

AGENDA
BOARD OF PARK COMMISSIONERS
Kenosha Municipal Building - Room 204
Monday, February 11, 2013 - 5:00 pm

Chairman: Michael J. Orth **Vice Chairman:** Anthony Kennedy
Commissioner: Chris Schwartz **Commissioner:** Rocco J. LaMacchia, Sr.
Commissioner: Kevin E. Mathewson

Call to Order
Roll Call

A. APPROVAL OF MINUTES

A-1. Approval of the minutes of the meeting held on January 28, 2013.

C. REFERRED TO COMMISSION

C-1. Request from Carthage College to hold a Bonfire and Firework Event on Alford Beach in front of the College on Friday, April 26, 2013. *(District 1)*

C-2. Request from Boy Scouts of America for the following on May 17-19, 2013:
a. To hold the Kenosha Area Boy Scout Camporee on Simmons Island Park
b. To have a campfire on the beach on Saturday, May 18th from 8:00pm-10:00pm
c. To have individual ground cook fires at each campsite.
d. Full sponsorship *(District 2)*

C-3. Request from Kiwanis Club of Western Kenosha for the following on July 26-28, 2013:
a. To hold the Taste of Wisconsin at Celebration Place
b. Permission to sell Fermented Malt Beverages
c. Permission to Extend the Closing hours to 11:00pm
d. Use of Park Equipment
e. Full co-sponsorship *(District 2)(Also referred to PW)*

C-4. Request from Kiwanis Club of Western Kenosha for the following on Wednesday, August 28, 2013:
a. To hold the Harbor Thunder 2013 event at Celebration Place in HarborPark
b. Permission to sell Fermented Malt Beverages
c. Use of Park Equipment
d. Full sponsorship *(District 2) (Also referred to PW)*

C-5. Acceptance of Project 10-1415 Lakefront Water Feature *(5501 Ring Road, which has been satisfactorily completed)* by Camosy Construction *(Kenosha, Wisconsin)*. The final amount of the contract is \$273,764.39. *(Park Funds only) (District 2)*

C-6. Approval of the Baseball Improvement Funds to be used for Ball Diamond Improvements at Nash Park. *(District 11)*

C-7. Approve Distribution of Draft for the Southport Park Master Plan for Public Review and Comments.

C-8. Change Requests.

INFORMATIONAL ITEMS:

1. Letter from Kenosha Union Park Project for Schedule of Sculpture Change Out
2. The Dream Playground Location Research Status
3. Project Status Report

DIRECTOR AND/OR SUPERINTENDENT COMMENTS

CITIZEN COMMENTS/COMMISSIONER COMMENTS/OTHER BUSINESS AS 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.

BOARD OF PARK COMMISSIONERS
Minutes of Meeting held Monday, January 28, 2013

A meeting of the Board of Parks Commissioners was held on Monday, January 28, 2013 in Room 204 of the Kenosha Municipal Building. The meeting was called to order at 5:00 pm by Chairman Orth.

At roll call, the following members were present: Commissioners Schwartz, LaMacchia, Kennedy, and Mathewson. Staff members in attendance were Michael Lemens, Director of Public Works; Shelly Billingsley, Deputy Director of Public Works/City Engineer; Jeff Warnock, Superintendent of Parks; Police Chief John Morrissey; and Assistant City Attorney Jon Mulligan. .

It was moved by Commissioner LaMacchia, seconded by Commissioner Schwartz, to approve the minutes from the meeting held on Monday, January 14, 2013. Motion carried unanimously.

C-1. Request from the HOPE Council on Alcohol & Other Drug Abuse, Inc for the following on Saturday, October 19th, 2013:

- a. To hold their Pumpkin Roll at Washington Park
- b. Full Sponsorship (*District 6*)

It was moved by Commissioner LaMacchia, seconded by Commissioner Kennedy, to approve with full sponsorship. Motion carried unanimously.

C-2. Request from Kite Society of Wisconsin & Gift of Wings for the following on June 1st and 2nd, 2013:

- a. To hold their Outta Sight Kite Flight in Kennedy Park
- b. Full Sponsorship. (*District 1*)

It was moved by Commissioner Kennedy, seconded by Commissioner Mathewson, to approve with 75% sponsorship. Motion carried unanimously.

C-3. Request from JET Events Management for the following on Saturday, May 4th, 2013:

- a. To hold the Wisconsin Marathon in Celebration Park and on various City Streets
- b. Use of Park Equipment
- c. Permission to sell Fermented Malt Beverages (*District 2*)(*Also referred to PW*)

It was moved by Commissioner Schwartz, seconded by Commissioner LaMacchia, to approve. Motion carried unanimously.

C-4. Request from Wisconsin Shores Little League for full sponsorship for their Challenger Baseball League during their 2013 season.

It was moved by Commissioner LaMacchia, seconded by Commissioner Mathewson, to approve with full sponsorship. Motion carried unanimously.

C-5. Conditional Use Permit for a renovation to the stadium at Simmons Field at 7817 Sheridan Road. (*Northwoods League*) (*District #12*)

It was moved by Commissioner LaMacchia, seconded by Commissioner Schwartz, to approve. It was then moved by Commissioner Kennedy, seconded by Commissioner Mathewson to open up to a Public Hearing.

Public Hearing: Alderperson Steve Bostrom spoke.

Staff: Jeff Warnock spoke.

Motion carried unanimously to approve the conditional use permit.

C-6. Lease Termination Agreement by and between the Board of Park Commissioners, Kenosha Unified School District No. 1, Kenosha Post No. 21 of the American Legion, Baseball Like It Oughta Be, LLC, and Northwoods League, Inc., for Simmons Athletic Field and Parking Lot located at 7817 Sheridan Road. *(District 12)*
Staff/Aldersperson: Assistant City Attorney Jon Mulligan spoke.
It was moved by Commissioner Mathewson, seconded by Commissioner LaMacchia, to approve. Motion carried unanimously.

C-7. Proposed Ordinance – To Create 14.021 *(of the Code of General Ordinances for the City of Kenosha)* Regarding the Prohibition of Feeding Geese, Ducks, or Seagulls on Public Property. *(Also referred to PSW & PW)*
It was moved by Commissioner Schwartz, seconded by Commissioner LaMacchia, to approve. It was then moved by Commissioner Mathewson, seconded by Commissioner Kennedy to change the fees in item K from \$10-\$25 to \$5-\$15. Motion carried unanimously. It was then moved by Commissioner Mathewson to open up to a Public Hearing.
Public Hearing: Margaret Heller & George Clark spoke.
Motion carried 3-2 on approval of the Ordinance.

C-8. Change Requests.
It was moved by Commissioner Schwartz, seconded by Commissioner LaMacchia to receive and file. Motion carried unanimously.

INFORMATIONAL ITEMS:

1. Project Status Report
2. Southport Park Master Plan – Shelly Billingsley spoke.

SUPERINTENDENT COMMENTS: Jeff Warnock let the Committee know that he has recreated some Park Positions.

CITIZEN COMMENTS: Margaret Heller would like to know when the Southport Park Plan will be available for citizens. Aldersperson Bogdala suggests that Public Works put the Southport Park Plan Draft on the Public website.

COMMISSIONER COMMENTS: Commissioner Mathewson commented on the Southport Park Plan for the Public website.

ADJOURNMENT - There being no further business to come before the Board of Parks Commissioners, it was moved, seconded and unanimously carried to adjourn at 5:51 pm.



Engineering Division

Shelly Billingsley, P.E.

Deputy Director of Public Works/City Engineer

Street Division

John H. Prijic
Superintendent

Park Division

Jeff Warnock
Superintendent

Waste Division

Rocky Bednar
Superintendent

Fleet Maintenance

Mauro Lenci
Superintendent

DEPARTMENT OF PUBLIC WORKS

Michael M. Lemens, P.E., Director

Municipal Building · 625 52nd ST · RM 305 · Kenosha, WI 53140
Telephone (262) 653-4050 · Fax (262) 653-4056

February 6, 2013

TO: Chairman Michael Orth, Board of Park Commissioners
FROM: Jeff Warnock, Park Superintendent
RE: Bonfire Request

A request has been received from Carthage College to hold a bonfire and firework event on Alford Beach in front of their campus. The event is to celebrate the new president of the college's inauguration and would take place on April 26, 2013 from 10:30 pm – 12:30 am. Staff has spoken with the Fire Department and the organization has been in contact with them to discuss the permits.

1. Organization to receive approval and all permits from the City of Kenosha Fire Prevention Bureau. To be in compliance with all their requirements.
2. Security to be provided by the organization and readily identifiable to the general public.
3. Certificate of Liability Insurance to be provided to the Park Division

Recommendation: Approve the request with the requirements listed.

**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 Carthage College

Contact Person who is responsible for event: Becky Windberg

Address: 2001 Alford Park Drive

City/State/Zip Kenosha, WI 53140

Daytime # (262) 551-2153 Evening # (815) 342-8662 Cell# (815) 342-8662

Fax # (262) 551-5989 E-mail: RWINDBERG@CARTHAGE.EDU

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

EVENT INFORMATION

Name of the Event: President Woodward's Inauguration - Bonfire.

Date Requested: 1/29/13 Rain Date N/A

Location Requested: Alford Carthage College's Beach Estimated Attendance 200

Charitable Event: No Yes, Proceeds donated to _____

Brief Description of the Event: To celebrate President Woodward's Inauguration, we will be hosting a bonfire and firework event to conclude an entire days worth of events. There will staff and security at the event to ensure students are safe.

Set up date and time: 4/26/13 at 10:30pm

Time of Event: 11:30pm

Take down date and time: 4/27/13 at 12:30am

FOR OFFICE USE ONLY:

Application Packet Received _____ Admin. Or Commission Approval _____

Copies sent to: Alderperson Hauggaard Dirk _____ Police _____

Fire Dept has copy

**Engineering Division**

Shelly Billingsley, P.E.

Deputy Director of Public Works/City Engineer

Street Division

John H. Prijic

Superintendent

Park Division

Jeff Warnock

Superintendent

Waste Division

Rocky Bednar

Superintendent

Fleet Maintenance

Mauro Lenci

Superintendent

DEPARTMENT OF PUBLIC WORKS**Michael M. Lemens, P.E., Director**

Municipal Building · 625 52nd ST · RM 305 · Kenosha, WI 53140
 Telephone (262) 653-4050 · Fax (262) 653-4056

February 6, 2013

TO: Chairman Michael Orth, Board of Park Commissioners

FROM: Jeff Warnock, Park Superintendent

RE: Request from Boy Scouts of America

A request has been received from the Boy Scouts of America to hold the Kenosha Area Boy Scout Camporee on May 17 – 19, 2013 at Simmons Island Park. The event was held in Kenosha at the park in 2009.

Requests:

1. To block off Simmons Island from 12 Noon Friday May 17th to 3:00 pm on Sunday May 19th. Traffic will not be restricted to lighthouse drive.
2. To have a campfire on the beach on Saturday May 18th from 8:00 pm – 10:00 pm
3. To have individual ground cook fires at each campsite
4. Extra trash containers to be provided by the Park Division.

Costs:

Rental of Park area - \$300.00; Barricades - \$30.00; No charge for extra trash containers

Recommendation

To approve the event with the blocking off of the park

To approve the campfire on the beach and ground cook fires with the organization also receiving the approval of the Fire Department.

In compliance with all Park Rules & Regulations

**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 Boy Scouts of America

Contact Person who is responsible for event: Thomas ZAMBA SR.

Address: 6424-29th Ave.

City/State/Zip Kenosha, Wi. 53143

Daytime # _____ Evening # (262)652-6196 Cell# (262) 818-3107

Fax # _____ E-mail: tomzamba@yahoo.com

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

EVENT INFORMATION

Name of the Event: Kenosha Area Boy Scout Camporee

Date Requested: May 17, 18, 19, 2013 Rain Date _____

Location Requested: Simmons Island Park Estimated Attendance 300

Charitable Event: No _____ Yes, Proceeds donated to _____

Brief Description of the Event: This is a Boy Scout Camp out directed at Scouts Earning Rank Advancement & Merit Badges. Troop attending will be from the Kenosha Area, known as the Gateway District.

Set up date and time: MAY 17, 2013 5pm

Time of Event: _____

Take down date and time: MAY 19, 2013 NOON

FOR OFFICE USE ONLY:

Application Packet Received _____ Admin. Or Commission Approval _____

Copies sent to: Alderperson Schwartz 1-31-13 Dirk 1-31-13 Police 1-31-13

Fire: 1-31-13 PW Admin 1-31-13 PW-Streets: 1-31-13 Kris 1-31-13

3

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

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: See Item #8 in the manual. 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.

yes
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"

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 8 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.

See Attached Fees Schedule

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

Please review Item #8 in the Policy/Procedure Manual

Name of Event Kenosha Area Boy Scout Camporee
Park Requested Simmons Island PARK Date of Event: MAY 17, 18, 19 2013

**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: _____

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 _____

Destination Eagle

Advancement & Merit Badge Opportunities



**Gateway District Spring Camporee
Simmons' Island, Kenosha**

May 17-19, 2013

*Hosted by
Troop*



Looking For Merit Badge Counselors!!!!!!

Please E-Mail Gateway.Camporee2013@gmail.com with your info

Supplement to City of Kenosha Application for a Special Event

Event: Kenosha Area Boy Scout Camporee

May 17-18-19, 2013

(This document mimics the three page form for special event application.)

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General Plan

This activity will be the 2013 Kenosha Area Boy Scout Camporee. The Kenosha area is in the Three Harbors Council and is designated as the Gateway Boy Scout District. Approximately 300 scouts and adult leaders will be attending. Camporee location will be in Simmons Island Park.

1. This activity is not a fundraiser. Scouts will be involved in advancement program activities during the weekend.
2. It is requested that streets within Simmons Island and inside of the encampment be closed due to the safety hazard to Scouts walking within the Camporee area. A map is provided in section 1 below.
3. Food will be prepared by individual troops for Scouts camping at the Camporee.
4. No fermented malt beverages are allowed at Scouting activities and will not be allowed within the Camporee grounds
5. No bands or amplified music will be allowed. Quiet hours for the Camporee will be established from 10:00 pm to 6 am. and will be controlled by adult leadership.
6. Estimated attendance is less than 300 Scouts and Boy Scout adult leaders.
7. Parking at the Camporee will be controlled by Boy Scout adult leaders
8. Scouts will set up tents to sleep in and shelters to cook under.
9. Portable restrooms will be obtained and placed inside the Camporee grounds.
10. Cleanup will be performed by the Scouts and supervised by adult leaders.
11. Liability insurance will be obtained according to City of Kenosha requirements.

1.1 Program

Camporee program will consist of:

- 15 Boy Scout Troop campsites set up in the park area
- A Merit Badge Midway where Scouts will learn and demonstrate Merit Badge skills
- A Cub Scout activity area.
- Community Service Project to clean up Simmons Island Beach

1.2 Sequence of Events

- Traffic barriers will be established at Noon Friday May 17th
- Camping will commence at 5pm Friday May 17th.
- Quiet hours are 10:00 pm to 6 am.
- Activities will be from 8am to 6pm Saturday May 18th.
 - Merit Badge sessions will be from 8-12 and 2-6
 - Webelos activities will be from 2-6
 - Simmons Island Beach Cleanup will be from 2-6 pm Saturday May 18th.
- Camporee campfire program will be from 8pm to 10 pm Saturday May 18th.
- Camping will end at 12 Noon on Sunday May 19th
- Traffic barriers will be taken down at 3pm Sunday May 19th.

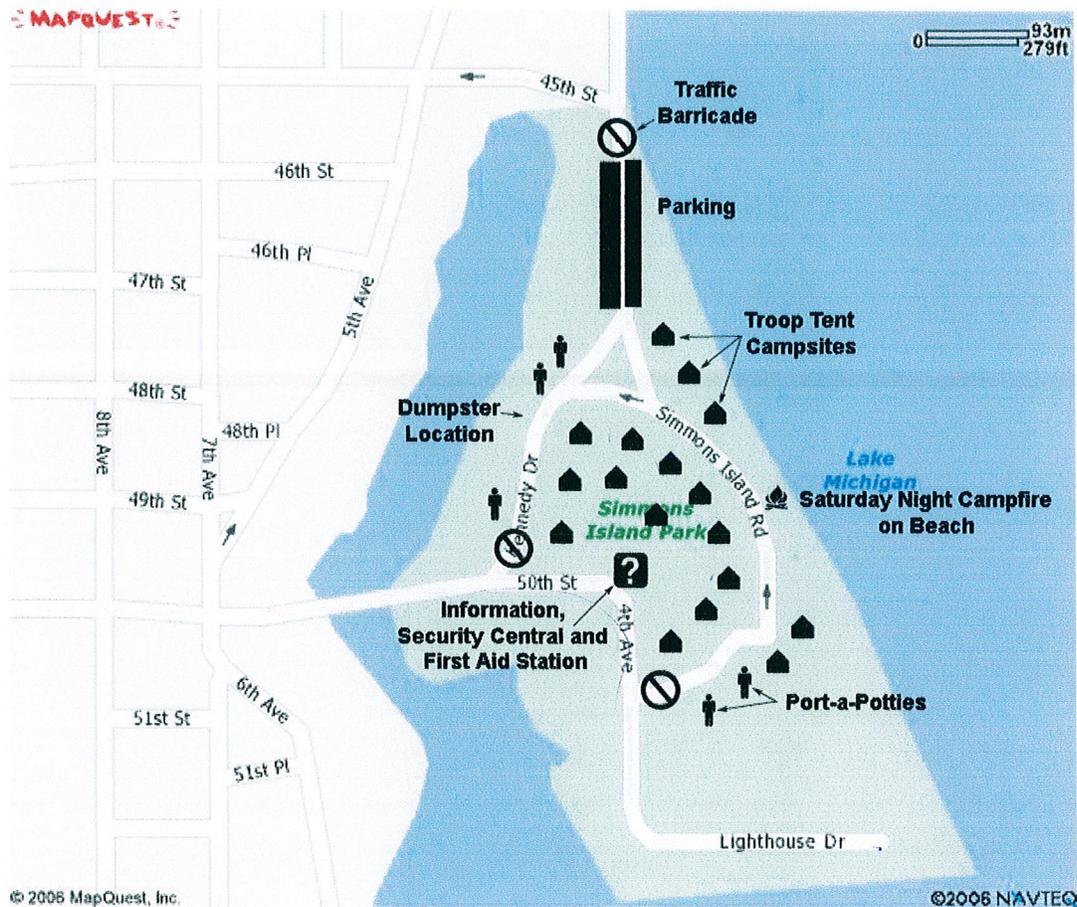
1.3 Control of Camporee Personnel

Boy Scout encampments use adult leaders called “Commissioners” to monitor camp activity to ensure that encampments follow Boy Scout Guidelines. There will be a single adult leader assigned as Camp Commissioner. An Assistant Camp Commissioner will also be designated. These two adults will be responsible to monitor health and safety of the Camporee encampment.

- Each Boy Scout Troop will have one adult Scoutmaster for each Troop campsite. Scoutmasters are responsible for monitoring that Scouts in their troop behave according to the Scout Law.
- Security personnel will also be monitoring camper activity to ensure all participants behave according to the Scout Law.
- Commissioners and Security personnel will use hand held radios to communicate.
- Cell phones will be available to contact City Emergency Personnel.

2 Site Map

The Camporee site is Simmons Island Park. A map showing significant Camporee site planning items is below.



2.1 Site Map Notes

Traffic is proposed to be stopped at:

- At the intersection of 45th Street and Kennedy Drive
- At the intersection of Kennedy Drive and 50th Street.
- The south end of Simmons Island Road where it intersects with 4th avenue

This arrangement will allow traffic to flow to lighthouse drive and restrict public access to the Camporee grounds ensuring safety of youth involved in the Camporee.

Parking for Scout trailers and cars will be along Kennedy Drive and Simmons Island road within the encampment and will be controlled by BSA security personnel.

3 Fundraiser

This event is not a fundraiser.

4 Street Closure and Traffic Flow Plan

Within the confines of the Camporee grounds it is requested that traffic be closed along Kennedy Drive. This is to ensure the safety and security of Scouts attending the Camporee.

There will not be any public traffic allowed within the confines of the Camporee area.

Parking for Scout trailers and cars will be along Kennedy Drive and Simmons Island road within the encampment and will be controlled by BSA security personnel.

5 Food Preparation

Scouts will be preparing food in their campsites for individual consumption.

Scout campsites will be using liquid fuel/propane cooking stoves, ground cook fires and portable fireplaces to cook meals.

Ground cook fires will also be used and constructed by clearing a patch, no larger than 4'x4' patch of sod, using the hole to contain the cook fire, and replacing the sod when securing the campsite.

6 Fermented Malt Beverage

The Scouting program does not allow any fermented malt or alcoholic beverage to be present at any activities. There will not be any fermented malt or alcoholic beverages within the grounds of the Camporee. Camporee Security will be instructed to request removal of any such beverages from the Camporee grounds. The Troop who allowed such beverages to be within their campsite will be requested to have the individuals who possessed the beverages to leave the Camporee grounds.

Local law enforcement will be requested to respond to any under age alcoholic drinking activities identified on Camporee grounds.

7 Bands and Amplified Music

No bands or amplified music will be allowed. Quiet hours for the Camporee will be established and controlled by adult leadership.

- Camporee hours for boisterous activity will be from 0600 to 2100.

- Quiet hours are 2200 to 0600. All youth campers will be within the confines of their own troop campsite during quiet hours.
- Campfires in Troop campsites will be extinguished by 1 am
- Security personnel will perform rounds of the Camporee Grounds during quiet hours.

8 Estimated Attendance

Estimated attendance is less than 300 Scouts (youth less than 18 years of age) and adult Scouters.

8.1 Security Plan

- One Adult Registered Scouter will be assigned as Security Chief.
- Security team will include adult registered BSA leaders and senior Boy Scouts.
- Adult leaders and youth security personnel will be wearing identifying material to identify them as security.
- Security personnel will have hand held radios for communication purposes.
- Security personnel will have cell phones available to contact city emergency if necessary.
- Adult staff will consist of several adults trained in CPR.
- Each Troop will be responsible for their campsite security.
 - Security by those individual groups will be identified by the patches on their Scout uniforms as Scoutmasters, and Assistant Scoutmasters.
- Parking for Scout trailers and cars will be controlled by security personnel.
- Security personnel will perform hourly rounds of the Camporee Grounds during quiet hours.

9 Parking Restrictions

Parking at the Camporee will be controlled by Boy Scout adult leaders.

10 Tent and Temporary Structures

- Campers will be establishing recreational tents for camper sleeping quarters.
- Troops will be establishing dining fly type of shelters for meal preparation and program areas.
- Stakes to stake down any tentage will not be longer than 12 inches.
- Digger's Hotline will be contacted three days prior to event.

11 Portable Restrooms and Trash

- Port-a-potties will be arranged for campers.
- A potable water connection is requested.
- 10 trash cans are being requested from Kenosha Park Department.

- Troops will be responsible for keeping their Troop campsite clean.
- Troops will be responsible for removing trash from their campsites.

12 Cleanup Plan

- We have requested one dumpster and 10 garbage cans.
- Prior to any troop leaving their campsite on May 19, the Troop leader must first sign out with a Camp Commissioner. The camp commissioner will have check out sheets available for each Troop leader to use and sign to prove their area was inspected

13 Liability Insurance

The Three Harbors Boy Scouts of America holds Liability Insurance for this activity. Each troop will be covered by a single BSA Tour Permit issued by the Three Harbors Council. .

Insurance coverage requested by Kenosha Park District will be obtained.

14 Permits and License

- There will not be any large banners or signs on the Camporee Grounds.
- Individual Troops will have American and Troop Flags to identify their encampment.
- Digger's hotline will be notified before the event. Tent stakes will be less than 12 inches in length.

14.1 Bon Fire Permits

- The Boy Scout program does not include large bon fires.

14.2 Open Burning Permit

- The Boy Scout Camporee will have one Boy Scout Camporee Campfire on Saturday evening at 2000. This campfire will be constructed by youth leadership with adult supervision.
- Open burning permit for a Saturday night campfire will be submitted.



ENGINEERING DIVISION
SHELLY BILLINGSLEY, P.E.
CITY ENGINEER

PARK DIVISION
JEFF WARNOCK
SUPERINTENDENT

FLEET MAINTENANCE
MAURO LENCI
SUPERINTENDENT

STREET DIVISION
JOHN H. PRIJIC
SUPERINTENDENT

WASTE DIVISION
ROCKY BEDNAR
SUPERINTENDENT

DEPARTMENT OF PUBLIC WORKS

MICHAEL M. LEMENS, P.E., DIRECTOR
SHELLY BILLINGSLEY, P.E., DEPUTY DIRECTOR

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

February 8, 2013

Boy Scouts of America
Attn: Thomas Zamba Sr
6424 29th Ave
Kenosha, WI 53143

RE: Kenosha Area Boy Scout Camporee on May 17-19, 2013

To whom it may concern:

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

**Monday, February 11, 2013
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 Superintendent of Parks Jeff Warnock at 262-653-4050.

Sincerely,

Diane S. Hoff
Secretary of the Parks Commission

cc: Board of Parks Commission
Michael M. Lemens, Director of Public Works – w/a
Shelly Billingsley, Director of Engineering – w/a
Jeff Warnock, Superintendent of Parks – w/a

**Engineering Division**

Shelly Billingsley, P.E.

Deputy Director of Public Works/City Engineer

Street DivisionJohn H. Prijic
Superintendent**Park Division**Jeff Warnock
Superintendent**Waste Division**Rocky Bednar
Superintendent**Fleet Maintenance**Mauro Lenci
Superintendent**DEPARTMENT OF PUBLIC WORKS****Michael M. Lemens, P.E., Director**Municipal Building · 625 52nd ST · RM 305 · Kenosha, WI 53140
Telephone (262) 653-4050 · Fax (262) 653-4056

February 6, 2013

TO: Chairman Michael Orth, Board of Park Commissioners
Chairman Eric Haugaard, Public Works Committee

FROM: Jeff Warnock, Park Superintendent

RE: Taste of Wisconsin

Request: The Kiwanis Club of Western Kiwanis is seeking permission to use Celebration Place for the "Taste of Wisconsin". The event will be held on July 26 – 28, 2013. They would also would like to extend the closing time to 11:00 pm on Friday and Saturday; utilize park equipment and to sell fermented malt beverages.

History: This will be the 5th Annual Taste of Wisconsin with proceeds used to help support local charities and service organization.

Costs: 2010 – Paid \$2,066.90 (50% sponsorship)
Recommendation was to approve the event and as a non-profit organization to co-sponsor 50% of fees.

2011 – Paid \$3,067.08 (50% sponsorship)
Recommendation was to approve the event – no recommendation on sponsorship

2012 – Cost – \$3,797.09 = 100% sponsorship
Recommendation was to approve the requests and organization to be invoiced
Park Commission approved the 100% sponsorship

Recommendation: To approve the event, use of park equipment, extension of time and to allow the sale of fermented malt beverages. Fees to be invoiced to the organization

**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 Kiwanis Club of Western Kenosha

Contact Person who is responsible for event: Candy Eisenhower

Address: 7515 26th Avenue

City/State/Zip Kenosha, WI 53143

Daytime # 262-652-0127 Evening # 262-652-0127 Cell# 262-496-9400

Fax # 262-942-9402 E-mail: cmecdw@aol.com

Is the Host Organization a 501(c)-3? Yes, provide ES# 39-1783091

EVENT INFORMATION

Name of the Event: Taste of Wisconsin 2013

Date Requested: July 26, 27, 28 Rain Date _____

Location Requested: Celebration Place Estimated Attendance 35,000

Charitable Event: No Yes, Proceeds donated to Kiwanis Charities

Brief Description of the Event: Taste of Wisconsin is a food and music festival
This will be the 4th Annual. Proceeds help support our local charities and
service organizations

Set up date and time: July 24th beginning at 8:00 AM

Time of Event: 3-11 Friday 11-11 Saturday 11-7 Sunday

Take down date and time: Monday July 29th

FOR OFFICE USE ONLY:

Application Packet Received 2-6-2013 Administrative/Commission Approval _____

Copies sent to: Alderman Schwartz Dirk _____ Police _____

Other: _____

Fore _____ PW Admin _____ PW streets _____ Kris _____
(Alderman)

**PARK VENDING PERMIT APPLICATION
CITY OF KENOSHA – PARK DIVISION**

EACH INDIVIDUAL VENDOR MUST FILL OUT AN APPLICATION

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

Name of the Event: Taste of Wisconsin 2013

Location of the Event: Celebration Place Date of Event July 26, 27, 28

Name of Group/Organization providing the service Kiwanis Club of Western Kenosha

Contact Person Candy Eisenhauer

Address 7515 26th Avenue, Kenosha, WI 53143

Daytime # 262-496-9400 Evening # 262-496-9400 Cell # 262-496-9400

Product or Service Sold

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

Vendors will carry Certificates of Insurance naming Kiwanis Club of Western Kenosha and City of Kenosha, Vendors will supply Temporary Restaurant Licenses and will be inspected by Kenosha County Health Department Inspectors

If selling food, please indicate your Temporary Restaurant License # Non Profit - Western Kiwanis

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])

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.

Signatures

Vendor Signature Candy M. Eisenhauer

Date 1-25-2013

Vendors are being coordinated between Western Kiwanis and Kenosha County Health Department

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

Name of Event Taste of Wisconsin 2013

Park Requested Celebration Place Date of Event: July 26, 27, 28

Type of Temporary Structure

Tent

Staging

Trailers

Inflatables

Dunk Tank

Other, Please explain _____

Vendor Information

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 Department 30 days prior to the event.

Insurance Company _____ Insurance Policy No. _____

Signatures
Vendor Signature *Candice M. Eisenhauer*

Date 1-25-2013

Park Division Authorization _____

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 Taste of Wisconsin 2013

Location of Event: Celebration Place Date of Event July 27, 28, 29

Contact Person Candy Eisenhauer

Type of Amplified Sound

- DJ
- Sound System
- Speeches/Announcements
- Karaoke
- Other (please specify) Small PA Systems in 4 tents all facing the water.

Requested time of amplification: Start: Friday 3PM Ending: 11PM
Saturday 11AM 11PM
Sunday 11AM 7PM

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

Candy Eisenhauer - Sound will be run by Kiwanis member volunteers on each stage

Daytime # 262-496-9400 Evening # 262-496-9400 Cell # 262-496-9400

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 BEVERAGE SALES APPLICATION
CITY OF KENOSHA – PARK DIVISION**

Name of Event: Taste of Wisconsin 2013

Location of Event Celebration Place Date of Event July 26,27&28 2013

Name of Group Responsible Kiwanis Club of Western Kenosha

Person that is Responsible for License and Regulations Candy Eisenhauer

Address 7515-26th Avenue

Daytime # 262-496-9400 Evening # 262-496-9400 Cell # 262-496-9400

Beer Selling Permit Information

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

Gene Olson, ~~Fred Tonuta~~ and Kurt Roemer. 5- Kiwanis are taking the
Bartender Course and Applying for their License

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

Kenosha Private Police - IDs will be checked by Kiwanis Personal. Park will be fenced and each gate will have a
security guard and Kiwanis Volunteers to monitor comings and goings. Festival goers will be required to show
wrist band to purchase alcohol.

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

No Yes, Indicate Application Date: January 2013

***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: Certificate will be sent from Kiwanis International

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

**EQUIPMENT RENTAL REQUEST
CITY OF KENOSHA – PARK DIVISION**

To assist you with your special event, the Kenosha 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 Electric: See Item #8 in the manual. Service varies by location. The
yes/no organization may be required to provide their own generators in order to
supply the level of service required for your event.

no Water: Varies by location
yes/no

If your event requires any of the following equipment, please indicate the number you are requesting. Please do not list "same as last year"

80 Benches 80 Picnic Tables 120 Trash Containers

8 Barricades yes Snow fencing yes Portable fencing

no Bleachers no Reviewing Stands

no Showmobile(new) no Showmobile(old)

Other Special Requests: _____

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

See Attached Fees Schedule

Sponsor,

The Kiwanis Club of Western Kenosha is proud to introduce the 5th Annual Taste of Wisconsin™, a one-of-a-kind festival celebrating the best of Wisconsin foods and beverages.

Taste of Wisconsin™ is a major fundraiser for local charities served by the Kiwanis Club of Western Kenosha. Its fundraising efforts are dedicated to providing a better quality of life for area youth, elderly and disadvantaged through programs such as Terrific Kids and Youth Baseball, and providing much needed funding to The Shalom Center's shelter and food pantry programs.

Taste of Wisconsin 2011 summary information.

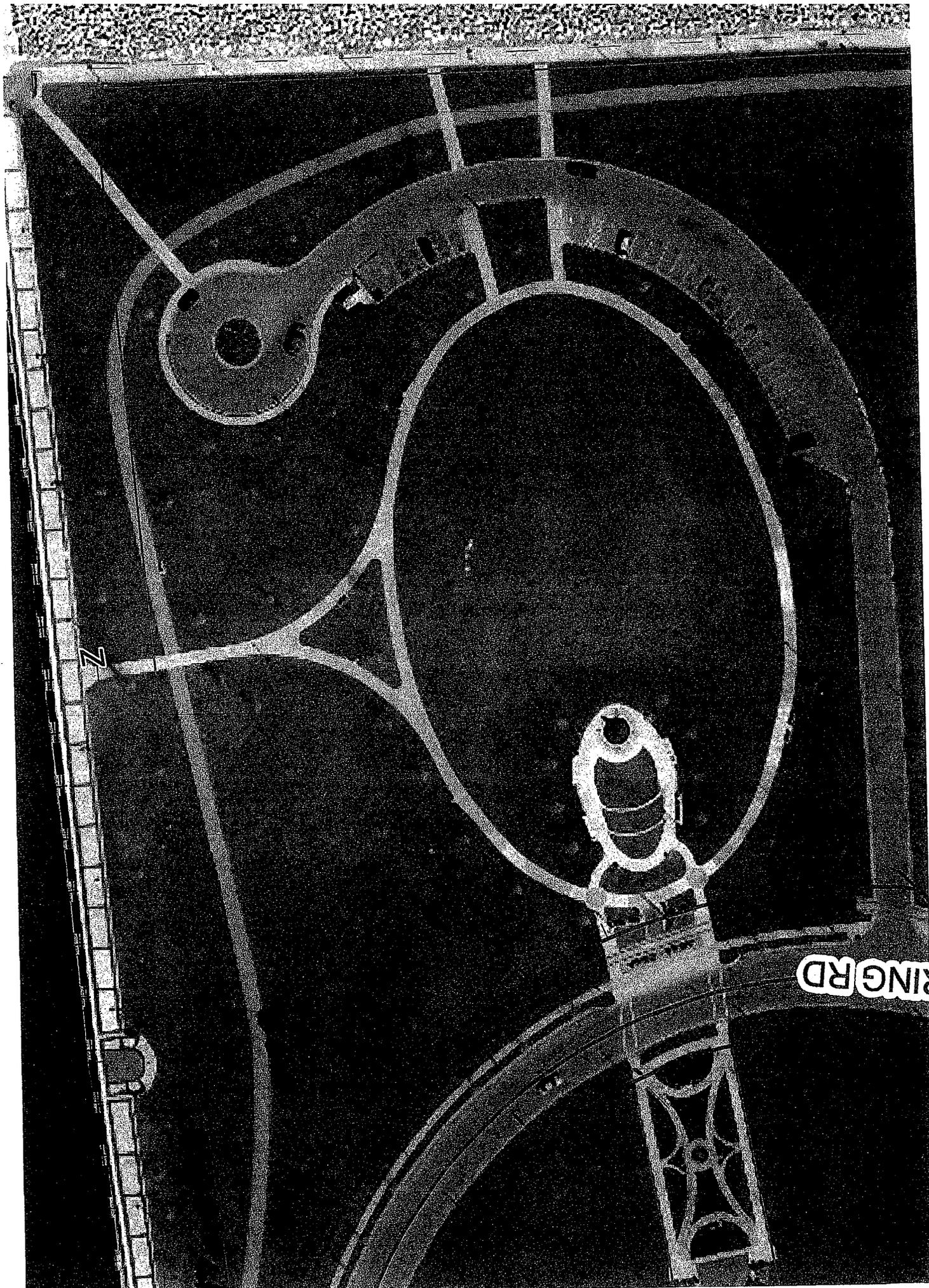
- Attendance of 32,322
- 47 food, beverage and other "taste" related vendors from Kenosha and throughout Wisconsin
- 57 live musical acts on three sponsored Music Stages
- 11 chef demonstrations and workshops in the sponsored Demo Center
- Nearly 20,000 visits to www.TasteofWi.com (+42%)
- Over 2,000 "Fans" on Taste of Wisconsin™ Facebook page
- 20+ earned media placements in local and regional markets including Milwaukee and Chicago

Sponsor support is a critical element in the production of Taste of Wisconsin™, as all proceeds in excess of operational expenses benefit our chosen charities.

Please consider joining us in 2012 for this most tasteful event in Kenosha! I have attached a Sponsorship Application and a 2011 Event Summary Wrap Up.

Thank You,
Candy Eisenhauer
Co-Chair Taste of Wisconsin
kenowestkenosha@aol.com
262-496-9400

REQUEST
100%
SPONSORSHIP



Z

ING RD

1 of 2



Engineering Division
Shelly Billingsley P.E.
Director of Engineering
Fleet Maintenance
Mauro Lenci
Superintendent
Park Division
Jeff Warnock
Superintendent

Street Division
John H. Prijic
Superintendent
Waste Division
Rocky Bednar
Superintendent

DEPARTMENT OF PUBLIC WORKS

Michael M. Lemens, P.E., Director

Municipal Building · 625 52nd ST · RM 305 · Kenosha, WI 53140
Telephone (262) 653-4050 · Fax (262) 653-4066

October 2012

As 2012 is coming to a close, we are already getting geared up for 2013 special event season. The Park Division staff is looking forward to assisting you in developing plans for your event next year. In order to begin, we would appreciate your forwarding the following information when it becomes available. If you will not be the contact person for 2013, please forward this to the appropriate person.

- Name of the Event: Taste of Wisconsin
- Date(s) : July 26, 27 & 28, 2013
- Set up Date and Time: July 25, 2013 8 am
- Time of the Actual Event: July 26 3-11, July 27 11-11 July 28 11-7
- Location: Harbor Park

CONTACT INFORMATION:

- ◆ Name of Individual/Organization: Kiwanis Club of Western Kenosha (Candy Eisenhauer)
- ◆ Address: PO box 602, Kenosha, WI 53140
- ◆ Phone Number (s): 262-496-9400
- ◆ E-mail Address: cmecdw@aol.com

The actual Special Event Forms will be sent to you at a later date, the application and forms will then be forwarded through the approval process. Please note that submitting this form does not guarantee approval. We appreciate your cooperation and prompt attention to this matter. If you should have any questions, please do not hesitate to contact our office.

Sincerely,

Mary Durkee
Park Operations Supervisor



ENGINEERING DIVISION
SHELLY BILLINGSLEY, P.E.
CITY ENGINEER

PARK DIVISION
JEFF WARNOCK
SUPERINTENDENT

FLEET MAINTENANCE
MAURO LENCI
SUPERINTENDENT

STREET DIVISION
JOHN H. PRIJIC
SUPERINTENDENT

WASTE DIVISION
ROCKY BEDNAR
SUPERINTENDENT

DEPARTMENT OF PUBLIC WORKS

MICHAEL M. LEMENS, P.E., DIRECTOR
SHELLY BILLINGSLEY, P.E., DEPUTY DIRECTOR

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

February 8, 2013

Kiwanis Club of Western Kenosha
Attn: Candy Eisenhaure
7515 26th Ave
Kenosha, WI 53143

RE: Taste of Wisconsin and Harbor Thunder 2013

To whom it may concern:

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

**Monday, February 11, 2013
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 Superintendent of Parks Jeff Warnock at 262-653-4050.

Sincerely,

Diane S. Hoff
Secretary of the Parks Commission

cc: Board of Parks Commission
Michael M. Lemens, Director of Public Works – w/a
Shelly Billingsley, Director of Engineering – w/a
Jeff Warnock, Superintendent of Parks – w/a

**Engineering Division**

Shelly Billingsley, P.E.

Deputy Director of Public Works/City Engineer

Street Division

John H. Prijic

Superintendent

Park Division

Jeff Warnock

Superintendent

Waste Division

Rocky Bednar

Superintendent

Fleet Maintenance

Mauro Lenci

Superintendent

DEPARTMENT OF PUBLIC WORKS**Michael M. Lemens, P.E., Director**Municipal Building · 625 52nd ST · RM 305 · Kenosha, WI 53140
Telephone (262) 653-4050 · Fax (262) 653-4056

February 6, 2013

TO: Chairman Michael Orth, Board of Park Commissioners
Chairman Eric Haugaard, Public Works Committee

FROM: Jeff Warnock, Park Superintendent

RE: Harbor Thunder 2013

Request: The Kiwanis Club of Western Kiwanis is seeking permission to use Celebration Place for the "Harbor Thunder 2013". The event will be held on August 28th, 2013. They would also would like to utilize park equipment, to sell fermented malt beverages and full sponsorship of the event.

History: This is part of the 110th Anniversary of Harley Davidson and this event is a kick off to the celebrations in Milwaukee. A similar event was held in 2003 for the 100th anniversary.

Costs: Showmobile \$250; Benches \$240; Picnic Tables \$1,500; Fencing approx \$1,000
Total: \$2,990

Recommendation: To approve the event, use of park equipment and to allow the sale of fermented malt beverages. Fees to be invoiced to the organization

**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 Kiwanis Club of Western Kenosha

Contact Person who is responsible for event: Candy Eisenhauer

Address: PO Box 602

City/State/Zip Kenosha, WI 53141

Daytime # 262-496-9400 Evening # 262-496-9400 Cell# 262-496-9400

Fax # 262-652-0127 E-mail: cmecdw@aol.com

Is the Host Organization a 501(c)-3? Yes, provide ES# 39-1783091

EVENT INFORMATION

Name of the Event: Harbor Thunder 2013

Date Requested: August 28th 2013 Rain Date _____

Location Requested: Harbor Park Estimated Attendance 5,000

Charitable Event: No Yes, Proceeds donated to Local Charities

Brief Description of the Event: ¹¹⁰~~100~~ Anniversary of Harley Davidson. Wednesday Harbor Thunder event would be a kick off to the celebrations in Milwaukee. We are hoping for a Parade ride in around 5:30 from Uke's Harley Davidson to Harbor Park east of the museums. We would have 4 vendors to serve food, we would sponsor the beverage tent and have live music (two bands)

Set up date and time: August 27, 2013 8 am

Time of Event: 5:00 PM to 10:00 PM

Take down date and time: _____

FOR OFFICE USE ONLY:

Application Packet Received 2-6-2013 Admin. Or Commission Approval _____

Copies sent to: Alderperson _____ Dirk _____ Police _____

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

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

Please review Item #8 in the Policy/Procedure Manual

Name of Event Harbor Thunder 2013

Park Requested Harbor Park Date of Event: August 28, 2013

****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: Vendor information to follow

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 Harbor Thunder 2013

Location of Event: Harbor Park Date of Event August 28, 2013

Contact Person Candy Eisenhauer

Type of Amplified Sound

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

Requested time of amplification: Start: 5:00 PM Ending 10:00 PM

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

Candy Eisenhauer

Daytime # 262-496-9400 Evening # 262-496-9400 Cell # 262-496-9400

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 BEVERAGE SALES APPLICATION
CITY OF KENOSHA – PARK DIVISION**

Name of Event: Harbor Thunder 2013

Location of Event Harbor Park Date of Event August 28, 2013

Name of Group Responsible Kiwanis Club of Western Kenosha

Person that is Responsible for License and Regulations Jeff Hanson

Address 5314 82nd Street, Kenosha

Daytime # 262-620-6532 Evening # 262-620-6532 Cell # 262-620-6532

Beer Selling Permit Information

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

Gene Olson, Kurt Roemer

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

Kenosha Private Police - Ids will be checked, only wrist banded individuals will be allowed to purchase

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: Harbor Thunder 2013

Location of the Event: Harbor Park Date of Event August 28, 2013

Name of Group/Organization providing the service Kiwanis Club of Western Kenosha

Contact Person Candy Eisenhauer

Address 7515 26th Avenue, Kenosha, 53143

Daytime # 262-496-9400 Evening # 262-496-9400 Cell # 262-496-9400

Product or Service Sold

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

Beer, soda and Wine

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]) 40 x 80 Tent

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 Valeri Insurance

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

Signature

Vendor Signature _____ Date _____

2 of 2



Engineering Division
Shelly Billingsley P.E.
Director of Engineering
Fleet Maintenance
Mauro Lenci
Superintendent
Park Division
Jeff Wamock
Superintendent

Street Division
John H. Prijc
Superintendent
Waste Division
Rocky Bednar
Superintendent

DEPARTMENT OF PUBLIC WORKS

Michael M. Lemens, P.E., Director

Municipal Building · 625 52nd ST · RM 305 · Kenosha, WI 53140
Telephone (262) 653-4050 · Fax (262) 653-4056

October 2012

As 2012 is coming to a close, we are already getting geared up for 2013 special event season. The Park Division staff is looking forward to assisting you in developing plans for your event next year. In order to begin, we would appreciate your forwarding the following information when it becomes available. If you will not be the contact person for 2013, please forward this to the appropriate person.

- Name of the Event: Harbor Thunder 2013
- Date(s) : August 28, 2013
- Set up Date and Time: August 27, 2013 8 am
- Time of the Actual Event: August 28, 2013 5-10
- Location: Harbor Park

CONTACT INFORMATION:

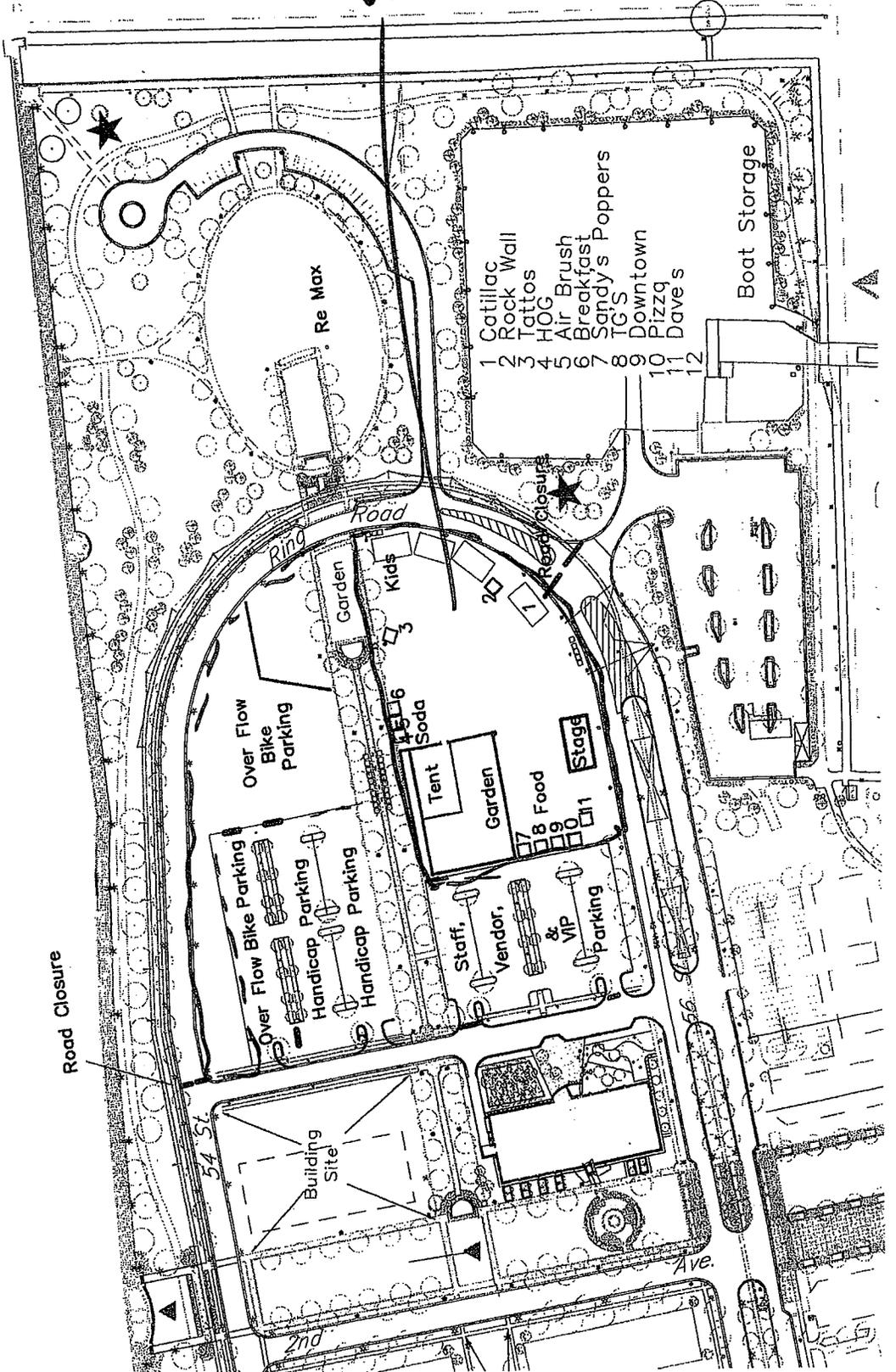
- ◆ Name of Individual/Organization: Kiwanis Club of Western Kenosha (Candy Eisenhauer)
- ◆ Address: PO box 602, Kenosha, WI 53140
- ◆ Phone Number (s): 262-496-9400
- ◆ E-mail Address: _____

The actual Special Event Forms will be sent to you at a later date, the application and forms will then be forwarded through the approval process. Please note that submitting this form does not guarantee approval. We appreciate your cooperation and prompt attention to this matter. If you should have any questions, please do not hesitate to contact our office.

Sincerely,

Mary Durkee
Park Operations Supervisor

Super Famenini



Road Closure

Re Max

- 1 Catillac
- 2 Rock Wall
- 3 Tattoos
- 4 HOG
- 5 Air Brush
- 6 Breakfast
- 7 Sandy's Poppers
- 8 TG'S
- 9 Downtown
- 10 Pizza
- 11 Dave's
- 12 Boat Storage

Over Flow
Bike
Parking

Over Flow
Bike
Parking

Handicap
Parking

Handicap
Parking

Staff,
Vendor,
&
VIP
Parking

Stage

16
17
18
19
20

Tent
Garden
Food

16
17
18
19
20

Ring
Road

Kids
Garden

54 St

2nd

Ave.



ENGINEERING DIVISION
SHELLY BILLINGSLEY, P.E.
CITY ENGINEER

PARK DIVISION
JEFF WARNOCK
SUPERINTENDENT

FLEET MAINTENANCE
MAURO LENCI
SUPERINTENDENT

STREET DIVISION
JOHN H. PRIJIC
SUPERINTENDENT

WASTE DIVISION
ROCKY BEDNAR.
SUPERINTENDENT

DEPARTMENT OF PUBLIC WORKS

MICHAEL M. LEMENS, P.E., DIRECTOR
SHELLY BILLINGSLEY, P.E., DEPUTY DIRECTOR

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

February 8, 2013

To: Eric Haugaard, Chairman, Public Works Committee
Michael J. Orth, Chairman, Stormwater Utility Committee

From: Shelly Billingsley, P.E. *Shelly Billingsley*
Deputy Director of Public Works/City Engineer

Subject: Acceptance of Project 10-1415 Lakefront Water Feature

Location: 5501 Ring Road

Please be advised that the above referenced project has been satisfactorily completed by Camosy Construction, Kenosha, Wisconsin. This project consisted of demolition of existing water feature, brick pavers, fountain filtration system and piping. Installation of new flow-thru splash pad with color concrete, ground sprays, above ground water features, footings, piping, electrical, concrete deck, earthwork, grading, storm water piping and seat wall.

It is recommended that the project be accepted in the final amount of \$273,764.39. Original contract amount was \$250,500 plus \$24,500 for contingency for a total contract amount of \$275,000. Funding was from CIP Line Item PK-10-002.

SAB/kjb

**Engineering Division**

Shelly Billingsley, P.E.

Deputy Director of Public Works/City Engineer

Street DivisionJohn H. Prijic
Superintendent**Park Division**Jeff Warnock
Superintendent**Waste Division**Rocky Bednar
Superintendent**Fleet Maintenance**Mauro Lenci
Superintendent**DEPARTMENT OF PUBLIC WORKS****Michael M. Lemens, P.E., Director**

Municipal Building · 625 52nd ST · RM 305 · Kenosha, WI 53140
Telephone (262) 653-4050 · Fax (262) 653-4056

February 6, 2013

TO: Chairman Michael Orth, Board of Park Commissioners

FROM: Jeff Warnock, Park Superintendent

RE: Nash Park Baseball Improvement Fund

Based on the agreement between the City of Kenosha Park Division and Western Kiwanis it was agreed that all remaining funds in the Nash Park Baseball Improvement Account to be used for improvements of two diamonds. Western Kiwanis hired the landscape designer for those improvements. The Park Superintendent along with the Athletic Facility Coordinator monitored the work on the fields. The Park Division representatives were pleased and satisfied with the quality of the work done on this project.

Recommendation:

To approve the funds in the Nash account be used as payment for this project



ENGINEERING DIVISION
SHELLY BILLINGSLEY, P.E.
CITY ENGINEER

PARK DIVISION
JEFF WARNOCK
SUPERINTENDENT

FLEET MAINTENANCE
MAURO LENCI
SUPERINTENDENT

STREET DIVISION
JOHN H. PRIJIC
SUPERINTENDENT

WASTE DIVISION
ROCKY BEDNAR
SUPERINTENDENT

DEPARTMENT OF PUBLIC WORKS

MICHAEL M. LEMENS, P.E., DIRECTOR
SHELLY BILLINGSLEY, P.E., DEPUTY DIRECTOR

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

February 8, 2013

To: Michael Orth, Chairman
Park Commission

From: Shelly Billingsley, P.E. 
Deputy Director of Public Works / City Engineer

CC: Steve Bostrom
District 12

Subject: *Southport Master Plan*

BACKGROUND INFORMATION

Staff has received the draft report and will have the Revised DRAFT available on the Alderman's page by end of the day on Friday. Staff and the consultant have included additional information before it is released to the public for viewing, which includes the following items:

1. Staff has posted the Condition Assessment that was conducted by Enberg Anderson to the Alderman Page as it is referenced in the report and should be evaluated. We have included the costs of this phasing in the Draft budget breakdown which has adjusted the number of years from which this work will be completed.
2. Staff has revised the report to include the recommendation of inclusion of the dog park area. Several residents have requested this be added to the plan, and previously it had been recommended through the CORP process.
3. Staff has analyzed the budget as it relates to the overall CIP to show potential overall impact to the Park Division section and have posted a Draft Phasing Plan.

RECOMMENDATION

Approve the distribution of the Draft for the Southport Park Master Plan for Public Review and Comments for a period of two weeks.



ENGINEERING DIVISION
SHELLY BILLINGSLEY, P.E.
CITY ENGINEER
PARK DIVISION
JEFF WARNOCK
SUPERINTENDENT
FLEET MAINTENANCE
MAURO LENCI
SUPERINTENDENT

STREET DIVISION
JOHN H. PRIJIC
SUPERINTENDENT
WASTE DIVISION
ROCKY BEDNAR.
SUPERINTENDENT

DEPARTMENT OF PUBLIC WORKS
MICHAEL M. LEMENS, P.E., DIRECTOR
SHELLY BILLINGSLEY, P.E., DEPUTY DIRECTOR

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TELEPHONE (262) 653-4050 · FAX (262) 653-4056
EMAIL PUBLICWORKS@KENOSHA.ORG

February 8, 2013

To: Michael Orth, Chairman
Parks Commission

From: Shelly Billingsley, P.E. *Shelly Billingsley*
Deputy Director of Public Works/City Engineer

Subject: Change Request

BACKGROUND INFORMATION

At the May 14, 2012 meeting the Commissioners agreed this item should appear on all future agendas. There are no change requests at this time.

RECOMMENDATION

Receive and file.



What: Sculpture – Request for Placement
When: Spring 2013
Where: Union Park – 46th St & 7th Ave
Contact: Melanie Hovey
Lemon Street Gallery
605-4745 (Wed-Sat 11-6, Sun11-4)
496-3898 cell
info@lemonstreetgallery.org

February 2, 2013

Jeff Warnock
Parks Superintendent
3617 – 65th St.
Kenosha, WI 53142

Dear Mr. Warnock,

It's hard to believe that three years has passed, and it's already time to change the sculpture in Union Park. This letter is to request permission to do that, and to ask if your team might be available to help if needed by either of the artists. Our *Call for Sculpture* is at hand, the deadline for submissions is March 10th. After we make our selection, we will coordinate with Bruce Niemi to take his piece down, and with the new artist to put his or her piece up. It is our plan that the change-over happen all on the same day, with a target installation date around April 15, 2013. This new sculpture will be on exhibit for three years, until April 2016.

The KUPP Sculpture Lease Program remains coordinated by Lemon Street Gallery, 4601 Sheridan Road. We will insure the artwork, and hold the City of Kenosha harmless of liability.

Thank you so much for your consideration.

Best regards,

A handwritten signature in black ink that reads "Melanie Hovey". The signature is written in a cursive, flowing style.

Melanie Hovey
Director – Lemon Street Gallery
Development Coordinator – KUPP

Information #2



ENGINEERING DIVISION
SHELLY BILLINGSLEY, P.E.
CITY ENGINEER

PARK DIVISION
JEFF WARNOCK
SUPERINTENDENT

FLEET MAINTENANCE
MAURO LENCI
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STREET DIVISION
JOHN H. PRIJIC
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WASTE DIVISION
ROCKY BEDNAR.
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DEPARTMENT OF PUBLIC WORKS

MICHAEL M. LEMENS, P.E., DIRECTOR
SHELLY BILLINGSLEY, P.E., DEPUTY DIRECTOR

MUNICIPAL BUILDING · 625 - 52ND ST · RM 305 · KENOSHA, WI 53140
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February 8, 2013

To: Michael Orth, Chairman
Park Commission

From: Shelly Billingsley, P.E. *Shelly Billingsley*
Deputy Director of Public Works / City Engineer

CC: Eric Haugaard
District 1

Chris Schwartz
District 2

Subject: ***INFORMATIONAL ONLY –
Evaluation of existing grades for the “Dream Playground Project”***

BACKGROUND INFORMATION

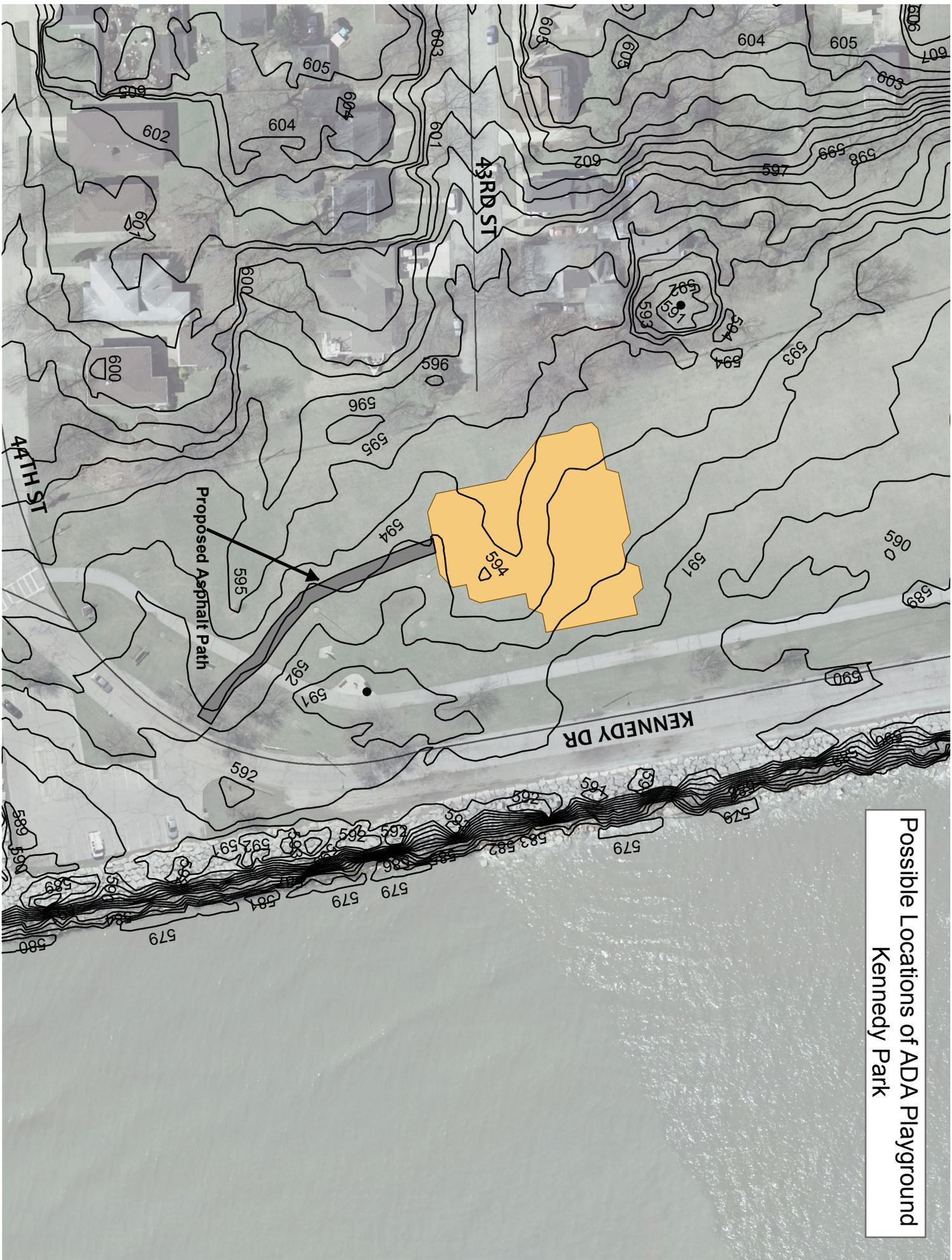
Staff has been reviewed the existing elevations at three parks that were identified as possible locations (Simmons Island Park, Pennoyer Park, and Kennedy Park). Based on existing grades at all three locations, as shown on attached maps, these identified areas are suitable for this playground. Staff has included as an attachment the Master Plan for Simmons Island Park for your reference as if this location is recommended in the future it may require an amendment to the Master Plan.

RECOMMENDATION

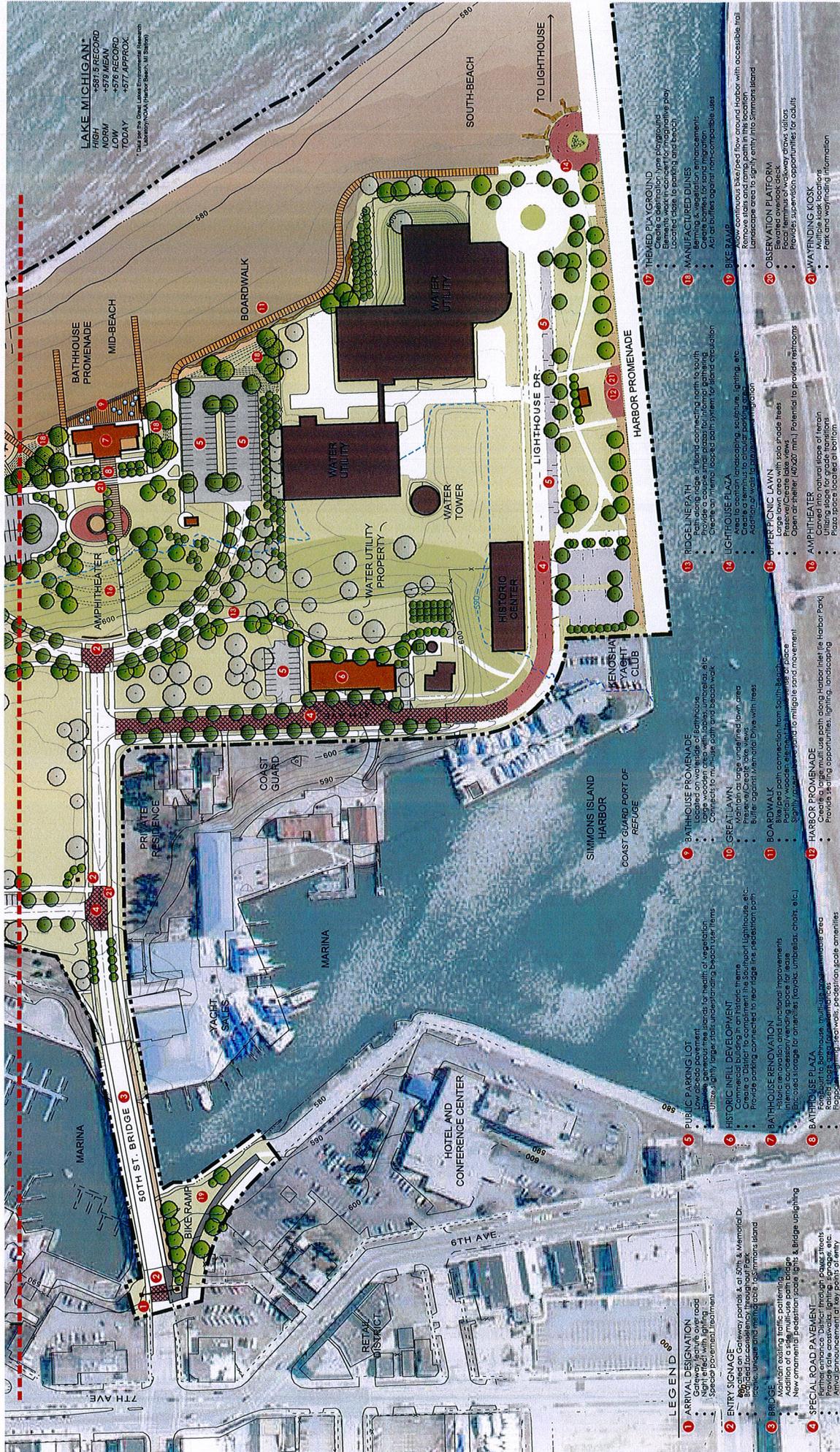
Informational Item – No Action Required



Possible Locations of ADA Playground
Simmons Island



Possible Locations of ADA Playground
Kennedy Park



Information #3

February 8, 2013

TO: Michael M. Lemens
Director of Public Works

FROM: Shelly Billingsley, P.E.
Deputy Director of Public Works / City Engineer



SUBJECT: Project Status Report

Project #10-1415 Lakefront Water Feature –Work is complete. [Camosy] (2)

Project # 08-1443 Bike and Pedestrian Connections - Plans have begun but a major focus on bike paths has been to complete the Bike Path crossing at Washington Road and the extension through Nash Park. Once these projects have been bid, design will be completed on this third phase. (Citywide)

Project #11-1415 CORP Implementations – Projects as outlined in the CORP and under the change requests have begun. (Citywide)

Project #11-1416 Petzke Park Mass Grading –Contractor is working on punchlist items that will be completed in Spring. [BCF Construction] (1)

Project #11-1417 Strawberry Park Mass Grading, Trail and Shelter (DNR Stewardship Grant) – Design work on the master plan implementation has begun. The property has been annexed from the Village of Bristol to the City. Additional work will be needed with the submittal of the draft FEMA maps. The property is impacted by a proposed Floodway that staff is currently researching for conversion to flood fringe. [SAA Design Group] (16)

Project #11-1421 Southport Beach House Restoration (Wisconsin Coastal Management Grant) – This project will be completed simultaneously with the Southport Park Master Plan. [Enberg Anderson] (12)

Project #11-1125 Pennoyer Beach Outfall Stormwater Infiltration Basin (GLRI Grant) –Contractor is working on punchlist items that will be completed in Spring. [VEIT] (SWU) (1)

Project #11-1137 Pike River Monitoring (WI Coastal Management Grant) –Sampling has begun on the Pike River for dissolved oxygen, turbidity, conductivity, pH and E. coli; areas that may be sensitive to bacterial contamination; outfalls that drain into the Pike River or Lake Michigan within the City of Kenosha. The next step is to conduct wet weather based sampling. (SWU) (1 and 4)

Project #12-1414 Anderson Pool Modifications and Splash Pad –Punch list items to follow as well as inspection from the county. [Scherrer] (9)

Project #12-1423 Sunrise Park Trail (DNR Stewardship Grant) / #12-1427 Sunrise Park Master Plan Implementation Punch list items will follow as well as boardwalk final installation. [BCF] (5)

Project #12-1420 Shagbark Trail (DNR Stewardship Grant) – Design work has begun. Staff is anticipating that the project will be bid in early part of 2013 for a spring construction [SAA Design Group] (10)

Project #12-1424 Southport Park Trail (DNR Stewardship Grant) –Staff is anticipating that this project will be put on hold until the Proposed Master Plan is completed [SAA Design Group] (12)

Project #12-1431 Southport Park Master Plan –Draft report has been released to Park Commission. [SAA Design Group] (9)

Project #TBD Museum Fountain – Punchlist Items remaining. [Badger Pools] (2)

Project #12-1430 Alford Park Warehouse Demolition – [Earth Construction] Project has begun. If weather allows the contractor will continue to remove the basement slab otherwise project will be secured and finalized in the spring.(1)

Project #12-1421- Simmon's Island Phase I and Boardwalk [SAA Design Group] The consultant is beginning to develop plans and specifications. (DNR StewardshipGrant) (2)

Project #12-1432 - Peorio Park Trail [SAA Design Group] The consultant is beginning to develop plans and specifications (DNR Stewardship Grant) (1 and 4)

Design Work- Staff is working on the following projects:

Revisions to the Google Map, and miscellaneous specifications for direct purchase items as outlined in the CORP for 2012, staff is beginning to work on 2013 projects.