

****AMENDED****
CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING
December 10, 2024 @ 5:00 PM
Hauser Room, 211 Walnut Street

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 Meeting of November 12, 2024 (Attachment)
2. Public Appearances
3. Modification to Storm Sewer Policy (Attachment)
4. Sidewalk Furniture Ordinance (Informational Only)
5. **Approve Purchase of Community Development Inspection/Assessor Vehicle (Attachment)**
6. Approve Purchase of Fleet #55-2024 Rear Load Refuse Truck (Attachment)
7. Approve Purchase of Fleet #53 or #57-2024 New Way Automated Sidewinder Loader Refuse Truck (Attachment)
8. Update on Fleet #40, Combo Sewer Truck (Attachment)
9. Licenses
 - a. Approve the Temporary Class "B" Retail License application to Bergstrom Mahler Museum of Glass for Art After Dark to be held on December 19, 2024 (Attachment)
 - b. Approve Change of Agent application to Kwik Trip 434, 903 S. Green Bay Rd, Neenah WI (Attachment)
10. Liquor License Review Committee Discussion
11. Preliminary Resolution 2023-24: Sanitary Sewer Lateral and Water Service Construction on Caroline St., Douglas St., Elm St., Hickory Ln. (Attachment)
12. Public Works General Construction and Department Activity Report (Attachment)
13. Announcements/Future Agenda Items
14. Adjournment

In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), the City of Neenah will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. If you need assistance, or reasonable accommodation in participating in this meeting or event due to a disability as defined under the ADA, please call the **City Clerk Office at (920)886-6101** or the **City's ADA Coordinator at (920)886-6106** or e-mail attorney@neenahwi.gov 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, November 12, 2024

Present: Chairperson Lendrum, Alderperson Borchardt (Arrived at 5:07 PM), Hillstrom, Pollnow, and Weber

Excused:

Also Present: Mayor Lang, Public Works Director Kaiser, Police Chief Olson, City Clerk Nagel, and Public Works Office Manager Mroczkowski

Approval of Minutes of the Meeting of October 29, 2024

Motion by Hillstrom, Seconded by Pollnow to approve the minutes of the meeting of October 29, 2024

Call for vote by Chairman Lendrum

Motion Carried. All voting aye. 4/0

Public Appearance

None

Police Department Storage Shed

Police Chief Olson reviewed his memo of November 7, 2024. He stated that as part of the approved 2019 budget for the police building expansion, a storage garage for larger vehicles and equipment was approved, but due to costs, the storage garage was removed. He stated the expansion is now complete and came in under budget by \$150,360.00.

Chief Olson stated that with that savings and the vehicle barriers coming in under budget by \$60,040.00, the police department is seeking approval to build a 40'x60' storage shed to house the larger vehicles and equipment, and reallocate the current garage for police squad parking. He stated that the estimated cost for the shed is \$218,000.00. He stated that the balance of \$7,600.00 would be funded by the Capital Facility fund balance.

Alderperson Hillstrom asked how the building will be heated. Chief Olson stated that it will be heated by propane.

Follow Discussion: Motion by Hillstrom, Seconded by Weber to recommend Council approve the City of Neenah Police Department to use the remaining capital funds of \$150,360.00 from the police department building expansion, the remaining capital funds from the vehicle barriers, and \$7,600.00 from the Capital

Report

Facility fund balance to build a 40'x60' storage shed to house larger vehicles and equipment at an estimated cost of \$218,000.00.

Call for vote by Chairman Lendrum

Motion Carried. All voting aye. 5/0

Police Department 2024 3rd Quarter Report

C.A

Following Discussion: Motion by Pollnow, Seconded by Borchardt to receive and place on file the Police Departments 3rd Quarter Report.

Call for vote by Chairman Lendrum

Motion Carried. All voting aye. 5/0

Licenses

Approve the Change of Agent application to Walgreens #03392, 500 S. Commercial Street, Neenah WI, Adrianna Fryjoff, new agent.

C.A

Motion by Weber, Seconded by Pollnow to recommend Council approve the Change of Agent application to Walgreens #03392, 500 S. Commercial Street, Neenah WI, Adrianna Fryjoff, new agent.

Call for vote by Chairman Lendrum

Motion Carried. All voting aye. 5/0

Special Events

Info Only

Clerk Nagel stated that the only change in the request from Future Neenah's "Very Neenah Christmas" is that it will be from 5:00 Pm to 8:00 PM. She stated that is an hour earlier than last year.

Announcements/Future Agenda Items

Chairperson Lendrum stated that she would like the Committee to consider if there is a continued need to have the Police Department's quarterly report brought before this committee or could it be emailed to committee members for review.

Adjournment

Motion by Hillstrom, Seconded by Borchardt to adjourn at 5:16 PM.

Call for vote by Chairman Lendrum

Motion Carried. All voting aye. 5/0

Respectfully submitted,

A handwritten signature in cursive script that reads "Lisa Mroczkowski".

Lisa Mroczkowski
Public Works Office Manager



MEMORANDUM

DATE: December 10, 2024
TO: Chairperson Lendrum and Members of the Public Services and Safety Committee
FROM: Brad Schmidt, AICP, Deputy Director and Gerry Kaiser, Director
RE: Modifications to Storm Sewer Policy for Annexing Properties

In response to concerns often raised by potential annexation petitioners, City staff from Community Development and Public Works have conducted a review of the City's current annexation policies and fee structure. The Storm Sewer Fee, which is an area wide assessment for storm sewer, has been identified as being overburdensome and has resulted in properties choosing not to annex due to the overall high costs of doing so.

The Storm Sewer Fee was created in the 1970's to help offset the construction of public storm sewer infrastructure in new residential subdivisions. In a new residential subdivision, the developer is responsible for the installation of storm sewer infrastructure. The Storm Sewer Fee was implemented to off-set the higher costs of storm sewer infrastructure for developments occurring on the low-end of a drainage basin, which require larger diameter storm sewer main, in comparison to developments on the high end of the basin, which need smaller pipes. The current policy has worked well for new residential development to normalize the cost of storm sewer infrastructure, making less desirable development sites (those on the low-end of a drainage basin) less costly to develop.

At some point, the Storm Sewer Fee was applied to all annexing properties. The policy has been amended several times to limit the financial impact on residential properties with extra deep lots. In addition, the Storm Water Utility was created in 2003 to maintain, construct, and replace the storm water system. Staff is proposing to stop collecting the Storm Water Fee for developed town properties wishing to annex to the City. The Storm Sewer Fee will continue to be applied to new developments requiring the installation of public storm sewer infrastructure. The new policy will likely encourage town properties to annex to the City by removing a significant cost to those property owners. Additionally, once a property is in the City, they will begin paying into the Storm Water Utility. The current Storm Sewer Fee is \$9,000/acre. A typical residential property (100'x150') would pay \$3,000 while a 2-acre commercial property would be \$18,000 under the current policy. These fees have been a determining factor in town properties choosing to not annex to the City. The proposed policy is attached to this memo.

Recommendation

An appropriate action at this time is for the Public Services and Safety Committee to recommend Common Council approve Policy No. 2024-01 Storm Sewer Fee Policy for annexing properties.



POLICY

| | | |
|-------------------|--|---------------------------|
| DATE: | December 18, 2024 | Policy No: 2024-01 |
| TITLE: | Storm Sewer Policy for Annexing Property | |
| ISSUER: | Community Development and Public Works Departments | |
| COVERAGE: | Properties Annexing to the City of Neenah | |
| AUTHORITY: | Common Council Approval | |
| DURATION: | Indefinite | |
| SYNOPSIS: | Defines the City's policy for charging the Storm Sewer Fee to properties annexing to the City of Neenah. | |

INTRODUCTION

The City recognizes that oversizing storm sewer infrastructure provides benefits to adjoining properties and the cost of that oversizing should not be born entirely on the developer/property owner installing the storm sewer. The policy defines how the Storm Sewer Fee is applied to property annexing to the City of Neenah.

POLICY

1. The Storm Sewer Fee is a per acre rate for assessing storm sewer improvements in new developments and is included in the City's Fee Schedule. The Public Works Department examines storm sewer construction costs for recent subdivisions to determine the Storm Sewer Fee per acre rate. The Storm Sewer Fee represents the cost to install storm sewer main, manholes, and other storm sewer infrastructure within the public right-of-way. It does not include the cost to install storm water ponds, backyard drains and piping, house laterals, or the private-side of the storm sewer system.
2. Annexing Properties – When a property annexes to the City, the Storm Water Fee will be applied to properties based on the following property types:
 - a. Undeveloped Property (Future subdivision requiring public storm water infrastructure) – These properties are undeveloped (e.g. agricultural land, open space) and are planned to be subdivided into smaller parcels such as a residential subdivision and include public streets. Future development will also include public roads and public-side storm sewer infrastructure. Future land uses include residential, commercial, and industrial.
 - i. The Storm Water Fee is applied to properties at time of annexation. However, the fee isn't collected until development occurs. A Development and Fee Agreement is required for developments which include public street(s) and public storm sewer improvements. The developer is responsible for installing the storm sewer infrastructure. The

City recognizes that property near the “lower end” of a drainage basin incur higher costs due to oversizing storm sewer main. Development on the “higher end” of a drainage basin becomes more affordable, but benefits from the oversizing of storm sewer infrastructure in “downstream” developments. To normalize the costs between “upstream” development and “downstream” developments, the Storm Water Fee is applied to all new subdivision developments. If the actual storm sewer costs are less than the per acre Storm Sewer Fee, the developer pays the difference (upstream development). If the actual storm sewer costs are more than the per acre fee, the developer is reimbursed the difference between actual costs versus the per acre Storm Sewer Fee amount. The upstream developer is participating in the cost of storm sewer oversizing in the downstream development.

- ii. If the annexing property does not require public storm sewer as part of a future development, the Storm Sewer Fee is waived.
- b. Developed Property - These properties include improvements such as a house or a building. The Storm Sewer Fee will not be charged to these properties. However, if there are deferred special assessments for storm water infrastructure, the property owner will be responsible for paying those costs due at time of annexation.

CONCLUSION

In an effort to encourage town properties to annex to the City and normalize the costs to install storm sewer infrastructure in new developments, the policy is meant to promote orderly growth, grow the local tax base, and promote development within the City.



M E M O R A N D U M

DATE: December 9, 2024
TO: Chairman Lendrum and Public Services and Safety Committee Members
FROM: Chris A. Haese, Director of Community Development and Assessment
RE: **Inspection/Assessor Vehicle Purchase**

Community Development budgeted \$25,000 in the 2025 Capital Improvements Budget to replace one of the department's four vehicles. The 2015 Ford Focus that currently serves as our assessor's vehicle is the oldest vehicle within the department's fleet and is beginning to experience mechanical issues similar to the 2017 Focus that was replaced in 2023. The repairs on that vehicle would have had to be completed by a third party and were estimated by our fleet mechanic to be about \$9,000.

Staff has reviewed vehicles that are in alignment with the approved \$25,000 budget and that can serve sufficiently as an inspection vehicle. Based on these criteria staff is proposing the purchase of a 2025 Chevrolet Trax 1LS. The Trax is a small SUV that provides a larger clearance than most sedans. This is an advantage for inspection and assessor staff given the frequency of driving on streets that are in various stages of construction. The Chevrolet Trax that is currently in service with the department has proven to be a very suitable vehicle for its purpose. Several sources for this model were explored, none of which could provide a similar vehicle below \$20,698, which is the price provide by Bergstrom Corporation.

The City will be trading in the 2015 Ford Focus, reducing the capital outlay for this new vehicle. The trade in value has yet to be determined but is estimated in the range of \$3,000 - \$4,000. Given the competitive pricing from Bergstrom, staff is recommending purchase of a 2025 Chevrolet Trax 1LS from Bergstrom Chevrolet. The purchase will occur in 2025 to coincide with the 2025 budget cycle.

Appropriate action is to recommend Council approve the acquisition of a 2025 Chevrolet Trax 1LS from Bergstrom Chevrolet, Neenah, in an amount not to exceed \$20,698.





Department of Public Works
1495 Tullar Road • Neenah WI 54956
Phone 920-886-6260 • Fax 920-886-6269
e-mail: gradtke@neenahwi.gov

P R O P O S A L

Fleet #55 (2024 Rear Load Refuse Truck)

- | | | |
|---|---------------------|--------------|
| • Envirotech Equipment Menomonee Falls, WI | New Way 25yd. Cobra | \$244,692.00 |
| • Sourcewell Purchasing Group | New Way 25yd. Cobra | \$244,692.00 |

Comments:

This truck will replace Fleet # 55, a 2003 rear load refuse truck.

We currently are utilizing a New Way Cobra (fleet #52) that has performed very well for us.

Envirotech Equipment had ordered and secured this truck for future purchase in 2024 knowing that the lead time in ordering a new truck can be quite lengthy. With our working relationship, they approached me and asked if I was interested.

The 2025 budget includes \$275,000.00 for this equipment (Page 315 Item #2).

Existing Fleet #55 has been sold at auction through Integrity Sales and Auction LLC for \$14,000.00.

Staff requests that Council approve the purchase of a 2024 New Way Cobra Refuse Truck for \$244,692.00 from Envirotech Equipment and funds to add City logos, a new radio, and additional safety lighting at a cost not to exceed \$2000.00 using 2025 budgeted funds.

Apr 7, 2021 9:08:36 AM
1495 Tullar Road
Neenah
Winnebago County
Wisconsin





Department of Public Works
1495 Tullar Road • Neenah WI 54956
Phone 920-886-6260 • Fax 920-886-6269
e-mail: gradtke@neenahwi.gov

P R O P O S A L

Fleet #53 or #57 (2024 New Way Automated Refuse Truck)

- Envirotech Equipment New Way Sidewinder ASL \$379,887.00
 Menomonee Falls, WI
- Sourcewell Purchasing Group New Way Sidewinder ASL \$408,121.00

Comments:

We currently are utilizing 6 New Way Sidewinder ASL's (automated side loaders) that have performed very well for us. This truck is the second replacement, in the rotation, of our daily curbside rubbish and recycling collection. The truck to be replaced will be determined once the fleet mechanics have evaluated each truck. The trucks listed were purchased in 2019.

Envirotech Equipment ordered and secured this truck for the City of Neenah in 2025 knowing that keeping our fleet in good shape is one of our top concerns. We budgeted an ASL in the CIP as a priority for 2025 (Budget amount of \$375,000.00, Page 315 Item #3 in 2025 Budget Book).

Staff also requests that City logos, a new 2-way radio, and additional safety lighting not to exceed \$2,000.00 be purchased for the above truck.

Existing equipment (Fleet #53 or #57) will be traded in or sold at auction.

Staff recommends that Council approve the purchase of a 2024 New Way Sidewinder ASL Truck for \$379,887.00 from Envirotech Equipment and accessory equipment at a cost not to exceed \$2,000 using 2025 budgeted funds and the savings on the rear-load truck (Fleet #55).



Apr 20, 2021 6:50:12 AM
1495 Tullar Road
Neenah
Winnebago County
Wisconsin



Apr 20, 2021 6:52:29 AM
1495 Tullar Road
Neenah
Winnebago County
Wisconsin



M E M O R A N D U M

DATE: December 5, 2024
TO: Mayor Lang and Members of the Public Services and Safety Committee
FROM: Public Works Superintendent Radtke
Director Kaiser
RE: Update on Fleet #40 Combo Sewer Truck

At the PSSC meeting on December 12, 2023, staff and Committee discussed the possibility of keeping a recently replaced combination sewer truck (Fleet #40). After discussion, the consensus of the Committee was to keep the truck in service for one year with the direction that staff report back to the Committee on the use of the “old” #40 and the maintenance costs needed to keep it in service. The decision was based on several factors, including the lack of a resale market, recouping the value of extensive repairs that had been made on the truck, and a desire to extend the life of the new combination sewer truck as much as possible given its high cost.

Fleet #40 was utilized in the following ways:

- The truck was and is used every Thursday of the work week to cover “trouble spots,” in the sanitary sewer system. This allows us to keep a crew on regular cleaning and not have to reschedule these spots for another workday.
- It was utilized when our new Vactor sewer truck was out of service for warranty work.
- The truck was used several times by the Neenah Water Utility and the Parks Department for hydro-excavating, saving the street department from pulling a crew to help and allowing Water and Parks to excavate more safely around utilities.

The cost to maintain the truck in 2024 was \$7,062.56. This includes work on both the main engine and the rear motor. The majority of the work on the truck was routine maintenance for this type of equipment.

1,628 miles were put on the truck in 2024 with 286 hours on the main engine and 109 hours on the rear motor.

Staff would like to continue to keep this truck in service barring the need for a major repair. If the fleet division identifies a major repair need, we will re-evaluate the use of this truck with the Committee. We can also provide the Committee with a similar update next year on the equipment’s use and cost.

Public Services & Safety Committee

December 10, 2024

Temporary Class "B" Retail License

| Applicant | Event Contact | Name of Event | Location | Date(s) of Event | Time of Event |
|----------------------------------|----------------------|------------------------------|---|-------------------------|----------------------|
| Bergstrom Mahler Museum of Glass | John Timmer | December 2024 Art After Dark | 165 N Park Ave Bergstrom Mahler Museum | 12/19/24 | 5:30-8:30pm |

Recommendation Recommend Council approve the Temporary Class "B" Retail License for the BMMG Art After Dark Event to take place on December 19, 2024

Change of Agent

| Applicant | New Agent Name | Location | Recommendation |
|------------------|-----------------------|----------------------|--|
| Kwik Trip 434 | Aaron Bowe | 903 S. Green Bay Rd. | Recommend Council approve Aaron Bowe as Agent for Kwik Trip #434, 903 S. Green Bay Road. |

Application for Temporary Class "B" / "Class B" Retailer's License

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

FEE \$10.00

Application Date: 10/30/2024

Town Village City of Neenah

County of Winnebago

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

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

A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

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

1. Organization (check appropriate box) →

- Bona fide Club Church Lodge/Society
 Veteran's Organization Fair Association or Agricultural Society
 Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name Bergstrom-Mahler Museum of Glass

(b) Address 165 North Park Avenue, Neenah, WI 54956

(Street)

Town Village City

(c) Date organized 04/05/1959

(d) If corporation, give date of incorporation 04/05/1959

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box:

(f) Names and addresses of all officers:

President Ms. Kathleen Brost, 165 North Park Avenue, Neenah, WI 54956

Vice President _____

Secretary Ms. Amy Pietsch, 165 North Park Avenue, Neenah, WI 54956

Treasurer Mr. Fred C. Schwefeger, 165 North Park Avenue, Neenah, WI 54956

(g) Name and address of manager or person in charge of affair: Mrs. Amy Moorefield, 165 North Park Avenue, Neenah, WI 54956

2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number 165 North Park Avenue, Neenah, WI 54956

(b) Lot _____ Block _____

(c) Do premises occupy all or part of building? Yes, all of Museum building

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: All public galleries

3. Name of Event

(a) List name of the event December 2024 Art After Dark

(b) Dates of event 12/19/2024

(c) Does this event require a Special Event Permit Application? No

DECLARATION

An officer of the organization, declares under penalties of law that the information provided in this application is true and correct to the best of his/her knowledge and belief. Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

Officer Kathlee A. Brost
(Signature / Date)

Bergstrom-Mahler Museum, Inc.
(Name of Organization)

Date Filed with Clerk _____

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____

Alcohol Beverage Appointment of Agent

Date

Agent Type (check one)

- Original (no fee) Successor (\$10 fee for municipal licensees only)

Part A: Business Information

1 Legal Business Name (individual name if sole proprietor)

Kwik Trip, Inc.

2 Business Trade Name or DBA

Kwik Trip 434

3 Entity Type (check one)

Limited Liability Company

Corporation

Nonprofit Organization

4 Alcohol Beverage Business Authorization (check one)

Municipal Retail License

State Permit

5 If successor agent, provide State Permit or Municipal Retail License Number

6 Describe the reason for appointing a successor agent if successor is checked above.

New manager assigned to oversee the store.

Part B: Agent Information

1 Last Name
Bowe

2 First Name
Aaron

3 M.I.
R.

4 Email

licensingDept@kwiktrip.com

5 Phone

[REDACTED]

6 Home Address

220 High St.

7 City

Keenan

8 State

WI

9 Zip Code

54956

10 Age

[REDACTED]

11 Drivers License State ID Number

[REDACTED]

12 Drivers License/State ID State of Issuance

WI

Part C: Agent Questions

1 Have you satisfied the responsible beverage server training requirement?
Submit proof of completion

Yes No

2 Have you completed Form AB-100, Alcohol Beverage Individual Questionnaire?
Submit a completed Form AB-100 with this form

Yes No

3 Have you been a Wisconsin resident for at least 90 continuous days?
See instructions for exceptions.

Yes No

Continued →

Part D: Business Attestation

READ CAREFULLY BEFORE SIGNING: I, the **Undersigned**, authorize the above-named individual to act for the above-named corporation, nonprofit organization, or limited liability company with full authority and control of the premises and of all alcohol beverage activities on such premises. I certify that I am authorized by the above-named entity to authorize this individual to act on behalf of the entity. If I am appointing a successor agent, I rescind all previous agent appointments for this premises. Further, I understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

| | | | |
|--------------------------------------|-------------------------------------|---------------------|-------------------------|
| Last Name Tietlow | | First Name Scott | M.I. P |
| Title CEO/President | Email LicensingDept@kwiktrip.com | | Phone (608) 791-7385 |
| Signature <i>Scott P. Tietlow</i> | | | Date 11/18/24 |

Part E: Agent Attestation

READ CAREFULLY BEFORE SIGNING I, the **Agent**, hereby accept this appointment as agent for the above-named corporation, nonprofit organization, or limited liability company and assume full responsibility for the conduct of all alcohol beverage activities on the premises for the above named business. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

| | | | |
|--------------------------------|--|---------------------|------------------|
| Last Name Eowe | | First Name Aaron | M.I. R. |
| Signature <i>Aaron Eowe</i> | | | Date 11/18/24 |

Alcohol Beverage Individual Questionnaire

| |
|------|
| Date |
|------|

All individuals involved in the alcohol beverage business must complete this form, including

- sole proprietor
- all partners of a partnership
- all officers, directors, and agent of a corporation or nonprofit organization
- members and agent of a limited liability company

Your alcohol beverage application or renewal is not complete until all required Individual Questionnaires are submitted.

Part A: Business Information

| | | | |
|--|--------------------------------------|--|---|
| 1. Legal Business Name (individual name if sole proprietor) Kwik Trip, Inc. | | | |
| 2. Business Trade Name or DBA Kwik Trip 434 | | | |
| 3. Entity Type (check one): | | | |
| <input type="checkbox"/> Sole Proprietor | <input type="checkbox"/> Partnership | <input type="checkbox"/> Limited Liability Company | <input checked="" type="checkbox"/> Corporation |
| | | | <input type="checkbox"/> Nonprofit Organization |

Part B: Individual Information

| | | | | | |
|---|--|--|--|---------------------------------|--|
| 1. Last Name Bowe | | 2. First Name Aaron | | 3. M.I. R. | |
| 4. Relationship to Business: (role) Agent | | 5. Email LicensingDept@kwiktrip.com | | 6. Phone [REDACTED] | |
| 7. Home Address 220 High St. | | | | | |
| 8. City Neenah | | 9. State WI | 10. Zip Code 54956 | 11. Date of Birth [REDACTED] | |
| 12. Drivers License/State ID Number [REDACTED] | | | 13. Drivers License/State ID State of Issuance WI | | |

Part C: Address History

1. Do you currently reside in Wisconsin? Yes No

If yes to 1 above, how long have you continuously lived in Wisconsin prior to the date of application?

| | | |
|--------|-------|--------|
| | Years | Months |
| Entire | life | |

2. List in chronological order all of your addresses within the last 5 years. Attach additional sheets if necessary.

| Previous Address | City | State | Zip Code |
|-----------------------|--------|-------|----------|
| 220 High St. | Neenah | WI | 54956 |
| 919 Trish Rd., Apt. 1 | Neenah | WI | 54956 |
| Previous Address 3 | City | State | Zip Code |
| Previous Address 4 | City | State | Zip Code |
| Previous Address 5 | City | State | Zip Code |

3. List all states and counties you have lived in as an adult. Attach additional sheets if necessary.

| State | County | State | County | State | County | State | County |
|-------|-----------|-------|-------------|-------|---------|-------|--------|
| WI | Winnebago | WI | Fond du Lac | WI | Calumet | | |
| State | County | State | County | State | County | State | County |

Continued →

Part D: Criminal History

1 Have you ever been convicted of any offenses (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or of any county or municipal ordinances? Yes No
 If yes to question 1, please list details of each conviction below. Attach additional sheets as needed.

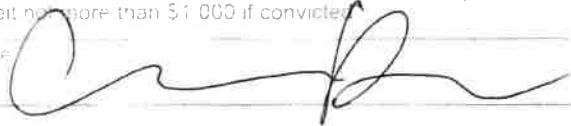
| | | |
|------------------------|----------|--|
| Law Ordinance Violated | Location | Conviction Date |
| Penalty imposed | | Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Law Ordinance Violated | Location | Conviction Date |
| Penalty imposed | | Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Law Ordinance Violated | Location | Conviction Date |
| Penalty imposed | | Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No |

2 Are charges for any offenses currently pending against you (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or any county or municipal ordinances? Yes No
 If yes to question 2, describe nature and status of pending charges using the space below. Attach additional sheets as needed.

Empty space for describing pending charges.

Part E: Attestation

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I certify that I am not prohibited from participating in this business due to any involvement in another tier of the alcohol beverage industry as a restricted investor. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

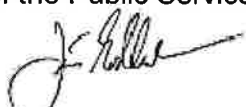
Signature: 

Date: 11/18/24



Dept. of Legal & Administrative Services
Office of the City Attorney
211 Walnut St. • P.O. Box 426 • Neenah WI 54957-0426
Phone 920-886-6106 • Fax: 920-886-6109
e-mail: jgodlewski@ci.neenah.wi.us
JAMES G. GODLEWSKI
CITY ATTORNEY

M E M O R A N D U M

DATE: April 20, 2018
TO: Chairman Bates, members of the Public Services & Safety Committee
FROM: City Attorney Jim Godlewski 
RE: Pol. 2018-01: Awarding Class B Licenses

Attached is a draft policy governing the procedure for issuing Class B liquor licenses. This policy provides for a review process to insure that the applicant with the greatest positive economic impact is awarded scarce Class B licenses. The policy is modeled after a similar policy in place for the City of Wausau.

Under this policy, no preference is given to holders of a Reserve Class B license. The Reserve Class B is a license carries a \$10,000 initial license fee which applies when the license is first sought and then when the Reserve Class B license holder attempts to sell its licensed business, the new owner must again pay the \$10,000 initial fee. Municipalities used to avoid that penalty by providing for a grant that would reimburse all but the regular license fee for the Class B license. That procedure was prohibited by the legislature last session.

The policy establishes a Liquor License Review Committee consisting of the Chiefs of Police and Fire (or designees), the City Attorney or assistant City Attorney, City Clerk or deputy City Clerk, Director of Community Development, two members of the PSSC. The policy also establishes standards for issuance of license subject to a quota as well as providing for a minimum size and hours standard to qualify for a nonreserve "Class B" license. Also, if the licensed premises fails to meet the minimum standards, that would be grounds to disqualify the premises from holding the nonreserve license and provide a basis for the City to begin revocation or nonrenewal proceedings.

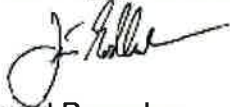
The policy leaves the hour and size standards blank as I am looking for committee input for those items. Once those standards are established, the policy could be acted on by the committee.

An appropriate motion, after the Committee establishes the minimum standards, would be to recommend Council adopt Policy 2018-01, Procedure for issuance of "Class B" licenses subject to a quota.



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JAMES G. GODLEWSKI
CITY ATTORNEY

M E M O R A N D U M

DATE: June 8, 2018
TO: Chairman Bates, members of the Public Services & Safety Committee
FROM: City Attorney Jim Godlewski 
RE: Pol. 2018-1 Liquor License Award Procedure

Attached is a redlined revised Policy 2018-1 relating to the procedure for awarding Class "B" Liquor Licenses. Subparagraph B, relating to current licensees with a reserve "Class B" license was removed as directed by the committee. In addition, a 20 business day application period was inserted as part of the application process.

An appropriate motion would be to recommend Council adopt Policy 2018-1, Procedure for Awarding Class B Licenses.



P O L I C Y

DATE: 6/8/2018 **EFFECTIVE DATE** Immediately **POLICY NO:** 2018-01
TITLE: Awarding Class B Licenses
ISSUER: City Clerk as approved by the Common Council,
COVERAGE: Citywide
AUTHORITY: Neenah Municipal Code Ch. 4, Art. IV; Wis. Stat. ch. 125
DURATION: Indefinite
SYNOPSIS: Provides a procedure for determining how scarce Class B Licenses are awarded

INTRODUCTION

The City of Neenah believes the safety and welfare of its citizens and neighborhoods are of the highest priority and the judicious dispensing of alcohol supports this priority. The possession of a beer or liquor license in the city is a privilege and not a right. This is a privilege that must not be taken for granted but rather must be continually reaffirmed by the holder's adherence to the applicable laws and regulations.

POLICY

All licenses granted and issued for the sale of fermented or intoxicating liquors shall be carried out under the provisions of Chapter 125 of the Wisconsin State Statutes and Neenah Municipal Code Chapter 4, Art. IV for the benefit of the City and its residents. To implement this policy, there is created a Liquor Licensing Review Subcommittee of the Public Services and Safety Committee (hereinafter, the "Review Subcommittee"), consisting of the chief of police, or his/her designee, the city attorney or his/her designee, the fire chief, or his/her designee, the Director of Community Development and Assessment, or his/her designee, city clerk, deputy clerk and two members of the Public Services and Safety Committee.

A. New License Applicants

When an alcohol license subject to a quota under state law or local ordinance (a "Quota License") becomes available the Clerk will set up a Review Subcommittee meeting to review applications for the Quota License.

The Review Subcommittee will make recommendations regarding the granting of alcoholic beverage licenses to the Public Services and Safety Committee. In performing its review and

preparing its recommendation for approval or disapproval, the Review Subcommittee will use the following criteria on which to make recommendations to the committee:

1. **Neighborhood compatibility.** The proposed use is compatible with the predominant or prevailing land use of the neighborhood surrounding the proposed development.
2. **Zoning requirements.** The proposed use conforms to the underlying zone district purpose and development standards and is in harmony with the general purposes and intent of the Neenah zoning ordinance. When there is an existing nonconforming structure, the development standards may be waived by the Common Council.
3. **Traffic impact and parking availability.** Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.
4. **Economic impact.** To the neighborhood and City in general.
5. **Management experience.** Of the owners and operator of the establishment.
6. **Background Checks.** Results of the criminal history and background check by the Neenah Police Dept.
7. **Density of Licensees.** Density of other alcohol serving establishments within the surrounding neighborhood.
8. **Distance to Sensitive Uses.** Distance of establishment location to nearby school, churches, or hospitals.
9. **Historical experience.** Results of past inspection reports by Neenah Police and Fire Departments and Building Inspections.

B. Existing Reserve "Class B" Licensees

Existing Reserve "Class B" licensees may maintain a regular "Class B" application on file with the City Clerk's office, to be considered, along with other applications, when a regular "Class B" license becomes available. Existing Reserve "Class B" licensees shall pay the nonrefundable publication fee at the time the regular "Class B" license application is filed. In order to maintain the regular "Class B" license application on file in the City Clerk's office, the Reserve "Class B" licensee shall annually update the licensee's regular "Class B" application or file a statement of no change, during the license renewal period beginning March 10 until April 15 (or the first business day following March 10 and April 15 if those dates fall on a weekend), along with the nonrefundable publication fee. In addition, existing Reserve "Class B" license holders with a regular "Class B" application on file shall update their regular "Class B" application at the time it is considered for a regular "Class B" license.

PROCEDURE

The clerk will publish a notice in the newspaper indicating the availability of the license, publish on the city website, and notify the Winnebago County Tavern League by first-class mail.

The potential applicants will then have twenty (20) business days to submit the following for consideration by the Liquor Licensing Review Subcommittee:

1. An application consisting of State of Wisconsin mandated forms
2. A City of Neenah supplemental application form
3. A City of Neenah proposed business plan form (including floor plan)

The Liquor Licensing Review Subcommittee reviews all the application forms and will make a recommendation to the Public Services and Safety Committee, based on who best meets the stated purpose of the City of Neenah's alcohol beverage licensing ordinances.

The Public Services and Safety Committee shall consider the application at a public meeting at which all interested parties will be given an opportunity to be heard. The committee will, by a majority vote of those present, make a recommendation to the Common Council which shall consider the application at its next regularly scheduled meeting.



RESOLUTION NO. 2024-23

PRELIMINARY RESOLUTION OF INTENT TO EXERCISE SPECIAL ASSESSMENT POWERS BY POLICE POWER UNDER SECTION 66.0703 OF THE WISCONSIN STATUTES AND SECTION 13-1 OF THE NEENAH MUNICIPAL CODE.

RESOLVED, by the Common Council of the City of Neenah, Wisconsin.

- 1. The Common Council hereby declares its intention to exercise its power under Section 66.0703 Wisconsin Statutes, and Section 13-1 of the Neenah Municipal Code to levy special assessments under the police power upon all properties abutting the following improvements in the City of Neenah, Wisconsin:

Installation of sanitary sewer laterals and water services for properties served on the following streets:

- 1. **Caroline St. (S. Lake St. to Terminus)**
- 2. **Douglas St. (Henry St. to S. Commercial St.)**
- 3. **Elm St. (Division St. to Wisconsin Ave.)**
- 4. **Hickory Ln. (W. Cecil St. to Baldwin Ave.)**

- 2. The Common Council determines that the above improvements constitute an exercise of the police power and the amount assessed each parcel abutting on the above-named street shall be on a reasonable basis as approved by the Common Council which is in effect at the time of installation in accordance with special assessment procedures set forth in provisions of Section 13-1, Neenah Municipal Code.
- 3. The assessments against any parcels of land shall be paid as provided in the City of Neenah Municipal Code, Section 13-2 and 13-3.
- 4. The Public Services and Safety Committee shall with respect to the items mentioned at paragraph 1 above prepare a report consisting of:
 - a. Preliminary or final plans and specifications of the improvements.
 - b. An estimate of the entire cost of the proposed work or improvements.
 - c. A schedule of the proposed assessments as to each parcel of property affected.
 - d. A statement that the properties against which the assessments are proposed are benefited and that the improvements constitute an exercise of the police power.

Upon completion of such report, the Public Services and Safety Committee is directed to file such reports in the City Clerk's office for public inspection.

- 5. Upon receiving a report of the Public Services and Safety Committee, the Clerk is directed to give notice of a public hearing on such report as specified in Section 66.0703(7)(a), Wisconsin Statutes.

Recommended by:
Public Services and Safety Committee

CITY OF NEENAH, WISCONSIN

Moved: _____

Jane Lang, Mayor

Passed: _____

Charlotte Nagel, City Clerk



M E M O R A N D U M

DATE: December 6, 2024
TO: Mayor Lang and Members of the Public Services and Safety Committee
FROM: Gerry Kaiser, Director of Public Works
RE: Public Works General Activity

- 1) Contract 7-21 (Harrison Pond): The pumps are working thanks to the troubleshooting expertise of Water Utility Director Mach. Sidewalk/trail and staining work is complete. Final topsoiling is about 40% complete. Topsoil is being provided from the Douglas Pond site.
- 2) Contract 7-23 (High, River Utility and Street Construction): Work is complete. A punchlist was provided to the contractor. Final quantities have been prepared.
- 3) Contract 1-24 (Belmont Ct, Belmont Av, Cedar St, Stevens St-Utilities and Street): Work is complete. Final quantities have been prepared.
- 4) Contract 2-24 (E. Doty Av - Utilities and Street): Work is complete. Final quantities are being prepared.
- 5) Contract 3-24 (Bayview Rd, Commercial St Water Crossings, Quarry Ln, Reed St - Utilities and Street, Temporary asphalt paving on Freedom Meadows Drive and Liberty Avenue): Work is complete. Final quantities are being prepared.
- 6) Contract 4-24 (S. Park Avenue Easement – Utilities): Work is about 50% complete. Several of the service replacements have been very challenging, which is leading to more than projected contractor time to complete.
- 7) Contract 5-24 (North St - Utilities and Street): Work is complete. Final quantities are being prepared.
- 8) Contract 6-24 (Jewelers Park Drive): Work is on the original contract is complete. Work on the Arrowhead Park loop road will be done in spring.
- 9) Contract 7-24 (Misc Concrete Pavement/Sidewalk Repair): The majority of the work is complete. The sidewalk on the west side of the north end of Baldwin will be done when arrangements have been finalized with the abutting property owner.
- 10) Contract 8-24 (Misc Asphalt Pavement/Sidewalk Repair): Work is complete. Final quantities are being prepared.
- 11) Contract 11-24 (Douglas Park Pond): Work is ongoing. Pipe installation started the week of 12/2. Topsoil is being stripped from the pond area. Some of the topsoil that is not needed for final landscaping on this project is being hauled to the Harrison Pond for use there. The remainder is being stockpiled at the Tullar Garage for our future use.
- 12) Contract 13-24 (S. Commercial St Turn Lane at Winneconne Av): The contract was awarded to Vinton Construction. The work has not been scheduled. We are working through the property acquisition.