



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

Wednesday, October 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 September 11, 2019 meeting minutes.
 4. Discussion and possible action in regards to Pewaukee Youth Baseball seeking the ability to expand their B/C level tournament at the end of May to include additional parks.
 5. 2020 Budget
 - 5.1 Discussion and possible action regarding the 2020 Parks & Recreation budget.
 - 5.2 Discussion and possible action regarding lighting improvements at Kiwanis Village Park.
 - 5.3 2020 Budget Update.
 6. Laimon Park
 - 6.1 Update regarding site plan work by raSmith.
 - 6.2 Discussion and possible action regarding approval of the Laimon Park financial statements to date.
 7. 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: October 9, 2019

DEPARTMENT: Parks and Recreation

PROVIDED BY:

SUBJECT:

Approval of the September 11, 2019 meeting minutes.

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

ATTACHMENTS:

Description

Minutes

MEETING MINUTES
Wednesday, September 11, 2019
7:00 PM

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

In attendance:

Alderman B. Dziwulski, Trustee B. Rohde, D. Linsmeier, A. Brimmer, T. Greenwald.

Also Present:

Community Services Director N. Phalin.

1. Call to Order and Pledge of Allegiance
2. Public Comment
3. Approval of the August 14, 2019 meeting minutes.

A motion was made and seconded, (Brian Dziwulski, Amy Brimmer) to approve the August 14, 2019 minutes. Motion Passed: 5-For, 0-Against.

4. Discussion and possible action in regards to Positively Pewaukee's prospective 'Hot Air Balloon Fest' event for September 2020.

A motion was made and seconded, (Brian Dziwulski, Dave Linsmeier) to approve concept of Hot Air Balloon Fest for Friday, September 11 - Sunday September 13, 2020, pending final plans. Motion Passed: 5-For, 0-Against.

5. Discussion and possible action in regards to the fee structure for Pewaukee Youth Baseball's use of Pewaukee Parks ball diamonds for tournaments.

A motion was made and seconded, (Amy Brimmer, Dave Linsmeier) to discount the total 2019 tournament bill by 33% totaling a balance of \$3,142.30 to be paid for 2019 tournament usage. Motion Passed: 3-For, 0-Against.

6. Discussion and possible action regarding installation of batting cages by Pewaukee Youth Baseball at the Pewaukee Sports Complex.

A motion was made and seconded, (Dave Linsmeier, Brian Dziwulski) to accept the purchase of batting cages comparable to other parks valued at \$7,905 as in-kind donations with additional amenities to be purchased by Pewaukee Youth Baseball. Motion Passed: 5-For, 0-Against.

7. Discussion and possible action regarding the future of the Pewaukee Athletic Association softball fields at Kiwanis Village Park.

8. Discussion and possible action in regards to tobacco and e-cigarette usage at Pewaukee parks.
9. Discussion regarding the Strategic Plan and Park and Open Space plans.
10. Discussion regarding South Park in relation to playground equipment and potential drainage solutions.
11. Discussion and possible action regarding Capital budget purchases for additional equipment.

A motion was made and seconded, (Dave Linsmeier, Todd Greenwald) to include the Material Handler in the 2020 budget. Motion Passed: 5-For, 0-Against.

12. Summer 2019 program recap.
13. Discussion and possible action regarding approval of the Laimon Park financial statements to date.

A motion was made and seconded, (Todd Greenwald, Dave Linsmeier) to approve the Laimon Park financials for August, 2019. Motion Passed: 5-For, 0-Against.

14. Adjournment

A motion was made and seconded, (Todd Greenwald, Amy Brimmer) to adjourn. Motion Passed: 5-For, 0-Against.

Respectfully Submitted,
Nick Phalin, CPRP
Parks & Recreation Director

September 6, 2019

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

DATE: October 9, 2019

DEPARTMENT: Parks and Recreation

PROVIDED BY: Nick Phalin

SUBJECT:

Discussion and possible action in regards to Pewaukee Youth Baseball seeking the ability to expand their B/C level tournament at the end of May to include additional parks.

BACKGROUND:

Pewaukee Youth Baseball (PYB) is seeking the ability to expand their B/C level tournament to include additional teams. This is a one-day tournament that currently utilizes Pewaukee Sports Complex (4 diamonds) and Balmer Park (1 diamond). The tournament is currently scheduled for Saturday, May 30, 2020. They have a rain-date scheduled for Sunday, May 31, 2020. Expansion would include additional parks and diamonds, along with revenue for PYB. Per their agreement with Parks & Recreation, they have facility usage fees per diamond. However, expansion of this tournament would reduce the availability of public park rentals at those locations.

FINANCIAL IMPACT:

RECOMMENDED MOTION:

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

DATE: October 9, 2019

DEPARTMENT: Parks and Recreation

PROVIDED BY: Nick Phalin

SUBJECT:

2020 Budget

5.1 Discussion and possible action regarding the 2020 Parks & Recreation budget.

5.2 Discussion and possible action regarding lighting improvements at Kiwanis Village Park.

5.3 2020 Budget Update.

BACKGROUND:

I will provide an update on these items at the meeting.

FINANCIAL IMPACT:

RECOMMENDED MOTION:

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

DATE: October 9, 2019

DEPARTMENT: Parks and Recreation

PROVIDED BY: Nick Phalin

SUBJECT:

Laimon Park

6.1 Update regarding site plan work by raSmith.

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

BACKGROUND:

I will provide additional information at the meeting.

FINANCIAL IMPACT:

RECOMMENDED MOTION:

ATTACHMENTS:

Description

Laimon Park Financials

Budget Comparison - Detail
Fund: 960 - Laimon Park Fund

SEPTEMBER

REVENUE

Account Number		2016 Sept	2017 Sept	2018 Sept	2019 Sept	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	7,330.71	10,037.46	7,805.79	5,247.50	(2,558.29)	71,398.82	74,817.00	95%
960-00-40622-002-000	Boat Launch Fees	952.00	1,109.00	675.16	609.00	(66.16)	6,895.90	7,000.00	99%
960-00-40622-003-000	Rental Revenues	-	-	-	-	-	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	28,597.62	34,383.12	83%
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	60.50	-	62.55		(62.55)	602.85	150.00	402%
Monthly Revenue Totals		11,043.21	13,900.46	11,352.58	8,750.05	(2,602.53)	177,306.54	176,350.12	101%

EXPENSES

Account Number		2016 Sept	2017 Sept	2018 Sept	2019 Sept	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	-	-	-	-	-	-	-	#DIV/0!
	GENERAL GOVERNMENT EXPENSE	-	-	-	-	-	-	-	#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	-	-	-	-	-	40,043.50	40,044.00	100%
960-00-51950-000-000	Land Acquisition Expense	-	-	-	-	-	-	-	#DIV/0!
	GENERAL GOVERNMENT EXPENSE	-	-	-	-	-	40,393.50	40,394.00	100%
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	-	-	-	131.93	131.93	570.24	700.00	81%
960-00-55200-000-150	Gasoline Expense	10,103.23	4,078.79	4,676.65	4,082.56	(594.09)	48,340.04	51,833.00	93%
960-00-55200-000-155	Operating Supplies	394.14	0.92	-	2.80	2.80	1,924.73	2,500.00	77%
960-00-55200-000-156	Grounds & Maintenance	424.82	-	-	-	-	589.10	15,000.00	4%
960-00-55200-000-160	Equipment Maintenance	-	898.50	-	200.00	200.00	2,916.41	5,000.00	58%
960-00-55200-000-165	Building Maintenance	8,157.07	-	-	-	-	855.48	5,000.00	17%
960-00-55200-000-168	Other Property Expenses/Taxes	-	-	-	-	-	5,559.22	5,800.00	96%
960-00-55200-000-169	Donation A/C Funded Expenses	-	-	-	-	-	-	-	#DIV/0!
	CULTURE, RECREATION & EDUCATION	19,079.26	4,978.21	4,676.65	4,417.29	(259.36)	60,755.22	90,833.00	67%
960-00-40636-000-000	Lakeside Park Capital Outlay	7,980.00	-	-	2,785.00	2,785.00	8,785.00	12,000.00	73%
	CAPITAL OUTLAY	7,980.00	-	-	2,785.00	2,785.00	8,785.00	12,000.00	73%
	Total Expenses	27,059.26	4,978.21	4,676.65	7,202.29	2,525.64	109,933.72	143,227.00	77%

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	\$ 18,692.42	\$ 5,247.50	\$ -	\$ -	\$ -	\$ 71,398.82	\$ 74,817.00	\$ (3,418.18)	95%
960-00-40622-002-000	Boat Launch Fees	\$ (13.08)	\$ -	\$ -	\$ 185.00	\$ 1,030.95	\$ 1,316.00	\$ 2,501.03	\$ 1,267.00	\$ 609.00	\$ -	\$ -	\$ -	\$ 6,895.90	\$ 7,000.00	\$ (104.10)	99%
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	\$ 2,893.55	\$ 2,893.55	\$ -	\$ -	\$ -	\$ 28,597.62	\$ 34,383.12	\$ (5,785.50)	83%
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	\$ 76.34	\$ 69.68	\$ -	\$ -	\$ -	\$ -	\$ 602.85	\$ 150.00	\$ 452.85	402%
Monthly Revenue Totals		\$ 25,098.90	\$ 31,067.83	\$ 21,763.59	\$ 3,047.22	\$ 10,068.39	\$ 12,530.55	\$ 42,057.36	\$ 22,922.65	\$ 8,750.05	\$ -	\$ -	\$ -	\$ 177,306.54	\$ 176,350.12	\$ 956.42	101%

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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	#DIV/0!
	GENERAL GOVERNMENT EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	#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	\$ -	\$ -	\$ 40,043.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,043.50	\$ 40,044.00	\$ (0.50)	100%
960-00-51950-000-000	Land Acquisition Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	#DIV/0!
	GENERAL GOVERNMENT EXPENSE	\$ -	\$ 350.00	\$ 40,043.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,393.50		\$ 40,393.50	#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	\$ -	\$ -	\$ -	\$ 263.86	\$ 700.00	\$ (436.14)	38%
960-00-55200-000-150	Gasoline Expense	\$ -	\$ -	\$ 2,800.89	\$ -	\$ -	\$ 7,019.22	\$ 19,007.85	\$ 13,249.30	\$ 4,082.56	\$ -	\$ -	\$ -	\$ 46,159.82	\$ 51,833.00	\$ (5,673.18)	89%
960-00-55200-000-155	Operating Supplies	\$ 0.47	\$ -	\$ -	\$ 318.60	\$ -	\$ 273.33	\$ 1,072.18	\$ 802.85	\$ 2.80	\$ -	\$ -	\$ -	\$ 2,470.23	\$ 2,500.00	\$ (29.77)	99%
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	\$ -	\$ -	\$ -	\$ 200.00	\$ -	\$ -	\$ -	\$ 858.00	\$ 5,000.00	\$ (4,142.00)	17%
960-00-55200-000-165	Building Maintenance	\$ -	\$ 57.44	\$ -	\$ 44.03	\$ 1,013.40	\$ -	\$ -	\$ (169.62)	\$ -	\$ -	\$ -	\$ -	\$ 945.25	\$ 5,000.00	\$ (4,054.75)	19%
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	\$ 13,882.53	\$ 4,417.29	\$ -	\$ -	\$ -	\$ 58,104.43	\$ 131,227.00	\$ (73,122.57)	44%
960-00-40636-000-000	Lakeside Park Capital Outlay	\$ -	\$ -	\$ -	\$ 461.50	\$ 2,705.70	\$ -	\$ -	\$ -	\$ 2,785.00	\$ -	\$ -	\$ -	\$ 5,952.20	\$ 22,000.00	\$ (16,047.80)	27%
	CAPITAL OUTLAY	\$ -	\$ -	\$ -	\$ 461.50	\$ 2,705.70	\$ -	\$ -	\$ -	\$ 2,785.00	\$ -	\$ -	\$ -	\$ 5,952.20	\$ 18,000.00	\$ (12,047.80)	33%
Total Expenses		\$ 5,131.58	\$ 407.44	\$ 43,195.01	\$ 1,584.06	\$ 5,399.10	\$ 7,499.46	\$ 20,148.66	\$ 13,882.53	\$ 7,202.29	\$ -	\$ -	\$ -	\$ 104,450.13	\$ 149,227.00	\$ (44,776.87)	70%

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

[illegible]

TOTALS:	\$	104,593.87	\$	6,501.95	\$	71,771.98	\$	26,676.38
LESS SALES TAX:			\$	315.51	\$	10,336.62		
NET TOTAL:			\$	6,186.44	\$	61,435.36		

OVER

Budgeted Revenue 2019		Actual	Remaining	% Remaining
Gas sales	\$ 74,817.00	\$ 62,908.72	\$ 11,908.28	16%
Boat launch fees	\$ 7,000.00	\$ 6,710.39	\$ 289.61	4%
TOTAL:	\$ 81,817.00	\$ 69,619.12	\$ 12,197.88	15%

After hours launch deposits

5/6/2019	\$ 175.95
5/20/2019	\$ 14.00
5/28/2019	\$ 15.00
6/3/2019	\$ 7.00
6/10/2019	\$ 7.00
6/17/2019	\$ -
6/24/2019	\$ 7.00
7/1/2019	\$ -
7/8/2019	\$ 48.00
7/15/2019	\$ 49.00
7/22/2019	\$ 21.00
7/29/2019	\$ 14.00
8/5/2019	\$ 14.00
8/12/2019	\$ 49.00
8/19/2019	\$ -
8/26/2019	\$ 21.00
9/3/2019	\$ -
9/9/2019	\$ 28.00
9/16/2019	\$ 7.00
9/23/2019	\$ 14.00
9/30/2019	\$ 33.00
	\$ 523.95

Total Launches To Date

929

Total Gallons of Gas To Date

17439

Lake Patrol Gas

Month	Gallons Sold	Total Amount
May	54.032	\$ 137.73
June	123.388	\$ 314.52
July	201.808	\$ 550.20
August	180.185	\$ 470.91
September		
Total:	559.413	\$ 1,473.36

Annual Launch Passes

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

Other