



CITY OF ANTIGO

FINANCE, PERSONNEL, AND LEGISLATIVE COMMITTEE MEETING

COUNCIL CHAMBERS

Wednesday, August 19, 2020

CITY HALL, 700 EDISON STREET

6:00 PM

Call to Order

Discussion and Action May Occur on Any of the Following Agenda Items:

1. Approval of the Minutes from the July 15, 2020 Meeting
2. Daric Sprague to Address Committee Regarding the 350 Vehicles Moved by the City Per Ordinance
3. Request to Waiver Permit Fee and Insurance Requirement for 2020 Tee Pad Bash
4. Carry Forward \$250 from 2019 to 2020 for the Park, Recreation, and Cemetery Director's Uniform Allowance

Any Other Matters Authorized by Law to be Considered

Adjournment

The Public is Invited to Participate by Phone. Please Call 715-623-3633 ext 100 for Dial-In Instructions During Regular Business Hours.

Upon reasonable notice, efforts will be made to accommodate disabled individuals through appropriate aids and services. For additional information, contact Jaime Horswill, 700 Edison Street, Antigo, Wisconsin 54409. (715) 623-3633 extension 100. Members of and possibly a quorum of members of other governmental bodies may be in attendance to gather information. Any governmental body other than that specifically referred to above will take no action.

DATE MAILED: August 13, 2020

BILL BRANDT



To: Mayor and City Council
From: Julie Zack, Administration & Clerical Assistant
Date: August 19, 2020
Re: Request to Waiver Permit Fee and Insurance Requirement for 2020 Tee Pad Bash

The Antigo Disc Golf Club wishes to have an event on September 26, 2020, to raise funds for concrete pads to be placed at each of the disc golf tees. The would have area teams complete in a tournament at the Antigo Disc Golf course and events for the public held on city property require an event permit and insurance.

The Antigo Disc Golf Club would like the committee to waive the insurance requirement and the permit fee. They are aware that if the committee does not approve of the waiver, they will need to provide both or the event is cannot be held at the course.



City of Antigo

700 Edison Street
Antigo, WI 54409

715-623-3633
srepp@antigo-city.org
www.antigo-city.org

Registration/Payment Receipt 22636182

08/06/2020 09:32 AM

Account Information

Evan Stoiber
522 Lincoln Street
Antigo, WI 54409

Received By

Julie Zack at City Hall

Item

Amount

Paid

PRC - Permits; Parade / Special / Street 1. Permit Sep 26, 2020 7:00 AM-11:59 PM - Base Fee: \$25 -
Flat Fee - PERMIT #3191

\$0.00

Total Payment \$0.00

Transaction Notes

Waiver of permit fee and insurance will go to FPL on 8/19/2020.

Prompt(s)

Type of Event (please select all that apply) (Evan Stoiber) Special Event (required if you are inviting the public)

Agent Name (must be authorized to sign for sponsoring organization) (Evan Stoiber) Evan Stoiber

Sponsoring Organization (Evan Stoiber) Antigo Disc Golf Club

Sponsoring Organization Address (Evan Stoiber) 522 Lincoln Street

Sponsoring Organization's Executive Officer (Evan Stoiber) Evan Stoiber

Phone Number of Executive Officer (Evan Stoiber) 920.204.5074

Event Date(s). If more than one date please list all dates with the following format: Day of the week, MM/DD/YY: (Evan Stoiber) Saturday, September 26, 2020

Event Start Time (Evan Stoiber) 7 am

Event End Time (Evan Stoiber) 7 pm

Name of Event (Evan Stoiber) 2020 Tee Pad Bash

Reason for Event (Evan Stoiber) To raise money for concrete pads for tees. Exposure of disc golf to the community

Responsible adult on site during event (Evan Stoiber) Evan Stoiber

Anticipated Number of Participants/Attendees (Evan Stoiber) 30 +/-

PARADE/WALK/RUN: Anticipated Number of Parade Vehicles or Floats (Evan Stoiber) N/A

PARADE/WALK/RUN: Start/Assembly Point (Evan Stoiber) N/A

PARADE/WALK/RUN: Disbanding Point (Evan Stoiber) N/A

PARADE/WALK/RUN: List the Route (Evan Stoiber) N/A

Special Event Location (name of facility or address): (Evan Stoiber) Antigo Disc Golf Course

STREET USE/CLOSURE: Pursuant to article IX, Antigo Municipal code, I request a street use permit for the "number" Hundred block(s) of "street name" (complete number and street name to the right). Please note: A "Petition for Street Use" must be signed by at least 75% of residents over eighteen (18) years of age living along the portion of the street identified as the designated area for the proposed permit and returned to complete the application (a printable "Petition for Street Use" form is available on the following page). (Evan Stoiber) None

STREET USE/CLOSURE: Reason Street Closure is Necessary (Evan Stoiber) None

Are you serving or selling alcoholic beverages? (Evan Stoiber) No

Will you be using amplification (equipment is not provided; you must bring your own)? (Evan Stoiber) No

Outside vendors (tents, food catering, bouncy houses...etc.)? (Evan Stoiber) No

City Services Requested (services can not be guaranteed and may require additional fees). It is your responsibility to contact the appropriate department (Police: 715.627.6411; Fire/Ambulance Department: 715.623.3633 ext 142; Public Works: 715.623.4754; Parks: 715.623.3633 ext 131) (Evan Stoiber) None

Please note the requested city services are not guaranteed. If requesting city services please explain services requested (i.e. requested location for item placement and how many) (Evan Stoiber) None requested

NAME OF YOUR LIABILITY INSURANCE CARRIER: The following are the City of Antigo Insurance Requirements (please ensure the following requirements are met and listed on the insurance certificate): 1. Certificate to be on file for \$1,000,000 in general liability coverage. 2. The City of Antigo must be listed as an "Additional Insured". 3. A copy of this insurance certificate must be on file with the City of Antigo prior to the event and for the application to be considered complete. (Evan Stoiber) Waiver requested 8/6/2020

Are you having a tent with stakes? No

Do you request that the City of Antigo waive the insurance requirement? Yes

I understand this request is contingent upon approval. I will receive a stamped and signed permit if approved. Furthermore, I will be contacted if the request is denied. Agreed

Facility Notes

PRC - Permits; Parade / Special / Street 1. Permit

Please direct any questions to srepp@antigo-city.org

Waiver Request Application Form

Event, Parade, Insurance, Shelter or Street Use

Recurring Annual Events

Any group holding a recurring annual event is required to have their waiver requests submitted 60 days in advance of the event.

Please Note: Submission requests not meeting the above requirement will not be considered for waiver of fees or insurance.

New Events

Any groups requesting waivers, for first time events should request waivers 2 months in advance of the requested date to ensure review by the appropriate committees.

1. Name of group/organization/individual requesting waiver(s):

Antigo Disc Golf Club

2. The following waivers are being requested and submitted for consideration (Please check all that apply):

☐ **Shelter / Concession Reservation Fee** (\$40.00 / \$50.00 Resident or \$60.00 / \$75.00 Non-Resident) – Please include completed Shelter Reservation Form with Waiver Application if you plan on reserving a City Shelter, Pavilion, or Park.

☒ **Special Event/Parade Fee** (\$25.00) – Please include completed permit with Waiver Application if you plan on hosting an event on City Property or you plan on inviting the public to your event.

☐ **Street Use** (\$25.00) – Please include completed permit with Waiver Application if you plan on closing or restricting access to any streets.

☒ **Insurance** – If you are not requesting an insurance waiver please include insurance with application

- Insurance documentation must be on file with the City of Antigo prior to the event date
- The City of Antigo must be listed as additional insured
- \$1,000,000 general liability coverage is required
- The above insurance information may be found within Article XI. Special Event/Parade Ordinance Sec. 18-433. Insurance Required.

**Please note an approved waiver for Insurance by the City of Antigo does not cover your event/group/organization or individuals under the City of Antigo's insurance policy.*

3. Name of Event:

2020 TEE PAD BASH

4. Description of Event (please attach an additional sheet if necessary):

Disc Golf tournament

5. How event is benefitting the community (are funds being reinvested into the community...etc):

Raising money to pay for concrete tee pads.
Raising exposure of disc golf to all ages.

6. City of Antigo services requested to assist with the event or preparation for the event (additional trash receptacles, barricades, picnic tables...etc; please note these services cannot be guaranteed):

N/A

Signature of applicant (I agree the above information is accurate and correct to the best of my knowledge):

[Signature]

Date: 8-5-20

For Office Use Only:

FPL: Submitted _____

PCR Submitted: _____

Council Submitted: _____

FPL: Approved _____

PCR Approved: _____

Council Approved: _____



APPLICATION FEE
\$25.00

2.3.a

CITY OF ANTIGO
APPLICATION FOR PARADE, SPECIAL EVENT, OR STREET USE PERMIT

DATE OF APPLICATION: 8-5-20 AGENT NAME: Evan Stoiber
MUST BE AUTHORIZED TO SIGN FOR SPONSORING ORGANIZATION

MAILING ADDRESS: 522 Lincoln St. STATE: WI ZIP: 54409

EMAIL: evanstoiber@gmail.com

PHONE#: 920-204-5074 WORK/CELL NUMBER#: 920-213-6793

SPONSORING ORGANIZATION: Antigo Disc Golf Club

ORGANIZATION'S EXECUTIVE OFFICER: Evan Stoiber PHONE: 920-204-5074

EVENT DATE(S): 9-26-20 START TIME: 7 AM PM END TIME: 7 AM PM

NAME OF EVENT: 2020 TEE PAD BASH

REASON FOR EVENT: Raise money for concrete tee pads

PERSON(S) RESPONSIBLE FOR DATE/SITE Evan Stoiber and Tyson Thundercloud
Must be present at the event and on the premises for the reservation date for the duration of the event.

ANTICIPATED NUMBER OF PARTICIPANTS/ATTENDEES: 30

TYPE: ☐ Parade/Walk/Run ☒ Special Event ☐ Street Use/Closure
For each "TYPE" checked please complete the corresponding section (see below)

PARADE/WALK/RUN

ANTICIPATED NUMBER OF PARADE VEHICLES OR FLOATS: _____

ASSEMBLY POINT _____ DISBANDING POINT _____

PARADE/WALK/RUN ROUTE: _____

SPECIAL EVENT

LOCATION OR FACILITY OF EVENT: Antigo Disc Golf Course

STREET USE/CLOSURE

A PETITION FOR STREET USE MUST BE SIGNED BY AT LEAST 75% OF RESIDENTS OVER EIGHTEEN (18) YEARS OF AGE LIVING ALONG THE PORTION OF THE STREET IDENTIFIED AS THE DESIGNATED AREA FOR THE PROPOSED PERMIT AND RETURNED WITH THE COMPLETED APPLICATION AND FEE.

PURSUANT TO ARTICLE IX, ANTIGO MUNICIPAL CODE, I REQUEST A STREET USE PERMIT FOR:

THE _____ (NUMBER) HUNDRED BLOCK(S) OF _____ (STREET NAME).

REASON STREET CLOSURE IS NECESSARY: _____

PLEASE ANSWER YES OR NO TO THE FOLLOWING: _____

Attachment: Disc Golf 9-26-2020 (3525 : Request to Waiver Permit Fee and Insurance Requirement for 2020 Tee Pad Bash)

1. **ARE YOU SERVING ALCOHOLIC BEVERAGES?** ☐ YES ☒ NO
 YOU MUST OBTAIN A SPECIAL CLASS B LICENSE AT THE CITY CLERK'S OFFICE TO SELL FERMENTED MALT BEVERAGES
2. **ARE YOU PLANNING ON PLAYING MUSIC OR USING AMPLIFICATION ?** ☐ YES ☒ NO
 EXCESSIVE VOLUME MAY BE DISRUPTIVE TO NEARBY NEIGHBORS. PLEASE LIMIT VOLUME TO A REASONABLE LEVEL
3. **WILL YOU BE WORKING WITH OUTSIDE VENDORS (I.E., BOUNCY HOUSES/CATERERS)** ☐ YES ☒ NO
 PLEASE CONSULT CITY STAFF FOR GUIDELINES IF YOU ARE HIRING OUTSIDE VENDORS

RULES & REGULATIONS

1. You are required by state law to provide sufficient containers to separate recyclable materials from trash at parade and special event locations.
2. Throwing candy, toys, souvenirs, etc., from moving parade vehicles is prohibited. Please distribute items by walking along parade route.
3. Operators of all parade units, regardless of power, shall be a minimum of 16 years of age.
4. Any damage to parking lots, streets, etc. will be billed to the applicant. (i.e. tent stakes in blacktop, etc.)

REQUESTED CITY SERVICES

- PLEASE NOTE THE REQUESTED CITY SERVICES ARE NOT GUARANTEED
- IT IS YOUR RESPONSIBILITY TO CONTACT THE APPROPRIATE DEPARTMENT

- ☐ TRAFFIC CONTROL
- ☐ BARRICADES
- ☐ TRASH BARRELS
- ☐ EMS SERVICES ON SITE
- ☐ OTHER; PLEASE LIST: _____

POLICE: 715.627.6411

FIRE / AMBULANCE DEPARTMENT: 715.623.3633 ext 142

PUBLIC WORKS: 715.623.4754

PARKS: 715.623.3633 ext 131

CITY OF ANTIGO INSURANCE REQUIREMENTS

1. CERTIFICATE TO BE ON FILE FOR \$1,000,000 IN GENERAL LIABILITY COVERAGE
2. THE CITY OF ANTIGO MUST BE LISTED AS AN ADDITIONAL INSURED
3. A COPY OF THIS INSURANCE CERTIFICATE MUST BE INCLUDED WITH THIS APPLICATION

NAME OF YOUR LIABILITY INSURANCE CARRIER _____

☒ We request the City of Antigo waive this insurance requirement. Only the City of Antigo Common Council is empowered to grant an insurance waiver request. AN INSURANCE WAIVER DOES NOT MEAN YOU ARE COVERED UNDER THE CITY'S INSURANCE POLICY.

The applicant shall defend, indemnify and hold harmless the City, its elected or appointed officials, officers, agents, employees and volunteers, from and against all claims, demands, suits, loss, bodily injury, personal injury, death and liability, direct or indirect (including any and all costs and expenses in connection therewith), incurred by any reasons of act or omission of the applicant, its officers, agents, employees or anyone, in any way connected with the applicant's services and obligations under this agreement. This indemnification obligation shall not be limited in any way by any limitation of the amount or type of insurance carried by the applicant. Applicant agrees at its own cost, expense and risk, to defend any and all claims, actions, suits or other legal proceedings brought or instituted against the City, its directors, officers, agents, employees and volunteers or any of them, arising out of the applicants service, omissions or acts in connection with this agreement, and to pay and satisfy any resulting judgments.

BY SIGNING THIS FORM, I ACKNOWLEDGE THAT ALL ANSWERS ARE TRUE AND CORRECT. I ALSO ACKNOWLEDGE THAT I HAVE RECEIVED A COPY OF THE PARADE AND SPECIAL EVENTS OR STREET USE ORDINANCE AS APPROVED BY THE ANTIGO CITY COUNCIL.

APPLICANT'S SIGNATURE _____

DATE _____

8-5-20



To: Mayor and City Council
From: Kaye Matucheski, Clerk/Treasurer
Date: August 19, 2020
Re: Carry Forward \$250 from 2019 to 2020 for the Park, Recreation, and Cemetery Director's Uniform Allowance

When the carry forwards were done at the end of 2019, the \$250 for unused uniform allowance for the Park, Recreation, & Cemetery Director was inadvertently missed on the list. The employee has the option to carry over the funds for one year to accumulate \$500 to spend. Therefore, this amount needs to be carried forward to account for this expenditure in the budget. I am requesting approval for this additional carry forward.

If approved, a resolution will need to be forwarded to Council. Should you have any questions, please feel free to contact me.