

AGENDA
BOARD OF PARK COMMISSIONERS
Monday, June 14, 2010
Kenosha Municipal Building Room 202
5:00 pm

Chairman: Michael J. Orth
Vice Chair: Rocco J. LaMacchia, Sr.
Commissioners: Jesse L. Downing
Anthony Kennedy
Lawrence Green

Call to Order
Roll Call

A. APPROVAL OF MINUTES

A-1. Approval of minutes of regular meeting held on May 24, 2010.

C. REFERRED TO COMMISSION

C-1. Request from Boys & Girls Club to waive the fees for an event to be held on August 12, 2010, at the Southport Beach House.

C-2. Request from LoLo Skate Company to waive the fees for an event to be held on August 15, 2010, at the Anderson Skate Board Park.

C-3. Request from Kenosha Velodrome Association to hang banners along the fence on the track.

C-4. Request from the Kenosha AFL-CIO Council for the following:
a. Approval to use the City's Showmobile on Monday, September 6, 2010 for Laborfest at St. Therese picnic grounds.
b. Approval to waive the fees.

C-5. Request from the Mary Lou Foundation for the following:
a. Approval to hold "Jazzfest" at Celebration Place in HarborPark on Saturday, August 21, 2010.
b. Approval of co-sponsorship.

DISCUSSION ITEM: Gate Closing Kennedy Drive.

DIRECTOR AND/OR SUPERINTENDENT COMMENTS
CITIZEN COMMENTS/COMMISSIONER COMMENTS

OTHER BUSINESS AUTHORIZED BY LAW

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

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

CITY OF KENOSHA – BOARD OF PARK COMMISSIONERS
Meeting Minutes – May 24, 2010

A meeting of the Board of Park Commissioners was held on Monday, May 24, 2010, at the Kenosha Municipal Building in Room 202. The meeting was called to order at 4:32 pm. The following members were present: Chairman Orth, Commissioner LaMacchia, Downing, Kennedy, and Green. Staff members in attendance were City Attorney Matt Knight, Mike Higgins, Jeff Warnock and Ron Bursek.

It was moved by Commissioner Kennedy, seconded by Commissioner LaMacchia, to approve the minutes from the meeting held on Monday, May 10, 2010. Motion passed 5-0.

C-1. Proposed Ordinance to Recreate Subsection 6.02 A.21 (of the Code of General Ordinances) Regarding Park Rules and Regulations.

Staff: City Attorney Matt Knight and Mike Higgins was present to answer any questions.

It was moved by Commissioner Kennedy, seconded by Commissioner Green, to approve. Motion passed 5-0.

C-2. Proposed Ordinance to Repeal & Recreate Section 13.025 (of the Code of General Ordinances) Regarding Peddler's Stand and othe Structures as Obstructions.

It was moved by Commissioner Kennedy, seconded by Commissioner Green, to approve. Motion passed 5-0.

DIRECTOR/SUPERINTENDENT COMMENTS: Jeff informed the commissioners that we are moving along on all projects. Jeff spoke on the placement of the structures in Union Park. Ron informed the commissioners that there have been two meetings with citizens to go over the two master plans and are moving forward with both.

CITIZEN/COMMISSIONERS COMMENTS: Commissioner Kennedy asked for an update on the Sunrise Park meeting. Commissioner LaMacchia said that there were 25-35 people at the meeting and it went well. Chairman Orth mentioned about the park survey that is on our website.

There being no further business to come before the Board of Park Commissioners it was moved, seconded and unanimously carried to adjourn at 5:05 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
Jeff Warnock
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

June 7, 2010

TO: Michael Orth, Chairman
Board of Park Commissioners

FROM: Jeff Warnock, Superintendent of Parks *qw*

RE: Request from Boys & Girls Club

The Park Division has received a request from the Boys & Girls Club to use the Southport Beachhouse on August 12th for their Youth Employment Celebration. They are requesting full co-sponsorship for th event.

Fees and charges:
Deposit \$100.00
Rental: \$30.00 per hour (10:00 am – 2:00 pm)

Recommendation:

Deny full co-sponsorship as per policy

Zimbra

*Done
for Parks
Agenda*

jwarnock@kenosha.org

± Font size :

Southport Beach House request

From : Kathy Cole <kcole@bgckenosha.org>

Tue, May 04, 2010 03:46 PM

Subject : Southport Beach House request

To : Jeff Warnock <jwarnock@kenosha.org>

Cc : Wally Graffen <>wgraffen@bgckenosha.org>, Ron Bursek <rbursek@kenosha.org>

Hello Jeff, It was great to see you today.

The Boys & Girls Club would like to request the use of the Southport Beach House on August 12th from 10 am to 2 pm for the Youth Employment Celebration at no cost. We will be recognizing over 200 successful at-risk, summer youth workers in addition to City and County work site employers. Last year the event was held at the Southport Beach house and it proved to be an excellent opportunity to show off the City Park to many who had never visited. We had the CEDAR project open during the reception part of the event, which was an excellent way to promote the UW-Parkside Center for Community Partnerships and City collaboration as well. Last year Mayor Bosman spoke along with County Executive Kreuser. Public Works received an award for being a positive, mentoring work site for youth employees.

Thank you for considering this request.

Sincerely, Kathy

Kathy Cole
Boys & Girls Club of Kenosha
Director of Operations
P.O. Box 1761
Kenosha, WI 53141-1761
(262) 654-6200 x 127

Last year only!

*\$100 Deposit
30@ hr \$120*



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June 7, 2010

TO: Michael Orth, Chairman
Board of Park Commissioners

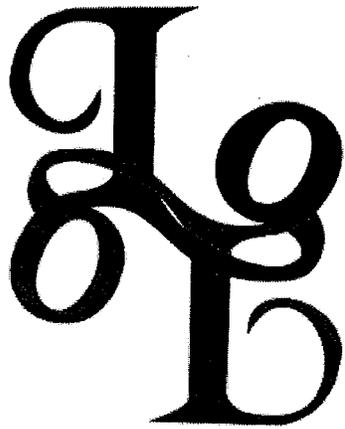
FROM: Jeff Warnock, Superintendent of Parks *JW*

RE: Request from LoLo Skate Co.I

The Park Division has received the annual request LoLo Skate Co. to use the Anderson Skateboard Park for a charity event to be held on August 15, 2010. This request was approved Administratively, however, the organization is now requesting full co-sponsorship. The organization has been provided with the necessary requirements.

Fees and charges:
Deposit \$150.00
Rental: \$100.00
Plus any equipment requested.

Recommendation:
Approve usage of the equipment
Deny full co-sponsorship as per policy



LoLo Skate Co.

To Whom It May Concern:

Hi, my name is Lou Perez President & CEO of LoLo Skate Co. Once the date is set for the skateboard competition we will promote and have publicity in all the local newspapers. We set up all our equipment which involves speakers and a mixing board for music. A concession with hotdogs, chips, canned drinks, and water will be available if we obtain a permit by the time of the competition. If we cannot receive the permit we will not have a concession stand. If you have bleachers or chairs that would be helpful. After the setup is completed registration will start. The competition is open to any residents and all ages. We have the waiver set for requirements of safety. Once signed by an adult they will pay a \$10 fee and will choose whether they skate in beginner, intermediate, or expert. **The \$10 registration fee is donated to St. Judes Children's Hospital. Please waive any rental fee as for all money will be used to donate.** Once everybody has registered we will start the competition. All skateboarders will get 1 run to show the judges there tricks. Runs are 1 minute long. The final 5 in each division will get a second run. 3 winners in each division will be chosen and presented an award at the end. Before the award ceremony will be a cash prize best trick competition which lasts 10 minutes. The kids put an additional \$10 in a hat. Whoever wins takes all the money in the hat. We will also have product toss to give away more prizes. We will clean up everything and double check to make sure everything was the way it was when we have arrived. If you need any additional information on the competition please contact me directly at 847-533-7989.

Thank you,

Lou Perez

President & CEO

LoLo Skate Co.

Ph# - 847-533-7989

Email – loutrain22@yahoo.com



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June 7, 2010

TO: Michael Orth, Chairman
Board of Park Commissioners

FROM: Jeff Warnock, Superintendent of Parks *JW*

RE: Request from the Washington Park Velodrome Association

The Park Division has received the annual request from the Washington Park Velodrome Association to place banners along the fence of the track. These banners will be put up before each event and then removed at the conclusion.

Recommendation:

To approve the request. Staff will visual inspect the banners periodically to ensure that they meet the standards set by the commission.



WASHINGTON PARK
VELODROME

1306 WASHINGTON ROAD • KENOSHA, WI • 53140
Oldest Operating Velodrome In The United States • Est. 1927

May 31, 2010

Jeff Warnock
Kenosha Parks Dept.
3617 -65th Street
Kenosha , Wi

Dear Jeff,

The Kenosha Velodrome Association would like to hang banners along the fence on the track. The banners would be hung with straps and not permanently fastened, as we would take them down after each event we host. The purpose would be to help generate revenue for up keep on our bike fleet and support of future track repair.

The banners would be the size of 3' x 6' or 3' x 8' and would advertise local businesses.

Sincerely,

Corey Sepanski, President, K.V.A.



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June 7, 2010

TO: Michael Orth, Chairman
Board of Park Commissioners

FROM: Jeff Warnock, Superintendent of Parks *JW*

RE: Request from the Kenosha AFL-CIO

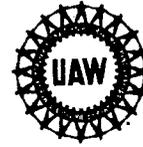
The Park Division has received the annual request from the Kenosha AFL-CIO Council for park equipment usage for their Laborfest to be held on Monday, September 6th at St. Therese picnic grounds. In the past this event was held at Columbus Park with full co-sponsorship. A few years ago, it was moved to St. Therese for several reasons, including weather conditions.

The Park Division provides the Showmobile, park benches and picnic tables for this event, which includes delivery and removal. The equipment would be delivered on Thursday, September 2nd and picked up on Tuesday, September 7, 2010.

Rental fees: Showmobile (Old) - \$125.00
Benches - \$90.00
Picnic Tables: \$225.00

Recommendation:
Approve usage of the equipment
Deny full co-sponsorship as per policy

LABORFEST



3030 - 39th Avenue, Kenosha, WI 53144 - 262/657-3808

May 6, 2010

Dear Mary,

Per our phone conversation regarding Laborfest 2010.

Labor Day, September 6, 2010

Band Shell

30 benches

15 picnic tables

Deliver Friday, September 3, 2010 to St. Therese Picnic Grounds

9005 22nd Avenue

Kenosha, WI 53143

*Equipment
to be dropped
off on
Thurs. Sept 2
& picked up
on Tues. Sept. 7*

Thanks,

Ronald J. Frederick

Kenosha County AFL-CIO Central Labor Council

Ronald J. Frederick
President

3030-39th Avenue
Kenosha, WI 53144

Office Phone 262-657-3808
Cell 262-496-6074

rjf@wi.twcbc.com

(Labor Donated)



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June 7, 2010

TO: Michael Orth, Chairman
Board of Park Commissioners

FROM: Jeff Warnock, Superintendent of Parks *JW*

RE: Request from the Mahone Fund

The Park Division has received the annual request from the Mahone Foundation for use of Celebration Place in HarborPark and equipment for their Jazz & Blues Concert. The event is to be held on Saturday, August 21, 2010.

Rental fees: Showmobile (new) - \$250.00
Benches: Number to be determined - \$50.00 per unit (10 in a unit)
Picnic Tables: 3 units (5 per unit) - \$225.00
Snow fencing: \$20.00 per 50 feet
Additional fees depending upon final request

Recommendation:
Approve usage of the equipment
Deny full co-sponsorship as per policy

MARY, I HAVE
COPY ON

SPECIAL EVENT APPLICATION
CITY OF KENOSHA - PARK DIVISION

Please note that this application does not guarantee approval of your event or equipment requested. It will need to be approved by the Board of Park Commissioners and/or the Superintendent of Parks.

EVENT ORGANIZATION INFORMATION

Name of Responsible Organization MARY Loo : Arthur F. Mahone Fund

Contact Person who is responsible for event: TIM MAHONE

Address: 600-52nd Street Suite 110

City/State/Zip Kenosha WI 5314

Daytime # 262-748-7418 Evening # same Cell# same

Fax # _____ E-mail: tmahone@aol.com

Is the Host Organization a 501(c)-3? Yes, provide ES# 39-6045289 - 38339

EVENT INFORMATION

Name of the Event: Harbor Park Jazz & Blues

Date Requested: Aug 21, 2010 Rain Date _____

Location Requested: Celebration Place Estimated Attendance 1500

Charitable Event: No Yes, Proceeds donated to MAHONE Fund

Brief Description of the Event: Outdoor Music gathering with food vendors and corporate booths

Set up date and time: _____

Time of Event: 12:00pm - 10:00pm

Take down date and time: Take down after event and moving after

Will food be served: Yes No

Fermented malt Beverages: Yes If Yes, sold (Sold or Served at no charge)

**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.

Please note: Appropriate fees will be charged

_____ 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 your event.

_____ Water: Varies by location

TBD Benches – # requested

10-15 Picnic Tables – # requested

5 Trash Containers – # requested

_____ Barricades – # requested

X TBD Snow fencing – # of feet requested

_____ Portable fencing – # of sections requested

_____ Bleachers – # requested

_____ Reviewing Stands – # requested

X Showmobile

Other Special Requests: _____

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

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

Name of Event _____

Park Requested _____ Date of Event: _____

Type of Temporary Structure

___ Tent

___ Staging

___ Trailers

___ Inflatables

___ Dunk Tank

___ Other, Please explain _____

Vendor Information

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 Department 30 days prior to the event.

Insurance Company _____ Insurance Policy No. _____

Signatures

Vendor Signature _____ Date _____

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 Harbor Park Jazz & Blues Festival
Location of Event: Celebration Place Date of Event SAT. Aug 21, 2010
Contact Person Jim Mahone

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

Daytime # _____ Evening # _____ Cell # _____

Alderman of the District: Name _____ Approval Date received _____

Type of Amplified Sound

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

Requested time of amplification: Start: 2:30pm Ending 9:30pm

**FERMENTED MALT BEVERAGE SALES APPLICATION
CITY OF KENOSHA - PARK DIVISION**

Name of Event: Harbor Park Jazz & Blues
Location of Event Celebration Place Date of Event Sat Aug 21, 2010
Name of Group Responsible Mahone Fund
Person that is Responsible for License and Regulations TIM Mahone
Address 3021-40th Street
Daytime # _____ Evening # _____ Cell # 262-748-7418

Beer Selling Permit Information

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

TBD

Security Company Volunteers

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

- No
- Yes, Indicate Application

Date 5-10-2010

***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 5-10-2010

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

Park Commission Approval _____

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

Name of the Event: _____

Location of the Event: _____ Date of Event _____

Name of Group/Organization providing the service _____

Contact Person _____

Address _____

Daytime # _____ Evening # _____ Cell # _____

Number of Vendors _____

(If more than one, each vendor must fill out an application and return to Park Division).

Product or Service Sold

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

Food
Item _____

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.)

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 _____ Insurance Policy No. _____

A copy of the policy must be provided to the Park Division

Signatures

Vendor Signature _____ Date _____

Park Department Authorization _____ Date _____



Application/Permit

_____ Open Burning

_____ Fireworks

Date of Event: _____

Event Location: _____

City of Kenosha Fire Department
Fire Prevention Bureau
625 52nd Street
Kenosha WI 53140
262.653.4110

PERMIT FEES – OPEN BURNING

Open Burning: Bonfire for Non-Profit Civic Organizations	\$150 for 3 Hours; \$50 per Additional Hour Needed	
Open Burning: Single Ceremony	\$10	
Open Burning: Civic Event Sponsored By the City of Kenosha	NO FEE	

Name of Occupancy – Event Location:

Property Owner:

Owner Mailing Address: _____

City/State/Zip: _____

Phone #: _____

Applicant/Contact Information:

Name of Applicant: _____

Mailing Address: _____

City/State/Zip: _____

Phone #: _____

E-mail: _____

PERMIT FEES – FIREWORKS

Fireworks Display Inspection and Permit	\$100	
Fireworks Sale Inspection and Permit	\$50	
Plan Resubmittal Fee	\$125	
Alteration to Plans	\$50	

Total Permit Fee: _____

Event Description:

Date Received: ___/___/___ KFD Permit #:

KFD Signature: _____

Applicant Signature: _____

Kenosha Fire Department
625-52nd Street
Kenosha, WI 53140
Phone (262) 653-4100
Fax (262) 653-4107



GUY J. SANTELLI II
Fire Inspector
Fire Prevention Bureau

Outdoor Event Rules

The Kenosha Fire Department Fire Prevention Bureau, the AHJ of the city (Authority Having Jurisdiction), will be conducting fire inspections the day of your event. To ensure these inspections go smoothly, with no interruptions to your event, here are a few things we will be looking for:

- No open flame for any reason will be allowed under any tents or awnings.
- All vendors must have a 3A40BC fire extinguisher in their area.
- If extension cords are used, it is required that the cord rating is at least a 12-2 gauge heavy-duty cord only. Maximum allowable cord length shall be 200 feet.
- Limit the amount of combustibles under the tents.

Once again, the inspections will be held a couple of hours prior to the event.

Please feel free to contact the Fire Prevention Bureau at 262-653-4110 if you have any questions or concerns regarding your area or tent.

Thank you for your time and attention to the situation at hand.

Have a great event!

Guy J. Santelli II
Fire Inspector
Kenosha Fire Department

Conditions and Operations for a Beer Garden/Sales in a City Park

The Event Organizer must:

1. Obtain Beer Consumption in a Park Permit (application attached)
2. Must be approved by the Board of Park Commissioners.
3. Obtain Temporary Class "B" Retailers License. Applications are available in the City Clerk's Office and must be approved by the Common Council – please allow a minimum of 30 days.
4. Abide by all of the following regulations.
 - Each sponsoring organization shall have its beer garden area specifically delineated by a fence for selling, serving, and consumption of beer. The fence shall completely enclose the area except for space for ingress and egress. An adult member of the sponsoring organization or a security guard will check the identification of all persons entering the beer garden area.
 - One or more security guards shall be on duty at all times during the operation of the area to prevent entry of minors or intoxicated people into the area and to prevent beer from being carried out or passed out of the area. The Police Department is authorized to require additional security based on past experience or special concerns about the event.
 - The organization shall prevent patrons from obstructing sidewalks and roadways adjacent to its area.
 - **Toilet Facilities:** At least one portable toilet for men, one for women, and one handicap accessible unit shall be provided at each location.
 - **Litter Control:** Each organization is responsible for leaving the area free from litter so that it is in acceptable condition for the next event. In accordance with Park Commission policies, a clean-up deposit of \$1000 may be required. We encourage renting a sufficient number of trash cans and/or dumpsters to minimize clean-up and avoid possible forfeiture of the clean-up deposit. Any group which leaves the area in a condition which requires special clean-up by Park crews shall be assessed the cost of the clean-up.
 - **NO GLASS CONTAINERS ALLOWED IN THE PARKS!**
 - Each organization shall provide a reasonable number of signs indicating that drinking alcoholic beverages is prohibited on city streets and public ways, and that City Ordinances prohibit carrying out open containers containing alcohol from designated areas.
 - No person under the age of twenty-one (21) shall participate in serving or delivering beer to patrons.
 - All permits and outdoor sales of beer shall expire at such times as designated by the Park Superintendent, and shall never extend beyond 9:30pm.
 - At least one licensed bartender shall be present at each outdoor area during all times of operation.
 - Any live, amplified, or recorded music shall require approval by the Director of Parks and/or Board of Park Commissioners.