

CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING
November 12, 2024 @ 5:00 PM
Hauser Room, 211 Walnut Street

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

A G E N D A

1. Approval of Minutes of the Meeting of October 29, 2024 (Attachment)
2. Public Appearances
3. Police Department Storage Shed (Attachment)
4. Police Department 2024 3rd Quarter Report (Attachment)
5. Licenses
 - a. Approve the Change of Agent application to Walgreens #03392, 500 S. Commercial Street, Neenah WI, Adrianna Fryjoff, new agent (Attachment)
 - b. Special Events (Informational Only) (Attachment)
6. Announcements/Future Agenda Items
7. Adjournment

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

CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES
Tuesday, October 29, 2024

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

Excused:

Also Present: Mayor Lang, Public Works Director Kaiser, Police Captain Van Sambeek, City Clerk Nagel, Traffic Engineer Merten, Public Works Office Manager Mroczkowski, Cathie Boyette, and Duaine Behnke

Approval of Minutes of the Meeting of October 8, 2024, and Special Meeting of October 16, 2024

Motion by Hillstrom, Seconded by Borchardt to approve the minutes of the meeting of October 8, 2024, and Special Meeting of October 16, 2024

Call for motion vote by Chairman Lendrum

Motion Carried. All voting aye. 5/0

Public Appearance

None

In Squad Video System Replacement

Follow Discussion: Motion by Borchardt, Seconded by Hillstrom to recommend Council approve the City of Neenah Police Department to enter into a five-year contract with Axon Enterprises for 10 Axon Fleet 3, in-car camera system and approve the 2025 payment in the amount of \$26,227.83.

Call for motion vote by Chairman Lendrum

Motion Carried. All voting aye. 5/0

Licenses

Approve Original Class "A" Fermented Malt Retail License Convenience Store Application to Krist Oil Company, Krist Food Mart #56, 1305 S. Commercial Street, Neenah WI, David Stark, Agent

Motion by Pollnow, Seconded by Weber to recommend Council approve Original the Class "A" Fermented Malt Retail License Convenience Store Application to Krist Oil Company, Krist Food Mart #56, 1305 S. Commercial Street, Neenah WI, David Stark, Agent.

Report

Report

Call for motion vote by Chairman Lendrum

Motion Carried. All voting aye. 5/0

Approve Original Class “A” Fermented Malt Retail License Convenience Store Application to Deep Petroleum Inc, Neenah Mobil, 700 Main Street, Neenah WI, Jaswinder Singh, Agent

Report

Motion by Pollnow, Seconded by Borchardt to recommend Council approve the Original Class “A” Fermented Malt Retail License Convenience Store Application to Deep Petroleum Inc, Neenah Mobil, 700 Main Street, Neenah WI, Jaswinder Singh, Agent.

Call for motion vote by Chairman Lendrum

Motion Carried. All voting aye. 5/0

Approve Original Class “A” Fermented Malt Retail License Convenience Store Application to Gauri Ganesh, LLC, Main Street Amoco, 1013 Main Street, Neenah WI, Nirva Patel, Agent.

Report

Motion by Pollnow, Seconded by Weber to recommend Council approve Original the Class “A” Fermented Malt Retail License Convenience Store Application to Gauri Ganesh, LLC, Main Street Amoco, 1013 Main Street, Neenah WI, Nirva Patel, Agent.

Call for motion vote by Chairman Lendrum

Motion Carried. All voting aye. 5/0

Parking Restriction Changes for S. Commercial Street

Traffic Engineer Merten reviewed his memo of October 25, 2024. He stated that the parking changes are being proposed in conjunction with the 2025 S. Commercial Street Project. He stated that as part of this project, the WiDOT is requiring that bike lanes are carried through on the east side of the road between Tyler Street and Division Street. He stated that will require removing the on-street parking along that part of the road.

Traffic Engineer Merten stated that the second change will remove on-street parking between Division Street and King Street. He stated that the on-street parking is under utilized in this stretch of the road and will provide for a larger terrace area.

Aldersperson Pollnow asked for clarification on how the approval of parking and other traffic related changes are approved.

Traffic Engineer Merten stated that interim approval is done at committee and council level. He stated that the official traffic maps are then updated and brought to committee and council and adopted through ordinance.

Report

Motion by Borchardt, Seconded by Weber to recommend Council institute a “NO PARKING ANYTIME” regulation on the east side of South Commercial Street between Tyler Street and Division Street and on the west side of South Commercial Street between Division Street and King Street, which shall go in effect September 1, 2025.

Call for motion vote by Chairman Lendrum

Motion Carried. All voting aye. 5/0

Revision to Ordinance 2024-22 of the Municipal Code modifying overnight parking regulations and the penalty for parking during snow emergency proclamations

Traffic Engineer Merten reviewed his memo of October 25, 2024. He stated that overnight parking restrictions have become a hardship for some residents, particularly those in multi-family housing with limited on-premises parking. He stated that the proposed changes will rebalance overnight parking regulations and still address the winter snow emergency proclamations.

Aldersperson Lendrum asked how the city will educate the residents of the changes. Traffic Engineer Merten stated that the police department will communicate with the public on the changes.

Report

Motion by Weber, Seconded by Pollnow to recommend Council approve Ordinance 2024-22 revising the Municipal Code to modify the on-street overnight parking regulations and the penalty for parking during snow emergency proclamations.

Call for motion vote by Chairman Lendrum

Motion Carried. All voting aye. 5/0

Revision to Ordinance 2024-23 of the Municipal Code updating the City of Neenah Official Traffic Maps

Traffic Engineer Merten reviewed his memo of October 25, 2024. He stated that the proposed updates to the maps include approved changes authorized by the Committee, staff recommended minor adjustments, and corrections. Traffic Engineer Merten stated that the attached ordinance proposes to formally adopt these changes by repealing and replacing Section 16-36(a)(1) of the Neenah Municipal Code authenticating the new proposed maps.

Aldersperson Pollnow stated that he had concerns about approving this item tonight because of the quantity of parking changes that the committee has been asked to review in a short period of time.

Aldersperson Weber asked if these relate to changes that have been conditionally approved by this committee and council already and the map just needed updating and to be officially approved.

Traffic Engineer Merten stated that is the case for some but not all.

Aldersperson Weber asked what the risk is not approving this right now.

Director Kaiser stated that there is no risk.

Aldersperson Lendrum stated that if this is not approved at this meeting, the burden is going to be put on the Public Works Department. She stated that she is in favor of approving this tonight. She stated that in the future, if there is a concern, it can be brought back to committee for discussion.

Aldersperson Pollnow stated that many of these changes have been approved by previous bodies of the council and this committee. He stated that he does not see the need to rush to approve. He stated he does not feel that he can support approval without having sufficient time to look at each parking change.

Traffic Engineer Merten went through each traffic map and summarized the major changes.

Aldersperson Hillstrom stated that he supports the approval of this.

Aldersperson Borchardt stated that too will support the approval because many of them have been driven by the public, businesses and directors.

Aldersperson Weber stated that he agrees with Aldersperson's Hillstrom and Borchardt but stated that we need to be cognizant that if one of these are brought back to reconsider, we need to be remember that the public only cares how changes affect their street.

Motion by Weber, Seconded by Borchardt to recommend Council approve Ordinance 2024-23 repealing and replacing Section 16-36(a)(1) of the City of Neenah Municipal Code.

Call for motion vote by Chairman Lendrum

Motion Carried. All voting aye. 4/1 (Pollnow)

Public Works General Construction and Department Activity Report

- 1) Contract 7-21 (Harrison Pond): Troubleshooting is being done on the pumps to get them in operation. Sidewalk/trail and staining work is complete.
- 2) Contract 7-23 (High, River Utility and Street Construction): Work is complete. A punchlist was provided to the contractor. Final quantities have been prepared.
- 3) Contract 1-24 (Belmont Ct, Belmont Av, Cedar St, Stevens St-Utilities and Street): Utility and paving work is complete. Topsoil/seed/mulch/fertilizer is being finished.
- 4) Contract 2-24 (E. Doty Av - Utilities and Street): Work is complete. Final quantities are being prepared.
- 5) Contract 3-24 (Bayview Rd, Commercial St Water Crossings, Quarry Ln, Reed St - Utilities and Street, Temporary asphalt paving on Freedom Meadows Drive and Liberty Avenue): Work is complete. Final quantities are being prepared.
- 6) Contract 4-24 (S. Park Avenue Easement – Utilities): Work is scheduled to start the week of 11/4.
- 7) Contract 5-24 (North St - Utilities and Street): Utility installation and curb repairs are complete. Paving is scheduled for the week of 10/28.
- 8) Contract 6-24 (Jewelers Park Drive): Work is complete. A final payment has not been processed.
- 9) Contract 7-24 (Misc Concrete Pavement/Sidewalk Repair): Miscellaneous pavement repairs are being done at the roundabouts on Bell/Breezewood. The sidewalk on the west side of the north end of Baldwin will be done when arrangements have been finalized with the abutting property owner.
- 10) Contract 8-24 (Misc Asphalt Pavement/Sidewalk Repair): This contract was awarded to MCC, Inc. Work will start the week of 11/4.
- 11) Contract 9-24 (Pavement Marking): Work is complete. The final pay request is being brought to the next Council meeting.
- 12) Contract 10-24 (Tullar Garage Roof, Phase 2): Work is complete. A final payment is being processed.
- 13) Contract 11-24 (Douglas Park Pond): Project bids will be opened on 10/30.
- 14) Contract 13-24 (S. Commercial St Turn Lane at Winneconne Av): The contract was awarded to Vinton Construction. A work has not been scheduled. We are working through the property acquisition.
- 15) S. Commercial Street Reconstruction: The project is scheduled for a WisDOT bid letting on 11/12.
- 16) The 2025 Public Works Services Guide is being finalized. The schedule for brush/yard waste collection is being modified to every other month collection starting in April and running through October (April, June, August, October). This schedule avoids conflicts with months containing holidays, avoids significant overlap with fall

leaf collection and allows time for staff to address work tasks that have suffered for a lack of time for a concerted focus, such as asphalt street patching, mastic road repairs, inspecting/repairing catch basins, cleaning catch basins, tree trimming, retention pond maintenance, roundabout landscaping maintenance, sealing decorative concrete, jetting storm sewers, and weeding concrete islands.

Alderperson Borchardt asked that the parking changes be included in the 2025 Public Works Guide.

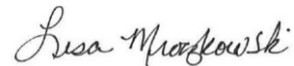
Announcements/Future Agenda Items
Adjournment

Motion by Hillstrom, Seconded by Pollnow to adjourn at 5:55 PM.

Call for motion vote by Chairman Lendrum

Motion Carried. All voting aye. 5/0

Respectfully submitted,

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

Lisa Mroczkowski
Public Works Office Manager



Aaron L. Olson
Chief of Police

CITY OF NEENAH POLICE DEPARTMENT



2111 Marathon Avenue
Neenah, Wisconsin 54956

Memo

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

From: Chief Aaron L. Olson *ALO*

Date: November 7, 2024

Re: Storage Shed

The Neenah Police Department Training Center has been completed. When this project was originally approved by the City Council, the expansion also included a 4,400 square-foot garage. After this was originally approved in 2019, inflation of building prices occurred. Due to this and the need to stay in budget, the garage was ultimately cut from the project, which saved between \$660,000 and \$704,000. These numbers can be found in the below screenshot from FGM Architects conceptual budget, dated April 25, 2019.

It was understandable why the garage was cut from the budget, but the need for a garage still exists. Our current garage is extremely small and is housing our larger assets:

- Training trailer
- SWAT trailer
- Investigative Service Units (ISU) Crime Scene trailer
- Bicycles for bike patrol
- Lawn equipment
- Storage or larger items

Due to our larger assets being parked in our current garage, our patrol vehicles are being parked outside in the elements. This is less than ideal for our officers and for the citizens and guests who we serve. For example, if our officers are dispatched to a call where a citizen is in extreme danger, taking the time to scrape the ice off the windshield could mean the difference between a life saved and a life lost.

During a time when the vast majority of building projects are going well over budget, we did a great job of managing our \$5,900,000 building expansion budget and at the conclusion of the project, we were under budget.

With those funds, we are proposing a shed to be built on the southwest side of the Neenah Police Department property. I have been able to speak with shed builders and from those conversations, I have been told that a budget of \$218,00 should be an adequate budget. With \$218,000, we will be able to build a 40' x 60' shed with five to six garage doors.

The following assets will be stored in the shed:

- Armored vehicle (27ft 5in x 11ft 6in / 10ft tall)
 - Our armored vehicle is temporarily being stored at the old city garage
- SWAT Trailer (17ft 4in x 7ft 11in)
- ISU Trailer (21ft x 8ft 8in)
- Training Trailer (17ft 8in x 8ft 9in)
- Two barricade trailers and barricades (Each trailer is 21' x 8'8")
 - These trailers and barricades are temporarily being stored at the old city garage
- Bicycles for bike patrol
- Lawn mowing equipment

Once this shed is built, our current garage will be for patrol vehicles.

Proposed Budget

Finance Director Vicky Rasmussen sent me the following information:

"The Police Department Training Center addition was originally budgeted at \$5,900,000; the final cost of this project came in at \$5,749,640, realizing \$150,360 in savings. In addition, the CIP Vehicle Barriers project was budgeted at \$250,000; actual spend was \$189,960, coming in under budget by \$60,040. These budget savings combined equate to \$210,400. I would recommend reallocating these funds to this new project, with the remaining \$7,600 to come from the Capital Facilities fund balance."

By cutting the garage from our building expansion, we were able to save between \$660,000 and \$704,000. With our proposal to build a shed at an expected cost of \$218,000, we will still be saving between \$442,000 and \$486,000; from our original budget that was approved in 2019.

Recommendation:

The Police Department Training Center Addition was originally budgeted at \$5,900,000; the final cost of this project came in at \$5,749,640, realizing \$150,360 in savings. In addition, the CIP Vehicle Barriers project was budgeted at \$250,000; actual spend was

\$189,960, coming in under budget by \$60,040. These budget savings combined equate to \$210,400. I would recommend reallocating these funds to this new project, with the remaining \$7,600 to come from the Capital Facilities fund balance.

NEENAH POLICE TRAINING CENTER

2111 MARATHON AVE, NEENAH, WI 54956



ADDITION

NEENAH POLICE DEPARTMENT | Published 04/18/2022
Job No. 22-3336.01 | ©2022 FGM Architects Inc.

fgma

City of Neenah

Police Department Addition

Conceptual Budget

FGM ARCHITECTS

April 25, 2019

FGM #: 19-2626.01

Item	Quantity	Unit	Cost/Unit		Construction Cost		Remarks
Hard Costs:			Low	High	Low	High	
Demolition and Site Restoration							
Site and Select Demolition	1	Allow.			\$10,000	\$12,000	
Site Restoration	1	Allow.			\$5,000	\$8,000	
Structural Stabilization (Pilings and Grade beam)	1	Allow.			\$50,000	\$75,000	
New Construction							
New Indoor Garage Area Construction	4,400	sf	\$ 150	\$ 160	\$ 660,000	\$ 704,000	Assumes Cavity Wall Construction



Aaron L. Olson
Chief of Police

CITY OF NEENAH POLICE DEPARTMENT



2111 Marathon Avenue
Neenah, Wisconsin 54956

Memo

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

From: Chief Aaron L. Olson *ALO*

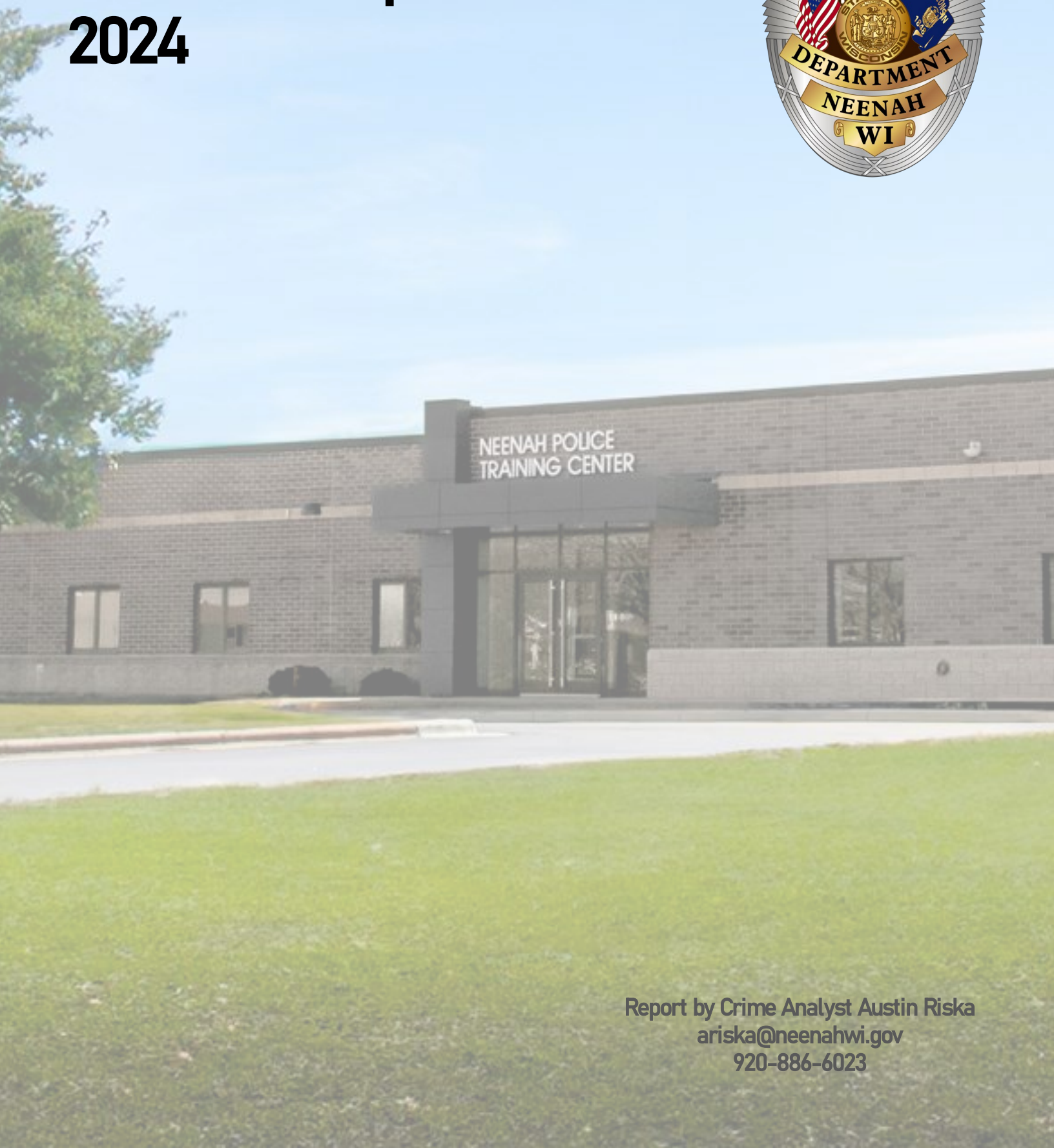
Date: November 7, 2024

Re: **2024 Third Quarter Police Statistics**

Attached are the third quarter statistics for the Neenah Police Department.

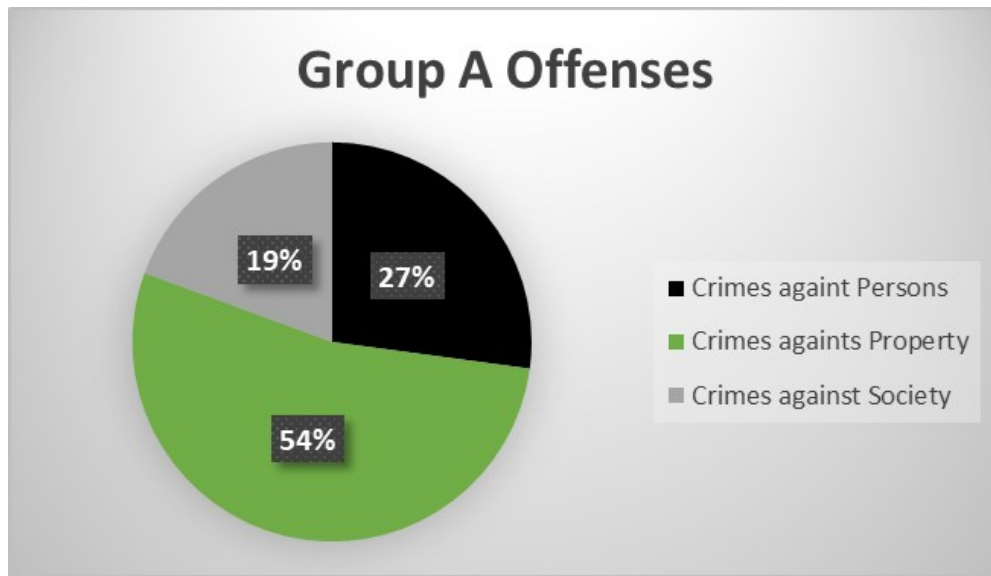
1. Uniform Crime Report
2. Calls Report
3. Traffic Report
4. OWI Arrests
5. Traffic Safety Officer Report
6. Parking Report
7. Traffic Crash Report
8. Overdoses Report
9. Dangerous Animal Report
10. Open Records Report
11. Code Enforcement Report

Neenah Police Department Quarter 3 Report 2024



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

Unified Crime Report



Group A Crime Offenses						
Categories	Offenses	Victims	Clearances	Adult Arrests	Juvenile Arrests	Total Arrests
Crimes against Persons	70	70	49	34	11	45
Crimes againsts Property	138	144	69	59	6	65
Crimes against Society	50	50	43	33	1	34
Total Group A	258	264	161	126	18	144

Group B Arrests			
Categories	Adult Arrests	Juvenile Arrests	Total Arrests
Bad Checks	0	0	0
Curfew/Loitering/Vagrancy	0	0	0
Disorderly Conduct	23	6	29
Driving Under the Influence	14	0	14
Family Offenses, Nonviolent	2	0	2
Liquor Law Violations	0	0	0
Trespass of Real Property	4	0	4
All Other Offenses	67	20	87
Total Group B Arrests	110	26	136



Calls Report

Total Calls for Service				
Year	July	August	September	Total
2022	1633	1652	1614	4899
2023	1742	1655	1572	4969
2024	1604	1409	1419	4432



Total Self-Initiated Calls				
Year	July	August	September	Total
2022	790	611	573	1974
2023	552	458	562	1572
2024	589	663	741	1993

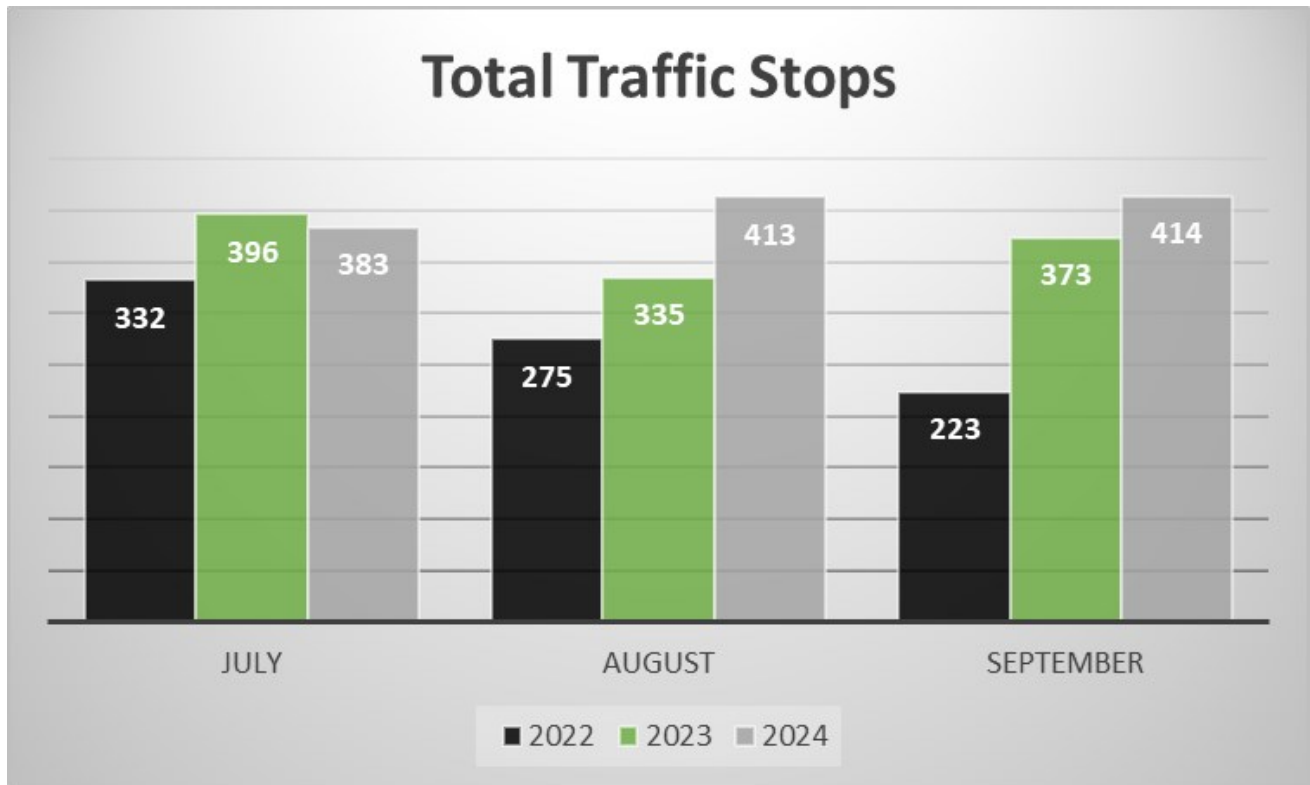


Included in the above Quarter 3 Self-Initiated Calls is 1210 Traffic Stops.



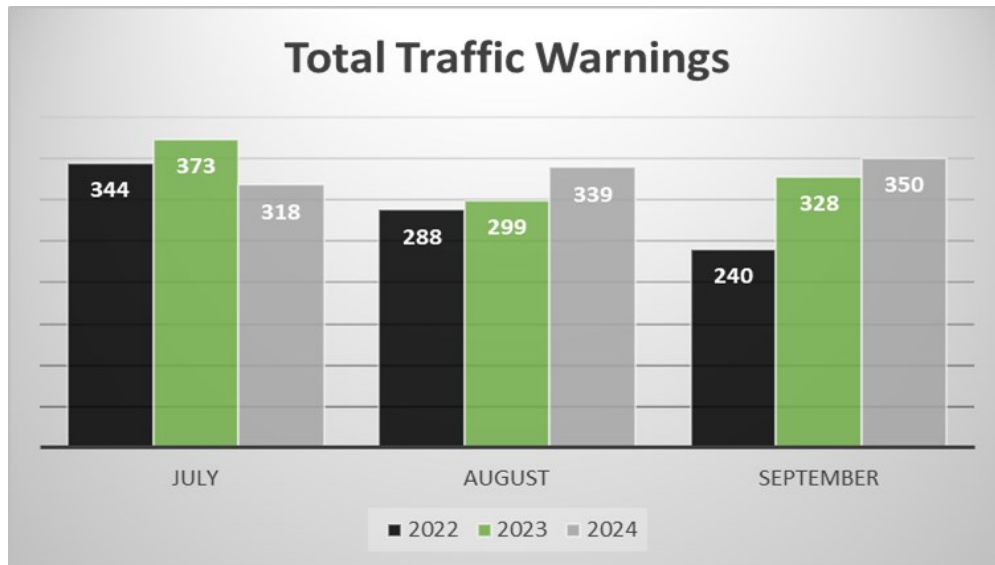
Traffic Report

Total Traffic Stops				
Year	July	August	September	Total
2022	332	275	223	830
2023	396	335	373	1104
2024	383	413	414	1210

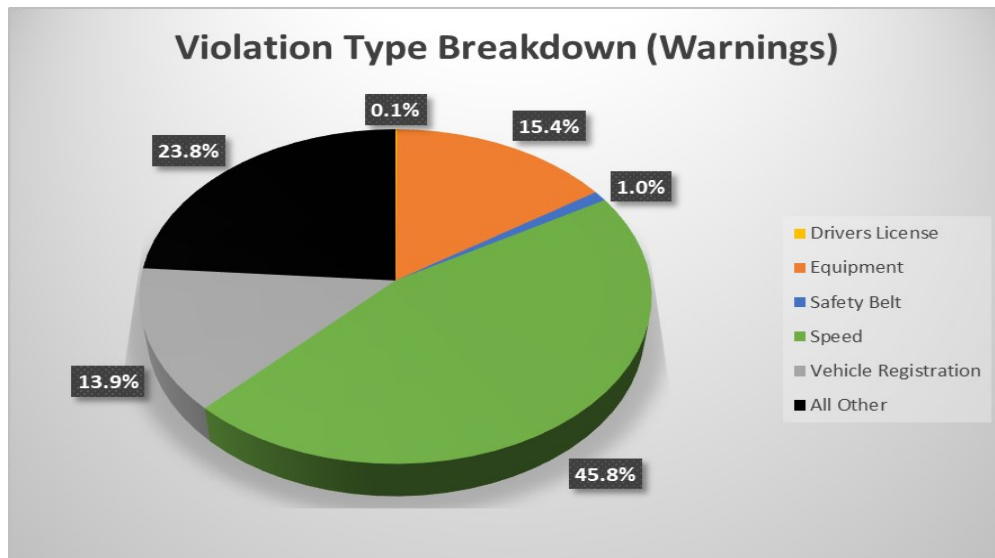


Traffic Report

Total Traffic Warnings				
Year	July	August	September	Total
2022	344	288	240	872
2023	373	299	328	1000
2024	318	339	350	1007

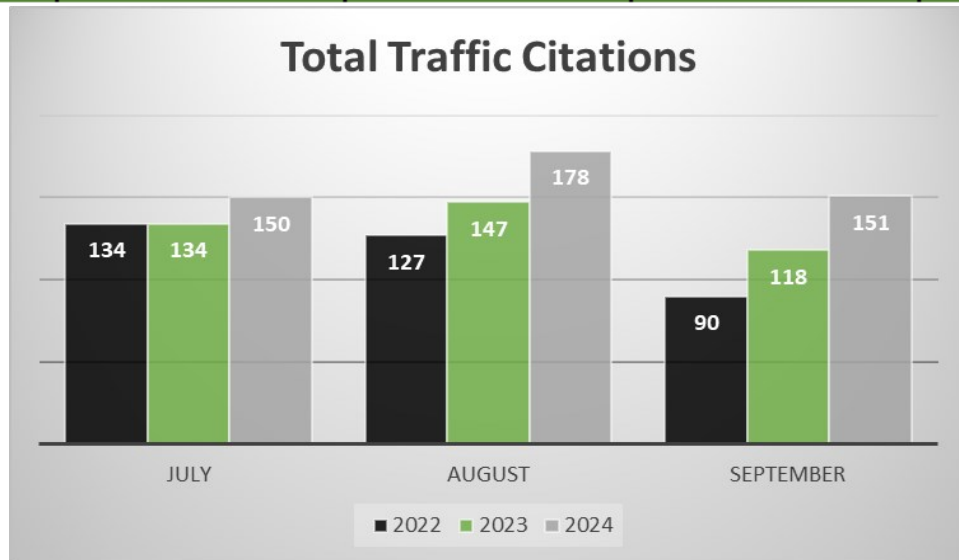


Violation Type Breakdown (Warnings)						
Month	Drivers License	Equipment	Safety Belt	Speed	Vehicle Registration	All Other
July	0	41	2	164	49	62
August	0	58	5	152	47	77
September	1	57	3	147	45	102
Total	1	156	10	463	141	241

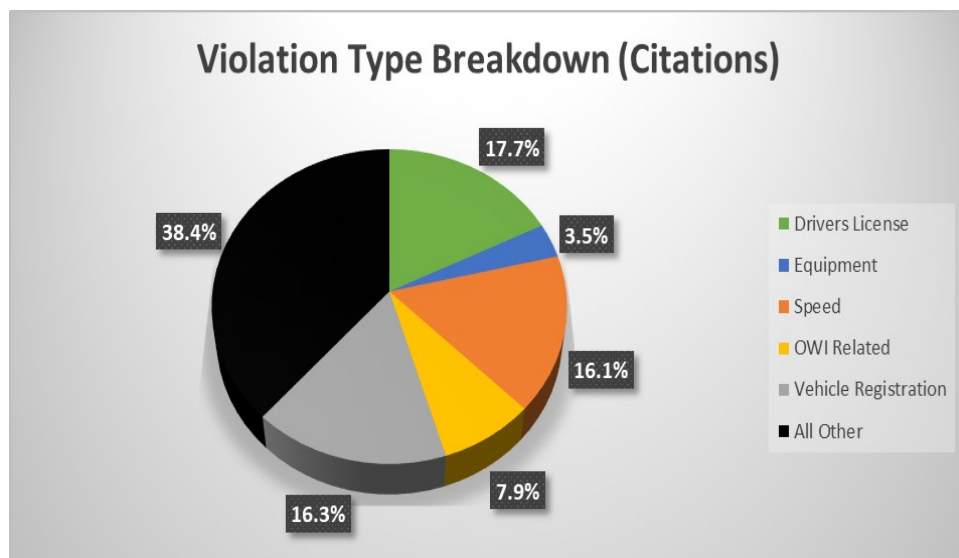


Traffic Report

Total Traffic Citations				
Year	July	August	September	Total
2022	134	127	90	351
2023	134	147	118	399
2024	150	178	151	479

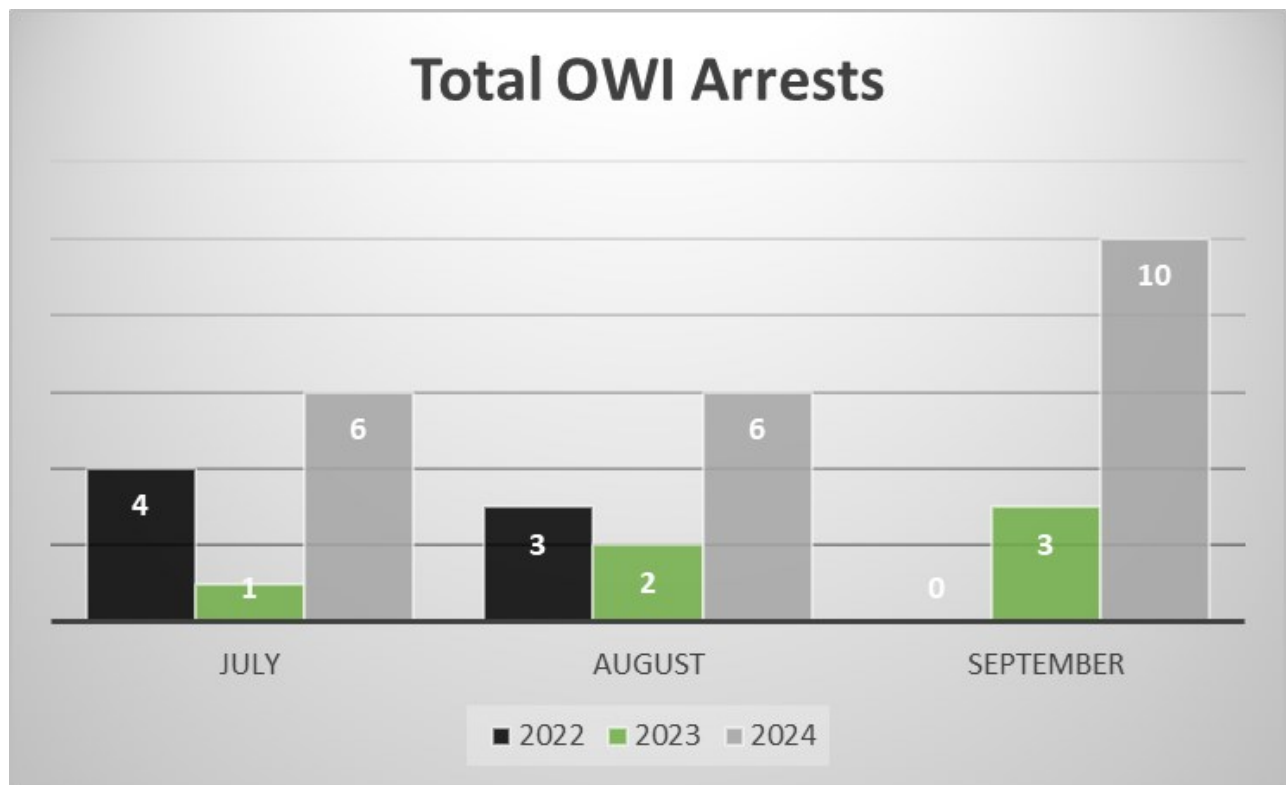


Violation Type Breakdown (Citations)						
Month	Drivers License	Equipment	Speed	OWI Related	Vehicle Registration	All Other
July	28	4	26	11	24	57
August	28	4	38	11	28	69
September	29	9	13	16	26	58
Total	85	17	77	38	78	184



OWI Report

Total OWI Arrests				
Year	July	August	September	Total
2022	4	3	0	7
2023	1	2	3	6
2024	6	6	10	22



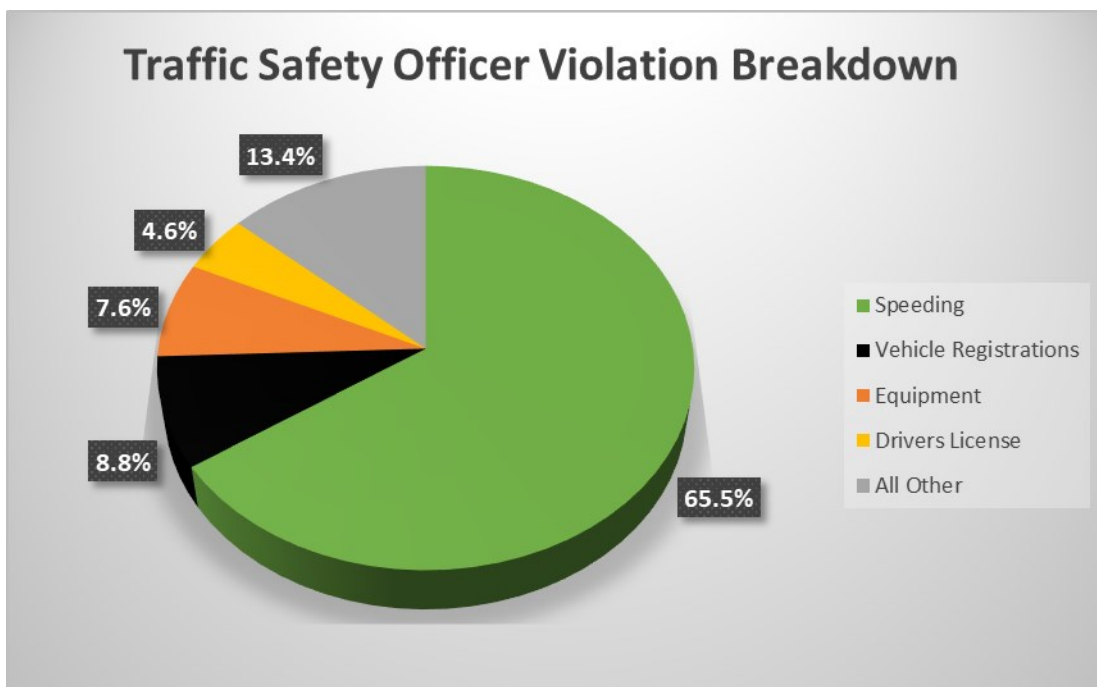
Traffic Safety Officer

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

Traffic Safety Officer Action Report								
Month	Traffic Stops	Citations	Warnings	Warrants	Felony	Misdemeanor	Ordinance	Other
July	123	19	132	1	2	1	2	0
August	83	12	89	1	0	0	0	0
September	109	11	123	0	0	1	1	0
Total	315	42	344	2	2	2	3	0

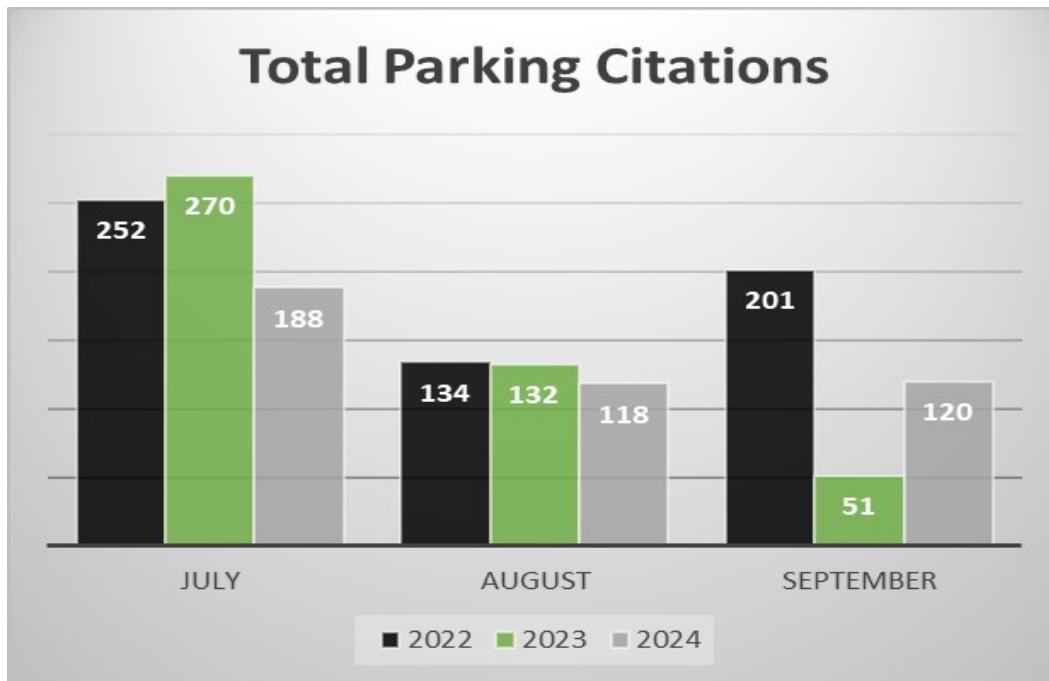
*Some of the above warnings are verbal warnings.

Traffic Safety Officer Written Violation Breakdown					
Month	Speeding	Vehicle Registrations	Equipment	Drivers License	All Other
Citations	13	1	1	15	12
Warnings	202	28	24	0	32
Total	215	29	25	15	44

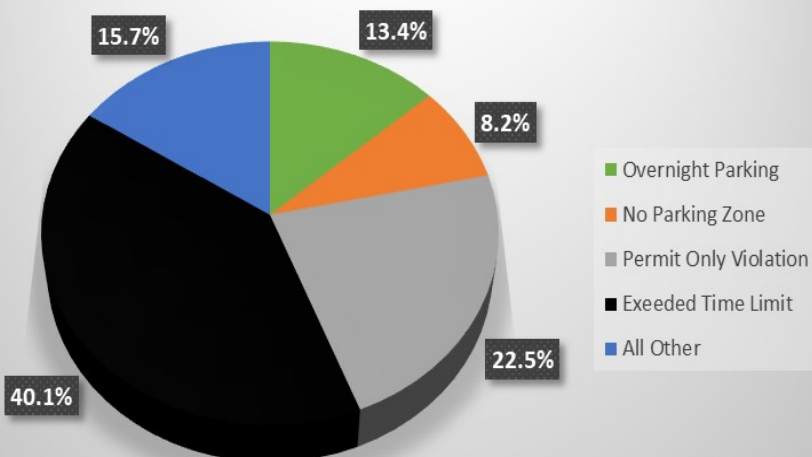


Parking Report

Total Parking Citations				
Year	July	August	September	Total
2022	252	134	201	587
2023	270	132	51	453
2024	188	118	120	426



Parking Citation Violations Breakdown



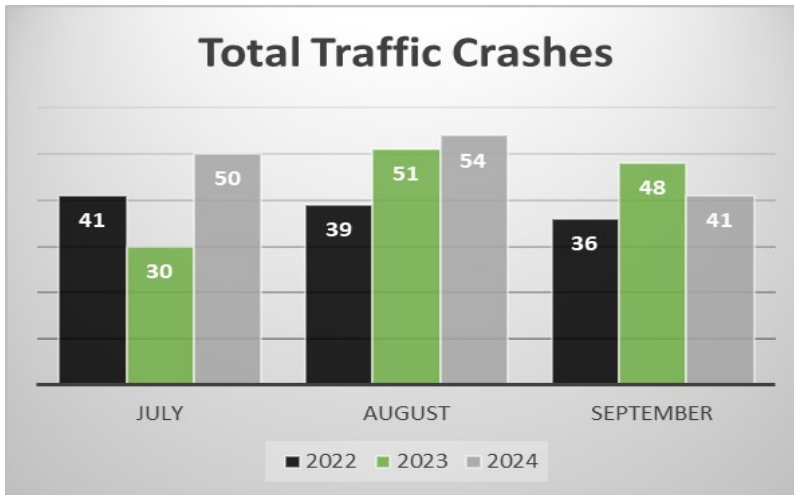
Locations with 10+ Parking Citations

Locations	Number of Citations
E. Wisconsin Ave	80
Gold Lot	55
Silver Lot	50
Blue Lot	45
W. Wisconsin Ave	33
Primrose Ln	21
Green Ramp	16
Rec Park Lot	12
W Doty Ave	12

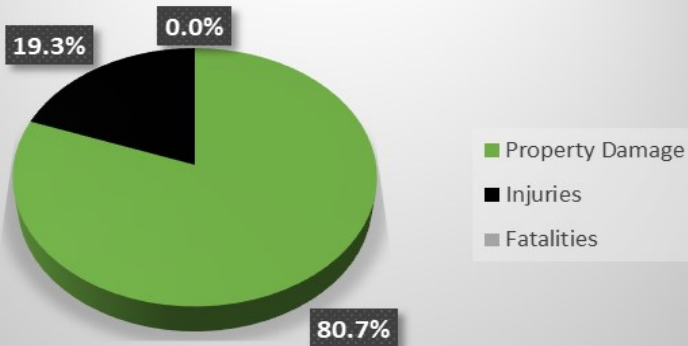


Traffic Crash Report

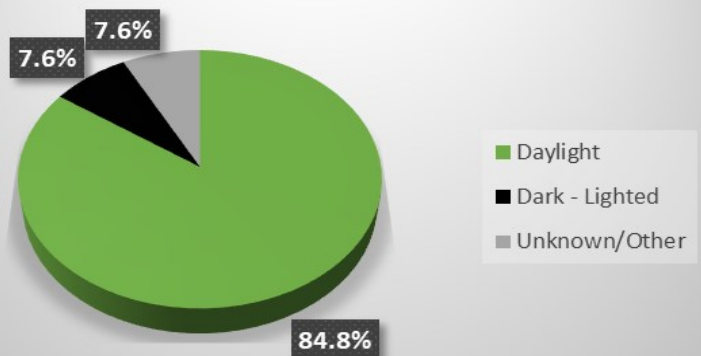
Total Traffic Crashes				
Year	July	August	September	Total
2022	41	39	36	116
2023	30	51	48	129
2024	50	54	41	145



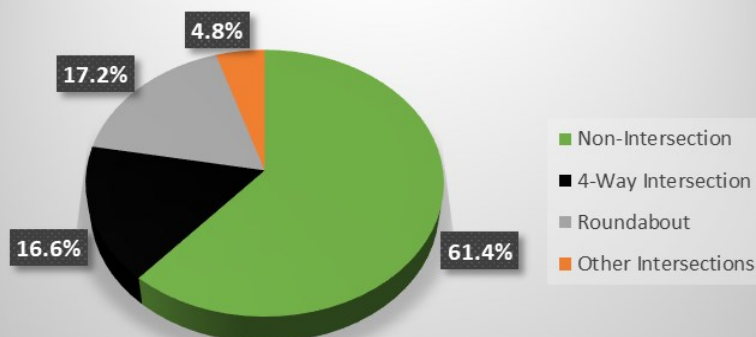
Type of Traffic Crashes



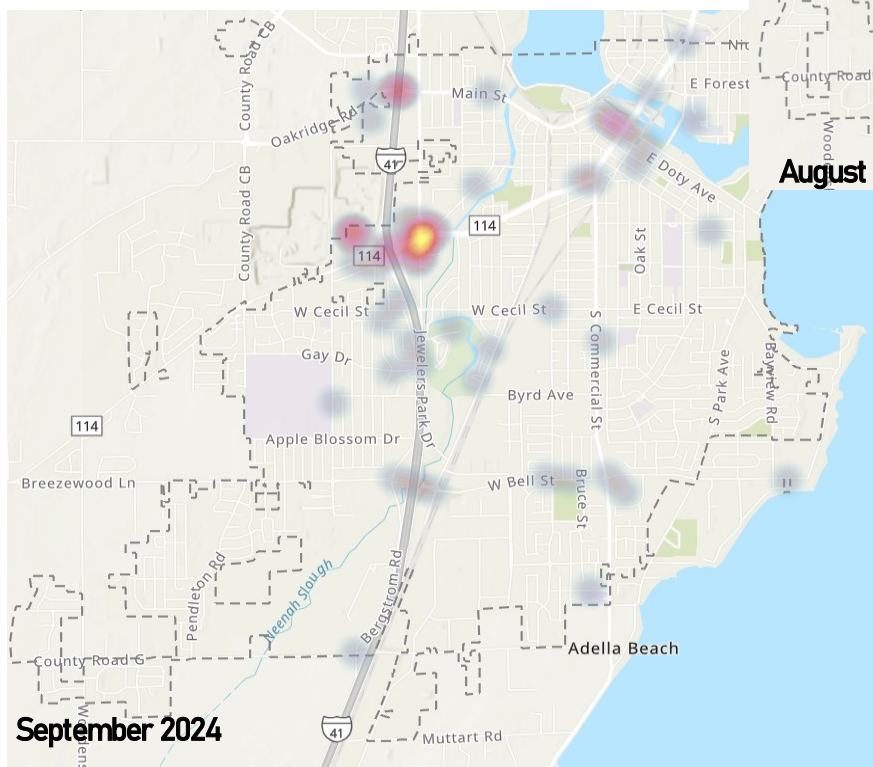
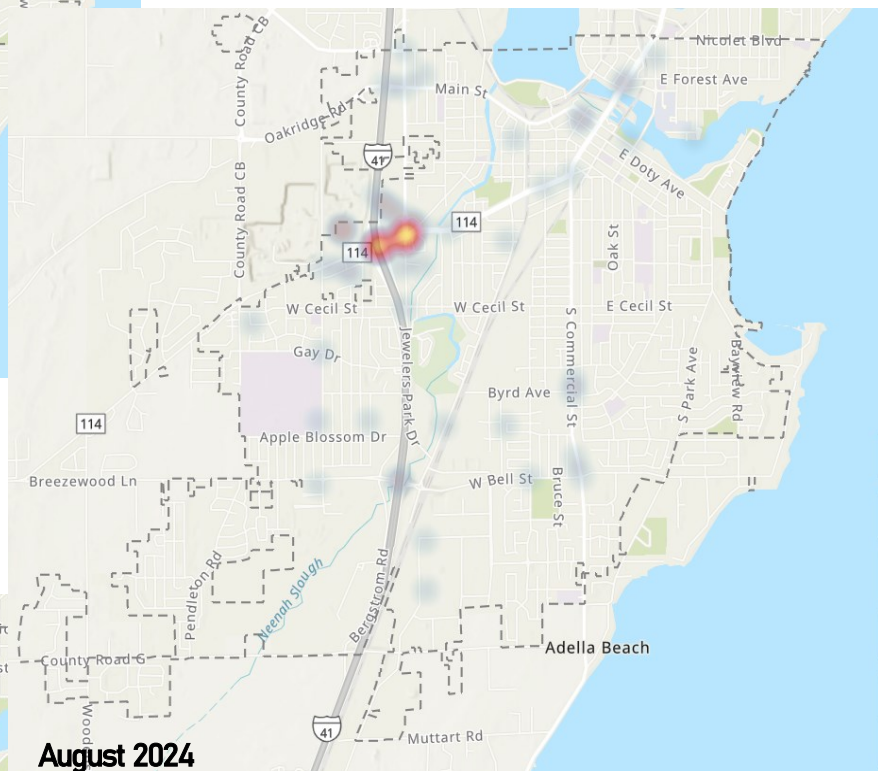
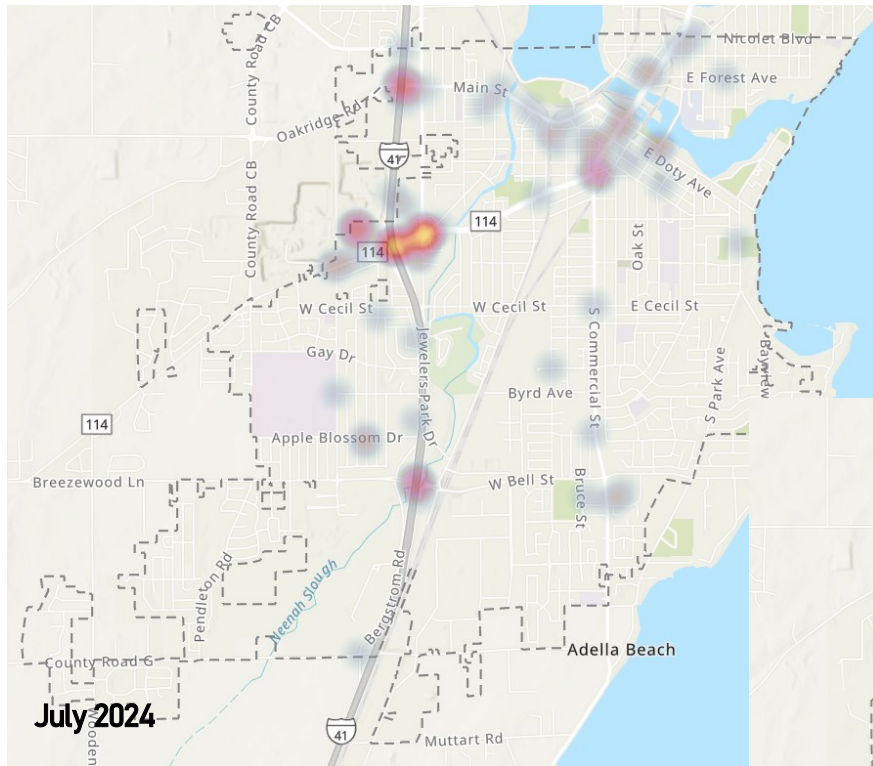
Traffic Crashes by Lighting



Traffic Crashes by Intersection



Traffic Crash Maps

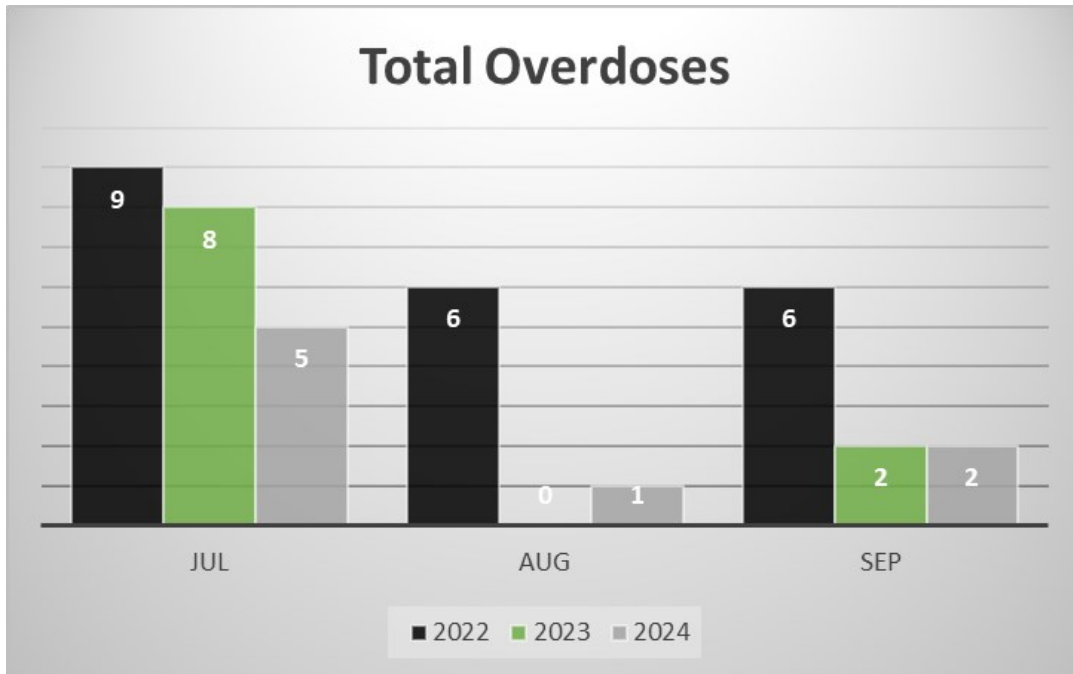


***Maps include all reportable and non-reportable traffic crashes**

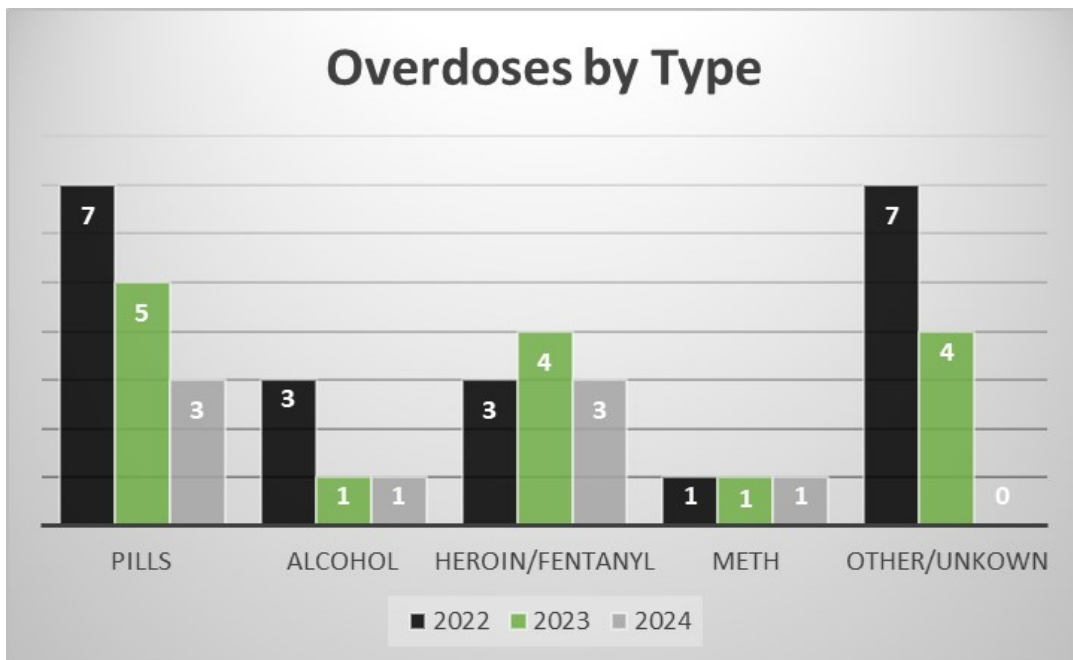


Overdoses

Total Overdoses				
Year	Jul	Aug	Sep	Total
2022	9	6	6	21
2023	8	0	2	10
2024	5	1	2	8



*There was 1 overdose deaths in Quarter 3 of 2024.



Dangerous Animals

No Action Taken			
Date	Animal	Animal Owner	Owner Address
9/6/2024	Dog	Violete E Bond	221 Center St
8/31/2024	Dog	Erica J. Ritchie	723 Main St
7/26/2024	Dog	Unk	
7/29/2024	Cat	Farrah Marquette	925 Hunt Ave.
7/30/2024	Dog	Unk	
7/23/2024	Dog	Marie W. Yelvington	118 N Olive St Neenah
7/21/2024	Dog	Amanda L Marten	3027 Providence St Apt 8, Sun Prairie WI
7/4/2024	Dog	Sarah Jo Turner	138 Courtney Ct
7/9/2024	Cat	Lauren J Johnson	543 Grove St
7/4/2024	Dog	Amanda R Wolff	1923 Harrison St
7/4/2024	Dog	Kylee E. Wydeven	207 Clairmont Ct Apt 1
7/2/2024	Dog	Ariana A Swartz	416 High St

Potentially Dangerous Animals			
Date	Animal	Animal Owner	Owner Address
9/1/2024	Pitbull mix	Marian Galston	1013 W Cecil St.

There were no Dangerous or Prohibited Animals for Quarter 3, 2024.



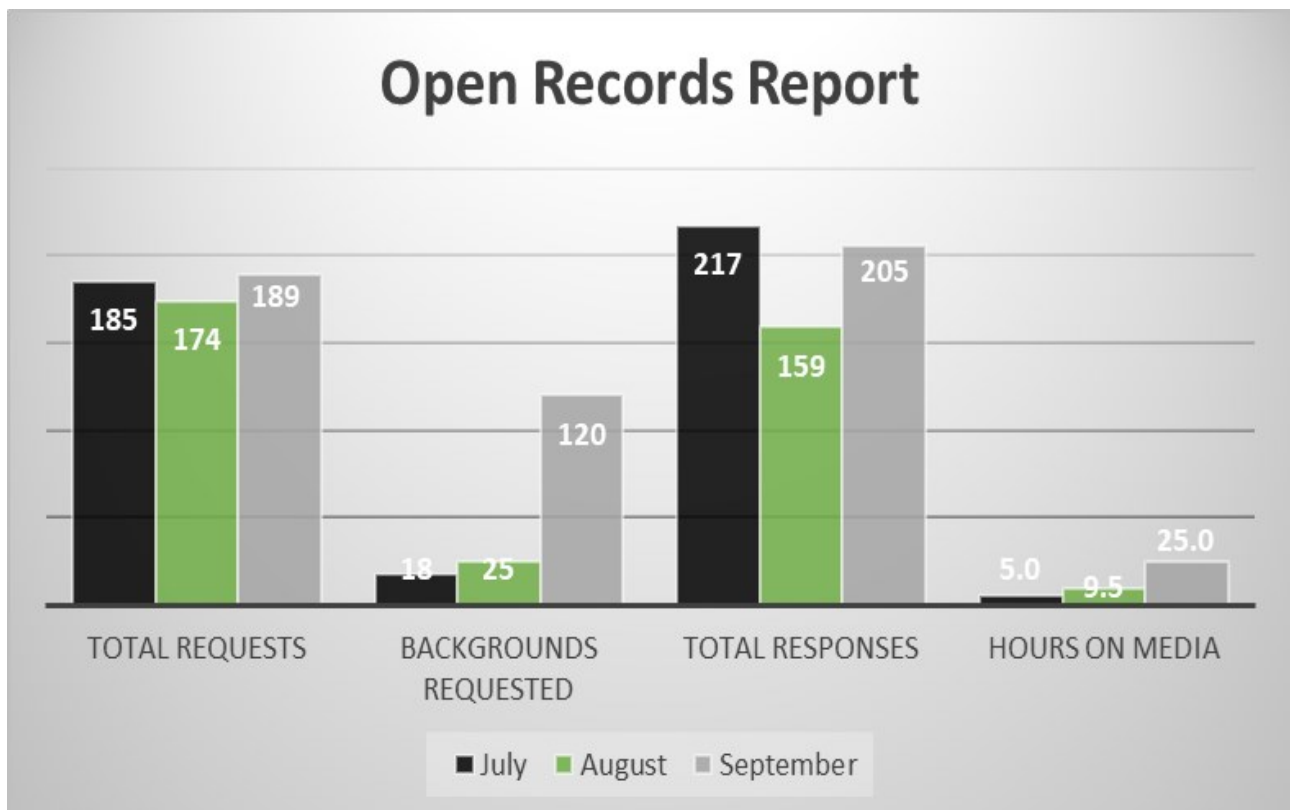
Open Records Report

Open Records Report				
Month	Total Requests	Backgrounds Requested	Total Responses	Hours on Media
July	185	18	217	300.0
August	174	25	159	570.0
September	189	120	205	1500.0
Total	548	163	581	2370

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

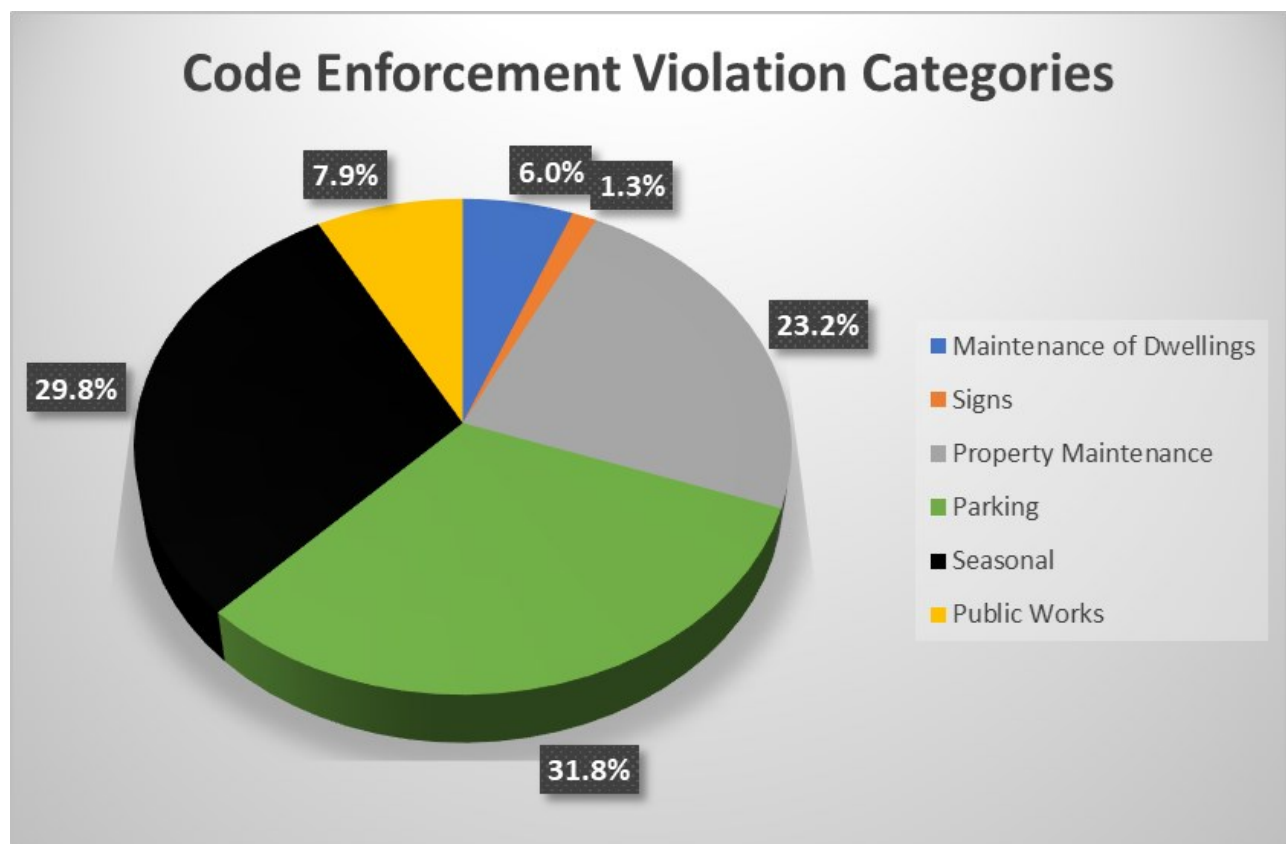
**Total Responses: One request received can result in multiple reports that need to be completed for the response from our agency.

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



Code Enforcement Report

Totals	
Category	Count
New Cases Started	118
Total Inspections	602
Cases Closed	76
Cases Referred to a Different Department	33
\$50 Fees Issued	18
\$50 Fees Removed	1
\$100 Fees Issued	16
\$100 Fees Removed	1
Municipal Citations Issued	18
Long Form Citations Initiated	3



Public Services & Safety Committee

November 12, 2024

Change of Agent

Applicant	New Agent	Location	Recommendation
Walgreens #03392	Adrianna Fryjoff	500 S Commercial St	Recommend Council approve Adrianna Fryjoff as Agent for Walgreens #03392 500 S. Commerical Street

Approved Special Event Permits

Applicant	Name of Event	Class of Event	Location	TDORA	Dates	Approved
Very Neenah Christmas	Future Neenah Inc	Class A Exceeds 200 Attendees, Travel Lane Closures	100 & 200 Block of W. Wisconsin Avenue	No	12/6/2024 5-8pm	Approved

Alcohol Beverage
Appointment of AgentDate
09/19/24

Agent Type (check one)

☐ Original (no fee)☒ Successor (\$10 fee for municipal licensees only)

Part A: Business Information

1. Legal Business Name (individual name if sole proprietor)

Walgreen Co.

2. Business Trade Name or DBA

Walgreens #03392

3. Entity Type (check one)

☐ Limited Liability Company☒ Corporation☐ Nonprofit Organization

4. Alcohol Beverage Business Authorization (check one)

☒ Municipal Retail License☐ State Permit5. If successor agent, provide State Permit or Municipal Retail License Number
Store # 03392

6. Describe the reason for appointing a successor agent, if successor is checked above.

New Agent

Part B: Agent Information

1. Last Name

Fryjoff

2. First Name

Adrianna

3. M.I.

J

4. Email

5. Phone

6. Home Address

1211 George St. Apt 2

7. City

Appleton

8. State

WI

9. Zip Code

54915

10. Age

11. Drivers License/State ID Number

12. Drivers License/State ID State of Issuance

Wisconsin

Part C: Agent Questions

1. Have you satisfied the responsible beverage server training requirement? ☒ Yes ☐ No
Submit proof of completion.2. Have you completed Form AB-100, *Alcohol Beverage Individual Questionnaire*? ☒ Yes ☐ No
Submit a completed Form AB-100 with this form.3. Have you been a Wisconsin resident for at least 90 continuous days? ☒ Yes ☐ No
See instructions for exceptions.

Continued →

Part D: Business Attestation

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

Last Name Fryjoff		First Name Adrianna		M.I. J
Title Store Manager	Email [REDACTED]		Phone [REDACTED]	
Signature 			Date 09/19/2024	

Part E: Agent Attestation

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

Last Name Fryjoff		First Name Adrianna		M.I. J
Signature 			Date 09/19/2024	