

CITY OF NEENAH
SPECIAL PUBLIC SERVICES AND SAFETY COMMITTEE MEETING
Tuesday, September 10, 2019 - 6:00 PM
Hauser Room - City Administration Building

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

A G E N D A

1. Approval of Minutes of the August 13, 2019, Regular Meeting (Minutes can be found on the City website)
2. Public Appearances
3. Ordinance 2019-21: Click and Collect Alcohol Sales (Attachment)
4. Special Event Permits
 - a. St. Joe's 5K Run/Walk (Attachment)
 - b. Fox Cities Down Syndrome Awareness Walk (Attachment)
5. Licenses:
 - a. Beverage Operator License Application Review Process (Attachment)
 - b. Beverage Operator License Applications (Attachment)
 - c. Beverage Operator License Application - Denial (Attachment)
 - d. Beverage Operator License Applications - Review (Attachment)
6. Public Works General Construction and Department Activity (Attachment)
7. Announcements / Future Agenda Items
8. Adjournment

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

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

Present: Aldermen Bates, Lang, Lendrum, and Stevenson

Excused: Alderman Spellman

Also Present: Mayor Kaufert, Director of Public Works Kaiser, Chief Building Inspector Walter, Police Captain Bernice

Minutes: Motion/Second/Carried Lendrum/Stevenson to approve the minutes of the July 30, 2019, Regular Meeting and the August 7, 2019, Special Meeting. All voting aye.

Public Appearances: None.

Ordinance 2019-19: Amending Article III - Electrical Code: Committee reviewed Inspector Walter's August 7, 2019, memo regarding Ordinance 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. He noted that many of the language adjustments relate to all electrician licensing being done at State level now and not by local municipalities.

ORD.

Following discussion, **Motion/Second/Carried Lendrum/Stevenson to recommend Council approve Ordinance 2019-19 amending Article III the Neenah Electrical Code.** All voting aye.

Refuse/Recycling Cart Placement for Storage: Director Kaiser reviewed his August 8, 2019, memo regarding placement for storage of refuse and recycling carts. Chairman Bates had requested that the Committee discuss code relative to the placement of carts and staff practice for enforcing that code. Director Kaiser reviewed current city ordinance and the ordinance language used in several other communities. Committee reviewed photos of properties that are in violation of the current ordinance. Committee discussed the number and type of complaints that have been received. Committee noted that more general language such as requiring that carts be stored in an "inconspicuous location" gives the property owner more flexibility for placement. Committee discussed problems that corner lot properties have in complying with the current ordinance. Committee expressed a desire to avoid storage in the front yard or in public view but to retain a clause allowing the Public Works Department to grant a variance to a property.

Following discussion, **Motion/Second/Carried Stevenson/Lendrum to direct staff to review the comments from the Committee and prepare an amendment to Sec. 12-9 of the municipal code for future Committee review.** All voting aye.

Warehouse - Harrison Street Pond Site: Director Kaiser reviewed his August 9, 2019, regarding the warehouse on the Neenah Foundry property that was recently purchased by the City. This property was purchase for construction of a storm water detention pond.

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The initial assumption in pond design was that the warehouse would be removed as part of the general site clean-up and to maximize the aesthetic value of the site. However, use of that area for increasing the pond size 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. He noted that staff has been evaluating the use of the building for city purposes. Committee discussed the options for the warehouse building. Committee questioned the suitability of the building for police purposes either for evidence storage or a shooting range. Committee questioned if other departments had been approached regarding their space or storage needs that could be handled with this building. Director Kaiser noted that he had discussed the building's use with the Parks and Recreation Department.

Following discussion, the Committee directed Director Kaiser to seek input from other city departments to see if this building is suited for any of their space needs.

Beverage Operator License Applications: The Committee reviewed the beverage operator license applications for Olivia Eichhorst, Jessica Moderson, Amanda Musial and Emily Reisdorf.

C.A. Following discussion, **Motion/Second/Carried Stevenson/Lang to recommend Council approve beverage operator license applications for Olivia Eichhorst, Jessica Moderson, Amanda Musial and Emily Reisdorf.** All voting aye.

Beverage Operator License Applications - Denials: The Committee discussed the types of violations that were noted on the denials. They discussed the fairness of the expectation that applicants have a complete recollection of violations that should be noted on the form. Mayor Kaufert noted the emphasis that staff makes to potential applicants about the need to completely and accurately fill out the form. He noted that City Attorney Godlewski intends to review the application process and materials. Police Captain Bernice outlined the background check process. He noted that some violations are not listed in CCAP but are found in department review of municipal citations from area communities. Captain Bernice noted that there had been seven denials in the past month for non-disclosure of violations. He stated that the department attempts to treat all of the applications consistently and does not judge or evaluate the type of violation that has not been disclosed. Committee discussed the relationship between the violations discovered and the work to be performed under the license.

Committee noted the responsibility of the applicant to complete the form accurately. Committee discussed the application form. Mayor Kaufert provided the Committee with a copy of the application packet. Committee expressed concern that a denied applicant cannot re-apply for one year regardless of the reason for denial. Committee noted a willingness to shorten that time period if the denial is based on a failure to disclose and the undisclosed violation does not include one of the standard parameters for the denial of an operator's license. Committee noted that the re-application could be charged a fee that is less than the normal fee for a new license.

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Committee questioned if applicants with lower severity violations could be contacted to correct their application. Mayor Kaufert noted staff concerns with treating all applicants equally.

Following discussion, **Motion/Second/Carried Stevenson/Lendrum to direct City Attorney Godlewski to provide a legal opinion on the possibility of reducing the time lag between a license denial and a new application if the reason for a denial was a failure to properly disclose a violation and if the undisclosed violation is not included in the standard parameters for denial.** All voting aye.

The Committee discussed the beverage operator license application (new) for Chloe Allyn. The Neenah Police Department had recommended license denial based on a failure to disclose a violation for operating after revocation/suspended registration in 2015.

REPORT

Following discussion, **Motion/Second/Carried Stevenson/Lendrum to approve the beverage operator license for Chloe Allyn with the condition that there be a one-year probationary period and direct City Attorney Godlewski to prepare a stipulated agreement defining the license conditions.** All voting aye.

The Committee discussed the beverage operator license application (new) for Kelsey Bockhorn. The Neenah Police Department had recommended license denial based on a failure to disclose a violation for failure to wear a seatbelt in 2017.

REPORT

Following discussion, **Motion/Second/Carried Stevenson/Lendrum to approve the beverage operator license for Kelsey Bockhorn with the condition that there be a one-year probationary period and direct City Attorney Godlewski to prepare a stipulated agreement defining the license conditions.** All voting aye.

The Committee discussed the beverage operator license application (new) for Grace Kenny. The Neenah Police Department had recommended license denial based on a failure to disclose two speeding violations.

REPORT

Following discussion, **Motion/Second/Carried Stevenson/Lendrum to approve the beverage operator license for Grace Kenny with the condition that there be a one-year probationary period and direct City Attorney Godlewski to prepare a stipulated agreement defining the license conditions.** Motion passed 3-1 (Ald. Bates voting No).

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. The Board of Public Works recommended Council approval of an adjusted final payment.
2. Contract 2-18 (Cecil, Adams). Staff met with the contractor to review final quantities. The Board of Public Works recommended Council approval of the final pay estimate.

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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 extending an offer to fill the open sanitation worker position.
 - c. One of our drop-off attendants has resigned. We have hired a replacement.

Announcements/Future Agenda Items:

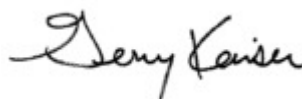
Ald. Lang noted that she was contacted by Fox Cities Magazine about historic names of streets. She asked Committee to pass along any suggestions that they have.

Chairman Bates informed the Committee that she had asked for a discussion on the subject of liquidated damages distribution.

Chairman Bates noted that Committee will have a future discussion on requirements of hard surface for driveways and driveway aprons. Ald. Lendrum noted that the Council directive also included a requirement to include a garage as part of new residential construction.

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

Respectfully submitted,



Gerry Kaiser, PE
Director of Public Works



Dept. of Legal & Administrative Services
Office of the City Attorney
211 Walnut St. • P.O. Box 426 • Neenah WI 54957-0426
Phone 920-886-6108 • Fax: 920-886-6109
e-mail: avandenheuvel@ci.neenah.wi.us
ADAM JAMES VANDEN HEUVEL
ASSISTANT CITY ATTORNEY

M E M O R A N D U M

DATE: September 10, 2019
TO: Chairwoman Bates, members of the Public Services & Safety Committee
FROM: Assistant City Attorney Adam VandenHeuvel
RE: Ord. 2019-21 Click and Collect Alcohol Sales

At the July 30th PSSC meeting, the Committee voted 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. Attached is that ordinance, Ord. No. 2019-21. When drafting this ordinance I took into consideration the comments from this Committee in previous meetings along with analyzing similar ordinances from across the state. I have drafted this ordinance to be stricter than what other communities have done based on the comments from individual committee members. For the committees reference I have attached a brief chart that indicates some of the differences between this ordinances and how other communities have handled click and collect. (The chart is only for ease of comparison and should not be viewed as official information.)

An appropriate motion would be for the Committee to recommend Council approve Ordinance 2019-21 amending section 4-95(h) and creating section 4-95(i) of the Neenah Municipal Code to provide for online ordering and curbside pickup of alcohol beverages.



211 Walnut Street
Neenah, WI 54956

AN ORDINANCE: By Public Services and Safety Committee
Re: Amending Code § 4-95(h) and Creating Code §4-95(i) to provide for Online ordering and curbside pickup of alcohol beverages.

ORDINANCE NO. 2019-21
Introduced: September 18, 2019
Committee/Commission Action:

AN ORDINANCE

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

Section 1. Section 4-95(h) 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:

(h) Drive-up or walk-up alcohol sales are prohibited at any licensed premises in the City. Drive-up or walk-up alcohol sales are defined as the sale of intoxicating beverages to customers in a vehicle or on foot located outside a licensed premises through an opening in the licensed premises.

Section 2. Section 4-95(i) of the Code of Ordinances of the City of Neenah is created to read as follows:

(i) Online ordering and curbside pickup of alcohol beverages

(1) No establishment shall allow online purchase of alcohol beverages and curbside delivery of such purchases (“click and collect”), without first obtaining an “extension of premises” from the Neenah Common Council, upon recommendation of the Public Service and Safety Committee (PSSC) to license that portion of the establishment’s parking lot that will allow vehicles to park for purposes of picking up their online order.

- a. The licensed establishment shall file a detailed operation plan with their “extension of premises” form that clearly details how their “click and collect” operation will function. The operation plan shall include the licensee’s protocol for assuring that underage persons and intoxicated persons do not pick up alcohol via the “click and collect” program.
- b. Failure of licensee to provide a detailed operation plan with their “extension of premises” application shall result in the City of Neenah

Clerk's Office not forwarding the "extension of premises" to the PSSC for consideration.

(2) No establishment holding an alcohol beverage license shall allow online purchase and pick-up of alcohol beverages unless the sale is consummated on the licensed premises.

- a. Payment for the purchase must be completed on premises and may not be completed until the purchaser is at the licensed premises and has presented valid photo identification that has been verified by a licensed operator employed by the premises.
- b. The licensed operator must verify that the person placing the "click and collect" order is the same person picking up the order.
- c. The sale and delivery of "click and collect" purchases shall be made only by a licensed operator.
- d. No alcohol sales are permitted if the purchaser fails to present a valid photo identification.
- e. The "click and collect" system must allow the purchase of alcohol to be denied without affecting the remainder of the purchase.

(3) Each "click and collect" transaction must capture and retain for 30 days an image of the license plate and body of the vehicle into which the order is being loaded. Additionally, an image of the ID card used to identify the purchaser must be captured and retained for 30 days.

(4) Pick-up of "click and collect" orders shall be between the hours of 8:00a.m. and 6:00p.m.

(5) There shall be a minimum four-hour waiting period between order time and pick-up time.

(6) Orders placed after 2:00p.m. cannot be picked up until the following day.

(7) The licensed operator delivering the "click and collect" items to the vehicle must verify that all of the occupants in the vehicle who appear over the age of 16 are over 21 years of age or the dependents of an occupant of the vehicle.

(8) The licensed operator shall report to his or her manager any purchaser who shows signs of alcohol consumption, and in conjunction with the manager, shall assess the sobriety of the purchaser for purposes of approving or denying the sale.

(9) Police must be notified when an apparently underage or intoxicated person attempts to purchase alcohol.

(10) The pick-up area for "click and collect" purchases shall be clearly defined with visible markings, signs, and/or barriers and must be within 150 feet from the pick-up door.

(11) No events other than the delivery of "click and collect" orders shall be allowed on the expanded premises.

(12) Penalty. Any licensee or person who violates any provision of this subsection shall be subject to forfeiture as determined by resolution of the Common Council.

Section 3. 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 4. 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 J. VandenHeuvel
211 Walnut Street
Neenah, WI 54956
State Bar No. 1098561

	State of Wisconsin	Neenah	De Pere	Madison	Fond du Lac	Appleton
Sale must be face-to face	x	x	x	x	x	x
Sale must take place at premises	x	x	x	x	x	x
Purchaser must be 21+	x	x	x	x	x	x
Seller must be licensed "operator" or under the supervision of a licensed operator	x	x	x	x	x	x
Purchaser must not be intoxicated	x	x	x	x	x	x
Hours of operation	6am-9pm	8am-6pm	8am-8pm	8am-8pm	6am-9pm	6am-9pm
Must allow purchase to be denied without affecting remainder of order		x	x	x	x	
Payment not consummated until purchaser is at licensed premises		x	x	x	x	
Licensed operator MUST perform sale		x	x	x	x	
Tasting events prohibited		x	x	x	x	
minimum 4 hour waiting period between order and pick up		x	x	x	x	
must ensure driver is 21+		x (must ensure everyone in the vehicle is over 21 or dependant)	x	x	x	
must report signs of impairement to manager		x	x	x		
Orders after 2pm must be picked up next day		x	x	x		
Image of vehcile/plate must be retained		x	x	x		
images of ID must be retained		x				
Must report intoxicated or underage patrons to police		x				



Neenah
WISCONSIN

Special Event Permit Application

Event

Name

26TH ANNUAL ST. JOE'S 5K RUN/WALK 2019

Webpage

PACESETTERS.RUN.ORG

Description

Festival/Concert/Exhibition

Parade/March

Other:

Tournament

Competitive Race

Assembly/Rally

Non-Competitive Run/Walk

5K RUN/WALK

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

OFFICIAL ST. JOE 2019 BROCHURE ATTACHED!

Schedule

Date(s)

Setup Time

Start Time

End Time

Cleanup Time

10/12/2019

6:00AM

8:00AM

11:00AM

11AM-12NOON

List estimated quantities:

Participants 500-600

Spectators 500-1,000

List any entry fees:

KIDS: \$10-\$25
TEENS: \$15-\$30
ADULTS: \$20-\$35

Attendance

Location

Park/Public Property:

Public Street/Sidewalk/Trail:

SEE ATTACHED 2 5K RUN/WALK COURSE MAPS!

Private Property/Other:

BRIDGEWOOD RESORT HOTEL AND CONFERENCE CENTER AND BRIDGEWOOD GOLF COURSE IN NEENAH

Applicant

Name

NED HUGHES

Daytime Phone

920-722-4212

Email

RUNNEDRUN@HOTMAIL.COM

Cell Phone

920-378-0554

Organization

Name

PACESETTERS RUNNING CLUB, INC

Tax Exempt No.

39-1455942

Email

RUNNEDRUN@HOTMAIL.COM

Phone

920-378-0554

Address

P.O. BOX 681

City

MENASHA

State WI

Zip Code 54952

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



Special Event Permit Application

Police Department

Contact: Lieutenant Jon Kuffel

Phone: +1 (920) 886-6018

Address: 2111 Marathon Ave. Neenah, WI 54956

Email: jkuffel@ci.neenah.wi.us

1. Will you be using the Emergency Response Protocol supplied by the city? (See supplement.) Yes No

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

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

Event Coordinators are responsible for executing the Emergency Response Protocol.

Name NED HUGHES - RACE DIRECTOR Phone 920-378-0534

Name ERIC BJORKQUIST - STAFF Phone 920-585-1656

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

Name _____ Phone _____

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

Name RESCUE RESPONSE Phone 920-744-7451

ADIVISION OF TOTAL SECURITY AND SAFETY, INC

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

TWO WAY RADIO COMMUNICATIONS PROVIDED AND STAFFED BY THE FOX CITIES AMATEUR RADIO CLUB MEMBERS VOLUNTEERS!

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

1. VOLUNTEERS SPACED THROUGHOUT THE 5K RUN/WALK COURSE!
2. P.A. ANNOUNCER AT THE 5K RUN/WALK FINISH LINE!
3. P.A. ANNOUNCER INSIDE THE BRIDGEWOOD CONFERENCE CENTER!

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

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

Loudspeaker/PA System 5K STAGING AREA/START LINE/FINISH LINE/HOTEL BALLROOM

Lost Child Recovery Site BRIDGEWOOD CONFERENCE CENTER - NEENAH

Severe Weather Shelter(s) BRIDGEWOOD CONFERENCE CENTER - NEENAH

First Aid Station(s) 5K RUN/WALK FINISH LINE - BRIDGEWOOD TRAIL

Enclosed/Fenced Area(s) 5K RUN/WALK FINISH LINE - BRIDGEWOOD TRAIL

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



Neenah Special Event Permit Application

Neenah-Menasha Fire Rescue

Contact: Assistant Chief Vernon Green Phone: +1 (920) 886-6201
Address: 125 E. Columbian Ave. Neenah, WI 54956 Email: vgreen@nmfire.org

- 8. Will there be any pyrotechnics or open burning? Yes No
A Fireworks/Open Burning Permit is required. Applications should be filed separately with Neenah-Menasha Fire Rescue.
- 9. Will there be any generators used? Yes No
- 10. Will there be any cooking operations? Yes No
- 11. Will there be any tents or canopies? Yes No
- 12. Will there be any use of drones? Yes No

Winnebago County Health Department

Contact: Env. Health Specialist Jennifer Bonzelet Phone: +1 (920) 232-3000
Address: 112 Otter St. Oshkosh, WI 54901 Email: jbonzet@co.winnebago.wi.us

- 13. Will there be any food or beverages prepared or served? Yes No
If yes, contact the Winnebago County Health Department.
- 14. Will there be any portable toilets and/or wash stations? Yes No
- 15. Will there be any water activities (ie. dunk tanks, water slides)? Yes No
- 16. Will there be any animals? Yes No

Clerk's Office

Contact: City Clerk Patty Sturn Phone: +1 (920) 886-6100
Address: 211 Walnut St. Neenah, WI 54956 Email: psturn@ci.neenah.wi.us

- 17. Will there be amplified music or announcements used for the event? Yes No
- 18. Will amplified sound be within 7 am - 10 pm on weekdays & 10 am - 11 pm on weekends/holidays? Yes No
If not, a special exemption must be requested and approved as part of this application. List the intended hours of amplified sound (per day, if applicable):

Start Time 7:00AM End Time 10:00AM

- 19. Will there be any alcohol served? Yes No
A Temporary Class B Picnic License is required. Applications should be filed separately with the Clerk's Office.
- 20. Will there be any vendors/concessions? If so, please list: Yes No
Vendors will need to have a Solicitor Permit filed with the Clerk's Office.



Special Event Permit Application

Traffic Department

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

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

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

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

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

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

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

Barricade/Sign Equipment

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

Barricade/Sign Placement

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

Flaggers to Direct Traffic

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

Traffic Signal Programming

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

Message Boards

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

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

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

Name _____

Phone _____

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

ROBBSSEN BUSES FREE SHUTTLE BUS SERVICE TO AND FROM THE JEWELERS MUTUAL INSURANCE COMPANY AND PLEXUS BUILDING PARKING LOTS TO AND FROM THE BRIDGEWOOD HOTEL CONFERENCE CENTER!

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

1. JEWELERS MUTUAL INSURANCE COMPANY - 3 PARKING LOTS
2. FORMER PLEXUS BUILDING - 2 PARKING LOTS
3. BRIDGEWOOD RESORT HOTEL AND CONFERENCE CENTER PARKING LOT

27. Please identify handicap accessible parking locations and accommodations:

1. JEWELERS MUTUAL INSURANCE COMPANY - 3 PARKING LOTS
2. FORMER PLEXUS BUILDING - 2 PARKING LOTS
3. BRIDGEWOOD RESORT HOTEL AND CONFERENCE CENTER PARKING LOT



Special Event Permit Application

Parks & Recreation Department

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

Public Works Department

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

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

Public Park/Property:

Public Street/Trail:

5K FINISH LINE INFLATABLE ARCH OVER BRIDGEWOOD TRAIL!

Other:

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

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

Public Park/Property:

Public Street/Trail:

Other:

ENDRIES OTTO LLC - CPA FIRM BUILDING PARKING LOT!

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

Park reservations must be completed before submittal of this application.

NON-APPLICABLE

Yes No

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

Yes No

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

Yes No

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

Yes No

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

VOLUNTEERS WITH TRASH BAGS WALKING THE 5K RUN/WALK COURSE ROUTE POST EVENT TO PICK UP ANY TRASH FOR DISPOSAL!

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

TWO ELECTRONIC DIGITAL DISPLAY PORTABLE STREET SIGNS!
BOTH SIGNS IN PLACE AND OPERATING THE WEEK OF THE EVENT!



Neenah Special Event Permit Application

Checklist

Required to process application:

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

Required to approve application:

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

Provisions & Terms

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

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

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

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



Neenah
W I S C O N S I N

Special Event Permit Application

Legal Notice

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

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

Hold harmless indemnification and defense.

For good and valuable consideration the applicant and/or the organization agrees to indemnify, defend and hold harmless the City of Neenah and its officers, officials, employees and agents from and against any and all liability, loss, damage, expenses, costs, including attorney fees arising out of the activities performed as described herein, caused in whole or in part by any negligent act or omission of the applicant/organization, anyone directly or indirectly employed by any of them or anyone whose acts any of them may be liable, except where caused by the sole negligence or willful misconduct of the City.

Signature *Ned Hughes*

Date 7/30/2019

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

OFFICE USE ONLY

Cost Estimate

Parks & Recreation _____

Public Works/Traffic _____

Police _____

NM Fire _____

Total _____

Total Cost _____

Sponsor Cost _____

Approvals

Special Events Task Force

Signature _____

Date _____

Class B: Director of Public Works or Designee

Class C: Public Services & Safety Committee / City Council

Signature _____

Date _____

Contingencies of Permit



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
7/30/2019

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

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

PRODUCER Insurance Management Group 959 E. 4th St. P.O. Box 1600 Marion IN 46952	CONTACT NAME: Margaret Mayers PHONE (A/C, No, Ext): (260) 338-2925 FAX (A/C, No): E-MAIL ADDRESS: mmayers@insmgt.com	
	INSURER(S) AFFORDING COVERAGE	
INSURED Road Runners Club of America/2019 and Its Member Clubs 1501 Lee Highway, Suite 140 Arlington VA 22209	INSURER A: National Casualty Company NAIC # 11991	
	INSURER B: Nationwide Life Insurance Co. NAIC # 66869	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES

CERTIFICATE NUMBER: 2019 \$2M A.I.

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Legal liability to Participant \$2,000,000 GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			KR00000007654600	12/31/2018	12/31/2019	EACH OCCURRENCE	\$ 2,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 500,000
							MED EXP (Any one person)	\$ 5,000
							PERSONAL & ADV INJURY	\$ 2,000,000
							GENERAL AGGREGATE	\$ Unlimited
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
							Abuse and Molestation	\$ 500,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			KR00000007654600	12/31/2018	12/31/2019	COMBINED SINGLE LIMIT (Ea accident)	\$ 2,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE	OTH-ER
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$
B	Excess Medical & Accident (\$250 deduction)			SPX0000030282400	12/31/2018	12/31/2019	Excess Medical	\$10,000
							AD & Specific Loss	\$2,500

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

City of Neenah, its officers, council members, agents, employees and authorized volunteers are NAMED AS AN ADDITIONAL INSURED AS RESPECTS THEIR INTEREST IN THE OPERATIONS OF THE NAMED INSURED. DATE OF EVENT(S): 10/12/19 26th Annual St. Joe's 5k Run/Walk 2019 Annual Fundraiser/Food Raiser for the St. Joseph Food Pantry, Menasha, WI INSURED RRCA CLUB/EVENT MEMBER: Pacesetters Running Club, Inc., Att'n: Ned Hughes, PO Box 681, Menasha, WI 54952

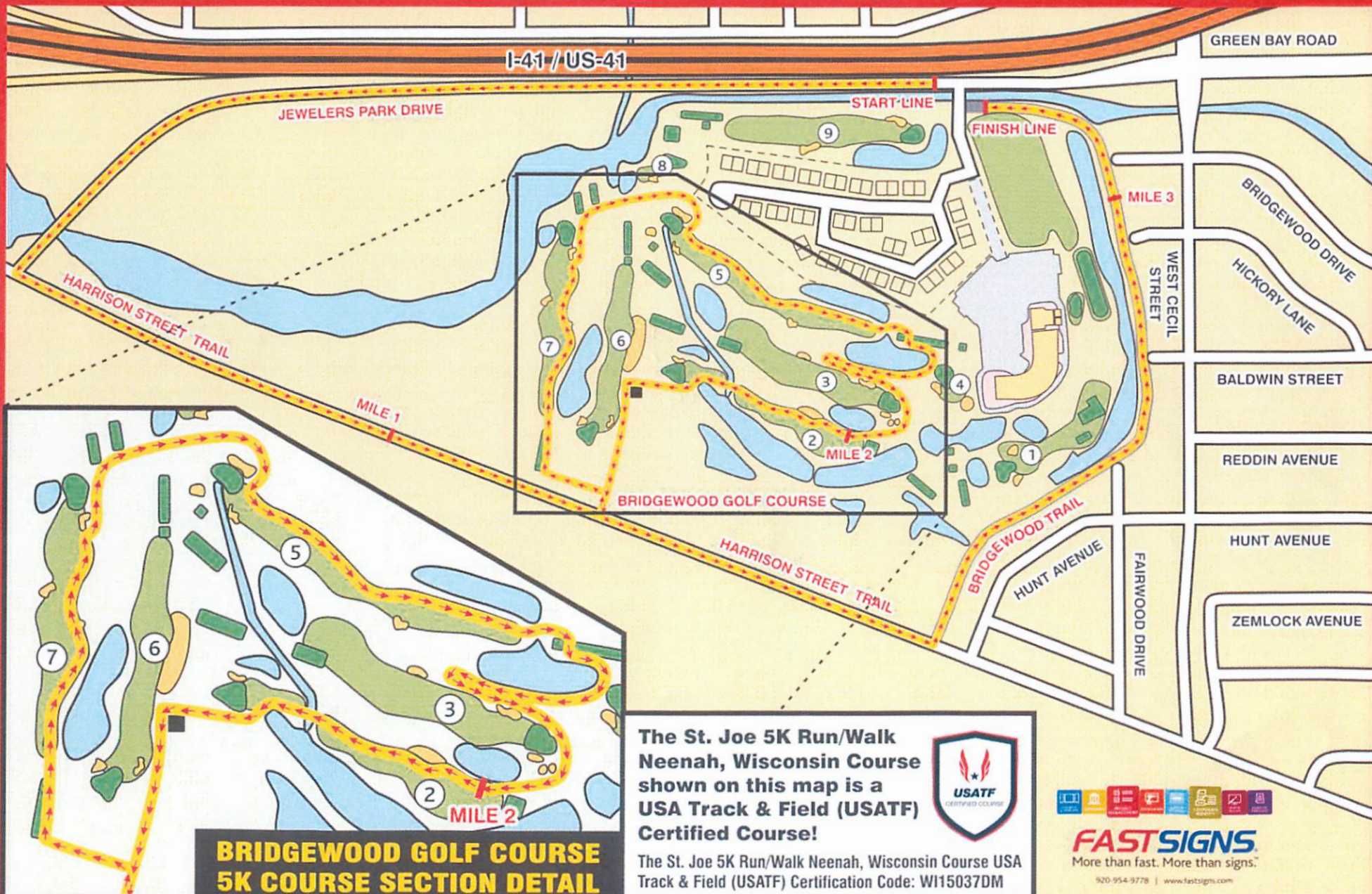
CERTIFICATE HOLDER

CANCELLATION

10/12/19 City of Neenah, WI 211 Walnut Street Neenah, WI 54956	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Terry Diller/MARG <i>Terry R. Diller</i>
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ST JOE 5K RUN/WALK 2019 COURSE MAP



The St. Joe 5K Run/Walk Neenah, Wisconsin Course shown on this map is a USA Track & Field (USATF) Certified Course!



The St. Joe 5K Run/Walk Neenah, Wisconsin Course USA Track & Field (USATF) Certification Code: WI15037DM



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**BRIDGEWOOD GOLF COURSE
5K COURSE SECTION DETAIL**

ST JOE 5K RUN/WALK 2019 ALTERNATE COURSE MAP (RAINY DAY NO GOLF COURSE ROUTE!)



The St. Joe 5K Run/Walk
Neenah, Wisconsin Course
shown on this map is a
**USA Track & Field (USATF)
Certified Course!**



The St. Joe 5K Run/Walk Neenah, Wisconsin Course USA
Track & Field (USATF) Certification Code: W115036DM



FASTSIGNS
More than fast. More than signs.™

920-954-9778 | www.fastsigns.com



Neenah Special Event Permit Application

Event

Name Fox Cities Down Syndrome Awareness Walk

Webpage dsawfoxcities.org

Description

- Festival/Concert/Exhibition Parade Other:
 Tournament Race (Marathon/Criterium/Triathlon)
 Assembly/Rally Walkathon/March

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

See attached brochure

Schedule

Date(s)	Setup Time	Start Time	End Time	Cleanup Time
<u>10-5-19</u>	<u>7am</u>	<u>10:30am</u>	<u>3:00pm</u>	<u>4:30pm</u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>

Attendance

List estimated quantities:

Participants 1500

Spectators

List any entry fees:

Location

- Park/Public Property: Riverside Park
- Public Street/Sidewalk/Trail:
- Private Property/Other:

Applicant

Name Melanie Baeten Daytime Phone 920-418-2050

Email melanie@dsawfoxcities.org Cell Phone

Organization

Name Down Syndrome Assc. of WI - Fox Cities Tax Exempt No. 063190

Email info@dsawfoxcities.org Phone 920-460-9494

Address 211 East Franklin Street

City Appleton State WI Zip Code 54911

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



Neenah Special Event Permit Application

Police Department

Contact: Lieutenant Jon Kuffel

Phone: +1 (920) 886-6018

Address: 2111 Marathon Ave. Neenah, WI 54956

Email: jkuffel@ci.neenah.wi.us

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

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

Name Melanie Baeten Phone 920-418-2050

Name Debbie Merkel Phone 920-707-4392

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

Name _____ Phone _____

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

Name _____ Phone _____

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

Radios, cell phones, amplified/speaker system

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

Speaker system

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

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

Loudspeaker/PA System On the stage in the pavilion

Lost Child Recovery Site On the stage in the pavilion

Severe Weather Shelter(s) Pavilion

First Aid Station(s) Registration Tent

Enclosed/Fenced Area(s) NA

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



Neenah Special Event Permit Application

Neenah-Menasha Fire Rescue

Contact: Assistant Chief Vernon Green Phone: +1 (920) 886-6201
Address: 125 E. Columbian Ave. Neenah, WI 54956 Email: vgreen@nmfire.org

- 8. Will there be any pyrotechnics or open burning? Yes No
A permit is required. Applications should be filed separately with Neenah-Menasha Fire Rescue.
- 9. Will there be any generators used? Yes No
- 10. Will there be any cooking operations? Yes No
- 11. Will there be any tents or canopies? Yes No
- 12. Will there be any use of drones? Yes No

Winnebago County Health Department

Contact: Env. Health Specialist Jennifer Kloes Phone: +1 (920) 232-3000
Address: 112 Otter St. Oshkosh, WI 54901 Email: jkloes@co.winnebago.wi.us

- 13. Will there be any food or beverages prepared or served? Yes No
If yes, contact the Winnebago County Health Department.
- 14. Will there be any portable toilets and/or wash stations? Yes No
- 15. Will there be any water activities (ie. dunk tanks, water slides)? Yes No
- 16. Will there be any animals? Yes No

Clerk's Office

Contact: City Clerk Patty Sturn Phone: +1 (920) 886-6100
Address: 211 Walnut St. Neenah, WI 54956 Email: psturn@ci.neenah.wi.us

- 17. Will there be amplified music or announcements used for the event? Yes No
- 18. Will amplified sound be within 7 am - 10 pm on weekdays & 10 am - 11 pm on weekends/holidays? Yes No
If not, a special exemption must be requested and approved as part of this application. List the intended hours of amplified sound (per day, if applicable):
Start Time 10:30 End Time 2pm
- 19. Will there be any alcohol served? Yes No
A Temporary Class B Picnic License is required. Applications should be filed separately with the Clerk's Office.
- 20. Will there be any vendors/concessions? If so, please list: Yes No
Vendors will need to have a Solicitor Permit filed with the Clerk's Office.

Terra Verde Coffee truck



Neenah Special Event Permit Application

Traffic Department

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

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

21. Will the event close any street/sidewalk/trail (or portions thereof) to traffic? Yes No
Any adjacent properties must be notified by the applicant 5 weekdays in advance of the event. A copy of the notification must be submitted and approved by the City Traffic Engineer.

22. Will you be contracting for any barricading/signing equipment or services? If so, please list contractor: Yes No
Any traffic control plan not supplied by the City must be approved by the Traffic Department.

Name _____ Phone _____

23. Will you be providing volunteers to direct traffic? Yes No
All volunteers must be properly equipped, trained, and supplied with the Volunteer Flagger Instructions. (See attached.)

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

- Barricade/Sign Equipment**
Check if you are requesting equipment to be delivered to the event grounds. Equipment will need to be moved to their placement locations during the event.
- Barricade/Sign Placement**
Check if you are requesting equipment to be placed by the City during the event times.
- Flaggers to Direct Traffic**
Availability of community service aides (CSAs) and/or police officers are not guaranteed.
- Traffic Signal Programming**
Check if modifications to the traffic signal timing plans may be needed for the event.

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

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

27. Please identify handicap accessible parking locations and accommodations:



Neenah Special Event Permit Application

Parks & Recreation Department

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

Public Works Department

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

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

Public Park/Property: Riverside Park

Public Street/Trail:

Other:

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

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

Public Park/Property: Riverside Park near pavilion

Public Street/Trail:

Other:

30. Have the park shelters been pre-reserved with the Park & Recreation Department? Yes No
Park reservations must be completed before submittal of this application.

31. Are you requesting any street sweeping services to be provided by the city? Yes No

32. Will there be any dumpsters and/or portable trash receptacles provided? Yes No

33. Will the event utilize environmentally conscious practices and/or provide recycling receptacles? Yes No

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

Many volunteers to clean up

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



Neenah Special Event Permit Application

Checklist

Required to process application:

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

Required to approve application:

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

Provisions & Terms

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

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

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

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



Neenah Special Event Permit Application

Legal Notice

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

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

Hold harmless indemnification and defense.

For good and valuable consideration the applicant and/or the organization agrees to indemnify, defend and hold harmless the City of Neenah and its officers, officials, employees and agents from and against any and all liability, loss, damage, expenses, costs, including attorney fees arising out of the activities performed as described herein, caused in whole or in part by any negligent act or omission of the applicant/organization, anyone directly or indirectly employed by any of them or anyone whose acts any of them may be liable, except where caused by the sole negligence or willful misconduct of the City.

Signature

Date

8-20-19

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

OFFICE USE ONLY

Cost Estimate	Total Cost	Sponsor Cost
Parks & Recreation	_____	_____
Public Works/Traffic	_____	_____
Police	_____	_____
NM Fire	_____	_____
Total	_____	_____
Approvals		
Special Events Task Force		
Signature _____	Date _____	
Class B: Director of Public Works or Designee Class C: Public Services & Safety Committee / City Council		
Signature _____	Date _____	
Contingencies of Permit		

Neenah

Neenah Channel

Bergstrom-Mahler Museum of Glass

start

finish

Riverside Park

E Wisconsin Ave

Pine St

Congress St

E Doty Ave

Stevens St

Linden Ct

E Wisconsin Ave

E Doty Ave

Riverside Park Drive

Riverside Park Drive

N Park Ave

N Park Ave

Wheeler St

Lakeshore Ave

Lakeshore Ave

Lakeshore Ave



DOWNSYN-01

SZIMMER

CERTIFICATE OF LIABILITY INSURANCEDATE (MM/DD/YYYY)
7/11/2019

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

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

PRODUCER Robertson Ryan - Milwaukee 330 East Kilbourn Avenue, Suite 650 Milwaukee, WI 53202	CONTACT NAME:	PHONE (A/C, No, Ext): (414) 271-3575		FAX (A/C, No): (414) 271-0196
	E-MAIL ADDRESS:	INSURER(S) AFFORDING COVERAGE		
INSURED Down Syndrome Association of Wisconsin Inc. 11709 W Cleveland Avenue, Suite 2 West Allis, WI 53227	INSURER A : SECURA INSURANCE A MUTUAL COMPANY 22543			
	INSURER B :			
	INSURER C :			
	INSURER D :			
	INSURER E :			
INSURER F :				

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR			CP3168122	9/1/2019	9/1/2020	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
							MED EXP (Any one person)	\$ 10,000
							PERSONAL & ADV INJURY	\$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	\$ 2,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						PRODUCTS - COMPI/OP AGG	\$ 2,000,000
	OTHER:							\$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			A3307394	9/1/2019	9/1/2020	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB			CU3219333	9/1/2019	9/1/2020	EACH OCCURRENCE	\$ 1,000,000
	<input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE						AGGREGATE	\$ 1,000,000
	DED <input checked="" type="checkbox"/> RETENTION \$ 10,000							\$
A	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			WC3168123	9/1/2019	9/1/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	\$ 100,000
							E.L. EACH ACCIDENT	\$ 100,000
							E.L. DISEASE - EA EMPLOYEE	\$ 500,000
							E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Down Syndrome Association of Wisconsin - Fox Cities Down Syndrome Awareness Walk, October 5, 2019
 The City of Neenah: additional insured for liability as their interest may appear per policy provisions.

CERTIFICATE HOLDER**CANCELLATION**

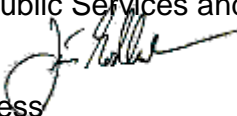
Riverside Park
 500 E Wisconsin Avenue
 Neenah, WI 54956

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

AUTHORIZED REPRESENTATIVE



M E M O R A N D U M

DATE: September 6, 2019
TO: Chair Bates, members of the Public Services and Safety Committee
FROM: City Attorney Jim Godlewski 
RE: Operator License Review Process

Recently, the Beverage License Review Process has come under increased scrutiny due to the number of recommended denials by the police department resulting from applicants failing to list all ordinance or statutory violations from their record on the beverage operator license application form. Staff had been treating the failure to list all violations as an automatic disqualifier for the operator license. The rejected applicant could not reapply for an operator's license again for one year after the initial application. The committee has questioned why the period for reapplication is so long and whether that period can be shortened. The committee also expressed an interest in using a "probationary" status for those applicants who failed to disclose all violations in the past five years on their license applications. The committee specifically requested an opinion from the City Attorney regarding the reapplication period and requested the City Attorney prepare "probationary" agreements for those applicants who failed to fully disclose all violations on the license application form. For the reasons stated below, the Committee has the authority to reduce the reapplication time period from one year to a time period shorter than one year. In addition, upon further review of the statute, I have concluded that the City does not have the authority to issue "probationary" operator licenses but can condition the issuance of an operator license on the applicant appearing before the committee to explain the failure to fully disclose all violations.

Reapplication Period

Currently, the operator's license instructions provide that if the "application should be denied", the applicant "cannot reapply until one year after the denial." This reapplication period was adopted as part of the application parameters for operator's licenses. It is not mandated by either state law or city ordinances. Thus, the committee is free to modify the reapplication period as part of any amendment to the application parameters.

Probationary Licenses

Upon further review and through discussion with staff, I have concluded that issuing probationary operator licenses is not authorized by statute and therefore cannot be used to address those applicants who fail to fully disclose past violations on their application forms.

Previously, I had believed that Wis. Stat. §125.10(1) provided authority for a municipality to create and issue “probationary” operator’s license. That section states in part:

AUTHORIZATION. Any municipality may enact regulations incorporating any part of this chapter and may prescribe additional regulations for the sale of alcohol beverages, not in conflict with this chapter.

Another provision in Chapter 125 provides the following:

LICENSES OR PERMITS ISSUED IN VIOLATION OF CHAPTER. No license or permit may be issued to any person except as provided in this chapter. Any license or permit issued in violation of this chapter is void.

Wis. Stat. §125.04(2). Nowhere in Chapter 125 is a “probationary” operator’s license authorized. In addition, state law provides:

Legislative intent. This chapter shall be construed as an enactment of the legislature's support for the 3-tier system for alcohol beverages production, distribution, and sale that, through *uniform statewide regulation*, provides this state regulatory authority over the production, storage, distribution, transportation, sale, and consumption of alcohol beverages by and to its citizens, for the benefit of the public health and welfare and this state's economic stability. (*Emphasis Added*)

Wis. Stat. §125.01. These two provisions, when read together, make it clear that municipalities are limited to issuing only those licenses authorized by state law.

Alternative to Probationary Licenses

To address applicants that fail to disclose past violations, an alternative utilized by staff with the recent group of applicants, is for staff to contact the applicant and offer the opportunity to supplement their application. This amendment would be noted for the committee for its review. This would be available only for violations not directly related to the operator license. In the event that the omission involves a violation related to the operator’s license (e.g. violations outlined in the licensing parameters), those applications would be recommended for denial under the parameters both for the violation itself as well as the failure to list the violation in the application.

Staff recommends that the Committee authorize staff to invite operator license applicants to supplement their application with any omitted minor violations and report the same to the Committee.

Public Services & Safety Committee September 10, 2019

BEVERAGE OPERATOR LICENSE APPLICATIONS:

New or Renewal	Last Name, First, M.I.	Municipality	Place of Business
New	Braun, Michayla S.	Neenah	Festival Foods, Neenah
New	Broemer, Elizabeth R.	Menasha	Short Branch
New	Harder, Monica L.	Neenah	Lucky Dogz
New	Hietpas, Riley G.	Appleton	Festival Foods, Neenah
New	Krautkramer, Cecilia T.	Appleton	Festival Foods, Neenah
New	Kriefall, Kristina M.	Menasha	ICU Bar & Grill
New	Lee, Marissa B.	Neenah	Cedar Bar

BEVERAGE OPERATOR LICENSE APPLICATIONS – Denial

New	Witthuhn, Nathan A	Appleton	Solea	Incomplete Application
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BEVERAGE OPERATOR LICENSE APPLICATIONS – For Review

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
New	Reagan, Heidi	Neenah	Walgreens	Incomplete Application
New	Reuss, Brittany	Neenah	Copperstill Bourbon Bar	Incomplete Application



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: 51828 Amt. Paid: \$100 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: Nathan (First) A (Middle Initial) Wittkahn (Last)
 Street Address: 3512 N. Whitney Dr City: Appleton State: WI Zip Code: 54914

DOB: Month/Date/Year

Sex (Male or Female)

Driver's License Number

Maiden Name: _____

Home Phone: _____

Where will you be working: Salea

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? No insurance 6 months TEXAS

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 8/2/19
 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 - Walt
- 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 13, 2019

BY CERTIFIED MAIL
RETURN RECEIPT REQUESTED

Nathan A. Witthuhn
3512 N. Whitney Drive
Appleton, WI 54914

Re: Denial of Beverage Operator's License Application (New Application)
Nathan A. Witthuhn

Dear Mr. Witthuhn,

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 OWI convictions 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. Guilty – BAC	01-29-2015	N/A	Not listed - "Have you been convicted of a misdemeanor or ordinance violation in the past five years?"
2. Guilty - OWI	03-18-2015		

In the event that you disagree with this determination and the denial of your application, you may appeal the denial of your application by filing a letter or notice of appeal within ten (10) days of the date of this letter (08/13/19) 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.

Sincerely,

Captain Jeffrey Bernice
Neenah Police Department

cc: City Clerk Sturn
City Attorney Godlewski



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: _____/_____/_____
 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

Fw: Appeal for Chloe Allyn on Sept 10
Stephanie A Cheslock to: Judy A Larson

09/05/2019 03:28 PM

Thank you!

Stephanie Cheslock
Deputy Clerk
211 Walnut Street,
Neenah, WI 54956
920-886-6110
scheslock@ci.neenah.wi.us

----- Forwarded by Stephanie A Cheslock/Neenah on 09/05/2019 03:22 PM -----

From: "Chloe Allyn" <chloekallyn@gmail.com>
To: scheslock@ci.neenah.wi.us
Date: 09/05/2019 02:53 PM
Subject: Appeal for Chloe Allyn on Sept 10

Greetings,

Hello my name is Chloe Allyn & we spoke earlier on the phone about a bartenders license appeal on September 10th. I am going to be working that evening so I will write what I would have contributed at the meeting.

To whom it may concern,

I was under the impression that I was fully disclosing my legal history when I filled out my application for a bartenders license earlier this August. When I received the denial letter I realized that I had completely forgotten about the citation received in 2015.

I'll explain the situation briefly: I had a very bad year & had been cited while borrowing my friend's vehicle that I did not realize was unregistered until I was pulled over. I am no longer close with that friend after multiple damaging things transpired with them, like the citation. A combination of that year being generally negative & trying to distance myself from that friend, I completely forgot about the citation ever happening. Receiving the denial for the license because of that was disappointing because I was not trying to evade being honest, I just genuinely forgot about it.

I did not initially re appeal because I was on a business trip and missed the 10 day window. Your reconsideration is greatly appreciated because I respectfully & dutifully hold a license in Appleton & take tending bar seriously & professionally. I think the immediate denial due to disclosure is understandable but in cases like this, with some nuance, can be a petty dismissal.

Thank you,
Chloe Allyn



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: 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

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 *inl.*
- 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 4th 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 disclose 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 disclose 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



®
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

Heidi L. Reagan
614 Oak Street
Neenah WI 54956

Re: Denial of Beverage Operator's License Application (New Application)
Heidi L. Reagan

Dear Ms. Reagan,

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 2016 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
I. Retail Theft	05-18-2016	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 (08/01/19) 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

Heidi Reagan
614 Oak Street
Neenah, WI 54956

RECEIVED

AUG 09 2019

8-8-19

To Whom it may concern
CITY OF NEENAH

I am writing this to appeal the decision not to issue me a alcohol server license. I realize now that I accidentally omitted my offense of shoplifting on 5-18-2016 in my initial application. This did not show on Ccap and I was rushed to fill out my application by my employer. I did not intentionally omit this offense.

I have been unable to work for the last 5 years because I was attacked by a dementia patient when I was a nurse. I had to have 12 kidney surgeries, I still have a hole in my heart and a brain aneurysm as well as short-term and long-term memory loss from my traumatic brain injury.

I have started a job at Walgreens because I need to support my family which includes three children. Walgreens will not allow me to continue employment without me having an operator's license.

I am asking you to please reconsider. It would mean a lot to me and my family.

Sincerely,
Heidi Reagan



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: 51184 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

Brittany V. Reuss
 Name: (First) (Middle Initial) (Last)

1028 E. Pacific St Appleton WI 54911
 Street Address City State Zip Code

DOB: Month/Date/Year Sex (Male or Female) Driver's License Number

Maiden Name: Reuss Home Phone: _____
 Where will you be working: Copper Hill Bourbon Cell Phone: _____

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

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, unpaid fines (NOW PAID)

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.

Brittany Reuss 7/31/19
 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
- 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

Brittany V. Reuss
1028 E. Pacific Street
Appleton, WI 54911

Re: Denial of Beverage Operator's License Application (New Application)
Brittany V. Reuss

Dear Ms. Reuss,

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, 2016 and 2017p 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
Operating While Suspended	01-22-2015	N/A	Not listed - "Have you been convicted of a misdemeanor or ordinance violation in the past five years?"
Operating A MV without Insurance	03-20-2015		
Failing to Wear a Seatbelt	03-20-2015		
No Registration	05-10-2015		
Operating A MV without Insurance	05-10-2015		
Proof of Insurance Required in Vehicle	07-11-2015		
Operating While Suspended	07-28-2016		

CITY OF NEENAH
Office of the City Attorney

August 7, 2019 – Page 2

Operating While Suspended	07-12-2017		
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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

Notice of appeal letter

RECEIVED

AUG 07 2019

CITY OF SEENAH

To whom it may concern,

I am writing a notice of appeal letter in regards to my operator (bartender) license application. It would be greatly appreciated if my application for an operator (bartender) license could be reconsidered.

I realize that I have misunderstood exactly what information was required or how specific I needed to be on my application. I was trying to generalize my history and I most certainly was not trying to deliberately withhold any information in an attempt to be dishonest. My driving license was suspended due to unpaid traffic violations. At the time I was not made aware of it until I had gone to the DMV to renew my driving license and they told me I was suspended. I believe that very same day I had found out, I had my mom take me to pay my tickets and I was reinstated immediately.

I also realize that at the time of submitting my bartending license application, I had three outstanding tickets from 4 years ago for driving without proof of insurance and driving without insurance (which has been corrected and I am/have been a fully insured driver). I have also now paid those citations as of 8/6/19 in full.

I have had an operator (bartender) license in the past, but failed to renew it within the two-year time frame, as my hours had changed and I was always bartending with another licensed bartender. This will be changing again soon and I will be required to work as the licensed bartender on certain occasions.

Thank you very much for your time and consideration on this matter.

Sincerely,
Brittany Reuss



M E M O R A N D U M

DATE: September 6, 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

- 1) Contract 3-18 (Nature Trails/Eaglecrest) – Work is complete. The contractor has provided an estimate to grade and pave the Shootingstar Drive connection. It is over 20% above the available budget. Staff is evaluating options.
- 2) Contract 1-19 (Caroline, Stevens, Fifth) – Work is complete. Final quantity measurements are being made.
- 3) Contract 2-19 (Stanley Ct, Stanley St, Thomas)
 - a) Stanley Court – The contractor is scheduled to begin road excavation the week of Sept. 9.
 - b) Stanley Street – Water main work is complete. The street is in the rest period.
 - c) Thomas Court – The contractor is scheduled to begin curb/gutter installation.
- 4) Contract 4-19 (Concrete Pavement and Sidewalk Repair) – Miscellaneous pavement and sidewalk repairs are ongoing.
- 5) Contract 5-19 (Hot-Mix Asphalt Pavement Repair) – Work has started. The contractor will be in after Labor Day to complete the work.
- 6) Contract 7-19 (Breezewood Sanitary Sewer) – This contract was advertised on Sept. 5. Bid opening is scheduled for Sept. 19. The contract includes the extension of sanitary sewer on Breezewood Lane and through the Harness easement to Cumings Lane.
- 7) Courtney Court – Utility work is complete. Road excavation is scheduled to start the week of Sept. 9.
- 8) The Tullar Road pedestrian beacons were installed at the Byrd Avenue crossing prior to the start of school.
- 9) Cardinal Plat – Work on the Cardinal Plat (located north of Lone Oak Drive and west of Paintbrush Road) is scheduled to start the week of Sept. 9. Access to the site will come from Lone Oak Drive.
- 10) S. Commercial Street – Staff has prepared an application for Surface Transportation Program – Urban (STP-U) funds for the reconstruction of S. Commercial Street (Stanley St – Winneconne Av). The application is under review by WisDOT. The funding cost split maximum is 80/20. Funding availability will dictate the timing of work on that project. At this point, it looks like construction could take place in 2025. This would require a design start in 2022.