



CITY OF CLINTONVILLE

WISCONSIN 54929

Department of Administration

MEMO

To: Honorable Mayor and City Council Members
From: Caz R. Muske, City Administrator
Date: Tuesday, June 23, 2025
RE: City Administrator Memo Item – Special City Council

CITY ADMINISTRATION

TOTAL ITEM UPDATES: 2

1. **Item: 2025 Special Event Permit Application - Clintonville 4th of July Fireworks Celebration**

- **Description:** To ensure successful coordination and community safety, it is critical that all Special Event Permit Applications are submitted in a timely manner. The application process requires collaboration across multiple City departments—including Police, Fire, Public Works, Parks & Recreation, and the Clerk’s Office—each of which plays a vital role in planning for public safety, logistics, and resource allocation. Delays in submission may result in inadequate preparation, potentially impacting the event and surrounding neighborhoods.
- **Status:**
 - Council approved Resolution 2023-19 2024 Fee Schedule on 10/10/2023 which implemented fees associated with applicant’s resource requests
 - Council approved Resolution 2024-08 2024 Fee Schedule on 03/12/2024 which implemented fees associated with applicant’s resource requests with fee incentives to submit applications timely
 - In 2024 applications and directions were mailed out to all past applicants in advance as a courtesy; the City waived any late submissions and charged the 90+ days rate (regardless of submission date) and explained that in 2025 we would be following the fee structure set by Council’s Resolution 2025-01 (see City Fee Schedule excerpt attached)
 - The current application for the 2025 Clintonville 4th of July Fireworks Celebration was submitted 16 days before the event
 - Based on Resolution 2025-01, the event should be denied
 - It is recommended to implement the fee of \$367 for a special event with a street closure of an anticipated attendance of more than 1,000 (applications received 30-44 days prior to event) and to implement \$125 for the need for a Special City Council Meeting for review prior to event- total of \$492

2. **Item: 2025 Sidewalk Improvement Program**

- **Description:** Each year the City conducts the annual Sidewalk Improvement Program to maintain and enhance pedestrian-friendliness within the community; to keep assessments affordable, we utilize 3 methods- ‘mud-jacking’, horizontal saw-cutting, and full-reconstruction
- **Status:**
 - Resolution 2025-04 Preliminary Resolution was passed by Council 05/13/2025
 - Resolution 2025-05 Final was recommended to Council by the DPW Committee 05/29/2025
 - Resolution 2025-05 Final approval is needed for the vendors and DPW teams to begin Sidewalk Improvement Program

Regards,

Caz R. Muske, M.P.A.

City Administrator

Airport Manager | RDA Executive Director

715-823-7600 | cmuske@clintonvillewi.gov



CITY OF
CLINTONVILLE

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FEE SCHEDULE

Updated through Resolution 2025-01

Effective 02/11/2025

Administration - City Clerk-Treasurer

For questions or additional information: Phone (715)823-7600, option 1 E-Mail: pjohnson@clintonvillewi.gov

Category/ Program	Fee Name	Unit	Fee Subject to tax, where applicable	Authority for Fee	Effective Date of Fee	Notes
PERMITS	Special Event-Small Without Street Closure Anticipated attendance less than 500 people	Each Day	\$57.00	Res 2024-08	3/13/2024	Application received 90+ days before event
		Each Day	\$67.00			Application received 60-89 days before event
		Each Day	\$87.00			Application received 45-59 days before event
		Each Day	\$117.00			Application received 30-44 days before event
		Each Day	\$157.00			Application received 11-29 days before event
			Application Not Accepted			Application received up to 10 days before event
	Special Event-Small With Street Closure Anticipated attendance less than 500 people	Each Day	\$107.00	Res 2024-08	3/13/2024	Application received 90+ days before event
		Each Day	\$117.00			Application received 60-89 days before event
		Each Day	\$137.00			Application received 45-59 days before event
		Each Day	\$167.00			Application received 30-44 days before event
		Each Day	\$207.00			Application received 11-29 days before event
			Application Not Accepted			Application received up to 10 days before event
	Special Event-Large Without Street Closure Anticipated attendance between 500-999 people	Each Day	\$157.00	Res 2024-08	3/13/2024	Application received 90+ days before event
		Each Day	\$167.00			Application received 60-89 days before event
		Each Day	\$187.00			Application received 45-59 days before event
		Each Day	\$217.00			Application received 30-44 days before event
		Each Day	Application Not Accepted			Application received 29 days before event

Administration - City Clerk-Treasurer

For questions or additional information: Phone (715)823-7600, option 1 E-Mail: pjohnson@clintonvillewi.gov

Category/ Program	Fee Name	Unit	Fee Subject to tax, where applicable	Authority for Fee	Effective Date of Fee	Notes
PERMITS	Special Event-Large With Street Closure Anticipated attendance between 500-999 people	Each Day	\$207.00	Res 2024-08	3/13/2024	Application received 90+ days before event
		Each Day	\$217.00			Application received 60-89 days before event
		Each Day	\$237.00			Application received 45-59 days before event
		Each Day	\$267.00			Application received 30-44 days before event
		Each Day	Application Not Accepted			Application received 29 days before event
	Special Event-Significant Without Street Closure Anticipated attendance more than 1,000 people	Each Day	\$257.00	Res 2024-08	3/13/2024	Application received 90+ days before event
		Each Day	\$267.00			Application received 60-89 days before event
		Each Day	\$287.00			Application received 45-59 days before event
		Each Day	\$317.00			Application received 30-44 days before event
		Each Day	Application Not Accepted			Application received 29 days before event
	Special Event-Significant With Street Closure Anticipated attendance more than 1,000 people	Each Day	\$307.00	Res 2024-08	3/13/2024	Application received 90+ days before event
		Each Day	\$317.00			Application received 60-89 days before event
		Each Day	\$337.00			Application received 45-59 days before event
		Each Day	\$367.00			Application received 30-44 days before event
		Each Day	Application Not Accepted			Application received 29 days before event



Special Event Permit Application

PLEASE PRINT CLEARLY!

Date Received at City Hall: _____

Event

Name _____

Webpage _____

Description

Festival/Concert/Exhibition Parade/March Other:

Tournament Competitive Race

Assembly/Rally Non-Competitive Run/Walk

List the event activities to take place (or attach brochure):

Schedule

Date(s)	Setup Time	Start Time	End Time	Cleanup Time
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Attendance

List estimated quantities:

Participants _____

Spectators _____

List any entry fees:

Location

Park/Public Property:

Public Street/Sidewalk/Trail:

Private Property/Other:

Applicant

Name _____ Daytime Phone _____

Email _____ Cell Phone _____

Organization

Name _____ Tax Exempt No. _____

Email _____ Phone _____

Address _____

City _____ State _____ Zip Code _____



Special Event Permit Application

Police Department

Contact: Police Chief Craig Freitag
Address: 35 S Clinton Avenue, Clintonville, WI
54929

Phone: +1 (715) 823-3117
Email: cfreitag@clintonvillewi.gov

1. Will you be using the Emergency Response Protocol supplied by the city? ([See supplement attached - Pages 10-16](#)) Yes No

The protocol is a set of procedures to be used for various crises including inclement weather, medical emergencies, and disorderly conduct scenarios. It establishes responsibilities and expectations between the event organizer and emergency services in the event of a crisis. If you choose not follow the protocol provided by the city, attach a crisis management plan to this application. All plans must be approved by Clintonville Police and Fire Department.

2. List at least two Event Coordinator contacts who will be on-site during the event to address issues that might arise.

Event Coordinators are responsible for executing the Emergency Response Protocol.

Name _____ Phone _____

Name _____ Phone _____

3. Will there be security/crowd control services on-site? If so, please list contractor: Yes No

Name _____ Phone _____

4. Will there be first aid/emergency responders on site? If so, please list contractor: Yes No

Name _____ Phone _____

5. Describe the communication method/equipment that will be used to notify event staff/volunteers of emergencies:

6. Describe the communication method/equipment that will be used to notify event attendees of emergencies:

7. Identify the locations of the following (be specific):

Locations may instead be located on a map submitted with this permit. If a service is not provided or is not applicable, write in "N/A".

Loudspeaker/PA System _____

Lost Child Recovery Site _____

Severe Weather Shelter(s) _____

First Aid Station(s) _____

Enclosed/Fenced Area(s) _____

Enclosed areas are required for alcohol consumption. Entrances and exits must be numbered and labeled for any enclosed/fenced areas.



Special Event Permit Application

Fire Department

Contact: Fire Chief Shane Krueger
Address: 50 Tenth Street, Clintonville, WI 54929

Phone: +1 (715) 823-7630
Email: skrueger@clintonvillewi.gov

- 8. Will there be any open burning?
Approval must be granted separately by the Chief of Fire. Yes No
- 9. Will there be any generators used? Yes No
- 10. Will there be any cooking operations? Yes No
- 11. Will there be any tents or canopies? Yes No
- 12. Will there be any use of drones? Yes No
- 13. Will there be any pyrotechnics? Yes No

Waupaca County Health Department

Contact: Jed Wohlt, Health Officer
Address: 811 Harding Street, Waupaca, WI 54981

Phone: +1 (715) 258-6323
Email: publichealth@co.waupaca.wi.us

- 14. Will there be any food or beverages prepared or served?
If yes, contact the Waupaca County Health Department. Yes No
- 15. Will there be any portable toilets and/or wash stations? Yes No
- 16. Will there be any water activities (ie. dunk tanks, water slides)? Yes No
- 17. Will there be any animals? Yes No

Clerk's Office

Contact: Peggy Johnson, City Clerk/Treasurer
Address: 50 Tenth Street, Clintonville, WI 54956

Phone: +1 (715) 823-7602
Email: pjohnson@clintonvillewi.gov

- 18. Will there be amplified music or announcements used for the event? Yes No
- 19. Will amplified sound be within 7 am - 10 pm on weekdays & 10 am - 11 pm on weekends/holidays?
If not, a special exemption must be requested and approved as part of this application. List the intended hours of amplified sound (per day, if applicable): Yes No

Start Time	End Time



Special Event Permit Application

20. Will there be any alcohol served? Yes No
A Temporary Class B Picnic License is required. Applications should be filed separately with the Clerk's Office.

21. Will there be any vendors/concessions? If so, please list: Yes No
Vendors will need to have a Solicitor Permit filed with the Clerk's Office.

Public Works Department

Contact: Justin Mc Auly, DPW Director

Address: 50 Tenth Street, Clintonville, WI 54956

Phone: +1 (715) 823-2005

Email: jmcauly@clintonvillewi.gov

22. Will the event close any street/sidewalk/trail (or portions thereof) to traffic? Yes No
Any adjacent properties must be notified by the applicant 5 weekdays in advance of the event. A copy of the notification must be submitted and approved by the Public Works Department.

23. Will you be providing volunteers to direct traffic? Yes No
All volunteers must be properly equipped, trained, and supplied with the Volunteer Flagger Instructions. (See attached.)

24. Is any city traffic control equipment or services being requested? If so, check all that apply: Yes No

Barricade/Sign Equipment

Check if you are requesting equipment to be delivered to the event grounds. Equipment will need to be moved to their placement locations during the event.

Barricade/Sign Placement

Check if you are requesting equipment to be placed by the City during the event times.

Flaggers to Direct Traffic

Availability of community service aides (CSAs) and/or police officers are not guaranteed.

Traffic Signal Programming

Check if modifications to the traffic signal timing plans may be needed for the event.

Message Boards

Message boards may be used to give advanced notification of street closures for the event.

25. Will a private contractor be used for barricading/signing equipment or services? If so, please list contractor: Yes No
Any traffic control plan not supplied by the City must be approved by the Public Works Department.

Name _____

Phone _____



Special Event Permit Application

26. List any shuttle services (including route locations) being provided for the event:

27. List any locations to be used for either attendee or event staff parking:

28. Please identify handicap accessible parking locations and accommodations:

29. Will there be any equipment requiring ground anchoring (ie. tents, fences)? If so, please list locations: Yes No

Public Park/Property:

Public Street/Trail:

Other:

Any stakes or ground anchoring systems proposed on public property must be approved for their locations. Diggers Hotline (Web site: www.diggershotline.com, Phone: 811) must be contacted a minimum of 4 working days before any ground anchors are placed.

30. If there are any portable toilets or wash stations (Question #14), identify proposed locations:

Public Park/Property:

Public Street/Trail:

Other:

31. Have the park shelters been pre-reserved with the Park & Recreation Department? Yes No

Park reservations must be completed before submittal of this application.

32. Are you requesting any street sweeping services to be provided by the city? Yes No

33. Will there be any dumpsters and/or portable trash receptacles provided? Yes No

34. Will the event utilize environmentally conscious practices and/or provide recycling receptacles? Yes No



Special Event Permit Application

35. What tasks will be conducted to ensure the event site remains clean throughout (and after) the event?

36. Please list any additional equipment or services requested to be provided by the city:

Checklist

Required to process application:

- Application fee increases the closer you get to the event and depending on the size of the event, might not be accepted. Once the application is reviewed and approved the applicant will be notified of the application fee and payment remittance terms.**
Special exceptions must be approved by the Common Council.
- Reservation of park facilities.**
Reservations may be made online with RecDesk or at the DPW Coordinator's office, 30 S. Main St., Clintonville, WI 54929 or call (715) 823-7668.
- Supplemental permits filed.**
See Questions #8 (Fireworks/Open Burning Permit), #13 (Food Vending Permit), #19 (Temporary Class B Picnic License), and #20 (Vendor/Solicitor License).
- A detailed map of the event site/route.**
A map identifying the event footprint and layout must be submitted with this application.
- A crisis management plan.**
Required when not following the Emergency Response Protocol that is provided by the City. See Question #1.

Required to approve application:

- Liability insurance certificate.**
Policy must include \$1,000,000 of general liability per occurrence (no exclusions) naming the City of Clintonville, its officers, council members, agents, employees, and authorized volunteers as additional insured(s). Special exceptions must be approved by the Common Council.
- Street closure notification letter.**
Required when properties adjacent to or are enclosed within a closed street or street network. Letters must be pre-approved by the City and must be delivered 5 days working days before the event start date.
- Participant waiver forms.**
Any waivers of liability signed by participants of the event must also include the City of Clintonville (using the same language as for the liability insurance certificate).
- Traffic control plan.**
Required when a contractor is providing traffic control services. Traffic control plans must be approved by the Public Works Department.
- Follow through with any contingencies required for approval of this permit application.**
Contingencies are determined upon approval of the permit application. The City reserves the right to revoke a permit if any contingency is not met.



Special Event Permit Application

OFFICE USE ONLY

Cost Estimate

Total Cost

Sponsor Cost

Parks & Recreation

Public Works/Traffic

Police

CFD Fire

Total

Approvals

Special Events Task Force

Signature _____ Date _____

Director of Public Works

Signature _____ Date _____

Police Chief

Signature _____ Date _____

Fire Chief

Signature _____ Date _____

Clerk's Office

\$ _____ application fee. Receipt No: _____ Date: _____
Payment can be made at City Hall, 50 Tenth Street, Clintonville, WI 54929.



Special Event Permit Application

City of Clintonville Special Event Emergency Response Protocol

This protocol shall be used in the event of the following emergencies for special events hosted in the City of Clintonville. The procedures in this document may not be altered unless approved by the Clintonville Police Department.

1. Severe Thunderstorms
2. Tornadoes
3. Emergency Shelter Procedure
4. Medical Emergency
5. Found/Missing Child
6. Fire
7. Bomb Threat
8. Civil Disturbance/Disorderly Conduct

The following responsible parties shall be identified in the Special Event Permit Application upon submittal. The Police Department should be notified of any changes in staffing for the event.

- Event Coordinator – The individual(s) responsible for managing the event and following through with the directives in this plan.
- Event Staff – All volunteers or paid staff purposed for aiding in the event operations, including the Event Coordinator.
- On-Site First Responder – On-site contact who is responsible for performing first aid and transporting first aid equipment to medical emergencies.
- Attendees – All participants and spectators attending the event.

1. Severe Thunderstorms

A severe thunderstorm can produce one inch hail or larger in diameter and/or winds equal or exceed 58 miles an hour. These storms also have lighting strikes and can produce tornadoes with little or no advance warning. Common hazards from severe thunderstorm during an outdoor event:

- Straight-line winds: risk of collapsing tents, flying debris, and down tree branches causing injuries and/or fatalities
- Lightning strikes: risk of fire, injuries and/or fatalities
- Hail: risk of injuries and damage to temporary structures and unprotected equipment
- Flash flooding: 6" of water can cause vehicles to stall or loss of control and 12" of water will cause many cars to float.



Special Event Permit Application

The **Event Coordinator** and or **Event Staff** shall monitor the weather using NOAA weather radio or text notification system. The NWS Green Bay website is a resource for monitoring weather along with the local media.

A. Severe Thunderstorm Watch

This is issued by the National Weather Service when conditions are favorable for the development of severe thunderstorms in and close to the watch area over the next 4 - 8 hours.

1. The Police Supervisor will notify the **Event Coordinator** and public safety personnel.
2. The **Event Coordinator** shall notify **Event Staff** of the watch.
3. The **Event Staff** shall notify **Attendees** of the watch.
4. The Police Supervisor and the **Event Coordinator** will assess which activities are scheduled during the watch time period and the potential impact on the schedule if shelters are required.
5. The Police Supervisor and the **Event Coordinator** review the plans for Severe Thunderstorm Warning and solve any issues if sheltering is required.
6. The Police Supervisor and the **Event Coordinator** shall monitor the radar and the weather watch.

B. Severe Thunderstorm Warning

This is issued when a severe thunderstorm produces hail one inch or larger in diameter and/or winds equal or exceed 58 miles an hour. People at outdoor events in the affected area should seek safe shelter immediately.

1. Upon notification of the Severe Thunderstorm Warning for Winnebago County, the Police Supervisor will assess if the event is in the path of the storm and notify the **Event Coordinator**.
2. The **Event Coordinator** shall notify **Event Staff** of the warning and direct **Event Staff** to assist **Attendees** to the shelters.
3. The **Event Staff** shall announce the warning to all **Attendees** and direct **Attendees** to the shelters (see Section 3 – Emergency Shelters).
4. All **Event Staff** must take shelter five minutes before the storm's arrival and shall monitor the weather for the storm to pass.
5. After the threat from the thunderstorm has passed the **Event Coordinator** shall notify **Event Staff** and **Attendees** that it is safe to leave the shelter.

2. Tornadoes

A Tornado is a violently rotating column of air within a thunderstorm able to cause devastating destruction. The most common hazard from a tornado during an outdoors event are winds from 65 – 200+ mph winds causing:



Special Event Permit Application

- Flying debris including cars
- Destroyed buildings
- High potential for injuries and fatalities
- Blocked roads preventing travel

In rare cases the National Weather Service will predict a tornado outbreak and the Police Supervisor and **Event Coordinator** should decide if the event is cancelled, postponed, or shortened.

A. Tornado Watch

This is issued by the National Weather Service when conditions are favorable for the development of tornadoes in and close to the watch area over the next 4 – 8 hours.

1. The Police Supervisor will notify **Event Coordinator** and public safety personnel of the warning.
2. The **Event Coordinator** shall notify **Event Staff** of the watch.
3. The **Event Staff** shall notify **Attendees** of the watch.
4. The Police Supervisor and the **Event Coordinator** will assess which events are scheduled during the watch time period and the potential impact on the schedule if shelters are required.
5. The Police Supervisor will assess how long it will take to evacuate the event attendees and reach the shelter location.
6. The Police Supervisor and the **Event Coordinator** review the plans for Tornado Warning and solve any issues if sheltering is required.
7. The Police Supervisor and the **Event Coordinator** shall monitor the radar and weather watch.

B. Tornado Warning

A tornado has been sighted or indicated by weather radar. Take shelter immediately.

1. Upon notification of the Tornado Warning for Winnebago County, the Police Supervisor will assess if the event is in the path or near the storm and notify the **Event Coordinator** and public safety personnel.
2. The **Event Coordinator** shall notify **Event Staff** of the warning and direct **Event Staff** to assist **Attendees** to the shelters.
3. The **Event Staff** shall announce the warning to all **Attendees** and direct **Attendees** to the shelters.
4. All **Event Staff** must take shelter five minutes before the storm arrives and monitor the weather for the storm to pass.



Special Event Permit Application

5. After the threat from the storm has passed the Police Supervisor will notify the **Event Coordinator**. The Event Coordinator shall notify **Event Staff** and **Attendees** that it is safe to leave the shelter.

3. Emergency Shelter Procedure

- A. In the event that a situation arises that is or may potentially be hazardous to the health and safety of the **Attendees** of the event. **Event Staff** shall direct **Attendees** to an emergency shelter. The shelters shall be opened under the direction of the **Event Coordinator** and the Police Supervisor.
- B. Critical indicators for sheltering in place:
 - The event is short term, < 1 hour
 - There is no time to evacuate the grounds or the process of evacuating will do more harm.
 - Significant infrastructure damage has occurred to the grounds or the immediate area preventing self-evacuation of the grounds.
- C. A decision to shelter in place must be made prior to the total time for **Attendees** to access designated shelters, including making any special accommodations for minors and handicap individuals, before severe weather event impacts the event grounds. Failure to reserve enough time for **Attendees** and **Event Staff** to evacuate the grounds places lives at risk.
- D. Minors without adult supervision and other seeking assistance or transportation shall be brought to a shelter with at least two **Event Staff** for supervision and accountability.

4. Medical Emergency

The following guidelines shall be followed during a medical emergency by **Event Staff**:

- A. Contact the **On-Site First Responder** of the medical emergency, call 911, or instruct a by-stander to call 911. Provide the following information:
 - Your name
 - Location of the emergency
 - Any available details of accident or illness
- B. Contact the **Event Coordinator**.
- C. The **Event Coordinator** shall send **Event Staff** to meet the emergency unit if dispatched and assist emergency personnel to the location of the victim.
- D. Do not move injured or ill person unless it is necessary to avoid further injury, such as a fire or tornado. Do not touch any bodily fluids.
- E. Reassure the accident victim or ill person that emergency assistance is on the way.



Special Event Permit Application

- F. If trained, begin rendering first aid including CPR if necessary. Know the location(s) of the **First Aid Station(s)** and request a first aid kit and/or an Automated External Defibrillator (AED) by contacting the **On-Site First Responder**.

5. Found/Missing Child

A lost child is not uncommon, but consideration must always be given to the possibility of criminal involvement in such cases. In the event that a child is reported missing, the following guidelines should be followed by **Event Staff**.

A. Found Child

- Contact the **Event Coordinator**.
- **Event Coordinator** shall request a Police Officer to the location.
- **Event Staff** should attempt to obtain child's and the parent's name if possible.
- **Event Staff** shall announce the parent's name and location to meet. If unable to obtain the child's or parent's name, use a description of the child in the announcement.
- **ONLY** the Police Officer may verify the adult(s) reporting to pick up the child are the parents or legal guardian. The Police Officer will also determine if the child was lost because of negligence or by accident.
- After the Police Officer verifies the child belongs with the adult, the child can be released.

B. Missing Child

- Immediately contact the **Event Coordinator**
- **Event Coordinator** shall request a Police Officer to the location.
- If a missing child notice is given by a parent, guardian, or other responsible individual, note the present time and gather the following information: family member's name, address, child's name, description/clothing, location child was last seen and time the child was noted missing.
- The Police Officer will request to make an immediate announcement over the public address system.
- The person reporting the missing child should be requested to remain at the location while others look for the child. If the individual insists on searching, advise that it is necessary that they return to Lost Child Recovery Site if they are successful in finding the child because a report to law enforcement will be made after a designated lapse of time.
- If the search for the lost child is not successful, after a 5 minutes the Officer shall radio the 911/Communication Center to notify authorities of a missing child.



Special Event Permit Application

6. Fire

The following guidelines should be executed by **Event Staff** in the event of a fire:

- A. Upon discovery of a fire, call 911 from a safe area and provide the following information:
 - Your name
 - Location of the fire
 - Any available details of the fire emergency
- B. Notify the **Event Coordinator** and have **Attendees** evacuate the immediate area.
- C. Police Supervisor will send Fire Fighters and/or Police Officers to the location to control the scene.

7. Bomb Threat

In the event that a bomb threat is reported, the following guidelines should be followed:

- A. Any person receiving a bomb threat should remain calm and obtain as much information as possible, including:
 - Where is the bomb?
 - When will it go off?
 - What does the bomb look like?
 - Why was the bomb put there?
 - How did the bomb get there?
- B. Listen for any possible background noises, e.g., music, train, machinery, or other identifiable sounds.
- C. Write down the exact words of the caller and characteristics of the caller's voice and speech. Note the time.
- D. Call 911 and then notify the **Event Coordinator**.
- E. If a local area search is directed, Police will direct the public safety agencies and request **Event Staff** to make a visual check of their area for anything unusual or suspicious. **DO NOT TOUCH** or move anything unusual or suspicious.
- F. If a suspicious package is discovered, do not turn on/off lights, use a cell phone, or use other electronic devices. Clear the area immediately and call 911.
- G. In the event that evacuation is ordered, **Event Staff** shall assist **Attendees** with evacuating the grounds.



Special Event Permit Application

8. Civil Disturbance/Disorderly Conduct

Event Staff are encouraged to notice and pay attention to any situation that seems unusual, even during the light atmosphere of the event. If any scene looks extremely suspicious, **Event Staff** should report the suspicious activity to the either to the **Event Coordinator** or on-site Public Safety Personnel.

A. Non-Emergency

If an individual is acting in a suspicious or hostile aggressive manner (distracted, harassing, or abusively angry person), even if that person is not violent and no immediate threat is present, **Event Staff** should:

1. Notify the **Event Coordinator**.
2. Do not argue with him/her. Act in a courteous manner and try to calm the person down. There may be situations where you can use your customer service skills, best judgment and experience to help defuse the situation.
3. Keep distance between yourself and the individual.
4. Become aware of escape routes.
5. Be ready to summon law enforcement if the situation escalates to an emergency situation.
6. Contact 920-886-6000 to report non-emergency events involving suspicious activity that is not life threatening.

B. Emergency

If it is reasonable to believe that an individual is acting in a manner that poses an immediate threat to you or others, staff/volunteers should:

1. Seek safety by leaving the area if possible.
2. Call 911 and provide their name, location, and the specifics of the situation in a clear and concise manner.
3. Notify the **Event Coordinator**.
4. Make no attempt to control a violent individual.

RESOLUTION 2025-05

FINAL RESOLUTION AUTHORIZING PUBLIC IMPROVEMENT TO LEVY SPECIAL ASSESSMENT UNDER SECTION 66.0701 & 66.0703, WISCONSIN STATUTES FOR SIDEWALK SPOT REPAIR AND REPLACEMENTS

WHEREAS, the governing body of Clintonville, Wisconsin, held a public hearing at the Clintonville City Hall at 5:00 p.m. on the 23rd day of June, 2025, for the purpose of hearing all interested persons concerning the preliminary resolution and report of the Public Works Director on the proposed public improvements consisting of spot repair and replacement of sidewalks for:

Spot Repair and Replacement of Sidewalks:

10th St. from West St. to Hemlock St.	N. 12th St. from W. 12 th St. to W. Green Tree Rd.
Ruth St. from West St. to Brent St.	N. Clinton Ave. from W. 12 th St. to W. 14 th St.
Brent St. 10 th St. to Riverside Dr.	13th St. from N. 12 th St. to N. Clinton Ave.
Mill St. from 10 th St. to Rohrer St.	W. 14th St. from N. 12 th St. to N. Clinton Ave.
Rohrer St. from Mill St. to end	N. Main St. from E./W. 12 th St. to State Road 156
Hemlock St. from 10 th St. to W. 12 th St.	E. 2nd St. from S. Main St. to Cedar St.

NOW, THEREFORE, BE IT RESOLVED, the governing body of Clintonville, Wisconsin, determines as follows:

1. The report of the Public Works Director, a copy of which is attached hereto and incorporated herein as if fully set forth herein, including the plans and specifications and assessments set forth herein, is adopted and approved.
2. The Public Works Director shall supervise construction of the improvements in accordance with the report hereby adopted.
3. The City is assessing the full repair or replacement cost as indicated on the attached sheet to property benefited as indicated in the report.
4. Estimated benefits (and damages) shown on the report are true and correct and are hereby confirmed.
5. Assessments for all projects included in the report are hereby combined as a single assessment but any interested property owner may object to each assessment separately or all assessments jointly for any purpose.
6. Assessments shall be due within 30 days of billing date. Assessments may be paid in one, two or five annual installments to the municipal clerk as described on the attached Special Assessment Policy.
7. The municipal clerk shall publish the resolution as a class 1 notice under ch. 985, Stats., in the assessment district and mail a copy of this resolution and a statement of the final assessment against the benefited property together with notice of installment payment privileges to every property owner whose name appears on the assessment roll whose post office address is known or can with reasonable diligence be ascertained.

Passed and adopted this 23rd day of June, 2025

Signed: _____
Steve Kettenhoven, Mayor

Attest: _____
Peggy Johnson, City Clerk-Treasurer

Dated:

Published:

TYPE 1 LEGAL NOTICE
(Publish June 12th, 2025)

CITY OF CLINTONVILLE
NOTICE OF PUBLIC HEARING
ON SPECIAL ASSESSMENTS FOR SIDEWALK REPLACEMENTS AND REPAIRS

PLEASE TAKE NOTICE, That the City Council of the City of Clintonville, Wisconsin has declared its intention to exercise its power under Wisconsin State Statute 66.0703, to levy special assessments upon property within the following district for benefits conferred upon such property by the replacement of sidewalk throughout the City.

The report of the Director of Public Works showing plans and specifications, estimated cost of improvements, and the proposed assessments is on file in the City Hall and may be inspected there on any business day beginning May 22nd, 2025 between the hours of 8:00 am and 4:30 pm.

You are further notified that the City Council will hear all persons interested concerning matters contained in the preliminary resolution authorizing such assessments and the report of the Director of Public Works at 5:00 pm on the 23rd day of June, 2025, at City Hall meeting room. All objections will be considered at said hearing and thereafter the amount of the assessments will be finally determined.

Notices are being provided to property owners.

Peggy Johnson,
City Clerk-Treasurer

City of Clintonville Special Assessment Payment Policy

All assessments will be assessed according to the following policy. If your assessment is paid in full within thirty (30) days of the invoice date, no interest is charged. The number of years in the installment plan and interest rate paid by a resident is determined by the amount of the assessment. All residents who exercise their right to pay in installments must sign and return an Installment Plan Form. This Form is included with the final bill on all assessments. If the resident does not return the form by the specified date, the full assessment will be added to the 2025 tax roll along with accrued interest. The interest rate for each year's interest is the prime rate on May 1, 2025 plus one percent. Prime rate was 7.50%, so **the City's interest rate is 8.50%**. No interest will accrue until thirty (30) days after the billing date. Following this 30 day period, interest will accrue.

Amount of Final Assessment	No. of Years To Pay	Interest Rate
\$0.00-\$249.99	Due in 2025	8.5%
\$250.00-\$499.99	2	8.5%
\$500.00 and over	5	8.5%

2025 PROJECT SPECIFICATIONS
CITY OF CLINTONVILLE SIDEWALK REPLACEMENT PROGRAM
4" Concrete Sidewalk, 6" Sidewalk/Drive and Ramp

Work under this item shall include removing and replacing and/or saw-cutting concrete sidewalk, concrete drive or ramp within project limits as shown on the plans and as directed by the Public Works Director. Disturbed turf or pavement areas shall be restored to original condition. Concrete sidewalk and/or concrete drive and/or ramp will be either removed and replace or saw-cut at spot locations where condemned and marked by the Public Works Department and/or their designated contractor, hereafter referred to as 'contractor'.

The contractor shall carefully remove or cut sections of sidewalk, drive, or ramp marked for replacement so as not to disturb or damage adjacent sidewalk, drive, ramp, or pavements. Damaged sidewalk, drive, ramp or pavements not marked for removal/replacement or saw-cutting shall be replaced by the contractor at no cost to the owner.

All new concrete sidewalk, drive, or ramp shall conform to *Section 602 of the State of Wisconsin Standard Specifications for Highway and Structures Construction*¹, most recent edition. Removed and replaced concrete sidewalk shall be a minimum of 4" thick, and concrete drive or sidewalk through drive areas shall be a minimum 6" thick. Removed and replaced or cut ramp shall conform to the most recent edition of the *State of Wisconsin Ramp Slope Standards*².

The contractor shall best match the grades and sections of surrounding sidewalk or drive. Where possible, the Public Works Department and/or their designated contractor shall construct the sidewalk with a transverse slope of ¼" per foot toward the curb.

The contractor shall provide expansion joints at all locations where sidewalk or drive to be replaced meets existing sidewalk, drive, curb & gutter, as well as locations listed in said *Section 602*.

The contractor shall protect concrete drives for a period of at least 7 days. Sidewalk and ramp shall be opened to pedestrian traffic after expiration of the curing period.

The contractor shall cut, remove and dispose of all tree roots that interfere with construction.

Disturbed pavement areas shall be restored to original condition. Disturbed turf areas shall be restored by furnishing and placing 4" of approved pulverized topsoil, seeding, fertilizing and mulching. Seed shall be a lawn mixture, applied at the manufacturer's recommended rate. Fertilizer shall be 10-10-10 applied at the rate of 1 lb. per 10 S.Y.

The contractor shall maintain all seeded areas until suitable vegetation cover is established. Any areas which erode or where vegetation does not take root shall be re-seeded at no expense to the owner, until such time that vegetation is established.

Document Updated from Nordin Design Group, Inc. 2014 City of Clintonville Sidewalk Project Specifications

Wisconsin State Standards:

¹ Retrieved from <https://wisconsin.gov/Pages/doing-bus/eng-consultants/cnslt-rsrcs/rdwy/stnds.spec.aspx>

² SPS 321.045 Retrieved from <https://docs.legis.wisconsin.gov/>

**PROPOSED ASSESSMENT ROSTER
2025 SIDEWALK REPLACEMENTS AND REPAIRS**

Parcel Number	Property Owner	Mailing Address
30 23 91 50	The Vault: Clintonville, LLC.	N2655 Woods View Ln., Clintonville, WI 54929
30 23 92 3	Rachael Westmeier	63 10th St., Clintonville, WI 54929
30 23 91 51	Jared Westphal	68 10th St., Clintonville, WI 54929
30 23 92 6	Robert & Jennifer Pelky	71 10th St., Clintonville, WI 54929
30 23 92 8	Jeffrey & Crystal Gardner	77 10th St., Clintonville, WI 54929
30 23 91 46	Sandra ET AL Miller, c/o David Schmidt	78 10th St., Clintonville, WI 54929
30 23 92 9	James Hogan	81 10th St., Clintonville, WI 54929
30 23 92 10	John & Colleen Mueller	85 10th St., Clintonville, WI 54929
30 23 92 11	Dale Berndt	93 10th St., Clintonville, WI 54929
30 23 91 45	Daryl Wilken	88 10th St., Clintonville, WI 54929
30 23 92 12	Thomas & Nancy Young LIV Trust	N11043 County Road D, Clintonville, WI 54929
30 23 91 44	Taracorp, LLC.	W8402 Rustic Dr., Clintonville, WI 54929
30 23 86 13		
30 23 91 43	Mary Therese Gilling	PO Box 252, Marion, WI 54950
30 23 91 42		
30 23 91 41	Regan Kathlene	102 10th St., Clintonville, WI 54929
30 23 91 40	Debbie Zarling	106 10th St., Clintonville, WI 54929
30 23 92 15	Maurice McGlin	107 10th St., Clintonville, WI 54929
30 23 92 16	Cat Reinke & Tony Hanneman	109 10th St., Clintonville, WI 54929
30 23 91 39	Justin Engel	110 10th St., Clintonville, WI 54929
30 23 92 17	Joey Willard & Carrie Degner	111 10th St., Clintonville, WI 54929
30 23 91 38	David Siebert	114 10th St., Clintonville, WI 54929
30 23 92 18	Heather Lubben & Mark Klatt	115 10th St., Clintonville, WI 54929
30 23 91 37	Gary & Tammy Hagberg	118 10th St., Clintonville, WI 54929
30 23 92 19	Kathleen Radtke	119 10th St., Clintonville, WI 54929
30 23 92 20	Sandra Dufrane	N3295 County Road W, New London, WI 54961
30 23 91 36	Stewart & Kristen Baker	122 10th St., Clintonville, WI 54929
30 23 90 65	Rod Huber	130 10th St., Clintonville, WI 54929
30 23 90 41	Malachi Matz	131 10th St., Clintonville, WI 54929
30 23 90 64	Nicholas Zuiches	132 10th St., Clintonville, WI 54929
30 23 90 77	Janet Allhands	140 10th St., Clintonville, WI 54929
30 23 90 78	Luann Last	142 10th St., Clintonville, WI 54929
30 23 90 23	Gary & Gloria Sipiorski	145 10th St., Clintonville, WI 54929
30 23 90 79	Cassandra Wiater	146 10th St., Clintonville, WI 54929

**PROPOSED ASSESSMENT ROSTER
2025 SIDEWALK REPLACEMENTS AND REPAIRS**

Parcel Number	Property Owner	Mailing Address
30 23 90 22	Ryan Derozier & Rachel Winfree	149 10th St., Clintonville, WI 54929
30 23 90 81	Michael Quaintance	154 10th St., Clintonville, WI 54929
30 23 93 16	Ryan Yaeger	17 N. 12th St., Clintonville, WI 54929
30 23 71 108	Vincent Santana Garces & AJ Evenson	18 N. 12th St., Clintonville, WI 54929
30 23 93 19	Clintonville Housing Authority	25 N. 12th St., Clintonville, WI 54929
30 23 71 116	Robert & Peggy Johnson	26 N. 12th St., Clintonville, WI 54929
30 23 93 14	Andrew Lorge	N11401 State Road 22, Clintonville, WI 54929
30 23 71 115	Renew Property Partners, Inc. ET AL; C/O Isaac Veldboom	30 N. 12th St., Clintonville, WI 54929
30 23 93 18	Karen Salzman	31 N. 12th St., Clintonville, WI 54929
30 23 71 114	Jordan Button	32 N. 12th St., Clintonville, WI 54929
30 23 71 147	Dennis Padia	40 N. 12th St., Clintonville, WI 54929
30 23 93 12	Pamela Dentice	43 N. 12th St., Clintonville, WI 54929
30 23 93 22	Samantha Ozment	51 N. 12th St., Clintonville, WI 54929
30 23 71 124	Kelly Vollmer	58 N. 12th St., Clintonville, WI 54929
30 23 93 21	Jennifer Hetzel	63 N. 12th St., Clintonville, WI 54929
30 23 78 23	A&E Rentals, LLC.	W4777 Rocky Ln., Bonduel, WI 54107
30 23 88 2	Jason Krueger	69 N. 12th St., Clintonville, WI 54929
30 23 88 1	Max & Unique Baca	75 N. 12th St., Clintonville, WI 54929
30 23 88 11	Brittany Nunnery	89 N. 12th St., Clintonville, WI 54929
30 23 78 21	Dennis & Mary Salzman Family Trust	90 N. 12th St., Clintonville, WI 54929
30 23 13 18	Daniel Johnson	91 N. 12th St., Clintonville, WI 54929
30 23 78 22	Roy Bessette	92 N. 12th St., Clintonville, WI 54929
30 23 13 17	Joshua Wolf	N6023 County Road W, New London, WI 54961
30 23 72 1	Cathy Sexton	100 N. 12th St., Clintonville, WI 54929
30 23 13 33	David & Jeannie Schley	101 N. 12th St., Clintonville, WI 54929
30 23 13 14	Ethan Posteluk	111 N. 12th St., Clintonville, WI 54929
30 23 13 32	Timothy Otto	115 N. 12th St., Clintonville, WI 54929
30 23 80 1	J&M Holdings & Investments, LLC.	E2916 County Road B, Ogdensburg, WI 54962
30 23 13 12	Linda Bessette	123 N. 12th St., Clintonville, WI 54929
30 23 14 1	Mark & Kathleen Wilke	124 N. 12th St., Clintonville, WI 54929
30 23 13 11	J&J Properties of WI, LLC.	905 Bader St., Green Bay, WI 54302
30 23 14 2	Brian Tomashek	128 N. 12th St., Clintonville, WI 54929
30 23 13 36	Rachel & Jimmy Bessette	669 Wood Rd., Kenosha, WI 53144
30 23 13 9	Robert Schmoll	137 N. 12th St., Clintonville, WI 54929

**PROPOSED ASSESSMENT ROSTER
2025 SIDEWALK REPLACEMENTS AND REPAIRS**

Parcel Number	Property Owner	Mailing Address
30 23 13 38	Steven & Wendy Taylor	139 N. 12th St., Clintonville, WI 54929
30 23 14 4	Dale & Peggy Mahlik	150 Walnut St., Clintonville, WI 54929
30 23 13 37	Jacqueline Huebner	141 N. 12th St., Clintonville, WI 54929
30 23 75 2	Paul Stammers	144 N. 12th St., Clintonville, WI 54929
30 23 13 6	Marcy Zabel	145 N. 12th St., Clintonville, WI 54929
30 23 75 1	Kimberlee Morales	146 N. 12th St., Clintonville, WI 54929
30 23 13 7	Cindy & Warren Walotka	149 N. 12th St., Clintonville, WI 54929
30 23 14 6	Dean Poole	154 N. 12th St., Clintonville, WI 54929
30 23 12 8	Tom Nesheim	157 N. 12th St., Clintonville, WI 54929
30 23 82 100 30 23 12 2	Anthony Utschig	1700 S. Kernan Ave., Appleton, WI 54915
30 23 12 5	Kay Nussbaum	161 N. 12th St., Clintonville, WI 54929
30 23 96 1	Jason & Kristin Marquette	175 N. 12th St., Clintonville, WI 54929
30 23 12 4	Jason Lomonte & Andrea Myhre	189 N. 12th St., Clintonville, WI 54929
30 23 71 119	Tim Nielson	PO Box 75, Bear Creek, WI 54922
30 23 71 122	John & Carole DeWolf	54 W. 12th St., Clintonville, WI 54929
30 23 71 123	Amy Schley	60 13th St., Clintonville, WI 54929
30 23 78 12	Eric & Beth Betz	46 W. 14th St., Clintonville, WI 54929
30 23 78 15	Nathan Teske	56 W. 14th St., Clintonville, WI 54929
30 23 78 16	Charles Manske & Jill Meyer	60 W. 14th St., Clintonville, WI 54929
30 23 78 17	Carol McCafferty	64 W. 14th St., Clintonville, WI 54929
30 23 78 25	Kelvin & Mary Lembke	73 W. 14th St., Clintonville, WI 54929
30 23 78 20	Richard & Sandra Hidde	82 W. 14th St., Clintonville, WI 54929
30 23 90 114	Gary & Cheryl Sanders	35 Brent St., Clintonville, WI 54929
30 23 90 115	Kenneth & Renee Wayerski	37 Brent St., Clintonville, WI 54929
30 23 90 118	Thomas Sperberg	43 Brent St., Clintonville, WI 54929
30 23 90 120	Kenneth & Terry Flattley	45 Brent St., Clintonville, WI 54929
30 23 90 62	Roger & Jennifer Barnick	N11089 Kratzke Rd., Clintonville, WI 54929
30 23 90 76	David & Mariah Vandyke	54 Brent St., Clintonville, WI 54929
30 23 90 63	Laurie Beaber	55 Brent St., Clintonville, WI 54929
30 23 78 10	David & Robin Gehling	77 N. Clinton Ave., Clintonville, WI 54929
30 23 14 3	Cally Salzman	115 Elm St., Clintonville, WI 54929
30 24 22 4	Clintonville Elementary School	45 W. Green Tree Rd., Clintonville, WI 54929
30 23 79 27	United States Postal Service	2 N. Main St., Clintonville, WI 54929

**PROPOSED ASSESSMENT ROSTER
2025 SIDEWALK REPLACEMENTS AND REPAIRS**

Parcel Number	Property Owner	Mailing Address
30 23 41 36	MHDC Clintonville, Inc., C/O Ashford Martin	1500 Casaloma Dr. Ste 402, Appleton, WI 54913
30 23 86 11	John & Patricia Schultz	19 W. 2nd St., Clintonville, WI 54929
30 23 78 1	Jean Giordana Rev Trust	83 N. Main St., Clintonville, WI 54929
30 23 78 2	Glen & Patricia Cahala	77 N. Main St., Clintonville, WI 54929
30 23 14 24	Roger & Christina Ross	99 N. Main St., Clintonville, WI 54929
30 24 80 1	Christus Lutheran Church	120 N. Main St., Clintonville, WI 54929
30 24 23 8	LR Hoffman Investments, LLC.	2703 S. Lincoln St., Spokane, WA 99203
30 24 23 10	Trenton Saunders	153 N. Main St., Clintonville, WI 54929
30 24 80 23	Sergio & Megan Lozano-Rodriquez	154 N. Main St., Clintonville, WI 54929
30 24 76 2	Daniel & Judith Miller	161 N. Main St., Clintonville, WI 54929
30 24 76 4	Lisa Buchert	169 N. Main St., Clintonville, WI 54929
30 24 80 32	Mary T. & Christopher Gilling	602 NE 1st St., Marion, WI 54950
30 24 76 11	Charles & Debbie Bettin	177 N. Main St., Clintonville, WI 54929
30 24 76 12	Todd Schultz	181 N. Main St., Clintonville, WI 54929
30 24 80 39	Kayla Belton	186 N. Main St., Clintonville, WI 54929
30 24 80 41	Devin Loughrin	192 N. Main St., Clintonville, WI 54929
30 24 76 21	Michael & Candy Adams	203 N. Main St., Clintonville, WI 54929
30 24 80 46	Aimee & Casey Ebert	206 N. Main St., Clintonville, WI 54929
30 24 80 62	Jolyne Marie Zaldivar	220 N. Main St., Clintonville, WI 54929
30 24 78 32	Catherine Belliveau	240 N. Main St., Clintonville, WI 54929
30 26 74 21	Ashley Mutter	231 S. Main St., Clintonville, WI 54929
30 23 91 22	Shawn Fielding	24 Mill St., Clintonville, WI 54929
30 23 91 21	Robert Jacoby	28 Mill St., Clintonville, WI 54929
30 23 91 1	Michael & Sarah Hankins	80 Rohrer St., Clintonville, WI 54929
30 23 90 121	Shelly Seelig	144 Ruth St., Clintonville, WI 54929
30 23 90 74	To The Future Rentals, LLC.	20 15th St., Clintonville, WI 54929
30 23 90 122	Mark & Roxanne Fredrick	146 Ruth St., Clintonville, WI 54929
30 23 90 73	Jacob Riemer & Erin Delmore	147 Ruth St., Clintonville, WI 54929
30 23 90 123	Michael & Christina Streicher	148 Ruth St., Clintonville, WI 54929
30 23 90 72	Jacob Ruch	149 Ruth St., Clintonville, WI 54929
30 23 90 124	Dorene Carlson	33 West St., Clintonville, WI 54929
30 23 90 71	Kali Belonga	41 West St., Clintonville, WI 54929

**PROPOSED ASSESSMENT ROSTER
2025 SIDEWALK REPLACEMENTS AND REPAIRS**

Parcel Number	Property Owner	Mailing Address
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