

CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING
Tuesday, March 26, 2019 - 6:30 PM
Council Chambers - 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 March 12, 2019, Regular Meeting and the March 20, 2019, Special Meeting (Minutes can be found on the City website)
2. Public Appearances
3. Downtown Traffic Study Phase II (Attachment)
4. Special Event Permit:
 - a. Summer Kick Off Bike to Boogie (Attachment)
5. Licenses
 - a. Beverage Operator License Applications (Attachment)
 - b. Temporary Class "B" (Picnic) Beer License Application - Future Neenah Bike to Boogie (Attachment)
6. Public Works General Construction and Department Activity (Attachment)
7. Announcements / Future Agenda Items
8. Adjournment

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

CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES
Tuesday, March 12, 2019 - 6:30 PM
Hauser Room - City Administration Building

Present: Aldermen Bates, Hillstrom, Lang, and Lendrum

Excused: Alderman Stevenson

Also Present: Mayor Kaufert, City Attorney Godlewski, Director of Public Works Kaiser, Police Chief Olson, Police Captain Bernice, Police Lieutenant Kuffel, Traffic Engineer Merten, Deputy Clerk Goffard, Nicole Brisky

Minutes:

Motion/Second/Carried Hillstrom/Lendrum to approve the minutes of the February 12, 2019, Regular Meeting. All voting aye.

Public Appearances: None.

Motion/Second/Carried Lendrum/Hillstrom to amend the agenda to address Item 4 – Request to Purchase Two Replacement Tactical Ballistic Shields. All voting aye.

Request to Purchase Two Replacement Tactical Ballistic Shields: Lieutenant Kuffel reviewed his March 1, 2019, memo regarding the replacement of two tactical ballistic shields to replace two existing Protech Intruder G1 ballistic shields that are over ten years old. Staff is recommending the purchase of Protech Intruder G2 ballistic shields. He noted the increased viewport size in the new model. He described the difference between the Batshield ballistic shields and the Protech shields. He noted that Streicher's-Milwaukee is the only supplier of this shield model. He stated that the department has been very satisfied with the current shields and wished to replace them with the same brand. He stated that the current shields can be used in training or if a situation called for additional shield resources.

Following discussion, **Motion/Second/Carried Lang/Lendrum to recommend purchase of two Protech Intruder G2 ballistic shields with LED lights from Streicher's-Milwaukee for an estimated cost of \$2,150.50 each, for a total of \$4,301 plus shipping, with funds from the 2019 Police Capital Outlay Budget.** All voting aye.

Appeal of New Bartender License Application Denial: Nicole Brisky: City Attorney Godlewski informed that Committee that the discussion on the application denial was an informal hearing, not a due process hearing, because this is an application for a new license. He stated that the denial was based on two misdemeanor convictions arising from the one incident – possession of cocaine and possession of drug paraphernalia. He stated that the incident occurred within the two year timeframe for consideration and therefore satisfied a parameter for denial as defined in Policy 2013-4. Lt. Kuffel stated that Ms. Brisky's probation agent did not have an issue with her receiving a beverage operator's license and working as a bartender. City Attorney Godlewski clarified that the denial parameter is based on convictions not on incidents, therefore multiple conviction arising from one incident can satisfy the parameter.

REPORT

Public Services and Safety Committee Meeting
March 12, 2019
Page 2

Nicole Brisky informed the Committee that she currently works as a customer service representative at Alta Resources. She stated that she is on probation for the convictions that came from the arrest on August 30, 2017. She stated that she is in AODA treatment. She also stated that she is drug/alcohol screened on a regular basis and has not had a failed test. She acknowledged her responsibility for her actions in the case. She stated that she has held a bartenders license in Caledonia/Readfield since June 2018. She stated that she is currently operating under a provisional license that expires on March 16, 2019. She stated that bartending works well as a complement to her job at Alta Resources. She expressed a willingness to adhere to responsible server practices. She stated that she is currently a bartender at C&C Tavern in Neenah.

Committee discussed alternative arrangements that could allow a review of her performance prior to issuing a beverage operator's license. Committee discussed issuing a probationary license until the expiration of the 2-year citation review window. Committee discussed extending the provisional license until the expiration of the 2-year citation review window. City Attorney Godlewski confirmed that the follow-up review would not be a due process hearing but would be an application review.

Committee discussed the bartending arrangements at C&C Tavern. Ms. Brisky stated that there is typically just one licensed bartender on premise.

Following discussion, **Motion/Second/Carried Lendrum/Hillstrom to recommend that Council extend the provisional beverage operator's license for Nicole Brisky through September 2019 and schedule her application for review by the Public Services and Safety committee on September 24, 2019.** All voting aye. (NOTE: Provisional Licenses under state law cannot exceed 60 days, thus the Committee will meet prior to the March 20, 2019 Common Council meeting to consider a stipulated settlement that will accomplish the same end proposed by the Committee.)

Discussion of Ordinance Allowing Temporary Extension of Retail "Class B" Premise Permit and Required Fee: Deputy Clerk Goffard reviewed her March 12, 2019, memo regarding premise extension permits for local "Class B" businesses to hold one-day outdoor events outside of their business and serve alcohol. Committee reviewed the proposed requirements of the permit.

Deputy Clerk Goffard informed the Committee that Community Development and Assessment Director Haese had contacted her about the fencing requirement. He expressed a concern about a possible conflict with the building code if the fencing were to block one of the two required building exit points. Committee directed City Attorney Godlewski to review that item with Director Haese and Chief Building Inspector Walter.

Committee discussed the need for a licensed bartender to be on premise during the event. They clarified that the licensed bartender needed to be in the extension area during the event.

REPORT

Public Services and Safety Committee Meeting
March 12, 2019
Page 3

Committee discussed the use of wristbands at some recent events as oppose to fencing. City Attorney Godlewski noted that those events were normally permitted with a Temporary Class B (Picnic) License. Committee discussed some issues that were observed at the Bazaar After Dark event.

Committee discussed the application of the noise ordinance for these events. Mayor Kaufert commended the work of police staff in following up on these types of complaints. Chief Olson confirmed that they typically do not have noise issues with bars. Committee confirmed that the starting time for allowable amplified sound or music would coincide with the allowable starting time for a "Class B" extension at 8:00 a.m.

Committee discussed several issues that were not listed in the requirements. City Attorney Godlewski noted that the question of setback from property lines for the extension and the use of outdoor lighting for an extension could be considered on a case-by-case basis since surrounding land use could play a role in that determination. Committee questioned how to handle a request from a business operating under a State brewer's license. City Attorney Godlewski stated that staff would need to follow-up with the State regarding that license type.

Following discussion, **Motion/Second/Carried Lendrum/Hillstrom to recommend City Attorney draft an ordinance to incorporate changes to allow a temporary extension of retail "Class B" premise using guidelines discussed by Committee and draft a resolution to incorporate the fee for Committee review at their April 9 meeting.** All voting aye.

Final Resolution No. 2019-10: Sanitary Sewer Lateral Construction (Caroline Street, Stevens Street, 5th Street): Director Kaiser confirmed that the resolution should only include Caroline Street, Stevens Street, and Fifth Street. He stated that an updated resolution will be prepared for the Council meeting.

Following discussion, **Motion/Second/Carried Lendrum/Lang to recommend Council adopt Final Resolution No. 2019-10 for installation of sanitary sewer laterals for properties served by sanitary sewers on Caroline Street (Union to Van), Stevens Street (Congress to Doty), 5th Street (Clark to Lincoln).** All voting aye.

Street Use Permits - Informational:

Traffic Engineer Merten informed the Committee of the Special Event Tracking menu item on the intranet that will allow them to stay apprised of special event information as applications are received and processed. He discussed the function of the staff group that reviews special event applications and conducts post-event briefings.

Run Away to the Bay: Committee reviewed the Street Use Permit for the Run Away to the Bay to be held on April 13, 2019. Alderman Hillstrom noted that tax exempt information is needed from the organizer.

RES.

**Public Services and Safety Committee Meeting
March 12, 2019
Page 4**

Street Use Permits - Request for Approval:

Neenah Duathlon: Committee reviewed the Street Use Permit for the Neenah Duathlon to be held on May 11, 2019. Traffic Engineer Merten stated that the only change for the event this year is that the running portion will be done in Mahler Park instead of Riverside Park. Alderman Hillstrom noted that the tax exempt number provided by Dutrirun is for a 509(a)(2) organization. Traffic Engineer Merten stated that ordinance provides the cost exemption for 501(c) organizations. Committee determined that the organization did not fall under the designation required by ordinance and therefore was not exempt from full event costs.

C.A.

Following discussion, **Motion/Second/Carried Lendrum/Hillstrom to recommend the Chairman of the Public Services and Safety Committee sign and the Council approve the Street Use Permit for the Neenah Duathlon, sponsored by Dutrirun, Ben West, 920 S. Keller Park Drive, Appleton, to be held on May 11, 2019.** All voting aye.

Memorial Day Parade: Committee reviewed the Street Use Permit for the Memorial Day Parade to be held on May 27, 2019.

C.A.

Following discussion, **Motion/Second/Carried Hillstrom/Lang to recommend the Chairman of the Public Services and Safety Committee sign and the Council approve the Street Use Permit for the Memorial Day Parade sponsored by the Twin City Veterans, Michael E. Taylor, 545 Broad Street, Menasha, to be held on May 27, 2019.** All voting aye.

CommunityFest 2019: Committee reviewed the Street Use Permit for CommunityFest-2019 to be held on July 3-4, 2019.

C.A.

Following discussion, **Motion/Second/Carried Hillstrom/Lendrum to recommend the Chairman of the Public Services and Safety Committee sign and the Council approve the Street Use Permit for CommunityFest-2019, sponsored by the City of Neenah, Mike Kading, 211 Walnut Street, to be held on July 3-4, 2019.** All voting aye.

Community First Fox Cities Marathon Presented By Miron Construction: Committee reviewed the Street Use Permit for the Community First Fox Cities Marathon to be held September 20-22, 2019. Traffic Engineer Merten noted that there were no proposed changes from the 2019 event.

C.A.

Following discussion, **Motion/Second/Carried Hillstrom/Lang to recommend that the Chairman of the Public Services and Safety Committee sign and the Council approve the Street Use Permit for the Community First Fox Cities Marathon, sponsored by the Community First Fox Cities Marathon, Laurie Butz, 2616 S. Oneida Street, Appleton, to be held September 20-22, 2019.** All voting aye.

WI Streetball Neenah 3 on 3: Committee reviewed the Street Use Permit for the WI Streetball Neenah 3 on 3 event to be held on June 8-9, 2019. Traffic Engineer Merten noted that the 2018 event had issues with refuse clean-up and an insufficient number of port-a-potties.

Public Services and Safety Committee Meeting
March 12, 2019
Page 5

He stated that the organizer is being told how many port-a-potties the event must provide for the 2019 based on industry standards. Mayor Kaufert noted that, if necessary, city staff will clean up the streets after the event and charge the organizer. He confirmed that the organizer is required to contact affected property owners. Committee discussed the varied perspectives on the impact to the downtown of having an outside organization operate the event.

C.A.

Following discussion, **Motion/Second/Carried Hillstrom/Lendrum to recommend the Chairman of the Public Services and Safety Committee sign and the Council approve the Street Use Permit for the WI Streetball Neenah 3 on 3 to be held on June 8-9, 2019, in downtown Neenah, sponsored by Mission Basketball Academy Inc., Adam Maulick, 1835 E. Edgewood Drive, Suite 1058, PO Box 8 Appleton.** All voting aye.

Licenses:

Beverage Operator License Applications: The Committee reviewed the beverage operator license applications for Eric J. Balza, Laurie L. Behnke, Brandy L. Brockman, Jacob M. Driessen, Jayda M. Ekholm, Janine L. Heid, Megan M. Morse, Alex R. Ransone and Johann C. Schattenforst.

C.A.

Following discussion, **Motion/Second/Carried Lendrum/Hillstrom to recommend Council approve beverage operator license applications for Eric J. Balza, Laurie L. Behnke, Brandy L. Brockman, Jacob M. Driessen, Jayda M. Ekholm, Janine L. Heid, Megan M. Morse, Alex R. Ransone and Johann C. Schattenforst.** All voting aye.

Temporary Class "B" (Picnic) Beer License Application - Future Neenah: The Committee reviewed the Temporary Class "B" (Picnic) Beer License Application for Future Neenah for their Bike to Boogie event to be held on June 12, 2019.

Following discussion, **Motion/Second/Carried Lendrum/Hillstrom to table action on the application until the Bike to Boogie Special Event Permit is brought to Committee for review.** All voting aye.

Temporary "Class B" (Picnic) Beer & Wine License Application -St. Margaret Mary Parish: The Committee reviewed the Temporary "Class B" (Picnic) Beer & Wine License Application for St. Margaret Mary Parish for their Game Night event to be held on April 6, 2019.

C.A.

Following discussion, **Motion/Second/Carried Lendrum/Hillstrom to recommend Council approve the Temporary "Class B" (Picnic) Beer & License Application for St. Margaret Mary Parish, 620 Division Street, for their Game Night event to be held on April 6, 2019.** All voting aye.

Public Works General Construction and Department Activity:

1. Contract 1-18 (Andrew, Richard, Geiger, Whiting) – Work is complete. Subsequent to our issuing final payment for this work, we were notified that a subcontractor had found an error in the final quantities. We are working with the contractor to resolve this.

Public Services and Safety Committee Meeting
March 12, 2019
Page 6

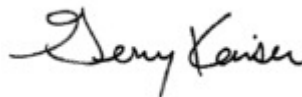
2. Contract 2-18 (Cecil, Adams)
Adams St – Work is complete.
Cecil St – Final topsoil and seeded will be done when weather permits.
3. Contract 3-18 (Nature Trails/Eaglecrest) – The only work remaining under this contract is completion of the Liberty Heights trail along Woodenshoe Road. The contract will remain open so that this work can be done early next year.
Quantities on the Nature Trail/Eaglecrest work have been finalized with the contractor. Special assessment billings will be sent in September 2019.
4. Contract 1-19 (Caroline, Stevens, Fifth) – An award recommendation is being taken to the Board of Public Works on 3/12/2019.
5. Contract 2-19 (Stanley Ct, Stanley St, Thomas) – An award recommendation is being taken to the Board of Public Works on 3/12/2019.
6. Contract 3-19 (Epoxy Pavement Marking) – An award recommendation is being taken to the Board of Public Works on 3/12/2019.
7. Kevin Prost starts with the department on March 11 as the Engineering Technician.
8. We still have salt available. We also have salt remaining in our reserve, but have been told that delivery of the reserve couldn't occur for several weeks. As of Sunday, March 3, we have reached our overtime budget for snow/ice removal for 2019.
9. Director Kaiser informed the Committee that two of the automated collection trucks had been out-of-service – one for an electrical issue and the other due to an accident at the Tullar Garage that damaged the lifting arm. Both should be back in service early next week.

Announcements/Future Agenda Items:

Chief Olson informed the Committee that the Department will not have use of a UTV this year. He stated that the Department had used one in 2018 under an arrangement with Team Winnebagoland. Given the benefit that the Department saw from the use of that vehicle, he indicated that a budget request to purchase a UTV would be forthcoming.

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

Respectfully submitted,



Gerry Kaiser, PE
Director of Public Works

CITY OF NEENAH
SPECIAL PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES
Wednesday, March 20, 2019 - 6:45 PM
Hauser Room - City Administration Building

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

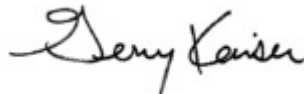
Also Present: Mayor Kaufert, City Attorney Godlewski, Director of Public Works Kaiser, Police Chief Olson, Police Captain Bernice

Reconsideration of License Action Regarding Operator License of Nicole Brisky: City Attorney Godlewski reviewed his memo of March 9, 2019. He informed the Committee that the action taken at the Committee meeting of March 12 to extend the period of the provisional license for Nicole Brisky is not allowed under state law. He noted that in a similar situation in 2012, the Council approved an offer to an applicant to issue a regular operator's license on a "probationary by agreement" basis. He noted that the applicant, Nicole Brisky, had agreed to these terms and signed a stipulation that will allow the City to repossess the license without a hearing. He stated that the probationary period would extend through September, so that the Committee should review the license at the last meeting in September. Committee noted that input from the probation agent would be valuable at that time.

Following discussion, **Motion/Second/Carried Hillstrom/Lendrum to recommend that Council authorize the issuance of a probationary license subject to the terms and conditions outlined in the stipulated settlement signed by Nicole Brisky.** All voting aye.

Motion/Second/Carried Hillstrom/Stevenson to adjourn at 6:50 p.m. All voting aye.

Respectfully submitted,



Gerry Kaiser, PE
Director of Public Works

In the matter of the Operator License Application of

NICOLE BRISKY
602 Waupaca Street
Fremont, WI 54940

Respondent

STIPULATED SETTLEMENT

IT IS HEREBY STIPULATED AND AGREED to by NICOLE BRISKY, Respondent in this action:

1. The Respondent stipulates to the accuracy of the letter of denial sent by Deputy Police Chief Chris Sievert in this case and acknowledges that the violations listed in the letter of denial are sufficient to justify the denial of her application for an operator's license.
2. Subject to the terms of this Stipulation, the City of Neenah agrees to issue an Operator's license to Respondent, with the standard expiration date of June 30, 2020.
3. Respondent agrees to remain free of any violation of State Statutes or local ordinances that are listed in the City of Neenah Parameters for Denial of a Bartender's License (the "Parameters") through September 30, 2019.
4. Respondent also agrees to strictly follow the conditions of her probation in the State of Wisconsin v. Nicole Brisky, Ozaukee Co. Case Nos. 2017CM000326 & 2018CF000038.
5. In the event that Respondent commits a violation listed in the Parameters on or prior to September 30, 2019, or commits any probation violation in Ozaukee Co. Case Nos. 2017CM000326 & 2018CF000038, Respondent agrees to voluntarily surrender her operator's license.
6. In the event that Respondent fails to surrender her operator's license after committing a violation as outlined in Paragraphs 3 and/or 4 above, Respondent hereby stipulates that by signing this agreement, she consents to the revocation of her operator's license by the City of Neenah. She also consents to the service by mail of a complaint for revocation of operator's license filed under this agreement.
7. Issuance of the operator's license to the Respondent under this stipulation is subject to the Respondent paying any outstanding claims of the City of Neenah that she may have, if any. At the time of the preparation of this stipulation, City records indicate no outstanding claims.

Date: 3/15/19

Nicole Brisky
Nicole Brisky
Respondent

PUBLIC SERVICES & SAFETY COMMITTEE RECOMMENDATION

5-0 The Public Services & Safety Committee of the Neenah Common Council on March 20, 2019 by a vote does hereby recommend approval of the foregoing stipulation and granting Nicole Brisky a new operator's license subject to the terms of the above-stipulated settlement.

Marge Bates
Marge Bates
Chair

ORDER

The Common Council of the City of Neenah, having considered the recommendation of the Public Services & Safety Committee hereby approves issuing a new operator's license to Nicole Brisky subject to the terms and conditions of the above stipulated settlement

CITY OF NEENAH

By: Dean R. Kaufert
Dean R. Kaufert, Mayor



M E M O R A N D U M

TO: Mayor Kaufert and Members of the Common Council
FROM: James Merten, Traffic Engineer
DATE: March 22, 2019
RE: Downtown Traffic Study Phase II

Attached is a draft of a request for proposal (RFP) for the Downtown Neenah Traffic Study Phase II. The proposed RFP would study 5 projects derived from the Phase I study recommendations. ([Click here for a link to the Phase I study.](#))

The recommended scope of work is as follows:

- Project 1: Downtown Traffic Network Management Plan (Wisconsin Ave. Bypass)
- Project 2: Intersection Control Evaluation – Main Street & Torrey Street
- Project 3: Parking Ramp Site Assessment – Blue Lot
- Project 4: Parking Ramp Site Assessment – Hewitt Lot
- Project 5: Roundabout Conceptual Design – Main Street & Green Bay Road

Staff is seeking input from the Committee regarding the scope of work. Once the proposals have been solicited and received, staff will present a recommended proposal for the Committee and Council to review.

REQUEST FOR PROPOSAL

Downtown Neenah Traffic Study Phase II



211 Walnut Street
Neenah, WI 54956

920.886.6240
parking@ci.neenah.wi.us



Contents

Summary	3
Background	3
Scope of Work	4
Project 1: Downtown Traffic Network Management Plan.....	4
Project 2: Intersection Control Evaluation - Main Street & Torrey Street	5
Project 3: Parking Ramp Site Assessment - Blue Lot.....	8
Project 4: Parking Ramp Site Assessment - Hewitt Lot	8
Project 5: Roundabout Conceptual Design - Main Street & Green Bay Road .	9
Services & Deliverables.....	10
Presentation & Meetings.....	10
Final Report.....	10
Supporting Documents	10
Information to be Supplied by the City	11
Proposal Terms & Conditions	12
Requirements	12
Selection & Award	13
Cancellation.....	13
Schedule	14
Payment	14
Contact	14
Map	15

Submit Completed Proposals To:

City of Neenah
 211 Walnut Street
 Neenah, WI 54956
 Attention: Traffic Engineer

Summary

The City of Neenah, Wisconsin is inviting proposals from qualified consultants and is seeking professional services for traffic operations analysis, transportation planning, and preliminary engineering for a series of projects pertaining to the economic vitality of the downtown area.

In 2018, the City of Neenah administered Phase I of the Downtown Neenah Traffic Study, which sought collection of traffic data and identification of issues for further study. The intent of this study is to utilize the information collected from the Phase I study and develop solutions for target areas of concern in a comprehensive and cohesive manner.

Background

The City of Neenah's nationally recognized downtown offers a variety of shopping and dining choices and also serves as a venue for numerous community festivals and events. In addition, the downtown has experienced exponential growth in office space in the past two decades and is now home to the corporate headquarters for major corporations such as Alta Resources, Inc., Bergstrom Corporation, and Plexus Corporation. While the City's population is approximately 26,000, the daytime population within one mile of the downtown is about 14,000. The recent growth has put observable strain on certain arterial streets during peak travel periods of the day. Traffic in the downtown has become a concern raised among prospective developers and the neighboring hospital, ThedaCare-Neenah, a Level II trauma center. Additionally, downtown Neenah carries pass-through traffic connecting the I41 and WIS441 corridors.

With new development anticipated to occur, particularly on the west side of the downtown, the City desires to proactively develop an action plan to address congestion and safety concerns. The purpose of this study is to build from Phase I of the Downtown Traffic Study, providing analysis and recommendations for addressing key issues that have been identified.

Scope of Work

Project 1: Downtown Traffic Network Management Plan

SUMMARY & OBJECTIVES

Given recent trends of development occurring on the west side of the downtown and concerns regarding existing traffic congestion, the City desires to explore measures which balances traffic flow within the downtown area for the purposes of accommodating future growth, improving safety, and alleviating existing congestion. Specifically, the City seeks to improve route alternatives for Main Street traffic to connect with the WIS114/Commercial Street and Oak Street corridors.

Currently, Main Street traffic generally travels through the downtown center utilizing Wisconsin Avenue, contributing to congestion and safety concerns. This corridor is not only often used to access the immediate downtown area, but also to pass through to other destinations.

The primary goal for this project is to develop a comprehensive package of solutions which redistributes Main Street traffic passing through the downtown to reduce the traffic load on Wisconsin Avenue during peak traffic periods, without discouraging downtown destination traffic. This includes:

- Reduce heavy vehicle traffic utilizing Wisconsin Avenue
- Improve pedestrian & driver comfort on Wisconsin Avenue
- Minimize delay along alternate routes and improve access with intersecting major corridors
- Enhance guidance measures to redirect pass-through traffic on a preferred alternate route

EVALUATION SCENARIO

The Consultant shall analyze existing conditions projected to year 2020. Existing conditions shall be calculated utilizing 2018 Downtown Neenah Traffic Study data (provided by the City) with a 2-year 1% linear growth projection. The target area of study is bounded by Main Street, Wisconsin Avenue, Columbian Avenue/Smith Street/Torrey Street, and Oak Street.

TASKS

1. Evaluate the current street network for barriers that inhibit the use of alternative routes. Recommend specific bypass route(s) to promote pass-through travel to and from Main Street.
2. Identify measures that promote use of the recommended bypass routing and/or discourage use of Wisconsin Avenue by pass-through traffic including but not limited to: signing, pavement markings, intersection control, traffic signal timing, and physical/visual treatments.
3. Evaluate and estimate the impacts of the proposed measures to the surrounding traffic network, including Church Street, Commercial Street, Wisconsin Avenue/Main Street, and Oak Street, where applicable.
4. Assess the feasibility of realigning the Columbian Avenue corridor between Main Street and Church Street to intersect with Millview Drive and Main Street. This includes evaluation of impacts on utilities, developable properties, and the connection with the surrounding street network. Develop a list of the short-term and long-term advantages and disadvantages of a realignment.

Project 2: Intersection Control Evaluation – Main Street & Torrey Street

SUMMARY & OBJECTIVES

This project consists of evaluating the traffic operation, safety, and feasibility of alternatives for the [Main Street & Torrey Street](#) and [Main Street & Millview Drive](#) intersections. The analyses performed as part of this project shall be in accordance with Wisconsin Department of Transportation (WisDOT) Facilities Development Manual (FDM) §11-25-3.2.2 Phase II Alternative Selection ICE.

The goals for this project are to:

- Accommodate future growth of the downtown, particularly development of adjacent properties, development of Arrowhead Park, and the potential construction of a nearby parking ramp.
- Address safety concerns pertaining to the proximity of the intersections with the Main Street railroad overpass. This includes sight distance/visibility constraints, impacts caused by the changes in grade along Main Street, and driver speed entering into the downtown area from the overpass.
- Provide a solution that synergizes with Project 1 objectives.

EVALUATION SCENARIOS

1. Base condition - This scenario shall comprise existing conditions plus anticipated future development at adjacent properties in year 2020. Existing conditions shall be calculated utilizing 2018 Downtown Neenah Traffic Study data (provided by the City) with a 2-year 1% linear growth projection. Future development estimates will be provided by the City.
2. 20-year projection - Analyses shall assume Scenario 1 (base conditions) projected 20 years assuming a 1% linear growth for 2040.

ALTERNATIVES

1. 3-approach signalized intersection at the existing location of Main St. & Torrey St.
2. 3-approach roundabout at the existing location of Main St. & Torrey St.
3. 4-approach signalized intersection on Main St. incorporating both Torrey St. and Millview Dr.
4. 4-approach roundabout on Main St. incorporating both Torrey St. and Millview Dr.

TASKS

1. Trip Generation Analysis - Calculate trip generation and distribution estimates utilizing the latest edition of the Institute of Transportation Engineers *Trip Generation Manual* for future adjacent development based on projected land use information provided by the City.
2. Traffic Forecasting - Calculate forecasted traffic volumes for the street approaches for each scenario.
3. Operational Analysis - Each scenario for each alternative shall be studied for the analyses below:
 - a. Level of Service (LOS) Analysis - Use the methodologies outlined in the most recent version of the Highway Capacity Manual (HCM) to conduct the level of service (i.e., capacity) analysis for existing and design year traffic conditions. Refer to FDM 11-5-3 for details on the traffic analysis methodologies and analysis tools to use when conducting the quantitative capacity analysis.
 - b. Queue Impacts - Based on the 95th-percentile back-of-queue length, assess whether the existing and/or future queues will affect the intersection design (e.g., turn bay lengths) and/or alternative selection.

- c. Additional Capacity - Conduct a sensitivity analysis to assess how much additional capacity above the design-year traffic volumes (if any) each traffic control alternative can accommodate. Consider the ability to accommodate 5 to 20 percent additional traffic due to diversion because of an incident on the freeway system (I41 & WIS441).
 - d. Additional Considerations - Identify any other factors that could potentially influence (either positively or negatively) the intersection capacity or operation.
4. Practical Feasibility Assessment - The Consultant shall utilize Scenario 2 conditions for two preferred alternatives selected by the City (upon recommendations by the Consultant) for the tasks below:
 - a. Right-of-Way (ROW) Impacts - Determine the amount of right-of-way acquisition required for each alternative. Also determine where driveway access restrictions should be in place for each alternative.
 - b. Utility Impacts - Identify the extent of any additional utility needs or utility relocations required for each alternative. The City will provide information and relocation cost estimates for City-owned utilities.
 - c. Cost Estimate - Provide a summary of the factors that influence the cost estimates (construction costs, operation/maintenance costs and right-of-way/real estate costs).
 - d. Additional Considerations - List any other considerations, such as geometric constraints, truck traffic, or pedestrian/bicycle facilities that influence the practical feasibility of the alternative. Note the implications the Project 1 corridor study may have on the design (e.g., alternative selection, design vehicle, lane configuration, etc.). Additionally, identify if there are any major historical, archeological, hazardous materials or other environmental or unique impacts that effect the practical feasibility of the alternative.
5. Design Layout - Provide a 30% design for the two Scenario 2 preferred alternatives selected by the City. The city will provide construction plans of the Main Street corridor and City CAD drawings.
6. Recommendation - Provide a recommendation of the best alternative, considering traffic operations, assessments on safety, and alignment with the goals of the downtown traffic network management plan.

Project 3: Parking Ramp Site Assessment – Blue Lot

SUMMARY & OBJECTIVES

The Blue Lot, located at [214 S. Church Street](#), has been identified as a potential site to construct a parking ramp. As a parking ramp location, this site would primarily serve current parking users along with new development on the west side of the downtown. The goal of this project is to determine traffic impacts that would result from a parking ramp located on the site and derive solutions to mitigate said impacts.

EVALUATION SCENARIO

The Consultant shall analyze existing conditions projected to year 2020. Existing conditions shall be calculated utilizing 2018 Downtown Neenah Traffic Study data (provided by the City) with a 2-year 1% linear growth projection. The ramp capacity to be used for analyses will be provided by the City.

TASKS

1. Design Layout - Provide a preliminary layout (footprint) for a parking ramp which maximizes cost efficient design and construction practices.
2. Trip Generation Analysis - Determine the most suitable access points to/from the proposed parking ramp and develop a corresponding traffic distribution estimate at peak traffic periods.
3. Traffic Impact Analysis - Estimate the magnitude of traffic impacts on the adjacent street network.
4. Recommendation - Identify infrastructure improvements necessary (if any) to accommodate the traffic generated from the parking ramp.

Project 4: Parking Ramp Site Assessment – Hewitt Lot

SUMMARY & OBJECTIVES

The Hewitt Peninsula Lot, located at [125 N. Commercial Street](#), has been identified as a potential site to construct a parking ramp. As a parking ramp location, this site would serve the businesses immediately adjacent to the site, thereby providing availability in other parking locations throughout the downtown area. The goal of this project is to determine traffic impacts that would result from a parking ramp located on the site and derive solutions to mitigate said impacts.

It is anticipated that installation of a traffic signal on Commercial Street would be required to accommodate flow in and out of the ramp during peak traffic periods. It is also recognized that a secondary access point connecting the site to the Neenah Centers parking lot may be necessary. The assessment of this site for a potential parking ramp shall explore these considerations as part of the project.

EVALUATION SCENARIO

The Consultant shall analyze existing conditions projected to year 2020. Existing conditions shall be calculated utilizing 2018 Downtown Neenah Traffic Study data (provided by the City) with a 2-year 1% linear growth projection. The ramp capacity to be used for analyses will be provided by the City.

TASKS

1. Design Layout - Provide a preliminary layout (footprint) for a parking ramp which maximizes cost efficient design and construction practices.
2. Trip Generation Analysis - Provide a traffic distribution estimate for peak traffic periods.
3. Traffic Impact Analysis - Estimate the magnitude of traffic impacts on the adjacent street network. Model the impact of a traffic signal at Commercial Street, if necessary.
4. Recommendation - Identify infrastructure improvements necessary to accommodate the traffic generated from the parking ramp.

Project 5: Roundabout Conceptual Design – Main Street & Green Bay Road

SUMMARY & OBJECTIVES

The City has identified the signalized intersection of [Main Street and Green Bay Road](#) as a candidate for a roundabout. The operation of this intersection is heavily influenced by right-of-way constraints and the proximity and access to/from the I41 corridor.

Currently, the traffic signals are programmed for split phasing with protected turn movements to accommodate unbalanced flow movements and to achieve better lane utilization. When under peak volume conditions, this creates an undesirable overall level of service generated from long time-in-queue delay. In

addition, the intersection periodically experiences significant instability when incidents arise on the highway system or during equipment malfunction.

While it is the City's position that the traffic signal operations currently remain serviceable, the City takes interest in reserving right-of-way to accommodate future expansion of the intersection.

EVALUATION SCENARIO

Design criteria for this project shall consider future year 2040 traffic volumes while maintaining a level of service D or better for peak hour operating conditions. The Consultant shall utilize the traffic data produced from the Phase 1 Downtown Traffic Study report project a 1% linear growth.

TASK

Develop a WisDOT FDM 30% conceptual roundabout design for the purposes of establishing right-of-way reservations.

Services & Deliverables

PRESENTATION & MEETINGS

The Consultant shall host a minimum of three (3) meetings with the staff steering committee: one kickoff meeting, one interim progress meeting, and one pre-final report meeting.

The Consultant shall provide one (1) public meeting presenting the finding of the report to the members of the Neenah Common Council.

FINAL REPORT

A final report shall be provided conveying the methodology, data collected and utilized, and recommendations for each task in the scope of work. The final report shall be furnished on paper and in an Adobe Portable Document Format (PDF) format.

SUPPORTING DOCUMENTS

In all cases where an electronic spreadsheet, word processor, or database has been created to develop the study, the Consultant shall provide a copy of such document in native electronic form. The City presently uses Microsoft Excel and Word and requires documents created to be translated into those formats.

After final report preparation and presentation, all work papers used in the development of the study shall become the property of the City of Neenah and shall be delivered to the Public Works Director of the City. If electronic versions of the information exist, it shall be provided to the City in electronic form.

INFORMATION TO BE SUPPLIED BY THE CITY

The City shall provide existing traffic information for the study area, as available including:

- Intersection traffic counts
- Pneumatic tube traffic counts
- Traffic crash reports for the sections of Main Street, Commercial Street and Oak Street within the study area
- Mapping of the study area in a DWG file format to include the following layers:
 - parcel lines
 - right-of-way lines
 - pavement edge
 - road centerline
 - sidewalk edge
 - building footprint
 - parking lot
 - basic hydrology
 - contour lines
 - utilities (sanitary sewer, storm sewer, water - mains, manholes, valves, hydrants)
 - street names
 - address numbers
 - parcel dimensions
- Traffic signal timing plans for the following intersections:
 - Winneconne Avenue/Commercial Street
 - Commercial Street/Columbian Avenue
 - Commercial Street/Wisconsin Avenue
 - Commercial Street/Forest Avenue
 - Wisconsin Avenue/Church Street
 - Wisconsin Avenue/Oak Street
- Existing and planned development impacting the study area
- [Public Transit Routes](#)
- [2016 Downtown Commuter Traffic Survey](#)
- [2018 Downtown Traffic Study, Phase I](#)

Proposal Terms & Conditions

REQUIREMENTS

Each proposal shall follow the format described herein:

1. Transmittal Letter. The letter must include the name, title, address, and phone number of the primary contact.
2. Statement of Qualifications.
 - a. Qualification summary of the company
 - b. Qualification summary of and list of the staff intended for the project
 - c. Description of similar projects
3. References. Descriptions of up to three similar assignments completed by the project manager. Include the name of the client, contact person, and telephone number.
4. Project Approach. Provide a scope of work and a list of tasks.
5. Additions or Modifications. This section shall include any proposed amendments to the scope of work included in this request.
6. Proposed Schedule. The proposed schedule should include benchmarks for completions of tasks.
7. Fee Proposal. Proposed consultant fees for this project must be submitted in a spreadsheet format in a sealed envelope marked "Fee-Structure - Do Not Open." The fee structure shall reflect the total not to exceed estimated fee for all services listed in the proposal. Proposed resources for each project outline in the scope of work must be identified, including hours and wage rates for consultants and sub consultants.

Elements that will be evaluated include:

- a. Availability of resources from the consultant and sub consultant(s) for the project.
- b. Estimated hours and fees to complete individual work elements.
- c. Estimated total fee for the project based on hourly rates, including a not-to exceed cap.
- d. List of reimbursable expenses and detailed costs of such.

The Consultant shall not assign the contract or subcontract any portion of the work without the written consent of the City of Neenah, nor shall the firm assign any monies due or to become due to them hereunder, without previous consent of the City.

Only complete responses will be considered. Responses shall be provided in a sealed envelope marked "City of Neenah - Downtown Traffic Study Phase II." A total of one (1) electronic copy and three (3) printed copies of the responses along with one (1) copy of the proposal cost estimate in a separate, sealed envelope shall be received by 12:00 noon on Wednesday, April 17, 2019, delivered by mail or in person to:

City of Neenah
211 Walnut Street
Neenah, WI 54956
Attention: Traffic Engineer

Electronic copies may be emailed to jmerten@ci.neenah.wi.us.

SELECTION & AWARD

Staff will evaluate the proposals. If there is no clear choice, a short list of consultants will be invited for an interview. The proposals and oral interview results shall be the basis of selection. The selection criteria are as follows:

- Consulting firms that are the most qualified and experienced in the area of network traffic analysis.
- Adherence to the proposal requirements described in the next section.
- The experience of the project manager and work team.
- The ability to perform work in a timely manner.
- The quality of the proposal.
- The quality of the interviews, if necessary.

Award will be made by the Neenah Common Council. The Neenah Common Council reserves the right to accept or reject any or all proposals, to waive any irregularities, informalities or defects in the proposals, to accept any proposal in whole or in part which it shall deem to be in the best interest of the City of Neenah.

CANCELLATION

This RFP may be cancelled or any or all bids or proposals may be rejected in whole or in part. Proposals that do not comply with all criteria set forth in this RFP are subject to disqualification. Late responses will not be considered.

SCHEDULE

RFP Issued	March 28, 2019
RFP Responses Due	April 17, 2019
City Evaluation/Vendor Interview	April 18 - May 3, 2019
Council Consideration & Approval	May 15, 2019

PAYMENT

The City will develop a payment schedule based upon important milestones being accomplished. This payment schedule will be negotiated with the selected consultant.

CONTACT

If further information is required, please contact:

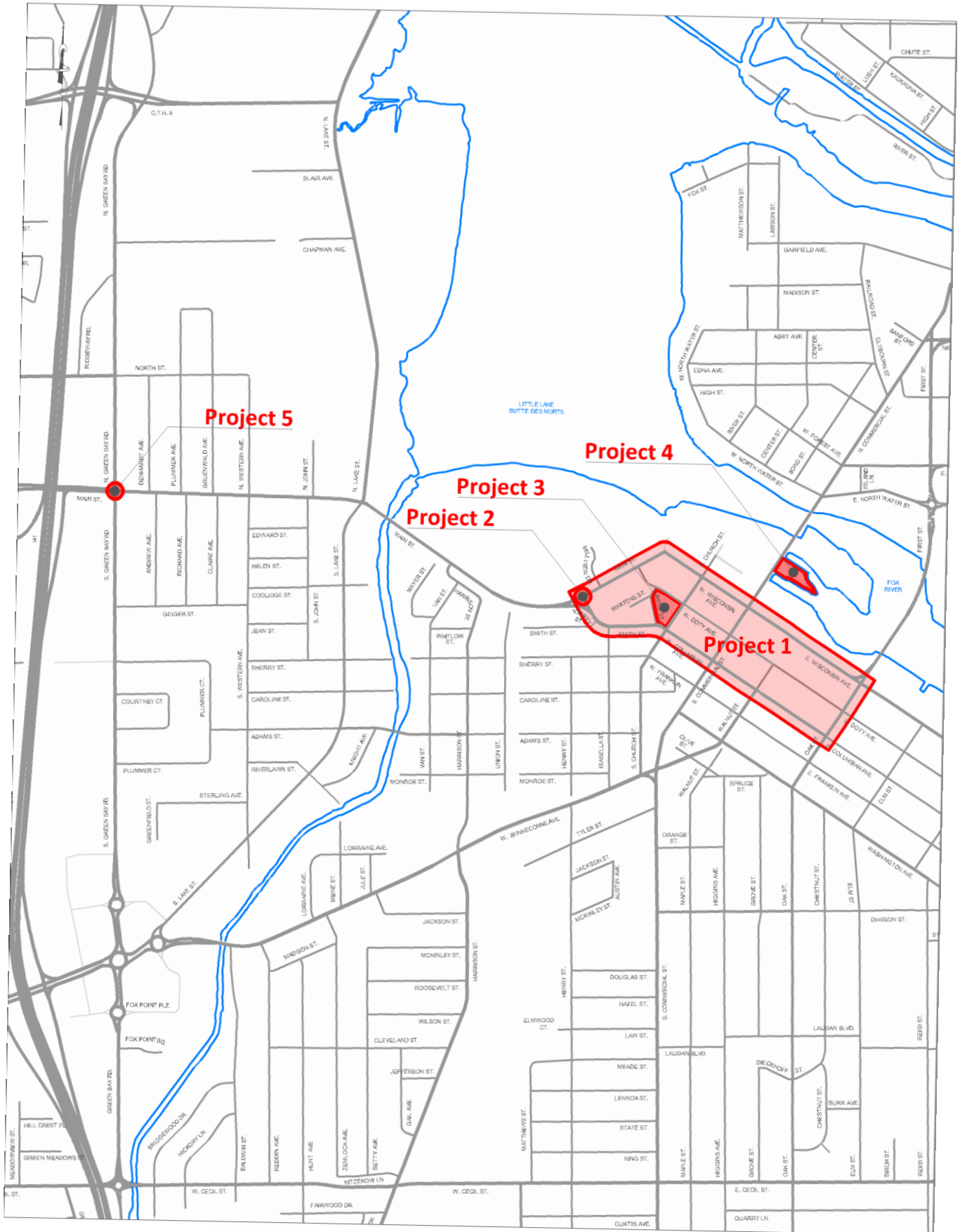
James Merten, Traffic Engineer
Email: jmerten@ci.neenah.wi.us
Phone: 920-886-6243

Gerry Kaiser, Public Works Director
Email: gkaiser@ci.neenah.wi.us
Phone: 920-886-6241

Chris Haese, Community Development Director
Email: chaese@ci.neenah.wi.us
Phone: 920-886-6127

Please note that written clarifications from questions regarding this RFP will be distributed to all Consultants solicited.

Map





Neenah Special Event Permit Application

Event

Name Summer Kickoff Bike to Boogie Concert

Webpage www.neenah.org

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):

Schedule

Date(s)	Setup Time	Start Time	End Time	Cleanup Time
<u>6/12/19</u>	<u>9:00 am</u>	<u>6:00 pm</u>	<u>9:00 pm</u>	<u>until 10:30 pm</u>

Attendance

List estimated quantities:

Participants _____

Spectators 5,000

List any entry fees:

NA

Location

- Park/Public Property: 1 PLEXUS WAY - PLEXUS LAWN
 Public Street/Sidewalk/Trail:
 Private Property/Other:

Applicant

Name Meredith Manion Daytime Phone 722-1920

Email meredith@neenah.org Cell Phone (920) 362-6641

Organization

Name Future Neenah Tax Exempt No. ES-30804

Email info@neenah.org Phone 722-1920

Address 135 W. WISCONSIN AVE

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
WISCONSIN

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 Nikki Hessel Phone (920) 470-9154

Name Meredith Munion Phone (920) 362-6641

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
RADIOS

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

MICROPHONE ON STAGE

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

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

Loudspeaker/PA System ON STAGE

Lost Child Recovery Site INFO BOOTH

Severe Weather Shelter(s) STORES NEARBY

First Aid Station(s) INFO BOOTH

Enclosed/Fenced Area(s) EVENT AREA POSTED WITH SIGNS

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 6:00pm 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.

Food trucks



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.

JUST closed parking stalls on Wisconsin Ave from Church St. to Clinic

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:

NA

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

Nearby public parking

27. Please identify handicap accessible parking locations and accommodations:

Nearby public parking



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: PLEXUS LAWN - tent will be on grass by the parking lot

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: PLEXUS PARKING LOT OR PLEXUS LAWN

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

Staff clean up

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

security services as-needed



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.)
Payment can be made at the Treasurer's Office, 211 Walnut Street Neenah, WI 54956 or be submitted with the application.
- Reservation of park facilities.
Reservations may be made at the Parks & Recreation Office, 211 Walnut Street Neenah, WI 54956.
- Supplemental permits filed.
Typical permits filed include: Temporary Class B Picnic License (Alcohol), Fireworks Permit, Open Burning Permit, and Vendor/Solicitor Licenses.
- A detailed map of the event site/route.
A map identifying the event footprint and layout must be submitted with this application.
- A crisis management plan.
Required when not following the Emergency Response Protocol that is provided by the City.

Required to approve application:

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

Provisions & Terms

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

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

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

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



Neenah Special Event Permit Application

Legal Notice

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

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

Hold harmless indemnification and defense.

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

Signature _____

Date _____

Completed applications can be mailed to: Neenah City Hall, 211 Walnut Street Neenah, WI 54956 or e-mailed to jheinz@ci.neenah.wi.us. For any questions regarding this application or the permitting process, contact the Joni Heinz at +1 (920) 886-6104.

OFFICE USE ONLY

Cost Estimate	Total Cost	Sponsor Cost
Parks & Recreation _____	- \$0 -	_____
Public Works/Traffic _____	-\$0-	_____
Police _____	\$125.80	_____
NM Fire _____	-\$0-	_____
Total	\$125.80	_____

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

2019 Bike to Boogie
Summer Kick Off Concert

Stage

Generator

Beer Tent

Bike Corral

Tickets

Info Tent



Helmets

F
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C
K
?



Church St

Wisconsin Ave

Contact Meredith at
920.362.6641

Free Parking in
Ramp



Public Services & Safety Committee March 26, 2019

BEVERAGE OPERATOR LICENSE APPLICATIONS:

New or Renewal	Last Name, First, M.I.	Municipality	Place of Business
New	Frisby, Jared L.	Neenah	My Place

TEMPORARY CLASS "B" (PICNIC) BEER LICENSE APPLICATION:

Applicant	Name of Event	Beer	Location	Date(s) of Event
Future Neenah	Bike to Boogie	Beer	200 W Wisconsin Plexus Lawn	June 12, 2019

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: 2-27-19

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. Stat.

at the premise described below during a special event beginning 6:00pm and ending 9:00pm and agrees to comply with all law, 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

- (a) Name Future Neenah Inc
(b) Address 135 W. Wisconsin Ave Neenah, WI 54956
(Street) Town Village City
(c) Date organized 4-27-83
(d) If corporation, give date of incorporation 4-27-83
(e) Names and addresses of all officers:
President Lori Borchardt 2100 Winchester Rd. Neenah, WI 54956
Vice President Troy Noel 145 1/2 W. Wisconsin Ave Neenah, WI 54956
Secretary Meghan Healy Two Neenah Center Suite 701 Neenah, WI 54956
Treasurer Andy Gaerthoener 3300 E Winslow Ave Appleton, WI 54911
(f) Name and address of manager of person in charge of affair Nikki Hessel

2. LOCATION OF PREMISE WHERE BEER AND/OR WINE WILL BE SOLD:

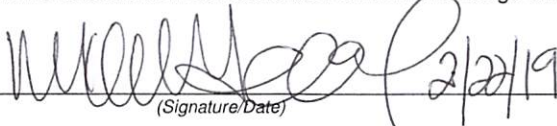
- (a) Street number _____
(b) Lot _____ Block 200 W. Wisconsin Ave "PLEXUS LAWN"
(c) Do premises occupy all or part of building? NO
(d) If part of building, describe fully all premises covered under this application, which floor or floors, room or rooms, license is to cover:

3. NAME OF EVENT

- (a) List name of the event Summer Kick off: Bike to Boogie
(b) Dates of event June 12, 2019

DECLARATION

The Officer(s) of the organization, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

Officer  2/27/19
(Signature/Date)
Officer _____
(Signature/Date)

Future Neenah, Inc
(Name of Organization)
Officer _____
(Signature/Date)
Officer _____
(Signature/Date)

Date Copied to Assistant Chief Sievert: _____

Date Filed with Clerk: 2-22-19

Date Granted by Council: _____

Date Reported to PSSC/Council: _____

License No. _____



M E M O R A N D U M

DATE: March 22, 2019
TO: Mayor Kaufert, and Members of the Public Services and Safety Committee
FROM: Gerry Kaiser, Director of Public Works
RE: Public Works General Activity

- 1) Contract 2-18 (Cecil, Adams)
 - a) Adams St – Work is complete.
 - b) Cecil St – Final topsoil and seeded will be done when weather permits. The revised contract completion date for purposes of assessing damages is May 1, 2019.
- 2) Contract 3-18 (Nature Trails/Eaglecrest) – The only work remaining under this contract is completion of the Liberty Heights trail along Woodenshoe Road. The contract will remain open so that this work can be done early next year.

Quantities on the Nature Trail/Eaglecrest work have been finalized with the contractor. Special assessment billings will be sent in September 2019.
- 3) Contract 1-19 (Caroline, Stevens, Fifth) – Carl Bowers & Sons Construction was awarded this contract. A pre-construction meeting is scheduled for Tuesday, March 26.
- 4) Contract 2-19 (Stanley Ct, Stanley St, Thomas) – Robert J. Immel Excavating, Inc., was awarded this contract. A pre-construction meeting is scheduled for Tuesday, March 27.
- 5) Courtney Court – The Town of Neenah opened bids on March 18. A public information meeting is being held at the Town Hall on March 25. Project award by the Town Board is expected at their meeting later that same evening. The apparent lower bidder is Robert J. Immel Excavating, Inc.
- 6) Pendleton Road Sidewalk/Trail – A notice is being sent to properties on Pendleton Road (Gay – Cecil) to make them aware of the upcoming sidewalk/trail installation. Trail is being installed on the west side of the street and sidewalk is being installed on the east side of the street. The budget for this work is included in TID 11.
- 7) Storm Water Ordinance – Staff is updating the Stormwater Management Services ordinance in preparation for future Committee consideration.
- 8) Refuse/Recycling Cart Swaps – Crews are caught up with the refuse/recycling cart swaps. Since the rollout, about 890 carts have been swapped.
- 9) Spring Load Limits – Load limits were placed on March 25. These apply to all streets in the city that do not have curb/gutter.
- 10) Commerce Court Pond – We received notice that our grant reimbursement application has been approved for the full \$80,000 request.