

**CITY OF PRESCOTT, WISCONSIN**  
**FEBRUARY 10, 2020 HEALTH & SAFETY COMMITTEE MINUTES**

Pursuant to due call and notice thereof, a meeting of the Health & Safety committee was held, Monday, February 10, 2020, Municipal Building, 800 Borner Street, Prescott, WI 54021.

**Call to Order:** Alderperson Gergen called the meeting to order at 5:00 pm. Members present include Maureen Otwell and Joshua Gergen. City Administrator Jayne Brand represented staff.

**Ruona/Otwell motion to approve minutes for November 18, 2019 passed without a negative voice vote.**

City Administrator Jayne Brand explained the discussions which were held with our insurance agent regarding Prescott Daze. During the review it was discussed if the Prescott Daze Committee has been handled like all other subcommittees of the Council. He asked if minutes were taken and reviewed by Council. Not having been run like a subcommittee of the Council the insurance company expressed concerns of additional liability to the city and volunteers. Alderperson Ruona asked Kris Sampson and Char Magee both local insurance agents if there is insurance to cover additional liability for Prescott Daze. They both stated that event insurance can be purchased. Kris Sampson stated she had quoted approximately \$1,500 for a policy which would be for a full year. The committee reassured the Prescott Daze Committee they don't want to see Prescott Daze go away. City Administrator Jayne Brand informed the committee it is more than the insurance. The Prescott Daze Committee would need to have an Alderperson serve on the committee. Agendas would need to be posted for meetings and minutes would need to be taken. There would also need to be certificate of liability insurance forms filed for vendors and also for parade participants. Other events would need to make sure they have an indemnification on them. There was discussion on how other non-sanction events should be handled.

Alderperson Ruona stated she could not make a decision without first seeing current forms and procedures which are being used by the Prescott Daze Committee. City staff will work with the insurance company on the procedures they would like to see to create less liability for the city. A time line of 30 days was set to get this information together and meet again.

**Ruona/Otwell motion to adjourn passed without a negative voice vote.**

Respectfully Submitted,

Jayne M. Brand  
City Administrator