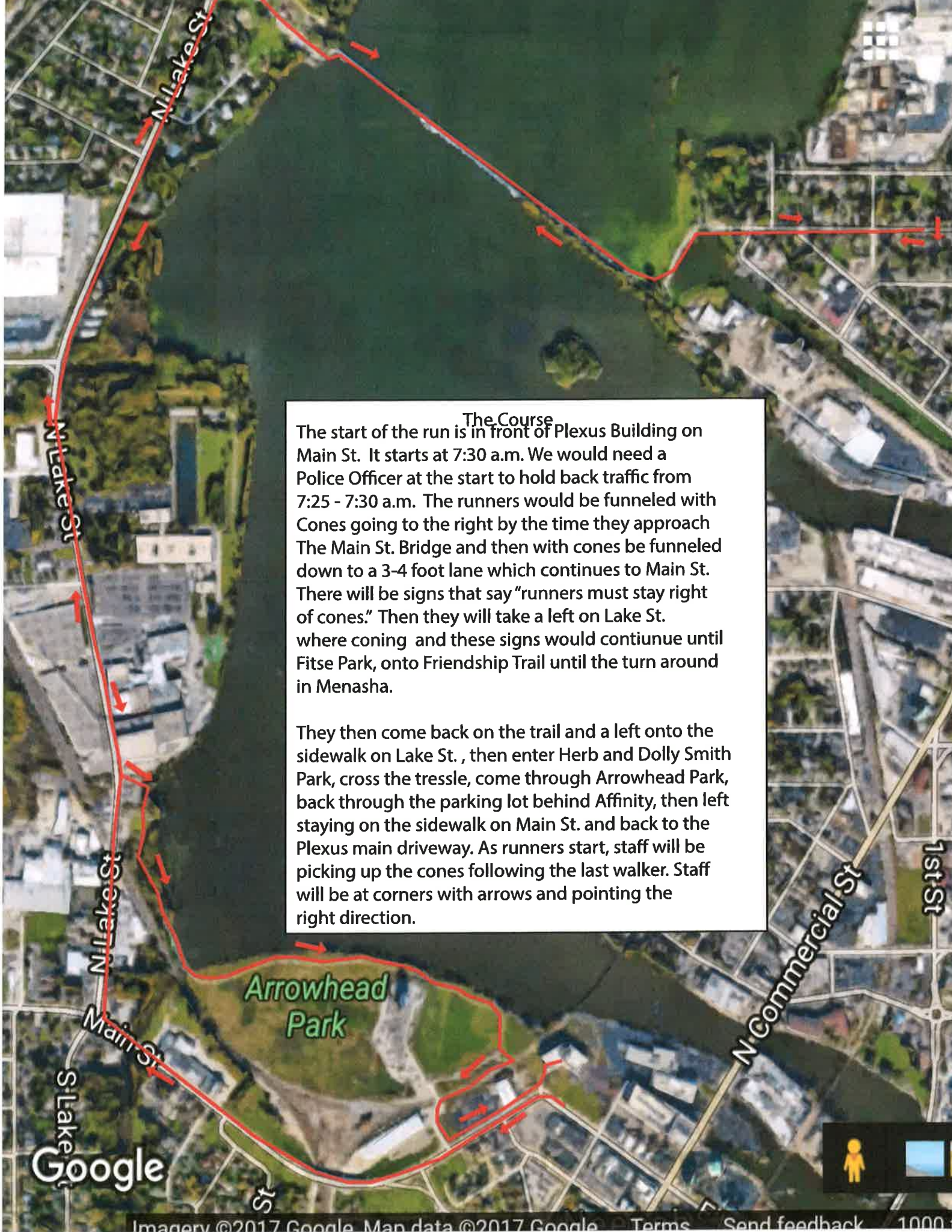
Staff: CSAs / Officers

Cost Estimates

	Est. Actual Cost	Event Charge
Parks and Recreation	\$ 0	\$ 0
Police	\$ 50	\$ 0
Public Works	\$ 250	\$ 0
TOTAL ESTIMATE	\$ 300	\$ 0

SECTION 6 – PUBLIC SERVICES AND SAFETY COMMITTEE APPROVAL

City Representative (Print)	Signature	Date



The Course

The start of the run is in front of Plexus Building on Main St. It starts at 7:30 a.m. We would need a Police Officer at the start to hold back traffic from 7:25 - 7:30 a.m. The runners would be funneled with Cones going to the right by the time they approach The Main St. Bridge and then with cones be funneled down to a 3-4 foot lane which continues to Main St. There will be signs that say "runners must stay right of cones." Then they will take a left on Lake St. where coning and these signs would continue until Fitse Park, onto Friendship Trail until the turn around in Menasha.

They then come back on the trail and a left onto the sidewalk on Lake St. , then enter Herb and Dolly Smith Park, cross the tressle, come through Arrowhead Park, back through the parking lot behind Affinity, then left staying on the sidewalk on Main St. and back to the Plexus main driveway. As runners start, staff will be picking up the cones following the last walker. Staff will be at corners with arrows and pointing the right direction.

Public Services & Safety Committee July 25, 2017

BEVERAGE OPERATOR LICENSE APPLICATIONS:

New or Renewal	Last Name, First, M.I.	Place of Business	Post Office
New	Braun, Pattie J.	Tobacco Outlet	DePere
New	Crow, Rodney L.	Pick N' Save	Neenah
New	Harvey, Aaron J.	Pick N' Save	Menasha
New	Hilgart, Mariah K.	Mr. D's	Appleton
New	Hoeper, Holly L.	Sidetracked Bar & Grill	Neenah
New	Lintner, Eric T.	Pick N' Save	Appleton
New	Lukasavage, Emily E.	Copperstill Bourbon Bar	Menasha
New	Reshel, Dominick A.	Greene's Pour House	Neenah
New	Schuman, Sheela L.	Pick N Save	Neenah
New	Tomaschefski, Patricia L.	Pick N Save	Oshkosh

BEVERAGE OPERATOR LICENSE APPLICATIONS – Delinquent Payment

New or Renewal	Last Name, First, M.I.	Place of Business	Post Office
NONE			

OUTDOOR EXTENSION APPLICATION:

Applicant	Location
Lion's Tail Brewing Co.	116 S Commercial St

CITY OF NEENAH
Application for Outdoor Extension of Retail "Class B", Class "B"
and/or "Class C" License

Individual Partnership Corporation Limited Liability Company

Name: Lion's Tail Brewing Co.
(Individuals/Partners/Registered Name of Corporation/LLC)

If Partnership, Corporation or LLC, list names and addresses of all members:

Alexander Wenzel W6283 Rocky Mountain Dr.

Address of premise for which this outdoor extension is being applied for: 116 S. Commercial St. Suite 108

Trade Name: Lion's Tail Brewing Co.

Business Phone: (920) 427-7009

Is the Outdoor Area sought to be included within the description of your "Class B", Class "B" and/or "Class C" premise:

➤ Within a C-1 General Commercial, C-2 Central Business, PDD Planned Development and I-1 Planned Business Center zoning district? Yes No
(If no, the premise does not qualify for an outdoor extension)

➤ Located within 150 feet of a property zoned R-1 or R-2 for residential use? Yes No
If no, skip to the next question.
If yes, does the property provide a 20-foot buffer between Outdoor Premises and the adjoining lot containing the residential use? Yes No
If yes, is there a privacy fence six feet in height separating the commercial property from the residential property? Yes No
(If either of the above questions are no, then the premise does not qualify for an outdoor extension)

➤ If the property does not adjoin property for residential purposes and is located other than in the front yard, is it completely surrounded by an attractive wall, fence, or barrier at least four feet in height?
 Yes No N/A (If no, the premise does not qualify for an outdoor extension)

➤ If the outdoor premise is located in the front yard, is it completely surrounded by an attractive wall or fence with a minimum height of three (3) feet and approved by the City of Neenah Community Development Department.
 Yes No N/A (If no, the premise does not qualify for an outdoor extension)

- Does any opening where persons may pass from the outdoor area to an unlicensed area contain signs indicating that open intoxicants are prohibited beyond the licensed premises?
 Yes No
(If no, the premise does not qualify for an outdoor extension)
Are signs posted towards the area outside of the licensed outdoor area indicating that persons under age 21 are not permitted without legal guardian at least 21 years of age?
 Yes No *(If no, the premise does not qualify for an outdoor extension)*

- Is the extension obstructing the public right-of-way? (i.e. sidewalk) Yes No
(If yes, an application for a sidewalk café must be filed concurrently with this application. (Approval of this application and the sidewalk café application are contingent upon one another)

- Does this application include a site plan for the outdoor area sought to be included within the description of the licensed premise? Yes No
Has the \$125 Site Plan Review Fee been paid? Yes No
(If no, the premise does not qualify for an outdoor extension)

Approval by the Common Council under Section 11.12(18) of the Code of Ordinances of the City of Neenah shall result in the outdoor area becoming a part of the description of the Premises, with said outdoor area also being subject to all State and City laws, rules, regulations, and lawful orders governing "Class B", Class "B" and/or "Class C" Premises.

What type of activity is planned for the outdoor area? Customer seating, consumption of beer, wine, extension of Class B indoor license

Outdoor Area Uses: The outdoor premises shall only be used for serving food & alcohol and for smoking purposes. No part of said area shall be used for recreational activities, including, but not limited to, volleyball, horseshoes, darts, and softball. Service in the outdoor premises shall be limited to persons seated at tables. Number of Tables: 4-6

Temporary Wind Break: Between December 1 and March 31, windbreaks consisting of a minimum 3/16 inch thick clear acrylic material meeting all local and state codes and referenced standards may be installed on the perimeter of the outdoor premises. The Temporary Wind Break shall comply with the requirements of Wis. Stat. §101.123 so that the outdoor premise does not become an enclosed place as defined in Wis. Stat. §101.123(1)(ak) when the Temporary Wind Break is installed. No obstructions of any kind may be posted on the clear acrylic material.

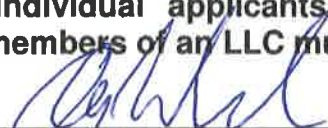
Music Prohibited: Amplified sound from any source is prohibited within 150' of residential property.

Sound: Sound from any source that is emitted from the outdoor area and measured at any border of the real property on which the licensed premises is located shall not exceed 75 db from 7 a.m. to 9 p.m. and 65 db from 9 p.m. until closing. Three or more noise complaints filed against the owner of an Outdoor Premise during a license period (July 1 to June 30), and verified by the Neenah Police Department, shall constitute sufficient grounds to revoke the Outdoor Premises Permit granted under this section, subject to a hearing requirement under section 4-96 of the Municipal Code.

Lighting: Lighting of the area must be shielded and not be of intensity or brilliance to create glare which is distracting to adjoining property owners or can become a hazard or danger to vehicular traffic.

Closing Hours: All service in the outdoor premises (beverage and food) shall stop no later than bar closing as set by §125.32(3) and 125.68(4): Mon-Fri 2 a.m. and Sat-Sun 2:30 a.m.

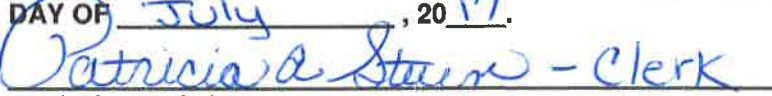
READ CAREFULLY BEFORE SIGNING: Under penalty provided for by law, the undersigned states that each of the above questions has been truthfully answered to the best of his/her/their knowledge. Applicant acknowledges receiving a copy of Ordinance No. 2011-08 and agrees to comply with its terms and conditions should this application be approved. (Individual applicants, each member of a partnership, officers of a corporation and members of an LLC must sign)



(Partner/Individual/Officer of a Corporation, Member of an LLC)

(Partner/Officer of a Corporation/Member of an LLC)

(Additional Partner/Officer of a Corporation/Member of an LLC)

SUBSCRIBED AND SWORN TO BEFORE ME THIS 12th
DAY OF July, 2017.


Clerk/Notary Public
My Commission Expires:

TO BE COMPLETED BY CLERK

Date Received: 7/12/17

Clerk Signature: _____

Date \$125 Site Plan Fee Paid: \$125 Account No. 010-0000-534-11-00

Receipt No: 51153

Date to Plan Commission: July 25, 2017 Granted Denied

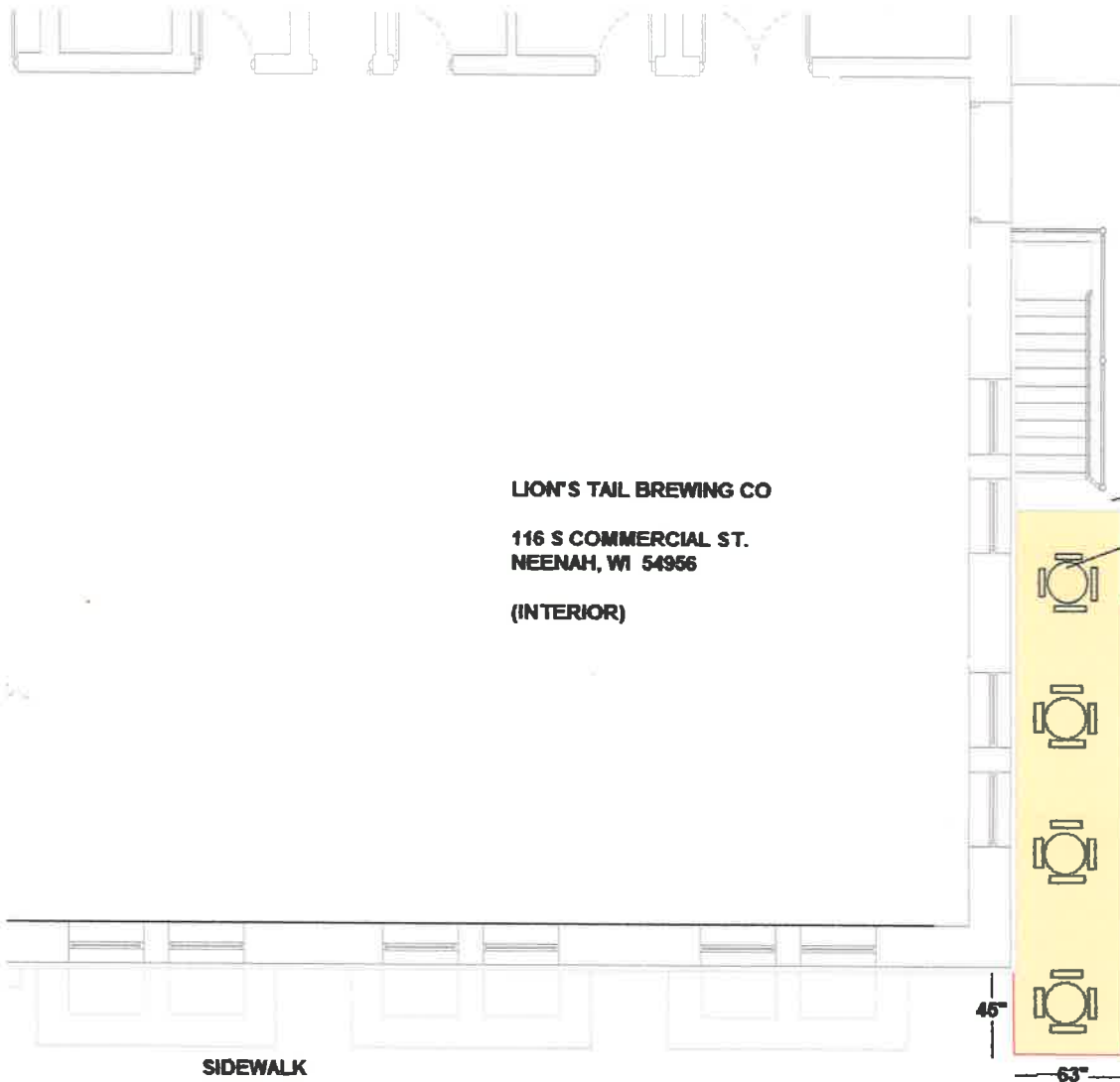
Date to Public Services & Safety Committee: July 25 Granted Denied

Date to Council: Aug 2, 2017 Granted Denied

Resolution No: _____ Date Adopted: _____

License No. Issued: _____ Date: _____

Note: License will not be issued until final inspections are complete. New June 2012: Sidewalk Café/Outdoor Extension of Class B Premise are done by Resolution.



LION'S TAIL BREWING CO
116 S COMMERCIAL ST.
NEENAH, WI 54956
(INTERIOR)

PRIVATE PARKING LOT
(INVESTMENT CREATIONS LLC)

REQUIRED SIGNAGE POSTED HERE

PROPOSED SEATING AREA

-NO CONSTRUCTION REQUIRED, THIS PATIO AREA WILL BE ON THE EXISTING SURFACE NEXT TO THE BUILDING

-A BARRIER RAILING WILL BE IN PLACE WHERE THE RED BORDER IS SHOWN ON THE DIAGRAM

-WE WILL ADD 4-5 SMALL OUTDOOR TABLES AND CHAIRS

360"

45"

63"

SIDEWALK

DOTY STREET



M E M O R A N D U M

DATE: July 20, 2017
TO: Mayor Kaufert, and Members of the Public Services and Safety Committee
FROM: Gerry Kaiser, Director of Public Works
RE: Public Works General Activity

- 1) Contract 1-17 (Cecil St, Higgins Av) Utilities have been installed pavement has been placed. Landscaping is scheduled for the week of July 24 with pavement marking to follow.
- 2) Contract 2-17 (Edward, Helen, Cleveland) All work is complete.
- 3) Contract 3-17 (Main Street Lot, Temple Lot, Whippoorwill, Yorkshire, Bergstrom Rd Trail)
 - a) Main Street Parking Lot – Work is complete. Landscaping is separate from this contract.
 - b) Bergstrom Road Trail – About 40% of the trail has been paved. Excavating is ongoing for the south half of the work.
 - c) Temple Lot – The existing surface was pulverized on July 20.
- 4) Contract 4-17 (Industrial Drive Pavement Repair) – Patching work is complete. Diamond grinding is scheduled for completion early the week of July 24.
- 5) Contract 5-17 (Cecil Street Overpass Approaches) – Bridge repairs and approaches are complete. Sidewalk pouring and landscaping are scheduled for completion the week of July 24.
- 6) 308 Caroline – The sewer main and lateral have been televised. We have not yet received the recording to review. The verbal report from the televising contractor was that there did not appear to be any faults in those lines.
- 7) Castle Oak V – Utility installation is complete. Street grading/graveling will take place over the next couple of weeks.
- 8) Forest Manor Street Lighting – Underground cable and street light pole installation are complete. Light fixtures have not yet been installed.
- 9) Pavement and Sidewalk repair contracts are being prepared. They are scheduled for a mid-August award.