

CITY OF KENOSHA – BOARD OF PARK COMMISSIONERS
Special Meeting Minutes – May 18, 2009

A meeting of the Board of Park Commissioners was held on Monday, May 18, 2009, at the Kenosha Municipal Building in Room 202. The meeting was called to order at 6:30 pm by Chairman Ruef.

Roll Call: Present: Commissioner Carpenter, Casey, Downing, and Orth. Staff member in attendance was Jeff Warnock.

It was moved by Commissioner Orth, seconded by Commissioner Carpenter, to amend the minutes from the meeting held on Monday, May 11, 2009 item #2 the vote was 1-4 with Commissioner Orth also voting nay. Motion passed 5-0.

1. Request from Jeff Shipley of Bike Kenosha to set up an area for bicycle rental business near the lakefront.
Public Hearing: Jeff Shipley was present and spoke. Attorney Neil Guttormsen was present and spoke. Alderman Moldenhauer, 2nd District, was present and spoke in favor.
Staff/Commissioners: Commissioner Downing asked if this was an exclusive contract. Jeff informed that it was not.
It was moved by Commissioner Casey, seconded by Commissioner Carpenter, to approve. Motion passed 5-0.

There being no further business to come before the Board of Park Commissioners it was moved, seconded and unanimously carried to adjourn at 6:55 pm.



Engineering Division
Michael M. Lemens, P.E.
Director/City Engineer
Fleet Maintenance
Mauro Lenci
Superintendent
Administrative Supervisor
Janice D. Schroeder

Street Division
John H. Prijic
Superintendent
Waste Division
Rocky Bednar
Superintendent
Parks Division
Mary Durkee
Interim Superintendent

DEPARTMENT OF PUBLIC WORKS

Ronald L. Bursek, P.E., Director

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

TO: Board of Park Commissioners

FROM: Mary Durkee, Interim Park Superintendent

RE: Request for use of the Showmobile

A request has been received from H.H.C. Employment Services along with the Parkside Baptist Church for use of a City Showmobile on Saturday, July 18, 2009. They are requesting that it be placed on the church property for their annual Block Party and Back-to-School Festival. The organizers are also requesting co-sponsorship of fees and charges.

The request is coming before the commission, due to the request for usage is not located on City property. Rental fees are \$250.00 for nonprofit and \$500 for profit organizations. There would also be a charge to have an Equipment Operator on site to open and close the equipment. This cost is \$45.00 per hour, for approximately 5 hours, this would total \$225.

The placement of equipment has occurred in few situations, for the Relay of Life at Bullen Middle School, Laborfest at St. Therese Church grounds and recently this year at the Kemper Center.

The recommendation of staff is to approve the usage of the Showmobile with current fees and charges.

April 21, 2009

H. H. C. Employment Services
Hayes Smith, Jr., Executive Director
1600 60th Street #32
Kenosha, WI 53140
(262)-653-9252
hyssmithjr@yahoo.com

Kenosha Parks Department
Attention: Mary
Donation Committee
3617 65th Street
Kenosha, WI 53142

Dear Mary/ Donation Committee:

H.H.C. Employment Services, along with the Parkside Baptist Church is having their annual Block Party and Back-to-School festival. The event is on Saturday July 18, 2009 from 10:00 am to 2:00 pm on the grounds of the Parkside Baptist Church located at 2620 14th Place, Kenosha, WI 53140.

We are hoping your organization can participate at our event by donating items for at least 1,000 school children. We need **book bags, notebooks, color markers, pencils, other school supplies and gym shoes.**

We are hoping that your organization can contribute towards this event to make the event for the children and youth in the Kenosha area more enjoyable and ready for the coming school year. We want their returning to school to be rewarding by having the necessary items/supplies needed to fulfill their educational goals.

This is the budget we are calculating on, to be successful at our event:

1. Book Bags	\$4,000.00
2. Markers, pencils, notebooks, paper	\$1,500.00
3. Gym Shoes (children, youth and adult sizes)	\$4,500.00
4. Professional Teams donations	\$10,000.00

We are hoping that the City of Kenosha Parks and Recreation Department can donate the "Show Mobile Stage" to our event. Many of the children, our church serves are from the underprivileged areas of Kenosha. We are attempting to get donations for school supplies, entertainment and new shoes. Please take us into consideration for the donation of the stage.

Please respond to participate or send a donation by June 01, 2009 to:

**PARKSIDE BAPTIST CHURCH
C/o PASTOR JEFF SACKETT or
HAYES SMITH, JR. OUTREACH COORDINATOR
2620 14th Place
Kenosha, WI 53140
(262)-552-8322**

Sincerely,

A handwritten signature in black ink, appearing to read "Hayes Smith Jr.", written in a cursive style.

Hayes Smith, Jr.
Outreach Coordinator

DEPARTMENT OF PARKS
3617 - 65TH STREET
KENOSHA, WI 53142

PHONE: (262) 653-4080
FAX: (262) 653-4093
WEB: www.kenosha.org



Mary Durkee, CPRP
Park Operations Supervisor

Dirk Nelson
City Forester & Special Events
Supervisor

Mike Pancheri
Municipal Golf Course and
Athletics Supervisor

Catherine Mantuano
Keep Kenosha Beautiful Coordinator

ART STRONG, DIRECTOR

May 8, 2009

TO: Donald Ruef, Chairman
Board of Park Commissioners

FROM: Mary Durkee, Interim Park Superintendent *Mary Durkee*

RE: HarborPark Jazz & Blues Festival

A request has been received from the Mary Lou & Arthur F. Mahone Fund to hold the HarborPark Jazz & Blues Festival at Celebration Place on Saturday August 22, 2009. The event will set up at 8:00 am, begin at 2:00 pm and conclude at 10:30 pm

1. _____ The sponsoring organization enter into a Contractual Agreement with the City of Kenosha (Park Use Agreement) along with proof of Comprehensive General Liability Insurance in the amount of one million dollars (\$1,000,000.00) (Certificate of Liability Insurance) which names the City of Kenosha, any participants and vendors as an additional insured and contains provisions for Contractual Liability to support the Hold Harmless Agreement.
2. _____ In compliance with all Park Rules and Regulations
3. _____ Food Handling: Arrangements for permits must be obtained from the Kenosha County Health Division – 262-605-6700. Food vendors must supply to the Park Division a Certificate of Liability Insurance as outlined in Item #1.
4. _____ Tents: If placing tents in the park area, organization must contact Diggers Hotline a minimum of three (3) business days prior to the event.
5. _____ Site Maps: Must be provided to the Park Division a minimum of thirty (30) days prior to the event.
6. _____ Staff Contact: Please contact the Park Division at 653-4080, a minimum of thirty (30) days prior to the event to schedule a meeting with Dirk Nelson to finalize the arrangements for the event.

7. _____ Organization is responsible for trash pickup of the Park area. If staff is required to clean the site, the organization will be billed for direct labor charges.
8. _____ Attendance: Organization to provide private security for gatherings of over two hundred and fifty (250) persons at the event. Security must be easily identifiable to the public.
9. _____ Approval from the Alderman of the District *(has been received)*
10. _____ Fees, Charges and/or deposit: Using the same hours and equipment in 2008 the approximate cost would be Labor \$2,260 (includes all employees with benefits); equipment (fencing, showmobile, benches, etc.) \$1,780 Total: \$4,040
In 2007 the total was \$3,600.68 but did not include employee benefits – per Administration current hourly rates for labor include all benefits.
11. _____ Other requirements as outlined by the Board of Park Commissioners and/or the Park Division:

Recommendation

To approve the event

Event Organizer Information

Name of Group MARY LOU : Arthur F. Mahone Fund

Is Host Organization a 501(c)-3? No Yes, #ES - 38339

Group Contact Name TIM MAHONE

Address 3021-40th Street

City/State/Zip Kenosha, WI 53144

Work Phone _____

Home Phone same

Cell Phone 262-748-7418

Fax _____

E-mail t+mahone@aol.com

Name of Event <u>Harbor Park Jazz : Blues Festival</u>	
Charitable Event? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes, Proceeds donated to <u>MARY LOU : ARTHUR F. MAHONE FUND</u>	
Date of Event <u>Sat. Aug 22nd</u>	Rain Date: <u>TBD</u>
Annual Event <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	Expected Attendance <u>1500</u>
Event Category (check one)	
Run/Walk _____	Festival <input checked="" type="checkbox"/> Concert _____ Athletic Tournament _____
Other, Please Specify _____	
Park Requested <u>Harbor Park</u>	
Admission Fee <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (Participants) \$ _____ and/or (Attendees) \$ _____	
Time of Event:	
Set up <u>8:00 AM</u>	Event Starts <u>2:00</u> Event Concludes <u>10:30</u>
Does this require time in the park prior or after your event? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	
Explain date and time needed: <u>Some of the tenting and generators may get picked up the next morning</u>	
Will food be prepared and/or served at the event? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (See pages 11 and 12)	
Amplified Sound <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (See pages 13-17)	
Beer/Wine Coolers Served <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (See page 18 and 19)	
Temporary Structure <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (See page 10 and 11)	

Organizational Meeting

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

Permits

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

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

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

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

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

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

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

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

Certificate of Insurance

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

Yes, Event Organizer will be submitting Certificate of Insurance.

Marketing of Event

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

We will embrace the media participation when we are notified.

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

Promoters have partnered with Time Warner cable, the Convention and Vision Bureau along with various radio stations to promote this event

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

Absolutely

Site & Route Plan

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

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

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

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

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

Parking Plan

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

Street parking will be allowed along 55th and 59th. Parking will also be allowed in the grass area east of the public museum.

Security and Medical Plan

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

A meeting has been scheduled with the Chief Morning and his staff on Thursday May 14th

Mitigation of Impact

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

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

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

Have you done the appropriate notifications?

No Yes, alderman Name/Date Don Moldenhauer / April 30th

Special Event Fees

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

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

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

EQUIPMENT REQUESTS: Appropriate fees will be charged

Electric* Water # of Benches 15 # of Picnic Tables
5 # of Trash Containers Barricades Snow Fencing (must provide location)
 Bleachers Reviewing Stand Showmobile Portable Fencing

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

Other Special Requests:

Application Signature

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

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

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

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

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

J. Mahone
Applicant Signature

May 7th 2009
Date

Application Submission

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

Please mail your application to:
City of Kenosha Park Department
3617 - 65th Street
Kenosha, WI 53142

Public Amplification Permit Application

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 Alder person 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 PARK JAZZ & BLUES FESTIVAL

Date of Event AUG 22, 2009

Park Requested HARBOR PARK

Contact Person TIM MAHONEY

Daytime Phone # 262-748-7418 Evening Phone # _____

Alderman Name DON MOLDENHAWER

Approval - Date received _____

Type of Amplified Sound

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

Times of Sound From 3:00 To 10:30 pm

---RETURN THIS SHEET TO PARK DEPARTMENT---

Application for the Fermented Malt Beverages

Today's Date May 7, 2009

Event Organizer Information

Name of Group MAryLan ; Arthur F. Mahone Fund

Contact Person Tim Mahone

Address 600 52nd St Ste 110

Work Phone _____ Home Phone 262-748-7418

Date of Event Aug 22, 2009 Location Harbor Park

Beer Selling Permit Information

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

Nicole Baedwell

Security Company N/A volunteers

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

- No
- Yes, Indicate Application Date May 7th

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

Park Commission Approval _____

Date

---RETURN THIS SHEET TO PARK DEPARTMENT---