

From: Melnarik, Phil [<mailto:pmelnarik@arthritis.org>]
Sent: Tuesday, October 14, 2014 9:43 AM
To: Carol A. Schmidt
Subject: 2014 Jingle Bell Run Fox Cities

Hi Carol,

I hope this finds you well. I apologize for the delay getting this to you. I changed the route this year and wanted to be sure this would be final if approved by the city. I submitted the insurance request this morning and will follow up with you on the progress. We ran into a few snags last year in some of the wording but I sent along the examples in the application. Is it possible to bring the check the day of the meeting with you all? If not, I will request that today as well. T

Thank you so much, please let me know if you have any questions regarding the application.

Take care,

Phil Melnarik
Director, Community Development
(920) 330-0592 (Direct)
(800) 333-1380 (Toll Free)

Arthritis Foundation Upper Midwest Region
2920 S. Webster Ave., Ste. A
Green Bay, WI 54301

From: Carol A. Schmidt [<mailto:cschmidt@ci.menasha.wi.us>]
Sent: Tuesday, October 14, 2014 10:55 AM
To: Melnarik, Phil
Subject: RE: 2014 Jingle Bell Run Fox Cities

Hi Phil,

I have received your Special Event Packet and will put your Street Use Application on our Board of Public Works Agenda for the October 20th meeting with the understanding that the insurance is on it's way. Also, the Street Use Application will be forwarded to the Common Council for their meeting on November 3rd for final approval.

We have a Special Event meeting scheduled for Tuesday, October 28th with an opening at 1:30. Will that day and time work for you? We would need your insurance by that date as well in order to forward the Street Use Application to the Common Council for the November 3rd meeting. And yes you can bring your \$50 check on the 28th.

Please let me know if the above will work for you. By the way, I know all about delays and snags! Thanks Phil,

Carol Schmidt
Administrative Assistant
City of Menasha
Public Works & Engineering
Phone: 920-967-3610 Fax 920-967-5272
cschmidt@ci.menasha.wi.us
www.cityofmenasha-wi.gov

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STREET USE APPLICATION

Event: Jingle Bell Run/Walk For Cities
 Sponsored by: Arthritis Foundation
 Responsible Person: Phil Melnarik
 Address: 2920 S. Webster Ave Ste A
Green Bay, WI 54301
 Email Address: pmelnarik@arthritis.org Phone: 920-330-0592
 Street Route: Please see attachment
 Description of Use (attach map)

Street Use Date:	<u>11/15/14</u>
Start Time:	<u>9 AM</u>
End Time:	<u>11:30 AM</u>
Number of Units:	_____
(Parades)	

Liability Insurance has been secured in the amount of \$ _____ with the City of Menasha named as the additional insured. This is primary insurance.

Insurance Company _____ Policy No. _____
(Attached are samples of the certificate of insurance and endorsement, each naming the City of Menasha as additional insured)

Date: 10/1/14 Applicant's Signature: Phil Melnarik

Permit Fee: Each application for a Street Use Permit shall be accompanied by a fee of \$25.00 along with a Special Event Fee of \$25.00. Please make checks payable to City of Menasha.

Note to events planning to use City Parks and/or greenspace: Any multi-day event or event which plans to sell beer and/or wine to the public must appear before the Parks and Recreation Board.

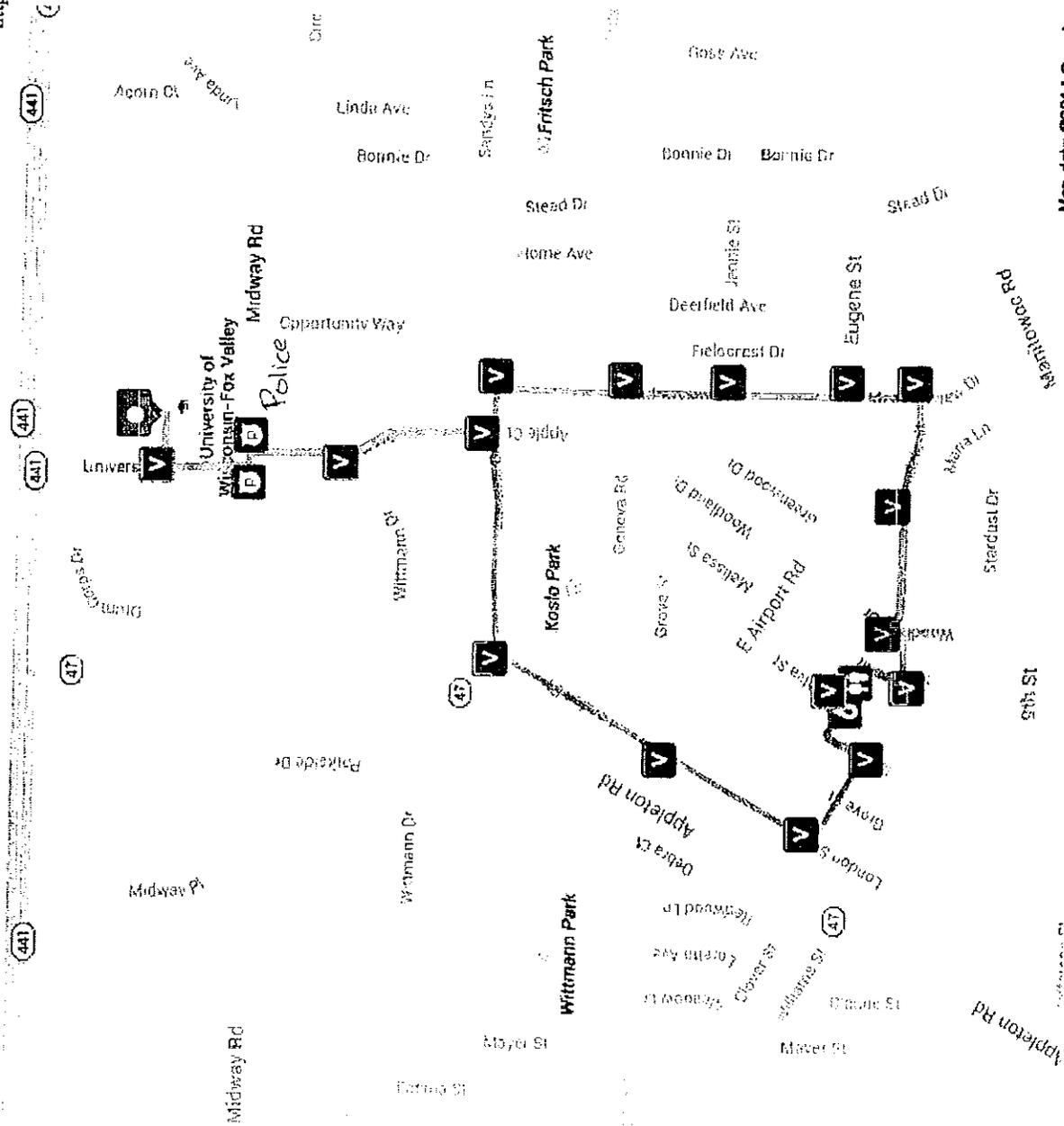
TO BE COMPLETED BY CITY STAFF (Revised February 4, 2013)

Scheduled Park & Recreation Board Review Date: _____
 Not Required: Approved: _____ Denied: _____

Scheduled Common Council Review Date: 11-3-14
 Approved: _____ Denied: _____

APPROVAL:

Police Dept. _____ Fire Dept. AM Public Works Dept. MR City Attorney _____



V - Volunteers

Water stand and possible restroom near curb by Clavis Park.

★ Start line is moved closer to UW-Fox Valley.

Past years it has been near Sabre Lanes entrance.

★ Would like to have one lane closed on University Dr.

on the side closest to UW-Fox Valley.

Map data ©2014 Google

	Head west toward University Dr	0 mi (+0.07 mi)
	Head south on University Dr toward Midway Rd	0.07 mi (+0.11 mi)
	Turn left onto Midway Rd	0.18 mi (+0 mi)
	Head east on Midway Rd toward University Dr	0.18 mi (+0.02 mi)
	Turn right onto University Dr	0.2 mi (+0.13 mi)
	Head south on University Dr	0.33 mi (+0.1 mi)
	Head south on University Dr toward Lucerne Dr	0.43 mi (+0.09 mi)
	Turn right onto Lucerne Dr Destination will be on the left	0.52 mi (+0.1 mi)
	Head west on Lucerne Dr toward London St	0.62 mi (+0.17 mi)
	Turn left onto London St	0.79 mi (+0.18 mi)
	Head southwest on London St toward W Airport Rd	0.97 mi (+0.29 mi)
	Head southeast on Clovis Ave toward Grove St	1.27 mi (+0.13 mi)
	Head northeast on Ida St toward Visgro St	1.39 mi (+0.05 mi)
	Turn right onto Visgro St Destination will be on the left	1.45 mi (+0.01 mi)
	Head southeast on Visgro St toward Alva St	1.45 mi (+0.09 mi)
	Turn right onto Melissa St	1.55 mi (+0.05 mi)
	Head east on Greendale St toward Woodland Dr	1.6 mi (+0.06 mi)
	Turn left onto Woodland Dr	1.66 mi (+0.02 mi)

-  Turn right onto Greendale St Destination will be on the right 1.67 mi (+0.03 mi)
-  Head east on Greendale St toward Woodland Pl Destination will be on the right 1.7 mi (+0.28 mi)
-  Head west on Greendale St toward Meadowview Dr 1.98 mi (+0.01 mi)
-  Turn right onto Meadowview Dr 1.99 mi (+0.54 mi)
-  Head west on Lucerne Dr toward Apple Ct 2.53 mi (+0.06 mi)
-  Turn right onto University Dr Destination will be on the right 2.59 mi (+0.22 mi)
-  Head north on University Dr toward Midway Rd 2.81 mi (+0.09 mi)
-  Turn left onto Midway Rd 2.9 mi (+0.02 mi)
-  Turn right onto University Dr Destination will be on the right 2.92 mi (+0.05 mi)
-  Head north on University Dr Destination will be on the right 2.97 mi (+0.04 mi)
-  Head north on University Dr 3.02 mi (+0.02 mi)
-  Turn right 3.03 mi (+0.07 mi)
-  Destination 3.1 mi (+0 mi)

MapMyRun • <http://mapmyrun.com/routes/view/496911032>