

12.



City of West Allis

Matter Summary

7525 W. Greenfield Ave.
West Allis, WI 53214

File Number	Title	Status
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2008-0594 Request In Committee

Downtown West Allis Business Improvement District communication regarding the Downtown West Allis Christmas On The Avenue scheduled for Saturday, December 6, 2008 from 11:00 a.m. to 4:00 p.m., requests for the north and south side of Greenfield Avenue extending from South 71 to South 75 Streets remain closed from 9 a.m. to 4 p.m. and a request for benches for parade seating to accommodate Breakfast with Santa participants.

Introduced: 9/16/2008

Controlling Body: Public Works Committee

COMMITTEE RECOMMENDATION

Approve & place on f.f.h

ACTION
DATE:

9/16/2008

MOVER	SECONDER	
<i>[check]</i>	<i>[signature]</i>	Barczak
	<i>[signature]</i>	Czaplewski
		Kopplin
		Lajsic
		Narlock
		Reinke
	<i>[signature]</i>	Roadt
	<i>[signature]</i>	Sengstock
		Vitale
	<i>[signature]</i>	Weigel

AYE	NO	PRESENT	EXCUSED
<i>[check]</i>			
<i>[check]</i>			
<i>[check]</i>			
<i>[check]</i>			
<i>[check]</i>			

TOTAL

5

SIGNATURE OF COMMITTEE MEMBER

[Signature]

Chair

Vice-Chair

Member

COMMON COUNCIL ACTION **APPROVAL** + **PLACE ON FILE**

ACTION
DATE:

SEP 16 2008

MOVER	SECONDER	
<i>[check]</i>		Barczak
		Czaplewski
		Kopplin
		Lajsic
	<i>[check]</i>	Narlock
		Reinke
		Roadt
		Sengstock
		Vitale
		Weigel

AYE	NO	PRESENT	EXCUSED
<i>[check]</i>			
<i>[check]</i>			
<i>[check]</i>			
<i>[check]</i>			
<i>[check]</i>			
<i>[check]</i>			
<i>[check]</i>			
<i>[check]</i>			<i>[check]</i>
<i>[check]</i>			
<i>[check]</i>			

TOTAL

9

1

STANDING COMMITTEES OF THE CITY OF WEST ALLIS COMMON COUNCIL

ADMINISTRATION & FINANCE

Chair: Kurt E. Kopplin
Vice-Chair: Vincent Vitale
Thomas G. Lajsic
Richard F. Narlock
Rosalie L. Reinke

PUBLIC WORKS

Chair: Gary T. Barczak
Vice-Chair: Martin J. Weigel
Michael J. Czaplewski
Daniel J. Roadt
James W. Sengstock

SAFETY & DEVELOPMENT

Chair: Thomas G. Lajsic
Vice-Chair: Richard F. Narlock
Kurt E. Kopplin
Rosalie L. Reinke
Vincent Vitale

LICENSE & HEALTH

Chair: Michael J. Czaplewski
Vice-Chair: James W. Sengstock
Gary T. Barczak
Daniel J. Roadt
Martin J. Weigel

ADVISORY

Chair: Rosalie L. Reinke
Vice-Chair: Daniel J. Roadt
Kurt E. Kopplin
Richard F. Narlock
Vincent Vitale



DOWNTOWN WEST ALLIS BUSINESS IMPROVEMENT DISTRICT

7231 West Greenfield Avenue • Suite 201 • West Allis, Wisconsin 53214 • (414) 774-2676 • Fax (414) 774-7728
www.downtownwestallis.com

September 2, 2008

Mayor Dan Devine and Common Council Members
City of West Allis, City Hall
7525 W. Greenfield Ave.
West Allis, WI 53214

OFFICE OF THE MAYOR
RECEIVED

SEP 8 2008

WEST ALLIS, WI

Dear Honorable Mayor Devine and Common Council Members:

The Downtown West Allis Business Improvement District (BID) in cooperation with the City of West Allis, WA/WM Chamber of Commerce and the West Allis Charities is planning to host the **Downtown West Allis Christmas On The Avenue** on **Saturday, December 6, 2008 from 11:00AM – 4:00PM**. Last year the West Allis Charities Christmas Parade went through our Downtown prior to our activities. By holding the parade the same day as the BID's Christmas On The Avenue, the BID was able to offer Breakfast with Santa, showcase our Ice Sculpting Competition and present our businesses to a much larger group. In addition, we were able to offer the entire West Allis community a day of family fun.

This year the BID would like to expand the event by having vendors and activities located on the north and south side of Greenfield Avenue. In order to do this, we are requesting permission for 71st, 72nd, 73rd, 74th and 75th streets – north and south of Greenfield Avenue, to the alleyways, to remain closed after the parade to accommodate our outdoor activities. These side streets will be closed at 9am, prior to the parade, and reopened at 4pm. Greenfield Avenue will be opened to traffic after the parade, but we are requesting that only the side streets remain closed after the parade. **The alleyways will remain open throughout the day.** Just like last year, Christmas On The Avenue will feature Breakfast with Santa, in-store specials, games, giveaways, strolling carolers, and a special visit with Santa Claus.

- To accommodate the participants of the 'Breakfast with Santa' activity, we are offering VIP seating for the parade. With this in mind, we request **nine park benches to be provided on the south side of Greenfield on 73rd street and nine park benches to be provided on the north side of Greenfield on 73rd street.**
- To assist in keeping the side streets closed to traffic, we ask for an **additional 20 barriers** (2 on each side street north of Greenfield Avenue and 2 on each side street south of Greenfield Avenue) and an **additional 20 "No Parking" signs** (2 on each side street north of Greenfield Avenue and 2 on each side street south of Greenfield Avenue).
- We ask that the benches, additional barriers and "No Parking" signs be delivered on Friday, December 5th and that the Department of Public Works picks them up on Monday, December 8th. We look forward to working on additional features for this event with the City of West Allis staff.

The BID holds a one-million dollar event insurance policy with the City listed as an additional insured.

The BID wishes to send continued thanks to Mayor Devine and the Common Council for your on-going support. Additional thanks to Public Works, the Police Department, the Fire Department, and our residential neighbors of Downtown for their continued services and interest.

If you have any questions, please contact the BID office at 774-2676. Thank you.

Sincerely,



Donald Falk
DWA – Promotions Chairperson

ACORD CERTIFICATE OF LIABILITY INSURANCEOF ID PW
DOWN-1

DATE (MM/DD/YYYY)

03/27/08

PRODUCER

Icon Insurance Service Corp
555 S Industrial Dr #13
Hartland WI 53029
Phone: 262-367-7550 Fax: 262-367-7659

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURED

Downtown West Allis BID
Brian Preiss
7231 W. Greenfield Ave.
West Allis WI 53214

INSURERS AFFORDING COVERAGE

NAIC #

INSURER A: Zurich Insurance Co.
INSURER B:
INSURER C:
INSURER D:
INSURER E:

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
A X	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO- JECT <input type="checkbox"/> LOC	PPS 42919275	01/17/07	01/17/09	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (EA OCCURRENCE) \$1,000,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (EA ACCIDENT) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$
	EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below OTHER	PPS 42919275	01/17/08	01/17/09	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$100,000 E.L. DISEASE - EA EMPLOYEE \$100,000 E.L. DISEASE - POLICY LIMIT \$500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

The following events: Bid Merchants Appreciation Picnic 05/28/08; West Allis Ala Carte 06/08/2008; Classic Car Show 10/5/08; Holiday Stroll/Christmas on the Avenue 12/06/08; Halloween Meet & Treat 10/25/08.
City of West Allis is listed as an Additional Insured per the attached form added to the policy.

CERTIFICATE HOLDER

City of West Allis
City Hall
7525 W Greenfield Avenue
West Allis WI 53214

CITY OF W**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

Sandra E Spanaus



CITY CLERK/TREASURER'S OFFICE

414/302-8200 or 414/302-8207 (Fax)

www.ci.west-allis.wi.us

Paul M. Ziehler

City Admin. Officer, Clerk/Treasurer

Monica Schultz

Assistant City Clerk

Rosemary West

Treasurer's Office Supervisor

October 16, 2008

Mr. Donald Falk
Downtown West Allis Business Improvement District
7231 W. Greenfield Avenue
Suite 201
West Allis, WI 53214

Dear Mr. Falk:

On September 16, 2008 the Common Council approved your request regarding the Downtown West Allis Christmas On The Avenue scheduled for Saturday, December 6, 2008 from 11:00 a.m. to 4:00 p.m., requests for both the north and south side of Greenfield Avenue extending from South 71 to South 75 Streets to remain closed from 9 a.m. to 4 p.m., and benches for parade seating to accommodate Breakfast with Santa participants.

Sincerely,

Monica Schultz
Assistant City Clerk

/jml

c: Mike Pertmer
Fire Department
Police Department