

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

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

Call to Order
Roll Call
Citizens Comments

Approval of the Minutes of the Meeting Held on March 28, 2016.

1. Status update regarding the poured in place surface for Project 14-1426 Petzke Park Phase 3 (1700-29th Street; Dream Playground). (District 1)
2. Request from Luz Salgado for a 25th Anniversary Party at the Southport Beach House on Saturday, October 8, 2016 to:
 - a. Extend the Closing Hours to Midnight (12:00am)
 - b. Extend the Beer/Wine Permit to 11:00pm
 - c. Extend the Music Permit to 11:00pm (District 12)
3. Request for use of Anderson Park for a Relay Exchange Point by Ragnar Events LLC on Saturday, June 11, 2016 for the Ragnar Relay Chicago. (District 9)
4. Task Order #16-3 for Professional Services by Ayers (formerly SAA Design Group, Inc) for an update on the Comprehensive Outdoor Recreation Plan (CORP). (Citywide)
5. Request to Place Irrigation System and Infield Sod at the Pony League Diamond #5 at Kenosha Sports Complex. (District 10)
6. Request from Safe Harbor Humane Society for the Annual "Walk for Paws" Event on Sunday, August 21, 2016 for:
 - a. Use of Anderson Park #1
 - b. Waiver of all permit & equipment fees
 - c. Use of Public Amplification for Announcements (District 9)

COMMISSIONERS' COMMENTS

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

BOARD OF PARK COMMISSIONERS
Minutes of Meeting held Monday, March 28, 2016

A meeting of the Board of Park Commissioners was held on Monday, March 28, 2016 in Room 204 of the Kenosha Municipal Building. The meeting was called to order at 5:00 pm by Chairman Gordon.

At roll call, the following members were present: Commissioners Wicklund, Rose, LaMacchia and Rosenberg. Staff members in attendance were: Shelly Billingsley, Acting Director of Public Works/City Engineer; Jeff Warnock, Superintendent of Parks; Deputy Police Chief Dan Miskinis; Frank Pacetti, City Administrator, and Theonita Cox, Assistant Division Chief Fire Prevention Bureau.

No citizens spoke during Citizen's Comments.

It was moved by Commissioner LaMacchia, seconded by Commissioner Rose, to approve the minutes from the meeting held on Monday March 14, 2016. Motion carried unanimously.

1. Request from Willie Brown for a DJ at Pennoyer Bandshell for a Family Reunion on Saturday, July 30, 2016 from 9am – 10pm. (*District 1*) (*Previously approved for use of Kennedy Park*).
Public Hearing: None
Staff: Jeff Warnock & Shelly Billingsley spoke.
It was moved by Commissioner Rosenberg, seconded by Commissioner Rose to approve. Motion carried unanimously.
2. Request from Pat Hanzel to extend the closing hours to 11pm at the Southport Beach House on Thursday, July 28, 2016 for a Wedding. (*District 12*)
Public Hearing: None
Staff: Jeff Warnock spoke.
It was moved by Commissioner LaMacchia, seconded by Commissioner Rose to approve. Motion carried unanimously.
3. Request from the Kenosha Public Library for use of Public Amplification for Announcements and Recorded Music on:
 - a. July 16, 23 & August 5-6 and 12-13, 2016 at the Bandshell for the "Shakespeare at the Shell" Event (*District 1*)
 - b. July 16 at Library Park for the "Shakespeare in the Park" Event (*District 2*)Public Hearing: Jill Miatech (Library Representative) spoke.
Staff: Jeff Warnock spoke.
It was moved by Commissioner LaMacchia, seconded by Commissioner Rose to approve. After further discussion, it was then moved by Commissioner LaMacchia, seconded by Commissioner Rose to withdraw their motion. It was then moved by Commissioner Rose, seconded by Commissioner Rosenberg to defer for seven days and place on a special agenda. Motion carried unanimously.

It was moved by Commissioner Wicklund, seconded by Commissioner LaMacchia to take Item #5 before item #4.

4. Request from Kenosha Rotary West to have fireworks at the Rotary Softball Tournament at Lincoln Park on July 7 – 10, 2016 (with a rain date of July 14 – 17, 2016). (*District 12*)
Staff: Shelly Billingsley spoke.
Public Hearing: Frank Pacetti and Assistant Division Chief Fire Prevention Bureau Theonita Cox spoke.
It was moved by Commissioner LaMacchia, seconded by Commissioner Wicklund to deny. Motion carried unanimously.
5. Request from Boys & Girls Club of Kenosha to have the Park Division convert the four tennis courts to two outdoor futsal courts at Lincoln Park and to operate a summer futsal program. (*District 12*)
Staff: Shelly Billingsley spoke.
Public Hearing: Steve Milkie (Boys & Girls Club Athletic Director) and Frank Pacetti spoke.
It was moved by Commissioner Rosenberg, seconded by Commissioner LaMacchia to approve as recommended. Motion carried unanimously.
6. 2016 Park Division Fees.
Staff: Shelly Billingsley spoke.
It was moved by Commissioner LaMacchia, seconded by Commissioner Rose to approve. Motion carried unanimously.

COMMISSIONERS' COMMENTS: None

ADJOURNMENT - There being no further business to come before the Board of Park Commissioners, it was moved, seconded and unanimously carried to adjourn at 5:33 pm.



April 7, 2016

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

FROM: Jeff Warnock, Park Superintendent *JW 4/8/16*

SUBJECT: Request from Luz Salgado for a 25th Anniversary Party at the Southport Beach House on Saturday, October 8, 2016 to:
a. Extend the Closing Hours to Midnight (12:00am)
b. Extend the Beer/Wine Permit to 11:00pm
c. Extend the Music Permit to 11:00pm (District 12)

BACKGROUND/ANALYSIS

Staff received a request from Luz Salgado to extend the closing hours to midnight and the beer/wine and music permit to 11:00pm at the Southport Beach House on October 8, 2016 for a 25th Anniversary Party.

RECOMMENDATION

Staff recommends approval.

JW/dm

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

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

Phone: 653-4080
Fax: 653-4056

Make check payable to "City of Kenosha."

OFFICE USE ONLY

Rental Fees: <u>\$450</u>	Beer/Wine: <u>\$25</u>	Deposit: <u>\$300</u>	Total Due: <u>\$775</u>
Receipt #: <u>171908</u>	By: <u>DM</u>	Zimbra: <input checked="" type="checkbox"/>	Park Calendar: <input checked="" type="checkbox"/>
Access Database: _____	Date Paid & Permit Issued: <u>4/1/16</u>		

INSTRUCTIONS:

- Please Print (blue or black ink)

Permittee Name: LUZ Salgado
Person authorized to sign this agreement on behalf of the organization.

Organization Name: _____

Address: 5427 16 Ave City: Kenosha State: WI Zip: 53140

Daytime Phone: 847-963-2630 Alternate Phone: 224-430-3824

FACILITY REQUESTED: Southport Beach House

Event Date: Saturday, October 8, 2016

Nature of Event: 25th Yr Anniversary Party
(Be specific on what type of event – i.e., 16th birthday party, graduation, baby/bridal shower, wedding reception, etc.)

Attendance: 120 (Number of people) Time requested: From: 3pm to 12 AM
(INCLUDES SETUP AND TAKE DOWN)

PLEASE NOTE: PARK FACILITIES CLOSE AT 10 PM

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

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

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

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

RESPONSIBILITIES OF THE DEPARTMENT OF PUBLIC WORKS – LIMITATIONS

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

CITY OF KENOSHA
GENERAL RECEIPT
C O P Y

RECEIPT NO.: 171908
RECEIPT DATE: 04/01/16
RECEIPT NAME: LUZ ELIZABETH
ADDRESS: SALGAO DE ESPINOZA
5427 16TH AVE
KENOSHA, WI 53140

10/8/16, 25TH YR ANNIVERSARY PARTY,
120 PPL, 3PM-12AM

DESCRIPTION/ACCT NUMBER	AMOUNT
DEPOSIT	
110-00-21905-000-000	300.00
SOUTHPORT - RESIDENT	
110-00-46580-000-000	450.00
BEER/WINE PERMIT	
110-00-46532-000-000	25.00

DUE:	775.00
CASH:	780.00
CHANGE:	5.00

RECEIVED BY: PWCOUNT

dm

#

April 8, 2016

Luz Salgado
5427 16th Ave
Kenosha, WI 53140

RE: The extension of hours, beer/wine & music permit at the Southport Park Beach for a 25th Anniversary Party on Saturday, October 8, 2016.

Dear Ms Salgado:

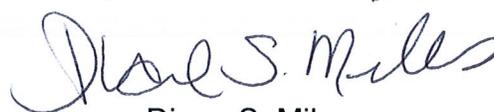
Your request for an extension of hours, beer/wine & music permit at the Southport Park Beach for a 25th Anniversary Party on Saturday, October 8, 2016 will be reviewed by the Board of Parks Commission. The meeting is scheduled for:

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

You and/or your representative are required to appear.

If you have any questions, you may contact me at 262-653-4065.

Sincerely,



Diane S. Miles
Secretary of the Parks Commission

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



April 6, 2016

To: Chairperson Scott N. Gordon
Park Commission

From: Shelly Billingsley, MBA, PE
Acting Director of Public Works/City Engineer

Shelly Billingsley 4-6-16

Subject: Request for use of Anderson Park

BACKGROUND INFORMATION

Ragnar Events, LLC is requesting use of Anderson Park for the Ragnar Relay Chicago on Saturday, June 11, 2016. The park is used in the overnight hours as an exchange point for a long distance relay race.

RECOMMENDATION

Approve request as this has been an annual event with no problems.

SAB/kjb

**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 Ragnar Events LLC

Contact Person who is responsible for event: Troy Wheeler

Address: 12 S 400 W

City/State/Zip Salt Lake City/UT/84101

Daytime # 716-948-7357 Evening # 716-948-7357 Cell# 716-948-7357

Fax # _____ E-mail: troy@ragnarrelay.com

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

EVENT INFORMATION

Name of the Event: Ragnar Relay Chicago

Date Requested: June 11, 2016 Rain Date N/A

Location Requested: Anderson Park Estimated Attendance 3600

Charitable Event: No Yes, Proceeds donated to _____

Brief Description of the Event: Long distance overnight team relay
with an exchange at Anderson Park

Set up date and time: 6/11/16 3:20AM to Noon

Time of Event: 6/1//16 3:00AM

Take down date and time: 6/11/16 12:30PM

FOR OFFICE USE ONLY:

Application Packet Received _____ Admin. Or Commission Approval _____

Copies sent to: Alderperson _____ Dirk _____ Police _____

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



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

April 8, 2016

To: Scott N. Gordon, Chairman,
Board of Parks Commission

From: Shelly Billingsley, P.E. *Shelly Billingsley*
Acting Director of Public Works

Subject: Task Order #16-3 for Professional Services by Ayres (*formerly SAA Design Group, Inc*) for an update on the Comprehensive Outdoor Recreation Plan (*CORP*).
(*Citywide*)

BACKGROUND/ANALYSIS

Kenosha Public Works staff received a proposal from Ayres Associates (formerly SAA Design Group) to review the existing Comprehensive Outdoor Recreation Plan (CORP) for the 5-year update. To continue to be eligible to apply for funding on park improvements, acquisitions, etc. the CORP must be updated every 5years. The existing CORP was approved in late 2011 and it is the City's goal to have the update completed by March 2017.

The update will involve numerous tasks as they relate to the CORP update. Some of the tasks that will be completed as part of this project are as follows:

- Identification of existing conditions (plans that have been implemented since the 2011 version)
- Visioning and Goal setting which will include public participation and stakeholder interviews.
- Preliminary and Final Recommendations and Mappings

This project was included in the 2015-2019 Capital Improvement Program under Project PK-10-005.

RECOMMENDATION

Staff recommends approval of the agreement between the City of Kenosha and Ayres Associates for \$73,898 per Task Order #16-3 Scope of Services.

SB/dm

TASK ORDER #16-3 - SCOPE OF SERVICES

Tasks to be completed:

Phase 1: Kick-Off and Existing Conditions

1. Kick-Off Meeting (MTG #1)

Ayres will meet with City Staff to review existing CORP and discuss a detailed project meeting schedule. We will also discuss the project survey questions and desired outcomes. Survey will be facilitated via an online tool such as Survey Monkey or other. A link will be provided for hosting on the City website.

2. Identify Existing Conditions

Ayres will work with staff to collect and review all pertinent data, plans, and ordinances related to the Kenosha parks system since the previous version was published. Ayres will analyze the data to determine current and future recreation needs and additional needs including support building, ADA requirements, child safety, play equipment (age specific inventory), facility condition, naturalization plans, community vision, and future park development/acquisitions.

Ayres will field audit and review recreational and open space lands under the operation of the Department of Public Works.

3. Park Site Recommendations

Ayres will make recommendations for each park within the current Kenosha park system based on the existing conditions analysis and field review.

4. Document Bike Connections

Ayres will incorporate recommendations from the Bicycle Implementation Plan into the updated CORP to enhance connections and access to and from priority destinations within the City.

5. Parks Commission Meeting (MTG #2)

Ayres will meet with the Parks Commission to discuss the outcomes of Phase 1.

Deliverables, Phase 1

Two (2) meeting attendance (Parks Commission or other); One (1) online survey instrument and analysis memo delivered in PDF; One (1) existing conditions report text delivered in PDF.

Phase 2: Preliminary Plan

1. Public Information Meeting: Existing Conditions and Visioning (PIM #1)

Ayres will obtain input from the public for the public park facilities by holding a series of public information meetings. The meetings will be publicly noticed and open to all attendees. These meetings will be used to discuss the outcomes of the existing conditions inventory and to perform a visioning exercise. Depending on the number of attendees, Ayres will either utilize a nominal group process exercise, or will solicit project visions en masse. The meeting will include exhibits and a formal presentation during the first half, and a workshop environment focused on community interaction in the second half. The workshop may include "sticky dot" exercises and other techniques to determine preferred recreational equipment types and park layout options. It is envisioned that these meetings will be held in up to four (4) locations. Locations will be determined based on geographic location, major barriers, parks composition, and City Staff recommendation. The City will reserve the venue and assist in announcing the meetings. Ayres will write press releases and public notices.

2. Review/Develop Goals, Objectives, and Policies

After the public information meeting, Ayres will review the previous goals, objectives and policies and formalize thoughts for the next public engagement exercise – a stakeholders meeting.

2016 CORP Update

3. Stakeholders Meeting: User Groups (MTG #3)
Based on input from City Staff and the Parks Commission, Ayres will set up a one-day stakeholders meeting to perform interviews. These interviews will be used to obtain specific hopes and concerns for the park system, its connectivity, and its function. The results will be used to verify preliminary goals, objectives, and policies and to provide user groups a formal opportunity to be heard.
4. Prepare Preliminary Recommendations
Ayres will prepare a master list of programmatic and policy recommendations based on the results of the public engagement process, direction from City Staff, and oversight from the Parks Commission.
5. Prepare Preliminary Mappings
Ayres will prepare preliminary report maps to include demographic patterns, aldermanic districts, park service areas, transit routes, bicycle routes, etc.
6. Parks Commission Meeting (MTG #4)
Ayres will meet with the City staff and/or Parks Commission to discuss the outcomes of Phase 2.
7. Edits and Revisions
Following the Meeting, Ayres will update text and graphics as directed by the Commission.

Deliverables Phase 2

Two (2) meeting attendance (Staff/Parks Commission; Stakeholder Interview); Four (4) public meetings facilitation and attendance, Up to twenty (20) exhibits for PIM #1; One (1) recommendations chapter delivered electronically in PDF.

Phase 3: Final Plan

1. Public Information Meeting: Recommendations (PIM #2)
These meetings will be held to gather input on the draft CORP document. Ayres will prepare a formal presentation and exhibits for public review and will publicly notice the meeting in coordination with City Staff. The meeting will include exhibits and a formal presentation during the first half, and a listening session in the second half. These meetings will be held in up to four (4) locations. Locations will be determined based on geographic location, major barriers, parks composition, and City Staff recommendation. The City will reserve the venue and assist in announcing the meetings. Ayres will write press releases and public notices.
2. Prepare Cost Estimates and Funding Sources
Ayres will develop an estimate of the probable costs to implement the changes as outlined in the CORP and will identify possible funding sources (such as grants) including design and engineering costs. These costs shall be reasonable and consider available funding amounts.
3. Staff Review Meeting (MTG #5)
Ayres will meet with the City staff to discuss the outcomes of PIM #2 and staff review comments.
4. Edits and Revisions
Based on comments from City Staff, Ayres will revise the draft plan and cost estimates and prepare a digital (PDF) copy for public review.
5. Parks Commission Meeting (MTG #6)
Ayres will meet with the Parks Commission to discuss the outcomes of Phase 3.
6. Finalization
Final deliverables will be prepared as directed by City Staff and the Parks Commission. Final deliverables will include twenty-five (25) 8.5x11 inch color copies with color maps (11x17 inch). Ayres will also provide a digital version of the final plan on CD.

2016 CORP Update

Deliverables Phase 3

Two (2) meeting attendance (Parks Commission; staff); Four (4) public meetings facilitation and attendance, including the drafting of a public notice and press release; Up to twenty (20) exhibits for PIM #2; Five (5) Staff Review Copies in black and white with color maps; Twenty-five (25) Final Copies printed 8.5x11 inch black and white with color maps (11x17 inch); Two (2) compact disks (or DVDs) with native file formats; One (1) PDF copies of the final plan on CD.

Assumptions:

The basis of the 2016 CORP update will be the previous version. Report content, mapping, and overall formatting will be updated to reflect current conditions and city demographics.

Schedule:

Ayres is prepared to begin work on the project on or about May 15, 2016 and will complete the project by March 1, 2017.

Fee:

In consideration of the preceding scope of services, Ayres proposes a fixed fee, including expenses of \$73,898.



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

April 7, 2016

To: Scott N. Gordon, Chairman,
Board of Parks Commission

From: Shelly Billingsley, MBA, PE
Acting Director of Public Works



Subject: Request to Place Irrigation System and Infield Sod at the Pony League Diamond #5 at Kenosha Sports Complex. (*District 10*)

BACKGROUND/ANALYSIS

Staff received a request from Little Leaguers of Kenosha to place an irrigation system and infield sod into the Pony League Diamond #5 at the Kenosha Sports Complex. All costs will be paid for by the Little Leaguers of Kenosha. Staff is working with Little Leaguers so all permits will be obtained upon approval from the Board of Park Commissioners.

RECOMMENDATION

Staff recommends approval.

SB/dm



Proposal #: 107525
Description: 15 Contract-Const
Proposal Date: November 13, 2015

Client Name: Little Leaguers of Kenosha
Submit To: James Santarelli Sr.
1804 89th PL
Kenosha, WI 53142

Job Name: Little Leaguers of Kenosha Const
Site Location: 39th AVE & 42nd ST
Kenosha, WI 53144

Scope: Grow Rite Landscape Management LLC proposes to furnish the following landscape installation services at Little League Park.

Irrigation System

- This group price is for the installation of 2 new zones, irrigation pipe, valves and valve boxes, rotary heads, and all fittings to the infield of ball diamond #5.
- This also includes the installation of an additional control module to the existing control box. GRL will utilize all existing control box and pipe and valves to get to this point of the new system.
- This also includes the installation of new heads in the turf areas along the first base and third base side which currently is not being watered.
- Lastly, this also includes going through the existing outfield system, in which we will adjust and repair the heads as needed.

<u>Quantity</u>	<u>Item Description</u>	<u>Price</u>
1.00 flat fee	Poly Pipe/Valve/Irrigation Heads	\$3,010.22
Group Subtotal		\$3,010.22
Group Tax		\$0.00
Group Total		\$3,010.22

Turf Renovation-Sod

- This group price is for the grading, removal of existing sand, installation of topsoil, and mineral sod to the infield at diamond #5. Note that this is based on the square feet WHICH LEAVES THE BASEBALL RUNNING AREAS IN SAND SUCH AS A TYPICAL INFIELD as depicted in the attached diagram.
- NOTE THAT A CHANGE IN THE DESIGN COULD INCREASE OR DECREASE THE SQ FOOTAGE OF MATERIAL NEEDED. WE CAN AMMEND ONCE WE ACTUALLY CHOOSE THE EXACT DESIGN OF TURF.
- Watering will be completed by the use of the irrigation system.

<u>Quantity</u>	<u>Item Description</u>	<u>Price</u>
6.00 msf	Finish Grade/Preparation	\$1,215.71
50.00 cu yd	Pulverized Topsoil	\$907.50
6.00 msf	Mineral Sod	\$2,754.47
Group Subtotal		\$4,877.68
Group Tax		\$0.00
Group Total		\$4,877.68

Proposal #: 10005
Description: 15 Contract-Const
Proposal Date: November 13, 2015

Client Name: Little Leaguers of Kenosha
Submit To: James Santarelli Sr.
1804 89th PL
Kenosha, WI 53142

Job Name: Little Leaguers of Kenosha Const
Site Location: 39th AVE & 42nd ST
Kenosha, WI 53144

Project Total \$7,887.90

50 % Down Payment \$3,943.95
Amount Due Upon Completion \$3,943.95

Terms & Conditions

Payments: 50% down payment, balance due upon completion. Any unpaid amount from the date due is subject to a 1.5% interest charge after due date (18% APR). Any billing discrepancies are to be addressed in writing to Grow Rite Landscape Management LLC within 7 days of said bill. Any guarantees become void if invoice is not paid within 30 days of final billing. Either party may terminate this contract at any time giving the other party thirty (30) days written notice. Such termination shall not affect Grow Rite Landscape Management LLC's right to payment for services rendered prior to the termination. Should legal action be required for the collection of payments due and/or owing under this contract, client shall assume all court costs, disbursements and actual attorney's fees reasonably incurred by Grow Rite Landscape Management LLC in connection with the collection of such amounts. In addition, the owner shall be liable for all such costs and attorney's fees incurred in the defense of or in the prosecution of any appeal by Grow Rite Landscape Management LLC or for such fees and costs incurred during post-judgment collection actions taken by Grow Rite Landscape Management LLC. Your costs are presented as part of a total package. Any conditions or deletions may necessitate an adjustment to the cost of remaining services. Your signature below will serve as a contractual agreement. A certificate of insurance is available upon request. Please note that the costs on this proposal are valid for 30 days. Time is of the essence, your project will be placed into production & scheduled according to when the signed proposal and the down payment are received in the Grow Rite Landscape Management, LLC corporate office. There will be a 3% processing charge with any credit card payments exceeding \$8,000.00, for this project.

- **Grow Rite Landscape Management LLC provides a one year guarantee on the workmanship of irrigation system installation services.**
- **Grow Rite Landscape Management LLC provides a one time, one year guarantee for newly seeded or sodded lawns. Proper care and watering is the responsibility of the property owner and/or the client.**

By: Grant Spencer

Grow Rite Landscape Management

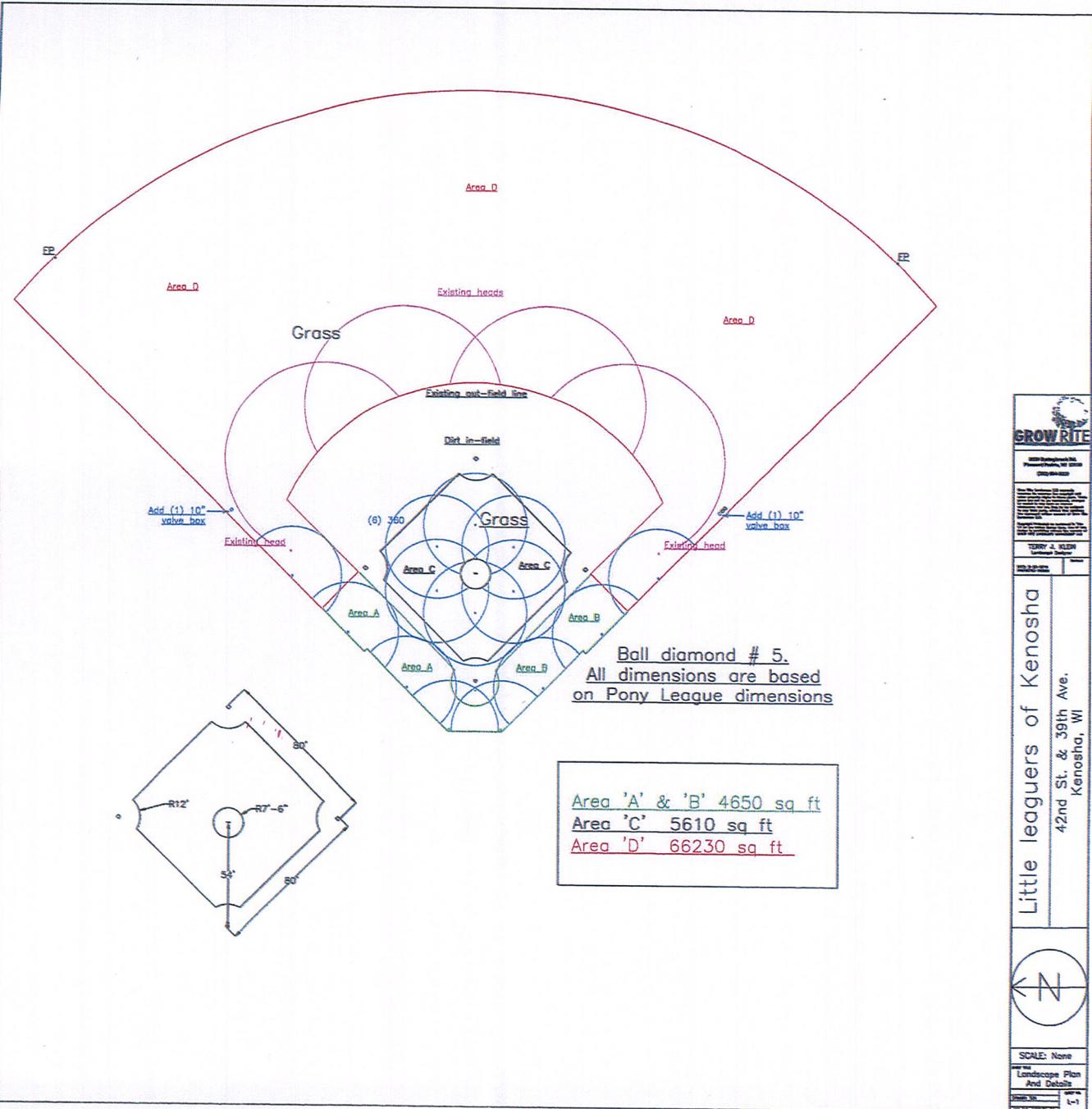
11/13/15

Date

Accepted: _____

James Santarelli Sr.

_____ Date



Ball diamond # 5.
 All dimensions are based
 on Pony League dimensions

Area 'A' & 'B' 4650 sq ft
 Area 'C' 5610 sq ft
 Area 'D' 66230 sq ft

GROWRITE
 4220 Washington Ave.
 Kenosha, WI 53142
 (920) 398-8333

OWNER: Little leaguers of Kenosha
 PROJECT: Landscape Plan And Details
 DATE: 1-1-17

42nd St. & 39th Ave.
 Kenosha, WI

Little leaguers of Kenosha

SCALE: None

DATE: 1-1-17



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

October 28, 2015

To: Scott N. Gordon, Chairman,
Board of Parks Commission

From: Shelly Billingsley, P.E.
Acting Director of Public Works

Subject: Request from Safe Harbor Humane Society for the Annual "Walk for Paws" Event on Sunday, August 21, 2016 for:

- a. Use of Anderson Park #1
- b. Waiver of all permit & equipment fees
- c. Use of Public Amplification for Announcements (*District 9*)

BACKGROUND/ANALYSIS

A request from Safe Harbor Humane Society has been received by the City of Kenosha Public Works Department for permission to use Anderson Park #1, waiver of all permit & equipment fees and use of public amplification for announcements for their Annual "Walk for Paws" Event on Sunday, August 21, 2016

RECOMMENDATION

Due to the request being made by a non-for-profit entity, staff recommends 50% sponsorship and approval of event.

SB/dm

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 Safe Harbor Humane Society

Contact Person who is responsible for event: Doug Bolin

Address: 7811 60th Ave

City/State/Zip Kenosha, WI 53144

Daytime # 262-694-4047 Evening # 262-694-4047 Cell# 708-770-7650

Fax # 262-694-1956 E-mail: Doug@safeharborhumane.com

Is the Host Organization a 501(c)-3? Yes, provide ES# 39-0977528

EVENT INFORMATION

Name of the Event: _____

Date Requested: Sunday, August 14, 2016 Rain Date August 21, 2016

Location Requested: Anderson #01 Estimated Attendance 400

Charitable Event: No Yes, Proceeds donated to Safe Harbor Humane Society

Brief Description of the Event: Pledge-driven dog walk & festival. Children's games, dog games, and food vendors will be present.

Set up date and time: 8-14-16 9:00 am

Time of Event: Walk for Paws 2016

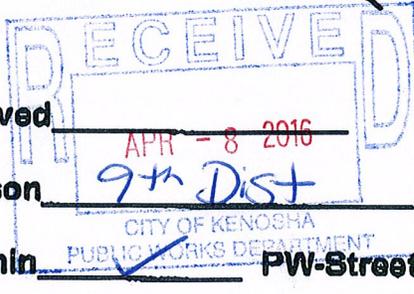
Take down date and time: 8-14-16 4:00 pm 5:00 pm

FOR OFFICE USE ONLY:

Application Packet Received _____ Admin. Or Commission Approval _____

Copies sent to: Alderperson _____ Dir _____ Police _____

File: _____ PW Admin _____ PW-Streets: _____ Kris _____



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

Name of Event Walk for Paws 2016

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

Yes
yes/no

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

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", Please also put a close accurate number in your request.

of Benches 20 # of Picnic Tables 10 # of extra trash containers 10

of Barricades _____ Any Bleachers _____ Any Reviewing Stands _____

Showmobile New _____ Old K

Fencing: Snow Fencing # of feet 400 Portable fencing - # of feet/sections _____

Other Special Requests: _____

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

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

of Parking Signs 2 Organization responsibility:

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

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

TEMPORARY STRUCTURE
CITY OF KENOSHA - PARK DIVISION

Please review Item #8 In the Policy/Procedure Manual

Name of Event Walk for Paws 2016

Park Requested Anderson # 7 Date of Event: 8-14-16
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**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 _____

**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 Walk for Paws 2016

Location of Event: Anderson Park Date of Event 8-11-16

Contact Person Doug Bolin

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Type of Amplified Sound

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

Requested time of amplification: Start: 2 pm Ending 5 pm

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

Source 1 DJ Services

Daytime # 877-598-0854 Evening # _____ Cell # _____

Aldersperson notification

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

 Yes V 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.

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: Walk for Paws 2016

Location of the Event: Anderson Park Date of Event Aug 21st

Name of Group/Organization providing the service Safe Harbor Humane Society

Contact Person Dave Bolin

Address 7811 60th Ave

Daytime # 262-694-4047 Evening # 708-770-7650 Cell # _____

Product or Service Sold

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

T-Shirts
Pet Supplies
Raffle Tickets

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])

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

Signature

Vendor Signature [Signature]

Date 4-8-16

April 8, 2016

Safe Harbor Humane Society
Attn: Doug Bolin
doug@safeharborhumane.com

RE: Park Use of Anderson Park #1, waiver of all permit & equipment fees, & use of Public Amplification for Announcements for the Annual "Walk for Paws" Event on Sunday, August 21, 2016 (*District 9*)

Dear Mr Bolin:

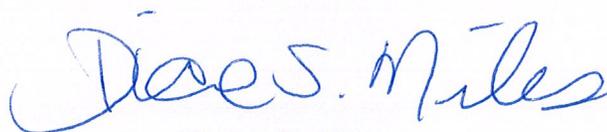
Your request for park use at Park Anderson Park #1, waiver of all permit & equipment fees, & use of Public Amplification for Announcements on Sunday, August 21, 2016 for the Annual "Walk for Paws" Event, will be reviewed by the Board of Parks Commission. The meeting is scheduled for:

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

You and/or your representative are required to appear.

If you have any questions, you may contact me at 262-653-4065.

Sincerely,



Diane S. Miles
Secretary of the Parks Commission

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