

CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING
June 7, 2022 @ 6:30 PM
City Hall, 211 Walnut Street
Council Chambers

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

AGENDA

1. Approval of Minutes of the meeting for May 24, 2022 (Attachment)
2. Public Appearances
3. Resolution 2022-10: Compliance Maintenance Annual Report for Sanitary Sewer (CMAR) (Attachment)
4. Bridge over Neenah Creek-Bridgewood Golf Course Redevelopment (Attachment)
5. Sewer Lateral Replacement Coordinated with Lead Service Line Replacement (Attachment)
6. Special Events
 - a. Bergstrom-Mahler Museum Art After Dark (Attachment)
 - b. St. Margaret Mary Parish Farewell Party (Attachment)
 - c. Bikers Against Trafficking-WI (Informational Only) (Attachment)
7. Licenses
 - d. Temporary Class "B" (Picnic) License to sell fermented malt beverages for the Bergstrom-Mahler Museum Art After Dark (Attachment)
 - e. Temporary Class "B" (Picnic) License to sell fermented malt beverages and wine for the Bergstrom-Mahler Museum Art Fest (Attachment)
8. Public Works General Construction and Department Activity (Attachment)
9. Announcements/Future Agenda Items
10. Adjournment

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

CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES
Tuesday May 24, 2022, 6:30 PM

Present: Alderpersons, Hillstrom, Lendrum, and Stevenson

Excused: Alderperson Borchardt

Also Present: Mayor Lang, Public Works Director Kaiser, Police Chief Olson, Public Works Office Manager Mroczkowski, Corey Braumbaugh, and Matt Scharenbroch, with Miron Construction

Approval of Minutes of the meeting for the May 10, 2022 meeting

Motion Second/Carried Hillstrom/Stevenson to approve the minutes of the meeting of May 10, 2022. All voting aye.

Public Appearances:

None

Recommendation to hire a Construction Manager for the Police Department building expansion

Corey Braumbaugh and Matt Scharenbroch from Miron Construction introduced themselves to the committee. Mr. Scharenbroch stated that he has been a project manager with Miron Construction for 10 Years. Mr. Braumbaugh stated that he has been with Miron Construction for 26 years and oversees all of the business development projects.

Police Chief Olson stated that he recently met with the architect from FGM Architecture to discuss the project. Chief Olson stated that they discussed project management. Chief Olson stated that the architect suggested that the city hire a construction manager to oversee the project. Chief Olson stated that after presenting this idea to the building expansion committee, there were some questions on this type of project management methodology. He stated that he asked Miron Construction to attend tonight's meeting to provide more information about the process.

Alderperson Stevenson stated that he has concerns that there is no hard bid number. He stated that he is not sure that this type of bidding methodology is the best for this type of project.

Mayor Lang stated that there has been very little construction, like this, in the City of Neenah in the past 20 years. She stated that she is aware that other area communities are now turning to this type of project management and bidding process.

Mr. Braumbaugh presented an overview to the committee of what the role of a construction manager is. He stated that construction manager role is to work closely

with the architect, contractors and suppliers to assure that the project stays on schedule and on budget. He stated that the construction manager will manage the bidding process and payment process. The construction manager will serve as the contact point for all the sub-contractors and suppliers. He stated that it takes the burden and risk off of the municipality and puts it on the construction manager. He stated that there will be one person assigned as the project manager. Another person is assigned as the project superintendent and will be on site every day until the project is complete and report back to the project manager.

The Committee and representatives from Miron Construction discussed various aspects about the bidding process, bonding, the approval process for the bids once opened, the fee structure for this type bidding methodology, and where the construction manager's role begins with a project like this. Mr. Braumbrough suggested incorporating a guaranteed maximum price into the construction management agreement.

Director Kaiser stated that currently all project bids, payments, and change orders are approved by a board of public works and then the city council. He asked for clarification on how the approval process will work with the construction manager preparing and administering all the bid.

Mr. Braumbaugh stated that each bid will be sealed and submitted to the city's public works office. Each bid will be opened publicly. The construction manager will prepare the bid tabs and provide a recommendation to the city for contractor selection. He stated that at that point, the recommendation could then go before the Board of Public Works for approval and then onto the city council for final approval.

The Committee and representatives from Miron Construction discussed the issue of supply shortages and contractor shortages. Mr. Braumbaugh stated that having a construction manager, who is knowledgeable of the climate of the industry is a real advantage because they are aware of the supply and contractor shortages and can offer alternatives and also promote the project to potential bidders.

The Committee and representatives from Miron Construction discussed the project management fee and the difference between the two construction manager fees and how these costs will be tracked.

Director Kaiser stated that, per City Attorney Westbrook, the approval process for this needs to be done in two steps. He stated that first the council will need to approve entering into a contract with Miron Construction as the Construction Manager. He stated that after that is approval, the contract will need to be prepared and approved by the council.

Aldersperson Stevenson stated that he is comfortable moving forward with hiring a construction manager for this project. He stated that he wants to make sure that the language of a guaranteed maximum price is in the contract.

expansion and to bring back to the committee a formal contract including a guaranteed maximum price between Miron Construction and the City of Neenah for approval. All voting aye.

Licenses

2022-2023 Renewal of Retail Class “A” and Class “B” Liquor/Beer Licenses

The Committee held discussion on the third license for the golf course and questioned if any of the licenses up for approval had delinquent water bills, taxes, etc. Mayor Lang stated that she would follow up Clerk Nagel and report at the council meeting.

Motion/Seconded/Carried Stevenson/Hillstrom to recommend Council approve the 2022-2023 Renewal of Retail Class “A” and Class “B” Liquor/Beer Licenses. All voting aye.

Public Works General Construction and Department Activity

- 1) Contract 3-20 (Street - Van, Monroe, Gillingham)
 - a) Gillingham, Van, Monroe, Cavalry: Work is complete.
- 2) Shootingstar: The Shootingstar extension has been graded and graveled. The remaining grading and paving work on Shootingstar Drive and Armstrong Street has not been scheduled.2) Contract 4-21 (Epoxy Pavement Marking): About 75% of the work under this contract has been completed. The remaining work has been carried over to this year.
- 3) Contract 6-21 (Misc. Concrete Pavement, Sidewalk Repairs): Work was restarted the week of May 16.
- 4) Contract 7-21 (Harrison Pond): Pond excavation is complete. Ground conditions have delayed further work on the west retaining wall. The wall contract checked ground conditions on May 17 and felt that it was too soft to proceed.
- 5) Contract 8-21 (Jewelers Park Drive Trail): The boardwalk and north bridge are complete. Trail grading and paving are complete. Road work on Jewelers Park Drive is complete. Crews are placing topsoil, seed, mulch and erosion mat.

Director Kaiser stated that there is a ribbon cutting ceremony scheduled for June 15 at 11:00 AM to officially open the new trail.
- 6) Contract 1-22 (Utility Construction in Fredrick Drive area): Work is scheduled to be complete in the next week. We Energies will be replacing select gas service lines after our utility work is complete.
- 7) Contract 2-22 (Utility and Street Construction on Grove and Dieckhoff): Sanitary sewer installation is complete. Service replacements are ongoing and should be complete June 3. We Energies will follow that work with gas main replacement.

- 8) Contract 3-22 (Street Construction in Fredrick Drive area, Fresh Air Pk, Southview Pk): This contract was awarded to Northeast Asphalt, Inc. Work has not yet been scheduled. The contractor has indicated that they will mobilize when the Fredrick Drive area is ready for street work.
- 9) Contract 4-22 (S. Commercial Utility Construction): Sanitary sewer main installation is complete. Sewer and water service work is ongoing and should be complete May 27 after which a concrete patch will be placed.
- 10) Contract 5-22 (CTH JJ/CTH CB Utility Construction): Work is complete. Winnebago County has awarded the road construction contract to Vinton Construction. A pre-construction meeting has not been scheduled.

Alderson Stevenson asked if there was going to be any traffic control at the intersection of Tullar Road and Oakridge Road.

Director Kaiser stated that the Town of Neenah passed a resolution to be able to place temporary all way stops signs at this intersection. He stated that Winnebago County had placed them this morning. He stated that the city added a message sign board as well.
- 11) Contract 7-22 (Winneconne Ave Overpass Repairs): This contract was awarded to Pfeifer Brothers, Inc. Work has not yet been scheduled.
- 12) Transit Center Relocation Study: ECWRPC hosted a scoping meeting for the study with their consultant and City staff. The project will consist of 5 tasks – Best Practices Summary, Public Engagement, Site Identification, Draft Report-Presentation-Feedback, and Final Report. The study is scheduled for completion mid-August.
- 13) Jewelers Park Drive Bridge: An RFP has been distributed for engineering, design and construction management services for the construction of a new bridge over Neenah Creek to connect the Bridgewood Golf Course redevelopment project to Jewelers Park Drive. Proposals are due on May 27.

Announcements/Future Agenda Items: None

Adjournment: **Motion/Second/Carried Hillstrom/Stevenson to adjourn at 7:51 PM.**
All voting aye.

Respectfully submitted,



Lisa Mroczkowski
Public Works Office Manager



RESOLUTION NO. 2022-10

A RESOLUTION APPROVING COMPLIANCE MAINTENANCE ANNUAL REPORT FOR SANITARY SEWER

WHEREAS, the City of Neenah Common Council has reviewed the Compliance Maintenance Annual Report (CMAR) prepared for the Wisconsin Department of Natural Resources by the City's Department of Public Works staff relating to the City of Neenah's sanitary sewer conveyance system.

NOW, THEREFORE, BE IT RESOLVED the Common Council of the City of Neenah, Winnebago County this 15th day of June, 2022 that the City:

1. Accept the CMAR and place it on file;
2. Agree to continued monitoring and investigation of inflow and infiltration (I&I) in the City's sanitary sewer conveyance system; and,
3. Complete the sanitary sewer usage rate study.

Adopted, approved and recorded this 15th day of June, 2022.

Recommended by: Public Services and Safety Committee

CITY OF NEENAH, WISCONSIN

Moved: _____

Jane Lang, Mayor

Passed: _____

Charlotte Nagel, City Clerk

Compliance Maintenance Annual Report

Neenah Sewage Collection System

Last Updated: Reporting For:
6/3/2022 2021

Financial Management

<p>1. Provider of Financial Information</p> <p>Name: <input style="width: 150px;" type="text" value="Andrew Kahl"/></p> <p>Telephone: <input style="width: 150px;" type="text" value="9208866148"/> (XXX) XXX-XXXX</p> <p>E-Mail Address (optional): <input style="width: 300px;" type="text" value="akahl@ci.neenah.wi.us"/></p>													
<p>2. Treatment Works Operating Revenues</p> <p>2.1 Are User Charges or other revenues sufficient to cover O&M expenses for your wastewater treatment plant AND/OR collection system ?</p> <p>● Yes (0 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ No (40 points)</p> <p>If No, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>2.2 When was the User Charge System or other revenue source(s) last reviewed and/or revised?</p> <p>Year: <input style="width: 80px;" type="text" value="2021"/></p> <p>● 0-2 years ago (0 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ 3 or more years ago (20 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ N/A (private facility)</p> <p>2.3 Did you have a special account (e.g., CWFP required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment plant and/or collection system?</p> <p>● Yes (0 points)</p> <p>○ No (40 points)</p>	0												
<p>REPLACEMENT FUNDS [PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 3]</p>													
<p>3. Equipment Replacement Funds</p> <p>3.1 When was the Equipment Replacement Fund last reviewed and/or revised?</p> <p>Year: <input style="width: 80px;" type="text" value="2021"/></p> <p>● 1-2 years ago (0 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ 3 or more years ago (20 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ N/A</p> <p>If N/A, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>													
<p>3.2 Equipment Replacement Fund Activity</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">3.2.1 Ending Balance Reported on Last Year's CMAR</td> <td style="width: 5%; text-align: right;">\$</td> <td style="width: 35%; text-align: right;"><input style="width: 100%;" type="text" value="1,164,414.00"/></td> </tr> <tr> <td>3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)</td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input style="width: 100%;" type="text" value="0.00"/></td> </tr> <tr> <td>3.2.3 Adjusted January 1st Beginning Balance</td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input style="width: 100%;" type="text" value="1,164,414.00"/></td> </tr> <tr> <td>3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)</td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input style="width: 100%;" type="text" value="0.00"/></td> </tr> </table>	3.2.1 Ending Balance Reported on Last Year's CMAR	\$	<input style="width: 100%;" type="text" value="1,164,414.00"/>	3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)	\$	<input style="width: 100%;" type="text" value="0.00"/>	3.2.3 Adjusted January 1st Beginning Balance	\$	<input style="width: 100%;" type="text" value="1,164,414.00"/>	3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)	\$	<input style="width: 100%;" type="text" value="0.00"/>	
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3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)	\$	<input style="width: 100%;" type="text" value="0.00"/>											

Compliance Maintenance Annual Report

Neenah Sewage Collection System

Last Updated: Reporting For:
6/3/2022 2021

3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below*) -

\$ 0.00

3.2.6 Ending Balance as of December 31st for CMAR Reporting Year

\$ 1,164,414.00

All Sources: This ending balance should include all Equipment Replacement Funds whether held in a bank account(s), certificate(s) of deposit, etc.

3.2.6.1 Indicate adjustments, equipment purchases, and/or major repairs from 3.2.5 above.

3.3 What amount should be in your Replacement Fund?

\$ 782,682.00

0

Please note: If you had a CWFP loan, this amount was originally based on the Financial Assistance Agreement (FAA) and should be regularly updated as needed. Further calculation instructions and an example can be found by clicking the SectionInstructions link under Info header in the left-side menu.

3.3.1 Is the December 31 Ending Balance in your Replacement Fund above, (#3.2.6) equal to, or greater than the amount that should be in it (#3.3)?

- Yes
- No

If No, please explain.

4. Future Planning

4.1 During the next ten years, will you be involved in formal planning for upgrading, rehabilitating, or new construction of your treatment facility or collection system?

- Yes - If Yes, please provide major project information, if not already listed below.
- No

Project #	Project Description	Estimated Cost	Approximate Construction Year
1	Sanitary Sewer Relay and Lateral Replacement with street construction	1575000	2021
2	Sanitary Sewer and Lateral Replacement with Street Repair	1312000	2022
3	Replace sanitary sewer mains, manholes and laterals.	1922400	2023
4	Replace sewer mains, manholes and laterals prior to street replacement.	1560000	2024

5. Financial Management General Comments

ENERGY EFFICIENCY AND USE

6. Collection System

6.1 Energy Usage

6.1.1 Enter the monthly energy usage from the different energy sources:

COLLECTION SYSTEM PUMPAGE: Total Power Consumed

Number of Municipally Owned Pump/Lift Stations:

Compliance Maintenance Annual Report

Neenah Sewage Collection System

Last Updated: Reporting For:
6/3/2022 2021

	Electricity Consumed (kWh)	Natural Gas Consumed (therms)
January	13,415	141
February	16,515	118
March	21,687	67
April	25,438	34
May	20,720	12
June	18,160	7
July	25,022	5
August	18,362	4
September	15,924	5
October	11,327	6
November	11,664	39
December	17,667	109
Total	215,901	547
Average	17,992	46

6.1.2 Comments:

6.2 Energy Related Processes and Equipment

6.2.1 Indicate equipment and practices utilized at your pump/lift stations (Check all that apply):

- Comminution or Screening
- Extended Shaft Pumps
- Flow Metering and Recording
- Pneumatic Pumping
- SCADA System
- Self-Priming Pumps
- Submersible Pumps
- Variable Speed Drives
- Other:

6.2.2 Comments:

6.3 Has an Energy Study been performed for your pump/lift stations?

No

Yes

Year:

By Whom:

Describe and Comment:

Compliance Maintenance Annual Report

Neenah Sewage Collection System

Last Updated: Reporting For:
6/3/2022 2021

6.4 Future Energy Related Equipment
6.4.1 What energy efficient equipment or practices do you have planned for the future for your pump/lift stations?
<input type="text"/>

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Neenah Sewage Collection System

Last Updated: Reporting For:
6/3/2022 2021

Sanitary Sewer Collection Systems

1. Capacity, Management, Operation, and Maintenance (CMOM) Program

1.1 Do you have a CMOM program that is being implemented?

- Yes
- No

If No, explain:

1.2 Do you have a CMOM program that contains all the applicable components and items according to Wisc. Adm Code NR 210.23 (4)?

- Yes
- No (30 points)
- N/A

If No or N/A, explain:

1.3 Does your CMOM program contain the following components and items? (check the components and items that apply)

Goals [NR 210.23 (4)(a)]

Describe the major goals you had for your collection system last year:

The major goals of the system was to provide uninterrupted service to customers without backups; replace old sanitary sewer mains and laterals on streets to be reconstructed; and to identify new sources of infiltration.

Did you accomplish them?

- Yes
- No

If No, explain:

Organization [NR 210.23 (4) (b)]

Does this chapter of your CMOM include:

- Organizational structure and positions (eg. organizational chart and position descriptions)
- Internal and external lines of communication responsibilities
- Person(s) responsible for reporting overflow events to the department and the public

Legal Authority [NR 210.23 (4) (c)]

What is the legally binding document that regulates the use of your sewer system?

Chapters 26 & 28 Neenah Munic. Code

If you have a Sewer Use Ordinance or other similar document, when was it last reviewed and revised? (MM/DD/YYYY) 2006-05-03

Does your sewer use ordinance or other legally binding document address the following:

- Private property inflow and infiltration
- New sewer and building sewer design, construction, installation, testing and inspection
- Rehabilitated sewer and lift station installation, testing and inspection
- Sewage flows satellite system and large private users are monitored and controlled, as necessary
- Fat, oil and grease control
- Enforcement procedures for sewer use non-compliance

Operation and Maintenance [NR 210.23 (4) (d)]

Does your operation and maintenance program and equipment include the following:

- Equipment and replacement part inventories
- Up-to-date sewer system map

Compliance Maintenance Annual Report

Neenah Sewage Collection System

Last Updated: Reporting For:
6/3/2022 2021

A management system (computer database and/or file system) for collection system information for O&M activities, investigation and rehabilitation
 A description of routine operation and maintenance activities (see question 2 below)
 Capacity assessment program
 Basement back assessment and correction
 Regular O&M training
 Design and Performance Provisions [NR 210.23 (4) (e)]
 What standards and procedures are established for the design, construction, and inspection of the sewer collection system, including building sewers and interceptor sewers on private property?
 State Plumbing Code, DNR NR 110 Standards and/or local Municipal Code Requirements
 Construction, Inspection, and Testing
 Others:

Standard Specifications for Sewer and Water Construction in Wisconsin

 Overflow Emergency Response Plan [NR 210.23 (4) (f)]
 Does your emergency response capability include:
 Responsible personnel communication procedures
 Response order, timing and clean-up
 Public notification protocols
 Training
 Emergency operation protocols and implementation procedures
 Annual Self-Auditing of your CMOM Program [NR 210.23 (5)]
 Special Studies Last Year (check only those that apply):
 Infiltration/Inflow (I/I) Analysis
 Sewer System Evaluation Survey (SSES)
 Sewer Evaluation and Capacity Management Plan (SECAP)
 Lift Station Evaluation Report
 Others:

2. Operation and Maintenance

2.1 Did your sanitary sewer collection system maintenance program include the following maintenance activities? Complete all that apply and indicate the amount maintained.

Cleaning	60	% of system/year
Root removal	1	% of system/year
Flow monitoring	0	% of system/year
Smoke testing	0	% of system/year
Sewer line televising	1	% of system/year
Manhole inspections	30	% of system/year
Lift station O&M	60	# per L.S./year
Manhole rehabilitation	1	% of manholes rehabbed
Mainline rehabilitation	1	% of sewer lines rehabbed
Private sewer inspections	1	% of system/year

Compliance Maintenance Annual Report

Neenah Sewage Collection System

Last Updated: Reporting For:
6/3/2022 **2021**

Private sewer I/I removal % of private services
 River or water crossings % of pipe crossings evaluated or maintained

Please include additional comments about your sanitary sewer collection system below:

3. Performance Indicators

3.1 Provide the following collection system and flow information for the past year.

Total actual amount of precipitation last year in inches
 Annual average precipitation (for your location)
 Miles of sanitary sewer
 Number of lift stations
 Number of lift station failures
 Number of sewer pipe failures
 Number of basement backup occurrences
 Number of complaints
 Average daily flow in MGD (if available)
 Peak monthly flow in MGD (if available)
 Peak hourly flow in MGD (if available)

3.2 Performance ratios for the past year:

Lift station failures (failures/year)
 Sewer pipe failures (pipe failures/sewer mile/yr)
 Sanitary sewer overflows (number/sewer mile/yr)
 Basement backups (number/sewer mile)
 Complaints (number/sewer mile)
 Peaking factor ratio (Peak Monthly:Annual Daily Avg)
 Peaking factor ratio (Peak Hourly:Annual Daily Avg)

4. Overflows

LIST OF SANITARY SEWER (SSO) AND TREATMENT FACILITY (TFO) OVERFLOWS REPORTED **

Date	Location	Cause	Estimated Volume
None reported			

** If there were any SSOs or TFOs that are not listed above, please contact the DNR and stop work on this section until corrected.

5. Infiltration / Inflow (I/I)

5.1 Was infiltration/inflow (I/I) significant in your community last year?

- Yes
- No

If Yes, please describe:

Rain storms with heavy rains increased the flows in the system.

5.2 Has infiltration/inflow and resultant high flows affected performance or created problems in your collection system, lift stations, or treatment plant at any time in the past year?

- Yes

Compliance Maintenance Annual Report

Neenah Sewage Collection System

Last Updated: Reporting For:
6/3/2022 2021

- No

If Yes, please describe:

5.3 Explain any infiltration/inflow (I/I) changes this year from previous years:

There were no major issues with high flows but the City did not have any flooding or major rain storms.

5.4 What is being done to address infiltration/inflow in your collection system?

The City continues to replace old mains, manholes and laterals with street projects. We are proposing to replace old laterals that were previously replaced to the right of way all the way to the building in older areas of the City. We are continuing to install storm laterals where possible to encourage property owners to connect sump pump lines to the storm sewer and not into the building drain.

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Neenah Sewage Collection System

Last Updated: Reporting For:
6/3/2022 2021

Grading Summary

WPDES No: 0047341

SECTIONS	LETTER GRADE	GRADE POINTS	WEIGHTING FACTORS	SECTION POINTS
Financial	A	4	1	4
Collection	A	4	3	12
TOTALS			4	16
GRADE POINT AVERAGE (GPA) = 4.00				

Notes:

- A = Voluntary Range (Response Optional)
- B = Voluntary Range (Response Optional)
- C = Recommendation Range (Response Required)
- D = Action Range (Response Required)
- F = Action Range (Response Required)

Compliance Maintenance Annual Report

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Resolution or Owner's Statement

Name of Governing Body or Owner:	<input type="text"/>
Date of Resolution or Action Taken:	<input type="text"/>
Resolution Number:	<input type="text"/>
Date of Submittal:	<input type="text"/>
ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO SPECIFIC CMAR SECTIONS (Optional for grade A or B. Required for grade C, D, or F):	
Financial Management: Grade = A	<input type="text"/>
Collection Systems: Grade = A (Regardless of grade, response required for Collection Systems if SSOs were reported)	<input type="text"/>
ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO THE OVERALL GRADE POINT AVERAGE AND ANY GENERAL COMMENTS (Optional for G.P.A. greater than or equal to 3.00, required for G.P.A. less than 3.00) G.P.A. = 4.00	
<input type="text"/>	



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

M E M O R A N D U M

DATE: June 1, 2022
TO: Mayor Lang and Members of the Public Services and Safety Committee
FROM: Gerry Kaiser, Director of Public Works
RE: Bridge over Neenah Creek - Bridgewood Golf Course Redevelopment

Proposals were requested from five firms to provide engineering, design and construction management services for the construction of a new bridge over Neenah Creek to connect the Bridgewood Golf Course redevelopment project to Jewelers Park Drive. GRAEF was the only firm that presented a proposal. The other firms cited limited staff availability due to project workloads and the project timeframe as reasons for passing on the project.

GRAEF presented a strong project team and solid references to similar types of projects. The cost proposal estimates \$121,659.41 for design, permitting and preparation of bid documents and \$28,218.92 for construction administration services – a total fee structure estimated at \$149,878.39. While it is never comfortable to proceed on a project like this without comparable proposals, the project hours and costs do not appear to be out of line given the overall scope.

Pending the development of a tax increment district encompassing the Bridgewood redevelopment to cover the cost for this work, the work costs would be covered through existing TID 7 funds. The project schedule calls for plans to be out for bid in February 2023 and construction to be done through the late spring/summer of that year to be open in August.

Staff recommends Council approve contracting with GRAEF for engineering, design and construction management services for the construction of a new bridge over Neenah Creek connecting the Bridgewood Golf Course redevelopment project to Jewelers Park Drive and a not to exceed cost of \$149,878.39.



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

M E M O R A N D U M

DATE: June 1, 2022
TO: Mayor Lang and Members of the Public Services and Safety Committee
FROM: Gerry Kaiser, Director of Public Works
RE: Sewer Lateral Replacement Coordinated with Lead Service Line Replacement

Council members were informed by Water Utility Director Mach via a May 24 email (attached) of the proposed rollout of a lead service line replacement program funded through a grant program. Director Mach has worked closely with Public Works staff to identify candidate streets and to coordinate the water service work with sewer lateral replacements. If sewer laterals are included in this project, two steps need to take place – budget and special assessment.

PROJECT DESCRIPTION AND PROGRAM COMMENTS	Utility Owned Services Replaced	Privately Owned Services Replaced
<u>2022 WATER UTILITY</u>		
<u>Distribution System – Lead ServiceLine Replacements</u>		
1.Reddin Avenue (Winneconne - Cecil)	0	51
2.Madison Street (Reddin - Zemlock)	0	13
3.Hunt Avenue (Madison - Cecil)	0	38
4.Zemlock Avenue (Winneconne - Cecil)	1	49
5.Nicolet Boulevard (First - Beaulieu)	1	33
Subtotal 2022 Distribution System - LSL Replacements	2	184

Budget: Funds were not budgeted for these sewer lateral replacements so a budget amendment will be required. A possible source of funding for this work are the amounts remaining in two project budgets. The S. Commercial Street sanitary sewer project was budgeted at \$832,000. Due to a change in project scope after budgeting, the actual construction bid for this work was \$436,580, a difference of \$395,420.50. In addition, the contract for the sanitary sewer work on Grove Street is about \$162,000 below budget. Combined, these come to \$558,240. Allowing cushion for any overages in those two projects, and at an estimated cost of \$4,000 per sewer lateral, we can cover about 130 sewer laterals. If Council wishes to pursue this work, a budget amendment identifying the use of those two project funds could be noted as the funding source.

Special Assessments: Staff expectation is that a portion of the sanitary sewer lateral work would be special assessed to the served property per City policy. To do that, we would need to initiate the special assessment process. As noted above, the estimated total cost for sanitary sewer work is \$4,000 per lateral. Under current policy, this would result in a special assessment of \$2,000 per sewer lateral. This special assessment process would not be started unless and until Council approved the budget amendment for the work.

Staff recommends that Council approve a budget amendment to provide for sewer lateral replacements done in conjunction with the lead service line replacement program using \$520,000 in budgeted funds remaining from the S. Commercial Street and Grove Street sanitary sewer replacement projects.



Private Lead Service Line Funding Update

Anthony L Mach to: \$Council15, Andrew W Kahl
Cc: \$Water Commission

05/24/2022 12:34 PM

From: Anthony L Mach/Neenah
To: \$Council15, Andrew W Kahl/Neenah@Neenah
Cc: \$Water Commission

Hello Council Members:

We are in the process of addressing any final requirements from the DNR with regards to securing the private lead service line replacement funding.

The plan at this point to address lead service lines on Reddin Ave., Madison St., Hunt Ave., Zemlock Ave., and Nicolet Blvd. There are a total of 184 private lead service lines in these areas, as detailed below:

PROJECT DESCRIPTION AND PROGRAM COMMENTS	Utility Owned Services Replaced	Privately Owned Services Replaced
<u>2022 WATER UTILITY</u>		
<u>Distribution System - LSL Replacements</u>		
1.Reddin Avenue (Winneconne - Cecil)	0	51
2.Madison Street (Reddin - Zemlock)	0	13
3.Hunt Avenue (Madison - Cecil)	0	38
4.Zemlock Avenue (Winneconne - Cecil)	1	49
5.Nicolet Boulevard (First - Beaulieu)	1	33
Subtotal <u>2022 Distribution System - LSL Replacements</u>	<u>2</u>	<u>184</u>

The reasoning for directing resources in these areas is twofold:

1. These areas have been subjected to partial lead service line replacements (only the city-side lateral was replaced). Thus, the Water Utility cost can be minimized insofar as there are only two city-side water services to replace. The process of replacing only one side of a lead service line replacements is no longer acceptable as this can lead to higher lead concentrations. We would be able to address this issue directly and "complete the job."

2. These areas have partial sanitary lateral replacements. Public Works staff have indicated that many of the existing laterals in these areas are known to be failing or leaking. As such, we may be able to address major infiltration and inflow (I&I) issues at the same time as the lead service replacement. Ultimately, the homeowner and the City will see direct benefits.

In order to maximize the utilization of these funds, it would be prudent to replace both the lead service line and the remaining sanitary laterals at the same time. Since the funding to remove private lead service lines allows for ancillary costs, it is likely that some of the restoration costs for replacing the water services and sanitary laterals can be covered by the funding. This will possibly alleviate some of the costs to both the homeowner and the Sanitary Utility. Two steps are needed to incorporate the sanitary sewer lateral work into the lead service line replacement project. Since this work was not budgeted, a budget adjustment is necessary. That request will come to an upcoming Public Services and Safety Committee. If that budget amendment is approved, the second step is to initiate the special assessment process. While the funding will be able to

cover costs for ancillary work, as noted above, there will still be direct costs related to the sanitary sewer lateral replacement that it will not cover. We propose to split those costs between the Sanitary Sewer Utility and the property owner.

Please let me know if you have any concerns or questions. We would like to know if there are any objections to this process and if there are any steps that can be taken to expedite the approval process.

Best regards,
Tony

Anthony L. Mach
Water Utility Director
Neenah Water Utility
211 Walnut St.
Neenah, WI 54956
Office: (920) 886-6182
Cell: (920) 858-6300



Neenah Special Event Permit Application

Event

Name June Art After Dark at Bergstrom-Mahler Museum of Glass
Webpage bmmglass.com

Description

- Festival/Concert/Exhibition
 Parade/March
 Other:
 Tournament
 Competitive Race
 Assembly/Rally
 Non-Competitive Run/Walk

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

Relive "Eighties Prom Night" with a live DJ, dancing, activities for all ages, and local brews all on the museum lawn overlooking beautiful Lake Winnebago. Food trucks will be on-site in our driveway. Our galleries and shop will be open late. (Free)

Schedule

Date(s)	Setup Time	Start Time	End Time	Cleanup Time
<u>6/23/22</u>	<u>10:00am</u>	<u>5:00pm</u>	<u>9:00pm</u>	<u>11:00pm</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 10

Spectators 500

List any entry fees:

Free and open to the public

Location

- Park/Public Property:
- Public Street/Sidewalk/Trail:
- Private Property/Other: The front and lake lawns of Bergstrom-Mahler Museum of Glass at 165 N. Park Ave. Bergstrom-Mahler Museum of Glass

Applicant

Name John Timmer Daytime Phone +1 (920) 751-4658

Email timmer@bmmglass.com Cell Phone +1 (920) 216-1694

Organization

Name Bergstrom-Mahler Museum of Glass Tax Exempt No. 39-0958257

Email answers@bmmglass.com Phone +1 (920) 751-4658

Address 165 North Park Avenue

City Neenah State WI Zip Code 54956

The organization shall incur all City service and equipment costs associated with the event. 501(c) organizations with a valid tax exempt certificate receive reduced rates for services/equipment provided by the City. See Municipal Code §14-129(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 Amy Moorefield - Executive Director Phone +1 (540) 204-7288

Name John Timmer - Assistant Director Phone +1 (920) 216-1694

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

Name _____ Phone _____

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

Name _____ Phone _____

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

Cell phones, walkie-talkies, and public address loudspeakers

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

Public address loudspeakers

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 Lake lawn entertainment stage

Lost Child Recovery Site Museum front desk

Severe Weather Shelter(s) Museum basement

First Aid Station(s) Museum front desk

Enclosed/Fenced Area(s) Lake lawn area will be fenced.

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: jbonzetlet@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 5:00pm End Time 9:00pm
- 19. Will there be any alcohol served? Yes No
A [Temporary Class B Picnic License](#) is required. Applications should be filed separately with the Clerk's Office.
- 20. Will there be any vendors/concessions? If so, please list: Yes No
Vendors will need to have a [Solicitor Permit](#) filed with the Clerk's Office.

10 food trucks along 100 block of North Park Ave.



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:

N/A

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

Utilizing parking along North Park Ave.

27. Please identify handicap accessible parking locations and accommodations:

Handicap accessible spaces along North Park Ave. would remain available.



Neenah Special Event Permit Application

Parks & Recreation Department

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

Public Works Department

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

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

Public Park/Property: _____

Public Street/Trail: _____

Other: Fencing will be on 165 North Park Ave. museum property

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

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

Public Park/Property: _____

Public Street/Trail: _____

Other: On 165 North Park Ave. museum property in two locations

30. Have the park shelters been pre-reserved with the Park & Recreation Department? Yes No

Park reservations must be completed before submittal of this application.

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

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

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

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

Museum staff and volunteers will regularly patrol the grounds to pick up trash and check sanitary conditions.

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

Trash dumpsters



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.
- Reservation of park facilities.
Reservations may be made at the Parks & Recreation Office, 211 Walnut Street Neenah, WI 54956. See Question #30.
- Supplemental permits filed.
See Questions #8 (Fireworks/Open Burning Permit), #13 (Food Vending Permit), #19 (Temporary Class B Picnic License), and #20 (Vendor/Solicitor License).
- A detailed map of the event site/route.
A map identifying the event footprint and layout must be submitted with this application.
- A crisis management plan.
Required when not following the Emergency Response Protocol that is provided by the City. See Question #1.

Required to approve application:

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

Provisions & Terms

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

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

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

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



Neenah
WISCONSIN

Special Event Permit Application

Legal Notice

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

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

Hold harmless indemnification and defense.

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

Signature  Date 5/17/22

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	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

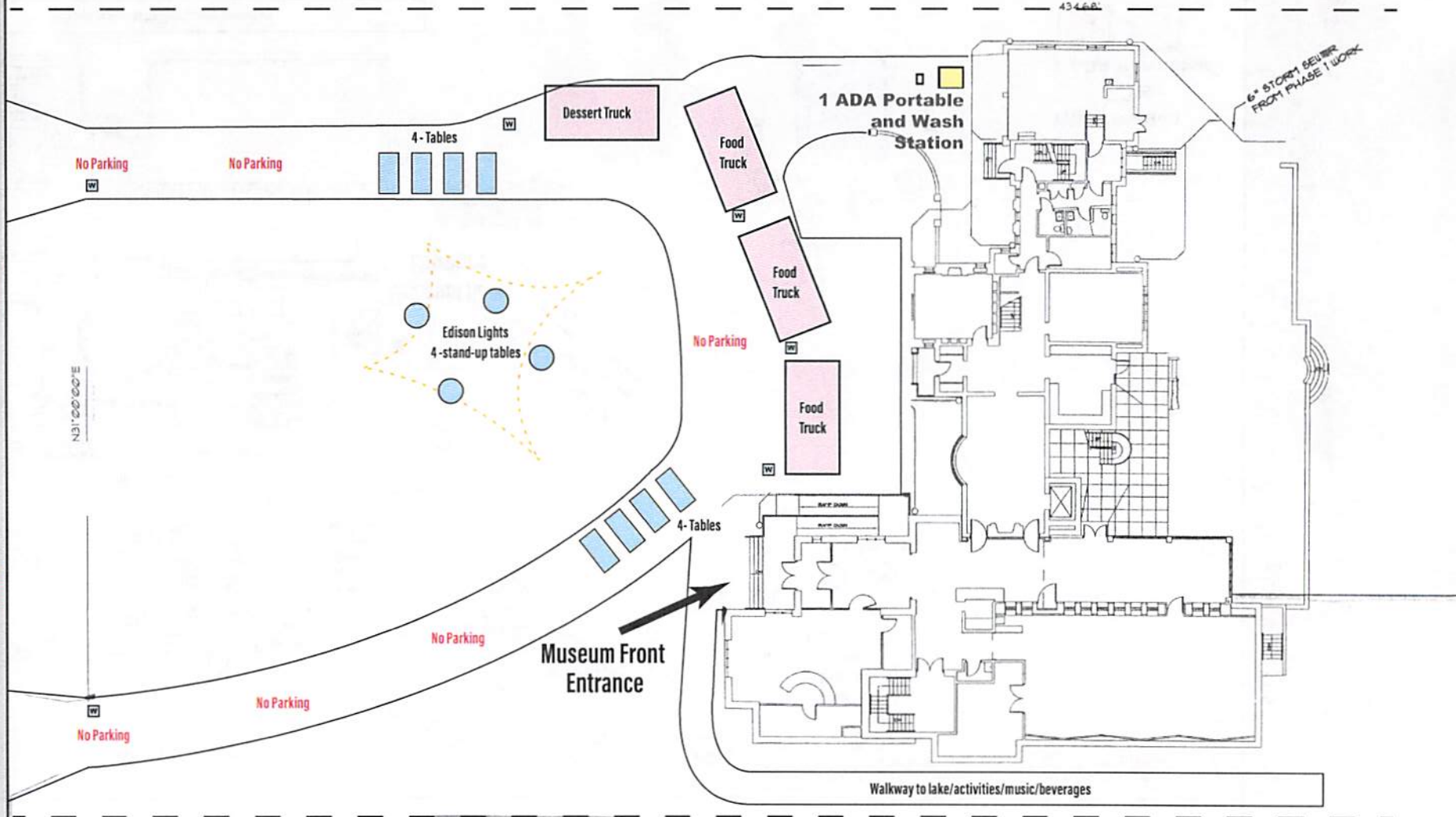
Signature _____ Date _____

Contingencies of Permit

Bergstrom-Mahler Museum of Glass: Art After Dark – West layout

165 N. Park Avenue, Neenah, WI 54956 920-751-4658

558°53'45"E
434.68'



Park Avenue

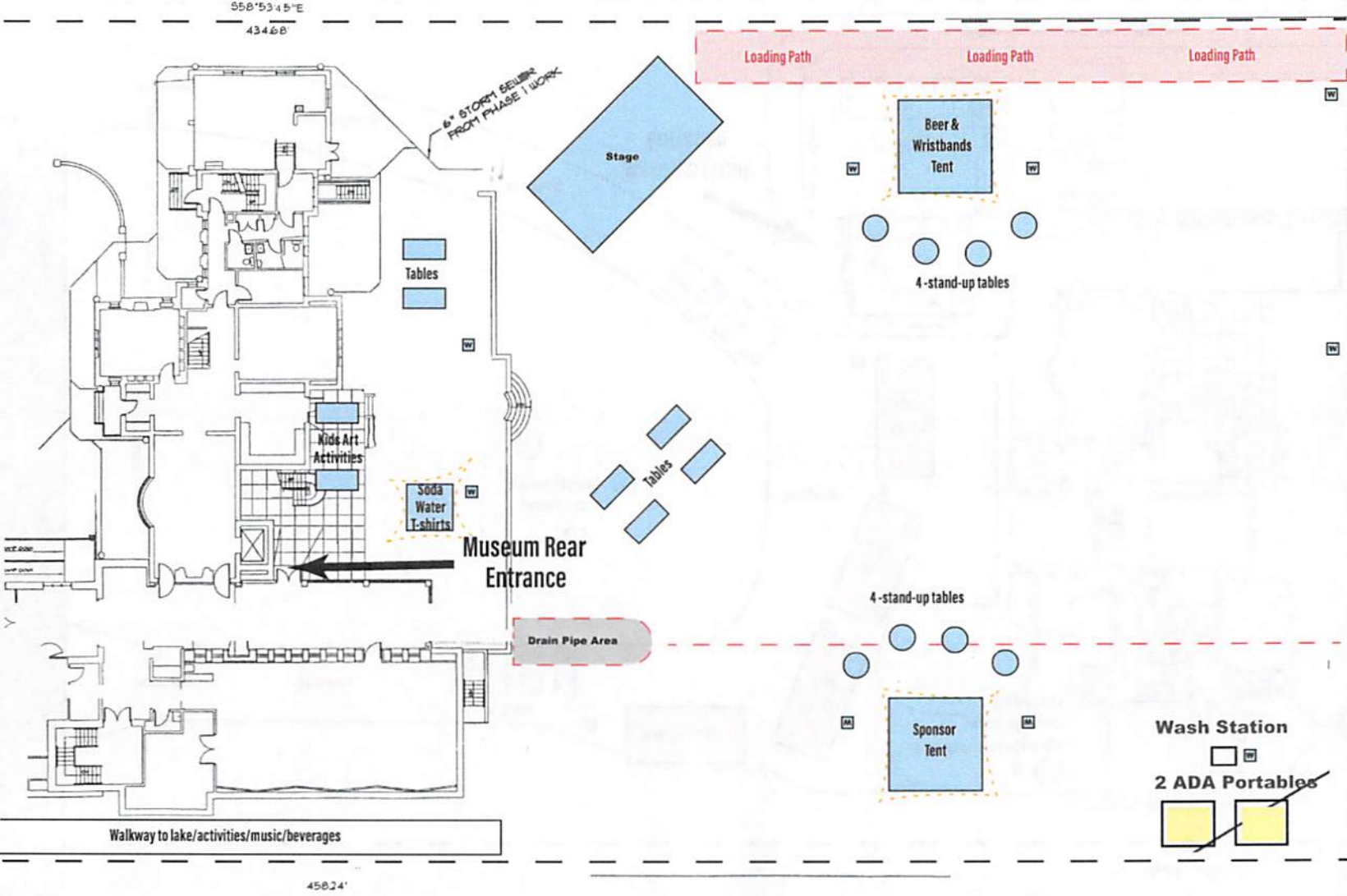
Museum Front Entrance

Walkway to lake/activities/music/beverages



Bergstrom-Mahler Museum of Glass: *Art After Dark* – EAST layout

165 N. Park Avenue, Neenah, WI 54956 920-751-4658



No Parking

No Parking - Unloading Only

No Parking

No Parking

Lakeshore Avenue





Special Event Permit Application

Event

Name Saint Margaret Mary Parish

Webpage https://www.smmneenah.org/

Description

- Festival/Concert/Exhibition Parade/March Other:
 Tournament Competitive Race
 Assembly/Rally Non-Competitive Run/Walk

Farewell party for the residing priest.

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

A cookout will take place immediately following the 9:30am Mass at St. Margaret Mary Parish on Sunday, June 26. It will be held in the school parking lot under a tent.

Schedule

Date(s)	Setup Time	Start Time	End Time	Cleanup Time
06/26/2022	9:00 AM	10:30 AM	2:00 PM	3:00 PM
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Attendance

List estimated quantities:

Participants 400

Spectators _____

List any entry fees:

None

Location

- Park/Public Property: _____
- Public Street/Sidewalk/Trail: _____
- Private Property/Other: St. Margaret Mary Parish & School at 620 Divison Street in Neenah.

Applicant

Name Pete Dulcamara Daytime Phone _____

Email peter.b.dulcamara@gmail.com Cell Phone +1 (920) 216-4120

Organization

Name St. Margaret Mary Parish Tax Exempt No. _____

Email _____ Phone _____

Address 620 Divison Street

City Neenah State WI Zip Code 54956

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



Neenah Special Event Permit Application

Police Department

Contact: Lieutenant Jon Kuffel

Phone: +1 (920) 886-6018

Address: 2111 Marathon Ave. Neenah, WI 54956

Email: jkuffel@ci.neenah.wi.us

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

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

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

Event Coordinators are responsible for executing the Emergency Response Protocol.

Name Pete Dulcamara Phone +1 (920) 216-4120

Name Patti Purcell Phone +1 (920) 475-4783

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

Name _____ Phone _____

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

Name _____ Phone _____

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

Cell phone

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

Voice

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 N/A

Lost Child Recovery Site N/A

Severe Weather Shelter(s) Friendship Hall (Parish basement)

First Aid Station(s) N/A

Enclosed/Fenced Area(s) N/A

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



Neenah Special Event Permit Application

Neenah-Menasha Fire Rescue

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

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

Winnebago County Health Department

Contact: Env. Health Specialist Jennifer Bonzelet Phone: +1 (920) 232-3000
Address: 112 Otter St. Oshkosh, WI 54901 Email: jbonzetlet@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 _____ End Time _____
- 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:

None

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

None

27. Please identify handicap accessible parking locations and accommodations:

Near the church



Special Event Permit Application

Parks & Recreation Department

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

Public Works Department

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

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

Public Park/Property: _____

Public Street/Trail: _____

Other: _____

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

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

Public Park/Property: _____

Public Street/Trail: _____

Other: _____

30. Have the park shelters been pre-reserved with the Park & Recreation Department? Yes No

Park reservations must be completed before submittal of this application.

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

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

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

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

Area will be policed by the organizing committee.

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

Required to approve application:

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

Provisions & Terms

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

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

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

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



Neenah
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 _____

Date _____

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

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 Special Event Permit Application

Event
 Name Bikers Against Trafficking-WI
 Webpage facebook.com/bikersagainsttraffickingwi

Description
 Festival/Concert/Exhibition Parade/March Other:
 Tournament Competitive Race
 Assembly/Rally Non-Competitive Run/Walk Guided Ride (4 County)

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

Guided ride followed by after party at Lucky Dogz on Green Bay Rd. Neenah from 5-7pm

Schedule	Date(s)	Setup Time	Start Time	End Time	Cleanup Time	Attendance	List estimated quantities:
		<u>7/9/22</u>	<u>7:18-Am</u>	<u>5:00pm</u>	<u>7:00pm</u>		<u>7:00pm</u>

Location
 Park/Public Property:
 Public Street/Sidewalk/Trail:
 Private Property/Other: Lucky Dogz

enter Neenah on Oakridge Road/Main Street to Green Bay Road; south on Green Bay Road to Lucky Dogz. gjk

Applicant
 Name Kelly Olson - Vice President Daytime Phone 920-585-5088
 Email Kelly@damascusroadproject.org Cell Phone 920-585-5088

Organization
 Name Becky Jacobsen - President Tax Exempt No. 82-2852064
 Email bikersagainstraffickingwi@gmail.com Phone 920-460-8044
 Address 744 Grandview Rd.
 City Hortonville State WI Zip Code 54944

The organization shall incur all City service and equipment costs associated with the event. 501(c)3 organizations with a valid tax exempt certificate receive reduced rates for services/equipment provided by the City. See Municipal Code 514-129(j) 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 Andrew Prust - Road Captain Phone 920-420-6938

Name Jens Jacobsen Phone 920-676-9614

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

Name N/A Phone _____

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

Name N/A Phone _____

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

Cell Phone

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

Cell Phone

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

Lost Child Recovery Site

Severe Weather Shelter(s)

First Aid Station(s)

Enclosed/Fenced Area(s)

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: jbonzefet@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 _____ End Time _____
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.



Neenah Special Event Permit Application

Traffic Department

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

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

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

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

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

Barricade/Sign Equipment

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

Barricade/Sign Placement

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

Flaggers to Direct Traffic

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

Traffic Signal Programming

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

Message Boards

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

Will request assistance at intersection of Main Street/Green Bay Road. gjk

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:

N/A

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

Lucky Dog's - private property

27. Please identify handicap accessible parking locations and accommodations:

N/A



Neenah Special Event Permit Application

Parks & Recreation Department

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

Public Works Department

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

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

- Public Park/Property: _____
- Public Street/Trail: _____
- Other: _____

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

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

- Public Park/Property: _____
- Public Street/Trail: _____
- Other: _____

30. Have the park shelters been pre-reserved with the Park & Recreation Department? Yes No

Park reservations must be completed before submittal of this application.

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

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

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

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

N/A

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

A



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.
- N/A \$75 application fee. (Not applicable if there is no full/partial street closure.) Receipt No: _____
Payment can be made at the Department of Legal & Administrative Services, 211 Walnut Street Neenah, WI 54956.
- Reservation of park facilities.
Reservations may be made at the Parks & Recreation Office, 211 Walnut Street Neenah, WI 54956. See Question #30.
- Supplemental permits filed.
See Questions #8 (Fireworks/Open Burning Permit), #14 (Food Vending Permit), #19 (Temporary Class B Permit License), and #20 (Vendor/Supplier License).
- A detailed map of the event site/route.
A map identifying the event footprint and layout must be submitted with the application.
- A crisis management plan.
Required when not following the Emergency Response Protocol that is provided by the City. See Question #1.

Required to approve application:

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

Provisions & Terms

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

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

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

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



Neenah Special Event Permit Application

Legal Notice

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

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

Hold harmless indemnification and defense.

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

Signature

Kelly M. Olson

Date

4/5/22

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: 41 (920) 886-6104. Email: jheinz@cityofneenah.wi.us

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

Dorey Casin

Date

5-25-2022

Contingencies of Permit

Public Services & Safety Committee

Temporary Class "B" (Picnic) License Application

Applicant	Name of Event	Beer/Beer&Wine	Location	Date(s) of Event		
Bergstrom-Mahler Museum Inc	Art After Dark	Beer	165 N. Park Ave	6/23/2022		
Bergstrom-Mahler Museum Inc	BMM GLASS Art Fest	Beer & Wine	165 N. Park Ave	8/12 & 8/13 2022		

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

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

FEE \$10.00

Application Date: 05/17/2022

Town Village City of Neenah

County of Winnebago

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

- A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.
 A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning 06/23/2022 and ending 06/23/2022 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. **Organization** (check appropriate box) → Bona fide Club Church Lodge/Society
 Veteran's Organization Fair Association or Agricultural Society
 Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name Bergstrom-Mahler Museum Inc.

(b) Address 165 N. Park Ave., Neenah, WI 54956
(Street) Town Village City

(c) Date organized 04/05/1959

(d) If corporation, give date of incorporation 09/22/1954

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

(f) Names and addresses of all officers:
President Walter Koskinen, 1135 Glenayre Dr., Neenah, WI 54956
Vice President N/A
Secretary Amy Pietsch, 20417 Cherrystone Ave., Warrens, WI 54666
Treasurer Kathy Brost, 1161 Shady Spring Ct., Neenah, WI 54956

(g) Name and address of manager or person in charge of affair: Amy Moorefield, 403 Church St., Neenah, WI 54956
John Timmer, 1883 Amy Jo Dr., Oshkosh, WI 54904

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

(a) Street number 165 N. Park Ave., Neenah, WI 54956

(b) Lot 8 & S 1/2 of 9 Block A

(c) Do premises occupy all or part of building? All

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

3. Name of Event

(a) List name of the event Art After Dark

(b) Dates of event 06/23/2022

(c) Does this event require a Special Event Permit Application?

DECLARATION

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

Officer [Signature] 5/17/2022 Bergstrom-Mahler Museum of Glass
(Signature / Date) (Name of Organization)

Date Filed with Clerk 5/26/2022

Date Reported to Council or Board 6/7/2022

Date Granted by Council _____

License No. _____

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

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

FEE \$10.00

Application Date: 05/17/2022

Town Village City of Neenah

County of Winnebago

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

- A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.
 A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning 08/12/2022 and ending 08/13/2022 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. **Organization** (check appropriate box) → Bona fide Club Church Lodge/Society
 Veteran's Organization Fair Association or Agricultural Society
 Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

- (a) Name Bergstrom-Mahler Museum, Inc.
(b) Address 165 N. Park Ave. Neenah, WI 54956
(Street) Town Village City
(c) Date organized 04/05/1959
(d) If corporation, give date of incorporation 09/22/1954
(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box:
(f) Names and addresses of all officers:
President Walter Koskinen, 1135 Glenayre Dr., Neenah, WI 54956
Vice President N/A
Secretary Amy Pietsch, 20417 Cherrystone Ave., Warrens, WI 54666
Treasurer Kathy Brost, 1161 Shady Spring Ct., Neenah, WI 54956
(g) Name and address of manager or person in charge of affair: Amy Moorefield, 403 Church St., Neenah, WI 54956
John Timmer, 1883 Amy Jo Dr., Oshkosh, WI 54904

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

- (a) Street number 165 N. Park Ave., Neenah, WI 54956
(b) Lot 8 & S 1/2 of 9 Block A
(c) Do premises occupy all or part of building? All
(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: N/A

3. Name of Event

- (a) List name of the event Bergstrom-Mahler Museum GLASS Arts Festival
(b) Dates of event 08/12/2022 and 8/13/22
(c) Does this event require a Special Event Permit Application? Yes

DECLARATION

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

Officer [Signature] 5/17/22
(Signature / Date)

Bergstrom-Mahler Museum of Glass
(Name of Organization)

Date Filed with Clerk 5/18/2022

Date Reported to Council or Board 6/7/2022

Date Granted by Council _____

License No. _____



M E M O R A N D U M

DATE: June 3, 2022
TO: Mayor Lang and Members of the Public Services and Safety Committee
FROM: Gerry Kaiser, Director of Public Works
RE: Public Works General Activity

- 1) Contract 3-20 (Street - Van, Monroe, Gillingham)
 - a) Gillingham, Van, Monroe, Cavalry: Work is complete.
 - b) Shootingstar: The Shootingstar extension has been graded and graveled. The contractor graded Armstrong on June 3.
- 2) Contract 4-21 (Epoxy Pavement Marking): About 75% of the work under this contract has been completed. Work started the week of May 30 on the remainder of the contract. It is tentatively set for completion the week of June 6.
- 3) Contract 6-21 (Misc. Concrete Pavement, Sidewalk Repairs): Work continues. Bell Street from Marathon to Commercial will be closed the week of June 6 to complete the scattered pavement repairs in that area. Additional work west of Marathon will be done under traffic the following week.
- 4) Contract 7-21 (Harrison Pond): Pond excavation is complete. Ground conditions in the footing trough have delayed further work on the west retaining wall.
- 5) Contract 8-21 (Jewelers Park Drive Trail): Work is complete. Final quantities are being prepared.
- 6) Contract 1-22 (Utility Construction in Fredrick Drive area): Work is complete. We Energies has started replacing select gas service lines.
- 7) Contract 2-22 (Utility and Street Construction on Grove and Dieckhoff): Sanitary sewer installation is complete. Service replacements are ongoing. We Energies will follow that work with gas main replacement.
- 8) Contract 3-22 (Street Construction in Fredrick Drive area, Fresh Air Pk, Southview Pk): This contract was awarded to Northeast Asphalt, Inc. The contractor has indicated that they will mobilize when We Energies has completed work in the Fredrick Drive area.
- 9) Contract 4-22 (S. Commercial Utility Construction): Sanitary sewer main installation is complete. Sewer and water service work is ongoing and should be complete June 3 after which a concrete patch will be placed.
- 10) Contract 5-22 (CTH JJ/CTH CB Utility Construction): Work is complete. A final payment is being taken to the Board of Public Works on June 9. Winnebago County has awarded the road construction contract to Vinton Construction. Due to a delay in getting some materials needed for the project, road construction is scheduled to start on June 27.
- 11) Contract 7-22 (Winneconne Ave Overpass Repairs): This contract was awarded to Pheifer Brothers, Inc. Work has not yet been scheduled.
- 12) Contract 8-22 (Miscellaneous Asphalt Repairs): This contract was opened on June 1. It is being taken to the Board of Public Works on June 9.

- 13) E-waste – The weight summary for the spring E-waste collection event has been received. The summary is below.

Electronic Waste Collection History							
Weight of Material Collected							
	TVs	CPUs	Monitors	Freon	Electronics	Appliances, Small Electronics & Printers	Total
Spring 2013	6,056	2,269	1,797	1,914	4,481	3,300	19,817
Fall 2013	7,556	3,113	2,912	3,077	5,761	4,560	26,979
Spring 2014	7,870	1,142	1,174	2,858	4,225	5,700	22,969
Fall 2014	15,084	2,582	2,072	3,719	3,505	8,420	35,382
Spring 2015	5,384	2,505	808	1,451	2,613	5,060	17,821
Fall 2015 ¹	13,682	2,219	1,601	2,614		11,742	31,858
Spring 2016 ²	-	-	-	-	-	-	-
Fall 2016 ¹	16,445	2,004	1,898	1,800	4,581	4,700	31,428
Spring 2017	14,833	2,096	698	2,347	2,658	8,035	30,667
Fall 2017 ¹	25,884	2,336	2,797	6,122	4,355	9,148	50,642
Spring 2018	10,144	1,952	588	1,923	2,893	7,418	24,918
Fall 2018	8,488	2,061	780	2,625	2,533	5,572	22,059
Spring 2019	11,068	1,398	710	2,325	3,621	7,758	26,880
Fall 2019	7,025	1,322	234	3,004	2,024	5,156	18,765
Spring 2020	12,759	3,350	1,147	2,211	4,403	8,468	32,338
Fall 2020	11,028	1,581	722	3,532	5,233	8,300	30,396
Spring 2021	7,246	1,551	543	2,432	3,485	7,060	22,317
Fall 2021	5,272	860	349	1,611	2,798	4,480	15,370
Spring 2022	6,702	943	668	2,179	4,312	5,240	20,044
Note 1:	Event sponsored by Cellcom						
Note 2:	There is no record of the weight summary for this event.						