

**CITY OF NEENAH**  
**PUBLIC SERVICES AND SAFETY COMMITTEE MEETING**  
**May 30, 2023 @ 5:15 PM**  
**City Hall, 211 Walnut Street**  
**Council Chambers**

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

**A G E N D A**

1. Approval of Minutes of the Meeting of May 9, 2023 (Attachment)
2. Public Appearances
3. Proposed Special Event Ordinance 2023-09 & 2023-08  
Proposed Special Event Temporary Outdoor Refreshment Area (TDORA)  
(Attachment)
4. Annual Liquor License Renewals (Attachment)
5. Special Event Applications
  - a. Future Neenah-Summer Kick Off Concert (Attachment)
  - b. St. Gabriel Eucharistic Procession (Attachment)
  - c. Community Fest (Attachment)
  - d. Future Neenah Boogie Downtown (Attachment)
6. Freedom Acres, Homes at Freedom Meadows: Two-Inch Mat Cost follow-up  
(Attachment)
7. Announcements/Future Agenda Items
8. 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, May 9, 2023, 6:30 PM**

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

**Excused: Alderperson Weber**

**Also Present:** Mayor Lang, Police Chief Olson, Public Works Engineer Eckhart, Traffic Engineer Merten, City Clerk Nagel, and Public Works Office Manager Mroczkowski

Public Appearances:

**NONE**

Approval of Minutes of the Meeting of April 25, 2023

**Motion/Second/Carried by Hillstrom/Borchardt to approve the minutes of the Meeting of April 25, 2023.** All voting aye.

S. Commercial Street Property Access Discussion

Traffic Engineer Merten reviewed his memo of May 5, 2023, regarding the South Commercial Street Construction project property driveway accesses. He stated that staff has identified approximately 30 properties along this corridor that have a potential safety hazard with the location of the driveways. He stated that staff proposes to have conversations with all the identified property owners to mitigate safety concerns through voluntary concessions from the property owners. Traffic Engineer Merten stated that in several cases, driveway removal and relocations can improve internal site flow, increase parking supply, and enhance curb appeal.

Alderperson Borchardt asked Traffic Engineer Merten if it is the intent to have one driveway for egress and ingress. Traffic Engineer Merten stated that would be ideal, but staff is not opposed to two driveway accesses. He stated that it would depend on the site situation.

Alderperson Borchardt stated that he wants to make sure that the flow of traffic on the sites are not affected and the businesses are not inconvenienced.

Alderperson Hillstrom asked about the city owned properties and if a driveway will be put in. Traffic Engineer Merten stated that the plan would be to eliminate the driveways. He stated a curb cut would be done when the properties are developed.

Traffic Engineer Merten stated that this is an informational item and there is no action required from the committee.

Alderperson Lendrum stated that she would like to have feedback from staff as the conversations with the property owners take place.

Public Works 2023 Capital Improvement Program Amendment Request

Public Works Engineer Eckhart stated that our 2023 street construction projects bids have come in lower than expected. He stated that Director Kaiser is requesting to use some of the remaining capital funds to complete other street projects that have been identified in the 2023-2027 Capital Improvement Program.

Public Works Engineer Eckhart stated that the streets being considered are Hunt Avenue (Harrison to Cecil), Fairwood Drive (W. Terminus to Harrison), Brookwood Drive (Hunt to Fairwood), and Oakridge Road (Tullar to concrete).

Aldersperson Stevenson asked what the total contracted amount was that generated the excess funds. PW Engineer Eckhart stated the amount was \$10.1 million.

Aldersperson Borchardt stated that Director Kaiser informed us at budget time last year that he would be including a 5% to 6% buffer for each project because of not knowing where the economy would be at the time of bidding these projects.

Aldersperson Stevenson stated that CIP amendment request do not go through the same vetting and debate as other capital projects.

Aldersperson Lendrum asked if these streets are planned to be done in the next couple of years.

Public Works Engineer Eckhart stated that Director Kaiser chose streets that did not have major sanitary sewer and water utility work.

The Committee discussed further the Paser ratings of the selected streets, where the streets fall into the future CIP, the use of the Paser ratings when putting together the CIP, the condition of Oakridge Road compared to Hawthorne Street, and if any curbs will be getting replaced on these proposed streets.

Report

**Following Discussion: Motion/Second/Carried by Stevenson/Borchardt to recommend Council approve an amendment to the 2023 Capital Improvement Budget in the amount of \$543,600.00 for additional street resurfacing on Hunt Avenue (Harrison to Cecil), Fairwood Drive (W. Terminus to Harrison), Brookwood Drive (Hunt to Fairwood), and Oakridge Road (Tullar to concrete pavement). All voting aye.**

C.A.

Bergstrom Mahler Museum of Glass-Art After Dark Temporary Class "B" License

**Following Discussion: Motion/Second/Carried by Stevenson/Hillstrom to recommend Council approve the Temporary, Class "B" Retailers License to the Bergstrom Mahler Museum of Art, 165 N. Park Ave, for Art After Dark, to be held on June 22, 2023. All voting aye.**

Neenah High School Graduation Parade

City Clerk Nagel stated that it will be the same route as last year. She stated that the only difference in this year's application is the request for fireworks. She stated that the Fire Department is reviewing the application.

C.A.

**Following Discussion: Motion/Second/Carried by Borchardt/Stevenson to recommend Council approve the Street Use Permit for the Neenah High School Graduation Parade, sponsored by the Neenah Joint School District, 410 S. Commercial Street, to be held on May 24, 2023, from 9:00 AM to 10:00 AM. All voting aye.**

Barrel 41 HAKAS

C.A.

**Following Discussion: Motion/Second/Carried by Borchardt/Hillstrom to recommend Council approve the Street Use Permit for the Barrel 41 HAKAS, sponsored by Barrel 41 Brewing Company, 1132 S. Commercial Street, to be held on June 2, 2023, and June 3, 2023, from 5:00 PM to 10:15 PM. All voting aye.**

Bergstrom Mahler Museum of Glass-Art After Dark

C.A.

**Following Discussion: Motion/Second/Carried by Stevenson/Borchardt to recommend Council approve the Street Use Permit for the Bergstrom Mahler Museum Art After Dark, sponsored by Bergstrom Mahler Museum, 165 N. Park Avenue, to be held on June 22, 2023, from 6:00 PM to 9:30 PM. All voting aye.**

Race the Lake

The Committee discussed the organizations Non-Profit status.

C.A.

**Following Discussion: Motion/Second/Carried by Stevenson/Borchardt to recommend Council approve the Street Use Permit for Race the Lake, sponsored by Dutrirun Foundation, to be held on August 20, 2023, from 7:00 AM to 10:00 AM contingent upon Dutrirun Foundation providing a valid non-profit certificate. 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. Engineer Kummerow met with the contractor to review the final pieces of the water feature construction. We are also working through the installation for the electric service.
- 2) Contracts 11-22A and 11-22B (Lead service line replacement): Work is substantially complete. Restoration will be finished later this year.

- 3) Contract 1-23 (Chestnut, Burr, Dieckhoff, Laudan Utility and Street Construction): Sewer lateral/water service pulling is about 55% complete. Sewer main installation is about 85% complete. Water main installation is projected to be complete the week of May 8.
- 4) Contract 2-23 (Charles, Hughes, Memorial, Patrick, Brantwood Dr/Ct Utility and Street): The contractor is installing water main on Brantwood Drive.
- 5) Contract 3-23 (Concrete Pavement/Sidewalk Repair): The contract has been awarded to Al Dix Concrete, Inc. Work is tentatively set to start in late June. A letter is being prepared to send to N. Park Avenue properties that have landscaping affected by the sidewalk installation.
- 6) Contract 4-23 (Asphalt Repairs): The contract was awarded to MCC, Inc. A work schedule has not been set.
- 7) Contract 5-23 (New Subdivision Street Construction):
  - a) Arthur Plat: Curb/gutter and driveway apron installation is complete. Landscaping is set to start the end of the week of May 1.
  - b) Cardinal Plat: Curb/gutter and driveway apron installation is complete. Sidewalk installation is scheduled to be complete around May 5.
  - c) Integrity Acres: Curb/gutter installation is complete. Driveway apron installation is ongoing. Sidewalk installation will start next week. About 1/3 of the property owners have elected to have a different contractor pour their aprons.
  - d) Liberty Heights: The contractor is scheduled to pulverize pavement on May 19 and start preparation for curb/gutter installation immediately afterward.
- 8) Contract 6-23 (Columbian Av Utility and Street Construction): Utilities should be complete by the end of the week of May 8. Private-side sewer lateral and water service installation is scheduled to start the week of May 15.
- 9) Contract 7-23 (High, River Utility and Street Construction): Bids were opened on May 3. The Board of Public Works will make an award recommendation at their meeting on May 9.
- 10) Contract 9-23 (Epoxy Pavement Marking): The project was awarded to Century Fence. A work schedule has not been set. The primary work areas are the roundabouts at Breezewood / Gillingham, Bell / Harrison, Winneconne / Green Bay, Winneconne / Lake, Green Bay / Festival, and Green Bay / Fox Point along with mainline work on Bayview Road and S. Lake Street.
- 11) Contract 10-23 (Parking Lot, Temporary Asphalt Street Construction): The project bid has been awarded to NEA. A schedule has not been set.
- 12) The annual recycling report is being prepared for submittal to WDNR.
- 13) Industrial Park Expansion: Staff is soliciting proposals for a traffic impact analysis to review the impacts of two projects being proposed in the area of the industrial park expansion.

- 14) Parking Management Software: The weekend of May 6 - 7 is the scheduled date for cutover from our current NuPark parking software to the T2 parking management platform.

Traffic Engineer Merten stated that the conversion from NuPark to T2 has been completed. He stated that there some kinks that are being worked out, but overall, the conversion went well.

Aldersperson Lendrum stated that she would like a report back in two months as to how the new system is working.

- 15) E-Waste: The electronic waste event at the Tullar Garage is scheduled for May 20. RecycleThatStuff will manage the event again.

Announcements/Future Agenda Items

None

**Adjournment: Motion/Second/Carried Hillstrom/Stevenson to adjourn at 7:50 PM.**

All voting aye.

Respectfully submitted,



Lisa Mroczkowski  
Public Works Office Manager



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## MEMORANDUM

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**DATE:** May 30, 2023

**TO:** Mayor Lang, Members of the Common Council, and Members of the Public Services & Safety Committee,

**FROM:** Char Nagel, City Clerk on behalf of the Special Event Task Force  
James Merten, Traffic Engineer  
Adam Dorn, Assistant Fire Chief/Fire Marshal  
Jon Kuffel, Lieutenant Police Department  
Michael Kading, Parks & Recreation Director  
City Attorney David Rashid  
Paralegal Becky DeWitt

**RE:** Proposed Special Events Ordinance 2023-09  
Proposed Special Event Temporary Outdoor Refreshment Area (TDORA)

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December 2022, Traffic Engineer James Merten addressed the Public Services and Safety Committee on behalf of the Special Event Task Force, about the need to reevaluate the Street Use Permit process used to regulate special events. The Public Services and Safety Committee (PSSC) ultimately gave the permission directing staff to rebrand the permit to a more intuitive ordinance, streamlining the approval process, fee structure, and to address the alcohol licensing issue.

Attached to this memo are proposed ordinance amendment 2023-09 creating Municipal Code Chapter 14 Article V Special Event Permit and ordinance amendment 2023-08 creating Chapter 4 Section 4-108 Special Event Temporary Designated Outdoor Refreshment Area. Both amendments were crafted through a collaborative effort of the City Attorney's Office, the Special Event Task Force, and the Sustainable Neenah Committee.

While the city branded the Street Use Permit as a special event permit, the Street Use Permit did not meet all the needs identified by the Special Event Task Force to recommend approval of the special event permit. Amendment 2023-09 establishes a Special Event Permit. The Special Event Permit ordinance meets the goals and objectives set forth at the December 13, 2022, PSSC meeting of:

1. Rebrands the permit to intuitively reflect the purpose of the permit.

2. Redefines the applicability of the permit and its requirements more precisely.
3. Eliminates inconsistencies in cost assignment and fees charges amongst various events.
4. Redirects the permit fee structure to the city's Fee Schedule for:
  - a. Consistent fees charged.
  - b. Can estimate the costs of the permit accurately for event organizers upfront.
  - c. Creates an annual review of fees to make necessary adjustments.
5. Codifies and streamlines the approval process.
6. Addresses the alcohol licensing issues.

In keeping with the goals and objectives set forth in the December 13, 2022, PSSC meeting, ordinance 2023-08 creates and establishes a Special Event Temporary Designated Outdoor Refreshment Area (TDORA). The TDORA is defined in both written word within the ordinance as well as in map form with Exhibit 1. The TDORA was designed to promote downtown businesses during the summer event season. The TDORA is tied to a specific special event which must be permitted. Each Class "B" and/or "Class B" Liquor License establishment must request a temporary extension of their licensed premise to participate in the TDORA. Establishing a TDORA addresses goal number 6 in that each downtown business will have equal opportunity to participate and capitalize on downtown events. Establishing a TDORA also aides in enforcement of alcohol laws that are currently not being imposed due to the ratio of violations and staffing.

Both said ordinances were written by City Attorney Rashid and Paralegal Becky DeWitt. Both said ordinances were reviewed by the Special Events Task Force with feedback given. Feedback was also received from Sustainable Neenah Committee to add required refuse and recycling statute requirements.

**Recommendation:** Staff recommends PSSC recommends Council approve ordinance 2023-09 establishing a Special Event Permit and ordinance 2023-08 establishing a Special Event Temporary Designated Outdoor Refreshment Area.



211 Walnut Street  
Neenah, WI 54956

AN ORDINANCE: By DOLAS  
Re: Amending Chapter 14 of the Code of Ordinances adding Article V Special Event Permit.

ORDINANCE NO. 2023-09  
Introduced: May 30, 2023  
Committee/Commission Action: \_\_\_\_\_  
\_\_\_\_\_

**AN ORDINANCE**

The Common Council of the City of Neenah, Wisconsin, does ordain as follows:

**Section 1.** That Neenah Municipal Code, Chapter 14 Streets, Sidewalks, and Other Public Places is hereby amended by adding Article V Special Event Permit so as to now read as follows:

**CHAPTER 14 – STREETS, SIDEWALKS, AND OTHER PUBLIC PLACES**

**ARTICLE V. SPECIAL EVENT PERMIT**

**Sec. 14-125. Purpose.**

The purpose of Special Events is to promote, elevate and highlight the City of Neenah as a desirable community in which to visit, work, and have fun in. These events, organized by individuals, private groups and not-for-profit organizations serve an important role in showcasing the City's quality of life and can provide benefits to the community as a whole. This section is to provide reasonable restrictions for special events, in order to protect public health, safety and welfare, while making the application process simple for applicants.

**Sec. 14-126. Definitions.**

*Applicant* means the organizer of a special event, who applies for a permit under this Section.

*Class A High-Impact Event* is a designation for an event that meets any of the following criteria:

- a. The crowd size exceeds 200 attendees at any one point in time.
- b. A Travel Lane is to be closed except if a Permit for the Event has been approved within the two previous years and the plan footprint remains unchanged or if the Event satisfies the criteria of a Class C designation.
- c. A municipal code variance is required except if a Permit for the Event has been approved within the two previous years and the parameters of the municipal code variance remains unchanged.

- d. Intoxicating beverages are to be served or consumed in association with the Event.
- e. A complaint or grievance has been formally filed against it, whether presently or historically.
- f. A financial hardship condition exists per Sec. 14-132(c).

*Class B Low-Impact Event* is an event designation assigned if a “Class A” or “Class C” designation does not apply.

*Class C Small Neighborhood Event* is an event designation that shall apply to any neighborhood celebration, block party, wedding, graduation party, rummage sale, or other like event in which all of the following conditions are met:

- a. The Organizer is an individual, small nonprofit or neighborhood association which resides within the City of Neenah City limits.
- b. The crowd size does not exceed 200 attendees at any one point in time.
- c. The Event does not take place on, close off, or block a Major Street.
- d. No structures, including but not limited to, tents, canopies, portable restrooms, and stages are placed within the roadway.
- e. The Event does not require a municipal code variance.

*Event* means an organized gathering which occurs on a limited basis including, but not limited to, festivals, exhibitions, concerts, celebrations, ceremonies, parades, marches, rallies, walkathons, and tournaments.

*Major Street* means any principal arterial street, minor arterial street, or collector street as defined and mapped by the Department of Transportation functional classification system.

*Organizer* means any person, firm, partnership, association, corporation company or organization of any kind organizing an Event within the City.

*Special Event Coordinator* means the person, or committee, appointed by the Mayor who will coordinate between applicants and City departments, ensuring appropriate departmental approval of special events applications.

*Travel Lane* means the portion of the roadway designated and intended for through travel of vehicles, specifically excluding shoulders, sidewalks, terraces and parking lanes. The edge of a travel lane may be delineated by a solid white painted edge line where present; or the edge of a pavement where no marked edge line is present, and parking is permitted.

*Temporary Designated Outdoor Refreshment Area (TDORA)* means a specific temporary area as described in 4-108 (2), (3), that is applicable to a Class A High Impact event, that extends the geographic area where open alcoholic beverages may be carried and consumed during the event.

### **Sec. 14-127. Permit Required.**

No person shall conduct, manage, or engage in a special event unless a required permit has been approved by the appropriate entity regarding the event type. Any person seeking to offer goods and/or services at a special event is responsible for verifying that the required permit has been approved as described herein prior to participating in the event. Neither the City's review of any permit application nor its subsequent issuance of a permit shall be construed as acceptance by the City or its representatives of any liability or responsibility for any damage relating to the special event.

### **Sec. 14-128. Exemptions.**

This article shall not apply to funeral processions, governmental agencies acting within the scope of their functions, or Class C Small Neighborhood Events as defined in Section 14-126.

### **Sec. 14-129. Application.**

- a. *Deadlines.* An application for a special event permit shall be filed with the Special Event Coordinator in the following timeframes:
  1. For a Class A event, not less than 45 days before the event is to take place.
  2. For a Class B event, not less than 20 days before the event is to take place.
  3. Late applications. The City, where good cause is shown, may consider an application that is filed after the expiration of the filing period, and provided that the entity authorized to issue the Permit has sufficient time to review the application and issue a Permit. The authority granted by Article III, Section 4-66 of the Neenah Municipal Code to the Mayor to issue permits after a late filing shall apply to permits issued under this article.
- b. *Filing and Contents.* The applicant shall submit the application form prescribed by the Special Events Coordinator, which shall set forth the following information:
  1. The name, address, telephone number, and e-mail address of the person seeking to conduct such event.
  2. The name, address, telephone number, and e-mail address of the applicant.
  3. The dates of the special event. If the special event consists of a series of consecutive or successive days or times event occurring in the same location, include all applicable dates/times.
  4. A detailed map identifying all relevant information including but not limited to:
    - a. The event location or route to be traveled, the starting and termination points, and any other important points along the route;
    - b. The portions of the sidewalk, street, or other right-of-way proposed to be included or utilized in the event;
    - c. The location of any tents or other structures;
    - d. The location of any vendors not located within a tent or other structure;
    - e. Points of ingress and egress;
    - f. Any location at which alcohol will be sold; and
    - g. Any other significant information to be noted.

5. How much time is needed to set up prior to the event and how much time is needed to tear-down after the event.
  6. A written description of the event location or route to be traveled, the starting point, the termination point, and any other important points to be noted. The written description should match the map provided.
  7. A written description of the assembly areas for such event. Streets and nearest intersections should be used in describing the location. The written description should match the map provided.
  8. The approximate number of attendees anticipated, whether any animals or vehicles will be included in the event, the type of and number animals, a description and number of the vehicles and a description of how the animals and vehicles will be utilized.
  9. The start and end time of the event. For any event beginning prior to 10:00 a.m. or continuing past 10:00 p.m., the applicant must indicate whether any necessary permits have been obtained pursuant to applicable City noise ordinances (see Article IV Division 3).
  10. If multiple activities will occur during the special event, a list of times when any activity of the event will begin, as well as the time when participants are expected to begin gathering at all assembly areas.
  11. Whether alcohol beverages will be served and/or consumed in connection with the event, the locations of such activities, and whether all necessary licenses have been obtained.
  12. A crisis management plan is required if the Emergency Management policy that is provided by the City (See Article II Section 6-19 et seq) will not be followed.
  13. Any additional information which the Special Event Coordinator finds reasonably necessary to determine whether a permit should be issued: any such request for further information shall be communicated sufficiently ahead of time so as not to unreasonably delay the application approval process or the Event itself.
- c. *Insurance and indemnification.* Proof of insurance and indemnification is required for all events. The applicant shall furnish a certificate of insurance and indemnification meeting the requirements set by the resolution of the Common Council.
- d. *Application fee and Late application fee.* A nonrefundable application fee to cover the administrative costs of processing the permit shall be paid to the City by the applicant when the application is filed, in accordance with the City of Neenah Fees for Services Schedule. If submitted late, the late application fee shall additionally apply as set forth in the City of Neenah Fees for Services Schedule.

### **Sec. 14-130. Permit Requirements.**

Completed applications for a special event permit shall be filed with the Special Events Coordinator and shall acknowledge and provide the following:

- a. Special Events must comply with all applicable City ordinances and requirements, including but not limited to traffic rules, street closures, park rules, state health laws, fire codes, building codes, zoning, food service, and fermented malt beverage and liquor license requirements.

- b. The applicant shall identify a designated person who may be contacted at any time by any City representative, such as police, fire, or public works, regarding the event.
- c. The Special Events Coordinator shall refer the application for review and comment by the following City departments: clerk, police, fire, public works, and parks and recreation.
- d. The approval of any special event permit application shall also be conditioned upon the approval of all other necessary permits, licenses, and inspections when any one or more of the following conditions applies:
  - 1. A temporary extension of existing licensed premises for outdoor event or TDORA (fermented malt beverages and/or intoxicating liquor license) as defined in Article IV Section 108;
  - 2. A temporary designated outdoor refreshment area license for special event (fermented malt beverages and/or intoxicating liquor license) as defined in Article IV Section 107:
  - 3. Temporary Class "B" license for the sale of fermented malt beverages;
  - 4. Temporary Class "B" license for the sale of wine;
  - 5. Tents erected for use at the special event;
  - 6. Food peddler license;
  - 7. Park rental permit;
  - 8. Fireworks displays requiring a permit by the Neenah Menasha Fire Rescue; and
  - 9. Any other permit or license required by ordinance of the City of Neenah.
- e. The applicant shall use all reasonable efforts to ensure that participants and attendees comply with all City ordinances, traffic rules, park rules, state health laws, fire codes, and other licensing requirements.

**Sec. 14-131. Regulations.**

Applicants shall also comply with, and applications shall address the regulations set out in this section. Supporting material, if required, must be attached to the application. Additional information may be required upon review by the Special Events Coordinator. Any such request for additional information shall be conveyed sufficiently ahead of time so as not to unreasonably delay the application approval process or the Event itself.

- a. Parking
  - 1. The applicant shall take all reasonable precautions to minimize adverse effects from the Special Event on the neighborhoods directly affected by parking and traffic related concerns.
  - 2. The application shall indicate areas reserved for off-street parking, or which the applicant reasonably expects to be utilized by event participants and attendees for off-street parking.
- b. Security. The applicant shall ensure through coordination with the Neenah Police Department that all necessary and appropriate security and safety is provided for the event. The Police Department may be required, at its discretion, to be directly involved in the Special Event, with the costs of any Extraordinary Services to be borne by the Special Event applicant if required by the Common Council.

- c. Toilets and sanitation facilities. The applicant shall provide, at the applicant's cost, sufficient toilet and sanitation facilities for the estimated maximum daily peak number of expected attendees during the special event.
- d. Illumination. If the special event is to continue during hours of darkness, it shall provide all necessary lighting to reasonably ensure the safety of event attendees.
- e. Refuse and Recycling Removal. The applicant shall make all reasonable efforts to:
  - 1. Pick up litter and refuse during the event, and for removing all litter and refuse accumulated during the event within twenty-four (24) hours after the conclusion of the event. The event organizer is responsible not only for the event grounds but will also take all reasonable measures for the removal of litter and refuse attributable to the event from any affected and surrounding neighborhoods and properties.
  - 2. Provide adequate recycling receptacles and pick up all recyclable materials and dispose of same in accordance with Chapter 287, Wisconsin Statutes, and related administrative rules contained in Wisconsin Administrative Code, Chapters NR 542-549.
- f. Notification. If the special event will require closing or partially closing one or more streets, the applicant shall provide reasonable advance notice, as supplied by the Special Events Coordinator, to residents and/or businesses abutting or enclosed within the location of the special event at least ten (10) days in advance of the event; and shall confirm the approval of such street closures with the Department of Public Works, the Neenah Police Department, and the Neenah-Menasha Fire Department.
- g. Traffic Control. Barricades or other traffic control shall be required for street closures or pursuant to a security plan. Barricades may be available for rent from the City with costs of any Extraordinary Services to be borne by the Special Event Organizer. All barricades used for a special event shall meet standards set forth in the Manual on Uniform Traffic Control Devices. The organizer shall coordinate all required use of barricades with the Department of Public Works.
- h. Service Fees. Services may be requested by the applicant or required by the City. The Organizer shall agree to pay fees for services provided by the City for the Event, which fees shall be billed to the Organizer by the City after conclusion of the event. All applicable service fees shall be set forth in the City of Neenah Fees for Services Schedule or as charged by the applicable department providing services.

**Sec. 14-132. Administration**

- a. Authority. The Special Event Coordinator shall review the comments and recommendations submitted by the City staff and shall approve, modify and approve, approve with conditions or deny the application. The Special Event Coordinator shall notify the applicant of this decision within 5 business days of making the decision.
- b. Standards. To the extent permitted by law, the Special Event Coordinator may base the decision regarding an application for a special event permit on one or more of the following:
  - 1. A prior experience of the applicant in holding any event, or holding the special event, which is the subject of application, will be considered and may impact the issuance of special event permits. The Special Events Coordinator may deny an application for a permit if the applicant has on prior occasions made material misrepresentations regarding the nature or scope of any event or activity previously permitted, has held prior special events without proper

- permitting or licensing, or has violated the terms of a prior permit issued to or on behalf of the applicant.
2. A permit may be denied, or conditions placed thereon, based upon considerations of the health, safety, and welfare of the community, and of the anticipated costs to the City of holding such an event.
  3. The application is not fully completed or applicant failed to include additional information as requested.
  4. The application contains material falsehood or misrepresentations.
  5. The applicant is not legally competent to sign a contract, or to be held responsible for applicant's actions.
  6. The intended special event, use or activity would present an unreasonable danger to the health and safety of individuals expected to participate in the event, the neighborhood in which the event will take place, or City property and resources required to be involved with the proposed event.
  7. Activities expected to occur at the intended special event are prohibited by law;
  8. The intended special event would result in a concentration of persons, vehicles, or things which cannot be supported at the requested time or location due to lack of sufficient open areas, streets, offsite parking, or traffic controls.
  9. Failure to provide an insurance certificate as required.
- c. Hardship. If an Event Organizer can meet all the other, non-monetary conditions for issuance of a permit but lacks sufficient funds to pay the fees for same, the applicant may apply for any available grants or a waiver of the applicable fees and costs. Upon such waiver application, the Special Event Coordinator may request a financial disclosure statement from the Organizer and may consider any and all information therein disclosed in making a determination regarding the hardship waiver. Any decision of the Special Event Coordinator to deny a hardship waiver request shall be subject to the appeal process in Section 14-133 hereof.

#### **Sec. 14-133. Appeal.**

- a. Any person aggrieved by any decision of the Special Event Coordinator relating to the granting, denial, suspension, cancellation of a special event permit may appeal the decision to the Public Services and Safety Committee. Such appeal shall be filed with the Special Event Coordinator within (30) thirty days after the action taken or the notification to the applicant of the decision regarding the special event permit.
- b. Upon receipt by the Special Event Coordinator of a signed statement of appeal hereunder, the Public Services and Safety Committee shall hold an appeal hearing where the aggrieved party may be heard concerning their appeal. The Public Services and Safety Committee shall issue a determination upholding or overruling the action of the Special Event Coordinator orally at the appeal hearing. The appellant will be notified in writing within 3 days thereof.

#### **Sec. 14-134. Event Cancellation.**

The Special Event Coordinator, Chief of Police, or his designee, the Chief of Fire, or his designee, or the Director of Public Works, or his designee, may suspend or cancel a special event permit at any time and without prior notice if:

- a. The applicant fails to comply with any conditions placed on the permit;
- b. The applicant violates the requirements of this article or any other applicable federal, state, local laws;
- c. Conditions exist which would adversely affect public health or safety;
- d. Conditions exist that would place facilities, grounds, or other natural resources at a substantial risk of damage or destruction if the special event were permitted to take place.

**Sec. 14-135. Penalty.**

In addition to any other penalty, any person convicted of violating any of the provisions of this article or any of the conditions of the permit issued in accordance with this article shall be subject to a forfeiture as provided by Sec. 1-20 of Chapter 1, Article II, the Neenah Municipal Code.

**Sec. 14-136. Public conduct during event.**

- a. Interference. No person shall unreasonably hamper, obstruct or impede, or interfere with any event or with any person, vehicle or animal participating or used in an event.
- b. Driving through event. No driver of a vehicle shall drive between the vehicles or persons comprising an event when the vehicles or person are in motion and are conspicuously designated as a parade unless directed to do so by a traffic official.
- c. Parking on event route. The Chief of Police or Traffic Engineer may prohibit or restrict the parking of vehicles along a highway or part of a highway constituting a part of the route of an event and shall post signs to that effect; and no person shall park or leave unattended any vehicle in violation of such restriction. No person shall be liable for parking on a street unposted in violation of this section. Vehicles in violation of this subsection may be towed at the owner's expense.
- d. Damage to Property. The Organizer shall reimburse the City for any and all damage caused to City property as a result of the event, and shall hold harmless and indemnify the City for any and all claims by third parties from damage to other, private property resulting from the event.

**Section 2. Severability.** In the event any section, subsection, clause, phrase or portion of this ordinance be for any reason held illegal, invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not otherwise affect the validity of the remainder of this ordinance. It is the legislative intent of the Common Council that this ordinance would have been adopted if such illegal provision had not been included or any illegal application had not been made.

**Section 3. Repeal and Effective Date.** All ordinances or parts of ordinances and resolutions in conflict herewith are hereby repealed. This ordinance shall take effect from and after its passage and publication.

Moved by: \_\_\_\_\_

Approved:

Adopted: \_\_\_\_\_

\_\_\_\_\_  
Jane B. Lang, Mayor

Approved: \_\_\_\_\_

Attest:

Published:

\_\_\_\_\_  
Charlotte K. Nagel, City Clerk

THIS INSTRUMENT WAS DRAFTED BY:

City Attorney David C. Rashid  
211 Walnut Street  
Neenah, WI 54956  
State Bar No. 1056542



211 Walnut Street  
Neenah, WI 54956

AN ORDINANCE: By DOLAS  
Re: Amending Chapter 4 Businesses of the Code of Ordinances by adding Section 4-108 Special Event Temporary Designated Outdoor Refreshment Area..

ORDINANCE NO. 2023-08  
Introduced: May 30, 2023  
Committee/Commission Action: \_\_\_\_\_

**AN ORDINANCE**

The Common Council of the City of Neenah, Wisconsin, does ordain as follows:

**Section 1.** That Neenah Municipal Code, Chapter 4 Businesses is hereby amended by adding Section 4-108 Special Event Temporary Designated Outdoor Refreshment Area so as to now read as follows:

**Secs. 4-108. Special Event Temporary Designated Outdoor Refreshment Area**

The City Clerk has the authority to issue a Temporary Designated Outdoor Refreshment Area (hereafter TDORA) license with a Class A Special Event as described in Chapter 14, Article V of the Neenah Municipal Code. With this issuance the Common Council may temporarily extend a "Class B", Class "B", "Class C" License and/or any permit or license issued under Wis. Stats. Ch. 125, by the State of Wisconsin. The regulations for the TDORA shall be as follows:

1. The TDORA will commence at 210 Main Street continuing towards and along the 200 and 100 block of W Wisconsin Avenue and ending at and including 211 E Wisconsin Avenue. The TDORA will also start at 116 S. Commercial Street and conclude at the intersection of N Commercial Street and Wisconsin Avenue. (See Exhibit 1)
2. During the event open intoxicants may be carried and consumed on the sidewalks from 210 Main Street along the 200 and 100 blocks of W Wisconsin Avenue, continuing along East Wisconsin Avenue until 211 E Wisconsin Avenue. They may also be carried and consumed starting at 116 South Commercial Street flowing north until the intersection of North Commercial and Wisconsin Avenue, where the east-west corridor of the above-described TDORA is joined.
3. During the event, the 200 and 100 block of West Wisconsin Avenue will be closed to traffic and barricaded. During that time open intoxicants may be lawfully carried and consumed on the TDORA designated public streets, sidewalks, and parking lots.
4. Special Events applicants must list all businesses desiring to temporarily extend their premises into the Special Event TDORA, file an application with the City Clerk, and pay an application fee of \$100.00. Each participating business shall

file a Temporary Extension of Licensed Premise application and pay a fee of \$10.00 per day up to three days of the event. The application shall be filed at least 25 days prior to the date of the Special Event and shall be approved by Common Council after review and recommendation by the Clerk.

5. Upon approval of the TDORA by the Clerk, the following Ordinances of the Neenah Municipal Code shall be temporarily suspended and not applicable or in force inside the TDORA for the duration of the Special Event:
  - a. 4-95 (b)(1). Alcohol Beverages - Restrictions
  - b. 4-103. Alcohol Beverages – Intoxicants, Consumption and Possession
  - c. 4-106(d). Alcohol Beverages – Outdoor service/beer gardens
  - d. 11-3(a)(b)(1-2). Offenses and miscellaneous provisions – Fermented malt beverages or intoxicating liquor on public property and commercial quadricycles prohibited; exceptions.
  - e. 11-87. Obstructing streets and sidewalks prohibited.
6. The license holder shall in all regards comply with the requirements of Chapter 125, Wis. Stat. regarding the regulation of alcohol beverages.

**Section 2. Severability.** In the event any section, subsection, clause, phrase or portion of this ordinance be for any reason held illegal, invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not otherwise affect the validity of the remainder of this ordinance. It is the legislative intent of the Common Council that this ordinance would have been adopted if such illegal provision had not been included or any illegal application had not been made.

**Section 3. Repeal and Effective Date.** All ordinances or parts of ordinances and resolutions in conflict herewith are hereby repealed. This ordinance shall take effect from and after its passage and publication.

Approved:

Moved by: \_\_\_\_\_

\_\_\_\_\_  
Jane B. Lang, Mayor

Adopted: \_\_\_\_\_

Attest:

Approved: \_\_\_\_\_

\_\_\_\_\_  
Charlotte K. Nagel, City Clerk

Published:

THIS INSTRUMENT WAS DRAFTED BY:

City Attorney David C. Rashid  
211 Walnut Street  
Neenah, WI 54956  
State Bar No. 1056542



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 psturn@ci.neenah.wi.us  
CHARLOTTE K. NAGEL WCMC  
CITY CLERK

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## MEMORANDUM

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**DATE:** May 30, 2023

**TO:** Chairman Lendrum and members of the Public Services & Safety Committee

**FROM:** Char Nagel, City Clerk

**RE:** Liquor License Quota

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Attached is a updated liquor license quota spreadsheet for the 2023-2024 Liquor Licenses Renewals.

Added in March of 2023 were:

- Transfer lice Class B Combination License from Two Broke Girlz to Two Bullyz Bar
- Last remaining regular Class B Combination License was issues to Urban Market Neenah, LLC 207 Main Street.
- First issued reserve license to Pappa's Café, 1360 S. Commercial Street.

Conversation was had with the owner of Applebee's. The owner advised me it is there intention to allow the current 2022-2023 liquor license expire, they have no intention of renewing the license. With that said, a regular liquor license becomes available July 1, 2023. To my knowledge, there is no establishment currently holding a license that is not in operation.

With those changes, come July 1, 2023, the city will have (1) Regular "Class B" intoxicating liquor license available before the quota of (38) is reached. After all (38) Regular "Class B" licenses have been issued (9) Reserve "Class B" Liquor Licenses remain.

Staff recommends approval of "Exhibit A" 2023-2024 Liquor License renewal applications.

**CITY OF NEENAH**  
**NOTICE OF APPLICATION FOR LICENSE**  
**2023-2024 Renewals**

Published pursuant to Section 125.04(3)(g) of the Wisconsin Statutes **NOTICE IS HEREBY GIVEN** that the following applications for license renewals to sell intoxicating liquor and malt beverages has been filed with the City Clerk, Neenah, Wisconsin. Said licenses are scheduled to be on the May 30, 2023 Public Services and Safety Committee Meeting and the June 7, 2023 Common Council Agenda.

**CLASS "A" FERMENTED MALT BEVERAGE LICENSE**

<b><u>NAME</u></b>	<b><u>TRADE NAME</u></b>	<b><u>ADDRESS</u></b>
Aldi Inc. Wisconsin	Aldi #37	927 S Green Bay Rd
Jacob Driessen, Agent, 2471 Security Dr, Oshkosh, WI 54904		
Wisconsin CVS Pharmacy, LLC	CVS Pharmacy #5936	901 S Green Bay Rd
Jennifer VanGroll, Agent, 1301 Rosehill Rd Apt 66, Little Chute, WI 54140		
Dolgenercorp, LLC	Dollar General Store #21847	1126 S Commercial St
Aaron Dalton, Agent, 1921 N Elinor St, Appleton, WI 54914		
Kwik Trip, Inc.	Tobacco Outlet Plus #526	501 S Commercial St
Robert Brown, Agent, 1920 N Superior St, Appleton, WI 54911		
Walgreen Co.	Walgreens #03392	500 S Commercial St
Amy Gitter, Agent, 1101 S Kernan Ave, Appleton, WI 54915		
Walgreen Co.	Walgreens #10236	1191 Westowne Dr
Angela Grotenhuis, Agent, 1278 Harold Dr, Menasha, WI 54952		

**CLASS "A" FERMENTED MALT BEVERAGE & "CLASS A" LIQUOR LICENSE**

<b><u>NAME</u></b>	<b><u>TRADE NAME</u></b>	<b><u>ADDRESS</u></b>
Cellars Wine & Spirits, Inc.	Cellars Wine & Spirits	113 N Green Bay Rd
Leroy Schneidewend, Agent, 421 Ridgewalk Cir, Santa Rosa Beach, FL 32459		
Skogen's Foodliner, Inc.	Festival Foods	647 S Green Bay Rd
Kurt Gilhart, Agent, 539 Mary Lee Dr, Fond du Lac, WI 54935		
Gill Liquor, LLC	Gill Liquor	1117 S Commercial St
Amritpal Gill, Agent, 1117 S Commercial St, Neenah, WI 54956		
Grainworks Old & New LLC	Grainworks Old & New	200 Main St
Brian Duncan, Agent, 1055 Pilgrim Rd, Neenah, WI 54956		
Ultimate Mart, LLC	Pick 'N Save #8124	1530 S Commercial St
Daniel Oestreich, Agent, 155 Jackson St #310, Oshkosh, WI 54901		

Ultra Mart Foods, LLC	Pick 'N Save #6412	828 Fox Point Plz
Stephanie Bain, Agent, 327 Welhouse Dr, Kimberly, WI 54136		
Wal-Mart Stores East, LP	Wal-Mart #2986	1155 Winneconne Ave
Samantha L Engelhardt, Agent, 51 N 12th St, Clintonville, WI 54929		

**CLASS "B" FERMENTED MALT BEVERAGE LICENSE**

<u>NAME</u>	<u>TRADE NAME</u>	<u>ADDRESS</u>
Sammy's Pizza, Inc.	Sammy's Pizza	322 N Commercial St
Thomas Miller, Agent, 1031 Shannon St, Neenah, WI 54956		

**CLASS "B" FERMENTED MALT BEVERAGE & "CLASS B" LIQUOR LICENSE**

<u>NAME</u>	<u>TRADE NAME</u>	<u>ADDRESS</u>
2 Bullyz Bar, LLC	2 Bullyz Bar	430 Sherry St
Rosita Eisenach, Agent, 862 1st St, Menasha, WI 54952		
Ballroom at the Reserve, LLC	Ballroom at the Reserve	116 S Commercial St
Justin Hart, Agent, 1204 N Eagle St, Oshkosh, WI 54902		
Chang Qing, LLC	Bao Ju Mandarin Gourmet	415 S Commercial St
Lixin Ni, Agent, 604 Jackson St, Neenah, WI 54956		
Mama Beck, LLC	Bar Twenty-Two	218 W Wisconsin Ave
Rebecca Hilgers, Agent, 811 Louise Rd, Neenah, WI 54956		
Bay Point Bar & Grill, Inc.	Bay Point Bar & Grill	944 S Green Bay Rd
Richard Holloway, Agent, N5786 Gurholt Lake Rd, Scandinavia, WI 54977		
Bridgewood Holdings of Neenah, LLC	Bridgewood Resort Hotel	1000 Cameron Way
Richard Batley, Agent, 1538 Whitetail Dr, Neenah, WI 54956		
Off the Vine Woodfire Pizza Co, LLC	Broken Tree Pizza	124 W Wisconsin Ave Ste 170
Keith Schreiner, Agent, 629 Hansen St, Neenah, WI 54956		
LDPK, Inc.	Cannova's Pizzeria	113 W Wisconsin Ave
Debbie Rasmus, Agent, 321 12th St, Neenah, WI 54956		
Gretchen H Diegel/Kristin S Zagrodnik Partnership	Cedar Bar & Grill	1330 S Commercial St
Kristin Zagrodnik, Agent, 5011 Rivermoor Dr, Omro, WI 54963		
Copperstill Bourbon Bar, LLC	Copperstill Bourbon Bar	211 E Wisconsin Ave
Anthony Kuhr, Agent, 1901 Jacobsen Rd, Neenah, WI 54956		
Pizza Parlor, Inc.	Cranky Pat's Pizzeria & Pub	905 S Commercial St
David P Earle, Agent, 526 Buchanan St, Little Suamico, WI 54141		
Rumars, LLC	The Dome Sports Bar & Grill	1338 S Commercial St
Renee Kaufert, Agent, 1360 Alpine Ln, Neenah, WI 54956		

WP Neenah SPE OPS, LLC	Doubletree by Hilton Neenah	123 E Wisconsin Ave
Deborah Becklund, Agent, 619 Hunters Point Rd, Neenah, WI 54956		
El Azteca Restaurant, Inc.	El Azteca Restaurant	878 Fox Point Plz
Fe Montalvo, Agent, 1808 Vandenberg Ln, Kaukauna, WI 54130		
Fire-Lite, Inc.	Fire-Lite	1171 Gillingham Rd
Laura J Nelson, Agent, 1762 Cottagewood Dr, Neenah, WI 54956		
Gord's Pub, LLC	Gord's Pub	210 Main St
Paula J Pitsch, Agent, 4295 W Richmond St, Appleton, WI 54913		
Richter Greene, LLC	Greene's Pour House	134 W Wisconsin Ave
Robert Greene, Agent, 1531 Remington Rd, Neenah, WI 54956		
Bridgewood Holdings of Neenah, LLC	Ground Round Bar & Grill	1010 Cameron Way
Richard Batley, Agent, 1538 Whitetail Dr, Neenah, WI 54956		
Don Lei Enterprises, Inc.	ICU Bar & Grill	129 N Green Bay Rd
Donald Schunk, Agent, 3238 Fondotto Dr, Neenah, WI 54956		
Lion's Tail Brewing Company, LLC	Lion's Tail Brewing Co	116 S Commercial St
Alexander Wenzel, Agent, W6283 Rocky Mountain Dr, Greenville, WI 54942		
Little Siam, LLC	Little Siam	208 W Wisconsin Ave
Thong Vue, Agent, 2511 N Alexander St, Appleton, WI 54911		
Tho Kin Tho, LLC	Lucky Dog'z	157 S Green Bay Rd
Brian Stedl, Agent, 1984 Oakridge Rd, Neenah, WI 54956		
My Place TNS, LLC	My Place TNS	1127 S Commercial St
Terry Nelson, Agent, 1127 S Commercial St, Neenah, WI 54956		
Old 41 Saloon, LLC	Old 41 Saloon	293 S Green Bay Rd
James Parks, Agent, 2935 Ridgeway Dr, Neenah, WI 54956		
Paper City Pub, Inc.	Paper City Pub	212 W Wisconsin Ave
Matthew Johnson, Agent, 625 Stevens St, Neenah, WI 54956		
Neenah Gateway Plaza, LLC	The Plaza/The Globe Café	229 W Wisconsin Ave
John J Hogerty, Agent, W6309 Firelane 9, Menasha, WI 54952		
Rolling Thunder Lanes, LLC	Rolling Thunder Lanes	934 Byrd Ave
William Smith, Agent, 2289 Willow Hill Dr, Neenah, WI 54956		
Glumpf, LLC	Sante Wine Bar & Bistro	108 W Wisconsin Ave
Matthew Gloede, Agent, W6030 Zach St, Menasha, WI 54952		
Sherrytown Station, LLC	Sherrytown Station	432 Sherry St
Sueann Steward, Agent, 310 Winneconne Ave, Neenah, WI 54956		
Short Branch Saloon LLC	Short Branch Saloon	1102 Harrison St
Lorrie Davis, Agent, 1102 1/2 Harrison St, Neenah, WI 54956		

Sidetracked Bar & Grill, LLC	Sidetracked Bar & Grill	129 N Lake St
Kevin M Redlin, Agent, 2340 Stroebe Island Dr, Appleton, WI 54914		
Solea Mexican Grill, Inc.	Solea Mexican Grill	1350 Gillingham Rd
Eduardo Sanchez, Agent, 2126 Windflower Dr, Neenah, WI 54956		
Charctails, LLC	Town Council Kitchen & Bar	133 W Wisconsin Ave
Jonathan Horan, Agent, 329 Park Dr, Neenah, WI 54956		
Urban Market Neenah, LLC	Urban Market Neenah	207 W Wisconsin Ave
Spencer Anvelink, Agent, 312 11th St, Neenah, WI 54956		
Xtra Innings, LLC	Xtra Innings	1348 S Commercial St
Nathan Maves, Agent, 1206 W Capitol Dr, Appleton, WI 54914		
WIMEX, Inc.	Zacatecas Mexican Restaurant	145 W Wisconsin Ave
Eduardo Lopez, Agent, 1730 S Memorial Dr, Appleton, WI 54915		
Zuppas, Inc.	Zuppas	1540 S Commercial St
Peter Kuenzi, Agent, 825 E Forest Ave, Neenah, WI 54956		

**CLASS "B" FERMENTED MALT BEVERAGE & RESERVE "CLASS B" LIQUOR LICENSE**

<b><u>NAME</u></b>	<b><u>TRADE NAME</u></b>	<b><u>ADDRESS</u></b>
David J Pyszora	Pappa's Café	1360 S Commercial St
David J Pyszora, Agent, 1360 S Commercial St, Neenah, WI 54956		

CHARLOTTE NAGEL  
CITY CLERK

PUBLISH: May 23, 2023  
 May 24, 2023  
 May 25, 2023

City of Neenah Liquor Licenses Quota  
May 30, 2023

	Establishment	Reserve "Class B" Combo IL & FMB	"Class B" Combo IL & FMB	Class "B" FMB	"Class A" Combo IL & FMB	Class "A" FMB	Class "C" Wine
<b>"Class B" Combo IL &amp; FMB</b>	Applebee's						
	Ballroom at the Reserve		1				
	Bao Ju Mandrain Gourmet		1				
	Bar Twenty-Two		1				
	Bay Point Bar & Grill		1				
	Bridgewood Resort Hotel		1				
	Broken Tree Pizza		1				
	Cannova's Pizzeria		1				
	Cedar Bar & Grill		1				
	Copperstill Bourbon Bar		1				
	Cranky Pat's Pizzeria & Pub		1				
	The Dome Sports Bar & Grill		1				
	Doubletree by Hilton Neenah		1				
	El Azteca Restaurant		1				
	Fire Lite		1				
	Gord's Pub		1				
	Greene's Pour House		1				
	Ground Round Bar & Grill		1				
	ICU Bar & Grill		1				
	Lion's Tail Brewing Co		1				
	Little Siam		1				
	Lucky Dog'z		1				
	My Place TNS		1				
Old 41 Saloon		1					
Paper City Pub		1					
Pappa's Café	1						

	Rolling Thunder Lanes		1			
	Sante Wine Bar & Bistro		1			
	Sherrytown Station		1			
	Short Branch Saloon		1			
	Sidetracked Bar & Grill		1			
	Solea Mexican Grill		1			
	The Plaza		1			
	Town Council Kitchen and Bar		1			
	Two Bullyz Bar		1			
	Urban Market Neenah		1			
	Xtra Innings		1			
	Zacatecas Mexican Restaurant		1			
	Zuppa		1			
<b>Class "</b>	<b>Sammy's Pizza</b>			1		
<b>"Class A" Combo IL &amp; FMB</b>	Cellars Wines & Spirits				1	
	Festival Foods				1	
	Gill Liquor				1	
	Grainworks Old & New				1	
	Pick N Save Store 6412				1	
	Pick N Save Store 8124				1	
	Walmart Supercenter				1	
<b>Class "A" FMB</b>	CVS Pharmacy Store 5936					1
	Dollar General Store 21847					1
	Tobacco Outlet Plus Store 526					1
	Walgreen's Store 03392					1
	Walgreen's Store 10236					1





# Special Event Permit Application City of Neenah

**Submitted On:**

Feb 24, 2023, 02:59PM CST

**Submitted By:**

Joni Heinz

## EVENT INFORMATION

**Please Check the Name of  
Event**

Future Neenah Summer Kick Off Concert

## Type of Event

### Participant Waiver Forms

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

**Please Chose One**

Festival/Concert/Exhibition

**List the event activities to take  
place**

Street concert with a few snack food vendors.

## Event Date and Time

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

Wednesday

**Event Date (Wednesday)**

6/14/23

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

6PM - 8PM

**Set up time needed prior to  
event**

3 Hours

**Clean up time needed post  
event**

1 Hour

**Other pertinent information**

200 W. Wisconsin Ave Block (Church St. to Doty St)

## Attendance

**Anticipated event attendance**

500-1000

## Location

**The event will be located**

<b>where? (Chose all that apply)</b>	Street/Sidewalk/Trail
<b>Please provide the streets/sidewalk/trail that will be affected by the event. (EX: Wisconsin Ave from Church St to Commercial St)</b>	200 W. Wisconsin Ave Block (Church St. to Doty St)
<b>How will event impede Street/Sidewalk/Trail</b>	Event closes a street, sidewalk or trail. Public access is not permitted during the event

## Property Notification Letter

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

The Notification Letter must include the following:

Name of organization hosting event

Name of Event

Date of Event

Time of Event

State if residents will have access to their property

<b>Upload copy of notification letter here</b>	Summer.pdf
--	------------

<b>Upload site plan here (Please make sure all departments site plan requirements are included. A list was provided on the website.)</b>	Summer.pdf
--	------------

<b>Event location description</b>	200 W. Wisconsin Ae Block (Church St. to Doty St)
-----------------------------------	---

## SOCIAL MEDIA USED TO PROMOTE EVENT

## ORGANIZATION INFORMATION

<b>Name of Organization</b>	Future Neenah
-----------------------------	---------------

<b>Organization Address</b>	135 W Wisconsin Avenue, Neenah WI 54956
<b>Daytime Phone Number</b>	920-722-1920
<b>Nonprofit event sponsors exempt from taxation under Internal Revenue Code Statute 501(c) shall reimburse a portion of the City's cost. See Municipal code <a href="#">14-129(g)(4)</a> for details.</b>	
<b>Is this Organization a 501(c) Non-Profit</b>	008-0000351043-05

## APPLICANT INFORMATION

<b>Applicant Name</b>	<b>First Name:</b> Meredith <b>Last Name:</b> Rathe
<b>Daytime Phone Number</b>	920-722-1920
<b>Cell Phone Number</b>	920-362-6641
<b>Applicant Email</b>	meredith@neenah.org

## EVENT COORDINATORS

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

### Coordinator 1

<b>Name</b>	<b>First Name:</b> Meredith <b>Last Name:</b> Rathe
<b>Daytime Phone Number</b>	920-722-1920
<b>Cell Phone Number</b>	920-362-6641
<b>Email</b>	meredith@neenah.org
<b>Will you be available at either of these numbers on the day of the event?</b>	Yes

### Coordinator 2

<b>Name</b>	<b>First Name:</b> Sara <b>Last Name:</b> Hanneman
<b>Daytime Phone Number</b>	920-722-1920
<b>Cell Phone Number</b>	920-379-0558

<b>Email</b>	sara@neenah.org
<b>Will you be available at either of these numbers on the day of the event?</b>	Yes

## **PUBLIC SAFETY**

### **EMERGENCY RESPONSE PROTOCOL**

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

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

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

## **Emergency Communication**

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

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

## [Noise Ordinance](#)

<b>Loudspeaker/PA System location (be specific) (N/A if not applicable)</b>	On Stage
<b>Lost child recovery site (be specific) (N/A if not applicable)</b>	Info Booth
<b>Severe weather shelter(s) (N/A if not applicable)</b>	Surrounding Businesses
<b>First aid station(s) (N/A if not applicable)</b>	Info Booth
<b>Enclosed/Fenced area(s) (N/A if not applicable)</b>	n/a

## Equipment/Facilities

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

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

## [Noise Ordinance](#)

<b>Hours of amplified music</b>	6PM - 9PM
<b>Please describe purpose of Loudspeaker/PA System</b>	Music

## Portable Toilets/ Wash Stations

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

## Tent/Fences/Canopies

Drilling of holes in pavement for anchoring of tents, fences and canopies is not

permitted in the City of Neenah.

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

[Click here](#)

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

## Services

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

## Activities

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

## Concessions

Check all that will apply	Cooking Operations Food concessions
---------------------------	--

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

### **Please contact:**

Winnebago County Health Department  
1112 Otter Street, Oshkosh WI 54901  
Environmental Health Specialist Jennifer Bonzelet  
Phone: 920-232-3000  
Email: [jbonzelet@co.winnebago.wi.us](mailto:jbonzelet@co.winnebago.wi.us)  
Website: [Click Here](#)

# LICENSES AND PERMITS

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

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

[Guidelines](#)

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

[Click Here for Application](#)

Please fill out the Temporary Beverage Operators License below.

## TRAFFIC CONTROL

**Will the event require traffic control**

Yes

**Please check all traffic control requested**

Barricades  
Message Board

**How will the barricades be provided**

City

## PARK DEPARTMENT REQUIREMENTS

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

## Provisions & Terms

### Provisions & Terms

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

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

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

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

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

## **Legal Notice**

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

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

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

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

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

## Acknowledgement of Legal Notice

### Signature Data

First Name: Meredith

Last Name: Rathe

Email Address: meredith@neenah.org

*As Submitted*

Signed at: February 24, 2023 2:59pm America/Chicago

## City of Neenah Contact Information

### Special Event Coordinator

Joni Heinz

Phone: 920-886-6104

Email: jheinz@ci.neenah.wi.us

### Police Department - 2111 Marathon Avenue

Lieutenant Jon Kuffel

Phone: 920-8866018

Email: jkuffel@ci.neenah.wi.us

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

Adam Dorn, Assistant Chief-Fire Marshall

Phone: 920-886-6204

Email: adorn@nmfire.org

### City Clerk Office - 211 Walnut Street

City Clerk Char Nagel

Phone: 920-886-6110

Email: cnagel@ci.neenah.wi.us

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

Environmental Health Specialist Jennifer Bonzelet

Phone: 920-232-3000

Email: jbonzelet@co.winnebago.wi.us

**Traffic Department 211 Walnut Street**

Traffic Engineer James Merten

Phone: 920-886-6243

Email: jmerten@ci.neenah.wi.us

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

Parks & Recreation Office

Phone: 920-886-6060

Email: parkrec@ci.neenah.wi.us

**Public Works Department**

Traffic Engineer James Merten

Phone: 920-886-6243

Email: jmerten@ci.neenah.wi.us



# Special Event Permit Application City of Neenah

**Submitted On:**

May 16, 2023, 08:20AM CDT

**Submitted By:** Char Nagel

## EVENT INFORMATION

**Please Check the Name of Event**

Not Listed

**Name of Event**

St. Gabriel Eucharistic Procession

## Type of Event

### Participant Waiver Forms

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

**Please Chose One**

Procession

**List the event activities to take place**

St. Gabriel Eucharistic Procession

## Event Date and Time

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

Sunday

**Event Date (Sunday)**

6-11-2023

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

11:00-11:30am

**Set up time needed prior to event**

1 Hour

**Clean up time needed post event**

1 Hour

**Other pertinent information**

## Attendance

**Anticipated event attendance**

200

## Location

<b>The event will be located where? (Chose all that apply)</b>	Street/Sidewalk/Trail
<b>Please provide the streets/sidewalk/trail that will be affected by the event. (EX: Wisconsin Ave from Church St to Commercial St)</b>	Geiger St, Green Bay Rd, Main St, Richard Ave
<b>How will event impede Street/Sidewalk/Trail</b>	Event limits use of the street, but maintains public access throughout

## Property Notification Letter

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

The Notification Letter must include the following:

Name of organization hosting event

Name of Event

Date of Event

Time of Event

State if residents will have access to their property

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

6.11.2023 St. Gabs Eucharistic Procession.pdf

**Event location description**

St. Gab's east and west parking lots. Procession route Geiger St, Green Bay Rd, Main St, Richard Ave.

## SOCIAL MEDIA USED TO PROMOTE EVENT

**Please check all that apply**

St. Gaberiel's Social Media

## ORGANIZATION INFORMATION

**Organization Name**

St. Gabriel's Catholic Church

<b>Daytime Phone Number</b>	920-722-4914
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Nonprofit event sponsors exempt from taxation under Internal Revenue Code Statute 501(c) shall reimburse a portion of the City's cost. See Municipal code [14-129\(g\)\(4\)](#) for details.

<b>Is this Organization a 501(c) Non-Profit</b>	Church
---	--------

## APPLICANT INFORMATION

<b>Applicant Name</b>	<b>First Name:</b> Sara <b>Last Name:</b> Van Frachen
<b>Daytime Phone Number</b>	920-722-4914
<b>Cell Phone Number</b>	920-209-5025
<b>Applicant Email</b>	svanfrachen@smcatholicschools.org

## EVENT COORDINATORS

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

### Coordinator 1

<b>Name</b>	<b>First Name:</b> Sara <b>Last Name:</b> Van Frachen
<b>Daytime Phone Number</b>	920-722-4914
<b>Cell Phone Number</b>	920-209-5025
<b>Email</b>	svanfrachen@smcatholicschools.org
<b>Will you be available at either of these numbers on the day of the event?</b>	Yes

### Coordinator 2

<b>Name</b>	<b>First Name:</b> Karen <b>Last Name:</b> Konz
<b>Daytime Phone Number</b>	
<b>Cell Phone Number</b>	920-427-8720
<b>Email</b>	

<b>Will you be available at either of these numbers on the day of the event?</b>	Yes
--	-----

## **PUBLIC SAFETY**

### **EMERGENCY RESPONSE PROTOCOL**

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

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

<b>Will you be using the City of Neenah's Emergency Response Protocol</b>	N/A
---	-----

<b>Will you be providing security for this event? (The Police Department will review all applications and make recommendations)</b>	No
---	----

<b>Will you be providing first aid/emergency responders on-site for this event?</b>	No
---	----

## **Emergency Communication**

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

<b>Describe the communication method/equipment that will be used to notify event attendees of emergencies</b>	Loudspeaker/PA System Radios
---	---------------------------------

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

[Noise Ordinance](#)

# Equipment/Facilities

Check all that will apply

Tents/Fences/Canopies

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

[Noise Ordinance](#)

# Tent/Fences/Canopies

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

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

[Click here](#)

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

Yes

# Services

Please check all that apply (FEES MAY APPLY)

N/A

# Activities

Check all that will apply

N/A

# Concessions

Check all that will apply

N/A

# LICENSES AND PERMITS

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

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

[Guidelines](#)

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

[Click Here for Application](#)

Please fill out the Temporary Beverage Operators License below.

## TRAFFIC CONTROL

Will the event require traffic control

No

## PARK DEPARTMENT REQUIREMENTS

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

## Provisions & Terms

### Provisions & Terms

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

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## Legal Notice

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

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### HOLD HARMLESS INDEMNIFICATION AND DEFENSE

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

# Acknowledgement of Legal Notice

## Signature Data

First Name: Sara

Last Name: Van Frachen

Email Address: svanfrachen@smcathlicschools.org

*Submitted by Sara Van Fr.*

Signed at: May 16, 2023 8:20am America/Chicago

## City of Neenah Contact Information

### Special Event Coordinator

Joni Heinz

Phone: 920-886-6104

Email: jheinz@ci.neenah.wi.us

### Police Department - 2111 Marathon Avenue

Lieutenant Jon Kuffel

Phone: 920-8866018

Email: jkuffel@ci.neenah.wi.us

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

Adam Dorn, Assitant Chief-Fire Marshall

Phone: 920-886-6204

Email: adorn@nmfire.org

### City Clerk Office - 211 Walnut Street

City Clerk Char Nagel

Phone: 920-886-6110

Email: cnagel@ci.neenah.wi.us

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

Environmental Health Specialist Jennifer Bonzelet

Phone: 920-232-3000

Email: jbonzelet@co.winnebago.wi.us

**Traffic Department 211 Walnut Street**

Traffic Engineer James Merten

Phone: 920-886-6243

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

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

Parks & Recreation Office

Phone: 920-886-6060

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

**Public Works Department**

Traffic Engineer James Merten

Phone: 920-886-6243

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



# Special Event Permit Application City of Neenah

**Submitted On:**

Apr 13, 2023, 12:31PM CDT

## EVENT INFORMATION

**Please Check the Name of  
Event**

Community Fest

## Type of Event

### Participant Waiver Forms

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

**Please Chose One**

Festival/Concert/Exhibition

**List the event activities to take  
place**

Lighted Parade, Food trucks, entertainment, activity booths, venetian parade, ski show, fmx bike shows, fireworks

## Event Date and Time

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

Monday  
Tuesday

**Event Date (Monday)**

July 3 - Lighted Parade and Pajama Jam @ Shattuck Pk

**Event Date (Tuesday)**

July 4 - Activities in Riverside Park

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

7:00 -10:00 pm

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

7:00 am - 10:30 pm

**Set up time needed prior to  
event**

Included in times listed

**Clean up time needed post  
event**

Included in times listed

**Other pertinent information**

## Attendance

**Anticipated event attendance**

1000 or more

# Location

<b>The event will be located where? (Chose all that apply)</b>	Street/Sidewalk/Trail Park
<b>Please provide the streets/sidewalk/trail that will be affected by the event. (EX: Wisconsin Ave from Church St to Commercial St)</b>	Wisconsin Ave, Commercial Street, N. Park
<b>Please provide the name of the park being used for the event.</b>	Shattuck and Riverside on July 3 Riverside on July 4
<b>How will event impede Street/Sidewalk/Trail</b>	Event closes a street, sidewalk or trail. Public access is not permitted during the event

## Property Notification Letter

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

The Notification Letter must include the following:

Name of organization hosting event

Name of Event

Date of Event

Time of Event

State if residents will have access to their property

<b>Upload copy of notification letter here</b>	Riverside Letter 2022.docx Doty Letter 2022.docx
<b>Upload site plan here (Please make sure all departments site plan requirements are included. A list was provided on the website.)</b>	2019SiteMap.pdf Parade Line-Up Map_NEENAH.pdf
<b>Event location description</b>	Shattuck Park (210 E. Wisconsin Ave) - Pajama Jams (7/3) Wisconsin Ave to Commercial Ave (north) - Parade of Lites (7/3) Riverside Park (500 E. Wisconsin Ave.) - CFEST Activities

# SOCIAL MEDIA USED TO PROMOTE EVENT

<b>Please check all that apply</b>	Facebook Webpage
<b>Event's Facebook Page</b>	<a href="https://www.nmcommunityfest.org/">https://www.nmcommunityfest.org/</a>
<b>Event's Website URL</b>	<a href="https://www.nmcommunityfest.org/">https://www.nmcommunityfest.org/</a>

## ORGANIZATION INFORMATION

<b>Name of Organization</b>	City of Neenah Parks & Recreation
<b>Organization Address</b>	211 Walnut Street, Neenah WI 54956
<b>Daytime Phone Number</b>	920.886.6062

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

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

## APPLICANT INFORMATION

<b>Applicant Name</b>	<b>First Name:</b> Michael <b>Last Name:</b> Kading
<b>Daytime Phone Number</b>	920.886.6062
<b>Cell Phone Number</b>	920.419.3861
<b>Applicant Email</b>	mkading@neenahwi.gov

## EVENT COORDINATORS

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

### Coordinator 1

<b>Name</b>	<b>First Name:</b> Michael <b>Last Name:</b> Kading
<b>Daytime Phone Number</b>	920.886.6062
<b>Cell Phone Number</b>	920.419.3861
<b>Email</b>	mkading@neenahwi.us

<b>Will you be available at either of these numbers on the day of the event?</b>	Yes
--	-----

## Coordinator 2

<b>Name</b>	<b>First Name:</b> Trevor <b>Last Name:</b> Fink
-------------	---

<b>Daytime Phone Number</b>	920886.6070
-----------------------------	-------------

<b>Cell Phone Number</b>	920.268.6393
--------------------------	--------------

<b>Email</b>	tfink@neenahwi.gov
--------------	--------------------

<b>Will you be available at either of these numbers on the day of the event?</b>	Yes
--	-----

## PUBLIC SAFETY

### EMERGENCY RESPONSE PROTOCOL

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

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

<b>Will you be using the City of Neenah's Emergency Response Protocol</b>	Yes
---	-----

<b>Will you be providing security for this event? (The Police Department will review all applications and make recommendations)</b>	No
---	----

<b>Will you be providing first aid/emergency responders on-site for this event?</b>	Yes
---	-----

<b>Company Name</b>	Gold Cross
---------------------	------------

<b>Company Contact Name</b>	Katie Halback
-----------------------------	---------------

<b>Company Daytime Phone Number</b>	920.727.3034
-------------------------------------	--------------

<b>Company Cell Phone Number</b>	920.727.3034
<b>Company Contact Email</b>	khalbach@goldcross.org
<b>Will you be the on-site contact on the day of the event?</b>	Yes

## Emergency Communication

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

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

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

[Noise Ordinance](#)

<b>Loudspeaker/PA System location (be specific) (N/A if not applicable)</b>	Main Park Pavilion
<b>Lost child recovery site (be specific) (N/A if not applicable)</b>	Park Pavilion or Police Location
<b>Severe weather shelter(s) (N/A if not applicable)</b>	Park Pavilion
<b>First aid station(s) (N/A if not applicable)</b>	Gold Cross Station and Info Tent
<b>Enclosed/Fenced area(s) (N/A if not applicable)</b>	none

## Equipment/Facilities

<b>Check all that will apply</b>	Amplified/Loudspeaker/PA System & #40; Non-Emergency Use & #41; Generators Park/Park Pavillon Portable Toilets/Wash Stations Stages Structures
----------------------------------	---

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

[Noise Ordinance](#)

<b>Hours of amplified music</b>	12:00 - 9:00
<b>Please describe purpose of Loudspeaker/PA System</b>	communication with public

## Portable Toilets/ Wash Stations

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

## Tent/Fences/Canopies

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

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

[Click here](#)

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

## Services

<b>Please check all that apply (FEES MAY APPLY)</b>	<input type="checkbox"/> Fire Department Presence <input type="checkbox"/> Street Sweeping <input type="checkbox"/> Park/Pavilion Rental
---	--

## Fire Department Presence

The service for Fire Department Presence was checked for the event. Please see attached form. Any questions regarding this service can be directed to the Neenah-Menasha Fire Department at 920-886-6200.

[Click Here for Form](#)

## Activities

Check all that will apply

Fireworks/Pyrotechnics  
Vendors-Non-Food

## Fireworks/Pyrotechnics

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

[Click here](#) for Fireworks for Display or Entertainment Purposes Application. (Submitted separately)

## Concessions

Check all that will apply

Cooking Operations  
Food concessions  
Food Truck(s)

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

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

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

**Please contact:**

Winnebago County Health Department  
1112 Otter Street, Oshkosh WI 54901  
Environmental Health Specialist Jennifer Bonzelet

Phone: 920-232-3000

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

Website: [Click Here](#)

## LICENSES AND PERMITS

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

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

[Guidelines](#)

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

[Click Here for Application](#)

Please fill out the Temporary Beverage Operators License below.

## TRAFFIC CONTROL

**Will the event require traffic control**

Yes

**Please check all traffic control requested**

Barricades  
Community Service Aides  
Message Board

**How will the barricades be provided**

City

## PARK DEPARTMENT REQUIREMENTS

**Has the park shelter(s) been reserved with the Park & Recreation Department**

Yes

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

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

Volunteers will monitor throughout the day

## Provisions & Terms

### Provisions & Terms

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

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

made to this agreement, unless authorized written permission is granted.

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

**HOLD HARMLESS INDEMNIFICATION AND DEFENSE**

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

**Acknowledgement of Legal Notice**

**Signature Data**

First Name: Michael  
Last Name: Kading  
Email Address: mkading@neenahwi.gov



Signed at: April 13, 2023 12:31pm America/Chicago

**City of Neenah Contact Information**

**Special Event Coordinator**

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

**Police Department - 2111 Marathon Avenue**

Lieutenant Jon Kuffel

Phone: 920-8866018

Email: jkuffel@ci.neenah.wi.us

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

Adam Dorn, Assitant Chief-Fire Marshall

Phone: 920-886-6204

Email: adorn@nmfire.org

**City Clerk Office - 211 Walnut Street**

City Clerk Char Nagel

Phone: 920-886-6110

Email: cnagel@ci.neenah.wi.us

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

Environmental Health Specialist Jennifer Bonzelet

Phone: 920-232-3000

Email: jbonzelet@co.winnebago.wi.us

**Traffic Department 211 Walnut Street**

Traffic Engineer James Merten

Phone: 920-886-6243

Email: jmerten@ci.neenah.wi.us

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

Parks & Recreation Office

Phone: 920-886-6060

Email: parkrec@ci.neenah.wi.us

**Public Works Department**

Traffic Engineer James Merten

Phone: 920-886-6243

Email: jmerten@ci.neenah.wi.us



Special Event Permit  
Application  
City of Neenah

**Submitted On:**

Feb 24, 2023, 02:30PM CST

**Submitted By:**

Joni Heinz

## EVENT INFORMATION

**Please Check the Name of Event**

Future Neenah Boogie Downtown

## Type of Event

### Participant Waiver Forms

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

**Please Chose One**

Festival/Concert/Exhibition

**List the event activities to take place**

Street concert on Wisconsin Ave with a few snack food vendors

## Event Date and Time

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

Wednesday

**Event Date (Wednesday)**

8/23/23

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

6PM - 9PM

**Set up time needed prior to event**

3 Hours

**Clean up time needed post event**

1 Hour

**Other pertinent information**

## Attendance

**Anticipated event attendance**

1000 or more

## Location

**The event will be located**

<b>where? (Chose all that apply)</b>	Street/Sidewalk/Trail
<b>Please provide the streets/sidewalk/trail that will be affected by the event. (EX: Wisconsin Ave from Church St to Commercial St)</b>	100 Block of W. Wisconsin Ave (from Associated Bank to Church St.)
<b>How will event impede Street/Sidewalk/Trail</b>	Event closes a street, sidewalk or trail. Public access is not permitted during the event

## Property Notification Letter

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

The Notification Letter must include the following:

Name of organization hosting event

Name of Event

Date of Event

Time of Event

State if residents will have access to their property

**Upload copy of notification letter here**

Boogie.pdf

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

Boogie.pdf

**Event location description**

100 Block of Wisconsin Ave (from Associated Bank to Church St.)

## SOCIAL MEDIA USED TO PROMOTE EVENT

## ORGANIZATION INFORMATION

**Name of Organization**

Future Neenah

<b>Organization Address</b>	135 W Wisconsin Avenue, Neenah WI 54956
<b>Daytime Phone Number</b>	920-722-1920
<b>Nonprofit event sponsors exempt from taxation under Internal Revenue Code Statute 501(c) shall reimburse a portion of the City's cost. See Municipal code <a href="#">14-129(g)(4)</a> for details.</b>	
<b>Is this Organization a 501(c) Non-Profit</b>	008-0000351043-05

## APPLICANT INFORMATION

<b>Applicant Name</b>	<b>First Name:</b> Meredith <b>Last Name:</b> Rathe
<b>Daytime Phone Number</b>	920-722-1920
<b>Cell Phone Number</b>	920-362-6641
<b>Applicant Email</b>	info@neenah.org

## EVENT COORDINATORS

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

### Coordinator 1

<b>Name</b>	<b>First Name:</b> Meredith <b>Last Name:</b> Rathe
<b>Daytime Phone Number</b>	920-722-1920
<b>Cell Phone Number</b>	920-362-6641
<b>Email</b>	info@neenah.org
<b>Will you be available at either of these numbers on the day of the event?</b>	Yes

### Coordinator 2

<b>Name</b>	<b>First Name:</b> Sara s <b>Last Name:</b> Hanneman
<b>Daytime Phone Number</b>	920-722-1920
<b>Cell Phone Number</b>	920-379-0558

<b>Email</b>	info@neenah.org
<b>Will you be available at either of these numbers on the day of the event?</b>	Yes

## **PUBLIC SAFETY**

### **EMERGENCY RESPONSE PROTOCOL**

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

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

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

## **Emergency Communication**

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

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

## Noise Ordinance

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

## **Equipment/Facilities**

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

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

## Noise Ordinance

<b>Hours of amplified music</b>	6PM - 9PM
<b>Please describe purpose of Loudspeaker/PA System</b>	Music

## **Portable Toilets/ Wash Stations**

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

## **Tent/Fences/Canopies**

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

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

[Click here](#)

<b>Are the location(s) of tents/fences/canopies provided on the event site map</b>	No
<b>Where will the tent/fences/canopies be located</b>	100 Block W. Wisconsin

## Services

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

<b>Check all that will apply</b>	N/A
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## Concessions

<b>Check all that will apply</b>	Cooking Operations Food concessions
----------------------------------	--

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

### **Please contact:**

Winnebago County Health Department  
1112 Otter Street, Oshkosh WI 54901  
Environmental Health Specialist Jennifer Bonzelet  
Phone: 920-232-3000  
Email: [jbonzelet@co.winnebago.wi.us](mailto:jbonzelet@co.winnebago.wi.us)  
Website: [Click Here](#)

# LICENSES AND PERMITS

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

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

[Guidelines](#)

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

[Click Here for Application](#)

Please fill out the Temporary Beverage Operators License below.

# TRAFFIC CONTROL

<b>Will the event require traffic control</b>	Yes
<b>Please check all traffic control requested</b>	Barricades Message Board
<b>How will the barricades be provided</b>	City

# PARK DEPARTMENT REQUIREMENTS

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

# Provisions & Terms

# Provisions & Terms

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

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

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

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

## Legal Notice

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

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

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

## Acknowledgement of Legal Notice

### Signature Data

First Name: Meredith

Last Name: Rathe

Email Address: meredith@neenah.org

*As Submitted*

Signed at: February 24, 2023 2:29pm America/Chicago

## City of Neenah Contact Information

### Special Event Coordinator

Joni Heinz

Phone: 920-886-6104

Email: jheinz@ci.neenah.wi.us

### Police Department - 2111 Marathon Avenue

Lieutenant Jon Kuffel

Phone: 920-8866018

Email: jkuffel@ci.neenah.wi.us

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

Adam Dorn, Assitant Chief-Fire Marshall

Phone: 920-886-6204

Email: adorn@nmfire.org

### City Clerk Office - 211 Walnut Street

City Clerk Char Nagel

Phone: 920-886-6110

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

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

Environmental Health Specialist Jennifer Bonzelet

Phone: 920-232-3000

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

**Traffic Department 211 Walnut Street**

Traffic Engineer James Merten

Phone: 920-886-6243

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

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

Parks & Recreation Office

Phone: 920-886-6060

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

**Public Works Department**

Traffic Engineer James Merten

Phone: 920-886-6243

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



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

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

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**DATE:** May 25, 2023  
**TO:** Mayor Lang and Members of the Public Services and Safety Committee  
**FROM:** Gerry Kaiser, Director of Public Works  
**RE:** Freedom Acres, Homes at Freedom Meadows: Two-inch Mat Cost follow-up

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At the Committee meeting of April 25, 2023, discussion was held about the contract cost of placing a 2-inch temporary asphalt surface in the Freedom Acres and Home at Freedom Meadows subdivisions. Between the two developments, the developer escrowed \$106,700 for that work. The bid price came in at \$163,638, which is \$56,938 higher than the escrow. There are budgeted funds sufficient to cover the shortfall, so the work can proceed.

Two pieces of information were requested coming out of the April discussion. The first item was a listing of lot ownership. That ownership list is attached.

The second item was clarification of the escrows identified in the development agreement. Each development agreement identifies specific cost items with escrow amounts. The Development and Fee Agreements for both subdivisions, Freedom Acres and The Homes at Freedom Meadows, include a line item for the 2-inch mat escrow and a separate line item for the sidewalk installation escrow. In the body of the agreement, there are also separate paragraphs outlining how those escrows are to be used. After escrow payment, these escrows are tracked separately in the city's financial systems. The escrows are not a pool of funds to be used in whatever manner the city sees fit. There are specific amounts tied to specific purposes.

As was noted in my earlier memo, both development agreements have similar language to cover the possibility of an escrow being insufficient for its purpose and allows the City to special assess the shortage against the individual lot owners of record. The estimated special assessment needed to cover the shortfall in Freedom Acres is \$29,669 which comes to \$2,119.24 per lot. The estimated special assessment needed to cover the shortfall in The Homes at Freedom Meadows is \$27,269 which comes to \$879.63 per lot.

The decision to exercise the right to special assess for the difference lies with the Council. If the Council chooses to assess for the shortfall, we will follow the normal special assessment process. If the Council chooses not to special assess for the difference, then the no further action is necessary.

### Freedom Acres Lot Ownership

PARCELID	Owner	Address	Lot No.
8114000010	Van Sistine Homes, LLC (retention pond, future city ownership)	1790 HONOR ST	Outlot 1
81140000100	Scott J. Stanich Sr	1765 HONOR ST	1
81140000200	Evan Butts	1769 HONOR ST	2
81140000300	Van's Realty & Construction Of Appleton,	1773 HONOR ST	3
81140000400	Van Sistine Homes, LLC	1777 HONOR ST	4
81140000500	Van Sistine Homes, LLC	1781 HONOR ST	5
81140000600	Nicholas Miller	1785 HONOR ST	6
81140000700	Van Sistine Homes, LLC	1789 HONOR ST	7
81140000800	James A. Stefanich	1786 HONOR ST	8
81140000900	Timothy P. Ditter	1782 HONOR ST	9
81140001000	Silvertree Homes, LLC	1778 HONOR ST	10
81140001100	Benjamin P. Christensen	1772 HONOR ST	11
81140001200	Mark S And Carolyn R Totts	1768 HONOR ST	12
81140001300	Mueller Family Trust	1764 HONOR ST	13
81140001400	Michael A. Briggs	1760 HONOR ST	14

Homes at Freedom Meadows Lot Ownership

PARCELID	Owner	Address	
8114000001	Van Sistine Homes, LLC (retention pond, future city ownership)	7015 WOODENSHOE RD	Outlot 1
81140010100	Van Sistine Homes, LLC	1609 FOUNDERS ST	5
81140010101	Tom McHugh Construction, LLC	1501 LIBERTY AVE	CSM 7928, Lot 1
81140010102	MR&I Meadows, LLC	1500 LIBERTY AVE	CSM 7928, Lot 2
81140010200	Van Sistine Homes, LLC	1605 FOUNDERS ST	4
81140010300	Van Sistine Homes, LLC	1601 FOUNDERS ST	3
81140010400	Dylan Warnier	1747 HONOR ST	6
81140010500	MR&I Meadows, LLC	1743 HONOR ST	7
81140010600	MR&I Meadows, LLC	1739 HONOR ST	8
81140010700	Van Sistine Homes, LLC	1756 HONOR ST	1
81140010800	Laura Sherman	1752 HONOR ST	2
81140010900	Mr&I Meadows, LLC	1540 LIBERTY AVE	9
81140011000	Tom McHugh Construction, LLC	1536 LIBERTY AVE	10
81140011100	Tom McHugh Construction, LLC	1532 LIBERTY AVE	11
81140011200	Tom McHugh Construction, LLC	1528 LIBERTY AVE	12
81140011300	Ricardo H. Gonzales	1524 LIBERTY AVE	13
81140011400	Matthew Smits	1520 LIBERTY AVE	14
81140011500	Kagan W. Govek	1516 LIBERTY AVE	15
81140011600	Jason L. Meyer	1512 LIBERTY AVE	16
81140011700	Tom McHugh Construction, LLC	1508 LIBERTY AVE	17
81140011800	Tom McHugh Construction, LLC	1504 LIBERTY AVE	18
81140011900	Austin Dyb	1505 LIBERTY AVE	21
81140012000	Brad Smolinski	1509 LIBERTY AVE	22
81140012100	Tom McHugh Construction, LLC	1513 LIBERTY AVE	23
81140012200	Tom McHugh Construction, LLC	1517 LIBERTY AVE	24
81140012300	Tom McHugh Construction, LLC	1521 LIBERTY AVE	25
81140012400	Tom McHugh Construction, LLC	1525 LIBERTY AVE	26
81140012500	Joshua J. Gonzales	1529 LIBERTY AVE	27
81140012600	Nathan Brown	1533 LIBERTY AVE	28
81140012700	Mark Taczala	1537 LIBERTY AVE	29
81140012800	Anthony Orsini	1541 LIBERTY AVE	30
81140012900	Tom McHugh Construction, LLC	1545 LIBERTY AVE	31



# Homes at Freedom Meadows

