

**CITY OF NEENAH**  
**PUBLIC SERVICES AND SAFETY COMMITTEE MEETING**  
**May 9, 2023 @ 6:30 PM**  
**City Hall, 211 Walnut Street**  
**Hauser Room**

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 25, 2023 (Attachment)
2. Public Appearances
3. S. Commercial Street Property Access Discussion (Attachment)
4. Public Works 2023 Capital Improvement Program Amendment Request (Attachment)
5. Licenses  
    Bergstrom Mahler Museum of Glass-Art After Dark (Attachment)
6. Special Event Applications
  - a. Neenah High School Graduation Parade (Attachment)
  - b. Barrel 41 HAKAS (Attachment)
  - c. Bergstrom Mahler Museum of Glass-Art After Dark (Attachment)
  - d. Race the Lake (Attachment)
7. Public Works General Construction and Department Activity Report (Attachment)
8. Announcements/Future Agenda Items
9. 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](mailto: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 25, 2023, 6:30 PM**

**Present:** Alderpersons Borchardt, Hillstrom, Lendrum, Stevenson, and Weber

**Excused: NONE**

**Also Present:** Mayor Lang, Public Works Director Kaiser, Community Development Direct Haese, Police Chief Olson, Traffic Engineer Merten, and Public Works Office Manager Mroczkowski

Public Appearances:

**NONE**

Approval of Minutes of the Meeting of April 11, 2023

**Motion/Second/Carried by Hillstrom/Borchardt to approve the minutes of the Meeting of April 11, 2023.** All voting aye.

Community Development Ordinance Update

Community Development Director Haese reviewed his memo of April 19, 2023. He stated that Community Development contracts with E Plan to conduct the state's review of the building plans submitted to the department that require state approval. Director Haese stated that as part of that process, E Plan reviews the city's building code to make sure there are no ordinance provisions that conflict with state statutes. He stated that there are four minor changes being recommended.

Report

**Following Discussion: Motion/Second/Carried by Stevenson/Weber to recommend Council approve Ordinance 2023-07 to modify the Neenah Municipal Code to allow for continuity with state UDC code.** All voting aye.

S. Commercial Street Hazardous Material Investigation

Traffic Engineer Merten reviewed his memo of April 20, 2023. He stated that one of the state requirements for this project is to have a hazardous material assessment done. He stated that the city contracted with Westwood Professional Services to complete the Phase I hazardous material assessment report. Traffic Engineer Merten stated that Westwood completed the assessment and are recommending a more in-depth investigation for thirteen sites within the project limits, to determine if the potential hazardous material will impact the S. Commercial Street project.

Traffic Engineer Merten stated that five consultants were invited to submit a proposal. He stated that three responded, with MSA Professional Services having the lowest cost proposal at \$31,875.00. He stated that the other two were Westwood with a quote of \$37,600.00 and ECS Midwest LLC with a quote of \$68,608.00.

Alderson Weber asked Traffic Engineer Merten if he could explain ECS Midwest's quote being double of the other two. Traffic Engineer Merten stated that Westwood and MSA have a better understanding of the scope work with this project and may have been able to refine their proposal based on their knowledge of the project.

Alderson Stevenson asked if this work was part of the original scope of work that the committee approved. Traffic Engineer Merten stated that it was.

Report

**Following Discussion: Motion/Second/Carried by Borchardt/Stevenson to recommend Council approve entering into a contract with MSA Professional Services for their proposal to provide Phase II Hazardous Materials Investigation for the 2025 S. Commercial Street reconstruction project. All voting aye.**

#### Police Department 2023 1<sup>st</sup> Quarter Statistics

Police Chief Olson reviewed the 2023 1<sup>st</sup> Quarter Statistics. He stated that the police department took 5,516 calls for service. He stated that of the 5,516 calls, 741 were traffic stops.

Chief Olson reviewed the Unified Crime Report (UCR). He noted that 49% of the crime reported was Crimes Against Property, 26% was Crimes Against Person, and 25% was Crimes Against Society.

Chief Olson reviewed Traffic Warnings. He noted that there were 735 traffic warnings in 2023, compared with 681 in 2021 and 362 in 2022. He stated that the highest number of warnings were issued in January for speeding.

Chief Olson reviewed Traffic Citations. He noted that these numbers are down due to staffing issues. Chief Olson stated that the department is down five officers. He stated that 302 citations were issued in the 1<sup>st</sup> quarter which is in line with 2021 with 318. He stated that 2022, 656 citations were issued. He stated that the 2022 numbers he contributes to being at full staff.

Chief Olson reviewed the Traffic Safety Officer's statistics. He noted that statistics for Officer Edwards were 328 traffic stops, 49 citations, 362 warnings, 6 warrants, 1 felony, 2 misdemeanors, and 1 ordinance. Chief Olson noted that Officer Edwards has been responding to other calls as well due to staffing shortages.

Chief Olson reviewed OWI Arrest. He noted that there were 8 in 2023, 14 in 2022 and 12 in 2021.

Chief Olson reviewed Parking Citations. He noted that these numbers are down as well due to staffing shortage and problems with the parking software. He stated that typically the department has eight CSA's. He stated that currently there are two. Chief Olson stated that the parking software is set to be upgraded in the next couple of weeks so he anticipates an increase in parking citations issued.

Chief Olson reviewed Accidents. He noted that accidents are up in 2023 with 138, compared to 98 in 2021 and 80 in 2022.

Chief Olson reviewed Overdoses. He noted that there were 10 in 2023, 12 in 2022 and 16 in 2021.

Chief Olson reviewed Dangerous Animals. He noted that staff and the Finance Department is working with one owner of a designated dangerous dog. He stated that the owner has complied with all of the requirements to be able to keep the dog in the City of Neenah.

Chief Olson reviewed Open Records Requests. He noted that in the 1<sup>st</sup> quarter of 2023 there were 412 requests, 436 responses and 4,890 minutes on media.

Chief Olson reviewed Code Enforcement. He noted that our code enforcement officer has been on light duty and starting today will be off for three months. Officer Franzke will be filling in during her absence. He noted that in the 1<sup>st</sup> quarter of 2023, 287 inspections were done, 158 new cases were opened, 48 cases were closed, 12 services fees were issued, 6 Tracs citations were issued, 4 long form violations and 2 parking citations were issued.

**Following Discussion: Motion/Second/Carried by Hillstrom/Borchardt to receive and place on file.** All voting aye,

#### Freedom Acres, Homes at Freedom Meadows-Two-Inch Mat Cost

Director Kaiser reviewed his memo of April 21, 2023. He stated that in the City Contract 10-23, the temporary asphalt surface for Freedom Acres and Homes at Freedom Acres has been included. He stated that between the two developments there is \$106,700.00 in escrowed funds for the two-inch mat to be done in the two subdivisions. Director Kaiser stated that the bid prices came in at \$163,638.00, \$56,938.00 over the escrow. He stated that there is funding available to proceed with the project.

Director Kaiser stated that there is a language in the development agreement that if the escrow is not enough to cover the cost of the two-inch mat, the city reserves the right to special assess the shortage against the individual lots in the two subdivisions. He stated that the cost per parcel in Freedom Acres would be \$2,119.24 and in Homes at Freedom Acres the per parcel cost would be \$879.63. Director Kaiser stated that the decision to special assess lies with the council. He requested a recommendation from this committee whether to exercise that right or not.

Aldersperson Hillstrom asked if there are houses on all of the lots. Director Kaiser stated that Freedom Acres has about five lots with houses or are in the process of being built. He stated that Homes at Freedom Acres, the majority of the lots either have a house or are currently under construction.

Alderson Borchardt asked if we do not special assess, where will the money come from. Director Kaiser stated that there is a line-item Capital Improvement budget for \$50,000 for miscellaneous two-inch mat work and \$100,000 in carry forward funds from 2021 and 2022. He stated that if we do not assess the shortfall, then the \$56,000 will be absorbed by everyone in the city.

Alderson Stevenson asked if the property owners were notified. Director Kaiser stated that they have not. He stated that if the special assessment method were chosen, we would follow the standard protocol for exercising the right to assess the costs back to the property owner. Director Kaiser stated that we can assess the property owners after the project is complete,

Alderson Borchardt asked if we do not use the carry forward funds, and keep carrying it forward, how long do we have to use the money. Director Kaiser stated that he had allocated those funds in anticipation of these two subdivisions.

Alderson Borchardt asked what the normal practice for a situation like this is. Director Kaiser stated that we have not encountered a situation before to this degree. He stated that the difference in actual cost to escrow is substantial and he felt that the decision as to how to proceed needed to be done at the committee and council level.

Alderson Borchardt asked what will happen to the 2023 budget line item of \$50,000 if it is not used for this project. Director Kaiser stated that it will go back into the public infrastructure fund balance.

The Committee discussed further what can be done in the future so that the escrowed funds are closer to the budgeted funds, so the city does not end up in this situation again. Committee discussed if individual escrowed items can be combined and used to cover the shortfall.

Alderson Borchardt stated that he likes the idea of combining all the escrowed funds. He stated that it can provide some flexibility throughout the eight-year life cycle of the two-inch mat. He stated that he does support the idea of the city paying for a third of the project.

Director Kaiser stated that there is a benefit to public works operations to putting down a two-inch mat. He stated that he would be fine with cost sharing this project.

Alderson Weber stated that he would also like staff to research the idea of pooling the escrowed funds. He stated that would allow time for staff to communicate with the property owners of a potential special assessment.

Alderson Borchardt stated that he would like to see some type of follow up with the property owners regarding the correspondence that is mailed to them with these types of projects. He stated that he constantly is hearing from property owners that they did not receive the notices.

Alderson Stevenson suggests that staff to research the option of combining the escrow funds before a decision is made as to how to proceed with the covering the shortfall.

Director Kaiser stated that he will look into this report back to committee.

### 2021-2022 Comparison Reports

Director Kaiser stated that Office Manager Mroczkowski put together a 2021 to 2022 comparison of operation services. Director Kaiser reviewed the reports.

Aldersperson Borchardt stated that he would like to see a more efficient process for the drop-off center access than what we have in place.

### 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. Work on the water feature stones will continue when weather allows.

Aldersperson Hillstrom asked about the completion of the pond. Director Kaiser stated that we are waiting on electrical work. He stated that before we proceed further, we would like to get the meter pedestal installed. He stated that Kuehl Electric is having a difficulty locating one.

- 2) Contracts 11-22A and 11-22B (Lead service line replacement): Work is substantially complete. Restoration will be finished later this year.
- 3) Contract 1-23 (Chestnut, Burr, Dieckhoff, Laudan Utility and Street Construction): Sewer lateral/water service pulling is about 35% complete. Sewer main installation is complete on Burr Avenue and on Chestnut between Burr and Oak. Sanitary main installation is ongoing moving north from Burr and south from Division. Rock was encountered on Burr Avenue.

Director Kaiser stated that we had a situation today at a house on Chestnut that we are pulling a new service into the basement. He stated that there is a possibility that the tiles on the basement floor are asbestos. He stated that we will be bringing in a contractor to test the air quality of the home. He stated that the Wisconsin Department of Health Services was notified.

Aldersperson Weber asked who will be responsible for covering the cost.

Director Kaiser stated that typically when there is extra plumbing work or other types of extra work, it is passed onto the homeowner. He stated that is what will be done in this case.

- 4) Contract 2-23 (Charles, Hughes, Memorial, Patrick, Brantwood Dr/Ct Utility and Street): The contractor is scheduled to start work the week of April 24 on Brantwood Drive.
- 5) Contract 3-23 (Concrete Pavement/Sidewalk Repair): The contract has been awarded to Al Dix Concrete, Inc. A work schedule has not been set.
- 6) Contract 4-23 (Asphalt Repairs): The contract was awarded to MCC, Inc. A work schedule has not been set.

- 7) Contract 5-23 (New Subdivision Street Construction): The contractor has started curb/gutter preparations on Amber Lane. Amber Lane, Cardinal Plat and Integrity Plat streets have been proof-rolled to test the condition of the subgrade. They tested well.
- 8) Contract 6-23 (Columbian Av Utility and Street Construction): Sanitary sewer main installation is complete. Water main installation is ongoing. Sewer laterals have been installed within the right-of-way on the north side of the street.
- 9) Contract 7-23 (High, River Utility and Street Construction): The project was advertised on April 20. Bid opening is scheduled for May 3. The permit has been submitted to the railroad.
- 10) Contract 9-23 (Epoxy Pavement Marking): The project was awarded to Century Fence. A work schedule has not been set. The primary work areas are the roundabouts at Breezewood / Gillingham, Bell / Harrison, Winneconne / Green Bay, Winneconne / Lake, Green Bay / Festival, and Green Bay / Fox Point along with mainline work on Bayview Road and S. Lake Street.
- 11) Contract 10-23 (Parking Lot, Temporary Asphalt Street Construction): The project bid has been awarded to NEA. A schedule has not been set.
- 12) The annual storm water report was submitted to WDNR at the end of March.
- 13) The annual recycling report is being prepared for submittal by the end of April.
- 14) TDS Telecom: Quanta, the contractor for TDS, has restarted work. They are restoring hardscape that was temporary patched over winter and are completing boring work in one of their four open work permits.


Aldersperson Hillstrom asked how far along TDS is. Director Kaiser stated that TDS is about a third of way complete. He stated that staff is requiring them to make restoration to the four areas they have complete before moving on to new areas.

Announcements/Future Agenda Items

None

**Adjournment: Motion/Second/Carried Borchardt/Hillstrom to adjourn at 8:14 PM.**  
All voting aye.

Respectfully submitted,



Lisa Mroczkowski  
Public Works Office Manager



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

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**TO:** Mayor Lang and Members of the Common Council  
**FROM:** James Merten, Traffic Engineer  
**DATE:** May 5, 2023  
**RE:** S. Commercial St. Property Access Discussion

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Neenah's South Commercial Street corridor is the most densely driveway-populated in the City. Together with high volume of traffic, the sheer quantity of access points creates greater probability for conflict between roadway users. As a result, this corridor has historically been subject to a higher crash rate than other major corridors within Neenah. This concern has been recognized in past efforts to reduce traffic accidents, such as the "road diet" installed alongside the utility construction project in 2013. Similarly, the upcoming reconstruction project in 2025 presents an opportunity to implement further safety improvements. One such opportunity is to remove, relocate, or narrow driveways that are duplicates, poorly located, overly wide, or unused. Public Works and Community Development staff working on the 2025 project propose initiating conversations with property owners whose parcels contain one or more of the following conditions: (See attached letter and list of affected properties.)

1. A driveway is within 50 feet of an intersection.
2. The property has more than two driveways.
3. A driveway opening leads to an unpaved surface.
4. A driveway has severe visibility restrictions when approaching the street.
5. The width of a driveway is in excess of 30 feet.
6. The alignment of a commercial driveway relative to another across the street creates a turning path conflict within the two-way left turn lane.
7. A parking lot abuts the sidewalk and there is not sufficient space for vehicles to maneuver within the lot without traversing over the sidewalk.

Staff intent is to mitigate safety concerns resulting from these conditions through voluntary concessions from property owners at this time. In several cases, driveway removals and relocations can improve internal site flow, increase parking supply, and enhance curb appeal. It should be noted that if and when it's determined a particular driveway *must* be reduced or eliminated, the City's police powers may need to be resorted to. My objective with bringing this forth is to inform you of this effort and to respond to questions or concerns regarding the use of staff resources for this work.



211 Walnut Street P.O. Box 426 Neenah, WI 54956  
+1 (920) 886-6240 | [publicworks@neenahwi.gov](mailto:publicworks@neenahwi.gov)

[DATE]

[PROPERTY OWNER]  
[MAILING ADDRESS]  
[CITY STATE ZIP]

RE: S. Commercial Street Reconstruction Project

Dear [PROPERTY OWNER],

We are reaching out to you regarding your property located at [PROPERTY ADDRESS]. As part of the 2025 South Commercial Street reconstruction project, the City of Neenah proposes to improve traffic safety by reducing the number of locations where unnecessary hazards and/or congestion now exist. This includes reducing the size and quantity of driveways. Given initial design work, your property contains at least one driveway that could be reduced in size or eliminated as part of the project.

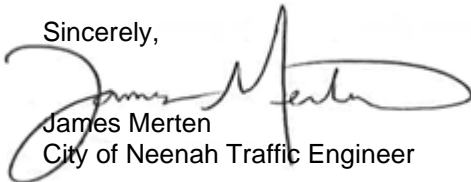
At your earliest convenience, please contact either of us via the email or phone numbers listed below. We would like to discuss options with you and are happy to meet you on site, if desired.

James Merten  
Traffic Engineer  
City of Neenah  
[jmerten@neenahwi.gov](mailto:jmerten@neenahwi.gov)  
(920) 886-6240

Brad Schmidt  
Deputy Community Development Director  
City of Neenah  
[bschmidt@neenahwi.gov](mailto:bschmidt@neenahwi.gov)  
(920) 886-6125

We certainly appreciate your time and effort involved on addressing this topic.

Sincerely,



James Merten  
City of Neenah Traffic Engineer

cc: Public Works Director Gerry Kaiser  
Community Development Director Chris Haese  
Mayor Jane Lang  
Neenah Common Council

**2025 S COMMERCIAL STREET RECONSTRUCTION PROJECT - DRIVEWAY MODIFICATION NOTIFICATION LIST**

#	PROPERTY ADDRESS	PROPERTY DESCRIPTION	CONDITION/CONCERN
1	521 S COMMERCIAL ST	EXXON MOBIL EXPRESS GAS STATION	1, 5
2	601 S COMMERCIAL ST	GALLOWAY COMPANY	1, 2, 5, 6, 7
3	886 S COMMERCIAL ST	GRASS LOT BY VINTAGE MALL	3
4	896 S COMMERCIAL ST	R&L AUTO CARE (JUMPSTART)	1, 2
5	899 S COMMERCIAL ST	BP GAS STATION	1, 2
6	905 S COMMERCIAL ST	CRANKY PAT'S	1, 2, 5, 7
7	912 S COMMERCIAL ST	AUTO DEPOT	3
8	1104 S COMMERCIAL ST	FOUR SEASONS	1, 2, 6
9	1112 S COMMERCIAL ST	MORTON SAFETY	7
10	1117 S COMMERCIAL ST	GILL LIQUOR	1, 2, 6
11A	1127 S COMMERCIAL ST	MY PLACE	1, 5, 7
11B	1131 S COMMERCIAL ST & 104 WRIGHT AVE	CRE8LAB	PROPOSED SHARED ARRANGEMENT WITH 1127 S COMMERCIAL ST
12	1132 S COMMERCIAL ST	BARREL 41/DOLLAR GENERAL/MARCOS PIZZA	2, 3, 6
13	1205 S COMMERCIAL ST	RESIDENCE	3
14A	1218 S COMMERCIAL ST	RESIDENCE	PROPOSED SHARED ARRANGEMENT WITH 1220 S COMMERCIAL ST
14B	1220 S COMMERCIAL ST	ERIC SODA AMERICAN FAMILY INSURANCE	7
14C	1224 S COMMERCIAL ST	FOREVER YOUNG CHILD CARE	PROPOSED SHARED ARRANGEMENT WITH 1220 S COMMERCIAL ST
15	1229 S COMMERCIAL ST	(RESIDENCE)	3
16	1231 S COMMERCIAL ST	(SHILOBRITS)	3
-	1233 S COMMERCIAL ST	SUITE ONE SALON/FARMERS INSURANCE	NOTICE OF DRIVEWAY REMOVAL AT 1231 S COMMERCIAL ST
17	1236 S COMMERCIAL ST	RAY'S TRANSMISSIONS	1, 2, NOTICE OF DRIVEWAY REMOVAL AT 1231 S COMMERCIAL ST
18	1305 S COMMERCIAL ST	KRIST GAS STATION	5
19	1311 S COMMERCIAL ST	(HARN'S FURNITURE)	3
20	1313 S COMMERCIAL ST	(HARN'S FURNITURE)	3
21	1315 S COMMERCIAL ST	HAIR CONNECTION	6, NOTICE OF DRIVEWAY REMOVAL AT 1313 S COMMERCIAL ST
22	1338 S COMMERCIAL ST	THE DOME	6, NOTICE OF DRIVEWAY REMOVAL AT 1311 S COMMERCIAL ST
23	1348 S COMMERCIAL ST	XTRA INNINGS	4
24	1352 S COMMERCIAL ST	LES'S ONE BETTER	5, 7
25	1360 S COMMERCIAL ST	PAPA'S CAFÉ	4
26	1339 S COMMERCIAL ST	SELF SERVE CAR WASH	1, 2, 5, 6
27	1345 S COMMERCIAL ST	(NEW CANVAS, DB'S POWER CENTER)	POTENTIAL UNNECESSARY DUPLICATE DRIVEWAY
28	1435 S COMMERCIAL ST	SOUTHGATE APARTMENTS	7, POTENTIAL UNNECESSARY DUPLICATE DRIVEWAY



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

**DATE:** May 5, 2023  
**TO:** Mayor Lang and Members of the Public Services and Safety Committee  
**FROM:** Gerry Kaiser, Director of Public Works  
**RE:** Public Works 2023 Capital Improvement Program Amendment Request

With our latest bid opening, Contract 7-23, I updated the contract account summary for all of the work that was bid this year (summary attached). The result is that our street and sidewalk projects have come in about \$1,000,000 below budget. The bulk of that - about \$650,000 - comes from the bids received for the new subdivision streets. I am interested in using some of that excess to complete other projects identified in my recently submitted 2023-2027 CIP request. There were two criteria that were used to consider projects:

1. The project could not include major sanitary sewer or water utility work because of the limited time we have available to prepare plans and because this would impact other budgets.
2. There could not be any assessments related to the work.

With those criteria, the list below is the pool of possible projects.

	2021		PROJECT LISTING								
	PASER	Length	Type	Pavement	STREET	Length	Laterals	SANITARY	STORM	WATER	TOTAL
Hunt Av (Harrison - Cecil)	2	1,215	RES2	Asphalt	\$200,500	0	0	\$0	\$18,000	\$0	\$218,500
Fairwood Drive (W terminus - Harrison)	3	1,056	RES2	Asphalt	\$174,200	0	0	\$0	\$16,000	\$0	\$190,200
Brookwood Drive (Hunt - Fairwood)	3	581	RES2	Asphalt	\$95,900	0	0	\$0	\$9,000	\$0	\$104,900
Hawthorne Street (Yorkshire - E terminus)	3	800	RES3	Asphalt	\$200,000	0	0	\$0	\$16,000	\$0	\$216,000
Yorkshire Road (Hawthorne - Park)	2	1,109	RES2	Asphalt	\$183,000	0	0	\$0	\$22,000	\$0	\$205,000
Oakridge Road (Tullar - concrete)	2	940	RES1	Asphalt	\$30,000	0	0	\$0	\$0	\$0	\$30,000
<b>TOTAL</b>		<b>4,486</b>			<b>\$883,600</b>	<b>0</b>	<b>0</b>	<b>\$0</b>	<b>\$63,000</b>	<b>\$0</b>	<b>\$964,600</b>

The total for the six projects is more than I am comfortable committing because we are in the very early stages of work on the 2023 projects. Given that, my preference would be to tackle Hunt Avenue, Fairwood Drive, and Brookwood Drive in addition to a thin overlay on Oakridge Road. That project listing is shown below.

	2021		PROJECT LISTING								
	PASER	Length	Type	Pavement	STREET	Length	Laterals	SANITARY	STORM	WATER	TOTAL
Hunt Av (Harrison - Cecil)	2	1,215	RES2	Asphalt	\$200,500	0	0	\$0	\$18,000	\$0	\$218,500
Fairwood Drive (W terminus - Harrison)	3	1,056	RES2	Asphalt	\$174,200	0	0	\$0	\$16,000	\$0	\$190,200
Brookwood Drive (Hunt - Fairwood)	3	581	RES2	Asphalt	\$95,900	0	0	\$0	\$9,000	\$0	\$104,900
Oakridge Road (Tullar - concrete)	2	940	RES1	Asphalt	\$30,000	0	0	\$0	\$0	\$0	\$30,000
<b>TOTAL</b>		<b>3,792</b>			<b>\$500,600</b>	<b>0</b>	<b>0</b>	<b>\$0</b>	<b>\$43,000</b>	<b>\$0</b>	<b>\$543,600</b>

The Oakridge Road work could be done through a change order to an existing contract. Hunt, Fairwood and Brookwood would be new contract. In discussing this with my staff and taking into account the bid environment at this time of year, we would likely give contractors the flexibility to do the work this year or carry it over into next year. This flexibility is intended to improve our pricing.

If Committee is agreeable to this work, the appropriate motion would be to recommend that Council approve an amendment to the 2023 capital improvements budget to add resurfacing on Hunt Avenue (Harrison to Cecil), Fairwood Drive, Brookwood Drive, and Oakridge Road (Tullar to the concrete pavement).

I am unable to attend the meeting on May 9, so if there are any questions about this request, please don't hesitate to contact me.

2023 Contract Account Summary																	
Account Description	Account #	Budget	Contract 1-23 (Chestnut)			Contract 2-23 (Courts, Brantwood)			Contract 3-23 (Misc Concrete Repair)			Contract 4-23 (Misc. Asphalt Repair)			Contract 5-23 (New Subdivisions)		
			Breakdown	Proj. Adj.	Total	Breakdown	Proj. Adj.	Total	Breakdown	Proj. Adj.	Total	Breakdown	Proj. Adj.	Total	Breakdown	Proj. Adj.	Total
Street - Chestnut St	012-4333-743-0236	\$710,000	\$ 624,000.00		\$ 624,000.00												
Street - Dieckhoff St	012-4334-743-0236	\$61,000	\$ 54,298.50		\$ 54,298.50												
Street - Burr Av	012-4335-743-0236	\$89,000	\$ 78,000.00		\$ 78,000.00												
Street - Memorial Park Courts	012-4336-743-0236	\$309,000				\$ 242,000.00		\$ 242,000.00									
Street - Laudan Blvd	012-4337-743-0236	\$114,000	\$ 100,000.00		\$ 100,000.00												
Street - River St/High St	012-4338-743-0236	\$133,000															
Street - Brantwood Dr	012-4339-743-0236	\$236,000				\$ 185,000.00		\$ 185,000.00									
Street - Brantwood Ct	012-4340-743-0236	\$59,000				\$ 46,034.50		\$ 46,034.50									
Street - Columbian Av	012-4341-743-0236	\$345,000															
Street - Liberty Heights	012-4627-743-0236	\$2,031,000														\$1,765,464.00	\$ 1,765,464.00
Street - Integrity Acres (includes sidewalk)	012-4628-743-0236	\$861,000														\$ 597,047.00	\$ 597,047.00
Street - Arthur Plat	012-4629-743-0236	\$129,000														\$ 94,093.00	\$ 94,093.00
Street - Cardinal Plat (includes sidewalk)	012-4630-743-0236	\$410,000														\$ 319,842.00	\$ 319,842.00
Street - Pavement Marking Undesignated (2022)	012-5198-743-0236	\$50,000															
Street - Pavement Marking Undesignated (2023)	012-5198-743-0236	\$55,000															
Street Repair Undesignated (CF)	012-5199-742-0236	\$40,164							\$ 40,164.00		\$ 40,164.00						
Street Repair Undesignated (2022)	012-5199-743-0236	\$25,199							\$ 25,199.00		\$ 25,199.00						
Street Repair Undesignated (2023)	012-5199-743-0236	\$200,000							\$ 79,509.00		\$ 79,509.00	\$ 3,043.00		\$ 3,043.00			
Sidewalk / Trail Maintenance (CF)	012-5301-742-0236	\$52,086							\$ 52,086.00		\$ 52,086.00						
Sidewalk / Trail Maintenance (2022)	012-5301-743-0236	\$32,535							\$ 32,535.00		\$ 32,535.00						
Sidewalk / Trail Maintenance (2023)	012-5301-743-0236	\$125,000							\$ 103,458.00		\$ 103,458.00						
Sidewalk / Trail - N. Park Avenue (2022)	0125350-743-0236	\$25,000							\$ 31,000.00		\$ 31,000.00						
Sanitary - Various Repairs/Replacements (2022)	046-5001-743-0236	\$49,484				\$ 27,768.00		\$ 27,768.00									
Sanitary - Various Repairs/Replacements (2023)	046-5001-743-0236	\$180,000															
Sanitary Pavement Repair	046-5049-743-0236	\$20,000							\$ 27,800.00		\$ 27,800.00						
Sanitary - Chestnut St	046-5055-743-0236	\$680,000	\$ 570,000.00		\$ 570,000.00												
Sanitary - River St/High St	046-5056-743-0236	\$180,000															
Sanitary - Columbian Av	046-5057-743-0236	\$210,000															
Sanitary - Dieckhoff St	046-5058-743-0236	\$50,000	\$ 41,156.55		\$ 41,156.55												
Sanitary - Burr Av	046-5059-743-0236	\$70,000	\$ 58,600.00		\$ 58,600.00												
Storm - Various Repairs (2022)	049-5203-743-0236	\$37,355	\$37,355.00		\$ 37,355.00												
Storm - Various Repairs (2023)	049-5203-743-0236	\$227,000	\$29,780.00		\$ 29,780.00	\$ 17,170.00		\$ 17,170.00									
Storm - Pavement Repair (2022)	049-5249-743-0236	\$17,218							\$ 17,218.00		\$ 17,218.00						
Storm - Pavement Repair (2023)	049-5249-743-0236	\$55,000							\$ 55,046.00		\$ 55,046.00	\$ 4,153.00		\$ 4,153.00			
Storm - Chestnut St	049-5276-743-0236	\$182,000	\$ 182,000.00		\$ 182,000.00												
Storm - River St/High St	049-5277-743-0236	\$50,000															
Storm - Columbian Av	049-5278-743-0236	\$97,000															
Water Main - Chestnut St		\$449,000	\$ 490,655.00		\$ 490,655.00												
Water Main - Dieckhoff St		\$56,000	\$ 54,349.00		\$ 54,349.00												
Water Main - Burr Av		\$66,000	\$ 58,369.00		\$ 58,369.00												
Water Main - Laudan Blvd		\$128,000	\$ 96,176.00		\$ 96,176.00												
Water Main - Memorial Park Courts		\$203,000				\$ 252,871.00		\$ 252,871.00									
Water Main - High St/River St		\$196,000															
Water Main - Brantwood Dr		\$262,000				\$ 261,807.00		\$ 261,807.00									
Water Main - Brantwood Ct		\$37,000				\$ 44,648.00		\$ 44,648.00									
Water Main - Columbian Av		\$200,000															
Water Maintenance Mains	400-0402-770-6730	\$250,000							\$ 97,260.00		\$ 97,260.00	\$ 63,923.00		\$ 63,923.00			
Water Maintenance Services	400-0402-770-6750	\$100,000															
Water Miscellaneous Maintenance Services	400-0402-770-0474																
<b>TOTAL</b>		<b>\$10,144,041.00</b>	<b>\$2,474,739.05</b>	<b>\$0.00</b>	<b>\$2,474,739.05</b>	<b>\$1,077,298.50</b>	<b>\$0.00</b>	<b>\$1,077,298.50</b>	<b>\$561,275.00</b>	<b>\$0.00</b>	<b>\$561,275.00</b>	<b>\$71,119.00</b>	<b>\$0.00</b>	<b>\$71,119.00</b>	<b>\$2,776,446.00</b>	<b>\$0.00</b>	<b>\$2,776,446.00</b>

2023 Contract Account Summary														
Account Description	Account #	Budget	Contract 6-23 (Columbian)			Contract 7-23 (High/River)			Contract 9-23 (Pvmt Marking)			Contracts	Difference	Difference
			Breakdown	Proj. Adj.	Total	Breakdown	Proj. Adj.	Total	Breakdown	Proj. Adj.	Total	Total	from Budget	by Category
Street - Chestnut St	012-4333-743-0236	\$710,000										\$ 624,000.00	\$ 86,000.00	
Street - Dieckhoff St	012-4334-743-0236	\$61,000										\$ 54,298.50	\$ 6,701.50	
Street - Burr Av	012-4335-743-0236	\$89,000										\$ 78,000.00	\$ 11,000.00	
Street - Memorial Park Courts	012-4336-743-0236	\$309,000										\$ 242,000.00	\$ 67,000.00	
Street - Laudan Blvd	012-4337-743-0236	\$114,000										\$ 100,000.00	\$ 14,000.00	
Street - River St/High St	012-4338-743-0236	\$133,000				\$ 166,985.00		\$ 166,985.00				\$ 166,985.00	\$ (33,985.00)	
Street - Brantwood Dr	012-4339-743-0236	\$236,000										\$ 185,000.00	\$ 51,000.00	
Street - Brantwood Ct	012-4340-743-0236	\$59,000										\$ 46,034.50	\$ 12,965.50	
Street - Columbian Av	012-4341-743-0236	\$345,000	\$ 239,944.00		\$ 239,944.00							\$ 239,944.00	\$ 105,056.00	
Street - Liberty Heights	012-4627-743-0236	\$2,031,000										\$ 1,765,464.00	\$ 265,536.00	
Street - Integrity Acres (includes sidewalk)	012-4628-743-0236	\$861,000										\$ 597,047.00	\$ 263,953.00	
Street - Arthur Plat	012-4629-743-0236	\$129,000										\$ 94,093.00	\$ 34,907.00	
Street - Cardinal Plat (includes sidewalk)	012-4630-743-0236	\$410,000										\$ 319,842.00	\$ 90,158.00	
Street - Pavement Marking Undesignated (2022)	012-5198-743-0236	\$50,000							\$ 50,000.00		\$ 50,000.00	\$ 50,000.00	\$ -	
Street - Pavement Marking Undesignated (2023)	012-5198-743-0236	\$55,000							\$ 73,648.00		\$ 73,648.00	\$ 73,648.00	\$ (18,648.00)	
Street Repair Undesignated (CF)	012-5199-742-0236	\$40,164										\$ 40,164.00	\$ -	
Street Repair Undesignated (2022)	012-5199-743-0236	\$25,199										\$ 25,199.00	\$ -	
Street Repair Undesignated (2023)	012-5199-743-0236	\$200,000										\$ 82,552.00	\$ 117,448.00	
Sidewalk / Trail Maintenance (CF)	012-5301-742-0236	\$52,086										\$ 52,086.00	\$ -	
Sidewalk / Trail Maintenance (2022)	012-5301-743-0236	\$32,535										\$ 32,535.00	\$ -	
Sidewalk / Trail Maintenance (2023)	012-5301-743-0236	\$125,000										\$ 103,458.00	\$ 21,542.00	
Sidewalk / Trail - N. Park Avenue (2022)	0125350-743-0236	\$25,000										\$ 31,000.00	\$ (6,000.00)	\$ 1,088,634.00
Sanitary - Various Repairs/Replacements (2022)	046-5001-743-0236	\$49,484										\$ 27,768.00	\$ 21,716.00	
Sanitary - Various Repairs/Replacements (2023)	046-5001-743-0236	\$180,000										\$ -	\$ 180,000.00	
Sanitary Pavement Repair	046-5049-743-0236	\$20,000										\$ 27,800.00	\$ (7,800.00)	
Sanitary - Chestnut St	046-5055-743-0236	\$680,000										\$ 570,000.00	\$ 110,000.00	
Sanitary - River St/High St	046-5056-743-0236	\$180,000				\$ 33,600.00		\$ 33,600.00				\$ 33,600.00	\$ 146,400.00	
Sanitary - Columbian Av	046-5057-743-0236	\$210,000	\$ 292,954.00		\$ 292,954.00							\$ 292,954.00	\$ (82,954.00)	
Sanitary - Dieckhoff St	046-5058-743-0236	\$50,000										\$ 41,156.55	\$ 8,843.45	
Sanitary - Burr Av	046-5059-743-0236	\$70,000										\$ 58,600.00	\$ 11,400.00	\$ 387,605.45
Storm - Various Repairs (2022)	049-5203-743-0236	\$37,355										\$ 37,355.00	\$ -	
Storm - Various Repairs (2023)	049-5203-743-0236	\$227,000										\$ 46,950.00	\$ 180,050.00	
Storm - Pavement Repair (2022)	049-5249-743-0236	\$17,218										\$ 17,218.00	\$ -	
Storm - Pavement Repair (2023)	049-5249-743-0236	\$55,000										\$ 59,199.00	\$ (4,199.00)	
Storm - Chestnut St	049-5276-743-0236	\$182,000										\$ 182,000.00	\$ -	
Storm - River St/High St	049-5277-743-0236	\$50,000				\$ 42,430.00		\$ 42,430.00				\$ 42,430.00	\$ 7,570.00	
Storm - Columbian Av	049-5278-743-0236	\$97,000	\$ 56,319.60		\$ 56,319.60							\$ 56,319.60	\$ 40,680.40	\$ 224,101.40
Water Main - Chestnut St		\$449,000										\$ 490,655.00	\$ (41,655.00)	
Water Main - Dieckhoff St		\$56,000										\$ 54,349.00	\$ 1,651.00	
Water Main - Burr Av		\$66,000										\$ 58,369.00	\$ 7,631.00	
Water Main - Laudan Blvd		\$128,000										\$ 96,176.00	\$ 31,824.00	
Water Main - Memorial Park Courts		\$203,000										\$ 252,871.00	\$ (49,871.00)	
Water Main - High St/River St		\$196,000				\$199,910.00		\$199,910.00				\$ 199,910.00	\$ (3,910.00)	
Water Main - Brantwood Dr		\$262,000										\$ 261,807.00	\$ 193.00	
Water Main - Brantwood Ct		\$37,000										\$ 44,648.00	\$ (7,648.00)	
Water Main - Columbian Av		\$200,000	\$192,422.00		\$192,422.00							\$ 192,422.00	\$ 7,578.00	
Water Maintenance Mains	400-0402-770-6730	\$250,000										\$ 161,183.00	\$ 88,817.00	
Water Maintenance Services	400-0402-770-6750	\$100,000										\$ -	\$ 100,000.00	
Water Miscellaneous Maintenance Services	400-0402-770-0474											\$ -	\$ -	\$ 134,610.00
<b>TOTAL</b>		<b>\$10,144,041.00</b>	<b>\$781,639.60</b>	<b>\$0.00</b>	<b>\$781,639.60</b>	<b>\$442,925.00</b>	<b>\$0.00</b>	<b>\$442,925.00</b>	<b>\$123,648.00</b>	<b>\$0.00</b>	<b>\$123,648.00</b>	<b>\$ 8,309,090.15</b>	<b>\$ 1,834,950.85</b>	<b>\$ 1,834,950.85</b>

# 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 \$ \_\_\_\_\_

Application Date: \_\_\_\_\_

Town  Village  City of \_\_\_\_\_

County of \_\_\_\_\_

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

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

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

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

## 1. Organization (check appropriate box) →

Bona fide Club

Church

Lodge/Society

Veteran's Organization

Fair Association or Agricultural Society

Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name \_\_\_\_\_

(b) Address \_\_\_\_\_  
(Street)  Town  Village  City

(c) Date organized \_\_\_\_\_

(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 \_\_\_\_\_

Vice President \_\_\_\_\_

Secretary \_\_\_\_\_

Treasurer \_\_\_\_\_

(g) Name and address of manager or person in charge of affair: \_\_\_\_\_

## 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 \_\_\_\_\_

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

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

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

## 3. Name of Event

(a) List name of the event \_\_\_\_\_

(b) Dates of event \_\_\_\_\_

(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 \_\_\_\_\_  
(Signature / Date)

\_\_\_\_\_  
(Name of Organization)

Date Filed with Clerk \_\_\_\_\_

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

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

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



# Special Event Permit Application City of Neenah

**Submitted On:**

Apr 21, 2023, 01:18PM CDT

## EVENT INFORMATION

**Please Check the Name of  
Event**

Neenah High School Graduation Parade

## Type of Event

### Participant Waiver Forms

Any waivers of liability signed by participants of the event must also include the City of Neenah (using the same language as for the liability insurance certificate)

**Please Chose One**

Parade/March

**List the event activities to take  
place**

NHS Graduation Parade 05/24/23 9am set up, 11am around NHS and Memorial Park

## Event Date and Time

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

Wednesday

**Event Date (Wednesday)**

05-24-23

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

9am setup -11am conclusion

**Set up time needed prior to  
event**

1 Hour

**Clean up time needed post  
event**

1 Hour

**Other pertinent information**

Staging at NHS Main P-Lot. Parade will go South on Tullar Rd, West on Apple Blossom Dr., North into Memorial park, North on the park road to the North side of Memorial Park, East through the Memorial Park Parking lot to Tullar Rd, South on Tullar Rd to the Main Parking Lot of NHS.

## Attendance

**Anticipated event attendance**

100-500

# Location

**The event will be located where? (Chose all that apply)**

Street/Sidewalk/Trail

**Please provide the streets/sidewalk/trail that will be affected by the event. (EX: Wisconsin Ave from Church St to Commercial St)**

Staging at NHS Main P-Lot. Parade will go South on Tullar Rd, West on Apple Blossom Dr., North into Memorial park, North on the park road to the North side of Memorial Park, East through the Memorial Park Parking lot to Tullar Rd, South on Tullar Rd to the Main Parking Lot of NHS.

**How will event impede Street/Sidewalk/Trail**

Event closes a street, sidewalk or trail. Public access is not permitted during the event

## Property Notification Letter

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

The Notification Letter must include the following:

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

**Upload copy of notification letter here**

NHS PARADE APPLICATION.pdf

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

NHS PARADE MAP 2023.pdf  
NHS PARADE APPLICATION.pdf

**Event location description**

NHS Graduation Parade 05/24/23 9am set up, 11am around NHS and Memorial Park

## SOCIAL MEDIA USED TO PROMOTE EVENT

**Please check all that apply**

Facebook  
Instagram

	Webpage potential press release
<b>Event's Facebook Page</b>	NJSD
<b>Event's Instagram Account</b>	
<b>Event's Website URL</b>	https://www.neenah.k12.wi.us/

## ORGANIZATION INFORMATION

<b>Name of Organization</b>	Neenah High School
<b>Organization Address</b>	1275 Tullar Rd, Neenah WI 54956
<b>Daytime Phone Number</b>	9202090257

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

<b>Is this Organization a 501(c) Non-Profit</b>	No
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## APPLICANT INFORMATION

<b>Applicant Name</b>	<b>First Name:</b> SRO Nate <b>Last Name:</b> Franzke
<b>Daytime Phone Number</b>	920-209-0257
<b>Cell Phone Number</b>	920-209-0257
<b>Applicant Email</b>	nfranzke@neenahwi.gov

## EVENT COORDINATORS

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

### Coordinator 1

<b>Name</b>	<b>First Name:</b> SRO Nate <b>Last Name:</b> Franzke
<b>Daytime Phone Number</b>	920-209-0257
<b>Cell Phone Number</b>	920-209-0257
<b>Email</b>	nfranzke@neenahwi.gov

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

Yes

## Coordinator 2

**Name**

**Daytime Phone Number**

**Cell Phone Number**

**Email**

## PUBLIC SAFETY

### EMERGENCY RESPONSE PROTOCOL

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

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

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

Yes

**Will you be providing security for this event? (The Police Department will review all applications and make recommendations)**

No

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

No

## Emergency Communication

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

Cell Phones  
Radios

**Describe the communication method/equipment that will be**

Cell Phones  
Radios

<b>used to notify event attendees of emergencies</b>	NHS portable radios, SRO, NHS Staff, Police/Fire/EMS if needed
--	--

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

[Noise Ordinance](#)

<b>Loudspeaker/PA System location (be specific) (N/A if not applicable)</b>	N/A
<b>Lost child recovery site (be specific) (N/A if not applicable)</b>	N/A
<b>Severe weather shelter(s) (N/A if not applicable)</b>	N/A
<b>First aid station(s) (N/A if not applicable)</b>	N/A
<b>Enclosed/Fenced area(s) (N/A if not applicable)</b>	N/A

## Equipment/Facilities

<b>Check all that will apply</b>	N/A
----------------------------------	-----

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

[Noise Ordinance](#)

## Services

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

## Activities

<b>Check all that will apply</b>	N/A
----------------------------------	-----

## Concessions

## LICENSES AND PERMITS

### Temporary Class B (Picnic) Fermented Malt Liquor License

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

[Guidelines](#)

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

[Click Here for Application](#)

Please fill out the Temporary Beverage Operators License below.

## TRAFFIC CONTROL

**Will the event require traffic control**

Yes

**Please check all traffic control requested**

Barricades  
Community Service Aides

**How will the barricades be provided**

City

## PARK DEPARTMENT REQUIREMENTS

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

## Provisions & Terms

# Provisions & Terms

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

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

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

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

## Legal Notice

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

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

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

## Acknowledgement of Legal Notice

### Signature Data

First Name: Nate  
Last Name: Franzke  
Email Address: nfranzke@neenahwi.gov

Signed at: April 21, 2023 1:18pm America/Chicago

## City of Neenah Contact Information

### Special Event Coordinator

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

### Police Department - 2111 Marathon Avenue

Lieutenant Jon Kuffel  
Phone: 920-8866018  
Email: jkuffel@ci.neenah.wi.us

### Neenah-Menasha Fire Rescue - 125 E Columbian Avenue

Adam Dorn, Assitant Chief-Fire Marshall  
Phone: 920-886-6204  
Email: adorn@nmfire.org

### City Clerk Office - 211 Walnut Street

City Clerk Char Nagel

Phone: 920-886-6110

Email: cnagel@ci.neenah.wi.us

**Winnebago County Health Department - 112 Otter St., Oshkosh**

Environmental Health Specialist Jennifer Bonzelet

Phone: 920-232-3000

Email: jbonzelet@co.winnebago.wi.us

**Traffic Department 211 Walnut Street**

Traffic Engineer James Merten

Phone: 920-886-6243

Email: jmerten@ci.neenah.wi.us

**Parks & Recreation Department - 211 Walnut Street**

Parks & Recreation Office

Phone: 920-886-6060

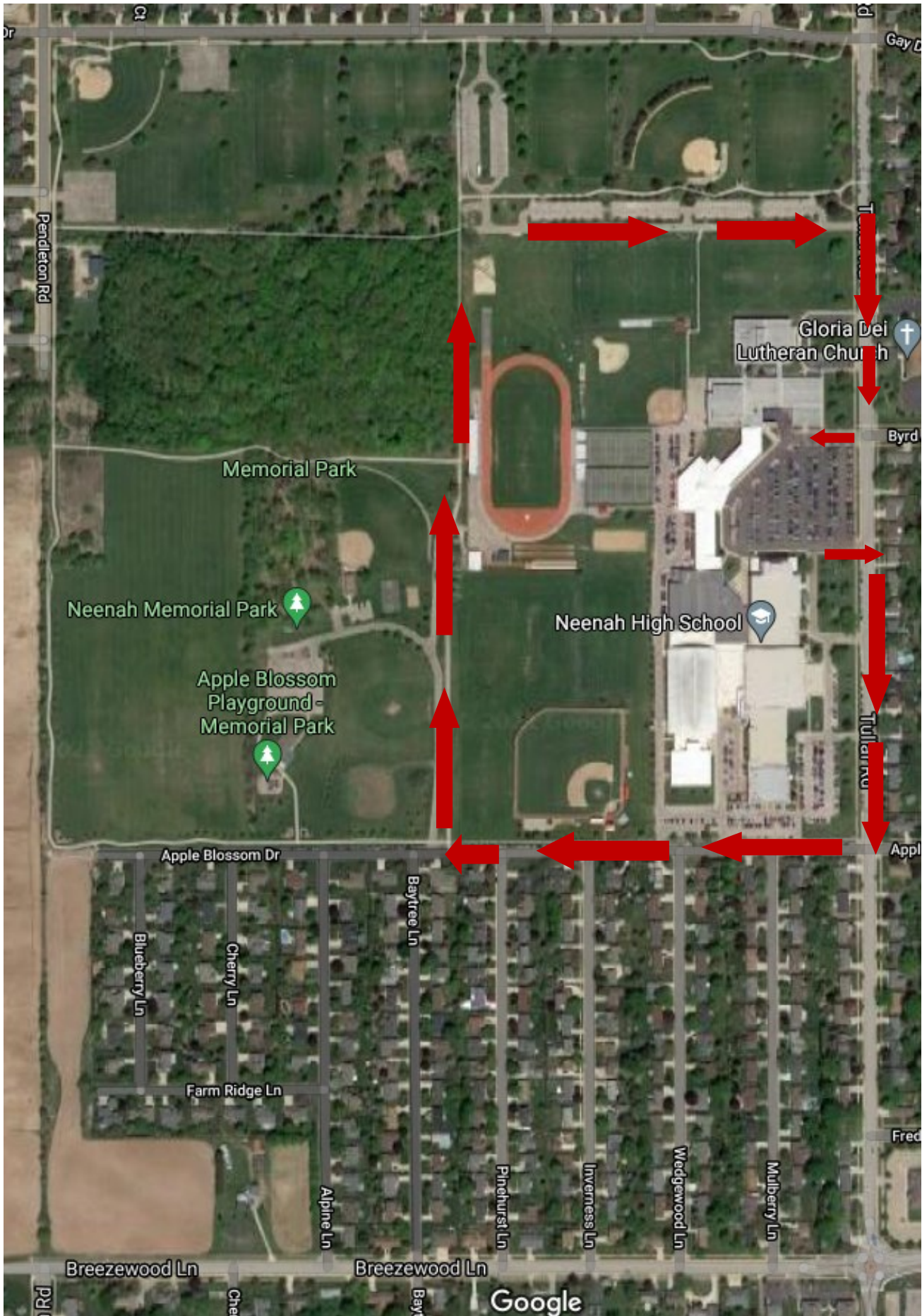
Email: parkrec@ci.neenah.wi.us

**Public Works Department**

Traffic Engineer James Merten

Phone: 920-886-6243

Email: jmerten@ci.neenah.wi.us



Memorial Park

Neenah Memorial Park

Apple Blossom  
Playground -  
Memorial Park

Neenah High School

Gloria Dei  
Lutheran Church

Apple Blossom Dr

Blueberry Ln

Cherry Ln

Farm Ridge Ln

Bayfree Ln

Alpine Ln

Pinehurst Ln

Inverness Ln

Wedgewood Ln

Mulberry Ln

Breezewood Ln

Breezewood Ln

Google



# Special Event Permit Application City of Neenah

**Submitted On:**

Apr 11, 2023, 02:49PM CDT

## EVENT INFORMATION

**Please Check the Name of  
Event**

Barrel 41 HAKAS

## Type of Event

### Participant Waiver Forms

Any waivers of liability signed by participants of the event must also include the City of Neenah (using the same language as for the liability insurance certificate)

**Please Chose One**

Festival/Concert/Exhibition

**List the event activities to take  
place**

Concert, food trucks, yard games.

## Event Date and Time

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

Friday  
Saturday

**Event Date (Friday)**

June 2, 2023

**Event Date (Saturday)**

June 3, 2023

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

5:00 PM to 10:15 PM

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

3:00 PM to 10:15 PM

**Set up time needed prior to  
event**

**Clean up time needed post  
event**

**Other pertinent information**

## Attendance

**Anticipated event attendance**

500-1000

# Location

**The event will be located where? (Chose all that apply)**

Private Property

**Please provide the address of the event location**

1132 S Commercial St

## Property Notification Letter

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

The Notification Letter must include the following:

Name of organization hosting event

Name of Event

Date of Event

Time of Event

State if residents will have access to their property

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

HAKAS Site Map.png

**Event location description**

Barrel 41 parking lot.

## SOCIAL MEDIA USED TO PROMOTE EVENT

**Please check all that apply**

Facebook  
Instagram  
Webpage

**Event's Facebook Page**

**Event's Instagram Account**

**Event's Website URL**

## ORGANIZATION INFORMATION

<b>Name of Organization</b>	Barrel 41 Brewing Co.
<b>Organization Address (City, State, Zip)</b>	1132 S Commercial St Neenah, WI 54956
<b>Daytime Phone Number</b>	9202093265

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

<b>Is this Organization a 501(c) Non-Profit</b>	No
---	----

## APPLICANT INFORMATION

<b>Applicant Name</b>	<b>First Name:</b> Dan <b>Last Name:</b> Kraus
<b>Daytime Phone Number</b>	9202093265
<b>Cell Phone Number</b>	9202093265
<b>Applicant Email</b>	dan@barrel41.com

## EVENT COORDINATORS

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

### Coordinator 1

<b>Name</b>	<b>First Name:</b> Dan <b>Last Name:</b> Kraus
<b>Daytime Phone Number</b>	9202093265
<b>Cell Phone Number</b>	9202093265
<b>Email</b>	dan@barrel41.com
<b>Will you be available at either of these numbers on the day of the event?</b>	Yes

### Coordinator 2

<b>Name</b>	<b>First Name:</b> Nathan <b>Last Name:</b> Sharpless
-------------	--

<b>Daytime Phone Number</b>	9202579196
<b>Cell Phone Number</b>	9202579196
<b>Email</b>	nathan@barrel41.com
<b>Will you be available at either of these numbers on the day of the event?</b>	Yes

## **PUBLIC SAFETY**

### **EMERGENCY RESPONSE PROTOCOL**

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

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

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

## **Emergency Communication**

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

Please read the City of Neenah Noise Ordinance to familiarize yourself with the rules

and regulations regarding loudspeakers, amplifiers, public address systems, and similar devices.

[Noise Ordinance](#)

<b>Loudspeaker/PA System location (be specific) (N/A if not applicable)</b>	On Stage in tent
<b>Lost child recovery site (be specific) (N/A if not applicable)</b>	Front door of building
<b>Severe weather shelter(s) (N/A if not applicable)</b>	Inside of Barrel 41
<b>First aid station(s) (N/A if not applicable)</b>	Behind bar inside
<b>Enclosed/Fenced area(s) (N/A if not applicable)</b>	Tent area which is enclosed by bordering rope.

### Equipment/Facilities

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

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

[Noise Ordinance](#)

<b>Hours of amplified music</b>	5 pm to 10 pm both nights.
<b>Please describe purpose of Loudspeaker/PA System</b>	Music

### Portable Toilets/ Wash Stations

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

### Tent/Fences/Canopies

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

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

[Click here](#)

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

## Services

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

## Activities

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

## Concessions

Check all that will apply	Beverage Concessions-Alcohol Food Truck(s)
---------------------------	---

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

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

## LICENSES AND PERMITS

Will the event be selling beer or wine?	Yes
---	-----

Will the event have a bartender serving the alcohol	No
---	----

[Temporary Class B \(Picnic\) Fermented Malt Liquor License](#)

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

[Guidelines](#)

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

[Click Here for Application](#)

**Upload completed Temporary Class "B" Picnic License Here.** | at-315f.pdf

Please fill out the Temporary Beverage Operators License below.

### **TRAFFIC CONTROL**

**Will the event require traffic control** | No

### **PARK DEPARTMENT REQUIREMENTS**

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

### **Provisions & Terms**

#### Provisions & Terms

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

Once filed with the Department of Legal & Administrative Services, this permit will be reviewed by the Special Events Task Force. Upon task force recommendation for approval, per [Municipal Code 14-129\(b\)\(1\)](#), Class B permit applications are approved by the Public Works Director or

designee and Class C Permit applications are approved by the Public Services & Safety Committee and the City Council. A copy of an approved application will be sent to the Applicant as confirmation of the approved permit. The Applicant is responsible for complying with any contingencies applied to this permit. Failure to do so shall void this permit.

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

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

## Legal Notice

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

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

### HOLD HARMLESS INDEMNIFICATION AND DEFENSE

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

**Upload Liability Insurance Certificate**

COI.pdf

# Acknowledgement of Legal Notice

## Signature Data

First Name: Daniel  
Last Name: Kraus  
Email Address: dan@barrel41.com

*Daniel Kraus*

Signed at: April 11, 2023 2:48pm America/Chicago

## City of Neenah Contact Information

### **Special Event Coordinator**

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

### **Police Department - 2111 Marathon Avenue**

Lieutenant Jon Kuffel  
Phone: 920-8866018  
Email: jkuffel@ci.neenah.wi.us

### **Neenah-Menasha Fire Rescue - 125 E Columbian Avenue**

Adam Dorn, Assitant Chief-Fire Marshall  
Phone: 920-886-6204  
Email: adorn@nmfire.org

### **City Clerk Office - 211 Walnut Street**

City Clerk Char Nagel  
Phone: 920-886-6110  
Email: cnagel@ci.neenah.wi.us

### **Winnebago County Health Deparment - 112 Otter St., Oshkosh**

Environmental Health Specialist Jennifer Bonzelet  
Phone: 920-232-3000  
Email: jbonzelet@co.winnebago.wi.us

**Traffic Department 211 Walnut Street**

Traffic Engineer James Merten

Phone: 920-886-6243

Email: [jmerten@ci.neenah.wi.us](mailto:jmerten@ci.neenah.wi.us)

**Parks & Recreation Department - 211 Walnut Street**

Parks & Recreation Office

Phone: 920-886-6060

Email: [parkrec@ci.neenah.wi.us](mailto:parkrec@ci.neenah.wi.us)

**Public Works Department**

Traffic Engineer James Merten

Phone: 920-886-6243

Email: [jmerten@ci.neenah.wi.us](mailto:jmerten@ci.neenah.wi.us)



# Special Event Permit Application City of Neenah

**Submitted On:**

Apr 21, 2023, 04:35PM CDT

## EVENT INFORMATION

**Please Check the Name of  
Event**

Bergstrom-Mahler Museum of Glass Art After Dark

## Type of Event

### Participant Waiver Forms

Any waivers of liability signed by participants of the event must also include the City of Neenah (using the same language as for the liability insurance certificate)

**Please Chose One**

Festival/Concert/Exhibition

**List the event activities to take  
place**

Celebrate 150 years of Neenah, Wisconsin, home of YOUR museum! Take in the stunning art in our galleries while you enjoy live music from Got Wisco, games, crafts, refreshments, and fun along beautiful Lake Winnebago. Enjoy an Anniversary Beer from Barrel 41 and Lions Tail Brewing Co. Stop for a meal at one of our food trucks: Inferno Heat Hibachi, Papa Johns Pizza, Los Tres Manantiales, Street Grub and Kona Ice. Our galleries and shop will be open late.

## Event Date and Time

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

Thursday

**Event Date (Thursday)**

JUNE 22, 2023

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

6:00 PM to 9:30 PM

**Set up time needed prior to  
event**

3 Hours

**Clean up time needed post  
event**

2 Hours

**Other pertinent information**

## Attendance

**Anticipated event attendance**

100-500

# Location

**The event will be located where? (Chose all that apply)**

The museum's front and lake lawns and part the driveway.

## Property Notification Letter

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

The Notification Letter must include the following:

Name of organization hosting event

Name of Event

Date of Event

Time of Event

State if residents will have access to their property

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

June 2023 Art After Dark map.pdf

**Event location description**

165 North Park Avenue, Neenah, WI 54956

## SOCIAL MEDIA USED TO PROMOTE EVENT

**Please check all that apply**

Facebook  
Instagram  
Webpage

**Event's Facebook Page**

<https://www.facebook.com/bmmglass/>

**Event's Instagram Account**

<https://www.instagram.com/bmmglass/>

**Event's Website URL**

<https://bmmglass.com/>

## ORGANIZATION INFORMATION

**Name of Organization**

Bergstrom-Mahler Museum of Glass

**Organization Address**

165 N Park Avenue, Neenah WI 54956

<b>Daytime Phone Number</b>	920 751-4658
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**Nonprofit event sponsors exempt from taxation under Internal Revenue Code Statute 501(c) shall reimburse a portion of the City's cost. See Municipal code [14-129\(g\)\(4\)](#) for details.**

<b>Is this Organization a 501(c) Non-Profit</b>	Yes
<b>Provide Current 501(c) Certificate</b>	Tax Exempt Letter - 501(c)(3).pdf 2021 Wsconsin Certificate of Exemption.pdf

## APPLICANT INFORMATION

<b>Applicant Name</b>	<b>First Name:</b> John <b>Last Name:</b> Timmer
<b>Daytime Phone Number</b>	9207514658
<b>Cell Phone Number</b>	9202161694
<b>Applicant Email</b>	timmer@bmmglass.com

## EVENT COORDINATORS

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

### Coordinator 1

<b>Name</b>	<b>First Name:</b> John <b>Last Name:</b> Timmer
<b>Daytime Phone Number</b>	9207514658
<b>Cell Phone Number</b>	9202161694
<b>Email</b>	timmer@bmmglass.com
<b>Will you be available at either of these numbers on the day of the event?</b>	Yes

### Coordinator 2

<b>Name</b>	<b>First Name:</b> Amy <b>Last Name:</b> Moorefield
<b>Daytime Phone Number</b>	9207514658

<b>Cell Phone Number</b>	5402047288
<b>Email</b>	moorefield@bmmglass.com
<b>Will you be available at either of these numbers on the day of the event?</b>	Yes

## **PUBLIC SAFETY**

### **EMERGENCY RESPONSE PROTOCOL**

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

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

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

## **Emergency Communication**

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

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

devices.

## Noise Ordinance

<b>Loudspeaker/PA System location (be specific) (N/A if not applicable)</b>	Northwest corner on lake lawn
<b>Lost child recovery site (be specific) (N/A if not applicable)</b>	Museum front desk
<b>Severe weather shelter(s) (N/A if not applicable)</b>	Museum basement
<b>First aid station(s) (N/A if not applicable)</b>	First aid kits available throughout museum and staff is trained.
<b>Enclosed/Fenced area(s) (N/A if not applicable)</b>	Snow fence along Lakeshore Avenue as shown on map.

## Equipment/Facilities

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

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

## Noise Ordinance

<b>Hours of amplified music</b>	6:00PM to 9:30PM
<b>Please describe purpose of Loudspeaker/PA System</b>	Band performance

## Portable Toilets/ Wash Stations

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

## Tent/Fences/Canopies

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

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

[Click here](#)

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

## Services

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

## Activities

Check all that will apply	live music, crafts, and games.
---------------------------	--------------------------------

## Concessions

Check all that will apply	Beverage Concessions-Alcohol Food concessions Food Truck(s)
---------------------------	---

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

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

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

**Please contact:**

Winnebago County Health Department  
1112 Otter Street, Oshkosh WI 54901

Environmental Health Specialist Jennifer Bonzelet

Phone: 920-232-3000

Email: [jbonzelet@co.winnebago.wi.us](mailto:jbonzelet@co.winnebago.wi.us)

Website: [Click Here](#)

## LICENSES AND PERMITS

**Will the event be selling beer or wine?** Yes

**Will the event have a bartender serving the alcohol** Yes

### Temporary Class B (Picnic) Fermented Malt Liquor License

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

[Guidelines](#)

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

[Click Here for Application](#)

**Upload completed Temporary Class "B" Picnic License Here.**

TempClass-B-Packet-WEBSITE-2020-02.pdf

**Please fill out the Temporary Beverage Operators License below.**

**Upload completed Temporary Beverage Operators License Here**

TempClass-B-Packet-WEBSITE-2020-02.pdf

## TRAFFIC CONTROL

**Will the event require traffic control** No

# PARK DEPARTMENT REQUIREMENTS

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

## Provisions & Terms

### Provisions & Terms

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

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

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

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

## Legal Notice

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

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

#### HOLD HARMLESS INDEMNIFICATION AND DEFENSE

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

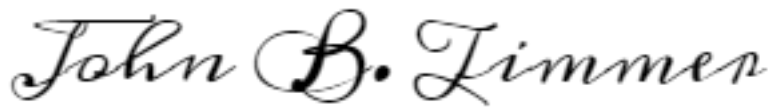
#### Upload Liability Insurance Certificate

ACORD Form 20230302-105741.pdf

## Acknowledgement of Legal Notice

#### Signature Data

First Name: John  
Last Name: Timmer  
Email Address: timmer@bmmglass.com



Signed at: April 21, 2023 4:35pm America/Chicago

## City of Neenah Contact Information

#### Special Event Coordinator

Joni Heinz

Phone: 920-886-6104

Email: jheinz@ci.neenah.wi.us

### **Police Department - 2111 Marathon Avenue**

Lieutenant Jon Kuffel

Phone: 920-8866018

Email: jkuffel@ci.neenah.wi.us

### **Neenah-Menasha Fire Rescue - 125 E Columbian Avenue**

Adam Dorn, Assitant Chief-Fire Marshall

Phone: 920-886-6204

Email: adorn@nmfire.org

### **Clty Clerk Office - 211 Walnut Street**

City Clerk Char Nagel

Phone: 920-886-6110

Email: cnagel@ci.neenah.wi.us

### **Winnebago County Health Deparment - 112 Otter St., Oshkosh**

Environmental Health Specialist Jennifer Bonzelet

Phone: 920-232-3000

Email: jbonzelet@co.winnebago.wi.us

### **Traffic Department 211 Walnut Street**

Traffic Engineer James Merten

Phone: 920-886-6243

Email: jmerten@ci.neenah.wi.us

### **Parks & Recreation Department - 211 Walnut Street**

Parks & Recreation Office

Phone: 920-886-6060

Email: parkrec@ci.neenah.wi.us

### **Public Works Department**

Traffic Engineer James Merten

Phone: 920-886-6243

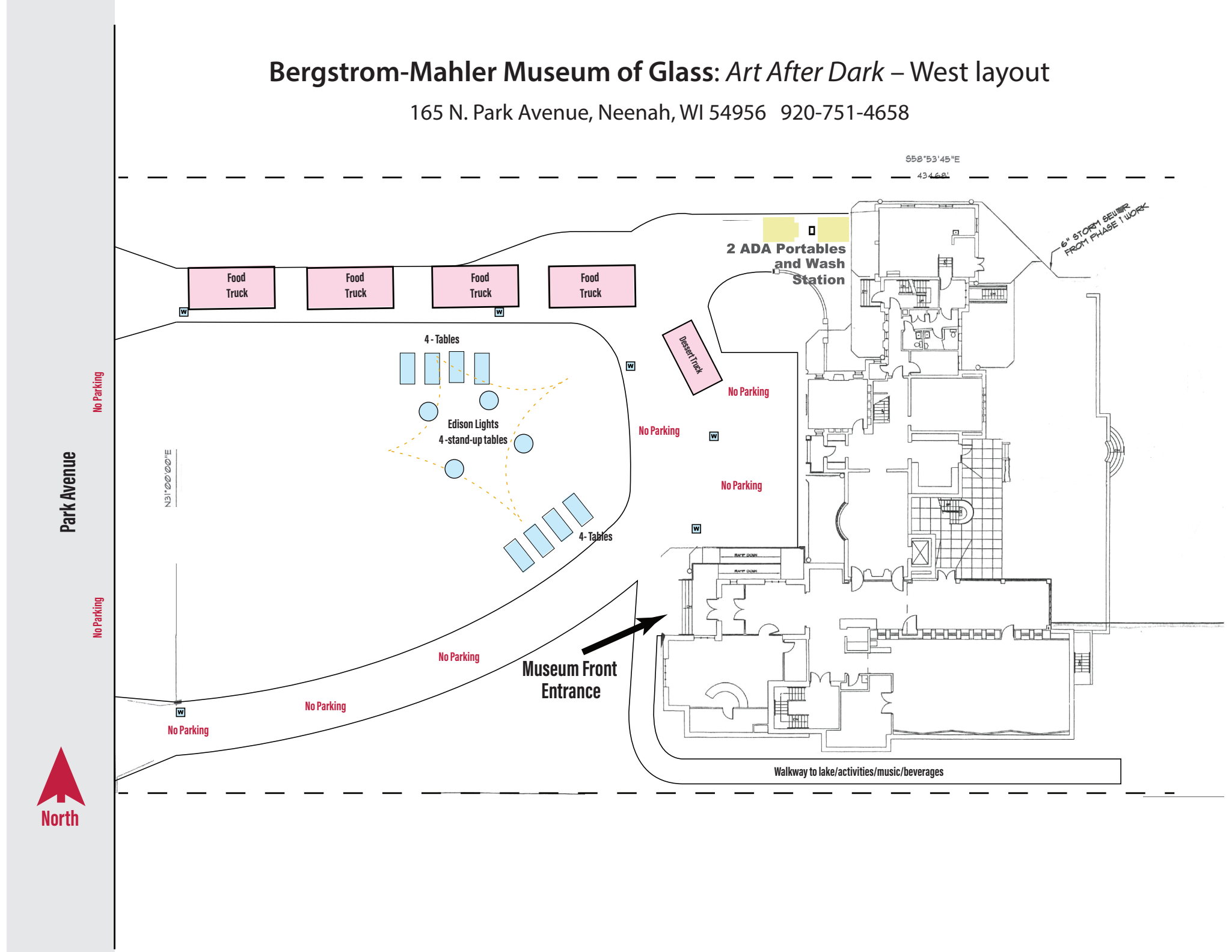
Email: jmerten@ci.neenah.wi.us

# Bergstrom-Mahler Museum of Glass: Art After Dark – West layout

165 N. Park Avenue, Neenah, WI 54956 920-751-4658

S58°53'45"E  
434.68'

6' STORY SEWER  
FROM PHASE 1 WORK



Park Avenue

No Parking

No Parking

N31°00'00"E

No Parking

No Parking

No Parking

No Parking

No Parking

No Parking

Museum Front Entrance

Walkway to lake/activities/music/beverages

2 ADA Portables and Wash Station

Dessert Truck

Food Truck

Food Truck

Food Truck

Food Truck

4 - Tables

Edison Lights  
4 - stand-up tables

4 - Tables



North



# 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 \$ \_\_\_\_\_

Application Date: \_\_\_\_\_

Town  Village  City of \_\_\_\_\_

County of \_\_\_\_\_

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

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

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

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

## 1. Organization (check appropriate box) →

Bona fide Club

Church

Lodge/Society

Veteran's Organization

Fair Association or Agricultural Society

Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name \_\_\_\_\_

(b) Address \_\_\_\_\_  
(Street)  Town  Village  City

(c) Date organized \_\_\_\_\_

(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 \_\_\_\_\_

Vice President \_\_\_\_\_

Secretary \_\_\_\_\_

Treasurer \_\_\_\_\_

(g) Name and address of manager or person in charge of affair: \_\_\_\_\_

## 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 \_\_\_\_\_

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

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

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

## 3. Name of Event

(a) List name of the event \_\_\_\_\_

(b) Dates of event \_\_\_\_\_

(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 \_\_\_\_\_  
(Signature / Date)

\_\_\_\_\_  
(Name of Organization)

Date Filed with Clerk \_\_\_\_\_

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

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

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



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/2/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> R & R Insurance Services, Inc N14 W23900 Stone Ridge Drive  Waukesha WI 53188	<b>CONTACT NAME:</b> Anneliese Jackson <b>PHONE (A/C No. Ext):</b> (262)574-7000 <b>E-MAIL ADDRESS:</b> Liesl.Jackson@rrins.com	<b>FAX (A/C No):</b> (262)574-7080
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> Bergstrom-Mahler Museum, Inc. 165 N. Park Avenue  Neenah WI 54956	<b>INSURER A:</b> Affinity NonProfits	
	<b>INSURER B:</b> The Hartford	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	

**COVERAGES**

CERTIFICATE NUMBER: 22-23 Liability

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	X		AAPKG10048	12/29/2022	12/29/2023	EACH OCCURRENCE \$ 1,000,000	
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000	
	<input checked="" type="checkbox"/> Blanket AI						MED EXP (Any one person) \$ 25,000	
	<input checked="" type="checkbox"/> Blanket WOS						PERSONAL & ADV INJURY \$ 1,000,000	
GEN'L AGGREGATE LIMIT APPLIES PER:							GENERAL AGGREGATE \$ 2,000,000	
<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC							PRODUCTS - COMP/OP AGG \$ 2,000,000	
OTHER:							\$	
A	<b>AUTOMOBILE LIABILITY</b>			AAPKG10048	12/29/2022	12/29/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000	
	<input type="checkbox"/> ANY AUTO						<input type="checkbox"/> SCHEDULED AUTOS	BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS						<input checked="" type="checkbox"/> NON-OWNED AUTOS	BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS							PROPERTY DAMAGE (Per accident) \$
	<input checked="" type="checkbox"/>							Uninsured Motorists \$ 1,000,000
A	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR			AAFXS30022	12/29/2022	12/29/2023	EACH OCCURRENCE \$ 4,000,000	
	<input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE						AGGREGATE \$ 4,000,000	
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						\$	
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>	Y/N	N/A	42WECAP5ZVZ	12/29/2022	12/29/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT \$ 1,000,000	
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 1,000,000	
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

GLASS Arts Festival, August 11-12, 2023. City of Neenah is included as Additional Insured in regards to General Liability when required by written contract per form above.

**CERTIFICATE HOLDER****CANCELLATION**

City of Neenah 125 E. Columbian Ave. Neenah, WI 54956	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  <b>AUTHORIZED REPRESENTATIVE</b>  M Prickette/AW767
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Special Event Permit  
Application  
City of Neenah

Submitted On:

Mar 31, 2023, 03:12PM CDT

## EVENT INFORMATION

Please Check the Name of Event | Not Listed

Name of Event | Race The Lake

## Type of Event

### Participant Waiver Forms

Any waivers of liability signed by participants of the event must also include the City of Neenah (using the same language as for the liability insurance certificate)

Please Chose One | Competitive Race

List the event activities to take place | Bike race around Lake Winnebago.

## Event Date and Time

Please indicate day(s) of the event | Sunday

Event Date (Sunday) | 8/20/23

Start and End Time of Sunday Event (Ex. 7:00 AM to 5:00 PM) | 7:00 AM to 10:00 AM

Set up time needed prior to event | 8/19/23 7 AM

Clean up time needed post event | 1 Hour

Other pertinent information | Streets not closed, but bikers given right away. Event coordinators need police for some intersections. See street listing/map. Per application, they will be providing flaggers but are asking for police/CSAs to help with intersections.

## Attendance

Anticipated event attendance | 500-1000

# Location

**The event will be located where? (Chose all that apply)**

Street/Sidewalk/Trail

**Please provide the streets/sidewalk/trail that will be affected by the event. (EX: Wisconsin Ave from Church St to Commercial St)**

S Park Ave, Bell/Maple, Bayview Road, Rec Park, Wisconsin Ave, E Wisconsin Ave/Oake S bridge, First St, Water St, Forest Ave, Third, 9th, Nicolet Blvd

**How will event impede Street/Sidewalk/Trail**

Event maintains traffic flow, but limits use of street (such as parking lanes or bike lane)

## Property Notification Letter

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

The Notification Letter must include the following:

Name of organization hosting event

Name of Event

Date of Event

Time of Event

State if residents will have access to their property

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

Race The Lake Map.pdf

**Event location description**

S Park Ave, Bell/Maple, Bayview Road, Rec Park, Wisconsin Ave, E Wisconsin Ave/Oake S bridge, First St, Water St, Forest Ave, Third, 9th, Nicolet Blvd

## SOCIAL MEDIA USED TO PROMOTE EVENT

## ORGANIZATION INFORMATION

<b>Organization Name</b>	Dutrurun Foundation
<b>Daytime Phone Number</b>	920-544-2414

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

<b>Is this Organization a 501(c) Non-Profit</b>	Yes
<b>Provide Current 501(c) Certificate</b>	Race The Lake Map.pdf

## APPLICANT INFORMATION

<b>Applicant Name</b>	<b>First Name:</b> Ben <b>Last Name:</b> West
<b>Daytime Phone Number</b>	920-544-2414
<b>Cell Phone Number</b>	920-544-2414
<b>Applicant Email</b>	ben@dustrun.com

## EVENT COORDINATORS

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

### Coordinator 1

<b>Name</b>	<b>First Name:</b> Ben <b>Last Name:</b> West
<b>Daytime Phone Number</b>	920-544-2414
<b>Cell Phone Number</b>	920-544-2414
<b>Email</b>	ben@dustrurun.com
<b>Will you be available at either of these numbers on the day of the event?</b>	Yes

### Coordinator 2

<b>Name</b>	<b>First Name:</b> Erin <b>Last Name:</b> West
<b>Daytime Phone Number</b>	612-810-6257

<b>Cell Phone Number</b>	612-810-6257
<b>Email</b>	
<b>Will you be available at either of these numbers on the day of the event?</b>	Yes

## **PUBLIC SAFETY**

### **EMERGENCY RESPONSE PROTOCOL**

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

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

<b>Will you be using the City of Neenah's Emergency Response Protocol</b>	Yes
<b>Will you be providing security for this event? (The Police Department will review all applications and make recommendations)</b>	No
<b>Will you be providing first aid/emergency responders on-site for this event?</b>	Yes
<b>Company Name</b>	Different depending on city bikers are in. See map / street information attachment
<b>Company Contact Name</b>	Different depending on city bikers are in. See map / street information attachment
<b>Company Daytime Phone Number</b>	000-000-0000
<b>Company Cell Phone Number</b>	000-000-0000
<b>Company Contact Email</b>	ben@dutrirun.com
<b>Will you be the on-site contact on the day of the event?</b>	Yes

## **Emergency Communication**

<b>Describe the communication method/equipment that will be used to notify event staff/volunteers of emergencies</b>	Cell Phones Radios Social Media
<b>Describe the communication method/equipment that will be used to notify event attendees of emergencies</b>	Cell Phones Radios Social Media

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

[Noise Ordinance](#)

<b>Loudspeaker/PA System location (be specific) (N/A if not applicable)</b>	n/a
<b>Lost child recovery site (be specific) (N/A if not applicable)</b>	n/a
<b>Severe weather shelter(s) (N/A if not applicable)</b>	n/a
<b>First aid station(s) (N/A if not applicable)</b>	Rec Park for Neenah
<b>Enclosed/Fenced area(s) (N/A if not applicable)</b>	N/A

## Equipment/Facilities

<b>Check all that will apply</b>	Portable Toilets/Wash Stations Tents/Fences/Canopies N/A
----------------------------------	--

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

[Noise Ordinance](#)

## Portable Toilets/ Wash Stations

Is the location of portable

<b>toilets/wash stations on site map</b>	No
<b>Where will Portable Toilets or Wash Stations be located</b>	Park
<b>PARK- Please provide specific location of portable toilets/wash stations</b>	unknown

## Tent/Fences/Canopies

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

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

[Click here](#)

<b>Are the location(s) of tents/fences/canopies provided on the event site map</b>	No
<b>Where will the tent/fences/canopies be located</b>	Park
<b>PARK- Please provide specific location of tents/fences/canopies</b>	Rec Park

## Services

<b>Please check all that apply (FEES MAY APPLY)</b>	N/A
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## Activities

<b>Check all that will apply</b>	N/A
----------------------------------	-----

## Concessions

<b>Check all that will apply</b>	N/A
----------------------------------	-----

# LICENSES AND PERMITS

## Temporary Class B (Picnic) Fermented Malt Liquor License

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

[Guidelines](#)

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

[Click Here for Application](#)

Please fill out the Temporary Beverage Operators License below.

## TRAFFIC CONTROL

<b>Will the event require traffic control</b>	Yes
<b>Please check all traffic control requested</b>	Community Service Aides Flaggers
<b>Flaggers Will be Provided by?</b>	City Applicant

## PARK DEPARTMENT REQUIREMENTS

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

## Provisions & Terms

### Provisions & Terms

This permit is intended to clarify the working relationship between the Applicant of the special

event and the City of Neenah. The Applicant agrees to abide by the terms of this permit and all existing policies governing the use of City facilities unless specifically noted in the permit. Regulations in [Municipal Code 14-125](#) shall apply to this permit.

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

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

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

## **Legal Notice**

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

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

### **HOLD HARMLESS INDEMNIFICATION AND DEFENSE**

For good and valuable consideration the applicant and/or the organization agrees to indemnify, defend and hold harmless the City of Neenah and its officers, officials, employees and agents from and against

any and all liability, loss, damage, expenses, costs, including attorney fees arising out of the activities performed as described herein, caused in whole or in part by any negligent act or omission of the applicant/organization, anyone directly or indirectly employed by any of them or anyone whose acts any of them may be liable, except where caused by sole negligence or willful misconduct of the City.

## Acknowledgement of Legal Notice

### Signature Data

First Name: Ben  
Last Name: West  
Email Address: ben@dutrirun.com

*As Submitted by Ben*

Signed at: March 31, 2023 3:11pm America/Chicago

## City of Neenah Contact Information

### **Special Event Coordinator**

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

### **Police Department - 2111 Marathon Avenue**

Lieutenant Jon Kuffel  
Phone: 920-8866018  
Email: jkuffel@ci.neenah.wi.us

### **Neenah-Menasha Fire Rescue - 125 E Columbian Avenue**

Adam Dorn, Assitant Chief-Fire Marshall  
Phone: 920-886-6204  
Email: adorn@nmfire.org

### **City Clerk Office - 211 Walnut Street**

City Clerk Char Nagel  
Phone: 920-886-6110  
Email: cnagel@ci.neenah.wi.us

**Winnebago County Health Department - 112 Otter St., Oshkosh**

Environmental Health Specialist Jennifer Bonzelet

Phone: 920-232-3000

Email: jbonzelet@co.winnebago.wi.us

**Traffic Department 211 Walnut Street**

Traffic Engineer James Merten

Phone: 920-886-6243

Email: jmerten@ci.neenah.wi.us

**Parks & Recreation Department - 211 Walnut Street**

Parks & Recreation Office

Phone: 920-886-6060

Email: parkrec@ci.neenah.wi.us

**Public Works Department**

Traffic Engineer James Merten

Phone: 920-886-6243

Email: jmerten@ci.neenah.wi.us

# RTL 23

**88.18 mi**

Distance

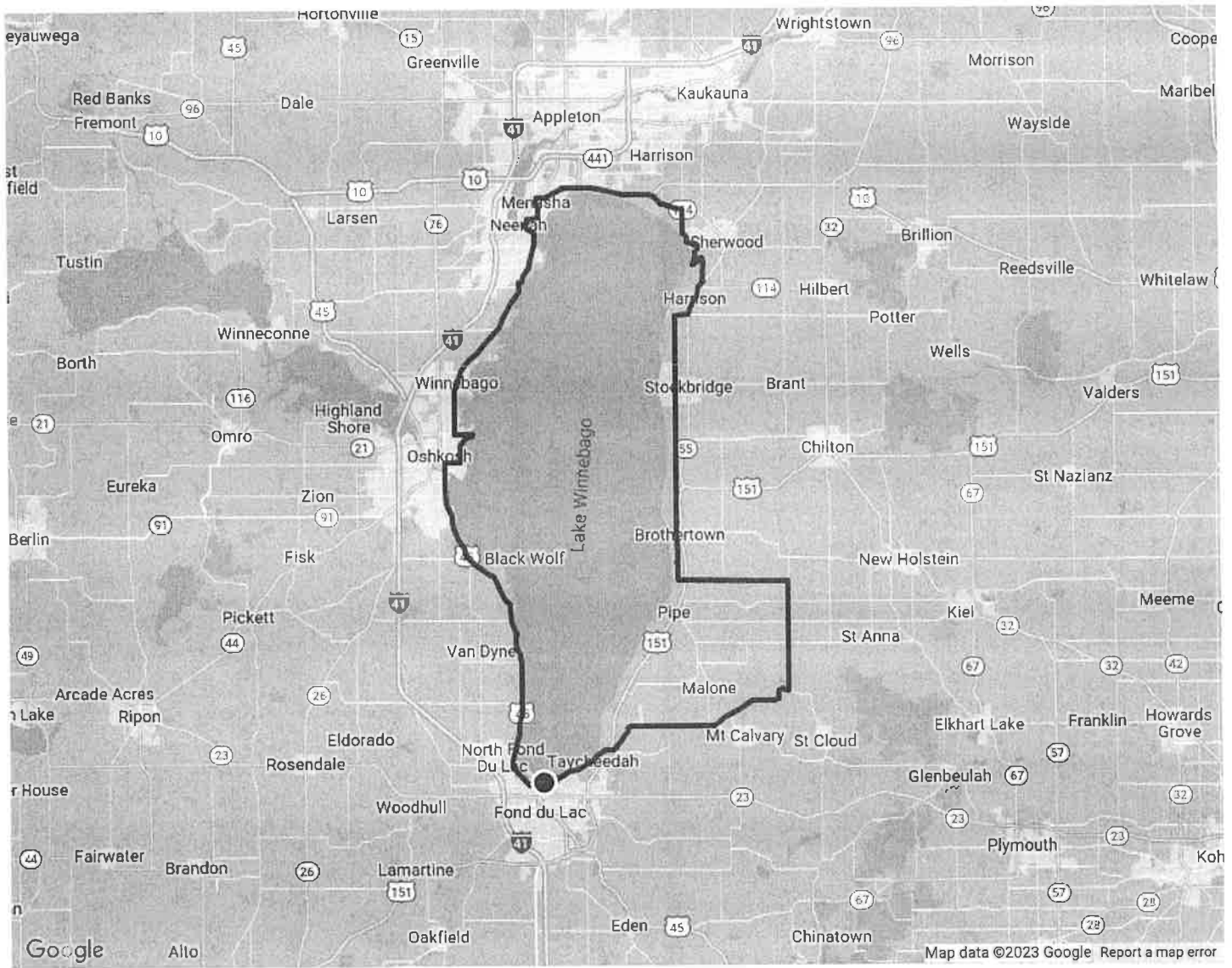
**1,730 ft**

Elevation Gain

**Bike Ride**

Activity Type

## Notes



<b>INTERSECTIONS</b>	<b>Mile</b>		<b>Marshal</b>	<b>Fastest</b>	<b>Slowest</b>
<b>Harborview and Garfield START</b>					
Harborview and Garfield START			FDL Police		
Harborview and Main			FDL Police		
Scott St and Main St			FDL Police	5:45 AM	6:35 AM
Scott St and Hwy 45/Lakeshore Dr (TURN RIGHT)			FDL Police		
Hwy 45 and Kinker Rd	Mile 5			5:56 AM	7:00 AM
Hwy 45 and Black Wolf	Mile 10			6:07 AM	7:25
Hwy 45 and Cty R	Mile 12.5			6:12 AM	7:37 AM
Hwy 45 and Waukau	Mile 15			6:17 AM	7:50 AM
Fond du Lac Rd and Cimeron RR track	Mile 15.75	xx	altrusa x2		
Main and 21 ave	Mile 16				
S. Main St and South Park Ave	Mile 17		Oshkosh Police		
Main St and 9th Ave	Mile 17		Oshkosh Police		
Main St and 6th Ave	Mile 17.25		Oshkosh Police		
Main St. and Ceape	Mile 17.75		Oshkosh Police		
Main St. and Otter			Oshkosh Police		
Main St. and Waugoo	Mile 17.75		Oshkosh Police		
Main St. and Washington (Turn Right)			Oshkosh Police		
Washington and Jefferson			Oshkosh Police		
Washington and Court	Mile 18				
Washington and Broad					
RR track			altrusa x2		
Washington and Monroe					
Washington and Bay					
Washington and Boyd					
Washington and Bowen			Oshkosh Police		
Washington and Hazel					
Hazel and Merritt			Oshkosh Police		
Hazel and Parkway					
Hazel and Irving			Oshkosh Police		

<b>INTERSECTIONS</b>	<b>Mile</b>		<b>Marshal</b>	<b>Fastest</b>	<b>Slowest</b>
Hazel and Menominee (Turn Right)			altrusa		
REST STOP 1 - Menominee Park	Mile 20	xx	altrusa x3		
Menomoniee Dr and Murdock	Mile 20			6:29 AM	8:14 AM
Murdock and Bowen (TURN RIGHT)			2-Oshkosh Police		
Cty A and Harrison St	Mile 22.5			6:34 AM	8:28 AM
Cty A and E Snell Rd					
Cty A and Cty Y/Sunnyview	Mile 24.25	x			
Cty A and Sherman rd	Mile 24.5			6:40 AM	8:40 AM
Cty A and Cty GG	Mile 27	x		6:45 AM	8:52 AM
Cty A and Cty G	Mile 29.25	x			
Cty A and S Park (turn right)	Mile 29.25	xx	altrusa	6:51 AM	9:05 AM
S Park Ave Curve (turn left)			altrusa		
S Park Ave and Bell/Maple (Straight thru)			altrusa x2		
S Park Ave and Bayview Rd					
Rec Park			altrusa x3		
S Park Ave and Wisconsin Ave (TURN LEFT)	Mile 32.5		altrusa	6:55 AM	9:17 AM
E Wisconsin Ave/Oak S(bridge) (TURN RIGHT)			Neenah Police/vol		
First St and Water St			Radio		
First St and Forest Ave (TURN RIGHT)			altrusa		
Forest and Third			altrusa		
Forest and 9th			altrusa		
9th and Nicolet			altrusa x2		
Naymut and Ahnaip			Menasha Police		
Racine and Main			Menasha Police		
Racine and Broad			Menasha Police		
Racine and 1st			Menasha Police		
Racine and 2nd			Menasha Police		
3rd and Racine			Menasha Police		
Third St and De Pere St	Mile 35		Menasha Police	7:02 AM	9:37 AM
Third St and Manitowoc St			altrusa		
Plank and Tracks			altrusa x2		

<b>INTERSECTIONS</b>	<b>Mile</b>	<b>Marshal</b>	<b>Fastest</b>	<b>Slowest</b>
Plank and Konemac				
114 and Hwy 10		Calumet Sheriff		
114 and LP onto service Rd.		Calumet Sheriff		
Service Rd and 114		Calumet Sheriff		
114 and State Park Rd		Calumet Sheriff		
State Park Rd and Pigeon		altrusa		
State Park Rd and Spring Hill		altrusa		
Before Ranger Station	Mile 45	altrusa	7:24 AM	10:20 AM
State Park Rd and Lower Cliff Rd		altrusa		
High Cliff State Park T Intersection on Hill		altrusa		
State Park Rd onto service road (TURN RIGHT)		Bottle Exchange		
Park exit and High Cliff Rd (TURN RIGHT)		Bottle Exchange		
High Cliff Rd and Hwy 55 (TURN RIGHT)	Mile 47.5	Calumet Sheriff	7:29 AM	10:33 AM
Hwy 55 and Harrison Rd.				
Hwy 55 and Faro Springs Rd (TURN RIGHT)		Calumet Sheriff		
Faro Springs Rd and Lake Shore Dr (TURN LEFT)	Mile 50	raido club	7:35 AM	10:45 AM
Lake Shore Dr and Cty Rd EE		Calumet Sheriff		
Lake shore and Moore Rd	Mile 52.5		7:40 AM	10:57 AM
Lake Shore Dr and Cty Rd E		Calumet Sheriff		
Lake Shore Dr and Mud Creek	Mile 55		7:46 AM	11:10 AM
Lake Shore Dr and Joe Rd.				
Lake Shore Dr and Quinney Rd	Mile 57.5	Rest stop	7:51 AM	11:23 AM
Lake Shore Dr. and Jefferson Rd				
Lake Shore and Winnebago Point Beach	Mile 60		7:57 AM	11:35 AM
Lake Shore Dr. and Harbor View		Calumet Sheriff		
Lake Shore Dr and Indian Rd.				
Lake Shore Dr and Cty HHH (Turn Left)	Mile 62.5	ARC FDL - 1	8:03 AM	11:45 AM
Cty HHH and Hwy 151		FDL Sheriff		
Cty HHH and Tower Rd				
Cty HHH and Cty C	Mile 65		8:13 AM	12:00 PM
Cty HHH and Cty G (TURN RIGHT)		FDL Sheriff		
Cty G and Cty HH		FDL Sheriff		

<b>INTERSECTIONS</b>	<b>Mile</b>	<b>Marshal</b>	<b>Fastest</b>	<b>Slowest</b>
<b>REST STOP 6</b>	<b>Mile 70</b>	<b>REST STOP 5- ARES RADIO OP FDL-2, 3, 4</b>	<b>8:25 AM</b>	<b>1:05 PM</b>
<b>Cty G and Cty Q</b>		<b>Bottle Exchange FDL- 5,6,7</b>		
<b>Cty G and Hickory Rd</b>				
<b>Cty G and Cty WH (curve)</b>	<b>Mile 75</b>		<b>8:37 AM</b>	<b>1:30 PM</b>
<b>Cty WH and Walnut Rd</b>				
<b>Cty WH and Pine Rd</b>				
<b>Cty WH and Oak Rd</b>				
<b>Cty WH and Evergreen</b>				
<b>Cty WH and Cty W</b>				
<b>Cty WH and Cty Rd WW</b>				
<b>Cty WH and Cty Rd WW (south side)</b>				
<b>Stenz W2217 Cty WH</b>		<b>REST STOP 6 FDL- 8,9,10</b>		
<b>Cty WH and Schaefer Rd</b>				
<b>Cty WH and 7 Hills Rd (Cty W)</b>				
<b>Cty WH and Konen Rd</b>				
<b>Cty WH and Tower Rd</b>	<b>Mile 80</b>		<b>8:50 AM</b>	<b>1:55 PM</b>
<b>Cty WH and Hwy QQ/Church Rd (St Peter)</b>				
<b>Cty WH and Lakeview</b>				
<b>Cty WH and Kiekhaefer Pkwy</b>	<b>Mile 85</b>		<b>9:02 AM</b>	<b>2:20 PM</b>
<b>Cty WH and Cty Rd U/Ledge Rd</b>		<b>ARES RADIO OP</b>		
<b>Cty WH and DeerPath Rd</b>				
<b>Cty WH and Hwy 151</b>		<b>FDL Sheriff, ARES RADIO OP</b>		
<b>Winnebago Dr and Cty K</b>				
<b>Winnebago Dr. and Luco</b>				
<b>Harborview and Winnebago</b>		<b>FDL Police</b>		

<b>INTERSECTIONS</b>	<b>Mile</b>		<b>Marshal</b>	<b>Fastest</b>	<b>Slowest</b>
Harbor View and Mohawk			No Parking (Many Signs) Sharp Turn (1 sign)		
Harbor View and Park					
Harbor View and Garfield	Mile 88			9:15 AM	2:45 PM



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

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**DATE:** May 5, 2023  
**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): Storm and sanitary sewer work is complete and the pond is functioning. Engineer Kummerow met with the contractor to review the final pieces of the water feature construction. We are also working through the installation for the electric service.
- 2) Contracts 11-22A and 11-22B (Lead service line replacement): Work is substantially complete. Restoration will be finished later this year.
- 3) Contract 1-23 (Chestnut, Burr, Dieckhoff, Laudan Utility and Street Construction): Sewer lateral/water service pulling is about 55% complete. Sewer main installation is about 85% complete. Water main installation is projected to be complete the week of May 8.
- 4) Contract 2-23 (Charles, Hughes, Memorial, Patrick, Brantwood Dr/Ct Utility and Street): The contractor is installing water main on Brantwood Drive.
- 5) Contract 3-23 (Concrete Pavement/Sidewalk Repair): The contract has been awarded to Al Dix Concrete, Inc. Work is tentatively set to start in late June. A letter is being prepared to send to N. Park Avenue properties that have landscaping affected by the sidewalk installation.
- 6) Contract 4-23 (Asphalt Repairs): The contract was awarded to MCC, Inc. A work schedule has not been set.
- 7) Contract 5-23 (New Subdivision Street Construction):
  - a) Arthur Plat: Curb/gutter and driveway apron installation is complete. Landscaping is set to start the end of the week of May 1.
  - b) Cardinal Plat: Curb/gutter and driveway apron installation is complete. Sidewalk installation is scheduled to be complete around May 5.
  - c) Integrity Acres: Curb/gutter installation is complete. Driveway apron installation is ongoing. Sidewalk installation will start next week. About 1/3 of the property owners have elected to have a different contractor pour their aprons.
  - d) Liberty Heights: The contractor is scheduled to pulverize pavement on May 19 and start preparation for curb/gutter installation immediately afterward.
- 8) Contract 6-23 (Columbian Av Utility and Street Construction): Utilities should be complete by the end of the week of May 8. Private-side sewer lateral and water service installation is scheduled to start the week of May 15.
- 9) Contract 7-23 (High, River Utility and Street Construction): Bids were opened on May 3. The Board of Public Works will make an award recommendation at their meeting on May 9.
- 10) Contract 9-23 (Epoxy Pavement Marking): The project was awarded to Century Fence. A work schedule has not been set. The primary work areas are the roundabouts at Breezewood / Gillingham, Bell / Harrison, Winneconne / Green Bay, Winneconne / Lake, Green Bay / Festival, and Green Bay / Fox Point along with mainline work on Bayview Road and S. Lake Street.

- 11) Contract 10-23 (Parking Lot, Temporary Asphalt Street Construction): The project bid has been awarded to NEA. A schedule has not been set.
- 12) The annual recycling report is being prepared for submittal to WDNR.
- 13) Industrial Park Expansion: Staff is soliciting proposals for a traffic impact analysis to review the impacts of two projects being proposed in the area of the industrial park expansion.
- 14) Parking Management Software: The weekend of May 6 - 7 is the scheduled date for cutover from our current NuPark parking software to the T2 parking management platform.
- 15) E-Waste: The electronic waste event at the Tullar Garage is scheduled for May 20. RecycleThatStuff will manage the event again.