



MEMO

HEALTH AND RECREATION COMMITTEE

To: Health and Recreation Committee Members
From: Terri Vosters, Community Enrichment & Recreation Director
Date: July 14, 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 within 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.

Strategic Plan:

Community of Choice -Streamline the special events process.

Budget:

Possible increase to 2026 budget if fees are adopted.

Staff Recommended

N/A at this time. This is for information only. Discussion at this time to direct the Community Enrichment & Recreation Director to investigate and return in the future with possible fee adjustments.

