

HEALTH AND RECREATION COMMITTEE

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



Monday, September 14, 2026 at 6:20 PM

AGENDA

In-Person and Remote Teleconference via ZOOM

1. Correspondence.
2. Discussion Topics.
 - [a.](#) Electric City River Jam 2026 Recap.
 - [b.](#) Special event and amplified noise application to Kaukauna School District for the Homecoming Parade on 10/7/26 from 5:30-6:30pm.
3. Adjourn.

NOTICES

Health and Recreation Committee - Notice is hereby given this is a public meeting of the Health and Recreation Committee. As such, all members or a majority of the City's Common Council and Standing Committees will likely be in attendance. While members of the Common Council or any Standing Committees may participate in discussions, only the Health and Recreation Committee will take formal action.

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



MEETING ACCESS INFORMATION:

You can access this meeting by one of three methods: from your telephone, computer, or by an app. Instructions are below.

To access the meeting by telephone:

1. Dial 1-312-626-6799
2. When prompted, enter Meeting ID 234 605 4161 followed by #
3. When prompted, enter Password 54130 followed by #

To access the meeting by computer:

1. Go to <http://www.zoom.us>
2. Click the blue link in the upper right hand side that says Join a Meeting
3. Enter Meeting ID 234 605 4161
4. Enter Password 54130
5. Allow Zoom to access your microphone or camera if you wish to speak during the meeting

To access the meeting by smartphone or tablet:

1. Download the free Zoom app to your device
2. Click the blue button that says Join a Meeting
3. Enter Meeting ID 234 605 4161
4. Enter Password 54130
5. Allow the app to access your microphone or camera if you wish to speak during the meeting

Members of the public will be muted unless there is an agenda item that allows for public comment or if a motion is made to open the floor to public comment.

MEMO

COMMUNITY ENRICHMENT

To: Health and Recreation Committee
From: Allison Engels, Community Enrichment Program Manager
Terri Vosters, Community Enrichment & Recreation Director
Date: 9/14/2026
Re: Electric City River Jam Recap 2026

Background Information:

We are the Electric City, and we like to party and jam by the river.

2026 marked the second year of Electric City River Jam, a city-led festival that brought music, food, and community fun to the heart of Kaukauna. Building on the success of its inaugural year, the festival returned with a mix of familiar local favorites and new artists, drawing residents and visitors from across the Fox Valley. Despite some rain throughout the event, the second year was a great success and continues to build momentum for Electric City River Jam as a community celebration.

In its second year, Electric City River Jam continued to grow its local business and sponsor support. The “Support & Save” promotion returned with an expanded group of participating businesses, offering event week deals and encouraging attendees to explore downtown Kaukauna. Several sponsors also returned for a second year, providing continued support for the festival’s success.

We welcomed back many of our returning vendors this year, including the carnival, food trucks, and face painters, which continues to add to the festival experience. This year, we also partnered with Stone Arch Brewpub to fully operate the beverage tent. Stone

Arch handled the ordering, staffing, and serving beverages, while bringing a selection of well-known local favorites to the festival.

Our advertising efforts reached a wide audience through Facebook where nearly 7,000 people marked themselves as interested in the event. We also featured one of our bands on local radio and partnered with WAPL, whose radio hosts served as MCs for one night of the festival. Along with event merchandise and new signage throughout the community, we were able to expand our reach and build excitement for our second year.

Over the course of just two days, our incredible volunteers contributed over 200 hours of their time, making our music festival a true success. We were able to support 9 nonprofits thanks to their dedication.

As we wrap up another successful Electric City River Jam, we want to extend our sincere thanks to everyone who helped make the second year of the festival possible. We are especially grateful to the dedicated committee; Kyle Megna, Marty DeCoster, Angey Carrel, Mayor Tony Penterman, Andrea Fencel, Terri Vosters, Allison Engels, for their time and commitment to making the festival a success. We also appreciate the Kaukauna Streets Department and everyone who worked behind the scenes to support the event. Their continued efforts and community spirit helped make this year's festival another great experience for Kaukauna.

A special thank you goes to the talented artists who took the stage, the volunteers who helped keep the festival running, and everyone who came out to enjoy the weekend. Your support and enthusiasm helped make the second year of Electric City River Jam a memorable one. More than just a music festival, this event continues to be a celebration of community, local talent, and the energy that makes Kaukauna special. We look forward to bringing everyone back to the river next year and continuing to grow the event together.

Strategic Plan

Second Annual Electric City River Jam Music Festival to continue adding Special Event to the Community of Choice.

Budget

Sponsors:

Van De Hey Financial
Renewal by Andersen

Kaukauna Utilities
 Fox Communities Credit Union
 Amplitel Technologies
 Heart of the Valley Chamber of Commerce
 Unison Credit Union
 East Wisconsin Savings Bank
 313 Dodge
 Bassett Mechanical

In Kind Sponsors:

Event Production Systems
 S & J Enterprizes
 Haen Meat
 Festival Foods
 105.7 WAPL
 Kwik Trip

Total Sponsorships	\$16,750
Tickets/Beverage Sales	\$18,271
Vendor Sales	\$2,421
Support Local & Save	\$900

2026 Total Income	\$38,342
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Bands and Production	\$29,000
Stone Arch Brewpub	\$11,060
Volunteers	\$2,874
Food	\$1,605
Miscellaneous	\$13,683
(Tents, restrooms, signs, merch, marketing)	

2026 Total Expenses	\$58,222
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Item 2.b.

Show empty fields

Entry (ID 250714)

Applicant Information

Event Coordinator Name

Brian Schaefer

Phone

(920)422-8304

Email

bschaefer@kaukauna.gov

Phone Number for day of the event

(920)422-8304

Organization Information

Sponsoring Organization's Name

Kaukauna School District

Organization Address

1701 Cty Rd CE
Kaukauna, Wisconsin 54130

Item 2.b.

Are you a 501(3) C Organization?

Yes

Attach IRS proof of designation



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Will alcohol be sold? (Must be a qualifying non-profit organization, see application in the above checklist)

No

Event Information

Name of event

Kaukauna School District Homecoming Parade

How long is your event?

My event is one day only

Date of the Event

October 7, 2026

Event start time (include set up time)

5:30 PM

End time (include take down time)

6:30 PM

Item 2.b.

Total anticipated attendance for event (Please include attendees and staff, volunteers, vendors, etc.) 4000

Describe your event and its purpose Homecoming Parade

Do you have a certificate of insurance for your event? (For events larger than 249 people and/or events that require street closure) Yes



Certificate-1.pdf

If you have it, please upload a copy of your certificate of insurance here. If you will be getting it from your insurance company in the future, please email to specialaevents@kaukauna.gov once you have it. Community Enrichment staff will reach out to each organization to verify their certificate of insurance.

Health Department

Will food be prepared and/or served at the event? Yes

Fire Department Information 920.766.6320

Item 2.b.

Please upload your plan for medical emergencies here



Medical-
Emergencies.pdf

Will you use portable commercial cooking equipment, or electrical appliances that draw high amperage?

No

Will you use a tent bigger than 400 square-feet?

No

Police Department and Street Closures 920.766.6337

Will alcohol be served at your event?

No

Are you requiring street closures for your event?

Yes

Will your event be inside or outside?

Outside

Item 2.b.

Please upload a map/route/location



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If having a park event, did you reserve the park? No

Event Activities

What type of activities will be part of your event (please check all that apply): Amplified Music, Parade (street or trail)

Additional Services & Equipment

I have read the guidelines and policy and agree to the terms within.

Signature Brian Schaefer

Comments/Notes

Item 2.b.

Entry Details

Submitted: Sep 9, 2026 at 9:40 am

Entry ID: 250714

Entry Key: vzex3

User Information

IP Address: 216.56.162.195

Browser/OS: Google Chrome 152.0.0.0 / Windows

Referrer: https://www.kaukauna.gov/special-events/



WISCONSIN DEPARTMENT OF REVENUE
PO BOX 8902
MADISON, WI 53708-8902

Contact information:

2135 RIMROCK ROAD PO BOX 8902
MADISON, WI 53708-8902
ph: 608-266-2776 fax: 608-327-0235
email: DORRegistration@wisconsin.gov
website: revenue.wi.gov

Letter ID L1054715216

KAUKAUNA AREA SCHOOL DISTRICT
1701 COUNTY ROAD CE
KAUKAUNA WI 54130-3916

October 7, 2021

Batch Index: 1121659392-1055

This is your Wisconsin Sales and Use Tax Certificate of Exempt Status (CES). Purchases made by your organization or entity are taxable unless you provide the seller a fully completed Wisconsin sales and use tax exemption certificate (Form S-211 or S-211E), listing the CES number shown below.

If your organization makes sales subject to sales tax, it may need a seller's permit. Information on registration requirements can be found in Publication 206, Sales Tax Exemption for Nonprofit Organizations.

Forms and publications can be obtained through our website at revenue.wi.gov or through our forms ordering line at (608) 266-1961. Many questions can be answered by reviewing the Common Questions pages on our website. You may also contact us by telephone at (608) 266-2776 or by email at DORRegistration@revenue.wi.gov.



**WISCONSIN SALES AND USE TAX
CERTIFICATE OF EXEMPT STATUS (CES)**
(Governmental, Religious, Charitable, Scientific or Educational Organization)

Sales to this organization or entity are exempt from Wisconsin sales and use tax under sec. 77.54(9a) and 77.55(1), Wis. Stats.

This certificate is valid unless cancelled by the Wisconsin Department of Revenue.

CES NUMBER	008-0000094699-05
DATE ISSUED	10/4/2021

IMPORTANT:

Purchases made by your organization are taxable unless you furnish your supplier with the CES number shown above. Sales by your organization may be subject to tax. If your organization makes taxable sales, it may be required to obtain a seller's permit and remit sales tax to the Department of Revenue.

Questions: Contact the Department of Revenue
by telephone at (608) 266-2776, FAX (608) 327-0235,
email DORRegistration@wisconsin.gov,
or at our website revenue.wi.gov

KAUKAUNA AREA SCHOOL DISTRICT
1701 COUNTY ROAD CE
KAUKAUNA WI 54130-3916



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/YY) Item 2.b.
6/25/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER M3 Insurance Solutions, Inc. 1401 Discovery Parkway Suite 200 Wauwatosa WI 53226		CONTACT NAME: Hallie Bujak PHONE (A/C, No, Ext): E-MAIL: hallie.bujak@m3ins.com ADDRESS:		FAX (A/C, No):	
INSURED Kaukauna Area School District 1701 County Hwy CE Kaukauna WI 54130		KAUKARE-01	INSURER(S) AFFORDING COVERAGE INSURER A: Employers Mutual Casualty Comp INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:		NAIC # 21415

COVERAGES

CERTIFICATE NUMBER: 1214397328

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PROJECT ☐ LOC OTHER:			6D56359	7/1/2026	7/1/2027	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 \$
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ Y / N If yes, describe under DESCRIPTION OF OPERATIONS below		N / A				PER STATUTE ☐ OTH-ER ☐ E.I. EACH ACCIDENT \$ E.I. DISEASE - EA EMPLOYEE \$ E.I. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
RE: Breaking Boundaries Triathlon - May 15, 2026

CERTIFICATE HOLDER

CANCELLATION

Proof of Insurance

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Hallie Bujak

Medical Emergencies will be handled by the Kaukauna Fire and Police Departments.

