

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

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

**A G E N D A**

1. Approval of Minutes of the February 12, 2019, Regular Meeting (Minutes can be found on the City website)
2. Public Appearances
3. Appeal of New Bartender License Application Denial: Nicole Brisky (Attachment)
4. Request to Purchase Two Replacement Tactical Ballistic Shields (Attachment)
5. Discussion of Ordinance Allowing Temporary Extension of Retail Class B Premise Permit and Required Fee (Attachment)
6. Final Resolution No. 2019-10: Sanitary Sewer Lateral Construction (Caroline Street, Stanley Court, Thomas Court, Stanley Street, Stevens Street, 5th Street) (Attachment)
7. Street Use Permits - Informational:
  - a. Run Away to the Bay (Attachment)
8. Street Use Permits - Request for Approval:
  - a. Neenah Duathlon (Attachment)
  - b. Memorial Day Parade (Attachment)
  - c. Community Fest (Attachment)
  - d. Community First Fox Cities Marathon (Attachment)
  - e. WI Streetball Neenah 3 on 3 (Attachment)
9. Licenses
  - a. Beverage Operator License Applications (Attachment)
  - b. Temporary Class "B" (Picnic) Beer License Application - Future Neenah Bike to Boogie (Attachment)
  - c. Temporary "Class B" (Picnic) Beer & Wine License Application - St. Margaret Mary Parish Game Night (Attachment)
10. Public Works General Construction and Department Activity (Attachment)
11. Announcements / Future Agenda Items
12. Adjournment

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

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

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

**Also Present:** Mayor Kaufert, City Attorney Godlewski, Director of Public Works Kaiser, Deputy Clerk Goffard, Forrest Bates

**Minutes:**

**Motion/Second/Carried Hillstrom/Lendrum to approve the minutes of the January 29, 2019, Regular Meeting.** All voting aye.

**Public Appearances:** None.

**Appeal of New Bartender License Application Denial: Nicole Brisky:** Item has been postponed due to weather. **Motion/Second/Carried Lang/Hillstrom to table this item to the next available Committee meeting.** All voting aye.

**Request to Purchase 2019 1500HD 4WD Extended Cab Work Truck:** Director Kaiser reviewed the proposals to purchase a 2019 1500HD 4WD extended cab work truck to replace Fleet 1A, a 2007 GMC 1500 pick-up. The budget for this purchase is \$33,500. Bids were received from two vendors. The low bid was from Ewald Hartford Ford for a 2019 Chevrolet Silverado 1500 in the amount of \$31,321. Committee discussed the vendors submitting bids. Director Kaiser noted that staff is also requesting an allowance of \$1,000 to purchase a toolbox and a road condition sensor unit for the truck.

Following further discussion, **Motion/Second/Carried Lang/Lendrum to recommend Council approve the purchase of a 2019 Chevrolet Silverado 1500 extended cab work truck from Ewald Hartford Ford of Hartford for \$31,321.00 and an allowance of \$1,000 for a toolbox and road temperature sensor with funds coming from the 2019 Capital Equipment Budget.** All voting aye.

**Taxi License Fee Increase:** City Attorney Godlewski and Deputy Clerk Goffard reviewed her memo of February 12, 2019, regarding the Clerk's Office research into fees for taxi licensing in other communities. Deputy Clerk Goffard stated that there were three cab companies that are licensed within the city. She stated that Neenah currently charges \$25 for a taxi license and \$2 for each additional taxicab. Staff is recommending that the license fee be increased to \$50 with no charge for additional taxicabs. Staff is also recommending that a taxi driver fee be created with a charge of \$25. Part of this fee would be intended to cover the cost of a background check. City Attorney Godlewski noted that this recommendation would require a change to the municipal code.

Committee discussed the manner in which background checks are conducted. City Attorney Godlewski noted that they are performed by police staff. Committee discussed the possibility of having this done by a private service. Committee requested input from Chief Olson on that option.

REPORT

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Committee discussed the impact, if any, of the proposed changes on Uber and Lyft services. City Attorney Godlewski noted that they would fall outside of the proposed changes. He noted that other cities have developed programs with Uber and Lyft, but that more research was required before anything was brought forward on that.

Committee questioned the purpose of the background check and if there would be conditions that could disqualify an applicant from being a taxicab driver. City Attorney Godlewski noted that there are currently no disqualifying conditions included in the municipal code and suggested that staff be directed to review and update that portion of the code.

Deputy Clerk Goffard reviewed the comparison of licensing charges and requirements for area communities. Committee discussed the reciprocity of licensing between communities. City Attorney Godlewski noted that a company licensed in Appleton is not required to be licensed in Neenah. Committee discussed the basis for determining which community issues the license for a taxi company.

Committee discussed the background check requirements of other communities. City Attorney Godlewski stated that there is not a consistent approach to background checks. He stated that performing background checks is a discretionary act so the City does not take on additional liability if these are not required.

Committee discussed driver insurance requirements. City Attorney Godlewski stated that current ordinance does not have insurance requirements for drivers.

Committee discussed the need to maintain the transportation options available to the public and to avoid creating barriers to the provision of taxicab service in the city.

City Attorney Godlewski stated that the Committee action could address the taxicab license fee increase and also direct staff to review and update ordinance related to taxicab and taxicab driver licensing. Ald. Stevenson expressed concern with spending additional staff time on this issue. He noted concerns with the reciprocal arrangement for licensing from one community to the next and indicated that it seemed that State licensing would be a better approach.

Following discussion, **Motion/Second/Carried Lendrum/Hillstrom to direct City Attorney Godlewski to prepare a fee schedule resolution to increase the taxi license fee from \$25 to \$50 and to direct staff to review and update the taxicab licensing ordinance to provide for a taxicab drivers fee based on Committee discussion for future Committee consideration.** Motion passed 4-1 (Ald. Stevenson voting No).

RES.

Approval of Special Assessment Report - Installation of Sanitary Sewer Lateral Construction (Caroline Street, Stevens Street, Fifth Street, Courtney Court): Committee reviewed the special assessment report for installation of sanitary sewer laterals on Caroline Street, Stevens Street, Fifth Street and Courtney Court. Director Kaiser noted that the assessment charge is a fixed cost per lateral due to the recent change in the sanitary sewer lateral policy.

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February 12, 2019  
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Following discussion, **Motion/Second/Carried Hillstrom/Stevenson to authorize the Chairman to sign the assessment report for Preliminary Resolution No. 2019-01 for installation of sanitary sewer laterals on Caroline Street (Union to Van), Stevens Street (Congress to Doty), Fifth Street (Clark to Lincoln) and Courtney Court.** All voting aye.

Additional Recycling/Refuse Carts - Ordinance Revision: Director Kaiser reviewed his February 6, 2019, memo regarding the need to revise the solid waste ordinance to account for the practice of allowing residents an additional refuse or recycling cart.

ORD.  
Following additional discussion, **Motion/Second/Carried Hillstrom/Stevenson to direct City Attorney Godlewski to prepare the appropriated ordinance for Council approval to revise the solid waste ordinance to codify the practice of allowing single family residential premises to obtain an additional refuse and/or recycling cart.** All voting aye.

**Licenses:**

Beverage Operator License Applications: The Committee reviewed the beverage operator license applications for Sarah N. Gima, Penny N. Glick, Rebecca L. Hilgers, Chelsie C. Nachreiner-Wickman, Andrea L. Reinke, and Brenda L. Schmulске.

C.A.  
Following discussion, **Motion/Second/Carried Stevenson/Hillstrom to recommend Council approve beverage operator license applications for Sarah N. Gima, Penny N. Glick, Rebecca L. Hilgers, Chelsie C. Nachreiner-Wickman, Andrea L. Reinke, and Brenda L. Schmulске.** All voting aye.

Beverage Operator License Application (New) - Delinquent Fee: The Committee reviewed the beverage operator license application for Elizabeth Reyes.

C.A.  
Following discussion, **Motion/Second/Carried Stevenson/Hillstrom to recommend Council approve the beverage operator license application (new) for Elizabeth Reyes contingent upon payment of all delinquent City fees.** All voting aye.

Temporary Class "B" (Picnic) Beer License Application - St. Gabriel Parish: The Committee reviewed the Temporary Class "B" (Picnic) Beer License Application for St. Gabriel Parish for their Friday Fish Fry to be held on March 8, March 15, March 22, April 5 and April 12, 2019.

C.A.  
Following discussion, **Motion/Second/Carried Lang/Hillstrom to recommend Council approve the Temporary Class "B" (Picnic) Beer License Application for St. Gabriel Parish, 900 Geiger Street, for their Friday Fish Fry to be held on March 8, March 15, March 22, April 5 and April 12, 2019.** All voting aye.

Public Works General Construction and Department Activity:

1. Contract 2-18 (Cecil, Adams)
  - a. Adams St – Work is complete.
  - b. Cecil St – Final topsoil and seeded will be done when weather permits.



**Public Services and Safety Committee Meeting**  
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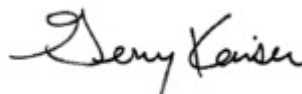
2. Contract 3-18 (Nature Trails/Eaglecrest) – The only work remaining under this contract is completion of the Liberty Heights trail along Woodenshoe Road. The contract will remain open so that this work can be done early next year. Quantities on the Nature Trail/Eaglecrest work have been finalized with the contractor. Special assessment billings will be sent in September 2019.
3. Contract 1-19 (Caroline, Stevens, Fifth) – Bids were opened on 2/6/2019. A bid award recommendation will be brought to the Board of Public Works and Council in March.
4. Contract 2-19 (Stanley Ct, Stanley St, Thomas) – Bid opening is scheduled for 2/20/2019. A bid award recommendation will be brought to the Board of Public Works and Council in March.
5. Contract 3-19 (Epoxy Pavement Marking) – The bid opening is tentatively scheduled for 3/6/2019.
6. Downtown Traffic Study – An RFP is being prepared for the next phase of the traffic study. Staff is targeting a review by Committee at the 3/12/2019 meeting.
7. GIS/Asset Management System RFP - Water Utility Director Mach is preparing an RFP for a GIS-based Asset Management and Work Order System. This system would replace the Utility's current asset management software, which was scheduled for upgrade in 2019. Due to projections on the cost of the upgrade and the advancement in GIS/Asset Management systems, the Utility is broadening their review of options. Public Works staff have been working with Director Mach to include a service and pricing alternative for Public Works-related data to be incorporated in the selected solution.
8. Integrity Acres – Staff is reviewing the plat and utility plans for the proposed Integrity Acres subdivision located in the recently annexed parcel on the west side of Woodenshoe Road.

Ald. Stevenson questioned the status of filling the Engineering Technician position. Director Kaiser stated that the position description was modified to incorporate additional stormwater management duties and GIS experience. He stated that a request to fill the position is being taken to the next Finance & Personnel Committee meeting.

Announcements/Future Agenda Items: None.

**Motion/Second/Carried Stevenson/Lang to adjourn at 7:25 p.m.** All voting aye.

Respectfully submitted,



Gerry Kaiser, PE  
Director of Public Works



**For Office Use Only**

New License (\$60)     Renewal (\$60)    Year Ending: **June 30, 2020**

Provisional (\$15) Good for 60 Days    Period Ending: 3/16/19

Temporary (\$10) Expires with event    Period Ending: \_\_\_\_\_

Duplicate License (\$10)    Account Code: **OP**     Pick Up License

Receipt No: 3162 Amt. Paid \$75-  Mail License

### Application For Beverage Operator's License

Denial

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

Answer all questions completely. Please print

Name: NICOLE (First) E (Middle Initial) BRISKY (Last) (Previous Name - if applicable)

Street Address: 602 WAUPACA ST. City: FREMONT State: WI Zip Code: 54940

DOB: [Redacted] Sex (Male or Female): FEMALE Driver's License Number: [Redacted]

Name of License Employment Location: C & C TAVERN Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_ Cell Phone: [Redacted]

Have you ever had an Operator's (Bartender's) License?  Yes  No If yes, where? TOWN OF CALEDONIA, WI (CURRENTLY HOLD) (READFIELD)

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 **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? POSS. COCAINE/PARAPHENALIA - OZAUKEE COUNTY, WI AUG. 2017, POSS. PARAPHENALIA - OZAUKEE COUNTY, WI - CHARGED JAN. 2018 BUT IT WAS ALL 3 CASES TOGETHER; IT TOOK TO JAN. FOR LAB TO COME BACK.

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? SEE ABOVE

- 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.

Nicole E Brisky 1/16/19  
Applicant Signature Date

**NOTARY SIGNATURE:**  
Subscribed and sworn to before me this 16th day of January, 2018. 2019  
Patty Stern  
Clerk/Deputy Clerk or Notary Public

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
- No outstanding Court forfeitures (Patty K)
- No parking tickets (Tina L)
- No delinquent claims (Patie F)
- Police Background Check completed
- No Delinquent Water Bill (Julie)

Approve Laurie Hoffman 1-23-19    Reject X 11/18 Sent to Asst. Chief Street watch for denial

Clerk/Deputy Clerk Signature Date

RECEIVED

FEB 04 2019

CITY OF NEENAH

2/4/19

To whom it may concern,

I am writing this letter to appeal the denial of my Beverage Operator's License for the city of Neenah, WI. The reason for my denial is a group of three misdemeanor charges I received all from one incident on 8/30/17. Two of those charges are possession of paraphernalia, the other is possession of cocaine. I deeply regret my involvement with substances during that time of my life. Since September, 2017 I have been living in Waupaca county (previously I was living in Milwaukee). In this last (almost) year and a half, I have abstained from any illegal drug use, been in AODA treatment continuously, worked with (and continue to) a therapist and had multiple job opportunities, including at Alta Resources here in Neenah. I have not had any negative police contact, am in good standing with my probation officer and the courts, and my probation officer supports me getting any additional Beverage Operator's Licenses to bartend. I currently hold a license in Caledonia/Readfield, WI, which I have used and held successfully since June 2018 (I attached a copy with my original application). I have no other criminal record, beyond this incident, I even have a good driving record. I am asking the city to please reconsider the approval of my license without having to wait til July when these charges will be 2 years old. I would only be using my license parttime, but the accompanying employment would be of great value to me and my household. Thank you for your time.

NICOLE E. BRISKY Nicole E Brisky 7/26/88 (920)594-2607



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 psturn@ci.neenah.wi.us  
PATRICIA A. STURN, WCPC, MMC  
CITY CLERK

## CERTIFIED MAIL

January 25, 2019

Nicole E. Brisky  
602 Waupaca St  
Fremont, WI 54940

RE: Beverage Operator License Application  
Notification of Denial/Appeal

Dear Nicole:

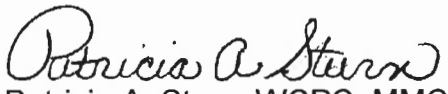
This letter is in regards to your recent application for a Beverage Operator's License with the City of Neenah. The Neenah Police Department has completed their background investigation and has recommended denial of your application due to previous convictions for Possession of Cocaine and Drug Paraphernalia.

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. Your appeal would then be due on **February 4, 2019**. The appeal shall be stated in writing, shall state in detail the grounds for reversal of the license denial by the Neenah Police Department and shall be signed by the applicant.

If you decide not to appeal you must return your provisional license to the Clerk's office within **10 days** of this written notice.

If you have any questions, please feel free to call me at (920) 886-6100.

Sincerely,

  
Patricia A. Sturn, WCPC, MMC  
City Clerk

cc: Asst. Chief Sievert (Neenah Police Dept.)



®

Police Department

2111 Marathon Avenue • Neenah WI 54957-1771  
Phone 920-886-6000 • Fax: 920-886-6051 • e-mail: police@ci.neenah.wi.us

January 23, 2019

BY CERTIFIED MAIL  
RETURN RECEIPT REQUESTED

Nicole E. Brisky  
602 Waupaca St  
Fremont, WI 54940

Re: Denial of Operator's (Bartender) License Application (New Application)  
Nicole E. Brisky

Dear Ms. Brisky:

Pursuant to the authority vested in the Neenah Police Department by Neenah Code §4-98, this letter is to inform you that based on your application for an operator's (bartender) license and a review of your background, the Police Department has determined that the application violates Wis. Stat. §125.04 and City of Neenah Policy No. 2013-4 and is therefore denied.

Specifically, the police background check determined the following violations constituting criminal offender status under the statute and violates the following parameters of the Policy for denial of your application:

Violation	Conviction Date	Parameter No.	Notes
Possession of Cocaine	07/26/2018	3	
Poss. Of Drug Paraphernalia	07/26/2018	3	

In the event that you disagree with this determination and the denial of your application, you may appeal the denial of you application by filing a letter or notice of appeal within ten (10) days of the date of this letter (02/02/2019) to the Office of the City Clerk, Neenah City Hall, 211 Walnut Street, Neenah, WI 54956. The appeal would be heard by the Public Services and Safety Committee of the Neenah Common Council. You will be notified of the date and time of the hearing by the City Clerk.

Very truly yours,

Assistant Chief Christopher Sievert  
Neenah Police Department

cc: City Clerk Sturn  
City Attorney Godlewski



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**To:** Chairman Bates and PSSC  
**From:** Lieutenant Jonathan Kuffel  
**Re:** **Purchasing Two Replacement Tactical Ballistic Shields**  
**Date:** March 1, 2019

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During budget preparation and approval processes we discussed our desire to purchase two tactical ballistic shields from the 2019 Police Capital Outlay budget. The current shields are over ten years old and the manufacturer states the shield's ballistic performance is under warranty for 60 months (five years) from date of purchase. The lighting system on both shields are showing wear and are not reliable.

The new shields have an improved carrying system, viewing window, lighting system, and will give us more flexibility in the tactical situations. Ballistic shields are essential pieces of safety equipment to protect officers and civilians in a high risk incidents.

The details of this purchase are as follows:

- Total cost per shield: \$2,150.50
- Shipping cost: \$60.00
- Total cost for two shields and shipping: \$4,361.00

**Recommendation:** Approval to purchase two Protech Intruder G2 Ballistic shields with LED Lights to replace the two current Protech G1 Intruder Shields. The estimated cost of each shield is \$2,150.50 for a total cost of \$4,361.00 with \$60.00 shipping cost. The \$4,361.00 would be coming from the 2019 Police Capital Outlay budget.



**Streicher's - Milwaukee**  
4777 N 124th St  
Butler, WI 53007  
Phone: 262-781-2552  
Fax: 262-781-0444

[www.Streichers.com](http://www.Streichers.com)

# SALES QUOTE

Federal ID # 41-1458127

Sales Quote Number: Q325244  
Sales Quote Date: 01/30/19  
Page: 1

Sell 842  
To: Neenah Police Dept.  
2111 Marathon Ave  
Neenah, WI 54956

Ship  
To: Neenah Police Dept.  
2111 Marathon Ave  
Neenah, WI 54956

Phone: (920) 886-6000  
Fax: (920) 886-6054

Ship Via  
Terms Net 15

SalesPerson Stu Wicklund  
Phone: 763-546-1155  
E-mail: [stuw@streichers.com](mailto:stuw@streichers.com)

Item No.	Description	Unit	Quantity	Unit Price	Total Price
PRT-WSH.2035G2	Ball. Shield: Intruder G2 20"x34" 3A with LED LIGHT	EA	2	2,150.50	4,301.00
FRT	Shipping, Handling & Insurance	EA	2	30.00	60.00

Quoted prices do not include Sales Tax. All quoted prices are valid for 60 days from the date of the quote.

Total: 4,361.00





Dept. of Legal & Administrative Services  
Office of the City Clerk  
211 Walnut St. • P.O. Box 426 • Neenah WI 54957-0426  
Phone 920-886-6100 • Fax 920-886-6109  
e-mail psturn@ci.neenah.wi.us  
PATRICIA A. STURN, WCPC, MMC

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## MEMORANDUM

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**DATE:** March 12, 2019

**TO:** Chairman Bates & Members of the Public Services & Safety Committee

**FROM:** Laurie Goffard, Deputy Clerk

**RE:** Discussion on an Ordinance to Allow Temporary Extension of Retail Class B Premise & a Fee Resolution to incorporate required fee

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In follow-up to the Public Services & Safety Committee meeting of July 24, 2018, there has been an increased interest in obtaining premise extension permits for local “Class B” businesses to hold one-day outdoor events outside of their business and serve alcohol.

This permitting would have similar requirements to Temporary Class B (Picnic) licenses and outdoor beer garden extensions. Requirements should be consistent, but there are several unique requirements to be decided. **Comments in bold type** differ from existing requirements.

- “Class B” license holders wishing to extend their premise for a one day event **MUST** submit a request, in writing, to the City Clerk and pay the **\$10 fee** prior to beginning the approval process. The Public Services & Safety Committee and the Council must approve all requests.
- A licensed bartender must be on premise throughout the entire event.
- A “Class B” license holder is limited to (3) Temporary Extensions of “Class B” premise per year.
- Outdoor event must provide a fenced in area to sell and consume the beer / liquor. A written request accompanying a detailed map of the area **MUST** be included to apply for the one-day outdoor extension.
- Hours of operation are limited to 8:00 a.m. to 10:00 p.m. (**note Beer Garden must comply with the closing hours for “Class B” premises as provided in §125.32 (3) and §125.68(4). “Class B” closing hours are Mon.-Fri. 2 am – 6 am and Sat. – Sun. 2:30 am – 6 am).**

- Amplified sound / music permitted until 9:00 p.m. (**note Outdoor Beer Gardens may not make or cause to be made any loud, disturbing or unnecessary sound or noises such as may tend to annoy or disturb another in or about any public street, alley or park or any private residence. (Municipal Code Section §11.145 & §11.146).**)
- Any extended outdoor area MUST be fenced in with no ingress / egress other than from the licensed premise or one main secured entrance.

Additional issues to be discussed are as follows:

- Whether abutting residential property zoning impact requirements for distance from property line, hours of operation, outdoor lighting and level of decibels for amplified sound.
- Parking impact.
- Brewery license holder without a “Class B” City of Neenah license.
- Rolling this temporary application in with the Special Permit application.

Staff recommends the Committee direct City Attorney to draft an ordinance and fee schedule resolution to incorporate these changes allowing a temporary extension of Retail “Class B” premise using the guidelines discussed by committee and draft a resolution to incorporate the fee and bring both back to Committee at the first meeting in April.

Thanks!

*Lannie L. Goffard*



## RESOLUTION NO. 2019-10

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

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

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

- |   |  |
|---|--|
| <b>1. Caroline Street (Union to Van)</b>    | <b>2. Stanley Court</b>                              |
| <b>3. Thomas Court</b>                      | <b>4. Stanley Street (Marathon to S. Commercial)</b> |
| <b>5. Stevens Street (Congress to Doty)</b> | <b>6. 5th Street (Clark to Lincoln)</b>              |

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

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

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

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

Recommended by: Public Services  
and Safety Committee

CITY OF NEENAH, WISCONSIN

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

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

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

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



# Neenah Special Event Permit Application

Event

Name Run Away to the Bay

Webpage runawaytothebay.com

Description

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

List the event activities to take place (or attach brochure):  
A 55 mile relay race (run) from Oshkosh to Green Bay

Schedule

Date(s)	Setup Time	Start Time	End Time	Cleanup Time
<u>4/20/19</u>	<u>7:00AM</u>	<u>7:30AM</u>	<u>11:30AM</u>	<u>11:30AM</u>
<i>Per James date was changed to 4/13/19 JG</i>				

Attendance

List estimated quantities:  
 Participants 175  
 Spectators 825  
 List any entry fees:  
\$65-\$85/person

Location

- Park/Public Property: This event runs through Neenah  
 Public Street/Sidewalk/Trail: The runners will be on S Commercial and head onto South Park  
 Private Property/Other:

Applicant

Name Ross McDowell Daytime Phone 9202032904  
 Email events@runawayshoes.net Cell Phone 9202032904

Organization

Name Run Away Events Tax Exempt No.    
 Email events@runawayshoes.net Phone 9202032904  
 Address W3192 County Rd KK  
 City Appleton State WI Zip Code 54915

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



# Neenah 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 Ross McDowell Phone 9202032904

Name Claire Koepp Phone 9202523157

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

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

Cell phone call to exchange zone volunteers and staff that can notify teams who are at the exchange waiting for their teammates.

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

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

Loudspeaker/PA System N/A

Lost Child Recovery Site N/A

Severe Weather Shelter(s) N/A

First Aid Station(s) N/A

Enclosed/Fenced Area(s) N/A

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



**Neenah**  
W I S C O N S I N

# Special Event Permit Application

## Neenah-Menasha Fire Rescue

Contact: Assistant Chief Vernon Green

Phone: +1 (920) 886-6201

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

Email: vgreen@nmfire.org

8. Will there be any pyrotechnics or open burning?

Yes  No

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

9. Will there be any generators used?

Yes  No

10. Will there be any cooking operations?

Yes  No

11. Will there be any tents or canopies?

Yes  No

12. Will there be any use of drones?

Yes  No

## Winnebago County Health Department

Contact: Env. Health Specialist Jennifer Kloes

Phone: +1 (920) 232-3000

Address: 112 Otter St. Oshkosh, WI 54901

Email: jkloes@co.winnebago.wi.us

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

Yes  No

If yes, contact the Winnebago County Health Department.

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

Yes  No

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

Yes  No

16. Will there be any animals?

Yes  No

## Clerk's Office

Contact: City Clerk Patty Sturn

Phone: +1 (920) 886-6100

Address: 211 Walnut St. Neenah, WI 54956

Email: psturn@ci.neenah.wi.us

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

Yes  No

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

Yes  No

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

Start Time \_\_\_\_\_ End Time \_\_\_\_\_

19. Will there be any alcohol served?

Yes  No

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

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

Yes  No

Vendors will need to have a Solicitor Permit filed with the Clerk's Office.





## Traffic Department

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

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

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

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

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

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

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

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

This event is passing through Neenah. The leg begins at Vinland Still & Grill in Neenah and ends at Smith Park in Menasha. This is where the attendees will be parking.

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

N/A

27. Please identify handicap accessible parking locations and accommodations:

N/A



# Neenah Special Event Permit Application

## Parks & Recreation Department

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

## Public Works Department

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

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

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

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

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

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

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

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

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

Other: The parking lot of Vinland Still & Grill, Neenah

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?

Our volunteers will clean up at the exchange zone and our staff drives the route following the runners to pick up directional signage so will check if there is any other materials from our event, but there should not be any.

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

We are requesting a CSO on S Commercial onto S Park Ave. from 7:30 until 11:30



# Neenah Special Event Permit Application

## Checklist

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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  Date 6/26/18

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

### OFFICE USE ONLY

Cost Estimate	Total Cost	Sponsor Cost
Parks & Recreation _____	-0-	_____
Public Works/Traffic _____	-0-	_____
Police _____	\$31.50	_____
NM Fire _____	-0-	_____
Total	\$31.50	_____

**Approvals**

Special Events Task Force

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

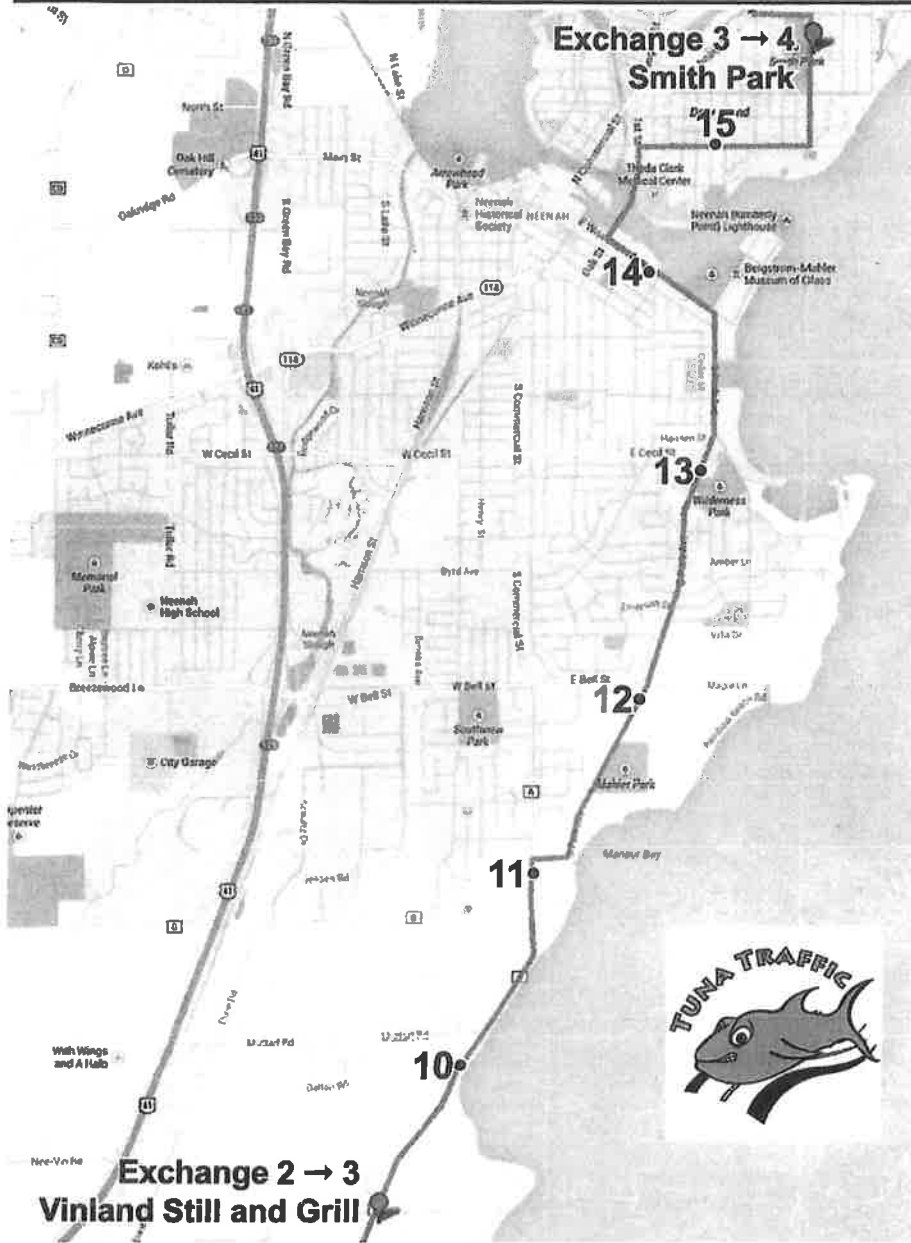
Class B: Director of Public Works or Designee    Class C: Public Services & Safety Committee / City Council

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

**Contingencies of Permit**

# Run Away to the Bay 2017 – Leg 3

Vinland Still and Grill to Smith Park – 6.5 miles



Exchange 2 → 3  
Vinland Still and Grill

Exchange 3 → 4  
Smith Park

Miles 9.3 to 15.8



Neenah  
WISCONSIN

# Special Event Permit Application

Event

Name ben west

Webpage dutrirun.com

Description

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

List the event activities to take place (or attach brochure):  
duathlon 2 mile run 20 mile bike 2 mile run  
13

Schedule

Date(s)	Setup Time	Start Time	End Time	Cleanup Time
<u>5-9</u>	<u>x</u>	<u>9am</u>	<u>3pm</u>	
<u>5-10</u>	<u>x</u>	<u>7am</u>	<u>5pm</u>	
<u>5-11</u>		<u>6am</u>	<u>noon</u>	<u>x</u>

Attendance

List estimated quantities:  
 Participants 400  
 Spectators 100  
 List any entry fees:  
\$40

Location

- Park/Public Property: riverside park mahler Park  
 Public Street/Sidewalk/Trail: see maps  
 Private Property/Other:

Applicant

Name ben west Daytime Phone 9205442414  
 Email ben@dutrirun.com Cell Phone

Organization

Name dutrirun foundation Tax Exempt No. 81-5010000  
 Email ben@dutrirun.com Phone 9205442414  
 Address 920 s keller park dr  
 City appleton State WI Zip Code 54914

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



Neenah  
WISCONSIN

# Special Event Permit Application

## Police Department

Contact: Lieutenant Jon Kuffel

Phone: +1 (920) 886-6018

Address: 2111 Marathon Ave. Neenah, WI 54956

Email: jkuffel@ci.neenah.wi.us

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

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

Name ben west Phone 9205442414

Name erin west Phone 6128106257

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 don hunke Phone \_\_\_\_\_

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

cell phones and radio club members stationed throughout the event

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

pa system and volunteers located throughout the event

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 riverside park pavillion - muhler Park

Lost Child Recovery Site announcer location inside pavillion

Severe Weather Shelter(s) pavillion

First Aid Station(s) pavillion

Enclosed/Fenced Area(s) see map

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





# Neenah Special Event Permit Application

## Neenah-Menasha Fire Rescue

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

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

## Winnebago County Health Department

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

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

## Clerk's Office

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

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



Neenah  
WISCONSIN

# Special Event Permit Application

## Traffic Department

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

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

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

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

Name warning lites Phone 9205442414

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:

riverside parking lots

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

27. Please identify handicap accessible parking locations and accommodations:

riverside parking lot handicap locations



# Neenah Special Event Permit Application

## Parks & Recreation Department

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

## Public Works Department

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

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

Public Park/Property: 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?

clean up crew will go through park grounds

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





Neenah  
WISCONSIN

# Special Event Permit Application

## Checklist

---

### Required to process application:

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

### Required to approve application:

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

## Provisions & Terms

---

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

Date

2-21-19

Completed applications can be mailed to: Neenah City Hall, 211 Walnut Street Neenah, WI 54956 or e-mailed to [jmeriten@ci.neenah.wi.us](mailto:jmeriten@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	-0-	
Public Works/Traffic	- 0 -	
Police	\$139.13	
NM Fire	- 0 -	
<b>Total</b>	<b>\$139.13</b>	

### 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

The *Neenah Duathlon*  
is going through your neighborhood  
on

*Saturday, May 11*

We are looking for residents to cheer runners on in your neighborhood streets between 7:30 and 9:30 a.m. the streets are not shut down but they will be busy.

*Not interested in participating in the event?*

*Volunteer on corner near your home.*

*All volunteers receive a FREE T-shirt.*

*If interested call 920-574-2972*

**info@duatrun.com.com**



# Neenah Duathlon Bike route 18 miles

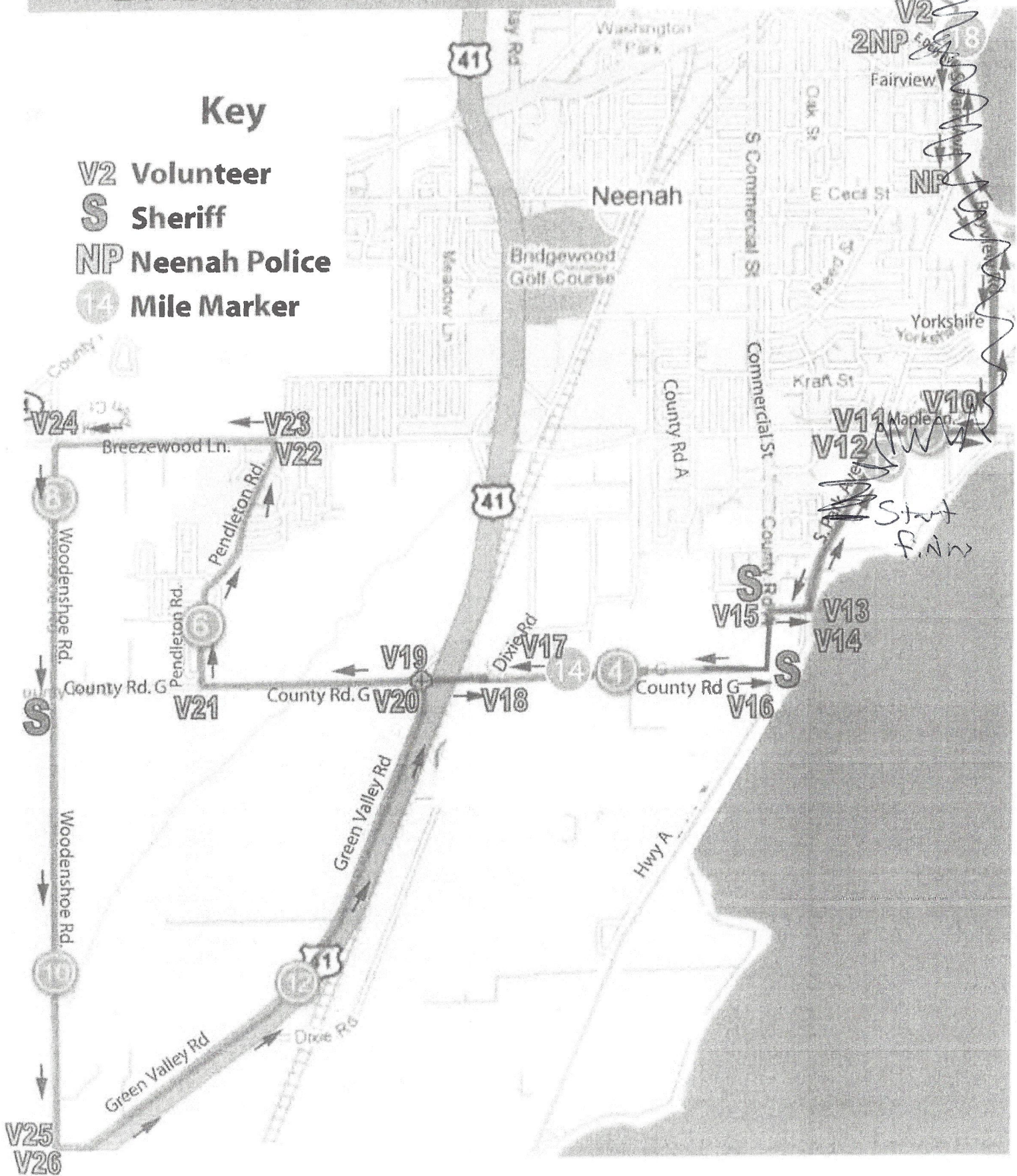
## Key

V2 Volunteer

S Sheriff

NP Neenah Police

14 Mile Marker







# Neenah Special Event Permit Application

Event

Name Memorial Day Parade  
Webpage \_\_\_\_\_

Description

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

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

Schedule

Date(s)	Setup Time	Start Time	End Time	Cleanup Time
<u>27 May 2019</u>		<u>9:00 a.m.</u>	<u>10:30 a.m.</u>	
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Attendance

List estimated quantities:  
 Participants 100  
 Spectators 5,000  
 List any entry fees:  
 \_\_\_\_\_

Location

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

Applicant

Name Michael E Taylor Daytime Phone 725-5380  
 Email 545 Broad St. Menasha WI 54952 Cell Phone \_\_\_\_\_

Organization

Name Twin City Veterans Tax Exempt No. \_\_\_\_\_  
 Email \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

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

\*I will not need to mail anything



# Neenah Special Event Permit Application

## Police Department

Contact: Lieutenant Jon Kuffel

Phone: +1 (920) 886-6018

Address: 2111 Marathon Ave. Neenah, WI 54956

Email: [jkuffel@ci.neenah.wi.us](mailto:jkuffel@ci.neenah.wi.us)

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

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

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

Event Coordinators are responsible for executing the Emergency Response Protocol.

Name Michael E Taylor Phone 725-5380

Name Dave Mix Phone 841-0467

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

Name Neenah & Menasha Police Phone \_\_\_\_\_

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

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

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

Cell Phone ~~841-0467~~ 851-2306 (Dave Mix's Cell)

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

Cell Phone ~~841-0467~~ 851-2306 (Dave Mix's Cell)

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

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

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

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

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

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

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

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



# Neenah Special Event Permit Application

## Neenah-Menasha Fire Rescue

Contact: Assistant Chief Vernon Green

Phone: +1 (920) 886-6201

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

Email: [vgreen@nmfire.org](mailto:vgreen@nmfire.org)

8. Will there be any pyrotechnics or open burning?

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

Yes  No

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: [jbbonzelet@co.winnebago.wi.us](mailto:jbbonzelet@co.winnebago.wi.us)

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

If yes, contact the Winnebago County Health Department.

Yes  No

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

Yes  No

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

Yes  No

16. Will there be any animals?

Yes  No

## Clerk's Office

Contact: City Clerk Patty Sturn

Phone: +1 (920) 886-6100

Address: 211 Walnut St. Neenah, WI 54956

Email: [psturn@ci.neenah.wi.us](mailto:psturn@ci.neenah.wi.us)

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

Yes  No

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

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

Start Time 9:00 a.m. End Time 10:30 a.m.

Yes  No

19. Will there be any alcohol served?

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

Yes  No

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

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

Yes  No



Neenah  
W I S C O N S I N

# Special Event Permit Application

## Traffic Department

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

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

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

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

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

Barricade/Sign Equipment

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

Barricade/Sign Placement

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

*Temporary*

Flaggers to Direct Traffic

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

Traffic Signal Programming

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

Message Boards

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

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

Name \_\_\_\_\_

Phone \_\_\_\_\_

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

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

27. Please identify handicap accessible parking locations and accommodations:



Neenah  
WISCONSIN

# Special Event Permit Application

## Parks & Recreation Department

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

## Public Works Department

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

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

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

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

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

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

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

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

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

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

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

Park reservations must be completed before submittal of this application.

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

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

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

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

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

*Neenah Police Squad Car to lead Parade in Neenah  
N. Commercial & Nicolet Blvd.*



# Neenah Special Event Permit Application

W I S C O N S I N

## Checklist

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### Required to process application:

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

### Required to approve application:

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

## Provisions & Terms

---

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

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

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

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



Neenah  
WISCONSIN

# Special Event Permit Application

## Legal Notice

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

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

### Hold harmless indemnification and defense.

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

Signature Michael E Taylor

Date 1-10-2019

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

### OFFICE USE ONLY

#### Cost Estimate

Parks & Recreation

Total Cost

Sponsor Cost

-0-

Public Works/Traffic

-0-

Police

\$520.22

NM Fire

-0-

Total

\$520.22

#### Approvals

Special Events Task Force

Signature

Date

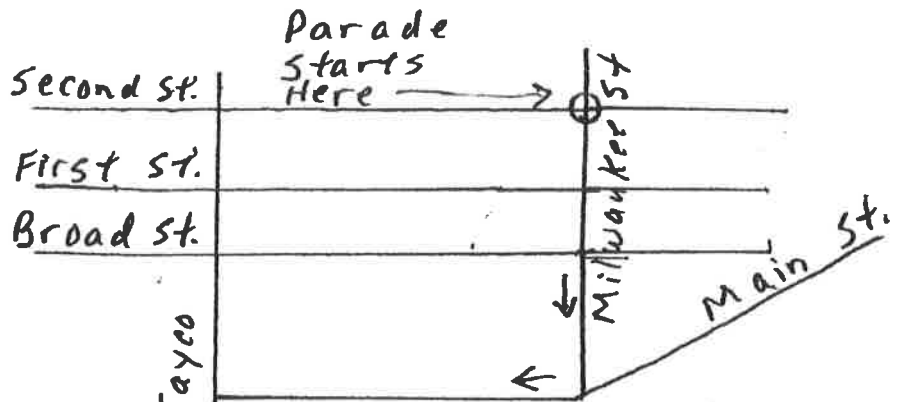
Class B: Director of Public Works or Designee    Class C: Public Services & Safety Committee / City Council

Signature

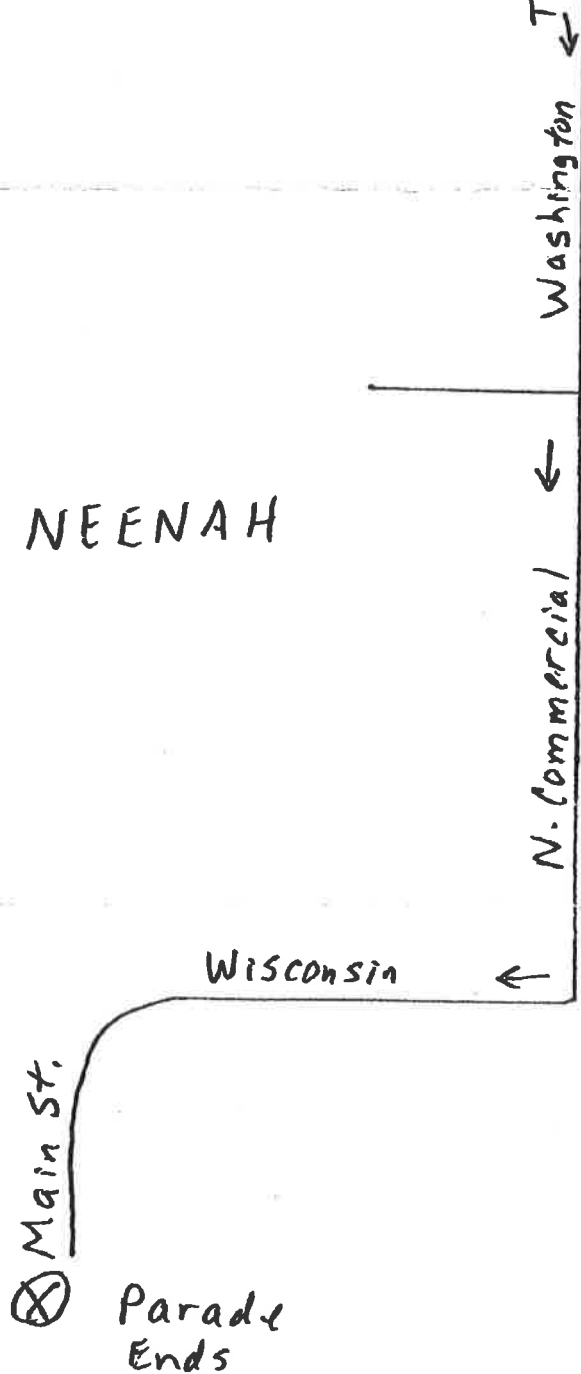
Date

#### Contingencies of Permit

MENASHA



NEENAH



2019  
Memorial Day Parade

⊗ Parade Ends



**CERTIFICATE OF INSURANCE ENDORSEMENT  
SPECIAL EVENT LIABILITY GROUP INSURANCE TRUST, A RISK PURCHASING GROUP**

<b>FACILITY OWNER: (Additional Insured)</b>		<b>PRODUCER:</b>	<b>Certificate #</b> 94745 CA License #0757776
City of Menasha 100 Main Street, Suite 200 Menasha, WI 54952		HUB International Insurance Services Inc. P.O. Box 4047 Concord, CA 94524-4047 PH: 925 609 6500 FX: 925 609 6550 <a href="mailto:specialevent@hubinternational.us">specialevent@hubinternational.us</a>	

<b>EVENT HOLDER: (Named Insured)</b>	<b>EVENT INFORMATION</b>		
Twin City Veterans C/O Michael Taylor 545 Broad Street Menasha, WI 54952	<b>TYPE OF EVENT:</b>	Parade	
	<b>EVENT DATE(S):</b>	5/27/2019	
	<b>EVENT LOCATION:</b>	Main Street and Downtown Menasha	
	<b>ATTENDANCE:</b>	450	<b>CLASS:</b>

This is to certify that the policies of insurance listed below have been issued to the insured named above for the event date(s) indicated above. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies.

This insurance contract is with an insurer which has not obtained a certificate of authority to transact a regular insurance business in the state of Wisconsin, and is issued and delivered as a surplus lines coverage pursuant to s.618.41 of the Wisconsin Statutes. Section 618.43(1), Wisconsin Statutes requires payment by the policyholder of 3% tax on gross premium.

INSURER A:		COLONY INSURANCE COMPANY				
INSR LTR	Type of Insurance	Policy Number	Effective	Expiration	Policy Limits	
A	Commercial General Liability	103 GL 0021111	1/1/2019	1/1/2020	Each Occurrence	\$1,000,000
					General Aggregate	\$2,000,000
					Personal & Advertising Injury	\$1,000,000
					Products/Completed Operations Aggregate	\$2,000,000
					Damage to Premises Rented to You	\$1,000,000
					Medical Payments	\$5,000
					Liquor Liability Each Occurrence	
					Liquor Liability Aggregate	

**COVERAGE TERMS:**

Occurrence Form (CG 0010)  
Host Liquor Liability Included.  
Full Liquor Liability Included when a separate premium has been charged.

**The coverage afforded by this insurance is primary and non-contributing with any insurance held by the "Additional Insured" as Named Insured, when the "Additional Insured" is shown on this Certificate of Insurance Endorsement as "Additional Insured" or WHEN REQUIRED BY WRITTEN CONTRACT.**

**COVERAGE EXCLUSIONS: (REFER TO POLICY FOR COMPLETE LISTING OF EXCLUSIONS)**

- Sexual Abuse & Molestation
- Terrorism

Specific Events are excluded from coverage. Please see second page for list of excluded events.  
On behalf of the Risk Purchasing Group and each Member, the Trustee has declined coverage for the Terrorism Risk Insurance Act (TRIA).

**OTHER ADDITIONAL INSURED:**

City of Neenah  
211 Walnut Street  
Neenah, WI 54956

**CANCELLATION:** Should the above described policy(s) be canceled before the expiration date thereof, the issuing company will endeavor to mail 30 days written notice to the insured event holder and additional insureds listed.

<b>AUTHORIZED REPRESENTATIVE:</b>		<b>DATE ISSUED:</b>	
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# Neenah Special Event Permit Application

Event

Name Commuity Fest - 2019

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 of Lites/Shattuck Park  
July 4th activities, vendors and fireworks

Schedule

Date(s)	Setup Time	Start Time	End Time	Cleanup Time
<u>7/3</u>	<u>6:00a</u>	_____	_____	<u>10:00a</u>
<u>7/4</u>	<u>5:00a</u>	_____	_____	<u>11:00a</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Attendance

List estimated quantities:

Participants \_\_\_\_\_

Spectators 10,000

List any entry fees:  
\_\_\_\_\_

Location

Park/Public Property: Riverside Park/Shattuck Park

Public Street/Sidewalk/Trail: Parade: Wisconsin Ave to Commerical to city boarder  
Area Surrounding the Park

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

Applicant

Name Michael T. Kading Daytime Phone 920.886.60

Email mkading@ci.neenah.wi.us Cell Phone 920.419.38

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](mailto:jkuffel@ci.neenah.wi.us)

1. Will you be using the Emergency Response Protocol supplied by the city? (See supplement.)  Yes  No  
 The protocol is a set of procedures to be used for various crises including inclement weather, medical emergencies, and disorderly conduct scenarios. It establishes responsibilities and expectations between the event organizer and emergency services in the event of a crisis. If you choose not follow the protocol provided by the city, attach a crisis management plan to this application. All plans must be approved by Neenah Police and Neenah-Menasha Fire Rescue.

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

Name Michael Kading Phone 920.419.38

Name Trevor Fink Phone 920.268.63

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 Gold Cross and NM-Fire Phone \_\_\_\_\_

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

Walkie-Talkies; cell phones

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

PA system throughout the park. Microphone will be located in the pavilion

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 / Info Tent

Severe Weather Shelter(s) Pavilion or leave park

First Aid Station(s) Up front w/gold cross and NM-Fire and Pavilion

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](mailto:vgreen@nmfire.org)

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

## Winnebago County Health Department

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

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

## Clerk's Office

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

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

Multiple - confirmed list is expected mid-May



# Special Event Permit Application

## Traffic Department

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

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

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

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

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

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

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

Barricade/Sign Equipment

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

Barricade/Sign Placement

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

Flaggers to Direct Traffic

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

Traffic Signal Programming

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

Message Boards

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

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

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

Name \_\_\_\_\_

Phone \_\_\_\_\_

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

Kobusson Bus - between Riverside Park and Jefferson Parks

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

northside of park and assigned street park

27. Please identify handicap accessible parking locations and accommodations:

Wisconsin Ave



# Special Event Permit Application

## Parks & Recreation Department

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

## Public Works Department

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

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

Public Park/Property: Riverside - throughout the 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](http://www.diggershotline.com), Phone: 811) must be contacted a minimum of 4 working days before any ground anchors are placed.

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

Public Park/Property: South exit of Riverside Park; north of the Pavilion; northside of the 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?

Consistent cleaning throughout te day of restrooms and garbage emptying

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

Staff, equipment, gators, walkie-talkies etc...



# Neenah Special Event Permit Application

## Checklist

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### Required to process application:

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

### Required to approve application:

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

## Provisions & Terms

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

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

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

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







# Neenah Special Event Permit Application

Event

Name COMMUNITY FIRST FOX CITIES MARATHON PRESENTED

Webpage FOX CITIES MARATHON.ORG By MIRON CONSTRUCTION

Description

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

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

SATURDAY SEPT 21 2019 -> 5K RUN/WALK  
SUNDAY SEPT 22 2019 -> MARATHON, HALF MARATHON & RELAY

Schedule

Date(s)	Setup Time	Start Time	End Time	Cleanup Time
<u>9/20</u>	<u>10 AM</u>	<u>-</u>	<u>-</u>	<u>-</u>
<u>9/21</u>	<u>7 AM</u>	<u>9 AM</u>	<u>12 PM</u>	<u>1 PM</u>
<u>9/22</u>	<u>5 AM</u>	<u>7 AM</u>	<u>3 PM</u>	<u>4 PM</u>

Attendance

List estimated quantities:

Participants 4000

Spectators 500

List any entry fees:

FOR RACE

Location

- Park/Public Property: RIVERSIDE PARK
- Public Street/Sidewalk/Trail: SEE ATTACHED DOCUMENTS
- Private Property/Other:

Applicant

Name LAURIE BUTZ Daytime Phone 920 830-~~7241~~  
 Email Laurie.butz@communityfirstcu.org Cell Phone 920 277 0855

Organization

Name COMMUNITY FIRST FOX CITIES CU Tax Exempt No. 39-1707-466  
 Email INFO@COMMUNITYFIRSTCU.COM Phone 882-5219  
 Address 2616 S ONEIDA ST  
 City APPLETON State WI Zip Code 54915

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



Neenah  
WISCONSIN

# Special Event Permit Application

## Police Department

Contact: Lieutenant Jon Kuffel

Phone: +1 (920) 886-6018

Address: 2111 Marathon Ave. Neenah, WI 54956

Email: jkuffel@ci.neenah.wi.us

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

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

Name LAURIE BUTZ Phone 920 277 0855

Name AMANDA SELOR Phone 920 427-8465

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

Name [scribble] 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:

HIGH FREQUENCY RADIOS & CELL PHONES

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

SAME AS ABOVE

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 FEN 1514 LINE @ RIVERSIDE & ALONG ROUTE

Lost Child Recovery Site RIVERSIDE PARK INFO TENT

Severe Weather Shelter(s) PAVILION

First Aid Station(s) ALONG COURSE & PARK PAVILION

Enclosed/Fenced Area(s) RACE CHUTE

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?

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

Yes  No

9. Will there be any generators used?

Yes  No

10. Will there be any cooking operations?

Yes  No

11. Will there be any tents or canopies?

Yes  No

12. Will there be any use of drones?

Yes  No

## Winnebago County Health Department

Contact: Env. Health Specialist Jennifer Kloes

Phone: +1 (920) 232-3000

Address: 112 Otter St. Oshkosh, WI 54901

Email: jkloes@co.winnebago.wi.us

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

If yes, contact the Winnebago County Health Department.

Yes  No

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?

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 7 Am End Time 3 pm

Yes  No

19. Will there be any alcohol served?

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

Yes  No

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

Vendors will need to have a Solicitor Permit filed with the Clerk's Office.

Yes  No



Neenah  
WISCONSIN

# Special Event Permit Application

## Traffic Department

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

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

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

*SEE MAPS & ATTACHMENTS*

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

Name \_\_\_\_\_

Phone \_\_\_\_\_

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

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

Barricade/Sign Equipment

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

Barricade/Sign Placement

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

Flaggers to Direct Traffic

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

Traffic Signal Programming

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

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

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

27. Please identify handicap accessible parking locations and accommodations:



# 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?

CLEAN UP CREWS

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

OFFICERS FOR SECURITY  
3 CSA'S FOR TRAFFIC CONTROL



# Neenah Special Event Permit Application

## Checklist

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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.
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- A detailed map of the event site/route.  
A map identifying the event footprint and layout must be submitted with this application.
- A crisis management plan.  
Required when not following the Emergency Response Protocol that is provided by the City.

Required to approve application:

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

## Provisions & Terms

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

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



Neenah  
WISCONSIN

# Special Event Permit Application

## Legal Notice

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

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

### Hold harmless indemnification and defense.

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

Signature \_\_\_\_\_

Date \_\_\_\_\_

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

## OFFICE USE ONLY

Cost Estimate	Total Cost	Sponsor Cost
Parks & Recreation _____	-0-	_____
Public Works/Traffic _____	\$3,500.00	_____
Police _____	\$2,520.41	_____
NM Fire _____	-0-	_____
Total	\$6,020.41	_____

**Approvals**

Special Events Task Force

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

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

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

**Contingencies of Permit**



## 2019 City of Neenah Course Details

### Course Directions

- N. Lake St. south to Herb & Dolly Park trails, follow trail through Arrowhead Park & run through (east to west) parking lot north of Ascension building
- Turn left (south) on Millview Dr.
- Turn right (west) and run through City of Neenah parking lot, travel under Main St. overpass bridge
- Turn left (east) on Smith St., which turns into W. Columbian Ave. (at the S. Church St. intersection)
- Follow W. Columbian Ave. east to Oak St.
- Turn left (north) on Oak St.
- Turn right (east) on E. Wisconsin Ave.
- Turn left (north) on Riverside Park Dr., follow to Finish Line

### Runners Side of the Road

- East side of N. Lake St. (and trail)
- Herb & Dolly Park and Arrowhead Park Trails – entire trail
- Arrowhead Park parking lot (north of Ascension) – parking lot closed on race day
- Millview Dr. – entire road (Millview Dr. closed north of Main St)
- Parking lot west of Millview Dr. – entire width (parking lot closed)
- South side of Smith St.
- Entire width of W. Columbian Ave. (from Church St. to Oak St.)
- Entire width of Oak St. from W. Columbian Ave. to Wisconsin Ave. (Oak St. closed)
- North side of Wisconsin Ave. from Oak St. to Riverside Park Dr.
- Entire width of Riverside Park Dr. to Finish Line (Riverside Park Dr. closed)

### Public Works/Street Department

- Cones, barricades and any needed signage
  - Cone a 'Runner's Lane' in Arrowhead Park parking lot, Millview Dr, through warehouse parking lot, under Main St bridge, Smith St
  - Barricades and signage needed to close to vehicular traffic on Columbian Ave and Oak St between Columbian Ave & Wisconsin Ave
  - Cone a 'Runner's Lane' on the north half of Wisconsin Ave between Oak St and Riverside Park Dr.
  - Barricades and signage for both north and south ends of Riverside Park Dr to be set up and in place Friday morning until Monday morning



## Other Course Features

- **Water Station locations**
  - Herb & Dolly Smith Park (near park restrooms)
  - Octagon House, Smith St.
  - Columbian Ave/Walnut St (east of intersection in City Hall parking lot)
- **Medical Station locations**
  - Neenah/Menasha Fire Department (Columbian Ave)
  - FCM bike/moped volunteers on N. Lake St. Trail, Smith Trail & Arrowhead Park Trail

## Officers needed at the following intersections (with estimated race day times)

- 2 officers – E. Columbian Ave. @ Commercial St. 8:00 a.m. – 1:45 p.m.
  - Officers can open this intersection at 12 p.m. until the conclusion of the race – stopping traffic to allow runners and walkers to continue to progress uninterrupted
- 1 officer – E. Columbian Ave. @ Oak St. 8:00 a.m. – 1:45 p.m.
- 2 officers – Oak St. @ E. Wisconsin Ave. 8:00 a.m. – 1:45 p.m.
- Officers on bikes patrolling trails and course 8:00 a.m. – 1:45 p.m.
- 2 officers present at Riverside Park throughout Sunday 8:00 a.m. – 2:00 p.m.

## Other Areas of Concern:

- James Merten to provide updated addresses for City of Neenah residents
- Riverside Park Dr. will be closed from Friday morning until Monday morning
- Alta Resources & Plexus – notify of no parking in Arrowhead Park parking lot on Sunday
  - James Merten will contact for notification
- Kimberly-Clark warehouse parking lot – maintain right-of-way adjacent to warehouse
  - James Merten will contact for notification
- 'No Parking' in spaces under Main St. overpass (just north of Octagon House)
- Handicapped and My Team Triumph parking on north side of Wisconsin Ave (in front of water fountain) between Riverside Park Dr. & N. Park Ave
- No parking on south side of Wisconsin Ave (between S. Park Ave & Riverside Park Dr)
- Post-race shuttle busses staging – N. Park Ave. east of Park Pavilion
- Reserve Neenah Police Station Community Room for 'Command Center'
  - Same phone number for Command Center as 2017, (886-6470)
- Riverside Park Pavilion reserved (Sept. 17-24, 2018)
- 2 separate railroad tracks on N. Lake St. (north of main RR crossing) – Dennis Beyersdorf, Clearwater Paper [dennis.beyersdorf@clearwaterpaper.com](mailto:dennis.beyersdorf@clearwaterpaper.com) –
  - Not an issue, follow-up/remind with Dennis
- Railroad crossing on Millview Dr. – Canadian National
- Herb & Dolly Smith Park and Arrowhead Park Trails – sweeping/cleaning (if needed) prior to race day
- Make sure trail in Arrowhead Park is completed after construction of small Trestle this summer
- Octagon House water station – Jane Lang ([jblinhome@aol.com](mailto:jblinhome@aol.com))



## 2019 City of Neenah – 5K Run/Walk Details

### Course Directions

- Start on Riverside Park Dr just north of Sunday Finish Line
- Run north through Riverside Park and on to N Park Ave
- Turn left (north) on to N Park Ave
- Around lighthouse at Kimberly Point
- South on Lakeshore Dr
- Turn right (west) on Wisconsin Ave
- Turn left (south) on S Park Ave
- Turn right (west) on Hansen St
- Turn right (north) on Congress St
- Turn left (west) on Division St
- Turn right (north) on Elm St
- Turn right (east) on Wisconsin Ave
- Turn left (north) on Riverside Park Dr
- Finish on Riverside Park Dr in Riverside Park

### Runner's Side of the Road

- Entire road: Riverside Park Dr, N Park Ave, Lakeshore Dr, Wisconsin Ave
- West half (1 southbound traffic lane plus bike lane) of S Park Ave
- Entire road: Winnebago Hts, Congress St, Division St, Elm St
- Wisconsin Ave – north side
- Entire road: Riverside Park Dr

### Public Works/Street Department

- FCM will put out cones on 5K route
- City of Neenah will provide any needed signage (including 'No Parking' signs)

### Officers needed at the following intersections (with estimated race day times)

- |                               |                   |
|-------------------------------|-------------------|
| 1) Wisconsin Ave @ S Park Ave | 8:50 – 9:20 a.m.  |
| 2) Wisconsin Ave @ Elm St     | 9:10 – 10:00 a.m. |

### Other Areas of Concern

- City of Neenah will pick-up 'No Parking' signs after Saturday 5K to prepare streets for Sunday

# Community First Fox Cities Marathon – 2019 Marathon & Half Marathon Course

## City of Neenah – Map 1



## City of Neenah – Map 2



### City of Neenah – Map 3





# Special Event Permit Application

Event

Name WI Streetball Neenah 3 on 3

Webpage streetball3on3.org

Description

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

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

3 on 3 basketball tourney and basketball related competitions

Schedule

Date(s)	Setup Time	Start Time	End Time	Cleanup Time
<u>June 8</u>	<u>5 am</u>	<u>8 am</u>	<u>4 pm</u>	<u>until 6 pm</u>
<u>June 9</u>	<u>6 am</u>	<u>8 am</u>	<u>4 pm</u>	<u>until 6 pm</u>

Attendance

List estimated quantities:

Participants 600

Spectators 5000

List any entry fees:

\$145/\$165

Location

Park/Public Property: Plexus grass area for tourney headquarters

Public Street/Sidewalk/Trail: Wisconsin street blocked off from commercial to a little past Subway

Private Property/Other:  

Applicant

Name Adam Maulick Daytime Phone 9204233575

Email wisconsin Crusaders@missionbasketball.org Cell Phone 9204233575

Organization

Name Mission Basketball Academy Inc. Tax Exempt No.  

Email wisconsin Crusaders@missionbasketball.org Phone  

Address 1835 E Edgewood Drive suite 1058 PO box 8

City Appleton State WI Zip Code 54913

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





# Special Event Permit Application

## Police Department

Contact: Lieutenant Jon Kuffel

Phone: +1 (920) 886-6018

Address: 2111 Marathon Ave. Neenah, WI 54956

Email: [jkuffel@ci.neenah.wi.us](mailto:jkuffel@ci.neenah.wi.us)

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

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

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

Event Coordinators are responsible for executing the Emergency Response Protocol.

Name Adam Maulick Phone 9204233575

Name Melanie Maulick Phone 9207509804

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

Name Rodney Owens Phone 9203270644

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

Name TBA working with two providers Phone TBA

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

We have a PA, mass , walkie talkies, and cell phones

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

We have a PA, mass email, walkie talkies, and cell phoes

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 Plexus grass area

Lost Child Recovery Site Plexus grass area

Severe Weather Shelter(s) We will ask the city for access or the church

First Aid Station(s) Plexus grass area

Enclosed/Fenced Area(s) na

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





# Neenah Special Event Permit Application

## Neenah-Menasha Fire Rescue

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

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

## Winnebago County Health Department

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

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

## Clerk's Office

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

- 17. Will there be amplified music or announcements used for the event?  Yes  No
- 18. Will amplified sound be within 7 am - 10 pm on weekdays & 10 am - 11 pm on weekends/holidays?  Yes  No  
If not, a special exemption must be requested and approved as part of this application. List the intended hours of amplified sound (per day, if applicable):  
Start Time 8 am End Time 6 pm
- 19. Will there be any alcohol served?  Yes  No  
A [Temporary Class B Picnic License](#) is required. Applications should be filed separately with the Clerk's Office.
- 20. Will there be any vendors/concessions? If so, please list:  Yes  No  
Vendors will need to have a [Solicitor Permit](#) filed with the Clerk's Office.

TBA



# Special Event Permit Application

## Traffic Department

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

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

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

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

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

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

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

Barricade/Sign Equipment

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

Barricade/Sign Placement

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

Flaggers to Direct Traffic

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

Traffic Signal Programming

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

Message Boards

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

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

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

Name \_\_\_\_\_

Phone \_\_\_\_\_

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

na

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

Church street ramp and KC xlot

27. Please identify handicap accessible parking locations and accommodations:

I would need direction form the city in this please





# Special Event Permit Application

### Parks & Recreation Department

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

### Public Works Department

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

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

Public Park/Property: Plexus grass area

Public Street/Trail:

Other:

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

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

Public Park/Property: Plexus grass area

Public Street/Trail: Half way point of WI street

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?

yes we have a great crew to clean

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

Is it possible to make sure all the electrical outlets work in WI street?



# Special Event Permit Application

## Checklist

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### Required to process application:

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

### Required to approve application:

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

## Provisions & Terms

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

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

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

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





Neenah WISCONSIN

# Special Event Permit Application

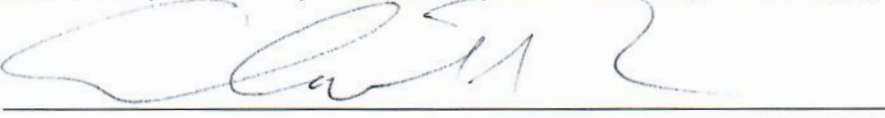
## Legal Notice

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

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

### Hold harmless indemnification and defense.

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

Signature  Date 1-23-19

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

### OFFICE USE ONLY

Cost Estimate	Total Cost	Sponsor Cost
Parks & Recreation	-0-	
Public Works/Traffic	\$1,200.00	
Police	\$1,250.97	
NM Fire	-0-	
<b>Total</b>	<b>\$2,450.97</b>	

**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**

# Public Services & Safety Committee March 12, 2019

## BEVERAGE OPERATOR LICENSE APPLICATIONS:

<b>New or Renewal</b>	<b>Last Name, First, M.I.</b>	<b>Municipality</b>	<b>Place of Business</b>
New	Balza, Eric J.	Kaukauna	Festival Foods
New	Behnke, Laurie L.	Neenah	Applebee's
New	Brockman, Brandy L.	Menasha	ICU Bar & Grill
New	Driessen, Jacob M.	Appleton	Aldi's
New	Ekholm, Jayda M.	Menasha	The Dome Sports Bar & Grill
New	Heid, Janine L.	Neenah	Walmart
New	Morse, Megan M.	Neenah	C&C Tavern
New	Ransone, Alex R.	Appleton	Lion's Tail Brewing Co
New	Schattenforst, Johann C.	Oshkosh	Aldi's

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

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

## TEMPORARY "CLASS B" (PICNIC) BEER & WINE LICENSE APPLICATION:

<b>Applicant</b>	<b>Name of Event</b>	<b>Beer &amp; Wine</b>	<b>Location</b>	<b>Date(s) of Event</b>
St. Margaret Mary Parish	Game Night	Beer & Wine	620 Division St	April 6, 2019



# APPLICATION FOR TEMPORARY CLASS "B"/"CLASS B" RETAILER'S LICENSE

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ 10.00

Application Date: 2-27-19

Town  Village  City of Neenah County of Winnebago

The named organization applies for: Check appropriate box(es).

- A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats  
 A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stat.

at the premise described below during a special event beginning 6:00pm and ending 9:00pm and agrees to comply with all law, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. ORGANIZATION (check appropriate box)  Bona fide Club  Church  Lodge/Society  Veteran's Organization  Fair Association

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

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

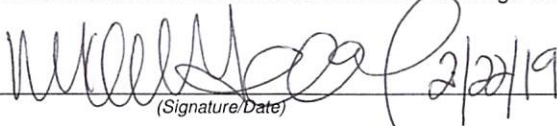
- (a) Street number \_\_\_\_\_  
(b) Lot \_\_\_\_\_ Block 200 W. Wisconsin Ave "PLEXUS LAWN"  
(c) Do premises occupy all or part of building? NO  
(d) If part of building, describe fully all premises covered under this application, which floor or floors, room or rooms, license is to cover:

3. NAME OF EVENT

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

## DECLARATION

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

Officer  2/27/19  
(Signature/Date)  
Officer \_\_\_\_\_  
(Signature/Date)

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

Date Copied to Assistant Chief Sievert: \_\_\_\_\_

Date Filed with Clerk: 2-22-19

Date Granted by Council: \_\_\_\_\_

Date Reported to PSSC/Council: \_\_\_\_\_

License No. \_\_\_\_\_

# APPLICATION FOR TEMPORARY CLASS "B"/"CLASS B" RETAILER'S LICENSE

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ 10

Application Date: 3/1/19

Town  Village  City of Neenah County of Winnebago

The named organization applies for: Check appropriate box(es).

- A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats  
 A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stat.

at the premise described below during a special event beginning April 6, 2019 and ending April 6, 2019 and agrees to comply with all law, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. ORGANIZATION (check appropriate box)  Bona fide Club  Church  Lodge/Society  Veteran's Organization  Fair Association

- (a) Name St. Margaret Mary Parish  
(b) Address 439 Washington Ave, Neenah, WI 54956  
(Street)  Town  Village  City  
(c) Date organized 6/2/1932  
(d) If corporation, give date of incorporation 6/2/1932  
(e) Names and addresses of all officers:  
President Pastor - Rev Dennis Bergsbaker, 641 Elm St Neenah WI 54956  
Vice-President Trustee - Patrick Lowney, 416 11th St. Neenah WI 54956  
Secretary Trustee - Patricia Purcell, 7980 Nichole Heights, Neenah WI 54956  
Treasurer \_\_\_\_\_  
(f) Name and address of manager of person in charge of affair Eleanor Healy  
750 S. Park Ave, Neenah WI 54956

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

- (a) Street number 620 Division St  
(b) Lot \_\_\_\_\_ Block \_\_\_\_\_  
(c) Do premises occupy all or part of building? Part of a building  
(d) If part of building, describe fully all premises covered under this application, which floor or floors, room or rooms, license is to cover: Friendship Hall in basement of St. Margaret Mary Church

3. NAME OF EVENT

- (a) List name of the event Game Night  
(b) Dates of event April 6, 2019

## DECLARATION

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

Officer [Signature] / 3/1/19 Officer St. Margaret Mary Parish  
(Signature/Date) (Name of Organization)  
Officer [Signature] / 3/1/19 Officer Patricia Purcell / 3/1/19  
(Signature/Date) (Signature/Date)  
Officer [Signature] / 3/1/2019 Officer \_\_\_\_\_  
(Signature/Date) (Signature/Date)

Date Copied to Assistant Chief Sievert: \_\_\_\_\_

Date Filed with Clerk: 3-6-19

Date Granted by Council: \_\_\_\_\_

Date Reported to PSSC/Council: 3-12-19 / 3-20-19

License No. \_\_\_\_\_



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

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**DATE:** March 8, 2019  
**TO:** Mayor Kaufert, and Members of the Public Services and Safety Committee  
**FROM:** Gerry Kaiser, Director of Public Works  
**RE:** Public Works General Activity

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- 1) Contract 1-18 (Andrew, Richard, Geiger, Whiting) – Work is complete. Subsequent to our issuing final payment for this work, we were notified that a subcontractor had found an error in the final quantities. We are working with the contractor to resolve this.
- 2) Contract 2-18 (Cecil, Adams)
  - a) Adams St – Work is complete.
  - b) Cecil St – Final topsoil and seeded will be done when weather permits.
- 3) Contract 3-18 (Nature Trails/Eaglecrest) – The only work remaining under this contract is completion of the Liberty Heights trail along Woodenshoe Road. The contract will remain open so that this work can be done early next year.  
Quantities on the Nature Trail/Eaglecrest work have been finalized with the contractor. Special assessment billings will be sent in September 2019.
- 4) Contract 1-19 (Caroline, Stevens, Fifth) – An award recommendation is being taken to the Board of Public Works on 3/12/2019.
- 5) Contract 2-19 (Stanley Ct, Stanley St, Thomas) – An award recommendation is being taken to the Board of Public Works on 3/12/2019.
- 6) Contract 3-19 (Epoxy Pavement Marking) – An award recommendation is being taken to the Board of Public Works on 3/12/2019.
- 7) Kevin Prost starts with the department on March 11 as the Engineering Technician.
- 8) We still have salt available. We also have salt remaining in our reserve, but have been told that delivery of the reserve couldn't occur for several weeks. As of Sunday, March 3, we have reached our overtime budget for snow/ice removal for 2019.