

**CITY OF NEENAH**  
**PUBLIC SERVICES AND SAFETY COMMITTEE MEETING**  
**July 30, 2024 @ 5:00 PM**  
**Hauser Room, 211 Walnut Street**

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

**AGENDA**

1. Approval of Minutes of the Meeting of July 9, 2024, and the Special Meeting of July 17, 2024 (Attachment)
2. Public Appearances
3. Neenah-Menasha Fire Rescue Station No.31 Lighting (Attachment)
4. Field Groomer Purchase (Attachment)
5. Police Department 2<sup>nd</sup> Quarter Statistics (Attachment)
6. Licenses
  - a. Approve the Temporary Class “B” (Picnic) License Application to Fox Valley Labor Council for Labor Fest (Attachment)
  - b. Approve the Temporary Class “B” (Picnic) License Application to Gord’s Pub for Gord’s Pub Street Dance (Attachment)
  - c. Approve the Transferring License Business to Business Application of the Class “B” Combination Intoxicating Liquor and Fermented Malt Beverages License to Westhill Bar. Inc., d/b/a My Place, 1127 S. Commercial Street, Gurbinder Singh, Agent, (Attachment)
  - d. Special Event Applications (Informational Only)
7. Shared cost Inter-Municipal Agreement between the City of Menasha and the City of Neenah for the intersection of Nicolet and Third Street (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@neenahwi.gov](mailto:attorney@neenahwi.gov) at least 48 hours prior to the scheduled meeting or event to request an accommodation.

**CITY OF NEENAH**  
**PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES**  
**Tuesday, July 9, 2024**

**Present:** Vice-Chairperson Hillstrom, Alderperson Borchardt, Hillstrom, Lendrum, and Weber

**Excused:** Alderperson Pollnow

**Also Present:** Public Works Director Kaiser, Clerk Nagel, and Public Works Office Manager Mroczkowski

Approval of Minutes of the Meeting of the Meeting of June 25, 2024

**Motion by Borchardt, Second by Weber to approve the minutes of the meeting of June 25, 2024.**

**Motion Carried.** All voting aye. 4/0

Public Appearance

None

Licenses & Permits

Approve Temporary Class "B" Picnic License Application to St. Margaret Mary Parish Picnic

C.A. **Motion by Borchardt, Second by Weber to recommend Council approve the Temporary Class "B" Picnic License Application to St. Margaret Mary, 439 Washington Avenue, for the parish picnic to be held on August 14, 2024, from 10:30 AM to 5:00 PM**

Call for motion vote by Vice-Chairman Hillstrom.

**Motion Carried.** All voting aye. 4/0

Approve the Temporary Class "B" Picnic License Application to Bergstrom Mahler Museum for the Glass Art Festival

C.A. **Motion by Borchardt, Second by Weber to recommend Council approve the Temporary Class "B" Picnic License Application to Bergstrom Mahler Museum, 165 N. Park Drive, for the Glass Art Festival, to be held on August 9, 2024, from 5:00 PM to 7:00 PM and August 10, 2024, from 10:00 AM to 5:00 PM.**

Call for motion vote by Vice-Chairman Hillstrom

**Motion Carried.** All voting aye. 4/0

Approve Extension of Licensed Premises Application to Lion's Tail Brewing Co., for Smoke on the Fox

C.A. **Motion by Borchardt, Second by Weber to recommend Council approve the Temporary Extension of Licenses Premises Application to Lion's Tail Brewing Co., 116 S. Commercial St., for Smoke on the Fox, to be held on July 30, 2024, from 5:00 PM to 10:00 PM.**

Call for motion vote by Vice-Chairman Hillstrom

**Motion Carried.** All voting aye. 4/0

Approve Extension of Licensed Premises Application to Double Tree for the Forge Summers Event

C.A. **Motion by Borchardt, Second by Weber to recommend Council approve the Temporary Extension of Licensed Premises Application to Double Tree, 123 E Wisconsin Ave., for the Forge Summer Events, to be held on July 31, 2024, from 6:00 PM to 8:00 PM, August 7, 2024, from 6:00 PM to 8:00 PM, and August 14, 2024, from 6:00 PM to 8:00 PM.**

Call for motion vote by Vice-Chairman Hillstrom

**Motion Carried.** All voting aye. 4/0

Special Events Permits Informational Only

Plummer Court Sidewalk Construction Agreement with the Town of Neenah

Director Kaiser reviewed his memo of July 8, 2024. He stated that sidewalk is being installed on both sides of the south leg of Plummer Court. He stated that there are two properties closet to Green Bay Road on the south side of that leg that lie within the Town of Neenah as does the road right-of-way where the sidewalk will be placed. He stated that the agreement from the Town of Neenah provides their authorization to work in that right-of-way.

C.A. **Motion by Borchardt, Second by Weber to recommend Council approve the Sidewalk Construction Agreement with the Town of Neenah.**

Call for motion vote by Vice-Chairman Hillstrom

**Motion Carried.** All voting aye. 4/0

Approve Resolution 2024-12-Compliance Maintenance Annual Report for Sanitary Sewer

Director Kaiser stated that the CMAR is for the fiscal year of 2023. He stated that this report is submitted annually and is required by the WIDNR.

Report

**Motion by Borchardt, Second by Weber to adopt Resolution 2024-12 Compliance Maintenance Annual Report for Sanitary Sewer (CMAR)**

Call for motion vote by Vice-Chairman Hillstrom

**Motion Carried.** All voting aye. 4/0

Public Works General Construction and Department Activity Report

- 1) Contract 7-21 (Harrison Pond): Work is being done on the pump manhole to get them in operation.
- 2) Contract 1-23 (Chestnut, Burr, Dieckhoff, Laudan Utility and Street Construction): Work is complete. A punchlist has been provided to the contractor and final quantities are being prepared.
- 3) Contract 7-23 (High, River Utility and Street Construction): Work is complete. A punchlist is being prepared along with final quantities are being prepared.
- 4) Neenah Creek Bridge: A final pay request was reviewed by the Board of Public Works.
- 5) Contract 1-24 (Belmont Ct, Belmont Av, Cedar St, Stevens St-Utilities and Street): Utility work is 95% complete.
- 6) Contract 2-24 (E. Doty Av - Utilities and Street): Utilities are installed from Commercial to Elm. Sanitary sewer is being placed between Elm and Pine.
- 7) Contract 3-24 (Bayview Rd, Commercial St Water Crossings, Quarry Ln, Reed St - Utilities and Street):
  - a) Bayview Rd: Fine-grading and paving the east half of the road is scheduled for the week of 7/8.
  - b) Commercial St Water Crossings: Crossings are being installed at Alcott, Byrd, Peckham and Professional. Work is scheduled to start the week of 7/8.
  - c) Quarry Ln: Sanitary sewer lateral pipebursting is being done.
- 8) Contract 4-24 (S. Park Avenue Easement – Utilities): Work is tentatively scheduled to start in late July.
- 9) Contract 5-24 (North St - Utilities and Street): Sanitary sewer and water main have been installed. Work has started on storm sewer installation.
- 10) Contract 6-24 (Jewelers Park Drive – Street): The remaining work is placing the top coat of asphalt. That is tentatively scheduled for 7/10.

- 11) Contract 7-24 (Misc Concrete Pavement/Sidewalk Repair): Work on the Baldwin sidewalk is nearly complete. The contractor will be offsite for several weeks.
- 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): The contract was awarded to H.I.S. Company. They are planning to do this work in August.
- 14) Contract 11-24 (Douglas Park Pond): Pond design is being finalized in preparation for bidding.
- 15) Contract 12-24 (Douglas Pond Storm Piping): A final pay request was reviewed by the Board of Public Works.
- 16) Contract 13-24 (S. Commercial St Turn Lane at Winneconne Av): The contract was awarded to Vinton Construction. A work has not been scheduled. We are working through the property appraisal.

Director Kaiser stated that with the amount of rain that we have been receiving, the treatment plan is concerned with capacity. He stated that we may be contacted by the DNR to address the issues with our system.

Director Kaiser stated that on June 29 there was a water main break at Curtis St and Henry St right next to a manhole. He stated that the force of the water blew out the brick mortar around the casting and manhole which resulted in water flooding the manhole and several houses having sanitary backups. Director Kaiser stated that staff had to bypass the system to draw the system down to let the water department locate and repair the main break.

Director Kaiser stated that Travis Beyer, who has been with the city 22 years, has accepted the position of Assistant Superintendent.

#### Announcements/Future Agenda Items

Aldersperson Pollnow asked that the intermunicipal agreement between the City of Menasha and the City of Neenah regarding the shared cost of upgrades and maintenance costs at the intersection of N. Commercial Street, Nicolet Boulevard, and Third Street be put on the next agenda.

#### Adjournment

**Motion by Borchardt, Seconded by Weber to adjourn at 5:20 PM.**

**Motion Carried.** All voting aye. 4/0

**Respectfully submitted,**

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

Lisa Mroczkowski  
Public Works Office Manager

**CITY OF NEENAH**  
**SPECIAL PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES**  
**Wednesday, July 17, 2024 – 6:15 P.M.**

**Present:** Chairperson Lendrum, Alderperson Hillstrom, Pollnow, and Weber

**Excused:** Alderperson Borchardt

**Also Present:** Mayor Lang, Traffic Engineer Merten, City Clerk Nagel, and Alderperson Boyette, Scott Becher, Bob Lace

Update on the Extension of Licenses Premises Application to Double Tree Neenah for The Forge Summer Events:

City Clerk Nagel provided the Committee with a clarification on the applications for the summer events organized by The Forge on July 31, August 7, and August 14, as recommended for approval by the Public Services & Safety Committee at their last meeting. Council will be reviewing that recommendation at their July 17 meeting.

No action was needed.

Resolution 2024-03 - Accepting Dedication for Public Right-Of-Way and Authorizing Temporary Use of Portions of Various Properties Along South Commercial Street Between Stanley Street and Tyler Street:

**Motion by Pollnow, Second by Hillstrom to recommend Council approve Resolution 2024-03 accepting dedication for public right-of-way and authorizing temporary use of portions of various properties along S. Commercial Street between Stanley Street and Tyler Street.**

Traffic Engineer Merten reviewed his memo of July 15, 2024, outlining the need for resolution 2024-03. It was noted that this approval is related to WisDOT requirements for the S. Commercial Street reconstruction project. He noted that the resolution allows the construction activity necessary to reconstruct S. Commercial Street to occur within the temporary limited easement areas defined on the plat for each of the listed city-owned properties and dedicates as right-of-way a six square foot triangular portion of Parcel 110, which is a ten-foot strip of city-owned land adjacent to Hazel Street. This dedication is required for the sidewalk curb ramps to meet design standards.

**Alderperson Pollnow asked** if the fact that several of these properties were acquired by the Community Development Authority affects this resolution. Director Kaiser noted that the title work for all of the parcels indicates that the City of Neenah is the owner, so the resolution as presented is sufficient.

Report

Call for motion vote by Chairman Lendrum.

**Motion Carried.** All voting aye. 4/0

Adjournment

**Motion by Pollnow, Seconded by Hillstrom to adjourn at 6:21 PM.**

**Motion Carried.** All voting aye. 4/0

Respectfully submitted,

A handwritten signature in black ink that reads "Gerry Kaiser". The signature is written in a cursive, slightly slanted style.

Gerry Kaiser

Director of Public Works



## **Memorandum**

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To: Public Services and Safety Committee  
From: Fire Chief Travis Teesch  
Date: July 30, 2024  
Subject: NMFR Station #31 Lighting

Dear Members of the Public Services and Safety Committee,

To ensure that our financial allocations accurately reflect the current needs and priorities of Station #31 I am writing to formally request the reallocation of funds for an unbudgeted capital project at that station.

Attached to this memo, you will find an invoice amounting to \$4,482.25 for the installation of new lighting in the bays at Station #31. This project was completed as an alternative to the planned roof project, which will now be included in the upcoming station remodel.

It is important to highlight that the newly installed lights are energy efficient, aligning with our commitment to sustainability and cost-effectiveness. These lights not only provide immediate benefits in terms of energy savings but can also be repurposed during the station's remodel, ensuring continued value and functionality.

To proceed with this reallocation, we seek the committee's approval and appreciate your support in this matter.

Thank you for your consideration.

Sincerely,

Travis Teesch  
Fire Chief  
Neenah-Menasha Fire Rescue



*Department of  
Parks & Recreation*

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DATE: July 22, 2024  
TO: Public Services and Safety Committee Members  
FROM: Trevor L Fink, Superintendent of Parks/City Forester *TLF*  
RE: Field Groomer Purchase

Two quotes were received for the purchase of a new laser ready field groomer:

Horst Distributing	ABI Force Z23sit	\$44,627
Reinders Inc.	Toro Field Pro 6040	\$45,955

Park maintenance staff and mechanics were universal in the choice of the ABI field groomer from Horst Distributing. I have attached some literature for the curious.

**Parks and Recreation Commission recommends the purchase of the ABI Force field groomer from Horst Distributing for \$44,627.00.**



# WORLD-CLASS RESULTS FOR EVERY FIELD

## RENOVATE, MAINTAIN, AND GROOM INFIELDS

Whatever field quality you're working with, the Z-23 is the comprehensive grooming, maintenance, and renovation machine you need. Fix drainage, reset infields, seed, fertilize, laser grade, level—all with the same machine and tool-free, quick-swap attachments. From professional crews to coaches and their volunteers, the Z-23 empowers whatever size crew you have to get more done, with greater precision and unprecedented efficiency.

### FORCE ADVANTAGES

**GAME DAY PREP** — Reduce weather-related delays and postponements by getting your field playable, faster.

**FINE TUNE** — Patented lift and swivel rear-mount system replicates the finesse of a hand-raked finish.

**FIX IT** — Leverage a mid-season away series to re-laser grade the infield—no heavy equipment required.





*"I tell people if they're maintaining their ballfields with anything else other than an ABI Force, you're wasting your time. I can laser grade four ballfields in a day. Regular infield maintenance with the Force is at a whole new level."*

**-Rodney Jordan**  
Rock Haven Turf Specialties

**MORE ABOUT THE Z-23'S TURF CARE CAPABILITIES ON PAGE 16**

Actual products may differ slightly from images and may be shown with optional equipment. Available attachments & equipments shown throughout.

## ZERO-TURN LASER GRADING

# PRECISE LASER FINISH GRADING

The ABI Force is the world's first and only stand-on zero-turn laser grading machine, with accuracy plus-or-minus an eighth of an inch! (0.125 inch, 3.175mm) This patented, fully automatic laser grading system delivers unprecedented affordability and finish-grade accuracy to the sports turf and flatwork industries.

### FORCE ADVANTAGES

**ACCURACY** — When every inch matters, the tolerances provided by our RVF technology delivers consistent results.

**OWNERSHIP** — This compact-platform system empowers contractors to expand service offerings and get more done.

**VISIBILITY** — The stand-on zero-turn design allows operators to clearly see the work in progress and respond more quickly to the work site soil conditions.



*It is as advertised. It will laser grade within 1/8". We can place an operator with less experience on it and know that the grade is correct which allows the crew foreman to perform other tasks. It's a well built machine with fewer breakdowns and has been great for our business.*

**-Nolan Thomas**  
Nolan Thomas & Company, Inc.



Aaron L. Olson  
Chief of Police

# CITY OF NEENAH POLICE DEPARTMENT



2111 Marathon Avenue  
Neenah, Wisconsin 54956

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## Memo

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

**From:** Chief Aaron L. Olson *ALO*

**Date:** July 17, 2024

**Re:** **2024 Second Quarter Police Statistics**

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Attached are the second 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

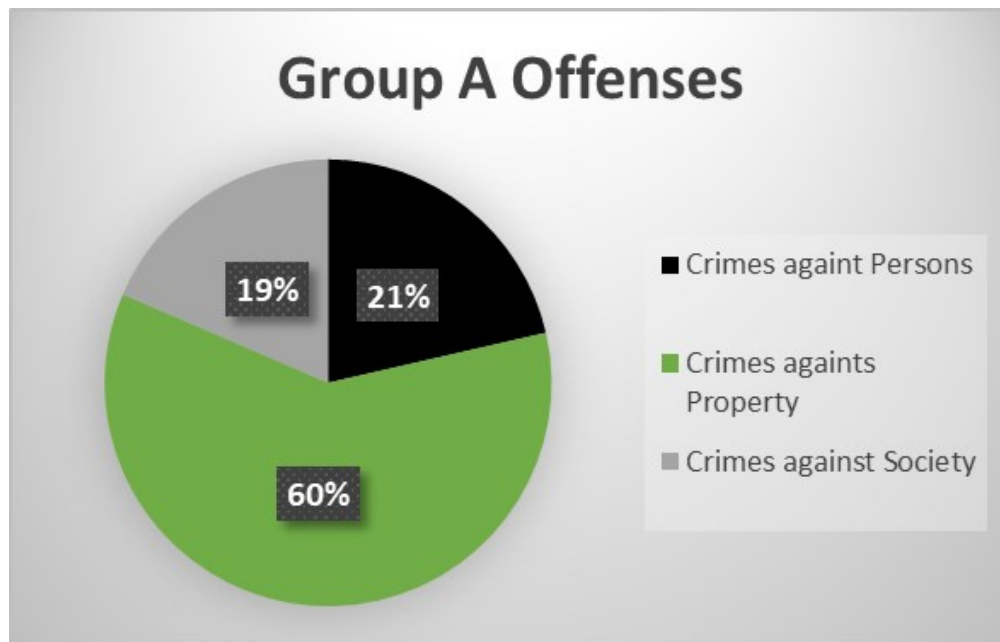


# Neenah Police Department Quarter 2 Report 2024



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

# Unified Crime Report



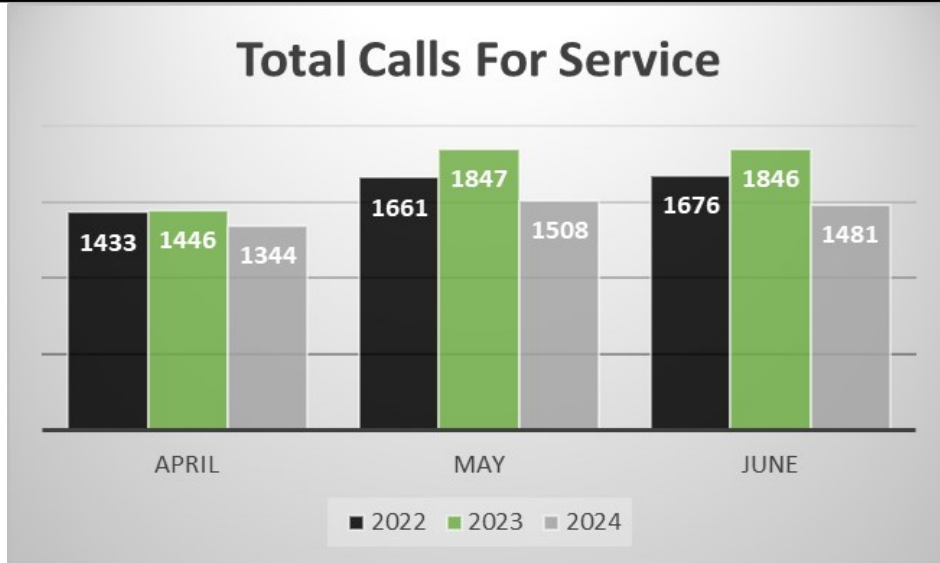
Group A Crime Offenses						
Categories	Offenses	Victims	Clearances	Adult Arrests	Juvenile Arrests	Total Arrests
Crimes against Persons	52	52	40	25	8	33
Crimes against Property	146	155	78	55	17	72
Crimes against Society	45	45	40	26	8	34
<b>Total Group A</b>	<b>243</b>	<b>252</b>	<b>158</b>	<b>106</b>	<b>33</b>	<b>139</b>

Group B Arrests			
Categories	Adult Arrests	Juvenile Arrests	Total Arrests
Bad Checks	0	0	0
Curfew/Loitering/Vagrancy	0	0	0
Disorderly Conduct	11	10	21
Driving Under the Influence	11	0	11
Family Offenses, Nonviolent	0	0	0
Liquor Law Violations	2	1	3
Trespass of Real Property	2	0	2
All Other Offenses	53	14	67
<b>Total Group B Arrests</b>	<b>79</b>	<b>25</b>	<b>104</b>

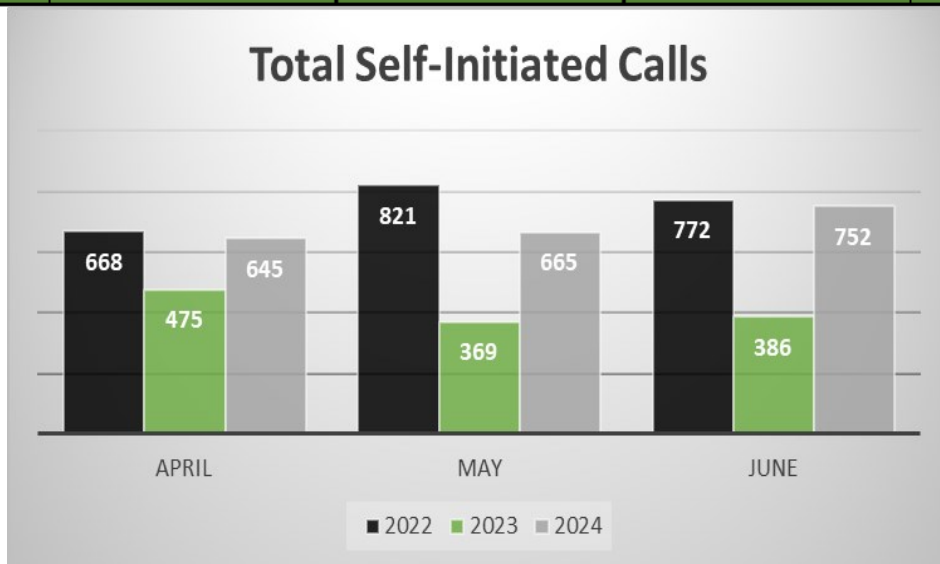


# Calls Report

Total Calls for Service				
Year	April	May	June	Total
2022	1433	1661	1676	4770
2023	1446	1847	1846	5139
2024	1344	1508	1481	4333



Total Self-Initiated Calls				
Year	April	May	June	Total
2022	668	821	772	2261
2023	475	369	386	1230
2024	645	665	752	2062

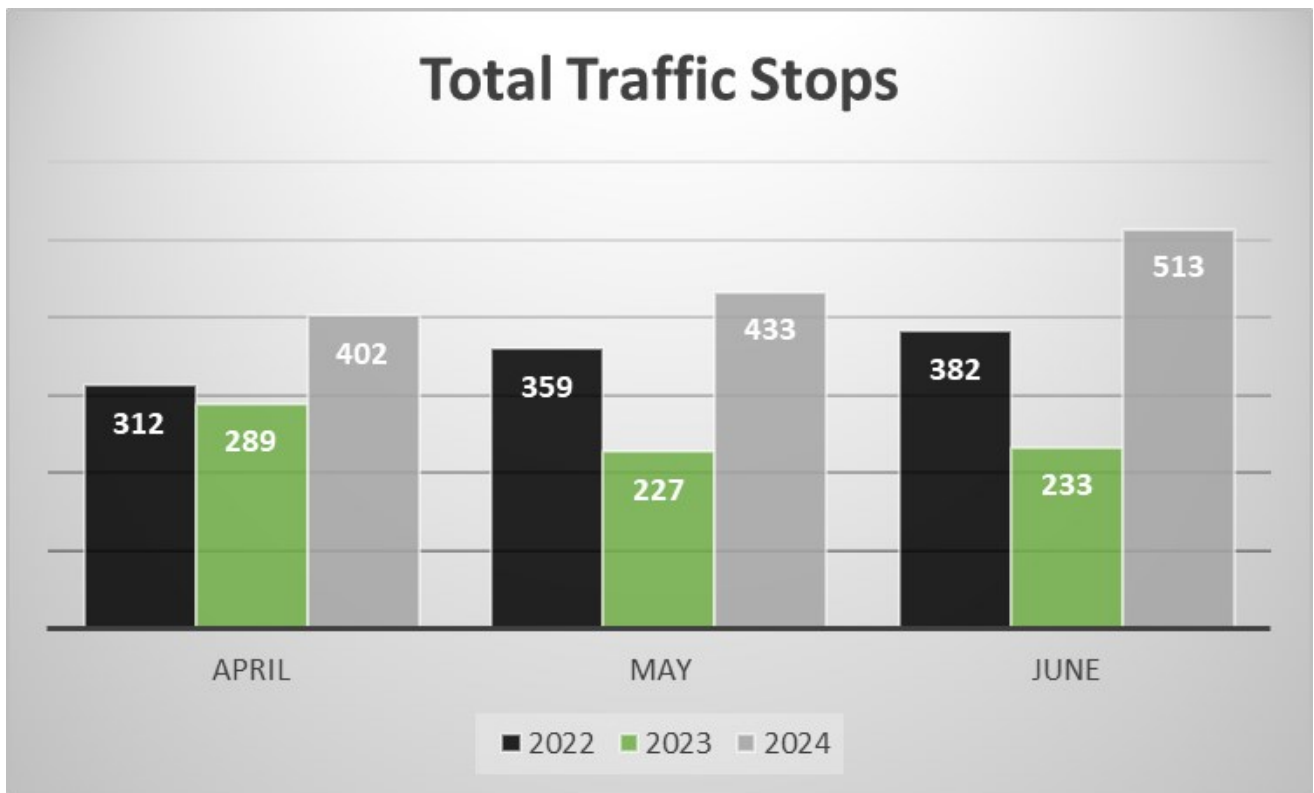


Included in the above Quarter 2 Self-Initiated Calls is 1348 Traffic Stops.



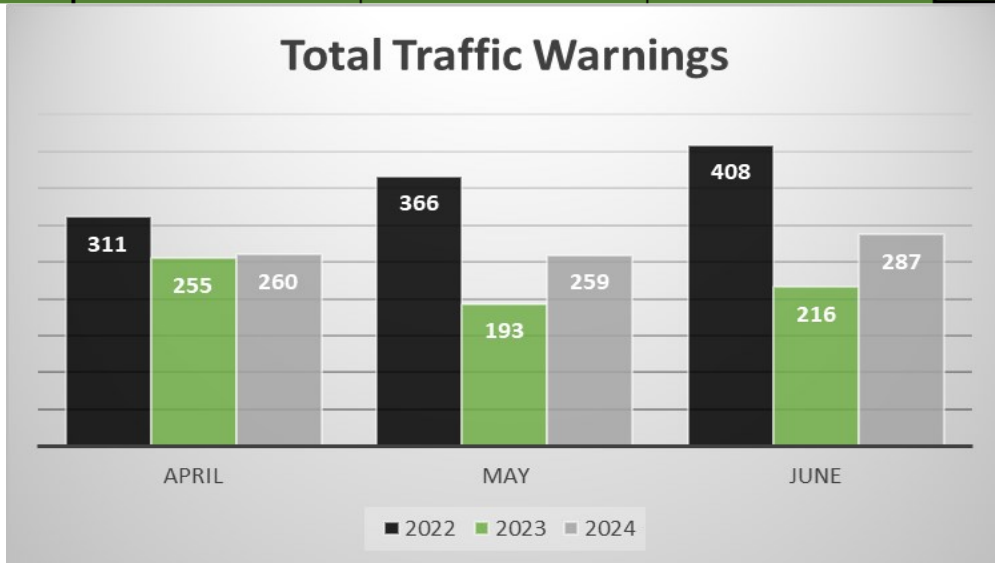
# Traffic Report

Total Traffic Stops				
Year	April	May	June	Total
2022	312	359	382	1053
2023	289	227	233	749
2024	402	433	513	1348

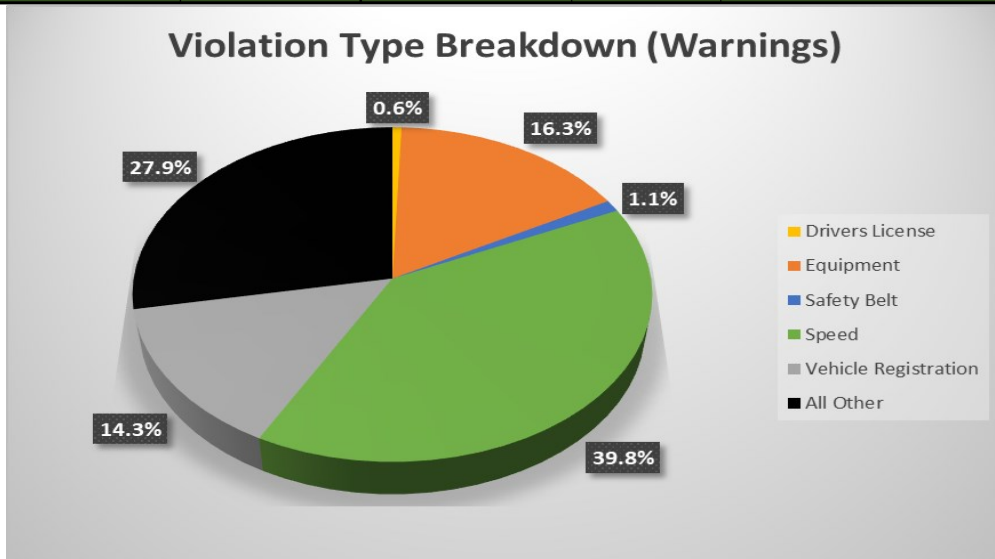


# Traffic Report

Total Traffic Warnings				
Year	April	May	June	Total
2022	311	366	408	1085
2023	255	193	216	664
2024	260	259	287	806

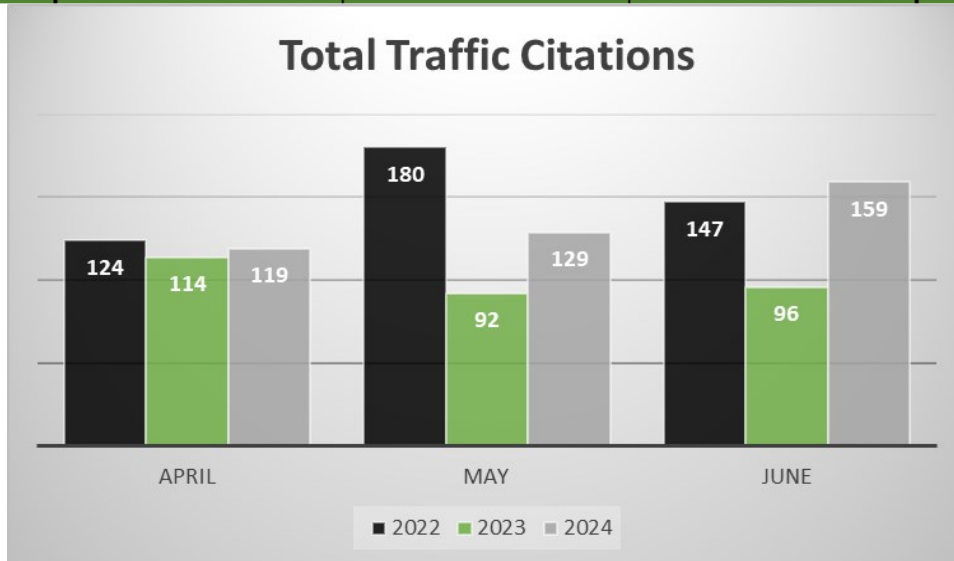


Violation Type Breakdown (Warnings)						
Month	Drivers License	Equipment	Safety Belt	Speed	Vehicle Registration	All Other
April	0	49	4	99	40	68
May	3	31	0	104	32	89
June	2	51	5	118	43	68
Total	5	131	9	321	115	225

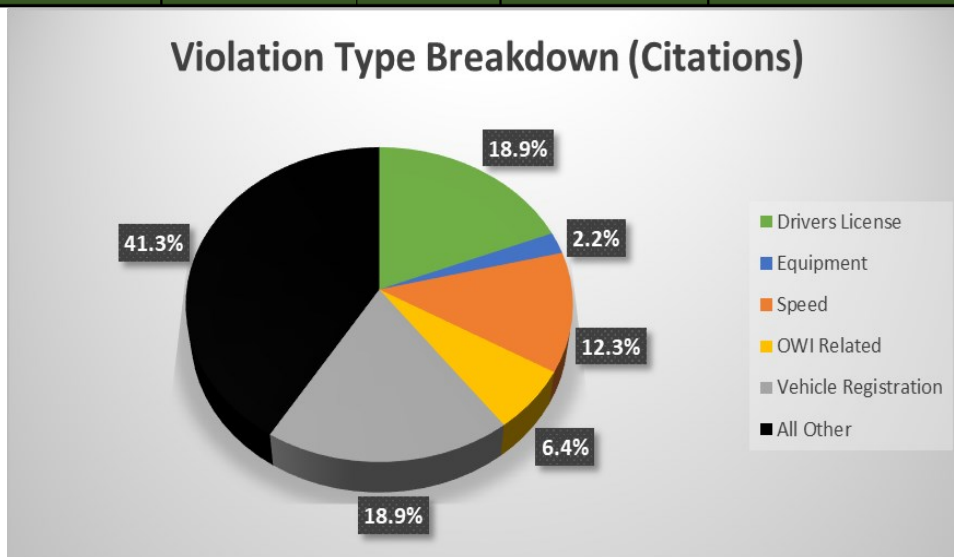


# Traffic Report

Total Traffic Citations				
Year	April	May	June	Total
2022	124	180	147	451
2023	114	92	96	302
2024	119	129	159	407

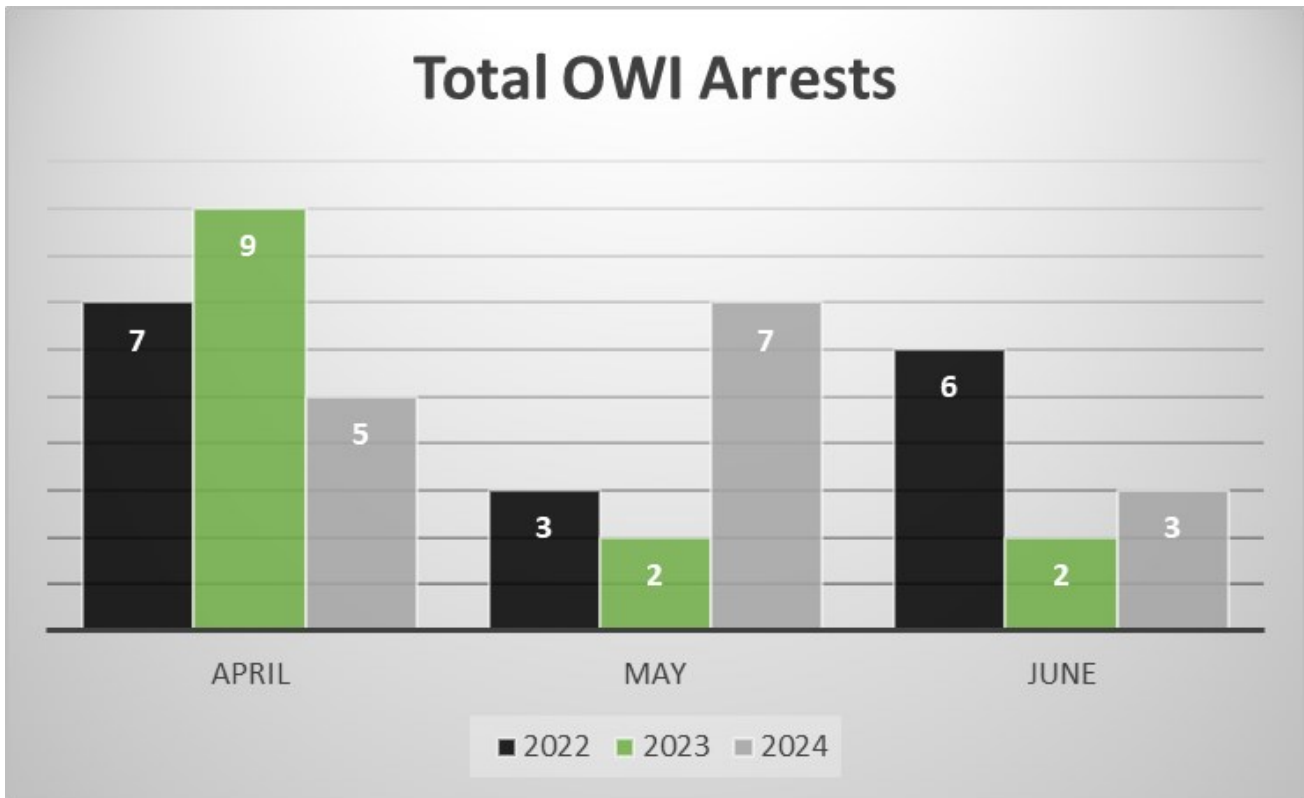


Violation Type Breakdown (Citations)						
Month	Drivers License	Equipment	Speed	OWI Related	Vehicle Registration	All Other
April	27	3	10	11	23	45
May	18	3	21	8	24	55
June	32	3	19	7	30	68
<b>Total</b>	<b>77</b>	<b>9</b>	<b>50</b>	<b>26</b>	<b>77</b>	<b>168</b>



# OWI Report

Total OWI Arrests				
Year	April	May	June	Total
2022	7	3	6	16
2023	9	2	2	13
2024	5	7	3	15



# Traffic Safety Officer

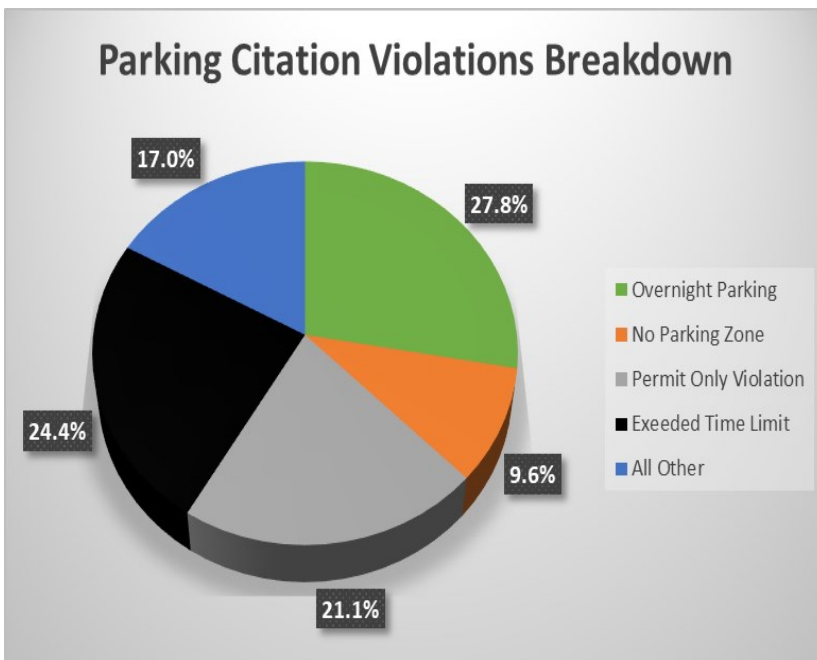
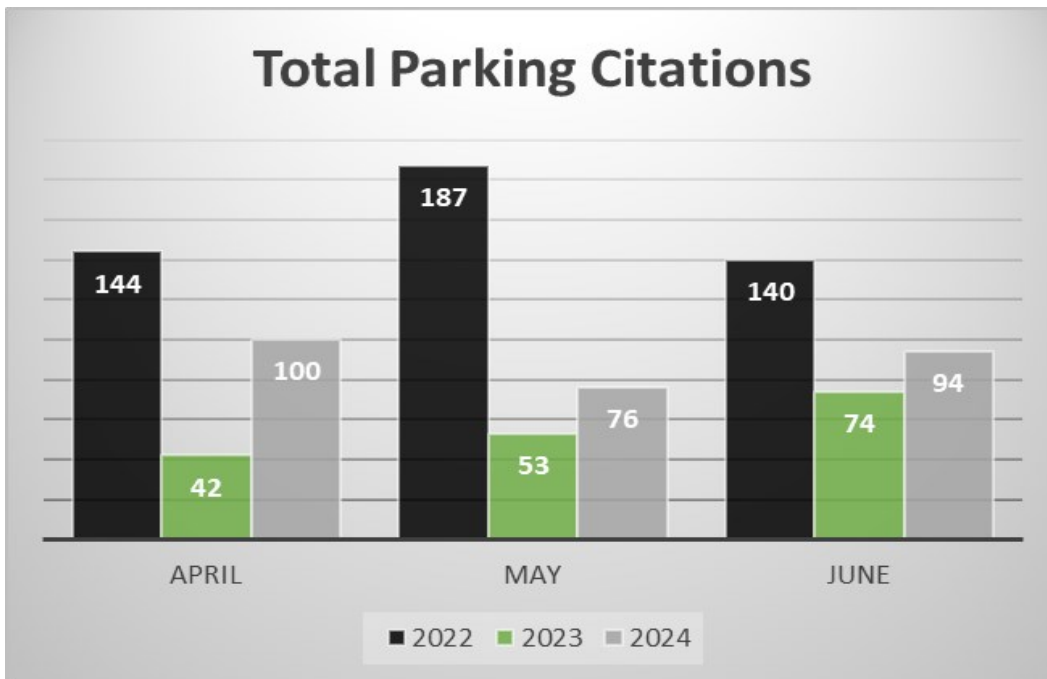
Officer Edwards began the position of Traffic Safety Officer (TSO) in May 2022. He has many responsibilities including moving radar units, conducting Flock training, leading the Bike Patrol, and more. He will also assist patrol on major accidents or emergency calls requiring additional units to respond.

Traffic Safety Officer Action Report								
Month	Traffic Stops	Citations	Warnings	Warrants	Felony	Misdemeanor	Ordinance	Other
April	68	2	76	2	0	0	0	0
May	97	10	108	0	0	0	1	0
June	132	21	144	1	0	0	0	0
<b>Total</b>	<b>297</b>	<b>33</b>	<b>328</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>



# Parking Report

Total Parking Citations				
Year	April	May	June	Total
2022	144	187	140	471
2023	42	53	74	169
2024	100	76	94	270

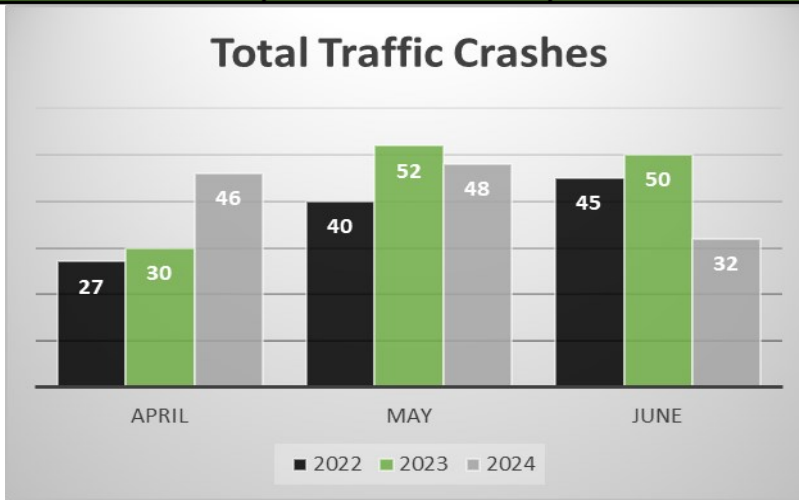


Locations with 10+ Parking Citations	
Locations	Number of Citations
E. Wisconsin Ave	47
Blue Lot	41
Green Ramp	39
Gold Lot	25
Tullar Rd	19
Marathon Ave	12
W. Wisconsin Ave	12

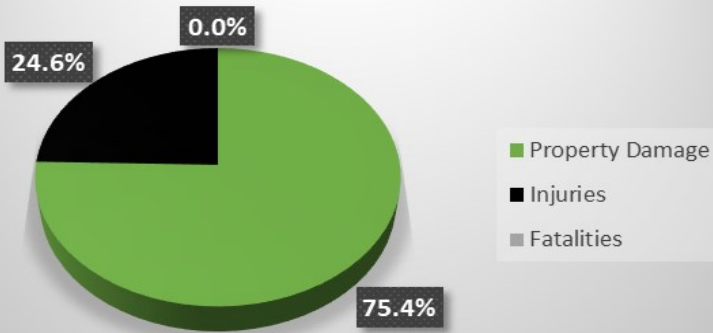


# Traffic Crash Report

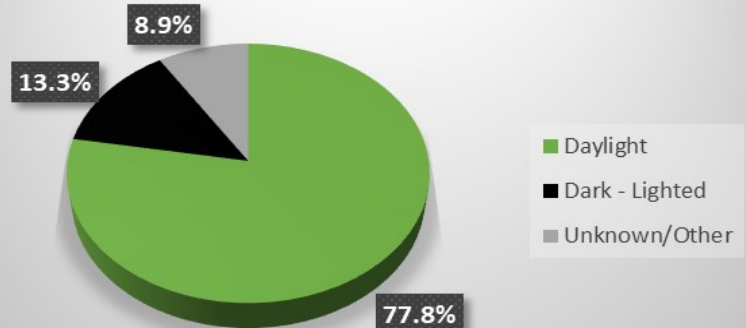
Total Traffic Crashes				
Year	April	May	June	Total
2022	27	40	45	112
2023	30	52	50	132
2024	46	48	32	126



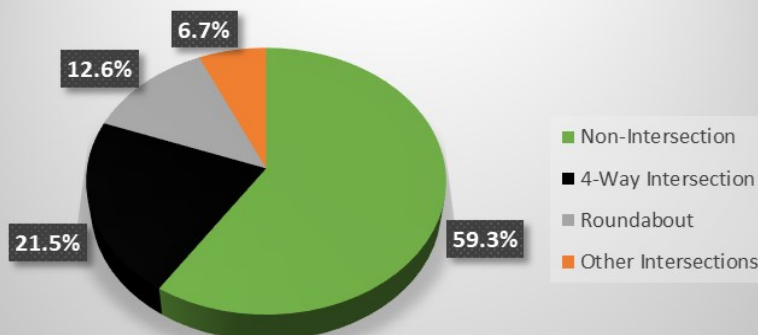
### Type of Traffic Crashes



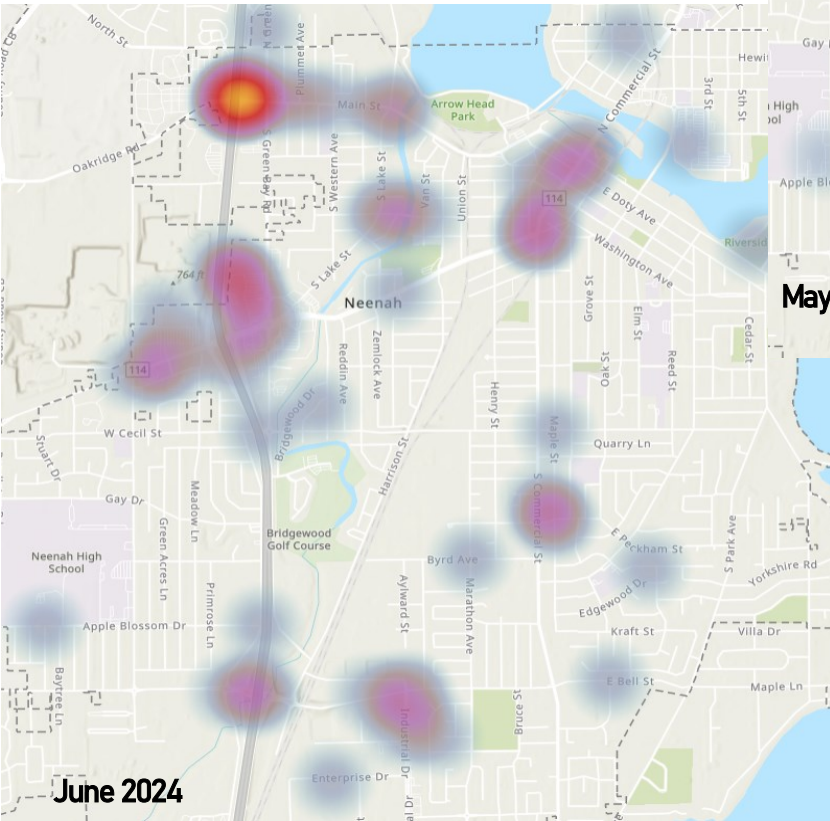
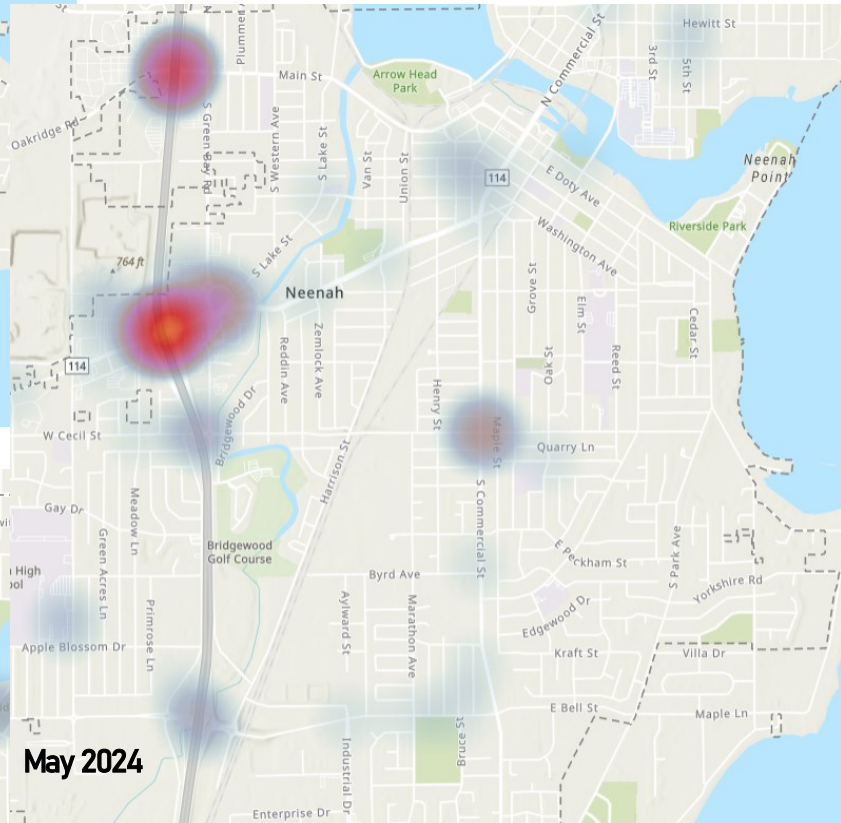
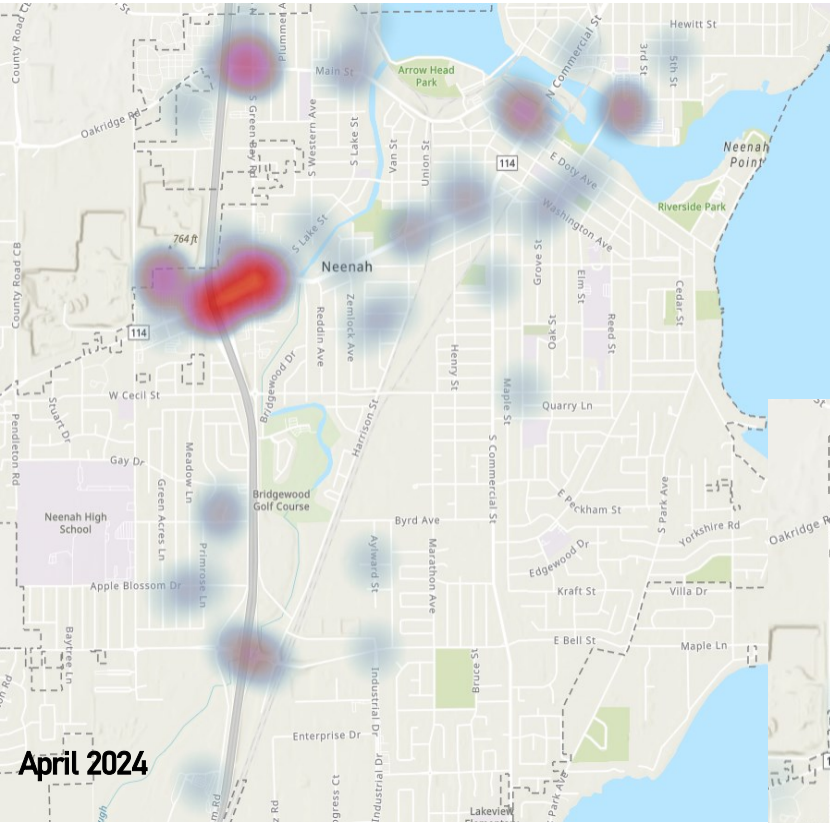
### Traffic Crashes by Lighting



### Traffic Crashes by Intersection



# Traffic Crash Maps

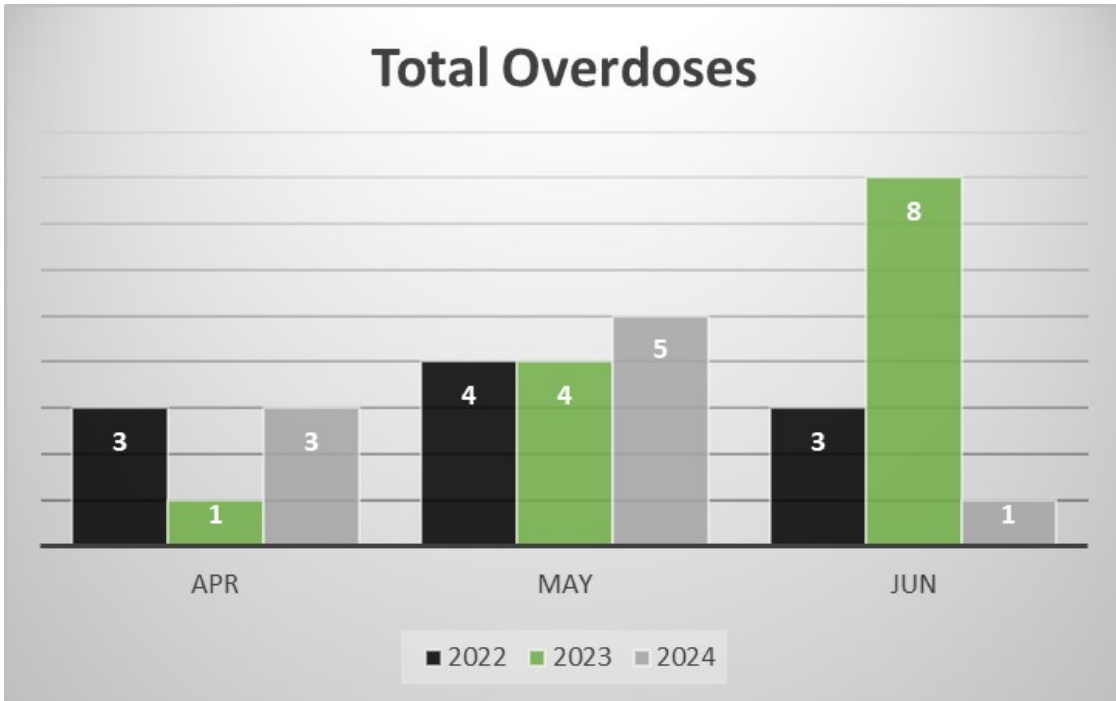


**\*Maps include all reportable and non-reportable traffic crashes**

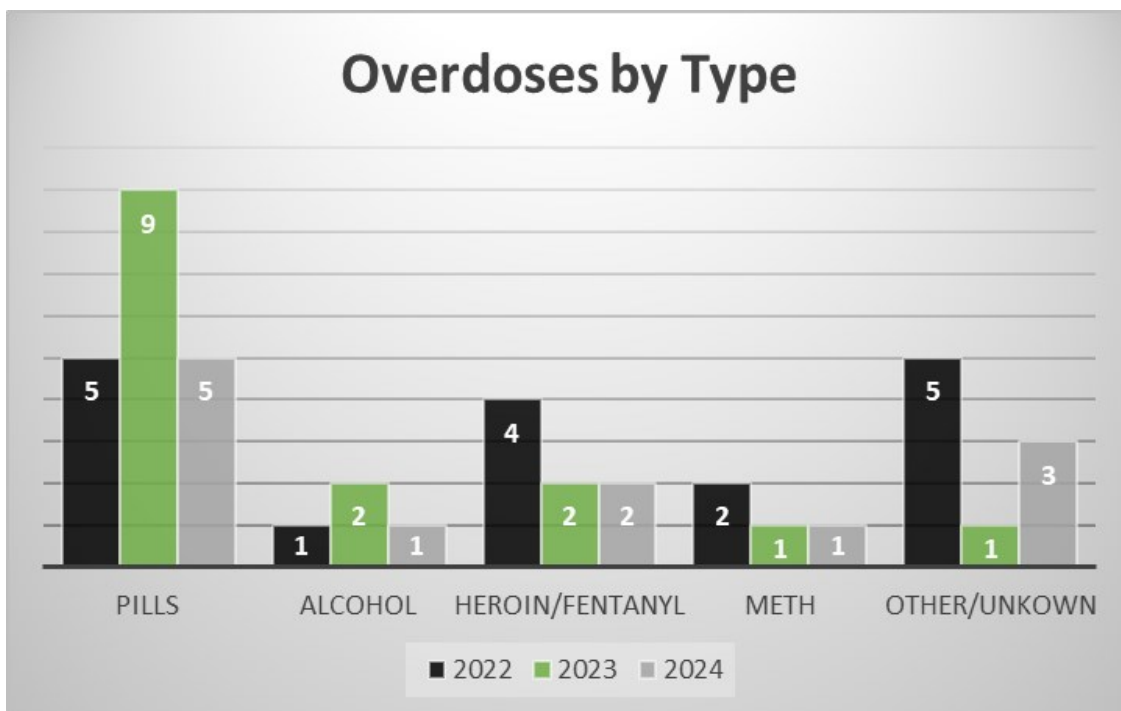


# Overdoses

Total Overdoses				
Year	Apr	May	Jun	Total
2022	3	4	3	10
2023	1	4	8	13
2024	3	5	1	9



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



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



# Dangerous Animals

No Action Taken			
Date	Animal	Animal Owner	Owner Address
4/1/2024	Dog	Steven A Bottine	905 Higgins Ave
4/10/2024	Dog	Peter H Finch	713 Elm St
4/10/2024	Cat	Laura J Gustafson	315 Park Dr
4/22/2024	Cat	Kenneth A Engelman	778 Chestnut St
4/22/2024	Dog	Donald P Pearson	219 Carey Ct
5/2/2024	Dog	Bryana L Pokorny	1460 S Nicolet Rd
5/3/2024	Dog	Linda J Parker	877 Higgins Ave
5/3/2024	Dog	Laurie L Goffard	1053 Fredricks St
5/13/2024	Dog	Tom V.	2111 Marathon Ave
5/15/2024	Dog	Marian A Galston	1013 W Cecil St
5/26/2024	Dog	Crystal P Honer	919 Sherry St
6/5/2024	Cat	Shelley S Nennig	418 N Water St

There were no Potentially Dangerous, Dangerous or Prohibited Animals for Quarter 2, 2024.



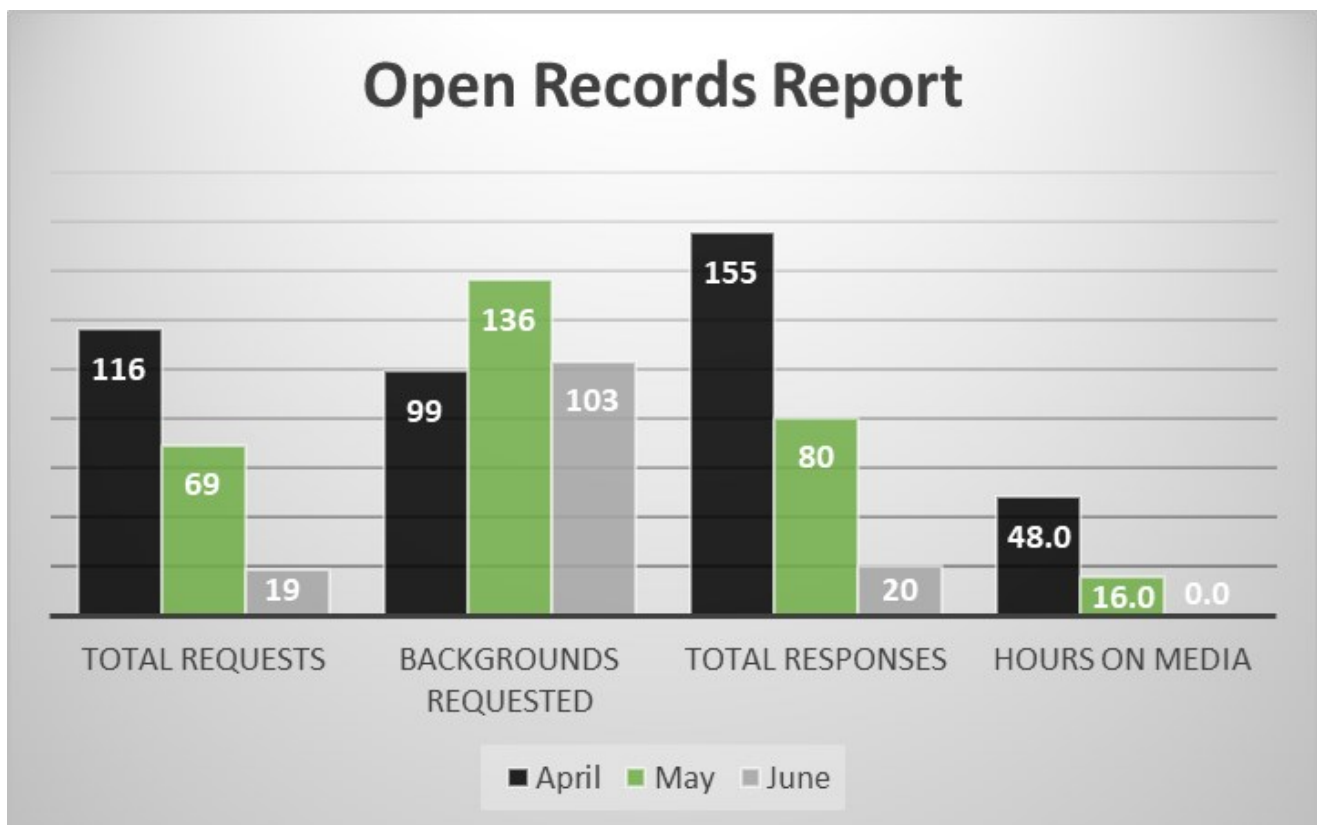
# Open Records Report

Open Records Report				
Month	Total Requests	Backgrounds Requested	Total Responses	Hours on Media
April	116	99	155	48.0
May	69	136	80	16.0
June	19	103	20	0.0
<b>Total</b>	<b>204</b>	<b>338</b>	<b>255</b>	<b>64</b>

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

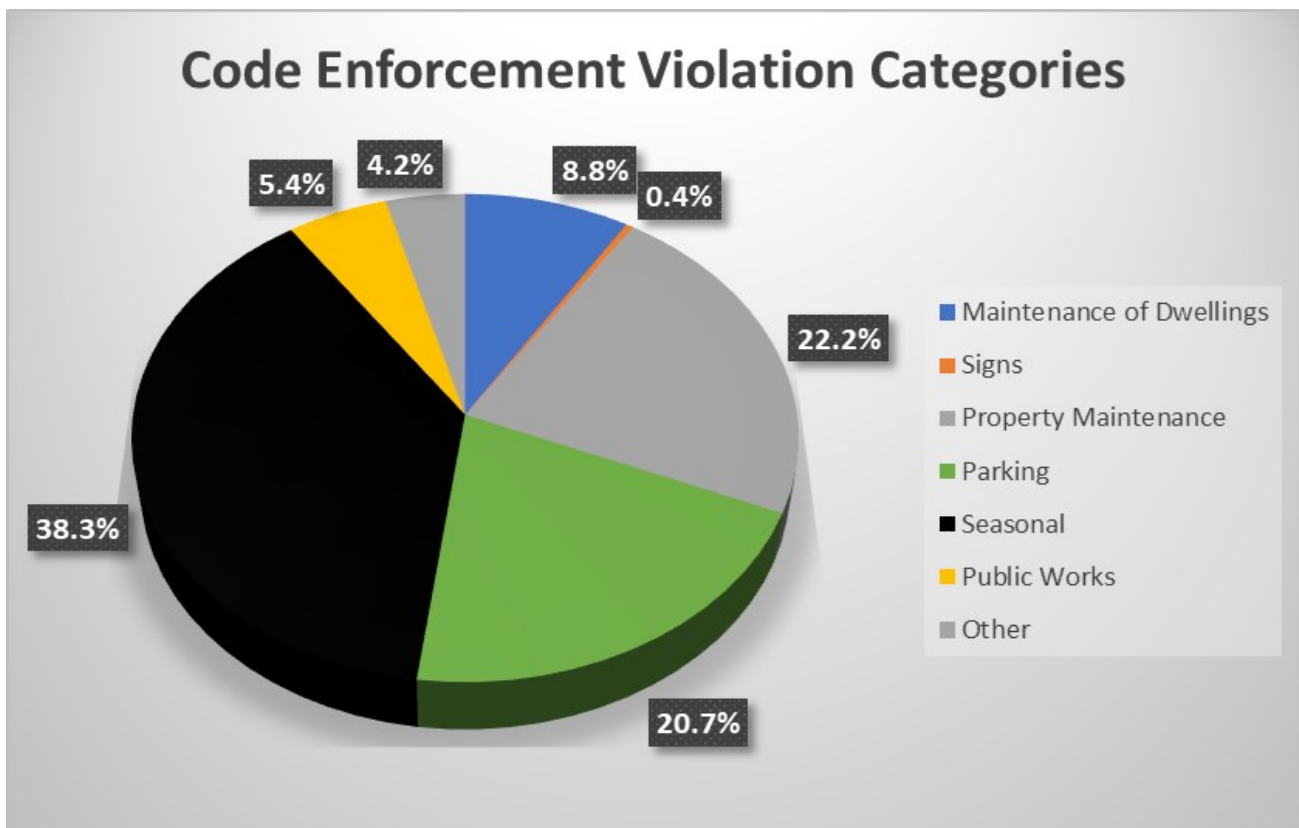
\*\*Total Responses: One request received can result in multiple reports that need to be completed for the response from our agency.

\*\*\*June numbers will be down due to time off by department employees.



# Code Enforcement Report

Totals	
Category	Count
New Cases Started	206
Total Inspections	681
Cases Closed	175
Cases Referred to a Different Department	0
\$50 Fees Issued	25
\$50 Fees Removed	4
\$100 Fees Issued	9
\$100 Fees Removed	20
Municipal Citations Issued	22
Long Form Citations Initiated	3



# Public Services & Safety Committee

## July 30, 2024

### Temporary Class "B" (Picnic) License Application

Applicant	Name of Event	Beer/Beer&Wine	Location	Date & Time
Fox Valley Labor Council	Labor Fest	Beer Only	157 S. Gree Bay Road	9/2/24 Noon-5pm

### Temporary Extension of Licenses Premises Application

Applicant	Event Contact	Name of Event	Location	Date(s) of Event	Time of Event
Gord's Pub	Paula Pitsch	Gord's Pub Street Dance	Plexus Parking Lot	8/9/2024	6p-10p

### Approved Special Event Permits

Applicant	Name of Event	Class of Event	Location	TDORA	Dates	Approved
Bergstrom Mahler Muesem of Glass	Glass Arts Festival	Class A Exceeds 200 Attendees, Travel Lane Closures	Berstro-Mahler Museum 165 N. Park Avenue	Temporary Class B Beer only	8/10/2024	Approved
Integrity Auto	Car Show	Class A Exceeds 200 Attendees, Travel Lane Closures	Langley Blvd	No	8/9/2024	Approved
Gord's Pub	Street Dance	Class A Exceeds 200 Attendees, Travel Lane Closures	Plexus Parking lot	No	8/9/2024	Pending Temp Ext.
Huntington Disease Ren/Walk	Run/Walk	Class A Exceeds 200 Attendees, Travel Lane Closures	Riverside Park	No	8/11/2024	Approved
Fox Valley Labor Council	Labor Day Parade	Class A Exceeds 200 Attendees, Travel Lane Closures	Parade Route	No	9/2/2024	Pending Picnic Licese

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

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

FEE \$ 10.00

Application Date: 7-11-24

Town  Village  City of Neenah

County of Winnebago

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

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

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

at the premises described below during a special event beginning Noon and ending 5pm and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

### 1. Organization (check appropriate box) →

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

(a) Name Fox Valley Area Labor Council

(b) Address P.O. Box 186 Menasha WI 54952  
(Street)  Town  Village  City

(c) Date organized 1982

(d) If corporation, give date of incorporation \_\_\_\_\_

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

(f) Names and addresses of all officers:

President Mark Westphal - 945 Hunt Ave. Neenah WI 54956

Vice President Mike Steinmetz - 231 5th St. Neenah WI 54956

Secretary Cindy Carter - 1102 N Superior St. Appleton WI 54911

Treasurer Jason Schmitz - N9055 Spring Valley Rd. Menasha WI 54952

(g) Name and address of manager or person in charge of affair: Jason Schmitz  
N9055 Spring Valley Rd. Menasha WI 54952 (920)915-5004

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

(a) Street number 157 S. Green Bay Rd Neenah, WI 54956

(b) Lot \_\_\_\_\_ Block \_\_\_\_\_

(c) Do premises occupy all or part of building? Part

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: Back 2 rooms of building, parking lot, and grass area west of building

### 3. Name of Event

(a) List name of the event Labor Fest

(b) Dates of event September 2nd, 2024

(c) Does this event require a Special Event Permit Application? \_\_\_\_\_

### DECLARATION

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

Officer Jason Schmitz 7-11-24  
(Signature) (Date)

Fox Valley Area Labor Council  
(Name of Organization)

Date Filed with Clerk 7/11/24

Date Reported to Council or Board \_\_\_\_\_

Date Granted by Council \_\_\_\_\_

License No. \_\_\_\_\_



## TEMPORARY EXTENSION OF LICENSED PREMISES APPLICATION

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

(920)886-6110

[clerk@neenahwi.gov](mailto:clerk@neenahwi.gov)

[www.ci.neenah.wi.us](http://www.ci.neenah.wi.us)

For Office Use Only		Code: LL
Cost: \$10/day up to 3 days	Receipt No:	
Paid:	Date filed:	Deadline:
Map included:	25 days prior to event	

### Section 1: License Information

Licensee (Name of Sole Proprietor, All Partners or Agent of Corporation or LLC): Paula Pitsch	Contact Phone # 920-427-8730
Corporation or LLC Name: (if applicable) Gord's Pub	Business/Trade Name:
Business Address: 210 Main St., Neenah, WI 54956	

### Section 2: Event Information

Name of Event: Gord's Pub Street Dance
List Dates & Times (include a.m. or p.m.): <i>Dates MUST be consecutive. If not, separate applications must be filed. Cannot exceed (3) days.</i> 6:00 PM to 10:00 PM August 9, 2024

### Section 3: Extension of Premise

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

Sidewalk at the \_\_\_\_\_ of premise
  Parking lot at the \_\_\_\_\_ of premise.

Street of the \_\_\_\_\_ of premise
  Parking lot at the \_\_\_\_\_ of premise.

Other: Parking lot 220 Main St.

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

I own
  I will obtain a special event permit (see information sheet for details)

I lease
  I have permission from a special event organization

### Section 4: Other:

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

### Section 5: Acknowledgement and Signature

**APPLICANTS FILING AFTER THE DEADLINE:**

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

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

**ALL APPLICANTS:**

I understand that the filing of an application does not constitute authorization to hold any event, the event for which the permit is sought cannot be held unless a valid Temporary Extension of Licensed Premise Permit has been issued, and that the permit cannot be issued unless and until the fee has been paid and the application approved.

I understand the permit must be posted in a conspicuous place next to your retail license for the duration of the event.

*Paula Pitsch*

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Signature of Sole Proprietor, Partner or Agent



Dept. of Legal & Administrative Services  
Office of the City Clerk  
211 Walnut St. • P.O. Box 426 • Neenah WI 54957-0426  
Phone 920-886-6100 • Fax 920-886-6109  
e-mail cnagel@neenahwi.gov  
CHARLOTTE K. NAGEL, WCMC

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## MEMORANDUM

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**DATE:** July 26, 2024

**TO:** Mayor Lang, Members of Liquor License Review Subcommittee,  
Members of Public Services & Safety Committee, Members of the  
Common Council

**FROM:** Char Nagel, City Clerk

**RE:** Application for Regular “Class B” Combination Liquor License –  
My Place, 1127 S. Commercial Street

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The Clerk’s Office received a Transferring License Business to Business, an Original Alcohol Beverage Retail License Application, and an Operations Plan for Westhill Bar, Inc, d/b/a My Place at 1127 S. Commercial Street. The current “Class B” Combination Liquor License is issued to My Place, TNS, LLC. The bar, My Place, is being sold, in which part of the sale transaction is the transfer of the liquor license.

A background check has been successfully completed on My Place TNS, LLC, with no monies owed to the city. A background check was also conducted on the new owner and agent, Gurvinder Singh, with no issues reported. All transfer paperwork is in order. Approving the transfer to Westhill Bar Inc. does not impact the liquor license quota. The new owners intend to keep the operations and site layout of the bar the same as it currently is.

Staff recommends approval of the transfer of regular “Class B” Combination Intoxicating Liquor and Fermented Malt Beverage License to Westhill Bar Inc., d/b/a My Place at 1127 S. Commercial Street.

# Alcohol Beverage Individual Questionnaire

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

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

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

Part A: Business Information	
1. Legal Business Name (individual name if sole proprietor) WESTHILL BAR INC	
2. Business Trade Name or DBA MY PLACE	
3. Entity Type (check one)	
<input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Company <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Nonprofit Organization	

Part B: Individual Information			
1. Last Name SINGH	2. First Name GURVINDER	3. M.I.	
4. Relationship to Business (Title) PRESIDENT	5. Email [REDACTED]	6. Phone [REDACTED]	
7. Home Address 500 BOSWORTH LANE			
8. City NEENAH	9. State WI	10. Zip Code 549546	11. Date of Birth [REDACTED]
12. Drivers License/State ID Number [REDACTED]		13. Drivers License/State ID State of Issuance WI	

Part C: Address History							
1. Do you currently reside in Wisconsin? ..... <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No							
If yes to 1 above, how long have you continuously lived in Wisconsin prior to the date of application? ....			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;">Years</td> <td style="width: 50%; padding: 2px;">Months</td> </tr> </table>	Years	Months		
Years	Months						
2. List in chronological order all of your addresses within the last 5 years. Attach additional sheets if necessary.							
Previous Address 1 231 BOSWORTH LANE	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				
3. List all states and counties you have lived in as an adult. Attach additional sheets if necessary.							
State WI	County	State	County	State	County	State	County
State	County	State	County	State	County	State	County

Continued →

**Part D: Criminal History**

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

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


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

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

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

**Part E: Attestation**

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

Signature 	Date 06/19/2024
--------------------------------------------------------------------------------------------------	--------------------

<b>Agent Type</b> (check one)	
<input type="checkbox"/> Original (no fee)	<input type="checkbox"/> Successor (\$10 fee for municipal licensees only)

<b>Part A: Business Information</b>	
1. Legal Business Name (individual name if sole proprietor) WESTHILL BAR INC	
2. Business Trade Name or DBA MY PLACE	
3. Entity Type (check one) <input type="checkbox"/> Limited Liability Company <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Nonprofit Organization	
4. Alcohol Beverage Business Authorization (check one) <input checked="" type="checkbox"/> Municipal Retail License <input type="checkbox"/> State Permit	5. If successor agent, provide State Permit or Municipal Retail License Number
6. Describe the reason for appointing a successor agent, if successor is checked above.	


<b>Part B: Agent Information</b>			
1. Last Name SINGH	2. First Name GURVINDER	3. M.I.	
4. Email [REDACTED]		5. Phone [REDACTED]	
6. Home Address 500 BOSWORTH LANE			
7. City NEENAH	8. State WI	9. Zip Code 54956	10. Age [REDACTED]
11. Drivers License/State ID Number [REDACTED]		12. Drivers License/State ID State of Issuance WI	

<b>Part C: Agent Questions</b>	
1. Have you satisfied the responsible beverage server training requirement? ..... Submit proof of completion.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. Have you completed Form AB-100, <i>Alcohol Beverage Individual Questionnaire</i> ? ..... Submit a completed Form AB-100 with this form.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. Have you been a Wisconsin resident for at least 90 continuous days? ..... See instructions for exceptions.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Continued →

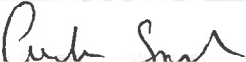
**Part D: Business Attestation**

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

Last Name SINGH	First Name GURVINDER	M.I.
Title PRESIDENT	Email [REDACTED]	Phone [REDACTED]
Signature 	Date 06/19/24	

**Part E: Agent Attestation**

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

Last Name SINGH	First Name GURVINDER	M.I.
Signature 	Date 06/19/24	



## Plan of Operation for Alcohol Beverage License Application

OFFICE OF THE CITY CLERK  
211 Walnut Street • Neenah, WI 54956  
(920) 886-6100

Your application will be returned for failure to fill out this form completely, correctly, and submit the required Detailed Floor Plan as outlined.

<b>Business Name:</b> My Place																													
<b>Address of Premises:</b> 1127 S Commercial St		<b>Business Telephone Number:</b> 920-727-4922																											
<b>Business Mailing Address – if different from address of premises :</b> Same																													
<b>Business Internet/E-mail Address:</b> [REDACTED]		<b>Business Fax Number:</b>																											
<b>Owner's Name:</b> GURVINDER SINGH		<b>Owner's Phone Number:</b> [REDACTED]																											
<b>Owner's Address include city, state, zip code:</b> 500 Busworth Lane Neenah, WI 54956																													
<b>Will the agent, a partner of the individual licensee be conducting the day-to-day operations of the business:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If no, list name and address of person who will:																													
<small>Class B Applicants: If the agent, a partner or the individual licensee will not be conducting the day-to-day operations of the business, the person listed above must obtain a Class B Manager's license.</small>																													
<b>Does anyone else have money invested or any other interest in this business?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, explain:																													
<b>What types of business do you or will you conduct at this location? (Check all that apply):</b> (Other licenses/permits may be required to operate your business.) <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Full Service Restaurant</td> <td><input type="checkbox"/> Café/Coffee Shop</td> <td><input type="checkbox"/> Bed &amp; Breakfast</td> </tr> <tr> <td><input type="checkbox"/> Grocery Store</td> <td><input type="checkbox"/> Convenience Market</td> <td><input type="checkbox"/> Hotel</td> </tr> <tr> <td><input type="checkbox"/> Liquor Store</td> <td><input type="checkbox"/> Indoor Golf Facility</td> <td><input type="checkbox"/> Private Sports Club</td> </tr> <tr> <td><input type="checkbox"/> Theater</td> <td><input checked="" type="checkbox"/> Wine Tasting Room</td> <td><input type="checkbox"/> Veterans Club</td> </tr> <tr> <td><input type="checkbox"/> Brew Pub</td> <td><input checked="" type="checkbox"/> Tavern <i>✓</i></td> <td><input type="checkbox"/> Fraternal Club</td> </tr> <tr> <td><input type="checkbox"/> Volleyball Court (Permanent Extension of Premises required)</td> <td><input type="checkbox"/> Catering (sales only allowed on the premises issued and alcohol beverage licensed)</td> <td><input type="checkbox"/> Video Game Center-6 or more games</td> </tr> <tr> <td><input checked="" type="checkbox"/> Bar &amp; Grill</td> <td><input type="checkbox"/> Night club</td> <td><input type="checkbox"/> Bowling Center</td> </tr> <tr> <td><input type="checkbox"/> Comedy Club</td> <td><input type="checkbox"/> Recreational Paint Studio</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Billiard Center</td> <td></td> <td></td> </tr> </table>			<input type="checkbox"/> Full Service Restaurant	<input type="checkbox"/> Café/Coffee Shop	<input type="checkbox"/> Bed & Breakfast	<input type="checkbox"/> Grocery Store	<input type="checkbox"/> Convenience Market	<input type="checkbox"/> Hotel	<input type="checkbox"/> Liquor Store	<input type="checkbox"/> Indoor Golf Facility	<input type="checkbox"/> Private Sports Club	<input type="checkbox"/> Theater	<input checked="" type="checkbox"/> Wine Tasting Room	<input type="checkbox"/> Veterans Club	<input type="checkbox"/> Brew Pub	<input checked="" type="checkbox"/> Tavern <i>✓</i>	<input type="checkbox"/> Fraternal Club	<input type="checkbox"/> Volleyball Court (Permanent Extension of Premises required)	<input type="checkbox"/> Catering (sales only allowed on the premises issued and alcohol beverage licensed)	<input type="checkbox"/> Video Game Center-6 or more games	<input checked="" type="checkbox"/> Bar & Grill	<input type="checkbox"/> Night club	<input type="checkbox"/> Bowling Center	<input type="checkbox"/> Comedy Club	<input type="checkbox"/> Recreational Paint Studio		<input type="checkbox"/> Billiard Center		
<input type="checkbox"/> Full Service Restaurant	<input type="checkbox"/> Café/Coffee Shop	<input type="checkbox"/> Bed & Breakfast																											
<input type="checkbox"/> Grocery Store	<input type="checkbox"/> Convenience Market	<input type="checkbox"/> Hotel																											
<input type="checkbox"/> Liquor Store	<input type="checkbox"/> Indoor Golf Facility	<input type="checkbox"/> Private Sports Club																											
<input type="checkbox"/> Theater	<input checked="" type="checkbox"/> Wine Tasting Room	<input type="checkbox"/> Veterans Club																											
<input type="checkbox"/> Brew Pub	<input checked="" type="checkbox"/> Tavern <i>✓</i>	<input type="checkbox"/> Fraternal Club																											
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<input type="checkbox"/> Comedy Club	<input type="checkbox"/> Recreational Paint Studio																												
<input type="checkbox"/> Billiard Center																													
<b>Briefly detail the type of business you plan to operate, if granted a license:</b> Bar & Grill																													
<b>What other types of licenses or permits will you or do you hold at this location? :</b>																													
<input checked="" type="checkbox"/> Tavern Entertainment	<input checked="" type="checkbox"/> Cigarette	<input checked="" type="checkbox"/> Amusement Devices																											
<input type="checkbox"/> Dance Hall	<input checked="" type="checkbox"/> Food (though Health Dept.)	<input type="checkbox"/> Other(s)																											

**If applying for a Class B or C license, what type of food service will you have? (check all that apply):**

<input type="checkbox"/> None	<input checked="" type="checkbox"/> Prepackaged Foods	<input checked="" type="checkbox"/> Snacks
<input checked="" type="checkbox"/> Appetizers	<input type="checkbox"/> Catered Events	<input checked="" type="checkbox"/> Full Meals

**What percentage of your total sales will be from the sales of alcohol beverages?** 15%  
**Is there at least 300 feet between the building and any church, school or hospital?**  Yes  No  
**How many alcohol serving premises are within a 4 block radius of your business?** 4  
**Do you have any future plans for other businesses, licenses or permits at this location?**  Yes  No  
 If yes, explain:  
**Is this premise under construction?**  Yes  No If yes, list estimated completion date:  
**Is this a franchise?**  Yes  No  
**What was the previous name & nature of the business operating at this location, if applicable?**  
 Same  
**Is this premises currently or ever been licensed?**  Yes  No If yes, list type of license:  
**Is the current licensee operating?**  Yes  No If no, list date closed:  
**If alcohol sales are a new use in this building,** please contact the Neenah Police Department at (920) 886-6000 to meet with Chief of Police to review regulations/ordinances.  
**What is the zoning classification for this premise?** Commercial

**HOURS OF OPERATION FOR ALCOHOL BEVERAGE SALES/SERVICE ONLY**

Day of the Week	Proposed Hours of Operation:	
	Open	Close
Sunday	10 Am	2 Am
Monday	10 Am	2 Am
Tuesday	10 Am	2 Am
Wednesday	10 Am	2 Am
Thursday	10 Am	2 Am
Friday	10 Am	2:30 Am
Saturday	10 Am	2:30 Am

**PROHIBITED HOURS OF OPERATION:**  
 Class A: 9:00 PM to 8:00 AM; Class B/C: Monday thru Friday 2:00 AM - 6:00 AM;  
 Class B/C: Saturday thru Sunday 2:30 AM - 6:00 AM

Legal Capacity/Occupancy of Premises: Inside <u>99</u> Outside _____ (does not include Class A) Call (920) 886-6130 if you have questions.	Number of Parking Spaces on the premises, not including street parking: <u>20</u>
-----------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------

**LITTER/GARBAGE:**  
**What are your plans to keep the grounds clean (check all that apply):**  
 Sweep  Pressure Wash  Pick Up Litter  Hire Maintenance  Garbage Cans Outside dumpsters  
 Other: \_\_\_\_\_

**Who is responsible to keep the grounds clean?** Licensee  Building Owner  Employees  
 Hire Maintenance  Other: \_\_\_\_\_

**NOISE: How will issues be addressed? (check all the apply):** Security  Manager approaches customer(s)  Call police  Signs posted  Other: Owner

**DETAILED FLOOR PLAN**

Please read all instructions before preparing the floor plan.

- A detailed floor plan must be submitted with this application.
- Even if the premises has been previously licensed and a floor plan submitted, a new floor plan must be submitted with this application.
- The floor plan must be filed on 8 1/2 x 11 inch sized paper. Plans do not need to be architectural drawings and need not be to scale. Handwritten plans are acceptable.
- A separate sheet of paper should be filed for each floor where alcohol will be stored, displayed, sold, given away and/or consumed.

The floor plan must include all of the following items:

1. Dimensions and total square feet of the premises (length x width = square feet)
2. Label all entrances and exits
3. Label and provide dimensions (length & width) of all alcohol storage areas (coolers, stock room, basement, etc.)
4. Label and provide dimensions (length x width) of all alcohol display areas (behind the bar, shelves, etc)
5. Class B & C Applicants only: Label and provide dimensions (length x width) of all outdoor areas used for the sale or service of alcohol beverages (for example, patios, beer gardens, sidewalk cafes)
6. Class B & C Applicants only: Label all seating areas, bars, and food preparation areas (kitchen)
7. Label and provide dimensions (length x width) for the first floor showing the relation of all parking areas on the premises to the building, not including street parking.
8. On each page mark the following: North ↑, Date, Business name & address

**ALL NEW & TRANSFER APPLICANTS:**

**Submit Proof of Ownership, Lease or Offer to Purchase the Building with this application.**

A Lease or Offer to Purchase must:

1. Be in the same legal entity names as those applying for the license
2. Reflect the same address as the premises address on this application
3. Reflect current dates and
4. Be signed by the lessor/seller and lessee/buyer

**Lease or Offer to Purchase may be contingent upon the license being granted.**

**Do you own or lease the building?** Check one:  Own  Lease

Who owns the fixtures (i.e. Coolers, etc.)? main floor and basement located at 1127 S. Commercial St plus outdoor extension on premise as indicated on map

Subscribed and sworn to before me  
this 19<sup>th</sup> day of June, 2024

Charlotte K Nagel  
Notary Public, State of Wisconsin

My Commission expires: 10-18-2027

Notary Seal must be affixed

[Signature]  
Signature of Individual/Partner/Officer

\_\_\_\_\_  
Signature of Partner/Officer

**Warning: Penalty provided for submitting false statements and affidavits with this application.**

**Your application will be returned for failure to fill out this form completely and correctly, and submit a detailed floor plan as indicated.**



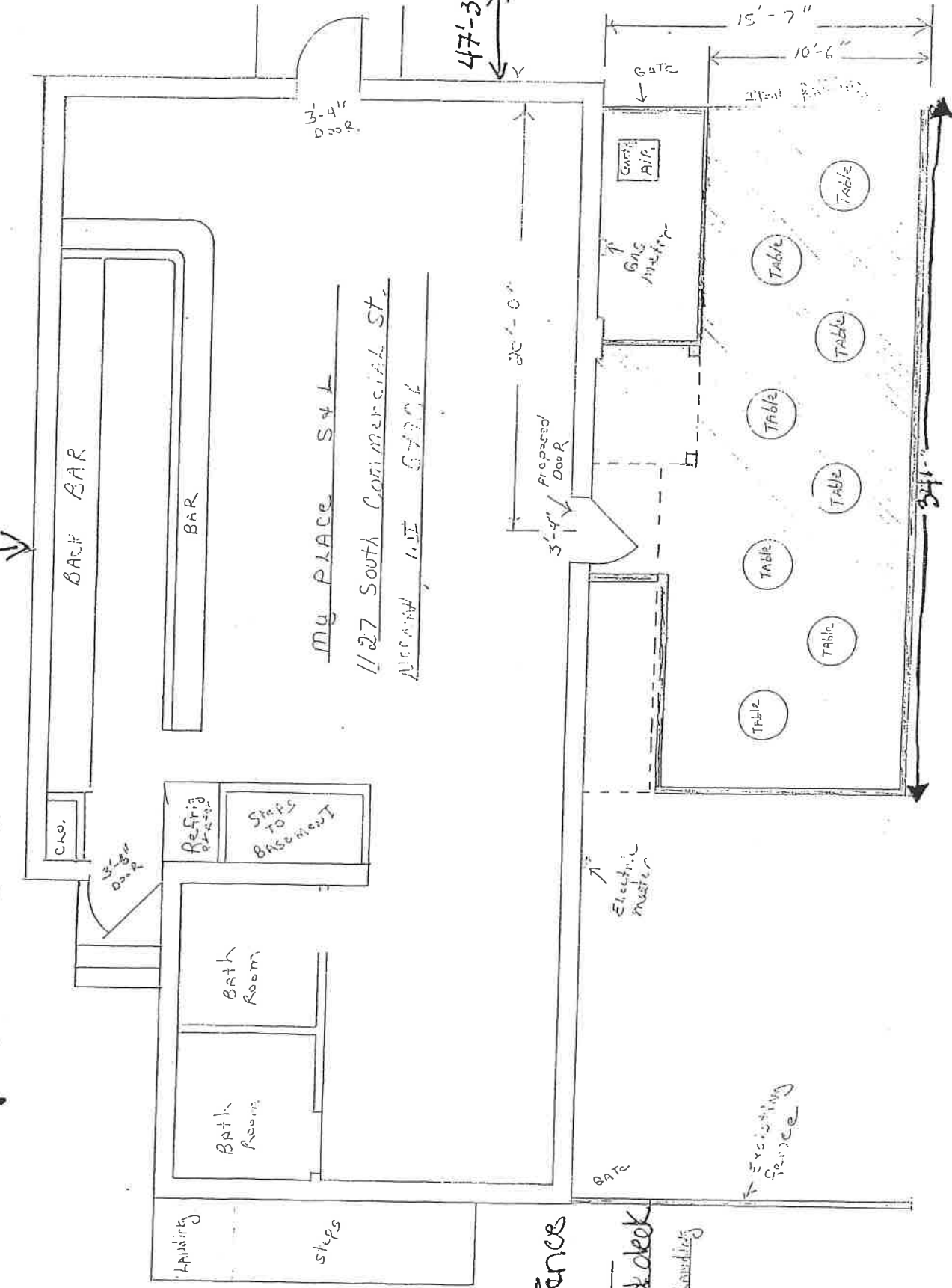
← wright st →

# My Place TNS

36'-1"

← Commercial St →

47'-3"



North

parking lot

wood fence

proposed deck  
steps

Laundry mat



## MEMORANDUM

**DATE:** July 26, 2024  
**TO:** Mayor Lang and Members of the Public Services and Safety Committee  
**FROM:** Gerry Kaiser, Director of Public Works  
**RE:** Nicolet Boulevard Traffic Signals

During discussion on the traffic signal cabinet upgrade at the Nicolet/Third intersection, Committee requested information regarding the agreements in place for the operation of the traffic signals at that intersection and at the Nicolet/Commercial/First/Washington/Sanford intersection. That information is below.

### Nicolet/Commercial/First/Washington/Sanford

This traffic signal was installed in 1979/1980. All costs related to the operation and maintenance of this traffic signal are Neenah costs. The only documentation that I have found related to its installation are:

- a 1972 resolution authorizing application to the Federal TOPICS program to fund installation with 55% of the cost being charged to Neenah's TOPICS apportionment and 45% being charged to Menasha's apportionment.
- the 1979 contract specifications.
- an agreement with WisDOT authorizing the installation conditioned on their requirements. Since Commercial Street/Washington Street are part of the STH 114 connecting highway, this installation required WisDOT approval. I did not find a signed copy of this agreement.

I was unable to locate any sort of operating agreement with Menasha. Since 4 of the 5 approaches lie within Neenah, it makes sense to me that we operate and maintain it.



### Nicolet/Third/Ahnaip

The documentation on this signal installation is more complete. There was an installation agreement between Neenah and Menasha in 1988 that spelled out the 50/50 cost share arrangement. There was a separate agreement covering the operation of the traffic signal (attached). Neenah is the operating entity while Menasha pays for the electricity.

Since its installation in 1989, very few changes have been made to the signal infrastructure. The upgrades that have been made include:

- replacing the controller. We acquired several controllers that WisDOT was taking out of inventory at no charge. One of those controllers was placed here.
- replacing or resealing traffic detection loops, as needed.
- converting the signal heads to LED faces. Not only does this save in electricity cost, it saves in our staff time to replace lamps.
- replacing the original steel signal poles with aluminum poles. Some of these were done as signal knockdowns were repaired and were charged to the at-fault driver.

In the past 10 years, we have had no significant capital costs at this intersection. The electricity use, under normal operation is about \$35/month so, during that same time, Menasha spent roughly \$4000 on electricity.

The traffic signal cabinet upgrade in process for this intersection is, what I would consider, the first major capital expenditure that we've made at this intersection since the original construction. As Traffic Engineer Merten noted at the March 26 Committee meeting, the new equipment being installed is designed specifically for LEDs, can run on low-voltage DC that is "touch safe," provides more detailed troubleshooting reporting, and provides flexibility in hardware that best allows for future-proofing of the cabinet as technology evolves.

When viewed in total, it is my opinion that the 1988 agreement for operation of the traffic signals at this intersection is balanced and treats each community fairly.

INTERMUNICIPAL AGREEMENT

CITY OF MENASHA - CITY OF NEENAH

AGREEMENT entered into between the City of Menasha, a Wisconsin Municipal Corporation, located in Winnebago County, State of Wisconsin, and the City of Neenah, a Wisconsin Municipal Corporation, located in Winnebago County, State of Wisconsin.

OPERATION OF SIGNALS AT NICOLET, AHNAIP AND THIRD STREET

- 1.) It is agreed that the City of Neenah will provide maintenance and programming for the intersection.
- 2.) It is agreed that the City of Menasha will pay the monthly electric charges by the Menasha Utility.
- 3.) It is agreed that damage to signals within Menasha's city limits will be billed to the City of Menasha.

Dated this 19th day of April, 1988, as to the City of Menasha.

CITY OF MENASHA

By

Thomas Ciske  
Thomas Ciske, Mayor

By

Raymond C. Zielinski  
Raymond Zielinski, City Clerk 4/22/88

Dated this 13th day of April, 1988, as to the City of Neenah.

CITY OF NEENAH

By

Marigen Carpenter  
Marigen Carpenter, Mayor

By

Jean Moxon  
Jean Moxon, City Clerk

Approved As To Form:

Richard Steffens  
Attorney Richard Steffens  
City of Menasha

James Gunz  
Attorney James Gunz  
City of Neenah



Department of Public Works  
211 Walnut St. • P.O. Box 426 • Neenah WI 54957-0426  
Phone 920-886-6241 • e-mail: gkaiser@neenahwi.gov  
GERRY KAISER, P.E.  
DIRECTOR OF PUBLIC WORKS

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## M E M O R A N D U M

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**DATE:** July 26, 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

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- 1) Contract 7-21 (Harrison Pond): Troubleshooting is being done on the pump manhole to get them in operation.
- 2) Contract 1-23 (Chestnut, Burr, Dieckhoff, Laudan Utility and Street Construction): Work is complete. A punchlist has been provided to the contractor and final quantities are being prepared.
- 3) Contract 7-23 (High, River Utility and Street Construction): Work is complete. A punchlist is being prepared along with final quantities are being prepared.
- 4) Contract 1-24 (Belmont Ct, Belmont Av, Cedar St, Stevens St-Utilities and Street): Utility work is complete. Road excavation has started on Cedar.
- 5) Contract 2-24 (E. Doty Av - Utilities and Street): Utility mains are installed except for the tie-ins at Pine. Services are being installed in the right-of-way east of Oak
- 6) Contract 3-24 (Bayview Rd, Commercial St Water Crossings, Quarry Ln, Reed St - Utilities and Street):
  - a) Bayview Rd: Concrete paving is complete. Driveway installation and landscaping are the next steps.
  - b) Commercial St Water Crossings: Utility installation is complete.
  - c) Quarry Ln: Utility work is complete. The street is in the rest period.
- 7) Contract 4-24 (S. Park Avenue Easement – Utilities): Work is scheduled to start in August.
- 8) Contract 5-24 (North St - Utilities and Street): Utility installation is complete.
- 9) Contract 6-24 (Jewelers Park Drive – Street): Work is complete. Final quantities are being prepared.
- 10) Contract 7-24 (Misc Concrete Pavement/Sidewalk Repair): Work on the Plummer Ct sidewalk is set to start the week of 7/29.
- 11) Contract 8-24 (Misc Asphalt Pavement/Sidewalk Repair): This contract was awarded to MCC, Inc. A schedule has not been set.
- 12) Contract 10-24 (Tullar Garage Roof, Phase 2): The contract was awarded to H.I.S. Company. They are planning to do this work in August.
- 13) Contract 11-24 (Douglas Park Pond): Pond design is being finalized in preparation for bidding.
- 14) Contract 13-24 (S. Commercial St Turn Lane at Winneconne Av): The contract was awarded to Vinton Construction. A work has not been scheduled. We are working through the property appraisal.