

CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING
June 9, 2020 - 6:30 PM

Due to the Public Health Emergency caused by the COVID-19 Pandemic, this meeting will occur at a virtual location accessed by the below link or conference call. Committee members and the public should use the following information:

Link: <https://global.gotomeeting.com/join/634952925>

OR

Conference Telephone Number (AUDIO ONLY): [tel: +1-\(646\)-749-3122](tel:+1-646-749-3122)

Access Code: 634-952-925 #

- Members of the public who join the meeting will be asked for their name and address and whether they wish to speak during the Public Forum.
- For members of the public unable to access this meeting online or via conference call, the Mayor and a staff member will be present in the Council Chambers, City Hall, 211 Walnut Street, Neenah, to assist those wishing to attend the meeting. The Council Chambers will be open to eight (8) people in addition to the Mayor and one staff person, consistent with the social distancing rules established under Emergency Order 12 (Safer at Home Order).

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 meetings for May 26, 2020
2. Public Appearances
3. Building Code Sec. 21-39(c)– Swimming Pool Protective Enclosures (**Ordinance 2020-08**)
4. Tullar Garage Drop-off Site Update
5. Special Events
 - a. Future Neenah 2020 Out to Lunch Concerts
 - b. Summer Kick-off Concert: Bike to Boogie
 - c. Udderly Euro Car Show
 - d. WI Streetball 3 on 3
6. Licenses
 - a. Beverage Operator License Applications (Attachment)
 - b. Beverage Operator License Application-Delinquent Payment (Attachment)
 - c. Temporary “Class B” (Concert) Beer and Wine License Application (Attachment)

In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), the City of Neenah will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. If you need assistance, or reasonable accommodation in participating in this meeting or event due to a disability as defined under the ADA, please call the **Public Works Administrative Assistant at (920)886-6240** or the **City’s ADA Coordinator at (920)886-6106 or e-mail attorney@ci.Neenah.wi.us** at least 48 hours prior to the scheduled meeting or event to request an accommodation.

7. Public Works General Construction and Department Activity (Attachment)
8. Adjournment

In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), the City of Neenah will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. If you need assistance, or reasonable accommodation in participating in this meeting or event due to a disability as defined under the ADA, please call the **Public Works Administrative Assistant at (920)886-6240** or the **City's ADA Coordinator at (920)886-6106** or e-mail attorney@ci.Neenah.wi.us at least 48 hours prior to the scheduled meeting or event to request an accommodation.

CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES
Tuesday May 26, 2020 - 6:55 PM

Due to the Public Health Emergency caused by the COVID-19 Pandemic, these meeting minutes are from a virtual web link (Audio & Video) and conference call (Audio only). There were no in-person attendees from the public.

Present: Alderpersons Bates, Lang, Lendrum, Spellman, and Stevenson

Excused:

Also Present: Mayor Kaufert, Director of Public Works Kaiser, Director of Parks and Recreation Kading, Director of Community Development and Assessment Haese, Deputy Director of Community Development and Assessment Schmidt, Ald. Boyette, Rick Schmitz, Sarah Schmitz

Minutes: **Motion/Second/Carried Lendrum/Lang to approve of the minutes of the Meeting of May 12, 2020.** All voting aye.

Public Appearances: None

Motion/Second/Carried Lang/Lendrum to amend the agenda to address item 5 Amendment to Sec. 21-39(c) of the Municipal Code relating to Swimming Pool Protective Enclosures (Ord. No. 2020-08). All voting aye.

Amendment to Sec. 21-39(c) of the Municipal Code relating to Swimming Pool Protective Enclosures. (Ord. No. 2020-08): Rick Schmitz, 1221 Nature Trails Drive, addressed the Committee to express support for the proposed ordinance change that would allow a pool safety cover in lieu of fencing for inground pools. He expressed that a pool safety cover is a safer option since it seals the pool. He said that the cover prevents access for anyone in the household, any outsiders that may or may not have permission to be on the property and pets. He noted research that he has done of pool standards and discussions that he has had with pool installers about the use of covers instead of fences. He noted that many municipalities allow the use of a safety cover instead of a fence.

Committee noted that a cover allows a pool to be in place without drawing attention to it. Committee discussed the need to close any gates in a pool fence, otherwise the fence loses its effectiveness.

Ald. Boyette addressed the Committee to support fencing and an automatic closing gate for inground pools. She expressed concern with the manner in which a toddler would react to falling on a pool cover and if there would be a possibility of suffocation. She noted pool safety regulations in the State of Florida. She expressed opposition to the proposed ordinance in its current form.

Deputy Director Schmidt reviewed his memo of May 22, 2020, noting the current regulation requiring fencing around an inground pool and the exceptions to the fencing requirement. He noted the proposed change. He reviewed his research on code requirements from eight area communities. He noted that there were four communities that allowed pool safety

covers in lieu of fencing. Those communities have indicated that they are not seeing problems. He clarified that he had not contacted the three communities with ordinances similar to the current Neenah ordinance. He noted that pool covers can be more expensive than a typical fence. He also noted that there are other benefits to the pool cover such as heat retention and preventing debris from entering the pool. He noted that a pool cover still has a human element similar to a fence gate. Someone still needs to actively place the cover just as they need to actively close a gate. He stated that the chief building inspector sees a pool cover as being a secondary safety measure. He also stated that more requests of this type are being brought to staff.

Committee discussed the difficulty with manual placement of pool covers. It was also noted that water can collect on top of a pool cover, which can create a safety issue of its own. Committee discussed the possibility of requiring motorized or automated cover placement. Deputy Director Schmidt noted that the pool safety covers need to support 100 pounds per square foot so tend to be more rigid than solar pool covers. Mayor Kaufert noted a similar understanding of the rigidity of a safety cover.

Rick Schmitz addressed the Committee to express support for the idea of having the pool cover placement be automated. He noted that a pool safety cover can support the weight of someone walking on it. He described the ASTM standard covering this type of cover. He stated that the price of a good fence was close to the cost of a pool safety cover.

Committee discussed possible neighbor safety concerns if a pool isn't covered all of the time.

Motion/Second Lang/Lendrum to recommend Council approve Ordinance 2020-08 with a requirement that automated or motorized pool safety covers be required for inground pools.

Committee noted that it was unusual for ordinances to come before the Committee without staff recommendation and questioned the impetus for bringing this forward. Deputy Director Schmidt noted that this type of request frequently comes up when staff receives a request to construct an inground pool. He stated the staff may have offered a positive recommendation had the chief building inspector had less concern with using a pool cover as a primary safety measure. Committee noted that the fencing requirement seems to be working well.

Committee noted that the word "rigid" may need to be added to describe the cover. Deputy Director Schmidt noted that language could be added that is specific to inground pools. Rick Schmitz addressed the Committee to note that recent editions of the International Swimming Pool and Spa code deal with pool cover requirements. He noted in his discussions with the chief building inspector that there seemed to be more comfort with the idea if the pool cover was motorized. He noted the periodic inspection needed for the cover and associated mechanical systems. Committee discussed a desire to have staff do additional research.

Motion/Second Bates/Lendrum to amend the motion and refer the ordinance to staff to research and revise ordinance language.

Deputy Director Schmidt indicated that additional information would be available for Committee discussion at the next meeting.

No action was taken.

REPORT

State-Municipal Agreement for S. Commercial Street Reconstruction: Director Kaiser reviewed his memo of May 20, 2020, regarding the State-Municipal agreement for the S. Commercial Street reconstruction. He reviewed the summary of costs included in the agreement. He noted possible non-participating project costs. He confirmed that project design and real estate costs are not part of the agreement and will be City costs. Committee discussed the project schedule and budget layout.

Following discussion, **Motion/Second/Carried Lendrum/Lang to recommend Council approve the State Municipal Agreement for Project 4993-01-00_01, S. Commercial Street Reconstruction.** All voting aye.

REPORT

Wisconsin Boating Grant: Director Kading reviewed his memo of May 22, 2020, requesting permission to apply for a Wisconsin DNR Boating Grant to offset the costs of dredging the Rec Park Boat Launch. He stated that the project estimate is \$153,190 and the grant request will be for \$76,595. He reviewed the project timeline. Mayor Kaufert noted the sedimented condition of the boat launch. Director Kading confirmed that he expected multiple bids for this work. He also confirmed that this type of grant could not be used to pave the parking area at Fresh Air Park.

Following discussion, **Motion/Second/Carried Lang/Stevenson to recommend Council acceptance of the resolution granting permission to the Parks and Recreation Department to apply for a Wisconsin DNR Boating Grant to offset the costs of completing dredging of the Rec Park Boat Launch.** All voting aye.

Licenses:

Beverage Operator License Application: The Committee reviewed the beverage operator license application for Lorie Bortoluzzi, Katherine Delano, Carole Hanson-Holt, Chelsie Nachreiner-Wickman, and Kacie Olsen.

C.A.

Following discussion, **Motion/Second/Carried Lendrum/Lang to recommend Council approve beverage operator license application for Lorie Bortoluzzi, Katherine Delano, Carole Hanson-Holt, Chelsie Nachreiner-Wickman, and Kacie Olsen.** All voting aye.

Public Works General Construction and Department Activity

- 1) Contract 7-19 (Breezewood Sanitary Sewer) – The sanitary sewer interceptor has been installed from Breezewood Lane to a point approximately 2,300 feet north. Rock blasting is complete. Pipe laying is scheduled to start on May 27. Committee discussed the remaining closure time for Breezewood Lane.
- 2) Contract 1-20 (Abby, Bond, Center, Clybourn) – Utility main work is complete on Center Street and Bond Street. Water main work is nearly complete on Clybourn Street. Work on Abby Avenue will start the week of May 25.

A change order is being processed for additional storm sewer installation on Abby Avenue from Matthewson to the west. This has been discussed with staff from both Menasha and We Energies. This storm line would ultimately be extended to Little Lake Butte des Morts through the current We Energies substation parcel. That substation is scheduled for decommissioning in the next two years. The new storm line will replace the current storm main in Menasha on Madison Street that outfalls to Little Lake Butte des Morts. That storm

sewer runs through the Neenah-Menasha Wastewater Treatment Plant, which makes access very difficult and the consequence of a failure concerning.

- 3) Contract 2-20 (Utilities - Van, Monroe) – Utility main work is complete. Utility service work is ongoing.
- 4) Contract 3-20 (Street - Van, Monroe, Gillingham) – Gillingham Rd excavation is scheduled for completion by May 22. Curb repairs will take place the week of May 26.
- 5) Contract 4-20 (Green Bay, Tullar) – A pre-construction meeting is scheduled for June 1.
- 6) Contract 5-20 (Utilities - Lakeshore) – Excepting the northernmost storm sewer outfall, utility installation is complete.
- 7) Contract 6-20 (Street - Lakeshore) – The bid opening is scheduled for May 27.
- 8) Contract 7-20 (Fire 32 Apparatus Bay Roof) – The contractor schedule has not been set.
- 9) Green Bay Rd – As part of a Fox Crossing storm sewer project, Green Bay Road will be closed between North Street and Chapman Avenue. The closure is scheduled to start on May 27 and end on June 1.
- 10) E-waste Collection Event – The event is scheduled for May 30 at the Tullar Garage.
- 11) Downtown Traffic Study – A draft report has been received regarding traffic assignments and impacts for the Hewitt Lot structure option.
- 12) Recycling Grant - We received notification of the 2020 Recycling Grant Award. The grant amount is \$202,087.28. Below is a listing of past grant awards.

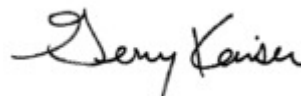
2008	\$335,952.46		2012	\$202,619.54		2016	\$192,076.53
2009	\$301,867.96		2013	\$202,831.40		2017	\$201,853.38
2010	\$302,598.49		2014	\$202,575.92		2018	\$201,820.65
2011	\$195,637.74		2015	\$202,571.33		2019	\$202,084.53

Mayor Kaufert reminded the Committee if the procession for high school graduates scheduled for 11:00 a.m. on May 27.

Mayor Kaufert noted the extent of the power outage experienced the afternoon of May 26.

Adjournment: Motion/Second/Carried Lang/Lendrum to adjourn at 8:05 p.m. All voting aye.

Respectfully submitted,



Gerry Kaiser, PE
Director of Public Works



M E M O R A N D U M

DATE: June 9, 2020
TO: Chairperson Bates and Members of the Public Services and Safety Committee
FROM: Brad Schmidt, AICP, Deputy Director of Community Development
RE: Building Code Sec. 21-39(c)– Swimming Pool Protective Enclosures (**Ordinance 2020-08**)

Background

The Community Development Department introduced an ordinance to amend the Building Code to allow pool covers in-lieu of fencing for all pools at the May 26th Public Services and Safety Committee. After discussing the proposed amendment, the Committee directed Staff to continue to research pool covers.

Summary

Staff's research focused primarily on motorized or automatic pool covers as opposed to manual pool covers installed by-hand. Motorized pool covers are operated via a switch which can open and close the pool cover. Pool covers are typically installed under a pool deck and are hidden from view. When activated the pool cover follows tracks along the side of the pool and under the pool deck. Pool covers, when in-use, can provide a superior level of safety to fencing or other safety measures because there is no way for an individual to enter the pool when the cover is over the pool. Whereas a fence only restricts individuals from entering the pool area, but does not restrict someone from entering the pool once inside the pool area. However, there is no one safety measure that can provide complete assurance that a swimming pool will be safe. Pool covers, like fencing, have a human element which require an individual to close the pool cover or, in the case of a fence, to close and latch the gate. The advantage to a motorized or automatic pool cover is that the pool cover can be opened or closed very quickly in a matter of a few seconds. Additionally, some pool cover vendors have smart phone apps which alert the property owner when a pool cover has been opened or closed or when a pool has been uncovered for a long period of time. Finally, in the event of a power outage, most motorized pool covers can be manually operated to close the cover.

Most pool cover manufacturers are certified by the American Society of Testing and Materials (ASTM), an international standards organization which develops and publishes voluntary consensus technical standards for a wide range of materials, products, systems, and services. ASTM developed performance standards for safety pool covers which test for static load, perimeter deflection, surface drainage, and opening tests. The static load test determines whether the pool cover can hold a minimum of 485 pounds for pools covers greater than 8 feet wide or 275 pounds for pool covers 8 feet or less in width. The perimeter deflection test determines whether the pool cover can restrict a child under the age of 5 from entering any opening that may occur between the cover and the side of the pool. The surface drainage test is to determine whether the pool cover will properly drain surface water which may accumulate on the pool cover when it is closed. Finally, the openings test is intended to determine the pool cover's openings are not large enough to fit a solid sphere with a maximum breadth of 4.5 inches through any opening. The sphere is intended to represent a small child's head.

In addition to the pool cover testing, the ASTM also includes standards for the operating control. All motorized pool covers must include an open-close switch which is spring loaded, meaning that when the control is released the cover stops moving. Additionally, open-close switches have to be able to reverse direction when at a full stop. Finally, the ASTM standards require all operating controls to be key-operated or locked away

June 5, 2020 – Page 2

and that the operating device is located in the line of sight of the full pool cover. Also, operating devices shall be located a minimum of five feet above the pool deck.

It was suggested at the Public Services and Safety Committee to research municipal ordinances relating to pool enclosure requirements in Florida due to popularity of in-ground pools in that state. The State of Florida approved legislation in 2000, require all new pools in the State to install one of five safety measures: 1) An enclosure (e.g. fence, wall) which restricts access to the pool directly from a home; 2) a pool safety cover; 3) an exit alarm on all doors and windows for pools which do have direct access from a home; 4) any doors providing direct access to a pool from a home must have a self-latching device and the release mechanism by no lower than 54 inches above the floor; or 5) a swimming pool alarm which sounds an alarm upon detection of an accidental or unauthorized entrance into the water. According the statute, pool safety covers must meet all performance standards of the American Society of Testing and Materials. Some communities require fencing, while others allow the pool covers as an alternative to fencing. However, most municipalities adopt the State standards as identified above where the home owner can choose their method of safety.

Based on the research, Staff is proposing to amend Building Code Section 21-39(c) to allow in-ground pools to install pool covers in-lieu of fencing provided the pool cover is motorized and is certified by ASTM. The operating switch shall be located in a locked box or be key operated and the operating switch shall be located a minimum of 60 inches above the pool deck and the operating switch shall be located in an area which the operator has a full, unobstructed view of the entire pool area. Finally, the pool cover shall cover the pool at all times when the pool is not in use and that the pool cover shall be maintained per the specifications of the manufacturer.

Recommendation

An appropriate action is for the Public Services and Safety Committee to recommend Common Council approve Ordinance No. 2020-08, amending Sec. 21-39(c) of the Municipal Code relating to swimming pool enclosures.



211 Walnut Street
Neenah, WI 54956

AN ORDINANCE: By the Neenah Public and Services
Committee
Re: Amending Neenah Municipal Code Section 21-
39(c) of the Building Code relating to pool
protective enclosures.

ORDINANCE NO. 2020-08

Introduced: _____

Committee/Commission Action: _____

AN ORDINANCE

The Common Council of the City of Neenah, Wisconsin, do ordain as follows:

Section 1. That Neenah Municipal Code, Section 21-39(c) of the Building Code is hereby amended by adding the bolded and underlined language to read as follows:

Sec. 21-39(c) *Protective enclosures required.*

(1) *Fencing.* All private residential swimming pools, whether in ground or above ground types, shall be enclosed with an adequate and secure fence at least 44 inches high above adjoining grade to prevent straying into pool area. Required fences shall be constructed to prohibit the passage of a six-inch sphere between fence members, and the bottom of said fence shall be no more than two inches above the existing ground elevation. Any gates installed shall be constructed so as to be capable of being locked, and shall be closed and secured so as to prevent unlatching by persons outside the pool area when the pool is not in use.

(2) *Exception.* A pool dome or pool top fencing, attached to the pool to extend at least 44 inches above the ground, or a pool cover capable of supporting 100 pounds per square foot of area are acceptable substitutes for fencing above ground-pools. Pool covers shall be fixed securely in place at all times when the pool is not in use. Abovegrade pools with walls that are at least 44 inches high at all points around said pool or having platforms and railings that are 44 inches or more in height abovegrade are also not required to be enclosed as provided in Subsection (c)(1) of this section, but the ladders and stairways providing access to said pools shall be removed, raised or gated and secured to prevent entry whenever the pool is not in use.

In-ground swimming pools may install a pool cover as an acceptable substitute to the fencing requirement in section 21-39(c)(1) only if the pool cover is certified and meets the standards of the American Society of Testing and Materials (ASTM). The pool cover shall be motorized and the switch to activate the pool cover shall be located a minimum of 60 inches above the pool deck and be placed in a lockable case or require a key or a code operated touch pad to activate the

pool cover. The switch shall also be located in an area that the switch operator has a full, unobstructed view of the entire pool area. The pool cover shall meet all minimum standards as identified by ASTM including, but not limited to operating controls, minimum cover load, perimeter deflection, surface drainage, and minimum size of openings. When an in-ground pool is not in use, the pool cover shall be securely placed over the pool. Pool covers shall be checked periodically for mechanical issues or compromises to the cover, and shall be maintained per the manufacturer's specifications. All new or replacement pool covers shall be approved by the Community Development Department per the standards in this section.

Section 2. Severability. In the event any section, subsection, clause, phrase or portion of this ordinance is for any reason held illegal, invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remainder of this ordinance. It is the legislative intent of the Common Council that this ordinance would have been adopted if such illegal provision had not been included or any illegal application had not been made.

Section 3. Repeal and Effective Date. All ordinances or parts of ordinances and resolutions in conflict herewith are hereby repealed. This ordinance shall take effect from and after its passage and publication.

Approved:

Adopted: _____

Dean R. Kaufert, Mayor

Published: _____

Attest:

Stephanie Cheslock, Deputy City Clerk



Department of Public Works
211 Walnut St. • P.O. Box 426 • Neenah WI 54957-0426
Phone 920-886-6241 • e-mail: gkaiser@ci.neenah.wi.us
GERRY KAISER, P.E.
DIRECTOR OF PUBLIC WORKS

M E M O R A N D U M

DATE: June 5, 2020
TO: Mayor Kaufert and Members of the Public Services and Safety Committee
FROM: Gerry Kaiser, Director of Public Works
Greg Radtke, Public Works Superintendent
RE: Tullar Garage Drop-off Site Update

The changes at the Tullar Garage drop-off site have been in place for three months. While the changes have gone fairly smoothly, there have been a number of things that warrant review by the committee. Given that the drop-off reopened shortly before the issuance of COVID-19 related orders, we are keeping in mind that we are seeing the resulting changes in the refuse/recycling volumes. Whether this is a blip on the radar or the new normal remains to be seen.

Layout

Figure 1 shows the new drop-off site layout as proposed last year. There have been some modifications to this layout relative to bin locations or sizes. \$75,000 was budgeted for site modifications. Current expenditures are well below that since we were able to do much of the work with city crews, including construction for the attendants hut. Remaining work to be done consists of fence installation, electrical work on the hut and installation of a small security camera system.

The traffic flow has worked as desired and has eliminated cross traffic between public vehicular traffic and City equipment traffic. Bin access has worked very well for large item and metal drop-off. We have increased the collection volume for recycling but are looking at options to increase that further. Likewise, the arrangement for yard waste drop-off will be adjusted to allow more vehicles to use it at one time.

Site Access

Access to the drop-off site requires a punch card. Attendants periodically check driver identification against the drop-off card (in a manner consistent with safety guidelines). This has reduced use by non-city residents and has significantly reduced use by contractors. As a whole, residents have been receptive to the new system and understanding of the need to have better control of people using it.

Cards were mailed to approximately 8,900 property owners in January 2020. The property owners included were single family, 2-family, 3-family, 4-family and condominiums. Since re-opening the site we have received numerous requests for cards and have provided about 500 additional cards. The requestors have been:

1. property owners who did not receive or lost their card;
2. new residential property owners;
3. renters in units included in the original mailing;
4. managers or renters in larger apartment complexes;
5. commercial businesses;

6. residents of the Town of Neenah and Village of Fox Crossing.

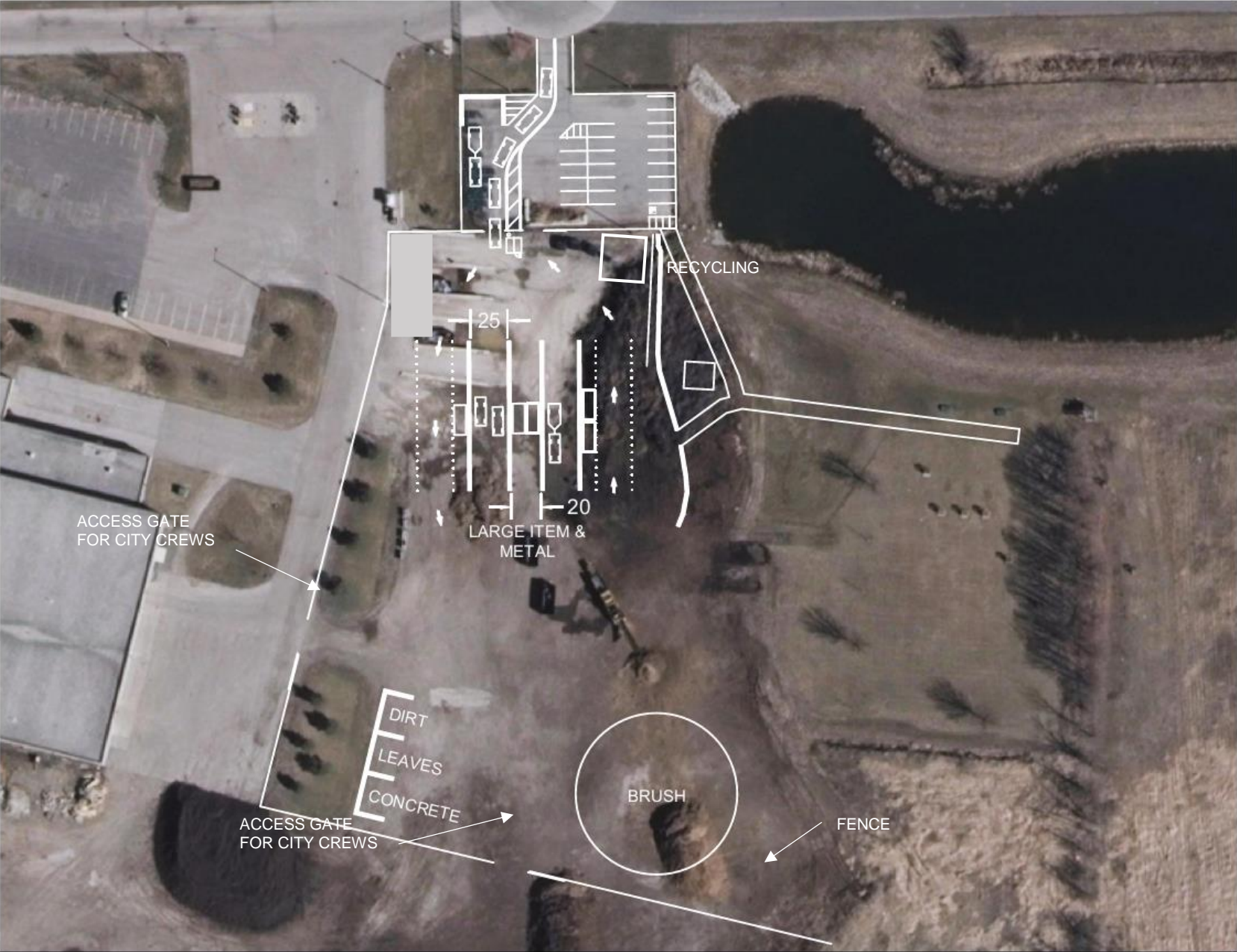
- Category 1 - cards have been provided on request.
- Category 2 - cards have been provided on request.
- Category 3 - we have asked them to work with their landlord first before we issue a card.
- Category 4 - we have not issued cards.
- Category 5 - unless we have a prior negative history with the property owner, issuance depends on whether or not the property receives curbside refuse/recycling service from the City.
- Category 6 - we have not issued cards.

We found that a number of the requestors were primarily concerned with yard waste disposal. Because of that, we created a drop-off card for yard waste and recyclables only. To this point, about a dozen of those have been issued.

Based on what we've seen to this point, we propose the following:

1. Mail punch cards to occupants instead of property owners. The occupant address would be on the card and can be used by the attendants as a check.
2. Provide a card to commercial properties, upon request, if the City provides curbside refuse/recycling collection.
3. Continue to provide a Yard Waste Only card upon request.

FIGURE 1: TULLAR DROP-OFF – MODIFIED LAYOUT



2020 City of Neenah Special Events Status Summary			
Event	Organizer	Event Date	Status
Run Away to the Bay	Run Away Shoes	4/18/2020	Cancelled
Loop the Lake Earth Day Hike	Fox Valley Sierra Club	4/18/2020	Cancelled
Neenah Duathlon	DuTriRun	May	Cancelled; No application
Scheels Flatgrass Tournament	Neenah Soccer Club	May	Cancelled; No application
Family Fun Night	Neenah Police Department	5/14/2020	Cancelled
JDRF One Walk	JDRF	5/16/2020	Cancelled; Virtual event
Memorial Day Parade	Twin City Verterans	5/25/2020	Cancelled
NHS Graduation Procession	Neenah Joint School District	5/27/2020	Held; No application
5th Grade Drive-In Celebration	St. Margaret Mary	5/28/2020	Held; Street closure was cancelled
Backdraft Bike Tour	Neenah-Menasha Fire Rescue	June	Cancelled; No application
HAKAS 2020	Barrel 41 Brewery	6/5/2020 - 6/6/2020	Postponed; Date TBD
Major League Fishing Bass Pro Tour	Major League Fishing	6/5/2020 - 6/10/2020	Cancelled; Possibly to be rescheduled without street closure/special permissions
Out to Lunch Concerts	Future Neenah	6/11/2020 - 8/20/2020	Rescheduled; Now begins 7/2/2020; Concernts will now be held at Riverside Park instead of Shattuck Park (See proposed application revision)
Streetball 3-on-3	Mission Basketball Academy	6/13/2020 - 6/14/2020	Postponed to 8/15/2020 - 8/16/2020 (See proposed applicaiton revision)
Farmer's Market	Future Neenah	6/13/2020 - 10/17/2020	Scheduled; Will now have spacing requirements
Evening Concerts	Future Neenah	6/17/2020 - 8/5/2020	Rescheduled; Now begins 7/1/2020; First two events to be held drive-in style at Neenah High School; Next events TBD; (See proposed application revision)
Bike to Boogie	Future Neenah	6/26/2020	Postponed to 8/26/2020 (See proposed application revision)
CommunityFest	City of Neenah	7/3/2020 - 7/4/2020	Cancelled except fireworks; High altitude fireworks show will be held at Arrowhead Park instead
Arts Festival	Bergstrom-Mahler Museum	7/19/2020	Cancelled, No application
Race the Lake	DuTriRun	August	No application recieved yet
Furry Flurry Walk for Pets	Neenah Animal Shelter	August	No application recieved yet
Udderly Euro	Eurotrash Apparel Company	8/29/2020	Application received (See proposed application)
Labor Day Parade	Fox Valley Labor Council	9/7/2020	No application recieved yet
Gord's Street Dance	Gord's Pub	September	No application recieved yet
Fox Cities Marathon & 5K/10K	Community First	9/19/2020 - 9/20/2020	Cancelled
NHS Homecoming Parade	Neenah Joint School District	October	No application recieved yet
St. Joe's 5K Run/Walk	Pacesetters Running Club	October	No application recieved yet
Fox Cities Down Syndrome Walk	Down Syndrome Assc. of WI	October	No application recieved yet
A Very Neenah Christmas	Future Neenah	12/4/2020	Scheduled



Neenah Special Event Permit Application

Event

Name Future Neenah Concert Series

Webpage Neenah.org

Description

☒ Festival/Concert/Exhibition

☐ Parade

☐ Other:

☐ Tournament

☐ Race (Marathon/Criterium/Triathlon)

☐ Assembly/Rally

☐ Walkathon/March

List the event activities to take place (or attach brochure):

MUSIC live on stage - in high school parking lot
Food trucks in parking lot

Schedule

Date(s)	Setup Time	Start Time	End Time	Cleanup Time
<u>7/1/20</u>	<u>NOON</u>	<u>6:00pm</u>	<u>8:00pm</u>	<u>until 9:30pm</u>
<u>7/8/20</u>	<u>NOON</u>	<u>6:00pm</u>	<u>8:00pm</u>	<u>until 9:30pm</u>

Attendance

List estimated quantities:

Participants

Spectators

List any entry fees:

NA

Location

☐ Park/Public Property:

☐ Public Street/Sidewalk/Trail:

☒ Private Property/Other:

Neenah High School Parking Lot

Applicant

Name NIKKI HESSCI

Daytime Phone (920) 722-1920

Email nikki@neenah.org

Cell Phone (920) 470-9154

Organization

Name Future Neenah

Tax Exempt No. ES-30804

Email info@neenah.org

Phone (920) 722-1920

Address 135 W. Wisconsin Ave

City Neenah

State WI Zip Code 54956

The organization shall incur all City service and equipment costs associated with the event. 501(c) organizations with a valid tax exempt certificate receive reduced rates for services/equipment provided by the City. See Municipal Code §14-129(g) for details.

Emailed on 6/3/20 ✓
TO JAMES MORTON



Special Event Permit Application

Police Department

Contact: Lieutenant Jon Kuffel

Phone: +1 (920) 886-6018

Address: 2111 Marathon Ave. Neenah, WI 54956

Email: jkuffel@ci.neenah.wi.us

1. Will you be using the Emergency Response Protocol supplied by the city? (See attached.) ☒ Yes ☐ No
If not, attach a crisis management plan to this application. All plans must be approved by Neenah Police and Neenah-Menasha Fire Rescue.

2. List at least two Event Coordinator contacts who will be on-site during the event to address issues that might arise.
Event Coordinators are responsible for executing the Emergency Response Protocol.

Name Nikki Hessel (Executive Director) Phone (920) 470-9154

Name Mercedeth Rathe (Events Coordinator) Phone (920) 362-6641

3. Will there be security/crowd control services on-site? If so, please list contractor: ☐ Yes ☒ No

Name _____ Phone _____

4. Will there be first aid/emergency responders on site? If so, please list contractor: ☐ Yes ☒ No

Name _____ Phone _____

5. Describe the communication methods that will be used to notify event staff/volunteers of emergencies:

Radios with staff members
cell phones

6. Describe the communication methods that will be used to notify event attendees of emergencies:

Microphone on stage

7. Identify the locations of the following (be specific):

Locations may instead be located on a map submitted with this permit. If a service is not provided or is not applicable, write in "N/A".

Loudspeaker/PA System On stage

Lost Child Recovery Site Info Booth

Severe Weather Shelter(s) Inside High School

First Aid Station(s) Info Booth

Enclosed/Fenced Area(s) Event in parking lot - there will be in and out locations

Entrances and exits must be numbered and labeled for any enclosed/fenced areas.



Neenah Special Event Permit Application

Neenah-Menasha Fire Rescue

Contact: Assistant Chief Vernon Green

Phone: +1 (920) 886-6201

Address: 125 E. Columbian Ave. Neenah, WI 54956 Email: vgreen@nmfire.org

8. Will there be any pyrotechnics or open burning?

☐ Yes ☒ No

A permit is required. Applications should be filed separately with Neenah-Menasha Fire Rescue.

9. Will there be any generators used?

possibly for stage

Food trucks will probably use generators

☒ Yes ☐ No

10. Will there be any cooking operations?

Food trucks

☒ Yes ☒ No

11. Will there be any tents or canopies?

small pop up tent for info booth

☒ Yes ☐ No

12. Will there be any use of drones?

☐ Yes ☒ No

Winnebago County Health Department

Contact: Env. Health Specialist Jennifer Kloes

Phone: +1 (920) 232-3000

Address: 112 Otter St. Oshkosh, WI 54901

Email: jkloes@co.winnebago.wi.us

13. Will there be any food or beverages prepared or served?

Food vendors/food trucks

☒ Yes ☐ No

If yes, contact the Winnebago County Health Department.

14. Will there be any portable toilets and/or wash stations?

☒ Yes ☐ No

15. Will there be any water activities (ie. dunk tanks, water slides)?

☐ Yes ☒ No

16. Will there be any animals?

☐ Yes ☒ No

Clerk's Office

Contact: City Clerk Patty Sturn

Phone: +1 (920) 886-6100

Address: 211 Walnut St. Neenah, WI 54956

Email: psturn@ci.neenah.wi.us

17. Will there be amplified music or announcements used for the event?

☒ Yes ☐ No

18. Will amplified sound be within 7 am - 10 pm on weekdays & 10 am - 11 pm on weekends/holidays?

☒ Yes ☐ No

If not, a special exemption must be requested and approved as part of this application. List the intended hours of amplified sound (per day, if applicable):

Start Time

6:00pm

End Time

8:00pm

19. Will there be any alcohol served?

☐ Yes ☒ No

A Temporary Class B Picnic License is required. Applications should be filed separately with the Clerk's Office.

20. Will there be any vendors/concessions? If so, please list:

☒ Yes ☐ No

Vendors will need to have a Solicitor Permit filed with the Clerk's Office.

Vincent Smokehouse & Kona Ice - July 1

Caribbean Taste & Terra Verde/Scoops - July 8



Neenah Special Event Permit Application

Traffic Department

Contact: Traffic Engineer James Merten
Address: 211 Walnut St. Neenah, WI 54956

Phone: +1 (920) 886-6243
Email: jmerten@ci.neenah.wi.us

21. Will the event close any street/sidewalk/trail (or portions thereof) to traffic?

☒ Yes ☐ No

Any adjacent properties must be notified by the applicant 5 weekdays in advance of the event. A copy of the notification must be submitted and approved by the City Traffic Engineer.

Need section of road for cars to line up to get into parking lot on Tullar

22. Will you be contracting for any barricading/signing equipment or services? If so, please list contractor:

☐ Yes ☒ No

Any traffic control plan not supplied by the City must be approved by the Traffic Department.

Name _____

Phone _____

23. Will you be providing volunteers to direct traffic?

☒ Yes ☐ No

All volunteers must be properly equipped, trained, and supplied with the Volunteer Flagger Instructions. (See attached.)

24. Is any city traffic control equipment or services being requested? If so, check all that apply:

☐ Yes ☐ No

☒ Barricade/Sign Equipment

Check if you are requesting equipment to be delivered to the event grounds. Equipment will need to be moved to their placement locations during the event.

☐ Barricade/Sign Placement

Check if you are requesting equipment to be placed by the City during the event times.

☒ Flaggers to Direct Traffic

Availability of community service aides (CSAs) and/or police officers are not guaranteed.

☐ Traffic Signal Programming

Check if modifications to the traffic signal timing plans may be needed for the event.

25. List any locations to be used for either attendee or event staff parking:

*parking in high school lot
parking along Tullar in front of high school*

26. List any shuttle services (including route locations) being provided for the event:

NA

27. Please identify handicap accessible parking locations and accommodations:

Available in high school parking lot



Neenah Special Event Permit Application

Parks & Recreation Department

Contact: Parks & Recreation Office
Address: 211 Walnut St. Neenah, WI 54956
Phone: +1 (920) 886-6060
Email: parkrec@ci.neenah.wi.us

Public Works Department

Contact: Traffic Engineer James Merten
Address: 211 Walnut St. Neenah, WI 54956
Phone: +1 (920) 886-6243
Email: jmerten@ci.neenah.wi.us

28. Will there be any equipment requiring ground anchoring (ie. tents, fences)? If so, please list locations: ☐ Yes ☒ No

☐ Public Park/Property: _____

☐ Public Street/Trail: _____

☐ Other: _____

Any stakes or ground anchoring systems proposed on public property must be approved for their locations. Diggers Hotline (Website: www.diggershotline.com, Phone: 811) must be contacted a minimum of 4 working days before any ground anchors are placed.

29. If there are any portable toilets or wash stations (Question #14), identify proposed locations:

☐ Public Park/Property: _____

☐ Public Street/Trail: _____

☒ Other: In high school parking lot

30. Have the park shelters been pre-reserved with the Park & Recreation Department?

Park reservations must be completed before submittal of this application.

☐ Yes ☐ No NA

31. Are you requesting any street sweeping services to be provided by the city?

☐ Yes ☒ No

32. Will there be any dumpsters and/or portable trash receptacles provided? portable trash cans

☒ Yes ☐ No

32. Will the event utilize environmentally conscious practices and/or provide recycling receptacles?

☒ Yes ☐ No

33. What tasks will be conducted to ensure the event site remains clean throughout (and after) the event?

Volunteer and staff monitoring during concert along with clean up after concert ends

34. Please list any additional equipment or services requested to be provided by the city:

NA



Neenah Special Event Permit Application

Checklist

Required to process application:

- ☐ Application filed within 45 days prior to the event (or 10 days, if there is no full/partial street closure).
Special exceptions must be approved by the Special Events Task Force and the Mayor.
- ☐ \$75 application fee. (Not applicable if there is no full/partial street closure.)
Payment can be made at the Treasurer's Office, 211 Walnut Street Neenah, WI 54956 or be submitted with the application.
- ☐ Reservation of park facilities.
Reservations may be made at the Parks & Recreation Office, 211 Walnut Street Neenah, WI 54956.
- ☐ Supplemental permits filed.
Typical permits filed include: Temporary Class B Picnic License (Alcohol), Fireworks Permit, Open Burning Permit, and Vendor/Solicitor Licenses.
- ☐ A detailed map of the event site/route.
A map identifying the event footprint and layout must be submitted with this application.
- ☐ A crisis management plan.
Required when not following the Emergency Response Protocol that is provided by the City.

Required to approve application:

- ☐ Liability insurance certificate.
Policy must include \$1,000,000 of general liability per occurrence (no exclusions) naming the City of Neenah, its officers, council members, agents, employees, and authorized volunteers as additional insured(s).
- ☐ Street closure notification letter.
Required when properties adjacent to or are enclosed within a closed street or street network. Letters must be pre-approved by the City and must be delivered 5 days working days before the event start date.
- ☐ Participant waiver forms.
Any waivers of liability signed by participants of the event must also include the City of Neenah (using the same language as for the liability insurance certificate).
- ☐ Traffic control plan.
Required when a contractor is providing traffic control services. Traffic control plans must be approved by the Traffic Department.
- ☐ Follow through with any contingencies required for approval of this permit application.
Contingencies are determined upon approval of the permit application. The City reserves the right to revoke a permit if any contingency is not met.

Provisions & Terms

This permit is intended to clarify the working relationship between the Applicant of the special event and the City of Neenah. The Applicant agrees to abide by the terms of this permit and all existing policies governing use of City facilities unless specifically noted in the permit. Regulations in Municipal Code §14-125 through §14-132 shall apply to this permit.

Once filed with the City Traffic Engineer, this permit will be reviewed by the Special Events Task Force. Upon task force recommendation for approval, per Municipal Code §14-129(b)(1), Class B permit applications must be approved by the Public Works Director or designee and Class C permit applications must be approved by the Public Services & Safety Committee and the City Council. A copy of an approved application will be sent to the Applicant as indication of the approved permit. The Applicant is responsible for complying with any contingencies applied to this permit. Failure to do so shall void this permit.

No changes may be made by the Applicant, 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.

Staff and equipment needed to run the event are the responsibility of the Applicant. City services and equipment may be provided at the discretion of the appropriate Department. The Applicant shall be responsible for the City's reasonable service and/or equipment cost associated with the event. The charges are determined from actual cost as outlined in Municipal Code §14-129(g). An invoice detailing charges for City services and/or damages will be sent to the sponsoring organization following the event. Payment is due within 30 days of the date of the invoice.



Neenah Special Event Permit Application

Legal Notice

I, as an authorized member of the organization sponsoring this event, verify that the information contained in this application is true, correct, and complete to the best of my knowledge. I agree to all provisions and terms of this agreement and acknowledge that no changes may be made to this agreement, unless authorized written permission is granted.

I understand the filing of this application does not ensure the issuance of this permit. I also understand that all event organizers, staff, volunteers, participants, and spectators 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 Special Event 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

Date

6/3/20

Completed applications can be mailed to: Neenah City Hall, 211 Walnut Street Neenah, WI 54956 or e-mailed to jmerten@ci.neenah.wi.us. For any questions regarding this application or the permitting process, contact the City Traffic Engineer at +1 (920) 886-6243.

OFFICE USE ONLY

Cost Estimate

Parks & Recreation

Total Cost

Sponsor Cost

Public Works/Traffic

Police

NM Fire

Total

Approvals

Special Events Task Force

Signature

Date

6-4-20

Class B: Director of Public Works or Designee Class C: Public Services & Safety Committee / City Council

Signature

Date

Contingencies of Permit



Neenah Special Event Permit Application

Event

Name Summer Kickoff Concert: Bike to Boogie

Webpage www.neenah.org

Description

☒ Festival/Concert/Exhibition

☐ Parade/March

☐ Other:

☐ Tournament

☐ Competitive Race

☐ Assembly/Rally

☐ Non-Competitive Run/Walk

List the event activities to take place (or attach brochure):

Concert performed by Boogie and the Yo-yoz
Kids activities and helmet giveaway/fitting
Food trucks and beer tent

Schedule

Date(s)

Setup Time

Start Time

End Time

Cleanup Time

~~6/10/20~~

9:00 AM

6:00 PM

9:00 PM

until 10:30 PM

8/26/20

Attendance

List estimated quantities:

Participants

Spectators 500-1,000

List any entry fees:

nA

Location

☐ Park/Public Property:

☐ Public Street/Sidewalk/Trail:

☒ Private Property/Other:

Plexus Lawn on the 200 Block of Wisconsin Ave.

Applicant

Name Meredith Rathe

Daytime Phone 9207221920

Email meredith@neenah.org

Cell Phone 9203626641

Organization

Name Future Neenah

Tax Exempt No. ES-30804

Email info@neenah.org

Phone 9207221920

Address 135 W. Wisconsin Avenue

City Neenah

State WI

Zip Code 54956

The organization shall incur all City service and equipment costs associated with the event. 501(c) organizations with a valid tax exempt certificate receive reduced rates for services/equipment provided by the City. See Municipal Code §14-117 for details.



Neenah Special Event Permit Application

Police Department

Contact: Lieutenant Jon Kuffel

Phone: +1 (920) 886-6018

Address: 2111 Marathon Ave. Neenah, WI 54956

Email: jkuffel@ci.neenah.wi.us

1. Will you be using the Emergency Response Protocol supplied by the city? (See supplement.) ☐ Yes ☐ No
The protocol is a set of procedures to be used for various crises including inclement weather, medical emergencies, and disorderly conduct scenarios. It establishes responsibilities and expectations between the event organizer and emergency services in the event of a crisis. If you choose not follow the protocol provided by the city, attach a crisis management plan to this application. All plans must be approved by Neenah Police and Neenah-Menasha Fire Rescue.

2. List at least two Event Coordinator contacts who will be on-site during the event to address issues that might arise.
Event Coordinators are responsible for executing the Emergency Response Protocol.

Name Nikki Hessel Phone 9204709154

Name Meredith Rathe Phone 9203626641

3. Will there be security/crowd control services on-site? If so, please list contractor: ☒ Yes ☐ No

Name Volunteers and Staff Phone _____

4. Will there be first aid/emergency responders on site? If so, please list contractor: ☒ Yes ☐ No

Name Neenah Police Department Phone _____

5. Describe the communication method/equipment that will be used to notify event staff/volunteers of emergencies:

Cell phones and radios

6. Describe the communication method/equipment that will be used to notify event attendees of emergencies:

Microphone on stage

7. Identify the locations of the following (be specific):

Locations may instead be located on a map submitted with this permit. If a service is not provided or is not applicable, write in "N/A".

Loudspeaker/PA System Stage

Lost Child Recovery Site Info Booth

Severe Weather Shelter(s) Surrounding Downtown Businesses

First Aid Station(s) Info Booth

Enclosed/Fenced Area(s) Perimeter is monitored by volunteer security

Enclosed areas are required for alcohol consumption. Entrances and exits must be numbered and labeled for any enclosed/fenced areas.



Neenah Special Event Permit Application

Neenah-Menasha Fire Rescue

Contact: Assistant Chief Vernon Green

Phone: +1 (920) 886-6201

Address: 125 E. Columbian Ave. Neenah, WI 54956 Email: vgreen@nmfire.org

8. Will there be any pyrotechnics or open burning?

☐ Yes ☒ No

A Fireworks/Open Burning Permit is required. Applications should be filed separately with Neenah-Menasha Fire Rescue.

9. Will there be any generators used?

☒ Yes ☐ No

10. Will there be any cooking operations?

☐ Yes ☒ No

11. Will there be any tents or canopies?

☒ Yes ☐ No

12. Will there be any use of drones?

☐ Yes ☒ No

Winnebago County Health Department

Contact: Env. Health Specialist Jennifer Bonzelet

Phone: +1 (920) 232-3000

Address: 112 Otter St. Oshkosh, WI 54901

Email: jbonzet@co.winnebago.wi.us

13. Will there be any food or beverages prepared or served?

☒ Yes ☐ No

If yes, contact the Winnebago County Health Department

14. Will there be any portable toilets and/or wash stations?

☒ Yes ☐ No

15. Will there be any water activities (ie. dunk tanks, water slides)?

☐ Yes ☒ No

16. Will there be any animals?

☐ Yes ☒ No

Clerk's Office

Contact: City Clerk Patty Sturn

Phone: +1 (920) 886-6100

Address: 211 Walnut St. Neenah, WI 54956

Email: psturn@ci.neenah.wi.us

17. Will there be amplified music or announcements used for the event?

☒ Yes ☐ No

18. Will amplified sound be within 7 am - 10 pm on weekdays & 10 am - 11 pm on weekends/holidays?

☒ Yes ☐ No

If not, a special exemption must be requested and approved as part of this application. List the intended hours of amplified sound (per day, if applicable):

Start Time 6:00 PM End Time 9:00 PM

19. Will there be any alcohol served?

☒ Yes ☐ No

A Temporary Class B Picnic License is required. Applications should be filed separately with the Clerk's Office.

20. Will there be any vendors/concessions? If so, please list:

☒ Yes ☐ No

Vendors will need to have a Solicitor Permit filed with the Clerk's Office.

Do not have these secured yet



Special Event Permit Application

Traffic Department

Contact: Traffic Engineer James Merten
Address: 211 Walnut St. Neenah, WI 54956

Phone: +1 (920) 886-6243
Email: jmerten@ci.neenah.wi.us

21. Will the event close any street/sidewalk/trail (or portions thereof) to traffic? ☐ Yes ☒ No
Any adjacent properties must be notified by the applicant 5 weekdays in advance of the event. A copy of the notification must be submitted and approved by the City Traffic Engineer.
22. Will you be providing volunteers to direct traffic? ☐ Yes ☒ No
All volunteers must be properly equipped, trained, and supplied with the Volunteer Flagging Instructions. (See attached.)
23. Is any city traffic control equipment or services being requested? If so, check all that apply: ☒ Yes ☐ No
- ☒ Barricade/Sign Equipment
Check if you are requesting equipment to be delivered to the event grounds. Equipment will need to be moved to their placement locations during the event.
 - ☐ Barricade/Sign Placement
Check if you are requesting equipment to be placed by the City during the event times.
 - ☐ Flaggers to Direct Traffic
Availability of community service aides (CSAs) and/or police officers are not guaranteed.
 - ☐ Traffic Signal Programming
Check if modifications to the traffic signal timing plans may be needed for the event.
 - ☐ Message Boards
Message boards may be used to give advanced notification of street closures for the event.
24. Will a private contractor be used for barricading/signing equipment or services? If so, please list contractor: ☐ Yes ☒ No
Any traffic control plan not supplied by the City must be approved by the Traffic Department.
- Name _____ Phone _____
25. List any shuttle services (including route locations) being provided for the event:
- NA
26. List any locations to be used for either attendee or event staff parking:
- Any public parking downtown including parking ramp (no parking in stalls in front of Plexus lawn)
27. Please identify handicap accessible parking locations and accommodations:
- In any assigned spots in public parking downtown or in parking ramp



Neenah Special Event Permit Application

Parks & Recreation Department

Contact: Parks & Recreation Office
Address: 211 Walnut St. Neenah, WI 54956
Phone: +1 (920) 886-6060
Email: parkrec@ci.neenah.wi.us

Public Works Department

Contact: Traffic Engineer James Merten
Address: 211 Walnut St. Neenah, WI 54956
Phone: +1 (920) 886-6243
Email: jmerten@ci.neenah.wi.us

28. Will there be any equipment requiring ground anchoring (ie. tents, fences)? If so, please list locations: ☐ Yes ☒ No

☐ Public Park/Property: _____

☐ Public Street/Trail: _____

☐ Other: _____

Any stakes or ground anchoring systems proposed on public property must be approved for their locations. Diggers Hotline (Website: www.diggershotline.com, Phone: 811) must be contacted a minimum of 4 working days before any ground anchors are placed.

29. If there are any portable toilets or wash stations (Question #14), identify proposed locations:

☐ Public Park/Property: _____

☐ Public Street/Trail: _____

☒ Other: On the Plexus lawn

30. Have the park shelters been pre-reserved with the Park & Recreation Department?

☐ Yes ☐ No

Park reservations must be completed before submittal of this application.

31. Are you requesting any street sweeping services to be provided by the city?

☐ Yes ☒ No

32. Will there be any dumpsters and/or portable trash receptacles provided?

☒ Yes ☐ No

32. Will the event utilize environmentally conscious practices and/or provide recycling receptacles?

☒ Yes ☐ No

33. What tasks will be conducted to ensure the event site remains clean throughout (and after) the event?

Volunteers and staff will monitor lawn and clean up after event

34. Please list any additional equipment or services requested to be provided by the city:



Special Event Permit Application

Checklist

Required to process application:

- ☐ Application filed with the Mayor's Office within 45 days prior to the event (or 10 days, if there is no full/partial street closure). Special exceptions must be approved by the Special Events Task Force and the Mayor.
- ☐ \$75 application fee. (Not applicable if there is no full/partial street closure.) Receipt No: _____
Payment can be made at the Department of Legal & Administrative Services, 211 Walnut Street Neenah, WI 54956.
- ☐ Reservation of park facilities.
Reservations may be made at the Parks & Recreation Office, 211 Walnut Street Neenah, WI 54956. See Question #30.
- ☐ Supplemental permits filed.
See Questions #8 (Fireworks/Open Burning Permit), #13 (Food Vending Permit), #19 (Temporary Class B Picnic License), and #20 (Vendor/Solicitor License).
- ☐ A detailed map of the event site/route.
A map identifying the event footprint and layout must be submitted with this application.
- ☐ A crisis management plan.
Required when not following the Emergency Response Protocol that is provided by the City. See Question #1.

Required to approve application:

- ☐ Liability insurance certificate.
Policy must include \$1,000,000 of general liability per occurrence (no exclusions) naming the City of Neenah, its officers, council members, agents, employees, and authorized volunteers as additional insured(s).
- ☐ Street closure notification letter.
Required when properties adjacent to or are enclosed within a closed street or street network. Letters must be pre-approved by the City and must be delivered 5 days working days before the event start date.
- ☐ Participant waiver forms.
Any waivers of liability signed by participants of the event must also include the City of Neenah (using the same language as for the liability insurance certificate).
- ☐ Traffic control plan.
Required when a contractor is providing traffic control services. Traffic control plans must be approved by the Traffic Department.
- ☐ Follow through with any contingencies required for approval of this permit application.
Contingencies are determined upon approval of the permit application. The City reserves the right to revoke a permit if any contingency is not met.

Provisions & Terms

This permit is intended to clarify the working relationship between the Applicant of the special event and the City of Neenah. The Applicant agrees to abide by the terms of this permit and all existing policies governing use of City facilities unless specifically noted in the permit. Regulations in Municipal Code §14-125 through §14-132 shall apply to this permit.

Once filed with the Department of Legal & Administrative Services, this permit will be reviewed by the Special Events Task Force. Upon task force recommendation for approval, per Municipal Code §14-129(b)(1), Class B permit applications are approved by the Public Works Director or designee and Class C permit applications are approved by the Public Services & Safety Committee and the City Council. A copy of an approved application will be sent to the Applicant as confirmation of the approved permit. The Applicant is responsible for complying with any contingencies applied to this permit. Failure to do so shall void this permit.

No changes may be made by the Applicant, 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.

Staff and equipment needed to run the event are the responsibility of the Applicant. City services and equipment may be provided at the discretion of the appropriate Department. The Applicant shall be responsible for the City's reasonable service and/or equipment cost associated with the event. The charges are determined from actual cost as outlined in Municipal Code §14-129(g). An invoice detailing charges for City services and/or damages will be sent to the sponsoring organization following the event. Payment is due within 30 days of the date of the invoice.



Neenah Special Event Permit Application

Legal Notice

I, as an authorized member of the organization sponsoring this event, verify that the information contained in this application is true, correct, and complete to the best of my knowledge. I agree to all provisions and terms of this agreement and acknowledge that no changes may be made to this agreement, unless authorized written permission is granted.

I understand the filing of this application does not ensure the issuance of this permit. I also understand that all event organizers, staff, volunteers, participants, and spectators 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 Special Event 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

Micki Deser

Date

1/30/20

Completed applications should be filed with the Department of Legal & Administrative Services, Neenah City Hall, 211 Walnut Street Neenah, WI 54956. For any questions regarding this application or the permitting process, contact Joni Heinz: Phone: +1 (920) 886-6104 Email: jheinz@ci.neenah.wi.us

OFFICE USE ONLY

Cost Estimate

Parks & Recreation

Total Cost

Sponsor Cost

0

0

Public Works/Traffic

\$120

0

Police

\$130

0

NM Fire

0

0

Total

250

0

Approvals

Special Events Task Force

Signature

Joni Heinz

Date

3-5-20

Class B: Director of Public Works or Designee

Class C: Public Services & Safety Committee / City Council

Signature

Date

Contingencies of Permit

S

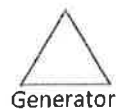
Wisconsin Ave



verve

W

Stage



Beer Sales



Bike Helmets

Bike Corral

N

Plexus HQ Bldg

Church St

Wisconsin Ave

Contact Meredith Rathe
920-362-6641

E

Free Parking in
Ramp





FUTUNEE-01

SPOEHMI

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
2/24/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER License # 100197661
The McClone Agency, Inc.
PO Box 389
Menasha, WI 54952

CONTACT NAME: **Melissa Spoehr**
PHONE (A/C, No, Ext): **(800) 236-1034 1887** FAX (A/C, No): **(920) 725-3233**
E-MAIL ADDRESS: **melissa.spoehr@mcclone.com**

INSURED

Future Neenah Inc.
135 W. Wisconsin Ave.
Neenah, WI 54956-3011

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: Cincinnati Insurance Company	10677
INSURER B: Cincinnati Casualty Company	28665
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X	EPP 0061155	1/24/2020	1/24/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		EPP 0061155	1/24/2020	1/24/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB CLAIMS-MADE DED RETENTION \$		EPP 0061155	1/24/2020	1/24/2021	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
B	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	EWC 0293245	1/24/2020	1/24/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
City of Neenah is added as an Additional Insured as respects General Liability Coverage.

CERTIFICATE HOLDER

CITY OF NEENAH Clerk's Office
Attn: Patty Sturn
211 WALNUT ST
NEENAH, WI 54956

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Acct # 010-0000-532-1500



Neenah
WISCONSIN

Special Event Permit Application

(^{\$100.00}
\$75 Special Event
\$25 Blanket Permit)

Event

Name

Dinah Chmielewski-Volante

Webpage

www.udderlyeuro.com

Description

☐ Festival/Concert/Exhibition

☐ Parade/March

☒ Other:

☐ Tournament

☐ Competitive Race

☐ Assembly/Rally

☐ Non-Competitive Run/Walk

car show

List the event activities to take place (or attach brochure):

Stationary car show w/ vendors

Schedule

Date(s)

8-29-20

Setup Time

1:00

Start Time

2:00

End Time

6:00

Cleanup Time

7:00

Attendance

List estimated quantities:

Participants 500

Spectators 200

List any entry fees:

\$20 just to register
car-spectators free

Location

☐ Park/Public Property:

☒ Public Street/Sidewalk/Trail:

Wisconsin ave & Bergstrom lot

☐ Private Property/Other:

Applicant

Name

Dinah Chmielewski-Volante

Daytime Phone

502-572-4210

Email

udderlyeuro@gmail.com

Cell Phone

" "

Organization

Name

Eurotrash Apparel Co.

Tax Exempt No.

Email

clinaheurotrash@gmail.com

Phone

" "

Address

11901 Washington green Rd

City

Louisville, KY

State

KY

Zip Code

40229

The organization shall incur all City service and equipment costs associated with the event. 501(c) organizations with a valid tax exempt certificate receive reduced rates for services/equipment provided by the City. See Municipal Code §14-129(g) for details.



Neenah Special Event Permit Application

Police Department

Contact: Lieutenant Jon Kuffel

Phone: +1 (920) 886-6018

Address: 2111 Marathon Ave. Neenah, WI 54956

Email: jkuffel@ci.neenah.wi.us

1. Will you be using the Emergency Response Protocol supplied by the city? (See supplement.)

☒ Yes ☐ No

The protocol is a set of procedures to be used for various crises including inclement weather, medical emergencies, and disorderly conduct scenarios. It establishes responsibilities and expectations between the event organizer and emergency services in the event of a crisis. If you choose not follow the protocol provided by the city, attach a crisis management plan to this application. All plans must be approved by Neenah Police and Neenah-Menasha Fire Rescue.

2. List at least two Event Coordinator contacts who will be on-site during the event to address issues that might arise.

Event Coordinators are responsible for executing the Emergency Response Protocol.

Name

Brad Phust

Phone

775-530-2483

Name

Scott Krantenbuh

Phone

920-277-0599

3. Will there be security/crowd control services on-site? If so, please list contractor:

☐ Yes ☒ No

Name

Phone

4. Will there be first aid/emergency responders on site? If so, please list contractor:

☐ Yes ☒ No

Name

Phone

5. Describe the communication method/equipment that will be used to notify event staff/volunteers of emergencies:

yes - music PA system

6. Describe the communication method/equipment that will be used to notify event attendees of emergencies:

PA

7. Identify the locations of the following (be specific):

Locations may instead be located on a map submitted with this permit. If a service is not provided or is not applicable, write in "N/A".

Loudspeaker/PA System

on the corner of the Bergstrom lot - off W. ave.

Lost Child Recovery Site

" " Euntrash Booth

Severe Weather Shelter(s)

show will conclude if severe weather begins

First Aid Station(s)

n/a

Enclosed/Fenced Area(s)

n/a

Enclosed areas are required for alcohol consumption. Entrances and exits must be numbered and labeled for any enclosed/fenced areas.



Neenah Special Event Permit Application

Neenah-Menasha Fire Rescue

Contact: Assistant Chief Vernon Green

Phone: +1 (920) 886-6201

Address: 125 E. Columbian Ave. Neenah, WI 54956 Email: vgreen@nmfire.org

8. Will there be any pyrotechnics or open burning?

☐ Yes ☒ No

A Fireworks/Open Burning Permit is required. Applications should be filed separately with Neenah-Menasha Fire Rescue.

9. Will there be any generators used?

☒ Yes ☐ No

10. Will there be any cooking operations?

☒ Yes ☐ No

11. Will there be any tents or canopies?

☒ Yes ☐ No

12. Will there be any use of drones?

☐ Yes ☒ No

Winnebago County Health Department

Contact: Env. Health Specialist Jennifer Bonzelet

Phone: +1 (920) 232-3000

Address: 112 Otter St. Oshkosh, WI 54901

Email: jbonzet@co.winnebago.wi.us

13. Will there be any food or beverages prepared or served?

☒ Yes ☐ No

If yes, contact the Winnebago County Health Department.

14. Will there be any portable toilets and/or wash stations?

☐ Yes ☒ No

15. Will there be any water activities (ie. dunk tanks, water slides)?

☐ Yes ☒ No

16. Will there be any animals?

☐ Yes ☒ No

Clerk's Office

Contact: City Clerk Patty Sturn

Phone: +1 (920) 886-6100

Address: 211 Walnut St. Neenah, WI 54956

Email: psturn@ci.neenah.wi.us

17. Will there be amplified music or announcements used for the event?

☒ Yes ☐ No

18. Will amplified sound be within 7 am - 10 pm on weekdays & 10 am - 11 pm on weekends/holidays?

☒ Yes ☐ No

If not, a special exemption must be requested and approved as part of this application. List the intended hours of amplified sound (per day, if applicable):

Start Time 2p End Time 6p

19. Will there be any alcohol served?

☐ Yes ☒ No

A Temporary Class B Picnic License is required. Applications should be filed separately with the Clerk's Office.

20. Will there be any vendors/concessions? If so, please list:

☒ Yes ☐ No

Vendors will need to have a Solicitor Permit filed with the Clerk's Office.

Food truck, car show, club vendors



Neenah Special Event Permit Application

Traffic Department

Contact: Traffic Engineer James Merten
Address: 211 Walnut St. Neenah, WI 54956

Phone: +1 (920) 886-6243
Email: jmerten@ci.neenah.wi.us

21. Will the event close any street/sidewalk/trail (or portions thereof) to traffic?

☒ Yes ☐ No

Any adjacent properties must be notified by the applicant 5 weekdays in advance of the event. A copy of the notification must be submitted and approved by the City Traffic Engineer.

22. Will you be providing volunteers to direct traffic?

☒ Yes ☐ No

All volunteers must be properly equipped, trained, and supplied with the [Volunteer Flagger Instructions](#). (See attached.)

23. Is any city traffic control equipment or services being requested? If so, check all that apply:

☒ Yes ☐ No

☒ Barricade/Sign Equipment

Check if you are requesting equipment to be delivered to the event grounds. Equipment will need to be moved to their placement locations during the event.

☒ Barricade/Sign Placement

Check if you are requesting equipment to be placed by the City during the event times.

☐ Flaggers to Direct Traffic

Availability of community service aides (CSAs) and/or police officers are not guaranteed.

☐ Traffic Signal Programming

Check if modifications to the traffic signal timing plans may be needed for the event.

☒ Message Boards

Message boards may be used to give advanced notification of street closures for the event.

24. Will a private contractor be used for barricading/signing equipment or services? If so, please list contractor: ☐ Yes ☒ No

Any traffic control plan not supplied by the City must be approved by the Traffic Department.

Name _____

Phone _____

25. List any shuttle services (including route locations) being provided for the event:

26. List any locations to be used for either attendee or event staff parking:

lot on commercial next to Bergstrom hotel if needed

27. Please identify handicap accessible parking locations and accommodations:



Neenah
WISCONSIN

Special Event Permit Application

Parks & Recreation Department

Contact: Parks & Recreation Office
Address: 211 Walnut St. Neenah, WI 54956
Phone: +1 (920) 886-6060
Email: parkrec@ci.neenah.wi.us

Public Works Department

Contact: Traffic Engineer James Merten
Address: 211 Walnut St. Neenah, WI 54956
Phone: +1 (920) 886-6243
Email: jmerten@ci.neenah.wi.us

28. Will there be any equipment requiring ground anchoring (ie. tents, fences)? If so, please list locations:

☒ Yes ☐ No

☐ Public Park/Property:

☐ Public Street/Trail:

Wisconsin Ave

☐ Other:

Any stakes or ground anchoring systems proposed on public property must be approved for their locations. Diggers Hotline (Website: www.diggershotline.com, Phone: 811) must be contacted a minimum of 4 working days before any ground anchors are placed.

29. If there are any portable toilets or wash stations (Question #14), identify proposed locations:

☐ Public Park/Property:

☐ Public Street/Trail:

☐ Other:

30. Have the park shelters been pre-reserved with the Park & Recreation Department?

Park reservations must be completed before submittal of this application.

☐ Yes ☒ No

31. Are you requesting any street sweeping services to be provided by the city?

☐ Yes ☒ No

32. Will there be any dumpsters and/or portable trash receptacles provided?

☐ Yes ☐ No

32. Will the event utilize environmentally conscious practices and/or provide recycling receptacles?

☐ Yes ☐ No

33. What tasks will be conducted to ensure the event site remains clean throughout (and after) the event?

Staff cleaning & empty cans during & after the event

34. Please list any additional equipment or services requested to be provided by the city:



Special Event Permit Application

Checklist

Required to process application:

- ☐ Application filed with the Mayor's Office within 45 days prior to the event (or 10 days, if there is no full/partial street closure).
Special exceptions must be approved by the Special Events Task Force and the Mayor.
- ☐ \$75 application fee. (Not applicable if there is no full/partial street closure.)
Payment can be made at the Treasurer's Office, 211 Walnut Street Neenah, WI 54956 or be submitted with the application.
- ☐ Reservation of park facilities.
Reservations may be made at the Parks & Recreation Office, 211 Walnut Street Neenah, WI 54956.
- ☐ Supplemental permits filed.
Typical permits filed include: Temporary Class B Picnic License (Alcohol), Fireworks Permit, Open Burning Permit, and Vendor/Solicitor Licenses.
- ☐ A detailed map of the event site/route.
A map identifying the event footprint and layout must be submitted with this application.
- ☐ A crisis management plan.
Required when not following the Emergency Response Protocol that is provided by the City.

Required to approve application:

- ☐ Liability insurance certificate.
Policy must include \$1,000,000 of general liability per occurrence (no exclusions) naming the City of Neenah, its officers, council members, agents, employees, and authorized volunteers as additional insured(s).
- ☐ Street closure notification letter.
Required when properties adjacent to or are enclosed within a closed street or street network. Letters must be pre-approved by the City and must be delivered 5 days working days before the event start date.
- ☐ Participant waiver forms.
Any waivers of liability signed by participants of the event must also include the City of Neenah (using the same language as for the liability insurance certificate).
- ☐ Traffic control plan.
Required when a contractor is providing traffic control services. Traffic control plans must be approved by the Traffic Department.
- ☐ Follow through with any contingencies required for approval of this permit application.
Contingencies are determined upon approval of the permit application. The City reserves the right to revoke a permit if any contingency is not met.

Provisions & Terms

This permit is intended to clarify the working relationship between the Applicant of the special event and the City of Neenah. The Applicant agrees to abide by the terms of this permit and all existing policies governing use of City facilities unless specifically noted in the permit. Regulations in Municipal Code §14-125 through §14-132 shall apply to this permit.

Once filed with the Mayor's Office, this permit will be reviewed by the Special Events Task Force. Upon task force recommendation for approval, per Municipal Code §14-129(b)(1), Class B permit applications must be approved by the Public Works Director or designee and Class C permit applications must be approved by the Public Services & Safety Committee and the City Council. A copy of an approved application will be sent to the Applicant as indication of the approved permit. The Applicant is responsible for complying with any contingencies applied to this permit. Failure to do so shall void this permit.

No changes may be made by the Applicant, 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.

Staff and equipment needed to run the event are the responsibility of the Applicant. City services and equipment may be provided at the discretion of the appropriate Department. The Applicant shall be responsible for the City's reasonable service and/or equipment cost associated with the event. The charges are determined from actual cost as outlined in Municipal Code §14-129(g). An invoice detailing charges for City services and/or damages will be sent to the sponsoring organization following the event. Payment is due within 30 days of the date of the invoice.



Neenah Special Event Permit Application

Legal Notice

I, as an authorized member of the organization sponsoring this event, verify that the information contained in this application is true, correct, and complete to the best of my knowledge. I agree to all provisions and terms of this agreement and acknowledge that no changes may be made to this agreement, unless authorized written permission is granted.

I understand the filing of this application does not ensure the issuance of this permit. I also understand that all event organizers, staff, volunteers, participants, and spectators 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 Special Event 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

Date

5/26/20

Completed applications can be mailed to: Neenah City Hall, 211 Walnut Street Neenah, WI 54956 or e-mailed to jheinz@ci.neenah.wi.us. For any questions regarding this application or the permitting process, contact the Joni Heinz at +1 (920) 886-6104.

OFFICE USE ONLY

Cost Estimate

Parks & Recreation

Total Cost

Sponsor Cost

Public Works/Traffic

Police

NM Fire

Total

Approvals

Special Events Task Force

Signature

Date

6-4-20

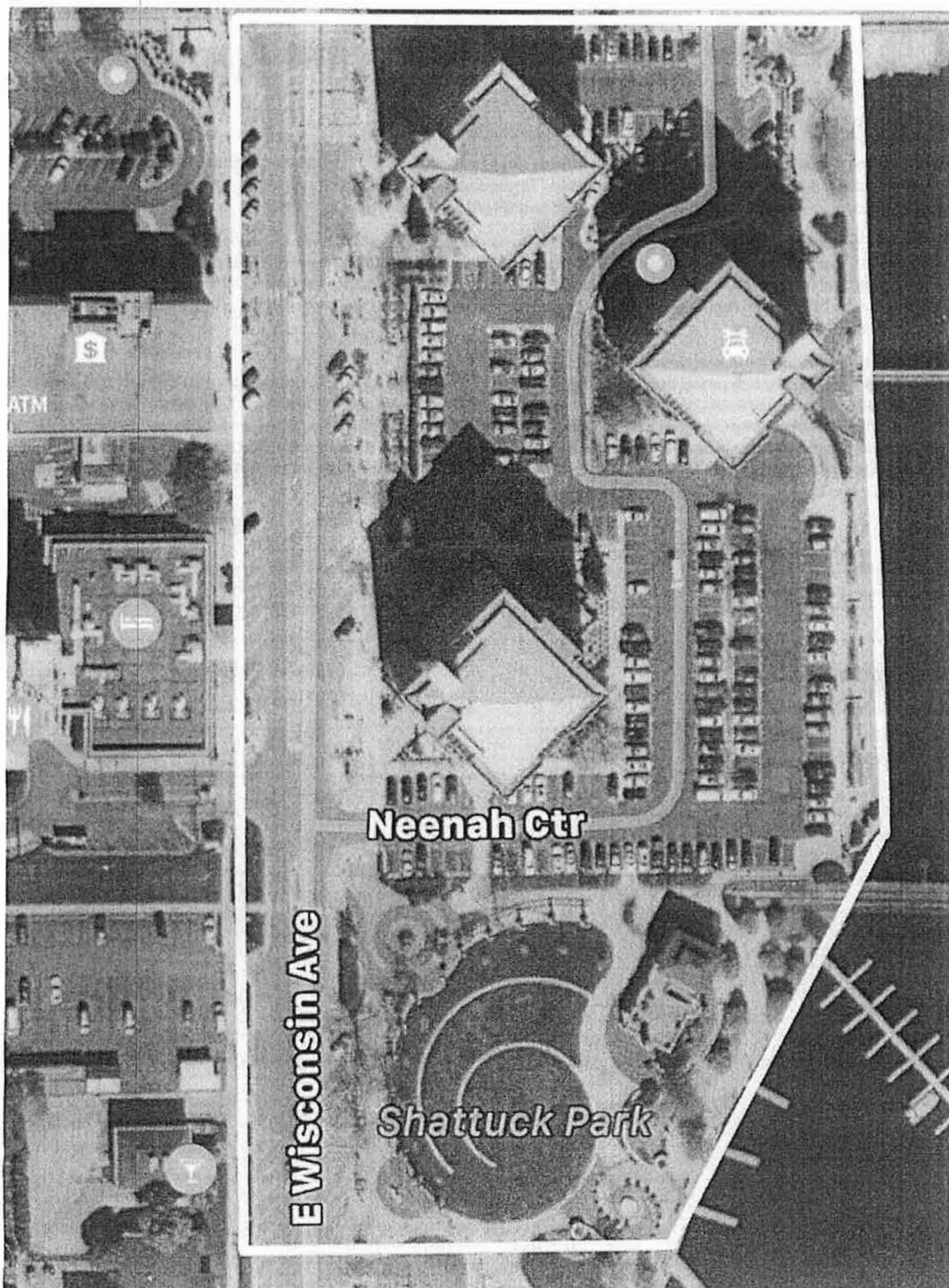
Class B: Director of Public Works or Designee Class C: Public Services & Safety Committee / City Council

Signature

Date

Contingencies of Permit

--





Neenah Special Event Permit Application

Event

Name WI Streetball Neenah 3 on 3

Webpage streetball3on3.org

Description

☐ Festival/Concert/Exhibition

☐ Parade/March

☐ Other:

☒ Tournament

☐ Competitive Race

☐ Assembly/Rally

☐ Non-Competitive Run/Walk

List the event activities to take place (or attach brochure):

3 on 3 basketball tourney and basketball related competitions

Schedule

Date(s)	Setup Time	Start Time	End Time	Cleanup Time
<u>Aug 15 June 13</u>	<u>5 am</u>	<u>8 am</u>	<u>4 pm</u>	<u>until 6 pm</u>
<u>Aug 16 June 14</u>	<u>6 am</u>	<u>8 am</u>	<u>4 pm</u>	<u>until 6 pm</u>

Attendance

List estimated quantities:

Participants 600

Spectators 5000

List any entry fees:

\$145/\$165

Location

☒ Park/Public Property:

Plexus grass area for tourney headquarters

☒ Public Street/Sidewalk/Trail:

Wisconsin street blocked off from commercial street to a little past Subway.

☐ Private Property/Other:

Applicant

Name Adam Maulick

Daytime Phone 9204233575

Email wisconsinrusaders@missionbasketball.org

Cell Phone 9204233575

Organization

Name Mission Basketball Academy Inc.

Tax Exempt No. 062877

Email wisconsinrusaders@missionbasketball.org

Phone 9204233575

Address 1835 E Edgewood Drive Ste 1058

City Appleton

State WI Zip Code 54913

The organization shall incur all City service and equipment costs associated with the event. 501(c)(3) organizations with a valid tax exempt certificate receive reduced rates for services/equipment provided by the City. See Municipal Code 514-129(g) for details.



Neenah Special Event Permit Application

Police Department

Contact: Lieutenant Jon Kuffel

Phone: +1 (920) 866-6018

Address: 2111 Marathon Ave. Neenah, WI 54956

Email: jkuffel@ci.neenah.wi.us

1. Will you be using the Emergency Response Protocol supplied by the city? (See supplement.)

☒ Yes ☐ No

The protocol is a set of procedures to be used for various crises including inclement weather, medical emergencies, and disorderly conduct scenarios. It establishes responsibilities and expectations between the event organizer and emergency services in the event of a crisis. If you choose not follow the protocol provided by the city, attach a crisis management plan to this application. All plans must be approved by Neenah Police and Neenah-Menasha Fire Rescue.

2. List at least two Event Coordinator contacts who will be on-site during the event to address issues that might arise.

Event Coordinators are responsible for executing the Emergency Response Protocol

Name Adam Maulick Phone 9204233575

Name Melanie Maulick Phone 9207509804

3. Will there be security/crowd control services on-site? If so, please list contractor:

☒ Yes ☐ No

Name Rodney Owens Phone 9203270644

4. Will there be first aid/emergency responders on site? If so, please list contractor:

☒ Yes ☐ No

Name Theda Care Phone 9207163929

5. Describe the communication method/equipment that will be used to notify event staff/volunteers of emergencies:

We have a PA, walkie talkie, and cell phones

6. Describe the communication method/equipment that will be used to notify event attendees of emergencies:

We have a PA, walkie talkie, and cell phones

7. Identify the locations of the following (be specific):

Locations may instead be located on a map submitted with this permit. If a service is not provided or is not applicable, write in "N/A".

Loudspeaker/PA System Plexus grass area

Lost Child Recovery Site Plexus grass area

Severe Weather Shelter(s) We will ask the city for access or the church

First Aid Station(s) Plexus grass area

Enclosed/Fenced Area(s) NA

Enclosed areas are required for alcohol consumption. Entrances and exits must be numbered and labeled for any enclosed/fenced areas.



Neenah Special Event Permit Application

Neenah-Menasha Fire Rescue

Contact: Assistant Chief Vernon Green

Phone: +1 (920) 886-6201

Address: 125 E. Columbian Ave. Neenah, WI 54956 Email: vgreen@nmfire.org

8. Will there be any pyrotechnics or open burning?

☐ Yes ☒ No

A Fireworks/Open Burning Permit is required. Applications should be filed separately with Neenah-Menasha Fire Rescue.

9. Will there be any generators used?

☒ Yes ☐ No

10. Will there be any cooking operations?

☒ Yes ☐ No

11. Will there be any tents or canopies?

☒ Yes ☐ No

12. Will there be any use of drones?

☐ Yes ☒ No

Winnebago County Health Department

Contact: Env. Health Specialist Jennifer Bonzelet

Phone: +1 (920) 232-3000

Address: 112 Otter St. Oshkosh, WI 54901

Email: jbonzet@co.winnebago.wi.us

13. Will there be any food or beverages prepared or served?

☒ Yes ☐ No

If yes, contact the Winnebago County Health Department.

14. Will there be any portable toilets and/or wash stations?

☒ Yes ☐ No

15. Will there be any water activities (i.e. dunk tanks, water slides)?

☐ Yes ☒ No

16. Will there be any animals?

☐ Yes ☒ No

Clerk's Office

Contact: City Clerk Patty Sturn

Phone: +1 (920) 886-6100

Address: 211 Walnut St. Neenah, WI 54956

Email: psturn@ci.neenah.wi.us

17. Will there be amplified music or announcements used for the event?

☒ Yes ☐ No

18. Will amplified sound be within 7 am - 10 pm on weekdays & 10 am - 11 pm on weekends/holidays?

☒ Yes ☐ No

If not, a special exemption must be requested and approved as part of this application. List the intended hours of amplified sound (per day, if applicable).

Start Time 8 am End Time 6 pm

19. Will there be any alcohol served?

☐ Yes ☒ No

A Temporary Class B Liquor License is required. Applications should be filed separately with the Clerk's Office.

20. Will there be any vendors/concessions? If so, please list:

☒ Yes ☐ No

Vendors will need to have a Vendor Permit filed with the Clerk's Office.

Local non profit TBA
Street Grub



Neenah Special Event Permit Application

Traffic Department

Contact: Traffic Engineer James Merten
Address: 211 Walnut St. Neenah, WI 54956

Phone: +1 (920) 886-6243
Email: jmerten@ci.neenah.wi.us

21. Will the event close any street/sidewalk/trail (or portions thereof) to traffic? ☒ Yes ☐ No

Any adjacent properties must be notified by the applicant 5 weekdays in advance of the event. A copy of the notification must be submitted and approved by the City Traffic Engineer.

22. Will you be providing volunteers to direct traffic? ☐ Yes ☒ No

All volunteers must be properly equipped, trained, and supplied with the Volunteer Flagger Instructions. (See attached.)

23. Is any city traffic control equipment or services being requested? If so, check all that apply: ☒ Yes ☐ No

☒ Barricade/Sign Equipment

Check if you are requesting equipment to be delivered to the event grounds. Equipment will need to be moved to their placement locations during the event.

☒ Barricade/Sign Placement

Check if you are requesting equipment to be placed by the City during the event times.

☐ Flaggers to Direct Traffic

Availability of community service aides (CSAs) and/or police officers are not guaranteed.

☐ Traffic Signal Programming

Check if modifications to the traffic signal timing plans may be needed for the event.

☐ Message Boards

Message boards may be used to give advanced notification of street closures for the event.

24. Will a private contractor be used for barricading/signing equipment or services? If so, please list contractor: ☐ Yes ☒ No

Any traffic control plan not supplied by the City must be approved by the Traffic Department.

Name _____

Phone _____

25. List any shuttle services (including route locations) being provided for the event:

NA

26. List any locations to be used for either attendee or event staff parking:

Church street ramp and KC X lot

27. Please identify handicap accessible parking locations and accommodations:

I believe Church street ramp but I may need some direction from the city.



Neenah
WISCONSIN

Special Event Permit Application

Parks & Recreation Department

Contact: Parks & Recreation Office
Address: 211 Walnut St. Neenah, WI 54956
Phone: +1 (920) 886-6060
Email: parkrec@ci.neenah.wi.us

Public Works Department

Contact: Traffic Engineer James Merten
Address: 211 Walnut St. Neenah, WI 54956
Phone: +1 (920) 886-6243
Email: jmerten@ci.neenah.wi.us

28. Will there be any equipment requiring ground anchoring (ie. tents, fences)? If so, please list locations: ☒ Yes ☐ No

☒ Public Park/Property: Plexus grass area

☐ Public Street/Trail:

☐ Other:

Any stakes or ground anchoring systems proposed on public property must be approved for their locations. Diggers Hotline (Website: www.diggershotline.com, Phone: 811) must be contacted a minimum of 4 working days before any ground anchors are placed.

29. If there are any portable toilets or wash stations (Question #14), identify proposed locations:

☒ Public Park/Property: Plexus grass area

☒ Public Street/Trail: Half way point of WI street off sidewalk area

☐ Other:

30. Have the park shelters been pre-reserved with the Park & Recreation Department?

Park reservations must be completed before submittal of this application.

☐ Yes ☒ No

31. Are you requesting any street sweeping services to be provided by the city?

☐ Yes ☒ No

32. Will there be any dumpsters and/or portable trash receptacles provided?

☒ Yes ☐ No

32. Will the event utilize environmentally conscious practices and/or provide recycling receptacles?

☒ Yes ☐ No

33. What tasks will be conducted to ensure the event site remains clean throughout (and after) the event?

yes we have a great cleaning crew

34. Please list any additional equipment or services requested to be provided by the city:

The electric outlets are needed and could they be checked and turned on in advance please?



Neenah Special Event Permit Application

Checklist

Required to process application:

- ☐ Application filed with the Mayor's Office within 45 days prior to the event (or 10 days, if there is no full/partial street closure).
Special exceptions must be approved by the Special Events Task Force and the Mayor.
- ☐ \$75 application fee. (Not applicable if there is no full/partial street closure.)
Payment can be made at the Treasurer's Office, 211 Walnut Street Neenah, WI 54956 or be submitted with the application.
- ☐ Reservation of park facilities.
Reservations may be made at the Parks & Recreation Office, 211 Walnut Street Neenah, WI 54956.
- ☐ Supplemental permits filed.
Typical permits filed include: Temporary Class B Picnic License (Alcohol), Fireworks Permit, Open Burning Permit, and Vendor/Solicitor Licenses.
- ☐ A detailed map of the event site/route.
A map identifying the event footprint and layout must be submitted with this application.
- ☐ A crisis management plan.
Required when not following the Emergency Response Protocol that is provided by the City.

Required to approve application:

- ☐ Liability insurance certificate.
Policy must include \$1,000,000 of general liability per occurrence (no exclusions) naming the City of Neenah, its officers, council members, agents, employees, and authorized volunteers as additional insured(s).
- ☐ Street closure notification letter.
Required when properties adjacent to or are enclosed within a closed street or street network. Letters must be pre-approved by the City and must be delivered 5 days working days before the event start date.
- ☐ Participant waiver forms.
Any waivers of liability signed by participants of the event must also include the City of Neenah (using the same language as for the liability insurance certificate).
- ☐ Traffic control plan.
Required when a contractor is providing traffic control services. Traffic control plans must be approved by the Traffic Department.
- ☐ Follow through with any contingencies required for approval of this permit application.
Contingencies are determined upon approval of the permit application. The City reserves the right to revoke a permit if any contingency is not met.

Provisions & Terms

This permit is intended to clarify the working relationship between the Applicant of the special event and the City of Neenah. The Applicant agrees to abide by the terms of this permit and all existing policies governing use of City facilities unless specifically noted in the permit. Regulations in Municipal Code §14-125 through §14-132 shall apply to this permit.

Once filed with the Mayor's Office, this permit will be reviewed by the Special Events Task Force. Upon task force recommendation for approval, per Municipal Code §14-129(b)(1), Class B permit applications must be approved by the Public Works Director or designee and Class C permit applications must be approved by the Public Services & Safety Committee and the City Council. A copy of an approved application will be sent to the Applicant as indication of the approved permit. The Applicant is responsible for complying with any contingencies applied to this permit. Failure to do so shall void this permit.

No changes may be made by the Applicant, 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.

Staff and equipment needed to run the event are the responsibility of the Applicant. City services and equipment may be provided at the discretion of the appropriate Department. The Applicant shall be responsible for the City's reasonable service and/or equipment cost associated with the event. The charges are determined from actual cost as outlined in Municipal Code §14-129(g). An invoice detailing charges for City services and/or damages will be sent to the sponsoring organization following the event. Payment is due within 30 days of the date of the invoice.



Neenah Special Event Permit Application

Legal Notice

I, as an authorized member of the organization sponsoring this event, verify that the information contained in this application is true, correct, and complete to the best of my knowledge. I agree to all provisions and terms of this agreement and acknowledge that no changes may be made to this agreement, unless authorized written permission is granted.

I understand the filing of this application does not ensure the issuance of this permit. I also understand that all event organizers, staff, volunteers, participants, and spectators 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 Special Event 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

Date

9/17/19

Completed applications can be mailed to: Neenah City Hall, 211 Walnut Street Neenah, WI 54956 or e-mailed to jheinz@ci.neenah.wi.us. For any questions regarding this application or the permitting process, contact the Joni Heinz at +1 (920) 886-6104.

OFFICE USE ONLY

Cost Estimate

Parks & Recreation

Total Cost

Sponsor Cost

Public Works/Traffic

Police

NM Fire

Total

Approvals

Special Events Task Force

Signature

Date

6-3-20

Class B: Director of Public Works or Designee Class C: Public Services & Safety Committee / City Council

Signature

Date

Contingencies of Permit



City Clerk's Office

211 Walnut Street, P.O. Box 426, Neenah, WI 54957-0426
Phone: (920) 886-6100 Fax: (920) 886-6109

**CITY OF NEENAH, WISCONSIN
BLANKET SOLICITOR, PEDDLER/TRANSIENT MERCHANT PERMIT
FOR EVENT ORGANIZATIONS**

Application Date: 9/17/19

Date Permit Issued: _____

Cost: ☒ EXEMPT NON-PROFIT -OR-

☐ \$25.00 original license

☐ \$15.00 renewal

Code: XM

Name of Event Organization: WI STREETBALL 3on3 Neenah

Organization Address: 1835 E. Edgewood Dr Appleton WI 54913
Street City State Zip

Date(s) of Event: June 13-14 August 15-16

Location of Event: Wisconsin Street Neenah

Organization Contact Name: Adam Maulick

Telephone: (920) 423-3575

- Provide a list of vendors including vendor name, contact name, address, phone number and description of goods or service.
- The Event Organizer is responsible to conduct a background check on all vendors as required by ordinance Sec. 4-206.
- A Solicitor Permit for Event Organizers will be issued and **MUST** be available during the event upon request by law enforcement.

9/17/19
Date

[Signature]
Signature of Applicant

Public Services & Safety Committee June 9, 2020

Beverage Operator License Applications

New/Renewal	Last Name, First Name, MI	Place of Employment	Municipality			
Renewal	Ackerman, Ruth K	Pick N Save	Neenah			
Renewal	Angle, Lynne M	Pick N Save	Oshkosh			
Renewal	Behreandt, Tracy A	Lucky Dogz	Neenah			
Renewal	Bellmore, James M	Ground Round	Neenah			
Renewal	Brabender, James J	2 Broke Girlz	Neenah			
Renewal	Brochtrup, Bonnie L	unknown	Neenah			
Renewal	Casperson, Liza L	Pick N Save	Neenah			
Renewal	Champion, Sherry R	Pick N Save	Menasha			
Renewal	Dillenburg, Amber L	Zuppas	Oshkosh			
Renewal	Driessen, Jacob M	Aldi	Oshkosh			
Renewal	Fischer, Elizabeth D	Lion's Tail Brewing Co	Hobart			
Renewal	Flowers, Michelle L	Tobacco Outlet	Appleton			
Renewal	Froode, Nicole M	My Place	Menasha			
New	Galeana, Stefanie A	Pick N Save	Appleton			
Renewal	Gauerke, Rhiannon L	Two Broke Girlz	Neenah			
New	Harttert, Jason S	Zuppas	Neenah			
Renewal	Hoeper, Holly L.	Sidetracked Bar & Grill	Menasha			
Renewal	Holloway, Lauren N	BayPoint	Menasha			
Renewal	Juarez, Evelin R	Solea	Menasha			
Renewal	Koerner, Natalie A	Xtra Innings	Neenah			
Renewal	Kolb, Holly C	Tobacco Outlet	Neenah			
Renewal	Lange, Austin D	CVS	Menasha			
Renewal	Larsen, Connie E	Pick N Save	Neenah			
Renewal	Lauer, Nicholas J	My Place	Neenah			
Renewal	Liotta, Tina M	Greene's Pour House	Neenah			
Renewal	Loeck, Sarah N	Walgreens	Neenah			
New	Marx, Ariel S	Ground Round	Oshkosh			
Renewal	Myers, Penny L	Zuppas	Neenah			
Renewal	Palmer, Matthew A	Ground Round	Greenville			
Renewal	Pedranzan, Marty J	unknown	Neenah			
Renewal	Prince, Alexander J	Walgreens	Neenah			

Public Services & Safety Committee June 9, 2020

Beverage Operator License Applications

New/Renewal	Last Name, First Name, MI	Place of Employment	Municipality			
Renewal	Ackerman, Ruth K	Pick N Save	Neenah			
Renewal	Angle, Lynne M	Pick N Save	Oshkosh			
Renewal	Behreandt, Tracy A	Lucky Dogz	Neenah			
Renewal	Bellmore, James M	Ground Round	Neenah			
Renewal	Brabender, James J	2 Broke Girlz	Neenah			
Renewal	Brochtrup, Bonnie L	unknown	Neenah			
Renewal	Casperson, Liza L	Pick N Save	Neenah			
Renewal	Champion, Sherry R	Pick N Save	Menasha			
Renewal	Dillenburg, Amber L	Zuppas	Oshkosh			
Renewal	Driessen, Jacob M	Aldi	Oshkosh			
Renewal	Fischer, Elizabeth D	Lion's Tail Brewing Co	Hobart			
Renewal	Flowers, Michelle L	Tobacco Outlet	Appleton			
Renewal	Froode, Nicole M	My Place	Menasha			
New	Galeana, Stefanie A	Pick N Save	Appleton			
Renewal	Gauerke, Rhiannon L	Two Broke Girlz	Neenah			
New	Harttert, Jason S	Zuppas	Neenah			
Renewal	Hoeper, Holly L.	Sidetracked Bar & Grill	Menasha			
Renewal	Holloway, Lauren N	BayPoint	Menasha			
Renewal	Juarez, Evelin R	Solea	Menasha			
Renewal	Koerner, Natalie A	Xtra Innings	Neenah			
Renewal	Kolb, Holly C	Tobacco Outlet	Neenah			
Renewal	Lange, Austin D	CVS	Menasha			
Renewal	Larsen, Connie E	Pick N Save	Neenah			
Renewal	Lauer, Nicholas J	My Place	Neenah			
Renewal	Liotta, Tina M	Greene's Pour House	Neenah			
Renewal	Loeck, Sarah N	Walgreens	Neenah			
New	Marx, Ariel S	Ground Round	Oshkosh			
Renewal	Myers, Penny L	Zuppas	Neenah			
Renewal	Palmer, Matthew A	Ground Round	Greenville			
Renewal	Pedranzan, Marty J	unknown	Neenah			
Renewal	Prince, Alexander J	Walgreens	Neenah			

Renewal	Reckin, George E	Pick N Save	Neenah			
Renewal	Redlin, Kendra S	Sidetracked Bar & Grill	Appleton			
Renewal	Rietveld, Brittney M	Fire Lite	Neenah			
Renewal	Ruhnke, Raegan R	Pick N Save	Menasha			
Renewal	Schilly, Steven J	Aldi	Neenah			
Renewal	Sharpless, Nicholas E	Cellars Wine & Spirits	Neenah			
Renewal	Siewert, Josh M	Fire Lite	Menasha			
Renewal	Solie, Lindsey N	Lion's Tail Brewing Co	Neenah			
Renewal	Steward, Randall C	SherryTown Station	Neenah			
Renewal	Vandenbusch, Tyler M	BayPoint	Menasha			
New	Wagner, Kathryn L	Gord's	Neenah			
Renewal	Weis, Elizabeth A	Ground Round	Neenah			
Renewal	Wenberg, Heidi S	Zacateca's	Appleton			
Renewal	Wilson, David C	Ground Round	Neenah			
Renewal	Zolkowski, Lisa A	Walgreens	Neenah			

Beverage Operator License Application--Delinquent Payment

New/Renewal	Last Name, First Name, MI	Municipality	Place of Employment	Type of Payment		
Renewal	Sommer, Timothy W	Neenah	Greene's Pour House	Water		

Temporary Class "B" (Picnic) License Application

Applicant	Event Contact	Name of Event	Location	Date(s) of Event	Time of Event	
Future Neenah, Inc.	Nikki Hessel	Bike to Boogie	200 W Wisconsin Ave, Lawr	8/26/2020	6-9pm	

Note: This was previously approved but the event has been rescheduled

9997 \$10
Paid 2/14/20

Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$10.00

Application Date: 1/13/20

☐ Town ☐ Village ☒ City of Neenah

County of Winnebago

The named organization applies for: (check appropriate box(es).)

☒ A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.

☐ A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning 6:00 PM and ending 9:00 PM and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) →

☐ Bona fide Club

☐ Church

☐ Lodge/Society

☐ Veteran's Organization

☐ Fair Association or Agricultural Society

☐ Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name Future Neenah, Inc

(b) Address 135 W. Wisconsin Ave

(Street)

☐ Town

☐ Village

☒ City

(c) Date organized 4/27/83

(d) If corporation, give date of incorporation 4/27/83

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box: ☐

(f) Names and addresses of all officers:

President Troy Noel 145 1/2 W. Wisconsin Ave Neenah, WI 54956

Vice President Carol Bredesen 2301 Industrial Drive Neenah, WI 54956

Secretary Meghan Healy Two Neenah Center, Suite 701 Neenah, WI 54956

Treasurer Andy Gaerthofner 3300 E. Winslow Ave. Appleton, WI 54911

(g) Name and address of manager or person in charge of affair: Nikki Hessel, 135 W. Wisconsin Ave Neenah, WI

2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number

(b) Lot

Block 200 W. Wisconsin Ave Lawn

(c) Do premises occupy all or part of building? No

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover:

3. Name of Event

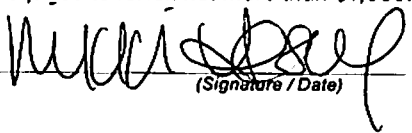
(a) List name of the event Summer Kick Off: Bike to Boogie

(b) Dates of event 8-10-20 8-26-2020

DECLARATION

An officer of the organization, declares under penalties of law that the information provided in this application is true and correct to the best of his/her knowledge and belief. Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

Officer

 1/13/20
(Signature / Date)

Future Neenah, Inc

(Name of Organization)

Date Filed with Clerk 2-14-2020

Date Reported to Council or Board

Date Granted by Council

License No.



MEMORANDUM

DATE: June 4, 2020
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 7-19 (Breezewood Sanitary Sewer) – Main installation on Breezewood is scheduled for completion the week of June 8. Road grading will follow. Sanitary District 2 is evaluating flow monitoring equipment options at the connection point between their system and the city's collector sewer. The condition of the road subgrade is very poor. Extra excavation will be needed during restoration.
- 2) Contract 1-20 (Abby, Bond, Center, Clybourn) – Utility main work is complete on Center, Bond and Clybourn. Sewer and Water main has been installed on Abby from the railroad to Clybourn. Storm water work in that area will follow.
- 3) Contract 2-20 (Utilities - Van, Monroe) – Utility main work is complete. Utility service work is ongoing. Road excavation has started on Van Street.
- 4) Contract 3-20 (Street - Van, Monroe, Gillingham) – Gillingham Rd excavation and grading is complete. Paving is scheduled for the week of June 8.
- 5) Contract 4-20 (Green Bay, Tullar, Marathon) – The contractor is starting work on Tullar Road the week of June 8.
- 6) Contract 5-20 (Utilities - Lakeshore) – Excepting the northernmost storm sewer outfall, utility installation is complete.
- 7) Contract 6-20 (Millview Drive Utility Relocation) – Design work is ongoing.
- 8) Contract 10-20 (Misc. Concrete Pavement and Sidewalk Repair) – Work has started.
- 9) Contract 11-20 (Street - Lakeshore) – A construction schedule has not been set.
- 10) E-waste Collection Event – Below is a summary of the weight of e-waste collected during our recent events. The Fall 2016 and 2017 events were sponsored by Cellcom.

	TVs	CPUs	Monitors	Freon	Electronics	Appliances, Small Electronics & Printers	Total
Fall 2016 ¹	16,445	2,004	1,898	1,800	4,581	4,700	31,428
Spring 2017	14,833	2,096	698	2,347	2,658	8,035	30,667
Fall 2017 ¹	25,884	2,336	2,797	6,122	4,355	9,148	50,642
Spring 2018	10,144	1,952	588	1,923	2,893	7,418	24,918
Fall 2018	8,488	2,061	780	2,625	2,533	5,572	22,059
Spring 2019	11,068	1,398	710	2,325	3,621	7,758	26,880
Fall 2019	7,025	1,322	234	3,004	2,024	5,156	18,765
Spring 2020	12,759	3,350	1,147	2,211	4,403	8,468	32,338