



David Torgler, Administrator/Clerk

COMMUNICATION FORM

FROM: David Torgler, Town Administrator/Clerk
DATE: July 11, 2024
ITEM: Public Hearing and Consideration to Approve an Application for Labor Day Weekend Special Events Permits for Activities to be held on Main Street on August 31, 2024; in the Main Street Park on September 1, 2024; and, in Decker Park on September 2, 2024. Also a request to waive the special event permit fees for these three permits.
ATTACHED: Applications for these three special events.

BOARD ACTION: X ACTION ITEM
 DIRECTION REQUESTED
 INFORMATION

REQUEST OR ISSUE: Public Hearing for the OC Neighbors corp Special Event Permits to allow for the sale of alcohol at the Annual Labor Day Weekend events to be held on August 31, 2024 on Main Street between 200 West and 300 East streets, September 1, 2024 at the Main Street Park; and on September 2, 2024 at Decker Park, 305 Moffat Avenue. In addition the OC Neighbors corp requests waiver of the permit fees totaling \$300 for these three event days.

RECOMMENDED ACTION: That the Board take public comments on the proposed Special Events Permits, and approve, disapprove, table or approve with conditions the applications.

BACKGROUND INFORMATION: Applications have been submitted for Special Event Permits for the Labor Day Weekend events to be held on the dates and at the locations noted above. The Town Board has determined that it will manage Special Event Permits in-house under the current provisions of the State law and Town of Oak Creek Resolution 2022-010. The application is submitted in accordance with the Town's Special Events Permit Policy adopted by Resolution 2022-010. A decision by the Board will be the final decision needed for this matter, and notice will be provided to the Department of Revenue LED.

A Certificate of Insurance will be obtained by the applicant to cover the events and activities. Notices of Public Hearing were posted at the Downtown Park and at Decker Park more than ten days in advance of this Public Hearing; posted on June 27, 2024 by the Town Administrator/Clerk.

FISCAL IMPACTS: Minimal; the Town will donate the \$300 Special Event application fees for the three Permits. No state fees are required.

LEGAL ISSUES: To serve alcohol at the event a Special Event Permit must be approved by the Local Licensing Authority, aka the Town Board and the three events are held at three locations on three dates. The Town Board has not approved special event permits for the OC Neighbors corp for more than 15 days in calendar year 2024 so this permit for three days activities, e.g. August 31 and September 2 and may be approved.

CONFLICTS OR ISSUES: None known.

SUMMARY AND ALTERNATIVES: The OC Neighbors corp is a new organization that is organizing the local Labor Day events this year, the Labor Day events have been held in Town for many years and the applications for Special Events Permits, including the waiver of permit fees, have been approved in past years for the weekend's activities.