

CITY OF ONALASKA MEETING NOTICE

COMMITTEE/BOARD: Administrative & Judiciary Committee

DATE OF MEETING: July 3, 2019 (Wednesday)

PLACE OF MEETING: City Hall – 415 Main Street (Room 112)

TIME OF MEETING: 6:00 P.M.

PURPOSE OF MEETING

1. Call to Order and roll call
2. Approval of minutes from the previous meeting(s)
3. Public Input: (limited to 3 minutes/individual)

Consideration and possible action on the following items:

Administrative

4. **Public Hearing - approximately 6pm (or immediately following public input)**
for Class “B” Liquor Outdoor Venue License for J&KB Holdings LLC d/b/a Crooked Pint Onalaska, 9348 State Road 16, Onalaska
5. Approval of Operator’s Licenses as listed on report dated July 3, 2019, with option to leave the application process open until Monday, July 8, 2019 (day before the Common Council meeting)
6. Approval of Licenses for 7/10/2019– 6/30/2020 for:
 - A. 2019-2020 Combination Class “B” Beer and Liquor License for J&KB HOLDINGS LLC d/b/a, Crooked Pint Onalaska, 9348 State Road 16, Onalaska, Wisconsin, 54650
 - B. 2019-2020 Class “B” Liquor Outdoor Venue License for J&KB HOLDINGS LLC d/b/a, Crooked Pint Onalaska, 9348 State Road 16, Onalaska, Wisconsin, 54650

PLEASE TAKE FURTHER NOTICE that members of the Common Council of the City of Onalaska who do not serve on the Committee may attend this meeting to gather information about a subject over which they have decision making responsibility.

Therefore, further notice is hereby given that the above meeting may constitute a meeting of the Common Council and is hereby noticed as such, even though it is not contemplated that the Common Council will take any formal action at this meeting.

NOTICES MAILED TO:

Mayor Joe Chilsen
Ald. Dan Stevens
Ald. Jim Olson
* Ald. Tom Smith - Vice Chair Admin & Chair Jud
* Ald. Diane Wulf - Chair Admin
Ald. Kim Smith
* Ald. Boondi Iyer – Vice Chair Jud
City Attorney Dept Heads City Administrator
La Crosse Tribune Coulee Courier
WXOW WKTY WLXR WKBT WLAX FOX
*Committee Members

Jarrold Byers
Shari Collas
Katie Rick
Jena Oeltjen
Troy Miller
Maggie Sturm

Omni Center
Onalaska Public Library

Date Notices Mailed and Posted: 6/26/19

In compliance with the Americans with Disabilities Act of 1990, the City of Onalaska will provide reasonable accommodations to qualified individuals with a disability to ensure equal access to public meetings provided notification is given to the City Clerk within seventy-two (72) hours prior to the public meeting and that the requested accommodation does not create an undue hardship for the City.

7. Approval of Change of Agent for Stoney Creek of La Crosse, 3060 South Kinney Coulee Road, Onalaska to Shaun Lawson
8. Approval of Special Events permits for:
 - A. Clearwater Farm for 2019 Taste of Summer Event, September 7, 2019
 - B. Three Rivers Roleo, July 13 -14, 2019 at the Great River Landing
 - C. National Night Out, Tuesday, August 6, 2019 from approximately 5-8pm at the Quincy Street Park
 - D. Onalaska High School Homecoming Parade, September 13, 2019 from approximately 2-3pm.
 - E. YMCA Kid's Triathlon, Saturday, July 13, 2019, starting at YMCA, Mason Street, Onalaska.
9. Approval of Class B Picnic License for Clearwater Farm for 2019 Taste of Summer, September 7, 2019.
10. Miscellaneous licensing reporting

Judiciary

11. **Ordinance 1648-2019** to amend Title 10 Chapter 1 Section 27 of the Code of Ordinances of the City of Onalaska relating to Parking Restrictions (Mason Street) (Third and Final Reading)
12. **Ordinance 1649-2019** to annex land located in the Southeast $\frac{1}{4}$ of the Northwest $\frac{1}{4}$ in Section 10, Township 16 North, Range 7 West from the Town of Medary to the City of Onalaska (Rockwood Annexation) (First and Second Reading)
13. **Ordinance 1650-2019** to rezone property located in Section 10, Township 16, Range 7 in the City of Onalaska, La Crosse County Wisconsin from Neighborhood Business (B-1) to Light Industrial (M-1) (Dahl Dealership Rezoning) (First and Second Reading)

Adjournment

**NOTICE OF ACTION
BEFORE THE CITY OF ONALASKA
ADMINISTRATIVE AND JUDICIARY COMMITTEE**

Please take notice that the City Administrative and Judiciary Committee for the City of Onalaska will be taking action on an Outdoor Venue License to allow serving liquor in an outdoor area for:

**J&KB Holdings, LLC d/b/a Crooked Pint Ale House
9348 State Road 16
ONALASKA, WI 54650**

on

WEDNESDAY, July 3, 2019 at 6PM

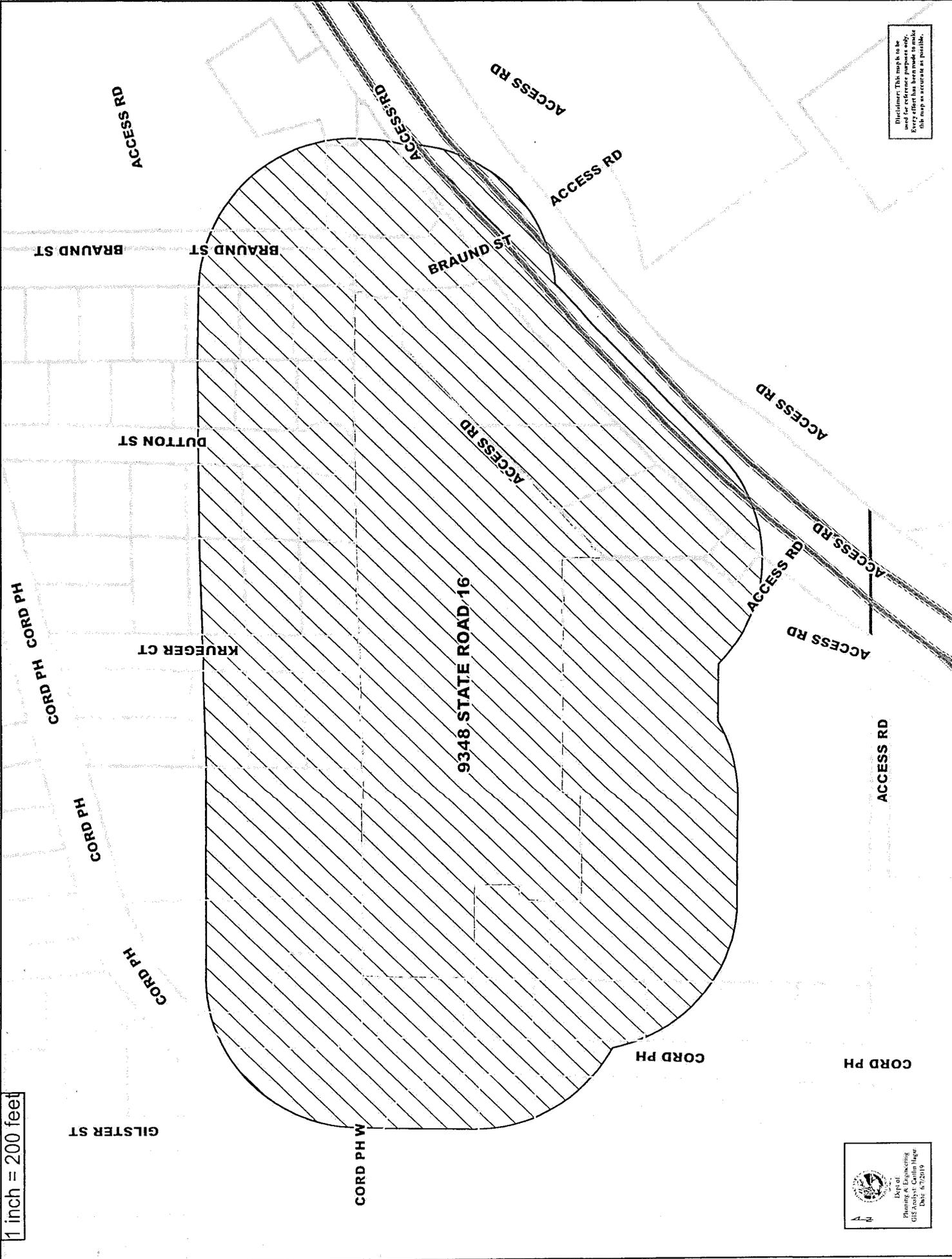
Meeting starts at 6pm at Onalaska City Hall, 415 Main Street, Onalaska, WI 54650,

Dated this 21st day of June 2019.

Cari Burmaster
City Clerk

Properties within 250ft of Parcel No. 18-3530-10

1 inch = 200 feet



This drawing is for informational purposes only. Every effort has been made to make this map as accurate as possible.

Planning & Engineering
GIS Analysts, Caitlin Inger
Date 6/7/2019

PACKET: 02879 License Packet operators

SEQUENCE: License #

#5

ID	PERIOD	-----NAME-----		LICENSE CODE
00358	7/01/19- 6/30/21	GROKOWSKY	DANIEL	OPRATOR OPERATORS - 2 YEAR
01600	7/01/19- 6/30/21	THURSTON	BETH	OPRATOR OPERATORS - 2 YEAR
02163	7/01/19- 6/30/21	BENNETT	GREGORY	OPRATOR OPERATORS - 2 YEAR
02314	7/01/19- 6/30/21	DAVIS	MARISA	OPRATOR OPERATORS - 2 YEAR
02326	7/01/19- 6/30/21	TONN	MATTHEW	OPRATOR OPERATORS - 2 YEAR
02388	7/01/19- 6/30/21	MUELLER	JONATHON	OPRATOR OPERATORS - 2 YEAR
02397	7/01/19- 6/30/21	POSS	DERICK	OPRATOR OPERATORS - 2 YEAR
02444	7/01/19- 6/30/21	HOFFMANN	KARL	OPRATOR OPERATORS - 2 YEAR
02522	7/01/19- 6/30/21	BLAZEK	NOLAN	OPRATOR OPERATORS - 2 YEAR
02649	7/01/19- 6/30/21	KING	JAMES	OPRATOR OPERATORS - 2 YEAR
02933	7/01/19- 6/30/21	BENSON	TONY	OPRATOR OPERATORS - 2 YEAR
02962	7/01/19- 6/30/21	PEEK	TINA	OPRATOR OPERATORS - 2 YEAR
03034	7/01/19- 6/30/21	ECKERT	HEATHER	OPRATOR OPERATORS - 2 YEAR
03039	7/01/19- 6/30/21	HANSEN	RITA	OPRATOR OPERATORS - 2 YEAR
03046	7/01/19- 6/30/21	STERN	CHRISTOPHER	OPRATOR OPERATORS - 2 YEAR
03085	7/01/19- 6/30/21	SENDELBACH	SHELLY	OPRATOR OPERATORS - 2 YEAR
03202	7/01/19- 6/30/21	CHAMBERLAIN-LINDSEY	KRISTI	OPRATOR OPERATORS - 2 YEAR
03420	7/01/19- 6/30/21	SLATER	CRYSTAL	OPRATOR OPERATORS - 2 YEAR
03435	7/01/19- 6/30/21	WORKE	RANDY	OPRATOR OPERATORS - 2 YEAR
03450	7/01/19- 6/30/21	ECKERT	JESSICA	OPRATOR OPERATORS - 2 YEAR
03482	7/01/19- 6/30/21	BROCKMEYER	JASON	OPRATOR OPERATORS - 2 YEAR
03502	7/01/19- 6/30/21	GRESHAM	JACOB	OPRATOR OPERATORS - 2 YEAR
04118	7/01/19- 6/30/20	HENDRICKS-ERDOS	GRACE	OPRATOR OPERATORS - 1 YEAR
04880	7/01/19- 6/30/21	SAMPLE	NEHEMIAH	OPRATOR OPERATORS - 2 YEAR
05057	7/01/19- 6/30/21	BRISKEY	KELLY	OPRATOR OPERATORS - 2 YEAR
05096	7/01/19- 6/30/21	DUTTON	MATTHEW	OPRATOR OPERATORS - 2 YEAR
05111	7/01/19- 6/30/21	HEYER	MELISSA	OPRATOR OPERATORS - 2 YEAR
05192	7/01/19- 6/30/21	SCHMELING	JACKIE	OPRATOR OPERATORS - 2 YEAR
05208	7/01/19- 6/30/21	MOLSTAD	RACHAEL	OPRATOR OPERATORS - 2 YEAR
05209	7/01/19- 6/30/21	KUSTER	JENNIFER	OPRATOR OPERATORS - 1 YEAR
05312	7/01/19- 6/30/20	ROJAS	ADILENE	OPRATOR OPERATORS - 1 YEAR
05429	7/01/19- 6/30/21	HAWLEY	ALEX	OPRATOR OPERATORS - 2 YEAR
05450	7/01/19- 6/30/20	HALL	ELIZABETH	OPRATOR OPERATORS - 1 YEAR
05640	6/12/19- 6/30/21	MARTHALER	JONATHAN	OPRATOR OPERATORS - 2 YEAR
05663	7/01/19- 6/30/21	BARADIC	BENJAMIN	OPRATOR OPERATORS - 2 YEAR
05689	6/17/19- 6/30/21	FICKETT	HANNAH	OPRATOR OPERATORS - 2 YEAR
05718	6/21/19- 6/30/21	WALLACE	MICHAELA RAE	OPRATOR OPERATORS - 2 YEAR
05737	6/21/19- 6/30/21	DONELSON	HANNAH	OPRATOR OPERATORS - 2 YEAR
05745	7/01/19- 6/30/21	HERRMAN	ELLYN	OPRATOR OPERATORS - 2 YEAR
05765	7/01/19- 6/30/21	MCARTHUR	DANIEL	OPRATOR OPERATORS - 2 YEAR
05825	6/28/19- 6/30/20	PONTERIO	VINCENT	OPRATOR OPERATORS - 1 YEAR

#6-A

Original Alcohol Beverage Retail License Application

(Submit to municipal clerk.)

6/30/2020

For the license period beginning: 07/16/2019 ending: 07/14/2020
(mm dd yyyy) (mm dd yyyy)

To the Governing Body of the: Town of } Onalaska
 Village of }
 City of }

County of La Crosse Aldermanic Dist. No. _____
(if required by ordinance)

Check one: Individual Limited Liability Company
 Partnership Corporation/Nonprofit Organization

Applicant's Wisconsin Seller's Permit Number 456-1030273476 -03	
FEIN Number 83-4702033	
TYPE OF LICENSE REQUESTED	FEE
<input type="checkbox"/> Class A beer	\$
<input checked="" type="checkbox"/> Class B beer	\$ 100
<input type="checkbox"/> Class C wine	\$
<input type="checkbox"/> Class A liquor	\$
<input type="checkbox"/> Class A liquor (cider only)	\$ N/A
<input checked="" type="checkbox"/> Class B liquor	\$ 450
<input type="checkbox"/> Reserve Class B liquor	\$
<input type="checkbox"/> Class B (wine only) winery	\$
Publication fee	\$ 10
TOTAL FEE	\$ 560

Name (individual / partners give last name, first, middle; corporations / limited liability companies give registered name)
J&KB Holdings LLC

An "Auxiliary Questionnaire," Form AT-103, must be completed and attached to this application by each individual applicant, by each member of a partnership, and by each officer, director and agent of a corporation or nonprofit organization, and by each member/manager and agent of a limited liability company. List the full name and place of residence of each person.

President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Byers	Jarrod	Keith	10904 Thone Ridge Woodbury, MN 55129
Vice President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Secretary / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Treasurer / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Agent Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Directors / Managers Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)

1. Trade Name Crooked Pint Onalaska Business Phone Number 651-303-6522
2. Address of Premises 9348 State Hwy 16 #232 Post Office & Zip Code Onalaska, WI 54650

3. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.)

Full-service upscale-casual bar & restaurant
Full bar and multiple beer tap lines
Lockable walk-in beer cooler and liquor storage

4. Legal description (omit if street address is given above): _____

5. (a) Was this premises licensed for the sale of liquor or beer during the past license year? Yes No

(b) If yes, under what name was license issued? _____

CITY OF ONALASKA
 REC#: R00147192 5/20/2019 1:14 PM
 TRAN: 30 LICENSES
 OPER: 02 TERM: 2
 TRBY : CASH 02
 05796-06/30/20 J&KB HOLDINGS LLC
 CLASS B - BEER 100.000CR
 CLASS B - LIQUOR 450.000CR
 PUBLICATION 10.000CR
 Paid By: WELLS FARGO
 560.00 REF: SW - *7716
 APPLIED
 TENDERED
 CHANGE
 0.00

6. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? **If yes, explain** Yes No
 I will complete an acceptable online course
-
7. Is the applicant an employe or agent of, or acting on behalf of anyone except the named applicant? Yes No
If yes, explain.
-
8. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? **If yes, explain** Yes No
-
9. (a) **Corporate/limited liability company applicants only:** Insert state Wisconsin and date 5/9/19 of registration.
- (b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? **If yes, explain** Yes No
-
- (c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? **If yes, explain.** Yes No
-
10. Does the applicant understand they must register as a Retail Beverage Alcohol Dealer with the federal government, Alcohol and Tobacco Tax and Trade Bureau (TTB) by filing (TTB form 5630.5d) before beginning business? [phone 1-877-882-3277] Yes No
11. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776] Yes No
12. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? Yes No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000. Signer agrees to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants, or one member of a partnership applicant must sign; one corporate officer, one member/manager of Limited Liability Companies must sign.) Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

Contact Person's Name (Last, First, M.I.) Byers, Jarrod K.	Title/Member President	Date 5/8/2019
Signature 	Phone Number 651-303-6522	Email Address cponalaska@gmail.com

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk 5-20-19	Date reported to council / board 7-9-19	Date provisional license issued	Signature of Clerk / Deputy Clerk 
Date license granted 6-11-19	Date license issued 6-12-19	License number issued 05796	

APPLICATION FOR OUTDOOR VENUE LICENSE

License No. 05810

Pre-requisite: Must currently have a Class A or Class B Fermented Malt Beverage or Liquor Retailer's License

#6-B

Original Application Fee \$100.00

Annual Renewal Fee \$15.00

To the Common Council of the City of Onalaska:

Legal/Real Name: J & K Holdings LLC

Address of Above: 9348 State Hwy 16

Trade name of business: Crooked Pint Ale House

Address of premises to be licensed: 9348 State Hwy 16 Onalaska, WI 54650

Description of proposed beer garden: (Must be specific: square feet, physical location, material made out of, etc) Garage door out to patio w/ existing door, concrete surface, iron fencing. Approx 1202 sq. feet (East side of building)

A PLAN MUST ACCOMPANY THIS APPLICATION FOR FIRST-TIME APPLICANTS

Name of manager (First, Middle & Last) Jarrod Keith Byers

Home address: 407 Saddlewood St Holmen, WI 54636

Home phone number: 651-303-6522

Daytime phone number: 651-303-6522

Date of Birth: 10/25/1979

License Period: (*)

The above hereby makes application for a license to operate a Outdoor Venue at the above address within the City of Onalaska pursuant to provision of Title 7 of the Code of Ordinances for the City of Onalaska.

[Signature]
(Signature of Applicant)

6/7/19
(Date)

OFFICE USE ONLY:

Copies to Police, Fire, Inspection, Health Dept.

For original applications: Attach a list of all property owners within 150 feet of the proposed licenses premises.

Signature and date: _____

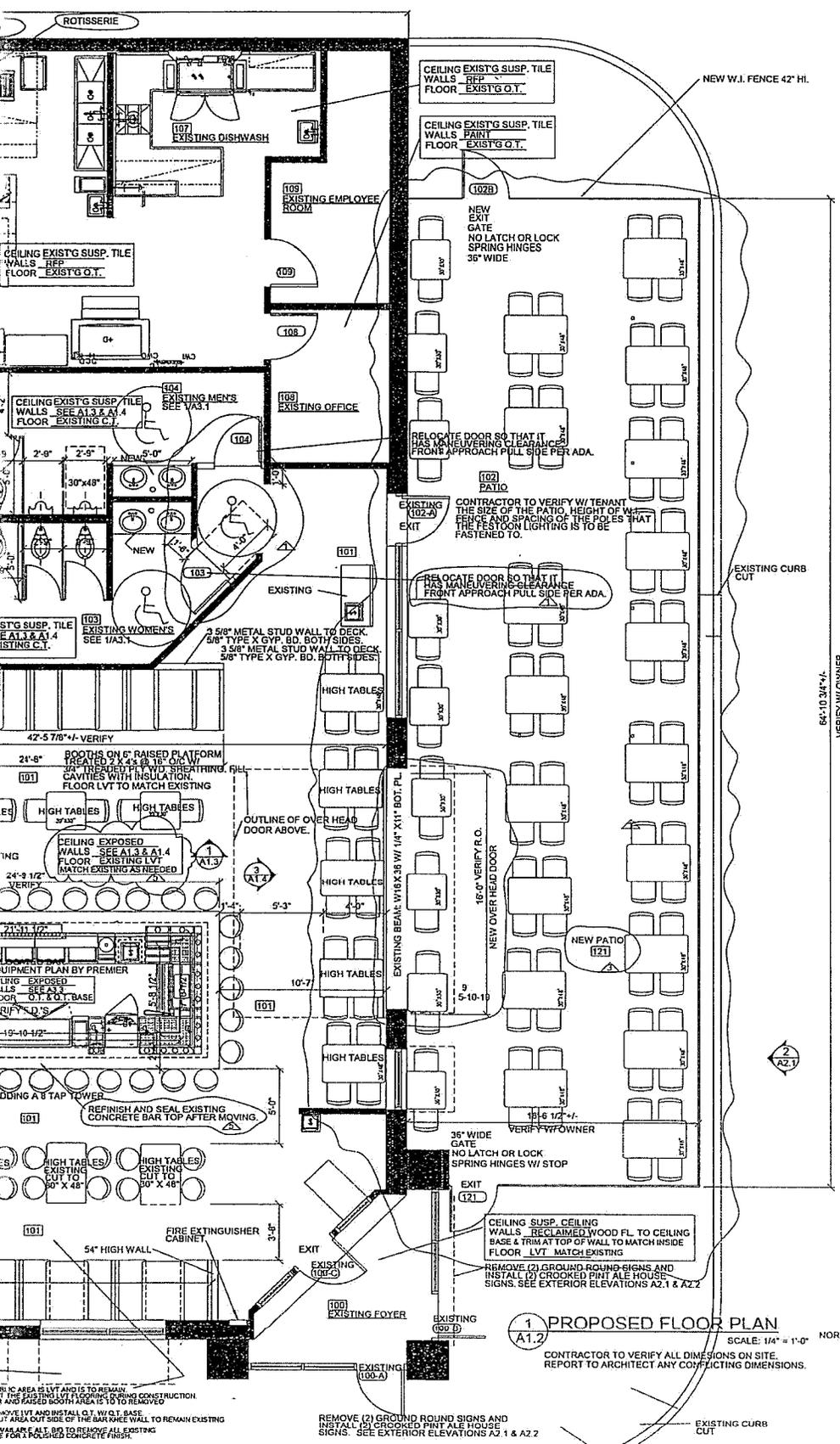
Granted: _____

OC # 428

License #: _____

05810-06/30/20 J & K HOLDINGS LLC
VENUE - \$100 INITIAL
100.00CR
Paid By: JARRROD BYERS
CK 100.00 REF: SW - 4248
APPLIED
100.00
TENDERED
100.00
CHANGE
0.00

CITY OF ONALASKA
 REC#: R00148050 6/10/2019 3:36 PM
 TRAN: 30 LICENSES
 OPER: C1 TERM: 1
 TKBY : CASH 01



1959 Shoen Place, Suite 100
Maplewood, MN 55117
Phone: (651) 487-3281
Fax: (651) 487-3283
www.nai-architects.com



REMODELING FOR:
**CROOKED PINT
ALE HOUSE**

9348 STATE HIGHWAY 16
ONALASKA, WISCONSIN

Issues & Revisions:

1	1-25-19	REQUEST FOR INFORMATION
2	2-6-19	REMOVING GREEN MILL & REVISIONS TO GAME ROOM
3	2-12-19	EXPANDED PATIO REVISIONS PATIO COVERING AND STRUCTURE
4	2-27-19	NANA WALL
5	3-11-19	OVER HEAD DOOR & FENCE
6	3-26-19	LV FLOOR, BAR TOP & PATIO
		CORRECTED THE SIZE OF THE BUILDING
	4-2-19	REVISED 6 X 6'S
	4-9-19	REMOVED PERGOLA
	5-10-19	INSTALLING O.H. DOOR

Comm. No.: **2018060**
Drawn By: **J.K.G.**
Date: **12/18/2018**

**PROPOSED
FLOOR PLAN**

Sheet No.:
A1.2

1
A1.2
PROPOSED FLOOR PLAN
SCALE: 1/4" = 1'-0"
NORTH
CONTRACTOR TO VERIFY ALL DIMENSIONS ON SITE.
REPORT TO ARCHITECT ANY CONFLICTING DIMENSIONS.

#7

SCHEDULE FOR APPOINTMENT OF AGENT BY CORPORATION/NONPROFIT ORGANIZATION OR LIMITED LIABILITY COMPANY

Submit to municipal clerk.

All corporations/organizations or limited liability companies applying for a license to sell fermented malt beverages and/or intoxicating liquor must appoint an agent. The following questions must be answered by the agent. The appointment must be signed by the officer(s) of the corporation/organization or members/managers of a limited liability company and the recommendation made by the proper local official.

To the governing body of: Town Village City of Owasha County of Lacrosse

The undersigned duly authorized officer(s)/members/managers of Stoney Creek Investors of Lacrosse (registered name of corporation/organization or limited liability company)

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as

Stoney Creek Tavern of Lacrosse (trade name)

located at 3060 S Kinney (Coulter Rd) Owasha WI 54658

appoints SHAWN LAWSON (name of appointed agent)
W6089 12th Ln Owasha WI 54658 (home address of appointed agent)

to act for the corporation/organization/limited liability company with full authority and control of the premises and of all business relative to alcohol beverages conducted therein. Is applicant agent presently acting in that capacity or requesting approval for any corporation/organization/limited liability company having or applying for a beer and/or liquor license for any other location in Wisconsin?

Yes No If so, indicate the corporate name(s)/limited liability company(ies) and municipality(ies).

Is applicant agent subject to completion of the responsible beverage server training course? Yes No

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? 12 months

Place of residence last year 1000 Summer Hill Ln Oke Ok 73090

For: SCI LACROSSE (name of corporation/organization/limited liability company)

By: _____ (signature of Officer/Member/Manager)

And: _____ (signature of Officer/Member/Manager)

ACCEPTANCE BY AGENT

I, SHAWN LAWSON (print/type agent's name) hereby accept this appointment as agent for the corporation/organization/limited liability company and assume full responsibility for the conduct of all business relative to alcohol beverages conducted on the premises for the corporation/organization/limited liability company.

Shawn Lawson (signature of agent) 1/26/19 (date)
W6089 12th Ln Owasha WI 54658 (home address of agent)

Agent's age 46
Date of birth 01/31/1973

APPROVAL OF AGENT BY MUNICIPAL AUTHORITY (Clerk cannot sign on behalf of Municipal Official)

I hereby certify that I have checked municipal and state criminal records. To the best of my knowledge, with the available information, the character, record and reputation are satisfactory and I have no objection to the agent appointed.

Approved on _____ (date) by _____ (signature of proper local official) Title _____ (town chair, village president, police chief)



CITY OF ONALASKA

415 Main Street • Onalaska, WI 54650-2953 • (608) 781-9530 fax (608) 781-9534 • www.cityofonalaska.com

SPECIAL EVENT PERMIT APPLICATION
GENERAL EVENT INFORMATION

Official Name of Special Event: 6th Annual Taste of Summer a Beer, Wine & Appetizer Tasting

Start Date: 9-7-19

End Date: 9-27-19

Table with 8 columns (MON, TUES, WED, THURS, FRI, SAT, SUN) and 4 rows (Setup, Start, End, Cleanup) showing event timing.

- Location of Event: [] Park/Public Property, [] Public Street/Sidewalk/Alley/Right of Way, [x] Private Property 760 Green Coulee Road, [] Other

Please List Streets (and include map) That May be Closed or Otherwise Affected by the Event:

Green Coulee Road

Location of Event Parking: Green Coulee Road

Estimated Attendance Per Day: [x] 0-299, [] 300-499, [] 500-999, [] 1,000-4999, [] 5,000+

Estimated Attendance Entire Event: [x] 0-299, [] 300-499, [] 500-999, [] 1,000-4999, [] 5,000+

Number of Booths: [x] 0-24, [] 25-49, [] 50-74, [] 75-100, [] 100+

- Advertising Will Consist of: [x] Pre-event advertising through yard or other signs, [] Temporary directional / other signage during the event, [] Promotional Brochure / Flyer

Type of Event:

- | | |
|---|--|
| <input type="checkbox"/> Festival / Music Concert | <input type="checkbox"/> Religious / Educational |
| <input type="checkbox"/> Rally / Memorial | <input type="checkbox"/> Street / Block Party |
| <input type="checkbox"/> Parade | <input type="checkbox"/> Fun Run / Walk A Thon |
| <input type="checkbox"/> Run / Walk Greater than 5K | <input type="checkbox"/> March Utilizing Public Property |
| <input type="checkbox"/> Public Assembly
(For political purposes) | <input type="checkbox"/> Sport (fishing, soccer, etc.) |
| <input checked="" type="checkbox"/> Other <u>Beer, Wine & Appetizer Tasting</u> | |

Event Will Have:

- | | |
|---|---|
| <input type="checkbox"/> Bounce House | <input type="checkbox"/> Bungee Jump |
| <input type="checkbox"/> Rock Wall | <input type="checkbox"/> Dunk Tank |
| <input type="checkbox"/> Amplified Sound | <input type="checkbox"/> Marching Units |
| <input type="checkbox"/> Vehicles | <input type="checkbox"/> Water Slides |
| <input type="checkbox"/> Animals | |
| <input type="checkbox"/> Other high-risk activity | |

Permit & Other Requirements:

<input checked="" type="checkbox"/> Alcohol will be served, sold, raffled, etc.	Class B Permit
<input checked="" type="checkbox"/> Food & Non Alcoholic Beverages	Health Permit
<input type="checkbox"/> Non-Food related sales and/or display booths	
<input checked="" type="checkbox"/> Tent and/or canopy	Fire Dept. Planning / Inspection Diggers Hotline must be contacted minimum of 3 days before digging
<input type="checkbox"/> Large Generator(s) requiring a separate Electric panel box to be wired off of it	Inspections permit
<input type="checkbox"/> Fires or candles	Fire Dept.
<input type="checkbox"/> Fireworks	Fire Dept.
<input type="checkbox"/> Activities in park outside normal operating hours	Waiver required by City Council
<input type="checkbox"/> Barricades / Detours (city streets, roads, etc.)	Approval by Police & Public Works
<input type="checkbox"/> State Hwy Closures	DOT permit required - organizer contracts with private company to install
<input type="checkbox"/> Cooking Equipment	Fire Dept.
<input type="checkbox"/> Solid Waste & Recycling	Disposal Containers & Haul Away

Arrangements Have Been Made For:

- | | |
|---|--|
| <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Restrooms & Hand Washing <input checked="" type="checkbox"/> Event Insurance <input checked="" type="checkbox"/> Fire Extinguishers <input checked="" type="checkbox"/> Drinking Water <input type="checkbox"/> Weather Contingencies | <ul style="list-style-type: none"> <input type="checkbox"/> Tent Heating <input type="checkbox"/> Public Safety / EMS Services <input checked="" type="checkbox"/> Advertising Banners / Signs <input type="checkbox"/> Grey Water & Grease Removal <input type="checkbox"/> LP Gas |
|---|--|

In the Event of Severe Weather:

Open and Available Shelter Locations Will Include:

Event will be canceled

Identify Who Will Cancel the Event if Necessary: (name, title, phone number, and e-mail)

Shari Collas, President, 608-780-5682, scollas@clearwaterfarm.org

Public Safety Site Plan:

Attach a schematic drawing of the event site location. The drawing must be legible and drawn to scale. The public safety plan must include the following items if they will be provided, or if they are required.

• Booths, stages and event structures
• First Aid Station(s)
• Information / Ticket Booths
• Fences
• Tents
• Boundaries of the Event
• Exits & Gates (gates must be numbered)
• Fire Extinguishers
• Severe Weather Shelters
• Fire / EMS access Road

• Security Staff
•
• Emergency Contact Event Personnel
• Assembly Area & Approximate Occupant Amounts
• Event Parking
• Barricades
• Generators
• Temporary Roadways
• Signed detour route per MUTCD

Provide any additional information the City should consider or may be relevant to a review of this application.

All appetizers will be provided by local restraints

Organization(s) Sponsoring Event:

Name: Clearwater Farm
Address: 760 Green Coulee Road
City: Onalaska State WI Zip 54650

- Check this box if this organization is tax exempt and provide proof with this application and include a copy of your organization's WI Sales and Use Tax Exempt Certificate.
- Check this box to send invoices to this organization.

Name: _____
Address: _____
City: _____ State _____ Zip _____

- Check this box if this organization is tax exempt and provide proof with this application and include a copy of your organization's WI Sales and Use Tax Exempt Certificate.
- Check this box to send invoices to this organization.

CONTACT INFORMATION

****Primary and/or Secondary Contacts Must Be Onsite at All Times of the Event****

Primary Contact: Shari Collas
Daytime Phone: 608-780-5682 Cell #: 608-780-5682
Email: scollas@clearwaterfarm.org
Address: 216 Oak Forest Drive
City: Onalaska State WI Zip 54650

Secondary Contact: Amber Joswick
Daytime Phone: _____ Cell #: 608-385-4819
Email: Ajoswick@clearwaterfarm.org
Address: 527 13th AV N
City: Onalaska State WI Zip 54650

EMERGENCY CONTACT INFORMATION

The public will be notified of a safety and/or security issue(s) in the following manner:

- Contacting Local Police and Fire Services
- Local Radio Station
- Other _____
- Onsite PA System
- Word of Mouth

If a Private Security Firm has Been Contracted, List Their Information Below:

Security Provider: _____

Contact Person: _____ Phone Number: _____

Location of Provider at Event Site: _____

Location of Missing Persons Station: _____

EVENTS PERMIT FEE SCHEDULE

Permit fees shall be based upon the anticipated number of participants expected to attend the listed event, as determined by the City Clerk, and based upon the following fees. Permit fee is due when the application is submitted. Permit fee is nonrefundable if event is cancelled. If event is rescheduled for a date within 6-months, the permit fee would apply to the rescheduled date; if the event is rescheduled for a date later than 6-months of the original event date the permit fee is nonrefundable.

<u>PERMITTYPE</u>	<u>PERMIT FEE</u>
PARADES	\$0
SPECIAL EVENT	0 – 299 Participants = \$0 300 – 499 Participants* = \$250.00 500 – 999 Participants* = \$350.00 Over 1,000 Participants* = \$500.00 Events two (2) or more days: = \$100.00**

*Attendance shall be based on the highest attendance over the last two years of the event. New events with no prior participation shall automatically fall under subsection (c) 300 to 499 people unless event organizers anticipate 1,000 or more people in attendance.

**Multi day events (e) shall be in addition to the fee based on the number of attendees.

If the Event Takes Place on City Property (Parks, City Streets, or Other City Owned Facilities) in Whole or In Part:

I have reviewed the proposed location for the event and determined suitability for our proposed use.

There are no requested changes, upgrades or safety concerns identified
OR

I am requesting the following changes or upgrades:

I understand and acknowledge that it is the event organizer's responsibility to inspect the area the event is to take place and notify the City's Inspection Department (608.781.9541) of any safety concerns.

I have reviewed and have considered the Contingency Plan information provided by the City of Onalaska along with this application.

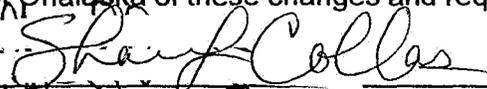
I have reviewed and understand the City's Insurance Requirements for Special Events as described in this document.

I have enclosed the event's Public Safety Site Plan.

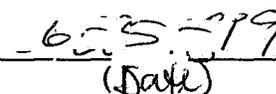
I have enclosed other information that we believe is necessary or helpful to describe the planned event.

SIGNATURE

I am allowed to sign this application on behalf of the event sponsor. The information contained in this application for a Special Event permit is true, correct, and complete to the best of my knowledge. If there are any changes to the Special Event, I agree that I will promptly notify the City of Onalaska of these changes and request approval of them.



(Sign Name)



(Date)

Shari L. Collas

(Print Name)

President Clearwater Farm

(Print Title with Organization)

Return Completed Applications To:

Cari Burmaster, City Clerk

415 Main Street, Onalaska, WI 54650

(W) 608.781.9530 (F) 608.781.9534 cburmaster@cityofonalaska.com



CITY OF ONALASKA
Special Event Insurance Requirements.

- (a) The applicant shall provide primary coverage insurance for the event. Any insurance or self-insurance maintained by the City of Onalaska, its officers, council members, agents, employees or authorized volunteers will not contribute to a loss. The applicant shall, no later than five (5) days prior to the start of the event, provide proof of insurance as follows:
1. General Liability Coverage. Coverage shall be occurrence coverage. Claims-made coverage is prohibited.
 - a. Commercial General Liability.
 - (i) \$1,000,000 general aggregate – per event;
 - (ii) \$1,000,000 products – completed operations aggregate;
 - (iii) \$1,000,000 personal injury and advertising injury;
 - (iv) \$1,000,000 each occurrence limit.
 - b. Insurance must include:
 - (i) Premises and operations liability;
 - (ii) Contractual liability, including coverage for the joint negligence of the City of Onalaska, its officers, council members, agents, employees, authorized volunteers and the named insured;
 - (iii) Personal injury;
 - (iv) Explosion, collapse and underground coverage;
 - (v) Products and completed operations;
 - (vi) The general aggregate must apply separately to the event and location.
 2. Business Automobile Coverage. Such coverage is required if motor vehicles are used in relation to and before, during or after the event. This requirement does not apply to cover personal vehicles used by attendees or event personnel to arrive or depart from the event. Coverage limits shall be no less than \$250,000 each person, \$500,000 each accident for bodily injury, \$100,000 for property damage or \$500,000 combined single limit for bodily injury and property damage each accident.

SPECIAL EVENT CONTINGENCY PLAN For Review Only

Event sponsors should review and consider the following issues when they are planning or preparing for an event. Many of these issues are required by one or more regulations, or are components of larger regulations. Considering other issues which may not be required should contribute to the planning and operation of the event. Developing responses to these questions should result in more productive and fruitful discussions with the various departments with the City during their review of the Special Events Application.

Weather related issues: rain, snow, severe storms, tornadoes, etc.

If the weather forecast includes bad weather, will the event be cancelled? If so, how will attendees be notified?
Develop a plan for the sudden onset of severe weather. Where will the people go and who is designated to assist in their safe arrival at the safe refuge place?
Is there an area of safe refuge in case of tornado?

Medical issues

Where will ambulance access to the event be in case one is needed? Who will conduct crowd control in the event of a medical emergency?
Will a first aid station, with trained first aid provider, be provided at the event? Where?
If applicable, is there adequate shade to prevent heat stroke? Will water be provided? Where?

Crowd Control

Who will monitor the barricades?
Who will work the entry gates? Maintain egress and access?
Who will patrol the area to prevent incidents from getting out of control?
Develop a plan for those patrolling the crowd of what to do if they encounter unruly behavior. Have communication equipment.

Security

Will there be Police Officers providing security? If so, contact the Police Department for applicable requirements or guidelines relating to the number necessary.
If volunteers or private agencies provide security, will they have appropriate phone numbers for EMS, Fire, and Police?
If applicable, what will security officials do if non-paying attendees breach the gate/perimeter? If a complaint is received, for example, for loud music, how and who will handle the complaint? Provide communications equipment. Portable radios, cell phones, and access to land lines.
If applicable, secure monies in an area not accessible to the attendees.

Logistics

Where will there be, or will there be, a staging area for support staff? What time will the crowd be disbursed and by whom?
Who will conduct clean up?
Remember to maintain fire lanes and access roads.
Appoint one person to oversee and take responsibility for the event. Who? Will an adequate amount of restroom facilities be provided? Where?
Is there adequate safe parking provided? Where?

The individual(s) signing this Agreement has the authority to enter into this Agreement on behalf of the Organizer of the Special Event and have read and understand the Agreement.

EVENT ORGANIZER

CITY OF ONALASKA

6-5-19

(date)

Shari Collas
(signature)

City Clerk

Shari Collas President
(print name) (title)

Mayor

Amber Bswick
(signature)

Amber Bswick Vice President
(print name) (title)



CITY OF ONALASKA
INDEMNIFICATION, HOLD HARMLESS and REIMBURSEMENT AGREEMENT
(to be returned to City Clerk with Application Packet)

Special Event Name: 6th Annual Taste of Summer a Beer, Wine & Appetizer Tasting

Special Event Location: 760 Green Coulee Road

Event Organizer(s):
Clearwater Farm

The Event Organizer(s) (individually and collectively referred to as "Organizer") agree that said Organizer, not the City of Onalaska ("City"), shall be solely responsible for all incidents related to the Special Event, as named above. This responsibility of the Organizer to the City includes but is not limited to actions of the Organizer, its officers, employees, agents, and volunteers, along with event vendors, contractors, subcontractors, participants and visitors.

In consideration for the City's approval of the Special Event, except to the extent such claims arise from the negligence or misconduct of the City, the Organizer of the Special Event agrees to indemnify and hold harmless the City of Onalaska and its officers, council members, agents, employees and authorized volunteers, from, for, and against and agrees to defend the same from and against, any and all suits, claims, grievances, damages, costs, expenses, judgments and/or liabilities, including costs of defense and reasonable attorney fees, and further agrees to pay any settlement entered into or on behalf of, judgment entered against, the foregoing individuals and/or entities. The Organizer shall reimburse the City for costs incurred due to extraordinary damage to City property during the Special Event held by Organizer. Extraordinary damage shall be defined as damage to a City park or other City property in excess of normal wear and tear and which required repair in excess of routine maintenance. Request for Reimbursement for Extraordinary Damage shall be provided to the Organizer in the form of a detailed written accounting of the Extraordinary Damages and their repair cost as evidenced by written receipts or estimates. The accounting shall be submitted via first class mail, return receipt requested to the address Organizer provides on the Special Events Application. The Organizer shall remit payment no later than thirty (30) days from receipt of the accounting.

The Organizer shall abide by the City's insurance requirements for the event, including the addition of the City of Onalaska, and its officers, council members, agents, employees, and authorized volunteers as additional insured's for the event.

One or more waivers by either party of any provisions, terms or conditions of this Agreement shall not be construed by either party as a waiver of a subsequent breach of the same by the other party.

In the event any provisions of this Agreement shall be held to be invalid and unenforceable, the remaining provisions shall be valid and binding on the parties.

This Agreement shall be governed and construed in accordance with the laws of the State of Wisconsin.

This Agreement constitutes the entire Indemnification, Hold Harmless and Reimbursement Agreement between the parties and any change, amendment or modification must be made in writing and executed by both parties.

3. Worker's Compensation and Employers Liability. Proof of such coverage shall be required consistent with Wis. Stats. Chap. 102 or any applicable Worker's Compensation Statutes of a different state. Coverage limits shall be no less than \$100,000 each accident, \$500,000 disease policy limit and \$100,000 disease per employee.
4. Liquor Liability. If the event holder sells alcoholic beverages, liquor liability insurance with coverage limits of no less than \$500,000 each occurrence and \$500,000 aggregate.
5. Fireworks Liability. If the event includes a firework display, then the event holder shall carry an additional \$1,000,000 in coverage.

- (b) All insurance shall be in full force prior to commencing the event and remain in force throughout the entire event, including the cleanup period after the event.
- (c) The City of Onalaska, and its officers, council members, agents, employees, and authorized volunteers shall be additional insureds on general liability, business automobile and liquor liability policies. The additional insured policy endorsement must accompany the certificate of insurance.
- (d) All policies shall require 30 day written notice to the City of Onalaska of cancellation, non-renewal or material change in the insurance coverage.
- (e) Insurance must be provided by an insurances carrier with the "Best" rating of "A-VII" or better. All carriers shall be admitted carriers in the State of Wisconsin.
- (f) All insurance must be primary and non-contributory to any insurance or self-insurance carried by the City of Onalaska.

FOR OFFICE USE ONLY

City Clerk	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED	Reason: <u>need COI</u>	Date: <u>6-10-19</u>
Fire Dept	<input checked="" type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED	Reason: _____	Date: <u>6-11-19</u>
Police Dept	<input checked="" type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED	Reason: <u>Consensus to Prevent Unwanted Consumption</u>	Date: <u>6-7-19</u>
Public Works	<input checked="" type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED	Reason: _____	Date: <u>6-11-19</u>
Planning	<input checked="" type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED	Reason: <u>Community Event Temp Sign Permit Req'd if advertising. Tent Permit Req'd</u>	Date: <u>6-12-19</u>
Parks & Rec	<input checked="" type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED	Reason: _____	Date: <u>6/12/19 DW</u>
Site Diagram Sketch Attached: <input type="checkbox"/> YES <input type="checkbox"/> NO				
GIS Dept.	Map Prepared: ____/____/____			
Insurance Required: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Certificate of Insurance on File: <input type="checkbox"/> YES <input type="checkbox"/> NO COI Expires: ____/____/____				
Special Class B License Required: <input type="checkbox"/> YES <input type="checkbox"/> NO Date of Special Class B Application: ____/____/____				
Approved By A&J: ____/____/____			Date License Issued: ____/____/____	
License No: _____				



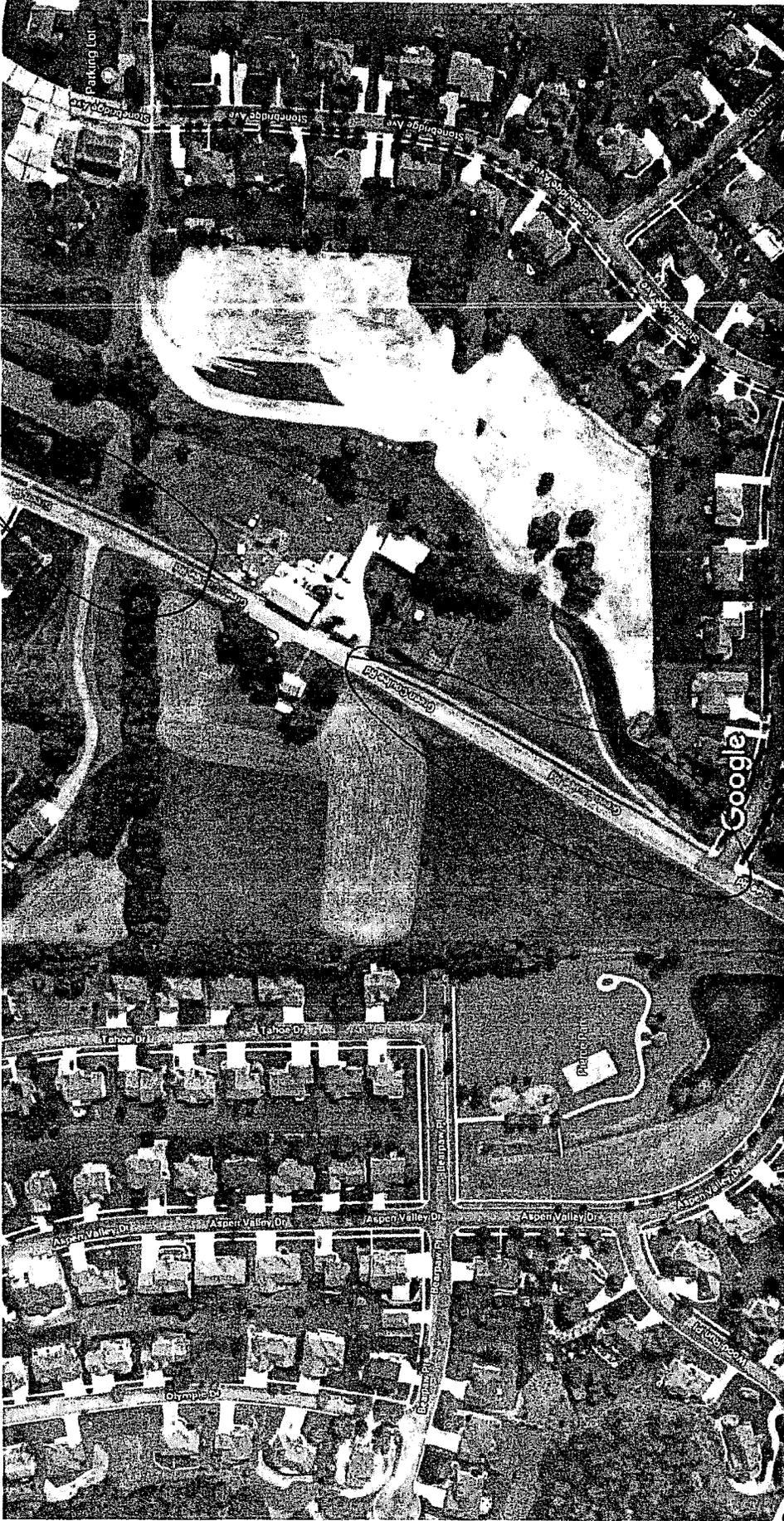
Imagery ©2018 Google, Map data ©2018 Google 20 ft

■ Booths Vendors

⊗ Fire Extinguishers

Boundaries of event is Clearwater Farm property
This is a fundraiser for the non profit Clearwater Farm

Go g le Maps Onalaska



Imagery ©2018 Google, Map data ©2018 Google 100 ft

All parking will be on Green Coulee Road



WISCONSIN SALES AND USE TAX EXEMPTION CERTIFICATE

Check One Single Purchase Continuous

Purchaser's Business Name Clearwater Farm Inc.	Purchaser's Address 760 Green Coulee Rd. P.O. 352, Onalaska, WI. 54650
--	--

The above purchaser, whose signature appears on the reverse side of this form, claims exemption from Wisconsin state, county, baseball or football stadium, local exposition, and premier resort sales or use tax on the purchase, lease, license, or rental of tangible personal property, property under s.77.52(1)(b), items under s.77.52(1)(c), goods under s.77.52(1)(d), or taxable services, as indicated by the box(es) checked below.

I hereby certify that I am engaged in the business of selling, leasing, licensing, or renting: _____

(Purchaser's description of property, items, goods, or services sold by purchaser.)

Purchaser's description of property or services purchased (itemize property, items, or goods purchased if "single purchase"):

Seller's Name	Seller's Address
---------------	------------------

REASON FOR EXEMPTION

Resale (Enter purchaser's seller's permit or use tax certificate number) _____

Manufacturing and Biotechnology

- Tangible personal property (TPP) or item under s.77.52(1)(b) that is used exclusively and directly by a manufacturer in manufacturing an article of TPP or items or property under s.77.52(1)(b) or (c) that is destined for sale and that becomes an ingredient or component part of the article of TPP or items or property under s.77.52(1)(b) or (c) destined for sale or is consumed or destroyed or loses its identity in manufacturing the article of TPP or items or property under s.77.52(1)(b) or (c) destined for sale.
- Machines and specific processing equipment and repair parts or replacements thereof, exclusively and directly used by a manufacturer in manufacturing tangible personal property or items or property under s.77.52(1)(b) or (c) and safety attachments for those machines and equipment.
- The repair, service, alteration, fitting, cleaning, painting, coating, towing, inspection, and maintenance of machines and specific processing equipment, that the above purchaser would be authorized to purchase without sales or use tax, at the time the service is performed. Tools used to repair exempt machines are not exempt.
- Fuel and electricity consumed in manufacturing tangible personal property or items or property under s.77.52(1)(b) or (c) in this state.
 Percent of fuel exempt: _____ % Percent of electricity exempt: _____ %
- Portion of the amount of fuel converted to steam for purposes of resale. (Percent of fuel exempt _____ %)
- Property used exclusively and directly in qualified research, by persons engaged in manufacturing at a building assessed under s. 70.995, by persons engaged primarily in biotechnology in Wisconsin, or a combined group member conducting qualified research for another combined group member that meets these requirements.

Farming

(To qualify for this exemption, the purchaser must use item(s) exclusively and directly in the business of farming, including dairy farming, agriculture, horticulture, floriculture, silviculture, or custom farming services.)

- Tractors (except lawn and garden tractors), all-terrain vehicles (ATV) and farm machines, including accessories, attachments, and parts, lubricants, nonpowered equipment, and other tangible personal property or items or property under s.77.52(1)(b) or (c) that are used exclusively and directly, or are consumed or lose their identities in the business of farming. This includes services to the property and items above.
- Feed, seeds for planting, plants, fertilizer, soil conditioners, sprays, pesticides, and fungicides.
- Breeding and other livestock, poultry, and farm work stock.
- Containers for fruits, vegetables, grain, hay, and silage (including containers used to transfer merchandise to customers), and plastic bags, sleeves, and sheeting used to store or cover hay and silage. Baling twine and baling wire.
- Animal waste containers or component parts thereof (may only mark certificate as "Single Purchase").
- Animal bedding, medicine for farm livestock, and milk house supplies.

Federal and Wisconsin Governmental Units

Enter CES No., if applicable

- The United States and its unincorporated agencies and instrumentalities and any incorporated agency or instrumentality of the United States wholly owned by the United States or by a corporation wholly owned by the United States.
- Any federally recognized American Indian tribe or band in this state.
- State of Wisconsin or any agency thereof; Local Exposition District, Professional Baseball Park District, or Professional Football Stadium District.
- Wisconsin county, city, village, or town, including public inland lake protection and rehabilitation district, municipal public housing authorities, uptown business improvement districts, local cultural arts district, the Wisconsin Aerospace Authority, the Health Insurance Risk-Sharing Plan Authority, the Fox River Navigational System Authority, and the Wisconsin Economic Development Corporation.
- Wisconsin public schools, school districts, universities, and technical college districts.
- County-city hospitals or UW Hospitals and Clinics Authority.
- Sewerage commission, metropolitan sewerage district, or a joint local water authority.

Other

- Containers and other packaging, packing, and shipping materials, used to transfer merchandise to customers of the purchaser.
- Trailers and accessories, attachments, parts, supplies, materials, and service for motor trucks, tractors, and trailers which are used exclusively in common or contract carriage under LC or IC No. (if applicable) _____.
- Items or services purchased directly by and used by religious, charitable, educational, scientific, or other organizations holding a Wisconsin Certificate of Exempt Status. CES No. 045886
- Tangible personal property and items, property and goods under s.77.52(1)(b), (c), and (d) to be resold by _____ on my behalf where _____ is registered to collect and remit sales tax to the Department of Revenue on such sales.
- Tangible personal property, property, items and goods under s.77.52(1)(b), (c), and (d), or services purchased by a Native American with enrollment # _____, who is enrolled with and resides on the _____ Reservation, where buyer will take possession of such property, items, goods, or services.
- Tangible personal property and items and property under s.77.52(1)(b) and (c) becoming a component of an industrial or municipal waste treatment facility, including replacement parts, chemicals, and supplies used or consumed in operating the facility. Caution: Do not check the "continuous" box at the top of page 1.
- Portion of the amount of electricity or natural gas used or consumed in an industrial waste treatment facility. (Percent of electricity or natural gas exempt _____%)
- Electricity, natural gas, fuel oil, propane, coal, steam, corn, and wood (including wood pellets which are 100% wood) used for fuel for residential or farm use.

	% of Electricity Exempt	% of Natural Gas Exempt	% of Fuel Exempt
<input type="checkbox"/> Residential	_____ %	_____ %	_____ %
<input type="checkbox"/> Farm	_____ %	_____ %	_____ %

Address Delivered: _____

- Percent of printed advertising material solely for out-of-state use. _____ %
- Catalogs, and the envelopes in which the catalogs are mailed, that are designed to advertise and promote the sale of merchandise or to advertise the services of individual business firms.
- Property used exclusively and directly in raising animals sold for use in qualified research or manufacturing.
- Other purchases exempted by law. (State items and exemption). _____

I hereby certify that if the item(s) being purchased are not used in an exempt manner, I will remit use tax on the purchase price at the time of first taxable use. I understand that failure to remit the use tax may result in a future liability that may include tax, interest, and penalty.

Signature of Purchaser	Print or Type Name	Title	Date
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(DETACH AND PRESENT TO SELLER)

Internal Revenue Service

Date: November 9, 2006

CLEARWATER FARM FOUNDATION INC
PO BOX 352
ONALASKA WI 54650

Department of the Treasury
P. O. Box 2508
Cincinnati, OH 45201

Person to Contact:

Ms. Edwards 31-07427
Customer Service Representative
Toll Free Telephone Number:
877-829-5500
Federal Identification Number:
39-1969384

Dear Sir or Madam:

This is in response to your request of November 9, 2006, regarding your organization's tax-exempt status.

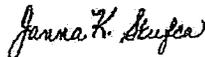
In March 2000 we issued a determination letter that recognized your organization as exempt from federal income tax. Our records indicate that your organization is currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records indicate that your organization is also classified as a public charity under sections 509(a)(1) and 170(b)(1)(A)(vi) of the Internal Revenue Code.

Our records indicate that contributions to your organization are deductible under section 170 of the Code, and that you are qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Internal Revenue Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,



Janna K. Skufca, Director, TE/GE
Customer Account Services



CITY OF ONALASKA

415 Main Street • Onalaska, WI 54650-2953 • (608) 781-9530 / ext (608) 781-9534
www.cityofonalaska.com

05646-07/14/19 THREE RIVERS ROLEO/KRICK
SPECIAL EVENT MULTI D 100.00CR
SPECIAL EVENT 1900 OR 500.00CR

Paid By: KRICK LLC
CK 600.00 REF: SW - 1258

05646
12:32 PM
#8-B

SPECIAL EVENT PERMIT APPLICATION

GENERAL EVENT INFORMATION

MAINTENANCE 600.00
TENDERED 600.00
CHANGE 0.00

Official Name of Special Event: Three Rivers Roleo

Start Date: 7/12/2019

End Date: 7/14/2019

	MON	TUES	WED	THURS	FRI	SAT	SUN
Setup					x	8-11	8-11
Start						11:00	11
End						5:00	4
Cleanup							4-7

Location of Event: Park/Public Property water side of the tracks Great River Landing

Public Street/Sidewalk/Alley/Right of Way

Private Property 1720 Highview ST

Other _____

Please List Streets (and include map) That May be Closed or Otherwise Affected by the Event:

No street closure- affected Irvin or HWY

Location of Event Parking: Great River landing or side streets

Estimated Attendance Per Day:

0-299 300-499 500-999 1,000-4999 5,000+

Estimated Attendance Entire Event:

0-299 300-499 500-999 1,000-4999 5,000+

Number of Booths:

0-24 25-49 50-74 75-100 100+

Advertising Will Consist of:

- Pre-event advertising through yard or other signs
- Temporary directional / other signage during the event (no more than 24 hrs in advance)
- Promotional Brochure / Flyer – copy must be provided with application

Type of Event:

- | | |
|--|---|
| <input type="checkbox"/> Festival / Music Concert | <input type="checkbox"/> Religious / Educational |
| <input type="checkbox"/> Rally / Memorial | <input type="checkbox"/> Street / Block Party |
| <input type="checkbox"/> Parade | <input type="checkbox"/> Fun Run / Walk A Thon |
| <input type="checkbox"/> Run / Walk Greater than 5K | <input type="checkbox"/> March Utilizing Public Property |
| <input type="checkbox"/> Public Assembly
(For political purposes) | <input checked="" type="checkbox"/> Sport (fishing, soccer, etc.) |
| <input type="checkbox"/> Other _____ | |

Event Will Have:

- | | |
|--|---|
| <input type="checkbox"/> Bounce House | <input type="checkbox"/> Bungee Jump |
| <input type="checkbox"/> Rock Wall | <input type="checkbox"/> Dunk Tank |
| <input checked="" type="checkbox"/> Amplified Sound | <input type="checkbox"/> Marching Units |
| <input type="checkbox"/> Vehicles | <input type="checkbox"/> Water Slides |
| <input type="checkbox"/> Animals | |
| <input checked="" type="checkbox"/> Other high-risk activity | <u>Try Log Rolling</u> |

Permit & Other Requirements:

<input type="checkbox"/> Alcohol will be served, sold, raffled, etc.	Class B Permit
<input checked="" type="checkbox"/> Food & Non Alcoholic Beverages	Health Permit
<input checked="" type="checkbox"/> Non-Food related sales and/or display booths	
<input checked="" type="checkbox"/> Tent and/or canopy	Fire Dept. Planning / Inspection Diggers Hotline must be contacted minimum of 3 days before digging
<input type="checkbox"/> Large Generator(s) requiring a separate Electric panel box to be wired off of it	Inspections permit
<input type="checkbox"/> Fires or candles	Fire Dept.
<input type="checkbox"/> Fireworks	Fire Dept.
<input type="checkbox"/> Activities in park outside normal operating hours	Waiver required by City Council
<input type="checkbox"/> Barricades / Detours (city streets, roads, etc.)	Approval by Police & Public Works
<input type="checkbox"/> State Hwy Closures	DOT permit required - organizer contracts with private company to install
<input checked="" type="checkbox"/> Cooking Equipment	Fire Dept.
<input checked="" type="checkbox"/> Solid Waste & Recycling	Disposal Containers & Haul Away

Arrangements Have Been Made For:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Restrooms & Hand Washing | <input type="checkbox"/> Tent Heating |
| <input checked="" type="checkbox"/> Event Insurance | <input type="checkbox"/> Public Safety / EMS Services |
| <input type="checkbox"/> Fire Extinguishers | <input checked="" type="checkbox"/> Advertising Banners/ / Signs |
| <input checked="" type="checkbox"/> Drinking Water | <input type="checkbox"/> Grey Water & Grease Removal |
| <input checked="" type="checkbox"/> Weather Contingencies | <input type="checkbox"/> LP Gas |

In the Event of Severe Weather:

Open and Available Shelter Locations Will Include:

House by the water and would like access to the trail head shelter at the Great River Landing

Identify Who Will Cancel the Event if Necessary: (name, title, phone number, and e-mail)

Katherine Burke, Director, 608-769-3583, katie@kricklogrolling.com

Public Safety Site Plan:

Attach a schematic drawing of the event site location. The drawing must be legible and drawn to scale. The public safety plan must include the following items if they will be provided, or if they are required.

Attached

• Booths, stages and event structures
• First Aid Station(s)
• Information / Ticket Booths
• Fences
• Tents
• Boundaries of the Event
• Exits & Gates (gates must be numbered)
• Fire Extinguishers
• Severe Weather Shelters
• Fire / EMS access Road

• Security Staff
•
• Emergency Contact Event Personnel
• Assembly Area & Approximate Occupant Amounts
• Event Parking
• Barricades
• Generators
• Temporary Roadways
• Signed detour route per MUTCD

Provide any additional information the City should consider or may be relevant to a review of this application.

12th consecutive year. No prior issues.

Organization(s) Sponsoring Event:

Name: KRICK, LLC

Address: 1720 Highview ST

City: De Pere State WI Zip 54115

Check this box if this organization is tax exempt and provide proof with this application and include a copy of your organization's WI Sales and Use Tax Exempt Certificate.

Check this box to send invoices to this organization.

Name: _____

Address: _____

City: _____ State _____ Zip _____

Check this box if this organization is tax exempt and provide proof with this application and include a copy of your organization's WI Sales and Use Tax Exempt Certificate.

Check this box to send invoices to this organization.

CONTACT INFORMATION

****Primary and/or Secondary Contacts Must Be Onsite at All Times of the Event****

Primary Contact: Katherine (Katie) Burke

Daytime Phone: n/a Cell #: 608-769-3583

Email: katie@kricklogrolling.com

Address: 1720 Highview St

City: De Pere State WI Zip 54115

Secondary Contact: Barbara Rick

Daytime Phone: _____ Cell #: 608-769-5688

Email: bjrick@msn.com

Address: N5407 Penny Lane

City: Onalaska State _____ Zip 54650

EMERGENCY CONTACT INFORMATION

The public will be notified of a safety and/or security issue(s) in the following manner:

- Contacting Local Police and Fire Services
- Local Radio Station
- Other If known prior to event e-mail all participants
- Onsite PA System
- Word of Mouth

If a Private Security Firm has Been Contracted, List Their Information Below:

Security Provider: n/a

Contact Person: _____ Phone Number: _____

Location of Provider at Event Site: _____

Location of Missing Persons Station: _____

EVENTS PERMIT FEE SCHEDULE

Permit fees shall be based upon the anticipated number of participants expected to attend the listed event, as determined by the City Clerk, and based upon the following fees. Permit fee is due when the application is submitted. Permit fee is nonrefundable if event is cancelled. If event is rescheduled for a date within 6-months, the permit fee would apply to the rescheduled date; if the event is rescheduled for a date later than 6-months of the original event date the permit fee is nonrefundable.

<u>PERMITTYPE</u>	<u>PERMIT FEE</u>
PARADES	\$0
SPECIAL EVENT	0 – 299 Participants = \$0 300 – 499 Participants* = \$250.00 500 – 999 Participants* = \$350.00 Over 1,000 Participants* = \$500.00 Events two (2) or more days: = \$100.00**

*Attendance shall be based on the highest attendance over the last two years of the event. New events with no prior participation shall automatically fall under subsection (c) 300 to 499 people unless event organizers anticipate 1,000 or more people in attendance.

**Multi day events (e) shall be in addition to the fee based on the number of attendees.

If the Event Takes Place on City Property (Parks, City Streets, or Other City Owned Facilities) in Whole or In Part:

I have reviewed the proposed location for the event and determined suitability for our proposed use.

There are no requested changes, upgrades or safety concerns identified

OR

I am requesting the following changes or upgrades:

Clean-up the Great River Landing so dead fish, trash, branches, etc are gone ie some up keep like other parks
City to move bleachers down from other locations for the event.
Docks at the Great River Landing.

I understand and acknowledge that it is the event organizer's responsibility to inspect the area the event is to take place and notify the City's Inspection Department (608.781.9541) of any safety concerns.

I have reviewed and have considered the Contingency Plan information provided by the City of Onalaska along with this application.

I have reviewed and understand the City's Insurance Requirements for Special Events as described in this document.

I have enclosed the event's Public Safety Site Plan.

I have enclosed other information that we believe is necessary or helpful to describe the planned event.

SIGNATURE

I am allowed to sign this application on behalf of the event sponsor. The information contained in this application for a Special Event permit is true, correct, and complete to the best of my knowledge. If there are any changes to the Special Event, I agree that I will promptly notify the City of Onalaska of these changes and request approval of them.



(Sign Name)

6/11/2019

(Date)

Katherine R Burke

(Print Name)

Owner/ CEO

(Print Title with Organization)

Return Completed Applications To:

Cari Burmaster, City Clerk

415 Main Street, Onalaska, WI 54650

(W) 608.781.9530 (F) 608.781.9534 cburmaster@cityofonalaska.com



CITY OF ONALASKA

**INDEMNIFICATION, HOLD HARMLESS and REIMBURSEMENT AGREEMENT
(to be returned to City Clerk with Application Packet)**

Special Event Name: Three Rivers Roleo

Special Event Location: Great River Landing

Event Organizer(s):
KRICK, LLC

The Event Organizer(s) (individually and collectively referred to as "Organizer") agree that said Organizer, not the City of Onalaska ("City"), shall be solely responsible for all incidents related to the Special Event, as named above. This responsibility of the Organizer to the City includes but is not limited to actions of the Organizer, its officers, employees, agents, and volunteers, along with event vendors, contractors, subcontractors, participants and visitors.

In consideration for the City's approval of the Special Event, except to the extent such claims arise from the negligence or misconduct of the City, the Organizer of the Special Event agrees to indemnify and hold harmless the City of Onalaska and its officers, council members, agents, employees and authorized volunteers, from, for, and against and agrees to defend the same from and against, any and all suits, claims, grievances, damages, costs, expenses, judgments and/or liabilities, including costs of defense and reasonable attorney fees, and further agrees to pay any settlement entered into or on behalf of, judgment entered against, the foregoing individuals and/or entities. The Organizer shall reimburse the City for costs incurred due to extraordinary damage to City property during the Special Event held by Organizer. Extraordinary damage shall be defined as damage to a City park or other City property in excess of normal wear and tear and which required repair in excess of routine maintenance. Request for Reimbursement for Extraordinary Damage shall be provided to the Organizer in the form of a detailed written accounting of the Extraordinary Damages and their repair cost as evidenced by written receipts or estimates. The accounting shall be submitted via first class mail, return receipt requested to the address Organizer provides on the Special Events Application. The Organizer shall remit payment no later than thirty (30) days from receipt of the accounting.

The Organizer shall abide by the City's insurance requirements for the event, including the addition of the City of Onalaska, and its officers, council members, agents, employees, and authorized volunteers as additional insured's for the event.

One or more waivers by either party of any provisions, terms or conditions of this Agreement shall not be construed by either party as a waiver of a subsequent breach of the same by the other party.

In the event any provisions of this Agreement shall be held to be invalid and unenforceable, the remaining provisions shall be valid and binding on the parties.

This Agreement shall be governed and construed in accordance with the laws of the State of Wisconsin.

This Agreement constitutes the entire Indemnification, Hold Harmless and Reimbursement Agreement between the parties and any change, amendment or modification must be made in writing and executed by both parties.

The individual(s) signing this Agreement has the authority to enter into this Agreement on behalf of the Organizer of the Special Event and have read and understand the Agreement.

EVENT ORGANIZER

CITY OF ONALASKA

6/11/2019

(date)

(date)


(signature)

City Clerk

Katherine R Burke Director

(print name)

(title)

Mayor

(signature)

(print name)

(title)

SPECIAL EVENT CONTINGENCY PLAN For Review Only

Event sponsors should review and consider the following issues when they are planning or preparing for an event. Many of these issues are required by one or more regulations, or are components of larger regulations. Considering other issues which may not be required should contribute to the planning and operation of the event. Developing responses to these questions should result in more productive and fruitful discussions with the various departments with the City during their review of the Special Events Application.

Weather related issues: rain, snow, severe storms, tornadoes, etc.

If the weather forecast includes bad weather, will the event be cancelled? If so, how will attendees be notified? Develop a plan for the sudden onset of severe weather. Where will the people go and who is designated to assist in their safe arrival at the safe refuge place? Is there an area of safe refuge in case of tornado?

Medical issues

Where will ambulance access to the event be in case one is needed? Who will conduct crowd control in the event of a medical emergency? Will a first aid station, with trained first aid provider, be provided at the event? Where? If applicable, is there adequate shade to prevent heat stroke? Will water be provided? Where?

Crowd Control

Who will monitor the barricades?
Who will work the entry gates? Maintain egress and access?
Who will patrol the area to prevent incidents from getting out of control?
Develop a plan for those patrolling the crowd of what to do if they encounter unruly behavior. Have communication equipment.

Security

Will there be Police Officers providing security? If so, contact the Police Department for applicable requirements or guidelines relating to the number necessary.
If volunteers or private agencies provide security, will they have appropriate phone numbers for EMS, Fire, and Police?
If applicable, what will security officials do if non-paying attendees breach the gate/perimeter? If a complaint is received, for example, for loud music, how and who will handle the complaint? Provide communications equipment. Portable radios, cell phones, and access to land lines.
If applicable, secure monies in an area not accessible to the attendees.

Logistics

Where will there be, or will there be, a staging area for support staff? What time will the crowd be disbursed and by whom?
Who will conduct clean up?
Remember to maintain fire lanes and access roads.
Appoint one person to oversee and take responsibility for the event. Who? Will an adequate amount of restroom facilities be provided? Where?
Is there adequate safe parking provided? Where?



CITY OF ONALASKA

Special Event Insurance Requirements.

(a) The applicant shall provide primary coverage insurance for the event. Any insurance or self-insurance maintained by the City of Onalaska, its officers, council members, agents, employees or authorized volunteers will not contribute to a loss. The applicant shall, no later than five (5) days prior to the start of the event, provide proof of insurance as follows:

1. General Liability Coverage. Coverage shall be occurrence coverage. Claims-made coverage is prohibited.

a. Commercial General Liability.

- (i) \$1,000,000 general aggregate – per event;
- (ii) \$1,000,000 products – completed operations aggregate;
- (iii) \$1,000,000 personal injury and advertising injury;
- (iv) \$1,000,000 each occurrence limit.

b. Insurance must include:

- (i) Premises and operations liability;
- (ii) Contractual liability, including coverage for the joint negligence of the City of Onalaska, its officers, council members, agents, employees, authorized volunteers and the named insured;
- (iii) Personal injury;
- (iv) Explosion, collapse and underground coverage;
- (v) Products and completed operations;
- (vi) The general aggregate must apply separately to the event and location.

2. Business Automobile Coverage. Such coverage is required if motor vehicles are used in relation to and before, during or after the event. This requirement does not apply to cover personal vehicles used by attendees or event personnel to arrive or depart from the event. Coverage limits shall be no less than \$250,000 each person, \$500,000 each accident for bodily injury, \$100,000 for property damage or \$500,000 combined single limit for bodily injury and property damage each accident.

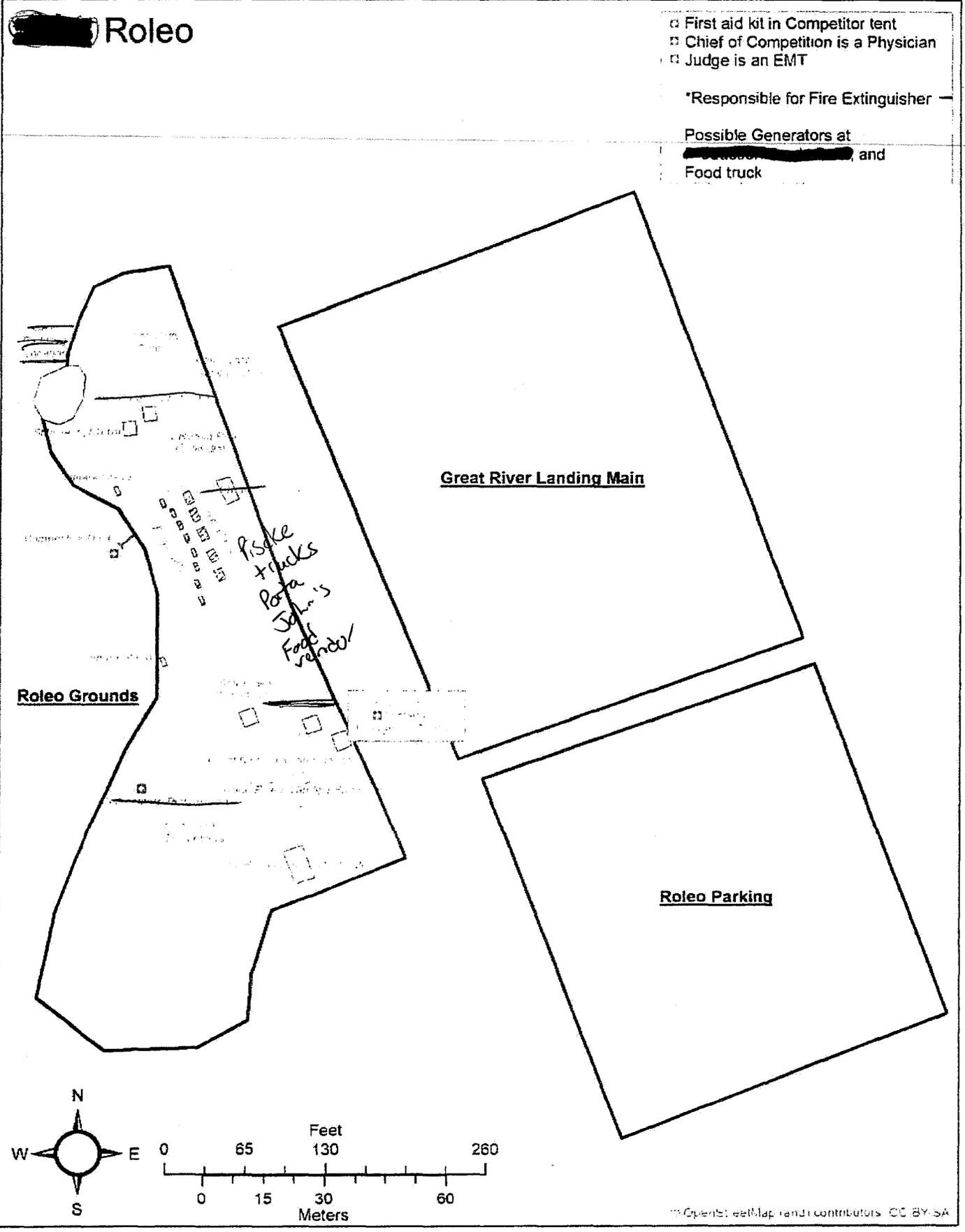
3. Worker's Compensation and Employers Liability. Proof of such coverage shall be required consistent with Wis. Stats. Chap. 102 or any applicable Worker's Compensation Statutes of a different state. Coverage limits shall be no less than \$100,000 each accident, \$500,000 disease policy limit and \$100,000 disease per employee.
4. Liquor Liability. If the event holder sells alcoholic beverages, liquor liability insurance with coverage limits of no less than \$500,000 each occurrence and \$500,000 aggregate.
5. Fireworks Liability. If the event includes a firework display, then the event holder shall carry an additional \$1,000,000 in coverage.

- (b) All insurance shall be in full force prior to commencing the event and remain in force throughout the entire event, including the cleanup period after the event.
- (c) The City of Onalaska, and its officers, council members, agents, employees, and authorized volunteers shall be additional insureds on general liability, business automobile and liquor liability policies. The additional insured policy endorsement must accompany the certificate of insurance.
- (d) All policies shall require 30 day written notice to the City of Onalaska of cancellation, non-renewal or material change in the insurance coverage.
- (e) Insurance must be provided by an insurance carrier with the "Best" rating of "A-VII" or better. All carriers shall be admitted carriers in the State of Wisconsin.
- (f) All insurance must be primary and non-contributory to any insurance or self-insurance carried by the City of Onalaska.

FOR OFFICE USE ONLY

City Clerk	<input checked="" type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED	Reason: _____	Date: <u>6-17-19</u>
Fire Dept	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED	Reason: _____	Date: _____
Police Dept	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED	Reason: _____	Date: _____
Public Works	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED	Reason: _____	Date: _____
Planning	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED	Reason: _____	Date: _____
Parks & Rec	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED	Reason: _____	Date: _____
Site Diagram Sketch Attached: <input type="checkbox"/> YES <input type="checkbox"/> NO				
GIS Dept.	Map Prepared: ____/____/____			
Insurance Required:	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Certificate of Insurance on File: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	COI Expires: <u>6/1/20</u>
Special Class B License Required:	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Date of Special Class B Application: ____/____/____	
Approved By A&J:	____/____/____		Date License Issued: ____/____/____	
License No:	_____			

2019





KRICLLC-01

TKAKUSKA

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
6/11/2019

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).

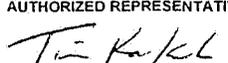
PRODUCER Robertson Ryan - La Crosse PO Box 547 La Crosse, WI 54602	CONTACT NAME: PHONE (A/C, No, Ext): (608) 784-4854	FAX (A/C, No): (608) 784-4774	
	E-MAIL ADDRESS:		
INSURED KRick, LLC 118 3rd Avenue North Onalaska, WI 54650	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : WEST BEND MUTUAL INSURANCE COMPANY		15350
	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:			A043022	6/1/2019	6/1/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$ COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	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						\$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						\$ \$ \$
	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				PER STATUTE OTH-ER \$ \$ \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
City of Onalaska is listed as an Additional Insured.

CERTIFICATE HOLDER City of Onalaska 415 Main Street Onalaska, WI 54650	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 



#8-C

CITY OF ONALASKA

415 Main Street • Onalaska, WI 54650-2953 • (608) 781-9530 fax (608) 781-9534 • www.cityofonalaska.com

SPECIAL EVENT PERMIT APPLICATION GENERAL EVENT INFORMATION

Official Name of Special Event: National Night Out (Police Department)

Start Date: August 6, 2019

End Date: August 6, 2019

	MON	TUES	WED	THURS	FRI	SAT	SUN
Setup		8:00a					
Start		5:00p					
End		8:00p					
Cleanup		immediately after					

Location of Event: Park/Public Property Quincy Street Park
 Public Street/Sidewalk/Alley/Right of Way

 Private Property 415 Main St
 Other _____

Please List Streets (and include map) That May be Closed or Otherwise Affected by the Event:

No closures. Traffic may be slowed on Quincy St.

Location of Event Parking: Streets/ Onalaska Middle School/ Northern Hills

Estimated Attendance Per Day:

0-299 300-499 500-999 1,000-4999 5,000+

Estimated Attendance Entire Event:

0-299 300-499 500-999 1,000-4999 5,000+

Number of Booths:

0-24 25-49 50-74 75-100 100+

Advertising Will Consist of:

- Pre-event advertising through yard or other signs
- Temporary directional / other signage during the event (no more than 24 hrs in advance)
- Promotional Brochure / Flyer – copy must be provided with application

Type of Event:

- | | |
|--|--|
| <input type="checkbox"/> Festival / Music Concert | <input type="checkbox"/> Religious / Educational |
| <input type="checkbox"/> Rally / Memorial | <input type="checkbox"/> Street / Block Party |
| <input type="checkbox"/> Parade | <input type="checkbox"/> Fun Run / Walk A Thon |
| <input type="checkbox"/> Run / Walk Greater than 5K | <input type="checkbox"/> March Utilizing Public Property |
| <input type="checkbox"/> Public Assembly
(For political purposes) | <input type="checkbox"/> Sport (fishing, soccer, etc.) |
| <input checked="" type="checkbox"/> Other <u>Neighborhood Community Event (National Day)</u> | |

Event Will Have:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Bounce House | <input type="checkbox"/> Bungee Jump |
| <input type="checkbox"/> Rock Wall | <input type="checkbox"/> Dunk Tank |
| <input checked="" type="checkbox"/> Amplified Sound | <input type="checkbox"/> Marching Units |
| <input checked="" type="checkbox"/> Vehicles | <input type="checkbox"/> Water Slides |
| <input checked="" type="checkbox"/> Animals | |
| <input type="checkbox"/> Other high-risk activity | |

Permit & Other Requirements:

<input type="checkbox"/> Alcohol will be served, sold, raffled, etc.	Class B Permit
<input checked="" type="checkbox"/> Food & Non Alcoholic Beverages	Health Permit
<input type="checkbox"/> Non-Food related sales and/or display booths	
<input checked="" type="checkbox"/> Tent and/or canopy	Fire Dept. Planning / Inspection Diggers Hotline must be contacted minimum of 3 days before digging
<input type="checkbox"/> Large Generator(s) requiring a separate Electric panel box to be wired off of it	Inspections permit
<input type="checkbox"/> Fires or candles	Fire Dept.
<input type="checkbox"/> Fireworks	Fire Dept.
<input type="checkbox"/> Activities in park outside normal operating hours	Waiver required by City Council
<input type="checkbox"/> Barricades / Detours (city streets, roads, etc.)	Approval by Police & Public Works
<input type="checkbox"/> State Hwy Closures	DOT permit required - organizer contracts with private company to install
<input checked="" type="checkbox"/> Cooking Equipment	Fire Dept.
<input checked="" type="checkbox"/> Solid Waste & Recycling	Disposal Containers & Haul Away

Arrangements Have Been Made For:

- Restrooms & Hand Washing
- Event Insurance
- Fire Extinguishers
- Drinking Water
- Weather Contingencies
- Tent Heating
- Public Safety / EMS Services
- Advertising Banners/ / Signs
- Grey Water & Grease Removal
- LP Gas

In the Event of Severe Weather:

Open and Available Shelter Locations Will Include:

If severe weather/ incimate weather is predicted or experienced, event will immediately be shut down.

Identify Who Will Cancel the Event if Necessary: (name, title, phone number, and e-mail)

Troy Miller - Chief of Police 608-518-7314 tmiller@onalaskawi.gov

Public Safety Site Plan:

Attach a schematic drawing of the event site location. The drawing must be legible and drawn to scale. The public safety plan must include the following items if they will be provided, or if they are required.

• Booths, stages and event structures
• First Aid Station(s)
• Information / Ticket Booths
• Fences
• Tents
• Boundaries of the Event
• Exits & Gates (gates must be numbered)
• Fire Extinguishers
• Severe Weather Shelters
• Fire / EMS access Road

• Security Staff
•
• Emergency Contact Event Personnel
• Assembly Area & Approximate Occupant Amounts
• Event Parking
• Barricades
• Generators
• Temporary Roadways
• Signed detour route per MUTCD

Provide any additional information the City should consider or may be relevant to a review of this application.

National Night Out is a community event put on across the United States hosted by Police agencies to promote community interaction. We have hosted this event many times in the past and it has been a great success garnering a lot of positive feedback.

This event will offer food & beverage for sale with free games, including bounce houses, and interactive booths like DNR Water Safety presentation, Hypnotist, Karate Demonstration, petting zoo, and car show to name a few.

Organization(s) Sponsoring Event:

Name: City of Onalaska Police Department

Address: 415 Main St

City: Onalaska State WI Zip 54650

Check this box if this organization is tax exempt and provide proof with this application and include a copy of your organization's WI Sales and Use Tax Exempt Certificate.

Check this box to send invoices to this organization.

Name: _____

Address: _____

City: _____ State _____ Zip _____

Check this box if this organization is tax exempt and provide proof with this application and include a copy of your organization's WI Sales and Use Tax Exempt Certificate.

Check this box to send invoices to this organization.

CONTACT INFORMATION

****Primary and/or Secondary Contacts Must Be Onsite at All Times of the Event****

Primary Contact: Troy Miller

Daytime Phone: _____ Cell #: 608-518-7314

Email: tmiller@onalaskawi.gov

Address 415 Main St

City: Onalaska State WI Zip 54650

Secondary Contact: Kim Wagner

Daytime Phone: _____ Cell #: 608-518-7067

Email: kwagner@onalaskawi.gov

Address 415 Main St

City: Onalaska State WI Zip 54650

EMERGENCY CONTACT INFORMATION

The public will be notified of a safety and/or security issue(s) in the following manner:

- Contacting Local Police and Fire Services
- Local Radio Station
- Other _____
- Onsite PA System
- Word of Mouth

If a Private Security Firm has Been Contracted, List Their Information Below:

Security Provider: _____

Contact Person: _____ Phone Number: _____

Location of Provider at Event Site: _____

Location of Missing Persons Station: _____

EVENTS PERMIT FEE SCHEDULE

Permit fees shall be based upon the anticipated number of participants expected to attend the listed event, as determined by the City Clerk, and based upon the following fees. Permit fee is due when the application is submitted. Permit fee is nonrefundable if event is cancelled. If event is rescheduled for a date within 6-months, the permit fee would apply to the rescheduled date; if the event is rescheduled for a date later than 6-months of the original event date the permit fee is nonrefundable.

<u>PERMITTYPE</u>	<u>PERMIT FEE</u>
PARADES	\$0
SPECIAL EVENT	0 – 299 Participants = \$0 300 – 499 Participants* = \$250.00 500 – 999 Participants* = \$350.00 Over 1,000 Participants* = \$500.00 Events two (2) or more days: = \$100.00**

*Attendance shall be based on the highest attendance over the last two years of the event. New events with no prior participation shall automatically fall under subsection (c) 300 to 499 people unless event organizers anticipate 1,000 or more people in attendance.

**Multi day events (e) shall be in addition to the fee based on the number of attendees.

If the Event Takes Place on City Property (Parks, City Streets, or Other City Owned Facilities) in Whole or In Part:

I have reviewed the proposed location for the event and determined suitability for our proposed use.

There are no requested changes, upgrades or safety concerns identified

OR

I am requesting the following changes or upgrades:

I understand and acknowledge that it is the event organizer's responsibility to inspect the area the event is to take place and notify the City's Inspection Department (608.781.9541) of any safety concerns.

I have reviewed and have considered the Contingency Plan information provided by the City of Onalaska along with this application.

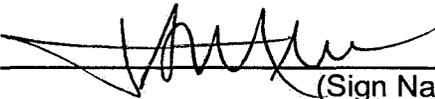
I have reviewed and understand the City's Insurance Requirements for Special Events as described in this document.

I have enclosed the event's Public Safety Site Plan.

I have enclosed other information that we believe is necessary or helpful to describe the planned event.

SIGNATURE

I am allowed to sign this application on behalf of the event sponsor. The information contained in this application for a Special Event permit is true, correct, and complete to the best of my knowledge. If there are any changes to the Special Event, I agree that I will promptly notify the City of Onalaska of these changes and request approval of them.



(Sign Name)

6-26-18

(Date)

Troy Miller

(Print Name)

Chief of Police

(Print Title with Organization)

Return Completed Applications To:

Cari Burmaster, City Clerk

415 Main Street, Onalaska, WI 54650

(W) 608.781.9530 (F) 608.781.9534 cburmaster@cityofonalaska.com



CITY OF ONALASKA
INDEMNIFICATION, HOLD HARMLESS and REIMBURSEMENT AGREEMENT
(to be returned to City Clerk with Application Packet)

Special Event Name: _____

Special Event Location: _____

Event Organizer(s): _____

The Event Organizer(s) (individually and collectively referred to as "Organizer") agree that said Organizer, not the City of Onalaska ("City"), shall be solely responsible for all incidents related to the Special Event, as named above. This responsibility of the Organizer to the City includes but is not limited to actions of the Organizer, its officers, employees, agents, and volunteers, along with event vendors, contractors, subcontractors, participants and visitors.

In consideration for the City's approval of the Special Event, except to the extent such claims arise from the negligence or misconduct of the City, the Organizer of the Special Event agrees to indemnify and hold harmless the City of Onalaska and its officers, council members, agents, employees and authorized volunteers, from, for, and against and agrees to defend the same from and against, any and all suits, claims, grievances, damages, costs, expenses, judgments and/or liabilities, including costs of defense and reasonable attorney fees, and further agrees to pay any settlement entered into or on behalf of, judgment entered against, the foregoing individuals and/or entities. The Organizer shall reimburse the City for costs incurred due to extraordinary damage to City property during the Special Event held by Organizer. Extraordinary damage shall be defined as damage to a City park or other City property in excess of normal wear and tear and which required repair in excess of routine maintenance. Request for Reimbursement for Extraordinary Damage shall be provided to the Organizer in the form of a detailed written accounting of the Extraordinary Damages and their repair cost as evidenced by written receipts or estimates. The accounting shall be submitted via first class mail, return receipt requested to the address Organizer provides on the Special Events Application. The Organizer shall remit payment no later than thirty (30) days from receipt of the accounting.

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EVENT ORGANIZER

CITY OF ONALASKA

(date)

(date)

(signature)

City Clerk

(print name) (title)

Mayor

(signature)

(print name) (title)

SPECIAL EVENT CONTINGENCY PLAN For Review Only

Event sponsors should review and consider the following issues when they are planning or preparing for an event. Many of these issues are required by one or more regulations, or are components of larger regulations. Considering other issues which may not be required should contribute to the planning and operation of the event. Developing responses to these questions should result in more productive and fruitful discussions with the various departments with the City during their review of the Special Events Application.

Weather related issues: rain, snow, severe storms, tornadoes, etc.

If the weather forecast includes bad weather, will the event be cancelled? If so, how will attendees be notified?

Develop a plan for the sudden onset of severe weather. Where will the people go and who is designated to assist in their safe arrival at the safe refuge place?

Is there an area of safe refuge in case of tornado?

Medical issues

Where will ambulance access to the event be in case one is needed? Who will conduct crowd control in the event of a medical emergency?

Will a first aid station, with trained first aid provider, be provided at the event? Where?

If applicable, is there adequate shade to prevent heat stroke? Will water be provided? Where?

Crowd Control

Who will monitor the barricades?

Who will work the entry gates? Maintain egress and access?

Who will patrol the area to prevent incidents from getting out of control?

Develop a plan for those patrolling the crowd of what to do if they encounter unruly behavior. Have communication equipment.

Security

Will there be Police Officers providing security? If so, contact the Police Department for applicable requirements or guidelines relating to the number necessary.

If volunteers or private agencies provide security, will they have appropriate phone numbers for EMS, Fire, and Police?

If applicable, what will security officials do if non-paying attendees breach the gate/perimeter? If a complaint is received, for example, for loud music, how and who will handle the complaint? Provide communications equipment. Portable radios, cell phones, and access to land lines.

If applicable, secure monies in an area not accessible to the attendees.

Logistics

Where will there be, or will there be, a staging area for support staff? What time will the crowd be disbursed and by whom?

Who will conduct clean up?

Remember to maintain fire lanes and access roads.

Appoint one person to oversee and take responsibility for the event. Who? Will an adequate amount of restroom facilities be provided? Where?

Is there adequate safe parking provided? Where?



CITY OF ONALASKA
Special Event Insurance Requirements.

(a) The applicant shall provide primary coverage insurance for the event. Any insurance or self-insurance maintained by the City of Onalaska, its officers, council members, agents, employees or authorized volunteers will not contribute to a loss. The applicant shall, no later than five (5) days prior to the start of the event, provide proof of insurance as follows:

1. General Liability Coverage. Coverage shall be occurrence coverage. Claims-made coverage is prohibited.

a. Commercial General Liability.

- (i) \$1,000,000 general aggregate – per event;
- (ii) \$1,000,000 products – completed operations aggregate;
- (iii) \$1,000,000 personal injury and advertising injury;
- (iv) \$1,000,000 each occurrence limit.

b. Insurance must include:

- (i) Premises and operations liability;
- (ii) Contractual liability, including coverage for the joint negligence of the City of Onalaska, its officers, council members, agents, employees, authorized volunteers and the named insured;
- (iii) Personal injury;
- (iv) Explosion, collapse and underground coverage;
- (v) Products and completed operations;
- (vi) The general aggregate must apply separately to the event and location.

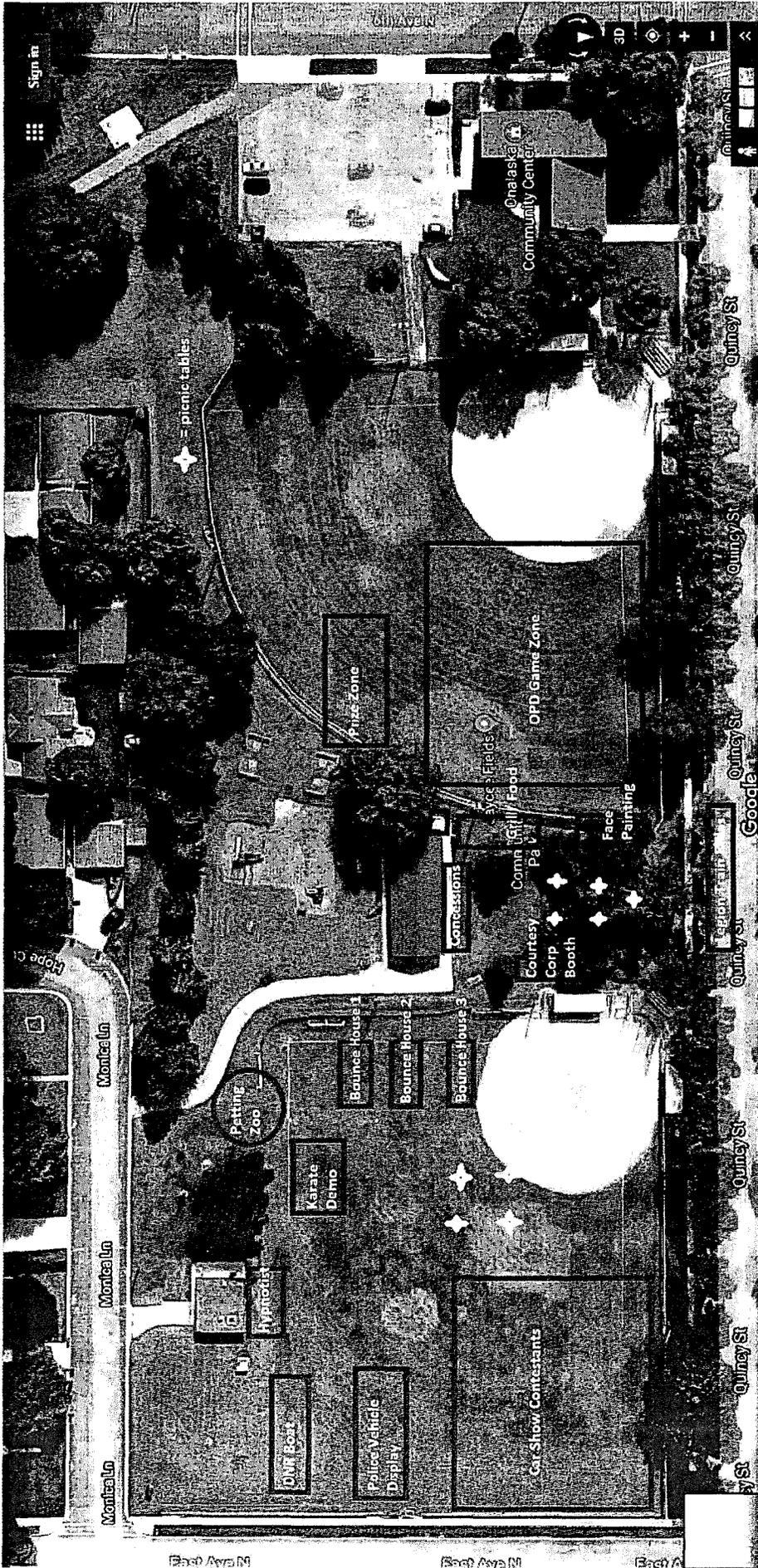
2. Business Automobile Coverage. Such coverage is required if motor vehicles are used in relation to and before, during or after the event. This requirement does not apply to cover personal vehicles used by attendees or event personnel to arrive or depart from the event. Coverage limits shall be no less than \$250,000 each person, \$500,000 each accident for bodily injury, \$100,000 for property damage or \$500,000 combined single limit for bodily injury and property damage each accident.

3. Worker's Compensation and Employers Liability. Proof of such coverage shall be required consistent with Wis. Stats. Chap. 102 or any applicable Worker's Compensation Statutes of a different state. Coverage limits shall be no less than \$100,000 each accident, \$500,000 disease policy limit and \$100,000 disease per employee.
4. Liquor Liability. If the event holder sells alcoholic beverages, liquor liability insurance with coverage limits of no less than \$500,000 each occurrence and \$500,000 aggregate.
5. Fireworks Liability. If the event includes a firework display, then the event holder shall carry an additional \$1,000,000 in coverage.

- (b) All insurance shall be in full force prior to commencing the event and remain in force throughout the entire event, including the cleanup period after the event.
- (c) The City of Onalaska, and its officers, council members, agents, employees, and authorized volunteers shall be additional insureds on general liability, business automobile and liquor liability policies. The additional insured policy endorsement must accompany the certificate of insurance.
- (d) All policies shall require 30 day written notice to the City of Onalaska of cancellation, non-renewal or material change in the insurance coverage.
- (e) Insurance must be provided by an insurances carrier with the "Best" rating of "A-VII" or better. All carriers shall be admitted carriers in the State of Wisconsin.
- (f) All insurance must be primary and non-contributory to any insurance or self-insurance carried by the City of Onalaska.

FOR OFFICE USE ONLY

City Clerk	<input checked="" type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED	Reason: _____	Date: <u>6-26-19</u>
Fire Dept	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED	Reason: _____	Date: _____
Police Dept	<input checked="" type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED	Reason: <u>(Signature)</u>	Date: <u>6-28-19</u>
Public Works	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED	Reason: _____	Date: _____
Planning	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED	Reason: _____	Date: _____
Parks & Rec	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED	Reason: _____	Date: _____
Site Diagram Sketch Attached:	<input type="checkbox"/> YES <input type="checkbox"/> NO			Date: _____
GIS Dept.	Map Prepared: ____/____/____			
Insurance Required:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Certificate of Insurance on File: <input type="checkbox"/> YES <input type="checkbox"/> NO	COI Expires: ____/____/____
Special Class B License Required:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Date of Special Class B Application: ____/____/____	
Approved By A&J:	____/____/____		Date License Issued: ____/____/____	
License No:	_____			



East Ave N

East Ave N

East A



#8-D

CITY OF ONALASKA

415 Main Street • Onalaska, WI 54650-2953 • (608) 781-9530/fax (608) 781-9534 • www.cityofonalaska.com

SPECIAL EVENT PERMIT APPLICATION GENERAL EVENT INFORMATION

Official Name of Special Event: Onalaska High School Homecoming Parade

Start Date: September 13, 2019 End Date: September 13, 2019

	MON	TUES	WED	THURS	FRI	SAT	SUN
Setup					1:00pm		
Start					2:00pm		
End					2:50pm		
Cleanup					3:00pm		

- Location of Event:
- Park/Public Property _____
 - Public Street/Sidewalk/Alley/Right of Way _____
 - Private Property _____
 - Other _____

Please List Streets (and include map) That May be Closed or Otherwise Affected by the Event:

Wilson Street, 8th Ave S., 5th Ave S., Irvin St, 4th Ave S.,
Oak Ave S.

Location of Event Parking: Onalaska High School

Estimated Attendance Per Day:

- 0-299 300-499 500-999 1,000-4999 5,000+

Estimated Attendance Entire Event:

- 0-299 300-499 500-999 1,000-4999 5,000+

Number of Booths:

- 0-24 25-49 50-74 75-100 100+

Advertising Will Consist of:

- Pre-event advertising through yard or other signs
- Temporary directional / other signage during the event (no more than 24 hrs in advance)
- Promotional Brochure / Flyer – copy must be provided with application

Type of Event:

- | | |
|--|--|
| <input type="checkbox"/> Festival / Music Concert | <input type="checkbox"/> Religious / Educational |
| <input type="checkbox"/> Rally / Memorial | <input type="checkbox"/> Street / Block Party |
| <input checked="" type="checkbox"/> Parade | <input type="checkbox"/> Fun Run / Walk A Thon |
| <input type="checkbox"/> Run / Walk Greater than 5K | <input type="checkbox"/> March Utilizing Public Property |
| <input type="checkbox"/> Public Assembly
(For political purposes) | <input type="checkbox"/> Sport (fishing, soccer, etc.) |
| <input type="checkbox"/> Other _____ | |

Event Will Have:

- | | |
|---|--|
| <input type="checkbox"/> Bounce House | <input type="checkbox"/> Bungee Jump |
| <input type="checkbox"/> Rock Wall | <input type="checkbox"/> Dunk Tank |
| <input checked="" type="checkbox"/> Amplified Sound | <input checked="" type="checkbox"/> Marching Units |
| <input checked="" type="checkbox"/> Vehicles | <input type="checkbox"/> Water Slides |
| <input type="checkbox"/> Animals | |
| <input type="checkbox"/> Other high-risk activity _____ | |

Permit & Other Requirements: *N/A*

<input type="checkbox"/> Alcohol will be served, sold, raffled, etc.	Class B Permit
<input type="checkbox"/> Food & Non Alcoholic Beverages	Health Permit
<input type="checkbox"/> Non-Food related sales and/or display booths	
<input type="checkbox"/> Tent and/or canopy	Fire Dept. Planning / Inspection Diggers Hotline must be contacted minimum of 3 days before digging
<input type="checkbox"/> Large Generator(s) requiring a separate Electric panel box to be wired off of it	Inspections permit
<input type="checkbox"/> Fires or candles	Fire Dept.
<input type="checkbox"/> Fireworks	Fire Dept.
<input type="checkbox"/> Activities in park outside normal operating hours	Waiver required by City Council
<input type="checkbox"/> Barricades / Detours (city streets, roads, etc.)	Approval by Police & Public Works
<input type="checkbox"/> State Hwy Closures	DOT permit required - organizer contracts with private company to install
<input type="checkbox"/> Cooking Equipment	Fire Dept.
<input type="checkbox"/> Solid Waste & Recycling	Disposal Containers & Haul Away

Arrangements Have Been Made For:

- | | |
|---|---|
| <input type="checkbox"/> Restrooms & Hand Washing | <input type="checkbox"/> Tent Heating |
| <input type="checkbox"/> Event Insurance | <input type="checkbox"/> Public Safety / EMS Services |
| <input type="checkbox"/> Fire Extinguishers | <input type="checkbox"/> Advertising Banners // Signs |
| <input type="checkbox"/> Drinking Water | <input type="checkbox"/> Grey Water & Grease Removal |
| <input type="checkbox"/> Weather Contingencies | <input type="checkbox"/> LP Gas |

In the Event of Severe Weather:

Open and Available Shelter Locations Will Include:

Onalaska High Schools, Irving Pertzch Elementary School

Identify Who Will Cancel the Event if Necessary: (name, title, phone number, and e-mail)

Jena Oelje, Homecoming Advisor, 608-386-2808,
oelje@onalaskaschools.com

Public Safety Site Plan:

Attach a schematic drawing of the event site location. The drawing must be legible and drawn to scale. The public safety plan must include the following items if they will be provided, or if they are required.

• Booths, stages and event structures
• First Aid Station(s)
• Information / Ticket Booths
• Fences
• Tents
• Boundaries of the Event
• Exits & Gates (gates must be numbered)
• Fire Extinguishers
• Severe Weather Shelters
• Fire / EMS access Road

• Security Staff
•
• Emergency Contact Event Personnel
• Assembly Area & Approximate Occupant Amounts
• Event Parking
• Barricades
• Generators
• Temporary Roadways
• Signed detour route per MUTCD

Provide any additional information the City should consider or may be relevant to a review of this application.

Organization(s) Sponsoring Event:

Name: Onalaska High School
Address: 700 Hilltopper Pl
City: Onalaska State WI Zip 54650

Check this box if this organization is tax exempt and provide proof with this application and include a copy of your organization's WI Sales and Use Tax Exempt Certificate.

Check this box to send invoices to this organization.

Name: _____
Address: _____
City: _____ State _____ Zip _____

Check this box if this organization is tax exempt and provide proof with this application and include a copy of your organization's WI Sales and Use Tax Exempt Certificate.

Check this box to send invoices to this organization.

CONTACT INFORMATION

****Primary and/or Secondary Contacts Must Be Onsite at All Times of the Event****

Primary Contact: Jena Oeltjen

Daytime Phone: 608-783-4561 Cell #: 608-306-8808

Email: oelje@onalaskaschools.com

Address 700 Hilltopper Pl

City: Onalaska State WI Zip 54650

Secondary Contact: Charlie Ihle

Daytime Phone: 608-783-4561 Cell #: 608-305-5139

Email: ihlch@onalaskaschools.com

Address 700 Hilltopper Pl

City: Onalaska State WI Zip 54650

If the Event Takes Place on City Property (Parks, City Streets, or Other City Owned Facilities) in Whole or In Part:

I have reviewed the proposed location for the event and determined suitability for our proposed use.

There are no requested changes, upgrades or safety concerns identified

OR

I am requesting the following changes or upgrades:

I understand and acknowledge that it is the event organizer's responsibility to inspect the area the event is to take place and notify the City's Inspection Department (608.781.9541) of any safety concerns.

I have reviewed and have considered the Contingency Plan information provided by the City of Onalaska along with this application.

I have reviewed and understand the City's Insurance Requirements for Special Events as described in this document.

I have enclosed the event's Public Safety Site Plan.

I have enclosed other information that we believe is necessary or helpful to describe the planned event.

SIGNATURE

I am allowed to sign this application on behalf of the event sponsor. The information contained in this application for a Special Event permit is true, correct, and complete to the best of my knowledge. If there are any changes to the Special Event, I agree that I will promptly notify the City of Onalaska of these changes and request approval of them.



(Sign Name)

6/7/19

(Date)

Jana Oeltjen

(Print Name)

(Print Title with Organization)

Return Completed Applications To:

Cari Burmaster, City Clerk

415 Main Street, Onalaska, WI 54650

(W) 608.781.9530 (F) 608.781.9534 cburmaster@cityofonalaska.com

EMERGENCY CONTACT INFORMATION

The public will be notified of a safety and/or security issue(s) in the following manner:

- Contacting Local Police and Fire Services
- Local Radio Station
- Onsite PA System
- Word of Mouth
- Other school district's mass messaging system

If a Private Security Firm has Been Contracted, List Their Information Below:

Security Provider: N/A

Contact Person: _____ Phone Number: _____

Location of Provider at Event Site: _____

Location of Missing Persons Station: _____

EVENTS PERMIT FEE SCHEDULE

Permit fees shall be based upon the anticipated number of participants expected to attend the listed event, as determined by the City Clerk, and based upon the following fees. Permit fee is due when the application is submitted. Permit fee is nonrefundable if event is cancelled. If event is rescheduled for a date within 6-months, the permit fee would apply to the rescheduled date; if the event is rescheduled for a date later than 6-months of the original event date the permit fee is nonrefundable.

<u>PERMITTYPE</u>	<u>PERMIT FEE</u>
PARADES	\$0
SPECIAL EVENT	0 – 299 Participants = \$0 300 – 499 Participants* = \$250.00 500 – 999 Participants* = \$350.00 Over 1,000 Participants* = \$500.00 Events two (2) or more days: = \$100.00**

*Attendance shall be based on the highest attendance over the last two years of the event. New events with no prior participation shall automatically fall under subsection (c) 300 to 499 people unless event organizers anticipate 1,000 or more people in attendance.

**Multi day events (e) shall be in addition to the fee based on the number of attendees.



CITY OF ONALASKA
INDEMNIFICATION, HOLD HARMLESS and REIMBURSEMENT AGREEMENT
(to be returned to City Clerk with Application Packet)

Special Event Name: Onalaska High School Homecoming Parade

Special Event Location: Onalaska, WI - attached parade route

Event Organizer(s): Onalaska High School Homecoming Committee /
Jena Oeltjen

The Event Organizer(s) (individually and collectively referred to as "Organizer") agree that said Organizer, not the City of Onalaska ("City"), shall be solely responsible for all incidents related to the Special Event, as named above. This responsibility of the Organizer to the City includes but is not limited to actions of the Organizer, its officers, employees, agents, and volunteers, along with event vendors, contractors, subcontractors, participants and visitors.

In consideration for the City's approval of the Special Event, except to the extent such claims arise from the negligence or misconduct of the City, the Organizer of the Special Event agrees to indemnify and hold harmless the City of Onalaska and its officers, council members, agents, employees and authorized volunteers, from, for, and against and agrees to defend the same from and against, any and all suits, claims, grievances, damages, costs, expenses, judgments and/or liabilities, including costs of defense and reasonable attorney fees, and further agrees to pay any settlement entered into or on behalf of, judgment entered against, the foregoing individuals and/or entities. The Organizer shall reimburse the City for costs incurred due to extraordinary damage to City property during the Special Event held by Organizer. Extraordinary damage shall be defined as damage to a City park or other City property in excess of normal wear and tear and which required repair in excess of routine maintenance. Request for Reimbursement for Extraordinary Damage shall be provided to the Organizer in the form of a detailed written accounting of the Extraordinary Damages and their repair cost as evidenced by written receipts or estimates. The accounting shall be submitted via first class mail, return receipt requested to the address Organizer provides on the Special Events Application. The Organizer shall remit payment no later than thirty (30) days from receipt of the accounting.

The Organizer shall abide by the City's insurance requirements for the event, including the addition of the City of Onalaska, and its officers, council members, agents, employees, and authorized volunteers as additional insured's for the event.

One or more waivers by either party of any provisions, terms or conditions of this Agreement shall not be construed by either party as a waiver of a subsequent breach of the same by the other party.

In the event any provisions of this Agreement shall be held to be invalid and unenforceable, the remaining provisions shall be valid and binding on the parties.

This Agreement shall be governed and construed in accordance with the laws of the State of Wisconsin.

This Agreement constitutes the entire Indemnification, Hold Harmless and Reimbursement Agreement between the parties and any change, amendment or modification must be made in writing and executed by both parties.

The individual(s) signing this Agreement has the authority to enter into this Agreement on behalf of the Organizer of the Special Event and have read and understand the Agreement.

EVENT ORGANIZER

CITY OF ONALASKA

6/7/19
(date)

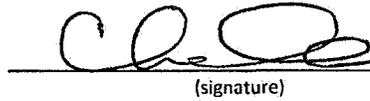
(date)


(signature)

Caroline Burmaster, City Clerk

Jena Oeltjen Homecoming
(print name) (title) Advisor

Joe Chilsen, Mayor


(signature)

Charlie Ihle AD/AP
(print name) (title)

SPECIAL EVENT CONTINGENCY PLAN

For Review Only

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Will a first aid station, with trained first aid provider, be provided at the event? Where?

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If volunteers or private agencies provide security, will they have appropriate phone numbers for EMS, Fire, and Police?

If applicable, what will security officials do if non-paying attendees breach the gate/perimeter? If a complaint is received, for example, for loud music, how and who will handle the complaint? Provide communications equipment. Portable radios, cell phones, and access to land lines.

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Where will there be, or will there be, a staging area for support staff? What time will the crowd be disbursed and by whom?

Who will conduct clean up?

Remember to maintain fire lanes and access roads.

Appoint one person to oversee and take responsibility for the event. Who? Will an adequate amount of restroom facilities be provided? Where?

Is there adequate safe parking provided? Where?



CITY OF ONALASKA
Special Event Insurance Requirements.

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- (iv) \$1,000,000 each occurrence limit.

b. Insurance must include:

- (i) Premises and operations liability;
- (ii) Contractual liability, including coverage for the joint negligence of the City of Onalaska, its officers, council members, agents, employees, authorized volunteers and the named insured;
- (iii) Personal injury;
- (iv) Explosion, collapse and underground coverage;
- (v) Products and completed operations;
- (vi) The general aggregate must apply separately to the event and location.

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3. Worker's Compensation and Employers Liability. Proof of such coverage shall be required consistent with Wis. Stats. Chap. 102 or any applicable Worker's Compensation Statutes of a different state. Coverage limits shall be no less than \$100,000 each accident, \$500,000 disease policy limit and \$100,000 disease per employee.
4. Liquor Liability. If the event holder sells alcoholic beverages, liquor liability insurance with coverage limits of no less than \$500,000 each occurrence and \$500,000 aggregate.
5. Fireworks Liability. If the event includes a firework display, then the event holder shall carry an additional \$1,000,000 in coverage.

- (b) All insurance shall be in full force prior to commencing the event and remain in force throughout the entire event, including the cleanup period after the event.
- (c) The City of Onalaska, and its officers, council members, agents, employees, and authorized volunteers shall be additional insureds on general liability, business automobile and liquor liability policies. The additional insured policy endorsement must accompany the certificate of insurance.
- (d) All policies shall require 30 day written notice to the City of Onalaska of cancellation, non-renewal or material change in the insurance coverage.
- (e) Insurance must be provided by an insurances carrier with the "Best" rating of "A-VII" or better. All carriers shall be admitted carriers in the State of Wisconsin.
- (f) All insurance must be primary and non-contributory to any insurance or self-insurance carried by the City of Onalaska.

FOR OFFICE USE ONLY

City Clerk	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED	Reason: _____	Date: _____
Fire Dept	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED	Reason: _____	Date: _____
Police Dept	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED	Reason: _____	Date: _____
Public Works	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED	Reason: _____	Date: _____
Planning	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED	Reason: _____	Date: _____
Parks & Rec	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED	Reason: _____	Date: _____
Site Diagram Sketch Attached: <input type="checkbox"/> YES <input type="checkbox"/> NO				
GIS Dept.	Map Prepared: ____/____/____			
Insurance Required: <input type="checkbox"/> YES <input type="checkbox"/> NO Certificate of Insurance on File: <input type="checkbox"/> YES <input type="checkbox"/> NO COI Expires: ____/____/____				
Special Class B License Required: <input type="checkbox"/> YES <input type="checkbox"/> NO Date of Special Class B Application: ____/____/____				
Approved By A&J: ____/____/____			Date License Issued: ____/____/____	
License No: _____				



CITY OF ONALASKA

415 Main Street • Onalaska, WI 54650-2953 • (608) 781-9530 fax (608) 781-9534 • www.cityofonalaska.com

**SPECIAL EVENT PERMIT APPLICATION
GENERAL EVENT INFORMATION**

Official Name of Special Event: Kid's Triathlon

Start Date: July 13

End Date: July 13

	MON	TUES	WED	THURS	FRI	SAT	SUN
Setup					7/12		
Start						7/13	
End						7/13	
Cleanup						7/13	

Location of Event: Park/Public Property _____
 Public Street/Sidewalk/Alley/Right of Way
Mason Street
 Private Property 400 Mason Street
 Other Houser YMCA & First Free Church

Please List Streets (and include map) That May be Closed or Otherwise Affected by the Event:

Mason Street

Location of Event Parking: Houser YMCA

Estimated Attendance Per Day:

0-299 300-499 500-999 1,000-4999 5,000+

Estimated Attendance Entire Event:

0-299 300-499 500-999 1,000-4999 5,000+

Number of Booths:

0-24 25-49 50-74 75-100 100+

Advertising Will Consist of:

- Pre-event advertising through yard or other signs
- Temporary directional / other signage during the event (no more than 24 hrs in advance)
- Promotional Brochure / Flyer – copy must be provided with application

Type of Event:

- | | |
|--|--|
| <input type="checkbox"/> Festival / Music Concert | <input type="checkbox"/> Religious / Educational |
| <input type="checkbox"/> Rally / Memorial | <input type="checkbox"/> Street / Block Party |
| <input type="checkbox"/> Parade | <input type="checkbox"/> Fun Run / Walk A Thon |
| <input type="checkbox"/> Run / Walk Greater than 5K | <input type="checkbox"/> March Utilizing Public Property |
| <input type="checkbox"/> Public Assembly
(For political purposes) | <input type="checkbox"/> Sport (fishing, soccer, etc.) |
| <input checked="" type="checkbox"/> Other <u>Kid's Triathlon</u> | |

Event Will Have:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Bounce House | <input type="checkbox"/> Bungee Jump |
| <input type="checkbox"/> Rock Wall | <input type="checkbox"/> Dunk Tank |
| <input checked="" type="checkbox"/> Amplified Sound | <input type="checkbox"/> Marching Units |
| <input checked="" type="checkbox"/> Vehicles | <input type="checkbox"/> Water Slides |
| <input type="checkbox"/> Animals | |
| <input type="checkbox"/> Other high-risk activity | |

Permit & Other Requirements:

<input type="checkbox"/> Alcohol will be served, sold, raffled, etc.	Class B Permit
<input type="checkbox"/> Food & Non Alcoholic Beverages	Health Permit
<input type="checkbox"/> Non-Food related sales and/or display booths	
<input type="checkbox"/> Tent and/or canopy	Fire Dept. Planning / Inspection Diggers Hotline must be contacted minimum of 3 days before digging
<input type="checkbox"/> Large Generator(s) requiring a separate Electric panel box to be wired off of it	Inspections permit
<input type="checkbox"/> Fires or candles	Fire Dept.
<input type="checkbox"/> Fireworks	Fire Dept.
<input type="checkbox"/> Activities in park outside normal operating hours	Waiver required by City Council
<input checked="" type="checkbox"/> Barricades / Detours (city streets, roads, etc.)	Approval by Police & Public Works
<input type="checkbox"/> State Hwy Closures	DOT permit required - organizer contracts with private company to install
<input type="checkbox"/> Cooking Equipment	Fire Dept.
<input type="checkbox"/> Solid Waste & Recycling	Disposal Containers & Haul Away

Arrangements Have Been Made For:

- Restrooms & Hand Washing
- Event Insurance
- Fire Extinguishers
- Drinking Water
- Weather Contingencies
- Tent Heating
- Public Safety / EMS Services
- Advertising Banners// Signs
- Grey Water & Grease Removal
- LP Gas

In the Event of Severe Weather:

Open and Available Shelter Locations Will Include:
Houser YMCA, 400 Mason Street

Identify Who Will Cancel the Event if Necessary: (name, title, phone number, and e-mail)

Jennie Melde, Director of Culture and Youth Development
jmelde@laxymca.org
608-519-5508

Public Safety Site Plan:

Attach a schematic drawing of the event site location. The drawing must be legible and drawn to scale. The public safety plan must include the following items if they will be provided, or if they are required.

• Booths, stages and event structures
• First Aid Station(s)
• Information / Ticket Booths
• Fences
• Tents
• Boundaries of the Event
• Exits & Gates (gates must be numbered)
• Fire Extinguishers
• Severe Weather Shelters
• Fire / EMS access Road

• Security Staff
•
• Emergency Contact Event Personnel
• Assembly Area & Approximate Occupant Amounts
• Event Parking
• Barricades
• Generators
• Temporary Roadways
• Signed detour route per MUTCD

Provide any additional information the City should consider or may be relevant to a review of this application.

Organization(s) Sponsoring Event:

Name: La Crosse Area Family YMCA, Houser Branch
Address: 400 Mason Street
City: Onalaska State wi Zip 54650

- Check this box if this organization is tax exempt and provide proof with this application and include a copy of your organization's WI Sales and Use Tax Exempt Certificate.
- Check this box to send invoices to this organization.

Name: _____
Address: _____
City: _____ State _____ Zip _____

- Check this box if this organization is tax exempt and provide proof with this application and include a copy of your organization's WI Sales and Use Tax Exempt Certificate.
- Check this box to send invoices to this organization.

CONTACT INFORMATION

****Primary and/or Secondary Contacts Must Be Onsite at All Times of the Event****

Primary Contact: Maggie Sturm
Daytime Phone: 608-519-5471 Cell #: 262-327-8413
Email: msturm@laxymca.org
Address 1140 Main Street
City: La Crosse State WI Zip 54601

Secondary Contact: Shane Drey
Daytime Phone: 608-519-5495 Cell #: 608-633-4652
Email: sdrey@laxymca.org
Address 1140 Main St.
City: La Crosse State WI Zip 54601

EMERGENCY CONTACT INFORMATION

The public will be notified of a safety and/or security issue(s) in the following manner:

- Contacting Local Police and Fire Services
- Local Radio Station
- Other posting on website and signs at location
- Onsite PA System
- Word of Mouth

If a Private Security Firm has Been Contracted, List Their Information Below:

Security Provider: _____

Contact Person: _____ Phone Number: _____

Location of Provider at Event Site: _____

Location of Missing Persons Station: _____

EVENTS PERMIT FEE SCHEDULE

Permit fees shall be based upon the anticipated number of participants expected to attend the listed event, as determined by the City Clerk, and based upon the following fees. Permit fee is due when the application is submitted. Permit fee is nonrefundable if event is cancelled. If event is rescheduled for a date within 6-months, the permit fee would apply to the rescheduled date; if the event is rescheduled for a date later than 6-months of the original event date the permit fee is nonrefundable.

<u>PERMITTYPE</u>	<u>PERMIT FEE</u>
PARADES	\$0
SPECIAL EVENT	0 – 299 Participants = \$0 300 – 499 Participants* = \$250.00 500 – 999 Participants* = \$350.00 Over 1,000 Participants* = \$500.00 Events two (2) or more days: = \$100.00**

*Attendance shall be based on the highest attendance over the last two years of the event. New events with no prior participation shall automatically fall under subsection (c) 300 to 499 people unless event organizers anticipate 1,000 or more people in attendance.

**Multi day events (e) shall be in addition to the fee based on the number of attendees.

If the Event Takes Place on City Property (Parks, City Streets, or Other City Owned Facilities) in Whole or In Part:

- I have reviewed the proposed location for the event and determined suitability for our proposed use.
- There are no requested changes, upgrades or safety concerns identified
- OR
- I am requesting the following changes or upgrades:

- I understand and acknowledge that it is the event organizer's responsibility to inspect the area the event is to take place and notify the City's Inspection Department (608.781.9541) of any safety concerns.
- I have reviewed and have considered the Contingency Plan information provided by the City of Onalaska along with this application.
- I have reviewed and understand the City's Insurance Requirements for Special Events as described in this document.
- I have enclosed the event's Public Safety Site Plan.
- I have enclosed other information that we believe is necessary or helpful to describe the planned event.

SIGNATURE

I am allowed to sign this application on behalf of the event sponsor. The information contained in this application for a Special Event permit is true, correct, and complete to the best of my knowledge. If there are any changes to the Special Event, I agree that I will promptly notify the City of Onalaska of these changes and request approval of them.

Shane Dray
(Sign Name)

6/20/19
(Date)

Shane Dray
(Print Name)

Senior Director of School Age Y/MCA
(Print Title with Organization)

Return Completed Applications To:

Cari Burmaster, City Clerk

415 Main Street, Onalaska, WI 54650

(W) 608.781.9530 (F) 608.781.9534 cburmaster@cityofonalaska.com

Onalaska WI.gov



CITY OF ONALASKA
INDEMNIFICATION, HOLD HARMLESS and REIMBURSEMENT AGREEMENT
(to be returned to City Clerk with Application Packet)

Special Event Name: Kid's Triathlon

Special Event Location: Houser Y/MCA Onalaska WI

Event Organizer(s):

Shane Drey
Jennie Helde

The Event Organizer(s) (individually and collectively referred to as "Organizer") agree that said Organizer, not the City of Onalaska ("City"), shall be solely responsible for all incidents related to the Special Event, as named above. This responsibility of the Organizer to the City includes but is not limited to actions of the Organizer, its officers, employees, agents, and volunteers, along with event vendors, contractors, subcontractors, participants and visitors.

In consideration for the City's approval of the Special Event, except to the extent such claims arise from the negligence or misconduct of the City, the Organizer of the Special Event agrees to indemnify and hold harmless the City of Onalaska and its officers, council members, agents, employees and authorized volunteers, from, for, and against and agrees to defend the same from and against, any and all suits, claims, grievances, damages, costs, expenses, judgments and/or liabilities, including costs of defense and reasonable attorney fees, and further agrees to pay any settlement entered into or on behalf of, judgment entered against, the foregoing individuals and/or entities. The Organizer shall reimburse the City for costs incurred due to extraordinary damage to City property during the Special Event held by Organizer. Extraordinary damage shall be defined as damage to a City park or other City property in excess of normal wear and tear and which required repair in excess of routine maintenance. Request for Reimbursement for Extraordinary Damages shall be provided to the Organizer in the form of a detailed written accounting of the Extraordinary Damages and their repair cost as evidenced by written receipts or estimates. The accounting shall be submitted via first class mail, return receipt requested to the address Organizer provides on the Special Events Application. The Organizer shall remit payment no later than thirty (30) days from receipt of the accounting.

The Organizer shall abide by the City's insurance requirements for the event, including the addition of the City of Onalaska, and its officers, council members, agents, employees, and authorized volunteers as additional insured's for the event.

One or more waivers by either party of any provisions, terms or conditions of this Agreement shall not be construed by either party as a waiver of a subsequent breach of the same by the other party.

In the event any provisions of this Agreement shall be held to be invalid and unenforceable, the remaining provisions shall be valid and binding on the parties.

This Agreement shall be governed and construed in accordance with the laws of the State of Wisconsin.

This Agreement constitutes the entire Indemnification, Hold Harmless and Reimbursement Agreement between the parties and any change, amendment or modification must be made in writing and executed by both parties.

The individual(s) signing this Agreement has the authority to enter into this Agreement on behalf of the Organizer of the Special Event and have read and understand the Agreement.

EVENT ORGANIZER

CITY OF ONALASKA

6/25/19
(date)

(date)

Shane Drey
(signature)

City Clerk

Shane Drey Senior School Age Director
(print name) (title)

Mayor

(signature)

(print name) (title)

05606
#9

Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ 10.00

Application Date: 6-5-19

Town Village City of Onalaska

County of La Crosse

The named organization applies for: (check appropriate box(es).)

- A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.
- A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning 9-7-19 and ending 9-7-19 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. **Organization** (check appropriate box) →
- Bona fide Club
 - Church
 - Lodge/Society
 - Chamber of Commerce or similar Civic or Trade Organization
 - Veteran's Organization
 - Fair Association

(a) Name Clearwater Farm

(b) Address 760 Green Coulee Rd
(Street) Town Village City

(c) Date organized 9-7-19

(d) If corporation, give date of incorporation _____

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box:

(f) Names and addresses of all officers:

President Shan Collas

Vice President Amber Joswick

Secretary Jean Pagliaro

Treasurer Laura Produrigiel

(g) Name and address of manager or person in charge of affair: Shan Collas 216 Oak Forest Dr
Amber Joswick 527 13th Av N Onalaska

2. **Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:**

(a) Street number 760 Green Coulee Rd

(b) Lot _____ Block _____

(c) Do premises occupy all or part of building? NO

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: _____

3. **Name of Event**

(a) List name of the event Taste of Summer

(b) Dates of event 9-7-19

DECLARATION

The Officer(s) of the organization, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

Officer Shan Collas 6-5-19
(Signature/date)

Officer _____
(Signature/date)

Date Filed with Clerk _____

Date Granted by Council _____

Clearwater Farm
(Name of Organization)

Officer _____
(Signature/date)

Officer _____
(Signature/date)

Date Reported to Council or Board _____

License No. _____

CHARGE	APPLIED	TENDERED	PAID BY: CLEARWATER FARM INC	CLASS B PICNIC	05606-09/07/19	OPER: C1 TERM: 1	TRAN: 30 LICENSES	REC#: R00147919	CITY OF ONALASKA
0.00	10.00	10.00	10.00	10.00	05606-09/07/19	1	6/5/2019	6/5/2019	3:35 PM

Additional Information

May be Granted and Issued only to:

- (1) Bona fide clubs.
- (2) State, county, or local fair associations, or agricultural societies.
- (3) Churches, lodges, or societies that have been in existence for at least 6 months prior to the date of application.
- (4) Posts of veterans organizations.
- (5) Chambers of commerce or similar civic or trade organizations organized under ch. 181, Wis. Stats.

Application:

- (1) Filing: In writing, for each event, on Form AT-315.
- (2) The local licensing authority may act on application or authorize an official or body of the municipality to issue the license. (ss. 125.26(1) and 125.51(1)(a), Wis. Stats.)
- (3) The written application shall be filed with the clerk of the municipality in which premises are located:

Class "B" (Beer):

- a. The governing body shall establish any waiting period before granting of a license for events lasting less than 4 days (s. 125.04(3)(f), Wis. Stats.)
- b. At least 15 days prior to the granting of the license for events lasting 4 or more days.

"Class B" (Wine):

The application shall be filed with the clerk of the local municipality in which the event will be held at least 15 days prior to the granting of the license.

- (4) Seller's Permit: Sec. 77.54 (7m), Wis. Stats., provides an exemption from Wisconsin sales and use taxes relating to certain sales by a nonprofit organization. Check the box if your organization qualifies for the exemption and therefore is not required to hold a seller's permit.
- (5) Publication: Not required.

Fee: Determined by the municipality, but may not exceed \$10. (Exception: No additional fee may be charged if organization is applying for both a Temporary Class "B" and a Temporary "Class B" license for the same event.)

Duration: The day, or consecutive days, that the specified event is in progress. A municipality may issue up to 20 licenses to the same licensee for a single event, if each license is issued for the same date and time.

Restrictions:

- (1) License may not be issued to individuals.
- (2) Licenses to organizations, other than ex-servicemen's organizations, can be issued only for a picnic or similar gathering. They may not be issued for business or social meetings of the organization.
- (3) Licenses for club or organization meetings may be issued only to ex-servicemen's posts.
- (4) License may cover either a specified area or the entire picnic grounds.
- (5) License issued to a county or district fair must cover the entire fairground (ss. 125.26(6) and 125.51(10), Wis. Stats.)
- (6) No license to clubs having any indebtedness to any wholesaler for more than 15 days for beer (s. 125.33(7), Wis. Stats.) and 30 days for wine (s. 125.69(4)(b), Wis. Stats.)
- (7) Licensed operator(s) must be present at all times (ss. 125.26(6), 125.32(2) - Beer; 125.51(10), 125.68(2) - Wine; 125.17)
- (8) The licensed club, club members, or any other persons are not permitted to possess intoxicating liquor on licensed premises on the Temporary Class "B"/"Class B" licensed picnic area. (s. 125.32(6), Wis. Stats.)
- (9) Not more than 2 wine licenses may be issued to any club, county or local fair association, agricultural association, church, lodge, society, chamber of commerce or similar civic or trade organization or veterans' post in any 12 month period. A municipality may issue up to 20 wine licenses to the same licensee if: 1) each license is issued for the same date and times, 2) the licensee is the sponsor of an event held at multiple locations within the municipality on this date and at these times, 3) an admission fee is charged for participation in the event and no additional fee is charged for service of alcohol beverages at the event, and 4) within the immediately preceding 12-month period, the municipality has issued these multiple licenses for fewer than 2 events. In addition, each event for which multiple licenses are issued shall count as one license toward the 2-license limit.
- (10) Licensed organizations must purchase their product from a licensed wholesaler.

NOTE: Most coolers presently on the market have a fermented malt beverage base allowing sale under a beer license, e.g. Bartles and James, Seagrams, etc.

LICENSES: ALL

SORTED BY: LICENSE NUMBER

EFFECTIVE

LICENSE CODES: Include: RECBURN-O

EXPIRATIO

CLASSES: All

COMMENT:

STATUS: ACTIVE

PAY STATU

CITY LIMITS: INSIDE, OUTSIDE

#10

ID	CODE	NAME/ PROPERTY ADDRESS	STATUS	CLASS/ REPORT	ORIG/ RENEW	TERM/ PRINTED
00106	RECBURN-O	WEIHROUCH 2117 KYLE LN	TIMOTH ACTIVE	REC BURN REC BURN	5/02/2012	6/10/2019
00162	RECBURN-O	FLICK 1920 ESTHER DR	JEFFRE ACTIVE	REC BURN REC BURN	5/10/2012	6/13/2019
01163	RECBURN-O	SHANANAQUET 1046 SCHAFER DR	LUCAS ACTIVE	REC BURN REC BURN	4/13/2015	6/13/2019
01316	RECBURN-O	GALLANT 1730 SNOWFLAKE PL	THOMAS ACTIVE	REC BURN REC BURN	6/10/2015	6/17/2019
02114	RECBURN-O	MAHR 2510 THOMAS CT	RAYMON ACTIVE	REC BURN REC BURN	5/10/2017	6/19/2019
03014	RECBURN-O	MARSH 821 13TH AVE S	LANCE ACTIVE	REC BURN REC BURN	5/17/2013	6/14/2019
03261	RECBURN-O	OLSON 1022 CANARY LN	ROBERT ACTIVE	REC BURN REC BURN	7/24/2013	6/25/2019
03307	RECBURN-O	LOCHER 2016 EVENSON DR	ERIC & ACTIVE	REC BURN REC BURN	8/02/2013	6/14/2019
04196	RECBURN-O	ALLAND 301 13TH CT	AMY ACTIVE	REC BURN REC BURN	7/28/2014	6/13/2019
04992	RECBURN-O	SIMMONS 1237 MAIN ST	HEATHE ACTIVE	REC BURN REC BURN	4/10/2017	6/05/2019
05033	RECBURN-O	LANCOUR 213 4TH AVE S	REBECC ACTIVE	REC BURN REC BURN	5/24/2017	6/07/2019
05622	RECBURN-O	ALLEN 1073 GREEN ST	KYLE ACTIVE	REC BURN REC BURN	6/10/2019	6/13/2019

7/03/2019 11:35 AM

L I C E N S E M A S T E R R E P O R T

LICENSES: ALL

SORTED BY: LICENSE NUMBER

EFFECTIVE

LICENSE CODES: Include: RECBURN-O

EXPIRATIO

CLASSES: All

COMMENT:

STATUS: ACTIVE

PAY STATU

CITY LIMITS: INSIDE, OUTSIDE

ID	CODE	NAME/ PROPERTY ADDRESS	STATUS	CLASS/ REPORT	ORIG/ RENEW	TERM/ PRINTED
05623	RECBURN-O	KEPLER 1054 WINDSONG LN	CHRIST ACTIVE	REC BURN REC BURN	6/10/2019	6/13/2019
05627	RECBURN-O	DIEHL 524 GREEN ST	BRENDA ACTIVE	REC BURN REC BURN	6/11/2019	6/14/2019
05644	RECBURN-O	POTTS 1928 ESTHER DR	GREG & ACTIVE	REC BURN REC BURN	6/12/2019	6/17/2019
05647	RECBURN-O	HELLMAN 515 12TH AVE N	KAREN ACTIVE	REC BURN REC BURN	6/13/2019	6/17/2019
05673	RECBURN-O	HORMAN 826 MAIN ST	DIANA ACTIVE	REC BURN REC BURN	6/14/2019	6/20/2019
05688	RECBURN-O	BLOUGH 1034 EAST AVE N	RYAN ACTIVE	REC BURN REC BURN	6/17/2019	6/20/2019
05706	RECBURN-O	HARKEMA 3394 EMERALD VALLEY DR	JULIE ACTIVE	REC BURN REC BURN	6/20/2019	6/28/2019
05727	RECBURN-O	STEVE STOECKER 1118 STUHR CT	ACTIVE	REC BURN REC BURN	6/21/2019	
05738	RECBURN-O	HOY 1035 GREEN BAY ST	KEVIN ACTIVE	REC BURN REC BURN	6/25/2019	6/28/2019
05811	RECBURN-O	ROTHERING 2017 E MAIN ST	JOE ACTIVE	REC BURN REC BURN	6/10/2019	6/13/2019
05831	RECBURN-O	SUCHORSKI 809 ROLLING OAKS DR	DANIEL ACTIVE	REC BURN REC BURN	6/28/2019	6/28/2019
05832	RECBURN-O	OLERUD 411 CRESTWOOD LANE	ALLECK ACTIVE	REC BURN REC BURN	6/28/2019	6/28/2019

REPORT TOTALS: 24 LICENSES

CITY OF ONALASKA
LICENSE

No. 02169

\$ 40.00

STATE OF WISCONSIN
COUNTY OF LA CROSSE

WHEREAS, LUKE MARCOU

has paid the sum of 40.00 Dollars to the Treasurer of said City of Onalaska, as required by the resolutions and ordinances of the said City of Onalaska and complied with all the requirements necessary for obtaining this License,

NOW THEREFORE, by order of the City of Onalaska and by virtue hereof, the said LUKE MARCOU
is hereby licensed and authorized to: SOLICITOR

FOR THE PERIOD from 6/22/2019 to 9/22/2019 subject to all the conditions and provisions of said provisions and of said resolutions and ordinances.

LUKE MARCOU
W7057 PINEVIEW DR
ONALASKA WI 54650

Given under my hand and the corporate seal of the City of Onalaska, this 20th day of JUN 2019

Caroline L. Burmaster

CITY CLERK / DEPUTY CITY CLERK

CITY OF ONALASKA
LICENSE

No. 02170

\$ 20.00

STATE OF WISCONSIN
COUNTY OF LA CROSSE

WHEREAS, STEVEN SWARTZ

has paid the sum of 20.00 Dollars to the Treasurer of said City of Onalaska, as required by the resolutions and ordinances of the said City of Onalaska and complied with all the requirements necessary for obtaining this License,

NOW THEREFORE, by order of the City of Onalaska and by virtue hereof, the said STEVEN SWARTZ
is hereby licensed and authorized to: SOLICITOR

FOR THE PERIOD from 6/22/2019 to 9/22/2019 subject to all the conditions and provisions of said provisions and of said resolutions and ordinances.

STEVEN SWARTZ
W7057 PINEVIEW DR
ONALASKA WI 54650

Given under my hand and the corporate seal of the City of Onalaska, this 20th day of JUN 2019

Caroline L. Burmaster

CITY CLERK / DEPUTY CITY CLERK

CITY OF ONALASKA
LICENSE

No. 05693

\$ 40.00

STATE OF WISCONSIN
COUNTY OF LA CROSSE

WHEREAS, BRUCE BRANTNER

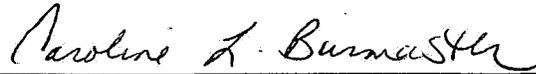
has paid the sum of 40.00 Dollars to the Treasurer of said City of Onalaska, as required by the resolutions and ordinances of the said City of Onalaska and complied with all the requirements necessary for obtaining this License,

NOW THEREFORE, by order of the City of Onalaska and by virtue hereof, the said BRUCE BRANTNER
is hereby licensed and authorized to: SOLICITOR

FOR THE PERIOD from 6/25/2019 to 9/24/2019 subject to all the conditions and provisions of said provisions and of said resolutions and ordinances.

BRUCE BRANTNER
50596 5TH ST
ELEVA WI 54738

Given under my hand and the corporate seal of the City of Onalaska, this 25th day of JUN 2019



CITY CLERK / DEPUTY CITY CLERK

CITY OF ONALASKA
LICENSE

No. 05645

\$ 20.00

STATE OF WISCONSIN
COUNTY OF LA CROSSE

WHEREAS, DEJA WILLIAMS

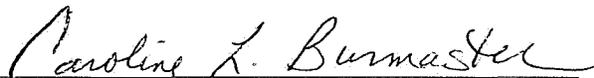
has paid the sum of 20.00 Dollars to the Treasurer of said City of Onalaska, as required by the resolutions and ordinances of the said City of Onalaska and complied with all the requirements necessary for obtaining this License,

NOW THEREFORE, by order of the City of Onalaska and by virtue hereof, the said DEJA WILLIAMS
is hereby licensed and authorized to: SOLICITOR

FOR THE PERIOD from 6/17/2019 to 9/16/2019 subject to all the conditions and provisions of said provisions and of said resolutions and ordinances.

DEJA WILLIAMS
418 LONG COULEE RD
HOLEMAN WI 54636

Given under my hand and the corporate seal of the City of Onalaska, this 17th day of JUN 2019



CITY CLERK / DEPUTY CITY CLERK

ORDINANCE NO. 1648-2019

AN ORDINANCE TO AMEND TITLE 10 CHAPTER 1 SECTION 27 OF THE CODE OF ORDINANCES OF THE CITY OF ONALASKA RELATING TO PARKING RESTRICTIONS

THE COMMON COUNCIL OF THE CITY OF ONALASKA DOES HEREBY ORDAIN AS FOLLOWS:

SECTION I. Subsection (rr) of Section 27 of Chapter 1 of Title 10 is hereby deleted in its entirety and replaced as follows:

(rr) **Mason Street**

(1) There shall be no parking, stopping or standing on the south side of Mason Street from a point four hundred fifty feet (450') west of the westerly right-of-way line of East Avenue North to a point five hundred ninety-five feet (595') west of the westerly right-of-way line of East Avenue North.

(2) There shall be no parking, stopping or standing on the south side of Mason Street from a point seven hundred eighteen (718') feet west of the westerly right-of-way line of East Avenue to a point eight hundred sixty three feet (863') west of the westerly right-of-way line of East Avenue.

(3) There shall be no parking, standing or stopping along the north side of Mason Street from three hundred eighty-five (385') feet to eight hundred sixty-three (863') feet west of the westerly right-of-way line of East Avenue.

SECTION II. This Ordinance shall take effect and be in force from and after its passage and publication.

Dated this ____ day of _____, 2019.

CITY OF ONALASKA, BY:

Joe Chilsen, Mayor

Caroline Burmaster, Clerk

PASSED:
APPROVED:
PUBLISHED:

FISCAL IMPACT OF ORDINANCE 1648 – 2019

Please route in this order

Mason Street
Eric Rindfleisch, Administrator

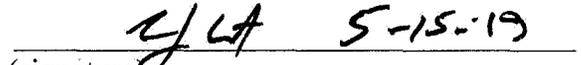

(signature)

No Fiscal Impact

Budgeted Item

Will need \$ _____ for _____ to meet the requirements of this ordinance.

Jarrold Holter, City Engineer

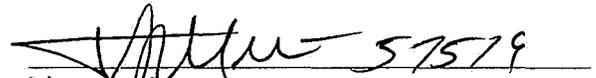
 5-15-19
(signature)

No Fiscal Impact

Budgeted Item \$100 FOR SIGN & POST

Will need \$ _____ for _____ to meet the requirements of this ordinance.

Troy Miller, Chief of Police

 5-15-19
(signature)

No Fiscal Impact

Budgeted Item

Will need \$ _____ for _____ to meet the requirements of this ordinance.

Fred Buehler, Financial Services Director

 5-16-19
(signature)

No Fiscal Impact

Budgeted Item

Will need \$ 100 - sign & post for _____ to meet the requirements of this ordinance.

ORDINANCE NO. 1649-2019**AN ORDINANCE TO ANNEX LAND LOCATED IN THE SOUTHEAST ¼ OF THE
NORTHWEST ¼ IN SECTION 10, TOWNSHIP 16 NORTH, RANGE 7 WEST
FROM THE TOWN OF MEDARY TO THE CITY OF ONALASKA**

THE COMMON COUNCIL OF THE CITY OF ONALASKA DOES HEREBY ORDAIN AS
FOLLOWS:

SECTION I. Proper petition for direct annexation by unanimous approval, signed by all the owners of all real property in such territory and all of the electors residing in such territory, having been presented to the Common Council of the City of Onalaska, requesting the annexation of the territories described in Exhibit A which is attached hereto and incorporated herein to the City of Onalaska, Wisconsin from the Town of Onalaska, La Crosse County, Wisconsin. The population of the area annexed is zero (0).

IT IS HEREBY ORDAINED that the above-described properties and the same is hereby annexed to the City of Onalaska, Wisconsin, and it is further ordained that the corporate limits of the City of Onalaska are hereby amended to include the above-described property within the corporate limits of the City of Onalaska, Wisconsin.

SECTION II. Sec. 2-1-3(b) of the Code of Ordinances of the City of Onalaska entitled "Ward and Aldermanic District Boundaries" is hereby amended to include the above-described properties within the boundaries of the Third Aldermanic District, Ward 11.

SECTION III. The properties are hereby zoned Light Industrial (M-1) and all of the provisions of the Code of Ordinances of the City of Onalaska governing said zoning classification shall apply hereto.

SECTION IV. This Ordinance shall take effect and be in force from and after its passage.

Dated this ____ day of _____, 2019.

CITY OF ONALASKA

By: _____
Joe Chilsen, Mayor

By: _____
Caroline Burmaster, Clerk

PASSED:
APPROVED:
PUBLISHED:

EXHIBIT A

LOCATED IN PART OF THE SE-NW OF SECTION 10, T16N, R7W, TOWN OF MEDARY, LA CROSSE COUNTY, WISCONSIN, DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTH $\frac{1}{4}$ CORNER OF SAID SECTION 10; THENCE S00°46'15"E ALONG THE EAST LINE OF SAID NW $\frac{1}{4}$ 1990.12 FEET TO THE POINT OF BEGINNING; THENCE CONTINUING S00°46'15"E ALONG SAID EAST LINE 234.04 FEET TO THE NORTHEAST CORNER OF LOT 4 OF CSM V. 13, P. 49; THENCE S88°49'39"W ALONG THE NORTH LINE THEREOF 296.72 FEET TO THE EAST LINE OF CSM V. 2, P 155; THENCE N01°06'27"W ALONG SAID EAST LINE 235.71 FEET TO THE NORTHEAST CORNER OF SAID CSM; THENCE N89°21'42"E 96.51 FEET; THENCE N89°02'53"E 201.59 FEET TO THE POINT OF BEGINNING.

SUBJECT TO AND TOGETHER WITH ANY EASEMENTS, COVENANTS, RESTRICTIONS OR RIGHTS OF WAY OF RECORD.

PLAT OF SURVEY

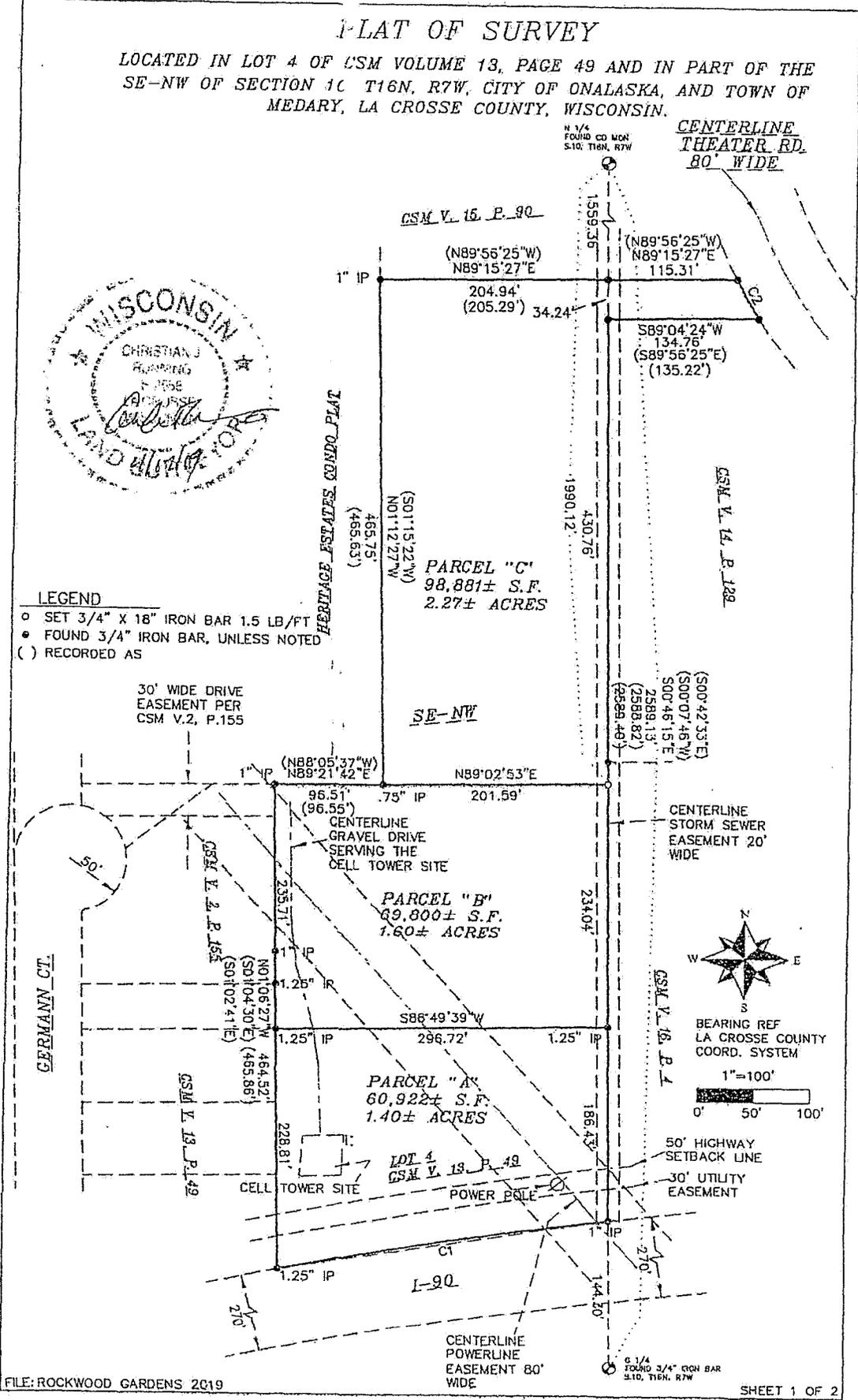
LOCATED IN LOT 4 OF LSM VOLUME 13, PAGE 49 AND IN PART OF THE SE-NW OF SECTION 10 T16N, R7W, CITY OF ONALASKA, AND TOWN OF MEDARY, LA CROSSE COUNTY, WISCONSIN.



LEGEND

- SET 3/4" X 18" IRON BAR 1.5 LB/FT
- FOUND 3/4" IRON BAR, UNLESS NOTED
- () RECORDED AS

30' WIDE DRIVE EASEMENT PER CSM V.2, P.155



CENTERLINE THEATER RD. 80' WIDE

CSM V. 15, P. 90

(N89°56'25"W)
N89°15'27"E

(N89°56'25"W)
N89°15'27"E

S89°04'24"W
134.76'
(S89°56'25"E)
(135.22')

PARCEL "C"
98,881± S.F.
2.27± ACRES

SE-NW

HERITAGE ESTATES CONDO PLAT

CSM V. 14, P. 128

(S00°42'33"E)
(S00°07'46"W)
S00°46'15"E
2589.13'
(2588.82')
(2589.49')

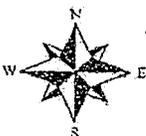
CENTERLINE STORM SEWER EASEMENT 20' WIDE

(N88°05'37"W)
N89°21'42"E

N89°02'53"E

96.51'
(96.55')

PARCEL "B"
69,600± S.F.
1.60± ACRES



BEARING REF LA CROSSE COUNTY COORD. SYSTEM

1"=100'
0' 50' 100'

PARCEL "A"
60,922± S.F.
1.40± ACRES

50' HIGHWAY SETBACK LINE

30' UTILITY EASEMENT

LOT 4 CSM V. 13, P. 49

POWER POLE

L-90

CENTERLINE POWERLINE EASEMENT 80' WIDE

○ 3/4" FOUND 3/4" IRON BAR S10, T16N, R7W

DAHL
AUTOMOTIVE
— 1911 —

Dahl Automotive
3819 Creekside Lane
Holmen, WI 54636
608.784.9601

June 14, 2019

Dahl Ford Lincoln
608.779.2886
Onalaska, WI

Dear Onalaska Administrative & Judiciary Committee & Common Council:

**Dahl Hyundai
Mazda Subaru**
608.784.9600
La Crosse, WI

The reason for my letter is to request that the Administrative & Judiciary Committee and Common Council Suspend the Reading of the Rules and have the 1st & 2nd and 3rd & Final Readings occur during your July meetings held on July 3, 2019 and July 9, 2019 respectively.

Dahl Honda
608.784.9280
La Crosse, WI

This is in relation to the consideration of the annexation application for N4342 Germann Court / N 4375 Theater Road, Tax Parcel #9-93-0 (1.84 acres total) filed by Judith Rockwood, N9495 Radcliffe Road, Mindoro, WI 54644.

**Dahl Chevrolet
Buick GMC**
507.452.3660
Winona, MN

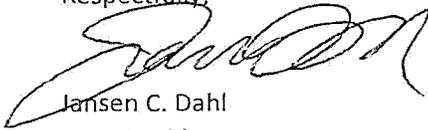
We greatly appreciate your consideration of this request as our project has a tight timeline in which to be completed. We look forward to building another fine retail Automotive building in the City of Onalaska.

**Dahl Used Car
Express Service**
507.961.1500
Winona, MN

Feel free to call or email me with any questions or concerns at 608-784-9601 or jansen@dahlauto.com

Dahl Toyota
507.452.4080
Winona, MN

Respectfully,

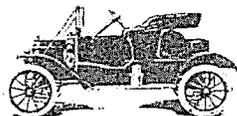


Jansen C. Dahl
Vice President
Dahl Automotive Holdings, Ltd.

**Dahl Auto
Museum**
608.791.6494
La Crosse, WI

**Line-X Protective
Coatings**
608.786.4403
West Salem, WI

**ABRA
Auto Body & Glass**
608.785.1160
La Crosse, WI



FISCAL IMPACT OF ORDINANCE 1649 – 2019

Rockwood Annexation
Eric Rindfleisch, Administrator

Please route in this order

Eric Rindfleisch
(signature)

No Fiscal Impact

Budgeted Item

Will need \$ _____ for _____ to meet the requirements of this ordinance.

Jarrod Holter, City Engineer

JRH 6-14-19
(signature)

No Fiscal Impact

Budgeted Item

Will need \$ _____ for _____ to meet the requirements of this ordinance.

Caitlin Hagar, GIS Analyst
check wards, districts and addressing

Caitlin Hagar 6/17/19
(signature)

Wards, Districts and Addressing OK

Troy Miller, Chief of Police

Troy Miller 6-17-19
(signature)

No Fiscal Impact

Budgeted Item

Will need \$ _____ for _____ to meet the requirements of this ordinance.

Fred Buehler, Financial Services Director

Fred Buehler 6-18-19
(signature)

No Fiscal Impact

Budgeted Item

Will need \$ _____ for _____ to meet the requirements of this ordinance.

ORDINANCE NO. 1650 - 2019

AN ORDINANCE TO REZONE PROPERTY LOCATED IN SECTION 10, TOWNSHIP 16, RANGE 7 IN THE CITY OF ONALASKA, LA CROSSE COUNTY WISCONSIN FROM NEIGHBORHOOD BUSINESS (B-1) TO LIGHT INDUSTRIAL (M-1)

THE COMMON COUNCIL OF THE CITY OF ONALASKA DOES HEREBY ORDAIN AS FOLLOWS:

SECTION I. The zoning map which is part of the zoning ordinance, Chapter 1 of Title 13 of the Code of Ordinances of the City of Onalaska is hereby amended to rezone the property described below from Neighborhood Business District (B-1) to Light Industrial District (M-1).

Property is more particularly described as:

Computer Number: 18-3570-70
Section 11, Township 16, Range 07,

CERTIFIED SURVEY MAP NO. 49 VOL 13 LOT 4 DOC NO. 1463946

SECTION II. The office of the City Engineer is hereby directed to make the above-described zoning changes on the official City of Onalaska zoning map.

SECTION III. This Ordinance shall take effect and be in force from and after its passage and publication.

Dated this ____ day of _____, 2019.

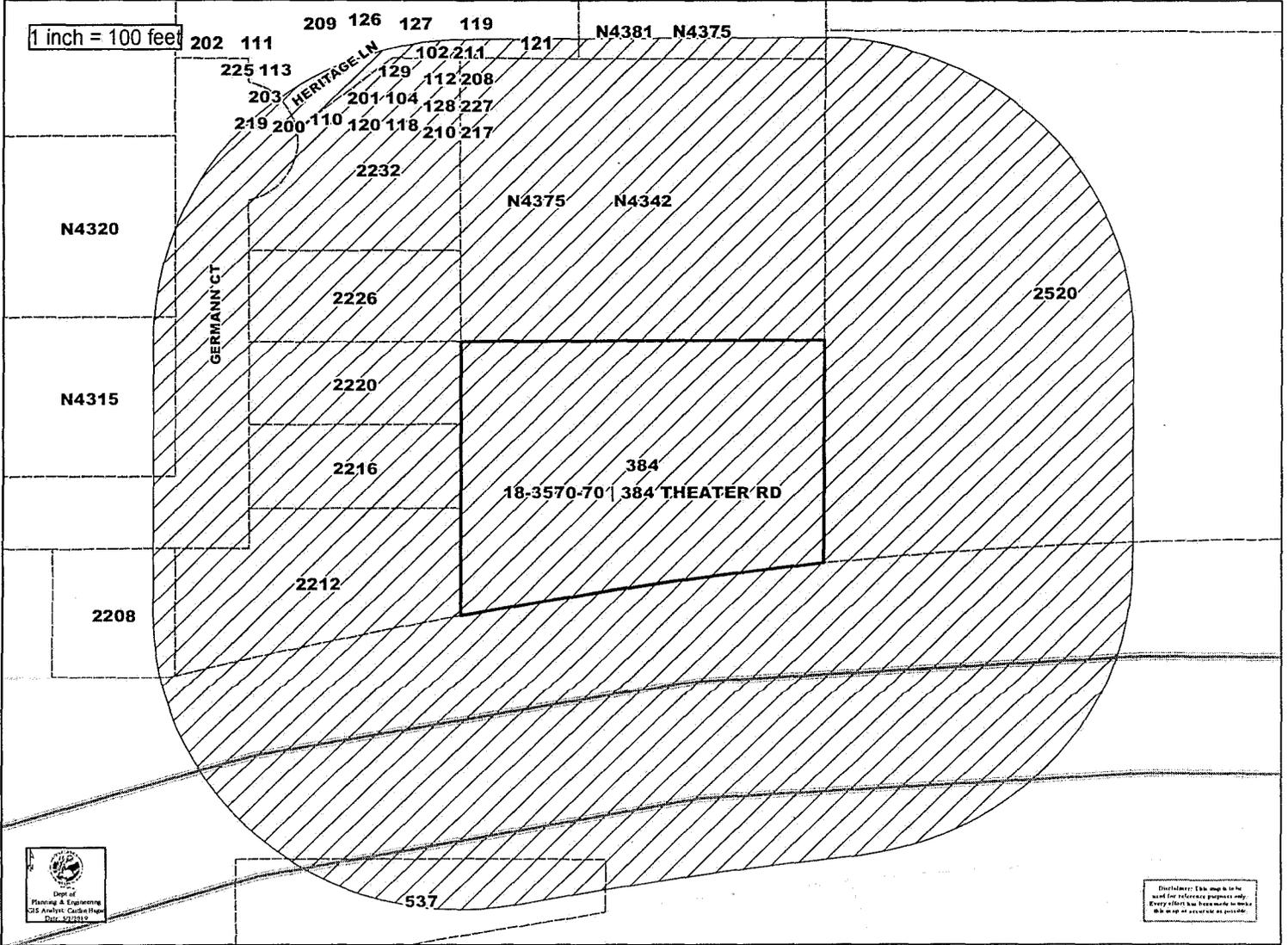
CITY OF ONALASKA

By: _____
Joe Chilsen, Mayor

By: _____
Caroline Burmaster, Clerk

PASSED:
APPROVED:
PUBLISHED:

Properties within 250ft of Parcel 18-3570-70



DAHL
AUTOMOTIVE
— 1911 —

Dahl Automotive
3819 Creekside Lane
Holmen, WI 54636
608.784.9601

June 14, 2019

Dahl Ford Lincoln
608.779.2886
Onalaska, WI

Dear Onalaska Administrative & Judiciary Committee & Common Council:

**Dahl Hyundai
Mazda Subaru**
608.784.9600
La Crosse, WI

The reason for my letter is to request that the Administrative & Judiciary Committee and Common Council Suspend the Reading of the Rules and have the 1st & 2nd and 3rd & Final Readings occur during your July meetings held on July 3, 2019 and July 9, 2019 respectively.

Dahl Honda
608.784.9280
La Crosse, WI

This is in relation to the consideration of the rezoning request filed by Jansen Dahl of CHASE 2010, LLC, 3819 Creekside Ln. Holmen, WI 54636, on behalf of Judith Rockwood, N9495 Radcliffe Road, Mindoro, WI 54644.

**Dahl Chevrolet
Buick GMC**
507.452.3660
Winona, MN

We greatly appreciate your consideration of this request as our project has a rather tight timeline in which to be completed. We look forward to building another fine retail automotive building in the City of Onalaska.

**Dahl Used Car
Express Service**
507.961.1500
Winona, MN

Feel free to call or email me with any questions or concerns at 608-784-9601 or jansen@dahlauto.com

Dahl Toyota
507.452.4080
Winona, MN

**Dahl Auto
Museum**
608.791.6494
La Crosse, WI

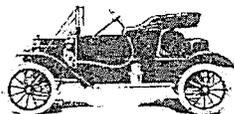
Respectfully,



Jansen C. Dahl
Vice President
Dahl Automotive Holdings, Ltd.

**Line-X Protective
Coatings**
608.786.4403
West Salem, WI

**ABRA
Auto Body & Glass**
608.785.1160
La Crosse, WI

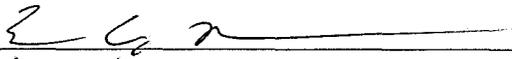


FISCAL IMPACT OF ORDINANCE 1650 – 2019

Please route in this order

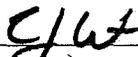
Dahl Rezoning

Eric Rindfleisch, Administrator


(signature)

- No Fiscal Impact
- Budgeted Item
- Will need \$ _____ for _____ to meet the requirements of this ordinance.

Jarrod Holter, City Engineer

 6-14-19
(signature)

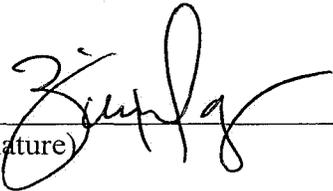
- No Fiscal Impact
- Budgeted Item
- Will need \$ _____ for _____ to meet the requirements of this ordinance.

Troy Miller, Chief of Police

 6-17-19
(signature)

- No Fiscal Impact
- Budgeted Item
- Will need \$ _____ for _____ to meet the requirements of this ordinance.

Troy Gudie, Interim Fire Chief

 6-18-19
(signature)

- No Fiscal Impact
- Budgeted Item
- Will need \$ _____ for _____ to meet the requirements of this ordinance.

Dan Wick, Parks & Rec Director

 _____
(signature)

- No Fiscal Impact
- Budgeted Item
- Will need \$ _____ for _____ to meet the requirements of this ordinance.

Fred Buehler, Financial Services Director

 6-19-19
(signature)

- No Fiscal Impact
- Budgeted Item
- Will need \$ _____ for _____ to meet the requirements of this ordinance.

SPECIAL EVENT CONTINGENCY PLAN For Review Only

Event sponsors should review and consider the following issues when they are planning or preparing for an event. Many of these issues are required by one or more regulations, or are components of larger regulations. Considering other issues which may not be required should contribute to the planning and operation of the event. Developing responses to these questions should result in more productive and fruitful discussions with the various departments with the City during their review of the Special Events Application.

Weather related issues: rain, snow, severe storms, tornadoes, etc.

If the weather forecast includes bad weather, will the event be cancelled? If so, how will attendees be notified?

Develop a plan for the sudden onset of severe weather. Where will the people go and who is designated to assist in their safe arrival at the safe refuge place?

Is there an area of safe refuge in case of tornado?

Medical issues

Where will ambulance access to the event be in case one is needed? Who will conduct crowd control in the event of a medical emergency?

Will a first aid station, with trained first aid provider, be provided at the event? Where?

If applicable, is there adequate shade to prevent heat stroke? Will water be provided? Where?

Crowd Control

Who will monitor the barricades?

Who will work the entry gates? Maintain egress and access?

Who will patrol the area to prevent incidents from getting out of control?

Develop a plan for those patrolling the crowd of what to do if they encounter unruly behavior. Have communication equipment.

Security

Will there be Police Officers providing security? If so, contact the Police Department for applicable requirements or guidelines relating to the number necessary.

If volunteers or private agencies provide security, will they have appropriate phone numbers for EMS, Fire, and Police?

If applicable, what will security officials do if non-paying attendees breach the gate/perimeter? If a complaint is received, for example, for loud music, how and who will handle the complaint? Provide communications equipment. Portable radios, cell phones, and access to land lines.

If applicable, secure monies in an area not accessible to the attendees.

Logistics

Where will there be, or will there be, a staging area for support staff? What time will the crowd be disbursed and by whom?

Who will conduct clean up?

Remember to maintain fire lanes and access roads.

Appoint one person to oversee and take responsibility for the event. Who? Will an adequate amount of restroom facilities be provided? Where?

Is there adequate safe parking provided? Where?



CITY OF ONALASKA
Special Event Insurance Requirements.

- (a) The applicant shall provide primary coverage insurance for the event. Any insurance or self-insurance maintained by the City of Onalaska, its officers, council members, agents, employees or authorized volunteers will not contribute to a loss. The applicant shall, no later than five (5) days prior to the start of the event, provide proof of insurance as follows:
1. General Liability Coverage. Coverage shall be occurrence coverage. Claims-made coverage is prohibited.
 - a. Commercial General Liability.
 - (i) \$1,000,000 general aggregate – per event;
 - (ii) \$1,000,000 products – completed operations aggregate;
 - (iii) \$1,000,000 personal injury and advertising injury;
 - (iv) \$1,000,000 each occurrence limit.
 - b. Insurance must include:
 - (i) Premises and operations liability;
 - (ii) Contractual liability, including coverage for the joint negligence of the City of Onalaska, its officers, council members, agents, employees, authorized volunteers and the named insured;
 - (iii) Personal injury;
 - (iv) Explosion, collapse and underground coverage;
 - (v) Products and completed operations;
 - (vi) The general aggregate must apply separately to the event and location.
 2. Business Automobile Coverage. Such coverage is required if motor vehicles are used in relation to and before, during or after the event. This requirement does not apply to cover personal vehicles used by attendees or event personnel to arrive or depart from the event. Coverage limits shall be no less than \$250,000 each person, \$500,000 each accident for bodily injury, \$100,000 for property damage or \$500,000 combined single limit for bodily injury and property damage each accident.

3. Worker's Compensation and Employers Liability. Proof of such coverage shall be required consistent with Wis. Stats. Chap. 102 or any applicable Worker's Compensation Statutes of a different state. Coverage limits shall be no less than \$100,000 each accident, \$500,000 disease policy limit and \$100,000 disease per employee.
4. Liquor Liability. If the event holder sells alcoholic beverages, liquor liability insurance with coverage limits of no less than \$500,000 each occurrence and \$500,000 aggregate.
5. Fireworks Liability. If the event includes a firework display, then the event holder shall carry an additional \$1,000,000 in coverage.

- (b) All insurance shall be in full force prior to commencing the event and remain in force throughout the entire event, including the cleanup period after the event.
- (c) The City of Onalaska, and its officers, council members, agents, employees, and authorized volunteers shall be additional insureds on general liability, business automobile and liquor liability policies. The additional insured policy endorsement must accompany the certificate of insurance.
- (d) All policies shall require 30 day written notice to the City of Onalaska of cancellation, non-renewal or material change in the insurance coverage.
- (e) Insurance must be provided by an insurances carrier with the "Best" rating of "A-VII" or better. All carriers shall be admitted carriers in the State of Wisconsin.
- (f) All insurance must be primary and non-contributory to any insurance or self-insurance carried by the City of Onalaska.

FOR OFFICE USE ONLY

City Clerk	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED	Reason: _____	Date: _____
Fire Dept	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED	Reason: _____	Date: _____
Police Dept	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED	Reason: _____	Date: _____
Public Works	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED	Reason: _____	Date: _____
Planning	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED	Reason: _____	Date: _____
Parks & Rec	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED	Reason: _____	Date: _____
Site Diagram Sketch Attached:	<input type="checkbox"/> YES <input type="checkbox"/> NO			Date: _____
GIS Dept.	Map Prepared: ____/____/____			
Insurance Required:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Certificate of Insurance on File: <input type="checkbox"/> YES <input type="checkbox"/> NO	COI Expires: ____/____/____
Special Class B License Required:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Date of Special Class B Application: ____/____/____	
Approved By A&J:	____/____/____		Date License Issued: ____/____/____	
License No:	_____			