



TOWN OF FORTVILLE

714 E. Broadway, Fortville, IN 46040

(317) 485-4044 | www.Fortville.IN.gov



Monday, June 2nd, 2025 | 6:30 p.m.

Town Council Meeting Agenda

Town Council Members

- Tonya Davis, *President*
- Ryan Rummell, *Vice President*
- Libby Wyatt
- Fred “Fritz” Fentz
- Vanessa Battaglia

Town Staff Members

- Joe Renner, Town Manager
- Patrick Bratton, Police Chief
- Missy Glazier, Clerk-Treasurer
- Adriana Krueger, Deputy Clerk
- Alex Intermill, Attorney

Livestream Access via Zoom

- Call-In Number: 1-305-224-1968
- Meeting ID: 878 8119 3115
- Link:
<https://us02web.zoom.us/j/84066034759>
- Meeting recording available the next business day on YouTube - [@townoffortville1865](https://www.youtube.com/@townoffortville1865)

1. Meeting Opening

- a. Call Meeting to Order
- b. Pledge of Allegiance
- c. Roll Call
- d. Declaration of Quorum
- e. The council will consider **approval of, or any changes to, the evening’s meeting agenda.**
- f. The council will consider **approval of the minutes** from the previous meeting - **May 19th, 2025.**

2. New Business

- a. The council will hear a **Special Event Request** from Spencer Wood-Foster for the **Foxgardin 10th Anniversary Party - 6/28/2025, 5 - 10 pm.**
- b. The council will hear a **Special Event Request** from Kelly Griffey for the **F.A.R.M. Community Fair & Treats on Main - 10/25/2025, 10 am - 2 pm.**

3. Old Business - NA

4. Department Reports

- a. Town - Joe Renner
- b. Planning & Building - Adam Zaklikowski, AICP
- c. Parks & Recreation - Heath Luther, Parks Manager
- d. Police - Chief Patrick Bratton
- e. Clerk-Treasury - Missy Glazier / Adriana Krueger
- f. Legal - Alex Intermill | Bose, McKinney, & Evans LLP

5. Public Comments (2 minutes per person)

6. Council Member Comments

7. Meeting Closure

- a. The council will consider approving & signing the vouchers.
- b. The council will consider adjourning the meeting.

Under the Americans with Disabilities Act (ADA), the Town of Fortville will, upon request, provide appropriate aid or assistance leading to effective participation for people with disabilities. Anyone whom may require such assistance should contact Andy Williams - Office Manager, at (317) 485-4044, Ext. 1003, or via email at awilliams@fortville.in.gov at least forty-eight (48) hours before the scheduled meeting.

Special Event Permit

TOWN OF FORTVILLE

APPLICANT INFORMATION

Organization		Non-Profit	Yes ☐ No ☐
Street Address			
Email		Phone	
Contact Name			

EVENT INFORMATION

Name of Event		Annual Event	Yes ☐ No ☐
Event Date		Event Time(s)	

Will your event include

Concert(s)/Live Music	YES ☐	NO ☐	5k/Run/Etc	YES ☐	NO ☐
Tents*	YES ☐	NO ☐	Inflatables, obstacles, rock walls, etc.	YES ☐	NO ☐
Concessions*	YES ☐	NO ☐	Fireworks, lasers, pyrotechnics	YES ☐	NO ☐
Alcohol*	YES ☐	NO ☐	Bingo, drawings, lottery, or similar	YES ☐	NO ☐
Signs or Banners prior to the event	YES ☐	NO ☐	Massage or similar activities	YES ☐	NO ☐
Additional Lighting, decorations, or similar	YES ☐	NO ☐	Portable restrooms*	YES ☐	NO ☐

**Please see page 2 for additional information required for these activities*

EVENT DESCRIPTION

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EVENT LOGISTICS

Proposed Location			
Estimated Attendance		Estimated Number of Vendors	
Event Start Date		Start Time	
Event End Date		End Time	
Set-Up Date		Time	
Tear-Down Date		Time	

Special Event Permit

TOWN OF FORTVILLE

PUBLIC SERVICES REQUESTED

Please identify any public services including street closures and traffic control, electric service, etc. that you may need for your event:

Street or Alley Closure	YES ☐ NO ☐	
Event Barricades	YES ☐ NO ☐	
Traffic Control	YES ☐ NO ☐	
EMS Presence	YES ☐ NO ☐	
Picnic Tables	YES ☐ NO ☐	Number Requested _____/10 tables \$10 deposit per table for cleanup and returning to storage. Replacement cost will be charged for damaged tables.
Fire Inspection (required for tents)	YES ☐ NO ☐	*Tents over 200 square feet must include "No Smoking" signage and a fire extinguisher. Please contact the Fire Department for additional information and to schedule inspections.
Public Electric Service	YES ☐ NO ☐	Amperes/Voltage Requested
(If Applicable)	Electrician Name/Company	
	Contact Number:	
	License Number:	

The Town will provide up to (2) 50' power cords (240V Twist Lock RV Cable) and one Spider box with (6) 120v outlets. EQUIPMENT IS NOT GUARANTEED TO BE AVAILABLE. Any electric needed beyond the scope of materials listed above, the event sponsor must work with a licensed electrician for lay out and service setup for the event. It is the responsibility of the event sponsor to provide additional electrical equipment if needed.

Please describe any food or concession prep areas and/or alcohol sales and consumption planned for your event and attach a copy of your liquor license to the application.

You are required to provide portable restroom facilities at your event, unless you can substantiate the sufficient availability of both ADA accessible and non-accessible facilities in the immediate area which will be available to the public during your event. If you will not be providing portable restrooms, please attach a description of facility plan.

Total Number of Portable Toilets Proposed:	Number of ADA Accessible Portable Toilets:
Portable Restroom Facility Provider:	
Contact Number:	
Set-Up Date:	Time:
Pick-Up Date:	Time:

Special Event Permit

TOWN OF FORTVILLE

You are required to provide adequate trash services for your event. Please provide the contact information for the sanitation/recycling company that will provide clean-up services:

Trash/Sanitation Company Name:

Contact Number:

Number of Trash Cans With Lids:

Without Lids:

Recycling Containers:

Number of Dumpsters with Lids:

Without Lids:

Set-Up Date:

Time:

Pick-Up Date:

Time:

PLEASE DESCRIBE YOUR PLAN FOR CLEANUP AND REMOVAL OF TRASH DURING AND AFTER YOUR EVENT

EVENT ATTACHMENTS

Please provide the following as applicable to your event – if deemed applicable, paperwork is required

Event Route/Site Plan	☐ *required	Vendor List	☐
Agenda/Proposed Activities	☐ *required	Performer List	☐ Please include sound-check start/end time(s)
Description of Security/Medical Plan	☐	Location of Stage(s)	☐
Parking Plan/Bus Routes	☐	Copy of 501 C(3) Exemption Letter	☐
Copy of Liquor License	☐	Copy of Insurance/Contact Information	☐
Copy of Health Department Approval	☐	Brief Description & Locations of signage/banners proposed	☐
Copy of notice to public/businesses of intended closures	☐	Other Attachments (Please List):	
Contact Information for Tent Vendor/Installation	☐ *required for Fire Inspections		

THE APPLICANT IS RESPONSIBLE FOR ENSURING THAT THE FOLLOWING REGULATIONS ARE MET AT ALL TIMES. FAILURE TO MEET ANY OF THE FOLLOWING WILL RESULT IN THE DENIAL OR REVOCATION OF THIS PERMIT AND POSSIBLE ENFORCEMENT ACTION BEING TAKEN AS OUTLINED BY THE TOWN OF FORTVILLE CODE OF ORDINANCES.

Special Event Permit

TOWN OF FORTVILLE

All Applicants shall be required to submit to the Town of Fortville proof of insurance and for general liability that states that the Town of Fortville, Indiana, is listed as an additional co-insured. The minimum insurance requirement shall be \$1,000,000 per occurrence; \$300,000 per person; and \$50,000 for legal. Amusement rides, inflatables, moving vehicles, rock walls, etc. will require proof of additional coverage. Special Event Permits are required for any obstruction, use, or activity within a public right-of-way, town property, or town easement. Any applications for encroachments must include a site plan that details specifically the number and location of encroachments. Site plans should detail uses planned for each section or route. In cases where the proposed activities will interfere with traffic flow on streets, the application will be assessed by the Fortville Police, Vernon Township Fire Dept., and Fortville Street Departments to determine the number of necessary town personnel and/or equipment. Fees will be assessed on a case-by-case basis based on the personnel needed and total time of the event. Under no circumstance does this permit give the applicant permission to set up any activity, staging area, or other event-related feature on private property. The undersigned shall notify the town 30 days prior to the event to ensure availability of resources. The applicant shall hold harmless and indemnify the Town of Fortville from, for, and against any claim of any person in tort, contract, or otherwise arising out of the act or omissions of the applicant, their agents, representatives, participants, etc.

Per Town of Fortville Resolution No. 2011-11B

(f) Unless otherwise described in the application materials and approved by the Town Council, within 24 hours of the end of the special event, the area in which the event was held shall be cleaned and returned to the same condition before the event

(g) Should the area of the special event not be returned to the condition required in (f), the Town may cause the area to be cleaned and returned to its prior condition at the sole expense of the person(s), organization(s), and/or entity(ies) identified in (b)(1)(ii).

(h) Should any person(s), organization(s), and/or entity(ies) responsible for a special event approved under this section fail to satisfy any of the requirements of the section, may be subject to automatic denial for two years, unless otherwise determined by the Town Council.

Any service provided by the Town of Fortville outside the scope of the services listed in this Special Event Permit will be assessed accordingly. Person(s), organization(s), and or entity(ies) will be invoiced \$35.00 per man, per hour for the scope of work assessed. Outstanding invoices could affect future requests to host a special event.

Please Initial *SPW*

APPLICANT AFFIDAVIT

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge. I believe that I have read, understand, and agree to abide by the rules and regulations governing the proposed Special Event under the Town of Fortville Municipal Code, and I understand that this application is made subject to the rules and regulations set forth by the Town. As the applicant, I agree to comply with all the requirements of the town, County, State, Federal Government, and any other applicable entity which may pertain to the use of the Event venue and conduct of the event. I further certify that I, on behalf of the Host Organization, am authorized to commit that the organization to be financially responsible for any costs or fees that may be incurred by or on behalf of the Event to the Town of Fortville.

Applicant Signature:

Date:

Printed Name:

Relationship to Applying Organization:

Special Event Permit

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Alcohol*	YES ☐	NO ☐	Bingo, drawings, lottery, or similar	YES ☐	NO ☐
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Additional Lighting, decorations, or similar	YES ☐	NO ☐	Portable restrooms*	YES ☐	NO ☐

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Traffic Control	YES ☐ NO ☐	
EMS Presence	YES ☐ NO ☐	
Picnic Tables	YES ☐ NO ☐	Number Requested _____/10 tables \$10 deposit per table for cleanup and returning to storage. Replacement cost will be charged for damaged tables.
Fire Inspection (required for tents)	YES ☐ NO ☐	*Tents over 200 square feet must include "No Smoking" signage and a fire extinguisher. Please contact the Fire Department for additional information and to schedule inspections.
Public Electric Service	YES ☐ NO ☐	Amperes/Voltage Requested
(If Applicable)	Electrician Name/Company	
	Contact Number:	
	License Number:	

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Set-Up Date:

Time:

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Time:

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Agenda/Proposed Activities	☐ *required	Performer List	☐ Please include sound-check start/end time(s)
Description of Security/Medical Plan	☐	Location of Stage(s)	☐
Parking Plan/Bus Routes	☐	Copy of 501 C(3) Exemption Letter	☐
Copy of Liquor License	☐	Copy of Insurance/Contact Information	☐
Copy of Health Department Approval	☐	Brief Description & Locations of signage/banners proposed	☐
Copy of notice to public/businesses of intended closures	☐	Other Attachments (Please List):	
Contact Information for Tent Vendor/Installation	☐ *required for Fire Inspections		

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Please Initial

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Applicant Signature:

Date:

Printed Name:

Relationship to Applying Organization:

Treats on Main Agenda

- 7:30 am put up barricades
- 8:00 am Vendors start setting up
- 8:45 am churches and nonprofits start setting up
- 10:00 am Event starts
- 11:00 am Costume Contest
- 11:45 am Costume Contest winners announced
- 2:00 pm Event ends
- 3:00 pm clean up finished

