

**CITY OF NEENAH**  
**PUBLIC SERVICES AND SAFETY COMMITTEE MEETING**  
**Tuesday, May 28, 2019 - 6:30 PM**  
**Council Chambers - City Administration Building**

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

**A G E N D A**

1. Approval of Minutes of the May 7, 2019, Regular Meeting (Minutes can be found on the City website)
2. Public Appearances
3. Ordinance 2019-14 Amending Article IV - Division 3: Noise (Attachment)
4. Ordinance 2019-15 Amending Code §4-106 Making the Beer Garden Regulations Applicable to State Licensed Premises; and Creating Code §4-107 Temporary Extension of Licensed Premises (Attachment)
5. Resolution 2019-14: Fee Schedule to Add Fee for Temporary Extension of a Licensed Premise (Attachment)
6. We Energies Easement Request – Bergstrom Mahler Museum (Attachment)
7. Downtown Traffic Study Phase II Consultant Selection (Attachment)
8. Ordinance 2019-13 Amending Article IV Storm Water Management (Attachment)
9. Pendleton Road Trail Easement (Attachment)
10. Special Event Permits:
  - a. Backdraft Bike Tour (Attachment)
  - b. Major League Fishing Bass Pro Tour (Attachment)
  - c. Furry Flurry Walk for Pets (Attachment)
  - d. Labor Day Parade (Attachment)
  - e. NHS Homecoming Parade (Attachment)
11. Licenses:
  - a. Beverage Operator License Applications (Attachment)
  - b. Temporary “Class B” (Picnic) Beer & Wine License Application - Bergstrom Mahler Museum (Attachment)
  - c. Change of Agent/Trade Name - Aldi #37 (Attachment)
12. Public Works General Construction and Department Activity (Attachment)
13. Announcements / Future Agenda Items
14. Adjournment

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

**CITY OF NEENAH**  
**PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES**  
**Tuesday, May 7, 2019 - 6:30 PM**  
**Hauser Room - City Administration Building**

**Present:** Chairman Bates, Alderman Lang, Lendrum, Spellman and Stevenson

**Also Present:** Mayor Kaufert, Community Development Director Haese, Deputy Community Development Director Schmidt, City Engineer Kummerow, Traffic Engineer Merten

**Minutes:**

**Motion/Second/Carried Lendrum/Spellman to approve the minutes of the April 23, 2019, Regular Meeting.** All voting aye.

**Public Appearances:** None.

Ordinance 2019-3 Amending Article IV – Stormwater Management Services: Chairman Bates indicated the ordinance was reviewed at the Public Services & Safety Committee (PSSC) meeting held on April 23, 2019.

ORD. Following discussion, **Motion/Second/Carried Stevenson/Lendrum to recommend Council approve Ordinance 2019-03 amending Article IV – Stormwater Management Services.**

Downtown Traffic Study Phase II Consultant Selection: Engineer Merten provided the following recommendation statement to the Council: Staff recommends Council contract with MSA Professional Services to execute the Downtown Traffic Study Phase II because their proposal offers the following: (1) Shows a clear understanding of the work requested, particularly articulated through the estimated time dedicated to each project of the study; (2) Is projected to have the most dedicated engineering hours to the study; (3) Is the second lowest proposal cost; and (4) Can build from existing knowledge of the dynamics and nuances of Downtown Neenah gained from executing the Phase I study.

Alderman Lendrum questioned the need for the study. She indicated that she did not want the City to spend money for a report if it might not be used. Engineer Merten stated the purpose of the study is to utilize the information collected from the Phase I study and develop solutions which can be implemented in conjunction with future development, particularly on the west side of the downtown.

Alderman Lendrum also questioned if any of the higher bidders could provide more value. Chairman Bates questioned the benefits of picking the same firm who did the Phase I study versus the benefits of hiring a different firm. Alderman Stevenson requested the scoring matrix used to evaluate the consultants. Engineer Merten indicated that the criteria established in the Request for Proposal (RFP) was used to provide a recommendation, however no scoring matrix was used. He also mentioned the strengths and weaknesses to each proposal and that the selection committee found that Ayres Associates and MSA Professional Services provided the strongest proposals. Mayor Kaufert mentioned that the Council be careful with selecting a higher bidder, as it may send mixed messages to the consultants. He stated that should a higher bidder be selected, the City must provide a

justifiable explanation. Committee requested the staff selection committee to report back with a scoring matrix of the proposals for the Committee to review. No motion was considered.

**Licenses:**

Beverage Operator License Applications: The Committee reviewed the applications for Andrea Alvarez, Samantha Anderson, Jessica Austin, Elizabeth Fischer, Ruth Gadicke, and Morgan Martzahl.

C.A.

Following discussion, **Motion/Second/Carried Lendrum/Spellman to recommend Council approve beverage operator license applications for Andrea Alvarez, Samantha Anderson, Jessica Austin, Elizabeth Fischer, Ruth Gadicke, and Morgan Martzahl.** All voting aye.

Temporary Class B (Picnic) Beer and Wine License Application: The Committee reviewed the application for the 60<sup>th</sup> anniversary event hosted by Bergstrom Mahler Museum.

C.A.

Following discussion, **Motion/Second/Carried Lendrum/Stevenson to recommend Council approve the Temporary Class B (Picnic) Beer and Wine License Application for Bergstrom Mahler Museum, 165 N. Park Avenue, for thier 60<sup>th</sup> anniversary event.** All voting aye.

Outdoor Extension of Premises Application: Chairman Bates questioned the applicability of the permit, given that the fermented malt beverage permit is issued by the State of Wisconsin and not the City of Neenah like other liquor licenses. Director Haese indicated that the State permit does not address serving alcohol outside of the building and that this license application allows the permitted premises to be extended. Alderman Lendrum requested that the City Attorney's Office research and confirm the suitability of this process. Chairman Bates questioned whether the existing fence is required to meet the 6-foot fence requirement listed on page one of the application, given the proximity of 1131 Maple Street, an R-1 zoned property. Director Haese indicated that the requirement might apply given additional specifics of the project and permit request. He stated that staff could further examine the conditions and have a report prepared in advance of Council review. Alderman Spellman brought up confusion with how the City Code is structured regarding 3-foot and 4-foot fence requirements. Mayor Kaufert questioned whether the premises extension should contain direct access to the currently licensed premises. Director Haese indicated that alcohol must be served within the premises extension and it may not be carried outside of the premises by customers.

REPORT

Following discussion, **Motion/Second/Carried Lendrum/Spellman to recommend Council approve the Outdoor Extension of Premises Application for Barrel 41 Brewery, 1132 S. Commercial Street, contingent upon a report providing Council with clarifications regarding permit applicability and permit conditions.** All voting aye.

2019-2020 Renewal of Retail Liquor/Beer Licenses: Alderman Stevenson questioned the need for some businesses to hold multiple licenses and requested staff investigate if licenses could be consolidated.

C.A

Following discussion, **Motion/Second/Carried Lendrum/Stevenson to recommend Council approve all 2019-2020 retail liquor/beer renewal licenses provided in Exhibit A of the agenda, contingent upon payment of outstanding forfeitures, where applicable.** All voting aye.

Public Works General Construction and Department Activity:

- 1) Contract 2-18 (Cecil, Adams)
  - a) Adams St – Work is complete. Engineer Kummerow mentioned that some quality control concerns will be address relating to the top soil work.
  - b) Cecil St – Final topsoil and seeding has been done.
- 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 this year.

Staff has done a field review of the concrete work with the contractor and identified one driveway apron and two sections of sidewalk that need to be replaced under the warranty. 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)
  - a) Caroline Street – Utility work will be complete the week of May 6.
  - b) Stevens Street – Water main and sanitary sewer main have been installed. Services have been installed within the right-of-way.
  - c) Fifth Street – Water main installation is complete. Service installation within the right-of-way will be complete the week of April 22.
- 4) Contract 2-19 (Stanley Ct, Stanley St, Thomas)
  - a) Stanley Court – The road has been pulverized. Water main installation is scheduled to start the week of May 6.
  - b) Stanley Street – The road has been pulverized.
  - c) Thomas Court – Water main replacement is complete and storm sewer installation is complete.
- 5) Contract 3-19 (Epoxy Pavement Marking) – Work is tentatively scheduled for mid-May.
- 6) Contract 4-19 (Concrete Pavement and Sidewalk Repair) – The work has not yet been scheduled.
- 7) Contract 5-19 (Miscellaneous Sidewalk Repair – CDBG) – Bids will be opened on May 8.
- 8) Contract 6-19 (Hot-Mix Asphalt Pavement Repair) – Bids will be opened on May 15.
- 9) Courtney Court – Work has not started.

Announcements/Future Agenda Items: None.

**Motion/Second/Carried Lendrum/Stevenson to adjourn at 7:53 p.m.** All voting aye.

Respectfully submitted,



James Merten  
Traffic Engineer



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

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**DATE:** May 28, 2019  
**TO:** Chairwoman Bates, members of the Public Services & Safety Committee  
**FROM:** Assistant City Attorney Adam VandenHeuvel  
**RE:** Ord. 2019-14 Amending Article IV – Division 3: Noise

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Attached is Ord. No. 2019-14 that amends the Code relating to noise violations and enforcement. Currently, officers are required to use their individual judgement to determine whether or not someone is being “too loud.” This leads to an uneven enforcement of the noise ordinance, and makes it more difficult to prosecute citations where it isn’t blatantly obvious that someone is being too loud.

The changes to the ordinance will provide for specific decibel levels to be reached in order to be issued a citation. Officers on patrol will be equipped with decibel readers and when called to a noise complaint will be able to use them to determine the actual volume of the complained about property. This will remove the individual perception of what is too loud and rely on technology to determine what the actual volume is. Additionally, this will help the City in prosecuting such violations as there will be an actual number able to be assigned to the noise level. The chart in the Ordinance was taken from other police departments and is the standard level of acceptable sound.

Finally, the ordinance still allows officers to issue citations if the violation is such that getting their equipment out would be impractical, or the violation is so clearly and obvious of a violation, a decibel reading is not necessary (example being fireworks being lit off in a neighborhood at 3 am).

**An appropriate motion would be for the Committee to recommend Council approve Ordinance 2019-14 amending Article IV Division 3 of the municipal code relating to noise violations.**



AN ORDINANCE: By the Public Services and Safety  
Committee  
Re: Amending Article IV – Division 3: NOISE

ORDINANCE NO. 2019-14  
Introduced: June 5, 2019  
Committee/Commission Action:

# AN ORDINANCE

The Common Council of the City of Neenah, Wisconsin, do ordain as follows:

**Section 1.** Section 11-145(b) of the Code of Ordinances of the City of Neenah is stricken in its entirety.

- ~~(b) Factors for determining whether a sound is unreasonably loud and raucous include, but are not limited to, the following:~~
  - ~~(1) The proximity of the sound to sleeping facilities, whether residential or commercial;~~
  - ~~(2) The land use, nature, and zoning of the area from which the sound emanates and the area where it is received or perceived;~~
  - ~~(3) The time of day or night the sound occurs;~~
  - ~~(4) The duration of the sound; and~~
  - ~~(5) Whether the sound is recurrent, intermittent, or constant.~~

**Section 2.** Section 11-145(c) of the Code of Ordinances of the City of Neenah is amended by recodifying it to 11-145(b).

**Section 3.** Section 11-146 of the Code of Ordinances of the City of Neenah is amended by adding the highlighted language to read as follows:

- (14) Exhaust. The discharge into open air of the exhaust of any steam engine, stationary internal combustion engine, motorboat, or motor vehicle, except through a muffler or other device, which effectively prevents loud or explosive noises therefrom.
- (15) Automobiles, motorcycles, etc. The use of any automobile, motorcycle, or other vehicle in such a manner as to create loud and unnecessary grating, grinding, rattling, or other noise.

**Section 4.** Section 11-146.5 is created to read as follows:

## Sec. 11-146.5 Acceptable Sound Levels

The following levels represent the maximum decibel level allowable within the City by zoning area.

Residential, public spaces, agricultural, or institutional – 7:00 am to 7:00 pm	75 dBA
Residential, public spaces, agricultural, or institutional – 7:00 pm to 11:00 pm	65 dBA
Residential, public spaces, agricultural, or institutional – 11:00pm to 7:00 am	60 dBA
Commercial and Industrial – 7:00 am to 7:00 pm	75 dBA
Commercial and Industrial – 7:00pm to 7:00 am	70 dBA
Entertainment – 2:00 pm – 2:00 am	75 dBA
Entertainment – 2:00 am – 2:00 pm	70 dBA

**Section 5.** Section 11-147 of the Code of Ordinances of the City of Neenah is amended by deleting the stricken language to read as follows:

Sec. 11-147. - Exemptions.

Sounds caused by the following are exempt from the prohibitions set out in Section 11-146 and are in addition to the exemptions specifically set forth in that section:

~~(1) Motor vehicles on traffic ways of the City, provided that the prohibitions of Subsections 11-146(2), (5), and (6) continue to apply.~~

~~(2)~~ Repairs of utility structures, which pose a clear and immediate danger to life, health, or significant loss of property.

~~(3)~~ (2) Sirens, whistles, or bells lawfully used by emergency vehicles, or other alarm systems used in case of fire, collision, civil defense, police activity, or imminent danger, provided that the prohibition contained in Subsection 11-146(4) continues to apply.

(34) The emission of sound for the purpose of alerting persons to the existence of an emergency or the emission of sound in the performance of emergency work.

~~(4)~~ Repairs or excavations of bridges, streets or highways by or on behalf of the City, the County, the State, or the federal government, between the hours of 7:00 p.m. and 7:00 a.m., when public welfare and convenience renders it impractical to perform the work between 7:00 a.m. and 7:00 p.m.

~~(5)~~ Outdoor school and playground activities. Reasonable activities conducted on public playgrounds and public or private school grounds, which are conducted in accordance with the manner in which such spaces are generally used, including but not limited to, school athletic and school entertainment events.

~~(6)~~ Other outdoor events. Outdoor gatherings, public dances, shows and sporting events, and other similar outdoor events, provided that a permit has been obtained from the appropriate permitting authority.

**Section 6.** Section 11-148(c) is created to read as follows:

(c) Notwithstanding the provisions in this section, muffler violations or clear and obvious noise violations may be enforced without the use of decibel readers following State Statute.

**Section 7. Severability.** In the event any section, subsection, clause, phrase or portion of this ordinance is for any reason held illegal, invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remainder of this ordinance. It is

the legislative intent of the Common Council that this ordinance would have been adopted if such illegal provision had not been included or any illegal application had not been made.

**Section 8. Repeal and Effective Date.** All ordinances or parts of ordinances and resolutions in conflict herewith are hereby repealed. This ordinance shall take effect from and after its passage and publication.

Motion: \_\_\_\_\_

Adopted: \_\_\_\_\_

Published: \_\_\_\_\_

Approved:

\_\_\_\_\_  
Dean R. Kaufert, Mayor

Attest:

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






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

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**DATE:** May 17, 2019

**TO:** Chairwoman Bates, members of the Public Services & Safety Committee

**FROM:** City Attorney Jim Godlewski 

**RE:** Ord. 2019-15 Amending Code §4-106 making the beer garden regulations applicable to state licensed premises; and creating Code §4-107 temporary extension of licensed premises

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Attached is proposed Ord. No. 2019-15 that accomplishes two things in relation to outdoor licensed premises. First, it amends Code §4-106(a) to provide that the beer garden and sidewalk café regulations apply to premises issued by the State of Wisconsin under ch. 125. This merely makes those regulations applicable to breweries and beer pubs, both of which are licensed by the state, not by the City.

Second, it creates Code §4-107 providing for a temporary extension of licensed premise to an outdoor area adjacent to the regular licensed premises. A separate fee resolution is being prepared by City Clerk Sturn that will provide that the application for a temporary premise extension is subject to a \$10 per day fee for such temporary extension. The ordinance has several blanks which the committee needs to complete:

- At 4-107(a) and (a)(1): how many days prior to the date of the event prompting the request for an extension of premises must an application be filed? Fifteen days is probably the minimum time staff would recommend; however longer than 3 weeks may unduly restrict applicants and may be unnecessary.
- (b): making access to the temporary extension only through the permanent premises may be impractical for many licensed premises in Neenah and therefore presents a difficult enforcement scenario.
- (d) & (e): both subsections deal with hours that amplified sound can operate. Sub(d) relates to general restrictions on amplified sound, ending at 9 p.m., but the starting time is blank and needs committee input. Sub(e) deals with premises that are adjacent to a residential use and is drafted such that the hours of operation could be further restricted.

I will be present at the May 28<sup>th</sup> meeting to answer questions the committee may have.

**An appropriate motion could be to recommend Council adopt Ord. 2019-15 applying Beer Garden and Sidewalk Café requirements to state licensed premises and providing for a temporary extension of licensed premises.**



211 Walnut Street  
Neenah, WI 54956

AN ORDINANCE: By Public Services & Safety Comm.  
Re: Amending Code §4-106, Beer Garden and Side  
Walk Cafes to apply to premises licensed by  
the State of Wisconsin and creating 4-107  
Temporary Extension of Licensed Premises

ORDINANCE NO. 2019-15  
Introduced: June 5, 2019  
Committee/Commission Action:

## AN ORDINANCE

The Common Council of the City of Neenah, Wisconsin, do ordain as follows:

**Section 1.** Section 4-106(a) of the Code of Ordinances of the City of Neenah is amended by deleting the stricken language and adding the highlighted language to read as follows:

**Sec. 4-106. - Outdoor service/beer gardens.**

- (a) **Introduction and definitions.** No holder of a "Class B", Class "B" and/or "Class C" license or any license or permit issued by the State of Wisconsin Wis. Stats. ch. 125 may operate under said license(s) in any outdoor area, whether or not said outdoor area was included in a description of the Premises, without first having obtained the permission of the Common Council subject to the conditions of this section. Approval under this subsection by the Common Council shall result in the outdoor area becoming a part of the description of the premises, with said outdoor area also being subject to all State and City laws, rules, regulations, and lawful orders governing "Class B", Class "B" and/or "Class C" premises, or any license or permit issued by the State of Wisconsin pursuant to Wis. Stats. ch. 125. As used in this subsection:

**Section 2.** Section 4-107 of the Code of Ordinances of the City of Neenah is created to read as follows:

**Sec. 4-107. – Temporary Extension of Premises for Outdoor Events.**

The Common Council may temporarily extend a "Class B", Class "B" "Class C" License and/or any permit or license issued under Wis. Stats. Ch. 125, by the State of Wisconsin to an outdoor area adjacent to the licensed premises for up to three (3) events, an event lasting no more than three (3) consecutive days, in any calendar year subject to the following conditions:

- (a) License holders wishing to temporarily extend their premises to an outdoor area shall file an application with the City Clerk and pay a fee established by the Common Council. The application shall be filed at least \_\_\_\_ days prior to the date of the temporary extension of premises and shall be approved by the Common Council after review and recommendation by the Public Services & Safety Committee. The application shall include a detailed map showing the location of the temporary extension.
  - (1) In the event that an application is filed less than \_\_\_\_ days prior to the date of the temporary extension, and there is insufficient time to obtain Common Council Approval, the Mayor may proceed under Sec. 4-66 provided the applicant otherwise qualified for the extension and the adjacent licensed premises has operated without complaint or incident, verified by the Neenah Police Department, for the prior 24 months. Notwithstanding the foregoing, complaints or incidents not involving the owner, manager or employee of the adjacent licensed premises and called in to the Neenah Police Department shall not be considered a complaint under this section.
  - (2) The Mayor may order the issuance of the temporary extension under Sec. 4-66 only once per licensed premises.
- (b) The temporary extension shall be surrounded by a fence at all times that intoxicating beverage are sold and/or consumed in the temporary extension. Entrance<sup>JG1</sup> and exit from the temporary extension of premises shall only be allowed through the licensed premises adjacent to the temporary extension.
- (c) A licensed bartender shall be present in the temporary extension of premises at all times that it is operational.
- (d) Operation of the temporary extension limited to the hours between 8 a.m. to 10 p.m. and any amplified sound (music or speech) shall only be allowed between the hours of \_\_\_\_ a.m. and 9 p.m.
- (e) If the temporary extension is adjacent to any property used as a residence, regardless if zoned residential, any amplified sound shall only occur between the hours of \_\_\_\_ a.m. and \_\_\_\_ p.m.

**Section 3. Severability.** In the event any section, subsection, clause, phrase or portion of this ordinance is for any reason held illegal, invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the

remainder of this ordinance. It is the legislative intent of the Common Council that this ordinance would have been adopted if such illegal provision had not been included or any illegal application had not been made.

**Section 4. Repeal and Effective Date.** All ordinances or parts of ordinances and resolutions in conflict herewith are hereby repealed. This ordinance shall take effect from and after its passage and publication.

Approved:

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

Adopted: \_\_\_\_\_

Approved: \_\_\_\_\_

Published: \_\_\_\_\_

\_\_\_\_\_  
Dean R. Kaufert, Mayor

Attest:

\_\_\_\_\_  
Patricia A. Sturn, City Clerk

THIS INSTRUMENT WAS DRAFTED BY:  
City Attorney James G. Godlewski  
211 Walnut Street  
Neenah, WI 54956  
State Bar No. 1005210



**RESOLUTION NO. 2019-14**

**A RESOLUTION AMENDING THE FEE SCHEDULE OF THE CITY OF NEENAH TO ADD A FEE FOR TEMPORARY EXTENSION OF A LICENSED PREMISE**

**WHEREAS**, by Resolution #7185, the Common Council adopted a uniform fee schedule; and,

**WHEREAS**, Ordinance No. 2019-15 creating §4-107 Temporary Extension of Licensed Premise was adopted by the Common Council on June 5, 2019; and,

**WHEREAS**, the Ordinance requires license holders wishing to temporarily extend their premise to an outdoor area to complete an application and pay the fee established by the Common Council;

**NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF NEENAH, WISCONSIN** this 19th day of June 2019, that the uniform fee schedule established by Resolution #7185, as amended, is further amended by adding a \$10 per day fee to extend a licensed premise.

FEE TYPE	FEE	BASIS	STATUTE NO.	ORD/RES/CODE
<b>CLERK</b>				
<b>LICENSES</b>				
Temporary Extension Of Licensed Premise	\$10	Per day	\$125	Ord. 2019-15 Code §4-106 Res. 2019-14

Fees not listed remain unchanged

Recommended by: **Finance & Personnel Committee**

CITY OF NEENAH

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

\_\_\_\_\_  
Dean R. Kaufert, Mayor

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

\_\_\_\_\_  
Patricia A. Sturn, City Clerk



*Department of Public Works*  
211 Walnut St. • P.O. Box 426 • Neenah WI 54957-0426  
Phone 920-886-6241 • e-mail: gkaiser@ci.neenah.wi.us  
**GERRY KAISER, P.E.**  
**DIRECTOR OF PUBLIC WORKS**

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

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**DATE:** May 22, 2019  
**TO:** Mayor Kaufert, and Members of the Public Services and Safety Committee  
**FROM:** Gerry Kaiser, Director of Public Works  
**RE:** We Energies Easement Request – Bergstrom Mahler Museum

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Attached is an Electric Distribution Easement requested by We Energies on the Bergstrom-Mahler Museum property. Since the City owns the property, approval of the easement is needed from the City. Staff directed We Energies to work through museum management to develop the easement. That was done and I received a note from Jan Mirenda Smith that the easement was acceptable.

The work involved is part of their facilities upgrade work in Neenah. A sketch of the area is attached. The easement is along the south side of the property. We Energies is requesting a 15-foot easement. In the easement they will bury service lines that currently run overhead and install two transformers. This will allow them to remove the pole-mounted transformers on N. Park Avenue at the museum entrance. No landscaping needs to be removed for this work.

**Staff recommends approval of a Distribution Easement – Underground for We Energies work request 4243034 on the Bergstrom-Mahler Museum site.**

**DISTRIBUTION EASEMENT  
UNDERGROUND**

Document Number

WR NO. **4243034** IO NO. **52548**

For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, **CITY OF NEENAH, a Wisconsin municipal corporation**, hereinafter referred to as "Grantor", owner of land, hereby grants and warrants to **WISCONSIN ELECTRIC POWER COMPANY, a Wisconsin corporation doing business as We Energies**, hereinafter referred to as "Grantee", a permanent easement upon, within, beneath, over and across a part of Grantor's land hereinafter referred to as "easement area".

The easement area is described as **strips of land Fifteen (15) Feet in width, being part of Lot Eight (8) of Block A, LAKEVIEW ADDITION TO NEENAH**, being a subdivision of a portion of the **Northeast 1/4 of Section 27, Township 20 North, Range 17 East**, City of Neenah, Winnebago County, Wisconsin.

The location of the easement area with respect to Grantor's land is as shown on the attached drawing, marked Exhibit "A", and made a part of this document.

RETURN TO:  
We Energies  
PROPERTY RIGHTS & INFORMATION GROUP  
231 W. MICHIGAN STREET, ROOM A252  
PO BOX 2046  
MILWAUKEE, WI 53201-2046

80100100000  
(Parcel Identification Number)

- 1. Purpose:** The purpose of this easement is to construct, install, operate, maintain, repair, replace and extend underground utility facilities, conduit and cables, electric pad-mounted transformers, manhole, electric pad-mounted switch-fuse units, electric pad-mounted vacuum fault interrupter, concrete slabs, power pedestals, riser equipment, terminals and markers, together with all necessary and appurtenant equipment under and above ground as deemed necessary by Grantee, all to transmit electric energy, signals, television and telecommunication services, including the customary growth and replacement thereof. Trees, bushes, branches and roots may be trimmed or removed so as not to interfere with Grantee's use of the easement area.
- 2. Access:** Grantee or its agents shall have the right to enter and use Grantor's land with full right of ingress and egress over and across the easement area and adjacent lands of Grantor for the purpose of exercising its rights in the easement area.
- 3. Buildings or Other Structures:** Grantor agrees that no structures will be erected in the easement area or in such close proximity to Grantee's facilities as to create a violation of all applicable State of Wisconsin electric codes or any amendments thereto.
- 4. Elevation:** Grantor agrees that the elevation of the ground surface existing as of the date of the initial installation of Grantee's facilities within the easement area will not be altered by more than 4 inches without the written consent of Grantee.
- 5. Restoration:** Grantee agrees to restore or cause to have restored Grantor's land, as nearly as is reasonably possible, to the condition existing prior to such entry by Grantee or its agents. WE Energies shall complete site restoration within 30 days of completion of installation of the facilities, weather permitting. This restoration, however, does not apply to any trees, bushes, branches or roots which may interfere with Grantee's use of the easement area.
- 6. Exercise of Rights:** It is agreed that the complete exercise of the rights herein conveyed may be gradual and not fully exercised until some time in the future, and that none of the rights herein granted shall be lost by non-use.
- 7. Binding on Future Parties:** This grant of easement shall be binding upon and inure to the benefit of the heirs, successors and assigns of all parties hereto.
- 8. Easement Review:** Grantor acknowledges receipt of materials which describe Grantor's rights and options in the easement negotiation process and furthermore acknowledges that Grantor has had at least 5 days to review this easement document or voluntarily waives the five day review period.

**9. Indemnification:** The grantee agrees to indemnify, save and keep harmless Grantor, its agents, employees, successors and assigns, from all liability, liens, judgments, costs, damages and expense of whatever kind and nature which may in any way be suffered by Grantor, its agents, employees, successors or assigns by reason of, or in consequence of the operation of said easement by Grantee or for, or on account of any act or thing done or suffered, or omitted to be done, under grant of this easement to Grantee.

**10. Use of Easement by Grantor:** It is acknowledged by Grantor that said easement shall not interfere with any buildings of Grantor. Grantor may use said easement area for his own purposes, however, Grantor shall not make any construction over or use of said property which will interfere with said easement by Grantee, without written consent of the Grantee. The Grantor may not erect permanent buildings or structures in the easement area.

**Grantor:**

**CITY OF NEENAH, a Wisconsin municipal corporation**

By \_\_\_\_\_

(Print name and title): \_\_\_\_\_

By \_\_\_\_\_

(Print name and title): \_\_\_\_\_

Personally came before me in \_\_\_\_\_ County, Wisconsin on \_\_\_\_\_, \_\_\_\_\_,  
the above named \_\_\_\_\_, the \_\_\_\_\_  
and \_\_\_\_\_, the \_\_\_\_\_  
of the CITY OF NEENAH, a Wisconsin municipal corporation, for the municipal corporation, by its authority, and pursuant to  
Resolution File No. \_\_\_\_\_ adopted by its \_\_\_\_\_  
on \_\_\_\_\_, \_\_\_\_\_.

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

\_\_\_\_\_  
Notary Public Name (Typed or Printed)

(NOTARY STAMP/SEAL)

My commission expires \_\_\_\_\_

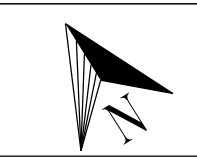
This instrument was drafted by Chris Anderson on behalf of Wisconsin Electric Power Company, PO Box 2046, Milwaukee, Wisconsin 53201-2046.



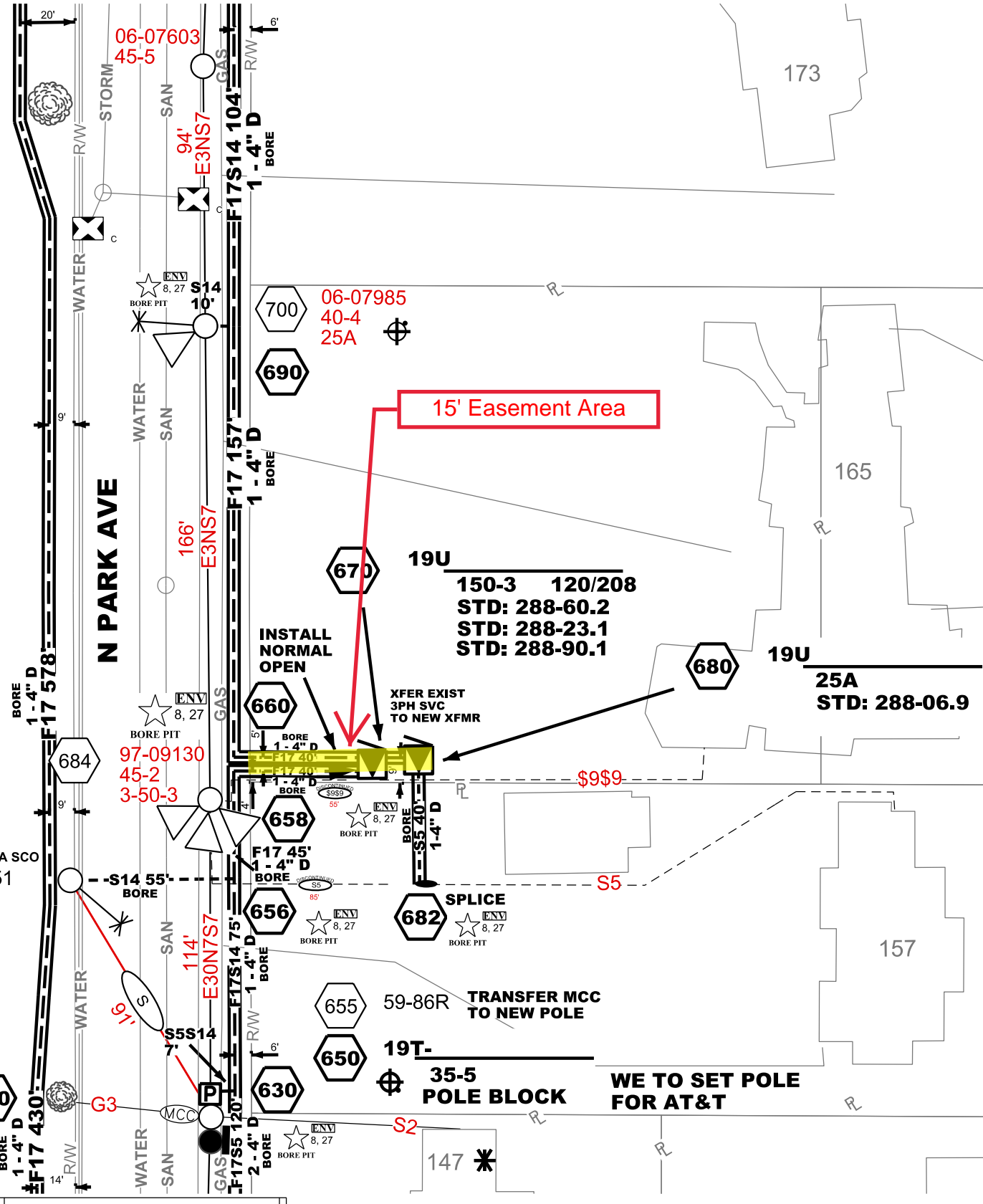


WIRE KEY

- E9: 3 #2 CU
- E30: 3 #4 CU
- N6: #2 CU
- N7: #4 CU
- S12: 2-4-2 OPEN
- \$13: 3/0 TXF
- S16: #6 CU
- S17: #8 CU



SHEET 11

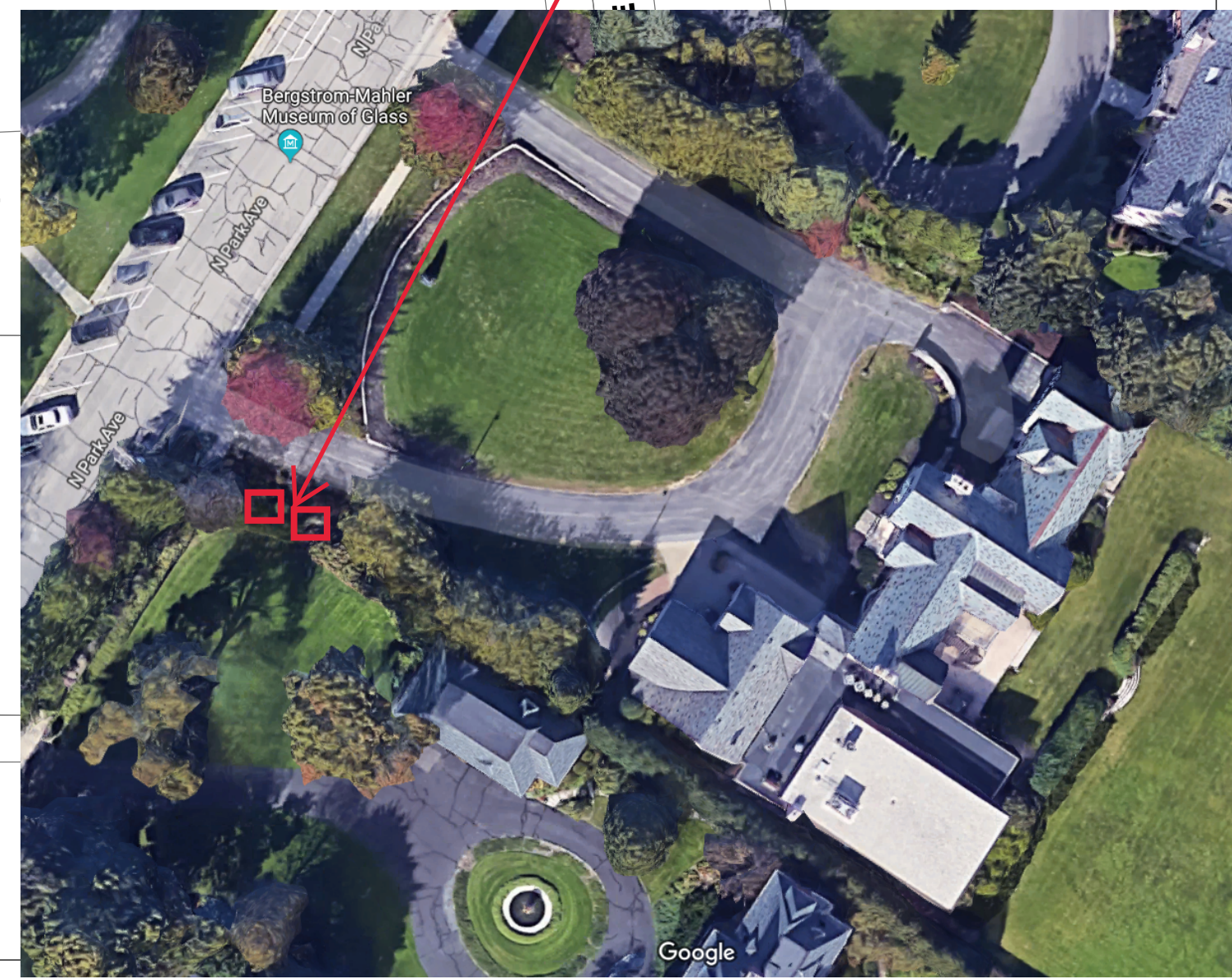


SHEET 9

OH TO BE REMOVED ON WR 4243038

SEC PED STD: 292-20.2

Approximate transformer location





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

**DATE:** May 23, 2019  
**TO:** Mayor Kaufert and Members of the Board of Public Works  
**FROM:** James Merten, Traffic Engineer  
           Gerry Kaiser, Director of Public Works  
**RE:** Downtown Traffic Study Phase II Consultant Selection

At their meeting on May 7, 2019, Committee requested a scoring matrix for the consultants that provided proposals for the second phase of the Downtown Neenah Traffic Study. That matrix is shown below.

Downtown Traffic Study									
Consultant Scoring Matrix									
Score 1-5									
Score Category	Weight	Ayres		MSA		OMNNI		WGI	
		Score	Wgt Score	Score	Wgt Score	Score	Wgt Score	Score	Wgt Score
Project 1: Downtown Traffic Network Management Plan	15%	5	0.75	3	0.45	3	0.45	2	0.3
Project 2: ICE Report - Main Street and Torrey Street	15%	3	0.45	4	0.6	3	0.45	2	0.3
Project 3: Parking Ramp Site Assessment - Blue Lot	10%	4	0.4	3	0.3	3	0.3	5	0.5
Project 4: Parking Ramp Site Assessment - Hewitt Lot	10%	4	0.4	3	0.3	3	0.3	5	0.5
Project 5: Roundabout Conceptual Design Main & Green Bay	5%	3	0.15	3	0.15	3	0.15	3	0.15
Qualification/Experience in Network Traffic Analysis	10%	5	0.5	3	0.3	3	0.3	2	0.2
Quality of the Proposal	10%	3	0.3	4	0.4	3	0.3	3	0.3
Cost	25%	2	0.5	4	1	3	0.75	4	1
	100%		3.45		3.50		3.00		3.25

As was noted at the meeting, both Ayres Associates and MSA Professional Services provided strong proposals and are qualified to do the work. The recommendation was based on MSA:

1. Showing a clear understanding of the work requested, particularly articulated through the estimated time dedicated to each project;
2. Being projected to have the most dedicated engineering hours;
3. Having the second lowest cost;
4. Being able to build from the knowledge of the dynamics and nuances of Downtown Neenah gained from executing the Phase I.



*Department of Public Works*  
211 Walnut St. • P.O. Box 426 • Neenah WI 54957-0426  
Phone 920-886-6241 • e-mail: gkaiser@ci.neenah.wi.us  
**GERRY KAISER, P.E.**  
**DIRECTOR OF PUBLIC WORKS**

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

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**DATE:** May 23, 2019  
**TO:** Mayor Kaufert, and Members of the Public Services and Safety Committee  
**FROM:** Gerry Kaiser, Director of Public Works  
**RE:** Ordinance 2019-13 Amending Article IV Stormwater Management

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Following Committee action to recommend approval of Ordinance 2019-13, amending Article IV – Stormwater Management Services, Ald. Kunz contacted me to request two changes. The attached ordinance incorporates those changes.

1. Remove the term Director from paragraph 9. This change is similar to the change proposed in Section 17-126 (2). In the earlier "Creation" section of the ordinance, the Director of Public Works is specified as the person responsible for managing the utility, so this is a somewhat redundant reference.
2. Definitions. There were two issues here.
  - a.) the term "Other property" was not defined
  - b) Non-residential property was defined even though it was not needed elsewhere in the ordinance. In addressing this, I also removed that expression in Sec. 17-126 (5) and (10)

The appropriate motion is to recommend Council approve Ordinance 2019-13 amending Article IV – Stormwater Management Services.



AN ORDINANCE: By the Public Services and Safety  
Committee  
Re: Amending Article IV – Stormwater Management  
Services

ORDINANCE NO. 2019-13  
Introduced: April 23, 2019  
Committee/Commission Action:  
**RECOMMENDED FOR PASSAGE**

# AN ORDINANCE

The Common Council of the City of Neenah, Wisconsin, do ordain as follows:

**Section 1.** Section 17-123 of the Code of Ordinances of the City of Neenah is amended by deleting the stricken language and adding the highlighted language to read as follows:

*New Construction.* That portion of a post-construction site where impervious surfaces are being created or expanded.

*Non-residential Other developed property.* The term "~~non-residential~~ Other developed property" means any ~~developed~~ lot or parcel that cannot be classified as either Residential-Single Family, Manufactured Home or Condominium, or Residential-Duplex, ~~not exclusively residential~~ as defined herein, including, but not limited to, transient rentals (such as hotels and motels), commercial, industrial, institutional, governmental property, multi-family and parking lots.

Undeveloped property. The term "undeveloped property" means that which has not been altered from its natural state by the addition of any improvements such as a building, structure, impervious surface, change of grade or landscaping. For new construction, a property shall be considered developed pursuant to Section 17-127. ~~this article:~~  
~~(1) Upon issuance of a Certificate of Occupancy, or upon completion of construction or final inspection if no such certificate is issued; or~~  
~~(2) Where construction is at least 50 percent complete and construction is halted for a period of three months.~~

**Section 2.** Section 17-125(2) of the Code of Ordinances of the City of Neenah is amended by deleting the stricken language and adding the highlighted language to read as follows:

(2) Rate charges shall be issued to share the costs of the Stormwater Utility. These rate charges ~~may include:~~ shall be based on the

~~(a) Base charge (BC). The base charge may be imposed on all property in the city. The base charge will be designed to reflect the fact that all properties benefit from the stormwater management activities of the City and that all property contribute in some way to the stormwater discharge that must be managed by the City. The BC will be designed to collect the administrative costs of the Stormwater Utility and the portion of capital costs not covered by special assessments. The BC may be based on the size of a parcel of property.~~

(b) Equivalent runoff unit charge (ERU charge). This charge will may be imposed on all property that has any developed impervious area. The ERU charge will be designed on the basis of a typical residential unit of property. Other units of property will be charged multiples of the ERU based on the impervious area contributing to surface water runoff. The ERU charge is comprised of the following components:

(a) Base Fee - This portion of the ERU fee finances the administration management, billing and other tasks that are required to operate the utility, and which benefit all properties within the City.

(b) Flow Rate Fee - This portion of the ERU fee finances stormwater utility activities related to flow rate through the City's stormwater system from the point of generation to the point of discharge to Lake Winnebago, Little Lake Butte des Morts, the Fox River, and the Neenah Slough.

(c) Volume Fee - This portion of the ERU fee finances stormwater utility activities related to the total volume of water passed through the City's stormwater system from the point of generation to the point of discharge to Lake Winnebago, Little Lake Butte des Morts, the Fox River, and the Neenah Slough.

(d) Quality Fee - This portion of the ERU fee finances stormwater utility activities related to the quality of water passed through the City's stormwater system from the point of generation to the point of discharge to Lake Winnebago, Little Lake Butte des Morts, the Fox River, and the Neenah Slough.

**Section 3.** Section 17-125(3) of the Code of Ordinances of the City of Neenah is amended by adding the highlighted language to read as follows:

- (3) The Council may make such other **rate** and customer classifications as will be likely to provide reasonable and fair distribution of the costs of the Stormwater Utility. In so doing, the Council may provide credits against certain of the charges set forth above for facilities installed and maintained by the property owner for the purpose of lessening the stormwater flow **or improving the stormwater quality** from that given property.

**Section 4.** Section 17-126 of the Code of Ordinances of the City of Neenah is amended by deleting the stricken text and adding the highlighted language to read as follows:

Sec. 17-126. - Customer classification.

(1) For purposes of imposing the stormwater charges, all lots and parcel within the City are classified into the following ~~five~~ customer classes:

(a) Residential—Single-Family, ~~and~~ Manufactured Home, **and Condominium.**

(b) Residential—Duplex.

(c) **Other developed** ~~Residential—Multifamily Units.~~

~~(d) Non-residential.~~

~~(e)~~ **Undeveloped.**

(2) **Each property shall be assigned** ~~The Director shall prepare a list of lots and parcels within the City and assign~~ a classification **as defined herein** ~~of residential, non-residential or undeveloped to each lot or parcel.~~

(3) The average square footage of impervious area of ERU is established to be equivalent to 3,138 square feet.

(4) The charge imposed for Single Family, Manufactured Home and Condominium property units shall be the rate for one (1) ERU.

(54) The charges imposed for Duplex residential properties shall be the rate for one-half of one ERU for each individual dwelling unit existing on the property ( $\frac{1}{2}$  ERU rate multiplied by the number of dwelling units).

(65) The charges imposed for ~~single family, manufactured home, residential-multifamily units and non-residential~~ Other developed properties as defined herein shall be the rate for one ERU, multiplied by the numerical factor obtained by dividing the total impervious area ~~of a residential multifamily unit and non-residential~~ of the property by the square footage of one ERU. The factor shall be rounded down to the nearest one-half, i.e.  
ERU rate x  $\frac{\text{impervious Area}}{\text{Area of 1 ERU}}$

(76) Reserved.

(87) The charges imposed for undeveloped properties as defined herein shall be the rate for one ERU multiplied by a factor established by resolution and then divided by the square footage for one ERU established by resolution.

(98) ~~The Director shall be responsible for determining the~~ Impervious area shall be based on the best available information, including, but not limited to, data supplied by the City Assessor, the City Building Inspector, aerial photography, the property owner, tenant or developer. ~~The Director and~~ may require additional information as necessary to make the determination. The billing amount shall be updated ~~by the Director as appropriate based on the building permit process.~~

(109) The minimum charges for any ~~non-residential~~ parcel classified as Other Developed Property shall be equal to the rate for one (1) ERU.

(1140) All unoccupied developed lots and parcels shall be subject to the Stormwater Utility charges.

**Section 5.** Section 17-127 of the Code of Ordinances of the City of Neenah is amended by deleting the stricken text and adding the highlighted language to read as follows:

~~(1) Except for single family units, a property owner shall be responsible for submitting a Stormwater Utility service application at the time a building permit is issued or a site plan review is conducted. The application shall be made on a form prescribed by the city and provided with each application for a building permit or application for site plan review. Failure to submit such Stormwater Utility service application or providing false information on such form shall be a violation of this chapter subject to the penalty as provided in section 1-20 of the Code.~~

~~(2)~~ The owner shall also be liable for stormwater charges, under this article, for the improvement from the date of building permit issuance or the date that construction of the improvement began, whichever is earlier.

**Section 6. Severability.** In the event any section, subsection, clause, phrase or portion of this ordinance is for any reason held illegal, invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remainder of this ordinance. It is the legislative intent of the Common Council that this ordinance would have been adopted if such illegal provision had not been included or any illegal application had not been made.

**Section 7. Repeal and Effective Date.** All ordinances or parts of ordinances and resolutions in conflict herewith are hereby repealed. This ordinance shall take effect from and after its passage and publication.

Motion: \_\_\_\_\_

Adopted: \_\_\_\_\_

Published: \_\_\_\_\_

Approved:

\_\_\_\_\_  
Dean R. Kaufert, Mayor

Attest:

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



*Department of Public Works*  
211 Walnut St. • P.O. Box 426 • Neenah WI 54957-0426  
Phone 920-886-6241 • e-mail: gkaiser@ci.neenah.wi.us  
**GERRY KAISER, P.E.**  
**DIRECTOR OF PUBLIC WORKS**

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

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**DATE:** May 23, 2019  
**TO:** Mayor Kaufert, and Members of the Public Services and Safety Committee  
**FROM:** Gerry Kaiser, Director of Public Works  
**RE:** Pendleton Road Trail Easement

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In laying out the trail along the west side of Pendleton Road abutting the Pendleton Park development, it became apparent that the existing power/streetlight poles were placed too close to the right-of-way to allow construction of the 8-foot trail. These poles were installed in the early 1990s before trail construction was common. We assume that they were placed so as to not interfere with standard sidewalk installation. Staff discussed the possibility of relocating these poles with the affected utilities – We Energies, AT&T and Spectrum. The cost to execute these relocations approached \$80,000. Director Haese contacted Tom VandeYacht, the owner of the Pendleton Park Apartments. He agreed to allow an easement onto his property to allow construction of the trail without utility relocation. That easement is attached.

Staff recommends that Committee recommend Council approve the permanent limited easement for trail construction along the west side of Pendleton Road abutting the Pendleton Park Apartment development.





# Neenah Special Event Permit Application

Event

Name Backdraft Bike Tour

Webpage www.backdraftbiketour.com

Description

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

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

The Backdraft Bike Tour is a non-competitive bicycle tour and plans to use the Loop the Little Lake Trail as part of our 10 mile Family Route. We do not close roads or have flaggers for this route, it is a staggered start and rules of the road applies. This route stops at the Neenah Historical Society Octagon House for a rest stop.

Schedule

Date(s)	Setup Time	Start Time	End Time	Cleanup Time
<u>06-09-2019</u>	<u>8:00 am</u>	<u>9:00 am</u>	<u>11:00 am</u>	<u>11:00 am</u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>

Attendance

List estimated quantities:

Participants 150

Spectators 0

List any entry fees:

\$30 per person

Location

- Park/Public Property: Neenah Historical Society
- Public Street/Sidewalk/Trail: Loop the Little Lake Trail. See proposed route map
- Private Property/Other:

Applicant

Name Tim Patterson Daytime Phone 740-7289

Email patterson0415@yahoo.com Cell Phone 740-7289

Organization

Name Neenah Menasha Firefighters Charitable Foundatio Tax Exempt No. 30-0286145

Email tpatterson@nmfire.org Phone 886-6200

Address 125 E. Columbian Ave

City Neenah State WI Zip Code 54956

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



# Neenah Special Event Permit Application

## Police Department

Contact: Lieutenant Jon Kuffel

Phone: +1 (920) 886-6018

Address: 2111 Marathon Ave. Neenah, WI 54956

Email: [jkuffel@ci.neenah.wi.us](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 Tim Patterson Phone 740-7289

Name Tara Ellis Phone 716-7777

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 NMFR, Gold Cross Bike Patrol Phone 886-6232

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

We have 6 department radios that are handed out to our support vehicles on the routes as well as a contact list of all volunteers for cell phone communication.

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

The support vehicles on the tour routes as well as rest stop personel will notify riders of emergencies. We will have a weather forecast posted at the start finish and will update it as conditions change.

- 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 Clovis Grove Elementary School in Menasha

Severe Weather Shelter(s) Clovis Grove School, Neenah Historical Society Octagon House

First Aid Station(s) This will be mobile on the route. Station 32 is 1 mile from the Octagon House

Enclosed/Fenced Area(s) N/A

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



# Neenah 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 \_\_\_\_\_ End Time \_\_\_\_\_
- 19. Will there be any alcohol served?  Yes  No  
A [Temporary Class B Picnic License](#) is required. Applications should be filed separately with the Clerk's Office.
- 20. Will there be any vendors/concessions? If so, please list:  Yes  No  
Vendors will need to have a [Solicitor Permit](#) filed with the Clerk's Office.



# Special Event Permit Application

## Traffic Department

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

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

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

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

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

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

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

Barricade/Sign Equipment

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

Barricade/Sign Placement

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

Flaggers to Direct Traffic

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

Traffic Signal Programming

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

Message Boards

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

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

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

Name \_\_\_\_\_

Phone \_\_\_\_\_

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

None

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

Area Surrounding Clovis Grove School in Menasha

27. Please identify handicap accessible parking locations and accommodations:

The handicap parking in front of Clovis Grove School



# Neenah Special Event Permit Application

## Parks & Recreation Department

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

## Public Works Department

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

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

Public Park/Property: N/A

Public Street/Trail: N/A

Other: N/A

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: N/A

Public Street/Trail: N/A

Other: N/A

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

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

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

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

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

We have volunteers staffing the rest stop and will be cleaning up when complete.

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

None



# Neenah Special Event Permit Application

## Checklist

---

Required to process application:

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

Required to approve application:

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

## Provisions & Terms

---

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

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

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

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



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

# Special Event Permit Application

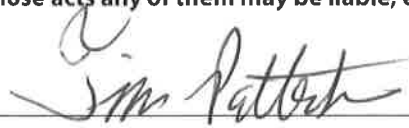
## Legal Notice

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 4-22-19

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

### OFFICE USE ONLY

Cost Estimate	Total Cost	Sponsor Cost
Parks & Recreation _____	--	_____
Public Works/Traffic _____	_____	_____
Police _____	--	_____
NM Fire _____	--	_____
<b>Total</b>	_____	_____

**Approvals**

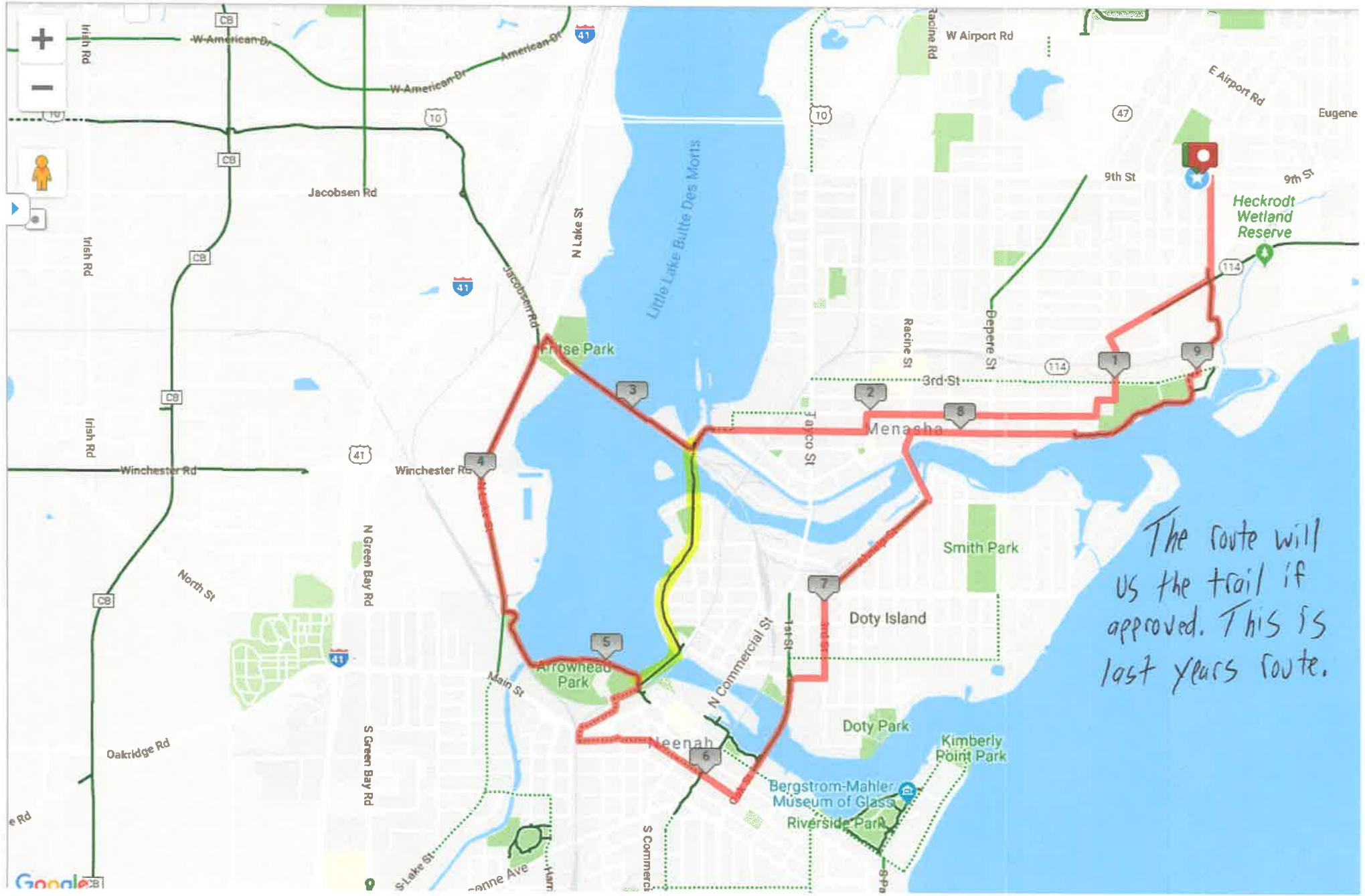
Special Events Task Force

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

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

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

**Contingencies of Permit**



The route will us the trail if approved. This is last years route.



Registration Form: (Please print)

Mail in registrations must be received by May 27th at 11:00 p.m. for a shirt.

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

Women Adult: S, M, L, & XL

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

Name (First & Last) : \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Free Individual or 1st Family Member Shirt**

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

Women Adult X, M, L

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

2nd family member:

Name: First & Last) : \_\_\_\_\_

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

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

3rd Family Member:

Name (First & Last) : \_\_\_\_\_

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

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

4th Family Member:

(First & Last) : \_\_\_\_\_

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

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

**Please Check One:**

Family Tour Only: (10 mile route) \_\_\_\_\_

25 \_\_\_\_\_ 50 \_\_\_\_\_ 75 \_\_\_\_\_ 100 \_\_\_\_\_

Grand Total Enclosed: \_\_\_\_\_

Coupon code \_\_\_\_\_ . This discount is only applicable for individual registrations. Registration can be completed online at [www.active.com](http://www.active.com) or mailed to Backdraft Bike Tour, 125 E. Columbian Ave., Neenah, WI

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

**Gold Sponsors**



**Silver Sponsors**



**Bronze Sponsors**



Maps of each route can be found at: [www.mapmyride.com](http://www.mapmyride.com)



**Sunday, June 9, 2019**

**Clovis Grove School  
947 Ninth St.  
Menasha, WI**

**10 Mile Family Friendly Route**

**Tour Lengths of :**

**25, 50, 75 & 100 miles**

**Benefiting:**

*Neenah-Menasha Firefighters  
Local 275 Charitable Foundation and  
The Professional Firefighters of Wisconsin Charitable Foundation Summer Camp for Burn Injured Youth*

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

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

920-886-6200

[L275backdraftbiketour@yahoo.com](mailto:L275backdraftbiketour@yahoo.com)



## FEEL THE BURN (rain or shine)

The 10 mile route will utilize the Friendship Trail, Trestle Bridge and local bike lanes. The four longer routes take you to the scenic countryside North and East of Lake Winnebago. You will travel along the rural roads that Wisconsin is famous for. Proceeds from this tour will go to Neenah-Menasha Firefighters L275's Charitable Foundation and The Professional Firefighter's of Wisconsin's Charitable Foundation Summer Camp for Burn Injured Youth! L275's Charitable Foundation supports charitable projects within the Cities of Neenah & Menasha, the two communities they serve. The PFFW's Charitable Foundation Summer Camp for Burn Injured Youth is a unique summer camp for burn injured youth to attend and allows them to be with other children who are just like them.

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

### All Inclusive Perks

- Firefighter supported rest stops that are fully stocked with refreshments.
- SAG, mechanical and medical support.
- Lunch after your ride inside Clovis Grove School.
- Dry wick t-shirts (must pre-register by May 27th at 11:00 p.m. for a shirt).
- 10 mile ride rest stop at historic Octagon House in the City of Neenah.
- 25 mile rest stop at Harrison Fire Department.
- First 300 riders get a free water bottle compliments of Cranked Bike Studios.
- Fire truck and police squad for the kids to see.

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

Online registration: [www.active.com](http://www.active.com)

By Mail or In-Person:

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

Cost: (Tax Deductible)

**Must pre-register by May 27th at 11:00 p.m. to receive a dry wick t-shirt.**

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

**Registration after May 27th at 11:00 p.m. until June 6th \*\*Does not include a shirt\*\*:**

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

**Same day registration on June 9, 2019**

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

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

Start Times:

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

**Rest Stops: Rest stops are subject to change. Visit our website at [www.backdraftbiketour.com](http://www.backdraftbiketour.com) for up-to-date information on routes and rest stops.**

Historic Octagon House (10 mile route only)

**25, 50, 75 & 100 Mile Routes:**

Harrison Fire Department (Firefighters & Friends)

Sherwood Area (Firefighters & Friends)

Stockbridge Fire Station (Firefighters & Friends)

Town of Potter Fire Station (Firefighters & Friends)

Waiver: (must be signed by all participating adults)

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

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

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

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

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

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

**Registration can be completed online at [www.active.com](http://www.active.com) or mailed to Backdraft Bike Tour, 125 E. Columbian Ave., Neenah, WI 54956 Mail in registrations must be received by May 27th at 11:00 p.m. for a shirt.**



# Neenah Special Event Permit Application

Event

Name Major League Fishing Bass Pro Tour

Webpage majorleaguefishing.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):  
Fishing tournament and related community activities

Schedule

Date(s)	Setup Time	Start Time	End Time	Cleanup Time
<u>6/22/19</u>	<u>8:00am</u>	<u>through</u>		
<u>7/1/19</u>			<u>12:00pm</u>	
<u>Actual event: 6/23 - 6/30</u>				
<u>Set up: 6/22/19 tear down 7/1/19</u>				

Attendance

List estimated quantities:  
 Participants 40  
 Spectators 4,000+  
 List any entry fees:  
—

Location

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

Public Street/Sidewalk/Trail: Lauden Blvd. from Reed St. to Elm St. (see attached map)

Private Property/Other: Shattuck Middle School lot & surrounding area

Applicant

Name Michael Mulone Daytime Phone \_\_\_\_\_

Email michael.mulone@majorleaguefishing.com Cell Phone (860)839-4905

Organization

Name Major League Fishing Tax Exempt No. \_\_\_\_\_

Email (see above) Phone (860)839-4905

Address 4500 S. 129<sup>th</sup> E. Ave, suite 201

City Tulsa State OK Zip Code 74134

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 Michael Mulone Phone (860) 839-4905

Name Nikki Hessel Phone (920) 470-9154

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

Name not sure yet 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:

organizers will be on site and available via cell phone.

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

Volunteers and staff will notify and direct attendees.

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 "N/A".

Loudspeaker/PA System shattuck middle school

Lost Child Recovery Site shattuck middle school

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

First Aid Station(s) shattuck middle school

Enclosed/Fenced Area(s) shattuck middle school

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



# Neenah Special Event Permit Application

## Neenah-Menasha Fire Rescue

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

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

## Winnebago County Health Department

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

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

## Clerk's Office

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

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



# 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 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 event fencing - not sure on contractor 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:



# 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: Shattuck middle school

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: Shattuck Middle school

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

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

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

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

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

volunteers + staff will be responsible.

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

assistance w/ boat ramp use in rec park



# 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

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

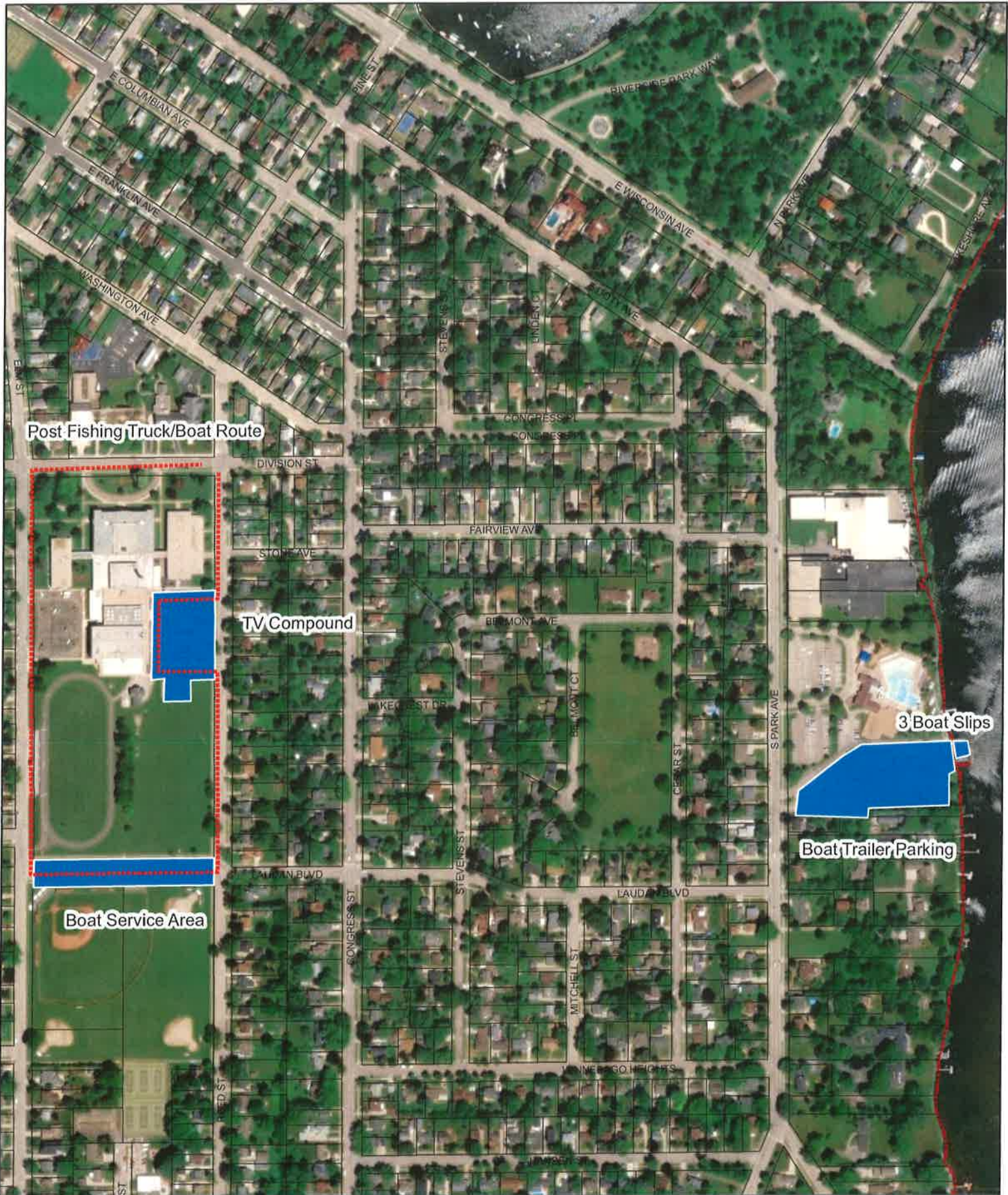
Once filed with the City Traffic Engineer, this permit will be reviewed by the Special Events Task Force. Upon task force recommendation for approval, per Municipal Code §14-129(b)(1), Class B permit applications must be approved by the Public Works Director or designee and Class C permit applications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

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

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



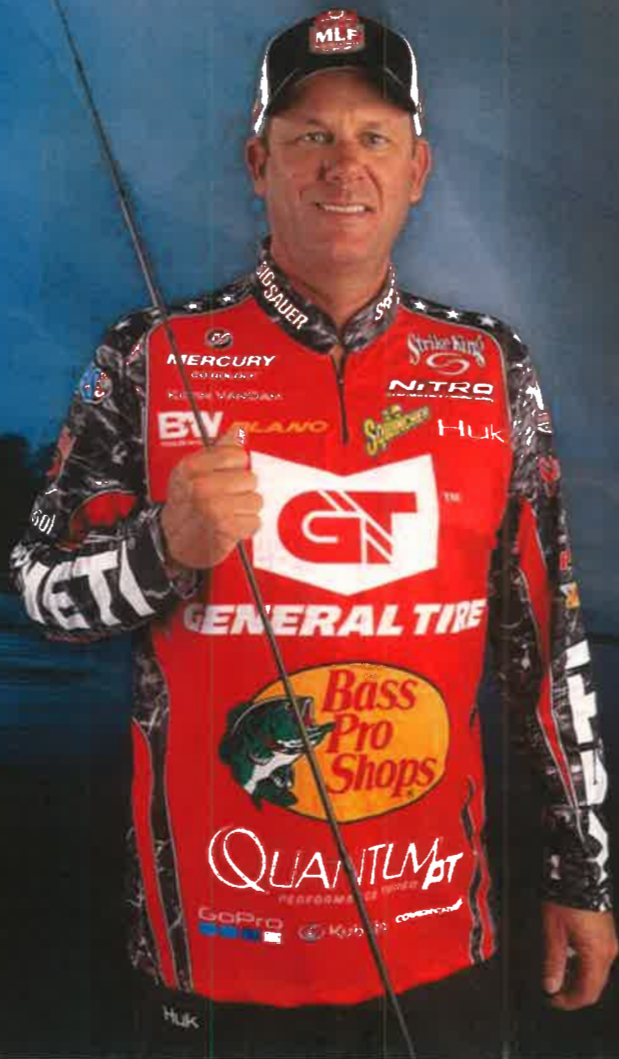




# MLF Tournament Neenah WI

1 inch = 413 feet





**THE GREATEST  
SHOW ON WATER  
THE TIME IS NOW!**

## 2012 – 2018

For the past eight years, Major League Fishing has been a made-for-television reality show where bass anglers compete head-to-head with real time scoring in every boat, mystery lakes, boat officials giving penalties and no more weigh-ins



## 2019 –

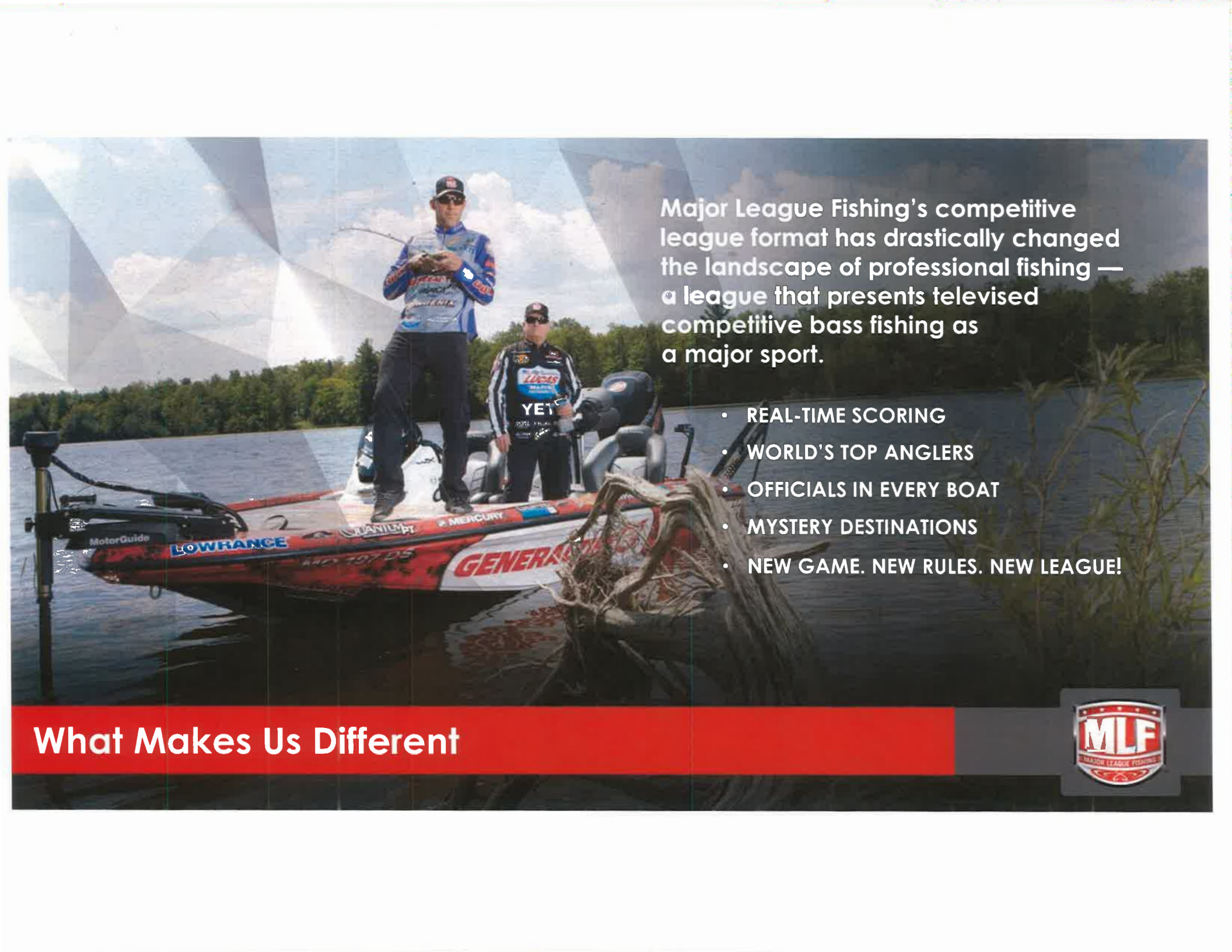
Today begins a new era of competitive fishing. The creation of a league based around the format of the game and the top stars of professional bass fishing



Logo placeholder only

**The Future Is Now – The Difference**



A photograph of two professional bass anglers on a boat during a competition. The boat is red and white with various sponsor logos including 'MotorGuide', 'LOWRANCE', 'GENERAL', 'MERCURY', 'YETI', and 'LUCAS'. One angler is standing and holding a fish, while the other is seated. The background shows a lake and trees under a blue sky with clouds. A semi-transparent geometric pattern is overlaid on the image.

Major League Fishing's competitive league format has drastically changed the landscape of professional fishing — a league that presents televised competitive bass fishing as a major sport.

- REAL-TIME SCORING
- WORLD'S TOP ANGLERS
- OFFICIALS IN EVERY BOAT
- MYSTERY DESTINATIONS
- NEW GAME. NEW RULES. NEW LEAGUE!

**What Makes Us Different**





# THE FUTURE IS BRIGHT

Major League Fishing is creating something that will leave a positive legacy in the sport of bass fishing

Eighty (80) anglers compete in this new, exciting venture that will change the landscape of competitive bass fishing in America

- More televised hours across multiple networks
- Live streaming broadcasts
- Industry partners
- Best format in fishing

**GENERAL TIRE**

# THE GAME CHANGER

IS HERE IN COMPETITIVE FISHING



Working to go placeholder only



# BASS PRO TOUR CHAMPIONSHIP

TOP 30 ANGLERS BASED ON MVP POINTS FROM THE 8 EVENTS QUALIFY FOR THE BASS PRO TOUR CHAMPIONSHIP

BASS PRO TOUR  
EVENT #1

BASS PRO TOUR  
EVENT #2

BASS PRO TOUR  
EVENT #3

BASS PRO TOUR  
EVENT #4

BASS PRO TOUR  
EVENT #5

BASS PRO TOUR  
EVENT #6

BASS PRO TOUR  
EVENT #7

BASS PRO TOUR  
EVENT #8

Top 30 Anglers based on points from Event #1 & #2  
Qualify for CUP Event #1

Top 30 Anglers based on points from Event #3 & #4  
Qualify for CUP Event #2

Top 30 Anglers based on points from Event #5 & #6  
Qualify for CUP Event #3

Top 30 Anglers based on points from Event #7 & #8  
Qualify for CUP Event #4

CUP EVENT #1

CUP EVENT #2

CUP EVENT #3

CUP EVENT #4

16 Qualify: Top three (3) Anglers from each of the four (4) CUP Events, Top two (2) Anglers in Cups Points, one (1) Bass Pro Tour Champion, one (1) Reigning Champion

CUP CHAMPIONSHIP





# MLF BASS PRO TOUR EVENT FORMAT

PRE-EVENT PRACTICE FOR 2-DAYS PRIOR TO THE 1<sup>st</sup> DAY OF COMPETITION

SHOTGUN  
ROUND 1

GROUP A

40 ANGLERS

Compete and Your  
Total Weight Carries  
to Day 3

SHOTGUN  
ROUND 2

GROUP B

40 ANGLERS

Compete and Your  
Total Weight Carries  
to Day 4

ELIMINATION  
ROUND 1

GROUP A

40 ANGLERS

Two Day Weight Total  
for Days 1 and 3

Top 20 Qualifies to  
Sudden Death Round

ELIMINATION  
ROUND 2

GROUP B

40 ANGLERS

Two Day Weight Total  
for Days 2 and 4

Top 20 Qualifies to  
Sudden Death Round

SUDDEN DEATH  
ROUND

40 ANGLERS

ZERO WEIGHT TO START  
First 10 Anglers to hit  
Cut Weight Qualify for  
Championship Round

CHAMPIONSHIP  
ROUND

10 ANGLERS

ZERO WEIGHT TO START  
Highest Total Weight  
is Champion

MLF Bass Pro Tour





















# MAJOR LEAGUE FISHING

Programming



Television



	Q4 - 2019	Q1 - 2020	Q2 - 2020	Q3 - 2020	Q4 - 2020
<b>BASS PRO TOUR</b>	 <b>ORIGINALS</b> 8 WEEKS 2-HOUR SHOWS	 <b>REPEATS</b>	 <b>10 HOURS PER WEEK</b>		 8 WEEKS 2-HOUR SHOWS
<b>BASS PRO TOUR CHAMPIONSHIP</b>	 5 WEEKS 2-HOUR SHOWS <b>ORIGINALS</b>	 <b>10 HOURS PER WEEK</b> <b>REPEATS</b>	 <b>10 HOURS PER WEEK</b>		 5 WEEKS 2-HOUR SHOWS
<b>MAJOR LEAGUE FISHING CUPS</b>		 13 WEEKS 6 HOURS PER WEEK <b>ORIGINALS</b>	 13 WEEKS 6 HOURS PER WEEK <b>ORIGINALS</b>	 13 WEEKS 6 HOURS PER WEEK <b>REPEATS</b>	 13 WEEKS 6 HOURS PER WEEK <b>REPEATS</b>
<b>MAJOR LEAGUE ALL ANGLES</b>		 13 WEEKS 1.5 HOURS PER WEEK <b>ORIGINALS</b>	 13 WEEKS 1.5 HOURS PER WEEK <b>ORIGINALS</b>	 13 WEEKS 1.5 HOURS PER WEEK <b>REPEATS</b>	 13 WEEKS 1.5 HOURS PER WEEK <b>REPEATS</b>
<b>MAJOR LEAGUE FISHING CUPS</b>   <b>MLF WORLD CHAMPIONSHIP</b>				7 WEEKS 2 HOURS PER WEEK <b>REPEATS</b>	6 WEEKS 2 HOURS PER WEEK <b>ORIGINALS</b>
<b>MLF WORLD CHAMPIONSHIP</b>			 <b>ORIGINALS</b> 6 WEEKS, 1 HOUR PER WEEK ON CBS <b>REPEATS</b>	 <b>REPEATS</b> 2 HOURS PER WEEK ON CBS SPORTS (CABLE)	

# MEDIA CALENDAR



# COMING TO CBS

More exposure for your angler and your brand reaching a broader audience.

## INSIDE THE BASS PRO TOUR – 1 HOUR SHOW

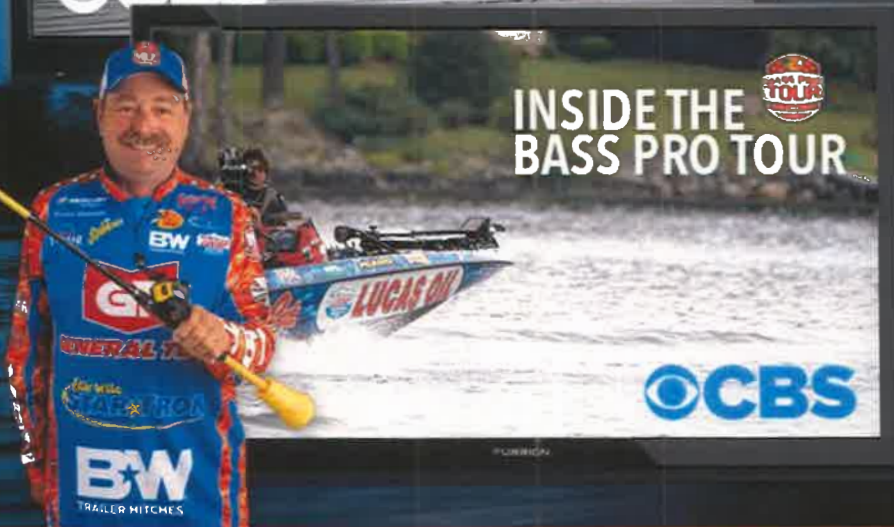
Go behind-the-scenes for a recap of the first season of the Bass Pro Tour. Action-packed highlights with Pro Anglers and getting an understanding of this unique MLF format

ESTIMATED AIR DATE (Dec.1 or 8 2019) – ADJACENT TO NFL

## INSIDE THE REDCREST – 1 HOUR SHOW

After a full season of competition on the Bass Pro Tour now comes the season ending "Tour Championship" called the REDCREST. This is a highlight recap show

• ESTIMATED AIR DATE (Jan. 4,5,11 or 15 2020) – ADJACENT TO NFL



2019-2020 - Bass Pro Tour on CBS





Major League Fishing is the #1 fishing TV Show on Outdoor Channel. These made-for-television events are shot a year in advance. In 2019, MLF will film four (4) CUP events that will air beginning 1<sup>st</sup> quarter 2020 for 26 weeks of 2-hour original shows\*



MLF All Angles is a show that features a behind the scenes look at the anglers and the game following the Cup airings. The competitors provide insight into their day on the lake. 30 minutes in length.

## 2020 Programming – Cup Shows and All Angles



\* Repeating in 3<sup>rd</sup> and 4<sup>th</sup> quarters



To **Discovery**, home of *SHARK WEEK*, *DIRTY JOBS* and *DEADLIEST CATCH*, came a brand new weekend morning lineup with **Major League Fishing** leading the way!

In 4<sup>th</sup> quarter 2017 MLF began airing the Summit and Challenge Cup 2-hour shows every Saturday morning from **7-9am\***. These are the same shows from 1-2Q Outdoor Channel repeating in 4Q on Discovery.

Discovery brought a large new audience segment to the #1 fishing show on television as we continue to grow the sport.

- 26 Total hours of programming
- 203,000+ Average weekly viewers

# MLF on Discovery



\* 7-9a Eastern and Pacific time

Discovery subject to network clearance, MLF to deliver comparable audience

MAJOR LEAGUE FISHING

# LIVE STREAMING



LIVE BROADCASTING OF THE  
2019 PRO BASS TOUR AND TOUR CHAMPIONSHIP

## EVENT SCHEDULE 2019

- EVENT #1 1/27-2/3 LIVE
  - EVENT #2 2/10-2/17 LIVE
  - EVENT #3 3/24-3/31 LIVE
  - EVENT #4 4/7-4/14 LIVE
  - EVENT #5 4/28-5/5 LIVE
  - EVENT #6 5/15-5/22 LIVE
  - EVENT #7 5/29-6/5 LIVE
  - EVENT #8 6/23-6/30 LIVE
- 
- EVENT #9 8/19-8/25 LIVE  
TOUR CHAMPIONSHIP



## BASS PRO TOUR - LIVE STREAMING EVENT

DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6
<b>MLF LIVE</b>	<b>MLF LIVE</b>	<b>MLF LIVE</b>	<b>MLF LIVE</b>	<b>MLF LIVE</b>	<b>MLF LIVE</b>
EST. 5 HOURS LIVE	EST. 5 HOURS LIVE	EST. 5 HOURS LIVE	EST. 5 HOURS LIVE	EST. 5 HOURS LIVE	EST. 5 HOURS LIVE
<b>DAILY RESULTS SHOW</b>	<b>DAILY RESULTS SHOW</b>	<b>DAILY RESULTS SHOW</b>	<b>DAILY RESULTS SHOW</b>	<b>DAILY RESULTS SHOW</b>	<b>DAILY RESULTS SHOW</b>
EST. 2 HOURS LIVE	EST. 2 HOURS LIVE	EST. 2 HOURS LIVE	EST. 2 HOURS LIVE	EST. 2 HOURS LIVE	EST. 2 HOURS LIVE

## BASS PRO TOUR CHAMPIONSHIP - LIVE STREAMING EVENT

DAY 1	DAY 2	DAY 3	DAY 4	DAY 5
<b>MLF LIVE</b>	<b>MLF LIVE</b>	<b>MLF LIVE</b>	<b>MLF LIVE</b>	<b>MLF LIVE</b>
EST. 5 HOURS LIVE	EST. 5 HOURS LIVE	EST. 5 HOURS LIVE	EST. 5 HOURS LIVE	EST. 5 HOURS LIVE
<b>DAILY RESULTS SHOW</b>	<b>DAILY RESULTS SHOW</b>	<b>DAILY RESULTS SHOW</b>	<b>DAILY RESULTS SHOW</b>	<b>DAILY RESULTS SHOW</b>
EST. 2 HOURS LIVE	EST. 2 HOURS LIVE	EST. 2 HOURS LIVE	EST. 2 HOURS LIVE	EST. 2 HOURS LIVE

EVENT SCHEDULE SUBJECT TO CHANGE

HOURS OF COVERAGE ARE SUBJECT TO CHANGE

# MLF Live Streaming Event Calendar







**MLF LIVE**

## AVERAGE ESTIMATED AUDIENCE - 2019

- Average Total Views - 135,000
- Average Minutes Watched - 3.2M
- Average Minutes Per View - 16
- Daily Total Hours of Coverage - 7
- Bass Pro Tour Results Show Daily Hours of Coverage - 2

NOTE: Estimated average audience numbers based over a 5-6 day event

NOTE: THESE ESTIMATES ARE CONSERVATIVE

### DELIVERABLES IIVE STREAM

- :30 Commercial Spot
- In-Show Graphic Element
- :05 Billboard
- In-Show Feature
- On-Air Mention
- Product Integration
- :15 Pre-roll into broadcast
- Entitlement of "Results Show"

# MLF Live Streaming



- Send correspondence to Michael Mulone ([michael.mulone@majorleaguefishing.com](mailto:michael.mulone@majorleaguefishing.com)) of your intent to bid
- Send formal proposal, utilizing Host Proposal Form
- MLF to review proposals, conduct site visits with potential host cities, and review date options for tournaments
- MLF to notify host cities of decision; please keep confidential until announcement is made
- Contracts sent to host cities; MLF to work with host on press release
- National media announcement of 2019 Tournament schedules

**Next Steps**





# Neenah Special Event Permit Application

Event

Name Furry Flurry Walk for Pets  
Webpage neenahanimalshelter.org

Description

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

walk through Riverside Park & around point.

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

Pet Walk Through Riverside Park and around Kimberly Point. Raffle baskets, vendors.  
↳ Back (south) on Lakeshore Ave. to Wisconsin Ave to park

Schedule

Date(s)	Setup Time	Start Time	End Time	Cleanup Time
8-10-19	10AM	8AM	11AM	11AM to 1:30PM

Attendance

List estimated quantities:  
 Participants 200-300  
 Spectators \_\_\_\_\_  
 List any entry fees: \_\_\_\_\_

Location

- Park/Public Property: Riverside Park  
 Public Street/Sidewalk/Trail: North Park Wheeler Lakeshore Drive Wisconsin Ave  
 Private Property/Other: \_\_\_\_\_

Applicant

Name Mary Sutton Daytime Phone (920) 851-0000  
 Email marys@neenahanimalshelter.org Cell Phone "

Organization

Name Neenah Animal Shelter Tax Exempt No. 39-1030012  
 Email neenahanimalshelter@gmail.com Phone (920) 722-9544  
 Address 951 County Road G  
 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	<u>Mary Setton</u>	Phone	<u>(920) 851-0000</u>
Name	<u>Kay Paulik</u>	Phone	<u>(920) 810-2000</u>

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

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

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

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

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	<u>Pavilion stage</u>
Lost Child Recovery Site	<u>NA</u>
Severe Weather Shelter(s)	<u>NA</u>
First Aid Station(s)	<u>NA</u>
Enclosed/Fenced Area(s)	<u>NA</u>

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 8AM End Time 11:30AM

- 19. Will there be any alcohol served?  Yes  No  
A Temporary Class B Permit 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 Vendor Permit filed with the Clerk's Office.

Vendors might sell animal related products. We might have a food truck.  
Not sure who vendors are yet.



# 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?

possibly

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

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:

North Park  
Wisconsin Ave

27. Please identify handicap accessible parking locations and accommodations:

NA



# Neenah Special Event Permit Application

## Parks & Recreation Department

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

## Public Works Department

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

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

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

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

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

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

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

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

Public Street/Trail: NA

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  
we will use dumpster at park

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

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

Volunteers will leave area clean.

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

orange cones



## Checklist

### Required to process application:

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

### Required to approve application:

- Liability insurance certificate. *our insurance renews in May. She will send them. 4/24/19*  
Policy must include \$1,000,000 of general liability per occurrence (no exclusions) naming the City of Neenah, its officers, council members, agents, employees, and authorized volunteers as additional insured(s).
- Street closure notification letter.  
Required when properties adjacent to or are enclosed within a closed street or street network. Letters must be pre-approved by the City and must be delivered 5 days working days before the event start date.
- Participant waiver forms.  
Any waivers of liability signed by participants of the event must also include the City of Neenah (using the same language as for the liability insurance certificate).
- Traffic control plan.  
Required when a contractor is providing traffic control services. Traffic control plans must be approved by the Traffic Department.
- Follow through with any contingencies required for approval of this permit application.  
Contingencies are determined upon approval of the permit application. The City reserves the right to revoke a permit if any contingency is not met.

## Provisions & Terms

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

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

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

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





# Neenah Special Event Permit Application

## Legal Notice

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

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

### Hold harmless indemnification and defense.

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

Signature Mary Setton Date April 24 2019

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

### OFFICE USE ONLY

Cost Estimate	Total Cost	Sponsor Cost
Parks & Recreation _____	--	_____
Public Works/Traffic _____	_____	_____
Police _____	\$30.00	_____
NM Fire _____	--	_____
<b>Total</b>	_____	_____
<b>Approvals</b>		
Special Events Task Force		
Signature _____	Date _____	_____
Class B: Director of Public Works or Designee    Class C: Public Services & Safety Committee / City Council		
Signature _____	Date _____	_____
<b>Contingencies of Permit</b>		



Neenah  
WISCONSIN

# Special Event Permit Application

Event

Name Fox Valley Area Labor Council

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):  
Labor Day Parade

Schedule

Date(s)	Setup Time	Start Time	End Time	Cleanup Time
<u>Sept 2</u>	<u>9:30am</u>	<u>10:00am</u>	<u>11:00am</u>	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Attendance

List estimated quantities:

Participants \_\_\_\_\_

Spectators \_\_\_\_\_

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

Location

- Park/Public Property: \_\_\_\_\_  
 Public Street/Sidewalk/Trail: on letter  
 Private Property/Other: \_\_\_\_\_

Applicant

Name Hugh Sloan Daytime Phone 920.216.0603

Email hsloan@att.net Cell Phone \_\_\_\_\_

Organization

Name \_\_\_\_\_ 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.



# 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 Hugh Sloan

Phone 920-216-0603

Name \_\_\_\_\_

Phone \_\_\_\_\_

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

Name \_\_\_\_\_

Phone \_\_\_\_\_

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

Name \_\_\_\_\_

Phone \_\_\_\_\_

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

NA

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

NA

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

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

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

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

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

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

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

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



# Neenah Special Event Permit Application

## Neenah-Menasha Fire Rescue

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

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

## Winnebago County Health Department

Contact: Env. Health Specialist Jennifer Bonzelet Phone: +1 (920) 232-3000  
Address: 112 Otter St. Oshkosh, WI 54901 Email: [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 10:00 a.m. End Time 11:00 a.m.
- 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](mailto:jmerten@ci.neenah.wi.us)

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

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

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

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

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

Barricade/Sign Equipment

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

Barricade/Sign Placement

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

Flaggers to Direct Traffic

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

Traffic Signal Programming

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

Message Boards

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

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

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

Name \_\_\_\_\_

Phone \_\_\_\_\_

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

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

27. Please identify handicap accessible parking locations and accommodations:



**Neenah**  
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:



# Special Event Permit Application

## Checklist

---

### Required to process application:

- Application filed with the Mayor's Office within 45 days prior to the event (or 10 days, if there is no full/partial street closure).  
Special exceptions must be approved by the Special Events Task Force and the Mayor.
- \$75 application fee. (Not applicable if there is no full/partial street closure.) Receipt No: 27388  
Payment can be made at the Department of Legal & Administrative Services, 211 Walnut Street Neenah, WI 54956.
- Reservation of park facilities.  
Reservations may be made at the Parks & Recreation Office, 211 Walnut Street Neenah, WI 54956. See Question #30.
- Supplemental permits filed.  
See Questions #8 (Fireworks/Open Burning Permit), #13 (Food Vending Permit), #19 (Temporary Class B Picnic License), and #20 (Vendor/Solicitor License).
- A detailed map of the event site/route.  
A map identifying the event footprint and layout must be submitted with this application.
- A crisis management plan.  
Required when not following the Emergency Response Protocol that is provided by the City. See Question #1.

### Required to approve application:

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

## Provisions & Terms

---

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

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

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

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



Neenah  
WISCONSIN

# Special Event Permit Application

## Legal Notice

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

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

### Hold harmless indemnification and defense.

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

Signature

Date

5/13/19

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

--

Public Works/Traffic

Police

\$500.00

NM Fire

--

Total

#### 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





# Fox Valley Area Labor Council AFL-CIO

P.O. Box 186  
Menasha, Wisconsin 54952-0186  
920-727-1790 Phone  
920-727-1794 Fax  
[www.wi.aflcio.org/foxvalley](http://www.wi.aflcio.org/foxvalley)



July, 2019

Dear Labor Day Parade Participant,

**The Fox Valley Area Labor Council is preparing for its 2019 observance of Labor Day.**

This will be our **37<sup>th</sup> Annual Celebration**. One of the highlights of this event is the Parade through the Cities of Menasha and Neenah on **Monday, September 2, 2019**. Would you be interested in celebrating along with us by joining in the Parade festivities?

The Parade will begin at Curtis Reed Square, in Downtown Menasha, at 10:00 am. Please have your entry in the Parking Lot of Germania Hall, 320 Chute Street, Menasha WI., **by 9:30 am. to receive your line-up position (number) and instructions.**

The Parade route will travel west down Main Street in Menasha. It will proceed to Tayco Street, in Menasha, and then turn south, crossing both Tayco Street and Washington Street Bridges. We will enter Neenah on Commercial Street and continue moving south. At Main Street, in Downtown Neenah, the Parade will turn right and head west to the intersection of Church Street and Main Street where the Parade will conclude.

**Please join us in the Parade and help make our Labor Day event a success!** Enclosed is a Parade entry form. Please fill it out and return by August 21<sup>st</sup>, 2019

Fox Valley Area Labor Council, P.O. Box 186 Menasha, WI 54952  
Or return by email to [sswes@earthlink.net](mailto:sswes@earthlink.net)

Sincerely,

Mark Westphal  
President



# Neenah Special Event Permit Application

Event

Name Neenah High School Homecoming Parade

Webpage Neenah Joint School District

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):

Neenah High School Homecoming Parade

Schedule

Date(s)	Setup Time	Start Time	End Time	Cleanup Time
<u>09/27/2019</u>	<u>4:00pm</u>	<u>5:00pm</u>	<u>5:30pm</u>	<u>6:00pm</u>

Attendance

List estimated quantities:

Participants \_\_\_\_\_

Spectators \_\_\_\_\_

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

Location

Park/Public Property:

Rec Park/Neenah Pool Parking Lot

Public Street/Sidewalk/Trail:

Staging at Rec Park/Neenah Pool Lot at 4:00pm. Parade starts at 5:00pm. Parade will go North on S Park Dr. to Wisconsin Ave. Travel West on Wisconsin Ave to Main St and end at Main St and Doty Ave. If possible NJSD will place a dumpster in one of City lots downtown to disassemble floats.

Private Property/Other:

Applicant

Name Vicki Strebel

Daytime Phone 209-0257

Email vstrebel@ci.neenah.wi.us

Cell Phone 209-0257

Organization

Name Neenah High School

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

Email \_\_\_\_\_

Phone \_\_\_\_\_

Address 1275 Tullar Rd

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**  
W I S C O N S I N

# 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 Vicki Strelbel/Neenah Police Department Phone 209-0257

Name Josh Murnane/Neenah High School Activities Director Phone 422-6014

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

Name Vicki Strelbel/ Neenah Police Department Phone 209-0257

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

Name Vicki Strelbel/ Neenah Police Department Phone 209-0257

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

Neenah High School has portable radios that can be used. Police School Liaison Officer will be on site to communicate between Neenah High School staff and police/fire/ and ems if needed

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

Same as question number 5

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

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

Loudspeaker/PA System N/A

Lost Child Recovery Site N/A

Severe Weather Shelter(s) N/A

First Aid Station(s) N/A

Enclosed/Fenced Area(s) N/A

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



# Neenah Special Event Permit Application

## Neenah-Menasha Fire Rescue

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

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

## Winnebago County Health Department

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

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

## Clerk's Office

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

- 17. Will there be amplified music or announcements used for the event?  Yes  No
- 18. Will amplified sound be within 7 am - 10 pm on weekdays & 10 am - 11 pm on weekends/holidays?  Yes  No  
If not, a special exemption must be requested and approved as part of this application. List the intended hours of amplified sound (per day, if applicable):  
Start Time 5:00pm End Time 5:30pm
- 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  
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

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:  

Staging area will be Rec Park and Neenah Pool Parking Lot

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

27. Please identify handicap accessible parking locations and accommodations:



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

# 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?

Neenah High School Staff are advised to make sure Rec Park Lot, Neenah Pool Lot, and city streets used will be kept clean. School will have staff on hand to clean up after use.

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

Please review and communication will continue between Neenah Joint School District and City of Neenah.



# 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 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

Parks & Recreation \_\_\_\_\_

Total Cost

--

Sponsor Cost

Public Works/Traffic \_\_\_\_\_

Police \_\_\_\_\_

\$500.00

NM Fire \_\_\_\_\_

--

Total

#### 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 May 28, 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>
Renewal	Ashauer, Linda M.	Neenah	Festival Foods
New	Baker, Benjamin B.	Oshkosh	Festival Foods
Renewal	Bemowski, Deborah M.	Menasha	Sammy's Pizza
Renewal	Bendixen, Drew E.	Neenah	Walmart
Renewal	Boettcher, Patrick T.	Appleton	Ground Round
Renewal	Bohenstengel, Kristen J.	Neenah	Paper City Pub
Renewal	Braun, Pattie J.	DePere	Tobacco Outlet
New	Callahan, Aaron T.	Menasha	Cellars Wine & Spirits
New	Ciske, Heidi J.	Appleton	Cranky Pat's Pizza
New	Crooks, Jason J.	DePere	Ground Round
Renewal	Czarnecki, Jamie L.	Appleton	Walgreens
Renewal	DeRoche, Raymond J.	Neenah	Gord's Pub
Renewal	Detampel, Jacob L.	Neenah	Festival Foods
Renewal	Diehl, Sherry L.	Larsen	ICU Bar & Grill
Renewal	Ellis, Todd J.	Neenah	The Dome Sports Bar & Grill
Renewal	Facen, Regennia D.	Neenah	Walmart
Renewal	Guenther, LaVaune C.	Neenah	Walgreens
New	Hale, Ashlynn M.	Appleton	Festival Foods
Renewal	Henzel, Eric S.	Neenah	Lions Tail Brewing Co
Renewal	Kerr, Dwight N.	Neenah	Bridgewood Golf Course
Renewal	Kofnetka, Kathleen J.	Neenah	Ground Round
Renewal	Krautkramer, Christine P.	Menasha	Sammy's Pizza
Renewal	Kuhlow, Dominique	Neenah	Walgreens
Renewal	Lembcke, Mark A.	Neenah	Gord's Pub
Renewal	Maguire, James A.	Neenah	Lion's Tail Brewery
Renewal	Ostorero, Amber M.	Neenah	Walgreens
Renewal	Piehl, David L.	Neenah	Festival Foods
Renewal	Rasmussen, Kayla S.	Neenah	Sherrytown Station
Renewal	Schultz, Linda J.	Appleton	Festival Foods
New	Scovronski, Breanna J.	Menasha	Walgreens

Renewal	Schultz, Paul W.	Neenah	Cellars Wine & Spirits
Renewal	Seidl, Adam C.	Menasha	BayPoint Bar & Grill
New	Spors, Hunter JM	Appleton	Festival Foods
Renewal	Steffensen, Angela L.	Neenah	Walgreens
Renewal	Stuck, Melissa M.	Menasha	Classic Lanes Fox Valley
Renewal	Swarthout, Lori A.	Neenah	Festival Foods
Renewal	Swiderski, Anders J.	Oshkosh	Bridgewood Resort Hotel
Renewal	Vandeberg, Jessica M.	Neenah	Festival Foods
Renewal	Van Patter, Shelly L.	New London	Bridgewood Resort Hotel

**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>
Bergstrom Mahler Museum	Songs on the Lawn	Beer & Wine	165 N Park Ave	July 21, 2019

**CHANGE OF AGENT/TRADE NAME:**

<b>Applicant</b>	<b>Trade Name</b>	<b>Address of Business</b>	<b>Agent</b>	<b>Type of License BB/BLB/AB/ALB/C</b>
Aldi #37	Aldi #37	927 S Green Bay Rd	Cody A. Potter	AB

Pd. 5-10  
# 26818

# 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: 5-10-19

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 11 Am and ending 6pm 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 Bergstrom-Mattler Museum, Inc
- (b) Address 165 N. PARK AVE NEENAH  
(Street)  Town  Village  City
- (c) Date organized 1954
- (d) If corporation, give date of incorporation 12/23/70
- (e) Names and addresses of all officers:  
 President Mike Van Asten 800 Eisenhower Dr Krynbully WI 54136  
 Vice President Michael Meitzner N9268 Cty Rd M Pickett WI 54964  
 Secretary Catherine Hollock 591 E W Ave Neenah 54956  
 Treasurer Walt Koskiner 1135 Chespyre Dr Neenah 54956
- (f) Name and address of manager of person in charge of affair Jennifer Johnson 764 Yorkshired Dr Neenah

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

- (a) Street number 165 N-PARK AVE
- (b) Lot \_\_\_\_\_ Block \_\_\_\_\_
- (c) Do premises occupy all or part of building? All
- (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 SONGS ON THE LAWN
- (b) Dates of event Sunday, July 21 11Am - 6pm

### 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] (Signature/Date)

Officer \_\_\_\_\_ (Signature/Date)

Bergstrom-Mattler Museum, Inc  
(Name of Organization)

Officer \_\_\_\_\_ (Signature/Date)

Officer \_\_\_\_\_ (Signature/Date)

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

Date Filed with Clerk: 5-10-19

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

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

License No. 331BLB

OAK #37

### Schedule for Successor of Agent


If there is a change in agent, each club, corporation, or limited liability company who holds a retail permit to sell fermented malt beverages and/or intoxicating liquor must appoint a successor agent pursuant to sec. 125.04(6), Wis. Stats. There is a \$10 change in agent processing fee due with this form. The following questions must be answered by the Agent. The appointment must be signed by an officer of the corporation/organization or one member of limited liability company. (Only one signature is required). The appointment must be approved by the licensing authority.

NEENAH Wisconsin 04/05 20 19  
(Municipality) (Date)

1. Name of agent CODY POTTER


- |    | Yes                                 | No                                  |                                                                                                                  |
|----|-------------------------------------|-------------------------------------|------------------------------------------------------------------------------------------------------------------|
| 2. | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Are you of legal drinking age?                                                                                   |
| 3. | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Have you been a resident of Wisconsin for at least 90 continuous days prior to the date of appointment as agent? |
| 4. | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Have you ever been convicted of a federal law violation?                                                         |
| 5. | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Have you ever been convicted of a state law violation?                                                           |
| 6. | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Have you ever been convicted of a local ordinance violation?                                                     |
| 7. | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Have you completed the required responsible beverage server program per sec. 125.04(5)(a)5, Wis. Stats.?         |

**UNDER PENALTY OF LAW**, I declare that all of the above information is true and correct to the best of my knowledge and belief. Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

  
(Signature of Agent)  
2706 ALBANY COURT, WAUKESHA, WI 53188-  
(Address)  
1630 W. SUMMER ST., APPLETON, WI 54914

#### SUCCESSOR AGENT CP

The undersigned appoints CODY POTTER as agent in accordance with sec. 125.04(6), Wis. Stats.

Name of Permittee \_\_\_\_\_  
Date April 15 2019 By   
(Signature of Officer / Member)

I hereby accept appointment as agent for ALDI #37 and assume full responsibility of the conduct of the business relative to fermented malt beverages and intoxicating liquors.

Date \_\_\_\_\_ 20\_\_\_\_   
(Signature of Agent)

**THE AGENT APPOINTED ABOVE MUST BE APPROVED BY THE LICENSING AUTHORITY TO BE EFFECTIVE.**  
(See sec. 125.04(6), Wis. Stats.)

\_\_\_\_\_  
(Municipality) WI \_\_\_\_\_ 20\_\_\_\_  
(Date)  
\_\_\_\_\_  
(Signature of Official)  
\_\_\_\_\_  
(Title)



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

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**DATE:** May 23, 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 2-18 (Cecil, Adams). A final pay estimate is being prepared. The contractor has been informed of a number of punchlist items.
- 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 this year.  

Staff has done a field review of the concrete work with the contractor and identified one driveway apron and two sections of sidewalk that need to be replaced under the warranty.

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)
  - a) Caroline Street – Utility work is complete. The street is in the rest period for trench settlement.
  - b) Stevens Street – Utility work is complete. Service work behind the sidewalk will take place the week of May 27. Grading and graveling work is complete.
  - c) Fifth Street – Utility work is complete. Service installation behind the sidewalk was done the week of May 20. Grading and graveling is complete..
- 4) Contract 2-19 (Stanley Ct, Stanley St, Thomas)
  - a) Stanley Court – Water main installation is complete. Service work is ongoing.
  - b) Stanley Street – The road has been pulverized. Utility work should start the week of June 10.
  - c) Thomas Court – Utility work is complete. Requested lateral replacements have not yet been done.
- 5) Contract 3-19 (Epoxy Pavement Marking) – Work has not been scheduled.
- 6) Contract 4-19 (Concrete Pavement and Sidewalk Repair) – The Bell Street trail has been poured. The contractor will start work on Pendleton Road the week of May 27.
- 7) Contract 5-19 (Miscellaneous Sidewalk Repair – CDBG) – No bids were received for this contract.
- 8) Contract 6-19 (Hot-Mix Asphalt Pavement Repair) – Bids were opened on May 15. The Board of Public Works will act on the award on May 28.
- 9) Courtney Court – Work has not started.
- 10) North Street – We have received the preliminary plans from the County’s consultant. This project is included in the County’s reconstruction of CTH “O”. A public information meeting on the project is being scheduled by Winnebago County for late June.