

**CITY OF NEENAH**  
**PUBLIC SERVICES AND SAFETY COMMITTEE MEETING**  
**Tuesday, February 13, 2018 - 7:00 PM**  
**Hauser Room - City Administration Building**

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

**A G E N D A**

1. Approval of Minutes of the January 30, 2018, Regular Meeting (Minutes can be found on the City website)
2. Public Appearances
3. 2017 Annual Building Permit Report (Attachment)
4. Special Assessment Final Resolutions:
  - a. Resolution No. 2018-05: Curb, Gutter and Pavement Construction (Cecil, Adams) (Attachment)
  - b. Resolution No. 2018-06: HMA Resurfacing Construction (Andrew, Richard, Geiger, Whiting) (Attachment)
  - c. Resolution No. 2018-07: Sanitary Sewer Lateral Construction (Cecil, Andrew, Richard, Adams, Geiger) (Attachment)
  - d. Consideration of Proposals for Modifying Assessments on New Streets
  - e. Resolution No. 2018-08: Curb, Gutter and Pavement Construction (Whispering Pines, Lone Oak, Pond View Ct., Nature Trail, Remington Ct.) (Attachment)
5. Delinquent Neenah Property Tax Summary (Discussion)
6. Licenses:
  - a. Beverage Operator License Applications (Attachment)
  - b. Change of Agent - Double Tree by Hilton Neenah (Attachment)
  - c. Change of Agent - Applebee's Neighborhood Bar & Grill (Attachment)
7. Public Works General Construction and Department Activity (Attachment)
8. Announcements / Future Agenda Items
9. The Committee will convene into closed session pursuant to Wis. Stat. §19.85(1)(e) to discuss bargaining strategy regarding the acquisition of land in Waupaca County within the Fox-Wolf River Basin as part of the wetlands bank project (Separate Distribution)
10. The Committee may reconvene to consider possible acquisition of land in Waupaca County within the Fox-Wolf River Basin as part of the wetlands bank project
11. Adjournment

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

**CITY OF NEENAH**  
**PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES**  
**Tuesday, January 30, 2018 - 6:00 PM**  
**Hauser Room - City Administration Building**

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

**Also Present:** Mayor Kaufert, Director of Public Works Kaiser, Director of Community Development and Assessment Haese, Director of Parks and Recreation Kading, Traffic Engineer Merten, Public Works Superintendent Freese, Alderman Pollnow, Alderman Kunz, Scott Krahenbuhl, Matt Krahenbuhl

**Minutes:** Motion/Second/Carried Hillstrom/Lendrum to approve the minutes of the Regular Meeting of January 9, 2018. All voting aye.

**Public Appearances:** None.

Arrowhead Park - Preliminary Design for Activity Building and Boardwalk: Director Kading reviewed the proposed scope of work for SEH to provide preliminary design and cost estimates for the activity building and western boardwalk features at the Arrowhead Park site. He noted that the scope provides for a 60% design level, but that the consultant would prepare designs to the 30% level that will then be brought to the City for review and input. The Park and Recreation Commission has reviewed the agreement for preliminary design/opinion of probable costs for the activity building and boardwalk and recommends accepting the agreement from SEH in the amount of \$49,480. He noted that a grant submittal due by May 1 could be based on the 30% design.

Alderman Pollnow addressed the Committee to request clarification of the process for approval of this request. Committee discussed the timing of this action and noted the upcoming Committee of the Whole meeting on the Arrowhead Park project. Alderman Stevenson noted that final action on the request must be done at a formal Council meeting. Director Kading noted his desire to have this request in a position for Council action after the COTW discussion. Alderman Stevenson noted his support for the two previous requests but indicated concern that activity building presumes future work on access and parking for the park. Alderman Lang noted that a major purpose of the activity building was to provide bathroom facilities along the Loop the Lake trail.

Committee discussed how the proposed work fit within the current grant policy and the appropriateness of expending funds in order to gather the information needed to apply for the grant. Director Kading indicated that the grant request will be brought through Council as per policy. Committee discussed the Council's role in overall project and expressed a concern with projects being brought piecemeal without having been presented with the full scope of the project. Director Kading indicated that no other projects are in the offing at this point. The item being requested and the items previously approved are intended to prepare designs for 2019 construction.

Alderman Kunz addressed the Committee to note that the request is following protocol in that the Park & Recreation Commission brings items to the Public Services and Safety Committee, which then makes recommendations for Council action. He acknowledged the frustration that

**Public Services and Safety Committee Meeting Minutes**  
**January 30, 2018**  
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there isn't a complete understanding of the plan but noted that it must necessarily be implemented through a piecemeal approach. He noted the sequence that the department has identified and budgeted for plan implementation and expressed that the COTW discussion will improve Council understanding of the project. Mayor Kaufert outlined the intent of the COTW to provide an overview of the Arrowhead Park project with a second COTW to discuss a specific project within the park.

Alderman Stevenson described his view of the Council involvement on the Shattuck Park and Washington Park redevelopments. He indicated that Council had a better feel for the whole scope of those projects before design requests were brought forward. Alderman Lang noted a potential difference due to the complexity of land issues on the Arrowhead site. Director Kading related the process used for the Arrowhead Park project of staging the master plan elements in his capital improvement project requests. He confirmed that Council has not yet been formally presented with the park concept plan.

Following discussion, **Motion/Second/Carried Hillstrom/Lang to recommend Council approve the agreement for Professional Services from SEH for preliminary design and opinion of probable costs of the activity building and boardwalk in the amount of \$49,480 with action to come to Council on February 21, 2018.** Motion passed 4-1 (Ald. Lendrum voting No).

Ordinance 2018-02: Weights and Measures Permits and Licenses Expiration Date Change: Director Haese reviewed that the current Municipal Code requires all weights and measures permits and licenses to expire or terminate on June 30th of each year. Now that the City Sealer position has been combined with the Code Enforcement duties, Code Enforcement Specialist/City Sealer Osthelder is requesting the weights and measures permits to expire or terminate on March 31st each year in an attempt to avoid the peak time for code enforcement. He noted that there would be a pro-rated change in fees to credit the last quarter of the current permit.

Following discussion, **Motion/Second/Carried Hillstrom/Stevenson to recommend Council adopt Ordinance 2018-02 amending Neenah Code §4-23(a) to provide for a March 31 expiration date for all weights and measures permits and licenses.** All voting aye.

Public Works Department Request to Purchase Equipment - 2018 1500 Series Pickup Work Truck: Committee reviewed the proposals for a 2018 1500 Series pickup work truck. Quotes were received from 7 vendors with the low quote of \$22,893.50 from Ewald Motors of Oconomowoc, WI, for a Dodge Ram 1500. The 2018 budgeted amount for this purchase is \$30,000. Director Kaiser noted that this truck is used by the construction inspector. Superintendent Freese noted that there is a 60-90 day delivery for this vehicle. He stated that a truck cap also needs to be purchased at an estimated cost of \$2,000.

REPORT 2-21-2018

ORD.

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REPORT

Following discussion, **Motion/Second/Carried Stevenson/Lang to recommend Council approve the purchase of a 2018 Dodge Ram 1500 from Ewald Motors, Oconomowoc, WI, for \$22,893.50 and an estimated \$2,000 for the truck cap with staff to report back to Committee on the final cap cost.** All voting aye.

Public Works Department Request to Purchase Equipment - 2018 3-Wheel Street Sweeper: Superintendent Freese reviewed the purchase request for a 2018 Elgin Pelican 3-Wheel sweeper from Bruce Municipal Equipment in the amount of \$221,357.00. He informed Committee that the City is a member of Admin. Minnesota Materials Management Division, which is a cooperative purchasing group. He noted that the pricing for this sweeper was collected from this site to ensure that the vendor is not inflating the price of the equipment but that the equipment will be purchased directly from the vendor. The 2018 budgeted amount for this purchase is \$225,000. Committee discussed the overall plan for street sweeping equipment and the capabilities of mechanical sweepers versus vacuum sweepers.

REPORT

Following discussion, **Motion/Second/Carried Stevenson/Lang to recommend Council approve the purchase of a 2018 3-wheel street sweeper from Bruce Municipal Equipment in the amount of \$221,357.00.** All voting aye.

**Motion/Second/Carried Lang/Hillstrom to amend the agenda to address Item 7 – Street Use Permit for Udderly Euro Car Event.** All voting aye.

Street Use Permit - Udderly Euro Car Event: Committee reviewed the Street Use Permit for the Udderly Euro Car Event to be held on August 4, 2018. Matt and Scott Krahenbuhl, event representatives, described the event and the proposed event layout. They provided the Committee with a map of the event footprint and a full schedule for the event including set-up and clean-up. The event proposes to close E. Wisconsin Avenue from Commercial Street to Oak Street. Shattuck Park will not be used for the event. Event setup will begin after Farmer's Market. The representatives noted a comparable event held in Jeffersonville, Indiana. They stated that they have discussed the event with FNI, DoubleTree by Hilton, Chase Bank and Neenah Center representatives. The event will use the Neenah Center parking lots and the Chase Bank parking lot for car displays along with portions of E. Wisconsin Avenue. Vendor booths will also be on the street. They noted that cars will need to be pre-registered and that registrations are being capped at 300 for the event. They stated that, based on experience, this would result in 600 to 800 people attending with the cars.

Committee discussed the impact on the library, which is open until 4 P.M. that day. Event representatives indicated that the closure could be modified to allow access to and from the parking lot. Traffic Engineer Merten noted that the Yellow Parking Lot is also available for library or event customers. He noted that he had spoken with Library Director Raab and her main concern was with access to the handicapped parking spaces in the lot. Mayor Kaufert questioned if the library could shorten hours for that day. Traffic Engineer Merten indicated that he would follow up with Director Raab.

**Public Services and Safety Committee Meeting Minutes**  
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Committee discussed the impact on Shattuck Park. Traffic Engineer Merten stated that he has discussed the event with the Parks & Recreation Department. There are no charges listed because the event is not able to reserve the park. He stated that FNI handles garbage removal after Farmers Market. The event representatives indicated that they will not be using the park and are making arrangements for porta-potties and garbage containers for the event.

The event representatives indicated that all event revenue will be used to offset event expenses. Committee discussed access to the Copper Still and to the Chase Bank ATM. Traffic Engineer Merten suggested that the street use permit be approved to close Wisconsin Avenue to the west driveway for the Shattuck Park/Library lot. He stated that he would bring an amendment to the permit if other arrangements can be made with the library. Chairman Bates clarified the schedule for the event.

Following discussion, **Motion/Second/Carried Lendrum/Lang to recommend the Chairman of the Public Services and Safety Committee sign and the Council approve the Street Use Permit the Udderly Euro Car Event, Dinah Chmielewski-Volante, Eurotrash Apparel Company, 7118 Field Ridge Court, Louisville, KY, to be held on August 4, 2018, contingent upon event organizers meeting with library staff and submittal of proof of insurance.** All voting aye.

Main/Western Radar Feedback Sign Proposal: Traffic Engineer Merten reviewed his January 25, 2018, memo. He noted that this was a follow-up to previous Committee discussion on radar feedback sign and pedestrian beacon installations at several sites. He stated that the use of the Main Street/Western Avenue intersection as a school crossing warranted a look at different radar feedback sign options. He outlined the three options that were considered. Option 1 (\$7,260) is the same brand and model as the unit approved for Bell Street at Bruce Street. Option 2 (\$9,920) shows radar feedback on one digital display and changeable messages on a second display. Option 3 (\$12,770) is the same as Option 2 except that it also has flashing beacons above and below the digital displays. He noted a concern with the electric draw for this unit and the probable need to move from a solar powered installation to a hardwired installation. The project budget is \$8,000. Staff recommends the purchase of the unit in Option 2. Committee reviewed the summary table of the proposed 2018 Traffic Safety projects. Traffic Engineer Merten noted that the Main Street/Western Avenue project is not eligible for Community Development Block Grant funds. He stated that even though Option 2 would be over budget, the overall group of safety projects would come in under budget when offset with eligible CDBG funds.

Following discussion, **Motion/Second/Carried Stevenson/Lang to recommend Council amend the approval of the 2018 Traffic Safety Project purchases, specifically the equipment for Main Street and Western Avenue by an increase of \$2,660 and authorize the purchase of two (2) Traffic Logix SafePace 600 units from Traffic Control Corporation in the amount of \$9,920, plus installation cost estimated at \$200.** All voting aye.

C.A.

REPORT

**Public Services and Safety Committee Meeting Minutes**  
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**Licenses:**

Beverage Operator License Applications: The Committee reviewed the beverage operator license applications for Kristen J. Boherstengel, Randi S. Davis, Eric S. Henzel, Kevin J. Krauss and Alicia S. Rhinehart.

C.A. Following discussion, **Motion/Second/Carried Lendrum/Stevenson to recommend Council approve beverage operator license applications for Kristen J. Boherstengel, Randi S. Davis, Eric S. Henzel, Kevin J. Krauss and Alicia S. Rhinehart.** All voting aye.

Temporary Class "B" (Picnic) Beer License Application - Bergstrom-Mahler Museum: The Committee reviewed the request for a temporary Class "B" (picnic) beer license application from the Bergstrom-Mahler Museum for their Art After Dark events. The events are to be held on February 15, April 19, May 17, June 21, July 19, August 16, September 20, October 18, November 15 and December 20, 2018.

C.A. Following discussion, **Motion/Second/Carried Stevenson/Lendrum to recommend Council grant a temporary Class "B" (picnic) beer license to the Bergstrom-Mahler Museum for their Art After Dark events. The events are to be held on February 15, April 19, May 17, June 21, July 19, August 16, September 20, October 18, November 15 and December 20, 2018.** All voting aye.

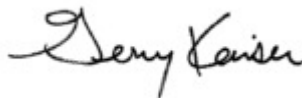
Temporary Class "B" (Picnic) Beer License Application - St. Gabriel Church: The Committee reviewed the request for a temporary Class "B" (picnic) beer license application from St. Gabriel's Congregation for their Friday Fish Fry events. The events are to be held on February 16, February 23, March 2, March 9, March 16 and March 23, 2018.

C.A. Following discussion, **Motion/Second/Carried Lendrum/Stevenson to recommend Council grant a temporary Class "B" (picnic) beer license to St. Gabriel's Congregation, 900 Geiger Street, for their Friday Fish Fry events to be held on February 16, February 23, March 2, March 9, March 16 and March 23, 2018.** All voting aye

Announcements/Future Agenda Items: Chairman Bates informed the Committee that the issue of property tax delinquency relative to license approval will be brought to the next meeting.

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

Respectfully submitted,



Gerry Kaiser  
Director of Public Work



***Department of Community Development - Inspections***

*211 Walnut St., P.O. Box 426, Neenah, WI 54957-0426*

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## **2017 City of Neenah Annual Building Permit Report**

### **Overview**

Construction totals for 2017 remained steady in comparison to previous years. Housing starts were consistent at 46 single and two-family homes, down 3 homes from the prior year. Commercial and industrial development was again strong in 2017. Total value of all construction in 2017 was \$48,385,614, down slightly from \$49,341,662 in 2016.

### **Notable Projects**

Notable projects in 2017 include:

- Horseshoe Beverage plant addition and renovation at 590 Enterprise Dr. This project added \$10,000,000 in construction value to the City.
- Galloway Corp at 601 S. Commercial Street has begun a \$1,000,000 truck dock addition.
- Pendleton Parkway Apts. This apartment complex has begun construction on 6 apartment buildings totaling 48 living units and a 5000 square foot office building in the first phase of their development. These buildings have an estimated cost of \$4,140,000.
- A 5 unit apartment building was also begun at 410 W Winneconne Avenue at an estimated cost of \$400,000.

Several dozen smaller commercial and industrial projects are in various stages of completion throughout the City as well.

### **Outlook**

Neenah is well positioned to provide additional commercial and industrial growth in planned business centers and on prime development sites within the City. The available residential lot supply has been depleted by continued expansion of the City's housing development, which has dropped the City-wide available lot count to approximately 50 lots. The City will continue to explore options to improve the number, and overall distribution, of available lots to ensure continued growth of the City's single family housing market.



# CITY OF NEENAH

## 2017 Year End Building Report

Figure 1

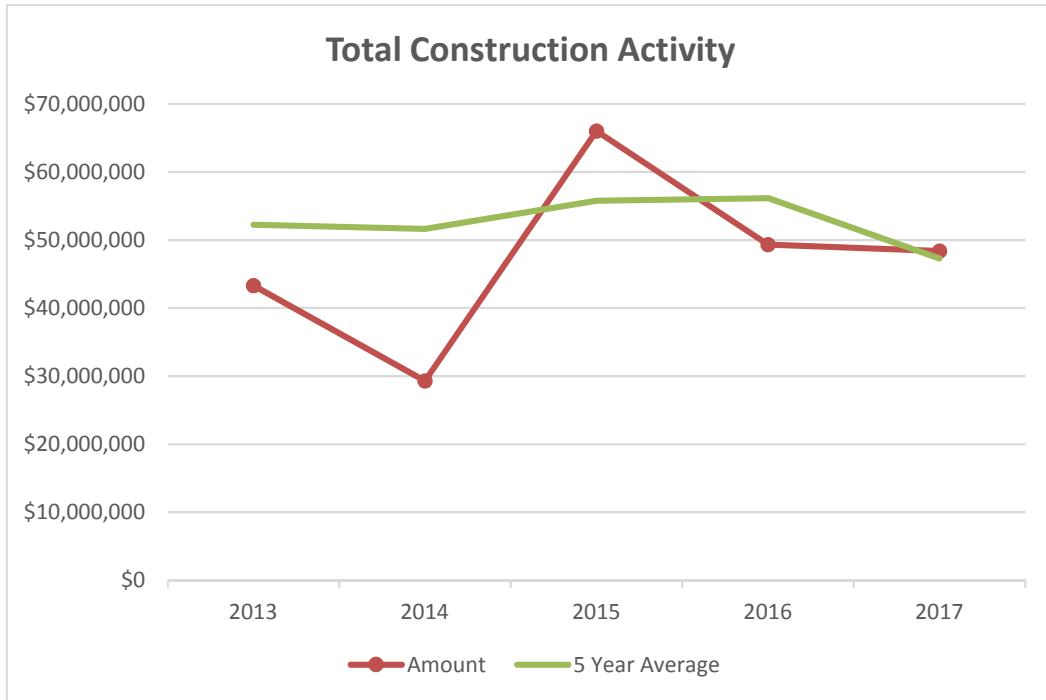


Table 3

### TOTAL CONSTRUCTION ACTIVITY

<b>Year</b>	<b>Amount</b>	<b>Percent Change From Year Prior</b>	<b>Percent of 5 Year Average</b>
2013	\$43,309,051.17	-53.34%	82.93%
2014	\$29,304,329.97	-32.34%	56.77%
2015	\$66,019,718.00	125.29%	118.35%
2016	\$49,341,662.00	-25.26%	87.86%
2017	\$48,385,614.00	-1.94%	102.36%

**CITY OF NEENAH**  
**2017 Year End Building Report**

Table 1

<b>RESIDENTIAL CONSTRUCTION PROFILE</b>						
Year	New Units Added by Type			Total Units Added	Units Demolished	Net Addition to Housing Stock
	Single Family	Duplex	Multi Family			
2013	36	6	0	42	11	31
2014	50	2	0	52	6	46
2015	59	4	81	144	5	139
2016	46	3	27	76	5	71
2017	44	2	53	99	23	76

Table 2

<b>CONSTRUCTION ACTIVITY BY TYPE OF DEVELOPMENT</b>						
Year	Residential	Commercial	Industrial	Mechanical	Miscellaneous	Total
2013	\$8,585,546	\$4,790,731	\$19,770,550	\$8,236,707	\$1,925,567	\$43,309,101
2014	\$11,628,544	\$4,547,559	\$3,229,700	\$6,867,924	\$3,030,602	\$29,304,329
2015	\$16,858,181	\$6,581,674	\$27,575,000	\$12,901,964	\$2,102,988	\$66,019,807
2016	\$11,914,937	\$19,345,743	\$5,230,425	\$10,145,232	\$2,705,325	\$49,341,662
2017	\$18,554,244	\$18,530,154	\$102,000	\$9,030,178	\$2,169,038	\$48,385,614



**City of Neenah  
Permit Revenue  
January 1, 2017 – December 31, 2017**

Permit Type	Permit Fees
Building Permits	\$115,877
Electrical Permits	\$37,260
Heating Permits	\$40,840
Plumbing Permits	\$44,139
<b>Total Permit Revenue</b>	<b>\$238,118</b>



## RESOLUTION NO. 2018-05

### **FINAL RESOLUTION AUTHORIZING CURB, GUTTER AND PAVEMENT CONSTRUCTION AND LEVYING SPECIAL ASSESSMENTS AGAINST BENEFITED PROPERTY.**

WHEREAS, the Common Council of the City of Neenah, Wisconsin, held a public hearing in the Council Chambers in the City Administration Building at 7:00 p.m., on the 7th day of February, 2018, for the purpose of hearing all interested persons concerning the preliminary resolution and the final report of the Public Services and Safety Committee on the following proposed improvements in the following described areas, to-wit:

#### **Installation of curb, gutter and pavement on the following streets:**

- 1. Cecil Street (Oak to Congress)**
- 2. Adams Street (RR to Church)**

AND WHEREAS, the Common Council has heard all persons desiring audience at such hearing:

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Neenah as follows:

1. That the report of the Public Services and Safety Committee pertaining to the above described improvements, including plans and specifications therefore, is hereby approved and adopted.
2. That the Public Services and Safety Committee is directed to advertise for bids and to carry out the work of such improvements in accordance with its report.
3. That the payment for said improvements be made by assessing the cost to the property benefited as indicated in said report.
4. Assessments shown on the report represent an exercise of the police power and have been determined on a reasonable basis and are hereby confirmed.
5. That the benefits and damages will be included in a revised report after actual costs are known.
6. That the assessments for all projects included in said report are hereby combined as a single assessment but any interested property owner shall be entitled to object to each assessment separately or all assessments jointly for any purpose or purposes.
7. That the assessments shall be paid as provided in the City of Neenah Municipal Code, Section 13-1, except as provided in reports.
8. That the City Clerk is directed to publish this resolution in the official newspaper of the City of Neenah as a Class 1 notice under Ch. 985, Wis. Stats.

9. That the City Clerk is further directed to mail a copy of this resolution to every property owner whose name appears on the assessment roll whose post office address is known or can, with reasonable diligence, be ascertained.

Recommended by: Public Services  
and Safety Committee

CITY OF NEENAH, WISCONSIN

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

\_\_\_\_\_  
Dean Kaufert, Mayor

Passed: \_\_\_\_\_

\_\_\_\_\_  
Patricia Sturn, City Clerk



## RESOLUTION NO. 2018-06

### **FINAL RESOLUTION AUTHORIZING HMA (BLACKTOP) RESURFACING CONSTRUCTION AND LEVYING SPECIAL ASSESSMENTS AGAINST BENEFITED PROPERTY.**

WHEREAS, the Common Council of the City of Neenah, Wisconsin, held a public hearing in the Council Chambers in the City Administration Building at 7:00 p.m., on the 7th day of February, 2018, for the purpose of hearing all interested persons concerning the preliminary resolution and the final report of the Public Services and Safety Committee on the following proposed improvements in the following described areas, to-wit:

#### **Installation of HMA (blacktop) resurfacing on the following streets:**

- |  |   |
|--|---|
| <b>1. Andrew Avenue (Geiger to Main)</b>       | <b>2. Richard Avenue (Geiger to Main)</b> |
| <b>3. Geiger Street (Green Bay to Western)</b> | <b>4. Whiting Court (Tullar)</b>          |

AND WHEREAS, the Common Council has heard all persons desiring audience at such hearing:

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Neenah as follows:

1. That the report of the Public Services and Safety Committee pertaining to the above described improvements, including plans and specifications therefore, is hereby approved and adopted.
2. That the Public Services and Safety Committee is directed to advertise for bids and to carry out the work of such improvements in accordance with its report.
3. That the payment for said improvements be made by assessing the cost to the property benefited as indicated in said report.
4. Assessments shown on the report represent an exercise of the police power and have been determined on a reasonable basis and are hereby confirmed.
5. That the benefits and damages will be included in a revised report after actual costs are known.
6. That the assessments for all projects included in said report are hereby combined as a single assessment but any interested property owner shall be entitled to object to each assessment separately or all assessments jointly for any purpose or purposes.
7. That the assessments shall be paid as provided in the City of Neenah Municipal Code, Section 13-1, except as provided in reports.
8. That the City Clerk is directed to publish this resolution in the official newspaper of the City of Neenah as a Class 1 notice under Ch. 985, Wis. Stats.

9. That the City Clerk is further directed to mail a copy of this resolution to every property owner whose name appears on the assessment roll whose post office address is known or can, with reasonable diligence, be ascertained.

Recommended by: Public Services  
and Safety Committee

CITY OF NEENAH, WISCONSIN

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

\_\_\_\_\_  
Dean Kaufert, Mayor

Passed: \_\_\_\_\_

\_\_\_\_\_  
Patricia Sturn, City Clerk



## RESOLUTION NO. 2018-07

### FINAL RESOLUTION AUTHORIZING INSTALLATION OF SANITARY SEWER LATERALS AND LEVYING SPECIAL ASSESSMENTS AGAINST BENEFITED PROPERTY.

WHEREAS, the Common Council of the City of Neenah, Wisconsin, held a public hearing in the Council Chambers in the City Administration Building at 7:00 p.m., on the 7th day of February, 2018, for the purpose of hearing all interested persons concerning the preliminary resolution and the final report of the Public Services and Safety Committee on the following proposed improvements in the following described areas, to-wit:

#### **Installation of sanitary sewer laterals for properties served by sanitary sewers on the following streets:**

1. **Cecil Street (Oak to Congress)**
2. **Andrew Avenue (Geiger to Main)**
3. **Richard Avenue (Geiger to Main)**
4. **Adams Street (RR to Church)**
5. **Geiger Street**

AND WHEREAS, the Common Council has heard all persons desiring audience at such hearing:

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Neenah as follows:

1. That the report of the Public Services and Safety Committee pertaining to the above described improvements, including plans and specifications therefore, is hereby approved and adopted.
2. That the Public Services and Safety Committee is directed to advertise for bids and to carry out the work of such improvements in accordance with its report.
3. That the payment for said improvements be made by assessing the cost to the property benefited as indicated in said report.
4. Assessments shown on the report represent an exercise of the police power and have been determined on a reasonable basis and are hereby confirmed.
5. That the benefits and damages will be included in a revised report after actual costs are known.
6. That the assessments for all projects included in said report are hereby combined as a single assessment but any interested property owner shall be entitled to object to each assessment separately or all assessments jointly for any purpose or purposes.
7. That the assessments shall be paid as provided in the City of Neenah Municipal Code, Section 13-1, except as provided in reports.



8. That the City Clerk is directed to publish this resolution in the official newspaper of the City of Neenah as a Class 1 notice under Ch. 985, Wis. Stats.
9. That the City Clerk is further directed to mail a copy of this resolution to every property owner whose name appears on the assessment roll whose post office address is known or can, with reasonable diligence, be ascertained.

Recommended by: Public Services  
and Safety Committee

CITY OF NEENAH, WISCONSIN

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

\_\_\_\_\_  
Dean Kaufert, Mayor

Passed: \_\_\_\_\_

\_\_\_\_\_  
Patricia Sturn, City Clerk



## RESOLUTION NO. 2018-08

### **FINAL RESOLUTION AUTHORIZING CURB, GUTTER AND HMA (BLACKTOP) RESURFACING CONSTRUCTION AND LEVYING SPECIAL ASSESSMENTS AGAINST BENEFITED PROPERTY.**

WHEREAS, the Common Council of the City of Neenah, Wisconsin, held a public hearing in the Council Chambers in the City Administration Building at 7:00 p.m., on the 7th day of February, 2018, for the purpose of hearing all interested persons concerning the preliminary resolution and the final report of the Public Services and Safety Committee on the following proposed improvements in the following described areas, to-wit:

#### **Installation of curb, gutter and pavement on the following streets:**

- |   |   |
|---|---|
| <b>1. Whispering Pines Ln (Redwing to Nature Trail)</b> | <b>2. Lone Oak Dr (Nature Trail to N)</b>         |
| <b>3. Pond View Ct (Nature Trail)</b>                   | <b>4. Nature Trail Dr (Bluebird to Pond View)</b> |
| <b>5. Nature Trail Dr (Lone Oak to Kingswood)</b>       | <b>6. Remington Ct (Nature Trail)</b>             |

AND WHEREAS, the Common Council has heard all persons desiring audience at such hearing:

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Neenah as follows:

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Recommended by: Public Services  
and Safety Committee

CITY OF NEENAH, WISCONSIN

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

\_\_\_\_\_  
Dean Kaufert, Mayor

Passed: \_\_\_\_\_

\_\_\_\_\_  
Patricia Sturn, City Clerk

# Public Services & Safety Committee February 13, 2018

## BEVERAGE OPERATOR LICENSE APPLICATIONS:

<b>New or Renewal</b>	<b>Last Name, First, M.I.</b>	<b>Municipality</b>	<b>Place of Business</b>
New	Amond, Paul J.	Neenah	Gord's Pub
New	Fluette, Penny L.	Neenah	Lucky Dogz
New	Glasheen, Jennifer L.	Appleton	ICU Bar & Grill
New	Oppelt, Jeremy M.	Neenah	Classic Lanes Fox Valley
New	Vaughn, Cody P.	Menasha	Uncorked Bistro

## CHANGE OF AGENT/TRADE NAME:

<b>Applicant</b>	<b>Trade Name</b>	<b>Address of Business</b>	<b>Agent</b>	<b>Type of License BB/BLB/AB/ALB/C</b>
Double Tree by Hilton Neenah	North American Hotel Group LLC	123 E Wisconsin Ave	Brittany Johnson	BLB
Applebee's Neighborhood Bar & Grill	Apple Hospitality Group, LLC	1111 Westowne Dr	Amy Lee Murphy	BLB

# AUXILIARY QUESTIONNAIRE ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

Individual's Full Name (please print) (last name)		(first name)		(middle name)	
Johnson		Brittany		Morgan	
Home Address (street/route)		Post Office	City	State	Zip Code
1275 Christopher Dr #1			Neenah	WI	54956
Home Phone Number		Age	Date of Birth	Place of Birth	
[REDACTED]		27	[REDACTED]	Mandan, ND	

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

- Applying for an alcohol beverage license as an individual.
- A member of a partnership which is making application for an alcohol beverage license.
- Agent of North American Hotel Group LLC DBA Doubletree by Hilton Neenah  
(Officer/Director/Member/Manager/Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)  
 which is making application for an alcohol beverage license.

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

1. (a) How long have you continuously resided in Wisconsin prior to this date? 18 months
- (b) Have you resided in the City of Milwaukee continuously for one year immediately prior to this date?  Yes  No
2. (a) Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, or laws of any other states?  Yes  No
- (b) Have you ever been convicted of any violations of any county or municipal ordinances?  Yes  No  
 If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)
3. Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality?  Yes  No  
 If yes, describe status of charges pending.
4. Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit?  Yes  No  
 If yes, identify. \_\_\_\_\_  
(Name, Location and Type of License/Permit)
5. Do you hold and/or are you an officer, director, stockholder, agent or employe of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin?  Yes  No  
 (If yes, identify.) \_\_\_\_\_  
(Name of Wholesale Licensee or Permittee) (Address by City and County)

READ CAREFULLY BEFORE SIGNING: I, The undersigned, shall not willfully refuse to provide those services offered under this license, or refuse to employ or discharge any person otherwise qualified because of race, color, creed, sex, national origin or ancestry; I shall not seek information as a condition of employment, or penalize any employe or discriminate in the selection of personnel for training or promotion solely on the basis of such information. I also shall not discriminate against any member of the military service dressed in uniform by willfully refusing services offered under this license.

The undersigned, being first duly sworn on oath, deposes and says that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application.

Subscribed and sworn to before me

this 25th day of Jan, 20 18  
Laurie L. Goffard  
(Clerk/Notary Public)

[Signature]  
(Signature of Named Individual)

My commission expires 3-31-18

AC

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Fee P55C  
Pd. 1-3-18  
#610

### SCHEDULE FOR APPOINTMENT OF AGENT BY CORPORATION/NONPROFIT ORGANIZATION OR LIMITED LIABILITY COMPANY

Submit to municipal clerk.

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

To the governing body of:  Town  Village  City of Neenah County of Winnebago

The undersigned duly authorized officer(s)/members/managers of North American Hotel Group LLC  
(registered name of corporation/organization or limited liability company)

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as Doubtree by Hilton Neenah  
(trade name)

located at 123 E. Wisconsin Avenue

appoints Brittany Johnson  
(name of appointed agent)

160 Lamplight Dr #1 Kaukauna, WI 54130  
(home address of appointed agent)

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

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

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

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? 1 1/2 years

Place of residence last year 160 Lamplight Dr #1 Kaukauna, WI 54130

For: [Signature]  
(name of corporation/organization/limited liability company)  
By: [Signature]  
(signature of Officer/Member/Manager)  
And: [Signature]  
(signature of Officer/Member/Manager)

#### ACCEPTANCE BY AGENT

I, Brittany Johnson  
(print/type agent's name), hereby accept this appointment as agent for the corporation/organization/limited liability company and assume full responsibility for the conduct of all business relative to alcohol beverages conducted on the premises for the corporation/organization/limited liability company.

[Signature] 12-22-17 Agent's age 27  
(signature of agent) (date)  
160 Lamplight Dr #1 Kaukauna, WI 54130 Date of birth [Redacted]  
(home address of agent)

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

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

Approved on \_\_\_\_\_ by \_\_\_\_\_ Title \_\_\_\_\_  
(date) (signature of proper local official) (town chair, village president, police chief)

# AUXILIARY QUESTIONNAIRE ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

Individual's Full Name (please print) (last name) <b>Murphy</b>		(first name) <b>Amy</b>		(middle name) <b>Lee</b>	
Home Address (street/route) <b>1627 North Richmond Street</b>		Post Office	City <b>Appleton</b>	State <b>WI</b>	Zip Code <b>54911</b>
Home Phone Number		Age <b>30</b>	Date of Birth	Place of Birth <b>Appleton, WI</b>	

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

- Applying for an alcohol beverage license as an **Individual**.
- A member of a **partnership** which is making application for an alcohol beverage license.
- Agent** of **Apple Hospitality Group, LLC**  
(Officer/Director/Member/Manager/Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)

which is making application for an alcohol beverage license.

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

- How long have you continuously resided in Wisconsin prior to this date? **30 years**
- Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality?  Yes  No  
If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)
- Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality?  Yes  No  
If yes, describe status of charges pending.
- Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit?  Yes  No  
If yes, identify. **See attached**  
(Name, Location and Type of License/Permit)
- Do you hold and/or are you an officer, director, stockholder, agent or employe of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin?  Yes  No  
If yes, identify. \_\_\_\_\_  
(Name of Wholesale Licensee or Permittee) (Address By City and County)

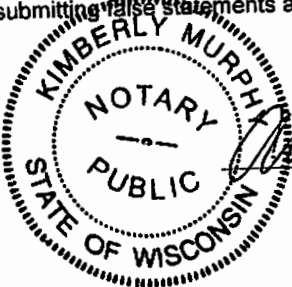
6. Named individual must list in chronological order last two employers.

Employer's Name <b>Melting Pot</b>	Employer's Address <b>Appleton, WI</b>	Employed From <b>2007</b>	To <b>2014</b>
Employer's Name	Employer's Address	Employed From	To

The undersigned, being first duly sworn on oath, deposes and says that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application.

Subscribed and sworn to before me

this 16 day of January, 2018  
Kimberly Murphy  
(City/Notary Public)  
 My commission expires 05/07/2018



[Signature]  
(Signature of Named Individual)



Wisconsin Department of Revenue

**SCHEDULE FOR APPOINTMENT OF AGENT BY CORPORATION/NONPROFIT ORGANIZATION OR LIMITED LIABILITY COMPANY**

Submit to municipal clerk.

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

To the governing body of:  Town  
 Village of Neenah County of Winnebago  
 City

The undersigned duly authorized officer(s)/members/managers of Apple Hospitality Group, LLC  
(registered name of corporation/organization or limited liability company)

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as Applebee's Neighborhood Grill & Bar  
(trade name)

located at 1111 Westowne Drive, Neenah, WI 54956

appoints Amy Lee Murphy  
(name of appointed agent)  
1627 North Richmond Street, Appleton, WI 54911  
(home address of appointed agent)

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

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

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

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

Place of residence last year 1423 Silvercrest Drive, Appleton, WI 54911

For: Apple Hospitality Group, LLC  
(name of corporation/organization/limited liability company)


By: \_\_\_\_\_  
(signature of Officer/Member/Manager)

And: \_\_\_\_\_  
(signature of Officer/Member/Manager)

**ACCEPTANCE BY AGENT**

I, Amy Lee Murphy, hereby accept this appointment as agent for the  
(print/type agent's name)

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

 \_\_\_\_\_  
(signature of agent) (date) Agent's age 30

1627 North Richmond Street, Appleton, WI 54911 Date of birth                       
(home address of agent)

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

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

Approved on \_\_\_\_\_ by \_\_\_\_\_ Title \_\_\_\_\_  
(date) (signature of proper local official) (town chair, village president, police chief)





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

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**DATE:** February 9, 2018  
**TO:** Mayor Kaufert, and Members of the Public Services and Safety Committee  
**FROM:** Gerry Kaiser, Director of Public Works  
**RE:** Public Works General Activity

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- 1) Contract 1-17 (Cecil St, Higgins Av) Work is complete.
- 2) Contract 2-17 (Edward, Helen, Cleveland) Work is complete. A final estimate is being prepared.
- 3) Contract 8-17 (Commerce Court Pond) – Work is scheduled to start the week of February 12.
- 4) Contract 1-18 (Andrew, Richard, Geiger, Whiting) – Bids will be opened on February 14.
- 5) Contract 2-18 (Cecil, Adams) – This project will be advertised for bid on February 14. Bid opening is scheduled for February 28. Because of rock depths in Cecil Street from Congress Street to just west of Reed Street, rock removal will be required, especially for water main installation. We are including a bid item that will allow the contractor to remove rock by blasting. This item will require basement inspections prior to commencing that type of work. While this hasn't been typical on our reconstruction projects, it is something that we have had to do in the past.
- 6) Contract 3-18 (Nature Trails area) The schedule currently calls for project advertising on March 14 and bid opening on March 28.
- 7) Automated Collection – Proposals and revised proposals have been received. Staff is continuing to evaluate those proposals in comparison with City provision of service.