



REVISED 3/13/18

**JOINT PARKS AND RECREATION BOARD
MEETING NOTICE AND AGENDA**

Wednesday, March 14, 2018

7:00 PM

Common Council Chambers ~ Pewaukee City Hall
W240 N3065 Pewaukee Road, Pewaukee, WI 53072

-
1. Call to Order and Pledge of Allegiance
 2. Public Comment - Please limit your comments to 2 minutes, if further time for discussion is needed please contact the Parks/Recreation Director prior to the meeting.
 3. Approval of meeting minutes from February 14, 2018.
 4. Continued discussion and possible action regarding request of neighbors to Laimon Park to move lifts off site during winter months.
 5. Discussion and action regarding quarterly update on recreation programs and approval of the summer program offerings.
 6. Continued discussion and possible action regarding strategic goals for the Department.
 7. Discussion and possible action regarding proposed fundraising campaign theme ideas.
 8. Adjournment

Kelley Woldanski
Director

Posted: [03/13/2018]

NOTICE

It is possible that members of other governmental bodies of the municipality may be in attendance to gather information that may form a quorum. At the above stated meeting, no action will be taken by any governmental body other than the governmental body specifically referred to above in this notice.

Any person who has a qualifying disability under the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible format must contact the Park and Recreation Director at (262) 691-7275 by 2:00 p.m. the Monday prior to the meeting so that arrangements may be made to accommodate your request.

**CITY OF PEWAUKEE
JOINT PARK AND RECREATION BOARD AGENDA ITEM 3.**

DATE: March 14, 2018

DEPARTMENT: PRCS - Parks and Recreation

PROVIDED BY:

SUBJECT:

Approval of meeting minutes from February 14, 2018.

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

ATTACHMENTS:

Description

February Minutes

**JOINT PARKS AND RECREATION BOARD
MEETING NOTICE AND AGENDA**

Wednesday, February 14, 2018

7:00 PM

Common Council Chambers ~ Pewaukee City Hall
W240 N3065 Pewaukee Road, Pewaukee, WI 53072
VIDEO

In attendance:

D. Linsmeier, S. Heffron, B. Dziwulski, D. Kaatz, A. Brimmer, B. Rohde.

Also Present:

Community Services Director K. Woldanski.

1. Call to Order and Pledge of Allegiance
2. Public Comment - Please limit your comments to 2 minutes, if further time for discussion is needed please contact the Parks/Recreation Director prior to the meeting.
3. Approval of meeting minutes from January 10, 2018.

A motion was made and seconded, (Brian Dziwulski, Bob Rohde) to approve of the January 10, 2018 meeting minutes at written. Motion Passed: 6-For, 0-Against.

4. Discussion and action regarding request to utilize Lakefront Park beach for open swim clinics for participants to prepare for the Triathlon.

A motion was made and seconded, (Dave Linsmeier, Bob Rohde) to approve of the request to utilize Lakefront Park beach for open swim clinics. Motion Passed: 6-For, 0-Against.

5. Continued discussion and possible action regarding request of neighbors to Laimon Park to move lifts off site during winter months.
6. Discussion and possible action regarding reimbursing potential new lifeguards half of their certification fee as a recruitment tactic.

A motion was made and seconded, (Brian Dziwulski, Samantha Heffron) to approve of reimbursing potential new lifeguards their entire certification fee at the end of the season as a recruitment tactic. Motion Passed: 6-For, 0-Against.

7. Discussion and possible action regarding proposal of a partnership between Pewaukee Lake Water Ski Club and Winnebego to sell beverages and snacks during regularly scheduled ski shows on Thursday evenings.

A motion was made and seconded, (Bob Rohde, Brian Dziwulski) to approve of the

partnership between Pewaukee Lake Water Ski Club and Winnebego to sell beverages and snacks during regularly scheduled ski shows on Thursday evenings at \$20 per night along with requirement to repair any damage that occurs and work with staff on potential storage areas. Motion Passed: 6-For, 0-Against.

8. Continued discussion and possible action regarding strategic goals for the Department.

9. Pewaukee Sports Complex.

9.1 Update regarding development and plans for 2018.

9.2 Discussion and possible action to recommend to the Common Council to hire AFFIRM to assist the Department with creating a fundraising campaign for the remaining items for the park.

A motion was made and seconded, (Dave Linsmeier, Brian Dziwulski) to recommend to the City Council to approve hiring AFFIRM to assist the Department with creating a fundraising campaign for the remaining items for the park. Motion Passed: 6-For, 0-Against.

10. Adjournment

A motion was made and seconded, (Brian Dziwulski, Bob Rohde) to adjourn.. Motion Passed: 6-For, 0-Against.

Respectfully Submitted,

Kelley Woldanski
Director

CITY OF PEWAUKEE
JOINT PARK AND RECREATION BOARD AGENDA ITEM 4.

DATE: March 14, 2018

DEPARTMENT: PRCS - Parks and Recreation

PROVIDED BY: Kelley Woldanski

SUBJECT:

Continued discussion and possible action regarding request of neighbors to Laimon Park to move lifts off site during winter months.

BACKGROUND:

As a reminder, there were two neighbors who requested to have the lifts moved off site during the winter months as they feel the lifts interrupt their view of the lake from their condo. At the February meeting the Joint Board asked that I research other lift storage venues and possible storage re-configurations on site.

I don't have any new information to share at this point. I have not been successful in finding another alternative lift storage/removal operation so we only have a quote from the one. Secondly, my staff and I spent time looking at the property trying to figure out an alternative configuration for the lifts there and did not come up with anything I feel comfortable recommending. The way the lifts are removed from the water now is with a large barge and crane company from the water and they are placed directly on shore without my staff having to move them.

Alternative configurations for storing the lifts on site that would solve the neighbor's concern would only be to move them to the back side of the baitshop where we have public parking stalls. I believe we would have the same concern from residents who pass by the park that not only have we given up public parking but now they have to see them from the street side. Plus it would require my staff to move them which is not a simple task and increases liability on behalf of the Village when moving property that does not belong to us.

At this time I cannot recommend an alternative from what we currently do because of the financial responsibility we have to the Village, the safety of my staff in moving those lifts as well as the liability we would incur by moving them.

FINANCIAL IMPACT:

RECOMMENDED MOTION:

ATTACHMENTS:

Description

Costs for moving lifts and storage

Laimon Park - Lift Moving Costs

Quote from Beachside Boat & Bait

includes removing in winter, storing for 7 months and reinstall in spring

Lift Tally

Total number of lifts:	15	
Village owned lifts:	7	(1 currently broken and off site)
Private owned lifts:	8	

Moving/storage costs

With Canopy	\$ 600.00	per lift
Without Canopy	\$ 450.00	per lift

Costs for Private Lifts:

Total with canopy	6	\$600 per	\$ 3,600.00
Total without canopy	2	\$450 per	\$ 900.00
			<u>\$ 4,500.00</u>

Costs for Village Owned lifts:

Total with canopy	1	\$600 per	\$ 600.00
Total without canopy	6	\$450 per	\$ 2,700.00
			<u>\$ 3,300.00</u>

What other businesses do:

At this time I was only able to reach Pier 347 and they store all lifts on site.

**CITY OF PEWAUKEE
JOINT PARK AND RECREATION BOARD AGENDA ITEM 5.**

DATE: March 14, 2018

DEPARTMENT: PRCS - Parks and Recreation

PROVIDED BY:

SUBJECT:

Discussion and action regarding quarterly update on recreation programs and approval of the summer program offerings.

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

ATTACHMENTS:

Description

Quarterly report

2018 Summer Offerings

Quarterly Recreation Programs Report
Winter/Spring 2018

This Recreational Programs report covers programs offered in our Winter/Spring 2018 Program Guide.

Summary:

Programming is generally slowest during the Winter and early Spring months. This year has followed suit and numbers have been on the lower side for most of our programs – primarily in youth programs.

Preschool

We offered some evening classes for Preschoolers per parents' requests. We offered a music class, an art class, and dance classes. There was very little interest in any of them. The art class we ran with just four children and all the music classes were cancelled. Dance classes were cancelled also, due to instructor issues and low enrollment. Our daytime preschool classes were well attended.

Youth

Our youth classes struggled due to some instructor issues. However, our youth art classes are gaining a lot of momentum and the upcoming class starting March 22 is full with a waitlist.

Summer Day Camp and SPARK Pre-registration for returning campers started March 1st. I expect to have all program locations full for summer.

Adults

Adult programs have been successful. The enrichment classes have seen a good amount of interest and our yoga classes have gone over well. We added a Thursday evening yoga class at Horizon school. Unfortunately we have already had 2 dates that we had to move to a different facility because of space conflicts that were shared with us after we booked the space. School activities take priority. An additional issue is that we were to have a storage space for mats and blocks, and then we did not have that available to us. Our instructor now brings equipment with her weekly. I think we will still continue to use school space if available but will keep account of conflicts.

Seniors

Senior classes and programs are still thriving, even with the colder weather and seasonal travelers.

Trips/Events

The majority of these do not happen until later in the spring. Numbers are looking decent for everything except the trip we are offering with Hartland Parks & Rec (American Girl Trip).

Items of interest:

Summer Facility Use: South Park will be receiving a new furnace that includes air conditioning so that is where we will be moving all of our fitness classes (and a few other classes) in the summer.

Staffing: Our summer job postings are online and we are starting to see some interest. I will be hiring 20 new seasonal staff and am interviewing for those positions now. I have over 30 returning.

Program Feedback: I have created online program surveys for all of my program areas and they are on our webpage. Each session, participants will be sent a link to the survey to gather feedback about their experience and to give the opportunity to share input and ideas for future programs.

Funding: I was able to secure a large donation from the Pewaukee Junior Guild to purchase an online child check-in and monitoring system for our SPARK program. The unit cost just under \$1000 and the Guild funded it in full.

Pewaukee Area Art Council has set aside \$300 in funds for Summer Art Programming.

I am working with the Marketing contact at The Corners of Brookfield shopping center on a partnership that will hopefully result in some sponsorship and funding – specifically for program supplies.

2018 SUMMER PROGRAMS

Program Name	Description	Resident Fee	Non-Res Fee
Preschool Programs			
Kickin Kids Soccer	soccer instruction	\$ 48.00	\$ 58.00
Little Pirates Tball	tball instruction	\$ 48.00	\$ 58.00
Spanish Language & Learning	spanish language class	\$ 54.00	\$ 64.00
Safety Thursdays	safety topics	\$ 31.00	\$ 41.00
Sports Explorers	sports education	\$ 36.00	\$ 46.00
Tiny Tot Adventure Camps	themed daily educational program	\$ 18.00	\$ 28.00

Youth Programs

Daycamps and SPARK already advertised in winter/spring guide			
Summer Day Camp	Daily program for 1-6th grades		
	<i>Full day all summer</i>	\$ 495.00	\$ 585.00
	<i>Summer school/Rec camp</i>	\$ 430.00	\$ 520.00
	<i>extended care (4-5:30 pm)</i>	\$ 70.00	\$ 70.00
Jr. Leader Prep Camp	Leadership camp for 7-8th grades		
	<i>Full day all summer</i>	\$ 525.00	\$ 615.00
	<i>Summer school/Rec camp</i>	\$ 470.00	\$ 560.00
	<i>extended care (4-5:30 pm)</i>	\$ 70.00	\$ 70.00
SPARK	<i>Camp Program at ASA Clark M.S.</i>	\$ 695.00	\$ 895.00
	<i>extended care (am/pm) each</i>	\$ 70.00	\$ 70.00
Badges & Buddies	children go fishing with Sheriff's dept	FREE	FREE
Art in the Park Camp	art instruction, camp style	\$ 43.00	\$ 53.00
Boater Safety	co-op with DNR (pays cash 1st class)	\$ 10.00	\$ 10.00
Building Bridges (3) Classes	intergenerational Program	Varies depending on activity	
Create & Take Art Camp	art instruction, camp style	\$ 43.00	\$ 53.00
Dance Camp	contracted dance camp	\$35/\$42	\$45/\$52
Diamond Pirates Baseball	ages 4-7 instruction/league	\$ 54.00	\$ 64.00
Girls Chickadee Softball	girls softball ages 7-9	\$ 38.00	\$ 48.00
Hooked UP 101 Fishing	guided fishing trips ages 7-17	\$ 99.00	\$ 99.00
Learn to Ice Skate	Co-Op with Waukesha County	\$ 60.00	\$ 70.00
Nature Quest	ages 8-12 co-op with Wauk County	\$ 25.00	\$ 25.00
Not Me! Safer Daughters Class	safety and defense for girls	\$38 or \$76 family	
Paint - a - Pic	children/Adult paint night	\$ 16.00	\$45 for all 3 classes
Pewaukee Jr. Pirate Girls Sball	girls softball league	\$ 54.00	\$ 64.00
Pewaukee Ninja Warrior Camp	athletic camp like TV show	\$ 58.00	\$ 68.00
Recreational Tree Climbing	co-op with Waukesha County	\$ 38.00	\$ 38.00
Sailing Programs	co-op with Pewaukee Sailing School	Varies depending on class	
Sports Camps	sports instruction, camp style	\$ 46.00	\$ 56.00
Stories in the Park	offered by Pewaukee Public Library	FREE	FREE
Summer's End Fun Camp	field trips last week of summer	Varies depending on trip site	
Youth Team Tennis	offered through Pewaukee Schools	\$ 65.00	n/a
Youth Tennis Lessons	tennis instruction	\$ 31.00	\$ 41.00
Zombie Apocalypse Camp	"zombie survival"	\$ 52.00	\$ 62.00

Adult/Senior Programs

Adult Tennis League	league with Sussex	\$ 29.00	\$ 39.00
Beach Yoga	yoga on the beach	\$50/\$70	one/two days per wk
Chair Yoga	modified yoga	\$ 30.00	\$ 40.00
Computer Classes	smartphone help	\$ 10.00	\$ 20.00
Cooking Demonstrations	various cooking demos	\$ 25.00	\$ 25.00
Friday Night Hikers	fitness	FREE	\$ 5.00
Jazzercise	exercise class		Varies with program
Morning Zumba	modified fitness	\$ 18.00	\$ 28.00
Not Me! Assault Prevention Class	Safety and defense for females	\$ 99.00	\$ 99.00
Pickleball	modified tennis/seniors	\$ 25.00	\$ 25.00
Pickleball Clinics	introduction to the sport	FREE	FREE
Pontoon Tours	Pewaukee lake informational tour	\$ 15.00	\$ 25.00
Senior Fitness	fitness for seniors	\$ 18.00	\$ 28.00
Tai Chi	continuing	\$ 30.00	\$ 40.00
Yoga	yoga indoors	\$ 40.00	\$ 50.00
Zumba Toning	modified fitness	\$ 18.00	\$ 28.00

Trips/Special Events

American Girl Trip	To Chicago for shopping & lunch	\$40/\$70	\$48/\$78
Cat on a Hot Tin Roof	Trip to Drury Lane Theater	\$ 94.00	\$ 94.00
Fourth of July	Family events	Donation to food pantry	
Heart of Wisconsin	Trip to rural WI	\$74	\$ 74.00
Wednesday Boat Rides	Beachside Boat/Bait program	\$ 15.00	child under 5 free

We also advertise the Ski Shows and Waterfront Wednesdays.

New Programs

**CITY OF PEWAUKEE
JOINT PARK AND RECREATION BOARD AGENDA ITEM 6.**

DATE: March 14, 2018

DEPARTMENT: PRCS - Parks and Recreation

PROVIDED BY:

SUBJECT:

Continued discussion and possible action regarding strategic goals for the Department.

BACKGROUND:

Bob and Del will provide an update as well as a handout at the meeting.

FINANCIAL IMPACT:

RECOMMENDED MOTION:

**CITY OF PEWAUKEE
JOINT PARK AND RECREATION BOARD AGENDA ITEM 7.**

DATE: March 14, 2018

DEPARTMENT: PRCS - Parks and Recreation

PROVIDED BY:

SUBJECT:

Discussion and possible action regarding proposed fundraising campaign theme ideas.

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

ATTACHMENTS:

Description

Theme Ideas from AFFIRm

**Pewaukee Parks and Recreation
Fundraising Campaign – Sports Complex and Beyond
Initial Theme Ideas – 03.12.18**

1. PEWAUKEE PARKS. BUILD. COMMUNITY.

This theme speaks both directly to capital and facility development, but also what the Parks offer Pewaukee – they “build community”. This theme would fit with both short- and long-term fundraising goals. It’s a less-direct fundraising call-to-action, but can be paired with copy and messaging that speak to the campaign goals.

2. Knock It Out of the Park: Give to Pewaukee Parks

This theme more directly ties to the Sports Complex effort, but does offer a play on words that could be used for general and ongoing fundraising for all Parks. It is a strong call-to-action to really urge people to take their investment in the Parks above and beyond.

3. Fund Your Happy Place: Give to Pewaukee Parks

This theme is a play on the phrase “Find your happy place,” and speaks to the joy that people of all ages experience have when they visit a park in their Pewaukee community. This is also a direct call-to-action for the fundraising effort, and ties ownership of the parks to the audience through the use of the word “your”.

4. Park Pride: Give to Pewaukee Parks

This is an aspirational call-to-action aimed at rallying the community’s pride around their parks, and to donate to keep Pewaukee Parks something the community can continue to be proud of, from the new Sports Complex to all the parks.

5. This is Your Backyard: Give to Pewaukee Parks

This theme uses the idea that the Pewaukee Parks are such an integral part of the community and neighborhoods, to the extent that they are almost an extension of someone’s own property, or backyard. It also offers a sense of community ownership and investment through the use of the word “your”.