



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

Wednesday, January 9, 2019

7:00 PM

Pewaukee City Hall ~ Common Council Chambers
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 Director prior to the meeting.
 3. Approval of the December 12, 2018 meeting minutes.
 4. Discussion and possible action regarding interest of the Pewaukee Junior Guild to start a fundraising campaign for a splash pad to be built in one of the parks.
 5. Discussion and possible action regarding approval of the boat slip wait list policy language for Laimon Family Lakeside Park.
 6. Discussion and possible action to recommend to the Village Board to hire raSmith to perform professional services at Laimon Park including a site survey, storm water investigation, and other items to create a plan for rehabilitation of the parking lot in the future.
 7. Discussion and action to establish an interview committee for the Parks and Recreation Director and set a timeline for such interviews.
 8. Adjournment

Kelley Woldanski
Director

1/4/2019

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: January 9, 2019

DEPARTMENT: PRCS - Parks and Recreation

PROVIDED BY:

SUBJECT:

Approval of the December 12, 2018 meeting minutes.

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

ATTACHMENTS:

Description

December minutes

MEETING MINUTES
Wednesday, December 12, 2018

7:00 PM

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

VIDEO

In attendance:

Alderman B. Dziwulski, Trustee B. Rohde, D. Linsmeier, G. Majeskie, D. Kaatz, A. Brimmer.

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 your the Director prior to the meeting.
3. Approval of the November 14, 2018 meeting minutes.

A motion was made and seconded, (Dave Linsmeier, Gary Majeskie) to approve the November 14, 2018 meeting minutes as written. Motion Passed: 5-For, 0-Against.

4. Discussion and action regarding request to utilize various parks for special events hosted by Positively Pewaukee in 2019.

A motion was made and seconded, (Brian Dziwulski, Bob Rohde) to approve of the park requests for 2019 for Positively Pewaukee sponsored events. Motion Passed: 6-For, 0-Against.

5. Review of 2018 fall programs. [Kaskey]
6. Discussion and possible action regarding approval of the Parks and Recreation Director job description and timeline for hiring.

A motion was made and seconded, (Bob Rohde, Brian Dziwulski) to approve of the job description with language to be added to account for the differing levels of communication between both municipalities. Motion Passed: 6-For, 0-Against.

7. Discussion and possible action regarding potential reorganization of the Parks Maintenance Department.

A motion was made and seconded, (Dave Linsmeier, Gary Majeskie) to approve of the proposed potential reorganization. Motion Passed: 6-For, 0-Against.

8. Discussion and action regarding approval of the November financial statements for Laimon Family

Lakeside Park.

A motion was made and seconded, (Bob Rohde, Dave Linsmeier) to approve of the November financial statements for Laimon Family Lakeside Park. Motion Passed: 6-For, 0-Against.

9. Adjournment

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

Respectfully Submitted,
Kelley Woldanski
Director

12/5/18

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

DATE: January 9, 2019

DEPARTMENT: PRCS - Parks and Recreation

PROVIDED BY: Kelley Woldanski

SUBJECT:

Discussion and possible action regarding interest of the Pewaukee Junior Guild to start a fundraising campaign for a splash pad to be built in one of the parks.

BACKGROUND:

Please see the attached letter of interest from the Pewaukee Junior Guild. Monica Kaskey has been working with them for the past several years and they have supported the Department in various ways by assisting with scholarships for participants and donating money for items Monica needs for programs. They have decided they would like to be involved with a larger capital campaign and are looking for the Joint Board's approval to move forward.

FINANCIAL IMPACT:

RECOMMENDED MOTION:

ATTACHMENTS:

Description

Junior Guild Letter of Interest

January 3, 2019

Kelly Woldanski, Director
Pewaukee Parks & Recreation
W240 N3065 Pewaukee Road
Pewaukee, WI 53072

Re: Pewaukee Junior Guild Splash Pad Fundraising Effort

To Whom It May Concern:

Thank you for the opportunity to discuss our interest in a Pewaukee Splash Pad Fundraising Effort at your meeting on January 7, 2019. Below is a summary of relevant information for your consideration.

Who is the Pewaukee Junior Guild:

Established in April 2014, the Pewaukee Junior Guild aims to improve our community through service and fundraising. We are a group of women who volunteer our time to improve the Pewaukee community. We focus our efforts on children and families in Pewaukee and Waukesha County, working with other non-profits and local businesses as well as hosting our own events.

Our past fundraising events have included a chili/mac & cheese cook-off to raise money for the Pewaukee Food Pantry and a Santa Prance 1/3 mile run to support cancer research through Pro-Health Care and also the Pewaukee Food Pantry.

Our other ongoing efforts include providing donations to the Pewaukee Food Pantry, maintaining a flower garden in downtown Pewaukee in the summer months, sponsoring scholarships for Pewaukee Park & Rec programming for needy families and deserving Pewaukee High School seniors, and hosting our annual free Memorial Weekend Family Festival at Kiwanis Village Park.

Why is a Splash Pad Right for Pewaukee:

There has been an increase of young families making Pewaukee their home and splash pads have quickly become popular family recreation destinations. Splash pads offer a fun water experience while requiring a relatively small financial investment. They are scalable, allowing them to meet wide-ranging levels of service and budgets and they allow the option to be easily integrated into existing playgrounds. Best of all well-designed splash pads offer universal accessibility for all children of all ages.

In addition to lower upfront costs, splash pads do not require many of the security features swimming pools require such as fencing, gates, and administrative facilities because they are significantly safer than pools.

Costs:

Bids would need to be done to determine the exact costs of a splash pad but initial estimates suggest an initial capital investment of at least \$50,000 for the project.

Our Plan:

The Junior Guild Splash Pad Fundraising Effort would be a multiyear plan. The Guild would utilize fundraising activities throughout the year, especially our annual casino night to begin raising funds for the project.

We would engage awareness in the community and work with local business sponsors to make the project a reality. We would also work closely with the Park and Recreation Department to determine the ideal location for the splash pad.

Conclusion:

We believe a splash pad would improve our community and we want to make it happen.

We thank you for your careful consideration of this proposal and welcome any further questions.

Sincerely,

The Pewaukee Junior Guild

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

DATE: January 9, 2019

DEPARTMENT: PRCs - Parks and Recreation

PROVIDED BY: Kelley Woldanski

SUBJECT:

Discussion and possible action regarding approval of the boat slip wait list policy language for Laimon Family Lakeside Park.

BACKGROUND:

The wait list for boat slips at Laimon Park is standing at 26 people. At this time I believe it is necessary to establish a 'policy' of how the wait list is handled for the protection of the persons on the wait list. I have had inquiries of asking for the names on the wait list so the inquirer could "buy" a spot earlier in line. After talking with Attorney Blum, he created the attached language which would disallow such practice formally.

FINANCIAL IMPACT:

RECOMMENDED MOTION:

ATTACHMENTS:

Description

Boat slip wait list policy

**HIPPENMEYER, REILLY, BLUM
SCHMITZER, FABIAN & ENGLISH, S.C.**

MARK G. BLUM
THOMAS G. SCHMITZER
LORI J. FABIAN
RONALD E. ENGLISH III

720 CLINTON STREET
P. O. BOX 766
WAUKESHA, WISCONSIN 53187-0766
TELEPHONE: (262) 549-8181
FACSIMILE: (262) 549-8191
www.hrblawfirm.com

RICHARD S. HIPPENMEYER
(1911-1979)

WILLIAM F. REILLY
(1932-2007)

E-MAIL: MGBLUM@HRBLAWFIRM.COM

December 7, 2018

Via Email (woldanski@pewaukee.wi.us)

Ms. Kelley Woldanski
Village of Pewaukee
235 Hickory Street
Pewaukee, WI 53072

Re: Laimon Park Boat Slip Waiting List

Dear Kelley:

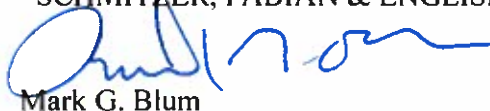
As a follow up to our email exchange regarding the issue of the wait list for boat slips, I assume you do not have a written policy with respect to that and therefore, the following is my suggestion as to what we might consider.

The demand for boat slips at Laimon Park has exceeded the number of spaces available and as a result, the Village does accept names to be added to a Boat Slip Lease Waiting List. To have your name added to the Waiting List, please indicate the full name of the individual who would be leasing the slip, their address, email and phone numbers; and then submit that information to the Pewaukee Recreation Department. You will receive a confirmation email acknowledging the Village's receipt of your request; however, it is imperative that you continue to provide your current address and contact information so the Village may maintain up to date records in order to contact you. The issuance of a lease to any person is subject to the Village Boat Slip Lease Policy and the execution of a Lease Agreement. The position on the waiting list is unique to the individual applicant and is not assignable, and may not be sold, conveyed or otherwise transferred without the express written permission of the Village of Pewaukee. The Village of Pewaukee reserves the right to deny a Wait List Applicant a Boat Slip Lease in the event of a violation of this policy or the requirements for a Boat Slip Lease.

Please look this over and let me know if you have any questions or concerns.

Sincerely,

HIPPENMEYER, REILLY, BLUM,
SCHMITZER, FABIAN & ENGLISH, S.C.



Mark G. Blum
Village of Pewaukee Attorney

MGB/jb
Enc.

Cc: Mr. Scott Gosse

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

DATE: January 9, 2019

DEPARTMENT: PRCS - Parks and Recreation

PROVIDED BY: Kelley Woldanski

SUBJECT:

Discussion and possible action to recommend to the Village Board to hire raSmith to perform professional services at Laimon Park including a site survey, storm water investigation, and other items to create a plan for rehabilitation of the parking lot in the future.

BACKGROUND:

The parking lot at Laimon Park is in terrible shape. With new stormwater regulations and the desire to potentially create more green space at the park, an overall plan for the parking lot rehabilitation is needed before bids can be accepted to do the work. This will also include a cost estimate for the project so we can properly budget for it. (An RFP would need to be sent out for the actual rehabilitation project whenever it is determined to do so, this effort will help with that as well.)

FINANCIAL IMPACT:

RECOMMENDED MOTION:

ATTACHMENTS:

Description

Laimon Park raSmith professional services proposal

December 21, 2018

Ms. Kelley Woldanski, MSRA, CPRP
Director, Parks, Recreation and Community Services
W240 N3065 Pewaukee Road
Pewaukee, WI 53072

Re: Proposal for Professional Services
Laimon Park

Dear Kelley,

Thank you for this opportunity to provide a quotation for professional services. The contents of this proposal letter spell out the Project Understanding, Description of Services to be provided, Completion Schedule, Professional Fees, and the Assumptions and Conditions under which this proposal is being made.

I. PROJECT NAME: Laimon Park Site Improvements

II. PROJECT UNDESTANDING:

The Parks Department has identified several elements of improvements they would like to see at Laimon Park. Our role would be to provide a survey of the park and to investigate and identify improvements. The deliverables would be a site plan showing the proposed improvements and an estimate of probable construction costs for each improvement. The elements identified at our field meeting included:

- a) Rehabilitation of the parking lot to include regrading to remove the “drop” in the parking lot and increase the pavement thickness to accommodate heavier vehicles and boats.
- b) Address two locations north of the building where water is ponding and not draining to existing catch basins. The catch basins will likely require replacement due to its failing condition.
- c) Replacement of the deck at the adjacent structure.
- d) Increase the width of the launch
- e) Investigate options for removing the WE Energies pole and transformer and relocate the dumpster enclosure.
- f) Add green space where possible.

III. DESCRIPTION OF SERVICES TO BE PERFORMED:

1. We will perform a site survey of the park property to identify boundaries, utilities, topographic data, structure locations and visible above ground features.
2. We will investigate the storm water flow and make paving recommendations on the site grading plan to address areas where water is ponding.



Ms. Kelley Woldanski, Director Parks, Recreation and Community Services
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3. We will prepare a site plan/grading plan for the entire parking lot, to include grading contours, pavement markings, green space and pavement details for construction. Increasing the launch width would be included on the plan.
4. Investigate deck removal and replacement options and discuss with you.
5. Contact We Energies to gather options for removal of the pole and transformer in the parking lot and show relocated trash enclose on the site plan.
6. Prepare an estimate of probable construction costs for the improvements.
7. Up to two meetings with you to discuss findings and confirm plan improvements.

IV. COMPLETION SCHEDULE:

We anticipate survey to be completed by the end of January, 2019. The site plan and cost estimate would be completed by the end of February. If another timeline is desired, we will work with you to develop a schedule that meets your expectations.

V. PROFESSIONAL FEES:

The above-described services will be provided for on a time and expense basis. Fees will be invoiced monthly as the project proceeds.

We estimate our fee to be \$11,000. A breakdown for the services outlined above is as follows:

Survey	\$3,700
Title Letter Report	\$800
Engineering Design	\$6,500

Usual and customary expenses such as mileage, postage, delivery, printing, telephone charges and applicable taxes are not included in the above fee, and will be invoiced at cost.

We will bill you monthly with an itemized statement for the time and expenses incurred on the project.

- A. As your project progresses, additional work beyond the scope of this agreement may be required. Please initial below how you would like us to proceed with such work:

- _____ Time is critical. Proceed with any additional work and notify me with the details as soon as possible. I understand that this work will be performed on an hourly, time-and-material basis.
- _____ Contact me to obtain my verbal authorization and to discuss fees prior to performing any additional work. I understand that this could delay the progress of my project.
- _____ Contact me to obtain my written authorization and to discuss fees prior to performing any additional work. I understand that this could delay the progress of my project.

VI. ASSUMPTIONS AND CONDITIONS:

Our estimated fees are based on the following set of assumptions and conditions. Deviations from these may result in additional fees:

- A. This is a very undefined project since it involves investigation of options and solutions for which are unknown at this time. We are not including construction documents for bidding and permitting in the description of services in this proposal, but could do if desired if element of the overall project move forward.
- B. The terms and conditions set forth herein are valid for 180 days from the date of this proposal and are conditioned upon our completion of all services within 270 days of this date.
- C. The Owner shall provide any and all existing data pertinent to the proposed project. Verification of information provided by others is not a part of the Scope of Services; therefore any problems arising out of the use of such information shall not be the responsibility of R.A. Smith, Inc.
- D. While soil borings are not included, we strongly recommend that the Owner undertake a geotechnical investigation of the site. We assume no responsibility for any problems associated with undetermined soil conditions.
- E. Owner shall pay for any and all review and permit fees. Payment of fees to various agencies for plan reviews and other reasons may be necessary throughout the course of this project. Timely remittance of those fees to us is very important, since agencies will not accept review packages without the required fees. The project could be delayed significantly if submittals are not received when needed.
- F. Owner will provide an up-to-date title report or title policy prior to commencement of survey work.
- G. After work has commenced, any revisions requested by the Owner or necessitated by conditions beyond our control, will be considered extra work requiring additional compensation.
- H. We will not be responsible for improper use or extensions of use of documents prepared or beyond the stated purpose for which the documents were prepared.
- I. Proposed estimates/fees and completion schedules for projects requiring field surveying or other outside work are based on weather conditions, particularly snow cover, at the date of offer. Changes in said conditions may result in adjustments to said estimates/fees and schedules and may cause degradation of topographic detail.
- J. The Owner shall advertise and receive bids for the project.

VII. SERVICES NOT INCLUDED:

Unless specified elsewhere in this proposal, the following services are not included as part of this project and, therefore, are not reflected in our estimate of fees. If requested, these services will be performed on an hourly, time-and-material basis according to the attached Professional Fees Rate Schedule, unless other arrangements are agreed upon.

- A. Additional or extended services beyond those specifically described in the Scope of Services
- B. Resolution of boundary conflicts with adjoining properties
- C. Wetland or floodplain permitting



Ms. Kelley Woldanski, Director Parks, Recreation and Community Services
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- D. Lighting or landscaping design
- E. Construction services or construction staking
- F. Attendance at public meetings
- G. Lighting or irrigation design.
- H. Off-site improvement design

The attached Standard General Contract Terms for Professional Services are hereby made part of this Agreement. If there are any questions concerning those, or the terms as presented, please contact us. To authorize R.A. Smith, Inc. to proceed please sign in duplicate and return one original to our office.

We look forward to a very successful project!

Sincerely,
R.A. Smith, Inc.

A handwritten signature in blue ink, reading 'Timothy G. Barbeau'.

Timothy G. Barbeau, P.E., P.L.S.
Senior Project Manager

Enclosures

STANDARD GENERAL CONTRACT TERMS FOR PROFESSIONAL SERVICES

1. All of the work described herein shall be completed in accordance with generally and currently accepted engineering and surveying principles and practices.

2. Unless otherwise specifically included in the proposal, PROFESSIONAL'S scope of work shall not include geotechnical or environmental audits for the identification of hazardous wastes, wetlands, floodplains or any other structural or environmental qualities of land or air. It is understood that the Scope and the Completion Schedule defined in the Proposal are based on the information provided by the CLIENT. Verification of the accuracy and completeness of any information provided by others is beyond the scope of this agreement. Therefore, PROFESSIONAL cannot be held responsible for any design or construction problems resulting from the use of this information.

3. PROFESSIONAL strongly recommends that a geotechnical ENGINEER be engaged in the preliminary phases of the work to conduct field investigations, and analysis and prepare a report on the soils conditions.

4. PROFESSIONAL shall not be responsible for the means, methods, techniques, sequences or procedures of construction selected by the Contractor or CLIENT, or the safety precautions and programs incident to the work of the Contractor, nor shall he be responsible for the failure of the Contractor to perform the construction work in accordance with the Contract Documents.

5. All original papers, electronic files, and documents, and copies thereof, produced as a result of this contract shall remain the property of the PROFESSIONAL.

6. In the event all or any portion of the work prepared or partially prepared by the PROFESSIONAL is suspended, abandoned, or terminated, the CLIENT shall pay the PROFESSIONAL all fees, charges and expenses incurred to date. Professional may suspend or terminate this Agreement upon seven (7) days written notice if the CLIENT fails to substantially perform in accordance with this Agreement. Failure to make payments in accordance herewith shall constitute substantial nonperformance.

7. PROFESSIONAL cannot be held responsible for project schedule delays caused by weather, violence, acts of God, and public agencies or private businesses over which it has no control. PROFESSIONAL shall act only as an advisor in all governmental relations. Such delays as caused by said occurrences, if not solely the result of PROFESSIONAL'S failure to meet submittal deadlines, may result in adjustments to said schedules and estimates/fees.

8. All electronic files transferred to CLIENT or his DESIGNEE by PROFESSIONAL are provided solely for the convenience of the CLIENT and are warranted only to the extent that they conform to the original document(s) produced by PROFESSIONAL. All electronic file(s) are transmitted in trust for the sole use of the CLIENT and his DESIGNEE and acceptance constitutes assumption of responsibility for its use and safekeeping. Any use by third parties shall be at the sole risk of the CLIENT. Any alterations to or tampering with the files shall constitute the agreement of the CLIENT to release, defend and hold harmless PROFESSIONAL from all claims and causes of action by said CLIENT and third parties.

9. Payment for invoices is due upon receipt; amounts outstanding after 30 days from the date of invoice will be considered delinquent and subject to a service charge at the rate of 1½% compounded monthly. Invoices will usually be sent monthly for work performed during the previous month. CLIENT understands, and agrees to pay for all services rendered regardless of CLIENT's ability or inability to proceed with the project for any reason, gain governmental approvals or permits, or secure financing for the project. The CLIENT shall provide PROFESSIONAL with a clear, written statement within twenty (20) days of the date of the invoice of any objections to the invoice. Failure to provide such a written statement shall constitute acceptance of the invoice as submitted. PROFESSIONAL reserves the right to immediately suspend work and/or terminate this agreement due to lack of timely payment of uncontested invoices by CLIENT.

The CLIENT further agrees to pay PROFESSIONAL any and all expenses incurred in recovering any delinquent amounts due, including attorney's fees and court costs.

10. The CLIENT agrees to limit PROFESSIONAL, by its agents or employees, total liability to the CLIENT and to all Construction Contractors and Subcontractors on the Project, due to PROFESSIONAL'S professional negligent acts, errors, omissions, strict liability, breach of contract, or breach of warranty and for any and all injuries, claims, losses, expenses, damages, or claim expenses arising out of this Agreement from any cause or causes, such that the total aggregate liability of PROFESSIONAL to those named shall not exceed the percentage share that PROFESSIONAL'S negligence bears to the total negligence of all negligent entities and individuals, and shall not exceed Fifty Thousand Dollars (\$50,000.00) or the total fee for services rendered under this Agreement, whichever is less.

11. Both parties agree that all disputes, including, but not limited to errors, liability, claims for services and fees, expenses, losses, etc., shall, at the sole and exclusive option of PROFESSIONAL, be submitted for non-binding mediation, a prerequisite to further legal proceedings. PROFESSIONAL shall have the sole and exclusive right to choose the mediator. Any fees and/or expenses charged by the mediator shall be shared equally between PROFESSIONAL and CLIENT.

12. Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the CLIENT or the PROFESSIONAL. The PROFESSIONAL'S services under this Agreement are being performed solely for the CLIENT'S benefit, and no other entity shall have any claim against the PROFESSIONAL because of this Agreement or the performance or nonperformance of services hereunder. The CLIENT agrees to include a provision in all contracts with contractors and other entities involved in this project to carry out the intent of this paragraph.

13. **AS REQUIRED BY THE WISCONSIN LIEN LAW, PROFESSIONAL HEREBY NOTIFIES CLIENT THAT PERSONS OR COMPANIES FURNISHING LABOR FOR ENGINEERING OR SURVEYING FOR THE CONSTRUCTION ON OWNER'S LAND, MAY HAVE LIEN RIGHTS ON OWNER'S LAND AND BUILDING IF NOT PAID. THOSE ENTITLED TO LIEN RIGHTS, IN ADDITION TO THE UNDERSIGNED, ARE THOSE WHO GIVE THE CLIENT NOTICE WITHIN 60 DAYS AFTER THEY FIRST FURNISH LABOR OR MATERIALS FOR THE CONSTRUCTION. ACCORDINGLY, CLIENT PROBABLY WILL RECEIVE NOTICES FROM THOSE WHO FURNISH LABOR OR MATERIALS FOR THE SURVEYING OR ENGINEERING SERVICES, AND SHOULD GIVE A COPY OF EACH NOTICE RECEIVED TO THE OWNER AND MORTGAGE LENDER, IF ANY. PROFESSIONAL AGREES TO COOPERATE WITH THE CLIENT AND THE CLIENT'S LENDER, IF ANY, TO SEE THAT ALL POTENTIAL LIEN CLAIMANTS ARE DULY PAID, IF APPLICABLE.**

R.A. Smith, Inc.
16745 West Bluemound Road, Suite 200
Brookfield, WI 53005-5938
Timothy G. Barbeau, PE, PLS,
Project Manager

PROFESSIONAL

By: 

Date: 12/21/2018

PROJECT: Laimon Park Improvements

The above and foregoing proposal is hereby accepted and PROFESSIONAL is authorized to proceed with the work.

City of Pewaukee
W240 N3065 Pewaukee Road
Pewaukee, WI 53072

CLIENT

By: _____

CLIENT and R.A. Smith, Inc. agree that digital and electronically reproduced signatures such as by facsimile transmission or email are valid for execution or amendment of this Agreement and that electronic transmission/facsimile is an authorized form of notice to proceed.

Printed Name: _____

Title: _____ Date: _____

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

DATE: January 9, 2019

DEPARTMENT: PRCS - Parks and Recreation

PROVIDED BY: Kelley Woldanski

SUBJECT:

Discussion and action to establish an interview committee for the Parks and Recreation Director and set a timeline for such interviews.

BACKGROUND:

The posting for this position closes on January 18th. I would like to start setting up interviews the last two weeks of January if possible.

FINANCIAL IMPACT:

RECOMMENDED MOTION: