



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

Wednesday, January 8, 2020

7:00 PM

Pewaukee City Hall ~ Common Council Chambers

-
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 11, 2019 meeting minutes.
 4. Discussion and possible action regarding the proposed 2020 Winnebego events.
 5. Discussion and possible action regarding Laimon Park boat slip rentals.
 6. Discussion and possible action regarding the Kiwanis Village Park playground and financial commitment being fulfilled.
 7. Update on Fall 2019 recreation programs.
 8. Discussion and possible action regarding question set for Needs Assessment survey.
 9. Discussion and possible action regarding the Laimon Park Parking Lot layout.
 10. 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: January 8, 2020

DEPARTMENT: Parks and Recreation

PROVIDED BY:

SUBJECT:

Approval of the December 11, 2019 meeting minutes.

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

ATTACHMENTS:

Description

Minutes

MEETING MINUTES
Wednesday, December 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, G. Majeskie, D. Kaatz, T. Greenwald.

Also Present:

Community Services Director N. Phalin.

1. Call to Order and Pledge of Allegiance
2. Public Comment
3. Approval of the November 13, 2019 meeting minutes.

A motion was made and seconded, (Bob Rohde, Gary Majeskie) to approve minutes from the November 13, 2019 meeting. Motion Passed: 5-For, 0-Against.

4. Discussion and possible action regarding naming rights for items or areas at Pewaukee Sports Complex.

PYB will continue seeking large sponsorships. As PYB develops their proposed 'menu' of items they may be interested in selling sponsorship/naming rights of, they will share that list with Nick. Nick will work with PYB and Joint Board to establish a subcommittee to discuss values of potential areas that sponsorship could be sold.

PYB would like to have 'menu' in place prior to 2020 season.

5. Discussion regarding disc golf course in the Pewaukee Parks system.

Nick will be in contact with Terry about adding disc golf to the Pewaukee Parks System, likely Balmer Park.

6. Discussion and possible action regarding pay for parking for youth sports tournaments and special events in the Pewaukee Parks system.

Consensus that funds generated through admission are permissible to be charged by the organization, with the organization retaining funds.

7. Update regarding Hot Air Balloon Fest for 2020.

8. Review of timeline for Park & Open Space Plan update.
9. Discussion and direction regarding Laimon Park future construction.
10. Discussion and possible action regarding approval of the Laimon Park financial statements to date.

A motion was made and seconded, (Bob Rohde, Brian Dziwulski) to approve the November, 2019 Laimon Park financials. Motion Passed: 5-For, 0-Against.

11. Adjournment

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

Respectfully Submitted,
Nick Phalin, CPRP
Parks & Recreation Director

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

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

DATE: January 8, 2020

DEPARTMENT: Parks and Recreation

PROVIDED BY: Nick Phalin

SUBJECT:

Discussion and possible action regarding the proposed 2020 Winnebeergo events.

BACKGROUND:

Winnebeergo is proposing below for the 2020 season:

6/19 - Nettesheim Park

7/17 - Nettesheim Park

8/21 - Nettesheim Park

September 11, 12, 18, 19, 25, 26, October 2, 3 - Parktoberfest @ Kiwanis Village Park.

Explanation of changes from 2019 to 2020 - They found Saturdays to be less fruitful than Fridays and fall weathers seems to be against them. It was tough to attract food vendors and customers for multiple days due to the amount of festivals, etc, happening on weekends during the summer. Also with Labor Day being late in 2020, they chose 4 weekends for Parktoberfest, instead of 5. Ideally they would like to cut out October all together due to weather issues in the past few years, but will keep the first weekend in October to not cut the total event so short.

FINANCIAL IMPACT:

RECOMMENDED MOTION:

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

DATE: January 8, 2020

DEPARTMENT: Parks and Recreation

PROVIDED BY: Nick Phalin

SUBJECT:

Discussion and possible action regarding Laimon Park boat slip rentals.

BACKGROUND:

For the 2020 season, three boat slips have been accepted from the waiting list by the Beachscapes Condo Association. They were on the waiting list and have accepted all three spots offered to them.

Currently, they do not have any tenants, so the slips will remain empty. When they do receive tenants, they will have boats in the water and necessary insurance. I am looking for direction on who 'owns' the slip once the tenant is present.

I believe the most appropriate would be that the Beachscapes Association owns the slip, but the boat owner provides all necessary paperwork including contact information, boat type, boat owner's insurance, etc. Should the tenant choose to move, the Beachscapes Association would retain ownership of the slip for their next tenant.

FINANCIAL IMPACT:

RECOMMENDED MOTION:

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

DATE: January 8, 2020

DEPARTMENT: Parks and Recreation

PROVIDED BY: Nick Phalin

SUBJECT:

Discussion and possible action regarding the Kiwanis Village Park playground and financial commitment being fulfilled.

BACKGROUND:

The Pewaukee Kiwanis have successfully completed \$100,000 worth of equipment and work at Kiwanis Village Park of their \$100,000, 20-year term for naming rights. They have provided funds to replace a significant amount of playground equipment and we are very happy with how things have turned out.

Pat Gallagher, of the Kiwanis, recently mentioned they are looking to choose another park project to contribute to in the future, preferably in the City of Pewaukee. They have an estimated amount of funds, but have an additional amount of approximately \$11,000 remaining from their initial \$100,000 commitment towards Kiwanis Village Park due to rebates on the purchase thanks to their committed volunteer base that helped with equipment installation.

I'm looking for direction on where these \$11,000 are to be allocated for future Pewaukee Parks improvements.

FINANCIAL IMPACT:

RECOMMENDED MOTION:

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

DATE: January 8, 2020

DEPARTMENT: Parks and Recreation

PROVIDED BY: Nick Phalin

SUBJECT:

Update on Fall 2019 recreation programs.

BACKGROUND:

Attached document was provided by Recreation Supervisor, Monica Kaskey.

FINANCIAL IMPACT:

RECOMMENDED MOTION:

ATTACHMENTS:

Description

Rec programs

Seasonal Recreation Programs Report Fall 2019

This Recreational Programs report covers programs offered in our Fall 2019 Program Guide.

Summary:

Fall season went well despite having fewer offerings than 2018. We ended up cutting a few of our preschool programs for 2019 when we lost our previous preschool instructor and we also cut a few of our special events that did not run in 2018. Our senior programs are still booming and continue to increase each season.

Preschool:

We offered three preschool enrichment classes, one of which was cancelled due to low enrollment. Our new preschool instructor has put together a great list for 2020 and we have already seen better enrollment moving into 2020.

Youth:

The Flag Football program did well this year and staffing for the program was excellent! This is a big change because we struggle each year to find good staff. We hired one new adult staff person and then I was able to recruit two of my young day camp staff to fill in the other spots. We also had a good number of volunteer coaches at season's start and a new coach Power Point presentation was created to help with organization. Registration for 2019 increased by 10 participants.

Out of our 2019 art classes, we ended up cancelling two of the four. One because of an instructor issue (death in the family) and one for low enrollment. The numbers for the other two classes were strong. Our intergenerational classes "Building Bridges" both had good numbers and have been well-received. A trend we have been seeing regarding our Badges & Buddies program (Partnership with Waukesha County Sheriff's Department) has been that registration has not filled as quickly as in years past. We will continue to monitor this program and make changes as needed.

Adults:

The majority of our yoga classes were moved permanently to St. Bartholomew's Church on Monday mornings and Tuesday evenings. We came up with an agreement with St. Bart's that we would be able to utilize the space at no charge during the school year, but would pay for the space rental during the summer. This agreement is going well and the participants and instructor really like the location. We are still hosting yoga at Nettesheim Park on Thursday evenings. Numbers were pretty good for most classes.

We offered Adult Spanish class this fall per the request of our summer participants and it ran. We are offering it again in the spring.

Seniors:

Numbers are through the roof with our Senior Fitness programs and participants are loving it. Classes are back at Wagner Park after being at multiple locations during summer months. It makes things much easier to have all the equipment in one place. Our Positively Fit class increased by 26 participants from 2018 – 2019.

Special Events:

Super Senior Open House

This is a free event for the community. We provide a list of organizations and businesses of interest to seniors, have a speaker and provide lunch. We had over 70 participants this year!

Senior Holiday Social

This is a Christmas potluck event where seniors come together, bring a dish to pass and play a white elephant gift exchange. This year we brought in an Elvis impersonator for entertainment. We had over 60 attendees!

Total Participants Fall 2018: 914**Total Participants Fall 2019: 961****Increase of 47****Revenue Fall 2018: \$21,137****Revenue Fall 2019: \$24,971****Increase of \$3,834**

**CITY OF PEWAUKEE
JOINT PARK AND RECREATION BOARD AGENDA ITEM 8.**

DATE: January 8, 2020

DEPARTMENT: Administration

PROVIDED BY: Nick Phalin

SUBJECT:

Discussion and possible action regarding question set for Needs Assessment survey.

BACKGROUND:

From the December meeting, I met with Kelley to discuss the random sample versus mailing all residences and she confirmed that there is evidence showing that a random sample is more effective as you are less likely to have one area of a community 'flood the survey' with responses to a specific question(s).

We do plan to include a URL for online responses to the random survey to hopefully increase total responses, but also improve response tabulation accuracy and speed.

I did not receive any additional input in regards to adding or adjusting questions. I have attached the updated document for approval.

FINANCIAL IMPACT:

RECOMMENDED MOTION:

ATTACHMENTS:

Description

2020 Park & Open Space Plan



The Pewaukee Park and Recreation Department strives to continually meet the community's needs for park and recreation services. Please take a moment to tell us how we are doing. Your input will prove valuable in future planning for the Department. Thank you in advance for your participation.

1. How familiar are you with the Pewaukee Park and Recreation Department and its services?

☐ Very familiar ☐ Somewhat familiar ☐ Not familiar ☐ I don't know

2. What is your overall satisfaction with Pewaukee Park and Recreation?

☐ Very satisfied ☐ Satisfied ☐ Unsatisfied ☐ I don't know

3. Regardless if you are familiar with Pewaukee Park and Recreation, what recreational activities do you participate in either through the Department or other recreational venues?

<input type="checkbox"/> Preschool instructional classes	<input type="checkbox"/> Parent/child classes	<input type="checkbox"/> Youth basketball
<input type="checkbox"/> Youth soccer	<input type="checkbox"/> Youth volleyball	<input type="checkbox"/> Youth baseball
<input type="checkbox"/> Youth instructional classes	<input type="checkbox"/> Adult fitness classes	<input type="checkbox"/> Adult basketball
<input type="checkbox"/> Adult volleyball	<input type="checkbox"/> Adult soccer	<input type="checkbox"/> Adult softball
<input type="checkbox"/> Wellness classes	<input type="checkbox"/> Family trips	<input type="checkbox"/> Theater trips
<input type="checkbox"/> Indoor swimming	<input type="checkbox"/> Outdoor swimming	<input type="checkbox"/> Special events
<input type="checkbox"/> Safety courses	<input type="checkbox"/> Dance instruction	<input type="checkbox"/> Archery

Other:

4. Which of the following parks have you or other members of your household visited in the past year? *(Please check all that apply)*

<input type="checkbox"/> Balmer Park	<input type="checkbox"/> Simmons Woods Park
<input type="checkbox"/> Lakefront Park	<input type="checkbox"/> South Park
<input type="checkbox"/> Liberty Park	<input type="checkbox"/> Springdale Park
<input type="checkbox"/> Nettesheim Park	<input type="checkbox"/> Valley Forge Park
<input type="checkbox"/> Opie Park	<input type="checkbox"/> Village Park
<input type="checkbox"/> Peffer Park	<input type="checkbox"/> Wagner Park
<input type="checkbox"/> Pewaukee Sports Complex	

Please answer questions on the back of this page.

W240 N3065 Pewaukee Rd. Pewaukee, WI 53072
ph: 262-691-7275 f: 262-691-6078 e: park@pewaukee.wi.us



5. If you or other members of your household visited one of the parks, which park amenities were utilized? *(Please check all that apply)*

☐ Basketball courts ☐ Sand volleyball courts ☐ Playgrounds
☐ Soccer fields ☐ Baseball diamonds ☐ Walking paths
☐ Picnic shelters ☐ Beach/swimming ☐ Restrooms
☐ Tennis courts Other: _____

6. Overall, how would you or other members of your household rate the conditions of Pewaukee parks?

☐ Excellent ☐ Good ☐ Fair ☐ Poor ☐ Don't know/not applicable

7. What types of improvements, if any, would you like to have done to the current park system?

☐ Acquire more land ☐ Expand existing park land
☐ Add new amenities to existing parks ☐ None

8. The Pewaukee Park and Recreation Department would like to consider adding new specialized amenities to the existing parks. How interested would you or other members of your household be in the following potential amenities? *(Please mark one box per amenity)*

	Very Interested	Somewhat Interested	Not too interested	Not at all interested
Community Center				
Cross Country Skiing				
Disc Golf				
Dog Park				
Hiking Trails				
Inclusive Playgrounds				
Pickleball Courts (Permanent)				
Skateboard Park				
Splash Pad*				
Other:				

**A splash pad is a playground that includes water features however is not deep like a swimming pool.*



9. Would you support a tax increase to develop new amenities for parks, and if so, how much would you support?

☐ \$1 per month ☐ \$1-5 per month ☐ \$5-10 per month
☐ None ☐ I don't know

10. Which recreation programs offered by Pewaukee Park and Recreation has your household participated in the past year? *(Check all that apply)*

☐ Adult fitness programs ☐ Adult instructional programs
☐ Adult sport leagues ☐ Family trips
☐ Preschool programs ☐ Special events
☐ Summer Day Camp ☐ Youth instructional programs
☐ Youth sport leagues

Other: _____

11. Would you like to see Pewaukee Park and Recreation offer more programs?

☐ Yes
☐ No

If yes, what would you like to see? _____

12. How would you support funding program expansion? *(Check more than one if applicable)*

☐ Increase taxes
☐ Increase user fees

Other: _____

13. If the necessary easement were in place, would you have interest in a walking path near the Pewaukee River?

☐ Yes ☐ No ☐ Maybe

Please answer questions on the back of this page.



14. Are you a resident of the Village or the City of Pewaukee?

☐ Village ☐ City ☐ Don't know

15. How long have you lived in the either the City or Village of Pewaukee?

☐ Less than 3 years
☐ 3-5 years
☐ 6-10 years
☐ More than 10 years

16. What members of your household visited or used Pewaukee parks within the last year?

☐ Adults
☐ Children
☐ Both
☐ Neither

17. What is your gender?

☐ Female
☐ Male

18. Please list the ages of all members of your household, starting with your age first.

_____, _____, _____, _____, _____, _____, _____, _____, _____, _____

19. Do you have any additional comments?

CITY OF PEWAUKEE
JOINT PARK AND RECREATION BOARD AGENDA ITEM 9.

DATE: January 8, 2020

DEPARTMENT: Administration

PROVIDED BY: Nick Phalin

SUBJECT:

Discussion and possible action regarding the Laimon Park Parking Lot layout.

BACKGROUND:

Upon further discussion with raSmith in regards to the relocation of the transformer at Laimon Park - I was informed that the transformer relocation would likely take up one parking spot.

The parking lot would gain two truck/boat trailer spots, and lose one, not three, car parking spots.

The transformer would be located near the building in the proposal. The dumpster that is also in the enclosure would need to be relocated on Loie Laimon's property moving forward. This was a verbal agreement at the time of purchase that the dumpster would stay as is until any parking lot construction.

The initially quoted fee to relocate the transformer from WE Energies was \$13,231.69 + \$219 in seasonal charges for a total of \$13,450.69 to gain two trailer parking stalls, lose one regular parking, have a more functional and aesthetically pleasing parking lot prior to regrading work.

The attached photos are the same image just zoomed in and out with the transformer relocation near the building from the middle of the parking lot.

I have asked Fire Chief Bierce about the transformer being located near the building and he confirmed that he has no concerns about this as long as WE Energies follows code requirements.

FINANCIAL IMPACT:

RECOMMENDED MOTION:

ATTACHMENTS:

Description

Laimon Parking Lot - Zoomed Out

Laimon Zoom In

CREATE A FLUME TO DRAIN WATER
FROM PARKING LOT

PROP. CONC. BOAT
RAMP

PEWAUKEE LAKE

CONC BREAK WALL

6" RCP
IE. 853.33

EMERGENCY
TURN OFF

SET
MAG NAIL

16.0'

CONC

SET 1"
IRON PIPE

MOVE SHED TEMPORARILY TO
RAISE PAVEMENT IN THIS AREA

DECK

SILL 854.62

2 STORY
FRAME /& STONE
BUILDING

SILL 854.78

ABANDON INLET

PROP. 18" CURB
AND GUTTER

ONE PHASE TRANSFORMER

THREE PHASE TRANSFORMER

PROP. P/P

PROP. 18" CURB AREA (TO MEANDER LINE)
21,051 SQ. FT.
0.4832 ACRES

RECONSTRUCT CATCH
BASIN
AREA (TO OHV)
24,432 SQ. FT.
0.5609 ACRES

SET
MAG NAIL

PULVERIZE EXISTING ASPHALT
PAVEMENT, GRADE TO GRADES
ON GRADING PLAN AND PAVE
2 1/4" BINDER & 1 3/4" SURFACE

CHAIN LINK
FENCE

FOUND
MAG NAIL

FOUND 1"
IRON PIPE
1.8' S

FOUND 3/4"
IRON PIPE

2 STORY
FRAME
BUILDING

FLOOR 855.94

SET
MAG SPIKE

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