

# HEALTH AND RECREATION COMMITTEE MEETING

City of Kaukauna  
**Council Chambers**  
Municipal Services Building  
144 W. Second Street, Kaukauna



Monday, February 28, 2022 at 6:15 PM

## AGENDA

### In-Person

1. Correspondence.
2. Discussion Topics.
  - [a.](#) Approval of letter to community groups using City facilities from KATODA.
  - [b.](#) Request from Calmes' Pub, 1441 Arbor Way, Kaukauna to temporarily extend the premise for selling alcohol on June 18, 2022 for a special event.
  - [c.](#) Request for amplified music and use of Hydro Park to Jessica Decet, Fox Firecracker 5K and Kids Run on July 2 through July 4, 2022.
3. General Matters.
4. Adjourn.

## NOTICES

Notice is hereby given that a majority of the City Council will be present at the meeting of the Health and Recreation Committee scheduled for Monday, February 28, 2022 at 6:15 P.M. to gather information about a subject over which they have decision making responsibility.

**IF REQUESTED THREE (3) DAYS PRIOR TO THE MEETING, A SIGN LANGUAGE INTERPRETER WILL BE MADE AVAILABLE AT NO CHARGE.**

**WE ARE FOLLOWING CDC GUIDELINES REGARDING MASK-WEARING IN CITY FACILITIES.**

February 20, 2022

The Kaukauna Alcohol, Tobacco and Other Drug Awareness Board (KATODA) respectfully requests your assistance in making all coaches, families, and visiting teams aware of the following ordinances within the City of Kaukauna's Municipal Code:

Section 9.08

No alcoholic beverage shall be brought into any of the public parks of the city for consumption unless a permit is first secured from the police department. Bringing alcoholic beverages into the park is construed to mean for the purpose of consumption.

Section 12.03 (10) (e)

(e) No premises for which a retail Class "B" fermented malt beverage license has been issued and which premises is upon City owned property shall sell any such beverages from one hour prior to the scheduled commencement of until one hour after the completion of any athletic activity conducted upon such property and in which event any participants are under the age of eighteen (18) years.

Taken together, these ordinances help ensure that players, coaches, umpires, referees, and parents have an enjoyable, safe, high-quality experience in an environment conducive to sportsmanship and positive youth development.

Thank you for supporting youth!

1/13/22

To whom it may concern,

Calmes' Pub, located at 1441 Arbor Way Kaukauna WI is submitting a formal request to temporarily extend the premise for selling alcohol to include our parking lot.

We are requesting this temporary extension for the date of June 18, 2022 as we will be hosting a special event for the day.

If there are extra provisions regarding this extension, we will be happy to abide by any and all provisions. If you should have any questions, or require additional information please do not hesitate to reach out.

Thank You,

Liz Teske

[info@calmespub.com](mailto:info@calmespub.com)

920-759-9167

UPDATED 04.01.2021



## SPECIAL EVENT APPLICATION FORM

EVENT APPLICATION MUST BE SUBMITTED AT LEAST 30 DAYS IN ADVANCE OF AN EVENT

### SECTION 1 – APPLICANT INFORMATION

Information about the person applying to have a special event or applying on behalf of an organization.

Name: Jessica Decet

Date of Birth: \*Event organizers must be at least 18 years old. 9/16/77

Address: 3307 Eiler Rd DePere WI 54115

Phone Number: 920-268-8809

Email Address: jltamulion@gmail.com

### SECTION 2 – ORGANIZATION INFORMATION

Information about the organization having the special event, if applicable.

Organization's Name: Fox Firecracker 5K and Kids Run

Organization's Address: PO Box 302 Kaukauna, WI 54130

Organization's Phone Number: 920-268-8809

Organization's Email Address or Website: info@foxfirecracker5k.com

Applicant's Relationship to Organization: Race Director

### SECTION 3 – EVENT INFORMATION

Name of Event: Fox Firecracker 5K and Kids Run

Event Location: Central Park ; Hydro Park

Event Date: \*If a multi-day event, please list all days. July 3 and July 4 2022

Event Start Time - End Time: 4pm - 8pm (July 3)

5am - 11am (July 4)

**Security Contact Name and Phone Number:** \*The name and contact information of the individual who emergency responders may contact in case of an emergency during the event.

Jessica Decet 920-268-8809

**Total Anticipated Attendance for Event:**

**Additional Event Information (Purpose, Activity, Who Can Participate, whether this is a First-Time event, etc.):**

1500

#### SECTION 4 – APPLICANT CHECKLIST

Applicant is responsible for contacting all necessary City departments and for obtaining all required reservations, permits, licenses, and variances. \*Please note that some permits require Common Council or committee approval and may take up to two weeks to be considered and approved.

#### General Information:

1. Will food be prepared and/or served at the event? YES ☒ NO ☐
2. Will there be a band or amplified music/noise? YES ☒ NO ☐
3. Will there be portable restrooms? YES ☒ NO ☐
4. Do you have proper insurance for your event and have you provided it to the City?  
\*Insurance coverage is required for all events held in the City and a certificate of insurance must be provided to the City if your event involves more than 250 attendees.  
YES ☒ NO ☐

#### Fire Department Information: (920) 766-6320

1. Will the event be held indoors? YES ☐ NO ☒
2. Will a tent or temporary structure be erected? YES ☒ NO ☐
3. Will there be a tent larger than 200 SF? YES ☒ NO ☐
4. Will fireworks/pyrotechnics be used during the event? YES ☐ NO ☒

**Street and Parks Department: (920) 766-6337**

- |   |   |  |
|---|---|--|
| 1. Are you requiring street closure for the event?    | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/>            |
| 2. Are you providing your own barricades?             | YES <input type="checkbox"/>            | NO <input checked="" type="checkbox"/> |
| 3. Did you include a map of the event location/route? | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/>            |
| 4. For park events, have you reserved the park?       | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/>            |
| 5. Will there be rides at the event?                  | YES <input type="checkbox"/>            | NO <input checked="" type="checkbox"/> |

**Police Department: (920) 766-6333**

- |  |   |  |
|--|---|--|
| 1. Do you have a plan for medical emergencies?   | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/>            |
| 2. Is security needed for the event?             | YES <input type="checkbox"/>            | NO <input checked="" type="checkbox"/> |
| 3. Will the event need any parking restrictions? | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/>            |

**City Clerk's Office: (920) 766-6300**

- |   |                              |  |
|---|------------------------------|--|
| 1. Will alcoholic beverages be served/sold? | YES <input type="checkbox"/> | NO <input checked="" type="checkbox"/> |
|---|------------------------------|--|

**Section 5 – Insurance Requirements**

Insurance coverage will be required for every special event held in the City. Event organizers must provide the City with a Certificate of Insurance if the event involves more than 250 people, you request a street closure, or you are bringing additional items/structures into the public premises. Proof of coverage MUST include naming the City of Kaukauna as an additional insured party. The amount and type of insurance coverage varies, although \$1 million - \$2 million is a typical level.

**General Liability Coverage:**

1. Commercial General Liability
  - a. \$1,000,000 general aggregate – per project
  - b. \$1,000,000 products – completed operations aggregate
  - c. \$1,000,000 personal injury and advertising injury
  - d. \$1,000,000 each occurrence limit
2. Claims made form of coverage is not acceptable.

3. Insurance must include:
  - a. Premises and Operations Liability
  - b. Contractual Liability including coverage for the joint negligence of the City of Kaukauna, its officers, Council members, agents, employees, authorized volunteers and the named insured
  - c. Personal injury
  - d. Explosion, collapse, and underground coverage
  - e. Products/Completed Operations
  - f. The general aggregate must apply separately to this project/location
4. Additional Provisions
  - a. Additional Insured – On the General Liability coverage, Business Automobile coverage, Aircraft Liability and Liquor Liability.
  - b. Endorsement – The Additional Insured Policy endorsement must accompany the Certificate of Insurance.
  - c. Certificates of Insurance – A copy of the Certificate of Insurance must be on file with the City of Kaukauna.
  - d. Notice – City of Kaukauna requires 30-day written notice of cancellation, non-renewal, or material changes in the insurance coverage.
  - e. Carriers – The insurance coverage required must be provided by an insurance carrier with the “best” rating of “A-VII” or better. All carriers shall be admitted carriers in the State of Wisconsin.

#### **Section 5 – Indemnification and Disclaimer**

By signing below, I certify that I am at least 18 years of age. My signature further confirms that I understand the filing of this application does not ensure the issuance of a Special Event license. I will be responsible for ensuring the event and event participants comply with all applicable City ordinances, traffic rules, park rules, state health laws, fire codes and liquor licensing regulation and any other applicable laws, rules, and regulations. I confirm that I am authorized to apply for this Special Event License on behalf of the organization hold the event (if applicable) and that the information contained in this application is true to the best of my knowledge. I understand that intentionally providing false or misleading information in this Application may lead to civil or criminal penalties.

Indemnification: By signing below, I acknowledge that for good and valuable consideration, I, the applicant, on behalf of myself and the organization, if applicable, agree to indemnify, defend, and hold harmless the City of Kaukauna and its officers, officials, employees, and agents from and against any and all liability, loss, damage, expenses and 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 the sole negligence or willful misconduct of the City.

By signing below, I agree to follow any state and/or local guidelines in place to prevent the spread of COVID-19.

Signature of Applicant:

*Jessica Decet*

Printed name of Applicant:

*Jessica Decet*



## Fox Firecracker 5K

February 12, 2022

To the Members of the Health and Recreation Committee,

The Fox Firecracker 5K and Kids Run is requesting the use of Hydro Park grounds (including Badger Island), Hydro Park parking lot and Central Park on Saturday, July 2, 2022 through Tuesday, July 5, 2022 for the 15<sup>th</sup> Annual Fox Firecracker 5K and Kids Run. During this event, we will be having amplified music from Road Trip at Hydro Park on July 3, 2021 from 4pm to 8pm. In Central Park on July 4, 2022, we will be having the Echoes of Camp Randall (University of Wisconsin – Madison Band) perform in the morning from 7am – 10am.

Below is a breakdown of the dates and the happenings on each date:

- Saturday, July 2 – Hydro Park and Central Park
  - Delivery and set up of tents
  - Delivery of trucks in parking lot
  - Delivery of porta potties
- Sunday, July 3 – Hydro Park and Central Park
  - Set up of tables and grounds – 10am – 4pm
  - Packet pick up – 4pm-8pm
  - Entertainment by Road Trip – 4pm – 8pm
- Monday, July 4 – Central Park
  - Set up for events – 5am – 6am
  - Event – 6am – 11am
  - Entertainment by Echoes of Camp Randall – 7am – 10am
  - Clean up of Central Park – 11am – Noon
- Tuesday, July 5
  - Pick up of all equipment

Please note that all equipment will be left at Hydro Park and Central Park overnight during this time and will be removed in its entirety on Tuesday, July 5, 2022.

Please approve this request so we can celebrate the 4<sup>th</sup> of July with our participants and spectators in the community of Kaukauna. Thank you for your consideration. If you have any questions, please feel free to contact me.

Sincerely,  
Jessica Decet  
Race Director  
Fox Firecracker 5K and Kids Run  
[jltamulion@gmail.com](mailto:jltamulion@gmail.com)  
[info@foxfirecracker5k.com](mailto:info@foxfirecracker5k.com)  
(920) 268-8809

[info@foxfirecracker5K.com](mailto:info@foxfirecracker5K.com)  
[www.foxfirecracker5K.com](http://www.foxfirecracker5K.com)