

CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING
June 23, 2020 - 6:30 PM

Due to the Public Health Emergency caused by the COVID-19 Pandemic, this meeting will occur at a virtual location accessed by the below link or conference call. Committee members and the public should use the following information:

Link: <https://global.gotomeeting.com/join/557339557>

OR

Conference Telephone Number (AUDIO ONLY): <tel:+1-646-749-3122>

Access Code: 557-339-557 #

- Members of the public who join the meeting will be asked for their name and address and whether they wish to speak during the Public Forum.
- For members of the public unable to access this meeting online or via conference call, the Mayor and a staff member will be present in the Council Chambers, City Hall, 211 Walnut Street, Neenah, to assist those wishing to attend the meeting. The Council Chambers will be open to eight (8) people in addition to the Mayor and one staff person, consistent with the social distancing rules established under Emergency Order 12 (Safer at Home Order).

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

AGENDA

1. Approval of Minutes of the meetings for June 9, 2020
2. Public Appearances
3. E. Forest Avenue Parking (Attachment)
4. Consideration and Acceptance of Kimberly Clark Corporation donation of 350 Byrd Avenue for the development of a dog park (Attachment)
5. Special Events
 - a. Cedar Bar & Grill, LLP, Live Music (Attachment)
6. Licenses
 - a. Retail Class "A" Malt License Application-Dollar General (Attachment)
 - b. Temporary Extension of Licensed Premises Application, Cedar Bar & Grill, LLC (Attachment)
 - c. Beverage Operator License Applications (Attachment)
7. Public Works General Construction and Department Activity (Attachment)
8. 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 June 9, 2020 - 6:30 PM

Due to the Public Health Emergency caused by the COVID-19 Pandemic, these meeting minutes are from a virtual web link (Audio & Video) and conference call (Audio only). There were no in-person attendees from the public.

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

Excused:

Also Present: Mayor Kaufert, Director of Public Works Kaiser, Public Works Superintendent Radtke, Director of Community Development and Assessment Haese, Deputy Director Community Development and Assessment Brad Schmidt, Traffic Engineer Merten, Rick Schmitz

Minutes: **Motion/Second/Carried Lendrum/Spellman to approve of the minutes of the Meeting of May 26, 2020.** All voting aye.

Public Appearances: None

Building Code Sec. 21-39(c) – Swimming Pool Protective Enclosures (Ordinance 2020-08): Deputy Director Schmidt reviewed information gathered at the request of the Committee. The focus of the information related to motorized or automated pool covers. He noted the manner in which the pool covers operate. He noted that most pool cover manufacturers are certified by the ASTM International (formerly American Society for Testing and Materials). He noted provisions in Florida state law related to pool safety.

Committee discussed several aspects of the proposed ordinance including permitting, information dissemination, winter operation, and power outages. Deputy Director Schmidt noted that homeowners would be required to take out the permit. Information related to pool covers will be provided by the Department of Community Development. He stated that, in the event of a power outage, the pool cover can be operated manually.

Committee discussed the phrase “in use” in Section 2 of the proposed ordinance. Deputy Director Schmidt stated that the intent is that the pool is being used by an individual. He stated that the same language currently exists for aboveground pools. Committee discussed inspections. Deputy Director Schmidt stated that inspection would occur with the purchase of a new cover but that there would not be annual city inspections. It was noted that the homeowner’s insurance carrier could add extra requirements beyond those of the City.

Committee noted that negligent operation could occur with either a pool cover or a fence. Deputy Director Schmidt stated that, since a pool cover is an exception to the fencing requirement, if a homeowner was deemed to be in violation by not covering the pool as required, they could be ordered to install a fence. Committee asked Deputy Director Schmidt to update them on the number of applications received. Committee asked Deputy Director Schmidt to review automatic closing gates for fences and provide the information at a future meeting.

Following discussion, **Motion/Second/Carried Lang/Lendrum to recommend Council approve Ordinance No. 2020-08, amending Sec. 21-39(c) of the Municipal Code relating to swimming pool enclosures.** Motion passed 4-1 (Ald. Bates voting No).

Tullar Garage Drop-off Site Update

Director Kaiser reviewed his memo of June 5, 2020 regarding the Tullar Garage Drop-off Site Update. He reviewed the changes to the site layout. He noted that fence installation, electrical work and installation of a small security camera system remain. Superintendent Radke noted the locations of fencing and reviewed the work remaining on the attendants hut. Ald. Lendrum noted vehicle conflicts within the Tullar Road cul-de-sac between those accessing the drop-off and Tullar Garage employees leaving at the end of their work day.

Director Kaiser reviewed site access. Access to the drop-off site requires a punch card. This has reduced use by non-residents and contractors. He noted that about 8,900 cards were mailed to property owners of single family, 2-family, 3-family, 4-family and condominium properties. He reviewed how requests for additional cards were being handled. He noted that since re-opening the site over 500 cards have been issued to tenants of eligible properties and to property owners who either did not receive or misplaced their cards. He informed the Committee that, based receipt of several requests, staff had created a card specifically for yard waste and recycling only. Superintendent Radke noted that, as a whole, residents have been receptive to the new system and understanding of the need to have better control of people using it.

Director Kaiser and Superintendent Radke proposed the following in an effort to continue to improve management of the drop-off site:

- Mail drop-off cards to occupants instead of property owners. The occupant address would be on the card and can be used by the attendants as a check.
- Provide a card to commercial properties, upon request, if the City provides curbside refuse/recycling collection.
- Continue to provide a Yard Waste Only card upon request.

Committee discussed drop-off site access. The consensus was that mailing the cards to the occupant rather than the property owner should work better. Mayor Kaufert noted that, as the owner of several duplexes, mailing the card to the occupant should eliminate scheduling conflicts between owners and tenants and between tenants. He expressed disagreement with the policy of not providing cards to the Pendleton Park Apartment tenants. Director Kaiser noted that the Pendleton Park complex is no different in concept to any other large apartment building. Committee noted that having a large volume of unused cards in circulation makes the creation of an off-market possible and could lead to abuse of the drop-off site. Mayor Kaufert expressed a disagreement with the policy of not providing small business owners with a card. He noted that people occasionally leave items at the dumpsters of small businesses and those business owners need a way to dispose of those items. Director Kaiser noted the difficulty of defining a small business in an objective way given the range of properties that are classified as commercial. He stated that is why staff has used the practice of providing a drop-off card to commercial properties, upon request, if the City provides curbside refuse/recycling collection.

Special Events Permits:

Committee noted that several of the events had been previously approved but had been rescheduled due to COVID-19. Committee discussed the appropriate action for these modified events.

Future Neenah 2020 Concerts Series: Committee discussed the date and location changes for the concert events. Committee was informed that the Out to Lunch series will be held at Riverside Park instead of Shattuck Park in order to allow more room for attendees. Committee asked that neighbors be made aware of the event. Mayor Kaufert noted that the first two dates of the evening concert series will be held in the Neenah High School parking lot. He stated that FNI will re-evaluate the arrangement after that.

C.A. Following discussion, **Motion/Second/Carried Bates/Stevenson to reconfirm the approval of the Special Event Permit for the Future Neenah 2020 Concerts Series, as modified.** All voting aye.

Summer Kick-off Concert: Bike to Boogie: Committee noted that the date has been changed to August 26, 2020.

C.A. Following discussion, **Motion/Second/Carried Bates/Stevenson to reconfirm the approval of the Special Event Permit for the Summer Kick-Off Concert – Bike to Boogie, to be held on August 26, 2020.** All voting aye.

Udderly Euro Car Show: Traffic Engineer Merten reviewed the permit. He noted that the event will be handled the same as in the past except that food will now be available.

C.A. Following discussion, **Motion/Second/Carried Stevenson/Lendrum to recommend the Chairman of the Public Services and Safety Committee sign and the Council approve the Street Use Permit for the Udderly Euro Car Show, sponsored by the Binah Chmielewski-Volunte, 11901 Washington Green Road, Louisville KY, to be held on August 29, 2020.** All voting aye.

WI Streetball 3 on 3: Committee noted that the dates have been changed to August 15 and 16.

C.A. Following discussion, **Motion/Second/Carried Bates/Stevenson to reconfirm the approval of the Special Event Permit for the WI Street Ball 3 on 3, to be held on August 15 and August 16, 2020.** All voting aye.

Committee asked Mayor Kaufert about the status of the Bazaar After Dark event. He stated that a final decision had not yet been made.

Licenses:

Beverage Operator License Application: The Committee reviewed the beverage operator license applications for Ruth K Ackerman, Lynne M Angle, Tracy A Behreandt, James M Bellmore, James J Brabender, Bonnie L Brochtrup, Liza L Casperson, Sherry R Champion, Amber L Dillenburg, Jacob M Driessen, Elizabeth D Fischer, Michelle L Flowers, Nicole M

Froode, Stefanie A Galeana, Rhiannon L Gauerke, Jason S Harttert, Holly L. Hoepfer, Lauren N Holloway, Evelin R Juarez Solea, Natalie A Koerner, Holly C Kolb, Austin D Lange, Connie E Larsen, Nicholas J Lauer, Tina M Liotta, Sarah N Loeck, Ariel S Marx, Penny L Myers, Matthew A Palmer, Marty J Pedranzan, Alexander J Prince, George E Reckin, Kendra S Redlin, Brittney M Rietveld, Raegan R Ruhnke, Steven J Schilly, Nicholas E Sharpless, Josh M Siewert, Lindsey N Solie, Randall C Steward, Tyler M Vandenbusch, Kathryn L Wagner, Elizabeth A Weis, Heidi S Wenberg, David C Wilson, and Lisa A Zolkowski.

C.A. Following discussion, **Motion/Second/Carried Lendrum/Lang to recommend Council approve beverage operator license applications as presented.** All voting aye.

Beverage Operator License Application-Delinquent Payment: The Committee reviewed the beverage operator license application for Timothy Sommer.

C.A. Following discussion, **Motion/Second/Carried Lendrum/Lang to recommend Council approve the beverage operator license application for Timothy Sommer contingent on payment of all delinquent City fees.** All voting aye.

Temporary Class "B" (Picnic) Beer License Application - Future Neenah: The Committee reviewed the Temporary Class "B" (picnic) beer license application for Future Neenah for their Summer Kick Off Bike to Boogie event to be held on August 26, 2020. Mayor Kaufert noted a desire to have these events provide a non-alcoholic beer option.

C.A. Following discussion, **Motion/Second/Carried Stevenson/Spellman to recommend Council approve the Temporary Class "B" (picnic) beer license application for Future Neenah, Inc., 135 W. Wisconsin Avenue, for their Summer Kick Off Bike to Boogie event to be held on August 26, 2020.** All voting aye.

Public Works General Construction and Department Activity

- 1) Contract 7-19 (Breezewood Sanitary Sewer) – Main installation on Breezewood is scheduled for completion the week of June 8. Road grading will follow. Sanitary District 2 is evaluating flow monitoring equipment options at the connection point between their system and the city's collector sewer. The condition of the road subgrade is very poor. Extra excavation will be needed during restoration. Director Kaiser estimated that the work on the road will be complete in mid-July.
- 2) Contract 1-20 (Abby, Bond, Center, Clybourn) – Utility main work is complete on Center, Bond and Clybourn. Sewer and Water main has been installed on Abby from the railroad to Clybourn. Storm water work in that area will follow.
- 3) Contract 2-20 (Utilities - Van, Monroe) – Utility main work is complete. Utility service work is ongoing. Road excavation has started on Van Street.
- 4) Contract 3-20 (Street - Van, Monroe, Gillingham) – Gillingham Rd excavation and grading is complete. Paving is scheduled for the week of June 8.
- 5) Contract 4-20 (Green Bay, Tullar, Marathon) – The contractor is starting work on Tullar Road the week of June 8. Director Kaiser noted that the schedule calls for the work on Tullar Road to be complete in mid-July.

- 6) Contract 5-20 (Utilities - Lakeshore) – Excepting the northernmost storm sewer outfall, utility installation is complete.
- 7) Contract 6-20 (Millview Drive Utility Relocation) – Design work is ongoing.
- 8) Contract 10-20 (Misc. Concrete Pavement and Sidewalk Repair) – Work has started.
- 9) Contract 11-20 (Street - Lakeshore) – A construction schedule has not been set.
- 10) E-waste Collection Event – Below is a summary of the weight of e-waste collected during our recent events. The Fall 2016 and 2017 events were sponsored by Cellcom.

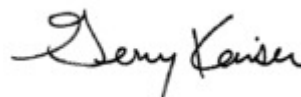
	TVs	CPUs	Monitors	Freon	Electronics	Appliances ' Small Electronics	Total
Fall 2016 ¹	16,445	2,004	1,898	1,800	4,581	4,700	31,42
Spring	14,833	2,096	698	2,347	2,658	8,035	30,66
Fall 2017 ¹	25,884	2,336	2,797	6,122	4,355	9,148	50,64
Spring	10,144	1,952	588	1,923	2,893	7,418	24,91
Fall 2018	8,488	2,061	780	2,625	2,533	5,572	22,05
Spring	11,068	1,398	710	2,325	3,621	7,758	26,88
Fall 2019	7,025	1,322	234	3,004	2,024	5,156	18,76
Spring	12,759	3,350	1,147	2,211	4,403	8,468	32,33

- 11) Director Kaiser informed the Committee of the recent installation of units at two lift stations that will add a bacteria to the sewage that will reduce fats, oils and grease build-up in the system, which can cause problems with equipment and flow.

Ald. Bates asked staff to review the possible installation of No Trucks signs on Maple Street south of Peckham Street.

Adjournment: **Motion/Second/Carried Lendrum/Stevenson to adjourn at 8:15 p.m.** All voting aye.

Respectfully submitted,



Gerry Kaiser, PE
Director of Public Works



M E M O R A N D U M

TO: Mayor Kaufert and Members of the Common Council
FROM: James Merten, Traffic Engineer
DATE: June 19, 2020
RE: E. Forest Ave. Parking Progress Report #2

The last Public Services & Safety Committee (PSSC) discussion on this topic occurred on January 28, 2020. At that meeting, giving a pending discussion with Winnebago County, a secondary progress report was requested. The progress report was scheduled for the March 24th meeting, however was subsequently removed from the agenda due to Covid-19 concerns.

Attached are previous PSSC memorandums and excerpts of meeting minutes pertaining to the parking and pavement marking changes on E. Forest Avenue by N. Commercial Street.

Mr. Francis, owner of 303 N. Commercial Street, organized the aforementioned meeting on January 29, 2020 to discuss the County's role in the matter. Attendees included Mr. Francis, Winnebago County Executive Mark Harris, Winnebago County Director of Facilities Michael Elder, Community First Credit Union Senior Vice President of Facilities Jeff Schweitzer, Mayor Kaufert, Director Haese, and Engineer Merten. The following tasks resulted from the meeting:

1. City staff was to provide a map of the parking restriction of the area. This was sent via email on February 3, 2020.
2. Winnebago County was going to provide the number of employees who utilize the site at 211 N Commercial St, including a breakdown of those who travel throughout the day versus those who don't.
3. Winnebago County had planned to purchase additional parking spaces from Community First Credit Union at their site located on 125 E Forest Ave.

CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES
Tuesday, January 28, 2020 - 6:30 PM
Hauser Room - 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, Asst. Police Chief Bernice, Investigator Streubel, Traffic Engineer Merten

E. Forest Ave Parking Progress Report: Traffic Engineer Merten noted that City tasks identified at the October 8, 2019, Committee meeting have been completed. These tasks included restoring three parking spaces on the north side of E. Forest Avenue adjacent to the 303 N. Commercial Street, creating three time limited spaces on the north end of Island Lane, and posting a time restriction on the 8 spaces in the City easement area of the lot north of 307 N. Commercial Street. Committee noted the impact of parking related to the Winnebago County Human Services Building. Mayor Kaufert informed the

Committee that he and Traffic Engineer Merten were scheduled to meet on January 29 with Winnebago County representatives, Scott Francis, and a Community First Credit Union representative to discuss the parking in this area. Committee requested an update after that meeting.



M E M O R A N D U M

TO: Mayor Kaufert and Members of the Public Services & Safety Committee
FROM: James Merten, Traffic Engineer
DATE: January 24, 2020
RE: E. Forest Ave. Parking Progress Report

On October 8, 2019, I presented a memorandum to the Public Services & Safety Committee requesting direction on parking impacts on E. Forest Avenue resulting from pavement marking changes that had been made. The Committee directed staff to complete the following tasks:

1. Restore three parking spaces on the north side of E. Forest Avenue adjacent to the 303 N. Commercial Street building as soon as possible.
2. Create three time limited spaces on the north end of Island Lane.
3. Post a time restriction on the 8 spaces in the City easement area of the lot north of 307 N. Commercial Street. Work with adjacent businesses to establish the appropriate time restrictions and enforcement period.
4. Have Mr. Francis work with the property owner of 307 N. Commercial Street to remove a portion of the brick wall edging the parking lot for that property.
5. Provide the Committee with a progress report in January.

Tasks 1-3 have been completed. Task 1 involved removal some of the lane markings and signs. This was completed October 30th. Tasks 2 and 3 were completed mid-November. It should be noted that we are currently using temporary sign posts for Task 2, due to utility constraints prohibiting the installation of the sign posts. Our crews will need to drill into the sidewalk to install the signs.

Excerpts of the October 8, 2019 minutes and agenda are attached.

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

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

Also Present: Mayor Kaufert, Director of Public Works Kaiser, Police Captain Bernice, Traffic Engineer Merten, Superintendent of Public Works Radtke, Scott Francis, Bill Pollnow

E. Forest Avenue Parking Request: Engineer Merten reviewed his October 4, 2019, memo regarding the concerns from the owner of 303 N. Commercial Street of the lack of parking within the general vicinity of his property. He reviewed the history of parking inventory in the area. He noted pavement marking changes that were made this past summer on Forest Avenue. He noted that the revised markings are an attempt to address the awkwardness of vehicle interaction at the intersection of Commercial Street and Forest Avenue. He noted the impact that Winnebago County Human Services employees and customers have on parking in the area. He stated that the quoted cost to remove the current striping and place epoxy pavement markings is about \$5,000.

Scott Francis, owner of 301 and 303 N. Commercial Street, addressed the Committee. He note[d] the recent removal of parking adjacent to his building along Forest Avenue. He noted that his building is landlocked with frontage on Commercial Street and Forest Avenue but no direct access to the off-street parking area to the north. He stated that his building has two commercial units on the first floor and three residential units on the second floor. He noted a number of parking changes that have taken place since his ownership of the building. He noted contacts that have been made with City staff over the past decade to encourage an increase in the public parking supply. He estimated that the number of employees at the Winnebago County Human Services building has doubled since it opened. He noted two parking easement areas controlled by the City. He noted underutilized parking locations that could be used to alleviate the parking stress around the County site, including the High Street Lot, the Community First Credit Union site, and the Doty Island Dental site. He expressed a concern with the lack of notification of the parking removal on E. Forest Avenue and asked that the parking be restored.

Traffic Engineer Merten confirmed that the pavement marking changes have had the intended result. He also noted that the marking changes opened up parking on the north side of Forest Avenue east of former Kewanna Street. Committee discussed the need to balance the benefit of the traffic change with the cost of the parking loss for adjacent properties. Committee discussed truck turning movements from westbound Forest Avenue onto northbound Commercial Street.

Committee discussed the need to look at the bigger parking picture in the area. Mayor Kaufert noted his observations of parking in the area and suggested that changes to parking start with Island Lane. He suggested placing a time restriction on the northerly three spaces and allow parking by permit in the remaining 12 spaces. He stated that he has contacted the county executive's office to discuss the matter.

Committee discussed the markings and restrictions on parking spaces in the city easement areas. Committee discussed a partial removal of the brick wall edging the parking lot north of 307 N. Commercial Street to provide better access from that lot to the businesses at 303 and

301 N. Commercial Street. Committee discussed establishing time limits that would be less conducive to violation.

The consensus of the Committee was to recommend the following steps:

1. Restore three parking spaces on the north side of E. Forest Avenue adjacent to Mr. Francis' building as soon as possible.
2. Create three time limited spaces on the north end of Island Lane.
3. Post a time restriction on the 8 spaces in the City easement area of the lot north of 307 N. Commercial Street. Work with adjacent businesses to establish the appropriate time restrictions and enforcement period.
4. Have Mr. Francis work with the property owner of 307 N. Commercial Street to remove a portion of the brick wall edging the parking lot for that property.
5. Provide the Committee with a progress report in January.



M E M O R A N D U M

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

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.

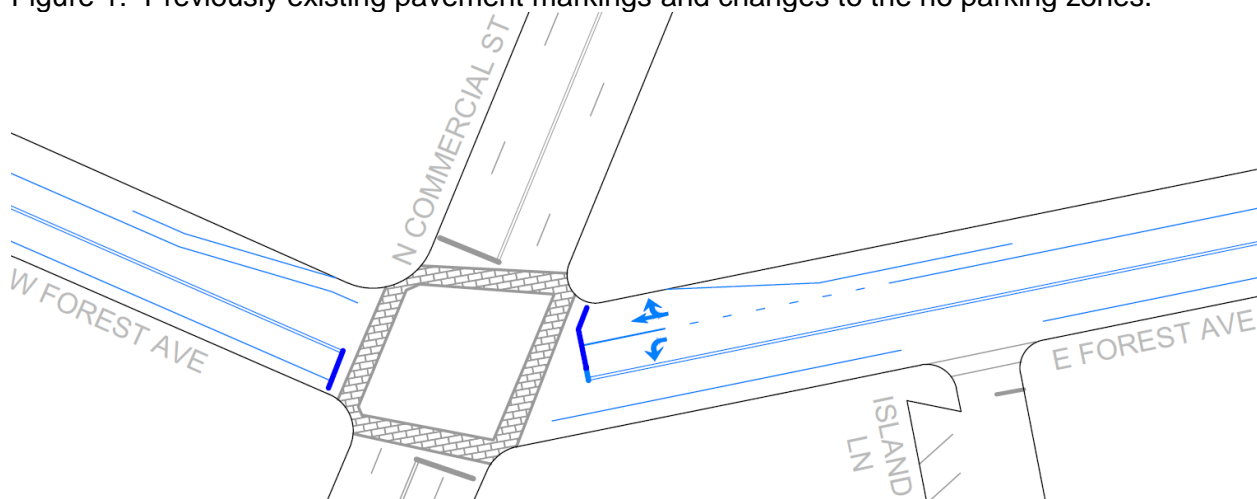


Figure 2: Currently existing pavement markings.

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.

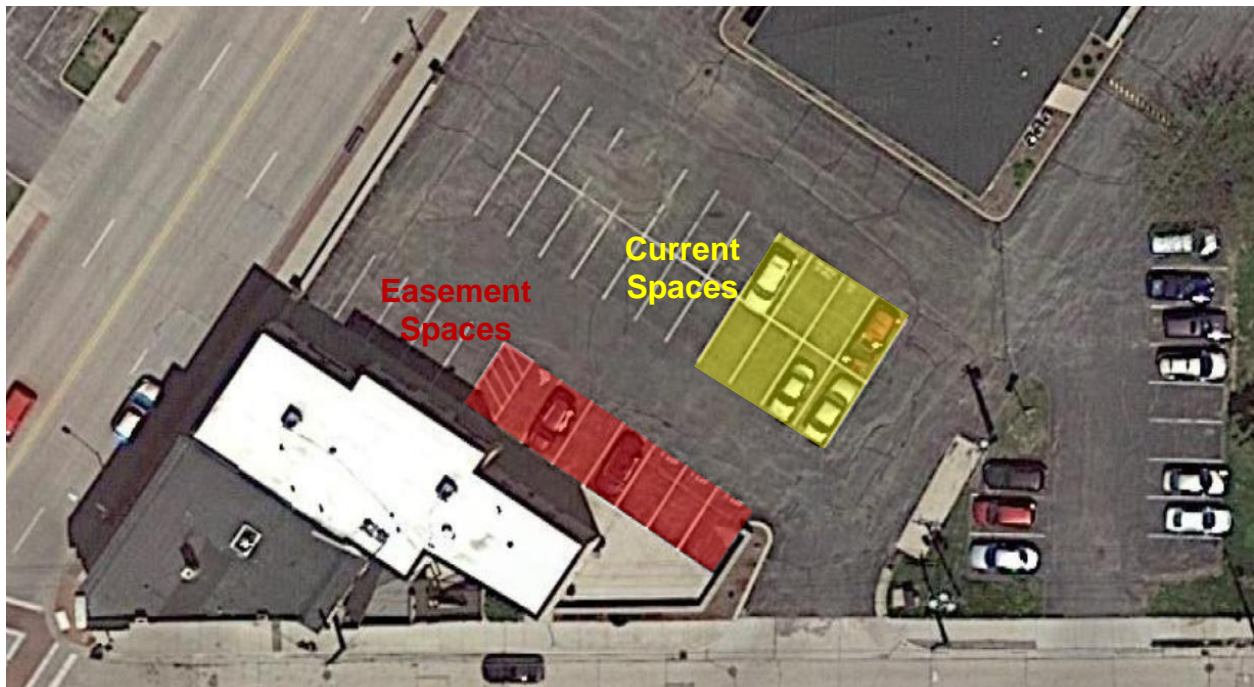



Figure 3: Locations of designated city public parking spaces at 307/325 N. Commercial St.



*Department of
Parks & Recreation*

TO: Mayor Kaufert, Chair Bates and Members of the Public Services and Safety Committee
FROM: Michael T. Kading, Director of Parks & Recreation 
DATE: June 19, 2020
RE: Consideration and Acceptance of Kimberly Clark Corporation donation of 350 Byrd Avenue for the development of a dog park

The Kimberly Clark Corporation was contacted several months ago by Mayor Kaufert regarding the open land located at 350 Byrd Ave. The land is located near the Police Station and Skate Park and is bordered by Bryd Ave on the north, Brooks Ave on the west and Joseph Street on the south. KC recently indicated a willingness to donate the land for the specific purpose of developing a dog park. The land in question is approxiametely 7.66 acres and includes a currently operating community garden. The area to be used for the proposed dog park development is approximately 4.88 acres.

The city has budgeted \$60,000 in the CIP budget for dog park development, should a land donation occur. These funds would be used for fencing, concrete walk and entrance and other initial start up costs.

The Park and Recreation Commission has reviewed and recommends the acceptance of a Kimberly Clark Corporation donation of land located at 350 Byrd Avenue for the development of a dog park.

Action Needed: A motion to recommend the acceptance of a Kimberly Clark Corporation donation of land located at 350 Byrd Avenue for the development of a dog park and to instruct staff to develop all necessary documents to complete transaction.

Creating Community Through People, Parks & Programs

7.66 ACRES

4.88 DOG
PARK
AREA



✓ Temporary Extension of license



Neenah Special Event Permit Application

Event

Name

Cedar Bar & GRILL, LLP

Webpage

Description

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

Other:

Parking Hot Party

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

Live music

Schedule

Date(s)	Setup Time	Start Time	End Time	Cleanup Time
7-18-20	10AM	2 PM	6 PM	6 PM
Sat				

Attendance

List estimated quantities:

Participants _____

Spectators 30-50 ??

List any entry fees: _____

Location

Park/Public Property:

Public Street/Sidewalk/Trail:

Private Property/Other:

1330 S. COMMERCIAL

Applicant

Name

GRETCHEN

Daytime Phone

722-6993

Email

Cell Phone

850-0696

Organization

Name

Cedar Bar & Grill, LLP

Tax Exempt No.

Email

Phone

729-1330

Address

1330 S. Commercial St.

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.

PS + SC 6/23/20/Council 7/1/20 OR PS SC 7/7/20-Council 7/15/20
Rec'd 6-11-20 9th



Neenah Special Event Permit Application

Police Department

Contact: Lieutenant Jon Kuffel

Phone: +1 (920) 886-6018

Address: 2111 Marathon Ave. Neenah, WI 54956

Email: jkuffel@ci.neenah.wi.us

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

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

Name GRETCHEN DIEGEL Phone 850-0696

Name MARK DIEGEL Phone 850-1034

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

Name MARK DIEGEL Phone 850-1034
SHAWN ZAGRODNIK 850-2919

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:

PA SYSTEM

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

PA SYSTEM

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

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

Loudspeaker/PA System PARKING LOT

Lost Child Recovery Site " "

Severe Weather Shelter(s) INSIDE BAR/BUILDING

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

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

Winnebago County Health Department

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

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

Clerk's Office

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

- 17. Will there be amplified music or announcements used for the event? Yes No
- 18. Will amplified sound be within 7 am - 10 pm on weekdays & 10 am - 11 pm on weekends/holidays? Yes No
If not, a special exemption must be requested and approved as part of this application. List the intended hours of amplified sound (per day, if applicable):
Start Time 2 pm End Time 6 pm
- 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 [Solicitor Permit](#) filed with the Clerk's Office.



Neenah Special Event Permit Application

Traffic Department

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

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

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

22. Will you be 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:

N/A

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

1330 S. COMMERCIAL

27. Please identify handicap accessible parking locations and accommodations:

ALREADY POSTED ON SITE



Neenah Special Event Permit Application

Parks & Recreation Department

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

Public Works Department

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

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

- Public Park/Property: _____
- Public Street/Trail: _____
- Other: _____

Any stakes or ground anchoring systems proposed on public property must be approved for their locations. Diggers Hotline (Website: www.diggershotline.com, 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?

EMPLOYEE SET-UP & CLEAN-UP

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

N/A



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 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 *Hetcher Diegel* Date June 10, 2020

Completed applications can be mailed to: Neenah City Hall, 211 Walnut Street Neenah, WI 54956 or e-mailed to 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 _____	\$0	\$0
Public Works/Traffic _____	\$0	\$0
Police _____	\$0	\$0
NM Fire _____	\$0	\$0
Total	\$0	\$0

Approvals

Special Events Task Force

Signature *Joni Heinz* Date 6/15/20

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

Signature _____ Date _____

Contingencies of Permit

FENCE

SET-UP BAND

PARKING

PARKING

PARKING

PARKING

PATIO

BUILDING

DRIVE WAY

DRIVE WAY

DB POWER



1/30/2021
July - June

21847

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 } NEENAH
 Village of }
 City of }

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 456000020884505	
FEIN Number 61-0852764	
TYPE OF LICENSE REQUESTED	FEE
<input checked="" type="checkbox"/> Class A beer	\$ <u>20.00</u>
<input type="checkbox"/> Class B beer	\$
<input type="checkbox"/> Class C wine	\$
<input checked="" type="checkbox"/> Class A liquor	\$
<input type="checkbox"/> Class A liquor (cider only)	\$ N/A
<input type="checkbox"/> Class B liquor	\$
<input type="checkbox"/> Reserve Class B liquor	\$
<input type="checkbox"/> Class B (wine only) winery	\$
Publication fee	\$ <u>15.00</u>
TOTAL FEE	\$

Name (individual / partners give last name, first, middle; corporations / limited liability companies give registered name)
DOLGENCORP, 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)
REISER	JASON	SCOTT	SEE ATTACHED
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)
HAWKS	ANTHONY		SEE ATTACHED
Directors / Managers Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)

1. Trade Name DOLLAR GENERAL STORE #21847 Business Phone Number TBD

2. Address of Premises 1126 S COMMERCIAL ST Post Office & Zip Code NEENAH 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.)

7,680 SQ FT SHOPPING CNTR. BUILDING CONSISTING OF SALES AREA, STOCK ROOM

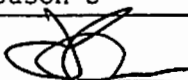
4. Legal description (omit if street address is given above): _____

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? N/A

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 employe 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 KY and date 12/21/73 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? ~~Yes~~ | No
If yes, explain. See Attached.
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.) Reiser, Jason S	Title/Member Manager	Date
Signature 	Phone Number 615-855-4000	Email Address tax-beerandwinelicense@dollargeneral.com

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	

Auxiliary Questionnaire Alcohol Beverage License Application

Submit to municipal clerk.

Individual's Full Name (please print) (last name)		(first name)		(middle name)	
REISER		JASON		SCOTT	
Home Address (street/route)	Post Office	City	State	Zip Code	
2512 BELMONT		NASHVILLE	TN	37212	
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.
- MANAGER** of **DOLGENCORP, 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:

1. How long have you continuously resided in Wisconsin prior to this date? N/A
2. 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.)
3. 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.
4. 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. MANAGER OF - SEE ATTACHED LIST
(Name, Location and Type of License/Permit)
5. Do you hold and/or are you an officer, director, stockholder, agent or employe of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? Yes No
 If yes, identify. _____
(Name of Wholesale Licensee or Permittee) (Address By City and County)

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

Employer's Name	Employer's Address	Employed From	To
VITAMIN SHOPPE	300 Harmon Meadow Blvd Seacaucus, NJ 07094	07/01/2016	07/01/2017
Employer's Name	Employer's Address	Employed From	To
FAMILY DOLLAR	10401 Monroe Rd Matthews, NC 28105	06/01/2013	06/01/2016

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)

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 City of Neenah County of Winnebago

The undersigned duly authorized officer/member/manager of DOLGENCORP, 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 DOLLAR GENERAL STORE # 21847
(Trade Name)

located at 1126 S. Commercial St., Neenah, WI 54956

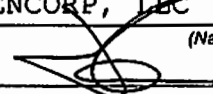
appoints ANTHONY HAWKS
(Name of Appointed Agent)
2601 E NEWBERRY ST APPLETON WI 54915-3015
(Home Address of Appointed Agent)

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).
AGENT OF SEE ATTACHED LIST

Is applicant agent subject to completion of the responsible beverage server training course? Yes No
How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? 30+ YEARS

Place of residence last year APPLETON WI

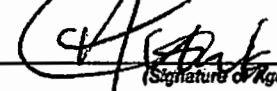
For: DOLGENCORP, LLC
(Name of Corporation / Organization / Limited Liability Company)
By: 
(Signature of Officer / Member / Manager)

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, ANTHONY HAWKS, 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.

 3/20/20 Agent's age _____
(Signature of Agent) (Date)
2601 E NEWBERRY ST APPLETON WI 54915-3015 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)

Auxiliary Questionnaire Alcohol Beverage License Application

Submit to municipal clerk.

Individual's Full Name (please print) (last name)		(first name)		(middle name)	
HAWKS		ANTHONY		W	
Home Address (street/route)		Post Office		City	
2601 E NEWBERRY ST				APPLETON	
Home Phone Number		Age		Date of Birth	
				Place of Birth	
				WI 54915	

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 **DOLGENCORP, LLC**

(Officer / Director / Member / Manager / Agent)

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

which is making application for an alcohol beverage license.

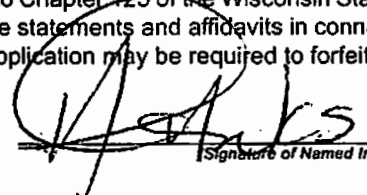
The above named individual provides the following information to the licensing authority:

- How long have you continuously resided in Wisconsin prior to this date? 30+ YRS
- 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. AGENT OF SEE ATTACHED LIST
(Name, Location and Typo of License/Permit)
- Do you hold and/or are you an officer, director, stockholder, agent or employe of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? Yes No
If yes, identify.
(Name of Wholesale Licensee or Permittee) (Address By City and County)

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

Employer's Name	Employer's Address	Employed From	To
DOLLAR GENERAL CORP	GOODLETTSVILLE, TN 37072	07/29/2017	Present
Employer's Name	Employer's Address	Employed From	To
HARBOR FREIGHT TOOLS	OSHKOSH, WI 54904	6/20/09	7/20/17

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)



TEMPORARY EXTENSION OF LICENSED PREMISES APPLICATION

Office of the City Clerk, 211 Walnut Street, Neenah, WI 54956

(920)886-6110

clerk@ci.neenah.wi.us

www.ci.neenah.wi.us

For Office Use Only		Code: LL
Cost: \$10/day up to 3 days	Receipt No:	
Paid: 10	Date filed:	Deadline:
Map included: <input checked="" type="checkbox"/>	25 days prior to event	

Section 1: License Information

Licensee (Name of Sole Proprietor, All Partners or Agent of Corporation or LLC): GRETCHEN DIEGEL / KRISTIN ZAGRODNIK	Contact Phone # 850-0696
Corporation or LLC Name: (if applicable) CEDAR BAR & GRILL, LLP	Business/Trade Name:
Business Address: 1330 S. COMMERCIAL ST.	

Section 2: Event Information

Name of Event:
PARKING LOT PARTY

List Dates & Times (include a.m. or p.m.): Dates **MUST** be consecutive. If not, separate applications must be filed. Cannot exceed (3) days.
JULY 18, 2020 2pm - 6pm

Section 3: Extension of Premise

Check all areas you wish to extend and indicate the relationship of each area to the licensed premise.
Example: Parking lot at north side of the premise. The area **MUST** be contiguous to the current licensed premise.

Sidewalk at the _____ of premise
 Street of the _____ of premise
 Other: _____

Parking lot at the **NORTH-SOUTH** of premise.
 Parking lot at the **EAST-WEST** of premise.

Check all that apply for the area(s) on the premise where the event will take place.

I own
 I will obtain a special event permit (see information sheet for details)
 I lease
 I have permission from a special event organization

Section 4: Other:

Describe proposed change(s): *Include a map on the reverse side of this application*

SEE MAP 1 X EVENT

Section 5: Acknowledgement and Signature

APPLICANTS FILING AFTER THE DEADLINE:

I am filing this application after the filing deadline established for the date(s) of the event for which the permit is being sought, and therefore:

I affirm my understanding that any decision made by the Council is final and not subject to appeal; and
 I understand that there is a possibility that my permit may not be approved due to the untimely filing of my application.

ALL APPLICANTS:

I understand that the filing of an application does not constitute authorization to hold any event, the event for which the permit is sought cannot be held unless a valid Temporary Expansion of Licensed Premise Permit has been issued, and that the permit cannot be issued unless and until the fee has been paid and the application approved.
 I understand the permit must be posted in a conspicuous place next to your retail license for the duration of the event.

Gretchen Diegel / owner
Signature of Sole Proprietor, Partner or Agent

FENCE

SET-UP
BAND

PARKING

PARKING

PARKING

PATIO

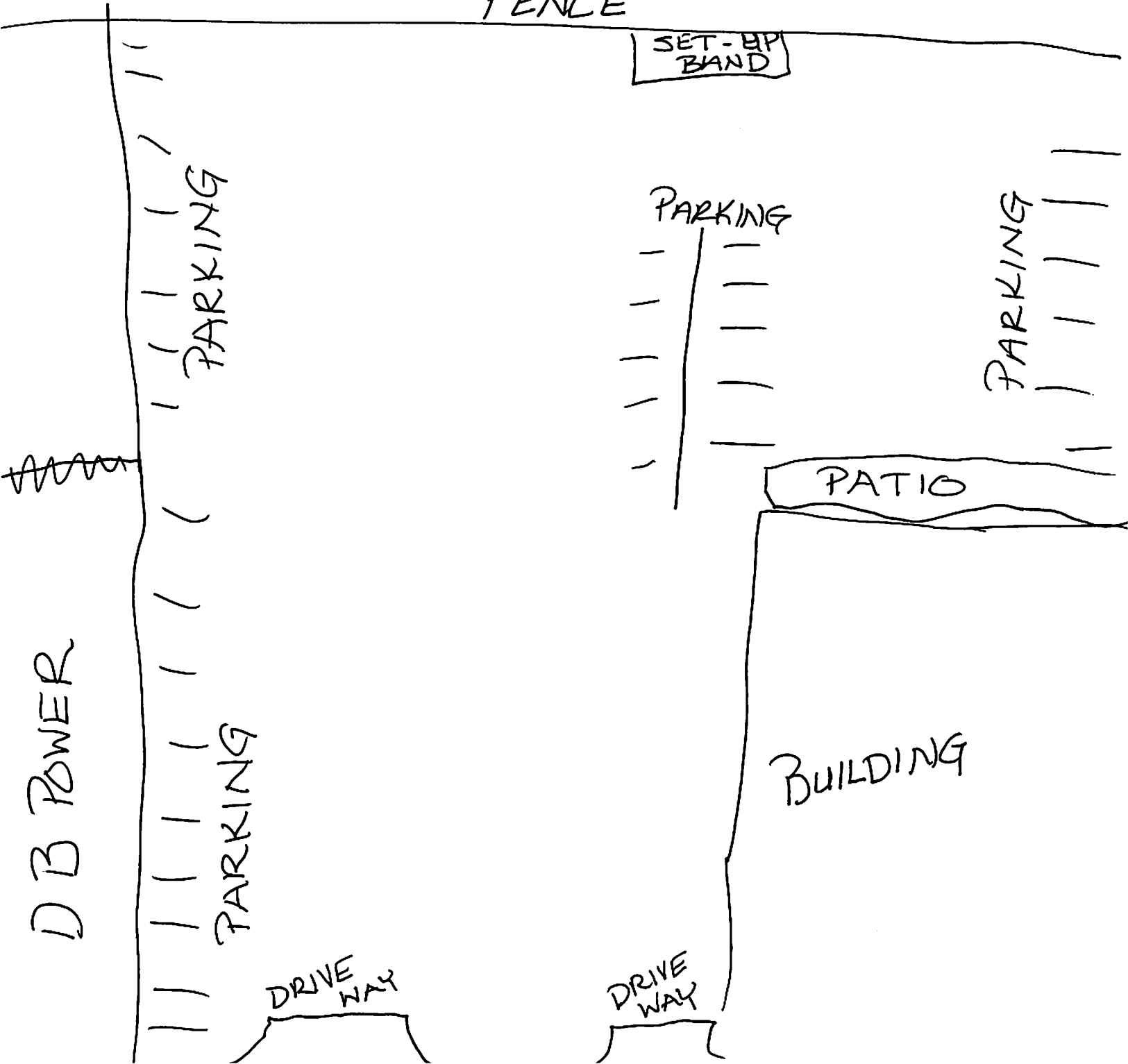
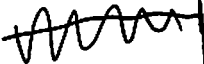
BUILDING

DB POWER

PARKING

DRIVE
WAY

DRIVE
WAY



Public Services & Safety Committee June 23, 2020

Beverage Operator License Applications

New/Renewal	Last Name, First Name, MI	Municipality	Place of Employment			
New	Adams, James O	Neenah	Wal-Mart			
Renewal	Beyer, Jade A	Menasha	2 Broke Girlz			
Renewal	Bratz, Hannah J	Oshkosh	Festival Foods			
Renewal	Darkow, Elizabeth C	Appleton	Ground Round			
New	Depner, Christopher S	Neenah	Wal-Mart			
Renewal	Flanagan, Erin E	Kaukauna	Lion's Tail			
New	Fluette, Penny L	Neenah	Lucky Dogz			
Renewal	Fredriksen, Cassandra J	Menasha	Xtra Innings			
New	Harper, Elise M	Appleton	Ground Round			
Renewal	Krueger, Shaun M	Appleton	Lion's Tail			
New	Ottman, Brian J	Fond du Lac	Festival Foods			
New	Piette, Samantha L	Neenah	Walmart			
Renewal	Ramirez Martinez, Carlos M	Menasha	Solea Mexican Grill			
Renewal	Ransome, Alex R	Appleton	Lion's Tail			
Renewal	Reinen, Kristin M	Appleton	Bridgewood			
Renewal	Schmidt, Judy L	Neenah	Cedar Bar & Grill			
New	Schueler, Adam J	Appleton	Walmart			
Renewal	Sopata, Vickie R	Neenah	Festival Foods			
New	Stoffel, Douglas J (II)	Neenah	Sidetracked Bar & Grill			
Renewal	Vandenberg, Amy L	Neenah	ICU			
Renewal	Zettler, Lori M	Neenah	Festival Foods			

Temporary Extension of Licenses Premises Application

Applicant	Event Contact	Name of Event	Location	Date(s) of Event	Time of Event	
Cedar Bar & Grill	Gretchen Diegel or Kristin Zagrod	Parking Lot Party	1330 S Commercial Street	18-Jul-20	2-6pm	

Retail Liquor License Applications

Applicant	Trade Name	Address of Business	Agent	Type of License	BB/BLB/AB/ABL/AL	
DolgenCorp, LLC	Dollar General	1126 S Commercial Street	Anthony Hawks	AB	Class A Beer	



M E M O R A N D U M

DATE: June 19, 2020
TO: Mayor Kaufert and Members of the Public Services and Safety Committee
FROM: Gerry Kaiser, Director of Public Works
RE: Public Works General Activity

- 1) Contract 7-19 (Breezewood Sanitary Sewer) – Main installation is complete. Sanitary District 2 has ordered flow monitoring equipment. A change order for Breezewood Lane road repair was approved by the Board of Public Works on June 19. The change order was necessitated by the increased extent of repair needed due to poor pavement structure.
- 2) Contract 1-20 (Abby, Bond, Center, Clybourn) – Utility main work is complete on Center, Bond, Clybourn, and Abby (east of the railroad). Service replacement work has started. Borings under the railroad are scheduled for the week of June 22.
- 3) Contract 2-20 (Utilities - Van, Monroe) – Utility work is complete.
- 4) Contract 3-20 (Street - Van, Monroe, Gillingham) – Gillingham Rd is complete. Curb/gutter installation on Van and Monroe is ongoing.
- 5) Contract 4-20 (Green Bay, Tullar, Marathon) – Full depth repairs on Tullar will be complete the week of June 22. Partial depth repairs will follow. Repairs have also started on Marathon.
- 6) Contract 5-20 (Utilities - Lakeshore) – Excepting the northernmost storm sewer outfall, utility installation is complete.
- 7) Contract 6-20 (Millview Drive Utility Relocation) – Specifications are being finalized. Advertisement for bid is scheduled for the week of June 22.
- 8) Contract 7-20 (Fire 32 Roof) – Work is schedule for late August/early September.
- 9) Contract 10-20 (Misc. Concrete Pavement and Sidewalk Repair) – Work is ongoing.
- 10) Contract 11-20 (Street - Lakeshore) – A construction schedule has not been set.
- 11) CTH CB/CTH JJ Roundabout – Staff assisted the county highway commissioner in reviewing consultant proposals. The highway commissioner will be negotiating a work scope and pricing with the selected consultant.
- 12) Grass/Weeds - Staff is reviewing potential changes to the grass/weeds ordinance to address the amount of time between notification and action.
- 13) Doty Island Placards – Traffic Engineer Merten met with Doty Island Development Council representatives to discuss a program that they will present at a future meeting to place placards above street name signs on the Island.