

Agenda
Board of Parks Commission Meeting
625 52nd Street, Room 204
Monday, April 22, 2024
5:00 pm

Chairperson: Eric Haugaard Vice Chairperson: Jan Michalski
Commissioner: Rocco J. LaMacchia, Sr. Commissioner: Kelly MacKay
Commissioner: Rollin Pizzala

Call to Order
Roll Call
Citizens Comments

Approval of the minutes of the meeting held on April 8, 2024.

1. Request from Veterans of America Motorcycle Club for a Donation & Issuance of a Washington Park Municipal Golf Gift Certificate (*Foursome walking weekdays only*) at their Rock for VetsEvent (*April 27, 2024*).
2. Request from Rotary Club of Kenosha for use of Lincoln & Red Arrow Parks on July 11 – 14, 2024 (*Rain Date July 18 – 21, 2024*) to have:
 - a. The Rotary Club of Kenosha Softball Tournament
 - b. Use of Ball Diamonds, Tennis Courts and Concession Building
 - c. Set Up on July 9, 2024
 - d. Take Down on July 16, 2024
 - e. Extend the Park Hours to 11pm
 - f. Food Vendors
 - g. Amplified Sound
 - h. Games
 - i. Sell Fermented Malt and/or Wine Beverages
 - j. Temporary Structures & Signage (*District 12 & 13*)
3. Request from Lemon Street Gallery for use of Union Park on Sundays, June 16, July 21, August 18, September 15 and October 20, 2024 (Rain Dates June 23, July 28, August 25, September 22, October 27, 2024) to have:
 - a. The Kenosha Art Market
 - b. Set Up at 8am
 - c. Food & Merchandise Vendors
 - d. Artwork Displays/Sales
 - d. Public Entertainment (*District 10*)

4. Request from The InCrowd LLC for use of Pennoyer Park/Bandshell on Saturdays, May 25th, June 22nd, July 27th August 24th & September 28th, 2024 to have:
 - a. The Keno Nite Market
 - b. Food and Merchandise Vendors
 - c. Artwork Displays/Sales
 - d. Amplified Sound
 - e. Temporary Structures
 - f. Signage
 - g. Games
 - h. Bonfire
 - i. Sell Fermented Malt and/or Wine Beverages (*District 1*) (*Also referred to PW*)

5. Request from City of Kenosha for Use of Wolfenbuttel Park on July 4-7, 2024 to have:
 - a. the Celebrate America Event
 - b. Set Up at 8 am on July 1
 - c. Take Down on July 8
 - d. Food and Merchandise Vendors
 - e. Games, Rides & Carnival
 - f. Amplified Sound
 - g. Fireworks
 - h. Sell Fermented Malt and/or Wine Beverages
 - j. Temporary Structures (*District 2*) (*Also referred to PW*)

6. Agreement By and Between the Board of Park Commissioners and ELCA Outreach Center, Inc. for the 2024 Summer Program at Cicchini Park (*6505 17th Avenue*). (*District 12*)

7. Agreement By and Between the Board of Park Commissioner and Kenosha Young Men's Christian Association Inc. for the 2024 Summer Program at:
 - a. Lincoln Park (*6900 18th Avenue*) (*District 12*)
 - b. Columbus Park (*2003 54th Avenue*) (*District 7*)

8. Request from Lakeshore Pedal Tours/Kenosha Beach House to install signage at Simmons Beach House (*5001 4th Ave*). (*District 2*)

9. Donation Agreement By and Between the Board of Park Commissioners and PCF for Lincoln Park Basketball Courts (*6900 18th Ave*). (*District 12*)

COMMISSIONERS' COMMENTS

IF YOU ARE DISABLED AND NEED ASSISTANCE, PLEASE CALL 653-4020 BY NOON BEFORE THIS MEETING TO MAKE ARRANGEMENTS FOR REASONABLE ON-SITE ACCOMMODATIONS.

BOARD OF PARK COMMISSIONERS
Minutes of Meeting held on Monday, April 8, 2024

The regular meeting of the Board of Park Commissioners was held on Monday, April 8, 2024 in Room 204. The meeting was called to order at 5:06PM by Acting Chairperson Michalski.

At roll call the following members were present: Commissioners LaMacchia, MacKay, and Pizzala. Chairperson Hugaard was excused. Staff members in attendance were: Katie Elder, Director of Parks; Greg Bolt, Deputy Director of Parks/City Engineer; Gary Roberts, Director of Inspections; John Morrissey, City Administrator; and Assistant City Attorney Matt Richer.

Citizen Comments: Terry McMahon spoke about the Kenosha Fishery.

Approval of the minutes of the meeting held on March 25, 2024. It was moved by Alderperson Pizzala, seconded by Alderperson LaMacchia to approve. Motion carried unanimously.

1. Request from Noah's Rest for a Donation & Issuance of a Washington Park Municipal Golf Gift Certificate (*Foursome walking weekdays only*) at their Paw-ty in the Park (*June 23, 2024*).
Public Hearing: None
It was moved by Alderperson LaMacchia, seconded by Alderperson MacKay to approve. Motion carried unanimously.
2. Request from Randall School PTC for a Donation & Issuance of a Pool Gift Certificate (*Family 4/pk Daily Admission*) at their ShamRock N' Run Event (*April 20, 2024*).
Public Hearing: None
Staff: Katie Elder answered questions.
It was moved by Alderperson LaMacchia, seconded by Alderperson Pizzala to approve. Motion carried unanimously.
3. Request from Kenosha AFL-CIO Council for use of Pennoyer Park/Bandshell on Monday, September 2, 2024 to have:
 - a. Laborfest 2024
 - b. Take down on Tuesday, September 3, 2024
 - c. Food & Merchandise Vendors
 - d. Games
 - e. Amplified Sound
 - f. Temporary Structures
 - g. Sell Fermented Malt and/or Wine Beverages
 - h. Use of grass area in the park north of the Bandshell for parking (*District 1*)Public Hearing: Rick Gallo spoke.
Staff: Katie Elder & John Morrissey answered questions.
It was moved by Alderperson LaMacchia, seconded by Alderperson Pizzala to approve. Motion carried unanimously.
4. Request from Peacetree Productions for use of Pennoyer Park/Bandshell on August 2 – 3, 2024 to have:
 - a. The Peacetree Music Festival
 - b. Closure of Kennedy Drive
 - c. Set Up at 8am on Thursday, August 1, 2024
 - d. Take Down on Sunday, August 4, 2024
 - e. Food and Merchandise Vendors
 - f. Public Entertainment
 - g. Sell Fermented Malt and/or Wine Beverages

- h. Temporary Structures
- i. Use of grass area in the park north of the Bandshell for parking
- j. Close the Pennoyer Park parking lots for event use
- k. Extend Park Hours until 11pm (*District 1*)

Public Hearing: None

Staff: Katie Elder spoke.

It was moved by Alderperson LaMacchia, seconded by Alderperson MacKay to approve. Motion carried unanimously.

5. Request from Kenosha History Center for use of Kennedy Park on Friday, June 28, 2023⁴ to have:

- a. Kenosha Taco Fest
- b. Closure of Kennedy Drive
- c. Food and Merchandise Vendors
- d. Artwork Displays/Sales
- e. Temporary Structures
- f. Amplified Sound
- g. Sell Fermented Malt and/or Wine Beverages (*District 1*)

Public Hearing: Chris Allen spoke.

Staff: Katie Elder spoke.

It was moved by Alderperson LaMacchia, seconded by Alderperson MacKay to approve. Motion carried unanimously.

6. Approval of the Agreement between the City and Great Lakes Yacht Sales, Inc. for use of the Simmons Island Marina. (*deferred from the 3/25/24 meeting*)

Public Hearing: None

Staff: Katie Elder spoke.

It was moved by Alderperson LaMacchia to approve.

Public Hearing: Amy Slater answered questions.

It was then seconded by Alderperson Pizzala. Motion carried unanimously.

7. Approval of Agreement Between the City and Kiwanis Club of Western Kenosha, Inc. for the use of Nash Park.

Public Hearing: None

Staff: Katie Elder & Matt Richer spoke.

It was moved by Alderperson LaMacchia, seconded by Alderperson MacKay to approve. Motion carried unanimously.

8. Change Order 1 for Project 22-1424 Southport Beach House, Phase 4 Interior Renovations (7835 Third Avenue). (*District 3*) (*Also referred to Finance*)

Public Hearing: None

Staff: Katie Elder spoke.

It was moved by Alderperson LaMacchia, seconded by Alderperson Pizzala to approve.

Staff: John Morrissey answered questions.

Motion to approve carried unanimously.

9. Change Order 1 for Project 23-1424 Southport Beach House, Phase 5 Exterior Renovations (7835 Third Avenue). (*District 3*) (*Also referred to Finance*)

Public Hearing: None

Staff: Katie Elder spoke.

It was moved by Alderperson LaMacchia, seconded by Alderperson MacKay to approve. Motion carried unanimously.

10. Info Item: Kingfish scoreboard and lighting project overview.
Public Hearing: Bill Fanning spoke.
It was moved by Alderperson LaMacchia, seconded by Alderperson Pizzala to receive and file.
Motion carried unanimously.
11. ~~Info Item:~~ Approval of Municipal Golf Course Logo
Staff: Katie Elder spoke.
Public Hearing: None.
It was moved by Alderperson LaMacchia, seconded by Alderperson Pizzala to approve. Motion carried unanimously.

COMMISSIONERS' COMMENTS: Commissioner LaMacchia spoke about the fish coming Wednesday between 10-11am to our ponds. Commissioner Mackay spoke about Earth Day clean at Washington Park on April 22nd at 1pm.

ADJOURNMENT: There being no further business to come before the Board of Park Commission, it was moved by Commissioner LaMacchia, seconded by Commission Mackay and unanimously carried to adjourn at 5:40PM.

Veterans of America
Motorcycle Club, Inc.
Presents

SATURDAY
APRIL 27

15th Annual
ROCK FOR VETS

Doors @ 4:00 Start @ 4:30 Bands @ 5:00

\$25 AT THE DOOR

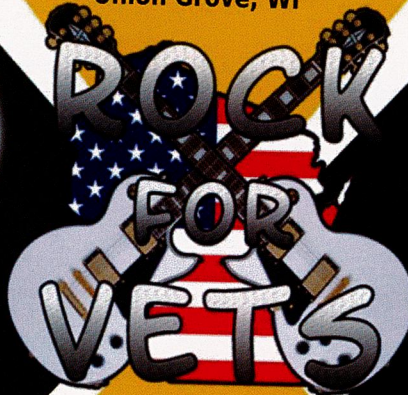
RACINE COUNTY
FAIRGROUNDS

19805 Durand Ave.
Union Grove, WI



With Special Guests
Knucklebone Slims
Velvet Stiletto
Bits and Pieces

** Bands subject to change*



RAFFLE
TABLES

50/50
RAFFLES

BRATS &
BURGERS
FOR SALE



RAFFLE
\$16,500⁰⁰
in Cash Prizes

GRAND PRIZE \$10,000

2nd Prize
\$2,500

3rd - 10th
Prize \$500

ONLY 300 TICKETS SOLD

\$100.00 OR **4 SHARES AT**
PER TICKET **\$25.00 EACH**

Winners notified starting after the drawing. Need not be present to win.

*Get tickets from any Club Member
or at Rock For Vets*

Drawing held during the
15th Annual Rock For Vets
APRIL 27, 2024
Racine County Fairgrounds

Proceeds Benefit Area Veterans



DEPARTMENT OF PARKS

April 9, 2024

TO: Eric Haugaard, Chairperson of Park Commission (District 1)

CC: Alderperson Dyson (District 12)
Alderperson Wilson (District 13)
Kris Kochman, Community Relations Liaison

FROM: Katie Elder, CPRP
Director of Parks

RE: Park Commission: Request from Rotary Club of Kenosha for use of Lincoln Park and Red Arrow Park on July 11-14, 2024 (Rain Date July 18-21, 2024) to hold the Rotary Club of Kenosha Softball Tournament. (Districts 12 & 13)

BACKGROUND/ANALYSIS

Rotary Club of Kenosha is requesting from the Board of Park Commission the use of Lincoln Park and Red Arrow Park on July 11-14, 2024 (Rain Date July 18-21, 2024) to:

- a. Hold the Rotary Club of Kenosha Softball Tournament
- b. Have set up on July 9, 2024
- c. Have takedown on July 16, 2024
- d. Extend the Park Hours until 11PM
- e. Have Food Vendors
- f. Have Temporary Signage and Structures (Tents)
- g. Have Amplified Sound (Announcements/Speeches and Music between innings)
- h. Have Games
- i. Have a Sports Tournament (Softball)
- j. Sell Fermented Malt and/or Wine Beverages [wristbands for 21+ or restricted area]

Event hours will be July 11th from 12PM-11pm, July 12th from 3PM-11PM and July 13 from 8AM-11PM. Setup will take place beginning on July 9th from 5PM-8:30PM and take down is scheduled for July 16th from 5PM-8PM.

Assuming availability, as determined by City Staff, the requested equipment will be supplied by the Department of Parks Department.

The event description: "52nd Annual Softball Tournament as a fundraiser for the Rotary Club of Kenosha where all funds are given out in the form of grants to local non-for-profits. Raise around \$25,000 per year."

CONDITIONS OF APPROVAL

April 22, 2024

If conditions are not followed, the event may be shut down by the City, and any future events may be rejected.

1. Approved Operation of the following activities:
 - a. Have Food Vendors
 - b. Have Temporary Signage and Structures (Tents)
 - c. Have Amplified Sound (Announcements/Speeches and Music between innings)
 - d. Have Games
 - e. Have a Sports Tournament (Softball)
 - f. Sell Fermented Malt and/or Wine Beverages [wristbands for 21+ or restricted area]
2. Vendor list with contact information must be submitted a minimum of 14 business days before the event to Kenosha Fire and Kenosha County Health.
3. Applicants must obtain a Temporary Class "B" license from the City Clerk-Treasurer's office. They can be contacted at 262.653.4020 or by emailing cityclerk@kenosha.org. Applicants must apply a minimum of 30 days prior to the event.
4. All signage must comply with Chapter 15 of the Code of General Ordinances.
5. Per [WI State Statute 182.0175](#), the applicant is responsible for planning and performance of any type of ground penetration and excavation by providing advanced notice to Digger's Hotline (call 1.800.242.8511) no later than three (3) business days prior to the ground penetration. Digger's Hotline will provide a ticket number and the date when structures will be able to be placed at your approved location.
6. Applicants are responsible for litter and debris and the site must be picked up at the end of the event.
 - a. Applicants are required to place all recyclables and trash in designated areas as determined by the Department of Parks. Recycling shall comply with the City of Kenosha recycling rules ([Code of General Ordinances 5.119](#) (H. Recyclable materials)). All other items shall be placed in the trash containers. If Recycling Containers are contaminated by items, other than those listed, applicants may be subject to additional charges.
7. The City can only authorize uses of City owned property or public rights-of-way. Any activity shown on private property must be authorized by the owner.
 - a. Applicants will be responsible for any damage caused to City property as a result of this event.
8. Submission of an Operational & Security Plan and Safety & Evacuation Plan (per NFPA 1 Chapter 10) is required and must be approved by the City Staff. These plans shall be submitted within 30-60 days prior to the start of the event. Please note the event will not be allowed to begin until approval is obtained and final authorization letter is executed.
9. Event Organizers must receive prior permission from the Department of Public Works (a minimum of 14 days prior to the event) for any request for directional markings on any structure, fixture, surface within the City's jurisdiction. If the request is approved, by the Department of Public Works, only the use of dry stick sidewalk-type chalks. All spray paints and spray chalks of any kind regardless of the claims by the manufacturer will be strictly prohibited. The use of such products will result in the organization being billed for all costs incurred to remove marks and/or restore the clean appearance of city paved surfaces and face the possible loss of permit privileges in the future. To establish the locations within the event area, organizers of all future events will be required to limit the use of markings to temporary signs on lathe or similar posts or the use of dry stick sidewalk-type chalks only. There will be no exceptions allowed for weather-related reasons or other.
10. The Applicant must:
 - a. Supervise all persons using the location under authority of the Special event permit.
 - b. Reimburse the City for any costs incurred in enforcing Permit Standards and Conditions within 30 days of receiving an invoice.
 - i. Event is subject to the annual fee table upon approval by Committee(s)
 - c. Procure any license or other permits required for this activity.
 - d. Obtain approval from City Development for any on site signage and obtain any necessary permits.
 - e. Provide private security for traffic issues, parking and/or crowd control.
11. Procure and maintain one (1) or more liability insurance policy(ies) written by one (1) or more insurance company(ies) licensed to do business in the State of Wisconsin as required by paragraph L of the Special Event Ordinance. The endorsements need to be filed in addition to the Certificate. These must be received fourteen (14) days prior to the event start date.
12. The event will be required to meet all requirements in the Code of General Ordinances for the City of Kenosha that are in effect at the time of the event.
13. Compliance with applicable Federal, State, County and City laws, rules and regulations including licensing conditions and operational requirements contained within Sections 5.04, 6.05, 12.02, 12.03, 12.04, 12.05, 13.03, 13.035, and 14.025.



Application for a Special Event Permit*
Form #ADM400 (rev. 12/2021)

*Subject to Change

Nonrefundable Fee: \$100 if submitted 45 days or more before an event

Nonrefundable Fee: \$500 if submitted 30-45 days before an event

Applications for an event less than 30 days away will not be considered

Fee waived by ordinance

Before completing this application, carefully read the Special Event Planning Guide found at www.kenosha.org

Event Name: Rotary Club of Kenosha Softball Tournament

Event Date(s) Requested: 7/11/24 - 7/14/24

Rain Date(s): 7/18/24 - 7/21/24

A. Event Organization

1. Organization's Name: Rotary Club of Kenosha

2. Does this organization hold not-for-profit status? No Yes (Please provide verification of 501(c) 3 status by submitting organization's IRS determination letter which outlined your tax-exemption or call IRS Customer Service at 1-877-829-5500 to request a copy). Required to receive non-profit rate for equipment rental.

3. Organization's Address: PO Box 577 City: Kenosha State: WI Zip: 53141

4. Contact Person: Brian Cater

5. Contact Phone: 262.308.4040 Contact Email: cater1212@yahoo.com

B. Event Location

1. Location (check all that apply):

City Street

City Sidewalk

City Park

City-Owned Building*

City Owned Parcels

Water Utility Property

Airport Property

Transit Property

Name & Address of the park, and any building* (includes shelter, concession area, bandshell, etc.):

Lincoln Park, 6900 18th Ave and Red Arrow Park, 1720 84th Place

2. Does the event require any streets to be closed? Yes No

Name of street: _____ From: _____ To: _____

3. Type of street use requiring closure: Parade Run or Walk Other: _____

4. Attach a scaled site plan of the event location and include the following if applicable: Site Plan Attached

Fences

Entrances/Exits

Volunteer Check-in

Beer Garden

Staging Areas

Vendor locations

Waste Containers

Portable Toilets

Routes & Traffic Lanes (including barricades)

Stages

Signage

Parking (including handicapped spaces)

Temporary Structures (tents, trailers, etc.)

Street parking restrictions

C. Event Operation Plan & Details

1. Attach additional pages for events more than 3 days. Each day's event times must be listed.

SET-UP DATE	DAY 1 EVENT DATE	DAY 2 EVENT DATE	DAY 3 EVENT DATE	TEAR-DOWN DATE
7/9/24	7/11/24	7/12/24	7/13/24	7/16/24
SET-UP TIME	DAY 1 START & END TIMES	DAY 2 START & END TIMES	DAY 3 START & END TIMES	TEAR-DOWN TIME
5 - 8:30 PM	12 PM - 11 PM	3 PM - 11 PM	8 AM - 11 PM	5 - 8 PM

2. Estimated Number of Attendees Per Day: 300

3. Event Description (provide a brief description of the event; attach additional pages if needed):

52nd Annual Softball Tournament as a fundraiser for the Rotary Club of Kenosha where all funds raised are given out in the form of grants to local not-for-profits. Raise around \$25,000 per year.

4. Indicate if the event will have any of the following (check all that apply):

- Food Vendors Merchandise Vendors Artwork Displays/Sales Signage
- Animal Rides Petting Zoo Rides Announcements/Speeches
- Fireworks* Bonfire* Pyrotechnic Devices* Horse Drawn Vehicles**
- Carnival Circus Games Public Entertainment
- Other: music btwn inning: softball Sports tournament (list type: softball, hardball, rugby, etc.): softball Band DJ Theatre

*If approved by the Parks Commission, an Open Burning/Fireworks Permit may be obtained a minimum of fourteen (14) business days before the event. For details, contact the Fire Prevention Bureau at 262-653-4410 or 262-653-4109.

**The event must be in compliance with Chapter 14.025 C & D of the Code of General Ordinances.

D. Beer/Wine

1. Will beer and/or wine be served or sold at the event? Yes No (If no, skip to section E.)
Event staff or security will check identification and issue wristbands to anyone age 21 and older who wishes to purchase beer or wine.

2. Name of organization applying for the Temporary Class "B" Retailer's License: Rotary Club of Kenosha
 Contact the City Clerk-Treasurer's office at 262-653-4020 or by emailing cityclerk@kenosha.org a minimum of 30 days prior to the event to obtain a Temporary Class "B"/"Class B" Retailer's License.

3. Specify, for each day of sale, the start and end times when beer/wine will be sold. Attach additional sheets if needed for more than 3 days. Note: If the event is in a Park, all beer/wine sales after 10 p.m. must get approval from the Board of Parks Commission.

Day 1 Date of beer/wine sales	Day 2 Date of beer/wine sales	Day 3 Date of beer/wine sales
7/11/24	7/12/24	
Start Time 5 PM	Start Time 5 PM	Start Time 8 AM
End time 11 PM	End time 11 PM	End time 11 PM

E. Food/Merchandise

1. Will food be sold or served at your event? Sold Served No Food

Contact the Kenosha County Health Department at 262-605-6700 or by emailing Mark Melotik at mark.melotik@kenoshacounty.org or Brad Wozniak at brad.wozniak@kenoshacounty.org for information on the safe handling of food and beverages.

Contact the Fire Prevention Bureau at 262-653-4410 or 262-653-4109 a minimum of fourteen (14) business days prior to the event in order to coordinate inspections for the day of the event.

2. Will vendors sell merchandise at the event? Yes No

◆ If yes to either food or merchandise, complete a Vendor List and submit it at least fourteen (14) days prior to the event to Administration. A copy will be sent to the Health Department and the Fire Department.

F. Equipment Rental

1. Will the event need: Electricity Yes No Water Yes No

Service for electric and water varies by location. The organizer may be required to provide their own generators in order to have sufficient electricity required for the event.

2. Indicate requests for any of the following City-provided rental equipment (check all that apply).

Supplies are limited and granted upon availability.

- | | | | |
|--|-----------------------|---|-----------------------|
| <input checked="" type="checkbox"/> Bleachers | # requested <u>15</u> | <input checked="" type="checkbox"/> Benches | # requested <u>20</u> |
| <input checked="" type="checkbox"/> Barricades | # requested <u>9</u> | <input checked="" type="checkbox"/> Picnic Tables | # requested <u>10</u> |
| <input checked="" type="checkbox"/> Trash Carts | # requested <u>12</u> | <input type="checkbox"/> Traffic Cones | # requested _____ |
| <input checked="" type="checkbox"/> Recycling Carts | # requested <u>12</u> | <input type="checkbox"/> Traffic Signs | # requested _____ |
| <input checked="" type="checkbox"/> Showmobile (2 available) | # requested <u>1</u> | <input type="checkbox"/> Generator (1 available and only with Showmobile) | |
| <input checked="" type="checkbox"/> Reviewing Stands | # requested <u>4</u> | | |
| <input checked="" type="checkbox"/> Fencing | | | |

How many 50 foot sections of snow fencing? 15 How many 6 foot sections of white plastic portable fencing? 24

G. Temporary Structures

1. Will the event have any temporary structures or signage? Yes No (If no, skip to section H.)
Temporary structures are defined as anything that penetrates the ground by stakes, tools, or other equipment such as tents. The proposed location of the structure(s) must be noted on the site plan.

2. In addition to City Equipment, what other type of temporary structures will be at the event (check all that apply)?

- Tents Inflatables Staging Trailers Dunk Tank Signage*
(larger than 10x10 pop up)
- Portable restrooms/ handwash stations Other (Please Explain): _____

*Any signage must comply with Chapter 15 of the City's code of general ordinances. Include an example of proposed signage. For any questions on signage, contact City Development at: 262-653-4030.

3. I understand that if the event has any temporary structures, I must call Digger's Hotline no later than three (3) business days prior to the event. Yes BDC Initial

*****VERY IMPORTANT*****

WI State Statute 182.0175 requires that the Event Organizer responsible for the planning and performance of any type of ground penetration and excavation provide advanced notice to Digger's Hotline (call 1-800-242-8511) no later than three (3) business days prior to the ground penetration. Digger's Hotline will provide a ticket number and the date when structures will be able to be placed at your approved location. *There are no exceptions.*

H. Security

Event organizers are responsible for providing safety and security for all attendees. Measures must be taken to maintain order and enforce all laws, rules, and regulations pertinent to the event. The Kenosha Police and Fire Departments shall have the discretion to modify the required security plan as they deem necessary; and may recommend denial of the Special Event Permit if the security plan is inadequate.

1. Briefly describe security measures: Off Duty KPD Officers

2. Is approval for overnight security requested for the event? Yes No

3. Will the event have private security? Yes No

4. Will private security at the event be armed? Yes No

5. Private Security Company Name: Dusty Nichols Phone #: 262.945.1713

6. Are the services of the City of Kenosha Police personnel requested? (if so, contact Kenosha Police: 262-605-5216)
 Yes No

7. One member of the organization's security personnel or the organization's contact person must be designated "Head of Security" who can be reached at any time.

Name of Designated Head of Security: Dusty Nichols
First M.I. Last

Head of Security's Phone Number: 262.945.1713

***REQUIRED: Detailed security and operational plan:**

Attached Will be submitted a minimum of 14 business days before the event.

I. Insurance

The Special Event Organizer shall, at a minimum, procure and maintain during the term of the Special Event occurrence based insurance policies, hereinafter specified insuring the Special Event and all associated Special Event activities. The Reviewing Authority may require additional coverages and/or increased coverage when deemed necessary. Certificates of Insurance must reflect:

a. Commercial General Liability:

General Aggregate - Two Million Dollars (\$2,000,000.00)
Each Occurrence - One Million Dollars (\$1,000,000.00)

b. Automobile Liability: (When required as a permit condition)

Combined single limit coverage for bodily injury and property damage per accident in the amount of One Million Dollars (\$1,000,000.00).

c. Liquor Liability Coverage (When alcohol is approved for the Special Event)

General Aggregate - One Million Dollars (\$1,000,000.00)
Each Occurrence - One Million Dollars (\$1,000,000.00)

d. Umbrella Liability in the following amounts over the Commercial General Liability and Automobile Liability amounts listed herein: (When required as a permit condition)

Two Million Dollars (\$2,000,000.00) per person
Two Million Dollars (\$2,000,000.00) aggregate

e. Endorsements: The policy must be endorsed to name "The City of Kenosha, its elected officials, representatives, employees and agents" as additional insured. You must provide a copy of the actual endorsement.

The Commercial General Liability coverages required herein may be subject to a deductible or self-insured retention. If the Commercial General Liability insurance coverage policy has a deductible or self-insured retention, said deductible or self-insured retention cannot exceed \$5,000.00. The Umbrella Liability policy shall not contain exclusions or exceptions not present in the General Liability insurance policy.

Certificate of Liability Insurance:

Attached Will be submitted a minimum of fourteen (14) business days before the event by the responsible agent on behalf of the event organization.

J. Hold Harmless

The Indemnity and Hold Harmless Agreement must be signed by an authorized agent of the organization presenting the event, and filed as a condition of approval.

a)

- I understand the filing of this application does not ensure the issuance of this licenses.
- I also understand that all Special Event Organizers and Vendors must comply with applicable Federal, State, County, and City laws, rules, and regulations.
- I further understand that an incomplete application may cause a delay in processing or a denial of the event.
- I have reviewed the Code of General Ordinance Chapter 12.06 "Special Event Permit"

Print Name of Authorized Agent: Brian Cater

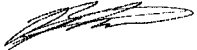
Signature:  _____ Date: 3/19/23

INDEMNITY AND HOLD HARMLESS AGREEMENT

**SPECIAL EVENT APPLICATION
CITY ORDINANCE CHAPTER 12.06**

Brian Cater
Authorized Agent of Special Event Organizer

Special Event Organizer does hereby agree that it will indemnify, defend and hold harmless the City of Kenosha, the City of Kenosha Board of Public Works, and the City of Kenosha Board of Parks Commission and their respective officers, agents and employees (collectively "Indemnitees") against any and all claims, liability, loss, charges, damages, costs, judgments, settlement expenses and attorney's fees, which any of them may hereafter sustain, incur or be required to pay as a result of incidents occurring on property or as a result of any operations, works, acts or omissions performed on property by Special Event Organizer, its officers, employees, contractors, subcontractors, independent contractors, agents, invitees or permitted users, or resulting from the Special Event Organizers failure to perform or observe any of the terms, covenants and conditions of this Agreement, or resulting from any conditions of property or improvements thereon by reason of any of which any person suffers personal injury, death or property loss or damage. Upon the filing with the City of Kenosha, the City of Kenosha Public Works Committee, or the City of Kenosha Board of Park Commission of a claim for damages arising out of any incident(s) which Special Event Organizer herein agrees to indemnify, defend and hold Indemnitees harmless, Special Event Organizer shall be notified of such claim, and in the event that Special Event Organizer does not pay, settle or compromise such claim, then the Special Event Organizer shall undertake the legal defense of such claim both on behalf of Special Event Organizer and Indemnitees. It is specifically agreed, however, that Indemnitees, at their own cost and expense, may participate in the legal defense of any such claim, but shall have no right to control settlement under circumstances wherein the full amount of the settlement shall be paid by Special Event Organizer and/or its insurers. Any judgment, final beyond all possibility of appeal, which may be rendered against Indemnitees for any cause for which Special Event Organizer is liable hereunder shall be conclusive against Special Event Organizer as to liability and amount of damages. This provision shall survive expiration or termination of this agreement to the extent necessary to effectuate its purpose.

 _____ 3/19/24
Applicant Signature Date

Please sign, date and return the completed application to:
City of Kenosha Administration
625 - 52nd Street
Room 300
Kenosha, WI 53140

Application for a Special Event Permit (ADM400)

Supplemental Information

C.1.

Day 4 Event Date: 7/14/2024

Day 4 Start & End Times: 8AM – 11PM

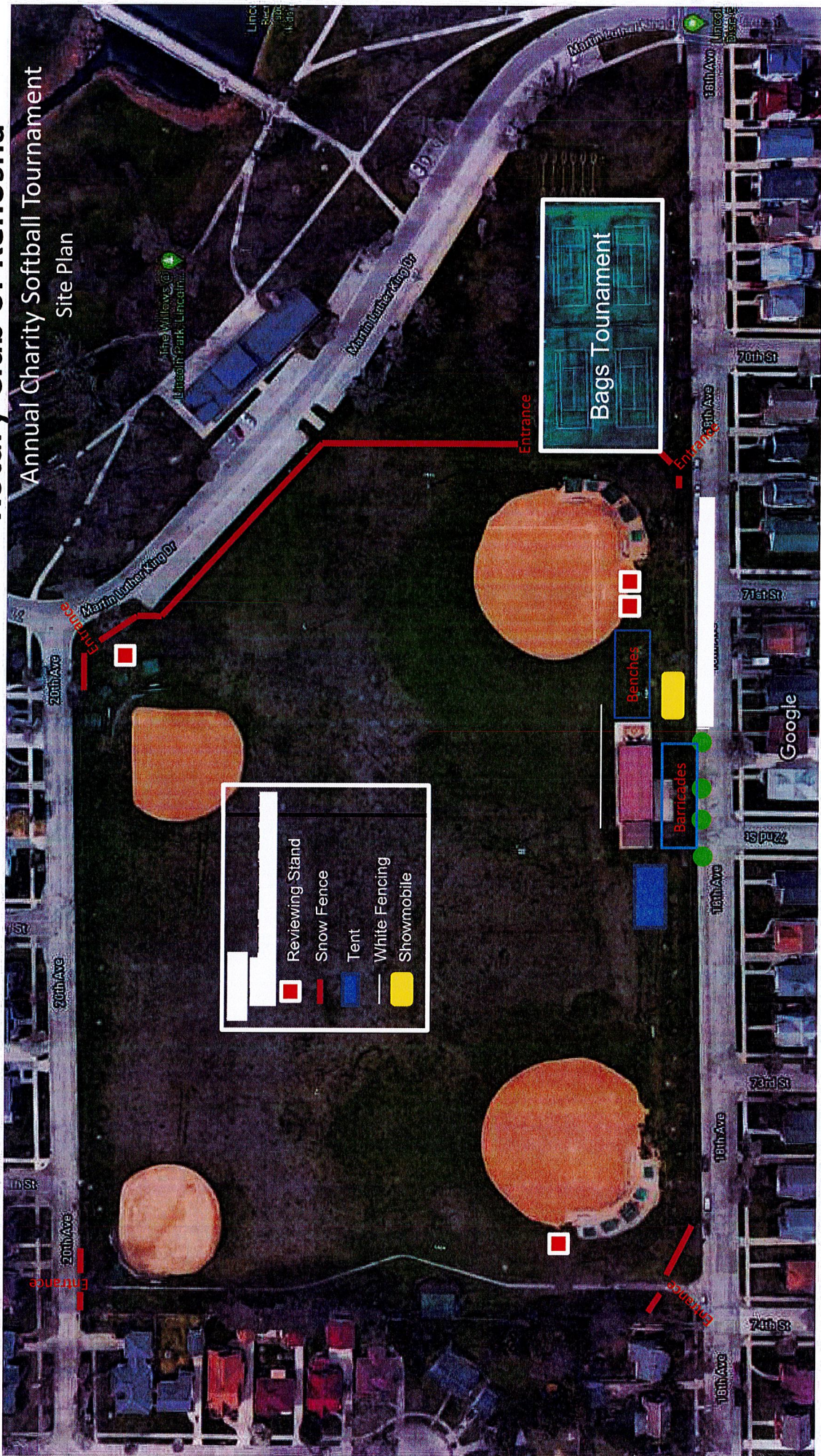
D.3.

Day 4 of Sales: 7/21/2024

Sales Start & End Times: 8AM – 11PM

Rotary Club of Kenosha

Annual Charity Softball Tournament Site Plan



Imagery ©2020 Google, Map data ©2020 50 ft

Operational Plan and Life Safety & Evacuation Plan

Rotary Club of Kenosha Annual Softball Tournament

Event Summary:

For over 50 years the Rotary Club of Kenosha West has run our largest fundraiser at Lincoln Park. Our annual softball tournament will begin Thursday, July 11th through Sunday, July 14th. We use Fields 1,2, 3, and 4 for the games and the pavilion for food and beverage sales.

Each field will have viewing stands with a PA system to announce games and make necessary announcements during the event. The viewing stands will be run by the tournament commissioners (Thomas Anderson, Jr., James Fulmer, Brian Cater, Christian Venegas, and Mark Berghuis). The commissioners communicate with each other and the volunteers running the food and beverage sales through 2-way radios and/or cell phones.

Kenosha Police Officer Dusty Nichols is the security coordinator and along with off duty Kenosha Police Department Officer volunteers has overall responsibility for managing event participants and crowd control. The PA system at each field serves as communication points for coordinating all safety and security activities during the event.

Crowd and Player Safety:

While the games are played on the softball fields, the audience will be lined and spaced out around the outside of the fields, under the pavilion, and under a tent placed on the south side of the pavilion. The crowd will be kept within the event boundary with fencing. The fencing will have strategically placed access points. Fencing will also be used between fields 1 and 2 to help protect both the crowd and ball players by keeping the crowd off of the field of play. Through 911 the Kenosha Fire Department will be called for any injuries or health concerns. The pavilion or tent can be used to get attendees out of the sun/elements if necessary.

Weather:

The tournament commissioners monitor local and surrounding weather conditions through local weather outlets and satellite radar throughout the event. If the weather creates too great a risk for the event to proceed, the commissioners pause the games. In case of severe weather, the audience will be informed to evacuate the area through the PA system.

Fire Safety:

The pavilion is required to have fire extinguishers. The pavilion operations are inspected by the Kenosha Fire Department prior to the event opening each day.

April 10, 2024

Rotary Club of Kenosha
Attn: Brian Cater
cater1212@yahoo.com

RE: Rotary Tournament

To whom it may concern:

Your request will be reviewed by the Board of Parks Commission. The meeting is scheduled for:

Monday, April 22, 2024
5:00 p.m.
Room 204
Kenosha Municipal Building, 625-52nd Street

You and/or your representative are required to appear.

If you have any questions, you may contact the Department of Parks at 262-653-4080.

Sincerely,



Diane S. Hoff
Secretary of the Parks Commission

cc: Board of Parks Commission
Katie Elder, Director of Parks – w/a

If conditions are not followed, the event may be shut down by the City, and any future events may be rejected.

1. Approved Operation of the following activities:
 - a. Have Food and Merchandise Vendors
 - b. Have Artwork Displays/Sales
 - c. Have Public Entertainment (Band)
2. Vendor list with contact information must be submitted a minimum of 14 business days before the event to Kenosha Fire and Kenosha County Health.
 - a. Event Organizers may reach out to Kenosha County Public Health staff who are available to review plans and have discussion for any event.
 - b. The applicant must contact the Fire Prevention Bureau at 262.653.4410 or 262.653.4109 a minimum of fourteen (14) days prior to the event in order to coordinate inspections for the day of the event. All food trucks with grease laden vapors are required to have a fire suppression unit in their trucks per City Ordinance and State Fire Code.
3. No Tents larger than 10'x10' are allowed unless an application for "Temporary Structures", is submitted and approved.
4. Per [WI State Statute 182.0175](#), the applicant is responsible for planning and performance of any type of ground penetration and excavation by providing advanced notice to Digger's Hotline (call 1.800.242.8511) no later than three (3) business days prior to the ground penetration. Digger's Hotline will provide a ticket number and the date when structures will be able to be placed at your approved location.
5. Applicants are responsible for litter and debris and the site must be picked up at the end of the event.
 - a. Applicants are required to place all recyclables and trash in designated areas as determined by the Department of Parks. Recycling shall comply with the City of Kenosha recycling rules ([Code of General Ordinances 5.119](#) (H. Recyclable materials)). All other items shall be placed in the trash containers. If Recycling Containers are contaminated by items, other than those listed, applicants may be subject to additional charges.
6. The City can only authorize uses of City owned property or public rights-of-way. Any activity shown on private property must be authorized by the owner.
 - a. Applicants will be responsible for any damage caused to City property as a result of this event.
7. Submission of an Operational & Security Plan and Safety & Evacuation Plan (per NFPA 1 Chapter 10) is required and must be approved by the City Staff. These plans shall be submitted within 30-60 days prior to the start of the event. Please note the event will not be allowed to begin until approval is obtained and final authorization letter is executed.
8. Event Organizers must receive prior permission from the Department of Public Works (a minimum of 14 days prior to the event) for any request for directional markings on any structure, fixture, surface within the City's jurisdiction. If the request is approved, by the Department of Public Works, only the use of dry stick sidewalk-type chalks. All spray paints and spray chalks of any kind regardless of the claims by the manufacturer will be strictly prohibited. The use of such products will result in the organization being billed for all costs incurred to remove marks and/or restore the clean appearance of city paved surfaces and face the possible loss of permit privileges in the future. To establish the locations within the event area, organizers of all future events will be required to limit the use of markings to temporary signs on lathe or similar posts or the use of dry stick sidewalk-type chalks only. There will be no exceptions allowed for weather-related reasons or other.
9. The Applicant must:
 - a. Supervise all persons using the location under authority of the Special event permit.
 - b. Reimburse the City for any costs incurred in enforcing Permit Standards and Conditions within 30 days of receiving an invoice.
 - i. Event is subject to the annual fee table upon approval by Committee(s)
 - c. Procure any license or other permits required for this activity.
 - d. Obtain approval from City Development for any on site signage and obtain any necessary permits.
 - e. Provide private security for traffic issues, parking and/or crowd control.
10. Procure and maintain one (1) or more liability insurance policy(ies) written by one (1) or more insurance company(ies) licensed to do business in the State of Wisconsin as required by paragraph L of the Special Event Ordinance. The endorsements need to be filed in addition to the Certificate. These must be received fourteen (14) days prior to the event start date.
11. The event will be required to meet all requirements in the Code of General Ordinances for the City of Kenosha that are in effect at the time of the event.
12. Compliance with applicable Federal, State, County and City laws, rules and regulations including licensing conditions and operational requirements contained within Sections 5.04, 6.05, 12.02, 12.03, 12.04, 12.05, 13.03, 13.035, and 14.025.



Application for a Special Event Permit*
Form #ADM400 (rev. 12/2021)

*Subject to Change

- Nonrefundable Fee: \$100 if submitted 45 days or more before an event
- Nonrefundable Fee: \$500 if submitted 30-45 days before an event
- Applications for an event less than 30 days away will not be considered
- Fee waived by ordinance

Before completing this application, carefully read the Special Event Planning Guide found at www.kenosha.org

Event Name: Kenosha Art Market

Event Date(s) Requested: 6-16, 7-21, 8-18, 9-15, 10-20 Rain Date(s): 6-23, 7-28, 8-25, 9-22, 10-27

A. Event Organization

- Organization's Name: Lemon Street Gallery
- Does this organization hold not-for-profit status? No Yes (Please provide verification of 501(c) 3 status by submitting organization's IRS determination letter which outlined your tax-exemption or call IRS Customer Service at 1-877-829-5500 to request a copy). Required to receive non-profit rate for equipment rental.
- Organization's Address: 4601 Sheridan Rd City: Kenosha State: WI Zip: 53140
- Contact Person: Brenna Eaves
- Contact Phone: 262-287-5742 Contact Email: eaves.brenna@gmail.com

B. Event Location

1. Location (check all that apply):

- City Street
- City Sidewalk
- City Park
- City-Owned Building*
- City Owned Parcels
- Water Utility Property
- Airport Property
- Transit Property

Name & Address of the park, and any building* (includes shelter, concession area, bandshell, etc.):

Union Park, 4500 7th ave, Kenosha, WI

2. Does the event require any streets to be closed? Yes No

Name of street: _____ From: _____ To: _____

3. Type of street use requiring closure: Parade Run or Walk Other: _____

4. Attach a scaled site plan of the event location and include the following if applicable: Site Plan Attached

- Fences
- Beer Garden
- Waste Containers
- Stages
- Temporary Structures (tents, trailers, etc.)
- Entrances/Exits
- Staging Areas
- Portable Toilets
- Signage
- Volunteer Check-in
- Vendor locations
- Routes & Traffic Lanes (including barricades)
- Parking (including handicapped spaces)
- Street parking restrictions

C. Event Operation Plan & Details

1. Attach additional pages for events more than 3 days. Each day's event times must be listed.

SEE EXTRA SHEET

SET-UP DATE	DAY 1 EVENT DATE	DAY 2 EVENT DATE	DAY 3 EVENT DATE	TEAR-DOWN DATE
DAY-OF	June 16	July 21	August 18	DAY-OF
SET-UP TIME	DAY 1 START & END TIMES	DAY 2 START & END TIMES	DAY 3 START & END TIMES	TEAR-DOWN TIME
8AM-9:45	10AM-2PM	10AM-2PM	10AM-2PM	2PM-4PM

2. Estimated Number of Attendees Per Day: 300

3. Event Description (provide a brief description of the event; attach additional pages if needed):

A market for local artists to display and sell their handmade goods. Live music and food vendors planned for each market date.

4. Indicate if the event will have any of the following (check all that apply):

- Food Vendors
- Merchandise Vendors
- Artwork Displays/Sales
- Signage
- Animal Rides
- Petting Zoo
- Rides
- Announcements/Speeches
- Fireworks*
- Bonfire*
- Pyrotechnic Devices*
- Horse Drawn Vehicles**
- Carnival
- Circus
- Games
- Public Entertainment
- Other: _____
- Sports tournament (list type: softball, hardball, rugby, etc.): _____
- Band
- DJ
- Theatre

*If approved by the Parks Commission, an [Open Burning/Fireworks Permit](#) may be obtained a minimum of fourteen (14) business days before the event. For details, contact the Fire Prevention Bureau at 262-653-4410 or 262-653-4109.

**The event must be in compliance with [Chapter 14.025 C & D](#) of the Code of General Ordinances.

D. Beer/Wine

1. Will beer and/or wine be served or sold at the event? Yes No (If no, skip to section E.)
Event staff or security will check identification and issue wristbands to anyone age 21 and older who wishes to purchase beer or wine.

2. Name of organization applying for the Temporary Class "B" Retailer's License: _____
 Contact the City Clerk-Treasurer's office at 262-653-4020 or by emailing cityclerk@kenosha.org a minimum of 30 days prior to the event to obtain a [Temporary Class "B"/"Class B" Retailer's License](#).

3. Specify, for each day of sale, the start and end times when beer/wine will be sold. Attach additional sheets if needed for more than 3 days. Note: If the event is in a Park, all beer/wine sales after 10 p.m. must get approval from the Board of Parks Commission.

Day 1 Date of beer/wine sales	Day 2 Date of beer/wine sales	Day 3 Date of beer/wine sales
Start Time	Start Time	Start Time
End time	End time	End time

E. Food/Merchandise

1. Will food be sold or served at your event? Sold Served No Food

Contact the Kenosha County Health Department at 262-605-6700 or by emailing Mark Melotik at mark.melotik@kenoshacounty.org or Brad Wozniak at brad.wozniak@kenoshacounty.org for information on the safe handling of food and beverages.

Contact the Fire Prevention Bureau at 262-653-4410 or 262-653-4109 a minimum of fourteen (14) business days prior to the event in order to coordinate inspections for the day of the event.

2. Will vendors sell merchandise at the event? Yes No

◆ If yes to either food or merchandise, complete a Vendor List and submit it at least fourteen (14) days prior to the event to Administration. A copy will be sent to the Health Department and the Fire Department.

F. Equipment Rental

1. Will the event need: Electricity Yes No Water Yes No

Service for electric and water varies by location. The organizer may be required to provide their own generators in order to have sufficient electricity required for the event.

2. Indicate requests for any of the following City-provided rental equipment (check all that apply).

Supplies are limited and granted upon availability.

- | | | | |
|---|----------------------|---|----------------------|
| <input type="checkbox"/> Bleachers | # requested _____ | <input type="checkbox"/> Benches | # requested _____ |
| <input type="checkbox"/> Barricades | # requested _____ | <input checked="" type="checkbox"/> Picnic Tables | # requested <u>6</u> |
| <input checked="" type="checkbox"/> Trash Carts | # requested <u>5</u> | <input type="checkbox"/> Traffic Cones | # requested _____ |
| <input type="checkbox"/> Recycling Carts | # requested _____ | <input type="checkbox"/> Traffic Signs | # requested _____ |
| <input type="checkbox"/> Showmobile (2 available) | # requested _____ | <input type="checkbox"/> Generator (1 available and only with Showmobile) | |
| <input type="checkbox"/> Reviewing Stands | # requested _____ | | |
| <input type="checkbox"/> Fencing | | | |

How many 50 foot sections of *snow* fencing? _____ How many 6 foot sections of *white plastic portable* fencing? _____

G. Temporary Structures

1. Will the event have any temporary structures or signage? Yes No (If no, skip to section H.)
Temporary structures are defined as anything that penetrates the ground by stakes, tools, or other equipment such as tents. The proposed location of the structure(s) must be noted on the site plan.

2. In addition to City Equipment, what other type of temporary structures will be at the event (check all that apply)?

- Tents Inflatables Staging Trailers Dunk Tank Signage*
(larger than 10x10 pop up)
- Portable restrooms/ handwash stations Other (Please Explain): _____

*Any signage must comply with Chapter 15 of the City's code of general ordinances. Include an example of proposed signage. For any questions on signage, contact City Development at: 262-653-4030.

3. I understand that if the event has any temporary structures, I must call Digger's Hotline no later than three (3) business days prior to the event. Yes _____ Initial

*****VERY IMPORTANT*****

WI State Statute 182.0175 requires that the Event Organizer responsible for the planning and performance of any type of ground penetration and excavation provide advanced notice to Digger's Hotline (call 1-800-242-8511) no later than three (3) business days prior to the ground penetration. Digger's Hotline will provide a ticket number and the date when structures will be able to be placed at your approved location. There are no exceptions.

H. Security

Event organizers are responsible for providing safety and security for all attendees. Measures must be taken to maintain order and enforce all laws, rules, and regulations pertinent to the event. The Kenosha Police and Fire Departments shall have the discretion to modify the required security plan as they deem necessary; and may recommend denial of the Special Event Permit if the security plan is inadequate.

- 1. Briefly describe security measures: It will be managed by ArtMarket staff & volunteers.
- 2. Is approval for overnight security requested for the event? Yes No
- 3. Will the event have private security? Yes No
- 4. Will private security at the event be armed? Yes No
- 5. Private Security Company Name: _____ Phone #: _____

6. Are the services of the City of Kenosha Police personnel requested? (if so, contact Kenosha Police: 262-605-5216)
 Yes No

7. One member of the organization's security personnel or the organization's contact person must be designated "Head of Security" who can be reached at any time.

Name of Designated Head of Security: Brenna R Eaves
First M.I. Last

Head of Security's Phone Number: 262-287-5742

***REQUIRED: Detailed security and operational plan:**

Attached Will be submitted a minimum of 14 business days before the event.

I. Insurance

The Special Event Organizer shall, at a minimum, procure and maintain during the term of the Special Event occurrence based insurance policies, hereinafter specified insuring the Special Event and all associated Special Event activities. The Reviewing Authority may require additional coverages and/or increased coverage when deemed necessary. Certificates of Insurance must reflect:

- a. Commercial General Liability:
 - General Aggregate - Two Million Dollars (\$2,000,000.00)
 - Each Occurrence - One Million Dollars (\$1,000,000.00)
- b. Automobile Liability: (When required as a permit condition)
 - Combined single limit coverage for bodily injury and property damage per accident in the amount of One Million Dollars (\$1,000,000.00).
- c. Liquor Liability Coverage (When alcohol is approved for the Special Event)
 - General Aggregate - One Million Dollars (\$1,000,000.00)
 - Each Occurrence - One Million Dollars (\$1,000,000.00)
- d. Umbrella Liability in the following amounts over the Commercial General Liability and Automobile Liability amounts listed herein: (When required as a permit condition)
 - Two Million Dollars (\$2,000,000.00) per person
 - Two Million Dollars (\$2,000,000.00) aggregate
- e. Endorsements: The policy must be endorsed to name "The City of Kenosha, its elected officials, representatives, employees and agents" as additional insured. You must provide a copy of the actual endorsement.

The Commercial General Liability coverages required herein may be subject to a deductible or self-insured retention. If the Commercial General Liability insurance coverage policy has a deductible or self-insured retention, said deductible or self-insured retention cannot exceed \$5,000.00. The Umbrella Liability policy shall not contain exclusions or exceptions not present in the General Liability insurance policy.

Certificate of Liability Insurance:


Attached Will be submitted a minimum of fourteen (14) business days before the event by the responsible agent on behalf of the event organization.

Hold Harmless

The Indemnity and Hold Harmless Agreement must be signed by an authorized agent of the organization presenting the event, and filed as a condition of approval.

- I understand the filing of this application does not ensure the issuance of this licenses.
- I also understand that all Special Event Organizers and Vendors must comply with applicable Federal, State, County, and City laws, rules, and regulations.
- I further understand that an incomplete application may cause a delay in processing or a denial of the event.
- I have reviewed the [Code of General Ordinance Chapter 12.06 "Special Event Permit"](#)

Print Name of Authorized Agent: Brenna Eaves

Signature: 

Date: 3/14/2024

INDEMNITY AND HOLD HARMLESS AGREEMENT

**SPECIAL EVENT APPLICATION
CITY ORDINANCE CHAPTER 12.06**

Brenna Eaves

Authorized Agent of Special Event Organizer

Special Event Organizer does hereby agree that it will indemnify, defend and hold harmless the City of Kenosha, the City of Kenosha Board of Public Works, and the City of Kenosha Board of Parks Commission and their respective officers, agents and employees (collectively "Indemnitees") against any and all claims, liability, loss, charges, damages, costs, judgments, settlement expenses and attorney's fees, which any of them may hereafter sustain, incur or be required to pay as a result of incidents occurring on property or as a result of any operations, works, acts or omissions performed on property by Special Event Organizer, its officers, employees, contractors, subcontractors, independent contractors, agents, invitees or permitted users, or resulting from the Special Event Organizers failure to perform or observe any of the terms, covenants and conditions of this Agreement, or resulting from any conditions of property or improvements thereon by reason of any of which any person suffers personal injury, death or property loss or damage. Upon the filing with the City of Kenosha, the City of Kenosha Public Works Committee, or the City of Kenosha Board of Park Commission of a claim for damages arising out of any incident(s) which Special Event Organizer herein agrees to indemnify, defend and hold Indemnitees harmless, Special Event Organizer shall be notified of such claim, and in the event that Special Event Organizer does not pay, settle or compromise such claim, then the Special Event Organizer shall undertake the legal defense of such claim both on behalf of Special Event Organizer and Indemnitees. It is specifically agreed, however, that Indemnitees, at their own cost and expense, may participate in the legal defense of any such claim, but shall have no right to control settlement under circumstances wherein the full amount of the settlement shall be paid by Special Event Organizer and/or its insurers. Any judgment, final beyond all possibility of appeal, which may be rendered against Indemnitees for any cause for which Special Event Organizer is liable hereunder shall be conclusive against Special Event Organizer as to liability and amount of damages. This provision shall survive expiration or termination of this agreement to the extent necessary to effectuate its purpose.


Applicant Signature

3/14/2024
Date






Please sign, date and return the completed application to:

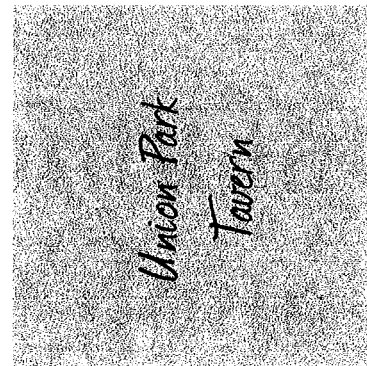
City of Kenosha Administration
625 - 52nd Street
Room 300
Kenosha, WI 53140

Kenosha Art Market Booth Map
 4500 7th Ave - Union Park 10AM - 2PM

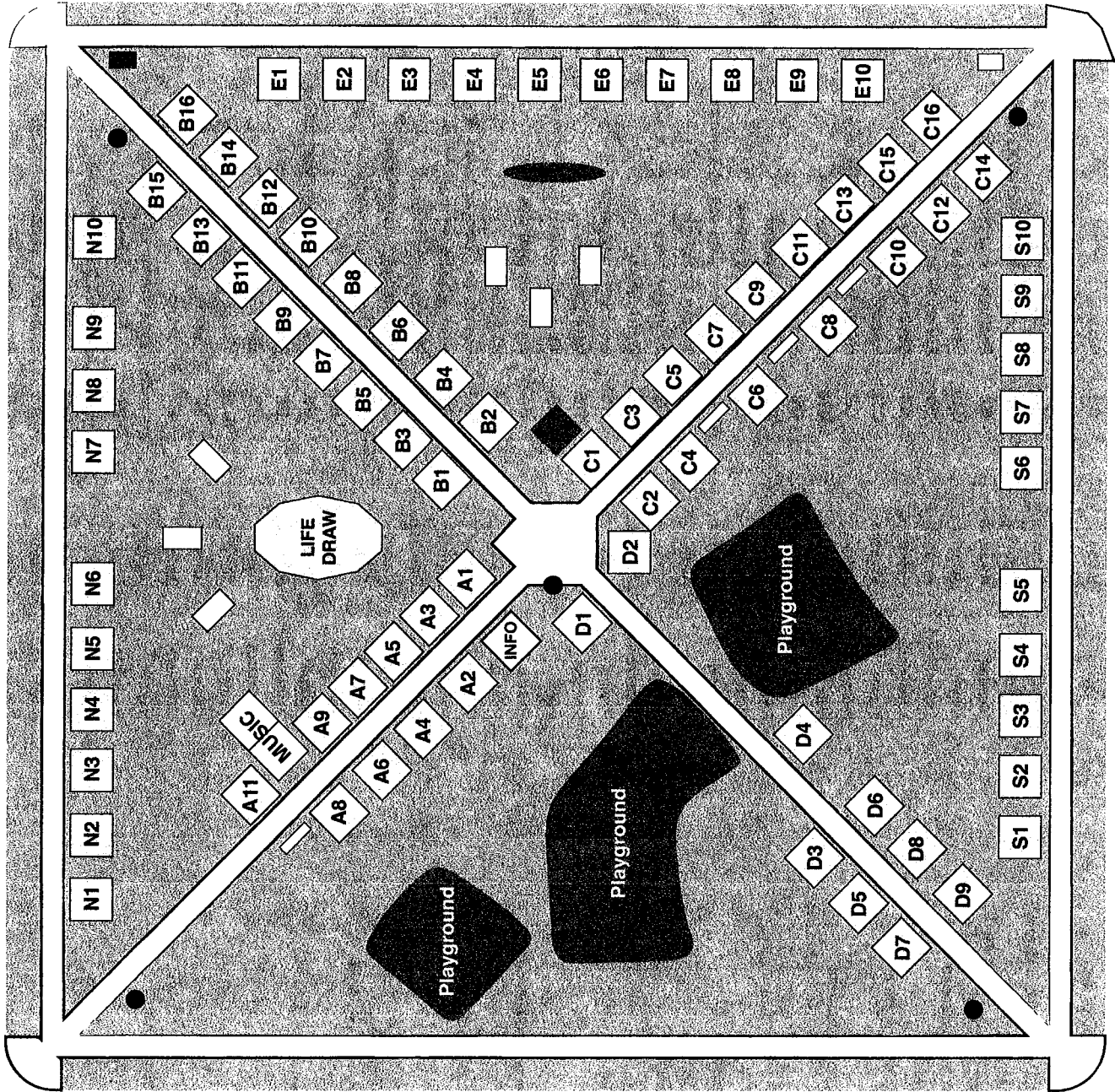
For refreshments, ATM, or use of a bathroom, please visit **Union Park Tavern** (southwest across the street)!

More park features

-  Picnic table
-  Trash can
-  Park bench
-  Little Free Gallery
-  Little Free Library



Curbside Parking - North



Curbside Parking - South

Curbside Parking - West

- Day 1 event date: June 16 (rain date June 23)
Day 2 event date: July 21 (rain date July 28)
Day 3 event date: Aug 18 (rain date Aug 25)
Day 4 event date: Sept 15 (rain date Sept 22)
Day 5 event date: Oct 20 (rain date Oct 27)

APPLIES TO ALL ABOVE:

Set-up date : DAY-OF

Tear-down : DAY-OF

Set-up time : 8:00 - 9:45AM

Tear-down time : 2:00 - 4:00PM

Start and end times: 10AM - 2PM

April 17, 2024

Lemon Street Gallery
Attn: Brenna Eaves
eaves.brenna@gmail.com

RE: Kenosha Art Marke

To whom it may concern:

Your request will be reviewed by the Board of Parks Commission. The meeting is scheduled for:

Monday, April 22, 2024
5:00 p.m.
Room 204
Kenosha Municipal Building, 625-52nd Street

You and/or your representative are required to appear.

If you have any questions, you may contact the Department of Parks at 262-653-4080.

Sincerely,



Diane S. Hoff
Secretary of the Parks Commission

cc: Board of Parks Commission
Katie Elder, Director of Parks – w/a



DEPARTMENT OF PARKS

April 17, 2024

TO: Eric Haugaard, Chairperson of Park Commission (District 1)
Jack Rose, Chairperson of Public Works Committee (District 15)

CC: Alderperson Haugaard (District 1)
Kris Kochman, Community Relations Liaison

FROM: Katie Elder, CPRP Brian Cater, P.E.
Director of Parks Director of Public Works

RE: Park Commission: Request from The InCrowd LLC for use of Pennoyer Park and Bandshell on May 25, June 22, July 27, August 24 and September 28, 2024 to hold the Keno Nite Market. (District 1)

Public Works Committee: Request from The InCrowd LLC for use of the East Side of 7th Avenue Adjacent to Pennoyer Park on May 25, June 22, July 27, August 24 and September 28, 2024 to hold the Keno Nite Market. (District 1)

BACKGROUND/ANALYSIS

The InCrowd LLC is requesting from the Board of Park Commission the use of Pennoyer Park and Bandshell on May 25, June 22, July 27, August 24 and September 28, 2024 to:

and the Public Works Committee the use of East Side of 7th Avenue Adjacent to Pennoyer Park on May 25, June 22, July 27, August 24 and September 28, 2024 to:

- a. Hold the Keno Nite Market
- b. Have set up on each day of event from 8AM
- c. Have takedown on the day following each of event from 8AM
- d. Have Food and Merchandise Vendors
- e. Have Artwork Displays/Sales
- f. Have Temporary Signage and Structures (Tents, Inflatables, Trailers and Portable Restrooms)
- g. Have Amplified Sound (Announcements/Speeches)
- h. Have Bonfire under the direction of the Bureau of Fire Prevention.
- i. Have Games
- j. Have Public Entertainment (Band, DJ, Theatre)
- k. Sell Fermented Malt and/or Wine Beverages [wristbands for 21+ or restricted area]

Event hours will be 4PM-10PM. Setup will take place beginning at 8AM on the day of the event and take down is scheduled for the day following each event at 8AM.

Assuming availability, as determined by City Staff, the requested equipment will be supplied by the Department of Parks and Public Works Department.

The event description: "The event is an artisan and craft market featuring food vendors and live music. The twist on the market is that it will be held at night from 4PM-10PM (i.e. The Milwaukee Night Market).

If conditions are not followed, the event may be shut down by the City, and any future events may be rejected.

1. Approved Operation of the following activities:
 - a. Have Food and Merchandise Vendors
 - b. Have Artwork Displays/Sales
 - c. Have Temporary Signage and Structures (Tents, Inflatables, Trailers and Portable Restrooms)
 - d. Have Amplified Sound (Announcements/Speeches)
 - e. Have Bonfire under the direction of the Bureau of Fire Prevention
 - f. Games
 - g. Have Public Entertainment (Band, DJ, Theatre)
 - h. Sell Fermented Malt and/or Wine Beverages [wristbands for 21+ or restricted area]
 - i. Use of Pennoyer Park:
 - i. All vendors, cars and equipment shall enter the park off of 41st Street. No vehicles shall drive, park, or cross the multi-use path on the east side of Kennedy Drive.
2. Vendor list with contact information must be submitted a minimum of 14 business days before the event to Kenosha Fire and Kenosha County Health.
 - a. Event Organizers may reach out to Kenosha County Public Health staff who are available to review plans and have discussion for any event.
 - b. The applicant must contact the Fire Prevention Bureau at 262.653.4410 or 262.653.4109 a minimum of fourteen (14) days prior to the event in order to coordinate inspections for the day of the event. All food trucks with grease laden vapors are required to have a fire suppression unit in their trucks per City Ordinance and State Fire Code.
3. Applicants must obtain a Temporary Class "B" license from the City Clerk-Treasurer's office. They can be contacted at 262.653.4020 or by emailing cityclerk@kenosha.org. Applicants must apply a minimum of 30 days prior to the event.
4. Applicant must work with the Bureau of Fire Prevention for the use of (Bonfire). Applicants must obtain all necessary permits and additional insurance as directed by Kenosha Fire Department. Applicants must apply a minimum of 30 days prior to the event.
5. All signage must comply with Chapter 15 of the Code of General Ordinances.
6. Per [WI State Statute 182.0175](#), the applicant is responsible for planning and performance of any type of ground penetration and excavation by providing advanced notice to Digger's Hotline (call 1.800.242.8511) no later than three (3) business days prior to the ground penetration. Digger's Hotline will provide a ticket number and the date when structures will be able to be placed at your approved location.
7. Applicants are responsible for litter and debris and the site must be picked up at the end of the event.
 - a. Applicants are required to place all recyclables and trash in designated areas as determined by the Department of Parks. Recycling shall comply with the City of Kenosha recycling rules ([Code of General Ordinances 5.119](#) (H. Recyclable materials)). All other items shall be placed in the trash containers. If Recycling Containers are contaminated by items, other than those listed, applicants may be subject to additional charges.
8. The City can only authorize uses of City owned property or public rights-of-way. Any activity shown on private property must be authorized by the owner.
 - a. Applicants will be responsible for any damage caused to City property as a result of this event.
9. Submission of an Operational & Security Plan and Safety & Evacuation Plan (per NFPA 1 Chapter 10) is required and must be approved by the City Staff. These plans shall be submitted within 30-60 days prior to the start of the event. Please note the event will not be allowed to begin until approval is obtained and final authorization letter is executed.
10. Event Organizers must receive prior permission from the Department of Public Works (a minimum of 14 days prior to the event) for any request for directional markings on any structure, fixture, surface within the City's jurisdiction. If the request is approved, by the Department of Public Works, only the use of dry stick sidewalk-type chalks. All spray paints and spray chalks of any kind regardless of the claims by the manufacturer will be strictly prohibited. The use of such products will result in the organization being billed for all costs incurred to remove marks and/or restore the clean appearance of city paved surfaces and face the possible loss of permit privileges in the future. To establish the locations within the event area, organizers of all future events will be required to limit the use of markings to temporary signs on lathe or similar posts or the use of dry stick sidewalk-type chalks only. There will be no exceptions allowed for weather-related reasons or other.
11. The Applicant must:
 - a. Supervise all persons using the location under authority of the Special event permit.
 - b. Reimburse the City for any costs incurred in enforcing Permit Standards and Conditions within 30 days of receiving an invoice.
 - i. Event is subject to the annual fee table upon approval by Committee(s)
 - c. Procure any license or other permits required for this activity.
 - d. Obtain approval from City Development for any on site signage and obtain any necessary permits.
 - e. Provide private security for traffic issues, parking and/or crowd control.
12. Procure and maintain one (1) or more liability insurance policy(ies) written by one (1) or more insurance

CONDITIONS OF APPROVAL

April 22, 2024

If conditions are not followed, the event may be shut down by the City, and any future events may be rejected.

company(ies) licensed to do business in the State of Wisconsin as required by paragraph L of the Special Event Ordinance. The endorsements need to be filed in addition to the Certificate. These must be received fourteen (14) days prior to the event start date.

13. The event will be required to meet all requirements in the Code of General Ordinances for the City of Kenosha that are in effect at the time of the event.
14. Compliance with applicable Federal, State, County and City laws, rules and regulations including licensing conditions and operational requirements contained within Sections 5.04, 6.05, 12.02, 12.03, 12.04, 12.05, 13.03, 13.035, and 14.025.

PS # 15129762

Apr. 22, 2024 + PW



REVISED

Application for a Special Event Permit*
Form #ADM400 (rev. 12/2021)

*Subject to Change

Nonrefundable Fee: \$100 if submitted 45 days or more before an event

Nonrefundable Fee: \$500 if submitted 30-45 days before an event

Applications for an event less than 30 days away will not be considered

Fee waived by ordinance

Before completing this application, carefully read the Special Event Planning Guide found at www.kenosha.org

Event Name: The Keno Nite Market

Event Date(s) Requested: One Saturday each month Rain Date(s): TBD

A. Event Organization

1. Organization's Name: The InCrowd LLC

2. Does this organization hold not-for-profit status? No Yes (Please provide verification of 501(c) 3 status by submitting organization's IRS determination letter which outlined your tax-exemption or call IRS Customer Service at 1-877-829-5500 to request a copy). Required to receive non-profit rate for equipment rental.

3. Organization's Address: 2618 67th Street City: Kenosha State: WI Zip: 53143

4. Contact Person: Jaramie Brantley

5. Contact Phone: (262) 3313418 Contact Email: theincrowdwisconsin@gmail.com

B. Event Location

1. Location (check all that apply):

- City Street
- City Owned Parcels
- City Sidewalk
- Water Utility Property
- City Park
- Airport Property
- City-Owned Building*
- Transit Property

Name & Address of the park, and any building* (includes shelter, concession area, bandshell, etc.):
3601 7th ave Kenosha, WI 53140

2. Does the event require any streets to be closed? Yes No

Name of street: _____ From: _____ To: _____

3. Type of street use requiring closure: Parade Run or Walk Other: _____

4. Attach a scaled site plan of the event location and include the following if applicable: Site Plan Attached

- Fences
- Beer Garden
- Waste Containers
- Stages
- Temporary Structures (tents, trailers, etc.)
- Entrances/Exits
- Staging Areas
- Portable Toilets
- Signage
- Volunteer Check-in
- Vendor locations
- Routes & Traffic Lanes (including barricades)
- Parking (including handicapped spaces)
- Street parking restrictions

C. Event Operation Plan & Details

1. Attach additional pages for events more than 3 days. Each day's event times must be listed.

SET-UP DATE	DAY 1 EVENT DATE	DAY 2 EVENT DATE	DAY 3 EVENT DATE	TEAR-DOWN DATE
day off	May 25th	June 22nd	July 27th	next day
SET-UP TIME	DAY 1 START & END TIMES	DAY 2 START & END TIMES	DAY 3 START & END TIMES	TEAR-DOWN TIME
8:00 AM	4pm - 10pm	4pm - 10pm	4pm - 10pm	8pm - 12pm

2. Estimated Number of Attendees Per Day: 5,000

3. Event Description (provide a brief description of the event; attach additional pages if needed):

The event is a artisan and craft market featuring food vendors and live music. The twist on the market is that it will be held at night from 4-10pm. (i.e. The Milwaukee Night Market)

4. Indicate if the event will have any of the following (check all that apply):

- Food Vendors Merchandise Vendors Artwork Displays/Sales Signage
- Animal Rides Petting Zoo Rides Announcements/Speeches
- Fireworks* Bonfire* Pyrotechnic Devices* Horse Drawn Vehicles**
- Carnival Circus Games Public Entertainment
- Other: _____ Sports tournament (list type: softball, hardball, rugby, etc.): _____ Band DJ Theatre

*If approved by the Parks Commission, an Open Burning/Fireworks Permit may be obtained a minimum of fourteen (14) business days before the event. For details, contact the Fire Prevention Bureau at 262-653-4410 or 262-653-4109.

**The event must be in compliance with Chapter 14.025 C & D of the Code of General Ordinances.

D. Beer/Wine

1. Will beer and/or wine be served or sold at the event? Yes No (If no, skip to section E.)
Event staff or security will check identification and issue wristbands to anyone age 21 and older who wishes to purchase beer or wine.

2. Name of organization applying for the Temporary Class "B" Retailer's License: The Kenosha Shrine Club
 Contact the City Clerk-Treasurer's office at 262-653-4020 or by emailing cityclerk@kenosha.org a minimum of 30 days prior to the event to obtain a Temporary Class "B"/"Class B" Retailer's License.

3. Specify, for each day of sale, the start and end times when beer/wine will be sold. Attach additional sheets if needed for more than 3 days. Note: If the event is in a Park, all beer/wine sales after 10 p.m. must get approval from the Board of Parks Commission.

Day 1 Date of beer/wine sales	Day 2 Date of beer/wine sales	Day 3 Date of beer/wine sales
May	June	
Start Time 4pm	Start Time 4pm	Start Time 4pm
End time 10pm	End time 10pm	End time 10pm

E. Food/Merchandise

1. Will food be sold or served at your event? Sold Served No Food

Contact the Kenosha County Health Department at 262-605-6700 or by emailing Mark Melotik at mark.melotik@kenoshacounty.org or Brad Wozniak at brad.wozniak@kenoshacounty.org for information on the safe handling of food and beverages.

Contact the Fire Prevention Bureau at 262-653-4410 or 262-653-4109 a minimum of fourteen (14) business days prior to the event in order to coordinate inspections for the day of the event.

2. Will vendors sell merchandise at the event? Yes No

◆ If yes to either food or merchandise, complete a Vendor List and submit it at least fourteen (14) days prior to the event to Administration. A copy will be sent to the Health Department and the Fire Department.

F. Equipment Rental

1. Will the event need: Electricity Yes No Water Yes No

Service for electric and water varies by location. The organizer may be required to provide their own generators in order to have sufficient electricity required for the event.

2. Indicate requests for any of the following City-provided rental equipment (check all that apply).

Supplies are limited and granted upon availability.

- | | | | |
|---|-----------------------|---|-----------------------|
| <input type="checkbox"/> Bleachers | # requested _____ | <input type="checkbox"/> Benches | # requested _____ |
| <input type="checkbox"/> Barricades | # requested _____ | <input checked="" type="checkbox"/> Picnic Tables | # requested <u>10</u> |
| <input checked="" type="checkbox"/> Trash Carts | # requested <u>10</u> | <input checked="" type="checkbox"/> Traffic Cones | # requested <u>10</u> |
| <input checked="" type="checkbox"/> Recycling Carts | # requested <u>10</u> | <input type="checkbox"/> Traffic Signs | # requested _____ |
| <input type="checkbox"/> Showmobile (2 available) | # requested _____ | <input type="checkbox"/> Generator (1 available and only with Showmobile) | |
| <input type="checkbox"/> Reviewing Stands | # requested _____ | | |
| <input type="checkbox"/> Fencing | | | |

How many 50 foot sections of snow fencing? _____ How many 6 foot sections of white plastic portable fencing? _____

G. Temporary Structures

1. Will the event have any temporary structures or signage? Yes No (If no, skip to section H.)
Temporary structures are defined as anything that penetrates the ground by stakes, tools, or other equipment such as tents. The proposed location of the structure(s) must be noted on the site plan.

2. In addition to City Equipment, what other type of temporary structures will be at the event (check all that apply)?

- Tents Inflatables Staging Trailers Dunk Tank Signage*
(larger than 10x10 pop up)
- Portable restrooms/ handwash stations Other (Please Explain): _____

*Any signage must comply with Chapter 15 of the City's code of general ordinances. Include an example of proposed signage. For any questions on signage, contact City Development at: 262-653-4030.

3. I understand that if the event has any temporary structures, I must call Digger's Hotline no later than three (3) business days prior to the event. Yes JB Initial

*****VERY IMPORTANT*****

WI State Statute 182.0175 requires that the Event Organizer responsible for the planning and performance of any type of ground penetration and excavation provide advanced notice to Digger's Hotline (call 1-800-242-8511) no later than three (3) business days prior to the ground penetration. Digger's Hotline will provide a ticket number and the date when structures will be able to be placed at your approved location. There are no exceptions.

H. Security

Event organizers are responsible for providing safety and security for all attendees. Measures must be taken to maintain order and enforce all laws, rules, and regulations pertinent to the event. The Kenosha Police and Fire Departments shall have the discretion to modify the required security plan as they deem necessary; and may recommend denial of the Special Event Permit if the security plan is inadequate.

1. Briefly describe security measures: Secure private security along with assistance from KPD

2. Is approval for overnight security requested for the event? Yes No

3. Will the event have private security? Yes No

4. Will private security at the event be armed? Yes No

5. Private Security Company Name: The InCrowd LLC Phone #: 262-331-3418

6. Are the services of the City of Kenosha Police personnel requested? (if so, contact Kenosha Police: 262-605-5216)
 Yes No

7. One member of the organization's security personnel or the organization's contact person must be designated "Head of Security" who can be reached at any time.

Name of Designated Head of Security: Jaramie R Brantley
First M.I. Last

Head of Security's Phone Number: 262-331-3418

***REQUIRED: Detailed security and operational plan:**

Attached Will be submitted a minimum of 14 business days before the event.

I. Insurance

The Special Event Organizer shall, at a minimum, procure and maintain during the term of the Special Event occurrence based insurance policies, hereinafter specified insuring the Special Event and all associated Special Event activities. The Reviewing Authority may require additional coverages and/or increased coverage when deemed necessary. Certificates of Insurance must reflect:

a. Commercial General Liability:

General Aggregate - Two Million Dollars (\$2,000,000.00)

Each Occurrence - One Million Dollars (\$1,000,000.00)

b. Automobile Liability: (When required as a permit condition)

Combined single limit coverage for bodily injury and property damage per accident in the amount of One Million Dollars (\$1,000,000.00).

c. Liquor Liability Coverage (When alcohol is approved for the Special Event)

General Aggregate - One Million Dollars (\$1,000,000.00)

Each Occurrence - One Million Dollars (\$1,000,000.00)

d. Umbrella Liability in the following amounts over the Commercial General Liability and Automobile Liability amounts listed herein: (When required as a permit condition)

Two Million Dollars (\$2,000,000.00) per person

Two Million Dollars (\$2,000,000.00) aggregate

e. Endorsements: The policy must be endorsed to name "The City of Kenosha, its elected officials, representatives, employees and agents" as additional insured. You must provide a copy of the actual endorsement.

The Commercial General Liability coverages required herein may be subject to a deductible or self-insured retention. If the Commercial General Liability insurance coverage policy has a deductible or self-insured retention, said deductible or self-insured retention cannot exceed \$5,000.00. The Umbrella Liability policy shall not contain exclusions or exceptions not present in the General Liability insurance policy.

Certificate of Liability Insurance:


Attached Will be submitted a minimum of fourteen (14) business days before the event by the responsible agent on behalf of the event organization.

J. Hold Harmless

The Indemnity and Hold Harmless Agreement must be signed by an authorized agent of the organization presenting the event, and filed as a condition of approval.

- a)
 - I understand the filing of this application does not ensure the issuance of this licenses.
 - I also understand that all Special Event Organizers and Vendors must comply with applicable Federal, State, County, and City laws, rules, and regulations.
 - I further understand that an incomplete application may cause a delay in processing or a denial of the event.
 - I have reviewed the Code of General Ordinance Chapter 12.06 "Special Event Permit"

Print Name of Authorized Agent: Jaramie Brantley

Signature:  Date: 4/9/24

INDEMNITY AND HOLD HARMLESS AGREEMENT

**SPECIAL EVENT APPLICATION
CITY ORDINANCE CHAPTER 12.06**

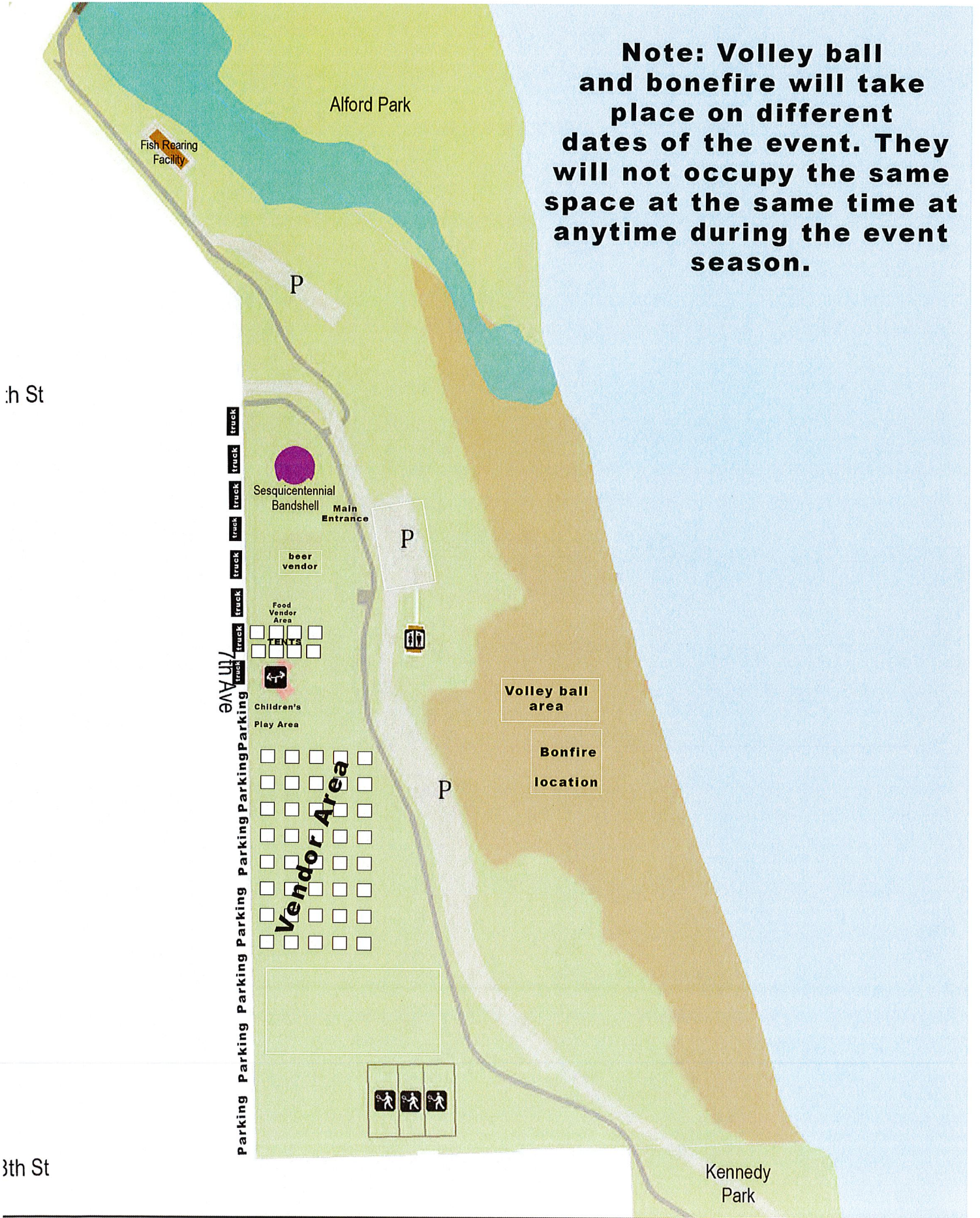
Jaramie Brantley

Authorized Agent of Special Event Organizer

Special Event Organizer does hereby agree that it will indemnify, defend and hold harmless the City of Kenosha, the City of Kenosha Board of Public Works, and the City of Kenosha Board of Parks Commission and their respective officers, agents and employees (collectively "Indemnitees") against any and all claims, liability, loss, charges, damages, costs, judgments, settlement expenses and attorney's fees, which any of them may hereafter sustain, incur or be required to pay as a result of incidents occurring on property or as a result of any operations, works, acts or omissions performed on property by Special Event Organizer, its officers, employees, contractors, subcontractors, independent contractors, agents, invitees or permitted users, or resulting from the Special Event Organizers failure to perform or observe any of the terms, covenants and conditions of this Agreement, or resulting from any conditions of property or improvements thereon by reason of any of which any person suffers personal injury, death or property loss or damage. Upon the filing with the City of Kenosha, the City of Kenosha Public Works Committee, or the City of Kenosha Board of Park Commission of a claim for damages arising out of any incident(s) which Special Event Organizer herein agrees to indemnify, defend and hold Indemnitees harmless, Special Event Organizer shall be notified of such claim, and in the event that Special Event Organizer does not pay, settle or compromise such claim, then the Special Event Organizer shall undertake the legal defense of such claim both on behalf of Special Event Organizer and Indemnitees. It is specifically agreed, however, that Indemnitees, at their own cost and expense, may participate in the legal defense of any such claim, but shall have no right to control settlement under circumstances wherein the full amount of the settlement shall be paid by Special Event Organizer and/or its insurers. Any judgment, final beyond all possibility of appeal, which may be rendered against Indemnitees for any cause for which Special Event Organizer is liable hereunder shall be conclusive against Special Event Organizer as to liability and amount of damages. This provision shall survive expiration or termination of this agreement to the extent necessary to effectuate its purpose.

Applicant Signature:  Date: 4/9/24

Please sign, date and return the completed application to:
City of Kenosha Administration
625 - 52nd Street
Room 300
Kenosha, WI 53140





PARKS

April 17, 2024

The InCrowd LLC
Attn: Jaramine Brantley
theincrowdwisconsin@gmail.com

RE: Kenosha Art Market

To whom it may concern:

Your request will be reviewed by the Board of Parks Commission. The meeting is scheduled for:

Monday, April 22, 2024
5:00 p.m.
Room 204
Kenosha Municipal Building, 625-52nd Street

You and/or your representative are required to appear.

If you have any questions, you may contact the Department of Parks at 262-653-4080.

Sincerely,

Diane S. Hoff
Secretary of the Parks Commission

cc: Board of Parks Commission
Katie Elder, Director of Parks – w/a



DEPARTMENT OF PARKS

April 17, 2024

TO: Eric Haugaard, Chairperson of Park Commission (District 1)
Jack Rose, Chairperson of Public Works Committee (District 15)

CC: Alderperson Siel (District 2)
Kris Kochman, Community Relations Liaison

FROM: Katie Elder, CPRP Brian Cater, P.E.
Director of Parks Director of Public Works

RE: Park Commission: Request from City of Kenosha for use of Wolfenbittel Park, Closure of Kennedy Drive and Simmons Island Drive from July 4-7, 2024 to hold the Celebrate America. (District 2)

Public Works Committee: Request from City of Kenosha for use of Parcel J, Celebration Place City Streets per map and City Owned Parking Lots from July 4-7, 2024 to hold the Celebrate America. (District 2)

BACKGROUND/ANALYSIS

City of Kenosha is requesting from the Board of Park Commission the use of Wolfenbittel Park from July 4-7, 2024 to: and from the Public Works Committee the use of Parcel J, Celebration Place, City Streets per map and City Owned Parking Lots from July 4-7, 2024 to:

- a. Hold the Celebrate America Festival on July 4-5, 2024 and Carnival on July 4-7, 2024
- b. Have set up on July 1, 2024
- c. Have takedown on July 8, 2024
- d. Hold the Celebrate America Festival beginning at 11am on July 4-5, 2024 and Carnival beginning at 10AM July 4-7, 2024
- e. Close Kennedy Drive, Simmons Island Road, 50th Street, 4th Avenue, 51st Place, 54th Street, 56th Street, Calabria Way and Italiana Circle on July 4, 2024 of event in accordance with Fire Department restrictions
- f. Have Food and Merchandise Vendors
- g. Have Temporary Signage and Structures (Tents, Inflatables, Trailers and Portable Restrooms)
- h. Have Rides
- i. Have Fireworks under the direction of the Bureau of Fire Prevention.
- j. Have Carnival Games
- k. Have Public Entertainment (Band)
- l. Sell Fermented Malt and/or Wine Beverages [wristbands for 21+ or restricted area]

Event hours will be Fireworks display on July 4, 2024 beginning at 9:30PM; Festival on July 4, 2024 from 11AM-9:30PM and July 5, 2024 from 11AM-10PM and Carnival on July 4, 2024 from 10AM-9PM, July 5-6, 2024 from 10AM-10PM and July 7, 2024 from 10AM-8PM. Setup will take place beginning on July 1, 2024 (except for road closures) and take down is scheduled for July 8, 2024. ***Road closures would be in place on July 4, 2024 only during event hours through the end of fireworks traffic away from the lake.

Assuming availability, as determined by City Staff, the requested equipment will be supplied by the Department of Parks AND Public Works Department.

The event description: "Fireworks display on July 4, festival with live entertainment July 4-5, Carnival July 4-7."

If conditions are not followed, the event may be shut down by the City, and any future events may be rejected.

1. Approved Operation of the following activities:
 - a. Have Food and Merchandise Vendors
 - b. Have Temporary Signage and Structures (Tents, Inflatables, Trailers and Portable Restrooms)
 - c. Have Fireworks under the direction of the Bureau of Fire Prevention.
 - d. Have Carnival, Games
 - e. Have Public Entertainment (Band)
 - f. Sell Fermented Malt and/or Wine Beverages [wristbands for 21+ or restricted area]
2. Closure of see map must be closed adhering to all restrictions in accordance with Kenosha Fire Department requirements which include, but are not limited to, maintaining a minimum of 12 feet access at all times, no structures other than tents are allowed in the roadway for this event, and all items placed in the roadway must be easily moved if Emergency personnel are required.
 - a. Submit a copy of the notification to all affected properties to Kris Kochman a minimum of 7-days prior to the event.
 - b. Traffic control must be set up in accordance with the attached traffic control plan and upon completion of the event returned back to lawn park areas or locations that the City left them for use.
 - c. A sample of the "NO PARKING" sign will be supplied along with a color sample. The applicant is responsible for having the signs printed, supplying the lath for posting and placing the signs along sections as depicted on the attached map. These signs must be posted, by the event organizer, at least 24 hours before each event. Applicants are responsible for their removal upon completion of the event.
 - d. No vendors and/or tents will be allowed in the roadway. All vendors and/or tents must be within the parcel(s) and sidewalks shall remain open during the event.
3. Vendor list with contact information must be submitted a minimum of 14 business days before the event to Kenosha Fire and Kenosha County Health.
 - a. Event Organizers may reach out to Kenosha County Public Health staff who are available to review plans and have discussion for any event.
 - b. The applicant must contact the Fire Prevention Bureau at 262.653.4410 or 262.653.4109 a minimum of fourteen (14) days prior to the event in order to coordinate inspections for the day of the event. All food trucks with grease laden vapors are required to have a fire suppression unit in their trucks per City Ordinance and State Fire Code.
4. Applicants must obtain a Temporary Class "B" license from the City Clerk-Treasurer's office. They can be contacted at 262.653.4020 or by emailing cityclerk@kenosha.org. Applicants must apply a minimum of 30 days prior to the event.
5. Applicant must work with the Bureau of Fire Prevention for the use of Bonfire. Applicants must obtain all necessary permits and additional insurance as directed by Kenosha Fire Department. Applicants must apply a minimum of 30 days prior to the event.

Signage is approved only on the day of the event unless approved specifically for other days by the Parks Commission and/or the Public Works Committee.
6. Per [WI State Statute 182.0175](#), the applicant is responsible for planning and performance of any type of ground penetration and excavation by providing advanced notice to Digger's Hotline (call 1.800.242.8511) no later than three (3) business days prior to the ground penetration. Digger's Hotline will provide a ticket number and the date when structures will be able to be placed at your approved location.
7. Applicants are responsible for litter and debris and the site must be picked up at the end of the event.
 - a. Applicants are required to place all recyclables and trash in designated areas as determined by the Department of Parks. Recycling shall comply with the City of Kenosha recycling rules ([Code of General Ordinances 5.119](#) (H. Recyclable materials)). All other items shall be placed in the trash containers. If Recycling Containers are contaminated by items, other than those listed, applicants may be subject to additional charges.
8. The City can only authorize uses of City owned property or public rights-of-way. Any activity shown on private property must be authorized by the owner.
 - a. Applicants will be responsible for any damage caused to City property as a result of this event.
9. Submission of an Operational & Security Plan and Safety & Evacuation Plan (per NFPA 1 Chapter 10) is required and must be approved by the City Staff. These plans shall be submitted within 30-60 days prior to the start of the event. Please note the event will not be allowed to begin until approval is obtained and final authorization letter is executed.
10. Event Organizers must receive prior permission from the Department of Public Works (a minimum of 14 days prior to the event) for any request for directional markings on any structure, fixture, surface within the City's jurisdiction. If the request is approved, by the Department of Public Works, only the use of dry stick sidewalk-type chinks. All spray paints and spray chinks of any kind regardless of the claims by the manufacturer will be strictly prohibited. The use of such products will result in the organization being billed for all costs incurred to remove marks and/or restore the clean appearance of city paved surfaces and face the possible loss of permit privileges in the future. To establish the locations within the event area, organizers of all future events will be required to limit the use of markings to temporary signs on lathe or similar posts or the use of dry stick sidewalk-type chinks only. There will be no

CONDITIONS OF APPROVAL

April 22, 2024

If conditions are not followed, the event may be shut down by the City, and any future events may be rejected.

exceptions allowed for weather-related reasons or other.

11. The Applicant must:
 - a. Supervise all persons using the location under authority of the Special event permit.
 - b. Reimburse the City for any costs incurred in enforcing Permit Standards and Conditions within 30 days of receiving an invoice.
 - i. Event is subject to the annual fee table upon approval by Committee(s)
 - c. Procure any license or other permits required for this activity.
 - d. Obtain approval from City Development for any on site signage and obtain any necessary permits.
 - e. Provide private security for traffic issues, parking and/or crowd control.
12. Procure and maintain one (1) or more liability insurance policy(ies) written by one (1) or more insurance company(ies) licensed to do business in the State of Wisconsin as required by paragraph L of the Special Event Ordinance. The endorsements need to be filed in addition to the Certificate. These must be received fourteen (14) days prior to the event start date.
13. The event will be required to meet all requirements in the Code of General Ordinances for the City of Kenosha that are in effect at the time of the event.
14. Compliance with applicable Federal, State, County and City laws, rules and regulations including licensing conditions and operational requirements contained within Sections 5.04, 6.05, 12.02, 12.03, 12.04, 12.05, 13.03, 13.035, and 14.025.



Celebrate America 2024 - Property Use

City of Kenosha - Department of Public Works: Engineering Division 262.653.4050



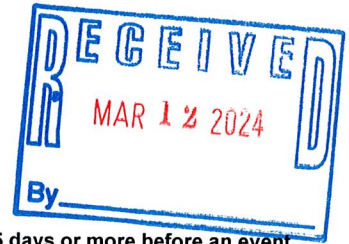
Celebrate America July 4th 2024
Park Commission Item 5)
Wolfenbuetzel Park & Parking lot

April 22, 2024

North ↑



Apr 22 April 22, 2024
~~April 18~~ parks & PW



Application for a Special Event Permit*
Form #ADM400 (rev. 12/2021)
*Subject to Change

- Nonrefundable Fee: \$100 if submitted 45 days or more before an event
- Nonrefundable Fee: \$500 if submitted 30-45 days before an event
- Applications for an event less than 30 days away will not be considered
Fee waived by ordinance

Before completing this application, carefully read the Special Event Planning Guide found at www.kenosha.org

Event Name: Celebrate America

Event Date(s) Requested: July 4-7, 2024

Rain Date(s): _____

A. Event Organization

1. Organization's Name: City of Kenosha

2. Does this organization hold not-for-profit status? No Yes (Please provide verification of 501(c) 3 status by submitting organization's IRS determination letter which outlined your tax-exemption or call IRS Customer Service at 1-877-829-5500 to request a copy). *Required to receive non-profit rate for equipment rental.*

3. Organization's Address: 625 52nd St., rm 300 City: Kenosha State: Wi Zip: 53144

4. Contact Person: Kris Kochman

5. Contact Phone: 262-771-5169 Contact Email: kkochman@kenosha.org

B. Event Location

1. Location (check all that apply):

- City Street
- City Owned Parcels
- City Sidewalk
- Water Utility Property
- City Park
- Airport Property
- City-Owned Building*
- Transit Property

Name & Address of the park, and any building* (includes shelter, concession area, bandshell, etc.):
Parcel J, Wolfenbittel Park and parking lots

2. Does the event require any streets to be closed? Yes No

Name of street: _____ From: _____ To: _____

3. Type of street use requiring closure: Parade Run or Walk Other: _____

4. Attach a scaled site plan of the event location and include the following if applicable: Site Plan Attached

- Fences
- Beer Garden
- Waste Containers
- Stages
- Temporary Structures (tents, trailers, etc.)
- Entrances/Exits
- Staging Areas
- Portable Toilets
- Signage
- Volunteer Check-in
- Vendor locations
- Routes & Traffic Lanes (including barricades)
- Parking (including handicapped spaces)
- Street parking restrictions

C. Event Operation Plan & Details

1. Attach additional pages for events more than 3 days. Each day's event times must be listed.

Carnival hours attached

SET-UP DATE	DAY 1 EVENT DATE	DAY 2 EVENT DATE	DAY 3 EVENT DATE	TEAR-DOWN DATE
July 1	July 4	July 5		July 8
SET-UP TIME	DAY 1 START & END TIMES	DAY 2 START & END TIMES	DAY 3 START & END TIMES	TEAR-DOWN TIME
8 a.m.	11 a.m.-9:30 p.m.	11 a.m.-10 p.m.		8 a.m.

2. Estimated Number of Attendees Per Day: 5000

3. Event Description (provide a brief description of the event; attach additional pages if needed):

Fireworks display on July 4, festival with live entertainment July 4-5, Carnival July 4-7.

4. Indicate if the event will have any of the following (check all that apply):

- Food Vendors Merchandise Vendors Artwork Displays/Sales Signage
- Animal Rides Petting Zoo Rides Announcements/Speeches
- Fireworks* Bonfire* Pyrotechnic Devices* Horse Drawn Vehicles**
- Carnival Circus Games Public Entertainment
- Other: _____ Sports tournament (list type: softball, hardball, rugby, etc.): _____ Band DJ Theatre

*If approved by the Parks Commission, an [Open Burning/Fireworks Permit](#) may be obtained a minimum of fourteen (14) business days before the event. For details, contact the Fire Prevention Bureau at 262-653-4410 or 262-653-4109.

**The event must be in compliance with [Chapter 14.025 C & D](#) of the Code of General Ordinances.

D. Beer/Wine

1. Will beer and/or wine be served or sold at the event? Yes No (If no, skip to section E.)
Event staff or security will check identification and issue wristbands to anyone age 21 and older who wishes to purchase beer or wine.

2. Name of organization applying for the Temporary Class "B" Retailer's License: Kenosha Shriners
 Contact the City Clerk-Treasurer's office at 262-653-4020 or by emailing cityclerk@kenosha.org a minimum of 30 days prior to the event to obtain a [Temporary Class "B"/"Class B" Retailer's License](#).

3. Specify, for each day of sale, the start and end times when beer/wine will be sold. Attach additional sheets if needed for more than 3 days. Note: If the event is in a Park, all beer/wine sales after 10 p.m. must get approval from the Board of Parks Commission.

Day 1 Date of beer/wine sales July 4	Day 2 Date of beer/wine sales July 5	Day 3 Date of beer/wine sales
Start Time 11 a.m.	Start Time 11 a.m.	Start Time
End time 9 p.m.	End time 10 p.m.	End time

E. Food/Merchandise

1. Will food be sold or served at your event? Sold Served No Food

Contact the Kenosha County Health Department at 262-605-6700 or by emailing Mark Melotik at mark.melotik@kenoshacounty.org or Brad Wozniak at brad.wozniak@kenoshacounty.org for information on the safe handling of food and beverages.

Contact the Fire Prevention Bureau at 262-653-4410 or 262-653-4109 a minimum of fourteen (14) business days prior to the event in order to coordinate inspections for the day of the event.

2. Will vendors sell merchandise at the event? Yes No

◆ If yes to either food or merchandise, complete a Vendor List and submit it at least fourteen (14) days prior to the event to Administration. A copy will be sent to the Health Department and the Fire Department.

F. Equipment Rental

1. Will the event need: Electricity Yes No Water Yes No

Service for electric and water varies by location. The organizer may be required to provide their own generators in order to have sufficient electricity required for the event.

2. Indicate requests for any of the following City-provided rental equipment (check all that apply).

Supplies are limited and granted upon availability.

- | | | | |
|--|-----------------------|--|-----------------------|
| <input checked="" type="checkbox"/> Bleachers | # requested <u>2</u> | <input checked="" type="checkbox"/> Benches | # requested <u>60</u> |
| <input checked="" type="checkbox"/> Barricades | # requested <u>12</u> | <input checked="" type="checkbox"/> Picnic Tables | # requested <u>50</u> |
| <input checked="" type="checkbox"/> Trash Carts | # requested <u>30</u> | <input type="checkbox"/> Traffic Cones | # requested _____ |
| <input checked="" type="checkbox"/> Recycling Carts | # requested <u>30</u> | <input type="checkbox"/> Traffic Signs | # requested _____ |
| <input checked="" type="checkbox"/> Showmobile (2 available) | # requested <u>2</u> | <input checked="" type="checkbox"/> Generator (1 available and only with Showmobile) | |
| <input type="checkbox"/> Reviewing Stands | # requested _____ | | |
| <input checked="" type="checkbox"/> Fencing | | | |

How many 50 foot sections of snow fencing? _____ How many 6 foot sections of white plastic portable fencing? _____

G. Temporary Structures

1. Will the event have any temporary structures or signage? Yes No (If no, skip to section H.)
Temporary structures are defined as anything that penetrates the ground by stakes, tools, or other equipment such as tents. The proposed location of the structure(s) must be noted on the site plan.

2. In addition to City Equipment, what other type of temporary structures will be at the event (check all that apply)?

- Tents (larger than 10x10 pop up) Inflatables Staging Trailers Dunk Tank Signage*
 Portable restrooms/ handwash stations Other (Please Explain): _____

*Any signage must comply with Chapter 15 of the City's code of general ordinances. Include an example of proposed signage. For any questions on signage, contact City Development at: 262-653-4030.

3. I understand that if the event has any temporary structures, I must call Digger's Hotline no later than three (3) business days prior to the event. Yes No Initial _____

VERY IMPORTANT

WI State Statute 182.0175 requires that the Event Organizer responsible for the planning and performance of any type of ground penetration and excavation provide advanced notice to Digger's Hotline (call 1-800-242-8511) no later than three (3) business days prior to the ground penetration. Digger's Hotline will provide a ticket number and the date when structures will be able to be placed at your approved location. There are no exceptions.

H. Security

Event organizers are responsible for providing safety and security for all attendees. Measures must be taken to maintain order and enforce all laws, rules, and regulations pertinent to the event. The Kenosha Police and Fire Departments shall have the discretion to modify the required security plan as they deem necessary; and may recommend denial of the Special Event Permit if the security plan is inadequate.

1. Briefly describe security measures: Staff from Happening Magazine are on site

2. Is approval for overnight security requested for the event? Yes No

3. Will the event have private security? Yes No

4. Will private security at the event be armed? Yes No

5. Private Security Company Name: TBD Phone #: _____

6. Are the services of the City of Kenosha Police personnel requested? (if so, contact Kenosha Police: 262-605-5216)
 Yes No

7. One member of the organization's security personnel or the organization's contact person must be designated "Head of Security" who can be reached at any time.

Name of Designated Head of Security: Frank Carmichael

First

M.I.

Last

Head of Security's Phone Number: 262-620-1428

***REQUIRED: Detailed security and operational plan:**

Attached Will be submitted a minimum of 14 business days before the event.

I. Insurance

The Special Event Organizer shall, at a minimum, procure and maintain during the term of the Special Event occurrence based insurance policies, hereinafter specified insuring the Special Event and all associated Special Event activities. The Reviewing Authority may require additional coverages and/or increased coverage when deemed necessary. Certificates of Insurance must reflect:

a. Commercial General Liability:

General Aggregate - Two Million Dollars (\$2,000,000.00)

Each Occurrence - One Million Dollars (\$1,000,000.00)

b. Automobile Liability: (When required as a permit condition)

Combined single limit coverage for bodily injury and property damage per accident in the amount of One Million Dollars (\$1,000,000.00).

c. Liquor Liability Coverage (When alcohol is approved for the Special Event)

General Aggregate - One Million Dollars (\$1,000,000.00)

Each Occurrence - One Million Dollars (\$1,000,000.00)

d. Umbrella Liability in the following amounts over the Commercial General Liability and Automobile Liability amounts listed herein: (When required as a permit condition)

Two Million Dollars (\$2,000,000.00) per person

Two Million Dollars (\$2,000,000.00) aggregate

e. Endorsements: The policy must be endorsed to name "The City of Kenosha, its elected officials, representatives, employees and agents" as additional insured. You must provide a copy of the actual endorsement.

The Commercial General Liability coverages required herein may be subject to a deductible or self-insured retention. If the Commercial General Liability insurance coverage policy has a deductible or self-insured retention, said deductible or self-insured retention cannot exceed \$5,000.00. The Umbrella Liability policy shall not contain exclusions or exceptions not present in the General Liability insurance policy.

Certificate of Liability Insurance:

Attached Will be submitted a minimum of fourteen (14) business days before the event by the responsible agent on behalf of the event organization.

J. Hold Harmless

The Indemnity and Hold Harmless Agreement must be signed by an authorized agent of the organization presenting the event, and filed as a condition of approval.

- a)
 - I understand the filing of this application does not ensure the issuance of this licenses.
 - I also understand that all Special Event Organizers and Vendors must comply with applicable Federal, State, County, and City laws, rules, and regulations.
 - I further understand that an incomplete application may cause a delay in processing or a denial of the event.
 - I have reviewed the [Code of General Ordinance Chapter 12.06 "Special Event Permit"](#)

Print Name of Authorized Agent: Kris Kochman
 Signature: *Kris Kochman* Date: 3-12-2024

INDEMNITY AND HOLD HARMLESS AGREEMENT

**SPECIAL EVENT APPLICATION
CITY ORDINANCE CHAPTER 12.06**

Kris Kochman

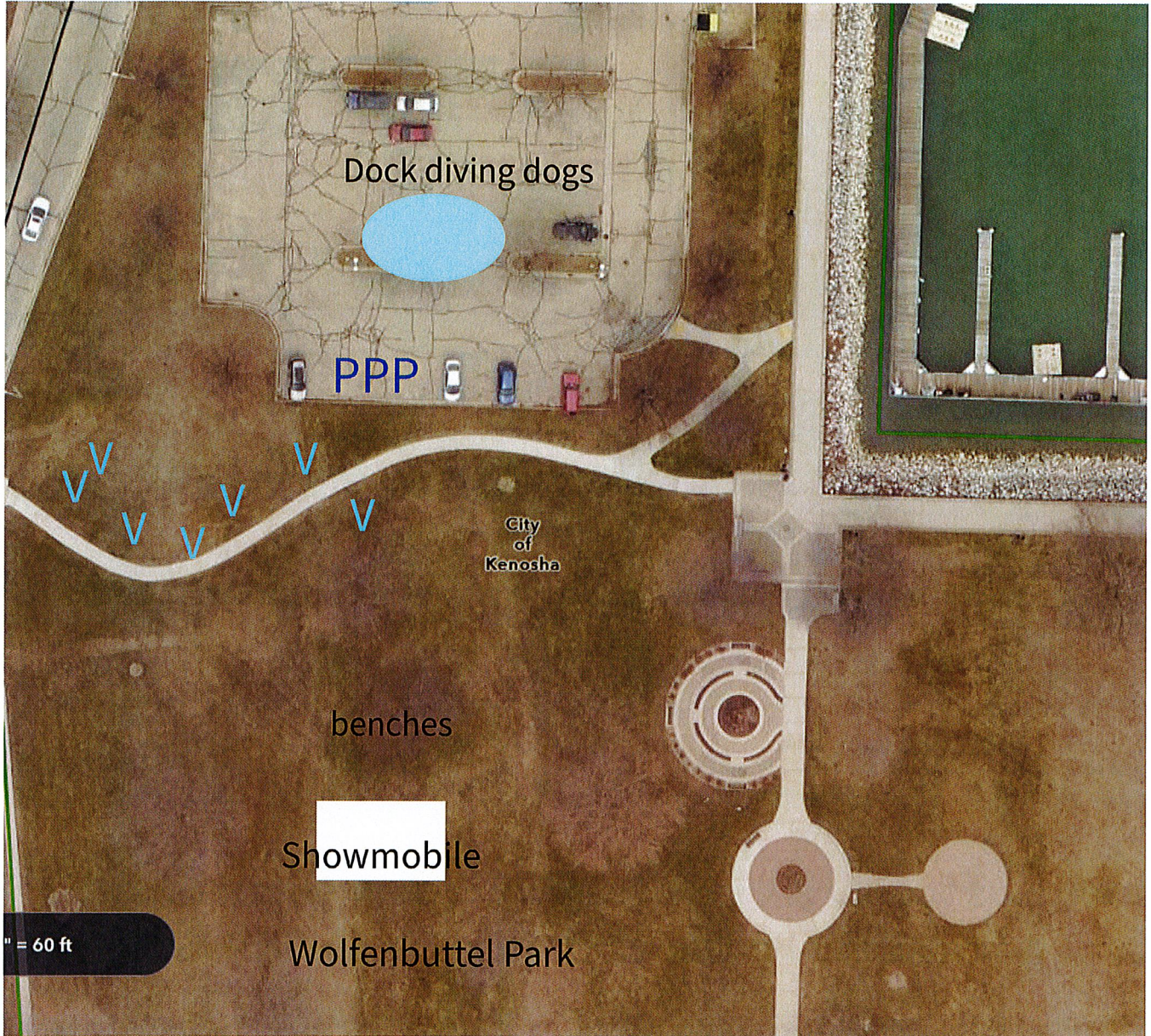
Authorized Agent of Special Event Organizer

Special Event Organizer does hereby agree that it will indemnify, defend and hold harmless the City of Kenosha, the City of Kenosha Board of Public Works, and the City of Kenosha Board of Parks Commission and their respective officers, agents and employees (collectively "Indemnitees") against any and all claims, liability, loss, charges, damages, costs, judgments, settlement expenses and attorney's fees, which any of them may hereafter sustain, incur or be required to pay as a result of incidents occurring on property or as a result of any operations, works, acts or omissions performed on property by Special Event Organizer, its officers, employees, contractors, subcontractors, independent contractors, agents, invitees or permitted users, or resulting from the Special Event Organizers failure to perform or observe any of the terms, covenants and conditions of this Agreement, or resulting from any conditions of property or improvements thereon by reason of any of which any person suffers personal injury, death or property loss or damage. Upon the filing with the City of Kenosha, the City of Kenosha Public Works Committee, or the City of Kenosha Board of Park Commission of a claim for damages arising out of any incident(s) which Special Event Organizer herein agrees to indemnify, defend and hold Indemnitees harmless, Special Event Organizer shall be notified of such claim, and in the event that Special Event Organizer does not pay, settle or compromise such claim, then the Special Event Organizer shall undertake the legal defense of such claim both on behalf of Special Event Organizer and Indemnitees. It is specifically agreed, however, that Indemnitees, at their own cost and expense, may participate in the legal defense of any such claim, but shall have no right to control settlement under circumstances wherein the full amount of the settlement shall be paid by Special Event Organizer and/or its insurers. Any judgment, final beyond all possibility of appeal, which may be rendered against Indemnitees for any cause for which Special Event Organizer is liable hereunder shall be conclusive against Special Event Organizer as to liability and amount of damages. This provision shall survive expiration or termination of this agreement to the extent necessary to effectuate its purpose.

Kris Kochman 3-12-24
 Applicant Signature Date

Please sign, date and return the completed application to:
City of Kenosha Administration
625 - 52nd Street
Room 300
Kenosha, WI 53140

North ↑



Vendors V

Portable restrooms P

April 17, 2024

City of Kenosha
Attn: Kris Kochman
kkochman@kenosha.org

RE: Celebrate America

To whom it may concern:

Your request will be reviewed by the Board of Parks Commission. The meeting is scheduled for:

Monday, April 22, 2024
5:00 p.m.
Room 204
Kenosha Municipal Building, 625-52nd Street

You and/or your representative are required to appear.

If you have any questions, you may contact the Department of Parks at 262-653-4080.

Sincerely,



Diane S. Hoff
Secretary of the Parks Commission

cc: Board of Parks Commission
Katie Elder, Director of Parks – w/a

AGREEMENT

By and Between

THE BOARD OF PARK COMMISSIONERS
FOR THE CITY OF KENOSHA, WISCONSIN,
A Wisconsin Municipal Corporation,

And

ELCA OUTREACH CENTER, INC.,
A Wisconsin Non-Stock Corporation.

This Agreement is made and entered into by and between the Board of Park Commissioners of the City of Kenosha, Wisconsin, a Municipal Park Commission, duly organized and existing under the laws of the State of Wisconsin, having its principal office at 3617 65th Street, Kenosha, WI 53142, hereinafter referred to as "BPC" and ELCA Outreach Center, Inc., a Wisconsin non-stock corporation, organized and existing under the laws of the State of Wisconsin, having its principal office at 6218 26th Avenue, Kenosha, WI 53143, hereinafter referred to as "ELCA".

WITNESSETH

WHEREAS, the City of Kenosha ("CITY") is the owner of park land located at 6505 17th Avenue, Kenosha, WI 53143, commonly known as Cicchini Park ("PARK"); and

WHEREAS, BPC has the statutory authority to govern, manage, control, improve, and care for the CITY's parks; and

WHEREAS, ELCA desires to provide a weekday summer day camp program for children and youth that promotes healthy spirit, body and mind at the PARK for six (6) weeks during the summer of 2024 ("PROGRAM"); and

WHEREAS, ELCA desires to have preferential use of the PARK for said purpose; and

WHEREAS, it is to the mutual advantage of the parties to enter into this Agreement.

NOW, THEREFORE, in consideration of the mutual undertakings, understandings and agreements hereinafter set forth, BPC and ELCA agree as follows:

I. BPC SUPPORT. BPC shall provide the following:

A. BASIC SERVICES.

1. Provide, as is presently available to park facilities and at BPC's sole discretion, electrical power, water, and sewage and trash/recyclable removal.

2. Maintain the exterior and all structural components of any park facilities, as determined by BPC in its sole discretion.
3. Provide grounds and lawn care for the PARK, as determined by CITY in its sole discretion.
4. Determine and pay, in its sole discretion, for capital improvements made to the PARK.

B. SIGNAGE.

BPC will grant approval, subject to City Code requirements and approvals, for ELCA to place a temporary PROGRAM informational sign in the PARK with such placement, design and size subject to prior written approval of the Superintendent of Parks.

C. INSURANCE.

Maintain, through the CITY, casualty insurance on park facilities, including fire and extended coverage, to protect the CITY's interest in the facilities, however, the CITY shall not provide coverage for contents owned by ELCA, its agents, employees, or volunteers.

D. FUNDING.

BPC pledges up to \$25,000.00 to fund PROGRAM, consistent with the ELCA's 2024 Fund Request and Program Budget (Exhibit 1), attached hereto and incorporated herein, to be paid in two installments, the first installment of \$15,00.00 to be paid on or before June 17, 2024, and the final installment for the balance of the PROGRAM budget not later than 30 days after the conclusion of the PROGRAM and compliance with the ELCA Reporting Requirements defined in Section II. A. 4. of this Agreement. In the event actual costs or the PROGRAM are less than those contained within the Proposed Budget, the final payment will be reduced to reflect the actual costs of the PROGRAM. The parties hereto acknowledge that the Proposed Budget will service up to an average of 75 children daily. In the event ELCA determines that participation exceeds its budgetary expectations following week 2, ELCA may request and BPC may consider additional funding. Additional funding shall be provided at the sole discretion of BPC.

II. ELCA SUPPORT. ELCA shall provide the following to ensure that the summer camp at Cicchini Park operates and accomplishes the goals outlined herein:

A. OPERATION AND REPORTING.

1. Provide management, leadership, staff and volunteers to operate the PROGRAM, as more completely described in the ELCA's 2024 Fund Request for the 2024 ELCA Summer Camp Program (Exhibit 1).
2. Operate the PROGRAM on weekdays from 11:30 a.m. – 4:00 p.m., between and including, June 17, 2024 through, July 26, 2024, excluding July 4th.

3. While ELCA shall have preferential use of the PARK while operating the PROGRAM, it shall not have exclusive use of the PARK during such time it being understood that the public shall be entitled to use whatever portions of the PARK are not being utilized by the PROGRAM. Further, ELCA understands that CITY may be utilizing the PARK for other programs, including the permitting of Special Events, and agrees to cooperate with and abide by any direction from the Mayor or his designee. Exclusive use of the PARK for a specified date is permitted upon written request of ELCA and prior written approval of the Superintendent of Parks.
4. Reporting Requirements. At the conclusion of the PROGRAM and prior to payment of the funding balance, ELCA shall submit a performance report using the "2024 Summer Day Camp Program Report Template" (Exhibit 2) documenting the PROGRAM's performance not later than thirty (30) days of the conclusion of the summer day camp program to the City of Kenosha Community Outreach Coordinator, which shall include the following sections:
 - a. Program Description: Provide a brief description of original intent of the summer day camp program and perceived benefit of the program. How the program impacted youth participants. Provide a copy of program curriculum, activities, calendar and other documentation to support outcomes.
 - b. Data: Provide a quantitative summary of enrollment, daily attendance, average per day attendance, demographics, behavioral issues and staff turnover. Include what tool(s) were used to capture data and explain how participants improved in reading, math, water safety, behavior, inter-personal skills, etc.
 - c. Logic Model: Briefly summarize activities performed, targets, and/or performance goals achieved during the reporting period for the program. It must aligned with logic model submitted with fund request. Note any favorable or unusual developments during program duration.
 - d. Impact & Outcomes: Explain how the program filled the gaps for youth services during the summer months. State what were the results, challenges, resolutions, conclusions and lessons learned. Include input from youth participants, parents, program staff and school staff. Explain how progress has been made to achieve long term outcomes for the summer day camp program.
 - e. Budget: Provide a program budget summary report with detailed revenue streams and expenses.
 - f. Photo: Provide copies of jpg formatted photos of summer day camp activities. A minimum of 10 photos.

B. SITE MAINTENANCE.

1. Maintain the PARK, and assist the CITY, where possible, in maintaining the PARK through periodic litter removal and/or other aesthetic improvements. The

ELCA shall also be responsible to separate and segregate all trash and recyclables generated by the PROGRAM.

2. Any changes to the PARK are prohibited unless approved by the BPC. Any proposed changes shall be submitted for approval to BPC through the City's Director of Public Works.
3. Make the PARK available for use by the CITY, or any related City Agency/department, upon reasonable notice being provided to ELCA by CITY or BPC.
4. Shall not assign its interest in this Agreement to any other party without authorization from BPC.
5. Shall remove all PROGRAM information signs placed in the PARK at the conclusion of the Agreement term.

C. NOTIFICATION.

Special events utilizing excessive parking and/or area of the PARK shall require thirty (30) days written notice and permission granted by the BPC to ensure there is no conflict.

D. INSURANCE.

On or before, June 12, 2024, ELCA shall procure and maintain, during the course of this Agreement, occurrence based insurance policies as hereinafter specified to insure against all risk of loss for the use of the PARK. The policies must be issued by an insurance company or companies authorized to do business in the State of Wisconsin and licensed by the State of Wisconsin. ELCA shall furnish a Certificate of Insurance indicating compliance with the foregoing, including the naming of the CITY and BPC as an "additional insured", and proof payment of premium to the City Clerk/Treasurer for approval. ELCA shall also provide a copy of the "additional insured" endorsement. The insurance policy or policies shall contain a clause that in the event that any policy issued is canceled for any reason, or any material changes are made therein, the City Clerk/Treasurer will be notified, in writing, by the insurer at least thirty (30) days before any cancellation or change takes effect. All policies maintained will provide by endorsement that said policies: are primary, not contributing with and not supplemental to, the coverage that the CITY and BPC may carry; and waive all claims of subrogation and/or contribution against the CITY or BPC the insurer may have arising out of the PROGRAM. If for any reason, insurance coverage required herein lapses or ELCA fails to maintain insurance coverage, CITY may declare this Agreement null and void as of the date the insurance policy was no longer in effect. The failure of ELCA to take out and maintain the required insurance shall not relieve ELCA from any liability under this Agreement. The insurance requirement shall not be construed to conflict with the obligations of ELCA in Section II E. of this Agreement. ELCA shall maintain during the course of this Agreement insurance with limits as follows:

1. Commercial General Liability
 - i. Bodily injury:
\$1,000,000.00 Each Occurrence
\$2,000,000.00 Aggregate
 - ii. Property Damage:
\$1,000,000.00 Each Occurrence
\$2,000,000.00 Aggregate
2. Umbrella Policy
 - i. \$2,000,000.00. Further, such policy shall have the same protection/coverage as the primary policy/policies.

E. INDEMNITY AND HOLD HARMLESS.

ELCA agrees that it will indemnify and hold harmless BPC, City of Kenosha and their officers and employees (collectively "Indemnitees") against any and all claims, liability, loss charges, damages, costs, expenses or reasonable attorney fees, which any of them may hereafter sustain, incur or be required to pay as a result of incidents occurring in the PARK, resulting from (1) operations, works, acts or omissions performed in the PARK by ELCA, its officers, employees or representatives; or (2) ELCA's failure to perform or observe any of the terms, covenants and conditions of this Agreement. Upon the filing with BPC and/or City of Kenosha of a claim for damages arising out of any incidents(s) which ELCA herein agrees to indemnify and hold harmless the Indemnitees, ELCA shall be notified of such claim, and in the event ELCA does not settle or compromise such claim, then ELCA shall undertake the legal defense of the claim on behalf of ELCA and the Indemnitees. It is specifically agreed, however, that Indemnitees, at their own cost and expense, may participate in the legal defense of any such claim. Any judgment, final beyond all possibility of appeal, which may be rendered against any Indemnitee for any cause for which ELCA is liable hereunder, shall be conclusive against ELCA as to liability and amount of damages. This provision shall survive expiration or termination of this Agreement to the extent necessary to effectuate its purpose.

III. TERMINATION.

In the event either party should fail to fulfill in a timely manner any of its obligations under this Agreement, the non-breaching party shall give ten (10) days written notice to the breaching party, describing the breach and allowing the breaching party five (5) days to cure said breach. If said breach cannot reasonably be cured within five (5) days, the breaching party shall be entitled to such additional time as is reasonably necessary to cure the breach. In the event the breaching party does not cure the breach within five (5) days (or such longer period as is reasonably necessary), the non-breaching party shall have the right to terminate this Agreement by giving a notice of termination to the breaching party. Absent any early termination as set forth

hereinabove this Agreement shall terminate on October 31, 2024 or upon receipt of satisfactory completion of required Reporting Requirements.

IV. MISCELLANEOUS

- A. Each party shall continue to enjoy all rights, claims and defenses available to it under law. By executing this Agreement, neither ELCA nor CITY waives any constitutional, statutory or common law requirements or defenses, nor shall the provisions of this Agreement create any rights in any third party.
- B. Any notice required to be given to any party to this Agreement shall be in writing and delivered either by hand or certified mail, return receipt requested, to the addresses indicated below, or such address as the parties indicate in writing. Notice shall be effective as of the date of delivery, if by hand, or mailing, if by certified mail, return receipt requested.

If to CITY:

City of Kenosha – Administration
 Attn: Community Outreach Coordinator
 625 52nd Street, Suite 300
 Kenosha, WI 53140

City of Kenosha Parks Division
 Attn: Superintendent of Parks
 3617 65th Street
 Kenosha, WI 53142

With copies to:

City Attorney
 625 52nd Street, Room 201
 Kenosha, WI 53140

Director of Public Works
 625 52nd Street, Room 305
 Kenosha, WI 53140

If to ELCA:

Chief Executive Officer
 ELCA Outreach Center, Inc.
 6218 26th Avenue
 Kenosha, WI 53143

- C. This Agreement may be executed simultaneously in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.
- D. It is expressly understood and agreed between the parties hereto that this Agreement contains the entire understanding and agreement of the parties hereto with respect to the subject matter contained herein. There are no representations, warranties, covenants or undertakings other than those expressly set forth herein. It is specifically understood that this Agreement

supersedes and cancels all prior negotiations, arrangements, discussions, correspondence (whether or not responded to) or agreements, contracts or understandings, whether oral or written, which may have taken place, or been in existence at any time between the parties.

- E. The paragraph headings contained in this Agreement are for reference purposes only and shall not affect in any way the meaning or interpretations of this Agreement.
- F. The interpretation of this Agreement will be governed by and construed and enforced in accordance with the laws of the State of Wisconsin.
- G. If any of the terms or provisions contained herein shall be declared to be invalid or unenforceable by a court of competent jurisdiction, then the remaining provisions and terms of this Agreement shall not be affected thereby and shall remain in full force and effect and shall be valid and enforceable to the fullest extent permitted by law.
- H. This Agreement and its terms, provisions, covenants and conditions may not be amended, changed, altered, modified or waived except by an express instrument in writing signed by the parties.
- I. No extension of time, forbearance, neglect or waiver by one party with respect to any one or more of the covenants, terms or conditions of this Agreement shall be construed as a waiver of any of the other covenants, terms or conditions of this Agreement, or as an estoppel against the waiving party, nor shall any extension of time, forbearance or waiver by one party in any one or more instance or particulars be construed to be a waiver or estoppel with respect to any other instance or particular covered by this Agreement.
- J. Each of the undersigned hereby represents and warrants that: (a) such party has all requisite power and authority to execute this Agreement; (b) the execution and delivery of this Agreement by the undersigned, and the performance of its terms thereby have been duly and validly authorized and approved by all requisite action required by law; and (c) this Agreement constitutes the valid and binding agreement of the undersigned, enforceable against each of them in accordance with the terms of the Agreement.

Signature Pages Follow

ELCA Outreach Center
A Wisconsin Non-Stock Corporation

BY:

Karl Erickson, Chief Executive Officer

Date: _____

STATE OF WISCONSIN)

:SS.

COUNTY OF KENOSHA)

Personally came before me this ___ day of _____, 2024 Karl Erickson, Chief Executive Officer of the ELCA Outreach Center, to me known to be such Chief Executive Officer and acknowledged that he executed the foregoing instrument as such officer as the agreement of said ELCA Outreach Center by its authority.

Print Name: _____
Notary Public, Kenosha County, State of Wisconsin

Drafted By:
MATTHEW A. KNIGHT
Deputy City Attorney

IN WITNESS WHEREOF, ELCA and CITY have executed this Agreement as of the date set forth below.

BOARD OF PARK COMMISSIONERS FOR
THE CITY OF KENOSHA, WISCONSIN,
A Wisconsin Municipal Corporation

BY: _____
ERIC HAUGAARD, Board of Park Commission
Chairman

Date: _____

BY: _____
KATIE ELDER, Director of Parks

Date: _____

COUNTY OF KENOSHA)
 :SS.

STATE OF WISCONSIN)

Personally came before me this day of , 2024, Eric Haugaard, Chairman of the Board of Park Commissioners, and Katie Elder, Director of Parks for the City of Kenosha, Wisconsin, a Wisconsin municipal corporation, to me known to be the such Chairman of said Commission and Director of said department of said municipal corporation, and acknowledged to me that they executed the foregoing instrument as such officers as the agreement of said CITY, by its authority.

Print Name: _____
Notary Public, Kenosha County, State of Wisconsin
My Commission expires/is: _____



6218 26th Avenue, Kenosha, WI 53143
Phone: 262-652-5545 / Fax: 262-925-9980
info@ELCAOutreachCenter.org
www.ELCAOutreachCenter.org

March 12, 2024

Ms. Barbara Brattin
Director, KPL
7979 38th Ave
Kenosha, WI 53142

Dear Barbara;

It is with warm regards that I submit this application for a grant to the City of Kenosha on behalf of the ELCA Outreach Center. This application is for the summer camp that the Outreach Center runs at Brass Community School.

The ELCA Outreach Center is requesting \$25,000 and will be used to fund teen leader positions.

Following this cover letter please find the following forms:

1. 2024 Summer Camp Narrative
2. Program Budget
3. Program Budget Narrative
4. Logic Model
5. Staff Application
6. Camp Participant Application

Should you have any questions, please call me at 262-652-5545.

I look forward to hearing from you.

Sincerely,

A handwritten signature in black ink that reads "Karl Erickson".

Karl Erickson
Executive Director
ELCA Outreach Center

The mission of the ELCA Outreach Center is to share God's love by addressing the needs of children, youth and adults through programs and services that encourage them to become self-sufficient, caring and participating members of the community.

CITY OF KENOSHA

2024 SUMMER DAY CAMP

PROGRAM FUND REQUEST

- REQUIRED DOCUMENTS

Organization Name:

Contact Name:

Contact Phone:

Contact Email:

Date:

PROGRAM NARRATIVE

Narrative should include the following best practices for summer day camps:

1) An inclusion philosophy; 2) Activities that promote inclusion (e.g., physically active but non-competitive games); and 3) Meaningful summer educational and recreational opportunities for youth that include field trips, emphasis on math and reading, water safety, wellness, nutrition, team-building, nature/environment and the arts. In addition, show adequate counselor-to-participants ratio for age groups, nutritional lunch and snack program and name the specific City park for associated with the summer day camp program activities and events. State if request is for an elementary or middle school summer day camp program. For additional space – attach separate sheet. See 2024 Summer Day Camp Fund Request for details.

The summer camp for grade school children is led by three to five college-aged students, all of whom have been part of the camp for several years. The Center also hires ten to fourteen high school students to oversee the attendees. Most of the teens hired in recent years have been alumni of the summer camp. The camp director is in her fourth year of leading the camp and is a teacher employed by KUSD.

There is a learning aspect each week with three hours of teaching basic life skills such as how to eat nutritiously, math, reading, art and science. Each week the youth go on a field trip to places such as Hawthorn Hollow, Kenosha lakefront, Kenosha museums, the Dream Playground, Kenosha Kingfish games and the Racine Zoo. The youth also go to the YMCA each week for swimming lessons. The fifth graders will have the opportunity to go kayaking and sailing at the Kenosha Community Sailing Center. The summer camp will take advantage of the free and reduced lunch served at Brass. The lunches are based on Department of Public Instruction, state and federal guidelines. Local churches donate their time and serve a healthy snack each afternoon. The youth are provided a safe environment to learn and have fun.

All the children who attend the summer school at Brass are in first through fifth grade and live at or below the poverty line according to the federal guidelines.

Summer camp will look similar to last years version. Camp will follow Brass Community School summer school guidelines. Brass is inviting approximately 90 students to attend summer school. Summer school starts at 8am and ends at noon. Summer camp will then go from noon to 4pm.

We will invite only those students who attend summer school to attend summer camp.

The first day of summer camp is Monday, June 17th and will take place Monday to Thursday, ending on July 25th. There is no camp on Fridays as we will follow the Brass summer school schedule. There is also no camp on Thursday, July 4 in observance of Independence Day.

On the typical Tuesday afternoon, the younger participants will go to the YMCA for swimming lessons while on Thursdays, the older participants will go to the YMCA.

Wednesdays will be field trip days where the participants will experience local museums, the lake front, Hawthorn Hollow, Kenosha Kingfish game, Kenosha museums and Racine Zoo.

The participants will also have classes during the week such as art, science, reading and math.

The training for the staff starts on Thursday, June 13 and goes for two and a half days. During training week, staff participates in team building, working with other, learning how to deal with difficult children and planning the classes.

This grant will directly fund the twelve Teen Leader positions and some of the Coordinator positions.

PROGRAM EVALUATION PLAN

Describe how the organization will evaluate the summer day camp program. The Evaluation Plan must be able to show documented results that demonstrate whether and how the strategies and activities funded under the Program made a difference in positively impacting such things as unhealthy behavior and affected lifestyle choices. Include how the program will track youth through milestone achievements (i.e. behavior, team-building, inter-personal skills, etc.).

The following are the project goals and measurable objectives for the 2024 summer camp:

- ? Summer camp participants will attend camp each day and gain new life-sustaining knowledge – 65 out of the 80 participants (81%) will attend summer camp each day. The teen leaders will track attendance using a spreadsheet. See the attached sample demographic summary for the 2023 summer camp.
- ? Summer camp participants may have the opportunity to attend field trips to new and exciting locations – Summer camp participants will be able to visit places such as Hawthorn Hollow, Kenosha Kingfish, local museums and the Racine Zoo pending.
- ? Summer camp participants will improve their art and science skills through weekly learning sessions.
- ? Teen Leaders will gain valuable job experience – Ten to fourteen high school students will be hired and coordinate and lead the summer camp participants while gaining life-sustaining job experience.



BUDGET

Use 2024 Summer Day Camp Fund Request – Budget Template. For eligible and ineligible expenses see 2024 Summer Day Camp Fund Request for more info. Budget items should be clear, efficient and reasonable. Justification exists for each budget item. Budget shows all sources of revenue and leverage of funding. See 2024 Summer Day Camp Fund Request for details.

Budget Summary
 ELCA Outreach Center
 2024 Summer Camp
 Training is 2.5 days, June 13-June 15
 Beginning June 17th, 2024 and ending July 25th, 2024

	Budget Catagories	BUDGET Program Expense	FINAL ACTUAL
A	PERSONNEL	\$ 37,254	
B	FRINGE BENEFITS		
C	MATERIALS AND SUPPLIES	\$ 2,700	
D	EQUIPMENT	\$ 750	
E	STAFF TRAINING	\$ 600	
F	TRAVEL	\$ 5,400	
G	MARKETING AND PRINTING		
H	OCCUPANCY	\$ -	
I	OTHER EXPENSES	\$ 1,240	
TOTAL		\$ 47,944	

REVENUE STATEMENT

COK FUND	\$ 25,000	
STATE LUNCH PROGRAM		
ORGANIZATION'S CONTRIBUTI	\$ 20,000	Go-Fund-Me
IN-KIND		
FOUNDATION SUPPORT	\$ -	
TOTAL		\$ 45,000.00

Budget Narrative
 ELCA Outreach Center
 2024 Summer Camp
 Training is 4 days, June 13-June 16
 Beginning June 19th, 2024 and ending July 27th, 2024

	Budget Categories	Program Expense	COK Fund	Other Funds	Total
A	PERSONNEL	\$ 37,254			
	1 camp director \$20/hour@32 hrs/week		\$ 5,376	\$ 5,376	\$ 5,376
	4 camp coordinators \$12/hour @ 22/wk		\$ 11,550	\$ 7,000	\$ 11,550
	12 teen leaders \$12.00/hr @ 22 hrs/wk		\$ 20,328	\$ 18,000	\$ 20,328
			\$ -	\$ 2,328	\$ 20,328
B	FRINGE BENEFITS n/a				
C	MATERIALS AND SUPPLIES Art, gym, t-shirts, food	\$ 2,700		\$ 2,700	\$ 2,700
D	EQUIPMENT	\$ 750		\$ 750	\$ 750
E	STAFF TRAINING	\$ 600			
	Travel and training at Lutherdale		\$ -	\$ -	\$ -
	Supplies and lunch		\$ 600	\$ 600	\$ 600
F	TRAVEL	\$ 5,400			
	Field trips to Racine Zoo, Hawthorn Hollow with transportation		\$ 5,400	\$ 5,400	\$ 5,400
G	MARKETING AND PRINTING n/a				
H	OCCUPANCY				
I	OTHER EXPENSES	\$ 1,240			
	Swimming lessons and other items			\$ 1,240	\$ 1,240
	TOTAL	\$ 47,944	\$ 25,000	\$ 22,944	\$ 47,944

LOGIC MODEL

(Outcomes, Measurements and Projected Impact) See 2024 Summer Day Camp Fund

Request for details.

Use Logic Model template provided. See 2024 Summer Day Camp Fund Request for details.

ELCA Outreach Center
Karl Erickson – Executive Director
kerickson@elcaoutreachcenter.org
 262-652-5545

**Outreach Center Summer Camp
 Program Goals and Objectives:**

The ELCA Outreach Center Summer Camp provides a safe, energetic option for grade school children to attend during the summer. The camp enriches the attendee’s summer vacation while helping with math and reading skills. A secondary objective is to provide high school and college youth with leadership and job experience.

Focus	Resources	Activities	Short-Term Outcomes (end Month 1)	Intermediate-term Outcomes (end of Month 2)	Impact	Actual Results
<p>The problem your program is trying to solve or issues your program will address</p>	<p>Personnel, materials, supplies, etc. dedicated to or consumed by the program</p>	<p>How the inputs used to achieve the goals of the Summer Day Camp Program</p>	<p>Short-term changes in the condition, knowledge, attitudes, behaviors and/or skills of program participants</p>	<p>Intermediate-term changes in the condition, knowledge, attitudes, behaviors and/or skills of program participants</p>	<p>Intended or unintended changes occurring in the community as a result of the Summer Day Camp Program</p>	
<p>Many Kenosha area grade school youth do not have a safe place to go during the summer.</p>	<p>Resources include, but are not limited to: Brass School, buses, math teachers, reading volunteers, art supplies, gym activity supplies and outdoor supplies.</p>	<p>Activities will include: swimming lessons at the YMCA each week, STEM from the KPL, Outdoor play time, art class, science class, and at least five field trips.</p>	<p>By the end of month one, over 60 camp participants will have had six weeks of activities and gone on at least five field trips, thus living through experiences that they would have not otherwise been able to enjoy.</p>	<p>With the summer camp lasting six weeks, campers will have experienced many things that they would not have had the chance to. They will have learned to swim, play new games, read new books and practice math games.</p>	<p>The camp participants will be in a safe environment for the 6 week camp, thus keeping them off the street and out of trouble during the day while most of their parents are at work.</p>	

ELCA Outreach Center

Focus	Resources	Activities	Short-Term Outcomes (end Month 1)	Intermediate-term Outcomes (end of Month 2)	Impact	Actual Results
<p>The problem your program is trying to solve or issues your program will address</p>	<p>Personnel, materials, supplies, etc. dedicated to or consumed by the program</p>	<p>How the inputs used to achieve the goals of the Summer Day Camp Program</p>	<p>Short-term changes in the condition, knowledge, attitudes, behaviors and/or skills of program participants</p>	<p>Intermediate-term changes in the condition, knowledge, attitudes, behaviors and/or skills of program participants</p>	<p>Intended or unintended changes occurring in the community as a result of the Summer Day Camp Program</p>	
<p>Many youth do not have sufficient job and leadership skills to be successful.</p>	<p>Twelve to fifteen high school youth and three to five college youth will be employed by the summer camp.</p>	<p>Prior to camp, all leaders will attend a 2.5-day training series where they will learn leadership skills, team building and teaching skills.</p>	<p>By the end of the first month, staff will have demonstrated leadership skills and have directed the camp participants for four weeks of camp.</p>	<p>With summer camp lasting six weeks, by the end of two months, the staff will have had six-week experience leading campers. They will have the experience to gain employment in the future.</p>	<p>For many of the staff, this is their first work experience. It is important to provide the training needed to help these youth become self-sufficient members of society.</p>	

DATA COLLECTION AND ANALYSIS

State how data will be collected and analyzed on each indicator. Indicate what tools/resources will be used to collect data. Identify who will be responsible for the project's evaluation, including who will collect and analyze data on each indicator. See 2024 Summer Day Camp Fund Request for details.

Daily attendance is kept by the coordinators on an Excel spreadsheet. This spreadsheet also has important information on each participant such as who is legally allowed to pick the child up, any known allergies and which group the child is in. In addition, demographic information is tracked for each participant.

See sample roster from 2023 attached



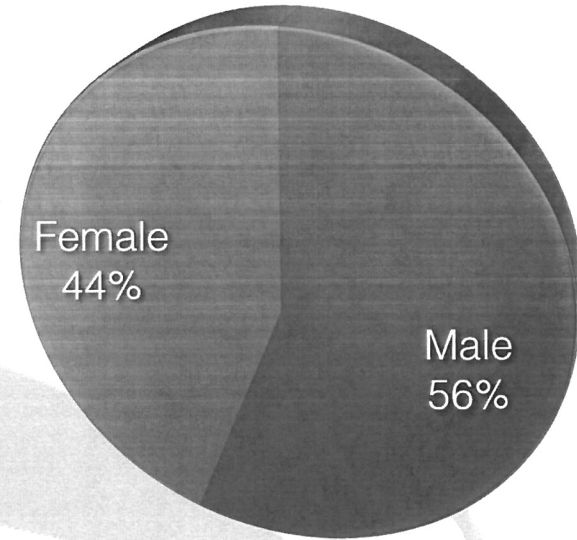
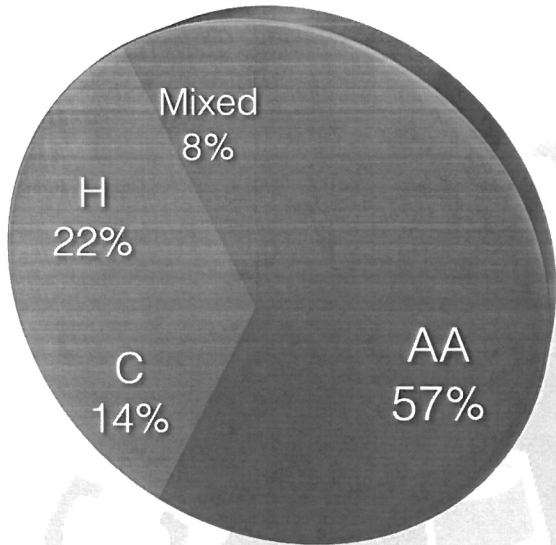
DEMOGRAPHIC INFORMATION

Describe demographic data that will be collected for youth being served by the program (i.e. age, gender, race/ethnicity, education level). State what tools/resource used to collect data. See 2024 Summer Day Camp Fund Request for details.

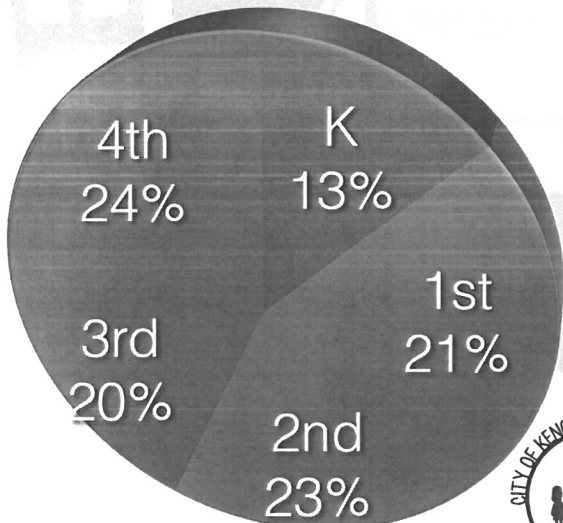
We do collect all the demographic information above for all the registered children. Our registration form includes all the information we need.
See sample demographic spreadsheet attached as well as demographic report from 2023.

ELCA Outreach Center 2023 Summer Camp Demographics

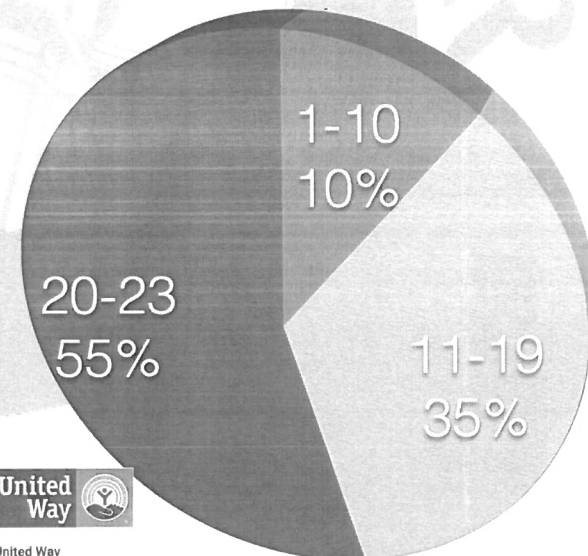
RACE



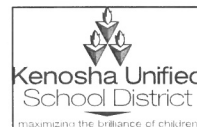
Grade in School



Days Attended (total 23)



77 Children attended at least 1 day
Average daily attendance was 61
82 children attended summer school
7 children attended every day
69 Children signed up



STAFF & VOLUNTEER INFORMATION AND TRAINING

Attach a copy of job descriptions, sample document or provide narrative below of staff / volunteer training program. Summer Day Camp Providers are encouraged to employ staff who represent the diversity of the population served. Attached a copy of Parent and Youth Handbook and Forms. See 2024 Summer Day Camp Fund Request for details.

Staff applications were put on the ELCA Outreach Center website on March 4th with applications due on April 19th. A reference is also required to be submitted. The leadership team will conduct interviews the middle of May. Those hired will start with training on Tuesday June 13th. Training is 2.5 days with team building exercises, learning about dealing with difficult children, which is led by a KUSD teacher, mandated reporting, and preparing the school.

See attached staff applicaiton.

Parent & youth handbooks are not applicable.



ELCA Outreach Summer Camp

Camp Staff Application – Due Friday, April 19, 2024, 2pm

Name: _____ Phone: _____

Address: _____ City, Zip: _____

Cell Phone: _____ Current Grade in high school or year in college: _____

E-Mail Address: _____ Age: _____ T-Shirt Size: _____

- Be part of a team that will provide leadership for a 6-week summer day camp experience through the ELCA Outreach Center in Kenosha, Wisconsin.
- Develop programs and projects for elementary age youth focused on educational components such as science, art and healthy living.
- Co-ordinate the day-to-day activities that serve approximately 60 grade school youth.

1. The mandatory training for summer camp starts on Thursday, June 13 at 9am-4pm, Friday June 14 9am to 4pm and Saturday, June 15 9am to noon. **This is required training.** Summer camp starts Monday, June 17 and runs through Thursday, July 27 and meets 4 days a week. Are you available for all these dates? Yes No Yes, with accommodation , what dates would you need accommodated? _____

2. **Previous Camp Experience** – Please list camp experiences, years attended and specific roles:

3. **Describe what parents of campers expect of Teen staff when they send their child to ELCA Outreach Center summer camp:**

4. **Tell us a little about yourself and why you are interested in working with us this summer. Include any specialized training or experience you have related to this position.**

5. **Describe your most challenging youth leadership experience:** _____

A limited number of positions are available and selection for the Summer Camp Teen Staff will be based on an interview, completeness and neatness of application, leader recommendation and applicant's attitude. Incomplete applications will not be accepted.

Signature of Applicant: _____ Date: _____

Signature of Parent (if applicant is under 18): _____ Date: _____

RETURN APPLICATION WITH REFERENCE ON OR BEFORE Friday, April 19, 2024, 2pm:

ELCA Outreach Center
 Summer Camp Teen Leader
 ATTN: Karl Erickson
 6218 26th Ave
 Kenosha, WI 53143
 Email: kerickson@elcaoutreachcenter.org
 Phone: 262-652-5545

One non-family personal reference required

Name _____

Relationship _____

Phone Number _____

PARTNERSHIPS

Below identify key community partners and/or partnerships with community groups that they will work with the organization to implement a high-quality enriching summer day camp program. See 2024 Summer Day Camp Fund Request for details.

There are many partnerships which make this summer camp the success that it is.

? KUSD – Allowing the camp to take place in Brass Community School is key. KUSD also partners with the camp for math sessions each week and subsidizes the transportation. KUSD also provides the lunches through the State of Wisconsin.

? Kenosha Public Library - Who provides volunteers to read with the campers

? Local church youth groups who help with the first week of camp

? Local churches who provide daily snacks

? YMCA – Who provides the swimming lessons

INSURANCE

Applicant must have required insurance liability coverage (see 2024 Summer Day Camp Fund Request for details). A copy of insurance is required upon execution of an agreement between parties.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
3/12/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Racine - Vizance, Inc. 1300 S. Green Bay Rd. Ste 300 Racine, WI 53406	CONTACT NAME: Kathryn Madigan
	PHONE (A/C, No, Ext): (920) 441-1029 FAX (A/C, No):
	E-MAIL ADDRESS: KMadigan@vizance.com
	INSURER(S) AFFORDING COVERAGE
INSURED	NAIC #
ELCA Outreach Center Inc. 6218 26th Avenue Kenosha, WI 53143	INSURER A : Selective Insurance Company 12572
	INSURER B :
	INSURER C :
	INSURER D :
	INSURER E :
	INSURER F :

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS																					
A	COMMERCIAL GENERAL LIABILITY			S 2177979	7/12/2023	7/12/2024	<table border="1"> <tr><td>EACH OCCURRENCE</td><td>\$</td><td>1,000,000</td></tr> <tr><td>DAMAGE TO RENTED PREMISES (Ea occurrence)</td><td>\$</td><td>1,000,000</td></tr> <tr><td>MED EXP (Any one person)</td><td>\$</td><td>20,000</td></tr> <tr><td>PERSONAL & ADV INJURY</td><td>\$</td><td>1,000,000</td></tr> <tr><td>GENERAL AGGREGATE</td><td>\$</td><td>3,000,000</td></tr> <tr><td>PRODUCTS - COMP/OP AGG</td><td>\$</td><td>3,000,000</td></tr> <tr><td></td><td>\$</td><td></td></tr> </table>	EACH OCCURRENCE	\$	1,000,000	DAMAGE TO RENTED PREMISES (Ea occurrence)	\$	1,000,000	MED EXP (Any one person)	\$	20,000	PERSONAL & ADV INJURY	\$	1,000,000	GENERAL AGGREGATE	\$	3,000,000	PRODUCTS - COMP/OP AGG	\$	3,000,000		\$	
EACH OCCURRENCE	\$	1,000,000																										
DAMAGE TO RENTED PREMISES (Ea occurrence)	\$	1,000,000																										
MED EXP (Any one person)	\$	20,000																										
PERSONAL & ADV INJURY	\$	1,000,000																										
GENERAL AGGREGATE	\$	3,000,000																										
PRODUCTS - COMP/OP AGG	\$	3,000,000																										
	\$																											
	CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR																											
	GEN'L AGGREGATE LIMIT APPLIES PER:																											
	POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC																											
	OTHER:																											
A	AUTOMOBILE LIABILITY			S 2177979	7/12/2023	7/12/2024	<table border="1"> <tr><td>COMBINED SINGLE LIMIT (Ea accident)</td><td>\$</td><td>1,000,000</td></tr> <tr><td>BODILY INJURY (Per person)</td><td>\$</td><td></td></tr> <tr><td>BODILY INJURY (Per accident)</td><td>\$</td><td></td></tr> <tr><td>PROPERTY DAMAGE (Per accident)</td><td>\$</td><td></td></tr> <tr><td></td><td>\$</td><td></td></tr> </table>	COMBINED SINGLE LIMIT (Ea accident)	\$	1,000,000	BODILY INJURY (Per person)	\$		BODILY INJURY (Per accident)	\$		PROPERTY DAMAGE (Per accident)	\$			\$							
COMBINED SINGLE LIMIT (Ea accident)	\$	1,000,000																										
BODILY INJURY (Per person)	\$																											
BODILY INJURY (Per accident)	\$																											
PROPERTY DAMAGE (Per accident)	\$																											
	\$																											
	ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/>																											
	HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/>																											
A	UMBRELLA LIAB			S 2177979	7/12/2023	7/12/2024	<table border="1"> <tr><td>EACH OCCURRENCE</td><td>\$</td><td>2,000,000</td></tr> <tr><td>AGGREGATE</td><td>\$</td><td>2,000,000</td></tr> <tr><td></td><td>\$</td><td></td></tr> </table>	EACH OCCURRENCE	\$	2,000,000	AGGREGATE	\$	2,000,000		\$													
EACH OCCURRENCE	\$	2,000,000																										
AGGREGATE	\$	2,000,000																										
	\$																											
	EXCESS LIAB CLAIMS-MADE																											
	DED <input checked="" type="checkbox"/> RETENTION \$ 0																											
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			WC 9022993	7/20/2023	7/20/2024	<table border="1"> <tr><td>PER STATUTE <input checked="" type="checkbox"/> OTH-ER</td><td></td><td></td></tr> <tr><td>E.L. EACH ACCIDENT</td><td>\$</td><td>100,000</td></tr> <tr><td>E.L. DISEASE - EA EMPLOYEE</td><td>\$</td><td>100,000</td></tr> <tr><td>E.L. DISEASE - POLICY LIMIT</td><td>\$</td><td>500,000</td></tr> </table>	PER STATUTE <input checked="" type="checkbox"/> OTH-ER			E.L. EACH ACCIDENT	\$	100,000	E.L. DISEASE - EA EMPLOYEE	\$	100,000	E.L. DISEASE - POLICY LIMIT	\$	500,000									
PER STATUTE <input checked="" type="checkbox"/> OTH-ER																												
E.L. EACH ACCIDENT	\$	100,000																										
E.L. DISEASE - EA EMPLOYEE	\$	100,000																										
E.L. DISEASE - POLICY LIMIT	\$	500,000																										
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N		N / A																									
	If yes, describe under DESCRIPTION OF OPERATIONS below																											
A	Business Pers. Prop.			S 2177979	7/12/2023	7/12/2024	Limit 363,585																					
A	Professional Liabili			S 2177979	7/12/2023	7/12/2024	Limit 1,000,000																					

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

City of Kenosha
625 52nd Street
Kenosha, WI 53140

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

BACKGROUND CHECKS

Attach a copy or provide a narrative below of background check process for staff, volunteers and partners. See 2024 Summer Day Camp Fund Request for details.

Background checks are completed each year on all staff who is over eighteen years of age. If there are items on a person's background check that are violent towards people or children, then they will not be allowed to participate in the field trip.

See sample background check form.



Background Check Authorization

Print Name: _____
(First) (Middle) (Last)

Former Name(s) and Dates Used: _____

Current Address Since: _____
(Mo/Yr) (Street) (City) (Zip/State)

Social Security Number: _____ **DOB:** _____

Telephone Number: _____

Email Address: _____

The information contained in this application is correct to the best of my knowledge. I hereby authorize **ELCA Outreach Center** and its designated agents and representatives to conduct a comprehensive review of my background causing a consumer report and/or an investigative consumer report to be generated for employment and/or volunteer purposes. I understand that the scope of the consumer report/investigative consumer report may include, but is not limited to; the following areas: verification of social security number; current and previous residences; employment history; character references; drug testing; civil and criminal history records from any criminal justice agency in any or all federal; state and county jurisdictions; driving records; and any other public records.

I further authorize any individual, company, firm, corporation, or public agency (including the Social Security Administration and law enforcement agencies) to divulge any and all information, verbal or written, pertaining to me to **ELCA Outreach Center** or its agents. I further authorize the complete release of any records or data pertaining to me which the individual, company, firm, corporation, or public agency may have to include information or data received from other sources.

****ELCA Outreach Center** and its designated agents and representatives shall maintain all information received from this authorization in a confidential manner in order to protect the applicant's personal information, including, but not limited to, addresses, social security number, and date of birth.

Signature: _____ **Date:** _____

SAFETY AND SECURITY

Attach a copy or provide a narrative below of health, general safety and security plan. See 2024 Summer Day Camp Fund Request for details.

Being at an elementary school allows us to leverage their security systems and protocols. The doors are always locked except for drop off and pick up times. The safety of the participants and the staff is very important. If there are campers who are putting the safety of others at risk, then their parents are contacted and they are not allowed back to camp.

For safety and security, we follow KUSD procedures and requirements.



MARKETING AND RECRUITMENT

Attach a copy or a narrative below of the marketing and recruitment plan for the summer day camp program. Include copy of fliers, brochures, etc. All marketing materials must be pre-approved by KPA Co-Chairs before distribution. See 2024 Summer Day Camp Fund Request for details.

All camp attendees will be attending the Brass summer school. On the first day of summer school, we will have registration forms for parents to sign their kids up for camp. Also, as the parents sign their children up for summer school, there will be spot for them to sign up for camp.

Flier not applicable. Brass students are only ones attending camp.

AGREEMENT

By and Between

THE BOARD OF PARK COMMISSIONERS
FOR THE CITY OF KENOSHA, WISCONSIN,
A Wisconsin Municipal Corporation,

And

KENOSHA YOUNG MEN'S
CHRISTIAN ASSOCIATION, INC.,
A Wisconsin Non-Stock Corporation.

This Agreement is made and entered into by and between the Board of Park Commissioners of the City of Kenosha, Wisconsin, a Municipal Park Commission, duly organized and existing under the laws of the State of Wisconsin, having its principal office at 3617 65th Street, Kenosha, WI 53142, hereinafter referred to as "BPC" and Kenosha Young Men's Christian Association, Inc., a Wisconsin non-stock corporation, organized and existing under the laws of the State of Wisconsin, having its principal office at 7101 53rd Street, Kenosha, WI 53144, hereinafter referred to as "YMCA".

WITNESSETH

WHEREAS, the City of Kenosha ("CITY") is the owner of park land located at 6900 18th Avenue, Kenosha, WI 53143, commonly known as Lincoln Park ("PARK"); and

WHEREAS, BPC has the statutory authority to govern, manage, control, improve, and care for the CITY's parks; and

WHEREAS, YMCA desires to provide a weekday summer day camp program, "YMCA 2024 Summer Day Camp Program" for children and youth that promotes healthy spirit, body and mind at the PARK for six (6) weeks during the summer of 2024 ("PROGRAM"); and

WHEREAS, YMCA desires to have preferential use of the PARK for said purpose; and

WHEREAS, it is to the mutual advantage of the parties to enter into this Agreement.

NOW, THEREFORE, in consideration of the mutual undertakings, understandings and agreements hereinafter set forth, BPC and YMCA agree as follows:

I. BPC SUPPORT. BPC shall provide the following:

A. BASIC SERVICES.

1. Provide, as is presently available to park facilities and at BPC's sole discretion, electrical power, water, and sewage and trash/recyclable removal.

2. Maintain the exterior and all structural components of any park facilities, as determined by BPC in its sole discretion.
3. Provide grounds and lawn care for the PARK, as determined by CITY in its sole discretion.
4. Determine and pay, in its sole discretion, for capital improvements made to the PARK.

B. SIGNAGE.

BPC will grant approval, subject to City Code requirements and approvals, for YMCA to place a temporary PROGRAM informational sign in the PARK with such placement, design and size subject to prior written approval of the Director of Parks.

C. INSURANCE.

Maintain, through the CITY, casualty insurance on park facilities, including fire and extended coverage, to protect the CITY's interest in the facilities, however, the CITY shall not provide coverage for contents owned by YMCA, its agents, employees, or volunteers.

D. FUNDING.

BPC pledges up to \$28,935.00 to fund PROGRAM, consistent with the YMCA 2024 Summer Day Camp Program Fund Request and Budget (Exhibit 1), attached hereto and incorporated herein, to be paid in two installments, the first installment of \$15,000.00 to be paid on or before June 17, 2024, and the final installment for the balance of the PROGRAM budget not later than 30 days after the conclusion of the PROGRAM and compliance with the YMCA Reporting Requirements defined in Section II. A. 4. of this Agreement. In the event actual costs or the PROGRAM are less than those contained within the Proposed Budget, the final payment will be reduced to reflect the actual costs of the PROGRAM. The parties hereto acknowledge that the Proposed Budget will service up to an average of 60 children daily. In the event YMCA determines that participation exceeds its budgetary expectations following week 2, YMCA may request and BPC may consider additional funding. Additional funding shall be provided at the sole discretion of BPC.

II. YMCA SUPPORT. YMCA shall provide the following to ensure that the summer camp at Lincoln Park operates and accomplishes the goals outlined herein:

A. OPERATION AND REPORTING.

1. Provide management, leadership, staff and volunteers to operate the PROGRAM, as more completely described in the YMCA's 2024 Fund Request for the YMCA 2024 Summer Day Camp Program (Exhibit 1).
2. Operate the PROGRAM on weekdays from 11:30 a.m. – 5:00 p.m., between and including, June 17, 2024 through, July 26, 2024, excluding July 4th.
3. While YMCA shall have preferential use of the PARK while operating the PROGRAM, it shall not have exclusive use of the PARK during such time it being understood that the

public shall be entitled to use whatever portions of the PARK are not being utilized by the PROGRAM. Further, YMCA understands that CITY may be utilizing the PARK for other programs, including the permitting of Special Events, and agrees to cooperate with and abide by any direction from the Mayor or his designee. Exclusive use of the PARK for a specified date is permitted upon written request of YMCA and prior written approval of the Superintendent of Parks.

4. Reporting Requirements. At the conclusion of the PROGRAM and prior to payment of the funding balance, YMCA shall submit a performance report using the “2024 Summer Day Camp Program Report Template” (Exhibit 2) documenting the PROGRAM’s performance not later than thirty (30) days following the conclusion of the summer day camp program to the City of Kenosha Community Outreach Coordinator, which shall include the following sections:
 - a. Program Description: Provide a brief description of original intent of the summer day camp program and perceived benefit of the program. How the program impacted youth participants. Provide a copy of program curriculum, activities, calendar and other documentation to support outcomes.
 - b. Data: Provide a narrative of the data collected and identify what tools were used for data collection. Provide a summary of data collected with a quantitative summary of enrollment, daily attendance, average per day attendance, demographics, explain how participants improved in math, reading, water safety, behavior, team-building and inter-personal skills, etc.
 - c. Logic Model: Follow the City of Kenosha – 2024 Summer Day Camp – Logic Model. Align program structure with logic model.
 - d. Impact & Outcomes: Explain how the summer day camp program impacted summer day camp program participants and how it filled the gaps for youth services needed for youth during the months out of school for summer break. State what were the results, challenges, resolutions, conclusions and lessons learned. Include input from youth participants, parents, program staff and school staff.
 - e. Budget: Provide an actual budget summary for all revenue and expenses.
 - f. Photo: In a jpg format, attach photos of summer day camp participants engaged in a variety of activities (i.e. reading, learning, water safety, etc.). A minimum of 10 photos.

B. SITE MAINTENANCE.

1. Maintain the PARK, and assist the CITY, where possible, in maintaining the PARK through periodic litter removal and/or other aesthetic improvements. The YMCA shall also be responsible to separate and segregate all trash and recyclables generated by the PROGRAM.

2. Any changes to the PARK are prohibited unless approved by the BPC. Any proposed changes shall be submitted for approval to BPC through the City's Director of Public Works.
3. Make the PARK available for use by the CITY, or any related City Agency/ department, upon reasonable notice being provided to YMCA by CITY or BPC.
4. Shall not assign its interest in this Agreement to any other party without authorization from BPC.
5. Shall remove all PROGRAM information signs placed in the PARK at the conclusion of the Agreement term.

C. NOTIFICATION.

Special events utilizing excessive parking and/or area of the PARK shall require thirty (30) days written notice and permission granted by the BPC to ensure there is no conflict.

D. INSURANCE.

On or before, June 12, 2024, YMCA shall procure and maintain, during the course of this Agreement, occurrence based insurance policies as hereinafter specified to insure against all risk of loss for the use of the PARK. The policies must be issued by an insurance company or companies authorized to do business in the State of Wisconsin and licensed by the State of Wisconsin. YMCA shall furnish a Certificate of Insurance indicating compliance with the foregoing, including the naming of the CITY and BPC as an "additional insured", and proof payment of premium to the City Clerk/Treasurer for approval. YMCA shall also provide a copy of the "additional insured" endorsement. The insurance policy or policies shall contain a clause that in the event that any policy issued is canceled for any reason, or any material changes are made therein, the City Clerk/Treasurer will be notified, in writing, by the insurer at least thirty (30) days before any cancellation or change takes effect. All policies maintained will provide by endorsement that said policies: are primary, not contributing with and not supplemental to, the coverage that the CITY and BPC may carry; and waive all claims of subrogation and/or contribution against the CITY or BPC the insurer may have arising out of the PROGRAM. If for any reason, insurance coverage required herein lapses or YMCA fails to maintain insurance coverage, CITY may declare this Agreement null and void as of the date the insurance policy was no longer in effect. The failure of YMCA to take out and maintain the required insurance shall not relieve YMCA from any liability under this Agreement. The insurance requirement shall not be construed to conflict with the obligations of YMCA in Section II E. of this Agreement. YMCA shall maintain during the course of this Agreement insurance with limits as follows:

1. Commercial General Liability
 - i. Bodily injury:
 - \$1,000,000.00 Each Occurrence
 - \$2,000,000.00 Aggregate

- ii. Property Damage:
 - \$1,000,000.00 Each Occurrence
 - \$2,000,000.00 Aggregate

2. Umbrella Policy

- i. \$2,000,000.00. Further, such policy shall have the same protection/coverage as the primary policy/policies.

E. INDEMNITY AND HOLD HARMLESS.

YMCA agrees that it will indemnify and hold harmless BPC, City of Kenosha and their officers and employees (collectively "Indemnitees") against any and all claims, liability, loss charges, damages, costs, expenses or reasonable attorney fees, which any of them may hereafter sustain, incur or be required to pay as a result of incidents occurring in the PARK, resulting from (1) operations, works, acts or omissions performed in the PARK by YMCA, its officers, employees or representatives; or (2) YMCA's failure to perform or observe any of the terms, covenants and conditions of this Agreement. Upon the filing with BPC and/or City of Kenosha of a claim for damages arising out of any incidents(s) which YMCA herein agrees to indemnify and hold harmless the Indemnitees, YMCA shall be notified of such claim, and in the event YMCA does not settle or compromise such claim, then YMCA shall undertake the legal defense of the claim on behalf of YMCA and the Indemnitees. It is specifically agreed, however, that Indemnitees, at their own cost and expense, may participate in the legal defense of any such claim. Any judgment, final beyond all possibility of appeal, which may be rendered against any Indemnitee for any cause for which YMCA is liable hereunder, shall be conclusive against YMCA as to liability and amount of damages. This provision shall survive expiration or termination of this Agreement to the extent necessary to effectuate its purpose.

III. TERMINATION.

In the event either party should fail to fulfill in a timely manner any of its obligations under this Agreement, the non-breaching party shall give ten (10) days written notice to the breaching party, describing the breach and allowing the breaching party five (5) days to cure said breach. If said breach cannot reasonably be cured within five (5) days, the breaching party shall be entitled to such additional time as is reasonably necessary to cure the breach. In the event the breaching party does not cure the breach within five (5) days (or such longer period as is reasonably necessary), the non-breaching party shall have the right to terminate this Agreement by giving a notice of termination to the breaching party. Absent any early termination as set forth hereinabove this Agreement shall terminate on October 31, 2024 or upon receipt of satisfactory completion of required Reporting Requirements.

IV. MISCELLANEOUS

- A. Each party shall continue to enjoy all rights, claims and defenses available to it under law. By executing this Agreement, neither YMCA nor CITY waives any constitutional, statutory or

common law requirements or defenses, nor shall the provisions of this Agreement create any rights in any third party.

- B. Any notice required to be given to any party to this Agreement shall be in writing and delivered either by hand or certified mail, return receipt requested, to the addresses indicated below, or such address as the parties indicate in writing. Notice shall be effective as of the date of delivery, if by hand, or mailing, if by certified mail, return receipt requested.

If to CITY: City of Kenosha – Administration
Attn: Community Outreach Coordinator
625 52nd Street, Suite 300
Kenosha, WI 53140

City of Kenosha Parks Division
Attn: Director of Parks
3617 65th Street
Kenosha, WI 53142

With copies to: City Attorney
625 52nd Street, Room 201
Kenosha, WI 53140

Director of Public Works
625 52nd Street, Room 305
Kenosha, WI 53140

If to YMCA: Chief Executive Officer
Kenosha Young Men's Christian Association, Inc.
7101 53rd Street
Kenosha, WI 53144

- C. This Agreement may be executed simultaneously in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.
- D. It is expressly understood and agreed between the parties hereto that this Agreement contains the entire understanding and agreement of the parties hereto with respect to the subject matter contained herein. There are no representations, warranties, covenants or undertakings other than those expressly set forth herein. It is specifically understood that this Agreement supersedes and cancels all prior negotiations, arrangements, discussions, correspondence (whether or not responded to) or agreements, contracts or understandings, whether oral or written, which may have taken place, or been in existence at any time between the parties.
- E. The paragraph headings contained in this Agreement are for reference purposes only and shall not affect in any way the meaning or interpretations of this Agreement.

- F. The interpretation of this Agreement will be governed by and construed and enforced in accordance with the laws of the State of Wisconsin.
- G. If any of the terms or provisions contained herein shall be declared to be invalid or unenforceable by a court of competent jurisdiction, then the remaining provisions and terms of this Agreement shall not be affected thereby and shall remain in full force and effect and shall be valid and enforceable to the fullest extent permitted by law.
- H. This Agreement and its terms, provisions, covenants and conditions may not be amended, changed, altered, modified or waived except by an express instrument in writing signed by the parties.
- I. No extension of time, forbearance, neglect or waiver by one party with respect to any one or more of the covenants, terms or conditions of this Agreement shall be construed as a waiver of any of the other covenants, terms or conditions of this Agreement, or as an estoppel against the waiving party, nor shall any extension of time, forbearance or waiver by one party in any one or more instance or particulars be construed to be a waiver or estoppel with respect to any other instance or particular covered by this Agreement.
- J. Each of the undersigned hereby represents and warrants that: (a) such party has all requisite power and authority to execute this Agreement; (b) the execution and delivery of this Agreement by the undersigned, and the performance of its terms thereby have been duly and validly authorized and approved by all requisite action required by law; and (c) this Agreement constitutes the valid and binding agreement of the undersigned, enforceable against each of them in accordance with the terms of the Agreement.

Signature Pages Follow

IN WITNESS WHEREOF, YMCA and CITY have executed this Agreement as of the date set forth below.

BOARD OF PARK COMMISSIONERS FOR
THE CITY OF KENOSHA, WISCONSIN,
A Wisconsin Municipal Corporation

BY: _____
ERIC HAUGAARD, Board of Park Commission
Chairman

Date: _____

BY: _____
KATIE ELDER, Director of Parks

Date: _____

COUNTY OF KENOSHA)
 :SS.

STATE OF WISCONSIN)

Personally came before me this day of , 2024, Eric Haugaard, Chairman of the Board of Park Commissioners, and Katie Elder, Director of Parks for the City of Kenosha, Wisconsin, a Wisconsin municipal corporation, to me known to be the such Chairman of said Commission and Director of said department of said municipal corporation, and acknowledged to me that they executed the foregoing instrument as such officers as the agreement of said CITY, by its authority.

Print Name: _____
Notary Public, Kenosha County, State of Wisconsin
My Commission expires/is: _____

KENOSHA YOUNG MEN'S CHRISTIAN
ASSOCIATION, INC.
A Wisconsin Non-Stock Corporation

BY: _____
CINDY ALTERGOTT, Chief Executive Officer

Date: _____

STATE OF WISCONSIN)
 :SS.

COUNTY OF KENOSHA)

Personally came before me this ___ day of _____, 2024, Cindy Altermott, Chief Executive Officer of the Kenosha Young Men's Christian Association, Inc., to me known to be such Chief Executive Officer and acknowledged that she executed the foregoing instrument as such officer as the agreement of said Kenosha Young Men's Christian Association, Inc., by its authority.

Print Name: _____
Notary Public, Kenosha County, State of Wisconsin

Drafted By:
MATTHEW A. KNIGHT
Deputy City Attorney

CITY OF KENOSHA

2024 SUMMER DAY CAMP

PROGRAM FUND REQUEST

- REQUIRED DOCUMENTS

Organization Name:

Contact Name:

Contact Phone:

Contact Email:

Date:

PROGRAM NARRATIVE

Narrative should include the following best practices for summer day camps:

1) An inclusion philosophy; 2) Activities that promote inclusion (e.g., physically active but non-competitive games); and 3) Meaningful summer educational and recreational opportunities for youth that include field trips, emphasis on math and reading, water safety, wellness, nutrition, team-building, nature/environment and the arts. In addition, show adequate counselor-to-participants ratio for age groups, nutritional lunch and snack program and name the specific City park for associated with the summer day camp program activities and events. State if request is for an elementary or middle school summer day camp program. For additional space – attach separate sheet. See 2024 Summer Day Camp Fund Request for details.

The Kenosha YMCA respectfully submits the following funding request to provide summer activities in the City Parks. Summer of 2024 for Middle School (Teens) youth. Our plans for the Summer Parks Program will again be an extension of the Teen Achievers program in how it will continue to be based on addressing the areas of focus of the Teen Achievers 5 Pillars (Academic, College and Career, Positive Identity, Life Skills, Positive Relationships). These focus areas address the goals of the Parks Program and that of the YMCA in guiding young people in the development of a healthy mind, body, and spirit.

There is no doubt that the pre-teen and teen years are challenging. The Middle School year can be both exciting and full of new adventures as well as filled with great anxiousness and insecurities. With the additional changes that our Middle School students will now be facing as a result of the closure of the Lincoln Middle School our summer Teen program will be driven by our desire to give the Teens a safe, familiar, and confidence building environment. It will be a place where they can deepen existing friendships, but also create new ones with those who they may very well be attending school with in the Fall. Activities are intentionally being designed to that end. And, as with the Elementary Summer Program, it shall be a tribute to Katherine Marks in how she was a "Champion for Others".

New to the summer program is that of our Best Buy Teen Tech Center located in the new Kenosha Emerging Leaders Academy. Programming will include a weekly fieldtrip so that the Teens will have the opportunity to experiment with, discover, and create various products using technology.

With serving others being a foundation of the program another new aspect of the program this summer is the partnership with the Teen Task Force. The Summer Parks Teens will be partnering with the Teen Task Force throughout the summer program to plan and engage in Community Service projects.

Summer Teens will again be given the opportunity to visit Carthage College, host a "Family Night Picnic at Lincoln Live!", and take part in learning more about their own Kenosha community through local fieldtrips.

The summer shall end with a joint celebration "Champions Celebration" with the flavor of the Summer Olympics (Opening Ceremonies are the last day of Summer Parks Camp). The Teens will be hosting the Elementary Parks Campers at Lincoln Park for a fun-filled joyous event resplendent with "Olympic" style physical game events, concessions, and a twist of "reading/math" event games.

The funding request is submitted for the Middle School programming.

Structure and Format

Mission, Purpose, Philosophy, and Core Values

The Kenosha YMCA mission is to put Christian principles into practice through programs that build healthy spirit, mind, and body for all.

The YMCA believes all youth have immense potential and deserve the opportunity to discover who they are and what they can achieve. Through the Y, youth cultivate the values, skills, and relationships that lead to positive behaviors, better health, and educational achievement.

PROGRAM EVALUATION PLAN

Describe how the organization will evaluate the summer day camp program. The Evaluation Plan must be able to show documented results that demonstrate whether and how the strategies and activities funded under the Program made a difference in positively impacting such things as unhealthy behavior and affected lifestyle choices. Include how the program will track youth through milestone achievements (i.e. behavior, team-building, inter-personal skills, etc.).

Program Evaluation Plan and Methodology

Evaluation will be triangulated and include pre and post-tests as well as on-going anecdotal assessments. Triangulation will occur by gathering input from the students, parents/significant adult, and YMCA Staff.

Areas of Evaluation

Attendance

Growth in Social Emotional & Great Daily Life Skills

Knowledge, understanding, and application of 5 Core Values

Progress and minutes spent in Reading and Math

Knowledge and application of Healthy Eating & Lifestyle (Physical Activity)

Safety Around Water Content and Skills

Understanding of ways to help and encourage others

Time spent engaged in Science, Social Studies and Language Arts Activities

Improvement and time spent in reading and math skills

Quality of Program

Evaluation Tools

Attendance Records (Sign In and Out Forms)

Social Emotional Development – pre & post DESSA 8 items (completed separately by student, parent and staff after 3 weeks into the program and at end of program as a post assessment).

Core Values Pre and Post Assessment – Staff observations, Student Journals, Observations of others

Knowledge of Healthy Eating & Lifestyle – Pre and Post Test Assessment

Safety Around Water Assessment (as conducted by YMCA Aquatics Staff)

Time spent in subject content areas – Lesson Plans, staff observation, student journals/projects

Progress and time spent applying Reading and Math Skills – Staff Observations and Baseline

Assessments

Achievers Quality Program Assessment Form

Parent Surveys

BUDGET

Use 2024 Summer Day Camp Fund Request – Budget Template. For eligible and ineligible expenses see 2024 Summer Day Camp Fund Request for more info. Budget items should be clear, efficient and reasonable. Justification exists for each budget item. Budget shows all sources of revenue and leverage of funding. See 2024 Summer Day Camp Fund Request for details.

Budget Narrative 2024 Summer Camp - Middle School

Based on 50 students (1:12 Staff Student Ratio)

Budget Items w/ Explanations	Budget Item Amount	COK Fund	Other Funds
Personnel			
Program Time plus set up and clean up = 6.5 hrs/day x 5 days/week = 32.5 hrs; 2.5 hr staff mtgs/week + Admin Time (Reports, Planning, Parent Comm....)			
1 Site Director \$22.50 per/hr x 38 hrs x 8 weeks	\$6,840.00	\$6,840.00	
1 Asst. Director \$20.00 per/hr x 35 hrs x 8 weeks	\$5,600	\$5,600.00	
2 Counselors \$16.50 per/hr x 29 hrs x 7 weeks	\$6,699.00	\$6,699.00	
1 Bus Drivers \$16.00 per/hr x 8 hrs x 6 weeks			\$ 185.40
1 SAW Instructor \$15.45 per/hr x 2 hrs x 6 weeks	\$ 185.40		\$ 135.00
1 STEM Instructor \$15 per hour x 1.5 x 6	\$ 135.00		\$ 1,000.00
Volunteers and Activity Partners	\$ 1,000.00		\$ 2,000.00
Educ.&Comm. Impact Director \$25 per/hr x 20 hrs x 7 weeks)	\$ 3,500.00	\$ 1,500.00	\$
Administrative support (Marketing,Office Support, Payroll, ...)	\$ 1,360.00	\$ 1,360.00	\$
Total	\$ 25,319.40	\$ 21,999.00	\$ 3,320.40
Fringe Benefits			
FICA, Worker's Comp & Unemployment Comp 9.78% of total wages	\$ 2,378.44	\$ 2,151.50	\$ 324.74
Retirement (5% vested employees)	\$ 1,265.97		\$ 1,072.42
Total	\$ 3,644.41	\$ 2,151.50	\$ 1,397.16
Staff Training			
25 hours x 7.25 x 6 staff <i>Moved to Personnel - extended Counselors to 7 wks)</i>			
Training provided by Dr. Rachel Mall, YMCA of the USA training links, and West Bend Insurance.			
Dollars included reflect staff training wage.			
Materials & Supplies			
Curriculum supplies/Service Learning	\$ 1,500.00	\$ 1,500.00	
Fieldtrip costs (admission fees) See NOTES			
Super Snack \$1.00/day x 5 days x 6 weeks x 50 children	\$1,100.00	\$1,100.00	
Supplement to KUSD Lunch \$.80/day/5 days/ 6 weeks x 50 children	\$ 1,500.00	\$ 1,000.00	\$ 500.00
Total	\$ 5,300.00	\$ 4,100.00	\$ 1,200.00
Equipment			
Tablet, etc.	\$ 500.00		\$ 500.00
Transportation			
Mileage			
6 trips to Y x 3.2 miles @ .54/mile	\$ 120.00	\$ 120.00	
4 other fieldtrips x approx. 30 miles @ .54/mile	\$ 64.80	\$ 64.80	
Total	\$ 184.80	\$ 184.80	\$ -

Marketing and Printing					
1000 fliers @ \$200 per 1000	\$	200.00	\$	200.00	
Occupancy					
KUSD Facility Rental (Orbelltti Center)	\$	5,000.00	\$	5,000.00	
Other Expenses					
Background Checks	\$	200.00	\$	200.00	
Camp t-shirts	\$	300.00	\$	300.00	
Pool Rental	\$	780.00	\$	780.00	
STEM Lab	\$	900.00	\$	900.00	
	\$	2,180.00	\$	300.00	1,880.00
Total	\$	42,328.61	\$	33,935.30	7,972.82
			\$	5,000.00 (minus rental)	
			\$	28,935.30	YMCA Request

LOGIC MODEL

(Outcomes, Measurements and Projected Impact) See 2024 Summer Day Camp Fund

Request for details.

Use Logic Model template provided. See 2024 Summer Day Camp Fund Request for details.

DATA COLLECTION AND ANALYSIS

State how data will be collected and analyzed on each indicator. Indicate what tools/resources will be used to collect data. Identify who will be responsible for the project's evaluation, including who will collect and analyze data on each indicator. See 2024 Summer Day Camp Fund Request for details.

Evaluation - Data Collection Tools

Attendance Records (Sign In and Out Forms)

Social Emotional Development – pre & post DESSA 8 items (completed separately by student, parent and staff after 3 weeks into the program and at end of program as a post assessment).

Core Values Pre and Post Assessment – Staff observations, Student Journals, Observations of others

Knowledge of Healthy Eating & Lifestyle – Pre and Post Test Assessment

Safety Around Water Assessment (as conducted by YMCA Aquatics Staff)

Time spent in subject content areas – Lesson Plans, staff observation, student journals/projects

Progress and time spent applying Reading and Math Skills – Staff Observations and Baseline Assessments

Achievers Quality Program Assessment Form

Parent Surveys

Demographic Information

Through the enrollment process the following information will be collected: Age, Gender, Race/Ethnicity, Grade Level, and School of Attendance

City of Kenosha - 2024 Summer Day Camp LOGIC MODEL

Goal Statement: Provide program participants with meaningful experiences during the summer that contribute to their literacy, math and water safety growth, support their social-emotional development, and foster a sense of belonging.

Underlying Conditions: Provider organization is committed to utilizing their materials and resources to provide summer camp participants with an engaging and beneficial summer enrichment experience during time devoted to day camp activities

INPUTS	ACTIVITIES	OUTPUTS	OUTCOMES	
			Short- Term	Long- Term
The Summer Day Camp program provides:				
Summer day camp content that promotes literacy, math, water safety and social-emotional development	Youth receive high quality instruction in an engaging and welcoming environment.	Youth interact with high-quality and culturally responsive	Youth strengthen their literacy, math, water safety and social-emotional skills	Youth display greater success on measures of literacy and math achievement
Min. of 20 minutes per day of reading practice time and targeted math skills concept practice; in addition to daily activities/projects that require reading and math. Incentive program; Book Mobile	Youth receive time for daily reading and math	Youth are immersed in an environment that promotes literacy and math engagement and achievement	Youth show greater engagement, stamina, motivation and independence with reading and math	Youth gain confidence in their ability to succeed in literacy and math activities
Professionally facilitated Safety. Around Water course, weekly time in the Y pools	Youth receive time weekly for water safety lessons	Youth engage in an environment that promotes the 7 strengths - belonging, curiosity, friendship, kindness, confidence, courage and hope	Youth gain confidence in their abilities as readers and water safety techniques	Youth are life-long learners and readers
Focused lessons and activities that guide youth to develop in the areas of the 8 Great Life Skills; specifically, Building Relationships, Personal Responsibility, Self-Awareness, Social Awareness and Making Decisions. Focused lessons on Y 5 Core Values.	Youth receive time weekly to work on their social-emotional skills	Youth read more	Youth exhibit growth in their social-emotional skills including self-confidence and sense of belonging	Youth exhibit strong social-emotional competencies in their learning and social endeavors

City of Kenosha - 2024 Summer Day Camp LOGIC MODEL

Goal Statement: Provide program participants with meaningful experiences during the summer that contribute to their literacy, math and water safety growth, support their social-emotional development, and foster a sense of belonging.

Underlying Conditions: Provider organization is committed to utilizing their materials and resources to provide summer camp participants with an engaging and beneficial summer enrichment experience during time devoted to day camp activities

INPUTS	ACTIVITIES	OUTPUTS	OUTCOMES	
			Short-Term	Long-Term
The Summer Day Camp program provides:				
Summer day camp content that promotes literacy, math, water safety and social-emotional development	Staff Staff provide instruction for 96- 150 hours in a 5 – 6 week time frame	Staff Staff foster an environment that promotes - belonging, curiosity, friendship, kindness, confidence, courage and hope	Staff Staff incorporate the 7 strengths into their teaching practices	Staff Staff facilitate a strong social-emotional learning environment
Staff create and facilitate lessons using best practices based on the individual growth needs of the youth	Staff provide instruction in reading, math, water safety and social-emotional skills	Staff learn/know best practices in literacy, math and water safety instruction	Staff apply best practices in literacy, math and water safety instruction	Staff strengthen their teaching practices in literacy math and water safety instruction

Summer Parks Program 2023 Outcomes Assessment**Program:** EBSOLA Lincoln**Assessment:** Baseline

Final

Rater (Name of Person Completing the Assessment): _____
(If completed as a team indicate "Team")**Name of Child:** _____ **Age:** _____ **Grade:** _____**DESSA Ratings**

Item#	Behavior	Never	Rarely	Occasionally	Frequently	Very Frequently	Score
1	Keeps trying when unsuccessful or comes up against something difficult	0	1	2	3	4	
2	Takes an active role in camp activities	0	1	2	3	4	
3	Respect another's opinions	0	1	2	3	4	
4	Offers to help others (quietly or obviously)	0	1	2	3	4	
5	Takes responsibility for personal belongings w/out being asked	0	1	2	3	4	
6	Shows a positive attitude (countenance, communication,)	0	1	2	3	4	
7	Accepts responsibility for what he/she did	0	1	2	3	4	
8	Looks forward to activities and/or future	0	1	2	3	4	
9	Shows appreciation of others	0	1	2	3	4	
10	Follows advice of trusted adult or example of positive role model	0	1	2	3	4	

Comments:

1. Can name the Core Values (Respect, Responsibility, Caring, Honesty) 1 2 3 4
2. Can explain the Core Values and how to apply them in daily life. 1 2 3 4
3. Percentage of attendance (allowing excused absences – other appointments, scheduling conflicts, vacations, illness....) _____
4. Observations of strengths/needs in Reading and Math:



FOR YOUTH DEVELOPMENT[®]
 FOR HEALTHY LIVING
 FOR SOCIAL RESPONSIBILITY

Achievers (School Year and Summer Parks) Program Quality Evaluation

Directions: This evaluation is to be completed A response for each question is required (Comments/ Reasons for Rating are optional). The 'No Observation Completed' category should only be used if the observer will not do an observation of the activity.

Date Completed:	
Week of Programming:	
Role:	
Completed By (Name):	

A. SAFE ENVIRONMENT	1	3	5	No Observation Completed	Comments / Reasons for Rating
A1. Staff and volunteers use positive behavior management techniques	Staff members do not correct negative behaviors and staff do not teach a positive behavior to replace the negative.	Staff members sometimes correct negative behavior in an encouraging fashion and sometimes in a negative fashion, not teaching a positive behavior to replace the negative.	Staff members consistently correct negative behavior in an encouraging fashion, while teaching a positive behavior to replace the negative.		
	○	○	○	○	
A2. Youth participants are supervised at all times	There is a higher ratio than 1:8 staff to children at all times.	There is a 1:8 ratio of staff to children most times, but sometimes the ratio is higher.	There is a 1:8 ratio of staff to children at all times.		
	○	○	○	○	
A3. Program schedule is always posted and followed	Children do not know where the schedule is posted and it is not visible to them at all.	Children know where the schedule is posted but it is not visible to them.	Children know where schedule is posted and is visible at all times.		
	○	○	○	○	
A4. Healthy food and drinks are provided	Water is not readily available and the snacks provided are not healthy.	Water is not readily available, and most of the snacks are healthy but some can be considered "junk food".	Water is readily available at all times, and fruit, vegetables and other healthy snacks are readily available. "Junk food" is not available to participants.		
	○	○	○	○	
B. SUPPORTIVE ENVIRONMENT	1	3	5	No Observation Completed	Comments / Reasons for Rating
B1. Staff adequately prepare for each session	No program activities begin or end on time and staff does not have any materials ready by program start. Staff does not answer participant questions.	Some program activities do not all end or begin on time and staff has some materials ready by program start. Staff answer some participant questions, but not all.	Program consistently runs smoothly and all background and pre-preparation is complete by program start. Staff members are regularly prepared to answer participant questions.		
	○	○	○	○	
B2. Staff provide a welcoming and inclusive atmosphere	Staff does not welcome participants or families upon entering and does not use language, actions and lessons that ensure that all participants are included and that there is a respect for student and family diversity, culture and background.	Some participants and their families are welcomed by staff upon entering with language, actions and lessons that ensure that those participants are included and that there is a respect for student and family diversity, culture and background.	All participants and their families are welcomed by staff upon entering with language, actions and lessons that ensure that all participants are included and that there is a respect for student and family diversity, culture and background.		
	○	○	○	○	

B3. Staff provides clear and specific directions (Safe)	When giving youth a task, they are never given clear directions and staff never re-state directions when youth misunderstand.	When giving youth a task, directives are sometimes clear, polite, specific, and are sometimes over or under-challenging. Staff members sometimes re-state directions in the event youth misunderstand.	When giving youth a task, directives are always clear, polite, specific, and not over- or under-challenging. Staff members consistently re-state directions in the event that youth misunderstand.		
	○	○	○	○	
B4. Transitions from program to program are smooth with little down time	Program schedule does not flow smoothly and staff and youth transition from one activity to another with significant delays and obstacles.	Program schedule sometimes flows smoothly, and staff and youth can sometimes transition from one program activity to another, although sometimes there are significant delays or obstacles.	Program components are established such that schedule consistently flows smoothly, and staff and youth can transition from one program activity to another without significant delay or obstacle.		
	○	○	○	○	
B5. Staff support children in building new skills	Children are not supported in building new skills.	Children are sometimes provided with instruction, encouragement, guidance, and active learning, but not always.	Constant encouragement, instruction, guidance and active learning are utilized to support students as they build critical new skills.		
	○	○	○	○	
B6. Staff engage participants in active learning	Staff members lecture youth and do not engage them in activities. Program staff do not support or encourage participants.	Staff sometimes lecture youth and sometimes engages them in the activities. Program staff sometimes question, encourage and support participants, but not always.	Staff members do not lecture youth, but successfully engage them in the activities, using the program as a mechanism for student learning. Program staff regularly question, encourage and support participants to further their engagement and learning in the program.		
	○	○	○	○	
B7. Staff verbally recognize children's efforts/accomplishments	Staff do not praise or acknowledge children's efforts and accomplishments.	Staff sometimes praise and acknowledge children's efforts and accomplishments, within the group, to other staff, to school partners and to parents.	Staff deliberately and inclusively praise and acknowledge children's efforts and accomplishments on a routine basis, within the group, to other staff, to school partners and to parents.		
	○	○	○	○	
B8. Activities are consistently adaptable for students with special needs	Activity components are not adapted to youth in the program with special needs.	Activity components are sometimes adapted to youth in the program with special needs.	Activity components are always quickly, easily, and seamlessly adapted to youth with special needs, accommodating them physically and other ways, as needed.		
	○	○	○	○	
C. INTERACTION	1	3	5	No Observation Completed	Comments / Reasons for Rating
C1. Staff assist youth without taking control	Staff members do not allow or encourage participants to resolve issues, problems, or complete activities, but rather intervene intrusively and unnecessarily.	Staff members sometimes allow or encourage participants to resolve issues, problems, or complete activities on their own, although sometimes they intervene and do these things for them.	Staff members allow or encourage participants, as much as they are able to, to resolve issues, problems, or complete activities on their own, thereby developing their confidence and sense of self-efficacy. Staff members do not intervene intrusively or unnecessarily.		
	○	○	○	○	
C2. Staff balance individual and group learning	No individual attention is given to any participants and there is no group focus.	Individual attention is given to some participants, and there is some group focus.	Individual attention is regularly given to each program participant to ensure that they have sufficient support and encouragement, and this is done in combination with consistently excellent group focus to provide participants with information or programming.		
	○	○	○	○	

C3. Staff provide collaborative learning experiences	Staff do not provide youth with supportive and engaging group learning experiences.	Staff sometimes provide youth with supportive and engaging cooperative group learning experiences.	Staff provide youth with supportive and engaging cooperative group learning experiences.		
	○	○	○	○	
C4. Staff and volunteers encourage inclusion and the participation of all	Staff do not encourage children to participate in the program and youth are not made to feel included in the program.	Some children are encouraged to participate in the program, and some youth are made to feel included in the program. Staff members sometimes foster inclusion, sharing and positive interactions and belonging.	Each child is routinely encouraged to participate in the program, and all youth are made to feel included in the program. Staff members successfully foster inclusion, sharing and positive interactions and belonging among youth.		
	○	○	○	○	
C5. Youth are friendly, respectful and relaxed with one another	Youth exhibit negative behaviors to each other and staff do not encourage them to be kind to one another. Youth do not appear to be comfortable with their peers.	Youth are sometimes encouraged to be kind to one another and some youth do not appear to be comfortable with their peers.	Youth are always encouraged to be kind to one another, and routinely display comfort with peers.		
	○	○	○	○	
C6. Staff encourage children to manage feelings and resolve conflicts appropriately	Positive approaches are not encouraged among youth. Staff do not introduce positive management and resolution techniques and do not encourage appropriate conflict resolution.	Positive approaches to conflict resolution are sometimes encouraged among youth. Staff sometimes introduce youth to positive management and resolution techniques and sometimes encourage cooperation, peer-to-peer assistance, relationship building, and conflict resolution among youth.	Positive approaches to conflict resolution are consistently encouraged among youth, enabling them to learn conflict resolution and develop respect for differences and the need for compromise. Staff regularly introduce youth to positive management and resolution techniques. Staff members encourage cooperation, peer-to-peer assistance, relationship building, and conflict resolution among youth.		
	○	○	○	○	
D. ENGAGEMENT	1	3	5	No Observation Completed	Comments / Reasons for Rating
D1. Children have opportunities to make meaningful choices based on their interests	There is no program choice and staff members do not encourage youth to pursue activities that align with their interests.	Program choice is limited and participants are sometimes encouraged to pursue those that align with their interests.	Ample program choice is consistently offered, and participants are encouraged to actively pursue those that align with their interests.		
	○	○	○	○	
D2. Youth have opportunities plan, set goals, or exercise leadership	Youth are not given any opportunities to plan, set goals, or exercise leadership.	Youth are sometimes given opportunities to lead, provide input about activities, problems or projects, or to plan and set goals.	Youth are given opportunities to lead, to provide input about program activities, problems or projects, or to plan and set goals-- supporting growth in initiative, problem-solving and leadership skills.		
	○	○	○	○	
D3. Children are encouraged to take on responsibilities	Children are not encouraged to take on responsibilities.	Children are sometimes given developmentally appropriate responsibilities.	Children are consistently given developmentally appropriate responsibilities such as helping to distribute snacks, put activity items away, and the like.		
	○	○	○	○	
D4. Staff use a variety of strategies to encourage youth to share and reflect on their experiences	Staff do not use any strategies to encourage youth to share or reflect on their experiences.	Creative, reflective experiences are sometimes used to encourage youth to share and reflect on their experiences.	Creative, reflective experiences are routinely used to encourage youth thinking, reflection, self-awareness, and awareness of others.		
	○	○	○	○	

DEMOGRAPHIC INFORMATION

Describe demographic data that will be collected for youth being served by the program (i.e. age, gender, race/ethnicity, education level). State what tools/resource used to collect data. See 2024 Summer Day Camp Fund Request for details.

Grade Level, and School of Attendance. In addition, "Family" type data will be collected as Camp staff build relationships with the children/youth. This information will include Single Parent, Foster, Adopted, Grandparents. Information will be reported by the Site Directors on the Camp Enrollment/Data Spreadsheet. Such information will aid in the ability to better meet the needs of the child/youth.

STAFF & VOLUNTEER INFORMATION AND TRAINING

Attach a copy of job descriptions, sample document or provide narrative below of staff / volunteer training program. Summer Day Camp Providers are encouraged to employ staff who represent the diversity of the population served. Attached a copy of Parent and Youth Handbook and Forms. See 2024 Summer Day Camp Fund Request for details.

Staff Qualification Requirements

Site Director

21 years or older

Must meet the state requirement for Child Care Teacher (college Education Majors preferred)

2 years of experience working with school age children

Experience in staff leadership and administration

Provide proof of First Aid/CPR/AED Certification

Mandated Reporting Training

Basic math and effective communication skills.

Ability to work cooperatively with children/youth, parents, staff, and community organizations

Ability to work independently.

Joy and satisfaction in working with children and/or youth

Proven strong character (core values)

Camp Counselors

Must be 16 years or older

Courses/Certifications in child development, youth development or equivalent

Provide proof of current First Aid and CPR Certification.

Mandated Reporter Training

Experience working with children

Effective communication skills

Ability to work cooperatively with youth, parents, staff, and community organizations

Joy and satisfaction in working with children

Ability to work independently

Proven strong character (core values)

Staff Training Requirements

Introduction to the Y' s Cause and Culture

Principles of Youth Development

Importance of Brain Development in the Life of a Child

My Role in the Life of Youth

Youth Relationships: Creating Positive Interactions

Introduction to S.A.F.E

Youth Choice Overcoming Barriers

Child Safety and Tracking Procedures

Employee Safety

Guidance and Discipline (Bullying, Grace, and Accountability)

Listen First

Trauma Informed Care

YMCA Program Procedures and Policies

Pool Safety and Procedures

West Bend Safety Trainings (Child Protection, Sexual Harassment, Blood Borne Pathogens, Active Shooter)

Kenosha YMCA Staff Development Summer Parks Program

Staff Training Requirements

Introduction to the Y's Cause and Culture

Principles of Youth Development

Importance of Brain Development in the Life of a Child

My Role in the Life of Youth

Youth Relationships: Creating Positive Interactions

Social Emotional Assessment, Lesson Planning, and Activities

Introduction to S.A.F.E

Youth Choice Overcoming Barriers

Child Safety and Tracking Procedures

Employee Safety

Guidance and Discipline (Bullying, Grace and Accountability)'

Listen First

Trauma Informed Care

YMCA Program Procedures and Policies

Pool Safety and Procedures

Child Abuse and Protection

Summary: The YMCA staff that facilitate the parks programs are those who are currently working in our Achievers School Year Program. Staff are experienced in working with the children and youth.

A 3 hour training is led by the educator from our Red Bud insurance company that reinforces safety concerns in a park setting, pool safety, Child Abuse and Protection, Bullying, as well as the administrative side of completing Accident Reports.

To lead staff to understand personality dynamics, influences on team and inter-intra communication resulting from individualization, the DISC Assessment and facilitated activities is utilized.

Lesson Planning is taught through the structure of S.A.F.E. Summer staff practice creating lesson plans as a team, receiving feedback and then work together to create plans for the summer based on the appropriate themes and age.

Below are the links and descriptions to training topics on Child and Youth Development that the staff complete via on-line and YMCA Link and reinforced through facilitated direct teaching situations:

Mandated Reporter Training

(Wisconsin State Licensing Required Training Addressing Child Abuse and Neglect)

<https://media.wcwpds.wisc.edu/mandatedreporter/>

LINK**Youth Development**

This course is designed for YMCA staff who work directly with teens. Course participants will develop a basic understanding of the core competencies needed to work effectively with and to facilitate age-appropriate activities for teens. Participants will also learn the ages and stages of development for adolescents, fundamentals of positive youth development (assets) and trends and issues impacting teens. Finally, participants will develop a better understanding of the importance of building positive, healthy relationships with teens, involving and empowering teens and guiding their behavior.

My Role in the Life of Youth

In this interactive course, participants will view several situations that are common in the youth they support, decide how they want to respond to the youth, and learn why their response is important in the life of the youth.

Principles of Youth Development

Imagine the impact we can have on the nation's youth when all our staff and volunteers are equipped with the knowledge, skills, and abilities needed to recognize the developmental needs of youth and act upon them in a very intentional manner to help them to learn, grow, and thrive.

Having an understanding of youth development at the Y, how youth develop, and key developmental milestones are essential to helping youth reach their full potential. In this course, you will learn more about the need for youth development work, how youth develop and your role in making an impact.

Youth Reflection and Open Ended Questions

This short eLearning is intended to empower Y staff to facilitate daily discussion opportunities for children and youth to reflect on and respond to their experiences.

HEPA

Y-USA has developed a HEPA Practice & Policy workshop series to support you and your team's professional development. This workshop series will help develop a strong foundation to effectively engage kids, staff and families in the HEPA standards. This free workshop series should be delivered by a staff member who is well-versed in the HEPA standards and has completed a thorough review of all workshop components.

Listen First

Foundations of Listen First is intended to provide staff with foundational knowledge related to Listen First, a way to interact and communicate that fosters a relationship-based culture in the Y. The online course features video demonstration of how Listen First skills can be used in a variety of contexts of work in the Y and resources to help staff get started with using Listen First skills.

Teaching Trauma Kids

Step 1:

Start by asking students to brainstorm a list of any or all problems that might occur in a given day. A good children's book to get the ball rolling on listing smallish problems is, Alexander and the Terrible, Horrible, No Good, Very Bad Day by Judith Viorst. For older students, talking about "Murphy's Law" (anything that can go wrong, will go wrong) might spark a similar list. This video is a good introduction to Murphy's Law. You might have to prompt students to list the biggest problems (right up to tragedies including natural disasters, crimes, and deaths) they can think of as well.

Step 2:

When both lists are created, combine them and work with students to rank them from the the biggest/worst problems to the smallest/least impactful problems. The discussions about where each problem falls on the spectrum are likely to be interesting and provoke reflective thinking.

Step 3:

When a scale of biggest to smallest problems is agreed upon, ask students to add any examples they would like. Then ask them to think about what might be an appropriate reaction to problems at each level on the scale. It is often easiest to start at the top of the scale with the most difficult problems. Students can easily identify that a strong emotional reaction to the loss of a loved one, for example, is appropriate. Then, work your way down the scale.

Step 4:

Create an anchor chart that shows the range of problems with the responses that are likely appropriate for each. Use it as a tool to teach and remind students to gauge the potential effect strength of a problem and to monitor themselves and work to control their reaction to it.

Step 5:

Later, when a student is reacting strongly to a small problem, prompt her/him by saying, "Is this a big or a small problem on our scale?" When they answer, ask, "Is your reaction to the problem matched to its size?" Often, this helps a student who is having an extreme reaction to a small problem calm down and think clearly.

SEL Begins with Adults

Research suggests structured, strengths-based afterschool programs that are coordinated with schools and communities and staffed with knowledgeable and competent adults are ideal settings to promote positive experiences and youth social and emotional development.

In the last decade, the field of education—during the day and in afterschool—has witnessed an increase in attention to the social and emotional learning (SEL) process. While afterschool professionals have recognized the value of SEL and the role they can play for some time—and may already be engaged in practices supporting social and emotional (SE) development—there's an awareness of and attention to intentional SEL practices, making them more likely to be accessible to all youth, in and out of school.

In 2015, the National After School Association conducted a survey to learn more about afterschool SEL practices and professional development needs. Findings suggested that while afterschool professionals value and implement SEL practice, many do not feel knowledgeable talking about SEL. In addition, respondents emphasized their need for additional SEL training and practice and activity ideas.

As the field continues to coalesce around the importance of SE development for youth, it's essential that practitioners have resources to support their work and intentionally focus on SEL. Consider these three things:

Afterschool Professionals' Health and Well-Being

Because SE development is "taught and caught," adult SE competence and well-being is critical to creating the overall environment and is central to SEL practice. Working with youth can be an incredibly rewarding, but stressful job. To facilitate the most impactful and positive program experiences for youth, it's important to keep the SE health of adults front and center.

Staff SE competence is tied to healthy adult-youth relationships, effective behavior guidance and direct SEL implementation. Staff with SE competence are better able to:

- Recognize emotions and the thoughts associated with those emotions and use this information to demonstrate empathy and promote enthusiasm.
- Take a proactive approach to support the development of youth prosocial behavior and more easily understand and address challenging behaviors.
- Be role models for youth, with SE skills always on display. How adults talk to each other and to young people, how they respond to and resolve conflict, and the biases they may bring to the program all impact youth.

SEL Practice Is Grounded in Youth Development: Core Competencies for Staff Are Foundational.

Research by the David P. Weikart Center for Youth Program Quality (2012) shows that program quality results in youth outcomes and quality can be greatly improved by supporting staff to implement best practices with youth. Practitioners should first build a foundation grounded in positive youth development, then grow their practice to support youth SEL. The American Institutes for Research (AIR) is currently mapping the *NAA Core Knowledge and Competencies for Afterschool and Youth Development Professionals* with effective SEL practices. Two examples:

- **Interactions with children and youth:** Warm, welcoming, supportive spaces enable youth to feel safe and to develop new skills; to try something new, make mistakes and learn from those mistakes—this is at the heart of social and emotional growth.
- **Youth engagement:** Authentic opportunities for youth voice, choice, decision-making and leadership are contributors to youth engagement. Consider that methods used to promote engagement can at the same time support youth social and emotional development. When youth have choices, they learn how to make responsible decisions. When youth share their voices, they in turn learn how to communicate effectively.

Practices to support SE growth should align with your vision and goals.

SEL is most effectively implemented through intentional practices. Plan accordingly and ask:

- What are our programmatic goals?
- What methods and activities help us achieve our goals?
- What SE competencies do we think we will develop from these methods and activities?
- What intentional practices can we implement to support development of the selected SE competencies?

We often hear, "I want to do SEL, but don't have a curriculum" or "SEL is important, but we have to focus on ..." The most important thing for afterschool professionals and leaders to remember is that intentionality is key to effective SEL practice. SEL can happen anywhere, anytime, within any context. SEL is most effective when it's contextually and culturally relevant, aligned with programming, and engaging for youth.

Use *NAA's Core Knowledge and Competencies for Afterschool and Youth Development Professionals* as a resource on your SEL journey.

Contributed by Jessica Newman, Senior Researcher, American Institutes for Research, and Gina Warner, President and CEO, NAA.

PARTNERSHIPS

Below identify key community partners and/or partnerships with community groups that they will work with the organization to implement a high-quality enriching summer day camp program. See 2024 Summer Day Camp Fund Request for details.

The YMCA has the privilege of collaborating with many partners in implementing programming designed to meet the needs of the children and youth in our programs. Partners who will assist with the summer programming include, but are not limited to:

- UW Parkside
- Carthage College
- Gateway Technical Community College
- UW Extension
- Kenosha Public Library
- Hawthorne Hollow
- Girl Scouts
- KTEC Schools
- Kenosha Sailing Center & Yacht Club
- Snap-On
- Journey Church (HOPE Volunteers)
- Kenosha Public Museums
- One Voice Church
- Other local businesses

INSURANCE

Applicant must have required insurance liability coverage (see 2024 Summer Day Camp Fund Request for details). A copy of insurance is required upon execution of an agreement between parties.



CERTIFICATE OF LIABILITY INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Racine - Vizance, Inc.
1300 S. Green Bay Rd. Ste 300
Racine, WI 53406

CONTACT NAME: Lynn Loney
PHONE (A/C, No, Ext): (262) 563-1854 **FAX (A/C, No):**
E-MAIL ADDRESS: lloney@vizance.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : United States Fire Insurance Company	21113
INSURER B : The North River Insurance Company	21105
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
Kenosha YMCA Inc.
7101 - 53rd Street
Kenosha, WI 53144

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	X COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X	X	506-908482-3	1/1/2024	1/1/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			506-908482-3	1/1/2024	1/1/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	X UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			582-122711-7	1/1/2024	1/1/2025	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N <input checked="" type="checkbox"/> N/A If yes, describe under DESCRIPTION OF OPERATIONS below			4087463517	1/1/2024	1/1/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
The City of Kenosha, its elected officials, representatives, employees and agents and the Board of Parks Commission are named as additional insured under the General Liability when required by written contract, and signed by all applicable parties prior to loss. A Waiver of Transfer of Rights of Recovery Against Others to Us endorsement applies in favor of the additional insureds for General Liability when required by written contract, and signed by all applicable parties prior to loss. Umbrella/Excess extend over underlying insurance. A 30 day Notice of Cancellation applies. All above referenced coverages are subject to actual policy forms, terms, and conditions.

CERTIFICATE HOLDER

CANCELLATION

City of Kenosha
625 52nd Street
Kenosha, WI 53140

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

S-204R 4-99

WISCONSIN SALES AND USE TAX

CERTIFICATE OF EXEMPT STATUS (CES)
(Governmental, Religious, Charitable, Scientific or Educational Organization)

Wisconsin Department of Revenue
PO Box 8902
Madison WI 53708-8902
PHONE (608) 266-2776
TDD (608) 267-1049

Sales to the below named organization are exempt from Wisconsin sales and use tax under sec. 77.75(1) and (9a), Wis. Stats.

This certificate is valid until revoked by the Wisconsin Department of Revenue.

CES NUMBER	001044
DATE ISSUED	2/12/62

**Kenosha Young Mens Christian
Association Inc**
720 59TH PL
KENOSHA WI 53140

IMPORTANT:

Sales to your organization are taxable unless you furnish your supplier with the CES number shown above.
Sales by your organization may be subject to tax. If your organization makes taxable sales, it must obtain a seller's permit and remit sales tax to the Department of Revenue.

Questions: Contact the Department of Revenue by telephone at our above number, FAX (608) 267-1030, E-mail sales10@dor.state.wi.us, or at our Web site www.dor.state.wi.us

BACKGROUND CHECKS

Attach a copy or provide a narrative below of background check process for staff, volunteers and partners. See 2024 Summer Day Camp Fund Request for details.

All YMCA staff and on-going volunteers must complete a Background Check. During the time of hire, the YMCA Payroll Coordinator obtains permission from the Y Candidate to complete the Background Check and proceeds to submit for the report to be ran. Upon the return of an approved Background Check Report, the candidate proceeds in the hiring process and is allowed to participate in the programming. No staff or volunteer will be allowed to participate with the students without an approved Background Check Report.

For any staff driving the Y Shuttles a Driver's Check is ran. Only upon approval by the Payroll Coordinator, who oversees obtaining the report, is the Y staff allowed to fulfill the responsibility of driver.

SAFETY AND SECURITY

Attach a copy or provide a narrative below of health, general safety and security plan. See 2024 Summer Day Camp Fund Request for details.

Tracking of Children/Youth

Students are signed in upon arrival utilizing a Sign In and Out form. Counselors will have a list of the students in their group and will check with each activity transition to assure that all the students are still in the group. No student will be allowed to leave the program without the permission of a parent/guardian.

If a student is expected to attend, and does not show up, a YMCA staff will call the parent/guardian, or another number as provided on the enrollment form to make sure that the student is OK.

Students will be signed out at the end of the day by a parent/guardian or if given permission by a parent/guardian may leave to walk home on their own. For elementary age children walking home, the staff will call an adult as designated by the parent/guardian on the enrollment form to let them know that the child is on their way.

Under the Influence

The Kenosha YMCA has a NO Tolerance policy regarding drugs or alcohol. No drugs or alcohol or any individual under the influence of such is allowed on-site. Police will be notified if staff suspects anyone is under the influence including parents, family, etc.... picking up children.

Storage of Personal Belongings

All articles of worth are strongly encouraged not to be brought to camp by either the staff or the students. Staff belongings such as purses are recommended to be locked in the trunk of their vehicle. The YMCA will be providing a lockable cabinet for storage of valuables if necessary.

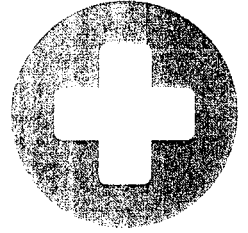
Security Officers from KPD will be requested to be on site during most programming hours, if possible, to not only provide security, but to build positive relationships with the children and staff.

The YMCA staff will follow and guide the children to follow best practices in handwashing, other personal hygiene protocols, and not sharing food. YMCA staff will follow best practices in cleaning and sanitizing materials and equipment

Health & Safety

OVERVIEW

We want all children to attend to have a wonderful time, and to take part as much as possible, but should a child have a temperature of 100 degrees, exhibits signs of a communicable illness (flu, pink eye, etc....) such as but not limited to vomiting, diarrhea; or of contagious condition (i.e. lice), they will not be allowed to attend until all signs of the illness have passed for a 24 hour period. If it is a communicable disease such as chicken pox, measles, etc.... a doctor's note must be provided to stating they may return to the program.



PARTICIPATION

All children and staff in the Kenosha YMCA Parks Alliance programs will be free of illness and able to participate in all activities.

ILL CHILD

Any ill child will be isolated from healthy campers and provided with a sleeping bag or mat while a parent is contacted to pick up their child. Caregivers are responsible for picking up any sick child from the program immediately.

COMMUNICABLE DISEASE

Any child with a communicable disease, such as (but not limited to) whooping cough, diphtheria, meningitis, chicken pox, will be reported to the local public health officer by the Youth & Family Director as the state requires. Caregivers will be notified of possible exposure.

HEAD LICE

We adhere to a "no nit" (eggs) policy. If a child is sent home with lice, the child must be rechecked upon re-entry into program by Youth & Family staff.

MEDICATION

If a child is required to take medication at the YMCA, Caregiver/guardians must complete a "Medication Authorization Form." The medication must be kept in its original container and clearly state the following information: child's name, doctor's name, prescribed dosage, and date issued. The program site stores all medication in a locked safe placed, well out of reach of the children. We maintain dated records, which include the amount of medicine dispensed and the name of the staff person who administered the medication. We will provide refrigeration when necessary. Medications will be returned to you or properly disposed of when they are no longer required by your child. Non-prescriptive medications, i.e. Tylenol, aspirin, cough medicine are not dispensed by our staff. (children and teens may keep their Inhalers)

Staff can only administer medications that are in the original prescription bottle that indicates it being current. A Medical Authorization form must be completed by the parent/guardian. NO non-prescription medicines will be administered to the children and children are not able to self-medicate (please do not send over the counter medicine with your child – they will not be allowed to take it).

INJURIES

Caregivers will be notified of all injuries and asked to sign an Accident Report at the end of the day, verifying notification. Staff will keep a First Aid Kit with them and wear gloves to treat injuries accordingly. Staff are trained in basic CPR and First Aid treatments.

EMERGENCY CARE

In the event that 911 is called for an injured child, the caregiver will be contacted immediately. Staff will accompany the child in the ambulance and meet the caregiver at the hospital. The enrollment form gives authorization for emergency care. If the child is at the YMCA Building on a field trip day when needing emergency transportation to the hospital; Froedtert South will be the hospital of arrival (closest to CFB). Otherwise, children will be transported to the nearest emergency facility.

SAFETY DRILLS

All programs will hold a fire, tornado and safety drill.

MANDATORY REPORTER

Kenosha YMCA staff are advocates for children. Wisconsin State Licensing requires that staff contact social services if there is any suspicion of child abuse, which includes physical or sexual abuse and/or neglect.

Nutrition

**OVERVIEW**

The YMCA Healthy Eating and Physical Activity (HEPA) teaches children how to make healthy food choices and to enjoy physical activity, contributing to their social and physical development.

Staff in charge of the preparation of meals are trained under the guidelines of the CACFP and SSFP program. This includes, but is not limited to training in food preparation, nutritional guidelines, and processing of reports and program forms.

Y STAFF AS ROLE MODELS

Y staff will model healthy eating behaviors at all times. This includes consuming the same foods and beverages as children during meals and snacks (if possible) and avoiding consumption of foods or beverages that are inconsistent with the HEPA standards during program time.

FAMILY STYLE SNACKS & MEALS

Children & youth serve themselves (family style) all food and beverages from common bowls and pitchers with limited help. Staff sit with children during snacks and meals. Children & youth are encouraged and guided to participate in age-appropriate preparation of snacks/meals.

HEALTHY MENU ITEMS

We provide fruits and vegetables (fresh, frozen, dried, or canned in their own juice) at every meal and snack. We do not provide any fried foods. Fried foods include items like potato and corn chips, in addition to foods that are pre-fried and reheated (e.g., pre-fried french fries that are then baked, chicken patties, chicken tenders, chicken nuggets, fish sticks, Tater Tots®, etc.). We do not provide any foods that contain trans-fat (listed as partially hydrogenated oils in the ingredients). Offer only whole grains, as determined by confirming that the first item listed in the ingredients contains the word whole (e.g., whole wheat, whole oats, whole-grain flour, whole brown rice). We do not provide foods that list sugar (e.g., sugar; invert sugar; brown sugar; words ending in -ose; and syrups like high fructose corn syrup, honey, etc.) as containing more than 8 grams of added sugar per serving.



MARKETING AND RECRUITMENT

Attach a copy or a narrative below of the marketing and recruitment plan for the summer day camp program. Include copy of fliers, brochures, etc. All marketing materials must be pre-approved by KPA Co-Chairs before distribution. See 2024 Summer Day Camp Fund Request for details.

Flyers available at....

Lincoln, KTEC, Lance, Washington Middle School

KPL

Local Buisnesses

Brass, Frank, EBSOLA 5th grade students (going into 6th grade)

Enrollment Forms will be....

1. Public Libraries in vacinity of the parks
2. Available in the following School Offices (EBSOLA, Frank, Lincoln)
3. Distributed to the school body at EBSOLA, Frank, Lincoln
4. Onllne at the Kenosha YMCA Website - Community Impact/Events page

Brochures will be available....

1. Achievers Program Sites (as noted above)
2. School Offices (as noted above)

YMCA Staff will attend End of School functions with the intent of enrolling Summer Camp Participants

Posters will be placed at local buisnesses in the neighborhoods of the school

Flyers will be distributed through the Feeding Families Program and at the Achievers Family Nights and Breakfast and Hoops Events.

An Incentive Program will be created, whereby students who refer/enroll their friends, will earn a reward

Y SUMMER PROGRAM



Park Commission Item # 7

April 22, 2024

LINCOLN

June 17th-July 26th 2024 • Monday-Friday: Noon-5:30pm



This **FREE** program is for students entering 6th-8th grade. Enrollment forms available in school offices at Lincoln Middle School, as well as online at kenoshaymca.org/parksprogram. Return completed forms to your school office. Max Enrollment: 50 students. Enrollments accepted until camp spaces are filled.

ENROLLMENT OPENS APRIL 8TH

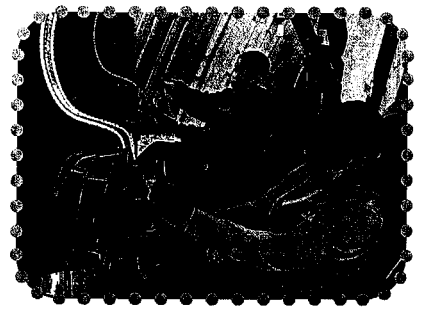
CAREGIVER ORIENTATION

Saturday, June 15th
11:30am-1:30pm

Oribiletti Center in Lincoln Park

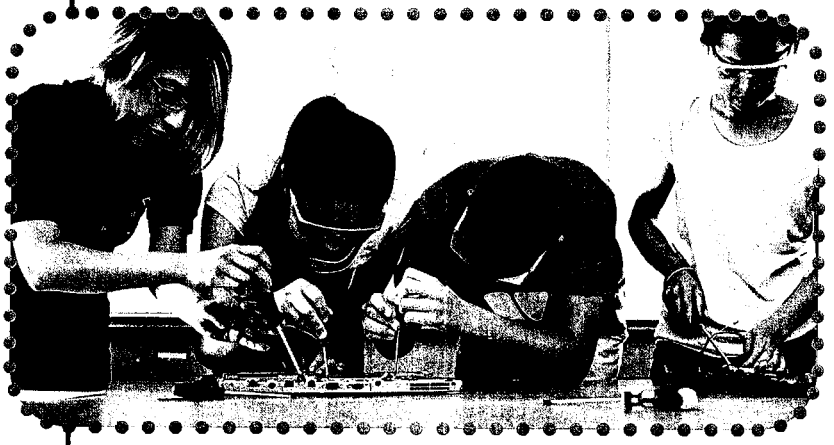
A NEW THEME EACH WEEK!

- Champions by Example
- How Champions View the World
- Freedom Fighters!
- Champions United!
- WE are Champions!
- Champion Celebration!



WEEKLY ACTIVITIES

- Monday - Swimming at the Y
- Tuesday - Teen Tech Center (KELA)
- Wednesday - Field Trips
- Thursday - STEAM
- Friday - Clubs & Bookmobile



FIELD TRIPS

- Summer Beach Party
- Kenosha Excursion!
- Watershed/Hawthorne Hollow
- Sailing Center
- Kingfish Game and more!

SPECIAL ACTIVITY DAYS

- Lincoln Live Family Picnic
- Harborside Market
- Breakfast & Hoops
- Teen Task Force
- Lincoln Teens Projects

LUNCH SERVED DAILY



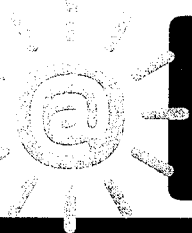
Presented in partnership with the Kenosha Parks Alliance.

1912 Martin Luther King Drive, Kenosha

Questions? Please contact:
Bella Hagen, Teen Summer Camp Director
ihagen@kenoshaymca.org | 262-515-1811

Kenosha YMCA | 262.654.9622 | www.kenoshaymca.org





17 de junio-26 de julio • Lunes a viernes: 12:00pm a 5:30pm



Este programa es **GRATIS** para estudiantes entrando a grados 6-8. Formularios de inscripción están disponibles en las oficinas de las escuelas Lincoln, y en línea en kenoshaymca.org/parksprogram. Devuelva los formularios completos a la oficina de su escuela. Matrícula máxima: 50 alumnos. Se aceptan inscripciones hasta que se llenan los cupos del campamento.

INSCRIPCIÓN ABRE EL 8 DE ABRIL

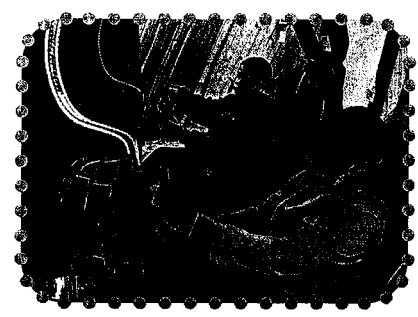
ORIENTACIÓN PARA PADRES

sábado, 15 de junio
11:30-1:30pm

Oribiletti Center en Lincoln Park

¡UNA TEMA NUEVA CADA SEMANA!

- Campeones con el ejemplo
- Cómo ven el mundo los campeones
- ¡Luchadores por la libertad!
- ¡Campeones Unidos!
- ¡Somos campeones!
- ¡Celebración del campeón!

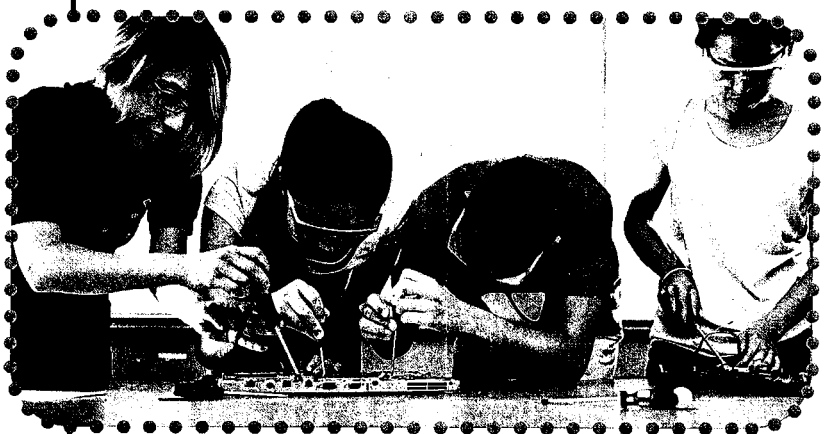


ACTIVIDADES SEMANALES

- Lunes - Nadando en la YMCA
- Martes - Teen Tech Center (KELA)
- Miércoles - Excursiones
- Jueves - Programa de STEAM
- Viernes - Clubes y biblioteca ambulante

EXCURSIONES

- Fiesta de verano en la playa
- ¡Excursión a Kenosha!
- Watershed/Hawthorne Hollow
- Centro de vela
- Partido de Kingfish



DÍAS DE ACTIVIDADES ESPECIALES

- Picnic familiar en vivo en Lincoln
- Mercado de Harborside
- Desayuno y baloncesto Lincoln
- Grupo de Trabajo Adolescente
- Proyectos para adolescentes de Lincoln

ALMUERZO SERVIDO DIARIAMENTE



Presentado en asociación con **Kenosha Parks Alliance.**

1912 Martin Luther King Drive, Kenosha

¿Preguntas? Por favor contactar:
Bella Hagen, Directora Achievers Adolescente
ihagen@kenoshaymca.org | 262-220-8229

Kenosha YMCA | 262.654.9622 | www.kenoshaymca.org



AGREEMENT

By and Between

THE BOARD OF PARK COMMISSIONERS
FOR THE CITY OF KENOSHA, WISCONSIN,
A Wisconsin Municipal Corporation,

And

KENOSHA YOUNG MEN'S
CHRISTIAN ASSOCIATION, INC.,
A Wisconsin Non-Stock Corporation.

This Agreement is made and entered into by and between the Board of Park Commissioners of the City of Kenosha, Wisconsin, a Municipal Park Commission, duly organized and existing under the laws of the State of Wisconsin, having its principal office at 3617 65th Street, Kenosha, WI 53142, hereinafter referred to as "BPC" and Kenosha Young Men's Christian Association, Inc., a Wisconsin non-stock corporation, organized and existing under the laws of the State of Wisconsin, having its principal office at 7101 53rd Street, Kenosha, WI 53144, hereinafter referred to as "YMCA".

WITNESSETH

WHEREAS, the City of Kenosha ("CITY") is the owner of park land located at 2003 54th St., Kenosha, WI 53140, commonly known as Columbus Park ("PARK"); and

WHEREAS, BPC has the statutory authority to govern, manage, control, improve, and care for the CITY's parks; and

WHEREAS, YMCA desires to provide a weekday summer day camp program, YMCA 2024 Summer Day Camp Program – Columbus Park, for children and youth that promotes healthy spirit, body and mind at the PARK for six (6) weeks during the summer of 2024 ("PROGRAM"); and

WHEREAS, YMCA desires to have preferential use of the PARK for said purpose; and

WHEREAS, it is to the mutual advantage of the parties to enter into this Agreement.

NOW, THEREFORE, in consideration of the mutual undertakings, understandings and agreements hereinafter set forth, BPC and YMCA agree as follows:

I. BPC SUPPORT. BPC shall provide the following:

A. BASIC SERVICES.

1. Provide, as is presently available to park facilities and at BPC's sole discretion, electrical power, water, and sewage and trash/recyclable removal.

2. Maintain the exterior and all structural components of any park facilities, as determined by BPC in its sole discretion.
3. Provide grounds and lawn care for the PARK, as determined by CITY in its sole discretion.
4. Determine and pay, in its sole discretion, for capital improvements made to the PARK.

B. SIGNAGE.

BPC will grant approval, subject to City Code requirements and approvals, for YMCA to place a temporary PROGRAM informational sign in the PARK with such placement, design and size subject to prior written approval of the Director of Parks.

C. INSURANCE.

Maintain, through the CITY, casualty insurance on park facilities, including fire and extended coverage, to protect the CITY's interest in the facilities, however, the CITY shall not provide coverage for contents owned by YMCA, its agents, employees, or volunteers.

D. FUNDING.

BPC pledges up to \$38,481.00 to fund PROGRAM, consistent with the YMCA 2024 Summer in the Park 2024 Day Camp Program Fund Request and Budget (Exhibit 1), attached hereto and incorporated herein, to be paid in two installments, the first installment of \$20,000.00 to be paid on or before June 17, 2024, and the final installment for the balance of the PROGRAM budget not later than 30 days after the conclusion of the PROGRAM and compliance with the YMCA Reporting Requirements defined in Section II. A. 4. of this Agreement. In the event actual costs of the PROGRAM are less than those contained within the Proposed Budget, the final payment will be reduced to reflect the actual costs of the PROGRAM. The parties hereto acknowledge that the Proposed Budget will service up to an average of 60 children daily. In the event YMCA determines that participation exceeds its budgetary expectations following week 2, YMCA may request and BPC may consider additional funding. Additional funding shall be provided at the sole discretion of BPC.

II. YMCA SUPPORT. YMCA shall provide the following to ensure that the summer camp at Columbus Park operates and accomplishes the goals outlined herein:

A. OPERATION AND REPORTING.

1. Provide management, leadership, staff and volunteers to operate the PROGRAM, as more completely described in the YMCA's 2024 Fund Request for YMCA 2024 Summer Day Camp Program (Exhibit 1).
2. Operate the PROGRAM on weekdays from 11:30 a.m. – 5:00 p.m., between and including, June 17, 2024 through, July 26, 2024, excluding July 4th.

3. While YMCA shall have preferential use of the PARK while operating the PROGRAM, it shall not have exclusive use of the PARK during such time it being understood that the public shall be entitled to use whatever portions of the PARK are not being utilized by the PROGRAM. Further, YMCA understands that CITY may be utilizing the PARK for other programs, including the permitting of Special Events, and agrees to cooperate with and abide by any direction from the Mayor or his designee. Exclusive use of the PARK for a specified date is permitted upon written request of YMCA and prior written approval of the Superintendent of Parks.
4. Reporting Requirements. At the conclusion of the PROGRAM and prior to payment of the funding balance, YMCA shall submit a performance report using the “2024 Summer Day Camp Program Report Template” (Exhibit 2) documenting the PROGRAM’s performance not later than thirty (30) days of the conclusion of the summer day camp program to the City of Kenosha Community Outreach Coordinator, which shall include the following sections:
 - a. Program Description: Provide a brief description of original intent of the summer day camp program and perceived benefit of the program. How the program impacted youth participants. Provide a copy of program curriculum, activities, calendar and other documentation to support outcomes.
 - b. Data: Provide a narrative of the data collected and identify what tools were used for data collection. Provide a summary of data collected with a quantitative summary of enrollment, daily attendance, average per day attendance, demographics, explain how participants improved in math, reading, water safety, behavior, team-building and inter-personal skills, etc.
 - c. Logic Model: Follow the City of Kenosha – 2024 Summer Day Camp – Logic Model. Align program structure with logic model.
 - d. Impact & Outcomes: Explain how the summer day camp program impacted summer day camp program participants and how it filled the gaps for youth services Needed for youth during the months out of school for summer break. State what were the results, challenges, resolutions, conclusions and lessons learned. Include input from youth participants, parents, program staff and school staff.
 - e. Budget: Provide an actual budget summary for all revenue and expenses.
 - f. Photo: In a jpg format, attach photos of summer day camp participants engaged in a variety of activities (i.e. reading, learning, water safety, etc.). A minimum of 10 photos.

B. SITE MAINTENANCE.

1. Maintain the PARK, and assist the CITY, where possible, in maintaining the PARK through periodic litter removal and/or other aesthetic improvements. The YMCA shall also be responsible to separate and segregate all trash and recyclables generated by the PROGRAM.

2. Any changes to the PARK are prohibited unless approved by the BPC. Any proposed changes shall be submitted for approval to BPC through the City's Director of Public Works.
3. Make the PARK available for use by the CITY, or any related City Agency/department, upon reasonable notice being provided to YMCA by CITY or BPC.
4. Shall not assign its interest in this Agreement to any other party without authorization from BPC.
5. Shall remove all PROGRAM information signs placed in the PARK at the conclusion of the Agreement term.

C. NOTIFICATION.

Special events utilizing excessive parking and/or area of the PARK shall require thirty (30) days written notice and permission granted by the BPC to ensure there is no conflict.

D. INSURANCE.

On or before, June 12, 2024, YMCA shall procure and maintain, during the course of this Agreement, occurrence based insurance policies as hereinafter specified to insure against all risk of loss for the use of the PARK. The policies must be issued by an insurance company or companies authorized to do business in the State of Wisconsin and licensed by the State of Wisconsin. YMCA shall furnish a Certificate of Insurance indicating compliance with the foregoing, including the naming of the CITY and BPC as an "additional insured", and proof payment of premium to the City Clerk/Treasurer for approval. YMCA shall also provide a copy of the "additional insured" endorsement. The insurance policy or policies shall contain a clause that in the event that any policy issued is canceled for any reason, or any material changes are made therein, the City Clerk/Treasurer will be notified, in writing, by the insurer at least thirty (30) days before any cancellation or change takes effect. All policies maintained will provide by endorsement that said policies: are primary, not contributing with and not supplemental to, the coverage that the CITY and BPC may carry; and waive all claims of subrogation and/or contribution against the CITY or BPC the insurer may have arising out of the PROGRAM. If for any reason, insurance coverage required herein lapses or YMCA fails to maintain insurance coverage, CITY may declare this Agreement null and void as of the date the insurance policy was no longer in effect. The failure of YMCA to take out and maintain the required insurance shall not relieve YMCA from any liability under this Agreement. The insurance requirement shall not be construed to conflict with the obligations of YMCA in Section II E. of this Agreement. YMCA shall maintain during the course of this Agreement insurance with limits as follows:

1. Commercial General Liability
 - i. Bodily injury:
 - \$1,000,000.00 Each Occurrence
 - \$2,000,000.00 Aggregate

- ii. Property Damage:
 - \$1,000,000.00 Each Occurrence
 - \$2,000,000.00 Aggregate

2. Umbrella Policy

- i. \$2,000,000.00. Further, such policy shall have the same protection/coverage as the primary policy/policies.

E. INDEMNITY AND HOLD HARMLESS.

YMCA agrees that it will indemnify and hold harmless BPC, City of Kenosha and their officers and employees (collectively "Indemnitees") against any and all claims, liability, loss charges, damages, costs, expenses or reasonable attorney fees, which any of them may hereafter sustain, incur or be required to pay as a result of incidents occurring in the PARK, resulting from (1) operations, works, acts or omissions performed in the PARK by YMCA, its officers, employees or representatives; or (2) YMCA's failure to perform or observe any of the terms, covenants and conditions of this Agreement. Upon the filing with BPC and/or City of Kenosha of a claim for damages arising out of any incidents(s) which YMCA herein agrees to indemnify and hold harmless the Indemnitees, YMCA shall be notified of such claim, and in the event YMCA does not settle or compromise such claim, then YMCA shall undertake the legal defense of the claim on behalf of YMCA and the Indemnitees. It is specifically agreed, however, that Indemnitees, at their own cost and expense, may participate in the legal defense of any such claim. Any judgment, final beyond all possibility of appeal, which may be rendered against any Indemnitee for any cause for which YMCA is liable hereunder, shall be conclusive against YMCA as to liability and amount of damages. This provision shall survive expiration or termination of this Agreement to the extent necessary to effectuate its purpose.

III. TERMINATION.

In the event either party should fail to fulfill in a timely manner any of its obligations under this Agreement, the non-breaching party shall give ten (10) days written notice to the breaching party, describing the breach and allowing the breaching party five (5) days to cure said breach. If said breach cannot reasonably be cured within five (5) days, the breaching party shall be entitled to such additional time as is reasonably necessary to cure the breach. In the event the breaching party does not cure the breach within five (5) days (or such longer period as is reasonably necessary), the non-breaching party shall have the right to terminate this Agreement by giving a notice of termination to the breaching party. Absent any early termination as set forth hereinabove this Agreement shall terminate on October 31, 2024 or upon receipt of satisfactory completion of required Reporting Requirements.

IV. MISCELLANEOUS

- A. Each party shall continue to enjoy all rights, claims and defenses available to it under law. By executing this Agreement, neither YMCA nor CITY waives any constitutional, statutory

or common law requirements or defenses, nor shall the provisions of this Agreement create any rights in any third party.

- B. Any notice required to be given to any party to this Agreement shall be in writing and delivered either by hand or certified mail, return receipt requested, to the addresses indicated below, or such address as the parties indicate in writing. Notice shall be effective as of the date of delivery, if by hand, or mailing, if by certified mail, return receipt requested.

If to CITY:

City of Kenosha – Administration
 Attn: Community Outreach Coordinator
 625 52nd Street, Suite 300
 Kenosha, WI 53140

City of Kenosha Parks Division
 Attn: Director of Parks
 3617 65th Street
 Kenosha, WI 53142

With copies to:

City Attorney
 625 52nd Street, Room 201
 Kenosha, WI 53140

Director of Public Works
 625 52nd Street, Room 305
 Kenosha, WI 53140

If to YMCA:

Chief Executive Officer
 Kenosha Young Men's Christian Association, Inc.
 7101 53rd Street
 Kenosha, WI 53144

- C. This Agreement may be executed simultaneously in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.
- D. It is expressly understood and agreed between the parties hereto that this Agreement contains the entire understanding and agreement of the parties hereto with respect to the subject matter contained herein. There are no representations, warranties, covenants or undertakings other than those expressly set forth herein. It is specifically understood that this Agreement supersedes and cancels all prior negotiations, arrangements, discussions, correspondence (whether or not responded to) or agreements, contracts or understandings, whether oral or written, which may have taken place, or been in existence at any time between the parties.
- E. The paragraph headings contained in this Agreement are for reference purposes only and shall not affect in any way the meaning or interpretations of this Agreement.

- F. The interpretation of this Agreement will be governed by and construed and enforced in accordance with the laws of the State of Wisconsin.
- G. If any of the terms or provisions contained herein shall be declared to be invalid or unenforceable by a court of competent jurisdiction, then the remaining provisions and terms of this Agreement shall not be affected thereby and shall remain in full force and effect and shall be valid and enforceable to the fullest extent permitted by law.
- H. This Agreement and its terms, provisions, covenants and conditions may not be amended, changed, altered, modified or waived except by an express instrument in writing signed by the parties.
- I. No extension of time, forbearance, neglect or waiver by one party with respect to any one or more of the covenants, terms or conditions of this Agreement shall be construed as a waiver of any of the other covenants, terms or conditions of this Agreement, or as an estoppel against the waiving party, nor shall any extension of time, forbearance or waiver by one party in any one or more instance or particulars be construed to be a waiver or estoppel with respect to any other instance or particular covered by this Agreement.
- J. Each of the undersigned hereby represents and warrants that: (a) such party has all requisite power and authority to execute this Agreement; (b) the execution and delivery of this Agreement by the undersigned, and the performance of its terms thereby have been duly and validly authorized and approved by all requisite action required by law; and (c) this Agreement constitutes the valid and binding agreement of the undersigned, enforceable against each of them in accordance with the terms of the Agreement.

Signature Pages Follow

IN WITNESS WHEREOF, YMCA and CITY have executed this Agreement as of the date set forth below.

BOARD OF PARK COMMISSIONERS FOR
THE CITY OF KENOSHA, WISCONSIN,
A Wisconsin Municipal Corporation

BY: _____
ERIC HAUGAARD, Board of Park Commission
Chairman

Date: _____

BY: _____
KATIE ELDER, Director of Parks

Date: _____

COUNTY OF KENOSHA)
:SS.

STATE OF WISCONSIN)

Personally came before me this day of , 2024, Eric Haugaard, Chairman of the Board of Park Commissioners, and Katie Elder, Director of Parks for the City of Kenosha, Wisconsin, a Wisconsin municipal corporation, to me known to be the such Chairman of said Commission and Director of said department of said municipal corporation, and acknowledged to me that they executed the foregoing instrument as such officers as the agreement of said CITY, by its authority.

Print Name: _____
Notary Public, Kenosha County, State of Wisconsin
My Commission expires/is: _____

KENOSHA YOUNG MEN'S CHRISTIAN
ASSOCIATION, INC.
A Wisconsin Non-Stock Corporation

BY: _____
CINDY ALTERGOTT, Chief Executive Officer

Date: _____

STATE OF WISCONSIN)
:SS.

COUNTY OF KENOSHA)

Personally came before me this ___ day of _____, 2024 Cindy Altergott, Chief Executive Officer of the Kenosha Young Men's Christian Association, Inc., to me known to be such Chief Executive Officer and acknowledged that she executed the foregoing instrument as such officer as the agreement of said Kenosha Young Men's Christian Association, Inc., by its authority.

Print Name: _____
Notary Public, Kenosha County, State of Wisconsin
My Commission expires/is: _____

Drafted By:
MATTHEW A. KNIGHT
City Attorney

CITY OF KENOSHA

2024 SUMMER DAY CAMP

PROGRAM FUND REQUEST

- REQUIRED DOCUMENTS

Organization Name:

Contact Name:

Contact Phone:

Contact Email:

Date:

PROGRAM NARRATIVE

Narrative should include the following best practices for summer day camps:

1) An inclusion philosophy; 2) Activities that promote inclusion (e.g., physically active but non-competitive games); and 3) Meaningful summer educational and recreational opportunities for youth that include field trips, emphasis on math and reading, water safety, wellness, nutrition, team-building, nature/environment and the arts. In addition, show adequate counselor-to-participants ratio for age groups, nutritional lunch and snack program and name the specific City park for associated with the summer day camp program activities and events. State if request is for an elementary or middle school summer day camp program. For additional space – attach separate sheet. See 2024 Summer Day Camp Fund Request for details.

The Kenosha YMCA respectfully submits the following funding request to provide summer activities in the City Parks. It has been the privilege and the joy of the Kenosha YMCA to have partnered with the city and community leaders over the past several summers to provide for the needs of its children through programming that is designed to guide them in developing a healthy mind, body, and spirit. Such is the goal of the Kenosha YMCA which aligns with that of the goal of the city. Together, we can meet our goals on behalf of the children.

Last year, the focus was that of experiencing the joy of giving to others. This summer, the focus will be that of taking action on behalf of others "Champions of Others!". Activities will continue to build on developing a sense of Care, Compassion, Respect, Appreciation for others. A foundation will be laid of looking to the example of how others have positively changed the world for others and how individually and together, they can too. This summer will be in honor of the life and work of Katherine Marks and address the need for coming together to help one another through the changes that will occur in the lives of our students with the closing of some of their schools.

This funding request is submitted for the Elementary Program

Structure and Format

Mission, Purpose, Philosophy, and Core Values

The Kenosha YMCA mission is to put Christian principles into practice through programs that build healthy spirit, mind, and body for all.

The YMCA believes all children and youth have immense potential and deserve the opportunity to discover who they are and what they can achieve. Through the Y, children and youth cultivate the values, skills, and relationships that lead to positive behaviors, better health, and educational achievement.

The YMCA summer programming fosters the cognitive, social-emotional, and physical development through play and planned opportunities and experiences focused on achievement, relationships, belonging: We deliver activities in a physically and emotionally safe space. We encourage children and youth to develop at their own individualized pace. We encourage skills development. We offer youth service and leadership opportunities.

To accomplish our mission, the programming of the Kenosha YMCA Youth and Family Department teaches the 5 Core Values. Building character in young people to help them form positive values has always been the focus of the YMCA Mission. Here at the YMCA, we strive to help kids develop the following character traits:

Caring – Putting others before oneself; of building more responsive communities

Honesty - Integrity; of telling the truth and keeping promises to yourself and others

Respect – Treating others as you would want them to treat you

Responsibility – Accepting accountability and following through on personal commitments

Faith - Knowing what one believes and why; to have complete trust in someone or something

Activities that Promote Inclusion & Meaningful Educational/Recreational Opportunities

Inclusion is foundational to the philosophy and values of the YMCA. All are welcome. No one is excluded. Lessons of acceptance and appreciation of others are embedded in the programming addressing how to apply the Core Values (Respect, Responsibility, Care, Honesty, and Faith) and expanding the understanding of Cultural Diversity

PROGRAM EVALUATION PLAN

Describe how the organization will evaluate the summer day camp program. The Evaluation Plan must be able to show documented results that demonstrate whether and how the strategies and activities funded under the Program made a difference in positively impacting such things as unhealthy behavior and affected lifestyle choices. Include how the program will track youth through milestone achievements (i.e. behavior, team-building, inter-personal skills, etc.).

Program Evaluation Plan and Methodology

Evaluation will be triangulated and include pre and post-tests as well as on-going anecdotal assessments. Triangulation will occur by gathering input from the students, parents/significant adult, and YMCA Staff.

Areas of Evaluation

Attendance

Growth in Social Emotional & Great Daily Life Skills

Knowledge, understanding, and application of 5 Core Values

Progress and minutes spent in Reading and Math

Knowledge and application of Healthy Eating & Lifestyle (Physical Activity)

Safety Around Water Content and Skills

Understanding of ways to help and encourage others

Time spent engaged in Science, Social Studies and Language Arts Activities

Improvement and time spent in reading and math skills

Quality of Program

Evaluation Tools

Attendance Records (Sign In and Out Forms)

Social Emotional Development – pre & post DESSA 8 items (completed separately by student, parent and staff after 3 weeks into the program and at end of program as a post assessment).

Core Values Pre and Post Assessment – Staff observations, Student Journals, Observations of others

Knowledge of Healthy Eating & Lifestyle – Pre and Post Test Assessment

Safety Around Water Assessment (as conducted by YMCA Aquatics Staff)

Time spent in subject content areas – Lesson Plans, staff observation, student journals/projects

Progress and time spent applying Reading and Math Skills – Staff Observations and Baseline Assessments

Achievers Quality Program Assessment Form

Parent Surveys

BUDGET

Use 2024 Summer Day Camp Fund Request – Budget Template. For eligible and ineligible expenses see 2024 Summer Day Camp Fund Request for more info. Budget items should be clear, efficient and reasonable. Justification exists for each budget item. Budget shows all sources of revenue and leverage of funding. See 2024 Summer Day Camp Fund Request for details.

Park Commission Item 7

Budget Narrative 2024 Summer Camp - Elementary

Based on 60 students in Attendance - 1:12 Student/Staff Ratio; SD not in a Group

Budget Items w/ Explanations	Budget Item Amount	COK Fund	Other Funds	Total
Personnel				
1 Site Director	\$25.00 per/hr x 38 hrs x 8 weeks	\$7,600	\$7,600	\$
5 Teachers	See NOTES	\$16,450	\$16,450	\$
Support Staff	See NOTES	\$5,365	\$5,365	\$
1 Bus Drivers	\$16.00 per/hr x 8 hrs x 6 weeks	135.00	-	\$
1 STEM Instructor	\$15.00 per/hr x 1.5 hr x 6 weeks	463.50	-	\$
1 SAW Instructor	\$15.45 per/hr x 5 hrs x 6 weeks	1,000.00	-	\$
Volunteers and Activity Partners		1,000.00	1,000.00	\$
Educ & Comm. Impact Director	\$25 per/hr x hrs 20	1,000.00	-	\$
Administrative support (Marketing, Creating Partnerships, Payroll, ...)		1,250.00	-	\$
Total		\$ 33,263.50	\$ 31,665.00	\$ 1,598.50
Fringe Benefits				
FICA, Worker's Comp & Unemployment Comp	9.78% of total wages	\$ 3,155.37	\$ 3,096.84	\$ 156.33
Retirement (5% vested employees)		\$ 1,663.18	\$ -	\$ 1,663.18
Total		\$ 4,818.55	\$ 3,096.84	\$ 1,819.51
Staff Training				
Summer Preparation Week (Teachers and Support Staff)	Built w/in Personnel Cost			\$ -
Training provided by Dr. Rachel Mail, YMCA of the USA training links, and West Bend Insurance.				\$ -
Dollars included reflect staff training wage.				\$ -
Materials & Supplies				
Curriculum supplies (Arts/Crafts, Sports - HEPA)		\$ 2,000.00	\$1,000.00	\$ 1,000.00
End of Summer Celebration - Olympic Theme "Champions" Concessions, Décor.		\$ 500.00	\$ 500.00	\$
Fieldtrip costs (admission fees)	See NOTES	\$1,500.00	\$1,500.00	\$
Lunch	\$3.00/day x 5 days x 2 weeks x 30 children	\$ 900.00	\$	\$ 900.00
Lunch	\$3.00/day x 5 days x 4 weeks x 60 children	\$3,600	\$	\$ 3,600
Super Snack/Dinner	\$2.00/day x 5 days x 6 weeks x 60 children	\$ 3,600.00	\$	\$ 3,600.00
Total		\$ 12,100.00	\$ 3,000.00	\$ 9,100.00
Equipment				
Locking cabinets, tablet etc.	Tents for Columbus Park	\$ 500.00	\$500	\$
Transportation				
Mileage	3 days(6 weeks) = 18 Y Trips x 6.4 round trip miles(2 busses) @ .54/mile	\$224.50	224.50	\$
	3 swimming days (diff. groups) + 1 extra Fieldtrip day whole camp			\$ -
	3 busses (5 trips) (Avg. miles round trip 10) (.54 mile)			\$ 200.00
Total		\$ 224.50	\$ 224.50	\$ 200.00
Marketing and Printing				
1000 fliers @ \$200 per 1000		\$ 200.00	\$	\$ 200.00
Occupancy				
KUSD Facility Rental		\$ 5,000.00	\$ 5,000.00	\$
				\$ -
Total		\$ 5,000.00	\$ 5,000.00	\$ 5,000.00

Other Expenses									
Background Checks	\$10/per staff/volunteer x approx. 20	\$	200.00	\$		\$	200.00	\$	200.00
Camp t-shirts	\$5.50/shirt x 75 children + 20 staff	\$	495.00	\$	495.00	\$		\$	225.00
Children Incentives & awards	\$5.00/children x 75 children	\$	375.00	\$		\$	375.00	\$	250.00
Pool Rental	\$65/hr x 2 hrs x 6 weeks	\$	780.00	\$		\$	780.00	\$	780.00
STEM Lab	\$75/hr x 2hr x 6 weeks	\$	900.00	\$		\$	900.00	\$	900.00
Total		\$	58,856.55	\$	43,481.34	\$	15,473.01	\$	58,856.55
		\$		\$	5,000.00 (Minus Rental)	\$		\$	
		\$		\$	38,481.34	\$	YMCA Fund Request	\$	

LOGIC MODEL

(Outcomes, Measurements and Projected Impact) See 2024 Summer Day Camp Fund

Request for details.

Use Logic Model template provided. See 2024 Summer Day Camp Fund Request for details.

City of Kenosha - 2024 Summer Day Camp LOGIC MODEL

Goal Statement: Provide program participants with meaningful experiences during the summer that contribute to their literacy, math and water safety growth, support their social-emotional development, and foster a sense of belonging.

Underlying Conditions: Provider organization is committed to utilizing their materials and resources to provide summer camp participants with an engaging and beneficial summer enrichment experience during time devoted to day camp activities

INPUTS	ACTIVITIES	OUTPUTS	OUTCOMES	
			Short- Term	Long- Term
The Summer Day Camp program provides:				
Summer day camp content that promotes literacy, math, water safety and social-emotional development	Youth receive high quality instruction in an engaging and welcoming environment.	Youth interact with high-quality and culturally responsive	Youth strengthen their literacy, math, water safety and social-emotional skills	Youth display greater success on measures of literacy and math achievement
Min. of 20 minutes per day of reading practice time and targeted math skills concept practice; in addition to daily activities/projects that require reading and math. Incentive program; Book Mobile	Youth receive time for daily reading and math	Youth are immersed in an environment that promotes literacy and math engagement and achievement	Youth show greater engagement, stamina, motivation and independence with reading and math	Youth gain confidence in their ability to succeed in literacy and math activities
Professionally facilitated Safety. Around Water course, weekly time in the Y pools	Youth receive time weekly for water safety lessons	Youth engage in an environment that promotes the 7 strengths - belonging, curiosity, friendship, kindness, confidence, courage and hope	Youth gain confidence in their abilities as readers and in their knowledge regarding water safety techniques	Youth are life-long learners and readers
Focused lessons and activities that guide youth to develop in the areas of the 8 Great Life Skills; specifically, Building Relationships, Personal Responsibility, Self-Awareness, Social Awareness and Making Decisions. Focused lessons on Y 5 Core Values.	Youth receive time weekly to work on their social-emotional skills	Youth read more	Youth exhibit growth in their social-emotional skills including self-confidence and sense of belonging	Youth exhibit strong social-emotional competencies in their learning and social endeavors

City of Kenosha - 2024 Summer Day Camp LOGIC MODEL

Goal Statement: *Provide program participants with meaningful experiences during the summer that contribute to their literacy, math and water safety growth, support their social-emotional development, and foster a sense of belonging.*

Underlying Conditions: *Provider organization is committed to utilizing their materials and resources to provide summer camp participants with an engaging and beneficial summer enrichment experience during time devoted to day camp activities*

INPUTS	ACTIVITIES	OUTPUTS	OUTCOMES	
			Short- Term	Long- Term
The Summer Day Camp program provides:				
Summer day camp content that promotes literacy, math, water safety and social-emotional development	<p>Staff</p> <p>Staff provide instruction for 96- 150 hours in a 5 – 6 week time frame</p>	<p>Staff</p> <p>Staff foster an environment that promotes - belonging, curiosity, friendship, kindness, confidence, courage and hope</p>	<p>Staff</p> <p>Staff incorporate the 7 strengths into their teaching practices</p>	<p>Staff</p> <p>Staff facilitate a strong social-emotional learning environment</p>
Staff create and facilitate lessons using best practices based on the individual growth needs of the youth	<p>Staff provide instruction in reading, math, water safety and social-emotional skills</p>	<p>Staff learn/know best practices in literacy, math and water safety instruction</p>	<p>Staff apply best practices in literacy, math and water safety instruction</p>	<p>Staff strengthen their teaching practices in literacy math and water safety instruction</p>

Summer Parks Program 2023 Outcomes Assessment**Program:** EBSOLA Lincoln**Assessment:** Baseline

Final

Rater (Name of Person Completing the Assessment): _____
(If completed as a team indicate "Team")**Name of Child:** _____ **Age:** _____ **Grade:** _____**DESSA Ratings**

Item#	Behavior	Never	Rarely	Occasionally	Frequently	Very Frequently	Score
1	Keeps trying when unsuccessful or comes up against something difficult	0	1	2	3	4	
2	Takes an active role in camp activities	0	1	2	3	4	
3	Respect another's opinions	0	1	2	3	4	
4	Offers to help others (quietly or obviously)	0	1	2	3	4	
5	Takes responsibility for personal belongings w/out being asked	0	1	2	3	4	
6	Shows a positive attitude (countenance, communication, ...)	0	1	2	3	4	
7	Accepts responsibility for what he/she did	0	1	2	3	4	
8	Looks forward to activities and/or future	0	1	2	3	4	
9	Shows appreciation of others	0	1	2	3	4	
10	Follows advice of trusted adult or example of positive role model	0	1	2	3	4	

Comments:

1. Can name the Core Values (Respect, Responsibility, Caring, Honesty) 1 2 3 4
2. Can explain the Core Values and how to apply them in daily life. 1 2 3 4
3. Percentage of attendance (allowing excused absences – other appointments, scheduling conflicts, vacations, illness....) _____
4. Observations of strengths/needs in Reading and Math:



FOR YOUTH DEVELOPMENT[®]
 FOR HEALTHY LIVING
 FOR SOCIAL RESPONSIBILITY

Achievers (School Year and Summer Parks) Program Quality Evaluation

Directions: This evaluation is to be completed A response for each question is required (Comments/Reasons for Rating are optional). The 'No Observation Completed' category should only be used if the observer will not do an observation of the activity.

Date Completed:	
Week of Programming:	
Role:	
Completed By (Name):	

A. SAFE ENVIRONMENT	1	3	5	No Observation Completed	Comments / Reasons for Rating
A1. Staff and volunteers use positive behavior management techniques	Staff members do not correct negative behaviors and staff do not teach a positive behavior to replace the negative.	Staff members sometimes correct negative behavior in an encouraging fashion and sometimes in a negative fashion, not teaching a positive behavior to replace the negative.	Staff members consistently correct negative behavior in an encouraging fashion, while teaching a positive behavior to replace the negative.		
	○	○	○	○	
A2. Youth participants are supervised at all times	There is a higher ratio than 1:8 staff to children at all times.	There is a 1:8 ratio of staff to children most times, but sometimes the ratio is higher.	There is a 1:8 ratio of staff to children at all times.		
	○	○	○	○	
A3. Program schedule is always posted and followed	Children do not know where the schedule is posted and it is not visible to them at all.	Children know where the schedule is posted but it is not visible to them.	Children know where schedule is posted and is visible at all times.		
	○	○	○	○	
A4. Healthy food and drinks are provided	Water is not readily available and the snacks provided are not healthy.	Water is not readily available, and most of the snacks are healthy but some can be considered "junk food".	Water is readily available at all times, and fruit, vegetables and other healthy snacks are readily available. "Junk food" is not available to participants.		
	○	○	○	○	
B. SUPPORTIVE ENVIRONMENT	1	3	5	No Observation Completed	Comments / Reasons for Rating
B1. Staff adequately prepare for each session	No program activities begin or end on time and staff does not have any materials ready by program start. Staff does not answer participant questions.	Some program activities do not all end or begin on time and staff has some materials ready by program start. Staff answer some participant questions, but not all.	Program consistently runs smoothly and all background and pre-preparation is complete by program start. Staff members are regularly prepared to answer participant questions.		
	○	○	○	○	
B2. Staff provide a welcoming and inclusive atmosphere	Staff does not welcome participants or families upon entering and does not use language, actions and lessons that ensure that all participants are included and that there is a respect for student and family diversity, culture and background.	Some participants and their families are welcomed by staff upon entering with language, actions and lessons that ensure that those participants are included and that there is a respect for student and family diversity, culture and background.	All participants and their families are welcomed by staff upon entering with language, actions and lessons that ensure that all participants are included and that there is a respect for student and family diversity, culture and background.		
	○	○	○	○	

B3. Staff provides clear and specific directions (Safe)	When giving youth a task, they are never given clear directions and staff never re-state directions when youth misunderstand.	When giving youth a task, directives are sometimes clear, polite, specific, and are sometimes over or under-challenging. Staff members sometimes re-state directions in the event youth misunderstand.	When giving youth a task, directives are always clear, polite, specific, and not over- or under-challenging. Staff members consistently re-state directions in the event that youth misunderstand.		
	○	○	○	○	
B4. Transitions from program to program are smooth with little down time	Program schedule does not flow smoothly and staff and youth transition from one activity to another with significant delays and obstacles.	Program schedule sometimes flows smoothly, and staff and youth can sometimes transition from one program activity to another, although sometimes there are significant delays or obstacles.	Program components are established such that schedule consistently flows smoothly, and staff and youth can transition from one program activity to another without significant delay or obstacle.		
	○	○	○	○	
B5. Staff support children in building new skills	Children are not supported in building new skills.	Children are sometimes provided with instruction, encouragement, guidance, and active learning, but not always.	Constant encouragement, instruction, guidance and active learning are utilized to support students as they build critical new skills.		
	○	○	○	○	
B6. Staff engage participants in active learning	Staff members lecture youth and do not engage them in activities. Program staff do not support or encourage participants.	Staff sometimes lecture youth and sometimes engages them in the activities. Program staff sometimes question, encourage and support participants, but not always.	Staff members do not lecture youth, but successfully engage them in the activities, using the program as a mechanism for student learning. Program staff regularly question, encourage and support participants to further their engagement and learning in the program.		
	○	○	○	○	
B7. Staff verbally recognize children's efforts/accomplishments	Staff do not praise or acknowledge children's efforts and accomplishments.	Staff sometimes praise and acknowledge children's efforts and accomplishments, within the group, to other staff, to school partners and to parents.	Staff deliberately and inclusively praise and acknowledge children's efforts and accomplishments on a routine basis, within the group, to other staff, to school partners and to parents.		
	○	○	○	○	
B8. Activities are consistently adaptable for students with special needs	Activity components are not adapted to youth in the program with special needs.	Activity components are sometimes adapted to youth in the program with special needs.	Activity components are always quickly, easily, and seamlessly adapted to youth with special needs, accommodating them physically and other ways, as needed.		
	○	○	○	○	
C. INTERACTION	1	3	5	No Observation Completed	Comments / Reasons for Rating
C1. Staff assist youth without taking control	Staff members do not allow or encourage participants to resolve issues, problems, or complete activities, but rather intervene intrusively and unnecessarily.	Staff members sometimes allow or encourage participants to resolve issues, problems, or complete activities on their own, although sometimes they intervene and do these things for them.	Staff members allow or encourage participants, as much as they are able to, to resolve issues, problems, or complete activities on their own, thereby developing their confidence and sense of self-efficacy. Staff members do not intervene intrusively or unnecessarily.		
	○	○	○	○	
C2. Staff balance individual and group learning	No individual attention is given to any participants and there is no group focus.	Individual attention is given to some participants, and there is some group focus.	Individual attention is regularly given to each program participant to ensure that they have sufficient support and encouragement, and this is done in combination with consistently excellent group focus to provide participants with information or programming.		
	○	○	○	○	

C3. Staff provide collaborative learning experiences	Staff do not provide youth with supportive and engaging group learning experiences.	Staff sometimes provide youth with supportive and engaging cooperative group learning experiences.	Staff provide youth with supportive and engaging cooperative group learning experiences.		
	○	○	○	○	
C4. Staff and volunteers encourage inclusion and the participation of all	Staff do not encourage children to participate in the program and youth are not made to feel included in the program.	Some children are encouraged to participate in the program, and some youth are made to feel included in the program. Staff members sometimes foster inclusion, sharing and positive interactions and belonging.	Each child is routinely encouraged to participate in the program, and all youth are made to feel included in the program. Staff members successfully foster inclusion, sharing and positive interactions and belonging among youth.		
	○	○	○	○	
C5. Youth are friendly, respectful and relaxed with one another	Youth exhibit negative behaviors to each other and staff do not encourage them to be kind to one another. Youth do not appear to be comfortable with their peers.	Youth are sometimes encouraged to be kind to one another and some youth do not appear to be comfortable with their peers.	Youth are always encouraged to be kind to one another, and routinely display comfort with peers.		
	○	○	○	○	
C6. Staff encourage children to manage feelings and resolve conflicts appropriately	Positive approaches are not encouraged among youth. Staff do not introduce positive management and resolution techniques and do not encourage appropriate conflict resolution.	Positive approaches to conflict resolution are sometimes encouraged among youth. Staff sometimes introduce youth to positive management and resolution techniques and sometimes encourage cooperation, peer-to-peer assistance, relationship building, and conflict resolution among youth.	Positive approaches to conflict resolution are consistently encouraged among youth, enabling them to learn conflict resolution and develop respect for differences and the need for compromise. Staff regularly introduce youth to positive management and resolution techniques. Staff members encourage cooperation, peer-to-peer assistance, relationship building, and conflict resolution among youth.		
	○	○	○	○	
D. ENGAGEMENT	1	3	5	No Observation Completed	Comments / Reasons for Rating
D1. Children have opportunities to make meaningful choices based on their interests	There is no program choice and staff members do not encourage youth to pursue activities that align with their interests.	Program choice is limited and participants are sometimes encouraged to pursue those that align with their interests.	Ample program choice is consistently offered, and participants are encouraged to actively pursue those that align with their interests.		
	○	○	○	○	
D2. Youth have opportunities to plan, set goals, or exercise leadership	Youth are not given any opportunities to plan, set goals, or exercise leadership.	Youth are sometimes given opportunities to lead, provide input about activities, problems or projects, or to plan and set goals.	Youth are given opportunities to lead, to provide input about program activities, problems or projects, or to plan and set goals-- supporting growth in initiative, problem-solving and leadership skills.		
	○	○	○	○	
D3. Children are encouraged to take on responsibilities	Children are not encouraged to take on responsibilities.	Children are sometimes given developmentally appropriate responsibilities.	Children are consistently given developmentally appropriate responsibilities such as helping to distribute snacks, put activity items away, and the like.		
	○	○	○	○	
D4. Staff use a variety of strategies to encourage youth to share and reflect on their experiences	Staff do not use any strategies to encourage youth to share or reflect on their experiences.	Creative, reflective experiences are sometimes used to encourage youth to share and reflect on their experiences.	Creative, reflective experiences are routinely used to encourage youth thinking, reflection, self-awareness, and awareness of others.		
	○	○	○	○	



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY



(Site) Summer Parks Academic Weekly Progress Notes

Child/Teen: _____

Date: _____

Teacher: _____

Grade: _____

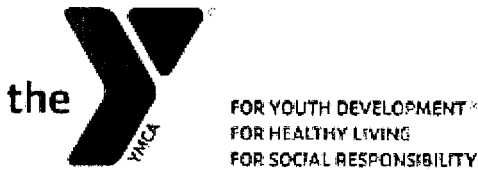
Reading

Content/Skill	Progress	Notes (Minutes)	Content Next Week (Pre-Teach Suggestions)
	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs to Improve <input type="checkbox"/> Needs Enrichment		
	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs to Improve <input type="checkbox"/> Needs Enrichment		

Math:

Content/Skill	Progress	Notes (Minutes)	Content Next Week (Pre-Teach Suggestions)
	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs to Improve <input type="checkbox"/> Needs Enrichment		
	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs to Improve <input type="checkbox"/> Needs Enrichment		

SEL Observations:



ACHIEVERS & SUMMER PARKS CAREGIVER SURVEY

Thank you for allowing your child to participate in the program. This survey will help us understand the level to which we have met your expectations and how we might improve to better meet your child’s needs. Your responses will remain anonymous. All caregivers should complete one survey for each child. Please return the form to the program staff when you have completed it.

Please rate your degree of satisfaction in the following areas:

PROGRAM ELEMENTS	Very Satisfied	Satisfied	Dissatisfied	Very Dissatisfied	Not Applicable/ Don't Know
Enrollment Process					
Program Times					
Program Days					
Communication sent home (flyers, calendars, etc.)					
Parent Mtgs					
Healthy Snacks					
Field Trips					
STAFF					
Staff responded to my questions and/or concerns					
Staff was able to communicate goals/purpose of program					
Staff was sensitive to my family's background (e.g. culture, ethnicity, etc.)					
Staff were positive role models for my child					
Staff had positive relationships with my child					
Staff communicated program information as needed					
Staff communicated academic/SEL progress of my child					
GENERAL SATISFACTION					
Program provided a safe and secure environment					
Program provided connections with other parents					
Program provided a fun, enjoyable experience for my child					

GENERAL SATISFACTION cont'd	Very Satisfied	Satisfied	Dissatisfied	Very Dissatisfied	Not Applicable/ Don't Know
Program met my expectations in terms of academic support for my child					
Program met my expectations in terms of social development for my child					
PROGRAM IMPACT	Significantly	Moderately	Marginally	Not Noticeably	Not Applicable/ Don't Know
My child grew in their ability to be: <ul style="list-style-type: none"> • Honest • Respectful • Responsible • Caring 					
My child grew in their ability to calm themselves when upset					
My child grew in their ability to think before they act (controlled decision making)					
My child grew in their ability to make friends/relate to their peers					
My child's confidence level grew					
My child's ability to read improved					
My child's level of stress & anxiety concerning school and homework decreased					

What was the best part about this program? Please explain.

What would you change about this program? Please explain.

Thank you for taking the time to help us help your child! We appreciate you.

SURVEY DUE DATE: _____

DATA COLLECTION AND ANALYSIS

State how data will be collected and analyzed on each indicator. Indicate what tools/resources will be used to collect data. Identify who will be responsible for the project's evaluation, including who will collect and analyze data on each indicator. See 2024 Summer Day Camp Fund Request for details.

Evaluation - Data Collection Tools

Attendance Records (Sign In and Out Forms)

Social Emotional Development – pre & post DESSA 8 items (completed separately by student, parent and staff after 3 weeks into the program and at end of program as a post assessment).

Core Values Pre and Post Assessment – Staff observations, Student Journals, Observations of others

Knowledge of Healthy Eating & Lifestyle – Pre and Post Test Assessment

Safety Around Water Assessment (as conducted by YMCA Aquatics Staff)

Time spent in subject content areas – Lesson Plans, staff observation, student journals/projects

Progress and time spent applying Reading and Math Skills – Staff Observations and Baseline Assessments

Achievers Quality Program Assessment Form

Parent Surveys

Demographic Information

Through the enrollment process the following information will be collected: Age, Gender, Race/Ethnicity, Grade Level, and School of Attendance

DEMOGRAPHIC INFORMATION

Describe demographic data that will be collected for youth being served by the program (i.e. age, gender, race/ethnicity, education level). State what tools/resource used to collect data. See 2024 Summer Day Camp Fund Request for details.

Grade Level, and School of Attendance. In addition, "Family" type data will be collected as Camp staff build relationships with the children/youth. This information will include Single Parent, Foster, Adopted, Grandparents. Information will be reported by the Site Directors on the Camp Enrollment/Data Spreadsheet. Such information will aid in the ability to better meet the needs of the child/youth.

STAFF & VOLUNTEER INFORMATION AND TRAINING

Attach a copy of job descriptions, sample document or provide narrative below of staff / volunteer training program. Summer Day Camp Providers are encouraged to employ staff who represent the diversity of the population served. Attached a copy of Parent and Youth Handbook and Forms. See 2024 Summer Day Camp Fund Request for details.

Staff Qualification Requirements

Site Director

21 years or older

Must meet the state requirement for Child Care Teacher (college Education Majors preferred)

2 years of experience working with school age children

Experience in staff leadership and administration

Provide proof of First Aid/CPR/AED Certification

Mandated Reporting Training

Basic math and effective communication skills.

Ability to work cooperatively with children/youth, parents, staff, and community organizations

Ability to work independently.

Joy and satisfaction in working with children and/or youth

Proven strong character (core values)

Camp Counselors

Must be 16 years or older

Courses/Certifications in child development, youth development or equivalent

Provide proof of current First Aid and CPR Certification.

Mandated Reporter Training

Experience working with children

Effective communication skills

Ability to work cooperatively with youth, parents, staff, and community organizations

Joy and satisfaction in working with children

Ability to work independently

Proven strong character (core values)

Staff Training Requirements

Introduction to the Y's Cause and Culture

Principles of Youth Development

Importance of Brain Development in the Life of a Child

My Role in the Life of Youth

Youth Relationships: Creating Positive Interactions

Introduction to S.A.F.E

Youth Choice Overcoming Barriers

Child Safety and Tracking Procedures

Employee Safety

Guidance and Discipline (Bullying, Grace, and Accountability)

Listen First

Trauma Informed Care

YMCA Program Procedures and Policies

Pool Safety and Procedures

West Bend Safety Trainings (Child Protection, Sexual Harassment, Blood Borne Pathogens,

Active Shooter)

PARTNERSHIPS

Below identify key community partners and/or partnerships with community groups that they will work with the organization to implement a high-quality enriching summer day camp program. See 2024 Summer Day Camp Fund Request for details.

The YMCA has the privilege of collaborating with many partners in implementing programming designed to meet the needs of the children and youth in our programs. Partners who will assist with the summer programming include, but are not limited to:

- UW Parkside
- Carthage College
- Gateway Technical Community College
- UW Extension
- Kenosha Public Library
- Hawthorne Hollow
- Girl Scouts
- KTEC Schools
- Kenosha Sailing Center & Yacht Club
- Snap-On
- Journey Church (HOPE Volunteers)
- Kenosha Public Museums
- One Voice Church
- Other local businesses

INSURANCE

Applicant must have required insurance liability coverage (see 2024 Summer Day Camp Fund Request for details). A copy of insurance is required upon execution of an agreement between parties.



CERTIFICATE OF LIABILITY INSURANCE

THECKEL
April 22, 2024
DATE (MM/DD/YYYY)
1/24/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Racine - Vizance, Inc. 1300 S. Green Bay Rd. Ste 300 Racine, WI 53406	CONTACT NAME: Lynn Loney PHONE (A/C, No, Ext): (262) 563-1854 E-MAIL ADDRESS: lloney@vizance.com	FAX (A/C, No):
	INSURER(S) AFFORDING COVERAGE	
INSURED Kenosha YMCA Inc. 7101 - 53rd Street Kenosha, WI 53144	INSURER A: United States Fire Insurance Company	NAIC # 21113
	INSURER B: The North River Insurance Company	NAIC # 21105
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	506-908482-3	1/1/2024	1/1/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:							
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			506-908482-3	1/1/2024	1/1/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			582-122711-7	1/1/2024	1/1/2025	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N N/A If yes, describe under DESCRIPTION OF OPERATIONS below			4087463517	1/1/2024	1/1/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
The City of Kenosha, its elected officials, representatives, employees and agents and the Board of Parks Commission are named as additional insured under the General Liability when required by written contract, and signed by all applicable parties prior to loss. A Waiver of Transfer of Rights of Recovery Against Others to Us endorsement applies in favor of the additional insureds for General Liability when required by written contract, and signed by all applicable parties prior to loss. Umbrella/Excess extend over underlying insurance. A 30 day Notice of Cancellation applies. All above referenced coverages are subject to actual policy forms, terms, and conditions.

CERTIFICATE HOLDER

City of Kenosha
625 52nd Street
Kenosha, WI 53140

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

WISCONSIN SALES AND USE TAX

Wisconsin Department of Revenue

P.O. Box 8902

Madison WI 53708-8902

PHONE (608) 266-2776

TDD (608) 267-1049

CERTIFICATE OF EXEMPT STATUS (CES)
(Governmental, Religious, Charitable, Scientific or Educational Organization)

Sales to the below named organization are exempt from Wisconsin sales and use tax under sec. 77.75(1) and (9a), Wis. Stats.

This certificate is valid until revoked by the Wisconsin Department of Revenue.

CES NUMBER	001044
DATE ISSUED	2/12/62

Kenosha Young Mens Christian
Association Inc
720 59TH PL
KENOSHA WI 53140

IMPORTANT:

Sales to your organization are taxable unless you furnish your seller with the CES number shown above.

Sales by your organization may be subject to tax. If your organization makes taxable sales, it must obtain a seller's permit and remit sales tax to the Department of Revenue.

Questions: Contact the Department of Revenue by telephone at our above number, FAX (608) 267-1030, E-mail sales10@dor.state.wi.us, or at our Web site www.dor.state.wi.us

BACKGROUND CHECKS

Attach a copy or provide a narrative below of background check process for staff, volunteers and partners. See 2024 Summer Day Camp Fund Request for details.

All YMCA staff and on-going volunteers must complete a Background Check. During the time of hire, the YMCA Payroll Coordinator obtains permission from the Y Candidate to complete the Background Check and proceeds to submit for the report to be ran. Upon the return of an approved Background Check Report, the candidate proceeds in the hiring process and is allowed to participate in the programming. No staff or volunteer will be allowed to participate with the students without an approved Background Check Report.

For any staff driving the Y Shuttles a Driver's Check is ran. Only upon approval by the Payroll Coordinator, who oversees obtaining the report, is the Y staff allowed to fulfill the responsibility of driver.

SAFETY AND SECURITY

Attach a copy or provide a narrative below of health, general safety and security plan. See 2024 Summer Day Camp Fund Request for details.

Tracking of Children/Youth

Students are signed in upon arrival utilizing a Sign In and Out form. Counselors will have a list of the students in their group and will check with each activity transition to assure that all the students are still in the group. No student will be allowed to leave the program without the permission of a parent/guardian.

If a student is expected to attend, and does not show up, a YMCA staff will call the parent/guardian, or another number as provided on the enrollment form to make sure that the student is OK.

Students will be signed out at the end of the day by a parent/guardian or if given permission by a parent/guardian may leave to walk home on their own. For elementary age children walking home, the staff will call an adult as designated by the parent/guardian on the enrollment form to let them know that the child is on their way.

Under the Influence

The Kenosha YMCA has a NO Tolerance policy regarding drugs or alcohol. No drugs or alcohol or any individual under the influence of such is allowed on-site. Police will be notified if staff suspects anyone is under the influence including parents, family, etc.... picking up children.

Storage of Personal Belongings

All articles of worth are strongly encouraged not to be brought to camp by either the staff or the students. Staff belongings such as purses are recommended to be locked in the trunk of their vehicle. The YMCA will be providing a lockable cabinet for storage of valuables if necessary.

Security Officers from KPD will be requested to be on site during most programming hours, if possible, to not only provide security, but to build positive relationships with the children and staff.

The YMCA staff will follow and guide the children to follow best practices in handwashing, other personal hygiene protocols, and not sharing food. YMCA staff will follow best practices in cleaning and sanitizing materials and equipment

MARKETING AND RECRUITMENT

Attach a copy or a narrative below of the marketing and recruitment plan for the summer day camp program. Include copy of fliers, brochures, etc. All marketing materials must be pre-approved by KPA Co-Chairs before distribution. See 2024 Summer Day Camp Fund Request for details.

Flyers and Enrollment Forms will be....

1. Public Libraries in the vicinity of the parks
2. Available in the following School Offices (EBSOLA, Frank, Lincoln)
3. Distributed to the school body at EBSOLA, Frank, Lincoln
4. Online at the Kenosha YMCA Website - Community Impact/Events page

Brochures will be available....

1. Achievers Program Sites (as noted above)
2. School Offices (as noted above)

YMCA Staff will attend End of School functions with the intent of enrolling Summer Camp Participants

Posters will be placed at local businesses in the neighborhoods of the school

Flyers will be distributed through the Feeding Families Program and at the Achievers Family Nights and Breakfast and Hoops Events.

An Incentive Program will be created, whereby students who refer/enroll their friends, will earn a reward

Y SUMMER PROGRAM



Park Commission

THE PARKS

Elementary Camp

Ar 24

June 17th–July 26th • Monday–Friday: Noon–5pm

Let's be

**Champions
for
Others!**

This **FREE** program is for students entering 1st–5th grade.

Enrollment forms available in school offices at EBSOLA, Frank, and Brass Elementary schools, as well as Kenosha Public Libraries and online at kenoshaymca.org/parksprogram. Return completed forms to your school office. Max Enrollment: 80 students. Enrollments accepted until camp spaces are filled.

ENROLLMENT OPENS APRIL 8TH

A NEW THEME EACH WEEK!

- Planet Protectors
- Champions are Superheroes!
- Reach for the Gold!
- We Are Champions!
- Conquering Champions!
- Champion Celebration!

FIELD TRIP DAY: FRIDAY

- Kenosha Excursion
- Alpaca Art
- Watershed/Hawthorne Hallow
- Kingfish Game
- Petrifying Springs Park
- Rhode Theater and More!

SWIMMING AT THE Y

- Monday, Tuesday or Thursday (alternating age groups)

SPECIAL ACTIVITY DAYS

- Breakfast and Hoops and More!

LUNCH SERVED DAILY



CAREGIVER ORIENTATION

Thursday, June 13th
5:00–6:00pm

Frank Elementary School
Multi-Purpose Room



Presented in partnership with
the Kenosha Parks Alliance.

Columbus Park
2003 54th Street, Kenosha

Questions? Please contact:

Alice Wamboldt, Elementary Summer Camp Director
awamboldt@kenoshaymca.org | 262-359-7609

Kenosha YMCA | 262.654.9622 | www.kenoshaymca.org





KENOSHABEACHHOUSE.COM

OPEN!

FOOD

cold beer & soda

GIFTS

RENTALS

SPECIAL EVENTS





KATIE ELDER, CPRP
Director of Parks

April 18, 2024

TO: Eric Haugaard, Chairperson, Park Commission
FROM: Katie Elder, Director of Parks
SUBJECT: Approval of donation agreement with Pat Connaughton Foundation for Lincoln Basketball Courts

Background

The Department of Parks submitted a grant application to Pat Connaughton Foundation (PCF) for improvements related to basketball courts in the City. It was agreed that Lincoln Park would be the best candidate for grant as we were planning to resurface the 3 courts this year. The grant application included the following work:

- Resurface existing 3 courts and use court play surfacing
- ADA court with adjustable hoops and fence
- Court lighting
- ADA paths
- Restoration
- Design

PCF has agreed to donate \$200,000 to the project with limited conditions as outlined in the agreement.

Recommendation

The Department of Parks is requesting approval of the donation agreement from PCF to expand improvements of basketball courts at Lincoln Park.



Donation Agreement for City of Kenosha Department of Parks

City of Kenosha Department of Parks
3617 65th Street
Kenosha, WI 53142

Attention: Katie Elder, Director of Parks

I. Introduction

The purpose of this donation agreement (“Agreement”) entered into on April 12th, 2024, is to set forth the mutual understanding of City of Kenosha Department of Parks (“KDP”), and the Pat Connaughton Foundation (“PCF”) with respect to the PCF’s donation for KDP’s basketball court(s) refurbishment project.

II. Purpose, Terms and Designation

The PCF promises to contribute \$200,000.00 to KDP for the refurbishment of KDP’s basketball court(s) (the “Donation”). The PCF will remit the Donation upon the execution of the Agreement by member(s) of KDP. It is anticipated that contributions paid by PCF to KDP to fulfill the Donation will be made with cash.

Additional terms and designations stipulated by PCF for KDP to fulfill following the completion of the Donation are as follows:

a. Naming

PCF has exclusive naming rights for the court(s), and proofs and placement of the PCF logos specified herein will be approved by PCF before permanent placement, including:

- i. Connaughton Court logo to be used in two opposite corners of court(s) along the sidelines (diagonal from one another)

b. Right of First Refusal

When the court(s) is in need of refurbishments in the future, the Pat Connaughton Foundation has the first right of refusal for such refurbishment project.

c. Marketing Materials

Upon the execution of the Agreement and the anticipated public announcement of the Donation, it is agreed upon that:

- i. Any press releases will be coordinated/proofed by the PCF, and released and coordinated by KDP and the PCF; and,

Pat Connaughton

F O U N D A T I O N

- ii. An in-person ribbing cutting ceremony, or other media-related press conferences, announcements, etc. may be coordinated upon the completion of the gym, subject to the availability of the PCF's President, Pat Connaughton.

In addition, the future marketing material may be made available by KDP for use by the PCF:

- i. KDP to provide the approximate number of youths that have benefited from the use of the refurbished KDP basketball court(s);
- ii. Periodic photos of youths utilizing the refurbished KDP basketball court(s); and,
- iii. Five (5) letters and/or written stories from youths who have used the court(s).

III. Closing

If the above terms are acceptable to you, please sign a copy of this Agreement in the space designated below and return it to us.

Very truly yours,

The Pat Connaughton Foundation

By: _____
Pat Connaughton, President

Accepted and agreed to this _____ day of _____, 202__ :

By: _____
Katie Elder
Director of Parks