

AGENDA
BOARD OF PARK COMMISSIONERS
Kenosha Municipal Building - Room 204
Monday, June 30, 2014 - 5:00 pm

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

Call to Order
Roll Call

Approval of the minutes of the meetings held on June 6, 2014 and June 9, 2014.

1. Request from Greater Mt. Hebron Church to hold their "Save the Youth Day" event on Saturday, August 9, 2014 *(with a rain date of Saturday, August 23, 2014)* at Lincoln Park from 2:00pm to 4:00pm. *(District 12)*
2. Request from Gregory Bennett Jr to hold the "Shooting for the Stars" event on Friday, August 9, 2014 at Pennoyer Park and the Bandshell from 11:00am to 5:00pm. *(District 1)*
3. Request from the Kenosha Symphony Orchestra Association, Inc., to hold their "KSO Shindig on the Shore" event and permission to sell fermented malt beverages at Pennoyer Park and the Bandshell on Friday, September 5, 2014 from 6:00pm to 9:30pm. *(District 1)*
4. Request from the Boy Scouts of America for closing Pennoyer Park Road for a "Derby Car" event on Saturday, August 16, 2014 from 7:00am to 1:00pm. *(District 1)*
5. Ordinance by Alderperson Scott Gordon, Co-Sponsors Alderpersons Kurt Wickland, David Paff, Rhonda Jenkins, Jack Rose, Eric Haugaard, Patrick Juliana, Jan Michalski, Bob Johnson, Keith Rosenberg, and Curt Wilson – To Renumber Subsection 1.06 Y to 1.06 Z; and to Create Subsection Y *(of the Code of General Ordinances for the City of Kenosha)* Regarding Kenosha Hometown Heroes Commission. *(Oral referral from Council on 6/2/14) (Public Works-Approve-Ayes 6:Noes 0) (Finance & Licensing/ Permit-Recommendation Pending)*
6. Ordinance by Alderperson Jan Michalski – To Repeal and Recreate Subsection 6.02 A.18. and to Repeal and Recreate Subsection 6.05 A. *(of the Code of General Ordinances for the City of Kenosha)* Regarding Park Rules & Regulations.
7. Approval of Task Orders for Professional Services by SAA Design Group, Inc., for the following:
 - a. Poerio Park #11 Amendedment #2 *(District 1 & 4)*
 - b. Petzke Park #13-1 Amendment #1 *(District 1)*
 - c. Washington Park Velodrome #13-2 Amendment #1 *(District 6)*

8. Award of Contract for Project 14-1425 Kenosha Water Utility Fence Installation at Simmons Island (100 51st Place) to Northway Fence (Menomonee Falls, Wisconsin) in the amount of \$28,964.00. (District 2) (Public Works-Recommendation Pending)
9. Change Requests.

INFORMATIONAL ITEMS:

1. Project Status Report
2. Update & Recommendations from the Southport Beach House Citizen Committee
3. Status Update on the Southport Beach House
4. Dream Playground Concept

**DIRECTOR AND/OR SUPERINTENDENT COMMENTS
CITIZEN COMMENTS/COMMISSIONER COMMENTS/OTHER BUSINESS PERTAINING TO
PARKS COMMISSION MATTERS AS AUTHORIZED BY LAW**

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

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

BOARD OF PARK COMMISSIONERS
Minutes of Meeting held Friday, June 6, 2014

A meeting of the Board of Park Commissioners was held on Friday, June 6, 2014 in Room 204 of the Kenosha Municipal Building. The meeting was called to order at 7:00 am pm by Acting Chairman Rosenberg.

At roll call, the following members were present: Commissioners LaMacchia, Wicklund, and Rose. Chairman Gordon was excused. Staff members in attendance was Michael Lemens, Director of Public Works.

1. Request from the Moose Lodge for permission to sell fermented malt beverages at their Softball Tournament on June 7, 2014 from 9:00am to 7:00pm in Lincoln Park.
(District 12)
It was moved by Commissioner LaMacchia, seconded by Commissioner Rose, to approve. Motion carried unanimously.

COMMISSIONER COMMENTS: Commissioner Rose commented on the positive comments about the Kenosha Water Department he got at an event he was at. Commissioner Wicklund would like a progress reports for Simmons Island, Southport Beach House, Petzke Park and any other major projects at the next meeting. Acting Chairman Rosenberg asked for the progress of Anderson Park and the handicap fishing ramp.

ADJOURNMENT - There being no further business to come before the Board of Parks Commissioners, it was moved, seconded and unanimously carried to adjourn at 7:06 am.

BOARD OF PARK COMMISSIONERS
Minutes of Meeting held Monday, June 9, 2014

A meeting of the Board of Park Commissioners was held on Monday, June 9, 2014 in Room 204 of the Kenosha Municipal Building. The meeting was called to order at 5:06 pm by Acting Chairman LaMacchia.

At roll call, the following members were present: Commissioners Wicklund and Rose. Commissioners Rosenberg and Gordon were excused. Staff members in attendance were Shelly Billingsley, Deputy Director of Public Works/City Engineer; Jeff Warnock, Parks Superintendent; Deputy Police Chief Dan Miskinis; Jeff Labahn, Director of Community Development and Inspections; Rich Schroeder, Deputy Director of Community Development and Inspections; Alderperson David Bogdala, Alderperson Steve Bostrom, Alderperson Curt Wilson and Alderperson Bob Johnson.

It was moved by Commissioner Rose, seconded by Commissioner Wicklund, to approve the minutes from the meetings held on Monday, May 12, 2014 and May 19, 2014. Motion carried unanimously.

1. Request from the Kenosha Area Family & Aging Services for permission to sell fermented malt beverages and wine at their fundraising event on Thursday, August 21, 2014 from 3:00pm to 10:00pm at the Southport Beach House. (*District 12*)
Staff: Jeff Warnock spoke.
Public Hearing: Karen Kirchmeier (Operations Director) was present for questions.
It was moved by Commissioner Rose, seconded by Commissioner Wicklund, to approve as recommended. Motion carried unanimously.
2. Request from Kenosha Crew (*KASL*) to hold their "Lose the Shoes Summer Sports Festival" event on Saturday, July 26, 2014 (*with a rain date of Sunday, July 27, 2014*) at Simmons Island from 8:00am to 7:00pm. (*District 2*)
Staff: Jeff Warnock and Rich Schroeder spoke.
It was moved by Commissioner Rose, seconded by Commissioner Wicklund, to approve. Motion carried unanimously.
3. Request from Safe Harbor Humane Society to hold their "Walk for Paws" event on Sunday, September 14, 2014 at Lincoln Park from 2:00pm-6:00pm. (*District 12*)
Staff: Jeff Warnock spoke.
Public Hearing: Karin Bergquist was present and answered questions.
It was moved by Commissioner Rose, seconded by Commissioner Wicklund, to approve. Motion carried unanimously.
4. Resolution by the Mayor - To Recreate the Southport Beach House Citizen Committee for the Purpose of Researching and Recommending Additional Uses of the Southport Beach House To Enhance Its Use and Increase Revenue. (*Also referred to Public Works*) (*Referred from Council on 6/2/14*)
Alderperson: Alderperson David Bogdala answered questions.
It was moved by Commissioner Wicklund, seconded by Commissioner Rose, to approve. Motion carried unanimously.

INFORMATIONAL ITEMS:

1. Emerald Ash Borer Status Update – Jeff Warnock spoke and will have this item on a future date.
2. Tuesday Farmers Market Location Change – Jeff Warnock spoke.
3. Municipal Golf Course Caddie Program – Phil Poletti gave a presentation. Nicole Langley (from Manpower) spoke & answered questions. Marcus Gallo (Tremper High School Golf) was present.
4. Project Status Report – Shelly Billingsley spoke.

SUPERINTENDENT COMMENTS: Jeff Warnock let the Committee know that due to the weather the Parks Division has fallen behind in cutting the grass in parks, etc. The Parks Division is out cutting now.

CITIZEN COMMENTS: Tammy Conforti gave a thanks for taking the Dream Playground sign down in Kennedy and have it put in Petzke Park in a timely manner. She is excited with moving forward with this.

COMMISSIONER COMMENTS: Commissioner Wicklund spoke about the parking lot at the Southport Beach House. Acting Chairman LaMacchia said the Kite Flight event was a great success.

ADJOURNMENT - There being no further business to come before the Board of Parks Commissioners, it was moved, seconded and unanimously carried to adjourn at 5:55 pm.

**KEITH G. BOSMAN
MAYOR**



*CITY OF KENOSHA
625 – 52nd Street
Kenosha, Wisconsin 53140
(262) 653-4000
Fax (262) 653-4010*

June 30, 2014

TO: Chairman Scott Gordon, Parks Committee

FROM: Mayor Bosman

RE: Save the Youth Day

Greater Mt. Hebron Church is requesting from the Parks Committee the use of Lincoln Park for the Save the Youth Day from 2-4 p.m. Aug. 9, 2014. Setup begins at 8 a.m. Aug. 9. Take down will take place from 4-5 p.m. Aug. 9.

Recommendation: Parks Committee approval of use of Lincoln Park for the Save the Youth Day Aug. 9.

**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 Greater Mt. Hebron Church

Contact Person who is responsible for event: Antoinette Campbell

Address: 7445 20th ave

City/State/Zip Kenosha, WI 53143

Daytime # 262 287-8526 Evening # 262 287-8526 Cell# 262 287-8526

Fax # _____ E-mail: antoinettecampbell2010@yahoo.com

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

EVENT INFORMATION

Name of the Event: Save The Youth Day

Date Requested: August 9, 2014 Rain Date August 23, 2014

Location Requested: Lincoln Park(diamond area) Estimated Attendance 750

Charitable Event: No Yes, Proceeds donated to _____

Brief Description of the Event: This event is held annually to supply backpacks and school supplies to students in Kenosha. We will also have entertainment, games, and prizes for families. This is our 13th year doing this event

Set up date and time: August 9, 2014 at 8:00am

Time of Event: 2-4pm

Take down date and time: 4:150pm

FOR OFFICE USE ONLY:

Application Packet Received _____ Admin. Or Commission Approval _____

Copies sent to: Alderperson _____ Dirk _____ Police _____

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

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

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

yes
yes/no

Electric: See Item #8 in the manual. Service varies by location. The organization may be required to provide their own generators in order to supply the level of service required for their event.

yes/no

Water: Varies by location

PARK DIVISION:

Various areas may already contain minimal equipment, please indicate the number of additional items you will need. DO NOT list "same as last year"

of Benches 10 # of Picnic Tables 10 # of extra trash containers 5

of Barricades _____ Any Bleachers _____ Any Reviewing Stands _____

Showmobile New _____ Old 1

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

Other Special Requests: really need to showmobile and the kitchen open for setup
we will be using the entire park area by the baseball diamonds.

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 _____ Organization responsibility:

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

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

See Attached Fees Schedule

**KEITH G. BOSMAN
MAYOR**



CITY OF KENOSHA
625 – 52nd Street
Kenosha, Wisconsin 53140
(262) 653-4000
Fax (262) 653-4010

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June 23, 2014

TO: Chairman Scott Gordon, Parks Commission

FROM: Mayor Bosman

RE: Shooting for the Stars

Gregory Bennett Jr. is requesting from the Parks Commission the use of the Pennoyer Park Bandshell for a talent show and concert, Shooting for the Stars, to be held from 11 a.m.-5 p.m. Saturday, Aug. 9, 2014. They plan to set up from 8 a.m.- 11 a.m. on Aug. 9 and will take down the event by 6 p.m. on Aug. 9.

Recommendations: Parks Commission approval of use of the Pennoyer Park Bandshell for Shooting for the Stars on Aug. 9, 2014.

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 Gregory Bennett Jr.

Contact Person who is responsible for event: Gregory Bennett Jr.

Address: 7954 40th Ave

City/State/Zip Kenosha, WI, 53142

Daytime # Evening # Cell# 253-365-0638

Fax # E-mail: virsatilenuempire@gmail.com

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

EVENT INFORMATION

Name of the Event: Shooting For The Stars

Date Requested: July 12, 2014 8-9-14 Rain Date July 19, 2014

Location Requested: Bandshell Estimated Attendance ?

Charitable Event: X No Yes, Proceeds donated to

Brief Description of the Event: This event will be part charity and part profit. It will start with a talent show for the public all genres of music. There will be 3 different sets of prizes including cash and studio time. After the talent show there will be performances from all genres of music. The goal is give the opportunity to aspiring artists and musicians. Along with the performances we will also provide an open forum to answer questions future artists might have. Part of the proceeds will go to a selected school program and the rest of the proceeds will be recycled back into the company to help the winners complete a demo besides expenses.

Set up date and time: July 12, 2014 8-9-14

Time of Event: 11am-5pm

Take down date and time: July 12, 2014 6pm 8-9-14

FOR OFFICE USE ONLY:

Application Packet Received Admin. Or Commission Approval

Copies sent to: Alderperson Dirk Police

Fire: PW Admin PW-Streets: Kris

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

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

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

_____ Water: Varies by location
yes/no

PARK DIVISION:

Various areas may already contain minimal equipment, please indicate the number of additional items you will need. DO NOT list "same as last year"

of Benches n/a # of Picnic Tables n/a # of extra trash containers n/a

of Barricades n/a Any Bleachers _____ Any Reviewing Stands _____

Showmobile New _____ Old _____

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

Other Special Requests: I will need fencing I just don't have the measurements to provide at this time.

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 _____ Organization responsibility:

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

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

See Attached Fees Schedule

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

Please review Item #8 in the Policy/Procedure Manual

Name of Event Shooting For The Stars
Park Requested BandShell Date of Event: 09 AUG 14

**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: North Star Tent Rental (who I am planning to use.)
Work # 847-774-1059 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 Shooting For The Stars
Location of Event: BandShell Date of Event 09 Aug 2014
Contact Person Gregory Bennett jr

Type of Amplified Sound

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

Requested time of amplification: Start: 10am Ending 5pm

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

Renwood Messenger
Daytime # _____ Evening # _____ Cell # 253-365-0638

Aldersperson notification

Have you contacted the Aldersperson of the District in which the event will be held?
X Yes _____ No Date: 19 May 2014

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: Shooting For The Stars
Location of the Event: Bandshell Date of Event 09 Aug 2014
Name of Group/Organization providing the service Virsatile
Contact Person Gregory Bennett Jr
Address 7954 40th Ave Kenosha WI 53142
Daytime # '''' Evening # '''' Cell # 253-365-0638

Product or Service Sold

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

There will be food and beverages being sold besides T-shirts and Cd's

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])

Table, Tents, electricity and 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 _____

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

Signature

Vendor Signature _____ Date _____



ENGINEERING DIVISION
SHELLY BILLINGSLEY, P.E.
CITY ENGINEER

PARK DIVISION
JEFF WARNOCK
SUPERINTENDENT

FLEET MAINTENANCE
MAURO LENCI
SUPERINTENDENT

STREET DIVISION
JOHN H. PRIJIC
SUPERINTENDENT

WASTE DIVISION
ROCKY BEDNAR.
SUPERINTENDENT

DEPARTMENT OF PUBLIC WORKS

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

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

June 25, 2014

Gregory Bennett Jr
7954 40th Ave
Kenosha, WI 53142

RE: Park use for Shooting for the Stars at Pennoyer Park and the Bandshell

To whom it may concern:

Your request for park use at Pennoyer Park and the Bandshell for the Shooting for the Stars event on Saturday, August 9, 2014 will be reviewed by the Board of Parks Commission. The meeting is scheduled for:

**Monday, June 30, 2014
5:00 p.m.
Room 204
Kenosha Municipal Building, 625-52nd Street**

You and/or your representative are required to appear.

If you have any questions, you may contact the Community Relations Liaison Kris Kochman at 262-653-4177 or kkochman@kenosha.org.

Sincerely,

Diane S. Miles
Secretary of the Parks Commission

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

KEITH G. BOSMAN
MAYOR



CITY OF KENOSHA
625 – 52nd Street
Kenosha, Wisconsin 53140
(262) 653-4000
Fax (262) 653-4010

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June 23, 2014

TO: Chairman Scott Gordon, Parks Commission

FROM: Mayor Bosman

RE: Kenosha Symphony: Shindig on the Shore

The Kenosha Symphony Orchestra Association is requesting from the Parks Commission the use of the Pennoyer Park Bandshell for a free, outdoor concert, Shindig on the Shore, to be held from 6-9:30 p.m. Friday, Sept. 5, 2014. They plan to set up beginning at 12 noon on Sept. 4 and will take down the event by 11 p.m. on Sept. 5. The Symphony plans to apply for fermented malt beverage sales as part of their event.

Recommendations: Parks Commission approval of use of the Pennoyer Park Bandshell for the Symphony Concert on Sept. 5, 2014.

**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 Kenosha Symphony Orchestra Association, Inc.

Contact Person who is responsible for event: Sarah Gorke

Address: 723 58th Street, Suite 301

City/State/Zip Kenosha, WI 53140

Daytime # (262)654-9080 Evening # _____ Cell# (715)207-8745

Fax # (262)654-8809 E-mail: executivedirector@kenoshasymphony.org

Is the Host Organization a 501(c)-3? Yes, provide ES# 39-6078201

EVENT INFORMATION

Name of the Event: KSO Shindig on the Shore

Date Requested: September 5th, 2014 Rain Date none

Location Requested: Pennoyer Park Bandshell Estimated Attendance 1,000

Charitable Event: No Yes Yes, Proceeds donated to Kenosha Symphony Orchestra Association, Inc.

Brief Description of the Event: This free, outdoor concert is in celebration of the KSO's 75 years of commitment to the arts, education, and to the Kenosha community. This event is designed to advertise the upcoming season and to give back to the community that has so faithfully supported us throughout our history. Included at the event will be vendors, concessions, KSO t-shirt sales, and volunteers serving as ushers and donation collectors.

Set up date and time: September 4th, 12:00pm

Time of Event: 6:00-9:30pm

Take down date and time: September 5th, 12:00am

FOR OFFICE USE ONLY:

Application Packet Received _____ Admin. Or Commission Approval _____

Copies sent to: Alderperson _____ Dirk _____ Police _____

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

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

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

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

yes Water: Varies by location
yes/no

PARK DIVISION:

Various areas may already contain minimal equipment, please indicate the number of additional items you will need. DO NOT list "same as last year"

of Benches _____ # of Picnic Tables _____ # of extra trash containers _____

of Barricades _____ Any Bleachers _____ Any Reviewing Stands _____

Showmobile New _____ Old _____

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

Other Special Requests: Portable fencing needed pending approval of permit to sell malt beverages.

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 _____ Organization responsibility:

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

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

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

Please review Item #8 in the Policy/Procedure Manual

Name of Event KSO Shindig on the Shore
Park Requested Pennoyer Park Date of Event: September 5, 2014

**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: General Rental

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 KSO Shindig on the Shore

Location of Event: Pennoyer Park Date of Event September 5, 2014

Contact Person _____

Type of Amplified Sound

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

Requested time of amplification: Start: _____ Ending _____

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

City of Kenosha

Daytime # _____ Evening # _____ Cell # _____

Aldersperson notification

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

_____ Yes No _____ No Date: _____

See Attachment D1 for an excerpt of the Noise Ordinance or go to the City of Kenosha web site at www.kenosha.org and click on General Ordinances and review Section 23.

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

Name of Event: KSO Shindig on the Shore

Location of Event Pennoyer Park Date of Event September 5, 2014

Name of Group Responsible Kenosha Symphony Association, Inc.

Person that is Responsible for License and Regulations Sarah Gorke

Address 723 58th St. Suite 301

Daytime # 262-654-9080 Evening # _____ Cell # 715-207-8745

Beer Selling Permit Information

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

To Be Determined

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

Kenosha Police Department - Offi Duty officers will be monitoring the Beer Garden area in fulfillment of city expectations

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

No Yes, Indicate Application Date: _____

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

Have you submitted the Certificate of Insurance with a liquor liability naming the City of Kenosha as additionally insured?

No Yes, Indicate Application Date: _____

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

**PARK VENDING PERMIT APPLICATION
CITY OF KENOSHA – PUBLIC WORKS/PARKS**

**EACH INDIVIDUAL VENDOR MUST FILL OUT AN APPLICATION
NOTE: COPIES OF THIS APPLICATION CAN BE DUPLICATED**

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

Name of the Event: KSO Shindig at the Shore

Location of the Event: Pennoyer Park Date of Event September 5, 2014

Name of Group/Organization providing the service _____

Contact Person _____

Address _____

Daytime # _____ Evening # _____ Cell # _____

Product or Service Sold

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

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 _____

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

Signature

Vendor Signature _____

Date _____



ENGINEERING DIVISION
SHELLY BILLINGSLEY, P.E.
CITY ENGINEER

PARK DIVISION
JEFF WARNOCK
SUPERINTENDENT

FLEET MAINTENANCE
MAURO LENCI
SUPERINTENDENT

STREET DIVISION
JOHN H. PRIJIC
SUPERINTENDENT

WASTE DIVISION
ROCKY BEDNAR.
SUPERINTENDENT

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

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EMAIL PUBLICWORKS@KENOSHA.ORG

June 25, 2014

Kenosha Symphony Orchestra Association Inc
Attn: Sarah Gorke
723 58th St, Ste 301
Kenosha, WI 53140

RE: Park use for a KSO Shindig on the Shore at Pennoyer Park and the Bandshell

To whom it may concern:

Your request for park use and the sale of fermented malt beverages at Pennoyer Park and the Bandshell for the KSO Shindig on the Shore event on Friday, September 5, 2014 will be reviewed by the Board of Parks Commission. The meeting is scheduled for:

Monday, June 30, 2014
5:00 p.m.
Room 204
Kenosha Municipal Building, 625-52nd Street

You and/or your representative are required to appear.

If you have any questions, you may contact the Community Relations Liaison Kris Kochman at 262-653-4177 or kkochman@kenosha.org.

Sincerely,

Diane S. Miles
Secretary of the Parks Commission

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



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June 25, 2014

To: Scott N. Gordon, Chairman,
Park Commission

From: Michael M. Lemens, P.E.
Director of Public Works

Subject: Request from the Boy Scouts of America for closing Pennoyer Park Road for a "Derby Car" event on Saturday, August 16, 2014 from 7:00 am to 1:00 pm. (District 1)

BACKGROUND/ANALYSIS

The Boy Scouts of America is hosting a Cubmobile Derby Car event on Saturday, August 16, 2014. Staff has studied the two areas requested and we have concluded that Pennoyer Park Road would be the only acceptable location for this event. The Boy Scouts of American will set up barricades prior to the event and return them to the curb lawn area.

RECOMMENDATION

Staff recommends approval of Pennoyer Park Road for the Derby Car event.

MML/dm

Zimbra**mlemens@kenosha.org**

Re: "cubmobile"

From : Steven Peacy <peacys@yahoo.com>

Tue, Jun 17, 2014 10:14 AM

Subject : Re: "cubmobile"**To :** Michael Lemens <mlemens@kenosha.org>,
Brian Boehm <eagle1@tds.net>, Cub Master
<cubmaster@cubscoutpack570.org>**Reply To :** Steven Peacy <peacys@yahoo.com>

Mr. Lemens

We would like to request the use of pennoyer park for the derby. If by chance we find something better we can always rescind this request. However time is running out on getting the approval so please add it to the agenda.

Thanks
Steve Peacy

On Monday, June 16, 2014 5:24 PM, Michael Lemens <mlemens@kenosha.org> wrote:

Mr. Peacy:

Thank you for providing the supplemental information. I have discussed your proposal with the staff here, and we are in agreement that the west to east hill at Simmons is definitely out of the question. Besides the curves and slope of the hill (more than just gradual) there is no run-out at the end. Even the "grand-prix" go-kart racers that ran her in 2001 would not run that hill west to east because it was too dangerous - and those things were made to turn at speed and were operated by experienced adults.

We also do not believe that north to south hill is very safe for the cub scouts. There is a construction project in progress on Simmons Island right now, and we do not know when that will be completed. In addition, there is a very large puddle at the bottom of the hill due to some drainage issue, and it would not provide a safe condition for the children if it should rain a day or two before the race.

My staff and I are in agreement that we could support your request for an event in Pennoyer, but not at Simmons.

We have not checked the existing schedule for any conflicts regarding the date you suggested, so I can't say for certain if the park is available. However, we would be willing to include your request for the Pennoyer Park hill on the next Parks Commission agenda if you confirm the request.

Sincerely

Michael M. Lemens, P.E.
Director of Public Works

From: "Steven Peacy" <peacys@yahoo.com>
To: "Michael Lemens" <mlemens@kenosha.org>
Cc: "Shelly Billingsley" <sbillingsley@kenosha.org>, "Jeff Warnock" <jwarnock@kenosha.org>, "Brian Boehm" <eagle1@tds.net>, "Jim Reeder" <James.Reeder@Scouting.org>, "Cub Master" <cubmaster@cubscoutpack570.org>
Sent: Monday, June 16, 2014 10:09:02 AM
Subject: Re: "cubmobile"

Good morning!

Thanks for the quick response and for considering this location for us to use.

Safety is our primary concern and we are not willing to sacrifice safety for fun. All the cubmobile will have a hand held breaks and a seat belt. Drivers will be in long sleeve shirts and pants. They will have to wear a bike/skateboard helmet while driving. I have attached the specs for the cubmobile so you can see what they will be driving. Prior to the race the cubmobile will be inspected to insure the rules for building the cubmobile have been followed.

Ideally we would love the hill that goes east to west it is not that steep and has a gradual slope with a couple of curves. The curves are small and we believe the scouts would be able to make the turns with the limited steering capabilities of the car. (I am going to try to get this tested out this week sometime.) We will have straw bales lining the track as well.

Participation is a hard one, the scouts have not held this even for a long time. The hope is that we will have 15 to 20 cars and about 60 drivers, which will increases each year. The goal of the derby is to have 2 cubmobiles go down the road at the same time. Each scout will be timed, in each lane and he will keep the best time.

Thanks

Steve Peacy

262-617-1322

On Monday, June 16, 2014 8:22 AM, Michael Lemens <mlemens@kenosha.org> wrote:

Mr. Peacy:

Thank you for submitting a request to use a park road for your Cub Scout event, but before we can review it I would like some additional information.

How many "go-karts" and/or teams will be involved?

Are the carts motorized or are they like soap Box Derby racers?

Will this be a race?

If at Simmons, what direction were you you planning on running the vehicles - from north to south, or from west to east?

What kind of safety equipment do you plan on installing to protect the driver(s)?

Quite frankly the hill at Simmons is probably not the safest location for an event involving such young participants. There are curves in both directions at Simmons, and the west to east route is particularly hairy.

As far as I know the home-built soap box derby cars were never really designed to be driven through curves.

I will review the additional information you provide with my staff, but I can tell you that in the interest of safety for the kids I would prefer you limit your request to the Pennoyer Park hill.

M. Lemens

Zimbra

dhoff@kenosha.org

cubmobile derby Aug. 16th Simmons Island

From : Steven Peacy <peacys@yahoo.com>

Sat, Jun 14, 2014 04:42 PM

Subject : cubmobile derby Aug. 16th Simmons Island**To :** publicworks@kenosha.org**Reply To :** Steven Peacy <peacys@yahoo.com>**To Mike Lemens:**

The Boy scouts of America, gateway district of southeast Wisconsin, would like to host a Cub Scout event on Saturday August 16th at Simmons Island Park. The event will be a cubmobile derby. That is where the Cub Scouts will build a go-kart and race it down a hill. We would like to close down the hill going to the Simmons boat house. We would like the road closed from 7:00 AM to 1:00PM on August 16th. I looked online and all permits needed to be in 90 days prior to the event since we are already past that date I am hoping you will be able to help us out. Please let me know what steps I need to take to secure this spot and when/if I can announce the location. If Simmons will not work our 2nd choice would be Pennoyer Park.

I already talked to Alderman Eric J. Haugaard and Scott Gordon about the event being held at Simmons island. They referred me to Mike Lemens for further approvals.

Thanks for your time

Steve PeacyCubmaster pack 422262.617.1322



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June 26, 2014

To: Scott N. Gordon, Chairman,
Park Commission

From: Michael M. Lemens, P.E. *[Signature]*
Director of Public Works *6-26-14*

Subject: Ordinance by Alderperson Scott Gordon, Co-Sponsors Alderpersons Kurt Wickland, David Paff, Rhonda Jenkins, Jack Rose, Eric Haugaard, Patrick Juliana, Jan Michalski, Bob Johnson, Keith Rosenberg, and Curt Wilson – To Renumber Subsection 1.06 Y to 1.06 Z; and to Create Subsection Y (*of the Code of General Ordinances for the City of Kenosha*) Regarding Kenosha Hometown Heroes Commission

BACKGROUND/ANALYSIS

As an oral referral from Common Council, the Legal Department has prepared the following Ordinance To Renumber Subsection 1.06 Y to 1.06 Z; and to Create Subsection Y (*of the Code of General Ordinances for the City of Kenosha*) Regarding Kenosha Hometown Heroes Commission.

RECOMMENDATION

Staff has no recommendation.

MML/dm

ORDINANCE NO. _____

SPONSOR: ALDERPERSON SCOTT GORDON
CO-SPONSOR: ALDERPERSON KURT WICKLUND
CO-SPONSOR: ALDERPERSON DAVID PAFF
CO-SPONSOR: ALDERPERSON RHONDA JENKINS
CO-SPONSOR: ALDERPERSON JACK ROSE
CO-SPONSOR: ALDERPERSON ERIC HAUGAARD
CO-SPONSOR: ALDERPERSON PATRICK JULIANA
CO-SPONSOR: ALDERPERSON JAN MICHALSKI
CO-SPONSOR: ALDERPERSON BOB JOHNSON
CO-SPONSOR: ALDERPERSON KEITH ROSENBERG
CO-SPONSOR: ALDERPERSON CURT WILSON

**TO RENUMBER SUBSECTION 1.06 Y TO 1.06 Z; AND TO CREATE
SUBSECTION Y OF THE CODE OF GENERAL ORDINANCES FOR
THE CITY OF KENOSHA REGARDING KENOSHA HOMETOWN
HEROES COMMISSION**

The Common Council of the City of Kenosha, Wisconsin, do ordain as follows:

Section One: Subsection 1.06 Y of the Code of General Ordinances for the City of Kenosha, Wisconsin, is hereby renumbered as 1.06 Z.

Section Two: Subsection 1.06 Y of the Code of General Ordinances for the City of Kenosha, Wisconsin, is hereby created as follows:

Y. Kenosha Hometown Heroes Commission.

1. Title. There is hereby created the “Kenosha Hometown Heroes Commission”.

2. Purpose. Every year men and women of the City of Kenosha proudly serve in our military, preserving the freedoms and democracy that our country provides. The purpose of the Commission shall be to identify and recognize as Hometown Heroes, worthy men and women who have served or are currently serving in the United States Armed Forces who were born in, currently reside in or have previously resided for ten (10) years or more at anytime, in the City of Kenosha, Wisconsin.

3. Members. There shall be seven (7) members: one (1) shall be an alderperson, with preference given to an alderperson who is a veteran of the United States Armed Forces when possible, six (6) shall be adult residents of the City of Kenosha, four (4) of which shall be veterans of the United States Armed Forces. All members shall be appointed by the Mayor and

confirmed by the Common Council.

4. Term. The term of the members shall be two (2) years commencing on September 1. The terms shall be staggered and the initial term will be September 1, 2014, shall be as follows: One (1) member who is an alderperson shall serve for two (2) years; three (3) citizens, two (2) of which are veterans shall serve for two (2) years; three (3) citizens, two (2) of which are veterans shall serve one (1) year. There shall be no limit on the number of consecutive terms of members.

5. Officers. The Mayor shall appoint a chairperson and the Commission shall elect a vice-chairperson from its members. The Mayor may appoint a City employee to act as secretary for the Commission at no additional compensation to be paid to said employee other than compensatory time off unless such compensation is authorized in advance by the Common Council.

6. By-Laws. The Commission may, from time to time, adopt bylaws and rules of procedure fixing the time and place of meeting, prescribing the manner of keeping records and treating other matters.

7. Duties.

- a. To comprise a list of Kenosha's Hometown Heroes.
- b. To review nominations provided by the public to identify Kenosha's Hometown Heroes who will be recognized quarterly at regular meeting of the Common Council.
- c. To select a Hometown Hero of the year and recognize that person at the last regular meeting of the Common Council of the calendar year in which they are selected.

Section Three: This Ordinance shall become effective upon passage and

publication.

ATTEST: _____ City Clerk

APPROVED: _____ Mayor Date:

Passed:

Published:

Drafted By:
MATTHEW A. KNIGHT
Deputy City Attorney



ENGINEERING DIVISION
SHELLY BILLINGSLEY, P.E.
CITY ENGINEER
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DEPARTMENT OF PUBLIC WORKS

MICHAEL M. LEMENS, P.E., DIRECTOR
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Junel 25, 2014

To: Scott N. Gordon, Chairman,
Park Commission

From: Michael M. Lemens, P.E.
Director of Public Works

Subject: Ordinance by Alderperson Jan Michalski – To Repeal and Recreate Subsection 6.02 A.18. and to Repeal and Recreate Subsection 6.05 A. (of the Code of General Ordinances for the City of Kenosha) Regarding Park Rules & Regulations.

BACKGROUND/ANALYSIS

The Legal Department has prepared the following Ordinance To Repeal and Recreate Subsection 6.02 A.18. and to Repeal and Recreate Subsection 6.05 A. (of the Code of General Ordinances for the City of Kenosha) Regarding Park Rules & Regulations.

RECOMMENDATION

Staff has no recommendation.

MML/dm

ORDINANCE NO. _____

SPONSOR: ~~PARKS COMMISSION~~
ALDERPERSON JAN MICHALSKI

**TO REPEAL AND RECREATE SUBSECTION 6.02 A.18., AND TO
REPEAL AND RECREATE SUBSECTION 6.05 A. OF THE CODE
OF GENERAL ORDINANCES FOR THE CITY OF KENOSHA
REGARDING PARKS RULES AND REGULATIONS**

The Common Council of the City of Kenosha, Wisconsin, do ordain as follows:

Section One: Subsection 6.02 A.18. of the Code of General Ordinances

for the City of Kenosha, Wisconsin, is hereby repealed and recreated as follows:

(1) The possession and drinking of fermented malt beverages and wine shall be allowed in the following City Parks and buildings, provided that persons and groups obtain ~~a the express advance written permission from the Superintendent of Parks or designee who shall grant such permits only to persons or groups possessing Picnic Permits issued pursuant to Section 6.05 of this chapter~~ for the date for which said person or group requests ~~a Beer Permit~~ a permit. ~~All Fermented Malt Beverage Permits~~ Permits received pursuant to this subsection shall expire at 10:00 P.M. of each day, unless otherwise provided by the Superintendent of Parks or designee.

(2) The sale and giving away of fermented malt beverage or wine is permitted only by persons and groups appropriately licensed under State Law and local ordinance.

~~(3) The use of fermented malt beverages shall be allowed by permit at the following parks and buildings: Alford, Washington, and Kennedy; the Municipal Golf Course Clubhouse and Simmons Athletic Field, and Southport Beachhouse. The use of fermented malt beverages shall be allowed by permit for softball or baseball tournaments at Lincoln, Nash and Poerio Parks. No fermented malt beverages shall be allowed at Anderson Park. The Board of Park Commissioners may allow the use of fermented malt beverages at any other park for special events.~~

(34) The sale and consumption of alcoholic beverages is permitted at Simmons Island Beachhouse, provided that the location is appropriately licensed under State law and local Ordinance.

Section Two: Subsection 6.05 A. of the Code of General Ordinances

for the City of Kenosha, Wisconsin, is hereby repealed and recreated as follows:

A. Permits Required. A permit shall be required under this Ordinance prior to and as a condition of any person, party, firm or corporation undertaking any of the following activities:

1. Hold any assembly or gathering of two hundred fifty (250) or more persons.
2. Engage in organized athletic competition or team sports.

3. Reserve any athletic field for a date and time certain.
4. Reserve any picnic area for a date and time certain.
5. Sell food, beverage or any other product or service.
6. Possess and consume fermented malt beverages and/or wine.
7. Perform any act, otherwise prohibited.
8. Produce amplified sound in excess of decibel limit specified in Chapter 23 of the Code of General Ordinances.

The failure to obtain such permit shall be deemed a violation of this Ordinance.

Section Three: This Ordinance shall become effective upon passage and publication.

ATTEST: _____ City Clerk

APPROVED: _____ Mayor

Passed:

Published:

Drafted By:
MATTHEW A. KNIGHT
Deputy City Attorney



ENGINEERING DIVISION
SHELLY BILLINGSLEY, P.E.
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June 24, 2014

To: Scott Gordon, Chairman
Park Commission

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

Cc: Eric Haugaard
District 1

G. John Ruffolo
District 4

Dave Paff
District 6

Subject: *Approval of Task Order Amendments for Professional Services by SAA Design Group, Inc., for the Peorio Park Trail.*

- a. *Peorio Park Trail Task Order #11 – Amendment #2*
- b. *Petzke Park Task Order #13-1 – Amendment #1*
- c. *Washington Park Velodrome Task Order #13-2 – Amendment #1*

BACKGROUND INFORMATION

- a. The Kenosha Park Division has received a task order amendment from SAA Design Group, Inc for additional work needed for the Peorio Park Trail. The additional work will require revised plan for rebidding the project to include the bridge and boardwalk separately from the grading work.

The funds for this work is under the CIP Line Item PK-11-001 for CORP & Master Plan Implementation and will require the Change Request requested for on this agenda.

- b. The Kenosha Park Division has received a task order amendment from SAA Design Group, Inc for additional work needed for Petzke Park. The work will allow for the addition design needed to provide a fully accessible bathroom. The additional work will require architectural plans.

The funds for this work is under the CIP Line Item PK-11-001 for CORP & Master Plan Implementation.

- c. The Kenosha Park Division has received a task order amendment from SAA Design Group, Inc. for additional work needed for Washington Park Velodrome. The additional work will require revised plan for rebidding the project.

The funds for this work is under the CIP Line Item PK-11-001 for CORP & Master Plan Implementation.

RECOMMENDATION

- a. Approve Task Order #11-Amendment #2 between the Department of Public Works - Park Division and SAA Design Group for the Poerio Park Trail for \$1,400 pending approval of the June 30, 2014 Change Request.
- b. Approve Task Order #13-1 Amendment #1 between the Department of Public Works – Park Division and SAA Design Group for Petzke Park for \$19,590.
- c. Approve Task Order #13-2 Amendment #1 between the Department of Public Works – Park Division and SAA Design Group for Washington Park Velodrome for \$6,010.

TASK ORDER #11 AMENDMENT #2 - SCOPE OF SERVICES

Tasks to be completed:

1. **Site Survey and Basemap Compilation**
SAA will acquire and assemble site survey drawings to be provided by the city. All existing topographic information to be analyzed at a one foot contour level. All existing pavement, structures, creek bed limits, storm sewer, water service, electrical service, and sanitary sewer information must be provided in the detailed topographic survey provided to SAA.
2. **Meeting #1: Design Program and Coordination**
SAA will hold one meeting with city staff to coordinate limits of construction (north side trail junction, creek crossing, south side trail alignment, and southern terminus), design parameters, constraints, and permitting requirements.
3. **Preliminary Design**
SAA will prepare design development drawings for the limits of construction to include trail/path layout grading, bridge and boardwalk design, demolition plans, and erosion control. The new trail/path will connect from the existing bicycle/pedestrian system on the north side of the creek to the northern edge of the parking lot adjacent to the baseball quad.
4. **Meeting #2: Design Review**
SAA will attend one meeting with city staff to review preliminary engineering drawings. Digital copies (pdf) of the plans will be submitted to the city for review one week prior.
5. **Construction Document Bid Set Preparation**
SAA will prepare bid documents to be let publicly in the summer of 2013. Bid documents to include detailed construction plans and project specifications (city standards to be utilized with SAA Special Provisions). Final documents to be provided to the city in print ready digital format.
6. **Prepare Cost Estimate**
SAA will assemble a detailed estimate of probable construction costs based upon the final construction documents.
7. **Permitting**
SAA will complete the required DNR WRAPP (NOI) permit, General Permit for a Clearspan Bridge, Chapter 30 if required, and submit to the review agency prior to plans being let for bidding. Permitting fees will be paid by SAA and submitted for reimbursement to the city. All local permitting (erosion control, stormwater) will be completed by the city unless otherwise requested of SAA.
8. **Prepare Wetland Delineation and Revised Permit**
SAA will complete a wetland delineation for the lower river basin area within the project limits and submit to WDNR for approval. SAA will also prepare and submit the new DNR GP permit for project construction approval.
9. **Additional Coordination with ACOE**
SAA will modify plans, specs, and provide additional information to the Army Corps of Engineers related to the wetland fill permit for the boardwalk. This work includes calculations, waterway flow analysis, supplemental drawing preparations, etc.
10. ***Rebid Project**
SAA will modify plans, specs to rebid the project to include only the bridge and boardwalk components. A separate plan set including the remaining project components will be provided to the city for internal construction use.

Poerio Park Trail CDs

Deliverables:

Final project deliverables will include the following:

- One (1) 11x17 inch preliminary plan set for the review meeting (Meeting #2)
- One (1) 8.5x11 inch final estimate of probable construction costs
- One (1) copy of submitted permits (digital format)
- One (1) CD/DVD containing final copy-ready construction documents and estimate of probable construction costs (native format and PDF)
- *One (1) copy of submitted wetland delineation (digital format)
- *One (1) copy of submitted DNR revised GP permit (digital format)

Schedule:

Project work can begin on July 1 and will be completed by August 15, 2014.

Fee:

In consideration of the preceding scope of services, the original fee, including expenses totaled \$26,945. The additional work/fee request will add \$1,400 for a new total of \$28,345.

TASK ORDER #13-1 AMENDMENT - SCOPE OF SERVICES

Tasks to be completed:

1. Preliminary Design
SAA will prepare design development drawings for new restroom/shelter building. This facility will be upgraded to accommodate for mobility impaired users. Our team now includes our trusted partners: Hein Engineering and Architecture Madison for this redesign effort. These two firms specialize in this type of facility.
2. Construction Document Bid Set Preparation
SAA will prepare bid documents to be let publicly in the fall of 2014.
3. Additional Review Meeting with City Staff
SAA will attend a review meeting with city staff and the Dream Park representative to review preliminary design drawings.

Deliverables:

Final project deliverables will include the following:

- One (1) CD/DVD containing final copy-ready construction documents and estimate of probable construction costs (native format and PDF)

Schedule:

SAA is prepared to begin work on the project on or about July 1, 2014 and will complete the project by October 1, 2014.

Fee:

In consideration of the preceding scope of services, SAA proposes a fixed fee, including expenses of \$19,590. This is broken down as follows: Hein Engineering - \$4,200, Architecture Madison - \$12,700, and SAA - \$2,690.

Washington Park Velodrome

TASK ORDER #13-2 AMMENDMENT - SCOPE OF SERVICES

Tasks to be completed:

1. **Site Survey and Basemap Compilation**
SAA will acquire and assemble site survey and infrastructure drawings to be provided by the city. All existing topographic information to be analyzed at a one foot contour level. All existing pavement surfaces, fence structures, storm sewer, water service, electrical service, and sanitary sewer information must be provided in the detailed topographic survey provided to SAA. The city will provide geotechnical investigation (borings) in the areas identified by SAA to facilitate pavement design requirements.

2. **Meeting #1: Design Program and Coordination**
SAA will attend one meeting with city staff to coordinate limits of construction (Velodrome banks, bowl, and required grading limits), design parameters, construction access and staging, constraints, and permitting requirements.

A secondary meeting shall be held on the same day with representatives from the Kenosha Velodrome Association to discuss issues such as desired surfacing, slopes, and other issues. Direction from this meeting shall be incorporated into the preliminary design.

3. **Preliminary Design**
SAA will prepare design development drawings for the project to include demolition plans, erosion control, site grading, pavement design, landscape restoration design, and onsite stormwater conveyance. No stormwater management facilities are included. Should DNR require new treatment facilities, an amendment shall be negotiated.

4. **Meeting #2: Design Review**
SAA will attend one meeting with city staff to review preliminary engineering drawings. Digital copies (pdf) of the plans will be submitted to the city for review one week prior.

5. **Construction Document Bid Set Preparation**
SAA will prepare bid documents to be let publicly in the summer of 2013 (fall construction). Bid documents to include detailed construction plans and project specifications (city standards to be utilized with SAA Special Provisions). Final documents to be provided to the city in print ready digital format.

6. **Prepare Cost Estimate**
SAA will assemble a detailed estimate of probable construction costs based upon the final construction documents.

7. **Meeting #3: Final Design Review**
SAA will attend one meeting with city staff to review final plans prior to bidding.

8. **Final Design Revisions**
SAA will revise the final construction documents based upon the city review (Meeting #3). This task will also include discussion with DNR permitting agency to ensure completeness of materials and regulatory compliance.

9. **Permitting**
SAA will complete the required DNR WRAPP (NOI), and submit to the review agency prior to plans being let for bidding. Permitting fees will be paid by SAA and submitted for reimbursement to the city. All local permitting (erosion control, stormwater) will be completed by the city unless otherwise requested of SAA. Should DNR require a Chpt 30 permit an amendment will be negotiated.

Washington Park Velodrome

10. Rebid services

SAA will revise the bid documents to provide two new bid packages. One set will include the bridge and trail work, one set will include only the Velodrome work. A new NOI may be required.

Deliverables:

Final project deliverables will include the following:

- One (2) 22x34 inch preliminary plan set for the review meeting (Meeting #2)
- One (1) 8.5x11 inch final estimate of probable construction costs
- One (2) 22x34 inch final plan set for the review meeting (Meeting #3)
- One (1) copy of submitted permits (digital format)
- One (1) CD/DVD containing final copy-ready construction documents and estimate of probable construction costs (native format and PDF)

Schedule:

SAA is prepared to begin work on the project on or about March 12, 2013 and will complete the project by July 1, 2013. The revised scope of work is expected to be completed by August 1, 2014.

Fee:

In consideration of the preceding scope of services, SAA proposes a fixed fee, including expenses of \$25,895.

For the amendment scope of services (Item #10), SAA requests an additional fixed fee of \$ 6,010 including expenses.



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CITY ENGINEER
PARK DIVISION
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SUPERINTENDENT

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

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June 26, 2014

To: Eric J. Haugaard, Chairman, Public Works Committee
Scott N. Gordon, Chairman, Park Commission
From: Shelly Billingsley, P.E. *Shelly Billingsley*
Deputy Director of Public Works /City Engineer
Subject: Project: 14-1425 Kenosha Water Utility Fence at Simmons Island
Location: 100 51st Place

The Department of Public Works, Engineering Division has opened bids for the above referenced project. Engineer's Estimate was \$43,000.00. Budget amount is \$43,000.00.

This project consists of providing and installing a steel fence and gate partially around the Kenosha Water Utility Production Plant at Simmons Island.

Following is the list of bidders:

Contractor	Bid Total
Northway Fence, Menomonee Falls, WI	\$26,330.80
Century Fence Co., Pewaukee, WI	\$26,829.00
Aluminum Fence Corp., Kenosha, WI	\$28,504.36
Statewide Fencing, Franksville, WI	\$28,727.00
Munson, Inc., Glendale, WI	\$32,557.36

It is recommended that this contract be awarded to Northway Fence, Menomonee Falls, Wisconsin, for the base bid amount of \$26,330.80 plus \$2,633.20 in contingency for unforeseen conditions (if needed), for total award amount of \$28,964.00. Funding is from CIP Line Item PK-11-001.

SAB/kjb



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June 24, 2014

To: Scott Gordon, Chairman
Park Commission

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

Cc: Eric Haugaard
District 1

G. John Ruffolo
District 4

Daniel Prozanski
District 14

Subject: *Change Requests – (Action Required / Not Receive and File)*

BACKGROUND INFORMATION

Staff has prepared the changes to the 2013 CORP Implementation spreadsheet for funding for the following items:

- Reallocating \$1,601 from Gangler for engineering for sidewalk removal and replacement.

RECOMMENDATION

Staff would recommend approval of the change request reducing the 2013 Gangler design allocation by \$1,601 and increasing Peorio Design by \$1,601 for a net change of \$0.

2013 Proposed Improvements

*(Assumes 2.5% Inflation)
REVISED 6-30-14*

MINI PARKS				
Park	Description	Construction	Design	Total
Bullamore	Basketball (1/2 court)	\$5,125	\$513	\$5,638
Civic Center	Benches (2)	\$2,566	\$0	\$2,566
Kenfair	Spring Riders (2)	\$2,149	\$0	\$2,149
Newman	Park Shelter	\$0	\$0	\$0
	<i>CORP</i>	\$9,840	\$513	
MINI PARKS SUBTOTAL		\$9,840	\$513	\$10,353

NEIGHBORHOOD PARKS				
Park	Description	Construction	Design	Total
Baker	Landscape Restoration	\$0	\$0	\$0
CJ Clausen	Soccer Goal (2)	\$3,075	\$0	\$3,075
Forest	Open Air Shelter	\$0	\$0	\$0
Gangler	Sidewalk	\$11,016	\$0	\$11,016
Limpert	Sidewalk (450')	\$0	\$0	\$0
Petretti	Play Equipment	\$25,625	\$0	\$25,625
	Spring Riders (2)	\$1,640	\$0	\$1,640
Red Arrow	Spinning Cup	\$1,025	\$0	\$1,025
	Basketball Court	\$0	\$0	\$0
Petzke (Master Plan)	Phase 2: BUDGET ONLY CONSTRUCT 2014 (Paths, Shelter with Restrooms, Splash Pad, Utility Connections, and Misc. Park Supplies)	\$0	\$53,070	\$53,070
Strawberry Creek (Master Plan)	Phase 2: (Site Clearing, Paths, Lighting, Basketball and Sand Volleyball Court, and Landscaping)	\$402,220	\$0	\$402,220
	<i>CORP</i>	\$42,381		
	<i>Master Plans</i>	\$402,220		
	<i>CORP and Master Plan Design</i>		\$53,070	
NEIGHBORHOOD PARKS SUBTOTAL		\$444,601	\$0	\$497,671

COMMUNITY PARKS				
Park	Description	Construction	Design	Total
Alford	Bike Racks	\$513	\$0	\$513
Anderson	Basketball Court (2)	\$0	\$0	\$0
	Sand Volleyball Court (2)	\$0	\$0	\$0
Lincoln	Tree Identification Plaques (\$100 ea.)	\$1,025	\$0	\$1,025
Nash	Pave Parking Lot	\$0	\$0	\$0
	Concessions/Restroom Building	\$0	\$0	\$0
Peorio	Trail System (Stewardship Funds)	\$228,000	\$29,401	\$257,401
Southport	Reconfigure Parking Lot	\$0	\$0	\$0
	Trail System (Stewardship Funds)	\$120,000	\$10,000	\$130,000
Washington	Design/Engineering for Restroom Improvements	\$0	\$0	\$0
	Velodrome Resurfacing (CIP)	\$256,250	\$30,625	\$286,875
Simmons Island (Master Plan)	Design/Engineering for Phase I	\$0	\$313,399	\$313,399
	Equipment Required for Park Personnel for Implem.	\$3,500	\$0	\$3,500
	<i>CORP</i>	\$605,788		
	<i>Master Plans</i>	\$0		
	<i>CORP and Master Plan Design</i>		\$383,425	
COMMUNITY PARKS SUBTOTAL		\$609,288	\$383,425	\$992,713

CONSERVANCY PARKS				
Park	Description	Construction	Design	Total
	Trail System (Stewardship Funds)	\$273,610	\$27,861	\$301,471
Shagbark	Design/Engineering for Prairie Management Area	\$0	\$0	\$0
	Design/Engineering for 8' Limestone Trail (8000')	\$0	\$0	\$0
	Design/Engineering for 6' Wood Chip Trail (2850')	\$0	\$0	\$0
	<i>CORP</i>	\$273,610	\$27,861	
TOTAL		\$273,610	\$27,861	\$301,471

SPECIAL USE PARKS				
Park	Description	Construction	Design	Total
Kenosha Sports Complex	Play Structure (Toddler) Installation	\$5,000	\$0	\$5,000
Veteran's Memorial	Irrigation (CIP)	\$25,625	\$2,563	\$28,188
	<i>CORP</i>	\$30,625	\$2,563	\$33,188
SPECIAL USE PARKS SUBTOTAL		\$25,625	\$2,563	\$33,188

YEAR SUMMARY - CORP			
Park Type	Construction	Design	Total
Mini Parks	\$9,840	\$513	\$10,353
Neighborhood Parks	\$42,381	\$53,070	\$95,451
Community Parks	\$605,788	\$383,425	\$989,213
Conservancy Parks	\$273,610	\$27,861	\$301,471
Special Use Parks	\$30,625	\$2,563	\$33,188
TOTAL	\$962,244	\$467,432	\$1,429,676

YEAR SUMMARY - OTHER			
Type	Construction	Design	Total
Petzke (Master Plan)	\$0	\$0	\$0
Strawberry Creek (Master Plan)	\$402,220	\$0	\$402,220
Simmons Island (Master Plan)	\$0	\$313,399	\$313,399
TOTAL	\$402,220	\$313,399	\$715,619

2013 CIP PK-10-005	
Type	Budget FY 2013
CORP	\$962,244
Strawberry Creek	\$402,220
Sunrise	
Petzke	\$0
Simmons Island	\$3,500
Installation of Park Equip by Staff	\$3,500
Design / Engineering	\$467,432
Outside Funding	-\$699,885
TOTAL	\$1,139,011

June 30, 2014

Information #1

TO: Michael M. Lemens, P.E.
Director of Public Works

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

SUBJECT: Project Status Report

- Project # 08-1443 Bike and Pedestrian Connections** - Plans have begun but a major focus on bike paths has been to complete the Bike Path crossing at Washington Road and the extension through Nash Park. Once these projects have been bid, design will be completed on this third phase. (Citywide)
- Project #12-1415 / 13-1415 / 14-1415 CORP Implementations** – Continuing. (Citywide)
- Project #11-1417 Strawberry Park Mass Grading, Trail and Shelter (DNR Stewardship Grant)** [SAA Design Group] – Design work on the master plan implementation has been put on hold due to FEMA study (16)
- Project #11-1125 Pennoyer Beach Outfall Stormwater Infiltration Basin (GLRI Grant)** – [VEIT] Bioswales have been replanted. (SWU) (1)
- Project #11-1137 Pike River Monitoring (WI Coastal Management Grant)** – The final report and sampling report has been sent to the WI Coastal Management Grant administration. (SWU) (1 and 4)
- Project #12-1424 Southport Park Trail (DNR Stewardship Grant)** – [Parking Lot Maintenance] Construction began on June 2nd with excavating the parking lot and trail. It is expected for all work to be complete by June 20th. (12)
- Project #12-1430 Alford Park Warehouse Demolition** – [Earth Construction] Project close-out documents were sent to contractor (1).
- Project #12-1421- Simmons Island Boardwalk Phase IA** (DNR Stewardship Grant) [H&H Civil Construction]. Construction of the boardwalk began May 6th. The boardwalk has been installed, the dunes have been shaped and the landscapers are planning to begin installation of all the plants June 16th. (2)
- Project #12-1432 - Peorio Park Trail** [SAA Design Group] The bid opening yielded no bids, and as a result Park and Street crews will undertake grading, clearing and grubbing, construction of the limestone path, and retaining wall. The bridge and boardwalk will go out for bid again this summer. (DNR Stewardship Grant) (1 and 4)
- Project #13-1413 - Petzke Park Phase II** [SAA Design Group] Plans and specifications are being developed for Phase II of Petzke Park with construction in late Fall 2014. (1)
- Project #13-1414 - Washington Park Velodrome** [SAA Design Group] - City staff is currently re-scoping the project. (6)
- Project #13-1412 - Simmons Field** – [Camosy Construction] Project close out documents have been sent to contractor. (12)
- Project #13-1419 – Anderson Fishing Pier** – [SAA Design Group] Design is in progress. (9)
- Project #14-1417 – Tree Removal** – Contract has been awarded. (City wide)
- Project #14-1418 – Tree Planting** – Contract has been awarded. (City wide)
- Project #14-1421 – Simmons Island Phase 1B** – [SAA Design Group] Design is in progress. (2)
- Project #14-1422 – Kennedy Park Master Plan** - [SAA Design Group] City Staff is working with SAA Design Group to set up Public Information Meetings for July. (1)
- Project #14-1423 – Pennoyer Park Master Plan** - [SAA Design Group] City Staff is working with SAA Design Group to set up Public Information Meetings for July. (1)
- Project #14-1424 Southport Beach House Roof Replacement** – Plans and specifications were submitted to the State Historic Society at the end of February and Staff is waiting on concurrence from the State. [Enberg Anderson/IRS] (12)
- Project #14-1425 Simmons Island Fence** – The bid opening is scheduled for June 25th and construction is expected to run from the July through August. (2)
- Design Work-** Misc. Park projects, ADA Accessible Playground, and finishing 2012 and 2013 CORP projects.



Information #3

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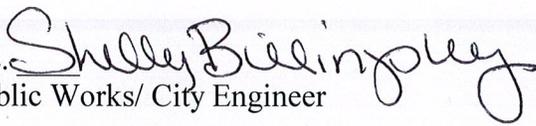
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June 24, 2014

To: Scott Gordon, Chairman
Park Commission

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

Cc: Steve Bostrom
District 12

Subject: *Informational Only – Status Update on the Southport Beach House*

BACKGROUND INFORMATION

Attached is our internal timeline update on the Southport Beach House and Southport Park construction and design status.

RECOMMENDATION

Informational Only – No Action Required



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June 20, 2014

TO: Frank Pacetti
City Administrator

FROM: Michael M. Lemens, P.E.
Director of Public Works

SUBJECT: Southport Beach House

Attached is a memo from the PW-Engineering Division staff updating progress on 2014 planned work items at the Southport Beach House and Park.



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MEMO

TO: Mike Lemens, P.E.
Director of Public Works

FROM: Cathy Austin, P.E.

SUBJECT: Southport Beach House Schedule Update

DATE: June 26, 2014

STATUS UPDATE – SOUTHPORT BEACH HOUSE 2014 CONSTRUCTION SCHEDULE

The City has submitted plans and specifications to the State Historic Society for review. We are still waiting for comments / approval from the State before we can move ahead with the majority of the construction work. Below is a time table showing the correspondence with the State Historical Society since our submittal.

February 27, 2014: City staff submitted plans and specifications for the building (prepared by Engberg Anderson) and roof (prepared by IRS) renovations

March 5, 2014: State Historic Society acknowledged receiving the review documents and stated they would be starting their review shortly

March 20, 2014: State requested more details on the window replacements and Engberg Anderson submitted the requested information on the window replacement

April 2, 2014: City requested an status from the State Historical Society and was informed the State had concerns on the roof replacement shingles and windows and thought they would have formal comments by April 11, 2014

April 22, 2014: City requested another status update from the State Historic Society

NEW SINCE LAST UPDATE:

April 24, 2014: City received a letter from the State Historic Society with comments on plans and specifications. The State Historic Society recommended using a multi-colored shingle not to be used, slate should be used in place of asphalt shingles; to verify the specified windows have clear glass with a Visual Light Transmittance (VLT) of 72 or higher, and to verify the appearance of the windows have a steel sash.

May 7, 2014: City consultant for the roof replacement, IRS, emailed State Historic Society disputing roofing material requirements.

May 14, 2014: City and IRS received an email from State Historic Society approving the specified slate asphalt shingle, but if any changes occur, they need to be notified for approval.

- May 21, 2014: City sent State Historic Society a letter in response to review comments with an explanation from Engberg Anderson on the windows and IRS on the roof.
- May 22, 2014: IRS notified City staff that the specified slate asphalt shingle was no longer being manufactured, but there is another manufacture that made a similar product. City gave IRS permission to move forward with the new request to the state.
- June 2, 2014: City requested an update from IRS – the State Historic Society is in the process of reviewing the newly proposed shingle.
- June 18, 2014: City requested an update from IRS – the State Historic Society is in the process of reviewing the newly proposed shingle.
- June 13, 2014: Paving for the parking lot and limestone trail are complete. Wheel stops for the west side of the lot will be installed and final restoration is expected to be complete prior to the 4th of July.
- June 25, 2014 The State Historic Society would like the existing slate on both gables to be salvaged and reused on the visible portions of the west elevation to the extent the budget allows. The project will be bid with the salvaged slate as an alternative. If prices are too high, or the condition of the material is unsuitable, asphalt shingles will be used. IRS will begin final plans and specifications and the project will be bid in August.

Park Division has completed the repair of two lintels in the north courtyard, as they are a safety concern.

Once we receive the approval from the State the remaining work scheduled for 2014 (see attached schedule) will be advertised for construction.