

CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING
Tuesday, April 12, 2022 - 6:30 PM
City Hall, 211 Walnut Street
Council Chambers

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

AGENDA

1. Approval of Minutes of the meeting for March 29, 2022 (Attachment)
2. Public Appearances
3. Approval to purchase 2022 F350 series Dump Truck with plow package, no salter (Attachment)
4. Special Events
 - a. Hakas 2022, Barrel 41 Brewing Co. (Attachment)
 - b. Future Neenah Evening Concerts & Out to Lunch Concerts (Attachment)
 - c. Future Neenah Farmers Market (Attachment)
 - d. A Very Merry Christmas (Attachment)
5. Public Works General Construction and Department Activity (Attachment)
6. Announcements/Future Agenda Items
7. Adjournment

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

CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES
Tuesday March 29, 2022, 6:30 PM

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

Excused:

Also Present: Mayor Kaufert, Public Works Director Kaiser, Community Development & Assessment Director Haese, Community Development & Assessment Deputy Director Schmidt, Police Chief Olson, Assistant Police Chief Bernice, Alderperson Skyrms, Fleet Specialist Streubel, Public Works Engineer Kummerow, Community Development & Assessment Office Manager Jefferson, Captain Van Sambeek, Public Works Office Manager Mroczkowski, GIS Coordinator Meverden, Garrett Gronowski, and members of the public.

Approval of Minutes of the meeting for the March 8, 2022 meeting

Motion Second/Carried Hillstrom/Lendrum to approve the minutes of the Meeting of March 8, 2022. All voting aye.

Public Appearances:

None

Motion Second/Carried Stevenson/Lendrum to take up agenda item 4. All voting aye.

Downtown Bus Shelter Discussion

Alderperson Skyrms stated that there is a safety concern with the current location of the bus transfer station. He stated that with the new growth that is taking place downtown, especially on the west end of Wisconsin Avenue, he would like to recommend to the committee to direct staff to look for a new location for the transfer station. Alderperson Skyrms stated that he would like to have an interim location for the transfer station while the study is being done.

Alderperson Bates stated that she recalled that there had been discussion on this topic in the past but stated that it may be too soon to take action because of the changes to the downtown. Alderperson Bates asked Deputy Director Schmidt if he recalled any formal discussions on relocating the transfer station.

Deputy Director Schmidt stated that there have been internal discussions and discussions with business owners and the BID. He stated that when Valley Transit conducted their master route evaluation plan, city staff did make a suggestion of evaluate relocating the transfer station.

Aldersperson Stevenson stated that this is a broader base issue than simply moving the transfer station because of the new developments taking place downtown. He stated that we have a safety study being done. He stated that we also need to include Valley Transit in this discussion.

Motion/Seconded/Carried Stevenson/Lang to direct staff to look into a new location for the bus transfer station using information currently available, engage in discussion with business owners regarding the new development downtown, and engage Valley Transit for their input regarding route management and present staff's recommendation to this committee. All voting aye.

Bird Rides Scooter Pilot Program

Garrett Gronowski, Bird Rides Scooter Company, gave an overview of the history of the Bird Rides Scooter Company and reviewed the details of how the Bird Rides Scooter would work in the City of Neenah. He stated the purpose of the Bird Rides Scooter is to provide an alternative mode for public transportation. He stated that the cost of using a scooter is a \$1 start fee and then \$.30 cents per minute, with the average ride costing \$5.50. He stated that the scooters are tracked with GPS and will not be able to go past the set Geo-Zone areas that are sets up by the city. Mr. Gronowski stated that the City of Neenah will have a Bird account manager and fleet manager. He stated the account manager will be the liaison between Bird Rides and the City of Neenah to resolve issues and assure that the program is running smoothly. He stated that the fleet manager will be a local hire and be in charge of general maintenance of the scooters and daily the distribution of the scooters.

Office Manager Jefferson stated that the City of Neenah's pilot program would start with 50 to 75 scooters placed at various locations throughout the city referred to as nesting areas. She stated that preferred parking areas would also be created where the driver would be given a discount on their charges. She stated there would be geo-fence zones such as round-a-bouts, bridges, overpasses, trestle bridges, and the sidewalks in the 100 to 200 blocks of W. Wisconsin Avenue where the scooters would not be allowed to travel.

Aldersperson Stevenson asked for clarification regarding the geo-fence areas and if the scooters could still be left in those areas. Office Manager Jefferson stated yes, but the rider would continue to be charged.

Officer Manager Jefferson stated that the city will be adding an additional \$.10 cents per ride which will be paid to the city to offset administrative costs. Office Manager Jefferson stated that ordinance Chapter 16-160, Article IV, will need to be amended to allow the use of electric scooters in the city right-of-way and on trails where they are currently prohibited.

Aldersperson Bates asked if Bird Rides will be providing any bike racks. Mr. Gonowski stated that Bird Rides do not supply any infrastructure. He stated that typically there are signs that are placed around the city designating the location of the E-Scooters.

Aldersperson Lendrum stated that she is concerned with kids under the age of 18 using the scooters. She asked how Bird Rides deals with the use of the scooters by underage kids. Mr. Gonowski stated the app has an option called Community Mode, where someone can provide information to Bird Rides and report an unsafe rider. He stated that all the scooters have GPS so if you provided a location they could identify the scooter and know who has rented it. Mr. Gonowski stated they would then reach out the rider and discuss the complaint that had been made.

Aldersperson Stevenson asked how we can prevent having a large number of scooters left in one location. Mr. Gonowski stated that is done through strategic planning, identifying the hot spots and preferred parking. Aldersperson Stevenson requested staff provide a list of the proposed nesting areas and preferred parking areas to the council.

The Committee had a lengthy discussion on preferred parking, the use of the scooters on sidewalks and multi-modal trails, geo-fencing, and the fleet manager role.

Mayor Kaufert asked about the use of the scooters on the Loop the Lake trail and if the city will need permission from Fox Crossing and the City of Menasha since that trail crosses borders.

Office Manager Jefferson stated that the City of Menasha is taking the same type pilot program to their council on April 4th. She stated that Fox Crossing is on board with the scooters as well, but are about a month out from getting their trial approved.

Aldersperson Lang asked if these scooters are ever used for anything other than recreational use. Office Manager Jefferson stated that she is aware of a few people using them to go work. She stated one of the proposed nesting areas is the Bridgewood Hotel. She stated that people staying at the hotel might use them to patron the downtown or explore the area.

The Committee had a lengthy discussion on safety issues, the speed of the scooter, and downtown events that could impact the use of the scooter and the possible clutter of the scooters around the city.

Office Manager Jefferson note that Bird was arranging to have a scooter available for Council members to see prior to the next Council meeting.

Following discussion, **Motion/Seconded/Carried Lendrum/Stevenson to recommend Council approve the Memorandum of Understanding between the City of Neenah and Bird Rides, Inc., which establishes an electric scooter pilot program to expire on December 31, 2022 and to approve Ordinance #2022-08 which will allow for modifications of Article IV and Section 11-2 in regards to the operation and regulation of electric scooters.** All voting aye.

Community Development GIS Update

Deputy Director Schmidt presented an update on the GIS Coordinator position and departments GIS goals. He stated that since the transition, staff has improved GIS integration for all City Hall departments, increased public access to data, and continues to document processes specific to the GIS Coordinator position. He stated that GIS Coordinator Merverden has been focused on updating the public access availability of our maps. Deputy Director Schmidt stated that staff has also developed a number of internal applications that will help departments answer resident's questions. He stated that there is a new public parcel viewer map which shows information of all the utilities in the city. He stated there is also a new internal parcel map that shows all the deferred special assessments owed to the city. Deputy Director Schmidt stated that looking to the future, the department is developing a map that will identify all of the easements in the city and a map application that will allow residents to click on their house and to schedule a large item pick up. He encouraged the committee to visit the City's GIS website.

Aldersperson Stevenson asked how many are involved with data entry to maintain the integrity of our system. Deputy Director Schmidt stated that we have the GIS Coordinator that oversees the entire process, two or three super users and then approximately 10 to 15 that use the system for specific purposes like creating maps.

Aldersperson Stevenson asked if there is a protocol in place to assure that data is being maintained and updated. Deputy Director Schmidt stated that is part of the process documentation that will be in place as staff comes and goes.

Aldersperson Lendrum thanked the staff for their effort. She stated that she is excited to see this progress and feels we are heading in a good direction for our residents to be able to find information that they need.

Memorandum of Understanding (MOU) for Galloway Co.-Harrison Street Pond

Public Works Engineer Kummerow stated that the MOU for Galloway Co., came about after the DNR issued orders to Galloway Co., to cool the water that they were discharging into the Neenah Creek through the City's storm water system. He stated

that as the pond project was being developed, Galloway Co., approached the city about the possibility of using the pond to cool their water. The city proposed that if Galloway Co., would buy the remaining house on the proposed pond site, the city would allow Galloway Co., to use the pond as a cooling site for their water. Public Works Engineer Kummerow stated that Galloway Co., hired McMahan & Associates to conduct a study to see if the pond would cool the water sufficiently. He stated that the result of the study showed that it would.

Alderson Bates asked what guarantee do we have that the water going into the pond is clean water. Public Works Engineer Kummerow stated that the water will go through a cooling tower so there is not a high likelihood of it becoming contaminated.

Alderson Lendrum asked if this water will prevent any fish stocking of the pond. Public Works Engineer Kummerow stated that he does not think it will be an issue. He stated that he did visit the site where the water is currently being discharge and he could see fish swimming in the area.

Report

Motion/Seconded/Carried Hillstrom/Stevenson to recommend Council approve the entering into a Memorandum of Understanding with Galloway Co., on the Harrison Street Pond. All voting aye

Amendment to City Ordinance Chapter 16-Traffic and Vehicles

Assistant Chief Bernice stated that the City of Neenah Police Department is seeking permission to adopt Wisconsin State Administrative Code Trans 305 by adding it to the city ordinance, Chapter 16, Traffic and Vehicles. He stated that Trans 305 describes minimum requirements for vehicles and the standards for equipment used on vehicles. Assistant Chief Bernice stated this chapter also contains language regarding requirements for equipment for manufactured, home-made, street modified, replica, and reconstructed vehicles.

Assistant Chief Bernice stated that there have been some social media posts asking why the City of Neenah is seeking to adopt Trans 305. He stated that City of Neenah along with the Outagamie County Sheriff's Department are the only two remaining law enforcement agencies in the Fox Valley area that have not adopted Trans 305.

Assistant Chief Bernice stated that the police department is looking to define the use of light bars that are being used on vehicles. The auxiliary, secondary and headlight section of Trans 305 specifically defines the use of these types of lights which will aid in the enforcement of them being used in an illegal manner.

Assistant Chief Bernice stated that in Wisconsin State Statute 347, the recommendation is that a vehicle have one working tail or brake lights and stop lights. Trans 305 recommendation is two working tail or brake lights and stop lights. This enhancement is

being proposed for safety reasons. He stated in Wisconsin State Statute 347 the recommendation is that a vehicle have one side mirror or review mirror or secondary mirror. He stated in Trans 305 vehicles are required to have two working mirrors for visibility purposes. This enhancement is being proposed for safety reasons.

Assistant Chief Bernice stated the new enhancements they are seeking under Trans 305 is the ability to stop vehicles with cracked windshields, fogged or frosted windshields, very dirty windshields and tinted windows that do not allowing the correct percentage of light to come through the window per Trans 305.

Assistant Chief Bernice stated that he requests that the City Attorney to amend Chapter 16 of the City of Neenah Ordinances by adding Wisconsin Administrative Code Chapter Trans 305 and then seek Common Council Approval.

Aldersperson Lendrum asked if Trans 305 will be used in a discretionary manner and also be used based on complaints. Assistant Chief Bernice stated that is correct. He stated that when officers conduct traffic stops, it is the discretion of the officer to give a verbal warning, written warning or citation. He stated that the Neenah Police Department believes in educating the public.

Aldersperson Stevenson stated that he is struggling to understand the controversy with the City of Neenah adopting Trans 305 when a State Trooper or Winnebago County Sheriff's Deputy would have the authority to stop a vehicle in the City of Neenah that has one of these violations.

Aldersperson Bates asked for a list of violations that the City of Neenah Police Department could not enforce because we did not have the authority.

Report

Following discussion, **Motion/Seconded/Carried Stevenson/Hillstrom to recommend Council authorize the City Attorney to amend Chapter 16 of the City of Neenah Ordinances by adding Wisconsin Administrative Code Chapter Trans 305.** All voting aye.

Police Department Request to Purchase Portable Radar Display and Data Loggers

Mayor Kaufert asked how the police department will utilize the data that is collected. Chief Olson stated that we are becoming more data driven. He stated we get complaints from residents about speeding in their neighborhood frequently. He stated that these portable radar displays will be able to be placed quickly, and will provide data to support or refute the complaints. He stated that will enable officers to enforce those areas more.

Motion/Second/Carried Stevenson/Lang to recommend the Council approve the purchase of 2 (12 inch) speed display signs, 2 speed trailers with 15-inch display, and 2 speed tracker data recorders from TrafficLogix in an amount not exceed \$25,000.00 to be funded by Capital Equipment account 011-2132-743-8183. All voting aye.

Ordinance Change Request with Street Assessment on new Subdivision Streets

Director Kaiser reviewed his memo of March 14, 2022. He stated that staff has been evaluating the special assessment process for new subdivision street projects. He stated that the current process divides the total cost of the project among the lot owners based off assessable front footage. He stated that this method causes hardship on corner lot owners who may end up be assessed for front and side street footage. He stated that the proposed new method would be based on the Unit Method. Director Kaiser stated that this method divides the total project cost by the number of parcels in the development. In comparing two recent subdivision street projects, Castle Oak in 2016 there was an average decrease in special assessments of \$1,138.36 and in 2018, the Eaglecrest project showed an average decrease of special assessments of \$3,756.45.

Director Kaiser stated that he brought this before the committee to see if there is any interest in modifying our special assessment ordinance to give staff the option of using the Unit Method for assessing special assessments.

Aldersperson Bates stated that new subdivisions vary in lot size from one to another. She asked how the unit method would account for this. Director Kaiser stated that we could break it out based of the platted phase.

The Committee's consensus was to direct staff to prepare the ordinance to allow the Unit Method of assessing special assessments.

Ordinance Change Request for Storm Water Charges for Condominiums

Director Kaiser reviewed his memo of March 14, 2022. He stated that we have had several inquiries recently about the ERU determination for condominium and twindominium parcels. He stated that currently, each side of a twindominium is charged one ERU, standard duplexes are charged one ERU for the entire parcel, and condominiums are charged one ERU. Director Kaiser stated that when staff looked at the condominiums, there is a fair number of them that he would consider multi-family complexes which computers to a significant stormwater charge for these developments. He stated that he is proposing to charge one ERU for single family detached, .5 ERU's for twindominiums, and condominiums would be charged based on the closet type of

equivalent land use. He stated that means the impervious area would be divided up equally among the units within that development.

Director Kaiser stated that with these changes, there will be an estimated stormwater revenue reduction of \$13,000.

Aldersperson Stevenson noted that the \$13,000 in loss revenue could be offset by a rate change.

Director Kaiser stated that at some point we will be looking at rate adjustment. He stated until then, this is a straight revenue loss.

Director Kaiser stated that he brought this before the committee to see if there is any interest in pursuing an amendment to the ordinance pertaining to the ERU billing charges.

The Committee's consensus was to direct staff to proceed with preparing the ordinance revision.

Request to Purchase Additional Refuse and Recycling Carts

Director Kaiser reviewed his memo of March 21, 2022. He stated that we are currently out of 95 gallon recycling carts and are running very low on the 95 gallon refuse carts. He stated that we have a very large number of 35 gallon carts of both types and 65 gallon carts have reached a static level. Director Kaiser stated that we received a quote from Rehrig who supplied the original order. He stated the cost for 112 of each type of the 95 gallon carts is \$16,560.00. He stated that he is requesting a budget amendment to purchase the carts.

Aldersperson Stevenson asked if these are new residents requesting the 95 gallon carts or are people trading up from 35's and 65 gallon carts. Director Kaiser stated the majority are new resident requests for the 95 gallon size for both refuse and recycling. He stated that we also have quite a few residents that have extra 95 gallon refuse and recycling carts.

Aldersperson Stevenson asked that Director Kaiser work with Director Easker to see if there are funds within the existing budget to purchase the carts. Director Kaiser stated that he will contact Director Easker.

Report

Motion/Second/Carried Lendrum/Lang to recommend the Council approve an amendment to the capital equipment budget to purchase 112 of the 95 gallon recycling carts and 112 of the 95 garbage carts from Rehrig Pacific in the amount of \$16,560.00 using capital equipment reserve funds. All voting aye

Licenses

Temporary Extension of Licenses Premises Application

Mayor Kaufert stated that there is one unanswered question from the Fire Department but it should not hold up the approval of this application. He asked if there were going to be additional porta potties outside. Traffic Engineer Merten stated that they are going to provide porta potties outside.

C.A. Following discussion, **Motion/Second/Carried Lang/Stevenson to recommend the Council approve the Temporary Extension of Licenses Premise Application to Greene's Pour House, 134 W Wisconsin Avenue, for the 10-Year Anniversary Celebration, to be held on May 21, 2022.** All voting aye

Special Events

Greene's Pour House 10-Year Anniversary

C.A. Following discussion, **Motion/Second/Carried Stevenson/Lang to recommend the Council approve the Street Use Permit for Greene's Pour House, 134 W Wisconsin Avenue, for the 10-Year Anniversary Celebration, to be held on May 21, 2022.** All voting aye

Udderly Euro Car Show

C.A. Following discussion, **Motion/Second/Carried Hillstrom/Lang to recommend the Council approve the Street Use Permit for Udderly Euro Stationary Car Show, sponsored by T. Apparel Co., to be held on June 18, 2022 from 3:00 PM to 7:30 PM.** All voting aye

Public Works General Construction and Department Activity

- 1) Contract 3-20 (Street - Van, Monroe, Gillingham)
 - a) Gillingham, Van, Monroe, Cavalry: Work is complete.

- b) Shootingstar: The Shootingstar extension has been graded and graveled. Grading on Armstrong Street and paving on both will be done in spring. Director Kaiser stated that city crews filled in some significant pot holes with gravel.
- 2) Contract 2-21 (Fairview, Laudan): Work is complete. The final estimate is with the contractor.
 - 3) Contract 4-21 (Epoxy Pavement Marking): About 75% of the work under this contract has been completed. The remaining work will be carried over to next year.
 - 4) Contract 6-21 (Misc. Concrete Pavement, Sidewalk Repairs): Work under this contract was not completed. The remaining work is primarily sidewalk repair within the target area. That will be carried over to next year.
 - 5) Contract 7-21 (Harrison Pond): Pond excavation is complete. Work on the west retaining wall is ongoing. Ground conditions have required additional excavation.
 - 6) Contract 8-21 (Jewelers Park Drive Trail): Boardwalk deck panels have been installed. Both abutments for the north crossing have been poured.
 - 7) Contract 1-22 (Utility Construction in Fredrick Drive area): Work is taking place on Fredrick, Apple Blossom and Primrose. A couple of breaks in the old water main have occurred adjacent to the new main installation.
 - 8) Contract 2-22 (Utility and Street Construction on Grove and Dieckhoff): This contract was awarded to Don Hietpas and Sons, Inc. A pre-construction meeting is scheduled for March 31.
 - 9) Contract 3-22 (Street Construction in Fredrick Drive area): Bids were reviewed by the Board of Public Works on March 29. Director Kaiser stated that prices came in favorably.
 - 10) Contract 4-22 (S. Commercial Utility Construction): This contract was awarded to Robert Immel Excavating. Work is tentatively set to start the week of April 11.
 - 11) Contract 5-22 (CTH JJ/CTH CB Utility Construction): This contract was awarded to DeGroot, Inc. A preconstruction meeting was held on March 29 with work tentatively set to start the week of April 6.

Director Kaiser stated that post cards went out in the mail today notifying the residents of the blasting.
 - 12) Freedom Acres: A pre-construction meeting was held to prepare for the utility installation on the next phase in the Freedom Acres development.
 - 13) TDS: Staff has met with the City's inspection consultant and TDS contractors in preparation for their work in 2022. We have established expectations for restoration on work areas done in 2021 before additional areas can be started.

14) Drainage issues: As usual for this time of year, we've been contacted about a number of yard drainage concerns and are following up with property owners to evaluate possible solutions.

Mayor Kaufert stated that there were several terraces from the Marathon Street project last year that needed to be redone. He stated he met with Public Works Engineer Eckhart and the contractor will be coming back in late April or May to repair them.

Mayor Kaufert recognized Tyler Berhman for his contribution of the two flag boxes that hang on the wall in the Council Chambers.

Announcements/Future Agenda Items

Adjournment: **Motion/Second/Carried Stevenson/Lang to adjourn at 9:00 PM.** All voting aye.

Respectfully submitted,



Lisa Mroczkowski
Public Works Officer Manager

M E M O R A N D U M

DATE: April 7th, 2022
TO: Mayor Kaufert and Members of the Public Services and Safety Committee
FROM: Greg Radtke, Public Works Superintendent
RE: Vehicle and Equipment Purchasing

By way of explaining the factors leading to the attached equipment purchase request, I would like to update the Committee on issues and difficulties of obtaining bids and pricing on vehicles and equipment.

Due to the current inventory and ability to secure vehicles from manufacturers, many equipment vendors we work with are either refusing to write a bid proposal, or are writing a bid that will not guarantee production, a delivery date or pricing. Some vendors will write a quote but when and if the vehicle arrives, the price difference is the responsibility of the purchaser or they may have the right to decline delivery and potentially lose the vehicle. Vendors have informed us that it may take up to a year and a half for some deliveries. Ford will not even take a commercial vehicle order at the present time.

Staff has done due diligence to find equipment that meets our needs to replace aging equipment, we have looked at returned lease vehicles, acceptable used vehicles, and in stock units that come close to meeting our specifications. If we do not secure a found vehicle with, at a minimum, putting a deposit down, chances are very good it will be sold or spoken for, before we can even inquire about the equipment. That is the case with the attached request. I located this truck at a nearby dealership and, after checking it to see if it met our needs, placed a refundable "hold" deposit on the truck to allow us time to present this to the Committee.



Public Works Department
City Services Building
 1495 Tullar Road, Neenah, WI 54956
 Phone: 920-886-6260 Fax: 920-886-6269

Proposal

Fleet #18A (2022 F350 series Dump Truck with plow package, no salter)

Bergstrom Ford Neenah, WI	F350	No Inventory or Ability to Bid
Bergstrom GM Neenah, WI	3500 Silverado	No Inventory or Ability to Bid
L & S Truck Center Appleton, WI	F350	No Inventory or Ability to Bid
Ewald Hartford (State Bid) Hartford, WI	F350 or 3500 Silverado	No Inventory or Ability to Bid
All World Ford Hortonville, WI	F350	\$72,763.50

Staff recommends the purchase of a Ford F350 Truck with Plow Package from All World Ford of Hortonville for \$72,763.50.

To outfit the truck, a strobe lighting package and vehicle wrap are needed at a cost not to exceed \$3000.

Budgeted 2022 amount \$75,000.
 (Page 333 Item 6 in 2022 Budget Book)

2022 Fleet #18A Comparables

Dealer	Year	Brand Model	Engine	Dump Box	Front Plow	MSRP	"Our Price"	Add Plow	Add Box	Total
		Ford								
All World Ford	2022	F350	Gas	Steel	None	\$ 67,618	\$ 61,532	\$ 12,000	\$ -	\$ 73,532
	2022	F350	Gas	Stainless	Stainless 9'2" Boss DTX	\$ 80,011	\$ 72,810	\$ -	\$ -	\$ 72,810
	2022	F350	Diesel	Steel	None	\$ 82,695	\$ 75,252	\$ 12,000	\$ -	\$ 87,252
Ewald Ford - Hartford	2022	F350	Gas	Steel	None	\$ 65,781	\$ 59,861	\$ 12,000	\$ -	\$ 71,861
	2022	F350	Gas	Steel	None	\$ 79,954	\$ 72,758	\$ 12,000	\$ -	\$ 84,758
		Ext. Cab								
		Chevrolet								
Plach GM	2021	Silverado	Diesel	None	None	\$ 64,582	\$ 58,770	\$ 12,000	\$ 18,000	\$ 88,770
	2022	Silverado	Gas	None	None	\$ 47,163	\$ 42,918	\$ 12,000	\$ 18,000	\$ 72,918
Would need to find and schedule install of Dump Box										
Would need to find and schedule install of Front Plow										
Would need to find and schedule install of Front Plow and Dump Box										
These numbers are similar comparables to the truck I am proposing to purchase, many of these trucks are not available anymore or are spoken for.										







Neenah
WISCONSIN

Special Event Permit Application

Event

Name Barrel 41 Brewing Co. Hulus 2022

Webpage Barrel 41.com

Description

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

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

Live Music, Yard Games, Food & Drinks

Schedule

Date(s)	Setup Time	Start Time	End Time	Cleanup Time
<u>06/03/22</u>	<u>9am</u>	<u>5pm</u>	<u>10pm</u>	<u>10pm</u>
<u>06/04/22</u>	<u>1pm</u>	<u>3pm</u>	<u>10pm</u>	<u>10pm</u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>

Attendance

List estimated quantities:

Participants

Spectators 2,000

List any entry fees:

Free

Location

Park/Public Property:

Public Street/Sidewalk/Trail:

Private Property/Other: 1132 S. Commercial St.

Applicant

Name Matt Stubing Daytime Phone

Email Matt@barrel41.com Cell Phone 9205859260

Organization

Name Barrel 41 Brewing Co. Tax Exempt No.

Email Matt@Barrel41.com Phone 9205859260

Address 1132 S. Commercial St.

City Neenah State WI Zip Code 54956

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



Neenah
WISCONSIN

Special Event Permit Application

Police Department

Contact: Lieutenant Jon Kuffel

Phone: +1 (920) 886-6018

Address: 2111 Marathon Ave. Neenah, WI 54956

Email: jkuffel@ci.neenah.wi.us

1. Will you be using the Emergency Response Protocol supplied by the city? (See supplement.) Yes No

The protocol is a set of procedures to be used for various crises including inclement weather, medical emergencies, and disorderly conduct scenarios. It establishes responsibilities and expectations between the event organizer and emergency services in the event of a crisis. If you choose not follow the protocol provided by the city, attach a crisis management plan to this application. All plans must be approved by Neenah Police and Neenah-Menasha Fire Rescue.

2. List at least two Event Coordinator contacts who will be on-site during the event to address issues that might arise.

Event Coordinators are responsible for executing the Emergency Response Protocol.

Name Matt Stubing Phone 9205859260

Name Nathan Sharpless Phone 9202579196

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

Name Volunteers organized by Matt Stubing Phone 9205859260

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

Name _____ Phone _____

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

Staff & Volunteers will be equipt with walkie talkies with the two event coordinators communicating.

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

P/A System will notify of emergency.

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

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

Loudspeaker/PA System See Map (Location of Stage)

Lost Child Recovery Site Event Entrance

Severe Weather Shelter(s) Barrel 41 Brewery

First Aid Station(s) N/A

Enclosed/Fenced Area(s) Around Tent & Food Trucks

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



Special Event Permit Application

Neenah-Menasha Fire Rescue

Contact: Assistant Chief Vernon Green

Phone: +1 (920) 886-6201

Address: 125 E. Columbian Ave. Neenah, WI 54956

Email: vgreen@nmfire.org

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

Winnebago County Health Department

Contact: Env. Health Specialist Jennifer Bonzelet

Phone: +1 (920) 232-3000

Address: 112 Otter St. Oshkosh, WI 54901

Email: jbonzet@co.winnebago.wi.us

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

Clerk's Office

Contact: City Clerk Patty Sturn

Phone: +1 (920) 886-6100

Address: 211 Walnut St. Neenah, WI 54956

Email: psturn@ci.neenah.wi.us

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

Start Time	3:30	End Time	10pm	
------------	------	----------	------	--

- 19. Will there be any alcohol served? Yes No
A [Temporary Class B Picnic License](#) is required. Applications should be filed separately with the Clerk's Office.

- 20. Will there be any vendors/concessions? If so, please list: Yes No
Vendors will need to have a [Solicitor Permit](#) filed with the Clerk's Office.

Food Truck 1- Big Mouth Gyros
 Food Truck 2- TBD
 Food Truck 3- TBD



Special Event Permit Application

Traffic Department

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

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

21. Will the event close any street/sidewalk/trail (or portions thereof) to traffic? Yes No
Any adjacent properties must be notified by the applicant 5 weekdays in advance of the event. A copy of the notification must be submitted and approved by the City Traffic Engineer.
22. Will you be providing volunteers to direct traffic? Yes No
All volunteers must be properly equipped, trained, and supplied with the [Volunteer Flagger Instructions](#). (See attached.)
23. Is any city traffic control equipment or services being requested? If so, check all that apply: Yes No
- Barricade/Sign Equipment**
Check if you are requesting equipment to be delivered to the event grounds. Equipment will need to be moved to their placement locations during the event.
 - Barricade/Sign Placement**
Check if you are requesting equipment to be placed by the City during the event times.
 - Flaggers to Direct Traffic**
Availability of community service aides (CSAs) and/or police officers are not guaranteed.
 - Traffic Signal Programming**
Check if modifications to the traffic signal timing plans may be needed for the event.
 - Message Boards**
Message boards may be used to give advanced notification of street closures for the event.
24. Will a private contractor be used for barricading/signing equipment or services? If so, please list contractor: Yes No
Any traffic control plan not supplied by the City must be approved by the Traffic Department.
- Name _____ Phone _____
25. List any shuttle services (including route locations) being provided for the event:
- N/A
26. List any locations to be used for either attendee or event staff parking:
- Side lot used for parking, see map
27. Please identify handicap accessible parking locations and accommodations:
- On the side of main building.



Special Event Permit Application

Parks & Recreation Department

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

Public Works Department

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

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

Public Park/Property: _____

Public Street/Trail: _____

Other: Barrel 41 (See map)

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

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

Public Park/Property: _____

Public Street/Trail: _____

Other: Barrel 41 (See Map)

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

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

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

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

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

Volunteers will be cleaning after each night.

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

N/A



Neenah
WISCONSIN

Special Event Permit Application


Legal Notice

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

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

Hold harmless indemnification and defense.

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

Signature 

Date 3/23/22

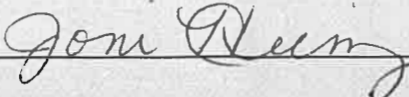
Completed applications should be filed with the Department of Legal & Administrative Services, Neenah City Hall, 211 Walnut Street Neenah, WI 54956. For any questions regarding this application or the permitting process, contact Joni Heinz: Phone: +1 (920) 886-6104 Email: jheinz@ci.neenah.wi.us

OFFICE USE ONLY

Cost Estimate	Total Cost	Sponsor Cost
Parks & Recreation _____	—	—
Public Works/Traffic _____	—	—
Police _____	—	—
NM Fire _____	—	—
Total	—	—

Approvals

Special Events Task Force

Signature 

Date 3-28-22

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

Signature _____

Date _____

Contingencies of Permit



1132 S Commercial St

Band & Volunteer Parking

Stage

Tap Trailer

Food Trucks

Entry

Portable Restrooms





Neenah Special Event Permit Application

shattuck park concert series:

Event

Name Evening concerts and out to lunch concerts

Webpage www.neenah.org

Description

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

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

Solo artists or bands performing free concerts in Shattuck Park
Wednes: Evening concerts Thurs: out to lunch concerts

evening
7/2

Schedule

Date(s)	Setup Time	Start Time	End Time	Cleanup Time
<u>6/15 - 8/10</u>	<u>10:00am</u>	<u>6:00pm</u>	<u>8:00pm</u>	<u>8:00pm</u>
<u>6/16 - 8/25</u>	<u>9:30am</u>	<u>11:30am</u>	<u>1:00pm</u>	<u>1:00pm</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Attendance

List estimated quantities:

Participants NA
Spectators 500-1,000

List any entry fees:

Ø

Location

- Park/Public Property: Shattuck Park
 Public Street/Sidewalk/Trail:
 Private Property/Other:

Applicant

Name Meredith Rathe Daytime Phone (920) 722-1920
 Email meredith@neenah.org Cell Phone (920) 302-6641

Organization

Name Future Neenah Tax Exempt No. 008-0000351043-05
 Email info@neenah.org Phone (920) 722-1920
 Address 135 W. Wisconsin Ave
 City Neenah State WI Zip Code 54956

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



Neenah Special Event Permit Application

Police Department

Contact: Lieutenant Jon Kuffel

Phone: +1 (920) 886-6018

Address: 2111 Marathon Ave. Neenah, WI 54956

Email: jkuffel@ci.neenah.wi.us

1. Will you be using the Emergency Response Protocol supplied by the city? (See supplement) Yes No

The protocol is a set of procedures to be used for various crises including inclement weather, medical emergencies, and disorderly conduct scenarios. It establishes responsibilities and expectations between the event organizer and emergency services in the event of a crisis. If you choose not follow the protocol provided by the city, attach a crisis management plan to this application. All plans must be approved by Neenah Police and Neenah-Menasha Fire Rescue.

2. List at least two Event Coordinator contacts who will be on-site during the event to address issues that might arise.

Event Coordinators are responsible for executing the Emergency Response Protocol.

Name Sarah Wylie - Executive Director Phone (920) 279-0751

Name Meredith Rathe - Events Coordinator Phone (920) 362-6641

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

Name _____ Phone _____

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

Name _____ Phone _____

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

Cellphones
Microphone on stage

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

Microphone on stage

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

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

Loudspeaker/PA System on concert stage

Lost Child Recovery Site Info booth at park entry or under pavilion

Severe Weather Shelter(s) Park bathrooms or nearby businesses

First Aid Station(s) Info booth at park entry or under pavilion

Enclosed/Fenced Area(s) NA

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



Neenah Special Event Permit Application

Neenah-Menasha Fire Rescue

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

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

Winnebago County Health Department

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

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

Clerk's Office

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

- 17. Will there be amplified music or announcements used for the event? Yes No
- 18. Will amplified sound be within 7 am - 10 pm on weekdays & 10 am - 11 pm on weekends/holidays? Yes No
If not, a special exemption must be requested and approved as part of this application. List the intended hours of amplified sound (per day, if applicable):
Start Time *OTL: 11:30am* End Time *1:00pm*
Evening: 6:00pm End Time *8:00pm*

- 19. Will there be any alcohol served? Yes No
A Temporary Class B Picnic License is required. Applications should be filed separately with the Clerk's Office.
- 20. Will there be any vendors/concessions? If so, please list: *Rotating food vendor* Yes No
Vendors will need to have a Solicitor Permit filed with the Clerk's Office.

- | | | | |
|---------------------------|---------------------------------|---------------------------------|-------------------------|
| <i>Eats on the street</i> | <i>Caribbean Taste</i> | <i>on the Fritz concessions</i> | <i>Smokehead BBQ</i> |
| <i>Icona Ice</i> | <i>Terra Verde & Scoops</i> | <i>Los Tres Manantiales</i> | <i>Honey Land Juice</i> |
- Big Mouth Eyros*
 - Carat Hurst*
 - Papa Murphy's*
 - Tasty Thai Food Truck*
 - Diablos Taco Truck*
 - Inferno Subs*
 - Bridgewood Premier Catering*



Neenah
WISCONSIN

Special Event Permit Application

Traffic Department

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

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

21. Will the event close any street/sidewalk/trail (or portions thereof) to traffic? Yes No
 Any adjacent properties must be notified by the applicant 5 weekdays in advance of the event. A copy of the notification must be submitted and approved by the City Traffic Engineer.
22. Will you be providing volunteers to direct traffic? Yes No
 All volunteers must be properly equipped, trained, and supplied with the Volunteer Flagger Instructions. (See attached.)
23. Is any city traffic control equipment or services being requested? If so, check all that apply: Yes No
- Barricade/Sign Equipment
Check if you are requesting equipment to be delivered to the event grounds. Equipment will need to be moved to their placement locations during the event.
 - Barricade/Sign Placement
Check if you are requesting equipment to be placed by the City during the event times.
 - Flaggers to Direct Traffic
Availability of community service aides (CSAs) and/or police officers are not guaranteed.
 - Traffic Signal Programming
Check if modifications to the traffic signal timing plans may be needed for the event.
 - Message Boards
Message boards may be used to give advanced notification of street closures for the event.
24. Will a private contractor be used for barricading/signing equipment or services? If so, please list contractor: Yes No
 Any traffic control plan not supplied by the City must be approved by the Traffic Department.
- Name _____ Phone _____

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

NA

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

Streets near Shattuck Park
Towers Parking (Evening concerts only)

27. Please identify handicap accessible parking locations and accommodations:

we put signs in designated spots for handicap parking on Wisconsin Ave in front of park



Neenah
WISCONSIN

Special Event Permit Application

Parks & Recreation Department

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

Public Works Department

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

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

Public Park/Property: _____

Public Street/Trail: _____

Other: _____

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

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

Public Park/Property: _____

Public Street/Trail: _____

Other: _____

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

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

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

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

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

staff will monitor during event and clean up will be after concert as well

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

NA



Neenah Special Event Permit Application

Checklist

Required to process application:

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

Required to approve application:

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

Provisions & Terms

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

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

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

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



Neenah Special Event Permit Application

Legal Notice

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

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

Hold harmless indemnification and defense.

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

Signature Meredith Roth Date 3/28/22

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

OFFICE USE ONLY

Cost Estimate

	Total Cost	Sponsor Cost
Parks & Recreation	—	—
Public Works/Traffic	—	—
Police	—	—
NM Fire	—	—
Total	—	—

Approvals

Special Events Task Force

Signature Joni Heinz Date 4-5-22

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

Signature _____ Date _____

Contingencies of Permit



Neenah Special Event Permit Application

Event

Name Future Neenah Farmers Market

Webpage www.neenah.org

Description

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

Farmers Market

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

vendors selling homegrown and homemade products

Schedule

Date(s)	Setup Time	Start Time	End Time	Cleanup Time
<u>6/11 - 10/15</u>	<u>6:00 am</u>	<u>8:00 am</u>	<u>12:00 pm</u>	<u>12:00 pm</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Attendance

List estimated quantities:

Participants _____

Spectators _____

List any entry fees:
NA

Location

- Park/Public Property: Shattuck Park
- Public Street/Sidewalk/Trail: _____
- Private Property/Other: _____

Applicant

Name Meredith Rathe Daytime Phone (920) 722-1920

Email meredith@neenah.org Cell Phone (920) 302-0641

Organization

Name Future Neenah Tax Exempt No. 008-0000351043-05

Email info@neenah.org Phone (920) 722-1920

Address 135 W. Wisconsin Ave

City Neenah State WI Zip Code 54956

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



Neenah
WISCONSIN

Special Event Permit Application

Police Department

Contact: Lieutenant Jon Kuffel

Phone: +1 (920) 886-6018

Address: 2111 Marathon Ave. Neenah, WI 54956

Email: jkuffel@ci.neenah.wi.us

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

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

Name Rhonda Mesko - Market Manager Phone (920) 540-6809

Name Meredith Rathe - Events Coordinator Phone (920) 362-0041

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

Name _____ Phone _____

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

Name _____ Phone _____

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

Microphone from musician
cellphones

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

Microphone from musician

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

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

Loudspeaker/PA System on pavilion

Lost Child Recovery Site info booth

Severe Weather Shelter(s) nearby businesses or bathrooms

First Aid Station(s) info booth

Enclosed/Fenced Area(s) NA

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



Neenah
WISCONSIN

Special Event Permit Application

Neenah-Menasha Fire Rescue

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

8. Will there be any pyrotechnics or open burning? Yes No
A [Fireworks/Open Burning Permit](#) is required. Applications should be filed separately with Neenah-Menasha Fire Rescue.
9. Will there be any generators used? *Honeyland Juice company uses one* Yes No
10. Will there be any cooking operations? *Done by food vendors* Yes No
11. Will there be any tents or canopies? *10x10 Pop up tents - not staked in ground* Yes No
12. Will there be any use of drones? Yes No

Winnebago County Health Department

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

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

Clerk's Office

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

17. Will there be amplified music or announcements used for the event? Yes No
18. Will amplified sound be within 7 am - 10 pm on weekdays & 10 am - 11 pm on weekends/holidays? Yes No
If not, a special exemption must be requested and approved as part of this application. List the intended hours of amplified sound (per day, if applicable):
Start Time 10:00 am End Time 12:00 pm
19. Will there be any alcohol served? Yes No
A [Temporary Class B Picnic License](#) is required. Applications should be filed separately with the Clerk's Office.
20. Will there be any vendors/concessions? If so, please list: Yes No
Vendors will need to have a [Solicitor Permit](#) filed with the Clerk's Office.

TOD



Neenah
WISCONSIN

Special Event Permit Application

Traffic Department

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

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

21. Will the event close any street/sidewalk/trail (or portions thereof) to traffic? Yes No
Any adjacent properties must be notified by the applicant 5 weekdays in advance of the event. A copy of the notification must be submitted and approved by the City Traffic Engineer.
22. Will you be providing volunteers to direct traffic? Yes No
All volunteers must be properly equipped, trained, and supplied with the [Volunteer Flagger Instructions](#). (See attached.)
23. Is any city traffic control equipment or services being requested? If so, check all that apply: Yes No
- Barricade/Sign Equipment
Check if you are requesting equipment to be delivered to the event grounds. Equipment will need to be moved to their placement locations during the event.
 - Barricade/Sign Placement
Check if you are requesting equipment to be placed by the City during the event times.
 - Flaggers to Direct Traffic
Availability of community service aides (CSAs) and/or police officers are not guaranteed.
 - Traffic Signal Programming
Check if modifications to the traffic signal timing plans may be needed for the event.
 - Message Boards
Message boards may be used to give advanced notification of street closures for the event.

24. Will a private contractor be used for barricading/signing equipment or services? If so, please list contractor: Yes No
Any traffic control plan not supplied by the City must be approved by the Traffic Department.

Name _____ Phone _____

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

NA

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

street parking or towers parking lots

27. Please identify handicap accessible parking locations and accommodations:

parking stalls in towers parking lot



Neenah
WISCONSIN

Special Event Permit Application

Parks & Recreation Department

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

Public Works Department

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

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

Public Park/Property: _____

Public Street/Trail: _____

Other: _____

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

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

Public Park/Property: _____

Public Street/Trail: _____

Other: _____

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

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

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

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

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

*Market staff will monitor garbages and pick up any garbage in the park
Bags will be changed as need and at the end of the event*

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

NA



Special Event Permit Application

Checklist

Required to process application:

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

Required to approve application:

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

Provisions & Terms

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

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

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

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



Neenah Special Event Permit Application

Legal Notice

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

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

Hold harmless indemnification and defense.

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

Signature Meredith Rothe Date 3/28/22

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

OFFICE USE ONLY

Cost Estimate

Parks & Recreation

Total Cost

Sponsor Cost

Public Works/Traffic

Police

NM Fire

Total

Approvals

Special Events Task Force

Signature

Joni Heinz

Date

4-5-22

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

Signature

Date

Contingencies of Permit



Neenah Special Event Permit Application

Event

Name A Very Neenah Christmas

Webpage www.neenah.org

Description

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

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

Live reindeer, tree lighting, live mannequin window displays, carolers, bell choir, Rudolph Run, Santa, craft activity and more

Schedule

Date(s)	Setup Time	Start Time	End Time	Cleanup Time
<u>12/2</u>	<u>12:00pm</u>	<u>6:00pm</u>	<u>8:00pm</u>	<u>8:00pm</u>

Attendance

List estimated quantities:

Participants NA

Spectators 5,000-10,000

List any entry fees:

NA

Location

Park/Public Property:

Public Street/Sidewalk/Trail: WISCONSIN AVE
From Commercial St. to Main St. just past Gateway Park

Private Property/Other:

Applicant

Name Mercedith Rathe

Daytime Phone (920) 722-1920

Email mercedith@neenah.org

Cell Phone (920) 362-6641

Organization

Name Future Neenah

Tax Exempt No. 008-0000351043-05

Email info@neenah.org

Phone (920) 722-1920

Address 135 W. Wisconsin Ave

City Neenah

State WI Zip Code 54956

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



Neenah
WISCONSIN

Special Event Permit Application

Police Department

Contact: Lieutenant Jon Kuffel

Phone: +1 (920) 886-6018

Address: 2111 Marathon Ave. Neenah, WI 54956

Email: jkuffel@ci.neenah.wi.us

1. Will you be using the Emergency Response Protocol supplied by the city? (See supplement)

Yes No

The protocol is a set of procedures to be used for various crises including inclement weather, medical emergencies, and disorderly conduct scenarios. It establishes responsibilities and expectations between the event organizer and emergency services in the event of a crisis. If you choose not follow the protocol provided by the city, attach a crisis management plan to this application. All plans must be approved by Neenah Police and Neenah-Menasha Fire Rescue.

2. List at least two Event Coordinator contacts who will be on-site during the event to address issues that might arise.

Event Coordinators are responsible for executing the Emergency Response Protocol.

Name Sarah Wylie - Executive Director Phone (920) 279-0151

Name Meredith Rathe - Events Coordinator Phone (920) 362-6641

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

Name _____ Phone in place for run to ensure it goes safely

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

Name _____ Phone _____

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

Cellphones
Radios

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

Megaphone

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

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

Loudspeaker/PA System Info booth - center of the road near Future Neenah office

Lost Child Recovery Site Info booth - center of the road near Future Neenah office

Severe Weather Shelter(s) Local surrounding businesses

First Aid Station(s) Info booth - center of the road near Future Neenah office

Enclosed/Fenced Area(s) NA

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



Neenah
WISCONSIN

Special Event Permit Application

Neenah-Menasha Fire Rescue

Contact: Assistant Chief Vernon Green

Phone: +1 (920) 886-6201

Address: 125 E. Columbian Ave. Neenah, WI 54956

Email: vgreen@nmfire.org

8. Will there be any pyrotechnics or open burning?

Yes No

A Fireworks/Open Burning Permit is required. Applications should be filed separately with Neenah-Menasha Fire Rescue.

9. Will there be any generators used?

Yes No

10. Will there be any cooking operations?

Yes No

11. Will there be any tents or canopies?

Yes No

12. Will there be any use of drones?

Yes No

Winnebago County Health Department

Contact: Env. Health Specialist Jennifer Bonzelet

Phone: +1 (920) 232-3000

Address: 112 Otter St. Oshkosh, WI 54901

Email: jbonzetlet@co.winnebago.wi.us

13. Will there be any food or beverages prepared or served?

If yes, contact the Winnebago County Health Department.

we might have kettle corn vendor again

Yes No

14. Will there be any portable toilets and/or wash stations?

Yes No

15. Will there be any water activities (ie. dunk tanks, water slides)?

Yes No

16. Will there be any animals?

Live reindeer in a fenced in area

Yes No

Clerk's Office

Contact: City Clerk Patty Sturn

Phone: +1 (920) 886-6100

Address: 211 Walnut St. Neenah, WI 54956

Email: psturn@ci.neenah.wi.us

17. Will there be amplified music or announcements used for the event?

Yes No

18. Will amplified sound be within 7 am - 10 pm on weekdays & 10 am - 11 pm on weekends/holidays?

If not, a special exemption must be requested and approved as part of this application. List the intended hours of amplified sound (per day, if applicable):

Start Time

10:00pm

End Time

8:00pm

Yes No

19. Will there be any alcohol served?

A Temporary Class B Picnic License is required. Applications should be filed separately with the Clerk's Office.

Yes No

20. Will there be any vendors/concessions? If so, please list:

Vendors will need to have a Solicitor Permit filed with the Clerk's Office.

Yes No

Possibly kettle corn vendor for snack food



Neenah
WISCONSIN

Special Event Permit Application

Traffic Department

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

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

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

22. Will you be providing volunteers to direct traffic? *For Rudolph Run* Yes No
All volunteers must be properly equipped, trained, and supplied with the [Volunteer Flagger Instructions](#). (See attached.)

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

Barricade/Sign Equipment

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

Barricade/Sign Placement

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

Flaggers to Direct Traffic

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

Traffic Signal Programming

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

Message Boards

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

24. Will a private contractor be used for barricading/signing equipment or services? If so, please list contractor: Yes No
Any traffic control plan not supplied by the City must be approved by the Traffic Department.

Name _____

Phone _____

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

NA

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

Parking ramp and surrounding streets

27. Please identify handicap accessible parking locations and accommodations:

Parking ramp and surrounding streets



Neenah
WISCONSIN

Special Event Permit Application

Parks & Recreation Department

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

Public Works Department

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

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

Public Park/Property: _____

Public Street/Trail: _____

Other: _____

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

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

Public Park/Property: _____

Public Street/Trail: _____

Other: _____

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

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

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

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

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

staff and volunteers will monitor garbage cans and pick up any garbage during/after event

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

None



Neenah Special Event Permit Application

Checklist

Required to process application:

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

Required to approve application:

- Liability insurance certificate.
Policy must include \$1,000,000 of general liability per occurrence (no exclusions) naming the City of Neenah, its officers, council members, agents, employees, and authorized volunteers as additional insured(s).
- Street closure notification letter.
Required when properties adjacent to or are enclosed within a closed street or street network. Letters must be pre-approved by the City and must be delivered 5 days working days before the event start date.
- Participant waiver forms.
Any waivers of liability signed by participants of the event must also include the City of Neenah (using the same language as for the liability insurance certificate).
- Traffic control plan.
Required when a contractor is providing traffic control services. Traffic control plans must be approved by the Traffic Department.
- Follow through with any contingencies required for approval of this permit application.
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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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Neenah Special Event Permit Application

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 the sole negligence or willful misconduct of the City.

Signature Meredith Roth Date 3/28/22

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

OFFICE USE ONLY

Cost Estimate

	Total Cost	Sponsor Cost
Parks & Recreation	0	0
Public Works/Traffic	\$ 2,000.00	0
Police	\$ 820.00	0
NM Fire	0	0
Total	\$ 2,820.00	0

Approvals

Special Events Task Force

Signature Joni Heinz Date 4-1-22

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

Signature _____ Date _____

Contingencies of Permit



M E M O R A N D U M

DATE: April 8, 2022
TO: Mayor Kaufert and Members of the Public Services and Safety Committee
FROM: Gerry Kaiser, Director of Public Works
RE: Public Works General Activity

- 1) Contract 3-20 (Street - Van, Monroe, Gillingham)
 - a) Gillingham, Van, Monroe, Cavalry: Work is complete.
 - b) Shootingstar: The Shootingstar extension has been graded and graveled. Grading on Armstrong Street and paving on both will be done in spring.
- 2) Contract 2-21 (Fairview, Laudan): Work is complete. The final estimate is with the contractor.
- 3) Contract 4-21 (Epoxy Pavement Marking): About 75% of the work under this contract has been completed. The remaining work will be carried over to next year.
- 4) Contract 6-21 (Misc. Concrete Pavement, Sidewalk Repairs): Work under this contract was not completed. The remaining work is primarily sidewalk repair within the target area. That will be carried over to next year.
- 5) Contract 7-21 (Harrison Pond): Pond excavation is complete. Ground conditions have delayed further work on the west retaining wall.
- 6) Contract 8-21 (Jewelers Park Drive Trail): The bridge for the north crossing has been placed. Boardwalk decking and railing is being installed. Storm sewer and culverts on the south end of Jewelers Park Drive have been placed. Road construction on Jewelers Park Drive is ongoing. Trail excavation is scheduled to start next week if ground conditions allow.
- 7) Contract 1-22 (Utility Construction in Fredrick Drive area): Watermain has been installed and tested on Wild Rose, Primrose, Apple Blossom, and Fredrick. Service connections are starting on those streets. Watermain installation continues on Green Acres and will start shortly on Honeysuckle and Meadow.
- 8) Contract 2-22 (Utility and Street Construction on Grove and Dieckhoff): This contract was awarded to Don Hietpas and Sons, Inc. Work is scheduled to start on April 11.
- 9) Contract 3-22 (Street Construction in Fredrick Drive area, Fresh Air Pk, Southview Pk): This contract was awarded to Northeast Asphalt, Inc. Work has not yet been scheduled.
- 10) Contract 4-22 (S. Commercial Utility Construction): This contract was awarded to Robert Immel Excavating. Work is scheduled to start the week of April 11.
- 11) Contract 5-22 (CTH JJ/CTH CB Utility Construction): This contract was awarded to DeGroot, Inc. Blasting started the week of April 4. Pipe installation is scheduled to start the week of April 11.
- 12) Contract 7-22 (Winneconne Ave Overpass Repairs): This contract is currently being advertised. Bid opening is April 20.
- 13) The annual stormwater report was submitted to WDNR on March 31.