

Memo

To: Village Board

From: Chris Clark, Director of Parks, Recreation, & Forestry

Re: Request to Add a 5K Route to the Bellin Run

Date: December 6, 2022

Background Information:

The annual 10K Bellin Run will take place on Saturday, June 10th, 2023. They are requesting to make an adjustment to the route to include a 5K option. This option would utilize the existing route however it would turn east down Beaupre Street to Libal Street and then continue north along the route. This has always been the alternate route in case the race needed to be shortened. They will come back at a later date for approval of the Noise Variance Permit for race entertainment as they have always done. A representative will be in attendance to answer questions from the Board if needed.

Previous Information/Action:

N/A

Budget Item/Funding:

N/A

Staff Recommendation:

Staff recommends approval of the 5K route as proposed.

Attachments:

Special Event Application
Course Map



VILLAGE OF ALLOUEZ
RUNS/WALKS AND SPECIAL EVENT APPLICATION/PERMIT
Parks and Recreation Department · 1900 Libal St. · Allouez, WI 54301

Application Submittal fee: \$25 for Allouez Residents/ \$50 for Non-Allouez Residents

This application must be submitted with payment for approval no less than four (4) weeks prior to date of the event.

Complete the following information:

Is this a re-occurring event? ☒ YES ☐ NO (New applications must be approved by the Village Board)

*As of August 7, 2010 the Village Administrator, with department head recommendation, is authorized to approve reoccurring events. Village Board will be notified of the event.

ORGANIZATION/LEAGUE NAME: Bellin Health

☐ Individual ☐ Partnership ☒ Corporation ☐ Association

EVENT NAME: Bellin Run

Main Contact: Linda Maxwell Email: linda.maxwell@bellin.org

Address: PO Box 23400 City/State/Zip: Green Bay, WI 54305-3400

Primary Phone: 920 217-5695 Other Phone: _____

EVENT INFORMATION

Date of Event: Saturday, June 10, 2023 Time of Event: Start Time: 8:00 am am/pm

End Time: Noon am/pm

Number of participants/spectators expected: 8,000

Please provide the Village with brief information on your event (i.e. what is your event, what groups/charities does it support, etc.)

This event has a goal to get people active, consistent with the mission of our health system, but also benefits myTEAM TRIUMPH and Bellin College. For 2023, we would like to add a 5K option along with the 10K option to give more people an opportunity to participate. (Please excuse handwritten route on attached course map)

Please answer the following questions:

1.) Is this event a run/walk? ☒ YES ☐ NO

** If YES, please continue with questions below. If NO please skip to question 2.

1a.) Location or route of event (please include map) Starts & ends at Bellin Hospital - map attached

1b.) How will the route be marked? Elevated signs & chalk arrows painted on the ground

1c.) How will route monitors be identified? Yellow safety vests

1d.) Other traffic control provisions? DPW barricades & police staffing

2.) Will you need stand-by rescue services? ☒ YES ☐ NO

** If YES stand-by Allouez rescue squad service is requested, please contact Green Bay Metro Fire Department for cost. If you request police coverage, you must contact Brown County Sheriff's Department and arrange for coverage with them. Allouez does not provide police coverage.

3.) Will you be selling any goods? ☒ YES ☐ NO

**If YES a vendor permit is required and village board approval. Extra fees will apply for this.

4.) Will you be selling any alcohol? ☐ YES ☒ NO

**If YES a temporary sellers permit is required and village board approval. Extra fees will apply for this.

5.) Will you be requiring any Village Facilities? ☐ YES ☒ NO

**If YES please complete a Facility Reservation Form. Extra fees will apply for this.

6.) Will you be requiring any Village Athletic Fields or Courts? ☐ YES ☒ NO

**If YES please complete an Athletic Facility Reservation Form. Extra fees will apply for this.

Conditions of Permit:

- 1.) All street intersections along the event route are to be supervised by person 19 years of age or older.
- 2.) Events will allowed only during daylight hours.
- 3.) No events will be allowed during regular week day rush hours.
- 4.) The Village of Allouez will not provide barricades for any events; however the Village will provide traffic cones on an availability basis. The cones must be picked up and returned by the event sponsors. The Village will charge for any missing traffic cones. The village may require a cash deposit from which the cost of missing cones will be deducted.
- 5.) For all walk/run events, any permanent markings of course is prohibited. Event organizers shall use only temporary signs, paint, chalk, etc.
- 6.) The permittee at its sole cost shall obtain and maintain general liability insurance for the activity in the minimum amount of \$1,000,000.00 for damages arising out of personal injuries to any one person and \$250,000.00 for damages to property, in any one accident, and shall furnish the Village with a certificate of insurance naming the Village as an additional insured not less than five (5) business days prior to the start of the event. The permittee (and in case of individuals, partnership and associations, the names responsible person and the person signing this agreement) shall indemnify and save harmless the Village and its officers, employees, and representatives, against any and all injuries and damages to persons and property, and shall defend, indemnify and save harmless the Village and its officers, employees and representatives from any and all claims, demands, suits, actions, costs, expenses and proceedings of every kind and nature, except for claims for injuries and/or damages caused in whole by the negligence of the Village, its officers, employees or representatives, which in any way results from or arise out of such activity.
- 7.) **MUSIC/DISC JOCKEYS/NOISE:** Ord. 302-5 The use of sound amplifiers outside buildings within the Village of Allouez is prohibited without a permit to do so from the Village. A sound amplifier shall not be operated between 10pm-7am or in the vicinity of churches while services are being conducted or near schools that are in session. The village may order a reduction in the volume of an amplifier on complaint being made by a citizen, or when such loud speaker is a nuisance because of the volume, the method in which it is being used, or the location in which it is being operated. Disc Jockeys and Bands are welcome inside Green Isle Park pavilion.
- 8.) **PORTABLE TOILETS:** When crowd size exceeds the capacity of the permanent toilet facilities, additional toilet facilities must be provided by the renter. There shall be 1 toilet unit for every 100 people. Toilets must be removed following the end of the event. Portable toilets that are on site must also be pumped out by the renter during the event, if necessary, and after the event.
- 9.) **SALES:** No person shall vend, sell or offer for sale any food, beverage or other commodity or article to the public without authorization from the Village Board. Individuals or groups obtaining such authorization are responsible for obtaining all necessary permits/licenses for their function.

Lide C Maxwell
Signature of Responsible Person

11/9/2022
Date

Date of Approval by Village: _____ Signature of Administrator: _____

STAFF APPROVAL: Review for other events that may conflict with this request, street repairs/construction that may interfere or if rescue services are requested. Please approve with signature and date below.

Public Works Director [Signature]

Assistant Fire Chief Ryan Gibbon

Park and Recreation Director Christy H. Clark

DEO Officer Jason Vasek

Course Map

 First Aid

 Water

 Bathrooms

 Mile Marker

 Entertainment

5K route = ---
10K route = ———

Fox River



172

Course Elevation

750 ft

550 ft

1 mi

2 mi

3 mi

4 mi

5 mi

6.2 mi

