

**Office of the City Attorney**

Daniel P. Wright  
City Attorney



Guadalupe G. Villarreal  
Deputy City Attorney

Scott Lewis  
Assistant City Attorney

Stacey Salvo  
Paralegal

July 26, 2006

MAYOR GARY BECKER  
MEMBERS OF THE COMMON COUNCIL  
CITY OF RACINE WI

INVOICE 34191 Dated 12/17/04

Ladies & Gentlemen:

Partial payment in the amount of \$25,000 was received from Downtown Racine Corporation Festival of Trees for the rental of Festival Hall for the 2004 Festival of Trees event, leaving an unpaid balance of \$3,845. DRC is disputing that any further payment be made on this invoice.

Due to circumstances beyond the control of the renter, I recommend that the unpaid balance of \$3,845 be written off. Thank you.

Please invite Parks, Recreation and Cultural Services Director, Donnie Snow, to the meeting.

Sincerely,

A handwritten signature in black ink, appearing to be "Daniel P. Wright", is written over a horizontal line. The signature is stylized and somewhat abstract.

Daniel P. Wright  
City Attorney



**COPY**

March 28, 2005

**RECEIVED**

MAR 31 2005

**FINANCE DEPT**

Festival Park and Memorial Hall  
c/o Jim Walczak  
5 Fifth Street  
Racine, WI 53403

Dear Jim:

The Downtown Racine Corporation is in receipt of the final invoice for the 2004 Festival of Trees in the amount of \$28,845.00. This amount reflects the \$2,300.00 already paid to the Civic Centre Commission as a deposit. The bill for 2004 represents an increase of over 30% as compared to our invoice for 2003.

Our experience during the 2004 Festival of Trees was not a good one. During the two weeks we were on site, on at least two occasions, the Festival Hall janitorial staff was witnessed stealing from us. That same staff was constantly hovering around our volunteers and staff creating a very uncomfortable situation.

There were times during the two weeks that we did not have any support staff from the Festival Hall on site. Because the janitorial staff did not have regular management, it became our responsibility to constantly make sure that they were doing what needed to be done. For example, the kitchen was not mopped for several days; without being asked the toilet paper and paper towels were not replaced in the bathrooms; trash cans were not emptied both inside and outside, etc.

The bottom line is simply that while our fees were increased dramatically, we experienced a significant decrease in the service that we were to be given as a customer. And while I understand that some deductions were made from our bill to allow for security and setups that were to be provided and weren't, we don't feel that we were justly compensated. Leaving our volunteers and staff to do last minute setups put our volunteers under great duress and gave the public an impression of poorly managed and disorganized event. The lack of cleanliness further left the public with a bad impression of the event that DRC has worked for over 15 years to build.

Please find enclosed a check for \$25,000. We feel that this amount is a more than generous compensation for the goods and services we received from the Civic Centre and hope that you will accept this as payment in full for the 2004 Festival of Trees.

**Downtown Racine Corporation**

413 Main Street • Racine, Wisconsin 53403 • PHONE 262.634.6002 • FAX 262.634.1504

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Jim, as I shared with you before, we are really counting upon you to bring some consistency, customer service and organization to the Civic Center. Last week, we hosted a brainstorming session to discuss our future plans for the Festival of Trees. At this meeting some of the people in attendance also volunteer for other festivals that use Festival Hall. The sentiment was expressed, and that I want to share with you was this, "It is unfortunate that the city built this crown jewel for festivals and events and at the same time they are forcing all of us to either find alternative locations or quit producing our events."

Please feel free to contact me if you would like to discuss this matter.

Sincerely,

  
Devin Sutherland  
Executive Director

cc: Dannie Snow, Park + Rec. Director

City of Racine, Wisconsin

730 Washington Avenue  
Racine, Wisconsin 53403



COPY

INVOICE DATE: 12/17/04  
INVOICE #: 34191  
CUSTOMER #: 41  
DUE DATE: 01/16/05  
AMOUNT DUE: 28,845.00  
AMOUNT PAID: \_\_\_\_\_

DOWNTOWN RACINE CORPORATION  
ATTN: MR DEVIN SUTHERLAND  
413 MAIN STREET  
RACINE WI 53403

PLEASE RETURN THIS PORTION WITH YOUR PAYMENT.

DETACH HERE - RETAIN BOTTOM PORTION FOR YOUR RECORDS.

TERMS: DUE WITHIN 30 DAYS  
FESTIVAL OF TREES, 10/31/04 - 11/15/04  
FOR INQUIRIES CONTACT THE CIVIC CENTRE AT 636-9229

|          |                           |           |
|----------|---------------------------|-----------|
| FP       | 10 EQUIPMENT RENTAL       | 1,725.00  |
| FP       | 20 HALL                   | 11,842.50 |
| FP       | 30 KITCHEN                | 1,200.00  |
| FP       | 40 GREEN ROOM             | 1,320.00  |
| FP       | 50 DUMPSTER               | 325.00    |
| FP       | 60 SET UP/CLEAN UP FEE    | 3,462.50  |
| FP       | 70 ADMISSION SURCHARGE    | 10,945.00 |
| FP       | 80 BMI LICENSING          | 300.00    |
| FP       | 90 11/03/04 LESS DEPOSIT  | 2,000.00- |
| FP       | 100 06/23/04 LESS DEPOSIT | 275.00-   |
| SUBTOTAL |                           | 28,845.00 |

TOTAL INVOICE 28,845.00  
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CUSTOMER #: 41 INVOICE #: 34191 DUE DATE: 01/16/05