

MINUTES OF MEETING
LARGE ASSEMBLY COMMITTEE

August 11, 2010

Members Present: Matt Matteson, Bob Metropulos and Jim Sharon.

Others present: Karl Jennrich, Ken Kortenhof, Tom Wiensch, Lloyd Gauthier, Linda Conlon, Director of Public Health, Jody McKinney and Todd Troskey, Public Health and Mary Bartelt.

Chairman Matteson called the meeting to order at 10:00 a.m. in Committee Room #2 at the Oneida County Courthouse. He noted that the agenda had been posted in accordance with the WI Open Meeting Laws and that the meeting room is accessible to persons with functional limitations.

The meeting agenda was approved on a motion by Metropulos second Matteson. All "ayes" on voice vote.

Motion by Metropulos second Matteson to approve the Minutes of June 21, 2010. All "ayes" on voice vote.

There were no guest introductions.

Discuss/Critique – Three Lakes Large Assy. August Event

Jody McKinney gave a brief update as to the Three Lakes "Single Best Town in America" event, which took place Tuesday, August 2, 2010. There were 5 vendors and another vendor came later selling baking goods. There were no portable hand washings set up and the Town of Three Lakes was asked to provide this accommodation and all public restrooms were open.

Lieutenant, Lloyd Gauthier stated that there were no complaints received and Ken Kortenhof stated that adequate ambulance and emergency personnel was met along with adequate communication.

Review/Discuss/Action Large Assembly Ordinance Changes

Tom Wiensch, Corporation Counsel, briefly explained to the Committee the June 23rd letter (Exhibit A) with the working group additions to the Large Assembly Ordinance rewrite and also reviewed his follow-up letter of June 26th regarding a typo error.

Mr. Wiensch went on to explain that the working group used the Sauk County Large Assembly Ordinance as a guideline for our model to rewrite our Large

Assembly Ordinance. Wiensch pointed out that in Sauk County's ordinance, No. 26, stated that Wisconsin Certified Emergency Medical Personnel (CEMT's) would be on site and was sufficient to provide medical care. Ken Korten Hof stated that CEMT's require less training than EMT's. Therefore, Ken suggested that we use our existing language concerning CEMT's because it is less restrictive and more flexible than Sauk County's ordinance. Also regarding Item No. 26, both Ken and Lloyd Gauthier felt strongly that it is important to require an ambulance on the premises for assemblies of greater than 10,000 people. Committee agreed along with the recommendations.

Both Lloyd and Ken felt very strongly that the applicant provide a map in order to maintain safety and order and be able to react to emergency situations.

Mr. Wiensch provided the correct language for the ordinance. A map of the location of the assembly, which may be handwritten, but must be legible. The map need not be precisely to scale, but shall be reasonably close to scale. The map shall include all of those of the following things which will exist at the time of the assembly:

1. Vehicular traffic routes
2. Fire Lanes
3. Parking areas
4. Camping areas
5. Admissions areas
6. Stage/performance areas
7. Vendor areas
8. Seating areas
9. Office headquarters
10. Emergency/medical stations
11. Security/law enforcement areas
12. Structures
13. Sanitary facilities
14. Portable water locations
15. Any areas containing combustible or hazardous materials
16. Fencing including accesses and gates

Mr. Wiensch briefly went over the Large Assembly Ordinance along with the additions to the Sauk County Ordinance suggested by the Working Group with the Large Assembly Committee. (See Exhibit B)

- #1. Committee agreed with the language written (Essentially from our old ordinance.
- #2. Committee agreed with the 3 Tier approach.
- #3. Committee agreed with the permit requirements.
- #4. Committee agreed to Law Enforcement "Official".

- #5. Committee agreed with the \$100 administration fee. The \$500 fee be eliminated.
- #6. Committee agreed with that the application shall contain the name, age, residence and mailing address of all person/persons required to sign the application.
- #7. Committee agreed – Prohibit the use of any sound amplification devices between midnight and 8:00 a.m., and by requiring that the sound not carry unreasonably beyond the boundary of the assembly. Also added. “All reasonable necessary precautions to insure that the sound of the assembly will not unreasonably carry beyond the boundaries of the location of the assembly; the use of sound amplification devices shall be prohibited between the hours of twelve o’clock midnight and eight o’clock a.m., etc.”
- #8. Committee agreed that within 3 business days after receipt of a completed application, the County Clerk shall send a copy of the application to the Chair of the town in which the proposed assembly will be held, etc.
- #9. Committee agreed with applicants applying for licenses for assemblies which are substantially the same as licensed assemblies previously held by the same applicant may attach a copy of previous application, etc.
- #10. Committee agreed to remove from ordinance
- #11. Committee agreed to remove from ordinance
- #12. Committee agrees to require an application form be created to hold an assembly.
- #13. Committee agreed to remove from ordinance
- #14. Committee agreed that a map of the location of the assembly must be legible and be reasonably close to scale, etc.
- #15. Committee agreed to fencing including accesses and gates, if needed.
- #16. Committee agreed with the statement of plans for providing hand washing stations and their location, etc.
- #17. Committee agreed with the Sauk County ordinance but to add “CEMT” and take out the structure language.
- #18. Committee agreed to use our own ordinance.
- #19. Committee agreed with the recommendation that plans for reasonable parking of vehicles sufficient to provide parking space for the maximum number of people to be assembled at the rate of at least one parking space for every four persons, etc.
- #20. Committee agreed with statement, that no cinders, noxious odors, fumes or gases be permitted to unreasonably emanate beyond the property line of the assembly, etc.
- #21. Committee agreed with the statement of plans for fire protection, etc.
- #22. Committee agreed to use our own ordinance language.
- #23. Committee agreed that we use: “A minimum of either one hard wired telephone line, that shall be operational during the entire period that the event is being held or, in the alternative, the applicant may represent in writing that the applicant will have two (2) or more cellular phones that have been tested and found to function in the area and that will be in constant operation the entire period the event is held, etc.

- #24. Committee agreed with the “Body Art Facilities” language.
- #25. Committee agreed with the language written (Essentially from our old ordinance.
- #26. This was previously covered.
- #27. Committee agreed to use our own ordinance language.
- #28. Committee agreed with Sauk’s ordinance regarding the minimum amount of \$2,000,000 for comprehensive general liability.
- #29. Committee agreed with Sauk’s ordinance regarding application to be made 30 days in advance of the assembly.
- #30. Committee agreed with Sauk’s ordinance regarding “Revocation and Enforcement”.
- #31. Committee agreed to delete from ordinance – bond coverage.

Motion/second Metropulos/Sharon to adopt Sauk ordinance and approve all changes presented.

No public comment.

Motion Metropulos second Sharon to adjourn. All “ayes” on voice vote. Time of adjournment 11:15 a.m.

Mary Bartelt, County Clerk

Matt Matteson, Chairman