

CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING
May 11, 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/513645877>

OR

Conference Telephone Number (AUDIO ONLY): [tel +1 \(571\) 317-3122](tel:+15713173122)
Access Code: 513-645-877

- 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 April 27, 2021 (Attachment)
2. Public Appearances
3. Licenses
 - a. Beverage Licenses Appeal-Mallorie Cole (Attachment)
 - b. Beverage Operator License Applications Delinquent Payment (Attachment)
 - c. 2020-2021 Renewal of Retail Class "A" and Class "B" Liquor/Beer Licenses (Attachment)
4. Public Works Engineering Vehicle (Attachment)
5. Special Event Permits
 - a. Backdraft Bike Tour (Attachment)
 - b. Community Fest 2021 (Attachment)
 - c. Future Neenah A Very Merry Christmas (Attachment)
6. Public Works General Construction and Department Activity (Attachment)
7. Adjournment

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

CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES
Tuesday April 27, 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, Public Works Director Kaiser, Assistant Police Chief Bernice, Captain Van Sambeek, Street Superintendent Radtke, Traffic Engineer Merten, Public Works Office Manager Mroczkowski

Approval of Minutes of the meetings for April 13, 2021

Motion Second/Carried Lendrum/Hillstrom to approve of the minutes of the Meeting of April 13, 2021. All voting aye.

Public Appearances:

None

Approve purchase of 2021 Mini Cargo Van

Director Kaiser stated that staff budgeted \$25,000 to replace the 2005 Taurus. Director Kaiser stated that he recommends that the committee recommend to council the purchase of the 2021 Ford Transit Connect Van from Bergstrom Ford Lincoln in the amount of \$24,498.50. Director Kaiser stated that Shop Foreman Spoo noted that this vehicle is not safe to drive. Director Kaiser stated that the requested replacement of vehicle will provide more flexibility for staff when needing to haul equipment.

Aldersperson Bates noted that we are not buying from the lowest bidder. Director Kaiser stated that the one from Bergstrom Ford Lincoln is in stock, it's a local dealership, and servicing will be easier.

Aldersperson Lendrum asked if this vehicle comes with all the equipment that staff will need or will we have to purchase additional equipment. Superintendent Radtke stated that the price of the vehicle includes all the equipment and strobe lights staff needs.

Aldersperson Stevenson asked who will be using the vehicle the most. Director Kaiser stated Traffic Engineer Merten will be the primary user. Other staff will use depending on the time of the year.

Aldersperson Lendrum noted she feels this type of vehicle is more practical for staff needs and use.

Report Following discussion, **Motion/Second/Carried Lang/Hillstrom to recommend the Common Council approve purchase of the Ford Transit Connect from Bergstrom Lincoln Ford in the amount of \$24,498.50** All voting aye.

Police Department First Quarter Statistics for 2021

Assistant Chief Bernice reviewed the 2021 First Quarter Statistics. He noted that Calls for Service between 2019 and 2021 have increased by over 813 calls. He noted that the City of Neenah uses the Wisconsin Incident Base Reporting System (WIBRS) for the data in the Unified Crime Report (UCR).

Assistant Chief Bernice reviewed the Unified Crime Report. He reviewed Crimes Against Persons which was 30%, Crimes Against Property, which was 53%, and Crimes Against Society which was 17% of Group A offenses in the first quarter of 2021. Assistant Chief Bernice reviewed Traffic Warnings and Traffic Citations. He noted officers issued 676 traffic warnings and 311 traffic citations in the first quarter of 2021. He stated that, of the traffic warnings issued, 200 were for speeding. Assistant Chief Bernice noted that traffic citations are down from 2020. He stated that this is due to officers taking into account that people are going through difficult times due to the pandemic. Officers are looking at the driver history and the type of traffic violation before issuing the citation.

Assistant Chief Bernice reviewed OWI arrests and noted that they have decreased from 2020. Assistant Chief Bernice reviewed Parking Citations and noted that there has been a substantial increase from 2020. He stated that there have been more overnight parking citation issued. Assistant Chief Bernice stated that Street Superintendent Radtke has asked the Police Department to patrol problem areas of the city that tend to have more cars parked on the street overnight during the winter months that affect snow plowing operations.

Assistant Chief Bernice reviewed Accidents and noted those are down from 2020. Assistant Chief Bernice reviewed Overdoses and noted that we had 16 overdoses in the first quarter of 2021 compared to 37 for all of in 2020. He stated the majority of the overdoses are from prescription drugs. Assistant Chief Bernice reviewed Dangerous Animals and noted there were two Potentially Dangerous animal designations recorded in the first quarter.

Assistant Chief Bernice reviewed Open Record Requests and noted that staff received 357 requests, but had a total of 560 responses. Assistant Chief Bernice stated that in many cases requests may result in additional responses.

Lake Shore Avenue Archaeological Monitoring

Director Kaiser reviewed his memo of April 9, 2021. He stated that in 2020 the City contracted with University of Wisconsin-Cultural Resource Management (UWM-CRM) to monitor the archaeological excavation operations on the Lake Shore Avenue street and trail construction project. The estimated contract costs were based off an assumption that

it would take no more than 4 weeks, 100 features would be mapped, 50 features would be excavated, and up to 10 burial features would be excavated. Director Kaiser stated that once the project started, more features were found than originally estimated. He stated that the project took 8 weeks and took multiple people to complete the archaeological monitoring. Director Kaiser stated that the feature mapping that has been done identified 887 features and 135 features that were excavated and tested.

Director Kaiser stated that with the increase in feature findings and the increase in labor for monitoring that was required, UWM-CRM submitted an amendment to the original contract in the amount of \$21,000. He stated that the amendment covers current outstanding costs from 2020 and includes 4 days of minor monitoring this year during the curb and sidewalk excavation. Director Kaiser stated that staff is recommending the Committee recommend to Council to approve Amendment 1 to the Archaeological Monitoring Contract with UWM-CRM for the Lake Shore Avenue project to be funded through Public Infrastructure reserves.

Alderson Bates asked how much more excavation would there have been if we had done the pedestrian path in the road. Director Kaiser stated that the excavation on the trail was 3" to 4", the street was 18".

Alderson Stevenson requested that Director Kaiser contact City Attorney Westbrook to determine if Council approval of the amendment will require a 2/3 vote as a non-budgeted expense.

Report

Following discussion, **Motion/Second/Carried Lang/Hillstrom to recommend the Common 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. Voting 4-1 (Alderson Stevenson voting no)**

Jewelers Park Drive Trail Consultant Contract Amendment

Director Kaiser reviewed his memo of April 23, 2021. He stated the majority of the work in this contract amendment is for work related to the hydraulic analysis of the slough crossings. He stated the only possible way to achieve a zero upstream water elevation impact for the middle crossing was to construct it as a boardwalk. Director Kaiser stated that the boardwalk design is listed as an extra work item in the contract.

Director Kaiser stated that staff recommends Council approve the Change Order 1 to the Jewelers Park Drive Trail design contract with Westwood Infrastructure, Inc., in the amount of \$10,850.00.

Alderson Stevenson asked where this boardwalk will be placed in the final design. Director Kaiser stated it will start on the property of Valley Management and go across the slough to the south of the 9th tee box.

Alderson Stevenson asked if the final plan will include a structure crossing the slough at the north end of the trail. Director Kaiser stated yes, it will cross from the existing trail near the Dillon Endries office building to the west side of the slough along Jewelers Park Drive. Alderson Stevenson stated that there is already a trail that connects this area and he does not feel we need two access trails to the round-a-bout.

Aldersperson Stevenson asked what the cost of the north structure will be. Director Kaiser stated the estimated cost will be \$80,000 and is planned to be bid as an alternative on the project.

Aldersperson Bates has requested a tour of the area where the trail is proposed to be put in.

Report Following discussion, **Motion/Second/Carried Stevenson/Hillstrom to recommend the Common Council approve the Change Order 1 to the Jewelers Park Drive Trail design contract with Westwood Infrastructure, Inc., in the amount of \$10,850.00 All voting aye.**

Special Events

Cedar Bar & Grill, LLP, Live Music

Mayor Kaufert stated that this is the same event that took place last year. He stated that there were no problems and it was very well controlled.

C.A. Following discussion, **Motion/Second/Carried Lang/Stevenson to recommend the Chairman of the Public Services and Safety Committee sign and the Council approve the Street Use Permit for the Cedar Bar & Grill Live Music, 1330 S. Commercial Street to take place on May 22, 2021. All voting aye**

Licenses

Temporary Extension of Class B Premise-Cedar Bar & Grill, LLP

Report Following discussion, **Motion/Second/Carried Stevenson / Hillstrom to recommend Council approve a one-time Temporary Extension of Retail "Class B" Premise for Cedar Bar & Grill, LLP, for May 21, 2021 from 3:00 p.m. to 7:00 p.m. All voting aye.**

Public Works General Construction and Department Activity

- 1) Contract 3-20 (Street - Van, Monroe, Gillingham)
 - a) Gillingham, Van, Monroe, Cavalry – Work is complete.
 - b) Shootingstar – Work is on hold pending resolution of boundary issues. A CSM has been prepared.
- 2) Contract 11-20 (Street - Lakeshore) – The trail, sidewalk, and assorted concrete pads have been poured. The west curb line has been poured. Concrete driveway apron has started. Backfilling will be done around the trail and west curb line prior to work starting on the east curb line.
- 3) Contract 1-21 (Marathon Av) – Sanitary main work is complete. Crews are working on sanitary sewer laterals. Water main replacement is expected to be complete by April 23. Storm sewer structure adjustments will follow.

- 4) Contract 2-21 (Fairview, Laudan)
 - a) Fairview – Sanitary main, water main and sludge line replacement are complete. Work on the portion of service lines within the right-of-way is complete. We Energies is scheduled to start gas main replacement next week.
 - b) Laudan – Sanitary sewer main installation should be complete by April 23. Water main replacement between Cedar and Park will be done next.

Alderson Bates stated that she wants to make sure that we do not run into the issues we had with contract 1-21 that required a change order due to the lack of availability of materials. Director Kaiser stated the type of pipe that was required to pipeburst the sludge line in Contract 1-21 was not common to our projects. He stated that we have a contract in place and there would have to be a good explanation as to why there would be the need for a change order.

- 5) Contract 3-21 (Winneconne, Washington, Olive, Isabella) – A pre-construction meeting has been held. Work is scheduled start on Isabella Street in mid-May and Winneconne in early June.
- 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. This project is being bid electronically through QuestCDN.
- 7) Contract 5-21 (Misc. Asphalt Repairs) – The contract is being prepared.
- 8) Contract 6-21 (Misc. Concrete Pavement, Sidewalk Repairs) – This contract is being prepared. The major portions of the concrete repair work are the Winneconne Overpass and the Winneconne roundabouts.
- 9) Jewelers Park Drive Trail – The applications to WDNR are being finalized for the General Permit and Individual Permit for the project. Permanent Limited Easements are being prepared for the properties on which the trail and boardwalk will run – Jewelers Mutual Insurance and Bridgewood Golf Course LLC.
- 10) Recycling Grant – The 2020 Annual Report: Recycling Program Accomplishments and Actual Costs has been prepared and submitted to WDNR.

Director Kaiser stated that he wanted to inform the committee that he and Street Superintendent Radtke are exploring the purchase of a soil sifter from Treo's Service. He stated we currently rent this piece of equipment from them at a cost of about \$7,000 per year. He stated the cost of buying the unit from Treo's Service would be \$25,000.00.

Alderson Stevenson stated that we would need to look at the life cycle of the piece of equipment to make sure it would be worth our while to recoup our investment.

Alderson Stevenson asked how often we use this piece of equipment during the year. Street Superintendent Radtke stated that we rent it for 40 hours. He stated if there is inclement weather we do not get full use of the 40 hours. Street Superintendent Radtke stated by purchasing the unit, we would be able to process any time that was convenient for us.

Adjournment: **Motion/Second/Carried Stevenson/Hillstrom to adjourn at 7:41 p.m.** All voting aye.

Respectfully submitted,

A handwritten signature in black ink, reading "Lisa Mroczkowski". The signature is written in a cursive, flowing style.

Lisa Mroczkowski
Public Works Officer Manager



For Office Use Only

- New License (\$60) Renewal (\$60)
- Provisional (\$15) Good for 60 Days
- Temporary (\$10) Expires with event
- Duplicate License (\$10)

Year Ending: **June 30, 2023**
 Period Ending: _____
 Period Ending: _____
 Pick-up License
 Mail License

Receipt No: 25532 Amt. Paid: \$ 75.00 Account Code: **OP**

Application For Beverage Operator's License

AGENTS OF CORP/LLC DO NOT NEED A BEVERAGE OPERATOR LICENSE

Answer all questions completely and correctly. Please print

Name: Mallorie (First) A (Middle Initial) Cole (Last)

Street Address _____ City _____ State _____ Zip Code _____

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

All Previous names: _____ Home Phone: _____
 Where will you be working: Paper City pub Cell Phone: _____

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

Have you **EVER** been convicted of a felony? Yes No
 If yes, when, where and what type of violation? Please be specific. _____

Have you been convicted of a misdemeanor or ordinance violation in the **past five (5) years** (e.g. speeding, OWI, disorderly conduct, driving without a license, etc.)? Yes No
 If yes, when, where and what type of violation? Use the back of this sheet if more room is required. OWI Neenah, 12 midnight in October, hit a deer

Have you **EVER** been convicted of any violation of the Wisconsin Statutes and/or federal law pertaining to the sale of alcoholic beverages and/or the manufacture, possession or deliverance of a controlled substance? Yes No
 If yes, when, where and what type of violation? Use the back of this sheet if more room is required. _____

- I certify that I have no delinquent taxes, assessments, other claims including but not limited to water bills in whole or part owed to the City of Neenah or any delinquent forfeiture resulting from a violation of any City ordinance.
- I further certify that I am familiar with the laws, ordinances and regulations pertaining to the sale of malt and liquor beverages and I hereby agree, if granted said license, to obey all provisions of said laws.
- Under penalty of law, I swear that the information provided in this application is true and correct to the best of my knowledge and belief and if the information on this application is incomplete or incorrect my application will be denied.
- I, the applicant for this license/permit hereby consent to the release of my customer information to the City of Neenah from the Neenah Utilities for the purpose of processing my application.

[Signature] 4-9-21
 Applicant Signature Date

Applicant meets guidelines for issuance of Beverage Operator's License.

- Has taken Responsible Beverage Server Training Course or held a license within the past 2 years *Completed*
- No outstanding Court forfeitures (Court-Amanda)
- No parking tickets (Finance-Jessica)
- No delinquent claims (Finance-Patie F)
- Police Background Check completed (Laurie)
- No Delinquent Water Bill (Finance-Carrie)

Approve [Signature] Reject [Signature]
 Clerk/Deputy Clerk Signature Date 04/14/2021



Re: Beverage Operator License (Multiple Applicants) 
Amanda J Freeman to: David A Lopez Velez

04/12/2021 07:47 AM

Mallorie Cole has an overdue debt of \$861

Amanda Freeman
Clerk of Court
Menasha & Neenah Municipal Court
211 Walnut Street
Neenah, WI 54956
(920) 886-6285

David A Lopez Velez Good Afternoon, Please see attached applicat... 04/09/2021 03:56:46 PM

From: David A Lopez Velez/Neenah
To: Lynn M Heider/Neenah@Neenah, Julie A Rosenau/Neenah@Neenah, Patie J Freimuth/Neenah@Neenah, Brandia L Kutchek/Neenah@Neenah, Laurie K Krueger/Neenah@Neenah, Carrie M Marose/Neenah@Neenah, Andrew W Kahl/Neenah@Neenah, Jessica M Stone/Neenah@Neenah, Amanda J Freeman/Neenah@Neenah
Date: 04/09/2021 03:56 PM
Subject: Beverage Operator License (Multiple Applicants)

Good Afternoon,

Please see attached applications,

2. Mallorie A. Cole

Thank you,

David Lopez
Deputy City Clerk
211 Walnut Street,
Neenah, WI 54956
920-886-6110
dlopezvelez@ci.neenah.wi.us
[attachment "Beverage Operator -

[attachment "Beverage Operator - Mallorie A Cole.pdf" deleted by ... Neenah]



Dept. of Legal & Administrative Services
Office of the City Clerk
211 Walnut St. | P.O. Box 426 | Neenah WI, 54957-0426
Phone 920-886-6110 | Fax 920-886-6109
DLopezVelez@ci.neenah.wi.us
DAVID LOPEZ
DEPUTY CITY CLERK

CERTIFIED MAIL

April 12, 2021

Mallorie A. Cole

RE: Beverage Operator License Application
Notification of Delinquent Payment

COPY

Type of Delinquent Pmt: **Outstanding Court Debt**
Amount of Pmt: **\$861.00**

Dear Mallorie:

This letter is in regard to your recent application for a Beverage Operator's License. In accordance with Chapter 4-1 of the Municipal Code, I am notifying you of the above delinquent payment. Once the payment is made, contact our office to make arrangements for your license to be issued upon approval.

Please also provide our office with a copy of the receipt as proof of payment.

In the event any other claims become delinquent, they must also be paid prior to issuance of your license.

If you have any questions, please feel free to call me at (920) 886-6110. Thank you.

Sincerely,

David Lopez
Deputy City Clerk



Re: Beverage Operator License (Multiple Applicants)

Jessica M Stone to: David A Lopez Velez

Cc: Lynn M Heider

04/12/2021 04:04 PM

Mallorie A Cole - Has a parking ticket = \$76

Thank you,
Jessica Stone
Cashier
City of Neenah
Finance Department
920-886-6378 (Phone)
920-886-6150 (Fax)
Email: jstone@ci.neenah.wi.us

David A Lopez Velez Good Afternoon, Please see attached applicat...

04/09/2021 03:56:46 PM

From: David A Lopez Velez/Neenah
To: Lynn M Heider/Neenah@Neenah, Julie A Rosenau/Neenah@Neenah, Patie J Freimuth/Neenah@Neenah, Brandia L Kutchek/Neenah@Neenah, Laurie K Krueger/Neenah@Neenah, Carrie M Marose/Neenah@Neenah, Andrew W Kahl/Neenah@Neenah, Jessica M Stone/Neenah@Neenah, Amanda J Freeman/Neenah@Neenah
Date: 04/09/2021 03:56 PM
Subject: Beverage Operator License (Multiple Applicants)

Good Afternoon,

Please see attached applications,

2. Mallorie A. Cole,

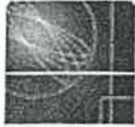
Thank you,

David Lopez
Deputy City Clerk
211 Walnut Street,
Neenah, WI 54956
920-886-6110
dlopezvelez@ci.neenah.wi.us

[attachment "Beverage Operator -

.pdf" deleted by Jessica M Stone/Neenah]

[attachment "Beverage Operator - Mallorie A Cole.pdf" deleted by Jessica M Stone/Neenah]



Fw: Beverage Operator License (Multiple Applicants)

Laurie K Krueger to:
Cc: Thomas H Van Sambeek, Brandia L Kutchek

04/14/2021 11:23 AM

It is agreed that applicant **Mallorie Cole** will be denied based on the following:

Applicant failed to disclose the two misdemeanor convictions and had a warrant for her arrest within the past 9 months.

Failed to disclose:

CCAP 2012CM002012: Misdemeanor Bail Jumping
CCAP 2017CM000570: Possession of a Controlled Substance (Misd. U)
CCAP 2017TR001738: Operate Motor Vehicle by Permittee w/o Authorized Person over 21
CCAP 2017TR001739: Operate Motor Vehicle w/o Insurance

Neenah PD Citation BD967829-2: Operate Unregistered Vehicle - Not Reportable
Neenah PD Citation BD967830-3: Operate While Suspended - Not Reportable
Neenah PD Citation BD967831-4: Operating Motor Vehicle w/o Insurance - Not Reportable

Neenah Warrant issued on 07/09/2020 for the above Neenah PD Citations - Served 10/16/2020

Omro PD shows Citation issued for No Animal License on 04/26/2019 - Unknown Disposition
Omro PD shows Citation issued for "Unknown" on 04/16/2019 - Unknown Disposition

Please let me know if you have any questions or concerns. Enjoy your day!

Laurie Krueger
Open Records Clerk
Neenah Police Department



Cole App and Findings.pdf

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----- Forwarded by Laurie K Krueger/Neenah on 04/14/2021 11:21 AM -----

From: Thomas H Van Sambeek/Neenah
To: Laurie K Krueger/Neenah@Neenah
Date: 04/14/2021 09:28 AM
Subject: Re: Fw: Beverage Operator License (Multiple Applicants)

Agreed.

Tom Van Sambeek
Captain

Neenah Police Department
2111 Marathon Ave,
Neenah, WI 54956
(920) 886-6000

"If you do this job properly there is nothing more noble you will do with your life"
Andrew Jacobs, Sr

Laurie K Krueger Mallorie Cole: I recommend to deny this applicat...

04/14/2021 09:16:26 AM

From: Laurie K Krueger/Neenah
To: Thomas H Van Sambeek/Neenah@Neenah
Date: 04/14/2021 09:16 AM
Subject: Fw: Beverage Operator License (Multiple Applicants)

Mallorie Cole: I recommend to deny this application. Applicant failed to disclose the two misdemeanor convictions and had a warrant for her arrest within the past 9 months.

Failed to disclose:

CCAP 2012CM002012: Misdemeanor Bail Jumping
CCAP 2017CM000570: Possession of a Controlled Substance (Misd. U)
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Laurie Krueger
Open Records Clerk
Neenah Police Department

[attachment "Cole App and Findings.pdf" deleted by Thomas H Van Sambeek/Neenah]

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----- Forwarded by Laurie K Krueger/Neenah on 04/14/2021 09:12 AM -----

From:
To: Lynn M Heider/Neenah@Neenah, Julie A Rosenau/Neenah@Neenah, Patie J Freimuth/Neenah@Neenah, Brandia L Kutchek/Neenah@Neenah, Laurie K Krueger/Neenah@Neenah, Carrie M Marose/Neenah@Neenah, Andrew W Kahl/Neenah@Neenah, Jessica M Stone/Neenah@Neenah, Amanda J Freeman/Neenah@Neenah

Date: 04/09/2021 03:56 PM
Subject: Beverage Operator License (Multiple Applicants)

Good Afternoon,

Please see attached applications,

2. Mallorie A. Cole

Thank you,

Deputy City Clerk
211 Walnut Street,
Neenah, WI 54956
920-886-6110

[attachment "Beverage Operator -

eted by Thomas H Van Sambeek/Neenah]

[attachment "Beverage Operator - Mallorie A Cole.pdf" deleted by Thomas H Van Sambeek/Neenah]



Dept. of Legal & Administrative Services
Office of the City Clerk
211 Walnut St. • P.O. Box 426 • Neenah WI 54957-0426
Phone 920-751-4602 • Fax 920-751-5282
e-mail: DLopezVelez@ci.neenah.wi.us
David Lopez
DEPUTY CITY CLERK

CERTIFIED MAIL

April 14, 2021

Mallorie A. Cole

RE: Beverage Operator License Application
Notification of Denial – Habitual Offender

Dear Ms. Cole:

This letter is in regards to your recent application for a Beverage Operator License with the City of Neenah. The Neenah Police Department has completed their background investigation and has recommended denial of your application due to your status as a habitual offender status based on the following citations:

- CCAP 2012CM002012: Misdemeanor Bail Jumping
- CCAP 2017CM000570: Possession of a Controlled Substance (Misd. U)
- CCAP 2017TR001738: Operate Motor Vehicle by Permittee w/o Authorized Person over 21
- CCAP 2017TR001739: Operate Motor Vehicle w/o Insurance
- Neenah PD Citation BD967829-2: Operate Unregistered Vehicle - Not Reportable
- Neenah PD Citation BD967830-3: Operate While Suspended - Not Reportable
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- Omro PD shows Citation issued for "Unknown" on 04/16/2019 - Unknown Disposition

You may appeal the Neenah Police Department decision by filing a notice of appeal with the City Clerk within **10 days** from the date of this written notice of denial. The appeal shall be stated in writing and shall state in detail the grounds for reversal of the license denial by the Neenah Police Department and shall be signed by the applicant. This appeal would be heard at the next Public Service and Safety Committee meeting.

If you have any questions, please feel free to call me at (920) 886-6110.

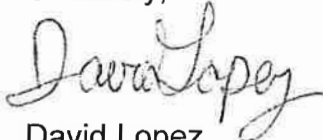
Sincerely,

David Lopez
Deputy City Clerk

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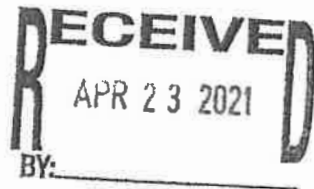


David Lopez
Deputy City Clerk

I would like to appeal
this decision please.

Mallorie A Cole

4-23-21





Dept. of Legal & Administrative Services
Office of the City Clerk
211 Walnut St. | P.O. Box 426 | Neenah WI, 54957-0426
Phone 920-886-6101 | Fax 920-886-6109
dlopezvelez@ci.neenah.wi.us
David Lopez
DEPUTY CITY CLERK

April 26, 2021

Mallorie A. Cole

COPY

Re: Denial of Bartender License
Notice of Hearing: Tuesday, May 11, 2021
Virtual Meeting

Dear Ms. Cole:

Your appeal of the denial of your bartender license application has been scheduled for a hearing before the Public Services & Safety Committee as captioned above. A copy of the background check results are enclosed here and will be presented to the Committee. You must attend for the hearing to occur. You should be prepared to present testimony regarding your appeal.

The hearing will be held virtually, and the link to attend the hearing will be sent via email on Friday, May 7th. Please contact our office to confirm the email to which you'd like the link sent. If you are not able to attend the hearing virtually, please contact us by Friday, May 7th so that we can make the appropriate accommodations.

By way of background, the hearing will be similar, but less formal than a court hearing. The City Attorney will present his case first, you will have an opportunity to cross examine the City's case and witnesses. Then you will have an opportunity to present your response, including any witnesses or documents you wish for the committee to consider. The committee may also ask questions of witnesses during the course of the hearing.

After the hearing is concluded, the Committee may convene in closed session to deliberate the case. Their decision is final. Any appeal of the Committee's decision would be to the Circuit Court for Winnebago County.

Should you have questions, please contact me.

Sincerely,

David Lopez
Deputy City Clerk

cc: City Attorney Westbrook
Lisa Mroczkowski, PSSC

COPY



MEMORANDUM

DATE: May 11, 2021
TO: Chairperson Marge Bates and the members of the Public Services & Safety Committee
FROM: Adam Westbrook, City Attorney
RE: “Class B” and “Class A” Liquor License Renewals

Under the provisions of Municipal Code Section 4-1(a) licenses cannot be issued if the applicant has any taxes, assessments or other claims owed the City or if the applicant owes any forfeiture resulting from a violation of any City ordinance. I have been informed of the following payments owed to the city.

DELINQUENT WATER BILLS

Commercial Street BP	\$567.27
Main Street Citgo	\$303.56
Neenah Quick Stop	\$1,132.70
Neenah Thunderwash	\$2,486.80
Pump N Munch	\$376.28
Walgreens (Westowne Dr.)	\$2,129.58

DELINQUENT PERSONAL PROPERTY TAXES

Applebee's	\$2,121.16
Fox Point Petro	\$1,059.48
Short Branch Saloon	\$28.87

DELINQUENT PARKING TICKETS

None

DELINQUENT ACCOUNTS RECEIVABLE

None

DELINQUENT COURT FORFEITURES

None

BACKGROUND CHECKS – CONDUCTED BY NEENAH POLICE DEPT.

None

CITY OF NEENAH
Office of the City Attorney
Re:
May 7, 2021 – Page 2

Letters were sent to the above informing them of these payments owed to the City and that the Council may consider withholding their license renewal pending payment of these delinquent amounts.

Past practice has been that licenses cannot be withheld for delinquent real estate taxes, as the City is made whole by the County for these taxes. My recommendation would be to approve all licenses contingent upon payment of these outstanding forfeitures.

CITY OF NEENAH
NOTICE OF APPLICATION FOR LICENSE
2020-2021 Renewals

To the Honorable Mayor and Common Council of the City of Neenah, Wisconsin.

The undersigned Committee reports the applications have been made and filed in the office of the City Clerk for licenses as follows, and this Committee recommends to your Honorable Body that such licenses be granted:

“CLASS BLB” MALT AND LIQUOR (Corporation):

BayPoint Bar & Grill, Inc., 944 S. Green Bay Rd, d/b/a BayPoint Bar & Grill, 944 S. Green Bay Rd., Richard Holloway, agent

Don Lei Enterprises, Inc., 129 N. Green Bay Road, d/b/a ICU Bar & Grill, 129 N. Green Bay Rd, Donald Schunk, agent

El Azteca Restaurants, Inc., N474 Eisenhower Dr., Appleton, WI 54915, d/b/a El Azteca Restaurant, 878 Fox Point Plaza, Fe Montalvo, agent

Fire-Lite, Inc., 1171 Gillingham Rd., d/b/a Fire-Lite, 1171 Gillingham Rd., Laura Nelson, agent

LDPK, Inc., 113 W. Wisconsin Ave., d/b/a Cannova’s Pizzeria, 113 W. Wisconsin Ave., Debbie Rasmus, agent

Paper City Pub, Inc., 212 W. Wisconsin Ave., d/b/a Paper City Pub, 212 W. Wisconsin Ave., Matthew Johnson, agent

Pizza Parlor, Inc., 905 S. Commercial St., d/b/a Cranky Pat’s Pizzeria & Pub, 905 S. Commercial St., David P. Earle, agent

Solea Mexican Grill, Inc., 1350 Gillingham Rd., d/b/a Solea Mexican Grill, 1350 Gillingham Rd., Eduardo Sanchez, agent

WIMEX, Inc., 145 W. Wisconsin Ave., d/b/a Zacatecas Mexican Restaurant, 145 W. Wisconsin Ave., Eduardo Lopez, agent

Zuppa’s Inc., 1540 S. Commercial St., d/b/a Zuppa’s, 1540 S. Commercial St., Peter Kuenzi, agent

“CLASS BLB” MALT AND LIQUOR (LLC):

Ballroom at The Reserve, LLC, 116 S. Commercial St, third floor, d/b/a Ballroom at the Reserve, 116 S. Commercial St, third floor, Justun Hart, agent

Bridgewood Holdings, LLC, 1020 Cameron Way, d/b/a Bridgewood Golf Course, 1020 Cameron Way, Richard Batley, agent

Bridgewood Holdings, LLC, 1000 Cameron Way, d/b/a Bridgewood Resort Hotel, 1000 Cameron Way, Richard Batley, agent

Bridgewood Holdings, LLC, 1010 Cameron Way, d/b/a Ground Round Bar & Grill, 1010 Cameron Way, Richard Batley, agent

Chang Qing, LLC, 415 S. Commercial St., d/b/a Bao Ju Mandarin Gourmet, 415 S. Commercial St., Li Xin Ni, agent

Charctails, LLC, 133 W. Wisconsin Avenue, d/b/a Town Council Kitchen and Bar, Jonathan Horan, agent

Copperstill Bourbon Bar, LLC, 211 E. Wisconsin Avenue, d/b/a Copperstill Bourbon Bar, 211 E. Wisconsin Avenue, Anthony Kuhr, agent

Glumpf, LLC, 108 W. Wisconsin Ave, d/b/a Sante Wine Bar & Bistro, 108 W. Wisconsin Ave, Matthew R. Gloede, agent
Gord's Pub, LLC, 210 Main St., d/b/a Gord's Pub, 210 Main St., Paula J. Pitsch, agent
Lion's Tail Brewing Co., LLC, 116 S. Commercial St d/b/a Lion's Tail Brewing Co., Alexander Wenzel, agent
Little Siam, LLC, 208 W. Wisconsin Ave., d/b/a Little Siam, 208 W. Wisconsin Ave., Thong Vue, individual
Mama Beck, LLC, 218 W. Wisconsin Ave., d/b/a Mr. D's, 218 W. Wisconsin Ave., Rebecca Hilgers, agent
My Place TNS, LLC, 1127 S. Commercial St., d/b/a My Place SNL, 1127 S. Commercial St., Terry Nelson, agent
North American Hotel Group, LLC, 123 E. Wisconsin Ave., d/b/a Doubletree by Hilton Neenah, 123 E. Wisconsin Ave., Brittany M. Johnson, agent
Off the Vine Woodfire Pizza Co., LLC, 124 W. Wisconsin Ave., Ste. 170, d/b/a Broken Tree Pizza, 124 W. Wisconsin Ave., Ste. 170, Emily Schreiner, agent
Old 41 Saloon, LLC, 293 S. Green Bay Road, d/b/a Old 41 Saloon, 293 S. Green Bay Road, James Scott Parks, agent
RichterGreene, LLC, 134 W. Wisconsin Ave., d/b/a Greene's Pour House, 134 W. Wisconsin Ave., Robert Greene, agent
Rolling Thunder Lanes, LLC, 934 Byrd Ave, d/b/a Rolling Thunder Lanes, 934 Byrd Ave., William Smith, agent
Rumars, LLC, 1338 S. Commercial St., d/b/a The Dome Sports Bar & Grill, Renee Kaufert, agent
Sherrytown Station, LLC, 432 Sherry St., d/b/a Sherrytown Station, 432 Sherry St., Sueann Steward, agent
Short Branch Saloon LLC, 1102 Harrison St, d/b/a Short Branch Saloon, 1102 Harrison St., Lorrie Davis, agent
Sidetracked Bar & Grill, LLC, 129 N Lake St., d/b/a Sidetracked Bar & Grill, 129 N Lake St., Kevin M. Redlin, agent
Tho Kin Tho, LLC, 157 S. Green Bay Rd., d/b/a Lucky Dog'z, 157 S. Green Bay Rd., David Thoss, agent
Two Broke Girlz, LLC, 430 Sherry St., d/b/a Two Broke Girlz, 430 Sherry St., Autumn Johnson, agent
Wisconsin Apple, LLC, 1409 Kingsley Ave #2, Orange Park FL, 32073, d/b/a Applebee's, 1111 Westowne Dr., Frank Gonzales, agent
Xtra Innings, LLC, 1348 S Commercial St., d/b/a Xtra Innings, 1348 S Commercial St., Nathan Maves, agent

“CLASS BLB” MALT AND LIQUOR (Partnership):

Gretchen H. Diegel/Kristin S. Zagrodnik Partnership, 1330 S Commercial St., d/b/a Cedar Bar & Grill, 1330 S. Commercial St.

CLASS “B” MALT (Corporation):

Sammy's Pizza, Inc, 322 N. Commercial St., d/b/a Sammy's Pizza, 322 N. Commercial St., Thomas Miller, agent

“CLASS A” MALT AND LIQUOR (Corporation):

Cellars Wines & Spirits, Inc., 113 N. Green Bay Rd., d/b/a Cellars Wine & Spirits, 113 N. Green Bay Rd., Leroy Schneidewend, agent

Skogen’s Foodliner, Inc., 647 S Green Bay Road, d/b/a Festival Foods, 647 S. Green Bay Rd., Kurt A. Gilhart, agent

“CLASS A” MALT AND LIQUOR (LLC):

Gill Liquor, LLC, 1117 S. Commercial St., d/b/a Gill Liquor, 1117 S. Commercial St., Amriptal Gill, agent

Ultimate Mart, LLC, P.O. Box 305103, Nashville, TN 37230-5103, d/b/a Pick ‘n Save #124, 1530 S. Commercial St., Matthew Sullivan, agent

Ultra Mart Foods, LLC, P.O. Box 305103, Nashville, TN 37230-5103, d/b/a Pick ‘n Save #412, 828 Fox Point Plaza, Meghan Meisenburg, agent

“CLASS A” MALT AND LIQUOR (Partnership):

Wal-Mart Stores East, LP, 702 SW 8th St., Licensing Dept. 8916, Bentonville, AR 72716, d/b/a Walmart #2986, 1155 Winneconne Ave, Samantha L. Engelhardt, agent

CLASS “A” MALT (Corporation):

Aldi Inc. (Wisconsin), 9342 S 13th Street, Oak Creek, WI 53154, d/b/a Aldi #37, 927 S. Green Bay Road, Jacob Driessen, agent

Kwik Trip Inc., P.O. Box 2107, La Crosse, WI 54602, d/b/a Tobacco Outlet Plus #526, 501 S. Commercial St., Jennifer Ross, agent

Walgreen Co., Inc., P.O. Box 901, Deerfield, IL 60015, d/b/a Walgreen’s #03392, 500 S. Commercial St., Amy Gitter, agent

Walgreen Co., Inc., P.O. Box 901, Deerfield, IL 60015, d/b/a Walgreen’s #10236, 1191 Westowne Dr., Stephanie Schroeder, agent

CLASS “A” MALT (LLC):

Dolgencorp, LLC, 100 Mission Ridge, Goodlettsville, TN 37072, d/b/a Doller General Store #21847, 1126 S. Commercial St., Anthony Hawks, agent

Wisconsin CVS Pharmacy, LLC, One CVS Drive, MD #23062A, Woonsocket, RI 02895, d/b/a CVS/Pharmacy #5936, 901 S. Green Bay Road, Marty Pedranzan, agent

Public Services & Safety Committee

Dated: May 11, 2021

Ald. Marge Bates, Chairperson



M E M O R A N D U M

DATE: May 7, 2021
TO: Mayor Kaufert and Members of the Public Services and Safety Committee
FROM: Gerry Kaiser, Director of Public Works
RE: Public Works Engineering Vehicle

On May 5, the Common Council approved the purchase of a Ford Transit Connect to replace the 2005 Ford Taurus used by engineering staff. The unit that was approved had been in stock at the Bergstrom Ford Lincoln dealership. We subsequently learned that the unit had been sold prior to the Council approval. Superintendent Radtke worked with the dealer representative to locate another similar vehicle. There is very limited inventory for this type of vehicle but one was located and brought to the local dealership. We have placed a hold on this unit with a \$500 refundable payment. The cost of this unit is roughly \$1,100 more than the one that was previously requested. The dealer representative indicated that the vehicle could be ordered but that it would cost a minimum of \$550 more than the previously requested unit. He also stated that, due a shortage of computer chips needed for vehicle production, there was no guarantee on a delivery timeframe, which could extend into 2022.

A summary of the available options is listed below.

Bergstrom Ford Lincoln – Ford Transit Connect Neenah, WI (In stock)	\$25,918.50
Bergstrom Ford Lincoln – Ford Transit Connect Neenah, WI (Order)	\$25,373.50
Kolosso Dodge – Dodge ProMaster City Tradesman Appleton, WI (Order)	\$23,957.50
Ewald’s Hartford Ford – Ford Transit Connect Hartford, WI (State contract, Order)	\$24,498.50
Ewald Motors – Dodge Tradesman Oconomowoc, WI (State contract, Order)	\$24,998.50

Staff recommends the purchase of a 2021 Ford Transit Connect Cargo Van from Bergstrom Ford Lincoln of the Fox Valley, Neenah for \$25,918.50. This in-stock unit will have everything that was previously quoted plus Blind Side Information System (includes cross-traffic alert and heated mirrors).

2021 Budgeted amount is \$25,000.00 (page 324, item #3 of the 2021 Operating and Capital Improvement Budget). The additional \$918.50 would be funded through Capital Equipment Reserves.



Neenah Special Event Permit Application

Event

Name Backdraft Bike Tour
Webpage www.backdraftbiketour.com

Description

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

List the event activities to take place (or attach brochure):
Charity Bicycle Tour.

Schedule

Date(s)	Setup Time	Start Time	End Time	Cleanup Time
<u>6-6-21</u>	<u>6:00 a.m.</u>	<u>8:00 a.m.</u>	<u>11:00 a.m.</u>	<u>11:00 a.m.</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Attendance

List estimated quantities:
 Participants 150
 Spectators _____

List any entry fees:
\$30 - \$60.00

Location

- Park/Public Property: Washington Park
- Public Street/Sidewalk/Trail: City streets and Loop the Little Lake trail. No street closure.
- Private Property/Other: _____

Applicant

Name Tim Patterson Daytime Phone 920-740-7289
 Email patterson0415@yahoo.com Cell Phone 920-740-7289

Organization

Name Neenah Menasha Firefighters Charitable Foundation Tax Exempt No. 30-0286145
 Email patterson0415@yahoo.com Phone 920-740-7289
 Address 125 E. Columbus 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 Special Event Permit Application

Police Department

Contact: Lieutenant Jon Kuffel

Phone: +1 (920) 886-6018

Address: 2111 Marathon Ave. Neenah, WI 54956

Email: jkuffel@ci.neenah.wi.us

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

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

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

Event Coordinators are responsible for executing the Emergency Response Protocol.

Name Tim Patterson Phone 740-7289

Name Pat Meyer Phone 277-9230

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 Neenah Menasha Fire Rescue Phone 886-6200

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

Cell phone and NMFR Department radios

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

Verbal through on route support personnel.

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 Washington Park building

Severe Weather Shelter(s) Washington Park shelter & Fritse Park shelter

First Aid Station(s) N/A

Enclosed/Fenced Area(s) N/A

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



Neenah
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 [Fireworks/Open Burning Permit](#) is required. Applications should be filed separately with Neenah-Menasha Fire Rescue.

9. Will there be any generators used?

Yes No

10. Will there be any cooking operations?

Yes No

11. Will there be any tents or canopies?

Yes No

12. Will there be any use of drones?

Yes No

Winnebago County Health Department

Contact: Env. Health Specialist Jennifer Bonzelet

Phone: +1 (920) 232-3000

Address: 112 Otter St. Oshkosh, WI 54901

Email: jbonzet@co.winnebago.wi.us

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

Yes No

If yes, contact the Winnebago County Health Department.

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

Yes No

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

Yes No

16. Will there be any animals?

Yes No

Clerk's Office

Contact: City Clerk Patty Sturn

Phone: +1 (920) 886-6100

Address: 211 Walnut St. Neenah, WI 54956

Email: psturn@ci.neenah.wi.us

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

Yes No

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

Yes No

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

Start Time _____

End Time _____

19. Will there be any alcohol served?

Yes No

A [Temporary Class B Picnic License](#) is required. Applications should be filed separately with the Clerk's Office.

20. Will there be any vendors/concessions? If so, please list:

Yes No

Vendors will need to have a [Solicitor Permit](#) filed with the Clerk's Office.



Special Event Permit Application

Traffic Department

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

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

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

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

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

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

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

Name _____ Phone _____

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

NA

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

Washington Park parking lot

27. Please identify handicap accessible parking locations and accommodations:

Handicapped parking at Washington Park



Special Event Permit Application

Parks & Recreation Department

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

Public Works Department

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

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

Public Park/Property: _____

Public Street/Trail: _____

Other: _____

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

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

Public Park/Property: _____

Public Street/Trail: _____

Other: _____

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

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

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

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

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

Volunteers will clean when the event is complete.

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
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 Jim Ratter

Date 4-21-21

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

OFFICE USE ONLY

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

Approvals

Special Events Task Force

Signature _____

Date _____

Class B: Director of Public Works or Designee

Class C: Public Services & Safety Committee / City Council

Signature _____

Date _____

Contingencies of Permit

Registration Form: (Please print)

Mail in registrations must be received by May 16th at 11:00 p.m. for a shirt.

Men adult shirts sizes: S, M, L, XL & 2XL

Women Adult: S, M, L, & XL

Family Registration: The first 2 shirts are free. Each additional shirt after that is \$10.00 each.

Name (First & Last) : _____

Address: _____

City: _____ St: _____ Zip: _____

Phone: _____

Email: _____

Free Individual or 1st Family Member Shirt

(Circle 1) Men Adult S, M, L, XL, 2XL or

Women Adult X, M, L

It's important to have contact information in case there are questions about your registration.

2nd family member:

Name: First & Last) : _____

2nd Family Member **FREE** Shirt Size (circle 1)

Men S, M, L, XL, 2XL or Women S, M, L, XL

3rd Family Member:

Name (First & Last) : _____

3rd Family Shirt Size for an **additional \$10.00** (circle)

Men S, M, L, XL, 2XL or Women S, M, L, XL

4th Family Member:

(First & Last) : _____

4th Family Shirt Size for an **additional \$10.00** (circle)

Men S, M, L, XL, 2XL or Women S, M, L, XL

Please Check One:

Family Tour Only: (8.5 mile route) _____

25 _____ 50 _____ 75 _____ 100 _____

Grand Total Enclosed: _____

Coupon code _____ . This discount is only applicable for individual registrations. Registration can be completed online at www.active.com or mailed to Backdraft Bike Tour, 125 E. Columbian Ave., Neenah, WI

Proudly Sponsored By:
Neenah-Menasha Fire Rescue
Local 275 Firefighters

Gold Sponsor



Silver Sponsors



Bronze Sponsors



Maps of each route can be found at: www.mapmyride.com



Sunday, June 6, 2021

**Jefferson Park
915 Third St.
Menasha, WI**

Tour Lengths of:
25, 50, 75 & 100 miles

**8.5 Mile Family Friendly Route
New location**

**Washington Park Splash Pad
631 W. Winneconne Ave.,
Neenah, WI**

Benefiting:

*Neenah-Menasha Firefighters
Local 275 Charitable Foundation and
Be The Magic - a charity for girls aging out of
foster care*

www.backdraftbiketour.com
www.active.com
920-886-6200
L275backdraftbiketour@yahoo.com



FEEL THE BURN (rain or shine)

Choose from 5 different routes for every skill level. Our new 8.5 mile route takes you across the Fox Cities Trestle Trail. This is a Rails-to-Trail conversion of a causeway/trestle rail bridge, now a recreational trail bridge. You continue on the new pedestrian path of Loop the Little Lake recreation trail and back to the new Splash pad at Washington Park!

The four longer routes take you to the scenic countryside North and East of Lake Winnebago. You will travel along the rural roads that Wisconsin is famous for. Proceeds from this tour will go to Neenah-Menasha Firefighters L275's Charitable Foundation and Be the Magic. L275's Charitable Foundation supports charitable projects within the Cities of Neenah & Menasha, the two communities they serve. Be the Magic is a non-profit with a mission to help young women aging out of the foster care system.

Open to the public. All ages and abilities WELCOME! **Helmets are required.**

All Inclusive Perks:

Firefighter supported rest stops that are fully stocked with refreshments.

- SAG, mechanical and medical support.
- A boxed lunch after your ride at Washington Park and Jefferson Park,
- Dry wick t-shirts (must pre-register by May 16th at 11:00 p.m. for a shirt).
- New 8.5 mile family ride start/finish at Washington Park Splash Pad in Neenah.
- First 300 riders get a free water bottle compliments of Cranked Bike Studios.
- Masks required at the rest stops.

Registration: A family registration is intended for members who live in the same household. **It's not for "friends" it is meant to give families a discount to encourage participation**

Online registration: www.active.com

By Mail or In-Person:

Completed registration forms, with payment, can be dropped off or mailed to L-275 Backdraft Bike Tour, 125 E. Columbian Ave., Neenah, WI 54956.

Cost: (Tax Deductible)

Must pre-register by May 16h at 11:00 p.m. to receive a dry wick t-shirt.

Individual: \$30 Family of 2 people: \$45
Family of 3 people: \$50 Family of 4 people: \$55
Family of 5 people: \$60

Registration after May 16th at 11:00 p.m. until June 4th **Does not include a shirt**:****

Individual: \$35 Family of 2 people: \$50
Family of 3 people: \$55 Family of 4 people: \$60
Family of 5 people: \$65

Same day registration on June 6, 2021

****Does not include a shirt*:**

Individual: \$38 Family of 2 people: \$55
Family of 3 people: \$60 Family of 4 people: \$65
Family of 5 people: \$70

Start Times:

Check in starts at	6:30 a.m.
Same day registration	6:30 a.m.
75 & 100 mile routes	7 a.m.
50 mile routes	8 a.m.
25 mile route	9 a.m.
8.5 mile route	10 a.m.

Rest Stops: Rest stops are subject to change. Visit our website at www.backdraftbiketour.com for up-to-date information on routes and rest stops.

25, 50, 75 & 100 Mile Routes:

Harrison Fire Department (Firefighters & Friends)

Sherwood Area (Firefighters & Friends)

Stockbridge Fire Station (Firefighters & Friends)

Town of Potter Fire Station (Firefighters & Friends)

Waiver: (must be signed by all participating adults)

I/my family know that participating in this bike tour can be hazardous to my health and personal injury may result. I/my family agree to abide by any race officials assessment during the race should the need for assistance arise. I/my family release, discharge, and hold harmless the event volunteers, staff and event sponsors from any claims for injury or damages arising from my participating in this tour. Furthermore, I/my family release the use of photos taken of me during/after the race to race organizers for their use. One signature per family. I/my family agree to wear a helmet while riding in the bike tour. I/my family have read and agree to the rules of this tour posted on the registration website.

Signature: _____ Date: _____

Signature: _____ Date: _____

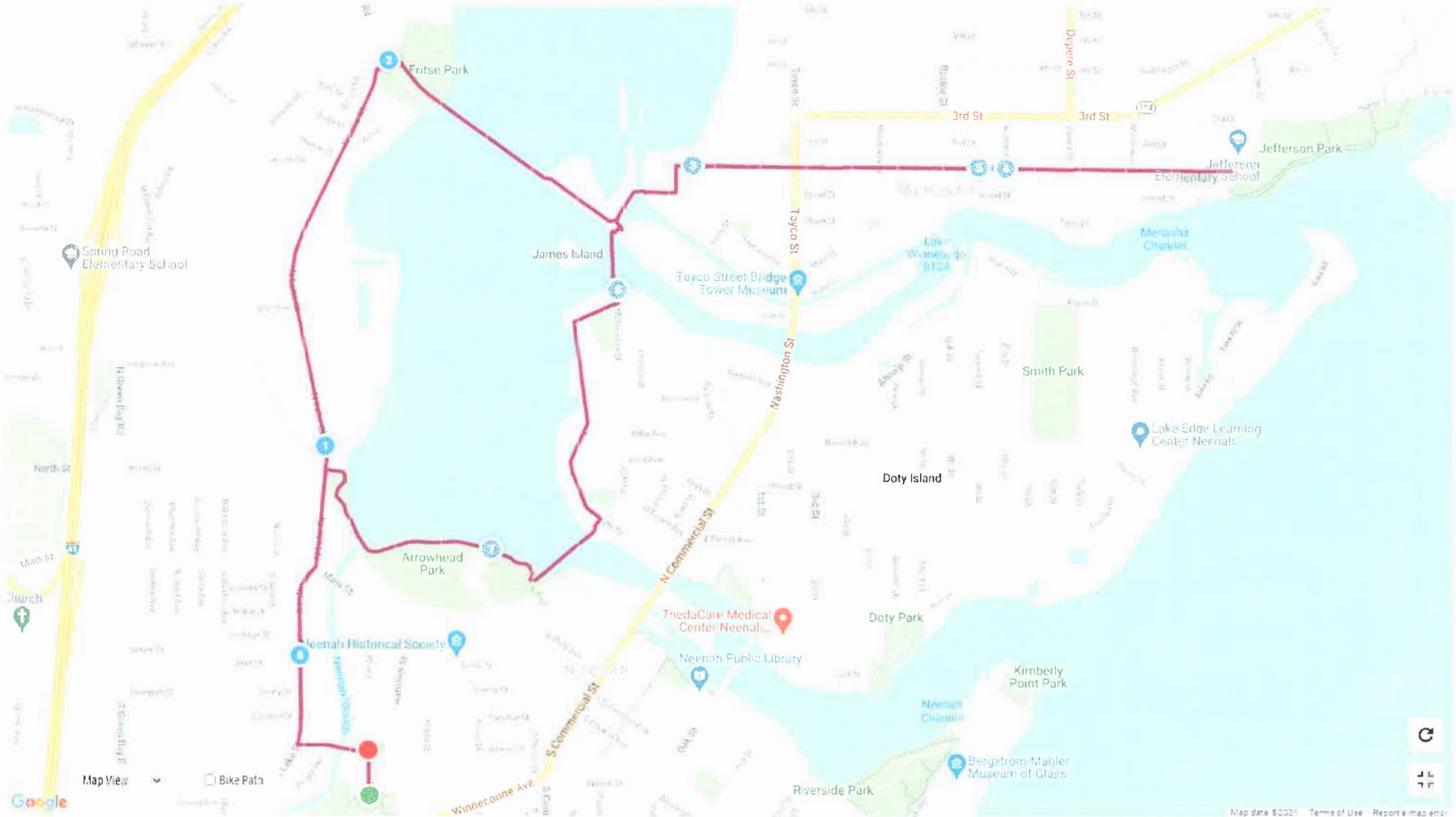
Signature: _____ Date: _____

Signature: _____ Date: _____

Signature: _____ Date: _____

Registration can be completed online at www.active.com or mailed to Backdraft Bike Tour, 125 E. Columbian Ave., Neenah, WI 54956

Mail in registrations must be received by May 16th at 11:00 p.m. for a shirt.

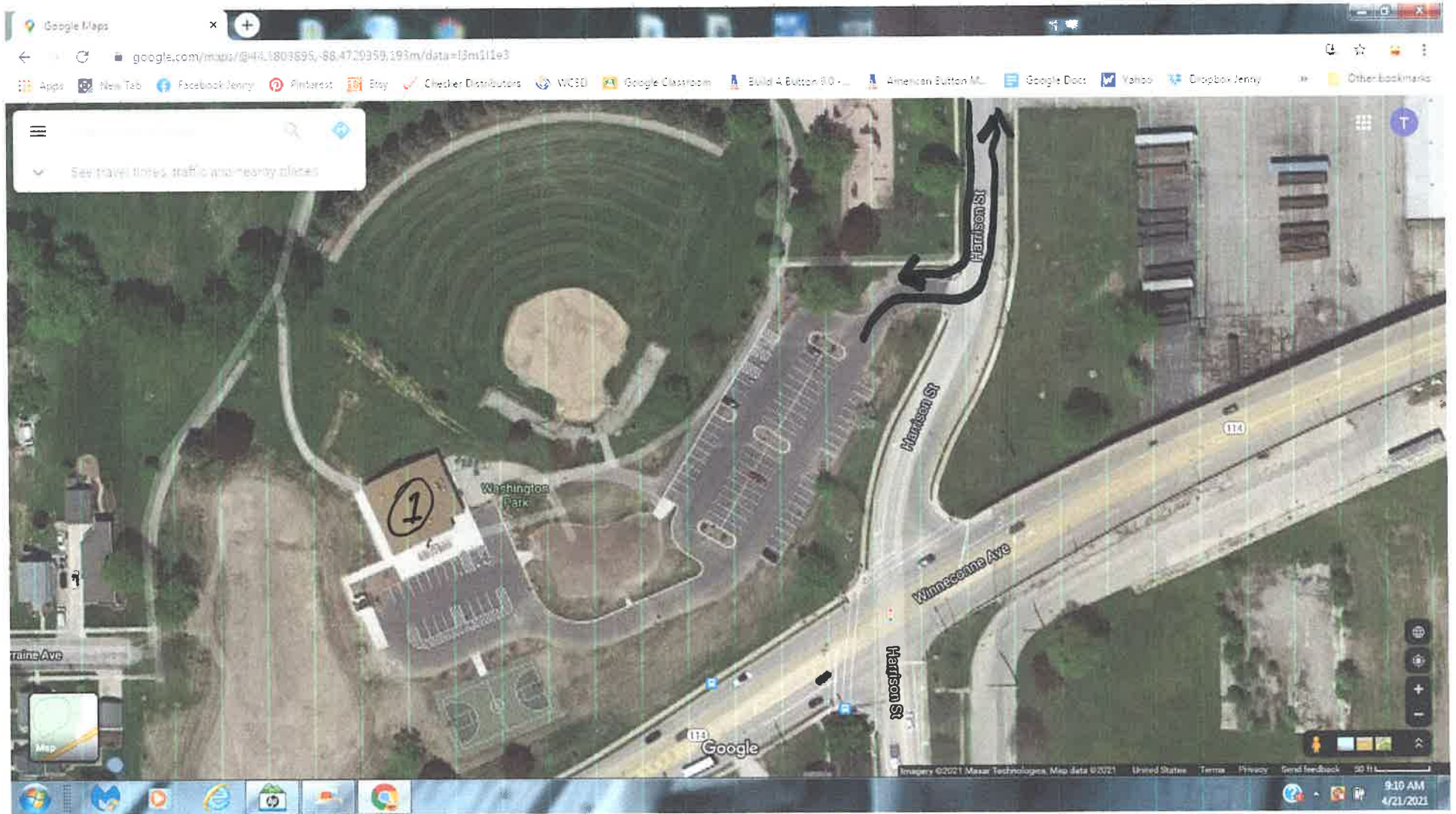


Google

Map View

Bike Path





1 Registration

→ Route



Neenah Special Event Permit Application

Event

Name Community Fest
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):

July 3rd Parade, Pajama Jams at Shattuck Park
July 4th activities at Riverside Park

Schedule

Date(s)	Setup Time	Start Time	End Time	Cleanup Time	Attendance
<u>7/2</u>	<u>6a - 3p</u>	_____	_____	_____	
<u>7/3</u>	<u>6a - 3p</u>	<u>5p</u>	<u>10p</u>	_____	
<u>7/4</u>	<u>11a</u>	<u>3p</u>	<u>10:30p</u>	<u>11:30p</u>	

List estimated quantities:

Participants _____

Spectators 7500

List any entry fees:

Location

Park/Public Property: Shattuck, Doty and Riverside Parks
 Public Street/Sidewalk/Trail: Parade - Wisconsin Ave to north on Commercial
Area surrounding parade and event will be impacted by significant traffic and parking demands
 Private Property/Other: _____

Applicant

Name Michael Kading Daytime Phone 9208866062
Email mkading@ci.neenah.wi.us Cell Phone 9204193861

Organization

Name Community Fest - Neenah Tax Exempt No. _____
Email same Phone same
Address 211 Walnut Street
City Neenah State WI Zip Code 54956

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



Neenah Special Event Permit Application

Police Department

Contact: Lieutenant Jon Kuffel

Phone: +1 (920) 886-6018

Address: 2111 Marathon Ave. Neenah, WI 54956

Email: jkuffel@ci.neenah.wi.us

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

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

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

Event Coordinators are responsible for executing the Emergency Response Protocol.

Name Michael Kadng Phone 9204193861

Name Trevor Fink Phone 9202686393

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

Name Neenah Police Dept Phone _____

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

Name Gold Cross Phone _____

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

2-way radios
Cell Phones

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

Loud speaker system

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

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

Loudspeaker/PA System Main Pavilion

Lost Child Recovery Site Main Pavilion

Severe Weather Shelter(s) Main Pavilion

First Aid Station(s) Main Pavilion / Gold Cross/Fire Dept (Wisconsin Ave park exit)

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.



Neenah Special Event Permit Application

Neenah-Menasha Fire Rescue

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

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

Winnebago County Health Department

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

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

Clerk's Office

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

- 17. Will there be amplified music or announcements used for the event? Yes No
- 18. Will amplified sound be within 7 am - 10 pm on weekdays & 10 am - 11 pm on weekends/holidays? Yes No
If not, a special exemption must be requested and approved as part of this application. List the intended hours of amplified sound (per day, if applicable):
Start Time 2:30p End Time 10:30p
- 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

Mulitple - will provide closer to event



Special Event Permit Application

Traffic Department

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

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

21. Will the event close any street/sidewalk/trail (or portions thereof) to traffic? Yes No
Any adjacent properties must be notified by the applicant 5 weekdays in advance of the event. A copy of the notification must be submitted and approved by the City Traffic Engineer.
22. Will you be providing volunteers to direct traffic? Yes No
All volunteers must be properly equipped, trained, and supplied with the [Volunteer Flagger Instructions](#). (See attached.)
23. Is any city traffic control equipment or services being requested? If so, check all that apply: Yes No
- Barricade/Sign Equipment
Check if you are requesting equipment to be delivered to the event grounds. Equipment will need to be moved to their placement locations during the event.
 - Barricade/Sign Placement
Check if you are requesting equipment to be placed by the City during the event times.
 - Flaggers to Direct Traffic
Availability of community service aides (CSAs) and/or police officers are not guaranteed.
 - Traffic Signal Programming
Check if modifications to the traffic signal timing plans may be needed for the event.
 - Message Boards
Message boards may be used to give advanced notification of street closures for the event.
24. Will a private contractor be used for barricading/signing equipment or services? If so, please list contractor: Yes No
Any traffic control plan not supplied by the City must be approved by the Traffic Department.
- Name _____ Phone _____
25. List any shuttle services (including route locations) being provided for the event:
- none
26. List any locations to be used for either attendee or event staff parking:
- northside of Riverside Park
27. Please identify handicap accessible parking locations and accommodations:
- Northside of Wisconsin Ave (Riverside Park)



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

Public Works Department

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

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

Public Park/Property: Riverside Park

Public Street/Trail:

Other:

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

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

Public Park/Property: Riverside Park

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?

Cleaing crews will be out in the aprk

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



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.

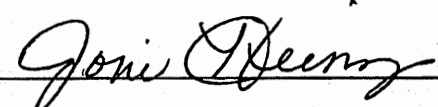
Signature  Date 3/31/21

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

OFFICE USE ONLY

Cost Estimate	Total Cost	Sponsor Cost
Parks & Recreation	—	—
Public Works/Traffic	\$ 3604. ⁰⁰	—
Police	\$ 2460. ⁰⁰	—
NM Fire	—	—
	Total 6064. ⁰⁰	—

Approvals

Special Events Task Force
Signature  Date 3-31-21

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

Contingencies of Permit

Pd \$75.00
 CK# 019101 2/8/21

2021



Neenah Special Event Permit Application

Event
 Name A very Neenah christmas
 Webpage www.neenah.org

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

Christmas festive event

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

Live mannequin window displays wagon/carnage rides
 Live reindeer christmas tree lighting

Date(s)	Setup Time	Start Time	End Time	Cleanup Time	Attendance
<u>12/3/21</u>	<u>12:00pm</u>	<u>6:00pm</u>	<u>8:00pm</u>	<u>8:30pm</u>	

List estimated quantities:
 Participants N/A
 Spectators 5,000 +

List any entry fees:
N/A

Location
 Park/Public Property: Gateway Plaza, Plexus Lawn, Downtown Businesses
 Public Street/Sidewalk/Trail: Close the road from commercial st. to gateway plaza (wisconsin ave)
 Private Property/Other:

Applicant
 Name Meredith Rathe Daytime Phone 722-1920
 Email meredith@neenah.org Cell Phone (920) 362-6641

Organization
 Name Future Neenah Tax Exempt No. ES-30804
 Email info@neenah.org Phone 722-1920
 Address 135 W. Wisconsin Ave
 City Neenah State WI Zip Code 54956

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



Neenah 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 Meredith Rathe (Events Coordinator) Phone (920) 362-0641

Name Nikki Hassel (Executive Director) Phone (920) 470-9154

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:

Cell phones
Walkie Talkies (radios) W

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

Microphone/megaphone - borrowed from Parks & Rec
Microphone from DJ - in Gateway Plaza

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 Info booth / DJ Booth in Gateway Plaza

Lost Child Recovery Site Info booth

Severe Weather Shelter(s) Local businesses

First Aid Station(s) Info booth

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? *DJ in gateway plaza* Yes No
- 10. Will there be any cooking operations? Yes No
- 11. Will there be any tents or canopies? *10x10 pop ups - no stakes in the ground* 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? *Live Reindeer in their pen* Yes No

Clerk's Office

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

- 17. Will there be amplified music or announcements used for the event? Yes No
- 18. Will amplified sound be within 7 am - 10 pm on weekdays & 10 am - 11 pm on weekends/holidays? Yes No
If not, a special exemption must be requested and approved as part of this application. List the intended hours of amplified sound (per day, if applicable):
Start Time 6:00pm End Time 8:00pm
- 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.



Neenah Special Event Permit Application

Traffic Department

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

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

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

22. Will you be contracting for any barricading/signing equipment or services? If so, please list contractor: ~~None~~ 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:

Ramp off Church St.
surrounding roads near downtown

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

N/A

27. Please identify handicap accessible parking locations and accommodations:

Ramp
surrounding lots near downtown



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

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: *N/A*

Public Park/Property: _____

Public Street/Trail: _____

Other: _____

30. Have the park shelters been pre-reserved with the Park & Recreation Department? *Shattuck Park* Yes No *None*
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 will walk downtown to check for any garbage during and after event

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

- *cones for parking stalls in front of plexus lawn*
- *barricades for church st. intersection / by gateway plaza for wagon/carniage path*
- *barricades (city or police vehicles) by gateway plaza/Main st. and intersection of commercial st.*



Neenah Special Event Permit Application

Checklist

Required to process application:

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

Required to approve application:

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

Provisions & Terms

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

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

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

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



Neenah Special Event Permit Application

Legal Notice

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

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

Hold harmless indemnification and defense.

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

Signature Meredith Rothe Date 2/2/21

Completed applications can be mailed to: Neenah City Hall, 211 Walnut Street Neenah, WI 54956 or e-mailed to jmerten@ci.neenah.wi.us. 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	\$ 2,000. ⁰⁰	—
Police	\$ 850. ⁰⁰	—
NM Fire	—	—
	Total 2,850. ⁰⁰	—

Approvals

Special Events Task Force

Signature Joni Heenij Date 2/23/21

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

Signature _____ Date _____

Contingencies of Permit



M E M O R A N D U M

DATE: May 7, 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

- 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) – Concrete work and backfilling are complete. Street paving and asphalt driveways are scheduled for the week of May 10.
- 3) Contract 1-21 (Marathon Av) – Water and sewer main work is complete. Sanitary sewer lateral and water service replacement is ongoing. We Energies is working on gas main replacement.
- 4) Contract 2-21 (Fairview, Laudan)
 - a) Fairview – Mainline work is complete. House-side sewer and water service replacement is ongoing. We Energies is continuing to work on gas main replacement.
 - b) Laudan – Sanitary sewer and water main installation is complete. The contractor is scheduled to start houseside sewer and water service replacement the week of May 10.
- 5) Contract 3-21 (Winneconne, Washington, Olive, Isabella) – Work is scheduled start on Isabella Street in mid-May and Winneconne in early June.
- 6) Contract 4-21 (Epoxy Pavement Marking) – The Board of Public Works will be reviewing the bids received at their May 11 meeting.
- 7) Contract 5-21 (Misc. Asphalt Repairs) – The contract is scheduled for bid opening on May 25.
- 8) Contract 6-21 (Misc. Concrete Pavement, Sidewalk Repairs) – This contract is scheduled for bid opening on May 25.
- 9) Contract 7-21 (Harrison Pond) – This contract is scheduled to be advertised the week of May 24. Bid opening will be in mid-June.
- 10) Shootingstar Extension Utilities – Plans are being prepared for the extension of sewer and water toward Armstrong Street in advance of the street work. This would be done through a change order to an existing utility contract.
- 11) Winneconne/Tullar Traffic Signal – A two vehicle crash at the intersection severely damaged the traffic signal cabinet. Traffic Engineer Merten was able to replace it with a temporary cabinet to allow traffic signal operations at the intersection. He is getting quotes for a cabinet replacement.
- 12) Lake Edge Lift Station – On May 4, the controller for the Lake Edge Lift Station failed. As a result the sensors measuring the sewage levels in the wet well were not able to activate the pumps that send the sewage out to the gravity sewer system. We were notified when our alarm system issued a call that a pump had not run within the set time. Superintendent Radtke worked with a controls technician to bypass the controller and allow the station to function. He subsequently met with an electrician and a controls system engineer to develop a plan for replacing the controls and build additional redundancy into the operation of this lift station. As a result of the controller failure, a residence on Wilderness Court had basement flooding.
- 13) Electronic Waste Event – The E-waste event is scheduled for May 22 at the Tullar Garage.