

CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING
April 23, 2024 @ 6:30 PM
Hauser Room, 211 Walnut Street

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

AGENDA

1. Approval of Minutes of the Meeting of April 9, 2024 and Organizational Meeting Minutes of April 16, 2024 (Attachment)
2. Public Appearances
3. Moving Permit Application for 856 Riverlawn Street (Attachment)
4. Approve Resolution 2024-03 for the Inflation Reduction Act Urban Forestry Grant (Attachment)
5. Police Department First Quarter Statistics (Attachment)
6. Licenses
 - a. Change Agent/Trade Name, Kwik Trip-Tobacco Outlet Plus 526, 501 S. Commercial St.
7. City Administration Building Roof Coating (Attachment)
8. Public Works General Construction and Department Activity Report (Attachment)
9. Announcements/Future Agenda Items
10. Adjournment

In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), the City of Neenah will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. If you need assistance, or reasonable accommodation in participating in this meeting or event due to a disability as defined under the ADA, please call the **City Clerk Office at (920)886-6101** or the **City's ADA Coordinator at (920)886-6106 or e-mail attorney@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, April 9, 2024

Present: Chairperson Lendrum, Alderperson Borchardt, Hillstrom, Stevenson, and Weber

Excused: None

Also Present: Public Works Director Kaiser, City Attorney Rashid, Police Chief Olson, Parks & Forestry Superintendent Fink, City Clerk Nagel, Public Works Office Manager Mroczkowski, Rich Van Sistine, and Alejandro Torres

Public Appearance

None

Approval of Minutes of the Meeting of March 26, 2024

Motion/Second/Carried by Stevenson/Hillstrom to approve the minutes of the meeting of March 26, 2024. All voting aye.

Announcements/Future Agenda Items

None

Authorize Resolution for WI-DNR Grant Application

Parks & Forestry Superintendent Fink reviewed Director Kading's memo of April 2, 2024. He stated that the resolution is requirement for the grant application.

Following Discussion: Motion/Second/Carried by Stevenson/Hillstrom to recommend Common Council approve Resolution 2024-02 authorizing applications for Wisconsin Department of Natural Resources Knowels-Nelson Stewardship Friends-Stewardship Local Units of Government-Federal Land-Water Conservation Fund-Recreational Trail Program Grant. All voting aye.

Licenses

Approve Original "Class B" Combination Intoxicating Liquors and Fermented Malt Retail License for Cozumel Mexican Restaurant

City Clerk Nagel stated that this license had previously been approved by this committee, however she was contacted by the owner prior to it being approved by the Common Council, and asked for it to be held due to the owners' change of locations for the restaurant.

Report

Following Discussion: Motion/Second/Carried Hillstrom/Stevenson recommend Common Council approve the Original Class “B” Combination Intoxicating Liquors and Fermented Malt Retail License for Cozumel Mexican Restaurant, 1111 Westowne Drive, Neenah, agent Alejandro Torres. All voting aye.

Approve the Temporary Extension of License Premises Application for Greene’s Pour House

Report

Following Discussion: Motion/Second/Carried Borchardt/Stevenson recommend Common Council approve the Temporary Extension of License Premises for Greene’s Pour House Block Party, 134 W Wisconsin Avenue, Neenah, to be held on May 18, 2024 from 9:00 A.M. to 10:00 P.M. All voting aye.

Extension of Liquor License Premises, Urban Market

Clerk Nagel stated that owner, Mr. Van Sistine is seeking approval of the temporary extension of license premises application for a sidewalk café at the Urban Market located at 207 W Wisconsin Avenue. She stated that the sidewalk café was approved by the Plan Commission previously.

Aldersperson Hillstrom asked for clarification on the walkway measurements.

Mr. Van Sistine stated that they will be extending the concrete where the stone currently is so the walkway will be ADA compliant at 36-inches.

Report

Following Discussion: Motion/Second/Carried Borchardt/Weber to recommend Common Council approve the extension of the liquor license premises to include a portion of the Wisconsin Avenue sidewalk and a portion of land west of the building for Urban Market Neenah, LLC, 207 W. Wisconsin Avenue subject to the conditions of the site plan review letter. All voting aye.

Director Kaiser stated that the owner is requesting permission to place two poles within Wisconsin Avenue Right-of-Way for purposes of stringing lights over the sidewalk café area adjacent to the business and two city street light poles to support the light strings. Director Kaiser stated that the revocable occupancy permit allows these occupancies.

Report

Following Discussion: Motion/Second/Carried Weber/Borchardt to recommend Common Council approve the Revocable Occupancy Permit to Urban Market, 207 W. Wisconsin Avenue for installation of two poles for sidewalk café lighting. All voting aye.

Special Events Permit

Alderson Hillstrom asked Clerk Nagel how the issue with dogs during the Farmers Market is going to be handled. Clerk Nagel stated that State Statute 6-501.115 prohibits animals in the interior portions of the food establishments. She stated that staff is working with Future Neenah for compliance and proper signage.

Alderson Borchardt asked how this will be enforced. Clerk Nagel stated it be on a complaint basis. She stated that when police officers are on patrol and are in between calls, they walk the farmers market and feel that they have a good community presence there. Alderson Borchardt stated that he wants to make sure that Future Neenah will be required to put signs up.

Alderson Borchardt asked if the city has been contacted by a representative of the group sponsoring the Pride Fest. Clerk Nagel stated that she has spoken to a representative. She stated that there are some questions about the security for the event. Clerk Nagel stated that the representative is working with Professional Standards Lieutenant Goetz to iron out the security requests and needs.

Public Works General Construction and Department Activity Report

- 1) Contract 7-21 (Harrison Pond): Storm and sanitary sewer work is complete, and the pond is functioning. The meter pedestal for the water feature pumps has been installed. We Energies is scheduling the connection to the meter pedestal and wiring for the pump controller is being arranged. A number of punchlist items remain to be completed – retaining wall staining, overseeding along Harrison Street and trail grading. Trees that have not survived will be replaced this spring.
- 2) Contract 1-23 (Chestnut, Burr, Dieckhoff, Laudan Utility and Street Construction): The top-coat of asphalt will be paved in spring.
- 3) Contract 7-23 (High, River Utility and Street Construction): The top-coat of asphalt will be paved in spring.
- 4) Neenah Creek Bridge: Curb/gutter installation on the east approach has been done. The remaining work is the east approach grading. Paving will be done with the developer's project. Curb/gutter and paving for the west approach will be done with the Jewelers Park Drive project.
- 5) Contract 1-24 (Belmont Ct, Belmont Av, Cedar St, Stevens St- Utilities and Street): Sanitary sewer main has been installed on Cedar from Winnebago Heights to Fairview. Sanitary sewer work is ongoing on Belmont Av and Belmont Ct.
- 6) Contract 2-24 (E. Doty Av - Utilities and Street): The contractor mobilized and work in the 100 block started on 4/1.
- 7) Contract 3-24 (Bayview Rd, Commercial St Water Crossings, Quarry Ln, Reed St - Utilities and Street): Utility work on Bayview is complete. The contractor is starting utility construction on Quarry.
- 8) Contract 4-24 (S. Park Avenue Easement – Utilities): A schedule has not been set.

- 9) Contract 5-24 (North St - Utilities and Street): A schedule has not been set.
- 10) Contract 6-24 (Jewelers Park Drive – Street): A schedule has not been set.
- 11) Contract 7-24 (Misc Concrete Pavement/Sidewalk Repair): This contract was awarded to Jim Fischer Construction. A schedule has not been set.
- 12) Contract 8-24 (Misc Asphalt Pavement/Sidewalk Repair): This contract was awarded to MCC, Inc. A schedule has not been set.
- 13) Contract 10-24 (Tullar Garage Roof, Phase 2): Bids are due on 4/10.
- 14) Contract 12-24 (Douglas Pond Storm Piping): The contractor will mobilize the week of 4/8. S. Commercial Street just south of Division will need to be closed for about 3 days to complete the pipe crossings. This is currently scheduled to begin the week of 4/15. The contractor is coordinating this with Galloway Company.
- 15) 1st Addition to Freedom Acres: Utility installation has started.
- 16) Storm Water Report: The annual storm water report was submitted to WDNR.
- 17) Larsen Road Plans: We received the 90% planset for the reconstruction of Larsen Road from STH 76 to CTH CB for our review. This is scheduled for 2025 construction. The City is not a party to this project.

Adjournment

Motion/Second/Carried by Stevenson/Hillstrom to adjourn at 7:01 PM. All voting aye.

Respectfully submitted,



Lisa Mroczkowski
Public Works Office Manager

CITY OF NEENAH
Public Services and Safety Committee Organizational Meeting
Tuesday, April 16, 2024 – 7:10 PM
Council Chambers - City Administration Building

Present: Alderpersons Borchardt, Lendrum, Hillstrom, Pollnow, and Weber

Also Present: Director of Public Works Kaiser

Council President Borchardt opened the meeting.

Motion/Second/Carried Hillstrom/Weber nominating Alderperson Lendrum as Chair of the Public Services and Safety Committee. All voting aye.

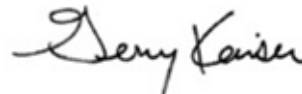
Ald. Lendrum assumed the Chair.

Motion/Second/Carried Lendrum/Borchardt nominating Alderperson Hillstrom as Vice-Chair of the Public Services and Safety Committee. All voting aye.

Committee agreed to hold Public Services and Safety Committee meetings at 5:00 p.m. on the Tuesday of the week preceding the regularly scheduled Council meeting. All voting aye.

Motion/Second/Carried Hillstrom/Weber to adjourn at 7:13 p.m.

Respectfully submitted,



Gerry Kaiser, P.E.
Director of Public Works



M E M O R A N D U M

DATE: April 10, 2024
TO: Public Services and Safety Committee
FROM: Kyle Pederson, Chief Building Inspector
RE: Moving permit application for 856 Riverlawn Street

A request has been received from Bill Pollnow for a permit to move a new single story modular home to his vacant lot at 856 Riverlawn Street. Such a request requires Public Services and Safety Committee and Common Council approval before the moving permit can be issued and the home moved into the City. Also, the committee will need to establish the length of time the applicant has to complete the project.

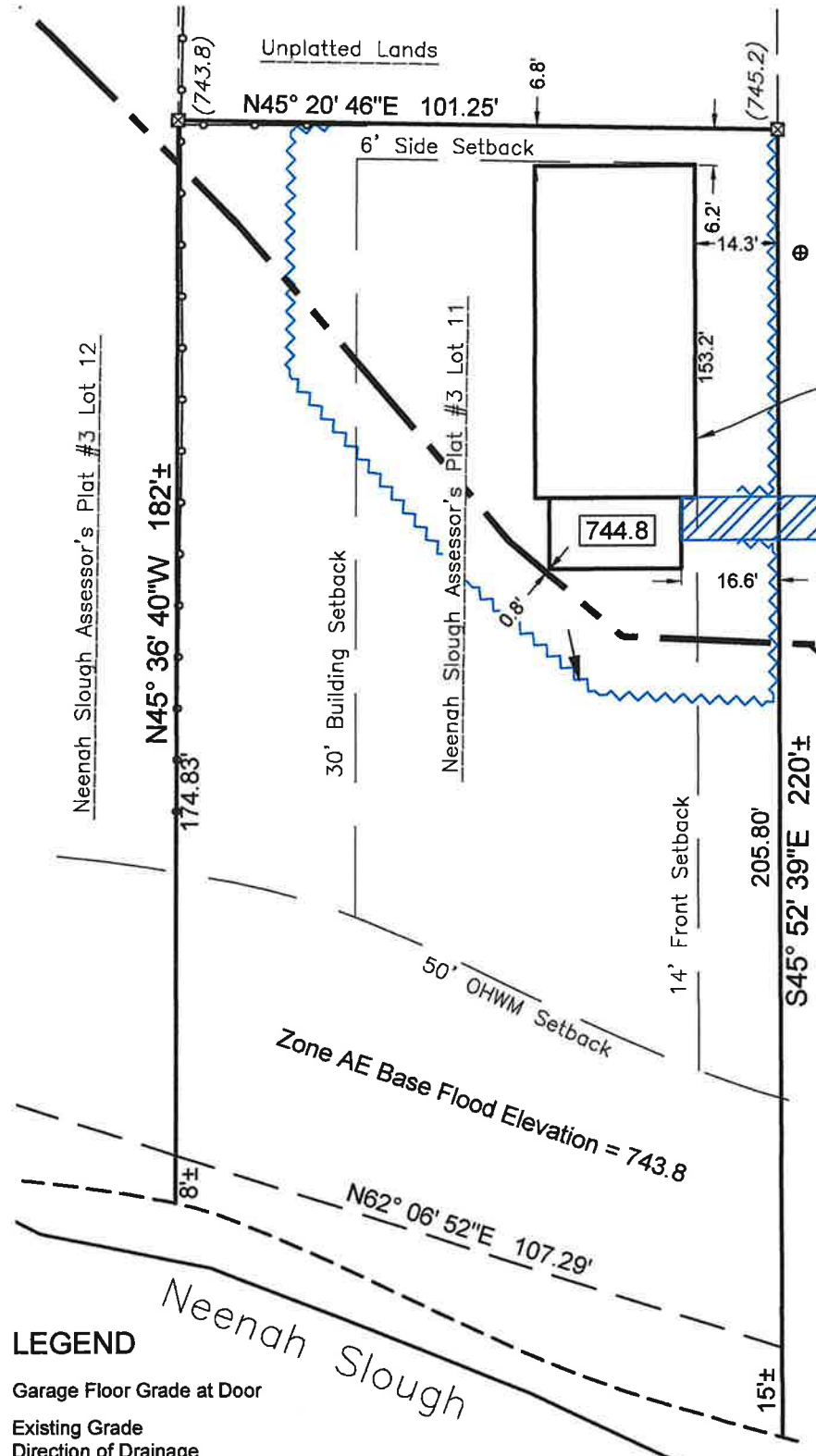
Attached you will find the applicable section of the City's Building Code relating to Council approval of moving permits, a site plan for the proposed building, a map of the proposed route, and elevation drawings of the building. Based on staff review of the moving permit application, it appears all requirements of the municipal code are being met.

Appropriate action at this time is to recommend Council approve the moving permit to allow a single-story modular home to be moved into the City and placed on the vacant lot at 856 Riverlawn Street, and that the permit be valid for 12 months from the date of approval.

If you have any questions or need additional information, please contact me at 886-6131 or kpederson@neenahwi.gov.

856 Riverlawn Street

City of Neenah,
Winnebago County, WI



Note: Grade Around Foundation or Lowest Opening in Foundation, Shall be Greater Than Elevation 744.8

Regulatory Floodway Boundary per FEMA Panel 5513960111E Effective 03/17/2003

Notes:
Dimensions are to the exterior foundation wall, not including the brick ledge.

Setback Requirements
Front: 14' (By Averaging)
Sides: 6'
Rear: 30'
Shoreline: 50'

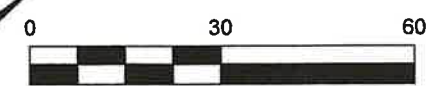
WISCONSIN
JOHN R. DAVEL
E-25512
Professional Engineer
I am approving this document
2024.02.06 09:44:38-06'00'

Reviewed - Feb. 6, 2024
Scott R. Andersen
Professional Land Surveyor No. S-3169

- LEGEND**
- 000.0 Garage Floor Grade at Door
 - x 000.00 Existing Grade
 - Direction of Drainage
 - ~ BMP's for Erosion Control
 - Lot Corner
 - ▨ Proposed Tracking Pad

DAVEL ENGINEERING & ENVIRONMENTAL, INC.
Civil Engineers and Land Surveyors
1184 Province Terrace, Menasha, WI 54952
Ph: 920-991-1866 Fax: 920-441-0804
www.davel.pro

Site Plan For:
William Pollnow
856 Riverlawn Street
Neenah, WI 54956

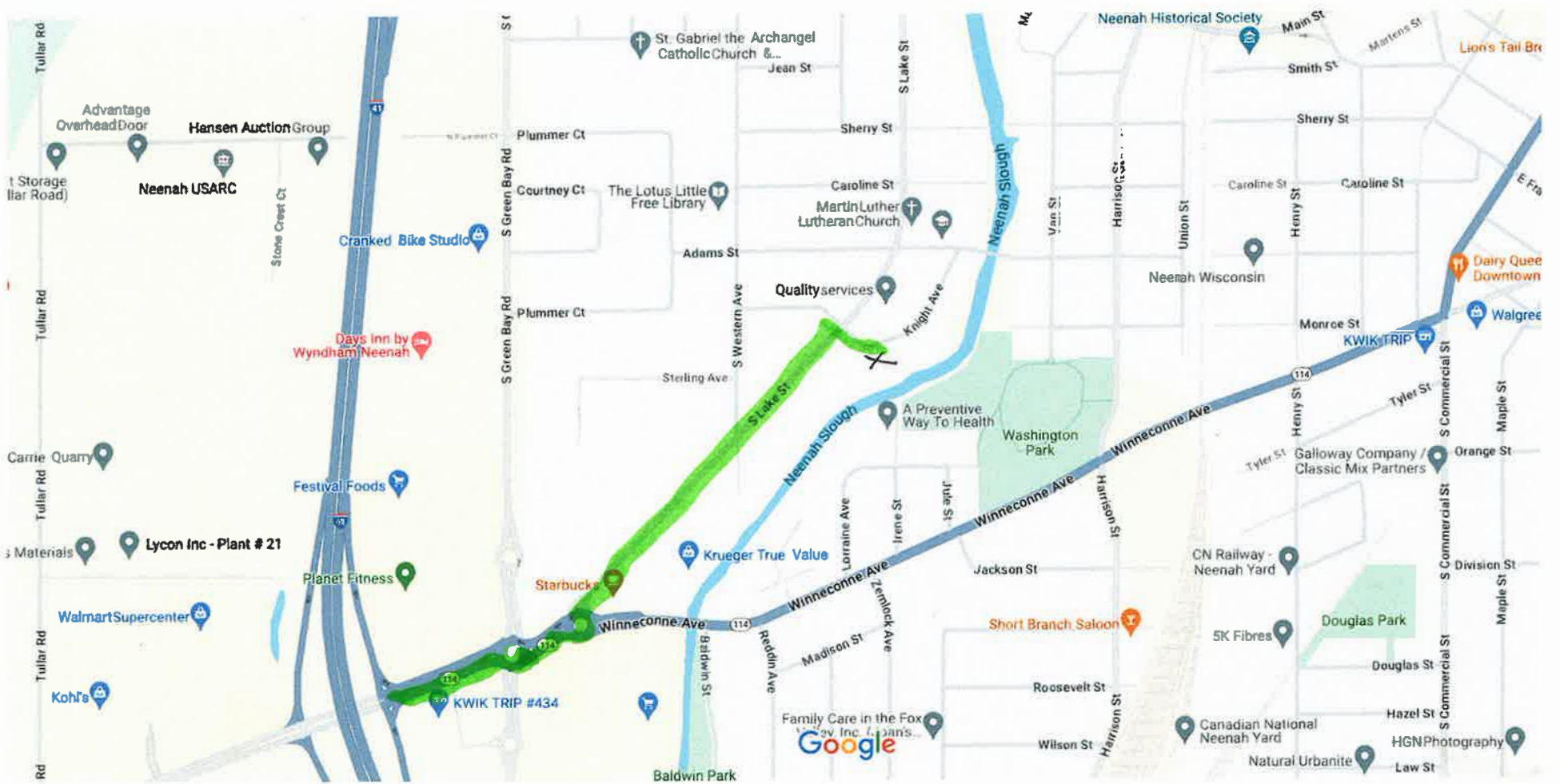


File: 8025Engr.dwg
Date: 02/06/2024
Drafted By: scott
Sheet: Site

3/29/24, 10:31 AM

Google Maps

Google Maps



House Move Route

GENERAL NOTES:

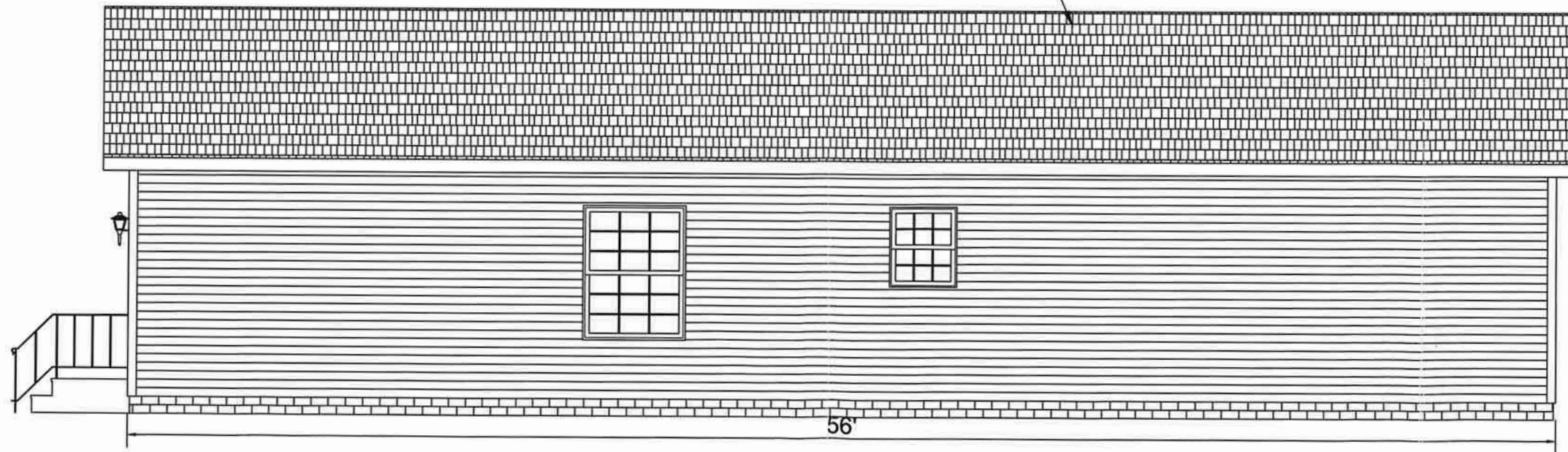
1. VINYL SHUTTERS SHOWN ARE STANDARD FRONT SIDE ONLY.
2. ALL WINDOWS SINGLE HUNG INSULATED LOW E.
3. SIDING IS VINYL LAP FACTORY APPLIED OVER 3/8" MIN OSB SHEATHING AND POLYETHYLENE FABRIC HOMEWRAP SHEATHING PAPER (PRIMEWRAP OR EQUAL) INSTALLED TO THE MANUFACTURER'S INSTALLATION INSTRUCTIONS. (SIDING FOR ENDS IS SHIPPED LOOSE FOR FIELD INSTALLATION BY OTHERS.)
4. PERIMETER ROOF OVERHANG IS PERFORATED METAL OR VINYL SOFFIT WITH VENTILATION TO THE ATTIC SPACE.
5. SOME STANDARD AND OPTIONAL FEATURES ARE SHOWN.
6. ALL GUTTERS, DOWN SPOUTS, STEPS AND HANDRAILS BY OWNER.
7. FOUNDATION WINDOWS AND/OR VENTS NOT SHOWN.
8. THIS HOME HAS ATTIC VENTILATION OF NOT LESS THAN 1/150th OF THE ATTIC AREA.



FRONT ELEVATION

$\frac{12}{3}$ 5/12 OR 7/12 OPTIONAL

SEAL TAB SHINGLES



REAR ELEVATION

MODIFICATIONS

PROJECT: MOD 2860 251
26'-8" X 56'-0" RANCH

TITLE: ELEVATIONS

SHEET: EV-101

CHAMPION

DRAWN BY: A.GOULD
DATE: 07-20-21
SCALE: 3/16" = 1'-0"

FILENAME: MOD 2860 251

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308 SHERIDAN DRIVE TOPEKA, IN 46571

Sec. 21-27. Regulations for moving buildings.

- (a) *General.* No person shall move any building or structure upon any of the public right of ways of the municipality without first obtaining a permit therefor from the Building Inspector and upon the payment of the required fee. Every such permit issued by the Building Inspector for the moving of a building shall designate the route to be taken, the conditions to be complied with, and shall limit the time during which said moving operations shall be continued. For the purpose of this section, buildings or structures shall mean a pre-built or pre-assembled building or structure transported in one piece or in sections.
- (b) *Moving damaged buildings.* No building shall be repaired, altered or moved within or into the municipality that has deteriorated or has been damaged by any cause, (including such moving and separation from its foundation and service connections in case of moved buildings) 50 percent or more of its equalized value, and no permit shall be granted to repair, alter or move such building within or into the municipality.
- (c) *Continuous movement.* The movement of buildings shall be a continuous operation during all the hours of the day, and day by day and at night, until such movement is fully completed. All such operations shall be performed with the least possible obstruction to thoroughfares. No building shall be allowed to remain overnight upon any street crossing or intersection, or so near thereto as to prevent easy access to any fire hydrant or any other public facility. Lighted lanterns shall be kept in conspicuous places at each end of the building during the night.
- (d) *Street repair.* Every person receiving a permit to move a building shall within one day after said building reaches its destination, report that fact to the Building Inspector who shall inspect the streets and highways over which said building has been moved and ascertain their condition. If the removal of said building has caused any damage to any street or highway, the person to whom the permit was issued shall forthwith place them in good repair as they were before the permit was granted. On the failure of the said permittee to do so within ten days thereafter to the satisfaction of the governing body, said body shall repair the damage done to such streets and hold the person obtaining such permit and the sureties on his bond responsible for the payment of same.
- (e) *Conformance with code.* No permit shall be issued to move a building within or into the municipality and to establish it upon a location within the said municipality until the Building Inspector has made an investigation of such building at the location from which it is to be moved, and is satisfied from such investigation that said building is in a sound and stable condition and of such construction that it will meet the requirements of this Building Code in all respects. A complete plan of all further repairs, improvements and remodeling with reference to such building shall be submitted to the Building Inspector, and he shall make a finding of fact to the effect that all such repairs, improvements and remodeling are in conformity with the requirements of this Building Code, and that when same are completed, the building as such will so comply with said Building Code. In the event a building is to be moved from the municipality to some point outside the boundaries thereof, the provisions, with respect to the furnishing of plans and specifications for proposed alterations to such building, may be disregarded.
- (f) *Bond.*
 - (1) *Required.* Before a permit is issued to move any building over any public way in this municipality, the party applying therefor shall give a bond to the municipality in a sum to be fixed by the Building Inspector based upon the potential liabilities or expenses involved in moving the building; said bond to be executed by a corporate surety or two personal sureties to be approved by the governing body or designated agent conditioned upon, among other things, the indemnification to the municipality for any costs or expenses incurred by it in connection with any claims for damages to any persons or property, and the payment of any judgment together with the costs and expenses incurred by the municipality in connection therewith, arising out of the removal of the building for which the permit is issued.

-
- (2) *Conditions.* The bond required by Subsection (f)(1) of this section shall be further conditioned upon the permittee erecting adequate barriers and within 48 hours, filling in any related excavations or adopting and employing such other means, devices or methods approved by the Building Inspector.
- (g) *Insurance and hold harmless agreement.*
- (1) *Certificate of insurance required.* No permit to move any building shall be granted until the applicant files a certificate of insurance naming the City as an additional insured with the City Clerk-Treasurer, giving evidence of liability insurance in the following amounts:
- a. *Public liability.*
1. *Bodily injury.* \$1,000,000.00 each occurrence, \$1,000,000.00 aggregate.
 2. *Property damage.* \$500,000.00 each occurrence, \$500,000.00 aggregate.
- b. *Auto liability.*
1. *Bodily injury.* \$100,000.00 each occurrence, \$300,000.00 aggregate.
 2. *Property damage.* \$100,000.00 each occurrence.
- (2) *Hold harmless agreement.* Notwithstanding the foregoing, the applicant shall indemnify and hold harmless the City from any and all liability arising out of moving of the structure.
- (h) *Council approval.*
- (1) No such permit shall be issued unless approval has been given by the Common Council of the municipality, after an examination of the application for the permit which shall include exterior elevations of the building and accurate photographs of all sides and views of the same, and in case it is proposed to alter the exterior of said building, plans and specifications of such proposed alterations and after a view of the building proposed to be moved and of the site at which it is to be located, that the exterior architectural appeal and functional plans of the building to be moved or moved and altered, will not be so at variance with either the exterior architectural appeal and functional plan of the buildings already constructed or in the course of construction in the immediate neighborhood, or the character of the applicable district established by the zoning ordinances of the municipality, or any ordinance amendatory thereof or supplementary thereto, as to cause a substantial depreciation in the property values of said neighborhood within said applicable district. In case the applicant proposes to alter the exterior of said building after moving the same, he shall submit with his application papers complete plans and specifications for the proposed alteration. Before a permit shall be issued for a building to be moved and altered, the applicant may be required to give a cash bond to the municipality which shall not be less than \$1,000.00 to be executed to the effect that he will within a time to be set by the Common council, complete the proposed exterior alterations to said building in the manner set forth in his plans and specifications. This bond shall be in addition to any other bond or surety, which may be required by other applicable ordinances of the municipality. No occupancy permit shall be issued for said building until the proposed exterior alterations have been completed.
- (2) Upon application being made to the Building Inspector he shall notify the Alderperson of the Aldermanic District to which the building will be moved, along with all owners of land within 100 feet of the property onto which the building will be moved. If there is a protest of relocation signed and acknowledged by at least 20 percent of the owners within 100 feet, it shall take a three-fourths vote by the Common Council to grant approval.
- (i) *Moving building to outside City.* A building being moved through or from within the City to outside the City shall meet all provisions of this section except Subsection (h)(1) of this section relating to Council approval.
- (j) *Moving of small accessory buildings on trucks or trailers.*

-
- (1) For the purpose of this code, small accessory buildings shall mean a one-story garage or sheds of wood frame construction and not exceeding 800 square feet.
 - (2) All provisions of this section shall be met except for Subsection (h)(1) of this section relating to Council approval and also the bond requirement of Subsection (f)(1) of this section may be reduced to no less than \$1,000.00.

(Code 1977, § 14.09)



*Department of
Parks & Recreation*

MEMORANDUM

DATE: April 18, 2024
TO: Chairperson Lendrum and members of the Public Services and Safety Committee
FROM: Trevor L Fink, Superintendent of Parks/City Forester
RE: Resolution 2024-03 for Inflation Reduction Act Urban Forestry Grant

This Resolution is a requirement by the WDNR to apply for Inflation Reduction Act Urban Forestry Grant being administered through the WDNR. Grants up to \$500,000 will be awarded with no matching dollars required. The grant must be used for federally identified Disadvantaged Communities within the City of Neenah. This grant will be used for addressing the Emerald Ash Borer problem on private property in these areas including removal, disposal, stumping, restoration and increasing our community tree canopy by planting new trees. Eligibility requirements will be set by the City based on income levels and property type. A map is included showing the boundaries considered disadvantaged.

The deadline for submitting the application is June 3, 2024. Grant recipients will be notified by July 12 with grant award on September 3, 2024. Final reimbursement request for this grant is December 30, 2027.

Staff recommends Council authorize Resolution 2024-03.



CITY OF NEENAH
Resolution No. 2024-03
Resolution Authorizing the Application for
Wisconsin Department of Natural Resources
Inflation Reduction Act (IRA) – Urban Forestry Grant

WHEREAS, the applicant, City of Neenah, is interested in obtaining a grant from Wisconsin Department of Natural Resources for the purpose of funding urban and community forestry projects specified in Ch. NR 47, Wis. Adm. Code;

WHEREAS, the applicant attests to the validity and veracity of the statements and representations contained in the grant application; and

WHEREAS, the applicant requests a grand agreement to carry out the project;

NOW, THEREFORE, BE IT RESOLVED, the applicant, City of Neenah, will comply with all local, state, and federal rules, regulations and ordinances relating to this project and the agreement.

BE IT FURTHER RESOLVED, the applicant will budget a sum sufficient to fully and satisfactorily complete the project and hereby authorizes and empowers the Superintendent of Parks/City Forester, its employee, to act on behalf of the City of Neenah to:

- Sign and submit the grant application;
- Sign a grant agreement between the applicant and the DNR;
- Submit interim and/or final reports to the DNR to satisfy the grant agreement;
- Submit grant reimbursement request to the DNR; and
- Sign and submit other required documentation.

Moved: _____

Jane B. Lang
Mayor

Passed: _____

Attest:

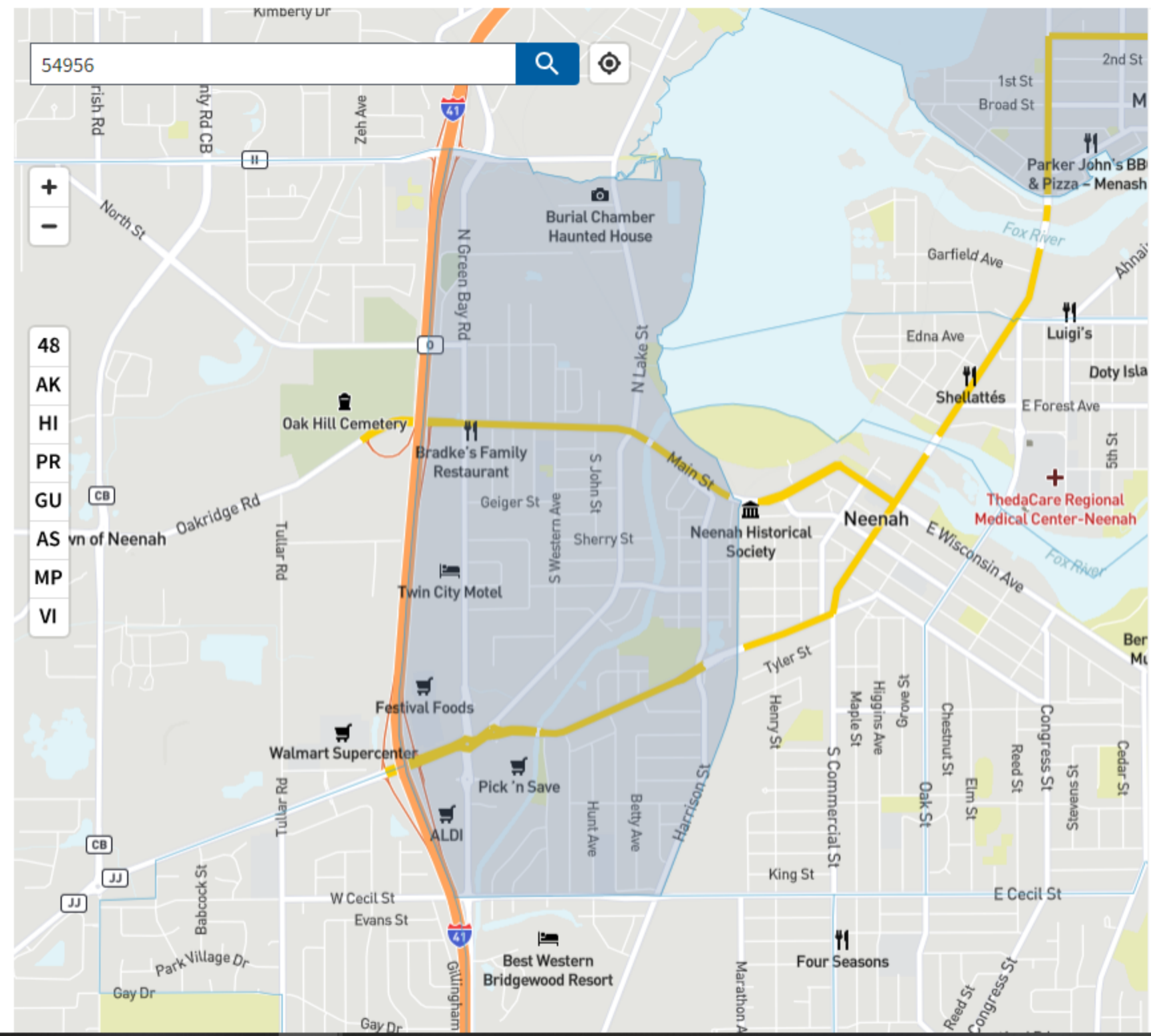
Published: _____

Charlotte K. Nagel
Clerk

Census tracts that are overburdened and underserved are highlighted as being disadvantaged on the map. Federally Recognized Tribes, including Alaska Native Villages, are also considered disadvantaged communities.

Zooming in and selecting shows information about each census tract.

Get the data ↓
Download the data with documentation and shapefile from the [downloads](#) page.



How to use the map:

Zoom in + , search 🔍 , or locate yourself 📍 and select to see information about any census tract.

Things to know:

The tool uses census tracts 🗺️ . Census tracts are a small unit of geography. They generally have populations 👥 of between 1,200 - 8,000 people.

Communities that are disadvantaged live in tracts that experience burdens. These tracts are highlighted 🟡 on the map.

The tool ranks most of the burdens using percentiles 📊 . Percentiles show how much burden each tract experiences when compared to other tracts.

Thresholds ⬆️ , or cutoffs, are used to determine if communities in a tract are disadvantaged. Certain

[Help improve the tool](#)



Aaron L. Olson
Chief of Police

CITY OF NEENAH POLICE DEPARTMENT



2111 Marathon Avenue
Neenah, Wisconsin 54956

Memo

To: Chair, Alderperson Cari Lendrum
Public Services and Safety Committee
Mayor Jane Lang

From: Chief Aaron L. Olson *ALO*

Date: April 18, 2024

Re: **2024 First Quarter Police Statistics**

Attached are the first quarter statistics for the Neenah Police Department.

1. Uniform Crime Report
2. Calls Report
3. Traffic Report
4. OWI Arrests
5. Traffic Safety Officer Report
6. Parking Report
7. Traffic Crash Report
8. Overdoses Report
9. Dangerous Animal Report
10. Open Records Report
11. Code Enforcement Report



Neenah Police Department Quarter 1 Report 2024



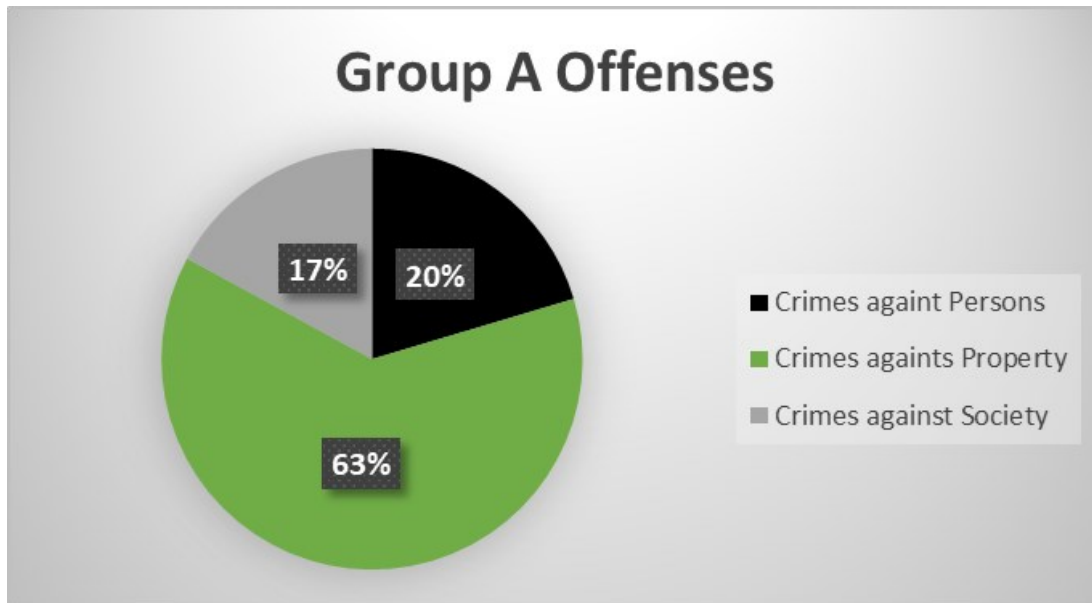
NEENAH POLICE DEPARTMENT

2111



Report by Crime Analyst Austin Riska
ariska@neenahwi.gov
920-886-6023

Unified Crime Report



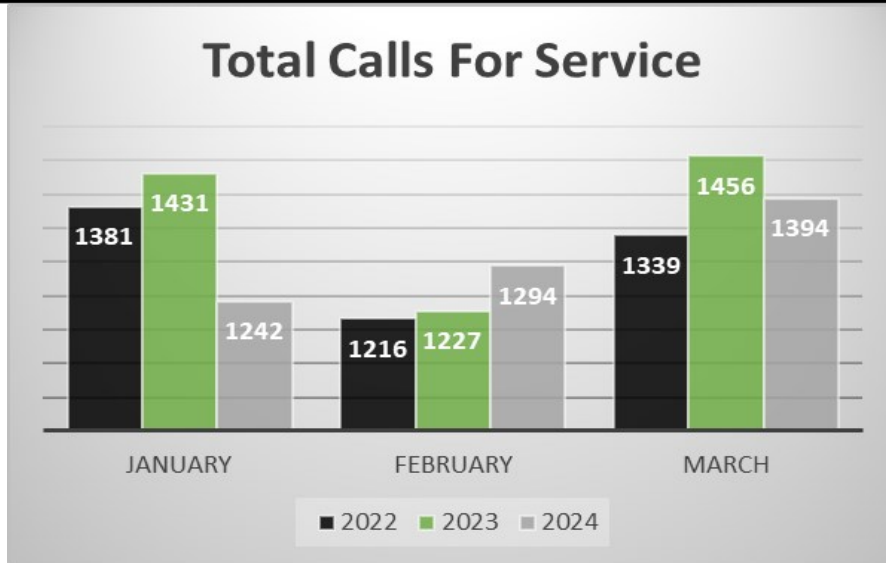
Group A Crime Offenses						
Categories	Offenses	Victims	Clearances	Adult Arrests	Juvenile Arrests	Total Arrests
Crimes against Persons	43	43	50	20	5	25
Crimes against Property	132	138	65	45	18	63
Crimes against Society	36	36	34	25	3	28
Total Group A	211	217	149	90	26	116

Group B Arrests			
Categories	Adult Arrests	Juvenile Arrests	Total Arrests
Bad Checks	0	0	0
Curfew/Loitering/Vagrancy	0	0	0
Disorderly Conduct	12	15	27
Driving Under the Influence	13	0	13
Family Offenses, Nonviolent	2	0	2
Liquor Law Violations	6	1	7
Trespass of Real Property	4	0	4
All Other Offenses	49	11	60
Total Group B Arrests	86	27	113

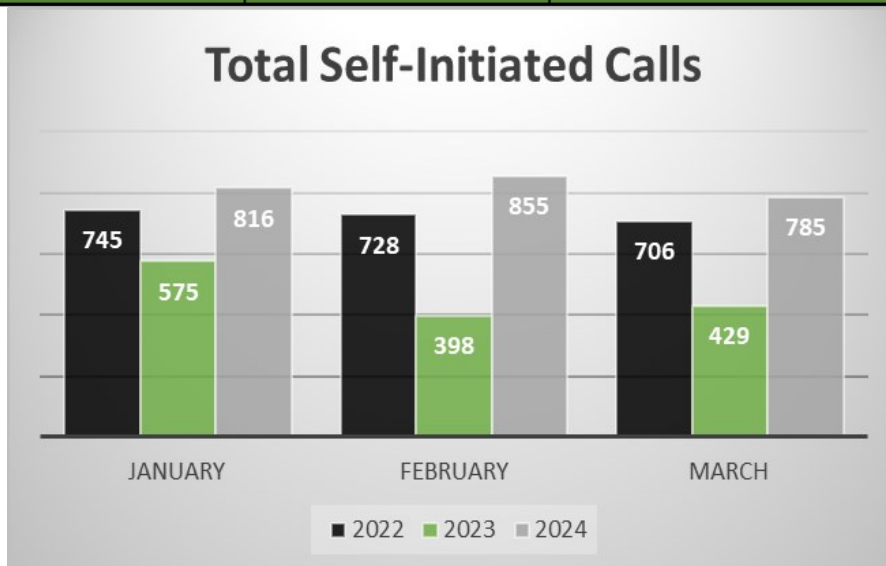


Calls Report

Total Calls for Service				
Year	January	February	March	Total
2022	1381	1216	1339	3936
2023	1431	1227	1456	4114
2024	1242	1294	1394	3930



Total Self-Initiated Calls				
Year	January	February	March	Total
2022	745	728	706	2179
2023	575	398	429	1402
2024	816	855	785	2456

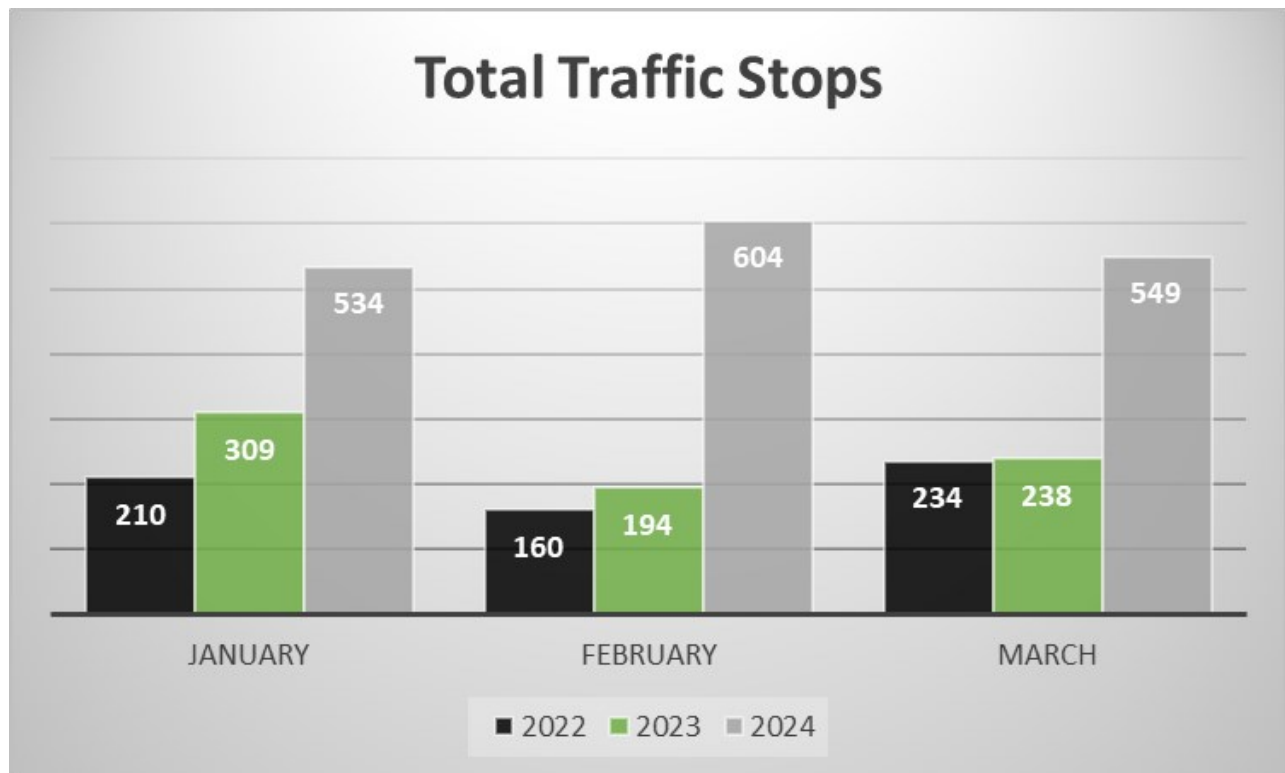


Included in the above Quarter 1 Self-Initiated Calls is 1,687 Traffic Stops.



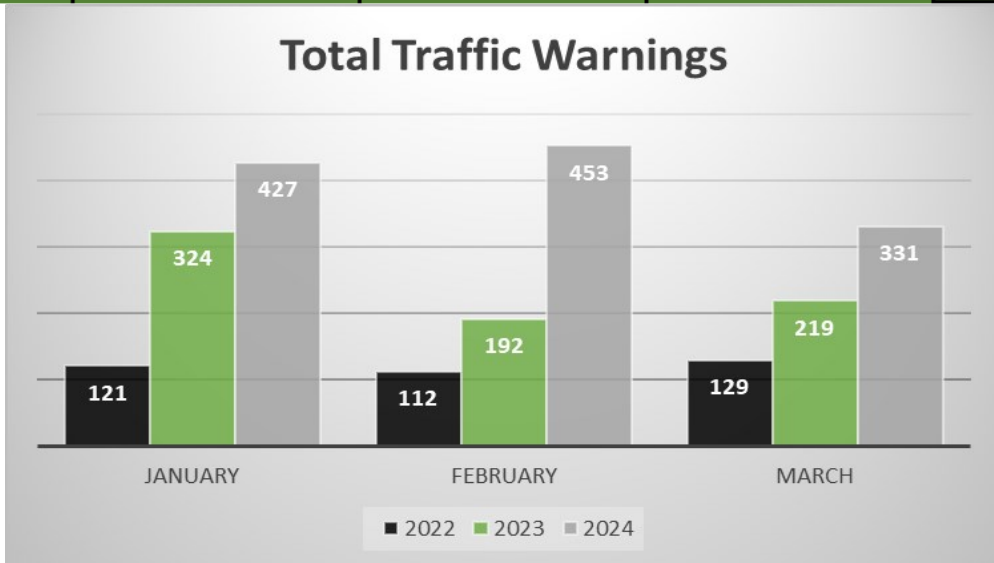
Traffic Report

Total Traffic Stops				
Year	January	February	March	Total
2022	210	160	234	604
2023	309	194	238	741
2024	534	604	549	1687

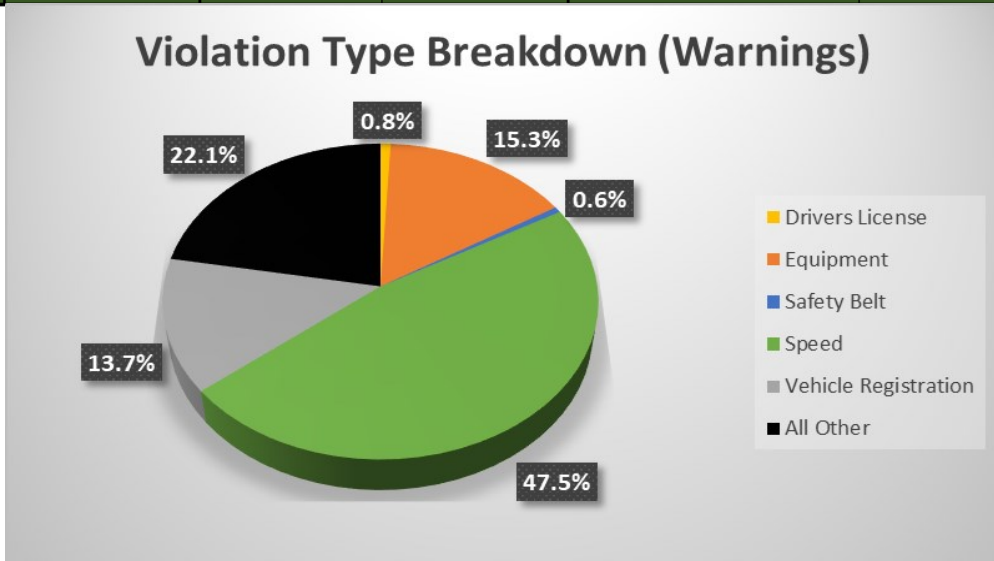


Traffic Report

Total Traffic Warnings				
Year	January	February	March	Total
2022	121	112	129	362
2023	324	192	219	735
2024	427	453	331	1211

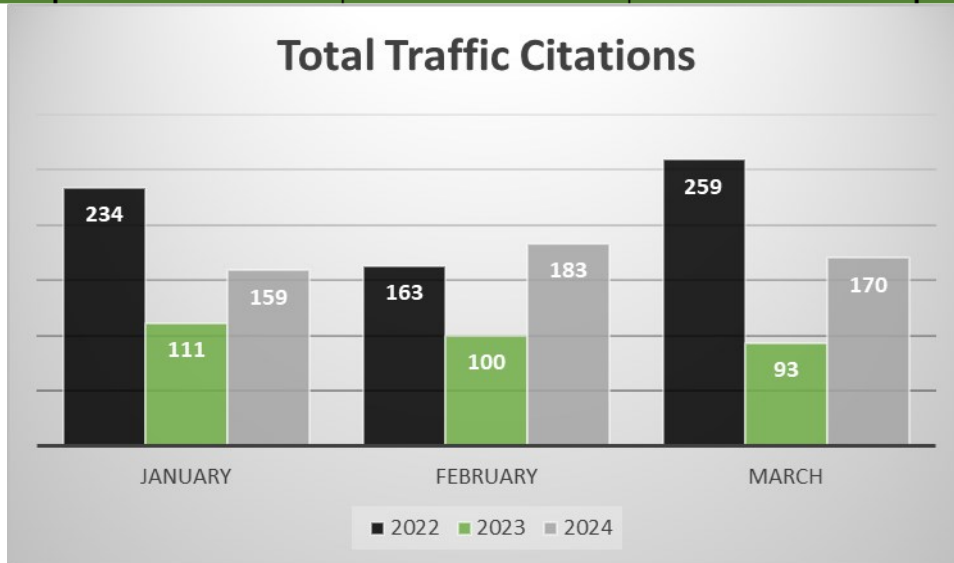


Violation Type Breakdown (Warnings)						
Month	Drivers License	Equipment	Safety Belt	Speed	Vehicle Registrat	All Other
January	3	67	1	199	68	89
February	2	68	2	246	44	91
March	5	50	4	130	54	88
Total	10	185	7	575	166	268

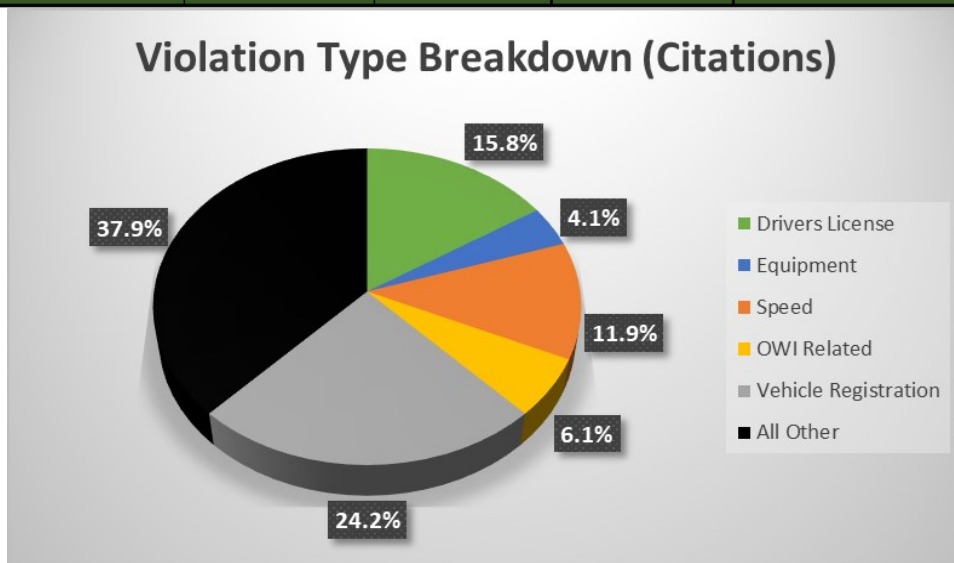


Traffic Report

Total Traffic Citations				
Year	January	February	March	Total
2022	234	163	259	656
2023	111	100	93	304
2024	159	183	170	512

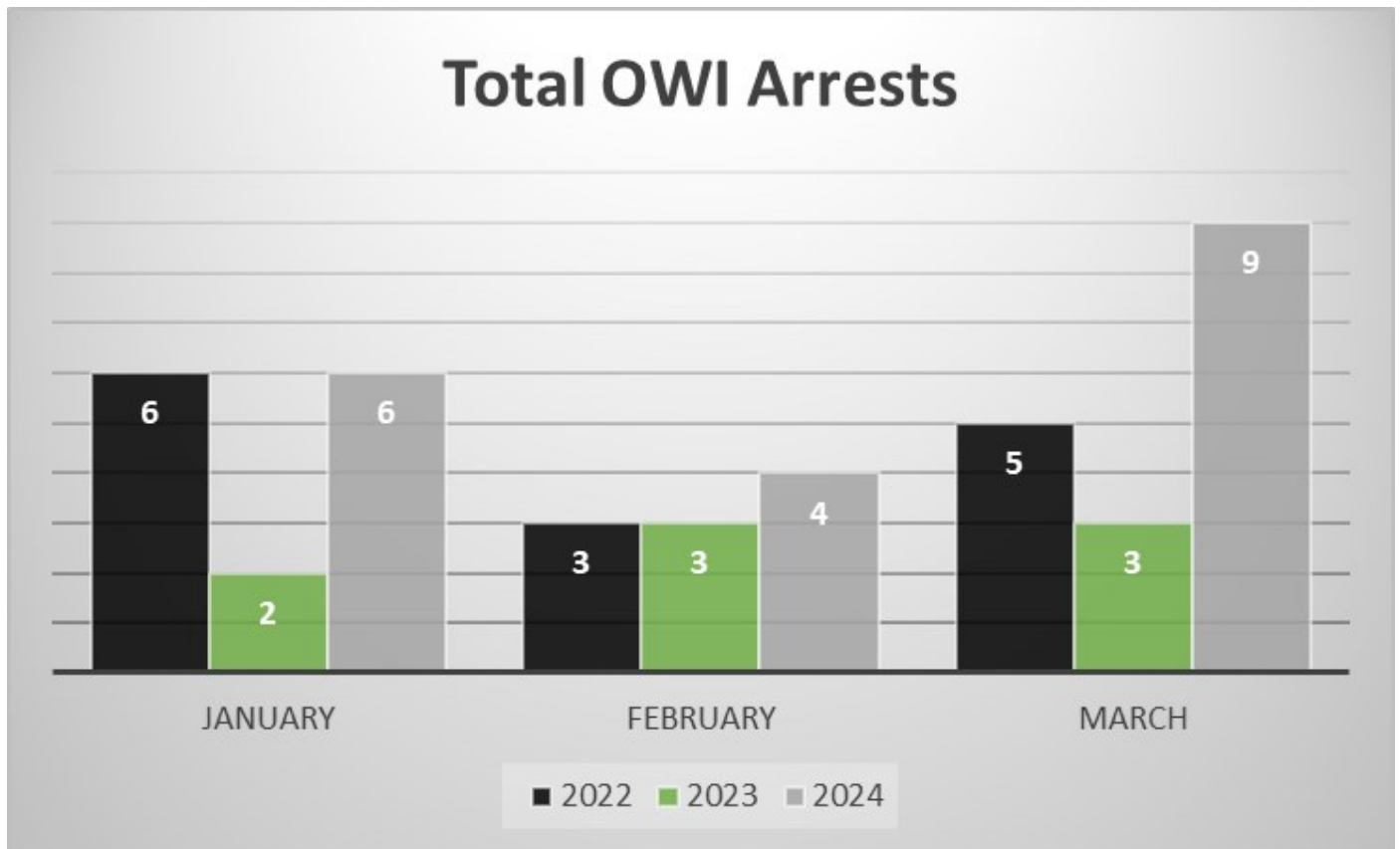


Violation Type Breakdown (Citations)						
Month	Drivers License	Equipment	Speed	OWI Related	Vehicle Registration	All Other
January	21	4	18	10	46	60
February	26	10	24	10	45	68
March	34	7	19	11	33	66
Total	81	21	61	31	124	194



OWI Report

Total OWI Arrests				
Year	January	February	March	Total
2022	6	3	5	14
2023	2	3	3	8
2024	6	4	9	19

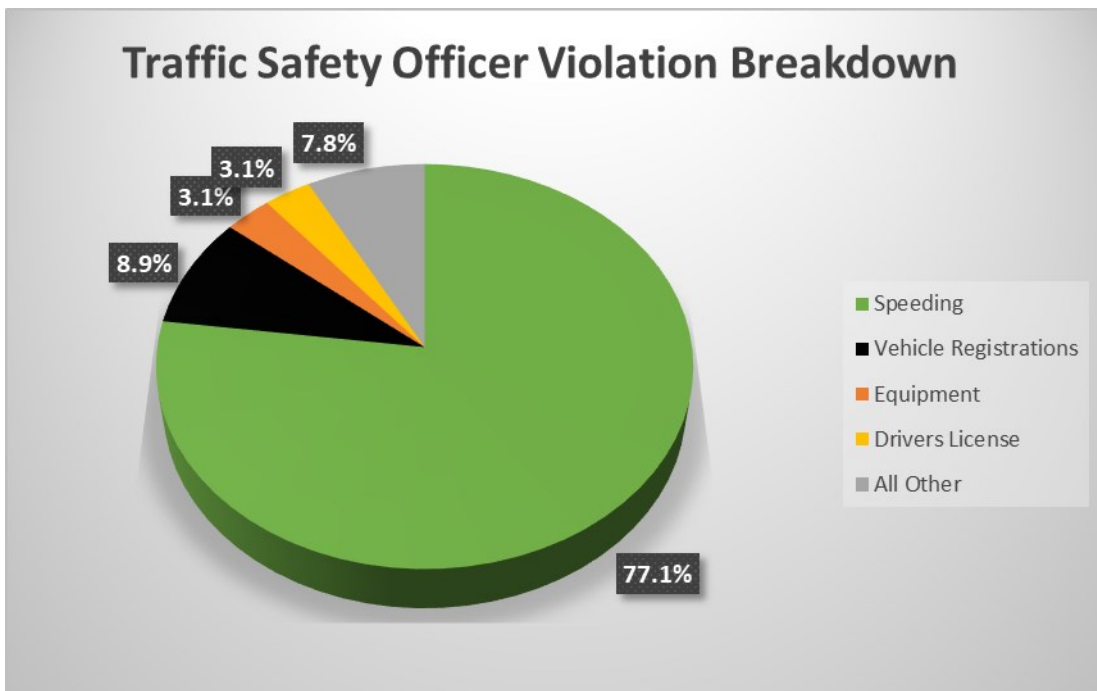


Traffic Safety Officer

Officer Edwards began the position of Traffic Safety Officer (TSO) in May 2022. He has many responsibilities including moving radar units, conducting Flock training, leading the Bike Patrol, and more. He will also assist patrol on major accidents or emergency calls requiring additional units to respond.

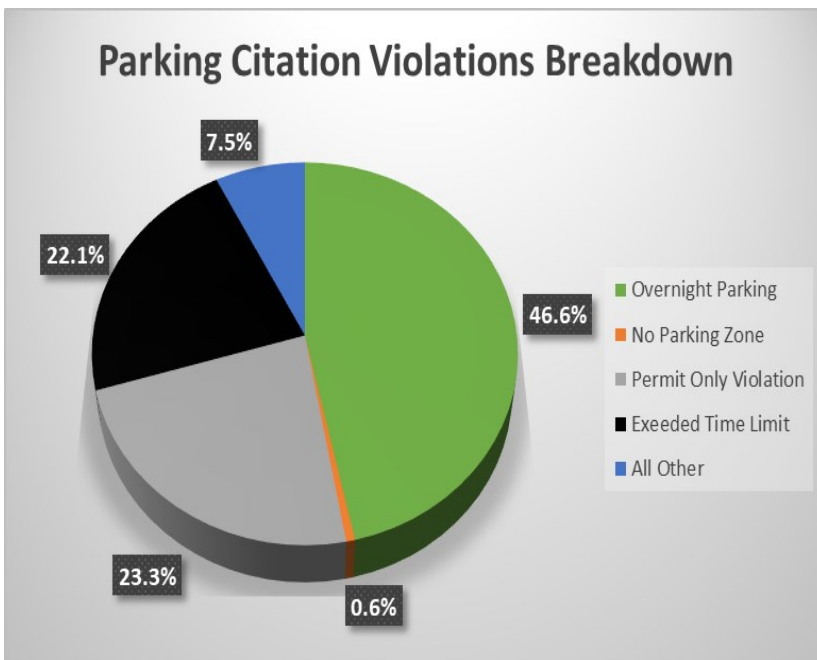
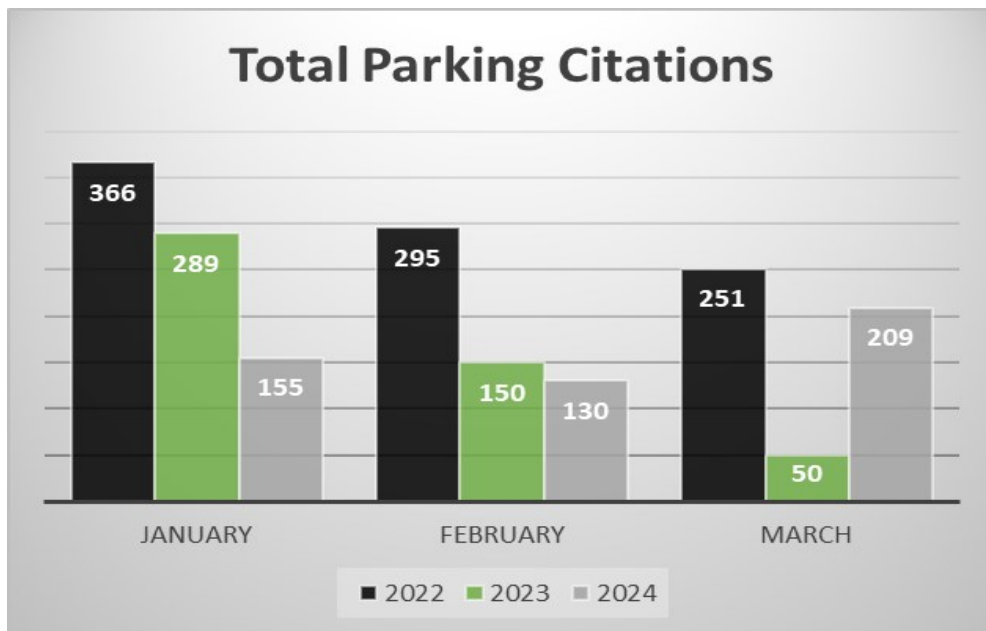
Traffic Safety Officer Action Report								
Month	Traffic Stops	Citations	Warnings	Warrants	Felony	Misdemeanor	Ordinance	Other
January	134	4	147	0	0	0	0	0
February	113	12	124	0	0	0	0	0
March	143	14	156	0	0	0	0	0
Total	390	30	427	0	0	0	0	0

Traffic Safety Officer Violation Breakdown					
Month	Speeding	Vehicle Registrations	Equipment	Drivers License	All Other
Citations	7	4	1	14	4
Warnings	96	18	10	0	12
Total	103	22	11	14	16



Parking Report

Total Parking Citations				
Year	January	February	March	Total
2022	366	295	251	912
2023	289	150	50	489
2024	155	130	209	494

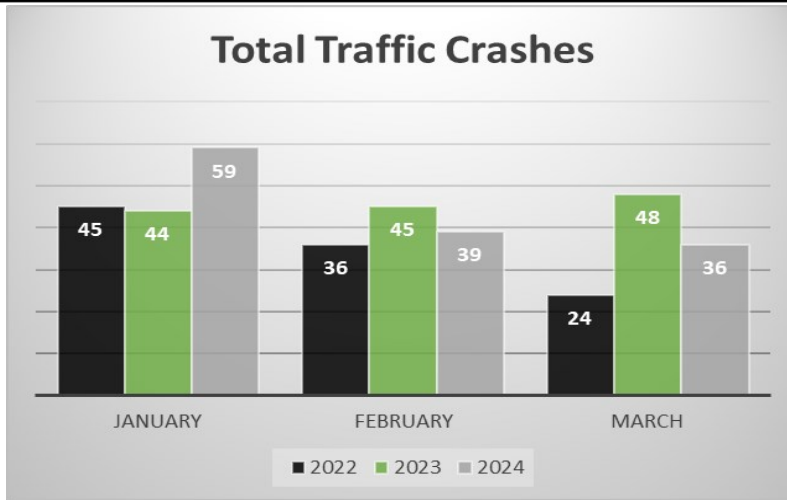


Locations with 10+ Parking Citations	
Locations	Number of Citations
Adams St	21
Blue Lot	41
Chestnut St	13
E. Wisconsin Ave	47
Gold Lot	25
Green Ramp	39
Higgins Ave	13
Hunt Ave	21
Maple St	10
Meadow Lane	20
S. Church St	12
Silver Lot	38
W. Wisconsin Ave	28

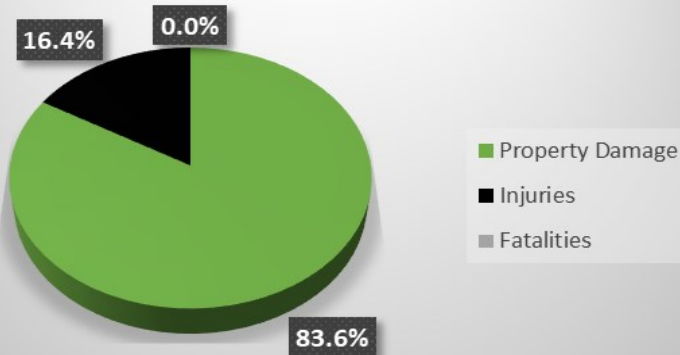


Traffic Crash Report

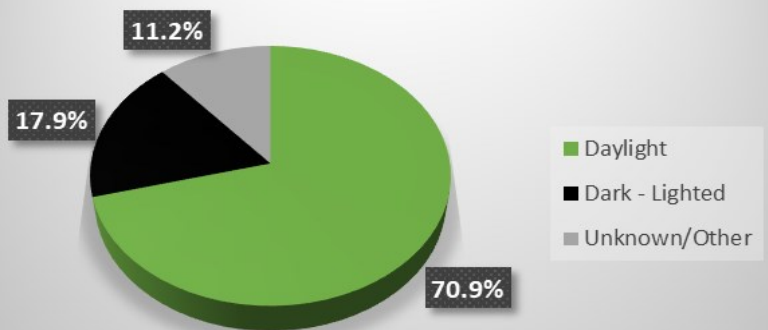
Total Traffic Crashes				
Year	January	February	March	Total
2022	45	36	24	105
2023	44	45	48	137
2024	59	39	36	134



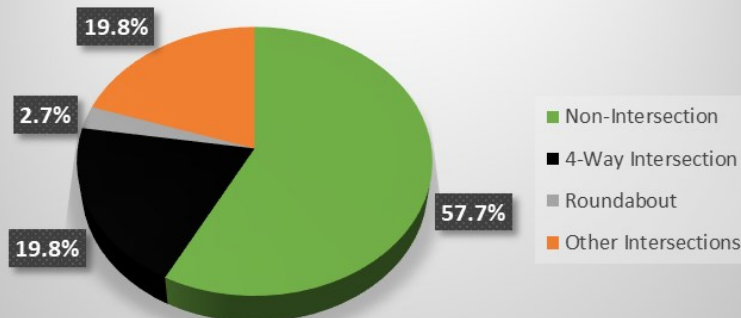
Type of Traffic Crashes



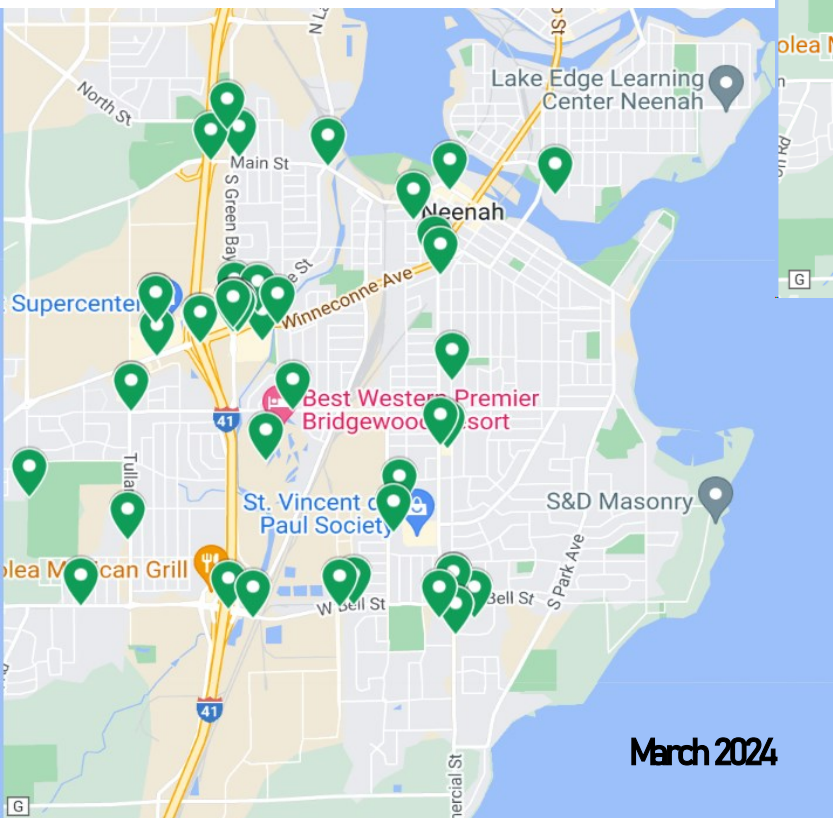
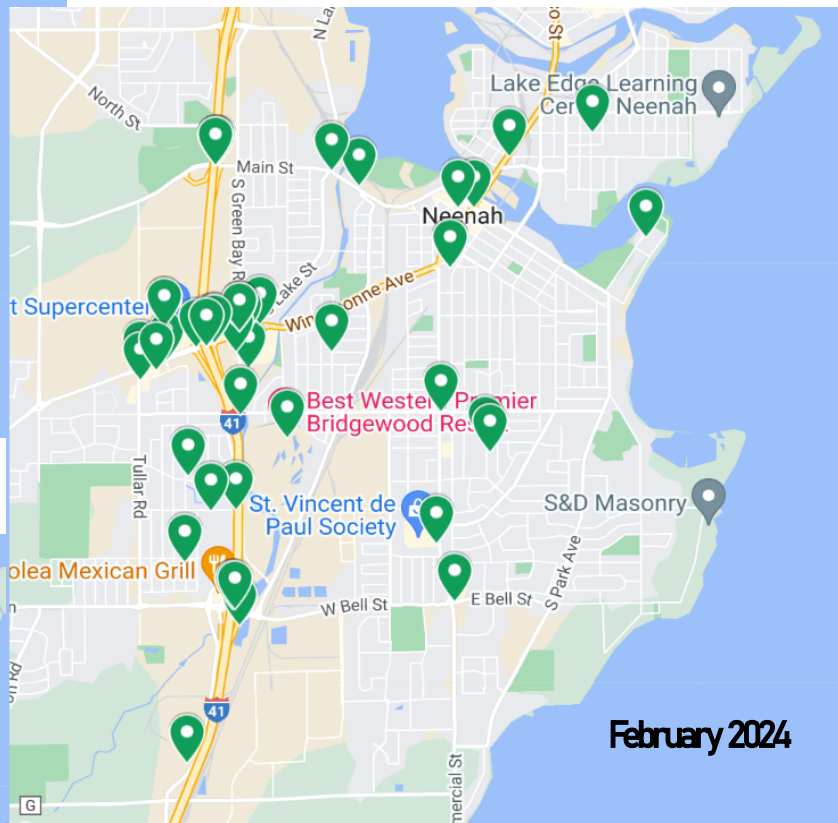
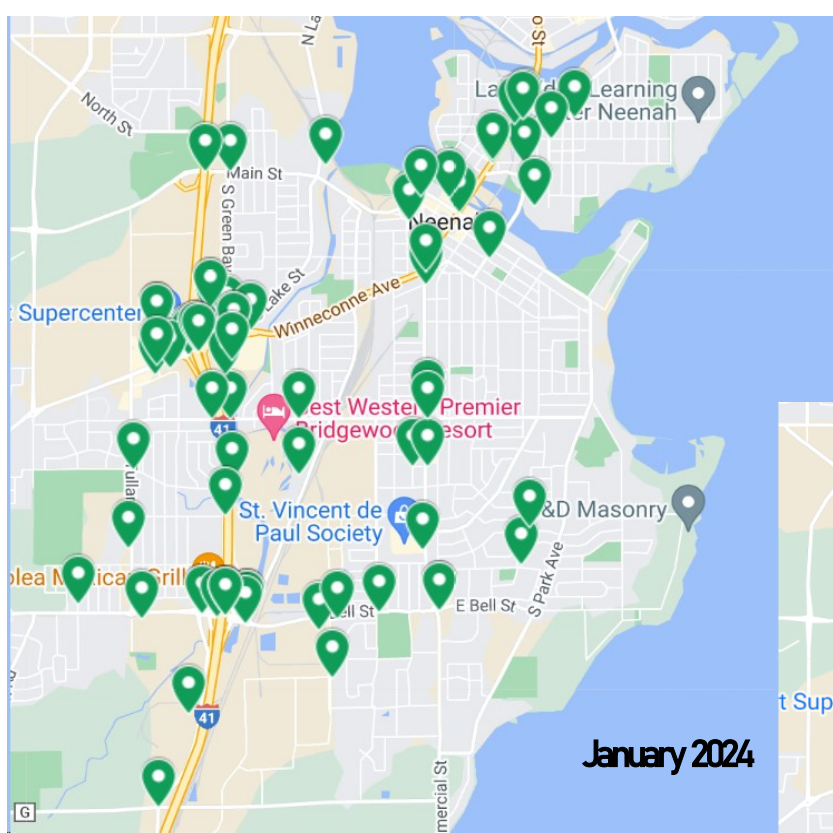
Traffic Crashes by Lighting



Traffic Crashes by Intersection



Traffic Crash Maps

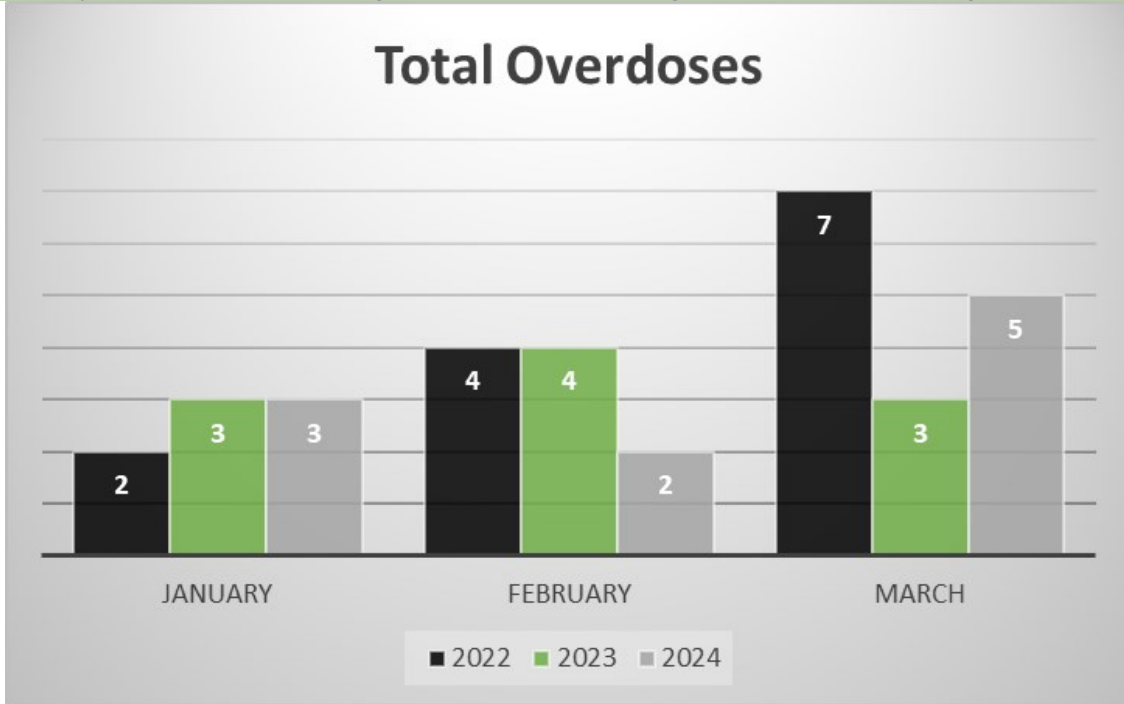


*Maps include all reportable and non-reportable traffic crashes

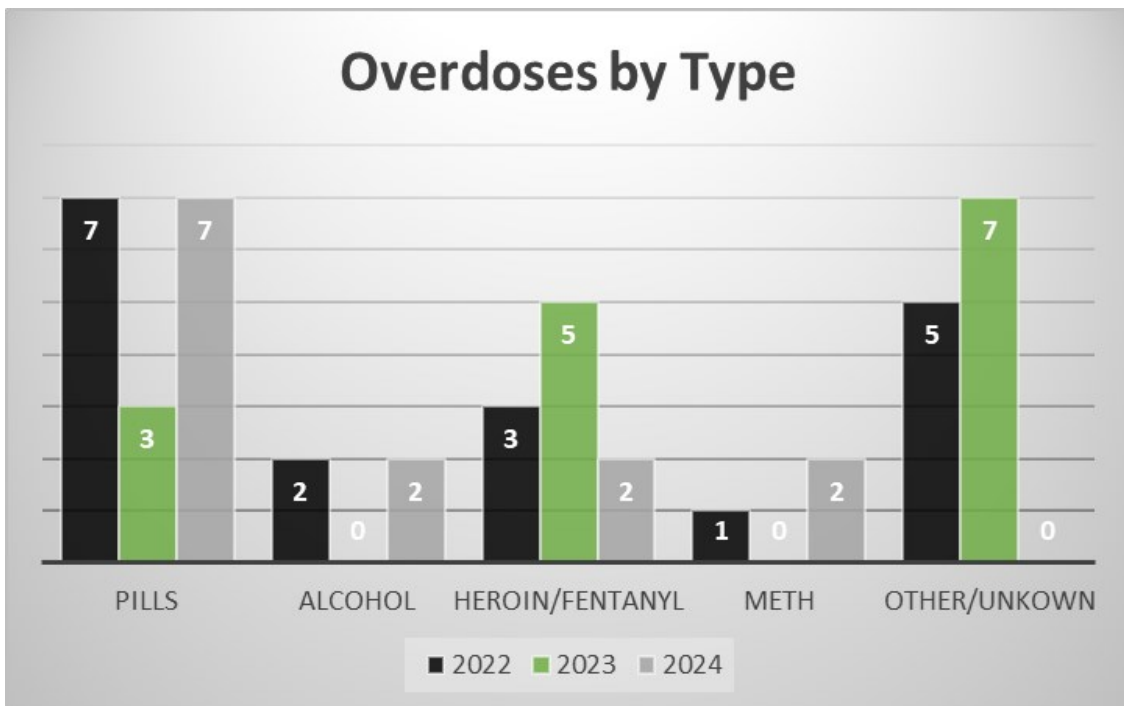


Overdoses

Total Overdoses				
Year	January	February	March	Total
2022	2	4	7	13
2023	3	4	3	10
2024	3	2	5	10



*There were 2 overdose deaths in Quarter 1 of 2024.



*An overdose can be caused by multiple of the above items.



Dangerous Animals

No Action Taken			
Date	Animal	Animal Owner	Owner Address
3/2/2024	Cat	Claire M. Olson	206 Clairmont Ct #3
3/1/2024	Dog	Haley R. Berger	109 Cobblestone Way Apt 33
2/29/2024	Dog	Julie A Pupp	1906 Marathon Ave
2/27/2024	Dog	Slade C Stusek	130 Law St
2/11/2024	Cat	Corene L Miller	126 Mayer St
2/7/2024	Dog	Jeffrey S. Thurber	180 Plummer Ave
2/4/2024	Dog	Benedict J Wertel	332 Thomas ct
1/23/2024	Dog	Briana C Price	1311 Whittier Dr
1/10/2024	Dog	Brian C Faulkner	2521 Cavalry Ln.
1/5/2023	Dog	Ronald Ross	1257 Campbell St
1/2/2024	Cat	Kristin D Burgess	433 Lowell Pl.

Potentially Dangerous Animals			
Date	Animal	Animal Owner	Owner Address
2/3/2024	German Shepherd	Pauline L Harper	1039 Sterling Ave

Dangerous Animals			
Date	Animal	Animal Owner	Owner Address
2/6/2024	German Shepherd	Dylan R Lamb	1091 Gillingham Rd

There were no Prohibited Animals for Quarter 1, 2024.

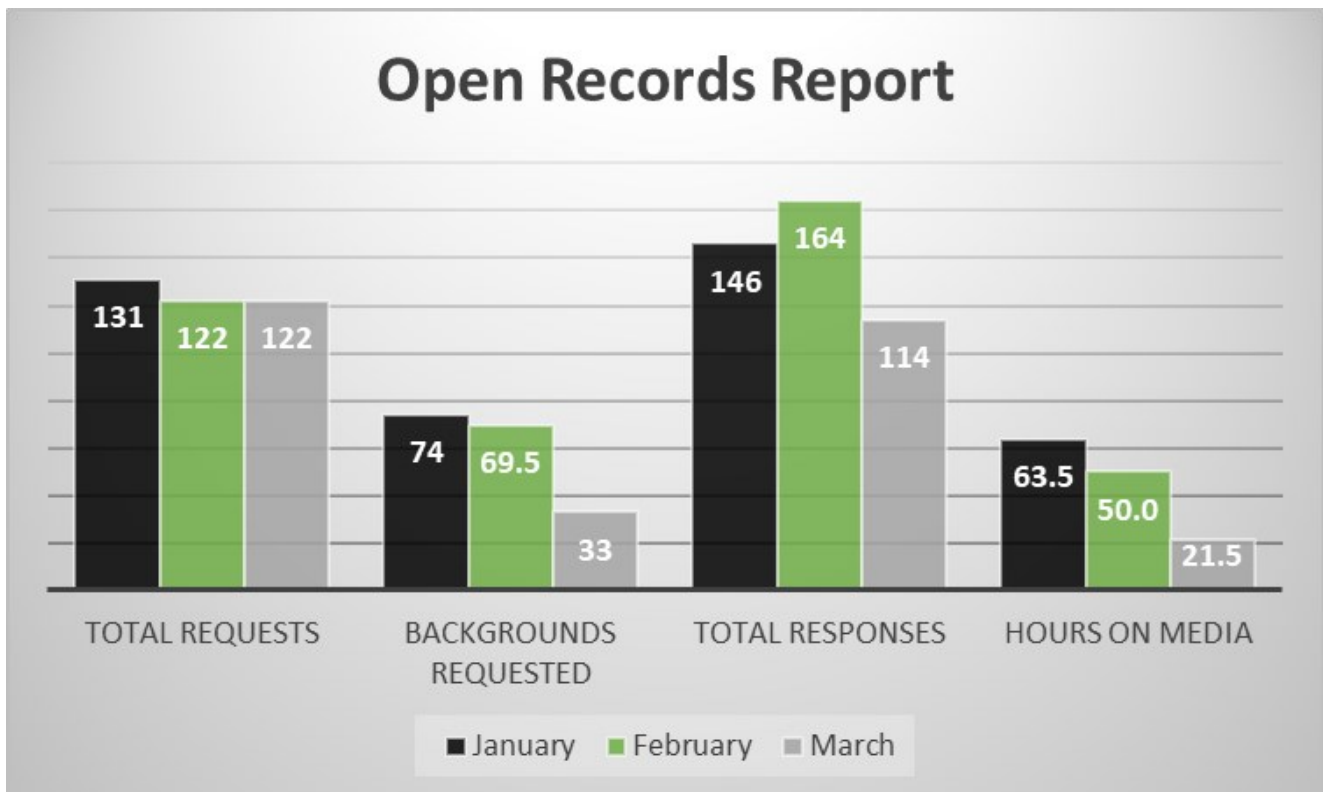


Open Records Report

Open Records Report				
Month	Total Requests	Backgrounds Requested	Total Responses	Hours on Media
January	131	74	146	63.5
February	122	69.5	164	50.0
March	122	33	114	21.5
Total	375	176.5	424	135

*Total Requests: Requests come in the forms of City Hall License Checks, Permit Checks, Background Checks, etc.

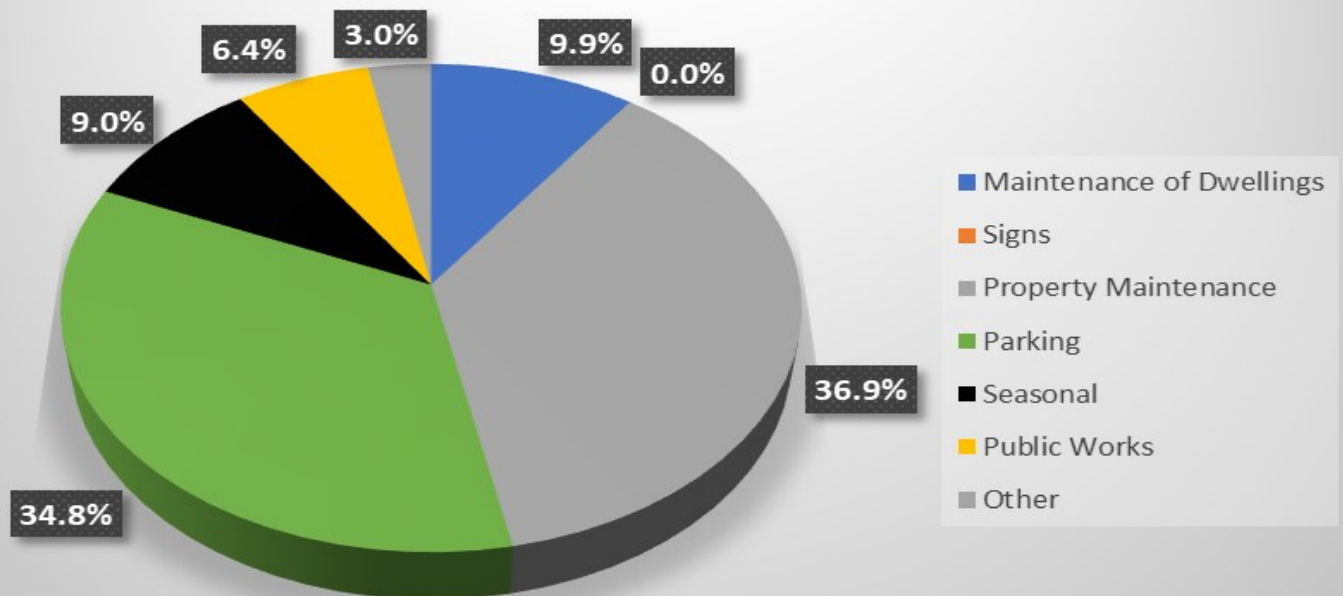
**Total Responses: One request received can result in multiple reports that need to be completed for the response from our agency.



Code Enforcement Report

Totals	
Category	Count
New Cases Started	141
Total Inspections	405
Cases Closed	36
Cases Referred to a Different Department	24
\$50 Fees Issued	29
\$50 Fees Removed	3
\$100 Fees Issued	17
\$100 Fees Removed	1
Municipal Citations Issued	16
Long Form Citations Initiated	0

Code Enforcement Violation Categories



Public Services & Safety Committee

April 23, 2024

Change of Agent/Trade Name

Applicant	Address of Business	Agent	Type of License	Class "A", "Class A", Class "B" or "Class B"
Kwik Trip - Tobacco Outlet Plus 526	501 S. Commercial St	Michelle Pollnow	Retail C-Store	Class "A" Fermented Malt/Beer

Form
AT-103

Alcohol Beverage License Application Supplemental Questionnaire

Date **X** 4-1-24

This form must be submitted to the municipal clerk, and be accompanied by one or more of the following forms: AT-104, AT-106, AT-108, AT-115, or AT-200. One Form AT-103 must be completed by each person involved in the applicant business or parent company including:

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

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

Part A: Premises/Business Information	
1. Registered Entity Name (or individual name if sole proprietor) Kwik Trip, Inc.	
2. Trade Name or DBA Tobacco Outlet Plus 526	
3. Entity Type (check one) <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Company <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Nonprofit Organization	

Part B: Individual Information			
1. Name (Last, First, M.I.) Pollnow, Michelle L.			
2. Relationship to Registered Entity (Title) Agent	3. [REDACTED]	4. Phone [REDACTED]	
5. Home Address 5345. Lake St.			
6. City Neenah	7. State WI	8. Zip Code 53956	9. Date of Birth [REDACTED]
[REDACTED]		11. Drivers License/State ID State of Issuance WI	

Part C: Address History	Current address for over 5 years
List in chronological order your last two residence addresses within the last 5 years:	
Previous Address 1	
Previous City, State, Zip	Dates (MM/YYYY - MM/YYYY)
Previous Address 2	
Previous City, State, Zip	Dates (MM/YYYY - MM/YYYY)

Part D: Employment History	
List in chronological order your last two employers within the last 5 years.	
Employer's Name Kwik Trip, Inc.	
Employer's Address 1626 Oak St., La Crosse, WI 54603	Dates Employed (MM/YYYY - MM/YYYY) 1/2012 - Present
Employer's Name KFC/H& K Partners	
Employer's Address 7840 W. Hicks St., West Allis, WI	Dates Employed (MM/YYYY - MM/YYYY) 7/2009 - 1/2012

Part E: Criminal History

1. Have you ever been convicted of any offenses (other than traffic offenses unrelated to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or of any county or municipal ordinances? Yes No

If yes to question 1, please list details of each conviction below. Attach additional sheets as needed.

Law/Ordinance Violated	Trial Date
Penalty Imposed	Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No
Law/Ordinance Violated	Trial Date
Penalty Imposed	Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No

2. Are charges for any offenses currently pending against you (other than traffic offenses unrelated to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or any county or municipal ordinances? Yes No

If yes to question 2, describe nature and status of pending charges using the space below. Attach additional sheets as needed.

Part F: Questions

1. Have you lived in any state other than Wisconsin as an adult? If yes, please list them in the space below. If no, continue to question 2. Yes No

[Redacted]

2. How long have you continuously lived in Wisconsin prior to the date of application?

Years	Months
Since 1994	

3. Do you hold a direct or indirect interest in any alcohol beverage wholesaler or producer (e.g. brewer, brewpub, winery, distillery)? If yes, please explain using the space below. Attach additional sheets as needed. Yes No

Part G: Attestation

READ CAREFULLY BEFORE SIGNING: I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Signature: X Michelle Pollnow

Date: X 4-1-24

Appointment of Successor Agent - Retail Licenses

Submit this form to your licensing authority with a \$10 processing fee.

If there is a change in agent, each club, corporation, or limited liability company that holds a retail license to sell fermented malt beverages and/or intoxicating liquor must appoint a successor agent and have the appointment approved by the licensing authority pursuant to sec. 125.04(6), Wis. Stats. The following questions must be answered by the agent, and the appointment must be signed by an officer of the corporation/organization or one member of the limited liability company (only one signature is required).

Section 1: Licensee Information and Acknowledgement

Licensee Name

Kwik Trip, Inc. DBA Tobacco Outlet Plus 526

Reason for Cancellation of Appointed Agent:

New manager assigned to oversee store.

The undersigned appoints Michelle L. Pollnow as agent in accordance with sec. 125.04(6), Wis. Stats.

Signature of Scott P. Zietlow

Date 4-1-24

Signature of President / Member

Date

Scott P. Zietlow

Section 2: Agent Information and Acknowledgement

Agent Name

Michelle Lynn Pollnow

Mailing Address

634 S. Lake St.

City or Post Office

Neenah

State

WI

Zip Code

54956

Agent Questions

Yes No

- 1. Are you of legal drinking age? [X] []
2. Have you been a resident of Wisconsin for at least 90 continuous days prior to the date of appointment as agent? [X] []
3. Have you ever been convicted of a federal law violation? [] [X]
4. Have you ever been convicted of a state law violation? [] [X]
5. Have you ever been convicted of a local ordinance violation? [] [X]
6. Have you completed the required responsible beverage server training course per sec. 125.04(5)(a)5, Wis. Stats.? [X] []

UNDER PENALTY OF LAW, I declare that my answers above are true and correct to the best of my knowledge and belief.

I hereby accept appointment as agent for Kwik Trip, Inc. DBA Tobacco Outlet Plus 526 and assume full responsibility of the conduct of the business relative to fermented malt beverages and intoxicating liquors.

Signature of Agent Michelle Pollnow

Date 4-1-24

Section 3: Licensing Authority Approval

Municipality Name

Signature of Official

Date

Title of Official

**Cigarette, Tobacco, and Electronic
Vaping Device License - Individual Questionnaire**

Date

Part A: Business Information			
1. Legal Business Name (individual name if sole proprietor) Kwik Trip, Inc.			
2. Business Trade Name or DBA Tobacco Outlet Plus 526			
3. Entity Type (check one)			
<input type="checkbox"/> Sole Proprietor	<input type="checkbox"/> Partnership	<input checked="" type="checkbox"/> Limited Liability Company	<input type="checkbox"/> Corporation

Part B: Individual Information			
1. Name (Last) Pollnow	2. Name (First) Michelle	3. Name (M.I.) L	
4. Relationship to Business (Title) Agent	6. Phone [REDACTED]		
7. Home Address 534 S. Lake St.			
8. City Neenah	9. State WI	10. Zip Code 54956	11. Date of Birth [REDACTED]
12. State ID Number [REDACTED]		13. Drivers License/State ID State of Issuance WI	

Part C: Individual's Address History				Current address for over 5 years:			
List in chronological order all of your addresses within the last 5 years. Attach additional sheets if necessary.							
Previous Address 1 534 S Lake St	City Neenah	State WI	Zip Code 54956				
Previous Address 2	City	State	Zip Code				
Previous Address 3	City	State	Zip Code				
Previous Address 4	City	State	Zip Code				
Previous Address 5	City	State	Zip Code				
Previous Address 6	City	State	Zip Code				
If applicable, list all states and counties you have lived in as an adult. Attach additional sheets if necessary.							
State WI	County Winnebago	State SC	County Spartenberg	State MI	County Kent	State	County
State WI	County Outagamie	State SC	County Dorchester	State	County	State	County

Continued →

Part D: Individual's Criminal History

1. Have you ever been convicted of any offenses (other than traffic offenses) for violation of any federal, Wisconsin, or another state's laws, or of any county or municipal ordinances? Yes No

If yes to question 1, please list details of each conviction below:

Law/Ordinance Violated	Location	Trial Date
Penalty Imposed		Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No
Law/Ordinance Violated	Location	Trial Date
Penalty Imposed		Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No
Law/Ordinance Violated	Location	Trial Date
Penalty Imposed		Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No

2. Are charges for any offenses currently pending against you (other than traffic offenses) for violation of any federal, Wisconsin, or another state's laws or any county or municipal ordinances? Yes No

If yes to question 2, describe nature and status of pending charges using the space below. Attach additional sheets as needed.

Part E: Attestation by Individual

READ CAREFULLY BEFORE SIGNING: I understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on an application for cigarette, electronic vaping devices, and tobacco products retail license may be required to forfeit not more than \$1,000 if convicted. I declare under penalties of the law that I have examined this information and, to the best of my knowledge, it is true, correct, and complete to the best of my knowledge and belief.

Signature *Michelle L Pollnow*

Date *4-1-24*

Part F: Licensing Authority Approval

I hereby certify that I have checked municipal and state criminal records. To the best of my knowledge, with the available information, this individual qualifies to serve in the reported role with the above-named business.

Name of Local Official	Title
Signature of Local Official	Date

Form
CTV-102

Cigarette, Tobacco, and Electronic Vaping Device Appointment of Agent

Date 4-1-24

Agent Type (check one): Original Change

Part A: Agent Information		
1. Last Name Pollnow	2. First Name Michelle	3. M.I. L.
4. Email [REDACTED]	5. Phone [REDACTED]	
6. Home Address 534 S. Lake St.		
7. City Neenah	8. State WI	9. Zip Code 54956
12. Driver's License/State ID State of Issuance WI		

Part B: Questions
1. Have you completed Form CTV-101, <i>Cigarette, Tobacco, and Electronic Vaping Device License - Individual Questionnaire</i> ? Submit a completed Form CTV-101 with this form. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. If this is a change of agent, please describe the reason for the agent change. Attach additional sheets if necessary.

Part C: Business Information		
1. Legal Business Name (individual name if sole proprietor) Kwik Trip, Inc.		
2. Business Trade Name or DBA Tobacco Outlet Plus 526		
3. Entity Type (check one) <input type="checkbox"/> Limited Liability Company <input checked="" type="checkbox"/> Corporation		
4. Premises Address 501 S. Commercial St.		
5. City Neenah	6. State WI	7. Zip Code 54956

Part D: Attestations	
READ CAREFULLY BEFORE SIGNING: I, the Licensee, authorize the above-named individual to act for the above-named corporation or limited liability company with full authority and control of the premises and of all business relative to cigarettes, tobacco products, and/or electronic vaping devices conducted therein. I certify that I am authorized by the entity to authorize this individual to act on behalf of the entity. If I am appointing a successor agent, I rescind all previous agent appointments for this premises. Further, I understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.	
Signature of Licensee (officer, member, or authorized signatory) <i>Scott P. Zietlow</i>	Date <u>4-1-24</u>
Name of Person Signing for Licensee Scott P. Zietlow	Title President
READ CAREFULLY BEFORE SIGNING: I, the Agent, hereby accept this appointment as agent for the above-named corporation or limited liability company and assume full responsibility for the conduct of all business relative to sales of cigarettes, tobacco products, and/or electronic vaping devices conducted on the premises for the above-named business. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this form, and that any person who knowingly provides materially false information on this form may be required to forfeit not more than \$1,000 if convicted.	
Signature of Agent <i>Michelle Pollnow</i>	Date <u>4-1-24</u>



M E M O R A N D U M

TO: Mayor Lang and Members of the Common Council
FROM: Gerry Kaiser, Director
DATE: April 18, 2024
RE: City Administration Building Roof Coating

Quotes were requested from several roofing companies to place a maintenance coating on the roof of the city administration building. The 2024 capital facilities budget includes \$90,000 for this project (Pg 313, Operating and Capital Improvements Budget).

The summary below shows the preferred product and cost for the quotes received. Each of the products has a 20-year warranty.

Company	Product	Cost
The Jamar Company	GacoFlex	\$74,000.00
SPS Roofing Systems	Duro-Last Roofing	\$74,000.00
Warner Commercial Roofing	Duro-Last Roofing	\$78,889.19

After reviewing the proposals, staff recommends contracting with The Jamar Company for the work. The GacoFlex product is a liquid coating system whereas the Duro-Last product is a mechanically fastened panel system. When the GacoFlex coating reaches the end of life, another coating can be placed if more substantial roof work is not needed. That option is not available for the Duro-Last product. The GacoFlex product was placed on the library roof in 2022. The installation went very smoothly and the product has performed well to date.

The appropriate motion is to recommend that Council approve contracting with The Jamar Company to place a GacoFlex roof coating system on the City Administration Building at a cost of \$74,000 per their quote of March 4, 2024.



M E M O R A N D U M

DATE: April 18, 2024
TO: Mayor Lang and Members of the Public Services and Safety Committee
FROM: Gerry Kaiser, Director of Public Works
RE: Public Works General Activity

- 1) Contract 7-21 (Harrison Pond): Storm and sanitary sewer work is complete, and the pond is functioning. The meter pedestal for the water feature pumps has been installed. We Energies is scheduling the connection to the meter pedestal and wiring for the pump controller is being arranged. Several punchlist items remain to be completed – retaining wall staining, overseeding along Harrison Street and trail grading. Trees that have not survived will be replaced this spring.
- 2) Contract 1-23 (Chestnut, Burr, Dieckhoff, Laudan Utility and Street Construction): The contractor is scheduled to mill temporary ramps that were paved last year and place the top coat of asphalt on the week of April 29. This will complete the project.
- 3) Contract 7-23 (High, River Utility and Street Construction): The top coat of asphalt will be paved in spring. It has not yet been scheduled.
- 4) Neenah Creek Bridge: Curb/gutter installation on the east approach has been done. The remaining work is the east approach grading and landscaping. Paving will be done with the developer's project. Curb/gutter and paving for the west approach will be done with the Jewelers Park Drive project.
- 5) Contract 1-24 (Belmont Ct, Belmont Av, Cedar St, Stevens St- Utilities and Street): Sanitary sewer main has been installed on Cedar, Belmont Ct, and Belmont Av. Water main is being installed on Belmont Av and Belmont Ct. Water service and sewer lateral installation within the right-of-way will start on Cedar Street.
- 6) Contract 2-24 (E. Doty Av - Utilities and Street): Sanitary sewer installation is ongoing between Commercial and Oak. When Oak is reached, the contractor will work on water main installation in that same area. In a couple of weeks, Oak St will be closed to complete the sanitary sewer and water crossings.
- 7) Contract 3-24 (Bayview Rd, Commercial St Water Crossings, Quarry Ln, Reed St - Utilities and Street): Utility work on Bayview is complete. Sanitary sewer installation started at Higgins and has reached Oak St.
- 8) Contract 4-24 (S. Park Avenue Easement – Utilities): A pre-construction meeting was held on 4/18. Work is tentatively scheduled to start in mid-July.
- 9) Contract 5-24 (North St - Utilities and Street): A schedule has not been set.
- 10) Contract 6-24 (Jewelers Park Drive – Street): Traffic control and preliminary work started the week of 4/15. Storm sewer installation is scheduled to start the week of 4/29.
- 11) Contract 7-24 (Misc Concrete Pavement/Sidewalk Repair): This contract was awarded to Jim Fischer Construction. A schedule has not been set.

- 12) Contract 8-24 (Misc Asphalt Pavement/Sidewalk Repair): This contract was awarded to MCC, Inc. A schedule has not been set.
- 13) Contract 10-24 (Tullar Garage Roof, Phase 2): Bids have been opened and will be reviewed by the Board of Public Works at their meeting on 4/23.
- 14) Contract 11-24 (Douglas Park Pond): Pond design is being finalized. Staff is reviewing the final draft.
- 15) Contract 12-24 (Douglas Pond Storm Piping): The contractor mobilized the week of 4/15. S. Commercial Street just south of Division was closed to complete the pipe crossings. Work progressed slowly as the contractor needed to work around numerous utilities in that area.



- 16) Contract 13-24 (S. Commercial St Turn Lane at Winneconne Av): Bids have been opened and will be reviewed by the Board of Public Works at their meeting on 4/23. We are working through the property appraisal.
- 17) TDS Telecom: Engineer Eckhart was informed that TDS is not planning to work on their Neenah buildout in 2024. They will make landscaping repairs associated with their 2023 construction and may pull cable in conduit installed in 2023 along with connecting customers.