

HEALTH & RECREATION COMMITTEE

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



Monday, July 17, 2023 at 6:15 PM

AGENDA

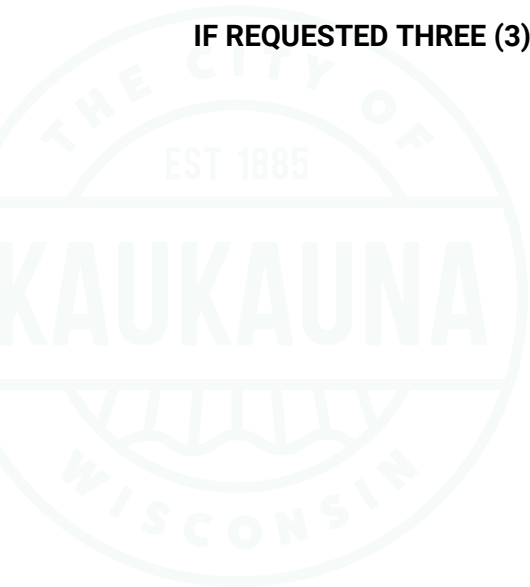
In-Person

1. Correspondence.
2. Discussion Topics.
 - [a.](#) Request from Cassidy Mickelson for the use of Lower Grignon Park, temporary allowance of horses and overnight camping on the grounds of the Grignon Mansion for the Civil War Living History Demonstration on August 25-27, 2023.
 - [b.](#) Amplified noise request for the Civil War Living History Demonstration at Grignon Mansion Grounds/Lower Grignon Park on August 26 - 27, 2023.
 - [c.](#) Request from Cassidy Mickelson for the use of Lower Grignon Park and temporary allowance of horses for Grignon Mansion Car Show on August 13, 2023.
 - [d.](#) Amplified music request for Grignon Mansion Car Show on August 13, 2023.
3. 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, July 17, 2023 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.





MEMO

GRIGNON MANSION

To: Health and Recreation Committee
From: Cassidy Mickelson, Grignon Mansion Executive Director
Date: July 17, 2023
Request for the use of Grignon Mansion Grounds and Lower Grignon
Re: Park, temporary allowance of horses, and overnight camping
August 25 – August 27, 2023

Dear Committee Members,

The Civil War Living History Demonstration will be on August 26th (10 AM – 4 PM) and August 27th (10 AM – 3 PM) at the Grignon Mansion. I am requesting use of the grounds of the Grignon Mansion and Lower Grignon Park for event activities.

I would also like permission to temporarily allow horses from August 25th to August 27th that are used for cavalry demonstrations.

Around 50 reenactors stay on the grounds of the Mansion for a more genuine encampment experience. Emergency procedures are in place to ensure the safety of the people on the grounds and the Kaukauna Police Department is aware of the events taking place.

Thank you for your consideration,

Cassidy Mickelson



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: Cassidy Mickelson

Date of Birth: *Event organizers must be at least 18 years old. 04/30/1992

Address: 207 Reaume Ave, Kaukauna, WI 54130

Phone Number: 920-422-6041

Email Address: cmickelson@kaukauna.gov

SECTION 2 – ORGANIZATION INFORMATION

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

Organization's Name: Grignon Mansion

Organization's Address: 1313 Augustine Street

Organization's Phone Number: 920-766-6106

Organization's Email Address or Website: www.grignonmansion.org

Applicant's Relationship to Organization: Executive Director

SECTION 3 – EVENT INFORMATION

Name of Event: Civil War Living History Demonstration

Event Location: 1313 Augustine Street

Event Date: *If a multi-day event, please list all days. 08/26/2023 - 08/27/2023

Event Start Time - End Time: 10 AM-4 PM & 10 AM-3 PM

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.

Cassidy Mickelson, 920-422-6041

Total Anticipated Attendance for Event: 400 visitors over 2 days
Additional Event Information (Purpose, Activity, Who Can Participate, whether this is a First-Time event, etc.): This is the 7th year of the Civil War Living History Demonstration. There are 60 reenactors who camp on the grounds from Friday until Sunday and share their knowledge of the Civil War to visitors. This is a fundraiser for the event and an educational opportunity for the community.

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? *Mainly outdoors 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 ☒
- * There will be musket and cannon fire at various points throughout the event.

Street and Parks Department: (920) 766-6337

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|---|---|--|
| 1. Are you requiring street closure for the event? | YES <input type="checkbox"/> | NO <input checked="" 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 type="checkbox"/> | NO <input checked="" 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

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|--|---|--|
| 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 type="checkbox"/> | NO <input checked="" type="checkbox"/> |

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

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|---|------------------------------|--|
| 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: *Cassidy Mickelson*

Printed name of Applicant: Cassidy Mickelson



REQUEST FOR AMPLIFIED MUSIC/NOISE

City of Kaukauna
144 W Second St.
Kaukauna, WI 54130

Applicant Information

Name: Cassidy Mickelson Date of Birth: 04/30/1992
Address: 207 Reaume Ave. Kaukauna, WI 54130 Phone number: 920-422-6041
Organization Name, if applicable: 2nd Wisconsin Volunteer Infantry/City of Kaukauna
Email address: cmickelson@kaukauna.gov

Event Information

Name of Event: Civil War Living History Demonstration
- This event will have musket and cannon fire at various points throughout the event.

Event location (s): Grignon Mansion Grounds/Lower Grignon Park

Date of Event: Saturday, August 26 and Sunday, August 27, 2023

Event Start time - End time: Saturday, 10 AM – 4 PM, Sunday, 10 AM – 3 PM

Number of people attending: 400 over two days

This application will be formally reviewed by the Health and Recreation Committee.
Please allow up to 3 weeks for a response. If you do not hear from City staff: request is approved.

For questions: tvosters@kaukauna-wi.org



MEMO

GRIGNON MANSION

To: Health and Recreation Committee
From: Cassidy Mickelson, Grignon Mansion Executive Director
Date: July 17, 2023
Re: Request for the use of Grignon Mansion Grounds and Lower Grignon Park, temporary allowance of horses - August 13, 2023

Dear Committee Members,

The Grignon Mansion Car Show is on August 13, 2023 from 10 AM – 3 PM. I am requesting use of the grounds of the Grignon Mansion and Lower Grignon Park for event activities.

I would also like permission to temporarily allow horses from on the grounds. L & M Carriage Services provides horse drawn carriage rides to show the type of transportation the Grignon family would have used.

Thank you for your consideration,

Cassidy Mickelson



SPECIAL EVENT APPLICATION FORM

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

Organization's Name: Grignon Mansion

Organization's Address: 1313 Augustine Street

Organization's Phone Number: 920-766-6106

Organization's Email Address or Website: www.grignonmansion.org

Applicant's Relationship to Organization: Executive Director

SECTION 3 – EVENT INFORMATION

Name of Event: Grignon Mansion Car Show

Event Location: 1313 Augustine Street

Event Date: *If a multi-day event, please list all days. 8/13/2023

Event Start Time - End Time: 10 AM - 3 PM

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.

Cassidy Mickelson, 920-422-6041

Total Anticipated Attendance for Event: 300

Additional Event Information (Purpose, Activity, Who Can Participate, whether this is a First-Time event, etc.): This is a fundraiser for the Grignon Mansion and includes a DJ, basket raffle, brat fry, and a DJ.

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 <input checked="" type="checkbox"/> | NO <input type="checkbox"/> |
| 2. Will there be a band or amplified music/noise? | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/> |
| 3. Will there be portable restrooms? | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/> |
| 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 <input checked="" type="checkbox"/> | NO <input type="checkbox"/> |

Fire Department Information: (920) 766-6320

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|--|---|--|
| 1. Will the event be held indoors? *Mostly outdoors | YES <input type="checkbox"/> | NO <input checked="" type="checkbox"/> |
| 2. Will a tent or temporary structure be erected? | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/> |
| 3. Will there be a tent larger than 200 SF? | YES <input type="checkbox"/> | NO <input checked="" type="checkbox"/> |
| 4. Will fireworks/pyrotechnics be used during the event? | YES <input type="checkbox"/> | NO <input checked="" type="checkbox"/> |

Street and Parks Department: (920) 766-6337

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|---|---|--|
| 1. Are you requiring street closure for the event? | YES <input type="checkbox"/> | NO <input checked="" 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 type="checkbox"/> | NO <input checked="" 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"/> |

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- | | | |
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| 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 type="checkbox"/> | NO <input checked="" type="checkbox"/> |

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- | | | |
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General Liability Coverage:

1. Commercial General Liability
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 - 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.
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Section 5 – Indemnification and Disclaimer

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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: *Cassidy Mickelson*

Printed name of Applicant: Cassidy Mickelson



REQUEST FOR AMPLIFIED MUSIC/NOISE

City of Kaukauna
144 W Second St.
Kaukauna, WI 54130

Applicant Information

Name: Cassidy Mickelson

Date of Birth: 04/30/1992

Address: 207 Reaume Ave. Kaukauna, WI 54130

Phone number: 920-422-6041

Organization Name, if applicable: Grignon Mansion

Email address: cmickelson@kaukauna.gov

Event Information

Name of Event: Grignon Mansion Car Show

- There will be a DJ playing music and making announcements throughout the event.

Event location(s): Grignon Mansion Grounds/Lower Grignon Park

Date of Event: Sunday, August 13, 2023

Event Start time - End time: 10 AM – 3 PM

Number of people attending: 250

This application will be formally reviewed by the Health and Recreation Committee. Please allow up to 3 weeks for a response. If you do not hear from City staff: request is approved.

For questions: tvosters@kaukauna-wi.org

