

**CITY OF NEENAH**  
**PUBLIC SERVICES AND SAFETY COMMITTEE MEETING**  
**Tuesday, August 13, 2019 - 6:30 PM**  
**Hauser Room - City Administration Building**

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

**AGENDA**

1. Approval of Minutes of the July 30, 2019, Regular Meeting and the August 7, 2019, Special Meeting (Minutes can be found on the City website)
2. Public Appearances
3. Ordinance 2019-19: Amending Article III - Electrical Code (Attachment)
4. Refuse/Recycle Cart Placement for Storage (Attachment)
5. Warehouse – Harrison Street Pond Site (Attachment)
6. Licenses:
  - a. Beverage Operator License Applications (Attachment)
  - b. Beverage Operator License Applications (New) Denials (Attachment)
7. Public Works General Construction and Department Activity (Attachment)
8. Announcements / Future Agenda Items
9. 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, July 30, 2019 - 6:30 PM**  
**Hauser Room - City Administration Building**

**Present:** Aldermen Bates, Lang, Lendrum, Spellman and Stevenson

**Also Present:** Mayor Kaufert, City Attorney Godlewski, Assistant City Attorney Vanden Heuvel, Director of Public Works Kaiser, Assistant Police Chief Sievert, Police Captain Bernice, Parks and Recreation Director Kading, Public Works Superintendent Radtke, Kelly Olson, Andrew Prust, Jens Jacobsen, Laura Nelson, John Schmidt, Sarahjean Schluechtermann, Larry Langohr, Jake Lamb, Ald. Erickson

**Minutes:** **Motion/Second/Carried Lendrum/Spellman to approve the minutes of the July 9, 2019, Regular Meeting.** All voting aye.

**Motion/Second/Carried Lendrum/Spellman to amend the agenda to address item 4, Recommendation to Award Contract to Ayres Associates.** All voting aye.

Recommendation to Award Contract to Ayres Associates for the Design and Engineering of the Shattuck Park Fountain: Director Kading reviewed the Shattuck Park fountain design and engineering proposal. He reviewed the issues encountered with the current fountain and noted problems that soil conditions present for that type of fountain design. He stated that \$150,000 was included in the 2020 budget request to construct a new water feature at that spot. He reviewed the intended design and bid schedule. Mayor Kaufert noted that it was his intention to have private donors assist with project construction costs. Director Kading stated that the requested design work would be covered through \$22,342 in funds remaining from the \$30,000 budgeted in 2019 for Shattuck Park Fountain design. He stated that work performed with that budget to this point included an evaluation of alternatives for the fountain. He stated that under their proposal, Ayres Associates would provide engineering, final design, and permitting for a splash pad on the site.

Committee discussed timing of the work relative to the opening of the Washington Park splash pad. They expressed concern with proceeding with a second design by this consultant without having experience with the operation of the Washington Park splash pad. Director Kading stated that they would have about six weeks of use for the Washington Park splash pad this year prior to bidding on the Shattuck Park project. He also expressed confidence in the experience of the design engineer involved. Committee questioned if a budget amendment was needed for this design work. City Attorney Godlewski stated that the request is consistent with the original purpose of the budget item so a budget amendment is not needed. Director Kading clarified that the contract proposal from Ayres Associates was in the amount of \$19,300.

Following discussion, **Motion/Second/Carried Stevenson/Lang to recommend Council approve the design and engineering proposal for the Shattuck Park Fountain from Ayres Associates for an amount not to exceed \$19,300.** All voting aye.

**Public Appearances:** None.

REPORT

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**Motion/Second/Carried Stevenson/Lang to amend the agenda to address item 9, Special Event Permits - Bikers Against Human Trafficking Ride.** All voting aye.

Special Event Permits - Bikers Against Human Trafficking Ride: Committee reviewed the Special Event Permit for the Bikers Against Human Trafficking Ride to be held on Saturday, August 17, 2019. Kelly Olson, support services director for Damascus Road, addressed the committee as the sponsor representative. The course for the motorcycle ride through Neenah is on Commercial Street from Menasha to Wisconsin Avenue, Main Street, Green Bay Road and North Street. She stated that this is their second year holding the event and their first time using this route. She expects 50 to 100 riders. Mayor Kaufert commented on his discussions with police staff about staffing for the event. He indicated that CSAs will be held over on that day to handle traffic control at the necessary intersections. Ms. Olson indicated that the ride will take about 10 to 15 minutes to pass through Neenah, depending on the number of participants, sometime between 4:30 p.m. and 5:00 p.m. Committee requested that church service times be checked to avoid conflicts with churches along the route.

C.A.

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 Bikers Against Human Trafficking Ride, sponsored by the Bikers Against Trafficking, WI, Becky Jacobsen, 1336 Meadow Lane, Neenah, to be held on August 17, 2019.** All voting aye

**Motion/Second/Carried Stevenson/Lendrum to amend the agenda to address item 10, Licenses.** All voting aye.

Temporary Extension of Licensed Premise Application: The Committee reviewed the request for a temporary extension of licensed premise for the Fire Lite, Inc., for their Cornhole Tournament on August 17, 2019. Laura Nelson, applicant, addressed the Committee to describe the layout for the event. She stated that there would be no music outside. She stated that the event should end by 10:00 p.m.

C.A.

Following discussion, **Motion/Second/Carried Stevenson/Lang to recommend Council approve the temporary extension of licensed premise application for the Fire Lite, Inc., 1171 Gillingham Road, for their Cornhole Tournament on August 17, 2019.** All voting aye.

Beverage Operator License Applications: The Committee reviewed the beverage operator license applications for Taegen A. Ewald, Grace Kenny, Daniel Krieg, Jennifer L. Lemke, Kara L. Palasz, Dean A. Ressler, Jodi A. Strzyzewski, and Haley I. Tesch.

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C.A.

Following discussion, **Motion/Second/Carried Lang/Lendrum to recommend Council approve beverage operator license applications for Taegen A. Ewald, Grace Kenny, Daniel Krieg, Jennifer L. Lemke, Kara L. Palasz, Dean A. Ressler, Jodi A. Strzyzewski, and Haley I. Tesch.** All voting aye.

**Beverage Operator License Application (New) - Delinquent Payment:** The Committee discussed the beverage operator license application for Heidi Raegan.

C.A.

Following discussion, **Motion/Second/Carried Stevenson/Lang to recommend Council approve the beverage operator license application (new) for Heidi Raegan, contingent upon payment of all delinquent City fees.** All voting aye.

**Beverage Operator License Application (Renewal) - Delinquent Payment:** The Committee discussed the beverage operator license application for Melissa C. Wintrow.

C.A.

Following discussion, **Motion/Second/Carried Stevenson/Lang to recommend Council approve the beverage operator license application (renewal) for Melissa C. Wintrow, contingent upon payment of all delinquent City fees.** All voting aye.

**Police Department Statistics and Data:** Police Captain Bernice reviewed the Police Department's statistics and data. He reviewed the following reports:

- Second Quarter Calls for Service (April – June 2019)
- Uniform Crime Report (UCR)/Wisconsin Incident Based Reporting System (WIBRS) Report - (January – June 2019)
- Traffic Arrests, OWI Tests, Traffic Violation Detail – June 2019
- Citation Detail – June 2019
- Warning Detail – June 2019
- Dangerous Animal Report (January 1 – July 12, 2019)

Captain Bernice noted continuing data issues between the record management system and WIBRS and ongoing discussions with the State about improvements. Committee discussed 911 Hangups and Alcohol calls. Assistant Chief Sievert outlined police interaction with human trafficking resource centers. Committee discussed the disposition of dangerous animal cases.

Following discussion, **Motion/Second/Carried Stevenson/Lendrum to accept and place on file the Second Quarter Calls for Service (April – June 2019) report, the Uniform Crime Report (UCR)/Wisconsin Incident Based Reporting System (WIBRS) Report - (January – June 2019), Traffic Arrests, OWI Tests, Traffic Violation Detail – June 2019, Citation Detail – June 2019, Warning Detail – June 2019, and Dangerous Animal Report (January 1 – July 12, 2019).** All voting aye.

**Ordinance 2019-18: Amending the City's Official Map by Changing the Name of Peckham Road, Oak Street Road, and Peckham Street to East Peckham Street:** City Attorney Godlewski reviewed the need for Ordinance 2019-18. He described the areas affected by the change. Committee discussed notification to residents and EMS.

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ORD.

Following discussion, **Motion/Second/Carried Stevenson/Lendrum to recommend Council adopt Ordinance 2019-18 amending the name of Peckham Road, Oak Street Road and (east) Peckham Street between Commercial Street and South Park Avenue as East Peckham Street.** All voting aye.

Ordinance 2019-17: Amending Section 11-100 to Include a Ban on E-Cigarettes: Assistant City Attorney VandenHeuvel reviewed his memo of July 30, 2019, regarding an amendment to the City's smoking ban to include e-cigarettes and similar products. He noted that an exemption is included in the proposed ordinance that would allow sampling at vaping retailers. He noted receipt of a letter of support for the proposed ordinance from the Winnebago County Health Department. Mayor Kaufert expressed the belief that the ordinance will clarify a currently ambiguous issue. Committee discussed the encroachment of a regulation into a matter that businesses are capable of controlling. They indicated that this is a matter that should be addressed on a state-wide level. Assistant City Attorney VandenHeuvel stated that there are discussions about this because of the number of communities that have implemented their own vaping bans.

Ald. Erickson addressed the Committee to note the support for a city-wide ban that she has heard from restaurant and tavern owners. She noted a personal experience with an individual who was vaping at a restaurant.

Sarahjean Schluechtermann of the Winnebago County Health Department addressed the Committee to express support for the ordinance. She noted recent incidents where youths who had been vaping needed to be hospitalized.

Assistant City Attorney VandenHeuvel stated that he did not expect the ordinance to require additional law enforcement efforts.

ORD.

Following discussion, **Motion/Second/Carried Lang/Spellman to recommend Council approve Ordinance 2019-17 amending the Smoking Ban to include e-cigarettes.** All voting aye.

Discussion of Extension of Premise for Alcohol Beverage License to Allow for Car Side Alcohol Sales: Assistant City Attorney VandenHeuvel reviewed the history of the extension of premises requests that have come before the City, Committee, and Council. He noted that he and Police Chief Olson had contacted other police departments about this issue. The police departments that they contacted in communities that allow curbside alcohol sales have not experienced additional enforcement issues. He stated that these locations have also had a perfect record in compliance checks. He stated that this is likely due to the requirement that a licensed individual conduct the sale along with the time lag between the order and the pick-up. He noted the statutory requirements for curbside alcohol pick-up. He indicated a preference for the conditions included in the ordinance from DePere.

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Chairman Bates expressed a concern in handling this issue outside of a Committee of the Whole meeting. She expressed the belief that this ordinance and discussion of allowing alcohol sales at convenience stores are inter-related because they both reflect a change in the alcohol culture in Neenah. Assistant City Attorney VandenHeuvel noted that from a legal standpoint they are separate issues. He also noted receipt of a letter of opposition to allowing curbside alcohol sales from the Winnebago County Health Department. Ald. Lendrum expressed a concern with the impact that this could have on small businesses.

Ald. Stevenson expressed the belief that curbside alcohol sales is a separate issue from convenience store alcohol sales. He noted that the curbside alcohol sales issue relates to businesses that have a current alcohol license and doesn't expand the number of alcohol sales outlets in the city. Committee discussed the methods by which a Committee of the Whole meeting can be called. Ald. Stevenson stated that he felt the current Committee setting was appropriate for the discussion of curbside alcohol sales. He stated that the convenience store alcohol sales issue is unique and warrants a Committee of the Whole discussion.

Chairperson Bates opened the floor to public comment. No comments were made.

Following discussion, **Motion/Second/Carried Stevenson/Lang to direct the City Attorney's Office to draft an ordinance allowing for the extension of premises for alcohol beverage licenses to allow for car side sales for future Committee discussion.** Motion passed 4-1 (Ald. Bates voting No).

Discussion of Tullar Garage Drop-Off Site Layout and Operations: Director Kaiser and Superintendent Radtke reviewed their memo of July 25, 2019, regarding the layout and operation of the Tullar Garage drop-off site. They noted concerns with user safety, site security, and site abuse that have led them to consider changes. They reviewed comparisons between the Neenah drop-off site and those of surrounding communities. They also noted trends in large item tonnage. They reviewed layout changes that they are considering for 2020. They discussed the possibility of using a punch-card system for site use. Their proposal would provide the owner of each residential property with four or fewer units with a card for five free uses of the large item bins at the drop-off site. After those five uses, the property owner would need to purchase a card for additional uses. The card would also allow admittance to other areas of the drop-off site. Committee discussed a number of aspects of the drop-off site including the use of security cameras, the need to educate the public on outlets to donate items that they want to discard, the importance of having the attendants check user IDs, the possibility staffing multiple attendants to improve oversight, and the resident reaction to being charged for its use.

Committee directed staff to develop firm proposals for further Committee discussion.

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**Public Works General Construction and Department Activity:**

1. Contract 1-18 (Andrew, Richard, Geiger, Whiting) – Subsequent to our issuing final payment for this work, we were notified that a subcontractor had found an error in the final quantities. We will be issuing a correction payment to resolve this.
2. Contract 2-18 (Cecil, Adams). Staff met with the contractor to review final quantities. A final pay estimate is being prepared.
3. Contract 3-18 (Nature Trails/Eaglecrest) – Work is complete. The contractor has been contacted about providing an estimate to grade and pave the Shootingstar Drive connection.
4. Contract 1-19 (Caroline, Stevens, Fifth) – Work is complete. Final quantity measurements are being made.
5. Contract 2-19 (Stanley Ct, Stanley St, Thomas)
  - a. Stanley Court – Utility work is complete. The street is in the rest period.
  - b. Stanley Street – The western section of water main needs to have testing completed. Service work can be completed when the testing is complete.
  - c. Thomas Court – The contractor is scheduled to start road removal the week of August 5.
6. Contract 4-19 (Concrete Pavement and Sidewalk Repair) – Tullar Road pavement and sidewalk repairs are ongoing. Pavement repairs in the southbound travel lane and sidewalk repairs on the west side need to be done. Following that, pavement repairs around the centerline manholes will be done.
7. Contract 5-19 (Hot-Mix Asphalt Pavement Repair) – Work has started.
8. Courtney Court – Construction started the week of June 22. Sanitary sewer main installation should be complete the week of July 29.
9. Storm Damage – Extra yard waste pick-up was done due to damage resulting from the July 20 storms.
10. Harrison Street Pond – Staff have been reviewing concepts for the Harrison Street Pond (on the former Neenah Foundry property). In the review of the project, we have begun evaluating the potential of retaining the warehouse on the property. The benefit that would be gained by its removal is reduced due to the presence of sanitary and water utilities that extend through the site and are planned to remain.
11. Quiet Zone – We received notice from the Federal Railroad Administration that our railroad quiet zone is still compliant.
12. Survey work is starting for 2020 street and utility projects.

Director Kaiser noted a need to hold a special meeting prior to the August 7 Council meeting to address the 2018 Surplus Commodity Revenue ballot from the Winnebago County Solid Waste Board.

Chairperson Bates commented on a fountain in the Pondview detention pond. Superintendent Radtke stated that this fountain is a 5 hp fountain, whereas other pond fountains are 1 hp fountains, so this fountain shoots a more substantial stream of water. He reviewed the information received on the cost to convert existing fountain locations to aerators.

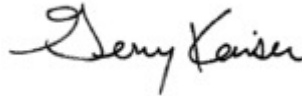
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Ald. Stevenson noted a concern from Scott Francis about the lack of parking near his commercial property. He is the owner of a building at the northeast corner of Commercial Street and Forest Avenue. Director Kaiser indicated that he'd had several recent conversations with Mr. Francis about his concerns. He stated that Mr. Francis is concerned with the incremental loss of parking around his building. He indicated that he intended to meet with Director Haese and Traffic Engineer Merten to consider options to address the concerns of Mr. Francis.

**Announcements/Future Agenda Items:** None.

**Motion/Second/Carried Lang/Lendrum to adjourn at 8:55 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, PE  
Director of Public Works



**CITY OF NEENAH**  
**SPECIAL PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES**  
**Wednesday, August 7, 2019 - 6:45 PM**  
**Hauser Room - City Administration Building**

**Present:** Aldermen Bates, Lang, Lendrum, and Spellman

**Excused:** Alderman Stevenson

**Also Present:** Mayor Kaufert, Director of Public Works Kaiser, Director of Finance Easker, Assistant City Attorney VandenHeuvel, Ald. Boyette

2018 Surplus Commodity Revenue Ballot: Director Kaiser reviewed his July 31, 2019, memo outlining the Winnebago County Solid Waste Management Board (WCSWMB) request asking the City to vote on the use of the 2018 surplus commodity revenue. The total 2018 amount available to be shared by all municipalities is \$87,018. WCSWMB operated at a deficit of \$50,925 in 2018, and are requesting they be allowed to retain this amount to cover the deficit. The remaining \$36,093 will be returned to the municipalities.

Ald. Boyette addressed the Committee to question why this item was being discussed at the Public Services and Safety Committee instead of the Finance and Personnel Committee. Committee discussed the proper venue for this type of item.

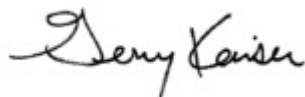
Mayor Kaufert questioned if the WCSWMB was trying to address the deficit. Director Easker, the City's representative on the WCSWMB, stated that they are working on improving processes and equipment efficiencies at the material recovery facility.

Mayor Kaufert questioned whether single stream recycling was impacting the quality of the recycled material as opposed to the previous method of separating recyclables. Director Easker addressed the impact of the contamination of recycled materials and the impact of policy changes in China on the materials market. He also noted that the WCSWMB recently approved maintaining the recycling tipping fee at \$10/ton for 2020. He stated that the refuse tipping fee will increase by \$1 to \$45/ton for 2020. As a signing municipality, the City receives a \$3 per ton discount, so the City's 2020 rate will be \$42 per ton.

Following discussion, **Motion/Second/Carried Lendrum/Spellman to recommend Council approve Winnebago County retain \$50,925 to cover their 2018 operating deficit, and refund the remaining recycling revenue surplus of \$36,093 for 2018 to all municipalities, based upon the actual tonnage processed in 2018 for each municipality.** All voting aye.

**Motion/Second/Carried Lendrum/Lang to adjourn at 6:52 p.m.** All voting aye.

Respectfully submitted,



Gerry Kaiser, PE  
Director of Public Works



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

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**DATE:** August 7, 2019  
**TO:** Chairwoman Bates, members of the Public Services & Safety Committee  
**FROM:** Brian Walter, Chief Building Inspector  
**RE:** Attached Ord. 2019-19 Amending Article III - Electrical Code

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Attached is Ord. NO. 2019-19 amending the Neenah Electrical Code to bring it into compliance with the 2015 Act 55 and Wisconsin Statutes 101.86 which requires all municipalities that perform electrical inspections to update their local electrical codes to conform to Wisconsin Statutes in regards to licensing electricians.

After consulting with the state Department of Safety and Professional Services (DSPS) I have made the required changes to our existing language. The biggest change is the removal of all references to local electrical licensing, which is no longer required or permitted as the state has taken over all licensing of electrical contractors. The other changes are minor relating to proper references to state codes.

### **Recommendation**

**Appropriate action at this time would be for the Committee to recommend Council approve Ordinance 2019-19 amending Article III the Neenah Electrical Code.**



AN ORDINANCE: By Public Services and Safety  
Committee  
Re: Amending Article 3 Code §§ 21-73, 21-75, 21-  
76, 21-77, 21-78

ORDINANCE NO. 2019-19  
Introduced: September 4, 2019  
Committee/Commission Action: \_\_\_\_\_

## AN ORDINANCE

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

**Section 1.** Section 21-73(a)(1) of the Code of Ordinances of the City of Neenah is amended by deleting the stricken language and adding the highlighted language to read as follows:

(a) Required.

- (1) Electrical permits are required in accordance with SPS 316.012(1). ~~Unless otherwise expressly provided, no person shall start any electrical work unless a permit therefor has been obtained from the Electrical Inspector.~~

**Section 2.** Section 21-75(a) of the Code of Ordinances of the City of Neenah is amended by adding the highlighted language to read as follows:

- (a) *Inspector authorized.* The Inspector may periodically make thorough examinations of all electrical wires and appliances installed within the City, ~~except for facilities exempted under State Statute 101.875(2).~~

**Section 3.** Section 21-77 of the Code of Ordinances of the City of Neenah is amended by deleting the stricken language and adding the highlighted language to read as follows:

Sec. 21-77. - Electrician's licenses.

(a) Licenses are required in accordance with State Statute 101.862.

- (1) Exception. The owner and occupant of his own home, housing not more than one family, may do the work described in this subsection in such home without a license with the exception of installing or replacement of service equipment; but he shall obtain a permit therefor, and such work shall be inspected and approved by the Department of Community Development.

~~(a) — Electrical contractor's license.~~

~~(1) *Required.* No person shall contract with another party for the performance of electrical work unless licensed by the City. Before any person shall be licensed as an electrical contractor, he must possess a State of Wisconsin master electrician's certificate, or possess a master electrician's license in any municipality with which the City has a licensing reciprocity agreement. In either case, said license shall be current and unrevoked. Exemption from these licensing requirements shall be provided any person who, as of March 1, 1988, possesses a City Electrical Contractor's license. Furthermore, every person licensed as an Electrical Contractor shall abide by the following:~~

~~a. Any electrical contractor who owns and operates any electrical contracting business located at any one address shall not operate another electrical contracting business at another electrical contracting business at another location unless a licensed Master Electrician is fully employed.~~

~~b. No person other than a licensed electrical contractor shall use or display the title "Electrical Contractor," or append his name to, or in connection with such title or any other title or words which represent him as a licensed electrical contractor.~~

~~c. Every holder of an electrical contractor's license shall promptly notify the Department of Community Development of any change in business address.~~

~~(2) *Insurance.* Each contractor must file a copy of the insurance in force. The copy shall be kept on file in the City Clerk's office. Required coverage is \$500,000.00 minimum personal liability and \$100,000.00 minimum property damage.~~

~~(3) *Master electrician's license.*~~

~~a. No person shall perform the work of a master electrician unless licensed by the City. Before any person shall be licensed as a master electrician, he must possess a State of Wisconsin master electrician's certificate, or possess a master electrician's license in any municipality with which the City has a licensing reciprocity agreement. In either case, said license shall be current and unrevoked. Exemption from these licensing requirements shall be provided any person who, as of March 1, 1988, possesses a City master electrician's license.~~

~~b. *Exception.* The owner and occupant of his own home, housing not more than one family, may do the work described in this subsection in such home without a license with the exception of installing or replacement of service equipment; but he shall obtain a permit therefor, and such work shall be inspected and approved by the Department of Community Development.~~

~~(b) *Application.* Application for a license shall be made to the Inspector on forms he shall furnish.~~

~~(c) *Term and fees.*~~

~~(1) *Electrical contractor's license.* The annual fee for an electrical contractor's license shall be established by the Common Council, with such licenses being valid from May 1 to April 31. For any licenses issued between May 1 to April 31 of the following year.~~

~~(2) *Master electrician's license.* The annual fee for a master electrician's license shall be established by the Common Council, with such licenses being valid from May 1 to April 31 of the following year.~~

**Section 4.** Section 21-78(a) of the Code of Ordinances of the City of Neenah is amended by deleting the stricken language and adding the highlighted language to read as follows:

(a) *Application.* The State Electrical Code **SPS 316-Comm. 16**, and all changes, is hereby adopted by reference to apply to all electrical installations.

**Section 5. 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 6. 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:

Moved by: \_\_\_\_\_

\_\_\_\_\_  
Dean R. Kaufert, Mayor

Adopted: \_\_\_\_\_

Attest:

Approved: \_\_\_\_\_

Published: \_\_\_\_\_

\_\_\_\_\_  
Patricia A. Sturn, City Clerk

THIS INSTRUMENT WAS DRAFTED BY:  
Assistant City Attorney Adam James VandenHeuvel  
211 Walnut Street  
Neenah, WI 54956  
State Bar No. 1098561



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

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**DATE:** August 8, 2019  
**TO:** Mayor Kaufert and Members of the Public Services and Safety Committee  
**FROM:** Gerry Kaiser, Director of Public Works  
**RE:** Refuse/Recycling Cart Placement for Storage

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Chairman Bates requested that Committee discuss code relative to the placement of recycling and refuse carts for storage and staff practice for enforcing that code. The relevant code section is listed below.

Sec. 12-9. - Point of storage and point of collection.

- (b) *Storage.* No person shall store or permit to be stored upon property owned by them any garbage, recycling, yard waste, refuse, or any container for any of these items in violation of this section:
- (1) Storage shall be prohibited in the front yard of any building as defined by [Chapter 21](#) of this Code.
  - (2) Notwithstanding paragraph (a)(1) above, solid waste shall not be stored in the following locations:
    - a. On any side of a building that faces a public right-of-way except alleys;
    - b. On, under, or alongside of a front porch, stoop, landing, accessible ramp, or deck fronting on the public right-of-way; or
    - c. Within 15 feet of the public right-of-way, except during collection time periods.
  - (3) Variance to this section may only be approved in writing by the Department.
  - (4) Pursuant to State statutes, a special charge for collection of any items may be imposed against any parcel or property for any items placed within the terrace or public right-of-way before or after scheduled collection periods.

Note: The definition referenced in (b)(1) is the definition of the word "building" The definition of the expression "Front Yard" is in Sec. 26-3. It defines a Front Yard as "a yard extending along the full width of the front lot line between the side lot lines and extending from the abutting street right-of-way to the depth required in the setback regulations for the zoning district in which such lot is located. Where irregular lot lines exist, the front yard shall be determined by the Department of Community Development."

Staff enforcement of this provision is done primarily on a complaint basis. In most cases we are focused on getting the carts to the front of the dwelling at a minimum, recognizing that some owners are dealing with constraints on their property that make it difficult to store the carts to the letter of the code. Generally, our goal has been to create a tidy appearance from the street. We have been accepting of cart storage at the front of a dwelling tight, provided that it is fairly tight to the structure.

Ordinance prior to the change made for automated collection simply stated "Solid waste shall be stored to the rear of a dwelling." The language in our code was lifted from the code for Oshkosh. Below are the cart storage provisions from several other communities.

Green Bay - Chapter 9.02(7)(e)

9. Garbage, recycling, or refuse containers shall be stored during the time period between collection days in the following locations:

- a. Tipper carts shall not be stored within 15 feet of the public right-of-way.
- b. Tipper carts shall not be stored on any street side or alongside of a building unless the cart is completely screened from view of an observer located at the public right-of-way.
- c. Tipper carts shall be stored in the backyard, garage, or any other convenient discreet location.
- d. All tipper carts must be stored with the lids completely closed.
- e. Do not store carts near a furnace, grill or any other heat source.

Kaukauna - Sec. 11.11. (3)(b)

All cans shall have a capacity of no more than 30 gallons and weigh no more than 50 pounds. Cans shall have handles to allow one man to lift them easily. **Between the times for collection, all containers shall be kept in inconspicuous locations.**

Menasha - Sec. 8-3-4 REFUSE STORAGE AREAS.

Storage areas shall be kept in a nuisance- and odor-free condition. Litter shall not be allowed to accumulate. Collection crews shall not be responsible for cleaning up loose or refuse materials from any containers which have become ruptured or broken due to wet conditions, animals, vandalism or other cause. The occupant and/or owner shall be responsible for cleaning up litter and maintaining the refuse storage area. Litter not collected shall not be allowed to accumulate. Any occupant or owner who is notified to clean up a refuse storage area but fails to do so within 14 days shall be in violation of this Chapter. **No occupant or owner may store refuse containers in front of the nearest wall of the house or building to any street.**

Wausau - Sec. 6.44.040(e)

Location of Waste Containers on Property. No Carts or other waste containers of any type shall be located at any time in any front yards except in compliance with section 6.44.060. For purposes of this section "front yard" means that portion of a property between the dwelling structure and the adjoining street and extending the full length of the lot between the side lot lines. The property owner, occupant or other person in charge of the property shall be responsible for violations of this section. (Ord. 61-5675 '4, 2015; Ord. 61-5629 '1, 2014; Ord. 61-5616 '4(part), 2014; Ord. 61-5605 '16(part), 2014; Ord. 61-4874 '1(part), 1994.)

Wisconsin Rapids - 7.06(4)

Storage location of household and residential carts and receptacles. Carts may be stored along primary and accessory structures and may be in public view. Storage of carts and receptacles shall be prohibited in any street yard.









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

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**DATE:** August 9, 2019  
**TO:** Mayor Kaufert and Members of the Public Services and Safety Committee  
**FROM:** Gerry Kaiser, Director of Public Works  
**RE:** Warehouse – Harrison Street Pond Site

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The purchase of the Neenah Foundry property on Harrison Street included the warehouse building along the east side of the site. Our assumption going into pond design was that the warehouse would be removed as part of general site clean-up and to maximize the aesthetic value of the site. Use of that area for increasing the size of the pond is limited because of a barrier created by water and sanitary sewer utilities running along the west side of the building that are not going to be relocated. After getting an opportunity to take a closer look at the building, staff began reconsidering its removal because its condition is generally good.

The building is steel framed with insulated metal walls (pictures attached). It is about 310 feet long and 50 feet wide. There are interior lights and ceiling-mounted, gas heating units. A loading dock divides the building into a north section that is about 100 feet long and a south section that is about 180 feet long. The electric service is still in place but the gas meter has been removed.

After considering the universe of options for the building, staff has arrived at two potential options.

### Option 1: Demolish the building

The option would remove the building. The cost for demolition is approximately \$65,000. An asbestos evaluation has been done. There was very little asbestos containing material present. With the building gone, the area would most likely be used as a landscaping berm, which allows us to keep some of the soil on-site and provides a platform for landscaping to screen the railroad tracks. Alternatively, it may be used for a thin detention area that would be connected to the larger pond. As I noted above, the benefit provided by this detention area is minimal. A conceptual drawing of a pond on the site is attached.

### Option 2: Maintain the building for City use

This option would keep the building in place as cold storage. After consideration of a number of options for use, the one that I find the most desirable would turn this building over to the Parks & Recreation Department. They could enter into a lease agreement with the Fox Valley Sailing School to use the north section of the building for the covered storage that they desire. The remainder of the building would allow P&R to consolidate items that are stored in several locations at the Cecil Garage and at the Tullar Garage.

Maintenance work would be needed to put the building in good, functioning order and make it aesthetically presentable. This would involve the following:

1. Roof repairs - \$2,500.
2. Painting - \$40,000
3. Replace south overhead door and improve the south ramp - \$20,000
4. Update interior lighting to LED units - \$5,000

In addition to the upfront cost of upgrades, there would be ongoing utility costs and periodic maintenance. With the building functioning as cold storage, the utility costs should be limited. Within the next 10 years, the roof will need to be coated at a cost of about \$50,000.

If an arrangement is made to have the sailing school as a tenant, it would also be necessary to install an overhead door on the north wall and construct a ramp at a cost of about \$30,000. This cost should be negotiated as a tenant cost.

Staff Recommendation: Very good arguments can be made for each option. Having a functional, serviceable building of this type is an attractive option. A building of this size and utility rarely becomes available, let alone for the low cost that was paid. Our equipment needs and storage demands will only increase as the city grows. Covered storage for that equipment helps to maximize its life.

However, my preference is to remove the building and clear the site as was originally planned. Its removal provides us with the maximum flexibility for future site use and will help the pond site become a complementary asset to the Washington Park redevelopment.



Warehouse – South face



Warehouse – West face



Warehouse – North face



Warehouse – Loading dock area

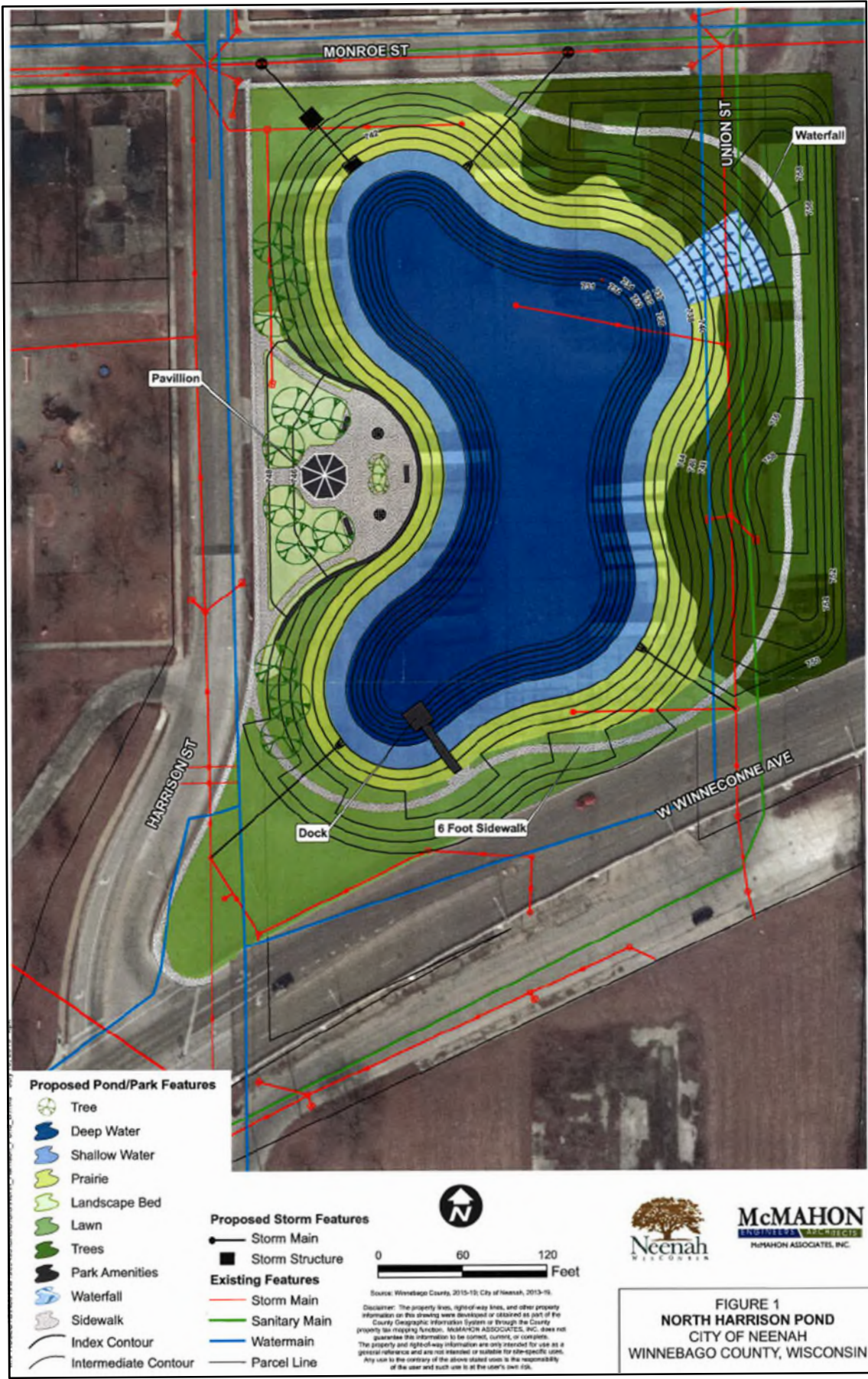


Warehouse – Interior looking south



Warehouse – Interior (East wall looking south)





**Proposed Pond/Park Features**

- Tree
- Deep Water
- Shallow Water
- Prairie
- Landscape Bed
- Lawn
- Trees
- Park Amenities
- Waterfall
- Sidewalk
- Index Contour
- Intermediate Contour

**Proposed Storm Features**

- Storm Main
- Storm Structure

**Existing Features**

- Storm Main
- Sanitary Main
- Watermain
- Parcel Line



Source: Winnebago County, 2015-16; City of Neenah, 2013-16.  
 Disclaimer: The property lines, right-of-way lines, and other property information on this drawing were developed or obtained as part of the County Geographic Information System or through the County property tax mapping function. McMAHON ASSOCIATES, INC. does not guarantee the information to be correct, current, or complete. The property and right-of-way information are only intended for use as a general reference and are not intended or suitable for site-specific uses. Any use to the contrary of the above stated uses is the responsibility of the user and such use is at the user's own risk.



**FIGURE 1**  
**NORTH HARRISON POND**  
 CITY OF NEENAH  
 WINNEBAGO COUNTY, WISCONSIN



# Public Services & Safety Committee August 13, 2019

## BEVERAGE OPERATOR LICENSE APPLICATIONS:

New or Renewal	Last Name, First, M.I.	Municipality	Place of Business
New	Eichhorst, Olivia	Neenah	Uncorked
New	Moderson, Jessica	Neenah	Two Broke Girlz
New	Musial, Amanda	Oshkosh	Copperstill Bourbon Bar
New	Reisdorf, Emily	Little Chute	Copperstill Bourbon Bar

## BEVERAGE OPERATOR LICENSE APPLICATIONS – DENIAL\*

New or Renewal	Last Name, First, M.I.	Municipality	Place of Business	Denial
New	Allyn, Chloe	Appleton	Cannova's Pizzeria	Incomplete Application
New	Bockhorn, Kelsey	Menasha	Cranky Pat's	Incomplete Application
New	Kenny, Grace	Neenah	Ground Round	Incomplete Application



**For Office Use Only**

New License (\$60)     Renewal (\$60)    Year Ending: **June 30, 2021**  
 Provisional (\$15) Good for 60 Days    Period Ending: \_\_\_\_\_  
 Temporary (\$10) Expires with event    Period Ending: \_\_\_\_\_  
 Duplicate License (\$10)     Pick-up License  
 Mail License

Receipt No: 5479    Amt. Paid: \$ 75    Account Code: **OP**

## Application For Beverage Operator's License

AGENTS OF CORP/LLC DO NOT NEED A BEVERAGE OPERATOR LICENSE

*Answer all questions completely. Please print*

Name: Chloe (First)    K (Middle Initial)    Allyn (Last)  
 Street Address: 1727 E Midway Rd #5    City: Appleton    State: WI    Zip Code: 54915

DOB: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/Year    Sex (Male or Female): \_\_\_\_\_    Driver's License Number: \_\_\_\_\_

Maiden Name: Allyn    Home Phone: \_\_\_\_\_  
 Where will you be working: Cannova's Pizzeria    Cell Phone: \_\_\_\_\_

Have you ever had an Operator's (Bartender's) License?  Yes  No    If yes, where? Appleton  
 Have you **EVER** been convicted of a felony?     Yes     No  
 If yes, when, where and what type of violation? Please be specific. \_\_\_\_\_

Have you been convicted of a misdemeanor or ordinance violation **past five (5) years** (e.g. speeding, OWI, disorderly conduct, driving without a license, etc.)?  Yes  No  
 If yes, when, where and what type of violation? Speeding, 9 over, Grand Chute  
2019

Have you **EVER** been convicted of any violation of the Wisconsin Statutes and/or federal law pertaining to the sale of alcoholic beverages and/or the manufacture, possession or deliverance of a controlled substance?     Yes     No  
 If yes, when, where and what type of violation? \_\_\_\_\_

I certify that I have no delinquent taxes, assessments, other claims including but not limited to water bills in whole or part owed to the City of Neenah or any delinquent forfeiture resulting from a violation of any City ordinance.

I further certify that I am familiar with the laws, ordinances and regulations pertaining to the sale of malt and liquor beverages and I hereby agree, if granted said license, to obey all provisions of said laws.

Under penalty of law, I swear that the information provided in this application is true and correct to the best of my knowledge and belief and if the information on this application is incomplete or incorrect my application will be denied.

I, the applicant for this license/permit hereby consent to the release of my customer information to the City of Neenah from the Neenah Utilities for the purpose of processing my application.

[Signature]    Aug 1 2019  
 Applicant Signature    Date

Applicant meets guidelines for issuance of Beverage Operator's License

Has taken Responsible Beverage Server Training Course or held a license within the past 2 years  
 No outstanding Court forfeitures (Patty K)  
 No parking tickets (Tina L)  
 No delinquent claims (Patie F)  
 Police Background Check completed - INC.  
 No Delinquent Water Bill (Julie)

\_\_\_\_\_ Approve    \_\_\_\_\_ Reject  
 Clerk/Deputy Clerk Signature    Date



Police Department

2111 Marathon Avenue • Neenah WI 54957-1771  
Phone 920-886-6000 • Fax: 920-886-6051 • e-mail: police@ci.neenah.wi.us

August 2, 2019

**BY CERTIFIED MAIL**  
**RETURN RECEIPT REQUESTED**

Chloe K. Allyn  
1727 E. Midway Road #5  
Appleton, WI 54915

Re: Denial of Beverage Operator’s License Application (New Application)  
Chloe K. Allyn

Dear Ms. Allyn,

Pursuant to the authority vested in the Neenah Police Department by Neenah Code §4-98, this letter is to inform you that based on your application for a Beverage Operator’s License and a review of your background, the Police Department has determined that the application violates Wis. Stat. §125.04 and City of Neenah Policy No. 2013-4 and is therefore denied.

Specifically, the police background check determined that you had a municipal violation in 2015 that was not noted on your Application for Beverage Operator’s License. Failing to disclose this information violated the guidelines, thus denying your application:

Violation	Conviction Date	Parameter No.	Notes
1. Operating After Rev/ Suspended Registration	08-25-2015	N/A	Not listed - “Have you been convicted of a misdemeanor or ordinance violation in the past five years?”

In the event that you disagree with this determination and the denial of your application, you may appeal the denial of you application by filing a letter or notice of appeal within ten (10) days of the date of this letter (08/02/19) to the Office of the City Clerk, Neenah City Hall, 211 Walnut Street, Neenah, WI 54956. The appeal would be heard by the Public Services and Safety Committee of the Neenah Common Council. You will be notified of the date and time of the hearing by the City Clerk.

Very truly yours,

Captain Jeffrey Bernice  
Neenah Police Department

cc: City Clerk Sturn  
City Attorney Godlewski



For Office Use Only

- New License (\$60)  Renewal (\$60)
- Provisional (\$15) Good for 60 Days
- Temporary (\$10) Expires with event
- Duplicate License (\$10)
- Year Ending: **June 30, 2021**
- Period Ending: \_\_\_\_\_
- Period Ending: \_\_\_\_\_
- Pick-up License
- Mail License

Receipt No: 51283 Amt. Paid: \$ 75 Account Code: OP

Application For Beverage Operator's License

AGENTS OF CORP/LLC DO NOT NEED A BEVERAGE OPERATOR LICENSE

Answer all questions completely. Please print

Name: Helsey (First) D (Middle Initial) Backhorn (Last)  
 Street Address: 526 4th Street City: Menasha State: WI Zip Code: 54952

DOB: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/Year Sex (Male or Female) \_\_\_\_\_ Driver's License Number \_\_\_\_\_

Maiden Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Where will you be working: Cranky Pats Cell Phone: \_\_\_\_\_

Have you ever had an Operator's (Bartender's) License?  Yes  No If yes, where? Harrison  
 Have you **EVER** been convicted of a felony?  Yes  No  
 If yes, when, where and what type of violation? Please be specific. \_\_\_\_\_

Have you been convicted of a misdemeanor or ordinance violation **past five (5) years** (e.g. speeding, OWI, disorderly conduct, driving without a license, etc.)?  Yes  No  
 If yes, when, where and what type of violation? reckless driving, disturbing the peace  
driving on suspended license

Have you **EVER** been convicted of any violation of the Wisconsin Statutes and/or federal law pertaining to the sale of alcoholic beverages and/or the manufacture, possession or deliverance of a controlled substance?  Yes  No  
 If yes, when, where and what type of violation? \_\_\_\_\_

- I certify that I have no delinquent taxes, assessments, other claims including but not limited to water bills in whole or part owed to the City of Neenah or any delinquent forfeiture resulting from a violation of any City ordinance.
- I further certify that I am familiar with the laws, ordinances and regulations pertaining to the sale of malt and liquor beverages and I hereby agree, if granted said license, to obey all provisions of said laws.
- Under penalty of law, I swear that the information provided in this application is true and correct to the best of my knowledge and belief and if the information on this application is incomplete or incorrect my application will be denied.
- I, the applicant for this license/permit hereby consent to the release of my customer information to the City of Neenah from the Neenah Utilities for the purpose of processing my application.

[Signature]  
 Applicant Signature Date 7-31-19

Applicant meets guidelines for issuance of Beverage Operator's License.

- Has taken Responsible Beverage Server Training Course or held a license within the past 2 years
- No outstanding Court forfeitures (Patty K)
- No parking tickets (Tina L)
- No delinquent claims (Patie F)
- \_\_\_\_\_ Police Background Check completed in IL
- \_\_\_\_\_ No Delinquent Water Bill (Julie)

\_\_\_\_\_ Approve \_\_\_\_\_ Reject

\_\_\_\_\_ Clerk/Deputy Clerk Signature \_\_\_\_\_ Date



Police Department

2111 Marathon Avenue • Neenah WI 54957-1771  
Phone 920-886-6000 • Fax: 920-886-6051 • e-mail: police@ci.neenah.wi.us

August 2, 2019

**BY CERTIFIED MAIL**  
**RETURN RECEIPT REQUESTED**

Kelsey D. Bockhorn  
526 4<sup>th</sup> Street  
Menasha, Wi 54952

Re: Denial of Beverage Operator’s License Application (New Application)  
Kelsey D. Bockhorn

Dear Mr. Bockhorn,

Pursuant to the authority vested in the Neenah Police Department by Neenah Code §4-98, this letter is to inform you that based on your application for a Beverage Operator’s License and a review of your background, the Police Department has determined that the application violates Wis. Stat. §125.04 and City of Neenah Policy No. 2013-4 and is therefore denied.

Specifically, the police background check determined that you had a municipal violation in 2017 that was not noted on your Application for Beverage Operator’s License. Failing to disclosure this information violated the guidelines, thus denying your application:

Violation	Conviction Date	Parameter No.	Notes
1. Failure to Wear Seatbelt	07-17-2017	N/A	Not listed - “Have you been convicted of a misdemeanor or ordinance violation in the past five years?”

In the event that you disagree with this determination and the denial of your application, you may appeal the denial of you application by filing a letter or notice of appeal within ten (10) days of the date of this letter (08/02/19) to the Office of the City Clerk, Neenah City Hall, 211 Walnut Street, Neenah, WI 54956. The appeal would be heard by the Public Services and Safety Committee of the Neenah Common Council. You will be notified of the date and time of the hearing by the City Clerk.

Very truly yours,

Captain Jeffrey Bernice  
Neenah Police Department

cc: City Clerk Sturn  
City Attorney Godlewski



For Office Use Only

- New License (\$60)  Renewal (\$60)
- Provisional (\$15) Good for 60 Days
- Temporary (\$10) Expires with event
- Duplicate License (\$10)

Year Ending: **June 30, 2021**  
 Period Ending: \_\_\_\_\_  
 Period Ending: \_\_\_\_\_  
 Pick-up License  
 Mail License

Receipt No: 48714 Amt. Paid: \$ 60 Account Code: **OP**

### Application For Beverage Operator's License

AGENTS OF CORP/LLC DO NOT NEED A BEVERAGE OPERATOR LICENSE

Answer all questions completely. Please print

Name: Grace V Kenny  
 (First) (Middle Initial) (Last)

Street Address: 830 Millbrook Dr City: Neenah State: WI Zip Code: 54956

DOB: \_\_\_\_\_ Sex (Male or Female) \_\_\_\_\_ Driver's License Number \_\_\_\_\_

Maiden Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
 Where will you be working: Ground Round Cell Phone: \_\_\_\_\_

Have you ever had an Operator's (Bartender's) License?  Yes  No If yes, where? \_\_\_\_\_

Have you **EVER** been convicted of a felony?  Yes  No  
 If yes, when, where and what type of violation? Please be specific. \_\_\_\_\_

Have you been convicted of a misdemeanor or ordinance violation **past five (5) years** (e.g. speeding, OWI, disorderly conduct, driving without a license, etc.)?  Yes  No  
 If yes, when, where and what type of violation? \_\_\_\_\_

Have you **EVER** been convicted of any violation of the Wisconsin Statutes and/or federal law pertaining to the sale of alcoholic beverages and/or the manufacture, possession or deliverance of a controlled substance?  Yes  No  
 If yes, when, where and what type of violation? \_\_\_\_\_

I certify that I have no delinquent taxes, assessments, other claims including but not limited to water bills in whole or part owed to the City of Neenah or any delinquent forfeiture resulting from a violation of any City ordinance.

I further certify that I am familiar with the laws, ordinances and regulations pertaining to the sale of malt and liquor beverages and I hereby agree, if granted said license, to obey all provisions of said laws.

Under penalty of law, I swear that the information provided in this application is true and correct to the best of my knowledge and belief and if the information on this application is incomplete or incorrect my application will be denied.

I, the applicant for this license/permit hereby consent to the release of my customer information to the City of Neenah from the Neenah Utilities for the purpose of processing my application.

Grace Kenny 7/23  
 Applicant Signature Date

Applicant meets guidelines for issuance of Beverage Operator's License.

- Has taken Responsible Beverage Server Training Course or held a license within the past 2 years
- No outstanding Court forfeitures (Patty K)
- No parking tickets (Tina L)
- No delinquent claims (Patie F)
- Police Background Check completed inc.
- No Delinquent Water Bill (Julie)

Approve \_\_\_\_\_ Reject \_\_\_\_\_  
[Signature] 8/2/19  
 Clerk/Deputy Clerk Signature Date



Police Department

2111 Marathon Avenue • Neenah WI 54957-1771  
Phone 920-886-6000 • Fax: 920-886-6051 • e-mail: police@ci.neenah.wi.us

August 1, 2019

**BY CERTIFIED MAIL**  
**RETURN RECEIPT REQUESTED**

Grace V. Kenny  
830 Millbrook Drive  
Neenah WI 54956

Re: Denial of Beverage Operator’s License Application (New Application)  
Grace V. Kenny

Dear Ms. Kenny,

Pursuant to the authority vested in the Neenah Police Department by Neenah Code §4-98, this letter is to inform you that based on your application for a Beverage Operator’s License and a review of your background, the Police Department has determined that the application violates Wis. Stat. §125.04 and City of Neenah Policy No. 2013-4 and is therefore denied.

Specifically, the police background check determined that you had two (2) municipal violations that were not noted on your Application for Beverage Operator’s License. Failing to disclosure this information violated the guidelines, thus denying your application:

Violation	Conviction Date	Parameter No.	Notes
1. Speeding	04-26-2019	N/A	“No” was noted in the application for “Have you been convicted of a misdemeanor or ordinance violation in the past five years.”
2. Speeding	11-21-2017		

In the event that you disagree with this determination and the denial of your application, you may appeal the denial of you application by filing a letter or notice of appeal within ten (10) days of the date of this letter (08/01/19) to the Office of the City Clerk, Neenah City Hall, 211 Walnut Street, Neenah, WI 54956. The appeal would be heard by the Public Services and Safety Committee of the Neenah Common Council. You will be notified of the date and time of the hearing by the City Clerk.

Very truly yours,

Captain Jeffrey Bernice  
Neenah Police Department

cc: City Clerk Sturn  
City Attorney Godlewski



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

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**DATE:** August 8, 2019  
**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 1-18 (Andrew, Richard, Geiger, Whiting) – Subsequent to our issuing final payment for this work, we were notified that a subcontractor had found an error in the final quantities. An adjusted final payment request is being taken to the Board of Public Works.
- 2) Contract 2-18 (Cecil, Adams). Staff met with the contractor to review final quantities. A final pay estimate is being brought to the Board of Public Works.
- 3) Contract 3-18 (Nature Trails/Eaglecrest) – Work is complete. The contractor has been contacted about providing an estimate to grade and pave the Shootingstar Drive connection.
- 4) Contract 1-19 (Caroline, Stevens, Fifth) – Work is complete. Final quantity measurements are being made.
- 5) Contract 2-19 (Stanley Ct, Stanley St, Thomas)
  - a) Stanley Court – Utility work is complete. The street is in the rest period.
  - b) Stanley Street – Water main work is complete. The street is in the rest period.
  - c) Thomas Court – Road removal/grading started the week of August 5.
- 6) Contract 4-19 (Concrete Pavement and Sidewalk Repair) – The contractor is scheduled to re-start work on Tullar Road the week of August 12. Pavement repairs in the southbound travel lane and sidewalk repairs on the west side need to be done. Following that, pavement repairs around the centerline manholes will be done.
- 7) Contract 5-19 (Hot-Mix Asphalt Pavement Repair) – Work has started. The contractor will be in after Labor Day to complete the work.
- 8) Courtney Court – Construction started the week of June 22. Sanitary sewer main and water main installation are complete.
- 9) Staffing Updates –
  - a) An Administrative Assistant for the Tullar Garage has been hired. She starts on August 19 for two days per week while she transitions out of her current job. At the beginning of September she will start working her normal schedule of 29 hours per week.
  - b) We are still in the process of filling a Sanitation Worker position.
  - c) One of our drop-off attendants has resigned. We have hired a replacement.