



Agenda
Board of Parks Commission Meeting
625-52nd St, Room 204
Monday, January 11, 2016
5pm

Chairperson:	Scott N. Gordon	Vice Chairperson:	Keith W. Rosenberg
Commissioner:	Kurt Wicklund	Commissioner:	Rocco J. LaMacchia, Sr.
Commissioner:	Jack Rose		

Call to Order
Roll Call
Citizens Comments

1. Request from Kathy Pagel for a Wedding at the Southport Beach House on Saturday, September 17, 2016 to:
 - a. Extend the Closing Hours to Midnight (12:00am)
 - b. Extend the Beer/Wine Permit to 11:30pm
 - c. Extend the Music Permit to 11:30pm (District 12)
2. Request from Mt. Carmel Parish for use of Columbus Park on July 5-11, 2016 (rain dates of July 15-17, 2016) to:
 - a. Hold their Annual Festival
 - b. Extend the closing time on Friday (July 8, 2016) and Saturday (July 9, 2016) to 11:00 pm
 - c. Use of Amplified Music Friday (July 8, 2016) and Saturday (July 9, 2016) until 11pm
 - d. Sell Fermented Malt Beverages (District 7)
3. Request from the Knights of Columbus (formerly Kenosha Serra Club) to hold their Annual K of C Outdoor Mass on Sunday, July 3, 2016 at Pennoyer Park. (District 1)
4. Acceptance of Project 15-1423 Anderson Park Paths (8730 22nd Avenue) which has been satisfactorily completed by Genesis Excavators, Inc. (Kenosha, Wisconsin). The final amount of the contract is \$58,522. (Park Funds Only) (District 9)

COMMISSIONERS' COMMENTS

End of Meeting

IF YOU ARE DISABLED AND NEED ASSISTANCE, PLEASE CALL 653-4050 BY NOON BEFORE THIS MEETING TO MAKE ARRANGEMENTS FOR REASONABLE ON-SITE ACCOMMODATIONS.



January 5, 2016

TO: Scott N. Gordon, Chairman
Board of Park Commissioners

FROM: Jeff Warnock, Park Superintendent *JW*

RE: Extension of closing hours, beer/wine and music permit at the Southport Beach House on Saturday, September 17, 2016

A request from Kathy Pagel has been received for permission to extent the closing hours to midnight, beer/wine and music permit to 11:00pm at the Southport Beach House for a Wedding on Saturday, September 17, 2016.

RECOMMENDATION

To approve the request to extent the closing hours until midnight and the beer/wine and music permit until 11:00pm at the Southport Beach House on Saturday, September 17, 2016 for a Wedding.

**CITY OF KENOSHA – DEPARTMENT OF PUBLIC WORKS
PARK USE AGREEMENT (PICNICS, WEDDINGS & BUILDING RENTALS)**

625 – 52nd Street
Room 305
Kenosha, Wisconsin 53140
OFFICE HOURS 8 AM – 4:30 PM MONDAY – FRIDAY

Phone: 653-4080
Fax: 653-4056

Make check payable to "City of Kenosha."

OFFICE USE ONLY			
Rental Fees: <u>350.00</u>	Beer/Wine: <u>25.00</u>	Deposit: <u>300.00</u>	Total Due: <u>675.00</u>
Receipt #: <u>171442</u>	By: <u>LB</u>	Zimbra: <u>LB</u>	Park Calendar: <u>LB</u>
Access Database: _____	Date Paid & Permit Issued: <u>11-11-15</u>		

INSTRUCTIONS:

- Please Print (blue or black ink)

Permittee Name: Kathy Pagel
 Person authorized to sign this agreement on behalf of the organization.

Organization Name: _____

Address: 1523 47 Avenue City: Kenosha State: WI Zip: 53144

Daytime Phone: 262 515 6590 Alternate Phone: 262 945 2998

FACILITY REQUESTED: Southport Beach House

Event Date: Sat., Sept. 17, 2016

Nature of Event: Wedding
(Be specific on what type of event – i.e., 16th birthday party, graduation, baby/bridal shower, wedding reception, etc.)

Attendance: 100 (Number of people) Time requested: From: 3:00 pm to 10:00 pm
(INCLUDES SETUP AND TAKE DOWN)

PLEASE NOTE: PARK FACILITIES CLOSE AT 10 PM

Beer/Wine Permit (For Consumption Only – No Selling; MUST BE 21 OR OLDER) Yes (Yes or No)
 The above-named assumes responsibility for exercising control over attendees behavior at the event.
 This person or designee must be present for the duration of the event.

Do you plan to have a DJ? Yes (Yes or No)
 Allowed only at Alford, Washington picnic shelters and Southport Beach House and Oribiletti Center.

Do you plan to have a Band? N (Yes or No)
 Allowed only at Southport Beach House and Oribiletti Center.

Do you plan to place any tents/bouncy houses in the park area? N (Yes or No)
 If yes, you must contact Diggers Hotline (1-800-242-8511) no later than five **(5) business** days prior to the event.

RESPONSIBILITIES OF THE DEPARTMENT OF PUBLIC WORKS – LIMITATIONS

The Department of Public Works, although responsible for the general maintenance of City parks, will not inspect the park area to be used immediately prior to the use to determine the suitability and safety of the use. In addition, it will not supervise such use.

CITY OF KENOSHA
GENERAL RECEIPT

RECEIPT NO.: 171442
RECEIPT DATE: 11/11/15
RECEIPT NAME: PAGEL, KATHY
ADDRESS: 1523 47TH PLACE

KENOSHA, WI 53144

SAT., SEPT 17, 2016 / 3PM - 10PM / 100 PEOPLE

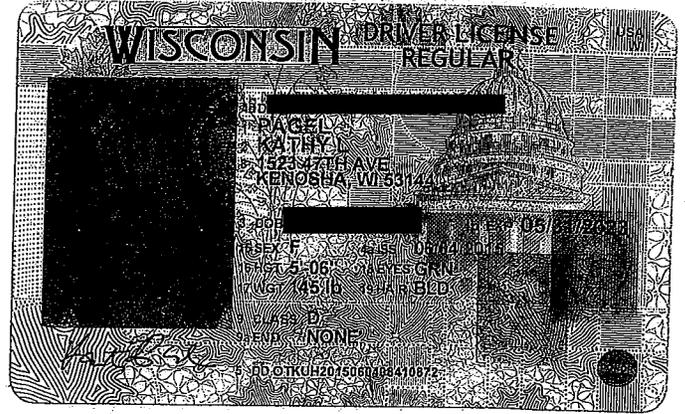
DESCRIPTION	AMOUNT
DEPOSIT	
110-00-21905-000-000	300.00
SOUTHPORT - RESIDENT	
110-00-46580-000-000	350.00
BEER/WINE PERMIT	
110-00-46532-000-000	25.00

DUE:	675.00
CHECK:	675.00
CHANGE:	

CHECK NO: 5416
RECEIVED BY: PWCOUNT3

#

LB





THE CITY OF
KENOSHA
PUBLIC WORKS

January 5, 2016

Kathy Pagel
1523 47th Ave
Kenosha, WI 53144

RE: Extension of closing hours, beer/wine and music permit for a Wedding on Saturday, September 17, 2016 at the Southport Beach House.

Dear Ms. Pagel:

Your request for an extension of the closing hours, beer/wine and music permit for a Wedding at the Southport Beach House on Saturday, September 17, 2016 will be reviewed by the Board of Park Commissioners. The meeting is scheduled for:

Monday, January 11, 2016
5:00 p.m.
Room 204
Kenosha Municipal Building, 625-52nd Street

You and/or your representative are required to appear.

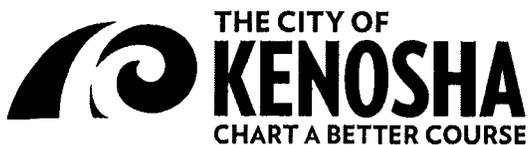
If you have any questions, you may contact the Department of Public Works at 262-653-4050.

Sincerely,


Diane S. Miles

Secretary of the Parks Commission

cc: Board of Parks Commission
Shelly Billingsley, Acting Director of Public Works – w/a
Jeff Warnock, Superintendent of Parks – w/a



Jan. 11, 2016

TO: Chairman Scott Gordon, Board of Park Commissioners

FROM: Mayor Bosman

RE: Mt. Carmel Parish Festival

Mt. Carmel Parish is requesting from the Parks Commission the use of Columbus Park for the Mt. Carmel Parish Festival to be held July 8, 9 and 10, 2016 (rain dates July 15, 16 and 17, 2016.) Set up will take place beginning at 8 a.m. July 6, and take down will be completed on July 11, 2015. The group is planning to have amplification of live music and to apply for a fermented malt beverage/wine sale license.

Recommendation: Parks Commission approval of use of Columbus Park for the Mt. Carmel Parish Festival to be held July 8, 9, and 10, 2016 (rain dates July 15, 16 and 17, 2016); permission for public amplification and sales of food; and also permission for fermented malt beverage sales conditioned upon the applicant securing the appropriate license for sale of beer and/or wine.

SPECIAL EVENT APPLICATION
CITY OF KENOSHA – PARK DIVISION

Please note that this application does not guarantee approval of your event or equipment requested. The event will need the approval of the Board of Park Commissioners and/or the Superintendent of Parks .

EVENT ORGANIZATION INFORMATION

Name of Responsible Organization Mt. Carmel Parish

Contact Person who is responsible for event: Tom Rizzo

Address: 2750-11th Place Unit 508

City/State/Zip Kenosha, Wi. 53140

Daytime # (262) 595-0525 Evening # (262) 595-0525 Cell# (262) 818-3540

Fax # _____ E-mail: tar1603@hotmail.com

Is the Host Organization a 501(c)-3? Yes, provide ES# _____

EVENT INFORMATION

Name of the Event: Mt. Carmel Festival

Date Requested: July 5-11, 2016 Rain Date July 15, 16, 17 - 2016

Location Requested: Columbus Park Estimated Attendance 6,000

Charitable Event: No Yes, Proceeds donated to _____

Brief Description of the Event: Annual Parish Festival - Games, Food, & Entertainment

Set up date and time: July 6 & 7 8:00 AM - 6:00 PM

Time of Event: 7-8-16 6:00PM-11:00PM, 7-9-16 4:00PM-11:00PM, 7-10-16 2:00PM-10:00

Take down date and time: July 11, 2016

FOR OFFICE USE ONLY:

Application Packet Received _____ Admin. Or Commission Approval _____

Copies sent to: Alderperson _____ Dirk _____ Police _____

Fire: _____ PW Admin 1/4/16 PW-Streets: _____ Kris _____

(Received
thru email)
DM

**EQUIPMENT RENTAL REQUEST
CITY OF KENOSHA – PUBLIC WORKS/PARKS**

Name of Event Mt. Carmel Festival

To assist you with your special event, the Public Works Department/Park Division does have equipment available for rent to your organization. The location of this equipment must be noted on the site and/or route plan you have attached to this application.

no yes/no Electric: Service varies by location. The organization may be required to provide their own generators in order to supply the level of service required for their event.

no yes/no Water: Varies by location

PARK DIVISION:

Various areas may already contain minimal equipment, please indicate the number of additional items you will need. DO NOT list "same as last year", Please also put a close accurate number in your request.

of Benches 50 # of Picnic Tables 50 # of extra trash containers 50

of Barricades 30 Any Bleachers 0 Any Reviewing Stands 0

Showmobile New _____ Old X

Fencing: Snow Fencing # of feet TBD Portable fencing - # of feet/sections TBD

Other Special Requests: _____

STREET CLOSURES: Contact Public Works at 653-4050 for any partial or full street closure

of Barricades _____ A map must be attached with the placement locations

of Parking Signs _____ Organization responsibility:

Approval must be received from the Public Works Department
The department will provide the organization with a sample of the sign that is to be posted.
It is the responsibility of the organization to have these signs printed in the form and color required
Organization is responsible to supply the stakes to attach the signs in the location approved.
Further information is in Item #14 of the procedures.

NOTE: The organization will be notified if equipment requested is available for the date of your event.

**TEMPORARY STRUCTURE
CITY OF KENOSHA - PARK DIVISION**

Please review Item #8 in the Policy/Procedure Manual

Name of Event Mt. Carmel Festival

Park Requested Columbus Date of Event: July 8, 9, & 10 - 2014

**Structure location must be placed on site map.

Type of Temporary Structure

Tent

Staging

Trailers

Inflatables

Dunk Tank

Other, Please explain _____

Vendor Information

(Name of Company and/or individual providing temporary structure)

Name of Company/Individual: Top Choice

Work # _____ Home # _____ Cell _____

Insurance

All vendors that are supplying the organization with a temporary structure must supply a Certificate of Insurance for product and premises insurance in the amount of \$1,000,000 in the aggregate naming the City of Kenosha as 'additional insured', unless all vendors are being insured as an umbrella under the organizer's. Copy to be attached or sent to the Park Division 30 days prior to the event.

Insurance Company _____

Signature

Vendor Signature _____ Date _____

**PUBLIC AMPLIFICATION PERMIT APPLICATION
CITY OF KENOSHA – PARK DIVISION**

By ordinance, public amplification is not allowed in City Parks except by permission from the Board of Park Commissioners. Permission for amplification does not exempt a group from obeying Ordinance restrictions on the volume of sound. Please be considerate of park neighbors and other park users. When notifying the alderman and neighborhood association (if necessary) about your event, be sure to include detailed information about any plans you have for amplified sound.

Event Information:

Name of Event Mt. Carmel Festival

Location of Event: Columbus Park Date of Event July 8, 9, & 10 - 2016

Contact Person Tom Rizzo

Type of Amplified Sound

- DJ
- Sound System
- Speeches/Announcements
- Karaoke

Other (please specify) Live Entertainment

Requested time of amplification: Start: 7-8-16 6-11 PM Ending 7-9-16 4-11 PM
7-10-16 2-10 PM

Name of Company and/or Individual handling the amplification of the event:

Mission Control Audio

Daytime # (262) 694-2931 Evening # _____ Cell # (262) 308-2981

Aldersperson notification

Have you contacted the Aldersperson of the District in which the event will be held?

_____ Yes _____ No Date: _____

See Attachment D1 for an excerpt of the Noise Ordinance or go to the City of Kenosha web site at www.kenosha.org and click on General Ordinances and review Section 23.

**FERMENTED MALT/WINE BEVERAGE SALES APPLICATION
CITY OF KENOSHA – PARK DIVISION**

Name of Event: Mt. Carmel Festival

Location of Event Columbus Park Date of Event July 8, 9, & 10 - 2014

Name of Group Responsible Mt. Carmel Parish

Person that is Responsible for License and Regulations _____

Address _____

Daytime # _____ Evening # _____ Cell # _____

Beer Selling Permit Information

Name of the licensed bartender(s) that will be responsible (must be licensed in the City of Kenosha).

Steve Acerbi

Security Company/ Brief description of how security will be handled.

Kenosha Police Dept.
Off Duty Officers on grounds 24/7 during dates of festival.

Have you applied for the Temporary Class "B" Retailers License (from the City Clerk's Office)?

No Yes, Indicate Application Date: _____

***A copy needs to be given to given to Park Division prior to event.**

Have you submitted the Certificate of Insurance with a liquor liability naming the City of Kenosha as additionally insured?

No Yes, Indicate Application Date: _____

***A copy needs to be given to given to Park Division prior to event.**

**PARK VENDING PERMIT APPLICATION
CITY OF KENOSHA – PUBLIC WORKS/PARKS**

**EACH INDIVIDUAL VENDOR MUST FILL OUT AN APPLICATION
NOTE: COPIES OF THIS APPLICATION CAN BE DUPLICATED**

**EACH APPLICATION TO BE SUBMITTED TO THE PARK DIVISION
BY THE ORGANIZATION IN CHARGE OF THE EVENT**

Name of the Event: Mt. Carmel Festival
Location of the Event: Columbus Park Date of Event July 8, 9 & 10 - 2016
Name of Group/Organization providing the service Mt. Carmel Parish
Contact Person Tom Rizzo
Address 2750 - 11th Place Unit 508 Kenosha 53140
Daytime # (262) 595-0525 Evening # (262) 595-0525 Cell # (262) 818-3540

Product or Service Sold

Please list all items to be sold or service provided. Attach an additional list, if necessary.

Food, Beverage & Games

If selling food, please indicate your Temporary Restaurant License # _____

Non-Food Item _____

Detail of Vendor Set-up

Please include what your vending site will contain (tables, tents, electricity, etc. [These items are not provided by the city]) tables, tents, electricity, stage

Insurance

All vendors must supply a certificate of insurance for product and premises insurance in the amount of \$1,000,000 in the aggregate naming the City of Kenosha as 'additional insured', unless all vendors are being insured as an umbrella under the organizer's.

Insurance Company _____
A copy of the policy must be provided to the Park Division prior to the event.

Signature

Vendor Signature _____ Date _____



THE CITY OF
KENOSHA
PUBLIC WORKS

January 8, 2016

Mt Carmel Parish
C/O Tom Rizzo
2750 11th PI Unit 508
Kenosha, WI 53140

RE: Park use for Columbus Park

To whom it may concern:

Your request for park use at Columbus Park for the Mt. Carmel Festival Event on July 5-11, 2016 (*with rain dates of July 15-17, 2016*), along with extension of the closing time, use of Amplified Music, and sales of Fermented Malt Beverages will be reviewed by the Board of Parks Commission. The meeting is scheduled for:

Monday, January 11, 2016
5:00 p.m.
Room 204
Kenosha Municipal Building, 625-52nd Street

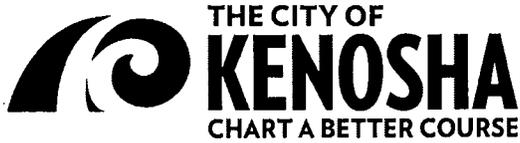
You and/or your representative are required to appear.

If you have any questions, you may contact the Community Relations Liaison Kris Kochman at 262-653-4177 or kkochman@kenosha.org.

Sincerely,

Diane S. Miles
Secretary of the Parks Commission

cc: Board of Parks Commission
Shelly Billingsley, Acting Director of Public Works – w/a
Jeff Warnock, Superintendent of Parks – w/a
Kris Kochman – via email
via email tar1603@hotmail.com



Jan. 11, 2016

TO: Chairman Scott Gordon, Board of Park Commissioners
FROM: Mayor Bosman
RE: Knights of Columbus Outdoor Mass

The Knights of Columbus are requesting from the Parks Commission the use of the Pennoyer Park Bandshell for their Outdoor Mass to be held Sunday, July 3, 2016. Set up will take place beginning at 6:30 a.m., and take down will be completed by 12 noon.

Recommendation: Parks Commission approval of use of the Pennoyer Park Bandshell for the Knights of Columbus Outdoor Mass on July 3, 2016.

SPECIAL EVENT APPLICATION
CITY OF KENOSHA – PARK DIVISION

Please note that this application does not guarantee approval of your event or equipment requested. The event will need the approval of the Board of Park Commissioners and/or the Superintendent of Parks .

EVENT ORGANIZATION INFORMATION

Name of Responsible Organization Knights of Columbus

Contact Person who is responsible for event: James Riese

Address: 3415 88 th st.

City/State/Zip Kenosha, Wisconsin 53142

Daytime # 262 694 7725 Evening # _____ Cell# _____

Fax # _____ E-mail: sandyriese@gmail.com

Is the Host Organization a 501(c)-3? Yes, provide ES# _____

EVENT INFORMATION

Name of the Event: Annual K of C Outdoor Mass

Date Requested: July 3rd, 2016 Rain Date _____

Location Requested: Pennoyer Bandshell Estimated Attendance 1,000

Charitable Event: No Yes, Proceeds donated to _____

Brief Description of the Event: This is the 29th annual outdoor Catholic Mass

Set up date and time: 7/3/2016 @8:00AM

Time of Event: 7/3/2016 @10:00AM

Take down date and time: 7/3/2016 @11:30AM

FOR OFFICE USE ONLY:

Application Packet Received _____ Admin. Or Commission Approval _____

Copies sent to: Alderperson _____ Dirk _____ Police _____

Fire: _____ PW Admin _____ PW-Streets: _____ Kris _____

**EQUIPMENT RENTAL REQUEST
CITY OF KENOSHA – PUBLIC WORKS/PARKS**

Name of Event Knights of Columbus annual Outdoor Mass

To assist you with your special event, the Public Works Department/Park Division does have equipment available for rent to your organization. The location of this equipment must be noted on the site and/or route plan you have attached to this application.

yes
yes/no

Electric: Service varies by location. The organization may be required to provide their own generators in order to supply the level of service required for their event.

no
yes/no

Water: Varies by location

PARK DIVISION:

Various areas may already contain minimal equipment, please indicate the number of additional items you will need. DO NOT list "same as last year", Please also put a close accurate number in your request.

of Benches _____ # of Picnic Tables _____ # of extra trash containers _____

of Barricades _____ Any Bleachers _____ Any Reviewing Stands _____

Showmobile New _____ Old _____

Fencing: Snow Fencing # of feet _____ Portable fencing - # of feet/sections _____

Other Special Requests: _____

STREET CLOSURES: Contact Public Works at 653-4050 for any partial or full street closure

of Barricades _____ A map must be attached with the placement locations

of Parking Signs _____ Organization responsibility:

Approval must be received from the Public Works Department
The department will provide the organization with a sample of the sign that is to be posted.
It is the responsibility of the organization to have these signs printed in the form and color required
Organization is responsible to supply the stakes to attach the signs in the location approved.
Further information is in Item #14 of the procedures.

NOTE: The organization will be notified if equipment requested is available for the date of your event.

**PUBLIC AMPLIFICATION PERMIT APPLICATION
CITY OF KENOSHA – PARK DIVISION**

By ordinance, public amplification is not allowed in City Parks except by permission from the Board of Park Commissioners. Permission for amplification does not exempt a group from obeying Ordinance restrictions on the volume of sound. Please be considerate of park neighbors and other park users. When notifying the alderman and neighborhood association (if necessary) about your event, be sure to include detailed information about any plans you have for amplified sound.

Event Information:

Name of Event Knights of Columbus 29th annual Outdoor Mass

Location of Event: Pennoyer Bandshell Date of Event 7/3/2016

Contact Person James Riese

Type of Amplified Sound

- DJ
- Sound System
- Speeches/Announcements
- Karaoke
- Other (please specify) _____

Requested time of amplification: Start: 8:00AM Ending 11:30AM

Name of Company and/or Individual handling the amplification of the event:

Mike Pace Sound

Daytime # 262 930 1900 Evening # _____ Cell # _____

Aldersperson notification

Have you contacted the Aldersperson of the District in which the event will be held?

____ Yes No Date: _____

See Attachment D1 for an excerpt of the Noise Ordinance or go to the City of Kenosha web site at www.kenosha.org and click on General Ordinances and review Section 23.



January 8, 2016

Knights of Columbus
C/O James Riese
3415 88th St
Kenosha, WI 53142

RE: Park use for Pennoyer Park & Bandshell

To whom it may concern:

Your request for park use at Pennoyer Park & the Bancshell for the Annual K of C Outdoor Mass Event on July 3, 2016 will be reviewed by the Board of Parks Commission. The meeting is scheduled for:

Monday, January 11, 2016
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 Community Relations Liaison Kris Kochman at 262-653-4177 or kkochman@kenosha.org.

Sincerely,

Diane S. Miles
Secretary of the Parks Commission

cc: Board of Parks Commission
Shelly Billingsley, Acting Director of Public Works – w/a
Jeff Warnock, Superintendent of Parks – w/a
Kris Kochman – via email
via email sandyriese@gmail.com



SHELLY BILLINGSLEY, MBA, PE
Acting Director of Public Works
City Engineer

January 5, 2016

To: Chairperson Scott N. Gordon, Park Commission
Chairperson Eric Haugaard, Public Works Committee

From: Shelly Billingsley, P.E. *Shelly Billingsley* ^{KB} 1/5/16
Acting Director of Public Works, City Engineer

Subject: Acceptance of Project 15-1423 Anderson Park Paths

Location: 8730 22nd Avenue

Please be advised that the above referenced project has been satisfactorily completed by Genesis Excavators, Inc., Kenosha, Wisconsin. This project consisted of excavation, installation of drain tile, base aggregate, paving of an asphalt path (approximately 100 tons), and pouring two segments of concrete paths (approximate total of 3200 SF).

It is recommended that the project be accepted in the final amount of \$58,522. Original contract amount was \$60,920 plus \$5,080 for contingency for a total of \$66,000. Funding was from CIP Line Item PK-11-001.

SAB/kjb