

It is expected that a Quorum of the Personnel Committee, Board of Public Works, and Common Council will be attending this meeting: (although it is not expected that any official action of any of those bodies will be taken)

**CITY OF MENASHA
ADMINISTRATION COMMITTEE
Third Floor Council Chambers
140 Main Street, Menasha
February 6, 2012
6:30 PM
or immediately following Common Council
AGENDA**

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
 - 1. [Administration Committee, 1/16/12](#)
- D. ACTION/DISCUSSION ITEMS
 - 1. [Special Event Policy \(Ald. Krueger\)](#)
 - 2. [Guidelines for Licensed Transient/Mobile Restaurants \(Ald. Klein\)](#)
- E. ADJOURNMENT

"Menasha is committed to its diverse population. Our Non-English speaking population and those with disabilities are invited to contact the Menasha City Clerk at 967-3603 24-hours in advance of the meeting for the City to arrange special accommodations."

CITY OF MENASHA
ADMINISTRATION COMMITTEE
Third Floor Council Chambers
140 Main Street, Menasha
January 16, 2012
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Klein at 6:56 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Klein, Taylor, Sevenich, Langdon, Krueger, Zelinski, Englebert, Benner

ALSO PRESENT: PC Styka, FC Auxier, DPW Radtke, CDD Keil, C/T Stoffel, PHD Nett, Dave Maccoux (Schenck), Bob Drifka (Drifka Group).

C. MINUTES TO APPROVE

1. [Administration Committee, 1/3/12](#)

Moved by Ald. Krueger, seconded by Ald. Langdon to approve minutes.

Motion carried on voice vote.

D. ACTION ITEMS

1. [Review and accept 2010 City of Menasha Audit Report \(Dave Maccoux, Schenck\)](#)

Dave Maccoux from Schenck gave an overall review of the Annual Financial Report and Management Communications Statement. He answered questions from the Committee.

Moved by Ald. Krueger, seconded by Ald. Langdon to recommend to Common Council to accept the 2010 City of Menasha Audit Report

Motion carried on roll call 8-0.

2. [Approval of the proposed Parochial School fees for school year 2012-2013 \(Recommendation of Board of Health\)](#)

PHD Nett explained the proposed fees will recoup the cost of providing health services to parochial schools for the 2012-2013 school year.

Moved by Ald. Sevenich, seconded by Ald. Krueger to recommend to Common Council
Motion carried on roll call 8-0.

3. [Amendment to Listing Contract with Drifka Group Inc. for Midway Business Park and Province Terrace Lots](#)

CDD Keil explained the activities with the lots in the Midway Business Park and Province Terrace. Even though 2011 was still a slow real estate market, there was some activity.

Bob Drifka commented on a prospected buyer of a lot in the Midway Business Park.

Moved by Ald. Krueger, seconded by Ald. Sevenich to recommend to Common Council
Motion carried on voice vote.

E. ADJOURNMENT

Moved by Ald. Krueger, seconded by Ald. Langdon to adjourn at 7:23 p.m.

Motion carried on voice vote.

Respectfully submitted by Deborah A. Galeazzi, WCMC, City Clerk

2/1/2012

2012 Special Event Agreement Packet

Checklist #2 – Certificate of Liability Insurance

A Certificate of Liability Insurance and Endorsement, each naming the City of Menasha as additional insured, must be submitted no later than 30 days prior to the event date. Failure to provide insurance and endorsement on time can result in termination of event permits.

City of Menasha Special Event Policy

Line 3 - Review of Application, second sentence

The Special Events staff meeting will be scheduled no later than 45 days prior the event date. Approval for application will be scheduled for the next Common Council Meeting following the Special Events staff meeting.

Line 5 – Certificate of Insurance and Endorsement, last sentence

The Certificate of Insurance and the Endorsement must be submitted no later than 30 days prior to the event. Failure to provide insurance and endorsement on time can result in termination of event permits.

Line 7 – Fees, second from last sentence

At the completion of your event, charges must be paid no later than 60 days from the postal date of the final invoice.

Line 8 – Non-Profit Organizations as Event Holders

Eliminate entire section.

City of Menasha Special Event Permit

Staff – Last sentence

Special Events receive 50% cost support from the CITY if their event is free and open to the public.

City of Menasha Special Event Policy

SPECIAL EVENT is defined as any planned occurrence on the public right-of-way or public premises including, but not limited to; parades, gatherings, festivals and athletic events. By nature these events have a greater impact on City services and resources than would have occurred had the event not taken place. Special events require multiple department involvement.

The City of Menasha wants any Special Event to be a success for organizers and participants alike. By providing for an organized application process, we hope to provide for the safety and well being of all community members.

APPLICATION Complete Special Event Agreement Packet must be returned to City Hall, 2nd Floor, Public Works/Parks & Recreation Departments at least 60 days prior to the event. This will allow time for all pertinent departments to review your event needs. A non – refundable fee of \$25 is due at the time your application is submitted. Please note that if you are holding an event in a park you will need to reserve the park prior to turning in your Special Events Application.

REVIEW OF APPLICATION Once your application is received and reviewed, someone from your group will be required to attend a meeting with the Special Events staff. You will be advised of the date and time. The appropriate departments will review the individual worksheets included in your Special Events Packet to ensure that all considerations have been identified and contingencies planned for.

APPROVAL OF APPLICATION Once your application has been reviewed and approved you will receive a Special Event Permit.

CERTIFICATE OF INSURANCE AND ENDORSEMENT If proof of insurance is required, Certificate of Insurance and Endorsement must be provided by the event sponsor. The **City of Menasha must be named as additional insured on both the Certificate of Insurance and the Endorsement.** (see exhibit 1) The sponsor shall hold the City, any of its employees and agents and facilities harmless against all claims, liability, loss, damage or expense incurred by the City for any damage or injury to person or property caused by or resulting from activities arising from the special event. **The Certificate of Insurance and the Endorsement must be submitted no later than 5 business days following approval of the special event, but in no case less than 30 days prior to the event.**

SPONSOR ADDITIONAL RESPONSIBILITIES If your event requires street closure, it is the event holder's responsibility to contact, Valley Transit at 920-832-5200 and Gold Cross Ambulance at 920-967-6077 to alert them to the street closure. It is also the event holder's responsibility to notify the property occupants affected by a street closure exceeding 30 minutes. Included in this packet is a form that can be used for notification.

FEES All events are required to pay a non-refundable deposit of \$25 at the time their application is turned in. Charges for park facilities, food sales permits, tent permit fees, firework fees, etc. are to be paid *IN ADDITION* to the Special Events application fee. Submittal of an event application does **NOT** reserve a park. The applicable fees due prior to your event are: temporary food service permits, temporary beer sales permit, carnival permit, tent fee inspection, fireworks permits and park rental fees. At the completion of your event, charges must be paid no more than 60 days after the last date of your event. If this requirement is not met, further charges may be incurred.

NON-PROFIT ORGANIZATIONS AS EVENT HOLDERS Non-Profits hosting an event that is free and open to the public **may** receive up to a 50% discount on the total Special Event bill. By definition the Non-Profit group must be a registered 501(c)(3) or (4) organization and proof of this designation is required.

TERMINATION OF EVENT The City and its representative reserve the right to shut down a special event that is in progress if it is determined to be a safety hazard by the Police and/or Fire Departments and/or there is a violation of City Ordinances, State Statute, or the terms of the approved application have not been met. The Mayor and /or their designee may revoke an approved Special Event Permit if the applicant fails to comply in good faith with the provisions of the permit prior to the event date.



MEMO

TO: Administration Committee

FROM: Debbie Galeazzi, City Clerk
Carol Schmidt, PW Admin Assistant
Kristi Heim, Parks Admin Assistant

SUBJECT: Special Event Fees Breakdown

DATE: February 2, 2012

The attached spreadsheet shows the dollar amounts charged by department for actual costs associated with Special Events held in the City of Menasha in 2011. These are new fees that were not collected in previous years with the exception of some park rental and/or equipment usage fees. This information is in accordance with the Special Event Policy adopted by the Common Council on January 4, 2011.

Also, in accordance with the Special Events Policy, a \$25 non-refundable administration fee was collected from each sponsor with the submittal of their application. The total up-front administration fees for 2011 were \$500 and are not reflected on the spreadsheet.

The following up-front fees will continue to be collected by the individual departments: Street Use Permit, Temporary Beer/Wine Liquor License, Temporary Food-Vending License, Fireworks and Tent/Structure Permits. These fees are not reflected on the spreadsheet because they are not new fees.

2011 Special Event Fees by Department	Sponsor	Street Dept	Parks & Rec	Police	Fire	Sub-Total	Total
Team Hailey 5K Run/Walk for a Cure (Approved prior to implementation of Special Events Policy) 501(c)(3) April 16	Team Hailey/PLGA Foundation	\$0	\$0	\$0	\$0	\$0.00	\$0
Moose Fest, May 7-8	Steve & Deanna Krueger	\$270.61	\$101.00	\$216.00	\$0	\$587.61	\$587.61
Memorial Day Parade 501(c)(3) May 30	Veterans Association	76.08	\$0	\$92.50	\$0	\$168.58	\$84.29
Marina Steak Fry for Boaters, June 18	Diane Schabach	\$0	\$100.00	\$0	\$0	\$100.00	\$100.00
Community Fest (city sponsored) July 3-4	Cities of Neenah & Menasha	\$0	\$0	\$0	\$0	\$0.00	\$0
Grunski Runski (city sponsored) August 13	City of Menasha	\$0	\$0	\$0	\$0	\$0.00	\$0
New Wheelers Bike Race, August 14	O2 Cycling	244.84	\$120	\$116.25	\$0	\$481.09	\$481.09
Sunrunner "Cruise In" 501(c)(3) Summer	MAC	\$405.31	\$1,120.00	\$0	\$0	\$1,525.31	\$762.66
Race the Lake, August 21	Midwest Sports Events	\$257.22	\$0	\$356.50	\$0	\$613.72	\$613.72
Jazzfest 501(c)(3) September 2-4	Jazz Corner Society	\$114.93	\$623.00	\$150.00	\$0	\$887.93	\$443.97
Marina Corn Roast for Boaters, September 3	Diane Schabach	\$0	\$109.00	\$0	\$0	\$109.00	\$109.00
Labor Day Parade 501(c)(3) September 5	Fox Valley Area Labor Council	\$76.08	\$0	\$102.00	\$0	\$178.08	\$89.04
Seafoodfest 501(c)(3) September 7-11	Neenah Menasha Rotary Foundation	\$625.92	\$1,549.00	\$710.00	\$0	\$2,884.92	\$1,442.46
ThedaCare Picnic, September 15-18	ThedaCare	\$124.89	\$1,650.00	\$0	\$0	\$1,774.89	\$1,774.89
Fox Cities Marathon 501(c)(3) September 18	Community First Credit Union	\$523.05	\$10	\$995.38	\$0	\$1,528.43	\$764.22
St. Joe's Food Pantry Run 501(c)(3) October 15	Pacesetter's of the Fox Cities	\$70.43	\$0	\$102.75	\$0	\$173.18	\$86.59
Menasha High Homecoming Parade, September 30	Menasha High School	\$79.23	\$0	\$0.00	\$0	\$79.23	\$79.23
St. Mary Homecoming Parade, September 30	St. Mary Central High School	\$0	\$0	\$0	\$0	\$0.00	\$0
Turkey Trot, November 24 501(c)(3)	Festival Foods	\$71.69	\$0	\$388.50	\$0	\$460.19	\$230.10
Jingle Bell Run for Arthritis 501(c)(3) December 3	Arthritis Foundation	\$0	\$0	\$36.00	\$0	\$36.00	\$18.00
New Year's Eve Celebration, December 31	Community Forward, Inc.	1124.34	\$240	75	\$0	\$1,439.34	\$1,439.34
2011 Totals		\$4,065	\$5,622	\$3,341	\$0	\$13,028	\$9,106

Non-Profit Organizations designated 501(c)(3)

* Includes charges for normal park rental and/or equipment usage

Guidelines for Licensed Transient/Mobile Restaurants

Parks

Unless specifically approved through the Parks Dept., Mobile restaurant vending is not allowed in parks unless associated with an approved special event. Mobile restaurant vendor must pay associated special event fees as dictated by the special event.

Events

Mobile restaurant Vending may be allowed at special events. The event sponsor MUST approve event mobile restaurant vendors prior to participation.

Streets

Complex Mobile restaurant vending is allowed on public streets or sidewalks as dictated by current ordinance and street occupancy permit fee. Mobile restaurants must remain at least 400ft from competitive businesses who serve similar products. Vendors will not impede or inconvenience the public use of the street or sidewalk. A safety officer's judgment, exercised in good faith, shall be conclusive as to whether the area is congested and the public impeded or inconvenienced.

Vending fees

- 1) Annual Mobile Restaurant street occupancy fee permits acquired through the Dept. Of Public Works or Police Dept. (Yet to be determined)
- 2) The City of Menasha Health Dept will inspect all mobile restaurants who wish to operate within the City of Menasha and possess a current State license issued by another jurisdiction. Current licenses would include those issued by another Agent Health Department or the State of Wisconsin Department of Health Services. All non-resident mobile restaurant operators will be charged an inspection fee which will be equal to the current temporary restaurant license fee. Wisconsin Food Code (WFC) Chapter 9 and all other applicable sections of the WFC shall be used as a basis for these inspections. An inspection report will be provided to the operator following the inspection, and risk factor violations cited must be corrected prior to operating.
- 3) The inspection fee charged to non-resident mobile restaurants will be issued on an annual basis for the period of July 1 – June 30. Inspection fees paid prior to April 1 will expire on June 30 of that same year. Inspection fees paid after April 1 will expire on June 30 of the following year. Inspection fees must be paid prior to setting up within the City of Menasha.

4) Mobile Restaurants are described as:

(53m) “**Mobile food establishment**” means a: (per WFC Chapter 1- References made to retail food establishments have been removed from the definition)

(a) Restaurant [FOOD ESTABLISHMENT](#) where FOOD is served from a movable vehicle, push cart, trailer or boat which periodically or continuously changes location and requires a service base to accommodate the unit for servicing , cleaning, inspection and maintenance or except as specified in 9-103.11(D).

(b) “Mobile food establishment” does not include a vehicle which is used solely to transport or deliver FOOD or a common carrier regulated by the state or federal government, or a movable concession stand designed to operate as a [TEMPORARY FOOD ESTABLISHMENT](#) .

(97) “**Temporary food establishment**” means a [FOOD ESTABLISHMENT](#) that operates at a fixed location for a period of no more than 14 consecutive days in conjunction with a single event or celebration such as a fair, carnival, circus, public exhibition, anniversary sale or OCCASIONAL sales promotion.

Chris Klein
District 1 Alderman