



CITY OF MONROE PUBLIC SAFETY COMMITTEE AGENDA

Date: April 22, 2024

Time: 5:05 PM

Place: City Hall Council Chambers - 1110 18th Avenue

This meeting will be streamed live for public viewing. You may access the live streaming and later archived video at cityofmonroe.org - Government tab - Meeting Video Center.

- A. CALL TO ORDER AND ROLL CALL
- B. CORRECTION OF MINUTES - APRIL 8, 2024
- C. BUSINESS PRESENTED BY POLICE DEPARTMENT
 - 1. Discussion and Possible Action on Additional ATV Route
 - Individual Requesting Item Director of Public Works Al Gerber
 - Expected Length of Discussion 10 min
 - 2. Approval and Recommendation of Special Event Permits 1. Arc Green County Balloon Rally 2. American Legion Memorial Day Parade 3. Monroe High School Pride Parade
 - Individual Requesting Item City Clerk
 - Expected Length of Discussion 10 min
- D. BUSINESS BY MEMBERS
- E. ADJOURNMENT

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

Requests 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: Chair Tom Miller, Chris Schindler, Andrew Kranig and Corinne Wartenweiler



City of Monroe Item Coversheet

Meeting Date: 4/22/2024

Individual Requesting Item: Director of Public Works Al Gerber

Expected Length of Discussion: 10 min

Issue

The Green County ATV Club is asking the City to allow ATV use on 6th Avenue West from W. 8th Street to Youth Cabin Road. There are currently no access points from North of STH 11/81 into the City of Monroe.

In addition, the Green County ATV Club is asking if the City of Monroe would consider opening the City routes to ATV's all year. Currently the routes are closed when the Cheese County trail is closed to ATV's in the winter months.

Background Information

The current City routes have all streets open to ATV usage unless posted otherwise with dates of operation following the DNR regulations for the Cheese Country Trail with no traffic between the hours of 11:00 pm and 7:00 AM. The dates of operation were originally set to coincide with the Cheese Country trail in order to eliminate confusion with differing dates of operation.

The streets closed to ATV traffic are arterial roads, the Downtown square, and business routes. These are all routes with higher traffic, and multiple lanes. 6th Avenue West would be considered a business route for STH 11 to West 8th Street. We would have safety concerns with the use of 6th Avenue West due to the multiple lanes, multiple traffic movements, and visibility issues at the ramps with the bridge walls.

Financial Impact

Recommendation



City of Monroe Item Coversheet

Meeting Date: 4/22/2024

Individual Requesting Item: City Clerk

Expected Length of Discussion: 10 min

Issue

Background Information

Financial Impact

Recommendation

ATTACHMENTS:

Description	Type	Upload Date
ARC - Green County's Ballon Rally	Backup Material	4/17/2024
American Legion Parade Application	Backup Material	4/17/2024
Monroe High School Pride Parade Application	Backup Material	4/17/2024



CITY OF MONROE

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

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 45 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 45 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

Sponsor Name: The Arc-Green County
Sponsor Address: PO Box 793
City, State, Zip: Monroe, WI 53566
Phone: 608-214-3852 Person in Charge Nick Faessler

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>Nick Faessler</u>	Name: <u>Laverne Robieson</u>	Name: <u>Dee Jaye Miles</u>
Address: <u>W1156 Stateline Rd</u>	Address: <u>604 26 the Ave.</u>	Address: <u>N3470 Aebly Rd</u>
City, State Zip: <u>Juda, WI 53566</u>	City, State Zip: <u>Monroe, WI 53566</u>	City, State Zip: <u>Monroe, WI 53566</u>
Phone: <u>608-214-3852</u>	Phone: <u>608-426-4412</u>	Phone: <u>608-558-5317</u>
Email: <u>nfaessler77@gmail.com</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.

No

3. Description of Special Event

NAME OF EVENT:	<u>Monroe Balloons and Blues</u>
TYPE OF EVENT:	<u>Festival</u>
(Example: run, walk, parade, festival, neighborhood event)	
LOCATION OF EVENT:	<u>Green County Fairgrounds</u>
NUMBER OF YEARS THIS EVENT HAS BEEN IN EXISTENCE:	<u>34</u>
NUMBER OF PEOPLE ANTICIPATED:	<u>3500</u>
PEAK HOURS OF EVENT:	<u>6-10 PM</u>
ESTIMATED CROWD SIZE DURING PEAK HOURS:	<u>2000</u>
NUMBER OF PEOPLE AT LAST EVENT:	<u>2500</u>

WILL THIS YEARS EVENT INCLUDE, USE OR PROVIDE: Indicate yes or no

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

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

Parking \$3.00 Spectators \$3.00

ARE YOU SELLING CONCESSIONS? PLEASE EXPLAIN.

Food is available

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

No

NUMBER OF SITES AND LOCATIONS WHERE MONEY WILL BE HANDLED:

Food vendors, Alcohol sales and Craft vendors

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

The event people will handle garbage.

WILL ANYTHING BE SERVED IN GLASS, METAL, OR PLASTIC CONTAINERS? Yes or No

No

PLEASE INDICATE ANY ADDITIONAL SECURITY MEASURES BEING TAKEN AND DESIGNATE HEAD OF SECURITY IF APPLICABLE: (Private Security, fences, persons checking identifications, etc.)**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)**

Close tenth st. from 25 Ave. to the fairground; no parking signs along West side of 29th Ave.

PLEASE INDICATE ANY PLANS THAT HAVE BEEN MADE FOR MEDICAL SERVICES AND FIRST AID:**WILL THERE BE ANY COOKING WITH FLAMMABLE LIQUIDS OR GASES OR POTENTIALLY DANGEROUS COOKING APPLIANCES?**

Food vendors will be cooking

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

It would be good to have police presence.

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

Craft Fair in barns 6 and 7. Axe throwing. Archery demonstration. Car show. tractor show. Hot air balloon glow and flight, Blues bands

4. Term of Permit

Special Event Begins:

Date: 2024-06-14

Hour: * 5 PM to 10 PM

Special Event Ends:

Date: 2024-06-15

Hour: 6 AM - 10 PM

Hours of operation each day:

From: 5 PM to 10 PM June 14

To: 6:00 AM to 10:00 PM June 15

5. Prior Suspensions or Revocations

A statement of any prior suspension or revocation of a special Event permit of the Sponsor or any Individual who will hold a position of responsibility with respect to the special event

6. Mapped RoutesWhen the proposed special event will feature foot or bicycle races, runs, rides, or parades, the sponsor shall submit the proposed route to brindy@cityofmonroe.org at the time of filing the application. Yes**7. Large Tents**

when the proposed Special Event will feature a large tent(s), the Sponsor shall submit a detailed map or diagram of the entire special event area including parking areas.

8. 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.

THE CITY REQUESTS THAT ALL NEIGHBORS/BUSINESSES IN THE CLOSED AREA BE NOTIFIED.
HAVE THE REQUIRED LEVELS OF INSURANCE INDEMNIFYING THE CITY BEEN OBTAINED?Please submit a copy of the insurance certificate to brindy@cityofmonroe.org. Special event permits will not be approved without a sufficient certificate of Insurance on file with the City of Monroe. (PLEASE NOTE INSURANCE REQUIREMENT THAT THE CITY OF MONROE BE NAMED AS AN ADDITIONAL INSURED ON THE CERTIFICATE OF INSURANCE). Insurance requirements can be found in section 3-13-10 of the Monroe City CodeSpecial Event Permit Fees – Special event permit fees are calculated based on the logistics and date of event. Please see the [City of Monroe fee schedule](#) for an estimate on special event permit fees. The late fee info can stay, as well as the 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.

Nick Faessler

Signature of Applicant

March 4, 2024

Date

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)

(S1,000,000.00)

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:

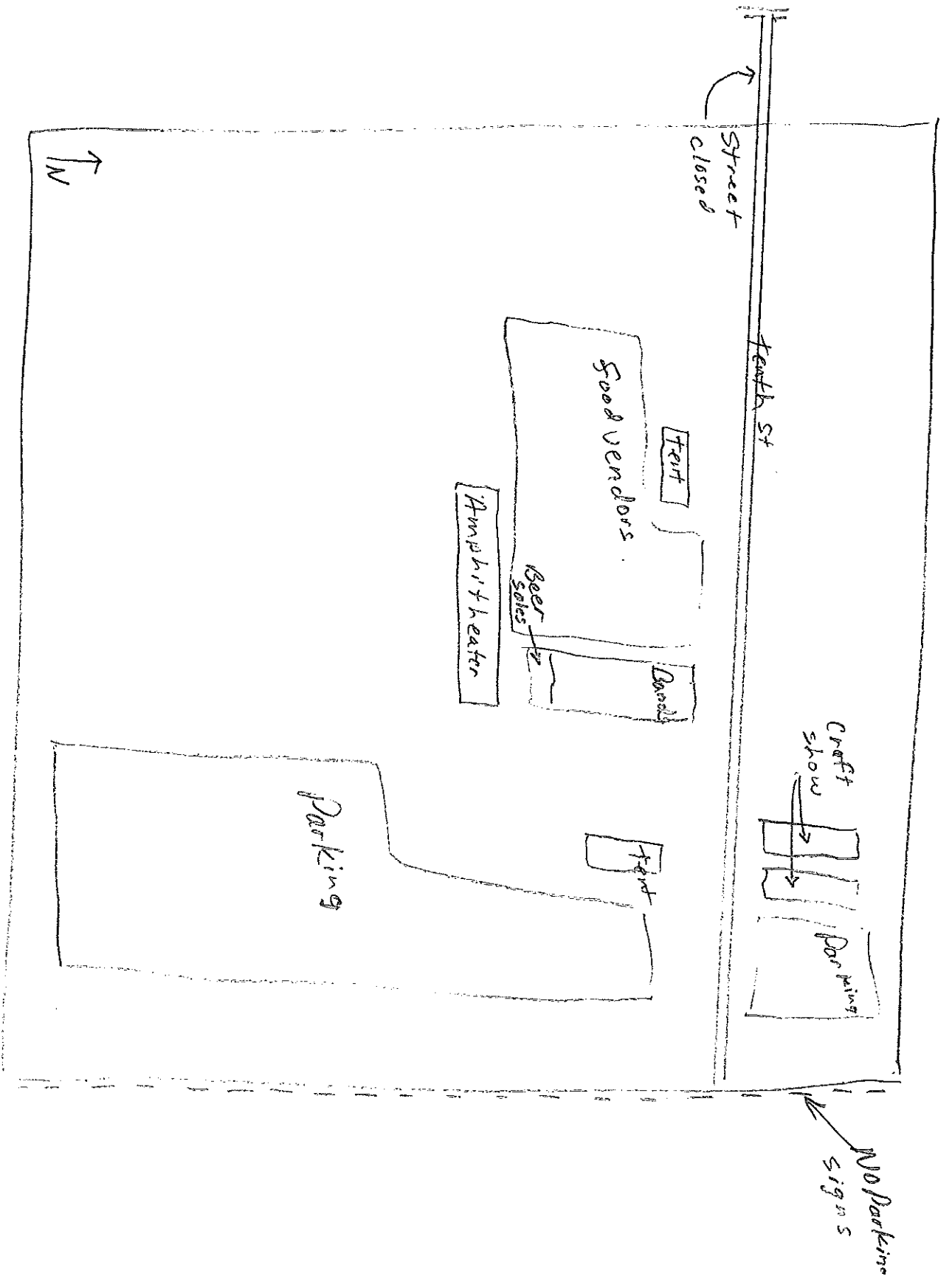
1. Permit vending activities associated with such special event to be operated within twenty feet (20') of any portion of the front of any store which sells merchandise or services of the same or similar nature.
2. Permit ropes or other equipment to be attached to any bench, flower planter, tree, light 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.

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



2024 M40

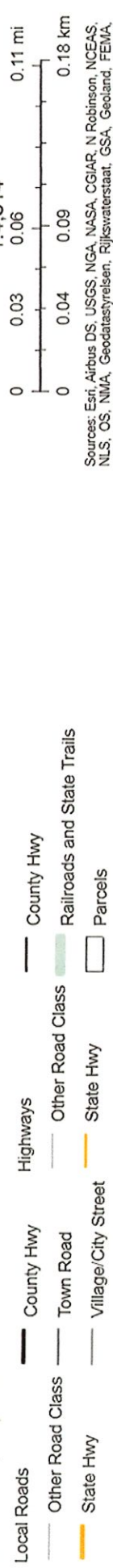
Street closed to traffic

No parking
on west side

Green County Map



2/19/2024, 8:46:49 PM



Green County assumes no responsibility for improper use; the information provided is not guaranteed for accuracy, nor substitutes for professional legal advice. All warranties are disclaimed.



CITY OF MONROE

1110 18th Avenue, Monroe, WI 53566

Phone (608) 329-2524 FAX (608) 329-2561

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 45 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 45 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

Sponsor Name: Zilmer-Riley American Legion Post #84

Sponsor Address: 1627 12th Avenue

City, State, Zip: Monroe, WI 53566

Phone: 608-325-4244

Person in Charge Janel Keizer

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

Name: Janel Keizer

Name: Andrew Suthers

Name: Curtis Dickson

Address: N2098 County Hwy K

Address: W7704 State Hwy 81

Address: 1502 21st Ave

City, State Zip: Monroe, WI 53566

City, State Monroe, WI 53566

City, State Monroe, WI 53566

Phone: 608-328-1318

Phone: 608-325-2742

Phone: 608-558-7132

Email: Keizerized@gmail.com

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

3. Description of Special Event

NAME OF EVENT:

Memorial Day Program

TYPE OF EVENT:

Parade and Cemetery Ceremony

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

LOCATION OF EVENT:

Recreation Park to Greenwood Cemetery

NUMBER OF YEARS THIS EVENT HAS BEEN IN EXISTANCE: more than 60

NUMBER OF PEOPLE ANTICIPATED: 100

PEAK HOURS OF EVENT: 9:00am - 10:30am

ESTIMATED CROWD SIZE DURING PEAK HOURS: 100

NUMBER OF PEOPLE AT LAST EVENT: 100

WILL THIS YEARS EVENT INCLUDE, USE OR PROVIDE: Indicate yes or no

No beer/wine

No use of city hydrants

No electrical usage

No food service

Yes noise amplification

No fireworks

No tents

No outdoor signs/banners

No barricades

No carnival

No medical assistance or first aid

No 2-way radios

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

No

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.

No

NUMBER OF SITES AND LOCATIONS WHERE MONEY WILL BE HANDLED:

N/A

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

self clean-up

WILL ANYTHING BE SERVED IN GLASS, METAL, OR PLASTIC CONTAINERS? Yes or No

No

PLEASE INDICATE ANY ADDITIONAL SECURITY MEASURES BEING TAKEN AND DESIGNATE HEAD OF SECURITY IF

APPLICABLE: (Private Security, fences, persons checking identifications, etc.)

Police escort to lead parade and end units. Traffic control for route.

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)

9:00am to 9:45am Recreation Park to Greenwood Cemetery

PLEASE INDICATE ANY PLANS THAT HAVE BEEN MADE FOR MEDICAL SERVICES AND FIRST AID:

City participation by EMS

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

No

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

N/A

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

N/A

4. Term of Permit

Special Event Begins:

Date: 2024-05-27

Hour:* 9:00am

Special Event Ends:

Date: 2024-05-27

Hour: 10:30am

Hours of operation each day:

From: 8:00am

To: 3:00pm

5. Prior Suspensions or Revocations

A statement of any prior suspension or revocation of a special Event permit of the Sponsor or any individual who will hold a position of responsibility with respect to the special event

6. Mapped Routes

When the proposed special event will feature foot or bicycle races, runs, rides, or parades, the sponsor shall submit the proposed route to brindy@cityofmonroe.org at the time of filing the application. Yes

7. Large Tents

when the proposed Special Event will feature a large tent(s), the Sponsor shall submit a detailed map or diagram of the entire special event area including parking areas. No

8. 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.

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

Please submit a copy of the insurance certificate to brindy@cityofmonroe.org. Special event permits will not be approved without a sufficient certificate of insurance on file with the City of Monroe. (PLEASE NOTE INSURANCE REQUIREMENT THAT THE CITY OF MONROE BE NAMED AS AN ADDITIONAL INSURED ON THE CERTIFICATE OF INSURANCE). Insurance requirements can be found in section 3-13-10 of the Monroe City Code

Special Event Permit Fees – Special event permit fees are calculated based on the logistics and date of event. Please see the City of Monroe fee schedule for an estimate on special event permit fees. The late fee info can stay, as well as the 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.

Curtis Dickson

Signature of Applicant

4/9/2024

Date

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)

(S1,000,000.00)

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.

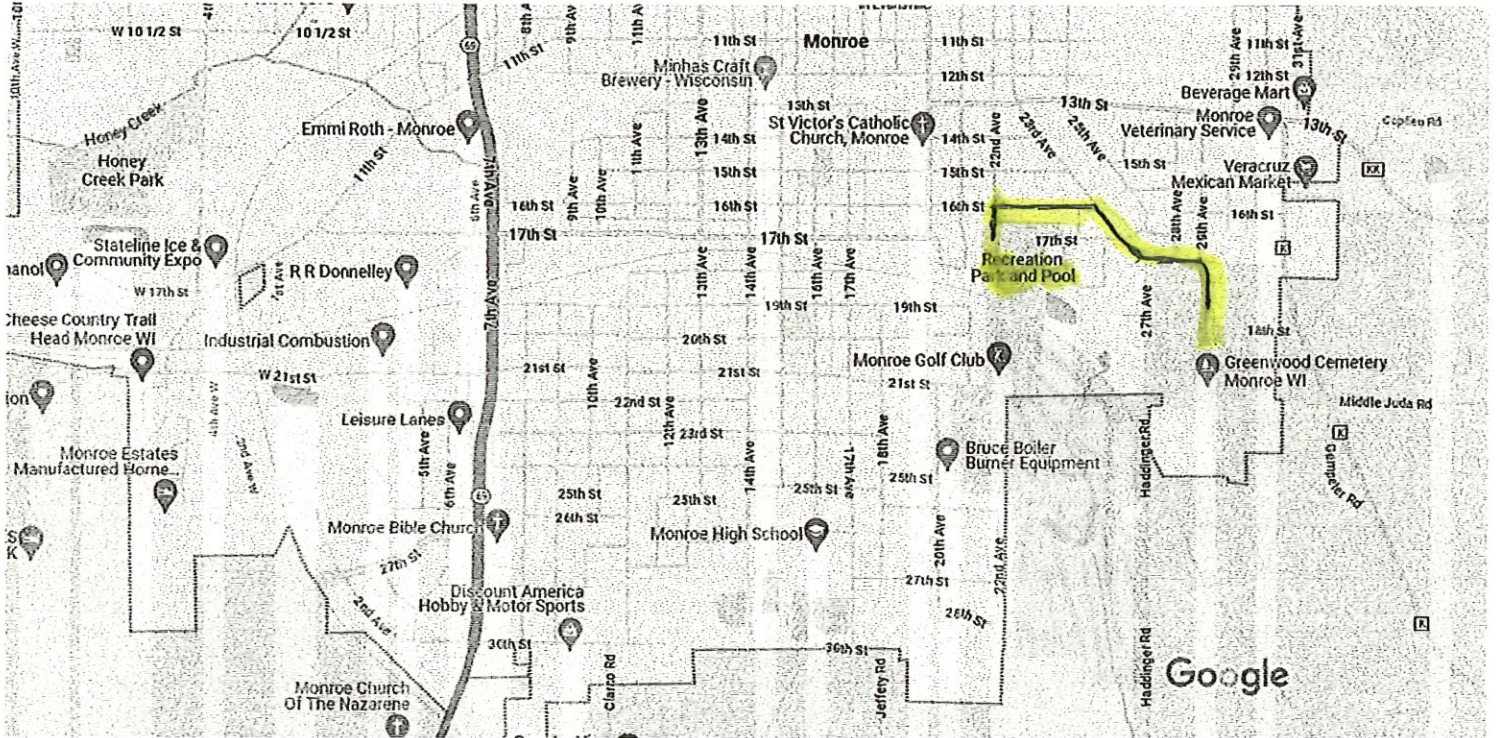
(F) Except pursuant to a special event permit issued by the City, each sponsor shall:

1. Keep all areas in and around any stationary location or display used in connection with the special event clean and hazard free.

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

American Legion Memorial Day PARADE ROUTE

Google Maps Monroe



Monroe

Wisconsin 53566

Sunny · 44°F
8:54 AM



Directions



Save



Nearby



Send to
phone



Share

Quick facts



AMERI-2

OP ID: AS

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/09/2024

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 have ADDITIONAL INSURED provisions or 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
Agency Account

608-325-9126

CONTACT NAME: Keith Hoesly

PHONE (A/C, No, Ext): 608-325-9126

FAX (A/C, No): 608-325-9128

E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A: Cincinnati Insurance Company

INSURER B: Cincinnati Casualty Co.

28665

INSURER C:

INSURER D:

INSURER E:

INSURER F:

INSURED
American Legion Zilmer-Riley
Post #84
1627 12th Avenue
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 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 checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:			EPP 0195054	05/15/2024	05/15/2025	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
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	EWC 0319220	05/15/2024	05/15/2025	PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

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

The City of Monroe is listed as an additional insured for the Memorial Day Parade

CERTIFICATE HOLDER

MONRCIT

City of Monroe
1110 18th Ave.
Monroe, WI 53566

CANCELLATION

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
Agency Account



CITY OF MONROE

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

Received in Clerk's office on _____ By _____
Date Paid _____ (Acct. 5/5166)

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 45 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 45 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: Monroe High School GSA (Carolyn Schultz - advisor)

- b. Address: 1600 26th Street

Monroe, WI 53566

Phone: 6083353329

Person in Charge Carolyn Schultz

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

Name: Michelle Kister

Name: Carolyn Schultz

Name: Jeriamy Jackson

Address: 1600 26th Street

Address: 1600 26th Street

Address: 1600 26th Street

Monroe, WI 53566

Monroe, WI 53566

Monroe, WI 53566

Phone: 608-328-7868

Phone: 608-328-7358

Phone: 608-328-7359

Email: michellekister@monroe.k12.wi.us

Email: carolynschultz@monroe.k12.wi.us

Email: jerimayjackson@monroe.k12.wi.us

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

3. Description of Special Event

NAME OF EVENT: Pride Parade

TYPE OF EVENT: driving parade

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

LOCATION OF EVENT: Parade from Monroe High School to the Square, to Twining Park (see map with application)

NUMBER OF YEARS THIS EVENT HAS BEEN IN EXISTANCE: 4

NUMBER OF PEOPLE ANTICIPATED: 50

PEAK HOURS OF EVENT: 2-2:30pm

ESTIMATED CROWD SIZE DURING PEAK HOURS: 50-100

NUMBER OF PEOPLE AT LAST EVENT: Approx. 50

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

no beer/wine no carnival no tents no electrical usage no barricades
no food service no 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, participation in the parade and picnic are free.

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

No, we have restrooms at the high school and the shelter we've reserved at Twining Park.

NUMBER OF SITES AND LOCATIONS WHERE MONEY WILL BE HANDLED: n/a

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

Using recepticals at Monroe High School and Twining Park to dispose of trash.

WILL ANYTHING BE SERVED IN GLASS, METAL OR PLASTIC CONTAINERS? (If yes, please attach a copy of your recycling plan) 8 yes No no

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

No additional security measures; in the past the Monroe Police Department has provided a police car to follow the parade, but the last year they did this was 2022.

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)

n/a

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

If desired, we would welcome a police car to follow the parade like in 2021 and 2022, but this is not a requirement.

**** Applicant may request special Police /City services, but the ultimate decision will be made by the city. ****

PLEASE INDICATE ANY PLANS THAT HAVE BEEN MADE FOR MEDICAL SERVICES AND FIRST AID:

We will have a basic first aid kit available.

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.

As in past years, we will hold a decorating party at Monroe High School in the M-Room parking lot from 12-2pm.

The parade will start at 2pm and follow the route (see map, same as past years).

After the parade, we will gather for a picnic in Twining Park at the Twining North Shelter from 2:30-4pm.

**** 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: 6/22/2024 Hour: 2:00pm
Special Event Ends: Date: 6/22/2024 Hour: 2:30pm

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 _____

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 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 – see fee schedule on cityofmonroe.org, fee is calculated based on logistics and date of event. Special event permit fees are changing for 2019.

Late fee – \$50.00 late fee for applications received less than 45 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 of
Applicant Date

Clear Form

Carolyn Schultz 4/13/2024

TO BE COMPLETED BY CITY OF MONROE

Approved by:

Fire Chief

Police Chief

Building Inspector

City Clerk

Approved by Public Safety Committee on: _____

Approved by City Council on: _____

Twining Park

Final Destination



GSA Pride

Parade Route!

1st Avenue

7th Street

20th Avenue

The Square

11th Street

Turner Hall

Monroe Middle School

15th Avenue

Monroe High School
Starting Point



MONRSCH-01

MRICHARD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
3/3/2022

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 have ADDITIONAL INSURED provisions or 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 TRICOR, LLC - Platteville 1370 N. Water Street Platteville, WI 53818	CONTACT NAME: Melodee Richard, CISR		
	PHONE (A/C, No, Ext): (608) 473-1094 1109	FAX (A/C, No):	
	E-MAIL ADDRESS: mrichard@tricorinsurance.com		
INSURED Monroe School District 925 16th Ave Suite 3 Monroe, WI 53566	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: Employers Mutual Companies		21415
	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 <input type="checkbox"/> OTHER General Aggregate	X		3D41659	7/1/2021	7/1/2022	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COM/PO/AGG \$ 4,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			3E41659	7/1/2021	7/1/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 0			3J41659	7/1/2021	7/1/2022	EACH OCCURRENCE \$ 7,000,000 AGGREGATE \$ 14,000,000
A	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		3H41659	7/1/2021	7/1/2022	PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
City of Monroe is an additional insured on the general liability by policy form CG2026 04/13
copy attached. Pride Parade June25,2022

CERTIFICATE HOLDER

CANCELLATION

City of Monroe
1110 18th Ave
Monroe, WI 53566

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
 2. Available under the applicable Limits of Insurance shown in the Declarations;
- whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.