CITY OF BURLINGTON

Administration Department
300 N. Pine Street, Burlington, WI, 53105
(262) 342-1161 – (262)763-3474 fax
www.burlington-wi.gov

SPECIAL AGENDA
COMMON COUNCIL

Wednesday, October 14, 2020
6:00 p.m.

Webinar Link:
https://us02web.zoom.us/s/81311492143?pwd=YmljT2Fab0dBSlYxb1BrM01PZUhIZz09
Passcode: **441655**
Telephone Dial: US: (312) 626-6799
Webinar ID: **813 1149 2143**
Passcode: **441655**

- To attend a meeting, click on the link provided or dial in with the phone number provided on the meeting agenda. You may need to create a Zoom account if you access the meeting online.
- You will participate as an attendee, not a panelist. You will be muted by the meeting moderator.
- To participate/speak during a meeting when allowable, you will need to "raise your hand". Online you will find a 'raise hand' option in the menu bar. Via phone, you can press *9.
- All meetings are recorded and subject to the Wisconsin Open Meetings Law.

Mayor Jeannie Hefty
Susan Kott, Alderman, 1st District
Theresa Meyer, Alderman, 1st District
Bob Grandi, Alderman, 2nd District
Ryan Heft, Alderman, 2nd District
Steve Rauch, Alderman, 3rd District
Jon Schultz, Council President, Alderman, 3rd District
Thomas Preusker, Alderman, 4th District
Todd Bauman, Alderman, 4th District

1. Roll call.

2. Special Events

A. To consider approval of Special Event Applications as follows:
   1. Spooky City
   2. Halloween Trick-or-Treat
   3. Burlington Ice Festival

3. Adjournment

Note: If you are disabled and have accessibility needs or need information interpreted for you, please call the City Clerk's Office at 262-342-1161 at least 24 hours prior to the meeting.

CITY OF BURLINGTON

SPECIAL EVENT PERMIT APPLICATION

For Office Use Only

Date of Application: 9-30-2020 Permit Number: _____

Sent for Staff Review: 10-2-2020 Council Meeting: 10-20-2020

SUMMARY OF EVENT

Event Title: Spooky City Date of Event: Saturday 10/31/2020

Event Location: Downtown Burlington

Nature of Event: ☐ Festival ☐ Parade ☐ Bike Race/Ride ☐ Foot Race/Run ☐ March/Processional ☐ Rally ☐ Circus ☐ Demonstration ☒ Other: Promotion/Event

☐ **Site Plan Requirement**: All applicants are required to submit a detailed Site Plan/Map. Site plans/maps must include location, any street closures, barricades, race/parade routes, stages, alcohol sale location, tents, etc.

☐ **Certificate of Insurance:** The City of Burlington must be listed as the Certificate Holder and as additionally insured. If alcohol is being served, Liquor Liability coverage must also be included.

*(**Minimum Liability Limits, unless otherwise specified:** General Liability: $1,000,000 per Occurrence, $2,000,000 Aggregate; Automobile: $1,000,000 Combined Single limits; Umbrella Liability: $1,000,000; Workers Compensation: State Minimum)*

☐ **Description of Event**: Describe what you are planning so that reviewing officials can determine whether city services will be needed.

Store-to-store trick-or-treating to participating businesses. Street entertainers and attractions. Halloween-related activities. Weekend-long movie-

Anticipated Attendance (participants, staff, vendors, crowd, etc.): Approx. 1,000

Is this a multi-day event? ☐ Yes ☒ No If so, how many days? _____

Start Date: _____ End Date: _____

EVENT ORGANIZER INFORMATION

Applicant Name: Shad Branen

Group Represented: Plaza Media / WIN Media

Address: 448 Milwaukee Ave Burlington WI 53105

Phone: 262-210-1362 Email: shad@winmediainc.com

Person In Charge of Event: Shad + Kristine Branen

On-Site Contact: Shad Branen On-Site Phone: 262-210-1362

Billing Address: 425 N. Pine St. Suite 203 Burlington WI 53105

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DETAILED EVENT INFORMATION

Event Set Up Date: Saturday 10/31/2020 Time: 7 am

Start Time For Event: 11 a.m./p.m. End Time For Event: 1 a.m./p.m.

Alcohol Being Served*? ☐ Yes ☒ No Licensed Agent: _____

An application for a Temporary Class "B"/"Class B" Retailer's License must be submitted and approved to serve alcohol.

Are Park Reservations Necessary? ☐ Yes ☒ No

Park reservations must be made via the Department of Public Works. Please call 262-342-1181 for more information.

Barricades Needed*? ☒ Yes ☐ No Amount Needed & Locations: TBD

This may result in a fee

Will A Temporary Structure or Tent Be On-Site? ☒ Yes ☐ No Does the Tent have Sidewalls? ☐ Yes ☒ No

Police Services Requested*? ☒ Yes ☐ No

Hours & Dates Police Services Needed: Approx. 10:30am – Noon

This may result in a fee

Trash Receptacles Needed*? ☐ Yes ☒ No Amount Needed & Locations _____

This may result in a fee

Person(s) Responsible for Clean Up After the Event: Shred + Kristina Braneu

Picnic Tables Needed*? ☐ Yes ☒ No Amount Needed & Locations _____

This may result in a fee

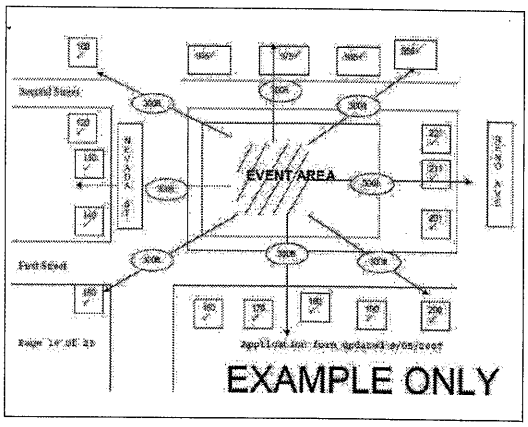
Will Your Event Involve Live Performances, Loud Speakers or a DJ*? ☒ Yes ☐ No

Per Section 219-2A(7) of the Municipal Code, loudspeaker or sound-amplifying devices shall not be used between the hours of 10 PM to 8 AM and privileges may be revoked if the volume becomes a nuisance.

IMPACTED NEIGHBOR NOTIFICATION

The Event Organizer shall notify all residences and businesses within any street closure or lane restriction area of the upcoming event. Notification shall include the following information:

- Event name
- Dates and times of event
- A brief description of the event
- Any closure areas
- Where attendees will be parking



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CITY OF BURLINGTON STAFF USE ONLY

POLICE DEPARTMENT REVIEW
Approval Recommended: ☐ YES ■ NO
Police Hours Required: _____
Estimated Fee for Police Service: _____
Reviewed By: Chief Anderson
Date: 10/7/2020

Comments and/or Stipulations for Event:
The PD does not approve this event due to the pandemic.

PUBLIC WORKS DEPARTMENT REVIEW
Approval Recommended: ☐ YES ■ NO
Hours Required: _____
Estimated Fee for DPW Service: _____
Reviewed By: P. Riggs
Date: 10/7/2020

Comments and/or Stipulations for Event:
Has no issues as far as logistics with the DPW; however, also supports the CDC guidelines and does not recommend

FIRE DEPARTMENT REVIEW
Approval Recommended: ☐ YES ■ NO
Hours Required: _____
Estimated Fee for BFD Service: _____
Reviewed By: Chief Babe
Date: 10/7/2020

Comments and/or Stipulations for Event:
FD does not approve given the latest Racine County Health Departments and the CDC's latest guidance and increase in COVID cases

BUILDING INSPECTION REVIEW
Approval Recommended: ☐ YES ■ NO
Hours Required: _____
Estimated Fee for Bldg. Insp. Service: _____
Reviewed By: G. Guidry
Date: 10/7/2020

Comments and/or Stipulations for Event:
Has no issues as far as logistics with the Building Dept; however, also supports the CDC guidelines and does not recommend

HEALTH OFFICER REVIEW
Approval Recommended: ☐ YES ■ NO
Hours Required: _____
Estimated Fee for Health Service: _____
Reviewed By: K. Hendricks
Date: 10/7/2020

Comments and/or Stipulations for Event:
Per the CDC guidelines, the health department is not approving special events until further notice

City Council Meeting Date: 10/14/2020

City Council Approval Date: _____

Permit Number: _____

Notes: _____

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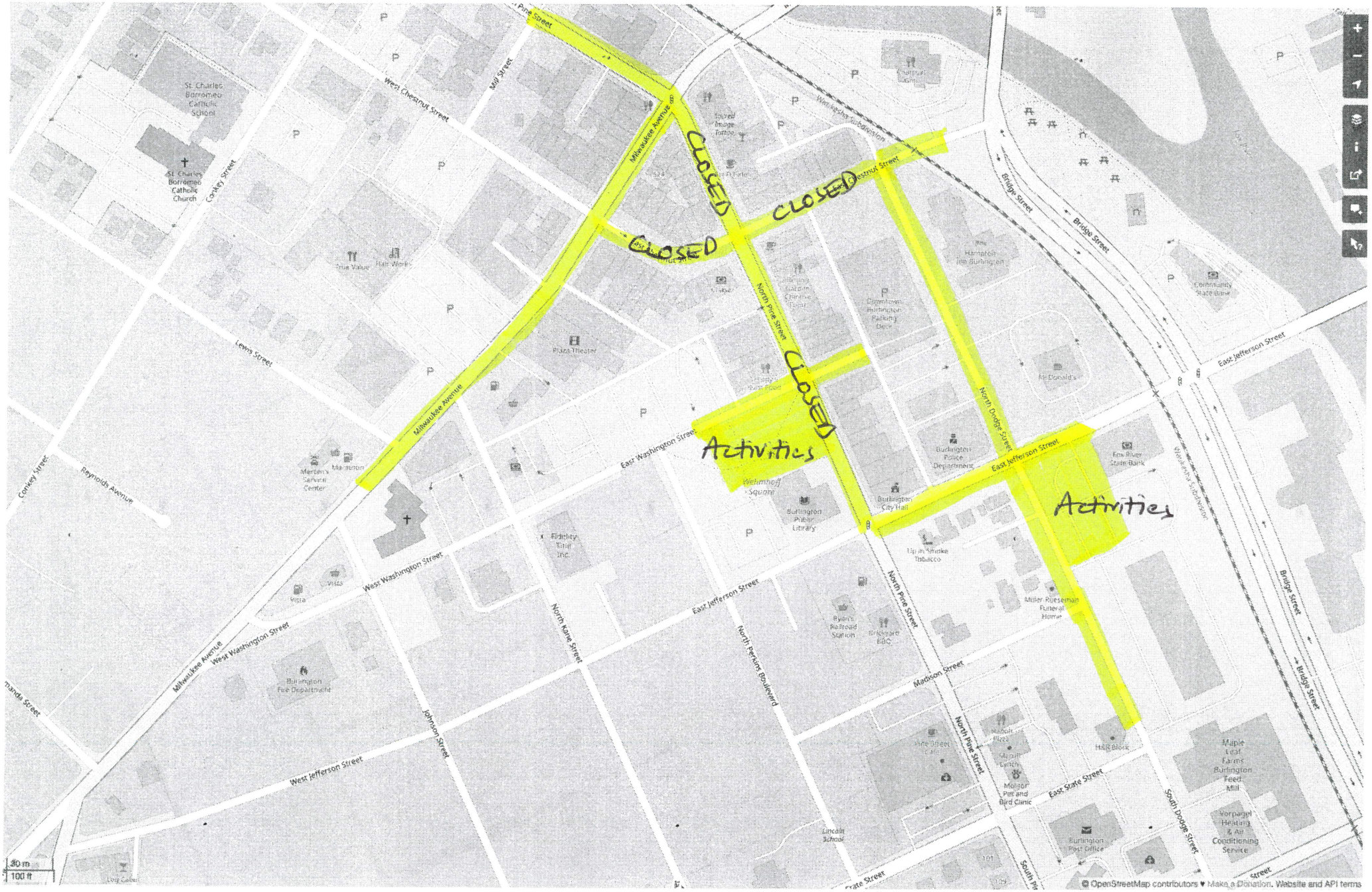

CLOSED
CLOSED
CLOSED
CLOSED
Activities
Activities
Milwaukee Avenue
West Chestnut Street
Mill Street
Conkey Street
Lewis Street
Reynolds Avenue
East Washington Street
West Washington Street
Johnson Street
North Kane Street
East Jefferson Street
North Pine Street
North Perkins Boulevard
Madison Street
East State Street
South Dodge Street
North Dodge Street
Bridge Street
Wenkesha Subdivision
Wehmhoff Square
Burlington Public Library
Burlington City Hall
Burlington Police Department
Burlington Fire Department
Plaza Theater
Fox River State Bank
Miller Roeseman Funeral Home
Maple Leaf Farms Burlington Feed Mill
Vorpagel Heating & Air Conditioning Service
Burlington Post Office
Lincoln School
Fidelity Title Inc.
Merten's Service Center
Marathon
Vista
Sacred Image Tattoo
Hampton Inn Burlington
Downtown Burlington Parking Deck
Community State Bank
McDonald's
Up in Smoke Tobacco
Byan's Railroad Station
Brickyard BBQ
H&R Block
Pine Street Cafe
Marvin Lynch
Molitor Pet and Bird Clinic
St. Charles Borromeo Catholic School
St. Charles Borromeo Catholic Church
True Value
Hair Works
Chase
Log Cabin
30 m
100 ft
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AFFIDAVIT OF APPLICANT

I, the undersigned applicant, or authorized agent thereof, swear or affirm that the matters stated in the foregoing application are true and correct upon my personal knowledge and information for the purpose of requesting the City of Burlington to approve the Special Event and other permits herein applied for, that I am qualified and eligible to obtain the permit applied for and agree to pay all fees, to meet all requirements and any additional regulations, conditions, or restrictions set forth in the permit and to comply with the laws of the City of Burlington in the conduct of the Special Event described herein.

I/We, the undersigned, agree to abide by all City Ordinances and the rules and regulations which are made part of this permit application and hereby release, discharge, hold harmless and agree to defend the City of Burlington, its officers, agents, and employees from and against any and all loss that may arise out of or result from, in any way, in whole or in part, the scheduled event, the conduct or actions of any individual participating in or attending the scheduled event, the issuance of the Road Closing Permit or the closing of any road (whether or not a Permit has been issued) for the scheduled event.

Signature of Applicant

9/30/2020
Date of Signature

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CITY OF BURLINGTON

SPECIAL EVENT PERMIT APPLICATION

For Office Use Only

Date of Application: 9/22/2020 Permit Number: _____

Sent for Staff Review: 9/23/2020 Council Meeting: 10/6/2020

SUMMARY OF EVENT

Event Title: Burlington Ice Festival Date of Event: December 12, 2020

Event Location: Wehmhoff Square Park - 355 N .Pine Street

Nature of Event: ☒ Festival ☐ Parade ☐ Bike Race/Ride ☐ Foot Race/Run ☐ March/Processional
☐ Rally ☐ Circus ☐ Demonstration ☐ Other: _____

☐ **Site Plan Requirement:** All applicants are required to submit a detailed Site Plan/Map. Site plans/maps must include location, any street closures, barricades, race/parade routes, stages, alcohol sale location, tents, etc.

☐ **Certificate of Insurance:** The City of Burlington must be listed as the Certificate Holder and as additionally insured. If alcohol is being served, Liquor Liability coverage must also be included.

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☐ **Description of Event:** Describe what you are planning so that reviewing officials can determine whether city services will be needed.

Ice carving championship, horse-drawn wagon rides, reindeer in the park, ~~fire to cook s'mores~~

* Closure of Perkins from WeEnergies driveway to Washington Street

CDC Safety signage and sanitizing stations throughout the park. Directional arrows will be placed to allow for one-way traffic on the sidewalks. Hug-a-husky at the Merchantile Sunday, Dec. 13.

Anticipated Attendance (participants, staff, vendors, crowd, etc.): ~~1000~~ 350

Is this a multi-day event? ☐ Yes ☒ No If so, how many days? ** See attached map

Start Date: _____ End Date: _____

EVENT ORGANIZER INFORMATION

Applicant Name: Mayor Jeannie Hefty

Group Represented: City of Burlington

Address: 300 N. Pine Street, Burlington, WI 53105

Phone: 262-342-1161 Email: mayor@burlington-wi.gov

Person In Charge of Event: Mayor Jeannie Hefty

On-Site Contact: Mayor Jeannie Hefty On-Site Phone: 262-342-1161

Billing Address: 300 N. Pine Street, Burlington, WI 53105

DETAILED EVENT INFORMATION

Event Set Up Date: 12/12/2020 Time: 7:00 a.m.

Start Time For Event: 9:00 a.m. a.m./p.m. End Time For Event: 5:00 p.m. a.m./p.m.

Alcohol Being Served*? ☐ Yes ■ No Licensed Agent: _____

**An application for a Temporary Class "B"/"Class B" Retailer's License must be submitted and approved to serve alcohol.*

Are Park Reservations Necessary? ■ Yes ☐ No

**Park reservations must be made via the Department of Public Works. Please call 262-342-1181 for more information.*

Barricades Needed*? ■ Yes ☐ No Amount Needed & Locations: 2-3 on Perkins, plus cones to close of parking stalls for horse loading zone

**This may result in a fee*

Will A Temporary Structure or Tent Be On-Site? ☐ Yes ☐ No Does the Tent have Sidewalls? ☐ Yes ■ No

Police Services Requested*? ☐ Yes ■ No

Hours & Dates Police Services Needed: _____

**This may result in a fee*

Trash Receptacles Needed*? ■ Yes ☐ No Amount Needed & Locations ~~spread around the park and by the s'more cooking area~~

**This may result in a fee*

Person(s) Responsible for Clean Up After the Event: City staff

Picnic Tables Needed*? ☐ Yes ■ No Amount Needed & Locations _____

**This may result in a fee*

Will Your Event Involve Live Performances, Loud Speakers or a DJ*? ☐ Yes ■ No

**Per Section 219-2A(7) of the Municipal Code, loudspeaker or sound-amplifying devices shall not be used between the hours of 10 PM to 8 AM and privileges may be revoked if the volume becomes a nuisance.*

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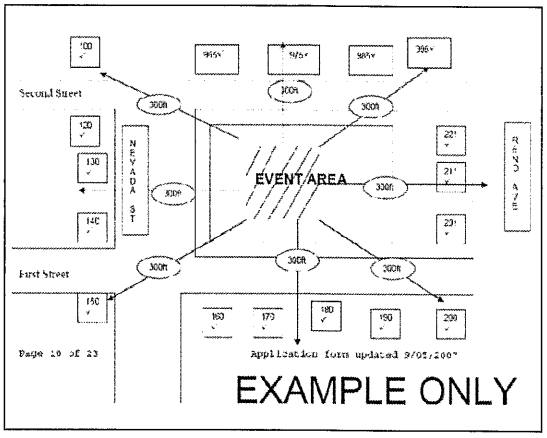

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CITY OF BURLINGTON STAFF USE ONLY

POLICE DEPARTMENT REVIEW
Approval Recommended: ☐ YES ■ NO
Police Hours Required: _____
Estimated Fee for Police Service: _____
Reviewed By: Chief Anderson
Date: 10/7/2020

Comments and/or Stipulations for Event:
The PD does not approve this event due to the pandemic.

PUBLIC WORKS DEPARTMENT REVIEW
Approval Recommended: ☐ YES ■ NO
Hours Required: _____
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Hours Required: _____
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Approval Recommended: ☐ YES ■ NO
Hours Required: _____
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City Council Meeting Date: 10/14/2020

City Council Approval Date: _____

Permit Number: _____

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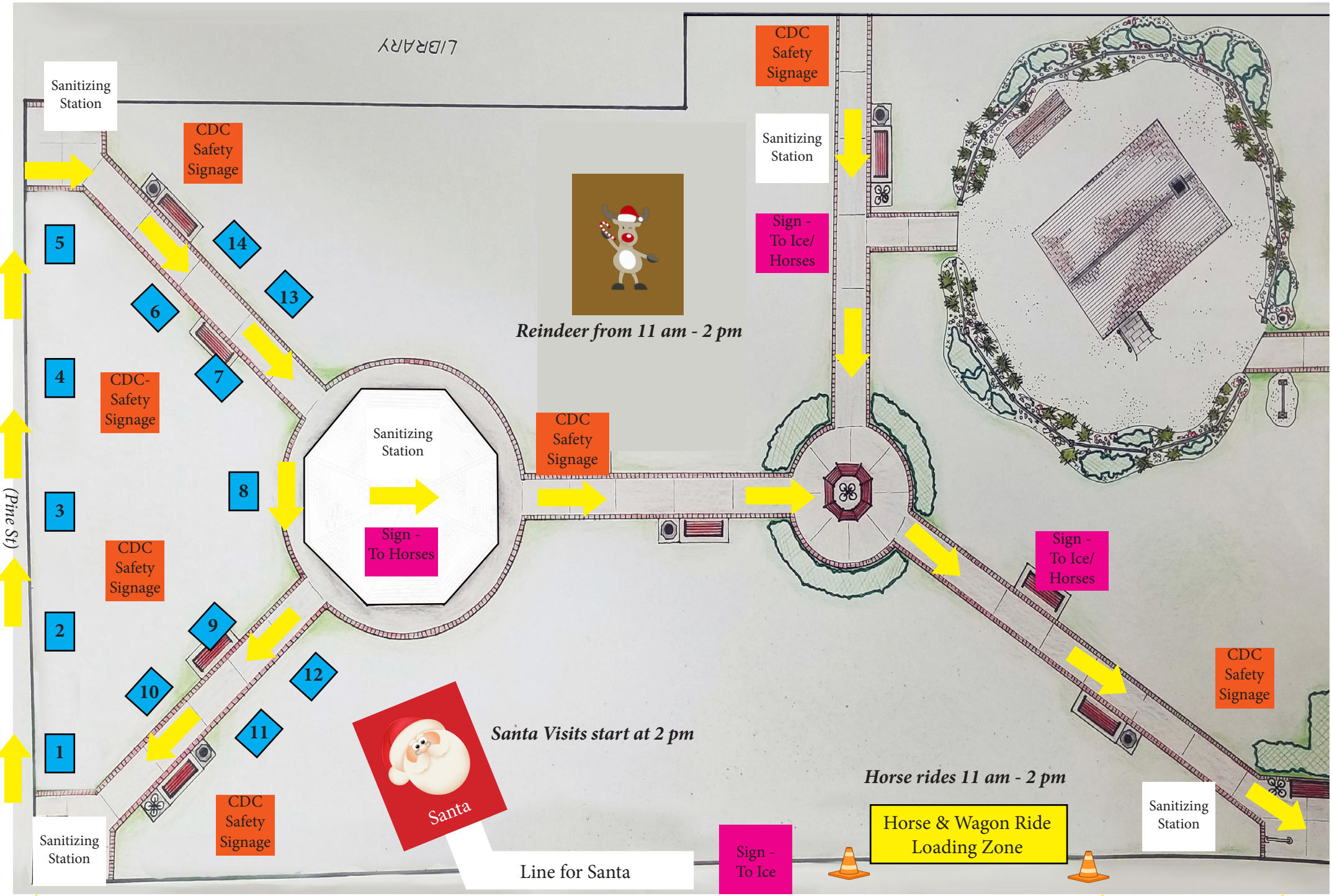
LIBRARY
Sanitizing Station
CDC Safety Signage
5
14
13
6
7
4
CDC- Safety Signage
Sanitizing Station
Sign - To Horses
8
3
CDC Safety Signage
9
2
10
12
11
1
CDC Safety Signage
Sanitizing Station
Reindeer from 11 am - 2 pm
CDC Safety Signage
Sanitizing Station
Sign - To Ice/ Horses
CDC Safety Signage
Sign - To Ice/ Horses
CDC Safety Signage
Santa Visits start at 2 pm
Santa
Horse rides 11 am - 2 pm
Horse & Wagon Ride Loading Zone
Sanitizing Station
Line for Santa
Sign - To Ice
(Pine St)
(Washington St)
Parking spaces reserved for reindeer trailer