

August 30, 2017

Mayor Wisner and Common Council:

RE: Focus on Community 5K Run / Walk

I am requesting permission to hold a 5K Run / Walk on Saturday, September 9, 2017, from 8:00 AM to 11:00 AM.

The intent is to then use the parking lanes and sidewalks along Water Street, Marquette Street, Wisconsin Avenue and Liberty Street in the areas shown in the attached drawing. We would then be using the pathway areas and Machinery Row areas per the attached drawing.

I am requesting to close College Avenue from Water Street to 5th Street as this is the starting and end point of the event.

I understand this request would have the following stipulations:

- A. A hold harmless agreement be executed and a \$75.00 processing fee paid.
- B. A liability insurance certificate be filed prior to this event.
- C. Any overtime costs incurred by any City department be charged to the sponsor.
- D. The sponsor shall notify all abutting property owners 72 hours in advance of this event.
- E. The sponsor shall pay a \$250.00 special event fee.
- F. If required, sponsor shall be responsible for submitting a Temporary Traffic Control Plan to the Engineering Department for approval, and providing and removing all temporary traffic control devices and detour signs.
- G. If required, sponsor shall provide a detour plan for the closure of all State Connecting Highways, arterial and collector streets to the City Engineer for approval.
- H. If required, sponsor is responsible for cleaning the streets.
- I. If required, sponsor shall install parking meter hoods or temporary parking signs at least 24 hours in advance of the event, and if this is not done, sponsor is responsible for vehicle towing and parking violation expenses of the violators.

I understand there could be nominal costs to various City departments, on a regular shift basis, to assist in implementing this event.

Sincerely,

Jason Meekma

