

**CITY OF NEENAH**  
**PUBLIC SERVICES AND SAFETY COMMITTEE MEETING**  
**Tuesday, October 8, 2019 - 6:30 PM**  
**Hauser Room - City Administration Building**

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

**A G E N D A**

1. Approval of Minutes of the September 24, 2019, Regular Meeting (Minutes can be found on the City website)
2. Public Appearances
3. Impaired Driving Task Force Grant 2020 (Attachment)
4. E. Forest Avenue Parking Request (Attachment)
5. Tullar Garage Drop-Off Site (Attachment)
6. Licenses
  - a. Beverage Operator License Applications (Attachment)
  - b. Retail Liquor/Beer License Application (Attachment)
7. Public Works General Construction and Department Activity (Attachment)
8. Announcements / Future Agenda Items
9. Adjournment

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

**CITY OF NEENAH**  
**PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES**  
**Tuesday, September 24, 2019 - 6:30 PM**  
**Council Chambers - City Administration Building**

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

**Excused:** Alderperson Spellman

**Also Present:** Mayor Kaufert, Director of Public Works Kaiser, Police Chief Olson, Assistant Police Chief Sievert, Police Captain Bernice, Police Officer Mulroy, Nicole Brisky

**Minutes:** **Motion/Second/Carried Lendrum/Lang to approve the minutes of the September 10, 2019, Special Meeting and the September 10, 2019, Regular Meeting.** All voting aye.

**Public Appearances:** None.

**Motion/Second/Carried Lendrum/Bates to amend the agenda to address item 6b - Beverage Operator License Application - Review Provisional License.** All voting aye.

**Beverage Operator License Application-Review Provisional License:** The Committee discussed the beverage operator provisional license for Nicole E. Brisky. Chairman Bates reviewed the memo provided by City Clerk Sturn.

Ald. Stevenson entered the meeting.

Following discussion, **Motion/Second/Carried Lang/Lendrum to recommend Council approve the beverage operator license for Nicole E. Brisky with an expiration date of June 30, 2020.** All voting aye.

**Police Department Canine Program Purchase:** Assistant Chief Sievert reviewed his memo of September 28, 2019, requesting authorization to purchase a K9 replacement for Cedric, a K9 vehicle and all necessary equipment and training for a K9 team. He noted that the request is being made because health issues with Cedric are forcing his retirement earlier than planned. The intention had been to replace Cedric in 2021. The estimated cost of the K9 squad and outfitting is \$66,069.67. He updated his Committee memo with a quote from the New Mexico firm of K-9 Services for the purchase of a new canine and training in the amount of \$12,900. With the updated cost, the total cost for canine purchase, training, and canine officer travel expenses is \$21,610. The total estimated cost is \$87,679.67.

Assistant Chief Sievert noted the number of other departments in the area that have used this vendor for their canine purchases and training. He stated that the new K9 unit would be assigned for patrol and drug interdiction. With this unit, the daytime and nighttime shifts would each have a K9 unit available. He noted that all costs would be funded from donations to the K9 Trust Fund. He stated that there is a current balance of \$75,000 along with a commitment for a donation of \$35,000 to the trust fund if there is a commitment for a new canine purchase in 2019. He stated that the canine purchase comes with a 3-year health guarantee. The

REPORT

previous vendor had a 1-year health guarantee. He estimated the working life of a K9 as 8 to 9 years. He reviewed the area departments that have K9 units and the arrangements mutual aid amongst the municipalities. Mayor Kaufert encouraged the selection of a dog that is comfortable at public events since the program is dependent on community donations. Officer Mulroy, K9 handler for Bobby, described the animal selection process and his experience in preparing Bobby to be more comfortable at public events.

Committee discussed the purchase, noting that it is not included in the 2019 budget. Assistant Chief Sievert noted that Finance Director Easker had suggested transferring the trust fund balance to a capital outlay account for disbursement to provide better expense tracking.

Following discussion, **Motion/Second/Carried Stevenson/Lang to recommend Council amend the 2019 budget by transferring \$87,679.67 from the K9 Trust Fund to the 2019 Capital Equipment Fund and approve the purchase in 2019 of a 2020 Ford Police Interceptor Utility Vehicle, AWD, 3.3 V6 and all necessary equipment at the cost of \$66,069.67 and approve the purchase in 2020 of a police canine and associated training and equipment for a total cost of \$21,610.** All voting aye.

**Refuse/Recycling Cart Placement for Storage:** Director Kaiser reviewed his September 20, 2019, memo regarding refuse and recycling cart placement for storage. At its August 13, 2019, meeting the Committee discussed the municipal code relative to cart storage and enforcement of that code. Director Kaiser reviewed suggested code language modifications. Committee suggested phrasing adjustments to clarify the language. Committee discussed the potential impact of the language changes on overall community aesthetics if more property owners placed their carts within public view. Director Kaiser noted that the current code includes language that allows the department to grant a variance if site circumstances render strict code compliance impractical. Committee expressed a preference to leave the code language as-is and allow the department discretion in granting variances.

Mayor Kaufert asked that staff evaluate the multi-unit properties to determine if some carts can be removed.

**Warehouse - Harrison Street Pond Site:** Director Kaiser reviewed his findings after conferring with the Police, Fire, Water and Parks & Recreation departments to determine if they had space needs that could be satisfied by the warehouse currently located on the Harrison Street pond site. The Parks and Recreation Department expressed an interest in using the warehouse to consolidate storage of certain items currently stored in the Cecil Street Garage, outbuildings at the Cecil Street Garage, and the Tullar Garage. Director Kaiser noted that this would also allow them to enter into a lease agreement with the Fox Valley Sailing School to use the north section of the building for the covered storage they desire. Maintenance work would be needed to put the building in good, functioning order.

Mayor Kaufert noted the need for inside storage for some things that are currently stored outside. He noted that the life of some of this equipment could be extended with interior storage. He also expressed a concern for building aesthetics given its location near

Washington Park and adjacent to a future pond. Ald. Stevenson expressed a concern that city storage buildings be managed so that they don't gather unnecessary surplus. He also expressed a desire go through the budget process knowing that this building is available for potential requests. After further discussion, the consensus of the Committee was to retain the building.

**Beverage Operator License Application:** The Committee reviewed the beverage operator license applications for Laura L. Eitrem.

C.A. Following discussion, **Motion/Second/Carried Lang/Lendrum to recommend Council approve beverage operator license application for Laura L. Eitrem.** All voting aye.

**Temporary Extension of Licenses Premises Application:** Committee reviewed the temporary extension of licensed premise application for Gord's Pub LLC, Street Dance. The event was held on September 14, 2019. Mayor Kaufert noted that this was a retroactive approval since the regular meeting schedule did not fit the timing of the application. He noted that the event was held again this year in the Main Street Parking Lot. He reported that the lot was cleaned up by the organizers after the event.

C.A. Following discussion, **Motion/Second/Carried Lang/Stevenson to recommend that Council approve the Temporary Extension of Licensed Premises application for Gord's Pub LLC for September 14, 2019.**

**Public Works General Construction and Department Activity:**

1. Contract 3-18 (Nature Trails/Eaglecrest) – Work is complete. A final payment request is being taken to the Board of Public Works on Sept. 24.
2. Contract 1-19 (Caroline, Stevens, Fifth) – Work is complete. Final quantity measurements are being made.
3. Contract 2-19 (Stanley Ct, Stanley St, Thomas)
  - a. Stanley Court – The contractor started road excavation on Sept. 20.
  - b. Stanley Street – Utility work is complete. Curb/gutter repairs are the next work item.
  - c. Thomas Court – Curb/gutter installation started on Sept. 20.Director Kaiser noted that the contract completion date is October 18. Mayor Kaufert noted that there was a delay caused by the failure to pass the water tests. Director Kaiser confirmed that the contract includes a liquidated damages provision.
4. Contract 4-19 (Concrete Pavement and Sidewalk Repair) – The major work items have been completed (Bell St trail, Pendleton Rd sidewalk/trail, Tullar Rd pavement repairs). The remaining work consists of miscellaneous curb/gutter, pavement, and sidewalk repairs. Staff is discussing with the contractor the schedule for the remaining work in the contract. It is possible that some of the work will be carried over to spring 2020.
5. Contract 5-19 (Hot-Mix Asphalt Pavement Repair) – Some patches have been completed. The remaining work will start in October.
6. Contract 7-19 (Breezewood Sanitary Sewer) – Bids were opened on Sept. 19. An award recommendation is being taken to the Board of Public Works on Sept. 24. This is a joint project with Town of Neenah Sanitary District 2.

7. Courtney Court – Curb/gutter construction is scheduled to start the week of Sept. 23.
8. Cardinal Plat – Utility installation is ongoing. Access to the site comes from Lone Oak Drive.
9. Multi-modal Local Supplement - The Wisconsin 2019-21 budget provides \$75 million in one-time general purpose revenue funding for multimodal transportation projects on the local system through the Multimodal Local Supplement (MLS). The available funding is shown in the table below. Director Kaiser noted that, in addition to the Jewelers Park Trail, applications were being considered for the CTH JJ/CTH CB roundabout and Oakridge Road west of I-41.

Allocation	County	City/Village	Town	Total
Multimodal Local Supplement (MLS)	\$26,669,333	\$19,039,500	\$29,291,167	\$75,000,000
After Kaukauna Bridge Set Aside <sup>1</sup>	\$26,082,667	\$18,452,832	\$28,704,501	\$73,240,000

10. Jewelers Park Trail – Staff is preparing a request for proposals for consulting services to prepare plans and specifications for a possible trail along Jewelers Park Drive. This project is one of several being considered for an MLS application to WisDOT.
11. E. Forest Avenue Parking - Staff is evaluating options regarding a concern that has been raised about public parking in the Commercial Street/Forest Avenue area. Committee discussed the on-street and off-street parking in that area. Committee discussed the parking impact of the Winnebago County Human Services facility in that area.
12. Recycling Grant – Director Kaiser noted that the recycling grant application has been submitted.

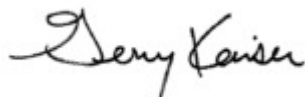
**Announcements/Future Agenda Items:**

Chairman Bates informed the Committee that Ald. Lendrum's Council Directive regarding garage and hard surface driveway construction for new residential construction was being reviewed in light of recent information provided by Habitat for Humanity. They have informed the Council that, beginning in 2020, their new builds will include a garage. Director Kaiser noted that staff would seek confirmation as to if this includes a hard surface driveway.

Chairman Bates informed the Committee of a potential upcoming topic of gay conversion therapy restrictions. Committee discussed the process by which Council members can bring issues forward for inclusion on a Committee agenda.

**Motion/Second/Carried Lang/Stevenson to adjourn at 8:20 p.m.** All voting aye.

Respectfully submitted,



Gerry Kaiser, PE  
Director of Public Works



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

**From:** Captain Jeffrey Paul Bernice

**Re:** **Impaired Driving Task Force Grant 2020**

**Date:** September 24, 2019

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The Police Department is requesting permission to take part in the Impaired Driving Task Force Grant for 2020. This grant is from the Wisconsin Bureau of Transportation Safety (BOTS), and will be orchestrated through the Winnebago County Sheriff's Office/Winnebago County Task Force.

This grant will run from October 2019 to September of 2020 and the overall amount for the Task Force is \$125,000.00. Agencies will match 25% of the activity.

The objectives of this grant are to decrease the incidence of target driving violations, related crashes and to increase voluntary compliance with traffic regulations thereby decreasing fatalities and serious injury collisions by the way of a proactive and highly visible enforcement effort.



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

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**TO:** Mayor Kaufert and Members of the Common Council  
**FROM:** James Merten, Traffic Engineer  
**DATE:** October 4, 2019  
**RE:** E. Forest Ave. Parking Request

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The property owner of 303 N. Commercial Street has communicated concerns for the lack of parking within the general vicinity of the property to staff, the mayor, and members of the Common Council. The concern, as staff understands it, is that there has been a gradual removal of parking by the city over time that has left the property less viable for its tenants, especially given that the property has no on-site parking. Concerns were brought up regarding the recent removal of parking due to pavement marking modifications on E. Forest Avenue, the lack of availability of parking on Island Lane, and the existence of public parking in the nearby city parking easement areas.

The property owner expressed a strong desire to restore the parking spaces on E. Forest Avenue as soon as possible. Given timing constraints, staff consider it prudent to bring this request before the Public Services and Safety Committee for direction on addressing the issue. Below is some background on the specific areas of concern.

### **Forest Avenue Pavement Markings**

Earlier this year, pavement marking changes were made to Forest Avenue from Bond Street to Third Street. As a part of the pavement marking project, some on-street parking was removed around intersections to accommodate turn lanes and adjustments with lane alignments. Specifically on the corner of N. Commercial Street and E. Forest Avenue, parking was removed as follows:

- On the north side of the street beginning at the intersection with N. Commercial Street (measured from the back of crosswalk) to approximately 70 feet east thereof, where the utility pole is. While there were not any NO PARKING signs before the changes were made, the statutory restrictions were in place, particularly no parking 15 feet from a crosswalk. This leaves a net parking area removed of about 55 feet.
- On the south side of the street beginning from the NO PARKING sign 28 feet from N. Commercial Street to Island Lane. The total distance of parking removed is approximately 100 feet.

For reference, Neenah's standard length for a parallel parking stall is 22 feet (and 18 feet for endcap stalls). All parking removed was 2-hour time limit restricted.



E. Forest Avenue at N. Commercial Street was originally marked with just centerline leading up to the intersection as displayed in Figure 1. The pavement markings added on E. Forest Avenue now include a left turn lane and a through/right lane as shown in Figure 2.



Figure 1: Previously existing pavement markings and changes to the no parking zones.

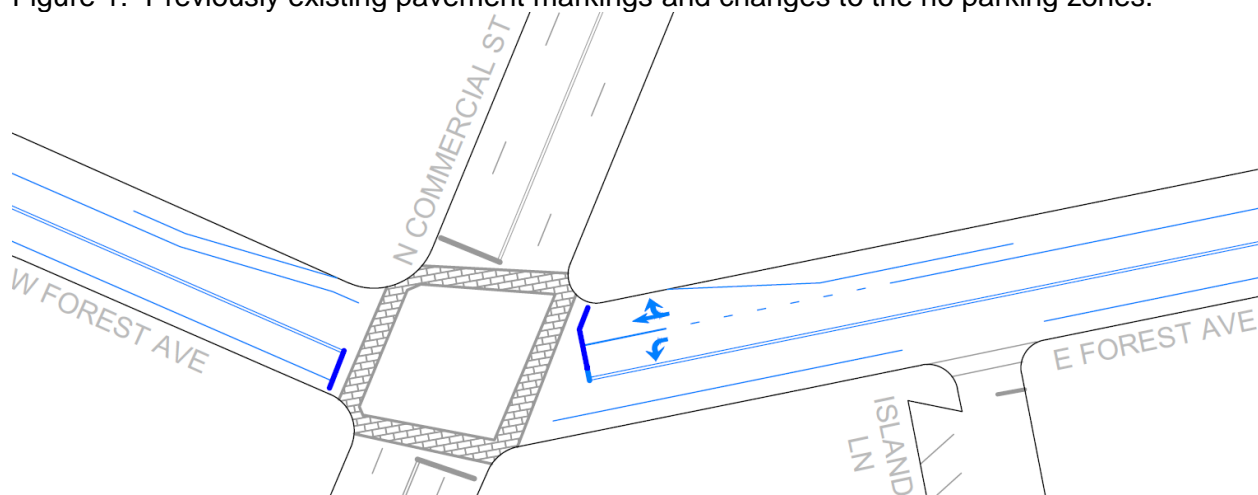


Figure 2: Currently existing pavement markings.

The purpose of the pavement marking additions was to address the consistent concern presented to staff over the years that the intersection was confusing for drivers on either side of Forest Avenue, particularly when people are turning, given the skew of the intersection. The lane designations were an attempt to allow drivers on W. Forest Avenue to better predict the intentions of drivers on E. Forest Avenue.

I have reached out to pavement marking contractors for availability and a cost estimate to remove the turn lanes and restore parking. The response thus far has been that there is concern for the rapidly shrinking window of time left to do the work, especially considering weather and end of season workload. I should have some quotes for consideration before the Public Services and Safety Committee meeting.



### **Island Lane**

Island lane was built in 1994 as a connector street between E. North Water Street and E. Forest Avenue. It was constructed as a result of the Theda Clark Memorial Hospital expansion, given changes made to the E. North Water Street and First Street intersection. The street segment offers 15 angle parking spaces. Currently there are no restrictions placed on those parking spaces. On a daily basis, the parking on Island Lane is usually at capacity during working hours. Staff understanding is that it is typically parked by employees of the adjacent property.

### **Parking Easements in Private Lots**

In 2007, the city obtained a parking easement located at 300 N. Commercial Street for twelve parking spaces. The city originally owned a separate parking lot on the corner of Bond Street and W. Forest Avenue. That lot was merged with the current property in exchange for the parking easement. These spaces were originally regulated by ordinance for 2-hour parking. It was removed in 2017 as part of the rewrite of the parking sections of the city code to reflect what was in place at the time.

In 2003, the city secured rights to eight parking spaces located at 307 N. Commercial Street through a parking easement (specifically Lot 3 on the Certified Survey map #5242). Currently, these spaces are indicated only by pavement marking stencil indicating "Public Parking." The location of these stalls is different than shown in the parking easement, as shown in Figure 3. These spaces were originally regulated by ordinance for 2-hour parking. It was removed in 2017 as part of the rewrite of the parking sections of the city code to reflect what was in place at the time.

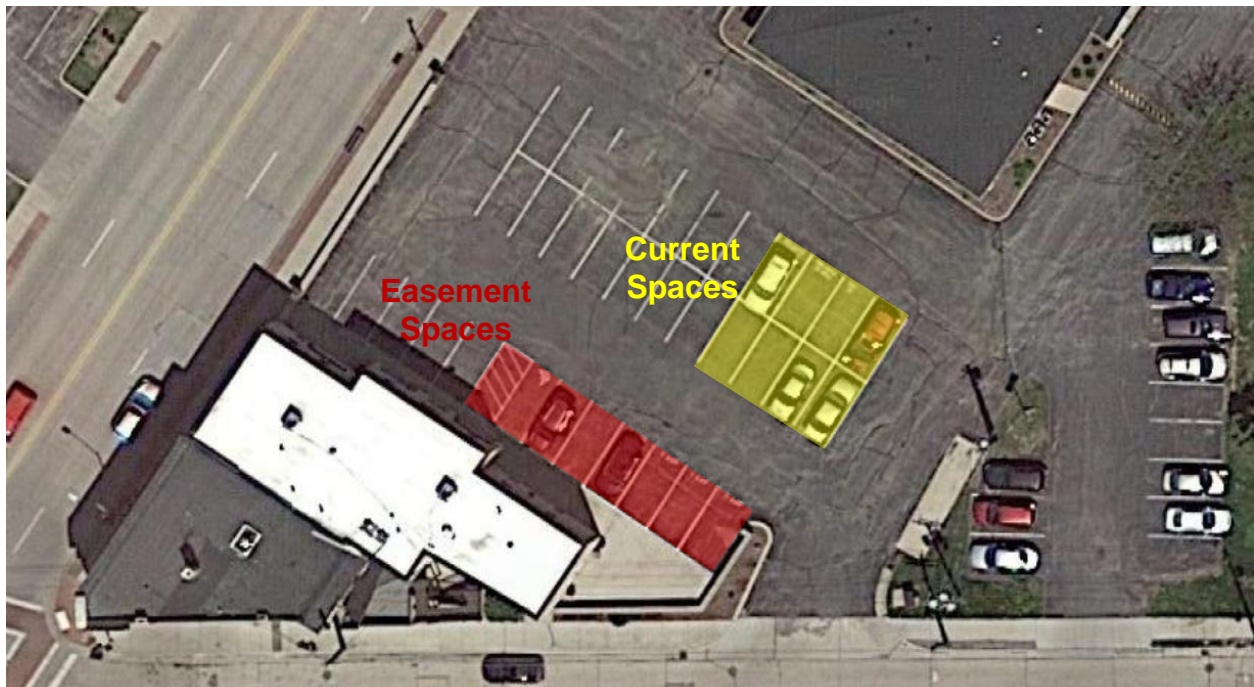


Figure 3: Locations of designated city public parking spaces at 307/325 N. Commercial St.



*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:** October 3, 2019  
**TO:** Mayor Kaufert and Members of the Public Services and Safety Committee  
**FROM:** Gerry Kaiser, Director of Public Works  
Greg Radtke, Public Works Superintendent  
**RE:** Tullar Garage Drop-off Site

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Following the July 30, 2019, Committee discussion regarding the Tullar Garage drop-off site, staff has developed details for a more restrictive drop-off site entry arrangement. We have reviewed rules of operation, entry card options, and information that would be provided to residents.

Attached are a couple of related items.

1. A cover letter that would accompany the drop-off site access card. The letter lays out the particulars of the program – specifically the items that will require a card punch and those items that will not require a card punch. It also lists several rules for site use.
2. A mock-up of the access card. As was mentioned in the earlier conversation, we would like to use a card system to designate people who are allowed to use the drop-off site. After some consideration, we selected a punch card. This is a simple, low-tech system that can be implemented quickly. We also investigated the possibility of using a card with a bar code, similar to a library card. That is a method that we may move to in the future as we get more experience with the new operation. The punch cards cost about \$300 for 10,000 units. We recommend charging \$25 for each additional card.

We would plan to mail the cards out in January 2020 using the assessor's office property owner mailing list.



Department of Public Works  
211 Walnut Street, P.O. Box 426, Neenah, WI 54957-0426  
Phone: 920-886-6240 Fax: 920-886-6250

City of Neenah Resident:

The Tullar Road drop-off facility has been experiencing a steady increase in abuse from individuals that live outside of the City. This extra volume comes at a cost to all City of Neenah taxpayers. Because of this, a new drop-off program will be implemented in 2020.

Enclosed find your access card to use at the City of Neenah Tullar Road drop-off facility. Every property owner is receiving the enclosed punch card for identifying them as a tax payer in the City of Neenah. Landlords will need to make the card available to renters for use of the drop-off site. You may occasionally be asked to provide an additional form of identification (i.e., driver's license, etc.) to spot check for non-resident use.

Each card is good for 5 (five) visits to the drop-off facility. Not all items dropped off will require a card punch. See table below.

WILL NOT REQUIRE CARD PUNCH	REQUIRES CARD PUNCH
<ul style="list-style-type: none"><li>• Cardboard</li><li>• Recyclables</li><li>• Yard Waste / Brush</li><li>• Leaves</li><li>• Metal</li><li>• Oil for recycling</li></ul>	<ul style="list-style-type: none"><li>• Garbage</li><li>• Large Items</li><li>• Concrete *</li><li>• Dirt/Fill *</li></ul> <p>* 1 cubic yard or 5' x 8' trailer load limit.</p>

Additional changes:

- A new traffic pattern will be introduced at the drop-off facility in 2020.
- The volume of material to be dropped off will be limited and residents may be directed to the Winnebago County Landfill.
- All loads must be secured or tarped.
- Gates will not open on weekdays until 7:00 AM and will close at 5:00 PM.
- Gates will not open during summer Saturday hours until 8:30 AM and will close at Noon.

If residents exceed 5 visits in a calendar year and need an additional card, one can be purchased in the Finance Department, City Administration Building, 211 Walnut Street for \$25 each (one card per resident per visit).

Exceptions will be made for special circumstances (i.e., new residents). In those instances, you will be asked to visit the City Services Building Office at the drop-off site (1495 Tullar Road) to obtain a punch card.

We appreciate your patience while implementing this new program. We understand that this will not totally eliminate abuse, but it will help in reducing it. If you have any questions, contact:

Department of Public Works  
(920) 886-6240

City Services Building Office  
(920) 886-6260



Help is here.  
1.866.614.8002



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Loyalty Card - Standard glossy - Front Side

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## Attendants have the right to refuse large amounts of debris and may direct citizens to Winnebago County Landfill

This card is good for 5 (five) visits to the garbage/large item dumpsters, concrete, and dirt/fill drop off areas. Yard Waste, Brush and Metal are excluded. Once used 5 times a new card may be purchased at City Hall Finance Dept. for \$25



FRONT SIDE



BACK SIDE

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# Public Services & Safety Committee October 8, 2019

## BEVERAGE OPERATOR LICENSE APPLICATIONS:

New or Renewal	Last Name, First, M.I.	Municipality	Place of Business
New	Cowling, Erica M.	Neenah	Double Tree
New	Durant, Rebecca L.	Neenah	Xtra Innings
New	Lambert, Jessica G.	Oshkosh	Applebees Bar & Grill
New	Lefeber, Tami J.	Neenah	Short Branch Saloon
Renewal	Mayer, Tanna J.	Appleton	Mr. D's
New	Van Hammond, Nichole A.	Neenah	Cedar Bar & Grill
New	Zehner, Alexis	Neenah	Double Tree

## RETAIL LIQUOR/BEER LICENSE APPLICATIONS:

Applicant	Trade Name	Address of Business	Agent	Type of License BB/BLB/AB/ALB/C
Wisconsin Apple, LLC	Applebee's Neighborhood Bar & Grill	1111 Westowne Drive, Neenah, WI 54956	Kent Billingsley	BLB

# Original Alcohol Beverage Retail License Application

(Submit to municipal clerk.)

For the license period beginning: 7/1/2019 ending: 6/30/2020  
(mm dd yyyy) (mm dd yyyy)

To the Governing Body of the: ☐ Town of ☐ Village of ☒ City of } NEENAH

County of WINNEBAGO Aldermanic Dist. No. \_\_\_\_\_  
(if required by ordinance)

Check one: ☐ Individual ☒ Limited Liability Company  
☐ Partnership ☐ Corporation/Nonprofit Organization

Applicant's Wisconsin Seller's Permit Number 456103043651904	
FEIN Number 84-3033622	
TYPE OF LICENSE REQUESTED	FEE
<input type="checkbox"/> Class A beer	\$
<input checked="" type="checkbox"/> Class B beer	\$
<input type="checkbox"/> Class C wine	\$
<input type="checkbox"/> Class A liquor	\$
<input type="checkbox"/> Class A liquor (cider only)	\$ N/A
<input checked="" type="checkbox"/> Class B liquor	\$
<input type="checkbox"/> Reserve Class B liquor	\$
<input type="checkbox"/> Class B (wine only) winery	\$
Publication fee	\$
<b>TOTAL FEE</b>	<b>\$</b>

Name (individual / partners give last name, first, middle; corporations / limited liability companies give registered name)

WISCONSIN APPLE LLC

An "Auxiliary Questionnaire," Form AT-103, must be completed and attached to this application by each individual applicant, by each member of a partnership, and by each officer, director and agent of a corporation or nonprofit organization, and by each member/manager and agent of a limited liability company. List the full name and place of residence of each person.

President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
KASTURI	SEENU	G.	103 WOODBRIDGE DR., LAFAYETTE, LA 70508
Vice President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Secretary / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Treasurer / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Agent Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
BILLINGSLEY	KENT	D.	W312 S285 WILDWOOD TR., DELAFIELD, WI 53018
Directors / Managers Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)

1. Trade Name APPLEBEE'S NEIGHBORHOOD GRILL & BAR Business Phone Number (920) 722-0801

2. Address of Premises 1111 WESTOWNE DRIVE Post Office & Zip Code 54956

3. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.)

RESTAURANT, FREE STANDING BAR, AND PATIO LOCATED AT 1111 WESTOWNE DR.

4. Legal description (omit if street address is given above): \_\_\_\_\_

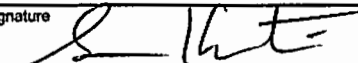
5. (a) Was this premises licensed for the sale of liquor or beer during the past license year? ..... ☒ Yes ☐ No

(b) If yes, under what name was license issued? APPLE HOSPITALITY GROUP LLC



6. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? **If yes, explain** ..... ☐ Yes ☒ No
7. Is the applicant an employee or agent of, or acting on behalf of anyone except the named applicant? ..... ☐ Yes ☒ No  
**If yes, explain.**
8. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? **If yes, explain** ..... ☐ Yes ☒ No
9. (a) **Corporate/limited liability company applicants only:** Insert state LOUISIANA and date 09/12/19 of registration.
- (b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? **If yes, explain** ..... ☐ Yes ☒ No
- (c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? **If yes, explain.** ☐ Yes ☒ No
10. Does the applicant understand they must register as a Retail Beverage Alcohol Dealer with the federal government, Alcohol and Tobacco Tax and Trade Bureau (TTB) by filing (TTB form 5630.5d) before beginning business? [phone 1-877-882-3277] ..... ☒ Yes ☐ No
11. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776] ..... ☒ Yes ☐ No
12. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? ..... ☒ Yes ☐ No

**READ CAREFULLY BEFORE SIGNING:** Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000. Signer agrees to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants, or one member of a partnership applicant must sign; one corporate officer, one member/manager of Limited Liability Companies must sign.) Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

Contact Person's Name (Last, First, M.I.) <b>Kasturi, Seenu G.</b>	Title/Member <b>President/Member</b>	Date <b>9-23-19</b>
Signature 	Phone Number	Email Address

**TO BE COMPLETED BY CLERK**

Date received and filed with municipal clerk	Date reported to council / board	Date provisional license issued	Signature of Clerk / Deputy Clerk
Date license granted	Date license issued	License number issued	

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

Submit to municipal clerk.

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

To the governing body of: ☐ Town  
☐ Village of NEENAH County of WINNEBAGO  
☒ City

The undersigned duly authorized officer/member/manager of WISCONSIN APPLE LLC  
(Registered Name of Corporation / Organization or Limited Liability Company)

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as  
APPLEBEE'S NEIGHBORHOOD GRILL & BAR  
(Trade Name)

located at 1111 WESTOWNE DRIVE

appoints KENT D. BILLINGSLEY  
(Name of Appointed Agent)  
W312 S285 WILDWOOD TRAIL, DELAFIELD, WI 53018  
(Home Address of Appointed Agent)

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

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

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

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? 3 YRS, 5 MOS

Place of residence last year W312 S285 WILDWOOD TRAIL, DELAFIELD, WI 53018

For: WISCONSIN APPLE LLC  
(Name of Corporation / Organization / Limited Liability Company)

By: [Signature]  
(Signature of Officer / Member / Manager)

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

**ACCEPTANCE BY AGENT**

I, KENT D. BILLINGSLEY, hereby accept this appointment as agent for the  
(Print / Type Agent's Name)

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

[Signature] 9/23/19 Agent's age \_\_\_\_\_  
(Signature of Agent) (Date)  
W312 S285 WILDWOOD TRAIL, DELAFIELD, WI 53018 Date of birth \_\_\_\_\_  
(Home Address of Agent)

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

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

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

## Locations Wisconsin Apple LLC

<u>Store #</u>	<u>Address</u>	<u>City, State Zip</u>
146	5100 76th Street	Greenfield, WI 53129
147	3730 West College Ave	Appleton, WI 54911
149	4710 East Town Blvd	Madison, WI 53704
151	900 Hansen Road	Ashwaubenon, 54304
160	4745 Golf Road	Eau Claire, WI 54701
161	2521 South Green Bay Rd.	Racine, WI 53405
166	2221 Stewart Ave	Wausau, WI 54401
192	6950 75th Street	Kenosha, WI 53412
194	1700 South Kocler Street	Oshkosh, WI 54901
209	2420 East Mason Street	Green Bay, WI 54302
214	4435 Calumet Ave	Manitowoc, WI 54220
225	841 West Johnson Street	Fond du Lac, WI 54935
227	2510 West Washington St.	West Bend, WI 53095
247	526 South Taylor Drive	Sheboygan, WI 53081
249	9364 Highway 16	Onalaska, WI 54650
260	W180 N9469 Premiere Ln.	Menomonee Falls, WI 53051
269	1267 W. Capital Drive	Pewaukee, WI 53072
270	7135 S. 13th Street	Oak Creek, WI 53154
272	2410 Roosevelt Rd.	Marinette, WI 54143
273	2114 N Central Ave	Marshfield, WI 54449
276	2865 S. 108th St	West Allis, WI 53214
278	340 Highway 13	Wisconsin Dells, WI 53965
280	4311 8th Street South	Wisconsin Rapids, WI 54494
282	115 Industrial Drive East	Beaver Dam, WI 53916

**Locations**  
**Wisconsin Apple LLC**

<u>Store #</u>	<u>Address</u>	<u>City, State Zip</u>
283	3100 Golf Road	Delafield, WI 53018
284	270 W. Holt Avenue	Milwaukee, WI 53207
287	1111 Westowne Drive	Necnah, WI 54956
288	1834 Miller Park Way	Milwaukee, WI 53219

# Auxiliary Questionnaire Alcohol Beverage License Application

Submit to municipal clerk.

Individual's Full Name (please print) (last name)		(first name)		(middle name)	
KASTURI		SEENU			
Home Address (street/route)		Post Office	City	State	Zip Code
103 WOODBRIDGE DR		LAFAYETTE	LAFAYETTE	LA	70508
Home Phone Number		Age	Date of Birth	Place of Birth	

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

- ☐ Applying for an alcohol beverage license as an Individual.  
☐ A member of a partnership which is making application for an alcohol beverage license.  
☒ **MEMBER** of **WISCONSIN APPLE LLC**  
(Officer / Director / Member / Manager / Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)

which is making application for an alcohol beverage license.

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

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

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

Employer's Name <b>SELF</b>	Employer's Address	Employed From	To
Employer's Name	Employer's Address	Employed From	To

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

  
 (Signature of Named Individual)

# Auxiliary Questionnaire Alcohol Beverage License Application

*Submit to municipal clerk.*

Individual's Full Name (please print) (last name)		(first name)		(middle name)	
BILLINGSLEY		KENT		D.	
Home Address (street/route)		Post Office	City	State	Zip Code
W312 S285 WILDWOOD TRAIL			DELAFIELD	WI	53018
Home Phone Number		Age	Date of Birth	Place of Birth	

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

- ☐ Applying for an alcohol beverage license as an individual.
- ☐ A member of a partnership which is making application for an alcohol beverage license.
- ☒ **AGENT** of **WISCONSIN APPLE LLC**

(Officer / Director / Member / Manager / Agent)

(Name of Corporation / Limited Liability Company or Nonprofit Organization)

which is making application for an alcohol beverage license.

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

- How long have you continuously resided in Wisconsin prior to this date? **3 YEARS, 5 MONTHS**
- Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? ☐ Yes ☒ No  
If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)
- Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality? ☐ Yes ☒ No  
If yes, describe status of charges pending.
- Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? ☐ Yes ☒ No  
If yes, identify.
- Do you hold and/or are you an officer, director, stockholder, agent or employee of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? ☐ Yes ☒ No  
If yes, identify.

(Name, Location and Type of License/Permit)

(Name of Wholesale Licensee or Permittee)

(Address By City and County)

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

Employer's Name	Employer's Address	Employed From	To
Diageo Beer Company	801 Main Ave., Norwalk, CT	June 1997	February 2016
Employer's Name	Employer's Address	Employed From	To
Chicago Beverage Systems	411 N. Kilbourn Ave., Chicago, IL	July 1990	June 1997

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

(Signature of Named Individual)



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

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**DATE:** October 3, 2019  
**TO:** Mayor Kaufert and Members of the Public Services and Safety Committee  
**FROM:** Gerry Kaiser, Director of Public Works  
**RE:** Public Works General Activity

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- 1) Contract 1-19 (Caroline, Stevens, Fifth) – Work is complete. Final quantity measurements are being made.
- 2) Contract 2-19 (Stanley Ct, Stanley St, Thomas)
  - a) Stanley Court – Utility work is complete. Road excavation started on Sept. 26.
  - b) Stanley Street – Utility work, curb/gutter repairs and landscaping work are complete. Paving work remains.
  - c) Thomas Court – Utility work, excavating, curb/gutter installation, and landscaping are complete. Paving work remains.
- 3) Contract 4-19 (Concrete Pavement and Sidewalk Repair) – The major work items have been completed (Bell St trail, Pendleton Rd sidewalk/trail, Tullar Rd pavement repairs). The remaining work consists of miscellaneous curb/gutter, pavement, and sidewalk repairs.
- 4) Contract 5-19 (Hot-Mix Asphalt Pavement Repair) – Some patches have been completed. The remaining work will start in October.
- 5) Contract 7-19 (Breezewood Sanitary Sewer) – Bids were opened on Sept. 19. Dorner, Inc., was awarded the contract. A pre-construction meeting has not yet been scheduled.
- 6) Courtney Court – Utility work, excavating, and curb/gutter installation are complete. Landscaping and paving work remains. The Town has indicated that they intend to place the base layer of asphalt this year and the topcoat next year.
- 7) Cardinal Plat – Utility installation is ongoing. Access to the site comes from Lone Oak Drive.
- 8) Multi-modal Local Supplement – Staff attended a WisDOT webinar regarding the Multimodal Local Supplement (MLS). We are evaluating a number of potential projects to submit. There is not a limitation on the number of submittals.
- 9) Downtown Traffic Study – The consultant is evaluating data from travel time runs made along the base route (Wisconsin Avenue) and alternate routes. They are also looking through traffic modelling provided by ECWRPC for the downtown street network.
- 10) Jewelers Park Trail – Staff has prepared a request for proposals for consulting services to prepare plans and specifications for a possible trail along Jewelers Park Drive.
- 11) North Riverwalk – The shorewall improvements at the east end of the North Riverwalk have been completed (TID 8 CIP, page 267 of 2019 Operating and Capital Improvement Budget).
- 12) Abby Avenue – Staff is preparing an MOU with the City of Menasha for the Abby Avenue project. The draft MOU has not yet been provided to Menasha. The final MOU will be brought to Committee and Council.