

CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING
August 25, 2020 - 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/624454477>

OR

Conference Telephone Number (AUDIO ONLY): [tel:+1 \(408\) 650-3123](tel:+1(408)650-3123)

Access Code: 624-454-477#

- 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 meetings for July 28, 2020 and August 19, 2020 (Attachments)
2. Public Appearances
3. E Forest Avenue Parking Progress Report #3 (Attachment)
4. Revocable Occupancy Permit-617 E Wisconsin Avenue (Attachment)
5. Arrowhead Phase 1A Construction Administration Recommendation (Attachment)
6. Rec Boat Launch Dredging Construction Administration Recommendation (Attachment)
7. Licenses
 - a. Change of Agent/Trade Name, Classic Lanes Fox Valley (Attachment)
8. Public Works General Construction and Department Activity (Attachment)
9. 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 July 28, 2020 - 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, Lang, Lendrum, Spellman, and Stevenson

Excused:

Also Present: Mayor Kaufert, Director of Public Works Kaiser, Police Chief Olson, Assistant Police Chief Bernice, Captain Van Sambeek

Minutes: **Motion/Second/Carried Lendrum/Lang to approve of the minutes of the Meeting of July 7, 2020.** All voting aye.

Public Appearances: None

Public Works-2020 Vermeer BC1500XL Brush Chipper Replacement: Director Kaiser reviewed the quotes received for the replacement of the 2005 Vermeer Chipper, Fleet #78. Proposals were received from Bobcat of Janesville and Vermeer Wisconsin. Staff recommends the purchase of the BC-1500XL from Vermeer Wisconsin for the net amount of \$51,300 comprised of a base price of \$63,300 and a trade-in value of \$12,000. The budgeted amount was \$50,000. Committee directed staff to contact the vendor about their trade-in value considering the trade-in value of \$14,000 submitted by the other proposer.

Report After further discussion, **Motion/Second/Carried Lendrum/Spellman to recommend to Council to approve the purchase the 2020 BC1500XL Brush Chipper from Vermeer of Wisconsin in the amount of \$51,300.** All voting aye.

First and Second Quarter Statistics for the Neenah Police Department: Police Chief Olson reviewed the First Quarter and Second Quarter statistics. He reviewed the First Quarter and Second Quarter Calls for Service, Uniform Crime Report, Traffic Citations Detail, Traffic Warnings Detail, OWI Arrests, Parking Citations, Non-Traffic Citations Detail, Traffic Accidents, Overdoses, Potentially Dangerous Animal Detail, and Open Records Requests. In addition to the usual quarterly statistics, Chief Olson reviewed Second Quarter statistics related to the Governor's Safer at Home Order, the Calls for Service During COVID, and the Crime Prevention Calls During COVID.

Committee discussed the incident type categories of Crime Prevention, Assist Agency, Child Custody, Traffic Stops, Test Law, Human Trafficking, Assault, Thefts from Motor Vehicles, Drug/Narcotics Offenses, and OWI Arrests. Chief Olson noted the impact that the COVID safer at home order had on reducing the traffic citation numbers. Ald. Lendrum asked that the dog breed and color be added to the Dangerous Animal table. Chief Olson discussed the procedures undertaken to reduce turnaround time for open records requests. Committee discussed the sources for the various categories of open records requests.

Chief Olson described the use of the ozone equipment sanitizer. Mayor Kaufert noted the outreach being done by the department to answer policy and procedure questions from the community.

Following discussion, **Motion/Second/Carried Stevenson/Lendrum to accept and place on file the First and Second Quarter Statistics for the Neenah Police Department.** All voting aye.

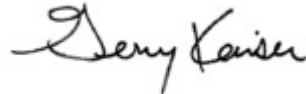
Public Works General Construction and Department Activity

1. Contract 7-19 (Breezewood Sanitary Sewer) – Work is complete.
2. Contract 1-20 (Abby, Bond, Center, Clybourn)
 - a. Abby – Storm sewer work is being completed west of the railroad crossing.
 - b. Bond – Utility work is complete. Road excavation has started.
 - c. Center – Utility work is complete. Road work will start after Bond.
 - d. Clybourn - Utility main work is complete. A service replacement remains.
3. Contract 2-20 (Utilities - Van, Monroe) – Work is complete.
4. Contract 3-20 (Street - Van, Monroe, Gillingham)
 - a. Gillingham – Work is complete.
 - b. Van - Work is complete.
 - c. Monroe - Work is complete.
 - d. Cavalry Lane (Castle Oak IV) - Work is complete.
 - e. Shootingstar – Work is on hold pending resolution of boundary issues. A CSM is being prepared.
5. Contract 4-20 (Green Bay, Tullar, Marathon)
 - a. Tullar – Diamond grinding is complete. Joint cleaning and sealing has started.
 - b. Marathon – Diamond grinding is complete. Joint cleaning and sealing will start upon completion of that work on Tullar.
 - c. Green Bay - Work is scheduled to start the first week of September.
6. Contract 5-20 (Utilities - Lakeshore) – Excepting the northernmost storm sewer outfall, utility installation is complete.
7. Contract 6-20 (Millview Drive Utility Relocation) – A work schedule has not been set.
8. Contract 7-20 (Fire 32 Roof) – Work is scheduled for late August/early September.
9. Contract 10-20 (Misc. Concrete Pavement and Sidewalk Repair) – Work is ongoing.
10. Contract 11-20 (Street - Lakeshore) – A construction schedule has not been set.
11. Drop-off Site – Fence installation along the west side of the site started on July 28.
12. North Street – Milling has been completed. This is being done as part of the Winnebago County work on CTH O.
13. Staff is reviewing the initial work being done for the traffic impact assessment for the new high school site in Fox Crossing.

Mayor Kaufert noted comments that he has seen regarding LED street light installations. Director Kaiser noted that We Energies is replacing existing street lights with LED fixtures on those lights impacted by their Neenah capacity upgrade project. The LED fixtures have a 3000K color temperature. In addition, We Energies' on-line street light outage report form notes that outages may result in conversion to an LED fixture.

Adjournment: **Motion/Second/Carried Lendrum/Stevenson to adjourn at 7:30 p.m.** All voting aye.

Respectfully submitted,

A handwritten signature in black ink that reads "Gerry Kaiser". The signature is written in a cursive style with a large initial "G".

Gerry Kaiser, PE
Director of Public Works

CITY OF NEENAH
SPECIAL PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES
Wednesday, August 19, 2020, 6:15 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, Lang, Lendrum, and Stevenson

Excused: Alderperson Spellman, Public Works Director Kaiser

Also Present: Mayor Kaufert, City Attorney Westbrook, Alderperson Erickson, Public Works Engineer Heath Kummerow, Public Works Office Manager Lisa Mroczkowski

Public Appearances: None

Resolution 2020-12: Compliance Maintenance Annual Report for Sanitary Sewer

Engineer Kummerow shared that there are only two grades issued with this report, Pass or Fail. The City passed because we did not have a Sanitary Sewer Bypass in 2019. Alderperson Bates asked what the City's Overflow Emergency Response Plan is, how it is updated, do we use this as baseline and where is it kept. Staff Engineer Kummerow stated the plan contains the City's Emergency Response Plan information such as employee contact information, procedures and location of equipment. This is updated each year. The plan is kept in the Public Works Office.

Mayor Kaufert asked about the Equipment Replacement Fund balance of \$1,164,414 and the suggested fund balance of \$745,412. He asked who comes up with these amounts and is there a need to have the \$1,164,414 in the replacement fund. Staff Engineer Kummerow stated staff sets the funding amount and the \$1,164,414 is the amount Director Kaiser is comfortable keeping in that fund. Staff Engineer Kummerow further stated the amount in the suggested fund balance is for replacement parts if the City would have to do a major repair on a lift station.

Report

After further discussion, **Motion/Second/Carried Stevenson/Lendrum to recommend to Council to approve Resolution 2020-12, Compliance Maintenance Annual Report for Sanitary Sewer.** All voting aye.

Adjournment: **Motion/Second/Carried Lendrum/Stevenson to adjourn at 6:23 p.m.** All voting aye.

Respectfully submitted,



Lisa Mroczkowski
Public Works Office Manager



M E M O R A N D U M

TO: Mayor Kaufert and Members of the Common Council
FROM: James Merten, Traffic Engineer
DATE: August 20, 2020
RE: E. Forest Ave. Parking Progress Report #3

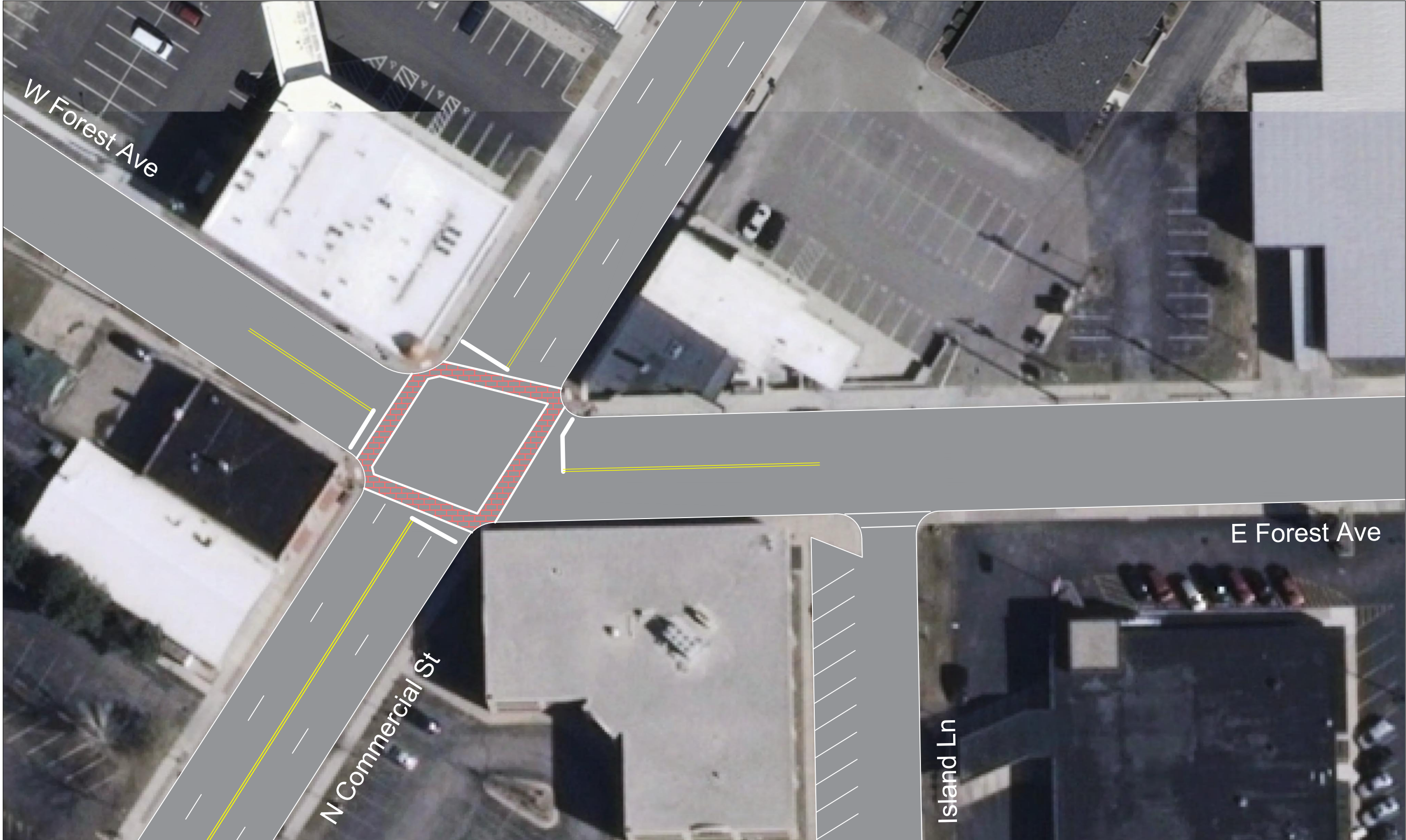
The last Public Services & Safety Committee (PSSC) discussion on this topic occurred on June 23, 2020. The tasks resulting from that meeting were:

1. Provide a layout which shows what the pavement markings would look like if parking were reinstated on the south side of E. Forest Avenue between N. Commercial Street and Island Lane.
2. Follow up with Winnebago County and report on their parking permit status.
3. Address signing in the parking easement on the Dialysis Center property.
4. Contact the owner of 307 N. Commercial Street regarding the wall.

Listed below are the actions staff have taken to address each task:

1. Sketches showing the following pavement markings conditions on E. Forest Avenue have been prepared and are attached to this memorandum:
 - a. Prior to June 2019.
 - b. June 2019 – October 2019.
 - c. October 2019 – Present.
 - d. If parking were reinstated on the south side of E. Forest Avenue.
2. Staff contacted Winnebago County and requested a representative participate in this meeting to discuss the status of parking in the area. The County agreed to have a representative attend.
3. The parking signs designating public parking are currently being made in-house. They will be installed within the next week.
4. Staff contacted the owner of 307 N. Commercial Street regarding the wall segment. The owner did not show interest in having the portion of the wall removed to reinstate the former walkway. The owner stated that there are no assurances that the vandalism activities which originally caused closure of the walkway would not occur again. He supports the use of the adjacent parking easement for general public purposes and per the easement, will continue to provide access to it. Acknowledging the parking concerns being raised, the owner also stated that he was willing to sell parking permits for his lot, if so desired.

Map 1: Pavement markings prior to June 2019



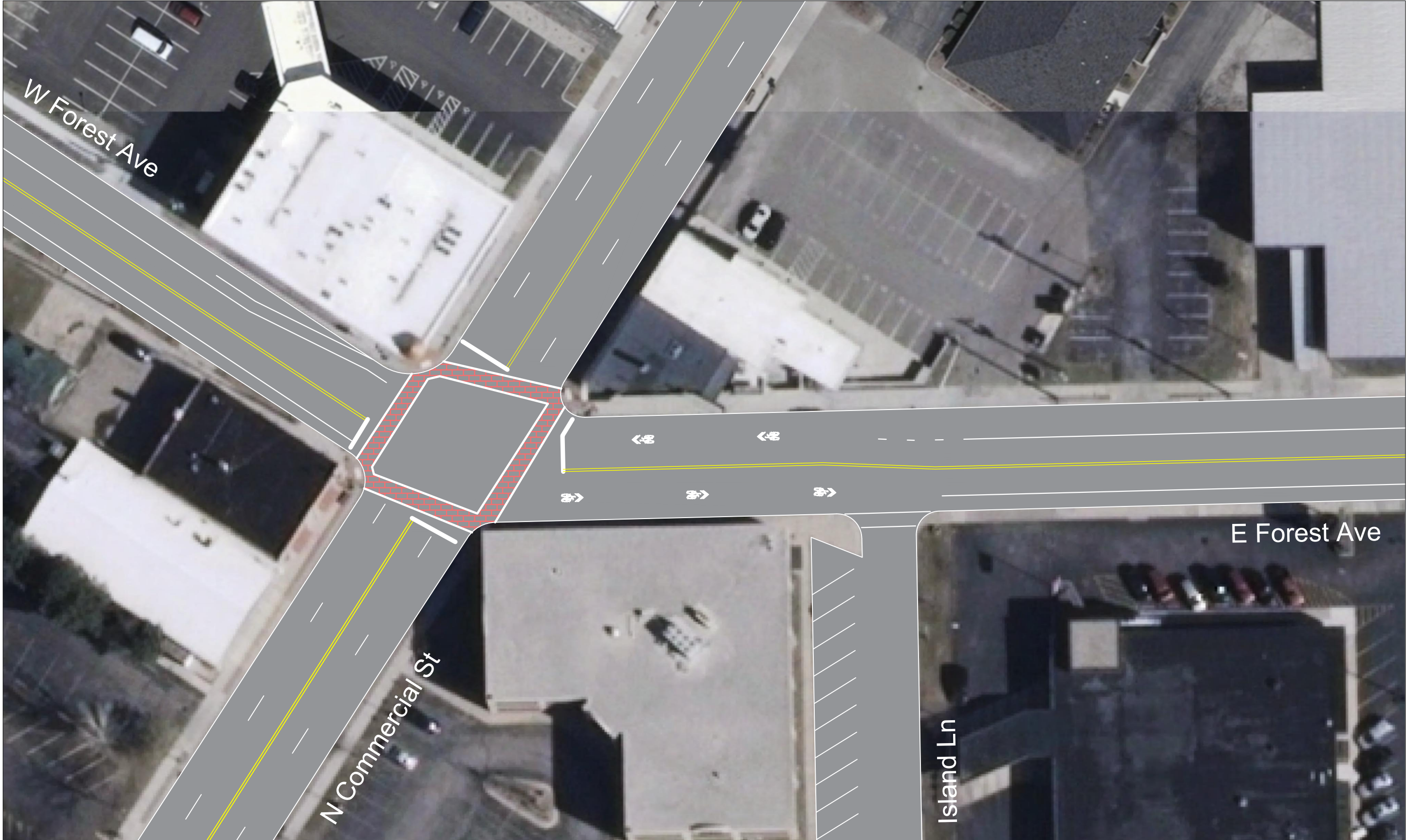
Map 2: Pavement markings as of June 2019



Map 3: Pavement markings as of October 2019



Map 4: Pavement markings if parking is returned on both sides





Department of Community Development
211 Walnut St. • P.O. Box 426 • Neenah WI 54957-0426
Phone 920-886-6126 • e-mail: bschmidt@ci.neenah.wi.us
BRAD SCHMIDT, AICP
DEPUTY DIRECTOR OF COMMUNITY DEVELOPMENT

M E M O R A N D U M

DATE: August 20, 2020
TO: Mayor Kaufert, and Members of the Public Services and Safety Committee
FROM: Brad Schmidt, Deputy Director of Community Development
RE: Revocable Occupancy Permit – 617 E. Wisconsin Avenue

Michael Geall, owner of 617 E. Wisconsin Avenue, contacted the city with a request to occupy a small portion of the S. Park Avenue right-of-way. Following work conducted by WE Energies along S. Park Avenue last summer, the property owner replaced most of the landscape plantings along S. Park Avenue and had plans of replacing the existing 6-foot tall chainlink fence with a 6-foot tall wrought iron fence. The fence was proposed to be replaced in its current location which happens to be about 2 feet into the S. Park Avenue right-of-way. Due to the location of the new plantings and WE Energies ground equipment and underground infrastructure, the fence cannot be relocated back on the property. The proposed location of the new fence would be on the east side of the sidewalk and about 2 feet into the right-of-way as it has been located since at least mid-1970. The attached revocable occupancy permit is a formal way to allow the property owner to occupy the additional space in the right-of-way that is needed for the fence. If, in the unlikely event that the city needs the space for street or sidewalk purposes, the property owner can be required to remove the encroachment.

The revocable occupancy permit, location map, streetview photo, and property owner sketch is attached to this memo below. Staff has reviewed the request and determined that it can be granted without impact on the use of the sidewalk along S. Park Avenue.

Staff recommends Council approval of the Revocable Occupancy Permit to Michael Geall for installation of a fence on S. Park Avenue for his property located at 617 E. Wisconsin Avenue.

Site Location – 617 E. Wisconsin Avenue



Streetview – Existing fence along S. Park Ave



Property Owner Photo



Note from property owner:

Hi Brad, it's going to be difficult to move the fence from the existing location, because as part of the recent work along South Park by WE Energies replacing the overhead lines, WE Energies added a transformer just inside the existing fence. See the attached photo. They also drilled underneath the property in a line along that transformer, so any anchors for the fence would penetrate that line. They have granted us a letter to replace the existing fence, but not move it over their infrastructure.

-Mark Geall (Owner's son)

**REVOCABLE
OCCUPANCY PERMIT**

RE6035 90 Ch. 84 Wis. Stats.

Document No.

Exempt from fees: s 77.25(2r)

Occupant Name and Address: Michael G. Geall 617 E. Wisconsin Avenue Neenah, WI 54956
Agency Name and Address: City of Neenah 211 Walnut Street Neenah, WI 54956
Highway: S. Park Avenue
County: Winnebago
City: Neenah

This space reserved for recording data.

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

Encroachment Location: That portion of S. Park Avenue described as being part of the Northeast ¼ of the Southeast ¼ and the Southeast ¼ of the Northeast ¼ of Section 27, Township 20 North, Range 17 East, being part of the right-of-way for S. Park Avenue, 1st Addition to Lakeview, City of Neenah, Winnebago County, Wisconsin, contained in the following:

Lying westerly of the East line of S. Park Avenue;
Lying easterly of the East edge of sidewalk as currently laid on S. Park Avenue, being approximately three (3) feet west of the east line of S. Park Avenue;
Lying northerly of a line parallel to and 24.5 feet north of the extended line of Lot 2, First Addition to Lakeview;
Lying southerly of the extended south edge of sidewalk as laid on E. Wisconsin Avenue, being approximately five (5) feet north of the south line of E. Wisconsin Avenue.

Encroachment Description: Fence.

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

1. This permit only authorizes the described encroachment to remain temporarily within the S. Park Avenue right-of-way.
2. In the event that the Agency deems it necessary to revoke this permit on the basis of a need to expand capacity or improve safety, the Agency reserves the right to give notice regarding the removal of the described encroachment. The Agency may terminate this permit upon thirty (30) days written notice to the Occupant. The Occupant shall remove the described encroachment maintained under this permit within the time specified in the notice.
3. In the event the subject property is subdivided into 2 or more separate parcels, the fence along S. Park Avenue shall comply with the regulations in place at time of subdivision.
4. If the Agency determines that the installation or use of the described encroachment authorized under this permit increases the difficulty of highway maintenance, creates conditions adverse to the best interests of the highway users, the general public, or presents a threat to highway safety, then the Occupant, upon notification by the Agency shall promptly remove the encroachment from the highway right of way.
5. Failure by the Occupant to comply with the provisions of this permit is cause for the Agency to terminate this permit and to require the Occupant to take immediate action to clear the right of way to a safe condition.
6. Issuance of this permit shall not be construed as a waiver of the Occupant's obligation to comply with any more restrictive requirements imposed by local ordinance.
7. Occupant shall provide the City with a Certificate of Liability Insurance naming the City of Neenah its officers, council members, agents, employees, and authorized volunteers as additional insured(s) with no exclusions in the form of General Commercial Liability Insurance. The Occupant agrees to indemnify the City for any applicable deductibles under the policy.
8. Occupant is responsible for the installation and all maintenance of the encroachment. Occupant shall obtain all necessary permits for the installation of the encroachment.

Approved for the City of Neenah

(Signature) (Date)

(Print or Type Name)

(Title)

State of Wisconsin)
Winnebago County) ss. _____
(Date)

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

(Signature, Notary Public, State of Wisconsin)

(Print or Type Name, Notary Public, State of Wisconsin)

(Date Commission Expires)

Approved for Occupant

(Signature) (Date)

(Print or Type Name)

(Title)

State of Wisconsin)
_____ County) ss. _____
(Date)

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

(Signature, Notary Public, State of Wisconsin)

(Print or Type Name, Notary Public, State of Wisconsin)

(Date Commission Expires)



*Department of
Parks & Recreation*

TO: Mayor Kaufert, Chair Bates and Members of the Public Services and Safety Committee
FROM: Michael T. Kading, Director of Parks & Recreation *mk*
DATE: August 21, 2020
RE: Arrowhead Phase 1A Construction Administration Recommendation

SEH has submitted a proposal for conducting Construction Administration for Phase 1A. The scope will include kick-off meeting, update meetings as needed, review / recommendation of pay requests, and site observations. To simplify the process, Stantec will work under SEH scope of services.

Capital Improvement Funds have been budgeted for this expense.

The Park and Recreation Commission reviewed and recommend accepting the proposal from SEH for Construction Administration Services for Arrowhead Phase 1A in the amount not to exceed \$27,042.46 (5.2% of construction contract).

Action Needed: A motion to accept and recommend the Construction Administration agreement with SEH, Appleton in the amount not to exceed \$27,042.46.

Creating Community Through People, Parks & Programs

Department of Parks & Recreation
PO Box 426
Neenah, WI 54957-0426

phone: 920-886-6062
fax: 920-886-6069
mkading@ci.neenah.wi.us



Building a Better World
for All of Us™

August 17, 2020

RE: City of Neenah
Arrowhead Park

Michael Kading
Director of Parks and Recreation
City of Neenah Parks & Recreation Department
211 Walnut Street
Neenah, WI 54956

Dear Mr. Kading:

Short Elliott Hendrickson Inc. (SEH®) is pleased to submit this proposal to provide construction administration services for Phase 1A of the Arrowhead Park project. The project consists of grading and placing base course for Carriage Road and the adjacent trail, installation of near shore habitat enhancements and two touch the water features. SEH and team member, Stantec, will provide construction management and inspection, and documentation of construction activities.

Project Team

Jeffrey R Saxby, PE, Project Manager – As the project manager, Jeff will be responsible for the oversight of the team's task and budget. He will provide engineering support, on an as needed basis, for field staff and the Village throughout the duration of the project.

Dan Pedersen, PE, Construction Engineer – As the construction engineer, Dan will be responsible for the oversight of the day to day construction activities. He will provide construction inspection and administration services. He will observe and document construction activities

Stantec – Stantec will provide construction services as indicated in there attached proposal for the near shore habitat enhancements.

Scope of Work

1. Construction Inspection

- Construction Administration
 - Attend pre-construction meeting
 - Review pay request with contractor and Village
- Construction Observation
 - Construction observation activities
 - Project duration estimated at 9 weeks, estimated 10 hours per week

Subtotal

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 425 West Water Street, Suite 300, Appleton, WI 54911-6058
SEH is 100% employee-owned | sehinc.com | 920.380.2800 | 888.413.4214 | 888.908.8166 fax

Michael Kading
August 17, 2020
Page 2

SEH - \$19,962.46

Stantec - \$7,080

Total - 27,042.46

Schedule

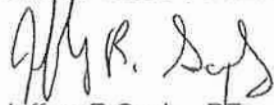
Construction shall begin no earlier than October 1, 2020, and be completed by June 1, 2021.

Terms & Conditions

Our fees for this work will be based on an hourly not to exceed cost of \$27,042.46 work including mileage, equipment and expenses.

We appreciate the opportunity to be of service to the City of Neenah, and we are looking forward to continuing our relationship. If you have any questions, please contact me at 920.585.9079 or e-mail jsaxby@sehinc.com

Sincerely,
SHORT ELLIOTT HENDRICKSON INC.



Jeffrey R Saxby, PE
Project Manager

Attachments: Stantec Proposal



*Department of
Parks & Recreation*

TO: Mayor Kaufert, Chair Bates and Members of the Public Services and Safety Committee
FROM: Michael T. Kading, Director of Parks & Recreation *mak*
DATE: May 22, 2020
RE: Rec Boat Launch Dredging Construction Administration Recommendation

Stantec has submitted a proposal for conducting Construction Administration during the Rec Park Launch Dredging Project. The scope will include a kick-off meeting, update meetings as needed, review / recommendation of pay requests, and site observations.

Capital Improvement Funds have been budgeted for this expense.

The Park and Recreation Commission has reviewed during the regular commission meeting on Thursday, August 20 and recommends the proposal from Stantec for Construction Administration Service for Rec Park Boat Launch Dredging in the amount not to exceed \$8,800 (5.4% of construction contract).

Action Needed: A motion to accept and recommend Construction Administration agreement with Stantec Consulting Services, Inc. in the amount not to exceed 8,800.

Creating Community Through People, Parks & Programs



PROFESSIONAL SERVICES AGREEMENT CHANGE ORDER

Change Order # 1 Date 14 August 2020

"Stantec" Stantec Consulting Services Inc.
Stantec Project # 193805841
12075 Corporate Parkway, Suite 200
Mequon, WI 53092
Ph: (262) 643-9150
email: michael.bach@stantec.com

Client The City of Neenah Parks and Recreation
Client Project #
211 Walnut Street
Neenah, WI 54957
Ph: (920) 886-6062
email: MKading@ci.neenah.wi.us

Project Name and Location: Proposal for Plans and Specifications for Dredging of the Rec Park Boat Launch
Neenah, WI

In accordance with the original Professional Services Agreement dated 17 June 2019 and Change Orders thereto, the Agreement changes as detailed below are hereby authorized.

Scope of work:

Stantec will provide construction observation and reporting services for the project from October 15th, 2020 through December 15th, 2020. Stantec shall provide two (2) site visits the first five days of construction and one (1) site visit per week until construction is complete and we anticipate one (1) floating visit for a total of ten (10) site visits during construction. After each site visit Stantec shall complete an observation report summarizing the work completed and document work with photographs. The Client shall be provided an observation report after each visit in PDF format.

Stantec shall also provide assistance with contractor questions and other coordination if required. Reengineering is not included.

Stantec proposes to provide these services on a Time and Materials (T&M) basis for a budget not to exceed the amount identified below. The Client will be billed for hours spent and mileage to and from the project site. Stantec will not exceed the identified budget without written approval from the Client. Mileage expenses will be additional to the budget identified below and will be billed as an expense at the IRS Mileage Rate + 10%.

Total fees this Change Order #2	\$	8,800.00 (T&M)
Original agreement amount - PHASE 1	\$	27,300.00
Change Order Number _____		
Change Order Number _____	\$	-
Change Order Number _____	\$	-
Change Order Number _____	\$	-
Total Agreement	\$	36,100.00

Effect on Schedule: Stantec will provide these services for the duration of construction, October 15th through December 15th, 2020. Observation of construction after December 15th is not included in this change order.

Payments shall be made in accordance with the original agreement terms. All other items and conditions of the original Agreement shall remain in full force and effect.

Stantec Consulting Services Inc.

The City of Neenah Parks and Recreation

Michael Bach, PE, Associate
Print Name and Title

Print Name and Title

Signature _____

Signature _____

Date Signed: _____

Date Signed: _____

Public Services & Safety Committee August 25, 2020

Change of Agent/Trade Name

Applicant	Trade Name	Address of Business	Agent	Type of License	BB/BLB/AB/ABC/AL	
Classic Lanes Fox Valley Inc.	Classic Lanes Fox Valley	934 Byrd Ave, Neenah, WI 54956	William T. Smith	Class B Beer/ Class B Liquor	BLB	

Auxiliary Questionnaire Alcohol Beverage License Application

Submit to municipal clerk.

Individual's Full Name (please print) (last name)		(first name)		(middle name)	
William Smith		William		Thomas	
Home Address (street/route)		Post Office	City	State	Zip Code
2289 Willow Hill Dr			Neenah	WI	54956
Home Phone Number			Age	Date of Birth	Place of Birth

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

- Applying for an alcohol beverage license as an individual.
- A member of a partnership which is making application for an alcohol beverage license.

Agent of Classic Lines Fox Valley
(Officer / Director / Member / Manager / Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)

which is making application for an alcohol beverage license.

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

- How long have you continuously resided in Wisconsin prior to this date? 30 years
- Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? Yes No
 If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)
DWI 40 years ago.
- Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality? Yes No
 If yes, describe status of charges pending.
- Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? Yes No
 If yes, identify. _____
(Name, Location and Type of License/Permit)
- Do you hold and/or are you an officer, director, stockholder, agent or employe of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? Yes No
 If yes, identify. _____
(Name of Wholesale Licensee or Permittee) (Address By City and County)

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

Employer's Name	Employer's Address	Employed From	To
Classic Lines	934- Byrd Ave Neenah	8-16	Present
Done Right Cleaners	2289 Willow Hill Dr	5-08	Present

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the undersigned states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. The signer agrees that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000.

William T. Smith
(Signature of Named Individual)

Schedule for Appointment of Agent by Corporation / Nonprofit Organization or Limited Liability Company

Submit to municipal clerk.

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

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

The undersigned duly authorized officer/member/manager of Classic Lanes Fox Valley
(Registered Name of Corporation / Organization or Limited Liability Company)

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as Classic Lanes Fox Valley
(Trade Name)

located at 934 Byrd Ave Neenah WI 54956

appoints William Smith
(Name of Appointed Agent)

2289 Willow Hill Dr Neenah WI
(Home Address of Appointed Agent)

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

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

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

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? 30 years

Place of residence last year

For: CLASSIC LANES FOX VALLEY
(Name of Corporation / Organization / Limited Liability Company)

By: Michael T. Smith
(Signature of Officer / Member / Manager)

Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

ACCEPTANCE BY AGENT

I, William Smith, hereby accept this appointment as agent for the
(Print / Type Agent's Name)

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

Will Smith 8-12-20 Agent's age _____
(Signature of Agent) (Date)
2289 Willow Hill Dr Neenah WI 54956 Date of birth _____
(Home Address of Agent)

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

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

Approved on _____ by _____ Title _____
(Date) (Signature of Proper Local Official) (Town Chair, Village President, Police Chief)



M E M O R A N D U M

DATE: August 21, 2020
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 7-19 (Breezewood Sanitary Sewer) – Work is complete.
- 2) Contract 1-20 (Abby, Bond, Center, Clybourn)
 - a) Abby – Utility work is complete. Miscellaneous concrete repairs will be done over the next few weeks.
 - b) Bond – Utility, excavation and graveling work is complete. Concrete will be placed over the next few weeks.
 - c) Center – Utility, excavation and graveling work is complete. Concrete will be placed over the next few weeks.
 - d) Clybourn - Utility work is complete. Miscellaneous concrete repairs will be done over the next few weeks.
- 3) Contract 2-20 (Utilities - Van, Monroe) – Work is complete.
- 4) 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 is being prepared.
- 5) Contract 4-20 (Green Bay, Tullar, Marathon)
 - a) Tullar, Marathon – Work is complete.
 - b) Green Bay - Work is scheduled to start the week of September 8. Staff and the contractor have met individually with businesses to discuss access.
- 6) Contract 5-20 (Utilities - Lakeshore) – Excepting the northernmost storm sewer outfall, utility installation is complete.
- 7) Contract 6-20 (Millview Drive Utility Relocation) – Work is scheduled to start the week of September 14.
- 8) Contract 7-20 (Fire 32 Roof) – Work started the week of August 17.
- 9) Contract 10-20 (Misc. Concrete Pavement and Sidewalk Repair) – Work is ongoing.
- 10) Contract 11-20 (Street - Lakeshore) – A construction schedule has not been set. A walk-through for the archaeology investigation is scheduled for the week of August 24. That work is projected to start after August 27.
- 11) Tullar Garage – A roof-top HVAC unit, original to the building, has failed. The unit has been replaced. The system controls, also original to the building, are not communicating with the new equipment. A temporary workaround has been made. Update needs for those system controls are being evaluated.
- 12) 2021 Projects – Staff has started survey work to prepare for 2021 street and utility projects.