

**Date: Monday, October 3, 2016**  
**Time: 5:00 pm**  
**Place: Westside Firestation**

## **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 SPECIAL EVENT PERMIT APPLICATIONS FOR RECOMMENDATION TO COMMON COUNCIL

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

- 1. Green County Family YMCA Fall Fundraiser
- 2. St. Clare of Assisi 100 Year Celebration 5K Run/Walk

Details of each event and a copy of the application for each are attached.

Individual Requesting Item	Chief Kelley
Expected Length of Discussion	10 minutes

Documents:

[\*DETAILS OF SPECIAL EVENT APPLICATIONS.doc\*](#)  
[\*SPECIAL EVENT APPLIC ymca fall festival.pdf\*](#)  
[\*SPECIAL EVENT APPLIC st clare of assisi 100 yr celeb run at slice.pdf\*](#)

- 2. CONSIDER REQUEST FOR NO PARKING ZONE ON WEST SIDE OF 1700 BLOCK OF 15TH AVENUE

The Police Department has received a request for a no parking zone on the west side of the 1700 block of 15th Avenue, from 17th Street south to the rail crossing. This is due to congestion for school buses on school days. Chief Kelley and other departments will provide input.

Individual Requesting Item	Chief Kelley
Expected Length of Discussion	10 minutes

Documents:

[\*NO PARKING AREA REQ NEAR SINNERS TAVERN.pdf\*](#)

- 3. RECENT "SPECIAL" EVENTS THAT HAVE VIOLATED CITY CODE, STATE STATUTES, OR PROVISIONS OF PERMIT

*Discussion and possible action*

Individual Requesting Item	Aldersperson Bauman
Expected Length of Discussion	10 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.

**Members: Chairperson Chris Beer, Tom Miller, Brooke Bauman, and Alternate Ron Marsh**

## DETAILS OF SPECIAL EVENT APPLICATIONS AND AMENDMENTS:

1. Resolution by the Public Safety Committee to recommend the approval of a special event application from the Green County Family YMCA to hold a YMCA Fall Fundraiser, October 15, 2016, from 5:00 PM to 11:00 PM entirely on the privately owned property of the YMCA, at 1307 2<sup>nd</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. Any other alcohol permits will be acted on by separate action(s). For purposes of this event, the special event area is that area within the private property at this location. 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 the St. Clare of Assisi Parish to hold a 100 Year Celebration 5K Run/Walk, October 15, 2016, from 8:00 AM to 6:00 PM, at the SLICE Center, and on surrounding City streets. The run event will begin and end at the SLICE Center, and will travel over routes on City streets pre-approved by the Police Department. Any areas, trails or roads under the authority of Green County, Town of Clarno, Wisconsin DNR, Tri-County Trail Commission or any other authority are not in the jurisdiction of the City of Monroe and the applicant must contact those authorities for consent to use those areas, streets or roads. A certificate of insurance indemnifying the City of Monroe in the amount set by City Code is required and attached to the permit, along with any other required permits or special requirements. For purposes of this event, the special event area is that area within the SLICE property during the event, and within 100 feet of the run while in progress. 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.

# City of Monroe Special Event Permit

Received in Clerk's office on 8/18/16  
By PNC Date Paid 8/18/16

#0500

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.

Application must be turned in to the Clerk's office no later than 30 calendar days prior to the start of the event. A late fee of \$50.00 will apply for any permit applications turned in less than 30 calendar days prior to the start of the event. The permit application must be complete with the proper insurance certificate, fees, maps, other necessary permit applications, and signatures included in order to be considered on time to avoid the late fees. There are no exemptions to the fees.

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: Green County Family YMCA, Inc.

Address: 1307 2nd St  
Monroe, WI 53566

Phone: 608 325 2003

Person in Charge Aaron K. Phillips, Ex. Dir.

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

Name: <u>Aaron K. Phillips</u>	Name: <u>Jack Clevesy</u>	Name: <u>Carrie Baumhover</u>
Address: <u>2126 15th Ave</u> <u>Monroe WI 53566</u>	Address: <u>2134 16th Ave</u> <u>Monroe WI 53566</u>	Address: <u>W4791 Pembroke Trl.</u> <u>Monroe WI 53566</u>
Phone: <u>608 426-4716</u>	Phone: <u>608 426-2121</u>	Phone: <u>608 594-0210</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: YMCA Fall Fundraiser

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

LOCATION OF EVENT: YMCA 1307 2nd St. Monroe

NUMBER OF YEARS THIS EVENT HAS BEEN IN EXISTANCE: 6

NUMBER OF PEOPLE ANTICIPATED: 200

PEAK HOURS OF EVENT: 5:00 pm - 11:00 pm

ESTIMATED CROWD SIZE DURING PEAK HOURS: 200

NUMBER OF PEOPLE AT LAST EVENT: 75

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

yes 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.

A fee will be charged to attend the event

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

None needed. Ymca will be open for restrooms

NUMBER OF SITES AND LOCATIONS WHERE MONEY WILL BE HANDLED:

2 locations - one at the entrance and one where liquor is served

THE EVENT IS RESPONSIBLE FOR TRASH AND LITTER CONTROL. HOW WILL THIS BE HANDLED?

Trash will be collected throughout the event and placed in our dumpsters

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.)

Fences will be used with Y personnel checking identification. Head of Security will be Aaron Phillips, Ex. Dir. and Jack Clevesy, Ymca Div. of Operations

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)

NO Street Closures

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

NONE Needed

\*\*\* 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 and defibrillator are located inside the YUCA. Staff trained in first aid and AED will be on site.*

WILL THERE BE ANY COOKING WITH FLAMMABLE LIQUIDS OR GASES OR POTENTIALLY DANGEROUS COOKING APPLIANCES?

*Food will be grilled in the parking lot with fire extinguishers available.*

PLEASE DESCRIBE ANY OTHER DETAIL OF YOUR EVENT NOT ALREADY COVERED.

*No Dance*

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

**4. Term of Permit**

Special Event Begins: Date: 10-15-16 Hour: 5:00 pm  
Special Event Ends: Date: 10-15-16 Hour: 11:00 pm

Hours of operation each day  
(Attach separate sheet located at end of form 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 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 A 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)**

**Special Event Permit Fee - \$25.00 fee per event or series of same event within a calendar year.  
Late fee - \$50.00 late fee for applications received less than 30 calendar days prior to the start of the event.  
(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).

By submitting this form, I certify that: (1) I am authorized to submit this form on behalf of the individual or entity for whom the form is being submitted; (2) The individual or entity for whom I am submitting this form is solely responsible for the accuracy and currency of all information contained in this form.

[Signature] \_\_\_\_\_, 10/18/16 \_\_\_\_\_  
Signature of Applicant Date

**TO BE COMPLETED BY CITY OF MONROE**

Approved by:

[Signature]

Fire Chief

[Signature]  
Building Inspector

[Signature]

Police Chief

[Signature]  
City Clerk

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

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

### 3-13-10: INSURANCE REQUIREMENTS

(A) Each sponsor shall provide the city clerk with an insurance binder or certificate of insurance showing that the sponsor has insurance coverage for all liabilities and obligations that may result from the activities undertaken pursuant to the permit. If a binder is provided, a certificate of insurance shall be provided prior to the issuance of a permit. Such coverage shall include:

1. Coverage for operations by the sponsor's employees, agents, contractors, and subcontractors.
2. Coverage of the City as an additional named Insured.
3. Coverage for personal injury to participants in the special event.
4. Coverage for property damage occurring as a result of the special event. (11-2-1999)

(B) The certificate of insurance shall provide that the insurance company shall furnish the City with a ten (10) day written notice of cancellation, nonrenewal, or material change.

(C) The insurance company issuing the certificate of insurance shall be licensed in the State of Wisconsin and shall be approved by the City.

(D) The insurance shall be written in comprehensive form and shall protect the sponsor and City against all claims arising from injuries to members of the public or damages to property of others arising out of any act or omission of the sponsor, its employees, agents, contractors or subcontractors.

(E) The policy of insurance shall provide coverage in such amounts as are set, from time to time, by resolution of the Council upon recommendation of the Insurance Committee. (11-6-1991)

**(\$1,000,000.00)**

### 3-13-13: SPECIAL EVENTS REGULATIONS:

(A) Notwithstanding other provisions of this Code, the Council may grant a sponsor:

1. The exclusive right to select and control vendors who shall be authorized to operate within the area designated for such special event;
2. The right to designate sites within such area where such vendors shall be permitted to operate for the duration of the special event;
3. The right to charge such vendors a fee or commission for the privilege of operating within the area designated for the special event.

(B) Any sponsor that is granted any of the rights set forth in subsection 3-13-13(A) above shall be liable for all acts of such vendors, including all violations of this Chapter by such vendors.

1. This subsection shall not prevent the sponsor from requiring subrogation agreements from such vendors, or from requiring such vendors to provide insurance coverage for their actions at the special event.
2. The City shall not be bound by any subrogation agreement or insurance agreement between a vendor and a sponsor.

(C) Each sponsor shall exhibit its permit at the request of any police officer or citizen.

(D) It shall be unlawful for a sponsor to do any of the following:

1. Operate in violation of a condition or restriction placed upon its permit.
2. Fail to comply with any licensing or inspection requirement of the State of Wisconsin.

(E) Unless authorized by the special event permit issued by the City, it shall be unlawful for a sponsor to do any of the following:

1. Permit vending activities associated with such special event to be operated within twenty feet (20') of any portion of the front of any store which sells merchandise or services of the same or similar nature.
2. Permit ropes or other equipment to be attached to any bench, flower planter, tree, light pole, utility pole or trash receptacle for display of merchandise or cause or permit any of the foregoing to be used for display of merchandise or advertising materials.
3. Permit equipment, goods or advertising materials to be stored on any street, sidewalk, alley or other public place when no individual is present on behalf of the sponsor or when special event activities are not permitted

1. Permit any part of the operations of the sponsor to interfere with the free flow of pedestrian or vehicle traffic.

(F) Except pursuant to a special event permit issued by the City, each sponsor shall:

1. Keep all areas in and around any stationary location or display used in connection with the special event clean and hazard free
2. Remove all equipment, including carts, tables, apparatus and merchandise from the streets, sidewalks, alleys, or other public places during times when the sponsor is not operating a special event.



# CERTIFICATE OF LIABILITY INSURANCE

GREEN-6

OP ID: AS

DATE (MM/DD/YYYY)

08/04/2016

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 Lanz & McArdle Agency Inc. 1022 17th Ave. PO Box 116 Monroe, WI 53566 Jeff McArdle	CONTACT NAME:	FAX (A/C, No):
	PHONE (A/C, No, Ext):	
E-MAIL ADDRESS:		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A : Cincinnati Insurance Company		244106
INSURER B : West Bend Mutual Insurance Co.		15350
INSURER C :		
INSURER D :		
INSURER E :		
INSURER F :		

INSURED  
Green County Y. M. C. A. Inc.  
1307 2nd Street  
Monroe, WI 53566

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

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR		EPP0104995	10/15/2015	10/15/2016	EACH OCCURRENCE \$ 1 Million DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1 Million GENERAL AGGREGATE \$ 2 Million PRODUCTS - COMP/OP AGG \$ 2 Million
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		EBA 0104995	10/15/2015	10/15/2016	COMBINED SINGLE LIMIT (Ea accident) \$ 1 Million BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (PER ACCIDENT) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB		EPP0104995	10/15/2015	10/15/2016	EACH OCCURRENCE \$ 3 Million AGGREGATE \$ 3 Million
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$					
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		ZZZ2039342-01	12/01/2015	12/01/2016	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Sexual Misconduct Sexual Molestation		EPP 0104995	10/15/2015	10/15/2016	aggregate ea. claim 1 Million 1 Million

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

The City of Monroe is listed as an additional insured

**CERTIFICATE HOLDER****CANCELLATION**

MONRCIT

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  
Jeff McArdle

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## **RECYCLING PLAN**

Several labeled recycling containers will be placed around the event and later placed in our large recycling bin to be picked up by our contracted disposal company.



**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: October 15, 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): Green County Family YMCA, Inc

Telephone number: (608) 325-2003  
Address: 1307 2nd St. Monroe WI 53566  
(Street) (City) (State) (ZIP)

Permit Location (geographically defined area): 1307 2nd St  
Parking lot of YMCA

Fall fundraiser  
Date of Application: 8.18.16

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

\*\*\*\*\*  
These Sections for Office Use Only  
(Acct# 5-519 background music)  
Date paid: \_\_\_\_\_ Total amount paid: \_\_\_\_\_ (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: \_\_\_\_\_

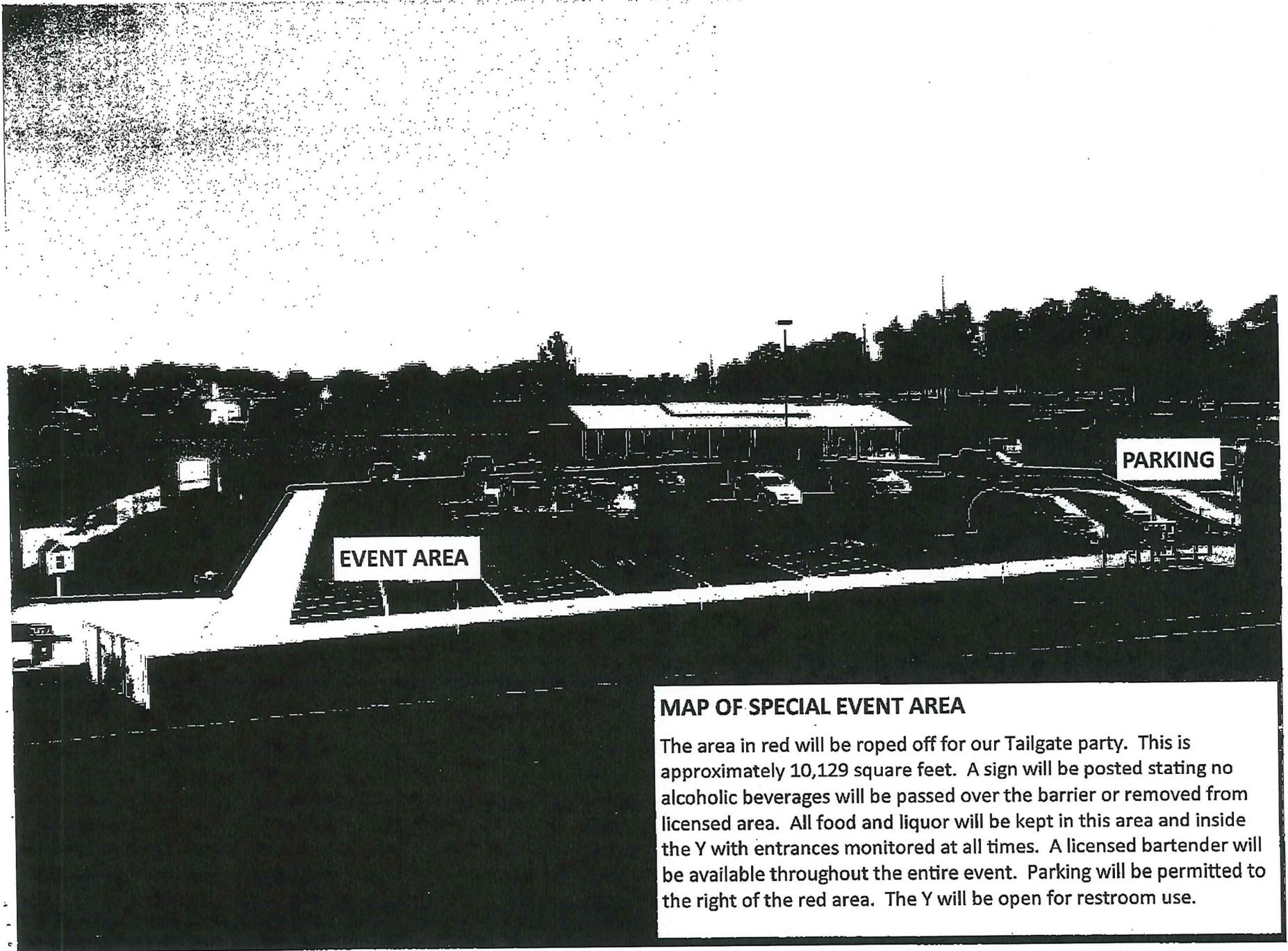
\*\*\*\*\*  
**Amplified Sound or Background Music Permit Issuance**

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)

Carl J. Star Clerk



### **MAP OF SPECIAL EVENT AREA**

The area in red will be roped off for our Tailgate party. This is approximately 10,129 square feet. A sign will be posted stating no alcoholic beverages will be passed over the barrier or removed from licensed area. All food and liquor will be kept in this area and inside the Y with entrances monitored at all times. A licensed bartender will be available throughout the entire event. Parking will be permitted to the right of the red area. The Y will be open for restroom use.

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

**SPECIAL EVENT  
YMCA FALL FUNDRAISER  
October 15, 2016**

**SPONSOR  
Green County Family YMCA  
1307 2<sup>nd</sup> Street  
Monroe, WI 53566  
(608) 325-2003 (Aaron Phillips)**

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

- 1. Authorize the Sponsor(s) to hold a the YMCA Fall Fundraiser , October 15, 2016, from 5:00 PM to 11:00 PM.**
- 2. The event includes a fundraiser event, along with a beer garden if approved by separate action(s).**
- 3. A certificate of insurance is required and attached, along with any other required permits.**
- 4. This permit is only valid within the corporate limits of the City of Monroe.**
- 5. For purposes of this permit, the event area includes all of the area within the YMCA property. No other events or activities, other than those authorized by law, may take place in the same area at the same time.**
- 6. No other services are requested or authorized.**

P \$100.00

Received in Clerk's office on 9/13/14  
By AME Date Paid 9/13/14

### City of Monroe Special Event Permit

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.

Application must be turned in to the Clerk's office no later than 30 calendar days prior to the start of the event. A late fee of \$50.00 will apply for any permit applications turned in less than 30 calendar days prior to the start of the event. The permit application must be complete with the proper insurance certificate, fees, maps, other necessary permit applications, and signatures included in order to be considered on time to avoid the late fees. There are no exemptions to the fees.

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: St. Victor School, Joe Peters — St. Clare of Assisi Parish  
Address: 1416 20th Ave  
Monroe, LA 53566  
Phone: 608-325-3395  
Person in Charge Amy Lewis

b. Names, addresses and telephone numbers of not less than (3) individuals who will hold positions of responsibility with respect to the Special Event:  
Name: Amy Lewis Name: Brittany Klitzke Name: Joe Peters  
Address: 2610 15th St. Address: 419 Parkway Ave Address: 2008 14th St.  
Monroe, LA 53566 Belleville, LA 53508 Monroe, LA 53566  
Phone: 325-4711 Phone: 608-214-2211 Phone: 608-558-1785

**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: 100 Year Celebration Run  
TYPE OF EVENT: 5K Run and 1 Mile walk  
(Example: run, walk, parade, festival, neighborhood event)  
LOCATION OF EVENT: SLICE, 1632 4th Ave W, Monroe LA 53566  
NUMBER OF YEARS THIS EVENT HAS BEEN IN EXISTANCE: 1 year (first)

NUMBER OF PEOPLE ANTICIPATED: 300

PEAK HOURS OF EVENT: Noon - 3 pm

ESTIMATED CROWD SIZE DURING PEAK HOURS: 250

NUMBER OF PEOPLE AT LAST EVENT: N/A

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

No beer/wine    No carnival    X tents    No electrical usage    No barricades  
No food service    X noise amplification    No fireworks    No 2-way radios  
No use of city hydrants    No medical assistance or first aid  
No outdoor signs/banners

ARE YOU CHARGING FOR PARKING, PARTICIPANT FEES, OR ANY TYPE OF ADMISSION OR SPECTATOR FEES? PLEASE EXPLAIN.

Fee to run the race

ARE YOU SELLING CONCESSIONS? PLEASE EXPLAIN.

The concession stand at SLICE will be open.

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

N/A - SLICE has adequate restrooms

NUMBER OF SITES AND LOCATIONS WHERE MONEY WILL BE HANDLED: 2 sites - St. Victor School & SLICE

THE EVENT IS RESPONSIBLE FOR TRASH AND LITTER CONTROL. HOW WILL THIS BE HANDLED?

Use receptacles at SLICE

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.)

N/A

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)

4th Ave, 21st Ave, Bethel Road, Patterson Ave. (See Map)

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

Road blocking

\*\*\* 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 contacted.

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.

20' x 30' tent

Regular SLICE Parking and Parking on 4th Ave.

\*\* 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: October 22<sup>nd</sup> Hour: 8 am

Special Event Ends:

Date: October 22<sup>nd</sup> Hour: 6 pm

Hours of operation each day

(Attach separate sheet located at end of form 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

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 A 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)**

**Special Event Permit Fee - \$25.00 fee per event or series of same event within a calendar year.**

**Late fee - \$50.00 late fee for applications received less than 30 calendar days prior to the start of the event.**

**(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).

By submitting this form, I certify that: (1) I am authorized to submit this form on behalf of the individual or entity for whom the form is being submitted; (2) The individual or entity for whom I am submitting this form is solely responsible for the accuracy and currency of all information contained in this form.

Amy K Lewis  
Signature of Applicant

9-8-16  
Date



**TO BE COMPLETED BY CITY OF MONROE**

Approved by:

[Signature]

Fire Chief

[Signature]

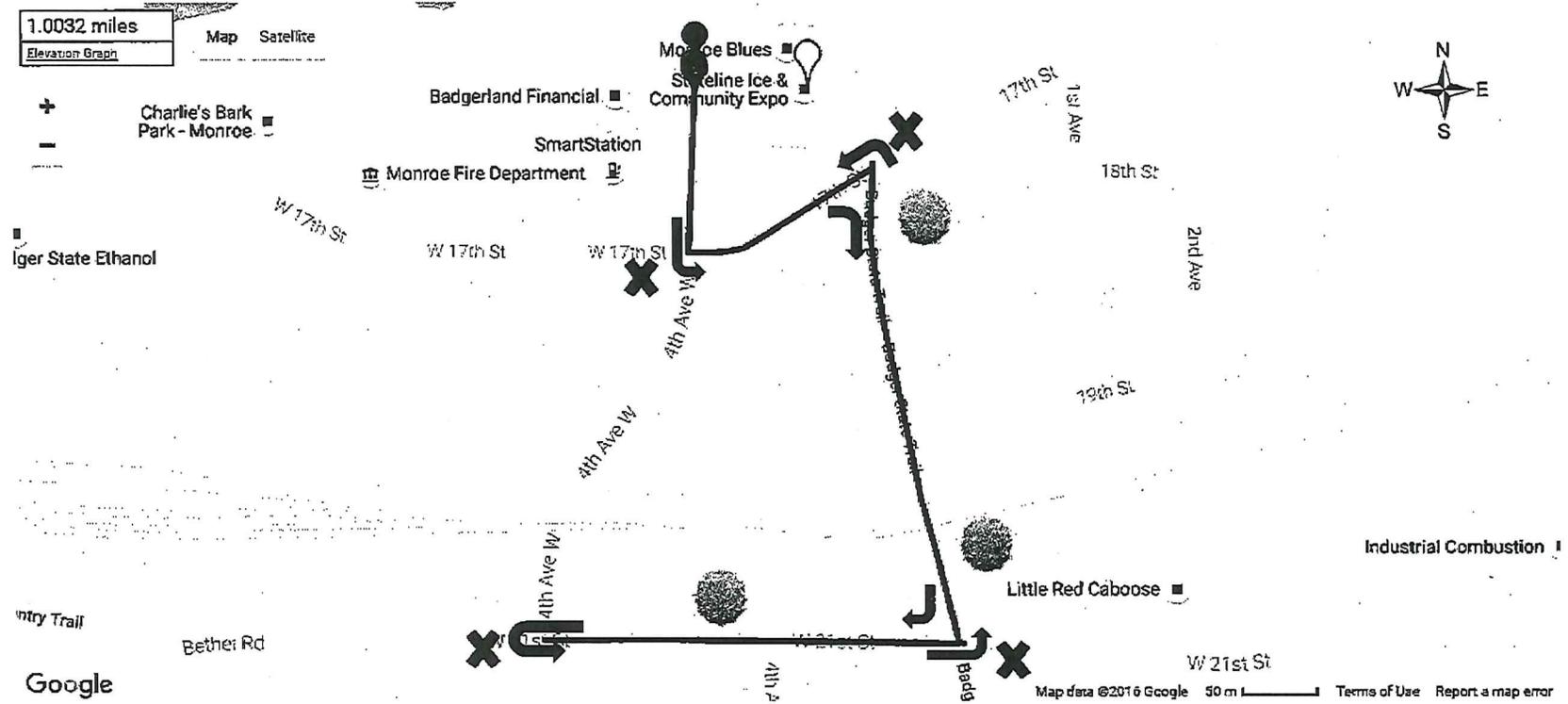
Police Chief

[Signature]  
Building Inspector

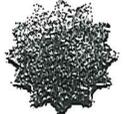
[Signature]  
City Clerk

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

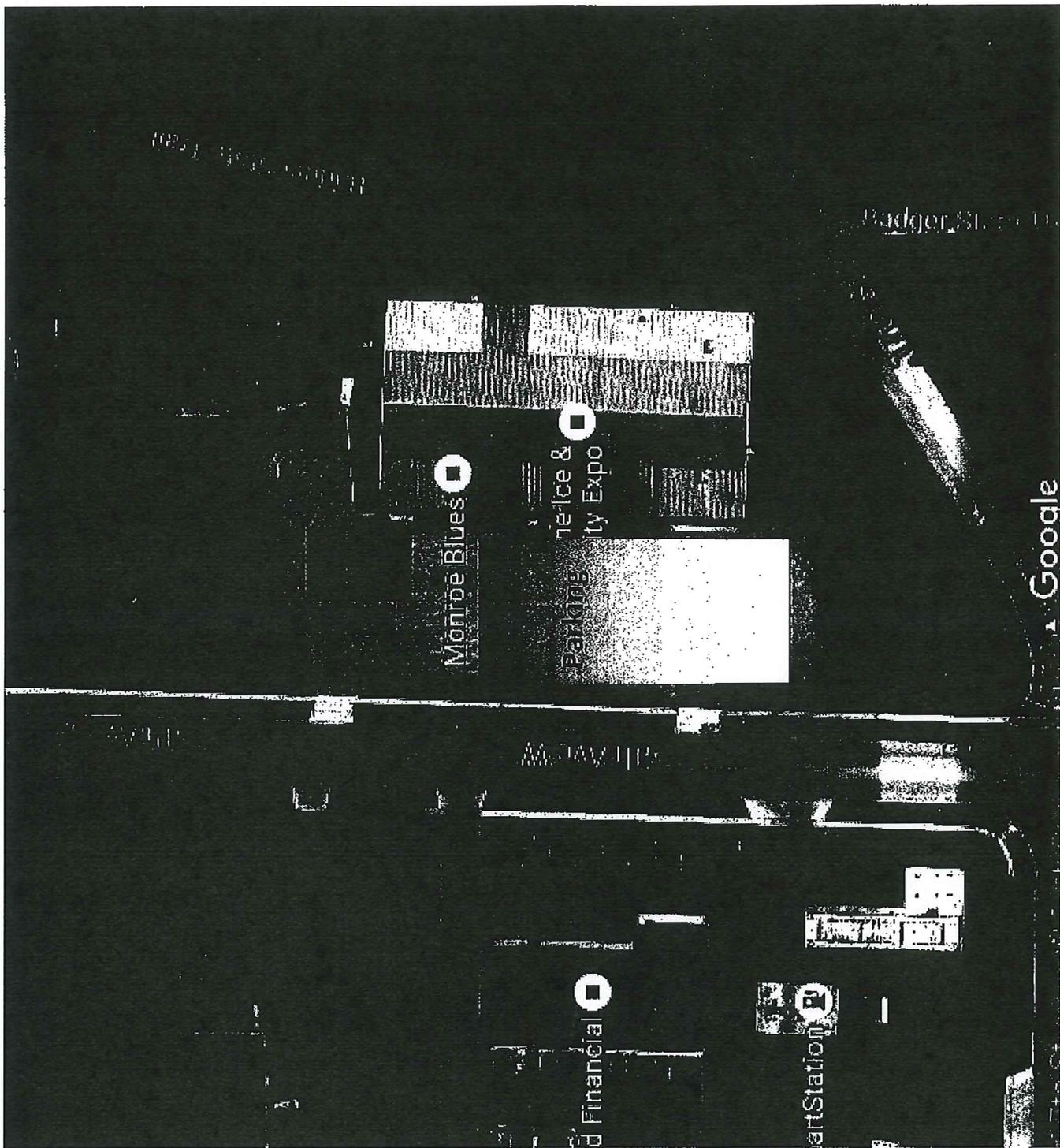
Approved by City Council on: \_\_\_\_\_



# Race Route for 1 mile Fun Run/Walk

-  = Color Stations
-  = Course Worker for Directions





1000 1000 1000

Badger State

Montrope Blues

Parking Garage & Community Expo

Google

Financial

SmartStation



**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: October 22nd, 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): ~~Amy Lewis, St. Victor School~~

*St. Clare & Assisi Parish*

Telephone number: (608) 325-3395

Address: 1416 20th Ave Monroe WI 53566  
(Street) (City) (State) (ZIP)

Permit Location (geographically defined area):  
Slice, 1632 4th Ave W, Monroe, WI 53566

Date of Application: 9-8-16

Signature of Applicant(s): Amy K Lewis  
Applicants Stop Here! Do not write below this line!

\*\*\*\*\*

**These Sections for Office Use Only!**

Date paid: 9/13/16 Total amount paid: 10.00 (Acct# 5-519 background music)  
(Acct# 5-501 amplified sound)

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

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

Disapproved (reason) \_\_\_\_\_

Special Conditions of Approval: \_\_\_\_\_

\*\*\*\*\*

**Amplified Sound or Background Music Permit Issuance**

Permit # \_\_\_\_\_

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

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

(SEAL)

Carol Star 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 Oct. 22nd, 2016 to June 30, 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: ~~Amy Lewis, St. Victor School~~ St. Clara of Assisi Parish  
Address: 1416 25th Ave Monroe  
State WI Street City Zip 53566

License Location: SLICE, 1632 4th Ave W, Monroe, WI

Application Date: 9-8-16

Contact Name: Amy Lewis

Contact E-Mail Address: web@stvictormonroe.org

Contact Phone: 608-325-3395

*Terms of Acceptance: By submitting this form I certify that: (1) I am authorized to submit this form on behalf of the individual or entity for whom the form is being submitted; (2) The individual or entity for whom I am submitting this form is solely responsible for the accuracy and currency of all information contained in this form.*

Signature: Amy Lewis Date: 9-8-16

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

Clear Form

9/13/16 \$75  
Date Paid

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

\_\_\_\_\_  
Signature  
City Clerk/Deputy Clerk

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

# Certificate of Coverage

Date: 9/9/2016

<b>Certificate Holder</b> Diocese of Madison Pastoral Center PO Box 44983 Madison, WI 53744	<b>This Certificate is issued as a matter of information only and confers no rights upon the holder of this certificate. This certificate does not amend, extend or alter the coverage afforded below.</b>
<b>Covered Location</b> St. Clare of Assisi Parish 1760 14th St. Monroe, WI 53566-2149	<b>Company Affording Coverage</b>  THE CATHOLIC MUTUAL RELIEF SOCIETY OF AMERICA 10843 OLD MILL RD OMAHA, NE 68154

**Coverages**

**This is to certify that the coverages listed below have been issued to the certificate holder named above for the certificate 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 coverage afforded described herein is subject to all the terms, exclusions and conditions of such coverage. Limits shown may have been reduced by paid claims.**

Type of Coverage	Certificate Number	Coverage Effective Date	Coverage Expiration Date	Limits	
Property				Real & Personal Property	
<b>D. General Liability</b>  <input checked="" type="checkbox"/> Occurrence <input type="checkbox"/> Claims Made	8979	1/1/2016	1/1/2017	Each Occurrence	1,000,000
				General Aggregate	
				Products-Comp/OP Agg	
				Personal & Adv Injury	
				Fire Damage (Any one fire)	
				Med Exp (Any one person)	
Excess Liability				Each Occurrence	
				Annual Aggregate	
Other				Each Occurrence	
				Claims Made	
				Annual Aggregate	
				Limit/Coverage	

**Description of Operations/Locations/Vehicles/Special Items (the following language supersedes any other language in this endorsement or the Certificate in conflict with this language)**  
 Coverage only extends for claims arising out of St. Clare of Assisi Parish to hold the Color Fun Run on October 22nd, 2016 from 1:00pm to 4:00pm.

<b>Holder of Certificate</b>  Additional Protected Person(s)  City of Monroe 1110 18th Avenue Monroe, WI 53566	<b>Cancellation</b>  Should any of the above described coverages be cancelled before the expiration date thereof, the issuing company will endeavor to mail <u>30</u> days written notice to the holder of certificate named to the left, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.  Authorized Representative <i>Michael A. Antonini</i>
--	--

0178002480

## ENDORSEMENT

(TO BE ATTACHED TO CERTIFICATE)

Effective Date of Endorsement: 10/22/2016

Cancellation Date of Endorsement: 10/23/2016

Certificate Holder: Diocese of Madison  
Pastoral Center  
PO Box 44983  
Madison, WI 53744

Location: St. Clare of Assisi Parish  
1760 14th St.  
Monroe, WI 53566-2149

Certificate No. 8979 of The Catholic Mutual Relief Society of America is amended as follows:

### SECTION II - ADDITIONAL PROTECTED PERSON(S)

It is understood and agreed that Section II - Liability (only with respect to Coverage D - General Liability), is amended to include as an Additional Protected Person(s) members of the organizations shown in the schedule, but only with respect to their liability for the **Protected Person(s)** activities or activities they perform on behalf of the **Protected Person(s)**.

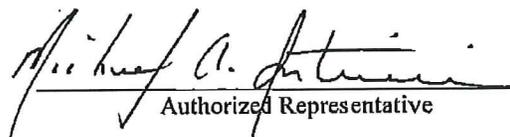
It is further understood and agreed that coverage extended under this endorsement is limited to and applies only with respect to liability assumed by contract or agreement; and this extension of coverage shall not enlarge the scope of coverage provided under this certificate or increase the limit of liability thereunder. Unless otherwise agreed by contract or agreement, coverage extended under this endorsement to the **Additional Protected Person(s)** will not precede the effective date of this certificate of coverage endorsement or extend beyond the cancellation date.

### Schedule - ADDITIONAL PROTECTED PERSON(S)

City of Monroe  
1110 18th Avenue  
Monroe, WI 53566

Remarks (the following language supersedes any other language in this endorsement or the Certificate in conflict with this language):

Coverage only extends for claims arising out of St. Clare of Assisi Parish to hold the Color Fun Run on October 22nd, 2016 from 1:00pm to 4:00pm.

  
Authorized Representative

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

**SPECIAL EVENT**

**St Clare of Assisi 100 Year Celebration 5K Run/Walk  
October 22, 2016**

**SPONSOR**

**St Clare of Assisi Parish, St. Victor's School  
1416 20<sup>th</sup> Avenue  
Monroe, WI 53566  
(608) 325-3395 (Amy Lewis)**

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

- 1. Authorize the sponsor(s) to hold a St Clare of Assisi Parish 100 Year Celebration 5K Run/Walk, October 22, 2016, from 8:00 AM to 6:00 PM, at/about the SLICE facility and nearby City streets/trails. Event to start/end at the SLICE property, traveling over routes within the City that are approved.**
- 2. On trails and roads outside of the City of Monroe or in the jurisdiction of the State DNR/Tri-County Trail Commission must have consent obtained by those other entities. The City of Monroe assumes no control or authority for those areas.**
- 3. The event includes a large gathering and walk/run event with an anticipated crowd of up to 300. A restroom plan using the SLICE restrooms meets requirements for crowd size.**
- 4. For purposes of this permit, the event area includes all of the area within the SLICE property, or within 100 feet of the race routes within the City of Monroe. No other special events or similar activities may take place in the same area at the same time. The City of Monroe assumes no authority for areas outside of its jurisdiction.**
- 5. An amplified sound permit has also been issued and event is subject to provisions of that permit.**
- 6. No other services are requested or authorized.**

M16-6107

August 16, 2016

I am writing in regard to a traffic situation which needs improvement. As a school bus driver, I have constantly had to deal with a traffic bottleneck on 15th Avenue, adjacent to Sinner's tavern. Vehicles are frequently parked on both sides of the avenue, but the primary problem is on the west side of 15th Avenue, in the area marked by railroad crossing symbols. Buses are required to stop for the crossing, and because of the parking situation, are forced to stop in the middle of the road blocking traffic. This route is heavily traveled by buses going to and from the middle school and the high school. The west side of 15th Avenue in this area should be designated a "No Parking" zone weekdays from 7:30 AM until 4:30 PM. This would improve the traffic flow and add to pedestrian safety at the loss of only two unneeded parking spaces. The situation is worse when snow narrows the road further.

Thank You for your consideration,  
Robert Finley  
Driver - Lamer's Bus Lines