

Town of Windsor

Memorandum

June 11, 2013

TO: The Honorable Mayor and Town Council
FROM: Michael Stallings, Town Manager MS
SUBJECT: 4th of July Celebration – Fireworks Display Permit

The Windsor Ruritan Club, the Town, and Isle of Wight County are finalizing the details for our annual 4th of July Celebration here in our community. As you know, we cap off the celebration with a fireworks display that the County's Department of Parks and Recreation plans and coordinates.

Section 73-10 of the Windsor Town Code provides a process for the Town to issue a permit for fireworks displays. I am enclosing a copy of a May 22 letter from Darlene Keyt, the department's Events and Fair Coordinator, which is the application for this permit.

We have reviewed this application and we have determined that it is in order. I recommend that Council issue this permit. In this regard, I am enclosing a resolution for your consideration; your adoption of this resolution constitutes the Town's written issuance of the fireworks display permit.

I recommend that you have the Town Clerk read the title of the resolution, and that you adopt this resolution.

Recommended Motion

Move that Council adopt the resolution entitled:

*A Resolution Issuing A Fireworks Display Permit To The
Isle Of Wight County Department Of Parks & Recreation
To Conduct A 4th Of July Fireworks Display In The Town
Of Windsor, Virginia*

RESOLUTION

A Resolution Issuing A Fireworks Display Permit
To The Isle Of Wight County Department Of Parks
& Recreation To Conduct A 4th Of July Fireworks
Display In The Town Of Windsor, Virginia

WHEREAS, the Windsor Ruritan Club, the Isle of Wight County Department of Parks & Recreation, and the Town of Windsor annually plan and conduct a 4th of July Celebration for the citizens of Windsor and its environs; and

WHEREAS, one of the highlights of the 4th of July Celebration is a fireworks display that the County's Department of Parks & Recreation plans and coordinates; and

WHEREAS, Section 73-10 of the Code of the Town of Windsor provides in part that Town Council may issue a written permit to organizations such as the County's Department of Parks & Recreation for the display of fireworks; and

WHEREAS, the County's Department of Parks & Recreation has submitted to the Town Manager a written application for such permit; and

WHEREAS, the Town Council is satisfied with the terms and conditions set forth in said application, and it desires to issue a written permit to the County's Department of Parks & Recreation for the 2013 4th of July Celebration fireworks display.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Windsor, Virginia as follows:

Section 1. That the Town Council hereby grants and issues the Isle of Wight County Department of Parks & Recreation a permit to conduct a fireworks display on July 4, 2013 at the athletic field at the Windsor High School, Windsor, Virginia.

Section 2. This resolution shall be in effect on and after its adoption.

Adopted: _____

ATTEST:

Town Clerk

RECEIVED MAY 2 2013



COUNTY of ISLE OF WIGHT

THE COURTHOUSE

May 22, 2013

Town of Windsor
Attn: Mr. Michael Stallings, Town Manager
P.O. Box 307
Windsor, VA 23487

Dear Mr. Stallings,

This letter is to request a firework display permit and the use of the softball field at Windsor High School for the annual July 4, 2013 fireworks display. The start time of the show is sometime between 9:00pm and 9:30 p.m. I believe we technically agreed on "dark." We have contracted with American Fireworks Manufacturing Inc. to provide the show. County Staff will be on site the morning of July 4th and I am requesting that the softball field be accessible to staff by 8:00 a.m. so the shooting crew may have ample time for set up.

For your knowledge, our office has been in contact with Rusty Chase, Emergency Services Representative for Isle of Wight County, requesting his services at Windsor High School. Please issue the fireworks display permit from the Town of Windsor. A copy of the Certificate of Insurance naming the Town of Windsor as additional insured will be forwarded to you from American Fireworks within the next couple of days.

Thank you for your time and consideration. If you have any questions, please feel free to give me a call at 757-365-6325.

Sincerely,

Darlene Keyt
Events and Fair Coordinator

Cell 376-0314