

**CITY OF NEENAH**  
**PUBLIC SERVICES AND SAFETY COMMITTEE MEETING**  
**April 13, 2021- 6:30 PM**

**Due to the Public Health Emergency caused by the COVID-19 Pandemic, this meeting will occur at a virtual location accessed by the below link or conference call. Committee members and the public should use the following information:**

Link: <https://global.gotomeeting.com/join/952450101>

OR

Conference Telephone Number (AUDIO ONLY): [tel +1 \(646\) 749-3122](tel:+16467493122)  
Access Code: 952-450-101

- Members of the public who join the meeting will be asked for their name and address and whether they wish to speak during the Public Forum.
- For members of the public unable to access this meeting online or via conference call, the Mayor and a staff member will be present in the Council Chambers, City Hall, 211 Walnut Street, Neenah, to assist those wishing to attend the meeting. The Council Chambers will be open to eight (8) people in addition to the Mayor and one staff person, consistent with the social distancing rules established under Emergency Order 12 (Safer at Home Order).

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

## **AGENDA**

1. Approval of Minutes of the meeting for March 30, 2021 (Attachment)
2. Public Appearances
3. Traffic Study (Information to be distributed prior to meeting)
4. Outdoor Premise Area Extension and Revocable Occupancy Permit – 116 S. Commercial St., Lions Tail Brewing Company (Attachment)
5. “No Mow May” (Attachment)
6. Approve the Purchase of Ballistic Vests from 2021 CIP Budget (Attachment)
7. Police Station Lobby Interview/Soft Room Remodel (Attachment)
8. University of Wisconsin Milwaukee Archaeological Study for the Lakeshore Avenue Construction Project (Attachment)
9. Special Event Permits
  - a. Memorial Day Parade (Attachment)
  - b. Relay for Life of the Fox Cities (Attachment)
  - c. Sole Burner 5K Walk/Run (Attachment)
  - d. WI Streetball Neenah 3-on-3 (Attachment)

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.

- e. Boogie Downtown (Attachment)
- 10. Public Works General Construction and Department Activity (Attachment)
- 11. Adjournment

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**CITY OF NEENAH**  
**PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES**  
**Tuesday March 30, 2021, 6:30 PM**

**Due to the Public Health Emergency caused by the COVID-19 Pandemic, these meeting minutes are from a virtual web link (Audio & Video) and conference call (Audio only). There were no in-person attendees from the public.**

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

**Excused:**

**Also Present:** Mayor Kaufert, City Attorney Westbrook, Public Works Director Kaiser, Director of Community Development & Assessment Haese, Director of Parks & Recreation Kading, City Forester Fink, Police Chief Olson, Assistant Police Chief Bernice, Deputy Director of Community Development & Assessment Schmidt, Captain Van Sambeek, Public Works Office Manager Mroczkowski, John Skyrms, Mary Glesner

Approval of Minutes of the meetings for March 9, 2021

**Motion Second/Carried Lendrum/Lang to approve the minutes of the Meeting of March 9, 2021.** All voting aye.

Public Appearances:

None

Nature Trail Subdivision-Fence Restrictions

Deputy Schmidt reviewed his memo of March 30, 2021. He stated that the current fence restrictions on the Nature Trail Subdivision Plat prohibits fences to be adjacent to City park property and Outlots 1, 2, 3, and 4 of the plat. This affects lots 2 through 22, lots 39 through 41, lots 51 through 55, and lots 62 and 63. Deputy Schmidt stated that the amendment to the Nature Trail Plat will remove the fence restrictions for lots 2, 3, 20, 21, 22, 39, 40, and 41 and allow fences up to 3 feet in height or 4 feet if the fence is 75% open in design.

Ms. Glesner stated that she talked with all the property owners except for the one on lot 40. She stated this is a rental and she did not reach out to the property owner. She stated that she has support from all of the neighbors and provided signatures to the Committee members.

Alderperson Bates asked if the City will be looking for other areas of the City with similar situations. Deputy Schmidt stated that it is something they could look into but is not sure it would bring to light any areas that they don't already know about.

Mayor Kaufert asked how covenants are imposed in subdivisions. City Attorney Westbrook stated that until the last lot is sold, the developer is usually the one to impose the covenants. He stated that after that the oversight of the covenants usually passes to a Home Owners Association (HOA). He stated that if there is no HOA then it would go through the small claims process.

Mayor Kaufert stated that he is worried about consistency throughout the City. He stated that if the city amends this plat to remove the fence restrictions on specific lots, how will staff address residents from other subdivisions who seek the same consideration. He stated are we going to do this for them as well. Deputy Schmidt stated that staff would have to address those requests on a case by case basis.

Aldersperson Bates asked Ms. Glesner if she talked with the home owners that are on the restricted lots. Ms. Glesner stated she had not. Aldersperson Bates stated that she feels that this needs to be done so that there is transparency.

Aldersperson Bates asked how the City will ensure that fence permits are not issued to the restricted lots on the amended Nature Trail Subdivision Plat. Deputy Schmidt stated that our permit software allows us to flag addresses that have special circumstances. He stated the restricted lots have already been flagged.

Report

Following discussion, **Motion/Second/Carried Stevenson/Lang to recommend the Common Council approve Resolution No. 2021-07 amending the fence restriction on the Nature Trails Subdivision Plat lots 2, 3, 20, 21, 22, 39, 40, 41, 51, 52, 53 and 54.** All voting aye.

Approve BOTS 2021 Summer Speed Enforcement Grant

Assistant Chief Bernice reviewed his memo of March 23, 2021. He stated that the Police Department is requesting permission to participate in the Wisconsin Bureau of Transportation Safety (BOTS) Summer Speed Enforcement Grant. He noted that the Winnebago County Speed Task Force will be the administrator of the Grant. Assistant Chief Bernice stated that the amount of the grant is \$30,000 and will be shared by six area police agencies, Neenah, Menasha, Oshkosh, Omro, Fox Crossing and the Winnebago County Sheriff's Department. He stated that the grant will run from June 1, 2021, through August 31, 2021. He noted that the grant requires a 25% agency match.

Assistant Chief Bernice stated that the task force will gear the enforcement to high visibility areas with an effort on decreasing crashes and obtaining voluntary compliance with traffic regulations.

Report

Following discussion, **Motion/Second/Carried Lang/Stevenson to recommend the Common Council approve the City of Neenah Police Department participation in the Winnebago County Speed Task Force, 2021 Summer Speed Enforcement Grant from June 1, 2021 to August 31, 2021.** All voting aye.

Ord. 2021-06 Creating an Ordinance to Provide for Covid-19 Temporary Seating

Director Haese stated that this Ordinance was created last year to help assist local business remain viable during the Covid-19 pandemic. He stated that even though the ordinance lapsed in October of 2020, we have allowed the businesses to continue to have the temporary outside seating. Director Haese stated that due to COVID-19 continuing to be a health emergency in 2021, staff recognized that this ordinance needs to be extended through 2021.

Aldersperson Bates asked if there have been any issues with the temporary seating. Director Haese stated that he has not been made aware of any. Police Chief Olson stated there have been no complaints.

Aldersperson Bates asked if the businesses are required to still obtain a permit. Director Haese stated yes, but the City has waived the permit fee.

Report

Following discussion, **Motion/Second/Carried Hillstrom/Lang to recommend the Common Council approve Ordinance 2021-06 allowing for Temporary Outside Seating due to COVID-19.** All voting aye.

Ord. 2021-07 Creating an Ordinance to Provide for Covid-19 Temporary Sales of Merchandise on Public Sidewalks.

Report

Following discussion, **Motion/Second/Carried Hillstrom/Lang to recommend the Common Council approve Ordinance 2021-07 allowing for Temporary Sales of Merchandise on Public Sidewalks due to COVID-19.** All voting aye.

Shattuck Park Elevator Repairs Update

City Forester Fink provided the committee with an update on the status of the elevator repair. City Forester Fink stated that he reached out to five companies based on the request from this committee at the January 26, 2021 meeting. He stated that he received quotes from four of the five companies. He stated that Otis Elevator and Access Elevator recommended total replacement with a cost between \$75,000 to \$90,000. MEI-Badger Elevator responded that they do not work on this type of elevator. City Forester Fink stated that A-1 Elevator Sales & Service provided a short term solution to get the elevator operational for a cost of \$2,800.00. He noted that they would then assess and replace the required parts as needed. A-1 Elevator would perform the 5 year load test for \$1,600 and will provide an annual service contract for monthly maintenance during operational months.

City Forester Fink stated this will be funded through the operational budget so he longer is requesting any additional funding.

Replacement of Parks & Recreation Lawn Mower LM 1

City Forester Fink reviewed his memo of March 23, 2021, regarding replacement of the 2003 Deweze slope mower with a remote controlled mower. He stated that he received three quotes with the lowest being from Reinders, Inc., of Appleton for an amount of \$48,952.00. City Forester Fink stated this type of slope mower will provide a much safer way to maintain the slopes at overpasses and eliminate the rollover risk to the operator. He stated the amount in the 2021 Capital Equipment Budget for this mower is \$55,000.00.

Aldersperson Lang stated that she is in favor of this mower. She stated that she has watched the current process and does not feel that the operators are safe.

Report

Following discussion, **Motion/Second/Carried Lang/Hallstrom to recommend the Common Council approve the purchase of the Progressive 800214 Remote Controlled lawn mower from Reinders, Inc., Appleton in an amount of \$48,952.00. All voting aye.**

Preservation of Dike Trees

Director Kading stated that from the direction of the committee at the meeting March 9, 2021, he contacted both Jon Gumtow, Stantec Representative, and Tess Brewster, WI DNR Waste Management Engineer. He stated that Mr. Gumtow felt that the city was at low risk of excessive damage from a potential root ball exposure. Ms. Brewster stated that she did not have a historical reference pertaining to trees on the dike and failing causing significant damage to the dike. She stated that if a failure were to occur several agencies would be called in to assess the situation. Director Kading stated that neither of them were willing to submit their assessment of the dike trees in writing.

Aldersperson Hillstrom asked if the trees would be taken down now would there be any additional cost. Director Kading stated the tree removal is part of the current contract.

Aldersperson Stevenson stated that he is not in support of preserving the trees. He stated that the potential risk exposure to the City of cap damage, because of tree failure is too high. He stated that he has a fiduciary responsibility to his constituents and the aesthetic benefit of leaving the trees does not match the cost of a potential risk. He stated that the WI DNR directed the city in 2012 to remove the trees and we should comply.

City Attorney Westbrook stated that we did amend the language in letter and removed the word "cap". He further stated that the city will always have some liability for the dike trees.

Aldersperson Lang asked for City Forester Fink's comments regarding the trees. City Forester Fink stated that trees are of little value and should be removed. He stated there are other trees available for birds to nest and roost.

Mayor Kaufert stated that he knows there are times when trees need to be taken down for just cause. He stated because of the liability the city could face he supports the removal of the trees.

No further action is required as the removal of the trees are part of the original contract.

Public Works General Construction and Department Activity

- 1) Contract 3-20 (Street - Van, Monroe, Gillingham)
  - a) Gillingham, Van, Monroe, Cavalry – Work is complete.
  - b) Shootingstar – Work is on hold pending resolution of boundary issues. A CSM has been prepared.
- 2) Contract 11-20 (Street - Lakeshore) – Roadway and trail excavation and graveling are complete. Work under the contract is halted until milder temperatures return. UWM-CRM is providing a contract amendment to the monitoring contract to cover total costs for that work last year and a few days of observation for excavation work this year for the sidewalk on the south side of Wisconsin and a curb ramp at Wheeler Street.

Director Kaiser stated the contractor is going to begin work on April 12<sup>th</sup>.

Alderson Bates asked what the status is of the litigation. City Attorney Westbrook stated we are currently waiting for the appeals court to make a ruling. He further stated that now that there is a date of work restarting we are required to notify their attorney 7 days prior to work beginning. He stated that he is confident that a restraining order will be filed.

Mayor Kaufert asked if there would be a way to request an expedited decision on the restraining order and the appeal. City Attorney Westbrook stated that there is no way avenue to petition the court to speed up the process.

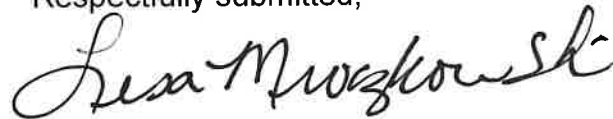
Alderson Bates asked the cost of the additional monitoring work that will need to be done by UW Milwaukee. Director Kaiser stated the cost will be between \$17,000 and \$18,000. That will include 3 days of monitoring for this year and for the monitoring that went beyond the scope last year.

- 3) Contract 1-21 (Marathon Av) – Utility work will start on March 29.
- 4) Contract 2-21 (Fairview, Laudan) –
  - a) Fairview - Utility work started on March 22. Due to the amount of rock encountered in the water utility trench a temporary water arrangement is being prepared in order to maintain service to customers while the existing main is replaced. This will result in a change order for the water portion of the contract. Sanitary sewer main installation work was also started and is about 50% complete. The project was bid to allow the contractor to use native material for backfill. We've encountered several isolated areas where this material was not suitable for backfill so limestone screenings were brought in.
  - b) Laudan – Sewer work is expected to start on March 29.
- 5) Contract 3-21 (Winneconne, Washington, Olive, Isabella) – The project schedule has not been set.
- 6) Nicolet Boulevard – After numerous discussions with Menasha on the scope of the Nicolet Boulevard work and our related utility work, we have decided to forgo the work at this time with the intention of pursuing a more comprehensive project in the future.

- 7) CTH CB/CTH JJ Roundabout – The County has informed us that design is about 85% complete. Real estate acquisition has started. They expect to be ready for utility adjustments to start in late fall in preparation for intersection construction in 2022.
- 8) Yard Waste – Curbside yard waste collection starts on April 13.
- 9) Storm Water Report – The City's annual storm water report is being finalized for submittal to WDNR by March 31.
- 10) Road Ratings – Staff is starting the biennial data collection for street PASER ratings. These will factor into the 2022-2026 CIP development.
- 11) DOLAS Office remodel – Work on the DOLAS offices is scheduled to start on April 12. Committee discussed the scope and budget for this work.

Adjournment: **Motion/Second/Carried Lang/Stevenson to adjourn at 8:10 p.m.** All voting aye.

Respectfully submitted,



Lisa Mroczkowski

Public Works Officer Manager





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

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**DATE:** April 9, 2021  
**TO:** Mayor Kaufert and Members of the Public Services and Safety Committee  
**FROM:** Gerry Kaiser, Director of Public Works  
**RE:** Lake Shore Avenue Archaeological Monitoring

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In 2020 the City entered into a contract with University of Wisconsin – Cultural Resource Management (UWM-CRM) for the required monitoring of archaeological resources during excavation operations on the Lake Shore Avenue street and trail construction project. That contract estimated a cost of \$34,500 for this work. That estimate was based on several assumptions:

1. The excavation of the Lakeshore Avenue road bed, would take no more than 4 weeks (160 hours);
2. Up to 100 features would be mapped in plan view and up to 50 features would be partially excavated;
3. Up to 10 burial features would be identified during the monitoring and the procedures for burial features would follow the Monitoring and Treatment Plan;
4. The City of Neenah would provide the appropriate heavy equipment and operator;
5. All regular consultation with agencies and stakeholders was included within the scope and cost.

In the end because of the volume of features located, these assumptions significantly underestimated the actual level of effort required.

1. Monitoring - instead of needing one person for 4 weeks, the work required multiple people for 8 weeks.
2. Feature Mapping - 887 features were identified and 135 features were excavated or tested.

Because of this, I asked UWM-CRM to provide an amendment to the monitoring contract so that we could track the reasons behind the cost increases. That amendment is attached. In addition to the much greater than estimated amount of work in 2020, the amendment includes monitoring for some minor excavation that needs to be done this year since it is located within a burial area. This excavation is needed for the sidewalk along Wisconsin Avenue, a curb ramp at Wheeler Street, and concrete pedestals for three informational signs and a bench/sculpture. The amendment includes four days, or approximately \$3,000, for this monitoring. The total estimate for the amendment is \$21,000.

**Staff requests that Committee recommend that Council approve Amendment 1 to the Archaeological Monitoring Contract with UWM-CRM for the Lake Shore Avenue project to be funded through Public Infrastructure reserves.**

Gerry Kaiser, PE  
Director  
City of Neenah – Public Works  
211 Walnut Street  
Neenah, WI 54956  
(920) 886-6241

April 1, 2021

**RE: Amendment 1  
Archaeological Monitoring Site 47WN0562 (BWN-0213) Entire Road Site  
WHS 20-0985  
City of Neenah, Winnebago County**

Dear Mr. Kaiser,

The following is an amendment for the above referenced project.

The original contract for the monitoring included the following assumptions:

- 1) The excavation of the Lakeshore Avenue road bed, requiring monitoring, will take no more than 4 weeks (160 hours);
- 2) Up to 100 features will be mapped in planview and up to 50 features will be partially excavated;
- 3) Up to 10 burial features will be identified during the monitoring. The procedures for burial features will follow the Monitoring and Treatment Plan (see above).
- 4) The City of Neenah will provide the appropriate heavy equipment and operator; and
- 5) All regular consultation with agencies and stakeholders is included within the scope and cost.

The monitoring occurred from September to November 2020, with assumptions 1) through 3) under-estimating the scope of the project. Specifically;

- 6) Monitoring occurred over an 8 week period (September 27 to November 21, 2020) requiring 1700 person hours;
- 7) A total of 887 features were identified (and mapped in planview) and 135 were tested (or excavated); and
- 8) Monitoring will continue in spring 2021 including additional areas for the sign installation and sculpture installation on the museum property. An amended *Request to Disturb* will be prepared and submitted to the Wisconsin Historical Society for these activities.

#### **Amendment 1 Scope of Work**

The amendment 1 scope of work includes budget for the labor and materials associated with 6), 7), and 8) above. In addition, the amendment includes monitoring in Spring 2021. The spring 2021 monitoring assumes up to four days of on

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site monitoring. Identification of features or human burial features is not anticipated for the spring 2021 work. Identification and treatment of cultural features that may be identified in spring 2021 is also considered extra work.

Cost

The cost for amendment 1 is

<i>Original Contract</i>	<i>\$34,500</i>
<i>Amendment 1:</i>	<i>\$21,000</i>
<i>Total</i>	<i>\$55,500</i>

We would also like to extend the contract end date (currently March 31, 2021) through July 31, 2021.

As always, if there are questions or concerns regarding the scope of work, or to further discuss the project, please do not hesitate to contact me at (414) 251-8853 or at [haasjr@uwm.edu](mailto:haasjr@uwm.edu).

Sincerely,

A handwritten signature in black ink, appearing to read 'J. Haas'.

Jennifer R. Haas, Ph.D.  
Acting Director  
Principal Investigator  
Cultural Resource Management  
Archaeological Research Laboratory Center



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

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**DATE:** April 13, 2021  
**TO:** Chairperson Bates and Members of the Public Services and Safety Committee  
**FROM:** Brad R. Schmidt, AICP – Deputy Director of Community Development  
Gerry Kaiser – Director of Public Works  
**RE:** Site Plan for Outdoor Patio, Lions Tail Brewing Company, 116 S. Commercial St.

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### **Background**

The Department of Community Development has received a request from Lions Tail Brewing Company to construct an outdoor patio and extend their liquor license premise area to include said patio.

### **Consideration**

Lions Tail Brewing Company, located at 116 S. Commercial Street, is proposing to construct a patio connected to the south side of the building with access to the patio via a doorway along the south side of the building. The width of the proposed patio is 8' 1.75" and 65' in length. The patio also extends along the east side (rear) of the building with a length of approximately 23' 6" and width of 5' 2.5". The patio will accommodate 13 tables and 33 seats.

The applicant is also proposing to extend their liquor license premise area to include the outdoor patio area. The applicant has an existing outdoor patio on the east side of the building which was approved in 2017. Under Municipal Code Sec. 4-106 Outdoor Service/Beer Gardens, liquor license holders can request to extend their premise area outdoors on private property or within the public right-of-way. Each option has a specific requirements. The proposed patio is mostly located on private property, but partially encroaches onto the Doty Avenue right-of-way.

Under Sec. 4-106, an outdoor premise area located on private property must meet the following standards:

1. Located on property zoned C-1, C-2, I-1 or PDD districts.

**The subject property is located within the C-2 District.**

2. The patio shall be attached to the building.

**The patio is attached to the south and east sides of the building with access via a door along the south side of the building.**

3. The outdoor premise shall be completely surrounded with an attractive fence at least 3 feet in height.

**The patio is located about 2' 4" above the sidewalk and the patio includes a fence/railing that is 3' 6".**

Although the proposed patio meets all of the standards for an outdoor premise area, it does encroach onto the Doty Avenue right-of-way by approximately 4' 6". For outdoor premise areas which are within the public right-of-way, the sidewalk café standards must be followed. While the proposed patio is not a sidewalk café, the standards for sidewalk cafes were reviewed to ensure the patio meets setback requirements for sidewalk cafes.

1. Sidewalk Cafes are only permitted in the C-2 District.

**The subject property is located in the C-2 District.**

2. A minimum of 6 feet of sidewalk passage must be remain for safe passage of pedestrians.

**The patio is located in a manner that provides a 6-foot passage along the sidewalk.**

3. Sidewalk cafes shall be located within the extended limits of the property.

**The patio is located within the extent of the subject property.**

4. No sidewalk café furniture shall be placed, installed, used or maintained as follows:

- Within ten feet of any marked or unmarked crosswalk or access ramp.  
**The patio is located more than 10 feet from the crosswalk located at Doty Avenue and S. Commercial Street.**
- Within five feet of any fire hydrant.  
**There are no fire hydrants along this section of Doty Avenue.**
- Within ten feet of any driveway.  
**The portion of the patio within the right-of-way is located approximately 9.5' from a driveway entering the subject property.**
- Within five feet ahead of and 15 feet to the rear of any sign marking a designated bus stop, measured along the edge of pavement.  
**There are no bus stops along this section of Doty Avenue.**
- Within the vision-clearance triangle as defined in the Neenah Zoning Code.  
**The patio is not within the vision clearance triangle along the Doty Avenue and S. Commercial Street intersection.**
- At any location that is closer to the center of the street than a location at the widest point of the street, measured at the curb line (i.e. bump outs).  
**The patio is not located within a bump out.**
- Sidewalk café furniture shall be stored indoors overnight and/or when the business is closed.  
**The patio is a structure attached to the building and is therefore not able to be removed and stored indoors overnight.**

The proposed patio is a permanent structure and would not be able to be moved off of the right-of-way on a nightly basis. The placement of this use within the road right-of-way requires a revocable occupancy permit. The result of its construction would be to reduce the available sidewalk width on Doty Avenue to 6 feet, which is our standard minimum for sidewalk that abuts the curb. Staff has reviewed the request and determined that it can be granted without impact on the use of the sidewalk along Doty Avenue. There are a number of considerations to this:

- Snow removal - the sidewalk abutting the structure must be cleared by the owner regardless of any windrows resulting from street plowing. If this is not done satisfactorily, the City could order the patio's removal.

- Structure foundations – The eight outside columns of the structure are supported by 12-inch diameter foundations that are flush with the bottom of the sidewalk. If the structure is removed, each of the affected sidewalk panels should be replaced by the owner.
- Pergola Roof – The Revocable Occupancy Permit does not include the pergola roof in the encroachment description. The roof is approximately 11 feet above the sidewalk and extends approximately an additional 2 feet into the right-of-way.

**Recommendation**

**Appropriate action at this time is to recommend Council approve the Site Plan for the Outdoor Patio at 116 S. Commercial Street (Lion's Tail Brewing Company) and recommend Council approve the Revocable Occupancy Permit to Investment Creations, LLC (owner of 116 S. Commercial Street).**

**REVOCABLE  
OCCUPANCY PERMIT**

RE6035 90 Ch. 84 Wis. Stats.

**Document No.**

Exempt from fees: s 77.25(2r)

Occupant Name and Address: Investment Creations 116 S. Commercial Street Neenah, WI 54956 <b>10-0069-00-00</b>
Agency Name and Address: City of Neenah 211 Walnut Street Neenah, WI 54956
Highway: E. Doty Avenue
County: Winnebago
City: Neenah

This space reserved for recording data.

Return to: City Attorney Adam Westbrook  
Neenah City Administration Building  
P.O. Box 426  
Neenah, WI 54957

Encroachment Location: That portion of E. Doty Avenue described as being part of the Northwest ¼ of the Northwest ¼ of Section 27, Township 20 North, Range 17 East, being part of the dedicated right-of-way for E. Doty Avenue, City of Neenah, Winnebago County, Wisconsin, contained in the following:

Commencing at the intersection of the north line of Doty Avenue with the east line of Commercial Street also being the westerly corner of Lot 18, Block D, Plat of Winnebago Rapids;  
Thence, easterly along the north line of Doty Avenue, a distance of 37 feet, to the POINT OF BEGINNING;  
Thence, continuing easterly along said north line of Doty Avenue a distance of 71 feet  
Thence, southerly along a line perpendicular to the north line of Doty Avenue, a distance of 7 feet;  
Thence, westerly along a line parallel to the north line of Doty Avenue a distance of 71 feet;  
Thence, northerly along a line perpendicular to the north line of Doty Avenue, a distance of 7 feet to the north line of Doty Avenue and the POINT OF BEGINNING.

Encroachment Description: Outdoor patio and roof structure.

The use and occupancy of Highway right of way under this permit is conditioned upon the Occupant's compliance with these provisions:

1. This permit only authorizes the described encroachment to remain temporarily within the E. Doty Avenue right-of-way.
2. In the event that the Agency deems it necessary to revoke this permit on the basis of a need to expand capacity or improve safety, the Agency reserves the right to give notice regarding the removal of the described encroachment. The Agency may terminate this permit upon sixty (60) days written notice to the Occupant. The Occupant shall remove the described encroachment maintained under this permit within the time specified in the notice and restore the existing surface to the specifications of the Agency.
3. If the Agency determines that the installation or use of the described encroachment authorized under this permit increases the difficulty of highway maintenance, creates conditions adverse to the best interests of the highway users, the general public, or presents a threat to highway safety, then the Occupant, upon notification by the Agency shall promptly remove the encroachment from the highway right of way. The Occupant shall remove the described encroachment maintained under this permit within the time specified in the notice and restore the existing surface to the specifications of the Agency.
4. Occupant shall provide the City with a Certificate of Liability Insurance naming the City of Neenah its officers, council members, agents, employees, and authorized volunteers as additional insured(s) with no exclusions in the form of General Commercial Liability Insurance. The Occupant agrees to indemnify the City for any applicable deductibles under the policy.
5. Occupant is responsible for all maintenance of the encroachment.
6. Occupant is responsible for clearing the snow from the sidewalk abutting the encroachment so that the full remaining width is available for pedestrians.
6. Issuance of this permit shall not be construed as a waiver of the Occupant's obligation to comply with any more restrictive requirements imposed by local ordinance.

- 7. Traffic control required for installation of the encroachment shall be done in compliance with the Federal Highway Administration's Manual on Uniform Traffic Control Devices.
- 8. Failure by the Occupant to comply with the provisions of this permit is cause for the Agency to terminate this permit and to require the Occupant to take immediate action to clear the right of way to a safe condition.

Approved for the City of Neenah

Approved for Occupant

\_\_\_\_\_  
 (Signature) (Date)

\_\_\_\_\_  
 (Signature) (Date)

**Dean Kaufert**  
 \_\_\_\_\_  
 (Print or Type Name)

\_\_\_\_\_  
 (Print or Type Name)

**Mayor**  
 \_\_\_\_\_  
 (Title)

\_\_\_\_\_  
 (Title)

Attest

\_\_\_\_\_  
 (Signature) (Date)

\_\_\_\_\_  
 (Print or Type Name)

**City Clerk**  
 \_\_\_\_\_  
 (Title)

STATE OF WISCONSIN )  
 ) ss. \_\_\_\_\_  
 COUNTY OF WINNEBAGO )  
 (Date)

On the above date, this instrument was acknowledged before me by the named person(s).

STATE OF WISCONSIN )  
 ) ss. \_\_\_\_\_  
 COUNTY OF WINNEBAGO )  
 (Date)

On the above date, this instrument was acknowledged before me by the named person(s).

\_\_\_\_\_  
 (Signature, Notary Public, State of Wisconsin)

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 (Signature, Notary Public, State of Wisconsin)

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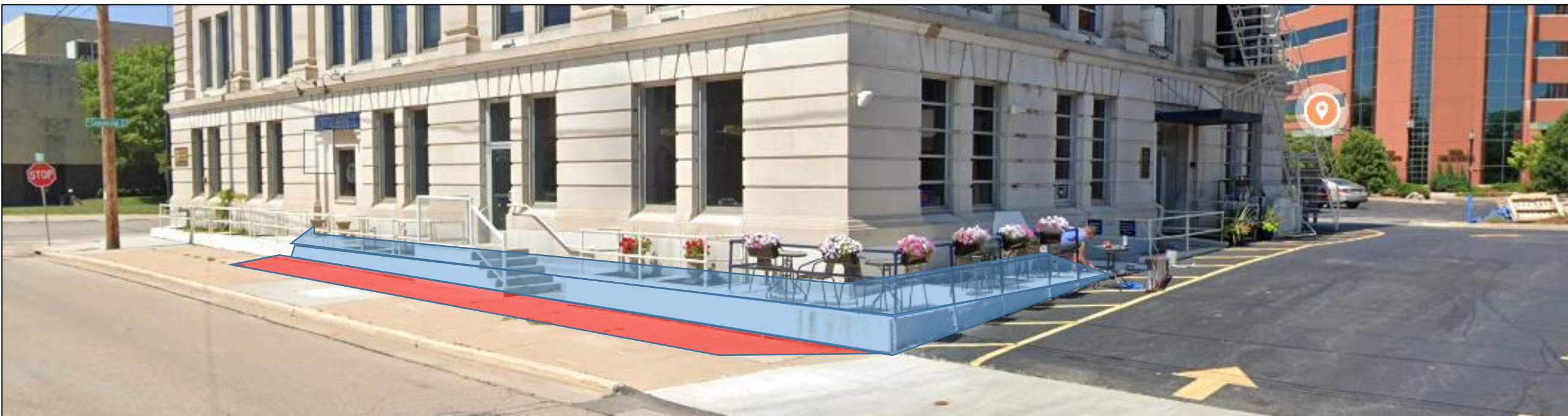




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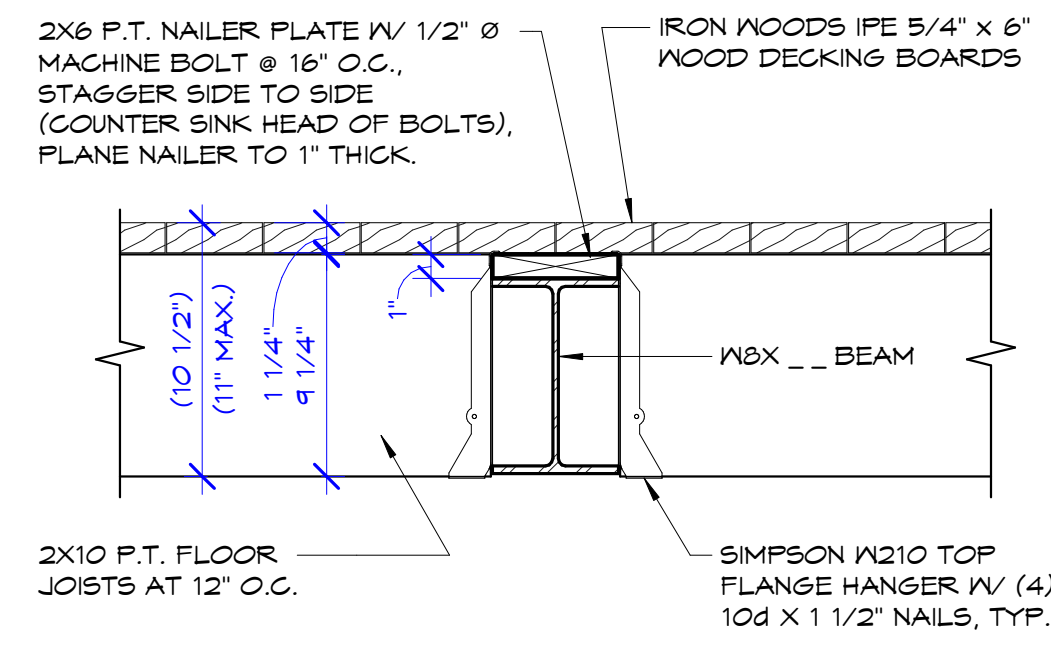
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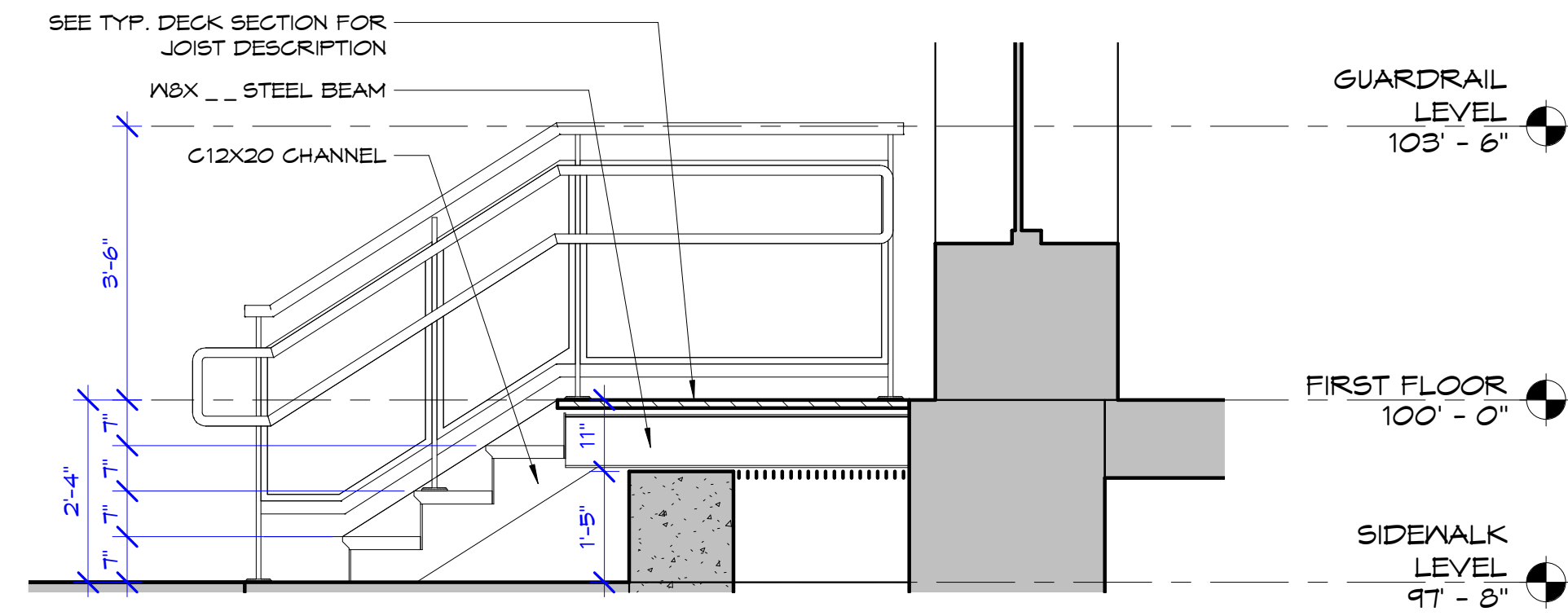


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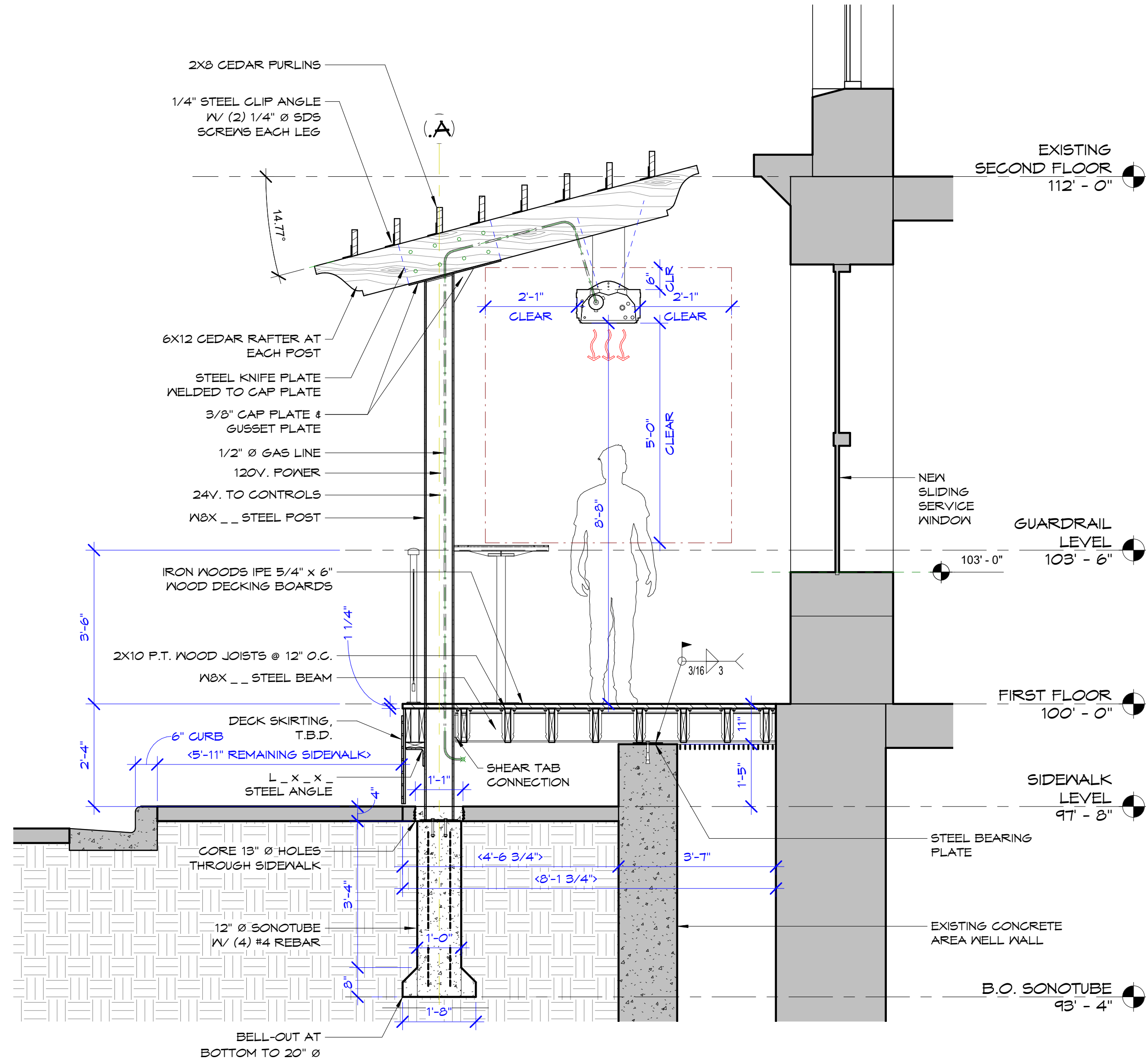
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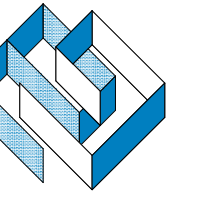
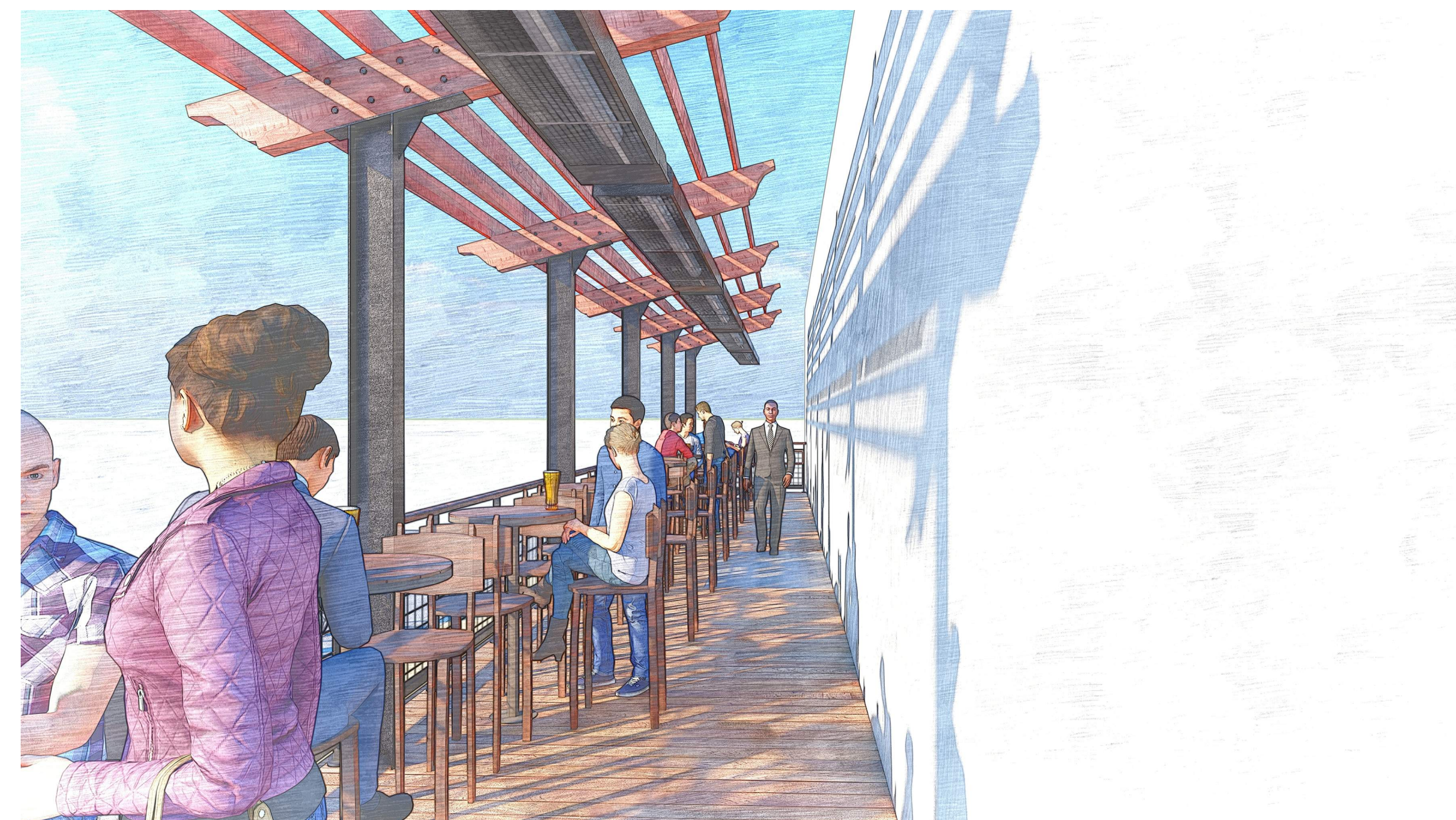
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A-1.1 1/2" = 1'-0"



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ERA BUILDING - OUTDOOR PATIO  
INVESTMENT CREATIONS  
NEENAH, WISCONSIN

NOT ISSUED FOR CONSTRUCTION

date 24/02/2021  
job: 21-008  
d. by BRS  
rev.:

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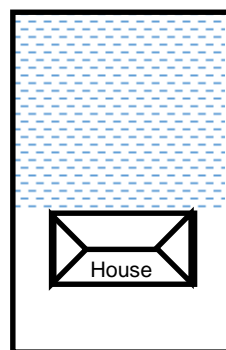


## MEMORANDUM

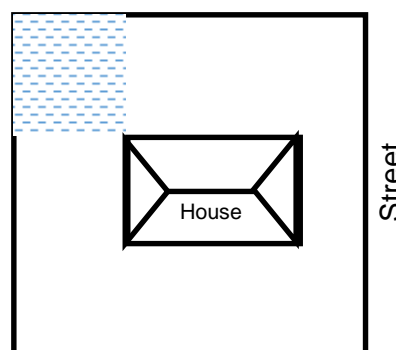
**DATE:** April 9, 2021  
**TO:** Mayor Kaufert and Members of the Public Services and Safety Committee  
**FROM:** Chris A. Haese, Director of Community Development and Assessment; Katie Osthelder, Code Enforcement Specialist; Carol Kasimor, Assistant Planner; Gerry Kaiser, Director of Public Works; Greg Radtke, Public Works Superintendent  
**RE:** No Mow May

Following discussion in regards to No Mow May, at the Sustainable Neenah Committee, staff has also discussed and reviewed the request to participate in the No Mow May program and wanted to provide additional thoughts for the Public Services and Safety Committee to review and consider.

1. Suspension of the Ordinance. The No Mow May program is presented to the City as a “suspension” of the noxious weeds and maintenance of vegetation section of the Municipal Code. Staff advises against a full suspension as this would prevent the Code Enforcement Specialist from taking any enforcement actions for non-approved/non-participating, commercial, and industrial properties.
2. Residents apply, staff determines approval or denial. Staff suggests residents who desire to participate in the program must APPLY for the program and not REGISTER, on or before May 12, 2021. When referenced as an application, the residents then know that they are not automatically approved to participate.
  - a. Prior Long Grass Violations. Upon review of the application, prior long grass violations should be reviewed. If a Long Grass Violation notice was issued within the last year, participation in the program would be denied.
3. Only 1 or 2 family residential properties. As an inaugural year for the program, staff would recommend only allowing 1 or 2 family residential properties to apply to participate in the program.
4. Owner Occupied or Written Permission from the Property Owner. In order to participate the property must be owner occupied or written permission from the property owner must be included with the application. (This is the requirement for the Keeping of Fowl, as well.)
5. Rear-yard only. As an inaugural year, staff would recommend only allowing the rear yard on a standard lot and a portion of the side yard for corner lots to be unmaintained as a part of the No Mow May program.



Street



Street

CITY OF NEENAH  
Dept. of Community Development

April 9, 2021 – Page 2

6. Rear-yard inspection. Staff recommends having a note on the application, informing the applicant that as a participant of the No Mow May program, they are consenting to allow an inspector onto their property, for the purposes of verifying compliance the Municipal Code, at the conclusion of the No Mow May program, if needed.
7. Non-Participating properties will follow standard enforcement. Any and all properties who are not approved to participate in the No Mow May program, will be required to comply with the Municipal Code.
8. Grass Clipping Disposal. Due to the City not collecting or accepting grass clippings at the Tullar Road Drop Off Center, an acknowledgement statement should be included on the application, completed by the participant that states, "By checking this box, I understand and agree to have a plan for disposing of the excess clippings at the conclusion of the No Mow May program as the City of Neenah does not collect nor do they accept grass clippings at the Tullar Road Drop Off Center."
9. Enforcement for participating properties. Staff would recommend the lawn must be mowed to less than a height of 8" by June 1, 2021 and all grass clippings mulched, composted, or removed from the yard. If this is not done by that date, the property owner is subject to City Abatement on or after June 2, 2021 and all subsequent contractor and service fees with no additional notice.
10. Staff authorized to deny or revoke participation. If the program moves forward, staff requests the authorization to deny and all participation or revoke participation should any part of the site or program become deemed unsafe.

**If the Committee is interested in pursuing the No Mow May program appropriate action at this time would be for Committee to recommend Council adopt an ordinance with the provisions above at their April 21, 2021 meeting.**



## MEMORANDUM

**TO:** Chairperson Bates and members of the Public Services and Safety Committee  
**FROM:** Carol Kasimor, Assistant Planner  
**DATE:** April 8, 2021  
**SUBJ:** **No Mow May Request**

The Sustainable Neenah Committee heard the “No Mow May” request of Lawrence University biology professor Dr. Israel Del Toro and the Pollenablers – Fox Cities at its last meeting.

The proposal requests the suspension of the enforcement of the Noxious Weeds and Grasses Ordinance because “the formative period for establishment of pollinator and other insect species, and the many songbirds and other urban wildlife species which depend upon them, occurs in late spring and early summer when they emerge from dormancy and require flowering plants as crucial foraging habitat, and these opportunities are dramatically reduced with early spring leaf-litter removal and grass mowing.” The initiative in Appleton last year showed a significant increase in the abundance and diversity of pollinator insects in lawns of participating property owners as compared to public property mowed on a typical schedule.

Committee members suggest that a trial of a modified proposal move forward for residential property owners who wish to participate on a voluntary basis, conditioned on the ability of the City to manage the program yet this year. The Committee members’ primary concern about the proposal is that few no-cost disposal areas for long grass clippings are available, other than leaving them on lawns, which can lead to problems. Residents may have to be informed or reminded of additional care required if they choose to participate. Additionally, the following management suggestions are proposed in order to help make the effort a successful one:

**Permit requirement** – Residential property owners would be eligible, with a limit of on-line applications through a no-cost Seamless Doc application. No commercial or industrial properties would be eligible at this time. Properties that have had a long grass order in the past would not be eligible. Neenah participant feedback collected by Pollenablers – Fox Cities is requested to be provided to the City.

**Terrace mowing** – Keep the terrace mowed, to maintain some uniform appearance of neighborhoods and keep long grass clippings out of the storm sewer.

The Sustainable Neenah Committee recognizes the importance of pollinator species in our ecosystem and supports efforts on the part of Neenah residents to protect, maintain and foster their growth, however residents choose to contribute. Initial discussion with the City has indicated that staff have excellent proposals for addressing the request, and the Committee recommends that they be consulted for the appropriate management of the program.

**Committee members recommend, should City staff be able to manage the No Mow May initiative this year that it be conducted on a trial basis, with a limited number of registrations and continued mowing of the terrace area, on non-commercial and non-industrial properties.**

LOCAL

## No Mow May returns to Appleton to promote bee-friendly habitat, but council rejects extension into June

**Duke Behnke** Appleton Post-Crescent

Published 9:14 p.m. CT Mar. 3, 2021

APPLETON - No Mow May will return to Appleton this spring.

No Mow June, however, won't be a thing.

The Common Council on Wednesday voted 13-2 to reinstate No Mow May, which was implemented last year on a voluntary, one-year basis. The initiative lets property owners delay lawn care as a way to promote pollinator-friendly habitat in the city.

Appleton restricts the height of grass to 8 inches on developed lots and to 12 inches on undeveloped lots, but under No Mow May, the city suspends enforcement of the rules until June 1.

Alderman Alex Schultz thanked the council for "allowing this rather radical idea to take hold." He predicted No Mow May would spread to neighboring municipalities this year.

"We're trying to do something to engage our community and educate them about the plight of pollinators and the plight of insects in general," Schultz said.

Alderwoman Denise Fenton said she would participate in No Mow May to foster dandelions and other plants that blossom early.

"The idea is to get the pollinators this forage early in the season before the other flowers bloom," she said.

Detractors contend No Mow May makes the city look trashy, aggravates pollen allergies and starts or magnifies conflicts among neighbors.

A proposal from Pollenablers Fox Cities requested the city add a seven-day grace period to No Mow May "to accommodate those who choose to participate the entire month but may need a few extra days to get their lawn mowed."

The Municipal Services Committee rejected the grace period, and the council agreed.

"Five weeks of letting your lawn grow wild is basically just letting your dandelions go to seed into your neighbors' yards, some of which may not be participating and not really enjoying it," Alderman Brad



Firkus said at committee. "I think extending No Mow May longer probably ratchets up conflict."

"It is about finding a middle ground and trying to keep everybody happy," Alderwoman Patti Coenen said. "In this case, I think that we're able to do that."

Public Works Director Paula Vandehey said that before No Mow May, Appleton averaged 85 complaints for tall grass and weeds in the month of June. The city received 106 complaints last year, including 52 that came in the first five days after No Mow May ended.

"Those 52 complaints were actually 23% of the complaints that we received through the entire year of 2020," she said.

With no grace period, property owners must mow by May 31 or risk getting fined. May 31 is Memorial Day, giving property owners a three-day weekend to mow.

"I am perfectly OK with not having the seven-day grace period and having people have their lawns mowed by Tuesday," Alderman Joe Prohaska said. "There's no reason they shouldn't be able to do that."

Schultz estimated that 20% of the homes in the city either actively or passively participated in the program last year, even if they didn't last the entire month.

Israel Del Toro, an assistant biology professor at Lawrence University, said a sampling of No Mow May lawns last year found a fivefold increase in bee abundance and a threefold increase in bee diversity in comparison to nearby parkland that was mowed regularly.

Property owners interested in No Mow May can register with Pollenablers Fox Cities, which will provide participants with small yard flags to indicate their involvement in the program.

Pollenablers Fox Cities said it will work with community gardens and co-ops to offer a free collection of grass clippings for registered participants at the end of May. It also sought the city's cooperation with community outreach to help the initiative succeed.

"A united front will help the many participants who will not register and will need additional instructions at the end of May," the group said.

*Contact Duke Behnke at 920-993-7176 or [dbehnke@gannett.com](mailto:dbehnke@gannett.com). Follow him on Twitter at [@DukeBehnke](https://twitter.com/DukeBehnke).*



# CITY OF NEENAH POLICE DEPARTMENT

2111 Marathon Avenue  
Neenah, Wisconsin 54956



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## MEMORANDUM

**To:** Marge Bates, Public Services and Safety Committee Chair  
Mayor Kaufert

**From:** Assistant Chief Jeffrey Bernice

**Date:** 4/6/2021

**Re:** **Approval to Purchase Ballistic Vests from 2021 CIP Budget**

---

The purpose of this memorandum is to respectfully request authorization to purchase 12 tactical vests for the members of the Department's Special Weapons and Tactics (SWAT) Team. The funds will be appropriated from the 2021 approved Capital Improvements Plan (CIP), 011-2165-743-81-33, with a budget of \$30,000.00.

This request is safety and liability driven. Ballistic vests, no matter the brand or type, have a lifespan of five years. The current team's armor was purchased in 2015. After the expiration date, manufacturers do not guarantee the integrity of the materials worn by the officer, thus placing the officer at greater risk of injury or death.

These vests are more complex than what a regular officer wears on a daily basis. The vests cover additional body areas including the neck, throat, shoulders, biceps, and groin. In addition, these vests allow exterior storage pouches for radios, ammunition, first aid, and other equipment, as well as allow placement of enhanced ballistic armor.

Research, testing, and evaluation were performed on a series of tactical vests from various companies. Styles, materials, comfortability, availability, and price were among the numerous areas of focus. Quotes ran as high as \$36,845.76, but the team members found a vest from the Uniform Shoppe that meets their needs and is within the budget parameters, coming in at a price of \$27,563.00.

Members of SWAT are deployed only for dangerous critical incidents that need additional resources, equipment, and training to help safely resolve them. These incidents can be anything from barricaded hostile subjects or hostage situations to situations that greatly endanger the members of our community. It is the purpose of this request to properly and safely outfit our SWAT officers so they can perform their duties accordingly and keep our community safe.

**Recommendation:** Approval to purchase 12 ballistic vests from the Uniform Shoppe at a cost of \$27,563.00 to outfit the members of the Neenah Police Department SWAT Team.

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# CITY OF NEENAH POLICE DEPARTMENT

2111 Marathon Avenue  
Neenah, Wisconsin 54956



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## Memo

**To:** Marge Bates, Public Services and Safety Committee Chair  
Mayor Dean Kaufert

**From:** Captain Thomas Van Sambeek

**Date:** April 8, 2021

**Re:** Lobby Interview/Soft Room Remodel

---

The Neenah Police Department is seeking approval to remodel the partially enclosed area in the lobby to create a secondary interview room in the lobby. The remodel would also involve relocating our current soft interview room.

The existing lobby room is used very rarely as it does not allow for private conversations with members of the public utilizing the police department. The remodeled lobby room would be used as a secondary interview room and also for sensitive/soft interviews.

Our current soft interview room is in the secure area of our building, which creates security concerns. The soft room has also been used as an area to monitor children who are victims of crime or are waiting to be picked up by a responsible adult. The remodel would relocate the soft interview room into the lobby and out of the secure parts of the building while still retaining its current functionality.

The remodel would also turn the existing soft room into a multipurpose room. Some purposes for this room would include peer support, lactation, and private meeting room.

The remodel work would include walling off the lobby office and installing an access controlled door, purchasing various furniture items for both the lobby office and multipurpose room, and installing new flooring in the multipurpose room.

**Recommendation:** Authorize the Neenah Police Department to remodel the partially enclosed area of the police department lobby to create a soft interview room and turn the current soft room into a multipurpose room at a total cost of \$10,000.00.

Exactly the same from 2020 Application



Neenah WISCONSIN

# Special Event Permit Application

Event

Name Neenah-Menasha Memorial Day Parade  
Webpage \_\_\_\_\_

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>5/31/21</u>	_____	<u>9:00 AM</u>	<u>11:00 AM</u>	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Attendance

List estimated quantities:  
 Participants 100  
 Spectators 1,000  
 List any entry fees:  
 \_\_\_\_\_

Location

- Park/Public Property: \_\_\_\_\_  
 Public Street/Sidewalk/Trail: North Commercial St.  
Wisconsin Ave  
Main Street  
 Private Property/Other: \_\_\_\_\_

Applicant

Name Dave Mix Daytime Phone 920-851-2306  
 Email Twin City Veterans Cell Phone \_\_\_\_\_

Organization

Name Nicolet VFW Post 2126 Menasha Tax Exempt No. \_\_\_\_\_  
 Email mrandmrs42@new.rr.com Phone \_\_\_\_\_  
 Address 546 Third St  
 City Menasha, WI 54952 State WI Zip Code \_\_\_\_\_

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



# Neenah Special Event Permit Application

## Police Department

Contact: Lieutenant Jon Kuffel Phone: +1 (920) 886-6018  
Address: 2111 Marathon Ave. Neenah, WI 54956 Email: [jkuffel@ci.neenah.wi.us](mailto: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 Dave Mix Phone 920-851-2306

Name \_\_\_\_\_ Phone \_\_\_\_\_

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

Name \_\_\_\_\_ Phone \_\_\_\_\_

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

Name \_\_\_\_\_ Phone \_\_\_\_\_

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

Cell Phone

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

Cell Phone

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

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

Loudspeaker/PA System \_\_\_\_\_

Lost Child Recovery Site \_\_\_\_\_

Severe Weather Shelter(s) \_\_\_\_\_

First Aid Station(s) \_\_\_\_\_

Enclosed/Fenced Area(s) \_\_\_\_\_

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



# Neenah Special Event Permit Application

## Neenah-Menasha Fire Rescue

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

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

## Winnebago County Health Department

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

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

## Clerk's Office

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

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



# Special Event Permit Application

## Traffic Department

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

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

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

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

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

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

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

**Barricade/Sign Equipment**

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

**Barricade/Sign Placement**

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

**Flaggers to Direct Traffic**

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

**Traffic Signal Programming**

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

**Message Boards**

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

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

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

Name \_\_\_\_\_

Phone \_\_\_\_\_

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

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

27. Please identify handicap accessible parking locations and accommodations:



# Neenah Special Event Permit Application

## Parks & Recreation Department

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

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

Public Park/Property: \_\_\_\_\_

Public Street/Trail: \_\_\_\_\_

Other: \_\_\_\_\_

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

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

Public Park/Property: \_\_\_\_\_

Public Street/Trail: \_\_\_\_\_

Other: \_\_\_\_\_

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

Park reservations must be completed before submittal of this application.

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

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

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

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

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





# Neenah Special Event Permit Application

## Checklist

### Required to process application:

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

### Required to approve application:

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

## Provisions & Terms

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

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

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

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



# Neenah 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 Verbal - Dave Trux Date 3/17/21

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

## OFFICE USE ONLY

### Cost Estimate

	Total Cost	Sponsor Cost
Parks & Recreation	—	—
Public Works/Traffic	—	—
Police	\$ 550	—
NM Fire	—	—
<b>Total</b>	<b>\$ 550</b>	—

### Approvals

Special Events Task Force

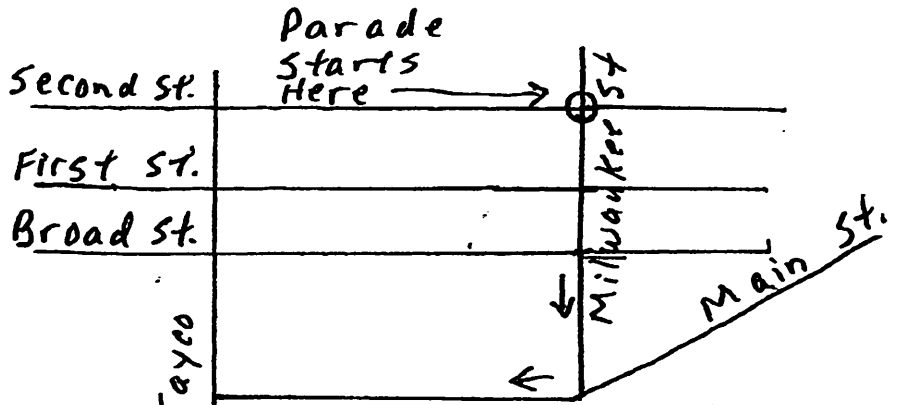
Signature Joni Heinz Date 4/7/21

Class B: Director of Public Works or Designee Class C: Public Services & Safety Committee / City Council

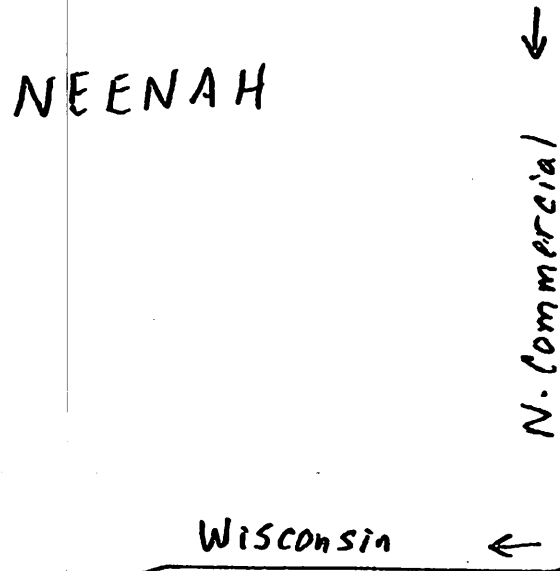
Signature \_\_\_\_\_ Date \_\_\_\_\_

### Contingencies of Permit

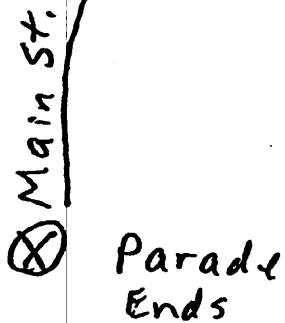
MENASHA



NEENAH



2021  
Memorial Day Parade





# Neenah Special Event Permit Application

Event

Name Relay for Life of the Fox Cities

Webpage www.relayforlife.org/foxcitieswi

Description

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

Luminaria Trail Walk

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

Luminaria bags will line the trail from Cook Park to Dolly Smith

Schedule

Date(s)	Setup Time	Start Time	End Time	Cleanup Time
<u>6.11.21</u>	<u>4:00PM</u>	<u>6:00PM</u>	<u>8:00PM</u>	<u>8:00PM</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Attendance

List estimated quantities:

Participants 100

Spectators 50

List any entry fees:

none

Location

Park/Public Property: \_\_\_\_\_

Public Street/Sidewalk/Trail: Cook Park to Dolly Smith

Private Property/Other: \_\_\_\_\_

Applicant

Name Heather Krawinkel Daytime Phone +1 (920) 321-1370

Email heather.krawinkel@cancer.org Cell Phone +1 (239) 810-4238

Organization

Name American Cancer Society Tax Exempt No. 13-1788491

Email heather.krawinkel@cancer.org Phone +1 (800) 227-2345

Address PO Box 902

City Pewaukee State WI Zip Code 53072

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



# Neenah Special Event Permit Application

## Police Department

Contact: Lieutenant Jon Kuffel

Phone: +1 (920) 886-6018

Address: 2111 Marathon Ave. Neenah, WI 54956

Email: jkuffel@ci.neenah.wi.us

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

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

Name \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

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

Name \_\_\_\_\_ Phone \_\_\_\_\_

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

Name \_\_\_\_\_ Phone \_\_\_\_\_

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

If weather becomes bad people are at will to stay or leave - if we know of bad weather the event will be cancelled

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

If weather becomes bad people are at will to stay or leave - if we know of bad weather the event will be cancelled

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

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

Loudspeaker/PA System N/A \_\_\_\_\_

Lost Child Recovery Site N/A \_\_\_\_\_

Severe Weather Shelter(s) N/A \_\_\_\_\_

First Aid Station(s) N/A \_\_\_\_\_

Enclosed/Fenced Area(s) N/A \_\_\_\_\_

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



# Neenah Special Event Permit Application

## Neenah-Menasha Fire Rescue

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

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

## Winnebago County Health Department

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

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

## Clerk's Office

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

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



Neenah  
WISCONSIN

# Special Event Permit Application

## Traffic Department

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

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

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

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

Name \_\_\_\_\_ Phone \_\_\_\_\_

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

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

Barricade/Sign Equipment

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

Barricade/Sign Placement

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

Flaggers to Direct Traffic

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

Traffic Signal Programming

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

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

Participants can park at whatever parking lot is easiest for them depending on how far they are walking

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

N/A

27. Please identify handicap accessible parking locations and accommodations:

N/A



# Neenah Special Event Permit Application

## Parks & Recreation Department

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

## Public Works Department

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

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

Public Park/Property: \_\_\_\_\_

Public Street/Trail: Track signs or banners possibly  
\_\_\_\_\_

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: N/A  
\_\_\_\_\_

Public Street/Trail: N/A  
\_\_\_\_\_

Other: N/A  
\_\_\_\_\_

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

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

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

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

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

All items (signs, banners and bags) will be taken down and removed at the end of the event  
\_\_\_\_\_

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

N/A  
\_\_\_\_\_





# Neenah Special Event Permit Application

## Checklist

---

### Required to process application:

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

### Required to approve application:

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

## Provisions & Terms

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

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

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

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



# Neenah Special Event Permit Application

## Legal Notice

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

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

### Hold harmless indemnification and defense.

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

Signature

*Heather Kammel*

Date

*3/18/2021*

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

### OFFICE USE ONLY

#### Cost Estimate

Parks & Recreation

Total Cost

Sponsor Cost

—

—

Public Works/Traffic

—

—

Police

—

—

NM Fire

—

—

Total

*0*

*0*

#### Approvals

Special Events Task Force

Signature

*Joni Heung*

Date

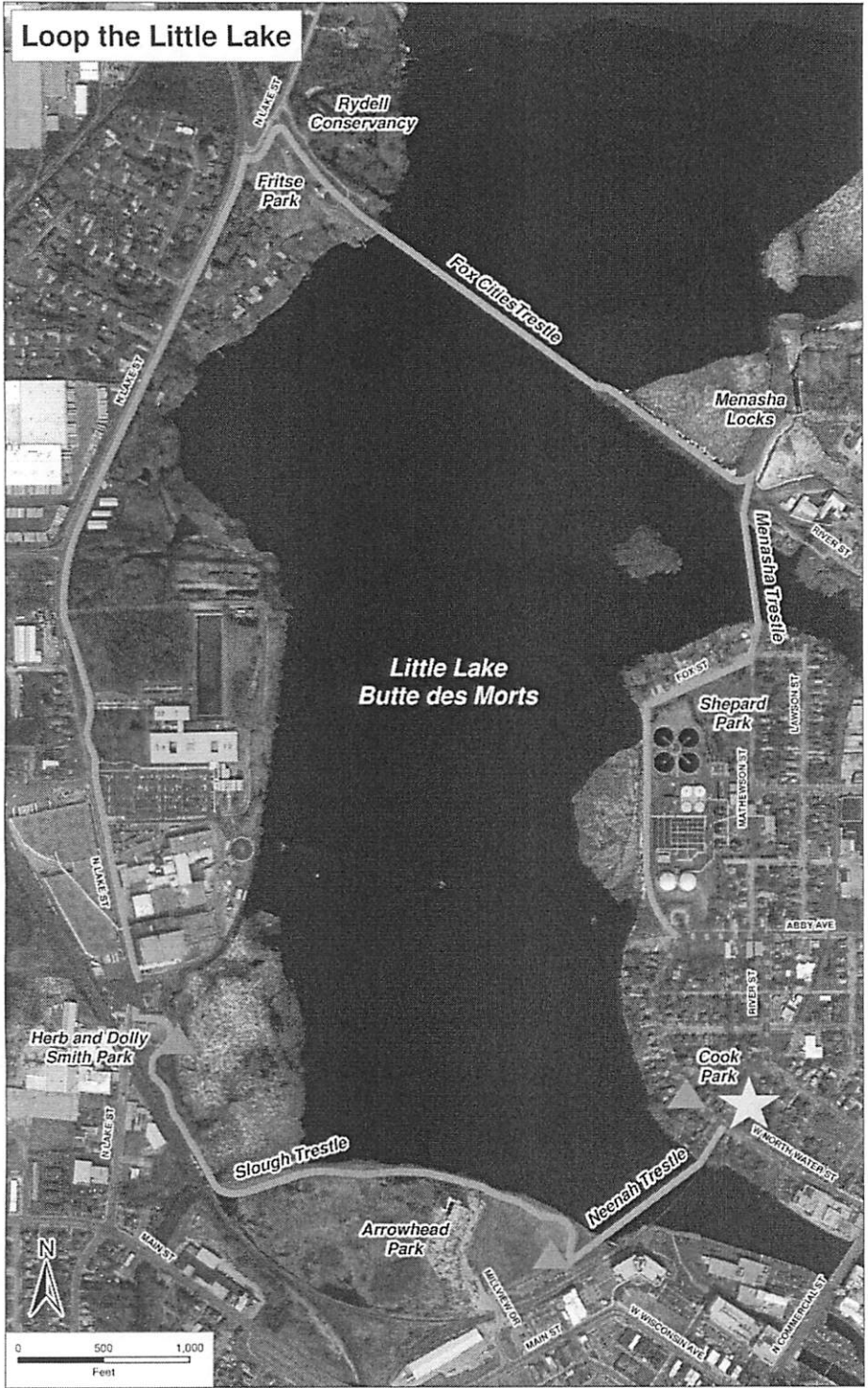
*4/7/2021*

Class B: Director of Public Works or Designee    Class C: Public Services & Safety Committee / City Council

Signature

Date

#### Contingencies of Permit



- ★ Start at Cook Park
- ★ End at Dolly Smith Park
- ▲ Plenty of parking along trail and room for social distancing



**Neenah**  
WISCONSIN

# Special Event Permit Application

**Event**

Name Sole Burner 5K Walk/Run  
 Webpage https://runsignup.com/soleburner

**Description**

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

List the event activities to take place (or attach brochure):  
participants will walk the loop the lake trail.

**Schedule**

Date(s)	Setup Time	Start Time	End Time	Cleanup Time	Attendance
<u>aug. 21</u>	<u>7:00am</u>	<u>9:00am</u>	<u>12:00pm</u>	<u>1:00pm</u>	
_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	

**Location**

Park/Public Property: Arrowhead Park  
 Public Street/Sidewalk/Trail: Loop the Lake Trail  
 Private Property/Other: \_\_\_\_\_

**Applicant**

Name Cindy Sommer Daytime Phone 9203211368  
 Email cynthia.sommer@cancer.org Cell Phone 9202053558

**Organization**

Name American Cancer Society Tax Exempt No. 13-1788491  
 Email cynthia.sommer@cancer.org Phone 9203211368  
 Address 2616 S. Oneida St  
 City Appleton State WI Zip Code 54915

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 attached.)  Yes  No  
 If not, attach a crisis management plan to this application. All plans must be approved by Neenah Police and Neenah-Menasha Fire Rescue.

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

Name Kim Wallmuller Phone 9202052240

Name Janet Ristau Phone 9202057821

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

Name \_\_\_\_\_ Phone \_\_\_\_\_

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

Name \_\_\_\_\_ Phone \_\_\_\_\_

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

The Race Director will notify the Location Lead of any emergencies via cell phone

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

The Location Lead will notify lead volunteers via cell phone and they will notify and direct participants

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 Arrowhead Park

Lost Child Recovery Site Arrowhead Park

Severe Weather Shelter(s) \_\_\_\_\_

First Aid Station(s) Arrowhead Park

Enclosed/Fenced Area(s) \_\_\_\_\_

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





Neenah  
WISCONSIN

# Special Event Permit Application

## Neenah-Menasha Fire Rescue

Contact: Assistant Chief Vernon Green

Phone: +1 (920) 886-6201

Address: 125 E. Columbian Ave. Neenah, WI 54956

Email: vgreen@nmfire.org

8. Will there be any pyrotechnics or open burning?

Yes  No

A permit is required. Applications should be filed separately with Neenah-Menasha Fire Rescue.

9. Will there be any generators used?

Yes  No

10. Will there be any cooking operations?

Yes  No

11. Will there be any tents or canopies?

Yes  No

12. Will there be any use of drones?

Yes  No

## Winnebago County Health Department

Contact: Env. Health Specialist Jennifer Kloes

Phone: +1 (920) 232-3000

Address: 112 Otter St. Oshkosh, WI 54901

Email: jkloes@co.winnebago.wi.us

13. Will there be any food or beverages prepared or served?

Yes  No

If yes, contact the Winnebago County Health Department.

14. Will there be any portable toilets and/or wash stations?

Yes  No

15. Will there be any water activities (ie. dunk tanks, water slides)?

Yes  No

16. Will there be any animals?

Yes  No

## Clerk's Office

Contact: City Clerk Patty Sturn

Phone: +1 (920) 886-6100

Address: 211 Walnut St. Neenah, WI 54956

Email: psturn@ci.neenah.wi.us

17. Will there be amplified music or announcements used for the event?

Yes  No

18. Will amplified sound be within 7 am - 10 pm on weekdays & 10 am - 11 pm on weekends/holidays?

Yes  No

If not, a special exemption must be requested and approved as part of this application. List the intended hours of amplified sound (per day, if applicable):

Start Time 9:00am End Time 1:00pm

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.



# Special Event Permit Application

## Traffic Department

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

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

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

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

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

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

Barricade/Sign Equipment

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

Barricade/Sign Placement

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

Flaggers to Direct Traffic

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

Traffic Signal Programming

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

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

Arrowhead Park parking

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

27. Please identify handicap accessible parking locations and accommodations:

Arrowhead Park 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: \_\_\_\_\_

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: Arrowhead Park \_\_\_\_\_

Public Street/Trail: \_\_\_\_\_

Other: \_\_\_\_\_

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

Park reservations must be completed before submittal of this application.

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

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

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

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

Volunteers will walk the trail and park after participants are done to ensure there is not trash left anywhere.

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

\_\_\_\_\_





**Neenah**  
WISCONSIN

# Special Event Permit Application

## Checklist

---

### Required to process application:

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

### Required to approve application:

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

## Provisions & Terms

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

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

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

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



# 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 Cynthia Sommer Date 2/22/21

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

### OFFICE USE ONLY

Cost Estimate	Total Cost	Sponsor Cost
Parks & Recreation	—	—
Public Works/Traffic	—	—
Police	—	—
NM Fire	—	—
Total	0	0

### Approvals

Special Events Task Force

Signature Joni Deering Date 4-9-21

Class B: Director of Public Works or Designee Class C: Public Services & Safety Committee / City Council

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Contingencies of Permit



# Neenah Special Event Permit Application

Event

Name WI Streetball Neenah 3-on-3

Webpage www.streetball3on3.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):

3 on 3 Basketball tournament and basketball related competitions

Schedule

Date(s)	Setup Time	Start Time	End Time	Cleanup Time
<u>8/14/21</u>	<u>5 am</u>	<u>8 am</u>	<u>4 pm</u>	<u>until 6 pm</u>
<u>8/15/21</u>	<u>6 am</u>	<u>8 am</u>	<u>4 pm</u>	<u>until 6 pm</u>

Attendance

List estimated quantities:

Participants 600

Spectators 5,000

List any entry fees:

\$150/\$165

Location

Park/Public Property:

Public Street/Sidewalk/Trail:

Wisconsin Street blocked off from Commercial Street to a little past Subway. Church St. where it intersects with Wisconsin Ave (we would use the Church St. area facing Wisconsin Ave, on both sides of Wisconsin Ave, to place our tents for registration, first aid, Porta Potties, etc.)

Private Property/Other:

Applicant

Name Paul Bradshaw

Daytime Phone 9205405716

Email paul@ballhawk-basketball.com

Cell Phone 9205405716

Organization

Name Ballhawk Basketball (Bradshaw & Associates LLC)

Tax Exempt No. \_\_\_\_\_

Email paul@ballhawk-basketball.com

Phone 9205405716

Address 1406 W. Oakcrest Drive

City Appleton

State WI

Zip Code 54914

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



# Special Event Permit Application

## Police Department

Contact: Lieutenant Jon Kuffel

Phone: +1 (920) 886-6018

Address: 2111 Marathon Ave. Neenah, WI 54956

Email: [jkuffel@ci.neenah.wi.us](mailto: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 Paul Bradshaw Phone 9205405716

Name Dan Lorge Phone 9207169547

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

Name Dan Lorge Phone 9207169547

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

Name Advanced Physical Therapy & Sports medicine Phone 9209038545

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

We will have a PA system, walkie talkie, and cell phones.

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

We will have a PA system, walkie talkie, and cell phones.

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 Located at the HQ on Church st. facing Wisconsin Ave

Lost Child Recovery Site Located at the HQ on Church st. facing Wisconsin Ave

Severe Weather Shelter(s) We will ask the City for access or the Church

First Aid Station(s) Located at the HQ on Church st. facing Wisconsin Ave

Enclosed/Fenced Area(s) None

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



# 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](mailto: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](mailto: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](mailto: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 8 am End Time 6 pm

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.

Local Non-profit (TBD) Street Grub
---------------------------------------



# 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](mailto:jmerten@ci.neenah.wi.us)

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

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

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

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

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

**Barricade/Sign Equipment**

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

**Barricade/Sign Placement**

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

**Flaggers to Direct Traffic**

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

**Traffic Signal Programming**

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

**Message Boards**

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

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

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

Name \_\_\_\_\_ Phone \_\_\_\_\_

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

None

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

Church Street ramp and KC X lot

27. Please identify handicap accessible parking locations and accommodations:

I believe Church St ramp but I may need some direction from the City.



# 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](mailto: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](mailto:jmerten@ci.neenah.wi.us)

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

Public Park/Property: \_\_\_\_\_

Public Street/Trail: Church St. facing Wisconsin Ave with non-intrusive anchoring for tents

Other: \_\_\_\_\_

Any stakes or ground anchoring systems proposed on public property must be approved for their locations. Diggers Hotline (Website: [www.diggershotline.com](http://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: Halfway point of WI Ave off sidewalk area, Church St. (either side facing Wisconsin Ave)

Other: \_\_\_\_\_

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

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

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

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

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

We will have a cleaning crew constantly patrolling the area to keep it clean and organized.

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

The electrical outlets are needed, could they be checked and turned on in advance for us please?



# 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**  
WISCONSIN

# Special Event Permit Application

## Legal Notice

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

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

### Hold harmless indemnification and defense.

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

Signature \_\_\_\_\_

Date \_\_\_\_\_

Completed applications can be mailed to: Neenah City Hall, 211 Walnut Street Neenah, WI 54956 or e-mailed to [jheinz@ci.neenah.wi.us](mailto: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	—	—
Public Works/Traffic	\$900	\$900
Police	\$1,600	\$0
NM Fire	—	—
Total	\$2,500	\$900

### Approvals

Special Events Task Force

Signature \_\_\_\_\_

*Joni Heinz*

Date \_\_\_\_\_

4-9-21

Class B: Director of Public Works or Designee

Class C: Public Services & Safety Committee / City Council

Signature \_\_\_\_\_

Date \_\_\_\_\_

### Contingencies of Permit



Re: Neenah Streetball 3on3Paul Bradshaw to: JHeinz 03/30/2021 06:22 PM  
From: "Paul Bradshaw" <paul@ballhawk-basketball.com>  
To: JHeinz@ci.neenah.wi.us

1 Attachment

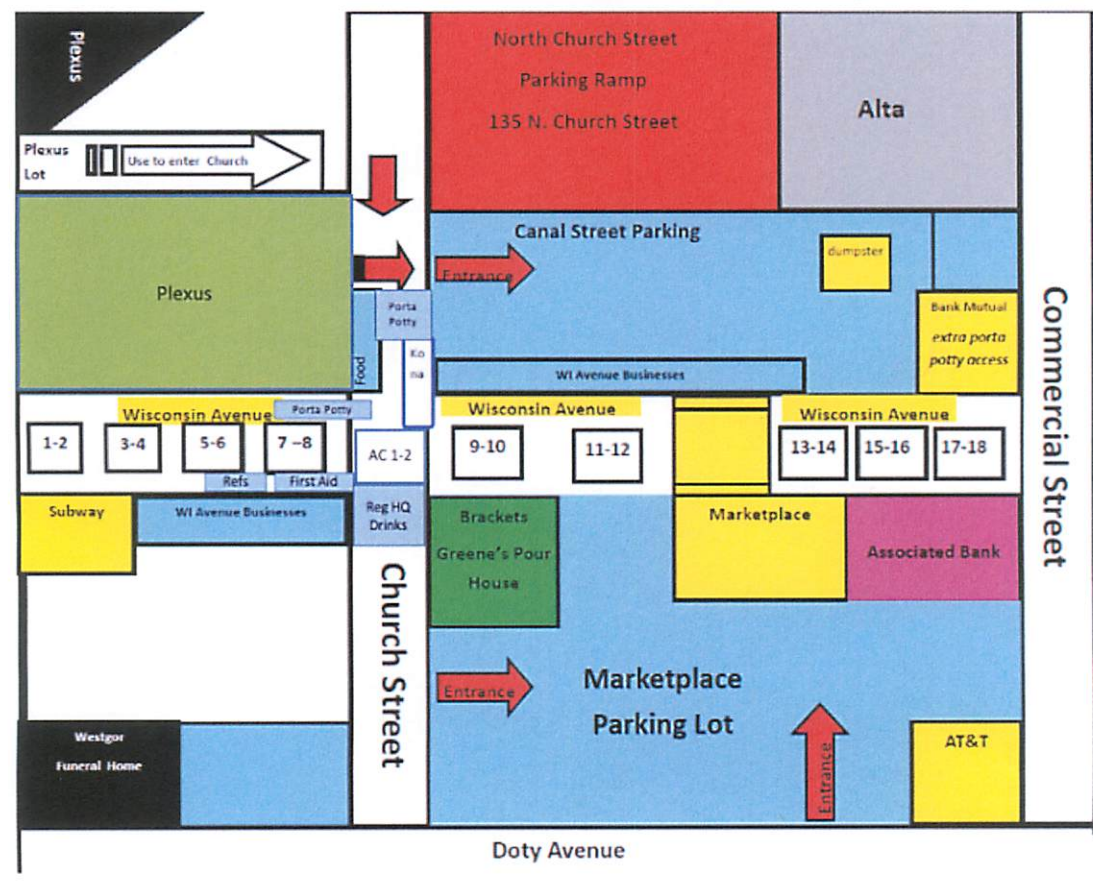


Neenah Streetball Permit Appl 2021.pdf

Hi Joni,

Here is my permit application for Neenah Streetball 3on3 2021 along with a proposed map. I hope I completed this correctly but I'm sure I've missed something. Please let me know what else you need to proceed with our application to reserve the proposed dates for our event of August 14-15, 2021.

### Streetball 3on3 – Neenah 2021 Map



Thank you!!

Paul Bradshaw, Owner



# Neenah Special Event Permit Application

Event

Name Boogie Downtown

Webpage 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):

concert - Boogie and the Yo-yo

Schedule

Date(s)	Setup Time	Start Time	End Time	Cleanup Time
<u>8/25/21</u>	<u>2:00pm</u>	<u>6:00pm</u>	<u>9:00pm</u>	<u>9:30pm</u>

Attendance

List estimated quantities:

Participants NA

Spectators 2,500

List any entry fees:

NA

Location

Park/Public Property:

Public Street/Sidewalk/Trail: The 100 block on Wisconsin Ave

Private Property/Other:

Applicant

Name Nikki Hessel

Daytime Phone 722-1920

Email nikki@neenah.org

Cell Phone (920) 470-9154

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](mailto: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 Rathe Phone (920) 362-0641

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 and microphone on stage

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 the stage

Lost Child Recovery Site Info Booth

Severe Weather Shelter(s) Downtown Businesses

First Aid Station(s) Info Booth

Enclosed/Fenced Area(s) NA

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](mailto: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  
*JUST 10X10 pop up tents for sound guys and in-to booth*
- 12. Will there be any use of drones?  Yes  No

## Winnebago County Health Department

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

- 13. Will there be any food or beverages prepared or served?  Yes  No  
If yes, contact the Winnebago County Health Department.
- 14. Will there be any portable toilets and/or wash stations?  Yes  No  
*both*
- 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](mailto: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 6:00 pm End Time 9:00 pm
- 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.

*MAYBE a kettle corn vendor for snack - not sure yet  
NO food trucks with "meals" - we want people to eat downtown at local restaurants*



# 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](mailto: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.  
*100 block of Wisconsin Ave*
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:  

*downtown parking ramp and surrounding streets*

27. Please identify handicap accessible parking locations and accommodations:  

*downtown parking ramp and surrounding streets  
 1 Handicap Bathroom (Porta Potty)*



Neenah  
WISCONSIN

# 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](mailto: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](mailto:jmerten@ci.neenah.wi.us)

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

Public Park/Property: \_\_\_\_\_

Public Street/Trail: \_\_\_\_\_

Other: \_\_\_\_\_

Any stakes or ground anchoring systems proposed on public property must be approved for their locations. Diggers Hotline (Website: [www.diggershotline.com](http://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: on the side of the road or opposite end of band

Other: \_\_\_\_\_

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 and volunteers will walk around during the event to collect any garbage.

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

NA



# Special Event Permit Application

## Checklist

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### Required to process application:

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

### Required to approve application:

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

## Provisions & Terms

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

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

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

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





# Neenah Special Event Permit Application

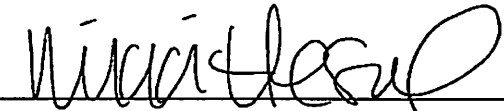
## Legal Notice

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

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

### Hold harmless indemnification and defense.

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

Signature  Date 3/22/21

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

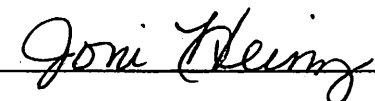
## OFFICE USE ONLY

### Cost Estimate

	Total Cost	Sponsor Cost
Parks & Recreation	—	—
Public Works/Traffic	\$ 300	—
Police	\$ 300	—
NM Fire	—	—
Total	\$ 600	—

### Approvals

Special Events Task Force

Signature  Date 3-25-21

Class B: Director of Public Works or Designee Class C: Public Services & Safety Committee / City Council

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Contingencies of Permit



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

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**DATE:** April 9, 2021  
**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 3-20 (Street - Van, Monroe, Gillingham)
  - a) Gillingham, Van, Monroe, Cavalry – Work is complete.
  - b) Shootingstar – Work is on hold pending resolution of boundary issues. A CSM has been prepared.
- 2) Contract 11-20 (Street - Lakeshore) – Pending the outcome of legal matters, construction is scheduled to resume on April 12. The contractor intends to complete several minor pieces of excavation prior to prepping and paving the trail and sidewalk. This will be followed by work on the west curb and driveways. Included in this work will be a small bit of excavating and placing concrete pads for the three informational signs on the project along with the sculpture/bench to be located across from the Bergstrom-Mahler Museum.
- 3) Contract 1-21 (Marathon Av) – Sanitary main work is complete. Crews are working on sanitary sewer laterals. Water main replacement is expected to start in the next two weeks.
- 4) Contract 2-21 (Fairview, Laudan)
  - a) Fairview – Sanitary main, water main and sludge line replacement are complete. Work on service lines is ongoing.
  - b) Laudan – Sewer work is expected to start the week of April 12.
- 5) Contract 3-21 (Winneconne, Washington, Olive, Isabella,) – A pre-construction meeting is scheduled for April 16.
- 6) Contract 4-21 (Epoxy Pavement Marking) – Bids are scheduled for opening on April 27. The primary areas of work are W. Winneconne Avenue (Tullar - Green Bay and Lake – Harrison), E. Winneconne Avenue, S. Lake Street, and Westowne Drive.
- 7) Yard Waste – Curbside yard waste collection starts on April 13.
- 8) Dumpster Rental Service – For many years, the Public Works has offered dumpster rental. For a charge - \$30 for a 1-CY dumpster or \$50 for a 2-CY dumpster – residents could rent a dumpster and have it collected and dumped. We average about 35 rentals a year. Almost all of the rentals that we see are for the 2-CY dumpster. Staff is considering discontinuing this service. We are looking at several issues:
  - a) The rental charge has not been changed in many years, possibly since the service started. It should be closer to \$90 for each to cover actual costs.
  - b) We have 3 of the 2-CY dumpsters remaining and they are in poor condition. The dumpsters date to the time prior to the City contracting for commercial dumpster collection, which started in 1997. New 2-CY dumpsters are about \$700.
  - c) There are numerous private services available that offer more flexibility in dumpster size.