



MEMO

HEALTH AND RECREATION COMMITTEE

To: Health and Recreation Committee

From: Terri Vosters, Community Enrichment & Recreation Director
Jake Van Gompel, Street Superintendent
John Neumeier, Director of Public Works

Date: November 3, 2025

Re: Special Event Fee Comparison 2025

Background Information:

The City of Kaukauna hosts more than 40 events (not including athletic tournaments) annually that meet the definition of a Special Event. A special event is defined as: any public event which interferes with the normal flow or regulation of traffic upon the streets, sidewalks, or rights-of-way. Examples include but are not limited to: Parade, race, procession, show, ceremony, athletic event.

As part of the City's Strategic plan, the special events permit/application revision process began in 2024. The revision exercise provided an additional opportunity to examine challenges that the City has encountered throughout the last 10 years. We found that special events permitting local and national trends and challenges have changed over the last decade. The current permitting process and documents have not been revised in over ten years. City staff met to discuss challenges with the permitting process and event challenges to develop an updated application process with several goals in mind:

- Provide the public with an online location to apply for a special event
- Better define what is a special event
- Provide the contacts needed when offering a special event
- Provide a central hub for the applicant to ask questions
- Accurately determine if fees should be implemented

The information in the attached documents is from six surrounding communities. Cost per person/time in Fire and Police, application deadlines, Recreation fees, and Public Works

fees. The results are coded on the reference page. Yellow indicates the same as Kaukauna, Green indicates charging more than Kaukauna, and Orange is unknown.

The City of Kaukauna does not currently charge an application fee or any recreation/public works/equipment or personnel time for special events.

One application for 2026 has been received for the Fox Heritage Run in May of 2026. Staff recommends waiving the fee for this event as the application was received prior to the proposed changes.

Strategic Plan:

Community of Choice -Streamline the special events process.

Budget:

Possible increase to revenue 2026 budget.

Staff Recommended

1. Allow staff to implement the following fees for external Special Events beginning for 2026 events:

City Staff: Overtime Labor \$70/hr./staff

City Staff: Double time/Holiday \$93/hr./staff

Picnic tables-\$7/table

Garbage/recycle carts-\$4/cart

Barricades-\$2/item/day

Cones-1-20, \$10/day

20-50, \$20/day

51+, \$30/day

Application fee-\$20 per application, nonrefundable or transferable

Deadline-60 days before event

2. Waive Fox Heritage Run fees for 2026.

