

CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING
April 11, 2023 @ 6:30 PM
City Hall, 211 Walnut Street
Hauser Room

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

A G E N D A

1. Public Appearances
2. Approve Minutes from the special meetings of March 21, 2023, and April 5, 2023. (Attachments)
3. Axon and evidence.com Upgrade (Attachment)
4. School Resource Officer Squad Replacement (Attachment)
5. Fleet #9A Replacement (Attachment)
6. Tullar Garage North Vehicle Storage Fan Purchase (Attachment)
7. Audible Pedestrian Signal Purchase (Attachment)
8. Licenses (Attachment)
 - a. Temporary Class "B" Picnic, Bergstrom-Mahler Museum of Glass Arts Festival, August 11-12, 2023.
 - b. Temporary Extension of Licensed Premises, Richtergreene, LLC, Greene's Pour House Block Party, May 20, 2023.
 - c. Retail Liquor License Applications
 - i. Urban Market Neenah, LLC, 201 W. Wisconsin Avenue, "Class B" Liquor & Beer.
 - ii. David Pyszora, 1360 S. Commercial Street, "Class B" Liquor & Beer.
 - iii. 2 Bullyz Bar, LLC, 430 Sherry Street, "Class B" Liquor & Beer.
9. Special Events Agreements (Attachments)
 - a. Action Items
 - i. Bergstrom-Mahler Museum of Glass Arts Festival
 - ii. Fox Cities Marathon
 - iii. Future Neenah Farmers Market
 - iv. Future Neenah Out to Lunch and Evening Concerts
 - v. Greene's Block Party

In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), the City of Neenah will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. If you need assistance, or reasonable accommodation in participating in this meeting or event due to a disability as defined under the ADA, please call the **City Clerk Office at (920)886-6101** or the **City's ADA Coordinator at (920)886-6106 or e-mail attorney@ci.Neenah.wi.us** at least 48 hours prior to the scheduled meeting or event to request an accommodation.

- vi. JDRF One Walk
- vii. Memorial Day Parade
- viii. Neenah Kids Triathlon
- ix. Udderly Euro
- b. Information Only
 - i. Copia Cup Soccer Tourney
 - ii. Flatgrass Soccer Tourney
- 10. Public Works General Construction and Department Activity Report (Attachment)
- 11. Announcements/Future Agenda Items
- 12. Adjournment

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CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES
Tuesday, March 21, 2023, 6:30 PM

Present: Alderpersons Borchardt, Lendrum, and Weber

Excused: Alderpersons Hillstrom and Stevenson

Also Present: Mayor Lang, City Attorney Raschid, Public Works Director Kaiser, Community Development Director Haese, Traffic Engineer Merten, Community Development Specialist Jefferson, Public Works Office Manager Mroczkowski, Peter Brace, Dennis Kittel, Mike DuBois, Bob Zimmerman, Roger Peters, Virginia Kennedy, Robert Kennedy, Patricia Jahner, Leann Wasinger, Scott Wasinger, Mike Bartlett, Austin Formiller, Heather Ness, Tony Rodziewicz, and Gregg Fibiger

Approval of Minutes of the Meeting of March 7, 2023

Motion/Second/Carried by Borchardt/Weber to approve the minutes of the March 7, 2023, meeting. All voting aye

Public Appearances:

None

Bird Scooter Pilot Program

Community Development Specialist Jefferson stated that this item was referred back to committee from the March 15th Common Council meeting for further discussion. She noted the complaint statistics that had been provided. She asked if there were any additional questions were.

Aldersperson Borchardt suggested an amendment to the Memorandum of Understanding (MOU) to include language that addresses the staging of the scooters in relation to trails, bike lanes, and sidewalks.

Aldersperson Lendrum asked Community Development Specialist Jefferson to review the complaint process.

Ms. Jefferson stated that because this was a new program last year, staff was aware of the apprehension of the program. She stated that staff did not want the scooters to be a hinderance for residents and affect the success of the program.

Ms. Jefferson stated that at the time that Mr. Kittel had requested the complaint information she did not have a copy of that report but stated that she was in contact with representatives from Bird throughout the year and was being made aware of the types

and number of complaints that were being reported. She stated that Bird prefers that all complaints are reported to them since the riders are their customers and their responsibility.

Ms. Jefferson stated that the Bird Rides regional manager from Chicago met with staff on Monday to discuss the program and address the complaints and what can be done to deal with the issues.

Alderson Lendrum asked for an update on the number of complaints received in 2022. Ms. Jefferson stated that there were 105 complaints received by Bird from 10 independent users.

Alderson Lendrum asked Ms. Jefferson how staff came up with only 53 unique complaints. Ms. Jefferson stated that after reviewing the complaints a pattern was identified. She stated that, when there was a large group of scooters parked together in a line, a complaint was issued on each individual scooter not the group of them. Ms. Jefferson stated that an estimated 53 unique issues were identified when taking this into account. Ms. Jefferson stated that in addition to the complaints filed through Bird, staff received an additional 11 complaints.

Alderson Borchardt stated that there were probably a lot more complaints and issues that were not reported because of the way they must be reported to Bird. He stated that now that we know what to look for, he would hope that these issues can be spelled out in detail in the MOU. He stated that reports should be shared with council members, and that the trails, bike lanes and sidewalks are part of the conversation when it comes to staging of the scooters.

Ms. Jefferson stated that while talking with the regional manager, staff did review the MOU in relation to the 5 ½ feet buffer for sidewalks and trails. She stated that she will make the report available to council members once a month.

Community Development Director Haese stated that a lot of the concerns that were brought up by Mr. Kittel are not from deployment of the scooters but rather users parking them in undesirable locations. He stated that in reviewing the handout from Mr. Kittel, there are pictures of scooters that clearly have the 5 ½ feet clearance as stated in the MOU. Director Haese stated that these issues are not unique to Neenah. He stated that with scooter programs, the value of the program is the flexibility for a rider to start and stop when they choose to, but that flexibility can create the challenge of educating the user to leave the scooter in the correct location.

Director Haese stated that he does not anticipate the MOU changing. He stated that what needs to happen is that we set a stronger level of expectation with Bird.

Dennis Kittel, 410 Kraft St, Neenah – stated that he is positive about the program and wants it to succeed but not at the cost of the city's assets and the Neenah community. He stated that he is on the executive board of Fox Cities Greenways. He stated that he is not representing them but stated that they do not collect money to make the trail system a parking lot for scooters. He stated that trails should not be part of the MOU. He stated that there should be a city-controlled complaint system, and that the city needs to be more transparent about making the program's reports more available to the public. He stated that the staging of the scooters must be addressed more, and the city

needs to hold Bird more accountable. Mr. Kittel stated that the city should create a pedestrian, trail and bike lane advisory board where programs like this and other sustainable ideas could be discussed.

Aldersperson Borchardt stated that he is comfortable that the complaints have been heard. He stated that he wants to assure going into the second year of this program that the city will stress some of the issues that arose during the first year with Bird Rides to assure the future success of the program.

Report

Following Discussion: Motion/Second/Carried by Borchardt/Weber to recommend Council approve the Amendment to Memorandum of Understanding between the City of Neenah and Bird Rides, Inc., extending the electric scooter pilot program through December 31, 2023. All voting aye.

Final Resolutions

Arthur Plat

Director Kaiser introduced the final resolution for Amber Lane special assessment for street reconstruction. He stated that this is the last step in the process which is a recommendation to council from this committee confirming the authorization of the method of assessment and authorizing staff to complete the work.

Report

Following Discussion: Motion/Second/Carried by Weber/Borchardt to recommend Council approve Final Resolution 2023-09: Installation of curb, gutter, and pavement for properties in the Arthur Plat. All voting aye.

Cardinal Plat

Report

Following Discussion: Motion/Second/Carried by Weber/Borchardt to recommend Council approve Final Resolution 2023-10: Installation of curb, gutter, sidewalk and pavement for properties in the Cardinal Circle Plat. All voting aye.

Integrity Acres and 1st Addition to Integrity Acres Subdivision

Report

Following Discussion: Motion/Second/Carried by Weber/Borchardt to recommend Council approve Final Resolution 2023-08: Installation of curb, gutter, sidewalk and pavement for properties in the Integrity Acres Plat and 1st Addition to Integrity Acres Plat. All voting aye.

Liberty Heights Subdivision

Freedom Court Special Assessments

Director Kaiser reviewed his memo of March 17, 2023, regarding the Freedom Court special assessments. He stated that special assessment listing provided at the February 7, 2023, meeting included the outlot on which Freedom Court lies and 1436 Freedom Court but did not include 1433 or 1430 Freedom Court because these two addresses do not abut the street construction project. He stated at that February 7th meeting, discussion was held to include all three properties, but no formal action was taken. Director Kaiser stated that after talking with City Attorney Raschid, it was concluded that this item should be brought back to this committee for formal action on assessments for the Freedom Court properties.

Director Kaiser reviewed and discussed the three options listed in his memo. Option 1-to assess Outlot 3 and 1436 Freedom Court, Option 2-to assess 1433 Freedom Court, 1430 Freedom Court and 1436 Freedom Court, and Option 3-to convert Freedom Court to a public street.

Director Kaiser and the Committee further discussed Option 3 and what would be involved in converting Freedom Court to a public street.

Director Kaiser stated that his recommendation would be Option 1 because it most closely follows the language of the street assessment ordinance.

Report

Following Discussion: Motion/Second/Carried by Borchardt/Weber to recommend Council to include Outlot 3 (Freedom Court) and 1436 Freedom Court in Final Resolution 2023-07 for assessment purposes as part of the Liberty Heights subdivision curb & gutter and pavement project. All voting aye.

Liberty Heights Subdivision

Mike DuBois, 1469 Amendment Drive, Neenah-stated that he is asking the city for some type of assistance in paying for this project. He stated that it is a huge financial burden on families. He stated that he does not agree with the per parcel unit of assessment and stated that this project should be assessed using the per foot method. He stated that the increase to non-corner lot owners is not proportionate to the decrease to the corner lot owners. Mr. DuBois stated that he would like the city to consider using TARF funds, a lower interest rate or allowing for a longer installment payback period.

Patricia Jahner, 1832 Hedgeview Drive, Neenah-stated that changing the method of assessment in the middle of game is wrong. She stated that many of the property owners will be paying more based on the unit method than if they were to be assessed

using the front footage method. She stated that the city is looking for someone to pay for the lack of securing the money to pay for this project after the two developers' bankruptcies. She stated that it should not be subsidized through special assessments.

Robert Kennedy, 1836 Hedgeview Drive, Neenah-stated that after reviewing the FAQ that was handed out at the Public Hearing on March 15, 2023, he had questions regarding three of them.

#3-How was the special assessment estimate prepared for these streets?

Mr. Kennedy stated that answer to this question states "by ordinance, the city does not have a cost-share in streets being constructed for the first time." Mr. Kennedy stated that he would like to know where he can find this language in the ordinance because he was unable to.

#6-How did the developer's agreement address curb/gutter and street construction?

Mr. Kennedy stated that part of the answer he is questioning is "The agreement also intended to have the frontage abutting public lands to be prepaid by the developer. Given that intent those costs will be assessed to the lot owners of record at the time of final street construction." Mr. Kennedy stated that these two sentences contradict each other. He stated that if the intent was to have the developer pay for these costs, why are the lot owners now responsible for the public property costs.

#7-Why did the city change how it assesses for projects like this? Mr. Kennedy stated the part of the answer he is questioning is that change was made because it "allows them to assess a project on a unit basis if all of the benefitting lots were of a comparable size and use instead of the front footage method previously used." Mr. Kennedy stated that there is no language in this ordinance that defines or quantifies what constitutes uniformity of lots. Mr. Kennedy stated that he asked Director Kaiser was a definition or numerical calculation value for a uniform lot and was told no.

Mr. Kennedy stated the other part of this answer states "the purpose of the change was to make the assessment more equitable since properties in a development benefit equally from an improvement like this." Mr. Kennedy stated that 48 of the 126 property owners will be paying less than the assessable front footage rate and 78 of the 126 will be paying up \$6,040 more than the assessable front footage rate.

Mr. Kennedy stated that from the minutes of the December 13, 2022, meeting, Director Kaiser stated that he was seeking to amend the ordinance to a per unit method of assessments for street construction projects in new subdivisions. Mr. Kennedy stated that Liberty Heights is not a new subdivision and therefore should not be assessed on the per unit method should not be subject to the unit base method.

Gregg Fibiger, 1434 Anthem Drive, Neenah-stated that when they bought the lot, they made inquiries as the cost of the street improvements and was expecting to pay based on the front footage method. He stated that this per unit assessment method does not treat everyone equitably. He stated that he wants to be treated equally and not equitably and thinks this project should be grandfathered in using the front footage assessment method.

Mike Bartlett, 1845 Hedgeview Drive, Neenah-stated that he supports all who have spoken here tonight. He stating that asking a property owner to pay \$6,040 more using the per unit method is not fair. He stated that two-thirds of the property owners will be picking up the cost for the other one-third and that is not fair. Mr. Bartlett stated that the roads in this subdivision are not temporary and cost relief should come from TARF funds. He stated that the front foot method should be grandfathered in because that is what people were expecting to be assessed on. He stated that regarding apron costs, he was told that the city would be paying for the aprons.

Roger Peters, 1807 Statue Drive, Neenah-stated that he hopes the committee will vote to keep the unit method as the assessment method for this project. He stated that everyone is saying the unit method is unfair, but no one was at the committee meetings where the unit method was discussed and approved to voice their concern. He stated that the city has been open and transparent with approving the per unit method and have allowed for public input. He stated that when people buy a parcel of land, they are not guaranteed that they are going to be assessed at the method in the ordinance at the time of purchase. He stated that the Neenah notes in 2019 it addressed the issue of TARF funds not being used in Liberty Heights because it did not have permanent street or gutters.

Virginia Kennedy, 1836 Hedgeview Drive, Neenah-stated that the ordinance states the Common Council can chose which method is used for assessments. She stated this is not a done deal. Mrs. Kennedy stated that the late change to the assessment ordinance was wrong and that changing the rules in the middle of game is unacceptable.

Aldersperson Borchardt asked for clarification on the issue of aprons and the concern that promises were made that there would be no cost to the property owners. Director Kaiser stated that he cannot speak to promises made. He stated that none were made from him or the lead engineer for this project. He stated that when the houses were being built in this subdivision, some property owners asked if aprons could be installed. Director Kaiser stated that they were told that they could, but it would be considered temporary until the street, and curb & gutter were put in and advised them to put in asphalt.

Director Kaiser stated that this project is no different than the Eaglecrest or Castle Oak subdivision projects where the property owners were assessed for the aprons that were installed. He stated that this has always been the process.

Aldersperson Weber stated that when the road and aprons were installed in Eaglecrest, he paid for the apron installation. He stated that the process was made very clear by Director Kaiser.

Aldersperson Weber asked for clarification on the use of TARF funds. Director Kaiser stated that TARF funds are used for street resurfacing, street reconstruction and infill sidewalk construction. Director Kaiser stated that street reconstruction implies that there is a street in place that meets our standard street construction of 30" concrete curb and gutter and with 4" of asphalt and for the purposes of assessment there is 36' clear width. TARF funds are used on streets that have already been permanently built to that standard.

Director Kaiser stated that relative to the comment that was made by Mr. Kennedy that the city does not cost share on new street construction, the language can be found in section 13-5(c) which states:

New streets are those streets not open for traffic on December 31, 1975. Not more than 100 percent of the assessable construction costs for excavating, grading, gravelling, temporary paving and final paving these new streets shall be assessed to the abutting properties (i.e., not to exceed more than 50 percent of the assessable cost on each side).

Aldersperson Borchardt stated that he can understand that when you talk about a new street versus a street that has been there for 10 to 15 years. He stated that he can understand and empathize with their concerns. He stated that after 20 or 30 years is it still considered a temporary road.

Aldersperson Borchardt asked why the decision was made to change the ordinance in December. He stated that he still believes it is the equitable method of assessment but would like to know the process and reasoning for the change. Director Kaiser stated that a change in the ordinance has been in discussion since the Eaglecrest subdivision was done and we looked at the assessments of some of the corner lots and how uneven the assessments were in that subdivision. He approached this committee in spring of 2022 with the concept of the per unit method of assessing. He stated that the change was suggested to address the imbalance in the final assessments. Director Kaiser stated that, if we know there is an imbalance, and we try and address that imbalance, it doesn't make any sense for him not to apply the method the next time. Director Kaiser stated that he had started drafting the ordinance change last spring but was delayed because of staff turnover in the attorney's office.

Aldersperson Borchardt asked how the park and pond frontage would be paid for if we were to use the front footage assessment method. Director Kaiser stated that the methodology stays the same. He stated that he does not assign a unit to the pond or park, so the cost is absorbed with in the linear foot unit cost.

Aldersperson Borchardt asked if there any subdivisions that are currently being built that the city will use the per unit assessment method when assessing for the project. Director Kaiser stated that we will use this same method on the Freedom Acres and Homes at Freedom Meadows.

Aldersperson Weber stated that as a committee member he feels the per unit method is more equitable because it distributes the cost evenly for all the property owners within a subdivision. He stated that it does not matter if the subdivision is 5 years old or 10 years old.

Following Discussion: Motion/Second/Carried by Weber/Borchardt to recommend Council approve Final Resolution 2023-07: Installation of curb, gutter, and pavement for properties on Amendment Drive, Anthem Drive, Briggs Lane, Buser Drive, Hedgeview Drive, Highland Drive, Nation Court, Plains Avenue, Presidential Drive, and Statue Drive. All voting aye.

S. Commercial St. Reconstruction Project-Title Search Amendment Request

Traffic Engineer Merten reviewed his memo of March 17, 2023. He stated that Westwood Professional Services, the design consultant for the 2025 S. Commercial Street reconstruction project, is recommending that the city purchase an additional 70 title searches to be used for preparing temporary limited easements (TLE) necessary for the project. He stated that these title searches are in addition to the 80 TLE title searches that were listed in the scope of services of the original contract with Westwood. Traffic Engineer Merten stated that the additional 70 TLE title searches are recommended due to: (1) several utilities having been identified outside, but adjacent to, the road right-of-way and (2) the fact that construction activity will extend slightly beyond the right-of-way boundary, mostly as a result of the sidewalk being located along the edge of right-of-way. He stated that the WisDOT design requirements necessitate additional real estate documentation for any utility's easements located within potential work areas in order for the construction project to proceed.

Traffic Engineer Merten stated that staff recommends authorizing Westwood Professional Services to acquire title searches necessary for the S. Commercial Street reconstruction project for an amount not to exceed \$14,000, which shall be funded with the S. Commercial Street design account.

Report **Following Discussion: Motion/Second/Carried by Borchardt/Weber to recommend Council approve Westwood Professional Services to acquire title searches necessary for the S. Commercial Street reconstruction project for an amount not to exceed \$14,000.00, which shall be funded with the S. Commercial Street design account. All voting aye.**

Winneconne Ave & Commercial St intersection I.C.E Report

Traffic Engineer Merten reviewed his memo of March 16, 2023. He stated that in October 2022 the City authorized MSA Professional Services to conduct an intersection control evaluation (ICE) for the Commercial Street/Winneconne Avenue intersection. The full report can be viewed online at <https://neenahwi.gov/traffic-resources/> under the "traffic studies" subsection. He stated that the ICE report evaluated a modified traffic signal layout and two roundabout layouts under projected 20-year traffic conditions with their recommendation being the modified traffic signal layout. Traffic Engineer Merten stated that the original staff request was to prepare a formal design for a southbound right-turn lane and acquire the land necessary for that improvement. He stated that with the staff-proposed layout, the right-turn lane would be separated with a pedestrian refuse island to accommodate right-turn on red movement. He stated that staff's plan would require more land acquisition than the ICE recommended project, however it would not require the significant cost to upgrade the traffic signal infrastructure.

Traffic Engineer Merten stated that given the original objectives behind the project, the anticipated cost-benefit, and the fact that the staff-proposed layout can be revised to complement a future build of signal infrastructure improvement concepts brought forth in the ICE recommended design, staff recommends pursuing a formal design for a right-turn lane in the vein of the staff-proposed layout, modified to accommodate a 20-year build of the signalized intersection.

Following Discussion: Motion/Second/Carried by Borchardt/Weber to place and file the Commercial Street/Winneconne Avenue Intersection Control Evaluation report prepared by MSA Professional Services. All voting aye.

LeAnne Wasinger, 447 S. Commercial Street, Neenah-stated that she is the owner of the Tailored Hide. She stated that she appreciates staff's thoughts on the traffic queuing that takes place at this intersection. She stated that she is concerned about the no turn on red because she witnesses south bound vehicles backing up to cut through the parking lot of her business.

Ms. Wasinger asked if there will be any type of assessment to them for this project. Traffic Engineer Merten stated no.

Ms. Wasinger stated that their building has been struck two times by errant vehicles and wonders if there is anything the city could do to prevent future accidents. Traffic Engineer Merten stated that they can look at some ideas for barriers.

Ms. Wasinger stated that the business currently shares a driveway with Scanlon Photography Studios. She asked if the city would allow another driveway opening to their business so that they no longer would have the need to share the driveway with Scanlon's. Traffic Engineer Merten stated that the city is very apprehensive allowing for more driveway access off of S. Commercial Street because of the high volume of traffic, and the increased potential accidents.

Aldersperson Borchardt stated that this intersection is a problem, and he would like to see some type of modification done to help with traffic flow. He stated that he is comfortable with staff's recommendation for a short-term fix but looks at the MSA recommendations and likes the idea of a round-a-bout at this intersection in the future.

Aldersperson Weber asked what the reason is why a round-a-bout is not being recommended. Director Kaiser stated that Traffic Engineer Merten compared the recommendations in the report to his lay out and saw his plan as a first step that could make a significant improvement to the intersection and really not preclude the city from pursuing one of these other proposed improvements.

Aldersperson Borchardt stated that given the time frame and the need to address the immediate impact he is in favor of Traffic Engineer Mertens plan as a temporary fix and encourages a strong consideration for the round-a-bout as the final vision for this intersection.

Report

Following Discussion: Motion/Second/Carried by Borchardt/Weber to recommend Council approve amending the S. Commercial Street reconstruction design project agreement with Westwood Professional Services to include design and real estate services for modifications to the Winneconne and Commercial Street intersection in the amount of \$49,800.00, which shall be funded by the 2025 S. Commercial Street reconstruction design project account #012-4322-743-0236. All voting aye.

Clock Tower Controller

Director Kaiser stated that the clock tower controller has failed. He stated that Finance says the funding source should be Public Facilities Fund balance.

Report

Following Discussion: Motion/Second/Carried by Borchardt/Weber to recommend Council approve the purchase of a digital bell controller from Verdin company in the amount of \$5,015.00 with funding to come from the Public Facilities Fund balance. All voting aye.

Public Works General Construction and Department Activity

- 1) Contract 7-21 (Harrison Pond): Storm and sanitary sewer work is complete, and the pond is functioning. Work on the water feature stones will continue when weather allows.
- 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): The contractor is tentatively set to start on March 27. Work on sewer and water service replacements will tentatively start the week of March 20.
- 4) Contract 2-23 (Charles, Hughes, Memorial, Patrick, Brantwood Dr/Ct Utility and Street): A pre-construction meeting is scheduled for 03/28/2023.
- 5) Contract 3-23 (Concrete Pavement/Sidewalk Repair): The contract has been awarded to Al Dix Concrete, Inc. A work schedule has not been set.
- 6) Contract 4-23 (Asphalt Repairs): The contract was awarded to MCC, Inc. A work schedule has not been set.
- 7) Contract 5-23 (New Subdivision Street Construction): Bids were opened on 2/15/2023. An award recommendation is scheduled to come to Council on April 5.
- 8) Contract 6-23 (Columbian Av Utility and Street Construction): The contract was awarded to Don Hietpas & Sons Construction, Inc. The contractor is tentatively set to start work on 3/27/2023.

- 9) Contract 7-23 (High, River Utility and Street Construction): Soil borings are being done the week of 3/13/2023. Upon receiving that report, we will both submit that documentation to the railroad for their review and advertise for project bid.
- 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 is scheduled for bid opening on 3/22/2023.
- 12) Clock Tower: The controller for the clock tower has failed, that is why both hands on each face are pointed to 12. The quote for a new controller is \$5,015. I have asked the Finance Department for options to fund a replacement.

Announcements/Future Agenda Items

None

Adjournment: Motion/Second/Carried Borchardt/Weber to adjourn at 8:30 PM. All voting aye.

Respectfully submitted,



Lisa Mroczkowski
Public Works Office Manager

CITY OF NEENAH
SPECIAL PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES
Wednesday, April 5, 2023 - 6:00 PM

Present: Alderpersons Lendrum, Hillstrom, Stevenson, and Weber

Also Present: Mayor Lang, Director of Public Works Kaiser, Director of Parks & Recreation Kading

Excused: Alderperson Borchardt

Approve Vehicle Replacement Purchases for the Parks & Recreation Department: Director Kading reviewed Parks Superintendent Fink's memo related to the replacement of Parks & Recreation Vehicle #10 (Ford Taurus) and Vehicle #14 (Ford Freestar van). He noted that the Vehicle #10 replacement recommendation is for a 2023 Kia Selto from Ewald Kia based on the State contract amount of \$27,102.50. He also noted that the Vehicle #14 replacement recommendation is for a 2023 Chevy Traverse from Ewald Chevy based on the State contract amount of \$31,808.50.

Committee noted that used vehicles had been considered and questioned how they compared in price. Director Kading noted that used vehicle prices were comparable to prices that the city receives on new vehicles with the municipal discount. Committee discussed hybrid vehicle options. Committee questioned the factors considered for the selection of the Chevy Traverse to replace Vehicle #14. Director Kading noted that the Chevy Traverse had sufficient storage capacity and had the capacity to tow the Parks & Recreation trailer.

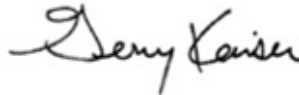
Director Kading noted that delivery is estimated for 30 days from the notice of purchase. He noted that the old vehicles will be sold at auction.

Following discussion, **Motion/Second/Carried Stevenson/Hillstrom to recommend that Council approve the purchase of a 2023 Kia Selto in the amount not to exceed \$27,102.50 using funds approved in the 2023 capital equipment budget.** Motion passed 4-0.

Following discussion, **Motion/Second/Carried Stevenson/Hillstrom to recommend that Council approve the purchase of a 2023 Chevy Traverse in the amount not to exceed \$31,808.50 using funds approved in the 2023 capital equipment budget and funds remaining from the purchase of the Vehicle #10 replacement.** Motion passed 4-0.

Adjournment: **Motion/Second/Carried Hillstrom/Stevenson to adjourn at 6:12 p.m.** All voting aye.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Gerry Kaiser".

Gerry Kaiser, PE
Director of Public Works



CITY OF NEENAH POLICE DEPARTMENT

2111 Marathon Avenue
Neenah, Wisconsin 54956



Memo

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

From: Captain Thomas Van Sambeek

Date: March 17, 2023

Re: Axon and evidence.com upgrade

The Neenah Police Department is seeking approval to sign a new five-year contract with Axon for body worn cameras and evidence.com licensing.

We have been using Axon body camera products for the past 10 years and have been very pleased with their customer support, performance and integration into other systems. Axon currently integrates into our squads by activating the recording on the body worn camera when the emergency lights are turned on. The camera will also automatically record when a Taser is deployed. Another integration is through the Flock LPR system. We can download evidence from Flock directly into Axon's evidence.com where it is categorized for retention purposes and logged under the proper case number.

Axon's evidence.com is also a useful tool in our day-to-day operations. In preparation for court cases, we can share media with other agencies, prosecutors and our city attorney. This is done through secure links and accounts without having to make any copies of the evidence, without downloading media from the cloud to our servers or burning copies onto DVD or external drives. Evidence.com also offers a built-in redaction feature that our Open Records Clerk uses on a regular basis for body camera video and other media that is imported into evidence.com. Evidence.com automatically manages our over 16 terabytes of media for retention. Officers set the retention period by "categorizing" the media and evidence.com will delete the appropriate media when the retention period is over. Near the end of that retention period, the system sends an email list each month with media that is due to be deleted which gives staff the ability to double check that media can be deleted per statute.

Our current contract is for 39 cameras, five docking stations and 42 user licenses for evidence.com. For the new contract, we will need to increase our number of cameras to 43, docks to six (used for charging and uploads) and the number of licenses to 46. This increase includes

cameras and licenses for the Code Enforcement Officer, Traffic Safety Officer, Behavioral Health Officer and adding a license for our Community Service Aides to use.

Our previous contract charged us for data storage based on an a la carte basis. We have been over our allotted amount of storage for several years and have not been charged. We are currently more than 12 terabytes over our allotted storage. In our new contract, we will be on an unlimited storage plan.

The payments for the five-year contract would be broken down as follows:

2023	\$33,932.25
2024	\$39,176.99
2025	\$40,550.68
2026	\$43,517.83
<u>2027</u>	<u>\$46,484.95</u>
Total	\$202,662.70

Recommendation:

Authorize the Neenah Police Department to sign a new contract with Axon for \$202,662.70 over five years.



CITY OF NEENAH POLICE DEPARTMENT

2111 Marathon Avenue
Neenah, Wisconsin 54956



Memo

To: Cari Lendrum, Public Services and Safety Committee Chair
Mayor Jane Lang
From: Captain Tom Van Sambeek
Date: March 8, 2023
Re: **Unscheduled Vehicle Replacement Notification**

In early March, our 2013 Ford Police Interceptor Sedan, which is assigned to one of our School Resource Officers, started experiencing mechanical issues. The vehicle has been diagnosed with a bad torque converter. The cost to repair this is estimated at \$6,000.00. We currently have this vehicle scheduled for replacement as part of our CIP budget in 2024. With this timeline in mind, we do not feel it would be appropriate to spend \$6,000.00 on a vehicle that would be sold at auction in less than a year. The repair of this vehicle would also severely impact our budget for vehicle maintenance and repairs.

Our alternative plan is to have the School Resource Officer (SRO) use the car meant for the Behavioral Health Officer for a short time and then use one of the 2019 Ford Police Interceptor SUVs that is scheduled to be decommissioned this year. The demands that a SRO puts on their vehicle is different than that of a Patrol Officer on their patrol squad and it is believed that this vehicle would be a suitable short term fix. Changing the 2019 SUV over to an SRO vehicle would require minimal funds and could be used until next year when we plan to replace the SRO vehicle. We would send the 2013 Ford Police Interceptor Sedan to auction this year and the 2019 SUV would be sent to auction next year when the scheduled replacement vehicle is placed into service.

This is believed to be the most fiscally responsible plan.

As we are only spending a few hundred dollars from our maintenance budget to achieve this, I do not believe there is any action that needs to be taken on this memo.



City Services Building

1495 Tullar Road Neenah, WI 54956

Phone: (920) 886-6260

Fax: (920) 886-6269

Proposal

Fleet #9A (2024 Tandem Axle Patrol Truck)

- Packer City International Trucks International/Monroe \$251,302.00
 - Appleton, WI
 - Monroe Truck \$133,274.00
 - Packer City Truck \$118,028.00
- Sourcewell Contract Pricing \$281,952.80
 - Contract # 062222-AEB-1 Monroe Truck \$161,328.18
 - Contract # 060920-NVS International Trucks \$120,624.62
- Truck Country Freightliner No Bid
 - Kaukauna, WI
- Quality Truck Care Center Western Star No Bid
 - Oshkosh, WI
- Kriete Truck Center Mack No Bid
 - De Pere, WI
- Peterbilt of Wisconsin Peterbilt No Bid
 - De Pere, WI

Staff recommends purchasing a 2024 International Tandem Patrol Truck from Packer City Trucks for \$251,302.00

Existing equipment (2006 tandem patrol truck) will be sold or auctioned off with an estimated value of \$25,000.00

Budgeted 2023 amount \$230,000.00

(Page 331 Item 3 in 2023 Budget Book)



Mar 3, 2022 9:58:43 AM
1495 Tullar Road
Neenah
Winnebago County
Wisconsin

4/5/2023

Public Works Equipment 2023							
046-5062-743-0236	Jetter (#40)	\$ 515,000.00	\$ 525,000.00	\$ 10,000.00	2%	\$ 10,000.00	(projected worst case)
011-7518-743-8133	Asphalt Roller (#90)	\$ 24,077.00	\$ 30,000.00	\$ 5,923.00	20%	\$ 5,923.00	
011-7519-743-8133	Tandem Patrol Truck (#9A)	\$ 251,302.00	\$ 230,000.00	\$ (21,302.00)	-9%	\$ (21,302.00)	
011-7520-743-8133	Rear Load Refuse Truck (#52)	\$ 224,561.00	\$ 270,000.00	\$ 45,439.00	17%	\$ 45,439.00	
011-7521-743-8133	14YD Salter Patrol Truck (#2)	\$ 268,597.00	\$ 250,000.00	\$ (18,597.00)	-7%	\$ (18,597.00)	
011-7522-743-8133	Trackless (#36A)	\$ 173,774.00	\$ 175,000.00	\$ 1,226.00	1%	\$ 1,226.00	
011-7523-743-8133	Shop Utility Truck (#1E)		\$ 80,000.00	\$ 80,000.00	100%		
011-7524-743-8133	Air Compressor (#70)		\$ 25,000.00	\$ 25,000.00	100%		
011-7525-743-8105	Engineering Car (#1J)		\$ 40,000.00	\$ 40,000.00	100%		
011-7516-743-8133	Refuse and Recycling carts		\$ 17,000.00	\$ 17,000.00	100%		
		\$ 1,457,311.00	\$ 1,642,000.00	\$ 184,689.00		\$ 22,689.00	balance under/over



City Services Building

1495 Tullar Road Neenah, WI 54956

Phone: (920) 886-6260

Fax: (920) 886-6269

Proposal

North Vehicle Bay Ceiling Fans

- | | | |
|-------------------------------------|--------------|--------------------|
| • Black Gold Environmental Services | Macro-Air | <u>\$11,681.00</u> |
| ○ Ogdensburg, WI | | |
| • Big Ass Fans | Powerfoil X4 | <u>\$24,182.00</u> |
| ○ Lexington, KY | | |
| • Big Ass Fans | Basic 6 | <u>\$20,864.00</u> |
| ○ Lexington, KY | | |

Comment:

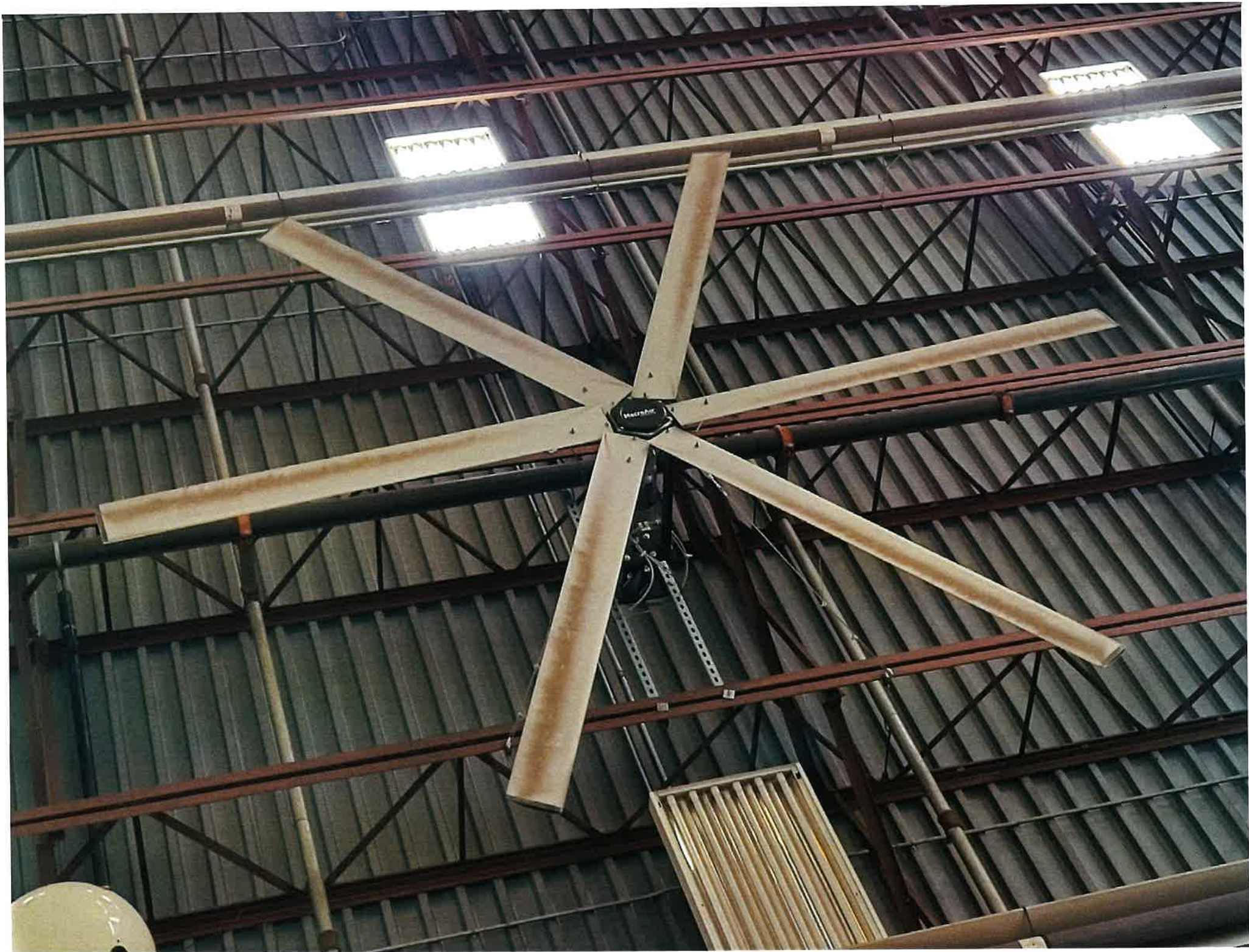
Black Gold has installed similar fans in the mechanic's and traffic shops, they are performing very well in aiding in heating efficiency and employee comfort.

Staff recommends purchasing Two (2) 24 ft. Ceiling fans from Black Gold Environmental Services for \$11,681.00.

Staff also recommends electrical work and fire system work not to exceed \$3250.00.

Budgeted 2023 amount \$15000.00

(Page 322, Item #4 in 2023 Budget Book)





M E M O R A N D U M

TO: Mayor Lang and Members of the Common Council
FROM: James Merten, Traffic Engineer
DATE: April 7, 2023
RE: Accessible Pedestrian Signals for Bell/Commercial & Bell/Marathon

Last year the city received an American Disabilities Act request to provide an accessible pedestrian signal (APS) system at the Bell/Commercial and Bell/Marathon intersections. APS systems are push buttons designed to better accommodate disabled/handicap individuals. The primary features of APS systems are to provide audible tones and messages to inform users when to use the crosswalk and to provide alternative methods to trigger a walk signal. The Common Council allocated \$20,000 in the 2023 Capital Improvement Plan (CIP) to install the APS systems.

Staff investigated multiple products and received quotations from TAPCO and TCC for the Polara and Campbell/Ped Safety systems, respectively. The TAPCO quote totaled \$15,422 for both intersections, whereas the TCC quote totaled \$18,800. Staff also investigated and verified that the equipment purchase qualifies for Community Development Block Grant program.

Staff propose to purchase the Polara APS system from TAPCO for \$15,422, utilizing 2023 CIP account 012-4776-743-0236 with the intent to be reimbursed by Community Development Block Grant.

Public Services & Safety Committee

Temporary Class "B" (Picnic) License Application

Applicant	Name of Event	Beer/Beer&Wine	Location	Date(s) of Event	Time of Event
BMM, Inc.	2023 GLASS Arts Festival	Beer & Wine	165 N Park Ave	8/11 & 8/12/23	w/ Special Event Permit

Temporary Extension of Licenses Premises Application

Applicant	Event Contact	Name of Event	Location	Date(s) of Event	Time of Event
RichterGreene, LLC	Robert Green	Greene's Pour House Block Party	134 W. Wisconsin Ave	5/20/2023	9am - 10pm

Retail Liquor License Applications

Applicant	Trade Name	Address of Business	Agent	Type of License	Class "A", "Class A", Class "B" or "Class B"
Urban Market Neenah, LLC	Urban Market Neenah	201 W. Wisconsin Ave	Spencer Anvelink	"Class B" Combo Liquor & Beer	Regular License 38
David Pyszora, Individual	Pappa's Café	1360 S. Commercial St	David Pyszora	"Class B" Combo Liquor & Beer	Reserve License 1, \$10, non-refundable deposit required
2 Bullyz Bar, LLC	2 Bullyz Bar	430 Sherry St	Rosita Eisenach	"Class B" Combo Liquor & Beer	Transfer license from Two Broke Girlz

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

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

FEE \$10.00

Application Date: 02/27/2023

☐ Town ☐ Village ☒ City of Neenah

County of Winnebago

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

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

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

at the premises described below during a special event beginning 02/27/2023 and ending 02/27/2023 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) →

☒ Bona fide Club

☐ Church

☐ Lodge/Society

☐ Veteran's Organization

☐ Fair Association or Agricultural Society

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

(a) Name Bergstrom-Mahler Museum, Inc.

(b) Address 165 North Park Ave., Neenah, Wisconsin 54956

(Street)

☐ Town

☐ Village

☒ City

(c) Date organized 04/05/1959

(d) If corporation, give date of incorporation 04/05/1959

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

(f) Names and addresses of all officers:

President Mr. Walter Koskinen

Vice President Ms. Amy Pietsch

Secretary Ms. Kathleen A. Brost

Treasurer

(g) Name and address of manager or person in charge of affair: Ms. Amy G. Moorefield, Executive Director

165 North Park Ave., Neenah, WI 54956

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

(a) Street number 165 North Park Ave., Neenah, WI 54956

(b) Lot Block

(c) Do premises occupy all or part of building? Yes, Bergstrom-Mahler Museum of Glass all building and lawns.

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

3. Name of Event

(a) List name of the event 2023 GLASS Arts Festival

(b) Dates of event 11/12/2023 8/12/23 8/12/23 & 8/11/23

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

DECLARATION

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

Officer

 2.26.2023
(Signature / Date)

Bergstrom-Mahler Museum, Inc.

(Name of Organization)

Date Filed with Clerk 2/27/2023

Date Reported to Council or Board

Date Granted by Council

License No.



TEMPORARY EXTENSION OF LICENSED PREMISES APPLICATION

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

(920)886-6110

clerk@ci.neenah.wi.us

www.ci.neenah.wi.us

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

Section 1: License Information

Licensee (Name of Sole Proprietor, All Partners or Agent of Corporation or LLC): <u>Greene's Pour House</u>	Contact Phone # <u>920-216-3279</u>
Corporation or LLC Name: (if applicable) <u>Kichtergruene LLC</u>	Business/Trade Name:
Business Address: <u>134 W. Wisconsin Ave</u>	

Section 2: Event Information

Name of Event: <u>Greene's Pour House Block Party</u>
List Dates & Times (include a.m. or p.m.): <i>Dates MUST be consecutive. If not, separate applications must be filed. Cannot exceed (3) days.</i> <u>May 20th 9:00 AM - 10pm</u>

Section 3: Extension of Premise

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

☒ Sidewalk at the <u>Church St</u> of premise	☐ Parking lot at the _____ of premise.
☒ Street of the <u>Church St</u> of premise	☐ Parking lot at the _____ of premise.
☐ Other: _____	

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

☐ I own	☒ I will obtain a special event permit (see information sheet for details)
☐ I lease	☐ I have permission from a special event organization

Section 4: Other:

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

Section 5: Acknowledgement and Signature

APPLICANTS FILING AFTER THE DEADLINE:

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

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

ALL APPLICANTS:

☒	I understand that the filing of an application does not constitute authorization to hold any event, the event for which the permit is sought cannot be held unless a valid Temporary Extension of Licensed Premise Permit has been issued, and that the permit cannot be issued unless and until the fee has been paid and the application approved.
☒	I understand the permit must be posted in a conspicuous place next to your retail license for the duration of the event.

Robert Greene
Signature of Sole Proprietor, Partner or Agent

Wisconsin

gates

GPH

Church St.

Aley

beer

Stage

DOTY

**Minutes of the Liquor Licensing Review Subcommittee
of the Public Services & Safety Committee
Tuesday, March 28 at 5:00 p.m.
City Hall, Council Chambers**

MEMBERS PRESENT: Police Chief Olson, City Attorney Rashid, Director of Community Development & Assessment Haese, City Clerk Nagel, and Aldermen Stevenson and Weber with Alderman Borchardt arriving at 5:17pm. Fire Chief Kloehn was excused.

ALSO PRESENT: Aldermen Lendrum, Skyrms, and Boyette, Spencer Anveliink, David Pyszora, and Rosita and William Eisenach.

Vice Chairman Stevenson called the meeting to order at 5:00 p.m.

I. APPROVAL OF MINUTES OF MARCH 4, 2021 (MINUTES CAN BE FOUND ON THE CITY WEB SITE).

MS by Haese/Olson to approve the minutes of the March 4, 2021 meeting as presented, all voting aye.

II. ORGANIZATION

Nomination of a Chairman: Vice Chairman Stevenson asked for the nomination of one member to serve as Chairman to the Liquor Licensing Review Subcommittee. **MS Haese/Rashid to nominate Vice Chairman Stevenson as Chairman of the subcommittee. There being no other nomination, Vice Chairman Stevenson closed the nominations and a unanimous vote to elect Alderman Stevenson as Chairman was cast.**

Nomination of a Vice Chairman: Chairman Stevenson asked for the nomination of one member to serve as Vice Chairman to the Liquor Licensing Review Subcommittee. **MS Olson/Haese to nominate Alderman Weber as Vice Chairman to the Subcommittee. Seeing no other nomination, Chairman Stevenson to close nominations and cast a unanimous vote for Alderman Weber as Vice Chairman was cast.**

This subcommittee meets on call when an original (new) Class B liquor license application is submitted to the Clerk's office.

III. APPEARANCES: None.

IV. UNFINISHED BUSINESS: None.

V. NEW BUSINESS:

Without objection Chairman Stevenson moved up the review of "Class B" quota, reserve licenses, and above quota licenses.

D. Review of "Class B" quota, reserve licenses, and above quota licenses

The Subcommittee reviewed Clerk Nagel's memo regarding the liquor license quota. The City currently has issued 37 of the 38 quota of "Class B" Intoxicating Liquor and Fermented Malt Beverage Licenses issued and zero of the ten reserve licenses issued. The difference between a regular license and a reserve license is a \$10,000 non-refundable deposit on the reserve licenses. On the agenda are two original (new) applications for "Class B" combination, and one transfer "Class B" combination intoxicating liquors and fermented malt beverages. The original Alcohol Beverage License Applications with Plan of Operation including a floor plan were provided to the subcommittee.

Clerk Nagel stated that this subcommittee meets on call when a new application for a liquor license is filed in the Clerk's Office. Quotas were calculated and set using a formula provided by the Department of Revenue in 1997. After that quota was established, a municipality may obtain one more reserve license for every 500 people increase in the population. The quota for "Class B" liquor licenses in the City of Neenah is currently at 38 Regular and 10 Reserves. Discussion took place on the quota and how it was originated. Clerk Nagel advised there is no quota on Class "B" fermented malt beverage licenses. An "Above Quota" license can be issued only if a municipality has issued all available regular and reserve licenses. Above quota licenses are limited to the following: a full service restaurant that has a seating capacity of 300 or more persons; a hotel that has 50 or more rooms of sleeping accommodations and that has an attached restaurant with seating capacity of 150 or more persons or a banquet room in which banquets attended by 400 or more persons may be held; or an opera house or theater for the performing arts operated by a non-profit organization.

Much discussion was had on the \$10,000 non-refundable deposit requirement for reserve licenses. There is no requirement to issue the regular license on a first come, first served basis. The businesses who submit a liquor license application are to be vetted by the city before any licenses are issued to assure there is a responsible owner and agent to meet business practice expectations set forth by the city. Clerk Nagel advised the subcommittee that when there is a liquor license inquiry, the current license status is disclosed up front. In this case, Urban Market was told there was one regular license left and to submit their application as soon as possible if they wanted it. Shortly thereafter, Mr. Pyszora inquired on liquor license in which he was advised that last available regular license application was just received and there are only reserve licenses available which means a \$10,000 non-refundable deposit was required. Soon after that conversation took place, Ms. Eisenach inquired on purchasing Two Broke Girlz and the transferring of said license to 2 Bullyz Bar. That was the order the inquires and applications came into the Clerk's office.

Discussion was had on the city facilitating an investment mechanism to attract new businesses with potential alcohol sales to the city to accommodate the growth that we are experiencing. This mechanism cannot be in the form of economic grant simply gifting the \$10,000 back to the business as this law has changed.

A. Review and make recommendation on Original “Class B” Combination Alcohol Beverage Retail License Application and Plan of Operation for Urban Market Neenah LLC, Richard Van Sistine, III, and Spencer Anvelink owners, d/b/a Urban Market Neenah, WI, 201 W. Wisconsin Avenue, Spencer Anvelink, agent.

Spencer Anvelink was present to answer any subcommittee questions. The subcommittee reviewed the Plan of Operation including the floor plan. Mr. Anvelink advised the subcommittee that there is so little revenue in the current food industry, and that adding the option of having an alcoholic beverage with dinner offers the customer a much more relaxed and inviting dining experience as well a better profit margin. Urban Market would like to offer an outdoor dining experience as well, however, at this time it is unknown what the outdoor dining area will look like as the building is still under construction. Mr. Anvelink told the subcommittee that since they were the first to submit the application, they were under the impression that the regular license was secured.

John Skyrms, 116 ½ W. Wisconsin Avenue – is thrilled to have an outdoor, seasonal dining at this location. Alderman Skyrms advised this business will be a great addition to the downtown area and is excited to have it open.

Report

MS Haese/Rashid to recommend approval of the final regular “Class B” combination intoxicating liquors and fermented malt beverages license to Urban Market Neenah, LLC d/b/a Urban Market Neenah at 201 W. Wisconsin Avenue, all voting aye.

B. Review and make recommendation on Original “Class B” Combination Alcohol Beverage Retail License Application and Plan of Operation for David Pyszora, Individual, d/b/a Pappa’s Café, 1360 S. Commercial Street, David Pyszora, Agent.

Mr. Pyszora was in attendance to answer any subcommittee questions. Mr. Pyszora advised the subcommittee that more and more customers are requesting breakfast drinks such as Bloody Mary’s and Mimosa. He understands that if he wants to grow his business, he will need to get a liquor license in order to serve customers breakfast drinks even if that requires the \$10,000 non-refundable deposit. Therefore, the plan of operation indicates an addition of a small bar to the north of the original restaurant with additional restrooms. The license will provide for full service of alcoholic beverages not only to the bar area but to the dining area as well. Mr. Pyszora advised that he understands the requirement of the \$10,000 non-refundable deposit.

MS Haese/Stevenson to recommend approval of a reserve “Class B” combination intoxicating liquor and fermented malt beverage license requiring the \$10,000 non-refundable deposit to David Pyszora d/b/a Pappa’s Café located at 1360 S. Commercial Street, all voting aye.

Report

Chairman Stevenson and Alderman Borchardt were excused at 5:31 p.m. to attend another city meeting. A quorum of the subcommittee remained in session for the rest agenda items.

C. Review and make recommendation on Original “Class B” Combination Alcohol Beverage Retail License Application and Plan of Operation 2 Bullyz Bar, LLC, Rosita and William Eisenach owners, d/b/a 2 Bullyz Bar, 430 Sherry Street, Rosita Eisenach, agent.

Both Rosita and William Eisenach were in attendance to answer any subcommittee questions.

The subcommittee reviewed the application submitted by 2 Bullyz Bar, LLC. Clerk Nagel advised that this “Class B” combination intoxicating liquor and fermented malt beverage license would be a transfer from Two Broke Girlz to 2 Bullyz Bar, LLC. Two Broke Girls did surrender their license with the intent their license would be granted to 2 Bullyz Bar. Ms. Eisenach advised that 2 Bullyz Bar, LLC acquired Two Broke Girlz business, however, the building is owned by a third party not related to the business. The rental agreement for the 2 Bullyz Bar was included with the application and plan of operation.

The landlord is in the process of remodeling the building to the layout provided with the plan of operation. Ms. Eisenach advised the subcommittee that the business plan is to serve food as well. Clerk Nagel confirmed that the food service license is issued through Winnebago County Health Department in which Ms. Eisenach advised that she is currently working pursuing.

Police Chief Olson advised there were no concerns on behalf of the police department with recommending issuance of this license to 2 Bullyz Bar, LLC.

Report

MS by Olson/Haese to recommend approval of the transfer of the “Class B” combination intoxicating liquor and fermented malt beverage to 2 Bullyz Bar, LLC d/b/a 2 Bullyz Bar located at 430 Sherry Street, all voting aye.

VI. ANY ANNOUNCEMENTS/QUESTIONS FOR THE SUBCOMMITTEE

None.

VII. ADJOURNMENT

MSC by Olson/Haese to adjourn at 5:40 p.m., all voting aye.

Respectfully submitted,



Charlotte Nagel, City Clerk

Original Alcohol Beverage Retail License Application

(Submit to municipal clerk.)

For the license period beginning: _____ ending: 06-30-2023
(mm dd yyyy) (mm dd yyyy)

To the Governing Body of the: ☐ Town of } Neenah
☐ Village of }
☒ City of }

County of Winnebago Aldermanic Dist. No. 1
(if required by ordinance)

Check one: ☐ Individual ☒ Limited Liability Company
☐ Partnership ☐ Corporation/Nonprofit Organization

Applicant's Wisconsin Seller's Permit Number [REDACTED]	
FEIN Number [REDACTED]	
TYPE OF LICENSE REQUESTED	FEE
☐ Class A beer	\$
☒ Class B beer	\$
☐ Class C wine	\$
☐ Class A liquor	\$
☐ Class A liquor (cider only)	\$ N/A
☒ Class B liquor	\$
☐ Reserve Class B liquor	\$
☐ Class B (wine only) winery	\$
Publication fee	\$
TOTAL FEE	\$

Name (individual / partners give last name, first, middle; corporations / limited liability companies give registered name)

Urban Market Neenah, WI

An "Auxiliary Questionnaire," Form AT-103, must be completed and attached to this application by each individual applicant, by each member of a partnership, and by each officer, director and agent of a corporation or nonprofit organization, and by each member/manager and agent of a limited liability company. List the full name and place of residence of each person.

President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
<u>Van Sistine III</u>	<u>Richard</u>	<u>C</u>	<u>1430 Freedom Ct, Neenah, WI 54956</u>
Vice President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
<u>Anvelink</u>	<u>Spencer</u>	<u>W</u>	<u>312 11th St, Neenah, WI 54956</u>
Secretary / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Treasurer / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Agent Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Directors / Managers Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)

1. Trade Name Urban Market Neenah LLC Business Phone Number [REDACTED]

2. Address of Premises 201 W Wisconsin Ave Post Office & Zip Code Neenah, 54956

3. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.)

THE PREMISES WILL CONSIST OF APPROXIMATELY ONE HALF OF THE GROUND FLOOR AT
201 W WISCONSIN AVE, NEENAH, WI 54956, OR APPROXIMATELY 3,000 SQ FT.

THE PREMISES WILL CONSIST OF A DINING AREA, RETAIL SPACE, FRONT AND BACK
KITCHEN, AND STORAGE SPACE NEAR THE KITCHEN. DINING AREA WILL BE BOTH
INDOORS AND OUTDOORS. RECORDS AND RECEIPTS WILL BE STORED IN SECURED
OFFICE ON THE 2ND FLOOR OF BUILDING. SEE ATTACHED SITE PLAN FOR FURTHER
SPECIFICATIONS.

4. Legal description (omit if street address is given above): _____

5. (a) Was this premises licensed for the sale of liquor or beer during the past license year? _____ ☐ Yes ☒ No

(b) If yes, under what name was license issued? _____

6. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? **If yes, explain** ☒ Yes ☐ No
THE AGENT WILL BE COMPLETING THE RESPONSIBLE BEVERAGE SERVER TRAINING COURSE SO HE MAY BE ELIGIBLE FOR A BEVERAGE OPERATOR LICENSE AS THE PRIMARY BARTENDER ON THE PREMISES.
7. Is the applicant an employee or agent of, or acting on behalf of anyone except the named applicant? ☐ Yes ☒ No
If yes, explain.

8. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? **If yes, explain** ☐ Yes ☒ No

9. (a) **Corporate/limited liability company applicants only:** Insert state WI and date 11/18/22 of registration.
- (b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? **If yes, explain** ☐ Yes ☒ No

- (c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? **If yes, explain.** ☐ Yes ☒ No

10. Does the applicant understand they must register as a Retail Beverage Alcohol Dealer with the federal government, Alcohol and Tobacco Tax and Trade Bureau (TTB) by filing (TTB form 5630.5d) before beginning business? [phone 1-877-882-3277] ☒ Yes ☐ No
11. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776] ☒ Yes ☐ No
12. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? ☒ Yes ☐ No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000. Signer agrees to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants, or one member of a partnership applicant must sign; one corporate officer, one member/manager of Limited Liability Companies must sign.) Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

Contact Person's Name (Last, First, M.I.) Van Sistine III, Richard C.	Title/Member Member	Date 1-20-2023
Signature <i>Richard C. Van Sistine III</i>	Phone Number [REDACTED]	Email Address [REDACTED]

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk 01/19/2023	Date reported to council / board 01/19/2023	Date provisional license issued	Signature of Clerk / Deputy Clerk
Date license granted	Date license issued	License number issued	

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

Submit to municipal clerk.

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

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

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

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as
Urban Market Neenah, LLC
(Trade Name)

located at 201 W Wisconsin, Neenah, WI 54956

appoints Spencer W Anvelink
(Name of Appointed Agent)

312 11th St, Neenah, WI 54956
(Home Address of Appointed Agent)

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

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

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

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

Place of residence last year 312 11th St, Neenah, WI 54956

For: Urban Market Neenah, LLC
(Name of Corporation / Organization / Limited Liability Company)

By: _____ Member
(Signature of Officer / Member / Manager)

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

ACCEPTANCE BY AGENT

I, Spencer W. Anvelink, hereby accept this appointment as agent for the

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

James W. Bennett 1-20-23
 (Signature of Agent) (Date)
312 11th St, Neenah, WI 54956
 (Home Address of Agent)

Agent's age
 Date of birth

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

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

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

Auxiliary Questionnaire Alcohol Beverage License Application

Submit to municipal clerk.

Individual's Full Name (please print) (last name)		(first name)		(middle name)	
Anvelink		Spencer		W	
Home Address (street/route)	Post Office	City	State	Zip Code	
312 11th Street	Neenah	Neenah	WI	54956	
Home Phone Number	Age	Date of Birth	Place of Birth		

The above named individual provides the following information as a person who is (check one):

☐ Applying for an alcohol beverage license as an **individual**.

☐ A member of a **partnership** which is making application for an alcohol beverage license.

☒ **Member** of **Urban Market Neenah, LLC**

(Officer / Director / Member / Manager / Agent)

(Name of Corporation, Limited Liability Company or Nonprofit Organization)

which is making application for an alcohol beverage license.

The above named individual provides the following information to the licensing authority:

1. How long have you continuously resided in Wisconsin prior to this date?
2. Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? ☐ Yes ☒ No
- If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)

3. Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality? ☐ Yes ☒ No
- If yes, describe status of charges pending.

4. Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? ☐ Yes ☒ No
- If yes, identify.

(Name, Location and Type of License/Permit)

5. Do you hold and/or are you an officer, director, stockholder, agent or employee of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? ☐ Yes ☒ No
- If yes, identify.

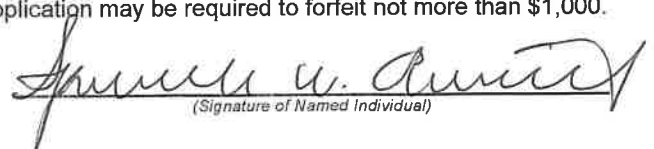
(Name of Wholesale Licensee or Permittee)

(Address By City and County)

6. Named individual must list in chronological order last two employers.

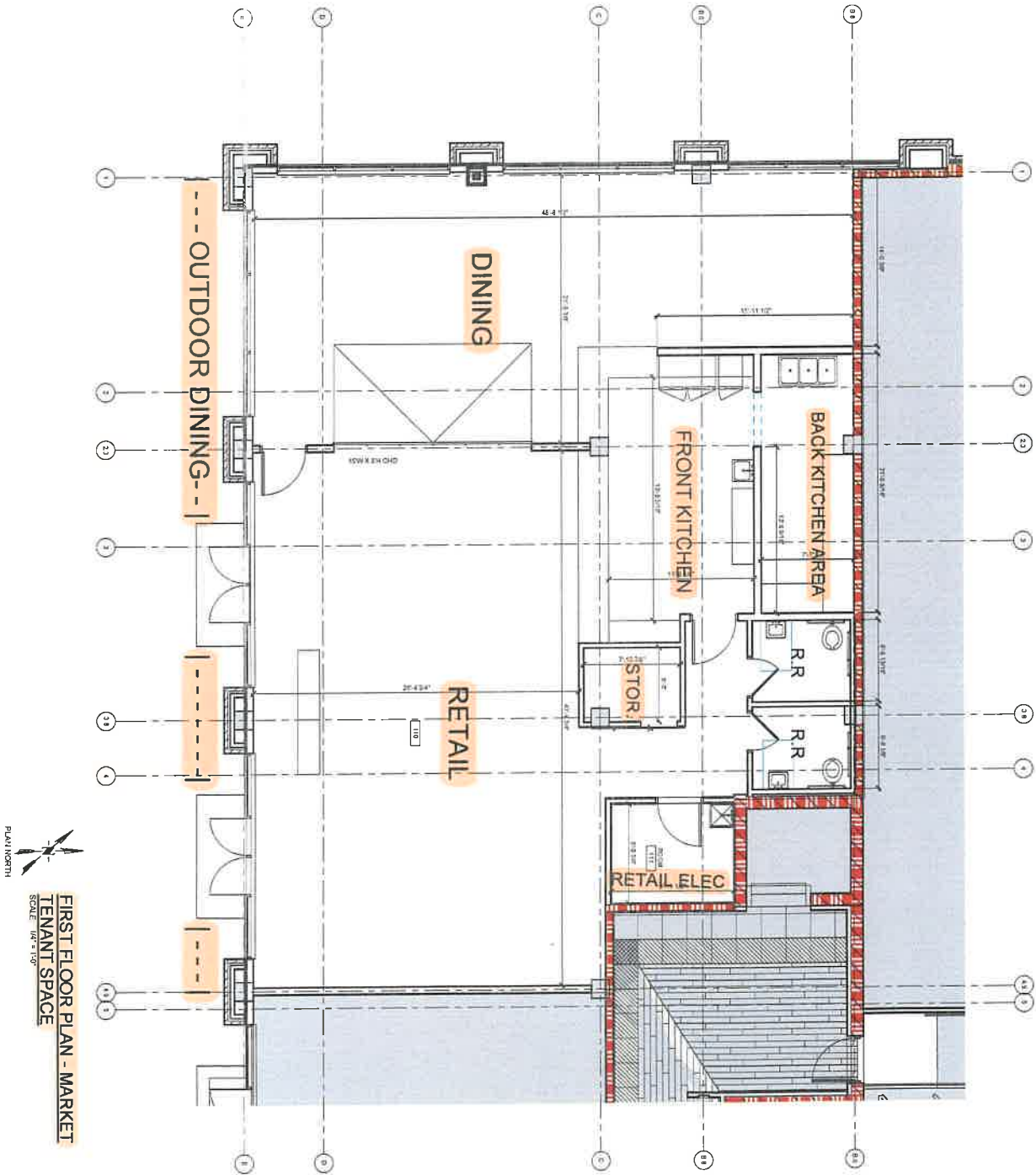
Employer's Name	Employer's Address	Employed From	To

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the undersigned states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. The signer agrees that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000.


(Signature of Named Individual)

Submit to municipal clerk.

Wisconsin Department of Revenue



FIRST FLOOR PLAN - MARKET
 TENANT SPACE
 SCALE: 1/8" = 1'-0"
 PLAN NORTH

A PROPOSED NEW TENANT SPACE FOR:
 201 WISCONSIN - URBAN MARKET
 NEENAH, WISCONSIN



Gries
 Architectural Group Inc.
 500 North Commercial Street
 Neenah, Wisconsin 54956
 Phone: 920.722.2443 Fax: 920.722.4405
 www.griesdesign.com

T-1.0

Date: 01/17/2023
 Job No.:
 Drawn by: AS
 Title: 201 WISCONSIN

GENERAL FLOOR PLAN NOTES:

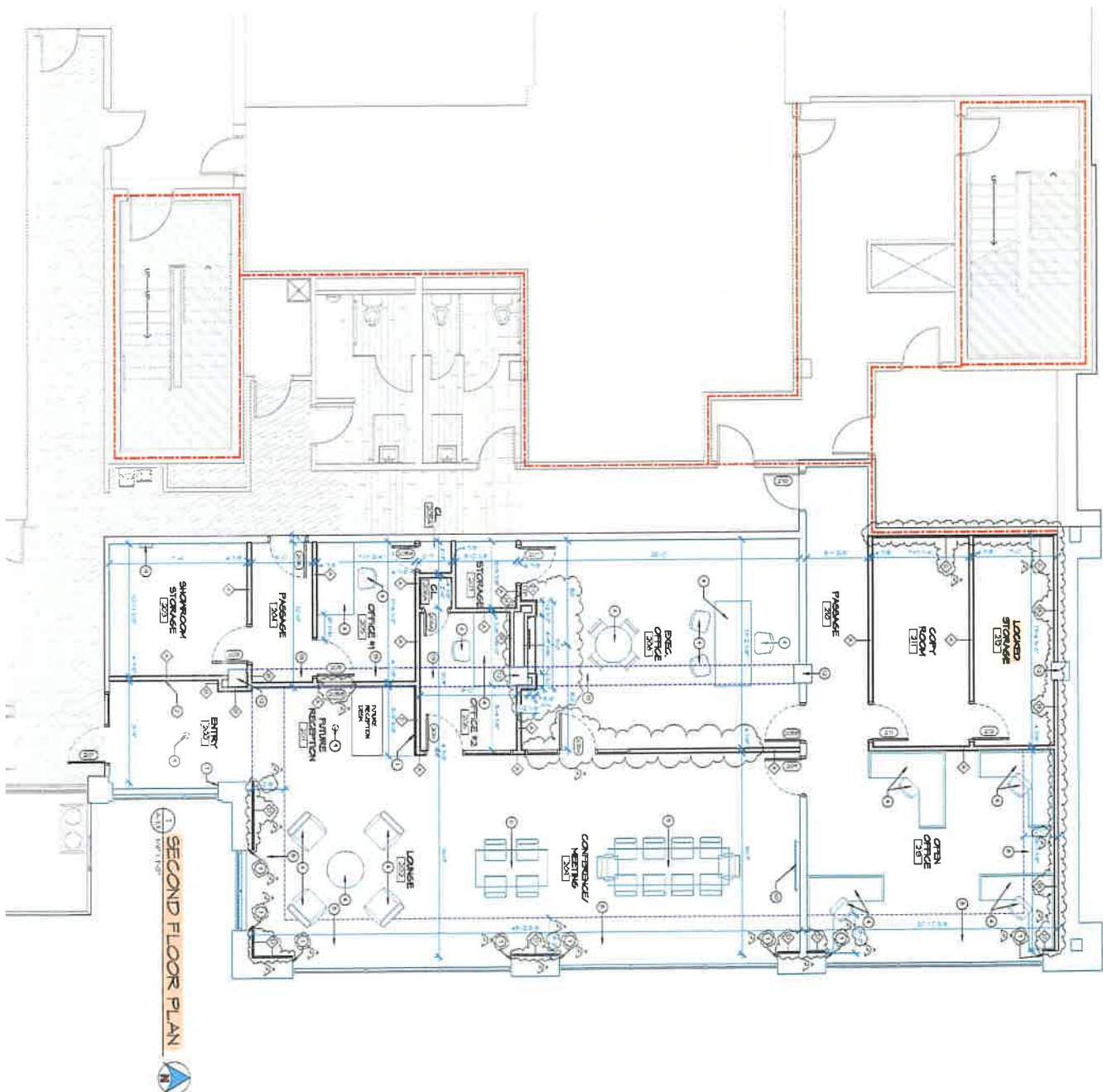
- [illegible]

STANDARD FLOOR PLAN NOTATION:

- INDICATES EXISTING/USE LIFE-SAFETY PLAN SHEET, NEPL AND PLANS AND ELECTRICAL PLANS FOR LOCATIONS

KEYED PLAN NOTES

1. FEELING GOOD FALLS WITH LIGHTNING, FINISH AS REQUIRED
2. GULLYMAN FALLS WITH LIGHTNING, FINISH AS REQUIRED
3. FEELING GOOD FALLS WITH LIGHTNING, FINISH AS REQUIRED
4. GULLYMAN FALLS WITH LIGHTNING, FINISH AS REQUIRED
5. FEELING GOOD FALLS WITH LIGHTNING, FINISH AS REQUIRED
6. GULLYMAN FALLS WITH LIGHTNING, FINISH AS REQUIRED
7. FEELING GOOD FALLS WITH LIGHTNING, FINISH AS REQUIRED
8. GULLYMAN FALLS WITH LIGHTNING, FINISH AS REQUIRED
9. FEELING GOOD FALLS WITH LIGHTNING, FINISH AS REQUIRED
10. GULLYMAN FALLS WITH LIGHTNING, FINISH AS REQUIRED
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16. GULLYMAN FALLS WITH LIGHTNING, FINISH AS REQUIRED
17. FEELING GOOD FALLS WITH LIGHTNING, FINISH AS REQUIRED
18. GULLYMAN FALLS WITH LIGHTNING, FINISH AS REQUIRED
19. FEELING GOOD FALLS WITH LIGHTNING, FINISH AS REQUIRED
20. GULLYMAN FALLS WITH LIGHTNING, FINISH AS REQUIRED



Records and receipts shall be stored in locked storage area (rm 212) below.

ISSUED FOR CONSTRUCTION - 04/29/2022

A TENANT BUILD-OUT FOR:

SUITE 207/208

NEENAH,

WISCONSIN



Gries
Architectural Group Inc.

500 North Commercial Road
Nashua, New Hampshire 03061
Phone: 603-722-2445 Fax: 603-722-4603
www.gsa-designs.com

Office: 04744022

job: 22-073

Q. by: LAK _____

REV. 1-10-2022

$$\underline{2 = 0.00327}$$

A-1.1



Plan of Operation for Alcohol Beverage License Application

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

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

Business Name: Urban Market Neenah, LLC																													
Address of Premises: 201 W Wisconsin Ave, Neenah, WI 54956		Business Telephone Number: [REDACTED]																											
Business Mailing Address – if different from address of premises :																													
Business Internet/E-mail Address: [REDACTED]		Business Fax Number: n/a																											
Owner's Name: Spencer Anvelink		Owner's Phone Number: [REDACTED]																											
Owner's Address include city, state, zip code: 312 11th Street, Neenah, WI 54956																													
Will the agent, a partner of the individual licensee be conducting the day-to-day operations of the business: ☒ Yes ☐ No If no, list name and address of person who will:																													
<i>Class B Applicants: If the agent, a partner or the individual licensee will not be conducting the day-to-day operations of the business, the person listed above must obtain a Class B Manager's license.</i>																													
Does anyone else have money invested or any other interest in this business? ☒ Yes ☐ No If yes, explain: Richard Van Sistine - 80% Member Spencer Anvelink - 20% Member & Agent																													
What types of business do you or will you conduct at this location? (Check all that apply): (Other licenses/permits may be required to operate your business.) <table style="width: 100%; border: none;"> <tr> <td>☐ Full Service Restaurant</td> <td>☒ Café/Coffee Shop</td> <td>☐ Bed & Breakfast</td> </tr> <tr> <td>☒ Grocery Store</td> <td>☐ Convenience Market</td> <td>☐ Hotel</td> </tr> <tr> <td>☐ Liquor Store</td> <td>☐ Indoor Golf Facility</td> <td>☐ Private Sports Club</td> </tr> <tr> <td>☐ Theater</td> <td>☐ Wine Tasting Room</td> <td>☐ Veterans Club</td> </tr> <tr> <td>☐ Brew Pub</td> <td>☒ Tavern</td> <td>☐ Fraternal Club</td> </tr> <tr> <td>☐ Volleyball Court (Permanent Extension of Premises required)</td> <td>☐ Catering (sales only allowed on the premises issued and alcohol beverage licensed)</td> <td>☐ Video Game Center-6 or more games</td> </tr> <tr> <td>☐ Bar & Grill</td> <td>☐ Night club</td> <td>☐ Bowling Center</td> </tr> <tr> <td>☐ Comedy Club</td> <td>☐ Recreational Paint Studio</td> <td></td> </tr> <tr> <td>☐ Billiard Center</td> <td></td> <td></td> </tr> </table>			☐ Full Service Restaurant	☒ Café/Coffee Shop	☐ Bed & Breakfast	☒ Grocery Store	☐ Convenience Market	☐ Hotel	☐ Liquor Store	☐ Indoor Golf Facility	☐ Private Sports Club	☐ Theater	☐ Wine Tasting Room	☐ Veterans Club	☐ Brew Pub	☒ Tavern	☐ Fraternal Club	☐ Volleyball Court (Permanent Extension of Premises required)	☐ Catering (sales only allowed on the premises issued and alcohol beverage licensed)	☐ Video Game Center-6 or more games	☐ Bar & Grill	☐ Night club	☐ Bowling Center	☐ Comedy Club	☐ Recreational Paint Studio		☐ Billiard Center		
☐ Full Service Restaurant	☒ Café/Coffee Shop	☐ Bed & Breakfast																											
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☐ Billiard Center																													
Briefly detail the type of business you plan to operate, if granted a license: Urban Market Neenah will be a hybrid cafe/tavern and grocery store, offering food and beverage service on one side of the premises, and groceries (including alcohol) on the other side																													
What other types of licenses or permits will you or do you hold at this location? :																													
☐ Tavern Entertainment	☐ Cigarette	☐ Amusement Devices																											
☐ Dance Hall	☒ Food (though Health Dept.)	☐ Other(s)																											

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

☐ None	☒ Prepackaged Foods	☒ Snacks
☒ Appetizers	☐ Catered Events	☒ Full Meals

What percentage of your total sales will be from the sales of alcohol beverages? 5.0 %

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

How many alcohol serving premises are within a 4 block radius of your business? 7+

Do you have any future plans for other businesses, licenses or permits at this location? ☒ Yes ☐ No
If yes, explain: Rental space will be available for other uses

Is this premise under construction? ☒ Yes ☐ No If yes, list estimated completion date: 05.01.2023

Is this a franchise? ☐ Yes ☒ No

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

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

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

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

What is the zoning classification for this premise? C2 - Central Business / PDD - Planned Development District

HOURS OF OPERATION FOR ALCOHOL BEVERAGE SALES/SERVICE ONLY		
Day of the Week	Proposed Hours of Operation:	
	Open	Close
Sunday	6 AM	2 AM
Monday	6 AM	2 AM
Tuesday	6 AM	2 AM
Wednesday	6 AM	2 AM
Thursday	6 AM	2 AM
Friday	6 AM	2:30 AM
Saturday	6 AM	2:30 AM

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

Legal Capacity/Occupancy of Premises: Inside <u>unsure</u> Outside <u>unsure</u> (does not include Class A) Call (920) 886-6130 if you have questions.	Number of Parking Spaces on the premises, not including street parking: <u>No off-street parking</u>
--	---

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

Who is responsible to keep the grounds clean? ☒ Licensee ☐ Building Owner ☒ Employees
☒ Hired Maintenance Other:

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

DETAILED FLOOR PLAN

Please read all instructions before preparing the floor plan.

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

The floor plan must include all of the following items:

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

ALL NEW & TRANSFER APPLICANTS:

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

A Lease or Offer to Purchase must:

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

Lease agreement pending

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

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

Who owns the fixtures (i.e. Coolers, etc.)? Urban Market Neenah, LLC

Subscribed and sworn to before me
this 30th day of JANUARY, 2023

Sadie E. Dupont
Notary Public, State of Wisconsin

My Commission expires: is permanent
Notary Seal must be affixed

[Signature]
Signature of Individual/Partner/Officer
Rick L. Van L. [Signature]
Signature of Partner/Officer

Manager

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

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



Original Alcohol Beverage Retail License Application

(Submit to municipal clerk.)

For the license period beginning: _____ ending: 06-30-2023
(mm dd yyyy) (mm dd yyyy)

To the Governing Body of the: ☐ Town of ☐ Village of ☒ City of Neenah

County of Winnebago Aldermanic Dist. No. _____
(if required by ordinance)

Check one: ☒ Individual ☐ Limited Liability Company
☐ Partnership ☐ Corporation/Nonprofit Organization

Applicant's Wisconsin Seller's Permit Number [REDACTED]	
FEIN Number [REDACTED]	
TYPE OF LICENSE REQUESTED	FEE
☐ Class A beer	\$
☐ Class B beer	\$
☐ Class C wine	\$
☐ Class A liquor	\$
☐ Class A liquor (cider only)	\$ N/A
☐ Class B liquor	\$
☐ Reserve Class B liquor	\$
☐ Class B (wine only) winery	\$
Publication fee	\$
TOTAL FEE	\$

Name (individual / partners give last name, first, middle; corporations / limited liability companies give registered name)
Ryszora, David J. - Pappas Cafe

An "Auxiliary Questionnaire," Form AT-103, must be completed and attached to this application by each individual applicant, by each member of a partnership, and by each officer, director and agent of a corporation or nonprofit organization, and by each member/manager and agent of a limited liability company. List the full name and place of residence of each person.

President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Vice President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Secretary / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Treasurer / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Agent Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Directors / Managers Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)

1. Trade Name Pappas Cafe Business Phone Number 920-729-1970
2. Address of Premises 1360 S. Commercial St Post Office & Zip Code 54956

3. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.)

4. Legal description (omit if street address is given above): _____
5. (a) Was this premises licensed for the sale of liquor or beer during the past license year? ☐ Yes ☒ No
(b) If yes, under what name was license issued? _____

6. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? **If yes, explain** ☐ Yes ☒ No
7. Is the applicant an employee or agent of, or acting on behalf of anyone except the named applicant? ☐ Yes ☒ No
If yes, explain.
8. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? **If yes, explain** ☐ Yes ☒ No
9. (a) **Corporate/limited liability company applicants only:** Insert state _____ and date _____ of registration.
- (b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? **If yes, explain** ☐ Yes ☒ No
- (c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? **If yes, explain.** ☐ Yes ☒ No
10. Does the applicant understand they must register as a Retail Beverage Alcohol Dealer with the federal government, Alcohol and Tobacco Tax and Trade Bureau (TTB) by filing (TTB form 5630.5d) before beginning business? [phone 1-877-882-3277] ☒ Yes ☐ No
11. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776] ☒ Yes ☐ No
12. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? ☒ Yes ☐ No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000. Signer agrees to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants, or one member of a partnership applicant must sign; one corporate officer, one member/manager of Limited Liability Companies must sign.) Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

Contact Person's Name (Last, First, M.I.) David J. Rysza	Title/Member Owner	Date 1/20/23
Signature 	Phone Number 	Email Address 

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk 01/24/2023	Date reported to council / board OWN	Date provisional license issued	Signature of Clerk / Deputy Clerk
Date license granted	Date license issued	License number issued	

Auxiliary Questionnaire Alcohol Beverage License Application

Submit to municipal clerk.

Individual's Full Name (please print) (last name)		(first name)		(middle name)	
David S. Ryszora					
Home Address (street/route)	Post Office	City	State	Zip Code	
1362 S. Commercial St		Neenah	WI	54956	
Home Phone Number	Age	Date of Birth	Place of Birth		

The above named individual provides the following information as a person who is (check one):

☒ Applying for an alcohol beverage license as an **individual**.

☐ A member of a **partnership** which is making application for an alcohol beverage license.

☐ _____ of _____
(Officer / Director / Member / Manager / Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)

which is making application for an alcohol beverage license.

The above named individual provides the following information to the licensing authority:

1. How long have you continuously resided in Wisconsin prior to this date? _____

2. Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? ☐ Yes ☒ No

If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)

3. Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality? ☐ Yes ☒ No

If yes, describe status of charges pending. _____

4. Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? ☐ Yes ☒ No

If yes, identify. _____

(Name, Location and Type of License/Permit)

5. Do you hold and/or are you an officer, director, stockholder, agent or employee of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? ☐ Yes ☒ No

If yes, identify. _____

(Name of Wholesale Licensee or Permittee)

(Address By City and County)

6. Named individual must list in chronological order last two employers.

Employer's Name	Employer's Address	Employed From	To
NA I've owned restaurant for 22 years & worked here my whole life			
Employer's Name	Employer's Address	Employed From	To

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the undersigned states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. The signer agrees that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000.

(Signature of Named Individual)



Plan of Operation for Alcohol Beverage License Application

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

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

Business Name: Pappas Cafe																													
Address of Premises: 1360 S Commercial St		Business Telephone Number: 920-729-1970																											
Business Mailing Address – if different from address of premises :																													
Business Internet/E-mail Address: N/A		Business Fax Number: N/A																											
Owner's Name: David R Szara		Owner's Phone Number: [REDACTED]																											
Owner's Address include city, state, zip code: 1362 S. Commercial St, Neenah, WI 54956																													
Will the agent, a partner of the individual licensee be conducting the day-to-day operations of the business: ☒ Yes ☐ No If no, list name and address of person who will:																													
<i>Class B Applicants: If the agent, a partner or the individual licensee will not be conducting the day-to-day operations of the business, the person listed above must obtain a Class B Manager's license.</i>																													
Does anyone else have money invested or any other interest in this business? ☐ Yes ☒ No If yes, explain:																													
What types of business do you or will you conduct at this location? (Check all that apply): (Other licenses/permits may be required to operate your business.) <table style="width: 100%; border: none;"> <tr> <td>☒ Full Service Restaurant</td> <td>☐ Café/Coffee Shop</td> <td>☐ Bed & Breakfast</td> </tr> <tr> <td>☐ Grocery Store</td> <td>☐ Convenience Market</td> <td>☐ Hotel</td> </tr> <tr> <td>☐ Liquor Store</td> <td>☐ Indoor Golf Facility</td> <td>☐ Private Sports Club</td> </tr> <tr> <td>☐ Theater</td> <td>☐ Wine Tasting Room</td> <td>☐ Veterans Club</td> </tr> <tr> <td>☐ Brew Pub</td> <td>☐ Tavern</td> <td>☐ Fraternal Club</td> </tr> <tr> <td>☐ Volleyball Court (Permanent Extension of Premises required)</td> <td>☐ Catering (sales only allowed on the premises issued and alcohol beverage licensed)</td> <td>☒ Video Game Center-6 or more games</td> </tr> <tr> <td>☒ Bar & Grill</td> <td>☐ Night club</td> <td>☐ Bowling Center</td> </tr> <tr> <td>☐ Comedy Club</td> <td>☐ Recreational Paint Studio</td> <td></td> </tr> <tr> <td>☐ Billiard Center</td> <td></td> <td></td> </tr> </table>			☒ Full Service Restaurant	☐ Café/Coffee Shop	☐ Bed & Breakfast	☐ Grocery Store	☐ Convenience Market	☐ Hotel	☐ Liquor Store	☐ Indoor Golf Facility	☐ Private Sports Club	☐ Theater	☐ Wine Tasting Room	☐ Veterans Club	☐ Brew Pub	☐ Tavern	☐ Fraternal Club	☐ Volleyball Court (Permanent Extension of Premises required)	☐ Catering (sales only allowed on the premises issued and alcohol beverage licensed)	☒ Video Game Center-6 or more games	☒ Bar & Grill	☐ Night club	☐ Bowling Center	☐ Comedy Club	☐ Recreational Paint Studio		☐ Billiard Center		
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Briefly detail the type of business you plan to operate, if granted a license:																													
Continue restaurant & add bar																													
What other types of licenses or permits will you or do you hold at this location? :																													
☐ Tavern Entertainment	☐ Cigarette	☐ Amusement Devices																											
☐ Dance Hall	☒ Food (though Health Dept.)	☐ Other(s)																											

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

☐ None	☐ Prepackaged Foods	☐ Snacks
☐ Appetizers	☐ Catered Events	☒ Full Meals

What percentage of your total sales will be from the sales of alcohol beverages? 20 %

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

How many alcohol serving premises are within a 4 block radius of your business? 6

Do you have any future plans for other businesses, licenses or permits at this location? ☐ Yes ☒ No

If yes, explain:

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

Is this a franchise? ☐ Yes ☒ No

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

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

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

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

What is the zoning classification for this premise?

HOURS OF OPERATION FOR ALCOHOL BEVERAGE SALES/SERVICE ONLY		
Day of the Week	Proposed Hours of Operation:	
	Open	Close
Sunday	<u>7:00 am</u>	<u>3:00 Pm</u>
Monday	<u>7:00 am</u>	<u>3:00 Pm</u>
Tuesday	<u>7:00 am</u>	<u>3:00 Pm</u>
Wednesday	<u>7:00 am</u>	<u>3:00 Pm</u>
Thursday	<u>7:00 am</u>	<u>8:00 Pm</u>
Friday	<u>7:00 am</u>	<u>8:00 Pm</u>
Saturday	<u>7:00 am</u>	<u>8:00 Pm</u>

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

Legal Capacity/Occupancy of Premises: Inside _____ Outside <u>~</u> (does not include Class A) Call (920) 886-6130 if you have questions.	Number of Parking Spaces on the premises, not including street parking: <u>32</u>
---	--

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

Who is responsible to keep the grounds clean? Licensee ☒ Building Owner ☒ Employees ☒
 Hired Maintenance ☒ Other: _____

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

DETAILED FLOOR PLAN

Please read all instructions before preparing the floor plan.

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

The floor plan must include all of the following items:

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

ALL NEW & TRANSFER APPLICANTS:

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

A Lease or Offer to Purchase must:

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

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

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

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

Subscribed and sworn to before me

this 24th day of February, 2023

Notary Public, State of Wisconsin

My Commission expires: 9/8/2026

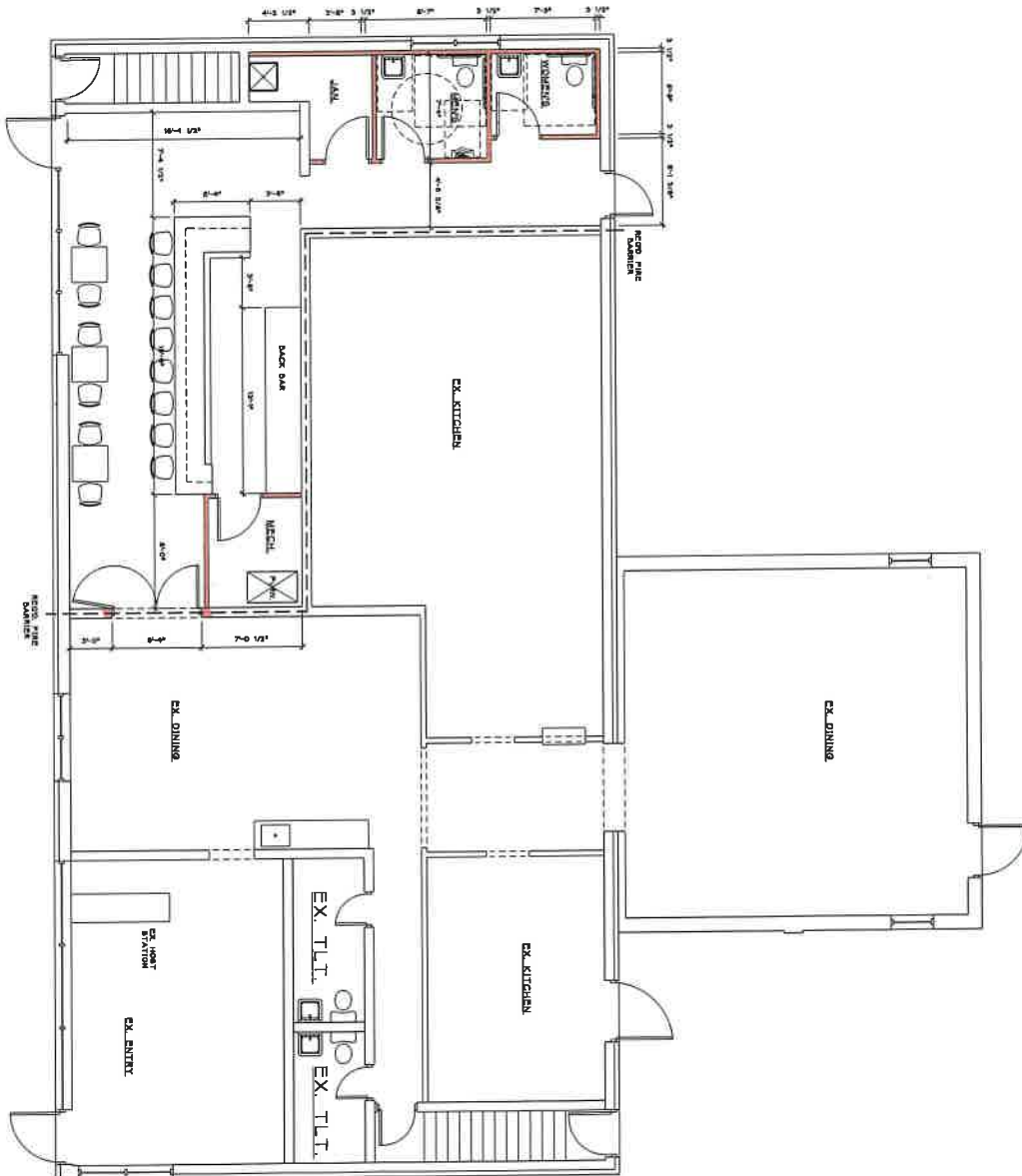
Notary Seal must be affixed

[Signature]
Signature of Individual/Partner/Officer

Signature of Partner/Officer

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

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



OPTION 181
FLOOR PLAN
SCALE 1/8" = 1'-0"
NORTH

A
1.0

DATE: JAN 10, 2008
ARCH: S. P. PAPA
D. B. T. C. PAPA
JOB: PAPA
REV: _____

A PROPOSED TENANT ALTERATION FOR,
PAPPA'S CAFE
NEENAH, WISCONSIN



327 RANDOLPH DRIVE - SUITE C
APPLETON, WI 54913
TEL: 920-707-4216 FAX: 920-240-8072

Original Alcohol Beverage Retail License Application

(Submit to municipal clerk.)

For the license period beginning: 05-01-2023 ending: 06-30-2023
(mm dd yyyy) (mm dd yyyy)

To the Governing Body of the: ☐ Town of } Neenah
☐ Village of }
☒ City of }

County of Winnebago Aldermanic Dist. No. _____
(if required by ordinance)

Check one: ☐ Individual ☒ Limited Liability Company
☐ Partnership ☐ Corporation/Nonprofit Organization

Applicant's Wisconsin Seller's Permit Number [REDACTED]	
FEIN Number [REDACTED]	
TYPE OF LICENSE REQUESTED	FEE
☐ Class A beer	\$
☐ Class B beer	\$
☐ Class C wine	\$
☐ Class A liquor	\$
☐ Class A liquor (cider only)	\$ N/A
☐ Class B liquor	\$
☐ Reserve Class B liquor	\$
☐ Class B (wine only) winery	\$
Publication fee	\$
TOTAL FEE	\$

Name (individual / partners give last name, first, middle; corporations / limited liability companies give registered name)

2 Bullyz Bar LLC

An "Auxiliary Questionnaire," Form AT-103, must be completed and attached to this application by each individual applicant, by each member of a partnership, and by each officer, director and agent of a corporation or nonprofit organization, and by each member/manager and agent of a limited liability company. List the full name and place of residence of each person.

President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
<u>Eisenach</u>	<u>Rosita</u>	<u>Maria</u>	<u>862 1st St Menasha 54952</u>
Vice President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
<u>Eisenach</u>	<u>William</u>	<u>Louis</u>	<u>862 1st St Menasha 54952</u>
Secretary / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Treasurer / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Agent Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Directors / Managers Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)

1. Trade Name 2 Bullyz Bar Business Phone Number [REDACTED]
2. Address of Premises 430 Sherry St Post Office & Zip Code Neenah 54956

3. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.)

One building, as Tavern. Alcohol stored behind bar and down in basement in a room & walk in cooler.

4. Legal description (omit if street address is given above): _____

5. (a) Was this premises licensed for the sale of liquor or beer during the past license year? ☒ Yes ☐ No

(b) If yes, under what name was license issued? Two Broke Girlz

6. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? **If yes, explain** ☐ Yes ☒ No
7. Is the applicant an employee or agent of, or acting on behalf of anyone except the named applicant? ☐ Yes ☒ No
If yes, explain.
8. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? **If yes, explain** ☐ Yes ☒ No
9. (a) **Corporate/limited liability company applicants only:** Insert state WI and date 2/16/23 of registration.
- (b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? **If yes, explain** ☐ Yes ☒ No
- (c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? ☒ Yes ☐ No
If yes, explain.
Rosita Eisenach holds a Menasha liquor license
10. Does the applicant understand they must register as a Retail Beverage Alcohol Dealer with the federal government, Alcohol and Tobacco Tax and Trade Bureau (TTB) by filing (TTB form 5630.5d) before beginning business? [phone 1-877-882-3277] ☒ Yes ☐ No
11. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776] ☒ Yes ☐ No
12. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? ☒ Yes ☐ No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000. Signer agrees to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants, or one member of a partnership applicant must sign; one corporate officer, one member/manager of Limited Liability Companies must sign.) Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

Contact Person's Name (Last, First, M.I.) <u>Eisenach, Rosita M</u>	Title/Member <u>Owner</u>	Date <u>2-21-23</u>
Signature <u>Rosita Eisenach</u>	Phone Number [REDACTED]	Email Address [REDACTED]

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk	Date reported to council / board	Date provisional license issued	Signature of Clerk / Deputy Clerk
Date license granted	Date license issued	License number issued	

Auxiliary Questionnaire Alcohol Beverage License Application

Submit to municipal clerk.

Individual's Full Name (please print) (last name)		(first name)		(middle name)	
Eisenach		Rosita		Maria	
Home Address (street/route)		Post Office		City	
8621st St				Menasha	
Home Phone Number		Age		Date of Birth	
				Place of Birth	

The above named individual provides the following information as a person who is (check one):

☐ Applying for an alcohol beverage license as an **individual**.

☐ A member of a **partnership** which is making application for an alcohol beverage license.

☒ **Agent / member** of **2 Bullyz Bar LLC**
(Officer / Director / Member / Manager / Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)

which is making application for an alcohol beverage license.

The above named individual provides the following information to the licensing authority:

1. How long have you continuously resided in Wisconsin prior to this date? years

2. Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? ☒ Yes ☐ No

If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)

11-S-2(A) / trial date 11-6-19 / fine imposed & paid / Please see other side

3. Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality? ☐ Yes ☒ No

If yes, describe status of charges pending.

4. Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? ☒ Yes ☐ No

If yes, identify. City of Menasha Class B liquor license
(Name, Location and Type of License/Permit)

5. Do you hold and/or are you an officer, director, stockholder, agent or employee of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? ☐ Yes ☒ No

If yes, identify.

(Name of Wholesale Licensee or Permittee)

(Address By City and County)

6. Named individual must list in chronological order last two employers.

Employer's Name	Employer's Address	Employed From	To

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the undersigned states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. The signer agrees that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000.

Rosita Eisenach
(Signature of Named Individual)

(a) I did go to court and plead not guilty. I did Id both persons. I brought camera footage of me doing so. They Stated that 1 person was not of age. I asked to see the Id of the person that was not of age (because I had requested the police to bring to court and they said they would) but they did not bring picture or Id to court. They would also not look at my video. So I was found guilty of Serving a minor during a police sting operation. I have been serving alcohol beverages for 15 years with no citations. I take this position seriously and would not jeopardize my business in doing so.

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

Submit to municipal clerk.

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

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

The undersigned duly authorized officer/member/manager of 2 Bullyz Bar LLC
(Registered Name of Corporation / Organization or Limited Liability Company)

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as 2 Bullyz Bar
(Trade Name)

located at 430 Sherry St Neenah WI 54956

appoints Rosita Eisenach
(Name of Appointed Agent)

862 1st St Menasha WI 54952
(Home Address of Appointed Agent)

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

☒ Yes ☐ No If so, indicate the corporate name(s)/limited liability company(ies) and municipality(ies).
Kreibels LLC DBA The Old Grog Menasha

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

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

Place of residence last year 862 1st St Menasha WI 54952

For: Kreibels LLC DBA The Old Grog
(Name of Corporation / Organization / Limited Liability Company)

By: Rosita Eisenach
(Signature of Officer / Member / Manager)

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

ACCEPTANCE BY AGENT

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

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

Rosita Eisenach 2-21-23
(Signature of Agent) (Date)

Agent's age

Date of birth

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

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

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



Plan of Operation for Alcohol Beverage License Application

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

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

Business Name: 2 Bullyz Bar																													
Address of Premises: 430 Shermi St Neenah		Business Telephone Number:																											
Business Mailing Address – if different from address of premises : 862 1st St menasha 54952																													
Business Internet/E-mail Address: [REDACTED]		Business Fax Number: N/A																											
Owner's Name: Rosita Eisenach		Owner's Phone Number: [REDACTED]																											
Owner's Address include city, state, zip code: 862 1st St menasha WI 54952																													
Will the agent, a partner of the individual licensee be conducting the day-to-day operations of the business: ☒ Yes ☐ No If no, list name and address of person who will:																													
Class B Applicants: If the agent, a partner or the individual licensee will not be conducting the day-to-day operations of the business, the person listed above must obtain a Class B Manager's license.																													
Does anyone else have money invested or any other interest in this business? ☐ Yes ☒ No If yes, explain:																													
What types of business do you or will you conduct at this location? (Check all that apply): (Other licenses/permits may be required to operate your business.) <table style="width: 100%; border: none;"> <tr> <td>☐ Full Service Restaurant</td> <td>☐ Café/Coffee Shop</td> <td>☐ Bed & Breakfast</td> </tr> <tr> <td>☐ Grocery Store</td> <td>☐ Convenience Market</td> <td>☐ Hotel</td> </tr> <tr> <td>☐ Liquor Store</td> <td>☐ Indoor Golf Facility</td> <td>☐ Private Sports Club</td> </tr> <tr> <td>☐ Theater</td> <td>☐ Wine Tasting Room</td> <td>☐ Veterans Club</td> </tr> <tr> <td>☐ Brew Pub</td> <td>☒ Tavern</td> <td>☐ Fraternal Club</td> </tr> <tr> <td>☐ Volleyball Court (Permanent Extension of Premises required)</td> <td>☐ Catering (sales only allowed on the premises issued and alcohol beverage licensed)</td> <td>☐ Video Game Center-6 or more games</td> </tr> <tr> <td>☒ Bar & Grill</td> <td>☐ Night club</td> <td>☐ Bowling Center</td> </tr> <tr> <td>☐ Comedy Club</td> <td>☐ Recreational Paint Studio</td> <td></td> </tr> <tr> <td>☐ Billiard Center</td> <td></td> <td></td> </tr> </table>			☐ Full Service Restaurant	☐ Café/Coffee Shop	☐ Bed & Breakfast	☐ Grocery Store	☐ Convenience Market	☐ Hotel	☐ Liquor Store	☐ Indoor Golf Facility	☐ Private Sports Club	☐ Theater	☐ Wine Tasting Room	☐ Veterans Club	☐ Brew Pub	☒ Tavern	☐ Fraternal Club	☐ Volleyball Court (Permanent Extension of Premises required)	☐ Catering (sales only allowed on the premises issued and alcohol beverage licensed)	☐ Video Game Center-6 or more games	☒ Bar & Grill	☐ Night club	☐ Bowling Center	☐ Comedy Club	☐ Recreational Paint Studio		☐ Billiard Center		
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Briefly detail the type of business you plan to operate, if granted a license: Tavern / appetizers																													
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If applying for a Class B or C license, what type of food service will you have? (check all that apply):

- | | | |
|--|--|-------------------------------------|
| ☐ None | ☐ Prepackaged Foods | ☐ Snacks |
| ☒ Appetizers | ☐ Catered Events | ☐ Full Meals |

What percentage of your total sales will be from the sales of alcohol beverages? 95 %

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

How many alcohol serving premises are within a 4 block radius of your business? 2

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

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

Is this a franchise? ☐ Yes ☒ No

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

2 Broke Girls / Tavern

Is this premises currently or ever been licensed? ☒ Yes ☐ No If yes, list type of license: Class B

Is the current licensee operating? ☐ Yes ☒ No If no, list date closed: 2-14-23

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

What is the zoning classification for this premise? Commercial

HOURS OF OPERATION FOR ALCOHOL BEVERAGE SALES/SERVICE ONLY

Day of the Week	Proposed Hours of Operation:	
	Open	Close
Sunday	<u>6am</u>	<u>2am</u>
Monday	<u>6am</u>	<u>2am</u>
Tuesday	<u>6am</u>	<u>2am</u>
Wednesday	<u>6am</u>	<u>2am</u>
Thursday	<u>6am</u>	<u>2am</u>
Friday	<u>6am</u>	<u>2:30am</u>
Saturday	<u>6am</u>	<u>2:30am</u>

PROHIBITED HOURS OF OPERATION:

Class A: 9:00 PM to 8:00 AM; Class B/C: Monday thru Friday 2:00 AM - 6:00 AM;

Class B/C: Saturday thru Sunday 2:30 AM - 6:00 AM

Legal Capacity/Occupancy of Premises:

Inside _____ Outside _____
(does not include Class A) under construction!
Call (920) 886-6130 if you have questions. unknown

Number of Parking Spaces on the premises,
not including street parking: 4

LITTER/GARBAGE:

What are your plans to keep the grounds clean (check all that apply):

☒ Sweep ☒ Pressure Wash ☒ Pick Up Litter ☐ Hired Maintenance ☒ Garbage Cans Outside
Other: _____

Who is responsible to keep the grounds clean? ☒ Licensee ☒ Building Owner ☒ Employees

Hired Maintenance Other: _____

NOISE: How will issues be addressed? (check all the apply): Security ☒ Manager approaches

customer(s) ☒ Call police ☒ Signs posted Other: _____

if needed

DETAILED FLOOR PLAN

Please read all instructions before preparing the floor plan.

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

The floor plan must include all of the following items:

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

ALL NEW & TRANSFER APPLICANTS:

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

A Lease or Offer to Purchase must:

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

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

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

Who owns the fixtures (i.e. Coolers, etc.)? 2 Bullz Bar

Subscribed and sworn to before me
this 23 day of March, 2023

Charlotte K. Nagel
Notary Public, State of Wisconsin

My Commission expires: 10-18-2023

Notary Seal must be affixed

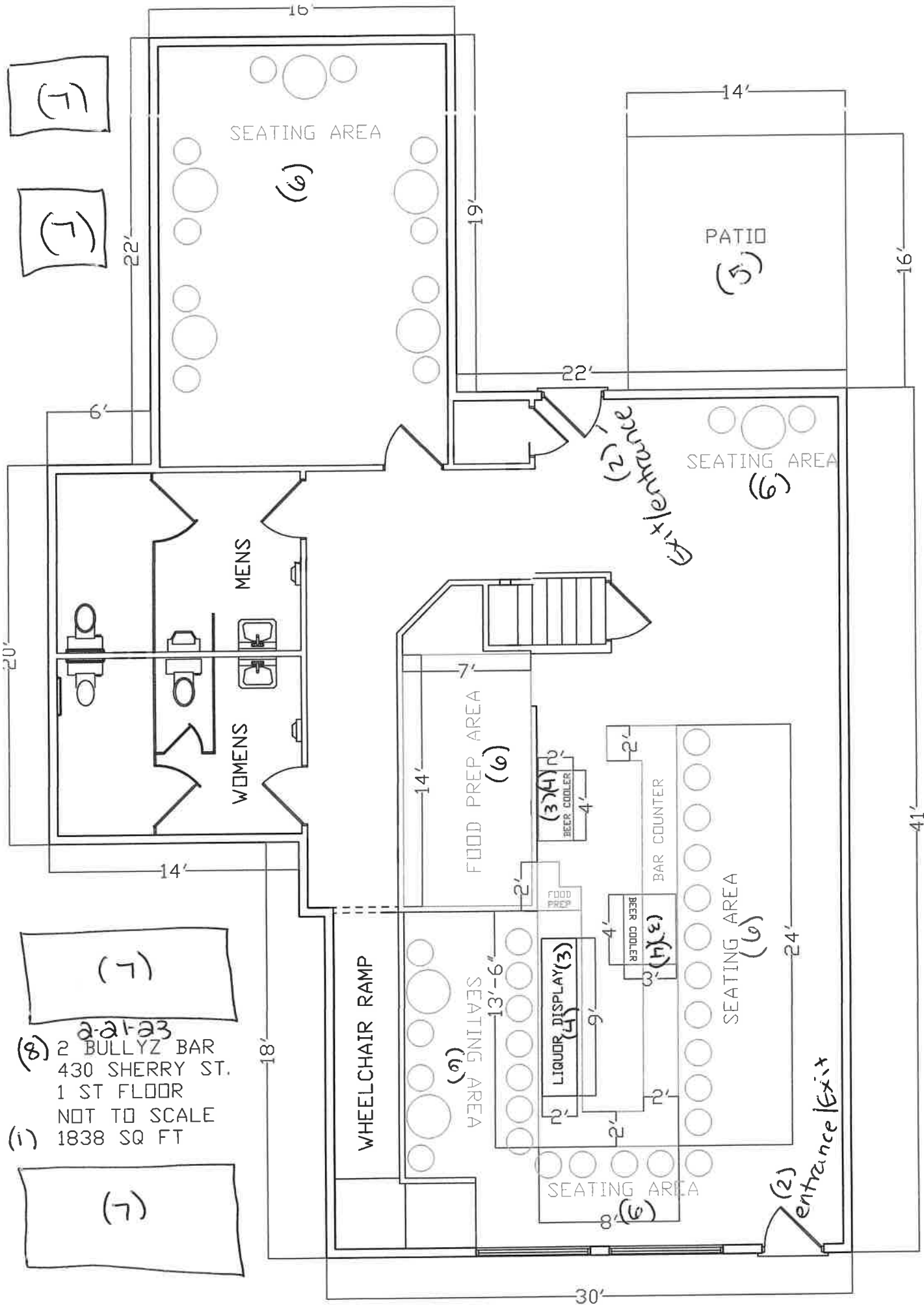
Northern Enterprise
Signature of Individual/Partner/Officer

Signature of Partner/Officer

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

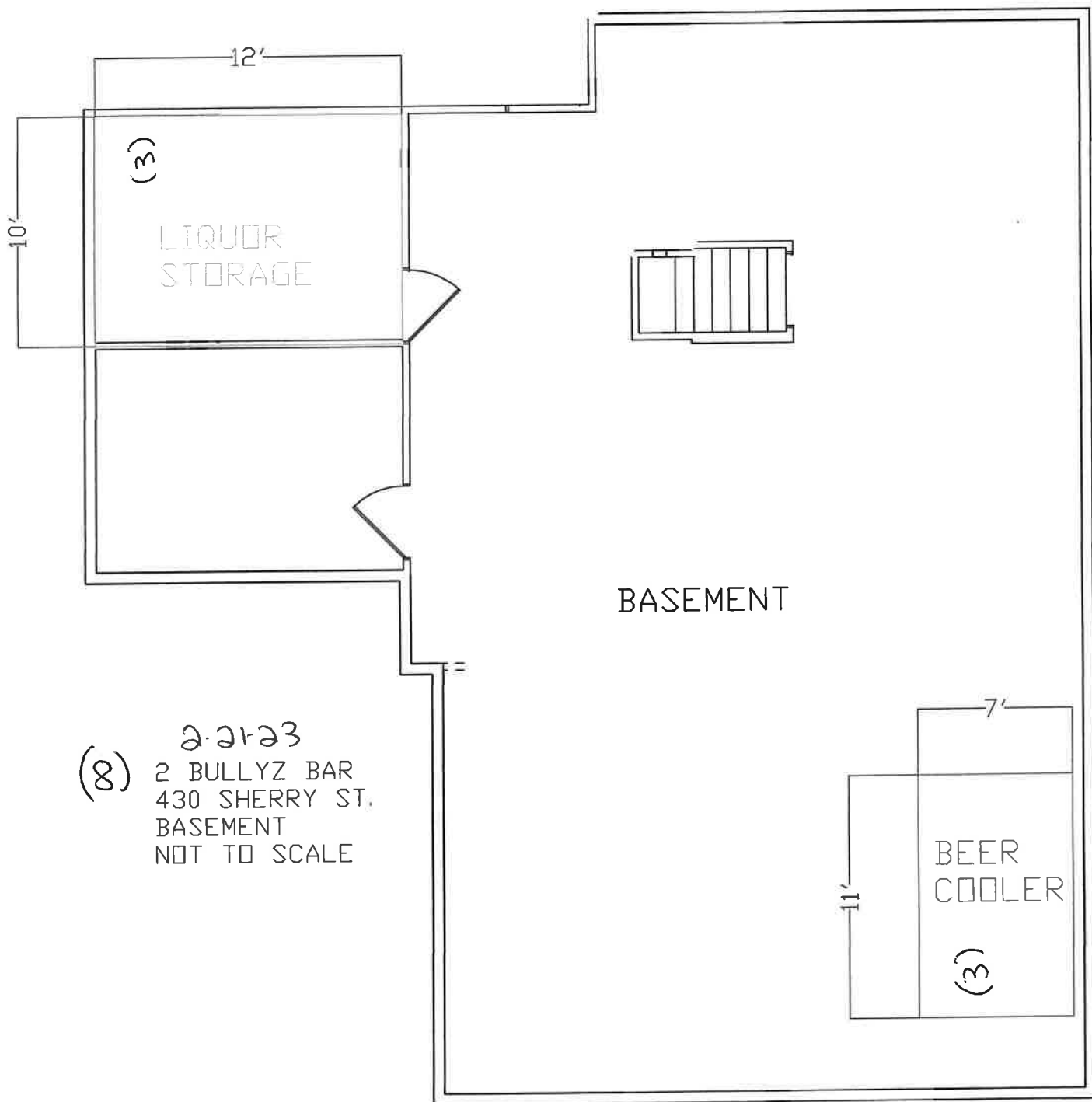
Your application will be returned for failure to fill out this form completely and correctly, and submit a detailed floor plan as indicated.





(8) 2 BULLYZ BAR
430 SHERRY ST.
1 ST FLOOR
NOT TO SCALE
1838 SQ FT

(8) NORTH →



(8) 2-21-23
2 BULLYZ BAR
430 SHERRY ST.
BASEMENT
NOT TO SCALE

(8) North →



(7) Parking

(1)

(8) 2-21-23
2 Bullyz Bar
430 Sherry St

LEASE AGREEMENT

This Lease Agreement is made this 18th day of February, 2023, by and between Valley Area Properties LLC, a Wisconsin corporation, hereinafter called the Lessor, whether one or more, and 2 Bullyz Bar, hereinafter called the Lessee.

1. Premises. Lessor does hereby lease, demise and let to Lessee a portion of the premises located at 430 Sherry St in the City of Neenah, Winnebago County, Wisconsin, which portion shall include and be limited to that part of the premises which is currently used as a tavern (the leased premises).
2. Term. To have and to hold the above described premises to the Lessee for and during the term which is to be from the 1st day of May, 2023 to and including the 30th day of June, 2023. The term of this lease shall be automatically extended for the term of 1 year, unless the tenant or landlord gives the other party written notice indicating that the lease shall not be so extended. Said notice shall be provided at least 90 days before the expiration of the current lease term. The renewal term shall be at the rental set forth below and otherwise upon the same covenants, conditions and provisions as provided in this Lease.
3. Licenses. It is expressly agreed that Lessee or its agent will pay the cost of the liquor licenses for the building during the term of this lease. Provided, however, that this lease is made and accepted upon the express condition that Lessee will at no time during the term of this lease transfer the liquor licenses issued on said premises to any other premises for any reason whatsoever and Lessee does further expressly agree that upon the termination of this lease thereof for any reason to surrender to Lessor any and all licenses issued or hereafter to be issued on said premises it being expressly agreed and understood by and between the parties hereto that the licenses issued or to be issued in connection with said business shall remain with the premises described in this lease. The Lessee does further agree to hold harmless and indemnify the Lessor from all obligations incurred by or claims arising out of the operation of said business by Lessee during the term of this lease or any extensions or renewals thereof. Lessee agrees to sign a power of attorney to allow the surrender of the license in case of default.
4. Base Rent. Beginning with the first day of this lease, Lessee shall pay Lessor a base rent of \$1,400 per month, payable thereafter on the first day of each calendar month. If the lease commences on a day other than the first day of the calendar month, the Lessee shall pay Lessor a prorated rent for that fractional portion of a month. Thereafter the annual rent will increase by a percentage of cost the Lessor invests in the leased premises. Tenant shall also pay to Landlord a "Security Deposit" in the amount of \$1,400.
5. Inventory.
6. Fixtures and Equipment. Included in the premises leased under this agreement is the equipment listed on Schedule A, attached hereto and incorporated herein. Lessee shall be responsible for maintenance, repair or replacement of the equipment and fixtures, repair or replacement including, but not limited to the above listed equipment, existing in and on the leased premises as of the date of the execution of this lease agreement (hereinafter existing

equipment). Any equipment obtained by Lessee, at Lessee's expense, for the replacement of existing equipment during the term of this lease or any renewal term shall be the property of Lessor and shall remain with the premises at the completion of this lease term or of any renewal term and shall be accounted for as of the termination of this, or any renewal, lease term. In the event that Lessee shall install fixtures of equipment (other than for the replacement of existing equipment) in or on said leased premises, such fixtures or equipment shall be the property of Lessee and Lessee shall be permitted to remove such fixtures or equipment at the expiration of this lease term or any renewal term whether or not such equipment may be attached to the realty; provided, however, that Lessee shall repair, at its expense, any damage to the premises occasioned by the removal of such fixtures or equipment.

7. Maintenance and Repairs of Premises. Lessor shall be responsible for maintenance and repair, at Lessor's expense, of the structural portions of the premises, including the roof, walls, floors, and foundation. Lessor shall not be responsible for repair of damage to any portion of the leased premises which are a result of Lessee's negligence or misuse. Lessee shall be responsible for the maintenance and repair, at Lessee's expense, of all parts of the leased premises other than the structural portion. Lessee shall comply with all rules and regulations of proper governing authorities pertaining to the upkeep and use of the leased premises and shall, at Lessee's expense, maintain said premises free of debris and obstructions and in clean and sanitary condition. Lessee shall be responsible, at Lessee's expense, for the maintenance and repair of, and removal of snow from driveway and sidewalks and lawn care on the leased premises.

8. Obligations for Taxes and Insurance.

(a) Taxes. Lessor shall pay its pro rata share of the general real estate taxes and special assessment taxes assessed against the premises from the commencement until the termination of this lease. Lessee shall also pay the personal property taxes assessed during the existence of the lease.

If necessary, the taxes shall be prorated to reflect the fractional calendar year in which the lease commences and the fractional calendar year in which the lease terminates.

Lessee shall pay his share of taxes when said taxes are due and payable and may pay them in timely installments as permitted by law.

(b) Insurance. It is further expressly agreed that Lessor shall maintain in full force and effect fire and extended coverage insurance. Lessee shall carry public liability insurance for the premises occupied by Lessee in an amount sufficient to protect both Lessor and Lessee. Lessee shall maintain insurance on the stock of goods in trade owned by him as well as any equipment and fixtures purchased by him and installed in said building.

9. Waiver of Subrogation. The Lessor and the Lessee shall not be liable to each other for any business interruption or any loss or damage to property or injury to or death of persons occurring on the leased property, or in any manner growing out of or connected with the Lessee's use and occupation of the leased property, or the condition thereof, whether or not caused by the negligence or other fault of the Lessor or the Lessee or of their respective agents, employees, subtenants, licensees or assignees. This release shall apply only to the extent that such business interruption, loss or damage to property, or injury to or death of persons is covered by insurance, regardless of whether such insurance is payable to or protects the Lessor, or the Lessee or both. Nothing in this paragraph shall be construed to impose any other or greater liability upon the Lessor or the Lessee than would have existed in the absence of this paragraph. This release shall be effective only so long as the applicable insurance policy (ies) contains a clause to the effect that this release shall not affect the right of the insured to recover under such

policy. Such clauses shall be obtained by the parties whenever possible.

10. Utilities. Lessee shall pay all charges for utilities used in the leased premises during the term of the lease.

11. Lessee's Right to Redecorate. The lessee may, from time to time as he deems necessary, redecorate the premises, provided that the size of the premises shall not be reduced nor the structure weakened thereby; and provided further, the Lessee shall not make any structural alterations to the premises without the consent of the Lessor, which consent the Lessor covenants and agrees not to unreasonably withhold or delay.

12. Destruction of Premises. It is further agreed that in the event the leased premises are destroyed by fire or other casualty through no fault of the Lessee, rent shall abate until the premises are restored. If fifty percent (50%) of the premises or more are destroyed, Lessor may either restore the premises or terminate the lease. If this lease is terminated due to destruction of the premises and some portion of the rent has been paid in advance, Lessor shall refund such prepaid portion to Lessee. If less than fifty percent (50%) is damaged, Lessor shall return the premises to a condition comparable to the condition of the premises prior to the fire or casualty. It is further understood and agreed that Lessor shall not be obligated to rebuild, and Lessee shall not be entitled to damages, if the City of Neenah or State of Wisconsin will not allow the premises to be repaired.

13. Entry to Lessor. The Lessor may at all reasonable times enter said premises to view the same or to exhibit the same to subsequent tenants or purchaser.

14. Condemnation. In the event any part of the leased premises is condemned by any competent authority under power of eminent domain or conveyed in anticipation or in lieu of such condemnation, then:

(a) If more than ten percent (10%) of the square foot area of the leased premises shall be so condemned then the Lessee or the Lessor may at their election terminate this lease by notice to the other. All rent payable hereunder shall be apportioned as of the date of the termination of this lease, and any rent paid in advance shall be repaid to the Lessee; and if the Lessee, having the right to terminate this lease pursuant to above provisions, shall not do so, then the base rent shall be equitably and proportionately reduced as and from the date upon which possession through condemnation is taken;

(b) if this lease shall not be canceled pursuant to subparagraph (a) above, the Lessor shall at their expense make the necessary repairs to the part of the premises and the other real estate not affected by such condemnation as rapidly as reasonably possible; and

(c) The Lessor shall be entitled to the entire award arising out of such condemnation except such award as shall be allowed to the Lessee by Wisconsin law and which shall be specifically awarded to the Lessee.

15. Lessor's Default. If Lessor shall default hereunder and such default shall not be cured within a reasonable time after written notice thereof by Lessee, then it shall be lawful for Lessee to cure such default, and if such default involves the expenditure of money, deduct the cost thereof from the rent due or accruing hereunder without liability for forfeiture of the lease term or for default hereunder.

16. Sublet and Assignment. Lessee shall not have the right to sublet the premises or any

portion thereof or assign this lease without the written consent of the Lessor, but nevertheless agrees to remain liable for the full performance of all of the covenants and agreements in the lease contained on their part to be performed hereunder if said premises are sublet or if said lease is assigned.

17. Title and Possession. Lessor covenants and warrants that (a) they have full right and authority to enter into this lease for the full term herein granted, (b) the leased premises and land on which it is located are fully and correctly described in paragraph 1, (c) they are lawfully seized in fee of the real estate on which the leased premises are located, free and clear of all liens, charges and encumbrances, (d) there are no zoning or other restrictions prohibiting the present use of the leased premises, and (e) they will deliver the leased premises to the Lessee free and clear of all tenancies and occupancies.

Lessor agrees to indemnify and hold Lessee harmless from and against all claims, damages, losses, and expenses, including reasonable attorney's fees arising out of any defect or deficiency of title or possession as warranted in this paragraph.

18. Surrender of Premises. Upon termination of this lease by lapse of time or otherwise, the Lessee will surrender the premises to the Lessor in as good a condition as received, reasonable wear and tear incident to Lessee's business, fire, windstorm, and other casualty normally covered under extended coverage endorsement and other causes beyond Lessee's control, excepted. If the Lessee makes any alterations, additions, or improvements to the premises, then the Lessee may surrender the premises in such altered or improved condition without liability for restoring the same to the condition existing when the Lessee took possession thereof.

19. Subordination. At Lessor's option, the Lessee's rights under the lease shall be subordinate to the lien of any mortgage or trust deed placed upon the premises, provided that, notwithstanding the default of the Lessor under such mortgage or trust deed or the foreclosure of the lien thereof, this lease shall continue in full force and effect in all of its terms so long as Lessee shall not be in default hereunder.

20. Holding Over. If Lessee continues to occupy the premises after the term hereof or after the then current term after having given notice of their intention not to extend the term hereof, then, and in any such event, such occupancy shall be deemed to be a tenancy from month to month only at the monthly rent and upon the other terms and conditions (except for the lease term) herein set forth. Either party may terminate such tenancy by giving to the other thirty (30) days' notice in writing.

21. Effect of Waiver. One or more waivers of any covenant, term or condition of this lease by either party shall not be construed by the other party as a waiver of a subsequent breach of the same covenant, term or condition. The consent or approval of either party to or of any act by the other party of a nature requiring consent or approval shall not be deemed to waive or render unnecessary consent to or approval of any subsequent similar act.

22. Compliance with Applicable Laws. Lessee shall comply with all laws, regulations and orders of governmental authorities pertaining to the conduct of Lessee's business on the premises. Lessor shall comply with all such laws, regulations and orders affecting the premises

and, in that connection, except as herein expressly provided to the contrary, shall make any alterations, additions, replacements and repairs required.

23. Relationship of Parties. Nothing contained in this lease shall be deemed or construed by the parties hereto or by any third party to create the relationship of principal and agent or of partnership or of joint venture or of any association whatsoever between the Lessor and the Lessee, it being expressly understood and agreed that neither the method of computation of rent nor any other provisions contained in this lease nor any act or acts of the parties hereto shall be deemed to create any relationship between the Lessor and the Lessee other than the relationship of landlord and tenant.

24. Lessee agrees that all gaming will be supplied by Amusement Devices Inc. The Lessor, in the event of any delinquent payment by the Lessee, will be authorized to use reasonable means to collect all proceeds from gaming, these proceeds will be utilized for payments due.

25. Miscellaneous.

(a) Applicable law. This lease shall be governed by, construed and enforced in accordance with the laws of the State of Wisconsin.

(b) Entire agreement. The lease contains the entire agreement between the parties and may not be changed orally but only by an agreement in writing and signed by the party against whom enforcement of any waiver, change, modification, or discharge is sought.

(c) Paragraph headings. Paragraph headings are inserted primarily for convenience and if they conflict with the text, the text shall control.

(d) Notice. Any notice by either party to the other shall be in writing and shall be deemed to be duly given only if delivered personally or mailed by first class or registered mail in a postpaid envelope, addressed to the party's last known address.

(e) Benefit. This lease shall bind and inure to the benefit of the Lessor, his successors and assigns, and the Lessee and their successors and assigns.

IN WITNESS WHEREOF the parties hereto have hereunto set their hands and seals the day and year first above written.

Landlord Name

LESSOR: Ang M. K.

Bar Name and Name 2 Bullyz bar

LESSEE: Nosiba Erenauk

Ang M. K.

SCHEDULE A

[List of Leased Equipment]

- 1) Soda System
- 2) Walk in Cooler and Compressor
- 3) Bar Sinks
- 4) Kitchen Sinks
- 5)
- 6)
- 7)
- 8)

First day of lease agreement

Games cleaned out

Utilities Transferred / Final readings done

Insurance transferred

Rents current & collected



SURRENDERING LICENSE FORM

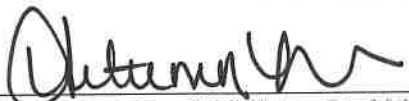
I/We hereby surrender the following licenses to the City of Neenah:

Class <u>B</u> <u>Beer/Liquor/Wine</u>	License No. <u>22-59</u>
Class _____ Beer/Liquor/Wine	License No. _____
Other <u>Amusement</u> (Cigarette, Amusement, etc.)	License No. <u>22-59</u>
Other _____ (Cigarette, Amusement, etc.)	License No. _____

Date licenses surrendered Feb. 14, 2023

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

Business Name: Two Broke Girls
Business Address: 430 Sherry St.
City/State: Neenah WI 54956

Signatures: 
(Officer of Corporation/Member/Manager of Limited Liability Company/Partner/Individual)

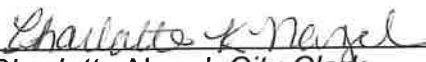
(Officer of Corporation/Member/Manager of Limited Liability Company/Partner)

(Additional Partner(s)/Member/Manager of Limited Liability Company if Any)

Print Name: Autumn L. Johnson
Print Name: _____
Print Name: _____

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

The licenses listed above were surrendered to me on this 14 day of Feb., 2023.


Charlotte Nagel, City Clerk



Special Events Approval Form

Event Name: **BMMOG - Arts Festival**
Event Date:

Approved: Clerk, Police, Fire, Traffic Control, Parks & Rec
Comments:

Conditionally Approved:
Comments:

Denied:
Comments:

Cost Estimate:
Billable Cost Estimate:
Comments: PW Costs: \$200 - Bill: \$0
Police Costs \$800 to \$1000 - Bill \$0

Name of Person Completing Form:
Joni Heinz

Date: **3/24/23**



Special Event Permit Application City of Neenah

Submitted On:

Mar 1, 2023, 04:31PM CST

EVENT INFORMATION

**Please Check the Name of
Event**

Bergstrom-Mahler Museum of Glass-Glass Arts Festival

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**

August 11- Evening Pre-show Preview
August 12 - Bergstrom-Mahler Museum of Glass announces the 2nd year of the new, mission-based GLASS Arts Festival on Saturday, August 12, 2023.
"GLASS," which stands for Glass Lakefront Art Show and Sale is an inaugural event to be held on the museum grounds at 165 N. Park Ave, Neenah, WI 54956. It replaces the former museum-sponsored arts festival which took place in Riverside Park for 45 years. The festival now centers on the museum's mission: glass art and glass art experiences. Providing distinction from other art festivals in the area, this fun-filled, admission-free community event will support glass artists, collectors, and enthusiasts, as well as our vendor partners and greater community with a new experience celebrating everything glass.
In addition to the best in glass art, visitors will enjoy live music, artisan food and beverages, children's art activities, and glass blowing demonstrations in the Glass Studio, along with the local and regional artists selling their work on the lawn. The museum will be open, as always, admission free. The event is designed to attract glass collectors, and weekend travelers from beyond the Fox Cities and Wisconsin for this innovative event.

Event Date and Time

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

Friday
Saturday

Event Date (Friday)

8/11/23

Event Date (Saturday)	8/12/23
Start and End Time of Friday Event (Ex. 7:00 AM to 5:00 PM)	5:00pm to 9:00pm
Start and End Time of Saturday Event (Ex. 7:00 AM to 5:00 PM)	10:00am to 5:00pm
Set up time needed prior to event	10:00am to 5:00pm on Friday. 7:00am to 10:00am on Saturday
Clean up time needed post event	2 Hours
Other pertinent information	10 food trucks in the driveway and along the street of 165 N. North Park Ave. Lamers trolley to bring people in from downtown parking areas.

Attendance

Anticipated event attendance	5000
-------------------------------------	------

Location

The event will be located where? (Chose all that apply)	Street/Sidewalk/Trail Bergstrom-Mahler Museum lake lawn, front lawn, and galleries.
Please provide the streets/sidewalk/trail that will be affected by the event. (EX: Wisconsin Ave from Church St to Commercial St)	100 block of North Park Ave.
How will event impede Street/Sidewalk/Trail	One way traffic southbound in 100 block of North Park Ave.

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.)

2023 GLASS Arts Festival map.pdf

Event location description

165 N. Park Ave. Bergstrom-Mahler Museum of Glass

SOCIAL MEDIA USED TO PROMOTE EVENT

Please check all that apply

Facebook

Instagram

Twitter

Webpage

News media including print, radio, TV...

Event's Facebook Page

bmmglass, Bergstrom-Mahler Museum of Glass

Event's Instagram Account

bmmglass

Event's Twitter Account

bmmglass

Event's Website URL

bmmglass.com/glass-arts-festival

If you have any other Promotional Material you would like to share please upload here.

2023 Glass Art Society Journal ad.pdf

ORGANIZATION INFORMATION

Organization Address

165 N Park Avenue, Neenah WI 54956

Name of Organization

Bergstrom-Mahler Museum of Glass

Daytime Phone Number

920 751-4658

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.

Is this Organization a 501(c) 3 Non-Profit

Yes

Provide Current 501(c) 3 Certificate

2021 Wisconsin Certificate of Exemption.pdf

APPLICANT INFORMATION

Applicant Name	First Name: Amy Last Name: Moorefield
Daytime Phone Number	920 751-4658
Cell Phone Number	540 204-7288
Applicant Email	moorefield@bmmglass.com

EVENT COORDINATORS

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

Coordinator 1

Name	First Name: John Last Name: Timmer
Daytime Phone Number	920 751-4658
Cell Phone Number	920 216-1694
Email	timmer@bmmglass.com
Will you be available at either of these numbers on the day of the event?	Yes

Coordinator 2

Name	First Name: Casey Last Name: Nash
Daytime Phone Number	920 751-4658
Cell Phone Number	920 638-1080
Email	nash@bmmglass.com
Will you be available at either of these numbers on the day of the event?	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

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

Yes

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

Yes

Company Name

Securitas Security Service USA, Inc.

Company Contact

Larry Potter / District Manager

Company Daytime Phone Number

920 731-9271

Company Cell Phone Number

920-739-9271

Company Contact Email

Lawrence.potter@securitasinc.com

Will you be the on-site contact the day of the event?

No

If you answered "No" to the previous question, please provide name of the event day on-site contact and cell phone number

Security will be overnight to patrol grounds. Volunteers and staff will provide coverage on day of festival.

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

Yes

Company Name

Gold Cross Ambulance Service, Inc.

Company Contact Name

Katie J. Halbach

Company Daytime Phone Number

920 967-6073

Company Cell Phone Number

715 644-8248

Company Contact Email

khalbach@goldcross.org

Will you be the on-site contact on the day of the event?

No

If you answered "No" to the previous question, please

provide name of the event day
on-site contact and cell phone
number

Service will be provided by EMT scheduled.

Emergency Communication

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

Cell Phones
Loudspeaker/PA System
Cell phones, walkie-talkies, and public address loudspeakers

Describe the communication
method/equipment that will be
used to notify event attendees
of emergencies

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

Loudspeaker/PA System location
(be specific) (N/A if not
applicable)

Music stage on lake lawn grounds.

Lost child recovery site (be
specific) (N/A if not applicable)

Museum front desk

Severe weather shelter(s) (N/A
if not applicable)

Museum basement

First aid station(s) (N/A if not
applicable)

Museum front desk and Gold Cross Ambulance vehicle on lake lawn.

Enclosed/Fenced area(s) (N/A if
not applicable)

Museum lakefront lawn

Equipment/Facilities

Check all that will apply

Amplified/Loudspeaker/PA System & #40; Non-Emergency
Use & #41;
Drones
Generators
Portable Toilets/Wash Stations
Stages
Structures
Tents/Fences/Canopies
Trailers

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

Hours of amplified music	10:00am to 5:00pm
Please describe purpose of Loudspeaker/PA System	Music and announcements

Portable Toilets/ Wash Stations

Is the location of portable toilets/wash stations on site map	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	Approx. 50 glass artists from across the country selling their art.
----------------------------------	---

Concessions

Check all that will apply

Beverage Concessions-Alcohol
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
Website: [Click Here](#)

LICENSES AND PERMITS

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

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

Temporary Class B (Picnic) Fermented Malt Liquor License

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

Guidelines

Wisconsin Alcohol Beverage & Tobacco Laws for Retailers

[Click Here for Application](#)

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

BMMOG 2023 GLASS Arts Festival TempClass-B-Packet.pdf

Please fill out the Temporary Beverage Operators License below.

**Upload completed Temporary
Beverage Operators License
Here**

temporary beverage operators license_03012023_040412.pdf
Wisconsin_Alcohol_Server_Seller_Certificate.pdf

TRAFFIC CONTROL

**Will the event require traffic
control**

Yes

**Please check all traffic control
requested**

Barricades
Community Service Aides
Flaggers
Message Board

**How will the barricades be
provided**

City

Flaggers Will be Provided by?

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

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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.

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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.

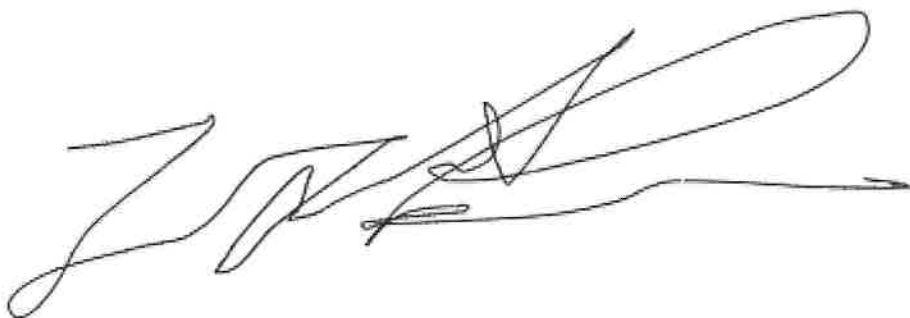
HOLD HARMLESS INDEMNIFICATION AND DEFENSE

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



Signed at: March 1, 2023 4:30pm America/Chicago

City of Neenah Contact Information

Special Event Coordinator

John 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

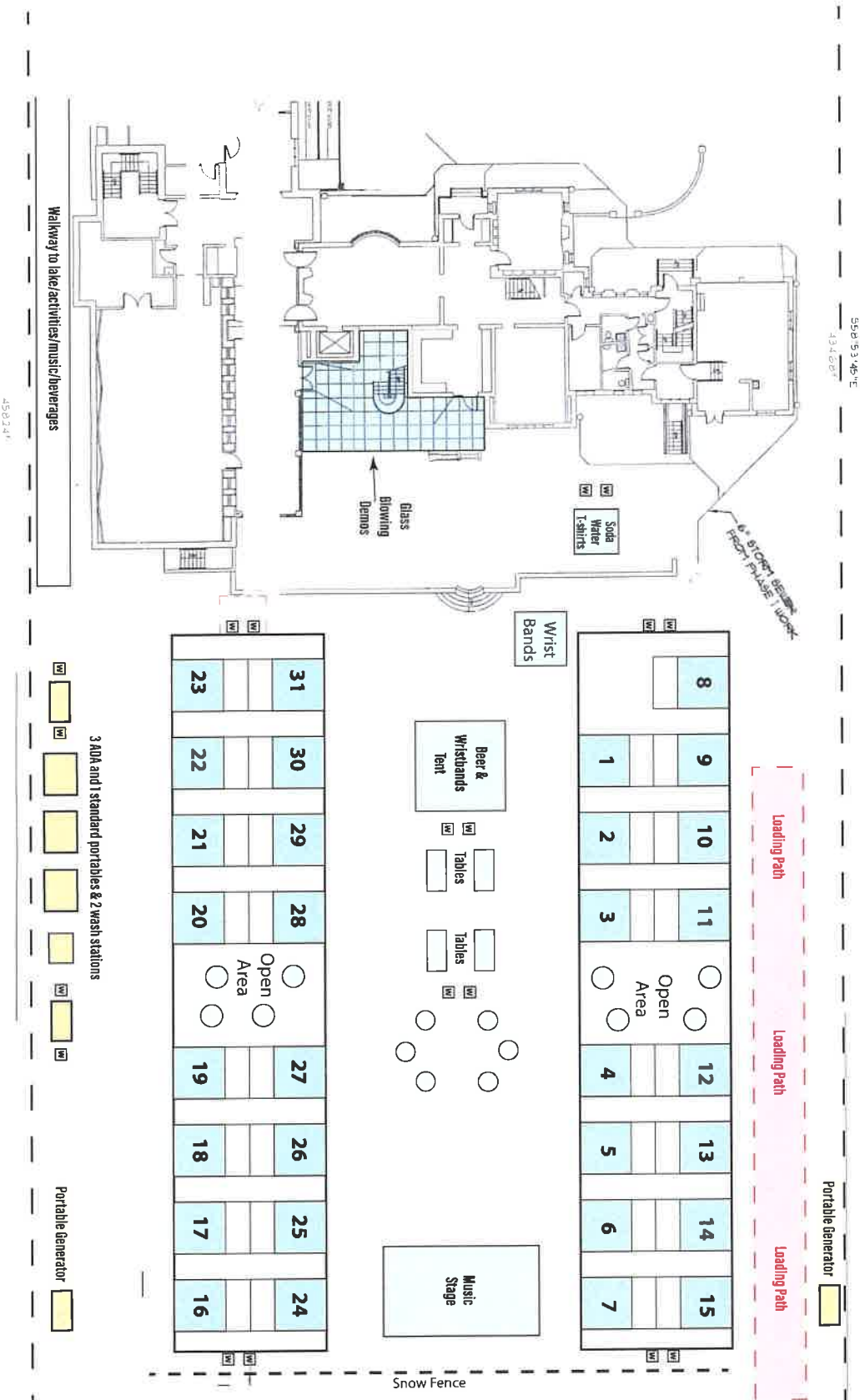
Winnebago County Health Department - 112 Otter St., Oshkosh

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

Bergstrom-Mahler Museum of Glass: GLASS Arts Festival – August 12th

EAST layout

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



No Parking

No Parking - Unloading Only

No Parking

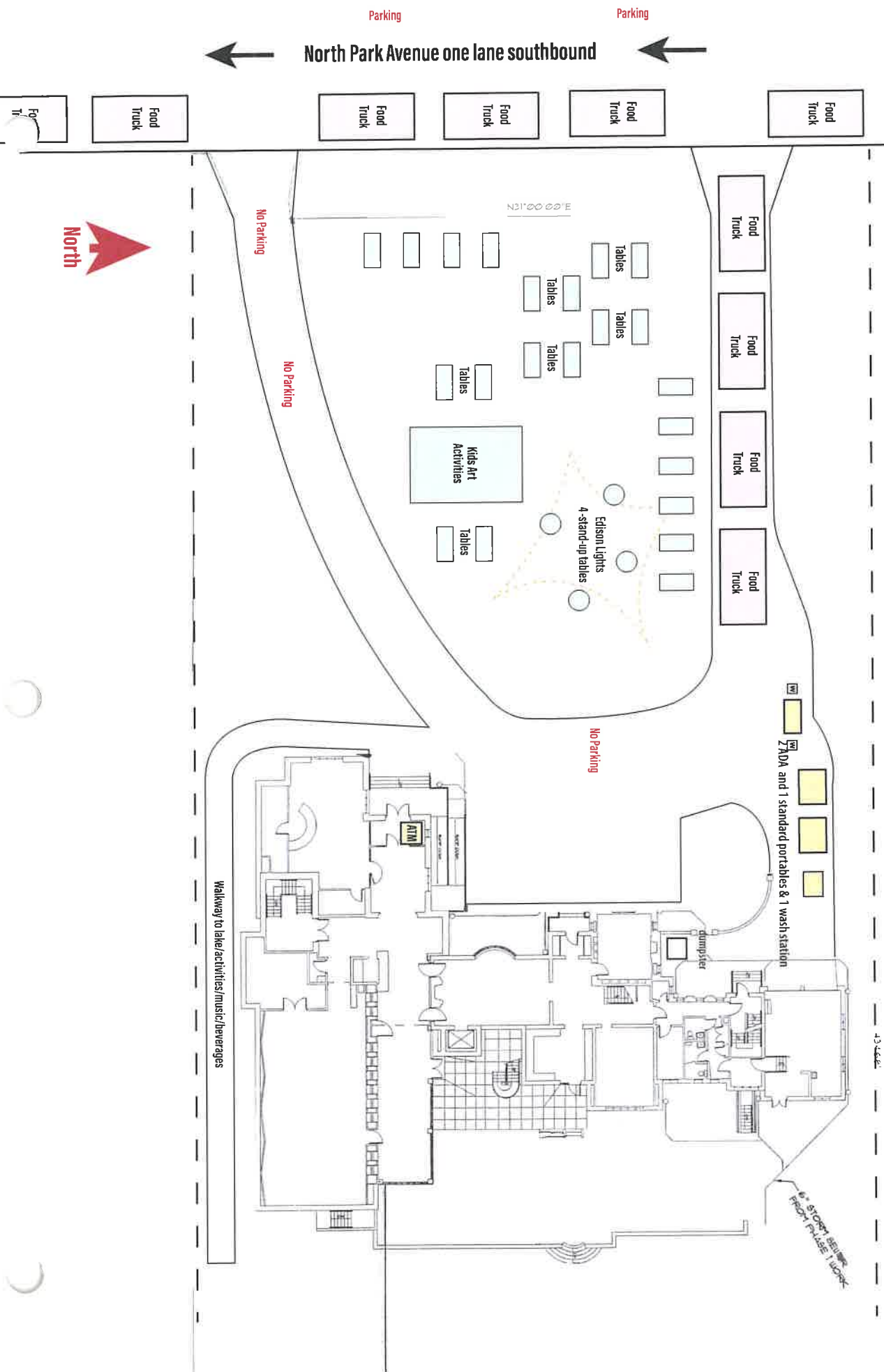
No Parking

Lakeshore Avenue



West layout

558°53'45"E





GLASS ARTS FESTIVAL

Bergstrom-Mahler Museum of Glass announces our second annual GLASS Arts Festival, August 12th, 2023

Centered on the museum's mission to provide extraordinary glass experiences to spark fun, kindle creativity, and illuminate learning for all, we will feature artists, art, and experiences on the shores of beautiful Lake Winnebago in Neenah, Wisconsin. This admission-free event will support artists and provide all with brand new experiences celebrating everything glass. The museum galleries will also be open and admission free as always!

The Best in Glass Art for Sale • Glass Blowing Demonstrations • Live Music • Artisan Food and Beverages

Call to Glass Artists! Artists working in glass may now answer a call for entries on ZAPPlication.org.

Cash Prizes will be awarded with First Place including an exhibition at the museum.



bmmglass.com/glass-arts-festival

For Visitor and Artist information, scan the code with your mobile camera



We provide extraordinary glass experiences to spark fun, kindle creativity, and illuminate learning for all.

«Acknowledgement»

«Address1»

Neenah, WI 54956

July 27, 2023

Dear Neighbor,

Warmest Greetings from your friends at Bergstrom-Mahler Museum of Glass!

As a good neighbor, I want to share news that we will be presenting an upcoming free community event that will be hosted both inside and outside of the museum called the GLASS Arts Festival. It will take place throughout the museum's property on Saturday, August 12th from 10:00 am-5:00 pm. North Park Avenue will not be blocked; however, during the event, traffic will be directed one way southbound on North Park. Additionally, there will be food trucks parked along North Park Avenue and in our driveway. We anticipate alleviating parking and traffic complications by using shuttle vans on Saturday. On Friday August 11th, artists will be setting up under pavilion tents in our lakeside yard, utilizing Lakeshore Avenue. That evening, 5:00-8:00 pm, we will host a VIP Preview Sale for members and partners. We are aware of local noise ordinances and are sensitive to the needs of the residential neighborhood.

I invite you to please consider attending our GLASS festival on Saturday, August 12th and also please come visit YOUR museum often, take a class or workshop or enjoy one of the many programs that we have to offer. Thank you!

Kindly,

Amy G. Moorefield
Executive Director
Bergstrom-Mahler Museum of Glass



Special Events Approval Form

Event Name: Fox Cities Marathon
Event Date:

Approved: Clerk, Police, Fire, Traffic Control, Parks & Rec
Comments:

Conditionally Approved:
Comments:

Denied:
Comments:

Cost Estimate:
Billable Cost Estimate:

Comments: PW Costs: \$3421.54 - Bill: \$1078.06
Police Costs \$2520.41 - Bill \$1078.06
NMFR Costs: \$5499.⁰⁰ - Bill: \$0

Name of Person Completing Form:
Joni Heinz

Date: 3/24/23



Special Event Permit Application City of Neenah

Submitted On:
Feb 22, 2023, 08:27AM CST

EVENT INFORMATION

**Please Check the Name of
Event**

Community First Fox Cities Marathon

Type of Event

Participant Waiver Forms

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

Please Chose One

Competitive Race

**List the event activities to take
place**

Friday, Sept 15: Setup

Saturday, Sept 16: 5k & 10k events

Sunday, Sept 17: Full Marathon, Half Marathon & Competitive Walk,
Relay Marathon

Event Date and Time

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

Saturday

Sunday

Event Date (Saturday)

September 16, 2023

Event Date (Sunday)

September 17, 2023

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

1:00pm

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

2:00pm

**Set up time needed prior to
event**

2 Hours

**Clean up time needed post
event**

2 Hours

Other pertinent information

Attendance

Anticipated event attendance

1000 or more

Location

Where will the event be located where? (Chose all that apply)

Street/Sidewalk/Trail
Park

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

Attached maps detail the streets being used.

Please provide the name of the park being used for the event.

Riverside Park (Finish line); Bill Miller Trail (course route); Herb & Dolly Smith Park (course route); Arrowhead Park (course route).

How will event impede Street/Sidewalk/Trail

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

Property Notification Letter

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

The Notification Letter must include the following:

Name of organization hosting event

Name of Event

Date of Event

Time of Event

State if residents will have access to their property

Upload copy of notification letter here

Neenah_Permission_to_Detour_Application.pdf

Upload site plan here (Please make sure all departments site plan requirements are included.

2023_City_of_Neenah_Maps_of_Permit.docx

List was provided on the website.)

Event location description

The finish line will be at Riverside Park. The course route comes out of Menasha into Neenah.

SOCIAL MEDIA USED TO PROMOTE EVENT

Please check all that apply

Facebook
Instagram
Webpage

Event's Facebook Page

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

Event's Instagram Account

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

Event's Website URL

<https://foxcitiesmarathon.org/>

ORGANIZATION INFORMATION

Name of Organization

Community First Fox Cities Marathon

Organization Address (City,
State, Zip)

1575 Dresang Way, Neenah, WI 54956

Daytime Phone Number

920/716-4283

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.

Is this Organization a 501(c)
Non-Profit

Yes

Provide Current 501(c)
Certificate

501c3_Letter.pdf

APPLICANT INFORMATION

Applicant Name

First Name: Julie
Last Name: Johnson

Daytime Phone Number

920-830-7200

Cell Phone Number

920-716-4283

Applicant Email

julie.johnson@communityfirstcu.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

Name	First Name: Julie Last Name: Johnson
Daytime Phone Number	920-830-7200
Cell Phone Number	920-716-4283
Email	julie.johnson@communityfirstcu.org
Will you be available at either of these numbers on the day of the event?	No
If you answered "No" to the previous question, please provide an event day phone number or means of contacting	920-716-4283 only

Coordinator 2

Name	First Name: Amanda Last Name: Secor
Daytime Phone Number	920-830-7200
Cell Phone Number	920-427-8465
Email	amanda.secor@communityfirstcu.org
Will you be available at either of these numbers on the day of the event?	No
If you answered "No" to the previous question, please provide an event day phone number or means of contacting	920-427-8465 only

PUBLIC SAFETY

EMERGENCY RESPONSE PROTOCOL

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

City of Neenah's Emergency Response Protocol

Will you be using the City of Neenah's Emergency Response No

Protocol

**Upload Organization's
Emergency Response Protocol
Here** 2023_FCM_Crisis_Plan.docx

**Will you be providing security
for this event? (The Police
Department will review all
applications and make
recommendations)** No

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

Company Name Gold Cross Ambulance

Company Contact Name Katie Halbach

**Company Daytime Phone
Number** 715-644-8248

Company Cell Phone Number 715-644-8248

Company Contact Email khalbach@goldcross.org

**Will you be the on-site contact
on the day of the event?** Yes

Emergency Communication

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

**Describe the communication
method/equipment that will be
used to notify event attendees
of emergencies** Cell Phones
Loudspeaker/PA System
Social Media

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

Noise Ordinance

Equipment/Facilities

Check all that will apply

Amplified/Loudspeaker/PA System & #40; Non-Emergency

Use)
Generators
Park/Park Pavillon
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

Hours of amplified music	7:00am to 3:00pm
Please describe purpose of Loudspeaker/PA System	music on course to entertain participants

Portable Toilets/ Wash Stations

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

Tent/Fences/Canopies

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

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[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)	Park/Pavilion Rental
---	----------------------

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

Yes

Please check all traffic control requested

Barricades
Community Service Aides
Flaggers
Message Board

How will the barricades be provided

Privately

Flaggers Will be Provided by?

Applicant

PARK DEPARTMENT REQUIREMENTS

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

Yes

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

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

We have volunteers to maintain a clean environment throughout the events.

Provisions & Terms

Provisions & Terms

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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.

**Upload Liability Insurance
Certificate**

FCM_COI.pdf

Acknowledgement of Legal Notice

Signature Data

First Name: Julie

Last Name: Johnson

Email Address: julie.johnson@communityfirstcu.org

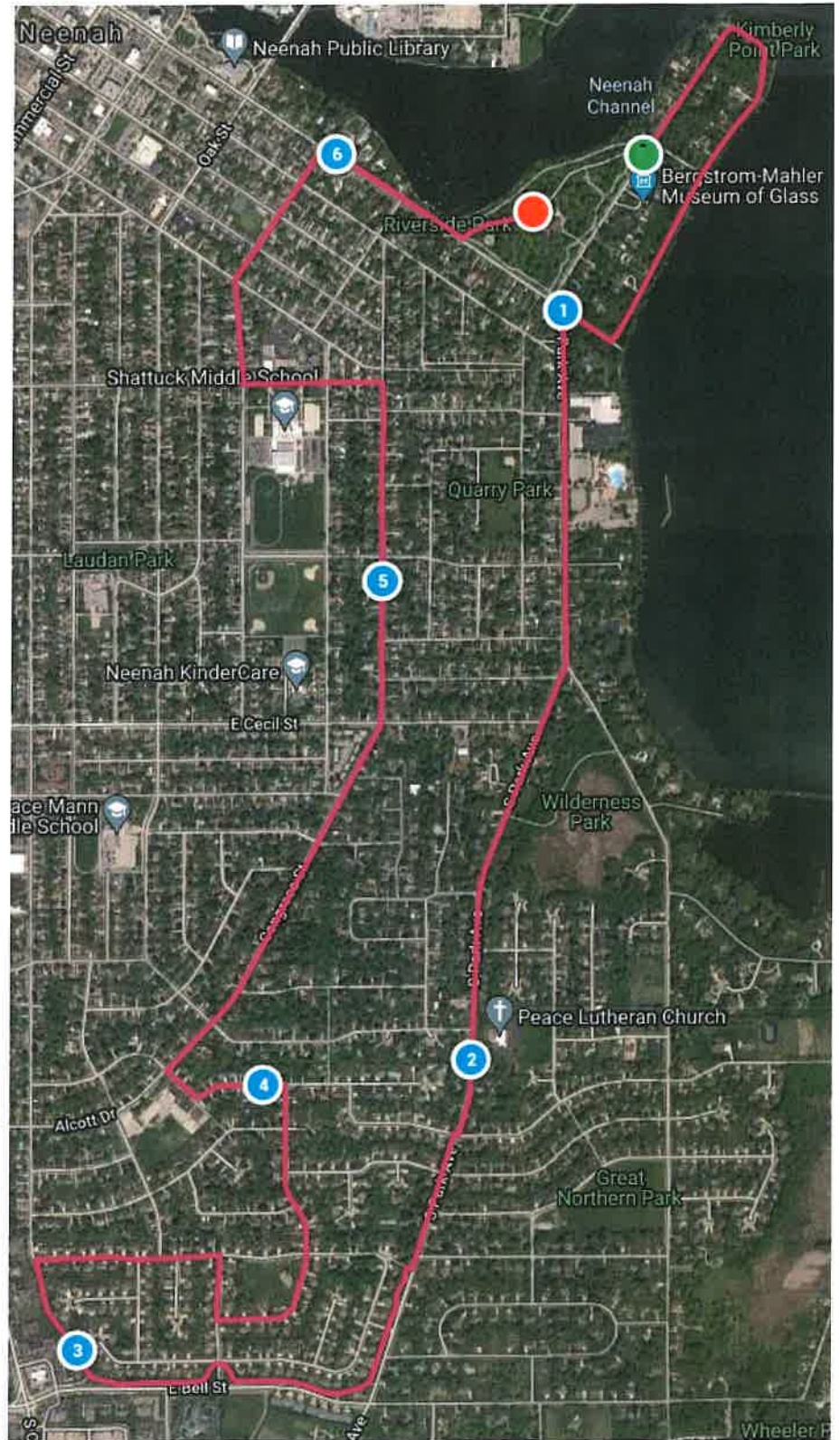
Julie Johnson

Signed at: February 22, 2023 8:27am America/Chicago

City of Neenah Contact Information

2023 10K Run/Walk (concurrent with 5K)

- 9 a.m. Start
- Course open for 2 hours
- 500 participants





2023 Ascension 5K Run/Walk Route – Riverside Park, Neenah

Start Line: Riverside Park Dr. marking, north of Wisconsin Ave. and adjacent to the 'Rocket' playground, north of park pavilion

- Start running north through Riverside Park on Riverside Park Dr.
- Turn left (north) on N. Park Ave.
- Continue to follow N. Park Ave. north and east around 'The Point' as it turns into Lakeshore Dr.
- Follow Lakeshore Dr. south to E. Wisconsin Ave.
- Turn right (west) on E. Wisconsin Ave.
- Turn left (south) on S. Park Ave.
- Turn right (west) on Hansen St.
- Turn right (north) on Congress St.
- Turn left (west) on Division St.
- Turn right (north) on Elm St.
- Turn right (east) on E. Wisconsin Ave.
- Turn left (north) on Riverside Park Dr.

Finish Line: Light post on Riverside Park Dr on the southern edge of the south driveway, west of park pavilion



2023 SCHEELS 10K Run/Walk Route – Riverside Park, Neenah

Start Line: Riverside Park Dr. marking, north of Wisconsin Ave. and adjacent to the 'Rocket' playground, north of park pavilion

- Start running north through Riverside Park on Riverside Park Dr.
- Turn left (north) on N. Park Ave.
- Continue to follow N. Park Ave. north and east around 'The Point' as it turns into Lakeshore Dr.
- Follow Lakeshore Dr. south to E. Wisconsin Ave.
- Turn right (west) on E. Wisconsin Ave.
- Turn left (south) on S. Park Ave.
- Turn right (west) onto the Bill Miller Trail at Stable Lane
- Exit Bill Miller Trail at Maple St.
- Turn right (east) on Edgewood
- Turn right (south) on Campbell St.
- Turn left (east) on Kraft St.
- Turn left (north) on Whittier Dr.
- Turn left (west) on Hawthorne Dr.
- Turn right (north) on Congress St.
- Turn left (west) on Division St.
- Turn right (north) on Elm St.
- Turn right (east) on E. Wisconsin Ave.
- Turn left (north) on Riverside Park Dr.

Finish Line: Light post on Riverside Park Dr on the southern edge of the south driveway, west of park pavilion



City of Neenah Sunday Course Details
Sunday, September 17, 2023
Full/Half/Relay Marathon

Course Directions

- N. Lake St. south to Herb & Dolly Park trails, follow trail through Arrowhead Park & run through (east to west) parking lot north of Ascension building
- Turn left (south) on Millview Dr.
- Turn right (west) and run through City of Neenah parking lot, travel under Main St. overpass bridge
- Turn left (east) on Smith St., which turns into W. Columbian Ave. (at the S. Church St. intersection)
- Follow W. Columbian Ave. east to Oak St.
- Turn left (north) on Oak St.
- Turn right (east) on E. Wisconsin Ave.
- Turn left (north) on Riverside Park Dr., follow to Finish Line

Runners Side of the Road

- East side of N. Lake St. (and trail)
- Herb & Dolly Park and Arrowhead Park Trails – entire trail
- Arrowhead Park parking lot (north of Ascension) – parking lot closed on race day
- Millview Dr. – entire road (Millview Dr. closed north of Main St)
- Parking lot west of Millview Dr. – entire width (parking lot closed)
- North side of Smith St.
- Entire width of W. Columbian Ave. (from Church St. to Oak St.)
- Entire width of Oak St. from W. Columbian Ave. to Wisconsin Ave. (Oak St. closed)
- North side of Wisconsin Ave. from Oak St. to Riverside Park Dr.
- Entire width of Riverside Park Dr. to Finish Line (Riverside Park Dr. closed)

Public Works/Street Department

- Cones, barricades and any needed signage
 - Cone a 'Runner's Lane' in Arrowhead Park parking lot, Millview Dr, through warehouse parking lot, under Main St bridge, Smith St
 - Barricades and signage needed to close to vehicular traffic on Columbian Ave and Oak St between Columbian Ave & Wisconsin Ave
 - Barricades and signage for both north and south ends of Riverside Park Dr to be set up and in place Friday morning until Monday morning

2023 City of Neenah – Map 1



2023 City of Neenah – Map 2



2023 City of Neenah – Map 3





2023 Runner's Side of the Road

Start Line (Menasha): UWO-Fox Cities, Midway Rd

Midway Rd (Start Line-Oneida St) ENTIRE ROAD

APPLETON

Midway Rd (Oneida St-Coop Rd)	ENTIRE ROAD
Coop Rd (Midway Rd-Garnet Dr)	East side
Garnet Dr (Coop Rd-Emerald Ln)	South side
Emerald Ln (Garnet Dr-Calumet St)	East side
Calumet St (Emerald Ln-Creekside Ct)	Merge south to north sides
Creekside Ct (Calumet St-Fenceline Dr)	East side
Fenceline Dr/Farmstead Dr (Creekside Ct-Woodstock Dr)	East side
Woodstock Dr (Farmstead Dr-Springfield Dr)	East side
Springfield Dr (Woodstock Dr-Just About Ln)	North side
Just About Ln (Springfield Dr-Lavender Ln)	East & North side

KIMBERLY

Lavender Ln (Just About Ln-Harold Way)	East side
Harold Way (Lavender Ln-Pat's Dr)	South side
Pat's Dr (Harold Way-Railroad St)	East side
Railroad St (Pat's Dr-Better Way)	East side
Better Way (Railroad St-Hwy CE Tunnel)	South side
Hwy CE Tunnel	ENTIRE TRAIL
Hwy CE Trail	ENTIRE TRAIL

COMBINED LOCKS

Buchanan Rd (Hwy CE Tunnel-Paul Ct)	West side
Park St (Paul Ct-Prospect St)	West side
Prospect St (Park St-Kimberly Ave)	North side

KIMBERLY

Kimberly Ave (Prospect St-Wilson St)	North side
Wilson St (Kimberly Ave-Maes Ave)	ENTIRE ROAD

NEENAH

Herb & Dolly Smith Park Trails	ENTIRE TRAIL
Arrowhead Park Trails	ENTIRE TRAIL
Arrowhead Park parking lot	ENTIRE LOT
Millview Dr (Arrowhead Park-City parking lot)	ENTIRE ROAD
City Parking Lot & under Main St Bridge	ENTIRE LOT/ROAD
Smith St (to Church St intersection)	South side
Columbian Ave (Church St-Oak St)	North side
Oak St (Columbian Ave-Wisconsin Ave)	ENTIRE ROAD
Wisconsin Ave (Oak St-Riverside Park Dr)	ENTIRE ROAD
Riverside Park Dr (Wisconsin Ave-Finish Line)	ENTIRE ROAD

Finish Line (Neenah):

Riverside Park, Neenah

Half Marathon Only Course:**APPLETON**

Telulah Ave (Midway Rd-Sylvan Ave)	ENTIRE ROAD
Sylvan Ave (Telulah Ave-Jackson St)	ENTIRE ROAD
Jackson St (Sylvan Ave-Wilson Ave)	ENTIRE ROAD

Remainder of Half Marathon course is the same as Full Marathon course



2023 Police Staffed Intersections

Fox Crossing/Menasha

- Start Line: Midway Rd/University Ave to Midway Rd/Opportunity Way (6:00-8:00AM) – ROAD CLOSURES AT 6:00AM – 4 officers, 2 CSOs

Wisconsin State Patrol

- 1-Appleton: Midway Rd/Appleton Road (6:00-7:15AM) – 2 officers

Appleton

- 13-Appleton: Midway Rd/Telulah Ave (7:00-7:40AM) – 1 CSO and 1 Explorer
- 17-Appleton: Midway Rd/Plank Rd roundabout (7:00-7:40AM) – 1 CSO
- 19-Appleton: Midway Rd/Lake Park Rd roundabout (7:00-7:40AM) – 1 CSO
- 22-Appleton: Midway Rd/N Coop Rd (7:10-8:15AM) – 1 CSO and 1 Explorer

Outagamie & Calumet Counties

- 29-Appleton: Golden Way/Calumet St (7:15-8:30AM) – 1 officer (Calumet Deputy)
- 30-Appleton: Calumet St/Creekside Ct (7:15-8:30AM) – 1 officer (Outagamie Deputy)
- 8-Town of Buchanan: Hwy. CE Trail/Cty. Hwy. N (7:20-9:00AM) – 2 officers (Outagamie Deputies)

Fox Valley Metro

- 9-Kimberly: Prospect St/Kimberly Ave (7:30-9:45AM) – 1 officer
- 12-Kimberly: Kimberly Ave/Cty. Hwy. N (7:30-9:45AM) – 2 officers
- 15-Kimberly: Wilson St/Maes Ave (7:35-9:50AM) – 2 officers
- 28-Sunset Park Rd/Fulcer Ave (7:55-10:10AM) – 1 officer

Neenah

- 12-Neenah: Columbian Ave/Commercial St (8:00AM-1:45PM) – 2 officers
- 14-Neenah: Columbian Ave/Oak St (8:00AM-1:45PM) – 2 officers
- 16-Neenah: Oak St/Wisconsin Ave (8:00AM-2:00PM) – 1 officer



The Ascension 5K Run/Walk & SCHEELS 10K are coming to your neighborhood!

On Saturday, September 16, 2023, your house is on (or near) the route where 1,000 athletes will be passing by for the Ascension 5K Run/Walk and SCHEELS 10K. The runners and walkers would definitely appreciate your support! If possible, we would love for you and your family and friends to help cheer them on. Or, join us, registration is still open at foxcitiesmarathon.org!

Here are a few suggestions that will help you join in on the fun:

- Make encouraging signs
- Entertain with music
- Decorate with sidewalk chalk
- Wave and cheer on participants!
- Volunteer at an intersection to help guide and cheer

The 5K and 10K both start and finish inside Riverside Park. Both start at 9:00 a.m. and participants will be finishing no later than 11:00 a.m. This letter includes both the 5K (front) and 10K (back) routes.

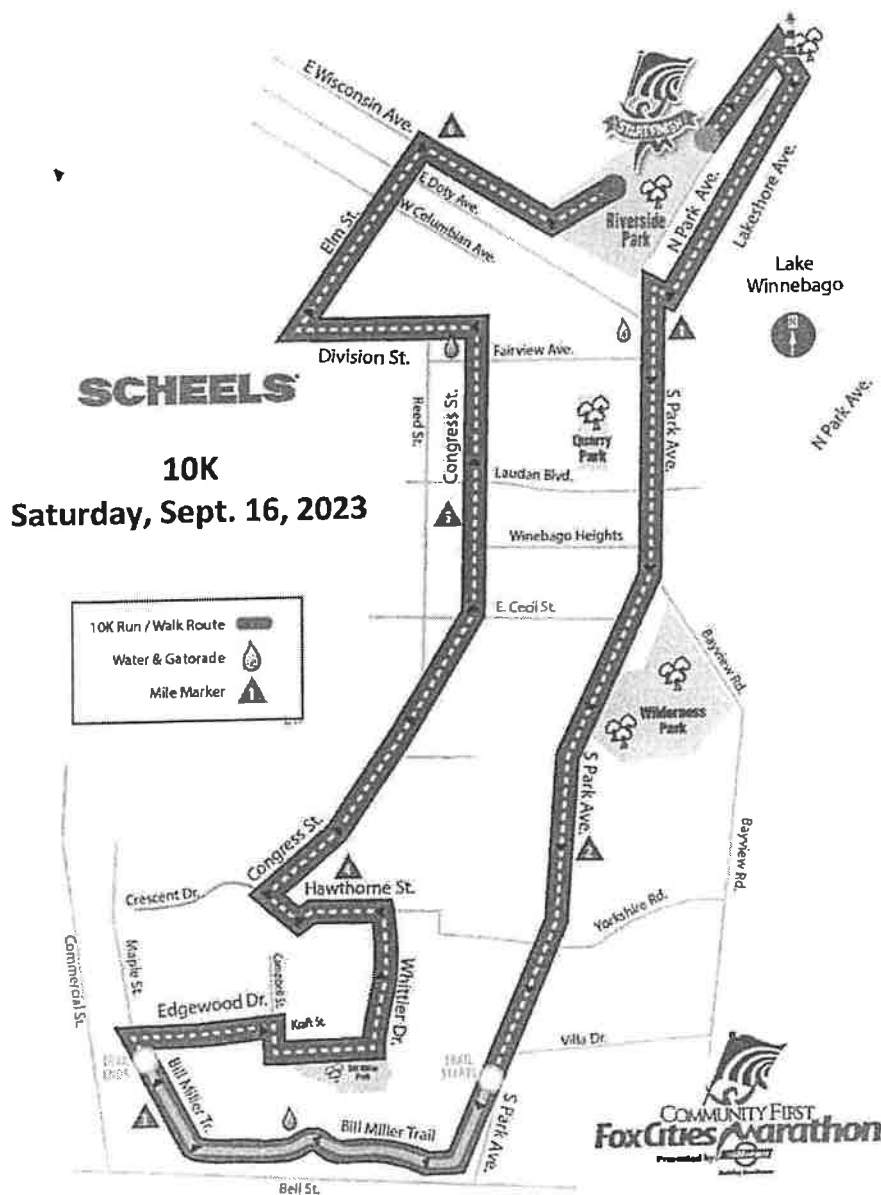


Here are a few tips for race day:

- Prior to 9 a.m., all roads will be open - please use caution
- Neenah Police or Volunteers will be present at intersections to help you.
- If you are "inside" the route, try to exit by crossing streets runners are on vs. driving down the street they are on.
- Please help participants by parking in your driveway, not on the street.
- N. Park Ave./Lakeshore Ave./Wheeler St. residents: Drive south to S. Park Ave. and follow to Cecil St. (S. Park Ave. remains open to traffic.)
- Wisconsin Ave. residents: Before 9:15 a.m. - drive west on Wisconsin Ave. From 9:15 to 10:15 a.m. - drive east on Wisconsin Ave. to S. Park Ave. and follow to Cecil St. (S. Park Ave. remains open to traffic.)

If you have any questions about the route, contact the Community First Fox Cities Marathon office at (920) 882-9499 or at info@foxcitiesmarathon.org. You can also go to our website at foxcitiesmarathon.org for more information.

Thank you for your support and cooperation!





Special Events Approval Form - Clerk

Event Name: **Future Neenah Farmers Market**
Event Date:

Approved: **Clerk, Police, Traffic Control, Parks & Rec**
Comments:

Conditionally Approved:

Comments:

Fire: Check in prior to event due to cooking and tents.

Winnipeg County Check-in → Food/Cooking

Denied:
Comments:

Cost Estimate:
Billable Cost Estimate:
Comments:
No Charges

Name of Person Completing Form:
Joni Heinz

Date: **3/21/23**



Special Event Permit Application City of Neenah

Submitted On:

Feb 24, 2023, 11:23AM CST

Submitted By:

Joni Heinz

EVENT INFORMATION

**Please Check the Name of
Event**

Future Neenah Farmers Market

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

Farmers Market

**List the event activities to take
place**

Growers, prepared food and craft vendors sell at the Farmers Market.

Event Date and Time

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

Saturday

Event Date (Saturday)

6/10-10/14

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

8AM - Noon

**Set up time needed prior to
event**

2 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
where? (Chose all that apply)**

Park

Please provide the name of the park being used for the event.	Shattuck Park
--	---------------

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.) Shattuck.png

Event location description	Shattuck Park
-----------------------------------	---------------

SOCIAL MEDIA USED TO PROMOTE EVENT

ORGANIZATION INFORMATION

Name of Organization	Future Neenah
-----------------------------	---------------

Organization Address	135 W Wsconsin Avenue, Neenah WI 54956
-----------------------------	--

Daytime Phone Number	920-722-1920
-----------------------------	--------------

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.

Is this Organization a 501(c) Non-Profit	008-0000351043-05
---	-------------------

APPLICANT INFORMATION

Applicant Name	First Name: Meredith Last Name: Rathe
Daytime Phone Number	920-722-1920
Cell Phone Number	920-362-6641
Applicant Email	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

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

Coordinator 2

Name	
Daytime Phone Number	
Cell Phone Number	
Email	

PUBLIC SAFETY

EMERGENCY RESPONSE PROTOCOL

The protocol is a set of procedures to be used for various crises including inclement weather, medical emergencies, and disorderly conduct scenarios. It establishes responsibilities and expectations between the event organizer and emergency services in the event of a crisis. If you choose not to follow the protocol provided by the city,

attach a crisis management plan to this application. All plans must be approved by Neenah Police and Neenah-Menasha Fire Rescue.

City of Neenah's Emergency Response Protocol

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

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

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

Emergency Communication

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

Describe the communication method/equipment that will be used to notify event attendees of emergencies	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

Loudspeaker/PA System location (be specific) (N/A if not applicable)	On stage near pavilion
---	------------------------

Lost child recovery site (be specific) (N/A if not applicable)	Info Table
---	------------

Where weather shelter(s) (N/A if not applicable)	Park Bathrooms or nearby businesses
---	-------------------------------------

First aid station(s) (N/A if not applicable)	Info Table
---	------------

Enclosed/Fenced area(s) (N/A if not applicable)	n/a
---	-----

Equipment/Facilities

Check all that will apply

Amplified/Loudspeaker/PA System & #40; Non-Emergency Use & #41; Park/Park Pavillon 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

Hours of amplified music	10AM - Noon
--------------------------	-------------

Please describe purpose of Loudspeaker/PA System	Music
--	-------

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	No
---	----

Where will the tent/fences/canopies be located	Park
--	------

ORK- Please provide specific location of tents/fences/canopies	Scattered in park...grass areas
--	---------------------------------

Services

Please check all that apply
(FEES MAY APPLY)

N/A

Activities

Check all that will apply

Vendors-Non-Food

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

12 Otter Street, Oshkosh WI 54901

Environmental Health Specialist Jennifer Bonzelet

Phone: 920-232-3000

Email: 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

No

PARK DEPARTMENT REQUIREMENTS

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

Yes

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.

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

Staff will monitor garbage during the market along with after it is finished.

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: Rathey

Email Address: info@neenah.org

As Submitted

Signed at: February 24, 2023 11:23am 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: jbonzetlet@co.winnebago.wi.us

Traffic Department 211 Walnut Street

Traffic Engineer James Merten

Phone: 920-886-6243

Email: jmerten@ci.neenah.wi.us



Special Events Approval Form

Event Name: Future Neenah Out To Lunch & Evening Concerts
Event Date:

Approved: Clerk, Police, Fire, Traffic Control, Parks & Rec
Comments:

Conditionally Approved:
Comments:

Denied:
Comments:

Cost Estimate:
Billable Cost Estimate:
Comments:
\$0 Costs

Name of Person Completing Form:
Joni Heinz

Date: 3/24/23



Special Event Permit Application City of Neenah

Submitted On:

Feb 24, 2023, 03:27PM CST

Submitted By:

Joni Heinz

EVENT INFORMATION

**Please Check the Name of
Event**

Future Neenah Out to Lunch/Evening Concert Series

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**

Outdoor music in Shattuck Park free for the community to enjoy.

Event Date and Time

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

Wednesday
Thursday

Event Date (Wednesday)

6/21-8/9

Event Date (Thursday)

6/15-8/24

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

6PM - 8PM

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

11:30AM - 1PM

**Set up time needed prior to
event**

Wednesday Setup 1.5 hours ahead, Thursdays 6 hours before

**Clean up time needed post
event**

1 Hour

Other pertinent information

Attendance

Anticipated event attendance

100-500

Location

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

Park

Please provide the name of the park being used for the event.

Shattuck

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 notificiation 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.)

Shattuck.png

Event location description

Outdoor music in Shattuck Park free for the community to enjoy.

SOCIAL MEDIA USED TO PROMOTE EVENT

ORGANIZATION INFORMATION

Name of Organization

Future Neenah

Organization Address

135 W Wisconsin Avenue, Neenah WI 54956

Daytime Phone Number

920-722-1920

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.

Is this Organization a 501(c)
Non-Profit

008-0000351043-05

APPLICANT INFORMATION

Applicant Name	First Name: Meredith Last Name: Rathe
Daytime Phone Number	920-722-1920
Cell Phone Number	920-362-6641
Applicant Email	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

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

Coordinator 2

Name	First Name: Sara Last Name: Hanneman
Daytime Phone Number	920-722-1920
Cell Phone Number	920-379-0558
Email	sara@neenah.org
Will you be available at either of these numbers on the day of the event?	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

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

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

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

Emergency Communication

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

Describe the communication method/equipment that will be used to notify event attendees of emergencies	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

Loudspeaker/PA System location (be specific) (N/A if not	On the stage
---	--------------

applicable)	
Lost child recovery site (be specific) (N/A if not applicable)	Info Table
vere weather shelter(s) (N/A if not applicable)	Park Bathrooms or Surrounding Businesses
First aid station(s) (N/A if not applicable)	Info Table
Enclosed/Fenced area(s) (N/A if not applicable)	n/a

Equipment/Facilities

Check all that will apply	Amplified/Loudspeaker/PA System (Non-Emergency Use) Generators 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

Hours of amplified music	11:30 - 1 and 6PM - 8PM
Please describe purpose of Loudspeaker/PA System	Music

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

No

Where will the tent/fences/canopies be located

Park

PARK- Please provide specific location of tents/fences/canopies

Towards the NPL parking lot

Services

Please check all that apply (FEES MAY APPLY)

Park/Pavilion Rental

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
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

No

PARK DEPARTMENT REQUIREMENTS

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

Provisions & Terms

Provisions & Terms

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

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

No changes may be made by the Applicant, regarding items included in this agreement, unless

written permission is attached to this document. When questions regarding this agreement arise, they should be directed to the appropriate Department. If questions arise during the event and the Department representative is unavailable the decision of City Staff on duty shall prevail.

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

Legal Notice

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

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

HOLD HARMLESS INDEMNIFICATION AND DEFENSE

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

Acknowledgement of Legal Notice

 Signature Data

First Name: Meredith

Last Name: Rathe

Email Address: meredith@neenah.org

As Submitted

Signed at: February 24, 2023 3:27pm 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: jbbonzelet@co.winnebago.wi.us

Traffic Department 211 Walnut Street

Traffic Engineer James Merten

Phone: 920-886-6243

Email: jmerten@ci.neenah.wi.us



Special Events Approval Form

Event Name: **Greene's Block Party**
Event Date:

Approved: **Clerk, Police, Fire, Traffic Control, Parks & Rec**
Comments:

Conditionally Approved:
Comments:

Denied:
Comments:

Cost Estimate:
Billable Cost Estimate:
Comments:
PW \$300 - Bill: \$300
Police \$1000 - Bill: \$1000

Name of Person Completing Form:
Joni Heinz

Date: **3/22/23**



Special Event Permit Application City of Neenah

Submitted On:

Mar 22, 2023, 03:06PM CDT

EVENT INFORMATION

**Please Check the Name of
Event**

Greene's Pourhouse Ocktoberfest

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**

Close down Church St. We we will have 3 bands for the day.

Event Date and Time

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

Saturday

Event Date (Saturday)

5/20/2023

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

1PM to 9PM

**Set up time needed prior to
event**

4 Hours - Beginning at 9AM

**Clean up time needed post
event**

1 Hour

Other pertinent information

Church St. stage by old bus stop. We will pay for 2 police officers again.

Attendance

Anticipated event attendance

100-500

Location

The event will be located

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

Property Notification Letter

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

The Notification Letter must include the following:

Name of organization hosting event

Name of Event

Date of Event

Time of Event

State if residents will have access to their property

Upload copy of notification letter here	Greenes Map.pdf
Upload site plan here (Please make sure all departments site plan requirements are included. A list was provided on the website.)	Greenes Map.pdf
Event location description	Church Street from Wisconsin Avenue to Doty Avenue

SOCIAL MEDIA USED TO PROMOTE EVENT

ORGANIZATION INFORMATION

Name of Organization	Greene's Pour House
-----------------------------	---------------------

Organization Address (City, State, Zip)	134 W. Wisconsin, Neenah, WI 54956
Daytime Phone Number	920-216-3279

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.

Is this Organization a 501(c) Non-Profit	No
---	----

APPLICANT INFORMATION

Applicant Name	First Name: Robert Last Name: Greene
Daytime Phone Number	920-216-3279
Cell Phone Number	920-216-3279
Applicant Email	greenespourhouse@gmail.com

EVENT COORDINATORS

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

Coordinator 1

Name	First Name: Bobby Last Name: Greene
Daytime Phone Number	920-216-3279
Cell Phone Number	920-216-3279
Email	greenespourhouse@gmail.com
Will you be available at either of these numbers on the day of the event?	Yes

Coordinator 2

Name	
Daytime Phone Number	
Cell Phone Number	

PUBLIC SAFETY

EMERGENCY RESPONSE PROTOCOL

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

City of Neenah's Emergency Response Protocol

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

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

Company Name	Neenah Police Department
---------------------	--------------------------

Company Contact	To Be Approved and Named Yet
------------------------	------------------------------

Company Daytime Phone Number	920-886-6000
-------------------------------------	--------------

Company Cell Phone Number	920-886-6000
----------------------------------	--------------

Company Contact Email	police@ci.neenah.wi.us
------------------------------	------------------------

Will you be the on-site contact the day of the event?	Yes
--	-----

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

Company Name	Neenah-Menasha Fire Rescue
---------------------	----------------------------

Company Contact Name	Not Yet Approved / Named Yet
-----------------------------	------------------------------

Company Daytime Phone Number	920-886-6200
-------------------------------------	--------------

Company Cell Phone Number	920-886-6200
----------------------------------	--------------

Company Contact Email	fire@nmfire.org
------------------------------	-----------------

Will you be the on-site contact	Yes
--	-----

on the day of the event?

Emergency Communication

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

Loudspeaker/PA System

Describe the communication method/equipment that will be used to notify event attendees of emergencies

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

Loudspeaker/PA System location (be specific) (N/A if not applicable)

On Stage

Lost child recovery site (be specific) (N/A if not applicable)

On Stage

Severe weather shelter(s) (N/A if not applicable)

Greene's Pour House and Other Businesses

First aid station(s) (N/A if not applicable)

Greene's Pour House

Enclosed/Fenced area(s) (N/A if not applicable)

Same approved fence area as 2022.

Equipment/Facilities

Check all that will apply

Amplified/Loudspeaker/PA System & #40;Non-Emergency Use& #41;
Generators
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

Hours of amplified music	1PM - 9PM
---------------------------------	-----------

Please describe purpose of Loudspeaker/PA System	Music from bands for the event
---	--------------------------------

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	No
--	----

Where will the tent/fences/canopies be located	Same placement as approved from 2022
---	--------------------------------------

Services

Please check all that apply (FEES MAY APPLY)	Fire Department Presence
---	--------------------------

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	N/A
----------------------------------	-----

Concessions

Check all that will apply

Beverage Concessions-Alcohol
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
Website: [Click Here](#)

LICENSES AND PERMITS

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

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

Temporary Class B (Picnic) Fermented Malt Liquor License

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

Guidelines

Wisconsin Alcohol Beverage & Tobacco Laws for Retailers

[Click Here for Application](#)

Upload completed Temporary Class "B" Picnic License Here.	Greenes Map.pdf
--	-----------------

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: Robert

Last Name: Greene

Email Address: greenespourhouse@gmail.com

As Submitted

Signed at: March 22, 2023 3:06pm America/Chicago

City of Neenah Contact Information

Special Event Coordinator

Joni Heinz

Phone: 920-886-6104

Email: jheinz@ci.neenah.wi.us

Police Deparment - 2111 Marathon Avenue

Lieutenant Jon Kuffel

Phone: 920-8866018

Email: jkuffel@ci.neenah.wi.us

Neenah-Menasha Fire Rescue - 125 E Columbian Avenue

Adam Dorn, Assitant Chief-Fire Marshall

Phone: 920-886-6204

Email: adorn@nmfire.org

Clty Clerk Office - 211 Walnut Street

City Clerk Char Nagel

Phone: 920-886-6110

Email: cnagel@ci.neenah.wi.us

Winnebago County Health Deparment - 112 Otter St., Oshkosh

Environmental Health Specialist Jennifer Bonzelet

Phone: 920-232-3000

Email: jbonzelet@co.winnebago.wi.us

Traffic Department 211 Walnut Street

Traffic Engineer James Merten

Phone: 920-886-6243

Email: jmerten@ci.neenah.wi.us

Wisconsin

gates

GPH

Church St.

Aley

beer

Stage

Doty



Special Events Approval Form

Event Name: **JDRF One Walk 5/20**
Event Date:

Approved: Clerk, Police, Fire, Traffic Control, Parks & Rec
Comments:

Conditionally Approved:
Comments:

Denied:
Comments:

Cost Estimate:
Billable Cost Estimate:
Comments:
PW \$1500 - Bill: \$500
Police \$500 - Bill: \$0

Name of Person Completing Form:
Joni Heinz

Date: **3/21/23**



Special Event Permit Application City of Neenah

Submitted On:

Feb 13, 2023, 01:06PM CST

EVENT INFORMATION

**Please Check the Name of
Event**

JDRF One Walk

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

Non-Competitive Run/Walk

**List the event activities to take
place**

Family friendly annual walk that is a fundraiser for JDRF(Juvenile Diabetes Research Foundation).

Event Date and Time

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

Saturday

Event Date (Saturday)

May 20, 2023

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

8:30 am - 12 pm

**Set up time needed orior to
event**

2 Hours

**Clean up time needed post
event**

2 Hours

Other pertinent information

We ideally like to set up majority of the event on Friday, May 19th.

Attendance

Anticipated event attendance

1000 or more

Location

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

Street/Sidewalk/Trail
Park

Please provide the streets/sidewalk/trail that will be affected by the event. (EX: Wisconsin Ave from Church St Commercial St)	See park and 5k route
Please provide the name and address of the parking being used for the event.	Riverside Park parking as well as street parking.
How will event impede Street/Sidewalk/Trail	Event closes a street, sidewalk or trail. Public access is not permitted during the event

Property Notification Letter

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

The Notification Letter must include the following:

Name of organization hosting event

Name of Event

Date of Event

Time of Event

State if residents will have access to their property

Upload copy of notification letter here

JDRF letter for residents in Neenah 2023.docx

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

Stage.png
JDRF One Walk Route- Fox Valley FY23.pdf

Event location description

We will be utilizing the area around the pavilion with pop up tents, and a stage. We will also have an inflatable obstacle course and possibly a larger tent set up as well.

SOCIAL MEDIA USED TO PROMOTE EVENT

Please check all that apply

Facebook
Instagram

Event's Facebook Page	https://www.facebook.com/JDRFWsconsin
-----------------------	---------------------------------------

Event's Instagram Account	@jdrfwisconsin
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ORGANIZATION INFORMATION

Name of Organization	JDRF
----------------------	------

Organization Address (City, State, Zip)	1800 Appleton Rd. Ste. 2 Menasha, WI 54952
---	--

Daytime Phone Number	920-997-0038
----------------------	--------------

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.

Is this Organization a 501(c) Non-Profit	Yes
--	-----

Provide Current 501(c) Certificate	W-9.pdf
------------------------------------	---------

APPLICANT INFORMATION

Applicant Name	First Name: Ashleigh Last Name: Sand
----------------	---

Daytime Phone Number	920-997-0038
----------------------	--------------

Cell Phone Number	219-689-3538
-------------------	--------------

Applicant Email	asand@jdrf.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

Name	First Name: Ashleigh Last Name: Sand
------	---

Daytime Phone Number	219-689-3538
----------------------	--------------

Cell Phone Number	219-689-3538
-------------------	--------------

Email	asand@jdrf.org
-------	----------------

Will you be available at either	
---------------------------------	--

of these numbers on the day of the event?

No

If you answered "No" to the previous question, please provide an event day phone number or means of contacting

219-689-3538

Coordinator 2

Name

First Name: Dana

Last Name: Brill

Daytime Phone Number

920-997-0038

Cell Phone Number

920-915-1547

Email

dbrill@jdrf.org

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

No

If you answered "No" to the previous question, please provide an event day phone number or means of contacting

920-915-1547

PUBLIC SAFETY

EMERGENCY RESPONSE PROTOCOL

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

City of Neenah's Emergency Response Protocol

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

Yes

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

No

Will you be providing first

aid/emergency responders on-site for this event?	Yes
Company Name	Gold Cross
Company Contact Name	TBD
Company Daytime Phone Number	9207273020
Company Cell Phone Number	9207273020
Company Contact Email	unknown@unknown.com
Will you be the on-site contact on the day of the event?	Yes

Emergency Communication

Describe the communication method/equipment that will be used to notify event staff/volunteers of emergencies	Loudspeaker/PA System Radios Social Media
Describe the communication method/equipment that will be used to notify event attendees emergencies	Loudspeaker/PA System Radios Social Media

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

Noise Ordinance

Loudspeaker/PA System location (be specific) (N/A if not applicable)	At the stage we set up in front of the pavilion at Riverside park.
Lost child recovery site (be specific) (N/A if not applicable)	We have two rest stops on the route as well as the stage at the park.
Severe weather shelter(s) (N/A if not applicable)	Pavilion at the park.
First aid station(s) (N/A if not applicable)	We have two rest areas as well as on site at the pavilion. We also have volunteers driving around with supplies.
Enclosed/Fenced area(s) (N/A if not applicable)	N/A

Equipment/Facilities

Check all that will apply

Amplified/Loudspeaker/PA System (Non-Emergency
Use)
Generators
Park/Park Pavillon
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

Hours of amplified music

8:30-12pm

Please describe purpose of Loudspeaker/PA System

We do a short program, announce teams and get walkers excited and where they need to be.

Portable Toilets/ Wash Stations**Is the location of portable
Toilets/wash stations on site
map**

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)**

Park/Pavilion Rental

Activities

Check all that will apply

Vendors-Non-Food

Concessions

Check all that will apply

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: jbonzetlet@co.winnebago.wi.us
Website: [Click Here](#)

LICENSES AND PERMITS

Based on the answer that the event will be serving alcohol, the following form will need to be submitted along with this application.

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](#)

Based on your answer that the event will have a bartender, the following form will need to be submitted along with this application.

TRAFFIC CONTROL

Will the event require traffic control

Yes

☒ Please check all traffic control requested

Barricades
Community Service Aides
Flaggers
Message Board

How will the barricades be provided

City

Flaggers Will be Provided by?

City

PARK DEPARTMENT REQUIREMENTS

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

Yes

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.

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

We have volunteers helping to clean the areas as we go as well as after the event.

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 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: Ashleigh
Last Name: Sand
Email Address: asand@jdrf.org



Signed at: February 13, 2023 1:06pm 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



Dear Resident,

The JDRF Wisconsin Chapter will be hosting the JDRF One Walk on **Saturday May 20th, 2023 at Riverside Park in Neenah.**

This is notification that the street you live on will be affected by the event. The Walk route will require temporary closures from 10-11:30 a.m. Residents will be able to access their property, but there will be delays while walkers are safely cleared from the course.

On the back side is a map of the route for the walk.

JDRF is a nonprofit organization whose mission is accelerating life-changing breakthroughs to cure, prevent and treat type 1 diabetes and its complications. To learn more about the event or to join us visit walk.jdrf.org.

Please call me with any questions or concerns at 920-997-0038.

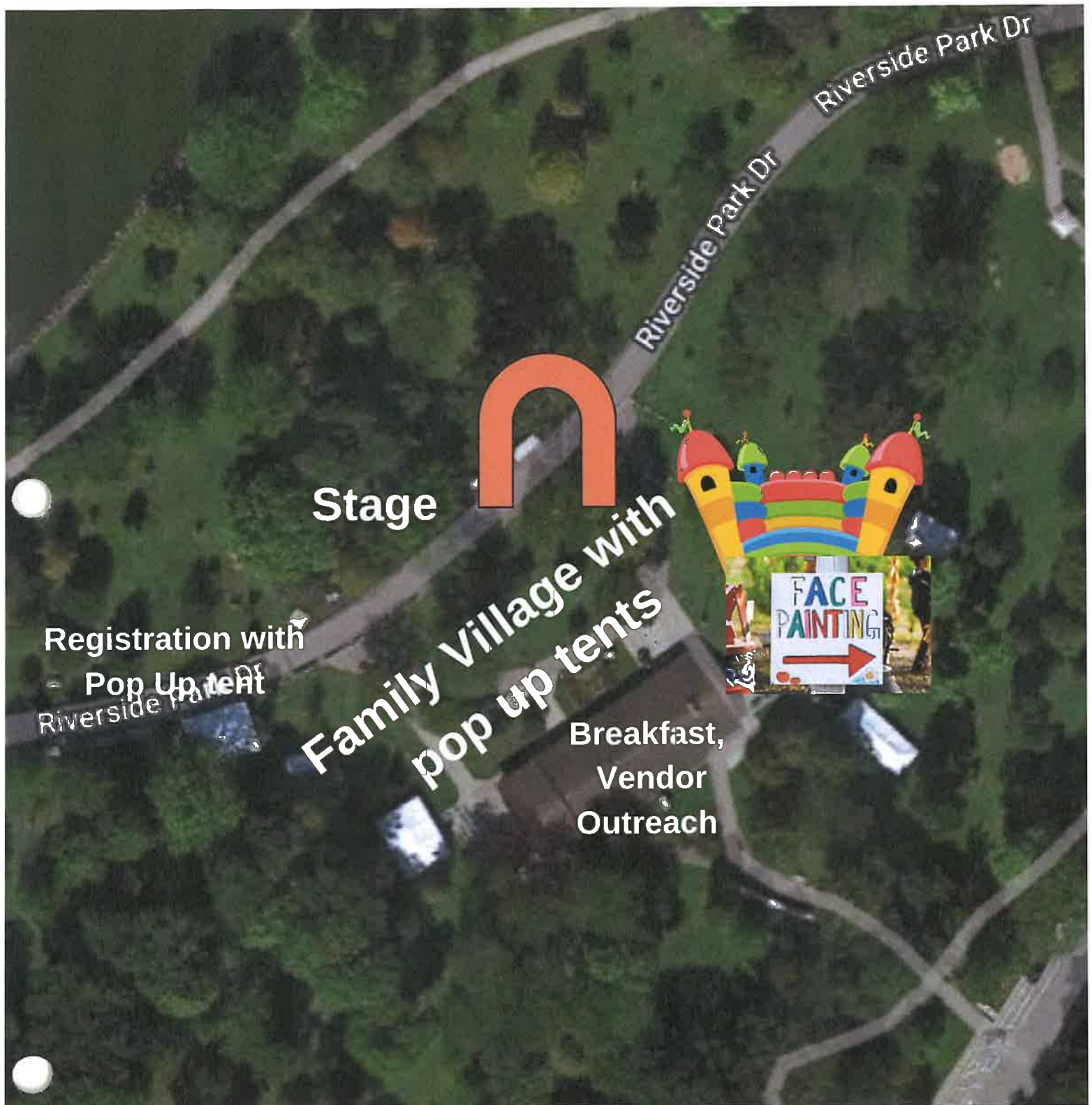
Sincerely,

Julie

Julie Feest
Market Director
JDRF Wisconsin Chapter



JDRF One Walk





Special Events Approval Form

Event Name: **Neenah-Menasha Memorial Day Parade**
Event Date:

Approved: **Clerk, Police, Fire, Traffic Control, Parks & Rec**
Comments:

Conditionally Approved:
Comments:

Denied:
Comments:

Cost Estimate:
Billable Cost Estimate:
Comments:
PW \$150 - Bill: \$0
Police \$1000 - Bill: \$0

Name of Person Completing Form:
Joni Heinz

Date: **3/21/23**



Special Event Permit Application City of Neenah

Submitted On:

Feb 20, 2023, 01:48PM CST

Submitted By:

Joni Heinz

EVENT INFORMATION

**Please Check the Name of
Event**

Neenah-Menasha Memorial Day Parade

Type of Event

Participant Waiver Forms

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

Please Chose One

Parade/March

**List the event activities to take
place**

North Commercial to Wisconsin Ave. right on Wisconsin Ave to Main Street. Map included.

Event Date and Time

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

Monday

Event Date (Monday)

5/29/2023

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

9:00 a.m Start, 10:30 a.m. End

**Set up time needed prior to
event**

1 Hour

**Clean up time needed post
event**

1 Hour

Other pertinent information

Attendance

Anticipated event attendance

500-1000

Location

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

Street/Sidewalk/Trail

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

North Commercial to Wisconsin Ave. right on Wisconsin Ave to Main Street

How will event impede Street/Sidewalk/Trail

Event will not impede public access to streets, sidewalks, or trails and can take place under normal traffic conditions

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.)

Parade Map.pdf

Event location description

North Commercial to Wisconsin Ave. right on Wisconsin Ave to Main Street

SOCIAL MEDIA USED TO PROMOTE EVENT

ORGANIZATION INFORMATION

Name of Organization

Twin City Veterans

Organization Address (City, State, Zip)

PO Box 441, Menasha, WI 54952

Daytime Phone Number

920-725-5380

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.

☒ this Organization a 501(c)
Non-Profit

39-6075429

APPLICANT INFORMATION

Applicant Name

First Name: Michael

Last Name: Taylor

Daytime Phone Number

9207255380

Cell Phone Number

9208512306

Applicant Email

jheinz@ci.neenah.wi.us

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

Name

First Name: Michael

Last Name: Taylor

Daytime Phone Number

9207255380

Cell Phone Number

9207255380

Email

jheinz@ci.neenah.wi.us

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

Yes

Coordinator 2

Name

First Name: Dave

Last Name: Mix

Daytime Phone Number

9208512306

Cell Phone Number

9208512306

Email

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

Yes

the event?

PUBLIC SAFETY

EMERGENCY RESPONSE PROTOCOL

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

City of Neenah's Emergency Response Protocol

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

Will you be providing security for this event? (The Police Department will review all applications and make commendations)	No
--	----

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

Emergency Communication

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

Describe the communication method/equipment that will be used to notify event attendees of emergencies	Cell Phones
--	-------------

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

**Loudspeaker/PA System location
(be specific) (N/A if not
applicable)**

n/a

**First child recovery site (be
specific) (N/A if not applicable)**

n/a

**Severe weather shelter(s) (N/A
if not applicable)**

n/a

**First aid station(s) (N/A if not
applicable)**

n/a

**Enclosed/Fenced area(s) (N/A if
not applicable)**

n/a

Equipment/Facilities

Check all that will apply

Amplified/Loudspeaker/PA System (Non-Emergency
Use)

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

**Please describe purpose of
Loudspeaker/PA System**

Bands marching and on the float for a radio station

Services

**Please check all that apply
(FEES MAY APPLY)**

N/A

Activities

Check all that will apply

Live Animals

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	Yes
Please check all traffic control requested	Barricades Community Service Aides Flaggers Message Board
How will the barricades be provided	City
Flaggers Will be Provided by?	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: Michael

Last Name: Taylor

Email Address: jheinz@ci.neenah.wi.us

Michael Taylor

Signed at: February 20, 2023 1:48pm America/Chicago

City of Neenah Contact Information

Special Event Coordinator

Joni Heinz

Phone: 920-886-6104

Email: jheinz@ci.neenah.wi.us

Police Department - 2111 Marathon Avenue

Lieutenant Jon Kuffel

Phone: 920-8866018

Email: jkuffel@ci.neenah.wi.us

Neenah-Menasha Fire Rescue - 125 E Columbian Avenue

Adam Dorn, Assistant Chief-Fire Marshall

Phone: 920-886-6204

Email: adorn@nmfire.org

City Clerk Office - 211 Walnut Street

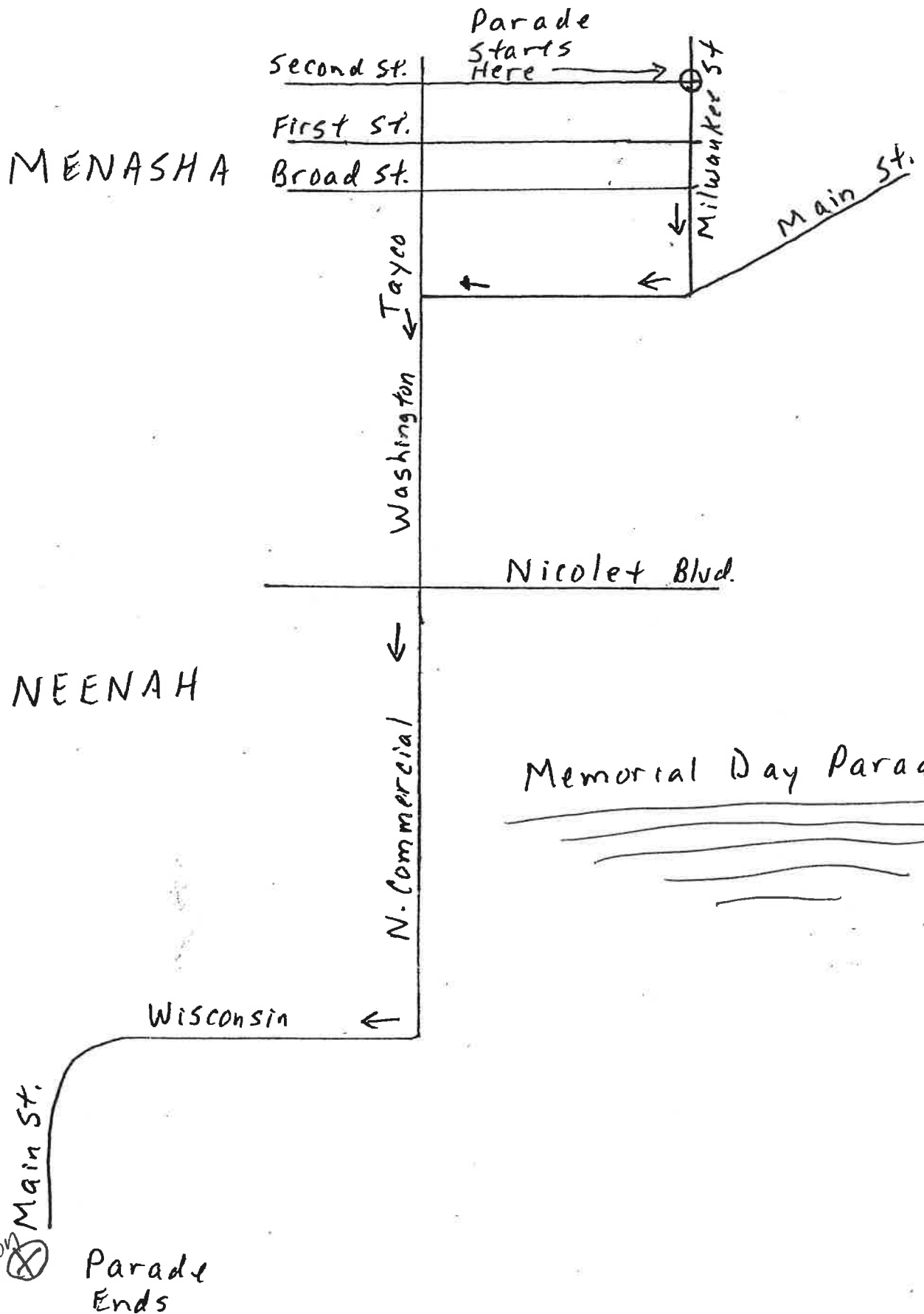
 Clerk Char Nagel

Phone: 920-886-6110

Email: cnagel@ci.neenah.wi.us

Winnebago County Health Department - 112 Otter St., Oshkosh

29 May 2023





Special Events Approval Form

Event Name: **Neenah Parks Kids Triathlon**
Event Date:

Approved: **Clerk, Police, Fire, Traffic Control, Parks & Rec**
Comments:

Conditionally Approved:
Comments:

Denied:
Comments:

Cost Estimate:
Billable Cost Estimate:
Comments: **PW Costs: \$600 - Bill: \$0**
Police Costs \$0

Name of Person Completing Form:
Joni Heinz

Date: **3/24/23**



Special Event Permit Application City of Neenah

Submitted On:

Feb 20, 2023, 03:47PM CST

Submitted By:

Joni Heinz

EVENT INFORMATION

**Please Check the Name of
Event**

Neenah Parks Kids Triathlon

Type of Event

Participant Waiver Forms

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

Please Chose One

Competitive Race

**List the event activities to take
place**

Swim, Run, Bike

Event Date and Time

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

Saturday

Event Date (Saturday)

8/5/2023

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

8 a.m. to 10:00 a.m.

**Set up time needed prior to
event**

2 Hours

**Clean up time needed post
event**

1 Hour

Other pertinent information

Attendance

Anticipated event attendance

100-500

Location

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

Street/Sidewalk/Trail
Private Property

Please provide the streets/sidewalk/trail that will be affected by the event. (EX: Wisconsin Ave from Church St to Commercial St)	S. Park Ave., Lakeshore Ave., N. Park Ave., Riverside Park Trail, E. Wisconsin Ave.
Please provide the address of the event location	600 S. Park Ave., Neenah, WI
How will event impede Street/Sidewalk/Trail	Event will not impede public access to streets, sidewalks, or trails and can take place under normal traffic conditions

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

Time 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.) Kids Triathlon_1.jpg

Event location description	S. Park Ave., Lakeshore Ave., N. Park Ave., Riverside Park Trail, E. Wisconsin Ave.
-----------------------------------	---

SOCIAL MEDIA USED TO PROMOTE EVENT

ORGANIZATION INFORMATION

Name of Organization	City of Neenah Parks & Recreation
Organization Address	211 Walnut Street, Neenah WI 54956

Daytime Phone Number	920-886-6060
----------------------	--------------

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.

Is this Organization a 501(c) Non-Profit	No
---	----

APPLICANT INFORMATION

Applicant Name	First Name: Jim Last Name: Kluge
Daytime Phone Number	920-886-6064
Cell Phone Number	920-209-9452
Applicant Email	jkluge@ci.neenah.wi.us

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

Name	First Name: Jim Last Name: Kluge
Daytime Phone Number	920-886-6064
Cell Phone Number	920-209-9452
Email	jkluge@ci.neenah.wi.us
Will you be available at either of these numbers on the day of the event?	Yes

Coordinator 2

Name	First Name: Steph Last Name: Schott
Daytime Phone Number	920-886-6060
Cell Phone Number	920-851-1266
Email	sschott@ci.neenah.wi.us

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

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

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

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

Emergency Communication

Describe the communication method/equipment that will be used to notify event staff/volunteers of emergencies	Cell Phones Radios
---	-----------------------

Describe the communication method/equipment that will be used to notify event attendees of emergencies	Cell Phones 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

**Loudspeaker/PA System location
(be specific) (N/A if not
applicable)**

Neenah Pool Parking Lot

**Lost child recovery site (be
specific) (N/A if not applicable)**

Neenah Pool Parking Lot

**Severe weather shelter(s) (N/A
if not applicable)**

Neenah Pool Parking Lot, Riverside Park Shelter

**First aid station(s) (N/A if not
applicable)**

Neenah Pool Parking Lot, Riverside Park Shelter

**Enclosed/Fenced area(s) (N/A if
not applicable)**

N/A

Equipment/Facilities

Check all that will apply

N/A

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

Noise Ordinance

Services

**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

CENSES 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 Flaggers Message Board
How will the barricades be provided	City
Flaggers Will be Provided by?	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: Jim
Last Name: Kluge
Email Address: jkluge@ci.neenah.wi.us

As Submitted by Jim R.

Signed at: February 20, 2023 3:47pm 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

 Clerk Char Nagel

Phone: 920-886-6110

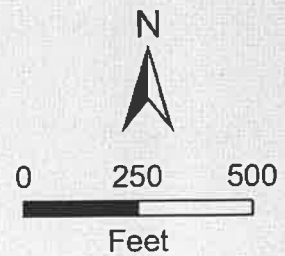
Email: cnagel@ci.neenah.wi.us

Winnebago County Health Department - 112 Otter St., Oshkosh

6-9 Year Old Route

Bike: 1.1 Miles

Run: .8 Miles





Special Events Approval Form

Event Name: **Udderly Euro**
Event Date:

Approved: **Clerk, Police, Fire, Traffic Control, Parks & Rec**
Comments:

Conditionally Approved:
Comments:

Denied:
Comments:

Cost Estimate:
Billable Cost Estimate:
Comments: **PW Costs: \$450 - Bill: \$450**
Police Costs 50 - Bill \$50

Name of Person Completing Form:
Joni Heinz

Date: **3/24/23**



Special Event Permit Application City of Neenah

Submitted On:

Feb 8, 2023, 01:08PM CST

EVENT INFORMATION

**Please Check the Name of
Event**

Udderly Euro Car Show

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

Car Show

**List the event activities to take
place**

Stationary car show

Event Date and Time

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

Saturday

Event Date (Saturday)

June 17th 2023

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

2:00-6:30

**Set up time needed orior to
event**

2 Hours

**Clean up time needed post
event**

1 Hour

Other pertinent information

Attendance

Anticipated event attendance

100-500

Location

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

Street/Sidewalk/Trail
Park

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

Event will not impede public access to streets, sidewalks, or trails
and can take place under normal traffic conditions

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.)**

F4433889-5D24-42D8-9208-76B64A7BFC55.jpeg

Event location description

We will be in Bergstroms lot, Wisconsin Ave from commercial to the
hotel entrance and Shattuck Park

SOCIAL MEDIA USED TO PROMOTE EVENT

Please check all that apply

Facebook
Instagram

Event's Facebook Page

Udderly Euro

Event's Instagram Account

Udderlyeuro

ORGANIZATION INFORMATION

Name of Organization

Udderly Euro

**Organization Address (City,
State, Zip)**

11901 Washington Green Road Louisville KY 40229

Daytime Phone Number

775-530-2483

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.

☐ this Organization a 501(c)
Non-Profit

No

APPLICANT INFORMATION

Applicant Name

First Name: Dinah

Last Name: Volante

Daytime Phone Number

5025724210

Cell Phone Number

5025724210

Applicant Email

udderlyeuro@gmail.com

EVENT COORDINATORS

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

Coordinator 1

Name

First Name: Brad

Last Name: Black

Daytime Phone Number

7755302483

Cell Phone Number

7755302483

Email

motorsportbrad@gmail.com

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

Yes

Coordinator 2

Name

First Name: Dinah

Last Name: Volante

Daytime Phone Number

5025724210

Cell Phone Number

5025724210

Email

udderlyeuro@gmail.com

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

Yes

the event?

PUBLIC SAFETY

EMERGENCY RESPONSE PROTOCOL

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

City of Neenah's Emergency Response Protocol

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

Will you be providing security for this event? (The Police Department will review all applications and make commendations)	No
---	----

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

Emergency Communication

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

Describe the communication method/equipment that will be used to notify event attendees of emergencies	Cell Phones Loudspeaker/PA System Radios Social Media
---	--

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

Noise Ordinance

**Loudspeaker/PA System location
(be specific) (N/A if not
applicable)**

At the entrance of Bergstrom HQ

**First child recovery site (be
specific) (N/A if not applicable)**

At the entrance of Bergstrom HQ at the Eurotrash booth

**Severe weather shelter(s) (N/A
if not applicable)**

NA

**First aid station(s) (N/A if not
applicable)**

NA

**Enclosed/Fenced area(s) (N/A if
not applicable)**

NA

Equipment/Facilities

Check all that will apply

Amplified/Loudspeaker/PA System (Non-Emergency
Use)
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](#)

**Please describe purpose of
Loudspeaker/PA System**

Light music and award announcements

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**

No

on the event site map

Where will the tent/fences/canopies be located

Public Street/Trail

☐ PUBLIC STREET/TRAIL- Please provide specific location of tents/fences/canopies

Tents will be located on Wisconsin Ave in the parking spots

Services

Please check all that apply (FEES MAY APPLY)

N/A

Activities

Check all that will apply

Vendors-Non-Food

Concessions

Check all that will apply

Food Truck(s)

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

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

LICENSES AND PERMITS

Based on the answer that the event will be serving alcohol, the following form will need to be submitted along with this application.

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](#)

[Click Here for Application](#)

Based on your answer that the event will have a bartender, the following form will need to be submitted along with this application.

TRAFFIC CONTROL

Will the event require traffic control

No

PARK DEPARTMENT REQUIREMENTS

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

Provisions & Terms

Provisions & Terms

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

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Legal Notice

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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: Dinah

Last Name: Volante

Email Address: udderlyeuro@gmail.com

Dinah Volante

Signed at: February 8, 2023 1:08pm America/Chicago

City of Neenah Contact Information

Special Event Coordinator

Joni Heinz

Phone: 920-886-6104

Email: jheinz@ci.neenah.wi.us

Police Deparment - 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



Shattuck Park
210 E Wisconsin Ave, Neenah

Shattuck Park

E Wisconsin Ave

114

114

Udderly Euro

11901 Washington Green Road
Louisville, KY 40229
udderlyeuro@gmail.com

8th March 2023

Dinah Volante

CEO, Udderly Euro
830 S. First Street
Louisville, KY 4023

Dear Neenah Businesses,

We are excited to host our annual car show, Udderly Euro, again in Shattuck Park and surrounding streets.

We will close Wisconsin Ave. from Commercial Street to the first entrance to the Hilton Double Tree from 1:00-7:00 on June 17th 2023.

Please let us know if you have any questions by emailing
udderlyeuro@gmail.com.

Sincerely,

Dinah Volante



Special Events Approval Form

Event Name: **Copia Cup Soccer Tournament**
Event Date:

Approved: Clerk, Police, Traffic Control, Parks & Rec
Comments:

Conditionally Approved:

Comments:

*Police: Need security company's name prior to event.
Fire + County: Need contact 2 weeks prior to review
food, cooking and tents.*

Denied:

Comments:

Cost Estimate:

Billable Cost Estimate:

Comments: \$0 Costs

Name of Person Completing Form:
Joni Heinz

Date: **3/24/23**



Special Event Permit
Application
City of Neenah

Submitted On:
Feb 20, 2023, 03:01PM CST
Submitted By: Joni Heinz

EVENT INFORMATION

Please Check the Name of
Event

Not Listed

Name of Event

Copia Cup Soccer Tournament

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

Tournament

List the event activities to take
place

Soccer Tournament

Event Date and Time

Please indicate day(s) of the
event

Friday
Saturday
Sunday

Event Date (Friday)

10/13/23

Event Date (Saturday)

10/14/2023

Event Date (Sunday)

10/15/2023

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

5 pm to 8 pm

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

8 am to 8 pm

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

8 am to 6 pm

Set up time needed prior to
event

2 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 where? (Chose all that apply) Private Property

Please provide the address of the event location 1275 Tullar Road, Neenah, WI 54956

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. Flatgrass.png A list was provided on the website.)

Event location description Memorial Park and NHS Fields

SOCIAL MEDIA USED TO PROMOTE EVENT

ORGANIZATION INFORMATION

Organization Name Neenah Soccer Club

Daytime Phone Number

9202097899

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.

Is this Organization a 501(c)
Non-Profit

39-1713633

APPLICANT INFORMATION

Applicant Name

First Name: Mike
Last Name: Jones

Daytime Phone Number

920-209-7899

Cell Phone Number

920-209-7899

Applicant Email

mjones@neenahsoccerclub.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

Name

First Name: Mike
Last Name: Jones

Daytime Phone Number

920-209-7899

Cell Phone Number

920-209-7899

Email

mjones@neenahsoccerclub.org

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

Yes

Coordinator 2

Name

First Name: Al
Last Name: Sprague

Daytime Phone Number

920-636-6741

Cell Phone Number

920-636-6741

Email

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

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

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

Company Name Not known at this time.

Company Contact Not known at this time.

Company Daytime Phone
Number 000-000-0000

Company Cell Phone Number 000-000-0000

Company Contact Email notknown@gmail.com

Will you be the on-site contact
the day of the event? Yes

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

Company Name Not known at this time.

Company Contact Name Not known at this time.

Company Daytime Phone
Number 000-000-0000

Company Cell Phone Number 000-000-0000

Company Contact Email notknown@gmail.com

Will you be the on-site contact on the day of the event?

Yes

Emergency Communication

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

Cell Phones

Radios

2 way radio between event staff & first aid, cell phone for security overnight

Describe the communication method/equipment that will be used to notify event attendees of emergencies

Cell Phones

Radios

verbal/megaphone, text, facebook, email

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

Loudspeaker/PA System location (be specific) (N/A if not applicable)

n/a

Lost child recovery site (be specific) (N/A if not applicable)

Registration (main pavillion)

Severe weather shelter(s) (N/A if not applicable)

Pavilion, tents, NHS for extreme emergency

First aid station(s) (N/A if not applicable)

Pavilion/tent

Enclosed/Fenced area(s) (N/A if not applicable)

n/a

Equipment/Facilities

Check all that will apply

Drones

Generators

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

No

Where will the tent/fences/canopies be located

Private Property

Services

Please check all that apply (FEES MAY APPLY)

N/A

Activities

Check all that will apply

Vendors-Non-Food

Concessions

Check all that will apply

Cooking Operations

Food concessions

will have different food vendors, still working on who will all be there.

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: jbonzetlet@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

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: Mike

Last Name: Jones

Email Address: mjones@neenahsoccerclub.org

Submitted by Mike Jones

Signed at: February 20, 2023 3:01pm 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



Special Events Approval Form

Event Name: **Flatgrass 5/12-5/14**

Event Date:

Approved: Clerk, Traffic Control, Parks & Rec
Comments:

Conditionally Approved:

Comments:
Police: Need security company's name prior to event. Fire & County:
Need contact 2 weeks prior to review food, cooking and tents.

Denied:
Comments:

Cost Estimate:
Billable Cost Estimate:
Comments:
No Costs

Name of Person Completing Form:
Joni Heinz

Date: **3/21/23**



Special Event Permit Application City of Neenah

Submitted On:

Feb 6, 2023, 03:02PM CST

EVENT INFORMATION

**Please Check the Name of
Event**

Flatgrass Soccer Tournament

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

Tournament

**List the event activities to take
place**

Soccer Tournament

Event Date and Time

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

Friday
Saturday
Sunday

Event Date (Friday)

5/12/23

Event Date (Saturday)

5/13/23

Event Date (Sunday)

5/14/23

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

5 PM to 8 PM

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

8 AM to 8 PM

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

8 AM to 6 PM

**Set up time needed orior to
event**

2 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 where? (Chose all that apply)	Private Property
---	------------------

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.)	Flatgrass.png
---	---------------

Event location description	Soccer Tournament
----------------------------	-------------------

SOCIAL MEDIA USED TO PROMOTE EVENT

Please check all that apply	None
-----------------------------	------

ORGANIZATION INFORMATION

Name of Organization	Neenah Soccer Club
----------------------	--------------------

Organization Address (City, State, Zip)	PO Box 173
---	------------

Daytime Phone Number	920-209-7899
----------------------	--------------

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.

Is this Organization a 501(c) Non-Profit	Yes
--	-----

Provide Current 501(c) Certificate	Flatgrass 501.pdf
------------------------------------	-------------------

APPLICANT INFORMATION

Applicant Name	First Name: Mike Last Name: Jones
Daytime Phone Number	920-209-7899
Cell Phone Number	920-209-7899
Applicant Email	mjones@neenahsoccerclub.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

Name	First Name: Mike Last Name: Jones
Daytime Phone Number	920-209-7899
Cell Phone Number	920-209-7899
Email	mjones@neenahsoccerclub.org
Will you be available at either of these numbers on the day of the event?	Yes

Coordinator 2

Name	
Daytime Phone Number	
Cell Phone Number	

PUBLIC SAFETY**EMERGENCY RESPONSE PROTOCOL**

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

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

Yes

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

Yes

Company Name

Not Sure Who Yet

Company Contact

Not Sure Who Yet

Company Daytime Phone Number

0000000000

Company Cell Phone Number

0000000000

Company Contact Email

mjones@neenahsoccerclub.org

Will you be the on-site contact the day of the event?

Yes

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

Yes

Company Name

Not sure yet

Company Contact Name

Not Sure Yet

Company Daytime Phone Number

0000000000

Company Cell Phone Number

0000000000

Company Contact Email

mjones@neenahsoccerclub.org

Will you be the on-site contact

Yes

on the day of the event?

Emergency Communication

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

Cell Phones
Radios

Describe the communication method/equipment that will be used to notify event attendees of emergencies

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

Loudspeaker/PA System location (be specific) (N/A if not applicable)

N/A

Lost child recovery site (be specific) (N/A if not applicable)

Registration (main pavillon)

Severe weather shelter(s) (N/A if not applicable)

Pavilion, tents, NHS for extreme emergency

First aid station(s) (N/A if not applicable)

Pavilion/tent

Enclosed/Fenced area(s) (N/A if not applicable)

N/A

Equipment/Facilities

Check all that will apply

Amplified/Loudspeaker/PA System & #40; Non-Emergency Use & #41;
Drones
Generators
Park/Park Pavillon
Portable Toilets/Wash Stations
Tents/Fences/Canopies
Trailers

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

devices.

Noise Ordinance

Portable Toilets/ Wash Stations

Is the location of portable
toilets/wash stations on site
map

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

Vendors-Non-Food

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: jbbonzelet@co.winnebago.wi.us
Website: [Click Here](#)

LICENSES AND PERMITS

Based on the answer that the event will be serving alcohol, the following form will need to be submitted along with this application.

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](#)

Based on your answer that the event will have a bartender, the following form will need to be submitted along with this application.

TRAFFIC CONTROL

Will the event require traffic control

Yes

Please check all traffic control requested

Barricades

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 be 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?

Will use dumpsters and/or portable trash receptacles. Trash pickup by staff and volunteers.

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: Mike

Last Name: Jones

Email Address: mjones@neenahsoccerclub.org

As Submitted to City

Signed at: February 6, 2023 3:02pm 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



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

M E M O R A N D U M

DATE: April 6, 2023
TO: Mayor Lang and Members of the Public Services and Safety Committee
FROM: Gerry Kaiser, Director of Public Works
RE: Public Works General Activity

- 1) Contract 7-21 (Harrison Pond): Storm and sanitary sewer work is complete and the pond is functioning. Work on the water feature stones will continue when weather allows.
- 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 25% complete. The contractor will be starting sewer main replacement on Burr Avenue the week of April 10.
- 4) Contract 2-23 (Charles, Hughes, Memorial, Patrick, Brantwood Dr/Ct Utility and Street): The contractor is scheduled to start work the week of April 17 on Brantwood Drive.
- 5) Contract 3-23 (Concrete Pavement/Sidewalk Repair): The contract has been awarded to Al Dix Concrete, Inc. A work schedule has not been set.
- 6) Contract 4-23 (Asphalt Repairs): The contract was awarded to MCC, Inc. A work schedule has not been set.
- 7) Contract 5-23 (New Subdivision Street Construction): The contract was awarded to MCC, Inc. A work schedule has not yet been set.
- 8) Contract 6-23 (Columbian Av Utility and Street Construction): The contractor has been installing sewer main. About 45% of that work is complete.
- 9) Contract 7-23 (High, River Utility and Street Construction): The soil boring report has been received and the necessary information provided for railroad review.
- 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 opened. The Board of Public Works tabled a recommendation pending staff review of the library bumpout design.
- 12) Spring Load Limits: We are planning to lift spring load limits on April 17.
- 13) Oakridge Road: While preparing the capital improvement program, staff met with Town of Neenah representatives to discuss the status of Oakridge Road. It became apparent that they are not in a position to proceed with a project east of Tullar Road. I have directed staff to check into the cost to place a skim coat of asphalt over the current pavement to address the road conditions for the next 8 to 10 years while arrangements can be made with the Town for a more substantial project.