

**Date: Monday, May 16, 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. CONSIDER APPROVAL OF NO PARKING AREAS

Due to complaints received regarding traffic safety in the area of Abraham Lincoln Elementary School, several no parking areas are proposed. The Committee will review and possibly approve the proposed areas.

Details and draft resolution are attached.

Individual Requesting Item	Chief Fred Kelley
Expected Length of Discussion	15 minutes

Documents: [DRAFT NO PARKING RESOLUTION 05.16.16.pdf](#)

- 2. DISCUSS OPTIONS FOR SAFETY CONCERN IN THE 1700 BLOCK OF 8TH AVENUE

Individual Requesting Item	Chris Beer
Expected Length of Discussion	10 minutes

- 3. SPECIAL EVENTS PERMIT APPLICATIONS

The Committee will review and possibly approve the following special events:

- 1. Main Street Monroe Cars on the Square Events
        - 2. Main Street Monroe Supercows Kick Off Event
        - 3. ARC of Green County Monroe Balloon Festival

Details of each event is attached.

Individual Requesting Item	Chief Fred Kelley
Expected Length of Discussion	15 minutes

Documents: [DETAILS OF PROPOSED SPECIAL EVENTS.docx](#), [SPECIAL EVENT APPLIC cars on square.pdf](#), [SPECIAL EVENT APPLIC supercows kick off event.pdf](#), [SPECIAL EVENT APPLIC balloon festival 2016.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 Ron Marsh**

**Youth in Government Members: Isabel Bazley, Brooke Rowe**

## DRAFT NO PARKING RESOLUTION

Resolution by the Public Safety Committee to recommend approval to create the following no parking areas in the area of Abraham Lincoln Elementary School:

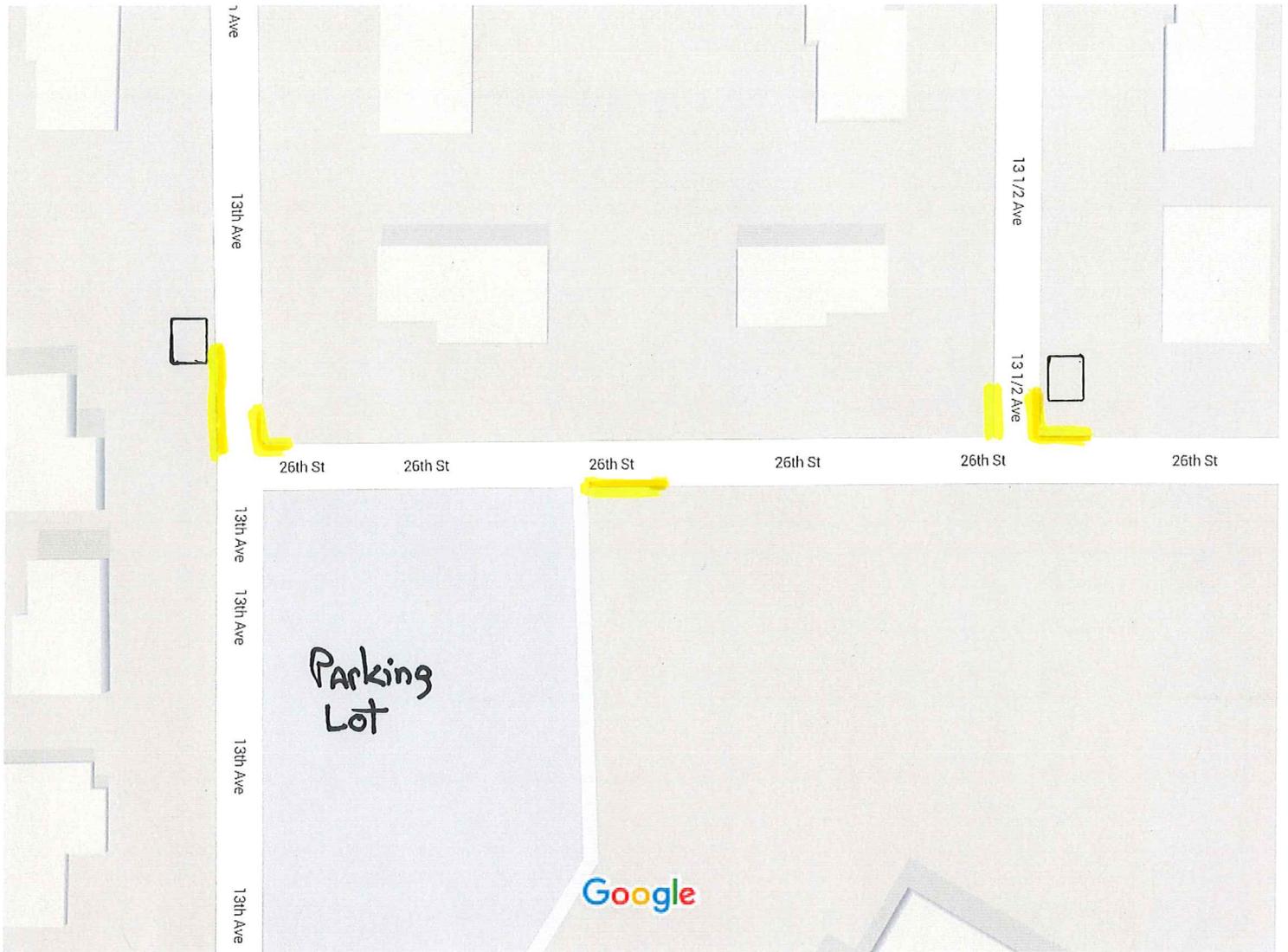
1. The west side of the 2500 block of 13<sup>th</sup> Avenue, from 26<sup>th</sup> Street north for a distance of 15 feet. The Street Department is directed to install a “no parking here to corner” official sign, and paint the curb yellow to indicate this no parking area.
2. The east side of the 2500 block of 13<sup>th</sup> Avenue, from 26<sup>th</sup> Street north for a distance of 15 feet. This area is within 15 feet of the crosswalk and is a prohibited parking area pursuant to Wisconsin Statutes 346.53(5). The Street Department is directed to paint the curb yellow in this location to indicate the no parking area.
3. The north side of the 1300 block of 26<sup>th</sup> Street, from 13<sup>th</sup> Avenue east for a distance of 15 feet. This area is within 15 feet of the crosswalk and is a prohibited parking area pursuant to Wisconsin Statutes 346.53(5). The Street Department is directed to paint the curb yellow in this location to indicate the no parking area.
4. The south side of the 1300 block of 26<sup>th</sup> Street , from the school driveway east for a distance of 18 feet. The Street Department is directed to install a “no parking here to driveway” official sign, and paint the curb yellow to indicate the no parking area.
5. The west side of the 2500 block of 13 ½ Avenue, from 26<sup>th</sup> Street north to the driveway. The Street Department is directed to install a “no parking here to corner” official sign, and paint the curb yellow to indicate the no parking area.
6. The east side of the 2500 block of 13 ½ Avenue, from 26<sup>th</sup> Street north to the residence sidewalk. The Street Department is directed to paint the curb yellow to indicate the no parking area.
7. The north side of the 1300 block of 26<sup>th</sup> Street, from 13 ½ Avenue east for a distance of 15 feet. This area is within 15 feet of the crosswalk and is a prohibited parking area pursuant to Wisconsin Statutes 346.53(5). The Street Department is directed to paint the curb yellow in this location to indicate the no parking area.

A map of these locations is attached to the resolution. These no parking areas are created due to traffic safety concerns in this area.



# Abraham Lincoln School

Curb Painting and Sign Postings for parking issues around the school



Map data ©2016 Google 20 ft

Google Maps

-  No Parking Here To Corner
-  Paint Curb Line Yellow

## **DETAILS OF PROPOSED SPECIAL EVENTS:**

1. Resolution by the Public Safety Committee to recommend the approval of a special event application from Main Street Monroe to hold Cars on the Square Events in the Downtown Area on June 3, 2016, and August 26, 2016, from 4:00 PM to 9:30 PM. The event calls for the following temporary street closings for each event date, from 3:00 PM to 9:30 PM: The inside and outside lanes of the 1600 block of 10<sup>th</sup> Street, the inside and outside lanes of the 1600 block of 11<sup>th</sup> Street, the inside and outside lanes of the 1000 block of 16<sup>th</sup> Avenue, and the inside and outside lanes of the 1000 block of 17<sup>th</sup> Avenue. The Street Department is directed to provide barricades to indicate the temporary street closings, which the Police Department will install and remove. The Police Department is directed to patrol the event area. A certificate of insurance indemnifying the City of Monroe is required, as well as any other permits or special requirements. All vending, except that which is authorized by the applicant is suspended during this event in the special event area. A restroom plan for the event has been approved. For purposes of this event, the special event area is that area within 9<sup>th</sup> Street, 13<sup>th</sup> Street, 15<sup>th</sup> Avenue and 18<sup>th</sup> Avenue. No other events or similar activities, other than those authorized by law, may take place in the same location and at the same time as this event.

It is further resolved that at the conclusion of this event, beginning at 9:30 PM on June 3, 2016, the following temporary street closings are approved, through 2:00 PM on June 4, 2016: the inside and outside lanes of the 1600 block of 10<sup>th</sup> Street, the inside lane of the 1600 block of 11<sup>th</sup> Street, the inside lane of the 1000 block of 16<sup>th</sup> Avenue and the 1000 block of 17<sup>th</sup> Avenue. These street closings are necessary to facilitate another special event taking place early the next morning after the event on June 3, 2016, concludes, necessitating parking being restricted from these closed areas.

2. Resolution by the Public Safety Committee to recommend the approval of a special event application from Main Street Monroe to hold Supercows Summer Kick Off Event in the Downtown Area on June 4, 2016, from 8:00 AM to 2:00 PM. The event calls for the following temporary street closings from 9:30 PM on June 3, 2016, to 2:00 PM on June 4, 2016: The inside and outside lanes of the 1600 block of 10<sup>th</sup> Street, the inside lane of the 1600 block of 11<sup>th</sup> Street, the inside lane of the 1000 block of 16<sup>th</sup> Avenue, and the inside lane of the 1000 block of 17<sup>th</sup> Avenue. The Street Department is directed to provide barricades to indicate the temporary street closings, which the Police Department will install and remove. The Police Department is directed to patrol the event area. A certificate of insurance indemnifying the City of Monroe is required, as well as any other permits or special requirements. All vending, except that which is authorized by the applicant, is suspended during this event in the special event area. A restroom plan for the event has been approved. For purposes of this event, the special event area is that area within 9<sup>th</sup> Street, 13<sup>th</sup> Street, 15<sup>th</sup> Avenue and 18<sup>th</sup> Avenue. No other events or similar activities, other than those authorized by law, may take place in the same location and at the same time as this event.

3. Resolution by the Public Safety Committee to recommend the approval of a special event application from ARC of Green County to hold a Monroe Balloon Festival event, June 17- 18, 2016, from 4:00 PM, June 17 to 11:30 PM, June 18, at the Green County Fairgrounds. The Police Department is directed to provide necessary patrol, including the use of overtime staff, in order to facilitate the event. The following no parking areas are approved for June 17-18, 2016: The west side of 29<sup>th</sup> Avenue from 9<sup>th</sup> Street to 13<sup>th</sup> Street. 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 Green County Fair Association , a private corporation, fairgrounds property. No other events or similar activities, other than those authorized by law, may take place in the same location, and at the same time. This permit is separate from any applications for alcohol related permits, which must be made to a different committee.

City of Monroe Special Event Permit

Received in Clerk's office on 4-28-16  
By CA Date Paid 4-29-16

**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: Main Street Monroe

Address: 1717 10<sup>th</sup> Street

Monroe, WI 53566

Phone: (608) 328-4023

Person in Charge Andy Hill

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: Jordan Nordby Name: Andy Hill Name: Tom Miller

Address: 1717 10<sup>th</sup> Street Address: 2110 8<sup>th</sup> Ave Address: 631 26<sup>th</sup> Ave

Monroe, WI 53566 Monroe, WI 53566 Monroe, WI 53566

Phone: (608) 214-7145 Phone: (815) 291-6916 Phone: (608) 214-5837

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 N/A

**3. Description of Special Event**

NAME OF EVENT: Cars on the Square-2016

TYPE OF EVENT: Car Show-Festival  
(Example: run, walk, parade, festival, neighborhood event)

LOCATION OF EVENT: Downtown Square

NUMBER OF YEARS THIS EVENT HAS BEEN IN EXISTENCE: Over 4 years

NUMBER OF PEOPLE ANTICIPATED: 1,500

PEAK HOURS OF EVENT 4:30-8:30pm

ESTIMATED CROWD SIZE DURING PEAK HOURS: 1,000

NUMBER OF PEOPLE AT LAST EVENT: 1,300

WILL THIS YEARS EVENT INCLUDE, USE OR PROVIDE (indicate "yes" or "no")

N beer/wine N carnival Y tents Y electrical usage Y barricades  
Y food service Y noise amplification N fireworks N 2-way radios  
N use of city hydrants N medical assistance or first aid Y outdoor signs/banners

ARE YOU CHARGING FOR PARKING, PARTICIPANT FEES OR ANY TYPE OF ADMISSION OR SPECTATOR FEES? PLEASE EXPLAIN. No, but donations will be

accepted - bins set up

ARE YOU SELLING CONCESSIONS? PLEASE EXPLAIN. Yes, food vendor will  
be set up in Courthouse parking lot

HAVE PROVISIONS BEEN MADE FOR PORTABLE/PERMANENT RESTROOMS? ATTACH PLAN FOR ANY NEEDED PORTABLE RESTROOMS, INCLUDING NUMBER RENTED AND COPY OF RENTAL AGREEMENT Yes. Two port-a-potties will be on site.  
Library restrooms will be open until 9pm

NUMBER OF SITES AND LOCATIONS WHERE MONEY WILL BE HANDLED: Two in  
Courthouse north parking lot

THE EVENT IS RESPONSIBLE FOR TRASH AND LITTER CONTROL. HOW WILL THIS BE HANDLED? Volunteers. Trash & recycling will be throughout square

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

PLEASE INDICATE ANY ADDITIONAL SECURITY MEASURES BEING TAKEN AND DESIGNATE HEAD OF SECURITY IF APPLICABLE: (private security, fences, persons checking identification, etc.)

None needed

IF STREET CLOSURES ARE REQUESTED, please indicate exact requested location, dates and times, including set up and take down: (attach map and site plan of the area) Please see

attached - Requesting entire square

PLEASE INDICATE ANY NEED FOR POLICE SERVICES OR ANY OTHER CITY SERVICES: To set up barricades and signs for temporary street  
closures.

*\*\*\*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 kit will be available at Registration Tent

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: 6/3 & 8/26/16 Hour: 4:00 pm  
Special Event Ends: Date: 6/3 & 8/26/16 Hour: 9:30 pm  
Hours of operation each day (attach separate sheet if necessary) From: \_\_\_\_\_ To: \_\_\_\_\_

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 \_\_\_\_\_

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. Yes downtown square and two blocks in all directions

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 \_\_\_\_\_ NON-EXEMPT X  
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 Jocelyn M... 4/28/16  
SIGNATURE OF APPLICANT/DATE

TO BE COMPLETED BY CITY OF MONROE

Approved by: \_\_\_\_\_  
Fire Chief \_\_\_\_\_ Police Chief \_\_\_\_\_  
Ryan Jones \_\_\_\_\_  
Building Inspector \_\_\_\_\_ City Clerk \_\_\_\_\_

Approved by Public Safety Committee on: \_\_\_\_\_  
Approve by City Council on: \_\_\_\_\_



Entrance will be from 16<sup>th</sup> avenue south then on the corner of 16<sup>th</sup> avenue and 10<sup>th</sup> Street, cars will head east in both the external and internal loop and then follow all the way through to end on the west side of the square and park and all parking will back flow from the West, to the South, to the East to the North.

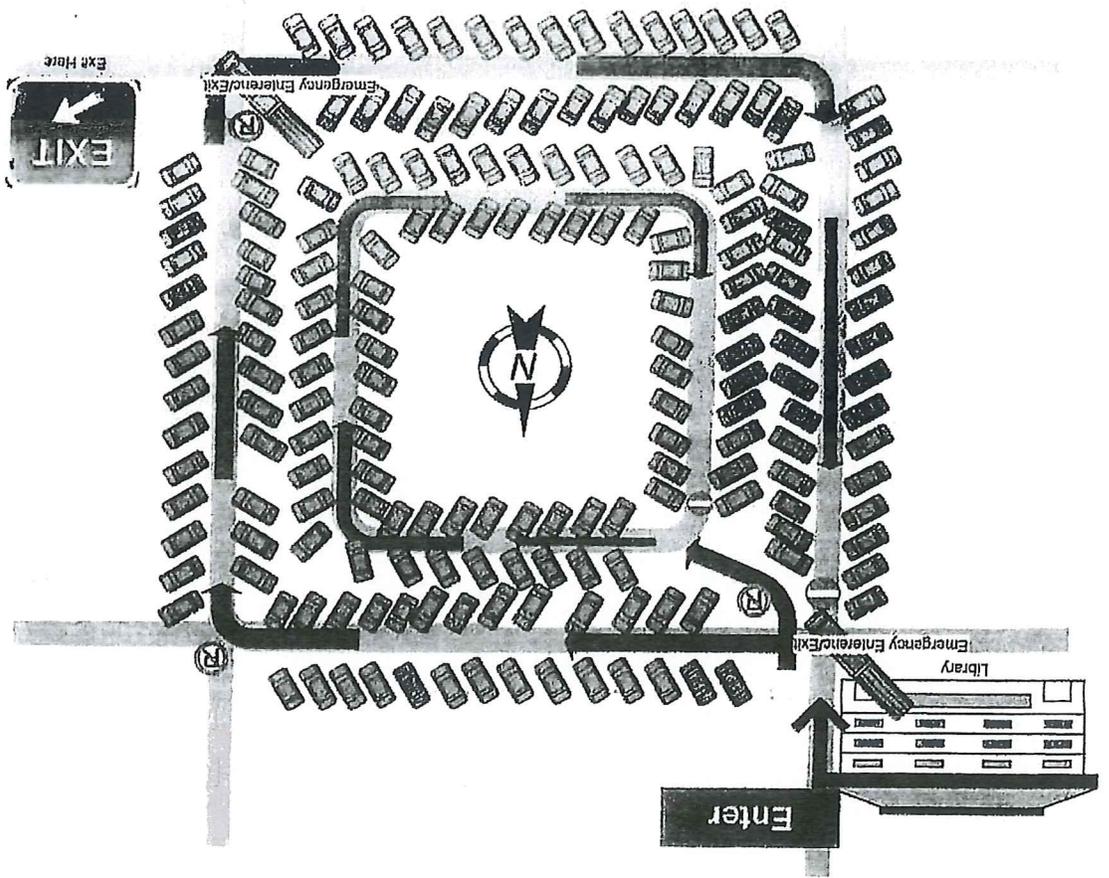
No Parking on the Northwest corner of the square (16<sup>th</sup> Ave and 10<sup>th</sup> Street) and Southeast corner of the square (17<sup>th</sup> ave and 11st) for Emergency entrance and exit.

The Northeast outside corner (17<sup>th</sup> ave and 10<sup>th</sup> street) for another way for cars to exit. The 2 main exits will be the Northeast and South East Corner of the Square. Once a car leaves it is not to reenter the event.

The event will have 2 outside port potty's and the Library for bathrooms.

Library:

2 Orange cones at each entrance (east and west side of parking lot) with a sign posted on a stick in the middle of the cone "No Cars for Event Parking till after 6pm" Library will be available to use bathrooms till 9pm CST.



**CITY OF MONROE**  
**PUBLIC SAFETY COMMITTEE**  
**SPECIAL EVENT REQUIREMENTS**

**SPECIAL EVENT**  
**CARS ON THE SQUARE DOWNTOWN EVENTS**  
**June 3, 2016 and August 26, 2016**

**SPONSOR**  
**Main Street Monroe, Inc.**  
**1717 10<sup>th</sup> Street**  
**Monroe, WI 53566**  
**(608) 325-4023**

**This special event permit is approved subject to the following conditions and requirements:**

- 1. Authorize the Sponsor(s) to hold Cars on the Square downtown events, June 3, 2016, and August 26, 2016 from 4:00 PM to 9:30 PM, with the events to be held in the entire Square including the 1600 block of 10<sup>th</sup> Street (both lanes), 1000 block of 16<sup>th</sup> Avenue (both lanes), 1000 block of 17<sup>th</sup> Avenue (both lanes) and 1600 block of 11<sup>th</sup> Street (both lanes).**
- 2. Authorize the following temporary street closings from 3:00 PM to 9:30 PM each date: (Entire Square) The inside and outside lanes of the 1600 block of 10<sup>th</sup> Street, the inside and outside lanes of the 1000 block of 16<sup>th</sup> Avenue, the inside and outside lanes of the 1000 block of 17<sup>th</sup> Avenue and the inside and outside lanes of the 1600 block of 11<sup>th</sup> Street. Barricades to be supplied by the Street Department and installed by the Police Department, applicant to insure access by emergency vehicles.**
- 3. Event includes car show, show cars to be parked in the closed blocks, sidewalk sales on Square and one block in each direction controlled by Main Street or by business owner in front of their own stores. No outside vendors without permission from Main Street.**
- 4. NO OPEN CONTAINERS OF ALCOHOL ON STREET NOR CARRIED OUT FROM TAVERNS.**

- 5. This permit is only valid within the corporate limits of the City of Monroe. Applicant is responsible to insure necessary permits have been obtained from Green County.**
  
- 6. For purposes of this permit, the event area includes the area within 9<sup>th</sup> Street, 12<sup>th</sup> Street, 15<sup>th</sup> Avenue and 18<sup>th</sup> Avenue. No other events or vendors other than those authorized by the applicant or activities authorized by law may operate in the same area at the same time.**

City of Monroe Special Event Permit

Received in Clerk's office on 4-28-16  
By [Signature] Date Paid 4-29-16

**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: Main Street Monroe

Address: 1717 10<sup>th</sup> Street  
Monroe, WI 53566

Phone: (608) 328-4023

Person in Charge Tracy Hamilton

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: Jordan Nordby Name: Tracy Hamilton Name: Andy Hill

Address: 1717 10<sup>th</sup> Street Address: 1725 12<sup>th</sup> Street Address: 2110 8<sup>th</sup> Ave

Monroe, WI 53566 Monroe, WI 53566 Monroe, WI 53566

Phone: (608) 214-7145 Phone: (608) 558-6094 Phone: (815) 291-6916

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 None

**3. Description of Special Event**

NAME OF EVENT: SuperCows-Summer Kick off

TYPE OF EVENT: Festival and procession

(Example: run, walk, parade, festival, neighborhood event) ↳ north side around square, existing on 10<sup>th</sup> Ave

LOCATION OF EVENT: Inner rings of square and outer north ring

NUMBER OF YEARS THIS EVENT HAS BEEN IN EXISTENCE: Six

NUMBER OF PEOPLE ANTICIPATED: 1200-1,500

PEAK HOURS OF EVENT 11:00-1:00pm

ESTIMATED CROWD SIZE DURING PEAK HOURS: 1,000

NUMBER OF PEOPLE AT LAST EVENT: Approximately 1,500

WILL THIS YEARS EVENT INCLUDE, USE OR PROVIDE (indicate "yes" or "no")

No beer/wine No carnival Yes tents Yes electrical usage Yes barricades  
Yes food service Yes noise amplification No fireworks No 2-way radios  
No use of city hydrants No 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. No Only fee charged is for

outside vendors

ARE YOU SELLING CONCESSIONS? PLEASE EXPLAIN. Yes, Main Street will  
have snow cones Outside vendors will have sandwiches

HAVE PROVISIONS BEEN MADE FOR PORTABLE/PERMANENT RESTROOMS? ATTACH PLAN FOR ANY NEEDED PORTABLE RESTROOMS, INCLUDING NUMBER RENTED AND COPY OF RENTAL AGREEMENT Restrooms will be made available at  
specific stores downtown.

NUMBER OF SITES AND LOCATIONS WHERE MONEY WILL BE HANDLED: Money will  
be handled at booths on east and south inner lanes

THE EVENT IS RESPONSIBLE FOR TRASH AND LITTER CONTROL. HOW WILL THIS BE HANDLED? Volunteers Booths will be responsible for own  
items

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

PLEASE INDICATE ANY ADDITIONAL SECURITY MEASURES BEING TAKEN AND DESIGNATE HEAD OF SECURITY IF APPLICABLE: (private security, fences, persons checking identification, etc.)

None. Not Applicable

IF STREET CLOSURES ARE REQUESTED, please indicate exact requested location, dates and times, including set up and take down: (attach map and site plan of the area) Please see attached  
map. All inner lanes and north outer until 2:00pm

PLEASE INDICATE ANY NEED FOR POLICE SERVICES OR ANY OTHER CITY SERVICES:

*\*\*\*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: EMS will be on site

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: 6/4/16 Hour: 10am (8am setup)  
Special Event Ends: Date: \_\_\_\_\_ Hour: 1pm (2pm tear down)  
Hours of operation each day (attach separate sheet if necessary) From: \_\_\_\_\_ To: \_\_\_\_\_

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 Not Applicable

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. Yes, no vendors on downtown square and two blocks in all directions

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 \_\_\_\_\_ NON-EXEMPT X  
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

Jocelyn Muef 4/28/16  
SIGNATURE OF APPLICANT/DATE

TO BE COMPLETED BY CITY OF MONROE

Approved by: DA R...  
Fire Chief

Police Chief

Ryan Hindsley  
Building Inspector

Carl J. ...  
City Clerk

Approved by Public Safety Committee on: \_\_\_\_\_  
Approve by City Council on: \_\_\_\_\_



**CITY OF MONROE**  
**PUBLIC SAFETY COMMITTEE**  
**SPECIAL EVENT REQUIREMENTS**

**SPECIAL EVENT**  
**SUPERCOWS SUMMER KICK OFF EVENT**  
**June 4, 2016**

**SPONSOR**  
**Main Street Monroe, Inc.**  
**1717 10<sup>th</sup> Street**  
**Monroe, WI 53566**  
**(608) 325-4023**

**This special event permit is approved subject to the following conditions and requirements:**

- 1. Authorize the Sponsor(s) to hold Supercows Summer Kick Off, a downtown event, June 4, 2016.**
- 2. Authorize the following temporary street closings from 8:00 AM to 2:00 PM on June 4, 2016: The inside and outside lanes of the 1600 block of 10<sup>th</sup> Street, the inside lane of the 1000 block of 16<sup>th</sup> Avenue, the inside lane of the 1000 block of 17<sup>th</sup> Avenue and the inside lane of the 1600 block of 11<sup>th</sup> Street. Barricades to be supplied by the Street Department and installed by the Police Department, applicant to insure access by emergency vehicles.**
- 3. Event includes booths, farmer's market, pony rides, a tractor show and procession. Sidewalk sales on Square and one block in each direction off Square, controlled by applicant.**
- 4. This permit is only valid within the corporate limits of the City of Monroe. Applicant is responsible to insure necessary permits have been obtained from Green County.**
- 5. For purposes of this permit, the event area includes the area within 9<sup>th</sup> Street, 12<sup>th</sup> Street, 15<sup>th</sup> Avenue and 18<sup>th</sup> Avenue. No other events or vendors (on June 13) other than those authorized by the applicant or activities authorized by law may operate in the same area at the same time.**

Rec'd 4-7-16 ckm  
EXEMPT

City of Monroe Special Event Permit

**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.

**I. Name and Address**

a. Name, address and telephone number of Sponsor:

Name: ARC of Green County  
Address: W1156 Stateline Road  
Juda, WI 53550  
Phone: 608-214-3852  
Person in Charge: Nick Faessler

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: Nick Faessler	Name: Lori Stietz	Name: Laverne Robieson
Address: W1156 Stateline Rd Juda	Address: W1988 State Rd 59 Albany	Address: 604 26 <sup>th</sup> Ave Monroe
Phone: 214-3852	Phone: 862-1608	Phone: 426-4412

2. **Convictions** A statement of any conviction of the Sponsor, any officer or director of the Sponsor, 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 None

**3. Description of Special Event**

**NAME OF EVENT: Monroe Balloon Festival**

**TYPE OF EVENT: Balloon Rally / Festival**  
(Example: run, walk, parade, festival, neighborhood event)

**LOCATION OF EVENT: Green County Fair Grounds**

**NUMBER OF YEARS THIS EVENT HAS BEEN IN EXISTENCE: 30 years**

**NUMBER OF PEOPLE ANTICIPATED: 5,000 People**

**PEAK HOURS OF THE EVENT : 5:30 PM – 10:00 PM Friday and Saturday, June 17-18**

**ESTIMATED CROWD SIZE DURING PEAK HOURS: 3,000 People**

**NUMBER OF PEOPLE AT LAST EVENT: 5,000 People (estimated)**

*No - inflatables only*  
WILL THIS YEARS EVENT\* INCLUDE, USE OR PROVIDE (indicate "yes" or "no")

Yes\*\*\_beer/wine \_carnival Yes\_tents Yes\_electrical usage Yes\_barricades  
Yes\_food service Yes\_noise amplification No\_fireworks Yes\_2-way radios  
No\_use of city hydrants Yes\_medical assistance or first aid Yes\_outdoor signs/banners

\* All activities will take place within the confines of the fairgrounds.

\*\*ARC of Green County is seeking a beer permit to sell within the confines of the fairgrounds.

**HAVE PROVISIONS BEEN MADE FOR PORTABLE/PERMANENT RESTROOMS? ATTACH PLAN FOR ANY NEEDED PORTABLE RESTROOMS, INCLUDING NUMBER RENTED AND COPY OF RENTAL AGREEMENT.** The existing restroom facilities within the Green County Fairgrounds will be adequate based on the FEMA recommendations.

**NUMBER OF SITES AND LOCATIONS WHERE MONEY WILL BE HANDLED:** 1 site; Green County Fair Grounds.

**THE EVENT IS RESPONSIBLE FOR TRASH AND LITTER CONTROL. HOW WILL THIS BE HANDLED?** Dumpsters will be at Fair Grounds. Volunteers are scheduled to pick-up liter at the conclusion.

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

**PLEASE INDICATE ANY ADDITIONAL SECURITY MEASURES BEING TAKEN AND DESIGNATE HEAD OF SECURITY IF APPLICABLE:** ( private security, fences, persons checking identification, etc.) \_\_\_\_\_ At the fairgrounds we will be assisted by Green County Special Olympics for parking cars within the fairgrounds. May need additional assistance with traffic control at the east entrance on 29<sup>th</sup> Ave and 10<sup>th</sup> St. The west end of 10<sup>th</sup> Street gate will be partially barricaded at 25<sup>th</sup> Avenue.

**IF STREET CLOSURES ARE REQUESTED,** please indicate exact requested location, dates and times, including 5ct up and take down; (attach map and site plan of the area) **No street closures are requested**

**PLEASE INDICATE ANY NEED FOR POLICE SERVICES OR ANY OTHER CITY SERVICES:** Additional assistance for the traffic outside of the fairgrounds on Fri, June 17<sup>th</sup> and Sat, June 18<sup>th</sup>; "No Parking this Side of Street" signs posted along west side of 29<sup>th</sup> Ave from 9<sup>th</sup> St to 13<sup>th</sup> St. from Friday, June 17<sup>th</sup> through Sunday, June 19<sup>th</sup>; barricades from the Street Department for west end of fairgrounds entrance at 10<sup>th</sup> St and 25<sup>th</sup> Ave. In addition, we are requesting the use of 12 "No Parking" Signs, 24 orange marker cones and five rolls of snow fence for traffic control.

\*\*\*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:** The event will once again partner with Green County EMS who in the past has had an ambulance on site. However, the vehicle and crew are still on call and may have to response to another emergency.

**WILL THERE BE ANY COOKING WITH FLAMMABLE LIQUIDS OR GASES OR POTENTIALLY DANGEROUS COOKING APPLIANCES?** The event will allow outside concessions, some of which will operate gas grills.

**PLEASE DESCRIBE ANY OTHER DETAIL OF YOUR EVENT NOT ALREADY COVERED. YOU MAY ATTACH AN ADDITIONAL PIECE OF PAPER.** This is the 30<sup>th</sup> year of the balloon rally event. A waiver is being filed with the FAA which governs the operation of the aviation portion of the event. Per their requirement, a strict code of operations will be followed including flight decisions, launch operations and refueling procedures. A copy of the FAA application and pilot agreements is available per the city's request.

4. Term of Permit Special Event Begins: Date: Friday, June 17<sup>th</sup> Hour: 4:00 p.m.  
Special Event Ends: Date: Saturday, June 18<sup>th</sup> Hour: 11:30 p.m.  
Hours of operation each day (attach separate sheet if necessary) Schedule Attached

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. *Does Not Apply*

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. *Does Not Apply*

7. **Vendors** Is Sponsor requesting suspension of Vendors (Vendors, Canvassers, Peddlers) that are not associated with Special Event? YES. If yes, describe area in which vendors are suspended during special event. Within the Green County Fairgrounds

**THE CITY REQUESTS THAT ALL NEIGHBORS/BUSINESSES IN THE CLOSED AREA BE NOTIFIED.**

**HAVE THE REQUIRED LEVELS OF INSURANCE INDEMNIFYING THE CITY BEEN OBTAINED?** Yes

**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).

*Elah Mei*

WITNESSED BY

*Nikolaus J. Faessler*

SIGNATURE OF APPLICANT/DATE

*TO BE COMPLETED BY CITY OF MONROE*

Approved by

*DA Runt*

Fire Chief

Police Chief

*Ryan J. ...*

Building Inspector

City Clerk

*Carl J. ...*

Approved by Public Safety Committee on: \_\_\_\_\_

Approved by City Council on: \_\_\_\_\_

# ***Monroe Balloon Festival (Tentative)***

## ***2016 Schedule of Events***

### **Balloons and Bands plus a Car Show**

#### **Free Admission - Walk-ins Welcome - Fairground Parking \$3**

2016 marks the 30th Anniversary of the Monroe Balloon Festival making it the longest running balloon event in Wisconsin. A full slate of events are planned for the Annual Father's Day Weekend Monroe Balloon Rally including: Balloon Events, Games, Concessions, Bands, Car Show, Cow Show, and a Crafts & Exhibitor Fair.

Father's Day Weekend, Fri, June 17th 5p-10p Sat, June 18th 6a-10p

Balloons launch Fri 6pm and Sat 6am & 6pm.

Balloon glows Fri & Sat at sunset.

All activities take place from:

Green County Fairgrounds

2600 10th Street

Monroe, WI 53566

### ***10 Hours of Bands on Friday and Saturday, June 17-18***

#### ***Friday, June 17th***

*4:00 p.m. Gates Open*

*5:30 p.m. Balloon Pilot/Crew Briefing*

*6:00 p.m. Balloon Launch*

*7:00-10:00pm Blues Festival kicks off*

*7:00 p.m. Special Balloon Demonstrations on the Infield*

*8:00 p.m. Begin Setting Up Balloons for Balloon Glow*

*8:30 p.m. Balloon Glow on the In-Field of the Fairgrounds Track*

#### ***Saturday, June 18th***

*5:00 a.m. Gates Open*

*6:00 a.m. Sunrise Balloon Launch*

*6:00-11:00 a.m. Pancake Breakfast*

*8:00-12:00 a.m. Green County Dairy Days Cow Show*

*9:00 a.m. - 6:00 p.m. Arts and Crafts Fair*

*9:00 a.m. - 2:00 p.m. Car Show Registration*

*11:00 a.m. - 4:00 p.m. Classic Car Exhibit*

*4:00 p.m. Car Show Awards Presentation*

*3:00-4:30pm Mid-afternoon Blues Session*

*5:00-6:30pm Blues Music Continues*

*5:30 p.m. Balloon Pilot/Crew Briefing*

*6:00 p.m. Balloon Launch*

*7:00-10:00 pm Blues Music on Stage*

*7:00 p.m. Special Balloon Demonstrations on In-Field*

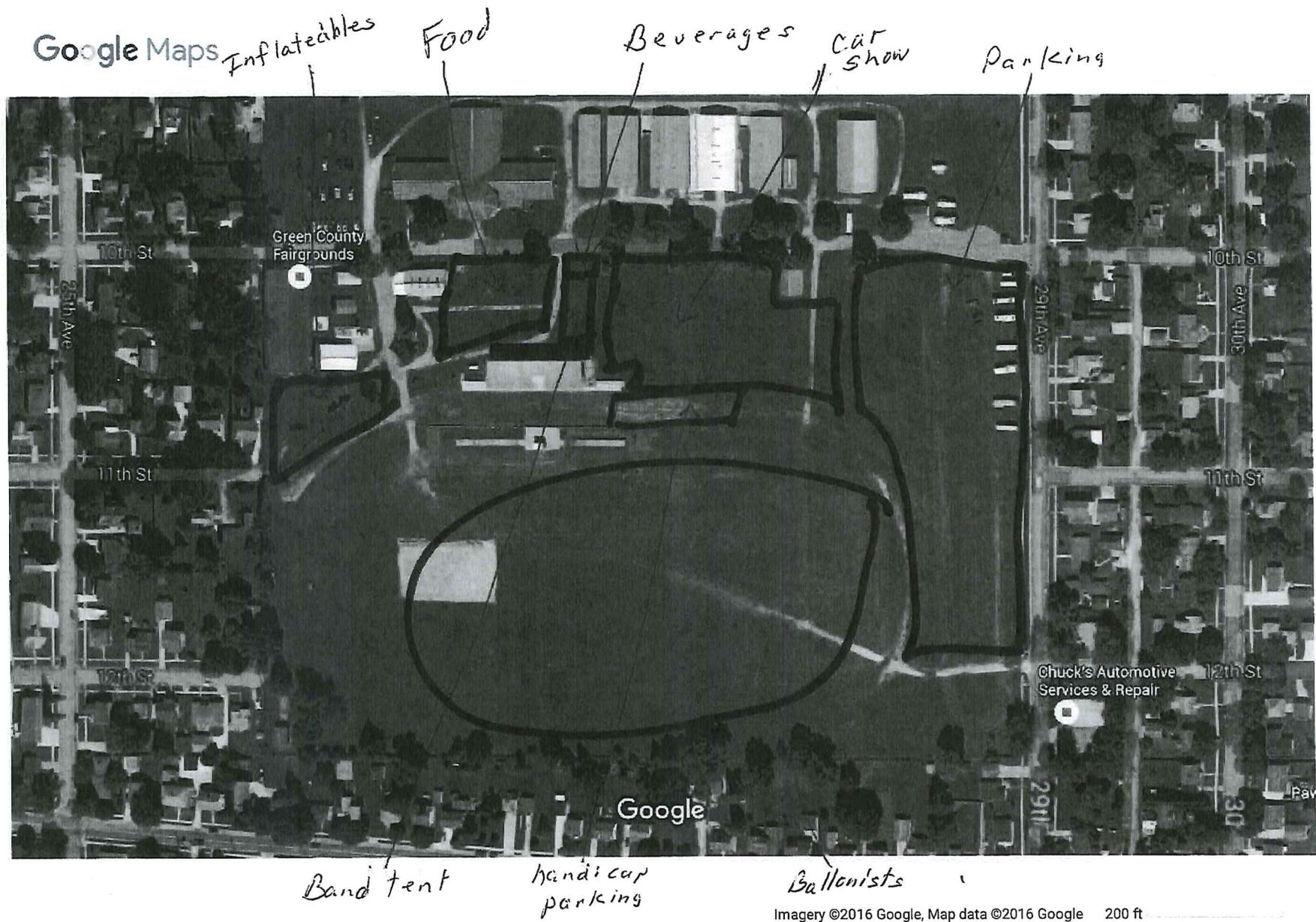
*8:00 p.m. Begin Setting Up Balloons for Balloon Glow*

*8:30 p.m. Balloon Glow on the In-Field of the Fairgrounds Track*

## Attachment

The entire fairgrounds are licensed for beer and wine. Entrances and exits are on 10<sup>th</sup> Street. The Emergency exit will be on 12<sup>th</sup> Street.

The Bands' tent is 40 by 60 feet and will sit north of the east end of the grandstand. Alcohol will be sold on the north end of the band tent. None will be sold during the dairy day event. A fence will be placed along the car show area, separating the car show from the beverage sales and band tent.





ARCOFGR-01

JJENSON

**CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)

4/11/2016

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).

<b>PRODUCER</b> Dave Mosher & associates 127 W. 8th Street Monroe, WI 53566	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): <b>(608) 325-2111</b>		FAX (A/C, No): <b>(608) 325-7153</b>
	E-MAIL ADDRESS: <b>insure@mosherinsurance.com</b>		
		<b>INSURER(S) AFFORDING COVERAGE</b>	<b>NAIC #</b>
		<b>INSURER A : Capitol Specialty Insurance Corporation</b>	
<b>INSURED</b>  ARC of Green County C/O Nick Faessler W1156 Stateline Rd Juda, WI 53550	<b>INSURER B :</b>		
	<b>INSURER C :</b>		
	<b>INSURER D :</b>		
	<b>INSURER E :</b>		
	<b>INSURER F :</b>		

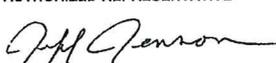
**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

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	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X		CS02637505	06/17/2016	06/19/2016	EACH OCCURRENCE \$ <b>1,000,000</b> DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>100,000</b> MED EXP (Any one person) \$ <b>5,000</b> PERSONAL & ADV INJURY \$ <b>1,000,000</b> GENERAL AGGREGATE \$ <b>2,000,000</b> PRODUCTS - COMP/OP AGG \$ <b>2,000,000</b> \$
	<b>AUTOMOBILE LIABILITY</b> <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) \$ \$
	<input type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> <b>DED</b> <input type="checkbox"/> <b>RETENTION \$</b>						<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER 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)  
 Certificate Holder is Additional Insured in respects to General Liability.

**CERTIFICATE HOLDER****CANCELLATION**

City of Monroe 1110 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 
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## Carol Stamm

---

**From:** greencountyfair@tds.net <greencountyfair@tds.net>  
**Sent:** Monday, March 14, 2016 10:05 AM  
**To:** Carol Stamm  
**Subject:** Re: Balloon & Blues Festival

Nick Faessler had indicated that beer sales would not begin until 2:30 or 3 so Mark Mayer had no concerns because all the youth would be gone by then. Is that what you mean?

----- Original Message -----

> From: "Carol Stamm" <cstamm@cityofmonroe.org>  
> To: greencountyfair@tds.net  
> Sent: Monday, March 14, 2016 9:54:11 AM  
> Subject: RE: Balloon & Blues Festival  
>  
> Does Dairy Days have concern if people carry open containers of beer  
> over into the Dairy Days area and participate in activities that may  
> be happening there?  
>  
> Carol J. Stamm  
> City Clerk/Director of General Government City of Monroe  
> 1110 18th Ave.  
> Monroe, WI 53566  
> population - 10,768  
> phone: (608) 329-2530  
>  
> This electronic transmission, including any files attached thereto,  
> may contain confidential information that is legally privileged,  
> confidential, and exempt from disclosure. The information is intended  
> only for the use of the individual or entity named above. If the  
> reader of this message is not the intended recipient, you are hereby  
> notified that any disclosure, dissemination, copying, distribution, or  
> the taking of any action in reliance on the contents of this  
> confidential information is strictly prohibited. If you have received  
> this communication in error, please destroy it and immediately notify  
> Carol Stamm by any of the means of contact as listed above.

> -----Original Message-----

> From: greencountyfair@tds.net [mailto:greencountyfair@tds.net]  
> Sent: Monday, March 14, 2016 9:49 AM  
> To: Carol Stamm <cstamm@cityofmonroe.org>  
> Cc: nfaessler@wildblue.net  
> Subject: Balloon & Blues Festival  
>  
> Good morning Carol,  
>  
> Just a quick note to let you know that Dairy Days and the Balloon  
> Festival do land on the same day. However, due to the decreasing  
> participation of Dairy Days, Mark Mayer has assured me that the kids

> should be finished, cleaned up and gone by 2PM at the latest.  
> Therefore, there should not be any conflict and the Fair Board is  
> completely comfortable with the Balloon Festival Committee utilizing the entire facility.

>  
> Thanks!

>  
> --

> Stephanie Miranda- Office Manager  
> Green County Fairgrounds  
> 2600 10th Street  
> Monroe, WI 53566  
> 608.325.9159  
> [www.greencountyfair.net](http://www.greencountyfair.net)

>  
>



**CITY OF MONROE**  
 1110 18<sup>th</sup> 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.*

X **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.

2 \$10.00 daily permit (cost is \$10 per day)  
 Dates Requested: June 17, June 18, 2016  
 \_\_\_ \$100.00 monthly permit  
 Date Range of Month Requested: \_\_\_\_\_  
 \_\_\_ \$400.00 annual permit through June 30<sup>th</sup>, 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 30<sup>th</sup>, 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 30<sup>th</sup> following issuance.

Applicant(s): Arc of Green County

Telephone number: (608) 214-3852

Address: W1156 stateline Rd Juda, WI 53550  
(Street) (City) (State) (ZIP)

Permit Location (geographically defined area): Green  
County Fair grounds - north of Grandstand

Date of Application: April 7, 2016

Signature of Applicant(s): Nikolaus Faessler  
Applicants Stop Here! Do not write below this line!

\*\*\*\*\*

**These Sections for Office Use Only!**

Date paid: 4-8-16 Total amount paid: 20.00 (Acct# 5-519 background music)  
(Acct# 5-501 amplified sound)

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

P 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 Pittman, Clerk

**CITY OF MONROE**  
**RENEWAL APPLICATION FOR DANCE LICENSE**

To the Common Council of the City of Monroe:

I hereby apply for a dance license for a period from June 17, 2016 to June 30, 2016 (unless sooner revoked), subject to the regulations imposed by section 3-10-(1-8) of the Monroe City Code and all acts amendatory thereof and supplementary thereto, and hereby agree to comply with all laws, resolutions, ordinances and regulations, Federal, State or Local governing dances.

Applicant: Arc of Green County

Address: W1156 Stateline Rd, Juda, WI 53550  
Street City State Zip

Phone: 608-214-3852

License Location: Green County Fairgrounds

Application Date: April 7, 2016

Nikolaus Faessler  
Signature of Applicant

A fee of \$75.00 must accompany this application when submitted.

\*\*\*\*\*

4-8-16

Date Paid: \_\_\_\_\_

Date Approved by Council: \_\_\_\_\_

Cand Stam  
Signature: \_\_\_\_\_  
City Clerk/Deputy Clerk

Date Issued: \_\_\_\_\_

**CITY OF MONROE**  
**PUBLIC SAFETY COMMITTEE**  
**SPECIAL EVENT REQUIREMENTS**

**SPECIAL EVENT**

**ARC OF GREEN COUNTY MONROE BALLOON FESTIVAL**  
June 17-18, 2016

**SPONSOR**

**ARC OF GREEN COUNTY**  
W1156 Stateline Road  
Juda, WI 53550  
(608) 214-3852 (Nick Faessler)

This special event permit is approved subject to the following conditions and requirements:

- 1.** Authorize ARC of Green County, to hold the Monroe Balloon Festival at the fairgrounds, beginning at 4:00 PM on June 17, 2016 and concluding at 11:30 PM June 18, 2016. Use of the fairgrounds property and conditions subject to the Green County Fair Association and/or agreements with persons authorized by the applicant to conduct activities. Vendor permits within the fairgrounds property, the right of way adjacent, under control of the applicant.
- 2.** Liability insurance indemnifying the City of Monroe is required and is attached to the permit.
- 3.** ARC of Green County will have to obtain a Special Class B alcohol beverage permit as required by state law, and City of Monroe Beer Garden permit, which shall be the responsibility of the applicant to obtain separately from the City. Application for both indicates that the entire fairgrounds will be licensed. Juveniles allowed on licensed premises. Applicant is responsible to properly supervise entire grounds, including gates to insure age control and that no alcohol is removed or enters the licensed grounds.
- 4.** Noise amplification permits are required and attached to this permit.
- 5.** The Police Department is directed to provide police patrol services, due to crowd size and large licensed area to aid and assist with security and/or any police enforcement services activities and for control of traffic during events at the Fairgrounds, Friday evening, June 17, 2016 and Saturday afternoon and evening, June 18, 2016.
- 8.** Fire and/or Emergency Medical Services to be provided on call basis and/or standby at activities as arranged by the applicant or event coordinators/sponsors.
- 9.** This permit is only valid within the corporate limits of the City of Monroe.

- 10.** In addition, the following no parking areas are authorized from 4:00 PM, Friday, June 17, 2016 to 11:30 PM, Saturday, June 18, 2016: the west side of 29<sup>th</sup> Avenue from 9<sup>th</sup> Street to 13<sup>th</sup> Street. Street Department to post the no parking signs, supply street barricades, and to lend to the applicant traffic cones, snow fence and no parking signs. Applicant to be responsible for putting up all other than the 29<sup>th</sup> Ave no parking signs, and to install their own barricades to close off gates.
- 11.** Law requires adequate toilet facilities for number of persons attending. Peak number of 5000 persons for 5 hours each date given. FEMA guidelines indicate fairgrounds facilities adequate.
- 12.** The following areas shall be designated as the special event area: the Fairgrounds property for Fairgrounds events. No other events may operate within these areas.
- 13.** All vendor permits for area of fairgrounds are suspended, unless authorized by Balloon Festival staff.