

HEALTH & RECREATION COMMITTEE

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



Monday, March 06, 2023 at 6:10 PM

AGENDA

In-Person

1. Correspondence.
2. Discussion Topics.
 - [a.](#) Request for use of Hydro Park, Farmers Market Lot, and one block of East of Second Street and for Amplified Music in Hydro Park on June 8, 9, 10, 2023, submitted by Jason Lipsky (Electric City Experience).
 - [b.](#) Request for Use of Hydro Park and Hydro Park Parking Lot for Friday, June 30 through Wednesday, July 5, 2023 and for Amplified Music in Hydro Park for July 3 & 4, 2023, submitted by Jessica Decet (Fox Firecracker 5K and Kids Run).
 - [c.](#) Request for amplified music to Joseph and Brandi Bruley on July 8, 2023 at Riverside Park.
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, March 6, 2023 at 6:10 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.



Kaukauna

ON THE FOX

SPECIAL EVENT APPLICATION FORM

Event application must be submitted at least 30 days in advance of the event.

SECTION 1 – APPLICANT INFORMATION

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

Name: Jason Lipsky	Date of Birth: Nov 5, 1977
Address: 2000 Ashland St. Oshkosh, WI 54901	
Phone Number: 920-968-9773	Email Address: appletonrockschool@gmail.com

SECTION 2 – ORGANIZATION INFORMATION

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

Organization's Name: Electric City Productions	
Organization's Address: 1487 Kenwood Dr. Menasha, WI 54952	
Organization's Phone Number: 920-968-9773	Organization's Email/Website: www.facebook.com/electriccityexperience.com
Applicant's Relationship to Organization: Owner	

SECTION 3 – EVENT INFORMATION

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

Name of Event: Electric City Experience	
Event Location: Hydro Park and surrounding area; 1 block w. 2 nd St. on Saturday only	
Event Date (List Each Date if Multi-Day Event): June 8, 9, 10, 2023	
Event Start Time: written below	Event End Time:
Head of Security's Name and Phone Number: Jason Lipsky, 920-968-9773	
Total Anticipated Attendance (Participants/Attendees):	

June 8 3p-11p
 June 9 4p-11p
 June 10 12p-11p

June 10 - 5000
 June 11 - 15,000

Event Information (Purpose, Activity, Who Can Participate, Whether the Event has Occurred Before, Etc.):

same plan as prior years.

• Addition this year is the return of the street market on
1 block of W. 2nd St. between Crooks Ave & Main Ave.
This closure would be on Saturday only

SECTION 4 – APPLICANT CHECKLIST

Applicant is responsible for contacting all necessary City departments and for obtaining all required reservations, permits, licenses, and variances.

General Information (920.766.6315)	Yes	No
• Will food be prepared and/or served?	X	
• Will there be a band or amplified music/noise?	X	
• Will there be portable restrooms?	X	
• Do you have proper insurance for your event and have you provided it to the City?	X	
Fire Department (920.766.6320)	Yes	No
• Will the event be held indoors?		X
• Will a tent or any other temporary structure be erected?	X	
• Will there be a tent larger than 200 square feet?	X	
• Will fireworks/pyrotechnics be used during the event?	X	
Street and Parks Department (920.766.6337)	Yes	No
• Are you requiring street closure? 2 nd Street	X	
• Name of Company Supplying Barricades? City supplied	X	
• Did you include a detailed map/diagram of the event location and route (if applicable)?	X	
• If the event will be held in a park, have you reserved the park?	X	
• Will there be rides at the event?	X	
Police Department (920.766.6333)	Yes	No
• Do you have a plan for medical emergencies that may occur during your event?	X	
• Is security needed for the event?		X
• Will the event need any special parking restrictions?		X
• Are any special parking restrictions requested?		X
City Clerk's Office (920.766.6300)	Yes	No
• Will alcoholic beverages be served/sold at the event?	X	
• Do you owe money for past events?		X

SECTION 5 – INSURANCE REQUIREMENTS

Insurance coverage (a Certificate of Insurance or a Hold Harmless Agreement) will be required for every special event held in the City. A certificate of insurance must be provided if your 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 will include naming the City of Kaukauna as an additional insured. The amount and type of insurance coverage varies, although \$1 million to \$2 million is a typical level.

General Liability Coverage

- Commercial General Liability
 - \$1,000,000 general aggregate – per project
 - \$1,000,000 products – completed operations aggregate
 - \$1,000,000 personal injury and advertising injury
 - \$1,000,000 each occurrence limit
- Claims made form of coverage is **not** acceptable.
- Insurance **must** include:
 - Premises and Operations Liability
 - 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.
 - Personal injury
 - Explosion, collapse, and underground coverage
 - Products/Completed Operations
 - The general aggregate must apply separately to this project/location.

Additional Provisions

- Additional Insured – on the General Liability Coverage, Business Automobile Coverage, Aircraft Liability and Liquor Liability. City of Kaukauna, and its officers, council members, agents, employees, and authorized volunteers shall be Additional Insureds.
- Endorsement – The Additional Insured Policy endorsement must accompany the Certificate of Insurance.
- Certificates of Insurance – A copy of the Certificate of Insurance must be on file with the City Clerk.
- Notice – City of Kaukauna requires 30-day written notice of cancellation, non-renewal, or material change in the insurance coverage.
- 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 regulations 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 holding the event (if applicable), and that the information contained in the 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.

Signature of Applicant:



Date:

2/3/22

Printed Name of Applicant:

Jason Lipsky



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. 9/16/1977

Address: 3307 Eiler Rd, De Pere, 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 Kid

Organization's Address: PO Box 302, Kaukauna WI

Organization's Phone Number: 920-268-8809

Organization's Email Address or Website: foxfirecracker5K.com; info

Applicant's Relationship to Organization: Race Director

SECTION 3 – EVENT INFORMATION

Name of Event: Fox Firecracker 5K and Kids Run

Event Location: Hydro Park

Event Date: *If a multi-day event, please list all days. 6/30/2023 - 7/5/2023

Event Start Time - End Time: 6/30 - possible setup of equ

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 <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

- | | | |
|--|---|--|
| 1. Will the event be held indoors? | 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 checked="" type="checkbox"/> | NO <input 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

- | | | |
|---|---|--|
| 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 25, 2023

To the Members of the Health and Recreation Committee,

The Fox Firecracker 5K and Kids Run is requesting the use of Hydro Park grounds and Hydro Park parking lot on Friday, June 30, 2023 through Wednesday, July 5, 2023 for the 16th 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, 2023 from 4pm to 7pm. In Hydro Park on July 4, 2023, we will be having the Echoes of Camp Randall (University of Wisconsin – Madison Band) and another band perform in the morning from 7am – 10am.

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

- Friday, June 30-Sunday July, 2 – Hydro Park
 - Delivery and set up of tents
 - Delivery of trucks in parking lot
 - Delivery of porta potties
- Monday, July 3 – Hydro Park
 - Set up of tables and grounds – 10am – 4pm
 - Packet pick up – 4pm-7pm
 - Entertainment by band (TDB) – 4pm – 7pm
- Tuesday, July 4 – Hydro Park
 - Set up for events – 5am – 6am
 - Event – 6am – 11am
 - Entertainment by Echoes of Camp Randall or another band – 7am – 10am
 - Clean up of Hydro Park – 11am – Noon
- Wednesday, July 5
 - Pick up of all equipment

Please note that all equipment will be left at Hydro Park overnight during this time and will be removed in its entirety on Wednesday, July 5, 2023.

Please approve this request so we can celebrate the 4th 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
info@foxfirecracker5k.com
(920) 268-8809

info@foxfirecracker5K.com
www.foxfirecracker5K.com

2/25/23

To whom it may concern,

Hello. My name is Joseph Bruley. I reside in Kaukauna with my wife Brandi. We have reserved Riverside Park for July 8th to host a fund raising event to assist us with our Adoption expenses. We have been trying to start a family for more than 10 years now and that journey has led us to the opportunity of child adoption, which I'm sure you have heard is fairly expensive. As I understand it, authorization for various functions is required before they may be carried out in the park. I would like to formally request permission to collect money from those who attend our event (the majority of attendees will be family and friends). I would also formally request permission to utilize a DJ to play music or a type of amplification system which may include a microphone. We intend to host small games for those who attend our event, as well as providing a meal for those in attendance. We will be sure to procure a license through the Police Department if there is to be any alcohol present. I thank you very much for taking the time to read my letter and for considering our requests. I would also like to thank you for assisting us in taking this next step towards becoming parents, it means more to us than you know. Thank you again for your time and we look forward to receiving your response. Have a great day.

Joseph and Brandi Bruley

J:(920)707-1605

Prestonsuncle@gmail.com

B:(920)707-0603

Moonplan11@gmail.com