Agenda
Board of Parks Commission Meeting
TELECONFERENCE
Monday, May 10, 2021
5pm

Chairperson: Eric Haugaard
Vice Chairperson: Jan Michalski
Commissioner: Keith W. Rosenberg
Commissioner: Rocco J. LaMacchia, Sr.
Commissioner: Rollin Pizzala

Call to Order
Roll Call

Approval of the minutes of the meetings held on April 19, 2021 and April 26, 2021.

1. Request from Breaking Barriers Mentoring / Kenosha COR for use of Columbus Park on Saturday, June 12, 2021 (Rain Date June 13, 2021) to:
   a. Hold the Stop the Violence Initiative
   b. Have a Rain Date of Sunday, June 13, 2021
   c. Have Amplified Sound (Announcements/Speeches)
   d. Have Public Entertainment (DJ and Theatre)
   e. Have Food Vendors
   f. Have Artwork Displays/Sales
   g. Have Temporary Structures (Tents and Dunk Tank) (District 7)

2. Request from Men of Christ for use of Civic Center Park on Saturday, June 19, 2021 to:
   a. Hold the Catholic Father’s Day Event
   b. Use of Park for Setup at 7:30am
   c. Have Amplified Sound (Announcements/Speeches)
   d. Have Public Entertainment (Band)
   e. Have Food Vendors (Including Licensed Food Trucks)
   f. Have Games (District 2) (referred to PW)

3. Request from City of Kenosha for use of Union Park, Veterans Memorial Park and Library Park on Sunday, June 27, 2021 to:
   a. Hold Kenosha Civic Veterans Parade (Districts 1 & 2) (referred to PW)

4. Request from Knights of Columbus for use of Pennoyer Park and Bandshell on Sunday, June 27, 2021 to:
   a. Hold the 33rd Annual Outdoor Mass for Vocations
   b. Have Setup on June 27th beginning at 7am
   c. Have Amplified Sound (Band) (District 1)
5. Request from City of Kenosha for use of Veterans Memorial Park on Thursdays, July 8 through August 26, 2021 to:
   a. Hold the Peanut Butter & Jam Concert Series
   b. Have Amplified Sound (Announcements/Speeches)
   c. Have Public Entertainment (Band)
   d. Have Food & Merchandise Vendors
   e. Have Tents and Signage (District 2) (referred to PW)

6. Request from Succeed Beyond High School Inc for use of Lincoln Park, Lincoln Concession Building and Ball Fields for Saturday, July 31, 2021 to:
   a. Hold the “Grease” Under the Stars Event
   b. Extend the Park Hours until 11:30pm
   c. Have Public Entertainment (Theatre)
   d. Have Food Vendors
   e. Have Temporary Signage and Structure (30-Foot Screen) (District 12)

7. Request from Zarletti Family to Place a Memorial Plaque at a Memorial Tree in Washington Park on 41st Street side in Memory of Zarletti Brothers & Sister. (District 7)

8. Request from Kenosha County (September 14, 2021) for a Donation and Issuance of a Washington Park Municipal Golf Gift Certificate. (Foursome weekdays only).


10. Acceptance of Project 16-1421 Simmons Island Beach Restoration & Site Improvements (5001 4th Avenue) which has been satisfactorily completed by A.W. Oakes & Son, Inc. (Racine, WI). The final amount of the contract is $1,432,703.36. (referred to SWU & PW)

11. Acceptance of Project 20-1416 Tree Removal Program (Citywide Locations) which has been satisfactorily completed by Landscape Concepts Management (Grayslake, IL). The final amount of the contract is $196,788.35. (All Districts) (referred to PW)

12. Reschedule meeting scheduled for Monday, May 31, 2021 (Memorial Day).

COMMISSIONERS' COMMENTS

Due to the COVID 19 Pandemic, no in-person public attendance at this meeting is allowed. This meeting is audio-only. If you wish to listen to the meeting, dial into the meeting at 312-626-6799 or 646-558-8656.

Meeting ID: 972 4138 0545
Public comments will be received on items. Persons wishing to provide public comments on a particular agenda item are encouraged to provide those comments in advance of the meeting by electronic mail to the City at comments@kenosha.org, which will then be read into the Committee record during the public hearing phase. If providing a written comment, please include a subject line identifying the committee and either the agenda item number or the agenda item subject.

Alternatively, persons wishing to express a comment during a noticed public hearing must have called in to the telephone number above, and will be able to express their comments when the Chair opens the item for public comments. Such comments must be relevant to the item, be made in an orderly manner, and be made with courtesy accorded to other speakers.

Meetings of the Committee are typically video taped. The archive of the meeting is typically available for viewing two business days after the conclusion of the meeting, at http://www.kenosha.org/government/common-council/agendas-minutes-video.

If you experience difficulties with both the telephone connection such that you are not able to use either due to a possible technical malfunction of the City services, please email comments@kenosha.org to alert staff to the existence of the problem.
A special meeting of the Board of Park Commissioners was held on Monday, April 19, 2021 via Teleconference. The meeting was called to order at 6:45 pm by Chairperson Haugaard.

At roll call, the following members were present: Commissioners LaMacchia, Pizzala, Michalski and Rosenberg. Staff members in attendance were Brian Cater, Deputy Director Public Works and Alderperson Bogdala.

1. Resolution by Sponsor: Mayor – Resolution to Authorize Consultant to Pursue the DNR Stewardship Grant for Horizon Park.
   Public Hearing: No one spoke.
   Staff Comments: Alderperson Bogdala spoke. Brian Cater spoke. Commissioner LaMacchia spoke.
   It was moved to approve by Commissioner LaMacchia, seconded by Commissioner Michalski. Motion passed 5-0

COMMISSIONERS’ COMMENTS: No one spoke.

ADJOURNMENT: There being no further business to come before the Board of Park Commission, it was moved by Commissioner LaMacchia, seconded by Commissioner Michalski and unanimously carried to adjourn at 6:50 pm.
A meeting of the Board of Park Commissioners was held on Monday, April 26, 2021 in via Teleconference. The meeting was called to order at 5:01 pm by Chairperson Haugaard.

At roll call, the following members were present: Commissioners LaMacchia, Pizzala, Michalski and Rosenberg. Staff members in attendance were Shelly Billingsley, Director of Public Works; Brian Cater, Deputy Director of Public Works; Eric Larsen, Deputy Police Chief; Chris Bigley, Fire Chief; Jeff Warnock, Superintendent of Parks; John Morrissey, City Administrator; Kris Kochman, Community Relations Liaison; Katherine Marks, Community Outreach Coordinator; Mike Maki, City Development Specialist; and Alderpersons Rose, Bogdala, Kangas and Griffin.

Approval of the minutes of the meetings held on April 12, 2021.
It was moved by Commissioner Michalski, seconded by Commissioner Rosenberg, to approve the minutes from the meeting held on Monday April 12, 2021. Motion passed 5-0.

1. Amendment to Agreement by and between the Board of Park Commissioners (for the City of Kenosha) and the Kenosha Young Men’s Christian Association, Inc. (District 12)
   Public Hearing: No one spoke
   Staff Comments: Katherine Marks spoke.
   It was moved to approve by Commissioner Michalski, seconded by Commissioner LaMacchia. Motion passed 5-0.

2. Amend the Request from Beauty for Ashes Ministry, Intl for use of Pennoyer Park, the Bandshell and kiosks to change the date from June 19, 2021 to June 26, 2021 to hold the You Don’t Know My Story – Women’s Empowerment Summit. (District 1)
   Public Hearing: No one spoke.
   Staff Comments: Commissioner Michalski spoke. Commissioner LaMacchia spoke. Shelly Billingsley spoke.
   It was moved to approve by Commissioner Michalski, seconded by Commissioner LaMacchia. Motion passed 5-0.

3. Request from City of Kenosha for use of Kennedy Park and closure of Kennedy Drive for Saturday, June 5 and Sunday, June 6, 2021 to:
   a. Have the Outta Sight Kite Flight
   b. Have setup on Thursday, June 3 and Friday, June 4 starting at 8am
   c. Close Kennedy Road from the south gate to the north gate
   d. Have Amplified Sound (Announcements/Speeches)
   e. Have Food and Merchandise Vendors
   f. Have Temporary Signage and Structures (Rock Climbing Wall and Tents) (District 1)
   Public Hearing: No one spoke.
   Staff Comments: No one spoke.
   It was moved to approve by Commissioner Michalski, seconded by Commissioner LaMacchia. Motion passed 5-0.
4. Request from Rotary Club of Kenosha West for use of Lincoln and Poerio Park from Thursday, July 8 through Sunday, July 11, 2021 (Rain Dates July 15 – July 18) to:  
   a. Have the Rotary Club of Kenosha West Softball Tournament  
   b. Rain dates of Thursday, July 15 through Sunday, July 18  
   c. Have setup on Tuesday, July 6 and Wednesday, July 7 (Rain Dates July 9 and 10) and Take-down July 13 (Rain Date July 20)  
   d. Extend Park Hours to 11:00pm on July 8 – July 10 (Rain Dates July 15 – July 18)  
   e. Have amplified music and announcements/speeches  
   f. Have Temporary Signage and Structures (Tents)  
   g. Have Games  
   h. Sell Fermented Malt Beverages and Food (Districts 1 & 12)  
Public Hearing: Brian Cater (1425 98th Avenue) spoke.  
Staff Comments: Commissioner LaMacchia spoke.  
It was moved to approve by Commissioner LaMacchia, seconded by Commissioner Michalski. Motion passed 5-0.

5. Request from the Kenosha Kingfish Baseball Club for use of Navy Memorial Park AND Veterans Memorial Park and Kenosha Harbor on Friday, August 27, 2021 (Rain Date August 28, 2021) to:  
   a. Have the Legends Weekend  
   b. Have Rain Date of Saturday, August 28, 2021 (will not be allowed to use Veterans Memorial Park if using rain rate)  
   c. Have Setup on August 26 at 8am (Cannot impact setup for PB&J)  
   d. Have Takedown on Saturday, August 28 and Sunday, August 29 from 8am-5pm (Cannot impact setup for Public Market on Saturday, August 28)  
   e. Have Amplified Sound (Announcements/Speeches and DJ)  
   f. Have Food and Merchandise Vendors  
   g. Sell Fermented Malt Beverages  
   g. Have Temporary Structure (Tents and Staging) (District 2) (referred to PW)  
Public Hearing: No one spoke.  
Staff Comments: Kris Kochman spoke. Commissioner Michalski spoke.  
It was moved to approve by Commissioner Rosenberg, seconded by Commissioner Michalski. Motion passed 5-0.

6. Request from Bruce Wilson to Place a Memorial Plaque near a Memorial Tree in Wolfenbuttel Park in Memory of Jeff C. Wilson. (District 2)  
Public Hearing: No one spoke.  
Staff Comments: Commissioner Michalski spoke. Shelly Billingsley spoke.  
It was moved to approve by Commissioner LaMacchia, seconded by Commissioner Rosenberg. Motion passed 5-0.

7. Request from Kenosha Kingfish Baseball Club to Move and Adjust Simmons Ballfield Outfield Fence. (District 12)  
Public Hearing: No one spoke.  
Staff Comments: Jeff Warnock spoke. Commissioner Michalski spoke.  
It was moved to approve by Commissioner LaMacchia, seconded by Commissioner Rosenberg. Motion passed 5-0.
8. Approval of City of Kenosha Comprehensive Outdoor Recreation Plan (CORP) 2021 – 2026. (CP Approved as amended Ayes 8, Noes 0)
   Public Hearing: Lydia Spottswood (6903 2nd Avenue) spoke.
   Staff Comments: Commissioner Michalski spoke.
   It was moved to approve by Commissioner Michalski, seconded by Commissioner LaMacchia. Motion passed 5-0.

9. Award of Contract for Project 21-1424 Southport Beach House Exterior Renovations – Phase 3 (7825 3rd Avenue) to Berglund Construction Co. (Chicago, IL) in the amount of $409,400. (District 12) (referred to PW)
   Public Hearing: Lydia Spottswood spoke (6903 2nd Avenue)
   Staff Comments: Mike Maki spoke. Commissioner Michalski spoke.
   It was moved to approve by Commissioner Michalski, seconded by Commissioner LaMacchia. Motion passed 5-0

10. Election of Park Commission Chairperson for the 2021-2022 Term.
    Public Hearing: No one spoke.
    Staff Comments: Commissioner LaMacchia spoke. Commissioner Michalski spoke.
    It was moved to elect Alderperson Haugaard to Chairperson by Commissioner LaMacchia, seconded by Commissioner Michalski. Motion passed 5-0.

11. Election of Park Commission Vice Chairperson for the 2021-2022 Term.
    Public Hearing: No one spoke.
    Staff Comments: Commissioner Rosenberg spoke.
    It was moved to elect Alderperson Michalski to Vice Chairperson by Commissioner LaMacchia, seconded by Commissioner Rosenberg. Motion passed 4-0.

COMMISSIONERS’ COMMENTS: No one spoke.

ADJOURNMENT: There being no further business to come before the Board of Park Commission, it was moved by Commissioner Michalski, seconded by Commissioner LaMacchia and unanimously carried to adjourn at 5:25 pm.
May 6, 2021

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

CC: Alderperson Shayna Griffin – District 7
    Chris Bigley, Interim Fire Chief
    Eric Larsen, Deputy Police Chief
    Kris Kochman, Community Relations Liaison
    Jeff Warnock, Parks Superintendent

FROM: Shelly Billingsley, MBA, PE

RE: Request from Breaking Barriers Mentoring / Kenosha COR for use of Columbus Park on Saturday, June 12, 2021 (Rain Date June 13, 2021) to hold the Stop the Violence Initiative. (District 7)

BACKGROUND/ANALYSIS

Breaking Barriers Mentoring / Kenosha COR is requesting from the Board of Park Commissions the use of Columbus Park on Saturday, June 12, 2021:

a. Have the Stop the Violence Initiative
b. Have a Rain Date of Sunday, June 13, 2021
c. Have Amplified Sound (Announcements/Speeches)
d. Have Public Entertainment (DJ and Theatre)
e. Have Food Vendors
f. Have Artwork Displays/Sales
g. Have Temporary Structures (tents and dunk tank)

Event hours will be 12:00pm to 5:00pm. Setup will take place beginning at 9am on Saturday, June 12 (Rain Date June 13) and take down is scheduled upon completion of the event.

Requested equipment will be supplied as to the availability within the Department as determined by City staff.

The event will consist of motivational speakers, poetry, singers and an acting scene.
CONDITIONS OF APPROVAL

1. 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.

2. Approved Operation of the following activities:
   a. Have amplified sound (Announcements/Speeches)
   b. Have Public Entertainment (DJ and Theatre)
   c. Have Food Vendors
   d. Have Artwork Displays / Sales
   e. Have Temporary Structures (tents and dunk tank)

3. 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.

4. Vendor list with contact information must be submitted a minimum of 14 business days before the event to Kenosha Fire and Kenosha County Health.

5. Applicant is responsible for litter and debris and the site must be picked up at the end of the event.

6. The event will be required to meet all requirements in the Code of General Ordinances for the City of Kenosha that are in affect at the time of the event.

7. Submission of a Safety & Evacuation Plan 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. The City reserves the right to cancel the event or amend the Operational Plan to limit activities under Public Health Requirements.

9. Event Organizers need to consider COVID 19 safe practices for their events. The following websites include some of the available information:

   https://www.dhs.wisconsin.gov/covid-19/community.htm
   https://www.cdc.gov/coronavirus/2019-ncov/communication/guidance-list.html?Sort=Date%3A%3Adesc

10. Event Organizers may reach out to Kenosha County Public Health staff who are available to review plans and have discussion for any event.

The Applicant Must

1. Supervise all persons using the location under authority of the Special event permit.
2. Reimburse the City for any costs incurred in enforcing Permit Standards and Conditions within 30 days of receiving an invoice.
3. Procure any license or other permits required for this activity.
4. Obtain approval from City Development for any on site signage and obtain any necessary permits.
5. Provide private security for traffic issues, parking and/or crowd control.

If conditions are not followed, the event may be shut down by the City, and any future events may be rejected.
Application for a Special Event Permit
Form #ADM400 (rev. 03/2020)
*Subject to Change

INSTRUCTIONS: Before completing this application, please carefully read the Special Event Planning Guide found at www.kenosha.org: Events → Special Event Guidelines.

Applications for an event less than 30 days will not be considered.

Event Name: Stop the Violence Initiative
Event Date(s) Requested: 2021-08-21 Rain Date(s): 2021-08-13

A. Event Organization

1. Organization's Name: Breaking Barriers Mentoring/Kenosha Community Cor

2. Does this organization hold not-for-profit status? □ No □ Yes (Please provide verification of 501(c) 3 status by submitting a copy of the organization's IRS determination letter which outlined tax-exemption or call IRS Customer Service at 1-877-829-5500 to request a copy).

3. Organization's Address: 2421 N. Vel Phillips City: Milwaukee State: WI Zip: 53212

4. Contact Person: Shayna Griffin 262-484-3001 Colinh mub 1

5. Contact Phone: 262-484-3001 Contact Email: district7@kenosha.org breaking barrierswi.org

B. Event Location

1. Location (check all that apply):

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

Name & Address of the park, museum, building, etc. (street & zip): 2003 Sub j重任 - Columbus Park

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

If yes, name of street or avenue to be closed: ________________________________

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 ☐ Entrance/Exits ☐ Volunteer Check-in

☐ Beer Garden ☐ Staging Areas ☐ Vendor locations

☐ Waste Containers ☐ Portable Toilets ☐ Routes & Traffic Lanes (including barricades)

☐ Stages ☐ Parking (including handicapped spaces) ☐ Signage

☐ Temporary Structures (tents, trailers, etc.)
C. Event Operation Plan & Details

1. Attach additional pages for events more than 3 days

<table>
<thead>
<tr>
<th>Set-Up Date</th>
<th>Day 1 Event Date</th>
<th>Day 2 Event Date</th>
<th>Day 3 Event Date</th>
<th>Tear-Down Date</th>
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<tbody>
<tr>
<td>11/21</td>
<td>11/21</td>
<td></td>
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<td>7pm</td>
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</table>

<table>
<thead>
<tr>
<th>Set-Up Time</th>
<th>Day 1 Start &amp; End Times</th>
<th>Day 2 Start &amp; End Times</th>
<th>Day 3 Start &amp; End Times</th>
<th>Tear-Down Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 am</td>
<td>10 pm - 5 pm</td>
<td></td>
<td></td>
<td>7pm</td>
</tr>
</tbody>
</table>

2. Estimated Number of Attendees Per Day: 150

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

Motivational speakers, poetry, singers, amateur acting scene

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

- [x] Food Vendors
- [ ] Camping
- [x] Merchandise Vendors
- [x] Artwork Displays/Sales
- [ ] Animal Rides
- [ ] Petting Zoo
- [ ] Rides
- [x] Announcements/Speeches
- [x] Fireworks*
- [ ] Bonfire*
- [x] Pyrotechnic Devices*
- [x] Horse Drawn Vehicles**
- [ ] Carnival
- [ ] Circus
- [x] Games
- [ ] Public Entertainment
- [ ] Band
- [ ] DJ
- [x] Theatre
- [ ] Other: ________________________________

*If approved by the Parks Commission, an Open Burning/Fireworks Permit maybe 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.)

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 thirty (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 times and the end times when beer/wine will be sold. Attach additional sheet(s) if needed for more than 3 days. Please Note: If the event is in a Park, all beer/wine sales after 10 p.m. must get approval from the Board of Park Commission.

Day 1 of Sale: __________________________________

Sales Start Time: ___________ (indicate AM or PM) Sales End Time: ___________ (indicate AM or PM)

Day 2 of Sale: __________________________________

Sales Start Time: ___________ (indicate AM or PM) Sales End Time: ___________ (indicate AM or PM)

Day 3 of Sale: __________________________________

Sales Start Time: ___________ (indicate AM or PM) Sales End Time: ___________ (indicate AM or PM)
E. Food/Merchandise

1. Will food be sold or served at the event? □ Yes □ No

   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, complete the Vendor List found in the Special Event Guideline and turn in 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 50
   Barricades □ requested _______ Picnic Tables □ requested 10
   Trash Containers □ requested 8 Traffic Cones □ requested 12
   Recycling Containers □ requested 8 Traffic Signs □ requested _______
   Reviewing Stands □ requested _______ Podium
   Showmobile (2 available) □ requested 1 Generator (1 available and only with Showmobile) □
   Fencing □ How many 50 foot sections of snow fencing? ____ How many 6 foot sections of white plastic portable fencing? ____

G. Temporary Structures/Signage

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. What type of temporary structures will be at the event (check all that apply)?
   □ Tents □ Inflatables □ Staging □ Trailers □ Dunk Tank □ Signage*
   (larger than 10x10 pop up)
   □ Other (Please Explain): _________________________________

*Any signage must comply with Chapter 15 of the City's code of general ordinances. Please 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 □ No 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, depending on facts and circumstances specific to each event, shall have the discretion to modify the required security plan as they deem necessary. The Kenosha Police and Fire Departments may also recommend denial of the Special Event Permit if the security plan is inadequate.

1. Briefly describe security measures: Organizers will handle any security issues.

2. Will the event have private security? □ Yes □ No
   
   Private Security Company Name: __________________________ Phone #: __________________________

3. Are the services of City of Kenosha Police personnel requested? (if yes, contact Kenosha Police: 262-605-5212) □ Yes □ No

4. 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: __________________________
   
   Head of Security's Phone Number: __________________________

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 is:

☑ 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.

- 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: Shayna Griffin

Signature: Shayna Griffin  Date: 4/21/21

INDEMNITY AND HOLD HARMLESS AGREEMENT

SPECIAL EVENT APPLICATION
CITY ORDINANCE CHAPTER 12.06

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, 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.

Applicant Signature: Shayna Griffin  Date: 4/21/21

Please sign, date and return the completed application to:
City of Kenosha Administration
625 - 52nd Street
Room 300
Kenosha, WI 53140
Columbus Park
Park: 4 acres
Dedicated: 1911
2003 54th Street
Kenosha, WI 53140

For all park rental inquiries
please call 262.653.4050
or visit kenosha.org.
May 6, 2021

TO: Eric Haugaard, Chairperson of Park Commission (District 1)  
    Mitchell Pedersen, Chairperson of Public Works Committee (District 12)

CC: Alderperson Bill Siel – District 2  
    Chris Bigley, Interim Fire Chief  
    Eric Larsen, Deputy Police Chief  
    Kris Kochman, Community Relations Liaison  
    Jeff Warnock, Parks Superintendent  
    Rick Desotell, Street Supervisor

FROM: Shelly Billingsley, MBA, PE  ________________________________  
       Director of Public Works

RE: Parks Committee: Request from the Men of Christ for use of Civic Park on Saturday, June 19, 2021 to:
   a) Hold the Catholic Father's Day
   b) Use of Park for Setup beginning at 7:30am on June 19
   c) Use of Park for Takedown from 2-3pm on June 19
   d) Have Amplified Sound (Announcements/Speeches)
   e) Have Public Entertainment (Band)
   f) Have Food Vendors, including licensed food trucks
   g) Have Games (District 2)

   Public Works Committee: Request from City of Kenosha for use of various city streets (see map) for the Catholic Father's Day Parade and no parking on north side of 57th Street from Sheridan Road to 10th Avenue for Licensed Food Trucks on Saturday, June 19, 2021. (District 2)

BACKGROUND/ANALYSIS
The Men of Christ is requesting from the Board of Park Commissions the use of Civic Park on Saturday, June 19, 2021 to:
   a) Hold the Catholic Father's Day
   b) Use of Park for Setup beginning at 7:30am on June 19
   c) Use of Park for Takedown from 2-3pm on June 19
   d) Have Amplified Sound (Announcements/Speeches)
   e) Have Public Entertainment (Band)
   f) Have Food Vendors, including licensed food trucks (District 2)

The Men of Christ is requesting from the Public Works Committee for use of various city streets (see map) for the Catholic Father's Day Parade (rolling closures) and no parking on north side of 57th Street from Sheridan Road to 10th Avenue for Licensed Food Trucks on Saturday, June 19, 2021. (District 2)

The parade will have rolling closure for minimum impact to the Harbor Market and Public Market. All applicants are being made aware of other events.
Event hours will be 9am to 2pm. Setup will take place beginning at 7:30am and takedown will be from 2pm to 3pm on Saturday, June 19, 2021.

Requested equipment will be supplied as to the availability within the Department as determined by City staff.

The event will consist of a prayer procession and prayer at the park with lunch and games to follow.

**CONDITIONS OF APPROVAL**

1. 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.

2. Approved Operation of the following activities:
   a. Have Amplified Sound (Announcements/Speeches)
   b. Have Public Entertainment (Band)
   c. Have Food Vendors, including licensed food trucks
   d. Have Games

3. Traffic control must be set up in accordance with the attached traffic control plan and must be placed back on the lawn park area immediately upon completion.

4. Submit a copy of the notification to all affected properties to Kris Kochman a minimum of 7-days prior to the event.

5. 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.

6. A sample of the “NO PARKING” sign will be supplied along with a color sample. Applicant is responsible for having the signs printed and placed along sections as depicted on the attached map. These signs must be posted at least 24 hours before each event. Applicant is responsible for their removal upon completion of the event.

7. Vendor list with contact information must be submitted a minimum of 14 business days before the event to Kenosha Fire and Kenosha County Health.

8. Applicant is responsible for litter and debris and the site must be picked up at the end of the event.

9. 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.

10. Submission of a Safety & Evacuation Plan 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.

11. The City reserves the right to cancel the event or amend the Operational Plan to limit activities under Public Health Requirements.

12. Event Organizers need to consider COVID 19 safe practices for their events. The following websites include some of the available information:

   [https://www.dhs.wisconsin.gov/covid-19/community.htm](https://www.dhs.wisconsin.gov/covid-19/community.htm)
13. Event Organizers may reach out to Kenosha County Public Health staff who are available to review plans and have discussion for any event.

The Applicant Must

1. Supervise all persons using the location under authority of the Special event permit.
2. Reimburse the City for any costs incurred in enforcing Permit Standards and Conditions within 30 days of receiving an invoice.
3. Procure any license or other permits required for this activity.
4. Obtain approval from City Development for any on site signage and obtain any necessary permits.
5. Provide private security for traffic issues, parking and/or crowd control.

If conditions are not followed, the event may be shut down by the City, and any future events may be rejected.
Application for a Special Event Permit*
Form #ADM400 (rev. 03/2020)
*Subject to Change

Nonrefundable Fee: $100.00 if submitted 45 days or more
Nonrefundable Fee: $500.00 if submitted 30-45 days before an event

INSTRUCTIONS: Before completing this application, please carefully read the Special Event Planning Guide found at www.kenosha.org: Events → Special Event Guidelines.
Applications for an event less than 30 days will not be considered.

Event Name: Catholic Father's Day
Event Date(s) Requested: June 19, 2021 Rain Date(s): None

A. Event Organization
   1. Organization’s Name: Men of Christ

2. Does this organization hold not-for-profit status? □ No □ Yes. (Please provide verification of 501(c)3 status by submitting a copy of the organization’s IRS determination letter which outlined tax-exemption or call IRS Customer Service at 1-877-829-5500 to request a copy).

3. Organization’s Address: P.O. Box 319 City: Hartland State: WI Zip: 53029

4. Contact Person: Joseph Kmiec
5. Contact Phone: 262.331.0018 Contact Email: josephkmiecz123@gmail.com

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, museum, building, etc. (street & zip): Civic Park

2. Does the event require any streets to be closed? □ Yes □ No
   If yes, name of street or avenue to be closed: Only during the procession
   From: see attached route map To:

3. Type of street use requiring closure: □ Parade □ Run or Walk □ Other: Prayer Procession

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 □ Parking (including handicapped spaces) □ Signage
   □ Temporary Structures (tents, trailers, etc.)
C. Event Operation Plan & Details

1. Attach additional pages for events more than 3 days

<table>
<thead>
<tr>
<th>SET-UP DATE</th>
<th>DAY 1 EVENT DATE</th>
<th>DAY 2 EVENT DATE</th>
<th>DAY 3 EVENT DATE</th>
<th>TEAR-DOWN DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/19/21</td>
<td>06/19/21</td>
<td>N/A</td>
<td>N/A</td>
<td>06/19/21</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SET-UP TIME</th>
<th>DAY 1 START &amp; END TIMES</th>
<th>DAY 2 START &amp; END TIMES</th>
<th>DAY 3 START &amp; END TIMES</th>
<th>TEAR-DOWN TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30 AM</td>
<td>9AM to 2PM</td>
<td></td>
<td></td>
<td>2PM-3PM</td>
</tr>
</tbody>
</table>

2. Estimated Number of Attendees Per Day: **1300**

3. Event Description (provide a brief description of the event; attach additional pages if needed):
   Prayer procession per the submitted route. Prayer on the podium at the north end of Civic park. Some attendees will proceed back to St. James and leave. Others will stay at the park for lunch and games.

4. Indicate if the event will have any of the following (check all that apply):
   - Food Vendors
   - Animal Rides
   - Fireworks*
   - Carnival
   - Artwork Displays/Sales
   - Camping
   - Petting Zoo
   - Bonfire*
   - Rides
   - Pyrotechnic Devices*
   - Circus
   - Merchandise Vendors
   - Games
   - Licensed Food Trucks
   - Announcements/Speeches
   - Horse Drawn Vehicles**
   - Public Entertainment
     - Band
     - DJ
     - Theatre

   *If approved by the Parks Commission, an Open Burning/Fireworks Permit maybe 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.

D. Beer/Wine

1. Will beer and/or wine be served or sold at the event?  
   - Yes
   - No (If no, skip to section E.)  
   - N/A

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 thirty (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 times and the end times when beer/wine will be sold. Attach additional sheet(s) if needed for more than 3 days. Please Note: If the event is in a Park, all beer/wine sales after 10 p.m. must get approval from the Board of Park Commission.

   Day 1 of Sale: N/A
   Sales Start Time: ___________ (indicate AM or PM)  
   Sales End Time: ___________ (indicate AM or PM)

   Day 2 of Sale: N/A
   Sales Start Time: ___________ (indicate AM or PM)  
   Sales End Time: ___________ (indicate AM or PM)

   Day 3 of Sale: N/A
   Sales Start Time: ___________ (indicate AM or PM)  
   Sales End Time: ___________ (indicate AM or PM)
E. Food/Merchandise

1. Will food be sold or served at the event? ☑ Yes ☐ No

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, complete the Vendor List found in the Special Event Guideline and turn in 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 Containers ☑ # requested ________
- Traffic Cones ☑ # requested ________
- Recycling Containers ☑ # requested ________
- Traffic Signs ☑ # requested ________
- Reviewing Stands ☑ # requested ________
- Podium ☐
- Showmobile (2 available) ☑ # requested ________
- Generator (1 available and only with Showmobile) ☐
- Fencing ☑ How many 50 foot sections of snow fencing? ________ How many 6 foot sections of white plastic portable fencing? ________

G. Temporary Structures/Signage

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. What type of temporary structures will be at the event (check all that apply)?

☐ Tents ☑ Inflatables ☑ Staging ☑ Trailers ☐ Dunk Tank ☑ Signage*

(larger than 10x10 pop up) ☑ Other (Please Explain): Podium in the parking spaces on the north side of the park

*Any signage must comply with Chapter 15 of the City's code of general ordinances. Please 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 ☐ No 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.

Administration | 625 52nd St, Room 300, Kenosha, WI 53140 | T: 262.653.4000 | Email: specialevents@kenosha.org | KENOSHA.ORG | 3
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, depending on facts and circumstances specific to each event, shall have the discretion to modify the required security plan as they deem necessary. The Kenosha Police and Fire Departments may also recommend denial of the Special Event Permit if the security plan is inadequate.

1. Briefly describe security measures: We will have ushers available with communication to a security leader and event leadership for any incidents.

2. Will the event have private security? □ Yes □ No
   
   Private Security Company Name: Tom Hamm
   Phone #: 262.945.6843

3. Are the services of City of Kenosha Police personnel requested? (if yes, contact Kenosha Police: 262-605-5212) □ Yes □ No

4. 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: Tom Hamm
   First
   M.I.
   Last
   Head of Security's Phone Number: 262.945.6843

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 is:
□ 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.

- 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: Thomas M. O’Brien

Signature: [Signature] Date: 04/29/2021

INDEMNITY AND HOLD HARMLESS AGREEMENT

SPECIAL EVENT APPLICATION
CITY ORDINANCE CHAPTER 12.06

Thomas M. O’Brien

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.

[Signature] 04/29/2021

Please sign, date and return the completed application to:
City of Kenosha Administration
625 - 52nd Street
Room 300
Kenosha, WI 53140
May 7, 2021

TO: Eric Haugaard, Chairperson of Park Commission (District 1)
    Mitchell Pedersen, Chairperson of Public Works Committee (District 12)

CC: Alderperson Eric Haugaard – District 1
    Alderperson Bill Siel – District 2
    Chris Bigley, Interim Fire Chief
    Eric Larsen, Deputy Police Chief
    Kris Kochman, Community Relations Liaison
    Jeff Warnock, Parks Superintendent
    Rick Desotell, Streets Supervisor

FROM: Shelly Billingsley, MBA, PE

RE: Parks Committee: Request from the City of Kenosha for use of Veterans Memorial Park &
Library Park on Sunday, June 27, 2021 to:
   a) Hold the Annual Kenosha Civic Veterans Parade Event
   b) Use of Park for Setup at 8am from June 24-25, 2021
   c) Use of Park for Takedown at 8am on June 28, 2021
   d) Have Amplified Sound (Announcements/Speeches)
   e) Have Temporary Signage
   f) Have Food and Merchandise Vendors
   g) Have Public Entertainment (Band)
   h) Have Horse Drawn Vehicles

Public Works Committee: Request from City of Kenosha for use of various city streets (see map) for the Kenosha Civic Veterans Parade on Sunday, June 27, 2021.

BACKGROUND/ANALYSIS

Parks Committee:
Request from the City of Kenosha for use of Veterans Memorial Park &
Library Park on Sunday, June 27, 2021 to:
   a) Hold the Annual Kenosha Civic Veterans Parade
   b) Use of Park for Setup at 8am from June 24-25, 2021
   c) Use of Park for Takedown at 8am on June 28, 2021
   d) Have Amplified Sound (Announcements/Speeches)
   e) Have Temporary Signage
   f) Have Food and Merchandise Vendors
   g) Have Public Entertainment (Band)
   h) Have Horse Drawn Vehicles

Public Works Committee: Request from City of Kenosha for use of various city streets (see map) for the Kenosha Civic Veterans Parade on Sunday, June 27, 2021.

Parade will be from 1:00pm to 4:00pm. Setup will take place beginning at 8am on June 24-25, 2021 and take down is scheduled to begin at 8am on June 28, 2021.

Requested equipment will be supplied as to the availability within the Department as determined by City staff.
There may be some sidewalks that are closed due to upcoming developments:

- Brindisi Towers: 52nd Street and 8th Avenue
- Lake Terrace Apartments: 59th Street and 5th Avenue
- Alford Apartments: 702 58th Street

**CONDITIONS OF APPROVAL**

1. 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.

2. Approved Operation of the following activities:
   a. Have amplified sound (announcements/speeches)
   b. Have Temporary Signage
   c. Have Food and Merchandise Vendors
   d. Have Public Entertainment (Band)
   e. Have Horse Drawn Vehicles

3. Traffic control must be setup in accordance with the attached traffic control plan and taken down and placed in the lawn park immediately upon completion.

4. Submit a copy of the notification to all affected properties to Kris Kochman a minimum of 7-days prior to the event.

5. A sample of the “NO PARKING” sign will be supplied along with a color sample. Applicant is responsible for have the signs printed and placed along sections as depicted on the attached map. These signs must be posted at least 24 hours before each event. Applicant is responsible for their removal upon completion of the event.

6. Vendor list with contact information must be submitted a minimum of 14 business days before the event to Kenosha Fire and Kenosha County Health.

7. Applicant is responsible for litter and debris and the site must be picked up at the end of the event.

8. The event will be required to meet all requirements in the Code of General Ordinances for the City of Kenosha that are in affect at the time of the event.

9. The City reserves the right to cancel the event or amend the Operational Plan to limit activities under Public Health Requirements.

10. Event Organizers need to consider COVID 19 safe practices for their events. The following websites include some of the available information:

    - [https://www.dhs.wisconsin.gov/covid-19/community.htm](https://www.dhs.wisconsin.gov/covid-19/community.htm)

11. Event Organizers may reach out to Kenosha County Public Health staff who are available to review plans and have discussion for any event.

The Applicant Must

1. Supervise all persons using the location under authority of the Special event permit.
2. Reimburse the City for any costs incurred in enforcing Permit Standards and Conditions within 30 days of receiving an invoice.
3. Procure any license or other permits required for this activity.
4. Obtain approval from City Development for any on site signage and obtain any necessary permits.
5. Provide private security for traffic issues, parking and/or crowd control.

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

---

City of Kenosha, 625 52nd Street, Room 305, Kenosha, Wisconsin 53140 | T: 262.653.4050

KENOSHA.ORG
Kenosha Civic Veterans Parade 2021
City of Kenosha - Department of Public Works, Engineering Division 262.653.4050

Note: Many streets on & around the parade route will be closed from 10a.m. to 3:30p.m.

Parade Areas
- Staging Direction
- Parade Route
- Disbanding Direction
- Closed Roads (No Parking)
- Checkout Tent at City Hall

Equipment Needed
- Handicap (4)
- Regular (31)
- Sink (5)

Staging Area

Disbanding Area
Kenosha Civic Veterans Parade 2021 - Staging Area
City of Kenosha - Department of Public Works. Engineering Division 262.653.4000

Parade Areas
- Staging Direction
- Parade Route
- Closed Roads (No Parking)

Portalet Locations
- Handicap (1)
- Regular (8)
- Sink (1)

Road Closure Equipment
- Barricades (57)
- Cones for Turn Lane (10)
- No Left Turn (2)
- No Right Turn (2)
- Road Closed Ahead (4)

Note: Parade steps off at 1p.m. at Washington Rd & 7th Ave

St Catherine’s Commons
Pennoyer Bandshell
Knights of Columbus Church 9am-10:30am

Parade Start
Washington Middle School
Viaduct Height 12' 5"

Bikes
Washington Rd

35th St

38th St

40th St

1st Ave

10th Ave

40th Pl

Dead End

Sheridan Rd / HWY 32

40th Pl
Dead End

37th St
Dead End

8th Ave

40th

39th Div 2

40th Div 1

5th Ave

6th Ave

Kennedy Dr

Kennedy Park

Pennoyer Park

Pennoyer Bandshell

Map: Parade Areas, Portalet Locations, Road Closure Equipment, Parade Start, Parade Note.
Application for a Special Event Permit*  
Form #ADM400 (rev. 03/2020)  
*Subject to Change

Nonrefundable Fee: $100.00 if submitted 45 days or more  
Nonrefundable Fee: $500.00 if submitted 30-45 days before an event

INSTRUCTIONS: Before completing this application, please carefully read the Special Event Planning Guide found at www.kenosha.org: Events → Special Event Guidelines.  
Applications for an event less than 30 days will not be considered.

Event Name: Kenosha Civic Veterans Parade  
Event Date(s) Requested: Sun. June 27, 2021  
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 a copy of the organization’s IRS determination letter which outlined tax-exemption or call IRS Customer Service at 1-877-829-5500 to request a copy).

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 Street Sidewalk  □ City Park  □ City-Owned Building  
   □ City-Owned Parcels  □ Water Utility Property  □ Airport Property  □ Transit Property  
   Name & Address of the park, museum, building, etc. (street & zip): Union Park, Veterans Mem. Park, Library Park

2. Does the event require any streets to be closed?  □ Yes  □ No  
If yes, name of street or avenue to be closed: See attached map

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  □ Parking (including handicapped spaces)  □ Signage  
   □ Temporary Structures (tents, trailers, etc.)
C. Event Operation Plan & Details

1. Attach additional pages for events more than 3 days

<table>
<thead>
<tr>
<th>SET-UP DATE</th>
<th>DAY 1 EVENT DATE</th>
<th>DAY 2 EVENT DATE</th>
<th>DAY 3 EVENT DATE</th>
<th>TEAR-DOWN DATE</th>
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<table>
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<th>SET-UP TIME</th>
<th>DAY 1 START &amp; END TIMES</th>
<th>DAY 2 START &amp; END TIMES</th>
<th>DAY 3 START &amp; END TIMES</th>
<th>TEAR-DOWN TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 a.m.</td>
<td>1-4 p.m.</td>
<td></td>
<td></td>
<td>9 a.m.</td>
</tr>
</tbody>
</table>

2. Estimated Number of Attendees Per Day: 10,000

3. Event Description (provide a brief description of the event; attach additional pages if needed):
   Parade to celebrate Independence Day, veterans and community groups

4. Indicate if the event will have any of the following (check all that apply):
   - Food Vendors
   - Merchandise Vendors
   - Announcements/Speeches
   - Horse Drawn Vehicles

   *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 ☐ No ☑ (If no, skip to section E.)

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 thirty (30) days prior to the event to obtain a Temporary Class "B" Retailer's License.

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

   Day 1 of Sale: ____________________________
   Sales Start Time: _________ (indicate AM or PM) Sales End Time: _________ (indicate AM or PM)

   Day 2 of Sale: ____________________________
   Sales Start Time: _________ (indicate AM or PM) Sales End Time: _________ (indicate AM or PM)

   Day 3 of Sale: ____________________________
   Sales Start Time: _________ (indicate AM or PM) Sales End Time: _________ (indicate AM or PM)
E. Food/Merchandise

1. Will food be sold or served at the event? [ ] Yes [ ] No

   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, complete the Vendor List found in the Special Event Guideline and turn in 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 2
   - Benches [ ] # requested
   - Barricades [ ] # requested
   - Picnic Tables [ ] # requested 20
   - Traffic Cones [ ] # requested TBP
   - Recycling Containers [ ] # requested 40
   - Traffic Signs [ ] # requested TBP
   - Reviewing Stands [ ] # requested 4
   - Podium [ ]
   - Showmobile (2 available) [ ] # requested
   - Generator (1 available and only with Showmobile) [ ]
   - Fencing [ ] How many 50 foot sections of snow fencing? [ ] How many 6 foot sections of white plastic portable fencing?

G. Temporary Structures/Signage

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. What type of temporary structures will be at the event (check all that apply)?

   - [ ] Tents
   - [ ] Inflatables
   - [ ] Staging
   - [ ] Trailers
   - [ ] Dunk Tank
   - [ ] Signage*

   (larger than 10x10 pop up)

   [ ] Other (Please Explain): ____________________________

   *Any signage must comply with Chapter 15 of the City's code of general ordinances. Please 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 advance notice to Digger's Hotline (call 1-800-242-8611) 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, depending on facts and circumstances specific to each event, shall have the discretion to modify the required security plan as they deem necessary. The Kenosha Police and Fire Departments may also recommend denial of the Special Event Permit if the security plan is inadequate.

1. Briefly describe security measures: KPD will assist City staff as needed

2. Will the event have private security? □ Yes ☑ No

Private Security Company Name: ___________________________ Phone #: ___________________________

3. Are the services of City of Kenosha Police personnel requested? (if yes, contact Kenosha Police: 262-605-5212) ☑ Yes □ No

4. 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

Head of Security's Phone Number: 262-356-3359

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 is:

□ 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.

- 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: __________________________ Date: **7-31-2020**

**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.

Applicant Signature: __________________________ Date: __________

Please sign, date and return the completed application to:

**City of Kenosha Administration**

625 - 52nd Street
Room 300
Kenosha, WI 53140
May 6, 2021

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

CC: Chris Bigley, Interim Fire Chief
    Eric Larsen, Deputy Police Chief
    Kris Kochman, Community Relations Liaison
    Jeff Warnock, Parks Superintendent

FROM: Shelly Billingsley, MBA, PE  ________________________________
      Director of Public Works

RE: Request from Knights of Columbus for use of Pennoyer Park and the Bandshell for Sunday, June 27, 2021 to hold the 33rd Annual Outdoor Mass for Vocations (District 1)

BACKGROUND/ANALYSIS
The Knights of Columbus is requesting from the Board of Park Commissions the use of Pennoyer Park and the Bandshell on Sunday, June 27, 2021 to:
   a. Have the 33rd Annual Outdoor Mass for Vocations
   b. Have setup on Sunday, June 27th beginning at 7am
   c. Have Amplified Sound (band)

Event hours will be 9am to noon. Setup will take place beginning at 7am on Sunday, June 27th and take down is scheduled upon completion of the event.

Requested equipment will be supplied as to the availability within the Department as determined by City staff.

The event will consist of a catholic mass with patriotic rosary.
CONDITIONS OF APPROVAL

1. 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.

1. Approved Operation of the following activities:
   a. Have amplified sound (band)
   b. Have setup on Sunday, June 27th starting at 7am

2. 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.

3. Applicant is responsible for litter and debris and the site must be picked up at the end of the event.

4. No Tents larger than 10’x10’ are allowed unless an application for “Temporary Structures”, is submitted and approved.

5. The event will be required to meet all requirements in the Code of General Ordinances for the City of Kenosha that are in affect at the time of the event

6. Submission of an Operational Plan and Safety & Evacuation Plan 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.

7. The City reserves the right to cancel the event or amend the Operational Plan to limit activities under Public Health Requirements.

8. Event Organizers need to consider COVID 19 safe practices for their events. The following websites include some of the available information:

   https://www.dhs.wisconsin.gov/covid-19/community.htm
   https://www.cdc.gov/coronavirus/2019-ncov/communication/guidance-list.html?Sort=Date%3A%3Adesc

9. Event Organizers may reach out to Kenosha County Public Health staff who are available to review plans and have discussion for any event.

The Applicant Must

1. Supervise all persons using the location under authority of the Special event permit.
2. Reimburse the City for any costs incurred in enforcing Permit Standards and Conditions within 30 days of receiving an invoice.
3. Procure any license or other permits required for this activity.
4. Obtain approval from City Development for any on site signage and obtain any necessary permits.

If conditions are not followed, the event may be shut down by the City, and any future events may be rejected.
Application for a Special Event Permit
Form #ADM400 (rev. 03/2020)

Nonrefundable Fee: $100.00 if submitted 45 days or more before an event
Nonrefundable Fee: $500.00 if submitted 30-45 days before an event

*Subject to Change

INSTRUCTIONS: Before completing this application, please carefully read the Special Event Planning Guide found at www.kenosha.org/Events -- Special Event Guidelines.

Applications for an event less than 30 days will not be considered.

Event Name: 33rd Annual Outdoor Mass for Vocations

Event Date(s) Requested: Sunday 6/27/2021 Rain Date(s): NA

A. Event Organization

1. Organization's Name: Knights of Columbus

2. Does this organization hold not-for-profit status? □ No □ Yes (Please provide verification of 501(c)3 status by submitting a copy of the organization's IRS determination letter which outlined tax-exemption or call IRS Customer Service at 1-877-829-5500 to request a copy).

3. Organization's Address: 7307 40th Ave City: Kenosha State: WI zip: 53142

4. Contact Person: Christopher F Kachur

5. Contact Phone: 262-914-4953 Contact Email: Cskachur@reagan.com

B. Event Location

1. Location (check all that apply):
   ☐ City Street
   ☐ City Sidewalk
   ☐ City-Owned Parcels
   ☐ Water Utility Property
   ☐ City Park
   ☐ City-Owned Building
   ☐ Airport Property
   ☐ Transit Property

   Name & Address of the park, museum, building, etc. (street & zip): Pennoyer Park Band Shell

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

   If yes, name of street or avenue to be closed: ____________________________

   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 ☐ Parking (including handicapped spaces) ☐ Signage
   ☐ Temporary Structures (tents, trailers, etc.)
C. Event Operation Plan & Details

1. Attach additional pages for events more than 3 days

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<tr>
<th>SET-UP DATE</th>
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<th>DAY 3 START &amp; END TIMES</th>
<th>TEAR-DOWN TIME</th>
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<tr>
<td>7am</td>
<td>9am - 12pm</td>
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2. Estimated Number of Attendees Per Day: 750

3. Event Description (provide a brief description of the event; attach additional pages if needed):
A Catholic Mass with Patriotic Rosary

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

- [ ] Food Vendors
- [ ] Camping
- [ ] Merchandise Vendors
- [ ] Artwork Displays/Sales
- [ ] Animal Rides
- [ ] Petting Zoo
- [ ] Rides
- [ ] Announcements/Speeches
- [ ] Fireworks*
- [ ] Bonfire*
- [ ] Pyrotechnic Devices*
- [ ] Horse Drawn Vehicles**
- [ ] Carnival
- [ ] Circus
- [ ] Games
- [X] Public Entertainment
- [ ] Band / DJ / Theatre
- [ ] Other

*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 262-653-4108.
**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.)

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 thirty (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 times and the end times when beer/wine will be sold. Attach additional sheet(s) if needed for more than 3 days. Please Note: If the event is in a Park, all beer/wine sales after 10 p.m. must get approval from the Board of Park Commission.

Day 1 of Sale: _____________________________
Sales Start Time: ________ (indicate AM or PM) Sales End Time: ________ (indicate AM or PM)

Day 2 of Sale: _____________________________
Sales Start Time: ________ (indicate AM or PM) Sales End Time: ________ (indicate AM or PM)

Day 3 of Sale: _____________________________
Sales Start Time: ________ (indicate AM or PM) Sales End Time: ________ (indicate AM or PM)
E. Food/Merchandise

1. Will food be sold or served at the event? □ Yes □ No

Contact the Kenosha County Health Department at 262-655-6700 or by emailing Mark Melotik at mark.melotik@kenoshacounty.org or Brad Woznak at brad.woznak@kenoshacounty.org for information on the safe handling of food and beverages.

Contact the Fire Prevention Bureau at 262-655-4410 or 262-655-4109 a minimum of fourteen (14) business days prior to the event to coordinate inspections for the day of the event.

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

* If yes, complete the Vendor List found in the Special Event Guidelines and turn in 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

Services for electric and water vary 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 50
   - Barricades □ # requested _______
   - Picnic Tables □ # requested ______ 
   - Trash Cans □ # requested _______
   - Traffic Cones □ # requested ______
   - Recycling Containers □ # requested ______
   - Traffic Signs □ # requested ______
   - Reviewing Stands □ # requested ______
   - Podium □
   - Showmobile (2 available) □ # requested ______
   - Generator (1 available and only with Showmobile) □
   - Fencing: How many 50 foot sections of snow fencing? ______
   - How many 6 foot sections of white plastic portable fencing? ______

G. Temporary Structures/Signage

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. What type of temporary structures will be at the event (check all that apply)?
   - Tents □
   - Inflatables □
   - Staging □
   - Trailers □
   - Dunk Tank □
   - Signage* (larger than 10x10 pop up)
   - Other (Please Explain) ____________________________

*Any signage must comply with Chapter 16 of the City’s code of general ordinances. Please include an example of proposed signage. For any questions on signage, contact City Development at 262-655-4930.

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 □ No ____________ Initial

**VERY IMPORTANT:**

WI State Statute 192.0175 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 1-800-242-6511) 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 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, depending on facts and circumstances specific to each event, shall have the discretion to modify the required security plan as they deem necessary. The Kenosha Police and Fire Departments may also recommend denial of the Special Event Permit if the security plan is inadequate.

1. Briefly describe security measures:

2. Will the event have private security?  
   ☐ Yes  ☑ No  
   Private Security Company Name:  
   Phone #:  

3. Are the services of City of Kenosha Police personnel requested?  (If yes, contact Kenosha Police: 262-605-5212)  
   ☐ Yes  ☑ No  

4. 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: Christopher F. Kachur  
   First  
   M.I.  
   Last  
   Head of Security's Phone Number: 262-914-4952

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.

- I understand the filing of this application does not ensure the issuance of this license.
- 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: Christopher F. Kachur

Signature [Signature] Date: 1/31/2021

INDEMNITY AND HOLD HARMLESS AGREEMENT

SPECIAL EVENT APPLICATION
CITY ORDINANCE CHAPTER 12.06

Christopher F. Kachur
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 or Indemnitees are held liable for, the City of Kenosha shall immediately notify Special Event Organizer that a claim has been filed, and the Special Event Organizer shall be entitled to receive a copy of the notice. The Special Event Organizer shall have the right to participate in the defense of any such claim at its own expense. The Special Event Organizer shall have the right to control settlement under circumstances where the full amount of the settlement shall be paid by the Special Event Organizer and/or its insurers. Any judgment, final beyond all possibility of appeal, which may be rendered against Indemnitees for any costs for which the 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.

[Signature] 1/3/2021

Please sign, date and return the completed application to:
City of Kenosha Administration
825 52nd Street
Room 300
Kenosha, WI 53140

Administration | 625 52nd St, Room 300, Kenosha, WI 53140 | Tel: 262-553-4000 | Email: specialevents@kenoshawis.org | KENOSHA.ORG | 5
Band shell

Benches
May 7, 2021

TO: Eric Haugaard, Chairperson of Park Commission (District 1)
    Mitchell Pedersen, Chairperson of Public Works Committee (District 12)

CC: Alderperson Bill Siel – District 2
    Chris Bigley, Interim Fire Chief
    Eric Larsen, Deputy Police Chief
    Kris Kochman, Community Relations Liaison
    Jeff Warnock, Parks Superintendent
    Rick Desotell, Street Supervisor

FROM: Shelly Billingsley, MBA, PE
      Director of Public Works

RE: Parks Committee: Request from the City of Kenosha for use of Veterans Memorial Park on Thursdays from July 8 – August 26, 2021 to:
    a) Hold the Annual Peanut Butter & Jam Concert Series
    b) Use of Park for Setup at 8am on Wednesdays
    c) Use of Park for Takedown at 7am on Fridays
    d) Have Amplified Sound (Announcements/Speeches)
    e) Have Public Entertainment (Band)
    f) Have Food Vendors

      Public Works Committee: Request from City of Kenosha for use of 6th Avenue from 52nd Street to 54th Street for the Peanut Butter & Jam Concert Series on Thursdays from July 8 – August 26, 2021. (District 2)

BACKGROUND/ANALYSIS
The City of Kenosha is requesting from the Board of Park Commissions the use of Veterans Memorial Park on Thursdays from July 8 – August 26, 2021 to:
    a) Have the Annual Peanut Butter & Jam Concert Series
    b) Have setup at 8am on Wednesdays
    c) Have takedown at 7am on Fridays
    d) Have Amplified Sound (Announcements/Speeches)
    e) Have Public Entertainment (Band)
    f) Have Food Vendors

The City of Kenosha is requesting from the Public Works Committee the use of 6th Avenue from 52nd Street to 54th Street for the Peanut Butter & Jam Concert Series on Thursdays from July 8 – August 26, 2021.

Event hours will be 11:30am to 1:30pm for the afternoon concert and 6pm to 8pm for the evening concert. Setup will take place on Thursdays beginning at 8am and take down will be completed by 10pm.

Requested equipment will be supplied as to the availability within the Department as determined by City staff.
CONDITIONS OF APPROVAL

1. 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.

2. Approved Operation of the following activities:
   a. Have Amplified Sound (Announcements / Speeches)
   b. Have Public Entertainment (Band)
   c. Have Food Vendors

3. Traffic control must be setup in accordance with the attached traffic control plan and upon completion of the event returned back to lawn park areas or location that City left them for use.

4. A sample of the “NO PARKING” sign will be supplied along with a color sample. Applicant is responsible for have the signs printed and placed along sections as depicted on the attached map. These signs must be posted at least 24 hours before each event. Applicant is responsible for their removal upon completion of the event.

5. Vendor list with contact information must be submitted a minimum of 14 business days before the event to Kenosha Fire and Kenosha County Health.

6. Applicant is responsible for litter and debris and the site must be picked up at the end of the event.

7. The event will be required to meet all requirements in the Code of General Ordinances for the City of Kenosha that are in affect at the time of the event.

8. Submission of a Safety & Evacuation Plan 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. The City reserves the right to cancel the event or amend the Operational Plan to limit activities under Public Health Requirements.

10. Event Organizers need to consider COVID 19 safe practices for their events. The following websites include some of the available information:
    
    https://www.dhs.wisconsin.gov/covid-19/community.htm
    https://www.cdc.gov/coronavirus/2019-ncov/communication/guidance-list.html?Sort=Date%3A%3Adesc

11. Event Organizers may reach out to Kenosha County Public Health staff who are available to review plans and have discussion for any event.

The Applicant Must

1. Supervise all persons using the location under authority of the Special event permit.
2. Reimburse the City for any costs incurred in enforcing Permit Standards and Conditions within 30 days of receiving an invoice.
3. Procure any license or other permits required for this activity.
4. Obtain approval from City Development for any on site signage and obtain any necessary permits.
5. Provide private security for traffic issues, parking and/or crowd control.

If conditions are not followed, the event may be shut down by the City, and any future events may be rejected.
Total Signage Needed: 17
- Temporary No Parking (8)
- Temporary No Parking (4)
- Road Closed Ahead (2)
- No Right Turn (2)
- No Left Turn (1)

Total Barricades Needed: 12
- 1 Barricade per Closure Location (2 Locations)
- 4 Barricades per Closure Location (1 Location)
- 6 Barricades per Closure Location (1 Locations)

Temporary 'No Parking' signage to say: "No Parking Police Order Thursday 3pm to 9pm' Signage will be placed Wednesday by the Street Division

Please place a single barricade per each asphalt ramp
**THE CITY OF KENOSHA**

**Application for a Special Event Permit**
Form #ADM400 (rev. 03/2020)

*Subject to Change*

<table>
<thead>
<tr>
<th>Nonrefundable Fee:</th>
<th>$100.00 if submitted 45 days or more</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$500.00 if submitted 30-45 days before an event</td>
</tr>
</tbody>
</table>

**INSTRUCTIONS:** Before completing this application, please carefully read the Special Event Planning Guide found at www.kenosha.org: Events → Special Event Guidelines.

Applications for an event less than 30 days will not be considered.

---

**Event Name:** Peanut Butter & Jam Concert Series

**Event Date(s) Requested:** July 8- Aug. 26, 2021  
**Rain Date(s):**

---

**A. Event Organization**

1. **Organization’s Name:** City of Kenosha

2. Does this organization hold not-for-profit status?  
   - [ ] No  
   - [x] Yes  
   (Please provide verification of 501(c) 3 status by submitting a copy of the organization’s IRS determination letter which outlined tax-exemption or call IRS Customer Service at 1-877-829-5500 to request a copy.)

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
   - [ ] Water Utility Property
   - [ ] Airport Property
   - [ ] Transit Property
   - [ ] Name & Address of the park, museum, building, etc. (street & zip): Veterans Memorial Park

2. Does the event require any streets to be closed?  
   - [ ] Yes  
   - [x] No  

If yes, name of street or avenue to be closed: 6th Ave.

   From: 52nd St.  
   To: 54th St.

3. **Type of street use requiring closure:**  
   - [ ] Parade  
   - [ ] Run or Walk  
   - [x] Other: safety

4. Attach a scaled site plan of the event location and include the following if applicable:  
   - [ ] Site Plan Attached

- Fences
- Beer Garden
- Waste Containers
- Stages
- Parking (including handicapped spaces)
- Entrances/Exits
- Staging Areas
- Portable Toilets
- Volunteer Check-in
- Vendor locations
- Routes & Traffic Lanes (including barricades)
- Signage
- Temporary Structures (tents, trailers, etc.)
C. Event Operation Plan & Details

1. Attach additional pages for events more than 3 days

<table>
<thead>
<tr>
<th>SET-UP DATE</th>
<th>DAY 1 EVENT DATE</th>
<th>DAY 2 EVENT DATE</th>
<th>DAY 3 EVENT DATE</th>
<th>TEAR-DOWN DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursdays, July 8 to Aug 26, 2021</td>
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<table>
<thead>
<tr>
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<th>DAY 1 START &amp; END TIMES</th>
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<th>DAY 3 START &amp; END TIMES</th>
<th>TEAR-DOWN TIME</th>
</tr>
</thead>
<tbody>
<tr>
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<td>weekly</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>6 - 10 pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. Estimated Number of Attendees Per Day: 500+

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

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

- [x] Food Vendors
- [ ] Camping
- [x] Merchandise Vendors
- [ ] Artwork Displays/Sales
- [ ] Announcements/Speeches
- [x] Horse Drawn Vehicles
- [ ] Public Entertainment
  - [x] Band
  - [ ] DJ
  - [ ] Theatre

*If approved by the Parks Commission, an Open Burning/Fireworks Permit maybe 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.)

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 thirty (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 times and the end times when beer/wine will be sold. Attach additional sheet(s) if needed for more than 3 days. Please Note: If the event is in a Park, all beer/wine sales after 10 p.m. must get approval from the Board of Park Commission.

Day 1 of Sale: ____________________________
Sales Start Time: ________ (indicate AM or PM) Sales End Time: ________ (indicate AM or PM)

Day 2 of Sale: ____________________________
Sales Start Time: ________ (indicate AM or PM) Sales End Time: ________ (indicate AM or PM)

Day 3 of Sale: ____________________________
Sales Start Time: ________ (indicate AM or PM) Sales End Time: ________ (indicate AM or PM)
E. Food/Merchandise

1. Will food be sold or served at the event? ☑ Yes ☐ No

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, complete the Vendor List found in the Special Event Guideline and turn in 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 _
- Barricades ☑ # requested 8
- Trash Containers ☑ □ # requested 20
- Recycling Containers ☑ □ # requested 20
- Reviewing Stands ☐ □ # requested ______
- Showmobile (2 available) ☑ □ # requested 1
- Benches ☑ □ # requested 30
- Picnic Tables ☑ □ # requested 20
- Traffic Cones ☑ □ # requested ______
- Traffic Signs ☑ □ # requested ______
- Podium ☐
- Generator (1 available and only with Showmobile) ☑
- Fencing ☑ How many 50 foot sections of snow fencing? ______ How many 6 foot sections of white plastic portable fencing? ______

G. Temporary Structures/Signage

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. What type of temporary structures will be at the event (check all that apply)?
- Tents ☑
- Inflatables ☐
- Staging ☐
- Trailers ☐
- Dunk Tank ☐
- Signage* ☑
- (larger than 10x10 pop up)
- Other (Please Explain): __________________________

*Any signage must comply with Chapter 15 of the City’s code of general ordinances. Please 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***

Wisconsin 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, depending on facts and circumstances specific to each event, shall have the discretion to modify the required security plan as they deem necessary. The Kenosha Police and Fire Departments may also recommend denial of the Special Event Permit if the security plan is inadequate.

1. Briefly describe security measures: Staff from Happenings Magazine will be on hand to assist with any problems.

2. Will the event have private security? □ Yes ☑ No
   
   Private Security Company Name: ___________________________ Phone #: ___________________________

3. Are the services of City of Kenosha Police personnel requested? (If yes, contact Kenosha Police: 262-605-5212)
   □ Yes ☑ No

4. 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: Frank Carmichael
   First: ___________________________ M.I.: ___________________________ Last: ___________________________
   Head of Security's Phone Number: 262-620-1428

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 is:

☑ 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.

- 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: [Signature] Date: 7-31-2020

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 “Indemnities”) 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 Indemnities 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 Indemnites. It is specifically agreed, however, that Indemnites, 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 Indemnites 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.

[Signature] 7-31-2020

Please sign, date and return the completed application to:
City of Kenosha Administration
625 - 52nd Street
Room 300
Kenosha, WI 53140
May 6, 2021

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

CC: Alderperson Mitchell Pedersen – District 12
Chris Bigley, Interim Fire Chief
Eric Larsen, Deputy Police Chief
Kris Kochman, Community Relations Liaison
Jeff Warnock, Parks Superintendent

FROM: Shelly Billingsley, MBA, PE  ________________________________
       Shelly Billingsley
       Director of Public Works

RE: Request from Succeed Beyond High School Inc for use of Lincoln Park, Lincoln
Concession Building and Ball Fields for Saturday, July 31, 2021 to hold the “Grease”
Under the Stars. (District 12)

BACKGROUND/ANALYSIS
Succeed Beyond High School Inc. is requesting from the Board of Park Commissions the use of Lincoln
Park, Lincoln Concession Building and Ball Fields on Saturday July 31, 2021 to:
   a. Have the “Grease” Under the Stars Event
   b. Extend the Park Hours until 11:30pm
   c. Have Public Entertainment (Theatre)
   d. Have Food Vendors
   e. Have Temporary Signage and Structure (30-foot screen)

Event hours will be 7pm to 10:30pm. Setup will take place beginning at 4:00pm on day of event and take
down will commence upon completion of the event on July 31, 2021.

Requested equipment will be supplied as to the availability within the Department as determined by City
staff.

The event will consist of a movie in the park to raise funds for Succeed Beyond High School Inc.
CONDITIONS OF APPROVAL

1. 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.

2. Approved Operation of the following activities:
   a. Have Public Entertainment (Theatre)
   b. Have Temporary Signage and Structures (30-foot screen)
   c. Have Food Vendors

3. 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.

4. Vendor list with contact information must be submitted a minimum of 14 business days before the event to Kenosha Fire and Kenosha County Health.

5. Applicant is responsible for litter and debris and the site must be picked up at the end of the event.

6. The event will be required to meet all requirements in the Code of General Ordinances for the City of Kenosha that are in affect at the time of the event.

7. The City reserves the right to cancel the event or amend the Operational Plan to limit activities under Public Health Requirements.

8. Event Organizers need to consider COVID 19 safe practices for their events. The following websites include some of the available information:

   https://www.dhs.wisconsin.gov/covid-19/community.htm
   https://www.cdc.gov/coronavirus/2019-ncov/communication/guidance-list.html?Sort=Date%3A%3Adesc

9. Event Organizers may reach out to Kenosha County Public Health staff who are available to review plans and have discussion for any event.

The Applicant Must

1. Supervise all persons using the location under authority of the Special event permit.
2. Reimburse the City for any costs incurred in enforcing Permit Standards and Conditions within 30 days of receiving an invoice.
3. Procure any license or other permits required for this activity.
4. Obtain approval from City Development for any on site signage and obtain any necessary permits.
5. Provide private security for traffic issues, parking and/or crowd control.

If conditions are not followed, the event may be shut down by the City, and any future events may be rejected.
Application for a Special Event Permit
Form #ADM400 (rev. 03/2020)

*Subject to Change

Nonrefundable Fee: $100.00 if submitted 45 days or more
Nonrefundable Fee: $50.00 if submitted 30-45 days before an event

INSTRUCTIONS: Before completing this application, please carefully read the Special Event Planning Guide found at www.kenosha.org: Events → Special Event Guidelines.

Applications for an event less than 30 days will not be considered.

Event Name: "Grease" Under the Stars
Event Date(s) Requested: 07/31/2021 Rain Date(s): _______________________

A. Event Organization

1. Organization's Name: Succeed Beyond High School Inc.

2. Does this organization hold not-for-profit status? □ No □ Yes. (Please provide verification of 501(c) 3 status by submitting a copy of the organization's IRS determination letter which outlined tax-exemption or call IRS Customer Service at 1-877-829-5500 to request a copy).

3. Organization's Address: 1330 52nd St, Kenosha, WI 53140

4. Contact Person: Felicia Dalton

5. Contact Phone: 262-671-6132 Contact Email: succeedbeyondhs@gmail.com

B. Event Location

1. Location (check all that apply):
   - □ City Street
   - □ City-owned Parcels
   - □ Water Utility Property
   - □ City Park
   - □ City-Owned Building

   Name & Address of the park, museum, building, etc. (street & zip):
   Lincoln Park
   1430 52nd St, Kenosha, WI 53140

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

   If yes, name of street or avenue to be closed: ________________________________

   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 □ Volunteer Check-in
   □ Beer Garden □ Vendor locations
   □ Waste Containers □ Routes & Traffic Lanes (including barricades)
   □ Stages □ Signage
   □ Parking (including handicapped spaces) □ Temporary Structures (tents, trailers, etc.)
C. Event Operation Plan & Details

1. Attach additional pages for events more than 3 days

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<tr>
<th>SET-UP DATE</th>
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<td>2230</td>
<td>10:30 pm</td>
<td></td>
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</table>

2. Estimated Number of Attendees Per Day: 75

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

Movie in the park to raise funds for Succeed Beyond High School

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

- Food Vendors
- Animal Rides
- Fireworks
- Carnival
- Other: _________

☐ Camping
☐ Petting Zoo
☐ Bonfire
☐ Circus

☐ Merchandise Vendors
☐ Rides
☐ Pyrotechnic Devices
☐ Games

☐ Artwork Displays/Sales
☐ Announcements/Speeches
☐ Horse Drawn Vehicles
☐ Public Entertainment

**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 14.825 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 ☑ No (If no, skip to section E.)

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 thirty (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 times and the end times when beer/wine will be sold. Attach additional sheet(s) if needed for more than 3 days. Please Note: If the event is in a Park, all beer/wine sales after 10 p.m. must get approval from the Board of Park Commission.

Day 1 of Sale: ____________________________
Sales Start Time: ________ (indicate AM or PM)  Sales End Time: ________ (indicate AM or PM)

Day 2 of Sale: ____________________________
Sales Start Time: ________ (indicate AM or PM)  Sales End Time: ________ (indicate AM or PM)

Day 3 of Sale: ____________________________
Sales Start Time: ________ (indicate AM or PM)  Sales End Time: ________ (indicate AM or PM)
E. Food/Merchandise

1. Will food be sold or served at the event?  
   ☑ Yes  ☐ No
   
   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, complete the Vendor List found in the Special Event Guidelines and turn in 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  
   - Barricades □  # requested  
   - Trash Containers □  # requested  
   - Recycling Containers ☑  # requested  
   - Reviewing Stands □  # requested  
   - Showmobile (2 available) □  # requested  
   - Fencing □  How many 50 foot sections of snow fencing?  
   - Benches ☑  # requested  
   - Picnic Tables □  # requested  
   - Traffic Cones □  # requested  
   - Traffic Signs □  # requested  
   - Podium □  Generator (1 available and only with Showmobile) □

G. Temporary Structures/Signage

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. What type of temporary structures will be at the event (check all that apply)?
   ☑ Tents  □ Inflatables  □ Staging  □ Trailers  □ Dunk Tank  □ Signage*  
   (larger than 10x10 pop up)
   ☑ Other (Please Explain):  30ft screen

   *Any signage must comply with Chapter 15 of the City’s code of general ordinances. Please 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  FAD  _ 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, depending on facts and circumstances specific to each event, shall have the discretion to modify the required security plan as they deem necessary. The Kenosha Police and Fire Departments may also recommend denial of the Special Event Permit if the security plan is inadequate.

1. Briefly describe security measures: Law enforcement will be called if needed

2. Will the event have private security? □ Yes ☑ No

   Private Security Company Name: __________________________ Phone #: __________________________

3. Are the services of City of Kenosha Police personnel requested? If yes, contact Kenosha Police: 262-605-5212

   ☑ Yes □ No

4. 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: Lloyd E. Lewin

   Head of Security's Phone Number: 779-435-2262

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 is:

☑ 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.

- I understand the filing of this application does not ensure the issuance of this license.
- 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: **Felicia Dalton**

Signature: [Signature] Date: 3/19/21

INDEMNITY AND HOLD HARMLESS AGREEMENT

SPECIAL EVENT APPLICATION
CITY ORDNANCE CHAPTER 12.06

**Felicia Dalton**

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, losses, 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, licensees or permitted users, or resulting from the Special Event Organizer's failure to perform or observe any of the terms, covenants and conditions of this Agreement, or resulting from any conditions of property or improvements therein 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 Board of Parks Commission, or the City of Kenosha Board of Park Commission of a claim for damages arising out of any incident(s) which Special Event Organizer hereinafter 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.

Applicant Signature: [Signature] Date: 3/19/21

Please sign, date and return the completed application to:

City of Kenosha Administration
625 - 52nd Street
Room 300
Kenosha, WI 53140
Application for Memorial Bench or Tree
Form #PWP001 (rev. 06/2020)

Select One: Memorial Bench [ ] Memorial Tree [X]

In Memory Of: Zarletti Brothers & Sister

In Memory Of: Zarletti Family (Linda)

Name of Donor or Representative: Zarletti Family

Address: 7928 49 Ave City: Kenosha State: WI Zip: 53142

Phone: 262 943 1299 Email: mecastellano@wi.mn.com

Requested Park Location: Washington Park – #2 Area

Requested Bench Style or Tree Species: Red Point Maple

[Please see our website for a list of approved bench styles and tree species.]

Note: The park location and/or species requested is not guaranteed. The Park Division will work with the donor to best accommodate the request. No memorials will be added to Southport Park at this time.

Memorial Bench Only

Bench prices vary by style; please see our website for pricing information. A permanent 6”x2” plaque will be ordered & installed in the concrete near the bench by the Park Division for $30. Park staff will contact donor to notify them of installation date.

Plaque Inscription Information [No more than 35 characters in Line 1] Example:

Line 1: ____________________________________________

In Memory of John William Smith

Line 2: Month __________ Year __________

June 2005

Memorial Tree Only

After the request is received, the City Forester will review for placement and tree selections. The donor will be contacted to discuss the location and tree species options. The tree can then be purchased by the donor from Swartz Nursery at 1743 30th Avenue in Kenosha. Their telephone number is 262-552-8210. The nursery will contact our office when the tree is ready for pick-up and staff will plant the tree in the proper location.

Costs vary based on the size and species of the tree. No memorial plaques may be placed at the site or on the tree without written permission from the Board of Park Commissioners.

Return this form to:
City of Kenosha,
Public Works – Park Division
625 52nd St – Room 305
Kenosha, WI 53140

Public Works | 625 52nd St. Room 305, Kenosha, WI 53140 | T: 262.653.4050 | Email: publicworks@kenosha.org | kenosha.org
Dear Kenosha Municipal Golf,

Kenosha County Executive Jim Kreuser invites you to join him at the 2021 Kenosha County Executive Cup Golf Outing to be held Tuesday September 14, 2021 at Brighton Dale Links. Due to the COVID-19 situation, we were unable to hold the event last year, but are pleased to continue the tradition and hold the event again this year. All proceeds from the event will benefit the Kenosha County Junior Golf Program, which serves approximately 160 young golfers each year.

The attached brochure provides information regarding the schedule of events, sponsorship opportunities, registration and sign-up information. Please consider supporting this worthy cause by sponsoring the event, making a donation or participating in the outing. There are a variety of sponsorship levels available and we welcome donations of money, merchandise or gift certificates to be used as door/raffle prizes or tee gifts.

Registration information and donations can be dropped off or mailed to Brighton Dale Links. If you have any questions please contact Brighton Dale Links at 262-925-8004, or send an e-mail to Doug Shulski at douglas.shulski@kenoshacounty.org.

Thank you in advance for your generous contribution to help our young golfers. Your support is what makes this event a success.

Best Regards,

Dan Drier
General Manager – Golf Division
19600 75th Street
Suite 122-1
Bristol WI 53104
262-857-1865 Office
Daniel.Drier@kenoshacounty.org

COUNTY OF KENOSHA
Department of Public Works 19600 75th Street, Suite 122-1
Development Services Bristol, Wisconsin 53104 (262) 857-1870
Fax: (262) 857-1885

James M. Kupfer
Chief Financial Officer
(262) 857-1871
Cell: (262) 515-1294
Fax: (262) 857-1885
Jim.Kupfer@kenoshacounty.org
Dear Kenosha Municipal Golf Course, 

February 26, 2021

We are contacting you on behalf of Kenosha Montessori School. KMS has been part of the Kenosha community for over 50 years and is the only private, non-profit 501(c)(3), non-denominational Montessori preK-6th grade school in Kenosha County. The Montessori method, established over 100 years ago by Dr. Maria Montessori, offers a holistic education which encourages community, leadership, creativity, and innovation, and prepares children for the challenges of the future. Part of our mission, both in education and fundraising, is to support and build community - we are proud to be part of the Kenosha Community!

We hope that you can help support Kenosha Montessori School either through a monetary or product donation (descriptions below). Tuition paid by our current families does not cover all of the school’s operating budget; the school relies on donations from the community to keep KMS an affordable, local option. Your donation directly impacts children in Kenosha.

**Product Donations:** Our annual May fundraiser, Springtide, includes a silent auction featuring donations from local businesses. Donations can be products/services that showcase your business or gift certificates. The event, which will be virtual this year, is advertised to over 400 current/alumni families and friends that live and work in this area, so this is a great way to advertise your business!

**Financial Donations:** Monetary donations of any value can be sent directly to the school or through our Facebook page. Become an official Springtide Sponsor with a donation of $2000 or more. Or be a matching donor for a “Fundraising Fridays” campaign on our Facebook page.

As part of our mission we are working to support and build community in the city of Kenosha so as a thank you, we would like others to know that you support KMS and provide you some extra advertising in return. We understand how important it is to draw in new customers, particularly during the COVID-19 pandemic. Any donation will be acknowledged on our auction and school websites and with promotional posts on our Facebook page.

We are happy to answer your questions and arrange a time to pick up your donation. Donations from businesses and individuals such as you ensure that KMS has a vibrant future. Thank you for supporting KMS!

KMS Board of Directors Fundraising Committee
kms@kenoshamontessori.org www.facebook.com/kmswisconsin
May 5, 2021

To: Mitchell Pedersen, Chairperson, Public Works Committee
Bruce Fox, Chairperson, Stormwater Utility Committee
Eric Haugaard, Chairperson, Parks Commission

From: Brian Cater, PE
Deputy Director of Public Works/City Engineer

Subject: Acceptance of Project 16-1421 Simmons Island Beach Restoration & Site Improvements

Location: 5001 4th Avenue

Please be advised that the above referenced project has been satisfactorily completed by A.W. Oakes & Son, Inc., Racine, Wisconsin. This project consisted of grading, demolition of existing parking lot, asphalt paving, concrete sidewalk, curb & gutter, porous concrete panels, water service installation, electrical service installation, lighting, playground equipment installation, beach grading and dune plantings.

It is recommended that the project be accepted in the final amount of $1,432,703.36. Original contract amount was $1,312,671.50 plus $196,728.50 for contingency for a total of $1,509,400. Funding was from CIP Lines TI-18-002, SW-14-002, PK-18-005 and TI-18-003.
May 5, 2021

To: Mitchell Pedersen, Chairperson, Public Works Committee  
Eric Haugaard, Chairperson, Parks Commission

From: Brian Cater, PE  
Deputy Director of Public Works/City Engineer

Subject: Acceptance of Project 20-1416 Tree Removal Program

Location: Citywide

Please be advised that the above referenced project has been satisfactorily completed by Landscape Concepts Management, Grayslake, Illinois. This project consisted of removal of approximately 210 trees and restoration.

It is recommended that the project be accepted in the final amount of $196,783.50. Original contract amount was $218,423 plus $32,677 for contingency for a total of $251,100. Funding was from CIP Line PK-93-004.