

# Memo

To: Village Board

From: Sean Gehin, P.E., Director of Public Works

Re: Special Event Request from Race Day Events for the Cellcom Green Bay Marathon

Date: April 19, 2022

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Name of Organization/Person:

Race Day Events, Ryan Griessmeyer

Purpose of Event:

Cellcom Green Bay Marathon

Location of Event:

Throughout the City of Green Bay, Village of Ashwaubenon, and Village of Allouez. A portion of the full marathon route would utilize Allouez streets (see race route map).

Date(s) and Time(s) of Event:

Sunday, May 15, 2022 7:00 am – 1:00 pm

They anticipate runners would be in Allouez from approximately 8:00 am to 12:00 pm

Recurring Event:  Yes  No

This is the first year the marathon route would be run on village streets. Previous routing went through the village on the Fox River Trail from Green Bay into DePere.

Alcohol Sales Request:  Yes  No

Vending/Concessions/Admission Fees:  Yes  No

Background Information:

Race Day events has contacted the Village with a request to run a portion of the Cellcom Green Bay Marathon route through the village utilizing village streets as well as the Fox River Trail. See attached Race Route. This is a new configuration of the full marathon route that had previously gone down the Fox River Trail and through the City of DePere.

Numerous meetings have taken place with Race Officials, Sponsors and impacted communities to discuss the proposed route, lane and shoulder closures, needed control at intersections, no

parking signage, and project notification. Deputy Vogel and myself attended those meetings where we were able to gather more information, ask questions, and express concerns.

In Allouez to provide a safe corridor for race participants race officials are proposing to temporary close parking lanes and roadway shoulders using cones spaced every 35 to 50 ft. In addition, race volunteers and the Brown County Sheriffs Deputies will be stationed at minor and major intersections to provide needed control at intersections. In addition, due to the traffic volume and speeds on Riverside Dr. the hawk crossing at E. Briar will be utilized. To ensure the route is clear of parked cars, Village Street Dept. staff will be placing "No Parking Signs" the evening before the day of the race.

The cost to provide Village and Brown County Sherriff Department staffing the evening before and the day of will be reimbursed by the race officials.

With Village Board Approval Race Day events will be notifying residents and businesses directly impacted by the race.

Attachments:

Application

Race Route



VILLAGE OF ALLOUEZ  
RUNS/WALKS AND SPECIAL EVENT APPLICATION/PERMIT  
Parks and Recreation Department · 1900 Libal St. · Allouez, WI 54801

**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: Race Day Events (Cellcom Green bay Marathon)

Individual  Partnership  Corporation  Association

EVENT NAME: Cellcom Green Bay Marathon

Main Contact: Ryan Griessmeyer Email: ryan.griessmeyer@racedayevents.com

Address: 2995 Sub-Zero Parkway City/State/Zip: Fitchburg, WI 53719

Primary Phone: 608-444-2261 Other Phone: 608-316-5755

**EVENT INFORMATION**

Date of Event: May 15, 2022 Time of Event: Start Time: 0700 am

End Time: 1300 pm

Number of participants/spectators expected: 5500

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

See Attached

**Please answer the following questions:**

1.) Is this event a run/walk?  YES

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

1a.) Location or route of event (please include map) Attached

1b.) How will the route be marked? Duct Tape Arrows, Cones and route signage

1c.) How will route monitors be identified? Safety Vests

1d.) Other traffic control provisions? Police, Course Crew, medical Crew, Lead vehicles

2.) Will you need stand-by rescue services?  YES

\*\* If YES stand-by Allouez rescue squad service is requested, \$375.00 per hour is charged. 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.

Ryan Grissmeyer  
Signature of Responsible Person

02/25/2022  
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 [Signature]

DEO Officer [Signature]

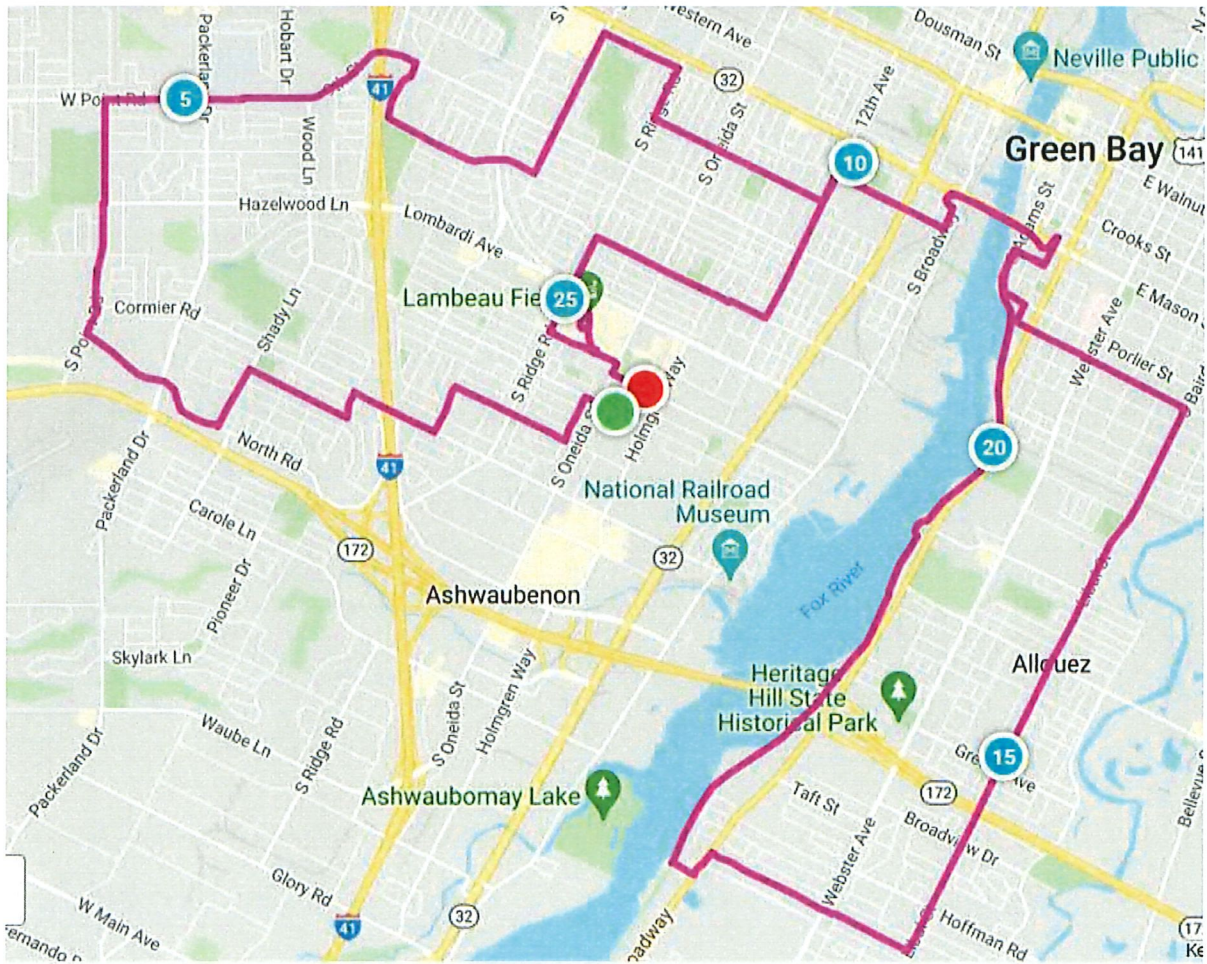


ROUTE MAP: <https://www.mapmyrun.com/routes/view/4917133807>

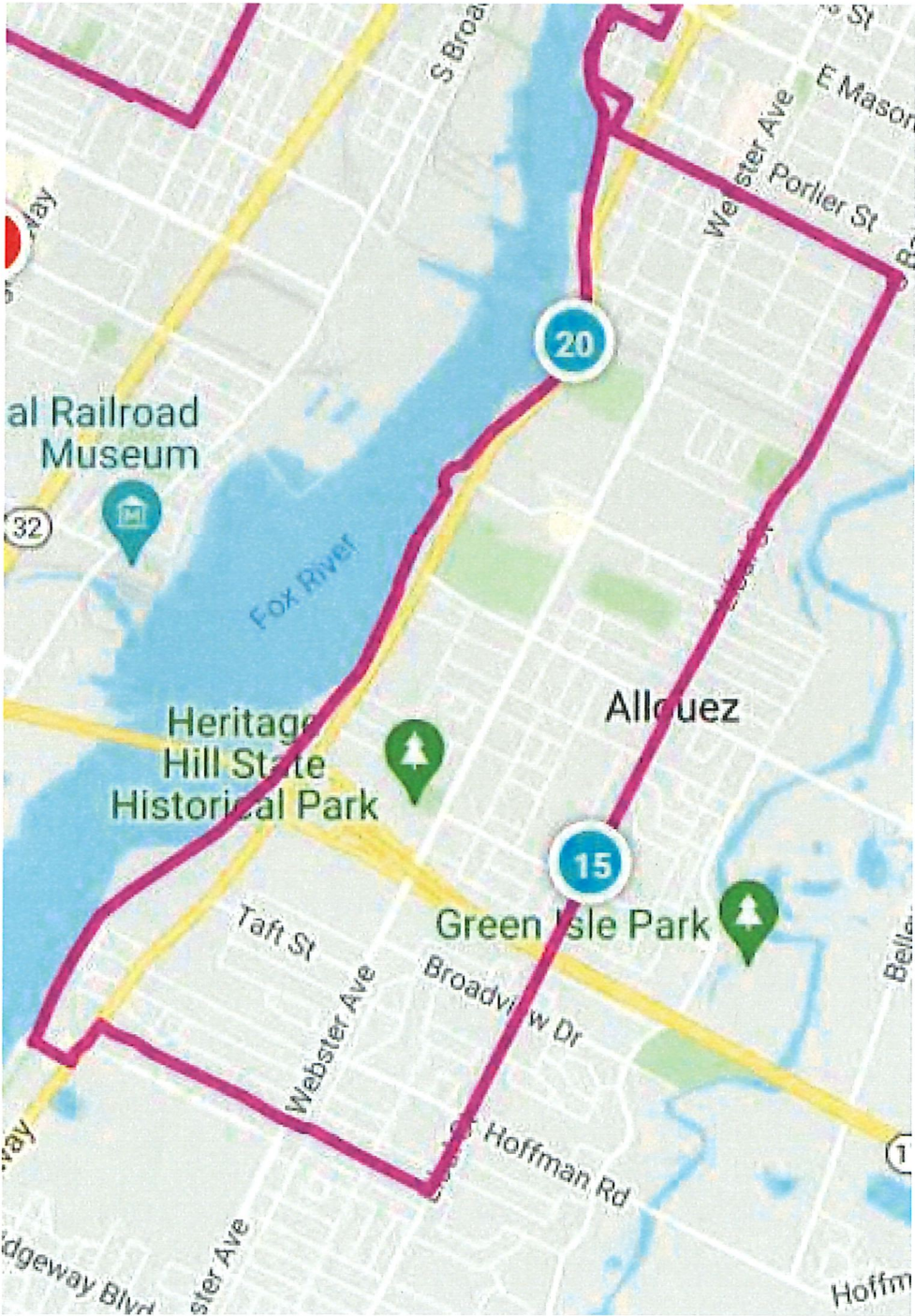
Marathon:	709
Half Marathon:	1343
Marathon Relay:	41 Teams/119 People
Half Marathon Relay:	22 Teams/34 People
5K:	386
<b>Total:</b>	<b>2591</b>

**\*\*Expected high rate of last minute entries as well as high attrition due to deferrals. (Planning on 4500 registered participants)**

# CELLCOM GB MARATHON ROUTE OVERVIEW



**ROUTE AS SPECIFIC TO VILLAGE OF ALLOUEZ**



**Turn by Turn/Coning Instructions within Village of Allouez:**

- Runners enter Allouez on S. Baird Street at Grignon St.
- Runners will travel south in a coned curb lane on the west side of Baird Street. Cones to be every 35-50'.
- Baird Street becomes Libal Street. Runners to travel south in a coned curb lane on the west side of Baird Street. Cones to be every 35-50'.
- Right turn from Libal Street to E. Briar Lane. Runners to travel west in a coned curb lane on the north side of the street. Cones to be every 35-50'.
- Runners will cross Riverside Dr. (Hwy 57) at Briar Lane utilizing the safe crossing (Hawk) already in place.
- Runners will turn left on Riverside Dr. (Hwy 57) traveling south in a coned curb lane on the west side of the street. Cones to be every 35-50'.
- Runners will turn right to the Fox Point boat launch. Runners will be spread out enough to allow boat traffic through if needed. Boat traffic will be encouraged to use the south parking lots. Volunteers will be in this area to make sure that runners remain safe from boat traffic.
- Runners to turn right on Fox River Trail.
- Runners continue on trail leaving Allouez until Cass Street.

**Brown County Officer Locations:**

Libal & E. Allouez

Libal & Hoffman

Libal & Briar

W. Briar & Webster (x2)

W. Briar & Riverside (x2)

Riverside & Fox Point Launch Entrance

**Notes:**

- The race will notify all residents on the route
- Expenses will be reimbursed by the event
- A lead vehicle will be 5 minutes in front of the first runner making sure course is safe and ready
- SAG and Medical support will be available throughout the area
- Volunteers will backfill intersections that need it
- All trash will be picked up and the area will be left better than found.



### INTERSECTION DETAILS - ALLOUEZ

<u>INTERSECTION</u>	<u>TURN</u>	<u>MILE</u>	<u>FIRST</u>	<u>MID-PACK</u>	<u>LAST</u>
Baird & Grignon		13.28	8:01 AM	9:17 AM	10:42 AM
Baird & McCormick		13.39	8:01 AM	9:18 AM	10:43 AM
Baird & Garland		13.46	8:02 AM	9:19 AM	10:44 AM
Baird & Hastings		13.54	8:02 AM	9:20 AM	10:46 AM
Baird/Libal (RR Bridge)		13.59	8:02 AM	9:20 AM	10:46 AM
Libal & Kalb		13.67	8:03 AM	9:21 AM	10:48 AM
Libal & Beaupre		13.87	8:04 AM	9:23 AM	10:51 AM
Libal & E St Joseph		14.10	8:05 AM	9:26 AM	10:54 AM
Libal & Floral		14.17	8:05 AM	9:26 AM	10:55 AM
Libal & Karl		14.22	8:06 AM	9:27 AM	10:56 AM
Libal & Memory		14.27	8:06 AM	9:27 AM	10:57 AM
Libal & Brookridge		14.33	8:06 AM	9:28 AM	10:58 AM
Libal & Dauphin		14.40	8:07 AM	9:29 AM	10:59 AM
Libal & E Allouez		14.48	8:07 AM	9:29 AM	11:00 AM
Libal & East Mission		14.65	8:08 AM	9:31 AM	11:03 AM
Libal & Greene		15.04	8:10 AM	9:35 AM	11:09 AM
Libal & Karen		15.13	8:10 AM	9:36 AM	11:10 AM
Libal & Simonet		15.20	8:11 AM	9:37 AM	11:11 AM
Libal & Hwy 172		15.27	8:11 AM	9:37 AM	11:12 AM
Libal & S Langlade		15.41	8:12 AM	9:39 AM	11:14 AM
Libal & Broadview		15.44	8:12 AM	9:39 AM	11:15 AM
Libal & Terraview		15.59	8:12 AM	9:40 AM	11:17 AM
Libal & Hoffman		15.8	8:14 AM	9:43 AM	11:20 AM
Libal & Somerset		15.90	8:14 AM	9:44 AM	11:22 AM
Libal & Hilltop		15.96	8:14 AM	9:44 AM	11:23 AM
<b>Libal &amp; East Briar</b>	<b>RIGHT</b>	16.02	8:15 AM	9:45 AM	11:24 AM
Briar & Delahaut		16.22	8:16 AM	9:47 AM	11:27 AM
Briar & Clay		16.40	8:17 AM	9:49 AM	11:30 AM
Briar & Webster		16.49	8:17 AM	9:49 AM	11:31 AM
<b>Briar &amp; Riverside</b>	<b>LEFT</b>	17.10	8:20 AM	9:56 AM	11:40 AM
<b>Riverside &amp; Boat Launch</b>	<b>RIGHT</b>	17.24	8:21 AM	9:57 AM	11:42 AM
<b>Fox Point Boat Launch &amp; FRT</b>	<b>RIGHT</b>	17.36	8:21 AM	9:58 AM	11:44 AM
FRT & Hwy 172		18.40	8:27 AM	10:09 AM	12:00 PM
FRT & Lazaare		18.62	8:28 AM	10:11 AM	12:04 PM
FRT & RR Bridge		20.02	8:35 AM	10:25 AM	12:25 PM
FRT & Marine		20.31	8:36 AM	10:28 AM	12:30 PM