



City of Neenah
COMMON COUNCIL AGENDA
Wednesday, June 7, 2023 at 7:00 p.m.
Neenah City Hall – 211 Walnut Street
Council Chambers

- I. Roll Call and Pledge of Allegiance
- II. Introduction and Confirmation of Mayor's Appointment(s)
 - A. Reappoint Bob Karrmann to the Police Commission for a five-year term to expire May 2028.
 - B. Reappoint Grant Birtch, Michelle Bauer, and Tom Martin to the Community Development Authority for a four-year term to expire April 2027.
 - C. **(UC)**
 - D. Swearing in
- III. Approval of Council Proceedings
 - A. Approval of the Council Proceedings of May 17, 2023 regular session.
 - B. Approval of May 30, 2023 Committee of Whole 2023-2027 Capital Improvement Plan Meeting.
 - C. **(UC)**
- IV. Public Input Session
 - A. Discussion and consideration of public input and other matters relating to the 2023-2027 Capital Improvement Program including potential amendments.
- V. Committee of the Whole Report pertaining to the public input session.
 - A. Committee of the Whole meeting of May 30, 2023: (Council President Borchardt) (Minutes can be found on the City web site)
 1. The Committee made no recommendations to Council regarding the 2023-2027 Capital Improvements Program with potential amendments as discussed.
 2. Possible motion to approve the 2023-2027 Capital Improvements Program with potential amendments as discussed. **(RollCall-Pro)**
- VI. Public Forum
 - A. Speakers should give their name and residential address (not mailing address) and are allowed five minutes to speak on any topic.
- VII. Mayor/Council consideration of public forum issues

VIII. Consent Agenda

- A. Approve Street Use Permit for the Summer Kick Off Concert, sponsored by Future Neenah, 135 W Wisconsin Avenue, to be held on June 14, 2023, from 6:00 PM to 8:00 PM. (PSSC)
- B. Approve Street Use Permit for the St. Gabriel Eucharistic Procession, sponsored by St. Gabriel Catholic Church, 900 Geiger Street, to be held on June 11, 2023, from 11:00 AM to 11:30 AM. (PSSC)
- C. Approve Street Use Permit for Community Fest sponsored by City of Neenah Parks & Recreation, 211 Walnut Street, Neenah to be held on July 3, 2023, from 7:00 AM to 10:00 PM and July 4, 2023, from 7:00 AM to 10:30 PM (PSSC)
- D. Approve Street Use Permit for Boogie Downtown Concert, sponsored by Future Neenah, 135 W Wisconsin Avenue, to be held on August 23, 2023, from 6:00 PM to 9:00 PM. (PSSC)
- E. **(UC)**

IX. Reports of standing committees

- A. Regular Public Services and Safety Committee meeting of May 30, 2023: (Chairperson Lendrum/Vice Chairperson Hillstrom) (Minutes can be found on the City web site)
 - 1. Committee recommends Council approve Special Event Ordinance 2023-09 and Proposed Special Event Temporary Outdoor Refreshment Area (TDORA) Ordinance 2023-08. **(RollCall-Pro)**
 - 2. Committee recommends Council approve the 2023-2024 liquor license renewal applications. **(RollCall-Pro)**
- B. Regular Finance and Personnel Committee meeting of May 29, 2023: (Chairperson Erickson/Vice Chairperson Skyrms) (Minutes can be found on the City web site)
 - 1. No report, meeting cancelled.

X. Reports of special committees and liaisons and various special projects committees

- A. Regular Plan Commission meeting of May 30, 2023: (Council Rep Steiner) (Minutes can be found on the City web site)
 - 1. No report, meeting cancelled.
- B. Board of Public Works meeting of May 30, 2023: (Vice Chairperson Hillstrom) (Minutes can be found on the City web site)
 - 1. Information Only Items:
 - a) The Board approved Change Order No. 1, Contract 5-23, for street, curb and gutter, sidewalk and apron construction for mill butt joints and 2-inch overlay repair on Oakridge Road from Tullar Road to where the concrete starts to the east of Tullar Road intersection to MCC, Inc. Appleton, WI, in the amount of \$29,250.00.

- b) The Board approved Pay Request No. 4, Contract 11A-22, Water Service Replacement Reddin Avenue & Zemlock Avenue, Donald Hietpas & Sons Inc., Little Chute, in the amount of \$49,871.83.
 - c) The Board declined the Police Department Training Center Project Change Order request to provide water to neighboring Community Gardens and directed staff to work with the organization on water source options.
 - 2. Council Action Items:
 - a) None.
 - C. Community Development Authority
 - 1. Report from the CDA – Director Haese
 - D. Sustainable Neenah Committee
 - 1. Report from the Sustainable Neenah Committee – Alderperson Lendrum
 - E. Bergstrom Mahler Museum
 - 1. Report from the Bergstrom Mahler Museum – Alderperson Borchardt
 - F. Parks & Recreation Commission
 - 1. Report from the Park Commission – Alderperson Weber
- XI. Presentation of petitions
- A. Any other petition received by the City Clerk’s Office after distribution of the agenda.
- XII. Council Directives
- A. Alderman Skyrms 2017 Wisconsin Act 243 and City of Neenah Ordinance 26-27(7) regarding rezoning protest petitions. **(RollCall-Pro)**
- XIII. Unfinished Business
- XIV. New Business
- A. Any announcements/questions that may legally come before the Council.
- XV. 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 Clerk’s Office (920) 886-6100 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.

**Common Council Proceedings - Amended
Wednesday, May 17, 2023—7:00 p.m.**

The Common Council of the City of Neenah, Winnebago County, Wisconsin, met in regular session at 7:00 p.m., May 17, 2023, in the Council Chambers of Neenah City Hall.

Mayor Lang is the chair.

Present: Alderpersons Boyette, Erickson, Hillstrom, Lendrum, Steiner, Stevenson, Skyrms, Weber, and Borchardt. Staff present Director of Finance Rasmussen, Director of Community Development & Assessment Haese, Director of Public Works Kaiser, City Attorney Rashid, and City Clerk Nagel.

Also Present: Police Chief Olson

Mayor Lang called the meeting to order at 7:00 p.m.

- I. The Mayor/Alderpersons recorded their attendance on the RollCall-Pro System as the Clerk called the roll. Alderperson Skyrms led the Pledge of Allegiance.

Mayor Lang read the National Police Week Proclamation to be observed May 9 through May 15, 2023 in the City of Neenah.

- II. Introduction and Confirmation of Mayor's Appointment(s)
 - A. Reappoint Amy Van Straten as FVTC Representative and Jon Joch as NJSD Representative to the Joint Review Board for a one-year term to expire April 2024.
 - B. Reappoint Mike Faulks to the Joint Review Board for a three-year term to expire April 2026.
 - C. Reappoint Patricia Rickman, Carol Codner, Michael Koller, and Jennifer McMahon to the Library Board for a three-year term to expire May 2026.
 - D. Reappoint Carol Codner to the Library Board Finance & Personnel Committee for a three-year term expiring April 2026.
 - E. Appoint Peter Allen to the Board of Appeals for a two-year term to expire January 2025.
 - F. **(UC)**
 - G. Swearing in
There being no objections, the Mayoral appointments were ordered approved by unanimous consent.

- III. Approval of Council Proceedings
 - A. Approval of the Council Proceedings of May 3, 2023 regular session. **(UC)**
There being no objections, the Council Proceedings of May 3, 2023 was ordered approved as written by unanimous consent.

- IV. Consent Agenda
 - A. Approve Temporary Class "B" Retailers License to Bergstrom Mahler Museum of Art, 165 N. Park Avenue for Art After Dark to be held on June 22, 2023, from 6:00 PM to 9:30 PM. **(PSSC)**

- B. Approve Street Use Permit for the Bergstrom Mahler Museum Art After Dark, sponsored by Bergstrom Mahler Museum, 165 N. Park Avenue, to be held on June 22, 2023, from 6:00 PM to 9:30 PM. **(PSSC)**
 - C. Approve Street Use Permit for the Neenah High School Graduation Parade, sponsored by the Neenah Joint School District, 410 S. Commercial Street, to be held on May 24, 2023, from 9:00 AM to 10:00 AM. **(PSSC)**
 - D. Approve Street Use Permit for the Barrel 41 HAKAS, sponsored by Barrel 41 Brewing Company, 1132 S. Commercial Street, to be held on June 2, 2023, and June 3, 2023, from 5:00 PM to 10:00 PM. **(PSSC)**
 - E. Approve Street Use Permit for Race the Lake, sponsored by Dutrirun Foundation, to be held on August 20, 2023, from 7:00 AM to 10:00 AM contingent upon Dutrirun Foundation providing a valid non-profit certificate. **(PSSC)**
 - F. **(UC)**
There being no objections, the Consent Agenda is approved as written by unanimous consent.
- V. Reports of standing committees
- A. Regular Public Services and Safety Committee meeting of May 9, 2023: (Chairperson Lendrum/Vice Chairperson Hillstrom) (Minutes can be found on the City web site)
 - 1. Committee recommends Council approve an amendment to the 2023 Capital Improvement Budget in the amount of \$543,600.00 for additional street resurfacing on Hunt Avenue (Harrison to Cecil), Fairwood Drive (W. Terminus to Harrison), Brookwood Drive (Hunt to Fairwood), and Oakridge Road (Tullar to concrete pavement). (Requires 2/3 Vote) **(RollCall-Pro)**
MSRCP Lendrum/Borchardt to approve as recommended by committee, all voting aye.
 - B. Regular Finance and Personnel Committee meeting of May 8, 2023: (Chairperson Erickson/Vice Chairperson Skyrms) (Minutes can be found on the City web site)
 - 1. No report, meeting cancelled.
- VI. Reports of special committees and liaisons and various special projects committees
- A. Regular Plan Commission meeting of April 25, 2023: (Council Rep Steiner) (Minutes can be found on the city web site)
 - 1. Information Only Item:
 - B. Regular Plan Commission meeting of May 9, 2023: (Council Rep Steiner) (Minutes can be found on the City web site)
 - 1. No report, meeting cancelled.
 - C. Board of Public Works meeting of May 9, 2023: (Vice Chairperson Hillstrom) (Minutes can be found on the City web site)
 - 1. Council Action Items:
 - a. The Board recommends Council award Contract 7-23, Sanitary and Storm Sewer, Water Main and Street Construction on High Street and River Street, to Carl Bowers & Sons Construction Inc., in the amount of \$442,925.00. **(RollCall-Pro)**

MSRCP Hillstrom/Borchardt to approve as recommended by committee, all voting aye.

VII. Council Directives

- A. Alderman Skyrms – 2017 Wisconsin Act 243 repealed section 62.23 (7) (d) 2m.a of the state code which required an extraordinary vote regarding rezoning protest petitions. As a result, municipalities such as Appleton, Oshkosh, and others have made changes to their ordinances.

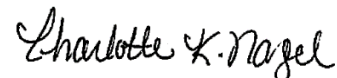
Motion by Skyrms, seconded by Steiner to recommend 2017 Wisconsin Act 243 and City of Neenah Ordinance 26-27(7) be reviewed by the Community Development Director Haese and City Attorney Rashid for their recommendation on the appropriate action, if any, by the end of next month.

City Attorney Rashid advised that according to Council Rules, a Council Directive is introduced at the first meeting via motion and second, but voted upon at the second meeting, therefore no vote can be taken tonight on the above proposed Council Directive.

VIII. Adjournment

Motion by Borchardt/Steiner to adjourn, all voting aye. Meeting adjourned at 7:28 PM.

Respectfully submitted,



Charlotte Nagel, City Clerk

**Common Council Minutes - Amended
Wednesday, May 17, 2023—7:00 p.m.**

The Common Council of the City of Neenah, Winnebago County, Wisconsin, met in regular session at 7:00 p.m., May 17, 2023, in the Council Chambers of Neenah City Hall.

Mayor Lang is the chair.

Present: Alderpersons Boyette, Erickson, Hillstrom, Lendrum, Steiner, Stevenson, S kyrms, Weber, and Borchardt. Staff present Director of Finance Rasmussen, Director of Community Development & Assessment Haese, Director of Public Works Kaiser, City Attorney Rashid, and City Clerk Nagel.

Also Present: Police Chief Olson

Mayor Lang called the meeting to order at 7:00 p.m.

- I. The Mayor/Alderpersons recorded their attendance on the RollCall-Pro System as the Clerk called the roll. Alderperson S kyrms led the Pledge of Allegiance.

Mayor Lang read the National Police Week Proclamation to be observed May 9 through May 15, 2023 in the City of Neenah.

- II. Introduction and Confirmation of Mayor's Appointment(s)
 - A. Reappoint Amy Van Straten as FVTC Representative and Jon Joch as NJSD Representative to the Joint Review Board for a one-year term to expire April 2024.
 - B. Reappoint Mike Faulks to the Joint Review Board for a three-year term to expire April 2026.
 - C. Reappoint Patricia Rickman, Carol Codner, Michael Koller, and Jennifer McMahon to the Library Board for a three-year term to expire May 2026.
 - D. Reappoint Carol Codner to the Library Board Finance & Personnel Committee for a three-year term expiring April 2026.
 - E. Appoint Peter Allen to the Board of Appeals for a two-year term to expire January 2025.
 - F. **(UC)**
 - G. Swearing in
There being no objections, the Mayoral appointments were ordered approved by unanimous consent.

- III. Approval of Council Proceedings
 - A. Approval of the Council Proceedings of May 3, 2023 regular session. **(UC)**
There being no objections, the Council Proceedings of May 3, 2023 was ordered approved as written by unanimous consent.

- IV. Public Forum
 - A. Speakers should give their name and residential address (not mailing address) and are allowed five minutes to speak on any topic.
Mayor Lang opened the Public Forum at 7:07 PM.

Tamara Hasz, 301 E. Wisconsin Avenue – Encouraged the Council to take into consideration all constituents when making decisions. Consider if the action being taken is necessary and what the impact is going to be on those affected by Council decisions.

Seeing no additional appearances, Mayor Lang closed the public forum at 7:11 PM.

- V. Mayor/Council consideration of public forum issues.
- A. Alderman Boyette thanked Ms. Hasz for stepping up to speak and can appreciate her point of view. Alderman Boyette will do what she can to do better and encourages her colleagues to do the same.
- VI. Consent Agenda
- A. Approve Temporary Class “B” Retailers License to Bergstrom Mahler Museum of Art, 165 N. Park Avenue for Art After Dark to be held on June 22, 2023, from 6:00 PM to 9:30 PM. **(PSSC)**
- B. Approve Street Use Permit for the Bergstrom Mahler Museum Art After Dark, sponsored by Bergstrom Mahler Museum, 165 N. Park Avenue, to be held on June 22, 2023, from 6:00 PM to 9:30 PM. **(PSSC)**
- C. Approve Street Use Permit for the Neenah High School Graduation Parade, sponsored by the Neenah Joint School District, 410 S. Commercial Street, to be held on May 24, 2023, from 9:00 AM to 10:00 AM. **(PSSC)**
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- E. Approve Street Use Permit for Race the Lake, sponsored by Dutrirun Foundation, to be held on August 20, 2023, from 7:00 AM to 10:00 AM contingent upon Dutrirun Foundation providing a valid non-profit certificate. **(PSSC)**
- F. **(UC)**
There being no objections, the Consent Agenda is approved as written by unanimous consent.
- VII. Reports of standing committees
- A. Regular Public Services and Safety Committee meeting of May 9, 2023: (Chairperson Lendrum/Vice Chairperson Hillstrom) (Minutes can be found on the City web site)
1. Committee recommends Council approve an amendment to the 2023 Capital Improvement Budget in the amount of \$543,600.00 for additional street resurfacing on Hunt Avenue (Harrison to Cecil), Fairwood Drive (W. Terminus to Harrison), Brookwood Drive (Hunt to Fairwood), and Oakridge Road (Tullar to concrete pavement). (Requires 2/3 Vote) **(RollCall-Pro) MSRCP Lendrum/Borchardt to approve as recommended by committee, all voting aye.**
- Discussion: Alderman Lendrum reminded everyone that this item requires a 2/3 vote because it is a budget amendment, and that Director Kaiser is present to answer any questions.

Director Kaiser advised the overall bids came in about a one-million-dollar under the amount that was borrowed for public infrastructure because of fluctuating construction costs. As such, staff recommended using that borrowed money to resurface some streets in need of repair. Requirements for this work were no utility work or special assessments. Six streets were identified to the criteria. Of the six streets, staff recommended four to be resurfaced leaving a small financial cushion should unanticipated problems arise. The public infrastructure funds were borrowed for earlier this year.

- B. Regular Finance and Personnel Committee meeting of May 8, 2023: (Chairperson Erickson/Vice Chairperson Skyrms) (Minutes can be found on the City web site)
 - 1. No report, meeting cancelled.
- VIII. Reports of special committees and liaisons and various special projects committees
- A. Regular Plan Commission meeting of April 25, 2023: (Council Rep Steiner) (Minutes can be found on the city web site)
 - 1. Information Only Item:
 - B. Regular Plan Commission meeting of May 9, 2023: (Council Rep Steiner) (Minutes can be found on the City web site)
 - 1. No report, meeting cancelled.
 - C. Board of Public Works meeting of May 9, 2023: (Vice Chairperson Hillstrom) (Minutes can be found on the City web site)
 - 1. Information Only Items:
 - a. The Board approved Pay Request No.1, Contract 1-23, Sanitary Sewer, Water Main and Street Construction on Burr Avenue, Chestnut Street, Dickehoff Street and Laudan Boulevard, to Don E. Parker Excavating, in the amount of \$431,668.54.
 - b. The Board approved Pay Request No.1, Contract 5-23, Street Construction, Curb & Gutter, Sidewalks and Apron Installation in Arthur Plat, Cardinal Plat, Integrity Acres, 1st Addition to Integrity Acres, and Liberty Heights Subdivisions to MCC, Inc., in the amount of \$118,891.55.
 - c. The Board approved Pay Request No.1, Contract 6-23, Sanitary and Storm Sewer, Water Main and Street Construction on Columbian Avenue to Donald Hietpas & Sons, Inc., in the amount of \$316,822.32.
 - d. The Board approved Pay Request No. 4, Arrowhead Park Phase 2B Pier to Lunda Construction Company, Black River Falls, WI in the amount of \$50,527.65 for work completed through April 30, 2023 utilizing approved budgeted 2021 CIP Carry Forward Funds.
 - 2. Council Action Items:
 - a. The Board recommends Council award Contract 7-23, Sanitary and Storm Sewer, Water Main and Street Construction on High Street and River Street, to Carl Bowers & Sons Construction Inc., in the amount of \$442,925.00. **(RollCall-Pro)**

MSRCP Hillstrom/Borchardt to approve as recommended by committee, all voting aye.

- D. Reports on neighborhood groups.
 - 1. Business Improvement District Board (BID Board) – Alderperson Skyrms
 - a. Reporting from the BID Meeting of May 16, 2023.
 - b. Baker Tilly completed the annual financial review with no concerns.
 - c. Spring Fling was well attended last weekend. All 35 flower beds were decorated and will remain so until June 10th.
 - d. New holiday decorations have arrived.
 - e. Park bench art is displayed on Main Street near the Plexus building. The benches were from the relocation of the bus stop and painted by local artist.
 - f. Downtown Farmer’s Market begins June 10th.
 - g. Downtown Summer Kickoff Concert is June 14th featuring the band Road Trip.
 - h. Maintenance District Walk-Through is June 20th.
 - i. Log Your Loops begins May 29th. Thus far there are 600 registrants, the estimate is there will be 1,000.
- E. Library Board
 - 1. Report from the Library Board – Alderperson Erickson
 - a. Reporting from May 17, 2023 Meeting.
 - b. Carpet installation is complete on the second floor. The fixtures also have a new configuration. Everyone is encouraged to stop by and look at the improvements.
 - c. Library staff has been visiting elementary schools talking to students about the Summer Reading Program.
 - d. Variety of summer programs are offered on the library’s website.
- F. Neenah Arts Council
 - 1. Report from the Neenah Arts Council – Alderperson Erickson
 - a. Reporting from the May 17, 2023 Meeting.
 - b. Many members of the Arts Council participated in the Spring Fling Flower Bed Decoration. Everyone is encouraged to check out the downtown décor.
 - c. Discussion and ideas for the upcoming summer activities.
- G. Landmarks Commission
 - 1. Report from the Landmarks Commission – Alderperson Weber
 - a. Reporting from the May 10, 2023 Meeting.
 - b. Funds were allocated along with initial discussion and planning for the Wagon Tour. More details to follow.
 - c. The remainder of the meeting was a workshop confirming the information we had was correct for the sesquicentennial historical walking event. Thanks, and much appreciation, to Jacy Parks of Doty Island Development Council for providing insights and information from their walk which has been very helpful to the Commission.

- IX. Presentation of petitions
A. Any other petition received by the City Clerk's Office after distribution of the agenda.
No petitions.

- X. Council Directives
A. Alderman S kyrms – 2017 Wisconsin Act 243 repealed section 62.23 (7) (d) 2m.a of the state code which required an extraordinary vote regarding rezoning protest petitions. As a result, municipalities such as Appleton, Oshkosh, and others have made changes to their ordinances.

Motion by S kyrms, seconded by Steiner to recommend 2017 Wisconsin Act 243 and City of Neenah Ordinance 26-27(7) be reviewed by the Community Development Director Haese and City Attorney Rashid for their recommendation on the appropriate action, if any, by the end of next month.

City Attorney Rashid advised that according to Council Rules, a Council Directive is introduced at the first meeting via motion and second, but voted upon at the second meeting, therefore no vote can be taken tonight on the above proposed Council Directive.

- XI. Unfinished Business – None.

- XII. New Business

- A. Arrowhead Park Development Status Report. (Ald. Hillstrom)
Nothing new to report since the last meeting.
- B. Any announcements/questions that may legally come before the Council.
None.

- XIII. Adjournment

Motion by Borchardt/Steiner to adjourn, all voting aye. Meeting adjourned at 7:28 PM.

Respectfully submitted,



Charlotte Nagel, City Clerk

CITY OF NEENAH
COMMITTEE OF THE WHOLE
2023 -2027 Capital Improvements Plan
Workshop / Study Session
Tuesday, May 30, 2023 - 6:00 p. m.
Council Chambers, Neenah City Administration Building
211 Walnut Street, Neenah Wisconsin

1. Workshop - Study Session Procedures/Opportunity for Public Comment on the 2023 - 2027 Capital Improvements Plan. Note: Summary pages are **bolded**.

Approximate Start Time	Department	Page Numbers				
		Infrastructure and Utilities	TID and Redevelopment	Facilities	Equipment	Carry Forwards
6:05 PM	Bergstrom-Mahler Museum	N/A	N/A	73, 77, 81, 85, 88, 90	N/A	N/A
6:10 PM	Library	N/A	N/A	73, 77, 81, 85, 88, 90	99, 105, 108, 112, 114, 117	149
6:20 PM	DOLAS / Clerk	N/A	N/A	N/A	96, 100, 106, 109, 112, 115	N/A
6:25 PM	Information Systems	N/A	N/A	N/A	96, 100-101, 106, 109, 113, 115	149
6:45 PM	Parks & Recreation, Arrowhead Park, Cemetary	N/A	N/A	73-74, 78, 82, 86, 88-91	99, 105, 108, 112, 115, 117	149
7:15 PM	Community Development, TID Redevelopment	N/A	54, 55-65	N/A	99, 105, 108, 112, 114, 117	149-150
7:45 PM	Police	N/A	N/A	71, 75, 79, 83, 87, 89	96, 102, 107, 110, 113, 116	149
8:15 PM	Fire	N/A	N/A	72, 75, 80, 84, 87, 89	97, 102-104, 107, 110-111, 114, 116	149
8:45 PM	Water	137-138, 139-147	N/A	N/A	N/A	N/A
8:45 PM	Public Works	16-19, 20-35	N/A	71-73, 75-77, 79, 81, 83, 85, 87-90	98, 104, 108, 111-112, 114, 117	150
8:45 PM	Sanitary Sewer	121, 122-126	N/A	N/A	N/A	N/A
8:45 PM	Storm Water	129, 130-134	N/A	N/A	N/A	N/A

2. Wrap Up/Overview.

**CITY OF NEENAH
COMMITTEE OF THE WHOLE**

**2023 - 2027 Capital Improvements Program
Workshop/Study Session
Tuesday, May 30, 2023 - 6:00 p.m.
Council Chambers, Neenah City Administration Building
211 Walnut Street, Neenah, Wisconsin**

Present: Council President Borchardt, Aldermen Erickson, Hillstrom, Lendrum, Skyrms, Steiner, and Weber. Absent were Aldermen Boyette and Stevenson.

Others Present: Mayor Lang, Director of Finance Rasmussen, Bergstrom Mahler Assistant Director John Timmer, Library Director Hardina-Wilhelm, City Clerk Nagel, Director of Information Systems Wenninger, Director of Parks and Recreation Kading, Director of Community Development and Assessment Haese, Deputy Director of Community Development Schmidt, Fire Chief Kevin Kloehn, Deputy Fire Chief Krueger, Deputy Police Chief Bernice, Police Captain Van Sambeek, Director of Water Utility Mach, Director of Public Works Kaiser, Public Works Superintendent Radtke.

Workshop – Study Session Procedures/Opportunity for Public Comment on the 2023 – 2027 portion of the Capital Improvements Program.

Discussion took place regarding the protocol for potential amendments to the plan. By consensus, committee agreed that no motions to refer the plan to Council or to amend the plan will take place at this workshop session, but instead would take place directly at the June 7, 2023, Council meeting.

Discussion took place on the following 2023 - 2027 CIP items:

Bergstrom-Mahler Museum:

Committee was provided a detailed summary of uses of the 2023 allocation and 2024 anticipated request included:

Projects due to be complete in 2023:

- Stucco damage on east wall at first and second floor areas.
- Entrance railings needs repair for peeling and wear.

Projects to carry-over into 2024:

- Wear and weather damage to wood Tudor frames and beams at front and back of garage.
- Stone all in front crumbling at bottom and in need of tuck pointing.
- Driveway needs to be repaired/replaced and additional parking.

Additional Projects for 2024:

- Gallery renovation in Mahler Gallery.
- Contingency to replace older boiler.

Projects completed in 2023:

- New railing and steps repaired on lake lawn
- Large tree and stump removed on lake lawn.
- Porch and entrance steps repaired.

Library:

Director Hardina-Wilhelm provided a summary of the 2023 – 2027 Library CIP. Facility and equipment issues discussed included replacing the chiller and to replace the four public check out machines which include the software.

DOLAS:

Items discussed included bank of three voting booths prorated over three years of CIP. 2023 is the second year.

Information Systems

Director Wenninger provided a summary of the 2023 – 2027 Information Systems CIP Items discussed included technical equipment upgrade in Council Chambers, fiber build out throughout the city, multi-year hardware/software maintenance, and Citizen Request System initial costs of \$15,000.

Parks & Recreation/Cemetery/Arrowhead

Director Kading provided a summary of the 2023 - 2027 Park and Recreation CIP. Proposed facility and equipment items discussed included:

- \$300,000 to finish Southview Tennis Court reconstruction which provides a 7–10-year fix. The tennis courts will be under construction for approximately two-months. Construction start will be after summer programming. Staff recommends asphalt be completed in 2023 with sealcoat and paint in 2024.
- Seawall replacement at Doty Park and Kimberly Point. Kimberly Point damage is fixed yearly because of acts of nature. Doty Park seawall is failing. Replacement construction is a 20–30-year fix.
- Lighting out on the point for safety and vandalism deterrent was discussed along with lighting along the Helen Kimberly Stuart Trail.
- Douglas Park and Cook Park development.

Arrowhead Park was split out as a separate budget line item so that information does not get lost. Estimates are best guess based on experience. There will be additional items with private funding.

Cemetery – Adding a columbarium, an above-grade structure designed for the interment of cremated remains in a niche, as potential a revenue source.

Home of Freedom Park within the developing Freedom Acres subdivision - Coordinating and identifying parkland and park design for shovel ready park development when the time is right.

Community Development/Assessment

Director Haese provided a summary of the 2023 - 2027 TIF/Community Development CIP. Proposed items discussed included:

- Benefits of participating in the Fox Cities Economic Development Partnership.
- TID #12 Bridgewood Development Area.
- Downtown parking structure and Arrowhead Park parking needs. Staff is working with Baird on different financial options for finding the right funding combination.

- TIF #13 Industrial Park Expansion options.

Equipment: Discussion included the purchase of inspection vehicles planned for 2025 and 2027.

The Committee of the Whole took a 10-minute break from 7:15 – 7:25pm.

Fire/Rescue

Fire Chief Kloehn and Deputy Fire Chief Krueger provided a summary of the 2023 – 2027. Items discussed included:

- Balancing equipment needs vs building repairs.
- Proposed in 2023 is \$1500 for a Station 31 Reassessment Study to replace the 2020 study to be completed by a different consultant. The study will analyze the needs for remodel vs building a new building in order to get better estimates for budgeting purposes.
 - The roof needs to be replaced regardless of remodel or sale, possibly to Neenah Water Utility.
 - Response time analysis confirmed current location as the best location for replacement of the department.
 - Keep healthcare, training rooms and workout area.
- Final payment for new engine page 103. Pierce vs Seagrave manufacturer pricing and lead times. Fire apparatus is order through a dealership, similar to street vehicles. Need to re-establish a vehicle replacement rotation schedule based on max life cycle.
- Joint cost breakdown is each city pays for maintenance of station within their city and with equipment costs split by the share formula.

Police

Assistant Police Chief Bernice and Captain Van Sambeek provided a summary of the 2023 – 2027.

Proposed amendments to plan due to discrepancies:

- For Capital Equipment in 2024, Flocks Security Cameras should be \$21,000 versus \$2,100, page 107.
- For Capital Equipment in 2027, Vehicle Purchases should be \$120,000 versus \$100,000, page 96.

Items discussed included:

- Street barricades were discussed to comply with post Waukesha Christmas Parade requirements. Meridian Rapid Defense Group, ultimate concrete barriers, are being considered as the preferred barricade. This is city-wide project and expense.
- Flock Camera System – Currently the city has 6 would like 6 additional to be located at additional city entrance locations. Flock Camera System has aided in the successful apprehension of many suspects.
- Eighteen (18) vehicles are requested over the next several years. Hybrid vehicles are being considered. Cost/benefit/life expectancy analysis are being completed on hybrid vehicles. Both Winnebago County and the City of Menasha are currently running hybrid vehicles with no issues.

- Remodel pricing includes replacing old, outdated equipment was the department moves into the new rooms as well as equipping said rooms for future use.
- Storage building is proposed to be onsite, stand alone, heated pole building.

Public Works/Sanitary/Storm

Director Kaiser and Superintendent Radtke provided a summary of the 2023 - 2027 Public Works and Utilities CIP. Items discussed included:

- Summary of projects for the next year to 2030 spreadsheet created collaboratively between Public Works and Water Utility.
- North Street is a shared cost road split 50/50 with the Village of Fox Crossing for road work.
- Bids are evaluated by using a life cycle cost analysis between asphalt vs concrete, comparing them together to see what the better option is.
- The sidewalk by Neenah Paper is sinking. A consultant will be assessing repair options.
- PACER Rating is a program that allows the city to prioritize road repair/reconstruction. Utility work is a factor on the PACER Rating given to a particular street.
- Selling old equipment when replacement equipment is purchased. Varies depending on equipment. The goal is to get as much money as possible for each equipment piece sold. The money goes to the general fund not to a specific department, except the Water Utility which is a separate entity.
- Oak St Bridge is scheduled to be spray painting with a lighting update to changing colors due to end-of-life failures.
- Plummer Court sidewalks partial sidewalks, 503 rating. Would like to see the sidewalks higher on the priority list because they serve two schools: Taft and St. Gabriel's.

Requested amendments include:

- Page 108, item 9 should be a front mount leaf picker only, no self-contained trailer unit.

Water:

Director Mach provided a summary of the 2023 - 2027 Public Works and Utilities CIP. Items discussed included:

- Water meter replacement pricing advantage for all meters through 2024
- Station 31 advantages:
 - Store equipment properly inside vs outside.
 - The Utility could offer its own water meter testing vs outsourcing the testing.
 - Training center could be utilized by the city, especially by Station 31 employees.
 - Maintain the use of the Healthcare Center.
 - Could serve as the Utility Distribution Center.
 - COVID was challenging due to the shortage of personal space in the current water building.
 - Water Utility scored lowest on the culture survey of which facilities and workspace was a factor.
- New booster station is to support new development to the west.

The Committee of the Whole would like all departments to assess needs vs wishes in order to provide the services they are responsible for at reasonable cost to the taxpayers.

Motion/Second/Carried Skyrms/Weber to adjourn at 8:23 pm. All voting aye.

Respectfully submitted,

A handwritten signature in black ink that reads "Charlotte K. Nagel". The signature is written in a cursive, flowing style.

Charlotte K. Nagel, WCMC

CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES
Tuesday, May 30, 2023, 6:30 PM

Present: Alderpersons Borchardt, Hillstrom, Lendrum, and Weber

Excused: Alderperson Stevenson

Also Present: Mayor Lang, City Attorney Rashid, Asst. Police Chief Bernice, Public Works Director Kaiser, City Clerk Nagel, Public Works Office Manager Mroczkowski, Tom McHugh, Sara Hanneman, Eric Glassco, and Rich Van Sistine

Public Appearances:

Tom McHugh, PO Box 54, Greenville WI – spoke regarding the possible assessment for the 2-Inch asphalt mat and sidewalk in Homes for Freedom Acres. He stated that he sold the houses assuming that the developer's escrow would be paying for the first layer of asphalt and sidewalks. He stated that he was not aware that the property owner could be assessed for the balance of the not if escrowed funds were not enough. He stated that this is unprecedented that escrows do not cover the full cost.

Approval of Minutes of the Meeting of May 9, 2023

Motion/Second/Carried by Hillstrom/Borchardt to approve the minutes of the Meeting of May 9, 2023. All voting aye.

Proposed Special Event Ordinance 2023-09 & Proposed Special Event Temporary Outdoor Refreshment Area (TDORA) Ordinance 2023-08

City Attorney Raschid stated that the proposed amendment to Municipal Code Chapter 14, Streets, Sidewalks, and Other Public Places, adds Article V, Special Event Permit. He stated this provides clarity as to what city resources are being used and the cost for the use of those resources. He stated that Chapter 4, Businesses, adds Section 4-108, Special Event Temporary Designated Outdoor Refreshment Area (TDORA). City Attorney Raschid stated that event organizers were wanting to be able to allow event attendees to have open alcohol on the sidewalk and street in the closed off events sections of Wisconsin Avenue and this amendment will do this.

Ms. Hanneman, representing Future Neenah Inc., stated that all drinks that will be sold and taken out of the establishments will have an identifying sticker to show that they were bought at a licensed establishment and served by a licensed bartender and that all proper measures were taken to verify ID.

Alderperson Hillstrom asked how the area for the TDORA was decided on. Ms. Hanneman stated that it was set using the Business Improvement District (BID) boundaries.

Assistant Police Chief Bernice stated that the Police Department supports this initiative.

Aldersperson Hillstrom stated that he has concerns that we are always doing things for the downtown businesses and hopes this will not take away from businesses outside the BID. He stated that he would like to have this reviewed in one year.

Report

Following Discussion: Motion/Second/Carried by Borchardt/Weber to recommend Council approve Special Event Ordinance 2023-09 & Proposed Special Event Temporary Outdoor Refreshment Area (TDORA) Ordinance 2023-08. All voting aye.

Annual Liquor License Renewals

City Clerk Nagel stated that these are the annual renewals that are due to expire on June 30th. She stated that the only change to the list is Applebee's not renewing.

Report

Following Discussion: Motion/Second/Carried by Borchardt/Hillstrom to recommend Council the 2023-2024 liquor license renewal applications. All voting aye.

Special Event Applications

Future Neenah Summer Kick Off Concert

City Clerk Nagel stated that Future Neenah did request the DORA for this event. She stated that the footprint is the same as previous years. She stated that with the DORA there is an application fee to be paid yet and also having each participating establishment submitting a temporary extension of licensed premises application.

C.A.

Following Discussion: Motion/Second/Carried by Borchardt/Weber to recommend Council approve the Street Use Permit for the Summer Kick Off Concert, sponsored by Future Neenah, 135 W Wisconsin Avenue, to be held on June 14, 2023, from 6:00 PM to 8:00 PM. All voting aye.

St. Gabriel Eucharistic Procession

C.A.

Following Discussion: Motion/Second/Carried by Borchardt/Hillstrom to recommend Council approve the Street Use Permit for the St. Gabriel Eucharistic Procession, sponsored by St. Gabriel Catholic Church, 900 Geiger Street, to be held on June 11, 2023, from 11:00 AM to 11:30 AM. All voting aye.

Community Fest

C.A.

Following Discussion: Motion/Second/Carried by Hillstrom/Borchardt to recommend Council approve the Street Use Permit for Community Fest sponsored by City of Neenah Parks & Recreation, 211 Walnut Street, Neenah to be held on July 3, 2023, from 7:00 AM to 10:00 PM and July 4, 2023, from 7:00 AM to 10:30 PM. All voting aye.

Future Neenah Boogie Downtown

City Clerk Nagel stated that Future Neenah did request the DORA for this event. She stated that the footprint is the same as previous years. She stated that with the DORA there is an application fee to be paid yet and also having each participating establishment submitting a temporary extension of licensed premises application.

C.A.

Following Discussion: Motion/Second/Carried by Borchardt/Weber to recommend Council approve the Street Use Permit for Boogie Downtown Concert, sponsored by Future Neenah, 135 W Wisconsin Avenue, to be held on August 23, 2023, from 6:00 PM to 9:00 PM. All voting aye.

Freedom Acres, Homes at Freedom Acres: Two Inch Mat Cost Follow Up

Director Kaiser reviewed his memo of May 25, 2023. He stated that the escrowed funds for these developments are very specific to what the funding can be used for. He stated that the escrowed funds for the sidewalk and two-inch asphalt mat cannot be pooled together to cover the cost of the shortfall of \$56,938 between these two developments.

Director Kaiser stated that there is language in each development that covers the possibility of assessing the property owners if the escrowed funds are insufficient to cover the installation costs.

Director Kaiser stated that there are sufficient funds to move forward with the sidewalk installation this year and that he will be submitting a change order to the Board of Public Works to do that.

Aldersperson Weber asked staff to verify if the 8-year installment plan could be used for the assessments.

Rich Van Sistine, 1436 Freedom Ct – stated that this situation has not come up before and asked if there are city funds available to help cover the shortfall that it be considered.

Aldersperson Borchardt asked staff to see if there is a way to split the two-inch asphalt mat shortfall between the developer and the city.

Director Kaiser stated that he will look into that option and present it at the next meeting. He stated that he will proceed with the sidewalk installation.

Announcements/Future Agenda Items

None

Adjournment: Motion/Second/Carried Hillstrom/Stevenson to adjourn at 6:03 PM.
All voting aye.

Respectfully submitted,



Lisa Mroczkowski
Public Works Office Manager



Special Event Permit
Application
City of Neenah

Submitted On:

Feb 24, 2023, 02:59PM CST

Submitted By:

Joni Heinz

EVENT INFORMATION

Please Check the Name of
Event

Future Neenah Summer Kick Off Concert

Type of Event

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)

Please Chose One

Festival/Concert/Exhibition

List the event activities to take
place

Street concert with a few snack food vendors.

Event Date and Time

Please indicate day(s) of the
event

Wednesday

Event Date (Wednesday)

6/14/23

Start and End Time of
Wednesday Event (Ex. 7:00 AM
to 5:00 PM)

6PM - 8PM

Set up time needed prior to
event

3 Hours

Clean up time needed post
event

1 Hour

Other pertinent information

200 W. Wisconsin Ave Block (Church St. to Doty St)

Attendance

Anticipated event attendance

500-1000

Location

The event will be located

where? (Chose all that apply)	Street/Sidewalk/Trail
Please provide the streets/sidewalk/trail that will be affected by the event. (EX: Wisconsin Ave from Church St to Commercial St)	200 W. Wisconsin Ave Block (Church St. to Doty St)
How will event impede Street/Sidewalk/Trail	Event closes a street, sidewalk or trail. Public access is not permitted during the event

Property Notification Letter

If event will be closing any street/sidewalk/trail, adjacent or enclosed properties must be notified by the applicant five weekdays in advance of the event. A copy of the notification must be submitted and approved by the City Traffic Engineer.

The Notification Letter must include the following:

Name of organization hosting event

Name of Event

Date of Event

Time of Event

State if residents will have access to their property

Upload copy of notification letter here	Summer.pdf
--	------------

Upload site plan here (Please make sure all departments site plan requirements are included. A list was provided on the website.)	Summer.pdf
--	------------

Event location description	200 W. Wisconsin Ae Block (Church St. to Doty St)
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SOCIAL MEDIA USED TO PROMOTE EVENT

ORGANIZATION INFORMATION

Name of Organization	Future Neenah
-----------------------------	---------------

Organization Address	135 W Wisconsin Avenue, Neenah WI 54956
Daytime Phone Number	920-722-1920
Nonprofit event sponsors exempt from taxation under Internal Revenue Code Statute 501(c) shall reimburse a portion of the City's cost. See Municipal code 14-129(g)(4) for details.	
Is this Organization a 501(c) Non-Profit	008-0000351043-05

APPLICANT INFORMATION

Applicant Name	First Name: Meredith Last Name: Rathe
Daytime Phone Number	920-722-1920
Cell Phone Number	920-362-6641
Applicant Email	meredith@neenah.org

EVENT COORDINATORS

Event Coordinators must be on-site during the event to address any issues that may arise. Event Coordinators are responsible for executing the Emergency Response Protocol.

Coordinator 1

Name	First Name: Meredith Last Name: Rathe
Daytime Phone Number	920-722-1920
Cell Phone Number	920-362-6641
Email	meredith@neenah.org
Will you be available at either of these numbers on the day of the event?	Yes

Coordinator 2

Name	First Name: Sara Last Name: Hanneman
Daytime Phone Number	920-722-1920
Cell Phone Number	920-379-0558

Email	sara@neenah.org
Will you be available at either of these numbers on the day of the event?	Yes

PUBLIC SAFETY

EMERGENCY RESPONSE PROTOCOL

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 to 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.

[City of Neenah's Emergency Response Protocol](#)

Will you be using the City of Neenah's Emergency Response Protocol	Yes
Will you be providing security for this event? (The Police Department will review all applications and make recommendations)	No
Will you be providing first aid/emergency responders on-site for this event?	No

Emergency Communication

Describe the communication method/equipment that will be used to notify event staff/volunteers of emergencies	Cell Phones Loudspeaker/PA System
Describe the communication method/equipment that will be used to notify event attendees of emergencies	Cell Phones Loudspeaker/PA System

Please read the City of Neenah Noise Ordinance to familiarize yourself with the rules and regulations regarding loudspeakers, amplifiers, public address systems, and similar devices.

[Noise Ordinance](#)

Loudspeaker/PA System location (be specific) (N/A if not applicable)	On Stage
Lost child recovery site (be specific) (N/A if not applicable)	Info Booth
Severe weather shelter(s) (N/A if not applicable)	Surrounding Businesses
First aid station(s) (N/A if not applicable)	Info Booth
Enclosed/Fenced area(s) (N/A if not applicable)	n/a

Equipment/Facilities

Check all that will apply	Amplified/Loudspeaker/PA System & #40;Non-Emergency Use& #41; Generators Portable Toilets/Wash Stations Tents/Fences/Canopies
----------------------------------	--

Please read the City of Neenah Noise Ordinance to familiarize yourself with the rules and regulations regarding loudspeakers, amplifiers, public address systems, and similar devices.

[Noise Ordinance](#)

Hours of amplified music	6PM - 9PM
Please describe purpose of Loudspeaker/PA System	Music

Portable Toilets/ Wash Stations

Is the location of portable toilets/wash stations on site map	Yes
--	-----

Tent/Fences/Canopies

Drilling of holes in pavement for anchoring of tents, fences and canopies is not

permitted in the City of Neenah.

The Neenah-Menasha Fire Department has specific requirements for the use of tents. Please click below to review requirements. Any questions can be directed to the Neenah-Menasha Fire Department at 920-886-6200

[Click here](#)

Are the location(s) of tents/fences/canopies provided on the event site map	Yes
---	-----

Services

Please check all that apply (FEES MAY APPLY)	N/A
--	-----

Activities

Check all that will apply	N/A
---------------------------	-----

Concessions

Check all that will apply	Cooking Operations Food concessions
---------------------------	--

Having Food & Beverage Concessions, Live Animals, Water Activities (Dunk Tanks/Water Slides), and Portable Toilets/Wash Stations require approval through the Winnebago County Health Department

Please contact:

Winnebago County Health Department
1112 Otter Street, Oshkosh WI 54901
Environmental Health Specialist Jennifer Bonzelet
Phone: 920-232-3000
Email: jbonzelet@co.winnebago.wi.us
Website: [Click Here](#)

LICENSES AND PERMITS

Temporary Class B (Picnic) Fermented Malt Liquor License

The City of Neenah requires license if an event will be serving alcohol. Please fill out the attached form and return with this Special Event Application.

[Guidelines](#)

[Wisconsin Alcohol Beverage & Tobacco Laws for Retailers](#)

[Click Here for Application](#)

Please fill out the Temporary Beverage Operators License below.

TRAFFIC CONTROL

Will the event require traffic control

Yes

Please check all traffic control requested

Barricades
Message Board

How will the barricades be provided

City

PARK DEPARTMENT REQUIREMENTS

The application indicated that the event is be held in a park and or pavillion. Please contact the Parks & Recreation Department to make a reservation.

Provisions & Terms

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 the use of City facilities unless specifically noted in the permit. Regulations in [Municipal Code 14-125](#) shall apply to this permit.

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

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

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

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 sole negligence or willful misconduct of the City.

Acknowledgement of Legal Notice

Signature Data

First Name: Meredith

Last Name: Rathe

Email Address: meredith@neenah.org

As Submitted

Signed at: February 24, 2023 2:59pm America/Chicago

City of Neenah Contact Information

Special Event Coordinator

Joni Heinz

Phone: 920-886-6104

Email: jheinz@ci.neenah.wi.us

Police Department - 2111 Marathon Avenue

Lieutenant Jon Kuffel

Phone: 920-8866018

Email: jkuffel@ci.neenah.wi.us

Neenah-Menasha Fire Rescue - 125 E Columbian Avenue

Adam Dorn, Assistant Chief-Fire Marshall

Phone: 920-886-6204

Email: adorn@nmfire.org

City Clerk Office - 211 Walnut Street

City Clerk Char Nagel

Phone: 920-886-6110

Email: cnagel@ci.neenah.wi.us

Winnebago County Health Department - 112 Otter St., Oshkosh

Environmental Health Specialist Jennifer Bonzelet

Phone: 920-232-3000

Email: jbonzelet@co.winnebago.wi.us

Traffic Department 211 Walnut Street

Traffic Engineer James Merten

Phone: 920-886-6243

Email: jmerten@ci.neenah.wi.us

Parks & Recreation Department - 211 Walnut Street

Parks & Recreation Office

Phone: 920-886-6060

Email: parkrec@ci.neenah.wi.us

Public Works Department

Traffic Engineer James Merten

Phone: 920-886-6243

Email: jmerten@ci.neenah.wi.us



Special Event Permit Application City of Neenah

Submitted On:

May 16, 2023, 08:20AM CDT

Submitted By: Char Nagel

EVENT INFORMATION

Please Check the Name of Event

Not Listed

Name of Event

St. Gabriel Eucharistic Procession

Type of Event

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)

Please Chose One

Procession

List the event activities to take place

St. Gabriel Eucharistic Procession

Event Date and Time

Please indicate day(s) of the event

Sunday

Event Date (Sunday)

6-11-2023

Start and End Time of Sunday Event (Ex. 7:00 AM to 5:00 PM)

11:00-11:30am

Set up time needed prior to event

1 Hour

Clean up time needed post event

1 Hour

Other pertinent information

Attendance

Anticipated event attendance

200

Location

The event will be located where? (Chose all that apply)	Street/Sidewalk/Trail
Please provide the streets/sidewalk/trail that will be affected by the event. (EX: Wisconsin Ave from Church St to Commercial St)	Geiger St, Green Bay Rd, Main St, Richard Ave
How will event impede Street/Sidewalk/Trail	Event limits use of the street, but maintains public access throughout

Property Notification Letter

If event will be closing any street/sidewalk/trail, adjacent or enclosed properties must be notified by the applicant five weekdays in advance of the event. A copy of the notification must be submitted and approved by the City Traffic Engineer.

The Notification Letter must include the following:

- Name of organization hosting event
- Name of Event
- Date of Event
- Time of Event
- State if residents will have access to their property

Upload site plan here (Please make sure all departments site plan requirements are included. A list was provided on the website.)	6.11.2023 St. Gabs Eucharistic Procession.pdf
Event location description	St. Gab's east and west parking lots. Procession route Geiger St, Green Bay Rd, Main St, Richard Ave.

SOCIAL MEDIA USED TO PROMOTE EVENT

Please check all that apply	St. Gaberiel's Social Media
------------------------------------	-----------------------------

ORGANIZATION INFORMATION

Organization Name	St. Gabriel's Catholic Church
--------------------------	-------------------------------

Daytime Phone Number	920-722-4914
-----------------------------	--------------

Nonprofit event sponsors exempt from taxation under Internal Revenue Code Statute 501(c) shall reimburse a portion of the City's cost. See Municipal code [14-129\(g\)\(4\)](#) for details.

Is this Organization a 501(c) Non-Profit	Church
---	--------

APPLICANT INFORMATION

Applicant Name	First Name: Sara Last Name: Van Frachen
Daytime Phone Number	920-722-4914
Cell Phone Number	920-209-5025
Applicant Email	svanfrachen@smcatholicschools.org

EVENT COORDINATORS

Event Coordinators must be on-site during the event to address any issues that may arise. Event Coordinators are responsible for executing the Emergency Response Protocol.

Coordinator 1

Name	First Name: Sara Last Name: Van Frachen
Daytime Phone Number	920-722-4914
Cell Phone Number	920-209-5025
Email	svanfrachen@smcatholicschools.org
Will you be available at either of these numbers on the day of the event?	Yes

Coordinator 2

Name	First Name: Karen Last Name: Konz
Daytime Phone Number	
Cell Phone Number	920-427-8720
Email	

Will you be available at either of these numbers on the day of the event?	Yes
--	-----

PUBLIC SAFETY

EMERGENCY RESPONSE PROTOCOL

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 to 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.

[City of Neenah's Emergency Response Protocol](#)

Will you be using the City of Neenah's Emergency Response Protocol	N/A
---	-----

Will you be providing security for this event? (The Police Department will review all applications and make recommendations)	No
---	----

Will you be providing first aid/emergency responders on-site for this event?	No
---	----

Emergency Communication

Describe the communication method/equipment that will be used to notify event staff/volunteers of emergencies	Cell Phones Loudspeaker/PA System Radios
--	--

Describe the communication method/equipment that will be used to notify event attendees of emergencies	Loudspeaker/PA System Radios
---	---------------------------------

Please read the City of Neenah Noise Ordinance to familiarize yourself with the rules and regulations regarding loudspeakers, amplifiers, public address systems, and similar devices.

[Noise Ordinance](#)

Equipment/Facilities

Check all that will apply

Tents/Fences/Canopies

Please read the City of Neenah Noise Ordinance to familiarize yourself with the rules and regulations regarding loudspeakers, amplifiers, public address systems, and similar devices.

[Noise Ordinance](#)

Tent/Fences/Canopies

Drilling of holes in pavement for anchoring of tents, fences and canopies is not permitted in the City of Neenah.

The Neenah-Menasha Fire Department has specific requirements for the use of tents. Please click below to review requirements. Any questions can be directed to the Neenah-Menasha Fire Department at 920-886-6200

[Click here](#)

Are the location(s) of tents/fences/canopies provided on the event site map

Yes

Services

Please check all that apply (FEES MAY APPLY)

N/A

Activities

Check all that will apply

N/A

Concessions

Check all that will apply

N/A

LICENSES AND PERMITS

Temporary Class B (Picnic) Fermented Malt Liquor License

The City of Neenah requires license if an event will be serving alcohol. Please fill out the attached form and return with this Special Event Application.

[Guidelines](#)

[Wisconsin Alcohol Beverage & Tobacco Laws for Retailers](#)

[Click Here for Application](#)

Please fill out the Temporary Beverage Operators License below.

TRAFFIC CONTROL

Will the event require traffic control

No

PARK DEPARTMENT REQUIREMENTS

The application indicated that the event is be held in a park and or pavillion. Please contact the Parks & Recreation Department to make a reservation.

Provisions & Terms

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 the use of City facilities unless specifically noted in the permit. Regulations in [Municipal Code 14-125](#) shall apply to this permit.

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

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Legal Notice

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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 sole negligence or willful misconduct of the City.

Acknowledgement of Legal Notice

Signature Data

First Name: Sara

Last Name: Van Frachen

Email Address: svanfrachen@smcathlicschools.org

Submitted by Sara Van Fr.

Signed at: May 16, 2023 8:20am America/Chicago

City of Neenah Contact Information

Special Event Coordinator

Joni Heinz

Phone: 920-886-6104

Email: jheinz@ci.neenah.wi.us

Police Department - 2111 Marathon Avenue

Lieutenant Jon Kuffel

Phone: 920-8866018

Email: jkuffel@ci.neenah.wi.us

Neenah-Menasha Fire Rescue - 125 E Columbian Avenue

Adam Dorn, Assitant Chief-Fire Marshall

Phone: 920-886-6204

Email: adorn@nmfire.org

City Clerk Office - 211 Walnut Street

City Clerk Char Nagel

Phone: 920-886-6110

Email: cnagel@ci.neenah.wi.us

Winnebago County Health Department - 112 Otter St., Oshkosh

Environmental Health Specialist Jennifer Bonzelet

Phone: 920-232-3000

Email: jbonzelet@co.winnebago.wi.us

Traffic Department 211 Walnut Street

Traffic Engineer James Merten

Phone: 920-886-6243

Email: jmerten@ci.neenah.wi.us

Parks & Recreation Department - 211 Walnut Street

Parks & Recreation Office

Phone: 920-886-6060

Email: parkrec@ci.neenah.wi.us

Public Works Department

Traffic Engineer James Merten

Phone: 920-886-6243

Email: jmerten@ci.neenah.wi.us



Special Event Permit Application City of Neenah

Submitted On:

Apr 13, 2023, 12:31PM CDT

EVENT INFORMATION

**Please Check the Name of
Event**

Community Fest

Type of Event

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)

Please Chose One

Festival/Concert/Exhibition

**List the event activities to take
place**

Lighted Parade, Food trucks, entertainment, activity booths, venetian parade, ski show, fmx bike shows, fireworks

Event Date and Time

**Please indicate day(s) of the
event**

Monday
Tuesday

Event Date (Monday)

July 3 - Lighted Parade and Pajama Jam @ Shattuck Pk

Event Date (Tuesday)

July 4 - Activities in Riverside Park

**Start and End Time of Monday
Event (Ex. 7:00 AM to 5:00 PM)**

7:00 -10:00 pm

**Start and End Time of Tuesday
Event (Ex. 7:00 AM to 5:00 PM)**

7:00 am - 10:30 pm

**Set up time needed prior to
event**

Included in times listed

**Clean up time needed post
event**

Included in times listed

Other pertinent information

Attendance

Anticipated event attendance

1000 or more

Location

The event will be located where? (Chose all that apply)	Street/Sidewalk/Trail Park
Please provide the streets/sidewalk/trail that will be affected by the event. (EX: Wisconsin Ave from Church St to Commercial St)	Wisconsin Ave, Commercial Street, N. Park
Please provide the name of the park being used for the event.	Shattuck and Riverside on July 3 Riverside on July 4
How will event impede Street/Sidewalk/Trail	Event closes a street, sidewalk or trail. Public access is not permitted during the event

Property Notification Letter

If event will be closing any street/sidewalk/trail, adjacent or enclosed properties must be notified by the applicant five weekdays in advance of the event. A copy of the notification must be submitted and approved by the City Traffic Engineer.

The Notification Letter must include the following:

Name of organization hosting event

Name of Event

Date of Event

Time of Event

State if residents will have access to their property

Upload copy of notification letter here	Riverside Letter 2022.docx Doty Letter 2022.docx
Upload site plan here (Please make sure all departments site plan requirements are included. A list was provided on the website.)	2019SiteMap.pdf Parade Line-Up Map_NEENAH.pdf
Event location description	Shattuck Park (210 E. Wisconsin Ave) - Pajama Jams (7/3) Wisconsin Ave to Commercial Ave (north) - Parade of Lites (7/3) Riverside Park (500 E. Wisconsin Ave.) - CFEST Activities

SOCIAL MEDIA USED TO PROMOTE EVENT

Please check all that apply	Facebook Webpage
Event's Facebook Page	https://www.nmcommunityfest.org/
Event's Website URL	https://www.nmcommunityfest.org/

ORGANIZATION INFORMATION

Name of Organization	City of Neenah Parks & Recreation
Organization Address	211 Walnut Street, Neenah WI 54956
Daytime Phone Number	920.886.6062

Nonprofit event sponsors exempt from taxation under Internal Revenue Code Statute 501(c) shall reimburse a portion of the City's cost. See Municipal code [14-129\(g\)\(4\)](#) for details.

Is this Organization a 501(c) Non-Profit	No
---	----

APPLICANT INFORMATION

Applicant Name	First Name: Michael Last Name: Kading
Daytime Phone Number	920.886.6062
Cell Phone Number	920.419.3861
Applicant Email	mkading@neenahwi.gov

EVENT COORDINATORS

Event Coordinators must be on-site during the event to address any issues that may arise. Event Coordinators are responsible for executing the Emergency Response Protocol.

Coordinator 1

Name	First Name: Michael Last Name: Kading
Daytime Phone Number	920.886.6062
Cell Phone Number	920.419.3861
Email	mkading@neenahwi.us

Will you be available at either of these numbers on the day of the event?	Yes
--	-----

Coordinator 2

Name	First Name: Trevor Last Name: Fink
-------------	---

Daytime Phone Number	920886.6070
-----------------------------	-------------

Cell Phone Number	920.268.6393
--------------------------	--------------

Email	tfink@neenahwi.gov
--------------	--------------------

Will you be available at either of these numbers on the day of the event?	Yes
--	-----

PUBLIC SAFETY

EMERGENCY RESPONSE PROTOCOL

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 to 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.

[City of Neenah's Emergency Response Protocol](#)

Will you be using the City of Neenah's Emergency Response Protocol	Yes
---	-----

Will you be providing security for this event? (The Police Department will review all applications and make recommendations)	No
---	----

Will you be providing first aid/emergency responders on-site for this event?	Yes
---	-----

Company Name	Gold Cross
---------------------	------------

Company Contact Name	Katie Halback
-----------------------------	---------------

Company Daytime Phone Number	920.727.3034
-------------------------------------	--------------

Company Cell Phone Number	920.727.3034
Company Contact Email	khalbach@goldcross.org
Will you be the on-site contact on the day of the event?	Yes

Emergency Communication

Describe the communication method/equipment that will be used to notify event staff/volunteers of emergencies	Cell Phones Loudspeaker/PA System Radios
--	--

Describe the communication method/equipment that will be used to notify event attendees of emergencies	Loudspeaker/PA System Social Media
---	---------------------------------------

Please read the City of Neenah Noise Ordinance to familiarize yourself with the rules and regulations regarding loudspeakers, amplifiers, public address systems, and similar devices.

[Noise Ordinance](#)

Loudspeaker/PA System location (be specific) (N/A if not applicable)	Main Park Pavilion
---	--------------------

Lost child recovery site (be specific) (N/A if not applicable)	Park Pavilion or Police Location
---	----------------------------------

Severe weather shelter(s) (N/A if not applicable)	Park Pavilion
--	---------------

First aid station(s) (N/A if not applicable)	Gold Cross Station and Info Tent
---	----------------------------------

Enclosed/Fenced area(s) (N/A if not applicable)	none
--	------

Equipment/Facilities

Check all that will apply	Amplified/Loudspeaker/PA System & #40; Non-Emergency Use & #41; Generators Park/Park Pavillon Portable Toilets/Wash Stations Stages Structures
----------------------------------	---

Please read the City of Neenah Noise Ordinance to familiarize yourself with the rules and regulations regarding loudspeakers, amplifiers, public address systems, and similar devices.

[Noise Ordinance](#)

Hours of amplified music	12:00 - 9:00
Please describe purpose of Loudspeaker/PA System	communication with public

Portable Toilets/ Wash Stations

Is the location of portable toilets/wash stations on site map	Yes
--	-----

Tent/Fences/Canopies

Drilling of holes in pavement for anchoring of tents, fences and canopies is not permitted in the City of Neenah.

The Neenah-Menasha Fire Department has specific requirements for the use of tents. Please click below to review requirements. Any questions can be directed to the Neenah-Menasha Fire Department at 920-886-6200

[Click here](#)

Are the location(s) of tents/fences/canopies provided on the event site map	Yes
--	-----

Services

Please check all that apply (FEES MAY APPLY)	<input type="checkbox"/> Fire Department Presence <input type="checkbox"/> Street Sweeping <input type="checkbox"/> Park/Pavilion Rental
---	--

Fire Department Presence

The service for Fire Department Presence was checked for the event. Please see attached form. Any questions regarding this service can be directed to the Neenah-Menasha Fire Department at 920-886-6200.

[Click Here for Form](#)

Activities

Check all that will apply

Fireworks/Pyrotechnics
Vendors-Non-Food

Fireworks/Pyrotechnics

If you are interested in having fireworks or pyrotechnics at the event please contact the Neenah-Menasha Fire Department. (Contact information provided at the end of the application).

[Click here](#) for Fireworks for Display or Entertainment Purposes Application. (Submitted separately)

Concessions

Check all that will apply

Cooking Operations
Food concessions
Food Truck(s)

If you interested in having food trucks at the event please contact the Neenah-Menasha Fire Department. (Contact information provided at the end of the application).

Please [click here](#) for Food Truck Requirements

Having Food & Beverage Concessions, Live Animals, Water Activities (Dunk Tanks/Water Slides), and Portable Toilets/Wash Stations require approval through the Winnebago County Health Department

Please contact:

Winnebago County Health Department
1112 Otter Street, Oshkosh WI 54901
Environmental Health Specialist Jennifer Bonzelet

Phone: 920-232-3000

Email: jbonzelet@co.winnebago.wi.us

Website: [Click Here](#)

LICENSES AND PERMITS

Temporary Class B (Picnic) Fermented Malt Liquor License

The City of Neenah requires license if an event will be serving alcohol. Please fill out the attached form and return with this Special Event Application.

[Guidelines](#)

[Wisconsin Alcohol Beverage & Tobacco Laws for Retailers](#)

[Click Here for Application](#)

Please fill out the Temporary Beverage Operators License below.

TRAFFIC CONTROL

Will the event require traffic control

Yes

Please check all traffic control requested

Barricades
Community Service Aides
Message Board

How will the barricades be provided

City

PARK DEPARTMENT REQUIREMENTS

Has the park shelter(s) been reserved with the Park & Recreation Department

Yes

The application indicated that the event is to be held in a park and/or pavilion. Please contact the Parks & Recreation Department to make a reservation.

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

Volunteers will monitor throughout the day

Provisions & Terms

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 the use of City facilities unless specifically noted in the permit. Regulations in [Municipal Code 14-125](#) shall apply to this permit.

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

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

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

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 ber liable, excpet where caused by sole negligence or willful misconduct of the City.

Acknowledgement of Legal Notice

Signature Data

First Name: Michael
Last Name: Kading
Email Address: mkading@neenahwi.gov



Signed at: April 13, 2023 12:31pm America/Chicago

City of Neenah Contact Information

Special Event Coordinator

Joni Heinz
Phone: 920-886-6104
Email: jheinz@ci.neenah.wi.us

Police Department - 2111 Marathon Avenue

Lieutenant Jon Kuffel

Phone: 920-8866018

Email: jkuffel@ci.neenah.wi.us

Neenah-Menasha Fire Rescue - 125 E Columbian Avenue

Adam Dorn, Assitant Chief-Fire Marshall

Phone: 920-886-6204

Email: adorn@nmfire.org

City Clerk Office - 211 Walnut Street

City Clerk Char Nagel

Phone: 920-886-6110

Email: cnagel@ci.neenah.wi.us

Winnebago County Health Deparment - 112 Otter St., Oshkosh

Environmental Health Specialist Jennifer Bonzelet

Phone: 920-232-3000

Email: jbonzelet@co.winnebago.wi.us

Traffic Department 211 Walnut Street

Traffic Engineer James Merten

Phone: 920-886-6243

Email: jmerten@ci.neenah.wi.us

Parks & Recreation Department - 211 Walnut Street

Parks & Recreation Office

Phone: 920-886-6060

Email: parkrec@ci.neenah.wi.us

Public Works Department

Traffic Engineer James Merten

Phone: 920-886-6243

Email: jmerten@ci.neenah.wi.us



Special Event Permit
Application
City of Neenah

Submitted On:

Feb 24, 2023, 02:30PM CST

Submitted By:

Joni Heinz

EVENT INFORMATION

Please Check the Name of
Event

Future Neenah Boogie Downtown

Type of Event

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)

Please Chose One

Festival/Concert/Exhibition

List the event activities to take
place

Street concert on Wisconsin Ave with a few snack food vendors

Event Date and Time

Please indicate day(s) of the
event

Wednesday

Event Date (Wednesday)

8/23/23

Start and End Time of
Wednesday Event (Ex. 7:00 AM
to 5:00 PM)

6PM - 9PM

Set up time needed prior to
event

3 Hours

Clean up time needed post
event

1 Hour

Other pertinent information

Attendance

Anticipated event attendance

1000 or more

Location

The event will be located

where? (Chose all that apply)	Street/Sidewalk/Trail
Please provide the streets/sidewalk/trail that will be affected by the event. (EX: Wisconsin Ave from Church St to Commercial St)	100 Block of W. Wisconsin Ave (from Associated Bank to Church St.)
How will event impede Street/Sidewalk/Trail	Event closes a street, sidewalk or trail. Public access is not permitted during the event

Property Notification Letter

If event will be closing any street/sidewalk/trail, adjacent or enclosed properties must be notified by the applicant five weekdays in advance of the event. A copy of the notification must be submitted and approved by the City Traffic Engineer.

The Notification Letter must include the following:

Name of organization hosting event

Name of Event

Date of Event

Time of Event

State if residents will have access to their property

Upload copy of notification letter here	Boogie.pdf
Upload site plan here (Please make sure all departments site plan requirements are included. A list was provided on the website.)	Boogie.pdf
Event location description	100 Block of Wisconsin Ave (from Associated Bank to Church St.)

SOCIAL MEDIA USED TO PROMOTE EVENT

ORGANIZATION INFORMATION

Name of Organization	Future Neenah
-----------------------------	---------------

Organization Address	135 W Wisconsin Avenue, Neenah WI 54956
Daytime Phone Number	920-722-1920
Nonprofit event sponsors exempt from taxation under Internal Revenue Code Statute 501(c) shall reimburse a portion of the City's cost. See Municipal code 14-129(g)(4) for details.	
Is this Organization a 501(c) Non-Profit	008-0000351043-05

APPLICANT INFORMATION

Applicant Name	First Name: Meredith Last Name: Rathe
Daytime Phone Number	920-722-1920
Cell Phone Number	920-362-6641
Applicant Email	info@neenah.org

EVENT COORDINATORS

Event Coordinators must be on-site during the event to address any issues that may arise. Event Coordinators are responsible for executing the Emergency Response Protocol.

Coordinator 1

Name	First Name: Meredith Last Name: Rathe
Daytime Phone Number	920-722-1920
Cell Phone Number	920-362-6641
Email	info@neenah.org
Will you be available at either of these numbers on the day of the event?	Yes

Coordinator 2

Name	First Name: Sara s Last Name: Hanneman
Daytime Phone Number	920-722-1920
Cell Phone Number	920-379-0558

Email	info@neenah.org
Will you be available at either of these numbers on the day of the event?	Yes

PUBLIC SAFETY

EMERGENCY RESPONSE PROTOCOL

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 to 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.

[City of Neenah's Emergency Response Protocol](#)

Will you be using the City of Neenah's Emergency Response Protocol	Yes
Will you be providing security for this event? (The Police Department will review all applications and make recommendations)	No
Will you be providing first aid/emergency responders on-site for this event?	No

Emergency Communication

Describe the communication method/equipment that will be used to notify event staff/volunteers of emergencies	Cell Phones Loudspeaker/PA System
Describe the communication method/equipment that will be used to notify event attendees of emergencies	Cell Phones Loudspeaker/PA System

Please read the City of Neenah Noise Ordinance to familiarize yourself with the rules and regulations regarding loudspeakers, amplifiers, public address systems, and similar devices.

[Noise Ordinance](#)

Loudspeaker/PA System location (be specific) (N/A if not applicable)	On Stage
Lost child recovery site (be specific) (N/A if not applicable)	Info Table
Severe weather shelter(s) (N/A if not applicable)	Surrounding Businesses
First aid station(s) (N/A if not applicable)	Info Table
Enclosed/Fenced area(s) (N/A if not applicable)	NA

Equipment/Facilities

Check all that will apply	Amplified/Loudspeaker/PA System & #40;Non-Emergency Use& #41; Generators Portable Toilets/Wash Stations Stages Tents/Fences/Canopies
----------------------------------	--

Please read the City of Neenah Noise Ordinance to familiarize yourself with the rules and regulations regarding loudspeakers, amplifiers, public address systems, and similar devices.

[Noise Ordinance](#)

Hours of amplified music	6PM - 9PM
Please describe purpose of Loudspeaker/PA System	Music

Portable Toilets/ Wash Stations

Is the location of portable toilets/wash stations on site map	Yes
--	-----

Tent/Fences/Canopies

Drilling of holes in pavement for anchoring of tents, fences and canopies is not permitted in the City of Neenah.

The Neenah-Menasha Fire Department has specific requirements for the use of tents. Please click below to review requirements. Any questions can be directed to the Neenah-Menasha Fire Department at 920-886-6200

[Click here](#)

Are the location(s) of tents/fences/canopies provided on the event site map	No
Where will the tent/fences/canopies be located	100 Block W. Wisconsin

Services

Please check all that apply (FEES MAY APPLY)	N/A
---	-----

Activities

Check all that will apply	N/A
----------------------------------	-----

Concessions

Check all that will apply	Cooking Operations Food concessions
----------------------------------	--

Having Food & Beverage Concessions, Live Animals, Water Activities (Dunk Tanks/Water Slides), and Portable Toilets/Wash Stations require approval through the Winnebago County Health Department

Please contact:

Winnebago County Health Department
1112 Otter Street, Oshkosh WI 54901
Environmental Health Specialist Jennifer Bonzelet
Phone: 920-232-3000
Email: jbonzelet@co.winnebago.wi.us
Website: [Click Here](#)

LICENSES AND PERMITS

Temporary Class B (Picnic) Fermented Malt Liquor License

The City of Neenah requires license if an event will be serving alcohol. Please fill out the attached form and return with this Special Event Application.

[Guidelines](#)

[Wisconsin Alcohol Beverage & Tobacco Laws for Retailers](#)

[Click Here for Application](#)

Please fill out the Temporary Beverage Operators License below.

TRAFFIC CONTROL

Will the event require traffic control	Yes
Please check all traffic control requested	Barricades Message Board
How will the barricades be provided	City

PARK DEPARTMENT REQUIREMENTS

The application indicated that the event is be held in a park and or pavillion. Please contact the Parks & Recreation Department to make a reservation.

Provisions & Terms

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 the use of City facilities unless specifically noted in the permit. Regulations in [Municipal Code 14-125](#) shall apply to this permit.

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

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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.

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 sole negligence or willful misconduct of the City.

Acknowledgement of Legal Notice

Signature Data

First Name: Meredith

Last Name: Rathe

Email Address: meredith@neenah.org

As Submitted

Signed at: February 24, 2023 2:29pm America/Chicago

City of Neenah Contact Information

Special Event Coordinator

Joni Heinz

Phone: 920-886-6104

Email: jheinz@ci.neenah.wi.us

Police Department - 2111 Marathon Avenue

Lieutenant Jon Kuffel

Phone: 920-8866018

Email: jkuffel@ci.neenah.wi.us

Neenah-Menasha Fire Rescue - 125 E Columbian Avenue

Adam Dorn, Assitant Chief-Fire Marshall

Phone: 920-886-6204

Email: adorn@nmfire.org

City Clerk Office - 211 Walnut Street

City Clerk Char Nagel

Phone: 920-886-6110

Email: cnagel@ci.neenah.wi.us

Winnebago County Health Department - 112 Otter St., Oshkosh

Environmental Health Specialist Jennifer Bonzelet

Phone: 920-232-3000

Email: jbonzelet@co.winnebago.wi.us

Traffic Department 211 Walnut Street

Traffic Engineer James Merten

Phone: 920-886-6243

Email: jmerten@ci.neenah.wi.us

Parks & Recreation Department - 211 Walnut Street

Parks & Recreation Office

Phone: 920-886-6060

Email: parkrec@ci.neenah.wi.us

Public Works Department

Traffic Engineer James Merten

Phone: 920-886-6243

Email: jmerten@ci.neenah.wi.us



MEMORANDUM

DATE: May 30, 2023

TO: Mayor Lang, Members of the Common Council, and Members of the Public Services & Safety Committee,

FROM: Char Nagel, City Clerk on behalf of the Special Event Task Force
James Merten, Traffic Engineer
Adam Dorn, Assistant Fire Chief/Fire Marshal
Jon Kuffel, Lieutenant Police Department
Michael Kading, Parks & Recreation Director
City Attorney David Rashid
Paralegal Becky DeWitt

RE: Proposed Special Events Ordinance 2023-09
Proposed Special Event Temporary Outdoor Refreshment Area (TDORA)

December 2022, Traffic Engineer James Merten addressed the Public Services and Safety Committee on behalf of the Special Event Task Force, about the need to reevaluate the Street Use Permit process used to regulate special events. The Public Services and Safety Committee (PSSC) ultimately gave the permission directing staff to rebrand the permit to a more intuitive ordinance, streamlining the approval process, fee structure, and to address the alcohol licensing issue.

Attached to this memo are proposed ordinance amendment 2023-09 creating Municipal Code Chapter 14 Article V Special Event Permit and ordinance amendment 2023-08 creating Chapter 4 Section 4-108 Special Event Temporary Designated Outdoor Refreshment Area. Both amendments were crafted through a collaborative effort of the City Attorney's Office, the Special Event Task Force, and the Sustainable Neenah Committee.

While the city branded the Street Use Permit as a special event permit, the Street Use Permit did not meet all the needs identified by the Special Event Task Force to recommend approval of the special event permit. Amendment 2023-09 establishes a Special Event Permit. The Special Event Permit ordinance meets the goals and objectives set forth at the December 13, 2022, PSSC meeting of:

1. Rebrands the permit to intuitively reflect the purpose of the permit.

2. Redefines the applicability of the permit and its requirements more precisely.
3. Eliminates inconsistencies in cost assignment and fees charges amongst various events.
4. Redirects the permit fee structure to the city's Fee Schedule for:
 - a. Consistent fees charged.
 - b. Can estimate the costs of the permit accurately for event organizers upfront.
 - c. Creates an annual review of fees to make necessary adjustments.
5. Codifies and streamlines the approval process.
6. Addresses the alcohol licensing issues.

In keeping with the goals and objectives set forth in the December 13, 2022, PSSC meeting, ordinance 2023-08 creates and establishes a Special Event Temporary Designated Outdoor Refreshment Area (TDORA). The TDORA is defined in both written word within the ordinance as well as in map form with Exhibit 1. The TDORA was designed to promote downtown businesses during the summer event season. The TDORA is tied to a specific special event which must be permitted. Each Class "B" and/or "Class B" Liquor License establishment must request a temporary extension of their licensed premise to participate in the TDORA. Establishing a TDORA addresses goal number 6 in that each downtown business will have equal opportunity to participate and capitalize on downtown events. Establishing a TDORA also aides in enforcement of alcohol laws that are currently not being imposed due to the ratio of violations and staffing.

Both said ordinances were written by City Attorney Rashid and Paralegal Becky DeWitt. Both said ordinances were reviewed by the Special Events Task Force with feedback given. Feedback was also received from Sustainable Neenah Committee to add required refuse and recycling statute requirements.

Recommendation: Staff recommends PSSC recommends Council approve ordinance 2023-09 establishing a Special Event Permit and ordinance 2023-08 establishing a Special Event Temporary Designated Outdoor Refreshment Area.



211 Walnut Street
Neenah, WI 54956

AN ORDINANCE: By DOLAS
Re: Amending Chapter 14 of the Code of Ordinances adding Article V Special Event Permit.

ORDINANCE NO. 2023-09
Introduced: May 30, 2023
Committee/Commission Action: _____

AN ORDINANCE

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

Section 1. That Neenah Municipal Code, Chapter 14 Streets, Sidewalks, and Other Public Places is hereby amended by adding Article V Special Event Permit so as to now read as follows:

CHAPTER 14 – STREETS, SIDEWALKS, AND OTHER PUBLIC PLACES
ARTICLE V. SPECIAL EVENT PERMIT

Sec. 14-125. Purpose.

The purpose of Special Events is to promote, elevate and highlight the City of Neenah as a desirable community in which to visit, work, and have fun in. These events, organized by individuals, private groups and not-for-profit organizations serve an important role in showcasing the City's quality of life and can provide benefits to the community as a whole. This section is to provide reasonable restrictions for special events, in order to protect public health, safety and welfare, while making the application process simple for applicants.

Sec. 14-126. Definitions.

Applicant means the organizer of a special event, who applies for a permit under this Section.

Class A High-Impact Event is a designation for an event that meets any of the following criteria:

- a. The crowd size exceeds 200 attendees at any one point in time.
- b. A Travel Lane is to be closed except if a Permit for the Event has been approved within the two previous years and the plan footprint remains unchanged or if the Event satisfies the criteria of a Class C designation.
- c. A municipal code variance is required except if a Permit for the Event has been approved within the two previous years and the parameters of the municipal code variance remains unchanged.

- d. Intoxicating beverages are to be served or consumed in association with the Event.
- e. A complaint or grievance has been formally filed against it, whether presently or historically.
- f. A financial hardship condition exists per Sec. 14-132(c).

Class B Low-Impact Event is an event designation assigned if a “Class A” or “Class C” designation does not apply.

Class C Small Neighborhood Event is an event designation that shall apply to any neighborhood celebration, block party, wedding, graduation party, rummage sale, or other like event in which all of the following conditions are met:

- a. The Organizer is an individual, small nonprofit or neighborhood association which resides within the City of Neenah City limits.
- b. The crowd size does not exceed 200 attendees at any one point in time.
- c. The Event does not take place on, close off, or block a Major Street.
- d. No structures, including but not limited to, tents, canopies, portable restrooms, and stages are placed within the roadway.
- e. The Event does not require a municipal code variance.

Event means an organized gathering which occurs on a limited basis including, but not limited to, festivals, exhibitions, concerts, celebrations, ceremonies, parades, marches, rallies, walkathons, and tournaments.

Major Street means any principal arterial street, minor arterial street, or collector street as defined and mapped by the Department of Transportation functional classification system.

Organizer means any person, firm, partnership, association, corporation company or organization of any kind organizing an Event within the City.

Special Event Coordinator means the person, or committee, appointed by the Mayor who will coordinate between applicants and City departments, ensuring appropriate departmental approval of special events applications.

Travel Lane means the portion of the roadway designated and intended for through travel of vehicles, specifically excluding shoulders, sidewalks, terraces and parking lanes. The edge of a travel lane may be delineated by a solid white painted edge line where present; or the edge of a pavement where no marked edge line is present, and parking is permitted.

Temporary Designated Outdoor Refreshment Area (TDORA) means a specific temporary area as described in 4-108 (2), (3), that is applicable to a Class A High Impact event, that extends the geographic area where open alcoholic beverages may be carried and consumed during the event.

Sec. 14-127. Permit Required.

No person shall conduct, manage, or engage in a special event unless a required permit has been approved by the appropriate entity regarding the event type. Any person seeking to offer goods and/or services at a special event is responsible for verifying that the required permit has been approved as described herein prior to participating in the event. Neither the City's review of any permit application nor its subsequent issuance of a permit shall be construed as acceptance by the City or its representatives of any liability or responsibility for any damage relating to the special event.

Sec. 14-128. Exemptions.

This article shall not apply to funeral processions, governmental agencies acting within the scope of their functions, or Class C Small Neighborhood Events as defined in Section 14-126.

Sec. 14-129. Application.

- a. *Deadlines.* An application for a special event permit shall be filed with the Special Event Coordinator in the following timeframes:
 1. For a Class A event, not less than 45 days before the event is to take place.
 2. For a Class B event, not less than 20 days before the event is to take place.
 3. Late applications. The City, where good cause is shown, may consider an application that is filed after the expiration of the filing period, and provided that the entity authorized to issue the Permit has sufficient time to review the application and issue a Permit. The authority granted by Article III, Section 4-66 of the Neenah Municipal Code to the Mayor to issue permits after a late filing shall apply to permits issued under this article.
- b. *Filing and Contents.* The applicant shall submit the application form prescribed by the Special Events Coordinator, which shall set forth the following information:
 1. The name, address, telephone number, and e-mail address of the person seeking to conduct such event.
 2. The name, address, telephone number, and e-mail address of the applicant.
 3. The dates of the special event. If the special event consists of a series of consecutive or successive days or times event occurring in the same location, include all applicable dates/times.
 4. A detailed map identifying all relevant information including but not limited to:
 - a. The event location or route to be traveled, the starting and termination points, and any other important points along the route;
 - b. The portions of the sidewalk, street, or other right-of-way proposed to be included or utilized in the event;
 - c. The location of any tents or other structures;
 - d. The location of any vendors not located within a tent or other structure;
 - e. Points of ingress and egress;
 - f. Any location at which alcohol will be sold; and
 - g. Any other significant information to be noted.

5. How much time is needed to set up prior to the event and how much time is needed to tear-down after the event.
 6. A written description of the event location or route to be traveled, the starting point, the termination point, and any other important points to be noted. The written description should match the map provided.
 7. A written description of the assembly areas for such event. Streets and nearest intersections should be used in describing the location. The written description should match the map provided.
 8. The approximate number of attendees anticipated, whether any animals or vehicles will be included in the event, the type of and number animals, a description and number of the vehicles and a description of how the animals and vehicles will be utilized.
 9. The start and end time of the event. For any event beginning prior to 10:00 a.m. or continuing past 10:00 p.m., the applicant must indicate whether any necessary permits have been obtained pursuant to applicable City noise ordinances (see Article IV Division 3).
 10. If multiple activities will occur during the special event, a list of times when any activity of the event will begin, as well as the time when participants are expected to begin gathering at all assembly areas.
 11. Whether alcohol beverages will be served and/or consumed in connection with the event, the locations of such activities, and whether all necessary licenses have been obtained.
 12. A crisis management plan is required if the Emergency Management policy that is provided by the City (See Article II Section 6-19 et seq) will not be followed.
 13. Any additional information which the Special Event Coordinator finds reasonably necessary to determine whether a permit should be issued: any such request for further information shall be communicated sufficiently ahead of time so as not to unreasonably delay the application approval process or the Event itself.
- c. *Insurance and indemnification.* Proof of insurance and indemnification is required for all events. The applicant shall furnish a certificate of insurance and indemnification meeting the requirements set by the resolution of the Common Council.
- d. *Application fee and Late application fee.* A nonrefundable application fee to cover the administrative costs of processing the permit shall be paid to the City by the applicant when the application is filed, in accordance with the City of Neenah Fees for Services Schedule. If submitted late, the late application fee shall additionally apply as set forth in the City of Neenah Fees for Services Schedule.

Sec. 14-130. Permit Requirements.

Completed applications for a special event permit shall be filed with the Special Events Coordinator and shall acknowledge and provide the following:

- a. Special Events must comply with all applicable City ordinances and requirements, including but not limited to traffic rules, street closures, park rules, state health laws, fire codes, building codes, zoning, food service, and fermented malt beverage and liquor license requirements.

- b. The applicant shall identify a designated person who may be contacted at any time by any City representative, such as police, fire, or public works, regarding the event.
- c. The Special Events Coordinator shall refer the application for review and comment by the following City departments: clerk, police, fire, public works, and parks and recreation.
- d. The approval of any special event permit application shall also be conditioned upon the approval of all other necessary permits, licenses, and inspections when any one or more of the following conditions applies:
 - 1. A temporary extension of existing licensed premises for outdoor event or TDORA (fermented malt beverages and/or intoxicating liquor license) as defined in Article IV Section 108;
 - 2. A temporary designated outdoor refreshment area license for special event (fermented malt beverages and/or intoxicating liquor license) as defined in Article IV Section 107:
 - 3. Temporary Class "B" license for the sale of fermented malt beverages;
 - 4. Temporary Class "B" license for the sale of wine;
 - 5. Tents erected for use at the special event;
 - 6. Food peddler license;
 - 7. Park rental permit;
 - 8. Fireworks displays requiring a permit by the Neenah Menasha Fire Rescue; and
 - 9. Any other permit or license required by ordinance of the City of Neenah.
- e. The applicant shall use all reasonable efforts to ensure that participants and attendees comply with all City ordinances, traffic rules, park rules, state health laws, fire codes, and other licensing requirements.

Sec. 14-131. Regulations.

Applicants shall also comply with, and applications shall address the regulations set out in this section. Supporting material, if required, must be attached to the application. Additional information may be required upon review by the Special Events Coordinator. Any such request for additional information shall be conveyed sufficiently ahead of time so as not to unreasonably delay the application approval process or the Event itself.

- a. Parking
 - 1. The applicant shall take all reasonable precautions to minimize adverse effects from the Special Event on the neighborhoods directly affected by parking and traffic related concerns.
 - 2. The application shall indicate areas reserved for off-street parking, or which the applicant reasonably expects to be utilized by event participants and attendees for off-street parking.
- b. Security. The applicant shall ensure through coordination with the Neenah Police Department that all necessary and appropriate security and safety is provided for the event. The Police Department may be required, at its discretion, to be directly involved in the Special Event, with the costs of any Extraordinary Services to be borne by the Special Event applicant if required by the Common Council.

- c. Toilets and sanitation facilities. The applicant shall provide, at the applicant's cost, sufficient toilet and sanitation facilities for the estimated maximum daily peak number of expected attendees during the special event.
- d. Illumination. If the special event is to continue during hours of darkness, it shall provide all necessary lighting to reasonably ensure the safety of event attendees.
- e. Refuse and Recycling Removal. The applicant shall make all reasonable efforts to:
 - 1. Pick up litter and refuse during the event, and for removing all litter and refuse accumulated during the event within twenty-four (24) hours after the conclusion of the event. The event organizer is responsible not only for the event grounds but will also take all reasonable measures for the removal of litter and refuse attributable to the event from any affected and surrounding neighborhoods and properties.
 - 2. Provide adequate recycling receptacles and pick up all recyclable materials and dispose of same in accordance with Chapter 287, Wisconsin Statutes, and related administrative rules contained in Wisconsin Administrative Code, Chapters NR 542-549.
- f. Notification. If the special event will require closing or partially closing one or more streets, the applicant shall provide reasonable advance notice, as supplied by the Special Events Coordinator, to residents and/or businesses abutting or enclosed within the location of the special event at least ten (10) days in advance of the event; and shall confirm the approval of such street closures with the Department of Public Works, the Neenah Police Department, and the Neenah-Menasha Fire Department.
- g. Traffic Control. Barricades or other traffic control shall be required for street closures or pursuant to a security plan. Barricades may be available for rent from the City with costs of any Extraordinary Services to be borne by the Special Event Organizer. All barricades used for a special event shall meet standards set forth in the Manual on Uniform Traffic Control Devices. The organizer shall coordinate all required use of barricades with the Department of Public Works.
- h. Service Fees. Services may be requested by the applicant or required by the City. The Organizer shall agree to pay fees for services provided by the City for the Event, which fees shall be billed to the Organizer by the City after conclusion of the event. All applicable service fees shall be set forth in the City of Neenah Fees for Services Schedule or as charged by the applicable department providing services.

Sec. 14-132. Administration

- a. Authority. The Special Event Coordinator shall review the comments and recommendations submitted by the City staff and shall approve, modify and approve, approve with conditions or deny the application. The Special Event Coordinator shall notify the applicant of this decision within 5 business days of making the decision.
- b. Standards. To the extent permitted by law, the Special Event Coordinator may base the decision regarding an application for a special event permit on one or more of the following:
 - 1. A prior experience of the applicant in holding any event, or holding the special event, which is the subject of application, will be considered and may impact the issuance of special event permits. The Special Events Coordinator may deny an application for a permit if the applicant has on prior occasions made material misrepresentations regarding the nature or scope of any event or activity previously permitted, has held prior special events without proper

- permitting or licensing, or has violated the terms of a prior permit issued to or on behalf of the applicant.
2. A permit may be denied, or conditions placed thereon, based upon considerations of the health, safety, and welfare of the community, and of the anticipated costs to the City of holding such an event.
 3. The application is not fully completed or applicant failed to include additional information as requested.
 4. The application contains material falsehood or misrepresentations.
 5. The applicant is not legally competent to sign a contract, or to be held responsible for applicant's actions.
 6. The intended special event, use or activity would present an unreasonable danger to the health and safety of individuals expected to participate in the event, the neighborhood in which the event will take place, or City property and resources required to be involved with the proposed event.
 7. Activities expected to occur at the intended special event are prohibited by law;
 8. The intended special event would result in a concentration of persons, vehicles, or things which cannot be supported at the requested time or location due to lack of sufficient open areas, streets, offsite parking, or traffic controls.
 9. Failure to provide an insurance certificate as required.
- c. Hardship. If an Event Organizer can meet all the other, non-monetary conditions for issuance of a permit but lacks sufficient funds to pay the fees for same, the applicant may apply for any available grants or a waiver of the applicable fees and costs. Upon such waiver application, the Special Event Coordinator may request a financial disclosure statement from the Organizer and may consider any and all information therein disclosed in making a determination regarding the hardship waiver. Any decision of the Special Event Coordinator to deny a hardship waiver request shall be subject to the appeal process in Section 14-133 hereof.

Sec. 14-133. Appeal.

- a. Any person aggrieved by any decision of the Special Event Coordinator relating to the granting, denial, suspension, cancellation of a special event permit may appeal the decision to the Public Services and Safety Committee. Such appeal shall be filed with the Special Event Coordinator within (30) thirty days after the action taken or the notification to the applicant of the decision regarding the special event permit.
- b. Upon receipt by the Special Event Coordinator of a signed statement of appeal hereunder, the Public Services and Safety Committee shall hold an appeal hearing where the aggrieved party may be heard concerning their appeal. The Public Services and Safety Committee shall issue a determination upholding or overruling the action of the Special Event Coordinator orally at the appeal hearing. The appellant will be notified in writing within 3 days thereof.

Sec. 14-134. Event Cancellation.

The Special Event Coordinator, Chief of Police, or his designee, the Chief of Fire, or his designee, or the Director of Public Works, or his designee, may suspend or cancel a special event permit at any time and without prior notice if:

- a. The applicant fails to comply with any conditions placed on the permit;
- b. The applicant violates the requirements of this article or any other applicable federal, state, local laws;
- c. Conditions exist which would adversely affect public health or safety;
- d. Conditions exist that would place facilities, grounds, or other natural resources at a substantial risk of damage or destruction if the special event were permitted to take place.

Sec. 14-135. Penalty.

In addition to any other penalty, any person convicted of violating any of the provisions of this article or any of the conditions of the permit issued in accordance with this article shall be subject to a forfeiture as provided by Sec. 1-20 of Chapter 1, Article II, the Neenah Municipal Code.

Sec. 14-136. Public conduct during event.

- a. Interference. No person shall unreasonably hamper, obstruct or impede, or interfere with any event or with any person, vehicle or animal participating or used in an event.
- b. Driving through event. No driver of a vehicle shall drive between the vehicles or persons comprising an event when the vehicles or person are in motion and are conspicuously designated as a parade unless directed to do so by a traffic official.
- c. Parking on event route. The Chief of Police or Traffic Engineer may prohibit or restrict the parking of vehicles along a highway or part of a highway constituting a part of the route of an event and shall post signs to that effect; and no person shall park or leave unattended any vehicle in violation of such restriction. No person shall be liable for parking on a street unposted in violation of this section. Vehicles in violation of this subsection may be towed at the owner's expense.
- d. Damage to Property. The Organizer shall reimburse the City for any and all damage caused to City property as a result of the event, and shall hold harmless and indemnify the City for any and all claims by third parties from damage to other, private property resulting from the event.

Section 2. Severability. In the event any section, subsection, clause, phrase or portion of this ordinance be for any reason held illegal, invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not otherwise affect the validity of the remainder of this ordinance. It is the legislative intent of the Common Council that this ordinance would have been adopted if such illegal provision had not been included or any illegal application had not been made.

Section 3. Repeal and Effective Date. All ordinances or parts of ordinances and resolutions in conflict herewith are hereby repealed. This ordinance shall take effect from and after its passage and publication.

Moved by: _____

Approved:

Adopted: _____

Jane B. Lang, Mayor

Approved: _____

Attest:

Published:

Charlotte K. Nagel, City Clerk

THIS INSTRUMENT WAS DRAFTED BY:

City Attorney David C. Rashid
211 Walnut Street
Neenah, WI 54956
State Bar No. 1056542



211 Walnut Street
Neenah, WI 54956

AN ORDINANCE: By DOLAS

Re: Amending Chapter 4 Businesses of the Code of Ordinances by adding Section 4-108 Special Event Temporary Designated Outdoor Refreshment Area..

ORDINANCE NO. 2023-08

Introduced: May 30, 2023

Committee/Commission Action: _____

AN ORDINANCE

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

Section 1. That Neenah Municipal Code, Chapter 4 Businesses is hereby amended by adding Section 4-108 Special Event Temporary Designated Outdoor Refreshment Area so as to now read as follows:

Secs. 4-108. Special Event Temporary Designated Outdoor Refreshment Area

The City Clerk has the authority to issue a Temporary Designated Outdoor Refreshment Area (hereafter TDORA) license with a Class A Special Event as described in Chapter 14, Article V of the Neenah Municipal Code. With this issuance the Common Council may temporarily extend a "Class B", Class "B", "Class C" License and/or any permit or license issued under Wis. Stats. Ch. 125, by the State of Wisconsin. The regulations for the TDORA shall be as follows:

1. The TDORA will commence at 210 Main Street continuing towards and along the 200 and 100 block of W Wisconsin Avenue and ending at and including 211 E Wisconsin Avenue. The TDORA will also start at 116 S. Commercial Street and conclude at the intersection of N Commercial Street and Wisconsin Avenue. (See Exhibit 1)
2. During the event open intoxicants may be carried and consumed on the sidewalks from 210 Main Street along the 200 and 100 blocks of W Wisconsin Avenue, continuing along East Wisconsin Avenue until 211 E Wisconsin Avenue. They may also be carried and consumed starting at 116 South Commercial Street flowing north until the intersection of North Commercial and Wisconsin Avenue, where the east-west corridor of the above-described TDORA is joined.
3. During the event, the 200 and 100 block of West Wisconsin Avenue will be closed to traffic and barricaded. During that time open intoxicants may be lawfully carried and consumed on the TDORA designated public streets, sidewalks, and parking lots.
4. Special Events applicants must list all businesses desiring to temporarily extend their premises into the Special Event TDORA, file an application with the City Clerk, and pay an application fee of \$100.00. Each participating business shall

file a Temporary Extension of Licensed Premise application and pay a fee of \$10.00 per day up to three days of the event. The application shall be filed at least 25 days prior to the date of the Special Event and shall be approved by Common Council after review and recommendation by the Clerk.

5. Upon approval of the TDORA by the Clerk, the following Ordinances of the Neenah Municipal Code shall be temporarily suspended and not applicable or in force inside the TDORA for the duration of the Special Event:
 - a. 4-95 (b)(1). Alcohol Beverages - Restrictions
 - b. 4-103. Alcohol Beverages – Intoxicants, Consumption and Possession
 - c. 4-106(d). Alcohol Beverages – Outdoor service/beer gardens
 - d. 11-3(a)(b)(1-2). Offenses and miscellaneous provisions – Fermented malt beverages or intoxicating liquor on public property and commercial quadricycles prohibited; exceptions.
 - e. 11-87. Obstructing streets and sidewalks prohibited.
6. The license holder shall in all regards comply with the requirements of Chapter 125, Wis. Stat. regarding the regulation of alcohol beverages.

Section 2. Severability. In the event any section, subsection, clause, phrase or portion of this ordinance be for any reason held illegal, invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not otherwise affect the validity of the remainder of this ordinance. It is the legislative intent of the Common Council that this ordinance would have been adopted if such illegal provision had not been included or any illegal application had not been made.

Section 3. Repeal and Effective Date. All ordinances or parts of ordinances and resolutions in conflict herewith are hereby repealed. This ordinance shall take effect from and after its passage and publication.

Approved:

Moved by: _____

Jane B. Lang, Mayor

Adopted: _____

Attest:

Approved: _____

Charlotte K. Nagel, City Clerk

Published:

THIS INSTRUMENT WAS DRAFTED BY:

City Attorney David C. Rashid
211 Walnut Street
Neenah, WI 54956
State Bar No. 1056542



Dept. of Legal & Administrative Services
Office of the City Clerk
211 Walnut St. • P.O. Box 426 • Neenah WI 54957-0426
Phone 920-886-6100 • Fax 920-886-6109
e-mail psturn@ci.neenah.wi.us
CHARLOTTE K. NAGEL WCMC
CITY CLERK

MEMORANDUM

DATE: May 30, 2023

TO: Chairman Lendrum and members of the Public Services & Safety Committee

FROM: Char Nagel, City Clerk

RE: Liquor License Quota

Attached is a updated liquor license quota spreadsheet for the 2023-2024 Liquor Licenses Renewals.

Added in March of 2023 were:

- Transfer lice Class B Combination License from Two Broke Girlz to Two Bullyz Bar
- Last remaining regular Class B Combination License was issues to Urban Market Neenah, LLC 207 Main Street.
- First issued reserve license to Pappa's Café, 1360 S. Commercial Street.

Conversation was had with the owner of Applebee's. The owner advised me it is there intention to allow the current 2022-2023 liquor license expire, they have no intention of renewing the license. With that said, a regular liquor license becomes available July 1, 2023. To my knowledge, there is no establishment currently holding a license that is not in operation.

With those changes, come July 1, 2023, the city will have (1) Regular "Class B" intoxicating liquor license available before the quota of (38) is reached. After all (38) Regular "Class B" licenses have been issued (9) Reserve "Class B" Liquor Licenses remain.

Staff recommends approval of "Exhibit A" 2023-2024 Liquor License renewal applications.

CITY OF NEENAH
NOTICE OF APPLICATION FOR LICENSE
2023-2024 Renewals

Published pursuant to Section 125.04(3)(g) of the Wisconsin Statutes **NOTICE IS HEREBY GIVEN** that the following applications for license renewals to sell intoxicating liquor and malt beverages has been filed with the City Clerk, Neenah, Wisconsin. Said licenses are scheduled to be on the May 30, 2023 Public Services and Safety Committee Meeting and the June 7, 2023 Common Council Agenda.

CLASS "A" FERMENTED MALT BEVERAGE LICENSE

<u>NAME</u>	<u>TRADE NAME</u>	<u>ADDRESS</u>
Aldi Inc. Wisconsin	Aldi #37	927 S Green Bay Rd
Jacob Driessen, Agent, 2471 Security Dr, Oshkosh, WI 54904		
Wisconsin CVS Pharmacy, LLC	CVS Pharmacy #5936	901 S Green Bay Rd
Jennifer VanGroll, Agent, 1301 Rosehill Rd Apt 66, Little Chute, WI 54140		
Dolgenercorp, LLC	Dollar General Store #21847	1126 S Commercial St
Aaron Dalton, Agent, 1921 N Elinor St, Appleton, WI 54914		
Kwik Trip, Inc.	Tobacco Outlet Plus #526	501 S Commercial St
Robert Brown, Agent, 1920 N Superior St, Appleton, WI 54911		
Walgreen Co.	Walgreens #03392	500 S Commercial St
Amy Gitter, Agent, 1101 S Kernan Ave, Appleton, WI 54915		
Walgreen Co.	Walgreens #10236	1191 Westowne Dr
Angela Grotenhuis, Agent, 1278 Harold Dr, Menasha, WI 54952		

CLASS "A" FERMENTED MALT BEVERAGE & "CLASS A" LIQUOR LICENSE

<u>NAME</u>	<u>TRADE NAME</u>	<u>ADDRESS</u>
Cellars Wine & Spirits, Inc.	Cellars Wine & Spirits	113 N Green Bay Rd
Leroy Schneidewend, Agent, 421 Ridgewalk Cir, Santa Rosa Beach, FL 32459		
Skogen's Foodliner, Inc.	Festival Foods	647 S Green Bay Rd
Kurt Gilhart, Agent, 539 Mary Lee Dr, Fond du Lac, WI 54935		
Gill Liquor, LLC	Gill Liquor	1117 S Commercial St
Amritpal Gill, Agent, 1117 S Commercial St, Neenah, WI 54956		
Grainworks Old & New LLC	Grainworks Old & New	200 Main St
Brian Duncan, Agent, 1055 Pilgrim Rd, Neenah, WI 54956		
Ultimate Mart, LLC	Pick 'N Save #8124	1530 S Commercial St
Daniel Oestreich, Agent, 155 Jackson St #310, Oshkosh, WI 54901		

Ultra Mart Foods, LLC	Pick 'N Save #6412	828 Fox Point Plz
Stephanie Bain, Agent, 327 Welhouse Dr, Kimberly, WI 54136		
Wal-Mart Stores East, LP	Wal-Mart #2986	1155 Winneconne Ave
Samantha L Engelhardt, Agent, 51 N 12th St, Clintonville, WI 54929		

CLASS "B" FERMENTED MALT BEVERAGE LICENSE

<u>NAME</u>	<u>TRADE NAME</u>	<u>ADDRESS</u>
Sammy's Pizza, Inc.	Sammy's Pizza	322 N Commercial St
Thomas Miller, Agent, 1031 Shannon St, Neenah, WI 54956		

CLASS "B" FERMENTED MALT BEVERAGE & "CLASS B" LIQUOR LICENSE

<u>NAME</u>	<u>TRADE NAME</u>	<u>ADDRESS</u>
2 Bullyz Bar, LLC	2 Bullyz Bar	430 Sherry St
Rosita Eisenach, Agent, 862 1st St, Menasha, WI 54952		
Ballroom at the Reserve, LLC	Ballroom at the Reserve	116 S Commercial St
Justin Hart, Agent, 1204 N Eagle St, Oshkosh, WI 54902		
Chang Qing, LLC	Bao Ju Mandarin Gourmet	415 S Commercial St
Lixin Ni, Agent, 604 Jackson St, Neenah, WI 54956		
Mama Beck, LLC	Bar Twenty-Two	218 W Wisconsin Ave
Rebecca Hilgers, Agent, 811 Louise Rd, Neenah, WI 54956		
Bay Point Bar & Grill, Inc.	Bay Point Bar & Grill	944 S Green Bay Rd
Richard Holloway, Agent, N5786 Gurholt Lake Rd, Scandinavia, WI 54977		
Bridgewood Holdings of Neenah, LLC	Bridgewood Resort Hotel	1000 Cameron Way
Richard Batley, Agent, 1538 Whitetail Dr, Neenah, WI 54956		
Off the Vine Woodfire Pizza Co, LLC	Broken Tree Pizza	124 W Wisconsin Ave Ste 170
Keith Schreiner, Agent, 629 Hansen St, Neenah, WI 54956		
LDPK, Inc.	Cannova's Pizzeria	113 W Wisconsin Ave
Debbie Rasmus, Agent, 321 12th St, Neenah, WI 54956		
Gretchen H Diegel/Kristin S Zagrodnik Partnership	Cedar Bar & Grill	1330 S Commercial St
Kristin Zagrodnik, Agent, 5011 Rivermoor Dr, Omro, WI 54963		
Copperstill Bourbon Bar, LLC	Copperstill Bourbon Bar	211 E Wisconsin Ave
Anthony Kuhr, Agent, 1901 Jacobsen Rd, Neenah, WI 54956		
Pizza Parlor, Inc.	Cranky Pat's Pizzeria & Pub	905 S Commercial St
David P Earle, Agent, 526 Buchanan St, Little Suamico, WI 54141		
Rumars, LLC	The Dome Sports Bar & Grill	1338 S Commercial St
Renee Kaufert, Agent, 1360 Alpine Ln, Neenah, WI 54956		

WP Neenah SPE OPS, LLC	Doubletree by Hilton Neenah	123 E Wisconsin Ave
Deborah Becklund, Agent, 619 Hunters Point Rd, Neenah, WI 54956		
El Azteca Restaurant, Inc.	El Azteca Restaurant	878 Fox Point Plz
Fe Montalvo, Agent, 1808 Vandenberg Ln, Kaukauna, WI 54130		
Fire-Lite, Inc.	Fire-Lite	1171 Gillingham Rd
Laura J Nelson, Agent, 1762 Cottagewood Dr, Neenah, WI 54956		
Gord's Pub, LLC	Gord's Pub	210 Main St
Paula J Pitsch, Agent, 4295 W Richmond St, Appleton, WI 54913		
Richter Greene, LLC	Greene's Pour House	134 W Wisconsin Ave
Robert Greene, Agent, 1531 Remington Rd, Neenah, WI 54956		
Bridgewood Holdings of Neenah, LLC	Ground Round Bar & Grill	1010 Cameron Way
Richard Batley, Agent, 1538 Whitetail Dr, Neenah, WI 54956		
Don Lei Enterprises, Inc.	ICU Bar & Grill	129 N Green Bay Rd
Donald Schunk, Agent, 3238 Fondotto Dr, Neenah, WI 54956		
Lion's Tail Brewing Company, LLC	Lion's Tail Brewing Co	116 S Commercial St
Alexander Wenzel, Agent, W6283 Rocky Mountain Dr, Greenville, WI 54942		
Little Siam, LLC	Little Siam	208 W Wisconsin Ave
Thong Vue, Agent, 2511 N Alexander St, Appleton, WI 54911		
Tho Kin Tho, LLC	Lucky Dog'z	157 S Green Bay Rd
Brian Stedl, Agent, 1984 Oakridge Rd, Neenah, WI 54956		
My Place TNS, LLC	My Place TNS	1127 S Commercial St
Terry Nelson, Agent, 1127 S Commercial St, Neenah, WI 54956		
Old 41 Saloon, LLC	Old 41 Saloon	293 S Green Bay Rd
James Parks, Agent, 2935 Ridgeway Dr, Neenah, WI 54956		
Paper City Pub, Inc.	Paper City Pub	212 W Wisconsin Ave
Matthew Johnson, Agent, 625 Stevens St, Neenah, WI 54956		
Neenah Gateway Plaza, LLC	The Plaza/The Globe Café	229 W Wisconsin Ave
John J Hogerty, Agent, W6309 Firelane 9, Menasha, WI 54952		
Rolling Thunder Lanes, LLC	Rolling Thunder Lanes	934 Byrd Ave
William Smith, Agent, 2289 Willow Hill Dr, Neenah, WI 54956		
Glumpf, LLC	Sante Wine Bar & Bistro	108 W Wisconsin Ave
Matthew Gloede, Agent, W6030 Zach St, Menasha, WI 54952		
Sherrytown Station, LLC	Sherrytown Station	432 Sherry St
Sueann Steward, Agent, 310 Winneconne Ave, Neenah, WI 54956		
Short Branch Saloon LLC	Short Branch Saloon	1102 Harrison St
Lorrie Davis, Agent, 1102 1/2 Harrison St, Neenah, WI 54956		

Sidetracked Bar & Grill, LLC	Sidetracked Bar & Grill	129 N Lake St
Kevin M Redlin, Agent, 2340 Stroebe Island Dr, Appleton, WI 54914		
Solea Mexican Grill, Inc.	Solea Mexican Grill	1350 Gillingham Rd
Eduardo Sanchez, Agent, 2126 Windflower Dr, Neenah, WI 54956		
Charctails, LLC	Town Council Kitchen & Bar	133 W Wisconsin Ave
Jonathan Horan, Agent, 329 Park Dr, Neenah, WI 54956		
Urban Market Neenah, LLC	Urban Market Neenah	207 W Wisconsin Ave
Spencer Anvelink, Agent, 312 11th St, Neenah, WI 54956		
Xtra Innings, LLC	Xtra Innings	1348 S Commercial St
Nathan Maves, Agent, 1206 W Capitol Dr, Appleton, WI 54914		
WIMEX, Inc.	Zacatecas Mexican Restaurant	145 W Wisconsin Ave
Eduardo Lopez, Agent, 1730 S Memorial Dr, Appleton, WI 54915		
Zuppas, Inc.	Zuppas	1540 S Commercial St
Peter Kuenzi, Agent, 825 E Forest Ave, Neenah, WI 54956		

CLASS "B" FERMENTED MALT BEVERAGE & RESERVE "CLASS B" LIQUOR LICENSE

<u>NAME</u>	<u>TRADE NAME</u>	<u>ADDRESS</u>
David J Pyszora	Pappa's Café	1360 S Commercial St
David J Pyszora, Agent, 1360 S Commercial St, Neenah, WI 54956		

CHARLOTTE NAGEL
CITY CLERK


PUBLISH: May 23, 2023
 May 24, 2023
 May 25, 2023

City of Neenah Liquor Licenses Quota
May 30, 2023

	Establishment	Reserve "Class B" Combo IL & FMB	"Class B" Combo IL & FMB	Class "B" FMB	"Class A" Combo IL & FMB	Class "A" FMB	Class "C" Wine
"Class B" Combo IL & FMB	Applebee's						
	Ballroom at the Reserve		1				
	Bao Ju Mandrain Gourmet		1				
	Bar Twenty-Two		1				
	Bay Point Bar & Grill		1				
	Bridgewood Resort Hotel		1				
	Broken Tree Pizza		1				
	Cannova's Pizzeria		1				
	Cedar Bar & Grill		1				
	Copperstill Bourbon Bar		1				
	Cranky Pat's Pizzeria & Pub		1				
	The Dome Sports Bar & Grill		1				
	Doubletree by Hilton Neenah		1				
	El Azteca Restaurant		1				
	Fire Lite		1				
	Gord's Pub		1				
	Greene's Pour House		1				
	Ground Round Bar & Grill		1				
	ICU Bar & Grill		1				
	Lion's Tail Brewing Co		1				
	Little Siam		1				
	Lucky Dog'z		1				
	My Place TNS		1				
Old 41 Saloon		1					
Paper City Pub		1					
Pappa's Café	1						

	Rolling Thunder Lanes		1			
	Sante Wine Bar & Bistro		1			
	Sherrytown Station		1			
	Short Branch Saloon		1			
	Sidetracked Bar & Grill		1			
	Solea Mexican Grill		1			
	The Plaza		1			
	Town Council Kitchen and Bar		1			
	Two Bullyz Bar		1			
	Urban Market Neenah		1			
	Xtra Innings		1			
	Zacatecas Mexican Restaurant		1			
	Zuppa		1			
Class "	Sammy's Pizza			1		
"Class A" Combo IL & FMB	Cellars Wines & Spirits				1	
	Festival Foods				1	
	Gill Liquor				1	
	Grainworks Old & New				1	
	Pick N Save Store 6412				1	
	Pick N Save Store 8124				1	
	Walmart Supercenter				1	
Class "A" FMB	CVS Pharmacy Store 5936					1
	Dollar General Store 21847					1
	Tobacco Outlet Plus Store 526					1
	Walgreen's Store 03392					1
	Walgreen's Store 10236					1

	Aldi's					1	
License d by DOR	Barrel 41 Brewery						
Totals		1	37	1	7	6	0
Quota		10	38	No Limit	No Limit	No Limit	No Limit

 Spoke with owner not reviewing

**Minutes of the Board of Public Works Meeting
Tuesday, May 23, 2023 at 12:00 p.m.**

MEMBERS PRESENT: Mayor Lang, Deputy Director of Finance Kahl, Director of Community Development & Assessment Haese, Director of Public Works Kaiser, Aldermen Lendrum and Hillstrom. City Attorney Rashid was excused.

ALSO PRESENT: Water Utility Director Mach, Police Chief Olson, and City Clerk Nagel.

CALL TO ORDER: Mayor Lang called the meeting to order at 12:03 p.m.

- I. Approval of the minutes of the May 9, 2023 meeting. (Minutes can be found on the City web site)
MSC Lendrum/Hillstrom to approve the meeting minutes as written, all voting aye.

- II. Appearances.
None.

- III. Unfinished Business.
None.

- IV. New Business.
 - A. Public Works
 - 1. Change Order No. 1, Contract 5-23, for street, curb and gutter, sidewalk and apron construction for mill butt joints and 2-inch overlay repair on Oakridge Road from Tullar Road to where the concrete starts to the east of Tullar Road intersection to MCC, Inc. Appleton, WI, in the amount of \$29,250.00. (Attachment)
MSC Kaiser/Lendrum to approve Change Order No. 1, Contract 5-23, to MCC, Inc. Appleton, WI, in the amount of \$29,250.00 for the Oakridge Road repair, all voting aye.

Info. Only

Discussion: Director Kaiser advised this change order for repair Oakridge Road from Tullar Road to where the concrete starts east of Tullar with a mill butt joints and two-inch overlay as discussed.

- B. Water Utility
 - 1. Pay Request No. 4, Contract 11A-22, Water Service Replacement Reddin Avenue & Zemlock Avenue, Donald Hietpas & Sons Inc., Little Chute, in the amount of \$49,871.83. (Attachment)
MSC Haese/Kaiser to approve Pay Request No. 4, Contract 11A-22, Water Service Replacement Reddin Avenue & Zemlock Avenue, Donald Hietpas & Sons Inc., Little Chute, in the amount of \$49,871.83, all voting aye.

Info. Only

Discussion: The project is close to being complete, only restoration work remains. Application for reimbursement is due in July.

- C. Police Department Training Facility
 - 1. Change Order Neenah Police Training Center to provide water to Community Gardens to EGI Mechanical Inc, in the amount of \$9,700, funded by \$8,700 out of the Public Facilities fund and \$1,000 funded by the Community Gardens organization. (Attachment)
MSC Kaiser/Haese to decline the request and direct staff to work with Community Gardens Organization on water source options.

Info. Only

Discussion: There was discussion on the Public Service Commission rules and regulations. Several different water source options were discussed ultimately leading to directing staff to work with Community Garden Organization.

IV. Any announcements/questions for the Board.
None.

V. Adjournment.
MSC Hillstrom/Haese to adjourn, all voting aye. Meeting adjourned at 12:40 p.m.

Respectfully Submitted,



Charlotte Nagel
City Clerk

Change Order No: 1
Contract: 23-May
Project: Street, Curb & Gutter, Sidewalk and Apron Construction
Contractor: MCC, Inc.
2600 Roemer Rd
Appleton WI 54911
Current Contract: \$2,776,445.00

Change Ordered Herewith:	Account Number
1. <u>Mill Butt Joints and Overlay 2"</u>	<u>\$29,250.00</u>
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
TOTAL	<u>\$29,250.00</u>

Reason for Change:

1. Repair Oakridge Road from Tullar Road to where the concrete starts east of Tullar with \$29,250.00
a 2" asphalt overlay

2. _____

3. _____

4. _____

5. _____

6. _____

<u>Contract Amount</u>		<u>Contract Time (Calendar Days)</u>	
Original:	<u>\$2,776,445.00</u>	Original:	_____
Previous C.O.'s (+/-):	<u>\$0.00</u>	Previous C.O.'s (+/-):	_____
This C.O. (+/-):	<u>\$29,250.00</u>	This C.O. (+/-):	_____
Revised:	<u>\$2,805,695.00</u>	Revised:	_____

This document shall become an amendment to the contract and all stipulations and covenants of the contract shall apply hereto.

Contractor: _____	Date: _____
Department: _____	Date: _____
Water Department (If applicable) _____	Date: _____
Board of PW: _____	Date: _____



P.O. Box 1137
 2600 Roemer Road
 Appleton, WI 54912-1137
 Phone: 920-749-3360
 Fax: 920-380-9459

To:	City Of Neenah	Contact:	Jason Eckhart
Address:	211 Walnut Street, P.O. Box 426 Neenah, WI 54957-0426	Phone:	
Project Name:	Neenah Oakridge Road Mill & Overlay	Fax:	
Project Location:	Oakridge Road, Neenah, WI	Bid Number:	IM2770
		Bid Date:	4/21/2023

Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
1	Mill Butt Joints And Overlay 2"	2,250.00	SY	\$13.00	\$29,250.00

Total Bid Price: \$29,250.00

Notes:

- Should the buyer order any change in the work to be performed as outlined in this proposal, the Contractor reserves the right to adjust the total price accordingly.
- It is agreed that the estimate of quantities contained within this proposal are approximate and that final payment will be based on the actual measured quantities furnished, times the unit price provided.
- Acceptance of this proposal shall only be valid upon credit approval, and returning the signed and dated copy to us within 10 days.
- Price does not include Permits.
- Price does not include striping.
- The unit prices do not include any construction staking.
- The unit prices do not include any structure adjustments.
- It is agreed that the estimate of quantities contained within this proposal are approximate and that final payment will be based on the actual measured quantities furnished, times the unit price provided.
- Acceptance of this proposal shall only be valid upon credit approval, and returning the signed and dated copy to us within 10 days.

Payment Terms:

Payment Terms: Payment Due Upon Completion

CONSTRUCTION LIEN

AS REQUIRED BY THE WISCONSIN CONSTRUCTION LIEN LAW, MCC, INC. HEREBY NOTIFIES OWNER THAT PERSONS OR COMPANIES FURNISHING LABOR OR MATERIALS FOR THE CONSTRUCTION ON OWNER'S LAND MAY HAVE LIEN RIGHTS ON THAT LAND AND ON THE BUILDINGS ON THAT LAND IF THEY ARE NOT PAID FOR SUCH LABOR OR MATERIALS. THOSE ENTITLED TO LIEN RIGHTS, IN ADDITION TO MCC, INC. ARE THOSE WHO CONTRACT DIRECTLY WITH THE OWNER OR THOSE WHO GIVE THE OWNER NOTICE WITHIN 60 DAYS AFTER THEY FIRST FURNISH LABOR OR MATERIALS FOR THE CONSTRUCTION. ACCORDINGLY, OWNER PROBABLY WILL RECEIVE NOTICES FROM THOSE WHO FURNISH LABOR OR MATERIALS FOR THE CONSTRUCTION, AND SHOULD GIVE A COPY OF EACH NOTICE RECEIVED TO HIS MORTGAGE LENDER IF ANY, TO SEE THAT ALL POTENTIAL LIEN CLAIMANTS ARE DULY PAID.

CONTINGENCY

PERFORMANCE OF THIS CONTRACT IS CONTINGENT UPON STRIKES, LABOR TROUBLE, ACCIDENTS AND OTHER CAUSES OF LIKE CHARACTER BEYOND OUR CONTROL.

CREDIT

IF THE AMOUNT OF THIS CONTRACT IS NOT PAID IN ACCORDANCE WITH THE TERMS STATED THEREIN, A FINANCE CHARGE OF 1 1/2% PER MONTH SHALL BE CHARGED ON THE UNPAID BALANCE.

OWNER OR CONTRACTOR AGREES IF THIS CONTRACT IS NOT PAID AS AGREED, TO PAY ALL COLLECTION COSTS IN ADDITION TO THE FOREGOING, A REASONABLE ATTORNEY'S FEE OR IF SUIT SHALL BE BROUGHT TO COLLECT ANY PRINCIPAL OR INTEREST ON THIS CONTRACT. THE UNDERSIGNED PROMISES TO PAY IN ADDITION THE COURT COSTS PROVIDED BY LAW, A REASONABLE SUM AS ATTORNEY'S FEES. FOR VALUE RECEIVED EACH AND EVERY PARTY WHO SIGNS AND ENDORSES FOR OWNER OR CONTRACTOR OR BECOMES LIABLE EITHER NOW OR HEREAFTER FOR THE PAYMENT OF THIS CONTRACT SEVERALLY WAIVES PRESENTMENT, DEMAND, PROTEST, AND NOTICE OR NON-PAYMENT HEREOF. BINDS HIMSELF HEREON NOT-WITHSTANDING ANY EXTENSION THAT MAY BE MADE TO ANY PARTY LIABLE ON THIS NOTE. IF NOT PAID WHEN DUE, THEN THE ABOVE PROVISIONS CONCERNING ATTORNEY'S FEES SHALL BECOME APPLICABLE.

EXCAVATOR TO FURNISH AND INSTALL COMPACTED GRAVEL BASE WITHIN .1' (ONE-TENTH OF A FOOT) IN ALL ASPHALT AREAS.

CREDIT CARD

MCC WILL IMPOSE A SURCHARGE ON THE TRANSACTION AMOUNT FOR ANY PAYMENTS MADE BY CREDIT CARD, WHICH AMOUNT IS NOT GREATER THAN OUR COST OF ACCEPTANCE. WE DO NOT SURCHARGE DEBIT CARDS.

<p>ACCEPTED: The above prices, specifications and conditions are satisfactory and hereby accepted.</p> <p>Buyer: _____</p> <p>Signature: _____</p> <p>Date of Acceptance: _____</p>	<p>CONFIRMED: MCC, INC.</p> <p>Authorized Signature: _____</p> <p>Estimator: Ian Murphy (920) 749-3360 ian.murphy@murphyinc.org</p>
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**Contract 11A-22
Reddin Avenue and Zemlock Avenue
Water Service Replacement**

Item Code	Item Description	UofM	Quantity	Unit Price	Extension	Pay Request No.4					
						Quantity Completed This Pay	\$ Completed This Pay	2.5% Retainage	Due This	Previously	Due to Contractor
						Estimate	Estimate	Due	Estimate	Paid	to Date
201	Furnish & Install Service from ROW to House by Pulling W/Sanitary Sewer Pipeburst	Lin. Ft.	3,650	\$10.00	\$36,500.00	0	\$0.00	\$0.00	\$0.00	\$40,014.00	\$41,040.00
202	Furnish & Install Service from ROW to House by Pulling/Directional Boring	Lin. Ft.	100	\$40.00	\$4,000.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203	Furnish and Install 1.25-Inch Service from ROW to House by Excavation	Lin. Ft.	50	\$60.00	\$3,000.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
204	Furnish and Install 1.25-Inch Service from PE Water Service from Main to ROW	Lin. Ft.	50	\$75.00	\$3,750.00	0	\$0.00	\$0.00	\$0.00	\$365.63	\$375.00
205	Furnish and Install 1.25-Inch Service Brass Set	Each	1	\$650.00	\$650.00	0	\$0.00	\$0.00	\$0.00	\$633.75	\$650.00
206	Furnish and Install Cathodic Protection to Water Service	Each	84	\$125.00	\$10,500.00	0	\$0.00	\$0.00	\$0.00	\$11,456.25	\$11,750.00
207	Water Service Connection to Structure Including Concrete Repair and Regrounding	Each	84	\$3,500.00	\$294,000.00	0	\$0.00	\$0.00	\$0.00	\$334,425.00	\$343,000.00
208	Water Service Extra Hole (Curb Stop Connection)	Each	12	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
209	Remove Footing	Vert. Ft.	12	\$400.00	\$4,800.00	0	\$0.00	\$0.00	\$0.00	\$4,680.00	\$4,800.00
210	Furnish and Install 30-Inch Concrete Curb and Gutter (Repair)	Lin. Ft.	0	\$165.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
211	Furnish and Install 4-Inch Concrete Sidewalk Repair	Sq. Ft.	4,600	\$16.41	\$75,486.00	2340	\$38,399.40	\$959.99	\$37,439.42	\$37,439.42	\$38,399.40
212	Furnish and Install 6-Inch Concrete Sidewalk/Driveway Apron Repair	Sq. Ft.	250	\$18.45	\$4,612.50	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
213	Furnish and Install HMA Pavement	Sq. Ft.	300	\$40.00	\$12,000.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
214	Furnish and Install Drilled Tie Bars	Each	120	\$26.26	\$3,151.20	120	\$3,151.20	\$78.78	\$3,072.42	\$3,072.42	\$3,151.20
221	Terracing, Seed, Mulch, Fertilizing	Sq. Yd.	1,000	\$12.00	\$12,000.00	800	\$9,600.00	\$240.00	\$9,360.00	\$9,360.00	\$9,600.00
222	Furnish, Install & Maintain Traffic Control	Lump Sum	1	\$2,500.00	\$2,500.00	0	\$0.00	\$0.00	\$0.00	\$2,437.50	\$2,500.00
223	Furnish, Install & Maintain Inlet Protection	Each	24	\$125.00	\$3,000.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	TOTAL Water				\$469,949.70		\$51,150.60	\$1,278.77	\$49,871.84	\$443,883.96	\$455,265.60



Finance Department
211 Walnut St. • Neenah WI 54957-0426
Phone 920-886-6140 • Fax: 920-886-6150
E-mail: vrasmussen@neenahwi.gov
Vicky K. Rasmussen, CPA
Director of Finance

M E M O R A N D U M

TO: Mayor Lang and Members of the Board of Public Works
FROM: Vicky Rasmussen, Director of Finance
DATE: May 19, 2023
RE: Community Gardens Water Source

The Neenah Police Department has been providing water to the members of the community gardens for many years. Now that the police station is expanding, the current water spicket used by the community gardens will be eliminated. One of their members, Gerald "Jerry" Rickman, approached Chief Olson about upgrading the water situation. Jerry asked Chief Olson if we could run a water line from the new building to the community gardens.

Chief Olson advised Jerry that he would investigate that possibility, but the police department wouldn't be able to fund this extra expense. On May 17, 2023, Chief Olson received a quote from EGI Mechanical, who is the company that won the plumbing portion of the project. One option is to just run water under the building and add a spicket to the westside of the new building expansion, and then run a hose to the community gardens. That cost is \$5,000. The other option is to run a pipe under the new range all the way to the community gardens. This would eliminate running a hose across the parking lot to the gardens. That price would be \$9,700.

Although this second option is more expensive, we feel that it is the best option. We believe this because the police department will have an access road on the west side of their building, so this hose will be driven over multiple times a day. Also, many of the members of the community gardens are elderly, and this will be a much easier way for them to access the water they need for their gardens. These gardens are located on city owned property.

The change in construction for the water pipes will be funded out of the Public Facilities fund balance for \$8,700 and \$1,000 will be funded from the Community Gardens organization. The balance available in the Public Facilities fund balance is approximately \$200,000. This upgrade is time sensitive as it needs to be done concurrently with the construction of the addition.

Please let me or Police Chief Olson know if you have any questions or concerns.



MECHANICAL INC.

May 11, 2023

TRANSMITTED VIA E-MAIL: mscharenbroch@miron-construction.com

Matt Scharenbroch
Miron Construction

Subject: Neenah Police Training Center – Water Supply to Community Gardens

We are pleased to submit our price on the above subject:

Replace current 3/4" piping with 1 1/2" Copper tube, fittings and insulation per specifications.

Wall penetration at new Range Mechanical 216.

Pressure Vacuum Breaker install at building exterior per Code.

Approx 200' of underground poly piping to Community Gardens.

Install Hose bibs at gardens.

All excavation and backfill included.

Budget Price: \$9,000.00

Replace current 3/4" piping with 1 1/2" Copper tube, fittings and insulation per specifications.

Wall penetration at new Range Mechanical 216.

Install exterior frost proof hose bibb.

Budget Price: \$4,000.00

Thank you.

Chris Winkler
Project Manager – MP231050
EGI Mechanical Inc.

STATUS OF COUNCIL DIRECTIVES ISSUED MAY 17, 2023

Date: June 7, 2023

Date of Directive: May 17, 2023

Item: 2017 Wisconsin Act 243 repealed section 62.23 (7) (d) 2m.a of the state code which required an extraordinary vote regarding rezoning protest petitions. As a result, municipalities such as Appleton, Oshkosh, and others have made changes to their ordinances. The Council Directive is to recommend that 2017 Wisconsin Act 243 and City of Neenah Ordinance 26-27(7) be reviewed by the Community Development Director Haese and City Attorney Rashid to f Neenah City Ordinance for their recommendation on the appropriate action, if any, by the end of next month.

Requesting Party: Ald. Skyrms

Status: pending