

* * * SPECIAL MEETING * * *
AGENDA
BOARD OF PARK COMMISSIONERS
Wednesday, September 8, 2010
Kenosha Municipal Building Room 202
6:30 pm

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

Call to Order
Roll Call

C. REFERRED TO COMMISSION

- C-1. Request from the Kenosha Progress Fund, Inc. for an event to be held on September 10-11, 2010 at Sunnyside Park (Southfest) for the following:
- a. Permission to sell fermented malt beverages
 - b. Approval to waive the fees

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.



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

August 30, 2010

TO: Michael Orth, Chairman
Board of Park Commissioners

FROM: Jeff Warnock, Park Superintendent

RE: Southfest Progress Fund, Inc

A request has been received from the Kenosha Progress Fund, Inc. to hold "Southfest" at Sunnyside Park on September 10 – 11, 2010. The organization has requested various park equipment for the event. They are also requesting permission to sell fermented malt beverages and full sponsorship of the event. The organization was not charged in 2009.

Equipment:

- Large Generator – will not be available until the conclusion of Harbor Market on Saturday – Labor will be required to transport and set up.
- 35 Benches - \$30.00 per unit (10 per unit)
- 30 Picnic Tables - \$75.00 per unit (5 per unit)
- Trash Containers – no charge
- Barricades - \$30.00
- Snow Fencing – organization indicates that they will put up and tear down – the organization will be required to contact digger's hotline to put up the fence posts.
- Portable fencing – this is for the beer garden
- Showmobile - \$250.00 for non profit organization

Recommendation:

To approve usage of equipment and permission to sell fermented malt beverages.
To deny full sponsorship as per policy.

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 Kenosha Progress Fund, Inc.
Contact Person who is responsible for event: Ray Misner
Address: 2732 Lincoln Rd.
City/State/Zip Kenosha, WI 53143
Daytime # 960-0978 Evening # 652-7378 Cell# 960-0978
Fax # _____ E-mail: ray@SouthFest.org
Is the Host Organization a 501(c)-3? Yes, provide ES# Application in process

EVENT INFORMATION

Name of the Event: Southfest
Date Requested: Sept. 10th & 11th Rain Date N/A
Location Requested: Sunnyside Park Estimated Attendance 3,000
Charitable Event: No Yes, Proceeds donated to Kenosha Progress Fund
Brief Description of the Event: Kenosha Area Community Festival
Set up date and time: Thursday Sept. 9th, 2010
Time of Event: Sept. 10th (4pm to 10pm) Sept. 11th 11am - 10pm
Take down date and time: Sept. 11th 10pm and Sunday Sept. 12th
Will food be served: Yes _____ No
Fermented malt Beverages: If Yes, (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

- X *For stage* 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. *Large Generator used by the market*
- N/A Water: Varies by location
- 35 Benches – # requested
- 30 Picnic Tables – # requested
- 10 Trash Containers – # requested
- 5 Barricades – # requested
- X Snow fencing – # of feet requested *(we will put up & take down)*
- All (over garden) Portable fencing – # of sections requested
- N/A Bleachers – # requested
- N/A Reviewing Stands – # requested
- X Showmobile

Other Special Requests: Recycling program requested.

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 South Fest

Park Requested Sunnyside park Date of Event: sept. 10th & 11th

Type of Temporary Structure

Tent

Staging

Trailers

Inflatables

Dunk Tank

Other, Please explain portable restrooms

Vendor Information

Name of Company/Individual: Kenosha progress Fund

Work # 960-0978 Home # 652-7378 Cell 960-0978

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 will provide clerk prior to event Insurance Policy No. ''

Signatures

Vendor Signature [Signature] Date 08/20/2010

Park Division Authorization _____ Date _____

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

Name of Event: South Fest

Location of Event Sunnyside Park Date of Event sept. 10th & 11th, 2010

Name of Group Responsible Kenosha Progress Fund

Person that is Responsible for License and Regulations Ray Misner

Address 2732 Lincoln Rd. Kenosha

Daytime # 960-0978 Evening # — Cell # —

Beer Selling Permit Information

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

- We have numerous volunteer bartenders and will have names and licenses posted at event.

Security Company KPD off duty officers

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

- No
- Yes, Indicate Application

Date Granted by Common Council
*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 Will provide to Clerks office prior to event.
*A copy needs to be given to given to Park Division prior to event.

Park Commission Approval _____