

Date: Monday, April 4, 2016
Time: 4:45 pm
Place: City Hall

PUBLIC SAFETY COMMITTEE

- A. CALL TO ORDER & ROLL CALL
- B. CORRECTION OF MINUTES
- C. ANY APPEARANCES FROM THE PUBLIC
- D. BUSINESS PRESENTED BY POLICE DEPARTMENT

- 1. SPECIAL EVENT APPLICATION

- 1. Discuss application from Jacob's SWAG and Tyler's TEAM Foundations for Angels Among Us Charity Walk/Run, April 23, 2016. Details are attached to agenda.

- | | |
|-------------------------------|-------------|
| Individual Requesting Item | Fred Kelley |
| Expected Length of Discussion | 5 minutes |

- Documents: [SPECIAL EVENT APPLIC angels among us walk slice 04.23.16.pdf](#),
[SPECIAL EVENT APPLICATION DETAIL.doc](#)

- 2. FEES FOR SPECIAL EVENTS

- Discuss and make recommendation to Council to set fees

- | | |
|-------------------------------|-----------------|
| Individual Requesting Item | City Clerk/DOGG |
| Expected Length of Discussion | 5 min. |

- 3. REINSTALLATIOIN OF PARKING SPACES - 1700 BLOCK OF 12TH STREET

- Committee to discuss a request from Wisconsin Cheese Group to reinstall public parking spaces on the south side of the 1700 block of 12th Street. These spaces are located along the Wisconsin Cheese Group and Green County EMS properties and had been restricted due to projects at the cheese plant. Current need is for the spaces to be for public use. Police and Public Works to provide input.

- | | |
|-------------------------------|-------------|
| Individual Requesting Item | Fred Kelley |
| Expected Length of Discussion | 15 minutes |

- 4. PARKING ENFORCEMENT REQUEST FOR PROPOSAL PROCESS

- Committee to discuss and accept the Parking Enforcement Services RFP to be sent out to prospective third party vendors.

- | | |
|-------------------------------|-------------|
| Individual Requesting Item | Fred Kelley |
| Expected Length of Discussion | 20 minutes |

- Documents: [PARKING ENFORCEMENT RFP draft pdf.pdf](#)

- E. BUSINESS BY MEMBERS

- May make brief informative statements or bring up items to be discussed at a future meeting.

- F. ADJOURNMENT

This Committee may take any action it considers appropriate related to any item on this agenda.

Request from persons with disabilities who need assistance to participate in this meeting, including need for an interpreter, materials in alternate formats, or other accommodations, should be made to the Office of the City Clerk at (608) 329-2564 with as much advance notice as possible so that proper arrangements can be made.

Notice is hereby given that a majority of the members of the Common Council of the City of Monroe may be present at this meeting to gather information about the matters set forth on this agenda. This notice is given pursuant to the Wisconsin Open Meetings Law.

Members: Chairperson Chris Beer, Tom Miller, Brooke Bauman, and Alternate Michael Boyce

Youth in Government Members: Isabel Bazley, Brooke Rowe

City of Monroe Special Event Permit

Received in Clerk's office	1-5-10
By <u>CS</u>	Date Paid <u>N/A</u>

RETURN APPLICATION BY: _____

Thank you for being willing to plan a community celebration or special event. This permit application form will provide the City information needed to assist you in sorting through departments and types of requirements needed to obtain proper permits and inspections so as to assist us all in creating a safe and lawful event.

Please fill out as completely as possible and attach additional information if necessary.

Return to City Clerk's Office.

Special events are governed by city ordinances and organizers are responsible for all necessary permits, trash and litter pickup, and for damage to any property, as well as possible billing for city services. The organization/organizer agrees to be responsible for the supervision of the event and conduct of persons present.

1. Name and Address

a. Name, address and telephone number of Sponsor:

Name: Jacob's SWAG Foundation Inc & Tyler's TEAM Foundation Inc.

Address: 2222 6th ST W3050 Middle Juda Rr
Monroe WI 53566 Juda WI 53550

Phone: 608-328-2418 608-934-1456

Person in Charge Teri Ellefson & Kathy Pierce

b. Names, addresses and telephone numbers of not less than three (3) individuals who will hold positions of responsibility with respect to the Special Event:

Name: Teri & Kurt Ellefson Name: Kathy & John Pierce Name: _____

Address: See above Address: See above Address: _____

Phone: _____ Phone: _____ Phone: _____

2. **Convictions** A statement of any conviction of the Sponsor, any officer or director of the Sponsor, the person in charge, and the three (3) individuals listed under 1b above, for any violation of any criminal law or municipal ordinance other than traffic violations. Such Statement shall include a statement of the nature of the offense and the punishment or penalty assessed therefore _____

3. Description of Special Event

NAME OF EVENT: Angels Among Us of Green County

TYPE OF EVENT: Run/walk special event

(Example: run, walk, parade, festival, neighborhood event)

LOCATION OF EVENT: SLICE Ice Arena

NUMBER OF YEARS THIS EVENT HAS BEEN IN EXISTENCE: 2

NUMBER OF PEOPLE ANTICIPATED: 550

PEAK HOURS OF EVENT: 9 A.M. - 11.30 A.M.

ESTIMATED CROWD SIZE DURING PEAK HOURS: 550

NUMBER OF PEOPLE AT LAST EVENT: 625

WILL THIS YEARS EVENT INCLUDE, USE OR PROVIDE (indicate "yes" or "no")
NO beer/wine NO carnival NO tents YES electrical usage YES barricades
NO food service YES noise amplification NO fireworks NO 2-way radios
NO use of city hydrants YES medical assistance or first aid YES outdoor signs/banners

ARE YOU CHARGING FOR PARKING, PARTICIPANT FEES OR ANY TYPE OF ADMISSION OR SPECTATOR FEES? PLEASE EXPLAIN. Yes - there will be a fee for the 5K or 1 mile race course.

ARE YOU SELLING CONCESSIONS? PLEASE EXPLAIN. NO

HAVE PROVISIONS BEEN MADE FOR PORTABLE/PERMANENT RESTROOMS? ATTACH PLAN FOR ANY NEEDED PORTABLE RESTROOMS, INCLUDING NUMBER RENTED AND COPY OF RENTAL AGREEMENT Yes restrooms inside the SLICE area

NUMBER OF SITES AND LOCATIONS WHERE MONEY WILL BE HANDLED: 1 - all will be collected at the registraion table.

THE EVENT IS RESPONSIBLE FOR TRASH AND LITTER CONTROL. HOW WILL THIS BE HANDLED? We will have a cleanup committee travel both routes at the end of the event.

WILL ANYTHING BE SERVED IN GLASS, METAL OR PLASTIC CONTAINERS? (if yes, please attach a copy of your recycling plan) yes X no

PLEASE INDICATE ANY ADDITIONAL SECURITY MEASURES BEING TAKEN AND DESIGNATE HEAD OF SECURITY IF APPLICABLE: (private security, fences, persons checking identification, etc.)
None

IF STREET CLOSURES ARE REQUESTED, please indicate exact requested location, dates and times, including set up and take down: (attach map and situ plan of the area) 4th Ave, W at the start of the race , 10 A.M. in front of the SLICE Arena.

PLEASE INDICATE ANY NEED FOR POLICE SERVICES OR ANY OTHER CITY SERVICES:
Ambulance will be contacted to be at the SLICE for emergencies.

******If special services are necessary, the applicant most likely will be required to make reimbursement to the City of Monroe for the total number of labor hours performed at an overtime rate of pay.******

PLEASE INDICATE ANY PLANS THAT HAVE BEEN MADE FOR MEDICAL SERVICES AND FIRST AID: First aid station is located inside SLICE and the ambulance will be asked to be on hand at the event.

WILL THERE BE ANY COOKING WITH FLAMMABLE LIQUIDS OR GASES OR POTENTIALLY DANGEROUS COOKING APPLIANCES? NO

PLEASE DESCRIBE ANY OTHER DETAIL OF YOUR EVENT NOT ALREADY COVERED. YOU MAY ATTACH AN ADDITIONAL PIECE OF PAPER

****YOU MUST SUBMIT PLANS FOR LARGE TENTS AND A DETAILED MAP OR DIAGRAM OF THE ENTIRE SPECIAL EVENT AREA INCLUDING PARKING AREAS.**

4. **Term of Permit** Special Event Begins: Date: 4/23/16 Hour: 7 AM
Special Event Ends: Date: 4/23/16 Hour: 12 NOON
Hours of operation each day (attach separate sheet if necessary) From: N/A To: N/A

5. **Prior Suspensions or Revocations** A statement of any prior suspension or revocation of a Special Event permit of the Sponsor or any Individual who will hold a position of responsibility with respect to the Special Event N/A

6. **Mapped Routes** When the proposed Special Event will feature foot or bicycle races, runs, rides or parades, the Sponsor shall submit the proposed route at the time of filing the application.

7. **Vendors** Is Sponsor requesting suspension of vendors (Vendors, Canvassers, Peddlers) that are not associated with Special Event? If yes, describe area in which vendors are suspended during special event. None

THE CITY REQUESTS THAT ALL NEIGHBORS/BUSINESSES IN THE CLOSED AREA BE NOTIFIED.
HAVE THE REQUIRED LEVELS OF INSURANCE INDEMNIFYING THE CITY BEEN OBTAINED?

ATTACH COPY OF INSURANCE CERTIFICATE TO COMPLETED SPECIAL EVENT PERMIT APPLICATION. **(PLEASE NOTE INSURANCE REQUIREMENT THAT THE CITY OF MONROE BE NAMED AS AN ADDITIONAL INSURED ON THE CERTIFICATE OF INSURANCE)**

TYPE OF SPECIAL EVENT: EXEMPT x NON-EXEMPT
FEES: \$0.00 \$25.00
(NO REFUND ON FEES)

The applicant agrees to indemnify and save harmless the City against all liabilities, claims, demands, and losses, including costs, expenses, and reasonable attorney fees, for injury or death of any individual or loss or damages to the property of any person arising from any activity undertaken pursuant to a permit issued under this chapter. Applicant agrees to provide insurance binder or certificate of insurance as required by 3-13-10 INSURANCE REQUIREMENTS (Attached). Applicant further agrees to comply with 3-13-13 SPECIAL EVENT REGULATIONS (Attached).

WITNESSED BY

Teri Eason 4/4/16
Maureen M. Price 4/4/16
SIGNATURE OF APPLICANT/DATE

TO BE COMPLETED BY CITY OF MONROE

Approved by: [Signature]
Fire Chief

Police Chief

[Signature]
Building Inspector

[Signature]
City Clerk

Approved by Public Safety Committee on: _____
Approve by City Council on: _____



CITY OF MONROE
 1110 18th Avenue, Monroe, WI 53566
 Phone (608) 329-2524 FAX (608) 329-2561

Application for Amplified Sound & Background Music Permits

To The City of Monroe:

The undersigned most respectfully makes application for a permit under section 9-4-20 of the Monroe City Code subject to all applicable conditions, regulations, and provisions of all state statutes and city ordinances & resolutions regarding issuance of said permit.

Please indicate with an X the type of permit you are applying for and the dates you are requesting for your permit.

Amplified Sound Permit - Permit for voice or other sound, other than background music, that is amplified by a mechanical or electronic device, or multiple mechanical or electronic devices, whenever the sound amplified is intended to be audible outside a dwelling or business enclosure by an audience located within a geographically defined area. Holders of this type of permit are exempt from maximum permissible sound levels, but are subject to nuisance sound regulations. This permit may also authorize multiple amplified sound events if such events are part of a series of coordinated events sponsored by a single person, company or organization.

- \$10.00 daily permit (cost is \$10 per day)
 Dates Requested: April 23rd, 2016
- \$100.00 monthly permit
 Date Range of Month Requested: _____
- \$400.00 annual permit through June 30th, 20__

Background Music Permit – Permit for amplified music that plays continuously for extended periods of time and that is intended to serve as a background for other activities that occur within a geographically defined area such as shopping or dining and that is audible in a public area outside a building or structure. Holders of this type of permit are subject to maximum permissible sound levels and nuisance sound regulations.

- \$10.00 monthly permit
 Date Range of Month Requested: _____
- \$75.00 annual permit through June 30th, 20__

Both aforementioned types of permits are applicable to use of any musical instruments. All permits will expire on a date certain which shall be no later than the next succeeding June 30th following issuance.

Applicant(s): Jacob's SOUTG Foundation Inc.
& Tyler's TEAM Foundation Inc.

c/o - Angels Among Us of Green County

Jacob's SWAG
Foundation Inc.

Tyler's TEAM
Foundation Inc.

Telephone number: (608) 328-2418 608-934-1456
Address: 2222 - 6th St w 3050 Middle Juda Rd
Monroe, WI Juda, WI 53550
(Street) (City) (State) (ZIP)

Permit Location (geographically defined area): SLICE Ice Arena
1632 - 4th Ave W Monroe, WI 53566

Date of Application: 1-4-16

Signature of Applicant(s): Kristen M. Reice Teri Ecker
Applicants Stop Here! Do not write below this line!

These Sections for Office Use Only
Date paid: 1-5-16 Total amount paid: 10.00 (Acct# 5-519 background music)
(Acct# 5-501 amplified sound)

___ Approved at Public Safety Committee meeting held on _____
(For Long Term Amplified Sound Permits)

Approved by City Clerk
(For Short Term Amplified Sound and Background Music Permits)

___ Disapproved (reason) _____

___ Special Conditions of Approval: _____

Amplified Sound or Background Music Permit Issuance

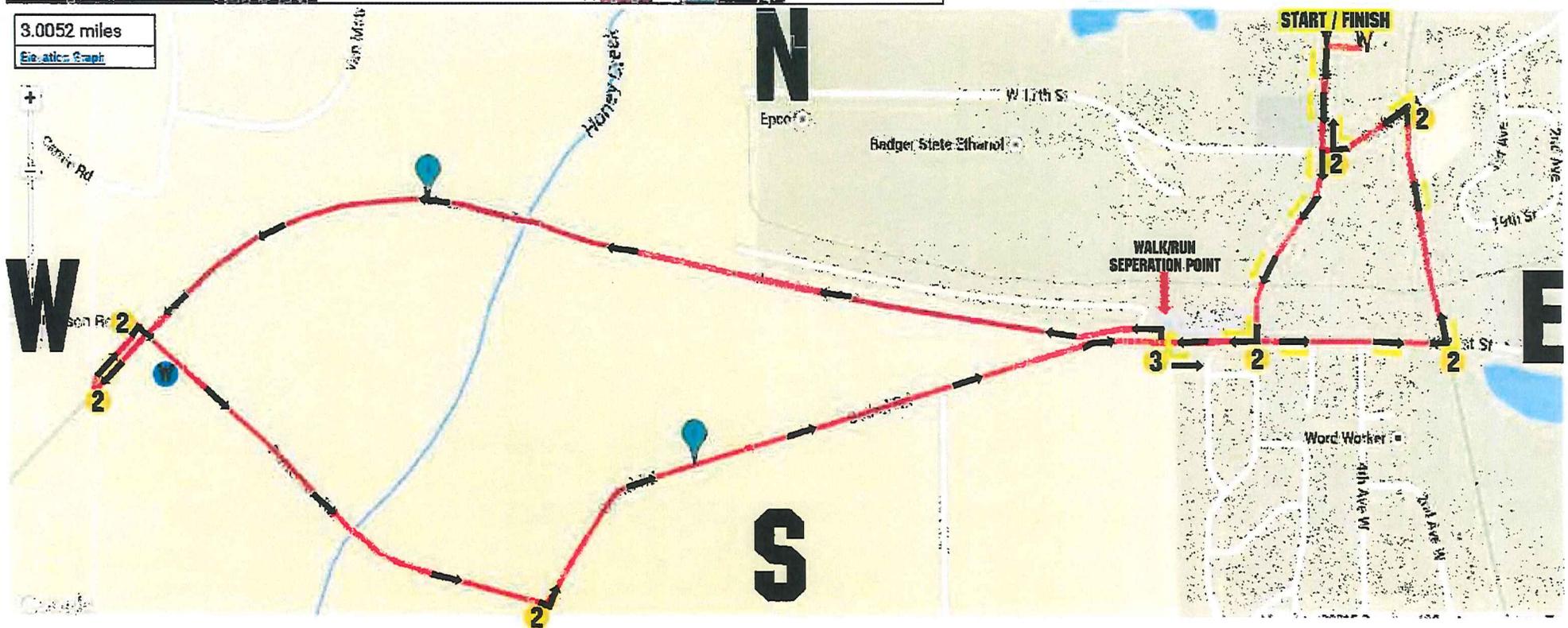
Permit # _____

Permit is approved and issued as requested in this application unless otherwise indicated above under special conditions.

Given under my hand and the corporate seal of said City of Monroe this _____ day
of _____, 20____

(SEAL)

Carol J. Khan Clerk



2 = VOLUNTEER COURSE WORKER LOCATION AND NUMBER OF WORKERS AT THAT LOCATION

W = WATER STATION

→ = 5K RUN/WALK

→ = WALK





JACOB-1

OP ID: JM

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/30/2015

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 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
Lanz & McArdle Agency Inc.
1022 17th Ave. PO Box 116
Monroe, WI 53066
Jeff McArdle

CONTACT NAME: Jeff McArdle
PHONE (A/C, No, Ext): 608-325-9126
FAX (A/C, No): 608-325-9128

INSURER(S) AFFORDING COVERAGE
INSURER A: Cincinnati Insurance Company
INSURER B:
INSURER C:
INSURER D:
INSURER E:
INSURER F:

NAIC #
244106

INSURED
Jacob's SWAG Foundation Inc.
Kurt and Teri Ellefson
2: 22 6th St
Monroe, WI 53566

COVERAGES

CERTIFICATE NUMBER:

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	ADDITIONAL INSURER	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC		ENP0226256	01/01/2016	01/01/2017	EACH OCCURRENCE \$ 1 Million DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1 Million GENERAL AGGREGATE \$ 2 Million PRODUCTS - COM/PROP AGG \$ 2 Million
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (PER ACCIDENT) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE					EACH OCCURRENCE \$ AGGREGATE \$
	DED RETENTION \$ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/BER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below					WC STATUTORY LIMITS OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
City of Monroe is listed as Additional Insured for the Angels Among Us Run/Walk.

CERTIFICATE HOLDER

CANCELLATION

MONRCIT

City of Monroe
1 10 18th Ave.
Monroe, WI 53566

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
Jeff McArdle



CERTIFICATE OF LIABILITY INSURANCE

TYLER-1

OP ID: JM

DATE (MM/DD/YYYY)

12/30/2015

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.

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PRODUCER
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Monroe, WI 53068
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CONTACT NAME: Jeff McArdle
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E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Cincinnati Insurance Company	244106
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
Tyler's TEAM Foundation Inc.
Kathy Pierce
V. 3050 Middle Juda Rd
Juda, WI 53550

COVERAGES**CERTIFICATE NUMBER:****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	ADDITIONAL SUBROGATION WAIVED	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR		ENP0258541	06/10/2015	06/10/2016	EACH OCCURRENCE \$ 1 Million DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1 Million GENERAL AGGREGATE \$ 2 Million PRODUCTS - COMP/OP AGG \$ 2 Million
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC					
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OTHER AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Per accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIABILITY EXCESS LIABILITY CLAIMS-MADE					EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/OWNER EXCLUDED? (Mandatory in NH) If yes, describe under OF OPERATIONS below	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A				PER STATUTE <input type="checkbox"/> OTHER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

City of Monroe is listed as Additional Insured for the Angels Among Us Run/Walk.

CERTIFICATE HOLDER**CANCELLATION**

MONRCIT

City of Monroe
110 18th Ave.
Monroe, WI 53566

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
Jeff McArdle

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REGISTRATION

Saturday April 23, 2016
at SLICE Ice Arena
1632 4th Avenue West, Monroe WI
Check-In begins at 9 AM
Run/Walk begins at 10 AM

Hosted By: Tyler's TEAM Foundation Inc. & Jacob's SWAG Foundation Inc.

Prices are the same for 5K run or 1-mile walk

\$30 individual (includes shirt) \$100 family/team (Unlimited team members up to 4 shirts)

5K and 1 mile walk/fun run begins and ends at SLICE. Course is the outskirts of the city limits and adjacent countryside on blacktop and scenic off-road trail terrain. No official timing system will be used, but a race clock will be at the finish.

Event will be held rain or shine !

Register and/or volunteer online at JacobsSWAG.org

Online payments available via PayPal only.

Or you may mail your registration and payment to: Angels Among Us
Jacob's SWAG, 2222 6th Street, Monroe, WI 53566

Pre-register by Sunday, April 10, 2016, to guarantee an event shirt, and to be entered to win a family 4 Pack to a Mallards Home Game.

Individual or Family/Team Name: _____

Email: _____ Phone Number: _____

Yes I would like to volunteer: _____

Individual \$ 30.00 (1 shirt) _____ or Family/Team \$100.00 (Unlimited team members up to 4 shirts) _____

I would like a Long sleeve shirt only \$20.00 _____

Long sleeve shirt sizes: Youth: 6/8 _____ 10/12 _____ 14/16 _____

Adult: Small _____ Med. _____ Large _____ XL _____ 2X _____ 3X _____

Waiver: I will assume all risks associated with participating in this event. I, for myself, and anyone entitled to act on my behalf, waive and release Tyler's TEAM Foundation and Jacob's SWAG Foundation, all representatives, sponsors and volunteers, for all claims or liability of any kind arising out of my participation in this event.

Be The Light In Someone's Life

2016 - April 23th



**Start is at Slice Ice Arena, Monroe WI
Check in starts 9AM
Opening Ceremonies 9:30AM -Race Start 10AM**



**Remembering:
Tyler Pierce & Jacob Ellefson
And all who have been lost to
Suicide or struggle with Mental Illness.**

- ✓ Fun for the Whole Family
- ✓ Lots of activities throughout the morning
- ✓ T-shirts available for individual purchase

Race Prices:

- ✓ \$30 individual (includes long sleeve shirt)
- ✓ \$100 family/team (includes up to 4 shirts)

***** Day of the Event ***
Silent Auction 9 – 11 AM
Featuring Angel Paintings
by local artist
Jennifer Riskers & Debbie Meyer**

Register or Donate Today: Angels Among Us of Green County

**Online via PayPal JacobsSWAG.org or mail your registration
and payment to: Angels Among Us
Jacob's SWAG 2222 6th Street, Monroe, WI 53566.**

**Pre-register by Sunday, April 10, 2016 to guarantee an
event shirt, and be entered to win a family 4 Pack to a
Mallards Home Game**



**Don't forget to find us on Facebook
Angels Among of Green County**

Resolution by the Public Safety Committee to recommend the approval of a special event application from the Jacob's SWAG and Tyler's TEAM Foundations to hold an Angels Among Us of Green County Charity Walk/Run, April 23, 2016, from 7:00 AM to 12:00 PM, beginning and ending at the State Line Ice and Community Expo (SLICE) facility and traveling over parts of a route within the City of Monroe approved by the Police Department. The Police Department is directed to provide officers as needed to provide traffic control to facilitate the event, including the use of overtime if necessary. Any part of the route which travels over the Badger State bike trail will need to be done with the consent of the Wisconsin Department of Natural Resources, which operates the trail, any part of the Cheese Country Recreation Trail will need to be done with the consent of the Tri County Trail Commission, which operates this trail, and any parts of the route which travel over Clarno township roads will need to be done with the consent of Clarno township. The City of Monroe exercises no authority over the use of these areas and is only permitting those parts within the City of Monroe and its sole authority. A certificate of insurance indemnifying the City of Monroe in the amount set by City Code is required and attached to the permit, along with any other required permits or special requirements. For purposes of this event, the special event area is that area within the SLICE facility, and within 100 feet of the walk route within the City of Monroe during this event. No other events or similar activities, other than those authorized by law, may take place in the same location, and at the same time.



**REQUEST FOR PROPOSAL
DOWNTOWN PARKING
ENFORCEMENT SERVICES**

Contact:

**Fred Kelley
Chief of Police
1811 12th Street
Monroe, WI 53566
fkelly@pdmonroe.com
(608) 329-2400**

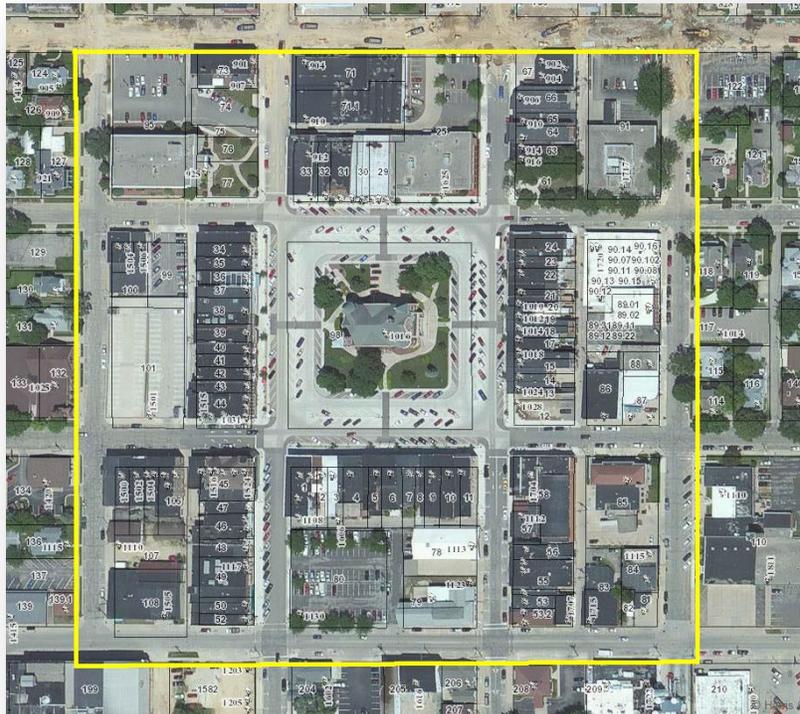
About Monroe, Wisconsin

Situated in the rolling hills of Green County in southwestern Wisconsin, Monroe is a city with many of the amenities of a large metropolitan area coupled with the comforts and familiarity of a small town. This scenic city provides a high-quality of life for people of all ages, with community resources that include a historic downtown Square, attractive parks, and an active arts center. Additionally, there is a strong sense of community and volunteerism in Monroe; people work together to better the lives of their friends, family, and the community as a whole. In all, Monroe is a truly livable community that works to promote the health, education, and overall well-being of its residents and visitors.

Monroe's Swiss heritage and award winning cheesemaking has earned it's recognition as being a must-visit for dairy connoisseurs. Though being known for cheese, businesses in Monroe provide a diverse range of services and products ranging from truck body manufacturing to mail-order gift production and distribution. Furthermore, Monroe is situated in close proximity to many larger cities, creating easy access to additional products, services, and atmospheres – it's an hour drive to Madison, a two hour drive to Milwaukee, and a two and a half hour drive to Chicago

I. PURPOSE OF REQUEST

The City of Monroe ("City") is currently investigating the feasibility of transitioning to time parking (2-3 hours) in the City's downtown district. The City is requesting proposals for third party parking enforcement in the City's downtown district, a nine (9) block area, identified in the map below. The City's needs are outlined in the following Request for Proposal (RFP).



II. SCHEDULE

The City will attempt to follow this timetable, which should result in the implementation of a third party enforcement agreement by **January 1, 2017**.

Issue RFP.....	April 1, 2016
Deadline for Submittal of Proposals.....	May 16, 2016
Preliminary Selection of Firm.....	June 17, 2016
Council Approval.....	July, 2016
Notify Firm Chosen.....	August 1, 2016
Finalization of Contract.....	August 1-30, 2016
Effective Date of New Contract.....	January 1, 2017

III. TERMS, CONDITIONS AND INSTRUCTIONS

A. All questions regarding this RFP and submittals should be directed to:

Chief Fred Kelley
City of Monroe Police Department
1811 12th Street
Monroe, WI 53566
(608) 329-2400
fkelly@pdmonroe.com

B. The City reserves the right to reject any proposals, and to waive minor irregularities in any proposal.

C. The City reserves the right to request clarification of information submitted, and to request additional information from any proposer.

D. The City reserves the right to award any contract to the next most qualified firm if the successful firm does not execute a contract by the proposed implementation date of **January 1, 2017**.

E. The contract resulting from acceptance of a proposal by the City shall be in a form supplied or approved by the City, and shall reflect the specifications in this RFP, however, the City reserves the right to modify the Scope of Work before the final contract is awarded. The City reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFP, and which is not approved by the City Attorney's office.

F. The City shall not be responsible for any costs incurred by the firm in preparing, submitting or presenting its response to the RFP.

- G. All proposals must be in a sealed envelope and clearly marked: “City of Monroe Parking Enforcement Program”, “Name of Firm”.
- H. All proposals must be signed by a company representative who is authorized to bind the firm.
- I. All proposals must be received by May 16, 2016 at 12:00 PM (Noon). One (1) hard paper copy and an electronic version (PDF) either emailed or delivered by CD of the proposal must be submitted. Late proposals shall be returned unopened.
- J. Proposals should be prepared simply and economically, providing a straightforward, concise description of provider capabilities to satisfy the requirements of the request. Emphasis should be on completeness and clarity of content.
- K. The proposer shall not discriminate in employment or services to the public on the basis of race, color, national origin, sex, religion, age, marital status, or disability, except for employment actions based on bona fide occupational qualification.
- L. All proposals shall include the following information:
 - 1. The names of individuals who will be working on the proposed services and their areas of responsibility.
 - 2. Specific experience of individuals relative to the request for proposal requirements.
 - 3. The location of an office within the City, or name the point of contact for disputed enforcement actions.
 - 4. Description of the proposed methodology, hardware and software for issuing on and off street parking tickets. Include enforcement techniques, back office support, accounting and any collections process if proposing to handle this part of the program.
 - 5. Description of proposed methodology for issuing parking permits for long term parking.
 - 6. Discuss any special conditions, other fees, other services, or deviations from the proposal specifications.
 - 7. Provide information on how your firm, in partnership with the City and local businesses, can facilitate positive and fair enforcement, parking turnover, and public relations.

8. Provide contact name and phone number for each of the following: corporate office and any local branch office contact. It is the City's preference to have one contact person who will deal with other representatives at the firm to resolve any questions or concerns.
9. Provide references, including name, contact person, telephone number and services used. Municipal references preferred.
10. Pricing cost per year.

IV. SELECTION CRITERIA

FACTOR	WEIGHT GIVEN
A. Responsiveness of the written proposal to the purpose and scope of service	25%
B. Ability and history of successfully completing contracts of this type and meeting criteria established, as well as experience in similar work	35%
C. Price	40%
Total Criteria Weight	100%

V. SCOPE OF SERVICES

As described in Attachment "A" of this document. The proposal shall incorporate the terms, conditions, instructions and elements of operations that describe how the proposer intends to fulfill the scope of services in Attachment A.

VI. TERM

The City at this point prefers a term of contract to be multiyear. Term to be negotiable and proposer can make a suggestion, along with any pricing benefit.

VII. OTHER INFORMATION

For additional information or explanation of the contents or intent of these specifications, please e-mail your questions to Chief Fred Kelley at fkelly@pdmonroe.org.

ATTACHMENT “A” – SCOPE OF SERVICES

I. General Provisions

A. Vehicles

Proposer is responsible for supplying its transportation requirements for regulatory vehicles used in the performance of enforcement duties.

1. All vehicles used by the proposer in its performance of services shall:
 - a. Be clearly identified as performing parking enforcement;
 - b. Be operated at all times in compliance with all state and local motor vehicle laws;
 - c. Have prominent warning markings on the rear of the vehicle to prevent collisions.
2. Foot or other alternative enforcement may be used by the proposer personnel in lieu of vehicles.

B. Personnel and Staffing

1. Proposer will maintain staffing for the hours of Monday through Friday from **8:00 AM to 5:00 PM.**
2. Proposer shall be responsible for all aspects of recruitment and selection of parking enforcement personnel.
3. Proposer will provide the City of Monroe with a complete list of staff responsible for parking enforcement.
4. Proposer shall provide all parking enforcement personnel with professional appearing uniforms consisting of shirts, trousers and jackets. All uniforms shall have markings designating the wearer as official parking enforcement personnel. All enforcement personnel must display photo identification supplied by the Monroe Police Department, and be in complete uniforms at any time they are engaged in enforcement duties, or if making a court appearance related to those duties.
5. Proposer shall be responsible for assuring employee compliance with all laws and regulations, compliance for all employment related laws and regulations, and all parking enforcement personnel will be considered employees of the proposer and not of the City of Monroe.

C. Communications

1. All parking enforcement personnel shall have the ability to be accessed by the Monroe Police Department during enforcement duties, including carrying a radio supplied by the Police Department if needed.
2. Proposer shall maintain at least telephone accessibility to the City, including a supervisor of the parking enforcement personnel.

D. Training

1. Proposer shall be responsible for complete training of parking enforcement personnel. Training shall include, but not be limited to:
 - a. Customer service and expectations;
 - b. Information about the City in general, and municipal code regarding parking regulations;
 - c. Dealing with difficult people; conflict management and dispute resolution;
 - d. Job procedures and emergency protocol;
 - e. Job safety;
 - f. Public and Traffic Safety;
 - g. How/when to conduct parking enforcement, and knowledge of the parking permit program.

E. Record Keeping and Reports

1. Proposer shall be responsible for all employment related record keeping and, upon request by the City, shall provide personnel and training information for parking enforcement personnel.
2. Proposer shall be responsible to keep all records of tickets issued, any fine monies that might be collected, tickets voided, and complaints handled.
3. Reports – The following is the minimum requirement for reports that shall be prepared by the proposer and transmitted to the City:
 - a. Monthly summary of activities showing total work hours by enforcement personnel.
 - b. Monthly summary of ticket activity including number of tickets issued by infraction type, by location, and a list of voided tickets with reason for voiding.
 - c. Quarterly reports showing parking trends, including use, volume, needs.

- F. Court Appearance – Proposer’s employee(s) shall appear in Court when necessary, meet with the City Attorney(s) regarding cases, and will supply any evidence needed to support tickets issued.
- G. Special Event Support – Proposer shall coordinate special parking needs for enforcement to accommodate special events, particularly the large scale event Cheese Days, which occurs on the third weekend in September, every other year on even numbered years. This will include staffing on days not normally staffed for parking enforcement, placard or sign preparation and installation, closing of parking lots or street parking.

II. Parking Enforcement Operations

A. Enforcement Duties:

Services to be provided shall include, but are not limited to:

1. Regulation of on street parking including, but not limited to the Downtown Core (approximately 9 blocks) or other locations, identified through complaints, referrals or random patrols, including for the following:
 - a. Enforcing timed parking (2 or 3 hour) regulation violations
 - b. Enforcing handicapped parking violations
 - c. Enforcing abandoned vehicle (48 hour) parking violations
 - d. Enforcing violations for parking in crosswalks, violations for parking outside of marked stalls, violations for parking in no parking areas or as prohibited by State or local laws
 - e. Enforcing parking restrictions and zones when required by a special event
2. Regulation of off street (parking lots/structures) in the Downtown Core, identified through complaints, referrals or random patrols, including for the following:
 - a. Enforcing handicapped parking violations
 - b. Enforcing abandoned vehicle (48 hour) parking violations
 - c. Enforcing violations for parking outside of marked stalls, violations for parking in no parking areas or as prohibited by State or local laws
 - d. Enforcing any timed parking (times as set by City Code) that may be required
 - e. Enforcing parking restrictions and zones when required by a special event
3. Issuing parking tickets and notices for unpaid tickets for violations when and where appropriate.

4. Preparing reports for parking infractions, violations and incidents.
5. Preparing and performing parking surveys if required.
6. Maintaining knowledge of the layout of the Downtown area including the locations of businesses and landmarks, knowledge of activities ongoing in the area including events.