



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

Wednesday, August 14, 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 July 10, 2019 meeting minutes.
 4. Discussion and possible action regarding the approval of the 2020 budget proposal.
 5. Discussion and possible action regarding approval of the Laimon Park financial statements to date.
 6. Adjournment

Nick Phalin, CPRP
Parks & Recreation Director

[Insert Publishing Date - Text shows at bottom below name/title.]

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: August 14, 2019

DEPARTMENT: Parks and Recreation

PROVIDED BY:

SUBJECT:

Approval of the July 10, 2019 meeting minutes.

BACKGROUND:

Review of July 2019 minutes.

FINANCIAL IMPACT:

RECOMMENDED MOTION:

ATTACHMENTS:

Description

Minutes

MEETING MINUTES
Wednesday, July 10, 2019

7:00 PM

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

VIDEO

In attendance:

Trustee B. Rohde, D. Linsmeier, G. Majeskie, D. Kaatz, A. Brimmer, T. Greenwald.

Also Present:

Parks & Recreation Director N. Phalin.

1. Call to Order and Pledge of Allegiance

2. Public Comment

Trustee B. Rohde, D. Linsmeier, G. Majeskie, D. Kaatz, A. Brimmer, T. Greenwald.

Also Present:

Community Services Director N. Phalin.

3. Approval of the June 12, 2019 meeting minutes.

A motion was made and seconded, (Todd Greenwald, Bob Rohde) to approve meeting minutes from June 12, 2019. Motion Passed: 5-For, 0-Against.

4. Discussion and possible action regarding memorial plaque at Kiwanis Village Park/Pewaukee River Parkway.

A motion was made and seconded, (Amy Brimmer, Todd Greenwald) to approve the memorial for Derek Harms upon Director approval. Motion Passed: 6-For, 0-Against.

5. Discussion and action regarding approval of the 2019 fall Park & Recreation programs.

A motion was made and seconded, (Dave Linsmeier, Gary Majeskie) to approve the fall 2019 programming offerings. Motion Passed: 6-For, 0-Against.

6. Discussion and possible action regarding fishing at Penny's bridge at Koepp Park.

A motion was made and seconded, (Todd Greenwald, Bob Rohde) to recommend ordinance to prohibit fishing from "Penny's Bridge" at Koepp Park, and other signed "no fishing" areas in the Village of Pewaukee. Motion Passed: 6-For, 0-Against.

7. Reconsideration of discussion and possible action regarding fee structure for non-residents in Park & Recreation programs.

A motion was made and seconded, (Bob Rohde, Dave Linsmeier) to accept staff recommendation to keep current program fee structure in place. Motion Passed: 6-For, 0-Against.

8. Discussion and possible action regarding approval of the Laimon Park financial statements to date.

A motion was made and seconded, (Bob Rohde, Dave Linsmeier) to approve June 2019 Laimon financials. Motion Passed: 6-For, 0-Against.

9. Adjournment

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

Respectfully Submitted,
Nick Phalin
Director

7/3/19

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

DATE: August 14, 2019

DEPARTMENT: Parks and Recreation

PROVIDED BY:

SUBJECT:

Discussion and possible action regarding the approval of the 2020 budget proposal.

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

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

DATE: August 14, 2019

DEPARTMENT: Parks and Recreation

PROVIDED BY:

SUBJECT:

Discussion and possible action regarding approval of the Laimon Park financial statements to date.

BACKGROUND:

Review of July and 2019 year to date budget financials.

FINANCIAL IMPACT:

RECOMMENDED MOTION:

ATTACHMENTS:

Description

Laimon Park Financials

Budget Comparison - Detail
Fund: 960 - Laimon Park Fund

JULY

REVENUE

Account Number		2016 July	2017 July	2018 July	2019 July	Diff	2019 YTD Total	2019 Budget	YTD % to Budget
960-00-40421-001-000	Contributed Capital	-	-	-	-	-	-	-	#DIV/0!
960-00-40439-000-000	Transfer in from General Fund	-	-	-	-	-	-	-	#DIV/0!
960-00-40474-000-000	Other Revenue/Grants	-	-	-	-	-	-	-	#DIV/0!
960-00-40622-001-000	Gasoline Sales	17,430.15	22,868.61	31,980.65	36,594.47	4,613.82	47,458.90	74,817.00	63%
960-00-40622-002-000	Boat Launch Fees	2,026.41	1,892.04	1,496.93	2,501.03	1,004.10	5,019.90	7,000.00	72%
960-00-40622-003-000	Rental Revenues	(64.37)	(849.54)	(17.03)	(8.03)	9.00	69,811.35	60,000.00	116%
960-00-40622-004-000	Residential/Comm Rent Pymts	2,700.00	2,754.00	2,809.08	2,893.55	84.47	22,810.52	34,383.12	66%
960-00-40635-000-000	Donations	-	-	-	-	-	-	-	#DIV/0!
960-00-40635-000-100	Donation/Designated/Laimons	-	-	-	-	-	-	-	#DIV/0!
960-00-40636-000-000	Interest Income	-	23.00	56.75	-	(56.75)	456.83	150.00	305%
Monthly Revenue Totals		22,092.19	26,688.11	36,326.38	41,981.02	5,654.64	145,557.50	176,350.12	83%

EXPENSES

Account Number		2016 July	2017 July	2018 July	2019 July	Dif	2019 YTD Total	2019 Budget	YTD % to Budget
960-00-50403-000-000	Depreciation Expense	-	-	-	-	-	-	-	#DIV/0!
960-00-50427-000-000	Principal/Interest on Debt	-	-	-	-	-	40,043.50	-	#DIV/0!
	GENERAL GOVERNMENT EXPENSE	-	-	-	-	-	40,043.50	-	#DIV/0!
960-00-51938-000-000	Insurance/Prop/Liability/WC	-	-	-	-	-	350.00	350.00	100%
960-00-51940-000-000	Lakeside Park Loan Payment Exp	-	-	-	-	-	-	40,044.00	0%
960-00-51950-000-000	Land Acquisition Expense	-	-	-	-	-	-	-	#DIV/0!
	GENERAL GOVERNMENT EXPENSE	-	-	-	-	-	350.00	40,394.00	1%
960-00-55200-000-110	Lakeside Park Wages	-	-	-	-	-	-	5,000.00	0%
960-00-55200-000-130	Lakeside Park Fringe Benefits	-	-	-	-	-	-	-	#DIV/0!
960-00-55200-000-140	Lakeside Park Utilities Exp	63.26	87.60	128.86	-	(128.86)	131.93	700.00	19%
960-00-55200-000-150	Gasoline Expense	7,582.26	11,117.61	16,300.74	19,007.85	2,707.11	28,827.96	51,833.00	56%
960-00-55200-000-155	Operating Supplies	-	667.35	1,353.90	1,072.18	(281.72)	1,664.58	2,500.00	67%
960-00-55200-000-156	Grounds & Maintenance	184.00	401.42	-	68.63	68.63	1,925.54	15,000.00	13%
960-00-55200-000-160	Equipment Maintenance	360.00	19.96	908.74	-	(908.74)	658.00	5,000.00	13%
960-00-55200-000-165	Building Maintenance	9,837.94	262.73	-	-	-	1,114.87	5,000.00	22%
960-00-55200-000-168	Other Property Expenses/Taxes	-	-	-	-	-	5,481.73	5,800.00	95%
960-00-55200-000-169	Donation A/C Funded Expenses	-	-	-	-	-	-	-	#DIV/0!
	CULTURE, RECREATION & EDUCATION	18,027.46	12,556.67	18,692.24	20,148.66	1,456.42	39,804.61	90,833.00	44%
960-00-40636-000-000	Lakeside Park Capital Outlay	-	-	-	-	-	3,167.20	12,000.00	26%
	CAPITAL OUTLAY	-	-	-	-	-	3,167.20	12,000.00	26%
	Total Expenses	18,027.46	12,556.67	18,692.24	20,148.66	1,456.42	83,365.31	143,227.00	58%

Budget Comparison - Detail

Fund: 960 - Laimon Park Fund

2019 REVENUE

		2019 January	2019 February	2019 March	2019 April	2019 May	2019 June	2019 July	2019 August	2019 September	2019 October	2019 November	2019 December	2019 YTD Total	2019 Budget	Diff	% of Budget
Account Number																	
960-00-40421-001-000	Contributed Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						\$ -		\$ -	#DIV/0!
960-00-40439-000-000	Transfer in from General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						\$ -		\$ -	#DIV/0!
960-00-40474-000-000	Other Revenue/Grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						\$ -		\$ -	#DIV/0!
960-00-40622-001-000	Gasoline Sales	\$ -	\$ -	\$ -	\$ -	\$ 2,618.34	\$ 8,246.09	\$ 36,594.47						\$ 47,458.90	\$ 74,817.00	\$ (27,358.10)	63%
960-00-40622-002-000	Boat Launch Fees	\$ (13.08)	\$ -	\$ -	\$ 185.00	\$ 1,030.95	\$ 1,316.00	\$ 2,501.03						\$ 5,019.90	\$ 7,000.00	\$ (1,980.10)	72%
960-00-40622-003-000	Rental Revenues	\$ 19,415.68	\$ 28,188.44	\$ 18,875.96	\$ (107.98)	\$ 3,447.28	\$ -	\$ (8.03)						\$ 69,811.35	\$ 60,000.00	\$ 9,811.35	116%
960-00-40622-004-000	Residential/Comm Rent Pymts	\$ 5,618.16	\$ 2,809.08	\$ 2,809.08	\$ 2,893.55	\$ 2,893.55	\$ 2,893.55	\$ 2,893.55						\$ 22,810.52	\$ 34,383.12	\$ (11,572.60)	66%
960-00-40635-000-000	Donations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						\$ -		\$ -	#DIV/0!
960-00-40635-000-100	Donation/Designated/Laimons	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						\$ -		\$ -	#DIV/0!
960-00-40636-000-000	Interest Income	\$ 78.14	\$ 70.31	\$ 78.55	\$ 76.65	\$ 78.27	\$ 74.91	\$ -						\$ 456.83	\$ 150.00	\$ 306.83	305%
Monthly Revenue Totals		\$ 25,098.90	\$ 31,067.83	\$ 21,763.59	\$ 3,047.22	\$ 10,068.39	\$ 12,530.55	\$ 41,981.02	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 145,557.50	\$ 176,350.12	\$ (30,792.62)	83%

2019 EXPENSES

		2019 January	2018 February	2019 March	2019 April	2019 May	2019 June	2019 July	2019 August	2019 September	2019 October	2019 November	2019 December	2019 YTD Total	2019 Budget	Dif	% of Budget
Account Number																	
960-00-50403-000-000	Depreciation Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						\$ -		\$ -	#DIV/0!
960-00-50427-000-000	Principal/Interest on Debt	\$ -	\$ -	\$ 40,043.50	\$ -	\$ -	\$ -	\$ -						\$ 40,043.50		\$ 40,043.50	#DIV/0!
	GENERAL GOVERNMENT EXPENSE	\$ -	\$ -	\$ 40,043.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,043.50		\$ 40,043.50	#DIV/0!
960-00-51938-000-000	Insurance/Prop/Liability/WC	\$ -	\$ 350.00	\$ -	\$ -	\$ -	\$ -	\$ -						\$ 350.00	\$ 350.00	\$ -	100%
960-00-51940-000-000	Lakeside Park Loan Payment Exp	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						\$ -	\$ 40,044.00	\$ (40,044.00)	0%
960-00-51950-000-000	Land Acquisition Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						\$ -		\$ -	#DIV/0!
	GENERAL GOVERNMENT EXPENSE	\$ -	\$ 350.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350.00		\$ 350.00	#DIV/0!
960-00-55200-000-110	Lakeside Park Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						\$ -	\$ 5,000.00	\$ (5,000.00)	0%
960-00-55200-000-130	Lakeside Park Fringe Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						\$ -		\$ -	#DIV/0!
960-00-55200-000-140	Lakeside Park Utilities Exp	\$ -	\$ -	\$ -	\$ 131.93	\$ -	\$ -	\$ -						\$ 131.93	\$ 700.00	\$ (568.07)	19%
960-00-55200-000-150	Gasoline Expense	\$ -	\$ -	\$ 2,800.89	\$ -	\$ -	\$ 7,019.22	\$ 19,007.85						\$ 28,827.96	\$ 51,833.00	\$ (23,005.04)	56%
960-00-55200-000-155	Operating Supplies	\$ 0.47	\$ -	\$ -	\$ 318.60	\$ -	\$ 273.33	\$ 1,072.18						\$ 1,664.58	\$ 2,500.00	\$ (835.42)	67%
960-00-55200-000-156	Grounds & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ 1,650.00	\$ 206.91	\$ 68.63						\$ 1,925.54	\$ 15,000.00	\$ (13,074.46)	13%
960-00-55200-000-160	Equipment Maintenance	\$ -	\$ -	\$ -	\$ 628.00	\$ 30.00	\$ -	\$ -						\$ 658.00	\$ 5,000.00	\$ (4,342.00)	13%
960-00-55200-000-165	Building Maintenance	\$ -	\$ 57.44	\$ -	\$ 44.03	\$ 1,013.40	\$ -	\$ -						\$ 1,114.87	\$ 5,000.00	\$ (3,885.13)	22%
960-00-55200-000-168	Other Property Expenses/Taxes	\$ 5,131.11	\$ -	\$ 350.62	\$ -	\$ -	\$ -	\$ -						\$ 5,481.73	\$ 5,800.00	\$ (318.27)	95%
960-00-55200-000-169	Donation A/C Funded Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						\$ -		\$ -	#DIV/0!
	CULTURE, RECREATION & EDUCATION	\$ 5,131.58	\$ 57.44	\$ 3,151.51	\$ 1,122.56	\$ 2,693.40	\$ 7,499.46	\$ 20,148.66	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 39,804.61	\$ 131,227.00	\$ (91,422.39)	30%
960-00-40636-000-000	Lakeside Park Capital Outlay	\$ -	\$ -	\$ -	\$ 461.50	\$ 2,705.70	\$ -	\$ -						\$ 3,167.20	\$ 22,000.00	\$ (18,832.80)	14%
	CAPITAL OUTLAY	\$ -	\$ -	\$ -	\$ 461.50	\$ 2,705.70	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,167.20	\$ 18,000.00	\$ (14,832.80)	18%
Total Expenses		\$ 5,131.58	\$ 407.44	\$ 43,195.01	\$ 1,584.06	\$ 5,399.10	\$ 7,499.46	\$ 20,148.66	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 83,365.31	\$ 149,227.00	\$ (65,861.69)	56%

Pewaukee Park and Recreation Department - Laimon Family Lakeside Park
2019 Deposits from Tenant (Gas/Launch/Rent)

Date	Total Amount	Launch Amount	Gas Amount	Rent	Other
4/1/2019	\$ 2,809.08			\$ 2,809.08	
4/12/2019	\$ 167.51				utility payment
4/20/2019	\$ 7.00	\$ 7.00	\$ -		
4/29/2019	\$ 2,921.55	\$ 28.00	\$ -	\$ 2,893.55	Rent
5/6/2019	\$ 296.00	\$ 189.00	\$ 107.00		
5/13/2019	\$ 277.21	\$ 56.00	\$ 221.21		
5/20/2019	\$ 6,789.42	\$ 140.00	\$ 143.42	\$ 6,506.00	Slip Rentals
5/28/2019	\$ 2,412.71	\$ 266.00	\$ 2,146.71		
5/31/2019	\$ 2,893.55			\$ 2,893.55	Rent
6/3/2019	\$ 1,303.65	\$ 238.00	\$ 1,065.65		
6/10/2019	\$ 3,288.54	\$ 315.00	\$ 2,973.54		
6/17/2019	\$ 1,173.04	\$ 140.00	\$ 1,033.04		
6/24/2019	\$ 3,288.13	\$ 252.00	\$ 3,036.13		
7/1/2019	\$ 8,890.92	\$ 469.00	\$ 5,528.37	\$ 2,893.55	Rent
7/8/2019	\$ 11,706.86	\$ 651.00	\$ 11,055.86		
7/15/2019	\$ 8,223.96	\$ 637.00	\$ 7,586.96		
7/22/2019	\$ 5,493.75	\$ 266.00	\$ 5,227.75		
7/29/2019	\$ 9,478.63	\$ 392.00	\$ 6,193.08	\$ 2,893.55	Rent
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TOTALS:	\$ 71,421.51	\$ 4,403.95	\$ 46,318.72	\$ 20,889.28	
LESS SALES TAX:		\$ 213.70	\$ 6,670.83		
NET TOTAL:		\$ 4,190.25	\$ 39,647.89		OVER

	Actual	Remaining	% Remaining
Gas sales	\$ 74,817.00	\$ 40,650.34	\$ 34,166.66 46%
Boat launch fees	\$ 7,000.00	\$ 4,548.20	\$ 2,451.80 35%
TOTAL:	\$ 81,817.00	\$ 45,198.54	\$ 36,618.46 45%

[illegible]

629

11273

Month	Gallons Sold	Total Amount
May	54.032	\$ 137.73
June	123.388	\$ 314.52
July	201.808	\$ 550.20
August		
September		
Total:	379.228	\$ 1,002.45

Fees	\$ 850.00	# Passes
Resident	50.00	11
Non-Resident	75.00	4

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