Agenda
Board of Parks Commission Meeting
625 52nd Street, Room 204
Monday, October 14, 2024
5:00 pm

Chairperson:	Eric Haugaard	Vice Chairperson:	Jan Michalski
Commissioner:	Rocco J. LaMacchia, Sr.	Commissioner:	Kelly MacKay
Commissioner:	Rollin Pizzala		

Call to Order
Roll Call
Citizens Comments

Approval of the minutes of the meeting held on September 23, 2024.

1. Request from City of Kenosha for use of Veterans Memorial Park and Friendship Park on January 25, 2025 *(Rain Date February 2, 2025)* to hold:
   a. the Snow Daze Festival
   b. Set Up on January 24, 2025 at 8am
   c. Take Down on January 27, 2025 at 8am
   d. Food Vendors
   e. Games
   f. Signage
   g. Amplified Sound
   h. Temporary Structures *(District 2) (Also referred to PW)*

2. Request from City of Kenosha for use of Veterans Memorial Park, Navy Park and Friendship Park on November 29, 2024 to hold:
   a. the Lightin' Up Kenosha with Christmas Tree Lighting
   b. Set Up on November 26, 2024 at 8am
   c. Take Down on December 1, 2024 at 8am
   d. Food & Merchandise Vendors
   e. Games
   f. Signage
   g. Amplified Sound
   h. Temporary Structures *(District 2) (Also referred to PW)*

3. Request from Seventy2hrs Entertainment, LLC for use of Kennedy Park and Closure of Kennedy Drive on August 9, 2025 to hold:
   a. the Kooler By The Lake – Volkswagen/Audi Event
   b. Set Up on August 8, 2025
   c. Take Down on August 11, 2025
   d. Food and Merchandise Vendors
   e. Amplified Sound
   f. Games
   g. Sell Fermented Malt and/or Wine Beverages
   h. Temporary Structures *(District 1)*

4. Project 24-1326 Lincoln Basketball Court Recommendation to Reject Bids. *(District 12) (Also referred to PW)*

5. Approval of Landscape Plan and Donation of Plants for Southport Beach House. *(District 3)*

6. Info Item: Status Update on field regrading at Nash Park from Kiwanis. *(District 15) (No backup provided)*

COMMISSIONERS' COMMENTS

IF YOU ARE DISABLED AND NEED ASSISTANCE, PLEASE CALL 653-4020 BY NOON BEFORE THIS MEETING TO MAKE ARRANGEMENTS FOR REASONABLE ON-SITE ACCOMMODATIONS.

BOARD OF PARK COMMISSIONERS
Minutes of a Meeting held on Monday, September 23, 2024

The meeting of the Board of Park Commissioners was held on Monday, September 23, 2024 in Room 204. The meeting was called to order at 5:00PM by Chairperson Haugaard.

At roll call the following members were present: Commissioners Michalski, LaMacchia, MacKay, and Pizzala. Staff members in attendance were: Katie Elder, Director of Parks; Brian Cater, Director of Public Works; Alderperson Ruth Dyson; Alderperson Brandi Ferree and Alderperson Jack Rose.

Citizen Comments: None

Approval of the minutes of the meeting held on September 9, 2024.
It was moved by Commissioner LaMacchia, seconded by Commissioner Michalski to approve. Motion carried unanimously.

1. Approval of field regrading at Nash Park from Kiwanis. *(District 15) (Deferred from the meetings on 8/26/24 & 9/9/24)*
   Public Hearing: None.
   Staff: Katie Elder spoke.
   It was moved by Commissioner LaMacchia, seconded by Commissioner Pizzala to defer. Motion carried unanimously.

2. Request from The InCrowd LLC to revise the Keno Nite Market event at Pennoyer Park/
   Bandshell on Saturday September 28th, 2024 to:
   a. Setup at 6am instead of 8am
   b. Will not be selling fermented malt beverages *(District 1)*
   Public Hearing: Jaramine Brantley spoke.
   It was moved by Commissioner LaMacchia, seconded by Commissioner Pizzala to defer. Motion carried unanimously.

3. Presentation by Root Pike Win for Lincoln Lagoon Plantings & Washington Park Pollinator Patch.
   Public Hearing: Kristine Heiser spoke.
   It was moved by Commissioner Michalski, seconded by Commissioner LaMacchia to receive and file. Motion carried unanimously.

4. Resolution By Sponsor - Alderpersons Eric Haugaard & Rollin Pizzala - Resolution of the Parks Committee of the City of Kenosha to Support the Initiative for the Improvement of the Lincoln Park Pond Buffer in Cooperation with Root-Pike Watershed Initiative Network.
   Public Hearing: None.
   It was moved by Commissioner Michalski, seconded by Commissioner Pizzala to change the sponsor to the Parks Commission as a whole. Motion carried unanimously.
   It was then moved by Commissioner LaMacchia, seconded by Commissioner Michalski to approve. Motion carried unanimously.

5. Resolution By Sponsor - Alderpersons Eric Haugaard & Rollin Pizzala - Resolution of the Parks Committee of the City of Kenosha to Support the Initiative of a Pollinator Patch Installation and Community Event in Cooperation with Root-Pike Watershed Initiative Network in Washington Park.
   Public Hearing: None.
   It was moved by Commissioner LaMacchia, seconded by Commissioner Pizzala to change the sponsorship to Alderperson Kelly Mackay as the principal sponsor and the rest of Parks Commission as Co- Sponsors.
   Staff: Katie Elder had no comment.
   Motion carried unanimously.

6. Approval of Written Acknowledgement of Lease Commencement between the City (of Kenosha) Board of Park Commissioners and Cellco Partnership d/b/a Verizon Wireless for property at 7817 Sheridan Road. *(District 3)*
   Public Hearing: None.
   Staff: Katie Elder spoke.
   It was moved by Commissioner Michalski, seconded by Commissioner Pizzala to approve. Motion carried unanimously.

COMMISSIONERS' COMMENTS: Commissioner LaMacchia will not be at the meetings for the month of October.

ADJOURNMENT: There being no further business to come before the Board of Park Commission, it was moved by Commissioner Michalski, seconded by Commission MacKay and unanimously carried to adjourn at 5:15PM.

THE CITY OF KENOSHA
CHART A BETTER COURSE

DEPARTMENT OF PARKS

October 8, 2024

TO: Eric Haugaard, Chairperson of Park Commission (District 1)
Jack Rose, Chairperson of Public Works Committee (District 15)

CC: Alderperson Siel (District 2)
Kris Kochman, Community Relations Liaison

FROM: Katie Elder, CPRP, Director of Parks
Brian Cater, P.E., Director of Public Works

RE: Park Commission: Request from City of Kenosha for use of Veterans Memorial Park and Friendship Park on January 25, 2025 (Rain Date: February 2, 2025) to hold the Snow Daze Festival. (District 2)

Public Works Committee: Request from City of Kenosha for use of city sidewalks in front of downtown businesses on January 25, 2025 (Rain Date: February 2, 2025) to hold the Snow Daze Festival. (District 2)

BACKGROUND/ANALYSIS

City of Kenosha is requesting from the Board of Park Commission the use of Veterans Memorial Park and Friendship Park on January 25, 2025 (Rain Date: February 2, 2025) to:
and from the Public Works Committee the use of city sidewalks in front of downtown businesses on January 25, 2025 (Rain Date: February 2, 2025) to:

a. Hold the Snow Daze Festival
b. Have set up on January 24, 2025 from 8AM
c. Have takedown on January 27, 2025 from 8AM
d. Hold the event beginning at 1PM
e. Have Food Vendors
f. Have Temporary Signage and Structures (Tents & Portable Restrooms)
g. Have Games
h. Have Public Entertainment (DJ)

Event hours will be 1PM - 3PM. Setup will take place beginning at 8AM on January 24, 2025 and take down is scheduled for January 27, 2025 at 8AM.

Assuming availability, as determined by City Staff, the requested equipment will be supplied by the Department of Parks.

The event description: “Ice carving demo and DJ at Veterans Park, games and food vendors and both parks.”

CONDITIONS OF APPROVAL

If conditions are not followed, the event may be shut down by the City, and any future events may be rejected.

1. Approved Operation of the following activities:
   a. Have Food Vendors
   b. Have Temporary Signage and Structures (Tents & Portable Restrooms)
   c. Have Games
   d. Have Public Entertainment (DJ)
   e. Have a Sports Tournament (LIST TYPE)
2. Vendor list with contact information must be submitted a minimum of 14 business days before the event to Kenosha Fire and Kenosha County Health.
   a. Event Organizers may reach out to Kenosha County Public Health staff who are available to review plans and have discussion for any event.
   b. The applicant must contact the Fire Prevention Bureau at 262.653.4410 or 262.653.4109 a minimum of fourteen (14) days prior to the event in order to coordinate inspections for the day of the event. All food trucks with grease laden vapors are required to have a fire suppression unit in their trucks per City Ordinance and State Fire Code.
3. All signage must comply with Chapter 15 of the Code of General Ordinances.
4. Per WI State Statute 182.0175, the applicant is responsible for planning and performance of any type of ground penetration and excavation by providing advanced notice to Digger's Hotline (call 1.800.242.8511) no later than three (3) business days prior to the ground penetration. Digger's Hotline will provide a ticket number and the date when structures will be able to be placed at your approved location.
5. Applicants are responsible for litter and debris and the site must be picked up at the end of the event.
   a. Applicants are required to place all recyclables and trash in designated areas as determined by the Department of Parks. Recycling shall comply with the City of Kenosha recycling rules (Code of General Ordinances 5.119 (H. Recyclable materials)). All other items shall be placed in the trash containers. If Recycling Containers are contaminated by items, other than those listed, applicants may be subject to additional charges.
6. The City can only authorize uses of City owned property or public rights-of-way. Any activity shown on private property must be authorized by the owner.
   a. Applicants will be responsible for any damage caused to City property as a result of this event.
7. Submission of an Operational & Security Plan and Safety & Evacuation Plan (per NFPA 1 Chapter 10) is required and must be approved by the City Staff. These plans shall be submitted within 30-60 days prior to the start of the event. Please note the event will not be allowed to begin until approval is obtained and final authorization letter is executed.
8. Event Organizers must receive prior permission from the Department of Public Works (a minimum of 14 days prior to the event) for any request for directional markings on any structure, fixture, surface within the City's jurisdiction. If the request is approved, by the Department of Public Works, only the use of dry stick sidewalk-type chalks. All spray paints and spray chalks of any kind regardless of the claims by the manufacturer will be strictly prohibited. The use of such products will result in the organization being billed for all costs incurred to remove marks and/or restore the clean appearance of city paved surfaces and face the possible loss of permit privileges in the future. To establish the locations within the event area, organizers of all future events will be required to limit the use of markings to temporary signs on lathe or similar posts or the use of dry stick sidewalk-type chalks only. There will be no exceptions allowed for weather-related reasons or other.
9. The Applicant must:
   a. Supervise all persons using the location under authority of the Special event permit.
   b. Reimburse the City for any costs incurred in enforcing Permit Standards and Conditions within 30 days of receiving an invoice.
      i. Event is subject to the annual fee table upon approval by Committee(s)
   c. Procure any license or other permits required for this activity.
   d. Obtain approval from City Development for any on site signage and obtain any necessary permits.
   e. Provide private security for traffic issues, parking and/or crowd control.
10. Procure and maintain one (1) or more liability insurance policy(ies) written by one (1) or more insurance company(ies) licensed to do business in the State of Wisconsin as required by paragraph L of the Special Event Ordinance. The endorsements need to be filed in addition to the Certificate. These must be received fourteen (14) days prior to the event start date.
11. The event will be required to meet all requirements in the Code of General Ordinances for the City of Kenosha that are in effect at the time of the event.
12. Compliance with applicable Federal, State, County and City laws, rules and regulations including licensing conditions and operational requirements contained within Sections 5.04, 6.05, 12.02, 12.03, 12.04, 12.05, 13.03, 13.035, and 14.025.

THE CITY OF KENOSHA
CHART A BETTER COURSE

RECEIVED OCT 03 2024 By

Application for a Special Event Permit*
Form #ADM400 (rev. 05/2024)
***Subject to Change**

☐ **Nonrefundable Fee: $100 if submitted 45 days or more before an event**
☐ **Nonrefundable Fee: $500 if submitted 30-45 days before an event**
Applications for an event less than 30 days away will not be considered
☑ **Fee waived by ordinance**

Before completing this application, carefully read the Special Event Planning Guide found at www.kenosha.org

Event Name: Snow Daze

Event Date(s) Requested: Jan. 25, 2025 **Rain Date(s):** Feb. 2, 2025

A. Event Organization

1. Organization's Name: City of Kenosha
2. Does this organization hold not-for-profit status? ☐ No ☑ Yes (Please provide verification of 501(c) 3 status by submitting organization's IRS determination letter which outlined your tax-exemption or call IRS Customer Service at 1-877-829-5500 to request a copy). *Required to receive non-profit rate for equipment rental.*
3. Organization's Address: 625 52nd St., Room 300 City: Kenosha State: WI Zip: 53140
4. Contact Person: Kris Kochman
5. Contact Phone: 262-653-4177 Contact Email: kkochman@kenosha.org

B. Event Location

1. Location (check all that apply):

☐ City Street ☑ City Sidewalk ☑ City Park ☐ City-Owned Building*
☐ City Owned Parcels ☐ Water Utility Property ☐ Airport Property ☐ Transit Property

Name & Address of the park, and any building* (includes shelter, concession area, bandshell, etc.):
Veterans Memorial Park, Friendship Park and displays in front of businesses on sidewalks downtown.

2. Does the event require any streets to be closed? ☐ Yes ☑ No

Name of street:_____ From:_____ To:_____

3. Type of street use requiring closure: ☐ Parade ☐ Run or Walk ☐ Other:_____
4. Attach a scaled site plan of the event location and include the following if applicable: ☑ Site Plan Attached

☐ Fences ☐ Entrances/Exits ☐ Volunteer Check-in
☐ Beer Garden ☐ Staging Areas ☑ Vendor locations
☑ Waste Containers ☑ Portable Toilets ☐ Routes & Traffic Lanes (including barricades)
☐ Stages ☐ Signage ☐ Parking (including handicapped spaces)
☐ Temporary Structures (tents, trailers, etc.) ☐ Street parking restrictions

C. Event Operation Plan & Details

1. Attach additional pages for events more than 3 days. Each day's event times must be listed.

SET-UP DATE	DAY 1 EVENT DATE	DAY 2 EVENT DATE	DAY 3 EVENT DATE	TEAR-DOWN DATE
Jan. 24	Jan. 25			Jan. 27
SET-UP TIME	**DAY 1 START & END TIMES**	**DAY 2 START & END TIMES**	**DAY 3 START & END TIMES**	**TEAR-DOWN TIME**
8 a.m.	6 am. setup/ 1-3 pm event			8 a.m.

2. Estimated Number of Attendees Per Day: 1,000

3. Event Description (provide a brief description of the event; attach additional pages if needed):

Ice carving demo and DJ at Veterans Park, games and food vendors at both parks

4. Indicate if the event will have any of the following (check all that apply):

- [x] Food Vendors
- [ ] Merchandise Vendors
- [ ] Artwork Displays/Sales
- [x] Signage
- [ ] Animal Rides
- [ ] Petting Zoo
- [ ] Rides
- [ ] Announcements/Speeches
- [ ] Fireworks*
- [ ] Bonfire*
- [ ] Pyrotechnic Devices*
- [ ] Horse Drawn Vehicles**
- [ ] Carnival
- [ ] Circus
- [x] Games
- [x] Public Entertainment
- [ ] Other:_____
- [ ] Sports tournament (list type: softball, hardball, rugby, etc.):_____
- [ ] Band
- [x] DJ
- [ ] Theatre

*If approved by the Parks Commission, an Open Burning/Fireworks Permit may be obtained a minimum of fourteen (14) business days before the event. For details, contact the Fire Prevention Bureau at 262-653-4410 or 262-653-4109.
**The event must be in compliance with Chapter 14.025 C & D of the Code of General Ordinances.

D. Beer/Wine

1. Will beer and/or wine be served or sold at the event? [ ] Yes [x] No (If no, skip to section E.)
   Event staff or security will check identification and issue wristbands to anyone age 21 and older who wishes to purchase beer or wine.

2. Name of organization applying for the Temporary Class "B" Retailer's License:_____
   Contact the City Clerk-Treasurer's office at 262-653-4020 or by emailing cityclerk@kenosha.org a minimum of 30 days prior to the event to obtain a Temporary Class "B"/"Class B" Retailer's License.

3. Specify, for each day of sale, the start and end times when beer/wine will be sold. Attach additional sheets if needed for more than 3 days. Note: If the event is in a Park, all beer/wine sales after 10 p.m. must get approval from the Board of Parks Commission.

Day 1 Date of beer/wine sales	Day 2 Date of beer/wine sales	Day 3 Date of beer/wine sales
Start Time	Start Time	Start Time
End time	End time	End time

E. Food/Merchandise

1. Will food be sold or served at your event? ☑ Sold ☐ Served ☐ No Food

Contact the Kenosha County Health Department at 262-605-6591 or by emailing Mark Melotik at mark.melotik@kenoshacounty.org or Lorma Wendt at lorma.wendt@kenoshacounty.org for information on the safe handling of food and beverages.

Contact the Fire Prevention Bureau at 262-653-4410 or 262-653-4109 a minimum of fourteen (14) business days prior to the event in order to coordinate inspections for the day of the event.

2. Will vendors sell merchandise at the event? ☐ Yes ☑ No

- If yes to either food or merchandise, complete a Vendor List and submit it at least fourteen (14) days prior to the event to Administration. A copy will be sent to the Health Department and the Fire Department.

F. Equipment Rental

1. Will the event need: Electricity ☑ Yes ☐ No Water ☐ Yes ☐ No

Service for electric and water varies by location. The organizer may be required to provide their own generators in order to have sufficient electricity required for the event.

2. Indicate requests for any of the following City-provided rental equipment (check all that apply).
Supplies are limited and granted upon availability.

☐ Bleachers	# requested _____	☐ Benches	# requested _____
☐ Barricades	# requested _____	☐ Picnic Tables	# requested _____
☐ Trash Carts	# requested 3	☐ Traffic Cones	# requested _____
☐ Recycling Carts	# requested 3	☐ Traffic Signs	# requested _____
☐ Showmobile (2 available)	# requested _____	☐ Generator (1 available and only with Showmobile)	
☐ Reviewing Stands	# requested _____		
☐ Fencing			

How many 50 foot sections of *snow* fencing? _____ How many 6 foot sections of *white plastic portable* fencing? _____

G. Temporary Structures

1. Will the event have any temporary structures or signage? ☑ Yes ☐ No (If no, skip to section H.)
Temporary structures are defined as anything that penetrates the ground by stakes, tools, or other equipment such as tents. The proposed location of the structure(s) must be noted on the site plan.

2. In addition to City Equipment, what other type of temporary structures will be at the event (check all that apply)?
☑ Tents *(larger than 10x10 pop up)* ☐ Inflatables ☑ Staging ☐ Trailers ☐ Dunk Tank ☑ Signage*
☑ Portable restrooms/ handwash stations ☐ Other (Please Explain): _____

*Any signage must comply with Chapter 15 of the City's code of general ordinances. Include an example of proposed signage. For any questions on signage, contact City Development at: 262-653-4030.

3. I understand that if the event has any temporary structures, I must call Digger's Hotline no later than three (3) business days prior to the event. ☑ Yes KK Initial
*****VERY IMPORTANT*****
WI State Statute 182.0175 requires that the Event Organizer responsible for the planning and performance of any type of ground penetration and excavation provide advanced notice to Digger's Hotline (call 1-800-242-8511) no later than three (3) business days prior to the ground penetration. Digger's Hotline will provide a ticket number and the date when structures will be able to be placed at your approved location. ***There are no exceptions.***

H. Security

Event organizers are responsible for providing safety and security for all attendees. Measures must be taken to maintain order and enforce all laws, rules, and regulations pertinent to the event. The Kenosha Police and Fire Departments shall have the discretion to modify the required security plan as they deem necessary; and may recommend denial of the Special Event Permit if the security plan is inadequate.

1. Briefly describe security measures: Staff will be on site
2. Is approval for overnight security requested for the event? ☐ Yes ☑ No
3. Will the event have private security? ☐ Yes ☑ No
4. Will private security at the event be armed? ☐ Yes ☑ No
5. Private Security Company Name: _____ Phone #: _____
6. Are the services of the City of Kenosha Police personnel requested? (if so, contact Kenosha Police: 262-605-5216)
   ☐ Yes ☑ No
7. One member of the organization's security personnel or the organization's contact person must be designated "Head of Security" who can be reached at any time.

   Name of Designated Head of Security: Kris Kochman
   First M.I. Last
   Head of Security's Phone Number: 262-771-5169

***REQUIRED: Detailed security and operational plan:**
☐ Attached ☑ Will be submitted a minimum of 14 business days before the event.

I. Insurance

The Special Event Organizer shall, at a minimum, procure and maintain during the term of the Special Event occurrence based insurance policies, hereinafter specified insuring the Special Event and all associated Special Event activities. The Reviewing Authority may require additional coverages and/or increased coverage when deemed necessary. Certificates of Insurance must reflect:

a. Commercial General Liability:
   General Aggregate - Two Million Dollars ($2,000,000.00)
   Each Occurrence - One Million Dollars ($1,000,000.00)
b. Automobile Liability: (When required as a permit condition)
   Combined single limit coverage for bodily injury and property damage per accident in the amount of One Million Dollars ($1,000,000.00).
c. Liquor Liability Coverage (When alcohol is approved for the Special Event)
   General Aggregate - One Million Dollars ($1,000,000.00)
   Each Occurrence - One Million Dollars ($1,000,000.00)
d. Umbrella Liability in the following amounts over the Commercial General Liability and Automobile Liability amounts listed herein: (When required as a permit condition)
   Two Million Dollars ($2,000,000.00) per person
   Two Million Dollars ($2,000,000.00) aggregate
e. Endorsements: The policy must be endorsed to name "The City of Kenosha, its elected officials, representatives, employees and agents" as additional insured. You must provide a copy of the actual endorsement.

The Commercial General Liability coverages required herein may be subject to a deductible or self-insured retention. If the Commercial General Liability insurance coverage policy has a deductible or self-insured retention, said deductible or self-insured retention cannot exceed $5,000.00. The Umbrella Liability policy shall not contain exclusions or exceptions not present in the General Liability insurance policy.

Certificate of Liability Insurance:
☐ Attached ☐ Will be submitted a minimum of fourteen (14) business days before the event by the responsible agent on behalf of the event organization.

J. Hold Harmless

The Indemnity and Hold Harmless Agreement must be signed by an authorized agent of the organization presenting the event, and filed as a condition of approval.

a)

- **I understand the filing of this application does not ensure the issuance of this licenses.**
- **I also understand that all Special Event Organizers and Vendors must comply with applicable Federal, State, County, and City laws, rules, and regulations.**
- **I further understand that an incomplete application may cause a delay in processing or a denial of the event.**
- **I have reviewed the Code of General Ordinance Chapter 12.06 "Special Event Permit"**

Print Name of Authorized Agent: Kris Kochman

Signature: Kris Kochman Date: 10-3-24

INDEMNITY AND HOLD HARMLESS AGREEMENT

SPECIAL EVENT APPLICATION
CITY ORDINANCE CHAPTER 12.06

Kris Kochman

Authorized Agent of Special Event Organizer

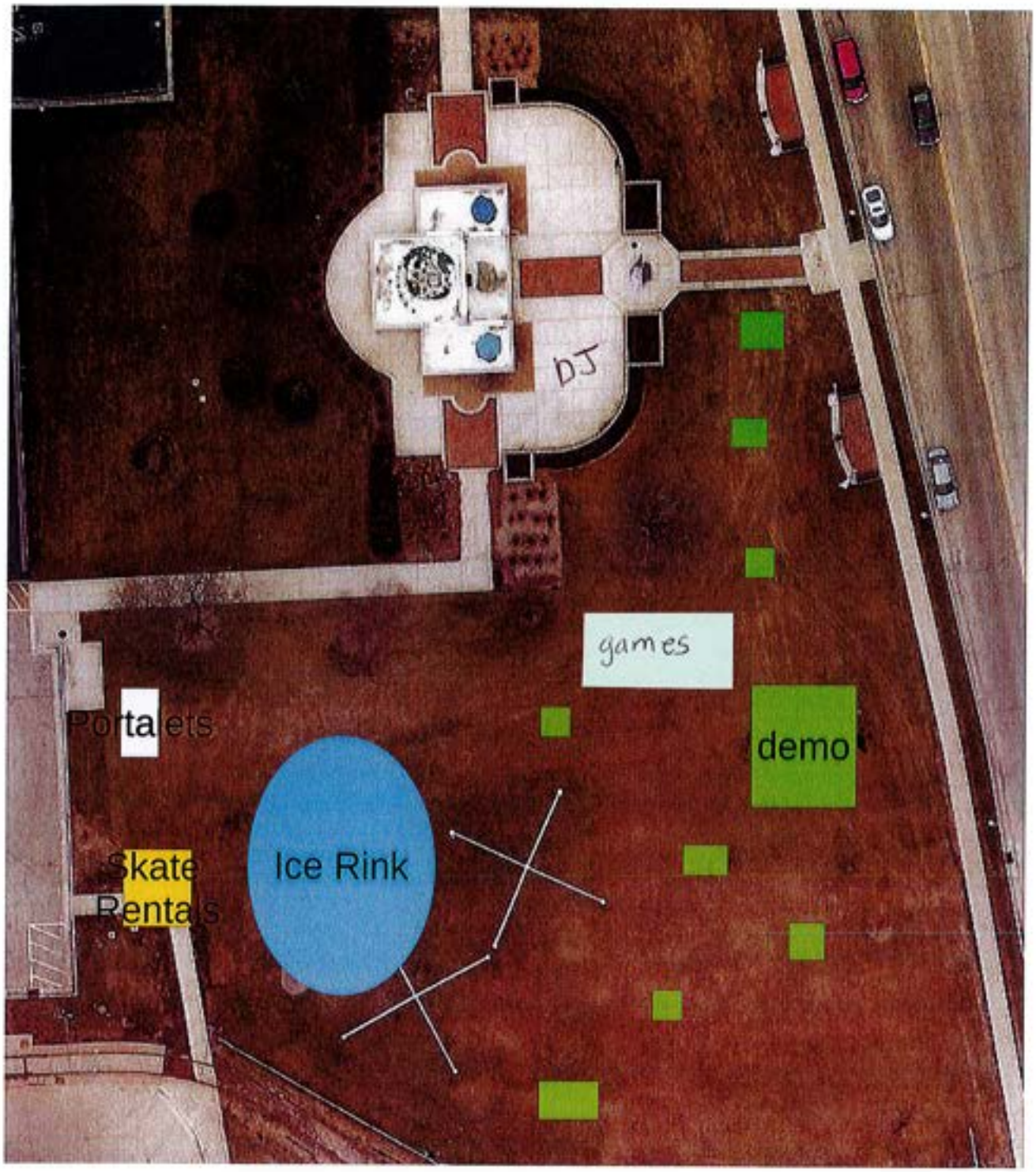
Special Event Organizer does hereby agree that it will indemnify, defend and hold harmless the City of Kenosha, the City of Kenosha Board of Public Works, and the City of Kenosha Board of Parks Commission and their respective officers, agents and employees (collectively "Indemnitees") against any and all claims, liability, loss, charges, damages, costs, judgments, settlement expenses and attorney's fees, which any of them may hereafter sustain, incur or be required to pay as a result of incidents occurring on property or as a result of any operations, works, acts or omissions performed on property by Special Event Organizer, its officers, employees, contractors, subcontractors, independent contractors, agents, invitees or permitted users, or resulting from the Special Event Organizers failure to perform or observe any of the terms, covenants and conditions of this Agreement, or resulting from any conditions of property or improvements thereon by reason of any of which any person suffers personal injury, death or property loss or damage. Upon the filing with the City of Kenosha, the City of Kenosha Public Works Committee, or the City of Kenosha Board of Park Commission of a claim for damages arising out of any incident(s) which Special Event Organizer herein agrees to indemnify, defend and hold Indemnitees harmless, Special Event Organizer shall be notified of such claim, and in the event that Special Event Organizer does not pay, settle or compromise such claim, then the Special Event Organizer shall undertake the legal defense of such claim both on behalf of Special Event Organizer and Indemnitees. It is specifically agreed, however, that Indemnitees, at their own cost and expense, may participate in the legal defense of any such claim, but shall have no right to control settlement under circumstances wherein the full amount of the settlement shall be paid by Special Event Organizer and/or its insurers. Any judgment, final beyond all possibility of appeal, which may be rendered against Indemnitees for any cause for which Special Event Organizer is liable hereunder shall be conclusive against Special Event Organizer as to liability and amount of damages. This provision shall survive expiration or termination of this agreement to the extent necessary to effectuate its purpose.

Kris Kochman 10-3-24

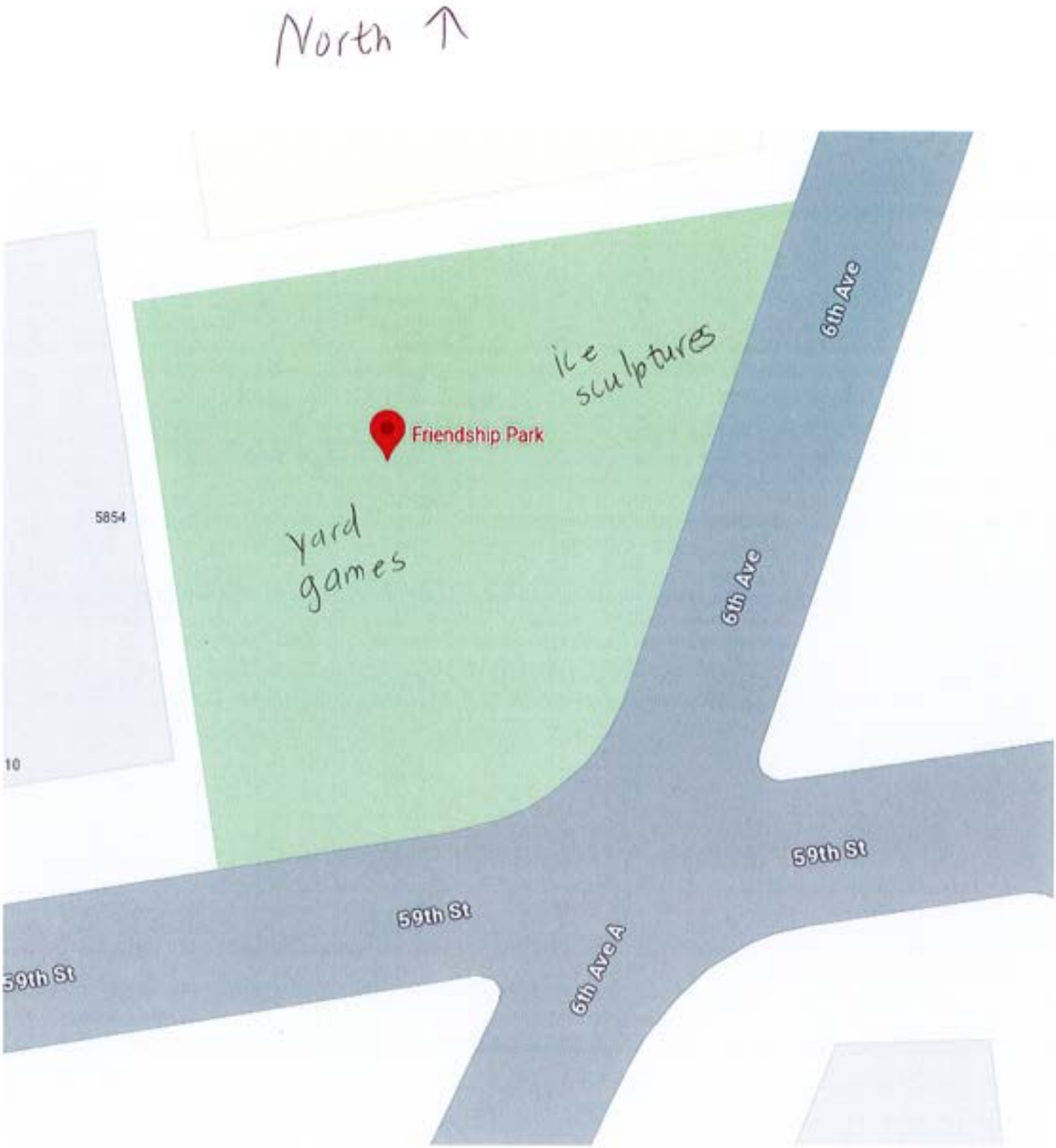
Applicant Signature Date

Please sign, date and return the completed application to:
City of Kenosha Administration
625 - 52nd Street
Room 300
Kenosha, WI 53140

Snow Daze Festival Saturday, Jan. 25, 2025 at Veterans Memorial Park



Ice sculptures


North ↑
ice sculptures
Friendship Park
yard games
5854
10
6th Ave
6th Ave
59th St
59th St
59th St
6th Ave A

THE CITY OF KENOSHA
CHART A BETTER COURSE

DEPARTMENT OF PARKS

October 8, 2024

TO: Eric Haugaard, Chairperson of Park Commission (District 1)
Jack Rose, Chairperson of Public Works Committee (District 15)

CC: Alderperson Siel (District 2)
Kris Kochman, Community Relations Liaison

FROM: Katie Elder, CPRP, Director of Parks
Brian Cater, P.E., Director of Public Works

RE: Park Commission: Request from City of Kenosha for use of Veterans Memorial Park, Friendship Park and Navy Park on November 29, 2024 to hold the Lightin' Up Kenosha with Christmas Tree Lighting. (District 2)

Public Works Committee: Request from City of Kenosha for use of City Streets and Alley per application on November 29, 2024 to hold the Lightin' Up Kenosha with Christmas Tree Lighting. (District 2)

BACKGROUND/ANALYSIS

City of Kenosha is requesting from the Board of Park Commission the use of Veterans Memorial Park, Friendship Park and Navy Park on November 29, 2024 to:
and from the Public Works Committee the use of City Streets and Alley per application on November 29, 2024 to:

a. Hold the Lightin' Up Kenosha with Christmas Tree Lighting
b. Have set up on November 26, 2024 from 8AM
c. Have takedown on December 1, 2024 from 8AM
d. Hold the event beginning at 3PM
e. Close 6th Avenue from 52nd Street to 54th Street, Alley north of 59th Street from 7th Avenue to 6th Avenue and 7th Avenue from 58th Street to 59th Street on November 29, 2024 in accordance with Fire Department restrictions
f. Have Food and Merchandise Vendors
g. Have Temporary Signage and Structures (Tents, & Portable Restrooms)
h. Have Amplified Sound (Announcements/Speeches)
i. Have Games
j. Have Public Entertainment (Band, DJ)

Event hours will be 3PM - 9PM. Setup will take place beginning at 8AM on November 26, 2024 (except for road closures) and take down is scheduled for December 1, 2024 at 8AM. ***Road closure would be in place on November 29, 2024 only during event hours.

Assuming availability, as determined by City Staff, the requested equipment will be supplied by the Department of Parks and Public Works Department.

The event description: "City Christmas tree lighting program at Veterans Memorial Park beginning at 3:30PM. Additional entertainment and festivities throughout downtown ."

CONDITIONS OF APPROVAL

If conditions are not followed, the event may be shut down by the City, and any future events may be rejected.

1. Approved Operation of the following activities:
   a. Have Food and Merchandise Vendors
   b. Have Temporary Signage and Structures (Tents & Portable Restrooms)
   c. Have Amplified Sound (Announcements/Speeches)
   d. Have Games
   e. Have Public Entertainment (Band, DJ)
   f. Sell Fermented Malt and/or Wine Beverages [wristbands for 21+ or restricted area]
2. Closure of 6th Avenue from 52nd Street to 54th Street, Alley north of 59th Street from 7th Avenue to 6th Avenue and 7th Avenue from 58th Street to 59th Street must be closed adhering to all restrictions in accordance with Kenosha Fire Department requirements which include, but are not limited to, maintaining a minimum of 12 feet access at all times, no structures other than tents are allowed in the roadway for this event, and all items placed in the roadway must be easily moved if Emergency personnel are required.
   a. Submit a copy of the notification to all affected properties to Kris Kochman a minimum of 7-days prior to the event.
   b. Traffic control must be set up in accordance with the attached traffic control plan and upon completion of the event returned back to lawn park areas or locations that the City left them for use.
   c. A sample of the “NO PARKING” sign will be supplied along with a color sample. The applicant is responsible for having the signs printed, supplying the lath for posting and placing the signs along sections as depicted on the attached map. These signs must be posted, by the event organizer, at least 24 hours before each event. Applicants are responsible for their removal upon completion of the event.
   d. No vendors and/or tents will be allowed in the roadway. All vendors and/or tents must be within the parcel(s) and sidewalks shall remain open during the event.
3. Vendor list with contact information must be submitted a minimum of 14 business days before the event to Kenosha Fire and Kenosha County Health.
   a. Event Organizers may reach out to Kenosha County Public Health staff who are available to review plans and have discussion for any event.
   b. The applicant must contact the Fire Prevention Bureau at 262.653.4410 or 262.653.4109 a minimum of fourteen (14) days prior to the event in order to coordinate inspections for the day of the event. All food trucks with grease laden vapors are required to have a fire suppression unit in their trucks per City Ordinance and State Fire Code.
4. All signage must comply with Chapter 15 of the Code of General Ordinances.
5. Per WI State Statute 182.0175, the applicant is responsible for planning and performance of any type of ground penetration and excavation by providing advanced notice to Digger’s Hotline (call 1.800.242.8511) no later than three (3) business days prior to the ground penetration. Digger’s Hotline will provide a ticket number and the date when structures will be able to be placed at your approved location.
6. Applicants are responsible for litter and debris and the site must be picked up at the end of the event.
   a. Applicants are required to place all recyclables and trash in designated areas as determined by the Department of Parks. Recycling shall comply with the City of Kenosha recycling rules (Code of General Ordinances 5.119 (H. Recyclable materials)). All other items shall be placed in the trash containers. If Recycling Containers are contaminated by items, other than those listed, applicants may be subject to additional charges.
7. The City can only authorize uses of City owned property or public rights-of-way. Any activity shown on private property must be authorized by the owner.
   a. Applicants will be responsible for any damage caused to City property as a result of this event.
8. Submission of an Operational & Security Plan and Safety & Evacuation Plan (per NFPA 1 Chapter 10) is required and must be approved by the City Staff. These plans shall be submitted within 30-60 days prior to the start of the event. Please note the event will not be allowed to begin until approval is obtained and final authorization letter is executed.
9. Event Organizers must receive prior permission from the Department of Public Works (a minimum of 14 days prior to the event) for any request for directional markings on any structure, fixture, surface within the City’s jurisdiction. If the request is approved, by the Department of Public Works, only the use of dry stick sidewalk-type chalks. All spray paints and spray chalks of any kind regardless of the claims by the manufacturer will be strictly prohibited. The use of such products will result in the organization being billed for all costs incurred to remove marks and/or restore the clean appearance of city paved surfaces and face the possible loss of permit privileges in the future. To establish the locations within the event area, organizers of all future events will be required to limit the use of markings to temporary signs on lathe or similar posts or the use of dry stick sidewalk-type chalks only. There will be no exceptions allowed for weather-related reasons or other.
10. The Applicant must:
    a. Supervise all persons using the location under authority of the Special event permit.
    b. Reimburse the City for any costs incurred in enforcing Permit Standards and Conditions within 30 days of receiving an invoice.
       i. Event is subject to the annual fee table upon approval by Committee(s)

CONDITIONS OF APPROVAL

If conditions are not followed, the event may be shut down by the City, and any future events may be rejected.

c. Procure any license or other permits required for this activity.
d. Obtain approval from City Development for any on site signage and obtain any necessary permits.
e. Provide private security for traffic issues, parking and/or crowd control.

11. Procure and maintain one (1) or more liability insurance policy(ies) written by one (1) or more insurance company(ies) licensed to do business in the State of Wisconsin as required by paragraph L of the Special Event Ordinance. The endorsements need to be filed in addition to the Certificate. These must be received fourteen (14) days prior to the event start date.
12. The event will be required to meet all requirements in the Code of General Ordinances for the City of Kenosha that are in effect at the time of the event.
13. Compliance with applicable Federal, State, County and City laws, rules and regulations including licensing conditions and operational requirements contained within Sections 5.04, 6.05, 12.02, 12.03, 12.04, 12.05, 13.03, 13.035, and 14.025.

THE CITY OF KENOSHA
CHART A BETTER COURSE

RECEIVED
SEP 13 2024
By

Application for a Special Event Permit*
Form #ADM400 (rev. 05/2024)
*Subject to Change

☐ Nonrefundable Fee: $100 if submitted 45 days or more before an event
☐ Nonrefundable Fee: $500 if submitted 30-45 days before an event
Applications for an event less than 30 days away will not be considered
☑ Fee waived by ordinance

Before completing this application, carefully read the Special Event Planning Guide found at www.kenosha.org

Event Name: Lightin' Up Kenosha with Christmas Tree Lighting

Event Date(s) Requested: Nov. 29, 2024 **Rain Date(s):**

A. Event Organization

1. Organization's Name: City of Kenosha
2. Does this organization hold not-for-profit status? ☐ No ☑ Yes (Please provide verification of 501(c) 3 status by submitting organization's IRS determination letter which outlined your tax-exemption or call IRS Customer Service at 1-877-829-5500 to request a copy). *Required to receive non-profit rate for equipment rental.*
3. Organization's Address: 625 52nd St., rm300 City: Kenosha State: WI Zip: 53140
4. Contact Person: Kris Kochman
5. Contact Phone: 262-653-4177 Contact Email: kkochman@kenosha.org

B. Event Location

1. Location (check all that apply):

☑ City Street ☐ City Sidewalk ☑ City Park ☐ City-Owned Building*
☑ City Owned Parcels ☐ Water Utility Property ☐ Airport Property ☐ Transit Property

Name & Address of the park, and any building* (includes shelter, concession area, bandshell, etc.):
Veterans Memorial Park, Friendship Park and additional sites on attached map

2. Does the event require any streets to be closed? ☒ Yes ☐ No ① 6th Ave. between 52 & 54 St. +
② Name of street: Alley From: 7th Ave To: 6th Ave N of 59th St.
3. Type of street use requiring closure: ☐ Parade ☐ Run or Walk ☒ Other: ③ 7th Ave. from 58-59 St.
4. Attach a scaled site plan of the event location and include the following if applicable: ☑ Site Plan Attached

☐ Fences ☐ Entrances/Exits ☐ Volunteer Check-in
☐ Beer Garden ☐ Staging Areas ☑ Vendor locations
☑ Waste Containers ☑ Portable Toilets ☐ Routes & Traffic Lanes (including barricades)
☑ Stages ☑ Signage ☐ Parking (including handicapped spaces)
☑ Temporary Structures (tents, trailers, etc.) ☐ Street parking restrictions

C. Event Operation Plan & Details

1. Attach additional pages for events more than 3 days. Each day's event times must be listed.

SET-UP DATE	DAY 1 EVENT DATE	DAY 2 EVENT DATE	DAY 3 EVENT DATE	TEAR-DOWN DATE
Nov. 26, 2024	Nov. 29, 2024			Dec. 1, 2024
SET-UP TIME	**DAY 1 START & END TIMES**	**DAY 2 START & END TIMES**	**DAY 3 START & END TIMES**	**TEAR-DOWN TIME**
8am	3-9 pm			8 a.m

2. Estimated Number of Attendees Per Day: 2,000

3. Event Description (provide a brief description of the event; attach additional pages if needed):

City Christmas tree lighting program at Veterans Memorial Park beginning at 3:30 p.m.
Additional entertainment and festivities throughout downtown.

4. Indicate if the event will have any of the following (check all that apply):

- [x] Food Vendors
- [x] Merchandise Vendors
- [ ] Artwork Displays/Sales
- [x] Signage
- [ ] Animal Rides
- [ ] Petting Zoo
- [ ] Rides
- [x] Announcements/Speeches
- [ ] Fireworks*
- [ ] Bonfire*
- [ ] Pyrotechnic Devices*
- [ ] Horse Drawn Vehicles**
- [ ] Carnival
- [ ] Circus
- [x] Games
- [x] Public Entertainment
- [ ] Other:_____
- [ ] Sports tournament (list type: softball, hardball, rugby, etc.):_____
- [x] Band
- [x] DJ
- [ ] Theatre

*If approved by the Parks Commission, an Open Burning/Fireworks Permit may be obtained a minimum of fourteen (14) business days before the event. For details, contact the Fire Prevention Bureau at 262-653-4410 or 262-653-4109.
**The event must be in compliance with Chapter 14.025 C & D of the Code of General Ordinances.

D. Beer/Wine

1. Will beer and/or wine be served or sold at the event? [ ] Yes [x] No (If no, skip to section E.)
   Event staff or security will check identification and issue wristbands to anyone age 21 and older who wishes to purchase beer or wine.

2. Name of organization applying for the Temporary Class "B" Retailer's License:_____
   Contact the City Clerk-Treasurer's office at 262-653-4020 or by emailing cityclerk@kenosha.org a minimum of 30 days prior to the event to obtain a Temporary Class "B"/"Class B" Retailer's License.

3. Specify, for each day of sale, the start and end times when beer/wine will be sold. Attach additional sheets if needed for more than 3 days. Note: If the event is in a Park, all beer/wine sales after 10 p.m. must get approval from the Board of Parks Commission.

Day 1 Date of beer/wine sales	Day 2 Date of beer/wine sales	Day 3 Date of beer/wine sales
Start Time	Start Time	Start Time
End time	End time	End time

E. Food/Merchandise

1. Will food be sold or served at your event? ☑ Sold ☐ Served ☐ No Food

Contact the Kenosha County Health Department at 262-605-6591 or by emailing Mark Melotik at mark.melotik@kenoshacounty.org or Lorma Wendt at lorma.wendt@kenoshacounty.org for information on the safe handling of food and beverages.

Contact the Fire Prevention Bureau at 262-653-4410 or 262-653-4109 a minimum of fourteen (14) business days prior to the event in order to coordinate inspections for the day of the event.

2. Will vendors sell merchandise at the event? ☑ Yes ☐ No

- If yes to either food or merchandise, complete a Vendor List and submit it at least fourteen (14) days prior to the event to Administration. A copy will be sent to the Health Department and the Fire Department.

F. Equipment Rental

1. Will the event need: Electricity ☑ Yes ☐ No Water ☐ Yes ☑ No

Service for electric and water varies by location. The organizer may be required to provide their own generators in order to have sufficient electricity required for the event.

2. Indicate requests for any of the following City-provided rental equipment (check all that apply).
Supplies are limited and granted upon availability.

☐ Bleachers	# requested _____	☑ Benches @ Veterans	# requested 40
☐ Barricades	# requested _____	☑ Picnic Tables @ Herzing	# requested 4
☑ Trash Carts Veterans	# requested 10	☐ Traffic Cones	# requested _____
☑ Recycling Carts	# requested 5	☐ Traffic Signs	# requested _____
☑ Showmobile (2 available)	# requested 1	☐ Generator (1 available and only with Showmobile)	
☐ Reviewing Stands	# requested _____		
☐ Fencing			

How many 50 foot sections of *snow* fencing? _____ How many 6 foot sections of *white plastic portable* fencing? _____

G. Temporary Structures

1. Will the event have any temporary structures or signage? ☑ Yes ☐ No (If no, skip to section H.)
Temporary structures are defined as anything that penetrates the ground by stakes, tools, or other equipment such as tents. The proposed location of the structure(s) must be noted on the site plan.

2. In addition to City Equipment, what other type of temporary structures will be at the event (check all that apply)?
☑ Tents *(larger than 10x10 pop up)* ☐ Inflatables ☐ Staging ☐ Trailers ☐ Dunk Tank ☑ Signage*
☑ Portable restrooms/ handwash stations ☐ Other (Please Explain): _____

*Any signage must comply with Chapter 15 of the City's code of general ordinances. Include an example of proposed signage. For any questions on signage, contact City Development at: 262-653-4030.

3. I understand that if the event has any temporary structures, I must call Digger's Hotline no later than three (3) business days prior to the event. ☑ Yes KK Initial

*****VERY IMPORTANT*****

WI State Statute 182.0175 requires that the Event Organizer responsible for the planning and performance of any type of ground penetration and excavation provide advanced notice to Digger's Hotline (call 1-800-242-8511) no later than three (3) business days prior to the ground penetration. Digger's Hotline will provide a ticket number and the date when structures will be able to be placed at your approved location. *There are no exceptions.*

H. Security

Event organizers are responsible for providing safety and security for all attendees. Measures must be taken to maintain order and enforce all laws, rules, and regulations pertinent to the event. The Kenosha Police and Fire Departments shall have the discretion to modify the required security plan as they deem necessary; and may recommend denial of the Special Event Permit if the security plan is inadequate.

1. Briefly describe security measures: City staff will be on site to address any issues
2. Is approval for overnight security requested for the event? ☐ Yes ☑ No
3. Will the event have private security? ☐ Yes ☑ No
4. Will private security at the event be armed? ☐ Yes ☑ No
5. Private Security Company Name: _____ Phone #: _____
6. Are the services of the City of Kenosha Police personnel requested? (if so, contact Kenosha Police: 262-605-5216)
   ☐ Yes ☑ No
7. One member of the organization's security personnel or the organization's contact person must be designated "Head of Security" who can be reached at any time.

   Name of Designated Head of Security: Kris Kochman
   First M.I. Last
   Head of Security's Phone Number: 262-771-5169

***REQUIRED: Detailed security and operational plan:**
☐ Attached ☑ Will be submitted a minimum of 14 business days before the event.

I. Insurance

The Special Event Organizer shall, at a minimum, procure and maintain during the term of the Special Event occurrence based insurance policies, hereinafter specified insuring the Special Event and all associated Special Event activities. The Reviewing Authority may require additional coverages and/or increased coverage when deemed necessary. Certificates of Insurance must reflect:

a. Commercial General Liability:
   General Aggregate - Two Million Dollars ($2,000,000.00)
   Each Occurrence - One Million Dollars ($1,000,000.00)
b. Automobile Liability: (When required as a permit condition)
   Combined single limit coverage for bodily injury and property damage per accident in the amount of One Million Dollars ($1,000,000.00).
c. Liquor Liability Coverage (When alcohol is approved for the Special Event)
   General Aggregate - One Million Dollars ($1,000,000.00)
   Each Occurrence - One Million Dollars ($1,000,000.00)
d. Umbrella Liability in the following amounts over the Commercial General Liability and Automobile Liability amounts listed herein: (When required as a permit condition)
   Two Million Dollars ($2,000,000.00) per person
   Two Million Dollars ($2,000,000.00) aggregate
e. Endorsements: The policy must be endorsed to name "The City of Kenosha, its elected officials, representatives, employees and agents" as additional insured. You must provide a copy of the actual endorsement.

The Commercial General Liability coverages required herein may be subject to a deductible or self-insured retention. If the Commercial General Liability insurance coverage policy has a deductible or self-insured retention, said deductible or self-insured retention cannot exceed $5,000.00. The Umbrella Liability policy shall not contain exclusions or exceptions not present in the General Liability insurance policy.

Certificate of Liability Insurance:
☐ Attached ☐ Will be submitted a minimum of fourteen (14) business days before the event by the responsible agent on behalf of the event organization.

J. Hold Harmless

The Indemnity and Hold Harmless Agreement must be signed by an authorized agent of the organization presenting the event, and filed as a condition of approval.

a)

- **I understand the filing of this application does not ensure the issuance of this licenses.**
- **I also understand that all Special Event Organizers and Vendors must comply with applicable Federal, State, County, and City laws, rules, and regulations.**
- **I further understand that an incomplete application may cause a delay in processing or a denial of the event.**
- **I have reviewed the Code of General Ordinance Chapter 12.06 "Special Event Permit"**

Print Name of Authorized Agent: Kris Kochman

Signature: Kris Kochman Date: 8-29-2024

INDEMNITY AND HOLD HARMLESS AGREEMENT

SPECIAL EVENT APPLICATION
CITY ORDINANCE CHAPTER 12.06

Kris Kochman

Authorized Agent of Special Event Organizer

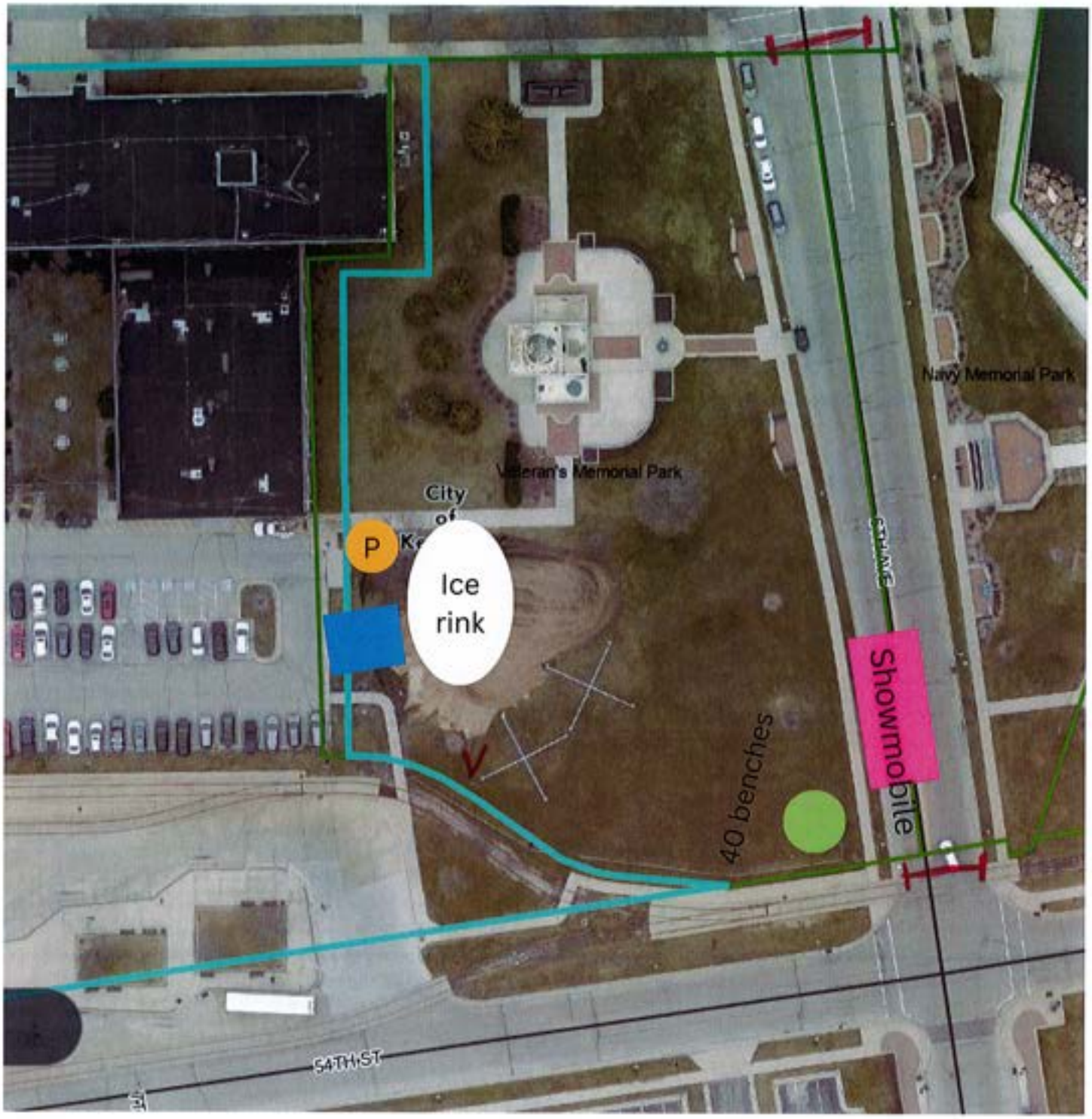
Special Event Organizer does hereby agree that it will indemnify, defend and hold harmless the City of Kenosha, the City of Kenosha Board of Public Works, and the City of Kenosha Board of Parks Commission and their respective officers, agents and employees (collectively "Indemnitees") against any and all claims, liability, loss, charges, damages, costs, judgments, settlement expenses and attorney's fees, which any of them may hereafter sustain, incur or be required to pay as a result of incidents occurring on property or as a result of any operations, works, acts or omissions performed on property by Special Event Organizer, its officers, employees, contractors, subcontractors, independent contractors, agents, invitees or permitted users, or resulting from the Special Event Organizers failure to perform or observe any of the terms, covenants and conditions of this Agreement, or resulting from any conditions of property or improvements thereon by reason of any of which any person suffers personal injury, death or property loss or damage. Upon the filing with the City of Kenosha, the City of Kenosha Public Works Committee, or the City of Kenosha Board of Park Commission of a claim for damages arising out of any incident(s) which Special Event Organizer herein agrees to indemnify, defend and hold Indemnitees harmless, Special Event Organizer shall be notified of such claim, and in the event that Special Event Organizer does not pay, settle or compromise such claim, then the Special Event Organizer shall undertake the legal defense of such claim both on behalf of Special Event Organizer and Indemnitees. It is specifically agreed, however, that Indemnitees, at their own cost and expense, may participate in the legal defense of any such claim, but shall have no right to control settlement under circumstances wherein the full amount of the settlement shall be paid by Special Event Organizer and/or its insurers. Any judgment, final beyond all possibility of appeal, which may be rendered against Indemnitees for any cause for which Special Event Organizer is liable hereunder shall be conclusive against Special Event Organizer as to liability and amount of damages. This provision shall survive expiration or termination of this agreement to the extent necessary to effectuate its purpose.

Kris Kochman 8-29-2024

Applicant Signature Date

Please sign, date and return the completed application to:
City of Kenosha Administration
625 - 52nd Street
Room 300
Kenosha, WI 53140

City Tree Lighting Nov. 29, 2024
Veterans Memorial Park



P = portalet

Skate hut

V= food vendor

barricades

Lightin' Up Nov. 29, 2024 Friendship Park and vicinity

Christmas tree

Food Vendor

Picnic Tables

Strings of lights

barricades for alley closure

THE CITY OF KENOSHA
CHART A BETTER COURSE

DEPARTMENT OF PARKS

October 8, 2024

TO: Eric Haugaard, Chairperson of Park Commission (District 1)

CC: Alderperson Siel (District 2)
Kris Kochman, Community Relations Liaison

FROM: Katie Elder, CPRP
Director of Parks

RE: Park Commission: Request from Seventy2hrs Entertainment, LLC for use of Kennedy Park and Closure of Kennedy Drive on August 9, 2025 to hold the Kooler by the Lake - Volkswagen / Audi Enthusiast Event. (District 2)

BACKGROUND/ANALYSIS

Seventy2hrs Entertainment, LLC is requesting from the Board of Park Commission the use of Kennedy Park on August 9, 2025 to:

a. Hold the Kooler by the Lake - Volkswagen / Audi Enthusiast Event
b. Have set up on August 8, 2025 from 9:30AM
c. Have takedown on August 11, 2025 from 7PM
d. Hold the event beginning at 11:30AM
e. Close Kennedy Drive on August 9, 2025 of event in accordance with Fire Department restrictions
f. Have Food and Merchandise Vendors
g. Have Temporary Signage and Structures (Tents & Trailers)
h. Have Amplified Sound (Announcements/Speeches)
i. Have Games
j. Have Public Entertainment (Band, DJ)
k. Sell Fermented Malt and/or Wine Beverages [wristbands for 21+ or restricted area]

Event hours will be 11:30AM - 6PM. Setup will take place beginning at 9:30AM on August 8, 2025 (except for road closures) and take down is scheduled for August 11, 2025. ***Road closure would be in place on August 9, 2025 only during event hours through take down.

Assuming availability, as determined by City Staff, the requested equipment will be supplied by the Department of Parks.

The event description: “Volkswagen / Audi enthusiast; a car show with vendors, food, a beer garden, live entertainment, and a charitable fundraiser.”

CONDITIONS OF APPROVAL

If conditions are not followed, the event may be shut down by the City, and any future events may be rejected.

1. Approved Operation of the following activities:
   a. Have Food and Merchandise Vendors
   b. Have Temporary Signage and Structures (Tents & Trailers)
   c. Have Amplified Sound (Announcements/Speeches)
   d. Have Games
   e. Have Public Entertainment (Band, DJ)
   f. Sell Fermented Malt and/or Wine Beverages [wristbands for 21+ or restricted area]
   g. Use of Kennedy Park:
      i. All vendors, cars and equipment shall enter the park off of 41st Street. No vehicles shall drive, park, or cross the multi-use path on the east side of Kennedy Drive.
2. Closure of Kennedy Drive must be closed adhering to all restrictions in accordance with Kenosha Fire Department requirements which include, but are not limited to, maintaining a minimum of 12 feet access at all times, no structures other than tents are allowed in the roadway for this event, and all items placed in the roadway must be easily moved if Emergency personnel are required.
3. Vendor list with contact information must be submitted a minimum of 14 business days before the event to Kenosha Fire and Kenosha County Health.
   a. Event Organizers may reach out to Kenosha County Public Health staff who are available to review plans and have discussion for any event.
   b. The applicant must contact the Fire Prevention Bureau at 262.653.4410 or 262.653.4109 a minimum of fourteen (14) days prior to the event in order to coordinate inspections for the day of the event. All food trucks with grease laden vapors are required to have a fire suppression unit in their trucks per City Ordinance and State Fire Code.
4. Applicants must obtain a Temporary Class "B" license from the City Clerk-Treasurer's office. They can be contacted at 262.653.4020 or by emailing cityclerk@kenosha.org. Applicants must apply a minimum of 30 days prior to the event.
5. All signage must comply with Chapter 15 of the Code of General Ordinances.
   a. Per WI State Statute 182.0175, the applicant is responsible for planning and performance of any type of ground penetration and excavation by providing advanced notice to Digger's Hotline (call 1.800.242.8511) no later than three (3) business days prior to the ground penetration. Digger's Hotline will provide a ticket number and the date when structures will be able to be placed at your approved location.
6. Applicants are responsible for litter and debris and the site must be picked up at the end of the event.
   a. Applicants are required to place all recyclables and trash in designated areas as determined by the Department of Parks. Recycling shall comply with the City of Kenosha recycling rules (Code of General Ordinances 5.119 (H. Recyclable materials)). All other items shall be placed in the trash containers. If Recycling Containers are contaminated by items, other than those listed, applicants may be subject to additional charges.
7. The City can only authorize uses of City owned property or public rights-of-way. Any activity shown on private property must be authorized by the owner.
   a. Applicants will be responsible for any damage caused to City property as a result of this event.
8. Submission of an Operational & Security Plan and Safety & Evacuation Plan (per NFPA 1 Chapter 10) is required and must be approved by the City Staff. These plans shall be submitted within 30-60 days prior to the start of the event. Please note the event will not be allowed to begin until approval is obtained and final authorization letter is executed.
9. Event Organizers must receive prior permission from the Department of Public Works (a minimum of 14 days prior to the event) for any request for directional markings on any structure, fixture, surface within the City's jurisdiction. If the request is approved, by the Department of Public Works, only the use of dry stick sidewalk-type chalks. All spray paints and spray chalks of any kind regardless of the claims by the manufacturer will be strictly prohibited. The use of such products will result in the organization being billed for all costs incurred to remove marks and/or restore the clean appearance of city paved surfaces and face the possible loss of permit privileges in the future. To establish the locations within the event area, organizers of all future events will be required to limit the use of markings to temporary signs on lathe or similar posts or the use of dry stick sidewalk-type chalks only. There will be no exceptions allowed for weather-related reasons or other.
10. The Applicant must:
    a. Supervise all persons using the location under authority of the Special event permit.
    b. Reimburse the City for any costs incurred in enforcing Permit Standards and Conditions within 30 days of receiving an invoice.
       i. Event is subject to the annual fee table upon approval by Committee(s)
    c. Procure any license or other permits required for this activity.
    d. Obtain approval from City Development for any on site signage and obtain any necessary permits.
    e. Provide private security for traffic issues, parking and/or crowd control.
11. Procure and maintain one (1) or more liability insurance policy(ies) written by one (1) or more insurance company(ies) licensed to do business in the State of Wisconsin as required by paragraph L of the Special Event

CONDITIONS OF APPROVAL

If conditions are not followed, the event may be shut down by the City, and any future events may be rejected.

Ordinance. The endorsements need to be filed in addition to the Certificate. These must be received fourteen (14) days prior to the event start date.

12. The event will be required to meet all requirements in the Code of General Ordinances for the City of Kenosha that are in effect at the time of the event.
13. Compliance with applicable Federal, State, County and City laws, rules and regulations including licensing conditions and operational requirements contained within Sections 5.04, 6.05, 12.02, 12.03, 12.04, 12.05, 13.03, 13.035, and 14.025.

THE CITY OF KENOSHA
CHART A BETTER COURSE

RECEIVED
SEP 13 2024
By

Application for a Special Event Permit*
Form #ADM400 (rev. 12/2021)
***Subject to Change**

☑ **Nonrefundable Fee: $100 if submitted 45 days or more before an event**
☐ **Nonrefundable Fee: $500 if submitted 30-45 days before an event**
Applications for an event less than 30 days away will not be considered
☐ **Fee waived by ordinance**

Before completing this application, carefully read the Special Event Planning Guide found at www.kenosha.org

Event Name: Kooler By The Lake - Volkswagen / Audi Enthusiast Event

Event Date(s) Requested: 08/09/2025 **Rain Date(s):**

A. Event Organization

1. Organization's Name: Seventy2hrs Entertainment, LLC
2. Does this organization hold not-for-profit status? ☑ No ☐ Yes (Please provide verification of 501(c) 3 status by submitting organization's IRS determination letter which outlined your tax-exemption or call IRS Customer Service at 1-877-829-5500 to request a copy). *Required to receive non-profit rate for equipment rental.*
3. Organization's Address: 1862 E. Belvidere Rd. Ste 163 City: Grayslake State: IL Zip: 60030
4. Contact Person: Jason Axelrod
5. Contact Phone: 847-561-6677 Contact Email: info@koolerbythelake.org

B. Event Location

1. Location (check all that apply):

☐ City Street ☐ City Sidewalk ☑ City Park ☐ City-Owned Building*
☐ City Owned Parcels ☐ Water Utility Property ☐ Airport Property ☐ Transit Property

Name & Address of the park, and any building* (includes shelter, concession area, bandshell, etc.):
J.F. Kennedy Park, 4051 5th Ave, Kenosha, WI 53140

2. Does the event require any streets to be closed? ☑ Yes ☐ No

Name of street: Kennedy Drive From: 10am To: 7pm

3. Type of street use requiring closure: ☐ Parade ☐ Run or Walk ☑ Other: Vendor / Sponsor Parking and Pedestrian Safety
4. Attach a scaled site plan of the event location and include the following if applicable: ☑ Site Plan Attached

☐ Fences ☑ Entrances/Exits ☐ Volunteer Check-in
☑ Beer Garden ☐ Staging Areas ☑ Vendor locations
☑ Waste Containers ☐ Portable Toilets ☐ Routes & Traffic Lanes (including barricades)
☐ Stages ☐ Signage ☐ Parking (including handicapped spaces)
☑ Temporary Structures (tents, trailers, etc.) ☐ Street parking restrictions

Oct 14 packs

C. Event Operation Plan & Details

1. Attach additional pages for events more than 3 days. Each day's event times must be listed.

SET-UP DATE	DAY 1 EVENT DATE	DAY 2 EVENT DATE	DAY 3 EVENT DATE	TEAR-DOWN DATE
08/08/2025	08/09/2025			08/11/2025
SET-UP TIME	**DAY 1 START & END TIMES**	**DAY 2 START & END TIMES**	**DAY 3 START & END TIMES**	**TEAR-DOWN TIME**
9:30am	11:30am - 6:00pm			7:00pm

2. Estimated Number of Attendees Per Day: 300

3. Event Description (provide a brief description of the event; attach additional pages if needed):

Volkswagen / Audi enthusiast event; a car show with vendors, food, a beer garden, live entertainment, and a charitable fundraiser.

4. Indicate if the event will have any of the following (check all that apply):

- [x] Food Vendors
- [x] Merchandise Vendors
- [ ] Artwork Displays/Sales
- [x] Signage
- [ ] Animal Rides
- [ ] Petting Zoo
- [ ] Rides
- [x] Announcements/Speeches
- [ ] Fireworks*
- [ ] Bonfire*
- [ ] Pyrotechnic Devices*
- [ ] Horse Drawn Vehicles**
- [ ] Carnival
- [ ] Circus
- [x] Games
- [x] Public Entertainment
- [ ] Other:_____
- [ ] Sports tournament (list type: softball, hardball, rugby, etc.):_____
- [x] Band
- [x] DJ
- [ ] Theatre

*If approved by the Parks Commission, an Open Burning/Fireworks Permit may be obtained a minimum of fourteen (14) business days before the event. For details, contact the Fire Prevention Bureau at 262-653-4410 or 262-653-4109.
**The event must be in compliance with Chapter 14.025 C & D of the Code of General Ordinances.

D. Beer/Wine

1. Will beer and/or wine be served or sold at the event? [x] Yes [ ] No (If no, skip to section E.)
   Event staff or security will check identification and issue wristbands to anyone age 21 and older who wishes to purchase beer or wine.
2. Name of organization applying for the Temporary Class "B" Retailer's License: WI Humane Society - Kenosha Campus
   Contact the City Clerk-Treasurer's office at 262-653-4020 or by emailing cityclerk@kenosha.org a minimum of 30 days prior to the event to obtain a Temporary Class "B"/"Class B" Retailer's License.
3. Specify, for each day of sale, the start and end times when beer/wine will be sold. Attach additional sheets if needed for more than 3 days. Note: If the event is in a Park, all beer/wine sales after 10 p.m. must get approval from the Board of Parks Commission.

Day 1 Date of beer/wine sales 08/09/2025	**Day 2 Date of beer/wine sales**	**Day 3 Date of beer/wine sales**
Start Time 11:30am	**Start Time**	**Start Time**
End time 6:00pm	**End time**	**End time**

E. Food/Merchandise

1. Will food be sold or served at your event? ☑ Sold ☐ Served ☐ No Food

Contact the Kenosha County Health Department at 262-605-6700 or by emailing Mark Melotik at mark.melotik@kenoshacounty.org or Brad Wozniak at brad.wozniak@kenoshacounty.org for information on the safe handling of food and beverages.

Contact the Fire Prevention Bureau at 262-653-4410 or 262-653-4109 a minimum of fourteen (14) business days prior to the event in order to coordinate inspections for the day of the event.

2. Will vendors sell merchandise at the event? ☑ Yes ☐ No

- If yes to either food or merchandise, complete a Vendor List and submit it at least fourteen (14) days prior to the event to Administration. A copy will be sent to the Health Department and the Fire Department.

F. Equipment Rental

1. Will the event need: Electricity ☑ Yes ☐ No Water ☑ Yes ☐ No

Service for electric and water varies by location. The organizer may be required to provide their own generators in order to have sufficient electricity required for the event.

2. Indicate requests for any of the following City-provided rental equipment (check all that apply).
Supplies are limited and granted upon availability.

☐	Bleachers	# requested _____	☐	Benches	# requested _____
☑	Barricades	# requested 2	☑	Picnic Tables	# requested 6
☑	Trash Carts	# requested 6	☐	Traffic Cones	# requested _____
☑	Recycling Carts	# requested 6	☐	Traffic Signs	# requested _____
☐	Showmobile (2 available)	# requested _____	☐	Generator (1 available and only with Showmobile)	
☐	Reviewing Stands	# requested _____			
☑	Fencing				

How many 50 foot sections of *snow* fencing? 4 How many 6 foot sections of *white plastic portable* fencing? _____

G. Temporary Structures

1. Will the event have any temporary structures or signage? ☑ Yes ☐ No (If no, skip to section H.)
Temporary structures are defined as anything that penetrates the ground by stakes, tools, or other equipment such as tents. The proposed location of the structure(s) must be noted on the site plan.

2. In addition to City Equipment, what other type of temporary structures will be at the event (check all that apply)?
☑ Tents *(larger than 10x10 pop up)* ☐ Inflatables ☐ Staging ☑ Trailers ☐ Dunk Tank ☑ Signage*
☐ Portable restrooms/ handwash stations ☐ Other (Please Explain): _____

*Any signage must comply with Chapter 15 of the City's code of general ordinances. Include an example of proposed signage. For any questions on signage, contact City Development at: 262-653-4030.

3. I understand that if the event has any temporary structures, I must call Digger's Hotline no later than three (3) business days prior to the event. ☑ Yes _____ Initial

*****VERY IMPORTANT*****

WI State Statute 182.0175 requires that the Event Organizer responsible for the planning and performance of any type of ground penetration and excavation provide advanced notice to Digger's Hotline (call 1-800-242-8511) no later than three (3) business days prior to the ground penetration. Digger's Hotline will provide a ticket number and the date when structures will be able to be placed at your approved location. *There are no exceptions.*

H. Security

Event organizers are responsible for providing safety and security for all attendees. Measures must be taken to maintain order and enforce all laws, rules, and regulations pertinent to the event. The Kenosha Police and Fire Departments shall have the discretion to modify the required security plan as they deem necessary; and may recommend denial of the Special Event Permit if the security plan is inadequate.

1. Briefly describe security measures: Staff members with two-way radios throughout the event
2. Is approval for overnight security requested for the event? ☑ Yes ☐ No
3. Will the event have private security? ☐ Yes ☑ No
4. Will private security at the event be armed? ☐ Yes ☑ No
5. Private Security Company Name: _____ Phone #: _____
6. Are the services of the City of Kenosha Police personnel requested? (if so, contact Kenosha Police: 262-605-5216)
   ☐ Yes ☑ No
7. One member of the organization's security personnel or the organization's contact person must be designated "Head of Security" who can be reached at any time.

   Name of Designated Head of Security: Jason S. Axelrod
   First M.I. Last
   Head of Security's Phone Number: 847-561-6677

***REQUIRED: Detailed security and operational plan:**
☐ Attached ☑ Will be submitted a minimum of 14 business days before the event.

I. Insurance

The Special Event Organizer shall, at a minimum, procure and maintain during the term of the Special Event occurrence based insurance policies, hereinafter specified insuring the Special Event and all associated Special Event activities. The Reviewing Authority may require additional coverages and/or increased coverage when deemed necessary. Certificates of Insurance must reflect:

a. Commercial General Liability:
   General Aggregate - Two Million Dollars ($2,000,000.00)
   Each Occurrence - One Million Dollars ($1,000,000.00)
b. Automobile Liability: (When required as a permit condition)
   Combined single limit coverage for bodily injury and property damage per accident in the amount of One Million Dollars ($1,000,000.00).
c. Liquor Liability Coverage (When alcohol is approved for the Special Event)
   General Aggregate - One Million Dollars ($1,000,000.00)
   Each Occurrence - One Million Dollars ($1,000,000.00)
d. Umbrella Liability in the following amounts over the Commercial General Liability and Automobile Liability amounts listed herein: (When required as a permit condition)
   Two Million Dollars ($2,000,000.00) per person
   Two Million Dollars ($2,000,000.00) aggregate
e. Endorsements: The policy must be endorsed to name "The City of Kenosha, its elected officials, representatives, employees and agents" as additional insured. You must provide a copy of the actual endorsement.

The Commercial General Liability coverages required herein may be subject to a deductible or self-insured retention. If the Commercial General Liability insurance coverage policy has a deductible or self-insured retention, said deductible or self-insured retention cannot exceed $5,000.00. The Umbrella Liability policy shall not contain exclusions or exceptions not present in the General Liability insurance policy.

Certificate of Liability Insurance:
☐ Attached ☑ Will be submitted a minimum of fourteen (14) business days before the event by the responsible agent on behalf of the event organization.

J. Hold Harmless

The Indemnity and Hold Harmless Agreement must be signed by an authorized agent of the organization presenting the event, and filed as a condition of approval.

a)

- **I understand the filing of this application does not ensure the issuance of this licenses.**
- **I also understand that all Special Event Organizers and Vendors must comply with applicable Federal, State, County, and City laws, rules, and regulations.**
- **I further understand that an incomplete application may cause a delay in processing or a denial of the event.**
- **I have reviewed the Code of General Ordinance Chapter 12.06 "Special Event Permit"**

Print Name of Authorized Agent: Jason Axelrod

Signature: Jason Axelrod Date: 09/08/2024

INDEMNITY AND HOLD HARMLESS AGREEMENT

SPECIAL EVENT APPLICATION
CITY ORDINANCE CHAPTER 12.06

Jason Axelrod
Authorized Agent of Special Event Organizer

Special Event Organizer does hereby agree that it will indemnify, defend and hold harmless the City of Kenosha, the City of Kenosha Board of Public Works, and the City of Kenosha Board of Parks Commission and their respective officers, agents and employees (collectively "Indemnitees") against any and all claims, liability, loss, charges, damages, costs, judgments, settlement expenses and attorney's fees, which any of them may hereafter sustain, incur or be required to pay as a result of incidents occurring on property or as a result of any operations, works, acts or omissions performed on property by Special Event Organizer, its officers, employees, contractors, subcontractors, independent contractors, agents, invitees or permitted users, or resulting from the Special Event Organizers failure to perform or observe any of the terms, covenants and conditions of this Agreement, or resulting from any conditions of property or improvements thereon by reason of any of which any person suffers personal injury, death or property loss or damage. Upon the filing with the City of Kenosha, the City of Kenosha Public Works Committee, or the City of Kenosha Board of Park Commission of a claim for damages arising out of any incident(s) which Special Event Organizer herein agrees to indemnify, defend and hold Indemnitees harmless, Special Event Organizer shall be notified of such claim, and in the event that Special Event Organizer does not pay, settle or compromise such claim, then the Special Event Organizer shall undertake the legal defense of such claim both on behalf of Special Event Organizer and Indemnitees. It is specifically agreed, however, that Indemnitees, at their own cost and expense, may participate in the legal defense of any such claim, but shall have no right to control settlement under circumstances wherein the full amount of the settlement shall be paid by Special Event Organizer and/or its insurers. Any judgment, final beyond all possibility of appeal, which may be rendered against Indemnitees for any cause for which Special Event Organizer is liable hereunder shall be conclusive against Special Event Organizer as to liability and amount of damages. This provision shall survive expiration or termination of this agreement to the extent necessary to effectuate its purpose.

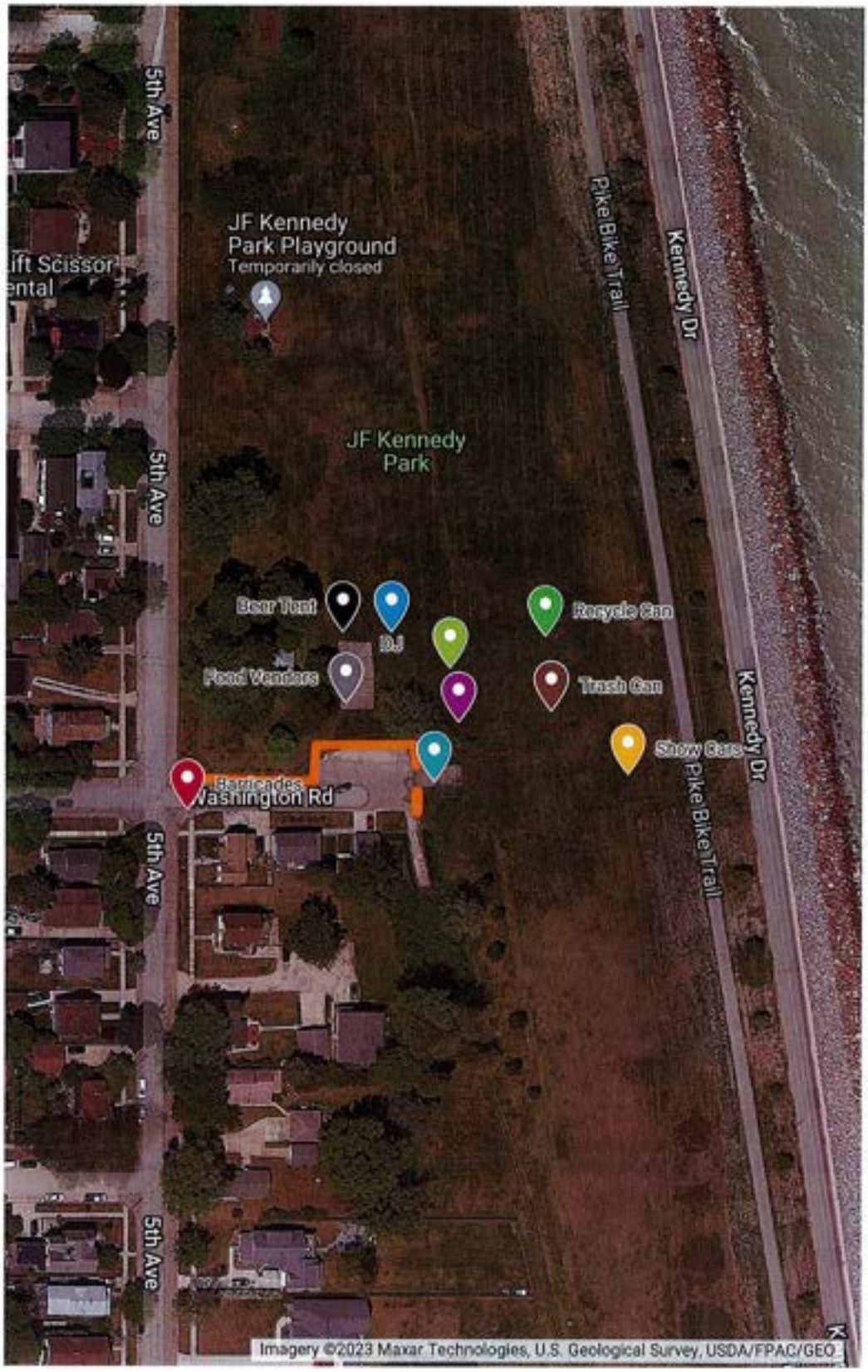
Jason Axelrod 09/08/2024
Applicant Signature Date

Please sign, date and return the completed application to:
City of Kenosha Administration
625 - 52nd Street
Room 300
Kenosha, WI 53140

Kooler By The Lake 2025

Show Area

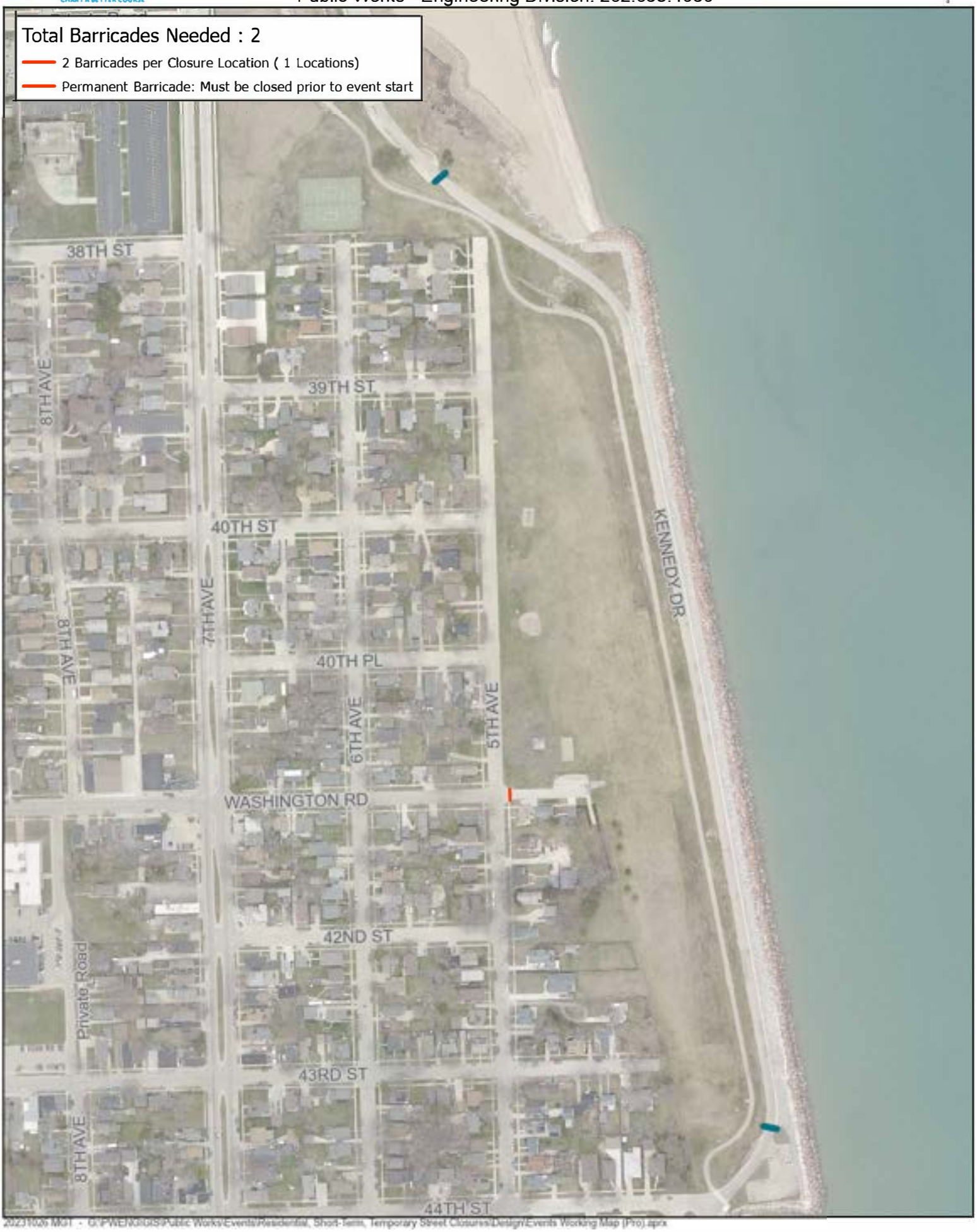
- Fencing
- Fencing
- Vendors
- Food Vendors
- Beer Tent
- Show Cars
- DJ
- Show Car Entrance/Exit
- Charity Booth
- Barricades
- Trash Can
- Recycle Can



Kooler by the Lake - Volkswagen / Audi Enthusiast Event 8/9/24

THE CITY OF KENOSHA
CHART A BETTER COURSE

Public Works - Engineering Division: 262.653.4050



2023\026 MGT - G:\PWE\GIS\Public Works\Events\Residential, Short-Term, Temporary Street Closures\Design\Events Working Map (Pro).aprx

THE CITY OF KENOSHA
CHART A BETTER COURSE

PARKS

October 11, 2024

Seventy2hrs Entertainment, LLC
attn: Jason Axelrod
info@koolerbythelake.org

RE: Volkswagen/Audi Event

To whom it may concern:

Your request will be reviewed by the Board of Parks Commission. The meeting is scheduled for:

Monday, October 14, 2024
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 Department of Parks at 262-653-4080.

Sincerely,

Diane Hoff

Diane S. Hoff
Secretary of the Parks Commission

cc: Board of Parks Commission
Katie Elder, Director of Parks – w/a

THE CITY OF KENOSHA
CHART A BETTER COURSE

KATIE ELDER, CPRP
Director of Parks

October 7, 2024

To: Eric Haugaard, Chairperson, Park Commission
Jack Rose, Chairperson, Public Works Committee

From: Katie Elder, CPRP
Director of Parks

Subject: Project: 24-1326 Lincoln Park Basketball Courts
Location: Lincoln Park 6900 18th Ave

The Department of Public Works, Engineering Division, opened bids for the above referenced project on August 21, 2024.

Following is the list of bidders:

Contractor	Bid Total
A.W. Oakes and Son, Inc.	$543,744.00
Poblocki Paving	$614,788.00

All bids came in over the budgeted amount of $476,000.

RECOMMENDATION

Approve the recommendation of the Director of Parks to reject all bids and work with consultant ro review plans and specifications to re-advertise the project.

THE CITY OF KENOSHA
CHART A BETTER COURSE

KATIE ELDER, CPRP
Director of Parks

October 10, 2024

To: Eric Haugaard, Chairperson, Park Commission

From: Katie Elder, CPRP
Director of Parks

Subject: Southport Beach House Landscaping & Donations

BACKGROUND

The Southport Beach House Association has engaged Engbert Anderson to develop a comprehensive landscaping plan at the front of the Southport Beach House.

In our ongoing efforts to mitigate vandalism to the building, we propose the following initiatives:

1. **Acceptance of Donation from Breezy Hill Nursery**: We propose to accept a donation of evergreen plants, including but not limited to junipers and arborvitae. In acknowledgment of this contribution, Breezy Hill Nursery will install a temporary sign in front of the planting area and will also capture photographs for social media and promotional purposes.
2. **Acceptance of Donation from Garland Associates**: We further propose to accept a donation from Garland Associates for the installation of the aforementioned plant materials.

These efforts will not only enhance the aesthetic appeal of the Southport Beach House but also contribute to its protection.

RECOMMENDATION

Approve for the donations provided by Breezy Hill Nursery and Garland Associates, facilitated through the Southport Beach House Association. These contributions are intended for the procurement and installation of plants at the front of the Beach House.