

Agenda
Special Meeting
Board of Parks Commission

625-52nd St, Kenosha, WI, Room 204
Monday, May 2, 2016
5pm

Chairperson:	Eric Haugaard	Vice Chairperson:	Jan Michalski
Commissioner:	Keith W. Rosenberg	Commissioner:	Rocco J. LaMacchia, Sr.
Commissioner:	Jack Rose		

Call to Order
Roll Call

Approval of the Minutes of the Meetings Held on April 4, 2016 and April 11, 2016.

1. Request from Jessica Weber for a Wedding/Reception at the Southport Beach House on Saturday, May 21, 2016 to:
 - a. Extend the Closing Hours to Midnight (12:00am)
 - b. Extend the Beer/Wine Permit to 11:30pm
 - c. Extend the Music Permit to 11:30pm (District 12)
2. Award of Contract for Project 16-1417 Tree Removal (Citywide Locations) to Clean Cut Tree Service, Inc. (Grayslake, IL) in the amount of \$298,000.00. (All Districts) (Also referred to Public Works & Finance)
3. Award of Contract for Project 16-1418 Tree Planting (Citywide Locations) to Paul Swartz Nursery & Garden Shop, Inc. (Burlington, WI) in the amount of \$75,960.00. (All Districts) (Also referred to Public Works & Finance)
4. Acceptance of Project 13-1414 Washington Velodrome Resurfacing (1901 Washington Road, which has been satisfactorily completed) by Rasch Construction & Engineering, Inc. (Kenosha, Wisconsin). The final amount of the contract is \$670,002.27. (District 6) (Also referred to Public Works)

ALDERPERSONS' 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, April 4, 2016

A special meeting of the Board of Park Commissioners was held on Monday, April 4, 2016 in Room 202 of the Kenosha Municipal Building. The meeting was called to order at 6:30 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 City Attorney Matthew Knight; Alderperson Steve Bostrom and Alderperson Jan Michalski.

1. Request from Devina Jones for a Birthday Party at the Southport Beach House on Saturday, April 9, 2016 to:
 - a. Extend the Closing Hours to Midnight (12:00am)
 - b. Extend the Music Permit to 11:30pm (District 12)Public Hearing: Devina Jones was present.
Staff: Jeff Warnock spoke.
It was moved by Commissioner LaMacchia, seconded by Commissioner Rose to approve. Motion carried unanimously.
2. Request from the Kenosha Public Library for use of Public Amplification for Announcements and Recorded Music on:
 - a. July 23 & August 5-6 and 12-13, 2016 at the Bandshell for the "Shakespeare at the Shell" Event (District 1)
 - b. July 16 & 30 at Library Park for the "Shakespeare in the Park" Event (District 2) (Deferred from the meeting on 3/28/16)Public Hearing: None
Staff: Jeff Warnock spoke.
It was moved by Commissioner LaMacchia, seconded by Commissioner Rose to approve. Motion carried unanimously.
3. Award of Contract for Project 16-1422 Simmons Ball Field Improvements (7817 Sheridan Road) to Kenosha Grounds Care Inc. (Pleasant Prairie, Wisconsin) in the amount of \$51,000.00. (District 12) (Also referred to Public Works)
Staff: Shelly Billingsley spoke.
It was moved by Commissioner LaMacchia, seconded by Commissioner Rosenberg to approve. Motion carried unanimously.
4. Award of Contract for Project 16-1423 Kennedy Park Revetment Repair (Approximately 38th Street to 40th Place) to A.W. Oakes & Sons, Inc. (Racine, Wisconsin) in the amount of \$46,000. (District 1) (Also referred to Public Works)
Staff: Shelly Billingsley spoke.
Public Hearing: None
It was moved by Commissioner LaMacchia, seconded by Commissioner Rose to approve. Motion carried unanimously.
5. Award of Contract for Project 16-1425 Kennedy Drive Resurfacing (Simmons Island Road to 4,050 FT North) to Payne & Dolan, Inc. (Kenosha, Wisconsin) in the amount of \$212,5000. (District 1) (Also referred to Public Works)
Public Hearing: None
Staff: Shelly Billingsley spoke.
It was moved by Commissioner LaMacchia, seconded by Commissioner Rose to approve. Motion carried unanimously.

6. Status update regarding the poured in place surface for Project 14-1426 Petzke Park Phase 3 (1700-29th Street; Dream Playground). (District 1)
Deputy City Attorney Matthew Knight spoke and answered questions.

ADJOURNMENT - There being no further business to come before the Board of Park Commissioners, it was moved, seconded and unanimously carried to adjourn at 6:56 pm.

BOARD OF PARK COMMISSIONERS
Minutes of Meeting held Monday, April 11, 2016

A meeting of the Board of Park Commissioners was held on Monday, April 11, 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 Rose, LaMacchia and Rosenberg. Commissioner Wicklund was not present. Staff members in attendance were: Shelly Billingsley, Acting Director of Public Works/City Engineer; Jeff Warnock, Superintendent of Parks; Police Chief John Morrissey; Alderperson Rhonda Jenkins; Rich Schroeder, Deputy Director of Community Development and Inspections; Alderperson Curt Wilson; Matthew Knight, Deputy City Attorney, Alderperson David Bogdala and Alderperson Elect John Fox.

No citizens spoke during Citizens Comments.

It was moved by Commissioner LaMacchia, seconded by Commissioner Rose, to approve the minutes from the meeting held on Monday March 28, 2016. Motion carried unanimously.

1. Status update regarding the poured in place surface for Project 14-1426 Petzke Park Phase 3 (*1700-29th Street; Dream Playground*). (*District 1*)
No backup was provided.
Staff: Deputy City Attorney Matthew Knight spoke and answered questions.
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*)Public Hearing: None
Staff: Jeff Warnock spoke.
It was moved by Commissioner Rose, seconded by Commissioner LaMacchia to approve. Motion carried unanimously.
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*)
Staff: Jeff Warnock spoke.
Public Hearing: None
It was moved by Commissioner Rose, seconded by Commissioner LaMacchia to approve. Motion carried unanimously.
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*)
Staff: Shelly Billingsley spoke.
Public Hearing: None
It was moved by Commissioner LaMacchia, seconded by Commissioner Rosenberg to approve. Motion carried unanimously.

5. Request to Place Irrigation System and Infield Sod at the Pony League Diamond #5 at Kenosha Sports Complex. (*District 10*)
Staff: Shelly Billingsley spoke.
Public Hearing: None
It was moved by Commissioner LaMacchia, seconded by Commissioner Rosenberg to approve. Motion carried unanimously.

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*)Staff: Shelly Billingsley spoke.
Public Hearing: Doug Bolin, Safe Harbor Representative, spoke.
It was moved by Commissioner LaMacchia, seconded by Commissioner Rosenberg to approve with the waiver of fees included. 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 5:10 pm.



April 20, 2016

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

FROM: Jeff Warnock, Park Superintendent *JW*

SUBJECT: Request from Jessica Weber for a Wedding/Reception at the Southport Beach House on Saturday, May 21, 2016 to:
a. Extend the Closing Hours to Midnight (12:00am)
b. Extend the Beer/Wine Permit to 11:30pm
c. Extend the Music Permit to 11:30pm (District 12)

BACKGROUND/ANALYSIS

Staff received a request from Jessica Weber to extend the closing hours to midnight and the beer/wine and music permit until 11:30pm at the Southport Beach House for her Wedding on Saturday, May 21, 2016.

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>600 + 350</u>	Beer/Wine: <u>25</u>	Deposit: <u>300</u>	Total Due: <u>925 + 350 = 1275</u>
Receipt #: <u>169977+</u>	By: <u>LD</u>	Zimbra: <input checked="" type="checkbox"/>	Park Calendar: <input checked="" type="checkbox"/>
Access Database: <u>172009</u>	Date Paid & Permit Issued: <u>4/28/15</u> <u>4/18/16</u> <i>DM</i>		

INSTRUCTIONS:

- Please Print (blue or black ink)

Permittee Name: Jessica Weber, JESSICA
Person authorized to sign this agreement on behalf of the organization.

Organization Name: _____

Address: 1924 17th Ave City: Kenosha State: WI Zip: 53140

Daytime Phone: 262-909-9158 Alternate Phone: 262-484-7856

FACILITY REQUESTED: Southport Beach House 4/18/16
Event Date: May 20 - 22 2016 20th 3pm-7pm 21st 12pm-10pm 12am (midnight)
Nature of Event: Wedding reception 22nd 1pm-5pm
(Be specific on what type of event – i.e., 16th birthday party, graduation, baby/bridal shower, wedding reception, etc.)
Attendance: 100 (Number of people) Time requested: From: see above
(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? NO (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? NO (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.: 172009
RECEIPT DATE: 04/18/16
RECEIPT NAME: JESSICA WEBER
ADDRESS: 1926 17TH AVE

KENOSHA, WI 53140

7 HRS ADD-ON TO WEDDING (1-6PM & 10AM-12AM
)
5/21/16

DESCRIPTION/ACCT NUMBER	AMOUNT
SOUTHPORT - RESIDENT 110-00-46580-000-000	350.00
<hr/>	
DUE:	350.00
CASH:	350.00
CHANGE:	

RECEIVED BY: PWCOUNT3

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CITY OF KENOSHA
GENERAL RECEIPT
C O P Y

RECEIPT NO.: 169977
RECEIPT DATE: 04/28/15
RECEIPT NAME: WEBER, JESSICA
ADDRESS: 1926 17TH AVE

KENOSHA, WI 53140

SOUTHPORT BEACH HOUSE 5/20/16-5/22/16

DESCRIPTION/ACCT NUMBER	AMOUNT
DEPOSIT	
110-00-21905-000-000	300.00
SOUTHPORT - RESIDENT	
110-00-46580-000-000	600.00
BEER/WINE PERMIT	
110-00-46532-000-000	25.00
<hr/>	
DUE:	925.00
CASH:	925.00
CHANGE:	

RECEIVED BY: PLAUDAD

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PUBLIC WORKS
PARKS

April 28, 2016

Jessica Weber
1926 17th Ave
Kenosha, WI 53140

RE: The extension of hours, beer/wine & music permit at the Southport Park Beach for a Wedding on Saturday, May 21, 2016.

Dear Miss Weber:

Your request for an extension of hours, beer/wine & music permit at the Southport Park Beach for a Wedding on Saturday, May 21, 2016 has been rescheduled and will be reviewed by the Board of Parks Commission:

Monday, May 2, 2016
5:00 p.m.
Room 204
Kenosha Municipal Building, 625-52nd Street

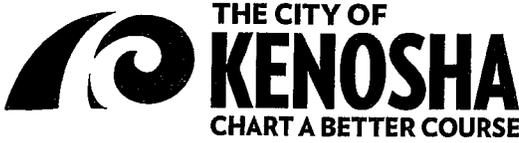
You and/or your representative are required to appear.

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, Director of Public Works – w/a
Jeff Warnock, Superintendent of Parks – w/a



SHELLY BILLINGSLEY, MBA, PE
Director of Public Works

April 27, 2016

To: David F. Bogdala, Chairperson Public Works Committee
Eric Haugaard, Chairperson, Park Commission
Daniel Prozanski, Jr., Chairperson, Finance Committee

From: Shelly Billingsley, MBA, PE *S. Billingsley*
Director of Public Works

Subject: Project: 16-1417 Tree Removal
Location: Citywide

The Department of Public Works, Engineering Division has opened bids for the above referenced project. Budget amount is \$300,000.00.

This project consists of removal of parkway trees and associated parkway restoration. Tree removal includes stump removal and cleanup.

The parkway restoration specification shall now be four inches of pulverized topsoil instead of fill dirt which staff feels will correct prior complaints received and those concerns raised by residents.

Following is the list of bidders:

Contractor	
Clean Cut Tree Service, Inc., Grayslake, IL	\$298,000.00

It is recommended that this contract be awarded to Clean Cut Tree Service, Inc., Grayslake, Illinois, for the amount of \$298,000.00. This is a quantities and unit cost contract. Actual work will be adjusted to commensurate with available funding and will not exceed the awarded amount. Funding is from CIP Line Item PK-93-004.

SAB/kjb



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

April 27, 2016

To: David F. Bogdala, Chairperson, Public Works Committee
Eric J. Haugaard, Chairperson, Park Commission
Daniel Prozanski, Jr., Chairperson, Finance Committee

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

Subject: Project: 16-1418 Tree Planting
Location: Citywide

The Department of Public Works, Engineering Division has opened bids for the above referenced project. Budget amount is \$80,000.00.

This project consists of planting of approximately 295 trees within the public right-of-way in locations throughout the City limits. This work includes removal and disposal of debris from the site for tree location excavation and plantings, as well as site cleanup.

The parkway restoration specification shall now be four inches of pulverized topsoil instead of fill dirt which staff feels will correct prior complaints received and those concerns raised by residents.

Following is the list of bidders:

Contractor	Bid Total
Paul Swartz Nursery & Garden Shop, Inc., Burlington, WI	\$75,960.00
Srb's Trees Inc., Sun Prairie, WI	\$117,705.00
Hoffman & McNamara Co., Hastings, MN	\$119,975.00

It is recommended that this contract be awarded to Paul Swartz Nursery & Garden Shop, Inc., for the bid amount of \$75,960.00. Funding is from CIP Line Item PK-93-004.

SAB/kjb



SHELLY BILLINGSLEY, MBA, PE
Director of Public Works

April 28, 2016

To: David F. Bogdala, Chairperson, Public Works Committee
Eric Haugaard, Chairperson, Park Commission

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

Subject: Acceptance of Project 13-1414 Washington Velodrome Resurfacing

Location: 1901 Washington Road

Please be advised that the above referenced project has been satisfactorily completed by Rasch Construction & Engineering, Inc., Kenosha, Wisconsin. This project consisted of erosion control, demolition, grading, earthwork, concrete, asphalt, fencing, storm sewer, and site restoration.

It is recommended that the project be accepted in the final amount of \$670,002.27. Original contract amount was \$683,205.70 for the base bid less Alternate 2 (Drainage) amount of \$73,868.45, less Alternate 3 (Replace asphalt track with concrete track) amount of \$10,013.60 for a total of \$599,323.65 plus \$89,676.35 in contingency for unforeseen conditions (if needed), for total award amount of \$689,000.00. Funding is from CIP Line Item PK-11-001.

SAB/kjb