

**CITY OF NEENAH**  
**PUBLIC SERVICES AND SAFETY COMMITTEE MEETING**  
**September 8, 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/824260621>

OR

Conference Telephone Number (AUDIO ONLY): [tel:+1 \(571\) 317-3112](tel:+1(571)317-3112)

Access Code: 824-260-621#

- 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.**

**AGENDA**

1. Approval of Minutes of the meetings for August 25, 2020 (Attachment)
2. Public Appearances
3. Usage of Carry Forward Funds-ISU Technology Project (Attachment)
4. Approval to move portable radio purchase to 2020 instead of 2021 (Attachment)
5. Licenses
  - a. Change of Agent/Trade Name, Ultimate Mart, LLC/Pick 'N Save (Attachment)
6. Public Works General Construction and Department Activity (Attachment)
7. 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](mailto: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, August 25, 2020, 6:30 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, Lendrum and Stevenson

**Excused:** Alderpersons Lang and Spellman

**Also Present:** Mayor Kaufert, Public Works Director Kaiser, Traffic Engineer Merten, Deputy Director of Community Development and Assessment Schmidt, Dr. Bill Topel, Mike Elder, Scott Francis

Approval of Minutes of the meetings for July 28, 2020 and August 19, 2020

**Motion Second/Carried Lendrum/Bates to approve of the minutes of the Meeting of July 28, 2020 and August 19, 2020.** All voting aye.

Public Appearances: None

E Forest Avenue Parking Progress Report #3:

Traffic Engineer Merten reviewed his memo of August 20, 2020. He noted the action items identified at the June 23 Committee discussion on the topic. He reviewed four pavement marking layouts: prior to the changes made in June 2019, following the changes made in June 2019, following the adjustments made in October 2019, and an alternate layout made per Committee direction at the June 23 meeting. He noted that Winnebago County representatives were available to provide an update on parking for the Human Services Building. He stated that signing for the parking lot easement in the Dialysis Center Lot will be placed next week. Finally, he outlined his discussion with Randy Stadtmueller, owner of 307 N. Commercial Street, regarding removal of a portion of the brick wall to the north of his building. He stated that Mr. Stadtmueller indicated that the former opening in the wall was filled to address an issue with vandalism. He stated that Mr. Stadtmueller did not have an interest in reopening the wall. He did however indicate a willingness to sell parking permits.

Dr. Bill Topel, Winnebago County Human Services Director, addressed the Committee. He reviewed the parking history related to the Human Services Building. He reviewed staffing numbers since 2007 to show that employee totals have changed minimally, if at all. He noted that the Neenah Police Department had requested that the employees avoid parking in the City easement spaces at 307 N. Commercial and that County staff have complied. He stated that the County currently leases 10 parking spaces from Community First Credit Union. He noted the use of on-street parking on North Water Street. He indicated that he did not believe that they needed to use the parking on Forest Avenue north of their building.

Mike Elder, Director of Facilities, addressed the Committee. He noted that much of the parking demand is for customer traffic using services at the building. He stated that staff use public parking away from the building.

Committee questioned if a previously mentioned concept of selling parking permits for spaces on Island Lane had been evaluated. Traffic Engineer Merten stated that no evaluation has been done. He indicated that he has been observing the time-limited areas. Dr. Topel stated that County staff park on Island Lane daily. Committee reviewed permit vs. time restricted parking options for Island Lane. Dr. Topel stated that he would prefer to not have to lease parking spaces on Island Lane. He noted his understanding that on-site was insufficient at the time the Human Services Building was constructed so parking on Island Lane was created to help provide the needed capacity.

Committee discussed Mr. Stadtmueller's reluctance to reopen the wall north of 307 N. Commercial. Ald. Bates stated that the Community Development Department is looking into the site plan history relative to the wall.

Scott Francis, owner of 303 N. Commercial Street, addressed the Committee. He stated that he has a new commercial tenant coming into that building. He noted that residential tenants park overnight in the lot for 307 N. Commercial Street. Traffic Engineer Merten stated that Mr. Stadtmueller had indicated that he is willing to sell parking permits for his parking lot. Committee discussed the possibility of Mr. Francis purchasing parking permits from Mr. Stadtmueller to address his tenant needs and then increasing the 2-hour time restriction of the City's 8 easement spaces to accommodate the customer time needed for Mr. Francis's new commercial tenant. Committee discussed the appropriate time restriction. Traffic Engineer Merten stated that 4 hours is the maximum time restriction that is considered enforceable.

Following discussion, **Motion/Second Lendrum/Bates to increase the time restriction of the 8 easement parking spaces in 307 N. Commercial Street from 2 hours to 4 hours.**

Committee discussed the possibility having two time restrictions in those spaces. Traffic Engineer Merten confirmed that two zones could be created. Committee discussed the origin of Mr. Francis's request, which was to have additional short-term parking. Mr. Francis noted the desire of County employees to park close to the Human Services Building. He discussed the loss of parking opportunities resulting from the installation of the bike lanes. Ald. Stevenson outlined the difficulty of the City providing parking for a private building that has a variety of different parking needs. He noted that private control of parking is critical to provide flexibility for the use of private property. Committee discussed maintenance of the City's easement spaces. Director Kaiser stated that the City has no maintenance responsibility for the parking lot at 307 N. Commercial Street.

Committee discussed the bike lane layout. Traffic Engineer Merten outlined the objective of the pavement marking project done in June 2019. He stated that it attempted to address the awkwardness of the Forest Avenue movements at the Commercial Street intersection. He also wanted to incorporate a biking accommodation since Forest Avenue is the only east-west street through Doty Island with traffic signal controls at busy intersections that connects to Loop the Lake. He also discouraged breaking up the bike lanes since that can create confusion. Mr. Francis noted that the bike lane was placed without public input and is only two blocks long.

Mr. Francis stated that the time restriction increase to a 4-hour limit would help somewhat. Committee discussed establishing a trial implementation for the change. Ald. Lendrum and Ald. Bates agreed to a one-year trial implementation. Traffic Engineer Merten stated that restrictions have standard enforcement hours of 8 A.M. to 7 P.M.

Report

The Committee acted on the motion to recommend to Council that the time restriction of the 8 easement parking spaces in 307 N. Commercial Street be increased from 2 hours to 4 hours for a one-year trial period. Motion carried. All voting aye.

Committee continued discussion of the pavement marking arrangement. Ald. Stevenson expressed skepticism about the value of a bicycle facility on E. Forest Avenue and noted an interest in reintroducing some parking on the south side of E. Forest Avenue. Traffic Engineer Merten noted that he is comfortable with the current or alternate layout provided to the Committee. He expressed a preference to leave the marking arrangement as-is. He noted observation of users of the bike lanes.

Revocable Occupancy Permit-617 E Wisconsin Avenue:

Deputy Director Schmidt reviewed his memo of August 20, 2020, regarding the request of the owner of 617 E. Wisconsin Avenue to replace their fence along S. Park Avenue with a 6-foot tall wrought iron fence. He stated that the current fence is located within the right-of-way, so a Revocable Occupancy Permit is being requested in order to allow the fence to remain in the right-of-way. He noted recently placed We Energies facilities that have been placed, which make it difficult to move the fence to the property line.

Ald. Bates expressed a concern with granting the request in light of another front-yard fence request that she is aware of and expressed a concern with establishing a precedent, which allows other residents to place a fence in the right-of-way. Deputy Director Schmidt stated that the request she is referring to is on private property and therefore subject to specific ordinance. The request along S. Park Avenue is in road right-of-way and therefore subject to the conditions placed by the Council. He also stated that Council can look at the unique circumstances of any other requests.

Director Kaiser noted that the street right-of-way width is 66 feet in this area while the road is built with the dimensions of a street within a more commonly used 60-foot right of way, which could have caused confusion when the fence was initially installed.

Mayor Kaufert expressed support for the permit and noted conversations that he has had with the property owner relative to landscaping improvements along the Wisconsin Avenue side of the property. Ald. Bates requested that City Attorney Godlewski provide the Council with information regarding the enforcement of provisions within a Revocable Occupancy Permit.

Report

After further discussion, **Motion/Second/Carried Stevenson/Lendrum to recommend to Council to approve the Revocable Occupancy Permit to Michael Geall for installation of a fence on S. Park Avenue for his property located at 617 E. Wisconsin Avenue.** Motion passed 2-1 (Ald. Bates voting No).

Arrowhead Phase 1A Construction Administration Recommendation:

Director Kading reviewed his memo of August 21, 2020, regarding the Arrowhead Park Phase 1 of Construction Administration Agreement. The Park and Recreation Commission recommends acceptance of the proposal from SEH in the amount not to exceed \$27,042.46. Director Kading reviewed the overall project budget. He noted that the funding will come from the capital facilities fund and TID 10. He stated that Director Easker and Director Haese will be meeting with him to develop the allocation. Committee

suggested that approval of this agreement should be contingent on the Council awarding the Arrowhead Park construction contract.

Committee discussed the scope of work. Director Kading outlined the involvement of Stantec as a sub-consultant to provide oversight of the shoreline restoration. Committee expressed a concern with the agreement fee based on the number of hours of observation service listed in the scope of services. Director Kading noted that there is administrative work along with other tasks not specifically identified in the scope that will also be done by the consultant. He discussed his involvement in working with the construction administration staff but noted that they have the expertise regarding bid specifications and DNR requirements and are therefore better able to address contractor or regulator questions. He described similar arrangements used for Washington Park and the Trestle Bridge projects.

Ald. Stevenson expressed a concern that consultants don't have the incentive to look out for the City's interests as much as staff. He also noted that the consultant may be taking advantage of the City with this agreement if they know that we aren't seeking competitive quotes. Director Kading stated that the consultant is working as the City's advocate on the project. He also noted the consultant will only be on-site for observation as needed, depending on construction operations. He noted the benefit of having consistency between the construction administration consultant and the design consultant. Ald. Stevenson requested the consultant's hourly rates. He also requested that Director Kading contact the consultant to see if they can improve their pricing.

After further discussion, **Motion/Second/Carried Lendrum/Bates to recommend that Council approve the Arrowhead Phase 1 Construction Administration Agreement with SEH, Appleton in the amount not to exceed \$27,042,46 contingent upon Council award of the associated construction contract.** Motion passed 2-1 (Ald. Stevenson voting No).

Report

Rec Boat Launch Dredging Construction Administration Recommendation:

Director Kading reviewed his memo of August 21, 2020 regarding the Rec Boat Launch Dredging Construction Administration Agreement. The Park and Recreation Commission recommends the proposal from Stantec in the amount not to exceed \$8,800. He reviewed the overall project budget. Committee requested that Director Kading inquire if Stantec, a sub-consultant on the Arrowhead Park project, could coordinate their travel between the two projects to reduce their mileage charges. Director Kading noted that two different teams from Stantec are involved in these projects.

After further discussion, **Motion/Second/Carried Stevenson/Lendrum to recommend that Council approve the Construction Administration Agreement for the Rec Boat Launch Dredging with Stantec Consulting Services, Inc., in the amount not to exceed \$8,800 contingent upon Council award of the associated construction contract.** All voting aye.

Report



Licenses:

Change of Agent/Trade Name, Classic Lanes Fox Valley:

Following discussion, **Motion/Second/Carried Stevenson/Lendrum to recommend Council approve the change of agent application for Classic Lanes Fox Valley, 934 Byrd Avenue; William T Smith, Agent**

Public Works General Construction and Department Activity:

1. Contract 7-19 (Breezewood Sanitary Sewer) – Work is complete.
2. Contract 1-20 (Abby, Bond, Center, Clybourn)
  - a. Abby – Utility work is complete. Miscellaneous concrete repairs will be done over the next few weeks.
  - b. Bond – Utility, excavation and graveling work is complete. Concrete will be placed over the next few weeks.
  - c. Center – Utility, excavation and graveling work is complete. Concrete will be placed over the next few weeks.
  - d. Clybourn - Utility work is complete. Miscellaneous concrete repairs will be done over the next few weeks.
3. Contract 2-20 (Utilities - Van, Monroe) – Work is complete.
4. Contract 3-20 (Street - Van, Monroe, Gillingham)
  - a. Gillingham, Van, Monroe, Cavalry – Work is complete.
  - b. Shootingstar – Work is on hold pending resolution of boundary issues. A CSM is being prepared.
5. Contract 4-20 (Green Bay, Tullar, Marathon)
  - a. Tullar, Marathon – Work is complete.
  - b. Green Bay - Work is scheduled to start the week of September 8. Staff and the contractor have met individually with businesses to discuss access. Committee discussed project schedule, traffic access and bus routing.
6. Contract 5-20 (Utilities - Lakeshore) – Excepting the northernmost storm sewer outfall, utility installation is complete.
7. Contract 6-20 (Millview Drive Utility Relocation) – Work is scheduled to start the week of September 14.
8. Contract 7-20 (Fire 32 Roof) – Work started the week of August 17.
9. Contract 10-20 (Misc. Concrete Pavement and Sidewalk Repair) – Work is ongoing.
10. Contract 11-20 (Street - Lakeshore) – A construction schedule has not been set. A walk-through for the archaeology investigation is scheduled for the week of August 24. That work is projected to start after August 27. Director Kaiser noted that the required project permit from WiDNR had been received.

C.A.

11. Tullar Garage – A roof-top HVAC unit, original to the building, has failed. The unit has been replaced. The system controls, also original to the building, are not communicating with the new equipment. A temporary workaround has been made. Update needs for those system controls are being evaluated.
12. 2021 Projects – Staff has started survey work to prepare for 2021 street and utility projects.

Adjournment: **Motion/Second/Carried Stevenson/Lendrum to adjourn at 9:15 p.m.** All voting aye.

Respectfully submitted,

A handwritten signature in black ink that reads "Gerry Kaiser". The signature is written in a cursive, flowing style.

Gerry Kaiser  
Director of Public Works



Department of Police  
2111 Marathon Avenue, Neenah, WI 54956-4771  
Phone: 920-886-6000 Fax: 920-886-6054  
website: [www.ci.neenah.wi.us](http://www.ci.neenah.wi.us)  
e-mail: [police@ci.neenah.wi.us](mailto:police@ci.neenah.wi.us)

To: Marge Bates, Chair  
Public Services and Safety Committee  
Mayor Kaufert

From: Assistant Chief Jeffrey Bernice

Date: September 1, 2020

**Re: Usage of Carry Forward Funds – ISU Technology Project**

CC: Chief Aaron Olson and Captain Tom Van Sambeek

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During a City Budget meeting in July, the Police Department received approval for two Carry Forward funds for the 2020-2024 Capital Improvement Program – Capital Equipment section. These two funds were Squad Mobile Routers – 2018 in the amount of \$20,000.00 and MDC Replacements – 2019 in the amount of \$12,725.00. These combined funds, totaling \$32,725.00 would go towards upgrading the devices for our Investigative Services Unit, (ISU).

In 2019, members of Investigative Services Unit and the City's Information Services Department began researching, testing and evaluating the best platform for this entity. Originally, these computers were going to serve as multi-purpose devices, but based on needs, the route has changed for the most effective and efficient use with the funds and the needs of the investigators.

Examining the computing needs based on real life applications, the tablet would perform very well in the vehicle, but would fall short in the office environment especially with the increased usage of multi-media during investigations. So, the majority of the resources would be placed on desktops and a few tablets would be purchased and be shared as needed. The plan would offer substantial savings which would be used for new School Recourse Officers computers which are actually due for replacement. The School Resource Officers are part of the Investigative Services Unit.

We are now looking at purchasing the following devices; five desktop computers, three tablets, two laptops and miscellaneous components with an estimated cost of \$30,871.99

We would be happy to further explain the transition from the previous proposal to this new option. The Police Department has been working closely with Matt Schroeder on this project. Please contact me if you have any questions.





Department of Police  
2111 Marathon Avenue, Neenah, WI 54956-4771  
Phone: 920-886-6000 Fax: 920-886-6054  
website: [www.ci.neenah.wi.us](http://www.ci.neenah.wi.us)  
e-mail: [police@ci.neenah.wi.us](mailto:police@ci.neenah.wi.us)

## **MEMORANDUM**

To: Marge Bates, Chair  
Public Services and Safety Committee  
Mayor Kaufert

From: Captain Thomas Van Sambeek

Date: September 2, 2020

Re: **Approval to move portable radio purchase to 2020 instead of 2021**

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The Neenah Police Department would like to formally request authorization to purchase fifty (50) Motorola APX6000 series radios as outlined in the 2021 Capital Improvements budget. The department originally requested \$230,000.00 for the purchase and programming of the radios. The current quote from Baycom for the 50 radios is \$223,469.97. There is an additional programming charge of \$100.00 per radio (\$5,000.00 total). We have since been notified of an 8% discount being offered through Motorola on these radios until September 25, 2020. This would bring the quote down to \$206,282.34 and would give us a savings of \$17,187.63. Based on these cost savings, Finance Director Easker is in agreement to purchase the radios a few months earlier than planned.

We received our original radios in early 2013 from Winnebago County as part of the changeover to a digital trunked system. The handheld radios have a duty cycle of 7-10 years and are due for replacement. The handheld radio can be the lifeline of the patrol officer, and we have started to see some radios needing to be sent in for service. As such, we would like to move the purchase of the radios from the 2021 CIP budget to the 2020 CIP budget.

### **Request:**

Authorize the Neenah Police Department a budget of \$212,000.00 to purchase fifty (50) new Motorola APX6000 radios with programming.

## Public Services & Safety Committee September 8th, 2020

### Change of Agent/Trade Name

Applicant	Trade Name	Address of Business	Agent	Type of License	BB/BLB/AB/ABC/AL
Ultimate Mart LLC	Pick 'N Save #124	1530 S Commercial St, Neenah, WI 54956	Matthew Sullivan	Beverage	ABL

**ROUNDY'S SUPERMARKETS, INC.**

PICK 'N SAVE · COPPS · METRO MARKET · MARIANO'S

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PO Box 473  
Milwaukee, WI 53201  
414-231-5000

August 25, 2020

**VIA GROUND COURIER**

Ms. Patty Sturn  
City of Neenah  
Office of the City Clerk  
211 Walnut Street  
Neenah, WI 54957

Re: Successor Agent

Dear Patty:

Pursuant to my letter to you dated August 12, 2020, enclosed please find the liquor agent forms and fee for the appointment of Matthew Sullivan as the successor liquor agent for the Pick 'n Save #124 located at 1530 South Commercial Street.

Please contact me with any questions you may have at 414-231-5978 or [tammy.koch@roundys.com](mailto:tammy.koch@roundys.com).

Very truly yours,

ROUNDY'S SUPERMARKETS, INC.



Tammy Koch  
Administrative Assistant

Enclosures



## Schedule for Appointment of Agent by Corporation / Nonprofit Organization or Limited Liability Company

Submit to municipal clerk.

All corporations/organizations or limited liability companies applying for a license to sell fermented malt beverages and/or intoxicating liquor must appoint an agent. The following questions must be answered by the agent. The appointment must be signed by an officer of the corporation/organization or one member/manager of a limited liability company and the recommendation made by the proper local official.

To the governing body of:  Town  
 Village of NEENAH County of WINNEBAGO  
 City

The undersigned duly authorized officer/member/manager of ULTIMATE MART, LLC  
(Registered Name of Corporation / Organization or Limited Liability Company)

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as PICK 'N SAVE #124

(Trade Name)  
 located at 1530 S COMMERCIAL ST NEENAH, WI 54956

appoints MATTHEW SULLIVAN  
(Name of Appointed Agent)  
3126 N Country Run Dr Appleton WI 54914  
(Home Address of Appointed Agent)

to act for the corporation/organization/limited liability company with full authority and control of the premises and of all business relative to alcohol beverages conducted therein, to applicant agent presently acting in that capacity or requesting approval for any corporation/organization/limited liability company having or applying for a beer and/or liquor license for any other location in Wisconsin?

Yes  No if so, indicate the corporate name(s)/limited liability company(ies) and municipality(ies).

Is applicant agent subject to completion of the responsible beverage server training course?  Yes  No

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? 40 years

Place of residence last year 1824 Delaware St Oshkosh WI 54902

For: ULTIMATE MART, LLC  
(Name of Corporation / Organization / Limited Liability Company)  
 By: [Signature]  
(Signature of Officer / Member / Manager)

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

### ACCEPTANCE BY AGENT

I, MATTHEW SULLIVAN, hereby accept this appointment as agent for the  
(Print / Type Agent's Name)

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

Matthew Sullivan 8/25/2020 Agent's age \_\_\_\_\_  
(Signature of Agent) (Date)  
3126 N Country Run Dr Appleton WI 54914 Date of birth \_\_\_\_\_  
(Home Address of Agent)

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

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

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

## Auxiliary Questionnaire Alcohol Beverage License Application

Submit to municipal clerk.

Individual's Full Name (please print) (last name)		(first name)		(middle name)	
SULLIVAN		MATTHEW		J	
Home Address (street/box)		Post Office	City	State	Zip Code
3126 N Country Run DR			Appleton	WI	54914
Home Phone Number		Age	Date of Birth	Place of Birth	

The above named individual provides the following information as a person who is (check one):

- Applying for an alcohol beverage license as an individual.  
 A member of a partnership which is making application for an alcohol beverage license.  
 **AGENT** of **ULTIMATE MART, LLC**

(Owner / Director / Member / Manager / Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)

which is making application for an alcohol beverage license.

The above named individual provides the following information to the licensing authority:

1. How long have you continuously resided in Wisconsin prior to this date? 40 yrs
2. Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality?  Yes  No  
If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. *(If more room is needed, continue on reverse side of this form.)*  
Driver with PAC 2013
3. Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality?  Yes  No  
If yes, describe status of charges pending.
4. Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit?  Yes  No  
If yes, identify.
5. Do you hold and/or are you an officer, director, stockholder, agent or employe of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin?  Yes  No  
If yes, identify.

6. Named individual must list in chronological order last two employers.

Employer's Name	Employer's Address	Employed From	To
ROUNDYS SUPERMARKETS	875 E WISCONSIN AVE MKE WI		
HILLIES HOMETOWN POO	STORE CLOSED		

**READ CAREFULLY BEFORE SIGNING:** Under penalty provided by law, the undersigned states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. The signer agrees that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000.

X   
\_\_\_\_\_  
(Signature of Named Individual)

## Schedule for Successor of Agent

If there is a change in agent, each club, corporation, or limited liability company who holds a retail permit to sell fermented malt beverages and/or intoxicating liquor must appoint a successor agent pursuant to sec. 125.04(8), Wis. Stats. There is a \$10 change in agent processing fee due with this form. The following questions must be answered by the Agent. The appointment must be signed by an officer of the corporation/organization or one member of limited liability company. (Only one signature is required). The appointment must be approved by the licensing authority.

NEENAH Wisconsin 20 20  
(Municipality) (Date)

1. Name of agent MATTHEW SULLIVAN
- |    |                                     |                                     |  |
|----|-------------------------------------|-------------------------------------|--|
|    | Yes                                 | No                                  |  |
| 2. | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Are you of legal drinking age?   |
| 3. | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Have you been a resident of Wisconsin for at least 90 continuous days prior to the date of appointment as agent? |
| 4. | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Have you ever been convicted of a federal law violation?   |
| 5. | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Have you ever been convicted of a state law violation?   |
| 6. | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Have you ever been convicted of a local ordinance violation?   |
| 7. | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Have you completed the required responsible beverage server program per sec. 125.04(5)(a)5, Wis. Stats.?         |

UNDER PENALTY OF LAW, I declare that all of the above information is true and correct to the best of my 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.

X Matthew Sullivan  
(Signature of Agent)

X 3126 N Country Run Dr Appleton WI 54914  
(Address)

### SUCCESSOR AGENT

The undersigned appoints MATTHEW SULLIVAN as agent in accordance with sec. 125.04(8), Wis. Stats.

Name of Permittee ULTIMATE MART, LLC

Date 9/25/2020 2020

By John Peter V. P. ...  
(Signature of Officer / Member)

I hereby accept appointment as agent for ULTIMATE MART, LLC DBA PICK 'N SAVE #124 and assume full responsibility of the conduct of the business relative to fermented malt beverages and intoxicating liquors.

X Date Aug 25<sup>th</sup> 2020

X Matthew Sullivan  
(Signature of Agent)

THE AGENT APPOINTED ABOVE MUST BE APPROVED BY THE LICENSING AUTHORITY TO BE EFFECTIVE. (See sec. 125.04(8), Wis. Stats.)

\_\_\_\_\_  
(Municipality) WI \_\_\_\_\_ 2020  
(Date)

\_\_\_\_\_  
(Signature of Official)

\_\_\_\_\_  
(Title)





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## M E M O R A N D U M

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**DATE:** September 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

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- 1) Contract 7-19 (Breezewood Sanitary Sewer) – Work is complete.
- 2) Contract 1-20 (Abby, Bond, Center, Clybourn)
  - a) Abby – Utility work is complete. Miscellaneous concrete repairs are ongoing.
  - b) Bond – Utility, excavation and graveling work is complete. Curb/gutter placement is scheduled for September 8/9. Concrete sidewalk and driveway apron repairs will follow.
  - c) Center – Utility, excavation and graveling work is complete. Curb/gutter was poured on September 4. Concrete sidewalk and driveway apron repairs will follow.
  - d) Clybourn - Utility work is complete. Miscellaneous concrete repairs are ongoing.
- 3) Contract 2-20 (Utilities - Van, Monroe) – Work is complete. A final estimate is being prepared.
- 4) Contract 3-20 (Street - Van, Monroe, Gillingham)
  - a) Gillingham, Van, Monroe, Cavalry – Work is complete.
  - b) Shootingstar – Work is on hold pending resolution of boundary issues. A CSM is being prepared.
- 5) Contract 4-20 (Green Bay, Tullar, Marathon)
  - a) Tullar, Marathon – Work is complete.
  - b) Green Bay - Work is scheduled to start the week of September 8.
- 6) Contract 5-20 (Utilities - Lakeshore) – Utility work is complete except for the northernmost storm sewer outfall.
- 7) Contract 6-20 (Millview Drive Utility Relocation) – Work is scheduled to start the week of September 14.
- 8) Contract 7-20 (Fire 32 Roof) – Work is complete except for replacement of the skylights, which are still on order.
- 9) Contract 9-20 (Misc. Asphalt Pavement Repairs) – Work has not been scheduled.
- 10) Contract 10-20 (Misc. Concrete Pavement and Sidewalk Repair) – Work is scheduled for completion in the next three weeks.
- 11) Contract 11-20 (Street - Lakeshore) – Archaeology investigation is ongoing. A pre-construction meeting was held on September 2. The contractor's current schedule calls for work to start the week of September 21. If the investigation is still ongoing, the start of work will need to be coordinated with WDNR, SHPO and our consultant. City crews started placing tree protection on September 3. Tree removal will start the week of September 8.
- 12) Commercial Dumpster Contract – A draft RFP has been prepared and routed to City and Winnebago County Solid Waste staff for review. The RFP will be released in October.
- 13) TDS Telecom project – Staff has been working with the engineering and construction firm in charge of the Neenah phase of the TDS Telecom build-out. We are relating to them the information that we

need to see on their permit applications and the construction standards that they will be expected to meet. Given the scope of this project and their implementation schedule, the impact on staff resources for permit review and inspection could be considerable.

- 14) A sample marking was placed on the sidewalk at the west end of Wisconsin Avenue requesting that bicyclists and skateboarders walk on downtown sidewalks. Additional markings will be installed by city crews.

