

**Date: Monday, June 6, 2016**  
**Time: 5:10 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 APPLICATIONS

- The Committee will discuss and possibly approve the following special event applications:

- 1. Main Street Monroe Concerts on the Square Series
      - 2. UW Alumni Club Red Run
      - 3. Colony Brands Monroe Badger Days

- Details of the events and the applications are attached.

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

Documents: [DETAILS OF SPECIAL EVENT APPLICATIONS.doc](#), [SPECIAL EVENT APPLIC concerts on Sqr 2016.pdf](#), [SPECIAL EVENT APPLIC 2016 uw alum red run event.pdf](#), [SPECIAL EVENT APPLIC 2016 colony brands badger days.pdf](#)

- 2. IMPLEMENTATION OF PARKING ENFORCEMENT PLAN

- City Staff has reviewed Requests for Proposals from Parking Enforcement vendors, and will discuss the options with the Committee. Committee will take action as necessary.

Individual Requesting Item	Chief Fred Kelley
Expected Length of Discussion	30 minutes

- 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**

## DETAILS OF SPECIAL EVENT APPLICATIONS:

1. Resolution by the Public Safety Committee to recommend the approval of a special event application from Main Street Monroe to hold Concerts on the Square, a series of events in the Downtown Area on June 10, 2016, June 24, 2016, July 8, 2016, July 28, 2016, August 12, 2016 and August 25, 2016, from 3:00 PM to 10:00 PM. The event calls for the following temporary street closings for June 10, June 24, July 8, July 24 and August 25, from 3:00 PM to 10:00 PM: The inside and outside lanes of the 1000 block of 16<sup>th</sup> Avenue. The event calls for the following street closings on August 12: The inside and outside lanes of the 1000 block of 16<sup>th</sup> Avenue and the inside lane of the 1600 block of 11<sup>th</sup> Street. 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, 14<sup>th</sup> Avenue and 19<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.

2. Resolution by the Public Safety Committee to recommend the approval of a special event application from UW Alumni Club of Green County to hold Red Run 5K Run/Walk and Kid's Fun Run on June 20, 2016, from 3:00 PM to 8:00 PM. The event calls for the following temporary street closings from 5:00 PM to 6:30 PM on June 20, 2016: The 1200 block of 2<sup>nd</sup> Street from Park Rd, east to 14<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 including using overtime. A certificate of insurance indemnifying the City of Monroe is required, as well as any other permits or special requirements. A restroom plan for the event has been approved. For purposes of this event, the special event area is that area within 100 feet of the event, including the run route during the run. 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 Colony Brands to hold the Monroe Badger Days event, June 20, 2016, from 3:00 PM to 11:00 PM, at a residence in the 600 block of 14<sup>th</sup> Avenue. The following no parking areas are approved for June 20, 2016 from 3:00 PM to 11:00 PM: The east side of the 500-600 blocks of 14<sup>th</sup> Avenue. 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 property at 621 14<sup>th</sup> Avenue, a private 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.

City of Monroe Special Event Permit

Received in Clerk's office on 4-22-16  
By [Signature] Date Paid 4-22-16

**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 Jordan Nordby

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: Mike Terge Name: Jordan Nordby Name: Noreen Ruechest  
Address: 1225 31<sup>st</sup> Ave Address: 1717 10<sup>th</sup> Street Address: 1016 16<sup>th</sup> Avenue  
Monroe, WI 53566 Monroe, WI 53566 Monroe, WI 53566  
Phone: (608) 328-8225 Phone: (608) 328-4023 Phone: (608) 328-1838

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 Not applicable

**3. Description of Special Event**

NAME OF EVENT: Main Street Monroe - Concerts on the Square  
TYPE OF EVENT: Live music series  
(Example: run, walk, parade, festival, neighborhood event)  
LOCATION OF EVENT: West side of downtown square  
NUMBER OF YEARS THIS EVENT HAS BEEN IN EXISTENCE: 10  
NUMBER OF PEOPLE ANTICIPATED: 1,000 - 1,500  
PEAK HOURS OF EVENT 7-9 pm  
ESTIMATED CROWD SIZE DURING PEAK HOURS: 1,000 - 1,500  
NUMBER OF PEOPLE AT LAST EVENT: 1200

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

Yes 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

ARE YOU SELLING CONCESSIONS? PLEASE EXPLAIN. Yes. At Main Street booth, beer stand, and food vendors

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

NUMBER OF SITES AND LOCATIONS WHERE MONEY WILL BE HANDLED: At booths/stands

THE EVENT IS RESPONSIBLE FOR TRASH AND LITTER CONTROL. HOW WILL THIS BE HANDLED? Volunteers during and after 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.)  
Portable gates set up to designate permit area. Volunteers checking ID at beer stand

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 documents

PLEASE INDICATE ANY NEED FOR POLICE SERVICES OR ANY OTHER CITY SERVICES:  
None

*\*\*\*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: Not applicable

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. Not applicable

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

Jun 12, Jun 24, July 8, 28  
August 12, 25

4. **Term of Permit** Special Event Begins: Date: See Attached Hour: 6:30pm-9:30pm  
Special Event Ends: Date: \_\_\_\_\_ Hour: \_\_\_\_\_  
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, downtown square and two blocks out 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

Jordan [Signature], 4/19/16  
SIGNATURE OF APPLICANT/DATE

TO BE COMPLETED BY CITY OF MONROE

Approved by:

Fire Chief

FA Kelley  
Police Chief

Building Inspector

City Clerk

Ryan [Signature]

Carl [Signature]

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



April 20, 2015

**EXECUTIVE BOARD**

**Andy Hill**  
*President*

**Tom Miller**  
*Vice President*

**Amy Campbell**

**Luis Carus**

**Dan Demuth**

**Shelley Muranyi**

**Noreen Rueckert**

**Jean Sinkule**

**Ryan Wilson**

**COMMITTEE CHAIRS**

**Donna Glynn**  
**John Glynn**  
*Design*

**Craig Patchin**  
*Economic Restructuring*

**Shelley Muranyi**  
*Organization*

**Tracy Hamilton**  
**JoAnne Leuenberger**  
*Promotions*

**EXECUTIVE DIRECTOR**

**Jordan Nordby**  
monroemainstreet@tds.net  
608.328.4023

**MAIN STREET MONROE**  
1717 10th Street  
Monroe, WI 53566

Main Street Monroe will be hosting Concerts on the Square this summer in downtown Monroe. Again, sponsored by Colony Brands, we have a great line up of local and regional bands for our six concerts this year. Like we have done in previous years, some concerts will have theme nights, special promotions and value elements offering fun and surprises. Singing and dancing will be the only things occurring. Notably, our concert June 24th will act as the public celebration for Colony Brand's 90th anniversary. We are requesting a second beer garden on the south, inner lane for that evening. on Friday, August 12th will be a "sunset celebration" recognizing six local non-profits, craft vendors, artisan demonstrations, and make and take booths. Set up for all concerts will begin at 3:30pm with the arrival of equipment. We are also requesting that streets be re-opened at 10:00pm.

Concert dates are as follows:

June 10th,  
June 24th,  
July 8th,  
July 28th,  
August 12th,  
August 25th

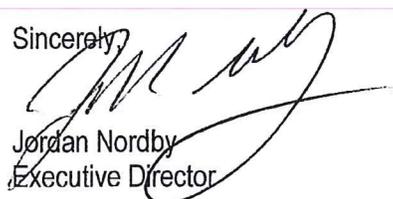
All concerts are set to take place rain or shine. Except for August 12th, rain locations will be SLICE. Vending will be available at SLICE. The August 12th rain location will be the Administration Building at the Green County Fair Grounds.

Main Street is again partnering with regional groups. Partners this year include Knights of Columbus Council 1471, Humane Society, and Habitat for Humanity. These partners will sponsor "wine nights" for each concert. Main Street will have one "wine night" as well.

Main Street Monroe is requesting that from 6:00pm until 9:30pm each concert date, the ordinance regarding open containers not be enforced for beer or wine in plastic containers within the streets and sidewalks of the 1000 block of 16th Avenue.

Thank you for your time and consideration. Please contact me with any questions

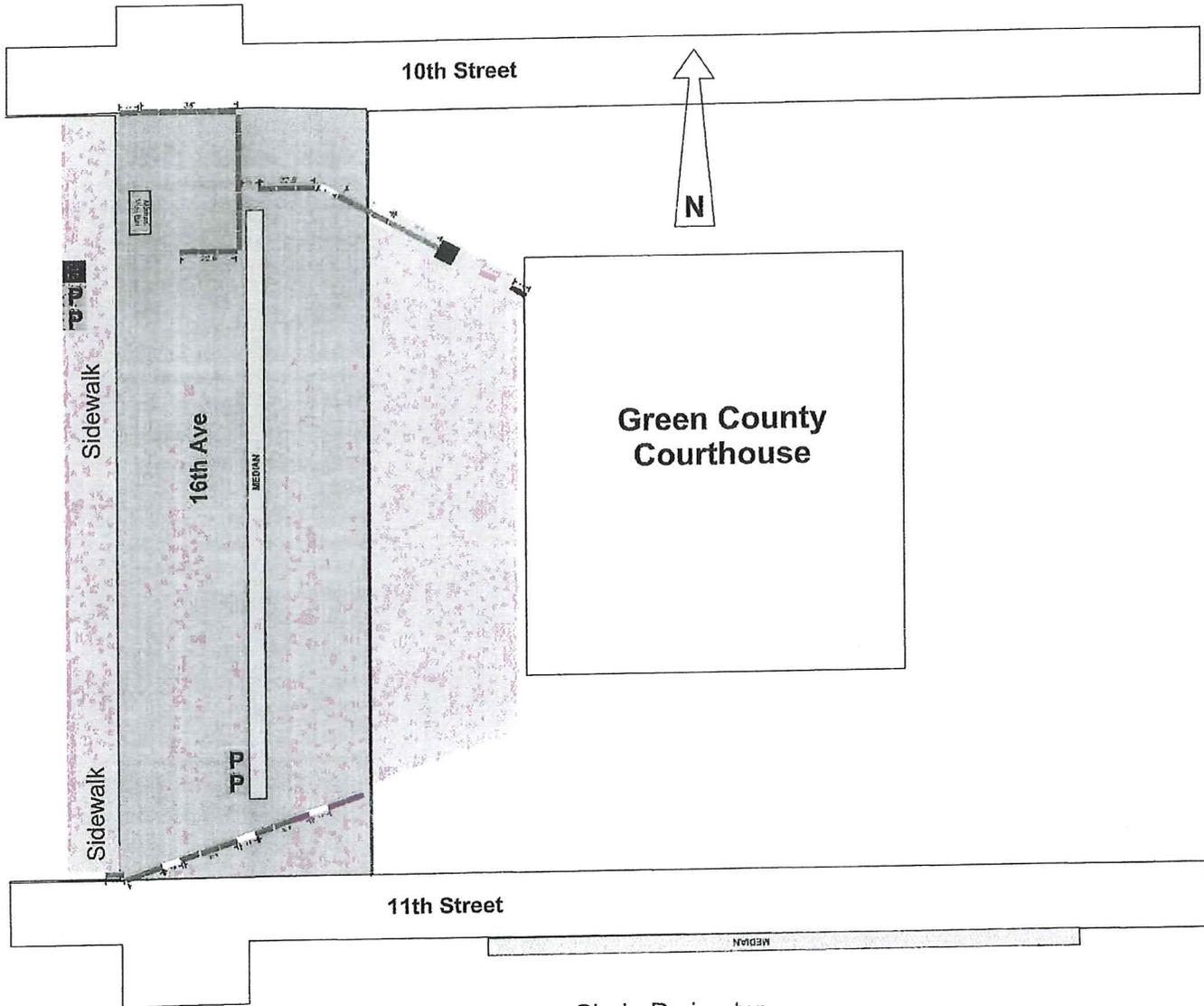
Sincerely,



Jordan Nordby  
Executive Director

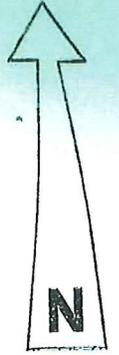
*John May*

# Monroe Main Street Concerts on The Square Event Map June 10, June 24, July 8, July 28, Aug 25, 2016



-  Chain Perimeter
-  Accessible Portable Restroom
-  Accessible Portable Restroom
-  Portable Crowd Barricade 7'6" Wide
-  Area Requested for Relaxed Open Container
-  Special Event Area

10th Street



Beer Sales Location 1  
Approximately 60' x 50'

Michas Mini Bar

H  
P  
P

Sidewalk

16th Ave

MEDIAN

Green County Courthouse

Sidewalk

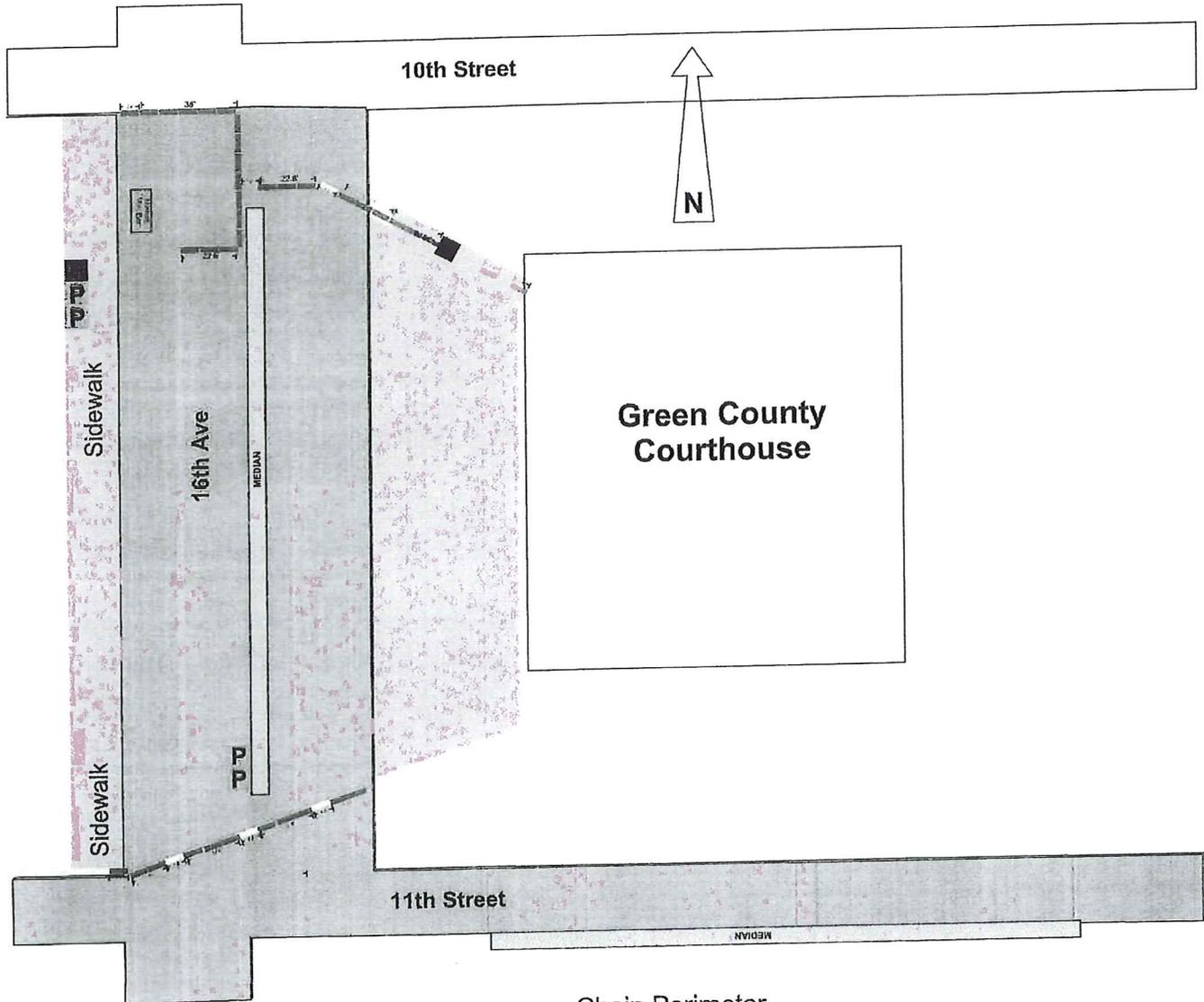
P  
P

11th Street

-  Chain Perimeter
-  Accessible Portable Restroom
-  Accessible Portable Restroom
-  Portable Crowd Barricade 7'6" Wide
-  Area Requested for Relaxed Open Containe

*Jeff*

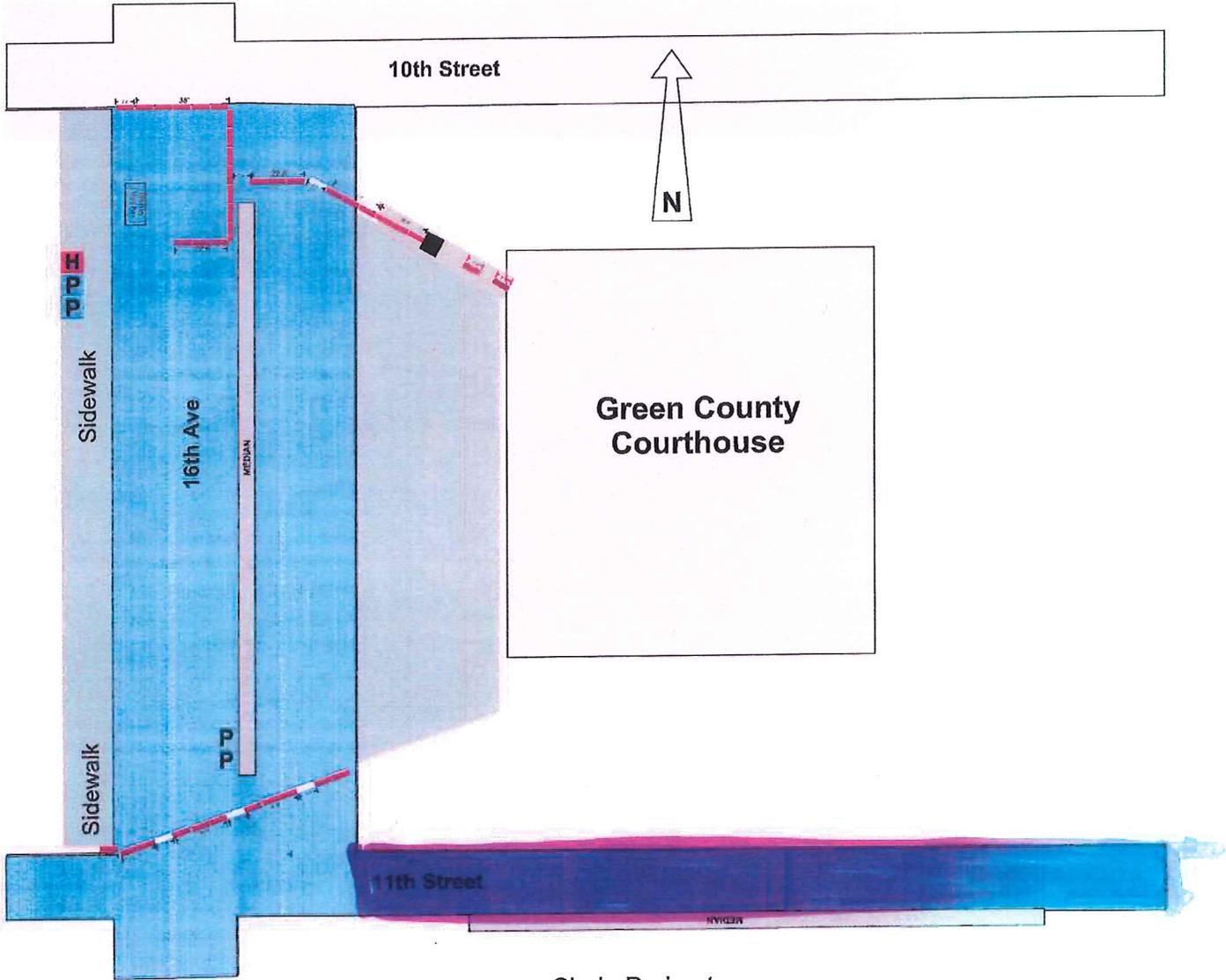
# Monroe Main Street Concerts on The Square Event Map Aug 12, 2016



- Chain Perimeter
- Accessible Portable Restroom
- P Accessible Portable Restroom
- Portable Crowd Barricade 7'6" Wide
- Area Requested for Relaxed Open Container
- Special Event Area

*July 2014*

# Monroe Main Street Concerts on The Square Event Map



- - - Chain Perimeter
- H** Accessible Portable Restroom
- P** Accessible Portable Restroom
- Portable Crowd Barricade 7'6" Wide
- ~~Area Requested for Relaxed Open Container~~

~~Special Event Area~~ *Closed street area*  
*Additional closed street area on 8-12-14 only*

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

**SPECIAL EVENT**

**MAIN STREET CONCERTS ON THE SQUARE**

**June 10, June 24, July 8, July 28, August 12, August 25, 2016**

**SPONSOR**

**Main Street Monroe**

**1710 10<sup>th</sup> Street**

**Monroe, WI 53566**

**(608) 328-4023**

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

- 1. Authorize the Sponsor(s) to hold the Main Street Concerts on the Square, June 10, June 24, July 8, July 28, August 12, and August 25, 2016, from 3:00 PM to 10:00 PM each date in the Central Downtown area.**
- 2. Authorize the following temporary street closings from 3:00 PM to 10:00 PM on June 10, June 24, July 8, July 28, and August 25: the 1000 block of 16<sup>th</sup> Avenue (outside lane) and attached parking area (inside lane). Authorize the following temporary street closings on August 12: the 1000 block of 16<sup>th</sup> Avenue (both lanes) and the inside parking 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 live music from 6:30 PM to 9:30 PM, for which an amplified sound permit is required and is attached to the permit. Applicant is responsible to insure music volume is maintained so as to prevent complaints that would fit the criteria necessary to cause action against the permit. Applicant must lower volume if advised to do so by police.**
- 4. Event also includes a beer garden area licensed to Humane Society, and other designated wine sales areas, dimensions on licenses, must be delineated from other area by fencing or rope, one way in/out, sales in this area only. Sales from 6:00 PM to 9:30 PM, must be ceased at 9:30 PM for clean-up and re-opening of the street promptly at 10:00 PM.**

- 5. Due to the above approved beer garden, open plastic containers of malt beverages and wine on specific dates, may be carried within the streets and sidewalks of the 1000 block of 16<sup>th</sup> Avenue and attached parking area (outside of beer/wine gardens and also allowed outside Baumgartners licensed tavern), but not on the property of the Historic Courthouse (including grass area, parking lot, steps and sidewalks, but not the wall along the street). Sales of alcohol ends at 9:30 PM, and open containers will be strictly enforced at 10:00 PM with re-opening of the street.**
- 6. The applicant is responsible to install/remove people gate crowd barriers to indicate the open container and alcohol area, along with signs that indicate where alcohol is allowed.**
- 7. Because of the special event, any sidewalk cafés and permitted areas are suspended within the 1000 block of 16<sup>th</sup> Avenue. Open plastic containers of malt beverages may be carried out of the tavern within the closed off area, but may not be carried back in.**
- 8. Insurance is through the Main Street Monroe carrier. Any other required permits are attached to this permit.**
- 9. 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.**
- 10. Law requires adequate toilet facilities for the number of persons attending. Crowd size of 750 peak for 3 hours provided for one concert. FEMA guidelines suggest number of toilet units to be at least 8, with one being handicapped and also one sink station. Other concerts indicate a peak of less than 500 persons for 3 hours. FEMA guideline would then be at least 5 units, one being handicapped and also one sink station. Applicant supplying 1-3 units in event area, adjacent businesses in writing commit to 2 more is required.**
- 11. Again, for purposes of this permit, the defined open container area is within the store fronts on the west edge of the sidewalk, and the west edge of the Historic Courthouse building, between 10<sup>th</sup> Street and 11<sup>th</sup> Street on 16<sup>th</sup> Avenue. Barriers must be installed to indicate.**
- 12. Sidewalk sales of non-alcohol goods may take place within 9<sup>th</sup> Street, 13<sup>th</sup> Street, 14<sup>th</sup> Avenue and 19<sup>th</sup> Avenue during hours the concerts are in progress. Actual businesses in front of their own**

**stores. No outside vendors. Alcohol sales only within the licensed sales area at north end of 1000 block of 16<sup>th</sup> Ave.**

- 13. For purposes of this permit, the defined special event area is within 9<sup>th</sup> Street, 13<sup>th</sup> Street, 14<sup>th</sup> Avenue and 19<sup>th</sup> Avenue. No other events or vendors other than those authorized by the applicant, the City of Monroe, or activities authorized by law may operate in the same area at the same time.**
- 14. Police are authorized to provide extra duty officers when necessary. No other services are requested or authorized.**

City of Monroe Special Event Permit

Received in Clerk's office on 3/29/16  
By CS Date Paid N/A

**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: UW Alumni Club of Green County / Green County UW Scholarship Foundation, Inc.  
Address: W5481 Center Rd  
Monroe, WI 53566

Phone: 295-6405

Person in Charge Erin Cassidy

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: <u>Kris Baumgartner</u>	Name: <u>Scott Mosher</u>	Name: <u>Chris Sachs</u>
Address: <u>201 2nd St</u>	Address: <u>2605 22nd Ave</u>	Address: <u>1703 Cnty Ln</u>
<u>New Glarus WI 53574</u>	<u>Monroe WI 53566</u>	<u>Monroe WI 53566</u>
Phone: <u>516-9489</u>	Phone: <u>325-2111</u>	Phone: <u>328-1006</u>

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: Red Run

TYPE OF EVENT: 5K Fun Run/Walk and Kids Fun Run  
(Example: run, walk, parade, festival, neighborhood event)

LOCATION OF EVENT: Twining Park, surrounding neighborhood

NUMBER OF YEARS THIS EVENT HAS BEEN IN EXISTENCE: 4

NUMBER OF PEOPLE ANTICIPATED: 75-100

PEAK HOURS OF EVENT 4:00 - 6:30 pm

ESTIMATED CROWD SIZE DURING PEAK HOURS: 100

NUMBER OF PEOPLE AT LAST EVENT: 60

WILL THIS YEARS EVENT INCLUDE, USE OR PROVIDE (indicate "yes" or "no")  
no beer/wine no carnival no tents yes electrical usage yes barricades  
yes 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, Race participation fee

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 at Twining Park & YMCA

NUMBER OF SITES AND LOCATIONS WHERE MONEY WILL BE HANDLED: 1 - South shelter house at Twining Park

THE EVENT IS RESPONSIBLE FOR TRASH AND LITTER CONTROL. HOW WILL THIS BE HANDLED? trash receptacles at Twining Park

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

any recyclables will be disposed of at park for recycling  
PLEASE INDICATE ANY ADDITIONAL SECURITY MEASURES BEING TAKEN AND DESIGNATE HEAD OF SECURITY IF APPLICABLE: ( private security, fences, persons checking identification, etc.)  
UW Alumni Club will provide volunteers at all intersections

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 sheet

PLEASE INDICATE ANY NEED FOR POLICE SERVICES OR ANY OTHER CITY SERVICES:  
please see attached sheet

\*\*\*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 has been contacted & will be present

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. see attached flyer  
UW Marching Band will be playing by the shelter house.

\*\*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: 6/20/16 Hour: 3:00 PM  
Special Event Ends: Date: 6/20/16 Hour: 8:00 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 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. no

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).

[Signature]  
WITNESSED BY

[Signature] 3/29/16  
SIGNATURE OF APPLICANT/DATE

TO BE COMPLETED BY CITY OF MONROE

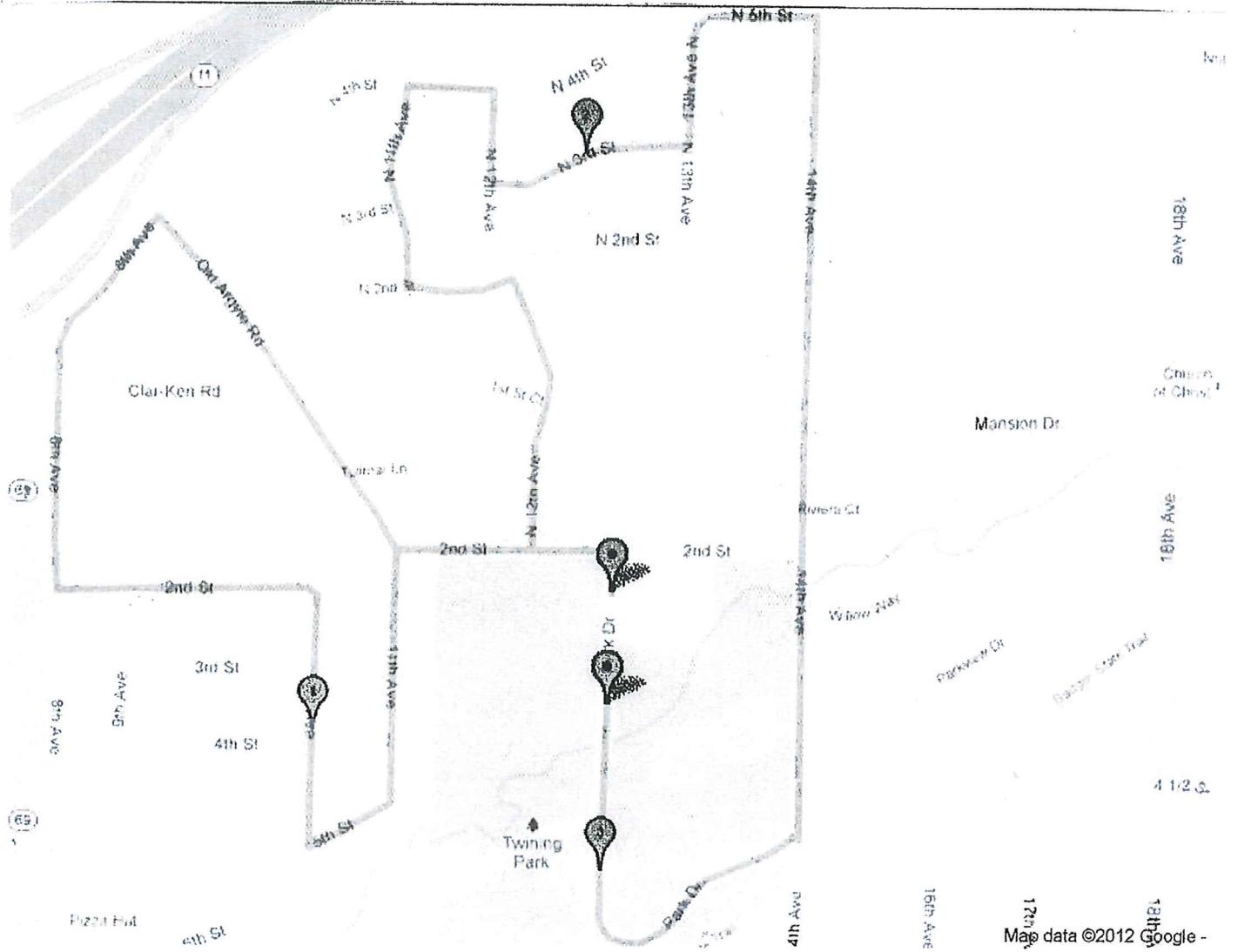
Approved by: [Signature]  
Fire Chief

[Signature]  
Police Chief

[Signature]  
Building Inspector

[Signature]  
City Clerk

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





5th Annual  
**Red Run 2016**  
 UW Alumni Club of Green  
 County  
**5K Fun Run/Walk &  
 Kid's Fun Run**  
**Monroe, WI**



All proceeds will go to fund scholarships for Green County graduating seniors attending UW-Madison.

**EVENT INFORMATION**

**Date & Times:** Monday, June 20th, 2016

- 0.5K Little Badger's Run (4 & under) 4:30 P.M.
- 1 mile Kid's Run (10 & under) - 4:45 P.M.
- 5K Fun Run/Walk - 5:30 P.M.

**Location:** Races start & end near SOUTH Shelter House at Twining Park,  
 (Near playground, Park Drive) Monroe, WI

Arrive early to get your picture taken with Bucky Badger & the UW Spirit Squad!  
 (available from 4:00-4:45)

**Entry Fee:** 5K - \$25 (early registration until June 10<sup>th</sup>) \$30 (late registration/day of race)  
 \$20 student deal (age 11-22)

Kid's Run - \$15 Little Badger's Run - \$10

*\*\*Registration form & payment must be received by June 10<sup>th</sup> to guarantee your t-shirt  
 All races include a newly designed t-shirt!*

**Prizes:** 5K Fun Run/Walk-Medals for top male & female finishers

Kid's Runs- Medals will be given to the first male & female finishers & all kids will receive a ribbon.

½ price adult admission to Badger Days Luau (\$30) sponsored by Colony Brands

**Packet Pick-up:** SOUTH Shelter house, June 20th from 3:00-5:00

**Parking:** Parking lots south & southwest of the softball diamonds in Twining Park

**More Race Details/Online Registration:** Find us at [www.facebook.com/RedRunWI](http://www.facebook.com/RedRunWI)

**Questions:** Contact Erin Cassidy [greencounty@uwalumni.com](mailto:greencounty@uwalumni.com) or 608-325-4192

Mail entry form & check payable to Green County UW Scholarship Foundation, Inc. Attn: Erin Cassidy, W5481 Center Road, Monroe, WI 53566

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 REGISTRATION INFORMATION FOR UW ALUMNI of GREEN COUNTY RED RUN 2016

Name: \_\_\_\_\_ Age (day of race): \_\_\_\_ DOB: \_\_\_\_\_ Gender: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

What race are you participating in? (circle one) 5KRun/Walk Kid's Run Little Badger's Run

T-Shirt Size (circle one) Adult: S M L XL XXL

Youth: S M L

\_\_\_\_ Yes, I want to attend the Badger Days Luau for ½ price, please pay additional \$30 to reserve your spot! Adults Only ©

Release of all claims for personal injury as a participant in Red Run 2016

In consideration for my right to participate in this race event, I hereby release the UW Alumni Association, all representatives, sponsors and volunteers, from liability of personal injury incurred by me in this race. I further certify that I am in proper condition to participate in this race and am aware of all inherent risks with my participation. Children under 18 must have guardian sign for them. I approve of the use of photos taken at the race to be used for event publicity.

\_\_\_\_\_  
 Name Date

***June 20th, 2016***

***5:00 PM to 6:30 PM***

Street Closures are requested

We respectfully request street closure from Park Drive/2<sup>nd</sup> Street intersection to the three way intersection of 2<sup>nd</sup> Street, 11<sup>th</sup> Ave, and Old Argyle Road. Barricades will be necessary to do this.

We request to cone off a run lane in Twining Park (Park Drive). Paul Klinzing at Monroe Park and Rec will be contacted regarding this.

Police Services or any other city services

We respectfully request a police officer for the 2<sup>nd</sup> Street and 11<sup>th</sup> Avenue Intersection with Old Argyle Road. We also like police presence for traffic control at 2<sup>nd</sup> Street and 14<sup>th</sup> Avenue.



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.*

**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: 6/20/16  
 \$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): Erin Cassidy, UW Alumni Club of Green County

Telephone number: (504) 325-4192

Address: 5481 Center Rd Monroe, LA 70506  
(Street) (City) (State) (ZIP)

Permit Location (geographically defined area): Twining Park,  
South Shelter House, Monroe & within 300  
feet radius

Date of Application: 3-29-16

Signature of Applicant(s): [Signature]

Applicants Stop Here! Do not write below this line!

\*\*\*\*\*

These Sections for Office Use Only!

Date paid: 3-30-16 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)

[Signature] 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)

[Signature] Clerk



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

**SPECIAL EVENT**

**UW ALUMNI CLUB/UW SCHOLARSHIP FOUNDATION RED RUN**  
**June 20, 2016**

**SPONSOR**

**UW ALUMNI CLUB/UW SCHOLARSHIP FOUNDATION**  
**W5481 Center Rd. (Erin Cassiday)**  
**Monroe, WI 53566**  
**(608) 295-6405**

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

- 1. Authorize the sponsor(s) to hold UW Alumni Club/UW Scholarship Foundation Red Run, June 20, 2016, from 3:00 PM to 8:00 PM, in Twining City Park and nearby neighborhoods.**
- 2. The event includes a large scale gathering and walk/run. The walk/run is to take place along the public right of ways adjacent to the roadway or on sidewalks, using a route preapproved by the Police Department. Participants to use the extreme right side of roadways, or sidewalks. Vehicle traffic is using the roadway, and participants are at their own risk. Minors must have permission.**
- 3. The following street closures are authorized from 5:00 PM to 6:30 PM: the 1200 blocks of 2<sup>nd</sup> Street, with barricades at 12<sup>th</sup> Ave/2<sup>nd</sup> Street and 14<sup>th</sup> Ave/2<sup>nd</sup> Street (closing the street from 12<sup>th</sup> Avenue east to 14<sup>th</sup> Avenue) to be supplied by the Street Dept, installed by the Police Dept.**
- 4. Police may temporarily stop traffic, close any roadways, or cone off safety corridors as needed to facilitate this event.**
- 5. A certificate of insurance indemnifying the City of Monroe is required and attached, along with any other required permits.**
- 6. This permit is only valid within the corporate limits of the City of Monroe.**

- 7. For purposes of this permit, the event area includes all of the area within 100 feet of park area used by the applicant and the route as it is used. No other events, other than those authorized by law, may take place in the same area at the same time.**
- 8. No other services are requested or authorized.**

City of Monroe Special Event Permit

Received in Clerk's office on	<u>4-20-16</u>
By	<u>CS</u>
Date Paid	<u>4-20-16</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: Colony Brands, Inc. f/k/a The Swiss Colony, Inc.

Address: 1112 7th Avenue

Monroe, Wisconsin 53566

Phone: (608-328-8709)

Person in Charge Raymond R. Kubly

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: Raymond R. Kubly Name: John D. Baumann Name: R. Ryan Kubly

Address: 621 14th Avenue Address: 2602 22nd Avenue Address: 1112 7th Avenue

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

Phone: (608) 328-8410 Phone: (608) 328-8761 Phone: (608) 328-8522

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: Monroe Badger Days

TYPE OF EVENT: Large fundraiser party at a private residence, including food and entertainment.

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

LOCATION OF EVENT: 621 14th Avenue, Monroe, WI 53566

NUMBER OF YEARS THIS EVENT HAS BEEN IN EXISTENCE: 63

NUMBER OF PEOPLE ANTICIPATED: 500 - 600

PEAK HOURS OF EVENT 5:30 PM to 8:00 PM

ESTIMATED CROWD SIZE DURING PEAK HOURS: 600-650

NUMBER OF PEOPLE AT LAST EVENT: 671

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

Yes beer/wine No 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

**ARE YOU CHARGING FOR PARKING, PARTICIPANT FEES OR ANY TYPE OF ADMISSION OR SPECTATOR FEES? PLEASE EXPLAIN.** Though various fees apply based upon attendee's level of participation throughout the two day fundraiser event, the fee for the party at Pat Kubly's home on Monday night is \$60.00, no part of which is assigned to parking.

**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. See attached explanation.

**NUMBER OF SITES AND LOCATIONS WHERE MONEY WILL BE HANDLED:** One. Located at the registration desk in the driveway at Pat Kubly's residence, 621 14th Avenue, Monroe, WI.

**THE EVENT IS RESPONSIBLE FOR TRASH AND LITTER CONTROL. HOW WILL THIS BE HANDLED?** Advanced Disposal has a dumpster on site and a crew picks up trash throughout the evening.

**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.)  
See attached explanation.

**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) See attached explanation

**PLEASE INDICATE ANY NEED FOR POLICE SERVICES OR ANY OTHER CITY SERVICES:**  
None, except for "No Parking" signs as noted on the attached explanation.

*\*\*\*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:** See attached explanation.

**WILL THERE BE ANY COOKING WITH FLAMMABLE LIQUIDS OR GASES OR POTENTIALLY DANGEROUS COOKING APPLIANCES?** See attached explanation.

**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: 06/20/2016 Hour: 4:00 PM  
Special Event Ends: Date: 06/20/2016 Hour: 11:00 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 None.

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. No.

**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 \_\_\_\_\_ NON-EXEMPT \$25.00  
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).

COLONY BRANDS, INC., f/k/a The Swiss Colony, Inc.

WITNESSED BY: [Signature] BY: [Signature] 04/19/2016  
SIGNATURE OF APPLICANT/DATE  
Jeffrey R. Surlas, Corporate Secretary

Approved by: \_\_\_\_\_ TO BE COMPLETED BY CITY OF MONROE

Fire Chief

Police Chief

Building Inspector

City Clerk

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

Approve by City Council on: \_\_\_\_\_

## **MONROE BADGER DAYS EVENT EXPLANATION**

621 14<sup>th</sup> Avenue; Monroe, WI

June 20, 2016

**HAVE PROVISIONS BEEN MADE FOR PORTABLE/PERMANENT RESTROOMS?** We provide eight portable restrooms and one handicap restroom. Each are equipped with a hand sanitizer, and there is a portable sink located just outside the restrooms. An additional portable sink is located by the food tent for the use of the food tent workers. As attendance has grown, we have increased the number of portable restrooms. There have been no waiting lines for use of the portable restrooms, so we feel our current provisions are adequate.

A copy of the rental agreement is currently unavailable, as we do not typically contract this service until closer to the event date. We can make sure that our head bartender, Scott Clement, has a copy of the contract with him at the event.

**PLEASE INDICATE ANY ADDITIONAL SECURITY MEASURES BEING TAKEN AND DESIGNATE HEAD OF SECURITY IF APPLICABLE:** We provide four security men for our event. One Martin Security officer in uniform is stationed near the bar. The other three men all wear a bright colored shirt with "Security" printed on the back of the shirt. One person is stationed at the entrance, checking ID's. We have two employees working beside him to attach wristbands to all attendees. There are two different types of wristbands. The underage wristband is a different color and style from the adult band which makes it easy for the bartenders to identify underage people. The second person is stationed on the gravel driveway to prevent people from parking/blocking that driveway, to direct people to the registration table, and to assist people as needed. The third person is our roaming person. He fills in for the other security people when a break is taken and provides back-up assistance should an occurrence arise. Security people communicate with each other via cell phones. In addition, someone will be stationed on the premises at 10:00 PM on June 20 and will stay until 6:30 AM on June 21.

We provide shuttle service (two vans) for our guests staying at Monroe hotels to and from the Kubly home beginning at 3:00 pm and running until everyone has left the party. The service is also offered to any local Monroe people should they need it. We communicate this service to our guests by flyers which are located at all the area hotels, in our mailing brochure, and on posters at our event.

After the party, a temporary fence is used overnight.

Our contact person for security matters is Scott Clement, our head bartender, on his cell phone at (608) 445-9442.

**IF STREET CLOSURES ARE REQUESTED, PLEASE INDICATE:** We ask that NO PARKING signs be posted on the east side of 14<sup>th</sup> Avenue from 3:00 PM until 11:00 PM on June 20, across from the Kubly residence and lands bearing an address of 621 14<sup>th</sup> Avenue. The signs can be removed anytime thereafter.

Parking is available on the north side of the Kubly property and along side streets in the neighborhood. Handicap parking is provided in the residence yard.

**PLEASE INDICATE ANY PLANS THAT HAVE BEEN MADE FOR MEDICAL SERVICES**

**AND FIRST AID:** We have first aid kits available in the barn (no animals are kept there) and at the bar in our large tent on Pat Kubly's property. Jim Paul serves on our corporate Colony Brands Safety Committee. He is fully trained in CPR/First Aid and also trained on the use of fire extinguishers. Our corporate Safety Committee provides our employees with CPR/First Aid training; therefore, we have at least six to ten fully trained and certified personnel at all times on the Kubly property. A list of trained employees can be made available upon request.

**WILL THERE BE ANY COOKING WITH FLAMMABLE LIQUIDS OR GASES OR**

**POTENTIALLY DANGEROUS COOKING APPLIANCES?** Two gas grills will be used to cook food at the event on the south side of the food tent. Two fire extinguishers are located near the grills. Employees using the grills and fire extinguishers have all been trained on equipment use. Trained employees will be on hand, with training sign off sheets on the premises.

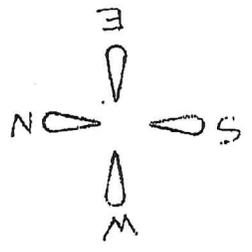
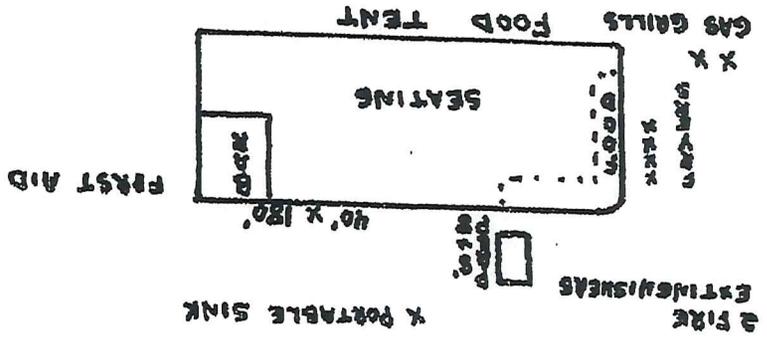
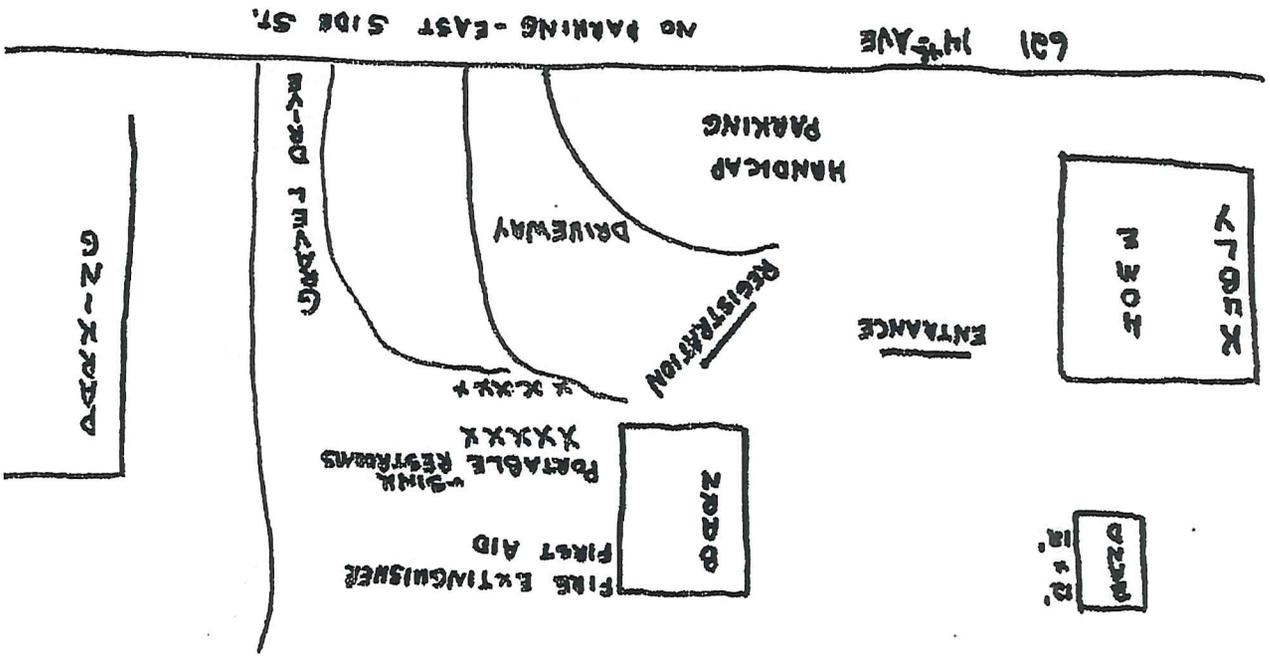
**YOU MUST SUBMIT PLANS FOR LARGE TENTS AND A DETAILED MAP OR DIAGRAM OF THE ENTIRE SPECIAL EVENT AREA INCLUDING PARKING AREAS.**

The large tent that we use is 40' x 180'. This houses our food lines, bar, and dining tables for our guests. A 12' x 12' entertainment tent is provided for our band(s) and is located in the yard a short distance from our large tent. The purpose of this tent is to provide shade and proper cover for equipment. We also have an 8' x 8' prep tent on the west side of the food tent. This tent is used primarily for sanitary food prep.

As stated above under "Street Closures," parking is available on the north side of the Kubly property and along side streets in the neighborhood. Handicap parking is provided in the residence yard.

A detailed, hand drawn map of the event area (which is not drawn to scale) is attached.

For the purposes of this application, please contact Kris Gallagher Lindholm at (608) 328-8709 by phone, (608) 328-8701 by FAX, or by e-mail at [Gallagher-Lindholm@sccompanies.com](mailto:Gallagher-Lindholm@sccompanies.com) if you require additional detail.





1112 7TH AVENUE • MONROE, WI 53566-1364

ColonyBrands.com

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April 19, 2016

Ms. Carol Stamm  
City Clerk  
City of Monroe  
1110 18<sup>th</sup> Avenue  
Monroe, WI 53566

RE: Applications for Special Event Amplified Sound and Dance Permits

Dear Ms. Stamm:

Enclosed are Colony Brands' applications for Special Event Permit, Amplified Sound & Background Music Permit and Renewal Application for Dance Permit for its annual Monroe Badger Days event, to be held this year on Monday, June 20, 2015. We have attempted to answer all questions, but if I have overlooked critical details, don't hesitate to contact me immediately at (608) 328-8709 by phone or at [Gallagher-Lindholm@sccompanies.com](mailto:Gallagher-Lindholm@sccompanies.com) by e-mail. Any omission is unwitting and I would be most happy to seek the information required to process our applications.

Please send written notification regarding these permits to my attention at the following address:

Kris Gallagher Lindholm  
Legal Department  
Colony Brands, Inc.  
1112 7<sup>th</sup> Avenue  
Monroe, WI 53566

Our check for \$110.00, in payment of the fees for these three applications, accompanies the enclosed applications.

Sincerely,

Kris Gallagher Lindholm  
Legal Department

Enclosures



**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.*

**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: June 20, 2016 Begins at 4:00 PM - Ends at 11:00 PM
- \$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): Colony Brands, Inc., f/k/a The Swiss Colony, Inc.

Telephone number: ( 608 ) 328-8709

Address: 1112 7th Avenue Monroe WI 53566  
(Street) (City) (State) (ZIP)

Permit Location (geographically defined area):  
621 14th Avenue, Monroe, WI 53566

Date of Application: 04/19/2016

COLONY BRANDS, INC., f/k/a The Swiss Colony, Inc.

Signature of Applicant(s): *Jeffrey R. Surlas*  
By: Jeffrey R. Surlas, Corporate Secretary

\*\*\*\*\*

**These Sections for Office Use Only!**

Date paid: \_\_\_\_\_ Total amount paid: \_\_\_\_\_ (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)

*Carl J. Stamm* 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 1, 2016 to June 30, <sup>2016</sup>~~2017~~  
(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.

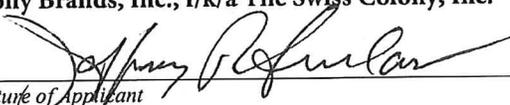
Applicant: Colony Brands, Inc., f/k/a The Swiss Colony, Inc.

Address: 1112 7th Avenue, Monroe, Wisconsin 53566  
State Street Zip City

Phone: (608) 328-8709

License Location: 621 14th Avenue, Monroe, Wisconsin 53566

Application Date: 04/19/2016  
**Colony Brands, Inc., f/k/a The Swiss Colony, Inc.**

BY:   
Signature of Applicant  
Jeffrey R. Surlas, Corporate Secretary

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

\*\*\*\*\*

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

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

  
Signature:  
City Clerk/Deputy Clerk

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



# CERTIFICATE OF LIABILITY INSURANCE

COLOBRA-01 LALAAR

DATE (MM/DD/YYYY)  
4/12/2016

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).

PRODUCER Willis of Wisconsin, Inc. c/o 26 Century Blvd P.O. Box 305191 Nashville, TN 37230-5191	CONTACT NAME: <b>Willis Towers Watson Certificate Center</b> PHONE (A/C, No, Ext): <b>(877) 945-7378</b> E-MAIL ADDRESS: <b>certificates@willis.com</b>	FAX (A/C, No): <b>(888) 467-2378</b>
	INSURER(S) AFFORDING COVERAGE <b>INSURER A: Sentry Casualty Company</b>	
INSURED  <b>Colony Brands, Inc.</b> <b>Attn: Judy Fowler</b> <b>1112 7th Ave</b> <b>Monroe, WI 53566</b>	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

**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"/> COMMERCIAL GENERAL LIABILITY <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		90-02460-03	04/01/2016	04/01/2017	EACH OCCURRENCE \$ <b>1,000,000</b> DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>1,000,000</b> MED EXP (Any one person) \$ <b>15,000</b> PERSONAL & ADV INJURY \$ <b>1,000,000</b> GENERAL AGGREGATE \$ <b>4,000,000</b> PRODUCTS - COMP/OP AGG \$ <b>2,000,000</b> \$ \$
	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) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	90-02460-01	04/01/2016	04/01/2017	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ <b>500,000</b> E.L. DISEASE - EA EMPLOYEE \$ <b>500,000</b> E.L. DISEASE - POLICY LIMIT \$ <b>500,000</b>
A	Work Comp & Emp Liab			90-02460-02	04/01/2016	04/01/2017	See Attached

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

THIS VOIDS AND REPLACES PREVIOUSLY ISSUED CERTIFICATE DATED: 03/29/2016

Re: For Monroe Badger Days events to be held June 20th &amp; 21st, 2016.

City of Monroe is included as an Additional Insured with respects to General Liability policy as their interest may appear.

**CERTIFICATE HOLDER****CANCELLATION**

City of Monroe 1110 18th Avenue 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 <i>James H. Weber</i>
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ADDITIONAL COVERAGE SCHEDULE

COVERAGE	LIMITS
<b>POLICY TYPE: Workers Compensation and Employers Liability</b> <b>CARRIER: Sentry Casualty Company</b> <b>POLICY TERM: 4/1/2016 - 4/1/2017</b> <b>POLICY NUMBER: 90-02460-02</b>	<b>WC – Per Statute</b> <b>\$500,000 E.L. Each Accident</b> <b>\$500,000 E.L. Disease - Policy Limit</b> <b>\$500,000 E.L. Disease - Each Employee</b>

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

**SPECIAL EVENT  
MONROE BADGER DAYS  
June 20, 2016**

**SPONSOR  
Colony Brands, Inc.  
1112 7<sup>th</sup> Avenue  
Monroe, WI 53566  
(608) 328-8709**

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

- 1. Authorize Colony Brands, Inc., to hold Badger Days, June 20, 2016, beginning 3:00 PM and ending at 11:00 PM. Event to take place at 621 14<sup>th</sup> Avenue.**
- 2. Certificate of insurance is required and is attached to the permit along with any other required permit(s), such as sound amplification permit.**
- 3. This permit is only valid within the corporate limits of the City of Monroe.**
- 4. Permit authorizes the following temporary no parking areas for the duration of the permit: east side of 500-600 blocks of 14<sup>th</sup> Avenue for the entire blocks. The Monroe Street Department will erect temporary no parking signs.**
- 5. Applicant is responsible to insure that no underage persons are allowed on premises without a parent or adult spouse and that a licensed operator or the licensee is present within actual sight of the dispensing area.**
- 6. No other City services are requested or authorized.**