

**AGENDA**  
**BOARD OF PARK COMMISSIONERS**  
Monday, January 25, 2010  
Kenosha Municipal Building Room 202  
5:15 pm

Chairman: Michael Orth

Commissioners: Jesse Downing Donald Ruef  
Stephen Casey Kathy Carpenter

Call to Order  
Roll Call

**A. APPROVAL OF MINUTES**

A-1 Approval of minutes of regular meeting held on January 11, 2010.

**B. DEFERRED**

B-1 2010 Park Fees. *(Deferred from the meeting held on January 11, 2010)*

**C. REFERRED TO COMMISSION**

C-1 Request from the Nash Company Car Club of America to use Simmons Island Park on Saturday, July 23, 2011 for a car show. *(District 2)*

INFORMATIONAL ITEM: Municipal Golf Course Clubhouse Enhancements.

DIRECTOR AND/OR SUPERINTENDENT COMMENTS  
CITIZEN COMMENTS/COMMISSIONER COMMENTS

OTHER BUSINESS AUTHORIZED BY LAW

IF YOU ARE DISABLED AND NEED ASSISTANCE PLEASE CALL 653-4052 BEFORE THIS MEETING

NOTICE IS HEREBY GIVEN THAT A MAJORITY OF THE MEMBERS OF THE COMMON COUNCIL MAY BE PRESENT AT THE MEETING,  
AND ALTHOUGH THIS MAY CONSTITUTE A QUORUM OF THE COMMON COUNCIL, THE COUNCIL WILL NOT TAKE ANY ACTION AT  
THIS MEETING.

**CITY OF KENOSHA – BOARD OF PARK COMMISSIONERS**  
**Meeting Minutes – January 11, 2010**

A meeting of the Board of Park Commissioners was held on Monday, January 11, 2010, at the Kenosha Municipal Building in Room 202. The meeting was called to order at 5:15 pm. The following members were present: Chairman Orth, Commissioner Carpenter, and Ruef. Commissioner Downing and Casey were excused. Staff members in attendance were Jeff Warnock, Mary Durkee, and Jan Schroeder.

It was moved by Commissioner Carpenter, seconded by Commissioner Ruef, to approve the minutes from the meeting held on Monday, December 14, 2009. Motion passed 3-0.

C-1. 2010 Golf/Pool Fees.

Staff/Commissioners: Jeff asked to have the golf fees deferred. Jeff explained that six weeks of pool hours were stretched into ten weeks. The pools will be closed on Mondays, and hours have been decreased during week days. Commissioner Carpenter asked about the elimination of the head guard. Mary informed the Commission that the head guard was the backup for the Pool Manager and was an extra life guard when needed. Commissioner Orth asked if the head guard pay was different from the life guards. He also asked the number of Pool managers. Mary informed that the head guard was paid more and that there is a pool manager at each pool. He asked about the need for having all the different pay groups, He also wanted to see if a person wanting a pass in July that they could get a pass at a discounted rate.

*It was moved by Commissioner Carpenter, seconded by Commissioner Ruef, to divide the question. Motion passed 3-0. It was moved by Commissioner Carpenter, seconded by Commissioner Ruef to approve the pool fees. Motion passed 3-0. It was moved by Commissioner Carpenter, seconded by Commissioner Ruef to defer the golf fees for two weeks. Motion passed 3-0.*

**INFORMATIONAL ITEM:** Private signs on public property. Alderman Orth would like to have a policy in place for signs in the parks. Need to coordinate with Paula Blise in NSI on creating a policy. Commissioner Ruef said that there are too many signs in the parks and that the policy should include how many, what size and the type of sign.

**DIRECTOR/SUPERINTENDENT COMMENTS:** Jeff informed the commission that all business signs have been taken down, and of the revenues that the golf course would be losing from businesses advertisement. He spoke of the Nash Car Show planned for 2011. WDNR has informed the City that because of the Red Swamp Crayfish killing all the other fish that they will fill the Poerio Nature Center fish pond with bleach & chlorine in the spring to kill the all fish and that there would be a Public Information meeting on this issue to be held in February.

**CITIZEN/COMMISSIONERS COMMENTS:** Commissioner Orth thanked the park employees for snow plowing the last couple of weeks.

There being no further business to come before the Board of Park Commissioners it was moved, seconded and unanimously carried to adjourn at 5:45 pm.



**ENGINEERING DIVISION**  
MICHAEL M. LEMENS, P.E.  
DIRECTOR/CITY ENGINEER

**STREET DIVISION**  
JOHN H. PRIJIC  
SUPERINTENDENT

**FLEET MAINTENANCE**  
MAURO LENCI  
SUPERINTENDENT

**WASTE DIVISION**  
ROCKY BEDNAR  
SUPERINTENDENT

**PARK DIVISION**  
JEFF WARNOCK  
SUPERINTENDENT

**ADMINISTRATION SUPERVISOR**  
JANICE D. SCHROEDER

B-1

**DEPARTMENT OF PUBLIC WORKS**  
RONALD L. BURSEK, P.E., DIRECTOR

MUNICIPAL BUILDING · 625 - 52ND ST · RM 305 · KENOSHA, WI 53140  
TELEPHONE (262) 653-4050 · FAX (262) 653-4056

**TO:** Michael Orth, Chairman  
Park Commission

**FROM:** Jeff Warnock JW [signature]

**SUBJECT:** 2010 Park Fees

**DATE:** January 25, 2010

Attached are the 2010 Park Division fees.

**RECOMMENDATION**

Receive and approve 2010 Park Division fees and policies.

## CITY OF KENOSHA PARK DIVISION

### 2010 FEES AND CHARGES

SPECIAL EVENTS		
PARK FACILITY OR USE	DEPOSIT	RENTAL
General Park Areas/per day (i.e. Art Fair, Car Show, etc.)	\$150.00	\$100.00 per day with additional labor and equipment charges <u>based on needs of the Permittee.</u>
Velodrome	\$150.00	\$125.00/per day Availability based on the Velodrome Association Schedule

EQUIPMENT - City Owned Properties & Events		
	DEPOSIT	RENTAL
Benches/10 per unit – includes delivery	\$50.00	\$30.00 per unit
Bleachers per unit – includes delivery	\$50.00	\$100.00
Picnic Tables/5 per unit – includes delivery	\$50.00	\$75.00 per unit
Reviewing Stands per section	\$50.00	\$100.00
Barricades per unit – includes delivery		\$30.00 per unit
Fencing – Snow – delivery and installation		\$20 per 50 feet
Fencing – Portable – for Beer Gardens – delivery and installation		\$75.00
Additional Preparation and/or staff requested		\$45.00 per man hour
Showmobile – includes delivery and setup during normal work hours	\$200.00	
	OLD	NEW
Non-Profit organizations	\$125.00	\$250.00
Profit organizations	\$250.00	\$500.00
Direct labor costs for setup and removal after work hours.	\$45.00 per man/per hour	

1. Requests for equipment are subject to availability.
2. Any damage to equipment during the event, the organizer will be charged.

CITY OF KENOSHA - PARK DIVISION

**2010 FEES FOR THE WASHINGTON PARK MUNICIPAL GOLF COURSE**

**ADULTS (18 – 54)**

	<b>Rate</b>	<b>Tax (5.5%)</b>	<b>Total</b>
Weekdays	\$10.25	0.56375	\$10.81
Weekends/Holidays	\$10.75	0.59125	\$11.34

**SENIORS 55+ /DISABLED**

	<b>Rate</b>	<b>Tax (5.5%)</b>	<b>Total</b>
Season Pass	\$25.00	1.375	\$26.38
Without Pass	\$8.75	0.48125	\$9.23
With Pass	\$6.75	0.37125	\$7.12

NOTE: Senior/Disabled passes may be used for a reduced rate during the following times:

Monday through Friday (all day)

Saturday before 8:00 am and after 3:00 pm

Sunday before 7:00 am and after 3:00 pm

**JUNIORS (17 AND UNDER)**

	<b>Rate</b>	<b>Tax (5.5%)</b>	<b>Total</b>
At all times	\$6.00	0.33	\$6.33

**CITY OF KENOSHA EMPLOYEE**

	<b>Rate</b>	<b>Tax (5.5%)</b>	<b>Total</b>
Weekends	\$10.75	0.59125	\$11.34
Weekdays	\$6.75	0.37125	\$7.12

**GREEN FEE PUNCH CARD (10)**

	<b>Rate</b>	<b>Tax (5.5%)</b>	<b>Total</b>
	\$95.00	5.225	\$100.23

**EQUIPMENT RENTAL 9 HOLES**

	<b>Rate</b>	<b>Tax (5.5%)</b>	<b>Total</b>
Gas Car (2 Person)	\$14.50	0.80	\$15.30
Gas Car (One Person)	\$8.00	0.44	\$8.44
Gas Car (Senior/Disabled)	\$12.00	0.66	\$12.66
Pull Carts	\$2.50	0.14	\$2.64
Golf Clubs	\$4.00	0.22	\$4.22
Gas Car Punch Card (10)	\$100.00	5.50	\$105.50

**EARLY BIRD, TWILIGHT & FALL SPECIALS**

	<b>Rate</b>	<b>Tax (5.5%)</b>	<b>Total</b>
Green Fee – 9 Holes	\$7.50	0.4125	\$7.91
Gas Car (2 Person)	\$12.00	0.66	\$12.66
Gas Car (1 Person)	\$8.00	0.44	\$8.44

**Early Bird:** Monday through Sunday 5:00 am until 8:00 am

**Twilight:** Monday through Sunday 6:00 pm until Dark

- No player under the age of 7 allowed on the course
- Players under the age of 10 must be accompanied by an adult/guardian – a minimum of 16 years of age
- To rent a cart, you must have a valid driver's license and be 18 years of age or older.

**CITY OF KENOSHA  
PUBLIC WORKS DEPARTMENT – PARK DIVISION**

**2010 FEES AND CHARGES**

**PERMITS/FORESTRY**

	AMOUNT
Firewood ( approximately 3 - 4 cords per order) <i>City of Kenosha Residents Only</i> Available on a limited basis – No guarantee of a delivery date.	\$100.00
Wood Mulch (approximately 10 cubic yards) <i>City of Kenosha Residents Only</i> Available on a limited basis – No guarantee of a delivery date	\$50.00
Tree Planting Program - One tree (Sales tax is 5.5% included)	\$25.00 - Replacement \$100.00 – New
Tree Protection Permit (includes plan review and site visits)	\$100.00

Tree Planting Program

1. Replacement trees: trees that have been removed within the past 5 years
2. New Trees must be in compliance with ordinances - City Forestry staff will determine if the location qualifies for a tree.
3. Orders will not be taken prior to the first working day of each January
4. Orders are on a first come, first served basis until all trees are allocated.

Wood Mulch

Wood mulch is also available at the compost site on 88<sup>th</sup> Avenue for City of Kenosha residents only. There is no guarantee of availability; the Park Division will deliver to the site when mulch is available.

**CITY OF KENOSHA PARK DIVISION  
2010 FEES AND CHARGES**

**PICNICS**

PICNICS		
PARK FACILITY OR USE	DEPOSIT	FEES (Includes Electric, Water where available)
Daily Fee		\$75.00 – Resident – City of Kenosha \$100.00 – Non Resident
Beer Permit		\$25.00
Cancellation Fee		\$10.00
Cleanup Fees		\$45.00 per hour/per man

**Picnic Locations (larger areas):**

PARK	BEER	MUSIC	SHELTER	ELEC.	Restrooms	Water
Alford #1 – along Lake	Yes	Yes	Yes	Yes	Portable	No
Alford #6 - North	Yes	Yes	Yes	Yes	Yes	Yes
Alford #6 - South	Yes	Yes	Yes	Yes	Yes	Yes
Anderson Park #1 – east of pool	No	No	Yes	Yes	Yes	No*
Anderson Park #2 – west of pool only available July and August	No	No	Yes	Yes	Yes	Yes
Hobbs Park			Yes	Yes	Portable	No
Kennedy Park	Yes	No	No	Yes	Yes	Yes
Lincoln Park – Area on 18 <sup>th</sup> – no building & subject to availability	No	No	Yes	Yes	Yes	Yes
Nash Park	No	No	Yes	Yes	Yes	Yes
Poerio Nature Center	No	No	Yes	Yes	Yes	Yes
Poerio Park (next to playground/ball fields)	No	No	Yes	Yes	Yes	Yes
Simmons Island Park (on drive)	No	No	Yes	Yes	Yes	No
Roosevelt Park	No	No	Yes	Yes	Yes	Yes
Washington Park #2 (22 <sup>nd</sup> Ave/41 <sup>st</sup> St)	Yes	Yes	Yes	Yes	Yes	Yes
Washington Park #1 (between pool and velodrome)	Yes	Yes	Yes	Yes	Yes	Yes

\* Use Pool Restrooms

**CITY OF KENOSHA PARK DIVISION**

**2010 FEES AND CHARGES**

**PICNICS**

For Hobbs, Baker, and Southport Park		
<b>PARK FACILITY OR USE</b>	<b>DEPOSIT</b>	<b>FEES</b>
Daily Fee		\$50.00 – Resident – City of Kenosha \$75.00 – Non Resident
Cancellation Fee		\$10.00
Cleanup Fees		\$45.00 per hour/per man

NOTES:

- No fermented malt beverages are allowed
- No Music
- Each have small Shelters
- Electric is not available

WEDDINGS	
PARK FACILITY	FEE (Includes Electric)
Lincoln and Wolfenbuttel Parks	\$40.00 – 2 hours \$75.00 – 3 hours
Cancellation Fee	\$10.00

### WEDDING RULES AND REGULATIONS

1. Weddings:
  - a. Permits are for a maximum of 3 hours. Scheduled 1/2 hour between each event.
  - b. Arts and Flowers event is held in late July. Weddings permitted on Saturday. There will be equipment for the event in the area.
  - c. Rotary Softball Tournament is held the second/third weekend in July
  - d. **No guarantee on date of flowers being planted or removed.**
2. Wedding permits must be paid in full when making reservation. If reservation and payment is less than 30 days prior to the event fees must be paid in cash only.
3. NO reservations will be accepted less than 10 days prior to the requested date. If the area is not reserved it will be available on a first come basis. However, no electricity will be available.
4. Cancellation Policy: Cancellations must be made 30 days prior to the rental date to receive a full refund less an administrative fee of \$10.00. There will be no refunds less than 30 days prior to the rental date.
5. Reservations: Wedding reservation may be taken up to one year in advance for the period of June 1 – September 30, with payment at the time of reservation.
6. The application must be signed by an adult (18 years of age or older) who will be in attendance and who will assume full responsibility for group use. The adult signing the reservation form is the duly authorized representative for all damage, missing items and cleanup.
7. Hours on reservation form must include set-up and take-down, including any chairs/tents.
8. Right of Denial: The Park Division reserves the right to deny the use of any facility to a person and/or group for good reason. Examples: a conflict with a planned or ongoing facility use; lack of personnel to prepare facilities; a known history of disruptive or undesirable conduct by the person and/or group.

# PICNIC AREAS



## RULES AND REGULATIONS

1. "Park Use Agreement" form is to be completed and all fees paid at time of reservation. Picnic permits are available from May 1 through September 30 only.
2. The applicant must be the individual in charge of the event and must be in attendance throughout the duration of the event. In addition, the applicant must verify all conditions are met and acceptable, including cleanup after the event. Applicant will assume full responsibility for the group using the park area.
3. A "Park Use Agreement" for events where no alcohol will be present can be issued to applicants 18 years of age or older. A "Park Use Agreement" for events involving alcoholic beverages will only be issued to applicants 21 years of age or older. Organizations/individuals that have received a fermented malt beverage permit will be required to have an adult over the age of 21 present at all times, and organizations/individuals are responsible for the consumption of fermented malt beverages to those persons of age 21 and over, and all patrons present. Consumption of fermented malt beverages is prohibited after 9:30 PM. **NO UNDERAGE CONSUMPTION OF ALCOLHOLIC BEVERAGES ALLOWED AT ANY TIME. (Fermented malt beverages are beer and wine coolers ONLY.)**
4. Changes, alterations, or defacement of property to any facility will not be permitted. Any person or group causing damage to property or equipment will be required to pay for current cost of repair including labor, or replacement to restore equipment to its original condition. Until full payment for damage is received, the City shall have the right to deny future application without any stated cause.
5. Fermented malt beverage permits will be issued only for approved events by the Park Superintendent or his/her designee. These permits are only issued with picnic permits at parks where consumption of fermented malt beverages are allowed. (Since picnic permits are only available from May 1 through September 30, no fermented malt beverages permits are available outside these dates.) Glass beverage containers are prohibited within the parks.
6. NO reservations will be accepted less than 7 days prior to the requested date. If the area is not reserved, it will be available on a first come, first served basis. However, NO fermented malt beverage permit will be issued; electricity and restrooms will not be available.
7. Picnics will not be permitted at Lincoln Park Concession Building when other parks events are taking place, such as tournaments, football, soccer or softball games.
8. Hobbs and Southport Parks: There are no indoor restroom facilities available for public use. A portable unit will be placed at the sites during the months of June through August.
9. Cancellation Policy: The City of Kenosha Park Division requires a minimum of 30 days notification of any rental cancellation. A \$10.00 fee will be charged for any cancellations. All fees will be forfeited if event is canceled without minimum notification.
10. Amplified (disc jockey) music is allowed in a few areas, and the music must be turned off at 9:30 PM. Fermented malt beverage permits expire at 9:30 PM. Event must end and guests must leave the park no later than 10:00 PM. It is the responsibility of the group reserving the facility, where amplified music is allowed, to keep the noise level acceptable to prevent disturbing the surrounding area. Noise must be directed away from residential homes. **NO BANDS ARE ALLOWED AT PICNIC SITES WITHOUT THE APPROVAL OF THE BOARD OF PARK COMMISSIONERS.**
11. Possession of firearms and/or weapons is strictly prohibited.
12. There must be one adult supervisor (at least 21 years of age) for every 15 minors.
13. The Park Division is not responsible for equipment or material owned by persons using the park area. The City is not responsible for lost or stolen items. The City is not responsible for any items delivered before, or left after an event.
14. The use of the name, address, or telephone number of the City of Kenosha Park Division as the address or headquarters of any group using a park area is prohibited.
15. The announcements, press releases, fliers, etc., relating to event must clearly state the sponsoring agent's name and not the City of Kenosha Park Division.
16. Dates and hours on the reservation form must include setup, take-down, and cleaning time.
17. **RIGHT OF DENIAL:** The Park Division reserves the right to deny the use of any facility to a person and/or group for good reason. Examples: A conflict with planned or ongoing facility use; lack of personnel to prepare facilities; a known history of disruptive or undesirable conduct by the person and/or group.

**CITY OF KENOSHA PARK DIVISION  
2010 FEES AND CHARGES  
BUILDINGS AND BAND SHELL**

**SESQUICENTENNIAL BAND SHELL (Pennoyer Park)**

<b>PARK FACILITY OR USE</b>	<b>DEPOSIT</b>	<b>RENTAL</b>
Pennoyer Park Bandshell	\$150.00	\$125.00 (Electric included)
Concession stand (each)		\$10.00 (Electric included)
Cancellation Fee		\$30.00

**ORIBILETTI CENTER - Lincoln Park (MLK Drive)**

<b>PARK FACILITY OR USE</b>	<b>DEPOSIT</b>	<b>RENTAL</b>
Daily Use	\$300.00 (any event with an approved beer permit or more than 4 hours) \$100.00 (event with no beer permit and 4 hours or less)	\$25.00 per hour – Non Profit \$50.00 per hour – Profit
Cancellation Fee		\$30.00

**CONCESSION STAND – Lincoln Park on 18<sup>th</sup> Avenue for larger events**

<b>PARK FACILITY OR USE</b>	<b>DEPOSIT</b>	<b>RENTAL</b>
Daily Use	\$150.00	\$25.00 – Non Profit \$50.00 per hour – Profit
Cancellation Fee		\$30.00

**BAKER PARK BUILDING**

<b>PARK FACILITY OR USE</b>	<b>DEPOSIT</b>	<b>RENTAL</b>
Daily Use	\$100.00	\$25.00 per hour – Non Profit \$50.00 per hour – Profit
Cancellation Fee		\$30.00

**SOUTHPORT BEACHHOUSE**

<b>PARK FACILITY OR USE</b>	<b>DEPOSIT</b>	<b>RENTAL</b>
Daily rate	<b>\$300.00</b> (any event with a beer permit or more than 4 hours) <b>\$100.00</b> (event with no beer permit and 4 hours or less)	<i>City of Kenosha Resident</i> \$30.00 per hour.  <i>Non City of Kenosha Resident</i> \$45.00 per hour
Beer Permit (if applicable) See Item #1 in the Rules and Regulations		\$25.00
Cancellation Fee		\$30.00

**RESTRICTIONS:**

- No rentals during the months of January – March
- No rental prior to 10:00 am without prior approval from the Park Superintendent or his designee.

# PARK BUILDING

## RULES AND REGULATIONS



1. "Park Use Agreement" form is to be completed and all fees paid on the day the reservation is made. No exceptions. Credit and debit cards are not accepted.
2. A "Park Use Agreement" for events where no alcohol will be present can be issued to applicants 18 years of age or older. A "Park Use Agreement" for events involving alcoholic beverages will only be issued to applicants 21 years of age or older.
3. Maximum occupancy for event is posted in each building and must be adhered to at all times. Exceeding occupancy limits will result in termination of the event.
4. Changes, alterations, or defacement of property to any facility, its furnishings or equipment will not be permitted. Any person or group causing damage to property or equipment will be required to pay for current cost of repair including labor, or replacement to restore furnishings or equipment to its original condition. Until full payment for damage is received, the City shall have the right to deny future application without any stated cause.
5. Fermented malt beverage permits will be issued only for approved events where fermented malt beverages are being served with the approval of the Park Superintendent or his/her designee. Permit is for consumption only; the sale of fermented malt beverages is prohibited. Organizations/ individuals that have received a fermented malt beverage permit will be required to have an adult over the age of 21 present at all times and have designated security personnel to ensure that no fermented malt beverages are taken outside the building. The permittee is responsible for all fees related to security personnel and equipment. Consumption of fermented malt beverages is prohibited after 9:30 PM. No fermented malt beverages are allowed outside of the building. **NO UNDERAGE CONSUMPTION OF ALCOLHOLIC BEVERAGES ALLOWED AT ANY TIME. (Fermented malt beverages are beer and wine coolers ONLY.)**
6. If additional staff is required for the event, a direct charge will be billed to the organization/individual.
7. There is a two-hour minimum rental Monday through Thursday, four-hour minimum rental Friday through Sunday.
8. Cancellation Policy: The City of Kenosha Department of Public Works requires a minimum of 30 days notification of any rental cancellation. A \$30.00 fee will be charged for any cancellations. All fees will be forfeited if event is canceled without minimum notification.
9. Forfeiture of all fees including deposit will result if any of the following occurs:
  1. Facility damage beyond normal use.
  2. Excessive maintenance is required following use.
  3. Any act by the applicant and/or applicant's group requires police action.
  4. Cancellation of an event in progress due to violation of City policies, rules, or regulations governing such usage.
10. The kitchen at Southport Beach House is solely a warming kitchen and cannot be used for meal preparation. There are no kitchen facilities at the Baker building or the Oribiletti Center.
11. Building doors are to be kept closed at all times. **DO NOT PROP OPEN.**
12. Music must be turned off at 9:30 PM. Beer permits expire at 9:30 PM. Event must end and guests must leave the building/park no later than 10:00 PM. The user group that is cleaning the facility must vacate the building (including all personal items) no later than 10:30 PM.
13. Smoking or tobacco use is prohibited at all City facilities.



## **PARK BUILDING: RULES AND REGULATIONS, cont'd.**

14. Animals are not permitted in Park building facilities, except for those that are used in aiding a person with a disability or for dog shows/events.
15. Possession of firearms and/or weapons is strictly prohibited.
16. There must be one adult supervisor (at least 21 years of age) for every 15 minors.
17. The building must be left in the same condition as when entered. Any damage/debris found upon arriving at the building must be reported to the Park Division immediately so that you are not charged. All tables and chairs must be returned to their original location. Tables must be wiped clean after usage. Floor must be swept if any debris has been dropped. Broom and dustpan will be provided.
18. Turn off all lights, check restrooms, and secure buildings when leaving.
19. The Park Division is not responsible for equipment or material owned by persons using the buildings. Such equipment may not be stored at the buildings without written permission from the Park Superintendent or his/her designee. The City is not responsible for lost or stolen items. The City is not responsible for any items delivered before, or left after an event.
20. The use of the name, address, or telephone number of the City of Kenosha Public Works Department-Park Division as the address or headquarters of any group using a building is prohibited.
21. The announcements, press releases, fliers, etc., relating to meeting must clearly state the sponsoring agent's name and not the City of Kenosha Public Works Department.
22. The application must be signed by an adult who will be in attendance and will assume full responsibility for the group use of the facility. The adult signing the reservation form is a duly authorized representative for any and all damages, missing items, and clean up. The applicant must be the individual in charge of the event and must be in attendance throughout the duration of the event. In addition, the applicant must verify all conditions are met and acceptable on the "Park Use Agreement" form at the conclusion of the event, including cleanup.
23. Dates and hours on the reservation form must include setup, take-down, and cleaning time.
24. **RIGHT OF DENIAL:** The Public Works Department-Park Division reserves the right to deny the use of any facility to a person and/or group for good reason. Examples: A conflict with planned or ongoing facility use; lack of personnel to prepare facilities; a known history of disruptive or undesirable conduct by the person and/or group.

**CITY OF KENOSHA PARK DIVISION  
2010 FEES AND CHARGES**

**ATHLETIC FIELDS AND COURTS  
Baseball, Football, Soccer, Softball, and Tennis**

**GENERAL ATHLETIC FIELDS**

<b>PARK FACILITY OR USE</b>	<b>DEPOSIT</b>	<b>LIGHTS</b>	<b>RENTAL</b>
Practice Fields - no preparation Practice Fields – dragging infield – no marking	\$0.00	\$15.00	\$5.00 for 2 hours \$15.00 for 2 hours
Adult Games, General Public (One time preparation)	\$50.00	\$15.00/per field	\$30.00 per field/per day
Youth/Non-Profit Organizations (One time preparation)	\$50.00	\$15.00/per field	\$10.00 per field/per day
Tournaments:  Baseball and Softball Only	\$200.00	\$20.00/per field Kenosha County organizations  \$25.00/per field for non-county organizations	\$125.00 per day/per field. (Kenosha County organizations) \$300.00 per day/per field (Non County Organizations) This includes the initial preparation of the diamonds  <u>3 games or less on each diamond</u> \$75.00 per day/per field (Kenosha County organizations) \$200.00 per day/per field for Non County Organizations
Tournaments: Soccer	\$200.00	No lights at Anderson Park	\$50.00 per day/per field - Includes initial preparation for Regional or State events \$25.00 per day/per field for Local Organizations
Additional Preparation/Staff	If additional preparation and/or staff is requested during the tournament - Charges will be billed for each man hour - \$45.00		
Fence Installation	If fencing is required - the organization will be billed for the cost of material and labor.		
Clean up/Field damage/Repairs	Deposit will be credited towards these costs – Cost above the deposit will be billed to the organization. Charges are \$45.00 per hour/per man		

NOTE: Schedule and full payment must be received prior to the start of the season. Please read the Rules and Regulations for policy information.

**TENNIS COURTS**

<b>PARK FACILITY OR USE</b>	<b>RENTAL</b>
Daily/court	\$5.00/per two hours
Lights	\$15.00

**Lights Offered at These Tennis Courts:**

**60<sup>th</sup> Street Courts**  
4810 - 60<sup>th</sup> Street  
Kenosha, WI 53140

**Gangler Park**  
6701 - 82<sup>nd</sup> Street  
Kenosha, WI 53142

**Lincoln Park**  
7001 - 22<sup>nd</sup> Avenue  
Kenosha, WI 53143

**Pennoyer Park**  
3601 - 7<sup>th</sup> Avenue  
Kenosha, WI 53140

**Roosevelt Park**  
6815 - 34<sup>th</sup> Avenue  
Kenosha, WI 53142

**Washington Park**  
1821 Washington Road  
Kenosha, WI 53140

## ATHLETIC RULES AND REGULATIONS FOR GAMES AND TOURNAMENTS

1. All organizations, groups and/or individuals will be required to submit their schedules and full payment for the upcoming season no later than March 1. An appointment must be made with the Athletic Clerk to review the schedule and accept payment. There will be no tentative schedules accepted for a field. No schedules will be considered if the previous year's fees have not been paid. The Park Division holds the right to schedule field usage at their discretion.
2. Tentative schedules for Western Kiwanis at Nash and the Little Leaguer's Inc. at the Kenosha Sports Complex will be accepted, as they have priority of those fields.
3. All organizations, groups and/or individuals that reserve all fields at one facility for a tournament will have concession rights. Except for at Nash Park and the Kenosha Sports Complex, organizers may contact the Western Kiwanis or Little Leaguers, Inc. organizations regarding handling the concessions. The organizers may be permitted to bring in their own concessionaire, however, the unit must be self-contained.
4. All Tournament games will start at 9:00 am and conclude by 10:00 pm. No Exceptions. Tournament scheduling will be determined by the City Park Division. Requests can be submitted one year in advance. Schedules must be provided to the Park Division a minimum of 10 days prior to the tournament start date.
5. All Weekend & Holiday Games will start at 9:00 am and conclude by 10:00 pm. No exceptions
6. Game lights must be turned off no later than one-half hour following the conclusion of the game, but no later than 10:30 pm
7. All organizations, groups and/or individuals are prohibited from the use of motorized equipment in the preparation or maintenance of any city athletic field. All hand tools (rakes, shovels and chalkers that are brought in by the organization) may be used for routine field maintenance between games. NO City equipment is to be used by any organization.
8. Cleanup: Organizations, groups and/or individuals must clean up the entire area after each game or tournament (tournaments must provide a dumpster). If the Park Division is required to clean the area, the organization, group or individual will be charged a fee of \$45.00 per hour/per man. If this fee is not paid within 30 days of billing, all remaining games and/or tournaments will be canceled. Organizations that operate concession stands on a regular basis, such as Little League, Nash, Kenosha Sports Complex, Lincoln and Poerio Park, will be required to provide a dumpster on site, unless approved by the Park Superintendent, his designee or the Board of Park Commissioners. The Park Division will identify the location for a dumpster at the facility.
9. Diamond Dry: 2 bags will be used per field for normal field preparation by the City. Additional bags requested (not to exceed an additional 3 bags per field) will be billed at \$10.00 per bag.
10. Field closure for the season will be determined by the Park Division. The closures will be subject to change regarding the field and date each year.
11. Each athletic field will be considered as a separate facility and have individual use restrictions.
12. Field conditions may dictate relocation or denial of field use. Measurable amounts of rain within 24 hours of practice/games will cancel those activities. Knowledge of a group playing on and damaging turf will result in the immediate cancellation of that permit. No refund will be granted. The Park Superintendent or his designee shall make the final decision to cancel games, in the event of inclement weather, to prevent damage to the fields.

13. Rainouts and postponements must be rescheduled through the Park Division. The rescheduling of rainouts or postponements will be mutually agreed upon between the Park Division and organization.
14. Permits are not transferable. The Permit Holder must be the organizer of the event and present during usages of any field/facility.
15. Permittees are only to use those fields specifically designated on the Field Use Permit. There may be another group following your game, so it is essential that the field is vacated by the scheduled ending time.
16. Profanity and/or un-sportsmanlike conduct is grounds for revocation of the permit.
17. Fermented Malt Beverages: The sale of fermented malt beverages, if the park is designated as such, are to remain within the established tournament fence boundaries. Security guard (21 years or older) shall be stationed at all entrances/exits during th entire event to prevent the removal of fermented malt beverages from the fenced park area. **Fermented malt beverages shall not be sold after 9:00 pm.** Organizations are responsible for obtaining a Class "B" permit from the City Clerk once permission is granted by the Board of Park Commissioners. A copy of the permit must be submitted to the Park Division at least seven (7) days prior to the event. **A permit to sell or consume fermented malt beverages does not include parking lots of any facility.**
18. Noise: Use of a sound system shall be limited to the necessary operations and announcement as related to tournament play. Amplification of equipment shall be pretested and set as approved by the Park Superintendent or his designee, at a conforming and acceptable noise level for the duration of the event. Such noise level shall be set according to the Code of General Ordinances, Chapter XII "Noise Control" as outlined and enforced by the Police and Health Departments. **Sound system shall not be used between the hours of 10:00 pm. - 9:00 a.m.**
19. All electrical posts, cables, ropes, signage, fasteners etc., used during an event shall be removed upon completion of the event –within 24 hours.
20. Youth Group Definition: An organization whose primary goal is to provide services, programs or activities for children under the age of 18.
21. No organization will be allowed to practice and/or play games on fields that have been prepared for another organization to use that same day. A fee of no more than \$30.00 will be assessed to the organization that violates this policy.
22. All organizations are required to make sure the field, dugout and stand areas have been cleared of all trash and placed in Park Division containers provided at the park. A fee of no more than \$45.00 will be assessed to the organization that violates this policy.
23. IF AN ORGANIZATION, GROUP OR INDIVIDUAL IS FOUND TO BE IN VIOLATION OF THE RULES AND REGULATIONS IN THIS POLICY OR WITH THE GENERAL CODE OF ORDINANCES, THE PERMIT IS SUBJECT TO CANCELLATION OF ANY FUTURE PERMITS.

**I HAVE READ THE ABOVE RULES AND REGULATIONS FOR 2010:**

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
ORGANIZATION



**ENGINEERING DIVISION**  
MICHAEL M. LEMENS, P.E.  
DIRECTOR/CITY ENGINEER

**STREET DIVISION**  
JOHN H. PRIJIC  
SUPERINTENDENT

**FLEET MAINTENANCE**  
MAURO LENCI  
SUPERINTENDENT

**WASTE DIVISION**  
ROCKY BEDNAR  
SUPERINTENDENT

**PARK DIVISION**  
JEFF WARNOCK  
SUPERINTENDENT

**ADMINISTRATION SUPERVISOR**  
JANICE D. SCHROEDER

**DEPARTMENT OF PUBLIC WORKS**  
RONALD L. BURSEK, P.E., DIRECTOR

MUNICIPAL BUILDING · 625 - 52ND ST · RM 305 · KENOSHA, WI 53140  
TELEPHONE (262) 653-4050 · FAX (262) 653-4056

**TO:** Michael Orth, Chairman  
Park Commission

**FROM:** Jeff Warnock JW [signature]

**SUBJECT:** Nash Car Club Event

**DATE:** January 25, 2010

Attached is the application from the Nash Company Car Club of America requesting the use of Simmons Island for their event in 2011. This event was discussed at the January 11, 2010 Park Commission meeting and was approved for placement on this agenda.

**RECOMMENDATION**

Approve the event and location. The details, fees and other event information are to be determined at a later date.

EVENT ORGANIZER INFORMATION

Name of Group Nash Car Club of America

Is Host Organization a 501(c)-3?  No  Yes, #ES - \_\_\_\_\_

Group Contact Name Vince Ruffalo

Address 2104 Washington Road

City/State/Zip Kenosha, WI 53140

Work Phone \_\_\_\_\_

Home Phone 262-658-2600

Cell Phone \_\_\_\_\_

Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Name of Event <u>Nash Car Show</u>	
Charitable Event? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, Proceeds donated to _____	
Date of Event <u>July 23rd, 2001</u>	Rain Date: <u>N/A</u>
Annual Event <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	Expected Attendance <u>750 people, 100 cars</u>
Event Category (check one)	
Run/Walk _____	Festival _____
Concert _____	Athletic Tournament _____
Other, Please Specify <u>Car Show</u>	
Park Requested <u>Simons Island</u>	
Admission Fee <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (Participants) \$ _____ and/or (Attendees) \$ _____	
Time of Event:	
Set up <u>7am</u>	Event Starts <u>9am</u>
	Event Concludes <u>5pm</u>
Does this require time in the park prior or after your event? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	
Explain date and time needed: <u>Time to clean up after event</u>	
Will food be prepared and/or served at the event? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (See pages 11 and 12)	
Amplified Sound <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (See pages 13-17)	
Beer/Wine Coolers Served <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (See page 18 and 19)	
Temporary Structure <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (See page 10 and 11)	

1-17-09  
approved to place  
on PARK agenda  
1/25/2010

## Organization Meeting

If you have organizational planning meeting regarding your event, should include the Parks Special Event Supervisor, Police & Fire Departments. Working with the City Departments during the planning phase is an excellent way to prevent potential problems & insure good communications. An on-site meeting between your group and the Park Department is also recommended.

## Permits

As the event organizer, YOU are responsible for obtaining all permits that the City of Kenosha requires for special events. You must include all pertinent information before this application will be reviewed by staff. Some permit applications and regulations are attached to this Special Event packet. Other permit applications must be obtained from other City Departments. **Copies of any permit must be submitted to the Park Department no later than 30 days prior to the event.**

\_\_\_\_ **Vending Permit** – required of ALL vendors selling items at your special event. All vendors must return their permit application 30 days prior to the event, or they may not participate in the event. Forms are available at the Park Department or the city of Kenosha website, click on parks.

\_\_\_\_ **Temporary Restaurant Permit** – required if food or beverages will be sold or served at the event. To obtain application and permit, contact the Kenosha County Health Department 262-605-6700. Please indicate the date you submitted Temporary Restaurant Permit application \_\_\_\_\_.

\_\_\_\_ **Parade Permit** – may be required of a run, walk, or bike ride event. Contact the Kenosha Police Department. Please indicate date you submitted Parade Permit application \_\_\_\_\_.

\_\_\_\_ **Street Use Permit** – required if your event will require closing a city street or special parking requests on city streets. Call 262-653-4050. Please indicate date you submitted Street Use Permit application \_\_\_\_\_.

\_\_\_\_ **Temporary Class "B" Retailers License** – required if your event will be selling fermented malt beverages. To obtain application and permit, contact the City Clerk's Office, 653-4020. Please indicate date you submitted license application \_\_\_\_\_.

\_\_\_\_ **Fireworks Permit** – from the Fire Department 262-653-4100. If at a lake-front park, you must notify the Coast Guard.

\_\_\_\_ **Bon-Fire Permit** – requires Park Commission approval prior to obtaining a permit from the Fire Department.

## Certificate of Insurance

The City of Kenosha requires a "Certificate of Insurance" from your or your parent organization's insurance company. The Event Organizer shall submit a general liability insurance policy certificate in the amount of \$1,000,000 naming the City of Kenosha and its Parks Department as an additional insured party along with any vendors and participants. The City of Kenosha Park Department must receive this certificate 30 days prior to the event date. This official certificate may be mailed or faxed.

\_\_\_\_ Yes, Event Organizer will be submitting Certificate of Insurance.

## Marketing of Event

Please ensure that you have conditional approval of your event before you begin to promote, market or advertise your event. (Will there be live media coverage during the event and where will the media vehicles be parked?)

No live media coverage

How will this event be marketed, promoted, or advertised?

Promoted through Nash Car Club to its membership,  
listing on Kenosha Area CVB.

If Co-Sponsorship has been approved by the Board of Park Commission the City/Park Department & Common Council must be listed as a sponsor.

## Site & Route Plan

To ensure proper review of your event, please attach a site and route plan (if applicable). These site and route plans may be blueprints, CAD drawings, or legible sketches.

Site and route plans should include, but are not limited to, the following information: location of tents, stages, fencing, vendors, portable toilets, beer gardens, dumpsters, placement of vehicles, exit location for outdoor events that are fenced, clear signage, accessible paths for wheelchairs as well as ample disabled parking, and any other related event components not listed above.

Your site plan will also include the areas within the requested park you will need for the event including the parking lot, shelter, ball diamonds, soccer fields, ped/bike paths, tennis courts, volleyball courts and any other specific park feature.

If your event includes a walkway component, the approval of the Park Department and the use of the park **does not imply approval of the proposed route**. The Event Organizer will need to secure approval from the Public Works Department at 653-4050.

Please feel free to include a narrative of the event with the site and route plan.

## Parking Plan

As an Event Organizer, it is important that you plan for safe arrival, departure, and parking of the event attendees, participants, and vendors. The Kenosha Police Department does monitor and ticket illegally parked vehicles at the events. As the Event Organizer, you are responsible for informing all participants, volunteers, attendees, and vendors of the parking regulations. If your parking plan includes using neighborhood businesses, churches, etc, you will need to include the approval of such agreements in this parking plan.

# Parking in public lots on Simmons Island

# ~~See~~ Over flow street parking on 6th + 7 Ave.

## Security and Medical Plan

① Discuss with Mary

As an Event Organizer, you are required to provide a safe and secure environment for your event. This is accomplished through sound planning. If your event will have over 250 attendees, you must submit a security and medical plan for your event. This description should include, but is not limited to, the hiring of private security companies and licensed professional emergency services, crowd control, venue safety, communication plan in case of emergency, etc. These plans may be subject to review by the City of Kenosha Police and Fire Departments who may make additional recommendations. For a review of your security and medical plans, please contact the Fire Department at 262-653-4100 and the Police Department. For large events, Police & Fire Department should be invited to planning meeting. A copy of the plan must also be submitted to the Park Department.

## Mitigation of Impact

As an Event Organizer, you are required to develop mitigating measures to accommodate the impact your event may have on the surrounding neighborhood.

If your event will have over 250 participants/viewers, you must notify the alderman for that park location. This must be done prior to approval by the Board of Park Commissioners.

Your event may also necessitate posting and notifying of park users and neighbors of the event date and any necessary alternate route or parking impacts. If this is required of you, it must be completed prior to approval.

Contact Alderman.

Have you done the appropriate notifications?

No  Yes, alderman Name/Date Don Moldenhauer

654-6068

## Special Event Fees

To assist you with your special event, the Kenosha Park Department rents some equipment for use by the Event Organization. The location of this equipment must be noted on the site and route plan you have attached to this application. Attached at the end of this document are the current fees associated with special events in the Kenosha Parks. These fees include the park rental fee, the equipment rental fees, deposits, and cancellation fees.

All special events, for-profit and non-profit alike, are required to pay all of the fees associated with putting on a special event.

- > The Park Department does not and cannot honor requests of waived fees for any portion of your event costs. Co-sponsorship is with Park Commission approval only.
- > No individual, group, or organization shall be granted permission to hold an event in the park if there is any unpaid balance from a previous event.
- > Cancellation of any event, for any reason, shall result in charges for actual services, labor and materials provided.
- > These fees are included in the packet to assist you with your budget planning. If you need assistance in determining the fees for your particular event, contact the Park Department at 262-653-4080.

### EQUIPMENT REQUESTS: Appropriate fees will be charged

Electric\*     Water    2 # of Benches    4 # of Picnic Tables  
8 # of Trash Containers     Barricades     Snow Fencing (must provide location)  
 Bleachers     Reviewing Stand     Showmobile     Portable Fencing

**\*Electrical availability vary by location. You may need to provide generators in order to supply the level of service required for your event. Contact the Park Department in advance with any concerns.**

**Other Special Requests:**

## Application Signature

The person/group named in this application will be responsible for the conduct of the group and for the condition of the reserved park area. This permit is subject to all City of Kenosha General Ordinances as defined by the City of Kenosha, in addition to all rules and regulations governing the City's Park Department. The applicant agrees that during the use of the park facility, the sponsoring organization will not exclude anyone from participation in, deny anyone the benefits of, or otherwise subject anyone to discrimination because of the person's race, color, creed, national origin, or handicap.

The applicant for her/himself, and for other persons, organizations, firms and corporation, if any listed in this application, does hereby contract to agree that he/she (and they) will jointly and severally indemnify and hold the City of Kenosha harmless against liability for any and all claims for damages to property, injury to or death of person or persons arising out of or resulting from the negligence of the applicant.

Permit holders shall submit a general liability insurance policy certificate in the amount of \$1,000,000 naming the City of Kenosha, its Park Department and any vendors/participants as an additional insured party.

The applicant has read the Special Event Explanation Packet. The applicant has attached all of the appropriate permit applications for this event.

I hereby certify to the best of my knowledge that the information and statements contained in this application are complete and true. I understand that failure to report components of this event/activity may result in the loss of deposit, revocation of permit and/or failure to secure future permits.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

## Application Submission

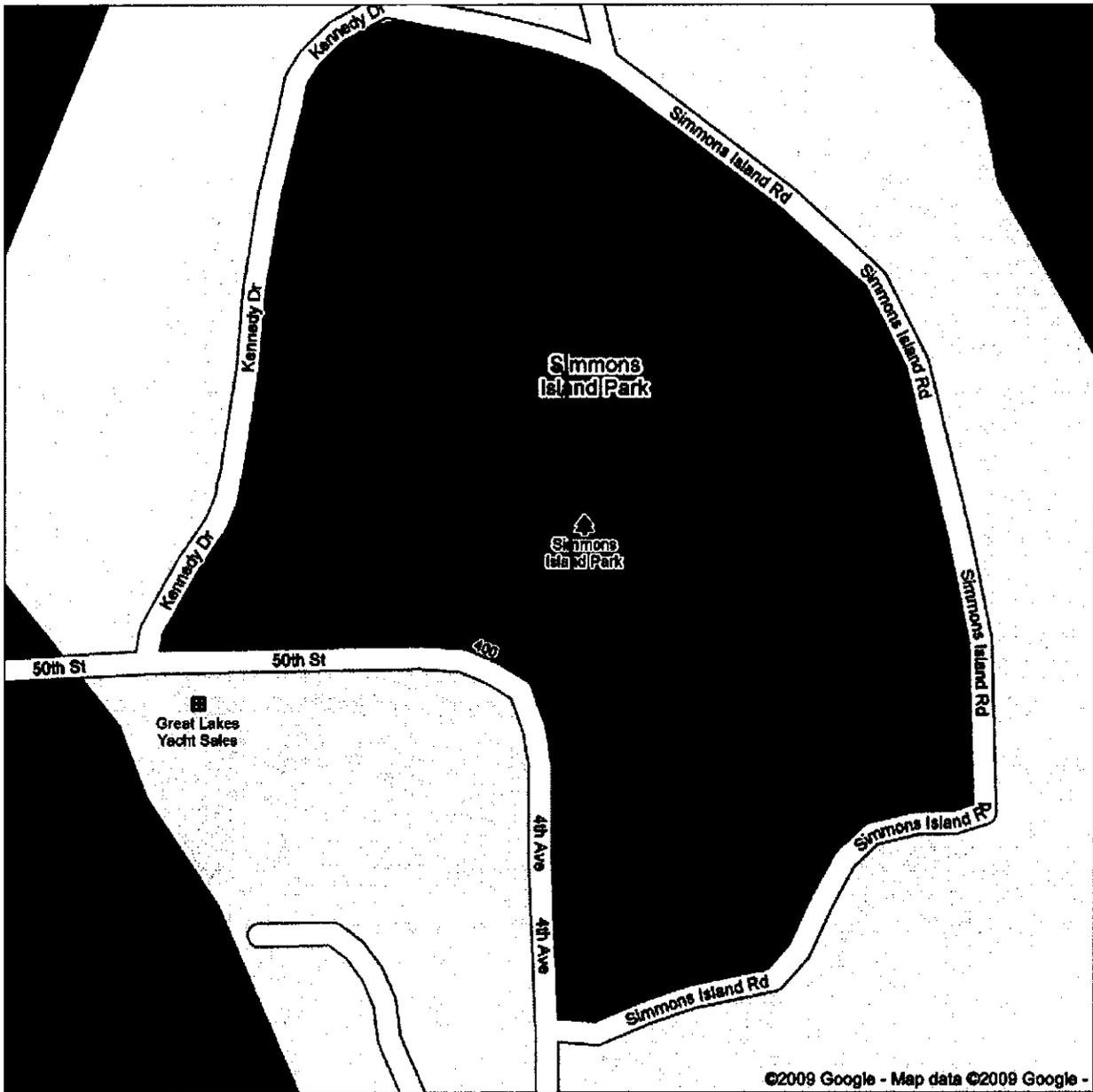
Please remember, you need a MINIMUM of 90 days advance submission. And most often, the planning of your event and the acquisition of all of the appropriate permits will take much longer than 90 days.

Please mail your application to:  
**City of Kenosha Park Department**  
**3617 - 65<sup>th</sup> Street**  
**Kenosha, WI 53142**

# Google maps

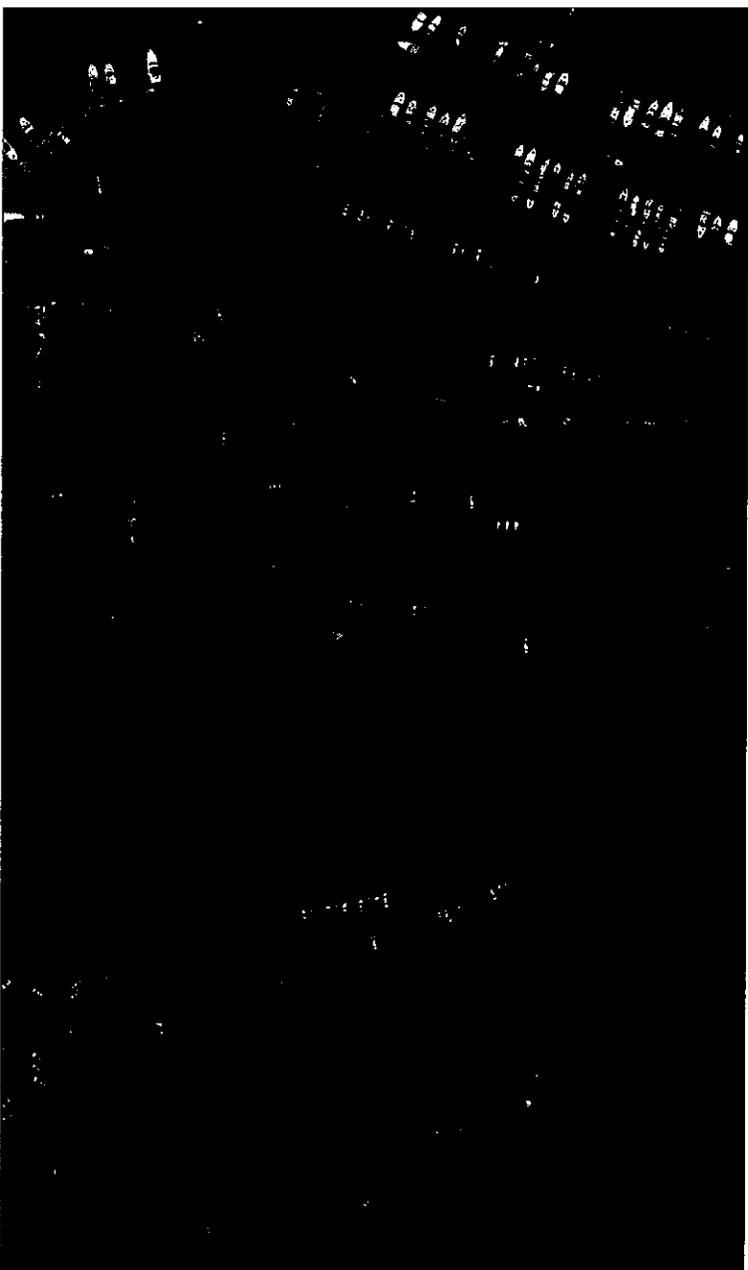
Get Google Maps on your phone

Text the word "GMAPS" to 466453



812 56th st kenosha wi 53140

# Google maps



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