

**\*\*AMENDED\*\***  
**CITY OF NEENAH**  
**PUBLIC SERVICES AND SAFETY COMMITTEE MEETING**  
**May 7, 2024 @ 5:00 PM**  
**Hauser Room, 211 Walnut Street**

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

**A G E N D A**

1. Approval of Minutes of the Meeting of April 23, 2024 (Attachment)
2. Public Appearances
3. Prohibited Dangerous Animal Designation Appeal, Dylan Lamb, **1091 Gillingham Road Apt 2**, Neenah (Attachment)
4. Licenses
  - a. Approve the Class “B” Combination Transfer License for Cedar Bar & Grill, 1330 S. Commercial Street (Attachment)
  - b. Approve Extension of Licenses Premises Application to Sidewalk Café to Layles Place, 218 W Wisconsin Avenue (Attachment)
5. Review Approved Special Event Permits (Informational Only) (Attachment)
6. Proposed Lane Marking & Parking Regulation Changes to Tullar Road (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 23, 2024**

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

**Excused:** Alderperson Hillstrom

**Also Present:** Mayor Lang, Public Works Director Kaiser, Police Chief Olson, Assistant Police Chief Bernice, Community Development Director Haese, City Clerk Nagel, Parks & Forestry Superintendent Fink, Chief Building Inspector Pederson, and Public Works Office Manager Mroczkowski

Public Appearance

None

Approval of Minutes of the Meeting of April 12, 2024 and April 16, 2024 meetings.

**Motion/Second/Carried by Borchardt/Weber to approve the minutes of the meeting of April 12, 2024 and April 16, 2024 meetings.** All voting aye.

Moving Permit Application for 856 Riverlawn Street

Mayor Lang clarified the rules of order when a member of a standing committee has a conflict of interest with an agenda item. She stated that the committee member is strongly advised to abstain from the vote.

Chief Building Inspector Pederson reviewed his memo of April 10, 2024. He stated that the applicant is requesting a moving permit to allow a two-piece modular home to be transported to 856 Riverlawn Street. He stated that the permit will be valid for one year from approval date.

Alderperson Borchardt asked if one year was typical for a permit to be valid. Chief Building Inspector stated that 12 months is standard protocol for permit length.

**Following Discussion: Motion/Second/Carried by Borchardt/Weber to recommend Common Council approve the single-story modular home moving permit application to the vacant lot at 856 Riverlawn Street, with the permit being valid for one year from the date of approval.** Vote 3 aye, 0 nays, 1 abstain (Pollnow).

Approve Resolution 2024-03 for Inflation Reduction Act Urban Forestry Grant.

Parks & Forestry Superintendent Fink reviewed his memo of April 18, 2024. He stated that staff is looking for approval to apply for an urban forestry grant that would be used in disadvantaged areas of the city. He stated the grant will be used for addressing ash trees by the removal and replanting of trees infected with the Emerald Ash Borer on private property in the designated disadvantaged area roughly bounded by North Street, Harrison St, Cecil Street and I41. He stated that staff has identified suitable properties in that area.

Aldersperson Pollnow asked for the definition of a disadvantaged area. Superintendent Fink stated that is an area that has been identified by the federal government using the economic justice tool. Superintendent Fink stated a number of factors are considered, income, pollution, and health are some examples.

Superintendent Fink stated that approval of the resolution allows staffs to apply for the grant, there is no commitment at this time.

Aldersperson Pollnow stated that he will be voting against this item. He stated that there are other city projects that could be done that would be a better use of taxpayer dollars.

**Report**  
**Following Discussion: Motion/Second/Carried Weber/Borchardt recommend Common Council approve Resolution 2024-03 giving staff authority to apply for the Inflation Reduction Act Urban Forestry Grant. Vote 3 aye, 1 nay (Pollnow)**

#### Police Departments 2024 1st Quarter Statistics

Police Chief Olson reviewed the Unified Crime Report (UCR). He noted that 63% of the crime reported was Crimes Against Property, 20% was Crimes Against Person, and 17% was Crimes Against Society.

Chief Olson reviewed calls reported. He noted that the police department took 3,930 calls for service. He stated that of the 3,930 calls, 2,456 were traffic stops.

Chief Olson reviewed Traffic Warnings. He noted that there were 1,211 traffic warnings in the 1<sup>st</sup> quarter of 2024, compared with 735 in 2023 and 362 in 2022. He stated that the highest number of warnings were issued in for speeding.

Chief Olson reviewed Traffic Citations. He stated that 512 citations were issued in the 1<sup>st</sup> quarter of 2024 which is higher than the 304 issued in 2023 and bit lower than 2022 that had 656.

Chief Olson reviewed OWI Arrests. He noted that there were 14 in 2022, 8 in 2023 and 19 in 2024. He noted that some of the increase can be attributed to the newer officers becoming more experienced in these type of traffic related stops.

Chief Olson reviewed the Traffic Safety Officer's statistics. He noted that statistics for Officer Edwards were 390 traffic stops, 30 citations, and 462 warnings.

Chief Olson reviewed Parking Citations. He noted there were 494 parking citations issued in the 1<sup>st</sup> quarter of 2024, 489 in 2023 and 912 in 2022. He noted that we are not at full staff with the CSA's which contributes to the lower numbers.

Chief Olson reviewed Accidents. He noted that there were 134 reported traffic accidents in the 1<sup>st</sup> quarter of 2024, 137 in 2023 and 105 in 2022.

Chief Olson reviewed Overdoses. He noted that there were 10 in 2024, 10 in 2023 and 13 in 2022. He noted that of the 10 overdoses this quarter, two resulted in deaths.

Chief Olson reviewed Dangerous Animals. He noted that there was one dangerous animal designation. He noted the owner will be appealing that designation at the May 7 Public Services and Safety Committee meeting.

Chief Olson reviewed Open Records Requests. He noted that in the 1<sup>st</sup> quarter of 2024 there were 375 requests, 424 responses and 135 hours on media reviewed.

Chief Olson reviewed Code Enforcement. He noted that in the 1<sup>st</sup> quarter of 2024, 405 inspections were done, 141 new cases were opened, 36 cases were closed, 49 fees were issued, and 16 municipal citations were issued.

### Licenses

#### Change of Agent/Trade Name Kwik Trip-Tobacco Outlet Plus 526, 501 S Commercial St.

C.A.

**Following Discussion: Motion/Second/Carried Weber/Borchardt recommend Common Council approve the Change of Agent/Trade Name for Kwik Trip-Tobacco Outlet Plus 526, at 501 S. Commercial Street, agent Michelle Pollnow. Vote 3 aye, 0 nay, 1 abstain (Pollnow)**

#### City Administration Building Roof Coating

Director Kaiser reviewed his memo of April 18, 2024. He stated that staff is requesting to perform a maintenance coating on the city administration building roof that was installed in 1997. He stated that three quotes were received, SPS Roofing Systems and Warner Commercial Roofing using a Duro-Last Roofing product and The Jamar Company using GacoFlex product.

Director Kaiser stated that after reviewing the proposals, staff recommends contracting with the The Jamar Company. He stated that the GacoFlex product is a liquid coating and can be reapplied if more substantial roof work is not needed. Director Kaiser stated this application was used on the library roof in 2022 and has performed well to date. He stated that there is a 20-year warranty for the GacoFlex product.

Aldersperson Pollnow asked why a metal roof is not being considered. Director Kaiser stated that it was a consideration, however, the current roof is in good condition and doesn't warrant a full replacement at this time.

Aldersperson Weber asked what is covered by the warranty. Director Kaiser stated that it will cover any issues within the 20 years.

Report

**Following Discussion: Motion/Second/Carried Pollnow/Borchardt to recommend Common Council approve the contract with the The Jamar Company to place a GacoFlex roof coating system on the City Administration Building at a cost of \$74,000.00 per their quote of March 4, 2024. All voting aye.**

Public Works General Construction and Department Activity Report

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

- 14) Contract 11-24 (Douglas Park Pond): Pond design is being finalized. Staff is reviewing the final draft.
- 15) Contract 12-24 (Douglas Pond Storm Piping): The contractor mobilized the week of 4/15. S. Commercial Street just south of Division was closed to complete the pipe crossings. Work progressed slowly as the contractor needed to work around numerous utilities in that area.



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

Announcements/Future Agenda Items

None

Adjournment

**Motion/Second/Carried by Weber/Borchardt to adjourn at 7:12 PM.** All voting aye.

**Respectfully submitted,**

*Lisa Mroczkowski*

Lisa Mroczkowski  
Public Works Office Manager



Dept. of Legal & Administrative Services  
Office of the City Clerk  
211 Walnut St. • P.O. Box 426 • Neenah WI 54957-0426  
Phone 920-886-6101 • Fax 920-886-6109  
e-mail: cnagel@neenahwi.gov  
CHAR NAGEL  
CITY CLERK

---

April 22, 2024

Dylan Lamb  
1091 Gillingham Road, Apt. 2  
Neenah, WI 54956

Re: Prohibited Dangerous Animal Designation Appeal – by Dylan Lamb  
Re: pet dog Odin  
**Notice of Hearing: Tuesday, May 7, 2024 at 5:00 p.m.**  
Neenah Administration Building (City Hall), 1<sup>st</sup> Floor, Hauser Room  
211 Walnut Street, Neenah, WI 56956

Dear Mr. Lamb:

Your appeal of the designation of your dog, Ordin, in your possession or control, as a dangerous animal under Neenah Code §3-16 has been scheduled for a hearing before the Public Services & Safety Committee as captioned above. A copy of Patrol Sergeant Wes Bone's dangerous dog designation is attached plus additional documentation that will be presented to the committee. You **must** be in attendance for the hearing to occur. You should be prepared to present evidence and testimony regarding your appeal. You may retain an attorney to represent you at the hearing if you so choose. Neither the City Attorney, nor Lt. Bone, can advise you on legal matters or your rights with respect to the same.

By way of background, the hearing will be similar, but less formal than a court hearing. The City Attorney will present the police department's side of the case first. Once the police department's case is presented, you will have an opportunity to cross examine any of their witnesses. Then, you will have an opportunity to present your side of the case, including any witnesses or documents you wish for the committee to consider in their deliberations. The committee may also ask questions of witnesses during the course of the hearing.

After the hearing is concluded, the Committee will deliberate the case in open session. Their decision is final. Any appeal of the Committee's decision would be to the Circuit Court for Winnebago County.

Should you have questions, please contact me.

Sincerely,

Char Nagel  
City Clerk

RECEIVED

FEB 23 2024

CITY OF NEENAH  
CLERK'S OFFICE

February 23, 2024

Dylan Lamb  
1091 Gillingham Rd. #2  
Neenah WI 54956

To Whom It May Concern:

This is a formal request to appeal  
the dangerous animal declaration of  
my service dog Odin.  
Reference Incident # 2307

Phone: 920 594-0926

Sincerely,

Dylan Lamb



# CITY OF NEENAH POLICE DEPARTMENT

2111 Marathon Avenue  
Neenah, Wisconsin 54956



February 17, 2024

Dylan R. Lamb  
1091 Gillingham Rd.  
Neenah, WI 54956

Dear Dylan Lamb,

I have reviewed case# 24-2307 involving your dog, Odin. Odin is a two-year-old German Shepherd, which is not registered with the city of Neenah. Odin is reported to have attacked a postal worker on February 6, 2024. Odin escaped an apartment, and without any provocation, attacked a female postal worker resulting in several bites on her hand and thigh. The attack ended only after two other bystanders intervened and assisted in pulling Odin off the postal worker. When officers spoke with you about the attack, they observed Odin wearing a muzzle he was able to take off. You also informed officers Odin was able to open the door.

I reviewed case# 23-00732, which occurred on 5/16/2023, where Odin was involved in an unprovoked attack on a child. Odin was declared Potentially Dangerous for this incident.

Neenah's animal control ordinance #3-1 defines a dangerous animal as *"any animal that (a) inflicts Substantial Bodily Harm on a human being or domestic animal without provocation on public or private property; (b) engages in, or is found to have been trained to engage in, exhibitions of fighting or (c) has been previously found, within the last 36 months, to be a Potentially Dangerous Animal, the owner having received notice of such and the animal again aggressively bites, attacks, or endangers the safety of humans or domestic animals."*

Based on the information available to me, I am declaring Odin a **dangerous animal**. As a result of the declaration residence of the city of Neenah have four options:

1. You may comply with the dangerous animal control parameters established by ordinance. The following is required within 30 days of this letter:
  - a. Purchase a "dangerous animal" license through the city's finance department and affix it to the animal's collar. To obtain the license, you must provide the following to the Neenah Police Department Representative:
    - Provide proof of current vaccination and regular animal license
    - Provide proof of completed spaying or neutering
    - Provide animal's age, weight, color, breed, and identifying characteristics
    - Provide two 4"x6" color photographs of the animal
    - Provide proof of microchip implantation from a veterinarian




- Provide proof of liability insurance in an amount not less than \$1,000,000 for any personal injuries inflicted by the dangerous animal
- b. After the dangerous animal license is obtained, the following rules apply for the animal
- While off premise of the owner, the animal must wear a basket-type muzzle.
  - While off premise of the owner, the animal must be restrained by a substantial chain or leash no longer than six feet in length and under the direct supervision and control of a competent adult.
  - While indoors, the animal must be securely confined, without access to open windows or other potential exits.
  - When not leashed/muzzled or secured indoors, the animal must be secured in a pen or kennel that consists of a double metal fence separated by at least a two-foot gap, with secure sides and top attached on all sides and a secure bottom or floor (or side walls embedded no less than two feet into the ground), locked with a key or combination lock, and posted with signs declaring, "dangerous animal."

All of the above apply to the option of complying with the city ordinance and keeping the dangerous animal in the city. The other three options are:

2. You may move the dangerous animal outside the city limits, where city ordinance has no applicability. If you choose this option, you should be aware that the animal will be subject to ordinances of the local jurisdiction. Further, you would still be civilly liable for damages, injuries, or death caused by the animal. You will need to provide me with the name and address of the new caretaker for the animal.
3. You may choose to have the animal euthanized. This is a very difficult decision that may affect many family members. Please do not choose this option without careful consideration and input from those who may be affected. Consult with a veterinarian or other animal care professional when considering this option.
4. You may appeal this "dangerous animal" declaration. To invoke an appeal, you must file a written notice with the City Clerk **within five business days** of receiving this letter. Appeals will be heard by the Public Services and Safety Committee. Appeal of the council decision must be sought through circuit court.

I will be following up with you in regard to how you would like to proceed. You can contact me directly at (920) 886-6000 or [wbone@neenahwi.gov](mailto:wbone@neenahwi.gov). The case number for this declaration is 24-002307.

Sincerely,



142

J. Wesley Bone  
Patrol Lieutenant  
Neenah Police Department

C: City Clerk, City Attorney, Finance

NEENAH PD

Incident Report

L-NP-05-14-2023-0007323

Subject ANIMAL Location 612 Main St NEENAH CITY, 54956

Incident Type Incident Report

Report Type Incident Report

Loc Name

Assisted By Thompson, Kali M

Call Source

Douglas, Erik M

Disposition Closed

Entered On 5/16/2023 2:46:07 PM

Entered By Patel, Shanu V

Occurred On 5/14/2023 2:30:00 PM

Reported On 5/14/2023 2:53:23 PM

Occurred Bet

Reported By Patel, Shanu V

OFFENSES

Offense BITE - ANIMAL BITE/SCRATCH -

Domestic No

IBR Group

Hate None (No Bias)

IBR Against

Weapons

UCR Hiera

Tools

Activities

Location Highway/Road/Alley/Street/Sidewalk

Securities

Completed Yes

Using Not Applicable

IBR Code

SUSPECT

LAMB, DYLAN R [Redacted] No

612 Main St NEENAH, WI 54956 WINNEBAGO WINNEBAGO USA

[Redacted]

[Redacted]

VICTIM

[Redacted]

WITNESS

DORSEY, DAVID M [Redacted] No

121 Mayer St Neenah, WI 54956 Winnebago USA

609 N Main St OSHKOSH, WI 54901 WINNEBAGO USA

[Redacted]

OTHER

Type Business

WELLNESS VETERINARY CLINIC Hgt Wgt Hai Eye

976 American Dr Unit 17 NEENAH, WI 54956 WINNEBAGO USA

(920) 215-0256

NARRATIVE

Summary

Narrative

CSA Shanu Patel N67  
05/14/2023 3:15 P.M.

Body camera worn was activated during the incident.

On the above date and time, I was dispatched to 121 Mayer St., Neenah, WI 54956 regarding a dog bite complaint. Dispatch advised the reporting party's six-year-old daughter was bit on her back by a German Shepherd while riding her bicycle. The bite occurred around 2:30 P.M., in the area of Van Street/Harrison Street. The reporting party would be waiting at 121 Mayer Street.

Upon my arrival, I met with reporting person who verbally identified himself as David Dorsey. David explained his daughter [REDACTED] was riding her bike on the street. A neighbor's dog was chained up to a longer leash. The dog was able to get into the road way while, on the leash due to its length, and was able to bite [REDACTED].

I went over the Animal Bite/Scratch papers with the father of [REDACTED], due to [REDACTED] being a juvenile. David provided all the necessary information needed. Officer Kali Thompson who was accompanying me was able to get pictures of the bite. Officer Thompson photographed the injury with and without scale. The injury consisted of two smaller puncture wounds that broke the skin. The puncture wound was located on the lower left shoulder blade of the victim. It was covered by a band aid upon arrival. David was able to remove the band aid for photograph purposes. The upper puncture wound was red in color and was approximately ½ an inch long. David was mailed an Information for Victims of Crimes in Wisconsin packet with the case number.

Soon after, we made our way over to 612 Main Street, due to David pointing the address out to where the dog belongs. I contacted the dog owner, who verbally identified himself as Dylan Lamb. With my observation of the dog, I noticed it was energetic and a bit aggressive. Dylan advised the dog's name is Odin and he is a two year old German Shepard. Dylan mentioned he is a guard dog. I went over the Animal Bite/Scratch paperwork with Dylan, and he was able to provide both licenses and tags for the dogs rabies shot and city license. I verbally went through the Quarantine Order form with the owner. He was compliant, advised he understood, and signed the form. Dylan was given a copy of the Quarantine Order and a copy was attached with the report.

Based on the information I obtained, I believe the dog bite was unprovoked. I submitted a digital media envelope containing the photographs of the injury.

At this time, I have no further information about this complaint. I request this remains in the CSA workflow for further follow-up. The follow up should persist of making sure the owner is complying with the quarantine order. SP/sds/alb

Lieutenant J. Wesley Bone N142  
05/23/2023

I have reviewed this case and due to the fact that Odin, a two-year-old German Shepherd, without provocation, bit a child, there is sufficient cause to declare him a Potentially Dangerous Animal. I have

attached a letter addressed to Dylan Lamb explaining this declaration to him. I have placed the letter in the supervisor's office and requested it be delivered to Dylan at his address of 612 Main St., in the city of Neenah.

Once this letter is delivered it can be closed. JWB/KMV/alb

CSA Carson Huiting N68  
05/23/2023 2:00 P.M.  
BWC was not active

At the above date and time, I was working on follow up regarding this case.

Before the given time at around 10:00 A.M., I delivered the dangerous animal letter to the residence.

Later in my shift at the given time, I received the completed quarantine order in regards to this case. The dog was seen on 05/17/2023, 05/19/2023 and lastly on 05/23/2023.

I will attach a copy of the completed quarantine order to my cover sheet.

Due to this animal having current animal licensing and being declared a dangerous animal, this case may be closed.

CPH/rdr/alb

**NEENAH PD****Incident Report****L-NP-08-29-2023-0014015**

Subject **ANIMAL** Location **1095 Gillingham Rd NEENAH CITY, 54956**

Incident Type	<b>Incident Report</b>	Reported By	<b>Patel, Shanu V</b>
Loc Name		Report Type	<b>Incident Report</b>
Call Source		Assisted By	
Disposition	<b>Closed</b>	Entered On	<b>9/4/2023 1:15:19 PM</b>
Entered By	<b>Patel, Shanu V</b>	Occurred On	<b>8/29/2023 2:27:00 PM</b>
Reported On	<b>8/29/2023 2:27:06 PM</b>	Occurred Bet	

**OFFENSES**

Offense	<b>3-2(a) - ANIMALS AT LARGE -</b>	IBR Group	B
Domestic	No	IBR Against	Person, Property, Society
Hate	None (No Bias)	UCR Hiera	26
Weapons		Activities	
Tools		Securities	
Location	Highway/Road/Alley/Street/Sidewalk		
Completed	Yes		
Using	Not Applicable		
IBR Code	90Z		

**SUSPECT**

**LAMB, DYLAN R** [REDACTED]  
 612 Main St NEENAH, WI 54956 WINNEBAGO WINNEBAGO USA  
 1091 GILLINGHAM RD Apt 2 NEENAH, WI 54956 WINNEBAGO WINNEBAGO USA  
 [REDACTED]

**OTHER**

Type Contact  
**BOOKER, TAYLOR A** [REDACTED]  
 628 WILSON ST NEENAH, WI 54956  
 [REDACTED]

**OTHER**

Type Business  
**NEENAH ANIMAL SHELTER** Hgt Wgt Hai Eye  
 951 County Rd G NEENAH, WI 54956 WINNEBAGO USA  
 (920) 722-9544

**NARRATIVE****Summary****Narrative**

CSA Shanu Patel N67  
 08/29/2023 2:30 P.M.

On the above date and time, I was dispatched out to 1095 Gillingham Rd., regarding an animal at large complaint.

Upon my arrival at the above location, I got in contact with two juveniles who stated they saw a German Shepard running around the road. One juvenile went on to explain that an unknown vehicle picked up the dog but was unsure whose it was and if they knew the owner or not.

Upon performing a neighborhood canvas, dispatch advised me there was another animal complaint at 628 Wilson St., regarding a German Shepard found by 1095 Gillingham Rd. I made my way to 628 Wilson and got in contact with an individual who verbally identified herself to me as Taylor A. Booker. Taylor advised me she found the dog running around in the streets by Dairy Queen on Gillingham Rd. I took custody of the dog. The dog had a collar but no tags, I checked the electronic book to see if there was a dog matching the description of the one found, but was unable to find a match. I took the dog to the Neenah Animal Shelter, I advised the shelter staff I did not check the dog for a chip. A staff member checked the dog for a chip but was unable to locate one. I filled out all the necessary paper work regarding a found animal and the Neenah Animal Shelter took custody of the dog.

Please place this complaint in the CSA work flow for further follow-up. Follow-up should consist to see if the dog was claimed after four days and if the dog was claimed to get into contact with dog owner and warn the owner about Animal at Large and/or give a citation if needed, and to make sure the owner has an animal license issued for the city of Neenah.

Sp/cjg/alb

CSA Eric McLevige N60  
09/04/2023 12:53 P.M.

On the above date and time, I was conducting follow up for this case. The follow up consisted of calling the Neenah Animal Shelter to see if the dog had been claimed and warn the owner for Animals at Large.

I called the Neenah Animal Shelter and they advised the dog had been claimed by Dylan Lamb, who lives at 1091 Gillingham Rd., Apt. #2. I looked at the animal licensing database and saw Dylan had a valid animal license for 2023 for the dog. I was able to make contact with Dylan at his residence. He advised the back door does not lock properly and he has put a new lock on the door. I warned Dylan for Animals at Large and told him if his dog got out within the next 12 months, he could get a citation. Dylan told me that he understood.

There is no further follow up and this case may be closed.

ESM/jrf/alb

Call for Service

Verification	Level	Case #	Incident #	Date/Time
Verified	1		NP23082900016141	8/29/2023 8:19:18 PM
Lat	Long	Long Form	Loc Name	
-88.48581033	44.16641702	1091 Gillingham Rd Apt 2		
At Loc/In Front	Loc Desc	City, ST, ZIP		
At Location	*JUST A PHONE CALL*	NEENAH CITY, 54956		
Low Cross St	High Cross St	Area	Sector	Beat
1000 LAUREL CT	900 GAY DR	W	3	WN12

Incident Type	Mod Circum	Priority	Alarm Level	Call Source	
ANIMAL		4		Phone	
User ID	Device ID	1st Disp Date/Time	Enroute	Arrived	Closed
N0070AT	N1	8/29/2023 8:53:35 PM	8/29/2023 8:53:39 PM		8/29/2023 9:20:54 PM

Subject Info

Name:

Person Role	Primary Caller	Contact	First Name	Middle	Last Name
An initial caller	Yes	Unknown	DYLAN		LAMB
Phone					
920 376 3946					
Address	City	Building	Apt	Misc Info	
Race	Gender	D.O.B.	Age	Height	
Weight	Build Code	Hair Color	Eye Color		
DL #	DL State				
Search Type	Prop Seized Indicator	Probable Cause	State Fed Entry #		
	No				
Caller Name	Caller Phone	Caller Address	Caller City	Building	Apt
Carrier	Lat	Long	Service	Conf Factor	ESN
Uncertainty Factor	Cell Site				

Vehicle Info

Additional Info

Report Number

Report Number	Is Foreign Rpt #	Agency
L-NP-08-29-2023-0014036	No	NP

Disposition

Disposition	Unit ID	Primary Indicator	Disposition Comments
SHORT FORM	NP/N149	Yes	MADE CONTACT WITH DYLAN, WHO EXPLAINED THAT HE LEFT AROUND 2PM AND GOT BACK AROUND 7:30 AND NOTICED HIS DOG, ODIN, WAS MISSING. HE STATED ALL HIS WINDOWS AND DOORS WERE SECURE, SO HE WAS UNSURE ON HOW HE COULD HAVE GOTTEN OUT. DYLAN WAS ABLE TO LOOK AT THE NEENAH, WI FACEBOOK GROUP PAGE, WHERE A PHOTO OF THE FOUND DOG WAS, AND ADVISED THAT THE DOG LOCATED WAS IN FACT ODIN. HE ADVISED ME HE WOULD PICK ODIN UP TOMORROW. NO FURTHER ASSISTANCE NEEDED

Comments

Date/Time	User ID	Device ID
8/29/2023 8:19:18 PM	N0070AT	N1

Notes: R/P STATES THAT HE GOT HOME FROM WORK AROUND 7:30 PM AND HIS DOG IS MISSING. R/P SAID HIS DOORS AND WINDOWS WERE CLOSED/LOCKED WITH NO WAY IT COULD HAVE GOT OUT. DOG IS A 2 Y.O. GERMAN SHEPARD WITH A GREEN COLLAR NAMED ODIN.

Date/Time	User ID	Device ID
8/29/2023 8:26:12 PM	W9073CR	W5

Notes: I DID ADVISE RP THAT THERE WAS A GERMAN SHEPARD THAT WAS FOUND AT THE DQ EARLIER TODAY AND HE WOULD NEED TO CONTACT THE NEENAH SHELTER, BUT HE WOULD STILL LIKE A PHONE CALL

Date/Time	User ID	Device ID
8/29/2023 8:39:46 PM	N0037JE	N1

Notes: RP CALLED BACK AND SAID HIS PH # IS NOW WORKING AGAIN - [REDACTED]

Unit Assignment

Unit ID	Agency ID	Primary Unit Flag	Temp Unit Flag
NP/N149	NP	Yes	No
Dispatch Date	Enroute Date	Arrival Date	Clear Date
8/29/2023 8:53:35 PM	8/29/2023 8:53:39 PM		8/29/2023 9:20:54 PM

Officer
Justman, Caleb O

Additional Notes

Subject **ANIMAL** Location **1091 Gillingham Rd Apt 2 NEENAH CITY, 54956**

Incident Type **Arrest Report**

Report Type **Arrest Report**

Loc Name

Assisted By **Deich, Brandon R**

Call Source

**Douglas, Erik M**

Disposition **Closed**

Entered On **2/7/2024 9:19:11 AM**

Entered By **Priessnitz, Jennifer S**

Occurred On **2/6/2024 12:00:00 PM**

Reported On **2/6/2024 12:05:36 PM**

Occurred Bet

Reported By **Priessnitz, Jennifer S**

**OFFENSES**

Offense **BITE - ANIMAL BITE/SCRATCH -**

Domestic No

IBR Group

Hate None (No Bias)

IBR Against

Weapons

UCR Hiera

Tools

Activities

Location Residence/Home

Securities

Completed Yes

Using Not Applicable

IBR Code

**OFFENSES**

Offense **3-14(a) - DOG/CAT LICENSE REQUIRED -**

Domestic No

IBR Group B

Hate None (No Bias)

IBR Against Person, Property, Society

Weapons

UCR Hiera 26

Tools

Activities

Location Residence/Home

Securities

Completed Yes

Using Not Applicable

IBR Code 90Z

**OFFENDER**

**LAMB, DYLAN R**

612 Main St NEENAH, WI 54956

1091 GILLINGHAM RD Apt 2 NEENAH, WI 54956

[Redacted]

Arrested For: 3-14(a) - DOG/CAT LICENSE REQUIRED -

**VICTIM**

**FLETCHER, JENNIFER M**

1336 Inverness Ln NEENAH, WI 54956 WINNEBAGO USA

[Redacted]

**OTHER**

Type Business

**THEDACARE REGIONAL MEDICAL CENTER - NEENAH**

Hgt Wgt Hai Eye

130 2nd St NEENAH, WI 54956 WINNEBAGO USA

(920) 729-3100

**NARRATIVE**

**Summary**

## Narrative

Officer Jennifer Priessnitz 125

02/06/24 12:00PM

On the above date and time, I was dispatched to 1091 Gillingham Rd. for an animal bite. Dispatch advised a post office worker was bit by a dog at the above location. Dispatch also advised someone was enroute to pick up the post office worker to take her to the hospital. It stated they would be waiting in a van for an officer to arrive.

Upon my arrival, I spoke to Officer Brandon Deich, who was speaking to the dog owner. The dog owner was later identified as Dylan R. Lamb. Officer Brandon Deich asked Dylan to get the paperwork for his dog, Odin. When speaking to Officer Brandon Deich, he advised the post office worker, who was identified as Jennifer M. Fletcher, was delivering mail to the location, when Odin got out of Apt. 2 and attacked Jennifer. Officer Brandon Deich stated he took pictures of Jennifer's leg and finger, and would upload them when he got back to the Neenah Police department.

Dylan was able to provide proof of rabies vaccination and a 2023 dog license. Odin can be described as a tan and black German Shepherd mix, male, two years of age.

I filled out the animal bite/scratch worksheet and the Neenah Police Department quarantine order. The Neenah Police Department quarantine order was explained verbatim to Dylan, and he signed his portion of the quarantine order. Dylan stated he would be taking Odin to the Wellness Vet Clinic on American Drive in Fox Crossing. Dylan had an appointment for 11:00 AM, tomorrow 2/7/24. Dylan was issued a citation (2J808CTK88) for failure to license dog, and the citation was explained.

Officer Erik Douglas and I made contact with Jennifer at ThedaCare Regional Medical Center-Neenah to get more information on her wounds. When speaking with Jennifer, she stated that she was delivering mail to the apartment complex, when Odin got out of Apt. 2 and attacked Jennifer. Jennifer had bite marks on her left upper side thigh. Jennifer stated she tried to go upstairs and push Odin off of her. Jennifer did not remember when her left pointer finger got injured. Jennifer had at least seven different puncture wounds from Odin, they did break the skin and were no more than 1/2 depth of teeth. Jennifer stated a young male was able to pull Odin off of her and another neighbor was able to come out and help as well. Jennifer did not know how long it took Dylan to arrive, but Dylan was in the basement doing laundry. Jennifer stated the attack lasted 10 to 15 seconds.

It should be noted when we were on scene Odin had a muzzle on, in the living room, and was able to take the muzzle off. When Officer Erik Douglas and I made contact again to issue the citation, Odin was barking and Dylan had to hold Odin by his collar to not get out of the apartment. When Dylan came out of his apartment, he had to lock Odin in the house, because Odin is able to open the door.

Copies of the Neenah Police Department quarantine order and animal/scratch worksheet were added to this report. Photos of the injuries were placed in the digital media box at the Neenah Police Department. Photos of

the rabies vaccination paperwork and 2023 dog license were uploaded via Axon capture. Another photo of Jennifer's leg was sent via text from Jennifer's mother, and this was uploaded to Axon capture as well.

I am requesting this be sent to the CSA workflow for further follow-up with Dylan to verify the quarantine order is being followed. I am also requesting this report be sent to Lieutenant J. Wesley Bone to investigate a possible dangerous animal, with Odin having other cases of animal bites.

This ends my involvement.

jp/jb/lp

CSA ERIKA SUPPLE

2/9/2024 AT 2:05PM

On the above date and time, I made contact with Dylan Lamb via phone. I asked Dylan if he had started the quarantine order for Odin. Dylan stated Odin had his first appointment 2/7/24, and his second and third appointment will be on 2/13/24 and 2/16/24. I called Wellness Vet Clinic and they confirmed the Quarantine Order has been started.

Further follow up will consist of receiving a completed Quarantine Order on 2/16/24. N61/ES, jwb/lp

CSA Connor Chicoine N62

02/16/2024 2:00PM

On the above date and time, I was conducting follow up in regards to an animal bite that took place on 02/06/2024.

A completed copy of the quarantine order was dropped off at the police department.

This complaint may be closed at this time. / JWB/lp

Lieutenant J. Wesley Bone

02/17/2024 12:10 PM

I reviewed this case and determined there is sufficient information to meet the requirements of a declaration of Dangerous Animal for Odin. Odin has been involved in two unprovoked attacks in the last nine months. Odin has displayed continued aggressive behavior when officers have been in contact with him and his owner, Dylan, has not taken the appropriate measures to ensure Odin is properly secured.

Officer Erik Douglas delivered the letter to Dylan on 2/17/2024 and I spoke with Dylan on the phone regarding the declaration. I will follow up with Dylan to ensure the declaration is followed.

I have completed a Dangerous Animal Letter and sent a copy through city interdepartmental mail to the city attorney, Clerks office, and the Finance Department. A copy of the Dangerous Animal Letter is included with this report. JWB/sds/lp

Lieutenant J. Wesley Bone  
02/23/2024 1:30 PM

When I returned to work on the above date, I had the affixed letter from Dylan Lamb in my mail box. I also had a voice mail from him. In the letter, Dylan's take note of things he disagreed with regarding the dangerous animal letter I gave him. He also stated his dog, Odin, is an Emotional Support Animal and is exempt from any city licensing requirements. He also made several other demands regarding this case.

"My right to have Odin in my residence, and with me wherever I go, is protected under the ADA. The city ordinance cannot discriminate against this right. No further licensing of any kind can be imposed by the city."

I spoke with Dylan on the phone and explained that he would need to submit a request in writing to the clerk in order to appeal the declaration. He stated he understood this and would do so next week. I have included the letter Dylan sent with this report. This case can remain open and in my workflow. JWB/sds/lp

Lieutenant J. Wesley Bone  
03/12/2024 12:32 PM

Dylan has requested to appeal the Dangerous Animal Declaration. Due to this, I am requesting this case to be closed, but remain in my workflow until the outcome of the appeal has been determined. JWB/lp

## Public Services & Safety Committee

**May 7, 2024**

### Retail Liquor License Applications

Applicant	Trade Name	Address of Business	Agents	Class "A", "Class A", Class "B" or "Class B"
Cedar Bar & Grill	Cedar Neenah, LLC	1330 S. Commercial St	Ken Lulloff & David Halverson	"Class B" Combination Transfer License

### Extension of Licenses Premises Application to Sidewalk Café

Applicant	Trade Name	Business Location	Agents	Tables	Business License
Generation Paulson, Inc.	Layles Place	218 W. Wisconsin Ave	Chris Paulson	3	"Class B" Combination

### Approved Special Event Permits

Applicant	Name of Event	Class of Event	Location	TDORA	Dates	Approved
JDRF Walk	JDRF Walk	Class A Exceeds 200 Attendees, Travel Lane Closures	Riverside Park	No	5/17 - 5/18	4/19/2024
Autism Society of Fox Valley	Walk for Auism	Class A Exceeds 200 Attendees, Travel Lane Closures	Riverside Park	No	5/11/2024	5/6/2024
Greens Block Party	Greens Pourhouse	Class A Exceeds 200 Attendees, Travel Lane Closures	Church St, WI to Doty	No	5/18/2024	5/6/2024
Udderly Euro	Udderly Euro	Class A Exceeds 200 Attendees, Travel Lane Closures	E WI Ave/Double Tree/Shattuck Park	No	6/29/2024	4/19/2024



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

---

## MEMORANDUM

---

**DATE:** June 21, 2023

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

**FROM:** Char Nagel, City Clerk

**RE:** Application for Regular “Class B” Combination Liquor License –  
Cedar Neenah, LLC

---

The Clerk’s Office received a Transferring License Business to Business, an Original Alcohol Beverage Retail License Application, and an Operations Plan for Cedar Neenah, LLC, d/b/a Cedar Bar & Grill at 1330 S. Commercial Street. The current “Class B” Combination Liquor License is issued to Gretchen Diegel and Kristin Zagrodnik, Partnership. The bar, Cedar Bar & Grill, is being sold. Part of the sale transaction is the transfer of the liquor license.

A background check has been successfully completed on Cedar Neenah, LLC, with no monies owed to the city. Background checks were also conducted on the two new owners, Ken Lulloff and David Halverson, with no issues reported. All transfer paperwork is in order. Approving the transfer to Cedar Neenah LLC, does not impact the liquor license quota. The new owners intend to keep the operations and site layout of the bar the same as it currently is.

Staff recommends approval of the transfer of regular “Class B” Combination Intoxicating Liquor and Fermented Malt Beverage License to Cedar Neenah LLC, d/b/a Cedar Bar & Grill at 1330 S. Commercial Street.



**TRANSFERRING LICENSE**  
**BUSINESS TO BUSINESS FORM**

I/We hereby transfer the following licenses to the City of Neenah:

Class B Combination Beer/Liquor/Wine License No. 23-10

Class \_\_\_\_\_ Beer/Liquor/Wine License No. \_\_\_\_\_

Other Amusement License No. 23-10  
(Cigarette, Amusement, etc.)

Other \_\_\_\_\_ License No. \_\_\_\_\_  
(Cigarette, Amusement, etc.)

Date licenses transferred \_\_\_\_\_, \_\_\_\_\_

License(s) are for the following establishment: (PLEASE PRINT)

Business Name: Cedar Bar & Grill

Doing business as: Cedar Bar & Grill

Business Address: 1330 S. Commercial St

City/State: Neenah WI 54956

Signatures:   
(Officer of Corporation/Member/Manager of Limited Liability Company/Partner/Individual)  
  
(Officer of Corporation/Member/Manager of Limited Liability Company/Partner/Individual)  
\_\_\_\_\_  
(Additional Partner(s)/Member/Manager of Limited Liability Company if Any)

Print Name: Gretchen H. Diegel

Print Name: Kristin S. Zagrodinik

Print Name: \_\_\_\_\_

Notes: This form must be signed by all members of the Corp/LLC/Partnership/Individual prior to issuance of the new license.

We hereby accept the transfer the following licenses to the City of Neenah:

Class B Combination Beer/Liquor/Wine License No. 23-10  
Class \_\_\_\_\_ Beer/Liquor/Wine License No. \_\_\_\_\_  
Other Amusement License No. 23-10  
(Cigarette, Amusement, etc.)  
Other \_\_\_\_\_ License No. 23-10  
(Cigarette, Amusement, etc.)

Date licenses transferred \_\_\_\_\_, 2024\_\_

License(s) are for the following establishment: (PLEASE PRINT)

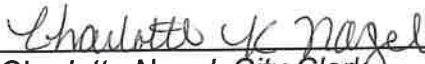
License(s) are for the following establishment: (PLEASE PRINT)

Business Name: Cedar Bar & Grill  
Doing business as: Cedar Bar & Grill  
Business Address: 1330 S. Commercial St  
City/State: Neenah WI 54956

Signatures:  Print Name: Kenneth W. Lulloff  
(Officer of Corporation/Member/Manager of Limited Liability Company/Partner/Individual)  
 Print Name: David J. Halverson  
(Officer of Corporation/Member/Manager of Limited Liability Company/Partner)  
\_\_\_\_\_  
(Additional Partner(s)/Member/Manager of Limited Liability Company (if Any))

Notes: This form must be signed by all members of the Corp/LLC/Partnership/Individual prior to issuance of the new license.

The licenses listed above were surrendered to me on this 3<sup>rd</sup> day of May, 2024.

  
Charlotte Nagel, City Clerk

FOR CLERKS ONLY	
Municipality	
License Period	

Form  
**AT-106**

# Original Alcohol Beverage License Application

April 29, 2024

### License(s) Requested

- Class "A" Beer ..... \$ \_\_\_\_\_
- Class "B" Beer ..... \$ \_\_\_\_\_
- "Class C" Wine ..... \$ \_\_\_\_\_
- Reserve "Class B" Liquor \$ \_\_\_\_\_
- "Class A" Liquor ..... \$ \_\_\_\_\_
- "Class B" Liquor ..... \$ \_\_\_\_\_
- "Class A" Liquor (Cider Only) \$ \_\_\_\_\_
- "Class B" (Wine Only) Winery \$ \_\_\_\_\_

License Fees	\$
Publication Fee	\$
Background Check	\$
<b>Total Fees</b>	<b>\$</b>

### Part A: Premises/Business Information

1. Legal Business Name (registered entity name or individual's name if sole proprietorship)  
~~XXXXXXXXXXXX~~ Cedar Neenah LLC

2. Trade Name or DBA  
Cedar Bar and Grill

3. Premises Address  
1330 S. Commercial St Neenah WI 54956

4. County: Winnebago      5. Municipality: Neenah      6. Aldermanic District:

7. Mailing Address (if different from premises address)  
1929 Henry St Neenah WI 54956

8. FEIN: 99-2298490      9. Wisconsin Seller's Permit Number: 456-1031677970-02

10. Premises Phone: 920-709-1330      11. Premises Email: [REDACTED]

12. Entity Type (check one)  
 Sole Proprietor     Partnership     Limited Liability Company     Corporation     Nonprofit Organization

13. Premises Description - Describe the building or buildings where alcohol beverages are to be sold and stored. Describe all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. Alcohol beverages may be sold and stored ONLY on the premises described in this application. Attach additional sheets if necessary.  
General bar area, table seating, Basement and Back ~~Room~~ Covered Patio

### Part B: Questions

1. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit a copy of Responsible Beverage Server Training Course Certificate.....  Yes  No
2. Does the applicant business or its partners, officers, directors, managing members, or agent hold a direct or indirect interest in any alcohol beverage wholesaler or producer (e.g., brewer, brewpub, winery, distillery)?.....  Yes  No  
If yes, please explain using the space below. Attach additional sheets if necessary.

Form  
AT-103

# Alcohol Beverage License Application Supplemental Questionnaire

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

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

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

### Part A: Premises/Business Information

1. Registered Entity Name (or individual name if sole proprietor)

Cedar Neenah LLC

2. Trade Name or DBA

Cedar Bar and Grill

3. Entity Type (check one)

- Sole Proprietor   
 Partnership   
 Limited Liability Company   
 Corporation   
 Nonprofit Organization

### Part B: Individual Information

1. Name (Last, First, M.I.)

Kenneth W Lulloff

2. Relationship to Registered Entity (Title)

Member

3. Email

[REDACTED]

4. Phone

[REDACTED]

5. Home Address

1929 Henry Street

6. City

Neenah

7. State

WI

8. Zip Code

54956

9. Date of Birth

[REDACTED]

10. Drivers License/State ID Number

[REDACTED]

11. Drivers License/State ID State of Issuance

WI

### Part C: Address History

List in chronological order your last two residence addresses within the last 5 years.

Previous Address 1

1116 W Cecil Street

Previous City, State, Zip

Neenah WI 54956

Dates (MM/YYYY - MM/YYYY)

04/2020 - 04/2021

Previous Address 2

2825 Acorn Road

Previous City, State, Zip

Neenah WI 54956

Dates (MM/YYYY - MM/YYYY)

08/2001 - 04/2020

### Part D: Employment History

List in chronological order your last two employers within the last 5 years.

Employer's Name

Piping Systems Inc

Employer's Address

719 Industrial Park Ave

Dates Employed (MM/YYYY - MM/YYYY)

11/2022 - Present

Employer's Name

KL Consulting LLC

Employer's Address

1929 Henry Street

Dates Employed (MM/YYYY - MM/YYYY)

08/2008 - Present

**Part E: Criminal History**

1. Have you ever been convicted of any offenses (other than traffic offenses unrelated to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or of any county or municipal ordinances?  Yes  No  
If yes to question 1, please list details of each conviction below. Attach additional sheets as needed.

Law/Ordinance Violated	Trial Date
------------------------	------------

Penalty Imposed	Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No
-----------------	--

Law/Ordinance Violated	Trial Date
------------------------	------------

Penalty Imposed	Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No
-----------------	--

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

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

**Part F: Questions**

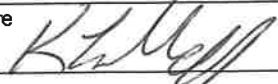
1. Have you lived in any state other than Wisconsin as an adult? If yes, please list them in the space below. If no, continue to question 2.  Yes  No

2. How long have you continuously lived in Wisconsin prior to the date of application?	Years 36	Months 6
--	-------------	-------------

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

**Part G: Attestation**

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

Signature 	Date 04/11/24
--	------------------

Form  
AT-103

# Alcohol Beverage License Application Supplemental Questionnaire

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

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

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

<b>Part A: Premises/Business Information</b>				
1. Registered Entity Name (or individual name if sole proprietor) Cedar Neenah LLC				
2. Trade Name or DBA Cedar Bar and Grill				
3. Entity Type (check one)				
<input type="checkbox"/> Sole Proprietor	<input type="checkbox"/> Partnership	<input checked="" type="checkbox"/> Limited Liability Company	<input type="checkbox"/> Corporation	<input type="checkbox"/> Nonprofit Organization

<b>Part B: Individual Information</b>				
1. Name (Last, First, M.I.) David J Halverson				
2. Relationship to Registered Entity (Title) Member		3. Email [REDACTED]		4. Phone [REDACTED]
5. Home Address 403 Pine Street				
6. City Neenah		7. State WI	8. Zip Code 54956	9. Date of Birth [REDACTED]
10. Drivers License/State ID Number [REDACTED]			11. Drivers License/State ID State of Issuance WI	

<b>Part C: Address History</b>	
List in chronological order your last two residence addresses within the last 5 years.	
Previous Address 1 1331 Maple Street	
Previous City, State, Zip Neenah WI 54956	Dates (MM/YYYY - MM/YYYY) 04/2019 - 04/2021
Previous Address 2 531 Van Street	
Previous City, State, Zip Neenah WI 54956	Dates (MM/YYYY - MM/YYYY) 04/2021 - 06/1997

<b>Part D: Employment History</b>	
List in chronological order your last two employers within the last 5 years.	
Employer's Name LS Construction Services Inc.	
Employer's Address 403 Pine Street	Dates Employed (MM/YYYY - MM/YYYY) 01/1993 - Present
Employer's Name	
Employer's Address	Dates Employed (MM/YYYY - MM/YYYY)

**Part E: Criminal History**

1. Have you ever been convicted of any offenses (other than traffic offenses unrelated to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or of any county or municipal ordinances? .....  Yes  No  
 If yes to question 1, please list details of each conviction below. Attach additional sheets as needed.

Law/Ordinance Violated	Trial Date
------------------------	------------

Penalty Imposed	Was sentence completed? ..... <input type="checkbox"/> Yes <input type="checkbox"/> No
-----------------	--

Law/Ordinance Violated	Trial Date
------------------------	------------

Penalty Imposed	Was sentence completed? ..... <input type="checkbox"/> Yes <input type="checkbox"/> No
-----------------	--

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

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

**Part F: Questions**

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

2. How long have you continuously lived in Wisconsin prior to the date of application?	Years 53	Months 6
--	-------------	-------------

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

**Part G: Attestation**

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

Signature 	Date 04/11/24
--	------------------

# Schedule for Appointment of Agent by Corporation / Nonprofit Organization or Limited Liability Company

Submit to municipal clerk.

All corporations/organizations or limited liability companies applying for a license to sell fermented malt beverages and/or intoxicating liquor must appoint an agent. The following questions must be answered by the agent. The appointment must be signed by an officer of the corporation/organization or one member/manager of a limited liability company and the recommendation made by the proper local official.

To the governing body of:  Town  Village of Neenah County of Winnebago  
 City

The undersigned duly authorized officer/member/manager of Cedar Neenah LLC  
(Registered Name of Corporation / Organization or Limited Liability Company)

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as Cedar Bar and Grill  
(Trade Name)

located at 1330 S. Commercial St

appoints Ken Lullhoff + Dave Halverson  
(Name of Appointed Agent)

1929 Henry St  
(Home Address of Appointed Agent)

to act for the corporation/organization/limited liability company with full authority and control of the premises and of all business relative to alcohol beverages conducted therein. Is applicant agent presently acting in that capacity or requesting approval for any corporation/organization/limited liability company having or applying for a beer and/or liquor license for any other location in Wisconsin?

Yes  No If so, indicate the corporate name(s)/limited liability company(ies) and municipality(ies).

Is applicant agent subject to completion of the responsible beverage server training course?  Yes  No

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? 36 years

Place of residence last year \_\_\_\_\_

For: \_\_\_\_\_  
(Name of Corporation / Organization / Limited Liability Company)

By: \_\_\_\_\_  
(Signature of Officer / Member / Manager)

Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

### ACCEPTANCE BY AGENT

I, Ken Lullhoff, hereby accept this appointment as agent for the  
(Print / Type Agent's Name)

corporation/organization/limited liability company and assume full responsibility for the conduct of all business relative to alcohol beverages conducted on the premises for the corporation/organization/limited liability company.

[Signature] 4-12-2024  
(Signature of Agent) (Date)

Agent's age [Redacted]

1929 Henry Street Neenah WI 54956  
(Home Address of Agent)

Date of birth [Redacted]

### APPROVAL OF AGENT BY MUNICIPAL AUTHORITY (Clerk cannot sign on behalf of Municipal Official)

I hereby certify that I have checked municipal and state criminal records. To the best of my knowledge, with the available information, the character, record and reputation are satisfactory and I have no objection to the agent appointed.

Approved on \_\_\_\_\_ by \_\_\_\_\_ Title \_\_\_\_\_  
(Date) (Signature of Proper Local Official) (Town Chair, Village President, Police Chief)



## Plan of Operation

### for Alcohol Beverage License Application

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

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

<b>Business Name:</b> Cedar Bar and Grill																												
<b>Address of Premises:</b> 1330 S. Commercial St	<b>Business Telephone Number:</b> 920-729-1330																											
<b>Business Mailing Address – if different from address of premises :</b> 1929 Henry Street																												
<b>Business Internet/E-mail Address:</b> Ken Lullhoff@gmail.com	<b>Business Fax Number:</b> —																											
<b>Owner's Name:</b> Ken Lullhoff	<b>Owner's Phone Number:</b> 920-277-8201																											
<b>Owner's Address include city, state, zip code:</b> 1929 Henry St. Neenah WI 54956																												
<b>Will the agent, a partner of the individual licensee be conducting the day-to-day operations of the business:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If no, list name and address of person who will:																												
<small>Class B Applicants: If the agent, a partner or the individual licensee will not be conducting the day-to-day operations of the business, the person listed above must obtain a Class B Manager's license.</small>																												
<b>Does anyone else have money invested or any other interest in this business?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain: Business Partner 50/50																												
<b>What types of business do you or will you conduct at this location? (Check all that apply):</b> (Other licenses/permits may be required to operate your business.) <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Full Service Restaurant</td> <td><input type="checkbox"/> Café/Coffee Shop</td> <td><input type="checkbox"/> Bed &amp; Breakfast</td> </tr> <tr> <td><input type="checkbox"/> Grocery Store</td> <td><input type="checkbox"/> Convenience Market</td> <td><input type="checkbox"/> Hotel</td> </tr> <tr> <td><input type="checkbox"/> Liquor Store</td> <td><input type="checkbox"/> Indoor Golf Facility</td> <td><input type="checkbox"/> Private Sports Club</td> </tr> <tr> <td><input type="checkbox"/> Theater</td> <td><input type="checkbox"/> Wine Tasting Room</td> <td><input type="checkbox"/> Veterans Club</td> </tr> <tr> <td><input type="checkbox"/> Brew Pub</td> <td><input type="checkbox"/> Tavern</td> <td><input type="checkbox"/> Fraternal Club</td> </tr> <tr> <td><input type="checkbox"/> Volleyball Court (Permanent Extension of Premises required)</td> <td><input type="checkbox"/> Catering (sales only allowed on the premises issued and alcohol beverage licensed)</td> <td><input type="checkbox"/> Video Game Center-6 or more games</td> </tr> <tr> <td><input checked="" type="checkbox"/> Bar &amp; Grill</td> <td><input type="checkbox"/> Night club</td> <td><input type="checkbox"/> Bowling Center</td> </tr> <tr> <td><input type="checkbox"/> Comedy Club</td> <td><input type="checkbox"/> Recreational Paint Studio</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Billiard Center</td> <td></td> <td></td> </tr> </table>		<input type="checkbox"/> Full Service Restaurant	<input type="checkbox"/> Café/Coffee Shop	<input type="checkbox"/> Bed & Breakfast	<input type="checkbox"/> Grocery Store	<input type="checkbox"/> Convenience Market	<input type="checkbox"/> Hotel	<input type="checkbox"/> Liquor Store	<input type="checkbox"/> Indoor Golf Facility	<input type="checkbox"/> Private Sports Club	<input type="checkbox"/> Theater	<input type="checkbox"/> Wine Tasting Room	<input type="checkbox"/> Veterans Club	<input type="checkbox"/> Brew Pub	<input type="checkbox"/> Tavern	<input type="checkbox"/> Fraternal Club	<input type="checkbox"/> Volleyball Court (Permanent Extension of Premises required)	<input type="checkbox"/> Catering (sales only allowed on the premises issued and alcohol beverage licensed)	<input type="checkbox"/> Video Game Center-6 or more games	<input checked="" type="checkbox"/> Bar & Grill	<input type="checkbox"/> Night club	<input type="checkbox"/> Bowling Center	<input type="checkbox"/> Comedy Club	<input type="checkbox"/> Recreational Paint Studio		<input type="checkbox"/> Billiard Center		
<input type="checkbox"/> Full Service Restaurant	<input type="checkbox"/> Café/Coffee Shop	<input type="checkbox"/> Bed & Breakfast																										
<input type="checkbox"/> Grocery Store	<input type="checkbox"/> Convenience Market	<input type="checkbox"/> Hotel																										
<input type="checkbox"/> Liquor Store	<input type="checkbox"/> Indoor Golf Facility	<input type="checkbox"/> Private Sports Club																										
<input type="checkbox"/> Theater	<input type="checkbox"/> Wine Tasting Room	<input type="checkbox"/> Veterans Club																										
<input type="checkbox"/> Brew Pub	<input type="checkbox"/> Tavern	<input type="checkbox"/> Fraternal Club																										
<input type="checkbox"/> Volleyball Court (Permanent Extension of Premises required)	<input type="checkbox"/> Catering (sales only allowed on the premises issued and alcohol beverage licensed)	<input type="checkbox"/> Video Game Center-6 or more games																										
<input checked="" type="checkbox"/> Bar & Grill	<input type="checkbox"/> Night club	<input type="checkbox"/> Bowling Center																										
<input type="checkbox"/> Comedy Club	<input type="checkbox"/> Recreational Paint Studio																											
<input type="checkbox"/> Billiard Center																												
<b>Briefly detail the type of business you plan to operate, if granted a license:</b> Bar and Grill Services																												
<b>What other types of licenses or permits will you or do you hold at this location? :</b>																												
<input type="checkbox"/> Tavern Entertainment	<input type="checkbox"/> Cigarette	<input checked="" type="checkbox"/> Amusement Devices																										
<input type="checkbox"/> Dance Hall	<input checked="" type="checkbox"/> Food (though Health Dept.)	<input type="checkbox"/> Other(s)																										

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

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

**What percentage of your total sales will be from the sales of alcohol beverages?** 50 %

**Is there at least 300 feet between the building and any church, school or hospital?**  Yes  No

**How many alcohol serving premises are within a 4 block radius of your business?** 5

**Do you have any future plans for other businesses, licenses or permits at this location?**  Yes  No  
If yes, explain:

**Is this premise under construction?**  Yes  No If yes, list estimated completion date:

**Is this a franchise?**  Yes  No

**What was the previous name & nature of the business operating at this location, if applicable?**

**Is this premises currently or ever been licensed?**  Yes  No If yes, list type of license:

**Is the current licensee operating?**  Yes  No If no, list date closed:

**If alcohol sales are a new use in this building, please contact the Neenah Police Department at (920) 886-6000 to meet with Chief of Police to review regulations/ordinances.**

**What is the zoning classification for this premise?**

HOURS OF OPERATION FOR ALCOHOL BEVERAGE SALES/SERVICE ONLY		
Day of the Week	Proposed Hours of Operation:	
	Open	Close
Sunday	1 PM	11 PM
Monday	11 AM	11 PM
Tuesday	11 AM	11 PM
Wednesday	11 AM	11 PM
Thursday	11 AM	11 PM
Friday	11 AM	12 AM
Saturday	11 AM	12 AM

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

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

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

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

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

**DETAILED FLOOR PLAN**

Please read all instructions before preparing the floor plan.

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

The floor plan must include all of the following items:

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

**ALL NEW & TRANSFER APPLICANTS:**

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

A Lease or Offer to Purchase must:

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

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

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

Who owns the fixtures (i.e. Coolers, etc.)? Owners

Subscribed and sworn to before me  
this 1st day of May, 2024

D. Herb  
Notary Public, State of Wisconsin

My Commission expires: 10/22/27

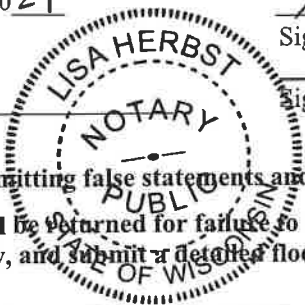
Notary Seal must be affixed

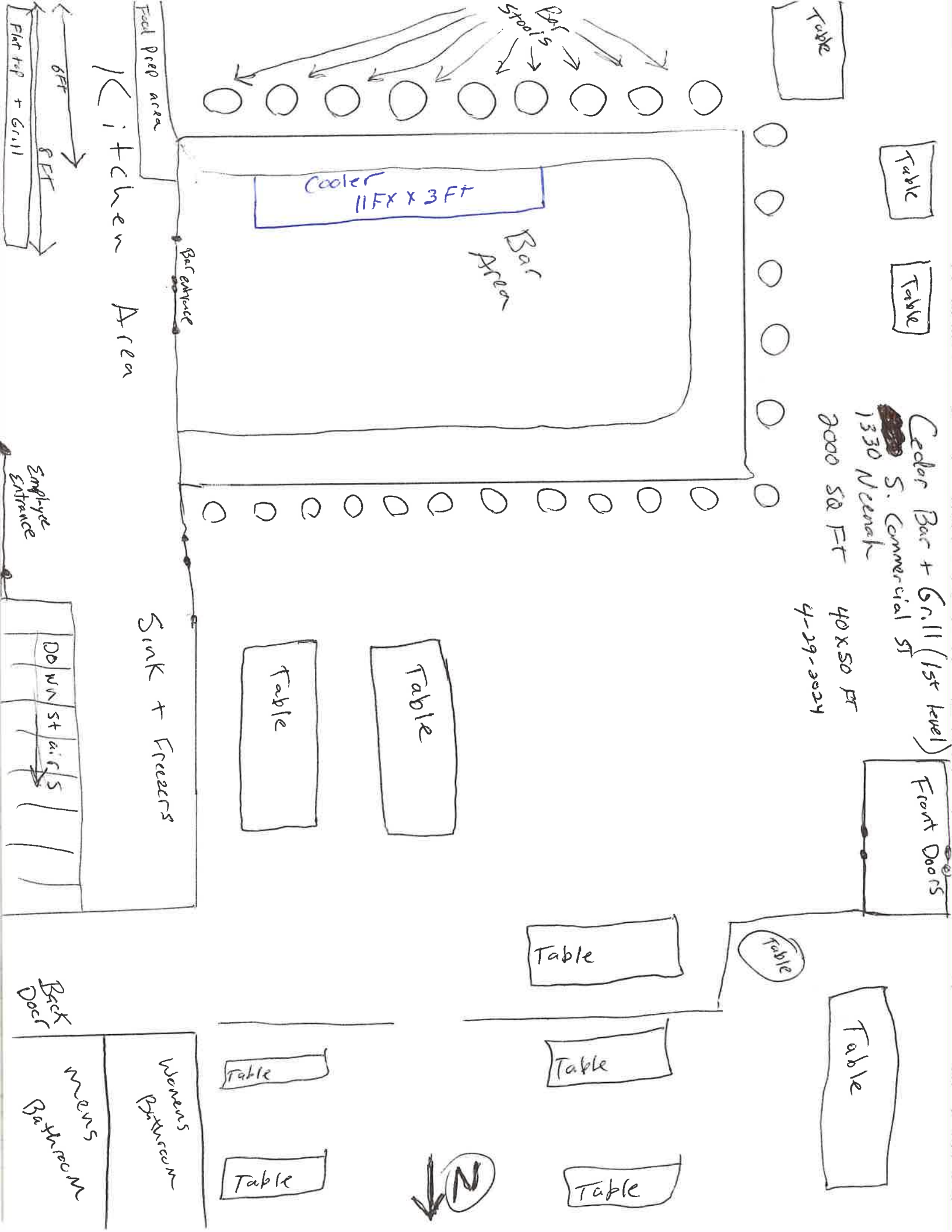
[Signature]  
Signature of Individual/Partner/Officer

[Signature]  
Signature of Partner/Officer

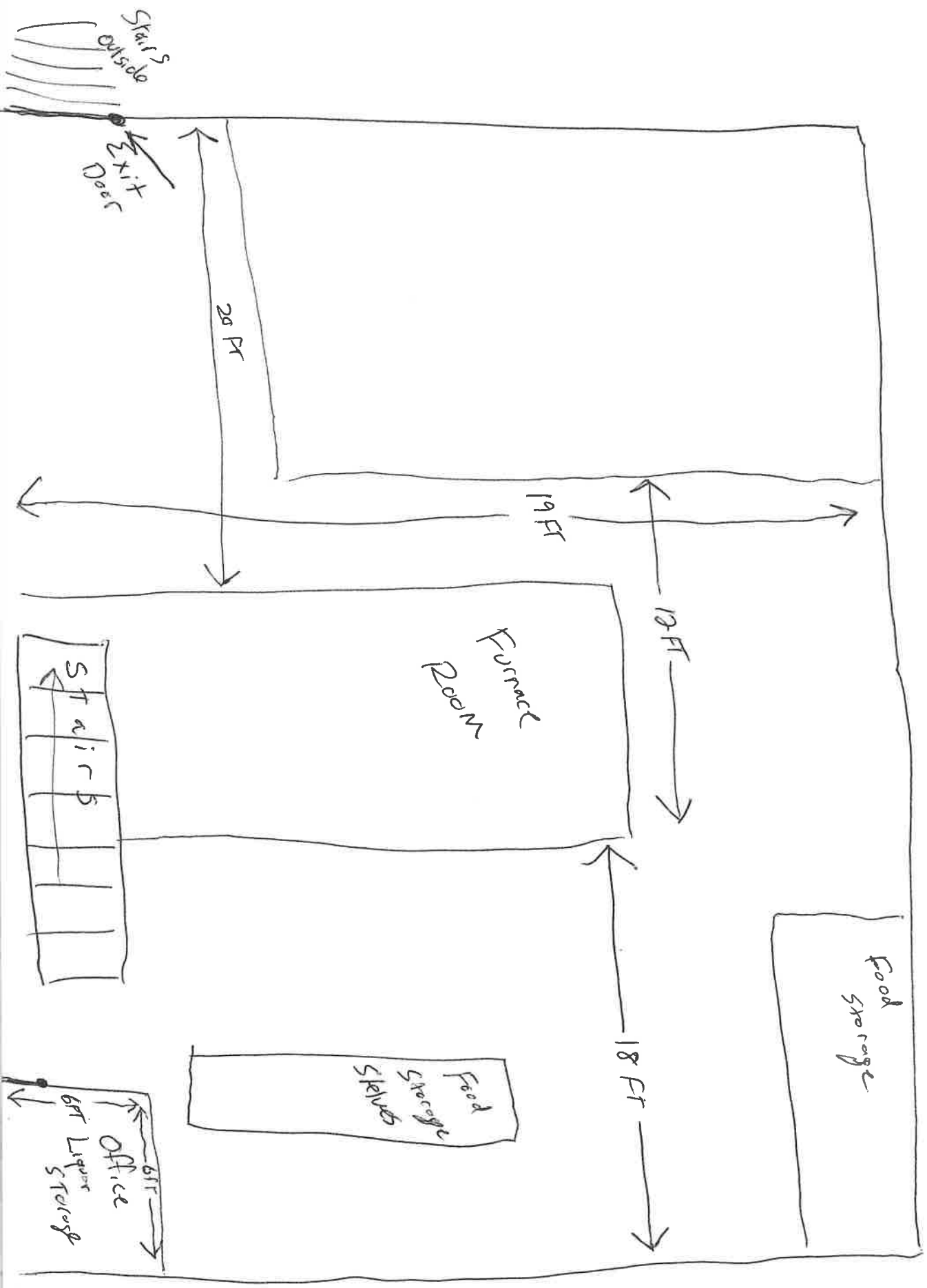
**Warning: Penalty provided for submitting false statements and affidavits with this application.**

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

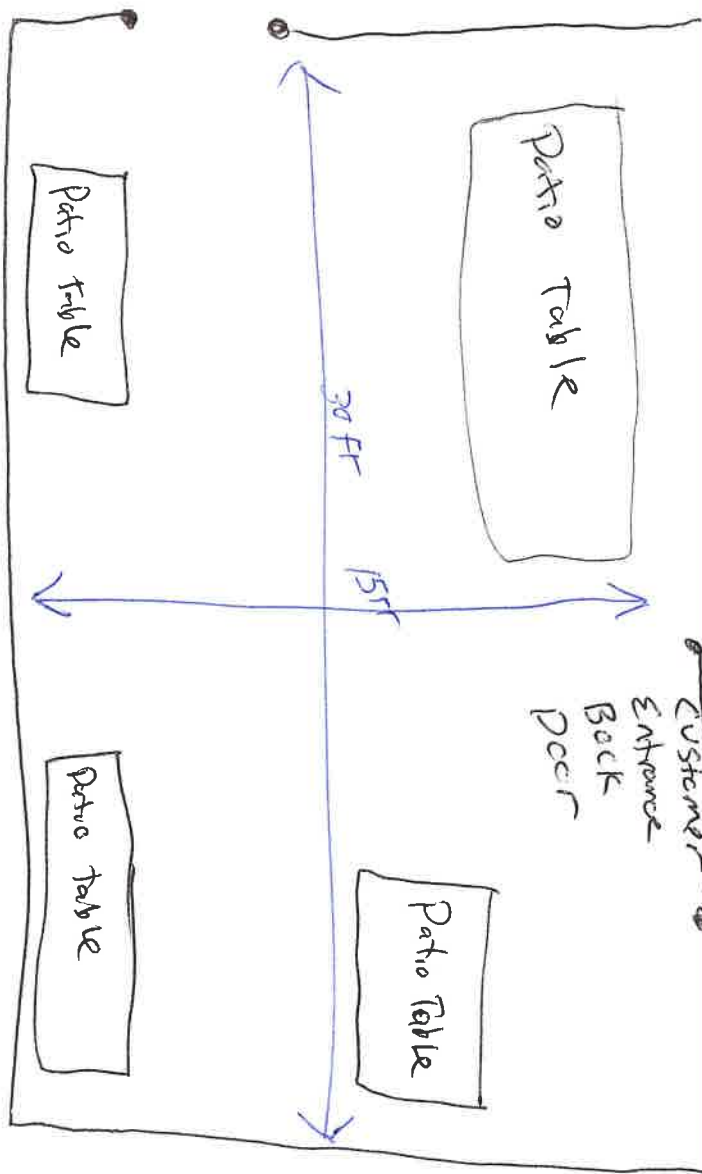
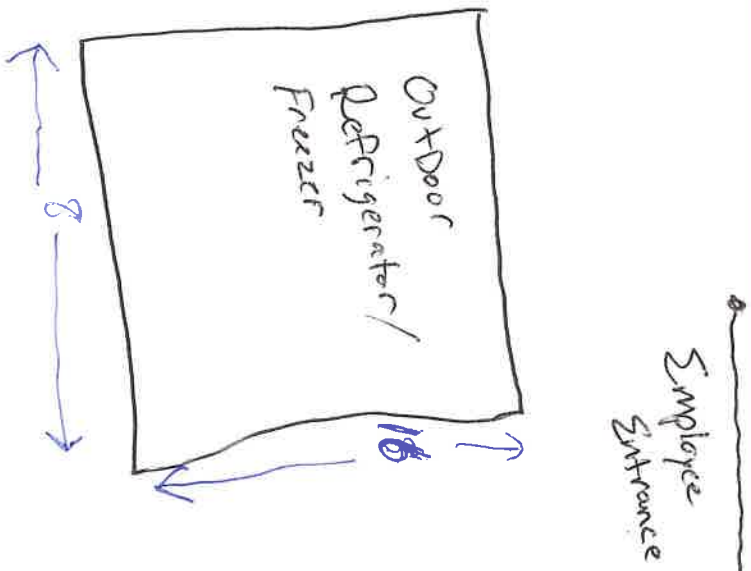




Basement  
Cedar Bar + Gr. 11 1330 S. Commercial St  
4-29-2024



→ 2



Outside Patio + Cooler  
 Cedar Bar + Grill 1830 S. Commercial St  
 4-29-2024

2  
 →

Credor Bar and Grill 1330 S. Commercial ST  
4-29-2024

Commercial Street

sidewalk

Credor Bar and Grill

Customer entrance

employee entrance

Customer Entrance

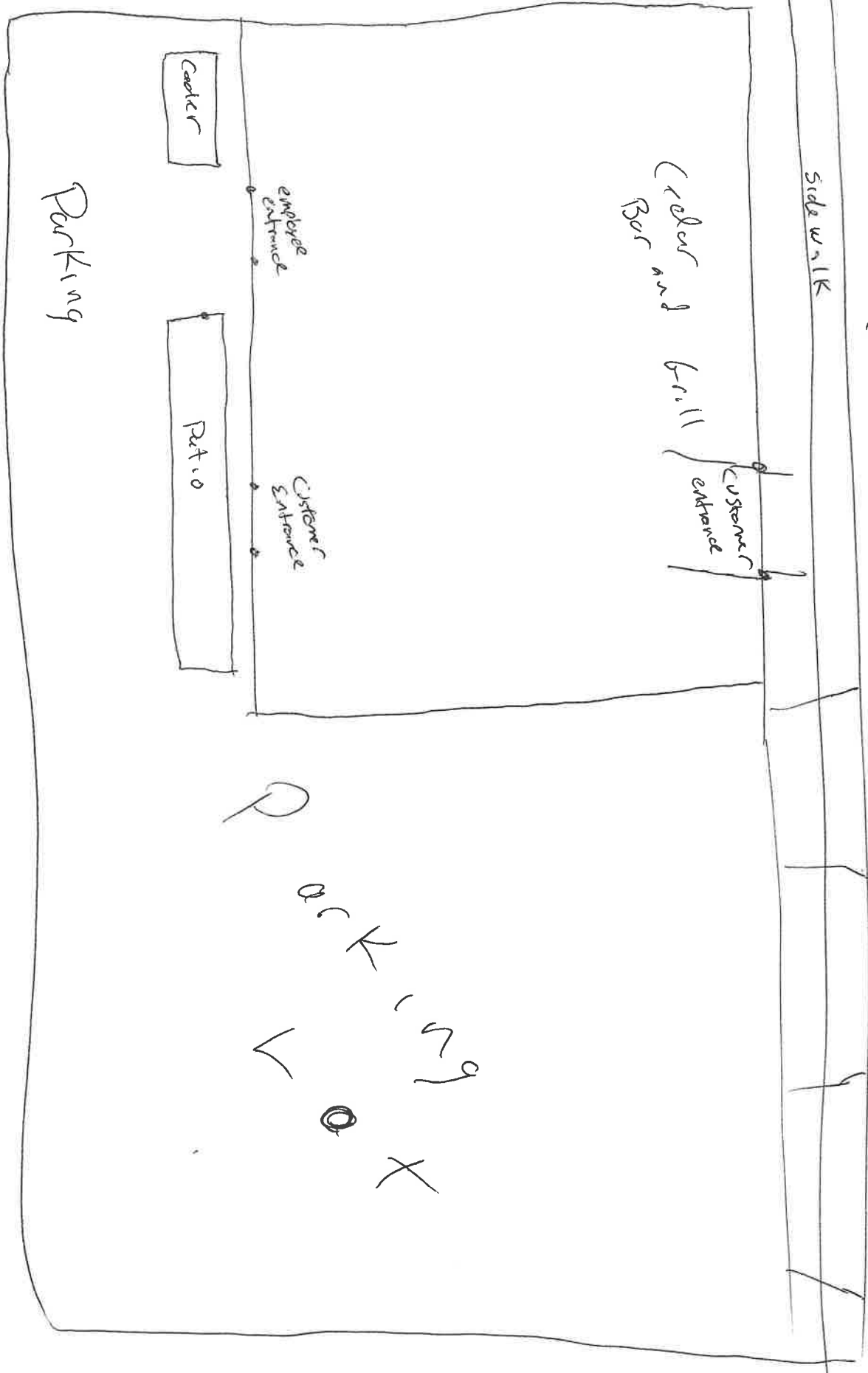
Coatler

Patio

Parking

backing  
Q  
V  
O  
X

N  
→





---

# MEMORANDUM

---

**DATE:** May 7, 2024  
**TO:** Mayor Lang, Plan Commission  
**FROM:** Brad Schmidt, Deputy Director of Community Development  
**RE:** Site Plan for Sidewalk Café, Layla’s Place, 218 W. Wisconsin Avenue

---

## Background

The Community Development Department has received a request from Chris Paulson (Generation Paulson, Inc.) for Site Plan Approval to allow for a Sidewalk Cafe to serve Layla’s Place patrons along Wisconsin Avenue. The subject site is located 218 W. Wisconsin Avenue.

## Consideration

The owners propose a sidewalk café along W. Wisconsin Avenue which includes three tables. The width of the building is approximately 24 feet. All sidewalk café furniture must remain within the 24-foot wide area. The sidewalk width in the proposed seating location is approximately 15 feet and will allow over 6 feet of sidewalk width for safe pedestrian passage, exceeding the minimums set by ordinance. The furniture, as proposed, will not block any pedestrian access. The proposed sidewalk café meets all locational requirements as set forth in the ordinance and must adhere to all other requirements of the City’s Sidewalk Cafe Ordinance (i.e., maintenance, advertising, signage, insurance).

Standards	Yes	No
Is the property located in the C2 Zoning District?	X	
Will a minimum of 6 feet of sidewalk remain for safe passage of pedestrians?	X	
Is the sidewalk café furniture located within the limits of the property?	X	
Will any changes in direction of pedestrian travel along the sidewalk exceed an angle of 30°?		X
Is the sidewalk café furniture located within 10 feet of any		X

marked/unmarked crosswalk or access ramp?		
Is the sidewalk café furniture located within 5 feet of any fire hydrant?		X
Is the sidewalk café furniture located within 10 feet of any driveway?		X
Is the sidewalk café furniture located within 5 feet ahead of or 15 feet to the rear of any sign marking a designated bus stop?		X
Is the sidewalk café located on or within 2 feet of any water valve, manhole, or other similar structure?	X	
Is the sidewalk café furniture located at any location closer to the center of the street than a location at the widest point of the street?		X
Has liability insurance naming the City as an unrestricted additional insured on the sidewalk café owner's insurance policy been submitted?	X	

The role of the Plan Commission is to review the requirements of the Outdoor Service/beer garden ordinance (Sec. 4-106). In addition, the applicant is requesting the outdoor extension of their liquor license to serve alcohol within these areas. This request is also reviewed by the Public Services and Safety Commission and Common Council.

**Recommendation**

Appropriate action at this time is to approve the Site Plan for the Sidewalk Generation Paulson, Inc., 218 W. Wisconsin Avenue subject to the conditions of the site plan review letter.





City of Neenah Community Development  
211 Walnut Street  
Neenah WI 54956  
Ph 920.886.6130

May 01, 2024

CHRIS PAULSON  
GENERATION PAULSON, INC.  
W5793 ROYAL TROON ROAD  
MENASHA, WI 54952

**RE: Site Plan (Sidewalk Cafe) - 218 W Wisconsin Avenue - Laylas Place Site Plan - Minor Review () Status  
Approved**

Dear CHRIS PAULSON:

We have completed our review of the plan identified above. The plan was approved per attached comments, if any. This letter is not to be construed as a zoning compliance, grading, building permit, certificate of occupancy, or a substitute for any permit or certificate required by any state or federal government entity.

Sincerely,

Brad Schmidt  
Deputy Director of Community Development and Assessment  
bschmidt@neenahwi.gov  
920-886-6126

Planning - Brad Schmidt -  
bschmidt@neenahwi.gov

Approved

**Review Comments:**

1. Windblown devices such as balloon, banners, or other similar item shall not be attached or otherwise made part of the sidewalk café furniture and no advertising shall be permitted on sidewalk café furniture.
  2. Umbrellas, flags, heaters and such tall equipment/furniture shall not interfere with pedestrians below a height of seven feet on a sidewalk.
  3. Advertising on sidewalk café furniture is prohibited, except for the placement of the permittee's business name in an unobtrusive or incidental manner, not to exceed two inches in height by eight inches in width (three inches in height by eight inches in width on umbrellas), with a limit of one per piece of sidewalk café furniture; incidental logos that are affixed by the manufacturer and do not advertise the permittee's business.
  4. Sidewalk café furniture must be kept in a state of good repair and condition and free from the following conditions: rust, chipped or peeling paint or finishes, delaminating or peeling materials, missing hardware, rotting materials, poor craftsmanship or construction that would cause the item to be structurally unsound and thereby pose a health or safety hazard, or any other condition that the Department of Community Development deems to be contrary to the purposes of promoting visually appealing and structurally sound sidewalk furniture.
  5. Each sidewalk café serving alcohol beverages shall be responsible for policing the area of the sidewalk café to be sure that customers are of the legal drinking age and that alcohol beverages are not removed from the premises, or left unattended.
  6. Service in the sidewalk cafés shall be limited to persons seated at tables or at a bar. Appropriate signage must be affixed to each table notifying customers that alcoholic beverages may only be in possession while seated within the approved sidewalk café.
  7. Maintain a minimum 2-foot separation from the water valve cover on the sidewalk.
-

**CITY OF NEENAH**  
**Application for a Sidewalk Café**

New Application -OR-  Change of Ownership (waive site plan review)

Individual     Partnership     Corporation     Limited Liability Company

Name: Generation Paulson, Inc.  
(Individuals/Partners/Registered Name of Corporation/LLC)

If Partnership, Corporation or LLC, list names and addresses of all members:

CHRIS Paulson    W5793 Roy-Town Drive    Menasha, WI 54952  
\_\_\_\_\_  
\_\_\_\_\_

Address of premise for which the sidewalk café permit is being applied for: 218 W. Wisconsin Ave    Neenah, WI 54956

Trade Name: Layler Place

Business Phone: 1-920-215-3575    Cell 920-475-2122

- Is the premise for which the sidewalk café permit is being sought located in C-2 Central Business zoning districts as that term is defined in Chapter 26.  Yes     No    (If no, the premise does not qualify for an outdoor dining area)
  
- Is the proposed sidewalk café located in an area where a minimum of six (6) feet of sidewalk width will remain for safe passage of pedestrians and will not change the direction of travel along the sidewalk more than 30 degrees?  Yes     No  
(If no, the premise does not qualify for an outdoor dining area)
  
- Is the sidewalk café furniture located in such a manner so as to block access for the pedestrians or in a manner that the street furniture would constitute a tripping hazard or other hazard to pedestrians.  Yes     No  
(If no, the premise does not qualify for an outdoor extension)
  
- If the outdoor premise is located in the front yard of licensed premise, has the height barrier been approved by the City of Neenah Community Development Department?  Yes     No  
(If no, the premise does not qualify for an outdoor extension)
  
- Is the applicant a "Class B", Class "B" and/or "Class C" License holder?  Yes     No  
(If yes, an Application for Outdoor Extension of Retail "Class B", Class "B" and/or "Class C" License must be filed concurrently with this application. Approval of this application and the application for Outdoor Extension are contingent upon one another)
  
- Has a Certificate of Insurance been placed on file?  Yes     No  
Does this Certificate satisfy the required liability limits?  Yes     No  
Does the Certificate list the City of Neenah as an unrestricted additional insured?  Yes     No  
(If no to any of the above, the premise does not qualify for an outdoor extension)

Service in the sidewalk café shall be limited to persons seated at tables. Appropriate signage must be affixed to each table notifying customers that alcoholic beverages may only be in possession while seated within the approved sidewalk café.

Each sidewalk café serving alcohol beverages shall be responsible for policing the area of the sidewalk café to be sure customers are of the legal drinking age and that alcohol beverages are not being removed from the premise or left unattended.

**Outdoor Area Uses:** The outdoor premises shall only be used for serving food and alcohol and no part of said area shall be used for recreational activities, including, but not limited to, volleyball, horseshoes, darts, and softball. Service in the outdoor premises shall be limited to persons seated at tables. Number of Tables:           3          

**Sidewalk Cafe Furniture:** Sidewalk cafe furniture must be kept in a state of good repair and condition and free from the following conditions: rust, chipped or peeling paint or finishes, delaminating or peeling materials, missing hardware, rotting materials, poor craftsmanship or construction that would cause the item to be structurally unsound and thereby pose a health or safety hazard, or any other condition that the Department of Community Development deems to be contrary to the purposes of promoting visually appealing and structurally sound sidewalk furniture. It shall be placed, installed, used or maintained as follows:

- (a) Within ten feet of any marked or unmarked crosswalk or access ramp.
- (b) Within five feet of any fire hydrant.
- (c) Within ten feet of any driveway.
- (d) Within five feet ahead of and 15 feet to the rear of any sign marking a designated bus stop, measured along the edge of pavement.
- (e) On or within two feet of any water valve, manhole, or other similar structure.
- (f) Within the vision-clearance triangle as defined in the Neenah Zoning Code (Municipal Code Chapter 26).
- (g) At any location that is closer to the center of the street than a location at the widest point of the street, measured at the curb line (i.e. bump outs).
- (h) Windblown devices such as balloon, banners, or other similar item shall not be attached or otherwise made part of the sidewalk cafe furniture and no advertising shall be permitted on sidewalk cafe furniture.
- (i) Sidewalk cafe furniture shall be stored indoors overnight and/or when the business is closed..
- (j) Umbrellas, flags, heaters and such tall equipment/furniture shall not interfere with pedestrians below a height of seven feet on a sidewalk.
- (k) Advertising on sidewalk cafe furniture is prohibited, except for the placement of the permittee's business name in an unobtrusive or incidental manner, not to exceed 2 inches in height by 8 inches in width (3 inches in height by 8 inches in width on umbrellas), with a limit of one per piece of sidewalk café furniture; incidental logos that are affixed by the manufacturer and do not advertise the permittee's business.

**Lighting:** Lighting of the area must be shielded and not be of intensity or brilliance to create glare which is distracting to adjoining property owners or can become a hazard or danger to vehicular traffic.

**Sound:** Sound from any source that is emitted from the outdoor area and measured at any border of the real property on which the licensed premises is located shall not exceed 75 db from 7 a.m. to 9 p.m. and 65 db from 9 p.m. until closing. Three or more noise complaints filed against the owner of an Outdoor Premise during a license period (July 1 to June 30), and verified by the Neenah Police Department, shall constitute sufficient grounds to revoke the Outdoor Premise Permit granted under this section, subject to a hearing requirement under section 4.96(7) of this Code.

**Closing Hours:** All service in the outdoor premises (beverage and food) shall stop no later than bar closing as set by §125.32(3) and §125.68(4): Mon-Fri 2 a.m. and Sat-Sun 2:30 a.m.

**READ CAREFULLY BEFORE SIGNING:** Under penalty provided for by law, the undersigned states that each of the above questions has been truthfully answered to the best of his/her/their knowledge. Applicant acknowledges receiving a copy of Ordinance No. 2011-08 and agrees to comply with its terms and conditions should this application be approved. (Individual applicants, each member of a partnership, officers of a corporation and members of an LLC must sign)

\_\_\_\_\_  
(Partner/Individual/Officer of a Corporation, Member of an LLC)

\_\_\_\_\_  
(Partner/Officer of a Corporation/Member of an LLC)

\_\_\_\_\_  
(Additional Partner/Officer of a Corporation/Member of an LLC)



SUBSCRIBED AND SWORN TO BEFORE ME THIS 18<sup>th</sup>  
DAY OF April, 2024.

[Signature]

Clerk/Notary Public

My Commission Expires: 10/22/27

**TO BE COMPLETED BY CLERK**

Date Received: 4/18/24

Clerk Signature: [Signature: Charlotte Nazel]

Date \$125 Site Plan Fee Paid: 4/19/24 Account No. **010-0000-534-11-00**

Date to Plan Commission: \_\_\_\_\_  Granted  Denied

Date to Public Services & Safety Committee: \_\_\_\_\_  Granted  Denied

Date to Council: \_\_\_\_\_  Granted  Denied

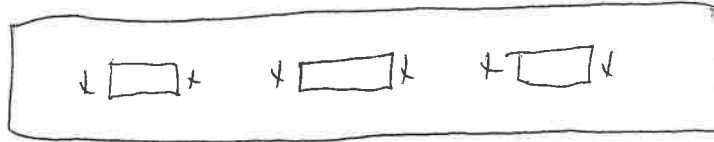
Date Final Inspection Completed: \_\_\_\_\_

Date of Signed Insurance Agreement: \_\_\_\_\_

License No. Issued: \_\_\_\_\_ Date: \_\_\_\_\_

**Note: Permit will not be issued until final inspections are complete.**

☐ table  
x chair



☐ Planter

Sidewalk





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
03/15/2024

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 have ADDITIONAL INSURED provisions or 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).


PRODUCER <b>ADEMINO &amp; ASSOCIATES</b> 1001 TRUMAN P O BOX 99 KIMBERLY, WI 54136-0099 RANDY BAETKE	920-734-3110	CONTACT NAME: <b>RANDY BAETKE</b> PHONE (A/C, No, Ext): <b>920-734-3110</b> E-MAIL ADDRESS: <b>rbaetke@ademino.com</b> FAX (A/C, No): <b>920-734-6027</b>
	INSURER(S) AFFORDING COVERAGE <b>INSURER A: SOCIETY INSURANCE</b>	
		NAIC # <b>15261</b>
INSURED <b>LAYLAS PLACE</b> <b>GENERATION PAULSON INC DBA</b> <b>218 W WISCONSIN AVE</b> <b>NEENAH, WI 54956</b>		
INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:		

**COVERAGES**                      **CERTIFICATE NUMBER:**                      **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"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			BP23032086	11/01/2023	11/01/2024	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 300,000
							MED EXP (Any one person)	\$ 1,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
A	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> EXCESS LIAB DED <input checked="" type="checkbox"/> RETENTION \$ 0			UM23032088	11/01/2023	11/01/2024	EACH OCCURRENCE	\$ 1,000,000
							AGGREGATE	\$ 1,000,000
								\$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	WC23032089	11/01/2023	11/01/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER	\$ 100,000
							E.L. EACH ACCIDENT	\$ 100,000
							E.L. DISEASE - EA EMPLOYEE	\$ 100,000
							E.L. DISEASE - POLICY LIMIT	\$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
**CITY OF NEENAH IS ADDITIONAL INSURED WHERE REQUIRED BY WRITTEN CONTRACT SUBJECT TO POLICY TERMS AND CONDITIONS.**

<b>CERTIFICATE HOLDER</b>  NECIT-1  <b>CITY OF NEENAH OF WINNEBAGO CTY</b> <b>211 WALNUT ST</b> <b>NEENAH, WI 54957-0426</b>	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 



---

## MEMORANDUM

---

**DATE:** May 3, 2024  
**TO:** Mayor Lang and Members of the Public Services & Safety Committee  
**FROM:** James Merten, Traffic Engineer  
**RE:** Proposed Lane Marking & Parking Regulation Changes to Tullar Road

---

The City budgeted \$30,000 for epoxy pavement markings to be placed on Tullar Road between Breezewood Lane and Cecil Street in the 2024 Capital Improvement Plan. This project comprises removal of the existing street markings (including the temporary markings added last year) and a reconfiguration of parking restrictions (most of which were temporarily added at the beginning of the school year). The purpose of the project is to address frequently reported traffic safety and flow concerns observed along the corridor. The goals of the project are:

- Address driver confusion over whether Tullar Road is to be treated as a 2-lane road or a 4-lane road. Tullar Road comprises two drive lanes and two parking lanes. However, per Wisconsin Statute §346.13, if the parking lane is unmarked and unoccupied, drivers may utilize the parking lane as a drive lane. Establishing lane markings will not only add clarity to intended lane usage, but also will legally prohibit use of the parking lane as a drive lane, per §346.13(3).
- Reduce the number of crashes and “near-miss” incidents along the corridor. The reported incidents are mostly attributed to turning movements where a driver did not have proper visibility of and reaction time to conflicting/oncoming traffic. These incidents often involve questionable driver behavior (i.e. unsafe merging, abrupt lane changes, aggressive passing, speeding, and sudden braking) resulting from the “free-for-all” roadway layout.
- Provide a traffic calming effect. The Commercial Street “road diet” implemented in 2013 posed to address many similar challenges also through pavement markings. That project resulted in an overall speed reduction of 5 mph across the corridor and an improvement in the 10-mph pace metric. It is expected that this project should provide similar results.
- Improve traffic flow along the corridor. Specifically, this project is expected to better accommodate traffic patterns at key access points, namely at intersections and school driveways significantly affected by school drop-off and pick-up traffic. It is worth noting that both the transition of the high school to the middle school and the newly added connection of Pendleton Road at CTH CB and CTH JJ/Winneconne Avenue have brought about new challenges that were not observed beforehand.
- Increase parking and stopping regulation compliance by placing restrictions only where truly necessary and orienting lane markings to discourage parking and loading activity where unwarranted.
- Provide dedicated roadway space for micromobility devices (e.g. bicycles, scooters).

This plan has been reviewed by the Neenah Police Department, Neenah Joint School District, and Valley Transit. I have also discussed this plan with representatives of adjacent churches.

A notice of the project and this meeting were delivered to adjacent properties on May 1<sup>st</sup> and 2<sup>nd</sup> (see attached). Any commentary received by staff will be reported out at this meeting.

The addresses below would be affected by a “NO PARKING ANYTIME” restriction resulting from the turn lanes proposed in the plan:

1002 Tullar Rd	1073 Tullar Rd	1054 Byrd Ave	1060 Appleblossom Dr
1004 Tullar Rd	1093 Tullar Rd	1206 Tullar Rd	1309 Tullar Rd
1010 Tullar Rd #A,B,C,D	1100 Tullar Rd	1212 Tullar Rd	1315 Tullar Rd
1025 Tullar Rd	1104 Tullar Rd	1218 Tullar Rd	1316 Tullar Rd
1066 Tullar Rd	1140 Tullar Rd	1284 Tullar Rd	
1070 Tullar Rd	1275 Tullar Rd	1059 Appleblossom Dr	

A schematic of the pavement markings is attached. Upon approval of the plan, staff will solicit contractors to bid on the pavement marking work. Staff would implement the signing changes necessary for the project at the time of pavement marking installation. The current anticipated completion of the work would take place prior to the next school year (September 1<sup>st</sup>).

The only required action for implementation of this plan is the approval of changes to parking regulations by the Neenah Common Council. Per Wisconsin Statutes, this action requires adoption via ordinance. Staff propose interim approval of the parking changes with the intention that an ordinance be enacted later this year, containing this and other approved parking changes that have not been formally adopted.

Staff recommend removal of all NO PARKING SCHOOL DAY 7:30 AM TO 4:30 PM parking restrictions on Tullar Road indicated in the Official Traffic Maps and a NO PARKING ANYTIME restriction be placed adjacent to the addresses outlined in this memo, as necessary to accommodate the attached pavement marking plan.



April 30, 2024

Dear Resident,

This letter is to inform you that the City will be reviewing changes to parking regulations and lane markings on Tullar Road.

Tullar Road is proposed to have a drive lane, bike lane, and parking lane in each direction, except at key intersections where there will be turn lanes instead of parking lanes. Turn lanes are proposed at Appleblossom Drive, Byrd Avenue, Gay Drive, and Cecil Street. The addresses below would be affected by a "NO PARKING ANYTIME" restriction resulting from the turn lanes:

1002 Tullar Rd	1073 Tullar Rd	1054 Byrd Ave	1060 Appleblossom Dr
1004 Tullar Rd	1093 Tullar Rd	1206 Tullar Rd	1309 Tullar Rd
1010 Tullar Rd #A,B,C,D	1100 Tullar Rd	1212 Tullar Rd	1315 Tullar Rd
1025 Tullar Rd	1104 Tullar Rd	1218 Tullar Rd	1316 Tullar Rd
1066 Tullar Rd	1140 Tullar Rd	1284 Tullar Rd	
1070 Tullar Rd	1275 Tullar Rd	1059 Appleblossom Dr	

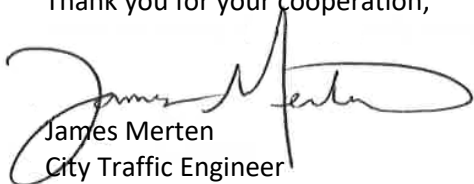
As the schematic of the proposed lane markings is too large to print on this letter, a rendering is available at <http://neenahwi.gov/tullar-rd/> and will be on display at the meeting.

If you wish to review and/or provide input on the proposal, you may do so by attending following meeting:

Public Services & Safety Committee Meeting  
May 7, 2024 – 6:00 PM  
Neenah City Hall, Hauser Room (1<sup>st</sup> Floor) – 211 Walnut Street Neenah, WI 54956

If you are unable to attend the meeting, you may alternatively submit input to [traffic@neenahwi.gov](mailto:traffic@neenahwi.gov). Any written correspondence received on or before Monday, May 6, 2024 will be read at the meeting for committee consideration. Otherwise, you are also welcome to contact me by phone at 920-886-6243.

Thank you for your cooperation,



James Merten  
City Traffic Engineer

☎ 920.886.6243 ✉ [jmerten@neenahwi.gov](mailto:jmerten@neenahwi.gov)





---

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

---

**DATE:** May 3, 2024  
**TO:** Mayor Lang and Members of the Public Services and Safety Committee  
**FROM:** Gerry Kaiser, Director of Public Works  
**RE:** Public Works General Activity

---

- 1) Contract 7-21 (Harrison Pond): Storm and sanitary sewer work is complete, and the pond is functioning. The meter pedestal for the water feature pumps has been installed. We Energies is scheduling the connection to the meter pedestal and wiring for the pump controller is being arranged and we are awaiting delivery of an electrical component for the pump controller. Staff has been discussing tree replacements with the contractor.
- 2) Contract 1-23 (Chestnut, Burr, Dieckhoff, Laudan Utility and Street Construction): Work is complete. Staff will prepare a punchlist and final quantities.
- 3) Contract 7-23 (High, River Utility and Street Construction): The top coat of asphalt is scheduled for paving the week of May 6. That will complete the project.
- 4) Neenah Creek Bridge: A final estimate is being prepared.
- 5) Contract 1-24 (Belmont Ct, Belmont Av, Cedar St, Stevens St-Utilities and Street): Sanitary sewer and water main installation is complete on Cedar, Belmont Ct, and Belmont Av. Services are being installed on Cedar.
- 6) Contract 2-24 (E. Doty Av - Utilities and Street): Sanitary sewer and water main is installed from Commercial to a point east of Oak. Work on both of those will continue toward Elm.
- 7) Contract 3-24 (Bayview Rd, Commercial St Water Crossings, Quarry Ln, Reed St - Utilities and Street): Utility work on Bayview is complete. Sanitary sewer installation on Quarry is complete. Water main is being installed on Quarry. The contractor has encountered poor soils during water main installation that si requiring additional trench excavation.
- 8) Contract 4-24 (S. Park Avenue Easement – Utilities): A pre-construction meeting was held on 4/18. Work is tentatively scheduled to start in mid-July.
- 9) Contract 5-24 (North St - Utilities and Street): A schedule has not been set.
- 10) Contract 6-24 (Jewelers Park Drive – Street): Traffic control and preliminary work started the week of 4/15. Storm sewer installation is scheduled to start the week of 4/29. City staff will stake for the new curb during the week of May 6.
- 11) Contract 7-24 (Misc Concrete Pavement/Sidewalk Repair): Work on the Baldwin sidewalk is scheduled to start the week of May 6.
- 12) Contract 8-24 (Misc Asphalt Pavement/Sidewalk Repair): This contract was awarded to MCC, Inc. A schedule has not been set.
- 13) Contract 10-24 (Tullar Garage Roof, Phase 2): The contract was awarded to H.I.S. Company. A work has not been scheduled.

- 14) Contract 11-24 (Douglas Park Pond): Pond design is being finalized. Staff is reviewing the final draft.
- 15) Contract 12-24 (Douglas Pond Storm Piping): Work is complete. A final pay request is being prepared.
- 16) Contract 13-24 (S. Commercial St Turn Lane at Winneconne Av): The contract was awarded to Vinton Construction. A work has not been scheduled. We are working through the property appraisal.
- 17) S. Commercial Real Estate: The consultant continues to make progress on the acquisitions needed for the S. Commercial Street reconstruction. We have ordered appraisals on nine parcels in order to maintain the timeline for acquisition. Each appraisal must then be reviewed by a certified reviewer. That costs an additional \$650. Based on prior Committee and Council action, any purchase agreements exceeding the \$500 threshold will need to be approved by Council.