

**CITY OF NEENAH  
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING  
Tuesday May 12, 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/147304253>

OR

Conference Telephone Number (AUDIO ONLY): <tel:+1-669-224-3412>

Access Code: 147-304-253 #

- 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 April 28, 2020
2. Public Appearances
3. Committee Consideration of Reducing Alcohol Beverage Licensing Fees in Response to COVID-19 Pandemic. (Attachment)
4. BOTS's Summer Speed Enforcement Grant (Attachment)
5. We Energies Easement Request-Tullar Road
6. Licenses
  - a. Beverage Operator License Applications (Attachment)
  - b. Beverage Operator License Applications Delinquent Payment (Attachment)
  - c. 2020-2021 Renewal of Retail Class "A" and Class "B" Liquor/Beer Licenses (Attachment)
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](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 April 28, 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, Lang, Lendrum, and Stevenson

**Excused:** Alderperson Spellman

**Also Present:** Mayor Kaufert, Director of Public Works Kaiser, Director of Parks and Recreation Kading, Parks Superintendent Fink, Recreation Superintendent Kluge, Director of Community Development and Assessment Haese, Traffic Engineer Merten

Minutes: **Motion/Second/Carried Lendrum/Lang to approve of the minutes of the meeting of April 14, 2020 and April 21, 2020 Special Meeting and April 21, 2020 Organizational Meeting.** All voting aye.

Public Appearances: None

Parks & Recreation Work Truck PR#1 Replacement: Superintendent Fink reviewed the bids received for the replacement of Parks work truck PR#1. Staff recommends the low bid of Ewald Motors – Oconomowoc in the amount of \$23,850.50 for a Dodge Ram 1500. Superintendent Fink stated that this vendor has the State contract for this type of vehicle. Committee discussed circumstances that may result in a vendor choosing to not submit a bid. The budget for this purchase is \$30,000.

**Motion/Second/Carried Lang/Stevenson to recommend Council approve the purchase of a 2020 Dodge Ram 1500 from Ewald Motors of Oconomowoc in the amount not to exceed \$23,850.50.** All voting aye.

Parks & Recreation Vehicle PR#9 Replacement: Superintendent Fink reviewed the bids received for the replacement of PR#9. The current vehicle is a 1999 Chevrolet S10. After evaluating the use of the vehicle, staff is recommending the purchase of a Ford Transit Connect, a small cargo van. Superintendent Kluge stated that this type of vehicle fits his needs better than a small truck. Staff recommends the low bid of Bergstrom Ford – Neenah for a 2020 Ford Transit Connect in the amount of \$23,224.50. Committee discussed staff experience in disposing vehicles that have been replaced. The budget for this purchase is \$25,000.

**Motion/Second/Carried Stevenson/Lang to recommend Council approve the purchase of a 2020 Ford Transit Connect from Bergstrom Ford of Neenah in the amount not to exceed \$23,224.50 with appropriate disposal of the 1999 Chevrolet S10.** All voting aye.

Recreation Registration RecTrac 3.1 Software Upgrade: Superintendent Kluge noted that the RecTrac software has been used for programming since 2007. He stated that the

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upgrade is needed because the current operating system will no longer be supported as of January 2021. He stated that the department is very happy with the product. He reviewed the quoted costs for configuration, WebTrac registration software, training and Pass Management software. He discussed the Pass Management program. He stated that this program would use a rechargeable card or fob to provide entry to the pool, be used for concessions, and could potentially be used expanded for use in other park programs. Director Kading confirmed that additional equipment to use these passes is being budgeted for 2021. Committee discussed pass security.

Following discussion, **Motion/Second/Carried Lendrum/Lang to recommend Council approve the purchase from Vermont Systems, Inc., the upgrade to WebTrac Registration Software and purchase the Pass Management software in the amount of \$11,830.** All voting aye.

Committee discussed the Renew Neenah program scheduled for May 9 and 10.

**Special Event Permits:**

HAKAS 2020: Committee reviewed the Special Event Permit for the HAKAS 2020 to be held on June 5 and 6, 2020. Traffic Engineer Merten noted that the organizers are considering August dates as a backup. He noted that many events are looking at backup dates due to the COVID-19 pandemic. Committee directed that formal approval be received for the events when revised dates are set.

Mayor Kaufert note that the HAKAS event could have been done through a temporary expansion of premises. Traffic Engineer Merten confirmed that this event wouldn't technically need a special event permit but did so at the request of staff. Committee discussed the area available for the event and the projected crowd. Mayor Kaufert expressed the expectation that there will be more requests for outdoor events. He stated that the Tavern League may ask municipalities to provide more leeway to allow these types of events.

Following discussion, **Motion/Second/Carried Lendrum/Lang to recommend the Chairman of the Public Services and Safety Committee sign and the Council approve the Special Event Permit for the HAKAS 2020, sponsored by Barrel 41 Brewing Co., Matt Stubing, 1132 S. Commercial St, to be held on June 5 and 6, 2020.** All voting aye.

Very Neenah Christmas: Committee reviewed the Special Event Permit for the Very Neenah Christmas to be held on December 4, 2020. Traffic Engineer Merten reviewed traffic arrangements. He confirmed that there was no charge for the event.

Following discussion, **Motion/Second/Carried Stevenson/Lang to recommend the Chairman of the Public Services and Safety Committee sign and the Council approve the Street Use Permit for the Very Neenah Christmas, sponsored by Future Neenah, Inc., Meredith Rathe, 135 W. Wisconsin Avenue, to be held on December 4, 2020.** All voting aye

C.A.

C.A.

Family Fun Night: Mayor Kaufert informed the Committee that the event has been cancelled.

Future Neenah Farmers Market Out to Lunch Concerts and Evening Concerts: Committee reviewed the Special Event Permit for the Farmers Market Out of Lunch Concerts and Evening Concerts to be held on Saturdays from June 13 through October 17, 2020; Thursdays from June 11 through August 20, 2020; Wednesday's from June 17 through August 5, 2020. Mayor Kaufert informed the Committee that FNI is evaluating options for the Wednesday and Thursday events. He stated that the Farmers Market may need to close Wisconsin Avenue abutting Shattuck Park in order to provide additional space between the vendors. He stated that they are also considering the use of Arrowhead Park for the Farmers Market.

C.A.

**Motion/Second/Carried Lang/Stevenson to recommend the Chairman of the Public Services and Safety Committee sign and the Council approve the Special Event Permit for the Farmers Market Out to Lunch Concerts and Evening Concerts, sponsored by Future Neenah, Inc., Meredith Rathe, 135 W. Wisconsin Avenue, to be held on Saturdays from June 13 through October 17, 2020; Thursdays from June 11 through August 20, 2020; Wednesday's from June 17 through August 5, 2020. All voting aye**

Summer Kick Off Concert: Bike to Boogie: Committee reviewed the Special Event Permit for the Summer Kick Off Concert – Bike to Boogie. Committee noted that they prefer to have the liquor license request brought forward at the same time as the street use permit event permit. Mayor Kaufert noted that the sponsors prefer to have the special event permit processed earlier so that they can proceed with their planning. He also noted that the event has been moved from June to August.

C.A.

**Motion/Second/Carried Stevenson/Bates to table action on the Special Event Permit for the Summer Kick Off Concert – Bike to Boogie until the liquor license application is available. All voting aye.**

Major League Fishing Bass Pro Tour: Committee reviewed the Special Event Permit for the Major League Fishing Bass Pro Tour. Director Kading stated that the event would run similarly to the 2019 event with the exception that a stage at Shattuck Middle school will not be used. He noted that the contestant's boats will have a fisherman, videographer and a judge. They organizers are also going to spread out the boat launchings. He noted that Laudan Boulevard between Elm and Reed will again be used as the service area unless the Neenah Pool is not opened at that point. If that is the case, the Neenah Pool parking lot will be used as the service area. Committee discussed the economic impact of the event. Director Haese reviewed the impact that the event had on hotels and restaurants last year. He also discussed the involvement of the Fox Cities Convention & Visitors Bureau and FNI. Committee noted that both service area scenarios should be included in the Special event Permit application. Staff noted that in the "Location" section on the first page of the application, the "Public Street/Sidewalk/Trail" box should be checked and Laudan Boulevard (Elm – Reed) should be noted.

C.A.

**Motion/Second/Carried Lang/Lendrum to recommend the Chairman of the Public Services and Safety Committee sign and the Council approve the Special Event Permit, as amended to include Laudan Boulevard, for the Major League Fishing Bass Pro Tour, sponsored by Major League Fishing, Michael Mulone, 4500 South 129<sup>th</sup> East Avenue, Ste. 300, Tulsa, OK, to be held June 3 through June 10, 2020. All voting aye.**

Licenses:

Beverage Operator License Application: The Committee reviewed the beverage operator license application for Adam Alexander.

C.A.

Following discussion, **Motion/Second/Carried Lendrum/Lang to recommend Council approve beverage operator license application for Adam Alexander.** All voting aye.

Beverage Operator License Application (New) - Denial: Committee reviewed the recommendation to deny a beverage operator license application for Christopher Jourdan for failure to complete the application. Chairman Bates informed the Committee that, per her discussion with Deputy Clerk Cheslock, the applicant had been contacted about the need to correct his application but had not responded.

C.A.

Following discussion, **Motion/Second/Carried Lendrum/Lang to recommend Council deny the beverage operator license application for Christopher Jourdan.** All voting aye.

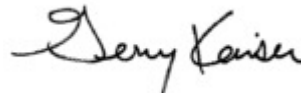
Public Works General Construction and Department Activity

- 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 in Breezewood Lane is scheduled for the week of May 4 with the utility contractor continuing work the following week. Committee discussed the overall work schedule and the street restoration being done as part of the project. Committee directed staff to directly contact the fire chief for the Town of Neenah.
- 2) Contract 1-20 (Abby, Bond, Center, Clybourn) – Sanitary sewer, water main, and storm sewer work on Center Street is complete. Utility work has started on Bond Street. Sewer lateral replacement may be a challenge on these projects this summer because of the concerns of some residents about admitting contractors into their house during the COVID-19 issue.
- 3) Contract 2-20 (Utilities - Van, Monroe) – Sanitary sewer, water main, and storm sewer work are ongoing. Because of trench conditions, a change was made to a stiffer pipe material. A change order is being processed.
- 4) Contract 3-20 (Street - Van, Monroe, Gillingham) – An award recommendation is being taken to the Board of Public Works for the base bid.
- 5) Contract 4-20 (Green Bay, Tullar) – Bids were opened on April 8. An award recommendation is on hold pending notification of the status of the request for discretionary funding for the project.

- 6) Contract 5-20 (Utilities - Lakeshore) – Sanitary sewer main installation is complete. Water main installation is ongoing. Several storm water outfalls have also been placed.
- 7) Contract 6-20 (Street - Lakeshore) – Design work is in process. Committee discussed tree impacts based on a recent walk-through with an arborist consultant and forestry staff. Mayor Kaufert informed the Committee that a number of emerald ash borer-infested ash trees are located along the project. Director Kaiser noted that these are outside of the areas of street or trail construction.
- 8) Contract 7-20 (Fire 32 Apparatus Bay Roof) – The contractor schedule has not been set.
- 9) Contract 8-20 (Epoxy Pavement Marking) – A single bid was received for this contract. An award recommendation is being taken to the Board of Public Works.
- 10) Contract 9-20 (Millview Drive Utility Relocations) – Storm sewer and sanitary sewer relocation plans are being prepared. Work is being done in preparation for development on Site 6.
- 11) Courtney Court – Work is complete for the winter. The topcoat of asphalt will be placed later this year.
- 12) Drop-off Site – Saturday hours start on May 2. Staff plans to have a discussion of the drop-off site at an upcoming meeting to update the Committee on the status of the new operations.
- 13) Jewelers Park Trail – Staff held a project walk-through with the consultant. The consultant surveyed the project area and prepared a preliminary concept plan. Staff met with representatives from Jewelers Mutual to discuss the routing options along their property. Committee discussed routing options. Committee noted that discussions should take place to clarify cost-share arrangements. Director Kaiser stated that he would provide the Committee with an overview of the routing options.
- 14) Annual Recycling Report – Staff is preparing the responsible unit annual report, which is due to WDNR on April 30. The report outlines program expenses to justify the annual grant award.

**Adjournment: Motion/Second/Carried Lang/Stevenson to adjourn at 8:20 p.m. All voting aye.**

Respectfully submitted,



Gerry Kaiser, PE  
Director of Public Works



131 W. Wilson St., Suite 505  
Madison, Wisconsin 53703  
phone (608) 267-2380; (800) 991-5502  
fax: (608) 267-0645  
league@lwm-info.org; www.lwm-info.org

## **Reducing Alcohol Beverage Licensing Fees in Response to COVID-19 Pandemic**

League of Wisconsin Municipalities  
April 21, 2020

The League of Wisconsin Municipalities has received many questions relating to whether municipalities may reduce alcohol beverage licensing fees for the upcoming 2020 licensing renewal period or take other steps to help restaurants and bars hurt by the COVID-19 pandemic and resulting “Safer-at-Home” order.

**Reducing Licensing Fees.** Municipal governing bodies may reduce alcohol beverage licensing fees for the 2020 licensing renewal period. Licensing fees are determined locally but must be within the maximum and minimum ranges specified by state law.

### Maximum and Minimum license fees under state law:

Class “A” beer – no state maximum or minimum; the amount is determined by the municipality

Class “B” beer -- \$100 maximum; no minimum

“Class A” liquor -- \$500 maximum; \$50 minimum

“Class B” liquor -- \$500 maximum; \$50 minimum

Reserve “Class B” liquor renewal -- \$500 maximum; \$50 minimum

“Class C” wine license -- \$100 maximum; no minimum

A community could, at its discretion, reduce the 2020 renewal fees for Class “A” beer, Class “B” beer, and “Class C” wine to zero. The fees for “Class A” liquor, “Class B” liquor, and Reserve “Class B” liquor renewal licenses could be reduced to \$50 each. Restaurants and bars typically hold Class B licenses and restaurants without an intoxicating liquor license may have a Class C wine license. Class A licenses are typically held by stores and sell for consumption off premise.

In communities that set license fees by ordinance, governing bodies wishing to reduce fees will need to adopt an ordinance modifying the alcohol beverage licensing renewal fees for the July 1, 2020 to June 30, 2021 licensing year. In communities with ordinances specifying that fees are amended by resolution of the governing body, the governing body will need to adopt a resolution modifying the fees.

**Waiving Late Fees for Alcohol Beverage Renewal Applications.** Another step communities might consider taking to provide partial relief to restaurants and bars hurt by the COVID-19 pandemic is to waive any late fees the municipality imposes when applicants file their alcohol beverage renewal applications after the deadline for submittal.



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

## **MEMORANDUM**

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

**From:** Assistant Chief Jeffrey Bernice

**Date:** May 3, 2020

**Re:** **Approval for BOTS's Summer Speed Enforcement Grant**

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The purpose of this memorandum is to respectfully request authorization to participate in the Wisconsin's Bureau of Transportation Safety, (BOTS) Summer Speed Enforcement Grant, which will be administered through Winnebago County Speed Task Force. BOTS is aware of the current conditions and agencies suspending non-essential traffic enforcement, but this application will be made in anticipation of possible resumption of normal enforcement conditions.

This grant will run from June 1st to September 30th, 2020. The total task force funding amount is \$30,000 and as in previous grants requires a 25% agency activity match (wage/fringe). The task force operations plan and monthly individual agency document submittal requirements will be remarkably similar to previous grants, with the obvious exception being speed and aggressive driving are the main focus on these deployments. Also of note, this grant does not have time of day restrictions on deployments.

The intent of this operation is to specify and address the issues and procedures required to bring together a Multijurisdictional Traffic Safety Task Force geared toward a High Visibility Enforcement (HVE) effort focused on decreasing crashes and obtaining voluntary compliance with traffic regulations.

**Recommendation:** Approval to participate in the Winnebago County Speed Task Force 2020 Summer Speed Enforcement Grant from June 1st to September 30<sup>th</sup>, 2020.





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

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

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**DATE:** May 4, 2020  
**TO:** Mayor Kaufert, and Members of the Public Services and Safety Committee  
**FROM:** Gerry Kaiser, Director of Public Works  
**RE:** We Energies Easement Request – Tullar Garage

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Attached is an electric distribution easement requested by We Energies on the Tullar Garage property. The need for the easement was initiated by the City's request to get service to the drop-off attendant's hut. In preparing that work, We Energies determined that an easement had not been received for their primary cable that was placed at the time that the Tullar Garage was constructed. The attached easement covers the new transformer that will serve the hut along with the existing cable from the new transformer to Tullar Rd. A sketch of the area is attached. We Energies is requesting a 12-foot easement.

**Staff recommends approval of a Distribution Easement – Underground for We Energies work request 4491109 on the Tullar Garage site.**



**DISTRIBUTION EASEMENT  
UNDERGROUND**

Document Number

WR NO. **4491109** IO NO. **5469**

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

The easement area is described as strips of land twelve (12) feet in width of **Lot 2 of Certified Survey Map No. 2080**, recorded in the office of the Register of Deeds for Winnebago County as **Document No. 731242**, excluding herein lands described in that particular Quit Claim Deed recorded as **Document No. 871431**, being part of the Northwest  $\frac{1}{4}$  and **Northeast  $\frac{1}{4}$  of Section 5, Town 19 North, Range 17 East** in the City of Neenah, Winnebago County, Wisconsin.

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

RETURN TO:  
We Energies  
PROPERTY RIGHTS & INFORMATION GROUP  
231 W. MICHIGAN STREET, ROOM P129  
PO BOX 2046  
MILWAUKEE, WI 53201-2046

8061653  
(Parcel Identification Number)

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

**9. Indemnification:** The grantee agrees to indemnify, save and keep harmless Grantor, its agents, employees, successors and assigns, from all liability, liens, judgments, costs, damages, and expense of whatever kind and nature which may in any way be suffered by Grantor, its agents, employees, successors or assigns by reason of, or in consequence of the operation of said easement by Grantee or for, or on account of any act or thing done or suffered, or omitted to be done, under grant of this easement to Grantee.

**10. Use of Easement by Grantor:** It is acknowledged by Grantor that said easement shall not interfere with any buildings of Grantor. Grantor may use said easement area for his own purposes, however, Grantor shall not make construction over or use of said property which will interfere with said easement by Grantee, without written consent of the Grantee. The Grantor may not erect permanent buildings or structures in the easement area.

**Grantor:**

**City of Neenah, a Wisconsin Municipal Corporation**

By: \_\_\_\_\_

(Print name and title): \_\_\_\_\_

By: \_\_\_\_\_

(Print name and title): \_\_\_\_\_

Acknowledged before me in \_\_\_\_\_ County, State of Wisconsin, on \_\_\_\_\_, 2020,  
by \_\_\_\_\_, the \_\_\_\_\_,  
and by \_\_\_\_\_, the \_\_\_\_\_.

of City of Neenah, a Wisconsin Municipal Corporation, on behalf of the corporation of the CITY OF NEENAH, a Wisconsin municipal corporation, for the municipal corporation, by its authority, and pursuant to

Resolution File No. \_\_\_\_\_ adopted by its \_\_\_\_\_

on \_\_\_\_\_, \_\_\_\_\_ 2020.

\_\_\_\_\_  
Notary Public Signature, State of Wisconsin

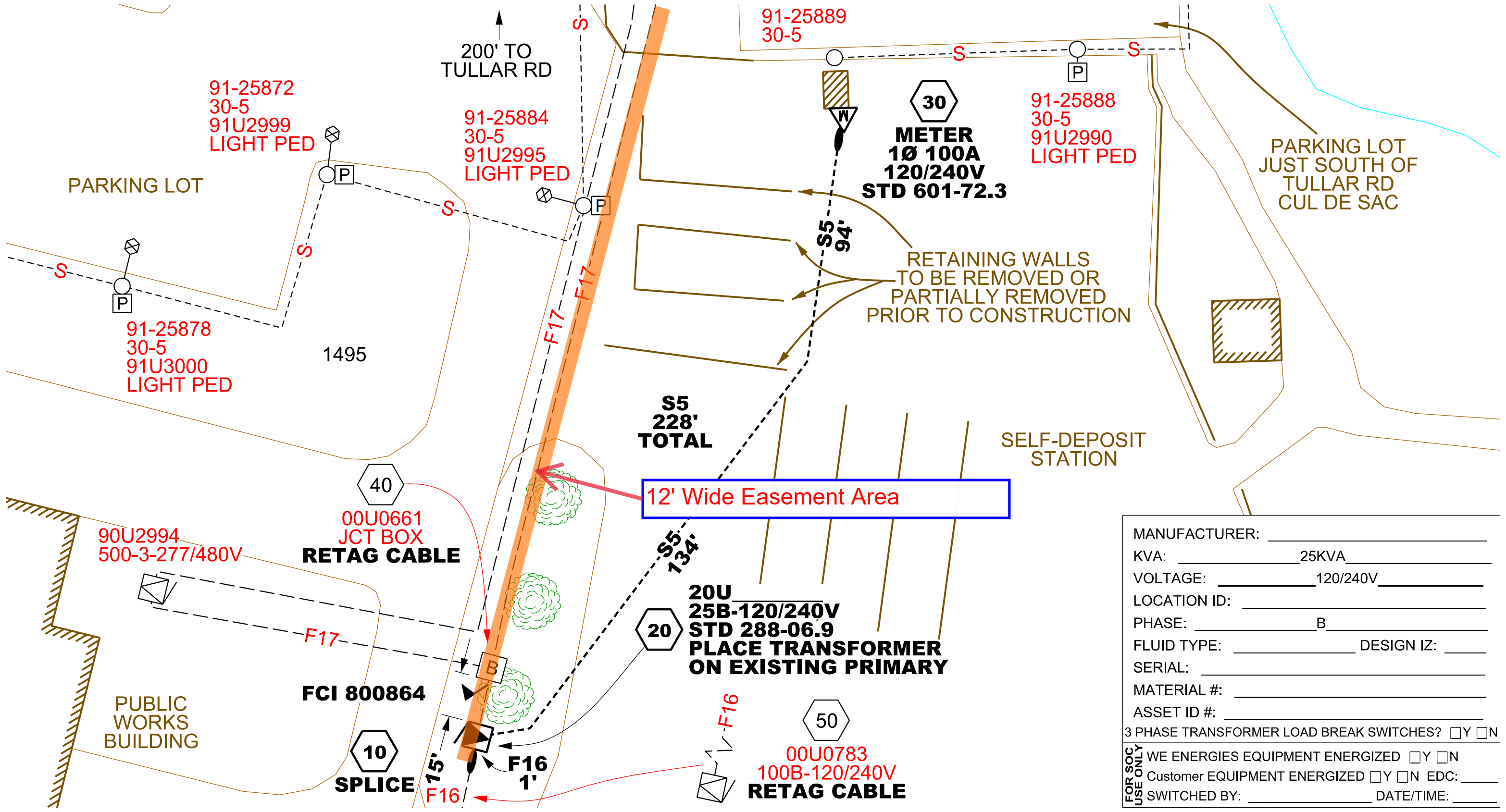
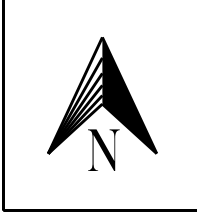
\_\_\_\_\_  
Notary Public Name (Typed or Printed)

(NOTARY STAMP/SEAL)

My commission expires \_\_\_\_\_



# TEMPORARY EXHIBIT A (pg 2 of 2)



MANUFACTURER: \_\_\_\_\_  
 KVA: \_\_\_\_\_ 25KVA \_\_\_\_\_  
 VOLTAGE: \_\_\_\_\_ 120/240V \_\_\_\_\_  
 LOCATION ID: \_\_\_\_\_  
 PHASE: \_\_\_\_\_ B \_\_\_\_\_  
 FLUID TYPE: \_\_\_\_\_ DESIGN IZ: \_\_\_\_\_  
 SERIAL: \_\_\_\_\_  
 MATERIAL #: \_\_\_\_\_  
 ASSET ID #: \_\_\_\_\_  
 3 PHASE TRANSFORMER LOAD BREAK SWITCHES?  Y  N  
 WE ENERGIES EQUIPMENT ENERGIZED  Y  N  
 Customer EQUIPMENT ENERGIZED  Y  N EDC: \_\_\_\_\_  
 SWITCHED BY: \_\_\_\_\_ DATE/TIME: \_\_\_\_\_

## Public Services & Safety Committee May 12, 2020

### Beverage Operator License Applications

New/Renewal	Last Name, First Name, MI	Municipality	Place of Employment			
Renewal	DeRoche, Debra L.	Neenah	Gord's			
Renewal	Dubord, Ariaah	Neenah	Greene's Pour House			
Renewal	Klundt, Karla	Neenah	The Dome			
New	Potvin, Janelle R	Oshkosh	Walgreens			
Renewal	Reinke, Andrea L.	Neenah	SherryTown			

### Beverage Operator License Application--Delinquent Payment

New/Renewal	Last Name, First Name, MI	Municipality	Place of Employment	Type of Payment		
New	Bauer, Michele L.	Neenah	Cedar Bar & Grill	Water		

### Renewal of Retail Liquor License Application

See Exhibit A Attached						



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## MEMORANDUM

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**DATE:** May 7, 2020  
**TO:** Chairman Marge Bates and the members of the  
Public Services & Safety Committee  
**FROM:** Stephanie Cheslock, Deputy Clerk  
**RE:** “Class B” and “Class A” Liquor License Renewals

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Under the provisions of Municipal Code Section 4-1(a) licenses cannot be issued if the applicant has any taxes, assessments or other claims owed the City or if the applicant owes any forfeiture resulting from a violation of any City ordinance. I have been informed of the following payments owed to the city.

### DELINQUENT WATER BILLS

Broken Tree Pizza	\$1335.74
C&C Tavern	\$701.30
The Dome Sports Bar & Grill	\$685.00
Mr. D's	\$444.77
Short Branch Saloon	\$839.82
Zacatecas Mexican Restaurant	\$899.26

### DELINQUENT PERSONAL PROPERTY TAXES

Business Name	May Pay off	June Pay off
2 Broke Girlz	\$243.53	\$245.87
El Azteca Mexican Grill	\$145.68	\$147.08
C & C Tavern	\$81.17	\$81.95
Applebee's	\$2,158.42	\$2,179.17
Double Tree	\$265.20	\$267.75
Ballroom at the Reserve	\$37.47	\$37.83
Cannova's	\$451.65	\$455.99

### DELINQUENT PARKING TICKETS

None.

### DELINQUENT ACCOUNTS RECEIVABLE

None.

**DELINQUENT COURT FORFEITURES**

None.

**BACKGROUND CHECKS – CONDUCTED BY NEENAH POLICE DEPT.**

None.

Letters were sent to the above informing them of these payments owed to the City and that the Council may consider withholding their license renewal pending payment of these delinquent amounts.

Past practice has been that licenses cannot be withheld for delinquent real estate taxes, as the City is made whole by the County for these taxes. My recommendation would be to approve all licenses contingent upon payment of these outstanding forfeitures.



**CITY OF NEENAH  
NOTICE OF APPLICATION FOR LICENSE  
2020-2021 Renewals**

**“Exhibit A”**

To the Honorable Mayor and Common Council of the City of Neenah, Wisconsin.

The undersigned Committee reports the applications have been made and filed in the office of the City Clerk for licenses as follows, and this Committee recommends to your Honorable Body that such licenses be granted:

**“CLASS BLB” MALT AND LIQUOR:**

Ballroom at The Reserve, LLC, 116 S. Commercial St, third floor, d/b/a Ballroom at the Reserve, 116 S. Commercial St, third floor, Justun Hart, agent

Batley Holdings, LLC, 1020 Cameron Way, d/b/a Bridgewood Golf Course, 1020 Cameron Way, Richard Batley, agent

Batley Holdings, LLC, 1000 Cameron Way, d/b/a Bridgewood Resort Hotel, 1000 Cameron Way, Richard Batley, agent

Batley Holdings, LLC, 1010 Cameron Way, d/b/a Ground Round Bar & Grill, 1010 Cameron Way, Richard Batley, agent

BayPoint Bar & Grill, Inc., 944 S. Green Bay Rd, d/b/a BayPoint Bar & Grill, 944 S. Green Bay Rd., Richard Holloway, agent

Chang Qing, LLC, 415 S. Commercial St., d/b/a Bao Ju Mandarin Gourmet, 415 S. Commercial St., Li Xin Ni, agent

Charctails, LLC, 133 W. Wisconsin Avenue, d/b/a Town Council Kitchen and Bar, Jonathan Horan, agent

Classic Lanes Fox Valley, Inc., 934 Byrd Avenue, d/b/a Classic Lanes Fox Valley, 934 Byrd Avenue, Gary Mack, agent

Copperstill Bourbon Bar, LLC, 211 E. Wisconsin Avenue, d/b/a Copperstill Bourbon Bar, 211 E. Wisconsin Avenue, Anthony Kuhr, agent

Drinks N More, LLC, 293 S. Green Bay Road, d/b/a C & C Tavern, 293 S. Green Bay Road, Crista L. Schmidli, agent

El Azteca Restaurants, Inc., N474 Eisenhower Dr., Appleton, WI 54915, d/b/a El Azteca Restaurant, 878 Fox Point Plaza, Fe Montalvo, agent

Pizza Parlor, Inc., 905 S. Commercial St., d/b/a Cranky Pat’s Pizzeria & Pub, 905 S. Commercial St., David Earle, agent

Don Lei Enterprises, Inc., 129 N. Green Bay Road, d/b/a ICU Bar & Grill, 129 N. Green Bay Rd, Donald Schunk, agent

Fire-Lite, Inc., 1171 Gillingham Rd., d/b/a Fire-Lite, 1171 Gillingham Rd., Laura Nelson, agent

Gord’s Pub, LLC, 210 Main St., d/b/a Gord’s Pub, 210 Main St., Paula J. Pitsch, agent

LDPK, Inc., 113 W. Wisconsin Ave., d/b/a Cannova’s Pizzeria, 113 W. Wisconsin Ave., Debbie Rasmus, agent

Gretchen H. Diegel/Kristin S. Zagrodnik Partnership, 1330 S Commercial St., d/b/a Cedar Bar & Grill, 1330 S. Commercial St.  
Lion's Tail Brewing Co., LLC, 116 S. Commercial St d/b/a Lion's Tail Brewing Co., Alexander Wenzel, agent  
Little Siam, LLC, 208 W. Wisconsin Ave., d/b/a Little Siam, 208 W. Wisconsin Ave., Thong Vue, individual  
Mr. D's Two, LLC, 218 W. Wisconsin Ave., d/b/a Mr. D's, 218 W. Wisconsin Ave., Tim Niemuth, agent  
My Place TNS, LLC, 1127 S. Commercial St., d/b/a My Place SNL, 1127 S. Commercial St., Terry Nelson, agent  
North American Hotel Group, LLC, 123 E. Wisconsin Ave., d/b/a Doubletree by Hilton Neenah, 123 E. Wisconsin Ave., Brittany M. Johnson, agent  
Off the Vine Woodfire Pizza Co., LLC, 124 W. Wisconsin Ave., Ste. 170, d/b/a Broken Tree Pizza, 124 W. Wisconsin Ave., Ste. 170, Emily Schreiner, agent  
Paper City Pub, Inc, 212 W. Wisconsin Ave., d/b/a Paper City Pub, 212 W. Wisconsin Ave., Matthew Johnson, agent  
RichterGreene, LLC, 134 W. Wisconsin Ave., d/b/a Greene's Pour House, 134 W. Wisconsin Ave., Robert Greene, agent  
Rumars, LLC, 1338 S. Commercial St., d/b/a The Dome Sports Bar & Grill, Renee Kaufert, agent  
Sherrytown Station, LLC, 432 Sherry St., d/b/a Sherrytown Station, 432 Sherry St., Sueann Steward, agent  
Short Branch Saloon LLC, 1102 Harrison St, d/b/a Short Branch Saloon, 1102 Harrison St., Lorrie Davis, agent  
Sidetracked Bar & Grill, LLC, 129 N Lake St., d/b/a Sidetracked Bar & Grill, 129 N Lake St., Kevin M. Redlin, agent  
Solea Mexican Grill, Inc., 1350 Gillingham Rd., d/b/a Solea Mexican Grill, 1350 Gillingham Rd., Eduardo Sanchez, agent  
Tho Kin Tho, LLC, 157 S. Green Bay Rd., d/b/a Lucky Dog'z, 157 S. Green Bay Rd., David Thoss, agent  
Two Broke Girlz, LLC, 430 Sherry St., d/b/a Two Broke Girlz, 430 Sherry St., Autumn Johnson, agent  
Uncorked Bistro, Inc., 108 W. Wisconsin Ave., d/b/a Uncorked Bistro, 108 W. Wisconsin Ave., Kristine Lavery, agent  
WIMEX, Inc., 145 W. Wisconsin Ave., d/b/a Zacatecas Mexican Restaurant, 145 W. Wisconsin Ave., Eduardo Lopez, agent  
Wisconsin Apple, LLC, 1409 Kingsley Ave #2, Orange Park FL, 32073, d/b/a Applebee's, 1111 Westowne Dr., Kent Billingsley, agent  
Xtra Innings, LLC, 1348 S Commercial St., d/b/a Xtra Innings, 1348 S Commercial St., Nathan Maves, agent  
Zuppa's Inc., 1540 S. Commercial St., d/b/a Zuppa's, 1540 S. Commercial St., Peter Kuenzi, agent

**CLASS "B" MALT:**

Sammy's Pizza, Inc, 322 N. Commercial St., d/b/a Sammy's Pizza, 322 N. Commercial St., Thomas Miller, agent

**“CLASS A” MALT & LIQUOR:**

Cellars Wines & Spirits, Inc., 113 N. Green Bay Rd., d/b/a Cellars Wine & Spirits, 113 N. Green Bay Rd., Leroy Schneidewend, agent

Gill Liquor, LLC, 1117 S. Commercial St., d/b/a Gill Liquor, 1117 S. Commercial St., Amriptal Gill, agent

Skogen’s Foodliner, Inc., 647 S Green Bay Road, d/b/a Festival Foods, 647 S. Green Bay Rd., Kurt A. Gilhart, agent

Ultimate Mart, LLC, P.O. Box 305103, Nashville, TN 37230-5103, d/b/a Pick ‘n Save #124, 1530 S. Commercial St., Stefanie Galeana, agent

Ultra Mart Foods, LLC, P.O. Box 305103, Nashville, TN 37230-5103, d/b/a Pick ‘n Save #412, 828 Fox Point Plaza, Meghan Turner, agent

Wal-Mart Stores East, LP, 702 SW 8<sup>th</sup> St., Licensing Dept. 8916, Bentonville, AR 72716, d/b/a Walmart #2986, 1155 Winneconne Ave, Samantha L. Engelhardt, agent

**CLASS “A” MALT:**

Aldi Inc. (Wisconsin), 9342 S 13<sup>th</sup> Street, Oak Creek, WI 53154, d/b/a Aldi #37, 927 S. Green Bay Road, Cody Potter, agent

Kwik Trip Inc., P.O. Box 2107, La Crosse, WI 54602, d/b/a Tobacco Outlet Plus #526, 501 S. Commercial St., Jennifer Ross, agent

Walgreen Co., Inc., P.O. Box 901, Deerfield, IL 60015, d/b/a Walgreen’s #03392, 500 S. Commercial St., Amy Gltter, agent

Walgreen Co., Inc., P.O. Box 901, Deerfield, IL 60015, d/b/a Walgreen’s #10236, 1191 Westowne Dr., Stephanie Schroeder, agent

Wisconsin CVS Pharmacy, LLC, One CVS Drive, MD #23062A, Woonsocket, RI 02895, d/b/a CVS/Pharmacy #5936, 901 S. Green Bay Road, Marty Pedranzan, agent

Public Services & Safety Committee

Dated: May 7, 2020

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Ald. Marge Bates, Chairman



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

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**DATE:** May 8, 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) – The sanitary sewer interceptor has been installed from Breezewood Lane to a point approximately 2,300 feet north. The Breezewood Lane portion of the project was pulverized the week of May 4. Preparation for rock blasting also started that week but ran into high groundwater conditions, which caused work to halt. Work is expected to resume on May 11. The general schedule for the remaining work is: 1 week – Blasting, 3 weeks - Install pipe, 1 week - road work, 1 week - shouldering and landscaping.
- 2) Contract 1-20 (Abby, Bond, Center, Clybourn) – Utility main work on Center Street is complete. Sanitary main work is complete on Bond St. Storm sewer work on Bond St is ongoing.
- 3) Contract 2-20 (Utilities - Van, Monroe) – Utility main work is complete. Utility service work will begin shortly.
- 4) Contract 3-20 (Street - Van, Monroe, Gillingham) – Gillingham Rd has been pulverized. Excavation will follow.
- 5) Contract 4-20 (Green Bay, Tullar) – Bids were opened on April 8. An award recommendation is on hold pending notification of the status of the request for discretionary funding for the project.
- 6) Contract 5-20 (Utilities - Lakeshore) – Utility main installation is complete. Service line replacement work is ongoing.
- 7) Contract 6-20 (Street - Lakeshore) – A May 27 bid opening has been scheduled.
- 8) Contract 7-20 (Fire 32 Apparatus Bay Roof) – The contractor schedule has not been set.
- 9) Courtney Court – Paving was completed the week of May 4.
- 10) E-waste Collection Event – We were informed on May 7 by Recyclethatstuff that they are able to hold their previously cancelled May 30 collection event if we are willing. We have told them to go ahead with the event using appropriate safeguards. We are getting event information out on the city website and social media.
- 11) Downtown Traffic Study – The consultant is completing reports for staff review covering traffic assignments for the Hewitt Lot and Blue Lot structure options, the Main/Torrey intersection analysis, and the Green Bay Road roundabout analysis.